

Tillamook County Transportation District
 Normal Trial Balance - Unposted Transactions Included In Report
 From 7/1/2017 Through 7/31/2017

<u>Account Code</u>	<u>Account Title</u>	<u>Debit Balance</u>	<u>Credit Balance</u>
1001	General Checking Account	106,392.97	
1006	Payroll Checking	2,274.57	
1011	Prop. Mgmt. Checking	2,269.60	
1020	LGIP - General Account	696,770.42	
1030	LGIP - Capital Reserve	779,633.06	
1040	Petty Cash	200.00	
	Report Total	1,587,540.62	0.00
	Report Difference	1,587,540.62	

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Tillamook County Transportation District
Financial Statement - Unposted Transactions Included In Report
From 7/1/2017 Through 7/31/2017

Resources	Current Period Actual	Current Period Budget	Current Year Actual	Total Budget	Total Budget Variance	Bdgt .08%
Working Capital	3500	2,341,606.00	0.00	2,341,606.00	(2,341,606.00)	0.00%
Fares	4000	22,083.00	16,015.22	265,000.00	(248,984.78)	6.04%
Contract Revenue	4020	60,416.66	31,638.54	725,000.00	(693,361.46)	4.36%
Property Tax	4100	72,916.66	4,936.49	875,000.00	(870,063.51)	0.56%
Past Years Property Tax	4110	2,708.89	2,708.89	40,000.00	(37,291.11)	6.77%
State Timber Revenue	4120	14,583.33	0.00	175,000.00	(175,000.00)	0.00%
Mass Transit State Payroll Tax	4130	22,246.80	22,246.80	85,000.00	(62,753.20)	26.17%
Capital Grants	4210	0.00	0.00	144,000.00	(144,000.00)	0.00%
Grants - FTA 5311	4220	0.00	29,951.42	359,417.00	(359,417.00)	0.00%
NWOTA Partner Cont. Match	4225	10,000.00	10,000.00	114,240.00	(104,240.00)	8.75%
Grants - STF	4230	16,750.00	16,750.00	67,000.00	(50,250.00)	25.00%
Grants -STF-Discretionary	4231	0.00	0.00	180,000.00	(180,000.00)	0.00%
Grants - 5311 (f)	4240	0.00	29,679.17	356,150.00	(356,150.00)	0.00%
Grants - 5310 (PM)	4245	0.00	13,053.83	156,646.00	(156,646.00)	0.00%
Special Bus Operations	4300	0.00	83.33	1,000.00	(1,000.00)	0.00%
Miscellaneous Income	4400	0.00	83.33	1,000.00	(1,000.00)	0.00%
Sale of Assets - Income	4410	0.00	416.67	5,000.00	(5,000.00)	0.00%
Interest Income	4510	1,895.37	1,895.37	11,500.00	(9,604.63)	16.48%
OTIB Loan Proceeds	4515	0.00	28,250.00	339,000.00	(339,000.00)	0.00%
Advertising Income	4520	0.00	83.33	1,000.00	(1,000.00)	0.00%
Lease Income	4900	0.00	0.08	1.00	(1.00)	0.00%
Lease Operational Exp Income	4910	0.00	1.00	1.00	(1.00)	0.00%
Transfer From General Fund	4911	4,000.00	4,000.00	724,422.00	(720,422.00)	0.55%
Transfer from Veh. Purch. Res.	4915	0.00	25,000.00	25,000.00	(25,000.00)	0.00%

Monthly BOD Report w/YTD Budget & Variance

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Tillamook County Transportation District
Financial Statement - Unposted Transactions Included In Report
From 7/1/2017 Through 7/31/2017

	Current Period Actual	Current Period Budget	Current Year Actual	Total Budget	Total Budget Variance	Bdgt .08%
4916	0.00	227,847.00	0.00	227,847.00	(227,847.00)	0.00%
4917	0.00	13,000.00	0.00	13,000.00	(13,000.00)	0.00%
Total Resources	<u>110,191.31</u>	<u>3,761,675.13</u>	<u>110,191.31</u>	<u>7,232,830.00</u>	<u>(7,122,638.69)</u>	<u>1.52%</u>
Expenses						
Personnel Services						
5010	20,321.82	25,837.50	20,321.82	310,050.00	289,728.18	6.55%
5020	7,552.63	9,866.66	7,552.63	118,400.00	110,847.37	6.37%
5030	60,316.28	68,750.00	60,316.28	825,000.00	764,683.72	7.31%
5040	4,033.89	5,416.67	4,033.89	65,000.00	60,966.11	6.20%
5050	36,638.81	48,749.99	36,638.81	585,000.00	548,361.19	6.26%
5055	15,762.62	2,041.67	15,762.62	24,500.00	8,737.38	64.33%
Total Personnel Services	<u>144,626.05</u>	<u>160,662.49</u>	<u>144,626.05</u>	<u>1,927,950.00</u>	<u>1,783,323.95</u>	<u>7.50%</u>
Materials and Services						
5100	1,766.00	8,000.00	1,766.00	96,000.00	94,234.00	1.83%
5101	0.00	2,083.33	0.00	25,000.00	25,000.00	0.00%
5102	0.00	416.67	0.00	5,000.00	5,000.00	0.00%
5103	0.00	1,666.67	0.00	20,000.00	20,000.00	0.00%
5120	1,800.00	13,416.67	1,800.00	23,500.00	21,700.00	7.65%
5140	196.00	250.00	196.00	3,000.00	2,804.00	6.53%
5145	1,882.00	5,416.67	1,882.00	37,500.00	35,618.00	5.01%
5150	3,687.98	4,250.00	3,687.98	18,000.00	14,312.02	20.48%
5160	0.00	7,541.67	0.00	90,500.00	90,500.00	0.00%
5170	856.29	1,250.00	856.29	15,000.00	14,143.71	5.70%
5175	1,423.67	833.33	1,423.67	10,000.00	8,576.33	14.23%

Monthly BOD Report w/YTD Budget & Variance

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Tillamook County Transportation District
Financial Statement - Unposted Transactions Included In Report
From 7/1/2017 Through 7/31/2017

	Current Period Actual	Current Period Budget	Current Year Actual	Total Budget	Total Budget Variance	Bdgt .08%
Operational Expenses	895.61	2,250.00	895.61	27,000.00	26,104.39	3.31%
Drug & Alcohol Administration	0.00	125.00	0.00	1,500.00	1,500.00	0.00%
Marketing	3,791.98	4,437.50	3,791.98	53,250.00	49,458.02	7.12%
Telephone Expense	1,141.17	2,066.66	1,141.17	19,300.00	18,158.83	5.91%
Travel & Training	3,488.65	2,708.33	3,488.65	32,500.00	29,011.35	10.73%
Vehicle Expense	17,343.11	13,666.66	17,343.11	164,000.00	146,656.89	10.57%
Fuel Expenses	15,419.26	21,666.66	15,419.26	260,000.00	244,580.74	5.93%
Volunteers	0.00	125.00	0.00	1,500.00	1,500.00	0.00%
Postage	0.00	166.67	0.00	2,000.00	2,000.00	0.00%
Mgmt/Labor Recreation Fund	0.00	199.50	0.00	2,394.00	2,394.00	0.00%
Transit & Visitor Center Lease	700.00	700.00	700.00	8,400.00	7,700.00	8.33%
Transit & Visitor Center Maint	1,140.98	1,000.00	1,140.98	12,000.00	10,859.02	9.50%
General Operating Cont.	0.00	3,803.83	0.00	45,646.00	45,646.00	0.00%
Property Operating Expenses	2,586.81	2,083.33	2,586.81	25,000.00	22,413.19	10.34%
Flex Lease: Fees	0.00	83.33	0.00	1,000.00	1,000.00	0.00%
Property Maint. & Repair	1,012.89	833.33	1,012.89	10,000.00	8,987.11	10.12%
Operations Facility Maint.	283.64	333.33	283.64	4,000.00	3,716.36	7.09%
Total Materials and Services	59,416.04	101,374.14	59,416.04	1,012,990.00	953,573.96	5.87%
Special Payments						
STF Payments to Recipients	4,788.00	15,852.00	4,788.00	19,152.00	14,364.00	25.00%
Total Special Payments	4,788.00	15,852.00	4,788.00	19,152.00	14,364.00	25.00%
Transfers						
Transfer to Property Mgmt	4,000.00	705,142.00	4,000.00	705,142.00	701,142.00	0.56%
Transfer to General Fund	0.00	265,848.00	0.00	265,848.00	265,848.00	0.00%
Transfer to Vehicle Reserve	0.00	5,000.00	0.00	5,000.00	5,000.00	0.00%

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Transfer to NWOTA Fund	0.00	57,120.00	0.00	57,120.00	57,120.00	0.00%
Reserve for Future Expenditure	0.00	675,370.00	0.00	675,370.00	675,370.00	0.00%
Unappropriated Ending Fund Bal	0.00	753,607.00	0.00	753,607.00	753,607.00	0.00%
Total Transfers	4,000.00	2,462,087.00	4,000.00	2,462,087.00	2,458,087.00	0.16%
Capital Outlay						
Debt Service						
Flex Lease: Principal	0.00	17,083.33	0.00	205,000.00	205,000.00	0.00%
Flex Lease: Interest	0.00	500.00	0.00	6,000.00	6,000.00	0.00%
Total Debt Service	0.00	17,583.33	0.00	211,000.00	211,000.00	0.00%
Capital Purchases						
Building Repair & Renovation	0.00	75,786.42	0.00	909,437.00	909,437.00	0.00%
Admin. Expenses- Renovation	239.56	1,666.67	239.56	20,000.00	19,760.44	1.19%
Design/Engineering-Renovation	1,470.00	1,666.67	1,470.00	20,000.00	18,530.00	7.35%
Bus Replacement/Addition	0.00	15,000.00	0.00	180,000.00	180,000.00	0.00%
Van Replacement/Addition	0.00	90,000.00	0.00	90,000.00	90,000.00	0.00%
Computer Upgrade	7,447.45	11,250.00	7,447.45	135,000.00	127,552.55	5.51%
Fuel Cell Triangulation Point	0.00	500.00	0.00	6,000.00	6,000.00	0.00%
Bus Stop Signage/Shelters	0.00	3,166.67	0.00	38,000.00	38,000.00	0.00%
Other Capital Projects	0.00	15,569.50	0.00	186,834.00	186,834.00	0.00%
Total Capital Purchases	9,157.01	214,605.93	9,157.01	1,585,271.00	1,576,113.99	0.58%
Total Capital Outlay	9,157.01	232,189.26	9,157.01	1,796,271.00	1,787,113.99	0.51%
Total Expenses	221,987.10	2,972,164.89	221,987.10	7,218,450.00	6,996,462.90	3.08%

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Tillamook County Transportation District

Check/Voucher Register
 1001 - General Checking Account
 From 7/1/2017 Through 7/31/2017

