

*Original*

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



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

## **AGENDA**

Tillamook County Transportation District  
Board of Directors ~ Regular Monthly Meeting  
Thursday, December 21, 2017 - 6:30 pm  
Robert J. Kenny Board Meeting Room - 3600 Third Street, Tillamook OR 97141

### **REGULAR BOARD MEETING**

1. Call to Order
2. Pledge of Allegiance
3. Roll Call
4. Announcements & Changes to Agenda
5. Public & Guest Comments
6. Executive Session: *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. 21-51)
  - d. Planning & Development
  - e. Grant Funding
  - f. Facility/Property Management
  - g. Miscellaneous

### **CONSENT CALENDAR**

8. Motion to Approve the Minutes of November 16, 2017 Board Meeting (Pgs. 52-56)
9. Motion to Accept Financial Report: November 2017

### **ACTION ITEMS**

10. Resolution 17-29 Authorizing the General Manager to Execute a Lease Agreement with Nathan Levine for the 70X Grand Ronde Express (Pgs. 57-65)

### **DISCUSSION ITEMS**

11. Staff Comments/Concerns
12. Board of Directors Comments/Concerns
13. 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, January 18, 2018

**Tillamook County Transportation District**  
 Normal Trial Balance - Unposted Transactions Included In Report  
 From 11/1/2017 Through 11/30/2017

<u>Account Code</u>	<u>Account Title</u>	<u>Debit Balance</u>	<u>Credit Balance</u>
1001	General Checking Account	600,946.51	
1006	Payroll Checking		20,932.10
1011	Prop. Mgmt. Checking		29,885.72
1020	LGIP - General Account	794,391.72	
1030	LGIP - Capital Reserve	517,234.29	
1040	Petty Cash	200.00	
	Report Total	1,912,772.52	50,817.82
	Report Difference	1,861,954.70	

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**Tillamook County Transportation District**  
**Financial Statement - Unposted Transactions Included In Report**  
**From 11/1/2017 Through 11/30/2017**

	Current Period Actual	Current Period Budget	Current Year Actual	Total Budget	Total Budget Variance	Bdgt. 42%
<b>Resources</b>						
Working Capital						
Fares	3500 0.00	0.00	0.00	2,341,606.00	(2,341,606.00)	0.00%
Contract Revenue	4000 20,839.64	22,083.00	124,637.01	265,000.00	(140,362.99)	47.03%
Property Tax	4020 39,283.04	60,416.66	239,370.29	725,000.00	(485,629.71)	33.01%
Past Years Property Tax	4100 698,409.27	72,916.66	700,323.15	875,000.00	(174,676.85)	80.03%
State Timber Revenue	4110 4,960.88	3,333.33	11,280.79	40,000.00	(28,719.21)	28.20%
Mass Transit State Payroll Tax	4120 47,450.75	14,583.33	47,450.75	175,000.00	(127,549.25)	27.11%
Capital Grants	4130 0.00	7,083.33	25,602.89	85,000.00	(59,397.11)	30.12%
Grants - FTA 5311	4210 0.00	12,000.00	0.00	144,000.00	(144,000.00)	0.00%
NWOTA Partner Cont. Match	4220 0.00	29,951.42	306,859.00	359,417.00	(52,558.00)	85.37%
Grants - STF	4225 0.00	0.00	20,000.00	114,240.00	(94,240.00)	17.50%
Grants -STF-Discretionary	4230 0.00	5,583.33	33,500.00	67,000.00	(33,500.00)	50.00%
Grants - 5311 (f)	4231 0.00	15,000.00	184,877.00	180,000.00	4,877.00	102.70%
Special Bus Operations	4240 0.00	29,679.17	52,341.00	356,150.00	(303,809.00)	14.69%
Miscellaneous Income	4245 0.00	13,053.83	74,358.00	156,646.00	(82,288.00)	47.46%
Sale of Assets - Income	4300 0.00	83.33	4,161.41	1,000.00	3,161.41	416.14%
Interest Income	4400 610.00	83.33	610.00	1,000.00	(390.00)	61.00%
OTIB Loan Proceeds	4410 0.00	416.67	0.00	5,000.00	(5,000.00)	0.00%
Advertising Income	4510 1,274.06	958.33	7,196.33	11,500.00	(4,303.67)	62.57%
Lease Income	4515 0.00	28,250.00	335,130.84	339,000.00	(3,869.16)	98.85%
Lease Operational Exp Income	4520 130.00	83.33	780.00	1,000.00	(220.00)	78.00%
Transfer From General Fund	4900 0.00	0.08	0.00	1.00	(1.00)	0.00%
Transfer from Capital Reserve	4910 0.00	0.00	0.00	1.00	(1.00)	0.00%
	4911 225,000.00	0.00	664,000.00	724,422.00	(60,422.00)	91.65%
	4914 266,000.00	0.00	266,000.00	0.00	266,000.00	0.00%
	Monthly BOD Report w/YTD Budget & Variance					
	Date: 12/13/17 11:07:01 AM					
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**Tillamook County Transportation District**  
**Financial Statement - Unposted Transactions Included In Report**  
**From 11/1/2017 Through 11/30/2017**

	Current Period Actual	Current Period Budget	Current Year Actual	Total Budget	Total Budget Variance	Bdgt .42%
4915	0.00	0.00	0.00	25,000.00	(25,000.00)	0.00%
4916	184,877.00	0.00	235,941.00	227,847.00	8,094.00	103.55%
4917	0.00	0.00	0.00	13,000.00	(13,000.00)	0.00%
Total Resources	<u>1,488,834.64</u>	<u>315,559.13</u>	<u>3,334,419.46</u>	<u>7,232,830.00</u>	<u>(3,898,410.54)</u>	<u>46.10%</u>
<b>Expenses</b>						
<b>Personnel Services</b>						
5010	22,895.34	25,837.50	125,083.38	310,050.00	184,966.62	40.34%
5020	7,098.57	9,866.66	41,013.54	118,400.00	77,386.46	34.63%
5030	66,715.06	68,750.00	348,682.84	825,000.00	476,317.16	42.26%
5040	4,228.25	5,416.67	22,475.47	65,000.00	42,524.53	34.57%
5050	38,558.23	48,749.99	180,942.72	585,000.00	404,057.28	30.93%
5055	0.00	2,041.67	19,159.65	24,500.00	5,340.35	78.20%
Total Personnel Services	<u>139,495.45</u>	<u>160,662.49</u>	<u>737,357.60</u>	<u>1,927,950.00</u>	<u>1,190,592.40</u>	<u>38.25%</u>
<b>Materials and Services</b>						
5060	1,771.00	0.00	2,051.00	0.00	(2,051.00)	0.00%
5100	8,783.50	8,000.00	54,683.12	96,000.00	41,316.88	56.96%
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	1,237.00	916.67	7,777.00	23,500.00	15,723.00	33.09%
5140	196.00	250.00	980.00	3,000.00	2,020.00	32.66%
5145	2,609.25	2,916.67	11,419.95	37,500.00	26,080.05	30.45%
5150	365.03	1,250.00	6,225.98	18,000.00	11,774.02	34.58%
5160	1,642.00	7,541.67	1,642.00	90,500.00	88,858.00	1.81%
Monthly BOD Report w/YTD Budget & Variance						

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**Tillamook County Transportation District**  
**Financial Statement - Unposted Transactions Included In Report**  
**From 11/1/2017 Through 11/30/2017**

	Current Period Actual	Current Period Budget	Current Year Actual	Total Budget	Total Budget Variance	Bdgt. 42%
5170 Office Expenses	978.28	1,250.00	4,532.93	15,000.00	10,467.07	30.21%
5175 Board Expenses	431.77	833.33	8,225.75	10,000.00	1,774.25	82.25%
5180 Operational Expenses	1,676.23	2,250.00	9,243.02	27,000.00	17,756.98	34.23%
5185 Drug & Alcohol Administration	0.00	125.00	0.00	1,500.00	1,500.00	0.00%
5190 Marketing	23,958.93	4,437.50	41,795.95	53,250.00	11,454.05	78.49%
5191 Website Re-Design	6,356.00	0.00	23,114.00	0.00	(23,114.00)	0.00%
5210 Telephone Expense	1,156.72	1,566.66	5,832.95	19,300.00	13,467.05	30.22%
5220 Travel & Training	791.87	2,708.33	10,665.74	32,500.00	21,834.26	32.81%
5240 Vehicle Expense	32,849.98	13,666.66	94,327.31	164,000.00	69,672.69	57.51%
5245 Fuel Expenses	18,337.08	21,666.66	87,203.40	260,000.00	172,796.60	33.53%
5250 Volunteers	0.00	125.00	0.00	1,500.00	1,500.00	0.00%
5260 Postage	100.00	166.67	330.40	2,000.00	1,669.60	16.52%
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	3,500.00	8,400.00	4,900.00	41.66%
5285 Transit & Visitor Center Maint	1,034.12	1,000.00	5,666.44	12,000.00	6,333.56	47.22%
5290 General Operating Cont.	0.00	3,803.83	0.00	45,646.00	45,646.00	0.00%
5300 Property Operating Expenses	1,629.73	2,083.33	7,802.90	25,000.00	17,197.10	31.21%
5330 Flex Lease: Fees	0.00	83.33	0.00	1,000.00	1,000.00	0.00%
5340 Property Maint. & Repair	984.99	833.33	3,368.88	10,000.00	6,631.12	33.68%
5346 Operations Facility Maint.	329.94	333.33	11,284.13	4,000.00	(7,284.13)	282.10%
Total Materials and Services	107,919.42	82,874.14	406,242.39	1,012,990.00	606,747.61	40.10%
Special Payments						
5200 STF Payments to Recipients	0.00	300.00	9,576.00	19,152.00	9,576.00	50.00%
Total Special Payments	0.00	300.00	9,576.00	19,152.00	9,576.00	50.00%
Transfers						

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**Tillamook County Transportation District**  
**Financial Statement - Unposted Transactions Included In Report**  
**From 11/1/2017 Through 11/30/2017**

	Current Period Actual	Current Period Budget	Current Year Actual	Total Budget	Total Budget Variance	Bdgt. 42%
Transfer to Property Mgmt	9110 225,000.00	0.00	664,000.00	705,142.00	41,142.00	94.16%
Transfer to General Fund	9130 445,827.00	0.00	445,827.00	265,848.00	(179,979.00)	167.69%
Transfer to Vehicle Reserve	9150 0.00	0.00	0.00	5,000.00	5,000.00	0.00%
Transfer to NWOTA Fund	9160 5,050.00	0.00	56,114.00	57,120.00	1,006.00	98.23%
Reserve for Future Expenditure	9175 0.00	0.00	0.00	675,370.00	675,370.00	0.00%
Unappropriated Ending Fund Bal	9180 0.00	0.00	0.00	753,607.00	753,607.00	0.00%
<b>Total Transfers</b>	<b>675,877.00</b>	<b>0.00</b>	<b>1,165,941.00</b>	<b>2,462,087.00</b>	<b>1,296,146.00</b>	<b>47.36%</b>
<b>Capital Outlay</b>						
<b>Debt Service</b>						
Flex Lease: Principal	5310 0.00	17,083.33	0.00	205,000.00	205,000.00	0.00%
Flex Lease: Interest	5320 0.00	500.00	0.00	6,000.00	6,000.00	0.00%
<b>Total Debt Service</b>	<b>0.00</b>	<b>17,583.33</b>	<b>0.00</b>	<b>211,000.00</b>	<b>211,000.00</b>	<b>0.00%</b>
<b>Capital Purchases</b>						
Building Repair & Renovation	5350 63,736.23	75,786.42	671,349.52	909,437.00	238,087.48	73.82%
Admin. Expenses- Renovation	5351 1,568.39	1,666.67	3,184.54	20,000.00	16,815.46	15.92%
Design/Engineering-Renovation	5352 0.00	1,666.67	20,641.07	20,000.00	(641.07)	103.20%
Bus Replacement/Addition	6000 0.00	15,000.00	179,096.00	180,000.00	904.00	99.49%
Van Replacement/Addition	6010 0.00	0.00	89,596.00	90,000.00	404.00	99.55%
Computer Upgrade	6020 0.00	11,250.00	86,607.97	135,000.00	48,392.03	64.15%
Fuel Cell Triangulation Point	6021 0.00	500.00	0.00	6,000.00	6,000.00	0.00%
Bus Stop Signage/Shelters	6040 0.00	3,166.67	715.06	38,000.00	37,284.94	1.88%
Other Capital Projects	6050 0.00	15,569.50	4,898.07	186,834.00	181,935.93	2.62%
<b>Total Capital Purchases</b>	<b>65,304.62</b>	<b>124,605.93</b>	<b>1,056,088.23</b>	<b>1,585,271.00</b>	<b>529,182.77</b>	<b>66.62%</b>
<b>Total Capital Outlay</b>	<b>65,304.62</b>	<b>142,189.26</b>	<b>1,056,088.23</b>	<b>1,796,271.00</b>	<b>740,182.77</b>	<b>58.79%</b>
<b>Total Expenses</b>	<b>988,596.49</b>	<b>386,025.89</b>	<b>3,375,205.22</b>	<b>7,218,450.00</b>	<b>3,843,244.78</b>	<b>46.76%</b>

Monthly BOD Report w/YTD Budget & Variance

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**Tillamook County Transportation District**

Check/Voucher Register

1001 - General Checking Account

From 11/1/2017 Through 11/30/2017

Document Number	Document Date	Transaction Amount	Payee	Transaction Description
13052	11/7/2017	1,429.80	ARAMARK	UNIFORMS
13052	11/7/2017	586.21	ARAMARK	UNIFORMS
13052	11/7/2017	885.15	ARAMARK	UNIFORMS
13053	11/7/2017	1,050.00	AUTO DETAIL	BUS 30 DETAIL
13054	11/7/2017	125.00	Burden's Muffler & Towing	TOWED BUS 203
13055	11/7/2017	643.67	Carquest Auto Parts	VEHICLE EXPENSE
13055	11/7/2017	(99.38)	Carquest Auto Parts	RETURNS
13056	11/7/2017	115.55	CLAYTON NORRBOM	MILEAGE AND MEAL REIMBURSEM
13057	11/7/2017	350.00	Creative Bus Sales	INSTALL BLUE TOOTH IN VAN 10E
13057	11/7/2017	1,502.20	Creative Bus Sales	KEYS FOR 106 107 108 109
13058	11/7/2017	580.00	ALJOI, INC	GRAPHICS ON STRETCHER VANS : & 107
13058	11/7/2017	1,970.00	ALJOI, INC	VEHICLE GRAPHICS
13059	11/7/2017	11.66	DOUGLAS PILANT	MILEAGE/MTG WITH JUDY
13059	11/7/2017	61.53	DOUGLAS PILANT	MILEAGE/PEDESTRIAN ACCESS ST
13060	11/7/2017	2,559.93	DSU PETERBILT & GMC INC	BUS 27 MAINTENANCE
13061	11/7/2017	64.99	CENTURYLINK	TELEPHONE
13062	11/7/2017	50.00	Gary A. Hanenkrat	10-19-2017 BOARD MEETING STIF
13063	11/7/2017	2,898.00	INNOVA LEGAL ADVISORS	LEGAL
13064	11/7/2017	50.00	JACKIE EDWARDS	10-19-2017 BOARD MEETING STIF
13065	11/7/2017	50.00	JIM HUFFMAN	10-19-2017 BOARD MEETING STIF
13066	11/7/2017	180.50	JORDAN SCHRADER RAMIS, PC	LEGAS
13067	11/7/2017	50.00	JUDY RIGGS	10-19-2017 BOARD MEETING STIF
13068	11/7/2017	3,143.56	LES SCHWAB WAREHOUSE CENTER	VEHICLE EXPENSE
13069	11/7/2017	25.46	Marie Mills Center, Inc	SHREDDING
13070	11/7/2017	50.00	MARTY HOLM	10-19-2017 BOARD MEETING STIF
13071	11/7/2017	50.00	MERRIANNE HOFFMAN	10-19-2017 BOARD MEETING STIF
13072	11/7/2017	1,200.00	North Coast Lawn	MOVE SHELTER FROM NESKOWIN
13073	11/7/2017	76.97	DAVISON AUTO PARTS, INC.	VEHICLE EXPENSE
13074	11/7/2017	25.67	Office Depot Credit Plan	OFFICE SUPPLIES
13074	11/7/2017	25.99	Office Depot Credit Plan	COMPUTER CABLE
13074	11/7/2017	141.28	Office Depot Credit Plan	OFFICE SUPPLIES
13074	11/7/2017	261.73	Office Depot Credit Plan	OFFICE SUPPLIES
13075	11/7/2017	196.00	Pacific Office Automation	COPIER LEASE
13076	11/7/2017	2,262.00	Prevailing Communications	RADIOS FOR BUSES 106 107 108 :
13077	11/7/2017	85.94	Rosenberg Builders Supply	OFFICE SUPPLIES
13078	11/7/2017	103.00	Sheldon Oil Distributors	DEF/DRUM
13078	11/7/2017	621.60	Sheldon Oil Distributors	FUEL
13078	11/7/2017	17,474.47	Sheldon Oil Distributors	FUEL
13079	11/7/2017	2.16	TILLAMOOK FARMERS COOP	FASTENERS
13080	11/7/2017	49.95	Tillamook PUD	ELECTRIC
13080	11/7/2017	41.99	Tillamook PUD	ELECTRIC
13081	11/7/2017	2,159.95	CARDMEMBER SERVICE	CARD CHARGES
13082	11/15/2017	179.08	ALSCO - Portland Linen	mat service
13083	11/15/2017	80.00	BIO-MED TESTING SERVICE, INC.	drug testing
13084	11/15/2017	90.00	CATHY BOND	dot physical
13085	11/15/2017	700.00	City Of Tillamook	transit center lease
13086	11/15/2017	989.00	Coast Printing & Stationery	ZONE FARE TICKETS
13086	11/15/2017	15.50	Coast Printing & Stationery	Holiday Invitations
13087	11/15/2017	100.76	CRYSTAL AND SIERRA SPRINGS	water
13088	11/15/2017	275.00	KDEP-FM/KTIL-FM/KTIL-AM	ADVERTISING
13089	11/15/2017	1,034.12	Marie Mills Center, Inc	JANITORIAL @ TRANSIT CENTER
13090	11/15/2017	100.00	North Coast Lawn	LAWN MAINTENANCE
13091	11/15/2017	240.00	NESTEGG, LLC	computer support
13091	11/15/2017	(240.00)	NESTEGG, LLC	computer support
13092	11/15/2017	21.00	NEW AGE CAR WASH	CAR WASH
13093	11/15/2017	569.00	NEWS REGISTER	ADVERTISING/HIRING

