

Tillamook County Transportation District
Board of Directors
Regular Monthly Meeting



Thursday, February 22, 2018 at 5:30PM
Transportation Building
3600 Third Street, Tillamook, Oregon

AGENDA

Tillamook County Transportation District
Board of Directors ~ Regular Monthly Meeting
Thursday, February 22, 2018 - 5:30 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: as needed
7. Board Training: Roles and Responsibilities

REPORTS

8. Information: General Managers Report:
 - a. Financial Report (Pgs. 1-17)
 - b. Service Performance Report (none)
 - c. Northwest Oregon Transit Alliance (Pgs. 18-22)
 - d. Planning & Development
 - e. Grant Funding
 - f. Facility/Property Management
 - g. Miscellaneous

CONSENT CALENDAR

9. Motion to Approve the Minutes of January 18, 2018 Board Meeting (Pgs. 23-27)
10. Motion to Accept Financial Report: January 2018

ACTION ITEMS

11. Resolution 18-01 Authorizing the GM to Execute a Planning Services Agreement with Nelson Nygaard to Provide Public Transportation Planning and Management Services (Pgs. 28-44)

DISCUSSION ITEMS

12. Board Position #4 Vacancy
13. Staff Comments/Concerns
14. Board of Directors Comments/Concerns
15. Adjournment

UPCOMING EVENTS

February 26, 2018 – 11:30am to 1:30pm: Retirement Party for Nancy Brown
March 9, 2018 – 2:00pm to 4:00pm: Retirement Party for Ronny Fox

Next regularly scheduled meeting of the
Tillamook County Transportation District Board of Directors
Thursday, March 22, 2018

Tillamook County Transportation District
 Normal Trial Balance - Unposted Transactions Included In Report
 From 1/1/2018 Through 1/31/2018

<u>Account Code</u>	<u>Account Title</u>	<u>Debit Balance</u>	<u>Credit Balance</u>
1001	General Checking Account	168,466.24	
1006	Payroll Checking	203,502.49	
1011	Prop. Mgmt. Checking		77,065.37
1020	LGIP - General Account	319,713.39	
1030	LGIP - Capital Reserve	785,152.16	
1040	Petty Cash	<u>200.00</u>	
Report Total		<u>1,477,034.28</u>	<u>77,065.37</u>
Report Difference		<u><u>1,399,968.91</u></u>	

Tillamook County Transportation District
Financial Statement - Unposted Transactions Included In Report
From 1/1/2018 Through 1/31/2018

	Current Period Actual	Current Period Budget	Current Year Actual	Total Budget	Total Budget Variance	Bdgt .58%
Resources						
Working Capital	3500	0.00	0.00	2,341,606.00	(2,341,606.00)	0.00%
Fares	4000	22,903.87	170,940.00	265,000.00	(94,060.00)	64.50%
Contract Revenue	4020	68,585.48	365,594.38	725,000.00	(359,405.62)	50.42%
Property Tax	4100	22,765.76	830,424.75	875,000.00	(44,575.25)	94.90%
Past Years Property Tax	4110	1,575.14	22,161.98	40,000.00	(17,838.02)	55.40%
State Timber Revenue	4120	0.00	47,450.75	175,000.00	(127,549.25)	27.11%
Mass Transit State Payroll Tax	4130	18,183.01	43,785.90	85,000.00	(41,214.10)	51.51%
Capital Grants	4210	0.00	12,000.00	144,000.00	(144,000.00)	0.00%
Grants - FTA 5311	4220	61,688.00	368,547.00	359,417.00	9,130.00	102.54%
NWOTA Partner Cont. Match	4225	10,000.00	0.00	114,240.00	(84,240.00)	26.26%
Grants - STF	4230	16,750.00	5,583.33	67,000.00	(16,750.00)	75.00%
Grants -STF-Discretionary	4231	23,091.00	15,000.00	180,000.00	27,968.00	115.53%
Grants - 5311 (f)	4240	72,346.00	29,679.17	356,150.00	(231,463.00)	35.00%
Grants - 5310	4245	40,983.00	13,053.83	156,646.00	(41,305.00)	73.63%
Special Bus Operations	4300	2,920.00	83.33	1,000.00	6,081.41	708.14%
Miscellaneous Income	4400	0.00	83.33	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	2,197.87	958.33	11,500.00	(73.93)	99.35%
OTIB Loan Proceeds	4515	0.00	28,250.00	339,000.00	(3,869.16)	98.85%
PUD Loan Proceeds	4516	0.00	0.00	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	164,280.00	1,194,280.00	724,422.00	469,858.00	164.85%

Monthly BOD Report w/YTD Budget & Variance
Date: 2/14/18 11:52:45 AM

Tillamook County Transportation District
Financial Statement - Unposted Transactions Included In Report
From 1/1/2018 Through 1/31/2018

	Current Period Actual	Current Period Budget	Current Year Actual	Total Budget	Total Budget Variance	Bdgt .58%
Transfer from Capital Reserve	4914	0.00	0.00	0.00	266,000.00	0.00%
Transfer from Veh. Purch. Res.	4915	0.00	0.00	25,000.00	(25,000.00)	0.00%
Transfer from STF Fund	4916	0.00	235,941.00	227,847.00	8,094.00	103.55%
Transfer from NWOTA	4917	3,000.00	3,000.00	13,000.00	(10,000.00)	23.07%
Total Resources	<u>531,269.13</u>	<u>315,559.13</u>	<u>4,445,248.97</u>	<u>7,232,830.00</u>	<u>(2,787,581.03)</u>	<u>61.46%</u>
Expenses						
Personnel Services						
Payroll: Administration	5010	30,622.34	25,837.50	310,050.00	131,829.04	57.48%
Payroll: Dispatch	5020	7,802.08	9,866.66	118,400.00	61,566.90	48.00%
Payroll: Drivers	5030	69,560.46	68,750.00	825,000.00	338,309.72	58.99%
Payroll: Maintenance	5040	4,468.64	5,416.67	65,000.00	33,980.13	47.72%
Payroll Expense	5050	42,971.41	48,749.99	585,000.00	325,752.41	44.31%
Workers Compensation Ins.	5055	0.00	2,041.67	24,500.00	5,340.35	78.20%
Total Personnel Services	<u>155,424.93</u>	<u>160,662.49</u>	<u>1,031,171.45</u>	<u>1,927,950.00</u>	<u>896,778.55</u>	<u>53.49%</u>
Materials and Services						
Miscellaneous Expense	5060	572.50	0.00	0.00	(2,623.50)	0.00%
Professional Services	5100	5,764.00	8,000.00	96,000.00	28,236.88	70.58%
Administrative Support	5101	4,072.84	2,083.33	25,000.00	16,357.62	34.56%
Website Maintenance	5102	0.00	416.67	5,000.00	5,000.00	0.00%
Planning	5103	0.00	1,666.67	20,000.00	20,000.00	0.00%
Dues & Subscriptions	5120	885.12	916.67	23,500.00	14,357.88	38.90%
Office Equipment R&R	5140	0.00	250.00	3,000.00	1,824.00	39.20%
Computer R&M	5145	0.00	2,916.67	37,500.00	23,796.38	36.54%
Fees & Licenses	5150	5,853.14	1,250.00	18,000.00	5,614.89	68.80%
Monthly BOD Report w/YTD Budget & Variance						

Tillamook County Transportation District
Financial Statement - Unposted Transactions Included In Report
From 1/1/2018 Through 1/31/2018

