

Tillamook County Transportation District
Board of Directors
Regular Monthly Meeting



Thursday, November 16, 2017 at 6:30PM
Transportation Building
3600 Third Street, Tillamook, Oregon

AGENDA

Tillamook County Transportation District
Board of Directors ~ Regular Monthly Meeting
Thursday, November 16, 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: *Discipline of Public Officers and Employees, 192.660(2)(b); and Labor Negotiator Consultations, 192.660(2)(d)*

REPORTS

7. Information: General Managers Report:
 - a. Financial Report (Pgs. 1-15)
 - b. Service Performance Report (Pgs. 16-20)
 - c. Northwest Oregon Transit Alliance (Pgs. 21-27)
 - d. Planning & Development
 - e. Grant Funding
 - f. Facility/Property Management
 - g. Miscellaneous (Pgs. 28-53)

CONSENT CALENDAR

8. Motion to Approve the Minutes of October 19, 2017 Board Meeting (Pgs. 54-58)
9. Motion to Accept Financial Report: October 2017
10. Motion to Accept Annual Board Meeting Schedule for 2018 (Pgs. 59)

ACTION ITEMS

11. None

DISCUSSION ITEMS

12. GM Performance Evaluation Committee
13. Staff Comments/Concerns
14. Board of Directors Comments/Concerns
15. Adjournment

UPCOMING EVENTS

SDAO Annual Conference – Seaside: February 9-11, 2018

Next regularly scheduled meeting of the
Tillamook County Transportation District Board of Directors
Thursday, December 21, 2017

Tillamook County Transportation District
 Normal Trial Balance - Unposted Transactions Included In Report
 From 10/1/2017 Through 10/31/2017

<u>Account Code</u>	<u>Account Title</u>	<u>Debit Balance</u>	<u>Credit Balance</u>
1001	General Checking Account	155,857.90	
1006	Payroll Checking	2,788.79	
1011	Prop. Mgmt. Checking	25,216.24	
1020	LGIP - General Account	43,045.12	
1030	LGIP - Capital Reserve	782,485.93	
1040	Petty Cash	200.00	
		<hr/>	<hr/>
Report Total		1,009,593.98	0.00
		<hr/> <hr/>	<hr/> <hr/>
Report Difference		1,009,593.98	
		<hr/> <hr/>	

Tillamook County Transportation District
Financial Statement - Unposted Transactions Included In Report
From 10/1/2017 Through 10/31/2017

	Current		Current Year Actual	Total Budget	Total Budget Variance	Bdgt .33%
	Period Actual	Period Budget				
Resources						
Working Capital	3500	0.00	0.00	2,341,606.00	(2,341,606.00)	0.00%
Fares	4000	22,514.01	103,797.37	265,000.00	(161,202.63)	39.16%
Contract Revenue	4020	60,719.19	200,087.25	725,000.00	(524,912.75)	27.59%
Property Tax	4100	1,913.88	1,913.88	875,000.00	(873,086.12)	0.21%
Past Years Property Tax	4110	1,945.97	6,319.91	40,000.00	(33,680.09)	15.79%
State Timber Revenue	4120	0.00	0.00	175,000.00	(175,000.00)	0.00%
Mass Transit State Payroll Tax	4130	25,602.89	25,602.89	85,000.00	(59,397.11)	30.12%
Capital Grants	4210	0.00	0.00	144,000.00	(144,000.00)	0.00%
Grants - FTA 5311	4220	306,859.00	306,859.00	359,417.00	(52,558.00)	85.37%
NWOTA Partner Cont. Match	4225	10,000.00	20,000.00	114,240.00	(94,240.00)	17.50%
Grants - STF	4230	16,750.00	33,500.00	67,000.00	(33,500.00)	50.00%
Grants -STF-Discretionary	4231	184,877.00	184,877.00	180,000.00	4,877.00	102.70%
Grants - 5311 (f)	4240	52,341.00	52,341.00	356,150.00	(303,809.00)	14.69%
Grants - 5310	4245	74,358.00	74,358.00	156,646.00	(82,288.00)	47.46%
Special Bus Operations	4300	3,313.38	4,161.41	1,000.00	3,161.41	416.14%
Miscellaneous Income	4400	0.00	0.00	1,000.00	(1,000.00)	0.00%
Sale of Assets - Income	4410	0.00	0.00	5,000.00	(5,000.00)	0.00%
Interest Income	4510	1,088.65	5,922.27	11,500.00	(5,577.73)	51.49%
OTIB Loan Proceeds	4515	335,130.84	335,130.84	339,000.00	(3,869.16)	98.85%
Advertising Income	4520	0.00	520.00	1,000.00	(480.00)	52.00%
Lease Income	4900	0.00	0.00	1.00	(1.00)	0.00%
Lease Operational Exp Income	4910	0.00	0.00	1.00	(1.00)	0.00%
Transfer From General Fund	4911	140,000.00	439,000.00	724,422.00	(285,422.00)	60.60%
Transfer from Veh. Purch. Res.	4915	0.00	0.00	25,000.00	(25,000.00)	0.00%

Monthly BOD Report w/YTD Budget & Variance

Date: 11/9/17 04:21:00 PM

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Tillamook County Transportation District
Financial Statement - Unposted Transactions Included In Report
From 10/1/2017 Through 10/31/2017

	Current Period Actual	Current Period Budget	Current Year Actual	Total Budget	Total Budget Variance	Bdgt .33%
4916	0.00	0.00	51,064.00	227,847.00	(176,783.00)	22.41%
4917	0.00	0.00	0.00	13,000.00	(13,000.00)	0.00%
Total Resources	<u>1,237,413.81</u>	<u>315,559.13</u>	<u>1,845,454.82</u>	<u>7,232,830.00</u>	<u>(5,387,375.18)</u>	<u>25.51%</u>
Expenses						
Personnel Services						
5010	21,502.16	25,837.50	102,188.04	310,050.00	207,861.96	32.95%
5020	7,607.60	9,866.66	33,914.97	118,400.00	84,485.03	28.64%
5030	62,352.67	68,750.00	281,967.78	825,000.00	543,032.22	34.17%
5040	4,058.92	5,416.67	18,247.22	65,000.00	46,752.78	28.07%
5050	30,237.80	48,749.99	142,384.49	585,000.00	442,615.51	24.33%
5055	0.00	2,041.67	19,159.65	24,500.00	5,340.35	78.20%
Total Personnel Services	<u>125,759.15</u>	<u>160,662.49</u>	<u>597,862.15</u>	<u>1,927,950.00</u>	<u>1,330,087.85</u>	<u>31.01%</u>
Materials and Services						
5060	0.00	0.00	280.00	0.00	(280.00)	0.00%
5100	5,051.50	8,000.00	45,899.62	96,000.00	50,100.38	47.81%
5101	0.00	2,083.33	4,569.54	25,000.00	20,430.46	18.27%
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	0.00	916.67	6,540.00	23,500.00	16,960.00	27.82%
5140	196.00	250.00	784.00	3,000.00	2,216.00	26.13%
5145	446.90	2,916.67	8,810.70	37,500.00	28,689.30	23.49%
5150	478.00	1,250.00	5,860.95	18,000.00	12,139.05	32.56%
5160	0.00	7,541.67	0.00	90,500.00	90,500.00	0.00%
5170	1,098.78	1,250.00	3,319.68	15,000.00	11,680.32	22.13%
Monthly BOD Report w/YTD Budget & Variance						

Tillamook County Transportation District
Financial Statement - Unposted Transactions Included In Report
From 10/1/2017 Through 10/31/2017

	Current Period Actual	Current Period Budget	Current Year Actual	Total Budget	Total Budget Variance	Bdgt .33%
5175 Board Expenses	300.00	833.33	7,793.98	10,000.00	2,206.02	77.93%
5180 Operational Expenses	3,615.00	2,250.00	7,387.71	27,000.00	19,612.29	27.36%
5185 Drug & Alcohol Administration	0.00	125.00	0.00	1,500.00	1,500.00	0.00%
5190 Marketing	844.00	4,437.50	16,848.02	53,250.00	36,401.98	31.63%
5191 Website Re-Design	0.00	0.00	4,148.00	0.00	(4,148.00)	0.00%
5210 Telephone Expense	1,171.38	1,566.66	4,676.23	19,300.00	14,623.77	24.22%
5220 Travel & Training	4,311.40	2,708.33	9,873.87	32,500.00	22,626.13	30.38%
5240 Vehicle Expense	13,442.78	13,666.66	60,216.91	164,000.00	103,783.09	36.71%
5245 Fuel Expenses	18,199.07	21,666.66	68,866.32	260,000.00	191,133.68	26.48%
5250 Volunteers	0.00	125.00	0.00	1,500.00	1,500.00	0.00%
5260 Postage	6.65	166.67	230.40	2,000.00	1,769.60	11.52%
5270 Mgmt/Labor Recreation Fund	0.00	199.50	0.00	2,394.00	2,394.00	0.00%
5280 Transit & Visitor Center Lease	700.00	700.00	2,800.00	8,400.00	5,600.00	33.33%
5285 Transit & Visitor Center Maint	1,134.12	1,000.00	4,632.32	12,000.00	7,367.68	38.60%
5290 General Operating Cont.	0.00	3,803.83	0.00	45,646.00	45,646.00	0.00%
5300 Property Operating Expenses	1,249.79	2,083.33	6,173.17	25,000.00	18,826.83	24.69%
5330 Flex Lease: Fees	0.00	83.33	0.00	1,000.00	1,000.00	0.00%
5340 Property Maint. & Repair	457.00	833.33	2,383.89	10,000.00	7,616.11	23.83%
5346 Operations Facility Maint.	9,489.55	333.33	10,954.19	4,000.00	(6,954.19)	273.85%
Total Materials and Services	62,191.92	82,874.14	283,049.50	1,012,990.00	729,940.50	27.94%
Special Payments						
5200 STF Payments to Recipients	4,788.00	300.00	9,576.00	19,152.00	9,576.00	50.00%
Total Special Payments	4,788.00	300.00	9,576.00	19,152.00	9,576.00	50.00%
Transfers						
9110 Transfer to Property Mgmt	140,000.00	0.00	439,000.00	705,142.00	266,142.00	62.25%
Monthly BOD Report w/YTD Budget & Variance						

Tillamook County Transportation District
Financial Statement - Unposted Transactions Included In Report
From 10/1/2017 Through 10/31/2017

	Current Period Actual	Current Period Budget	Current Year Actual	Total Budget	Total Budget Variance	Bdgt .33%
Transfer to General Fund	9130	0.00	0.00	265,848.00	265,848.00	0.00%
Transfer to Vehicle Reserve	9150	0.00	0.00	5,000.00	5,000.00	0.00%
Transfer to NWOTA Fund	9160	0.00	51,064.00	57,120.00	6,056.00	89.39%
Reserve for Future Expenditure	9175	0.00	0.00	675,370.00	675,370.00	0.00%
Unappropriated Ending Fund Bal	9180	0.00	0.00	753,607.00	753,607.00	0.00%
Total Transfers		140,000.00	490,064.00	2,462,087.00	1,972,023.00	19.90%
Capital Outlay						
Debt Service						
Flex Lease: Principal	5310	0.00	17,083.33	205,000.00	205,000.00	0.00%
Flex Lease: Interest	5320	0.00	500.00	6,000.00	6,000.00	0.00%
Total Debt Service		0.00	17,583.33	211,000.00	211,000.00	0.00%
Capital Purchases						
Building Repair & Renovation	5350	215,042.96	75,786.42	909,437.00	301,823.71	66.81%
Admin. Expenses- Renovation	5351	198.59	1,666.67	20,000.00	18,383.85	8.08%
Design/Engineering-Renovation	5352	9,965.87	1,666.67	20,000.00	(641.07)	103.20%
Bus Replacement/Addition	6000	89,500.00	15,000.00	180,000.00	904.00	99.49%
Van Replacement/Addition	6010	89,596.00	0.00	90,000.00	404.00	99.55%
Computer Upgrade	6020	0.00	11,250.00	135,000.00	48,392.03	64.15%
Fuel Cell Triangulation Point	6021	0.00	500.00	6,000.00	6,000.00	0.00%
Bus Stop Signage/Shelters	6040	0.00	3,166.67	38,000.00	37,284.94	1.88%
Other Capital Projects	6050	0.00	15,569.50	186,834.00	181,935.93	2.62%
Total Capital Purchases		404,303.42	124,605.93	1,585,271.00	594,487.39	62.50%
Total Capital Outlay		404,303.42	142,189.26	1,796,271.00	805,487.39	55.16%
Total Expenses		737,042.49	386,025.89	7,218,450.00	4,847,114.74	32.85%

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Tillamook County Transportation District