Document Number	Document Date	Transaction Amount	Payee	Transaction Description
12789	7/5/2017	1,647.50	TILLAMOOK COMPUTERS	COMPUTER SUPPORT
12790	7/5/2017	260.02	ALSCO - Portland Linen	MAT SERVICE
12791	7/5/2017	900.00	Care Inc.	QUARTER 1 STF 2017-2019
12792	7/5/2017	1,002.05	Carquest Auto Parts	VEHICLES
12793	7/5/2017	108.21	CATHY BOND	MILEAGE TO BIO MED TRAINING
12794	7/5/2017	700.00	City Of Tillamook	TRANSIT CENTER LEASE
12795	7/5/2017	5,830.44	Columbia Pacific Economic	NWOTA ADMINISTRATION
12796	7/5/2017	61.15	CRYSTAL AND SIERRA SPRINGS	WATER
12797	7/5/2017	143.37	O'REILLY AUTOMOTIVE STORES	VEHICLE EXPENSE
12798	7/5/2017	1,010.00	Diamond Art Jewelers, INC	BOARD ROOM PLAQUE
12799	7/5/2017	64.63	CENTURYLINK	PHONES
12800	7/5/2017	338.12	Fred Meyer Customer Charges	CARD CHARGES
12801	7/5/2017	2,142.00	INNOVA LEGAL ADVISORS	LEGAL
12802	7/5/2017	(3,733.50)	JORDAN SCHRADER RAMIS, PC	LEGAL
12802	7/5/2017	3,733.50	JORDAN SCHRADER RAMIS, PC	LEGAL
12803	7/5/2017	945.06	LES SCHWAB CENTRAL BILLED DEPT	TIRES
12804	7/5/2017	249.00	MAC TOOLS DISTRIBUTING	TOOLS
12805	7/5/2017	3,888.00	Marie Mills Center, Inc	QUARTER 1 STF 2017-2019
12806	7/5/2017	420.00	McCOY FREIGHTLINER	NEW SEAT FOR BUS 30
12807	7/5/2017	100.00	North Coast Lawn	LAWN MAINTENANCE
12808	7/5/2017	119.96	DAVISON AUTO PARTS, INC.	SHOP INVENTORY
12809	7/5/2017	38.99	North Coast Citizen	ONE YEAR NEWSPAPER SUBSCRIPTION ACCT 0035905
12810	7/5/2017	25.71	Office Depot Credit Plan	PAPER
12811	7/5/2017	210.40	Pacific Office Automation	OFFICE COPIES
12812	7/5/2017	730.00	PACIFIC SOURCE	FLEX SPEND
12813	7/5/2017	196.00	Pacific Office Automation	copier lease
12814	7/5/2017	258.61	Rosenberg Builders Supply	SHOP SUPPLIES & TRANSIT CENTI DRINKING FOUNTAIN
12815	7/5/2017	15,762.62	SPECIAL DISTRICTS INS. SERVICE	WORKERS COMP 2017-2018
12816	7/5/2017	108.94	Sheldon Oil Distributors	DEF DRUM
12816	7/5/2017	1,206.99	Sheldon Oil Distributors	VEHICLE OIL
12816	7/5/2017	14,218.65	Sheldon Oil Distributors	FUEL
12817	7/5/2017	90.43	TILLAMOOK DIESEL REPAIR	BUS 34 A/C MAINTENANCE
12817	7/5/2017	530.65	TILLAMOOK DIESEL REPAIR	BUS 29 A/C MAINTENANCE
12818	7/5/2017	5,246.71	Tillamook Motor Co.	BUS 201 TRANSMISSION & LABOR
12819	7/5/2017	49.95	Tillamook PUD	ELECTRIC
12819	7/5/2017	39.30	Tillamook PUD	ELECTRIC
12820	7/5/2017	4,618.75	TRILLIUM SOLUTIONS, INC.	NWOTA WEBSITE
12821	7/5/2017	2,498.00	CARDMEMBER SERVICE	JUNE CHARGES
12822	7/5/2017	1,143.78	Western Bus Sales	BUS 201 PUMP ASSEMBLY
12823	7/6/2017	45.48	CATHY BOND	mileage to coastal connector mtg c ronde
12824	7/6/2017	95.00	JIM BROWN	CDL PHYSICAL
12825	7/20/2017	1,745.26	24/7 TRUCK AND AUTO SERVICE	BUS 29 LABOR AND PARTS
12825	7/20/2017	1,895.26	24/7 TRUCK AND AUTO SERVICE	BUS 30 LABOR AND PARTS
12825	7/20/2017	1,356.78	24/7 TRUCK AND AUTO SERVICE	BUS 27 LABOR AND PARTS
12826	7/20/2017	3,607.98	ABILA	AR MODULE PURCHASE
12826	7/20/2017	1,350.00	ABILA	TRAINING ON AR MODULE
12827	7/20/2017	10.00	ALL STARR SIGNS	MERRIANNE HOFFMAN NAME PLA'
12828	7/20/2017	800.00	AUTO DETAIL	BUS 29 DETAIL
12829	7/20/2017	100.00	BIO-MED TESTING SERVICE, INC.	TRAINING AND DRUG TEST
12830	7/20/2017	854.00	BRYAN P. FITZSIMMONS, CPA	ACCOUNTING SUPPORT
12831	7/20/2017	29.75	CAR CARE SPECIALISTS, INC.	DEF GALLON BULK
12832	7/20/2017	28.36	CATHY BOND	PCNV CHAMBER MEETING MILEAG
12833	7/20/2017	861.56	CoastCom, Inc.	TELEPHONE
12834	7/20/2017	1,061.00	DEBRA GARDINER	CASE SETTLEMENT 17SC14349

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Tillamook County Transportation District

Check/Voucher Register
 1001 - General Checking Account
 From 7/1/2017 Through 7/31/2017

Document Number	Document Date	Transaction Amount	Payee	Transaction Description
12835	7/20/2017	80.00	Diamond Art Jewelers, INC	BOARD MEETING ROOM PLAQUE
12836	7/20/2017	47.53	Dish Network	DISH
12837	7/20/2017	175.37	DOUGLAS PILANT	DALLES MILEAGE/CAD OBSERVAT
12837	7/20/2017	(175.37)	DOUGLAS PILANT	DALLES MILEAGE/CAD OBSERVAT
12838	7/20/2017	147.56	GCR TIRES AND SERVICE	INVENTORY
12839	7/20/2017	95.00	JAMES JETT	CDL PHYSICAL
12840	7/20/2017	1,045.31	Marie Mills Center, Inc	JANITORIAL AT TRANSIT CENTER
12841	7/20/2017	28.00	NEW AGE CAR WASH	CAR WASH
12842	7/20/2017	11.99	Office Depot Credit Plan	RUBBERBANDS
12843	7/20/2017	96.57	SPECIAL DISTRICTS INS. SERVICE	LIFE INSURANCE
12844	7/20/2017	44.00	TILLAMOOK COUNTY SHOPPER, LLC	BOARD MEETING NOTICE
12845	7/20/2017	49.95	VANIR BROADBAND, INC.	INTERNET
12846	7/25/2017	500.00	BEST IMPRESSIONS PICTURE CO.	TCTD BOARD PHOTOS
12847	7/25/2017	82.93	CATHY BOND	Mileage/attorney & small claims co
12848	7/25/2017	175.37	DOUGLAS PILANT	DALLES MILEAGE/CAD OBSERVAT
12849	7/25/2017	7,447.45	ECOLANE USA, INC.	SYSTEM ACCEPTANCE PAYMENT
12850	7/25/2017	283.64	TILLAMOOK PLUMBING	BUSH WASH PLUMBING
12851	7/25/2017	90.00	MIKE LOWENSTEIN	CDL EXAM
12852	7/25/2017	95.00	WILLIAM WALLACE WELDING	BUS 201, FAN
Report Total		91,064.72		

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Tillamook County Transportation District

Check/Voucher Register

1006 - Payroll Checking

From 7/1/2017 Through 7/31/2017

Document Number	Document Date	Payee
070717-01	7/7/2017	DANIELLE F. AMAYA
070717-02	7/7/2017	SYLVIE G. BALLANCE
070717-03	7/7/2017	LAURA M. BEELER
070717-04	7/7/2017	JEREMY J. BELLANTE
070717-05	7/7/2017	NANCY A. BROWN
070717-06	7/7/2017	ERIN L. CLAWSON
070717-07	7/7/2017	CLIFFORD R. DERRICK
070717-08	7/7/2017	RICHARD A. DIETZ
070717-09	7/7/2017	JACQUELINE R. EDWARDS
070717-10	7/7/2017	KARRI L. HOOKER
070717-11	7/7/2017	JAMES R. HUFFMAN
070717-12	7/7/2017	JAMES N. JETT
070717-13	7/7/2017	ROBERT R. KENNEY
070717-14	7/7/2017	MICHAEL J. LOWENSTEIN
070717-15	7/7/2017	JOHN C. MAGNANO
070717-16	7/7/2017	ALLAN G. NEWCOMB
070717-17	7/7/2017	PAUL J. NORTON
070717-18	7/7/2017	JAMES M. PALMER
070717-19	7/7/2017	GENE L. PELLEW
070717-20	7/7/2017	DOUGLAS W. PILANT
070717-21	7/7/2017	RONALD G. PIMENTEL
070717-22	7/7/2017	JUDY J. RIGGS
070717-23	7/7/2017	GWENDOLYN J. RUSSELL
070717-24	7/7/2017	MICHAEL P. THOMPSON
070717-25	7/7/2017	TABATHA R. WELCH
070717-26	7/7/2017	DAVID T. WHEELER
072117-01	7/21/2017	DANIELLE F. AMAYA
072117-02	7/21/2017	SYLVIE G. BALLANCE
072117-03	7/21/2017	LAURA M. BEELER
072117-04	7/21/2017	JEREMY J. BELLANTE
072117-05	7/21/2017	NANCY A. BROWN
072117-06	7/21/2017	ERIN L. CLAWSON
072117-07	7/21/2017	CLIFFORD R. DERRICK
072117-08	7/21/2017	RICHARD A. DIETZ
072117-09	7/21/2017	KARRI L. HOOKER
072117-10	7/21/2017	JAMES N. JETT
072117-11	7/21/2017	ROBERT R. KENNEY
072117-12	7/21/2017	MICHAEL J. LOWENSTEIN
072117-13	7/21/2017	JOHN C. MAGNANO
072117-14	7/21/2017	ALLAN G. NEWCOMB
072117-15	7/21/2017	PAUL J. NORTON
072117-16	7/21/2017	JAMES M. PALMER
072117-17	7/21/2017	GENE L. PELLEW
072117-18	7/21/2017	DOUGLAS W. PILANT
072117-19	7/21/2017	RONALD G. PIMENTEL
072117-20	7/21/2017	GWENDOLYN J. RUSSELL
072117-21	7/21/2017	MICHAEL P. THOMPSON
072117-22	7/21/2017	TABATHA R. WELCH
072117-23	7/21/2017	DAVID T. WHEELER
4891	7/7/2017	DONALD M. ANDERSON
4892	7/7/2017	CATHRYN L. BOND
4893	7/7/2017	JERRY D. BOND
4894	7/7/2017	JAMES P. BROWN
4895	7/7/2017	RONALD B. FOX
4896	7/7/2017	GARY A. HANENKRAT
4897	7/7/2017	MARTIN HOLM
4898	7/7/2017	VANCE L. HOWARD

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Tillamook County Transportation District

Check/Voucher Register

1006 - Payroll Checking

From 7/1/2017 Through 7/31/2017

<u>Document Number</u>	<u>Document Date</u>	<u>Payee</u>
4899	7/7/2017	ROBERT W. JEANS
4900	7/7/2017	ROBERT W. RYAN
4901	7/7/2017	CYNDIE S. SIEMSEN
4902	7/7/2017	LONNY D. SNIDER
4903	7/7/2017	LEONARD W. STITT
4904	7/7/2017	ANGELA HOWARD
4905	7/7/2017	UNITED FINANCE
4906	7/7/2017	HRA VEBA TRUST
4907	7/21/2017	DONALD M. ANDERSON
4908	7/21/2017	JERRY D. BOND
4909	7/21/2017	CATHRYN L. BOND
4910	7/21/2017	JAMES P. BROWN
4911	7/21/2017	RONALD B. FOX
4912	7/21/2017	VANCE L. HOWARD
4913	7/21/2017	ROBERT W. JEANS
4914	7/21/2017	ROBERT W. RYAN
4915	7/21/2017	LEONARD W. STITT
4916	7/21/2017	CLAYTON T. NORRBOM
4917	7/21/2017	UNITED FINANCE
4918	7/21/2017	ANGELA HOWARD
4919	7/21/2017	ATU LOCAL #757
4920	7/21/2017	AUTISM SOCIETY OF OREGON
4921	7/21/2017	Shriners Hospital for Children

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Tillamook County Transportation District

Check/Voucher Register
1011 - Prop. Mgmt. Checking
From 7/1/2017 Through 7/31/2017

<u>Document Number</u>	<u>Document Date</u>	<u>Transaction Amount</u>	<u>Payee</u>	<u>Transaction Description</u>
3995	7/5/2017	69.00	ALLEN'S LOT MAINTENANCE LLC	lot sweeping
3996	7/5/2017	245.79	City Of Tillamook	water & sewer
3997	7/5/2017	19,492.48	JACKSON CONTRACTING LLC	REMODEL
3998	7/5/2017	388.00	North Coast Lawn	LAWN MAINTENANCE
3999	7/5/2017	1,442.94	PLANNING SOLUTIONS	REMODEL
4000	7/5/2017	797.60	Tillamook PUD	ELECTRIC
4001	7/5/2017	194.14	CARDMEMBER SERVICE	JUNE CHARGES
4002	7/5/2017	135.25	dba CITY SANITARY SERVICE	GARBAGE
4003	7/10/2017	3,733.50	JORDAN SCHRADER RAMIS, PC	LEGAL
4004	7/20/2017	<u>320.27</u>	Marie Mills Center, Inc	JANITORIAL AT 3RD STREET
Report Total		<u>26,818.97</u>		