	Current Period Actual	Current Period Budget	Current Year Actual	Total Budget	Total Budget Variance	Bdgt .58%	
Insurance	5160	80,905.00	7,541.67	82,547.00	90,500.00	7,953.00	91.21%
Office Expenses	5170	1,533.84	1,250.00	7,076.76	15,000.00	7,923.24	47.17%
Board Expenses	5175	603.00	833.33	9,150.35	10,000.00	849.65	91.50%
Operational Expenses	5180	1,464.49	2,250.00	16,030.52	27,000.00	10,969.48	59.37%
Drug & Alcohol Administration	5185	0.00	125.00	0.00	1,500.00	1,500.00	0.00%
Marketing	5190	409.00	4,437.50	44,127.95	53,250.00	9,122.05	82.86%
Website Re-Design	5191	0.00	0.00	27,239.00	0.00	(27,239.00)	0.00%
Telephone Expense	5210	1,163.40	1,566.66	8,119.42	19,300.00	11,180.58	42.06%
Travel & Training	5220	1,252.65	2,708.33	17,445.72	32,500.00	15,054.28	53.67%
Vehicle Expense	5240	14,954.74	13,666.66	125,495.55	164,000.00	38,504.45	76.52%
Fuel Expenses	5245	23,208.24	21,666.66	128,657.92	260,000.00	131,342.08	49.48%
Volunteers	5250	0.00	125.00	55.64	1,500.00	1,444.36	3.70%
Postage	5260	100.00	166.67	594.55	2,000.00	1,405.45	29.72%
Mgmt/Labor Recreation Fund	5270	0.00	199.50	0.00	2,394.00	2,394.00	0.00%
Transit & Visitor Center Lease	5280	0.00	700.00	4,200.00	8,400.00	4,200.00	50.00%
Transit & Visitor Center Maint	5285	0.00	1,000.00	6,757.45	12,000.00	5,242.55	56.31%
General Operating Cont.	5290	0.00	3,803.83	0.00	45,646.00	45,646.00	0.00%
Property Operating Expenses	5300	1,675.52	2,083.33	11,486.65	25,000.00	13,513.35	45.94%
PUD Loan Expense	5325	187.89	0.00	187.89	0.00	(187.89)	0.00%
Flex Lease: Fees	5330	0.00	83.33	410.00	1,000.00	590.00	41.00%
Property Maint. & Repair	5340	15.50	833.33	4,270.80	10,000.00	5,729.20	42.70%
Operations Facility Maint.	5346	1,303.34	333.33	12,628.19	4,000.00	(8,628.19)	315.70%
Total Materials and Services		145,924.21	82,874.14	621,917.21	1,012,990.00	391,072.79	61.39%
Special Payments							
STF Payments to Recipients	5200	4,788.00	300.00	14,364.00	19,152.00	4,788.00	75.00%

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Tillamook County Transportation District
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From 1/1/2018 Through 1/31/2018

	Current Period Actual	Current Period Budget	Current Year Actual	Total Budget	Total Budget Variance	Bdgt .58%
Total Special Payments	4,788.00	300.00	14,364.00	19,152.00	4,788.00	75.00%
Transfers						
Transfer to LGIP 5931		0.00	266,000.00	0.00	(266,000.00)	0.00%
Transfer to Property Mgmt	150,000.00	0.00	914,000.00	705,142.00	(208,858.00)	129.61%
Transfer to General Fund	3,000.00	0.00	448,827.00	265,848.00	(182,979.00)	168.82%
Transfer to Vehicle Reserve	0.00	0.00	0.00	5,000.00	5,000.00	0.00%
Transfer to NWOTA Fund	14,280.00	0.00	70,394.00	57,120.00	(13,274.00)	123.23%
Reserve for Future Expenditure	0.00	0.00	0.00	675,370.00	675,370.00	0.00%
Unappropriated Ending Fund Bal	0.00	0.00	0.00	753,607.00	753,607.00	0.00%
Total Transfers	167,280.00	0.00	1,699,221.00	2,462,087.00	762,866.00	69.02%
Capital Outlay						
Debt Service						
Flex Lease: Principal	0.00	17,083.33	45,000.00	205,000.00	160,000.00	21.95%
Flex Lease: Interest	0.00	500.00	5,637.50	6,000.00	362.50	93.95%
Total Debt Service	0.00	17,583.33	50,637.50	211,000.00	160,362.50	24.00%
Capital Purchases						
Building Repair & Renovation	227,045.72	75,786.42	903,291.95	909,437.00	6,145.05	99.32%
Admin. Expenses- Renovation	1,092.00	1,666.67	7,689.18	20,000.00	12,310.82	38.44%
Design/Engineering-Renovation	800.00	1,666.67	26,353.57	20,000.00	(6,353.57)	131.76%
Bus Replacement/Addition	(176,834.00)	15,000.00	2,262.00	180,000.00	177,738.00	1.25%
Van Replacement/Addition	0.00	0.00	89,596.00	90,000.00	404.00	99.55%
Computer Upgrade	173.28	11,250.00	91,068.51	135,000.00	43,931.49	67.45%
Fuel Cell Triangulation Point	0.00	500.00	0.00	6,000.00	6,000.00	0.00%
Bus Stop Signage/Shelters	0.00	3,166.67	3,603.94	38,000.00	34,396.06	9.48%
Other Capital Projects	176,834.00	15,569.50	181,732.07	186,834.00	5,101.93	97.26%

Monthly BOD Report w/YTD Budget & Variance

Date: 2/14/18 11:52:45 AM

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Tillamook County Transportation District
Financial Statement - Unposted Transactions Included In Report
From 1/1/2018 Through 1/31/2018

	Current Period Actual	Current Period Budget	Current Year Actual	Total Budget	Total Budget Variance	Bdgt .58%
Total Capital Purchases	<u>229,111.00</u>	<u>124,605.93</u>	<u>1,305,597.22</u>	<u>1,585,271.00</u>	<u>279,673.78</u>	<u>82.36%</u>
Total Capital Outlay	<u>229,111.00</u>	<u>142,189.26</u>	<u>1,356,234.72</u>	<u>1,796,271.00</u>	<u>440,036.28</u>	<u>75.50%</u>
Total Expenses	<u>702,528.14</u>	<u>386,025.89</u>	<u>4,722,908.38</u>	<u>7,218,450.00</u>	<u>2,495,541.62</u>	<u>65.43%</u>

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Tillamook County Transportation District

Check/Voucher Register

1001 - General Checking Account

From 1/1/2018 Through 1/31/2018

Document Number	Document Date	Transaction Amount	Payee	Transaction Description
13172	1/4/2018	0.01	ABILA	test
13173	1/4/2018	186.80	ALSCO - Portland Linen	MATT SERVICE
13174	1/4/2018	240.00	BIO-MED TESTING SERVICE, INC.	DRUG SCREENING
13175	1/4/2018	2,630.00	BOLDT, CARLISLE & SMITH LLC	AUDIT
13176	1/4/2018	646.00	Bullard Law, P.C.	LEGAL
13177	1/4/2018	900.00	Care Inc.	Q3 2017-2019 STF PAYMENT
13178	1/4/2018	128.42	CHRIS MOTLEY	MILEAGE TRAINING/ 70X
13179	1/4/2018	700.00	City Of Tillamook	payables
13180	1/4/2018	842.66	CoastCom, Inc.	TELEPHONE
13181	1/4/2018	80.25	Coleen Williams	MILEAGE/TRAINING/ 70X
13182	1/4/2018	100.76	CRYSTAL AND SIERRA SPRINGS	WATER
13183	1/4/2018	1,392.84	COMPUTER SUPPORT & SERVICES	COMPUTER SUPPORT
13183	1/4/2018	890.83	COMPUTER SUPPORT & SERVICES	COMPUTER SUPPORT
13184	1/4/2018	102.06	Dish	DISH
13185	1/4/2018	80.89	DOUGLAS PILANT	MILEAGE
13185	1/4/2018	138.03	DOUGLAS PILANT	MILEAGE
13186	1/4/2018	30.46	CENTURYLINK	TELEPHONE
13187	1/4/2018	3,108.00	INNOVA LEGAL ADVISORS	LEGAL
13188	1/4/2018	27.82	JAMES M. PALMER	MILEAGE TRAINING/C.C.
13189	1/4/2018	722.00	JORDAN SCHRADER RAMIS, PC	LEGAS
13190	1/4/2018	3,888.00	Marie Mills Center, Inc	STF PAYMENT
13191	1/4/2018	100.00	North Coast Lawn	LAWN MAINTENANCE
13191	1/4/2018	100.00	North Coast Lawn	LAWN MAINTENANCE
13192	1/4/2018	500.00	NATHAN LEVIN	FEBRUARY RENT
13192	1/4/2018	1,500.00	NATHAN LEVIN	JANUARY RENT + SECURITY DEPC
13193	1/4/2018	16.00	NEW AGE CAR WASH	CAR WASH
13194	1/4/2018	43.03	Office Depot Credit Plan	office supplies
13194	1/4/2018	95.47	Office Depot Credit Plan	office supplies
13195	1/4/2018	68.00	Oregon State Police	BACKGROUND CHECKS
13196	1/4/2018	328.93	Pacific Office Automation	OFFICE COPIES
13197	1/4/2018	62.06	PAUL NORTON	MILEAGE TRAINING/C.C.
13198	1/4/2018	196.00	Pacific Office Automation	COPIER LEASE
13199	1/4/2018	178.48	Sheldon Oil Distributors	fuel
13199	1/4/2018	397.80	Sheldon Oil Distributors	fuel
13199	1/4/2018	51.03	Sheldon Oil Distributors	fuel
13199	1/4/2018	17,618.97	Sheldon Oil Distributors	fuel
13200	1/4/2018	90.00	SYLVIE BALLANCE	cdl physical
13201	1/4/2018	540.00	Tillamook Chamber of Commerce	coastal connector advertisement
13202	1/4/2018	480.00	Tillamook Oregonian #1	OREGONIAN SUBSCRIPTION
13203	1/4/2018	40.72	Tillamook PUD	large bus barn electric
13204	1/4/2018	225.00	TRANSPORT WISDOM, LTD	cdl test
13205	1/4/2018	2,888.88	ULLRICH CONTRACTING, INC.	neskowin bus shelter/labor
13206	1/12/2018	1,775.00	ALL STARR SIGNS	marketing & 70X & 60X
13207	1/12/2018	4,630.00	BOLDT, CARLISLE & SMITH LLC	AUDIT
13208	1/12/2018	72.00	COUNTRY MEDIA	SUPERINTENDANT JOB POSTING
13209	1/12/2018	320.69	Creative Bus Sales	BUS 203-HEIGHT SENSOR/MAGNE
13210	1/12/2018	89.87	CRYSTAL AND SIERRA SPRINGS	WATER
13211	1/12/2018	3,845.64	DELL MARKETING L.P.	COMPUTERS
13212	1/12/2018	92.44	FleetPride, Inc.	DRAIN VALVE
13212	1/12/2018	96.00	FleetPride, Inc.	ANTIFREEZE
13213	1/12/2018	2,360.57	Fred Meyer Customer Charges	CARD CHARGES
13214	1/12/2018	275.00	KDEP-FM/KTIL-FM/KTIL-AM	ADVERTISING
13215	1/12/2018	2,843.60	LES SCHWAB WAREHOUSE CENTER	TIRES
13216	1/12/2018	1,250.44	LUM'S AUTO CENTER, INC.	VAN 102 LABOR/PARTS;OIL FILTE LEAK, DIAGNOSE LIFT NOISE
13217	1/12/2018	891.01	Marie Mills Center, Inc	JANITORIAL TRANSIT CENTER
13218	1/12/2018	7.49	DAVISON AUTO PARTS, INC.	SHOP TOOL

