

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



**Thursday, January 18, 2018 at 6:30PM
Transportation Building
3600 Third Street, Tillamook, Oregon**

AGENDA

Tillamook County Transportation District
Board of Directors ~ Regular Monthly Meeting
Thursday, January 18, 2018 - 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: *Real Property Transaction 192.660(2)(e)*

REPORTS

7. Information: General Managers Report:
 - a. Financial Report (**will be provided at board meeting**)
 - b. Service Performance Report (**Pg. 1 – remainder will be provided at board meeting**)
 - c. Northwest Oregon Transit Alliance (**Pgs. 2-16**)
 - d. Planning & Development
 - e. Grant Funding
 - f. Facility/Property Management
 - g. Miscellaneous

CONSENT CALENDAR

8. Motion to Approve the Minutes of December 21, 2017 Board Meeting (**Pgs. 17-21**)
9. Motion to Accept Financial Report: December 2017
10. Motion to Appoint GM Doug Pilant as the FY 2018-19 Budget Officer
11. Motion to Adopt the FY 2018-19 Budget Calendar (**Pg. 22**)
12. Motion to Amend TCTD Drug & Alcohol Policy Number 12 to be effective January 19, 2018 (**Pgs. 23-45**)

ACTION ITEMS

13. Resolution 18-01 Authorizing GM to Execute a Planning Services Agreement with Nelson Nygaard to Provide Public Transportation Planning and Management Services (**Pgs. 46-64**)

DISCUSSION ITEMS

14. Board Position #4 Vacancy
15. Staff Comments/Concerns
16. Board of Directors Comments/Concerns
17. 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, February 22, 2018

DUE TO SERIOUS ILLNESS, THE FINANCIALS AND
REMAINDER OF STATISTICAL REPORTS WILL BE
PROVIDED AT THE BOARD MEETING.

Tillamook County Transportation District

MONTHLY PERFORMANCE REPORT Dec 2017

RIDERSHIP BY SERVICE TYPE	DEC 2017	DEC 2016	YTD FY 17-18	YTD FY 16-17	YTD % Change
<u>Dial-A-Ride Service</u>					
Tillamook/Central County	720	770	4,682	3,798	23.3%
NW Rides	390	342	3,557	3,393	4.8%
North County	238	241	1,209	1,529	-20.9%
South County	64	54	294	314	-6.4%
Dial-A-Ride Total	1,412	1,407	9,742	9,034	7.8%
<u>Deviated Fixed Route Service</u>					
Rt 1: Town Loop	3,948	3,912	24,031	25,139	-4.4%
Rt 2: Netarts/Oceanside	729	679	4,564	4,832	-5.5%
Rt 3: Manzanita/Cannon Beach	2,853	2,631	18,787	19,779	-5.0%
Rt 4: Lincoln City	926	800	5,963	6,292	-5.2%
Local Fixed Rt Total	8,456	8,022	53,345	56,042	-4.8%
<u>Inter City Service</u>					
Rt 5: Portland	882	1,066	5,537	5,869	-5.7%
Rt 6: Coastal Connector	490	456	2,938	2,857	2.8%
Inter City Total	1,372	1,522	8,475	8,726	-2.9%
<u>Other Services</u>					
Tripper Routes	184	124	1,212	1,155	4.9%
Special Bus Operations	0	54	737	357	106.4%
Other Services Total	184	178	1,949	1,512	28.9%
TOTAL ALL SERVICES	11,424	11,129	73,511	75,314	-2.4%

ONE-WAY TRIPS BY USER GROUP					
	Fixed		YTD	YTD	YTD %
USER GROUP	Route	DAR	FY 17-18	FY 16-17	Change
General (18 years to 60 years of age)	5,900	85	38,246	39,584	-3.4%
Senior/Disabled	3,307	1,327	30,317	30,412	-0.3%
Child/Youth (less than 18 years of age)	804	0	4,949	5,318	-6.9%
Total	10,012	1,412	73,511	75,314	-2.4%
OTHER RIDER CATEGORIES					
	Fixed		YTD	YTD	YTD %
	Route	DAR	FY 17-18	FY 16-17	Change
Ride Connection	72		456	606	-24.8%
Tillamook Bay Community College	160		1,118	1,257	-11.1%
Northwest Rides		732	4,287	4,124	4.0%
NWOTA Visitor Pass	74		637	831	-23.3%

Coordinating Committee Meeting

January 12 2018

Tillamook County Transportation District

3600 3rd St

Tillamook, OR

10:00 am—3:00 pm

Teleconference Information

866/755-7677

Pin # 005939

Agenda

10:00— 10:10a	1. Introductions. Welcome to Guests	Doug Pilant
10:10— 10:30a	2. Consent Calendar (Action Items) <ul style="list-style-type: none"> ✚ December 8, 2017 Meeting Minutes (attached) ✚ December 2017 Financial Report ✚ Ridership Tracking (November 2017) (attached) 	Doug Pilant
10:30— 12:00p	3. NWOTA Standing Items <ul style="list-style-type: none"> ✚ Signage—Standardization, Conversion of New Logo onto Signage ✚ Marketing (Tillamook Coast And The Boomer ad opportunities, Press release on NW Connector miles) ✚ Holiday and Service Animal Policies ✚ Management Plan Work Items 	Doug Pilant
12:00	4. Lunch	
12:30— 2:30p	5. NW Connector Transit Access Study	Ken Shonkwiler Ryan Farncomb
2:30— 3:00p	6. Other Business and Member Updates	All

Attachments:

December 8, 2017 Meeting Minutes
 November 2017 Ridership Report
 Tillamook Coast Ad Opportunity

Boomer Ad Opportunity
 Holiday Policy Draft
 Service Animal Policy Draft

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
December 8, 2017
Tillamook, OR

1. Introductions: Doug Pilant, Coordinating Committee Chair, opened the meeting. Meeting attendees attending in person and calling in:
 - Jeff Hazen and Paul Lewicki—Sunset Empire Transit District
 - Lee Lazaro—Benton County Transportation
 - Doug Pilant—Tillamook County Transportation
 - Michael Ray—Columbia County Rider
 - Ryan Farncomb—CH2M
 - Carol Richardson--Plangineering
 - Ken Shonkwiler, Donna Hinze—ODOT

2. Consent Calendar: Unanimously approved. (JH/MR)

- ✚ November 3, 2017 Meeting Minutes

- ✚ November 2017 Financial Report—Marketing balance has been spent, and approaching end of Trillium’s contract. Still will be approximately \$10,000 left in the website grant which expires at the end of June 2018.

- ✚ Marketing/Groupon—Currently, Visitor passes don’t seem to work real through the Group On system because it’s a two step process. Maybe allow people to download their voucher, rather than going through redemption through TCTD. Would need to let drivers know ahead of time. Will need to scan and email any redemptions to Cathy. Continue the program, and promote it on the Connector website.

- ✚ October 2017 Ridership Tracking—Through October there have been over 158,000 rides provided and 929,000 bus miles. The 1 million mile mark will be reached before the end of the year, and will be a good public media opportunity in January 2018.

3. STIP Transit Access Study

Study is currently focusing on the Transit stops and transit stop amenities: shelters, signage, etc. Following this phase, the study will focus on the bus and pedestrian accessibility component. Currently the Connector system has a variety of stops: Not all stops have shelters but the look of each shelter is not uniform, some variety on signage (whether stop have an OXO sign, where the sign is posted) In 2012 transit design package, amenities noted but not included were: Solar/Wind powered light poles, trash receptacles, bike repair stations.

Discussion on four different levels of size and investment in shelters.:

- ✚ Shelters—Current shelters working well. Shelters and benches are important to the partners ridership (often elderly and less mobile), and because of the Coastal weather.

- ✚ Trash Receptacles—For partners, receptacles are important for all shelters

- ✚ Security Lighting—Also important for those stops that need it. Where possible and where appropriate. Where there are opportunities if a stop is located near a power pole.

- ✚ Signage—Incorporating branding of new logo. Could be more difficult to use the longer Connector rather than just the previous OXO. Can’t go to large a sign because of the issue with Coastal wind. Could use vertical signage, although decided not to use in the past because of cost. Double signed. Maybe use NW. Advantage of the OXO could see from both ways.

- ✚ Bike Racks—Of interest.

- ✚ Bike Locations—Currently not planned as a standard amenity. May be useful at transit centers, too large for most bus stops.

- ✚ Rotation Kiosk—Used somewhat within the system now. Just have to remember to keep them fresh and clean. Use for communications, better than taping signs to shelters.
- ✚ Maps on Shelters—Good, provides the map of the full system.
- ✚ Art—Would need to have local jurisdictions sign off on. For this project, will want to look at where it might go, as opposed to what the artwork looks like. Should try to have art on uniform locations, eg, trash receptacles, benches, etc. Adding art to transit stop could help create identify/branding and give the community a sense of ownership of their public spaces.
- ✚ Stops where existing transit shelter is replaced/improved—If the shelter is still usable, may want to preserve and re-use at a less heavily used Connector stop.

Follow Up Items/Schedule. January meeting will look at:

- ✚ Assessment of each stop—Classify each stop by amenity package, eg, high ridership/high investment, etc. Will also be able to provide feedback as to which stops it makes sense to have lighting.
- ✚ Needs Assessment draft
- ✚ Question—What will be done with stops that still have old OXO logo. Separate track developing the new signage. Have new logo, but haven't designed new signage.

4. Management Plan Action Items Update

- ✚ Policy Comparisons—Holidays: Tillamook operates on Memorial Day, Independence Day and Labor Day, while Benton, CCR and Sunset do not. One consideration might be to just run the Connector routes on all the holidays. No decision was made. Transporting Service Animals: Appears to be a fair amount of unanimity among the partners. Will review once all the partners have given their input.
- ✚ IGA—Appears to be close to resolution although a new issue has been raised as to ownership of the new website should the IGA be dissolved. Partners agreed that language needs to be added to the IGA and Bylaws about ownership of the website: Each partner owns the code in its entirety jointly and severally.
- ✚ Summary of Progress to Date—Updates attached.

5. NW Connector System Enhancements

- ✚ Website Update—Thomas provided the following update:
 - Updating Visitor Pass information on home page. White lettering will be changed, so the words, Get Your Pass stand out more.
 - FTA Accessibility Compliant—Have met, or gone through the process to make the site compliant, built on an accessible platform.
 - Template—Beta complete and being tested. Finishing up documentation. December 19th will release to ODOT and NWOTA. Any developer will be available for download. Trillium will be available to answer questions from developers. (Having been setting up resources to do so.) Soft launch for public download.
 - Marketing—Trillium has been updating trip ideas on the webpage, that support will be going away. Trillium is available to help NWOTA set up a calendar system for refreshing those trip ideas.
 - Discussion: Selling Connector Passes Online—Unclear how get online ticketing to work. Benton County and CCR have online ticketing, but mail the tickets out. Options include Touch Pass, and or using a mobile VISA reader, eg, Square. Important to have a system that is easy to use by our customers, easy for the partners to manage. Thomas will look into.
 - Real Time Bus Tracking—Once all partners are on Swiftly, should be able to add that capacity to the website.

- ✦ Swiftly Presentation—Cathy walked the group through TCTD’s use of the application. Rider calls to TCTD regarding late buses have greatly decreased because the real-time information is now readily available to the public. TCTD has also been able to manage the scheduling of their buses using the data being tracked through Swiftly. Once each Connector partner gets onto Swiftly, a regional system can be developed. (Potential grant application?)
- ✦ Options for Spending Balance of Website Grant—One option discussed was converting new logo to use on transit signage.

6. 5311 Work Group Update

Stick with 60/40 split. Discussion on base—No consensus within group. Will send out a survey statewide. Stability in having a base. May want to wait to see how HB 2017 works out. May not need to make a lot of changes. Need to keep a carve out for start-ups. Are going to wait for the results of the survey before finalize anything.

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

Policy: Transporting Service Animals

The NW Connector transports animals in accordance with the following guidelines to ensure compliance with the Americans With Disabilities Act (ADA) governing the transportation of animals and provide transit dependent pet owners guidelines to transport their pets

	Benton	CCR	Lincoln	Sunset	Tillamook	
Transporting Companion (Therapy) Animals and Pets	1. Passengers may transport animals, such as pets and companion animals that provide emotional support, on all NW Connector vehicles and routes.	✓			✓	
	2. All pets and companion animals must be securely crated in an appropriate pet carrier that is either locked or secured prior to boarding any NW Connector vehicle and shall remain crated for the duration of the trip.				✓	✓
	3. Pet carriers must be easily carried onto the vehicle.		✓			✓
	4. Pet carriers must be stored in designated baggage areas (if available) or if the carrier is small enough it may be held on the passenger's lap.		✓			✓
	5. Pet carriers must not be allowed to protrude into the aisle, doors, steps, emergency exists or occupy a seating space.		✓		✓	✓
	6. Cardboard boxes are not permitted unless by veterinary clinic or purchased with the intent to transport an animal.		✓			✓
	7. Drivers may remove any pet or companion animal from the vehicle that's disruptive or poses a health or safety concern to other passengers.		✓		✓	✓
	8. Drivers may deny any rider and their pet or companion animal access to a NW Connector vehicle if the pet has a documented record of disruptive or dangerous behavior.		✓			✓

	Benton	CCR	Lincoln	Sunset	Tillamook	
Transporting Service Animals	1. Passengers may transport service animals on all NW Connector vehicles and routes.	✓		✓	✓	
	2. Service animal owners must specify the task or service the service animal will provide.	✓		✓	✓	
	3. Service animal owners are not required to show proof the animal is a service animal.	✓		✓	✓	
	4. Service animals must be under the control of the owner at all times. Drivers may remove any service animal from the vehicle that's disruptive or poses a health or safety concern to other passengers and if the owner fails to take effective action to control the service animal.		✓		✓	✓
	5. Allergies and fear of animals are not considered a valid reason for denying access or refusing service.		✓			✓

Policy: Holidays

The NW Connector shall operate the same days on all Connector routes. Holidays the NW Connector buses **will not be operating** are:

	Benton	CCR	Lincoln	Sunset	Tillamook
1. New Years Day	√	√		√	√
2. Memorial Day					√
3. Independence Day					√
4. Labor Day					√
5. Thanksgiving Day	√	√		√	√
6. Christmas Day	√	√		√	√

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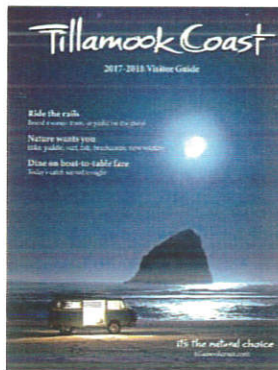
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Take a 10 percent discount on any glossy insert with 6-month agreement for ad placement in NW Boomer and Senior News. Substitute any month in the contract for placement in the glossy inserts.

From: Justin @ Tillamook Chamber [mailto:justin@gotillamook.com]
Sent: Wednesday, December 27, 2017 11:51 AM
To: Doug Pilant <DPilant@tillamookbus.com>
Subject: Another way to get in front of visitors!



Looking for a way to get in front of visitors?



We get many inquiries about advertising in the Tillamook Coast Visitor Guide and we wanted to be sure and let you know that the time for that is here. Advertising in the 2018-19 visitor guide is now open.

Find the ad rates [here](#).

I am excited to tell you that the Tillamook Coast Visitor Guide won an award from Travel Oregon for the Best Visitor Guide in the state of Oregon this past year! We aren't resting on that though and will continue to push to always represent Tillamook County to the highest level!

For the past couple years we have had wildly successful distribution of guides and received significant positive feedback on the quality of the guide. We are again printing 80,000 copies this year; with direct lead mailing to around 15,000 and distribution throughout the coast and local region. Not only do we have direct mailing and coastal distribution, we have placement in all Oregon Welcome Centers including Pioneer Square and PDX, and several visitors centers throughout the state of Oregon.

Ad prices are reasonable, distribution is great, and the design of your ad is free!

The publication is scheduled for release March 2018; with an ad space reservation deadline of January 26th, 2018. Please let us know as soon as possible if you have further questions or would like to place an ad in the 2018-19 Tillamook Coast Visitor Guide.

Regards,

Justin Aufdermuer
Executive Director; Tillamook Area Chamber of Commerce
Ad Sales Lead; Tillamook Coast Visitor Guide
(503) 842-7525

**North by Northwest Connector
Management Work Plan (October 2016)**

Progress to Date: December 2018 (Amended 12/8/2017)

CONNECTOR ACTION PLAN		Lead	Action Items	Target Completion	Progress to Date
GOAL 1: IMPROVE RIDER ACCESS AND CONVENIENCE					
1A	Develop a trip planning tool for the Connector website.	SETD		2017	Close to completion
1B	Agree on major stops and amenities to be installed with Enhance funding.	ODOT Liaison	Hire consultant. Complete Transit Access Study	2018	Complete In progress
1C	Provide branded shelters, timetables, and other amenities at each major Connector stop location by 2025.	TCTD		In phases, as grant funding allows, by 2025	In progress
1D	Develop consistent passenger comfort standards for bicycles, animals, luggage, food, and drink.	BCT		2021	Completing policies on Transporting Animals, and Holiday Schedules
1E	Implement an automated phone information system specific to the Connector.	SETD	Have an email box set up for questions which are forwarded to all partners. (Lead Jeff?)	2018	Not started

CONNECTOR ACTION PLAN		Lead	Action Items	Target Completion	Progress to Date
GOAL 2: PROMOTE CONNECTOR AWARENESS					
2A	Fund a regional Public Involvement Coordinator position for the Connector.	Connector Admin		2017	On hold
2B	Ongoing marketing and public information campaign that is done simultaneously throughout the five-county region.	Public Involvement Coordinator	Mary to follow up with Selina Make a decision about replacing Mary Burke Press release on NW Connector million bus miles in January 2018.	Ongoing, beginning in 2017	Marketing in progress Minimal public information
2C	Establish a driver training and customer service training program for the sale of visitor passes. Provide an annual training session for staff at all five agencies beginning in 2017.	TCTD		Annually, beginning in 2017	Sunset, CCR, Tillamook Completed
2D	Connect with local visitor attractions that can offer off-season discounts.	Media Consultant	<ul style="list-style-type: none"> Include strategies in annual marketing plan. Mary M connect with Nan Devlin (Visit Tillamook Coast), Tillamook Chamber of Commerce 	2019	Some travel tips being provided on website
2E	Provide a website that is easy and intuitive for customers to use.	SETD		2018	Nearly complete
2F	Work with Travel Oregon to include the Connector in their "Seven Wonders of Oregon" marketing program.	Media Consultant	<ul style="list-style-type: none"> Include Travel Oregon in the annual marketing plan. 	2017	Advertising in Travel Guide

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CONNECTOR ACTION PLAN		Lead	Action Items	Target Completion	Progress to Date
2G	Provide presentations to update regional and statewide groups upon completion of the Management Plan	TCTD	<ul style="list-style-type: none"> Prepare a 10-minute powerpoint presentation. Work with ODOT Liaison to get on the Oregon Transportation Commission agenda. Mary and Jeff will coordinate. 	July 2018 when OTC comes to Astoria	Lee has been making presentations
GOAL 3: IMPROVE REGIONAL SERVICE DELIVERY					
3A	Develop coordinated timetables for Connector service.	CCR	<ul style="list-style-type: none"> Convene the subcommittee to review and update the original regional timetable prepared for the Connector pilot program. 	2017, with quarterly review and update	Completed without using a sub-committee
3B	Coordinate transfer times between Connector service and local service.	Committee of Partner Reps		Ongoing	Happening without using a sub-committee
3C	Increase frequencies and service levels on valley to coast corridors (Hwy 6, 20, 30).	LCT		2022	Happening on Hwy 6, 30, and 101 routes
3D	Expand the Connector system into Yamhill County.	TCTD		2018	Still needs work
3E	Open a dialogue with other transit services such as Amtrak and POINT (starting with the Cascades POINT) to share service and visitor pass information, and discuss ways to coordinate transfer times.	BCT		2017	Amtrak Connector service is happening in Willamette Valley, Point connections still need work

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CONNECTOR ACTION PLAN		Lead	Action Items	Target Completion	Progress to Date
3F	Standardize data collection practices of Connector members.	Connector Admin	<ul style="list-style-type: none"> Obtain monthly operational data from each member, using the data reporting template 	2017; ongoing monthly	Completed
		TCTD	<ul style="list-style-type: none"> Look at adding automatic data collection technologies for the region, including equipment maintenance and data management. 	Implement by 2019; ongoing thereafter	Swiftly being used in Tillamook, and will provide on-time performance. Touch Pass will provide ridership demographic and origin information.
GOAL 4: INCREASE ORGANIZATIONAL AND FINANCIAL STABILITY					
4A	Look for opportunities to jointly procure equipment, stop amenities, consulting services, and other major purchases.	Connector Partners	As opportunities arise	Ongoing, beginning in 2017	Projects to date: Updated website, Transit Access Study
4B	Complete a detailed study to look for additional regional operational cost efficiencies by 2020.	ODOT Liaison		2020	Not Started
4C	Develop a regional policies and procedures manual, and establish initial policies for topic areas recommended in the management plan.	BCT	Mary to work on, potentially with Carole Richardson Mary to follow up on work on Holiday Schedules and Transporting Service Animals	2021	Completing policies on Transporting Animals, and Holiday Schedules

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CONNECTOR ACTION PLAN		Lead	Action Items	Target Completion	Progress to Date
4E	Reach out to the Oregon Transit Association (OTA) for assistance in lobbying for regional coordination funding.	LCT (TCTD co-leader)		2017	Ongoing. Liaisoning with OTA
4F	Convene representatives from each partner agency's board to discuss potential management strategies and resolve barriers to the IGA.	TCTD (LCT to provide current draft IGA)	Need to add language to the IGA and Bylaws about ownership of the website: Each partner owns the code in its entirety jointly and severally.	2017	Complete in 2018
GOAL 5: ENHANCE COMMUNITY LIVABILITY					
5A	Develop an implementation plan for a marketing concept similar to Sonoma County's "Transit to Trails" program, and build a page for it on the Connector website.	Media Consultant		2018	Website has Explore Trip Idea. Benton County is working on a Transit to Trails. Tillamook County has the Salmonberry Rails and Trails.
5B	On an annual basis, reach out to local community agencies, such as senior centers, to demonstrate how to ride the Connector.	Public Involvement Coordinator Connector Partners		Annually	Ongoing, being done by the local partners

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CONNECTOR ACTION PLAN	Lead	Action Items	Target Completion	Progress to Date
5C Partner with local jurisdictions to integrate the Connector into local planning and development approval processes.	All Members	<ul style="list-style-type: none"> Contact planning directors at each local agency within your service area and ask to be notified when new developments are proposed. Review new development proposals and coordinate with local planning directors to make appropriate transit improvements a condition of development. 	2018; ongoing thereafter	Partially being done (TCTD)

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Tillamook County Transportation District
Board of Directors Regular Monthly Meeting
Thursday, December 21, 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
- Cathy Bond, HR Specialist/Board Clerk

Absent

- Cara Mico, Director
- Merrienne Hoffman, Director
- Tabatha Welch, Accounting Specialist

Guest

None.

