

**Tillamook County Transportation District
Board of Directors
Regular Monthly Meeting**



**Thursday, September 21, 2017 at 6:30PM
Transportation Building
3600 Third Street, Tillamook, Oregon**

AGENDA

Tillamook County Transportation District
Board of Directors ~ Regular Monthly Meeting
Thursday, September 21, 2017 - 6:30 pm

Robert J. Kenny Board Meeting Room - 3600 Third Street, Tillamook OR 97141

REGULAR BOARD MEETING

1. Call to Order
2. Pledge of Allegiance
3. Roll Call
4. Announcements & Changes to Agenda
5. Public & Guest Comments
6. Executive Session

REPORTS

7. Information: General Managers Report:
 - a. Financial Report (Pgs. 1-14)
 - b. Service Performance Report (Pgs. 15-19)
 - c. Northwest Oregon Transit Alliance (Pgs. 20-25)
 - d. Planning & Development
 - e. Grant Funding
 - f. Facility/Property Management
 - g. Miscellaneous (Pgs. 26-28)

CONSENT CALENDAR

8. Motion to Approve the Minutes of August 17, 2017 Board Meeting (Pgs. 29-33)
9. Motion to Accept Financial Report: August 2017

ACTION ITEMS

10. None

DISCUSSION ITEMS

11. Staff Comments/Concerns
12. Board of Directors Comments/Concerns
13. Adjournment

UPCOMING EVENTS

Oregon Transit Associations Conference, Pendleton, OR – October 1-4, 2017

Next regularly scheduled meeting of the
Tillamook County Transportation District Board of Directors
Thursday, October 19, 2017

Tillamook County Transportation District
 Normal Trial Balance - Unposted Transactions Included In Report
 From 8/1/2017 Through 8/31/2017

<u>Account Code</u>	<u>Account Title</u>	<u>Debit Balance</u>	<u>Credit Balance</u>
1001	General Checking Account	230,070.54	
1006	Payroll Checking	62,768.94	
1011	Prop. Mgmt. Checking	2,920.79	
1020	LGIP - General Account	486,214.81	
1030	LGIP - Capital Reserve	780,593.18	
1040	Petty Cash	200.00	
		<hr/>	<hr/>
Report Total		1,562,768.26	0.00
		<hr/> <hr/>	<hr/> <hr/>
Report Difference		1,562,768.26	
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Tillamook County Transportation District
Financial Statement - Unposted Transactions Included In Report
From 8/1/2017 Through 8/31/2017

Resources	Current Period Actual	Current Period Budget	Current Year Actual	Total Budget	Total Budget Variance	Bdgt .16%
Working Capital						
Fares	37,522.67	22,083.00	54,096.89	265,000.00	(210,903.11)	20.41%
Contract Revenue	35,333.37	60,416.66	69,810.52	725,000.00	(655,189.48)	9.62%
Property Tax	1,578.53	72,916.66	6,515.02	875,000.00	(868,484.98)	0.74%
Past Years Property Tax	1,934.65	3,333.33	4,643.54	40,000.00	(35,356.46)	11.60%
State Timber Revenue	82,244.43	14,583.33	82,244.43	175,000.00	(92,755.57)	46.99%
Mass Transit State Payroll Tax	0.00	7,083.33	22,246.80	85,000.00	(62,753.20)	26.17%
Capital Grants	0.00	12,000.00	0.00	144,000.00	(144,000.00)	0.00%
Grants - FTA 5311	0.00	29,951.42	0.00	359,417.00	(359,417.00)	0.00%
NWOTA Partner Cont. Match	0.00	0.00	10,000.00	114,240.00	(104,240.00)	8.75%
Grants - STF	0.00	5,583.33	16,750.00	67,000.00	(50,250.00)	25.00%
Grants -STF-Discretionary	51,064.00	15,000.00	51,064.00	180,000.00	(128,936.00)	28.36%
Grants - 5311 (f)	57,819.00	29,679.17	57,819.00	356,150.00	(298,331.00)	16.23%
Grants - 5310 (PM)	0.00	13,053.83	0.00	156,646.00	(156,646.00)	0.00%
Special Bus Operations	402.24	83.33	848.03	1,000.00	(151.97)	84.80%
Miscellaneous Income	0.00	83.33	0.00	1,000.00	(1,000.00)	0.00%
Sale of Assets - Income	0.00	416.67	0.00	5,000.00	(5,000.00)	0.00%
Interest Income	1,646.90	958.33	3,542.27	11,500.00	(7,957.73)	30.80%
OTIB Loan Proceeds	0.00	28,250.00	0.00	339,000.00	(339,000.00)	0.00%
Advertising Income	390.00	83.33	390.00	1,000.00	(610.00)	39.00%
Lease Income	0.00	0.08	0.00	1.00	(1.00)	0.00%
Lease Operational Exp Income	0.00	0.00	0.00	1.00	(1.00)	0.00%
Transfer From General Fund	110,000.00	0.00	114,000.00	724,422.00	(610,422.00)	15.73%
Transfer from Veh. Purch. Res.	0.00	0.00	0.00	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 8/1/2017 Through 8/31/2017

	Current Period Actual	Current Period Budget	Current Year Actual	Total Budget	Total Budget Variance	Bdgt. %
Transfer from STF Fund	51,064.00	0.00	51,064.00	227,847.00	(176,783.00)	22.41%
Transfer from NWOTA	0.00	0.00	0.00	13,000.00	(13,000.00)	0.00%
Total Resources	<u>430,999.79</u>	<u>315,559.13</u>	<u>545,034.50</u>	<u>7,232,830.00</u>	<u>(6,687,795.50)</u>	<u>7.54%</u>
Expenses						
Personnel Services						
Payroll: Administration	21,868.77	25,837.50	42,190.59	310,050.00	267,859.41	13.60%
Payroll: Dispatch	7,118.22	9,866.66	14,670.85	118,400.00	103,729.15	12.39%
Payroll: Drivers	66,677.85	68,750.00	126,994.13	825,000.00	698,005.87	15.39%
Payroll: Maintenance	4,257.35	5,416.67	8,291.24	65,000.00	56,708.76	12.75%
Payroll Expense	37,986.74	48,749.99	74,625.55	585,000.00	510,374.45	12.75%
Workers Compensation Ins.	0.00	2,041.67	15,762.62	24,500.00	8,737.38	64.33%
Total Personnel Services	<u>137,908.93</u>	<u>160,662.49</u>	<u>282,534.98</u>	<u>1,927,950.00</u>	<u>1,645,415.02</u>	<u>14.65%</u>
Materials and Services						
Professional Services	28,744.62	8,000.00	31,215.62	96,000.00	64,784.38	32.51%
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%
Planning	0.00	1,666.67	0.00	20,000.00	20,000.00	0.00%
Dues & Subscriptions	515.00	916.67	2,315.00	23,500.00	21,185.00	9.85%
Office Equipment R&R	196.00	250.00	392.00	3,000.00	2,608.00	13.06%
Computer R&M	2,457.50	2,916.67	4,140.50	37,500.00	33,359.50	11.04%
Fees & Licenses	103.88	1,250.00	3,990.86	18,000.00	14,009.14	22.17%
Insurance	0.00	7,541.67	0.00	90,500.00	90,500.00	0.00%
Office Expenses	696.80	1,250.00	1,553.09	15,000.00	13,446.91	10.35%
Board Expenses	5,602.94	833.33	7,026.61	10,000.00	2,973.39	70.26%

Monthly BOD Report w/YTD Budget & Variance

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Tillamook County Transportation District
Financial Statement - Unposted Transactions Included In Report
From 8/1/2017 Through 8/31/2017

	Current Period Actual	Current Period Budget	Current Year Actual	Total Budget	Total Budget Variance	Bdgt .16%
Operational Expenses	1,091.89	2,250.00	1,987.50	27,000.00	25,012.50	7.36%
Drug & Alcohol Administration	0.00	125.00	0.00	1,500.00	1,500.00	0.00%
Marketing	6,753.07	4,437.50	10,415.05	53,250.00	42,834.95	19.55%
Website Re-Design	4,148.00	0.00	4,148.00	0.00	(4,148.00)	0.00%
Telephone Expense	1,196.20	1,566.66	2,337.37	19,300.00	16,962.63	12.11%
Travel & Training	1,040.95	2,708.33	4,529.60	32,500.00	27,970.40	13.93%
Vehicle Expense	23,247.14	13,666.66	40,801.62	164,000.00	123,198.38	24.87%
Fuel Expenses	18,233.69	21,666.66	33,652.95	260,000.00	226,347.05	12.94%
Volunteers	0.00	125.00	0.00	1,500.00	1,500.00	0.00%
Postage	123.75	166.67	123.75	2,000.00	1,876.25	6.18%
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	1,400.00	8,400.00	7,000.00	16.66%
Transit & Visitor Center Maint	1,196.12	1,000.00	2,337.10	12,000.00	9,662.90	19.47%
General Operating Cont.	0.00	3,803.83	0.00	45,646.00	45,646.00	0.00%
Property Operating Expenses	1,246.71	2,083.33	3,745.77	25,000.00	21,254.23	14.98%
Flex Lease: Fees	0.00	83.33	0.00	1,000.00	1,000.00	0.00%
Property Maint. & Repair	457.00	833.33	1,469.89	10,000.00	8,530.11	14.69%
Operations Facility Maint.	1,002.66	333.33	1,374.05	4,000.00	2,625.95	34.35%
Total Materials and Services	98,753.92	82,874.14	158,956.33	1,012,990.00	854,033.67	15.69%
Special Payments						
STF Payments to Recipients	0.00	300.00	4,788.00	19,152.00	14,364.00	25.00%
Total Special Payments	0.00	300.00	4,788.00	19,152.00	14,364.00	25.00%
Transfers						
Transfer to Property Mgmt	110,000.00	0.00	114,000.00	705,142.00	591,142.00	16.16%
Transfer to General Fund	0.00	0.00	0.00	265,848.00	265,848.00	0.00%