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Tillamook County Transportation District

Check/Voucher Register
 1001 - General Checking Account
 From 1/1/2018 Through 1/31/2018

Document Number	Document Date	Transaction Amount	Payee	Transaction Description
13219	1/12/2018	45.84	Office Depot Credit Plan	OFFICE SUPPLIES
13220	1/12/2018	3.00	OR DEPT OF MOTOR VEHICLES	driver report
13221	1/12/2018	235.75	Pacific Office Automation	OFFICE COPIES
13222	1/12/2018	19,121.31	REGENCE BLUECROSS BLUESHIELD	JANUARY HEALTH PREMIUMS
13223	1/12/2018	110.72	Rosenberg Builders Supply	SHOP SUPPLIES/BUILDING RAIN GUTTERS
13224	1/12/2018	96.57	SPECIAL DISTRICTS INS. SERVICE	december life insurance
13225	1/12/2018	2,483.95	SMITH SYSTEM DR. IMPR. INST.	SMITH SYSTEM TRAINING DEREK EVERITT
13226	1/12/2018	38.25	Tillamook Motor Co.	KEY PROGRAMMING VAN 106
13227	1/12/2018	55.00	TILLAMOOK COUNTY SHOPPER, LLC	HELP WANTED AD
13227	1/12/2018	44.00	TILLAMOOK COUNTY SHOPPER, LLC	BOARD MTG NOTICE
13228	1/12/2018	5,600.60	CARDMEMBER SERVICE	CARD CHARGES
13229	1/12/2018	49.95	VANIR BROADBAND, INC.	INTERNET
13230	1/12/2018	2,352.74	VERIZON	ECOLANE TABLETS
13231	1/12/2018	135.25	CITY SANITARY SERVICE	GARBAGE
13232	1/12/2018	30.35	Western Bus Sales	BUS 302 LIGHTS
13233	1/18/2018	119.84	DAVID WHEELER	CC 1ST RUN
13234	1/18/2018	45.48	RONALD B. FOX	HANOVER SIGN 301
13235	1/18/2018	95.00	TOMMIE HUFFMAN	CDL TEST
13236	1/26/2018	375.00	24/7 TRUCK AND AUTO SERVICE	BUS 34 TURBOCHARGER
13237	1/26/2018	5,507.00	ABILA	ABILA ANNUAL FEE
13238	1/26/2018	320.00	ALL STARR SIGNS	60X AND 70X POSTERS
13239	1/26/2018	50.00	ATU LOCAL #757	ATU GRIEVANCE #9494
13240	1/26/2018	116.51	Batteries Northwest	VAN 102 BATTERY
13241	1/26/2018	50.00	BIO-MED TESTING SERVICE, INC.	PRE EMPLOYMENT DRUG TEST
13242	1/26/2018	34.49	BRENT OLSON	BRENT & MIKE LUNCH/BUS 204
13243	1/26/2018	210.00	BRYAN P. FITZSIMMONS, CPA	ACCOUNTING SUPPORT
13244	1/26/2018	70.00	CAR CARE SPECIALISTS, INC.	DEF
13245	1/26/2018	394.60	Carquest Auto Parts	VEHICLE EXPENSE
13246	1/26/2018	700.00	City Of Tillamook	TRANSIT CENTER LEASE
13247	1/26/2018	847.92	CoastCom, Inc.	TELEPHONE
13248	1/26/2018	4,072.84	Columbia Pacific Economic	NWOTA ADMIN SUPPORT
13249	1/26/2018	312.27	O'REILLY AUTOMOTIVE STORES	VEHICLE MAINTENANCE
13249	1/26/2018	(84.00)	O'REILLY AUTOMOTIVE STORES	RETURN PART
13250	1/26/2018	50.00	DAS STATE	50% ANNUAL MEMBERSHIP 2017-
13251	1/26/2018	475.12	DAS CASHIER	OREGON ETHICS COMMISSION
13252	1/26/2018	7.00	Dish	DISH
13253	1/26/2018	50.00	Gary A. Hanenkrat	BOARD MEETING 01/18/2018
13254	1/26/2018	1,134.00	INNOVA LEGAL ADVISORS	legal
13255	1/26/2018	50.00	JACKIE EDWARDS	BOARD MEETING 01/18/2018
13256	1/26/2018	50.00	JIM HUFFMAN	BOARD MEETING 01/18/2018
13257	1/26/2018	50.00	JUDY RIGGS	BOARD MEETING 01/18/2018
13258	1/26/2018	62.62	MAC TOOLS DISTRIBUTING	SHOP TOOLS
13259	1/26/2018	50.00	MARTY HOLM	BOARD MTG 01/18/2018
13260	1/26/2018	87.88	McCOY FREIGHTLINER	BUS 300 HOSE AXLE, HYDRAULIC BRAKE
13260	1/26/2018	266.97	McCOY FREIGHTLINER	BUS 300/MOTOR MISC INVENTOR
13261	1/26/2018	50.00	MERRIANNE HOFFMAN	BOARD MEETING 01/18/2018
13262	1/26/2018	388.90	NATIONAL BUSINESS FURNITURE	STORAGE CABINET
13263	1/26/2018	335.02	Office Depot Credit Plan	OFFICE SUPPLIES
13263	1/26/2018	95.11	Office Depot Credit Plan	OFFICE SUPPLIES
13264	1/26/2018	4,862.81	OREGON FUEL INJECTION, INC.	BUS 34 TURBOCHARGER
13265	1/26/2018	108.00	Oregon State Police	BACKGROUND CHECKS
13266	1/26/2018	225.86	PETROCARD INC.	fuel bus 29 & 30
13267	1/26/2018	80,905.00	SPECIAL DISTRICTS INS. SERVICE	AUTO INSURANCE
13268	1/26/2018	360.00	Tillamook Chamber of Commerce	2018 BANQUET TABLE