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

REPORTS

7. Information: General Managers Report:

- a. Financial Report: GM Doug Pilant reviewed the November 2017 financial reports. District is 42% through the Fiscal Year. The trial balance does not reflect deposits into bank accounts for the payments made for the expenses. Those payments were made December 1st and will reflect in the next month. Vehicle expense includes new destination signs for buses 300 and 301. Those will be covered under a maintenance grant. Director Holm asked why the

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.

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Board expense was 82%. GM Doug Pilant stated it was for the May 2017 election. Director Holm asked how many more payments will be made to the building renovation. GM Doug Pilant said there will be a few more. Director Huffman asked about the legal expenses and what they cover. GM Doug Pilant explained that they were for contract management regarding building renovation, annual audit and personnel issues. Director Huffman also asked about the website bill. GM Doug Pilant said it is the NWOTA project and is paid for 100% with Special Transportation Grant.

- b. Service Measure Performance Report: YTD Ridership overall was -3.3% over the previous year. The YTD passengers per hour are -6.3%, the cost per trip was +14.5% while the cost per hour was +7.3%, and the fare box return was +0.00%. Director Holm asked if the District expects a ridership increase for North County since we are adding more services. GM Doug Pilant said he was unsure but always hoping growth.
- c. Northwest Oregon Transit Alliance: GM Doug Pilant reviewed the NWOTA meeting agenda, minutes, finance report with the Board. Director Huffman asked if the Visitor's Pass is good for the 5 counties of the NWOTA partners. GM Doug Pilant confirmed it is for all 5 partners.
 - i. NWOTA Pedestrian Access Project: The consultant prepared an existing condition report for each of the proposed bus stops based on the site visits in October. There will be additional site information provided in the future.
 - ii. Maverick Media: Prepared a marketing campaign for the holidays and purchased advertising in a couple travel magazines.
 - iii. Lane County is interested in the NWOTA model.
 - iv. Website: Trillium wants to use our website as a template for other agencies.
- d. Planning & Development:
 - i. City of Tillamook Transportation Systems Plan (TSP): The City held their transportation planning advisory committee meetings.
 - ii. Cape Kiwanda Master Plan: No Report
 - iii. Neskowin Bus Stop: Waiting for approval from ODOT for a water meter for landscape watering.
 - iv. Cloverdale Bus Stop: Nothing new to report. Waiting on DEQ report. District should look at opportunity documents before they make a final decision about how to proceed.
 - v. Grand Ronde Transit Development Plan: The CTGR Planning Advisory Committee had its kick-off meeting on December 13th. Kittelson & Associates was hired to prepare their plan. At the meeting YCTA expressed and interest in becoming a member of the NWOTA.
 - vi. January 2, 2018 Service Changes: GM Doug Pilant reviewed the upcoming changes to the Coastal Connector and Tillamook County services. Pacific City Sun interviewed Doug Pilant today. Working on printing schedules. The District was unable to secure a parking option with Cherriots so they District will be reviewing a lease option later in the meeting.

- e. Grant Funding:
 - i. Section 5310 Grant: District will submit a preventative maintenance application.
 - ii. Section 5339 Grant Application: The District has already submitted an application to replace 4 buses under this grant program. The grant awards won't be announced until late January or February. ODOT asked agencies to resubmit their previous applications and those who aren't funded will be considered under this application process.
 - iii. STP Vehicle Replacement Application: Their vehicles did not qualify for replacement due to not meeting the age or mileage criteria's. The criteria require both age and mileage. The District is going to apply for expansion vehicles.
- f. Facility/Property Management:
 - i. GM Doug Pilant shared Tillamook Family Counseling Center's proposal prepared by Berkshire Hathaway. TFCC conducted a site review and looked at their build out options. If they decide to lease office space, they would like to begin their tenant improvements in February and occupy the space in March.
 - ii. Renovation: Cathy Bond and Tabatha Welch moved into their new offices. The skylight has been installed and temporary doors installed until the correct doors and frames arrive. Work will continue in the training room and the sheer wall. The heating unit is scheduled to arrive in late January 2018.
- g. Miscellaneous:
 - i. Operations Superintendent position has been filled by Brent Olson. In addition to 17 years of transit experience he was responsible for 2 successful Ecolane start-ups and staff is excited to have him onboard to implement the scheduling and dispatching software. Brent will start on January 2, 2018.
 - ii. Scheduling and Dispatching Software: The tablets and mounting hardware has been purchased. The District has been participating in weekly meetings with Ecolane to keep that project moving forward.
 - iii. ODOT Pedestrian Bridge Shuttle: Sidewalks are complete, and the shuttle services has ended.
 - iv. The Districts liability insurance premiums will be about 4% less next year due to our claims loss record. Director Huffman shared that SDIS has an opportunity to have additional training, which makes the District eligible for an additional 4% savings.
 - v. Director Holm asked about the outcome of the health insurance options and the ATU. The District received a letter from the ATU giving the District their blessing to make the changes to Regence health insurance plans.

CONSENT CALENDAR

- 8. Motion: Approval of Minutes of November 16, 2017 Board Meeting
- 9. Motion: Acceptance of Financial Report: November 2017

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

MOTION PASSED

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

ACTION ITEMS

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

GM Doug Pilant explained the Resolution to the Board. Director Hanenkrat asked where this money was budgeted to pay for the lease. GM Doug Pilant explained the Contract is to cover the District's cost and that the projects budget is about 10% more than the District's actual cost to operate the service..

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.

DISCUSSION ITEMS

11. Staff Comments/Concerns

GM Doug Pilant: None.

Superintendent Ronny Fox: Spoke about his successor Brent Olson and is looking forward to the time they can spend together to transition. He is preparing 3 envelopes for Mr. Olson... March 9th will be his last day at the District if all goes as planned.

Accounting Specialist Tabatha Welch: Absent

HR Specialist/Board Clerk Cathy Bond: Reminded the Board about the SDAO

12. Board of Directors Comments/Concerns

Gary Hanenkrat – None.

Jim Huffman – He visited Bob Kenny and Bob wished everyone happy holidays and said he would love to hear from people.

Merrienne Hoffman – Absent.

Judy Riggs – Sorry she missed the Christmas party and a Merry Christmas.

Cara Mico – Absent.

Marty Holm – Passing along thanks from the North County Recreation District about adding them to the bus route. He also is happy about expansions to service in North County. Ronny Fox asked Marty to get the road department to sand the road up to NCRD whenever the roads get icy.

Jackie Edwards – Thank you for the nice Christmas party and Merry Christmas to all.

UPCOMING EVENTS

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

Adjournment: Board Chair Judy Riggs adjourned the meeting at 7:30pm.

These minutes approved this 18th day of January 2018.

ATTEST:

Judy Riggs, Board Chair

Doug Pilant, General Manager

**Tillamook County Transportation District
Budget Calendar
2018 - 2019**

January 18, 2018	Appoint Budget Officer
March 22, 2018	Appoint New Budget Committee Members (if necessary)
April 13, 2018	Review Draft Budget with Treasurer
April 19, 2018	Distribute Draft Budget to Board
April 19, 2018	Distribute Draft Budget to Budget Committee
April 25, 2018	Publish First Notice of Budget Committee Meeting (<i>22 days prior to meeting.</i>) Notice of the budget committee meeting(s) must state the purpose, time and place of the meeting(s); that the meeting is a public meeting. Notice must be published not earlier than 30 days prior to first meeting and not later than 5 days prior to the first meeting. First publication notice must be separated from the second publication notice by at least 5 days.
May 2, 2018	Publish Second Notice of Budget Committee Meeting (<i>8 days prior to meeting.</i>) Notice must be published not earlier than 5 days prior to first meeting.
May 17, 2018	Budget Committee Meeting Present budget message and comprehensive outline of the proposed 2018-2019 budget. Public comment will be taken. Next budget meeting (if necessary) will be scheduled at this meeting.
June 6, 2018	Publish Notice of Budget Hearing (<i>8 days prior to budget hearing.</i>) Notice must be published not earlier than 30 days prior to first meeting and not later than 5 days prior to the first meeting. Notice must include Forms LB-1, 2 and 3.
June 21, 2018	Budget Public Hearing Hold public hearing on the budget as approved by the budget committee. Expenditure adjustments, if any, are restricted to \$5,000 or 10%, whichever is greater, of the amount approved for each fund by the budget committee. Board adopts budget by resolution to appropriate funds and impose and categorize taxes.
July 13, 2018	Deadline to Certify the 2018-2019 Tax Levy to the County Assessor Deliver two copies each of the Tax Certification LB-50, Resolution Adopting the Budget and LB-20, LB-30, LB-31, LB-11's.
September 10, 2018	Deliver Adopted Resolution and Budget to Tillamook County Clerk.

Please note that bolded action items are required by budget law

TILLAMOOK COUNTY TRANSPORTATION DISTRICT POLICY

Policy: DRUG AND ALCOHOL POLICY	Number: 12
Adopted by the Board of Directors on November 20, 2008 Last Revised by the Board of Directors on 3/19/15 Effective Date: January 19, 2018	Pages: 23

A. PURPOSE

- 1) The Tillamook County Transportation District (TCTD) provides public transit and paratransit services for the residents and visitors of Tillamook County. Part of our mission is to ensure that service is delivered safely, efficiently, and effectively by establishing a drug and alcohol-free work environment, and to ensure that the workplace remains free from the effects of drugs and alcohol in order to promote the health and safety of employees and the public. In keeping with this mission, the TCTD declares that the unlawful manufacture, distribution, dispenses, possession, or use of controlled substances or misuse of alcohol is prohibited for all employees.
- 2) Additionally, this policy is to establish guidelines to maintain a drug and alcohol-free workplace in compliance with the Drug-Free Workplace Act of 1988, and the Omnibus Transportation Employee Testing Act of 1991. This policy is intended to comply with all applicable Federal regulations governing workplace anti-drug and alcohol programs in the transit industry. Specifically, the Federal Transit Administration (FTA) of the U.S. Department of Transportation (USDOT) has published 49 CFR Part 655, as amended, that mandates urine drug testing and breath alcohol testing for safety-sensitive positions, and prohibits performance of safety-sensitive functions when there is a positive test result or test refusal. The USDOT has also published 49 CFR Part 40, as amended, that sets standards for the collection and testing of urine and breath specimens.
- 3) Any provisions set forth in this policy that are included under the sole authority of the TCTD and not provided under the authority of the above named Federal regulations are underlined. Tests conducted under the sole authority of TCTD will be performed on non-USDOT forms and will be separate from USDOT testing in all respects.

B. APPLICABILITY

This Drug and Alcohol Testing Policy applies to all safety-sensitive employees (full- or part-time) when performing safety sensitive duties. A safety-sensitive function is operation of public transportation service including the operation of a revenue service vehicle (whether or not the vehicle is in revenue service), maintenance of a revenue service vehicle, or equipment used in revenue service, security personnel who carry firearms, dispatchers or person controlling the movement of revenue service vehicles and any other transit employee who operates a vehicle that requires a Commercial Driver's License to operate. Maintenance functions include the repair, overhaul, and rebuild of engines, vehicles and/or equipment used in revenue service. A list of safety-sensitive positions that perform one or more of the above-mentioned duties is provided

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in Attachment A. Supervisors are only safety sensitive if they perform one of the above functions. Volunteer drivers are considered safety sensitive positions and subject to testing if they are required to hold a CDL, or receive remuneration for service in excess of actual expense.

C. DEFINITIONS

Accident: An occurrence associated with the operation of a vehicle even when not in revenue service or in revenue service, if as a result:

- a. An individual dies;
- b. An individual suffers a bodily injury and immediately receives medical treatment away from the scene of the accident; or,
- c. One or more vehicles incur disabling damage as the result of the occurrence and are transported away from the scene by a tow truck or other vehicle. For purposes of this definition, disabling damage means damage which precludes departure of any vehicle from the scene of the occurrence in its usual manner in daylight after simple repairs. Disabling damage includes damage to vehicles that could have been operated but would have been further damaged if so operated, but does not include damage, which can be remedied temporarily at the scene of the occurrence without special tools or parts, tire disablement without other damage even if no spare tire is available, damage to lift equipment, or damage to headlights, taillights, turn signals, horn, or windshield wipers that makes them inoperative.

Adulterated specimen: A specimen that contains a substance that is not expected to be present in human urine, or contains a substance expected to be present, but is at a concentration so high that it is not consistent with human urine.

Alcohol: The intoxicating agent in beverage alcohol, ethyl alcohol, or other low molecular weight alcohols contained in any beverage, mixture, mouthwash, candy, food, preparation or medication.

Alcohol Concentration: Expressed in terms of grams of alcohol per 210 liters of breath as indicated by a breath test under 49 CFR Part 40.

Aliquot: A fractional part of a specimen used for testing, it is taken as a sample representing the whole specimen.

Canceled Test: A drug or alcohol test that has a problem identified that cannot be or has not been corrected, or which is cancelled. A canceled test is neither positive nor negative.

Confirmatory Drug Test: A second analytical procedure to identify the presence of a specific drug or metabolite which is independent of the initial test and which uses a different technique and chemical principle from that of the initial in order to ensure reliability and accuracy.

Confirmatory Validity Test: A second test performed on a different aliquot of the original urine specimen to further support a validity test result.

Covered Employee Under FTA Authority: An employee who performs a safety-sensitive function including an applicant or transferee who is being considered for hire into a safety-sensitive function (See Attachment A for a list of covered employees).

Non-Covered Employee: Any other employee that is not a covered employee and or does not perform safety sensitive functions.

Designated Employer Representative (DER): An employee authorized by the employer to take immediate action to remove employees from safety-sensitive duties and to make required decisions in testing. The DER also receives test results and other communications for the employer, consistent with the requirements of 49 CFR Parts 40 and 655.

DOT, The Department, DOT Agency: These terms encompass all DOT agencies, including, but not limited to, the Federal Aviation Administration (FAA), the Federal Railroad Administration (FRA), the Federal Motor Carrier Safety Administration (FMCSA), the Federal Transit Administration (FTA), the National Highway Traffic Safety Administration (NHTSA), the Pipeline and Hazardous Materials Safety Administration (PHMSA), and the Office of the Secretary (OST). For purposes of 49 CFR Part 40, the United States Coast Guard (USCG), in the Department of Homeland Security, is considered to be a DOT agency for drug testing purposes. These terms include any designee of a DOT agency.

Dilute specimen: A urine specimen with creatinine and specific gravity values that are lower than expected for human urine.

Disabling damage: Damage which precludes departure of any vehicle from the scene of the occurrence in its usual manner in daylight after simple repairs. Disabling damage includes damage to vehicles that could have been operated but would have been further damaged if so operated, but does not include damage, which can be remedied temporarily at the scene of the occurrence without special tools or parts, tire disablement without other damage even if no spare tire is available, lift equipment damage or damage to headlights, taillights, turn signals, horn, or windshield wipers that makes them inoperative.

Evidentiary Breath Testing Device (EBT): A Device approved by the National Highway Traffic Safety Administration (NHTSA) for the evidential testing of breath at the 0.02 and the 0.04 BAC alcohol concentrations and appears on ODAPC's Web page for "Approved Evidential Breath Measurement Devices" because it conforms with the model specifications available from NHTSA Approved.

Initial Drug Test: (Screening Drug Test) The test used to differentiate a negative specimen from one that requires further testing for drugs or drug metabolites.

Invalid Result: The result reported by an HHS-certified laboratory in accordance with the criteria established by the HHS Mandatory Guidelines when a positive, negative,

adulterated, or substituted result cannot be established for a specific drug or specimen validity test.

Limit of Detection (LOD): The lowest concentration at which a measurand can be identified, but (for quantitative assays) the concentration cannot be accurately calculated.

Limit of Quantitation: For quantitative assays, the lowest concentration at which the identity and concentration of the measurand can be accurately established.

Medical Review Officer (MRO): A licensed physician (medical doctor or doctor of osteopathy) responsible for receiving laboratory results generated by the drug testing program who has knowledge of substance abuse disorders, and has appropriate medical training to interpret and evaluate an individual's confirmed positive test result, together with his/her medical history, and any other relevant bio-medical information.

Negative Dilute: A drug test result which is negative for the five drug/drug metabolites but has a specific gravity value lower than expected for human urine.

Negative test result: The verified presence of the identified drug or its metabolite below the minimum levels specified in 49 CFR Part 40, as amended. An alcohol concentration of less than 0.02 Breath Alcohol Content (BAC) is a negative test result.

Non-negative test result: A test result found to be adulterated, substitute, invalid, or positive for drug/drug metabolites.

Performing (a safety-sensitive function): A covered employee is considered to be performing a safety-sensitive function and includes any period in which he or she is actually performing, ready to perform, or immediately available to perform such functions.

Positive test result: A verified presence of the identified drug or its metabolite at or above the minimum levels specified in 49 CFR Part 40, as amended. A positive alcohol test result means a confirmed alcohol concentration of 0.04 BAC or greater.

Prohibited drug: Identified as marijuana, cocaine, opioids, amphetamines, or phencyclidine at levels above the minimum thresholds specified in 49 CFR Part 40, as amended.

Revenue Service Vehicles: All transit vehicles that are used for passenger transportation service.

Safety-sensitive functions: Employee duties identified as:

- (1) The operation of a transit revenue service vehicle even when the vehicle is not in revenue service.
- (2) The operation of a non-revenue service vehicle by an employee when the operation of such a vehicle requires the driver to hold a CDL.
- (3) Maintaining a revenue service vehicle or equipment used in revenue service.

- (4) Controlling the movement of a revenue service vehicle and
- (5) Carrying a firearm for security purposes.

Substance Abuse Professional (SAP): A licensed physician (medical doctor or doctor of osteopathy) or licensed or certified psychologist, social worker, employee assistance professional, state-licensed marriage and family therapist, or drug and alcohol counselor (certified by an organization listed at <https://www.transportation.gov/odapc/sap> with knowledge of and clinical experience in the diagnosis and treatment of drug and alcohol related disorders.