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**Tillamook County Transportation District**

Check/Voucher Register

1001 - General Checking Account

From 11/1/2017 Through 11/30/2017

Document Number	Document Date	Transaction Amount	Payee	Transaction Description
13094	11/15/2017	394.45	Office Depot Credit Plan	office supplies/toner
13095	11/15/2017	197.05	Pacific Office Automation	office copies
13096	11/15/2017	123.51	Petty Cash Clerk	PETTY CASH
13097	11/15/2017	55.64	RICHARD HUFFMAN	MILEAGE
13098	11/15/2017	1,642.00	SPECIAL DISTRICTS INS. SERVICE	vehicle insurance
13099	11/15/2017	85.60	TABATHA WELCH	mileage to odot grant training
13100	11/15/2017	600.00	Tillamook County Fair	fair booth deposit
13101	11/15/2017	44.00	TILLAMOOK COUNTY SHOPPER, LLC	meeting notice
13102	11/15/2017	225.00	TRANSPORT WISDOM, LTD	cdl testing - kathleen
13103	11/15/2017	49.95	VANIR BROADBAND, INC.	internet access fee for december 2
13104	11/22/2017	50.00	Gary A. Hanenkrat	11/16/2017 BOARD MEETING
13105	11/22/2017	90.00	GARY PETERSON	CDL EXAM FEE REIMBURSEMENT
13106	11/22/2017	50.00	JACKIE EDWARDS	11/16/2017 BOARD MEETING
13107	11/22/2017	50.00	JIM HUFFMAN	11/16/2017 BOARD MEETING
13108	11/22/2017	50.00	JUDY RIGGS	11/16/2017 BOARD MEETING
13109	11/22/2017	50.00	MARTY HOLM	11/16/2017 BOARD MEETING
13110	11/22/2017	78.11	RONALD B. FOX	MILEAGE TO PICK UP BUS 146
13110	11/22/2017	90.00	RONALD B. FOX	CDL EXAM FEE REIMBURSEMENT
13111	11/29/2017	1,437.00	ADVANCED DIESEL SERVICE	LABOR BUS 34, TANK HEATER
13112	11/29/2017	516.07	Batteries Northwest	BATTERIES
13113	11/29/2017	304.00	Bullard Law, P.C.	LEGAL-HEALTH INSURANCE
13114	11/29/2017	700.00	City Of Tillamook	transit center lease
13115	11/29/2017	841.78	CoastCom, Inc.	TELEPHONE
13116	11/29/2017	875.00	Community Transportation Assoc	CTAA MEMBERSHIP 2018
13117	11/29/2017	2,589.26	COMPUTER SUPPORT & SERVICES	computer support
13118	11/29/2017	323.94	O'REILLY AUTOMOTIVE STORES	BUS 201 BRAKES
13119	11/29/2017	47.53	Dish	DISH
13120	11/29/2017	346.80	FleetPride, Inc.	SHOP INVENTORY
13121	11/29/2017	468.61	Fred Meyer Customer Charges	CARD CHARGES
13122	11/29/2017	2,730.00	INNOVA LEGAL ADVISORS	LEGAL
13123	11/29/2017	37.92	Marie Mills Center, Inc	SHREDDING
13124	11/29/2017	831.38	NoviClean LLC	BUS WASH CLEANING CHEMICALS
13125	11/29/2017	47.39	Tillamook PUD	large bus barn electric
13125	11/29/2017	38.73	Tillamook PUD	small bus barn electric
13126	11/29/2017	12,610.00	TRILLIUM SOLUTIONS, INC.	NWOTA WEBSITE
13126	11/29/2017	6,356.00	TRILLIUM SOLUTIONS, INC.	NWOTA WEBSITE
13127	11/29/2017	73.61	Western Bus Sales	bus 201 mirror switch
13128	11/29/2017	150.00	DOUGLAS PILANT	OFFICE FURNITURE
13128	11/29/2017	77.90	DOUGLAS PILANT	MILEAGE/WARRENTON
Report Total		82,594.22		

Tillamook County Transportation District

Check/Voucher Register

1006 - Payroll Checking

From 11/1/2017 Through 11/30/2017

Document Number	Document Date	Payee
111017-01	11/10/2017	DANIELL F. AMAYA
111017-02	11/10/2017	SYLVIE G. BALLANCE
111017-03	11/10/2017	LAURA M. BEELER
111017-04	11/10/2017	JEREMY J. BELLANTE
111017-05	11/10/2017	NANCY A. BROWN
111017-06	11/10/2017	ERIN L. CLAWSON
111017-07	11/10/2017	CLIFFORD R. DERRICK
111017-08	11/10/2017	RICHARD A. DIETZ
111017-09	11/10/2017	KARRI L. HOOKER
111017-10	11/10/2017	JAMES N. JETT
111017-11	11/10/2017	ROBERT R. KENNEY
111017-12	11/10/2017	MICHAEL J. LOWENSTEIN
111017-13	11/10/2017	JOHN C. MAGNANO
111017-14	11/10/2017	ALLAN G. NEWCOMB
111017-15	11/10/2017	CLAYTON T. NORRBOM
111017-16	11/10/2017	PAUL J. NORTON
111017-17	11/10/2017	JAMES M. PALMER
111017-18	11/10/2017	DALE L. PERKINS
111017-19	11/10/2017	GARY R. PETERSON
111017-20	11/10/2017	DOUGLAS W. PILANT
111017-21	11/10/2017	RONALD G. PIMENTEL
111017-22	11/10/2017	GWENDOLYN J. RUSSELL
111017-23	11/10/2017	STEVE H. SCHWABE
111017-24	11/10/2017	KATHLEEN E. SCHWABE
111017-25	11/10/2017	MICHAEL P. THOMPSON
111017-26	11/10/2017	TABATHA R. WELCH
111017-27	11/10/2017	DAVID T. WHEELER
112417-28	11/24/2017	DANIELL F. AMAYA
112417-29	11/24/2017	SYLVIE G. BALLANCE
112417-30	11/24/2017	LAURA M. BEELER
112417-31	11/24/2017	JEREMY J. BELLANTE
112417-32	11/24/2017	NANCY A. BROWN
112417-33	11/24/2017	ERIN L. CLAWSON
112417-34	11/24/2017	CLIFFORD R. DERRICK
112417-35	11/24/2017	RICHARD A. DIETZ
112417-36	11/24/2017	KARRI L. HOOKER
112417-37	11/24/2017	JAMES N. JETT
112417-38	11/24/2017	ROBERT R. KENNEY
112417-39	11/24/2017	MICHAEL J. LOWENSTEIN
112417-40	11/24/2017	JOHN C. MAGNANO
112417-41	11/24/2017	ALLAN G. NEWCOMB
112417-42	11/24/2017	CLAYTON T. NORRBOM
112417-43	11/24/2017	PAUL J. NORTON
112417-44	11/24/2017	JAMES M. PALMER
112417-45	11/24/2017	DALE L. PERKINS
112417-46	11/24/2017	GARY R. PETERSON
112417-47	11/24/2017	DOUGLAS W. PILANT
112417-48	11/24/2017	RONALD G. PIMENTEL
112417-49	11/24/2017	GWENDOLYN J. RUSSELL
112417-50	11/24/2017	STEVE H. SCHWABE
112417-51	11/24/2017	KATHLEEN E. SCHWABE
112417-52	11/24/2017	MICHAEL P. THOMPSON
112417-53	11/24/2017	TABATHA R. WELCH
112417-54	11/24/2017	DAVID T. WHEELER
5020	11/10/2017	DONALD M. ANDERSON
5021	11/10/2017	CATHRYN L. BOND
5022	11/10/2017	JERRY D. BOND

Tillamook County Transportation District

Check/Voucher Register

1006 - Payroll Checking

From 11/1/2017 Through 11/30/2017

<u>Document Number</u>	<u>Document Date</u>	<u>Payee</u>
5023	11/10/2017	JAMES P. BROWN
5024	11/10/2017	RONALD B. FOX
5025	11/10/2017	PEGGY PETERSON
5026	11/10/2017	ROBERT W. RYAN
5027	11/10/2017	CYNDIE S. SIEMSEN
5028	11/10/2017	LEONARD W. STITT
5029	11/7/2017	HRA VEBA TRUST
5030	11/15/2017	PACIFIC SOURCE
5031	11/24/2017	DONALD M. ANDERSON
5032	11/24/2017	CATHRYN L. BOND
5033	11/24/2017	JERRY D. BOND
5034	11/24/2017	JAMES P. BROWN
5035	11/24/2017	RONALD B. FOX
5036	11/24/2017	PEGGY PETERSON
5037	11/24/2017	ROBERT W. RYAN
5038	11/24/2017	CYNDIE S. SIEMSEN
5039	11/24/2017	LEONARD W. STITT
5040	11/24/2017	TERRA L. BUCHANAN
5041	11/24/2017	VERNON L. RESSLER
5042	11/24/2017	ATU LOCAL #757
5043	11/24/2017	Shriners Hospital for Children
5044	11/24/2017	AUTISM SOCIETY OF OREGON
5045	11/29/2017	SPECIAL DISTRICTS INS. SERVICE
5046	11/29/2017	MODA HEALTH
5047	11/29/2017	PACIFIC SOURCE

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**Tillamook County Transportation District**

Check/Voucher Register  
1011 - Prop. Mgmt. Checking  
From 11/1/2017 Through 11/30/2017

<u>Document Number</u>	<u>Document Date</u>	<u>Transaction Amount</u>	<u>Payee</u>	<u>Transaction Description</u>
4038	11/7/2017	214,502.96	JACKSON CONTRACTING LLC	OFFICE REMODEL
4039	11/7/2017	9,965.87	PLANNING SOLUTIONS	BUILDING REMODEL
4040	11/7/2017	491.04	Tillamook PUD	ELECTRIC
4041	11/7/2017	198.59	CARDMEMBER SERVICE	CARD CHARGES
4042	11/15/2017	69.00	ALLEN'S LOT MAINTENANCE LLC	LOT SWEEPING
4043	11/15/2017	908.89	BUREAU OF LABOR AND INDUSTRIES	PUBLIC WORKS CONTRACT FEE FC REMODEL
4044	11/15/2017	232.00	CARLSON TESTING INC	PROPRIETARY ANCHORS/REMODE
4045	11/15/2017	252.25	City Of Tillamook	WATER SEWER
4046	11/15/2017	371.25	Marie Mills Center, Inc	JANITORIAL AT 3RD ST
4047	11/15/2017	388.00	North Coast Lawn	LAWN MAINTENANCE
4048	11/15/2017	135.25	CITY SANITARY SERVICE	GARBAGE
4049	11/29/2017	550.00	COMPUTER SUPPORT & SERVICES	computer support
4050	11/29/2017	989.36	Tillamook PUD	office electric
4051	11/29/2017	<u>51,047.50</u>	US BANK NA	FLEX LEASE PAYMENT
Report Total		<u>280,101.96</u>		

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UMPQUA BANK: CLOSING DATE 11/25/2017			
Date	Vendor	Description of Transaction	Amount
<b>DOUG PILANT</b>			
26-Oct	PACIFIC RESTAURANT	EMPLOYEE APPRECIATION LUNCH	\$ 42.30
30-Oct	NESKOWIN TRADING	TAP FIELD	\$ 10.20
30-Oct	PARKSIDE DINER	TAP FIELD	\$ 22.00
1-Nov	USPS	POSTAGE	\$ 100.00
1-Nov	VERIZON	PREPAID PHONE ODOT SHUTTLE	\$ 30.75
3-Nov	SHRM STORE ONLINE	HUMAN RESOURCES	\$ 199.00
10-Nov	RILEYS RESTAURANT	MEETING/MEAL W/JASON	\$ 19.95
13-Nov	GARIBALDI PORTSIDE	MEETING/MEAL W/JUDY	\$ 28.75
15-Nov	BLUE HERON	STAFF MEETING	\$ 48.94
20-Nov	KITTYS FOOD	MEETING W/GARY	\$ 27.00
			<b>\$ 528.89</b>
<b>RONNY FOX</b>			
10/25/17	ODOT DMV	VANS 33&100 TITLE TRANSFERS	\$ 154.00
11/06/17	FLEETPRIDE	SHOP INVENTORY	\$ 392.12
11/08/17	CUMMINS	INSITE LITE REGISTRATION	\$ 362.00
11/09/17	PIG N PANCAKE	INTERVIEW/MEAL	\$ 37.50
11/21/17	PIG N PANCAKE	VAN 102 DELIVERY/MEAL	\$ 34.45
			<b>\$ 980.07</b>
<b>CATHY BOND</b>			
11/07/17	ADOBE	RETURN	\$ (18.96)
10/26/17	BELNICK RETAIL	OFFICE CHAIR	\$ 249.99
10/30/17	TILLAMOOK ELECTRONICS	DISPATCH MONITOR	\$ 19.99
11/02/17	THEJOBNETWORK	30 DAY BASIC PKG/STATESMAN JOURNAL	\$ 445.00
11/06/17	FIELDPRINT	BACKGROUND CHECK	\$ 12.50
11/06/17	ADOBE	SOFTWARE	\$ 24.99
11/08/17	LA MEXICANA	RONNY 5 YEARS LUNCH	\$ 66.00
11/13/17	FIELDPRINT	BACKGROUND CHECK	\$ 12.50
11/13/17	C&C SMART FOOD	CASH ROOM SUPPLIES	\$ 8.17
11/17/17	4IMPRINT	LANYARDS/HOLIDAY PARTY	\$ 265.03
11/20/17	MICHAELS	HOLIDAY PARTY	\$ 29.97
11/24/17	GAN	30 DAY BASIC PKG/JOB NETWORK	\$ 375.00
			<b>\$ 1,490.18</b>
<b>TABATHA WELCH</b>			
10/26/17	SAFEWAY	KITCHEN SUPPLIES	\$ 11.79
11/22/17	BUFFALO WILD WINGS	MEAL/GRANT TRAINING	\$ 30.78
11/24/17	RESIDENCE INN SALEM	HOTEL/GRANT TRAINING	\$ 154.01
			<b>\$ 196.58</b>
<b>Grand Total</b>			<b>\$ 3,195.72</b>



**UMPQUA**  
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**November 2017 Statement**

Open Date: 10/24/2017 Closing Date: 11/24/2017



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

Account: 7790

**Cardmember Service** 1-866-552-8855  
BUS 30 ELN 8 15

<b>New Balance</b>	<b>\$1,035.77</b>
<b>Minimum Payment Due</b>	<b>\$11.00</b>
<b>Payment Due Date</b>	<b>12/22/2017</b>

<b>Reward Points</b>	
Earned This Statement	3,546
Reward Center Balance as of 11/23/2017	45,681
For details, see your rewards summary.	

<b>Activity Summary</b>		
Previous Balance	+	\$2,358.54
Payments	-	\$4,518.49 <sup>CR</sup>
Other Credits	-	\$18.96 <sup>CR</sup>
Purchases	+	\$3,214.68
Balance Transfers		\$0.00
Advances		\$0.00
Other Debits		\$0.00
Fees Charged		\$0.00
Interest Charged		\$0.00
<b>New Balance</b>	=	<b>\$1,035.77</b>
<b>Past Due</b>		<b>\$0.00</b>
<b>Minimum Payment Due</b>		<b>\$11.00</b>
Credit Line		\$10,000.00
Available Credit		\$8,964.23
Days in Billing Period		32

**Payment Options:**



Mail payment coupon with a check



Pay online at [myaccountaccess.com](http://myaccountaccess.com)



Pay by phone 1-866-552-8855

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



**UMPQUA**  
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77900000011000001035771

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

- to pay by phone
- to change your address

Account Number	7790
Payment Due Date	12/22/2017
New Balance	\$1,035.77
Minimum Payment Due	\$11.00

Amount Enclosed \$ \_\_\_\_\_

000003197 01 SP 000638748398115 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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**UMPQUA**  
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November 2017 Statement 10/24/2017 - 11/24/2017  
TILLAMOOK CNTY TRANS (CPN 001469460)

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Cardmember Service ☎ 1-866-552-8855

**Visa Business Rewards**

<b>Rewards Center Activity as of 11/23/2017</b>	
Rewards Center Activity*	0
Rewards Center Balance	45,681

\*This item includes points redeemed, expired and adjusted.

Rewards Earned	This Statement	Year to Date
Points Earned on Net Purchases	2,846	20,862
Gas, Restaurants & Telecom Double Points	700	6,205
<b>Total Earned</b>	<b>3,546</b>	<b>27,067</b>

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.