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Tillamook County Transportation District

Check/Voucher Register

1001 - General Checking Account

From 1/1/2018 Through 1/31/2018

<u>Document Number</u>	<u>Document Date</u>	<u>Transaction Amount</u>	<u>Payee</u>	<u>Transaction Description</u>
13269	1/26/2018	42.14	Tillamook PUD	LARGE BUS BARN
13269	1/26/2018	61.48	Tillamook PUD	SMALL BUS BARN
13270	1/26/2018	124.91	TP FREIGHT LINES, INC.	FREIGHT FOR BUS SEATS
13271	1/26/2018	23.62	Western Bus Sales	BUS 27 L FITTING
13271	1/26/2018	223.28	Western Bus Sales	BUS 302 SENSOR
13271	1/26/2018	<u>272.30</u>	Western Bus Sales	BUS 302 SENSOR
Report Total		<u>194,958.20</u>		

Tillamook County Transportation District

Check/Voucher Register

1006 - Payroll Checking

From 1/1/2018 Through 1/31/2018

Document Number	Document Date	Payee
010518-01	1/5/2018	DANIELL F. AMAYA
010518-02	1/5/2018	SYLVIE G. BALLANCE
010518-03	1/5/2018	LAURA M. BEELER
010518-04	1/5/2018	JEREMY J. BELLANTE
010518-05	1/5/2018	NANCY A. BROWN
010518-06	1/5/2018	TERRA L. BUCHANAN
010518-07	1/5/2018	ERIN L. CLAWSON
010518-08	1/5/2018	CLIFFORD R. DERRICK
010518-09	1/5/2018	RICHARD A. DIETZ
010518-10	1/5/2018	KARRI L. HOOKER
010518-11	1/5/2018	JAMES N. JETT
010518-12	1/5/2018	ROBERT R. KENNEY
010518-13	1/5/2018	MICHAEL J. LOWENSTEIN
010518-14	1/5/2018	JOHN C. MAGNANO
010518-15	1/5/2018	ALLAN G. NEWCOMB
010518-16	1/5/2018	CLAYTON T. NORRBOM
010518-17	1/5/2018	PAUL J. NORTON
010518-18	1/5/2018	JAMES M. PALMER
010518-19	1/5/2018	GARY R. PETERSON
010518-20	1/5/2018	DOUGLAS W. PILANT
010518-21	1/5/2018	RONALD G. PIMENTEL
010518-22	1/5/2018	VERNON L. RESSLER
010518-23	1/5/2018	GWENDOLYN J. RUSSELL
010518-24	1/5/2018	STEVE H. SCHWABE
010518-25	1/5/2018	KATHLEEN E. SCHWABE
010518-26	1/5/2018	MICHAEL P. THOMPSON
010518-27	1/5/2018	TABATHA R. WELCH
010518-28	1/5/2018	DAVID T. WHEELER
010518-29	1/5/2018	COLEEN A. WILLIAMS
011918-01	1/19/2018	DANIELL F. AMAYA
011918-02	1/19/2018	SYLVIE G. BALLANCE
011918-03	1/19/2018	LAURA M. BEELER
011918-04	1/19/2018	JEREMY J. BELLANTE
011918-05	1/19/2018	NANCY A. BROWN
011918-06	1/19/2018	TERRA L. BUCHANAN
011918-07	1/19/2018	ERIN L. CLAWSON
011918-08	1/19/2018	CLIFFORD R. DERRICK
011918-09	1/19/2018	RICHARD A. DIETZ
011918-10	1/19/2018	KARRI L. HOOKER
011918-11	1/19/2018	ROBERT R. KENNEY
011918-12	1/19/2018	MICHAEL J. LOWENSTEIN
011918-13	1/19/2018	JOHN C. MAGNANO
011918-14	1/19/2018	CHRISTOPHER A. MOTLEY
011918-15	1/19/2018	ALLAN G. NEWCOMB
011918-16	1/19/2018	CLAYTON T. NORRBOM
011918-17	1/19/2018	PAUL J. NORTON
011918-18	1/19/2018	BRENT K. OLSON
011918-19	1/19/2018	JAMES M. PALMER
011918-20	1/19/2018	GARY R. PETERSON
011918-21	1/19/2018	DOUGLAS W. PILANT
011918-22	1/19/2018	RONALD G. PIMENTEL
011918-23	1/19/2018	ROBERT W. RYAN
011918-24	1/19/2018	STEVE H. SCHWABE
011918-25	1/19/2018	KATHLEEN E. SCHWABE
011918-26	1/19/2018	MICHAEL P. THOMPSON
011918-27	1/19/2018	TABATHA R. WELCH
011918-28	1/19/2018	DAVID T. WHEELER

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Tillamook County Transportation District

Check/Voucher Register

1006 - Payroll Checking

From 1/1/2018 Through 1/31/2018

<u>Document Number</u>	<u>Document Date</u>	<u>Payee</u>
011918-29	1/19/2018	COLEEN A. WILLIAMS
5074	1/2/2018	BRENT K. OLSON
5075	1/5/2018	DONALD M. ANDERSON
5076	1/5/2018	CATHRYN L. BOND
5077	1/5/2018	JERRY D. BOND
5078	1/5/2018	JAMES P. BROWN
5079	1/5/2018	RONALD B. FOX
5080	1/5/2018	PEGGY PETERSON
5081	1/5/2018	CYNDIE S. SIEMSEN
5082	1/5/2018	LEONARD W. STITT
5083	1/5/2018	CHRISTOPHER A. MOTLEY
5085	1/5/2018	ROBERT W. RYAN
5086	1/4/2018	HRA VEBA TRUST
5087	1/4/2018	UNITED FINANCE
5088	1/19/2018	DONALD M. ANDERSON
5089	1/19/2018	CATHRYN L. BOND
5090	1/19/2018	JERRY D. BOND
5091	1/19/2018	JAMES P. BROWN
5092	1/19/2018	RONALD B. FOX
5093	1/19/2018	PEGGY PETERSON
5094	1/19/2018	CYNDIE S. SIEMSEN
5095	1/19/2018	LEONARD W. STITT
5096	1/19/2018	VERNON L. RESSLER
5097	1/18/2018	ATU LOCAL #757
5098	1/18/2018	Shriners Hospital for Children
5099	1/18/2018	AUTISM SOCIETY OF OREGON
5100	1/18/2018	UNITED FINANCE
5101	1/26/2018	SPECIAL DISTRICTS INS. SERVICE
5102	1/26/2018	REGENCE BLUECROSS BLUESHIELD

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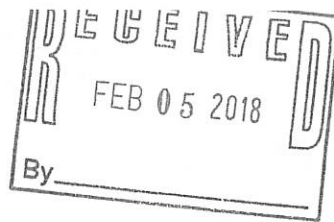
Tillamook County Transportation District

Check/Voucher Register
1011 - Prop. Mgmt. Checking
From 1/1/2018 Through 1/31/2018

<u>Document Number</u>	<u>Document Date</u>	<u>Transaction Amount</u>	<u>Payee</u>	<u>Transaction Description</u>
4061	1/4/2018	69.00	ALLEN'S LOT MAINTENANCE LLC	LOT SWEEPING
4062	1/4/2018	224.75	City Of Tillamook	WATER/SEWER
4063	1/4/2018	3,412.64	INLAND ELECTRIC, INC.	ELECTRIC/BUILDING REMODEL
4064	1/4/2018	388.00	North Coast Lawn	LAWN MAINTENANCE
4064	1/4/2018	388.00	North Coast Lawn	LAWN MAINTENANCE
4065	1/4/2018	1,420.00	PLANNING SOLUTIONS	BUILDING REMODEL
4066	1/4/2018	1,284.16	Tillamook PUD	office electric
4067	1/12/2018	364.07	Marie Mills Center, Inc	JANITORIAL 3RD ST
4068	1/12/2018	2,039.32	NATIONAL BUSINESS FURNITURE	OFFICE FURNITURE/REMODEL
4069	1/12/2018	3,492.50	PLANNING SOLUTIONS	REMODEL
4070	1/12/2018	161.83	Rosenberg Builders Supply	SHOP SUPPLIES/BUILDING RAIN GUTTERS
4071	1/12/2018	2,736.98	CARDMEMBER SERVICE	CARD CHARGES
4072	1/18/2018	125,615.92	JACKSON CONTRACTING LLC	BUILDING REMODEL
4073	1/26/2018	1,092.00	CARLSON TESTING INC	BUILDING REMODEL-ANCHORS/RE
4074	1/26/2018	15.50	TILLAMOOK RENTAL CENTER	SNAKE FOR DRAIN
4075	1/26/2018	1,558.41	Tillamook PUD	ELECTRIC + LOAN PAYMENT
4081	1/31/2018	101,429.80	JACKSON CONTRACTING LLC	BUILDING REMODEL INVOICE 17009208
Report Total		<u>245,692.88</u>		