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UMPQUA BANK: CLOSING DATE 06/23/2017			
Date	Vendor	Description of Transaction	Amount
DOUG PILANT			
28-Jun	ANTONETTES KITCHEN	Doug & Cathy/Meal Grand Ronde Meeting	\$ 24.00
10-Jul	SHILO INN	Meal-Doug & Jim	\$ 41.85
12-Jul	COUSINS REST	Meal-The Dalles-Meeting w/Brent	\$ 34.48
12-Jul	CASA EL MIRADOR	Meal-The Dalles-Meeting w/Julie	\$ 27.27
13-Jul	SUBWAY	Meal-The Dalles	\$ 11.95
13-Jul	FAIRFIELD INN	Hotel-The Dalles/Ecolane	\$ 184.78
17-Jul	GARIBALDI PORTSIDE	Meal-Meeting w/Judy	\$ 40.20
25-Jul	PARKSIDE DINER	Meal-Meeting w/Judy	\$ 32.00
			\$ 396.53
RONNY FOX			
07/13/17	R&J	BUS 201 REPLACE GEAR RACK	\$ 622.84
07/17/17	LA MEXICANA	RONNY & DOUG MEAL	\$ 29.88
07/24/17	LA MEXICANA	RONNY & DOUG MEAL	\$ 24.49
			\$ 677.21
CATHY BOND			
07/05/17	Creamery	Staff Meeting Meal	\$ 39.00
07/07/17	Vistaprint	Business Cards	\$ 52.95
07/21/17	OBA	Meal-training and small claims court	\$ 24.00
07/24/17	Olive Garden	Meal-training and small claims court	\$ 14.98
07/24/17	Parking	Parking small claims court	\$ 10.00
			\$ 140.93
TABATHA WELCH			
07/10/17	Hidden Acres	Staff Meeting Meal	\$ 88.80
07/11/17	SUBWAY	Meal - AR training	\$ 12.25
07/12/17	La Providencia	Meal - AR training	\$ 13.50
07/20/17	Aatrix	Abila Efile package	\$ 199.00
07/20/17	Recess food truck	Board Meeting Meal	\$ 13.00
			\$ 326.55
Grand Total			\$ 1,541.22



July 2017 Statement

Open Date: 06/24/2017 Closing Date: 07/25/2017

Account: 7790

By Visa® Platinum Business Rewards Card
TILLAMOOK CNTY TRANS (CPN 001469460)



Cardmember Service
BUS 30 ELN 8

1-866-552-8855
15

New Balance	\$1,541.22
Minimum Payment Due	\$16.00
Payment Due Date	08/22/2017

Reward Points	
Earned This Statement	1,926
Reward Center Balance as of 07/24/2017	32,222
For details, see your rewards summary.	

Activity Summary		
Previous Balance	+	\$2,692.14
Payments	-	\$2,692.14CR
Other Credits		\$0.00
Purchases	+	\$1,541.22
Balance Transfers		\$0.00
Advances		\$0.00
Other Debits		\$0.00
Fees Charged		\$0.00
Interest Charged		\$0.00
New Balance	=	\$1,541.22
Past Due		\$0.00
Minimum Payment Due		\$16.00
Credit Line		\$10,000.00
Available Credit		\$8,458.78
Days in Billing Period		32

Payment Options:

Mail payment coupon with a check

Pay online at myaccountaccess.com

Pay by phone 1-866-552-8855

Please detach and send coupon with check payable to: Cardmember Service CPN 001469460



0047985100535077900000016000001541229

24-Hour Cardmember Service: 1-866-552-8855

- to pay by phone
- to change your address

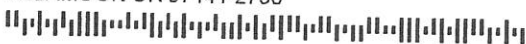
Account Number	7790
Payment Due Date	8/22/2017
New Balance	\$1,541.22
Minimum Payment Due	\$16.00

000007573 01 SP 000638685399161 P Y

Amount Enclosed \$ _____

TILLAMOOK CNTY TRANS
ACCOUNTS PAYABLE
3600 3RD ST STE A
TILLAMOOK OR 97141-2730

Cardmember Service
P.O. Box 790408
St. Louis, MO 63179-0408



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July 2017 Statement 06/24/2017 - 07/25/2017
 TILLAMOOK CNTY TRANS (CPN 001469460)

Cardmember Service 1-866-552-8855

Visa Business Rewards

Rewards Center Activity as of 07/24/2017

Rewards Center Activity*	0
Rewards Center Balance	32,222

*This item includes points redeemed, expired and adjusted.

Rewards Earned	This Statement	Year to Date
Points Earned on Net Purchases	1,159	8,871
Gas, Restaurants & Telecom Double Points	767	3,117
Total Earned	1,926	11,988

For rewards program inquiries and redemptions, call 1-888-229-8864 from 8:00 am to 10:00 pm (CST) Monday through Friday, 8:00 am to 5:30 pm (CST) Saturday and Sunday. Automated account information is available 24 hours a day, 7 days a week.

Important Messages

Paying Interest: You have a 24 to 30 day interest-free period for Purchases provided you have paid your previous balance in full by the Payment Due Date shown on your monthly Account statement. In order to avoid additional INTEREST CHARGES on Purchases, you must pay your new balance in full by the Payment Due Date shown on the front of your monthly Account statement.

There is no interest-free period for transactions that post to the Account as Advances or Balance Transfers except as provided in any Offer Materials. Those transactions are subject to interest from the date they post to the Account until the date they are paid in full.

Visa Payment Controls allows you to customize each of your employee's business credit cards to control where, when, and how your employees use them. Easily set controls that limit card use by time of day or day of week, dollar amount, transaction types or geographical locations. Visit myaccountaccess.com/vpc to set up customized controls on your employees' business credit cards today.

Transactions PILANT, DOUGLAS Credit Limit \$5000

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
Purchases and Other Debits					
06/28	06/27	4999	SQ *ANTONETTE'S KITCHEN Tillamook OR	\$24.00	_____
07/10	07/07	5003	SHILO INN REST TILLAMOOK OR	\$41.85	_____
07/12	07/10	2266	COUSINS REST & SALOON THE DALLES OR	\$34.48	_____
07/12	07/11	1521	CASA EL MIRADOR THE DALLES OR	\$27.27	_____
07/13	07/11	6539	SUBWAY 00214478 BANKS OR	\$11.95	_____
07/13	07/12	4984	FAIRFIELD INN & SUITES THE DALLES OR	\$184.78	_____
07/17	07/14	3347	GARIBALDI PORTSIDE GARIBALDI OR	\$40.20	_____
07/25	07/24	1769	PARKSIDE DINER GARIBALDI OR	\$32.00	_____
			Total for Account	7808	
				\$396.53	



UMPQUA
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July 2017 Statement 06/24/2017 - 07/25/2017
TILLAMOOK CNTY TRANS (CPN 001469460)

Page 3 of 4
Cardmember Service ☎ 1-866-552-8855

Transactions		FOX, RONALD B			Credit Limit	\$2000
Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation	
Purchases and Other Debits						
07/13	07/12	0059	R&J MOBILITY SERVICE L INDEPENDENCE OR	\$622.84	_____	
07/17	07/15	5554	LA MEXICANA TILLAMOOK OR	\$29.88	_____	
07/24	07/21	6482	LA MEXICANA TILLAMOOK OR	\$24.49	_____	
Total for Account					3301	\$677.21

Transactions		BOND, CATHY			Credit Limit	\$1500
Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation	
Purchases and Other Debits						
07/05	07/03	3034	TILLAMOOK COUNTY C TILLAMOOK OR	\$39.00	_____	
07/07	07/07	7588	VISTAPR*VistaPrint.com 866-8936743 MA	\$52.95	_____	
07/21	07/19	7189	OBA PORTLAND OR	\$24.00	_____	
07/24	07/20	0000	OLIVE GARDEN 00013946 LAKE OSWEGO OR	\$14.98	_____	
07/24	07/20	8393	CTY CTR PARKNG 0610050 PORTLAND OR	\$10.00	_____	
Total for Account					2022	\$140.93

Transactions		WELCH, TABATHA			Credit Limit	\$1500
Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation	
Purchases and Other Debits						
07/11	07/10	1132	SQ *HIDDEN ACRES GR TILLAMOOK OR	\$88.80	_____	
07/13	07/11	7432	SUBWAY 00170746 TILLAMOOK OR	\$12.25	_____	
07/13	07/12	6825	LA PROVIDENCIA TILLAMOOK OR	\$13.50	_____	
07/20	07/19	3591	AATRIX SOFTWARE 701-746-6814 ND	\$199.00	_____	
07/24	07/20	7594	IN *RECESS FOOD TRUCK 503-8285353 OR	\$13.00	_____	
Total for Account					4146	\$326.55

Transactions		BILLING ACCOUNT ACTIVITY			Amount	Notation
Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation	
Payments and Other Credits						
07/12	07/12	8	PAYMENT THANK YOU	\$2,498.00	CR _____	
07/12	07/12	8	PAYMENT THANK YOU	\$194.14	CR _____	
Total for Account					7790	\$2,692.14

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2017 Totals Year-to-Date	
Total Fees Charged in 2017	\$0.00
Total Interest Charged in 2017	\$0.00

Interest Charge Calculation

Your Annual Percentage Rate (APR) is the annual interest rate on your account.

**APR for current and future transactions.

Balance Type	Balance By Type	Balance Subject to Interest Rate	Variable	Interest Charge	Annual Percentage Rate	Expires with Statement
**BALANCE TRANSFER	\$0.00	\$0.00	YES	\$0.00	13.24%	
**PURCHASES	\$1,541.22	\$0.00	YES	\$0.00	13.24%	
**ADVANCES	\$0.00	\$0.00	YES	\$0.00	24.99%	

Contact Us



Voice: 1-866-552-8855
TDD: 1-888-352-6455
Fax: 1-866-807-9053



Questions
Cardmember Service
P.O. Box 6353
Fargo, ND 58125-6353



Mail payment coupon with a check
Cardmember Service
P.O. Box 790408
St. Louis, MO 63179-0408



Online
myaccountaccess.com

End of Statement

TILLAMOOK CNTY TRANS

Get More out of your card

Sign up at "email.myaccountaccess.com" to get exclusive benefit information and special offers only available via email.

Visit "email.myaccountaccess.com" to enroll.

Visit email.myaccountaccess.com to enroll in Credit Card Account Access Click "to enroll" and enter your information

Tillamook County Transportation District

MONTHLY PERFORMANCE REPORT July 2017

RIDERSHIP BY SERVICE TYPE	JULY 2017	JULY 2016	YTD FY 17-18	YTD FY 16-17	YTD % Change
<u>Dial-A-Ride Service</u>					
Tillamook/Central County	786	603	786	603	30.3%
NW Rides	566	625	566	625	-9.4%
North County	150	266	150	266	-43.6%
South County	45	20	45	20	125.0%
Dial-A-Ride Total	1,547	1,514	1,547	1,514	2.2%
<u>Deviated Fixed Route Service</u>					
Rt 1: Town Loop	3,998	4,549	3,998	4,549	-12.1%
Rt 2: Netarts/Oceanside	725	1,055	725	1,055	-31.3%
Rt 3: Manzanita/Cannon Beach	3,404	3,600	3,404	3,600	-5.4%
Rt 4: Lincoln City	1,070	1,420	1,070	1,420	-24.6%
Local Fixed Rt Total	9,197	10,624	9,197	10,624	-13.4%
<u>Inter City Service</u>					
Rt 5: Portland	1,022	1,145	1,022	1,145	-10.7%
Rt 6: Coastal Connector	513	544	513	544	-5.7%
Inter City Total	1,535	1,689	1,535	1,689	-9.1%
<u>Other Services</u>					
Tripper Routes	121	93	121	93	30.1%
Special Bus Operations	259	220	259	220	17.7%
Other Services Total	380	313	380	313	21.4%
TOTAL ALL SERVICES	12,659	14,140	12,659	14,140	-10.5%

ONE-WAY TRIPS BY USER GROUP	Fixed		YTD	YTD	YTD %
USER GROUP	Route	DAR	FY 17-18	FY 16-17	Change
General (18 years to 60 years of age)	6,617	93	6,709	7,622	-12.0%
Senior/Disabled	3,657	1,454	5,138	5,594	-8.1%
Child/Youth (less than 18 years of age)	838	0	811	924	-12.2%
Total	11,112	1,547	12,659	14,140	-10.5%

OTHER RIDER CATEGORIES	Fixed		YTD	YTD	YTD %
	Route	DAR	FY 17-18	FY 16-17	Change
Ride Connection	96		96	106	-9.4%
Tillamook Bay Community College	51		51	202	-74.8%
Northwest Rides		663	663	645	2.8%
NWOTA Visitor Pass	126		126	180	-30.0%

MONTHLY PERFORMANCE

Service Month	Passengers per Hour	Farebox Ratio	Operating Cost per Hour
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Dial-A-Ride Services

Jul-16	1.3	56.3%	62.44
Apr-17	1.3	65.8%	57.88
May-17	1.3	66.2%	57.54
Jun-17	1.3	67.5%	56.34
Jul-17	1.3	63.7%	59.12
STANDARD	1.3	65.3%	56.36

Deviated Fixed Routes

Jul-16	8.1	12.3%	69.65
Apr-17	6.8	11.3%	66.76
May-17	6.8	11.4%	66.40
Jun-17	6.8	11.6%	64.99
Jul-17	7.0	12.3%	64.46
STANDARD	7.0	12.4%	64.60