Substituted specimen: A urine specimen with creatinine and specific gravity values that are so diminished or so divergent that they are not consistent with normal human urine.

Test Refusal: The following are considered a refusal to test if the employee:

1. Fails to appear for any test (excluding pre-employment) within a reasonable time, as determined by TCTD, after being directed to do so by TCTD;
2. Fails to remain at the testing site until the testing process is complete; An employee who leaves the testing site before the testing process commences for a pre-employment test has not refused to test.
3. Fails to provide a urine or breath specimen for any drug or alcohol test required by 49 CFR Part 40 or DOT agency regulations; An employee who does not provide a urine or breath specimen because he or she has left the testing site before the testing process commenced for a pre-employment test has not refused to test.
4. In the case of a directly observed or monitored collection in a drug test, fails to permit the observation or monitoring of their provision of a specimen;
5. Fails to provide a sufficient amount of urine or breath when directed, and it has been determined, through a required medical evaluation, that there was no adequate medical explanation for the failure;
6. Fails or declines to take a second test TCTD or collector has directed them to take
7. Fails to undergo a medical examination or evaluation, as directed by the MRO, or as directed by the DER:
8. Fails to cooperate with any part of the testing process
9. If the MRO reports that there is verified adulterated or substituted test result
10. Failure or refusal to sign Step 2 of the alcohol testing form.
11. Failure to follow the observer's instructions during an observed collection including instructions to raise your clothing above the waist, lower clothing and underpants, and to turn around to permit the observer to determine if you have any type of prosthetic or other device that could be used to interfere with the collection process.
12. Possess or wear a prosthetic or other device that could be used to interfere with the collection process.
13. Admit to the collector or MRO that you adulterated or substituted the specimen.

14. Fail to remain readily available following an accident.

Vehicle: A bus, electric bus, van, automobile, rail car, trolley car, trolley bus, or vessel. A public transit vehicle is a vehicle used for public transportation or for ancillary services.

Verified negative test: A drug test result reviewed by a MRO and determined to have no evidence of prohibited drug use above the minimum cutoff levels established by the Department of Health and Human Services (HHS).

Verified positive test: A drug test result reviewed by a medical review officer and determined to have evidence of prohibited drug use above the minimum cutoff levels specified in 49 CFR Part 40 as revised.

Validity testing: The evaluation of the specimen to determine if it is consistent with normal human urine. Specimen validity testing will be conducted on all urine specimens provided for testing under DOT authority. The purpose of validity testing is to determine whether certain adulterants or foreign substances were added to the urine, if the urine was diluted, or if the specimen was substituted.

D. EDUCATION AND TRAINING

- 1) Every covered employee will receive a copy of this policy and will have ready access to the corresponding federal regulations including 49 CFR Parts 655 and 40, as amended. In addition, all covered employees will undergo a minimum of 60 minutes of training on the signs and symptoms of drug use including the effects and consequences of drug use on personal health, safety, and the work environment. The training also includes manifestations and behavioral cues that may indicate prohibited drug use.
- 2) All supervisory personnel or company officials who are in a position to determine employee fitness for duty will receive 60 minutes of reasonable suspicion training on the physical, behavioral, and performance indicators of probable drug use and 60 minutes of additional reasonable suspicion training on the physical, behavioral, speech, and performance indicators of probable alcohol misuse. TCTD supervisory personnel will be trained a minimum of every three years.
- 3) Information on the signs, symptoms, health effects, and consequences of alcohol misuse is presented in Attachment B of this policy.

E. PROHIBITED SUBSTANCES

Prohibited substances addressed by this policy include the following.

- a. Illegally Used Controlled Substance or Drugs Under the Drug-Free Workplace Act of 1988 any drug or any substance identified in Schedule I through V of Section 202 of the Controlled Substance Act (21 U.S.C. 812), and as further defined by 21 CFR 1300.11 through 1300.15, is prohibited at all times in the workplace unless a legal prescription has been written for the substance. This includes, but is not limited to: marijuana, amphetamines, opioids, phencyclidine (PCP), and cocaine, as well as any drug not approved for medical use by the U.S. Drug Enforcement Administration or the U.S. Food and Drug Administration. Illegal use includes use of any illegal drug, misuse of legally prescribed drugs, and

use of illegally obtained prescription drugs. Also, the medical use of marijuana, or the use of hemp related products, which cause drug or drug metabolites to be present in the body above the minimum thresholds, is a violation of this policy.

FTA drug testing regulations (49 CFR Part 655) require that all covered employees be tested for marijuana, cocaine, amphetamines, opioids, and PCP as described in Section H of this policy. Illegal use of these five drugs is prohibited at all times. Covered employees may be tested for these drugs anytime that they are on duty.

- b. Legal Drugs: The appropriate use of legally prescribed drugs and non-prescription medications is not prohibited. However, the use of any substance, which carries a warning label that indicates that mental functioning, motor skills, or judgment may be adversely affected must be reported to a TCTD supervisor and the employee is required to provide a written release from his/her doctor or pharmacist indicating that the employee can perform his/her safety-sensitive functions.
- c. Alcohol: The use of beverages containing alcohol (including any mouthwash, medication, food or candy) or any other substances such that alcohol is present in the body while performing safety-sensitive job functions is prohibited. A random or reasonable suspicion alcohol test can only be performed on a covered employee under 49 CFR Part 655 just before, during, or just after the performance of safety-sensitive job functions. Under TCTD'S authority, a NON-DOT alcohol test can be performed any time a covered employee is on duty.

F. PROHIBITED CONDUCT

- 1) All covered employees are prohibited from reporting for duty or remaining on duty any time there is a quantifiable presence of a prohibited drug in their body above the minimum thresholds as defined in 49 CFR Part 40, as amended.
- 2) Each covered employee is prohibited from consuming alcohol while performing safety-sensitive job functions or while on-call to perform safety-sensitive job functions. If an on-call employee has consumed alcohol, they must acknowledge the use of alcohol at the time that they are called to report for duty. The covered employee will be relieved of his/her on-call responsibilities and subject to discipline.
- 3) The TCTD shall not permit any covered employee to perform or continue to perform safety-sensitive functions if it has actual knowledge that an employee is using alcohol.
- 4) Each covered employee is prohibited from reporting to work or remaining on duty requiring the performance of safety-sensitive functions while having an alcohol concentration of 0.04 BAC or greater regardless of when the alcohol was consumed.
 - a. An employee with a breath alcohol concentration which measures 0.02-0.039 is not considered to have violated the USDOT-FTA drug and alcohol regulations, provided the employee hasn't consumed the alcohol within four (4) hours of performing a safety-sensitive duty. However, if a safety-sensitive employee has a breath alcohol concentration of 0.02-0.039,

USDOT-FTA regulations require the employee to be removed from the performance of safety-sensitive duties until:

- i. The employee's alcohol concentration measures less than 0.02; or
 - ii. The start of the employee's next regularly scheduled duty period, but not less than eight hours following administration of the test.
- 5) No covered employee shall consume alcohol for eight (8) hours following involvement in an accident or until he/she submits to the post-accident drug/alcohol test, whichever occurs first.
 - 6) No covered employee shall consume alcohol within four (4) hours before the performance of safety-sensitive job functions.
 - 7) TCTD prohibits the consumption of alcohol at all times when an employee is on duty, or anytime the employee is in uniform.
 - 8) Consistent with the Drug-free Workplace Act of 1988, all TCTD employees are prohibited from engaging in the unlawful manufacture, distribution, dispensing, possession, or use of prohibited substances in the work place including TCTD premises and vehicles.

G. DRUG STATUTE CONVICTION

Consistent with the Drug Free Workplace Act of 1998, all employees are required to notify the TCTD management of any criminal drug statute conviction for a violation occurring in the workplace within five days of such conviction. Failure to comply with this provision shall result in disciplinary action as defined in Section Q of this policy.

H. TESTING REQUIREMENTS

- 1) Analytical urine drug testing and breath testing for alcohol will be conducted as required by 49 CFR Part 40 as amended. All covered employees shall be subject to testing before performing safety-sensitive duty, for reasonable suspicion, following an accident, and randomly as defined in Sections K, L, M, and N of this policy.
- 2) A drug test can be performed any time a covered employee is on duty. An alcohol test can only be performed just before, during, or after the performance of a safety-sensitive job function. TCTD authorizes a NON- DOT alcohol test any time a covered employee is on duty.
- 3) All covered employees will be subject to urine drug testing and breath alcohol testing as a condition of ongoing employment with the TCTD. Any safety-sensitive employee who refuses to comply with a request for testing shall be removed from duty and subject to discipline as defined in Section Q of this policy. Verification of behaviors considered a test refusal will result in the employee's removal from duty and disciplined as defined in Section Q of this policy. Refer to Section Q for behavior that constitutes a refusal to test.

I. DRUG TESTING PROCEDURES

- 1) Testing shall be conducted in a manner to assure a high degree of accuracy and reliability and using techniques, equipment, and laboratory facilities which have been approved by the US DHHS. All testing will be conducted consistent with the procedures set forth in 49 CFR Part 40, as amended. The procedures will be

performed in a private, confidential manner and every effort will be made to protect the employee, the integrity of the drug testing procedure, and the validity of the test result.

- 2) The drugs that will be tested for include marijuana, cocaine, opioids, amphetamines, and phencyclidine. After the identity of the donor is checked using picture identification, a urine specimen will be collected using the split specimen collection method described in 49 CFR Part 40, as amended. Each specimen will be accompanied by a DOT Custody and Control Form and identified using a unique identification number that attributes the specimen to the correct individual. The specimen analysis will be conducted at a HHS certified laboratory. An initial drug screen and validity test will be conducted on the primary urine specimen. For those specimens that are not negative, a confirmatory Gas Chromatography/Mass Spectrometry (GC/MS) test will be performed. The test will be considered positive if the amounts of the drug(s) and/or its metabolites identified by the GC/MS test are above the minimum thresholds established in 49 CFR Part 40, as amended.
- 3) The test results from the HHS certified laboratory will be reported to a MRO. A MRO is a licensed physician with detailed knowledge of substance abuse disorders and drug testing. The MRO will review the test results to ensure the scientific validity of the test and to determine whether there is a legitimate medical explanation for a confirmed positive, substitute, or adulterated test result. The MRO will attempt to contact the employee to notify the employee of the non-negative laboratory result, and provide the employee with an opportunity to explain the confirmed laboratory test result. The MRO will subsequently review the employee's medical history/medical records as appropriate to determine whether there is a legitimate medical explanation for a non-negative laboratory result. If no legitimate medical explanation is found, the test will be verified positive or refusal to test and reported to the TCTD Drug and Alcohol Program Manager (DAPM). If a legitimate explanation is found, the MRO will report the test result as negative to the DAPM and no further action will be taken.
- 4) If the test is invalid with out a medical explanation, a retest will be conducted under direct observation. Employees do not have access to a test of their split specimen following an invalid test.
- 5) Any covered employee who questions the results of a required drug test under sections L through P of this policy may request that the split sample be tested. The split sample test must be conducted at a second HHS-certified laboratory. The test must be conducted on the split sample that was provided by the employee at the same time as the primary sample. The method of collecting, storing, and testing the split sample will be consistent with the procedures set forth in 49 CFR Part 40, as amended. The employee's request for a split sample test must be made to the MRO within 72 hours of notice of the original sample verified test result. Requests after 72 hours will only be accepted at the discretion of the MRO if the delay was due to documentable facts that were beyond the control of the employee. TCTD will ensure that the costs for the split specimen are covered in order for a timely analysis of the sample; however, TCTD will seek reimbursement for the split sample test from the employee.
- 6) If the analysis of the split specimen fails to confirm the presence of the drug(s) detected in the primary specimen, if the split specimen is not able to be analyzed,

or if the results of the split specimen are not scientifically adequate, the MRO will declare the original test to be canceled.

- 7) The split specimen will be stored at the initial laboratory until the analysis of the primary specimen is completed. If the primary specimen is negative, the split will be discarded. If the primary specimen is positive, it will be retained in frozen storage for one year and the split specimen will also be retained for one year. If the primary is positive, the primary and the split will be retained for longer than one year for testing if so requested by the employee through the MRO, or by the employer, by the MRO, or by the relevant DOT agency.
- 8) Observed Collections consistent with 49 CFR part 40, as amended, collection under direct observation (by a person of the same gender) with no advance notice will occur if:
 - a. The laboratory reports to the MRO that a specimen is invalid, and the MRO reports to the TCTD that there was not an adequate medical explanation for the result; or
 - b. The MRO reports to the TCTD that the original positive, adulterated, or substituted test result had to be cancelled because the test of the split specimen could not be performed; or
 - c. The collector observes materials brought to the collection site or the employee's conduct clearly indicates an attempt to tamper with a specimen; or
 - d. The temperature on the original specimen was out of range.
 - e. All return-to-duty tests;
 - f. All follow-up-tests; or
 - g. Anytime the employee is directed to provide another specimen because the original specimen appeared to have been tampered with.

J. ALCOHOL TESTING PROCEDURES

- 1) Tests for breath alcohol concentration will be conducted utilizing a NHTSA-approved EBT operated by a trained Breath Alcohol Technician (BAT). A list of approved EBTs can be found on ODAPC's Web page for "Approved Evidential Breath Measurement Devices". Alcohol screening tests may be performed using a non-evidential testing device (alcohol screening device (ASD)) which is also approved by NHTSA. A list of approved ASDs can be found on ODAPC's Web page for "Approved Screening Devices to Measure Alcohol in Bodily Fluids". If the initial test indicates an alcohol concentration of 0.02 BAC or greater, a second test will be performed to confirm the results of the initial test. The confirmatory test must occur on an EBT. The confirmatory test will be conducted at least fifteen minutes after the completion of the initial test. The confirmatory test will be performed using a NHTSA-approved EBT operated by a trained BAT. The EBT will identify each test by a unique sequential identification number. This number, time, and unit identifier will be provided on each EBT printout. The EBT printout, along with an approved alcohol testing form, will be used to document the test, the subsequent results, and to attribute the test to the correct employee. The test will be performed in a private, confidential manner as required by 49

CFR Part 40, as amended. The procedure will be followed as prescribed to protect the employee and to maintain the integrity of the alcohol testing procedures and validity of the test result.

- 2) An employee who has a confirmed alcohol concentration of 0.04 BAC or greater will be considered a positive alcohol test and in violation of this policy. The consequences of a positive alcohol test are described in Section Q. of this policy. Even though an employee who has a confirmed alcohol concentration of 0.02 to 0.039 BAC is not considered positive, the employee shall still be removed from duty for at least eight hours or for the duration of the work day whichever is longer and will be subject to the consequences described in Section Q of this policy. An alcohol concentration of less than 0.02 BAC will be considered a negative test.
- 3) The TCTD affirms the need to protect individual dignity, privacy, and confidentiality throughout the testing process. If at any time the integrity of the testing procedures or the validity of the test results is compromised, the test will be canceled. Minor inconsistencies or procedural flaws that do not impact the test result will not result in a cancelled test.
- 4) The alcohol testing form (ATF) required by 49 CFR Part 40 as amended, shall be used for all FTA required testing. Failure of an employee to sign step 2 of the ATF will be considered a refusal to submit to testing, and the employee will be terminated,

K. PRE-EMPLOYMENT TESTING

- 1) All applicants for covered transit positions shall undergo urine drug testing and breath alcohol testing before performance of a safety-sensitive function.
- 2) All offers of employment for covered positions shall be conditional upon the applicant passing a drug and alcohol test. An applicant shall not be placed into a safety-sensitive position unless the applicant takes a drug test with verified negative results, and an alcohol concentration below 0.02 BAC.
- 3) A non-covered employee shall not be placed, transferred or promoted into a covered position until the employee takes a drug test with verified negative results and an alcohol concentration below 0.02 BAC.
- 4) If an applicant fails a pre-employment drug or alcohol test, the conditional offer of employment shall be rescinded, and the applicant will be referred to a list of USDOT qualified SAPs. Failure of a pre-employment drug and/or alcohol test will disqualify an applicant for employment for a period of at least one year. The applicant must provide the employer proof of having successfully completed a referral, evaluation, and treatment plan as described in 49 CFR section 655.62 of subpart G. The cost for the assessment and any subsequent treatment will be the sole responsibility of the applicant.
- 5) When an employee being placed, transferred, or promoted from a non-covered position to a covered position submits a drug test with a verified positive result, and/or an alcohol concentration at or above 0.04 BAC the employee shall be subject to disciplinary action in accordance with Section Q.
- 6) If a pre-employment/pre-transfer test is canceled, TCTD will require the applicant to take and pass another pre-employment drug test.

- 7) In instances where a FTA covered employee does not perform a safety-sensitive function for a period of 90 consecutive days or more regardless of the reason, and during that time is not in the random testing pool, the employee will be required to take a pre-employment drug and alcohol test under 49 CFR Part 655 and have negative test results before performing safety-sensitive job functions.
- 8) An applicant with a dilute negative test result will be required to retest. Following a negative dilute, the employee will be required to undergo another test. Should this second test result in a negative dilute, the test will be considered a negative and additional testing is not required unless directed to do so by the MRO.
- 9) Applicants are required (even if ultimately not hired) to provide TCTD with signed written releases requesting USDOT drug and alcohol records from all previous, DOT-covered, employers that the applicant has worked for within the last two years. Failure to do so will result in the employment offer being rescinded. TCTD is required to ask all applicants (even if ultimately not hired) if they have tested positive or refused to test on a pre-employment test for a DOT covered employer within the last two years. If the applicant has tested positive or refused to test on a pre-employment test for a DOT covered employer, the applicant must provide TCTD proof of having successfully completed a referral, evaluation and treatment plan as described in section 655.62 of subpart G.
- 10) Non-covered employees in Oregon are not required to undergo pre-employment drug and alcohol testing.

L. REASONABLE SUSPICION TESTING

- 1) All TCTD covered and non-covered employees will be subject to a reasonable suspicion drug and/or alcohol test when the employer has reasonable suspicion to believe that the covered or non-covered employee has used a prohibited drug and/or engaged in alcohol misuse. Reasonable suspicion shall mean that there is objective evidence, based upon specific, contemporaneous, articulable observations of the employee's appearance, behavior, speech or body odor that are consistent with possible drug use and/or alcohol misuse. Reasonable suspicion referrals must be made by one or more supervisors who are trained to detect the signs and symptoms of drug and alcohol use, and who reasonably concludes that an employee may be adversely affected or impaired in his/her work performance due to possible prohibited substance abuse or alcohol misuse. A reasonable suspicion alcohol test can only be conducted just before, during, or just after the performance of a safety-sensitive job function. TCTD may perform a NON-DOT reasonable suspicion alcohol test any time the covered or non-covered employee is on duty. A reasonable suspicion drug test can be performed any time the covered or non-covered employee is on duty.
- 2) TCTD shall be responsible for transporting the employee to the testing site. Supervisors should avoid placing themselves and/or others into a situation, which might endanger the physical safety of those present. The employee shall be placed on administrative leave pending disciplinary action described in Section Q of this policy. An employee who refuses an instruction to submit to a drug/alcohol test shall not be permitted to finish his or her shift and shall immediately be placed on administrative leave pending disciplinary action as specified in Section Q of this policy.

- 3) A written record of the observations which led to a drug/alcohol test based on reasonable suspicion shall be prepared and signed by the supervisor making the observation. This written record shall be submitted to the TCTD General Manager and shall be attached to the forms reporting the test results.
- 4) When there are no specific, contemporaneous, articulable objective facts that indicate current drug or alcohol use, but the employee (who is not already a participant in a treatment program) admits the abuse of alcohol or other substances to a supervisor in his/her chain of command, the employee shall be referred to the SAP for an assessment. TCTD shall place the employee on administrative leave in accordance with the provisions set forth under Section Q of this policy. Testing in this circumstance would be performed under the direct authority of the TCTD. Since the employee self referred to management, testing under this circumstance would not be considered a violation of this policy or a positive test result under Federal authority. Self referral does not exempt the covered employee from testing under federal authority as specified in Sections L through N of this policy or the associated consequences as specified in Section Q. A self referral may only be exercised once by an employee.

M. POST-ACCIDENT TESTING

- 1) **FATAL ACCIDENTS** - All covered employees will be required to undergo urine and breath testing if they are involved in an accident with a TCTD transit vehicle regardless of whether or not the vehicle is in revenue service that results in a fatality. This includes all surviving covered employees that are operating the vehicle at the time of the accident and any other whose performance could have contributed to the accident as determined by the employer using the best information available at the time of the decision.
- 2) **NON-FATAL ACCIDENTS** - A post-accident test of the employee operating the public transportation vehicle will be conducted if an accident results in injuries requiring immediate transportation away from the scene to a medical treatment facility and the covered employee may have contributed to the accident; or one or more vehicles incurs disabling damage as a result of the accident and must be transported away from the scene and the covered employee's performance may have contributed to the accident.

