



Sunset Empire Transportation District

BOARD OF COMMISSIONERS

BOARD MEETING AGENDA

THURSDAY FEBRUARY 25, 2016

9:00 AM

Astoria Transit Center, 900 Marine Drive Astoria, OR

AGENDA:

1. CALL TO ORDER; PLEDGE OF ALLEGIANCE TO THE FLAG
2. ROLL CALL
3. CHANGES TO AGENDA
4. APPROVAL OF JANUARY 28, 2016 MEETING MINUTES
5. REPORTS FROM CHAIR AND COMMISSIONERS
6. FINANCIAL REPORTS- January 2016
7. OLD BUSINESS
 - a. Board Calendar
 - b. Budget Calendar
8. NEW BUSINESS
 - a. Special Transportation Funds Discretionary Grant Recommendations
 - b. Drive Less Save More Report
9. CORRESPONDENCE- Wishing Tree- Thank you
10. EXECUTIVE DIRECTOR REPORT
11. LEADERSHIP TEAM REPORT
12. PUBLIC COMMENT (3 minute limit)
13. OTHER ITEMS
14. EXECUTIVE SESSION 192.660 (2)(i)



**BOARD OF COMMISSIONERS
MEETING MINUTES
January 28, 2016**

1. CALL TO ORDER- Chair Kathy Kleczek called the meeting to order at 9:00 AM.
2. ROLL CALL:

Present: Chair Kathy Kleczek, Commissioner Kevin Widener, Commissioner Carol Gearin, Commissioner Tracy MacDonald, Commissioner Paul Lewicki and Commissioner Rae Goforth

Staff Present: Executive Director, Jeff Hazen, Executive Assistant Mary Parker, Finance Officer Al Hernandez, Operations Manager, Scott Earls, HR Manager Tami Carlson, RideAssist Coordinator Carol Penuel, IS/Transit Center Manager John Layton, Mobility Coordinator Shana Verley, Transportation Options Shasia Fry and IT Manager Konnor Claborn.

3. 2014-2015 AUDIT REPORT- Brad Bingenheimer, a partner with Bold Carlisle and Smith from Salem, presented the Sunset Empire Transportation District Audit Report for fiscal year 2014-2015. Brad reported that Boldt Carlisle and Smith have issued their report based on the financial statements and that the audit is considered an unmodified report and in their opinion the financial statements presented represent fairly the financial position and the results of operation of the District for the year ending June 30 2015. Brad highlighted the audit reporting that the District ended the past year with total assets of \$6.2 million and total liabilities of \$ 1.3 million resulting in a net equity position of \$4.9 million which was a \$640,000 increase from the prior year and an additional prior period adjustment was made of \$153,000 due to DMAP finding that the District did not owe them this debt. Brad reported that the General Fund ended the year with \$739,742 and Ridecare ended the year with \$1,311,965, plus the \$153,000 from DMAP and \$50,000 in a capital reserve fund. Brad commented that when he looked at these overall with the increase in the net equity position on the full accrual basis and each of the funds had increases, that these are indications of improvement in the financial health of the organization and the District is better off at the end of 2015 than they were at the end of 2014. Brad reported the General Fund Budget to Actuals with revenues of \$2.3 million with a budget of \$2.4 million so there was a shortfall of revenues primarily in grants with total expenditures of \$2.1 million with a budgeted amount of \$ 2.8 million so there was \$750,000 of budget expenditures that were not incurred which is why there was a positive increase in the net fund general fund balance. Brad reported that the Ridecare fund reported revenues of \$3.1 million and had budgeted for \$3.2 million resulting in a slight shortfall. Total expenditures were \$2.9 million compared to the budgeted \$3.2 million with an increase made to the budget later but overall there was \$300,000 less expenditures than had been budgeted which added an increase in the fund balance. Brad reviewed the investments, capital assets and debt service. There was a question about leased equipment fees and it was noted that the credit card machine had not been included. Brad said they would capture that. Brad reported that they do a testing process to assure compliance with laws and regulations and they found that the Ridecare estimated funds and the actual funds had a difference of \$251,936 which Brad said was larger than recommended and should be watched but did not require any action. Brad also said the review of internal controls did not have a comment but will later in the report. Brad then reviewed the compliance review of the financial statements in accordance with the government auditing standards. Brad reported they did not note any instances of non-compliance. Brad then reported that there has been a comment made about having internal controls in place for approval of Journal Entries. Brad noted that due to the District's size this could be difficult.

Executive Director Hazen said that there is a procedure for the journal entries in our financial policy but when the policy was written it was either the Executive Director or a CPA firm that would approve the journal entries however we no longer use the CPA firm. Brad continued reviewing compliance

requirements that were required because the District received grant funds that exceeded \$500 and there were no instances of non-compliance. Executive Director Hazen said the transition of the new finance director has been a little rough and he has asked Brad to take a look at our finances to make sure everything is sound. Brad commented that he will be looking at several things including the move to the new Quick Books program and making sure the bank statements are reconciled correctly as of December 31st. Chair Kleczek asked Brad if he had any final comments or advice for the Board. He said that he felt better about the District today than he has in the last 10 years and he appreciates how the Board is more involved and in tune to what is going on and said he wanted to commend the District for all the efforts you have made over the years to get on much sounder footing than you have been in the past.

Commissioner MacDonald moved to accept the Audit as presented

Commissioner Widener seconded the motion

Motion passed by unanimous aye vote of all Commissioners present

4. CHANGES TO AGENDA- None

5. PUBLIC HEARING ROUTE SCHEDULE CHANGES- Chair Kleczek opened the Public Hearing to hear public comment concerning the proposed route changes to routes 101, 20 and 21. There were no public comments made.

Commissioner Widener moved to accept the proposed schedule changes

Commissioner MacDonald seconded the motion

Discussion- Kevin said that he had concerns about having the buses out late at night with no transit center no kiosk and no barn if something breaks down. Executive Director Hazen said there is an assistant mechanic that will be on duty to assist the busses. Chair Kleczek said she did not think this was the most convenient time for people to come and give their comments on these schedule changes and this was also Project Homeless Connect Day and she said she was all for extending our hours into the night hours to cover potential riders that are needing the bus to get to work at 5 or 6 pm, but let's make sure we are not overextending ourselves budget wise trying to overstep. Chair Kleczek also said that she thought it was great and after people get used to it and know the busses are running for extended hours our ridership will grow because of it.

Commissioner Widener said there has been no comment here and that he had talked to people and there have been no negative comments. Executive Director Hazen said he wanted to remind the board that the catalyst for this is to be in compliance with labor laws and this should be a win-win situation to extend our hours and we did budget for this and will have plenty to cover the costs since we made the change later than anticipated. Commissioner Kleczek said she had a hard time seeing where the schedules were changed and without spending a lot of time and the Board had asked if the changes would be highlighted and the changes were. Commissioner Gearin said she thought the schedule is very tight especially on the Route 101, with little time in-between stops. There was discussion about the history of using Wahanna as an alternate for Route 101.

Motion passed by unanimous aye vote of all commissioners present

6. PUBLIC COMMENT- None

7. APPROVAL OF BOARD MEETING MINUTES- Commissioner Gearin made a correction on page 8 under Chair Kleczek removal of the word may and on page 9 third sentence from the top we can ill afford. There was discussion about putting the Board pack page numbers on the lower left and in red.

Commissioner Gearin moved to accept the minutes as corrected

Commissioner Widener seconded the motion

Motion passed by unanimous aye vote of all commissioners present

8. REPORTS FROM CHAIR AND COMMISSIONERS:

Commissioner Goforth- Reported that there will be another special Senior and Disabled Advisory meeting to determine the STF funding applications so that Executive Director Hazen can attend and assist with explaining the selection process. Commissioner Goforth also reported going to the Ridecare Committee Meeting where there was discussion about adding staff at Ridecare to assist with the purveyor calls and to fill in during vacations.

Commissioner Lewicki- Thanked Jeff for the coat rack.

Commissioner Widener- Nothing to report

Commissioner MacDonald- Asked why there was no contact at Ridecare between 12 and 1 pm. Jason explained that it is for lunch purposes however there is a way to contact Jason during the time.

Commissioner Gearin- Nothing to report

Chair Kleczek- Reported that she had attended the ACT committee meeting which meant she had to travel on the highways and noted that we have been lucky in our area compared to other areas as far as road damage is concerned. Chair Kleczek also asked that we use our resources to post any current road conditions that we are aware of on our website so that we are looked at a source of information.

9. FINANCIAL REPORTS:

a. **November 2015-**

Commissioner Gearin reported that she had called Al about some of the credit card charges that were on Liz's and Diane's credit cards. Al explained that Diane had used her card for a hotel when she came to Astoria and met with him and Liz's card was being used by Sashia for a short time.

Commissioner Gearin asked if the electrical charging station income could be separated out each month and if she could get the total amount of income received in the last 5 years.

Commissioner Gearin asked why we are so over budget on the telephone. Konnor explained that there were extra charges added to what was budgeted due to Ridecare having more costs than planned, a payment that should have been made last fiscal had to be made this fiscal. Chair Kleczek asked why the telephone bill is \$10,000 per month. Al explained that he had not received the bills for a few months so there were large payments due. The monthly charges should be around \$3200 with Ridecare paying the bulk of it.

Commissioner Gearin asked if we will be in trouble with the audit due to us being over budget by about \$25,000.

Executive Director Hazen said no as long as we are in line with material and services and that he will let the board know if we have to make a budget adjustment.

Commissioner Gearin said she liked the red and black print on the report.

There was discussion about the Connector IGA being under dues. Executive Director Hazen said that it would be made a separate line item.

There was further discussion about the November exception sheet.

Commissioner Gearin moved to approve the November financial report as presented

Commissioner Lewicki seconded the motion

Motion passed by unanimous aye vote of all Commissioners present

b. **December 2015**

Commissioner Goforth asked about the \$22,000 on the aging report for property taxes. Al explained it is offset as it is taxes received from past years taxes.

Chair Kleczek asked Al to explain retained earnings versus net income. Al said net income is income received for the current fiscal period and retained earnings are the accumulative from all historical periods.

Commissioner Gearin asked about why there is a minus number on the Ridecare balance sheet for November and December. Al said explained if you look at the year to date for Ridecare it shows a loss of -\$415,000 and the General Fund shows a profit of \$ 278,000 so together they would equal the net loss of -\$139,000.

Commissioner Widener moved to approve the December financial report as presented
Commissioner MacDonald seconded the motion
Motion passed by unanimous aye vote of all Commissioner present
Commissioner Lewicki reported that he was glad that he had been able to work with Al on the financial statements and thanked Carol for noticing the red print.

10. OLD BUSINESS-

- a. Veterans Program- Executive Director Hazen reported that this program was identified as a priority as we went through the budgeting process and the STF process and we dedicated funds to this program that will fill the gap of getting veterans from where they live and get them to the VA van or the VSO by using volunteer drivers. The drivers will be volunteers for SETD. Shana Verley reported that she has received 6 or 7 volunteer applications that she will be looking at and setting up interviews with. Shana also reported that Jason will be doing vehicle inspections and using the DHS checklist and that she had presented the Veterans project to the Senior and Disabled committee at their last meeting. Shana said that there will not be any extra charge to volunteers for car insurance. Shana said that she is asking for the approval of the Board for starting the program. SETD will be paying Ridecare for being the call center. The Board gave Shana approval to move ahead.
- b. Columbia Pacific Coordinated Care Organization Contract Amendment- Executive Director Hazen explained that he and Jason had met with Meme Haley from the PCCO who had talked about adding other programs here that will be like a coaching program for their high users.
Commissioner Gearin moved to accept third amendment to the CCO Agreement and give Executive Director Hazen permission to sign
Commissioner Widener seconded the motion
Motion passed by a unanimous aye vote of all commissioners present
- c. Board Vacancy Applications- Executive Director Hazen introduced the two applicants: Jim Servino who works at the Astoria Warrenton Chamber of Commerce and Andrew Davis who is employed at Clatsop Behavioral Health Care. Board members asked each of the applicant's several questions about themselves and if they thought they would have any conflict of interest. Commissioner Gearin asked Andrew if was a registered voter and he said he was not. Commissioner Gearin said she had checked with the local elections department who verified that district Board members must be registered voters. There was discussion and questions about verifying the requirement. Mary provided the County Special Elections pamphlet with the ORS verification requiring SETD Board members to be a registered voter. Chair Kleczek let Andrew know that he was not eligible to be on the Board but invited him to consider serving on the Senior and Disabled Committee.
Commissioner Widener moved to appoint Jim Servino to the Sunset Empire Transportation District Board of Commissioners as an interim Board member.
Commissioner MacDonald seconded the motion
Motion passed by unanimous aye vote of all commissioners present
Commissioner Servino was sworn into office and joined the meeting.

11. NEW BUSINESS-

- a. Bus Purchases- Executive Director Hazen reviewed the bus purchase process for 2 busses. They had decided to go with the “best value determination” selection to assure that they did not purchase a lemon. A team of employees ranked the proposals and chose the Western Bus proposal. Commissioner Gearin asked if we are purchasing busses that can be worked on in the area. Executive Director Hazen said yes. There was further discussion on how the busses are selected and their specifications.
 - Commissioner Gearin moved to purchase the busses with the photographic wrap
 - Commissioner Lewicki seconded the motion
 - Motion passed by unanimous aye vote of the commissioners present.

- b. Senior and Disabled Transportation Advisory Committee Bylaws Update- Executive Director Hazen reviewed the change made to Section 3 Voting: *A Committee member shall not vote on any funding decision in which they are an applicant or representing an organization for funds.*
 - Commissioner MacDonald moved to approve the change in the Senior and Disabled by-laws.
 - Commissioner Gearin seconded the motion
 - Motion passed by unanimous aye vote of the commissioners present

- c. Proposed Miles Crossing Apartment Development- Executive Director Hazen said there is a proposed development below the Lewis and Clark elementary school and that the developer, Dick Kregor had stopped by and discussed what the transportation options are in that area. Dick said that the Astoria school board and CEDR had sent letters of support to the County and was asking if the District Board might consider supporting the project. Chair Kleczek asked for clarity of what was being asked of the Board. Executive Director Hazen asked if the Board wanted to write a letter of support. Commissioner Lewicki asked if there was a protocol in place that we would follow in response to a request like this. Executive Director Hazen said there was not. There was Board discussion with a final decision that there would not be a letter of support written by the Board.

- d. Appoint Budget Officer/ Budget Calendar Review- There was discussion on the Budget Committee meeting schedule and term dates of the Budget Committee.
 - Commissioner Goforth moved to approve the budget calendar and have Mary contact Lyla Gaebel to see if she is going to serve again
 - Commissioner MacDonald seconded the motion
 - Discussion: Commissioner Gearin requested that the Budget Calendar be corrected prior to approval. Mary will contact the Budget committee members and confirm who is able to serve. It was determined that the Budget meeting will be held on June 3rd with a second meeting on June 10th only if needed. The Budget hearing will be held on June 23rd during the regular Board meeting. Jeff will offer a Budget training session on May 20th for the new Board members and anyone else wanting to attend.
 - Commissioner Goforth moved to hold the budget meeting on June 3rd with a second meeting on June 10th and the Budget Hearing to be held on June 23rd for approval as corrected
 - Commissioner Lewicki seconded the motion
 - Motion passed by unanimous aye vote of all commissioners present
 - Commissioner Lewicki moved to appoint Jeff Hazen as the Budget Officer
 - Commissioner Widener seconded the motion
 - Motion passed by unanimous aye vote of all commissioners present

12. CORRESPONDENCE- There were two thank you notes one from the Food Basket program and one from Toni Mitchum.

13. EXECUTIVE DIRECTOR REPORT-

Executive Director Hazen reported how helpful the Compliance Review was and he is still waiting on the final report so that the work plan can be put together.

Executive Director Hazen said that the Route 10 is no longer going to the Yacht club and he and Scott are looking into possibly adding a route that will go near Gray School to assist with transportation for Head Start and the alternative school.

Executive Director Hazen has been working on a shared District calendar that he will bring to the Board at the next meeting. Commissioner Lewicki commented on the previously discussed ideas of a Board calendar that would include meetings, the Executive Directors performance evaluation dates and the payments against debts schedule. Chair Kleczek said that she would like a calendar like google docs. Commissioner Lewicki suggested that the calendar be in edocs and it be the entire year. Mary suggested that she set up the Board Calendar and it be maintained separately and only have those things the Board needs to know. Commissioner Lewicki suggested it be in pdf and it be part of the agenda each month.

14. LEADERSHIP TEAM REPORTS-

15. PUBLIC COMMENT- None

16. EXECUTIVE SESSION 192.660 (2)(i)- Chair Kleczek opened Executive Session at 12:07 PM. Executive session closed at 12:13 PM.

17. OTHER ITEMS- Mary reminded everyone that it was Rider Appreciation Day.

Meeting was adjourned at 12:17 PM

Mary Parker, Recording Secretary

Commissioner Carol Gearin, Secretary/Treasurer

Date _____

Mission Statement

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

NOTE on Reviewing Financials: 7 Month = 58.34% of Fiscal Year Budget*

General Fund Profit and Loss

The District's General Fund Total Income is 60.54% of annual budget. YTD Property Tax revenues of \$886,473 are \$96,473 better than YTD budget. Total Expense was 47.38% of annual budget and is \$256,836 better than YTD budget. YTD Other Expense of \$85,047 was \$138,876 better than budget the result of using any of the contingency through January.