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

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
<b>Purchases and Other Debits</b>					
10/26	10/25	0443	SQ *PACIFIC RESTAURANT Tillamook OR	\$42.30	_____
10/30	10/27	5966	NESKOWIN TRADING COMPA NESKOWIN OR	\$10.20	_____
10/30	10/27	1470	PARKSIDE DINER GARIBALDI OR	\$22.00	_____
11/01	10/30	0477	USPS POSTAGE ENDICIA.C 800-576-3279 CA	\$100.00	_____
11/01	10/31	0963	VZWRLLSS*PREPAID PYMNT 888-294-6804 FL	\$30.75	_____
11/03	11/01	3795	SHRM STORE ONLINE 800-2837476 VA	\$199.00	_____
11/10	11/08	4164	RILEYS RESTAURANT SEASIDE OR	\$19.95	_____
11/13	11/09	8345	GARIBALDI PORTSIDE GARIBALDI OR	\$28.75	_____
11/15	11/13	6114	BLUE HERON FRENCH CH TILLAMOOK OR	\$48.94	_____
11/20	11/16	5903	KITTYS FOOD & SPIRITS TILLAMOOK OR	\$27.00	_____
<b>Total for Account</b>				<b>\$528.89</b>	

**Transactions** FOX, RONALD B Credit Limit \$2000

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
<b>Purchases and Other Debits</b>					

Continued on Next Page

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**UMPQUA**  
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November 2017 Statement 10/24/2017 - 11/24/2017  
TILLAMOOK CNTY TRANS (CPN 001469460)

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Cardmember Service ☎ 1-866-552-8855

Transactions		FOX, RONALD B			Credit Limit	\$2000
Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation	
10/25	10/24	6526	ODOT DMV 503 945 5000 TILLAMOOK OR	\$154.00	_____	
11/06	11/03	6736	FLEETPRIDE INC #746 503-2834165 OR	\$392.12	_____	
11/08	11/07	4453	CUMMINS NW PORTLAND 503-289-0900 OR	\$362.00	_____	
11/09	11/08	8712	PIG N PANCAKE SEASIDE OR	\$37.50	_____	
11/21	11/20	2791	PIG N PANCAKE LINCOLN CITY OR	\$34.45	_____	
			<b>Total for Account</b>	<b>8301</b>	<b>\$980.07</b>	

Transactions		BOND, CATHY			Credit Limit	\$1500
Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation	
<b>Other Credits</b>						
11/07	11/05	8855	ADOBE *EXPORTPDF SUB 800-833-6687 CA MERCHANDISE/SERVICE RETURN	\$18.96	CR _____	
<b>Purchases and Other Debits</b>						
10/26	10/25	7713	BELNICK RETAIL, LLC 770-721-8200 GA	\$249.99	_____	
10/30	10/27	0684	TILLAMOOK ELECTRONICS TILLAMOOK OR	\$19.99	_____	
11/02	11/01	0158	THEJOBNETWORK.REALMATC 212-419-4649 NY	\$445.00	_____	
11/06	11/04	2686	FIELDPRINT INC 888-291-1369 PA	\$12.50	_____	
11/06	11/04	6757	ADOBE 800-833-6687 CA	\$24.99	_____	
11/08	11/06	6612	LA MEXICANA TILLAMOOK OR	\$66.00	_____	
11/13	11/11	4634	FIELDPRINT INC 888-291-1369 PA	\$12.50	_____	
11/13	11/10	6132	C&C SMART FOODS52505419 NEWPORT OR	\$8.17	_____	
11/17	11/16	2490	4IMPRINT 877-4467746 WI	\$265.03	_____	
11/20	11/18	3378	MICHAELS STORES 9887 BEAVERTON OR	\$29.97	_____	
11/24	11/23	7671	GAN*1150IOWA-RAGBRAI DES MOINES IA	\$375.00	_____	
			<b>Total for Account</b>	<b>2022</b>	<b>\$1,490.18</b>	

Transactions		WELCH, TABATHA			Credit Limit	\$1500
Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation	
<b>Purchases and Other Debits</b>						
10/26	10/24	7894	SAFEWAY #2723 TILLAMOOK OR	\$11.79	_____	
11/22	11/20	0124	BUFFALO WILD WINGS #36 SALEM OR	\$30.78	_____	
11/24	11/22	8301	RESIDENCE INN SALEM SALEM OR	\$154.01	_____	
			<b>Total for Account</b>	<b>1146</b>	<b>\$196.58</b>	





**UMPQUA**  
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November 2017 Statement 10/24/2017 - 11/24/2017  
TILLAMOOK CNTY TRANS (CPN 001469460)

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Cardmember Service 1-866-552-8855



**Transactions BILLING ACCOUNT ACTIVITY**

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
<b>Payments and Other Credits</b>					
11/09	11/09	8	PAYMENT THANK YOU	\$2,159.95 <sub>CR</sub>	_____
11/09	11/09	8	PAYMENT THANK YOU	\$2,159.95 <sub>CR</sub>	_____
11/09	11/09	8	PAYMENT THANK YOU	\$198.59 <sub>CR</sub>	_____
			<b>Total for Account</b>	<b>7790</b>	<b>\$4,518.49<sub>CR</sub></b>

<b>2017 Totals Year-to-Date</b>	
Total Fees Charged in 2017	\$0.00
Total Interest Charged in 2017	\$0.00

**Interest Charge Calculation**

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

\*\*APR for current and future transactions.

Balance Type	Balance By Type	Balance Subject to Interest Rate	Variable	Interest Charge	Annual Percentage Rate	Expires with Statement
**BALANCE TRANSFER	\$0.00	\$0.00	YES	\$0.00	13.24%	
**PURCHASES	\$1,035.77	\$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

# Tillamook County Transportation District

## MONTHLY PERFORMANCE REPORT Nov 2017

RIDERSHIP BY SERVICE TYPE	NOV 2017	NOV 2016	YTD FY 17-18	YTD FY 16-17	YTD % Change
<b><u>Dial-A-Ride Service</u></b>					
Tillamook/Central County	732	699	3,962	3,028	30.8%
NW Rides	659	414	3,167	3,051	3.8%
North County	200	271	971	1,288	-24.6%
South County	65	51	230	260	-11.5%
<b>Dial-A-Ride Total</b>	<b>1,656</b>	<b>1,435</b>	<b>8,330</b>	<b>7,627</b>	<b>9.2%</b>
<b><u>Deviated Fixed Route Service</u></b>					
Rt 1: Town Loop	3,784	3,862	20,083	21,227	-5.4%
Rt 2: Netarts/Oceanside	708	724	3,835	4,153	-7.7%
Rt 3: Manzanita/Cannon Beach	2,799	2,956	15,934	17,148	-7.1%
Rt 4: Lincoln City	944	755	5,037	5,492	-8.3%
<b>Local Fixed Rt Total</b>	<b>8,235</b>	<b>8,297</b>	<b>44,889</b>	<b>48,020</b>	<b>-6.5%</b>
<b><u>Inter City Service</u></b>					
Rt 5: Portland	781	832	4,655	4,803	-3.1%
Rt 6: Coastal Connector	473	346	2,448	2,401	2.0%
<b>Inter City Total</b>	<b>1,254</b>	<b>1,178</b>	<b>7,103</b>	<b>7,204</b>	<b>-1.4%</b>
<b><u>Other Services</u></b>					
Tripper Routes	250	252	1,028	1,031	-0.3%
Special Bus Operations	1	0	737	303	143.2%
<b>Other Services Total</b>	<b>251</b>	<b>252</b>	<b>1,765</b>	<b>1,334</b>	<b>32.3%</b>
<b>TOTAL ALL SERVICES</b>	<b>11,396</b>	<b>11,162</b>	<b>62,087</b>	<b>64,185</b>	<b>-3.3%</b>

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)	5,704	99	32,260	33,728	-4.4%
Senior/Disabled	3,223	1,557	25,657	25,890	-0.9%
Child/Youth (less than 18 years of age)	813	0	4,169	4,566	-8.7%
<b>Total</b>	<b>9,740</b>	<b>1,656</b>	<b>62,087</b>	<b>64,185</b>	<b>-3.3%</b>

OTHER RIDER CATEGORIES	Fixed		YTD	YTD	YTD %
	Route	DAR	FY 17-18	FY 16-17	Change
Ride Connection	64		384	451	-14.9%
Tillamook Bay Community College	368		958	1,101	-13.0%
Northwest Rides		678	3,555	3,529	0.7%
NWOTA Visitor Pass	104		563	753	-25.2%

## MONTHLY PERFORMANCE

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

### Dial-A-Ride Services

Nov-16	1.2	62.7%	55.62
Aug-17	1.3	64.8%	58.08
Sep-17	1.3	58.3%	65.97
Oct-17	1.3	65.9%	59.08
Nov-17	1.3	62.6%	61.90
<b>STANDARD</b>	<b>1.3</b>	<b>65.3%</b>	<b>56.36</b>

### Deviated Fixed Routes

Nov-16	7.3	11.5%	64.83
Aug-17	7.1	13.4%	63.14
Sep-17	7.1	11.8%	71.46
Oct-17	6.9	12.4%	64.10
Nov-17	6.8	11.5%	67.67
<b>STANDARD</b>	<b>7.0</b>	<b>12.4%</b>	<b>64.60</b>

### Intercity Services

Nov-16	2.9	33.3%	69.68
Aug-17	3.3	39.3%	70.23
Sep-17	3.2	33.4%	78.67
Oct-17	3.0	33.7%	71.26
Nov-17	2.9	30.4%	75.44
<b>STANDARD</b>	<b>2.9</b>	<b>31.5%</b>	<b>72.86</b>

### Other Services

Nov-16	4.3	5.9%	52.64
Aug-17	3.3	7.1%	54.57
Sep-17	3.7	6.3%	61.83
Oct-17	4.2	7.3%	54.42
Nov-17	4.5	5.3%	56.50
<b>STANDARD</b>	<b>6.9</b>	<b>10.7%</b>	<b>55.54</b>

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

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

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

Other Services: Trippers and Special Bus Operations

Tillamook County Transportation District  
Actual FY 2017/2018

Year-to-Date Statistics and Performance

Route/Run	Thru Nov 2017				11/16/2017												
	YTD Fare Revenue (\$)	YTD Passngs	YTD Service Hours	YTD Paid Hours	YTD Service Miles	Mileage Based Costs (\$)	Hourly Based Costs (\$)	Direct Cost (\$)	Indirect Costs (\$)	Total Costs (\$)	Hourly Rate (\$)	Passngs per Hour	Farebox Ratio	Passngr/\$ Subsidy	Average Fare (\$)	Revenue/Service Hour (\$)	
<i>Dial-A-Ride Service</i>																	
Central DAR	43,082	3,962	2,178	2,644	35,167	20,249	79,016	4,996	28,595	132,856	61.01	1.8	32.4%	0.04	10.87	19.78	
NW Rides	195,149	3,167	3,763	4,639	103,643	59,678	136,531	8,633	56,181	261,022	69.37	0.8	74.8%	0.05	61.62	51.87	
North DAR	9,700	971	475	531	7,477	0	0	8,368	2,294	10,663	22.43	2.0	91.0%	1.01	9.99	20.40	
South DAR	9,892	230	239	303	5,149	0	0	5,763	1,580	7,342	30.72	1.0	134.7%	-0.09	43.01	41.39	
<b>Total DAR</b>	<b>257,822</b>	<b>8,330</b>	<b>6,655</b>	<b>8,118</b>	<b>151,436</b>	<b>79,927</b>	<b>215,546</b>	<b>27,761</b>	<b>88,649</b>	<b>411,883</b>	<b>61.90</b>	<b>1.3</b>	<b>62.6%</b>	<b>0.05</b>	<b>30.95</b>	<b>38.74</b>	
<i>Deviated Route</i>																	
01 Town Loop	15,595	20,083	1,913	2,125	24,640	14,188	69,406	4,389	24,130	112,112	58.61	10.5	13.9%	0.21	0.78	8.15	
02 Netarts/Oceanside	4,139	3,835	837	1,013	21,840	12,575	30,372	1,921	12,305	57,173	68.31	4.6	7.2%	0.07	1.08	4.95	
03 Manzanita	21,211	15,934	2,145	2,546	60,795	35,006	77,835	4,922	32,298	150,060	69.96	7.4	14.1%	0.12	1.33	9.89	
04 Lincoln City	10,314	5,037	1,683	1,908	58,620	33,753	61,071	3,862	27,065	125,751	74.72	3.0	8.2%	0.04	2.05	6.13	
<b>Total Deviated Route</b>	<b>51,259</b>	<b>44,889</b>	<b>6,578</b>	<b>7,592</b>	<b>165,895</b>	<b>95,523</b>	<b>238,683</b>	<b>15,093</b>	<b>95,798</b>	<b>445,096</b>	<b>67.67</b>	<b>6.8</b>	<b>11.5%</b>	<b>0.11</b>	<b>1.14</b>	<b>7.79</b>	
<i>Intercity</i>																	
05 Portland	51,372	4,655	1,538	1,550	47,250	27,207	59,325	3,528	23,732	113,792	74.00	3.0	45.1%	0.07	11.04	33.41	
06 Salem	5,077	2,448	921	1,212	33,134	19,078	35,532	2,113	14,977	71,701	77.85	2.7	7.1%	0.04	2.07	5.51	
<b>Total Intercity</b>	<b>56,449</b>	<b>7,103</b>	<b>2,459</b>	<b>2,761</b>	<b>80,384</b>	<b>46,285</b>	<b>94,858</b>	<b>5,642</b>	<b>38,710</b>	<b>185,494</b>	<b>75.44</b>	<b>2.9</b>	<b>30.4%</b>	<b>0.06</b>	<b>7.95</b>	<b>22.96</b>	
<i>Other Services</i>																	
Trippers	973	1,028	174	127	821	473	6,299	398	1,965	9,135	52.63	5.9	10.7%	0.13	0.95	5.61	
Special Bus Operation	696	737	222	287	3,136	1,806	8,045	509	2,840	13,200	59.54	3.3	5.3%	0.06	0.94	3.14	
Total Other Services	1,669	1,765	395	414	3,957	2,279	14,344	907	4,806	22,335	56.50	4.5	7.5%	0.09	0.95	4.22	
<b>Total TCTD Services</b>	<b>367,198</b>	<b>62,087</b>	<b>16,086</b>	<b>18,884</b>	<b>401,672</b>	<b>224,013</b>	<b>563,431</b>	<b>49,402</b>	<b>227,962</b>	<b>1,064,808</b>	<b>66.19</b>	<b>3.86</b>	<b>34.5%</b>	<b>0.09</b>	<b>5.91</b>	<b>22.83</b>	
							Total Mileage, Labor & Direct Cost	836,846		27.2%							

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Tillamook County Transportation District  
 Actual FY 2017/2018

Year-to-Date Statistics and Performance

Route/Run	Thru Nov 2017										11/16/2017						
	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 (\$)	
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<b>Total DAR</b>	<b>257,822</b>	<b>8,330</b>	<b>6,655</b>	<b>8,118</b>	<b>151,436</b>	<b>79,927</b>	<b>215,546</b>	<b>27,761</b>	<b>88,649</b>	<b>411,883</b>	<b>61.90</b>	<b>1.3</b>	<b>62.6%</b>	<b>0.05</b>	<b>30.95</b>	<b>38.74</b>	
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Total Other Services	1,669	1,765	395	414	3,957	2,279	14,344	907	4,806	22,335	56.50	4.5	7.5%	0.09	0.95	4.22	
<b>Total TCTD Services</b>	<b>367,198</b>	<b>62,087</b>	<b>16,086</b>	<b>18,884</b>	<b>401,672</b>	<b>224,013</b>	<b>563,431</b>	<b>49,402</b>	<b>227,962</b>	<b>1,064,808</b>	<b>66.19</b>	<b>3.86</b>	<b>34.5%</b>	<b>0.09</b>	<b>5.91</b>	<b>22.83</b>	
										Total Mileage, Labor & Direct Cost		836,846		27.2%			

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

Year to Date Performance Comparison

Route/Run	Thru Nov 2017 16/17		Thru Nov 2017 17/18		Thru Nov 2017 16/17		Thru Nov 2017 17/18		Thru Nov 2017 16/17		Thru Nov 2017 17/18										
	Hourly Rate	Hourly Rate	Amount	Diff	Percent Diff	Passngr /Hour	Passngr /Hour	Amount	Diff	Percent Diff	Farebox Ratio	Farebox Ratio	Amount	Diff	Percent Diff	Average Fare	Average Fare	Amount	Diff	Percent Diff	
Dial-A-Ride Service																					
Central DAR	57.83	61.01	3.19		5.5%	1.9	1.8	-0.1		-5.7%	24.4%	32.4%	8.0%		32.8%	7.32	10.87	3.55		48.6%	
NW Rides	65.06	69.37	4.31		6.6%	0.8	0.8	0.0		0.9%	71.6%	74.8%	3.1%		4.4%	55.84	61.62	5.78		10.4%	
North DAR	16.12	22.43	6.31		39.2%	1.8	2.0	0.2		12.8%	134.4%	91.0%	-43.5%		-32.3%	11.97	9.99	-1.98		-16.5%	
South DAR	22.13	30.72	8.59		38.8%	0.9	1.0	0.1		9.2%	144.9%	134.7%	-10.2%		-7.1%	36.39	43.01	6.62		18.2%	
Total DAR	55.62	61.90	6.28		11.3%	1.2	1.3	0.0		2.3%	62.7%	62.6%	-0.1%		-0.2%	28.50	30.95	2.45		8.6%	
Deviated Route																					
01 Town Loop	56.90	58.61	1.71		3.0%	11.1	10.5	-0.6		-5.4%	16.2%	13.9%	-2.3%		-14.3%	0.83	0.78	-0.06		-6.6%	
02 Netarts/Oceanside	65.47	68.31	2.84		4.3%	5.0	4.6	-0.4		-7.7%	8.2%	7.2%	-1.0%		-12.0%	1.09	1.08	-0.01		-0.6%	
03 Manzanita	66.82	69.96	3.14		4.7%	8.0	7.4	-0.6		-7.1%	16.1%	14.1%	-1.9%		-12.1%	1.34	1.33	-0.01		-0.9%	
04 Lincoln City	70.98	74.72	3.73		5.3%	3.3	3.0	-0.3		-8.3%	8.9%	8.2%	-0.7%		-8.1%	1.94	2.05	0.11		5.5%	
Total Deviated Route	64.83	67.67	2.84		4.4%	7.3	6.8	-0.5		-6.5%	13.1%	11.5%	-1.6%		-12.1%	1.16	1.14	-0.02		-1.9%	
Intercity																					
05 Portland	68.35	74.00	5.65		8.3%	3.1	3.0	-0.1		-3.1%	50.1%	45.1%	-5.0%		-9.9%	10.97	11.04	0.07		0.6%	
06 Salem	71.90	77.85	5.95		8.3%	2.6	2.7	0.1		2.5%	6.9%	7.1%	0.2%		3.2%	1.90	2.07	0.17		9.0%	
Total Intercity	69.68	75.44	5.76		8.3%	2.9	2.9	0.0		-1.2%	33.3%	30.4%	-2.9%		-8.7%	7.95	7.95	0.00		0.0%	
Other Services																					
Trippers	50.93	52.63	1.70		3.3%	3.9	5.9	2.1		53.2%	6.6%	10.7%	4.0%		61.3%	0.87	0.95	0.08		8.8%	
Special Bus Operation	62.50	59.54	-2.97		-4.7%	6.5	3.3	-3.2		-49.2%	2.4%	5.3%	2.8%		117.1%	0.23	0.94	0.71		307.5%	
Total Other Services	52.64	56.50	3.86		7.3%	4.3	4.5	0.2		4.7%	5.9%	7.5%	1.6%		27.3%	0.73	0.95	0.22		30.4%	
Total Other Services	61.67	66.19	4.53		7.3%	4.1	3.9	-0.3		-6.3%	34.5%	34.5%	0.0%		0.0%	5.16	5.91	0.75		14.5%	

Comparison FY16/17 to FY 17/18	YTD Through Nov 2017		
	16/17	17/18	Amount Difference
Description			Percent Difference
Mileage	364,921	401,672	36,751 10.1%
Mileage Based Costs	180,621	224,013	43,392 24.0%
Hourly Based Costs	546,554	563,431	16,877 3.1%
Direct Costs	220,137	227,962	7,825 3.6%
Overhead Costs			
Total Costs	947,312	1,015,406	68,094 7.2%

Special Bus Operation Calculation Cost		Hourly Rate Calculation:	
Cost per mile calculation:	Plus 45.8%	Actual Hourly Rate	\$ 29.84
	Plus 10%	Plus Direct Costs	\$ 4.6%
	Actual Overhead	Hourly Rate	\$ 31.22
	Profit	Plus Overhead	\$ 27.2%
		Hourly Rate	\$ 39.73
		Plus Profit	\$ 47.67