In addition, any other covered employee whose performance could have contributed to the accident, as determined by the employer using the best information available at the time of the decision, will be tested.

As soon as practicable following an accident, as defined in this policy, the transit supervisor investigating the accident will notify the transit employee operating the transit vehicle and all other covered employees whose performance could have contributed to the accident of the need for the test. The supervisor will make the determination using the best information available at the time of the decision.

The appropriate transit supervisor shall ensure that an employee, required to be tested under this section, is tested as soon as practicable, but no longer than eight (8) hours of the accident for alcohol, and within 32 hours for drugs. If an alcohol test is not performed within two hours of the accident, the Supervisor will document the reason(s) for the delay. If the alcohol test is not conducted within (8) eight hours, or

the drug test within 32 hours, attempts to conduct the test must cease and document the reasons for the failure to test.

Any covered or non-covered employee involved in an accident must refrain from alcohol use for eight (8) hours following the accident or until he/she undergoes a post-accident alcohol test.

An employee who is subject to post-accident testing who fails to remain readily available for such testing, including notifying a supervisor of his or her location if he or she leaves the scene of the accident before submission to such test, may be deemed to have refused to submit to testing.

Nothing in this section shall be construed to require the delay of necessary medical attention for the injured following an accident, or to prohibit an employee from leaving the scene of an accident for the period necessary to obtain assistance in responding to the accident, or to obtain necessary emergency medical care.

In the rare event that the TCTD employee is unable to perform an FTA drug and alcohol test (i.e., employee is unconscious, employee is detained by law enforcement agency), the TCTD may use drug and alcohol post-accident test results administered by local law enforcement officials in lieu of the FTA test. The local law enforcement officials must have independent authority for the test and the employer must obtain the results in conformance with local law.

Additionally, TCTD employees who are not considered "safety-sensitive" as defined by this policy, and 49 CFR Part 655, may also be subject to NON-DOT post-accident/incident testing under the sole authority of TCTD.

N. RANDOM TESTING

- 1) All covered employees will be subjected to random, unannounced testing. The selection of employees shall be made by a scientifically valid method of randomly generating an employee identifier from the appropriate pool of safety-sensitive employees.
- 2) The dates for administering unannounced testing of randomly selected employees shall be spread reasonably throughout the calendar year, day of the week and, hours of the day.
- 3) The number of employees randomly selected for drug and or alcohol testing during the calendar year shall be not less than the percentage rates established each year by the FTA administrator. The current year testing rates can be viewed online at <https://www.transportation.gov/odapc/random-testing-rates>.
- 4) Each covered employee shall be in a pool from which the random selection is made. Each covered employee in the pool shall have an equal chance of selection each time the selections are made. Employees will remain in the pool and be subject to selection, whether or not the employee has been previously tested. There is no discretion on the part of management in the selection.
- 5) Random tests can be conducted at any time during an employee's shift for drug testing. Alcohol random tests can only be performed just before, during, or just after the performance of a safety sensitive duty. TCTD may perform a NON-DOT random alcohol test any time the covered employee is on duty. Testing can occur during the beginning, middle, or end of an employee's shift.

- 6) Employees are required to proceed immediately to the collection site upon notification of their random selection. They shall be transported by TCTD management.
- 7) Non-covered employees will not be subject to random drug and alcohol testing.

O. RETURN-TO-DUTY TESTING

All covered employees who previously tested positive on a drug or alcohol test or refused a test, must test negative for drugs, alcohol (below 0.02 for alcohol), or both and be evaluated and released by the Substance Abuse Professional before returning to work. For an initial positive drug test a Return-to-Duty drug test is required and an alcohol test is allowed. For an initial positive alcohol test a Return-to-Duty alcohol test is required and a drug test is allowed. Following the initial assessment, the SAP will recommend a course of rehabilitation unique to the individual. The SAP will recommend the return-to-duty test only when the employee has successfully completed the treatment requirement and is known to be drug and alcohol-free and there are no undo concerns for public safety.

P. FOLLOW-UP TESTING

Covered employees that have returned to duty following a positive or refused a test will be required to undergo frequent, unannounced drug and/or alcohol testing following their return-to-duty test. The follow-up testing will be performed for a period of one to five years with a minimum of six tests to be performed the first year. The frequency and duration of the follow-up tests (beyond the minimums) will be determined by the SAP reflecting the SAP's assessment of the employee's unique situation and recovery progress. Follow-up testing should be frequent enough to deter and/or detect a relapse. Follow-up testing is separate and in addition to the random, post-accident, reasonable suspicion and return-to-duty testing.

In the instance of a self-referral or a management referral, the employee will be subject to non-USDOT follow-up tests and follow-up testing plans modeled using the process described in 49 CFR Part 40. However, all non-USDOT follow-up tests and all paperwork associated with an employee's return-to-work agreement that was not precipitated by a positive test result (or refusal to test) does not constitute a violation of the Federal regulations will be conducted under company authority and will be performed using non-DOT testing forms.

Q. RESULT OF DRUG/ALCOHOL TEST

- 1) Any covered employee that has a verified positive drug or alcohol test or test refusal will be removed from his/her safety-sensitive position, informed of educational and rehabilitation programs available and referred to a list of USDOT qualified SAPs for assessment. Such employee will immediately be placed on administrative leave and prepared for termination as soon as practicable.
- 2) Following a dilute negative test, a retest will be required. Should this second test result in a negative dilute result, the test will be considered a negative and no additional testing will be required unless directed to do so by the MRO.
- 3) Refusal to submit to a drug/alcohol test shall be considered equivalent to a positive test result and a direct act of insubordination and shall result in

termination and a referral to a list of USDOT qualified SAPs. A refusal to test includes the following circumstances:

1. Fails to appear for any test (excluding pre-employment) within a reasonable time, as determined by the employer, after being directed to do so by the employer
 2. Fails to remain at the testing site until the testing process is complete. An employee who leaves the testing site before the testing process commences for a pre-employment test has not refused to test.
 3. Fails to attempt to provide a urine or breath specimen for any drug or alcohol test required by Part 40 or DOT agency regulations. An employee who does not provide a urine or breath specimen because he or she has left the testing site before the testing process commenced for a pre-employment test has not refused to test.
 4. In the case of a directly observed or monitored collection in a drug test, fails to permit the observation or monitoring of your provision of a specimen
 5. Fails to provide a sufficient amount of urine or breath when directed, and it has been determined, through a required medical evaluation, that there was no adequate medical explanation for the failure
 6. Fails or declines to take a second test the employer or collector has directed you to take
 7. Fails to undergo a medical examination or evaluation, as directed by the MRO, or as directed by the DER
 8. Fails to cooperate with any part of the testing process
 9. If the MRO reports that there is verified adulterated or substituted test result
 10. Failure or refusal to sign Step 2 of the alcohol testing form
 11. Failure to follow the observer's instructions during an observed collection including instructions to raise your clothing above the waist, lower clothing and underpants, and to turn around to permit the observer to determine if you have any type of prosthetic or other device that could be used to interfere with the collection process.
 12. Possess or wear a prosthetic or other device that could be used to interfere with the collection process
 13. Admit to the collector or MRO that you adulterated or substituted the specimen.
 14. Fail to remain readily available following an accident
- 4) For a verified positive test from a sample submitted as the result of a random drug/alcohol test (≥ 0.04 BAC), disciplinary action against the employee shall be

referral to a list of USDOT qualified SAPs for assessment, placed on administrative leave, and as soon as practicable processed for termination.

- 5) A verified positive post-accident, or reasonable suspicion drug and/or alcohol (≥ 0.04) test shall result in termination.
- 6) An alcohol test result of ≥ 0.02 to ≤ 0.039 BAC shall result in the removal of the employee from duty, placed on administrative leave, and processed for termination as soon as practicable.
- 7) The cost of any treatment or rehabilitation services will be paid directly by the employee or their insurance provider.
- 8) In the instance of a self-referral, or a management referral, disciplinary action against the employee shall include
 - a. Mandatory referral to the employer approved counseling professional for assessment formulation of a treatment plan, and execution of a return to work agreement.
 - b. Failure to execute, or remain compliant with the return-to work agreement shall result in termination from TCTD employment.
 - i. Compliance with the return-to-work agreement means that the employee has submitted to a drug/alcohol test immediately before returning to work; the result of that test is negative; is cooperating with his/her recommended treatment program; and, the employee has agreed to periodic unannounced follow-up testing as defined in Section P of this policy.
- 9) Failure of an employee to report within five days a criminal drug statute conviction for a violation occurring in the workplace shall result in termination.

R. GRIEVANCE AND APPEAL

The consequences specified by 49 CFR Part 40.149 (c) for a positive test or test refusal is not subject to arbitration.

S. PROPER APPLICATION OF THE POLICY

The TCTD is dedicated to assuring fair and equitable application of this substance abuse policy. Therefore, supervisors and/or managers are required to use and apply all aspects of this policy in an unbiased and impartial manner. Any supervisor/manager who knowingly disregards the requirements of this policy, or who is found to deliberately misuse the policy in regard to subordinates, shall be subject to disciplinary action, up to and including termination.

T. INFORMATION DISCLOSURE

- 1) Drug/alcohol testing records shall be maintained by the TCTD Drug and Alcohol Program Specialist and, except as provided below or by law, the results of any drug/alcohol test shall not be disclosed without express written consent of the tested employee.
- 2) The employee, upon written request, is entitled to obtain copies of any records pertaining to their use of prohibited drugs or misuse of alcohol including any drug

or alcohol testing records. Covered employees have the right to gain access to any pertinent records such as equipment calibration records, and records of laboratory certifications. Employees may not have access to SAP follow-up testing plans.

- 3) Records of a verified positive drug/alcohol test result shall be released to the Drug and Alcohol Specialist, Department Supervisor and Manager on a need to know basis.
- 4) Records will be released to a subsequent employer only upon receipt of a written request from the employee.
- 5) Records of an employee's drug/alcohol tests shall be released to the adjudicator in a grievance, lawsuit, or other proceeding initiated by or on behalf of the tested individual arising from the results of the drug/alcohol test. The records will be released to the decision maker in the proceeding. The information will only be released with binding stipulation from the decision maker that it will make the results available only to parties in the proceeding. Records will be released to the NTSB during an accident investigation.
- 6) Information will be released in a criminal or civil action resulting from an employee's performance of safety-sensitive duties, in which a court of competent jurisdiction determines that the drug or alcohol test information is relevant to the case and issues an order to the employer to release the information. The employer will release the information to the decision maker in the proceeding with a binding stipulation that it will only be released to parties of the proceeding.
- 7) Records will be released to the DOT or any DOT agency with regulatory authority over the employer or any of its employees.
- 8) Records will be released if requested by a Federal, state or local safety agency with regulatory authority over the TCTD or the employee.
- 9) If a party seeks a court order to release a specimen or part of a specimen contrary to any provision of 49 CFR Part 40 as amended necessary legal steps to contest the issuance of the order will be taken.
- 10) In cases of a contractor or sub-recipient of a state department of transportation, records will be released when requested by such agencies that must certify compliance with the regulation to the FTA.

U. SYSTEM CONTACTS

Any questions regarding this policy or any other aspect of the substance abuse policy should be directed to the following individual(s) listed in Attachment D.

Attachment A

TCTD Job Classifications

Title	Testing Authority
Transit Driver	FTA
Transit Supervisor	FTA
Maintenance & Training Supervisor	FTA
Lot Attendant	FTA
Dispatch I	FTA
Dispatch II	FTA

Attachment B

Alcohol Fact Sheet

Alcohol is a socially acceptable drug that has been consumed throughout the world for centuries. It is considered a recreational beverage when consumed in moderation for enjoyment and relaxation during social gatherings. However, when consumed primarily for its physical and mood-altering effects, it is a substance of abuse. As a depressant, it slows down physical responses and progressively impairs mental functions.

Signs and Symptoms of Use

- Dulled mental processes
- Lack of coordination
- Odor of alcohol on breath
- Possible constricted pupils
- Sleepy or stuporous condition
- Slowed reaction rate
- Slurred speech

(Note: Except for the odor, these are general signs and symptoms of any depressant substance.)

- Health Effects

The chronic consumption of alcohol (average of three servings per day of beer [12 ounces], whiskey [1 ounce], or wine [6-ounce glass]) over time may result in the following health hazards:

- Decreased sexual functioning
- Dependency (up to 10 percent of all people who drink alcohol become physically and/or mentally dependent on alcohol and can be termed "alcoholic")
- Fatal liver diseases
- Increased cancers of the mouth, tongue, pharynx, esophagus, rectum, breast, and malignant melanoma
- Kidney disease
- Pancreatitis
- Spontaneous abortion and neonatal mortality
- Ulcers
- Birth defects (up to 54 percent of all birth defects are alcohol related).
- Social Issues
- Two-thirds of all homicides are committed by people who drink prior to the crime.
- Two to three percent of the driving population is legally drunk at any one time. This rate is doubled at night and on weekends.
- Two-thirds of all Americans will be involved in an alcohol-related vehicle accident during their lifetimes.

- The rate of separation and divorce in families with alcohol dependency problems is 7 times the average.
- Forty percent of family court cases are alcohol problem related.
- Alcoholics are 15 times more likely to commit suicide than are other segments of the population.
- More than 60 percent of burns, 40 percent of falls, 69 percent of boating accidents, and 76 percent of private aircraft accidents are alcohol related.
- The Annual Toll
 - 24,000 people will die on the highway due to the legally impaired driver.
 - 12,000 more will die on the highway due to the alcohol-affected driver.
 - 15,800 will die in non-highway accidents.
 - 30,000 will die due to alcohol-caused liver disease.
 - 10,000 will die due to alcohol-induced brain disease or suicide.
 - Up to another 125,000 will die due to alcohol-related conditions or accidents.
- Workplace Issues
 - It takes one hour for the average person (150 pounds) to process one serving of an alcoholic beverage from the body.
 - Impairment in coordination and judgment can be objectively measured with as little as two drinks in the body.
 - A person who is legally intoxicated is 6 times more likely to have an accident than a sober person.

Attachment C

TILLAMOOK COUNTY TRANSPORTATION DISTRICT

Drug and Alcohol Program Manager

Name: Doug Pilant

Title: General Manager

Address: 3600 Third Street #A, Tillamook OR 97141

Telephone Number: 503-815-8283

Medical Review Officer

Name: C. Kirby Griffin, MD

Title: MD

Address: Paragon MRO Service, 9370 S.W. Greenburg Rd #200, Portland OR

Telephone Number: 503-977-3225

Substance Abuse Professional

Name: John A. Barnes

Title: MSW, ACSW

Address: 1306 SW Bertha Blvd, Portland OR 97219

Telephone Number: 503-244-2179

HHS Certified Laboratory Primary Specimen

Name: Legacy Laboratory

Address: 1225 NE 2nd, Portland OR 97232

Telephone Number: 1-800-950-5295

HHS Certified Laboratory Split Specimen

Name: LabCorp

Address: 1904 Alexander Drive, RTP, N. Carolina 27709

Telephone Number: 1-800-833-3984

*For operational efficiency, Attachment C and D may be changed without prior approval of the Board of Directors.

**TCTD Revised Drug & Alcohol Policy
CERTIFICATE OF RECEIPT**

I, _____, certify that I have received a copy of the **TCTD Revised Drug & Alcohol Policy with an effective date of January 19, 2018**. I understand that it is my responsibility to read and ask questions if necessary regarding the Policy. I accept responsibility for understanding and complying with the District's policies.

Employee Signature

Date

MEMO TO: BOARD OF DIRECTORS
FROM: DOUG PILANT, GENERAL MANAGER *Doug*
SUBJECT: NELSON NYGAARD PLANNING SERVICES AGREEMENT

Issue

Shall the Board authorize the General Manager to execute a Planning Services Agreement with Nelson Nygaard to provide public transportation planning and management services?

Background and Findings

1. Current TCTD dial-a-ride transportation service policy requires residents to travel within one (1) geographic zone.
2. Dispatchers frequently receive trip requests from residents residing within the South and North County Zones to travel to and from the Central County Zone.
3. In July 2017 the District decided to purchase the Ecolane scheduling and dispatching software to better manage the District's dial-a-ride and non-emergency medical transportation services.
4. The Ecolane scheduling and dispatching software can easily be programmed to implement a mileage based fare policy that will make it affordable for the District to provide long-distance dial-a-ride trips between zones.
5. TCTD budgeted \$25,000 to obtain consulting services to assist the District in the reviewing its internal financial, budgeting and reporting systems and assist in the development of a mileage based fare policy.
6. The District requested proposals from David Evans & Associates, Jarrett + Walker & Associates, Nelson-Nygaard Inc., and Kittelson & Associates, Inc.
7. Nelson Nygaard was willing and able to provide TCTD a Transportation Planning and Management Proposal and Agreement not to exceed \$13,250 that is included as Exhibit A.

Recommendation

Staff recommends the Board adopt Resolution #18-01 to authorize the General Manager to execute a not to exceed \$13,250 Planning Services Agreement with Nelson Nygaard Inc. to provide TCTD transportation planning and management services.

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

**Authorizing the General Manager)
Transportation Planning Agreement)
Agreement with Nelson Nygaard Inc.)**

RESOLUTION NO. 18-01

WHEREAS, Tillamook County Transportation District budgeted \$25,000 for transportation planning services in FY 2017-18; and

WHEREAS, TCTD requested proposals from four planning companies to review the District's internal reporting, financial planning and budgeting worksheets; and, review the TCTD dial-a-ride fare policy to develop mileage based dial-a-ride fare policy; and

WHEREAS, based on the quote received, the District recommends purchasing public transportation planning and management services from Nelson Nygaard Inc. for \$13,250; and

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

that the Board authorizes the General Manager to enter into a Transportation Planning Agreement not to exceed \$13,250 with Nelson Nygaard Inc. to provide TCTD public transportation planning and management services to review and improve the District's internal financial planning and budgeting worksheets and review and develop a mileage based dial-a-ride fare policy.

INTRODUCED AND ADOPTED this 18th day of January 2018.

ATTEST:

By: _____
Judy Riggs, Board Chair

By: _____
Doug Pilant, General Manager



January 3, 2018

Tillamook County Transportation District
Doug Pilant
3600 Third Street
Tillamook, OR 97141

Re: Public Transportation Planning and Management Proposal

Dear Doug,

We are pleased to offer Tillamook County Transportation District (TCTD) the following proposal for general public transportation planning and management services, including but not limited to financial and fare policy planning. We are excited to work with you to support your District. Per our discussion about possible tasks, the priority needs are:

- Reviewing a financial planning and budgeting worksheet to provide quality assurance and quality control (QA/QC) function; and
- Suggest ways available data can support assessment and updates to TCTD's demand response fare policies, in particular from the new vehicle and ride tracking software.
- Other activities, analysis or other work as needed by TCTD, to be requested under a general contingency tasks.

Project Team

For this project, we have identified key staff whose combined experience is well suited to the task at hand, including:

- Oren Eshel, Senior Associate, has over 10 years of experience in public transportation planning and analysis, with an emphasis on operations, finance and performance monitoring. Oren's technical expertise supports all sized agencies, from small transit providers to major urban capital projects.
- Jamey Dempster, Senior Associate, has over 10 years of experience in multimodal transportation planning and analysis, and transit finance. Jamey most recently worked at the Oregon Department of Transportation to plan, analyze and manage public transportation fund programs.
- Richard Weiner, Principal, has more than 30 years of experience in transportation, primarily in the areas of ADA paratransit, human service transportation, and small and medium transit service planning. Richard has worked with dozens of transportation programs in areas such as ADA compliance, enhanced senior mobility, community transportation planning, low-income transportation, flexible transit services, tribal transportation, taxis, and accessible infrastructure.

Other senior and junior staff are available to provide specific expertise, or to provide an efficient schedule and budget for your needs.

Scope of Work

The scope of work and deliverables for this project are outlined in Attachment A.

Fees and Schedule

Our services will be billed monthly on a time-and-materials basis according to the included proposed budget in Attachment B and schedule.

Additional Services

Please note that work items requested outside the Scope of Work outlined in this Agreement may require an amendment. No additional work will be performed without prior authorization.

Authorization

This Agreement, the obligations of the parties hereto, and the Services provided by Nelson\Nygaard Consulting Associates, Inc. shall be governed by the Standard Terms and Conditions attached hereto as Exhibit A, which are expressly incorporated herein in their entirety and made a part of this Agreement.