Monthly BOD Report w/YTD Budget & Variance

Date: 9/13/17 12:00:59 PM

Tillamook County Transportation District
Financial Statement - Unposted Transactions Included In Report
From 8/1/2017 Through 8/31/2017

	Current Period Actual	Current Period Budget	Current Year Actual	Total Budget	Total Budget Variance	Bdgt. 16%
Transfer to Vehicle Reserve	0.00	0.00	0.00	5,000.00	5,000.00	0.00%
Transfer to NWOTA Fund	51,064.00	0.00	51,064.00	57,120.00	6,056.00	89.39%
Reserve for Future Expenditure	0.00	0.00	0.00	675,370.00	675,370.00	0.00%
Unappropriated Ending Fund Bal	0.00	0.00	0.00	753,607.00	753,607.00	0.00%
Total Transfers	161,064.00	0.00	165,064.00	2,462,087.00	2,297,023.00	6.70%
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	257,505.42	75,786.42	257,505.42	909,437.00	651,931.58	28.31%
Admin. Expenses- Renovation	486.00	1,666.67	725.56	20,000.00	19,274.44	3.62%
Design/Engineering-Renovation	4,997.38	1,666.67	6,467.38	20,000.00	13,532.62	32.33%
Bus Replacement/Addition	0.00	15,000.00	0.00	180,000.00	180,000.00	0.00%
Van Replacement/Addition	0.00	0.00	0.00	90,000.00	90,000.00	0.00%
Computer Upgrade	79,160.52	11,250.00	86,607.97	135,000.00	48,392.03	64.15%
Fuel Cell Triangulation Point	0.00	500.00	0.00	6,000.00	6,000.00	0.00%
Bus Stop Signage/Shelters	715.06	3,166.67	715.06	38,000.00	37,284.94	1.88%
Other Capital Projects	4,898.07	15,569.50	4,898.07	186,834.00	181,935.93	2.62%
Total Capital Purchases	347,762.45	124,605.93	356,919.46	1,585,271.00	1,228,351.54	22.51%
Total Capital Outlay	347,762.45	142,189.26	356,919.46	1,796,271.00	1,439,351.54	19.87%
Total Expenses	745,489.30	386,025.89	968,262.77	7,218,450.00	6,250,187.23	13.41%

Tillamook County Transportation District

Check/Voucher Register
 1001 - General Checking Account
 From 8/1/2017 Through 8/31/2017

Document Number	Document Date	Transaction Amount	Payee	Transaction Description
12853	8/1/2017	50.00	Gary A. Hanenkrat	07202017 BOARD MEETING STIPE
12854	8/1/2017	50.00	JACKIE EDWARDS	07202017 BOARD MEETING STIPE
12855	8/1/2017	50.00	JIM HUFFMAN	07202017 BOARD MEETING STIPE
12856	8/1/2017	50.00	JUDY RIGGS	07202017 BOARD MEETING STIPE
12857	8/1/2017	50.00	MARTY HOLM	07202017 BOARD MEETING STIPE
12858	8/1/2017	50.00	MERRIANNE HOFFMAN	07202017 BOARD MEETING STIPE
12859	8/9/2017	1,683.00	TILLAMOOK COMPUTERS	JULY SUPPORT
12860	8/9/2017	179.08	ALSCO - Portland Linen	MATT SERVICE
12861	8/9/2017	220.90	Batteries Northwest	BUS 200 BATTERY
12862	8/9/2017	32.73	CAR CARE SPECIALISTS, INC.	DEF GALLON BUS 301
12863	8/9/2017	6,407.42	Carquest Auto Parts	MAINTENANCE AND INVENTORY
12863	8/9/2017	(54.47)	Carquest Auto Parts	RETURNS
12864	8/9/2017	700.00	City Of Tillamook	TRANSIT CENTER LEASE
12865	8/9/2017	83.13	CRYSTAL AND SIERRA SPRINGS	WATER
12866	8/9/2017	334.24	O'REILLY AUTOMOTIVE STORES	VEHICLE EXPENSE
12866	8/9/2017	(114.56)	O'REILLY AUTOMOTIVE STORES	RETURN
12867	8/9/2017	64.66	CENTURYLINK	TELEPHONE
12868	8/9/2017	342.23	Fred Meyer Customer Charges	JULY CHARGES
12869	8/9/2017	499.00	The Graham Private Client Law	REGISTRATION OMB TRAINING
12870	8/9/2017	672.00	INNOVA LEGAL ADVISORS	LEGAL
12871	8/9/2017	285.00	JORDAN SCHRADER RAMIS, PC	LEGAL
12872	8/9/2017	985.45	LES SCHWAB CENTRAL BILLED DEPT	VEHICLE EXPENSE
12873	8/9/2017	1,040.98	Marie Mills Center, Inc	TRANSIT CENTER JANITORIAL
12873	8/9/2017	74.10	Marie Mills Center, Inc	SHREDDING
12874	8/9/2017	2,804.00	MAVERICK MEDIA	NWOTA RADIO MARKETING
12874	8/9/2017	1,117.98	MAVERICK MEDIA	NWOTA NEWSPAPER MARKETING
12875	8/9/2017	1,371.52	McCOY FREIGHTLINER	VEHICLE EXPENSE
12876	8/9/2017	95.00	DONALD MITCHAEAL ANDERSON	CDL
12877	8/9/2017	22,544.16	TERRA MUIR (10th Floor)	HEALTH CARE
12878	8/9/2017	100.00	North Coast Lawn	LAWN MAINTENANCE
12879	8/9/2017	134.17	DAVISON AUTO PARTS, INC.	MAINTENANCE
12880	8/9/2017	103.26	Office Depot Credit Plan	ALSO INV 943648899001 AND CRI 943648096001
12880	8/9/2017	2.78	Office Depot Credit Plan	OFFICE SUPPLY
12880	8/9/2017	173.95	Office Depot Credit Plan	OFFICE SUPPLY
12880	8/9/2017	65.05	Office Depot Credit Plan	OFFICE SUPPLY
12881	8/9/2017	1,800.00	Oregon Transit Association	OTA DUES 17-18
12882	8/9/2017	301.07	Pacific Office Automation	OFFICE COPIES
12883	8/9/2017	1,055.00	PACIFIC SOURCE	FLEX SPEND
12884	8/9/2017	196.00	Pacific Office Automation	COPIER LEASE
12885	8/9/2017	225.84	R&J MOBILITY SERVICE, LLC	INVENTORY
12886	8/9/2017	7.00	TILLAMOOK RENTAL CENTER	RENTAL TOOL
12887	8/9/2017	278.83	Rosenberg Builders Supply	SHOP/OFFICE SUPPLIES
12888	8/9/2017	75.00	SPECIAL DISTRICTS INS. SERVICE	JACKIE - BOARD TRAINING
12889	8/9/2017	75.00	SPECIAL DISTRICTS INS. SERVICE	MERRIANNE HOFFMAN BOARD TRAINING
12890	8/9/2017	75.00	SPECIAL DISTRICTS INS. SERVICE	CARA MICO BOARD TRAINING
12891	8/9/2017	108.97	Sheldon Oil Distributors	DEF/DRUM
12891	8/9/2017	15,310.29	Sheldon Oil Distributors	FUEL
12892	8/9/2017	90.00	STEVE SCHWABE	CDL
12893	8/9/2017	350.00	Tillamook Chamber of Commerce	LEAN TRAINING
12894	8/9/2017	1,016.15	Tillamook Motor Co.	MAINTENANCE
12894	8/9/2017	(75.00)	Tillamook Motor Co.	RETURN
12895	8/9/2017	49.09	Tillamook PUD	ELECTRIC BUS BARN
12895	8/9/2017	38.66	Tillamook PUD	BUS BARN ELECTRIC
12896	8/9/2017	4,148.00	TRILLIUM SOLUTIONS, INC.	NWOTA WEBSITE
12897	8/9/2017	1,541.22	CARDMEMBER SERVICE	CARD CHARGES

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Tillamook County Transportation District

Check/Voucher Register
 1001 - General Checking Account
 From 8/1/2017 Through 8/31/2017