Check/Voucher Register

1001 - General Checking Account

From 10/1/2017 Through 10/31/2017

Document Number	Document Date	Transaction Amount	Payee	Transaction Description
13000	10/6/2017	179.08	ALSCO - Portland Linen	MATT SERVICE
13001	10/6/2017	8,690.00	BOLDT, CARLISLE & SMITH LLC	PROGRESS BILLING FOR AUDIT
13002	10/6/2017	90.31	CARA MICO	MILEAGE TO SDAO TRAINING
13003	10/6/2017	900.00	Care Inc.	QTR 2 2017-2019 STF PAYMENT
13004	10/6/2017	700.00	City Of Tillamook	transit center lease
13005	10/6/2017	110.50	Coast Printing & Stationery	DOUGS OTA MATERIALS
13006	10/6/2017	4,569.54	Columbia Pacific Economic	JULY - SEPTEMBER NWOTA
13007	10/6/2017	13.70	DOUGLAS PILANT	mileage for meeting with Judy
13007	10/6/2017	299.60	DOUGLAS PILANT	mileage to annual OTA conference
13008	10/6/2017	64.66	CENTURYLINK	PHONE
13009	10/6/2017	1,282.00	Gillespie Graphics	VAN 106 & 107 WRAP KITS
13010	10/6/2017	1,061.10	Marie Mills Center, Inc	JANITORIAL @ TRANSIT CENTER
13010	10/6/2017	3,888.00	Marie Mills Center, Inc	Q2 2017-2019 STF PAYMENT
13011	10/6/2017	100.00	North Coast Lawn	landscaping
13012	10/6/2017	256.83	Pacific Office Automation	office copies
13013	10/6/2017	110.88	Petty Cash Clerk	PETTY CASH
13014	10/6/2017	196.00	Pacific Office Automation	COPIER LEASE
13015	10/6/2017	95.00	RICHARD DIETZ	CDL TEST
13016	10/6/2017	244.27	Rosenberg Builders Supply	SHOP TOOLS/SUPPLIES
13017	10/6/2017	95.00	SYLVIE BALLANCE	CDL
13018	10/6/2017	6.03	TILLAMOOK FARMERS COOP	FASTENERS
13019	10/6/2017	44.00	TILLAMOOK COUNTY SHOPPER, LLC	MEETING NOTICE
13020	10/6/2017	3,335.74	CARDMEMBER SERVICE	CARD CHARGES
13021	10/6/2017	300.00	VFW-KILCHIS-TILLAMOOK BAY POST	VETERANS OF WAR PLEDGE
13022	10/6/2017	453.22	Western Bus Sales	BUS 201 ELECTRICAL CENTER
13023	10/19/2017	200.00	BIO-MED TESTING SERVICE, INC.	drug screens
13024	10/19/2017	1,148.00	BRYAN P. FITZSIMMONS, CPA	AUDIT PREP
13025	10/19/2017	79.50	CAR CARE SPECIALISTS, INC.	DEF
13026	10/19/2017	445.77	Carquest Auto Parts	VEHICLE EXPENSE
13027	10/19/2017	856.44	CoastCom, Inc.	TELEPHONE
13028	10/19/2017	88,417.00	Creative Bus Sales	STRETCHER VAN #106 GRANT 31:
13028	10/19/2017	88,417.00	Creative Bus Sales	STRETCHER VAN #107 GRANT 31:
13028	10/19/2017	44,798.00	Creative Bus Sales	VAN #108 PURCHASE
13028	10/19/2017	44,798.00	Creative Bus Sales	VAN #109 PURCHASE
13029	10/19/2017	89.13	CRYSTAL AND SIERRA SPRINGS	water
13030	10/19/2017	986.90	COMPUTER SUPPORT & SERVICES	computer suuprt
13030	10/19/2017	(986.90)	COMPUTER SUPPORT & SERVICES	computer suuprt
13031	10/19/2017	100.00	DAS CASHIER	PROCUREMENT PROGRAM MEMBERSHIP
13032	10/19/2017	47.53	Dish	dish
13033	10/19/2017	257.00	FleetPride, Inc.	INVENTORY/HOSE
13034	10/19/2017	436.35	Fred Meyer Customer Charges	CARD CHARGES
13035	10/19/2017	1,134.96	Gillespie Graphics	WRAP KITS FOR 108 AND 109
13036	10/19/2017	275.00	KDEP-FM/KTIL-FM/KTIL-AM	ADVERTISING
13037	10/19/2017	90.00	LEONARD STITT	CDL
13038	10/19/2017	555.95	LES SCHWAB WAREHOUSE CENTER	TIRES
13039	10/19/2017	825.00	LION CREST SOFTWARE SERVICES	ECOLANE SUPPORT
13040	10/19/2017	18,050.67	MODA HEALTH	MODA NOVEMBER PREMIUMS
13041	10/19/2017	1,286.51	DAVISON AUTO PARTS, INC.	VEHICLE EXPENSES
13042	10/19/2017	7,230.11	NoviClean LLC	BUS WASH MAINTENANCE
13042	10/19/2017	967.50	NoviClean LLC	bus wash maintenance
13043	10/19/2017	81.77	Office Depot Credit Plan	OFFICE SUPPLIES
13044	10/19/2017	136.00	Oregon State Police	BACKGROUND CHECK
13045	10/19/2017	224.52	R&J MOBILITY SERVICE, LLC	BUS 201 LIFT SWITCHES
13046	10/19/2017	90.13	SPECIAL DISTRICTS INS. SERVICE	SDIS LIFE OCT 2017
13047	10/19/2017	16,910.76	Sheldon Oil Distributors	FUEL
13047	10/19/2017	103.54	Sheldon Oil Distributors	DEF

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Tillamook County Transportation District

Check/Voucher Register

1001 - General Checking Account

From 10/1/2017 Through 10/31/2017

<u>Document Number</u>	<u>Document Date</u>	<u>Transaction Amount</u>	<u>Payee</u>	<u>Transaction Description</u>
13048	10/19/2017	741.08	Tillamook Motor Co.	VEHICLE EXPENSE
13049	10/19/2017	49.95	VANIR BROADBAND, INC.	INTERNET
13050	10/19/2017	2,483.95	SMITH SYSTEM DR. IMPR. INST.	2017 Driver Trainer Certification Cc
13051	10/19/2017	446.90	COMPUTER SUPPORT & SERVICES	computer suuprt
Report Total		348,859.48		

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Tillamook County Transportation District

Check/Voucher Register

1006 - Payroll Checking

From 10/1/2017 Through 10/31/2017

Document Number	Document Date	Payee
101317-01	10/13/2017	DANIELL F. AMAYA
101317-02	10/13/2017	SYLVIE G. BALLANCE
101317-03	10/13/2017	LAURA M. BEELER
101317-04	10/13/2017	JEREMY J. BELLANTE
101317-05	10/13/2017	NANCY A. BROWN
101317-06	10/13/2017	ERIN L. CLAWSON
101317-07	10/13/2017	CLIFFORD R. DERRICK
101317-08	10/13/2017	RICHARD A. DIETZ
101317-09	10/13/2017	KARRI L. HOOKER
101317-10	10/13/2017	JAMES N. JETT
101317-11	10/13/2017	ROBERT R. KENNEY
101317-12	10/13/2017	MICHAEL J. LOWENSTEIN
101317-13	10/13/2017	JOHN C. MAGNANO
101317-14	10/13/2017	ALLAN G. NEWCOMB
101317-15	10/13/2017	CLAYTON T. NORRBOM
101317-16	10/13/2017	PAUL J. NORTON
101317-17	10/13/2017	JAMES M. PALMER
101317-18	10/13/2017	DALE L. PERKINS
101317-19	10/13/2017	GARY R. PETERSON
101317-20	10/13/2017	DOUGLAS W. PILANT
101317-21	10/13/2017	RONALD G. PIMENTEL
101317-22	10/13/2017	GWENDOLYN J. RUSSELL
101317-23	10/13/2017	STEVE H. SCHWABE
101317-24	10/13/2017	MICHAEL P. THOMPSON
101317-25	10/13/2017	TABATHA R. WELCH
101317-26	10/13/2017	DAVID T. WHEELER
102717-01	10/27/2017	DANIELL F. AMAYA
102717-02	10/27/2017	SYLVIE G. BALLANCE
102717-03	10/27/2017	LAURA M. BEELER
102717-04	10/27/2017	JEREMY J. BELLANTE
102717-05	10/27/2017	NANCY A. BROWN
102717-06	10/27/2017	ERIN L. CLAWSON
102717-07	10/27/2017	CLIFFORD R. DERRICK
102717-08	10/27/2017	RICHARD A. DIETZ
102717-09	10/27/2017	KARRI L. HOOKER
102717-10	10/27/2017	JAMES N. JETT
102717-11	10/27/2017	ROBERT R. KENNEY
102717-12	10/27/2017	MICHAEL J. LOWENSTEIN
102717-13	10/27/2017	JOHN C. MAGNANO
102717-14	10/27/2017	ALLAN G. NEWCOMB
102717-15	10/27/2017	CLAYTON T. NORRBOM
102717-16	10/27/2017	PAUL J. NORTON
102717-17	10/27/2017	JAMES M. PALMER
102717-18	10/27/2017	DALE L. PERKINS
102717-19	10/27/2017	GARY R. PETERSON
102717-20	10/27/2017	DOUGLAS W. PILANT
102717-21	10/27/2017	RONALD G. PIMENTEL
102717-22	10/27/2017	STEVE H. SCHWABE
102717-23	10/27/2017	KATHLEEN E. SCHWABE
102717-24	10/27/2017	MICHAEL P. THOMPSON
102717-25	10/27/2017	TABATHA R. WELCH
102717-26	10/27/2017	DAVID T. WHEELER
4992	10/2/2017	VANCE L. HOWARD
4993	10/2/2017	ANGELA HOWARD
4995	10/13/2017	DONALD M. ANDERSON
4996	10/13/2017	CATHRYN L. BOND
4997	10/13/2017	JERRY D. BOND

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Tillamook County Transportation District

Check/Voucher Register

1006 - Payroll Checking

From 10/1/2017 Through 10/31/2017

<u>Document Number</u>	<u>Document Date</u>	<u>Payee</u>
4998	10/13/2017	JAMES P. BROWN
4999	10/13/2017	RONALD B. FOX
5000	10/13/2017	PEGGY PETERSON
5001	10/13/2017	ROBERT W. RYAN
5002	10/13/2017	LEONARD W. STITT
5003	10/13/2017	KATHLEEN E. SCHWABE
5004	10/13/2017	HRA VEBA TRUST
5005	10/13/2017	UNITED FINANCE
5005	10/13/2017	UNITED FINANCE
5006	10/13/2017	Robert Ryan
5007	10/16/2017	CLIFFORD R. DERRICK
5008	10/27/2017	DONALD M. ANDERSON
5009	10/27/2017	CATHRYN L. BOND
5010	10/27/2017	JERRY D. BOND
5011	10/27/2017	JAMES P. BROWN
5012	10/27/2017	RONALD B. FOX
5013	10/27/2017	PEGGY PETERSON
5014	10/27/2017	ROBERT W. RYAN
5015	10/27/2017	CYNDIE S. SIEMSEN
5016	10/27/2017	LEONARD W. STITT
5017	10/27/2017	ATU LOCAL #757
5018	10/27/2017	Shriners Hospital for Children
5019	10/27/2017	AUTISM SOCIETY OF OREGON

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Tillamook County Transportation District

Check/Voucher Register

1011 - Prop. Mgmt. Checking

From 10/1/2017 Through 10/31/2017

<u>Document Number</u>	<u>Document Date</u>	<u>Transaction Amount</u>	<u>Payee</u>	<u>Transaction Description</u>
4030	10/6/2017	69.00	ALLEN'S LOT MAINTENANCE LLC	lot sweeping
4031	10/6/2017	211.00	City Of Tillamook	WATER/SEWER
4032	10/6/2017	133,264.91	JACKSON CONTRACTING LLC	OFFICE REMODEL
4033	10/6/2017	431.20	Marie Mills Center, Inc	JANITORIAL @ 3RD ST
4034	10/6/2017	388.00	North Coast Lawn	landscaping
4035	10/6/2017	4,207.82	PLANNING SOLUTIONS	OFFICE REMODEL
4036	10/6/2017	135.25	CITY SANITARY SERVICE	garbage
4037	10/19/2017	540.00	COMPUTER SUPPORT & SERVICES	computer suuprt
Report Total		139,247.18		

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UMPQUA BANK: CLOSING DATE 10/25/2017			
Date	Vendor	Description of Transaction	Amount
DOUG PILANT			
29-Sep	FIVE RIVERS	MEAL W/RONNY	\$ 12.90
2-Oct	MCDONALDS	MEAL/OTA CONFERENCE	\$ 7.10
2-Oct	PACIFIC RESTAURANT	MEAL WITH CPA	\$ 39.60
2-Oct	VERIZON	PHONE FOR SBO	\$ 30.75
3-Oct	THAI CRYSTAL	MEAL OTA	\$ 17.90
4-Oct	HAMLEY STEAK	MEAL OTA	\$ 61.36
5-Oct	NEW PHO TANGO	MEAL OTA	\$ 22.25
6-Oct	OXFORD SUITES	ROOM for OTA	\$ 690.46
10-Oct	PACIFIC RESTAURANT	MEAL W/MARTY	\$ 36.00
10-Oct	LA MEXICANA	MEAL W/RONNY	\$ 25.20
13-Oct	GARIBALDI PORTSIDE	MEAL W/JUDY	\$ 31.00
18-Oct	PARKSIDE DINER	MEAL W/JACKIE	\$ 33.50
19-Oct	PACIFIC RESTAURANT	MEAL W/GARY	\$ 36.00
			\$ 1,044.02
RONNY FOX			
10/11/17	USPS	POSTAGE	\$ 6.65
10/12/17	PACIFIC RESTAURANT	MEAL	\$ 31.20
10/16/17	ODOT	REGISTRATION	\$ 60.00
10/17/17	ODOT	REGISTRATION	\$ 418.00
			\$ 515.85
CATHY BOND			
09/29/17	TILLAMOOK CO DCD	BUILDING PERMITS/REMODEL	\$ 198.59
10/05/17	BELNICK RETAIL	OFFICE CHAIR	\$ 289.99
			\$ 488.58
TABATHA WELCH			
09/26/17	ALASKA	BAG FEE	\$ 25.00
09/29/17	SAFEWAY	AUDIT WORK/COFFEE	\$ 7.10
10/02/17	SAFEWAY	AUDIT WORK/COFFEE	\$ 13.00
10/11/17	BED BATH & BEYOND	OFFICE CHAIR	\$ 264.99
			\$ 310.09
Grand Total			\$ 2,358.54



UMPQUA
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October 2017 Statement

Open Date: 09/26/2017 Closing Date: 10/23/2017

Account:

7790



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

Cardmember Service
BUS 30 ELN 78

1-866-552-8855
15

New Balance	\$2,358.54
Minimum Payment Due	\$24.00
Payment Due Date	11/22/2017

Reward Points	
Earned This Statement	2,730
Reward Center Balance	42,951
as of 10/22/2017	
For details, see your rewards summary.	

Activity Summary		
Previous Balance	+	\$3,335.74
Payments	-	\$3,335.74 ^{CR}
Other Credits		\$0.00
Purchases	+	\$2,358.54
Balance Transfers		\$0.00
Advances		\$0.00
Other Debits		\$0.00
Fees Charged		\$0.00
Interest Charged		\$0.00
New Balance	=	\$2,358.54
Past Due		\$0.00
Minimum Payment Due		\$24.00
Credit Line		\$10,000.00
Available Credit		\$7,641.46
Days in Billing Period		28

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



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0047985100535077900000024000002358540

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

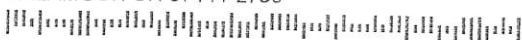
- to pay by phone
- to change your address

Account Number	7790
Payment Due Date	11/22/2017
New Balance	\$2,358.54
Minimum Payment Due	\$24.00

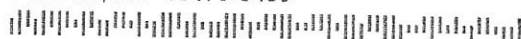
Amount Enclosed \$ _____

000009666 01 SP 000638733148338 P Y

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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Visa Business Rewards

Rewards Center Activity as of 10/22/2017

Rewards Center Activity*	0
Rewards Center Balance	42,951

*This item includes points redeemed, expired and adjusted.