If the terms and conditions of this Agreement are acceptable to you, please sign below, return a copy to me, and upon subsequent countersignature by an authorized signatory of Nelson\Nygaard Consulting Associates, Inc., this will comprise the complete and final agreement between the parties. Each executed counterpart of this Agreement will be deemed to be an original copy of this Agreement and all counterparts together will be deemed to constitute one and the same Agreement. Faxed or other electronically delivered signatures may be used in lieu of original signatures and shall constitute effective execution and delivery of this Agreement.

If you have any questions, please do not hesitate to contact our Project Manager, Jamey Dempster at jdempster@nelsonnygaard.com or 503-227-3463, or Paul Jewel, Managing Director, at pjewel@nelsonnygaard.com, 415-284-1544.

Sincerely,



Jamey Dempster, Project Manager

Public Transportation Planning and Management Proposal
Tillamook County Transportation District

This Agreement (including the Standard Terms & Conditions attached hereto as Exhibit A, which are expressly acknowledged as being received) as stated herein is hereby accepted by the undersigned. This Agreement is entered into by both parties for good and valuable consideration and the mutual promises of both parties, the sufficiency of which is hereby acknowledged. The undersigned is an authorized officer or representative of the Client and possesses the power and authority to execute this Agreement on behalf of the Client. The undersigned hereby execute this Agreement and upon such execution, authorization to proceed is hereby granted.

AGREED For Tillamook County Transportation District ("CLIENT"):

Name	Title	Date
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AGREED For Nelson\Nygaard Consulting Associates, Inc. ("CONSULTANT"):

Name	Title	Date
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Tillamook County Transportation District

Public Transportation Planning and Management Proposal



Submitted by
Nelson\Nygaard Consulting Associates
621 SW Morrison St., Suite 1250, Portland, OR 97205
503-227-3463

CONTACT: Jamey Dempster TITLE: Senior Associate
EMAIL: jdempster@nelsonnygaard.com

A DIFFERENT KIND OF TRANSPORTATION FIRM

Nelson\Nygaard Consulting Associates, Inc. is an internationally recognized firm committed to developing transportation systems that promote vibrant, sustainable, and accessible communities. Founded by two women in 1987, Nelson\Nygaard has grown from its roots in transit planning to a full-service transportation firm with offices across the United States.

In keeping with the values set by our founders, Nelson\Nygaard puts people first. We recognize that transportation is a platform for achieving broader community goals of mobility, equity, economic development, and healthy living. Our hands-on, national experience informs, but does not dictate local solutions. Built on consensus and a multimodal approach, our plans are renowned as practical and implementable.



Transit planning and management is at the core of Nelson\Nygaard's practice. Our experience covers all types of transit, from the largest and most complex transit systems to small, rural systems. Nelson\Nygaard has created shuttles for universities, businesses, transportation agencies, public transit systems, hospitals, and student programs, and has taken projects from conception to implementation. We support organizations partnering with transportation service vendors to provide community-wide transportation systems, demand response systems, and innovative, emerging mobility services.

Nelson\Nygaard specializes in implementable performance monitoring programs to support more effective fixed route and demand response services. We offer practical strategies to move transit from today into the future. Our approach is comprehensive, collaborative, and creative.

Recognized for projects around the world, Nelson\Nygaard has received awards and honors from professional organizations and government agencies including the American Planning Association, the Federal Transit Administration, the Association of Environmental Professionals, the American Society of Landscape Architects, the Congress for the New Urbanism, and the Canadian Institute of Planners.

ATTACHMENT A – SCOPE OF WORK

The scope of work and deliverables for this project are described below as tasks. The task descriptions below are the basis for the not-to-exceed amount in the proposed budget. We will work closely with you to ensure the scope of work closely meets the deliverables and budget required.

Task 1

Nelson\Nygaard will review TCTD's financial planning and budgeting worksheet(s) to provide quality assurance and quality control (QA/QC). Nelson\Nygaard will recommend improvements as needed, and provide a revised worksheet implementing changes upon TCTD's approval. Nelson\Nygaard expects the worksheet and recommended changes to remain in spreadsheet format. We will recommend other software and process improvements, as applicable, to support our recommended improvements.

Task 1 Deliverables: Draft worksheet, final worksheet, recommendations memorandum, and up to two thirty-minute phone meetings with TCTD staff to discuss functions, needs and recommendations.

Task 2

Nelson\Nygaard will review demand response public transportation data and policies at TCTD to assess how policies may be improved. We will recommend how service data, in particular from TCTD's performance management software system Ecolane, can support assessment and updates to TCTD's demand response policies. Policies include, but are not limited to, fares and fare structures countywide. Nelson\Nygaard will analyze available data and recommend demand response policy changes that support how the district can provide the best transportation services with the given constraints and resources.

Task 2 Deliverables: Data and policy assessment memorandum, draft policy recommendations, final policy recommendations, and two one-hour phone meetings with TCTD staff to discuss existing conditions, needs, recommendations and documentation.

Task 3

This is a contingency task under which TCTD will request services related to public transportation planning and management. Nelson\Nygaard will respond in writing with a proposed work plan, schedule and estimated budget to complete the task(s). TCTD must respond in writing requesting services as described, or request changes to the proposal; Nelson\Nygaard and TCTD will agree in writing to a final proposed work plan, schedule and budget before proceeding with the work.

Task 3 Deliverables: To be determined.

ATTACHMENT B – BUDGET

		Nelson\Nygaard Labor Costs							
		Jamey Dempster Senior Associate 1	Oren Eshel Senior Associate 1	Richard Weiner Principal 4	Associate 2 Associate 2				
Base Rate		50.51	50.51	75.76	33.67				
Overhead	170.00%	85.87	85.87	128.79	57.24				
Profit	10%	13.64	13.64	20.46	9.09				
Total Billing Rate		\$150.00	\$150.00	\$225.00	\$100.00	Total Labor Hours	Total Labor Costs	Direct Expenses	Total Costs
Task	Description								
1	Financial management tools review	2	4			6	\$900	\$0	\$900
2	Demand response policy review	8	6	2		16	\$2,550	\$0	\$2,550
3	Contingency tasks - To be determined	20	20	8	20	68	\$9,800	\$0	\$9,800
TOTAL HOURS		28	28	10	20	90			
TOTAL LABOR COST		\$4,500	\$4,500	\$2,250	\$2,000		\$13,250	\$0	\$13,250
TOTAL NOT-TO-EXCEED COSTS									\$13,250

ATTACHMENT C - RESUMES

Jamey Dempster, AICP

Senior Associate



Jamey has worked with all sizes of communities for over years to understand transportation and land use choices. A specialist in policy, funding, and data analysis, Jamey has worked with rural public transportation agencies, regional planning organizations, states and the Federal Transit Administration. Previously, Jamey served as a Regional Transit Coordinator at the Oregon Department of Transportation, providing technical and funding assistance to local transit providers, and integrating all travel modes into statewide policy, funding, and planning. As a consultant, Jamey specializes in leveraging data to prioritize investments with broad stakeholder groups.

EDUCATION

M.C.R.P., Bloustein School of Planning and Public Policy at Rutgers University, NJ 2008
B.A., German, Linfield College, OR 1998

EXPERIENCE

Nelson\Nygaard Consulting Associates, Inc.
Senior Associate, 2017–Present

- **Shuttle System Request for Proposals (RFP), Stanford University Parking and Transportation, Stanford (CA) 2017-Ongoing.** Stanford University contracts with third-party vendors to operate and maintain the campus Marguerite Shuttle system. With over 80 vehicles providing over 2 million rides each year, the system is a major part of the community. Jamey is leading an effort write an operations and maintenance RFP that will begin the next 5-year contracting cycle. The RFP will describe new demand-response and intercity service types, performance measures and reporting, and a financial incentive and penalty system allowing the University greater oversight and control over service delivery.
- **Yamhill County Transit Development Plan, Yamhill County (OR) 2017–Ongoing.** For Yamhill County Jamey is leading tasks to identify priority corridors for future public transportation service, and assess current and future funding opportunities. The plan will provide input to how the local and interregional transit routes and the demand response system may best serve the county's growing population, businesses, and visitors.
- **Employee Shuttle Planning, Expedia, Inc. (WA) 2017-Ongoing.** To support their headquarters relocation to downtown Seattle, Expedia will offer employees commute transportation from outlying cities such as Bellevue and Redmond. Jamey is leading the final phase of route planning to determine stop and park-and-ride locations, schedules, cost estimates, and coordination with other employer shuttles routes.
- **Transit Master Plan, City of Rancho Cordova (CA) 2017-Ongoing.** The City of Rancho Cordova is updating their local transit plan to reflect new housing and business development patterns, changes to Sacramento's regional transportation system, and changing transportation technology. Jamey is managing market analysis, public outreach and route planning efforts to capture stakeholders' long-term vision for local public transportation services.
- **Corvallis Transit Development Plan, City of Corvallis (OR) 2017–Ongoing.** Jamey is supporting the City of Corvallis to update its Transit Development Plan, a 20-year look at public transportation in a city with significant population growth, a growing university, and inter-regional corridors with increasing congestion. Jamey is contributing to financial and funding analysis and prioritizing future strategies.
- **Idaho Statewide Public Transportation Plan, Idaho Department of Transportation 2017.** Jamey contributed a white paper on state public transportation funding across the U.S. to inform the level of investment the state may expect in transit over the next 10 to 20 years. Jamey also supported the development of local Human Services Public Transportation Coordinated Plans for six transportation districts.

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Jamey Dempster, AICP
Senior Associate

PREVIOUS EXPERIENCE

Oregon Department of Transportation, Salem, OR Regional Transit Coordinator, Region 2, 2014–2017

- **Technical assistance and grant management.** Jamey supported 20 public transportation and transportation options providers serving nine counties in northwest Oregon. Worked with agencies, institutional partners and other stakeholders to identify resources, develop local and regional services, and maintain compliance with federal and state regulations. Managed a roster of over 40 grant agreements under six federal and state funding programs.
- **Policy and planning.** Jamey represented public transportation interests in statewide policy and planning initiatives, including the Oregon Public Transportation Plan, Oregon Transportation Options Plan, Transportation System Plan Guidelines, and Transit Development Plan Guidelines. He supported local agencies engaged in short- and long-range transit development plans, and facilitated public transportation agency participation in Oregon's required Transportation System Plans. Jamey successfully delivered four concurrent Coordinated Plans under consultant contracts.

Cambridge Systematics, Inc., New York, NY and Oakland, CA Associate, 2011–2014; Senior Transportation Analyst 2008–2011

- **RTC of Southern Nevada Maryland Parkway Alternatives Analysis.** Jamey developed public transportation recommendations for a major corridor in Las Vegas. He led the alternatives analysis evaluation and documentation to support the Regional Transportation Commission of Southern Nevada's applications for Federal funding. Jamey was responsible for developing alternative mode and operations scenarios and assessing measures such as future ridership, market analysis, operation costs, traffic analysis, and financing. Jamey created materials used to educate the public and solicit ideas for future transit service.
- **BART Alternatives Refinement Market Analysis.** For the San Francisco Bay Area Rapid Transit District (BART), Jamey led a market analysis to evaluate alternatives for improving transit to the City of Livermore, including a possible five-mile extension of BART. The market analysis identified areas with the greatest potential for attracting travelers to transit. He presented information in graphic and narrative form to support the most effective alignments, station locations, and parking facilities.
- **Orange County Planning Department Transit Planning.** Jamey worked with Orange County, New York to develop performance-based transit management recommendations for the region's 18 privately-operated public transportation services. He supported the recommendations with best practices relating to alternative fuel vehicles, future transit markets, capital asset management, and grant management procedures. His work was used to improve the County's transit system across multiple jurisdictions.
- **Clarkstown Corridor Land Use and Transportation Study.** Jamey worked with the Town of Clarkstown, New York to develop land use, zoning, and transportation infrastructure recommendations on the town's five commercial transportation corridors. The project resulted in new transit-supportive zoning districts based on local needs and best practices. The land use policies emphasize safety, connecting pedestrian networks, and lower parking requirements. The project included environmental impact and mitigation analysis related to changes in zoning.

National Transit Institute, New Brunswick, NJ Graduate Assistant, 2006–2008

- Developed training materials for public transportation practitioners and planners. Course topics included environmental justice, ADA paratransit eligibility requirements, NEPA review and transportation planning.

PROFESSIONAL AFFILIATIONS

American Planning Association, American Institute of Certified Planners
Women in Transportation, Portland Chapter

Oren Eshel

Senior Associate



Oren Eshel has worked on a variety of transit service planning and multimodal transportation projects for small and large cities and transit agencies in the Pacific Northwest, California, and the Midwest. His experience includes development of both transit-focused and multimodal transportation master plans, corridor studies, and local and regional transit service planning and coordination. Oren brings a multidisciplinary approach to projects and strong technical skills in data and demographic analysis, survey development, and GIS.

EDUCATION

M.U.R.P., Transportation Specialization, Portland State University, 2009
B.A., Geography, University of California, Berkeley, 1996

EXPERIENCE

Nelson\Nygaard Consulting Associates Inc.

Senior Associate, 2012-Present; Associate, 2009-2011; Intern, 2008-2009

- **Long-Range Plan, Sunset Empire Transit District (OR) 2016.** Lead service planner for a long-range transportation plan for SETD services between and within Clatsop County communities, including a service evaluation framework, service design, and a phasing plan.
- **FTA Grant Oversight, Federal Transit Administration (Washington DC) 2017.** Currently part of a team assisting the FTA with review of applications for Capital Investment Grant (New/Small Starts) funding.
- **Lane Transit West Eugene Service Redesign, Lane Transit District (OR) 2016.** Analyzed existing service in West Eugene and developed scenarios for restructuring LTD's local bus service in conjunction with opening the West Eugene EmX BRT line. In previous work for LTD, analyzed transit propensity for arterial transit corridors in the overall LTD service area and developed recommendations for primary transit corridors with the highest ridership potential including implementation criteria.
- **Boulder East Arapahoe Transportation Plan, City of Boulder (Boulder, CO) 2016-Ongoing.** Currently assisting the City with a complete streets transportation plan for the planned Arapahoe Avenue/Highway 7 BRT corridor to identify enhancements for transit, bicycle, and pedestrian modes.
- **BRT Implementation and RapidRide Program Management, Seattle Department of Transportation (Seattle, WA) 2015-Ongoing.** Building on the Seattle Transit Master Plan framework, supported the City of Seattle in developing a program to implement BRT and RapidRide corridors. Provided oversight for a successful Small Starts Application for the Seattle Madison Corridor BRT project and a recently submitted Small Starts application for the Roosevelt RapidRide corridor.
- **Salt Lake City Transit Master Plan, City of Salt Lake City (Salt Lake City, UT) 2014-2017.** Lead planner for a transit master plan for Salt Lake City, including corridor analysis, frequent transit network, multimodal access, funding, and service delivery recommendations.
- **Denver Moves Transit Plan, City of Denver (Denver, CO) 2016-Ongoing.** Transit analysis lead for a Transit Master Plan for the city of Denver. Developed a graphical State of the System report on existing conditions and led the corridor evaluation process. The plan included extensive public outreach and coordination with the City's land use plan and other modal plans.
- **Boulder Transit Master Plan and Implementation Assistant, City of Boulder (Boulder, CO) 2014.** Lead planner for a current project to develop a long-range transit vision, including service design responding to a new transit center and planned BRT service from Denver. Led analysis of transit scenarios and a multiple account evaluation framework to inform the TMP vision and led development of the final



Oren Eshel

Senior Associate

(draft) transit master plan. Conducted capacity analysis of existing service along future US 36 BRT corridor and developed BRT Service Plan recommendations for a transit working group for Boulder County.

- **Seattle Transit Master Plan, Seattle Department of Transportation (Seattle, WA) 2012 and 2015.** Led Transit Performance, Peer Review, and Best Practices elements of a “briefing book” of key analysis and information. Lead planner for transit corridor evaluation, ridership estimation, definition of corridor projects, final TMP development, and public outreach. The Plan was updated in 2015, in part to account for new funding resources associated with the City’s Move Seattle levy. The update re-evaluated priority bus corridors, including their potential for FTA funding, for inclusion in the plan’s RapidRide Network element.
- **Seattle Center City Connector Transit Study, Seattle Department of Transportation (Seattle, WA) 2012–Ongoing.** Lead planner and deputy project manager for an alternatives analysis of downtown transit connector options to link Seattle’s downtown multimodal hubs, including its existing streetcar lines. The study included three “tiers” of evaluation, concept design, and three public open houses, and led to City Council adoption of a locally preferred alternative in July 2014. Refined analysis of LPA design options and supported the environmental process for the Project, including transit and multimodal transportation analysis. Led development of successful Small Starts capital funding application, resulting in award of \$75 million in FTA funding to construct the project, and supported submission of the final grant agreement in Fall 2017.
- **Portland Metro High Capacity Transit Study, Portland Metro (Portland, OR) 2009, and Transit System Expansion Policy Update, 2016–Ongoing.** Conducted a GIS-based evaluation of potential high-capacity transit corridors for the Portland Metro area, resulting in the adopted HCT System Plan. Oren is currently a lead planner assisting Metro and TriMet with updating the HCT Plan’s Transit System Expansion Policy. The framework is being expanded to include Enhanced Transit Corridors in addition to HCT, more explicitly evaluate corridor readiness and funding potential, and provide guidance for incorporating transit-supportive elements into the System Expansion Policy.
- **Lane Transit Service Analysis, Lane Transit District (OR) 2015.** Analyzed existing routes and developed scenarios for restructuring LTD’s local bus service when the West Eugene EmX BRT line opens. In previous work for LTD, analyzed transit propensity for arterial transit corridors in the overall LTD service area and developed recommendations for primary transit corridors with the highest ridership potential including implementation criteria.
- **Bend MPO Public Transit Plan and Land Use Assessment, Bend Metropolitan Planning Organization (Bend, OR) 2015.** Lead planner and Deputy Project Manager for an integrated land use assessment and transit plan for the Bend area, including screening of current/potential corridors, focused assessment of high-potential corridors, and transit plan development. Helped COIC refine the Bend Transit Plan based on changes to plans for the OSU Cascades campus, including several meetings with the transit partners committee.
- **Central Oregon Transit Master Plan (OR) 2013, and Rural Transit Expansion, 2016.** Lead planner for transit master plan for regional and local services operated by Cascades East Transit. The plan updated the fixed-route service design and analysis of ADA Paratransit requirements for an update of the Redmond Transit Master Plan, and developed local flex-route options for Prineville and Madras. Served as lead planner and Deputy Project Manager for the Bend Transit Plan.

AWARDS

National University Transportation Center Student of the Year for OTREC
(Oregon Transportation Research and Education Consortium), 2007-2008.

Richard Weiner

Principal



Richard Weiner has more than 33 years of experience in both the public and private sectors of the transportation industry, primarily in the area of ADA paratransit planning. After Richard served as Deputy Director of New York City's ADA paratransit program in 1988-1992, he joined the private sector in California and has worked with dozens of paratransit programs to achieve compliance with ADA regulations. He also has extensive experience with public transit human service transportation coordination studies, various mobility management efforts, and senior mobility studies. Richard has managed numerous projects related to paratransit eligibility, including designing and implementing new paratransit eligibility programs, and conducting primary research on certification approaches in both the US and Canada.

EDUCATION

Master of Urban Planning, Hunter College, City University of New York
Bachelor of Social Work, Hebrew University of Jerusalem

EXPERIENCE

Nelson\Nygaard Consulting Associates Inc.

Principal, 2003–Present; Senior Associate, 1999–2003

Paratransit

- Paratransit program evaluations and/or compliance assessment projects in Los Angeles, Livermore Tri-Valley, Solano County, Monterey, Boise ID, Tucson and Flagstaff AZ, Chicago, Honolulu, Merrimack Valley, MA, Reno and Carson City, NV and Vancouver, BC. and many other cities.
- High level evaluation of 24 paratransit and flexible transit services in rural areas of British Columbia. Follow-up development of paratransit service policies for the province.
- Technical Advisor to Alameda County Transportation Improvement Authority on a variety of sales tax-supported pilot transportation programs serving older adults and people with disabilities including paratransit waiting areas, subsidized taxis, fare assistance, medical return trips and a voluntary escort program.
- Provided technical assistance on ADA-related projects for North County Transit District (San Diego), Corpus Christi, Vacaville, Fresno, Monterey, AC Transit, SamTrans, Santa Clara VTA, East Bay Paratransit Consortium, San Diego MTDB.