Document Number	Document Date	Transaction Amount	Payee	Transaction Description
12898	8/9/2017	49.95	VANIR BROADBAND, INC.	INTERNET
12899	8/17/2017	245.00	BIO-MED TESTING SERVICE, INC.	DRUG TESTING
12900	8/17/2017	55.00	INTEGRATED SERVICES NETWORK	OVERCHARGE INV 19387 & 19391
12901	8/17/2017	42.80	CLAYTON NORRBOM	MILEAGE TO RIDE CARE MEETING
12902	8/17/2017	160.00	GFOA	MEMBERSHIP
12903	8/17/2017	20.20	JERRY BOND	MEAL/DELIVERING 302 TO MCCO
12904	8/17/2017	28.00	NEW AGE CAR WASH	CAR WASH
12905	8/17/2017	81.76	Office Depot Credit Plan	OFFICE SUPPLIES
12905	8/17/2017	111.99	Office Depot Credit Plan	OFFICE SUPPLIES/PRINTER DRUM
12906	8/17/2017	140.71	Petty Cash Clerk	PETTY CASH
12907	8/17/2017	90.00	Robert W. Jeans	CDL TEST
12908	8/17/2017	96.58	SPECIAL DISTRICTS INS. SERVICE	life insurance
12909	8/17/2017	4,884.15	Tillamook County	elections
12910	8/28/2017	76.00	Bullard Law, P.C.	CONFERENCE WITH BOARD PRESI
12911	8/28/2017	50.00	CARA MICO	BOARD STIPEND
12912	8/28/2017	856.59	CoastCom, Inc.	TELEPHONE
12913	8/28/2017	211.37	Creative Bus Sales	BODY MOLDING FOR BUSES
12914	8/28/2017	111.05	CRYSTAL AND SIERRA SPRINGS	WATER
12915	8/28/2017	95.00	DAVID WHEELER	CDL PHYSICAL
12916	8/28/2017	1,189.34	DELL MARKETING L.P.	SHOP COMPUTER
12917	8/28/2017	82.28	DOUGLAS PILANT	MILEAGE OTA SALEM
12918	8/28/2017	50.00	Gary A. Hanenkrat	BOARD STIPEND
12919	8/28/2017	1,302.00	INNOVA LEGAL ADVISORS	legal
12920	8/28/2017	50.00	JACKIE EDWARDS	BOARD STIPEND
12921	8/28/2017	50.00	JIM HUFFMAN	BOARD STIPEND
12922	8/28/2017	50.00	JUDY RIGGS	BOARD STIPEND
12923	8/28/2017	945.00	LION CREST SOFTWARE SERVICES	TRANSIT ACE
12924	8/28/2017	50.00	MARTY HOLM	BOARD STIPEND
12925	8/28/2017	1,117.98	MAVERICK MEDIA	NWOTA NEWSPAPER MARKETING
12925	8/28/2017	2,804.00	MAVERICK MEDIA	NWOTA RADIO MARKETING
12926	8/28/2017	50.00	MERRIANNE HOFFMAN	BOARD STIPEND
12927	8/28/2017	912.00	METRO OVERHEAD DOOR, INC.	GATE CHAIN MAINTENANCE
12928	8/28/2017	22,709.87	TERRA MUIR (10th Floor)	HEALTH INSURANCE
12929	8/28/2017	196.00	Pacific Office Automation	COPIER LEASE
12930	8/28/2017	302.38	Rosenberg Builders Supply	SHOP SUPPLIES
12931	8/28/2017	530.00	Tillamook County Fair	FAIR PASSES/PARKING
12932	8/28/2017	355.00	Tillamook Chamber of Commerce	membership dues
12933	8/28/2017	50.51	Tillamook PUD	LARGE BARN ELECTRIC
12933	8/28/2017	40.15	Tillamook PUD	SMALL BARN ELECTRIC
12934	8/28/2017	1,164.00	TILLAMOOK COUNTY SHOPPER, LLC	MARKETING
Report Total		110,319.54		

Tillamook County Transportation District

Check/Voucher Register

1006 - Payroll Checking

From 8/1/2017 Through 8/31/2017

Document Number	Document Date	Payee
080417-01	8/4/2017	DANIELLE F. AMAYA
080417-02	8/4/2017	SYLVIE G. BALLANCE
080417-03	8/4/2017	LAURA M. BEELER
080417-04	8/4/2017	JEREMY J. BELLANTE
080417-05	8/4/2017	NANCY A. BROWN
080417-06	8/4/2017	ERIN L. CLAWSON
080417-07	8/4/2017	CLIFFORD R. DERRICK
080417-08	8/4/2017	RICHARD A. DIETZ
080417-09	8/4/2017	KARRI L. HOOKER
080417-10	8/4/2017	JAMES N. JETT
080417-11	8/4/2017	ROBERT R. KENNEY
080417-12	8/4/2017	MICHAEL J. LOWENSTEIN
080417-13	8/4/2017	JOHN C. MAGNANO
080417-14	8/4/2017	ALLAN G. NEWCOMB
080417-15	8/4/2017	CLAYTON T. NORRBOM
080417-16	8/4/2017	PAUL J. NORTON
080417-17	8/4/2017	JAMES M. PALMER
080417-18	8/4/2017	DOUGLAS W. PILANT
080417-19	8/4/2017	RONALD G. PIMENTEL
080417-20	8/4/2017	GWENDOLYN J. RUSSELL
080417-21	8/4/2017	MICHAEL P. THOMPSON
080417-22	8/4/2017	TABATHA R. WELCH
080417-23	8/4/2017	DAVID T. WHEELER
081817-01	8/18/2017	DANIELLE F. AMAYA
081817-02	8/18/2017	SYLVIE G. BALLANCE
081817-03	8/18/2017	LAURA M. BEELER
081817-04	8/18/2017	JEREMY J. BELLANTE
081817-05	8/18/2017	NANCY A. BROWN
081817-06	8/18/2017	ERIN L. CLAWSON
081817-07	8/18/2017	CLIFFORD R. DERRICK
081817-08	8/18/2017	RICHARD A. DIETZ
081817-09	8/18/2017	JOSHUA F. GINGERICH
081817-10	8/18/2017	KARRI L. HOOKER
081817-11	8/18/2017	JAMES N. JETT
081817-12	8/18/2017	ROBERT R. KENNEY
081817-13	8/18/2017	MICHAEL J. LOWENSTEIN
081817-14	8/18/2017	JOHN C. MAGNANO
081817-15	8/18/2017	ALLAN G. NEWCOMB
081817-16	8/18/2017	CLAYTON T. NORRBOM
081817-17	8/18/2017	PAUL J. NORTON
081817-18	8/18/2017	JAMES M. PALMER
081817-19	8/18/2017	GARY R. PETERSON
081817-20	8/18/2017	DOUGLAS W. PILANT
081817-21	8/18/2017	RONALD G. PIMENTEL
081817-22	8/18/2017	GWENDOLYN J. RUSSELL
081817-23	8/18/2017	STEVE H. SCHWABE
081817-24	8/18/2017	MICHAEL P. THOMPSON
081817-25	8/18/2017	TABATHA R. WELCH
081817-26	8/18/2017	DAVID T. WHEELER
4922	8/4/2017	DONALD M. ANDERSON
4923	8/4/2017	CATHRYN L. BOND
4924	8/4/2017	JERRY D. BOND
4925	8/4/2017	JAMES P. BROWN
4926	8/4/2017	RONALD B. FOX
4927	8/4/2017	VANCE L. HOWARD
4928	8/4/2017	ROBERT W. JEANS
4929	8/4/2017	DALE L. PERKINS

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Tillamook County Transportation District

Check/Voucher Register

1006 - Payroll Checking

From 8/1/2017 Through 8/31/2017

<u>Document Number</u>	<u>Document Date</u>	<u>Payee</u>
4930	8/4/2017	ROBERT W. RYAN
4931	8/4/2017	LEONARD W. STITT
4932	8/4/2017	JOSHUA F. GINGERICH
4933	8/4/2017	GARY R. PETERSON
4934	8/4/2017	STEVE H. SCHWABE
4935	8/4/2017	HRA VEBA TRUST
4936	8/4/2017	UNITED FINANCE
4937	8/4/2017	ANGELA HOWARD
4938	8/11/2017	ROBERT W. JEANS
4939	8/18/2017	DONALD M. ANDERSON
4940	8/18/2017	CATHRYN L. BOND
4941	8/18/2017	JERRY D. BOND
4942	8/18/2017	JAMES P. BROWN
4943	8/18/2017	RONALD B. FOX
4944	8/18/2017	VANCE L. HOWARD
4945	8/18/2017	DALE L. PERKINS
4946	8/18/2017	ROBERT W. RYAN
4947	8/18/2017	LEONARD W. STITT
4948	8/17/2017	ATU LOCAL #757
4949	8/17/2017	Shriners Hospital for Children
4950	8/17/2017	AUTISM SOCIETY OF OREGON
4951	8/17/2017	ANGELA HOWARD
4952	8/17/2017	UNITED FINANCE
4952	8/17/2017	UNITED FINANCE
4952	8/17/2017	UNITED FINANCE
4953	8/18/2017	HRA VEBA TRUST

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Tillamook County Transportation District

Check/Voucher Register
1011 - Prop. Mgmt. Checking
From 8/1/2017 Through 8/31/2017

<u>Document Number</u>	<u>Document Date</u>	<u>Transaction Amount</u>	<u>Payee</u>	<u>Transaction Description</u>
4005	8/1/2017	103,116.18	JACKSON CONTRACTING LLC	invoice 17009202
4006	8/9/2017	69.00	ALLEN'S LOT MAINTENANCE LLC	LOT SWEEPING
4007	8/9/2017	213.95	BOB CHRISTENSEN'S PLUMBING	TOILET REPAIR
4008	8/9/2017	114.75	City Of Tillamook	WATER/SEWER
4009	8/9/2017	10.00	Columbia Fire & Safety Co.	FIRE EXTINGUISHER MAINTENAN
4009	8/9/2017	548.00	Columbia Fire & Safety Co.	FIRE EXTINGUISHER'S
4010	8/9/2017	1,063.70	TILLAMOOK PLUMBING	PLUMBING
4011	8/9/2017	239.56	JORDAN SCHRADER RAMIS, PC	LEGAL
4012	8/9/2017	341.94	Marie Mills Center, Inc	3RD ST JANITORIAL
4013	8/9/2017	388.00	North Coast Lawn	LAWN MAINTENANCE
4014	8/9/2017	1,470.00	PLANNING SOLUTIONS	OFFICE REMODEL
4015	8/9/2017	627.36	Tillamook PUD	OFFICE ELECTRIC
4016	8/9/2017	135.25	dba CITY SANITARY SERVICE	GARBAGE
4017	8/17/2017	486.00	CARLSON TESTING INC	BUILDING REMODEL
4018	8/28/2017	<u>525.12</u>	Tillamook PUD	OFFICE ELECTRIC
Report Total		<u><u>109,348.81</u></u>		