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UMPQUA BANK: CLOSING DATE 1/25/2018			
Date	Vendor	Description of Transaction	Amount
		DOUG PILANT	
2-Jan	THE CAFÉ ON HAWK	MEETING W/KEN - MEALS	\$ 30.50
4-Jan	THE SCHOONER	STAFF MEETING/MEALS	\$ 124.00
16-Jan	PARKSIDE DINER	MEETING W/JUDY - MEALS	\$ 35.50
17-Jan	USPS	POSTAGE	\$ 100.00
19-Jan	KITTYS	MEETING W/GARY - MEALS	\$ 28.00
			\$ 318.00
		RONNY FOX	
01/02/18	SAFEWAY	OFFICE SUPPLIES	\$ 16.47
01/18/18	ORIGINAL ROADHOUSE	RONNY AND BRENT/MEAL	\$ 31.48
01/24/18	LA MEXICANA	RONNY AND CATHY/MEAL	\$ 31.00
			\$ 78.95
		CATHY BOND	
12/28/17	MANGIARE ITALIAN	C.C./GRE - TRAINING - MEAL	\$ 27.00
12/29/17	SPIRIT MTN BUFFET	C.C./GRE - TRAINING - MEAL	\$ 43.80
12/29/17	SIZZLER	C.C./GRE - TRAINING - MEAL	\$ 15.48
12/29/17	WALMART	C.C./GRE - BUS SUPPLIES	\$ 37.66
12/29/17	CAFÉ 22	C.C./GRE - TRAINING - MEAL	\$ 49.00
01/02/18	BLUE HERON	C.C./GRE - TRAINING - MEAL	\$ 26.50
01/02/18	HAMPTON INNS	C.C./GRE - TRAINING - ROOM	\$ 206.08
01/02/18	WESTECH RIGGING	C.C. BUS SUPPLIES	\$ 78.06
01/04/18	VISTA PRINT	BRENTS BUSINESS CARDS	\$ 29.97
01/08/18	ADOBE	SOFTWARE	\$ 24.99
01/16/18	HARBOR FREIGHT	C.C. BUS SUPPLIES	\$ 21.97
01/16/18	RAM MOUNTS	ECOLANE MOUNTS	\$ 173.28
01/16/18	FIELDPRINT	FINGERPRINTING	\$ 12.50
01/18/18	FIELDPRINT	FINGERPRINTING	\$ 12.50
			\$ 758.79
		TABATHA WELCH	
12/06/17	ABILA/AATRIX	FILING FEE/TAXES	\$ 98.02
12/07/17	ABILA/AATRIX	FILING FEE/TAXES 1099	\$ 85.57
12/07/17	ABILA/AATRIX	FILING FEE/TAXES W2	\$ 87.56
			\$ 271.15
		Grand Total	\$ 1,426.89



January 2018 Statement

Open Date: 12/27/2017 Closing Date: 01/24/2018

Account: 798 5100 535 7790

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

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

New Balance	\$1,520.72
Minimum Payment Due	\$74.00
Payment Due Date	02/22/2018

Reward Points	
Earned This Statement	1,843
Reward Center Balance as of 01/23/2018	57,771
For details, see your rewards summary.	

Activity Summary		
Previous Balance	+	\$8,372.58
Payments	-	\$8,337.58 ^{CR}
Other Credits		\$0.00
Purchases	+	\$1,426.89
Balance Transfers		\$0.00
Advances		\$0.00
Other Debits		\$0.00
Fees Charged		\$0.00
Interest Charged	+	\$58.83
New Balance	=	\$1,520.72
Past Due		\$0.00
Minimum Payment Due		\$74.00
Credit Line		\$10,000.00
Available Credit		\$8,479.28
Days in Billing Period		29

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



0047985100535077900000074000001520727

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

- to pay by phone
- to change your address

Account Number	798 5100 535 7790
Payment Due Date	2/22/2018
New Balance	\$1,520.72
Minimum Payment Due	\$74.00

Amount Enclosed \$ _____

Cardmember Service

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

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



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Visa Business Rewards

Rewards Center Activity as of 01/23/2018	
Rewards Center Activity*	0
Rewards Center Balance	57,771

*This item includes points redeemed, expired and adjusted.

Rewards Earned	This Statement	Year to Date
Points Earned on Net Purchases	1,011	1,011
Gas, Restaurants & Telecom Double Points	832	832
Total Earned	1,843	1,843

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.

IMPORTANT INFORMATION ABOUT YOUR ACCOUNT TERMS. Please read this notice and keep with your records. Effective January 15, 2018, the 11th sentence of the "INTEREST CHARGE; Method of Computing Balance Subject to Interest Rate" section of your Cardmember Agreement is clarified to read as follows:

To the extent credit insurance charges, overlimit fees, Annual Fees, and/or Travel Membership Fees may be applied to your Account, such charges and/or fees are not included in the ADB calculation for Purchases until the first day of the billing cycle following the date the credit insurance charges, overlimit fees, Annual Fees and/or Travel Membership Fees (as applicable) are charged to the Account

IMPORTANT NOTICE regarding a change to cash back reward redemption options. Cardmembers will still be able to redeem rewards points for statement credits or use the rewards redemption website.

However, redemption credit into a deposit account has been restricted to the checking or savings account associated with your financial institution. Redemption credit into any other deposit account has been deactivated. View full program rules at myaccountaccess.com

REAL-TIME REWARDS redemption feature added! Real-Time Rewards lets you instantly redeem your points from your mobile phone for the purchase of your choice via a statement credit. It only takes a few quick steps online to get started, and you'll be redeeming your rewards anytime from the convenience of your phone. Visit myaccountaccess.com, select "Rewards" then "Next" to get to the Rewards Center to enroll.

Transactions		PILANT, DOUGLAS			Credit Limit \$5000
Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
Purchases and Other Debits					
01/02	12/28	2042	THE CAFE ON HAWK C NESKOWIN OR	\$30.50	

Continued on Next Page

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

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
01/04	01/02	6261	THE SCHOONER RESTAURAN NETARTS OR	\$124.00	_____
01/16	01/11	8560	PARKSIDE DINER GARIBALDI OR	\$35.50	_____
01/17	01/15	9561	USPS POSTAGE ENDICIA.C 800-576-3279 CA	\$100.00	_____
01/19	01/17	6551	KITTYS FOOD & SPIRITS TILLAMOOK OR	\$28.00	_____
Total for Account 4798 5100 5350 7808				\$318.00	

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

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
Purchases and Other Debits					
01/02	12/29	6667	SAFEWAY #2723 TILLAMOOK OR	\$16.47	_____
01/18	01/16	1158	ORIGINAL ROADHOUSE GRESHAM OR	\$31.48	_____
01/24	01/22	9059	LA MEXICANA TILLAMOOK OR	\$31.00	_____
Total for Account 4798 5100 5350 8301				\$78.95	

Transactions **BOND, CATHY** **Credit Limit \$1500**

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
Purchases and Other Debits					
12/28	12/27	0163	MANGIARE ITALIAN RESTA INDEPENENCE OR	\$27.00	_____
12/29	12/27	2228	SPIRIT MOUNTAIN BUFFET WILLAMINA OR	\$43.80	_____
12/29	12/28	0939	SIZZLER RESTAURANT 305 SALEM OR	\$15.48	_____
12/29	12/28	7493	WM SUPERCENTER #5368 SALEM OR	\$37.66	_____
12/29	12/28	0357	CAFE 22 WEST SALEM OR	\$49.00	_____
01/02	12/29	4203	BLUE HERON FRENCH CH TILLAMOOK OR	\$26.50	_____
01/02	12/30	8509	HAMPTON INNS SALEM OR	\$206.08	_____
01/02	12/28	5844	WESTECH RIGGING SUPPLY SALEM OR	\$78.06	_____
01/04	01/04	4510	VISTAPR*VistaPrint.com 866-8936743 MA	\$29.97	_____
01/08	01/04	5324	ADOBE *ACROPRO SUBS 800-833-6687 CA	\$24.99	_____
01/16	01/15	6040	HARBOR FREIGHT TOOLS 2 PORTLAND OR	\$21.97	_____
01/16	01/15	7749	NPI/RAM MOUNTS 206-763-8361 WA	\$173.28	_____
01/16	01/13	9742	FIELDPRINT INC 888-291-1369 PA	\$12.50	_____
01/18	01/17	9809	FIELDPRINT INC 888-291-1369 PA	\$12.50	_____
Total for Account 4798 5100 5350 2022				\$758.79	