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### Coordinating Committee Meeting

December 8, 2017

**Tillamook County Transportation District**

3600 3<sup>rd</sup> St

Tillamook, OR

10:00 am—3:00 pm

### Teleconference Information

866/755-7677

Pin # 005939

### Agenda

10:00— 11:15a	1. Introductions. Welcome to Guests 2. STIP Transit Access Study Update	Doug Pilant Ken S/Ryan F
11:15— 11:30a	3. Consent Calendar ( <b>Action Items</b> ) <ul style="list-style-type: none"> <li>📌 November 3, 2017 Meeting Minutes (<b>attached</b>)</li> <li>📌 November 2017 Financial Report</li> <li>📌 Marketing Update (+ Groupon Update)</li> <li>📌 Ridership Tracking (October 2017) (<b>attached</b>)</li> </ul>	Doug Pilant
11:30— 12:00a	4. Management Plan Work Items Update <ul style="list-style-type: none"> <li>📌 Policy Comparisons</li> <li>📌 IGA</li> <li>📌 Summary of Progress to Date</li> </ul>	Mary McArthur
12:00	5. Lunch	
1:00— 2:00p	6. NW Connector System Enhancements <ul style="list-style-type: none"> <li>📌 Website Update</li> <li>📌 Swiftly Presentation (Potential for a STF grant application?)</li> <li>📌 Options for Spending Balance of Website Grant (eg, Hop Through App for online ticketing, online GIS bus tracking)</li> </ul>	Doug/Cathy? Thomas/All
2:00— 2:30p	7. 5311 Work Group Update	Jeff Hazen
2:30— 3:00p	8. Member Updates	All

#### Attachments:

November 3, 2017 Meeting Minutes  
October 2017 Ridership Report

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  
November 3, 2017  
Tillamook, OR

1. Introductions: Doug Pilant, Coordinating Committee Chair, opened the meeting. Meeting attendees calling in:
  - Cynda Bruce—Lincoln County Transit
  - Lee Lazaro—Benton County Transportation
  - Doug Pilant—Tillamook County Transportation
  - Michael Ray—Columbia County Rider
  - Arla Miller—ODOT Transit
  - Ryan Farncomb—CH2M
  - Ken Shonkwiler, Donna Hinze—ODOT
2. Consent Calendar: Unanimously approved. (LL/MR)
  - ✦ October 13, 2017 Meeting Minutes
  - ✦ October 2017 Financial Report—Trillium contract balance as of November 3 is \$26,670. Outstanding invoices total \$18,966 leaving an actual outstanding balance of \$7,704. NWOTA has approximately \$17,580 in 5311(f) funding that expires at the end of December 31, 2017. The Board agreed on a plan to expend that balance (see Marketing discussion below).
  - ✦ August 2017 Ridership Tracking—Through September there have been over 142,000 rides provided and 835,000 bus miles. The NW Connector system is averaging close to 90,000 passenger miles a month, which means the 1 million mile mark will be reached before the end of the year.
3. STIP Transit Access Study

Ken and Ryan debriefed the partners on the recent visits of the proposed sites:

  - ✦ Tillamook—Really productive to go through the process, see things through other perspectives.
  - ✦ Ryan—A lot of stops already have a fair amount of pedestrian access which is good
  - ✦ Ken—Appreciate the partner’s flexibility on siting the stops
  - ✦ Donna—Rockaway Beach: Needs a southern end where more lower income live, although current focus has been on northern end of town. May be a several locations at the southern end of town that might be usable.
  - ✦ Ryan—Handful of other stops may require further discussion. Discuss site conditions individually. Will compile in Needs Assessment document.
  - ✦ Ken—For most of these transit stops, agencies will probably be going after STIP funding, and proximity to another transit stop could be problematic. Will want to consider stop “fundability” in Needs Assessment.
  - ✦ Doug—Rockaway Beach is a high priority stop. In past, has been flag service, which slows down the service. Really want to get designated safe and visible stops along the City’s entire corridor. Only current stop is at City Hall, which is difficult to navigate on Summer and holiday weekends.
  - ✦ Lee—Thought field trip was productive, good to have the full team there. Went quickly. Gave us some things to think about. Adair stop—Settled on a new location, to the City Hall parking lot. Safer location than on the highway, ADA access. Lewisburg. Moved the location on the southbound side where there is better right-of-way, ODOT preferred approach, more room for amenities. On northbound side, closer to the railroad tracks, which may require further conversation. Philomoth, interested in adding bike lockers, streetscaping the interior of the couplet split, with shelters tying into the new streetscaping.



- ✚ Cynda—Concern about having enough room for the buses to turn around at some of the locations, site visibility. Have a difficult area to deal with regarding transit stops.
- ✚ Michael—A couple of the stops, there appeared to be a lot of interest in establishing pullout bays even where there are two lanes, which take up a lot of room. Interested to see what the results look like. In St Helens, there is room to pull over, but not room for a pullout bay. Overall it went well.
- ✚ Doug—Rockaway Beach. Difficult to stay on schedule when not one location where riders can congregate, and bus stops off the highway makes it difficult to get back on during high traffic time. Good support for a stop now in Hebo. Site visit there also resulted in increased ODOT awareness that traffic doesn't slow down as quickly going through town as it should. One concern is the north of the City of Tillamook are the swales and noise. Pacific City has a mix of residential and business. Best locations tend to be in front of driveways that could result in some pushback.

#### Follow Up Items/Schedule

- A summary will be drafted and sent out to the group. Important to resolve items, that will impact decisions on future stops.
- Needs Assessment should be done by the end of the calendar year. Send out in advance of an in-person meeting. See if capture needs first, and then bring transit stop concepts to NWOTA's December or January in-person meeting.

#### 4. NWACT Standing Items

- ✚ Future NW Connector Marketing—Partners noted that they thought the radio advertising had been good for getting the word out about the NW Connector. CCR has been getting calls from its Longview ridership, and the ads ran frequently in Tillamook. Given the short deadline, and the positive response to the ads, partners decided to extend as much of the current campaign as possible using the marketing balance slated to terminate at the end of the year, subject to concurrence from Jeff. Mary Mc will connect with Mary Burke to run the current NW Connector ad in the 2018 Oregon Travel Guide, Oregon Coast Visitor guide and run the current radio ads through the end of the year, if there is enough budget remaining. Looking beyond this immediate marketing activity, Mary Mc reported that she had talked to Thomas about contacting Selina Barlow, and although she is looking to retire, might have some low marketing ideas. Mary Mc also mentioned having talked to the PR consultant handling Visit Tillamook County's media activity, and there may be a low cost way to get more media coverage of the NW Connector.
- ✚ Management Plan Action Items—Discussion on establishing system-wide policies and procedures identified two priority areas to work on:
  - ADA/Title 6 Requirements Regarding Service Animals, Comfort Animals, Pets—All 5 agencies need to get on same page as the NW Connector is set up for conflict if not all the same. Presentation at the OTA conference, which should be added to the OTA website. Arla will see if she can track it down. Lincoln is pretty flexible because parameters are fairly strict regarding how handle animals, eg, pets must be secured, in a container, unless a service animal. Tillamook management sounds similar. Don't want to have confrontation. Sometimes dogs aren't well-behaved. Drivers remind passengers must maintain control of their animals or else they are asked to leave (although policy doesn't say they will be asked to leave). Driver-approved container. Maintain control. Same for Lincoln. CCR—No dogs on the seat, on a lease and under rider's control. Drivers sometime question whether a dog is a service animal, if don't act like one. Will want to include consistent messages in the NW Connector driver training. Mary will poll all members.
  - Holidays—Needs to be consistent across the system. Mary will poll all the partners.

Other policies that might be appropriate for the NW Connector:

- Diversity Training for Drivers/Dispatchers—Sometimes employees don't have as much compassion for riders with disabilities.
- Securement of wheelchairs—Not a requirement under ADA, but agencies can have local policies. Think all of 5 partners are on the same page regarding this. (Mary write this us)
- Complaint Procedures

Mary will write up a Summary of where NWOTA is on all the Management Plan Work Plan items.

#### 5. December Meeting Planning

- ✚ Swiftly presentation (Potential for a STF grant application?)
- ✚ Website update
- ✚ Options for Spending \$7,000 Balance of Website Grant (eg, Hop Through App for online ticketing, online GIS bus tracking)
- ✚ Transit Access (maybe)
- ✚ IGA (website resolved?)
- ✚ Management Plan
- ✚ Side by side comparison of policies
- ✚ Communicate by email on new marketing activity (get done in November)

#### 6. Member Updates

- ✚ Benton—NTD reporting just finished. Fed auditor in on Monday to look at grants. Providing bus service for Freedom Fund fundraiser bus for that event in Lebanon. Developed a SOW for relooking at the Linn-Benton loop route and schedules. Area has grown considerably since the loop was originally set up.
- ✚ Lincoln—Top priority is getting National Transit Data report done. Transportation Development Plan hoping for a February 2018 completed and adopted by board. County audit process starting up. Benton/Lincoln coordinating committee? Driver recruitment continues to struggle. May require some out of the box recruitment ideas. Moving closer to getting bus stop signs out along our routes.
- ✚ Columbia County—Also have lost a couple of drivers and having trouble filling those positions. Waiting to get confirmation back from ODOT to release RFQ for a new bus. Doing an inventory of all the Scappoose stops: photos, existing infrastructure, mapping. Will use when go to the City for setting bus stop. Participated in St Helens children's Fair, brought two buses, gave child rides up and down in the lift. Describe where the buses go and how to ride the buses. Estimated 10,000 people in attendance. Great weather, important since were outside.
- ✚ Tillamook County—Getting everything wrapped for January 2018 schedule changes, including a new route between Grand Ronde and Salem. (Taking over Cheriotts route.) Working with Salem-Keizer Transit. Coastal Connector will start 3 roundtrip weekly service between Lincoln City, Tillamook, Greyhound in Portland and Amtrak. Expanding service between Cannon Beach and Tillamook. May be an opportunity for a NWOTA grant for a midway trip from Astoria to Newport. Discretionary 5%. Fill a mid-day gap in service. New roof is on, HVAC systems are on the top of the building. Sheetrocking starts next week. Outdoor lighting almost complete, received PUD credits for replacing with LED lights. Having a lot of retirements, operations manager, drivers. Hired 5 new drivers in last 3 months, 4 of which will stay on. May need to increase technical knowledge of operations manager because of new computer aided dispatching system.
- ✚ Arla—Sent link on presentations on OTA site. Won't be at December meeting. By end of December should be two RTCs hired. Regional Transit Coordinators.

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

**Tillamook County Transportation District**  
**Financial Statement - Unposted Transactions Included In Report**  
**08 - Northwest Oregon Transit Allia**

000 - Other  
 From 11/1/2017 Through 11/30/2017

	Current Period Actual	Current Period Budget	Current Year Actual	Total Budget	Total Budget Variance	Bdgt. 42%
<b>Resources</b>						
Working Capital	0.00	0.00	0.00	30,000.00	(30,000.00)	0.00%
NWOTA Partner Cont. Match	0.00	0.00	20,000.00	57,120.00	(37,120.00)	35.01%
Grants - 5311 (f)	0.00	2,550.00	4,000.00	30,600.00	(26,600.00)	13.07%
Transfer From General Fund	0.00	0.00	0.00	14,280.00	(14,280.00)	0.00%
Transfer from STF Fund	5,050.00	0.00	56,114.00	0.00	56,114.00	0.00%
<b>Total Resources</b>	<b>5,050.00</b>	<b>2,550.00</b>	<b>80,114.00</b>	<b>132,000.00</b>	<b>(51,886.00)</b>	<b>60.69%</b>
<b>Expenses</b>						
<b>Materials and Services</b>						
Professional Services	0.00	1,750.00	0.00	21,000.00	21,000.00	0.00%
Administrative Support	0.00	2,083.33	4,569.54	25,000.00	20,430.46	18.27%
Website Maintenance	0.00	416.67	0.00	5,000.00	5,000.00	0.00%
Marketing	18,947.93	2,354.17	29,617.87	28,250.00	(1,367.87)	104.84%
Website Re-Design	6,356.00	0.00	23,114.00	0.00	(23,114.00)	0.00%
Travel & Training	0.00	416.67	0.00	5,000.00	5,000.00	0.00%
<b>Total Materials and Services</b>	<b>25,303.93</b>	<b>7,020.84</b>	<b>57,301.41</b>	<b>84,250.00</b>	<b>26,948.59</b>	<b>68.01%</b>
<b>Transfers</b>						
Transfer to General Fund	0.00	0.00	0.00	13,000.00	13,000.00	0.00%
Reserve for Future Expenditure	0.00	0.00	0.00	34,750.00	34,750.00	0.00%
<b>Total Transfers</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>47,750.00</b>	<b>47,750.00</b>	<b>0.00%</b>
<b>Total Expenses</b>	<b>25,303.93</b>	<b>7,020.84</b>	<b>57,301.41</b>	<b>132,000.00</b>	<b>74,698.59</b>	<b>43.41%</b>

Monthly BOD Report w/YTD Budget & Variance

Date: 12/7/17 05:29:10 PM

Page: 1

# NW CONNECTOR



## DATA REPORTING FORM

Please complete this form monthly for all inter-county routes operated by your agency. Include only routes that provide connections between cities. Do not include local circulators within individual communities.

Submit the completed form to Mary McArthur at mbmcarthur@comcast.net by the second Friday of each month.

Completed By: \_\_\_\_\_

Data Period: Month: October Year: 2017

	Boardings	Bus Miles
Pacific Connector	Astoria to Cannon Beach	859 1,581
	Cannon Beach to Tillamook	3,105 12,864
	Tillamook to Lincoln City	893 12,115
	Lincoln City to Newport (North County)	6,514 9,727
Portland Connector	Tillamook to Portland	751 9,765
Coastal Connector	Lincoln City to Grand Ronde/Salem	446 7,112
Coast to Valley Connector	Corvallis to Newport	
	Newport to Corvallis	633 8,173
Columbia Connector	Astoria to Rainier	410 6,416
	Rainier to Longview/Kelso	90 3,743
	Portland to Rainier	966 9,534
	St Helens to Clatskanie	121 4,710

Totals	
Boardings	Bus Miles
11,371	36,287

751	9,765
-----	-------

446	7,112
-----	-------

633	8,173
-----	-------

1,587	24,403
-------	--------

14,788	85,740
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158,083	922,474
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Monthly Totals
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Year To Date
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# nwCONNECTOR

## TRANSIT STOP CONCEPT DEVELOPMENT Northwest Oregon Transit Access Project

December 8<sup>th</sup>, 2017



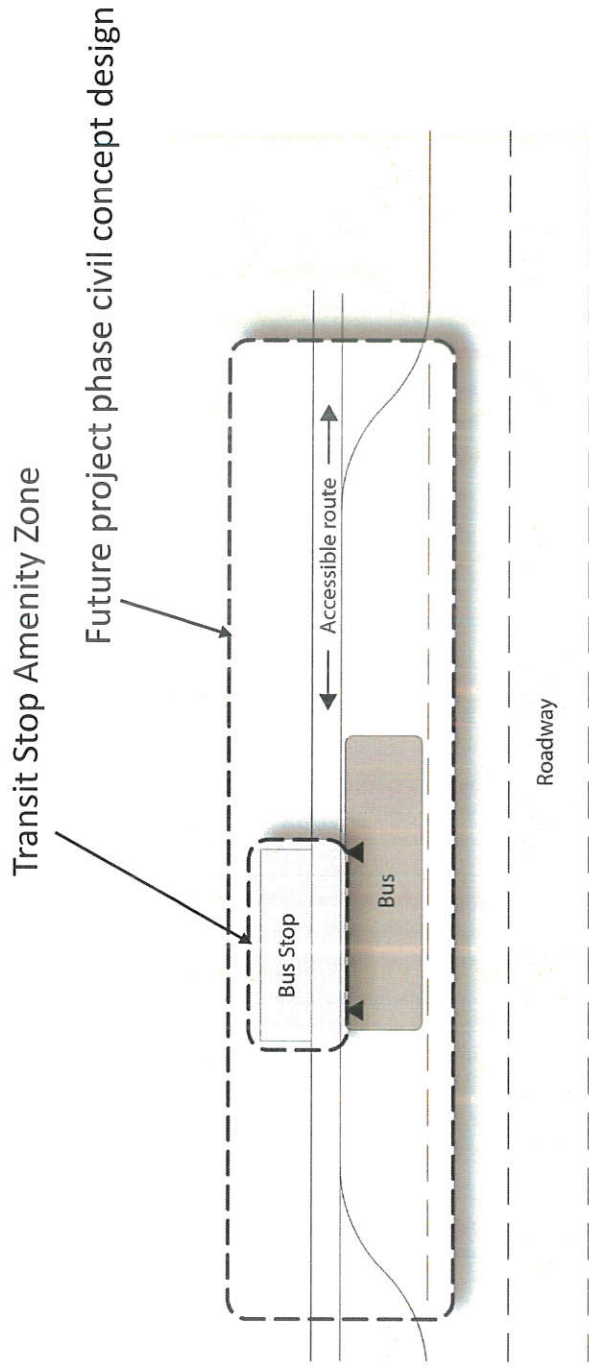
# Meeting Agenda

Time	Topic	Lead
9:45 AM	Quick schedule review	Ryan, Ken
9:50 AM	Branding/2012 improvement project and station amenities	Shawn
10:15 AM	Proposed amenities packages for current project	Shawn, Ryan
10:55 AM	Check-in on stop "to-dos"	Ken

Purpose of today's meeting:

- ✓ Review amenities, including pros/cons of prior improvement project to inform the current project
- ✓ Provide feedback on amenities package options so that the consultant team can develop conceptual design/project 'footprint' for each stop

# Transit Stop Amenities



# Existing Conditions SHELTERS



#11 Rockaway Beach



#24 Adair Village



#21 Philomath



#9 Seaside



# Existing Conditions SIGNAGE



#11 Rockaway Beach



#8 Gearhart



#9 Seaside



#24 Adair Village



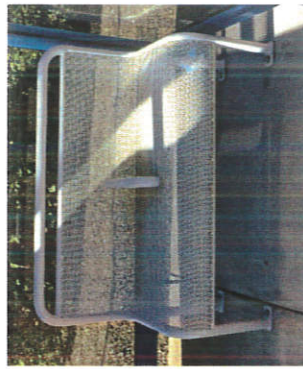
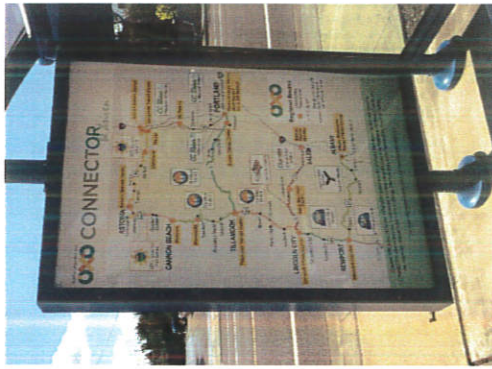
#5 Clatskanie