Revenue

- 4000 Fares: Are down the result of recording five payments to MTR in the month. YTD MTR is on budget. Patratransit is about \$1,500 below budget for the month. YTD Paratransit is also below budget and prior year. Current YTD Paratransit is \$18,828 compared to prior year of \$25,005 through December. This decrease is the result of having more Non Medicaid rides than Medicaid. This is a shift for prior year and the agency earns less per Non Medicaid ride.
- 4100 Contract Service-IGA: Columbia Count Rider for the quarter October-December 2015 was billed in January 2016. The billing for Cannon Beach weekend service will take place in Feb.
- 4200 Property Tax: Includes Property tax distributions for January (\$14,939 prior year was \$3,077. YTD revenue of \$886,473 is \$113,105 better than prior year through January.
- 4260 Mass Transit Assessment: This is 2nd Quarter revenues.
- 4272 Parking: Result of two new occupants paying January and February fees in January. We received notice of another tenant leaving and we have called prospects on our waiting list to fill this vacancy.
- 5000 Grants: Q1 5311 grant received \$113,912 in January, was budgeted in November.

Expense

- 8050 Dues Subscription & Fees: Tillamook Quarterly dues have been reclassified to IGA Dues, Astoria/Warrenton Chamber 2016 dues of \$259.
- 8053 IGA-Dues and Fees: At the request of the board this account was set up for the Tillamook Quarterly Dues of \$2,500 per quarter. As such we have reclassified these dues from Dues and Subscription AC 8050.
- 8070 Employee Recognition: Includes holiday recognition.
- 8075 Fuel: Only one invoice was processed during the month and prices continue below budgeted amounts Unleaded prices are about \$1.66 and Bio diesel about \$1.26
- 8130 Payroll Processing Fees: The payroll process fee is \$70 per payroll and is split 80% SETD and 20% Ride care. Budgeted was \$1,200 for the year for both SETD and Ridecare. It is estimated that this account will be over budget by \$600 by year end.
- 8140 SubGrant Pass Through: Includes STF payments to Sunset Empire Parks & Rec District \$7,072 and Astoria Senior Center \$5,060.
- 8155 Telephone/Internet Service: Reflects billing from Coastcom for telephone and internet service (\$1,205 allocated amount) and employee allowances for cell phone use for January.

Ride Care Fund Profit and Loss

Ride Care's Total Income is 59.80% of total budget. YTD revenues of \$1,742,055 are \$124,472 more than YTD Budget. Which is the result of July Revenue being recorded in January. This was the revenue that was erroneously recorded in June 2015. The Auditors have approved the correction. This adjustment brings YTD revenues in line with YTD budget. YTD expenses of \$1,690,667 are 58.87% of YTD budget and are \$25,826 over YTD budget.

Expense

- 7000 Contract Providers: Total rides decreased by 700 rides and total miles decreased by 15,600 miles. This is the result of fewer rides: Gas Vouchers (600), Wheel Chair (154). Additionally, major providers which billed less than prior month include: Wapato Shores (\$25,000), Tillamook County Transporters (\$22,000) and Hot Shot Transportation (\$15,000).
- 8055 Durable Equipment/Small Tools: includes one Scanner (\$630).
- 8155 Telephone/Internet Service: Includes Coastcom telephone & internet service for the months of January of \$2,419, Cell Phone allowance reimbursement for January \$232) and Verizon Monthly charges . This account will continue to be over budget as it was under budgeted.
- 9700 Capital Expense: Final payment for Generator (\$15,002) and \$2,992 for Bollards around the generator.

Information and Follow Up to Previous Board Meeting Questions

Balance Sheet Items

- AR: ODOT AR of \$25,815 is from prior year and an entry (\$25,795 has been recorded as approved by the auditor to write off this uncollectable amount.

	Month Actual	Month Budget	YTD Actual	YTD Budget	YTD Budget to YTD Actual	Annual Budget	YTD Act to Budget
YTD Actuals & Budget Target: 58.34%					Better		
Ordinary Income/Expense					(Worse)		
Income							
4000 FARES	15,419.32	21,645.83	155,087.40	157,520.81	(2,433.41)	283,749.96	54.66%
4090 DONATIONS/COMMISSIONS	129.97		623.25		623.25		
4100 CONTRACTED SERVICES-IGA	25,858.40	10,000.00	75,626.57	94,000.00	(18,373.43)	170,369.00	44.39%
4200 TAXES	14,938.87	10,000.00	886,473.41	790,000.00	96,473.41	860,000.00	103.08%
4250 TIMBER SALES	0.00	0.00	99,711.77	100,000.00	(288.23)	160,000.00	62.32%
4260 MASS TRANSIT ASSESSMENT	17,078.71	0.00	58,712.52	25,000.00	33,712.52	55,000.00	106.75%
4270 RENTAL INCOME					0.00		
4271 BILLBOARD LEASE	1,200.00	1,200.00	1,200.00	1,200.00	0.00	1,200.00	100.00%
4272 PARKING SPACES	807.50	767.00	4,987.50	5,369.00	(381.50)	9,204.00	54.19%
4270 RENTAL INCOME - Other	0.00	0.00	0.00	198.00	(198.00)	396.00	0.00%
Total 4270 RENTAL INCOME	2,007.50	1,967.00	6,187.50	6,767.00	(579.50)	10,800.00	57.29%
4300 INTEREST	472.72	266.00	2,290.76	1,866.00	424.76	3,200.00	71.59%
4310 MISC INCOME	10.00		219.96		219.96		
Total 5000 GRANTS	113,912.00	5,075.00	167,873.00	245,839.00	(77,966.00)	876,152.00	19.16%
5080 OREGON STF FUNDS	28,436.00	29,168.00	85,308.00	87,504.00	(2,196.00)	121,422.00	70.26%
Total Income	218,263.49	78,121.83	1,538,114.14	1,508,496.81	29,617.33	2,540,692.96	60.54%
Gross Profit	218,263.49	78,121.83	1,538,114.14	1,508,496.81	29,617.33	2,540,692.96	60.54%
Expense							
1. PERSONNEL SERVICES							
6005 SALARIES & WAGES	81,980.23	92,731.00	631,204.05	679,115.00	47,910.95	1,172,770.00	53.82%
6200 PAYROLL EXPENSES	8,667.18	10,458.00	80,236.28	88,937.00	8,700.72	148,956.00	53.87%
6300 EMPLOYEE BENEFITS	22,070.08	21,811.00	151,928.92	164,582.00	12,653.08	283,542.00	53.58%
Total 1. PERSONNEL SERVICES	112,717.49	125,000.00	863,369.25	932,634.00	69,264.75	1,605,268.00	53.78%
2. MATERIALS & SERVICES							
8005 AUDIT	1,092.00	3,350.00	20,294.40	20,193.00	(101.40)	20,540.00	98.80%
8006 ADS (HR JOB POSTING)	0.00	0.00	474.13	843.00	368.87	998.00	47.51%
8010 BANK FEES	10.50	260.00	1,542.74	1,826.00	283.26	3,158.00	48.85%
8020 BLDING & GROUNDS MAINT	2,579.03	4,675.00	14,529.60	34,174.00	19,644.40	58,130.00	25.00%
8030 COMP-INFO-TECH SERVICES	226.98	816.00	8,320.57	5,428.00	(2,892.57)	11,522.00	72.21%
8035 CONF TRAINING & TRAVEL	2,923.70	3,432.00	12,834.47	25,751.00	12,916.53	38,881.00	33.01%
8040 DONATIONS/CONTRIBUTIONS	0.00		90.00		(90.00)		
8041 DONATIONS CLEARING	0.00		-90.00		90.00		
8045 DRUG/ALCOHOL/BG CHECKS	0.00	180.00	500.75	1,259.00	758.25	2,158.00	23.20%
8050 DUES SUBSCRIPTIONS & FEES	-4,741.00	1,524.00	7,940.57	10,857.00	2,916.43	18,292.00	43.41%
8053 IGA - DUES AND FEES	7,500.00		7,500.00		(7,500.00)		
8055 DURABLE EQUIP/SMALL TOOLS	0.00	1,097.00	9,711.79	12,818.00	3,106.21	18,841.00	51.55%
8061 EQUIPMENT LEASE/RENT	336.00	336.00	3,229.26	2,352.00	(877.26)	4,032.00	80.09%
8065 EDUCATION/OUTREACH	86.19	2,500.00	7,068.57	17,183.00	10,114.43	30,000.00	23.56%
8070 EMPLOYEE RECOGNITION	1,465.04	320.00	4,444.34	3,138.00	(1,306.34)	4,740.00	93.76%
8075 FUEL	3,651.42	16,667.00	50,480.80	116,666.00	66,185.20	200,000.00	25.24%
8080 INSURANCE	752.82	4,000.00	9,929.82	15,129.00	5,199.18	44,516.00	22.31%
8090 LEGAL ADS	0.00	0.00	110.08	261.00	150.92	790.00	13.93%
8095 LEGAL COUNSEL	105.00	421.00	336.00	2,947.00	2,611.00	6,740.00	4.99%
8100 MEETING EXPENSE	35.00	134.00	416.69	930.00	513.31	1,586.00	26.27%
8120 OFFICE SUPPLIES	1,010.43	1,204.00	8,035.19	7,894.00	(141.19)	13,763.00	58.38%
8130 PAYROLL PROCESSING FEES	112.00	79.00	821.21	553.00	(268.21)	948.00	86.63%
8135 PRINTING	39.00	1,700.00	4,850.20	11,099.00	6,248.80	19,700.00	24.62%
8139 PROFESSIONAL SERVICES	0.00	1,915.00	0.00	34,555.00	34,555.00	43,473.00	0.00%
8140 SUBGRANT PASS THROUGH	12,132.00	0.00	12,132.00	8,160.00	(3,972.00)	32,026.00	37.88%
8150 TAXES/LICENSES/BUS REG FEE	0.00	250.00	125.77	4,000.00	3,874.23	5,000.00	2.52%
8155 TELEPHONE/INTERNET SERVICE	2,005.50	1,210.00	17,381.44	7,652.00	(9,729.44)	13,956.00	124.54%
8160 UNIFORMS	126.60	333.00	926.12	2,333.00	1,406.88	4,000.00	23.15%
8165 UTILITIES	1,667.34	1,955.00	9,795.56	12,358.00	2,562.44	21,660.00	45.22%
8170 VEHICLE MAINT & REPAIRS	6,774.19	12,463.00	47,898.73	88,843.00	40,944.27	149,560.00	32.03%
Total 2. MATERIALS & SERVICES	39,889.74	60,821.00	261,630.80	449,202.00	187,571.20	769,010.00	34.02%
Total Expense	152,607.23	185,821.00	1,125,000.05	1,381,836.00	256,835.95	2,374,278.00	47.38%
Net Ordinary Income	65,656.26	-107,699.17	413,114.09	126,660.81	286,453.28	166,414.96	248.24%
Other Income/Expense							
Other Expense							
3. OTHER EXPENSES							
9610 CLATSOP BANK-PRINCIPAL	5,199.45	5,147.00	35,937.44	35,631.00	(306.44)	61,910.00	58.05%
9611 CLATSOP BANK-LOAN INT	1,374.05	1,426.00	10,077.06	10,383.00	305.94	16,972.00	59.37%
Total 3. OTHER EXPENSES	6,573.50	6,573.00	46,014.50	46,014.00	(0.50)	78,882.00	58.33%
9500-PENALTIES & INTEREST	0.00		595.02		(595.02)		
9600 DEBT SERVICE & INTERES-FEE	0.00		360.18		(360.18)		
9625 SDAO FLEXLEASE-PRINCIPAL	0.00		33,350.00	38,652.00	5,302.00	38,652.00	86.28%

	<u>Month Actual</u>	<u>Month Budget</u>	<u>YTD Actual</u>	<u>YTD Budget</u>	<u>YTD Budget to YTD Actual</u>	<u>Annual Budget</u>	<u>YTD Act to Budget</u>
9626 SDAO FLEXLEASE-INTEREST	0.00	0.00	4,727.36	4,756.00	28.64	10,531.00	44.89%
9700 CAPITAL EXPENSE	0.00	0.00	0.00	9,501.00	9,501.00	179,500.00	0.00%
9800 CONTINGENCY	0.00	0.00	0.00	125,000.00	125,000.00	250,000.00	0.00%
9850 TRANSFER OUT	0.00	0.00	0.00	0.00	0.00	50,000.00	0.00%
Total Other Expense	<u>6,573.50</u>	<u>6,573.00</u>	<u>85,047.06</u>	<u>223,923.00</u>	<u>138,875.94</u>	<u>607,565.00</u>	<u>14.00%</u>
Net Other Income	<u>-6,573.50</u>	<u>-6,573.00</u>	<u>-85,047.06</u>	<u>-223,923.00</u>	<u>138,875.94</u>	<u>-607,565.00</u>	<u>14.00%</u>
Net Income	<u>59,082.76</u>	<u>-114,272.17</u>	<u>328,067.03</u>	<u>-97,262.19</u>	<u>425,329.22</u>	<u>-441,150.04</u>	<u>-174.37%</u>

	Month Actual	Month Budget	YTD Actual	YTD Budget	YTD Bud to YTD Act	Annual Budget	YTD Act to Budget
YTD Actuals & Budget Target: 58.34%					Better		
Ordinary Income/Expense					(Worse)		
Income							
4300 INTEREST	495.30	250.00	2,784.00	1,750.00	1,034.00	3,000.00	92.80%
4500 RC PROVIDER SERVICE REIM	504,342.95	230,833.33	1,739,271.27	1,615,833.31	123,437.96	2,770,000.00	62.79%
Other Types of Income							
Miscellaneous Revenue	0.00	0.00	0.00	0.00	0.00	140,000.00	0.00%
Total Other Types of Income	0.00	0.00	0.00	0.00	0.00	140,000.00	0.00%
Total Income	504,838.25	231,083.33	1,742,055.27	1,617,583.31	124,471.96	2,913,000.00	59.80%
Gross Profit	504,838.25	231,083.33	1,742,055.27	1,617,583.31	124,471.96	2,913,000.00	59.80%
Expense							
1. PERSONNEL SERVICES							
6005 SALARIES & WAGES	22,013.72	23,658.88	161,462.34	177,612.16	16,149.82	307,914.56	52.44%
6200 PAYROLL EXPENSES	2,328.22	3,161.31	19,498.21	23,709.83	4,211.62	41,097.04	47.44%
6300 EMPLOYEE BENEFITS	5,200.87	6,307.83	38,185.27	47,311.68	9,126.41	81,999.00	46.57%
Total 1. PERSONNEL SERVICES	29,542.81	33,128.02	219,145.82	248,633.67	29,487.85	431,010.60	50.84%
2. MATERIALS & SERVICES							
7000 RC PROVIDER PAYMENTS	140,526.57	183,333.33	1,343,360.08	1,283,333.31	(60,026.77)	2,200,000.00	61.06%
7030 BUS PASSES	544.00	1,333.00	10,598.00	9,333.00	(1,265.00)	16,000.00	66.24%
8005 AUDIT	273.00	890.40	6,095.60	5,367.60	(728.00)	5,460.00	111.64%
8006 ADS (HR JOB POSTING)	0.00	0.00	501.16	191.00	(310.16)	382.00	131.19%
8010 BANK FEES	10.00	11.81	70.05	82.67	12.62	142.00	49.33%
8020 BLDING & GROUNDS MAINT	582.61	1,071.00	2,992.02	7,499.00	4,506.98	12,856.00	23.27%
8025 BUS PASSES	0.00	0.00	0.00	0.00	0.00	0.00	
8030 COMP-INFO-TECH SERVICES	60.00	554.00	1,668.94	5,142.00	3,473.06	8,449.00	19.75%
8035 CONF TRAINING & TRAVEL	0.00	442.91	449.21	3,322.92	2,873.71	5,018.44	8.95%
8045 DRUG/ALCOHOL/BG CHECKS	28.00	86.83	1,177.50	607.83	(569.67)	1,042.00	113.00%
8050 DUES SUBSCRIPTIONS & FEES	0.00	105.45	117.22	750.48	633.26	1,266.00	9.26%
8055 DURABLE EQUIP/SMALL TOOLS	629.93	448.00	6,460.10	7,735.00	1,274.90	10,472.00	61.69%
8065 EDUCATION/OUTREACH	0.00	84.88	0.00	583.73	583.73	1,019.00	0.00%
8070 EMPLOYEE RECOGNITION	0.00	112.00	110.06	1,096.00	985.94	1,660.00	6.63%
8080 INSURANCE	0.00	1,629.00	2,781.73	3,258.00	476.27	6,515.00	42.70%
8090 LEGAL ADS	0.00	0.00	0.00	58.46	58.46	179.00	0.00%
8095 LEGAL COUNSEL	0.00	78.50	378.00	551.00	173.00	1,260.00	30.00%
8100 MEETING EXPENSE	0.00	83.00	63.35	578.00	514.65	992.00	6.39%
8120 OFFICE SUPPLIES	142.31	562.12	1,551.37	3,686.24	2,134.87	6,427.00	24.14%
8130 PAYROLL PROCESSING FEES	28.00	21.00	204.99	147.00	(57.99)	252.00	81.35%
8139 PROFESSIONAL SERVICES	212.00	118.00	1,390.00	2,127.72	737.72	2,678.12	51.90%
8155 TELEPHONE/INTERNET SERVICE	2,674.97	1,210.00	21,700.34	8,470.00	(13,230.34)	14,520.00	149.45%
8165 UTILITIES	757.54	620.00	4,421.79	3,787.00	(634.79)	6,840.00	64.65%
Total 2. MATERIALS & SERVICES	146,468.93	192,795.23	1,406,091.51	1,347,707.96	(58,383.55)	2,303,429.56	61.04%
7050 DMAP/CCO Annual Adjustment	0.00	0.00	65,430.27	68,500.00	3,069.73	137,500.00	47.59%
Total Expense	176,011.74	225,923.25	1,690,667.60	1,664,841.63	(25,825.97)	2,871,940.16	58.87%
Net Ordinary Income	328,826.51	5,160.08	51,387.67	-47,258.32	98,645.99	41,059.84	125.15%
Other Income/Expense							
Other Expense							
3. OTHER EXPENSES							
9611 CLATSOP BANK-LOAN INT	0.00	3,532.00	0.00	3,532.00	3,532.00	3,532.00	0.00%
Total 3. OTHER EXPENSES	0.00	3,532.00	0.00	3,532.00	3,532.00	3,532.00	0.00%
9600 DEBT SERVICE & INTERES-FEE	0.00		179.82		(179.82)		
9625 SDAO FLEXLEASE-PRINCIPAL	0.00		16,650.00		(16,650.00)		
9626 SDAO FLEXLEASE-INTEREST	0.00		2,360.14	12,000.00	9,639.86	12,000.00	19.67%
9655 DMAP REPAYMENT AGREEMENT	0.00	0.00	109,029.75	109,031.00	1.25	145,374.00	75.00%
9700 CAPITAL EXPENSE	17,993.65		32,053.23	30,000.00	(2,053.23)	30,000.00	106.84%
9800 CONTINGENCY	0.00	105,000.00	0.00	105,000.00	105,000.00	210,000.00	0.00%
Total Other Expense	17,993.65	108,532.00	160,272.94	259,563.00	99,290.06	400,906.00	39.98%
Net Other Income	-17,993.65	-108,532.00	-160,272.94	-259,563.00	99,290.06	-400,906.00	39.98%
Net Income	310,832.86	-103,371.92	-108,885.27	-306,821.32	197,936.05	-359,846.16	30.26%