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UMPQUA BANK: CLOSING DATE 08/24/2017			
Date	Vendor	Description of Transaction	Amount
DOUG PILANT			
27-Jul	USPS	POSTAGE	\$ 23.75
2-Aug	WAY SCARFF FORD AUBURN	BUS 34 CATALYST FILTER	\$ 3,290.87
3-Aug	USPS	POSTAGE	\$ 100.00
3-Aug	INTERSTATE PRODUCTS	NESKOWIN BUS SHELTER	\$ 715.06
22-Aug	THE FERN CAFE	MEAL - STAFF MEETING	\$ 39.25
			\$ 4,168.93
RONNY FOX			
			\$ -
CATHY BOND			
08/04/17	LABOR LAW COMPLIANCE	MARKETING-OPERATIONS	\$ 37.95
08/11/17	TILLAMOOK CO	FAIR-INTERNET FEE	\$ 5.99
08/17/17	TILLAMOOK CO	FAIR-INTERNET FEE	\$ 5.99
08/21/17	KLONDIKE RESTAURANT	TRAINING-MEAL	\$ 16.00
08/23/17	ADOBE	SOFTWARE	\$ 23.88
08/24/17	FULTANOS PIZZA	TRAINING-MEAL	\$ 11.00
08/24/17	TST HUMAN BEAN WARREN	TRAINING-MEAL	\$ 4.75
			\$ 105.56
TABATHA WELCH			
07/27/17	SAFEWAY	TABATHA/MILT AUDIT PREP/COFFEE	\$ 6.95
08/10/17	ALASKA AIRLINES	TRAVEL TO SANDIEGO/TRAINING	\$ 214.40
08/14/17	ANTONETTES KITCHEN	NWOTA MEETING MEAL	\$ 147.30
			\$ 368.65
Grand Total			\$ 4,643.14



UMPQUA
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August 2017 Statement

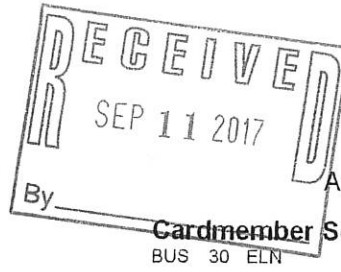
Open Date: 07/26/2017 Closing Date: 08/24/2017

7790

Cardmember Service

TILLAMOOK CNTY TRANS (CPN 001469460)

1-866-552-8855
15



New Balance	\$4,643.14
Minimum Payment Due	\$47.00
Payment Due Date	09/22/2017

Reward Points	
Earned This Statement	4,863
Reward Center Balance as of 08/23/2017	34,148
For details, see your rewards summary.	

Activity Summary		
Previous Balance	+	\$1,541.22
Payments	-	\$1,541.22 ^{CR}
Other Credits		\$0.00
Purchases	+	\$4,643.14
Balance Transfers		\$0.00
Advances		\$0.00
Other Debits		\$0.00
Fees Charged		\$0.00
Interest Charged		\$0.00
New Balance	=	\$4,643.14
Past Due		\$0.00
Minimum Payment Due		\$47.00
Credit Line		\$10,000.00
Available Credit		\$5,356.86
Days in Billing Period		30

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



UMPQUA
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0047985100535077900000047000004643140

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

- to pay by phone
- to change your address

Account Number	7790
Payment Due Date	9/22/2017
New Balance	\$4,643.14
Minimum Payment Due	\$47.00

000007058 01 SP 000638701456298 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





UMPQUA
B · A · N · K

August 2017 Statement 07/26/2017 - 08/24/2017
TILLAMOOK CNTY TRANS (CPN 001469460)

Page 2 of 4

Cardmember Service (1-866-552-8855



Visa Business Rewards

Rewards Center Activity as of 08/23/2017

Rewards Center Activity*	0
Rewards Center Balance	34,148

*This item includes points redeemed, expired and adjusted.

Rewards Earned	This Statement	Year to Date
Points Earned on Net Purchases	4,425	13,296
Gas, Restaurants & Telecom Double Points	438	3,555
Total Earned	4,863	16,851

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.

Make Life Easier...and EARN REWARDS FASTER! Pay your bills with Automatic Bill Pay. Use your card to automatically pay bills like telephone, cable, utilities, insurance and more. It's the easy way to make payments on time and avoid late payment fees. Just call your service providers and tell them to bill your credit card. Enroll online at myaccountaccess.com and find out more.

Transactions PILANT, DOUGLAS Credit Limit \$5000

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
Purchases and Other Debits					
07/27	07/26	9989	USPS PO 4083680269 TILLAMOOK OR	\$23.75	_____
08/02	08/01	0355	WAY SCARFF FORD AUBURN 253-8331500 WA	\$3,290.87	_____
08/03	08/02	5045	USPS POSTAGE ENDICIA.C 800-576-3279 CA	\$100.00	_____
08/03	08/02	9058	INTERSTATE PRODUCTS 800-474-7294 FL	\$715.06	_____
08/22	08/21	1933	THE FERN CAFE TILLAMOOK OR	\$39.25	_____
			Total for Account	\$4,168.93	
			7808		

Transactions BOND, CATHY Credit Limit \$1500

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
Purchases and Other Debits					
08/04	08/03	0016	LABOR LAW COMPLIANCE C 800-801-0597 TX	\$37.95	_____

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UMPQUA
B · A · N · K

August 2017 Statement 07/26/2017 - 08/24/2017
TILLAMOOK CNTY TRANS (CPN 001469460)

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

Transactions BOND, CATHY Credit Limit \$1500

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
08/11	08/10	5246	TILLAMOOKCO 503-842-2272 OR	\$5.99	_____
08/14	08/11	8371	TILLAMOOKCO 503-842-2272 OR	\$5.99	_____
08/21	08/18	1887	KLONDIKE RESTAURANT ST. HELENS OR	\$16.00	_____
08/23	08/21	4931	ADOBE *EXPORTPDF SUB 800-833-6687 CA	\$23.88	_____
08/24	08/22	0547	FULTANOS PIZZA - WARR WARRENTON OR	\$11.00	_____
08/24	08/23	9969	TST* HUMAN BEAN WARREN WARRENTON OR	\$4.75	_____
			Total for Account 2022	\$105.56	

Transactions WELCH, TABATHA Credit Limit \$1500

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
Purchases and Other Debits					
07/27	07/25	3405	SAFEWAY STORE00027235 TILLAMOOK OR	\$6.95	_____
08/10	08/07	6975	ALASKA AI0272148108339 SEATTLE WA WELCH/TABATHA 09/20/17 PORTLAND ORE TO SAN DIEGO SAN DIEGO TO PORTLAND ORE	\$214.40	_____
08/14	08/11	2870	SQ *ANTONETTE'S KITCHE Tillamook OR	\$147.30	_____
			Total for Account 4146	\$368.65	

Transactions BILLING ACCOUNT ACTIVITY

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
Payments and Other Credits					
08/14	08/14	8	PAYMENT THANK YOU	\$1,541.22CR	_____
			Total for Account 7790	\$1,541.22CR	

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	\$4,643.14	\$0.00	YES	\$0.00	13.24%	
**ADVANCES	\$0.00	\$0.00	YES	\$0.00	24.99%	

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Tillamook County Transportation District

MONTHLY PERFORMANCE REPORT Aug 2017

RIDERSHIP BY SERVICE TYPE	AUG 2017	AUG 2016	YTD FY 17-18	YTD FY 16-17	YTD % Change
<u>Dial-A-Ride Service</u>					
Tillamook/Central County	915	593	1,701	1,196	42.2%
NW Rides	647	760	1,213	1,385	-12.4%
North County	242	287	392	553	-29.1%
South County	34	57	79	77	2.6%
Dial-A-Ride Total	1,838	1,697	3,385	3,211	5.4%
<u>Deviated Fixed Route Service</u>					
Rt 1: Town Loop	4,246	4,565	8,244	9,114	-9.5%
Rt 2: Netarts/Oceanside	860	824	1,585	1,879	-15.6%
Rt 3: Manzanita/Cannon Beach	3,486	3,957	6,890	7,557	-8.8%
Rt 4: Lincoln City	1,154	1,394	2,224	2,814	-21.0%
Local Fixed Rt Total	9,746	10,740	18,943	21,364	-11.3%
<u>Inter City Service</u>					
Rt 5: Portland	1,200	1,203	2,222	2,348	-5.4%
Rt 6: Coastal Connector	572	562	1,056	1,106	-4.5%
Inter City Total	1,772	1,765	3,278	3,454	-5.1%
<u>Other Services</u>					
Tripper Routes	144	122	265	215	23.3%
Special Bus Operations	215	83	474	303	56.4%
Other Services Total	359	205	739	518	42.7%
TOTAL ALL SERVICES	13,715	14,407	26,345	28,547	-7.7%

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)	7,046	110	13,847	15,228	-9.1%
Senior/Disabled	3,912	1,728	10,799	11,428	-5.5%
Child/Youth (less than 18 years of age)	919	0	1,699	1,891	-10.2%
Total	11,877	1,838	26,345	28,547	-7.7%
OTHER RIDER CATEGORIES					
	Fixed		YTD	YTD	YTD %
	Route	DAR	FY 17-18	FY 16-17	Change
Ride Connection	76		172	191	-9.9%
Tillamook Bay Community College	170		221	372	-40.6%
Northwest Rides		760	1,423	1,426	-0.2%
NWOTA Visitor Pass	207		333	409	-18.6%

MONTHLY PERFORMANCE

Service Month	Passengers per Hour	Farebox Ratio	Operating Cost per Hour
------------------	------------------------	------------------	-------------------------------