Rewards Earned	This Statement	Year to Date
Points Earned on Net Purchases	1,987	18,016
Gas, Restaurants & Telecom Double Points	743	5,505
Total Earned	2,730	23,521

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.

GroundLink provides U.S. Visa Signature(R) Cardholders with first class, reliable and professional chauffeured black car service in major cities in the U.S. and around the world. Enjoy 10% off on every chauffeured ride plus a one-time \$20 promotional credit on your first booking. GroundLink offers luxury sedans, SUVs, executive vans and more. Certain restrictions apply. Visit www.groundlink.com/visasignature to learn more.

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.

Our thoughts are with those who have been impacted by the recent natural disasters across the country. We're here to help. Please contact us at the number on this statement, or on the back of your credit card, if you have any questions on your account or to learn about the assistance programs that may be available.

Transactions **PILANT, DOUGLAS** **Credit Limit \$5000**

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
Purchases and Other Debits					
09/29	09/28	7999	SQ *FIVE RIVERS COF TILLAMOOK OR	\$12.90	_____
10/02	09/30	6145	MCDONALD'S F11026 TROUTDALE OR	\$7.10	_____
10/02	09/29	4081	SQ *PACIFIC RESTAURANT Tillamook OR	\$39.60	_____
10/02	09/29	6214	VZWRLSS*PREPAID PYMNT 888-294-6804 FL	\$30.75	_____
10/03	09/30	7882	THAI CRYSTAL PENDLETON OR	\$17.90	_____
10/04	10/03	4861	HAMLEY STEAK HOUSE PENDLETON OR	\$61.36	_____

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UMPQUA
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October 2017 Statement 09/26/2017 - 10/23/2017
TILLAMOOK CNTY TRANS (CPN 001469460)

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

Transactions PILANT, DOUGLAS Credit Limit \$5000

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
10/05	10/04	0107	NEW PHO TANGO HILLSBORO OR	\$22.25	_____
10/06	10/04	1487	OXFORD SUITES PENDLETON OR	\$690.46	_____
10/10	10/09	6286	SQ *PACIFIC RESTAURANT Tillamook OR	\$36.00	_____
10/10	10/06	4593	LA MEXICANA TILLAMOOK OR	\$25.20	_____
10/13	10/12	7459	GARIBALDI PORTSIDE GARIBALDI OR	\$31.00	_____
10/18	10/17	1123	PARKSIDE DINER GARIBALDI OR	\$33.50	_____
10/19	10/18	4440	SQ *PACIFIC RESTAURANT Tillamook OR	\$36.00	_____
			Total for Account 7808	\$1,044.02	

Transactions FOX, RONALD B Credit Limit \$2000

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
Purchases and Other Debits					
10/11	10/10	4362	USPS PO 4083680269 TILLAMOOK OR	\$6.65	_____
10/12	10/11	8123	SQ *PACIFIC RESTAURANT Tillamook OR	\$31.20	_____
10/16	10/13	6604	ODOT DMV 503 945 5000 TILLAMOOK OR	\$60.00	_____
10/17	10/16	3626	ODOT DMV 503 945 5000 TILLAMOOK OR	\$418.00	_____
			Total for Account 8301	\$515.85	

Transactions BOND, CATHY Credit Limit \$1500

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
Purchases and Other Debits					
09/29	09/28	2470	TILLAMOOK CO DCD ONLIN 503-8423408 OR	\$198.59	_____
10/05	10/04	2036	BELNICK RETAIL, LLC 770-721-8200 GA	\$289.99	_____
			Total for Account ' 2022	\$488.58	

Transactions WELCH, TABATHA Credit Limit \$1500

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
Purchases and Other Debits					
09/26	09/22	4045	ALASKA AI0272152096941 SEATTLE WA WELCH/TABATHA 09/23/17 SAN DIEGO TO PORTLAND ORE	\$25.00	_____
09/29	09/27	5187	SAFEWAY #2723 TILLAMOOK OR	\$7.10	_____
10/02	09/29	7496	SAFEWAY #2723 TILLAMOOK OR	\$13.00	_____
10/11	10/10	3121	BED BATH & BEYOND #651 615-111-1111 NJ	\$264.99	_____
			Total for Account 4146	\$310.09	

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October 2017 Statement 09/26/2017 - 10/23/2017

TILLAMOOK CNTY TRANS (CPN 001469460)

Page 4 of 4

Cardmember Service

1-866-552-8855



Transactions BILLING ACCOUNT ACTIVITY

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
Payments and Other Credits					
10/10	10/10	8	PAYMENT THANK YOU	\$3,335.74	CR
Total for Account				7790	\$3,335.74
					CR

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	\$2,358.54	\$0.00	YES	\$0.00	13.24%	
**ADVANCES	\$0.00	\$0.00	YES	\$0.00	24.99%	

Contact Us

Phone

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

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Special Offers and important updates sent to you
Take full advantage of your card benefits!

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

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Tillamook County Transportation District

MONTHLY PERFORMANCE REPORT Oct 2017

RIDERSHIP BY SERVICE TYPE	OCT 2017	OCT 2016	YTD FY 17-18	YTD FY 16-17	YTD % Change
<u>Dial-A-Ride Service</u>					
Tillamook/Central County	759	541	3,230	2,329	38.7%
NW Rides	667	596	2,508	2,637	-4.9%
North County	206	230	771	1,017	-24.2%
South County	62	45	165	209	-21.1%
Dial-A-Ride Total	1,694	1,412	6,674	6,192	7.8%
<u>Deviated Fixed Route Service</u>					
Rt 1: Town Loop	4,241	4,177	16,299	17,365	-6.1%
Rt 2: Netarts/Oceanside	726	770	3,127	3,429	-8.8%
Rt 3: Manzanita/Cannon Beach	3,085	3,105	13,135	14,192	-7.4%
Rt 4: Lincoln City	924	893	4,093	4,737	-13.6%
Local Fixed Rt Total	8,976	8,945	36,654	39,723	-7.7%
<u>Inter City Service</u>					
Rt 5: Portland	724	751	3,874	3,971	-2.4%
Rt 6: Coastal Connector	437	446	1,975	2,055	-3.9%
Inter City Total	1,161	1,197	5,849	6,026	-2.9%
<u>Other Services</u>					
Tripper Routes	281	299	778	779	-0.1%
Special Bus Operations	53	0	736	303	142.9%
Other Services Total	334	299	1,514	1,082	39.9%
TOTAL ALL SERVICES	12,165	11,853	50,691	53,023	-4.4%

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)	6,127	102	26,460	27,960	-5.4%
Senior/Disabled	3,466	1,592	20,850	21,328	-2.2%
Child/Youth (less than 18 years of age)	879	0	3,381	3,734	-9.5%
Total	10,471	1,694	50,691	53,023	-4.4%
OTHER RIDER CATEGORIES	Fixed		YTD	YTD	YTD %
	Route	DAR	FY 17-18	FY 16-17	Change
Ride Connection	64		320	365	-12.3%
Tillamook Bay Community College	418		736	857	-14.1%
Northwest Rides		759	2,886	2,897	-0.4%
NWOTA Visitor Pass	83		511	680	-24.9%

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MONTHLY PERFORMANCE

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

Dial-A-Ride Services

Oct-16	1.2	61.6%	56.95
Jul-17	1.3	63.7%	59.12
Aug-17	1.3	64.8%	58.08
Oct-17	1.3	58.3%	65.97
Oct-17	1.3	65.9%	59.08
STANDARD	1.3	65.3%	56.36

Deviated Fixed Routes

Oct-16	7.5	12.4%	66.12
Jul-17	7.0	12.3%	64.46
Aug-17	7.1	13.4%	63.14
Oct-17	7.1	11.8%	71.46
Oct-17	6.9	12.4%	64.10
STANDARD	7.0	12.4%	64.60

Intercity Services

Oct-16	3.0	33.4%	71.22
Jul-17	3.1	33.9%	71.64
Aug-17	3.3	39.3%	70.23
Oct-17	3.2	33.4%	78.67
Oct-17	3.0	33.7%	71.26
STANDARD	2.9	31.5%	72.86

Other Services

Oct-16	3.9	5.0%	53.22
Jul-17	3.4	1.8%	55.83
Aug-17	3.3	7.1%	54.57
Oct-17	3.7	6.3%	61.83
Oct-17	4.2	7.3%	54.42
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
 10/13/2017

Route/Run	Thru Oct 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 (\$)	Passngrs per Hour	Farebox Ratio	Passngr/ \$ Subsidy	Average Fare (\$)	Revenue/ Service Hour (\$)	
<u>Dial-A-Ride Service</u>																		
Central DAR	35,267	3,230	1,780	2,151	29,066	15,240	64,728	4,192	19,674	103,834	58.35	1.8	34.0%	0.05	10.92	19.82		
NW Rides	156,615	2,508	2,986	3,676	82,341	43,175	108,620	7,035	37,130	195,960	65.62	0.8	79.9%	0.06	62.45	52.45		
North DAR	8,153	771	382	428	6,125	0	0	7,287	1,703	8,990	23.51	2.0	90.7%	0.92	10.57	21.33		
South DAR	6,908	165	168	207	3,580	0	0	4,259	995	5,254	31.29	1.0	131.5%	-0.10	41.87	41.14		
Total DAR	206,943	6,674	5,316	6,462	121,112	58,415	173,348	22,774	59,502	314,038	59.08	1.3	65.9%	0.06	31.01	38.93		
<u>Deviated Route</u>																		
01 Town Loop	12,518	16,299	1,543	1,714	19,872	10,420	56,121	3,635	16,405	86,581	56.12	10.6	14.5%	0.22	0.77	8.11		
02 Netarts/Oceanside	3,377	3,127	675	817	17,618	9,238	24,560	1,591	8,272	43,660	64.66	4.6	7.7%	0.08	1.08	5.00		
03 Manzanita	17,749	13,135	1,730	2,053	49,041	25,714	62,938	4,076	21,677	114,405	66.12	7.6	15.5%	0.14	1.35	10.26		
04 Lincoln City	8,676	4,093	1,358	1,539	47,287	24,794	49,381	3,198	18,088	95,461	70.32	3.0	9.1%	0.05	2.12	6.39		
Total Deviated Route	42,320	36,654	5,306	6,124	133,818	70,166	193,000	12,500	64,442	340,107	64.10	6.9	12.4%	0.12	1.15	7.98		
<u>Intercity</u>																		
05 Portland	43,469	3,874	1,240	1,250	38,115	19,985	48,039	2,922	15,902	86,849	70.02	3.1	50.1%	0.09	11.22	35.04		
06 Salem	4,047	1,975	740	974	26,549	13,920	28,659	1,743	9,954	54,276	73.35	2.7	7.5%	0.04	2.05	5.47		
Total Intercity	47,516	5,849	1,980	2,224	64,664	33,906	76,698	4,666	25,856	141,125	71.26	3.0	33.7%	0.06	8.12	23.99		
<u>Other Services</u>																		
Trippers	753	778	146	98	617	323	5,313	344	1,397	7,378	50.51	5.3	10.2%	0.12	0.97	5.15		
Special Bus Operation	696	736	217	281	3,112	1,632	7,892	511	2,345	12,379	57.06	3.4	5.6%	0.06	0.95	3.21		
Total Other Services	1,449	1,514	363	379	3,729	1,955	13,205	855	3,742	19,758	54.42	4.2	7.3%	0.08	0.96	3.99		
Total TCTD Services	298,228	50,691	12,965	15,189	323,322	164,442	456,251	40,794	153,541	815,028	62.86	3.91	36.6%	0.10	5.88	23.00		
Total Mileage, Labor & Direct Cost										661,487	23.2%							

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Tillamook County Transportation District

FY16/17 to FY 17/18

Year-Over-Year Comparison

Route/Run	Thru Oct 2017 17/18			Thru Oct 2017 17/18			Thru Oct 2017 17/18			Thru Oct 2017 17/18			Thru Oct 2017 17/18			
	16/17 Fare Revenue	16/17 Fare Revenue	16/17 Fare Revenue	16/17 Passngs	16/17 Passngs	16/17 Passngs	16/17 Service Hours	16/17 Service Hours	16/17 Service Hours	16/17 Total Cost	16/17 Total Cost	16/17 Total Cost	16/17 Percent Difference	16/17 Amount Difference	16/17 Amount Difference	16/17 Percent Difference
Dial-A-Ride Service																
Central DAR	14,374	35,267	20,893	2,329	3,230	901	1,175	1,780	605	68,845	103,834	34,990	51.5%	34,990	50.8%	
NW Rides	144,931	156,615	11,684	2,637	2,508	-129	3,116	2,986	-130	206,664	195,960	-10,704	-4.2%	-10,704	-5.2%	
North DAR	12,259	8,153	-4,106	1,017	771	-246	577	382	-195	9,660	8,990	-671	-33.8%	-671	-6.9%	
South DAR	7,424	6,908	-516	209	165	-44	234	168	-66	5,383	5,254	-129	-28.2%	-129	-2.4%	
Total DAR	178,988	206,943	27,955	6,192	6,674	482	5,102	5,316	214	290,552	314,038	23,486	4.2%	23,486	8.1%	
Deviated Route																
01 Town Loop	14,234	12,518	-1,716	17,365	16,299	-1,066	1,543	1,543	0	89,160	86,581	-2,580	0.0%	-2,580	-2.9%	
02 Netans/Oceanside	3,734	3,377	-357	3,429	3,127	-302	675	675	0	45,109	43,660	-1,449	0.0%	-1,449	-3.2%	
03 Manzanita	19,431	17,749	-1,682	14,192	13,135	-1,057	1,730	1,730	0	118,010	114,405	-3,605	0.0%	-3,605	-3.1%	
04 Lincoln City	9,203	8,676	-527	4,737	4,093	-644	1,358	1,358	0	98,529	95,461	-3,067	0.0%	-3,067	-3.1%	
Total Local Fixed Route	46,602	42,320	-4,282	39,723	36,654	-3,069	5,306	5,306	0	350,808	340,107	-10,701	0.0%	-10,701	-3.1%	
Intercity																
05 Portland	43,406	43,469	63	3,971	3,874	-97	1,240	1,240	0	86,592	86,849	257	0.0%	257	0.3%	
06 Salem	3,935	4,047	112	2,055	1,975	-80	749	740	-9	55,093	54,276	-817	-1.2%	-817	-1.5%	
Total Intercity	47,341	47,516	175	6,026	5,849	-177	1,989	1,980	-9	141,685	141,125	-560	-0.5%	-560	-0.4%	
Other Services																
Trippers	680	753	73	779	778	-1	234	146	-88	11,954	7,378	-4,576	-37.5%	-4,576	-38.3%	
Special Bus Operation	70	696	626	303	736	433	46	217	171	2,946	12,379	9,433	368.9%	9,433	320.2%	
Total Other Services	750	1,449	699	1,082	1,514	432	280	363	83	14,900	19,758	4,858	29.7%	4,858	32.6%	
Total TCTD Services	273,681	298,228	24,547	53,023	50,691	-2,332	12,677	12,965	288	797,945	815,028	17,083	2.3%	17,083	2.1%	