		<u>Jan 31, 16</u>		
ASSETS			LIABILITIES & EQUITY	
Current Assets			Liabilities	
Checking/Savings			Current Liabilities	
1000 SETD GEN FUND BANK ACCTS			Accounts Payable	
1001 CCB-OPERATING (3943)	210,168.00		2000 ACCOUNTS PAYABLES	
1002 CCB-PAYROLL (3950)	4,306.52		2010 SETD GENERAL FUND A/P	17,705.20
1005 CCB-VEHICLE SALES ACCT	2,201.26		2020 RIDE CARE FUND A/P	18,190.52
1010 CCB-EMPLOYEE ACCT (3935)	1,433.24		Total 2000 ACCOUNTS PAYABLES	<u>35,895.72</u>
1015 HRA FISCAL AGENT	1,592.08		Total Accounts Payable	35,895.72
1020 LGIP (4992)	781,946.69		Other Current Liabilities	
Total 1000 SETD GEN FUND BANK ACCTS	<u>1,001,647.79</u>		2100 PAYROLL LIABILITIES	
1030 CCB RESERVE FUND	75,260.66		2108 PAYROLL TAX SUTA	8.08
1040 TILLS	300.00		2100 PAYROLL LIABILITIES - Other	1,623.39
1050 RIDE CARE FUND BANK ACCTS			Total 2100 PAYROLL LIABILITIES	<u>1,631.47</u>
1051 CCB-RC OPERATING (3976)	358,589.15		2135 OTHER P/R LIABILITIES	
1055 HRA FISCAL AGENT (RC)	507.92		2136 AFLAC-AT	-425.24
1056 RC LGIP (3959)	903,728.29		2137 AFLAC-PT	0.26
Total 1050 RIDE CARE FUND BANK ACCTS	<u>1,262,825.36</u>		2138 OTHER LIABILITIES	655.00
Total Checking/Savings	2,340,033.81		2139 Garnishments	<u>586.36</u>
Accounts Receivable			Total 2135 OTHER P/R LIABILITIES	816.38
1200 ACCOUNTS RECEIVABLES			2300 DEFERRED REVENUE	52,701.70
1210 SETD A/R			Total Other Current Liabilities	<u>55,149.55</u>
1211 SETD A/R	29,043.90		Total Current Liabilities	<u>91,045.27</u>
1215 SETD A/R-GRANTS	20.00		Long Term Liabilities	
Total 1210 SETD A/R	<u>29,063.90</u>		2800 INTERCOMPANY DUE TO/FROM	
1200 ACCOUNTS RECEIVABLES - Other	540.00		2810 DUE TO RIDE CARE	435,063.82
Total 1200 ACCOUNTS RECEIVABLES	<u>29,603.90</u>		2815 DUE TO SETD GENERAL FUND	<u>-435,063.82</u>
1250 PROPERTY TAX RECEIVABLES	42,931.70		Total 2800 INTERCOMPANY DUE TO/FROM	<u>0.00</u>
Total Accounts Receivable	<u>72,535.60</u>		Total Long Term Liabilities	<u>0.00</u>
Other Current Assets			Total Liabilities	91,045.27
1049 VALIC	3,546.83		Equity	
1400 PREPAID EXPENSES			3000 OPENING BALANCE EQUITY	651,014.34
1401 PREPAID INS/BENEFITS	624.68		3900 RETAINED EARNINGS	1,462,984.65
Total 1400 PREPAID EXPENSES	<u>624.68</u>		Net Income	<u>219,181.76</u>
1500 UNDEPOSITED FUNDS	7,485.10		Total Equity	<u>2,333,180.75</u>
Total Other Current Assets	<u>11,656.61</u>		TOTAL LIABILITIES & EQUITY	<u>2,424,226.02</u>
Total Current Assets	<u>2,424,226.02</u>			
TOTAL ASSETS	2,424,226.02			

	<u>Current</u>	<u>1 - 30</u>	<u>31 - 60</u>	<u>61 - 90</u>	<u>> 90</u>	<u>TOTAL</u>
CCC	300.00	0.00	0.00	0.00	60.00	360.00
CLATSOP COUNTY TREASURER	0.00	0.00	-13,540.20	0.00	56,471.90	42,931.70
COLUMBIA COUNTY TRANSPORTATION DIST	0.00	25,858.40	0.00	0.00	0.00	25,858.40
DHS - CHILD WELFARE-CLATSOP	540.00	0.00	0.00	0.00	0.00	540.00
HULTQUIST, JUANITA 3	0.00	0.00	0.00	0.00	0.00	0.00
ISN	0.00	0.00	0.00	330.00	-660.00	-330.00
ODOT	0.00	-25,795.00	0.00	0.00	25,815.00	20.00
OR DHS - ASTORIA - SSP/0401	0.00	0.00	0.00	0.00	0.00	0.00
P-ALLSTATE INSURANCE AGENCY	142.50	142.50	142.50	0.00	0.00	427.50
P-ANDI WARREN INSURANCE AGENCY	47.50	0.00	0.00	0.00	0.00	47.50
P-BRACHMANN, CAROL	47.50	0.00	0.00	0.00	0.00	47.50
P-CELLAR ON 10TH, THE	95.00	0.00	0.00	0.00	0.00	95.00
P-FARMHOUSE FUNK	95.00	95.00	0.00	95.00	0.00	285.00
P-H&R Block	95.00	95.00	0.00	0.00	0.00	190.00
P-HOMESPUN QUILTS	95.00	0.00	0.00	0.00	0.00	95.00
P-JULI A COLE (JJ Hardwood)	0.00	47.50	0.00	0.00	0.00	47.50
P-SAMUELSON	0.00	0.00	47.50	47.50	0.00	95.00
P-STEINER, MICHELE	0.00	47.50	0.00	0.00	0.00	47.50
PACIFIC NW WORKS	0.00	80.00	0.00	0.00	0.00	80.00
PROJECT ACCESS NOW	0.00	120.00	0.00	0.00	0.00	120.00
RC-PASSES	0.00	114.00	1,464.00	0.00	0.00	1,578.00
TOTAL	<u><u>1,457.50</u></u>	<u><u>804.90</u></u>	<u><u>-11,886.20</u></u>	<u><u>472.50</u></u>	<u><u>81,686.90</u></u>	<u><u>72,535.60</u></u>

	<u>Current</u>	<u>1 - 30</u>	<u>31 - 60</u>	<u>61 - 90</u>	<u>> 90</u>	<u>TOTAL</u>
ALSCO	126.60	31.65	0.00	0.00	0.00	158.25
COASTAL ENTERPRISES, LLC	54.25	0.00	0.00	0.00	0.00	54.25
COASTAL LOCK -N- KEY, LLC	149.95	0.00	0.00	0.00	0.00	149.95
COLUMBIA HOUSEWARMERS	188.00	0.00	0.00	0.00	0.00	188.00
MTR WESTERN BUS	3,985.07	0.00	0.00	0.00	0.00	3,985.07
NW NATURAL	223.89	0.00	0.00	0.00	0.00	223.89
SDAO	920.00	0.00	0.00	0.00	0.00	920.00
SDIS	0.00	11,231.28	0.00	0.00	0.00	11,231.28
VERIZON WIRELESS	794.51	0.00	0.00	0.00	0.00	794.51
TOTAL	<u>6,442.27</u>	<u>11,262.93</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>17,705.20</u>
RideCare						
RC-COLUMBIA COUNTY RIDER	1,147.00	0.00	0.00	0.00	0.00	1,147.00
RC-ELLIOTT'S TRANSPORT	2,905.50	0.00	0.00	0.00	0.00	2,905.50
RC-INTEGRA TELECOM	29.39	0.00	0.00	0.00	0.00	29.39
RC-K & M MEDIVAN	5,433.62	0.00	0.00	0.00	0.00	5,433.62
RC-MEDIX AMBULANCE	5,510.00	0.00	0.00	0.00	0.00	5,510.00
RC-OREGON COAST TRANSPORTERS, L	583.00	0.00	0.00	0.00	0.00	583.00
RC-RONALD MCDONALD HOUSE	0.00	160.00	0.00	0.00	0.00	160.00
RC-SETD-PARA	542.00	0.00	0.00	0.00	0.00	542.00
RC-TILLAMOOK COUNTY TRANSPORTA'	1,816.01	0.00	0.00	0.00	0.00	1,816.01
RC BROCK, TIMOTHY	64.00	0.00	0.00	0.00	0.00	64.00
Total	<u>18,030.52</u>	<u>160.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>18,190.52</u>

Type	Num	Date	Name	Paid Amount
Bill Pmt -Check	3552	01/07/2016	RC-K & M MEDIVAN	-12,333.27
Bill Pmt -Check	3555	01/07/2016	RC-TILLAMOOK COUNTY TRANSPORTA'	-7,412.00
Bill Pmt -Check	3556	01/07/2016	RC-WAPATO SHORES, INC	-8,105.62
Bill Pmt -Check	3557	01/13/2016	BORLAND COASTAL ELECTRIC IN	-15,001.65
Bill Pmt -Check	3565	01/13/2016	RC-TILLAMOOK COUNTY TRANSPORTA'	-5,764.50
Bill Pmt -Check	3566	01/13/2016	RC-WAPATO SHORES, INC	-7,160.72
Bill Pmt -Check	3573	01/19/2016	RC-K & M MEDIVAN	-9,754.79
Bill Pmt -Check	3574	01/19/2016	RC-MEDIX AMBULANCE	-5,576.00
Bill Pmt -Check	3580	01/19/2016	RC-TILLAMOOK COUNTY TRANSPORTA'	-5,211.50
Bill Pmt -Check	3582	01/19/2016	RC-WAPATO SHORES, INC	-10,235.25
Bill Pmt -Check	3594	01/27/2016	RC-HOT SHOT TRANSPORTATION	-9,004.97
Bill Pmt -Check	3595	01/27/2016	RC-K & M MEDIVAN	-7,651.68
Bill Pmt -Check	3597	01/27/2016	RC-MEDIX AMBULANCE	-8,315.00
Bill Pmt -Check	3602	01/27/2016	RC-WAPATO SHORES, INC	-13,474.17
Check	013116	01/28/2016	CLATSOP COMMUNITY BANK	-6,573.50
Bill Pmt -Check	15679	01/27/2016	SUNSET EMPIRE PARK & REC. DIST	-7,072.00
Bill Pmt -Check	15681	01/27/2016	ASTORIA SENIOR CENTER	-5,060.00
Liability Check	15683	01/30/2016	SDIS	-28,589.15
Liability Check	1222682	01/13/2016	INTERNAL REVENUE SERVICE	-10,825.30
Liability Check	1322733	01/27/2016	INTERNAL REVENUE SERVICE	-11,341.28

Bill

Sunset Empire Transportation District
 900 Marine Drive
 ASTORIA, OR. 97103

Date	Ref. No.
01/14/2016	0342 12/9 - 1/8

Vendor
CARD SERVICE CENTER PO BOX 569100 DALLAS TX 75356-9100

PAID

Bill Due	02/13/2016
Terms	
Memo	

Expenses

Account	Memo	Amount	Customer:Job	Class
8031 WEBSITE/ON-LINE SW SUB	0808 - CLABORN ADOBE.COM - SOFTWARE SUBSCRIPTION	34.98		ADMINISTRATION
8056 COMPUTER HARDWARE	CDW DIRECT - SCANNER FOR RIDE CARE	629.93		ADMINISTRATION
8120 OFFICE SUPPLIES	0220 EARLS STAPLES - CERTIFICATE HOLDERS	10.99		OPER 5311
8070 EMPLOYEE RECOGNITION	FRED MEYER - GIFT CARDS - CHRISTMAS PARTY	100.00		SETD
8070 EMPLOYEE RECOGNITION	GEARHART BOWL - GIFT CARD - CHRISTMAS PARTY	25.00		SETD
8070 EMPLOYEE RECOGNITION	FRED MEYER - DECORATIONS - CHRISTMAS PARTY	16.99		SETD
8066 EVENT SUPPLIES	FRED MEYER - FOOD - ADOPT A FAMILY	59.72		SETD
8070 EMPLOYEE RECOGNITION	0318 FRY FRED MEYER - CANDY - CHRISTMAS PARTY	22.98		SETD
8070 EMPLOYEE RECOGNITION	JO ANN - DECORATIONS - CHRISTMAS PARTY	47.50		SETD
8070 EMPLOYEE RECOGNITION	DOLLAR TREE - DECORATIONS - CHRISTMAS PARTY	94.00		SETD
8038 TRAVEL	EXPEDIA.COM - HOTEL - PORTLAND ZOO TO EVENT	244.22		TRANS OPTIONS
8121 POSTAGE-SHIPING	USPS - POSTAGE	34.50		MOBILITY MANAGEMENT
8036 CONFERENCE/TRAINING FEES	CLATSOP COMMUNITY COLLEGE - GRANT CLASS	105.00		TRANS OPTIONS

Bill

Sunset Empire Transportation District
 900 Marine Drive
 ASTORIA, OR. 97103

Date	Ref. No.
01/14/2016	0342 12/9 - 1/8

Vendor
CARD SERVICE CENTER PO BOX 569100 DALLAS TX 75356-9100

PAID

Bill Due	02/13/2016
Terms	
Memo	

Expenses

Account	Memo	Amount	Customer:Job	Class
8070 EMPLOYEE RECOGNITION	0667 HAZEN FRED MEYER - EMPLOYEE GIFT CARDS	125.00		ADMINISTRATION
8070 EMPLOYEE RECOGNITION	FRED MEYER - EMPLOYEE GIFT CARDS	900.00		ADMINISTRATION
8066 EVENT SUPPLIES	STAPLES - SURVEY SUPPLIES	26.47		TGM
8038 TRAVEL	BEND HAMPTON INN - LODGING - SDAO TRAINING	218.80		ADMINISTRATION
8038 TRAVEL	BEND HAMPTON INN - LODGING - SDAO TRAINING	328.20		ADMINISTRATION
8038 TRAVEL	BEND HAMPTON INN - LODGING - SDAO TRAINING	328.20		ADMINISTRATION
8100 MEETING EXPENSE	PAYPAL - REGISTRATION - CHAMBER BANQUET	35.00		ADMINISTRATION
8036 CONFERENCE/TRAINING FEES	BOLI - HR TRAINING	25.00		ADMINISTRATION
	0261 JONES			
8032 SUPPORT SERVICES/CONTRACT	0469 - MOODY SMARTSHEET	-48.00		ADMINISTRATION
8070 EMPLOYEE RECOGNITION	0204 PARKER CASH AND CARRY - PLATES AND GLASSES - CHRISTMAS PARTY	42.36		SETD
8070 EMPLOYEE RECOGNITION	FRED MEYER - FRUIT BASKET - CHRISTMAS PARTY	28.21		SETD
8070 EMPLOYEE RECOGNITION	BLOMIN' CRAZY FLORAL - FLOWERS FOR EMPLOYEE	63.00		ADMINISTRATION
8038 TRAVEL	HAMPTON INN & SUITES - LODGING - SDAO TRAINING	364.27		ADMINISTRATION

Expense Total : 3,862.32

Bill Total : \$3,862.32

Sun	Mon	Tue	Wed	Thu	Fri	Sat
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
Valentine's Day	Presidents' Day			BOARD PACKS		
21	22	23	24	25	26	27
				BOARD MEETING 9		
28	29	1	2	3	4	5

Sun	Mon	Tue	Wed	Thu	Fri	Sat
28	29	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31	1	2

Daylight Saving

Easter Sunday

BOARD MEETING 9

DMAP PAYMENT

Sun	Mon	Tue	Wed	Thu	Fri	Sat
27 Easter Sunday	28	29	30	31	1 DMAP PAYMENT	2
3	4	5	6	7	8	9
10	11	12	13 Thomas Jefferson's	14	15	16
17	18	19	20	21 BOARD PACKS	22	23
24	25	26	27	28 BOARD MEETING 9 JEFF SELF EVAL	29	30

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
Mother's Day						
15	16	17	18	19	20	21
				BOARD PACKS	BUDGET	
22	23	24	25	26	27	28
				BOARD MEETING		
29	30	31	1	2	3	4
	Memorial Day SETD OPEN		SDAO LEASE DUE		BUDGET MEETING	

Sun	Mon	Tue	Wed	Thu	Fri	Sat
29	30	31	1	2	3	4
	Memorial Day SETD OPEN		SDAO LEASE DUE		BUDGET MEETING	
5	6	7	8	9	10	11
					BUDGET MEETING	
12	13	14	15	16	17	18
			BOARD PACK			
19	20	21	22	23	24	25
Father's Day				BUDGET HEARING		
26	27	28	29	30	1	2
					DMAP PAYMENT	

Sun	Mon	Tue	Wed	Thu	Fri	Sat
26	27	28	29	30	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	1	2	3	4	5	6

Independence Day
SETD OPEN

DMAP PAYMENT

BOARD PACK

BOARD MEETING 9
JEFF SELF EVAL

Sun	Mon	Tue	Wed	Thu	Fri	Sat
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	1	2	3

BOARD PACKS

BOARD MEETING 9

Sun	Mon	Tue	Wed	Thu	Fri	Sat
28	29	30	31	1	2	3
4	5 Labor Day SETD OPEN	6	7	8	9	10
11	12	13	14	15 BOARD PACKS	16	17
18	19	20	21	22 BOARD MEETING 9 JEFF ANNUAL	23	24
25	26	27	28	29	30	1 DMAP PAYMENT

Sun	Mon	Tue	Wed	Thu	Fri	Sat
25	26	27	28	29	30	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31	1	2	3	4	5

DMAP PAYMENT

Columbus Day

Halloween

BOARD PACKS

BOARD MEETING 9

JEFF SELF EVAL



**BUDGET PROCESS CALENDAR
2016-2017**

Appoint Budget Officer	January 28, 2016
Appoint Budget Committee	March 24, 2016
Budget Committee Training-Workshop	May 20, 2016
Budget Committee Meeting 9:00 AM	June 3, 2016
Second Budget Meeting (if needed) 9:00 AM	June 10, 2016
Hold Budget Hearing/Special Board Meeting	June 23, 2016
Make Resolutions to:	
• Adopt Budget	
• Make appropriations	
• Declare taxes	
• Categorize taxes	

Date: February 18, 2016

To: SETD Board of Commissioners

From: Jeff Hazen

Re: STF Discretionary Grant

Attached is information concerning the STF Discretionary Grant. The S&D committee met and came to a consensus that both the SETD project to build capacity in Paratransit and the Astoria Senior Center operations of their bus should move forward in the STF process.