Dial-A-Ride Services

Aug-16	1.2	59.9%	57.34
May-17	1.3	66.2%	57.54
Jun-17	1.3	67.5%	56.34
Jul-17	1.3	63.7%	59.12
Aug-17	1.3	64.8%	58.08
STANDARD	1.3	65.3%	56.36

Deviated Fixed Routes

Aug-16	8.0	13.4%	65.58
May-17	6.8	11.4%	66.40
Jun-17	6.8	11.6%	64.99
Jul-17	7.0	12.3%	64.46
Aug-17	7.1	13.4%	63.14
STANDARD	7.0	12.4%	64.60

Intercity Services

Aug-16	3.4	38.7%	71.46
May-17	2.8	29.0%	74.12
Jun-17	2.8	29.7%	72.54
Jul-17	3.1	33.9%	71.64
Aug-17	3.3	39.3%	70.23
STANDARD	2.9	31.5%	72.86

Other Services

Aug-16	6.0	5.9%	57.29
May-17	6.5	10.0%	54.89
Jun-17	6.1	10.7%	54.78
Jul-17	3.4	1.8%	55.83
Aug-17	3.3	7.1%	54.57
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 Aug 2017										9/8/2017						
	YTD Fare Revenue (\$)	YTD Passngs	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	15,927	1,701	926	1,114	15,106	8,344	31,778	1,866	10,741	52,728	56.96	1.8	30.2%	0.05	9.36	17.21	
NW Rides	76,732	1,213	1,444	1,798	40,216	22,213	49,577	2,912	19,110	93,811	64.96	0.8	81.8%	0.07	63.26	53.13	
North DAR	4,099	392	199	224	3,141	0	0	3,905	998	4,903	24.63	2.0	83.6%	0.49	10.46	20.59	
South DAR	2,871	79	80	100	1,543	0	0	1,918	490	2,408	30.09	1.0	119.2%	-0.17	36.34	35.87	
Total DAR	99,629	3,385	2,649	3,235	60,006	30,556	81,354	10,602	31,338	153,851	58.08	1.3	64.8%	0.06	29.43	37.61	
Deviated Route																	
01 Town Loop	6,486	8,244	778	864	10,028	5,539	26,701	1,568	8,648	42,456	54.59	10.6	15.3%	0.23	0.79	8.34	
02 Netarts/Oceanside	1,744	1,585	340	412	8,882	4,906	11,686	686	4,419	21,697	63.74	4.7	8.0%	0.08	1.10	5.12	
03 Manzanita	9,508	6,890	872	1,035	24,723	13,656	29,945	1,759	11,603	56,963	65.30	7.9	16.7%	0.15	1.38	10.90	
04 Lincoln City	4,827	2,224	684	776	23,839	13,167	23,495	1,380	9,731	47,773	69.80	3.2	10.1%	0.05	2.17	7.05	
Total Deviated Route	22,565	18,943	2,675	3,087	67,472	37,267	91,826	5,393	34,402	168,888	63.14	7.1	13.4%	0.13	1.19	8.44	
Intercity																	
05 Portland	25,363	2,222	625	630	19,215	10,613	22,725	1,261	8,528	43,128	68.97	3.6	58.8%	0.13	11.41	40.56	
06 Salem	2,295	1,085	377	496	13,403	7,403	13,701	760	5,398	27,262	72.31	2.9	8.4%	0.04	2.12	6.09	
Total Intercity	27,658	3,307	1,002	1,126	32,618	18,016	36,427	2,021	13,927	70,390	70.23	3.3	39.3%	0.08	8.36	27.59	
Other Services																	
Trippers	280	265	30	33	164	90	1,013	59	296	1,459	49.46	9.0	19.2%	0.22	1.06	9.49	
Special Bus Operation	573	474	192	247	2,690	1,486	6,589	387	2,164	10,625	55.36	2.5	5.4%	0.05	1.21	2.99	
Total Other Services	853	739	221	279	2,854	1,576	7,601	446	2,460	12,084	54.57	3.3	7.1%	0.07	1.15	3.85	
Total TCTD Services	150,704	26,374	6,548	7,728	162,950	87,416	217,208	18,463	82,127	405,213	61.89	4.03	37.2%	0.10	5.71	23.02	
Total Mileage, Labor & Direct Cost										323,086							25.4%

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

Year-Over-Year Comparison

Route/Run	Thru Aug 2017 16/17			Thru Aug 2017 17/18			Thru Aug 2017 16/17			Thru Aug 2017 17/18			Thru Aug 2017 16/17			Thru Aug 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	Percent Difference		
<u>Dial-A-Ride Service</u>																		
Central DAR	6,520	15,927	9,407	144.3%	1,196	1,701	505	42.2%	594	926	332	55.9%	33,886	52,728	18,843	55.6%		
NW Rides	73,393	76,732	3,339	4.5%	1,385	1,213	-172	-12.4%	1,615	1,444	-171	-10.6%	106,359	93,811	-12,548	-11.8%		
North DAR	6,110	4,099	-2,011	-32.9%	553	392	-161	-29.1%	294	199	-95	-32.4%	6,067	4,903	-1,164	-19.2%		
South DAR	3,182	2,871	-311	-9.8%	77	79	2	2.6%	93	80	-13	-13.6%	2,521	2,408	-113	-4.5%		
Total DAR	89,204	99,629	10,425	11.7%	3,211	3,385	174	5.4%	2,596	2,649	53	2.1%	148,833	153,851	5,018	3.4%		
<u>Deviated Route</u>																		
01 Town Loop	7,454	6,486	-968	-13.0%	9,114	8,244	-870	-9.5%	778	778	0	0.0%	43,502	42,456	-1,046	-2.4%		
02 Netarts/Oceanside	2,125	1,744	-381	-17.9%	1,879	1,585	-294	-15.6%	340	340	0	0.0%	22,637	21,697	-941	-4.2%		
03 Manzanita	10,635	9,508	-1,127	-10.6%	7,557	6,890	-667	-8.8%	872	872	0	0.0%	59,295	56,963	-2,332	-3.9%		
04 Lincoln City	5,554	4,827	-727	-13.1%	2,814	2,224	-590	-21.0%	684	684	0	0.0%	49,985	47,773	-2,212	-4.4%		
Total Local Fixed Route	25,768	22,565	-3,203	-12.4%	21,364	18,943	-2,421	-11.3%	2,675	2,675	0	0.0%	175,419	168,888	-6,531	-3.7%		
<u>Intercity</u>																		
05 Portland	25,532	25,363	-169	-0.7%	2,348	2,222	-126	-5.4%	625	625	0	0.0%	43,668	43,128	-541	-1.2%		
06 Salem	2,187	2,295	109	5.0%	1,106	1,085	-21	-1.9%	377	377	0	0.0%	27,956	27,262	-693	-2.5%		
Total Intercity	27,719	27,658	-61	-0.2%	3,454	3,307	-147	-4.3%	1,002	1,002	0	0.0%	71,624	70,390	-1,234	-1.7%		
<u>Other Services</u>																		
Trippers	220	280	60	27.3%	215	265	50	23.3%	40	30	-11	-26.4%	2,045	1,459	-586	-28.7%		
Special Bus Operation	70	573	503	715.6%	303	474	171	56.4%	46	192	146	314.8%	2,903	10,625	7,722	266.0%		
Total Other Services	290	853	563	193.9%	518	739	221	42.7%	86	221	135	156.4%	4,948	12,084	7,136	144.2%		
Total TCTD Services	142,980	150,704	7,724	5.4%	28,547	26,374	-2,173	-7.6%	6,359	6,548	188	3.0%	400,825	405,213	4,389	1.1%		