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

Year to Date Performance Comparison

Route/Run	Thru Oct 2017 16/17			Thru Oct 2017 17/18			Thru Oct 2017 16/17			Thru Oct 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
<u>Dial-A-Ride Service</u>												
Central DAR	58.60	58.35	-0.25	2.0	1.8	-0.2	20.9%	34.0%	13.1%	6.17	10.92	4.75
NW Rides	66.33	65.62	-0.70	0.8	0.8	0.0	70.1%	79.9%	9.8%	54.96	62.45	7.49
North DAR	16.73	23.51	6.78	1.8	2.0	0.3	126.9%	90.7%	-36.2%	12.05	10.57	-1.48
South DAR	23.03	31.29	8.26	0.9	1.0	0.1	137.9%	131.5%	-6.4%	35.52	41.87	6.35
Total DAR	56.95	59.08	2.12	1.2	1.3	0.0	61.6%	65.9%	4.3%	28.91	31.01	2.10
<u>Deviated Route</u>												
01 Town Loop	57.79	56.12	-1.67	11.3	10.6	-0.7	16.0%	14.5%	-1.5%	0.82	0.77	-0.05
02 Nelarts/Oceanside	66.81	64.66	-2.15	5.1	4.6	-0.4	8.3%	7.7%	-0.5%	1.09	1.08	-0.01
03 Manzanita	68.20	66.12	-2.08	8.2	7.6	-0.6	16.5%	15.5%	-1.0%	1.37	1.35	-0.02
04 Lincoln City	72.58	70.32	-2.26	3.5	3.0	-0.5	9.3%	9.1%	-0.3%	1.94	2.12	0.18
Total Deviated Route	66.12	64.10	-2.02	7.5	6.9	-0.6	13.3%	12.4%	-0.8%	1.17	1.15	-0.02
<u>Intercity</u>												
05 Portland	69.81	70.02	0.21	3.2	3.1	-0.1	50.1%	50.1%	-0.1%	10.93	11.22	0.29
06 Salem	73.56	73.35	-0.21	2.7	2.7	0.0	7.1%	7.5%	0.3%	1.91	2.05	0.13
Total Intercity	71.22	71.26	0.04	3.0	3.0	0.0	33.4%	33.7%	0.3%	7.86	8.12	0.27
<u>Other Services</u>												
Trippers	51.15	50.51	-0.65	3.3	5.3	2.0	5.7%	10.2%	4.5%	0.87	0.97	0.09
Special Bus Operation	63.67	57.06	-6.61	6.5	3.4	-3.2	2.4%	5.6%	3.2%	0.23	0.95	0.71
Total Other Services	53.22	54.42	1.20	3.9	4.2	0.3	5.0%	7.3%	2.3%	0.69	0.96	0.26
Total Other Services	62.94	62.86	-0.08	4.2	3.9	-0.3	34.3%	36.6%	2.3%	5.16	5.88	0.72

Comparison	YTD Through Oct 2017		
	16/17	17/18	Percent Difference
FY16/17 to FY 17/18			
Description	16/17	17/18	Percent Difference
Mileage	297,175	323,322	26,147 8.8%
Mileage Based Costs	155,038	164,442	9,403 6.1%
Hourly Based Costs	450,898	456,251	5,353 1.2%
Direct Costs	180,365	153,541	(26,823) -14.9%
Overhead Costs			
Total Costs	786,301	774,234	(12,067) -1.5%

Special Bus Operation Calculation Cost		Hourly Rate Calculation:	
Cost per mile calculation:	Actual	Plus	10% Actual Hourly Rate
	45.8%	Plus	\$ 30.04
	Overhead	Plus	5.0%
	Profit	Hourly Rate	\$ 31.54
		Plus Overhead	23.2%
		Hourly Rate	\$ 38.86
		Plus Profit	20.0%
			\$ 46.64

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Coordinating Committee Meeting

November 3, 2017

Tillamook County Transportation District

3600 3rd St

Tillamook, OR

9:00 am—11:00 pm

Teleconference

866/755-7677

Pin # 005939

Agenda

9:00— 9:15a	<ol style="list-style-type: none"> 1. Introductions. Welcome to Guests 2. Consent Calendar (Action Items) <ul style="list-style-type: none"> ✦ October 13, 2017 Meeting Minutes (attached) ✦ September 2017 Financial Report ✦ Ridership Tracking (September 2017) 	Doug Pilant
9:15— 10:00a	<ol style="list-style-type: none"> 3. NWOTA Standing Items <ul style="list-style-type: none"> ✦ Future NW Connector Marketing ✦ Management Plan Action Items ✦ NWOTA 2018 Meeting Schedule (draft attached) 	Doug/All
10:00— 10:20a	<ol style="list-style-type: none"> 4. STIP Transit Access Study Update 	Ken Shonkwiler
10:20— 10:30a	<ol style="list-style-type: none"> 5. Website Update? 	Thomas Craig
10:30— 11:00a	<ol style="list-style-type: none"> 6. December Meeting Planning and Member Updates 	All

Attachments:

October 13, 2017 Meeting Minutes

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
October 13, 2017
Tillamook, OR

1. Introductions: Cynda Bruce, Coordinating Committee Vice-Chair, opened the meeting. Meeting attendees calling in:
 - Cynda Bruce—Lincoln County Transit
 - Jeff Hazen—Sunset Empire Transportation District
 - Lee Lazaro—Benton County Transportation
 - Michael Ray—Columbia County Rider
 - Ryan Farncomb—CH2M
 - Ken Shonkwiler, Donna Hinze—ODOT
2. Consent Calendar: Unanimously approved. (MR/JH)
 - ✦ September 22, 2017 Meeting Minutes
 - ✦ September 2017 Financial Report—Because the website re-design was planned to be completed last year, it will show up as a negative expenditure on the monthly financials until the expenditures are reimbursed from the ODOT grant funds. Mary to get balance of website grant out to the partners.
 - ✦ August 2017 Ridership Tracking—Through August there have been over 128,000 rides provided and 755,000 bus miles. Will want to do a press announcement when reach 1 million NW Connector miles.
3. STIP Transit Access Study

Have all the stops except Otter Rock completed, as it needs to be moved to Hwy 101. Need partners to confirm the stops look correct. Sunset—Yes. Columbia—Yes, although need to double check Clatskanie.

Draft Itinerary—Structured around partner availability. Day 1 will start in Astoria. Purpose: Assess needs, essential improvements. Don't expect partners will spend the entire time with the consultants, but at a minimum for the stops they own. Confirm schedule—All partners confirmed that the draft itinerary matched their schedules. Lee suggested that he drive separately, so the consultants can drive directly to their next stop. Ken and Donna will coordinate on how they get to the various locations. OK, if local officials join the group for stops in their community. Will need to wear visibility vests, and a hat. Can't walk out on sites without visibility equipment. Will need to find safe pullouts for stopping to look at access locations.

Assuming an average of 20 minutes per slot. If there are going to be delays, partners scheduled for the afternoon will receive a text regarding timing. Will be 4 consultants each day on the trip: Ryan, engineering, transit designer and environmental.

Safety—CH2M develops a safety plan for each project, which each partner will need to review and sign.

Travel Materials —CH2M Hill will be providing packets will be prepared including close-up aerial maps of each location, a second map will environmental information, field notes form for tracking information learned at each site, environmental scoping recording form. They will also send out maps electronically. Camera and notes are the most important.

Question: Since most of these are on state ROWs, knowing boundaries will be helpful. County parcel delineations will be downloaded, which will be accurate for this initial assessment. Will be helpful in understanding how large an improvement can be made, and conceptually how a stop will be designed.

BiMonthly Meeting—May want to have a debrief at the regular Nov 3rd meeting. Ken will set up a schedule with the partners for the meetings.

4. NWACT Standing Items

- ✦ Driver Training (Cathy Bond)—Lincoln County: Field supervisor is working with Cathy on a date for their training. Expect to get done by the end of October. Benton: Will be coordinating with Cathy on a date and personnel to be trained. Columbia County: Cathy trained a subset of staff, who will be training the others. Most felt the training was very useful. A question was raised regarding using the Visitors Pass and getting off before arrive in Portland. Michael will clarify how the Visitor Pass works with his staff. Sunset—Newer drivers are all about customer service. Two classes, 12 drivers. Once showed them how easy it was to sell the Visitors Passes, much more supportive. Also liked new website and some have already used. A couple noticed a couple of errors on the routes on the website. Interesting to see there are similarities among veteran drivers across districts regarding their interest in the NW Connector.
- ✦ IGA—Easiest to do seems to be just updating the fiscal agent (from Columbia County to Tillamook County Transportation District). Columbia County's legal counsel (Robin) doesn't want to make any changes herself, and has asked that any changes be sent to the individual partners legal counsel. Ownership of the website if something were to happen to the NW Connector in the future may need to be figured out. Columbia County's IT and Thomas are discussing options. Wait until hear if there need to be any changes to the IGA related to the website before taking that one recommended change to the fiscal agent out to each of the partner boards.
- ✦ Marketing—Lee forwarded an additional email from Mary Burke regarding Maverick Media and whether she will be passing on her business to anyone (she's not). Most marketing companies are based out of Portland and are larger/pricier than she was. She will look around the Eugene area. Lee is having his daughter look into potential U of O journalism graduates. Thomas might know someone as well, eg, Selina Barlow. Mary will reach out to her to see if she knows of any resources.
- ✦ Management Plan—Lincoln County: Approved through legal and will go on consent calendar this month. Benton: Taking to legal this month, with action by the Board of Commissioners in November or December. Columbia: Waiting until IGA gets resolved. Like Plan but want IGA adopted first. Looking around January for the Management Plan. Board of Commissioners wasn't crazy about Coordinated Transit Plan, but did approve. Biggest concern right now is budget lack of funding for transit.
- ✦ Swiftly—Partners agreed to schedule a presentation at the November meeting with Cathy, Doug and Thomas when can do it in person. Is working well in Tillamook. Drivers don't have to worry about getting on the phone as to where they are. Bus location is online, helpful for fielding customer calls, reducing the number of investigations into bus stop complaints. Riders download the Swiftly app and track real time bus locations. If you have dead spots in it will predict where the bus will be when it emerges from the zone. It also provides history tracking internally. Tillamook was able to demo it for multiple months before purchasing. Swiftly provides all the equipment, transponders and satellite links. Unclear whether partners with transponders already will be able to use that existing equipment. Been really helpful in reducing number of rider calls.

Be a perfect STF discretionary grant application. Would really help with making connections between partner Connector routes. Would be a great joint application. January 19th deadline. More discussion at the November meeting. Mobility management category. Favor one-time grants rather than operating requests.

- ✦ Tiger Application—Not enough time to get it done this year. Too short of a timeframe and too complicated of an application. Will continue to collect information for an application next time, so will have a head start.

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

DRAFT

NWOTA

Tillamook County Transportation District
Financial Statement - Unposted Transactions Included In Report
 000 - Other
 From 10/1/2017 Through 10/31/2017

	Current Period Actual	Current Period Budget	Current Year Actual	Total Budget	Total Budget Variance	Bdgt. %
Resources						
Working Capital						
3500	0.00	0.00	0.00	30,000.00	(30,000.00)	0.00%
NWOTA Partner Cont. Match						
4225	10,000.00	0.00	20,000.00	57,120.00	(37,120.00)	35.01%
Grants - 5311 (f) <i>grant 50502</i>						
4240	4,000.00	2,550.00	4,000.00	30,600.00	(26,600.00)	13.07%
Transfer From General Fund						
4911	0.00	0.00	0.00	14,280.00	(14,280.00)	0.00%
Transfer from STF Fund						
4916	0.00	0.00	51,064.00	0.00	51,064.00	0.00%
Total Resources	14,000.00	2,550.00	75,064.00	132,000.00	(56,936.00)	56.87%
Expenses						
Materials and Services						
Professional Services						
5100	0.00	1,750.00	0.00	21,000.00	21,000.00	0.00%
Administrative Support						
5101	0.00	2,083.33	4,569.54	25,000.00	20,430.46	18.27%
Website Maintenance						
5102	0.00	416.67	0.00	5,000.00	5,000.00	0.00%
Marketing						
5190	0.00	2,354.17	10,669.94	28,250.00	17,580.06	37.76%
Website Re-Design						
5191	0.00	0.00	4,148.00	0.00	(4,148.00)	0.00%
Travel & Training						
5220	0.00	416.67	0.00	5,000.00	5,000.00	0.00%
Total Materials and Services	0.00	7,020.84	19,387.48	84,250.00	64,862.52	23.01%
Transfers						
Transfer to General Fund						
9130	0.00	0.00	0.00	13,000.00	13,000.00	0.00%
Reserve for Future Expenditure						
9175	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	0.00	7,020.84	19,387.48	132,000.00	112,612.52	14.69%

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NW OREGON TRANSIT ALLIANCE MEETING SCHEDULE 2018 (Draft)

Meetings are held the **2nd Friday** of the month
Tillamook County Transportation District
3600 3rd St
Tillamook, OR
503-970-3336

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

? OTA Dates—We typically coordinate the October meeting with the conference

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

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Management Plan												
Review and Adoption by Partners	X	X	X									
Ridership Tracking and Reporting	X	X	X	X	X	X	X	X	X	X	X	X
Transit Access Study	X	X	X	X	X	X	X	X	X	X	X	X
2015-2017 5311(f) Grant												
Marketing												
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	X	X	X	X	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 Presentation		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												
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
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 NWOA partner	X	X										
Travel Oregon Grant Application												

Purchased Transportation Agreement

between
Tillamook County Transportation District and
the Confederated Tribes of Grand Ronde

regarding the
Grand Ronde Express

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1. Introduction

The Tillamook County Transportation District (hereafter “TCTD”) and the Confederated Tribes of Grand Ronde (hereafter “CTGR”), through the leadership of the Tribal Council are entering into a purchased transportation agreement. The transit project will provide additional public transit services to CTGR members and the general public in Marion County, Polk County, Yamhill County and others traveling through Grand Ronde. (TCTD and CTGR are collectively referred to as the “Parties.”)