5 TRANSIT STOP CONCEPT DEVELOPMENT

nwCONNECTOR

# Transit Stop Amenities

## 2012 Transit Stop Improvements Package



### SHELTER

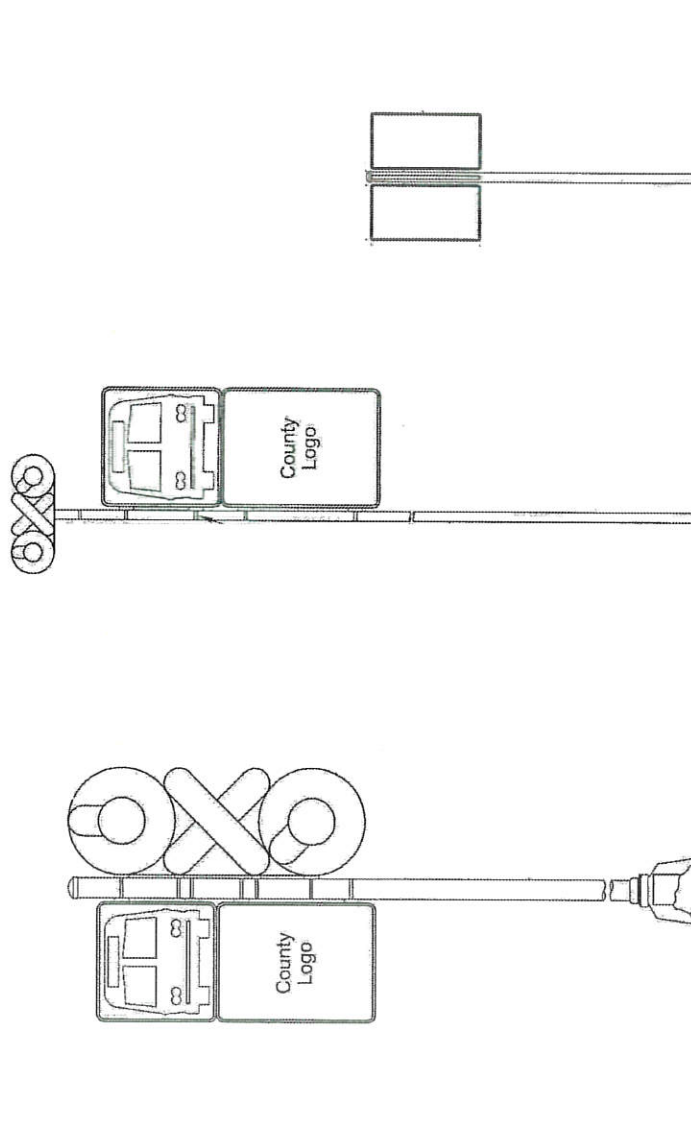
- Standard bus shelter (6'x10.5' pad)
- 4' bench
- Informational Sign Panel
- Lighting (Solar panel with battery)
- Small Stop ID Sign

(Tillamook Cty Trans. District)

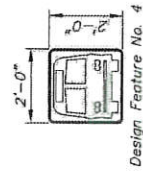
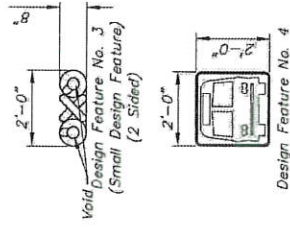
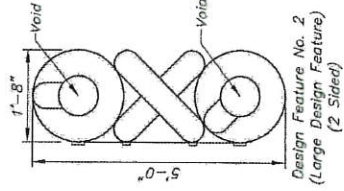
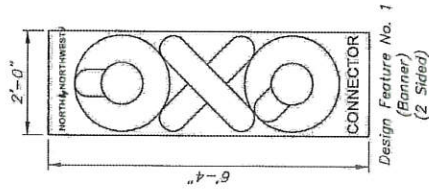
# Transit Stop Amenities

## 2012 Transit Stop Improvements Package

- Signage included in the 2012 Northwest Oregon Transit Alliance Transit Stop Improvements Design Package

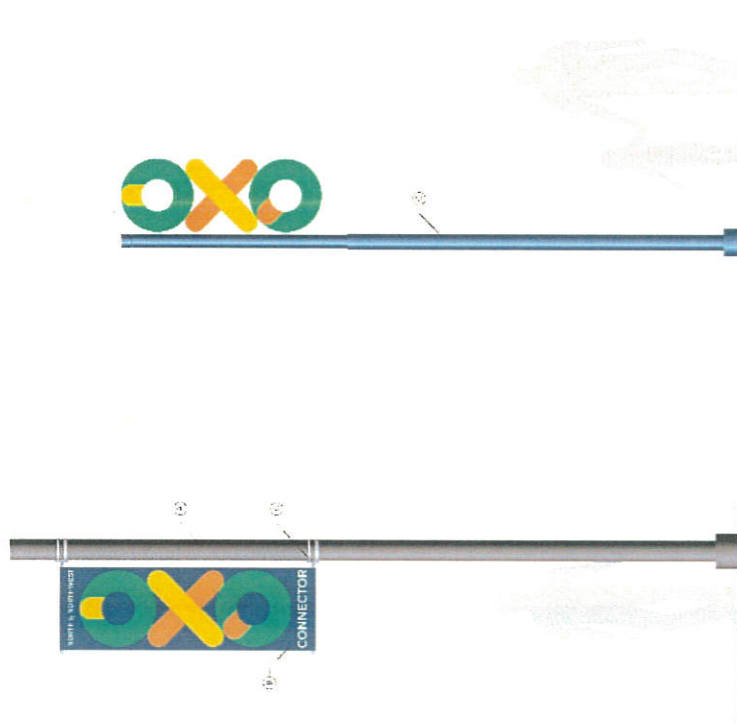


Large Design Feature Pole      Small Pole      Kiosk Detail



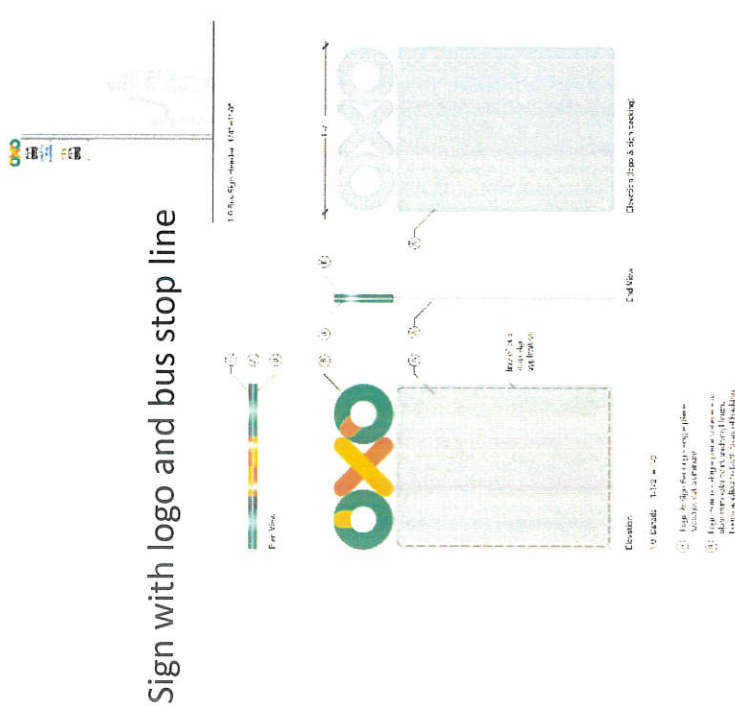
# Transit Stop Amenities

## 2012 Transit Stop Improvements Package



Street Banner

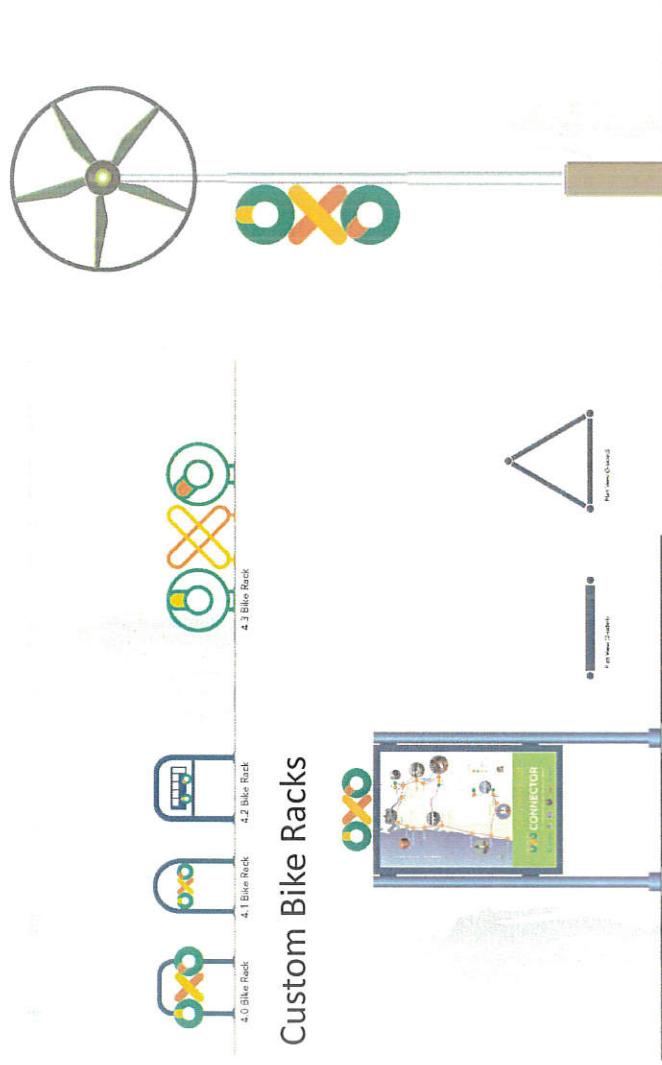
Sign with Vertical Logo



Sign with logo and bus stop line

# Transit Stop Amenities

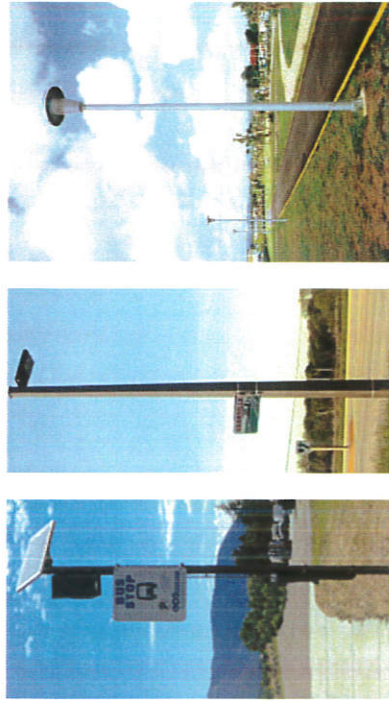
## 2012 Transit Stop Concept Design Elements



Custom Bike Racks

Free Standing Sign Panel  
(3 sided or 2 sided)

Wind Turbine



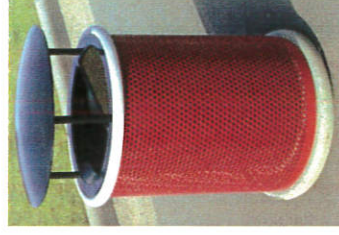
Light pole



Public Bike  
Repair Station



Trash Receptacle



# Transit Stop Amenities

## Art & Transit



## Discussion

- What amenities from the original project are working well/not well?
- Do we need to consider:
  - Bigger/smaller/different signage? We've heard some lessons learned from you already!
  - Shelter considerations?
  - Benches?
  - Etc.
- What amenities weren't part of the original package that you'd like to see?
- Consider art at stations?

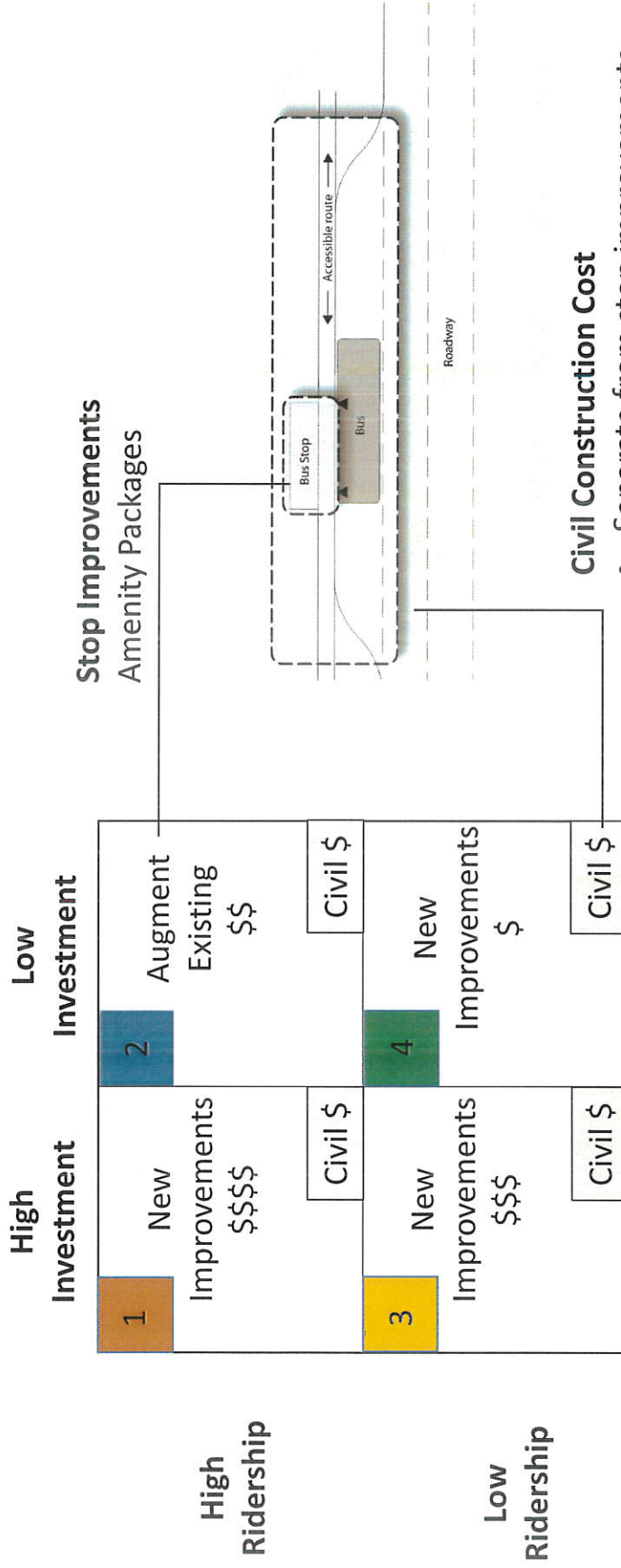
# Amenities Package Options



## Transit Amenities Packages

- Why?
  - Amenities packages help focus in on what's going to be included at each stop location
  - Important for the consultant team in establishing the conceptual footprint for each stop
  - NWOTA could use these moving forward as they continue to improve the system.
  - NOTE: these packages are for prototypical stops. Final amenities/configuration will vary from stop to stop.

# Transit Stop Amenity Packages



## Civil Construction Cost

- Separate from stop improvements
- Cost is a range \$ - \$\$\$
- Site context plays a large role in cost

## Throughout the next few slides...

We'd like your feedback on the following:

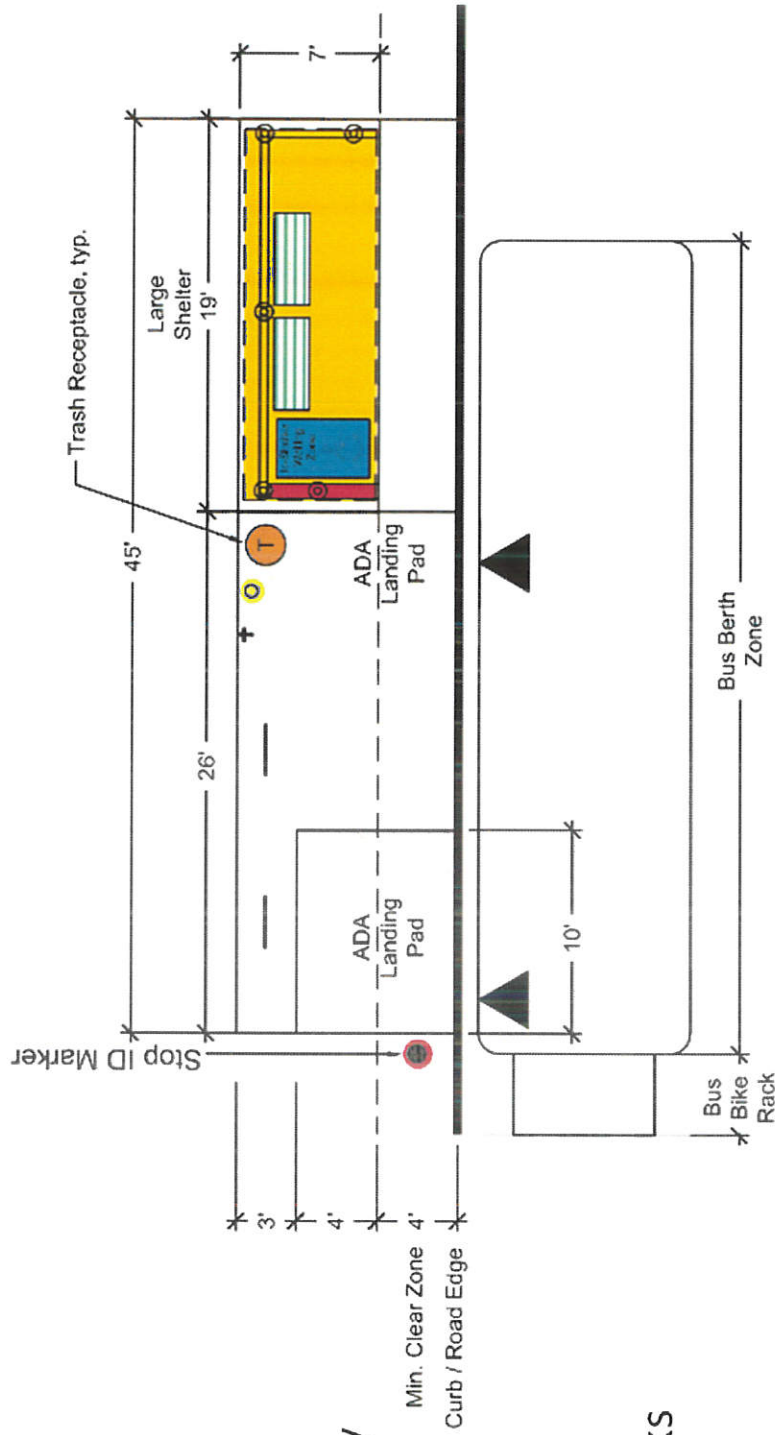
- Does the organization of these packages (high investment/high use, etc.) make sense?
- Which options are more desirable?
- Are amenities or features missing from the packages?
- Consider what amenities package would be most appropriate for your stops.