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

Year to Date Performance Comparison

Route/Run	Thru Aug 2017 17/18			Thru Aug 2017 16/17			Thru Aug 2017 17/18			Thru Aug 2017 16/17			Thru Aug 2017 17/18			
	Hourly Rate	Hourly Rate	Amount Diff	Percent Diff	Passngr /Hour	Passngr /Hour	Amount Diff	Percent Diff	Farebox Ratio	Farebox Ratio	Amount Diff	Percent Diff	Average Fare	Average Fare	Amount Diff	Percent Diff
Dial-A-Ride Service																
Central DAR	57.05	56.96	-0.09	-0.2%	2.0	1.8	-0.2	-8.7%	19.2%	30.2%	11.0%	57.0%	5.45	9.36	3.91	71.8%
NW Rides	65.87	64.96	-0.91	-1.4%	0.9	0.8	0.0	-2.1%	69.0%	81.8%	12.8%	18.5%	52.99	63.26	10.27	19.4%
North DAR	20.61	24.63	4.02	19.5%	1.9	2.0	0.1	4.8%	100.7%	83.6%	-17.1%	-17.0%	11.05	10.46	-0.59	-5.4%
South DAR	27.20	30.09	2.89	10.6%	0.8	1.0	0.2	18.8%	126.2%	119.2%	-7.0%	-5.5%	41.32	36.34	-4.98	-12.0%
Total DAR	57.34	58.08	0.74	1.3%	1.2	1.3	0.0	3.3%	59.9%	64.8%	4.8%	8.0%	27.78	29.43	1.65	5.9%
Deviated Route																
01 Town Loop	55.93	54.59	-1.34	-2.4%	11.7	10.6	-1.1	-9.5%	17.1%	15.3%	-1.9%	-10.8%	0.82	0.79	-0.03	-3.8%
02 Netarts/Oceanside	66.50	63.74	-2.76	-4.2%	5.5	4.7	-0.9	-15.6%	9.4%	8.0%	-1.3%	-14.4%	1.13	1.10	-0.03	-2.7%
03 Menzanita	67.98	65.30	-2.67	-3.9%	8.7	7.9	-0.8	-8.8%	17.9%	16.7%	-1.2%	-6.9%	1.41	1.38	-0.03	-1.9%
04 Lincoln City	73.03	69.80	-3.23	-4.4%	4.1	3.2	-0.9	-21.0%	11.1%	10.1%	-1.0%	-9.1%	1.97	2.17	0.20	10.0%
Total Deviated Route	65.58	63.14	-2.44	-3.7%	8.0	7.1	-0.9	-11.3%	14.7%	13.4%	-1.3%	-9.0%	1.21	1.19	-0.01	-1.2%
Intercity																
05 Portland	69.84	68.97	-0.86	-1.2%	3.8	3.6	-0.2	-5.4%	58.5%	58.8%	0.3%	0.6%	10.87	11.41	0.54	5.0%
06 Salem	74.15	72.31	-1.84	-2.5%	2.9	2.9	-0.1	-1.9%	7.8%	8.4%	0.6%	7.6%	1.98	2.12	0.14	7.0%
Total Intercity	71.46	70.23	-1.23	-1.7%	3.4	3.3	-0.1	-4.3%	38.7%	39.3%	0.6%	1.5%	8.03	8.36	0.34	4.2%
Other Services																
Trippers	51.01	49.46	-1.55	-3.0%	5.4	9.0	3.6	67.5%	10.8%	19.2%	8.4%	78.4%	1.02	1.06	0.03	3.3%
Special Bus Operation	62.74	55.36	-7.38	-11.8%	6.5	2.5	-4.1	-62.3%	2.4%	5.4%	3.0%	122.8%	0.23	1.21	0.98	421.4%
Total Other Services	57.29	54.57	-2.72	-4.7%	6.0	3.3	-2.7	-44.4%	5.9%	7.1%	1.2%	20.3%	0.56	1.15	0.59	106.0%
Total Other Services	63.03	61.89	-1.14	-1.8%	4.5	4.0	-0.5	-10.3%	35.7%	37.2%	1.5%	4.3%	5.01	5.71	0.71	14.1%

Comparison	YTD Through Aug 2017		
	16/17	17/18	Percent Difference
FY16/17 to FY 17/18			
Description	16/17	17/18	Percent Difference
Mileage	151,664	162,950	7.4%
Mileage Based Costs	92,219	87,416	-5.2%
Hourly Based Costs	213,674	217,208	1.7%
Direct Costs	88,232	82,127	-6.9%
Overhead Costs			
Total Costs	394,126	386,751	-1.9%

Special Bus Operation Calculation Cost		Hourly Rate Calculation:	
Cost per mile calculation:	Plus 45.8%	Plus 10%	Actual Hourly Rate \$ 28.11
Actual	Overhead	Profit	Plus Direct Costs \$ 4.6%
Minivan			Hourly Rate \$ 29.39
Small Bus			Plus Overhead \$ 25.4%
Coach			Hourly Rate \$ 36.86
			Plus Profit 20.0% \$ 44.23

Coordinating Committee Meeting
 September 22, 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) 📎 August 11, 2017 Meeting Minutes (attached) 📎 August 2017 Financial Report 📎 Ridership Tracking (August 2017)	Doug Pilant
10:00— 2:00p	3. STIP Transit Access Study Meeting with Consultant	Ken Shonkwiler/ CH2M Hill
2:00— 2:30	4. Driver Training Update	Cathy Bond
2:30— 3:00p	5. Member Updates	All

Attachments:

August 11, 2017 Meeting Minutes

Revised NWOTA Meeting Schedule

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 Meeting Minutes
August 11, 2017
Tillamook, OR

1. Introductions: Doug Pilant, Coordinating Committee Chair, opened the meeting. Meeting attendees attended or called in:
 - Cynda Bruce—Lincoln County Transit
 - Jeff Hazen, Paul Lewicki—Sunset Empire Transportation District
 - Lee Lazaro—Benton County Transportation
 - Doug Pilant—Tillamook County Transportation District
 - Michael Ray, Chad Mace—Columbia County Rider
 - Thomas Craig—Trillium Solutions
 - Arla Miller, Ken Shonkwiler—ODOT
2. Consent Calendar Approved Unanimously approved. (JH/LL)
 - ✚ July 14, 2017 Meeting Minutes
 - ✚ July 2017 Financial Report—New format, much simplified, much easier to read. Only expense this FY is \$3,921.98 marketing costs.
 - ✚ July 2017 Ridership Tracking—Even missing two of the partners, this year’s ridership to date is nearly 100,000 riders and over 600,000 miles.
3. STIP Transit Access Study

Ken S reported that ODOT has completed DOJ process and at Region 2 Director’s office to be signed. Ready for September kick-off with consultant at NWOTA’s next in-person meeting. Looking at September 15th in Tillamook. (Note: the meeting was subsequently scheduled for September 22, 2017)
4. Website Update

Thomas provided an update by email prior to the meeting:

 - ✚ Trillium’s progress is approximately commensurate with their billing. Next invoice will bring the project up to about \$85,000 billed, or about 75% of project budget, and overall, the project is about 75% complete.
 - ✚ The bulk of the work remaining is the finalization of the template. About half of the remaining work was completed by the end of July. Around the end of August, Thomas will meet with ODOT and a representative of the NWOTA board to discuss where progress with the template, and our precise plan for finalizing. Currently putting together the components to be able to make a very basic core template totally publicly accessible through a Wordpress widget plug in. Making introductory template as user-friendly as possible.
 - ✚ Other minor deliverables remain:
 - Reservations research/white paper: Lee has asked some questions about this, but without much input from the other partners, this hasn’t been a high priority yet. Preparatory research has been done. Trillium can push forward on it immediately if it’s urgent.
 - Short memo summarizing the 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. Trillium plans to discuss ongoing management of this content with the NWOTA board and help define responsibilities/lay out a process.
 - Support documentation for the website: Holly should be finishing this up this week.

Doug walked partners through some suggested changes to the format of the individual partner pages: Get Service Alerts higher, moving down the buttons to the bottom of the partner pages. Thus, the 3 front boxes, top left—change Board and Public Meetings to News, change Job Opportunities to Public Meetings/Public Notices (and move Job Opportunities to the series of buttons across the bottom) and change Our Pages to Service Alerts and move the Our Pages buttons to across the bottom of the page. Thomas reiterated the importance of keeping the look of the pages rider-centric. He suggested moving the board and public meetings further down, for example: News, Alerts, Rider Info across the top, and move board meetings to below news. Partners concurred.

5. Eclipse Communications

Mary will post a news release on the Connector Main Page. Lincoln County won't be operating buses on August 21, but available for county emergency services. Sunset/Columbia operating with expected delays. Benton—No STF on August 21, Coast to Valley on the weekend but not across the bridge to Hatfield. No C-V on 21. Special shuttle from Adair Village to Corvallis on Sat/Sun and Monday except during the eclipse time. Marine Science Center/NOAA will not be open on the 21st. Reserving the right to suspend operations. Tillamook: Friday through Tuesday. Will be using social media. Coordinating with Tillamook County Emergency Management and be on their Facebook page. Purchased water, apples, protein bars to have on the Portland buses in case there are delays. ODOT has been sending out advisories and travel suggestions.

6. Oregon Tourism Grant Opportunity

Travel Oregon has a Small Grant Program where applicants may apply for up to \$20,000 for projects that support destination-oriented travel within Oregon. Up to six cycles of funding may be opened up this year. Partners concurred that the NW Connector would a good candidate for funding for programs such as Bike Travel and Transit Rider Travel packages (in conjunction with the Visitor Pass), stay and play visits, and even promoting the travel ideas listed on the website. NWOTA partners noted however, that the NW Connector would probably be more effective as a partner on an application rather than a lead applicant. Mary will sign up for one of Travel Oregon's workshops. Thomas also noted he has some contacts within Travel Oregon, and Mary will work with him on making those connections.

7. NWOTA Standing Items

- ✚ Marketing/Groupon Promotion—Launched August 10th. Tillamook is handling the fulfillment. Groupon also sends out a survey to everyone purchasing a Groupon. Visitor Passes. Cathy will update with the current partner logos and new Connector logo. Homework for partners is to think about the most efficient/effective way to record usage date. Cathy will send out information to the drivers about to execute Groupon.
- ✚ Oregon Travel Grants—Might want to partner with another lead organization, such as a Bicycle Alliance, local Chambers. Mary will reach out to see if there may be some interest in partnering on a grant application.
- ✚ Management Plan—Columbia County is planning a work session and approval of Management Plan in August. Benton—Approved their Coordinated Plan which was a higher priority. Advisory Committee meets on September 25th, the first step in taking it to the Management Plan to the County Commission. Oct/Nov timeframe for adoption. Sunset—Taking it to Board in October. Lincoln waiting for Columbia County to approve.

8. Member Updates

- ✚ Lincoln County—Working on Transit Development Plan. Currently, low staffed. Title 6 Plan ready for adoption.
- ✚ Sunset Empire Transportation District—Paul is interviewing drivers, looking at hiring 4. New TDO person to start next week. Two new buses, and RFQ out for 2 more buses.