The SETD project is proposing funding for the hiring of 2 additional drivers and to purchase 2 new paratransit vans. Paratransit ridership has increased 40% over the previous 12 month period. We are also experiencing a 77% increase in new ADA applications. At the same time, we have experienced a 46% decrease in the amount of Medicaid rides that we could have provided. By having increased capacity, we will be able to meet the ADA requirements and increase the amount of Medicaid rides that we can provide. Please note that we are able to use the income from the Medicaid rides as match on the grants that we receive.

I have included a sheet showing who applied for funding. In order to keep the Board packet less cumbersome, I will have the applications at the Board meeting if you would like additional information.

We are asking for the Board's approval to move the 2 projects forward in the STF process.

DATE:	ORGANIZATION:	AMOUNT:	PURPOSE:
18-Dec	SUNSET EMPIRE PARKS & RECREATION	\$7,072.00	Transportation for seniors to meal site
21-Dec	COAST REHABILITATION SERVICES	\$22,670.00	Replacement Van
23-Dec	ASTORIA SENIOR CENTER	\$4,136.00	Operating cost of bus
23-Dec	SUNSET EMPIRE TRANSPORTATION	\$214,640.00	Increase capacity of paratransit
28-Dec	PROVIDENCE SEASIDE HOSPITAL	\$39,000.00	Van Purchase

2016 STF Discretionary Grant

- 8 Million dollars statewide

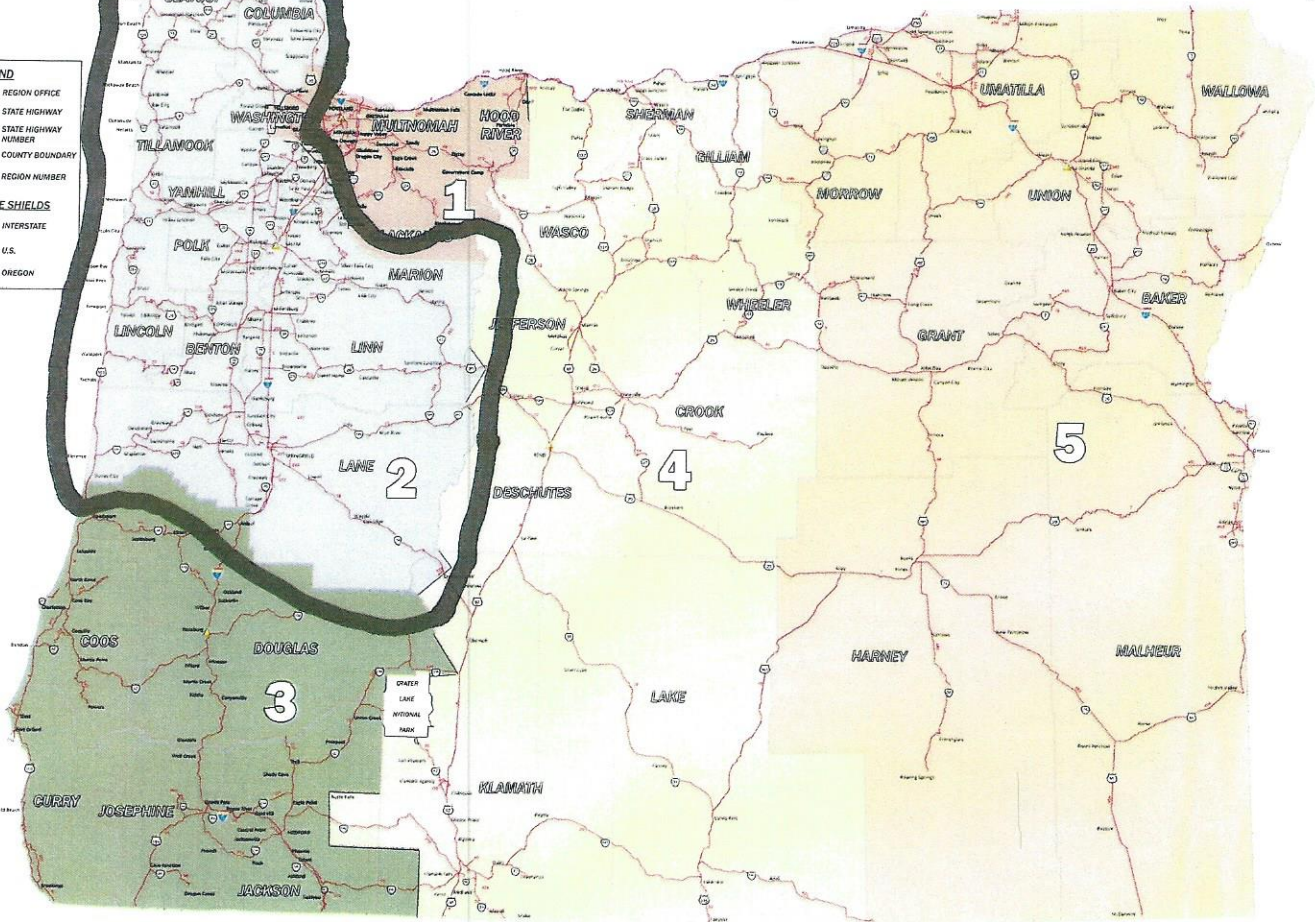
ODOT REGION	REGION AMOUNT
1	\$2,117,000
2	\$1,956,000
3	\$1,056,000
4	\$558,000
5	\$313,000
STATEWIDE BENEFIT	\$2,000,000
TOTAL	\$8,000,000

- Competitive grant
 - We will be competing against 10 other agencies in Region 2:
 - Columbia County(2), Tillamook County Transportation(2), Lincoln County(2), Benton County(2), Lane Transit(8), Linn County(4), Salem Transit(8), Yamhill County(2), Confederated Tribes of Grand Ronde(2), Confederated Tribes of Siletz(2)
 - We are allowed to submit only 2 applications in order of preference
- Submitted projects may not be funded
- Submitted projects may be partially funded
- Timeline:
 - S&D Committee recommends up to 2 projects February 11
 - SETD Board approves recommendations February 25
 - Applications due to ODOT March 11
 - Final decisions will be made by ODOT in June
 - Oregon Transportation Commission approval in July
 - Reimbursements eligible through June 30, 2019

OREGON DEPARTMENT OF TRANSPORTATION REGION MAP



LEGEND	
	REGION OFFICE
	STATE HIGHWAY
100	STATE HIGHWAY NUMBER
	COUNTY BOUNDARY
1	REGION NUMBER
ROUTE SHIELDS	
	INTERSTATE
	U.S.
	OREGON



OTD
 PRODUCED BY ODOT - GIS UNIT
 DATE 8/15/2014 - DECEMBER 2014
 GIS No. 23-43

Disclaimer: This map is provided for informational purposes only. It is not intended to be used as a legal document. The Oregon Department of Transportation is not responsible for any errors or omissions on this map.

STF Discretionary Grant Timeline

Handout G3

2015	December	Applications available to STF Agencies– Dec. 15	
	January	STF committees convene to complete their work	
February			
2016	March	Applications due – March 11	→ Eligibility Screen – RPTD Staff
		RTC Panel Review – All Projects March 21 – April 22	External Stakeholder Panel Review – All Projects March 21 – April 22
	April	Joint RTC-Stakeholder Panel Reconciliation Meeting – Final Recommended Project List – April 25 – May 6	
	May	PTAC Review of Projects – May 9	
		Public comment on Final Recommendation	
	June	Final Decisions	
	July	Regional and Statewide Agreements	



2015
Drive Less Save More: Astoria
FINAL REPORT



Drive less. Save more.

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EXECUTIVE SUMMARY

The 2015 Oregon Department of Transportation (ODOT) Drive Less Save More (DLSM) individualized marketing (IM) program in Astoria, Oregon, helped residents walk, bike, take transit, and carpool for daily trips. The city-wide program included pre- and post-program surveys, customized transportation information packets, events, and partnerships with community organizations.

The primary goal of the *DLSM: Astoria* program was to reduce the drive-alone mode share among residents for all types of trips. Pre- and post-program surveys evaluated behavior change that occurred during the project.

Program surveys indicated a reduction in residents' drive-alone trips after the program's completion. Through program surveys, the project team measured an 8.4 percentage point reduction in drive-alone mode share.¹ Walking and transit mode share increased 4.8% and 3.3%, respectively, and bicycling mode share increased 2.0%. The carpooling mode share decreased slightly by 1.7%. The reduction in drive-alone trips in the target area reduced driving alone by a total of 2,803,199 annual vehicle miles (equating to the removal of 208 vehicles from the road for a year).

Results from a supplemental participant feedback survey show the following:

- 43% of respondents reported they are driving alone less often now than six months ago; of those, 39% attribute their reduction in driving to access to better information about transportation options.
- 64% of respondents reported trying a new transportation option while participating in the program.
- 96% reported that the Go Kits they received, full of transportation resources and information, were useful.
- 89% of respondents who attended events said that the events helped them use transportation options for more of their trips.
- 91% of respondents think there is value in continuing the program.

Over the course of the program, 612 residents (13.4% of target area households) participated in the program by ordering Go Kits. Individualized marketing programs typically achieve an 8-12% participation rate, meaning the *DLSM: Astoria* participation rate exceeded expectations.

The project team, including Sunset Empire Transportation District (SETD), Pac/West Communications, and Alta Planning + Design, hosted 10 custom events and attended two existing community events. Events were well attended and helped residents try out transportation options for everyday trips.

¹For the purpose of this analysis, mode shift is measured as an absolute (percentage point) increase or decrease in the share of all trips made by a particular mode. For example, if 5% of pre-program trips were made by bicycling and 10% of post-program trips were made by bicycling, the mode shift (or change in mode share) is an increase of 5 percentage points.

PROGRAM BACKGROUND

Individualized marketing (IM) programs have shown success in reducing drive-alone trips and increasing trips taken by bike, foot, transit, and carpool—otherwise referred to as transportation options. These programs have been implemented for over 30 years in many countries around the world. In Oregon, IM programs have been completed in Portland, Gresham, Cedar Hills/Beaverton, Wilsonville, Salem, Corvallis, Eugene, Springfield, Bend, and Ashland at Southern Oregon University.

The Oregon Department of Transportation (ODOT) funded the project with local support from Sunset Empire Transportation District (SETD). Pac/West Communications and Alta Planning + Design were the firms contracted to design and execute the program. The program was called *Drive Less Save More: Astoria (DLSM: Astoria)*.

Target Area Characteristics

Astoria is located in Clatsop County, Oregon, at the confluence of the Columbia River and the Pacific Ocean. As of the 2010 census, Astoria's population is 9,477. The median age of Astoria is 42 and the demographic make-up is 89.2% Caucasian and 9.8% Hispanic.

Astoria's residents are proud of their rich history as the "oldest American settlement west of the Rockies."² Since the decline of the fishing and timber industries, Astoria has reemerged as a cultural and artistic center, attracting younger demographics and retirees with its many breweries and fine dining. Astoria has a strong sense of community identity with active and engaged residents, businesses, and organizations. During the summer months, the City welcomes a large number of tourists, many of whom disembark from docked cruise ships.

SETD, the local transit agency, serves Astoria with four transit routes, providing connections to other coastal cities and beyond through the Northwest Connector service. Astoria is also served by the NorthWest POINT bus with connections to and from Portland, and Pacific Transit service with connections to and from Washington State. In addition to transit service, SETD recently launched a Transportation Options program, call North West Transportation Options. This new program encourages residents to bike, walk, take transit, and carpool. Leaders within SETD were highly interested in implementing an IM program and played a strong partner role in the project.

² *A 30 Second History*. <http://www.astoria.or.us/History.aspx>

Project Team

ODOT and the consultant team (Pac/West and Alta) collaborated with the following key staff members within SETD during the planning and implementation stages of the program:

- Shasia Fry, North West Transportation Options Specialist at SETD
- Elisabeth Pietila, Mobility Management Coordinator at SETD
- Jeff Hazen, Executive Director at SETD

Stakeholder Outreach

Prior to launching the program, the project team held two stakeholder meetings in February 2015 to learn more about the residents of Astoria, form partnerships, and gather input for program communications and outreach strategies. The following community organizations participated in the stakeholder meetings:

- Astoria Downtown Historic District Association
- Court Appointed Special Advocates for Children (CASA)
- Seaside School District
- Astoria Warrenton Chamber of Commerce
- Senior Services
- Astoria City Council
- Lewis and Clark National Historical Park
- Way to Wellville

Outreach Ambassadors

The project team hired an Outreach Ambassador, Ashleigh Naslund, to assist with program logistics. As Outreach Ambassador, Ashleigh used transportation options to deliver Go Kits, which included customized packets of travel information and tools packaged in a reusable tote bag. Making deliveries using transportation options is a key component of IM programs because they increase program visibility and portray these options as a positive way to get around. Ashleigh also assisted with program data management, Go Kit fulfillment, communications, and staffing outreach tables.



Outreach Advocate Ashleigh Naslund assisted with program logistics such as Go Kit deliveries and event planning.

PROGRAM APPROACH

IM programs involve detailed planning and coordination among partners, funders, stakeholders, and staff. The project team created a program approach document and work plan to track the following program elements:

- Survey development
- Materials production, design, and procurement
- Database development and management
- Event planning
- Fulfillment and deliveries
- Communication and promotion methods
- Evaluation and reporting

Custom Program Materials

The project team developed the following suite of evaluation and marketing materials specifically for this program:

- Pre- and post-program surveys
- Custom logo
- Pre-program announcement postcard
- Four newsletters, including two with postage-paid mail-back order forms
- Reminder postcard
- Astoria Go Guide (multimodal neighborhood map)
- Welcome letter
- Coupon sheet
- Outreach flyer
- Event flyers
- Promotional posters
- Go Kit tote bag and tag
- T-shirts



The Go Guide featured a multimodal map of Astoria and tips for getting around.

All custom materials used the *DLSM: Astoria* branding and included messaging in Spanish. Translating materials and surveys into Spanish should be considered on a case-by-case basis depending on the demographics of the target area and partner goals.

Go Kits

Providing customized transportation information in the form of Go Kits is a proven way to encourage individuals to use transportation options. The materials and maps in the Go Kits provide residents with important information highlighting the benefits of using transportation options and demonstrating how they can make positive changes in their own transportation habits.

The project team mailed residents a pre-paid mail-back order form and invited them to select from transportation options materials (e.g., walking and biking maps, transit schedules, carpooling information), which ODOT and other project partners provided free of charge.