2. Purpose

The purpose of this purchased transportation agreement is to provide Grand Ronde Express service addressing public transit needs between Grand Ronde and Salem and helping link Tillamook, Lincoln, Yamhill, Polk, and Marion counties. Moreover, it will set forth the roles and responsibilities of TCTD as the seller and provider of the specific services and CTGR as the buyer. Hereafter referred to as the “Project,” the parties intend to use the funds to provide public transit services between Yamhill, Marion and, Polk counties by providing express bus route between Grand Ronde and Salem (hereafter the “Services”), a corridor heavily travelled by CTGR members.

3. Responsible Entities

Each Party to this agreement is a separate entity responsible for establishing its own policies and procedures, except where specifically discussed in this agreement.

4. Term

The term of this agreement will run through June 30, 2019. The term may be extended by mutual agreement of the Parties, which must be executed in writing at least 90 days prior to the expiration of the current term.

5. Rights, Roles, and Responsibilities

A. Tillamook County Transit District (TCTD) - Seller

- 1) TCTD will operate and manage the service or Project and assist CTGR with the coordination with interlining transit routes and providers.
- 2) TCTD will provide the Services (described in greater detail in Exhibit B to this agreement) during the term of this agreement. Services will be expanded or curtailed based on written agreement of the Parties. In providing the Services, TCTD will operate and maintain its vehicles in accordance with TCTD’s policies and procedures which are ODOT compliant.
- 3) TCTD will provide information required for periodic financial reports on the Services to CTGR at intervals as required by funding agencies.

- 4) TCTD will provide full cost information on the administrative cost, maintenance cost, and operating expenses (including fuel, vehicle maintenance cost, insurance, salaries and wages).
- 5) TCTD will develop periodic operational reports on the Services including quarterly reports on the number of trips provided, number of passengers served, and similar information necessary to show the utility and value of the Project and meet federal requirements.
- 6) TCTD will provide any additional information needed for reports to funding agencies as required by those agencies.
- 7) TCTD will ensure compliance with all applicable federal laws and regulations, and that all federal directives affecting Project implementation are followed. This agreement may be amended by mutual consent to conform with federal, state or local governmental guidelines. If such amendments result in a change in the funding, the scope of service or schedule of the activities to be undertaken as part of this agreement, such modification will be incorporated only by written amendment signed by all the Parties.
- 8) TCTD will monitor program income, defined as income generated from passengers on the Project route, and agrees that such income shall be used as a source of revenue to reduce the monthly invoices.
- 9) In carrying out the Services, TCTD will act in accordance with the applicable standards described in the certifications and assurances attached as Exhibit D to this agreement. TCTD will comply with applicable federal laws and regulations, including those listed at Exhibit D. Federal laws, regulations, and directives may change; where applicable, such changed requirements will apply to the Project.

B. Confederated Tribes of Grand Ronde (CTGR) - Buyer

- 1) CTRG agrees to pay TCTD up to \$265,320 in return for services as described in Exhibit C and this includes 100% of the cost of service. TCTD will retain fare revenue per Exhibit C.
- 2) CTGR will be invoiced by TCTD monthly for services provided.
- 3) CTGR agrees to obtain all necessary authorization or approvals to provide a location to park-out buses, provide bus stop signage as necessary to accommodate the Services. This may include the use of existing transit facilities and signage.
- 4) The buses employed will have Grand Ronde label and logo added to the bus wrap. CTGR will provide TCTD with the proposed image for mutual review and approval with both entities names shown on the

buses. Implementation of this change will occur within 90 to 120 days after the design has been agreed upon.

6. General Terms

- A. Termination.** This agreement may be immediately terminated by mutual consent of the Parties. If either Party wishes to terminate its participation in the Project, it may do so upon 90 days' written notice to the other Party.
- B. No Third Party Beneficiaries.** TCTD and CTGR are the only parties to this agreement and are the only parties entitled to enforce its terms. Nothing in this agreement gives, is intended to give, or shall be construed to give or provide any benefit or right, whether directly or indirectly or otherwise, other third parties unless such third parties are individually identified by name herein and expressly described as intended beneficiaries of the terms of the agreement.
- C. Indemnification.** To the fullest extent allowed by law, each Party releases and shall indemnify, hold harmless and defend the other Party, its elected officials, officers, employees, and agents from and against any and all costs, including costs of defense, claims, liability, judgments or awards of damages asserted or arising directly or indirectly from, on account of, or in connection with any error, omission, or act of negligence by the Party, its elected or appointed officials, officers, agents, or employees in the performance of its responsibilities under this agreement. Each Party agrees to promptly notify the other Party of the filing of any claim which the notifying Party believes is covered by the indemnity recited in this Section and shall not settle such claim without prior consent of the other Party, which consent shall not be unreasonably withheld. The indemnified Party shall have the right to participate in the defense of said claim to the extent of its own interest. Appropriate personnel of the indemnified Party shall cooperate and participate in legal proceedings if requested by the indemnifying Party, and/or required by a court of competent jurisdiction.
- D. Dispute Resolution:** The undersigned representatives of each Party hereby affirm that they have entered into this agreement in good faith. Each Party agrees that it will discharge its obligations under this agreement in good faith. The Parties agree that they will work together and will endeavor to accomplish the purposes and goals of this agreement in a manner that serves the best interests of the Parties and the members of their communities. In the event of any dispute or disagreement in the implementation of this agreement, the Parties shall resolve the matter amicably by consultation or negotiation in the spirit of cordiality and mutual respect, beginning with the designated representatives of each entity involved in the dispute. If a dispute is not resolved within five business days of an issue being formally raised by one of the Parties, the dispute will be referred by the representatives to executive staff for the entities, who will endeavor in good faith to resolve the dispute. Final resolution of disputes may be referred for the joint consideration and negotiation by the governing body of any parties involved in a dispute.

- E. Notices.** When written notice is required under this agreement, it shall be given in writing by personal delivery, facsimile, email, or mailing the same, postage prepaid, to the other Party at the address or number set forth below. Any communication or notice personally delivered shall be deemed to be given when actually delivered. Any communication or notice delivered by facsimile shall be deemed to be given when receipt of the transmission is generated by the transmitting machine. Any communication by email shall be deemed to be given when the recipient of the email personally acknowledges receipt of the email. Any notice mailed shall be deemed to be received three days after the date it is deposited in the U.S. Mail.

TCTD: Seller's Agent

c/o Doug Pilant, Manager
3600 Third St Ste A
Tillamook OR 97141
Fax: (503) 815-8005
Email: dpilant@tillamookbus.com

CTGR: Buyer's Agent

c/o Kim Rogers, Planning & Grants Manager
9615 Grand Ronde Road
Grand Ronde, OR 97347
Fax: (503) 879-2263
Email: kim.rogers@grandronde.org

- F. Limitations.** Except as otherwise expressly identified in this agreement, no Party may act on the other's behalf or obligate the other Party in contract, debt or otherwise. The Parties are and shall remain separate entities, and no partnership, joint venture, or agency relationship is created by this agreement.
- G. Severability.** If any term or provision of this agreement is declared by a court of competent jurisdiction to be illegal or in conflict with any law, the validity of the remaining terms and provisions shall not be affected, and the rights and obligations of the Parties shall be construed and enforced as if this agreement did not contain the particular term or provision held to be invalid.
- H. Integration and Waiver.** This agreement, including all Exhibits, constitutes the entire agreement between the Parties on the subject matter hereof. There are no understandings, agreements, or representations, oral or written, not specified herein regarding this agreement. The delay or failure of either Party to enforce any provision of this agreement shall not constitute a waiver by that Party of that or any other provision. Each Party, by the signature below of its authorized representative, hereby acknowledges that it has read this agreement, understands it, and agrees to be bound by its terms and conditions.

- I. **Counterparts.** This agreement may be executed in counterparts (by facsimile or otherwise), each of which is an original and all of which together are deemed one agreement binding on both Parties, notwithstanding that both Parties are not signatories to the same counterpart.

- J. **Effective Date.** This agreement shall become effective on the date when this agreement is fully executed and approved as required by applicable law.

[CONTINUED ON NEXT PAGE]

WE THE UNDERSIGNED PARTIES AGREE TO BE BOUND BY THIS PURCHASED TRANSPORTATION AGREEMENT.

**TILLAMOOK COUNTY
TRANSPORTATION DISTRICT**

**CONFEDERATED TRIBES OF GRAND
RONDE**

Signature: _____

Signature: _____

Name: _____

Name: _____

Title: _____

Title: _____

Date: _____

Date: _____

EXHIBIT A

PROJECT DESCRIPTION

BUS SERVICE BETWEEN GRAND RONDE AND SALEM:

TCTD will operate commuter service between Grand Ronde and the Cherriots Transit Mall in Salem. The bus service will consist of up four (4) daily round trips five (5) days per week except for the following holidays: New Years, Memorial, Independence, Labor, Thanksgiving, and Christmas.

MARKETING:

CTGR will market the bus service, with the goal of increasing awareness and ridership of the bus service. This includes information on the scheduled service on the Tribal website and links to provide connection to other transit services.

CTGR may join with other regional transit agencies in marketing efforts including TCTD as well as Yamhill County Transit Area, Salem Area Mass Transit District, and the Lincoln County Transportation District.

EXHIBIT B

**ROUTE 7 SERVICE SCHEDULE
GRAND RONDE-SALEM COMMUTER**

To Salem						
	Grand Ronde (Community Center)	Spirit Mountain	Rickreal Park & Ride	Edgewater - Salem	Salem Transit Mall	
	5:50	5:55	6:25	6:37	6:45	-
	12:00	12:05	12:35	12:47	12:55	-
	2:30	2:35	3:05	3:17	3:25	-
	5:15	5:20	5:50	6:02	6:10	-

To Grand Ronde						
	Salem Transit Mall	Edgewater - Salem	Rickreal Park & Ride	Spirit Mountain	Grand Ronde (Community Center)	
	-	7:00	7:03	7:20	7:50	7:55
	-	1:30	1:33	1:50	2:20	2:25
	-	4:15	4:18	4:35	5:05	5:10
	-	6:15	6:18	6:35	7:05	-

EXHIBIT C

FARES & REVENUE

Grand Ronde to Salem:

Effective January 2, 2018 to June 30, 2019, CTGR will provide up to \$265,320 in payments for these eighteen months to fund 3,316.5 revenue service hours. The service hours will consist of weekday (M-F) commuter transit services between Grand Ronde and the Cherriots Transit Mall in Salem. In total 100% of the cost of service will be provided by CTGR.

TCTD will charge fares which are estimated to amount to 14% \$37,145 for the period. TCTD will report out their fare revenue to CTGR in their monthly invoices and the balance of the costs is estimated to be \$228,175. If fare revenue is less CTGR will cover the balance. If fare revenue is more than invoices will reflect that in smaller invoices to CTGR.

Fare Policy:

Grand Ronde Tribal members of the CTGR may use the Grand Ronde Express service free of charge upon presentation of a valid Tribal Identification Card or other official documentation showing proof of the person's status as a Grand Ronde tribal member. What about Siletz Tribal members? They will be allowed to ride Route 6 with their Cards and if they are not permitted to ride Route 7 it could cause some confusion. We can deal with it but thought I should bring this up for consideration.

EXHIBIT D

FEDERAL FISCAL YEAR 2013 CERTIFICATIONS AND ASSURANCES FOR FEDERAL TRANSIT ADMINISTRATION ASSISTANCE PROGRAMS

GROUP 01. REQUIRED CERTIFICATIONS AND ASSURANCES FOR EACH APPLICANT.

A. Assurance of Authority of the Applicant and Its Representative.

On behalf of your Applicant, you certify that both you and your Applicant's attorney who sign these Certifications, Assurances, and Agreements affirm that both your Applicant and you, as its authorized representative, may undertake the following activities on behalf of your Applicant, in compliance with applicable State, local, or Indian tribal laws and regulations, and your Applicant's by-laws or internal rules:

1. Execute and file its application for Federal funds,
2. Execute and file its Certifications, Assurances, and Agreements binding its compliance,
3. Execute Grant Agreements or Cooperative Agreements, or both, with FTA,
4. Comply with applicable Federal laws and regulations, and
5. Follow applicable Federal guidance.