Intercity Services

Jul-16	3.4	34.3%	75.54
Apr-17	2.8	28.9%	74.35
May-17	2.8	29.0%	74.12
Jun-17	2.8	29.7%	72.54
Jul-17	3.1	33.9%	71.64
STANDARD	2.9	31.5%	72.86

Other Services

Jul-16	6.5	3.1%	64.14
Apr-17	7.6	11.3%	56.61
May-17	6.5	10.0%	54.89
Jun-17	6.1	10.7%	54.78
Jul-17	3.4	1.8%	55.83
STANDARD	6.9	10.7%	55.54

Dial-a-Ride includes Central, North and South Counties Dial-A-Ride Services

Deviated Fixed Routes: 1 Town Loop, 2 Oceanside, 3 Manzanita/Cannon Beach, 4 Lincoln City

Intercity Routes: 5 Portland, 6 Coastal Connector (Lincoln City to Salem)

Other Services: Trippers and Special Bus Operations

Tillamook County Transportation District
Actual FY 2017/2018

Year-to-Date Statistics and Performance

Route/Run	Thru July 2017										8/7/2017						
	YTD Fare Revenue (\$)	YTD Passngrs	YTD Service Hours	YTD Paid Hours	YTD Service Miles	Mileage Based Costs	Hourly Based Costs (\$)	Direct Cost (\$)	Indirect Costs (\$)	Total Costs (\$)	Hourly Rate (\$)	Passngs per Hour	Farebox Ratio	Passngr/ \$ Subsidy	Average Fare (\$)	Revenue/ Service Hour (\$)	
Dial-A-Ride Service																	
Central DAR	7,211	786	422	509	6,775	3,521	15,373	918	4,899	24,710	58.51	1.9	29.2%	0.04	9.17	17.07	
NW Rides	34,505	566	654	812	18,042	9,375	23,810	1,422	8,558	43,165	65.99	0.9	79.9%	0.07	60.96	52.75	
North DAR	1,953	150	78	87	1,265	0	0	1,505	371	1,877	23.93	1.9	104.0%	-1.98	13.02	24.89	
South DAR	1,517	45	45	56	796	0	0	947	233	1,181	26.19	1.0	128.5%	-0.13	33.70	33.65	
Total DAR	45,185	1,547	1,200	1,463	26,878	12,896	39,183	4,792	14,062	70,933	59.12	1.3	63.7%	0.06	29.21	37.66	
Deviated Route																	
01 Town Loop	2,801	3,998	383	425	4,932	2,563	13,924	831	4,282	21,601	56.47	10.5	13.0%	0.21	0.70	7.32	
02 Netarts/Oceanside	750	725	167	203	4,368	2,270	6,094	364	2,158	10,885	65.02	4.3	6.9%	0.07	1.03	4.48	
03 Manzanita	4,577	3,404	429	509	12,159	6,318	15,617	932	5,655	28,522	66.49	7.9	16.0%	0.14	1.34	10.67	
04 Lincoln City	2,291	1,070	337	382	11,724	6,092	12,253	732	4,717	23,794	70.69	3.2	9.6%	0.05	2.14	6.81	
Total Deviated Route	10,419	9,197	1,316	1,518	33,183	17,243	47,888	2,859	16,812	84,802	64.46	7.0	12.3%	0.12	1.13	7.92	
Intercity																	
05 Portland	10,965	1,022	308	310	9,450	4,911	11,861	668	4,147	21,587	70.20	3.3	50.8%	0.10	10.73	35.66	
06 Salem	1,107	513	190	248	6,945	3,609	7,329	413	2,704	14,055	73.97	2.7	7.9%	0.04	2.16	5.83	
Total Intercity	12,072	1,535	498	558	16,395	8,519	19,190	1,081	6,852	35,642	71.64	3.1	33.9%	0.07	7.86	24.27	
Other Services																	
Trippers	111	121	15	16	81	42	531	32	149	754	51.64	8.3	14.7%	0.19	0.92	7.60	
Special Bus Operation	0	259	99	130	1,271	660	3,593	215	1,104	5,572	56.45	2.6	0.0%	0.05	0.00	0.00	
Total Other Services	111	380	113	146	1,352	702	4,124	246	1,253	6,326	55.83	3.4	1.8%	0.06	0.29	0.98	
Total TCTD Services	67,787	12,659	3,126	3,685	77,808	39,361	110,365	8,979	38,978	197,702	63.24	4.05	34.3%	0.10	5.35	21.68	
Total Mileage, Labor & Direct Cost										158,725							24.6%

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Tillamook County Transportation District
 FY15/16 to FY 16/17

Year-Over-Year Comparison

Route/Run	Thru July 2017 17/18			Thru July 2017 16/17			Thru July 2017 17/18			Thru July 2017 16/17			Thru July 2017 17/18		
	Fare Revenue	Fare Revenue	Amount Difference	Percent Difference	Passngrs	Passngrs	Amount Difference	Percent Difference	Service Hours	Service Hours	Amount Difference	Percent Difference	Total Cost	Total Cost	Amount Difference
<u>Dial-A-Ride Service</u>															
Central DAR	2,964	7,211	4,247	143.3%	603	786	183	30.3%	292	422	130	44.6%	17,978	24,710	6,732
NW Rides	34,778	34,505	-273	-0.8%	625	566	-59	-9.4%	729	654	-75	-10.3%	51,361	43,165	-8,196
North DAR	2,726	1,953	-774	-28.4%	266	150	-116	-43.6%	131	78	-53	-40.3%	3,267	1,877	-1,391
South DAR	956	1,517	561	58.7%	20	45	25	125.0%	27	45	18	68.5%	1,023	1,181	158
Total DAR	41,424	45,185	3,761	9.1%	1,514	1,547	33	2.2%	1,179	1,200	21	1.7%	73,629	70,933	-2,696
<u>Deviated Route</u>															
01 Town Loop	3,828	2,801	-1,027	-26.8%	4,549	3,998	-551	-12.1%	383	383	0	0.0%	23,052	21,601	-1,451
02 Netarts/Oceanside	1,187	750	-437	-36.8%	1,055	725	-330	-31.3%	167	167	0	0.0%	11,770	10,885	-885
03 Manzanita	4,937	4,577	-360	-7.3%	3,600	3,404	-196	-5.4%	429	429	0	0.0%	30,900	28,522	-2,378
04 Lincoln City	2,642	2,291	-351	-13.3%	1,420	1,070	-350	-24.6%	337	337	0	0.0%	25,907	23,794	-2,113
Total Local Fixed Route	12,594	10,419	-2,175	-17.3%	10,624	9,197	-1,427	-13.4%	1,316	1,316	0	0.0%	91,629	84,802	-6,827
<u>Intercity</u>															
05 Portland	11,872	10,965	-907	-7.6%	1,145	1,022	-123	-10.7%	308	308	0	0.0%	22,708	21,587	-1,120
06 Salem	1,030	1,107	77	7.5%	544	513	-31	-5.7%	190	190	0	0.0%	14,872	14,055	-818
Total Intercity	12,902	12,072	-830	-6.4%	1,689	1,535	-154	-9.1%	498	498	0	0.0%	37,580	35,642	-1,938
<u>Other Services</u>															
Trippers	97	111	14	14.4%	93	121	28	30.1%	18	15	-3	-17.5%	981	754	-227
Special Bus Operation	0	0	0	#DIV/0!	220	259	39	17.7%	31	99	68	222.7%	2,116	5,572	3,456
Total Other Services	97	111	14	14.4%	313	380	67	21.4%	48	113	65	134.6%	3,097	6,326	3,229
Total TCTD Services	67,017	67,787	770	1.1%	14,140	12,659	-1,481	-10.5%	3,041	3,126	86	2.8%	205,935	197,702	-8,232
															-4.0%

Tillamook County Transportation District
FY16/17 to FY 17/18

Year to Date Performance Comparison

Route/Run	Thru July 2017 16/17			Thru July 2017 17/18			Thru July 2017 16/17			Thru July 2017 17/18		
	Hourly Rate	Hourly Rate	Amount Diff	Passngr /Hour	Passngr /Hour	Amount Diff	Farebox Ratio	Farebox Ratio	Amount Diff	Average Fare	Average Fare	Amount Diff
Dial-A-Ride Service												
Central DAR	61.55	56.51	-3.03	2.1	1.9	-0.2	16.5%	29.2%	12.7%	4.92	9.17	4.26
NW Rides	70.44	65.99	-4.45	0.9	0.9	0.0	67.7%	79.9%	12.2%	55.64	60.96	5.32
North DAR	24.89	23.93	-0.96	2.0	1.9	-0.1	83.4%	104.0%	20.6%	10.25	13.02	2.77
South DAR	38.23	26.19	-12.04	0.7	1.0	0.3	93.4%	128.5%	35.0%	47.78	33.70	-14.08
Total DAR	62.44	59.12	-3.32	1.3	1.3	0.0	56.3%	63.7%	7.4%	27.36	29.21	1.85
Deviated Route												
01 Town Loop	60.27	56.47	-3.79	11.9	10.5	-1.4	16.6%	13.0%	-3.6%	0.84	0.70	-0.14
02 Netarts/Oceanside	70.31	65.02	-5.29	6.3	4.3	-2.0	10.1%	6.9%	-3.2%	1.13	1.03	-0.09
03 Manzanita	72.03	66.49	-5.54	8.4	7.9	-0.5	16.0%	16.0%	0.1%	1.37	1.34	-0.03
04 Lincoln City	76.97	70.69	-6.28	4.2	3.2	-1.0	10.2%	9.6%	-0.6%	1.86	2.14	0.28
Total Deviated Route	69.65	64.46	-5.19	8.1	7.0	-1.1	13.7%	12.3%	-1.5%	1.19	1.13	-0.05
Intercity												
05 Portland	73.85	70.20	-3.64	3.7	3.3	-0.4	52.3%	50.8%	-1.5%	10.37	10.73	0.36
06 Salem	78.28	73.97	-4.30	2.9	2.7	-0.2	6.9%	7.9%	1.0%	1.89	2.16	0.26
Total Intercity	75.54	71.64	-3.89	3.4	3.1	-0.3	34.3%	33.9%	-0.5%	7.64	7.86	0.23
Other Services												
Trippers	55.41	51.64	-3.77	5.3	6.3	3.0	9.9%	14.7%	4.8%	1.04	0.92	-0.13
Special Bus Operation	69.18	56.45	-12.73	7.2	2.6	-4.6	0.0%	0.0%	0.0%	0.00	0.00	0.00
Total Other Services	64.14	55.83	-8.30	6.5	3.4	-3.1	3.1%	1.8%	-1.4%	0.31	0.29	-0.02
Total Other Services	67.73	63.24	-4.49	4.7	4.0	-0.6	32.5%	34.3%	1.7%	4.74	5.35	0.62

Comparison FY16/17 to FY 17/18	YTD Through July 2017		
	16/17	17/18	Percent Difference
Mileage	73,851	77,808	3,957 5.4%
Mileage Based Costs	43,044	39,361	(3,683) -8.6%
Hourly Based Costs	111,333	110,385	(949) -0.9%
Direct Costs	48,272	38,978	(9,294) -19.3%
Overhead Costs			
Total Costs	202,649	188,723	(13,926) -6.9%

Special Bus Operation Calculation Cost		Hourly Rate Calculation:	
Cost per mile calculation:	Plus 45.8%	Actual Hourly Rate	\$ 29.95
	Plus 10%	Plus Direct Costs	4.5%
	Actual Overhead	Hourly Rate	\$ 31.31
	Profit	Plus Overhead	24.6%
		Hourly Rate	\$ 39.00
		Plus Profit	20.0%
			\$ 46.80

20

Coordinating Committee Meeting

August 11, 2017

Tillamook County Transportation District

3600 3rd St

Tillamook, OR

10:00 am—3:00 pm

Agenda

10:00— 10:15a	1. Introductions. Welcome to Guests 2. Consent Calendar (Action Items) <ul style="list-style-type: none"> ✦ July 14, 2017 Meeting Minutes (attached) ✦ July 2017 Financial Report ✦ Ridership Tracking (July 2017) 	Doug Piant
10:15— 10:30a	3. STIP Transit Access Study	Ken Shonkwiler
10:30— 11:00a	4. Website Update (Report attached)	Thomas Craig
11:00— 11:30a	5. Connector Website Eclipse Communication? Discussion—Add a system communication to the website?	Doug/All
11:30— 12:00p	6. Oregon Tourism Grant Opportunity (attached)	Mary M/All
12:00	7. Lunch	
1:00— 2:30p	8. NWOTA Standing Items <ul style="list-style-type: none"> ✦ Marketing/Groupon Promotion ✦ NWOTA Meeting Schedule (revised draft attached) ✦ Management Plan Action Items Update/2017 NWACT Work Plan (revised draft attached) ✦ Driver Training Update 	Doug/All
2:30— 3:00p	9. Member Updates	All

Attachments:

July 14, 2017 Meeting Minutes
 Website Update Report
 Oregon Tourism Grant Opportunity

Revised NWOTA Meeting Schedule
 Management Plan Action Items/NWOTA Work Plan

NWOTA meetings are open to the public and accommodations will be provided to persons with disabilities. If a sign language interpreter is needed, please call Mary McArthur at 503.228.5565 at least 48 hours prior to the meeting.