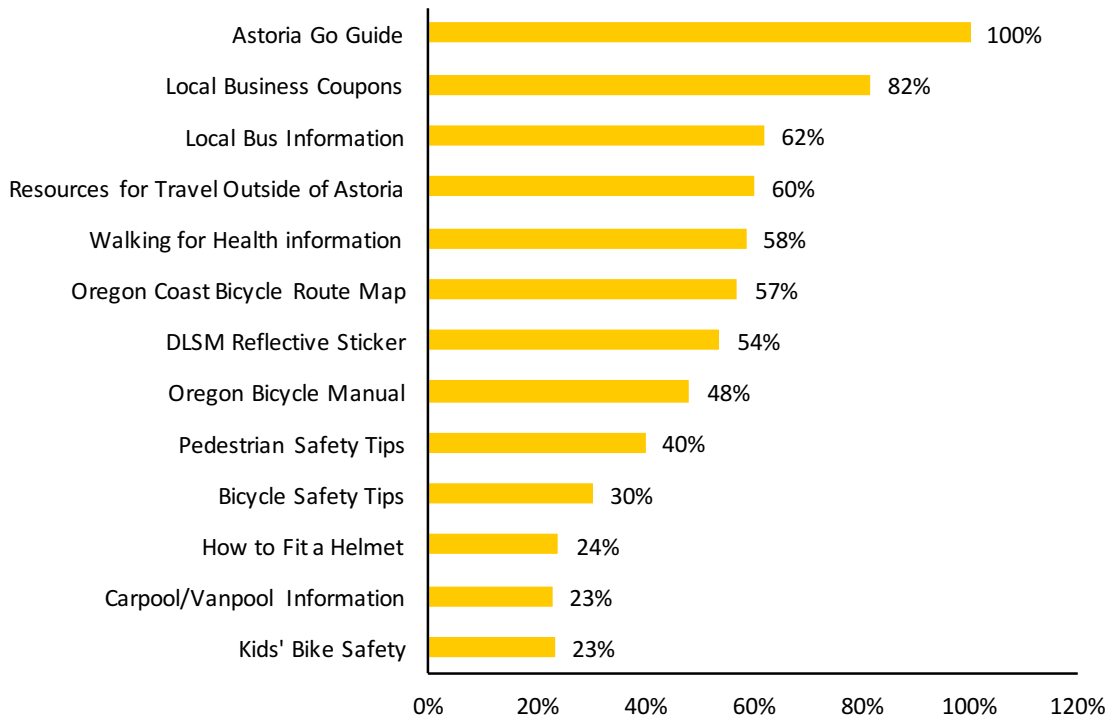
Residents could order one of three free *DLSM: Astoria* branded travel tools—a water bottle, a pair of wrap-around safety lights, or an umbrella. The purpose of the travel tools was to support the use of transportation options. Each Go Kit included the Astoria Go Guide, which featured a multimodal map of Astoria and tips for getting around. Residents also had the option to order their custom Go Kit online. The following chart shows the popularity of each ordered Go Kit item:



Residents could order a customized Go Kit full of helpful transportation information and resources.

Spanish materials were the lowest in popularity, comprising of about 1% of orders.

Materials Ordered by Participants (N=612)³



³ The project team added a pre-checked box next to the Astoria Go Guide on the paper and online order forms to ensure that each participant received this resource.

Events

The *DLSM: Astoria* team organized and hosted 10 custom program events that reached a total of 212 individuals:

Custom Events

Ice Cream Walk Kick-Off Party

Friday, July 1, 2015

Location: Maritime Memorial Park

Attendance: 25

Participants joined the *DLSM: Astoria* team on a 1-mile evening stroll along the Astoria Riverwalk. The purpose of the walk was to show participants that a mile is an easy distance to walk. Participants received free ice cream at the end of the walk and could sign up for a free Go Kit and sign a pledge to drive less.



The Ice Cream Walk Kick-Off event was quite the success. Community members enjoyed the stroll and signed up to receive their Go Kit.

Free Bike Wash and Repair Day

Saturday, July 25, 2015

Location: Astoria Transit Center

Attendance: 50

Participants brought their bikes to the Astoria Transit Center to receive a free tune up from local bike specialists, a lesson on how to fix a flat, and a free bike wash. The purpose of this event was to help participants feel safe and comfortable riding their bikes.

Sunday Market Bike Rides

Sunday, July 26, 2015

Location: two meeting locations with rides ending at the Sunday Market

Attendance: 0

The project team invited participants to join the *DLSM: Astoria* team on a group bike ride to the Astoria Sunday Market. The purpose of the ride was to help participants carry groceries and run errands by bike. While no one attended the ride, the project team was able to engage with shoppers about the program at the Sunday Market.

Tour Astoria by Bus

Thursday, August 6, 2015

Location: Astoria Transit Center

Attendance: 13

Participants hopped on the local bus for a free tour of Astoria and learned how to travel by bus in and around Astoria. The *DLSM: Astoria* team also organized interactive activities, like bingo, trivia, and prize drawings, to spur conversation around transit use.

Teen Active Art Contest

August 10-14, 2015

Location: Barbey Maritime Museum

Participation: 6

In collaboration with the Astoria Maritime Museum Teen Art Week, the *DLSM: Astoria* team conducted and judged an “Active Art” contest. Using recycled material, teens created sculptures that had moving parts and inspired active lifestyles.

Active Art Contest Reception

Friday, August 14, 2015

Location: Barbey Maritime Museum

Attendance: 25

Participants came to view the sculptures created by teens for the active art contest. The artists were at the event to explain their piece and discuss how art can inspire movement.

Sunday Stroll

Sunday, August 16, 2015

Location: Children’s Park

Attendance: 2

Participants took a Sunday stroll up the Astoria hill. The goal of this walk was to show participants the many hidden trails and staircases that make walking an appealing option on Astoria’s famous hill.

Self Service Bicycle Maintenance Day

Saturday, September 5, 2015

Location: Tapiola Park

Attendance: 21

Participants brought their bikes to Tapiola Park for self-service bicycle maintenance. Children practiced safe riding on an obstacle course.



Active Art in action! Astoria youth creating art out of recycled bike parts.

Twilight Trolley Tour

Sunday, September 6, 2015

Location: Astoria Transit Center

Attendance: 11

Participants joined the *DLSM: Astoria* team on a free one-hour Twilight Trolley Tour of the Astoria Riverwalk. The goal of this event was to show participants how to utilize the Riverwalk as a path for their everyday trips.

Walk and Roll Block Party

Sunday, September, 20, 2015

Location: Astoria Transit Center

Attendance: 20

Participants celebrated the end of the *DLSM: Astoria* program. All departments from SETD were present and had booths with information on what services they offer. The event also featured hot dogs and ice cream.

Outreach Events

In addition to hosting ten custom events, the *DLSM: Astoria* team promoted the program and answered questions at the following four outreach events, which reached a total of 45 individuals:

- **Clatsop Community College Open House** - September 9 and 10, 2015
- **Astoria Sunday Market** – September 16 and 20, 2015

Communications

Local Media

The program received media coverage from local sources including the Astoria Warrenton Chamber of Commerce website, The Daily Astorian newspaper, a blog called Astoria Rain, and the Friday with Jim radio show. The articles are listed below (urls are subject to change):

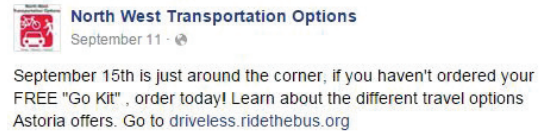
- “Astoria Drive Less Save More Ice Cream Walk and Kick-Off Event,” Astoria Warrenton Chamber of Commerce, www.travelastoria.com/events/astoria-drive-less-save-more-ice-cream-walk-and-kickoff-event-2015-07-10
- “Walk for Alternative Transit,” The Daily Astorian, July 8, 2015, www.dailyastorian.com/Local_News/20150708/walk-for-alternative-transit.
- Heather Douglas, “Better Health and Bigger Wallet: Astoria’s Drive Less Campaign,” Astoria Rain (blog), August 14, 2015, www.astoriarain.com/?tag=drive-less-save-more.
- “Friday with Jim KMUN Radio Show.” Narrated by Jim Wilkins. Friday with Jim, KMUN, August, 28, 2015, www.coastradio.org/audio/2015/fridays/FJ082815.mp3.
- “Friday with Jim KMUN Radio Show.” Narrated by Jim Wilkins. Friday with Jim, KMUN, November 11, 2015, www.coastradio.org/audio/2015/fridays/FJ110615.mp3.

Website

SETD hosted the program website at driveless.ridethebus.org. The project team kept the website's event page updated with upcoming event information.

Social Media

Mid-way through the program, SETD launched a Facebook page for their new transportation options program, "North West Transportation Options." The project team used this page to promote the goals and events of *DLSM: Astoria*. Posts on this page garnered great attention for the program with one post about Go Kits receiving 93 Likes and 26 Shares. This Facebook page will continue to promote the North West Transportation Options program.



A post about Go Kits on the North West Transportation Options Facebook page received 93 Likes and 26 shares.

Email

The project team sent monthly emails to program participants using the MailChimp email marketing service to promote events and share relevant and educational information about transportation options in an email newsletter format. The average open rate of program emails was 35.6%, double the industry average of 16.5%.

EVALUATION

The primary goal of *DLSM: Astoria* was to reduce the drive-alone mode share among target area residents for all types of trips. This section describes the methodology used to evaluate the program. The results indicate that the program was successful in decreasing drive-alone trips in the target area over the course of the program.

Pre- and Post-Program Target Area Surveys

To evaluate the effectiveness of the *DLSM: Astoria* program in reducing drive-alone trips, the project team conducted pre- and post-program travel surveys measuring mode share in the target area. The post-program survey was nearly identical to the pre-program survey except for two additional questions about self-reported behavior change. Maintaining consistency between pre- and post-program surveys is important to ensure that responses can be compared. For each survey, respondents had the opportunity to enter a drawing for a \$100 gift card to a local grocery store.

The project team mailed all 4,550 target area households pre- and post-program surveys in both

English and Spanish. The mailed surveys included a link where residents could elect to take the survey online. Of respondents, 6% took the survey online. The following table shows a summary of the survey response rates. About two-thirds of respondents were female⁴ and the majority had access to a working vehicle.

Target Area Survey Response Summary

	Pre-Program Survey	Post-Program Survey
Distribution Date	May 6, 2015	September 23, 2015
Number of Completed Surveys	776	593
Response Rate (of 4,550 residents) ⁵	17%	13%

Target Area Trip Diary Findings

The pre- and post-program surveys included a one-day trip diary, as well as additional questions regarding the respondent’s travel behavior, attitudes, and basic demographics. The project team distributed the pre-program survey three weeks prior to any program press or outreach, and distributed the post-program survey following the completion of all program activities and the majority of Go Kit deliveries. While the survey was open, SETD delivered approximately 100 Go Kits.

The surveys asked respondents to report all the trips they made “yesterday,” including the purpose and mode. When reporting the purpose of their trip, the survey asked respondents “Where did you go?” The trip purpose options matched the categories from the Oregon Household Activity Survey (OHAS) and included the following options:

- Work
- College
- School (K-12)
- Shopping
- Recreation
- Returned Home
- Other

When reporting the mode used for their trip (responding to the question, “How did you get there?”), respondents could select from the following options:

- Drove alone
- Drove with children only (under 16)⁷
- Drove with adults
- Rode public transit
- Walked
- Skateboarded
- Bicycled
- Other

⁴ The high percent of female survey respondents is a common trend among similar IM travel surveys in Oregon.

⁵ Surveys were mailed to the attention of “Resident” and were not returned if invalid. For this reason, the response rate is likely lower than if those undeliverable surveys had been returned and removed from the total number of surveys mailed.

⁶ 193 (31%) participants did not include an email address on their order form, which artificially decreased the potential pool of survey respondents.

Based on these reported trips, mode share is calculated for both the pre- and post-program surveys. The change in mode share between the pre- and post-program surveys is called the mode shift which demonstrates increases or decreases in the use of each particular mode. The drive-alone mode shift calculated from the survey data is used to estimate daily and annual vehicle miles traveled reductions among target area households. This calculation is made by multiplying three factors: the average number of trips made by each person per day for a particular trip purpose; the drive-alone mode share for that purpose; and the corresponding average trip distance as estimated by the 2010 Oregon Household Activity Survey (OHAS). To determine an average trip distance, the trip diary survey categories were matched with trip type categories from the OHAS.

Because the surveys are a sample of the entire target area, not just program participants, the resulting vehicle miles traveled per person is extrapolated out to represent that entire population.

Average Number of Trips

The average number of daily trips for survey respondents was 3.6 in the pre-program survey and 3.2 in the post-program survey, both of which are in the normal range for similar program surveys in Oregon. The consistency between the pre- and post-program surveys is an indication that the datasets are comparable and adds confidence to the findings.

Mode Shift

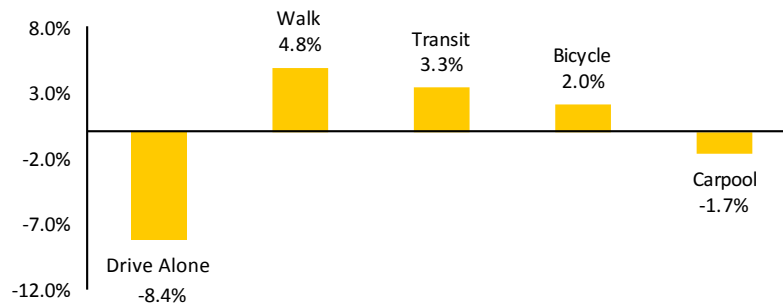
The table below shows mode share reported in the pre- and post-program surveys. Results indicate that target area survey respondents decreased drive-alone mode share 8.4 percentage points. Walking and transit mode share increased 4.8% and 3.3%, respectively, and bicycling mode share increased 2.0%. Carpooling mode share decreased slightly by 1.7 percentage points.

Pre- and Post-Program Mode Share

Mode	Pre Survey (N=2,798 trips)	Post Survey (N=1,897 trips)	Change
Drove Alone	67.5%	59.1%	-8.4%
Walk	11.1%	15.9%	4.8%
Transit	1.7%	5.0%	3.3%
Bicycle	1.3%	3.3%	2.0%
Carpool	18.2%	16.5%	-1.7%
Other	0.3%	0.2%	0.0% ²

² Trip data from the "carpooled with children only" category was combined with trips from the "drove alone" category during analysis because children under 16 would not otherwise drive alone if they were not carpooling. Therefore, an increase in family carpooling does not support the main goal of the DLSP: Astoria program

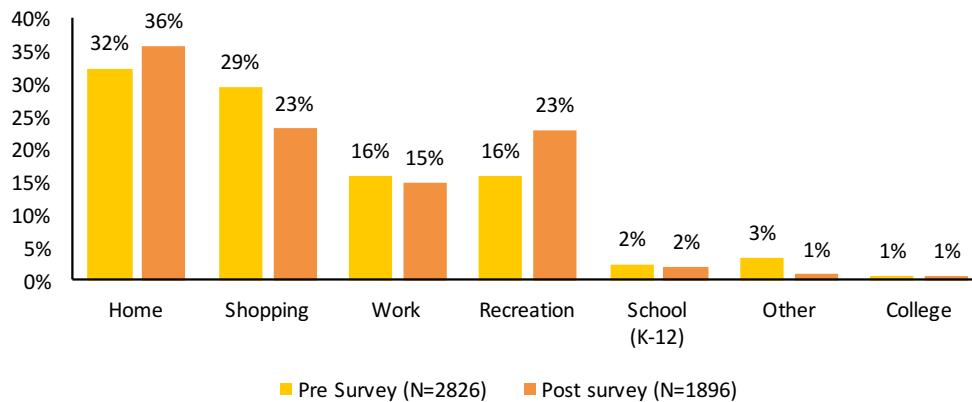
Mode Shift Results



Trip Purpose

The following chart shows the distribution of trip purpose reported by respondents in the pre- and post-program surveys. The similarity between the trip purposes reported in the pre- and post-program surveys support the validity of the data. Home, shopping, work, and recreation trips were the most frequent types of trips made.

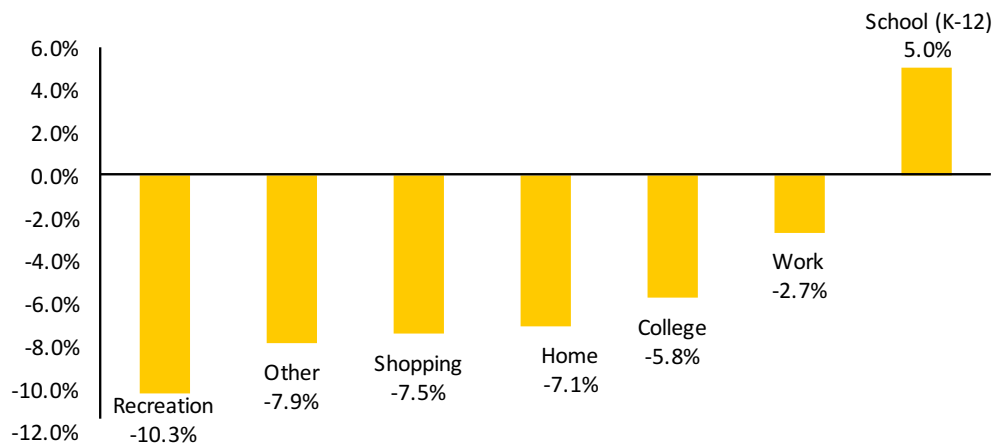
Trip Purpose



Mode Shift by Trip Purpose

For a better understanding of travel behavior in the target area, the project team evaluated mode shift by trip purpose. The following chart shows that the majority of respondents reduced their drive-alone mode share for non-commute trips. This is not surprising as work and college trips are often longer and less flexible than other types of trips. The project team speculates that more parents may have reported driving their children to school in the post-program survey than in the pre-program survey because the school year had just started and they were adjusting to a new schedule.

Drive Alone Mode Shift by Trip Purpose



Vehicle Miles Traveled

Based on the demonstrated reduction in drive-alone mode share, the average program participant will drive alone an estimated 1.69 fewer miles per day following the program, which when applied to the entire target area is 7,680 fewer drive-alone miles per day. Based on similar behavior change program results⁹, the project team assumes this change in transportation behavior will last for at least one year for a reduction of 2,803,199 vehicle miles. This reduction in vehicle miles is equivalent to removing 208 cars from the road per year.¹⁰ The following table shows a summary of this impact.