- ✦ CC Rider—Bought 14 shelters from Salem Keiser. Working with the various jurisdictions on where to place them. Looking to put up signage in Scappoose. Working on a RFQ for a 30 passenger bus.
- ✦ Benton—Launched new service from Amtrak in Albany to Corvallis. Print ads, radio, Gazette Times ad, billboard. Lot of interest in the service. Coordinated Plan was approved. Just finished 3 year update to Title 6 plan. OSU publishes transit guides for their students that includes the Coast to Valley Express. Lee will be asking them to add NW Connector.
- ✦ ODOT—Region 2 will be split into 2 Transit Coordinators. Arla will be applying for one of the 2 new regions.
- ✦ Tillamook—Been a couple of public safety issues. Tagger drawing graffiti, drunken riders from out of town, public indecency. In the middle of the admin building repair. New Operations Manager. Two new Ford Transit vans still under recall. Order in for new bus and 2 more vans. Hope the new Neskowin stop right-of-way gets resolved. Cheriotts will now stop serving the Salem—Grand Ronde route January 1, 2018, and Tillamook will start providing the 2X day service.
- ✦ NWOTA 2017 Schedule—Partners amended the meeting dates for September and October. Mary will send out a revised schedule.

Next Meeting: September 15th 22, 2017. In-person.

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

Tillamook County Transportation District
Financial Statement - Unposted Transactions Included In Report
From 8/1/2017 Through 8/31/2017

	Current Period Actual	Current Period Budget	Current Year Actual	Total Budget	Total Budget Variance	Bdgt .16%
Resources						
Working Capital	0.00	0.00	0.00	30,000.00	(30,000.00)	0.00%
NWOTA Partner Cont. Match	0.00	0.00	10,000.00	57,120.00	(47,120.00)	17.50%
Grants - 5311 (f)	9,413.00	2,550.00	9,413.00	30,600.00	(21,187.00)	30.76%
Transfer From General Fund	0.00	0.00	0.00	14,280.00	(14,280.00)	0.00%
Transfer from STF Fund	51,064.00	0.00	51,064.00	0.00	51,064.00	0.00%
Total Resources	60,477.00	2,550.00	70,477.00	132,000.00	(61,523.00)	53.39%
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	7,843.96	28,250.00	20,406.04	27.76%
Website Re-Design	4,148.00	0.00	4,148.00	0.00	(4,148.00)	0.00%
Travel & Training	0.00	416.67	0.00	5,000.00	5,000.00	0.00%
Total Materials and Services	8,069.98	7,020.84	11,991.96	84,250.00	72,258.04	14.23%
Transfers						
Transfer to General Fund	0.00	0.00	0.00	13,000.00	13,000.00	0.00%
Reserve for Future Expenditure	0.00	0.00	0.00	34,750.00	34,750.00	0.00%
Total Transfers	0.00	0.00	0.00	47,750.00	47,750.00	0.00%
Total Expenses	8,069.98	7,020.84	11,991.96	132,000.00	120,008.04	9.08%

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 22 nd	10:00am—3:00pm	Tillamook County
October	October 4 th	12:00am—1:00pm	Pendleton
November	November 3 rd *	10:00am—3:00pm	Tillamook County
December	December 8 th	10:00am—3:00pm	Tillamook County

* November 10th is Veterans Day



Tillamook US101/OR6 TRAFFIC IMPROVEMENT PROJECT



Construction Notice: Hoquarton bridge will close to pedestrians this fall

The U.S. 101/OR 6 Traffic Improvement Project will require temporarily closing the Hoquarton Slough bridge to pedestrians while the old Hoquarton bridge is demolished. Although the sidewalk on the new portion of the bridge is now complete, it will not be possible to build a safe and ADA accessible connection to that sidewalk until later in the project.

ODOT has teamed with the Tillamook County Transit District to provide a free shuttle for pedestrians needing to cross the bridge. Pedestrians headed north can catch the shuttle at the bus stop just east of the Tillamook Post Office (2200 1st Street). Pedestrians headed south can catch the shuttle just north of Rosenberg Builders Supply (2 Main Ave). The shuttle will be available from approximately 7:30am until approximately 6:30pm. Outside of those hours, Pedestrians can call 503-457-7009 to be picked up at the locations listed above. This service will remain in effect until the ADA accessible connection is completed on the east side of U.S. 101.

The closure will begin after Labor Day when southbound US101 automobile traffic is re-routed onto the new bridge, and is expected to remain in place until mid-October. During the closure, the bridge will remain open to automobile traffic with one travel lane in each direction.

This closure is necessary due to schedule delays caused by the discovery of contaminated groundwater at the construction site last spring.

Watch for closure signs and detours

ODOT will provide transportation options to accommodate pedestrians who need to cross the bridge during the closure. For more information, visit TillamookTraffic.org, or contact:

Ken Kohl, ODOT Project Manager
kenneth.l.kohl@odot.state.or.us | (541) 747-1496

Lou Torres, ODOT Public Information Officer
louis.c.torres@odot.state.or.us | (503) 986-2880

TillamookTraffic.org

Fall 2017 Construction Update

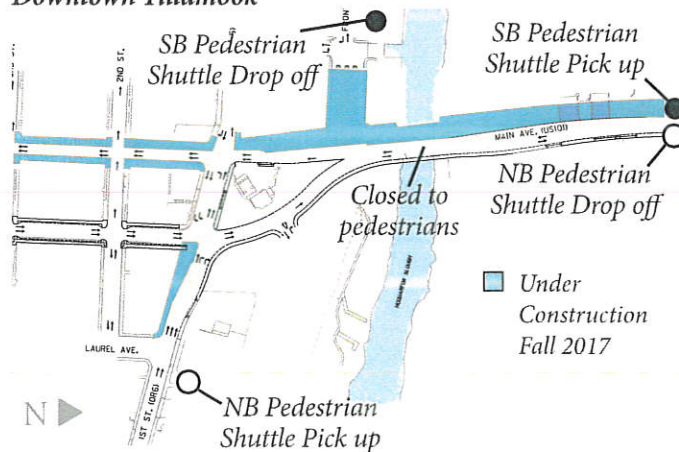
After Labor Day, the contractor will route northbound and southbound U.S. 101 traffic onto the new **Hoquarton Slough bridge**, demolish the old bridge, and begin work on the west half of the new bridge. **The bridge will be closed to pedestrian access until mid-October** while the west half is built.

This fall, **Main Avenue (US 101 southbound)** will be widened and sidewalks will be replaced between 1st and 4th Street. The contractor will begin by replacing sidewalks on the east side of the street, working one block at a time from south to north. The sidewalks will then be replaced on the west side of the street. While work is underway on Main Avenue, on-street parking between 1st and 4th Streets will be unavailable or limited, and **3rd Street may be reduced to one lane** between Main and Pacific Avenues.

Sidewalks on the south side of **1st Street** will also be rebuilt, and the new **crosstown connections shared-use path** will be built between Hoquarton and Goodspeed Park.

Travelers will continue to see intermittent lane closures and detours throughout the project area, though at least one through-lane will be available at all times.

Downtown Tillamook



Stay Informed

Visit TillamookTraffic.org for updates and to sign up for the project mailing list.





Ken Kohl, ODOT
2080 Laura Street
Springfield, OR 97477

U.S. 101 / OR 6 Traffic Improvement Project Fall Construction Update

Learn more at TillamookTraffic.org

U.S. 101 / OR 6 Traffic Improvement Project

About this Project

ODOT is working to improve the safety and traffic performance of the U.S. 101 and OR 6 intersection in downtown Tillamook. The narrow streets that these highways use were not designed to safely carry the large volume of traffic that moves through Tillamook today. Construction is expected to finish in 2018.

The project is being funded with \$30.0 million from the 2009 Oregon Jobs and Transportation Act, \$1.5 million from other state funding sources, and \$5.8 million in Federal funding. More information about the Jobs and Transportation Act is available at www.oregon.gov/ODOT/pages/jta.aspx.

Stay Informed

Visit TillamookTraffic.org for updates and to sign up for the project mailing list. For more information or to schedule a meeting between the project and your organization, contact:

Ken Kohl, ODOT Project Manager
kenneth.l.kohl@odot.state.or.us | (541) 747-1496

Lou Torres, ODOT Public Information Officer
louis.c.torres@odot.state.or.us | (503) 986-2880



Tillamook

US101/OR6 TRAFFIC IMPROVEMENT PROJECT

Get ready, Tillamook – more traffic changes are headed our way quickly

By Justin Aufdermauer
Executive Director

The number one question that Sierra and I get about the Hwy 101/6 construction project is, “When will it be finished?”

I know that at this point it feels like it’s been a part of our daily lives for a lifetime, but the simple answer is that the project will be completed in fall 2018. That has been the projected completion date since the beginning and hasn’t changed.

That means we have a little more than a year to patiently maneuver around construction crews and carefully pay attention to traffic flow changes so that we all stay safe and get through the next 16-18 months.

First up is you’ve probably noticed that north- and south-bound traffic are now both traveling over the new Hoquarton Slough bridge. The old bridge will be demolished so that the west half of the bridge can be constructed. During the first few months of this phase, the new bridge will be closed to all pedestrian traffic. If you regularly walk across the bridge to get to work or go shopping, you will need to be aware that for your safety you cannot cross the bridge on foot.

Fortunately, ODOT has partnered with the Tillamook County Transit District to provide a few shuttles for



pedestrians who need to get across. Northbound pedestrians can catch the shuttle at the Post Office, and southbound travelers can hop on just north of Rosenberg Builders Supply. The shuttle will be available from approximately 7:30 a.m. until approximately 6:30 p.m.

If you need a ride earlier or later than that, you can call 503-457-7009 to be picked up at one of the locations listed. This service will remain in effect until the ADA accessible connection is completed on the east side of the new Hoquarton Slough bridge, scheduled for mid-October.

Along with the bridge completion project, Main Avenue will also be getting a facelift. Wider lanes and brand new sidewalks between First and Fourth Street are coming to match the work that was done on Pacific.