NW Oregon Transit Alliance (NWOTA)
Coordinating Committee **Annual** Meeting Minutes (Teleconference)
July 14, 2017
Tillamook, OR

1. Introductions: Doug Pilant, Coordinating Committee Chair, opened the meeting. Meeting attendees called in:
 - Cynda Bruce—Lincoln County Transit
 - Jeff Hazen—Sunset Empire Transportation District
 - Lee Lazaro—Benton County Transportation
 - Doug Pilant—Tillamook County Transportation District
 - Michael Ray—Columbia County Rider
 - Thomas Craig —Trillium Solutions
 - Ken Shonkwiler—ODOT
2. Consent Calendar Approved Unanimously approved. (LL/JH)
 - ✚ June 9, 2017 Meeting Minutes
 - ✚ June 2017 Financial Report—Some reimbursements are still to come in reimbursing for marketing costs and NWOTA’s updated website.
 - ✚ June 2017 Ridership Tracking—Report was handed out and reviewed.
3. Election of Officers

Voting was unanimous for each of the following officers:

 - ✚ Chair—Doug Pilant (JH/LL)
 - ✚ Vice-Chair—Cynda Bruce (LL/JH)
 - ✚ Secretary Treasurer—Michael Ray (JH/LL)
4. NWOTA Standing Items
 - ✚ STIP Transit Access Study—Ken reported that contracting is still going through the Oregon Department of Justice’s Office. All concurred with Ken’s suggestion to have the consultant meet with the consultant at NWOTA’s next in-person meeting.
 - ✚ Marketing/Advertising—The Connector ads are continuing to run throughout the Summer. Because no funds were awarded for marketing next biennium, NW Connector plans for future marketing are on hold until budget balances are finalized.
 - ✚ Groupon Promotion—Jeff went over the numbers associated with promotions. The group concurred that for now, any revenues would just go into NWOTA’s budget.
 - ✚ Website—Thomas reviewed some of the group’s outstanding questions, and described how to address them through the website interface.
 - ✚ HB 2017 (Oregon Transportation Package passed in the 2017 Legislative session)—Overview of the Public Transit component of the bill:

The measure provides statewide funding for public transportation service. It establishes a payroll tax of one-tenth of one percent on wages paid to employees. Proceeds from the payroll tax will be deposited in the Statewide Transportation Improvement Fund. Ninety percent the Fund will be distributed to counties without a mass transit district or transportation district, mass transit districts, transportation districts, and federally recognized tribes. Five percent will support a competitive grant program established by the commission, four percent to improve public transportation services between two or more communities, and one percent to support a technical resource center at ODOT for rural areas. To be eligible to receive distributions under this program, entities must submit a public transportation improvement plan to the commission. Distributions from the fund are to be used to: increase the frequency of bus service to communities with a high percentage of low-income households, purchase

buses powered by natural gas or electricity, reduce fares in communities with a high percentage of low-income households, and expand bus routes and services to reach communities with a high percentage of low-income households. The funds may not be used for light rail. In summary:

- One-tenth of 1 percent employee paid payroll tax created.
- Statewide Transportation Improvement Fund created to finance public transit improvements, excluding light rail.
- Four percent of funds dedicated to intercity public transit.
- Safe Routes to School matching grant program created under auspices of OTC.
- Cash match of 40 percent required.
- For use on projects within one-quarter mile of pre-K, K, 1-8 grades, or K-12 facilities
- ✦ Driver Training—Cathy Bond will reach out individually to each partner to set up a schedule to start the training.
- ✦ NWOTA Work Plan—Management Plan: Benton County will be getting their Coordinated Plan approved first, and then take the NWOTA Management Plan for staff review in September, with Commission approval in October. There was a consensus that partners would get the Management Plan approved by their respective commissions before going back to work on NWOTA's IGA and Bylaws.

5. Member Updates

- ✦ Sunset Empire Transportation District—Jeff asked if all meetings in the future could be face-to-face because of the improved communication. The group agreed, and Mary will send out a revised schedule.
- ✦ Transit During the Eclipse—Partners are still working out details and will need to coordinate. Even those districts not in the eclipse swath will be impacted by the traffic congestion.

Next Meeting: August 11, 2017. In-person.

Recorded: Mary McArthur, Col-Pac EDD and NWOTA Staff

Tillamook County Transportation District
Financial Statement - Unposted Transactions Included In Report
08 - Northwest Oregon Transit Allia
000 - Other
From 7/1/2017 Through 7/31/2017

	Current Period Actual	Current Period Budget	Current Year Actual	Total Budget	Total Budget Variance	Bdgt .08%
Resources						
Working Capital	0.00	30,000.00	0.00	30,000.00	(30,000.00)	0.00%
NWOTA Partner Cont. Match	0.00	57,120.00	0.00	57,120.00	(57,120.00)	0.00%
Grants - 5311 (f)	0.00	2,550.00	0.00	30,600.00	(30,600.00)	0.00%
Transfer From General Fund	0.00	14,280.00	0.00	14,280.00	(14,280.00)	0.00%
Total Resources	0.00	103,950.00	0.00	132,000.00	(132,000.00)	0.00%
Expenses						
Materials and Services						
Professional Services	0.00	1,750.00	0.00	21,000.00	21,000.00	0.00%
Administrative Support	0.00	2,083.33	0.00	25,000.00	25,000.00	0.00%
Website Maintenance	0.00	416.67	0.00	5,000.00	5,000.00	0.00%
Marketing	3,921.98	2,354.17	3,921.98	28,250.00	24,328.02	13.88%
Travel & Training	0.00	416.67	0.00	5,000.00	5,000.00	0.00%
Total Materials and Services	3,921.98	7,020.84	3,921.98	84,250.00	80,328.02	4.66%
Transfers						
Transfer to General Fund	0.00	13,000.00	0.00	13,000.00	13,000.00	0.00%
Reserve for Future Expenditure	0.00	34,750.00	0.00	34,750.00	34,750.00	0.00%
Total Transfers	0.00	47,750.00	0.00	47,750.00	47,750.00	0.00%
Total Expenses	3,921.98	54,770.84	3,921.98	132,000.00	128,078.02	2.97%

Thomas Craig <thomas@trilliumtransit.com>

8/2/2017 1:47 PM

Re: Website Project

To Doug Pilant <dpilant@tillamookbus.com> Copy Mary MacArthur <mbmcarthur@comcast.net>

Hi Doug!

I don't have a gantt chart prepped, but could put one together if you needed an official status report to deliver to ODOT.

Brief report:

- our progress is approximately commensurate with our billing: I'll send an invoice shortly that will bring us up to about 85k billed, or about 75% of project budget, and overall, I think that's about where we are in the grand scheme of things.
- The bulk of the work remaining is the finalization of the template. We started full-force on this last Monday, and will do about half of the remaining work this month, I suspect. Around the end of this month, I'll schedule a meeting with ODOT and a representative of the NWOTA board (probably just one of you two, I don't think it's necessary to have the full NWOTA board participate) to discuss where we are with the template, and our precise plan for finalizing.
- Other minor deliverables remain:
 - reservations research/white paper: Lee has asked some questions about this, but I haven't heard much from other members of the group, so haven't pushed to high priority yet. Preparatory research has been done. We could push forward on it immediately if it's urgent.
 - short memo summarizing our marketing content approach, suggestions for future, and consulting on your needs for trip-ideas-based marketing: the core of the marketing deliverable was the creation of the trip ideas, but there's more to do here to synthesize this knowledge, and we plan to discuss ongoing management of this content with the NWOTA board and help you define responsibilities/lay out a process.
 - Support documentation for the website: Holly should be finishing this up this week.

I'm happy to follow up with a phone call. Let me know what time would be best for you and I'll give you a ring.

Best,

•

Thomas Craig
General Manager
Trillium Solutions, Inc.
www.trilliumtransit.com
Portland, Oregon
(503) 567-8422 ext. 4

On Tue, Aug 1, 2017 at 7:24 AM, Doug Pilant <dpilant@tillamookbus.com> wrote:

Hi Thomas,

I was wondering if you were keeping a matrix/gantt chart that illustrates the progress and expenses of the NWOTA website project activities? Are we nearing 100% completion?

Thanks,

I. PROGRAM INTENT

TRAVEL OREGON'S MISSION AND GRANTS PROGRAM KEY INITIATIVES

The mission of Travel Oregon is: "A better life for Oregonians through strong, sustainable local economies." Travel Oregon has established a program to make grant awards "to eligible applicants for projects that contribute to the development and improvement of communities throughout the state by means of the enhancement, expansion and promotion of the visitor industry."

Small Grant Program applicants may apply for grants of up to \$20,000 per project and may apply for no more than two projects in the same cycle (up to six cycles may be opened during the year). Each project requires its own application. Applications will be accepted and awarded up to six times per year. Applicants must demonstrate at least a 10% cash match.

PROGRAM KEY INITIATIVES

Applicants will need to identify in your application which of the following key initiatives your project aligns with (Projects that do not align with at least one of the initiatives below will be ineligible for funding)

1. Maximize the economic return on public and private investments in Oregon
2. Drive year-round destination-oriented travel from Oregon's key domestic and international markets¹ by aligning and optimizing local opportunities
3. Develop destination-based products that are in concert with Oregon's natural environment, support the stewardship of the state's resources and its rich history
4. Provide strategic industry professional development and training opportunities

INVOLVING YOUR REGIONAL DESTINATION MANAGEMENT ORGANIZATION (RDMO)

Travel Oregon has identified seven (7) regions within the state through the Regional Cooperative Tourism Program.²

Applicants are strongly encouraged to contact their local Destination Management Organization (DMO)³ and Regional Destination Management Organization (RDMO)⁴ about the grant project idea and request letters of support to enhance their overall application. For-profit entities are required to show support for their project idea from their local DMO or RDMO.

¹ Read more about Travel Oregon's domestic and international target markets, <http://industry.traveloregon.com/industry-resources/oregons-target-markets/>

² Read more about the Regional Cooperative Tourism Program, including the marketing plans for each region, Industry.TravelOregon.com/RCTP

³ For more information about DMOs, visit industry.traveloregon.com/industry-resources/destination-marketing-resources/destination-marketing-organizations/

⁴ For more information about RDMOs, visit Industry.TravelOregon.com/RDMO

II. ELIGIBILITY

ENTITY ELIGIBILITY

Eligible applicants include those listed below that are *doing business* in Oregon and can demonstrate direct work in support of improving the economic impacts of Oregon's travel and tourism industry:

- Local government
- Port districts
- Federally recognized Tribes
- Non-profit entities
- For-profit entities may apply for sales type grants only. Eligibility will be based on evidence of local destination marketing organization or regional destination management organization support. **Letters of support will meet this requirement.*

ENTITY INELIGIBILITY

Ineligible applicants include those listed below:

- Entities that have a bankruptcy or other financial corruption within the past five years
- Entities that fail to fulfill past grant award requirements within past three years (includes: project completion, submission of required grant reporting, proper use of grant funds)
- For-profit entities requesting a sales type grant without written letter(s) of support from local destination marketing organization or regional destination management organization

PROJECT ELIGIBILITY

Eligible projects or initiatives must be new⁵ and must provide for the improvement or expansion of the tourism economy in Oregon.

Project should create an enhancement to the visitor experience in Oregon and is intended to increase the likelihood of visitation from 50 miles outside the local area. Though it is not a requirement, ideally, the project will lead to an increase of overnight stays in local lodging facilities. Partnerships with tourism entities and businesses, economic development and/or government entities are looked upon favorably and strengthen an application.

⁵ Initiatives or components that have never been undertaken and will provide significant enhancements or improvements to Oregon's travel and tourism industry.

Preference will be given to projects that enhance the community or region.

All projects must fall within one of these four project types:

SALES

NOTE: If you are new to international marketing or have never worked with global or domestic packaged travel tour operators, it is recommended that you connect with your RDMO or Travel Oregon before applying for some Sales type grants.