Estimated Vehicle Miles Traveled and Carbon Dioxide Emission Reduced¹¹

	Estimated Vehicle Miles Traveled (VMT) (Per Person)		Estimated VMT (Among all 4,550 Target Area Households)		Estimated Vehicle Miles Reduced by Target Area Residents	Estimated CO ₂ Emission Reduction by Residents (In Pounds)
	Pre-Program	Post-Program	Pre-Program	Post-Program		
Daily VMT	16.24	14.55	73,898	66,218	7,680	6,238
Annual VMT	5,928	5,312	26,972,591	24,169,392	2,803,199	2,276,711

Panel Analysis Findings

Households that participated in both the pre- and post-program surveys were included in a panel analysis. Results from the panel analysis, which included a smaller subset of all households in the sample, are consistent with the overall findings for the entire sample of respondents. This consistency further validates the range of travel behavior changes that occurred across both panel and non-panel households. Drive-alone mode share decreased 6.9%, walking increased 2.6%, bicycling increased 2.2%, transit increased 2.0%, and carpooling decreased 0.1%.

Pre- and Post-Program Mode Share – Panel Only

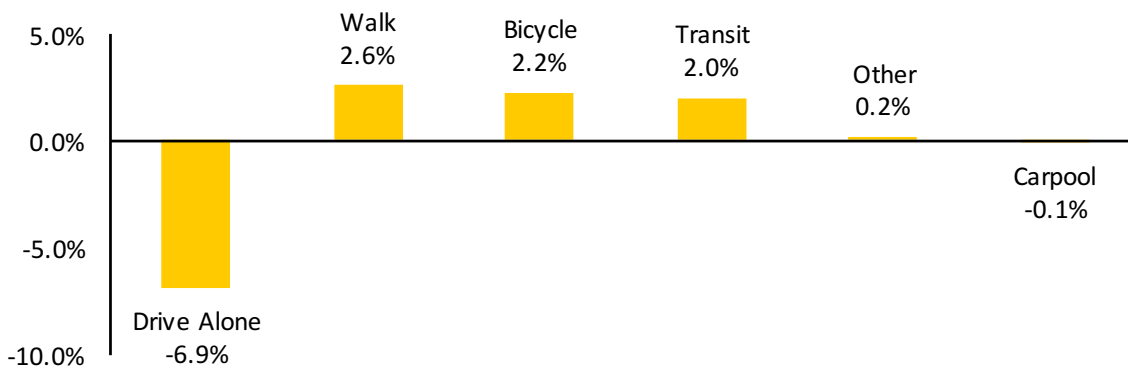
Mode	Pre Survey (N=481 trips)	Post Survey (N=485 trips)	Change
Drove Alone	68.2%	61.3%	-6.9%
Walk	12.6%	15.1%	2.6%
Bike	0.8%	3.1%	2.2%
Transit	1.5%	3.5%	2.0%
Other	0.2%	0.4%	0.2%
Carpool	16.7%	16.6%	-0.1%

⁹ Dill, Jennifer, "Long-Term Evaluation of Individualized Marketing Programs for Travel Demand Management," July 2010. http://pdxscholar.library.pdx.edu/cgi/viewcontent.cgi?article=1012&context=usp_fac

¹⁰ The number of cars removed from the road per year was calculated by dividing the total vehicle miles reduced by the national total average annual of miles per driver (13,476), as calculated by the Federal Highway Administration (<https://www.fhwa.dot.gov/ohim/onh00/bar8.htm>).

¹¹ Carbon dioxide emission reductions are estimated based on VMT reduction calculations, as well as emission rates from the 2008 EPA Report 420-F-08-024, "Emission Facts: Average Annual Emissions and Fuel Consumption for Gasoline-Fueled Passenger Cars and Light Trucks."

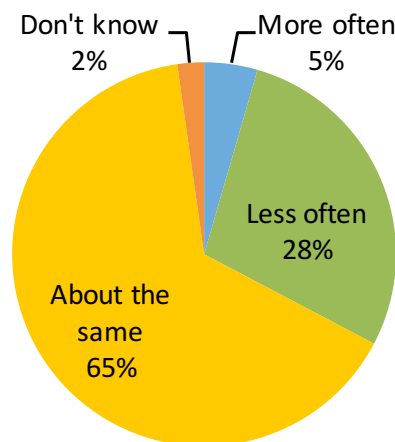
Mode Shift Results – Panel Only



Self-Reported Behavior Change

To supplement results found from the trip diaries, the post-program survey asked respondents if they think they are driving alone more often, less often, or about the same as they were compared to six months ago (which was prior to the start of the IM program). More than one quarter of post-program survey respondents who drive (28%) stated that they think they are driving alone less often. For those who reported they were driving less, when asked what contributed to the change, a higher number than in recent programs (19%) pointed to access to better information about transportation options. The project team speculates that this high number may be due to the many public events hosted by the program. Another possibility is that a higher proportion of post-program survey respondents participated in the program. Participants also specified other reasons for their behavior change including, changes in their social habits such as joining a new group or dating (44%), a change in health such as weight loss or medical concerns (31%), and financial reasons (29%).

Reported Driving Behavior Compared to Six Months Earlier (N=535)



(As reported in the post-program target area survey)

Health Impact Modeling Results

The changes in transportation behavior measured from the area-wide surveys were inputted into a version of the Integrated Transportation and Health Impact Model (ITHIM) developed by the Oregon Health Authority Public Health Division for ODOT. The model showed the following results for all Astoria residents in the target area:

- Data from pre-and post-program surveys indicate the *DLSM: Astoria* program resulted in a decrease in driving trips and a small, but measurable increase in physical activity from walking and bicycling.
- The project team assumes that changes in travel behavior will last for at least one year based on similar behavior change program results.¹² Therefore, this activity translates to an estimated decrease of 1.3 Disability Adjusted Life Years, and a 0.16% decrease in the burden of disease, valued at about \$64,800 per 4,550 people.
- These changes in the burden of disease resulted from relatively modest gains in physical activity – each participant walked an average of an additional 0.29 miles per week and biked an average of an additional 0.46 miles a week. These data indicate that small, achievable behavior modifications can result in measurable health-related savings.
- Getting 150 minutes of exercise each week is associated with lower risk of chronic diseases like high blood pressure, heart attack, stroke, and dementia. Active transportation is one of the most effective strategies for increased physical activity.

The above estimates are based on results from the ITHIM. The Oregon Health Authority Public Health Division tailored ITHIM for use in evaluating transportation options programs by incorporating county-level population distributions and health data. ITHIM uses established relationships between physical activity and health to estimate changes in diseases resulting from shifts in transportation behavior. Changes in disease are estimated in terms of Disability Adjusted Life Years, a unit of illness developed by the World Health Organization. Costs are estimated using national cost of illness figures scaled to Oregon county populations and adjusted to 2010 dollars. ITHIM was developed by Dr. James Woodcock of the Centre for Diet and Activity Research at the University of Cambridge (see Woodcock et al. 2009).¹³

¹² Dill, Jennifer, "Long-Term Evaluation of Individualized Marketing Programs for Travel Demand Management," July 2010. http://pdxscholar.library.pdx.edu/cgi/viewcontent.cgi?article=1012&context=usp_fac

¹³ Woodcock J, Edwards P, Tonne C, Armstrong BG, Ashiru O, Banister D, et al. 2009. Health and Climate Change 2 Public health benefits of strategies to reduce greenhouse-gas emissions: urban land transport. *Lancet* 374:1930–1943

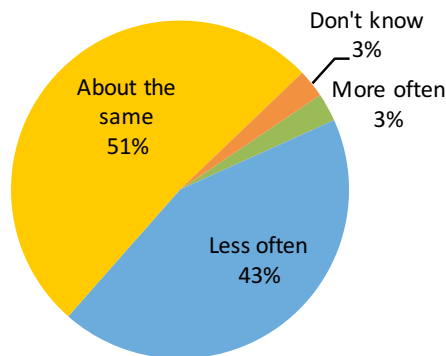
Participant Feedback Survey

In addition to the pre- and post-program trip diary surveys, the project team administered a participant feedback survey in October 2015. Residents who ordered program materials received the participant feedback survey by email. This same group of participants also received e-newsletters throughout the program. This survey did not include a trip diary; instead its goal was to provide a qualitative evaluation of the impact of the program on participants. Of the 612 participants, 81 (13%) completed the participant feedback survey and provided qualitative input about the program. The demographic makeup of the participant-only survey was 71% women and 23% men.

The participant survey asked respondents if they think they are driving alone to places more often, less often, or about the same compared to six months ago. The following chart shows the responses. Forty-three percent of respondents in the participant survey reported driving less. Of those, 39% pointed to access to better information about transportation options as a reason for the change (second only to interest/change in health, which was 55%). It is worth noting for future efforts in this target area that residents see health as an important issue that impacts their transportation habits. A high number of participants also specified other reasons for their behavior change, including financial reasons (36%), changes in social habits (36%), and weather (27%).

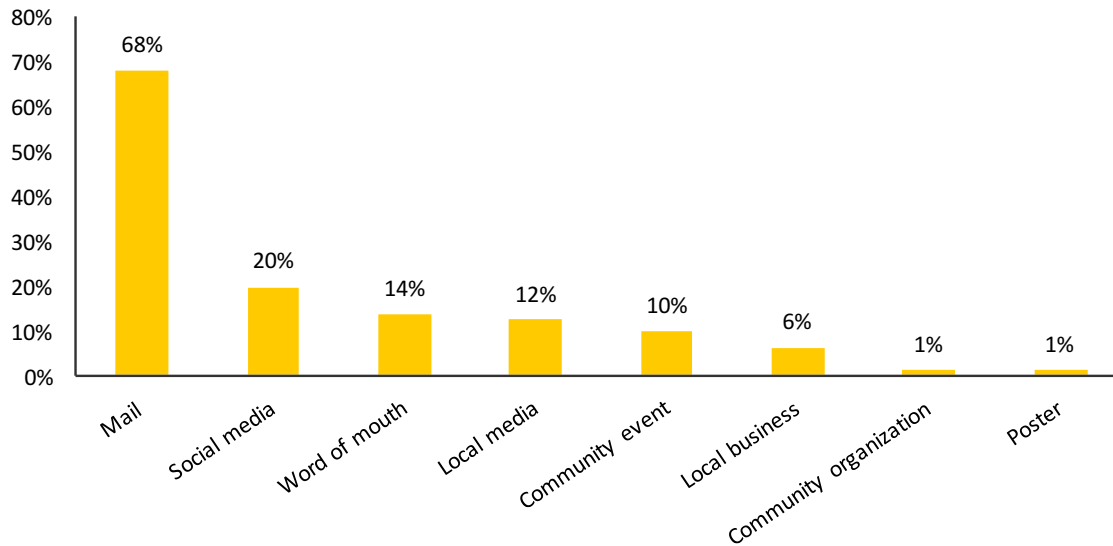
Reported Driving Behavior Compared to Six Months Earlier (N=74)

(As reported in the participant feedback survey)



As shown in the following chart, the majority of participant survey respondents reported hearing about the program through mail. Social media and word of mouth also were important communication channels in promoting program offerings and events. This supports the continued use of these communication channels for future programs.

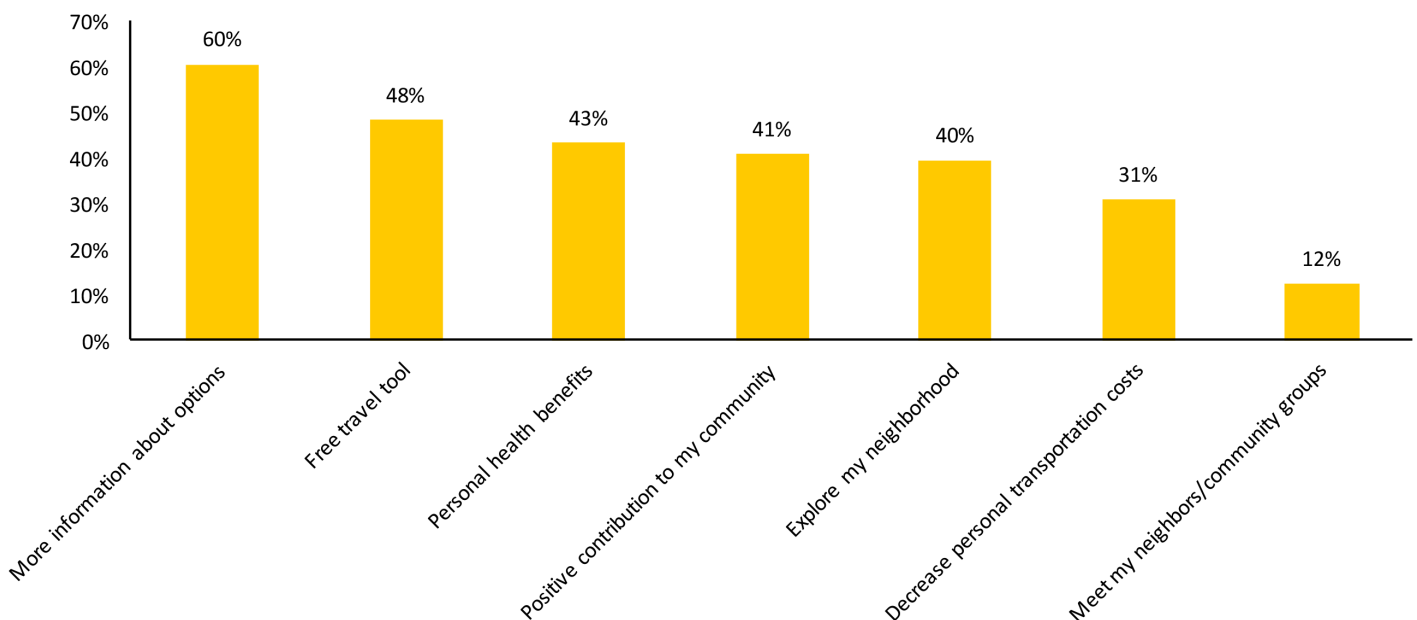
“How did you hear about the program? Select all that apply.” (N=81)



Respondents also selected the top three reasons they decided to participate in the program. The top five reasons selected by participants, as seen in the chart below, included:

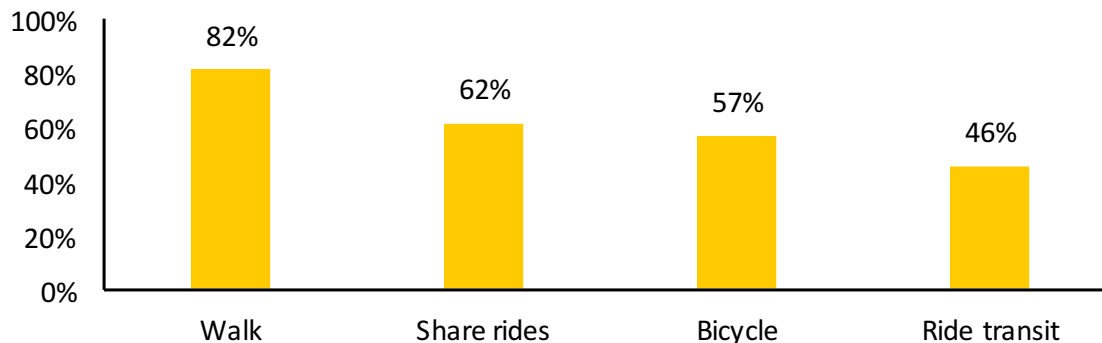
1. Desire for more information about transportation options (60%)
2. Opportunity to obtain a free travel tool (48%)
3. Personal health benefits (43%)
4. Opportunity to make a positive community contribution (41%)
5. Desire to explore the neighborhood (40%)

“What are the top three reasons you decided to participate in the program? Select all that apply.” (N=81)



The survey also asked respondents if *DLSM: Astoria* helped them use transportation options for more of their trips. The chart below summarizes responses as a percentage of respondents who reported that the program helped them use that option for more of their trips (either significantly or somewhat).

“Has the program helped you _____ for more trips?” (N=80)



The summary below shows additional qualitative results from the participant feedback survey. As shown by the results, a vast majority of survey respondents thought the program was helpful, informative, and encouraging.

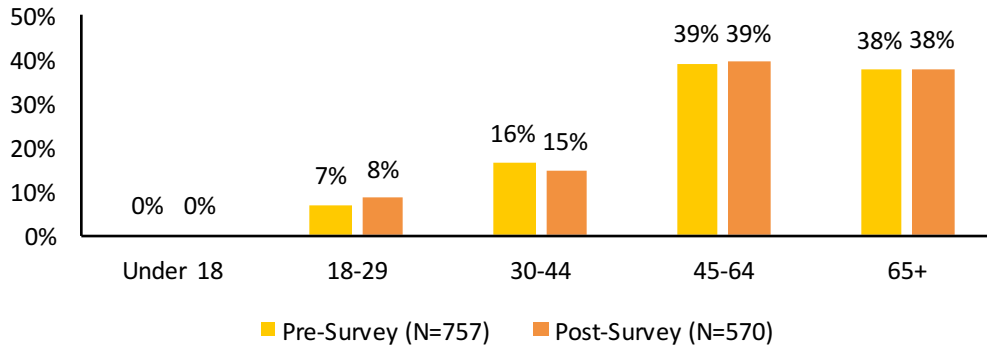
- 64% of respondents reported trying a new transportation option while participating in the program.
- 96% reported that the Go Kits they received were useful.
- 89% of respondents who attended events said that the events helped them use transportation options for more of their trips.
- 91% of respondents think there is value in continuing the program.