Transactions **WELCH, TABATHA** **Credit Limit \$1500**

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
Purchases and Other Debits					

Continued on Next Page

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Transactions WELCH, TABATHA Credit Limit \$1500

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
01/09	01/08	4831	AATRIX SOFTWARE 701-746-6814 ND	\$98.02	_____
01/24	01/23	6713	AATRIX SOFTWARE 701-746-6814 ND	\$85.57	_____
01/24	01/23	9211	AATRIX SOFTWARE 701-746-6814 ND	\$87.56	_____
Total for Account 4799 5100 5917 4146				\$271.15	

Transactions BILLING ACCOUNT ACTIVITY

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
Payments and Other Credits					
01/12	01/12	8	PAYMENT THANK YOU	\$5,600.60	CR _____
01/12	01/12	8	PAYMENT THANK YOU	\$2,736.98	CR _____
Interest Charged					
01/24			INTEREST CHARGE ON PURCHASES	\$58.83	_____
			TOTAL INTEREST FOR THIS PERIOD	\$58.83	
Total for Account 4799 5100 5350 7790				\$8,278.75	

2018 Totals Year-to-Date	
Total Fees Charged in 2018	\$0.00
Total Interest Charged in 2018	\$58.83

Interest Charge Calculation

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

**APR for current and future transactions.

Balance Type	Balance By Type	Balance Subject to Interest Rate	Variable	Interest Charge	Annual Percentage Rate	Expires with Statement
**BALANCE TRANSFER	\$0.00	\$0.00	YES	\$0.00	13.49%	_____
**PURCHASES	\$1,520.72	\$5,489.85	YES	\$58.83	13.49%	_____
**ADVANCES	\$0.00	\$0.00	YES	\$0.00	25.24%	_____

Contact Us

☎ Phone

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

? Questions

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


Mail payment coupon with a check

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


Online

myaccountaccess.com

Coordinating Committee Meeting

February 9, 2018

Tillamook County Transportation District

3600 3rd St

Tillamook, OR

9:00 am—11:00 pm

Teleconference

866/755-7677

Pin # 005939

Agenda

9:00— 9:15a	<ol style="list-style-type: none"> 1. Introductions. Welcome to Guests 2. Consent Calendar (Action Items) <ul style="list-style-type: none"> ✚ January 12, 2018 Meeting Minutes (attached) ✚ December 2017 Financial Report ✚ Ridership Tracking (December 2017) 	Doug Pilent
9:15— 10:00a	<ol style="list-style-type: none"> 3. NWOTA Standing Items <ul style="list-style-type: none"> ✚ NW Connector Marketing <ul style="list-style-type: none"> ▪ Tillamook Coast Guide, Boomer ads ▪ Bicycle website advertising ▪ Mary Burke referral ▪ Follow Up with Visit Tillamook Coast, Nan Devlin ✚ Management Plan Action Items <ul style="list-style-type: none"> ▪ Revised Transporting Animals Policy (Attached. Action Item) ▪ Holidays Policy—Update 	Doug Pilent/All
10:00— 10:20a	<ol style="list-style-type: none"> 4. NW Connector Use of Swiftly <ul style="list-style-type: none"> ✚ iTransitNW Connexionz ✚ NW Connector Newsletter? 	Doug Pilent/All
10:20— 10:30a	<ol style="list-style-type: none"> 5. Website Update <ul style="list-style-type: none"> ✚ Update on Directing Inquiries 	Thomas Craig/Mary
10:30— 11:00a	<ol style="list-style-type: none"> 6. Transit Access Study Update (Placeholder) 7. February Meeting Planning and Member Updates 	All

Attachments:

January 12, 2018 Meeting Minutes
 NW Connector 2018 Ridership, Performance
 Transporting Animals Policy (Final)

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.

www.nwconnector.net



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NW Oregon Transit Alliance (NWOTA)
Coordinating Committee Meeting Minutes
January 12, 2018
Tillamook, OR

1. Introductions: Doug Pilant, Coordinating Committee Chair, opened the meeting. Meeting attendees included:

- Jeff Hazen—Sunset Empire Transit District
- Cynda Bruce—Lincoln County Transportation
- Doug Pilant—Tillamook County Transportation
- Michael Ray—Columbia County Rider
- Ryan Farncomb, Adrianna Stanley and Shawn Kummer—CH2M
- Carol Richardson—Plangineering
- Arla Miller, Ken Shonkwiler—ODOT

Doug noted that their Operations Supervisor, Ronny Fox is retiring, and introduced Brent Olson, formerly with The Dalles Transit as his replacement.

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

✦ December 8, 2017 Meeting Minutes

✦ December 2017 Financial Report—Doug reviewed.

✦ 2017 Ridership Tracking—Through December 2017, NWOTA had more than 1.1 million bus miles and over 187,800 riders. Mary did a draft performance calculator for the entire system, which may require some modification matching up the routes to the spreadsheet formulas. Partners will get Mary their 2015 and 2016 boardings and bus mile totals, and include ongoing performance in the January NWOTA press release.

3. NWOTA Standing Items

✦ Signage: Standardization, Conversion of New Logo onto Signage—Needs to be done for standardization but concerns include: the original OXO signs are still in good shape and don't need to be replaced yet, and that the new logo may be too large to be made into a sign. First step would be to get the logo configured for bus stop signs and buses. Stacking "Connector" under "NW." Have the fonts, colors. Doug will contact the sign company to see if they are able to do the design work as well make the new signs. Partners should get their signage inventory to Doug. At the February NWOTA meeting, Doug will bring a prototype sign design, and cost estimate for producing the signs.

✦ Marketing: Opportunity to advertise in Tillamook County's Visitor Guide (1/4 ad for \$540) and in The Boomer along the Coast (along with a news story about the NW Connector). News stories could also be placed in the valley Boomer publication that Benton and Lincoln counties advertise in. Partners agreed to place an ad in the 2018 Tillamook Travel Guide. Also, Mary will look at having a listing in the Bicycle website. Cynda and Jeff will look at Visitor Guides in their counties that might be distributed outside the region for potential advertising opportunities. Look at online advertising for these guides. Mary will follow up with Nan Devlin on opportunities with Visit Tillamook Coast.

✦ Questions from Visitors Through the Website—Mary will work with Thomas to figure out a system where the requests are sent directly to the partners.

✦ Policy on Holidays—Tillamook is the only partner that doesn't operate on Memorial, Independence and Labor Day. Fourth of July is problematic because so many of the communities have parades on those days. No alternative route to Hwy 101, which can be a parking lot during high travel times. Currently, no complaints from riders that the buses aren't connecting on holidays, so may not be a problem if Tillamook buses don't run on those days.

Cynda noted that they might be consider not running on New Years Day, and Doug will look at potentially running on Memorial and Labor Days. Partners will get Doug their ridership numbers for those two holidays (in comparison to a non-holiday day). Staffing requirements include both bus drivers and at least one person in the office. May work with just running the NW Connector routes on holidays.

- ✦ Policy on Transporting Service Animals—Discussion ensued about having a crate requirement for pets and companion animals. CCR is the only partner not requiring crates, which could pose a problem for someone riding with an uncrated pet who wants to connect with a SETD bus. Partners agreed to have the crate requirement be part of the policy, and CCR will post on its Connector buses that uncrated pet and companion animals may not be accepted if going on to a SETD bus. Partners noted this was a similar issue to bringing bicycles on board, with no guarantee that the next bus will have enough room, or that the bike space may be needed if the bus fills with a lot of riders. #5 on the Transporting Service Animals needs to be clarified to say that a rider with a service animal can't be denied service because another passenger has an allergy or fear of animals.