- Event and tradeshow participation
- Tradeshow related production or shipping
- Event hosting or sponsorship fees
- Event bid fees
- Familiarization tour support
- Tour operator support
- International visitor trainings⁶
- Receptive-trade related trainings⁷

MARKETING

- Content development
- Print collateral
- Broadcast media
- Website optimization
- Branding development
- Visitor/Consumer outreach

INDUSTRY SERVICES

- Technical assistance, including: Grant writers and consulting services
- Professional development
- Conference or training registration
- Visitor center improvements (excludes structural improvements)

DEVELOPMENT

- Community-based trainings
- Strategic planning
- Feasibility studies – Research studies
- Visitor access improvement
- Mapping
- Wayfinding signage design or construction
- Visitor amenities or infrastructure development⁸

INELIGIBLE PROJECTS AND ACTIVITIES

The following activities are **not** eligible for grants:

- Activities that are not new efforts, initiatives or offerings
- Mobile app development
- Costs of staff or consultant salaries, mileage or associated fees that are **already** budgeted to execute a particular area of work within an entity.
- Projects that emphasize private profitability and/or investments that could be considered a regular cost of doing business
- Deferred, regular or ongoing maintenance and upkeep
- Cannabis or tobacco tourism-related projects

⁶ International visitor trainings are encouraged for any applicant but especially those who are new to the international market and considering a sales type project.

⁷ Receptive-trade related trainings are encouraged for any applicant but especially those who are new to the international market and considering a sales type project.

⁸ Applications for construction projects must include plan drawings and approval from permitting authorities if required locally.

III. DEVELOPING A STRONG APPLICATION

PREFERENCE

Applications should be clearly written and present a strong case for support. Preferences identified that will enhance a grant application's competitiveness include:

- Project goals that align with regional and/or local objectives
- Projects that address a need in the tourism industry and shows potential to generate significant regional and/or local impact
- Community support is evident both through local cash or in-kind match contributors and support letters
- Applying entity has a track record of effective work, evident through strong support letters
- Good planning is evident in the project timeline, budget and sustainability
- Plans for evaluating impact are clear, appropriate and achievable
- Projects that promote diversity and inclusion (accessibility, minority populations or underserved visitor segments)
- Projects that showcase a public/private partnership with Oregon-based small businesses

PROJECT BUDGET

The grant project budget must be submitted using the Excel template provided by Travel Oregon⁹. Grant recipients are required to keep the project budget updated throughout the lifetime of the grant, unless the project is for professional development training (see Section V. for more information on reporting requirements). A final budget, including documentation for expenses incurred, will be a required upload in the Grant Accomplishment Report.

MATCHING FUNDS

Grant applicants must provide a minimum of 10% cash match of the total amount awarded. Additional match above the required 10% cash match will enhance your overall application.

Travel Oregon funds may not be used as matching funds for any grant application submitted by the recipient of those Travel Oregon funds.

SIGNAGE

Grant projects that involve signage of any kind require approval letters from each organization or entity involved in permitting or approving signage installation. Evidence of approval must be on official letterhead and be included with any other support letters when submitting the application.

Applications will not be considered unless evidence of approval have been submitted.

⁹ [Download the Grants Project Budget](#)

NW OREGON TRANSIT ALLIANCE MEETING SCHEDULE 2017

Meetings are held the **2nd Friday** of the month

January	January 13 th	9:00am—12:00pm	Teleconference
February	February 10 th	10:00am—3:00pm	Tillamook County
March	March 10 th	9:00am—12:00pm	Teleconference
April	April 14 th	10:00am—3:00pm	Tillamook County
May	May 12 th	9:00am—12:00pm	Teleconference
June	June 9 th	10:00am—3:00pm	Tillamook County
July	July 14 th	9:00am—12:00pm	Teleconference
August	August 11 th	10:00am—3:00pm	Tillamook County
September	September 8 th	9:00am—12:00pm	Tillamook County
October	October 13 th	10:00am—3:00pm	Tillamook County
November	November 3 rd *	9:00am—12:00pm	Tillamook County
December	December 8 th	10:00am—3:00pm	Tillamook County

* November 10th is Veterans Day

2017 NWOTA Work Schedule (Draft)
(7-15-17)

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Management Plan	X	X	X									
Review and Adoption by Partners	X	X	X	X	X	X	X	X	X	X	X	X
Ridership Tracking and Reporting	X	X	X	X	X	X	X	X	X	X	X	X
Transit Access Study												
2015-2017 5311(f) Grant												
Marketing	X	X	X	X	X	X	X	X	X	X	X	X
Driver Training: Driver/Dispatcher Training, Benchmarks	X	X	X	X	X	X	X	X	X	X	X	X
2017-2019 5311(f) Grant Application (Deadline January 20)	X											
Website Development	X	X	X	X								
Public Involvement Coordinator												
-Job Description/Budget			X	X	X							
-Hire Coordinator								X	X	X	X	X
Update Regional/Statewide Groups on Management Plan												
Develop a Presentations		X										
Make Presentations			X	X	X	X	X	X	X	X	X	X
Coordinate Partner Timetables												
-Assemble Route Coordination Sub-Committee			X									
-Meet Quarterly			X		X				X			X
Share Service with Other Providers												
Begin Dialogue with Amtrak and Point			X									
Share Service/Visitor Pass Information									X	X	X	X
Investigate Joint Procurement Opportunities: Equipment, Amenities	X	X	X	X	X	X	X	X	X	X	X	X
Reach Out to OTA for Assistance in Regional Coordination Funding	X	X	X	X	X	X	X	X	X	X	X	X
Update IGA	X	X	X	X	X	X	X	X	X	X	X	X
Annual Meeting/Election of Officers						X						
2018 Marketing Planning							X	X	X	X	X	X
Work with ODOT/DMV on their program assisting individuals who have lost their licenses, honored citizens							X	X	X	X	X	X
Connect with existing vacation packages such as Visit Corvallis, Visit Lincoln City, which feature discounts at hotels/restaurants.							X	X	X	X	X	X
Get local media information from each NWOTA partner	X	X										
Travel Oregon Grant Application												

Statewide Transportation Improvement Fund Implementation

Schedule Summary

DRAFT subject to OTC Review, August 4, 2017

Rule Making Start-up (July-Oct. 2017)

- Develop STIF implementation work plan, stakeholder engagement and communications plan, appoint rules advisory committee, and OTC concurrence on rule-making work plan and schedule

Develop Rules (Aug. 2017-July 2018)

- Draft key elements of each program (Aug. 2017-Nov. 2018)
- 90% Formula
 - Draft rules through RAC/public process (Oct. 2017-Jan. 2018)
 - Formal rule-making process (Jan-May 2018)
- 5% Discretionary and 4% Intercity formula programs
 - Draft rules through RAC/public process (Dec. 2017-March 2018)
 - Formal rule-making process (March-July 2018)

Grant Solicitations

90% Formula

- Issue notice and conduct provider trainings (June 2018)
- Applications including plans due to RPTD (Sept. 2018)
- PTAC reviews plans (Nov. 2018)
- OTC reviews award recommendation (including plans) (Nov. 2018)
- 90% Formula agreements effective (Jan. 1, 2019)

5% Discretionary and 4% Intercity

- Issue notice and conduct provider training (Sept-Oct. 2018)
- Applications due to RPTD (Feb. 2019)
- PTAC reviews award recommendation (April 2019)
- OTC reviews award recommendation (May 2019)
- 5% Discretionary and 4% Intercity agreements effective (July 1, 2019)

PROPOSAL REQUEST

TCTD: dpilant@tillamookbus.com
rfox@tillamookbus.com
CONTRACTOR: bob@jacksoncontractingllc.com

Project: TCTD OFFICE IMPROVEMENTS
3600 Third Street
Tillamook, Oregon 97141

Proposal Request Number:

01

Owner: Tillamook County Transit District
3600 Third Street
Tillamook, Oregon 97141

Date of Issuance: July 27, 2017

Contractor: Jackson Contracting
7017 NE Hwy 99 #116,
Vancouver, WA 98665

Contract for: \$908,887.00

Contract Dated: June 6, 2017

Architect: Planning Solutions Architecture, Inc.
4400 NE 77th Avenue, Suite 275
Vancouver, Washington, 98662

Please submit an itemized quotation for changes in the Contract Sum and/or Time incidental to proposed modifications to the Contract Documents describe herein.

THIS IS NOT A CHANGE ORDER NOR A DIRECTION TO PROCEED WITH THE WORK DESCRIBED HEREIN

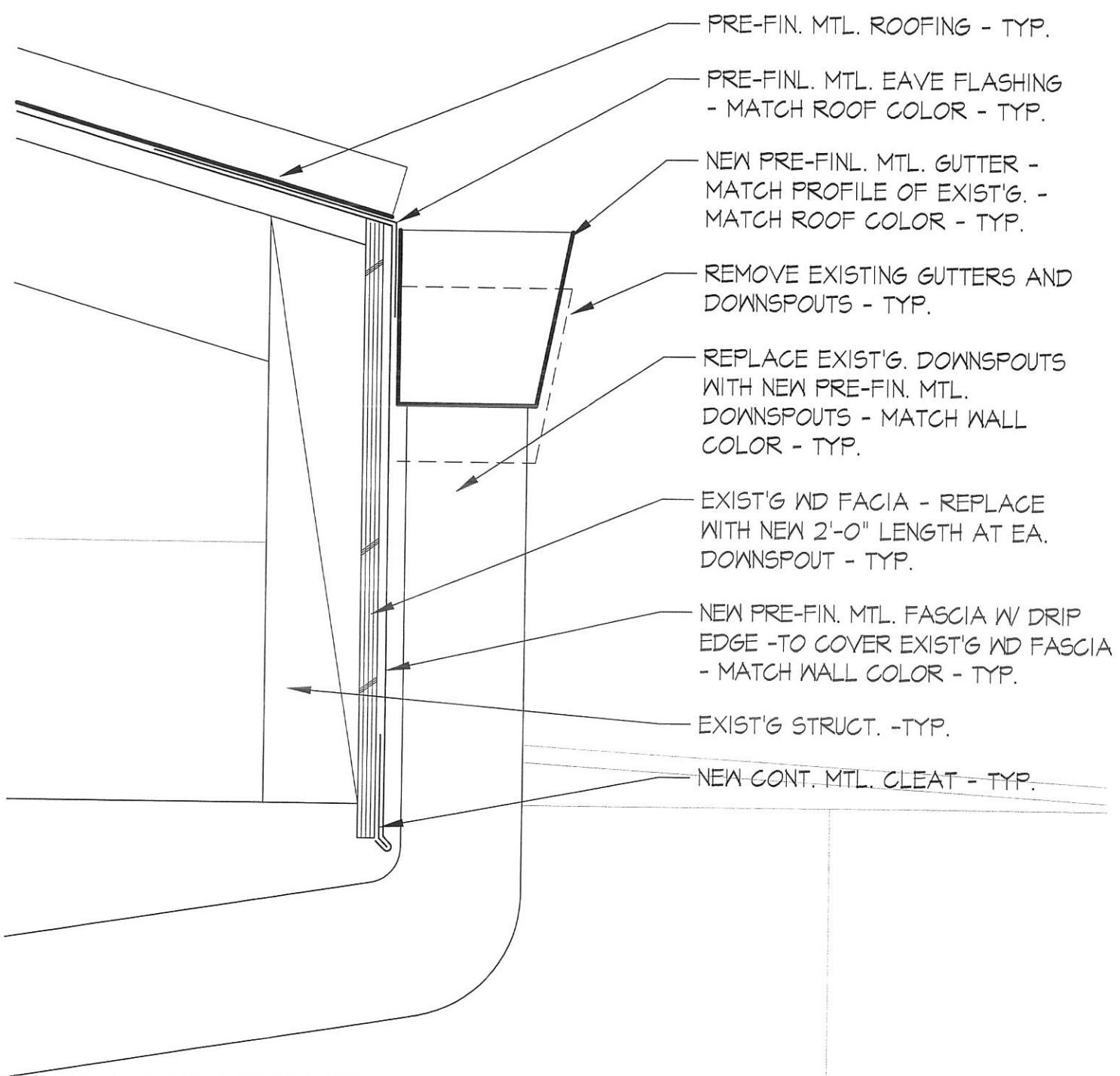
Description:

- Remove Existing Gutters and Downspouts.
- Patch Existing Wood Fascia (2' wide patch at each downspout) - Pre-prime patch.
- Install new Pre-finished Metal Fascia to Cover Height of Existing Wood Fascia - see attached drawing.
- Install new Pre-finished Metal Gutters (Color to match Roof) and Downspouts (Color to match walls).

Attachments:

PR 1.0 New Metal Fascia

Issued by: **Mark D. DiLoreto, RA** Architect



PRE-FIN. MTL. ROOFING - TYP.

PRE-FINL. MTL. EAVE FLASHING
- MATCH ROOF COLOR - TYP.

NEW PRE-FINL. MTL. GUTTER -
MATCH PROFILE OF EXIST'G. -
MATCH ROOF COLOR - TYP.

REMOVE EXISTING GUTTERS AND
DOWNSPOUTS - TYP.