Work will begin on the east side of the street, replacing the sidewalks one block at a time starting at Second Street, before jumping across the street to the west side. Of course during this time period there will be very limited parking on Main Avenue between First and Fourth Streets, and Third Street might potentially be reduced to one lane again between Main and Pacific.

But before you start groaning, I want to bring to your attention a few reasons why we believe this next section will be much smoother than Pacific:

- There is significantly more parking available off

of Main than there is off of Pacific. If you own a business on Main, or frequent one, you shouldn’t have a difficult time finding a place to park nearby.

- We are also expecting significantly less rain this winter, according to the Farmer’s Almanac, and with any construction project that is impacted by weather this prediction is good news.

- The sidewalk improvements will begin between Second and Third Streets because of the vaults, and crews want to get those finished before we are in the depths of winter.

- Many of the things that held up the Pacific side have already been completed and don’t have to be done again. All of the engineering tasks have been checked off and the work along Main should wrap up prior to next summer.

We are also getting new sidewalks on the southern side of First Street, and will see the completion of the cross-town connection path at Goodspeed Park and Hoquarton Slough that will be built over the highway.

As always, we appreciate your patience and our business community appreciates your patronage as we head into another fall and winter impacted by construction.

If you would like to stay up-to-date on all the highway project news as it happens, sign up for our weekly e-newsletter at <http://tillamook-chamber.org/highwayproject>.

Tillamook County Transportation District
Board of Directors Regular Monthly Meeting
Thursday, August 17, 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 6:32pm
2. Pledge of Allegiance
3. Roll Call:

Present

TCTD Board of Directors

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

TCTD Staff

- Doug Pilant, General Manager
- Ronny Fox, Transit Supervisor
- Tabatha Welch, Accounting Specialist
- Cathy Bond, HR Specialist/Board Clerk

Absent

None.

Guest

None.

4. Announcements and Changes to Agenda:
5. Public & Guest Comments: None.

****Executive Session** 6:36pm – 8:02pm**

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,

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except to state the general subject of the session as previously announced. No decisions will be made during executive session.

As a result of executive session, the following Motion was made.

Motion by Director Holm Authorizing a performance review salary increase for the General Manager of 7%, as well as a one-time bonus of \$2,600, effective retroactive to January 23, 2017. *Motion Secinded* 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, Mico, Huffman
and Board Chair Judy Riggs.

REPORTS

6. Information: General Managers Report:

- a. Financial Report: GM Doug Pilant reviewed the July 2017 financial reports. District is 8% through the Fiscal Year. This report is a little different. Line item 3500 is new, suggested by CPA for transparency. This will move due to capital investments. Began the A/R module in June. This will mean that revenue will reflect when the bill in paid. The example is Contract Revenue 4020. Also, there is a journal entry that will self-correct in the next months' report. Line Item 9180 is also new, and will allow for a clear picture into the next FY. Director Huffman asked to elaborate on the legal expenses – Jordan Schrader. It is related to Jackson Contracting and building renovation project. Director Hanenkrat asked about the director stipend checks no longer have tax withholdings. GM Doug Pilant handed out a memo and explained that the CPA stated the District cannot treat directors as employees. Stipends have an allowance of \$600 annually, so directors will receive a 1099 if the directors exceed the annual limit. Director Hanenkrat asked if the District is still using the CPA from Lincoln City. GM Doug Pilant stated their services have been invaluable and will be extending the contract at the end of the year. Director Holm asked to review if there is a dollar limit on the CPA agreement and report it at the next board meeting.
- b. Service Performance Report: FY 2016-17 ridership was -10.5% over the previous year. The YTD cost per trip increased 7.2% while the cost per hour was dropped 6.5%, and the fare box return increased 5.4%. Director Mico asked if the Farmer's Market in Manzanita is effecting the ridership in North County. GM Doug Pilant said he was unable to determine if this effected ridership and said reduced ridership is a national trend due to an improving economy and more people able to afford driving their own cars.
- c. Northwest Oregon Transit Alliance: GM Doug Pilant reviewed the NWOTA meeting agenda, minutes, finance report with the Board. He shared the newest draft of the website cover page for each agency. Cathy Bond will be traveling to Columbia and Clatsop Counties in the next week to do training on the new website and customer service of the NW Connector program.
- d. Planning & Development:
 - i. Cape Kiwanda Master Plan: GM Doug Pilant reported Tillamook County is soliciting for a consultant to prepare parking plan portion of the Cape

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Kiwanda Master Plan. The parking plan will include incorporating shuttle service from parking lots to the various destinations in Pacific City. The driver who has been providing this year's shuttle service has been providing excellent feedback on how to implement shuttle service.

- e. Grant Funding:
 - i. Completed and submitted a Section 5339 bus replacement and expansion grant to ODOT.
 - ii. HB 2017 employee payroll tax monies will be available in January 2019 and must be used to expand service or improve access to transit such as low fares. The employee payroll tax will also have a discretionary application program for agencies to compete for additional monies.
 - iii. ODOT staff is currently creating the administrative rules on how to implement the program.
- f. Facility/Property Management:
 - i. Phase one of construction has been progressing. The contractor has requested flexibility with the completion date since the project started approximately 2½ months late. They want leeway because of delays in the roof replacement and truss delivery in September. GM Doug Pilant discussed the first change to project due to the current existing gutters and rotten fascia. A proposal is included.
 - 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 still considering a proposal to lease the vacant office space. A proposal may be presented for the next board meeting.
- g. Miscellaneous:
 - i. ITS: GM Doug Pilant is continuing his work on ITS services. His is working on gaining access to our own accounts, reactivating DAS for purchasing computer hardware and working on future computer needs.
 - ii. Scheduling and Dispatching Software: A resolution has been included on tonight's agenda to establish services for the tablets that will be installed in each vehicle. The assessment meeting is August 29th and 30th.
 - iii. Neskowin Bus Stop: Still waiting for permit from ODOT to be approved.

CONSENT CALENDAR

- 7. Motion: Approval of Minutes of July 20, 2017 Board Meeting
 - a. Director Hanenkrat noted that Item 4 is missing a zero, and should reflect \$200,000
- 8. Motion: Acceptance of Financial Report: July 2017

Motion by Director Holm to adopt the Consent Calendar. *Motion Seconded* by Director Hoffman, with above-noted correction. Board Chair Judy Riggs called for further discussion; followed by none, she called for the vote.

MOTION PASSED

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

ACTION ITEMS

9. Resolution 17-23 In the Matter of Declaring and Disposing Surplus Property

GM Doug Pilant explained the Resolution to the Board. He stated that CARE, Inc. would like to have the surplus vans. Director Holm asked if they have any surplus value? GM Doug Pilant stated they have some monetary value.

Motion by Director Huffman Authorizing Resolution 17-23 In the Matter of Declaring and Disposing Surplus Property. *Motion Seconded* by Director Mico. Board Chair Judy Riggs called for further discussion; followed by none, she called for the vote.

MOTION PASSED

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

10. Resolution 17-24 Authorizing the General Manager to Accept a \$3,200 Energy Rebate and Execute a 5-Year \$9,956.31 Loan from Tillamook People's Utility District

GM Doug Pilant explained the Resolution to the Board. Director Hanenkrat asked if the neighbors would have an issue with the lighting upgrade. There are no additional lights being installed and there should be no changes. Director Hanenkrat asked if there was any value to possibly selling the digital sign. It was agreed to discuss at a later date

Motion by Director Mico Authorizing the General Manager to Accept a \$3,200 Energy Rebate and Execute a 5-Year \$9,956.31 Loan from Tillamook People's Utility District. *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, Mico, Huffman
and Board Chair Judy Riggs.
Director Holm abstained.

11. Resolution 17-25 Authorizing the General Manager to Amend the Confederated Tribes of Grande Ronde Memorandum of Understanding through December 31, 2017

GM Doug Pilant explained the Resolution to the Board.

Motion by Director Mico Authorizing the General Manager to Amend the Confederated Tribes of Grande Ronde Memorandum of Understanding through December 31, 2017. *Motion Seconded* 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, Hoffman, Holm, Mico, Huffman
and Board Chair Judy Riggs.

12. Resolution 17-26 Authorizing the General Manager to Execute a User Agreement with Verizon Wireless

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GM Doug Pilant explained the Resolution to the Board. Director Holm asked if there was a cost associated with this agreement. GM Doug Pilant said there will be a data service fee for each vehicle and has been budgeted in the project.

Motion by Director Holm Authorizing the General Manager to Execute a User Agreement with Verizon Wireless. *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, Mico, Huffman and Board Chair Judy Riggs.

DISCUSSION ITEMS

13. Staff Comments/Concerns

- GM Doug Pilant: Shared his eclipse glasses and a sports channel stories.
- Transit Superintendent Ronny Fox: None.
- Accounting Specialist Tabatha Welch: None.
- HR Specialist/Board Clerk Cathy Bond: Thanked the board members for assisting with the Fair booth this year. It was the biggest director turn out to date!

14. Board of Directors Comments/Concerns

- Gary Hanenkrat – None.
- Jim Huffman – He asked how far SDAO goes for the District and shared a story of trying to reach George Dunkel at Lake Shasta.
- Merrienne Hoffman – Noted the upcoming director training. Also, she will be out of the area for the next board meeting.
- Judy Riggs – Thanked Cathy Bond for doing an awesome job at the Fair, and praised the expanded Town Loop service during the Fair. She thought the press release in the paper about the eclipse was well written.
- Care Mico – None.
- Marty Holm – None.
- Jackie Edwards – None.

UPCOMING EVENTS

Adjournment: Board Chair Judy Riggs adjourned the meeting at 9:00pm.

These minutes approved this 21st Day of September 2017.

ATTEST:

Judy Riggs, Board Chair

Doug Pilant, General Manager

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