## Transit Stop Amenity Packages Concepts

### 1 High Ridership/High Investment (ex.: #15 Pacific City)

#### Concept 1a

- Large Shelter
- Shelter Signage
- Information Panel
- Solar panel/battery powered lighting
- Stop ID Sign – Large
- Large Bench
- Trash Receptacle
- Bike Parking – two racks
- Bike Repair Station
- Public Art (optional)

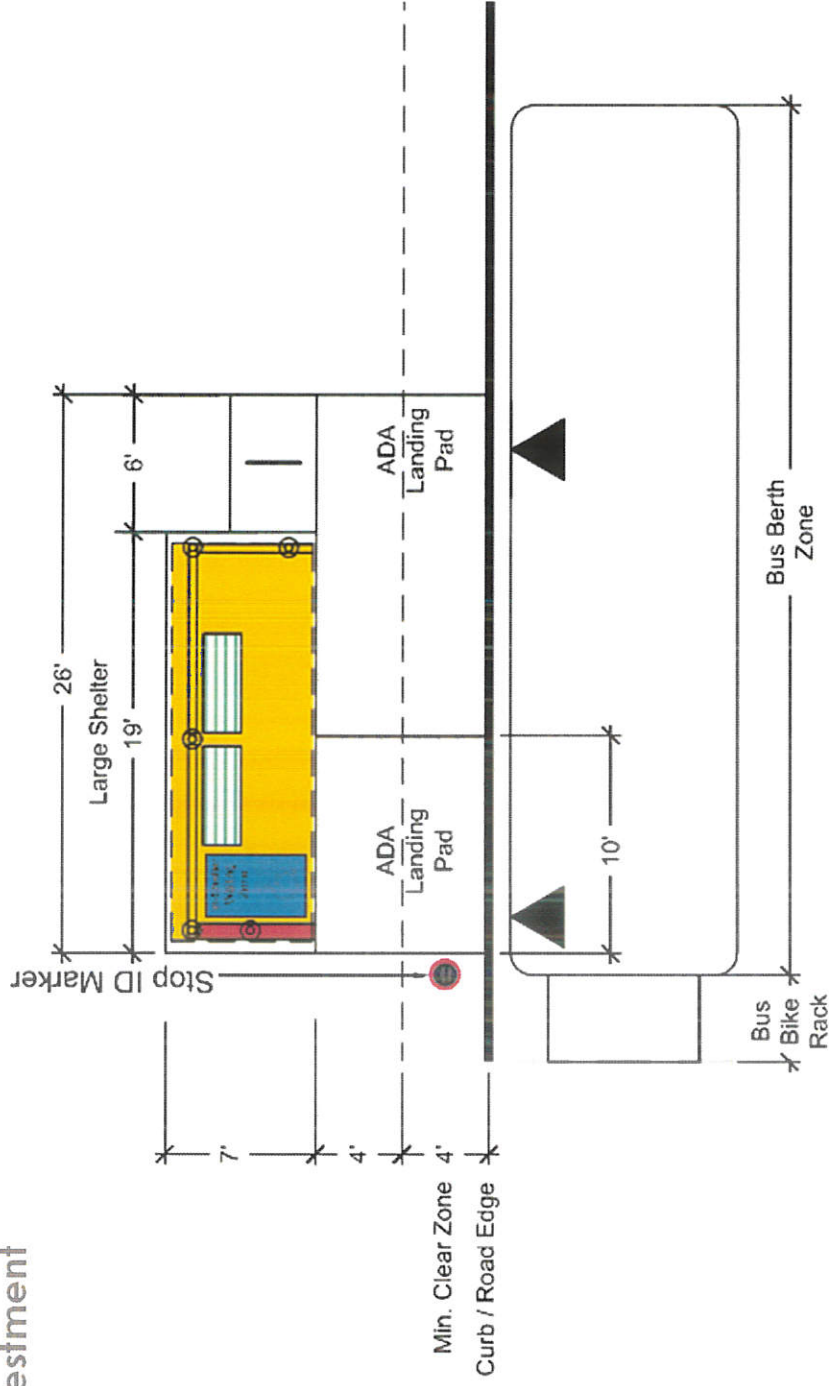


## Transit Stop Amenity Packages Concepts

### 1 High Ridership/High Investment (ex.: #15 Pacific City)

#### Concept 1b

- Large Shelter
  - Shelter Signage
  - Information Panel
  - Solar panel/battery powered lighting
- Stop ID Sign – Large
- Large Bench
- No Trash Receptacle
- Bike Parking – one rack
- No Bike Repair Station
- Public Art (optional)



## Transit Stop Amenity Packages Concepts

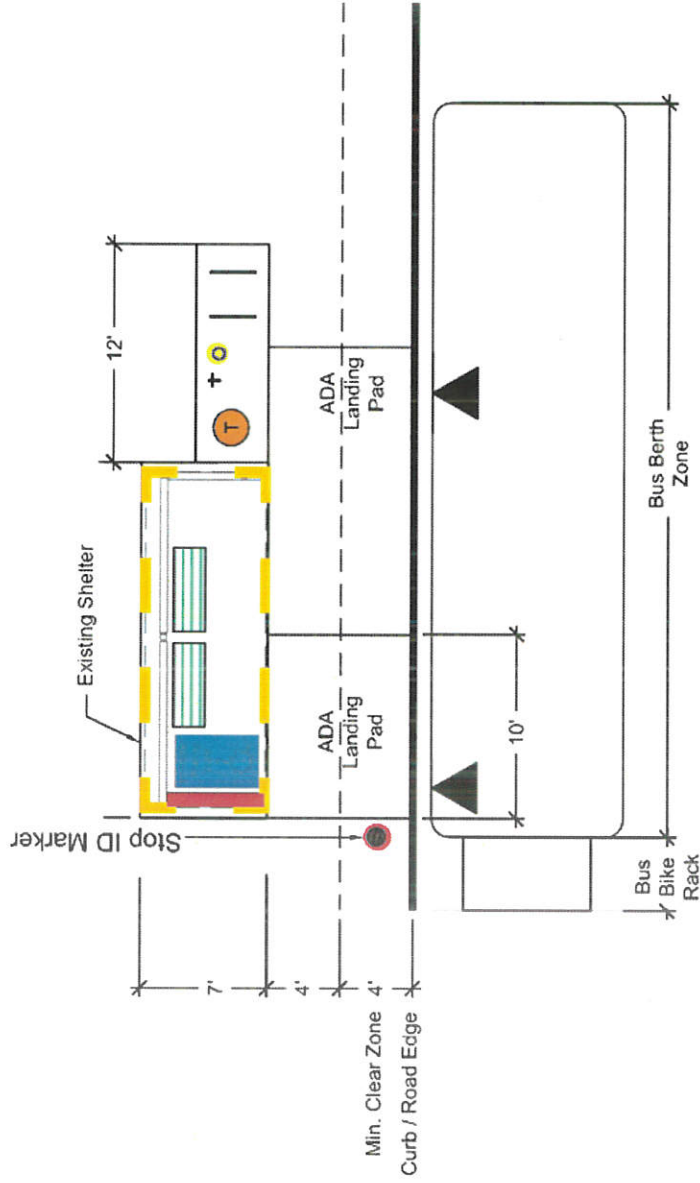
2

High Ridership/Low Investment  
(ex.: #24 Adair Village, #21 Philomath )



### Concept 2a

- Existing elements to remain
  - Shelter
  - Shelter Signage Information Panel
  - Solar panel/battery powered lighting
- New improvements
  - Shelter Signage Information Panel
  - Stop ID Sign – Large
  - Large Bench
  - Trash Receptacle
  - Bike Parking – two racks
  - Bike Repair Station
  - Public Art (optional)



44

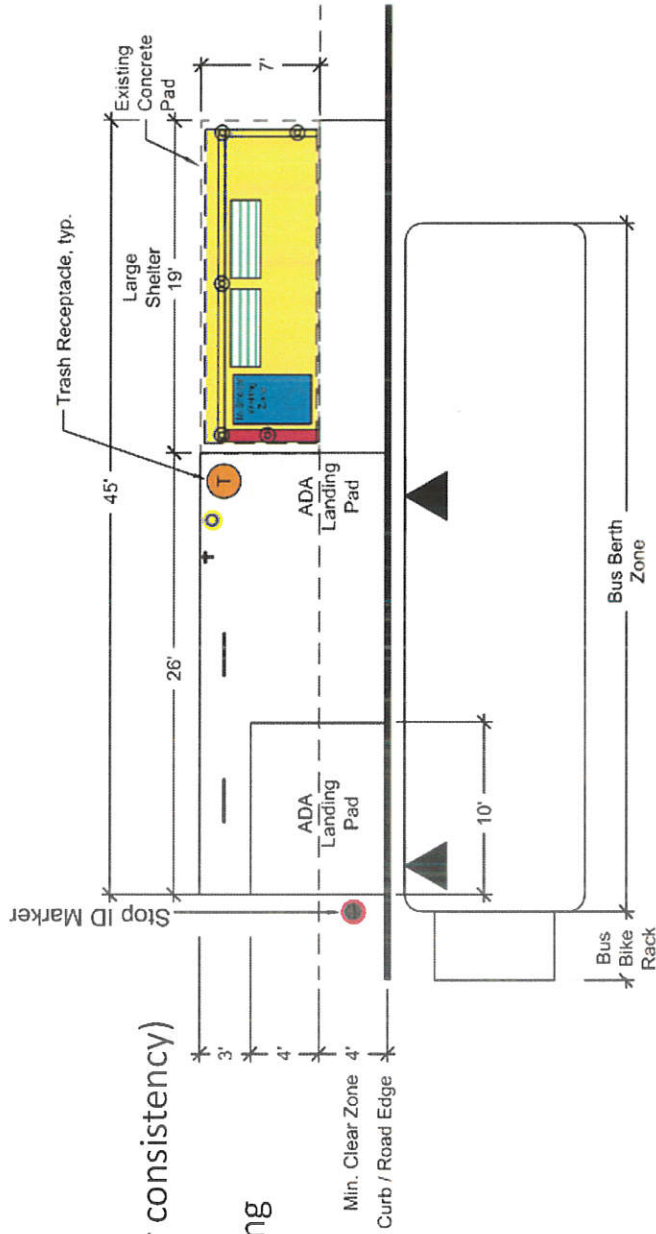
## Transit Stop Amenity Packages Concepts



### 2 High Ridership/Low Investment (ex.: #24 Adair Village, #21 Philomath )

#### Concept 2b

- Existing elements to remain
  - Concrete stop pad area
- New improvements
  - Shelter (replace existing shelter for consistency)
  - Shelter Signage Information Panel
  - Solar panel/battery powered lighting
  - Stop ID Sign – Large
  - Large Bench
  - Trash Receptacle
  - Bike Parking – two racks
  - Bike Repair Station
  - Public Art (optional)

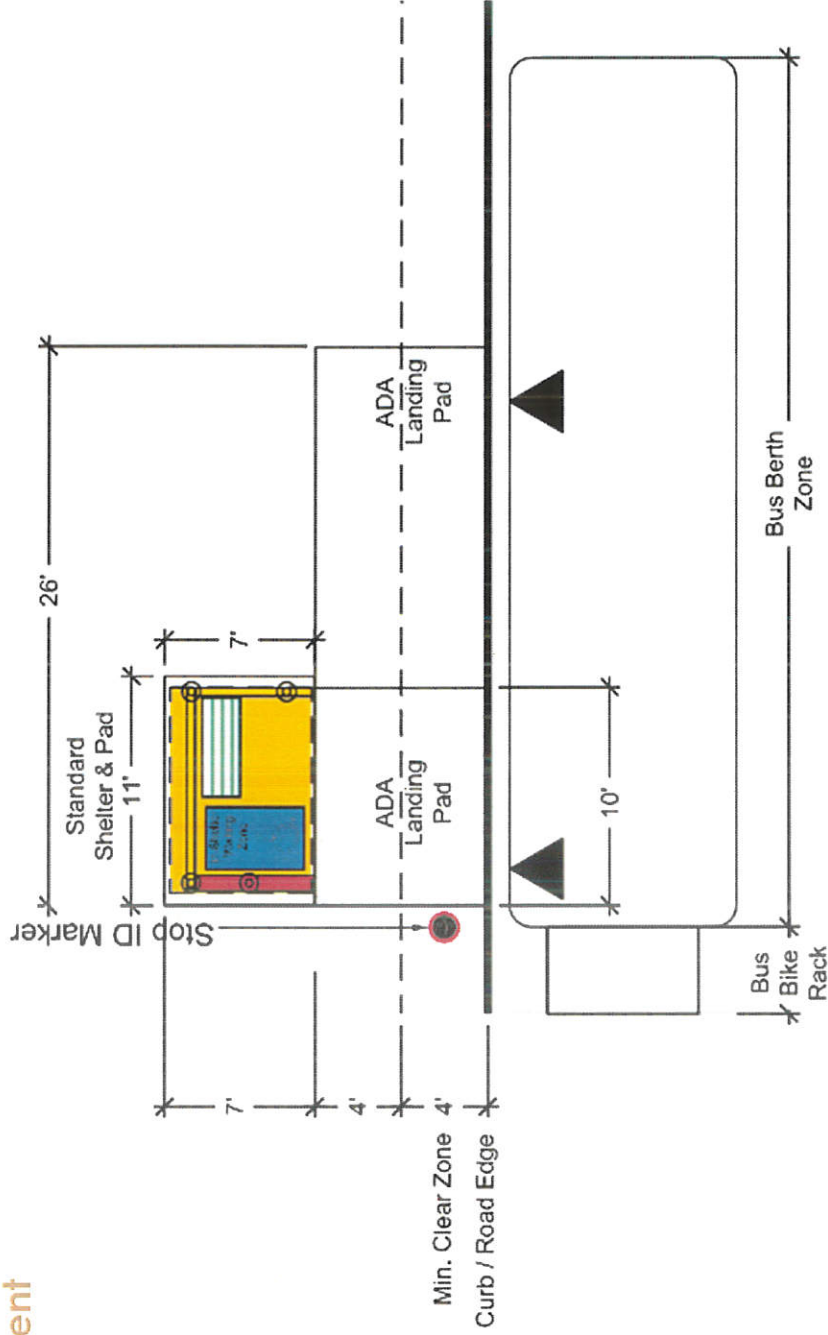


## Transit Stop Amenity Packages Concepts

**3** Low Ridership/High Investment  
(ex.: #6 Knappa)

### Concept 3a

- Standard Shelter
  - Shelter Signage
  - Information Panel
  - Solar panel/battery powered lighting
- Stop ID Sign – Small
- Bench



46

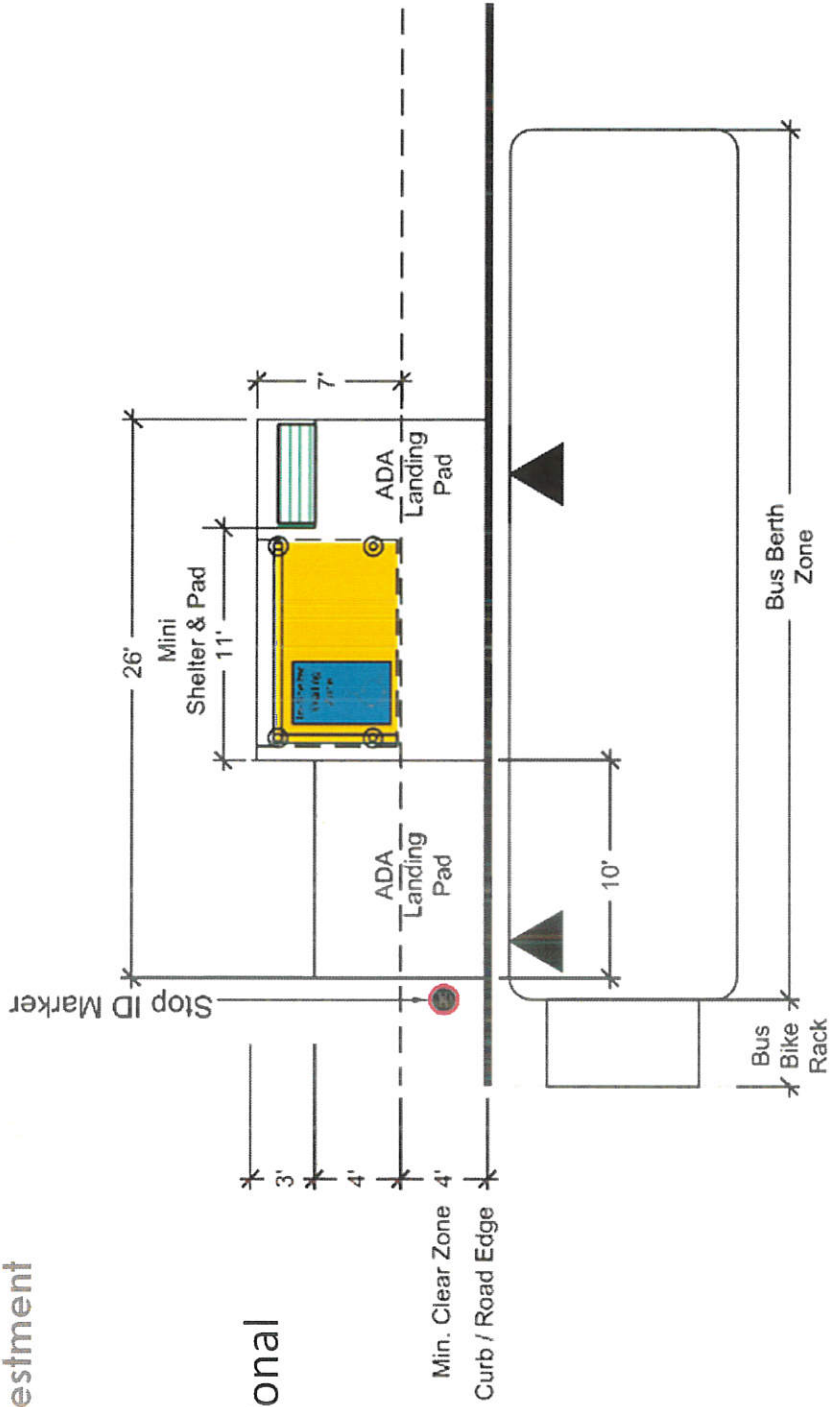


## Transit Stop Amenity Packages Concepts

**3** Low Ridership/High Investment  
(ex.: #6 Knappa)

### Concept 3b

- 'Mini' Shelter
- Freestanding Informational Sign Panel
- Stop ID Sign – Small
- Bench