B. Standard Assurances.

On behalf of your Applicant, you assure that your Applicant understands and agrees to the following:

1. Your Applicant will comply with all applicable Federal statutes and regulations to carry out any FTA funded Project,
2. Your Applicant is under a continuing obligation to comply with the terms and conditions of the FTA Grant Agreement or Cooperative Agreement for its Project, including the FTA Master Agreement incorporated by reference and made part of the latest amendment to the Grant Agreement or Cooperative Agreement,
3. Your Applicant recognizes that Federal laws and regulations may be modified from time to time and those modifications may affect Project implementation,
4. Your Applicant understands that Presidential executive orders and Federal guidance, including Federal policies and program guidance, may be issued concerning matters affecting your Applicant or its Project,
5. Your Applicant agrees that the most recent Federal laws, regulations, and guidance will apply to its Project, unless FTA determines otherwise in writing,
6. In light of recent FTA legislation applicable to FTA and except as FTA determines otherwise in writing, your Applicant agrees that requirements for FTA programs may vary depending on the fiscal year for which the funding for those programs was appropriated:
 - a. In some instances, FTA has determined that Federal statutory or regulatory program and eligibility requirements for FY 2012 or a specific previous fiscal year will apply to:
 - (1) New grants and cooperative agreements, and
 - (2) New amendments to grants and cooperative agreements that:
 - (a) Have been awarded Federal funds made available or appropriated for FY 2012 or the previous fiscal year, or

- (b) May be awarded Federal funds appropriated for FY 2012 or the previous fiscal year, but
- b. In other instances, FTA has determined that MAP-21 will apply to the Federal funds made available or appropriated for FY 2012 or a previous fiscal year, and
- c. For all FTA funded Projects, the following MAP-21 cross-cutting requirements supersede conflicting provisions of previous Federal law and regulations:
 - (1) Metropolitan and Statewide Planning,
 - (2) Environmental Review Process,
 - (3) Agency Safety Plans,
 - (4) Transit Asset Management Provisions (and Asset Inventory and Condition Reporting),
 - (5) Costs Incurred by Providers of Public Transportation by Vanpool,
 - (6) Revenue Bonds as Local Match,
 - (7) Debt Service Reserve,
 - (8) Government's Share of Cost of Vehicles, Vehicle-Equipment, and Facilities for ADA and Clean Air Act Compliance,
 - (9) Private Sector Participation,
 - (10) Bus Testing,
 - (11) Buy America,
 - (12) Corridor Preservation,
 - (13) Rail Car Procurements,
 - (14) Veterans Preference/Employment,
 - (15) Alcohol and Controlled Substance Testing, and
 - (16) Other provisions as FTA may determine.

(See the Federal Transit Administration, "Notice of FTA Transit Program Changes, Authorized Funding Levels and Implementation of the Moving Ahead for Progress in the 21st Century Act (MAP-21) and FTA FY 2013 Apportionments, Allocations, Program Information and Interim Guidance," 77 Fed. Reg. 663670, October 16, 2012.)

C. Intergovernmental Review Assurance.

(The assurance in Group 01.C does not apply to an Indian tribe, an Indian organization or a tribal organization that applies for funding made available or appropriated for FTA's Public Transportation on Indian Reservations Program authorized by 49 U.S.C. 5311(c)(1), as amended by MAP-21 or to FTA's Tribal Transit Program authorized by former 49 U.S.C. 5311(c)(1) in effect in FY 2012 or a previous fiscal year.)

To facilitate compliance with U.S. Department of Transportation (U.S. DOT) regulations, "Intergovernmental Review of Department of Transportation Programs and Activities," 49 CFR part 17, on behalf of your Applicant, you assure that it has submitted or will submit each application for Federal funding to the appropriate State and local agencies for intergovernmental review, as required by those regulations.

D. Nondiscrimination Assurance.

On behalf of your Applicant, you assure that:

- 1. Your Applicant will comply with the following laws and regulations so that no person in the United States will be denied the benefits of, or otherwise be subjected to discrimination in

- any U.S. DOT or FTA funded program or activity (particularly in the level and quality of transportation services and transportation-related benefits on the basis of race, color, national origin, religion, sex, disability, or age:
- a. Federal transit laws, specifically 49 U.S.C. 5332, as amended by MAP-21 (prohibiting discrimination on the basis of race, color, religion, national origin, sex, disability, or age, and in employment or business opportunity),
 - b. Title VI of the Civil Rights Act of 1964, as amended, 42 U.S.C. 2000d,
 - c. The Rehabilitation Act of 1973, as amended, 29 U.S.C. 794, *et seq.*,
 - d. The Americans with Disabilities Act of 1990, as amended, 42 U.S.C. 12101 *et seq.*,
 - e. U.S. DOT regulations, "Nondiscrimination in Federally-Assisted Programs of the Department of Transportation-Effectuation of Title VI of the Civil Rights Act of 1964," 49 CFR part 21,
 - f. U.S. DOT regulations, specifically 49 CFR parts 27, 37, 38, and 39, and
 - g. Any other applicable Federal statutes that may be signed into law or Federal regulations that may be promulgated,
2. Your Applicant will comply with Federal guidance implementing Federal nondiscrimination laws and regulations, except to the extent FTA determines otherwise in writing,
 3. As required by 49 CFR 21.7:
 - a. Your Applicant will comply with 49 U.S.C. 5332, as amended by MAP-21, 42 U.S.C. 2000d, and 49 CFR part 21 in the manner:
 - (1) It conducts each Project,
 - (2) It undertakes property acquisitions, and
 - (3) It operates its Project facilities, including:
 - (a) Its entire facilities, and
 - (b) Its facilities operated in connection with its Project,
 - b. This assurance applies to your Applicant's entire Project and to all parts of its facilities, including the facilities it operates to implement its Project,
 - c. Your Applicant will promptly take the necessary actions to carry out this assurance, including:
 - (1) Notifying the public that discrimination complaints about transportation-related services or benefits may be filed with U.S. DOT or FTA, and
 - (2) Submitting information about its compliance with these provisions to U.S. DOT or FTA upon their request,
 - d. If your Applicant transfers FTA funded real property, structures, or improvements to another party, any deeds and instruments recording that transfer will contain a covenant running with the land assuring nondiscrimination:
 - (1) While the property is used for the purpose that the Federal funding is extended, and
 - (2) While the property is used for another purpose involving the provision of similar services or benefits,
 - e. The United States has a right to seek judicial enforcement of any matter arising under:
 - (1) Title VI of the Civil Rights Act, 42 U.S.C. 2000d,
 - (2) U.S. DOT regulations, 49 CFR part 21, and
 - (3) This assurance,
 - f. Your Applicant will make any changes in its Title VI implementing procedures as U.S. DOT or FTA may request to comply with:
 - (1) Title VI of the Civil Rights Act, 42 U.S.C. 2000d,
 - (2) U.S. DOT regulations, 49 CFR part 21, and
 - (3) Federal transit laws, 49 U.S.C. 5332, as amended by MAP-21,

- g. Your Applicant will comply with Federal guidance issued to implement Federal nondiscrimination requirements, except as FTA determines otherwise in writing,
- h. Your Applicant will extend the requirements of 49 U.S.C. 5332, as amended by MAP-21, 42 U.S.C. 2000d, and 49 CFR part 21 to each Third Party Participant, including:
 - (1) Any Subrecipient,
 - (2) Any Transferee,
 - (3) Any Third Party Contractor or Subcontractor at any tier,
 - (4) Any Successor in Interest,
 - (5) Any Lessee, or
 - (6) Any other Third Party Participant in its Project,
- i. Your Applicant will include adequate provisions to extend the requirements of 49 U.S.C. 5332, as amended by MAP-21, 42 U.S.C. 2000d, and 49 CFR part 21 to each third party agreement, including:
 - (1) Each subagreement,
 - (2) Each property transfer agreement,
 - (3) Each third party contract or subcontract at any tier,
 - (4) Each lease, or
 - (5) Each participation agreement, and
- j. The assurances you have made on behalf of your Applicant will remain in effect as long as:
 - (1) Federal funding is extended to your Applicant's Project,
 - (2) Your Applicant's Project property is used for a purpose for which the Federal funding is extended,
 - (3) Your Applicant's Project property is used for a purpose involving the provision of similar services or benefits, or
 - (4) Your Applicant retains ownership or possession of its Project property, and
- 4. As required by U.S. DOT regulations, "Nondiscrimination on the Basis of Handicap in Programs and Activities Receiving or Benefiting from Federal Financial Assistance," 49 CFR part 27, specifically 49 CFR 27.9, and consistent with 49 U.S.C. 5307(c)(1)(D)(iii), as amended by MAP-21, your assure that:
 - a. Your Applicant will comply with the following prohibitions against discrimination on the basis of disability, which are a condition of approval or extension of any FTA funding awarded to:
 - (1) Construct any facility,
 - (2) Obtain any rolling stock or other equipment,
 - (3) Undertake studies,
 - (4) Conduct research, or
 - (5) Participate in or obtain any benefit from any FTA administered program, and
 - b. In any program or activity receiving or benefiting from Federal funding that U.S. DOT administers, no otherwise qualified people with a disability will, because of their disability, be:
 - (1) Excluded from participation,
 - (2) Denied benefits, or
 - (3) Otherwise subjected to discrimination.

E. Suspension and Debarment Certification.

On behalf of your Applicant, you certify that:

1. Your Applicant will comply and facilitate compliance with U.S. DOT regulations, “Nonprocurement Suspension and Debarment,” 2 CFR part 1200, which adopts and supplements the provisions of U.S. Office of Management and Budget (U.S. OMB) “Guidelines to Agencies on Governmentwide Debarment and Suspension (Nonprocurement),” 2 CFR part 180,
2. To the best of your knowledge and belief, and your Applicant’s knowledge and belief, that your Applicant’s Principals and Subrecipients at the first tier:
 - a. Are eligible to participate in covered transactions of any Federal department or agency and are not presently:
 - (1) Debarred,
 - (2) Suspended,
 - (3) Proposed for debarment,
 - (4) Declared ineligible,
 - (5) Voluntarily excluded, or
 - (6) Disqualified,
 - b. Your Applicant’s management has not within a three-year period preceding its latest application or proposal been convicted of or had a civil judgment rendered against any of them for:
 - (1) Commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction, or contract under a public transaction,
 - (2) Violation of any Federal or State antitrust statute, or
 - (3) Commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making any false statement, or receiving stolen property,
 - c. Your Applicant is not presently indicted for, or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses listed in the preceding Section 1.b of this Certification,
 - d. Your Applicant has not had one or more public transactions (Federal, State, or local) terminated for cause or default within a three-year period preceding this Certification,
 - e. If, at a later time, your Applicant receives any information that contradicts the statements of subparagraphs 2.a – 2.d above, your Applicant will promptly provide that information to FTA,
 - f. Your Applicant will treat each lower tier contract or lower tier subcontract under its Project as a covered lower tier contract for purposes of 2 CFR part 1200 and 2 CFR part 180 if it:
 - (1) Equals or exceeds \$25,000,
 - (2) Is for audit services, or
 - (3) Requires the consent of a Federal official, and
 - g. Your Applicant will require that each covered lower tier contractor and subcontractor:
 - (1) Comply and facilitate compliance with the Federal requirements of 2 CFR parts 180 and 1200, and
 - (2) Assure that each lower tier participant in its Project is not presently declared by any Federal department or agency to be:
 - (a) Debarred from participation in your Applicant’s federally funded Project,
 - (b) Suspended from participation in your Applicant’s federally funded Project,

- (c) Proposed for debarment from participation in your Applicant's federally funded Project,
 - (d) Declared ineligible to participate in your Applicant's federally funded Project,
 - (e) Voluntarily excluded from participation in your Applicant's federally funded Project, or
 - (f) Disqualified from participation in your Applicant's federally funded Project, and
3. Your Applicant will provide a written explanation as indicated on its Signature Page or a page attached in FTA's TEAM-Web if it or any of its principals, including any of its first tier Subrecipients or any of its Third Party Participants at a lower tier, is unable to certify compliance with to the preceding statements in this Certification 01.E.

F. U.S. OMB Assurances in SF-424B and SF-424D.

The assurances in Group 01.F are consistent with the U.S. OMB assurances required in the U.S. OMB SF-424B and SF-424D, updated as necessary to reflect changes in Federal laws and regulations.

1. *Administrative Activities.* On behalf of your Applicant, you assure that:
 - a. For every project described in any application your Applicant submits, your Applicant has adequate resources to properly plan, manage, and complete its Project, including:
 - (1) The legal authority to apply for Federal funding,
 - (2) The institutional capability,
 - (3) The managerial capability, and
 - (4) The financial capability (including funds sufficient to pay the non-Federal share of Project cost),
 - b. Your Applicant will give limited access and the right to examine Project-related materials, including, but not limited to:
 - (1) FTA,
 - (2) The Comptroller General of the United States, and
 - (3) If appropriate, the State, through any authorized representative,
 - c. Your Applicant will establish a proper accounting system in accordance with generally accepted accounting standards or FTA guidance, and
 - d. Your Applicant will establish safeguards to prohibit employees from using their positions for a purpose that results in:
 - (1) A personal or organizational conflict of interest, or personal gain, or
 - (2) The appearance of a personal or organizational conflict of interest or personal gain.
2. *Project Specifics.* On behalf of your Applicant, you assure that:
 - a. Following receipt of an FTA award, your Applicant will begin and complete Project work within the time periods that apply,
 - b. For FTA funded construction Projects:
 - (1) Your Applicant will comply with FTA provisions concerning the drafting, review, and approval of construction plans and specifications,
 - (2) Your Applicant will, to the extent practicable, provide and maintain competent and adequate engineering supervision at the construction site to assure that the completed work conforms with the approved plans and specifications,
 - (3) Your Applicant will include a covenant to assure nondiscrimination during the useful life of its Project in its title to federally funded real property,