Paratransit Eligibility Evaluations

- Conducted evaluations of ADA paratransit certification processes in numerous cities, including Chicago, Boston, Austin, Seattle, Phoenix, Atlanta, San Jose, San Bernardino, Boise, Honolulu, Monterey, Santa Cruz, San Diego, Oceanside, Reno, Albuquerque, Missoula, Stockton, and Lethbridge, York Region, Hamilton and Vancouver in Canada.
- Produced Synthesis study on certification approaches throughout the U.S., entitled "*TCRP Synthesis #30: ADA Paratransit Eligibility Certification Practices*"
- Overhauled the eligibility process used to certify over 100,000 San Francisco Bay Area residents for the Metropolitan Transportation Commission
- Served as alternate instructor for the National Transit Institute class, "*Comprehensive ADA Paratransit Eligibility Determinations*" since 2007
- Produced "*Specialized Transit Eligibility Certification Programs*," for the Canadian Urban Transit Association, which is being adopted on a voluntary basis by eligibility programs throughout Canada



Richard Weiner
Principal

Transportation Service Coordination

- Nine-county study for MTC in San Francisco Bay Area, focused on low-income, older adult and disability populations. Community-based Transportation Plans for five cities with a similar target population.
- Full Access Coordinated Transportation (FACT) Business Plan for North San Diego County.
- Statewide coordination study for two private foundations in Colorado to identify transportation service coordination opportunities. The study also addressed senior mobility strategies in the Denver metropolitan area.
- Coordination Plan for Plumas County as part of Caltrans Rural Coordination Study.

Older Adult Mobility

- Strategic Plans focused on mobility for older adults, including Solano County, Marin County and City of Concord CA, Merrimack Valley, MA, and the State of Colorado.
- Strategic Plan for Accessible Transportation Services in San Mateo County, identified needs and developed strategies for underserved populations who face mobility barriers due to disabilities, linguistic challenges, and geographic isolation.
- Technical Advisor to East Bay Community Foundation on disbursement of a one million dollar grant to promote senior mobility in the East Bay.
- Oversee enhancement of senior profile in five transit oriented development sites in Alameda and Contra Costa Counties
- Collaboration with American Society on Aging on provision and evaluation of new Older Driver Wellness program.
- Technical Assistance Needs Assessment for National Center on Senior Transportation.

Low Income Transportation

- Welfare-to-Work Transportation Plans for Marin and Contra Costa Counties in which transportation needs of primarily low-income mothers were assessed and a Strategic Plan developed for addressing these needs.
- Seven Community-Based Transportation Plans in Richmond, West Berkeley, East Oakland, Concord, Alameda, Fairfield, and Santa Rosa.
- Evaluation of Immediate Needs Transportation Program for Los Angeles MTA

Fixed-Route and Hybrid Service Planning

- Multi-year data collection and analysis of two new Rapid Bus service corridors for AC Transit in Alameda County, CA.
- Principal Investigator for numerous small city fixed-route and paratransit programs, including Sedona, Flagstaff, Tri-Delta (Antioch), WCCTA (Hercules), Camarillo, MTA (Mendocino), LAVTA (Livermore), Health Plan of San Mateo, Tri-Met (Portland).
- Managed for three years the FTA Triennial Reviews of small and medium size grantees throughout the southeast and western United States to assess compliance with federal regulations. Currently member of a similar team for a five year contract with the FTA. Also a member of an ADA Compliance Review team.

Other Alternative Transportation

- Establishment of a Regional Taxi Authority for Monterey County
- Tribal Transportation Needs Assessment for 21 indigenous California tribes.

EXHIBIT A – STANDARD TERMS AND CONDITIONS

The following general terms and conditions are incorporated by reference into the attached Agreement between Nelson\Nygaard Consulting Associates, Inc. ("CONSULTANT") and the addressee of the Agreement ("CLIENT")

ARTICLE 1 - EFFECTIVE DATE

The effective date of this Agreement shall be the date last signed or the date on which CLIENT has given CONSULTANT authorization to proceed with the performance of the Services.

ARTICLE 2 - GOVERNING LAW

This Agreement shall be governed by the laws of the State of California.

ARTICLE 3 - SERVICES TO BE PROVIDED BY CONSULTANT

CONSULTANT shall provide the Scope of Work described in **Attachment A**.

Any changes in the Scope of Services, which may become necessary due to changes in the Project, or otherwise reasonably required by CLIENT, shall be negotiated between the parties.

CONSULTANT agrees that a degree of care, skill, and diligence shall be exercised in the performance of the Services as is ordinarily possessed and exercised by members of the same profession, currently practicing, under similar circumstances.

ARTICLE 4 - COMPENSATION

For the proper performance of the services listed in **Attachment A**, CLIENT shall pay CONSULTANT an amount not to exceed the amount shown in **Attachment B**.

CONSULTANT shall submit monthly invoices to CLIENT. The invoices shall include charges for all labor and costs in accordance with the Scope of Services listed in Attachment A. The monthly invoice shall be accompanied by monthly progress reports that indicate the status of the project.

CLIENT agrees to pay all reasonably approved invoices within thirty (30) days of receipt. CLIENT shall not be obligated to pay any invoices which are not in accord with the terms of this Agreement.

CONSULTANT reserves its rights to stop all work on this project if, at anytime, an approved invoice remains unpaid for a period exceeding sixty (60) days.

ARTICLE 5 - INDEMNIFICATION

(a) Indemnification for Public Liability and Property Damage

CONSULTANT shall hold harmless, defend and indemnify, for damages arising out of bodily injury, death and property damage, the CLIENT, and the CLIENT's officers and employees against all claims, demands, actions and suits (including reasonable post tender attorney's fees and costs) brought against any of them arising from the CONSULTANT's negligent work or any of its subconsultant's negligent work under this Agreement other than professional services.

(b) Indemnification for Professional Liability

For liability arising out of professional services, the CONSULTANT shall indemnify, but shall have no duty to defend, CLIENT and the CLIENT's officers and employees against liability for damages for which they may be liable to the extent such damages are actually caused by the negligent acts, errors or omissions of CONSULTANT, or any of its employees or subconsultant's negligent acts or omissions under this Agreement.

ARTICLE 6 - INSURANCE

In accordance with the terms of this Agreement, CONSULTANT shall maintain the following insurance:

(a) Commercial General Liability Insurance, with a limit of not less than \$1,000,000 per occurrence and \$1,000,000 general aggregate, and include CLIENT as an Additional Insured.

(b) Automobile Insurance, with a combined single limit of not less than \$1,000,000 each accident and shall include CLIENT as an Additional Insured.

(c) Workers' Compensation Insurance in accordance with statutory requirements and Employers' Liability Insurance with limits of not less than \$1,000,000 for each accident, \$1,000,000 disease each employee and \$1,000,000 disease policy limit.

(d) Professional Liability Insurance with limits of not less than \$1,000,000 per claim and aggregate.

Prior to performing Services under this

Agreement if requested by CLIENT, CONSULTANT shall furnish CLIENT with certificates of insurance which evidence the requirements of this Article. Certificates will provide CLIENT with at least thirty (30) days' advance written notice prior to cancellation of the above policies.

ARTICLE 7 - INDEPENDENT CONTRACTOR

CONSULTANT undertakes performance of the Services as an independent contractor and shall be wholly responsible for the methods of performance.

ARTICLE 8 - COMPLIANCE WITH LAWS

In performance of the Services, CONSULTANT shall comply with applicable regulatory requirements including federal, state, and local laws, rules, regulations, orders, codes, criteria, and standards. CONSULTANT shall procure the permits, certificates, and licenses necessary to perform the Services.

ARTICLE 9 - TERMINATION AND SUSPENSION

This Agreement may be terminated by either party upon written notice in the event of substantial failure by the other party to perform in accordance with the terms of this Agreement; provided, however, the nonperforming party shall have five (5) calendar days from the receipt of the termination notice to cure or to submit a plan for cure acceptable to the other party.

In the event of such termination, CONSULTANT will be paid for the Services performed in accordance with this Agreement to the date of termination.

CLIENT may terminate or suspend performance of this Agreement for CLIENT'S convenience upon written notice to CONSULTANT. Upon receipt of notice, CONSULTANT shall terminate or suspend performance of the Services on a schedule acceptable to CLIENT and may submit a statement for the Services performed in accordance with this Agreement.

ARTICLE 10 – OWNERSHIP OF DOCUMENTS

Title to all documents, drawings and specifications with respect to work performed under this Agreement shall vest with the CLIENT when the CLIENT has compensated CONSULTANT in full, as provided herein, for

the services described in this document.

ARTICLE 11 - NOTICES

Any notices required by this Agreement shall be made in writing to the address specified for CLIENT as addressed at the start of the Agreement and as follows for CONSULTANT.

CONSULTANT:

Nelson\Nygaard Consulting Associates, Inc.

116 New Montgomery Street, Suite 500

San Francisco, CA 94105

Attn: Paul Jewel

Nothing contained in this Article shall be construed to restrict the transmission of routine communications between representatives of CLIENT and CONSULTANT. Notice address may be updated by either party written notification to the other party.

ARTICLE 12 – PATENTS, COPYRIGHTS AND TRADE SECRETS

CONSULTANT and its employees shall not infringe on any United States patent, copyright, trade secret, or other proprietary right for any material, product, or part thereof used or furnished under this Agreement. CONSULTANT shall indemnify and hold CLIENT harmless from loss on account thereof, except when such loss is due to a particular design, process, material, or product required by CLIENT; provided, however, that CONSULTANT promptly notify CLIENT if CONSULTANT has reason to believe that such requirement is an infringement of any rights stated herein.

ARTICLE 13 - DELAY IN PERFORMANCE

Neither CLIENT nor CONSULTANT shall be considered in default of this Agreement for delays in performance caused by circumstances beyond the reasonable control of the nonperforming party.

Should such circumstances occur, the nonperforming party, within a reasonable time of being prevented from performing, shall give written notice to the other party, describing the circumstances preventing continued performance and the efforts being made to resume performance. CONSULTANT shall be granted a reasonable extension of time for any delay in its performance caused by any such circumstances, but only to the

extent agreed upon by CLIENT and CONSULTANT. Except for such time extension, CONSULTANT will not be entitled to claim any damages for delays in performance of its Services.

ARTICLE 14 - DISPUTES

In the event of a dispute between CLIENT and CONSULTANT arising out of or related to this Agreement, the aggrieved party shall notify the other party of the dispute within a reasonable time after such dispute arises. If the parties cannot thereafter resolve the dispute, each party shall nominate a senior officer of its management to meet to resolve the dispute by direct negotiation or mediation.

Should such negotiation or mediation fail to resolve the dispute, either party may pursue resolution by arbitration in accordance with the Commercial Industry Arbitration Rules of the American Arbitration Association; provided, however, in the event the parties are unable to reach agreement to arbitrate under terms reasonably acceptable to both parties, either party may pursue resolution in any court having jurisdiction.

During the pendency of any dispute, the parties shall continue diligently to fulfill their respective obligations hereunder.

ARTICLE 15 - EQUAL EMPLOYMENT OPPORTUNITY

CONSULTANT affirms its policy to recruit and hire employees without regard to race, age, color, religion, sex, sexual preference/orientation, marital status, citizen status, national origin or ancestry, presence of a disability or status as a Veteran of the Vietnam era or any other legally protected status. It is CONSULTANT's policy to treat employees equally with respect to compensation, advancement, promotions, transfers and all other terms and conditions of employment.

ARTICLE 16 - WAIVER

A waiver by either CLIENT or CONSULTANT of any breach of this Agreement shall be in writing. Such a waiver shall not affect the waiving party's rights with respect to any other or further breach.

ARTICLE 17 - SEVERABILITY

The invalidity, illegality, or unenforceability of any provision of this Agreement or the

occurrence of any event rendering any portion or provision of this Agreement void shall in no way affect the validity or enforceability of any other portion or provision of this Agreement. Any void provision shall be deemed severed from this Agreement, and the balance of this Agreement shall be construed and enforced as if it did not contain the particular portion or provision held to be void. CLIENT and CONSULTANT further agree to amend this Agreement to replace any stricken provision with a valid provision that comes as close as possible to the intent of the stricken provision. The provisions of this Article shall not prevent this entire Agreement from being void should a provision which is of the essence of this Agreement be determined void.

ARTICLE 18 – SUBCONTRACTING AND STAFFING

CONSULTANT shall not engage independent consultants, associates, or subcontractors not identified herein to assist in the performance of CONSULTANT's Services without the prior written consent of CLIENT.

ARTICLE 19 - SUCCESSORS AND ASSIGNS

CLIENT and CONSULTANT each binds itself and its successors, executors, administrators, permitted assigns, legal representatives, and, in the case of a partnership, its partners, to the other party to this Agreement and to the successors, executors, administrators, permitted assigns, legal representatives, and partners of such other party, in respect to all provisions of this Agreement.

ARTICLE 20 - ASSIGNMENTS

Neither CLIENT nor CONSULTANT shall assign any rights or duties under this Agreement without the prior written consent of the other party.

ARTICLE 21 – ENTIRE AGREEMENT

This Agreement, including all attachments and documents incorporated herein and made applicable by reference, and any written modification to the Agreement, shall represent the entire and integrated Agreement between the parties hereto regarding the subject matter of this Agreement and shall constitute the exclusive statement of the terms and conditions of the parties' Agreement. The Agreement, and any written modification to the Agreement shall supersede any and all prior negotiations,

representations or agreement, either written or oral, express or implied, that relate in any way to the subject matter of this Agreement or written modification, and the parties represent and agree that they are entering into this Agreement and any subsequent written modification in sole

reliance upon the information set forth in the Agreement or written modification and the parties are not relying and will not rely on any other information.

[END OF EXHIBIT A]

Tillamook County Transportation District
 Normal Trial Balance - Unposted Transactions Included In Report
 From 12/1/2017 Through 12/31/2017

<u>Account Code</u>	<u>Account Title</u>	<u>Debit Balance</u>	<u>Credit Balance</u>
1001	General Checking Account	89,938.24	
1006	Payroll Checking	27,095.68	
1011	Prop. Mgmt. Checking	18,627.51	
1020	LGIP - General Account	893,990.31	
1030	LGIP - Capital Reserve	783,994.46	
1040	Petty Cash	200.00	
		<hr/>	<hr/>
Report Total		1,813,846.20	0.00
		<hr/> <hr/>	<hr/> <hr/>
Report Difference		1,813,846.20	
		<hr/> <hr/>	

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Tillamook County Transportation District
Financial Statement - Unposted Transactions Included In Report
From 12/1/2017 Through 12/31/2017

Resources	Current Period Actual	Current Period Budget	Current Year Actual	Total Budget	Total Budget Variance	Bdgt .50%
Working Capital	3500	0.00	0.00	2,341,606.00	(2,341,606.00)	0.00%
Fares	4000	23,399.12	148,036.13	265,000.00	(116,963.87)	55.86%
Contract Revenue	4020	57,638.61	297,008.90	725,000.00	(427,991.10)	40.96%
Property Tax	4100	103,882.84	804,205.99	875,000.00	(70,794.01)	91.90%
Past Years Property Tax	4110	1,603.05	12,883.84	40,000.00	(27,116.16)	32.20%
State Timber Revenue	4120	0.00	47,450.75	175,000.00	(127,549.25)	27.11%
Mass Transit State Payroll Tax	4130	0.00	7,083.33	85,000.00	(59,397.11)	30.12%
Capital Grants	4210	0.00	12,000.00	144,000.00	(144,000.00)	0.00%
Grants - FTA 5311	4220	0.00	29,951.42	359,417.00	(52,558.00)	85.37%
NWOTA Partner Cont. Match	4225	0.00	0.00	114,240.00	(94,240.00)	17.50%
Grants - STF	4230	0.00	5,583.33	67,000.00	(33,500.00)	50.00%
Grants -STF-Discretionary	4231	0.00	15,000.00	180,000.00	(84,877.00)	102.70%
Grants - 5311 (f)	4240	0.00	29,679.17	356,150.00	(303,809.00)	14.69%
Grants - 5310	4245	0.00	13,053.83	156,646.00	(82,288.00)	47.46%
Special Bus Operations	4300	0.00	83.33	1,000.00	3,161.41	416.14%
Miscellaneous Income	4400	3,892.57	4,502.57	1,000.00	3,502.57	450.25%
Sale of Assets - Income	4410	0.00	416.67	5,000.00	(5,000.00)	0.00%
Interest Income	4510	2,031.87	958.33	11,500.00	(2,271.80)	80.24%
OTIB Loan Proceeds	4515	0.00	28,250.00	339,000.00	(3,869.16)	98.85%
PUD Loan Proceeds	4516	9,956.32	9,956.32	0.00	9,956.32	0.00%
Advertising Income	4520	0.00	83.33	1,000.00	(220.00)	78.00%
Lease Income	4900	0.00	0.08	1.00	(1.00)	0.00%
Lease Operational Exp Income	4910	0.00	0.00	1.00	(1.00)	0.00%
Transfer From General Fund	4911	366,000.00	1,030,000.00	724,422.00	305,578.00	142.18%

Monthly BOD Report w/YTD Budget & Variance

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Tillamook County Transportation District
Financial Statement - Unposted Transactions Included In Report
From 12/1/2017 Through 12/31/2017

	Current Period Actual	Current Period Budget	Current Year Actual	Total Budget	Total Budget Variance	Bdgt. %
4914	0.00	0.00	266,000.00	0.00	266,000.00	0.00%
4915	0.00	0.00	0.00	25,000.00	(25,000.00)	0.00%
4916	0.00	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	568,404.38	315,559.13	3,902,823.84	7,232,830.00	(3,330,006.16)	53.96%
Expenses						
Personnel Services						
5010	22,515.24	25,837.50	147,598.62	310,050.00	162,451.38	47.60%
5020	8,014.30	9,866.66	49,031.02	118,400.00	69,368.98	41.41%
5030	68,450.16	68,750.00	417,129.82	825,000.00	407,870.18	50.56%
5040	4,075.76	5,416.67	26,551.23	65,000.00	38,448.77	40.84%
5050	35,333.46	48,749.99	216,276.18	585,000.00	368,723.82	36.97%
5055	0.00	2,041.67	19,159.65	24,500.00	5,340.35	78.20%
Total Personnel Services	138,388.92	160,662.49	875,746.52	1,927,950.00	1,052,203.48	45.42%
Materials and Services						
5060	0.00	0.00	2,051.00	0.00	(2,051.00)	0.00%
5100	7,106.00	8,000.00	61,789.12	96,000.00	34,210.88	64.36%
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	480.00	916.67	8,257.00	23,500.00	15,243.00	35.13%
5140	196.00	250.00	1,176.00	3,000.00	1,824.00	39.20%
5145	2,283.67	2,916.67	13,703.62	37,500.00	23,796.38	36.54%
5150	305.99	1,250.00	6,531.97	18,000.00	11,468.03	36.28%
Monthly BOD Report w/YTD Budget & Variance						

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Tillamook County Transportation District
Financial Statement - Unposted Transactions Included In Report
From 12/1/2017 Through 12/31/2017

	Current Period Actual	Current Period Budget	Current Year Actual	Total Budget	Total Budget Variance	Bdgt .50%
5160 Insurance	0.00	7,541.67	1,642.00	90,500.00	88,858.00	1.81%
5170 Office Expenses	681.06	1,250.00	5,542.92	15,000.00	9,457.08	36.95%
5175 Board Expenses	321.60	833.33	8,547.35	10,000.00	1,452.65	85.47%
5180 Operational Expenses	5,323.01	2,250.00	14,566.03	27,000.00	12,433.97	53.94%
5185 Drug & Alcohol Administration	0.00	125.00	0.00	1,500.00	1,500.00	0.00%
5190 Marketing	1,923.00	4,437.50	43,718.95	53,250.00	9,531.05	82.10%
5191 Website Re-Design	4,125.00	0.00	27,239.00	0.00	(27,239.00)	0.00%
5210 Telephone Expense	1,123.07	1,566.66	6,956.02	19,300.00	12,343.98	36.04%
5220 Travel & Training	5,582.97	2,708.33	16,193.07	32,500.00	16,306.93	49.82%
5240 Vehicle Expense	16,213.50	13,666.66	110,540.81	164,000.00	53,459.19	67.40%
5245 Fuel Expenses	18,246.28	21,666.66	105,449.68	260,000.00	154,550.32	40.55%
5250 Volunteers	0.00	125.00	55.64	1,500.00	1,444.36	3.70%
5260 Postage	164.15	166.67	494.55	2,000.00	1,505.45	24.72%
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	4,200.00	8,400.00	4,200.00	50.00%
5285 Transit & Visitor Center Maint	991.01	1,000.00	6,757.45	12,000.00	5,242.55	56.31%
5290 General Operating Cont.	0.00	3,803.83	0.00	45,646.00	45,646.00	0.00%
5300 Property Operating Expenses	2,008.23	2,083.33	9,811.13	25,000.00	15,188.87	39.24%
5330 Flex Lease: Fees	410.00	83.33	410.00	1,000.00	590.00	41.00%
5340 Property Maint. & Repair	498.42	833.33	4,255.30	10,000.00	5,744.70	42.55%
5346 Operations Facility Maint.	40.72	333.33	11,324.85	4,000.00	(7,324.85)	283.12%
Total Materials and Services	68,723.68	82,874.14	475,783.00	1,012,990.00	537,207.00	46.97%
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%