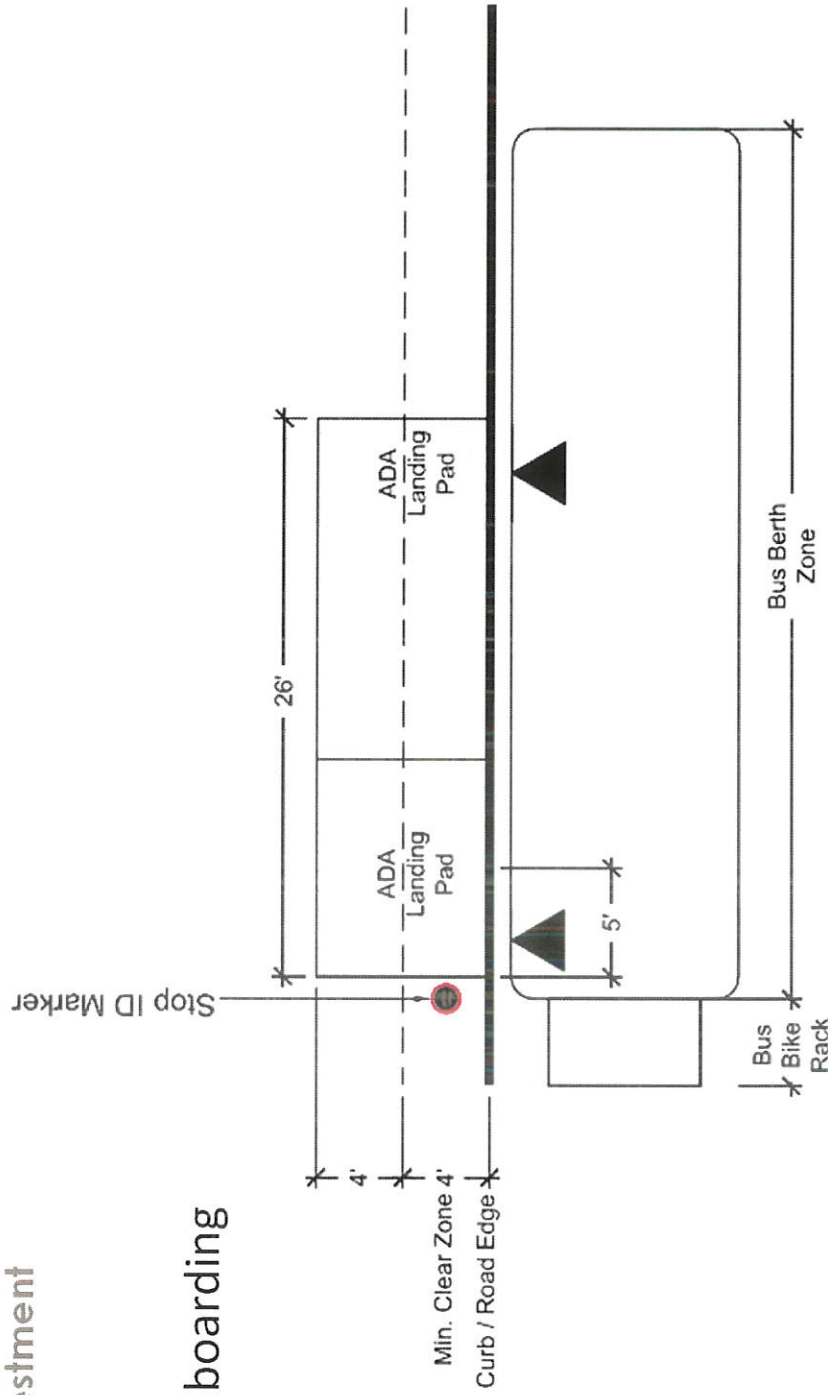


## Transit Stop Amenity Packages Concepts

### 4 Low Ridership/Low Investment (ex.: #16 Neotsu NB)

#### Concept 4a

- Pad area for accessible boarding and alighting
- Stop ID Sign - small



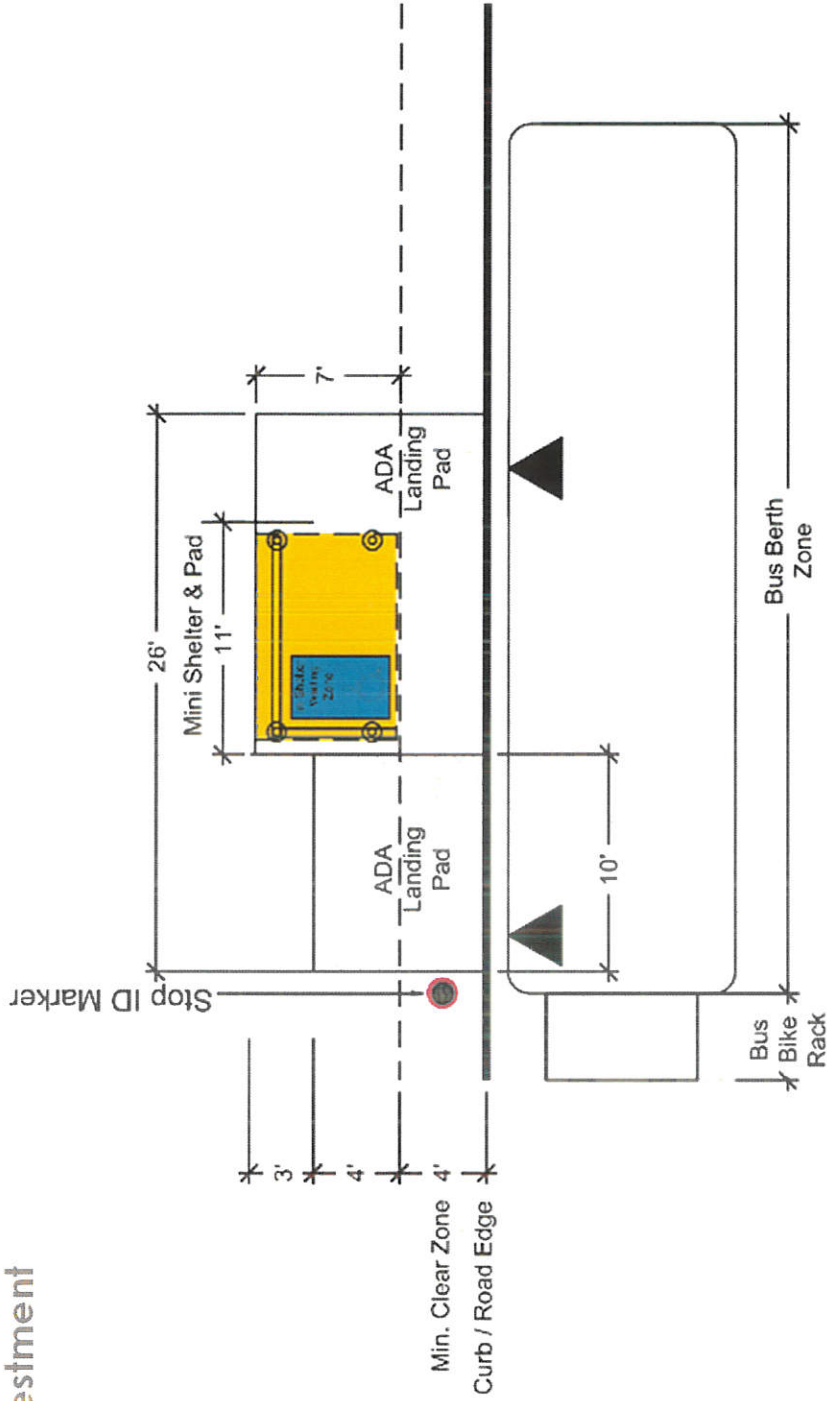
48

## Transit Stop Amenity Packages Concepts

### 4 Low Ridership/Low Investment (ex.: #16 Neofsu NB)

#### Concept 4b

- Pad area for accessible boarding and alighting
- 'Mini' Shelter
- Stop ID Sign - small



## Next Steps

- Consultant team revise amenities packages (one option for each category)
- Consultant team makes first pass at assigning an amenities package to each stop
- Review assignments with NWOA (via email)
- Discuss again at January 2018 NWOA meeting, along with the full draft Needs Assessment
- Pull it all together into the Transit Concepts Report for discussion in February or March.
- Report will include:
  - Amenities packages
  - Amenities footprints
  - Civil footprint
  - List of assumptions/risks
  - Qualitative cost assessment (\$-\$\$\$)

## Doug Pilant

---

**From:** Jeramy Card <Jeramy.Card@ltd.org>  
**Sent:** Friday, December 8, 2017 8:30 AM  
**To:** Doug Pilant  
**Subject:** NWOTA Management

Hello Mr. Pilant,

I'm writing to try to get some information and documentation on the NWOTA to research the same type of system in the Eugene area. With the anticipated influx of HB 2017 funds, we are hoping to build a network similar to yours to provide intercity transit between the Eugene metro area, Salem, Albany, Florence, and possibly south along the coast. I'm hoping that the model that OXO has created can be used to start developing a feasibility study. Again, this is merely in the research phase at this time. If you could provide me with any information or direct me to the appropriate resource, I would be very grateful. Feel free to contact me if you have any questions. Thanks,

### Jeramy Card

Associate Service Planner  
Lane Transit District  
P: 541.682.6148  
jeramy.card@ltd.org

**Tillamook County Transportation District**  
Board of Directors Regular Monthly Meeting  
Thursday, November 16, 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)

**TCTD Staff**

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

**Absent**

Cara Mico, Director  
Merrienne Hoffman, Director

**Guest**

None.

4. Announcements and Changes to Agenda: None.
5. Public & Guest Comments: Rich Allm, representative of WHA Insurance
6. Executive Session: Discipline of Public Officers and Employees, ORS 192.660(2)(b) and Labor Negotiator Consultations, ORS 192.660(2)(d)

**\*\*Executive Session\*\* 6:32pm – 7:28pm**

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) and Labor Negotiator Consultations, ORS 192.660(2)(d). 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

*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.*

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.

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

**Motion** by Director Holm to authorize a benefit change in provider but leave the choice to the GM to negotiate with the ATU for the 2018 medical insurance renewal. *Motion Seconded* by Director Huffman. Board Chair Judy Riggs called for further discussion; followed by none, she called for the vote.

**MOTION PASSED**

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

**REPORTS**

7. Information: General Managers Report:

- a. Financial Report: GM Doug Pilant reviewed the October 2017 financial reports. District is 33% through the Fiscal Year. Director Huffman asked about the CS&S expenses. GM Doug Pilant broke down the costs associated with that expense.
- b. Service Measure Performance Report: YTD Ridership overall was -4.4% over the previous year. The YTD passengers per hour are -6.5%, the cost per trip was +15.5% while the cost per hour was -7.0%, and the fare box return was +6.4%.
- c. Northwest Oregon Transit Alliance: GM Doug Pilant reviewed the NWOTA meeting agenda, minutes, finance report with the Board.
  - i. NWOTA Pedestrian Access Project: Partners met with ODOT and CH2M Hill staff to complete the site visits of the 24 proposed bus stops. Consultant will be preparing an existing condition report for each of the proposed bus stops.
- d. Planning & Development:
  - i. City of Tillamook Transportation Systems Plan (TSP): The City held their first of four-transportation planning advisory committee meetings. The meeting was well attended by numerous members of the community. The public transportation goal received the largest number of "green dots" during the prioritization of the TSP's goals and objectives. The next meeting is scheduled to be held in mid-February.
  - ii. Cape Kiwanda Master Plan: The kick-off meeting for the Master Plan's parking management plan will be on November 27<sup>th</sup>, which GM Doug Pilant and Director Hoffman will be attending.
  - iii. Neskowin Bus Stop: Waiting for approval from ODOT for a water meter for landscape watering.
  - iv. Cloverdale Bus Stop: Nothing new to report.
  - v. January 2, 2018 Service Changes: GM Doug Pilant reviewed the upcoming changes to the Coastal Connector and Tillamook County services.

*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.*

- e. Grant Funding:
  - i. STF Discretionary Grant: Received payment from ODOT for stretcher vans and NWOTA is still working with Trillium to complete website details. Once completed the grant will be closed-out.
  - ii. ODOT announced 3 grants: 5310, 5311, 5339, 5307?
  - iii. Section 5310 Grant: Receive reimbursement from ODOT for scheduling and dispatching software and shop equipment.
  - iv. Section 5339 Grant Application: The District submitted an application to replace 4 buses. Haven't heard any news from ODOT.
- f. Facility/Property Management:
  - i. GM Doug Pilant shared a proposed draft Letter to Intent to Lease to Tillamook Family Counseling Center prepared by Berkshire Hathaway. Director Huffman thought the rental amount seems nominal. This requires the tenant to make any improvements.
  - ii. Lighting project: Project has been mostly complete. There are a couple lights that will be installed.
  - iii. Renovation: HVAC system was installed and now operational. Roof is near completion and permits were approved so drywalling the new offices are in progress. The plan is to have occupancy approximately mid-December. There are 3 change orders: Replace the air exchange and heating systems in lieu of rehabilitating the old unit. Staff is collaborating with TPUD to determine if the project is eligible for an energy loan and rebate to offset the cost of the project. Next, change order to install a sheer wall in the current accounting/human resources office to earthquake retro-fit the building. The building's original plan claims there to be a sheer wall. However, after inspection it was discovered there is no sheer wall. The final change order is to install a 200 AMP electrical line and box to operate the air exchange and heat pumps. This electrical connection was inadvertently eliminated when the generator portion of the project was removed. Once ordered, the air exchange and heating unit will take several weeks for delivery which will push the project completion date to mid-February.
- g. Miscellaneous:
  - i. Scheduling and Dispatching Software: Weekly meeting are starting with Ecolane. The target date for implantation is still January/February 2018.
  - ii. ODOT Pedestrian Bridge Shuttle: Progress on sidewalks have been slow. ODOT is satisfied with our driver compensation plan to provide the shuttle service.
  - iii. Confederated Tribes of Grand Ronde (CTGR) Purchased Transportation Agreement: GM Doug Pilant reported that last month the Board approved a MOU to provide service between Grand Ronde and Salem. However, CTGR has discovered a new funding source that requires there to be a "purchased transportation agreement". Legal counsel said that since there are no changes to the term of the agreement there is no requirement for board action. However, legal counsel said it was important to report the form of the agreement is changing from an MOU to a purchased service agreement. Director Hanenkrat asked if providing this service was stretching the District's



limits. GM Doug Pilant said that while the District has the legal authority to provide this service it does require additional staff time to manage the service. GM Doug Pilant explained that CTGR is in a tough situation and he wanted to be a good partner by assisting them until they develop a more viable option for this service in the future. Director Holm wanted to clarify that Tillamook County will not be funding this service. GM Doug Pilant stated the agreement is for 18-months and CTGR will reimburse the District for the cost of this service. Director Huffman asked why Cherriots cannot continue providing this service. GM Doug Pilant explained that when the service began operations in 2009 that it was funded through a combination of BETC and Tribal funding. BETC funding went in 2012 but the service remained on autopilot for the past several years. Once Cherriots staff realized they were subsidizing the service they requested an additional \$165,000 in funding from CTGR to continue the service. This is money CTGR does not have available and they needed a less expensive alternative. Initially, Cherriot's considered having the CARTS service provider be assigned to perform the work. However, it was determined the union would create issues, so they decided to no longer sponsor the service.

- iv. Rosters for the Budget and STF committees were included in the board packet for review. Board Chair Riggs asked about terms that expire on the STF Committee. GM Doug Pilant explained this in an issue that is related to how the bylaws were written and he wants to discuss a plan with the Committee to stagger the terms.
- v. GM Doug Pilant shared an award the VFW presented to the District for their support of the Veterans Day events over the years.

Director Huffman inquired about the board stipends and asked for clarified records and check processes. He also requests that the District reinstate direct deposit. Accounting Specialist Tabatha Welch stated that payables cannot be direct deposited. She said it would also be possible to schedule them to be paid the week following the board meeting. Director Hanenkrat asked when payables are generally paid. She stated generally paid on a 30-day schedule approximately every 2 weeks.

### **CONSENT CALENDAR**

8. Motion: Approval of Minutes of October 19, 2017 Board Meeting
9. Motion: Acceptance of Financial Report: October 2017
10. Motion: Acceptance of Annual Board Meeting Schedule for 2018

**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  
and Board Chair Judy Riggs.  
Director Mico and Hoffman were absent.

### **ACTION ITEMS**

*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.*

None

**DISCUSSION ITEMS**

11. GM Performance Evaluation Committee: Board Chair Riggs noted that Director Edwards, Hoffman and Holm are interested in serving on the committee. The committee can only have 3 members. One is the Board Chair. It was decided that the other 2 committee members will be Director Edwards and Director Holm.

12. Staff Comments/Concerns

GM Doug Pilant: None.

Superintendent Ronny Fox: Wished everyone a healthy and happy Thanksgiving.

Accounting Specialist Tabatha Welch: None.

HR Specialist/Board Clerk Cathy Bond: Thanked the District for their role in Veterans Day, it's an honor to work for such a great employer who values our veterans.

13. Board of Directors Comments/Concerns

Gary Hanenkrat – None.

Jim Huffman – None.

Merrienne Hoffman – Absent.

Judy Riggs – Happy Thanksgiving to all and thanked Cathy Bond for her praise to the District for their role on Veterans Day.

Cara Mico – Absent.

Marty Holm – None.

Jackie Edwards – None.

**UPCOMING EVENTS**

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

Adjournment: Board Chair Judy Riggs adjourned the meeting at 8:37pm.