4. STIP Transit Access Study

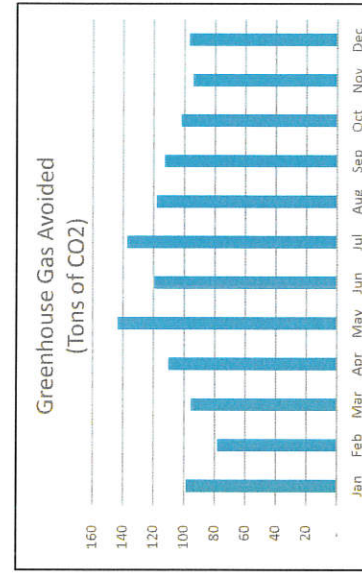
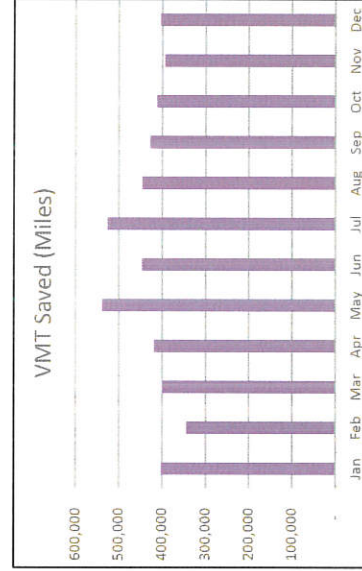
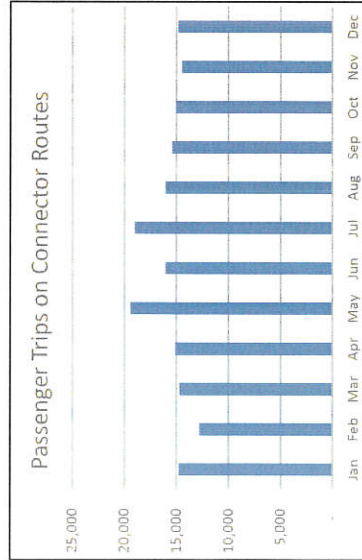
The consultant team went through preliminary amenities for each of the proposed stops. Consultants will come back to the NWOTA Board at the March meeting with the next step designs.

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

CONNECTOR 2017 PERFORMANCE REPORT

2/2/2018

Agency	Year-to-Date Ridership		Intermediate Calculations						Year-to-Date Performance Outputs		
	Year-To-Date Ridership	Year-To-Date Bus Miles	Est. Passenger-Miles (Passenger-Miles)	Est. Bus Fuel Usage (Gallons)	CO ₂ Emissions Generated by buses (Tons)	Equivalent Passenger Vehicle VMT (Miles)	Equivalent Passenger Vehicle Fuel Usage (Gallons)	Equivalent Passenger Vehicle CO ₂ (Tons)	Fossil Fuel Saved (Gallons)	VMT Saved (Miles)	Greenhouse Gas Avoided (Tons of CO ₂)
CCR	20,709	253,832	691,681	31,729	355.3	691,681	32,322	316.7	593	437,849	(38.6)
SETD	13,723	93,249	458,348	11,656	130.5	458,348	21,418	209.9	9,762	365,099	79.3
ICTD	65,801	479,586	2,197,753	59,948	671.4	2,197,753	102,699	1,006.4	42,751	1,718,167	335.0
LCT	84,119	213,484	2,809,575	26,686	298.9	2,809,575	131,289	1,286.6	104,603	2,596,091	987.7
BCT	3,788	79,666	126,519	9,958	111.5	126,519	5,912	57.9	(4,046)	46,853	(53.6)
TOTAL	188,140	1,140,817	6,283,876	153,662	1,140.8	6,283,876	283,630	2,833.9	153,662	5,164,059	1,310



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Policy: Transporting 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.

Transporting Service Animals

1. Passengers may transport service animals on all NW Connector vehicles and routes.
2. Service animal owners must be prepared to 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 to someone wanting to board with a service animal.

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 protrude into the aisle, doors, steps, emergency exits 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 is 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.

Tillamook County Transportation District
Board of Directors Regular Monthly Meeting
Thursday, January 18, 2018 – 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
Merrienne Hoffman, Director
Jim Huffman, Secretary (by telephone)

TCTD Staff

Doug Pilant, General Manager
Ronny Fox, Superintendent
Brent Olson, Superintendent
Tabatha Welch, Accounting Specialist
Cathy Bond, HR Specialist/Board Clerk

Absent

Cara Mico, Director

Guest

Valerie Schumann, Berkshire Hathaway

4. Announcements and Changes to Agenda: None.
5. Public & Guest Comments: None.
6. Executive Session: *Real Property Transaction, ORS 192.660(2)(e)*

****Executive Session** 6:32pm – 6:47pm**

Board Chair Judy Riggs read aloud the following information:

The Tillamook County Transportation District Board of Directors will now meet in executive session for the purpose of discussion specific to Real Property Transaction, ORS 192.660(2)(e). Representatives of the news media and designated staff shall be allowed to attend the executive session. All other members of the audience are asked to leave the room. Representatives of the news media are specially directed not to report

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

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

Motion by Director Holm to authorize GM Doug Pilant to enter into lease agreement with Tillamook Family Counseling Center for the terms included in the letter of intent presented by Berkshire Hathaway. *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, Hoffman, Huffman
and Board Chair Judy Riggs.
Director Mico was absent.

REPORTS

7. Information: General Managers Report:

- a. December 2017 Financial Report: GM Doug Pilant reported that we are 50% through the fiscal year. Additional line-item were added to the Chart of Accounts to record the TPUD outdoor lighting and loan proceeds. TCTD missed the window to submit required paperwork to payoff the SDAO Loan. The final estimated Facility Repair & Renovation expenses after adding the change orders will be approximately \$978,000.00. Director Hanenkrat asked what the purchased television, projector and projector screen will be used for. GM Doug Pilant said these were purchased to be installed in the new training/conference room.
- b. Service Measure Performance Report: YTD Ridership overall was -2.4% over the previous year. The YTD passengers per hour are -7.0%, the cost per trip was +17.7% while the cost per hour was +9.5%, and the fare box return was -0.4%.
- c. Northwest Oregon Transit Alliance: GM Doug Pilant reviewed the NWOTA meeting agenda, minutes, and finance report with the Board.
 - i. NWOTA Pedestrian Access Project: The Transit Access Project's consulting firm (CH2M Hill), presented the opportunities and limitations of each of the proposed 24 bus stops. This analysis included proposed amenities for each bus stop location. TCTD will drop the 2 proposed Creamery stops on Hwy 101 in favor of adding 2 additional stops in Rockaway. The speed limit of Hwy 101 is 45 mph and it's just not conducive to pedestrians. It will be more realistic to reduce travel time in Rockaway by establishing formal bus stops and eliminating flag stops. It's possible the reduced travel time in Rockaway could allocated to serve current Creamery Bus Stop. The next step is to discuss the feasibility of obtain ROW in Rockaway from the Port of Tillamook Bay.
 - ii. Management Plan: Working towards designing new bus stop signage to replace the OXO logo with the redesigned NW Connector logo.
 - iii. Policies: The Coordinating Committee began discussing Service Animals and Holidays policies. These conversations will continue at the February meeting. The other partners operate all holidays except