Demographics of Target Area Surveys

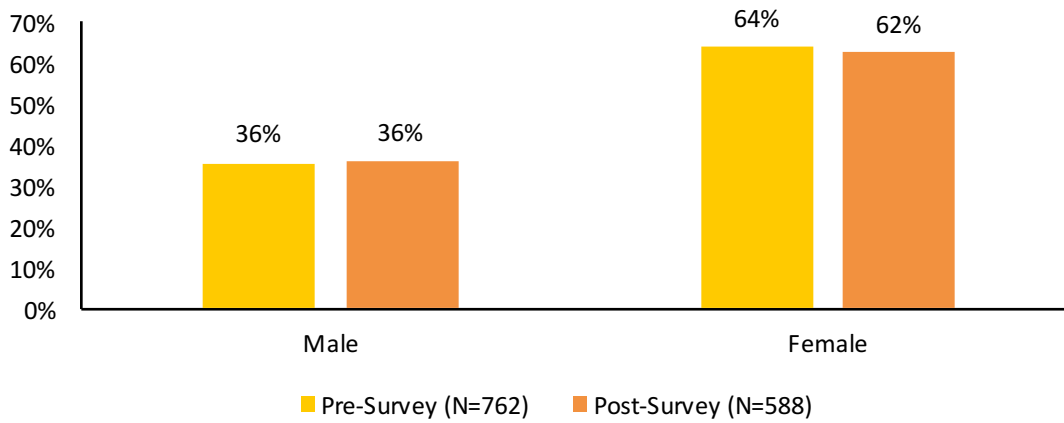
Both the pre- and post-program surveys asked a series of demographic questions. Results show consistency between the pre- and post-program surveys, which helps validate the survey methodology. The age and gender demographics charts on the next page provide insight into whether or not the survey sample is representative of the target area as a whole.

The age ranges of survey respondents are representative of the target area of which 30% are 45-64. Compared to the target area (which identifies as 51.6% female and 48.4% male), the gender of the average pre- and post-survey respondents was 63% female and 36% male. The high percent of female survey respondents is a common trend among similar IM travel surveys in Oregon.

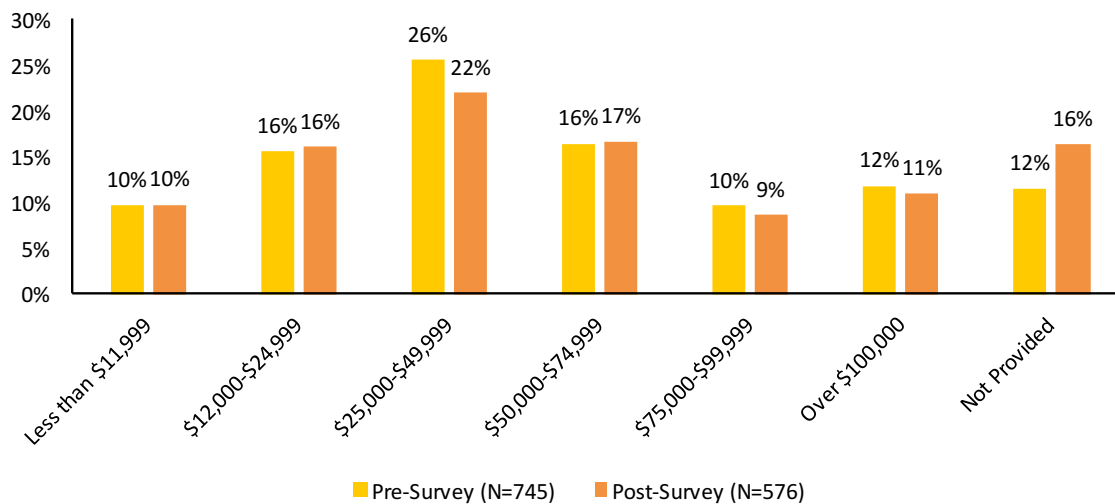
Age of Respondents



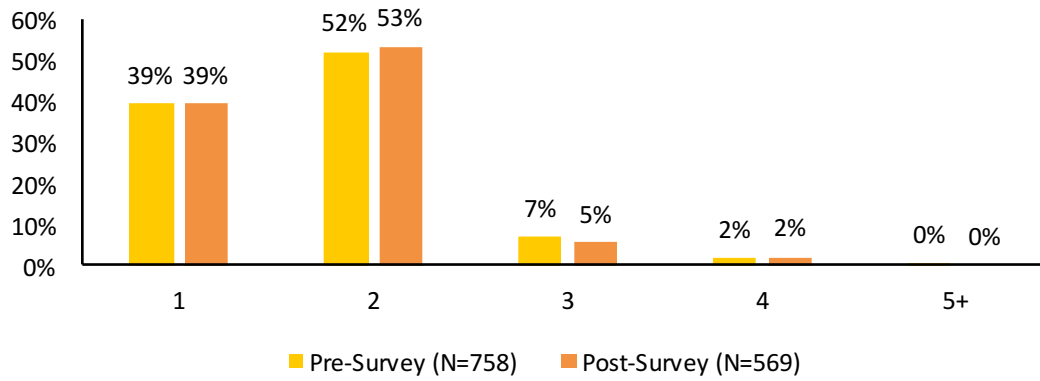
Gender of Respondents



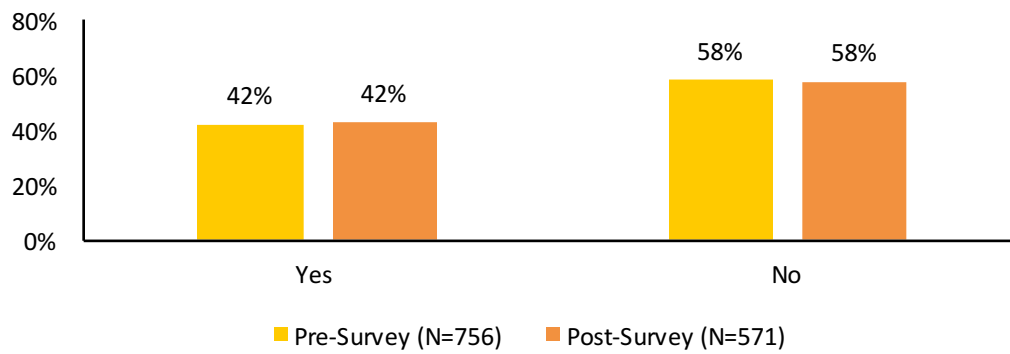
Income of Respondents



Adults in Household



Access to Working Bicycle



Lessons Learned

The following section highlights observations and feedback from the project team regarding what worked well and what program elements could use improvement.

Collateral Materials

Future efforts should consider the following suggestions regarding printed materials:

- **Walking information:** Many residents wanted information on walking. In the future, the Go Kits should offer more pedestrian-oriented information.
- **Door hanger:** SETD created door hangers to leave on resident doors when no one was home and there was no safe place to leave the Go Kit. The door hanger instructed residents that they could pick up their kit at the Transit Center or SETD would deliver it on a later date. The project team recommends this approach.
- **Photos:** A local photographer donated his time to stage a photo shoot in return for photo credit. The project team used the photos in program materials. In the future, the team should consider paying a photographer for their work.
- **Messaging:** At the beginning of the program, the team decided to focus messaging on conquering Astoria's large hill. After receiving feedback from community members that this was an unrealistic message, the project team changed the messaging to focus on helping people explore the city.

Fulfillment and Deliveries

The following tips may help increase fulfillment efficiency for future programs:

- **Go Kits:** Often when ordering Go Kits, residents would only select two materials making the Go Kit look flimsy. Towards the end of the program, SETD began including welcome kits in each Go Kit. These kits included the Go Guide, a North West Transportation Options sticker, upcoming event flyer, statewide event flyer, the welcome letter and coupons. These bundles made each bag look more substantial.
- **Bundles:** Bundling more information about specific modes may provide residents with information they need. Some residents would order only a few materials, perhaps because they were not reading through all of the offered materials. SETD began bundling materials based on the person's interest (e.g., if a resident ordered a brochure about helmets, SETD included brochures about safe bicycling).
- **Transit Center Pick Ups:** The size and hilly geography of Astoria made deliveries time consuming. To save resources, the project team added a check box to the second mailed order form to give residents the option of picking up their Go Kit at the Transit Center. However, when residents failed to pick up the Go Kit, the project team could not deliver it at a later time if the address was missing on the order form. In the future, order forms should require everyone to enter their address. At the end of the program, the project team can deliver the Go Kits that residents do not pick up.

Staffing

The following information can guide staffing considerations for future programs:

- **Outreach Ambassadors:** During the beginning of the program, SETD would have needed only one part-time intern. Once the program took off in July, two part-time Ambassadors would have been helpful. Together they could have split up tasks like fulfillment and event planning, and cover more ground when making deliveries together.
- **Leader:** Shasia Fry, North West Transportation Options Specialist at SETD, led the implementation of the program. Being new to her position, the program provided her with opportunities to form relationships with community groups to support SETD's new transportation options program, North West Transportation Options. The project team learned that aligning an IM program with another emerging program or change can help further the goals of both programs.

Events

- **Location:** The project team held events at several locations throughout Astoria. The best attended events were the ones SETD held at the Astoria Transit Center. The team believes this location played a key role in attracting attendance, as it is centrally located and it receives a high volume of foot traffic.
- **Tours:** When hosting both the Trolley Ride and Transit Ride, the team had success in marketing them as a "tours" for locals. This may have appealed to locals since Astoria is a tourist town. The play on words invited residents to explore their own city, like a tourist would do.

CONCLUSIONS

DLSM: Astoria was highly effective at engaging residents and promoting biking, walking, transit, and shared rides. Results from the surveys indicated a decrease in drive-alone mode share of 8.4%, which equates to an annual savings of 2,803,199 vehicle miles traveled. Walking and transit mode share increased 4.8% and 3.3%, respectively, and bicycling mode share increased 2.0%.

DLSM: Astoria also helped participants give transportation options a try for everyday trips by hosting a variety of events. Eighty-nine percent of event participants said program events were helpful for making more of their trips by walking, biking, transit, and carpooling. *DLSM: Astoria* participants were also highly satisfied with the program, as 91% said there is value in continuing the program. These results show the program was effective in meeting the goals of reducing drive-alone trips and demonstrating the benefits of using transportation options for everyday trips.

Participant Quotes

Many participants chose to share personal comments and stories about the value of the program through the participant survey. Below are some representative quotes.

"I have only ridden [my bike] a few times, but will get back into riding again. I want to thank you guys so much. For a few months now I have been walking and biking with my children and they love it. It saves on fuel and I got a bag with an umbrella that I use that for the bus stop with my children so we don't get wet. Thank you again."

"I found out how enthusiastic our community has become about reducing drive time, and that there are various alternatives that benefit citizens' health in choosing them. There is a social consciousness developing about how our actions together can create positive change."

"The map that you included in The Go Kit of Astoria is excellent. I was able to find more little streets and stairways."

"I am buying a bicycle and feel fortunate to be able to bike rather than drive. Being new to Astoria, the program helped me focus on the community streets and transportation options. A nice welcome package all around."



Participants enjoyed a stroll down the Riverwalk at the Ice Cream Walk Kick-Off Party.



Drive less. Save more.

Tami & Coworkers

You deserve a huge Thank You
The Thoughtfulness is appreciated
by our Team & The Family for
Support. The

Wishing The Best for years,
You may not realize what a
blessing you have been in our
hearts.

Thank You for The Support
Patience for knowing Me! and

Time...

Jane Connella & Barb Robert

we finally got
your family re
800 + kids
served 4500
family!

- On the 17th, I attended a RFP preproposal meeting. CC Rider has been contracting with First Transit to provide their transportation services. Things haven't gone as smoothly as they would like so the County has put out an RFP for the contract. I had the opportunity to chat with Commissioner Heimuller while we were attending the SDAO conference. He encouraged me to take a look at the RFP and see if we were interested in it. The RFQ covers providing drivers, dispatchers and maintenance along with an onsite manager. Also at the meeting were 4 other companies. We asked a lot of questions, most of which got answered at the meeting but they will be following up via email some of the answers that they didn't have at hand. I'm not sure that I want to pursue it at this point. My biggest concerns are the fact that they have a ballot measure in May to create a special transportation district. I'm not clear if the contract would transfer smoothly to the newly formed district. The other issue that CC Rider has experienced is reduced funding by the County. This has affected their ability to have match dollars for the federal and state grants that are available. This has affected their operational grants and capital grants. They have an aging fleet and I'm concerned about the cost of keeping the older vehicles in operation condition. I'm obviously concerned about personnel. We would have a pool of people that worked for First Transit that we could continue with but recruitment of drivers has been difficult in that area much like it is with ours.
- Something else I have been working on is developing a transportation program with the Clatsop Care Center Health District. As you may recall in last year's STF allocation, a little more than \$15,000 was awarded to them for assistance in purchasing a new bus for their residents. This bus is used for various social activities, special events, eating out, shopping and other trips for the residents of their facilities. The District has 3 facilities that they operate, Clatsop Care Center, Clatsop Retirement Village, and the recently opened Clatsop Care Memory Care Center. Because they are a federally recognized Qualified Human Service Organization (QHSEO), we can provide transportation services for these activities. It would benefit their District by saving them the cost of a new vehicle (about \$60k-\$70k) and being able to focus on their core mission, providing well-being for their residents. We would benefit by adding this contracted service to generate additional revenue for our District. I have written an IGA and am having Jeanyse review it before bringing it before you at the March Board meeting. As full disclosure, I am a Board member of the District and will declare that conflict when it comes before their Board.
- We have another grant opportunity for replacement vehicles that we will be submitting an application for. It is the 2016 Discretionary Grant, 5310 Enhanced Mobility of Seniors and Individuals with Disabilities. It is for replacement and right-sizing replacements.

Unlike the STF Discretionary program before you today, this has a match rate of 10.27%. There is only \$1.8 million available statewide so we will be looking to almost duplicate the vehicle portion of the STF application.

Weekly Reports:

1/26/16

Most of last week revolved around the compliance review. We had additional documentation to provide them before they arrived on Wednesday. The compliance review was scheduled to last all day Wednesday and Thursday and ½ a day on Friday. They were able to get done early and we had our exit conference at 3:30 on Thursday. Most of the Team was involved with it at some point and we all benefited from their expertise. Rich Garrity from RLS was a treasure trove of knowledge. With over 30 years in the transit industry, he was able to answer all of our questions off of the top of his head. He was able to cite things from federal and state rules without having to look them up. When the review was over, ODOT made it clear to me that RLS is available as a resource for us at any time. Attached, you will see a copy of the exit conference that we had with the consultants and ODOT. This is by no means the final report, we won't see that for about 2 months since they are still working on the review back in North Carolina. There are 3 categories of findings:

High Priority Compliance Observation

Low Priority Compliance Observation

Advisory

5 findings were considered High Priority, 6 were low priority and 24 were advisory. We will not wait until the final report to address some of the issues. Once we receive the final report, we will set up a time line to follow to ensure we are in compliance with all of the findings. Our compliance rate for preventive maintenance on the fleet came in at 84.6%. That is the highest compliance rate that they have seen out of the 55 reviews that they have done in Oregon!

We will make it an agenda item when we receive the final report so we can go over it with you more in depth. In the meantime, if you have questions about the findings so far, feel free to ask.

2/15/16

The last couple of weeks have been a flurry of activity. Al and I attended the Dept. of Revenues Oregon Local Budget training in Rockaway Beach. It was great because Barbara Blue was there also and Al and her were able to discuss things. Also, Krystal from Tillamook County Transportation District was also there so Al got to meet her for the first time. She has been a great resource in the past for us and she is always willing to help out. More on this later. Tracy,

Kevin, Tami and I traveled to Sunriver for the annual Special Districts Association of Oregon (SDAO) conference. As usual, it was a whirlwind of great sessions with a plethora of information for everyone. I had a couple of staff members from SDAO come up to me and congratulate the District on how far we've come and how well we are doing. That was really nice to hear! As soon as I was back from Sunriver, I turned around and traveled to Salem for a special Public Transportation Advisory Committee (PTAC) meeting where we ranked the Connect Oregon VI transit proposals. It was a great process and I learned a great deal. My rankings were very close to the final rankings of the committee. These are there rankings:

1. Central Oregon Intergovernmental Council - Central Transit Station to be located in Redmond
2. South Clackamas Transportation District - Transit and Operations Center
3. Rogue Valley Transportation District - Passenger Fare Collection and Solar Project
4. Clackamas Community College - Transit Center
5. Lane Transit District - Santa Clara Transit Center and Park & Ride
6. City of Portland - Purchase of 3 used Streetcars from Seattle

It is interesting to note that the South Clackamas Transportation District has no offices. Since 1990, their manager has been running the District from her house! She would like to retire but won't until they get this project built. All of the projects were worthy of funding but it was nice to see rural projects get ranked high.

Shasia and I discussed the wellness program we are going to be developing for the employees of the District. She has taken the lead on putting this together and we look forward to some healthy outcomes for our employees. The Senior and Disabled Committee (S&D) met again to finalize the discretionary Special Transportation Funds (STF) rankings. You will see this recommendation in your packet for next week's Board meeting. Scott, Shasia and I took one of the large buses on a couple of test runs through Astoria as a result of discussions we are having with the Long Range Comprehensive Transportation Plan (LRCTP). The Transportation Plan Advisory Committee (TPAC) had a great discussion on some route adjustments. I will discuss this further at the Board meeting. We are nearing the finish line and I want to update you with some of the things that have been looked at based on all of the input they have received in the community. The Northwest Oregon Transit Alliance (NWOTA) met on Friday and we had a lengthy discussion on the STF application that we are submitting for the development of a new website for the Connector project. As you may recall, this will be developed to allow for all transportation agencies to build their websites off of the platform in order to have easier functionality for people looking to travel throughout Oregon not just the 5 county alliance.