**These minutes approved this 21<sup>st</sup> Day of December 2017.**

ATTEST:

\_\_\_\_\_  
Judy Riggs, Board Chair

\_\_\_\_\_  
Doug Pilant, General Manager

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

**In the Matter of Authorizing the  
General Manager to Execute a  
Lease Agreement with Nathan Levine  
for the 70X Grand Ronde Express**            )

**RESOLUTION NO. 17-29**

**WHEREAS**, the Tillamook County Transportation District and the Confederated Tribes of the Grand Ronde have entered into a Purchase Transportation Agreement for the District to operate the 70X Grand Ronde service; and

**WHEREAS**, the 70X Grand Ronde Express service will begin operations on January 2, 2018 and operate until June 30, 2019; and

**WHEREAS**, the 70X Grand Ronde Express service consists of 4 daily round trips between Salem and Grand Ronde; and

**WHEREAS**, due to operational necessity, it is necessary for the District to lease office and parking space at 1450 Sunnyview Rd NE, Unit C in Salem Oregon; and

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

that the General Manager is authorized to execute a Lease Agreement with Nathan Levine effective through June 30, 2019 for office and parking spaces at 1450 Sunnyview Rd NE, Unit C., Salem Oregon to establish an operations center for the 70X Grand Ronde Express.

APPROVED AND ADOPTED this 21<sup>st</sup> day of December 2017.

ATTEST:

By: \_\_\_\_\_  
Judy Riggs, Board Chair

By: \_\_\_\_\_  
Doug Pilant, General Manager

**LEASE AGREEMENT**

THIS AGREEMENT made and entered into this 22nd day of December, 2017 by and between:

LESSOR: Nathan J. Levin

and

LESSEE: Tillamook County Transportation District

WITNESSETH: For and in consideration of the covenants to be performed by Lessee, the Lessor does hereby lease, let and demise to the Lessee those certain premises located in the City of Salem, State of Oregon, described as: a small office on the second floor of a 2 story building with 2 dedicated parking stalls for transport buses to be parked within a gated parking lot

ADDRESS: 1420 Sunnyview Rd. NE Unit C. Salem, Oregon 97301

APPROXIMATE SQUARE FEET:

OFFICE	<u>1200</u>
WAREHOUSE	<u>0</u>
UTILITY	<u>756</u>
TOTAL	<u>1856</u>

FOR CONSIDERATION of the covenants to be performed, the parties hereto agree as follows:

**1. Business purpose:**

The premises are to be used for the purpose of: parking of 2 transport buses and a office for drivers to store equipment as well as write driver logs for work records.

Lessee further agrees to continuously and actively operate the business defined herein above, at the leased premises, during the term of this lease.

**Note:** There are 1 pages of attached Exhibits or Addendum's to this lease.

initials             
           **58**

**2. Term:**

The term of this lease shall be for a period of 18 months commencing January 01, 2018, and ending on June 30, 2019.

**3. Rent:**

The Lessee shall pay to the Lessor the monthly base rent in lawful money of the United States, in advance, on the 1st day of each month throughout the term of this lease. Said monthly base rent is payable as follows:

- a. Payment of rent in the amount of \$ 1080.00 for the period of 01/01/18– 01/30/18, a security/cleaning deposit of \$ 1000.00, and other payment(s) for n/a are hereby acknowledged;
- b. The monthly sum of \$ 1080 for the first lease year;  
 the monthly sum of \$ 1080 for the second lease year;  
 the monthly sum of \$ 1080 for the thrid lease year;  
 the monthly sum of \$ n/a for the fourth lease year;  
 the monthly sum of \$ n/a for the fifth lease year;
- c. The rent shall be payable at the office of the Lessor or such other place as the Lessor may designate in writing.

**4. Reimbursement of Remodel Expense**

Lessee shall not be responsible for reimbursing Lessor for the improvements made to the premises, except as stated in this lease.

**5. Late Payment Fee:**

In the event that the monthly rent or any other payment, fee, or charge is not received by the Lessor within 10 days of the date said payment is due, Lessee agrees to pay a late payment fee in the amount of \$ 90.00 for each occurrence, in addition to monthly interest charge of 1.5% per month, accrued on any and all unpaid rent or other charges then unpaid.

**6. Option for Renewal:**

It is agreed that the Lessee shall have the option to renew this lease on the same terms and conditions, for 1 additional term(s) of 2 year(s) with the exception of rent which shall be the minimum

base monthly sum of \$ 1107.00 \_\_\_\_\_ for the \_\_\_\_\_ 4th \_\_\_\_\_ lease year; and the base \_\_\_\_\_  
monthly rent shall continue to increase 2.5% each consecutive lease year there after.

Lessee shall give notice in writing prior to 90 \_\_\_\_\_ days before the termination of this lease, or any extended term of this lease, of Lessee's intent to exercise this option for renewal.

**7. Increase in Property Taxes:**

Lessee agrees to reimburse Lessor for any increase in real estate property taxes or any ad valorem tax fee or charge levied on the property in general or the Lessee in specific. If the charge is general, the Lessee shall pay only their pro rata share based on the percentage of the total rentable area that the Lessee occupied or occupies. 20 17 /20 18 shall be considered the base tax year for this lease.

**8. Liability/Insurance:**

Lessee shall have in force at all times a continuous Commercial General Liability policy with an insurance carrier admitted in the State of Oregon that has a Best rating of A- or better. Lessee limits of liability coverage shall not be less than \$1,000,000.00 in the occurrence and \$2,000,000.00 in the annual aggregate. Such policy shall name the Lessor and its assigns as "Additional Named Insured" and have a primary non-contributing policy endorsement in favor of the Lessor. Lessee agrees to hold the Lessor harmless from any and all liability or demands or cause of action whatsoever kind or character for damages to person, property or otherwise any liability arising out of the use or misuse of the premises by Lessee, their agents, servants, employees, invitees, or any person going thereon. Except in the case of gross negligence by the Lessor. Lessee will provide evidence of such insurance coverage annually or when any policy changes are made, or at the written request of the Lessor.

**9. Care of Premises:**

Lessee agrees to keep and maintain the premises in good order and repair.

**10. Liens and Insolvency:**

The Lessee shall not permit any liens or encumbrances of any kind or nature, including liens for labor furnished or materials supplied on or about the premises, and shall hold harmless and indemnify the Lessor from any and all charges or costs incurred thereby. In the event of the insolvency, bankruptcy, or assignment for the benefit of creditors of the Lessee, this lease shall immediately terminate and come to an end and Lessor shall have the right to immediately retake the premises without notice or other action of law.

**11. Assignments:**

This lease shall not be assigned by Lessee without first having obtained written consent from the Lessor, so long as the sublease meets Lessor's tenancy requirements. This lease shall not be assignable by operation of law. If consent is once given by the Lessor to the assignment of the lease, or any interest therein, Lessor shall not be barred from afterward refusing to consent to any further assignment.

**12. Default and Re-entry:**

(a.) Time is of the essence of this lease. In the event Lessee breaches or fails to perform any material term, condition, or obligation applicable to Lessee under this lease, and said breach or failure to perform is not cured by Lessee within thirty (30) days after Lessee's receipt of Lessor's written

notice setting forth the breach or failure to perform, Lessor may terminate this lease by giving written notice of termination to Lessee, and upon such termination, Lessor may re-enter and take possession of the premises to the exclusion of the Lessee. This remedy shall be in addition to all other remedies provided by law. If the breach or failure to perform is the nonpayment of rent or other sums due by the terms of this Lease and the rent is then ten (10) days in arrears from the due date stated in paragraph 3 above, Lessor shall give the notice required by this section; provided, however, that if Lessor has already given such notice for non-receipt of payment twice in the same 12-month period, Lessor need not give Lessee notice of non-receipt of payment a third time in said 12-month period in order to declare a default and terminate this Lease.

(b.) In the event that Lessee is doing or permitting something to occur that is dangerous, offensive, or prevents a neighboring business to continue with normal operation and with the specific right of quiet enjoyment, Lessor may give Lessee a five (5) day notice demanding the cessation of the offensive act or conduct. The brewing of beer is not considered an offensive odor. If the Lessee fails to cure, remedy, or stop the activity as defined in the demand, the Lessor may declare the lease in default and re-enter the premises.

**13. Costs and Attorneys Fees:**

If by reason of any default on the part of either party hereto, in the performance of any of the provisions of this lease, it becomes necessary for the other party to employ an attorney, the said party which the court decides is in default agrees to pay all costs, expenses and attorney fees expended or incurred by the other party in connection therewith as may be decided by the court.

**14. Non-waiver of Breach:**

The failure of the Lessor to insist upon strict performance on any of the covenants and agreements of this lease, or to exercise any option herein conferred in any one or more instances, shall not be constructed to be a waiver or relinquishment of any such, or any other covenants or agreements, but the same shall be and remain in full force and effect.

**15. Holdover:**

Any holding over after the expiration of said term, with the consent of the Lessor, shall be for an indefinite period of time on a month-to-month basis, and at a minimum monthly rental rate of \$ 1500.00 / month, which tenancy may be terminated as provided by laws of the State of Oregon, and during such tenancy the Lessee agrees to pay the Lessor the same rate of rental as set forth herein and agrees to be bound by all of the terms, covenants and conditions as herein specified, so far as applicable unless said terms are changed by Lessor with not less than 30 days prior notice in writing. Either party may terminate this holdover month-to-month tenancy with not less than thirty (30) days prior notice in writing.

**16. Removal of Improvements:**

Upon the expiration of this lease, or any extension thereof or termination by mutual agreement, Lessee may be required to remove from the premises all improvements made thereon by Lessee but shall not remove improvements placed thereon by Lessee if so requested by the Lessor. Lessee, if not in default under this lease, shall retain the absolute right to remove Lessee's trade fixtures and equipment from the premises. Lessee shall be responsible to repair or pay for any damage incurred to the premises by or during the removal and/or at the initial installation of any improvements or equipment. Tenant improvements to be "removed" upon termination of lease, will be identified in a lease addendum within 90 days after occupancy.

**17. Successors and Assigns:**

The conditions, covenants and terms of this lease shall be binding upon the respective parties and their successors and assigns.

**18. Venue:**

In the event of any legal action arising out of this lease, the venue of said action shall be in: Marion County, State of Oregon

**19. Landlord's Lien:**

Lessor shall have a landlord's lien for any unpaid rent upon the equipment or furnishings placed in or upon the premises by Lessee, and the remedies provided by law.

**20. Fire Provisions:**

(a) If the building in which the premises are located is destroyed by fire or other casualty to an extent in excess of 40 percent of its sound value, the Lessor may or may not elect to reconstruct. If the Lessor elects not to reconstruct, this lease shall terminate as of the date of the fire; but if the Lessor elects to reconstruct, the rent shall be abated to cover the entire period between the day of the fire and the day on which the premises are placed in a tenantable condition. If the building in which the premises are located is destroyed by fire to an extent less than 40 percent of its sound value, the Lessor shall repair the premises with all convenient speed and the Lessee shall vacate that part of the premises required for the purpose of repair and for the period between the day of the fire and the day the premises have been placed in tenantable condition. The rent shall be abated in proportion to the interference with the occupancy of the Lessee.

(b) If fire or any other casualty shall render the premises uninhabitable, this lease shall terminate forthwith and any prepayments of rent shall be refunded by Lessor pro rata; provided, however, that if the premises can be repaired within 180 days from the date of such event, then, at Lessor's option, by notice in writing to Lessee, mailed within thirty (30) days from the date of such damage or destruction that Lessor elects to repair within such 180 day period, this lease shall remain in full force and effect, but the rent for the period during which the premises are inhabitable shall be abated pro rata. If Lessor elects to repair the premises, as aforesaid, said work shall be undertaken and prosecuted with all due diligence and speed. In the event of a termination of this lease pursuant to this article rent shall be apportioned on a per diem basis and paid to the date of the fire or other casualty.

**21. Utilities, Services and Other Costs:**

Lessor shall be responsible for payment of the following items: Base year real estate taxes, base building insurance, exterior building maintenance, landscape and parking lot maintenance

Lessee shall be responsible for payment of the following items: electric service, gas service, waste management, interior building maintenance, janitorial service.

Lessee shall order and pay for all services required by Lessee and: replace light bulbs, ballasts, repair top side plumbing items

Lessee shall reimburse Lessor for pro-rata share of water sewer billing quarterly.

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Other Costs: Lessee agrees to reimburse Lessor for any increased cost or charge of the operation of the property caused by Lessee's use or occupancy of the premises.

**22. Eminent Domain:**

If the whole of or any substantial part of the premises are taken by any public authority under the power of eminent domain, or taken in any manner for any public or quasi-public use, so as to render the remaining portion of the premises unsuitable for the purposes intended hereunder, then the term of this lease shall cease as of the day possession shall be taken by such public authority and Lessor shall make a pro rata refund of any prepaid rent. All damages awarded for such taking under the power of eminent domain or any like proceedings shall belong to and be the property of Lessor, Lessee hereby assigning to Lessor Lessee's interest, if any, in said award.

**23. Common Areas:**

Lessee shall have full access and use of all parking, driveways and sidewalks, and no exclusive right to use or occupy any specific common area. No overnight storage or parking of any vehicles or equipment on the premises other than specifically allowed business vehicles or equipment is permitted. If the Lessor deems it necessary, Lessee understands that Lessor may designate assigned parking spaces based on the square footage of the building space occupied by Lessee. Lessee has the right only to occupy the interior of the specific leased building premises. Nothing outside of the building may be occupied by the Lessee without the express written permission of the Lessor. No exterior storage of any vehicle, equipment, or any other item is permitted without the specific permission by the Lessor.

**24. Signs:**

Lessee shall erect no sign outside the building without the Lessor's consent. Lessor may install a sign can for a uniform type of business sign. Lessee shall be allowed, within the sign, the use of any distinctive lettering, logo or other business trade style. Signage shall be permitted by the local jurisdiction.

**25. Window Coverings:**

Lessee shall install no drapes or other type window coverings on any exterior windows without the Lessor's consent.

**26. Repair and Maintenance:**

(a) Lessor's Responsibilities:

- i. all exterior building maintenance
- ii. landscape and common area maintenance
- iii. exterior lighting
- iv. repair and maintain roof, exterior walls, maintenance of exterior doors and windows and the structural components of the building premises including utility lines to the building.
- v. Other: removal of illegally parked vehicle blocking bus parking area

(b) Lessee's Responsibilities:

- i. reimburse Lessor for Lessee caused damage.
- ii. interior of building maintenance, including all above ground plumbing, light bulbs and ballasts installed on the premises and janitorial service.
- iii. Lessee shall do no remodel or renovation of the leased premises without the prior written consent of the Lessor.
- iv. Other: \_\_\_\_\_

**27. Hazardous or Toxic Materials:**

Lessee agrees that Lessee shall not treat, store or dispose of Hazardous Material on the premises or common area except in accordance with any law, ordinance, rule or regulation of any governmental authority having jurisdiction of the premise or common area. If Lessee breaches the obligations stated in the preceding sentence, or if the presence of Hazardous Material on the premises or common area caused or permitted by Lessee results in contamination of the premises or common area, then Lessee shall indemnify, defend and hold Lessor harmless from any and all claims, judgments, damages, penalties, fines, costs, liabilities, or losses, including, without limitation, diminution of value of the premises or common area, damages for the loss or restriction of the use of rentable or usable space or of any adverse impact on marketing of space on the premise or common area, and sums paid in settlement of claims, attorneys' fees, consultant fees and expert fees which arise during or after the lease term as a result of such contamination. This indemnification of Lessor by Lessee includes, without limitation, costs incurred in connection with any investigation of site conditions or any clean-up, remedial removal or restoration work required by any federal, state, or local governmental agency or political subdivision because of Hazardous Material present at or on the premises, in the soil or ground water on or under the premises or common area, diminution of value of the premises, damages for the loss or restriction on use of rentable or usable space or of any amenity of the premises or common area, damages arising from any adverse impact on marketing of space in the building, and sums paid in settlement of claims, attorneys' fees, consultant fees, laboratory fees and expert fees. Without limiting the foregoing, if the presence of any Hazardous Material on the premises or common area caused or permitted by Lessee results in any contamination of the premises or common area, Lessee shall promptly take all actions at its sole expense as are necessary to return the premises or common area to the condition existing prior to the contamination of the premises or common area by any such Hazardous Material, provided; however, the Lessor's approval of such action shall first be obtained, which approval shall not be unreasonably withheld.

As used herein, the term "Hazardous Material" means any hazardous or toxic substance, material or waste which is or becomes regulated by any local governmental authority, the State of Oregon, or the United States government, including, without limitation, any material or substance which is (a) defined as a "hazardous substance" in CERCLA 42 USC 9601(14), (b) defined as a "pollutant or contaminant" in CERCLA, 42 USC 9604(a)(2), or (c) defined as a "hazardous waste" in RCRA, 42 USC 6903(5).

**28. Notices:**

Any notice required by the terms of this lease to be given by one party hereto to the other or desired to be given, shall be sufficient if in writing contained in a sealed envelope, deposited in the U.S. Registered Mails with postage fully prepaid, and addressed to the Lessor or Lessee at the following addresses:

LESSOR:  
Nathan J. Levin  
\_\_\_\_\_  
PO Box 4174  
\_\_\_\_\_  
Salem, Oregon 97302  
\_\_\_\_\_

LESSEE:  
Tillamook County Transportation Dist.  
\_\_\_\_\_  
3600 3rd Street, Suite A.  
\_\_\_\_\_  
Tillamook, Oregon 97141  
\_\_\_\_\_

Phone: 503-581-8098 (24hr property mgr)

Phone: 503-842-3115

Emergency contact Sydney 503-580-9826  
sydney@levincopm.com

Emergency contact: \_\_\_\_\_  
dpilant@tillamookbus.com

Any such notice shall be deemed conclusively to have been delivered to the address thereof 72 hours after the deposition of said notice in U.S. Registered Mails.

**29. Force Majeure:**

Whenever either party is required hereunder to do or complete any act, matter or thing, the time for completion thereof shall be extended by a period of time equal to the number of days which such party is prevented from or is unreasonably interfered with the doing or completion of such act, matter or thing because of strikes, lockouts, embargoes, unavailability of labor or materials, wars, insurrections, rebellions, declarations or national emergencies, acts of God, or other causes beyond such party's reasonable control. Nothing herein contained shall excuse the Lessee from the prompt payment of all moneys required to be paid by the Lessee hereunder.

IN WITNESS WHEREOF, the parties hereto have executed this instrument to be effective the date first written above.

LESSOR:  
  
By: \_\_\_\_\_  
Nathan J. Levin Title

LESSEE:  
  
By: \_\_\_\_\_, \_\_\_\_\_  
Title

By: \_\_\_\_\_

By: \_\_\_\_\_, \_\_\_\_\_  
Title

Dated: \_\_\_\_\_

Dated: \_\_\_\_\_

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