REPLACE EXIST'G. DOWNSPOUTS
WITH NEW PRE-FIN. MTL.
DOWNSPOUTS - MATCH WALL
COLOR - TYP.

EXIST'G WD FACIA - REPLACE
WITH NEW 2'-0" LENGTH AT EA.
DOWNSPOUT - TYP.

NEW PRE-FIN. MTL. FASCIA W DRIP
EDGE -TO COVER EXIST'G WD FACIA
- MATCH WALL COLOR - TYP.

EXIST'G STRUCT. -TYP.

NEW CONT. MTL. CLEAT - TYP.

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PLANNING SOLUTIONS, INC.
a r c h i t e c t u r e
4400 NE 77TH AVENUE, SUITE 275, VANCOUVER, WA
VOICE: 360.750.9000 FAX: 360.750.9201

PROJECT TITLE:	TCTD OFFICE RENOVATION	
DRAWING TITLE:	NEW METAL FASCIA	
DATE:	07-27-17	SCALE: 3" = 1'-0"
		PROJECT NO. 16-1397

DRAWING NO.
PR1.0

34

Tillamook County Transportation District
Board of Directors Regular Monthly Meeting
Thursday, July 20, 2017 – 6:30PM
Transportation Building
3600 Third Street, Tillamook, OR
Meeting Minutes



1. Call to Order: Board Chair Judy Riggs called the meeting to order at 6:31pm
2. Pledge of Allegiance
3. Roll Call:

Present

TCTD Board of Directors

Judy Riggs, Board Chair
Gary Hanenkrat, Director
Merrienne Hoffman, Director
Marty Holm, Vice Chair
Jackie Edwards, Director
Jim Huffman, Treasurer

TCTD Staff

Doug Pilant, General Manager
Ronny Fox, Transit Supervisor
Tabatha Welch, Accounting Specialist
Cathy Bond, HR Specialist/Board Clerk
Clayton Norrbom, Operations Coordinator

Absent

Cara Mico, Director

Guest

None.

4. Announcements and Changes to Agenda: Added Resolution 17-22 Authorizing up to \$200,00 in local matching funds to be used towards an Oregon Department of Transportation (ODOT) Section 5339 Bus and Facilities Infrastructure Program Grant Application.
5. GM Doug Pilant introduced Clayton Norrbom as the new operations coordinator.
6. Oath of Office for Director Hoffman. Board Chair Judy Riggs swore Director Hoffman into office as a Director to Tillamook County Transportation District.
7. Election of Officers for Fiscal Year 2017-18

Board Chair

These minutes contain materials which paraphrase and/or summarize statements made during this meeting. Only text enclosed in quotation marks report a speaker's exact words.

Director Huffman nominated Director Riggs as Board Chair.

Motion by Director Huffman to nominate Director Riggs as Board Chair. *Motion Seconded* by Director Hoffman. Board Chair Judy Riggs called for further discussion; followed by none, she called for the vote.

MOTION PASSED

By Directors Hanenkrat, Edwards, Hoffman, Holm, Huffman
and Board Chair Judy Riggs.
Director Mico Absent.

Vice Chair

Motion by Director Riggs to nominate Director Holm as Vice Chair. *Motion Seconded* by Director Edwards. Board Chair Judy Riggs called for further discussion; followed by none, she called for the vote.

MOTION PASSED

By Directors Hanenkrat, Edwards, Hoffman, Holm, Huffman
and Board Chair Judy Riggs.
Director Mico Absent.

Secretary

Motion by Director Holm to nominate Director Huffman as Secretary. *Motion Seconded* by Director Hoffman. Board Chair Judy Riggs called for further discussion; followed by none, she called for the vote.

MOTION PASSED

By Directors Hanenkrat, Edwards, Hoffman, Holm, Huffman
and Board Chair Judy Riggs.
Director Mico Absent.

Treasurer

Motion by Director Edwards to nominate Director Hanenkrat as Treasurer. *Motion Seconded* by Director Huffman. Board Chair Judy Riggs called for further discussion; followed by none, she called for the vote.

MOTION PASSED

By Directors Hanenkrat, Edwards, Hoffman, Holm, Huffman
and Board Chair Judy Riggs.
Director Mico Absent.

8. Public & Guest Comments: None.

****Executive Session** 6:43pm – 8:23pm**

Board Chair Judy Riggs read aloud the following information:

The Tillamook County Transportation District Board of Directors will now meet in executive session for the purpose of discussion specific to Performance Evaluation of Public Officers and Employees, ORS 192.660(2)(i). Representatives of the news media and designated staff shall be allowed to attend the executive session. All other members of the audience are asked to leave the room. Representatives of the news media are specially directed not to report on any of the deliberations during the executive session, except to state the general subject of the session as previously announced. No decisions will be made during executive session.

There were no motions as a result of executive session.

REPORTS

9. Information: General Managers Report:

- a. Financial Report: GM Doug Pilant reviewed the June 2017 financial reports. The District is 100% through the fiscal year. Contract Revenue will end approximately 32% over what was budgeted. Director Holm asked how the District receives more than 100% of property tax. GM Doug Pilant explained that each November the District receives property tax revenue projection from Tillamook County Assessor's Office. The District then applies an Oregon Department of Revenue formula to establish the final projection. The District budgets conservatively to ensure the actual revenue received meets or exceeds the actual projection.
- b. Serviced Performance Report: TCTD establish a new annual system-wide ridership record of 145,135 trip. FY 2016-17 ridership was +2.0% over the previous year while passenger per hour was -3.3%. The YTD cost per trip was +7.3% while the cost per hour was +3.8%, and the fare box return was -0.02%.
- c. Northwest Oregon Transit Alliance: GM Doug Pilant reviewed the NWOTA meeting agenda, minutes, finance report with the Board. GM Doug Pilant reported the Coordinating Committee primarily discussed the new website and customer service training. Cathy bond will be traveling to provide customer service training for the NWOTA partners. The District will be reimbursed for Cathy's time through a NWOTA Mobility Management grant. The group is planning to start meeting face-to-face each month beginning in September. Columbia and Benton counties have scheduled public hearings for the NWOTA Management Plan adoption which will be followed by their respective county board of commissioners adopting the plan.
- d. Planning & Development:
 - i. Intercity service enhancement plan. GM Doug Pilant reported he met with both Cherriots and the Confederated Tribes of the Grand Ronde to discuss the service between Salem and Grand Ronde. The District expressed concerns it could not implement a well thought out plan before September. Therefore, Cherriots agreed to operate the service between Salem and Grand Ronde until January 1, 2018. Next month an amendment will be presented for the Board to extend current services until December 31, 2017.
- e. Grant Funding:
 - i. STF: It has been reported ODOT may consider a supplemental STF funding to make-up for reductions.
 - ii. GM Doug Pilant explained that HB2017 was a bipartisan Bill that was unanimously approved by the Oregon Legislature. It is now awaiting Governor's signature. The Governor has until August 18th to sign the Bill into Law. This Bill will enact a statewide employee payroll tax that will become available for distribution in January 2019. TCTD will be eligible for about \$357,000 in 2019 and \$811,000 over the following Biennium. Over the course of the 10 years the District could receive up to \$4.1

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- million dollars. All entities have to prepare operations plans that demonstrate increased service and will need have to be approved by the Oregon Transportation Commission. Since the District has a Long-Range Transportation Development Plan it is well positioned to receive the funds. GM Doug Pilant is assisting Grand Ronde with their plan to help them receive their funding, since it will potentially pass through to pay for the services we will provide.
- iii. Later in the meeting the board will be introduced to a resolution to dedicated local matching monies towards a Section 5339 grant application to expand the fleet to provide new services.
- f. Facility/Property Management:
- i. Phase one of construction to add office space has begun. The first phase will be completed by mid to late October.
 - ii. GM Doug Pilant reported he had a discussion with Valerie Schumann that Frank Hannah-Williams who is the Executive Director for the Tillamook Family Counseling Center is considering a proposal to lease the vacant office space.
- g. Miscellaneous:
- i. Abila A/R: Purchased and installed. Training in progress. H/R module training is complete and the District is getting closer to web based timesheets.
 - ii. ITS: GM Doug Pilant is continuing his work on ITS services. He has learned new information that he is pursuing to consider migrating all of the District's software applications to a cloud based solution.
 - iii. Scheduling and Dispatching Software: GM Doug Pilant traveled to The Dalles and Hood River to observe the Ecolane software in action. Both of these transit programs have a similar transit environment. A resolution has been included on tonight's agenda to move forward with the purchase of the Ecolane software.

CONSENT CALENDAR

10. Motion: Approval of Minutes of June 22, 2017 Board Meeting

11. Motion: Acceptance of Financial Report: June 2017

Motion by Director Holm to adopt the Consent Calendar. *Motion Seconded* by Director Huffman. Board Chair Judy Riggs called for further discussion; followed by none, she called for the vote.

MOTION PASSED

By Directors Hanenkrat, Edwards, Hoffman, Holm, Huffman
and Board Chair Judy Riggs.
Director Mico Absent.

ACTION ITEMS

12. Resolution 17-19 Authorizing the General Manager to purchase two (2) Dodge Caravans from Creative Bus Sales

GM Doug Pilant explained the Resolution to the Board.

These minutes contain materials which paraphrase and/or summarize statements made during this meeting. Only text enclosed in quotation marks report a speaker's exact words.

Motion by Director Huffman Authorizing the General Manager to purchase two (2) Dodge Caravans from Creative Bus Sales. *Motion Secoded* by Director Holm. Board Chair Judy Riggs called for further discussion; followed by none, she called for the vote.

MOTION PASSED

By Directors Hanenkrat, Edwards, Holm, Hoffman, Huffman
and Board Chair Judy Riggs.
Director Mico absent.

13. Resolution 17-20 Authorizing the General Manager to purchase one (1) Freightliner Bus from Western Bus Sales

GM Doug Pilant explained the Resolution to the Board.

Motion by Director Holm Authorizing the General Manager to purchase one (1) Freightliner Bus from Western Bus Sales. *Motion Secoded* by Director Edwards. Board Chair Judy Riggs called for further discussion; followed by none, she called for the vote.

MOTION PASSED

By Directors Hanenkrat, Edwards, Holm, Hoffman, Huffman
and Board Chair Judy Riggs.
Director Mico absent.

14. Resolution 17-21 Authorizing the General Manager to Execute a Service Agreement with Ecolane USA, Inc. to purchase the Ecolane Scheduling and Dispatching Software and 5-year License Agreement

GM Doug Pilant explained the Resolution to the Board. He clarified that this will be a 5-year agreement and the 5 years doesn't start until it is fully operational.

Motion by Director Holm Authorizing the General Manager to Execute a Service Agreement with Ecolane USA, Inc. to purchase the Ecolane Scheduling and Dispatching Software and 5-year License Agreement. *Motion Secoded* by Director Huffman. Board Chair Judy Riggs called for further discussion; followed by none, she called for the vote.

MOTION PASSED

By Directors Hanenkrat, Edwards, Holm, Hoffman, Huffman
and Board Chair Judy Riggs.
Director Mico absent.

15. Resolution 17-22 Authorizing Application for an Oregon Department of Transportation (ODOT) Section 5339 Grant

GM Doug Pilant explained the Resolution to the Board. Director Huffman asked what expansion buses are? GM Doug Pilant stated we will need more buses in order to expand the services with the extra investment funding.

Motion by Director Edwards Authorizing \$200,000 in local matching funds to be applied towards an Oregon Department of Transportation (ODOT) Section 5339 Bus and Facilities Infrastructure Program Grant. *Motion Secoded* by Director Huffman. Board Chair Judy Riggs called for further discussion; followed by none, she called for the vote.

MOTION PASSED

By Directors Hanenkrat, Edwards, Holm, Hoffman, Huffman
and Board Chair Judy Riggs.
Director Mico absent.

16. Motion to Authorize the General Manager to Execute a Letter of Agreement with Helping Hands Re-Entry Program to provide two (2) daily trips between the Transit Visitor Center and Helping Hands Facility

GM Doug Pilant explained the Motion to the Board. There was a general question and answer discussion.

Motion by Director Edwards Authorize the General Manager to Execute a Letter of Agreement with Helping Hands Re-Entry Program to provide two (2) daily trips between the Transit Visitor Center and Helping Hands Facility. *Motion Secoded* by Director Hanenkrat. Board Chair Judy Riggs called for further discussion; followed by none, she called for the vote.

MOTION PASSED

By Directors Hanenkrat, Edwards, Hoffman voted aye.
and Board Chair Judy Riggs.
Director Holm and Huffman voted nay.
Director Mico absent.