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- Thanksgiving and Christmas. They requested that TCTD consider operating on the similar holidays.
- iv. Maverick Media: The winter marketing campaign has been concluded. The Coordinating Committee agreed to purchase an advertisement in the Tillamook Coast Visitor Guide.
- d. Planning & Development:
- i. City of Tillamook Transportation Systems Plan (TSP): The City's next planning meeting is scheduled in February.
 - ii. Cape Kiawanda Master Plan: There is a meeting scheduled February 8th and won't attend due to SDAO conference.
 - iii. Neskowin Bus Stop: Conducted a site-visit with the ODOT Regional Planner to explain the proposed plan to install a water meter for the new ROW landscaping.
 - iv. Cloverdale Bus Stop: Nothing new to report. Waiting on County to provide DEQ report.
 - v. Grand Ronde Transit Development Plan: Attended the kick-off meeting. The next meeting is scheduled in late February.
 - vi. Coastal Connector: The revised Lincoln City to Salem service was successfully launched. The revised early AM service leaves before the Lincoln County bus arrives and passengers are unable to transfer to Salem. Passengers used to wait up to 1 ½ hours for the bus to leave for Salem.
 - vii. Grand Ronde Express: Service was successfully launched. Commuters want a monthly bus pass.
 - viii. January 2, 2018 Service Changes: All service changes went well and have been well received.
- e. Grant Funding:
- i. Section 5310 Grant: District will submit a preventative maintenance application for next fiscal year.
 - ii. Section 5339 Grant Application: The District submitted an application last Fall to purchase replace 4 buses. The grant awards won't be announced until late January or February. ODOT has suggested those with pending applications reapply for this grant. Those vehicles not funded by the previous grant will be considered for this grant.
 - iii. STP Vehicle Replacement Application: The District will also apply for replacement vehicles under this grant.
- f. Facility/Property Management:
- i. Renovation: Facility Repair and Renovation Project is almost complete. New permanent doors arrived and will be installed. The sheer wall is being completed. The new air handling-heating system will arrive late January and be installed in early February. An inspection will take place along with the punch list for items that need to be fixed.
- g. Miscellaneous:
- i. Scheduling and Dispatching Software: Driver and dispatcher training will start in mid-February. Implementation is scheduled for the 2nd or 3rd week of February. Tablets and mounting equipment arrived and will be installed in the vehicles. Staff working with Ecolane to cleanup and

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prepare client and point of interest data. Director Huffman asked how long it will take for drivers to learn system. Brent Olson stated most should be very familiar with system prior to implementation. Director Huffman asked if that will require extra driver training time. GM Doug Pilant that it may require extra time.

CONSENT CALENDAR

8. Motion: Approval of Minutes of December 21, 2017 Board Meeting
9. Motion: Acceptance of 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
12. Motion to Amend TCTD Drug & Alcohol Policy Number 12 to be effective January 19, 2018

Director Holm asked what changes were made to the D&A policy. HR Specialist Cathy Bond stated only legal requirements made by the USDOT.

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

MOTION PASSED

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

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

GM Doug Pilant rescinded this item from the agenda.

DISCUSSION ITEMS

14. Board Position #4 Vacancy: GM Doug Pilant reported that Director Mico resigned her Board Position #4 position on the board. SDAO provided GM Doug Pilant Best Practices guidance and tools on how to fill a board position. Since her position will was thru June 2019 the Board may appoint a person to the position and if they want to continue on the Board they will need to be elected in the May 2019 election. Director Holm asked if it was time sensitive. GM Doug Pilant stated it is not time sensitive. Director Hanenkrat requested the position be advertised at least once. It was decided to follow the SDAO suggested best practices process and advertise in the local media. Applications will be reviewed at the next board meeting and next steps will be determined at that time.

15. Staff Comments/Concerns

GM Doug Pilant: None.

Superintendent Ronny Fox: Express his sentiment about Brent Olson coming on board and feels really good about the future of the District. Shared a story about a driver from his previous employment.

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Superintendent Brent Olson: Grateful for the opportunity and looking forward to working for the District.

Accounting Specialist Tabatha Welch: None.

HR Specialist/Board Clerk Cathy Bond: Asked if any directors attending the SDAO conference. Invited directors to attend to the Chamber dinner.

16. Board of Directors Comments/Concerns

Gary Hanenkrat – None.

Jim Huffman – Will miss Ronny's jokes. Asked to bring up security at the Transit Visitor's Center on a future board agenda.

Merrienne Hoffman – Glad to be back.

Judy Riggs – None.

Cara Mico – Absent.

Marty Holm – Noticed the bus turning onto Makinster Road to unload instead of on Hwy 101 and thinks that is must safer.

Jackie Edwards – None.

UPCOMING EVENTS

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

Adjournment: Board Chair Judy Riggs adjourned the meeting at 7:49pm.

These minutes approved this 22nd day of February 2018.

ATTEST:

Judy Riggs, Board Chair

Doug Pilant, General Manager

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

**In the Matter of Authorizing)
the General Manager to Execute)
a Transportation Planning Agreement)
with Nelson Nygaard Inc.)**

RESOLUTION NO. 18-01

WHEREAS, Tillamook County Transportation District budgeted \$20,000 to purchase transportation planning services in FY 2017-18; and

WHEREAS, TCTD requested proposals from four planning companies to review the District's internal management information system (MIS) for reporting operational and financial reports for 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 \$9,600; 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 \$9,600 with Nelson Nygaard Inc. to provide TCTD public transportation planning and management services to review and improve the District's management information system for planning and budgeting worksheets and review and develop a mileage-based dial-a-ride fare policy.

INTRODUCED AND ADOPTED this 22nd day of February 2018.

ATTEST:

By: _____
Judy Riggs, Board Chair

By: _____
Doug Pilant, General Manager

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

Issue

Shall the Board authorize the General Manager to execute a Planning and Management 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. This past year the TCTD determined it was in the best interest of the District to purchase the Ecolane automated scheduling and dispatching software to better manage the District's dial-a-ride and non-emergency medical transportation services.
4. The Ecolane technology has the capability to be programmed to implement a fare policy that includes both a pickup fee and mileage rate.
5. Developing a dial-a-ride fare policy that includes both a pickup fee and mileage rate would enable the District to meet the multi-zone trip requests.
6. TCTD budgeted \$20,000 to obtain consulting services to assist the District in the review its management information system and conduct a dial-a-ride fare policy analysis.
7. The District requested proposals from David Evans & Associates, Jarrett + Walker & Associates, Nelson-Nygaard Inc., and Kittelson & Associates, Inc.
8. The attached Nelson Nygaard's proposal cost is \$9,600 and their proposal includes a senior associate who's worked for both the National Transit Database and ODOT Rail and Public Transit Division.

Recommendation

Staff recommends the Board adopt Resolution #18-01 to authorize the General Manager to execute a not to exceed \$9,600 Planning Services Agreement with Nelson Nygaard Inc. to provide TCTD transportation planning and management services.



February 15, 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 for assistance with these tasks:

- Review TCTD financial planning and budgeting tools to recommend short-term changes;
- Assess peer agency financial management best practices and summarize recommended software functions and estimated costs;
- Review existing dial-a-ride policies and recommend a methodology to update policies including fare structure.

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.

Other public transportation and community transportation experts at Nelson\Nygaard are available to provide information specific to their areas of expertise.

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 software tools and recommend short-term improvements as needed. We will recommend other software and process solutions for long-term improvements to budgeting, financial planning and grant management (e.g. database tools). The long range solutions must consider effects to grant allocations and National Transit Database reporting.

Task 1 Deliverables: Short term software recommendations, long-term financial software recommendations.

Task 2

Nelson\Nygaard will review TCTD demand response operations and recommend improvements to fare policies that are suitable to projected revenues and expenses. TCTD has considered models using a pick-up fee plus mileage rates, which we will incorporate into the analysis.

Nelson\Nygaard will provide an analysis of up to five scenarios showing the revenue impacts over 10 years of policies at different trip subsidy rates. The scenarios must account for Medicaid transportation reimbursement rates. The analysis will be summarized in a way to support a TCTD short-range business plan.

Task 2 Deliverables: Five 10-year fare policy scenarios, draft policy recommendations.

ATTACHMENT B – BUDGET

		Nelson\Nygaard Labor Costs		Total Labor Hours	Total Costs
		Jamey Dempster Senior Associate 1	Oren Eshel Senior Associate 1		
Base Rate		50.51	50.51		
Overhead	170.00%	85.87	85.87		
Profit	10%	13.64	13.64		
Total Billing Rate		\$150.00	\$150.00		
Task	Description				
1	Financial management recommendations	16	16	32	\$4,800
2	Demand response policy review	16	16	32	\$4,800
TOTAL HOURS		32	32	64	
TOTAL NOT-TO-EXCEED COST		\$4,800	\$4,800		\$9,600

ATTACHMENT C - RESUMES

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

(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.

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.



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

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
"Connecting the community through sustainable transit services"

Date: February 16, 2018
To: Board of Directors
From: Cathy Bond, Board Clerk
Subject: Training at Board Meeting

Just a reminder that this month's board meeting will begin at 5:30pm. This meeting will include Board Roles and Responsibilities training from Jeff Griffin of WHA.

The District will be providing soup and salad for dinner. WHA will be bringing dessert. 😊

See you at 5:30pm!