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Tillamook County Transportation District
Financial Statement - Unposted Transactions Included In Report
From 12/1/2017 Through 12/31/2017

	Current Period Actual	Current Period Budget	Current Year Actual	Total Budget	Total Budget Variance	Bdgt. %
Transfers						
Transfer to LGIP 5931	9100 266,000.00	0.00	266,000.00	0.00	(266,000.00)	0.00%
Transfer to Property Mgmt	9110 100,000.00	0.00	764,000.00	705,142.00	(58,858.00)	108.34%
Transfer to General Fund	9130 0.00	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 0.00	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%
Total Transfers	366,000.00	0.00	1,531,941.00	2,462,087.00	930,146.00	62.22%
Capital Outlay						
Debt Service						
Flex Lease: Principal	5310 45,000.00	17,083.33	45,000.00	205,000.00	160,000.00	21.95%
Flex Lease: Interest	5320 5,637.50	500.00	5,637.50	6,000.00	362.50	93.95%
Total Debt Service	50,637.50	17,583.33	50,637.50	211,000.00	160,362.50	24.00%
Capital Purchases						
Building Repair & Renovation	5350 4,896.71	75,786.42	676,246.23	909,437.00	233,190.77	74.35%
Admin. Expenses- Renovation	5351 3,412.64	1,666.67	6,597.18	20,000.00	13,402.82	32.98%
Design/Engineering-Renovation	5352 1,420.00	1,666.67	25,553.57	20,000.00	(5,553.57)	127.76%
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 4,287.26	11,250.00	90,895.23	135,000.00	44,104.77	67.32%
Fuel Cell Triangulation Point	6021 0.00	500.00	0.00	6,000.00	6,000.00	0.00%
Bus Stop Signage/Shelters	6040 2,888.88	3,166.67	3,603.94	38,000.00	34,396.06	9.48%
Other Capital Projects	6050 0.00	15,569.50	4,898.07	186,834.00	181,935.93	2.62%
Total Capital Purchases	16,905.49	124,605.93	1,076,486.22	1,585,271.00	508,784.78	67.91%
Monthly BOD Report w/YTD Budget & Variance						

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Tillamook County Transportation District
Financial Statement - Unposted Transactions Included In Report
From 12/1/2017 Through 12/31/2017

	Current Period Actual	Current Period Budget	Current Year Actual	Total Budget	Total Budget Variance	Bdgt. .50%
Total Capital Outlay	<u>67,542.99</u>	<u>142,189.26</u>	<u>1,127,123.72</u>	<u>1,796,271.00</u>	<u>669,147.28</u>	<u>62.75%</u>
Total Expenses	<u>640,655.59</u>	<u>386,025.89</u>	<u>4,020,170.24</u>	<u>7,218,450.00</u>	<u>3,198,279.76</u>	<u>55.69%</u>

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Tillamook County Transportation District

Check/Voucher Register

1001 - General Checking Account

From 12/1/2017 Through 12/31/2017

Document Number	Document Date	Transaction Amount	Payee	Transaction Description
13129	12/12/2017	100.00	AH TILLAMOOK MEDICAL GROUP	CDL PHYSICAL
13130	12/12/2017	268.62	ALSCO - Portland Linen	MATT SERVICE
13131	12/12/2017	50.95	Batteries Northwest	BATTERY CHARGER
13132	12/12/2017	5,360.00	BOLDT, CARLISLE & SMITH LLC	PROGRESS BILLING FOR AUDIT
13133	12/12/2017	250.00	Burden's Muffler & Towing	BUS 34 TOWED FROM NEHALEM
13134	12/12/2017	905.12	Carquest Auto Parts	VEHICLE EXPENSE
13134	12/12/2017	(120.00)	Carquest Auto Parts	RETURN
13135	12/12/2017	31.30	CLAYTON NORRBOM	LUNCH/TRAINING
13136	12/12/2017	3,244.00	Coast Printing & Stationery	ADVERTISING
13137	12/12/2017	72.00	COUNTRY MEDIA	JOB ANNOUNCEMENT ADVERTISIN
13138	12/12/2017	64.99	CENTURYLINK	TELEPHONE
13139	12/12/2017	1,400.38	FleetPride, Inc.	VEHICLE EXPENSE AND SHOP INVENTORY
13140	12/12/2017	9,242.19	HANOVER	BUS 301 DESTINATION SIGNS
13140	12/12/2017	9,242.19	HANOVER	BUS 300 DESTINATION SIGN
13141	12/12/2017	228.00	JORDAN SCHRADER RAMIS, PC	LEGAL
13141	12/12/2017	161.50	JORDAN SCHRADER RAMIS, PC	LEGAL
13142	12/12/2017	275.00	KDEP-FM/KTIL-FM/KTIL-AM	advertising
13143	12/12/2017	6,223.10	LES SCHWAB WAREHOUSE CENTER	VEHICLE EXPENSE AND INVENTOF
13144	12/12/2017	100.00	LUM'S AUTO CENTER, INC.	SEAT BELT EXTENDERS
13145	12/12/2017	20.44	Marie Mills Center, Inc	SHREDDING
13145	12/12/2017	1,034.12	Marie Mills Center, Inc	TRANSIT CENTER JANITORIAL
13146	12/12/2017	12,069.93	MAVERICK MEDIA	RADIO ADVERTISING
13146	12/12/2017	5,608.00	MAVERICK MEDIA	RADIO ADVERTISING
13146	12/12/2017	1,270.00	MAVERICK MEDIA	RADIO ADVERTISING CHANGES
13147	12/12/2017	1,903.32	McCOY FREIGHTLINER	BUS 301 TRANSMISSION
13148	12/12/2017	66.83	MH WELDING	BUS 34 METAL PLATE/LABOR
13149	12/12/2017	64.49	DAVISON AUTO PARTS, INC.	VEHICLE EXPENSE/INVENTORY
13150	12/12/2017	3.00	OR DEPT OF MOTOR VEHICLES	DRIVING RECORDS
13151	12/12/2017	196.00	Pacific Office Automation	COPIER LEASE
13152	12/12/2017	459.04	Rosenberg Builders Supply	NOVEMBER CHARGES
13153	12/12/2017	17,648.06	Sheldon Oil Distributors	FUEL
13153	12/12/2017	102.98	Sheldon Oil Distributors	FUEL
13153	12/12/2017	586.04	Sheldon Oil Distributors	FUEL
13154	12/12/2017	85.60	TABATHA WELCH	MILEAGE TO SALEM FOR BUDGET TRAINING
13155	12/12/2017	99.00	TILLAMOOK COUNTY SHOPPER, LLC	ADVERTISING
13156	12/12/2017	4,125.00	TRILLIUM SOLUTIONS, INC.	NWOTA WEBSITE
13157	12/12/2017	3,195.72	CARDMEMBER SERVICE	CARD CHARGES
13158	12/12/2017	49.95	VANIR BROADBAND, INC.	INTERNET FOR JANUARY 2018
13159	12/12/2017	238.29	Western Bus Sales	BUS 302 FUEL DOOR
13160	12/14/2017	274.42	Tillamook Meat	Christmas party food
13162	12/26/2017	158.36	CHRIS MOTLEY	MILEAGE/TRAINING
13163	12/26/2017	259.14	CLAYTON NORRBOM	reimbursement
13164	12/26/2017	105.93	Coleen Williams	MILEAGE/TRAINING
13165	12/26/2017	50.00	Gary A. Hanenkrat	BOARD MTG 122117
13166	12/26/2017	50.00	JACKIE EDWARDS	BOARD MTG 122117
13167	12/26/2017	50.00	JIM HUFFMAN	BOARD MTG 122117
13168	12/26/2017	47.08	JAMES M. PALMER	MILEAGE/TRAINING
13169	12/26/2017	50.00	JUDY RIGGS	BOARD MTG 122117
13170	12/26/2017	50.00	MARTY HOLM	BOARD MTG 122117
13171	12/26/2017	60.99	PAUL NORTON	MILEAGE/TRAINING

Report Total 87,081.07

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Tillamook County Transportation District

Check/Voucher Register

1006 - Payroll Checking

From 12/1/2017 Through 12/31/2017

Document Number	Document Date	Payee
120817-01	12/8/2017	DANIELL F. AMAYA
120817-02	12/8/2017	SYLVIE G. BALLANCE
120817-03	12/8/2017	LAURA M. BEELER
120817-04	12/8/2017	JEREMY J. BELLANTE
120817-05	12/8/2017	NANCY A. BROWN
120817-06	12/8/2017	TERRA L. BUCHANAN
120817-07	12/8/2017	ERIN L. CLAWSON
120817-08	12/8/2017	CLIFFORD R. DERRICK
120817-09	12/8/2017	RICHARD A. DIETZ
120817-10	12/8/2017	KARRI L. HOOKER
120817-11	12/8/2017	JAMES N. JETT
120817-12	12/8/2017	ROBERT R. KENNEY
120817-13	12/8/2017	MICHAEL J. LOWENSTEIN
120817-14	12/8/2017	JOHN C. MAGNANO
120817-15	12/8/2017	ALLAN G. NEWCOMB
120817-16	12/8/2017	CLAYTON T. NORRBOM
120817-17	12/8/2017	PAUL J. NORTON
120817-18	12/8/2017	JAMES M. PALMER
120817-19	12/8/2017	DALE L. PERKINS
120817-20	12/8/2017	GARY R. PETERSON
120817-21	12/8/2017	DOUGLAS W. PILANT
120817-22	12/8/2017	RONALD G. PIMENTEL
120817-23	12/8/2017	VERNON L. RESSLER
120817-24	12/8/2017	STEVE H. SCHWABE
120817-25	12/8/2017	KATHLEEN E. SCHWABE
120817-26	12/8/2017	MICHAEL P. THOMPSON
120817-27	12/8/2017	TABATHA R. WELCH
120817-28	12/8/2017	DAVID T. WHEELER
122217-01	12/22/2017	DANIELL F. AMAYA
122217-02	12/22/2017	SYLVIE G. BALLANCE
122217-03	12/22/2017	LAURA M. BEELER
122217-04	12/22/2017	JEREMY J. BELLANTE
122217-05	12/22/2017	NANCY A. BROWN
122217-06	12/22/2017	ERIN L. CLAWSON
122217-07	12/22/2017	CLIFFORD R. DERRICK
122217-08	12/22/2017	RICHARD A. DIETZ
122217-09	12/22/2017	KARRI L. HOOKER
122217-10	12/22/2017	JAMES N. JETT
122217-11	12/22/2017	ROBERT R. KENNEY
122217-12	12/22/2017	MICHAEL J. LOWENSTEIN
122217-13	12/22/2017	JOHN C. MAGNANO
122217-14	12/22/2017	ALLAN G. NEWCOMB
122217-15	12/22/2017	CLAYTON T. NORRBOM
122217-16	12/22/2017	PAUL J. NORTON
122217-17	12/22/2017	JAMES M. PALMER
122217-18	12/22/2017	GARY R. PETERSON
122217-19	12/22/2017	DOUGLAS W. PILANT
122217-20	12/22/2017	RONALD G. PIMENTEL
122217-21	12/22/2017	VERNON L. RESSLER
122217-22	12/22/2017	STEVE H. SCHWABE
122217-23	12/22/2017	KATHLEEN E. SCHWABE
122217-24	12/22/2017	MICHAEL P. THOMPSON
122217-25	12/22/2017	TABATHA R. WELCH
122217-26	12/22/2017	DAVID T. WHEELER
5048	12/1/2017	PACIFIC SOURCE
5049	12/8/2017	DONALD M. ANDERSON
5050	12/8/2017	CATHRYN L. BOND

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Tillamook County Transportation District

Check/Voucher Register

1006 - Payroll Checking

From 12/1/2017 Through 12/31/2017

<u>Document Number</u>	<u>Document Date</u>	<u>Payee</u>
5051	12/8/2017	JERRY D. BOND
5052	12/8/2017	JAMES P. BROWN
5053	12/8/2017	RONALD B. FOX
5054	12/8/2017	PEGGY PETERSON
5055	12/8/2017	ROBERT W. RYAN
5056	12/8/2017	CYNDIE S. SIEMSEN
5057	12/8/2017	LEONARD W. STITT
5058	12/8/2017	HRA VEBA TRUST
5059	12/8/2017	HRA VEBA TRUST
5060	12/12/2017	UNITED FINANCE
5061	12/22/2017	DONALD M. ANDERSON
5062	12/22/2017	CATHRYN L. BOND
5063	12/22/2017	JERRY D. BOND
5064	12/22/2017	JAMES P. BROWN
5065	12/22/2017	RONALD B. FOX
5066	12/22/2017	PEGGY PETERSON
5067	12/22/2017	ROBERT W. RYAN
5068	12/22/2017	CYNDIE S. SIEMSEN
5069	12/26/2017	ATU LOCAL #757
5070	12/26/2017	Shriners Hospital for Children
5071	12/26/2017	AUTISM SOCIETY OF OREGON
5072	12/26/2017	UNITED FINANCE
5073	12/26/2017	TERRA L. BUCHANAN

Tillamook County Transportation District

Check/Voucher Register

1011 - Prop. Mgmt. Checking

From 12/1/2017 Through 12/31/2017

<u>Document Number</u>	<u>Document Date</u>	<u>Transaction Amount</u>	<u>Payee</u>	<u>Transaction Description</u>
4052	12/12/2017	16,444.69	ALDERBROOK & ASSOCIATES	LIGHTING PROJECT
4052	12/12/2017	832.80	ALDERBROOK & ASSOCIATES	LENS COVERS FOR LIGHTING
4053	12/12/2017	69.00	ALLEN'S LOT MAINTENANCE LLC	LOT SWEEPING
4054	12/12/2017	156.00	City Of Tillamook	WATER
4055	12/12/2017	46,258.74	JACKSON CONTRACTING LLC	BUILDING REMODEL
4056	12/12/2017	427.50	JORDAN SCHRADER RAMIS, PC	LEGAL
4057	12/12/2017	349.12	Marie Mills Center, Inc	JANITORIAL AT 3RD ST
4058	12/12/2017	15.99	Rosenberg Builders Supply	NOVEMBER CHARGES
4059	12/12/2017	135.25	CITY SANITARY SERVICE	GARBAGE
4060	12/12/2017	550.00	WILLIAM WALLACE WELDING	FLOORS FOR BUILDING REMODEL
Report Total		65,239.09		

UMPQUA BANK: CLOSING DATE 12/25/2017			
Date	Vendor	Description of Transaction	Amount
DOUG PILANT			
29-Nov	VERIZON PREPAID PHONE	BRIDGE THE GAP/ODOT	\$ 30.75
1-Dec	COSTCO	WARRANTY	\$ 59.99
4-Dec	NEWEGG	PROJECT MANAGEMENT	\$ 19.48
4-Dec	SDAO	CONFERENCE REGISTRATION	\$ 230.00
4-Dec	COSTCO	65' TV	\$ 979.99
4-Dec	COSTCO	TV MOUNT	\$ 39.99
5-Dec	USPS	POSTAGE	\$ 100.00
5-Dec	NEWEGG	WALL PLATES	\$ 221.76
6-Dec	QUALITY SUITES	OTA	\$ 90.55
6-Dec	QUALITY SUITES	OTA	\$ 5.00
6-Dec	THAI LOTUS	MEAL/OTA	\$ 11.00
7-Dec	PI MANUFACTURING	WIRING	\$ 271.89
7-Dec	EPSON	PROJECTOR	\$ 548.99
8-Dec	AMAZON	PROJECTOR SCREEN	\$ 594.89
11-Dec	FRED MEYER	EMPLOYEE APPRECIATION	\$ 223.03
13-Dec	PARKSIDE DINER	MEETING W/DAVE	\$ 20.75
15-Dec	PACIFIC RESTAURANT	BRENTS INTERVIEW	\$ 52.00
18-Dec	SPRINGHILL SITES	SMITH TRAINING/HOTEL	\$ 755.23
18-Dec	GARIBALDI PORTSIDE	MEETING W/JUDY	\$ 33.60
22-Dec	POSTABOX	POSTAGE	\$ 64.15
26-Dec	KITTYS	MEETING W/GARY	\$ 27.60
			\$ 4,380.64
RONNY FOX			
10/25/17	SPN AIRLIFTCOM	BUS 302 AIRLIFT SUSPENSION	\$ 1,303.07
11/06/17	SAFEWAY	HOLIDAY PARTY FOOD	\$ 35.90
			\$ 1,338.97
CATHY BOND			
12/01/17	FIELDPRINT	FINGERPRINTING	\$ 12.50
12/04/17	WAL MART	HOLIDAY DECORATIONS	\$ 29.98
12/04/17	C&C SMART FOOD	HOLIDAY PARTY FOOD	\$ 86.02
12/04/17	DIAMOND ART	EMPLOYEE APPRECIATION	\$ 35.00
12/04/17	FIELDPRINT	FINGERPRINTING	\$ 12.50
12/06/17	ADOBE	SOFTWARE	\$ 24.99
12/11/17	SDAO	SDAO	\$ 330.00
12/18/17	NPI/RAM MOUNTS	TABLET MOUNTS AND COVERS/ECOLANE	\$ 966.32
12/21/17	SUBWAY	MEAL	\$ 15.50
12/21/17	FIELDPRINT	FINGERPRINTING	\$ 12.50
			\$ 1,525.31
TABATHA WELCH			
12/06/17	NAN PAPA	MEAL/TRAINING-BUDGET	\$ 15.00
12/07/17	RED LION	ROOM/TRAINING-BUDGET	\$ 101.96
12/07/17	SALEM PARKING METERS	PARKING/TRAINING/BUDGET	\$ 7.50
12/15/17	NPI/RAM MOUNTS	TABLET MOUNTS/ECOLANE	\$ 968.20
			\$ 1,092.66
Grand Total			\$ 8,337.58



UMPQUA
B · A · N · K

December 2017 Statement

Open Date: 11/25/2017 Closing Date: 12/26/2017

Account: 7790

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

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

New Balance	\$8,372.58
Minimum Payment Due	\$84.00
Payment Due Date	01/22/2018

Reward Points	
Earned This Statement	8,544
Reward Center Balance as of 12/25/2017	49,227
For details, see your rewards summary.	

Activity Summary		
Previous Balance	+	\$1,035.77
Payments	-	\$3,195.72 ^{CR}
Other Credits		\$0.00
Purchases	+	\$8,337.58
Balance Transfers		\$0.00
Advances		\$0.00
Other Debits	+	\$2,159.95
Fees Charged	+	\$35.00
Interest Charged		\$0.00
New Balance	=	\$8,372.58
Past Due		\$0.00
Minimum Payment Due		\$84.00
Credit Line		\$10,000.00
Available Credit		\$1,627.42
Days in Billing Period		32

Payment Options:



Mail payment coupon
with a check



Pay online at
myaccountaccess.com



Pay by phone
1-866-552-8855

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



UMPQUA
B · A · N · K

004

10000084000008372583

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

- ☎ to pay by phone
- ☎ to change your address

Account Number	7790
Payment Due Date	1/22/2018
New Balance	\$8,372.58
Minimum Payment Due	\$84.00

Amount Enclosed \$ _____

000003168 01 SP 000638764364220 P Y

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

Cardmember Service

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



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Visa Business Rewards

Rewards Center Activity as of 12/25/2017

Rewards Center Activity*	0
Rewards Center Balance	49,227

*This item includes points redeemed, expired and adjusted.