DISCUSSION ITEMS

17. TCTD Outdoor Lighting Repair & Replacement – GM Doug Pilant reported that all of the District's outdoor perimeter flood lights are not working. Superintendent Ronny Fox solicited bids from 3 vendors. During this process Ronny discovered in a discussion with TPUD the District would be eligible for an energy rebate if the District replaced the outdoor lighting with LED lights. GM Doug Pilant also discovered the District would be eligible for a loan from TPUD that would be repaid with the cost savings. GM Doug Pilant will update the bids and bring a resolution to the Board for approval in August. Staff hopes to have the project completed before the days get shorter.

18. Staff Comments/Concerns

GM Doug Pilant: No comments.

Transit Superintendent Ronny Fox: Shared an incident that occurred at the Chinook Winds Casino bus stop in Lincoln City.

Accounting Specialist Tabatha Welch: Asked about the Fair sign-up status.

HR Specialist Clerk Cathy Bond: Offered sign-up sheet for Directors to volunteer at the Tillamook County Fair.

Operations Coordinator Clayton Norrbom: was not present at time of comments.

19. Board of Directors Comments/Concerns

These minutes contain materials which paraphrase and/or summarize statements made during this meeting. Only text enclosed in quotation marks report a speaker's exact words.

Gary Hanenkrat – None.

Jim Huffman – Also talked about past director Graves and noted he had a birthday as well.

Merrienne Hoffman – Complimented Cathy Bond for her participation in the Eclipse planning meeting in Pacific City.

Judy Riggs – Shared a thank you card from Diamond Art Jewelers for trophy support.

Care Mico – Absent.

Marty Holm – None.

Jackie Edwards – Shared about a neighbor raving about our bus services. Past member Graves fell and broke his hip. She wanted to share that information with the board.

UPCOMING EVENTS

Adjournment: Board Chair Judy Riggs adjourned the meeting at 9:44pm.

These minutes approved this 17th Day of August 2017.

ATTEST:

Judy Riggs, Board Chair

Doug Pilant, General Manager

**BEFORE THE BOARD OF DIRECTORS
OF THE
TILLAMOOK COUNTY TRANSPORTATION DISTRICT**

**In the Matter of Declaring
and Disposing of Surplus
Property**

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)
)

RESOLUTION NO. 17-23

WHEREAS, Resolution 16-05 allows the Board of Directors of the Tillamook County Transportation District to, by resolution, declare District property as surplus and authorize the means by which the District manager may dispose of the property; and

WHEREAS, the Board of Directors has determined that the listed property is of no further use or value to the District and should be disposed of as surplus property.

NOW, THEREFORE, BE IT RESOLVED by the Tillamook County Transportation District Board of Directors:

that the Tillamook County Transportation District Board of Directors declares the following equipment as surplus property and directs the General Manager to dispose of it as he determines appropriate and most advantageous to the District or community at large.

- 2009 Ford F-150 Braun (VIN 1FTDS34L59DA66101)
- 2010 Dodge Caravan (VIN 2D4RN4DE6AR297095)
- 2011 Ford F-150 Braun (VIN 1FTSS3EL3BDA26210)
- 2012 Dodge Caravan (VIN 2C4RDGBGXCR265243)

INTRODUCED AND ADOPTED this 17th day of August 2017.

ATTEST:

By: _____
Judy Riggs, Board Chair

By: _____
Doug Pilant, General Manager

**BEFORE THE BOARD OF DIRECTORS
OF THE
TILLAMOOK COUNTY TRANSPORTATION DISTRICT**

Authorizing Application)
for a Tillamook People’s)
Utility District (TPUD))
Rebate and Loan)

RESOLUTION NO. 17-24

WHEREAS, the Tillamook People’s Utility District (“PUD”) commercial lighting program offers customer rebates not exceeding 70% of the final project cost for customers to install energy efficient lighting; and

WHEREAS, the PUD also offers a 5% interest loan to finance installation of qualified lighting measures, repaid through an energy service charge on the District’s monthly electric bill; and

WHEREAS, Tillamook County Transportation District (“TCTD”) wishes to repair and replace existing outdoor lighting around the perimeter of the campus, as well as covered walkway lights, with energy efficient lighting systems; and

WHEREAS, the PUD has determined that TCTD is eligible for a rebate of \$3,260 after the new lighting equipment is installed and operational; and

WHEREAS, TCTD wishes to take advantage of the PUD’s 5-year loan; and

WHEREAS, TCTD sought quotes from three (3) vendors and determined that Alderbrook & Associates Lighting Services is the lowest cost and most responsive vendor.

NOW, THEREFORE, BE IT RESOLVED by the Tillamook County Transportation District Board of Directors:

1. That the General Manager is authorized to enter into a contract with Alderbrook & Associates Lighting Services in an amount not to exceed \$14,466.31 to install the requested energy efficient lighting.
2. That the General Manager is authorized to make an application to Tillamook People’s Utility District for a 5-year, 5% interest loan, to finance installation of the qualified lighting measures and submit all required documentation regarding the loan and PUD rebate application.

INTRODUCED AND ADOPTED this 17th day of August 2017.

ATTEST:

By: _____
Judy Riggs, Board Chair

By: _____
Doug Pilant, General Manager

**BEFORE THE BOARD OF DIRECTORS
OF THE
TILLAMOOK COUNTY TRANSPORTATION DISTRICT**

**Authorizing the General Manager)
to Amend the MOU with the)
Confederated Tribes of Grand)
Ronde for Intercity Bus Service)**

RESOLUTION NO. 17-25

WHEREAS, the Tillamook County Transportation District (TCTD) operates intercity bus service between Lincoln City, Grand Ronde and the Salem Amtrak and Greyhound Terminal; and

WHEREAS, TCTD operates these routes in partnership with other local funding entities, including the Confederated Tribes of Grand Ronde Indians (CTGR); and

WHEREAS, TCTD and CTGR fully executed a MOU on September 10, 2015 regarding the public transit needs of the parties and the funding strategy for the provision of intercity transit bus service for Route 6 – Coastal Connector, serving Hwy 18 – Salmon River Hwy between Lincoln City, Grand Ronde and Salem.

WHEREAS, TCTD and CTGR agree to Amendment #1 to extend the Term of this MOU through December 31, 2018; and

NOW, THEREFORE, BE IT RESOLVED by the Tillamook County Transportation District Board of Directors:

that the General Manager is authorized to execute Amendment #1 of the Memorandum of Understanding with the Confederated Tribes of Grande Ronde Indians, extending the term of the MOU through December 31, 2018.

INTRODUCED AND ADOPTED this 17th day of August 2017.

ATTEST:

By: _____
Judy Riggs, Board Chair

By: _____
Doug Pilant, General Manager



Tillamook County Transportation District

"Connecting the community through sustainable transit services"

AMENDMENT #1

MEMORANDUM OF UNDERSTANDING

Coastal Connector Intercity Service

This Amendment is written to make the following changes to the Coastal Connector Memorandum of Understanding between Tillamook County Transportation District (hereinafter ("DISTRICT")) and Confederated Tribes of Grand Ronde ("CTRG") that was fully executed on September 10, 2015.

Section 4 of the MOU is deleted and replaced in its entirety as provided below:

4. Term. The Term of this MOU shall continue through December 31, 2018, unless otherwise agreed to by the Parties.

All other terms and conditions of the original MOU remain in full force and effect.

By: _____
Douglas Pilant, General Manager

By: _____
Reynold L. Leno, Tribal Council
Chairman

Date: _____

Date: _____

**BEFORE THE BOARD OF DIRECTORS
OF THE
TILLAMOOK COUNTY TRANSPORTATION DISTRICT**

**In the Matter of Authorizing)
the GM to Execute a Verizon)
Wireless User Agreement)**

RESOLUTION NO. 17-26

WHEREAS, Tillamook County Transportation District's (TCTD) is purchasing computer-aided scheduling and dispatching software that requires wireless communication with transit vehicles; and

WHEREAS, District staff has conducted a procurement process and determined that wireless services and devices can be purchased through the State of Oregon Statewide Price Agreement; and

WHEREAS, TCTD can purchase both wireless services and mobile devices from the Verizon Wireless Master Service Contract # 1907; and

NOW, THEREFORE, BE IT RESOLVED by the Tillamook County Transportation District Board of Directors that the General Manager is authorized to execute a Verizon Wireless User Agreement for the purchase of wireless services and mobile devices.

INTRODUCED AND ADOPTED this 17th day of August 2017.

ATTEST:

By: _____
Judy Riggs, Board Chair

By: _____
Doug Pilant, General Manager



NASPO ValuePoint (formerly known as WSCA) #1907
AUTHORIZED USER AGREEMENT

Verizon Wireless ("Vendor") and the State of Nevada, for itself and on behalf of the NASPO ValuePoint ("NASPO ValuePoint" and/or "Customer"), have entered into a Contract for Services of Independent Contractor #1907 ("Contract") with an effective date beginning on April 16, 2012 through and including June 30, 2019 and any and all amendments and/or addenda thereto. Pursuant to the Contract, the State of **Oregon** has entered into a Participating Addendum ("PA") designating **Tillamook county Transportation District**, a government entity, not for profit entity or a private education entity as an authorized user ("Authorized User").

In accordance with the definitions, terms and conditions set forth in the Contract and/or PA, the authorized entity may purchase wireless services and products under the terms, conditions, and pricing established by the Contract and/or PA for Authorized User participation. Participation is further subject to any and all applicable state and local purchasing statutes and ordinances. The Authorized User states, acknowledges and agrees, as follows:

- (1) It is an Authorized User as defined under the terms of the Contract and/or PA;
- (2) Authorized User is eligible and desires to purchase wireless services and products from Vendor pursuant to the terms and conditions of the Contract, PA, User Agreement, any and all amendments, addenda and schedules as the Customer may specify from time to time, as well as the terms and conditions of all calling plans activated under this User Agreement, which are incorporated herein by reference;
- (3) Authorized User will provide documentation and substantiate Authorized User status as appropriate and as requested from time to time by Vendor;
- (4) The Authorized User agrees to the terms and conditions of the NASPO ValuePoint Master Agreement including the disclosure of limited account information as part of the contractual reporting requirements to NASPO ValuePoint Administration and the participating state;
- (5) Authorized User will ensure that this User Agreement will be used only in support of government, not for profit or private education business;
- (6) The undersigned represents and warrants that he/she has the power and authority to execute this User Agreement, bind the respective Authorized User, and that the execution and performance of this User Agreement has been duly authorized by all necessary Authorized User action; and
- (7) The undersigned is duly authorized by the Authorized User to designate the following individual(s) (the "Authorized Contacts") who are authorized to take action with respect to the account with Vendor to purchase equipment, add lines of service, cancel lines of service and make changes to the account that financially bind the Authorized User to the terms and conditions of this User Agreement, the Contract, the PA, and execute Customer Agreements for the lines of wireless service, subject to the additional terms and conditions therein.

Customer Address:	3600 3 rd st STE A Tillamook OR 97141
Customer Phone number:	503-842-3115
Customer Email address:	dpilant@tillamookbus.com

Authorized Signature:
Name: Doug Pilant
Title: General Manager
Date: 08/11/2017

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NASPO ValuePoint Contract Summary
(formerly known as WSCA)

Contract #: Master Service Contract # 1907

Contract History: The NASPO ValuePoint (formerly known as WSCA) was formed in October 1993. The primary purpose of NASPO ValuePoint is to establish the means by which participating states may join together in cooperative multi-State contracting in order to achieve cost-effective and efficient acquisition of quality products and services.

Contract Term: April 16, 2012 through June 30, 2019

VPNT Website: <http://www.naspovaluepoint.com>

Pricing Plans: Up to 22% access discount for eligible Nationwide Voice and Data pricing plans of \$34.99 and above

Equipment: NVLPT Equipment Matrix Pricing & Quarterly NVLPT Promotional Equipment Offers. Corporate liable customers are eligible for equipment upgrades after 10 (ten) months

Accessories: 25% Discount on eligible accessories

Products/Services: **Wireless Voice and Data Service:** Nationwide for Business & Government (share option available), Push to Talk Unlimited Rate Plans, Local Flat Rate Plan, Nationwide Mobile Broadband, Global Rate Plans, Field Force Manager, Fleet Administrator, Wireless Priority Service, Machine to Machine Rate Plans, Text, Picture, and Video Messaging.

Early Termination Fee: No early termination fees for corporate liable accounts

Activation Fee: No activation fees on corporate liable accounts

Employee Line Eligible: Yes (Please see requirements per State)

Eligible Customers: State agencies and local public bodies including cities, counties, courts, public schools and institutions of higher education; Authorized Tribal Governments; Authorized Non-Profit Agencies including Non-Profits in California effective May 1, 2014

NVLPT Agreement: The State and/or Local Agency need to sign a Participating Addendum to the Master NVLPT Agreement to participate

VZW Government Sales Representative:

VZW Contract Manager: RJ Fenolio, 702.283.2200 RJ.Fenolio@VerizonWireless.com