- (4) To the extent FTA requires, your Applicant will record the Federal interest in the title to FTA funded real property or interests in real property, and
 - (5) To the extent practicable, absent permission and instructions from FTA, your Applicant will not alter the site of the FTA funded construction Project or facilities by:
 - (a) Disposing of the underlying real property or other interest in the site and facilities,
 - (b) Modifying the use of the underlying real property or other interest in the site and facilities, or
 - (c) Changing the terms of the underlying real property title or other interest in the site and facilities, and
 - c. Your Applicant will furnish progress reports and other information as FTA or the State may require.
3. Statutory and Regulatory requirements. On behalf of your Applicant, you assure that:
- a. Your Applicant will comply with all Federal statutes relating to nondiscrimination that apply, including, but not limited to:
 - (1) The prohibitions against discrimination on the basis of race, color, or national origin, as provided in Title VI of the Civil Rights Act, 42 U.S.C. 2000d,
 - (2) The prohibitions against discrimination on the basis of sex, as provided in:
 - (a) Title IX of the Education Amendments of 1972, as amended, 20 U.S.C. 1681 – 1683, and 1685 – 1687, and
 - (b) U.S. DOT regulations, “Nondiscrimination on the Basis of Sex in Education Programs or Activities Receiving Federal Financial Assistance,” 49 CFR part 25,
 - (3) The prohibitions against discrimination on the basis of age in federally funded programs, as provided in the Age Discrimination Act of 1975, as amended, 42 U.S.C. 6101 – 6107,
 - (4) The prohibitions against discrimination on the basis of disability in federally funded programs, as provided in section 504 of the Rehabilitation Act of 1973, as amended, 29 U.S.C. 794,
 - (5) The prohibitions against discrimination on the basis of disability, as provided in the Americans with Disabilities Act of 1990, as amended, 42 U.S.C. 12101 *et seq.*
 - (6) The prohibitions against discrimination in the sale, rental, or financing of housing, as provided in Title VIII of the Civil Rights Act, 42 U.S.C. 3601 *et seq.*,
 - (7) The prohibitions against discrimination on the basis of drug abuse, as provided in the Drug Abuse Office and Treatment Act of 1972, as amended, 21 U.S.C. 1101 *et seq.*,
 - (8) The prohibitions against discrimination on the basis of alcohol abuse, as provided in the Comprehensive Alcohol Abuse and Alcoholism Prevention Act of 1970, as amended, 42 U.S.C. 4541 *et seq.*,
 - (9) The confidentiality requirements for the records of alcohol and drug abuse patients, as provided in the Public Health Service Act, as amended, 42 U.S.C. 290dd – 290dd-2, and
 - (10) The nondiscrimination provisions of any other statute(s) that may apply to its Project,
 - b. As provided by the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended (Uniform Relocation Act), 42 U.S.C. 4601 *et seq.*, and the MAP-21 amendment to 49 U.S.C. 5323(b), regardless of whether Federal funding has been provided for any of the real property acquired for Project purposes, your Applicant

will provide for fair and equitable treatment of displaced persons or persons whose property is acquired as a result of federally funded programs, and:

- (1) Your Applicant has the necessary legal authority under State and local laws and regulations to comply with:
 - (a) The Uniform Relocation Act. 42 U.S.C. 4601 *et seq.*, as specified by 42 U.S.C. 4630 and 4655, and
 - (b) U.S. DOT regulations, "Uniform Relocation Assistance and Real Property Acquisition for Federal and Federally Assisted Programs," 49 CFR part 24, specifically 49 CFR 24.4, and
- (2) Your Applicant has complied with or will comply with the Uniform Relocation Act and implementing U.S. DOT regulations, because:
 - (a) Your Applicant will adequately inform each affected person of the benefits, policies, and procedures provided for in 49 CFR part 24,
 - (b) As required by 42 U.S.C. 4622, 4623, and 4624, and 49 CFR part 24, your Applicant will provide fair and reasonable relocation payments and assistance for displacement, resulting from any FTA funded Project, of:
 - 1 Families and individuals, and
 - 2 Partnerships, corporations, or associations,
 - (c) As provided by 42 U.S.C. 4625 and 49 CFR part 24, your Applicant will provide relocation assistance programs offering the services described in the U.S. DOT regulations to such displaced:
 - 1 Families and individuals, and
 - 2 Partnerships, corporations, or associations,
 - (d) As required by 42 U.S.C. 4625(c)(3), within a reasonable time before displacement, your Applicant will make available comparable replacement dwellings to families and individuals,
 - (e) Your Applicant will:
 - 1 Carry out the relocation process to provide displaced persons with uniform and consistent services, and
 - 2 Make available replacement housing in the same range of choices with respect to such housing to all displaced persons regardless of race, color, religion, or national origin,
 - (f) Your Applicant will be guided by the real property acquisition policies of 42 U.S.C. 4651 and 4652 to the greatest extent practicable under State law,
 - (g) Your Applicant will pay or reimburse property owners for their necessary expenses as specified in 42 U.S.C. 4653 and 4654, understanding that FTA will provide Federal funding for its eligible costs of providing payments for those expenses, as required by 42 U.S.C. 4631,
 - (h) Your Applicant will execute the necessary implementing amendments to third party contracts and subagreements financed with FTA funding,
 - (i) Your Applicant will execute, furnish, and be bound by such additional documents as FTA may determine necessary to effectuate or implement these assurances,
 - (j) Your Applicant will incorporate these assurances by reference into and make them a part of any third party contract or subagreement, or any amendments thereto, relating to any FTA funded Project involving relocation or land acquisition, and
 - (k) Your Applicant will provide in any affected document that these relocation and land acquisition provisions must supersede any conflicting provisions,

- c. To the extent practicable, your Applicant will comply with the Lead-Based Paint Poisoning Prevention Act, specifically 42 U.S.C. 4831(b), which prohibits the use of lead-based paint in the construction or rehabilitation of residence structures,
- d. Your Applicant will, to the extent practicable, comply with the protections for human subjects involved in research, development, and related activities supported by Federal funding of:
 - (1) The National Research Act, as amended, 42 U.S.C. 289 *et seq.*, and
 - (2) U.S. DOT regulations, "Protection of Human Subjects," 49 CFR part 11,
- e. Your Applicant will, to the extent practicable, comply with the labor standards and protections for federally funded Projects of:
 - (1) The Davis-Bacon Act, as amended, 40 U.S.C. 3141 – 3144, 3146, and 3147,
 - (2) Sections 1 and 2 of the Copeland "Anti-Kickback" Act, as amended, 18 U.S.C. 874, and 40 U.S.C. 3145, respectively, and
 - (3) The Contract Work Hours and Safety Standards Act, as amended, 40 U.S.C. 3701 *et seq.*,
- f. Your Applicant will, to the extent practicable, comply with any applicable environmental standards that may be prescribed to implement Federal laws and executive orders, including, but not limited to:
 - (1) Following the institution of environmental quality control measures under the National Environmental Policy Act of 1969, as amended, 42 U.S.C. 4321 – 4335 and Executive Order No. 11514, as amended, 42 U.S.C. 4321 note,
 - (2) Following the notification of violating facilities provisions of Executive Order No. 11738, 42 U.S.C. 7606 note,
 - (3) Following the protection of wetlands provisions of Executive Order No. 11990, 42 U.S.C. 4321 note,
 - (4) Following the evaluation of flood hazards in floodplains provisions of Executive Order No. 11988, 42 U.S.C. 4321 note,
 - (5) Complying with the assurance of Project consistency with the approved State management program developed pursuant to the Coastal Zone Management Act of 1972, as amended, 16 U.S.C. 1451 – 1465,
 - (6) Complying with the Conformity of Federal Actions to State (Clean Air) Implementation Plans requirements under section 176(c) of the Clean Air Act of 1955, as amended, 42 U.S.C. 7401 – 7671q,
 - (7) Complying with the protections for underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended, 42 U.S.C. 300f – 300j-6,
 - (8) Complying with the protections for endangered species under the Endangered Species Act of 1973, as amended, 16 U.S.C. 1531 – 1544,
 - (9) Complying with the environmental protections for Federal transportation programs, including, but not limited to, protections for parks, recreation areas, or wildlife or waterfowl refuges of national, State, or local significance or any land from a historic site of national, State, or local significance to be used in a transportation Project as required by 49 U.S.C. 303(b) and 303(c),
 - (10) Complying with the protection of the components of the national wild and scenic rivers systems, as required under the Wild and Scenic Rivers Act of 1968, as amended, 16 U.S.C. 1271 – 1287, and
 - (11) Complying with and facilitating compliance with:
 - (a) Section 106 of the National Historic Preservation Act of 1966, as amended, 16 U.S.C. 470f,

- (b) The Archaeological and Historic Preservation Act of 1974, as amended, 16 U.S.C. 469 – 469c, and
- (c) Executive Order No. 11593 (identification and protection of historic properties), 16 U.S.C. 470 note,
- g. To the extent practicable, complying with the following Federal requirements for the care, handling, and treatment of warm blooded animals held or used for research, teaching, or other activities supported by Federal funding:
 - (1) The Animal Welfare Act, as amended, 7 U.S.C. 2131 *et seq.*, and
 - (2) U.S. Department of Agriculture regulations, “Animal Welfare,” 9 CFR subchapter A, parts 1, 2, 3, and 4,
- h. To the extent practicable, obtaining a certificate of compliance with the seismic design and construction requirements of U.S. DOT regulations, “Seismic Safety,” 49 CFR part 41, specifically 49 CFR 41.117(d), before accepting delivery of any FTA funded building,
- i. To the extent practicable, complying with, and assuring its Subrecipients located in special flood hazard areas comply with, section 102(a) of the Flood Disaster Protection Act of 1973, as amended, 42 U.S.C. 4012a(a), by:
 - (1) Participating in the Federal flood insurance program, and
 - (2) Purchasing flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more,
- j. To the extent practicable, complying with:
 - (1) The Hatch Act, 5 U.S.C. 1501 – 1508, 7324 – 7326, which limits the political activities of State and local agencies and their officers and employees whose primary employment activities are financed in whole or part with Federal funds, including a Federal loan, grant agreement, or cooperative agreement, and
 - (2) 49 U.S.C. 5323(l)(2), as amended by MAP-21, and 23 U.S.C. 142(g), which provide an exception from Hatch Act restrictions for a nonsupervisory employee of a public transportation system (or of any other agency or entity performing related functions) receiving FTA funding made available or authorized for 49 U.S.C. chapter 53 and 23 U.S.C. 142(a)(2) to whom the Hatch Act does not otherwise apply,
- k. Performing the financial and compliance audits as required by the:
 - (1) Single Audit Act Amendments of 1996, 31 U.S.C. 7501 *et seq.*,
 - (2) U.S. OMB Circular A-133, “Audits of States, Local Governments, and Non-Profit Organizations,” Revised, and
 - (3) Most recent applicable U.S. OMB A-133 Compliance Supplement provisions for the U.S. DOT, and
- l. To the extent practicable, complying with all the provisions of all other Federal laws or regulations that apply, and follow Federal guidance governing your Applicant and its Project, except to the extent that FTA has expressly approved otherwise in writing.

GROUP 02. LOBBYING.

On behalf of your Applicant, you certify that:

- l. As required by 31 U.S.C. 1352 and U.S. DOT regulations, “New Restrictions on Lobbying,” specifically 49 CFR 20.110:
 - a. The lobbying restrictions of this Certification apply to your Applicant’s requests:
 - (1) For \$100,000 or more in Federal funding for a grant or cooperative agreement, and

- (2) For \$150,000 or more in Federal funding for a loan, line of credit, or loan guarantee, and
 - b. Your Certification on behalf of your Applicant applies to the lobbying activities of:
 - (1) Your Applicant,
 - (2) Your Applicant's Principals, and
 - (3) Your Applicant's Subrecipients at the first tier,
2. To the best of your knowledge and belief:
 - a. No Federal appropriated funds have been or will be paid by or on its behalf to any person to influence or attempt to influence:
 - (1) An officer or employee of any Federal agency regarding the award of a:
 - (a) Federal grant or cooperative agreement, or
 - (b) Federal loan, line of credit, loan guarantee, or loan insurance, and
 - (2) A Member of Congress, an employee of a member of Congress, or an officer or employee of Congress regarding the award of a:
 - (a) Federal grant or cooperative agreement, or
 - (b) Federal loan, line of credit, loan guarantee, or loan insurance,
 - b. Your Applicant will submit a complete OMB Standard Form-LLL, "Disclosure of Lobbying Activities (Rev. 7-97)," consistent with its instructions, if any funds other than Federal appropriated funds have been or will be paid to any person to influence or attempt to influence:
 - (1) An officer or employee of any Federal agency regarding the award of a:
 - (a) Federal grant or cooperative agreement, or
 - (b) Federal loan, line of credit, loan guarantee, or loan insurance, and
 - (2) A Member of Congress, an employee of a member of Congress, or an officer or employee of Congress regarding the award of a:
 - (a) Federal grant or cooperative agreement, or
 - (b) Federal loan, line of credit, loan guarantee, or loan insurance, and
 - c. Your Applicant will include the language of this Certification in the award documents for all subawards at all tiers, including, but not limited to:
 - (1) Subcontracts,
 - (2) Subgrants,
 - (3) Subagreements, and
 - (4) Third party contracts under a:
 - (a) Federal grant or cooperative agreement, or
 - (b) Federal loan, line of credit, loan guarantee, or loan insurance,
3. Your Applicant understands that:
 - a. This Certification is a material representation of fact that the Federal government relies on, and
 - b. Your Applicant must submit this Certification before the Federal government may award funding for a transaction covered by 31 U.S.C. 1352, including a:
 - (1) Federal grant or cooperative agreement, or
 - (2) Federal loan, line of credit, loan guarantee, or loan insurance, and
4. Your Applicant also understands that any person who does not file a required Certification will be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

**GROUP 18. PUBLIC TRANSPORTATION ON INDIAN RESERVATIONS
AND “TRIBAL TRANSIT” PROGRAMS.**

A. Public Transportation on Indian Reservations Program.

FTA has established terms and conditions for direct Public Transportation on Indian Reservations Program grants financed with funding made available or appropriated for 49 U.S.C. 5311(c)(1), as amended by MAP-21. On behalf of your Applicant, you certify and assure that:

1. Your Applicant has or will have the necessary legal, financial, and managerial capability to:
 - a. Apply, receive and disburse 49 U.S.C. 5311(c)(1) funding, and
 - b. Carry out each Project, including the:
 - (1) Safety aspects of its proposed Projects, and
 - (2) Security aspects of its proposed Projects,
2. Your Applicant has or will have satisfactory continuing control over the use of Project equipment and facilities,
3. Your Applicant’s Project equipment and facilities will be adequately maintained,
4. Your Applicant’s Project will achieve maximum feasible coordination with transportation service funded by other Federal sources,
5. Your Applicant will:
 - a. Have a procurement system that complies with U.S. DOT regulations, “Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments,” 49 CFR part 18, specifically 49 CFR 18.36, or
 - b. Inform FTA promptly that its procurement system does not comply with those U.S. DOT regulations, and
6. Your Applicant will comply with the Certifications, Assurances, and Agreements in:
 - a. Group 03.B and 03.C (Charter Service Agreement and School Bus Agreement),
 - b. Group 05.B (Bus Testing),
 - c. Group 06 (Demand Responsive Service),
 - d. Group 07 (Intelligent Transportation Systems), and
 - e. Group 10 (Alcohol and Controlled Substances Testing).