Rewards Earned	This Statement	Year to Date
Points Earned on Net Purchases	8,132	28,994
Gas, Restaurants & Telecom Double Points	412	6,617
Total Earned	8,544	35,611

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
Purchases and Other Debits					
11/29	11/28	8615	VZWRLSS*PREPAID PYMNT 888-294-6804 FL	\$30.75	_____
12/01	12/01	1748	WWW COSTCO COM 800-955-2292 WA	\$59.99	_____
12/04	12/03	7014	WWW.NEWEGG.COM 800-390-1119 CA	\$19.48	_____
12/04	12/01	0980	SDAO 800-285-5461 OR	\$230.00	_____
12/04	12/01	5995	WWW COSTCO COM 800-955-2292 WA	\$979.99	_____
12/04	12/01	7672	WWW COSTCO COM 800-955-2292 WA	\$39.99	_____
12/05	12/04	4712	USPS POSTAGE ENDICIA.C 800-576-3279 CA	\$100.00	_____
12/05	12/05	2481	WWW.NEWEGG.COM 800-390-1119 CA	\$221.76	_____
12/06	12/04	1160	QUALITY SUITES KEIZER OR	\$90.55	_____
12/06	12/04	1178	QUALITY SUITES KEIZER OR	\$5.00	_____
12/06	12/05	0808	THAI LOTUS KEIZER OR	\$11.00	_____
12/07	12/05	8760	PI MANUFACTURING 909-598-3718 CA	\$271.89	_____
12/07	12/07	0804	EPSON *STORE 800-873-7766 CA	\$548.99	_____
12/08	12/07	1710	Amazon.com AMZN.COM/BILL WA	\$594.89	_____
12/11	12/09	5665	FRED-MEYER #0377 TILLAMOOK OR	\$223.03	_____
12/13	12/12	1052	PARKSIDE DINER GARIBALDI OR	\$20.75	_____

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TILLAMOOK CNTY TRANS (CPN 001469460)

Cardmember Service

1-866-552-8855

Transactions PILANT, DOUGLAS Credit Limit \$5000

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
12/15	12/15	0151	PACIFIC RESTAURANT TILLAMOOK OR	\$52.00	_____
12/18	12/16	0650	SPRINGHILL SUITES PORT PORTLAND OR	\$755.23	_____
12/18	12/15	4817	GARIBALDI PORTSIDE GARIBALDI OR	\$33.60	_____
12/22	12/21	4913	SQ *POSTABOX Tillamook OR	\$64.15	_____
12/26	12/21	5582	KITTYS FOOD & SPIRITS TILLAMOOK OR	\$27.60	_____
			Total for Account	17808	\$4,380.64

Transactions FOX, RONALD B Credit Limit \$2000

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
Purchases and Other Debits					
12/08	12/06	5586	SPN*AirLiftCom 877-4127467 MI	\$1,303.07	_____
12/18	12/13	2648	SAFEWAY #2723 TILLAMOOK OR	\$35.90	_____
			Total for Account	08301	\$1,338.97

Transactions BOND, CATHY Credit Limit \$1500

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
Purchases and Other Debits					
12/01	11/30	5221	FIELDPRINT INC 888-291-1369 PA	\$12.50	_____
12/04	12/02	2924	WAL-MART #4176 SHERWOOD OR	\$29.98	_____
12/04	12/02	7166	C&C SMART FOOD52505401 ALOHA OR	\$86.02	_____
12/04	12/01	8050	DIAMOND ART JEWELERS I TILLAMOOK OR	\$35.00	_____
12/04	12/01	0031	FIELDPRINT INC 888-291-1369 PA	\$12.50	_____
12/06	12/04	1339	ADOBE *ACROPRO SUBS 800-833-6687 CA	\$24.99	_____
12/11	12/09	0197	SDAO 800-285-5461 OR	\$330.00	_____
12/18	12/15	3950	NPI/RAM MOUNTS 206-763-8361 WA	\$966.32	_____
12/21	12/19	9828	SUBWAY 00170746 TILLAMOOK OR	\$15.50	_____
12/21	12/20	6352	FIELDPRINT INC 888-291-1369 PA	\$12.50	_____
			Total for Account	2022	\$1,525.31

Transactions WELCH, TABATHA Credit Limit \$1500

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
Purchases and Other Debits					
12/06	12/05	2485	SQ *NANI PAPA'A ISLAND Tillamook OR	\$15.00	_____
12/07	12/05	0064	RED LION HOTEL SALEM SALEM OR	\$101.96	_____
12/07	12/05	0897	SALEM PARKING METERS SALEM OR	\$7.50	_____
12/15	12/14	4086	NPI/RAM MOUNTS 206-763-8361 WA	\$968.20	_____

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Tillamook County Transportation District

MONTHLY PERFORMANCE REPORT Dec 2017

RIDERSHIP BY SERVICE TYPE	DEC 2017	DEC 2016	YTD FY 17-18	YTD FY 16-17	YTD % Change
<u>Dial-A-Ride Service</u>					
Tillamook/Central County	720	770	4,682	3,798	23.3%
NW Rides	390	342	3,557	3,393	4.8%
North County	238	241	1,209	1,529	-20.9%
South County	64	54	294	314	-6.4%
Dial-A-Ride Total	1,412	1,407	9,742	9,034	7.8%
<u>Deviated Fixed Route Service</u>					
Rt 1: Town Loop	3,948	3,912	24,031	25,139	-4.4%
Rt 2: Netarts/Oceanside	729	679	4,564	4,832	-5.5%
Rt 3: Manzanita/Cannon Beach	2,853	2,631	18,787	19,779	-5.0%
Rt 4: Lincoln City	926	800	5,963	6,292	-5.2%
Local Fixed Rt Total	8,456	8,022	53,345	56,042	-4.8%
<u>Inter City Service</u>					
Rt 5: Portland	882	1,066	5,537	5,869	-5.7%
Rt 6: Coastal Connector	490	456	2,938	2,857	2.8%
Inter City Total	1,372	1,522	8,475	8,726	-2.9%
<u>Other Services</u>					
Tripper Routes	184	124	1,212	1,155	4.9%
Special Bus Operations	0	54	737	357	106.4%
Other Services Total	184	178	1,949	1,512	28.9%
TOTAL ALL SERVICES	11,424	11,129	73,511	75,314	-2.4%

ONE-WAY TRIPS BY USER GROUP					
	Fixed		YTD	YTD	YTD %
USER GROUP	Route	DAR	FY 17-18	FY 16-17	Change
General (18 years to 60 years of age)	5,900	85	38,246	39,584	-3.4%
Senior/Disabled	3,307	1,327	30,317	30,412	-0.3%
Child/Youth (less than 18 years of age)	804	0	4,949	5,318	-6.9%
Total	10,012	1,412	73,511	75,314	-2.4%
OTHER RIDER CATEGORIES					
	Fixed		YTD	YTD	YTD %
	Route	DAR	FY 17-18	FY 16-17	Change
Ride Connection	72		456	606	-24.8%
Tillamook Bay Community College	160		1,118	1,257	-11.1%
Northwest Rides		732	4,287	4,124	4.0%
NWOTA Visitor Pass	74		637	831	-23.3%

MONTHLY PERFORMANCE

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

Dec-16	1.2	63.4%	54.58
Sep-17	1.3	58.3%	65.97
Oct-17	1.3	65.9%	59.08
Nov-17	1.3	62.6%	61.90
Dec-17	1.2	61.9%	62.40
STANDARD	1.3	65.3%	56.36

Deviated Fixed Routes

Dec-16	7.1	12.7%	64.59
Sep-17	7.1	11.8%	71.46
Oct-17	6.9	12.4%	64.10
Nov-17	6.8	11.5%	67.67
Dec-17	6.8	11.0%	68.71
STANDARD	7.0	12.4%	64.60

Intercity Services

Dec-16	2.9	33.5%	69.39
Sep-17	3.2	33.4%	78.67
Oct-17	3.0	33.7%	71.26
Nov-17	2.9	30.4%	75.44
Dec-17	2.9	29.7%	76.38
STANDARD	2.9	31.5%	72.86

Other Services

Dec-16	4.5	6.1%	52.59
Sep-17	3.7	6.3%	61.83
Oct-17	4.2	7.3%	54.42
Nov-17	4.5	5.3%	56.50
Dec-17	4.6	5.2%	57.68
STANDARD	6.9	10.7%	55.54

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

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

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

Other Services: Trippers and Special Bus Operations

QUARTERLY PERFORMANCE

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

Fall - 16	1.2	63.4%	54.58	43.73
Winter - 17	1.3	63.7%	59.17	47.31
Spring - 17	1.3	67.5%	56.34	44.94
Summer -17	1.3	58.3%	65.97	51.96
Fall - 17	1.2	61.9%	62.40	51.65

STANDARD

Deviated Fixed Route Services

Fall - 16	7.1	12.7%	64.59	9.10
Winter - 17	6.8	11.3%	67.91	9.96
Spring - 17	6.8	11.6%	64.99	9.53
Summer -17	7.0	11.8%	71.46	10.19
Fall - 17	6.8	11.0%	68.71	10.17

STANDARD

Intercity Services

Fall - 16	2.9	33.5%	69.39	23.55
Winter - 17	2.8	29.0%	75.71	26.62
Spring - 17	2.8	29.7%	72.54	25.46
Summer -17	3.2	33.4%	78.67	24.70
Fall - 17	2.9	29.7%	76.38	26.64

STANDARD

Other Services

Fall - 16	4.5	6.1%	52.59	11.61
Winter - 17	7.8	9.7%	57.45	7.35
Spring - 17	6.1	10.7%	54.78	8.98
Summer -17	3.7	6.3%	61.83	16.61
Fall - 17	4.6	7.6%	57.68	12.47

STANDARD

Tillamook County Transportation District
Actual FY 2017/2018

Year-to-Date Statistics and Performance
1/16/2018

Route/Run	Thru Dec 2017										1/16/2018						
	YTD Fare Revenue (\$)	YTD Passngrs	YTD Service Hours	YTD Paid Hours	YTD Service Miles	Mileage Based Costs	Hourly Based Costs (\$)	Direct Cost (\$)	Indirect Costs (\$)	Total Costs (\$)	Hourly Rate (\$)	Passngs per Hour	Farebox Ratio	Passngr/ \$ Subsidy	Average Fare (\$)	Revenue/ Service Hour (\$)	
<u>Dial-A-Ride Service</u>																	
Central DAR	49,180	4,682	2,568	3,130	40,141	22,707	96,667	5,859	33,531	156,764	61.84	1.8	31.0%	0.04	10.50	19.15	
NW Rides	238,239	3,557	4,600	5,674	125,946	71,245	173,186	10,497	68,259	323,187	70.26	0.8	73.7%	0.04	66.98	51.79	
North DAR	11,613	1,209	587	652	9,330	0	0	9,927	2,657	12,585	21.42	2.1	92.3%	1.24	9.61	19.77	
South DAR	12,604	294	309	388	6,389	0	0	6,798	1,819	8,617	27.93	1.0	146.3%	-0.07	42.87	40.85	
Total DAR	311,634	9,742	8,063	9,844	181,806	93,951	269,853	33,082	106,267	503,153	62.40	1.2	61.9%	0.05	31.99	38.65	
<u>Deviated Route</u>																	
01 Town Loop	18,670	24,031	2,295	2,550	29,572	16,728	86,414	5,238	29,019	137,399	59.86	10.5	13.6%	0.20	0.78	8.13	
02 Netarts/Oceanside	4,813	4,564	1,004	1,215	26,208	14,825	37,816	2,292	14,708	69,641	69.34	4.5	6.9%	0.07	1.05	4.79	
03 Manzanita	24,511	18,787	2,574	3,055	72,954	41,268	96,911	5,874	38,571	182,624	70.95	7.3	13.4%	0.12	1.30	9.52	
04 Lincoln City	11,924	5,963	2,020	2,290	70,344	39,792	76,038	4,609	32,248	152,686	75.60	3.0	7.8%	0.04	2.00	5.90	
Total Deviated Route	59,918	53,345	7,893	9,110	199,078	112,614	297,178	18,013	114,545	542,350	68.71	6.8	11.0%	0.11	1.12	7.59	
<u>Intercity</u>																	
05 Portland	60,861	5,537	1,845	1,859	56,700	32,074	73,682	4,211	28,316	138,283	74.94	3.0	44.0%	0.07	10.99	32.98	
06 Salem	6,185	2,938	1,111	1,460	40,079	22,672	44,363	2,535	17,949	87,519	78.78	2.6	7.1%	0.04	2.11	5.57	
Total Intercity	67,046	8,475	2,956	3,319	96,779	54,745	118,045	6,746	46,265	225,802	76.38	2.9	29.7%	0.05	7.91	22.68	
<u>Other Services</u>																	
Trippers	1,146	1,212	200	154	1,010	572	7,518	456	2,287	10,832	54.25	6.1	10.6%	0.13	0.95	5.74	
Special Bus Operation	696	737	222	287	3,136	1,774	8,347	506	2,845	13,472	60.76	3.3	5.2%	0.06	0.94	3.14	
Total Other Services	1,842	1,949	421	441	4,146	2,345	15,865	962	5,132	24,304	57.68	4.6	7.6%	0.09	0.95	4.37	
Total TCTD Services	440,440	73,511	19,334	22,714	481,810	263,656	700,941	56,804	272,209	1,295,609	67.01	3.80	34.0%	0.09	5.99	22.78	
Total Mileage, Labor & Direct Cost										1,023,401							26.6%

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

Year-Over-Year Comparison

Route/Run	Thru Dec 2017 16/17			Thru Dec 2017 17/18			Thru Dec 2017 16/17			Thru Dec 2017 17/18			Thru Dec 2017 16/17			Thru Dec 2017 17/18		
	Fare Revenue	Fare Revenue	Amount Difference	Percent Difference	Passngs	Passngs	Amount Difference	Percent Difference	Service Hours	Service Hours	Amount Difference	Percent Difference	Total Cost	Total Cost	Amount Difference	Percent Difference		
<u>Dial-A-Ride Service</u>																		
Central DAR	29,057	49,180	20,123	69.3%	3,798	4,682	884	23.3%	1,941	2,568	626	32.3%	112,186	158,764	46,578	41.5%		
NW Rides	191,041	238,239	47,198	24.7%	3,393	3,557	164	4.8%	4,080	4,600	520	12.7%	264,462	323,187	58,725	22.2%		
North DAR	18,740	11,613	-7,127	-38.0%	1,529	1,209	-320	-20.9%	868	587	-281	-32.3%	11,800	12,585	784	6.6%		
South DAR	11,695	12,604	909	7.8%	314	294	-20	-6.4%	348	309	-40	-11.4%	6,646	8,617	1,971	29.7%		
Total DAR	250,532	311,634	61,102	24.4%	9,034	9,742	708	7.8%	7,238	8,063	825	11.4%	395,095	503,153	108,059	27.4%		
<u>Deviated Route</u>																		
01 Town Loop	20,822	18,670	-2,152	-10.3%	25,139	24,031	-1,108	-4.4%	2,295	2,295	0	0.0%	130,310	137,399	7,089	5.4%		
02 Netarts/Oceanside	5,275	4,813	-462	-8.8%	4,832	4,564	-268	-5.5%	1,004	1,004	0	0.0%	65,491	69,641	4,149	6.3%		
03 Manzanita	26,443	24,511	-1,932	-7.3%	19,779	18,787	-992	-5.0%	2,574	2,574	0	0.0%	171,300	182,624	11,324	6.6%		
04 Lincoln City	12,182	11,924	-258	-2.1%	6,292	5,963	-329	-5.2%	2,020	2,020	0	0.0%	142,695	152,686	9,991	7.0%		
Total Local Fixed Route	64,722	59,918	-4,804	-7.4%	56,042	53,345	-2,697	-4.8%	7,893	7,893	0	0.0%	509,796	542,350	32,554	6.4%		
<u>Intercity</u>																		
05 Portland	63,401	60,861	-2,540	-4.0%	5,869	5,537	-332	-5.7%	1,845	1,845	0	0.0%	125,583	138,283	12,699	10.1%		
06 Salem	5,373	6,185	811	15.1%	2,857	2,938	81	2.8%	1,116	1,111	-5	-0.4%	79,891	87,519	7,628	9.5%		
Total Intercity	68,774	67,046	-1,729	-2.5%	8,726	8,475	-251	-2.9%	2,961	2,956	-5	-0.2%	205,475	225,802	20,327	9.9%		
<u>Other Services</u>																		
Trippers	1,004	1,146	142	14.1%	1,155	1,212	57	4.9%	285	200	-85	-29.9%	14,544	10,832	-3,712	-25.5%		
Special Bus Operation	70	696	626	891.1%	357	737	380	106.4%	49	222	173	354.6%	3,008	13,472	10,464	347.9%		
Total Other Services	1,074	1,842	768	71.5%	1,512	1,949	437	28.9%	334	421	88	26.3%	17,552	24,304	6,752	38.5%		
Total TCTD Services	385,102	440,440	55,337	14.4%	75,314	73,511	-1,803	-2.4%	18,426	19,334	908	4.9%	1,127,917	1,295,609	167,692	14.9%		

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

Year to Date Performance Comparison

Route/Run	Thru Dec 2017 16/17			Thru Dec 2017 17/18			Thru Dec 2017 16/17			Thru Dec 2017 17/18		
	Hourly Rate	Hourly Rate	Amount Diff	Passngr /Hour	Passngr /Hour	Amount Diff	Farebox Ratio	Farebox Ratio	Amount Diff	Average Fare	Average Fare	Amount Diff
<u>Dial-A-Ride Service</u>												
Central DAR	57.79	61.84	4.05	2.0	1.8	-0.1	25.9%	31.0%	5.1%	7.65	10.50	2.85
NW Rides	64.81	70.26	5.45	0.8	0.8	-0.1	72.2%	73.7%	1.5%	56.30	66.98	10.67
North DAR	13.59	21.42	7.83	1.8	2.1	0.3	158.8%	92.3%	-66.5%	12.26	9.61	-2.65
South DAR	19.08	27.93	8.85	0.9	1.0	0.1	176.0%	146.3%	-29.7%	37.24	42.87	5.62
Total DAR	54.58	62.40	7.81	1.2	1.2	0.0	63.4%	61.9%	-1.5%	27.73	31.99	4.26
<u>Deviated Route</u>												
01 Town Loop	56.77	59.86	3.09	11.0	10.5	-0.5	16.0%	13.6%	-2.4%	0.83	0.78	-0.05
02 Netarts/Oceanside	65.20	69.34	4.13	4.8	4.5	-0.3	8.1%	6.9%	-1.1%	1.09	1.05	-0.04
03 Manzanita	66.55	70.95	4.40	7.7	7.3	-0.4	15.4%	13.4%	-2.0%	1.34	1.30	-0.03
04 Lincoln City	70.66	75.60	4.95	3.1	3.0	-0.2	8.5%	7.8%	-0.7%	1.94	2.00	0.06
Total Deviated Route	64.59	68.71	4.12	7.1	6.8	-0.3	12.7%	11.0%	-1.6%	1.15	1.12	-0.03
<u>Intercity</u>												
05 Portland	68.06	74.94	6.88	3.2	3.0	-0.2	50.5%	44.0%	-6.5%	10.80	10.99	0.19
06 Salem	71.59	78.78	7.19	2.6	2.6	0.1	6.7%	7.1%	0.3%	1.88	2.11	0.22
Total Intercity	69.39	76.38	6.99	2.9	2.9	-0.1	33.5%	29.7%	-3.8%	7.88	7.91	0.03
<u>Other Services</u>												
Trippers	51.03	54.25	3.21	4.1	6.1	2.0	6.9%	10.6%	3.7%	0.87	0.95	0.08
Special Bus Operation	61.67	60.76	-0.91	7.3	3.3	-4.0	2.3%	5.2%	2.8%	0.20	0.94	0.75
Total Other Services	52.59	57.68	5.09	4.5	4.6	0.1	6.1%	7.6%	1.5%	0.71	0.95	0.23
Total Other Services	61.21	67.01	5.80	4.1	3.8	-0.3	34.1%	34.0%	-0.1%	5.11	5.99	0.88

Comparison FY16/17 to FY 17/18	YTD Through Dec 2017		
	16/17	17/18	Percent Difference
Mileage	431,119	481,810	11.8%
Mileage Based Costs	210,406	263,656	25.3%
Hourly Based Costs	645,402	700,941	8.6%
Direct Costs	257,879	272,209	5.6%
Overhead Costs	-	-	-
Total Costs	1,113,687	1,236,806	11.1%

Special Bus Operation Calculation Cost		Hourly Rate Calculation:	
Cost per mile calculation:	Actual	Plus	Actual Hourly Rate
Minivan	45.8%	Plus	\$ 30.86
Small Bus	Overhead	Plus Direct Costs	4.5%
Coach	Profit	Hourly Rate	\$ 32.26
		Plus Overhead	26.6%
		Hourly Rate	\$ 40.84
		Plus Profit	20.0%
			\$ 49.01

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