Operations
January 2016 Report
Scott Earls

- The Compliance review was very educational. I was pleased with the Preventative Maintenance review but I know we can do better.
- I met with the Long Range planners from Nelson/Nygaard Consulting for over 2 hours and discussed many mutual thoughts on a short, medium, and long range plans for transportation. We shared a lot of common goals and disagreed with a few also.
- For the second year in a row we supplied a ride for the kids that are in Seaside from Woodburn School Dist. while they and their parents are in town for the OACE Conference (Oregon Association for Comprehensive Education). This year we picked up the kids and transported them to the Maritime Museum.
- I attended the S&D meeting on Jan.12th to discuss STF grant money.
- We have completed our annual inspection of all buses. We saw some wear and tear on some of the buses but repairs were made and all buses have passed.
- Customer appreciation day and project homeless connect were held on Jan. 28th. While we only had 7 more riders for that day over last year I believe that there were considerably more riders going to the Convention Center for Homeless Connect. We had 34 more riders on the RT.101 this year. Feedback from the drivers also indicates a good turnout for the Homeless Connect Project.
- Congratulations to MacKenzie Jones for being voted as Employee of the Year. She has been an exemplary driver throughout the year and has gone over and above what is expected of our employee's. She purchased, laundered and supplied blankets for our riders on the Seaside trolley on the evenings when the fog rolled in and the temperature dropped. Recently even though it was on her own time she was instrumental in saving the life of one of our riders who had fallen and broken his neck. THANK YOU MAC.

“The Bus” (Fixed Route) Highlights:

- 12,367 people used fixed routes in January for an average of 412.2 riders per day.
- 1.5 % increase in average passengers who rode fixed routes per day from last month (405.1 to 412.2)
- 2.4 % decrease in average passengers who rode fixed routes per day from last January (422.5 to 412.2)
- 8.5 people per hour, on average, got on any fixed route at any time that “The Bus” runs in January. 6.3 % increase (8.0 to 8.5) from last month and a 25.4 % decrease (11.4 to 8.5) from last January.
- 0.1 % decrease in the ratio of elderly/disabled riders from last month (20.48 % to 20.46 %)
- 32.6 % increase in the ratio of elderly/disabled riders from last January (15.43 % to 20.46%)

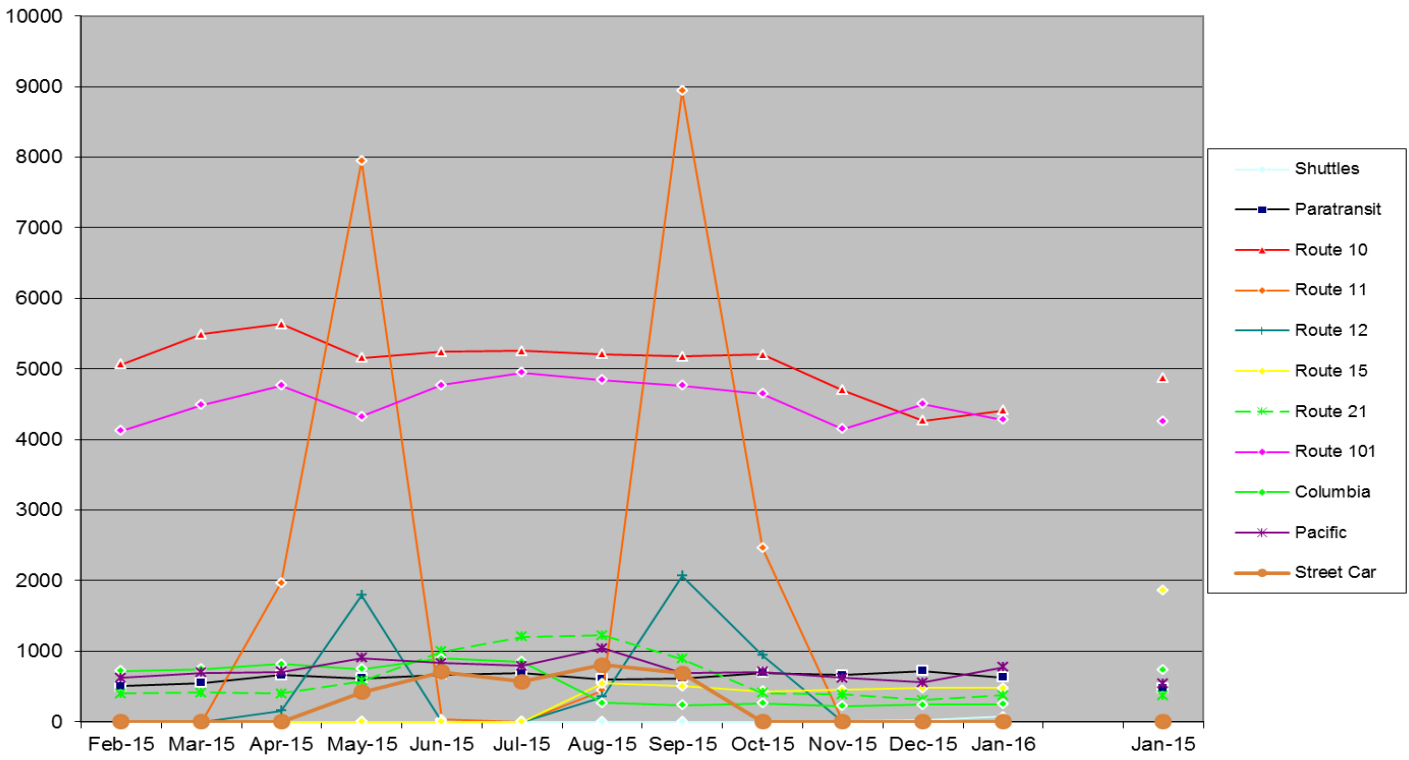
RideAssist Highlights:

- 629 rides were provided by RideAssist in January for an average of 30 rides per day.
- No Change in average RideAssist passengers per day from last month (30 to 30)
- 34.1 % increase in average RideAssist passengers per day from last January (22.3 to 30)
- 17.5 % decrease in all ADA Paratransit rides from last month (479 to 395)
- 29.1 % increase in all ADA Paratransit rides from last January (306 to 395)

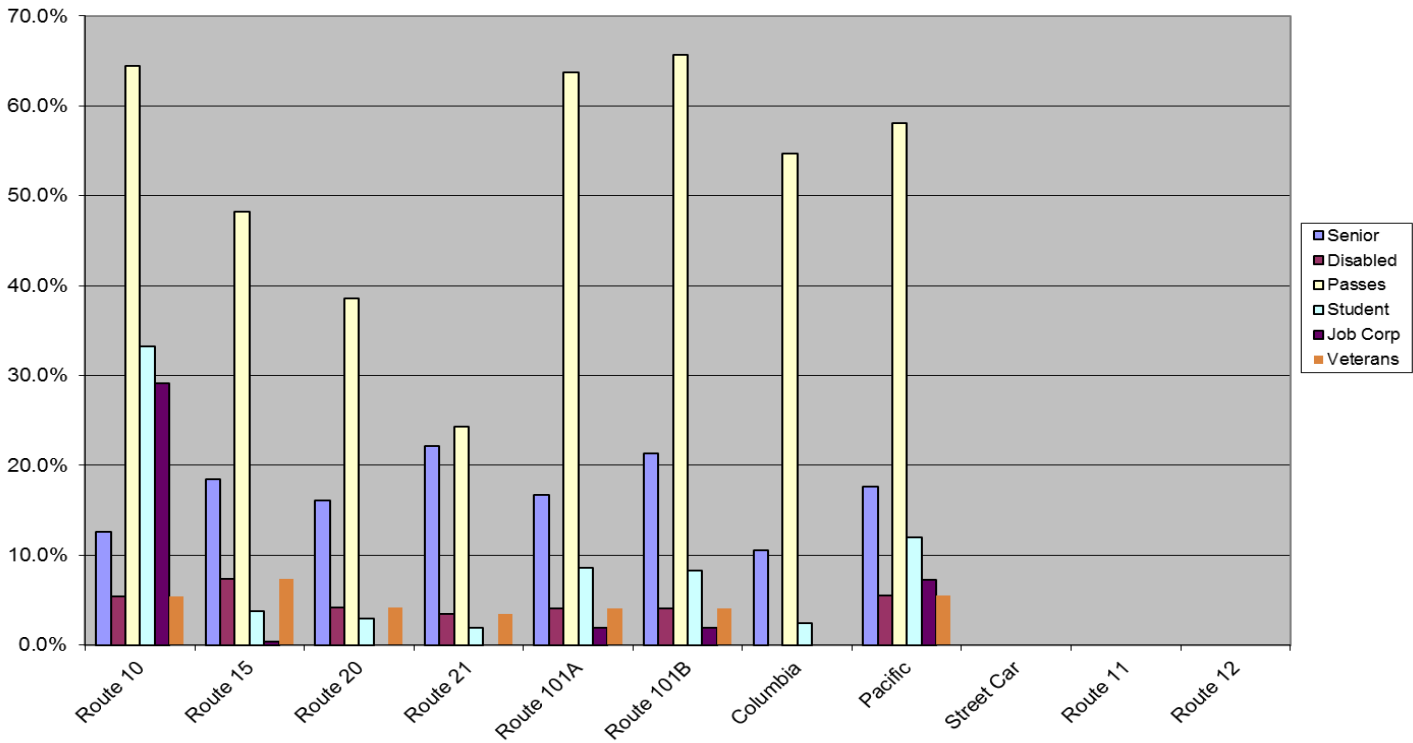
System Highlights:

- 12,996 people used Sunset Transportation Services in January for an average of 433.2 riders per day.
- 0.7 % increase in all average passengers per day from last month (430 to 433.2).
- 1.1 % decrease in all average passengers per day from last January (438.1 to 433.2)

SETD Rides



Rider Breakdown by Route



RIDE ASSIST
January 2016 Report
Carol Penuel

- In January, Paratransit had 629 rides for an average of 30 rides per day. There was a 17.5% decrease in all ADA Paratransit rides from last month. The rides increased 29.1% from last December
- Dial-A-Ride had 6 rides for the month of January.
- There were 10 new ADA Paratransit applications received.
- The Paratransit drivers sold 10 ticket books for a total of \$240.00.
- There were 80 veteran rides given, which is 5 less last month.
- There were 1 ride denials for ADA Paratransit rides. This was due to a lack of capacity.
- There were requests for weekend rides in Warrenton-Hammond. There were 2 rides in January.
- Carol attended the Senior and Disabled Transportation Advisory Meeting on January 12. The agenda of the meeting was Special Transportation Funding Application recommendations, proposed Bus schedule changes, Veterans Transportation plan update and the Senior and Disabled Bylaws addition.

Paratransit Fares Collected for January \$3074.00

- Para-transit Fares: \$ 706.00
- Tickets Collected: \$ 329.00
- Medicaid Collected \$2039.00

Mobility Management
January 2016 Report
Shana Verley

This month has been a bit challenging, I spent several days helping RideCare during their transition and hardship and I was also off on vacation for the last week.

***Program Development**

Our Veterans Enhanced Transportation Program is coming along smoothly. The Senior and Disabled Transportation Advisory Committee and The Board of Commissioners approved it and we have several volunteer applications in. During the month of February I will be interviewing each applicant and they will have their background checks completed to be ready as soon as we are. We have a few more steps that need to be taken then we should be able to start!

Transportation Options
January 2016 Report
Shasia Fry

Networking

I attended the statewide T.O. meeting in Portland, at the Portland Zoo in January where I gave a presentation on our summer DLSM Campaign. During my presentation, I answered questions on our challenging landscapes, our changing age demographic and our tourist population.

I attended the To-Go (Transportation Options Group of Oregon) quarterly board meeting in January as well. I joined the Oregon Transit Association Conference planning committee.

As a T.O. provider, I was asked to sit on a State Rideshare Focus group. This group meets to discuss and decide the state's role in assisting T.O. providers.

I participate in CHART (Community Health Advocacy and Resource Team) and have been selected to represent transportation on their steering committee.

Along with Commute Options in Bend, and Metro, I will be giving a presentation at the Oregon Active Summit this March. We have been working on a marketing presentation and I will be leading a group interactive brainstorming activity during our presentation.

Education

I have been attending an introductory grant writing course at Clatsop Community College. This course has helped me learn about different types of funding and the basics of the grant process. Throughout the class, I have been writing a grant for a possible Safe Routes to School Program. Although this grant will not be submitted, I have learned how to write a successful grant and will use that knowledge in the future.

Wellness

I have compiled information on wellness opportunities for the District and have submitted my ideas and am waiting for feedback on funding.

Project Homeless Connect

Eric, Marcela, and I attended the Project Homeless Connect in Seaside. It was a great marketing opportunity for the program and we made many connections. NWTO had a prize wheel with umbrellas, water bottles and goodies for participants to win.

Admin

- Throughout January I have been working with our time clock vendor to solidify changes, and data that has been entered into the new time system. Part of this month will be verifying all the information we have provided is what is needed, and we are not missing any components. Assuming no major problems arise, I hope to begin training on the new time system in February, followed by staff and administration training as well. Before the system goes live, projected for March, I hope to have a dry run of the system to ensure there are not glitches or setbacks that could cause problems. As we enter into the budget cycle, I have been conferring with each department to assess the needs and upgrades that each department requires. Fortunately we now have cycle life spreadsheets to aid in the process of what is due for replacement, and what isn't.

Mobility:

- Nothing new.

Ride Care:

- Over the last month RideCare has been operating very well. We had our first real world test of the generator, the power was only out for a few minutes, but it operated as intended, and provided continuous power during the outage. I have also been working with our new hires Donna, and Debbie to train them on how to use our computer system, and necessary software. As we close out the month Jason and I are working on the new CPCCO health resiliency program, as well as the veterans program. In the coming weeks I hope to have the necessary network changes completed to facilitate these new programs coming online. .

Maps, Schedules and Website:

- While we are planning the budget for the next FY, I am working with Jeff to hammer out what we can budget for the website. It is the first and foremost priority for my department, and many others. As we all know this is a critical arm of the district, and building it in the budget correctly will allow us to figure out what we can and can't afford, and also allow us to truly lock down the feature set. As we approach this more I look forward to sharing it with the board.

Conferences and Training:

- With the deployment of the new time system, over the next two months training will begin with Tami and me, followed by training the staff in various meetings. The time system will create a lot of efficiencies for all of SETD, but in order to get the most out of it, we need to train properly.

Transportation Options:

- Nothing new.

Development Notes:

- Nothing new.

Marketing and Outreach
January 2016 Report
Mary Parker

OUTREACH-Most of the outreach in January focused on the continued communication of the route change process. We began the detailed public notification process explaining where and how to access the proposed schedules from December 16th through January 20th. A portion of the January 28th Board meeting was set aside for a Public Hearing for public input about the proposed route changes. The Board approved the schedule changes which were to begin on Feb 1st. The next few days were spent quickly removing the old schedules and posting the new schedules in all of our shelters, on the buses and updating our website and Facebook.

RIDER APPRECIATION DAY-This is one our favorite day's at SETD. We publicly show our appreciation for our regular riders and prospective riders by allowing everyone to ride the bus all day for free and this also allows free transportation for those that are attending the Homeless Connect program at the Seaside Convention Center. Riders also could help themselves to a table of refreshments, from 7 am to 6:00 pm at both the Astoria Transit Center and the Seaside Kiosk. We had a drawing for 8 winners who received to-go back packs that contained an umbrella, a flashlight and a voucher for a day pass. It was fun fay and everyone was very appreciative.

OUR COAST MAGAZINE AD- I submitted an ad that will be placed in the Our Coast Magazine which is produced by the Daily Astorian and will be distributed throughout the northwest and online this spring and summer.

Human Resource
January 2016 Report
Tami Carlson

- January 6th attended a meeting presented by the Lower Columbia Human Resource Management Association (LCHRMA). Guest speaker Matt Armstrong from the Clatsop Co. Sheriff's Dept. did a presentation on "Active Shooter in the Workplace & ALICE Training". **ALICE: Alert; Lockdown; Inform; Counter; Evacuate.** Good to know info and talked about the subject at the Jan. driver's meetings.
- January 7th we started the RideCare Customer Service Rep. interview process which resulted in the hiring of 2 new employees, Debra Kramer and Donna Bугanan. Diane Williams and Natalie Claude both left RC in January.
- January 14th I was a guest speaker for the HRM class at CCC. I attended this class last winter term at the beginning of my HR journey and it was an honor to return and share my past year experiences.
- Also on January 14th at the monthly driver's meetings we celebrated by having our quarterly employee's birthday party.
- Completed Employee W2s; Employer Federal W3/State WR; Federal & State Quarterly payroll reports.
- Other projects – Continued progress on Safe Personnel Training project; GSNA Timeclock data.

- The generator has been installed and has been tested. It has worked as intended and even had to work for the first time during a storm in the first part of January. We are thrilled we can finally tell the CCO and the State that we have full backup power capabilities.
- In January Ride Care said good bye to 2 of its team members Natalie and Diane. Ride Care is in the process of training 2 new dispatchers and in the process of hiring 2 new Call Taker/CSRs. We will be busy and a little rusty throughout January, February and even a little in March as we move into a period of training and learning.
- Jason was part of the Clinical Advisory Panel discussion via conference phone. Many things were discussed but mostly we prepared for our joint CAP and CCO financial in February.
- On January 8th, Jason hosted the Compliance Review committee from Care Oregon for an on-site inspection and technical review. Jason spent most of his last 30 days preparing for this meeting and it seems that the initial thoughts were very positive. An official written findings/review will be published sometime in March. I would like to note that the experience was very good and helpful even if we were short-handed and in training of new staff during this particular day.
- Ride Care has completed the hiring process for 2 new Call Taker/Scheduler CSRs. Debbie Kraemer and Donna Bugannen began their time with Ride Care this month.