B. “Tribal Transit” Program.

FTA has established terms and conditions for direct “Tribal Transit” Program grants financed with funding made available or appropriated for former 49 U.S.C. 5311(c)(1) in effect in FY 2012 or a previous fiscal year, except as superseded as MAP-21 cross-cutting requirements that apply instead. On behalf of your Applicant you certify that:

1. Your Applicant has or will have the necessary legal, financial, and managerial capability to:
 - a. Apply, receive and disburse 49 U.S.C. 5311(c)(1) funding, and
 - b. Carry out each Project, including the:
 - (1) Safety aspects of its proposed Projects, and
 - (2) Security aspects of its proposed Projects,
2. Your Applicant has or will have satisfactory continuing control over the use of Project equipment and facilities,
3. Your Applicant’s Project equipment and facilities will be adequately maintained,
4. Your Applicant’s Project will achieve maximum feasible coordination with transportation service funded by other Federal sources,

5. Your Applicant will:
 - a. Have a procurement system that complies with U.S. DOT regulations, “Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments,” 49 CFR part 18, specifically 49 CFR 18.36, or
 - b. Inform FTA promptly that its procurement system does not comply with those U.S. DOT regulations, and
6. Your Applicant will comply with the Certifications, Assurances, and Agreements in:
 - a. Group 03.B and 03.C (Charter Service Agreement and School Bus Agreement),
 - b. Group 05.B (Bus Testing),
 - c. Group 06 (Demand Responsive Service),
 - d. Group 07 (Intelligent Transportation Systems), and
 - e. Group 10 (Alcohol and Controlled Substances Testing).

**Tillamook County Transportation District
STF Advisory Committee**

Category		Membership	Position Status
A,D	1	Lyla Hendrickson P.O. Box 876 Manzanita, Oregon 97130 (503) 801-5215 (cell) Lylarh8391@gmail.com	<i>Appointed Feb 2017 Term ends June 2019</i>
D,E	2	Bill Hatton (Tillamook County Veterans Services) 24205 Wilson River Hwy Tillamook, Oregon 97141 (503) 842-4358 work; (503) 842-5390 home bhatton@co.tillamook.or.us	<i>Appointed Feb 2017 Term ends June 2019</i>
D,E	3	Erin Skaar (CARE Inc.) 2310 First Street Tillamook, OR 97141 (503) 842-5261x204 eskaar@careinc.org	<i>Appointed Feb 2017 Term ends June 2019</i>
D,E	4	Stacie Zuercher (NW Senior Disabled Services) 5010 East Third Street Tillamook, Oregon 97141 (503) 842-2770 stacie.zuercher@nwdsds.org	<i>Appointed Feb 2017 Term ends June 2019</i>
C	5	Ron Rush (Marie Mills Center) 1800 Front Street Tillamook, Oregon 97141 (503) 842-2539 (work) ron@mariemillscenter.com	<i>Appointed March 2014 Term ends June 2017</i>
A,D	6	Carol McAndrew 407 Pine Avenue, Apt 1 Tillamook, Oregon 97141 (503) 801-7400 (cell); (503) 322-3742 (work) mcandrewcarol@ymail.com	<i>Appointed March 2014 Term ends June 2017</i>
A	7	Anita Hanakahi 1113 9 th Street Tillamook, OR 97141 (503) 8010713 Happyeggplant77@gmail.com	<i>Appointed Feb 2017 Term ends Jun 2019</i>
	8	Elly Blaser (DHS) 9907 7 th Street Bay City, Oregon 97107 (541) 418-3088 cell; (503) 842-4453 x.238 (work) Elise.Blaser@dhsosha.state.or.us	<i>Appointed Oct 2017 Term ends Jun 2019</i>

	9	Melissa Carlson-Swanson (Oregon Food Bank) 1760 Wilson River Loop Tillamook, Oregon 97141 (503) 842-3154 x.1 (work) MCswanson@oregonfoodbank.org	<i>Appointed Oct 2017</i> <i>Term ends Jun 2019</i>
	10	Paul Hernandez (Helping Hands Outreach Re-Entry) 4930 Bourbon Place West Tillamook, Oregon 97141 (310) 986-9200 p.hernandez@helpinghandsreentry.org	<i>Appointed Oct 2017</i> <i>Term ends Jun 2019</i>

Updated September 2015

- (A) A person who is an elderly or disabled individual and uses transportation services;
- (B) A person who is an elderly or disabled individual and lives in an area where there are no public transportation services;
- (C) An individual engaged in providing transportation services to the elderly or disabled;
- (D) A representative of elderly individuals; or
- (E) A representative of disabled individuals.

Position	Budget Committee Members	Position Status
1	Pat Ryan PO Box 1052 Rockaway Beach, OR 97136 (503) 812-6404 (cell) (503) 842-8222 x.1020	<i>Appointed February 2015</i> <i>Term ends June 2018</i>
2	Bill Hatton 24205 Wilson River Hwy Tillamook, Oregon 97141 (503) 842-4358 work (503) 842-5390 home bhatton@co.tillamook.or.us	<i>Re-Appointed February 2015</i> <i>Term ends June 2018</i>
3	Elly Blaser 9907 7 th Street Bay City, Oregon 97107 (541) 418-3088 cell (503) 842-4453 x.238 (work) Elise.Blaser@dhsosha.state.or.us	<i>Appointed October 2017</i> <i>Term ends June 2019</i>
4	Anita Hanakahi 1113 9 th Street Tillamook, OR 97141 (503) 801-0713 Happyeggplant77@gmail.com	<i>Appointed February 2017</i> <i>Term ends June 2019</i>
5	Ron Rush 1800 Front Street Tillamook, Oregon 97141 (503) 842-6901 (503) 842-2539 (work) ron@mariemillscenter.com	<i>Appointed January 2017</i> <i>Term ends June 2020</i>
6	Carol McAndrew 407 Pine Avenue, Apt 1 Tillamook, Oregon 97141 (503) 801-7400 (cell) (503) 322-3742 (work) mcandrewcarol@ymail.com	<i>Appointed January 2017</i> <i>Term ends June 2020</i>
7	Melissa Carlson-Swanson Oregon Food Bank 1760 Wilson River Loop Tillamook, Oregon 97141 (503) 842-3154 x.1 (work) MCSwanson@oregonfoodbank.org	<i>Appointed October 2017</i> <i>Term ends June 2019</i>

Tillamook County Transportation District
Board of Directors Regular Monthly Meeting
Thursday, October 19, 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 6:30pm
2. Pledge of Allegiance
3. Roll Call:

Present

TCTD Board of Directors

Judy Riggs, Board Chair
Gary Hanenkrat, Treasurer
Marty Holm, Vice Chair
Jackie Edwards, Director
Jim Huffman, Secretary (by telephone)
Merrienne Hoffman, Director

TCTD Staff

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

Absent

Cara Mico, Director

Guest

None

4. Announcements and Changes to Agenda: None.
5. Public & Guest Comments: None.
6. Executive Session: Discipline of Public Officers and Employees, ORS 192.660(2)(b)
****Executive Session** 6:34pm – 6:52pm**

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 Discipline of Public Officers and Employees, ORS 192.660(2)(b). 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 are no motions as a result of executive session.

REPORTS

7. Information: General Managers Report:

- a. Financial Report: GM Doug Pilant reviewed the September 2017 financial reports. District is 25% through the Fiscal Year. Director Huffman requested an explanation for the Innova Legal, Ecolane, Maverick Media and Tillamook Computers expenses. GM Doug Pilant explained Innova expenses are for personnel legal fees, Ecolane is for the dispatching and scheduling software, Maverick Media is NWOTA marketing expenses, and Tillamook Computers was for IT expenses.
- b. Service Performance Report: YTD Ridership overall was -6.4% over the previous year. The YTD cost per trip was +15.5% while the cost per hour was +7.6%, and the fare box return was -2.4%. Director Hanenkrat asked why ridership is down. GM Doug Pilant reported trend is down nationwide. Director Huffman suggested that perhaps the Board can help with marketing.
- c. Northwest Oregon Transit Alliance: GM Doug Pilant reviewed the NWOTA meeting agenda, minutes, finance report with the Board. The group will be conducting a field trip October 25-27. Director Huffman asked what improvement would be needed in Hebo. GM Doug Pilant explained there is already a southbound bus stop where people get off the bus and that we're working with ODOT to establish a northbound bus stop, which is where people get onto the bus.
- d. Planning & Development:
 - i. Cape Kiwanda Master Plan: Kittleson & Associates was selected as the project consultant.
 - ii. Neskowin Bus Stop: Pad and shelter is installed. Waiting for approval from ODOT for a water meter for landscape watering.
 - iii. Cloverdale Bus Stop: The County said they are planning to abandon this project due to sufficient funding and other constraints to the site. The County's Chief of Staff told GM Doug Pilant the Board of Commissioners is considering turning this property over to the District. GM Doug Pilant said the District already invested at least \$7,000 into the project so it may not be a bad idea to take control of the property and work with ODOT at a later date to develop the site into a viable bus stop. Director Hanenkrat asked if the property is environment clearance. GM Doug Pilant said the County has already turned over all of the environmental records and said they'll do one more check with DEQ to verify that the property is free and clear of any issues. GM Doug Pilant also reported the County is going to determine if any of the previous ODOT grant funding that's been used will impact how the property is developed. Director Hoffman did hear that there were concerns about the bank erosion. GM Doug Pilant said that is one of the constraints making it harder to develop the property. Merrienne Hoffman said there is a movement in Cloverdale to create a business association separate

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.

- from the Pacific City Nestucca Valley Chamber of Commerce. She also reported the community viewed the wayside as a place to have a public restroom to get people to stop and look around the town and spend money at their businesses.
- iv. Coastal Connector Expansion of Services: GM Doug Pilant said staff has made great progress developing schedules and a service plan to improve services between Lincoln City and Salem. The implementation date is January 2, 2018.
 - e. Grant Funding:
 - i. STF Grant: Ford Transit stretcher vans delivered and NWOTA Coordinating Committee working on final details of the regional website.
 - ii. Section 5310 Grant: The District is going to support Marie Mills for a competitive grant to purchase a vehicle.
 - f. Facility/Property Management:
 - i. Tillamook Family Counseling Center hired a contractor to develop a plan to renovate the vacant office space. Expect a written proposal in the near future.
 - ii. Lighting project: The lighting materials arrived, and the Outdoor Lighting project will be completed within the next few weeks.
 - iii. Renovation: Progress continues. New roof and gutters have been installed, the flat roof will soon be completed, and the contractor will be installing HVAC units and turning their attention to completing their attention to the new offices. There were 4 change orders with additional costs and credits. The difference will be an additional cost of \$675. Most of the additional expense was to remove the dry-rot on the NE portion of the roof.
 - g. Miscellaneous:
 - i. ITS: Terminated the contract with Tillamook Computers and issued their final check.
 - ii. Scheduling and Dispatching Software: Working on client data cleanup, automatic downloads from Ride Care, service area map being developed. Still planning to go live at the beginning of 2018.
 - iii. US 101/OR 6 Project: Sidewalk project is delayed until mid-November. TCTD will continue to provide shuttle service for approximately 6 weeks. Director Huffman asked about the opinion in the paper about the shuttle not working, but the District has no record of missing any calls on the cell phone provided.

CONSENT CALENDAR

- 8. Motion: Approval of Minutes of September 21, 2017 Board Meeting
- 9. Motion: Acceptance of Financial Report: September 2017

Motion by Director Holm to adopt the Consent Calendar. *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, Holm, Huffman, Hoffman
and Board Chair Judy Riggs.
Director Mico were absent.

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.

ACTION ITEMS

10. Resolution 17-27 Authorizing the GM to Execute a Memorandum of Understanding with the Confederated Tribes of Grand Ronde to provide up to \$149,356 in local matching funds for Coastal Connector Service

Motion by Director Holm to approve Resolution 17-27 Authorizing the GM to Execute a Memorandum of Understanding with the Confederated Tribes of Grand Ronde to provide up to \$149,356 in local matching funds for Coastal Connector Service. *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, Holm, Huffman, Hoffman and Board Chair Judy Riggs. Director Mico were absent.

11. Resolution 17-28 Authorizing the GM to Execute a Memorandum of Understanding with the Confederated Tribes of the Grand Ronde Indians to provide up to \$176,880 to provide Route 7 Commuter Service between Grand Ronde and Salem

Motion by Director Holm to approve Resolution 17-28 Authorizing the GM to Execute a Memorandum of Understanding with the Confederated Tribes of the Grand Ronde Indians to provide up to \$176,880 to provide Route 7 Commuter Service between Grand Ronde and Salem. *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, Holm, Huffman, Hoffman and Board Chair Judy Riggs. Director Mico were absent.

DISCUSSION ITEMS

12. Staff Comments/Concerns

GM Doug Pilant: Each month he looks forward to the reciting the Pledge of Allegiance prior to board meetings and enjoys the meetings because we are doing the peoples work, which makes him feel a sense of accomplishment.

Transit Superintendent Ronny Fox: Missed being at last month's board meeting but he had a great vacation, very relaxing.

Accounting Specialist Tabatha Welch: None.

HR Specialist/Board Clerk Cathy Bond: None.

13. Board of Directors Comments/Concerns

Gary Hanenkrat – None.

Jim Huffman – Noticed Jackie had training and SDAO offers wonderful services and he's proud of them and thinks we should take advantage of all the services they offer.

Merrienne Hoffman – None.

Judy Riggs – None.

Care Mico – Absent.

Marty Holm – None.

Jackie Edwards – Spoke with Jack’s son, and wanted to thank the District for sending flowers.

UPCOMING EVENTS

Adjournment: Board Chair Judy Riggs adjourned the meeting at 7:37pm.

These minutes approved this 16th Day of November 2017.

ATTEST:

Judy Riggs, Board Chair

Doug Pilant, General Manager

Annual Board Meeting Schedule for 2018

January	January 18, 2018
February *	February 22, 2018
March *	March 22, 2018
April	April 19, 2018
May *	May 17, 2018
June (adopt budget)	June 21, 2018
July	July 19, 2018
August	August 16, 2018
September	September 20, 2018
October	October 18, 2018
November	November 15, 2018
December	December 20, 2018

The Board of Directors usually meets on the third Thursday of the month at 6:30pm unless specifically changed for that meeting. The meetings always take place at the Transportation building, in the Bob Kenny Board Hearing Room at 3600 Third Street, Tillamook Oregon 97141, unless specifically changed for that meeting.

*Moved to 4th Thursday in order to complete financial in time for board packet.

