

Tillamook County Transportation District
Board of Directors
Regular Monthly Meeting



Thursday, March 22, 2018 at 6:30PM
Transportation Building
3600 Third Street, Tillamook, Oregon

AGENDA

Tillamook County Transportation District
Board of Directors ~ Regular Monthly Meeting
Thursday, March 22, 2018 - 6:30 pm
Robert J. Kenny Board Meeting Room - 3600 Third Street, Tillamook OR 97141

REGULAR BOARD MEETING

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

REPORTS

7. Information: General Managers Report:
 - a. Financial Report (Pgs. 1-17)
 - b. Service Performance Report
 - c. Northwest Oregon Transit Alliance (Pgs. 18-23)
 - d. Planning & Development
 - e. Grant Funding
 - f. Facility/Property Management
 - g. Miscellaneous

CONSENT CALENDAR

8. Motion to Approve the Minutes of February 22, 2018 Board Meeting (Pgs. 24-28)
9. Motion to Accept Financial Report: February 2018

ACTION ITEMS

10. Resolution 18-02 In the Matter of Authorizing GM to add four (4) fulltime and two (2) part-time driver positions (Pgs. 29-31)
11. Resolution 18-03 Authorizing the General Manager to Accept a \$13,320 Energy Rebate and Execute a 5-Year \$21,975 Loan from Tillamook People's Utility District (Pgs. 32-34)

DISCUSSION ITEMS

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

UPCOMING EVENTS

None.

Next regularly scheduled meeting of the
Tillamook County Transportation District Board of Directors
Thursday, April 19, 2018

Tillamook County Transportation District
 Normal Trial Balance - Unposted Transactions Included In Report
 From 2/1/2018 Through 2/28/2018

Account Code	Account Title	Debit Balance	Credit Balance
1001	General Checking Account	160,299.03	
1006	Payroll Checking	66,898.64	
1011	Prop. Mgmt. Checking	8,419.23	
1020	LGIP - General Account	414,540.34	
1030	LGIP - Capital Reserve	786,266.43	
1040	Petty Cash	200.00	
Report Total		1,436,623.67	0.00
Report Difference		1,436,623.67	

JW
3-14-18

(Signature)
3-14-18

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Tillamook County Transportation District
Financial Statement - Unposted Transactions Included In Report
From 2/1/2018 Through 2/28/2018

Resources	Current Period Actual	Current Period Budget	Current Year Actual	Total Budget	Total Budget Variance	Bdgt. %66%
Working Capital	3500	0.00	0.00	2,341,606.00	(2,341,606.00)	0.00%
Fares	4000	21,471.63	193,521.63	265,000.00	(71,478.37)	73.02%
Contract Revenue	4020	42,990.26	411,020.25	725,000.00	(313,979.75)	56.69%
Property Tax	4100	6,357.11	836,781.86	875,000.00	(38,218.14)	95.63%
Past Years Property Tax	4110	1,928.02	24,090.00	40,000.00	(15,910.00)	60.22%
State Timber Revenue	4120	35,926.16	83,376.91	175,000.00	(91,623.09)	47.64%
Mass Transit State Payroll Tax	4130	0.00	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	0.00	29,951.42	359,417.00	9,130.00	102.54%
NWOTA Partner Cont. Match	4225	0.00	30,000.00	114,240.00	(84,240.00)	26.26%
Grants - STF	4230	0.00	5,583.33	67,000.00	(16,750.00)	75.00%
Grants -STF-Discretionary	4231	0.00	15,000.00	180,000.00	27,968.00	115.53%
Grants - 5311 (f)	4240	19,752.00	144,439.00	356,150.00	(211,711.00)	40.55%
Grants - 5310	4245	0.00	13,053.83	156,646.00	(50,411.00)	67.81%
Special Bus Operations	4300	0.00	7,081.41	1,000.00	6,081.41	708.14%
Miscellaneous Income	4400	13,050.65	17,553.22	1,000.00	16,553.22	1,755.32%
Sale of Assets - Income	4410	0.00	416.67	5,000.00	(5,000.00)	0.00%
Interest Income	4510	1,729.93	958.33	11,500.00	1,656.00	114.40%
OTIB Loan Proceeds	4515	0.00	28,250.00	339,000.00	(3,869.16)	98.85%
PUD Loan Proceeds	4516	0.00	9,956.32	0.00	9,956.32	0.00%
Advertising Income	4520	0.00	83.33	1,000.00	(220.00)	78.00%
Lease Income	4900	0.00	0.08	1.00	(1.00)	0.00%
Lease Operational Exp Income	4910	0.00	0.00	1.00	(1.00)	0.00%
Transfer From General Fund	4911	90,000.00	1,284,280.00	724,422.00	559,858.00	177.28%

Monthly BOD Report w/YTD Budget & Variance

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Tillamook County Transportation District
Financial Statement - Unposted Transactions Included In Report
From 2/1/2018 Through 2/28/2018

	Current Period Actual	Current Period Budget	Current Year Actual	Total Budget	Total Budget Variance	Bdgt .66%
4914	0.00	0.00	266,000.00	0.00	266,000.00	0.00%
4915	0.00	0.00	0.00	25,000.00	(25,000.00)	0.00%
4916	23,091.00	0.00	259,032.00	227,847.00	31,185.00	113.68%
4917	1,005.00	0.00	4,005.00	13,000.00	(8,995.00)	30.80%
Total Resources	<u>257,301.76</u>	<u>315,559.13</u>	<u>4,696,990.34</u>	<u>7,232,830.00</u>	<u>(2,535,839.66)</u>	<u>64.94%</u>
Expenses						
Personnel Services						
5010	27,283.65	25,837.50	205,504.61	310,050.00	104,545.39	66.28%
5020	7,988.76	9,866.66	64,821.86	118,400.00	53,578.14	54.74%
5030	73,447.15	68,750.00	560,137.43	825,000.00	264,862.57	67.89%
5040	4,242.76	5,416.67	35,262.63	65,000.00	29,737.37	54.25%
5050	50,314.83	48,749.99	309,562.42	585,000.00	275,437.58	52.91%
5055	0.00	2,041.67	19,159.65	24,500.00	5,340.35	78.20%
Total Personnel Services	<u>163,277.15</u>	<u>160,662.49</u>	<u>1,194,448.60</u>	<u>1,927,950.00</u>	<u>733,501.40</u>	<u>61.95%</u>
Materials and Services						
5060	0.00	0.00	2,623.50	0.00	(2,623.50)	0.00%
5100	84.00	8,000.00	67,847.12	96,000.00	28,152.88	70.67%
5101	0.00	2,083.33	8,642.38	25,000.00	16,357.62	34.56%
5102	0.00	416.67	0.00	5,000.00	5,000.00	0.00%
5103	0.00	1,666.67	0.00	20,000.00	20,000.00	0.00%
5120	11,876.71	916.67	21,018.83	23,500.00	2,481.17	89.44%
5140	392.00	250.00	1,568.00	3,000.00	1,432.00	52.26%
5145	3,143.13	2,916.67	25,664.75	37,500.00	11,835.25	68.43%
5150	39.99	1,250.00	12,425.10	18,000.00	5,574.90	69.02%

Monthly BOD Report w/YTD Budget & Variance

Tillamook County Transportation District
Financial Statement - Unposted Transactions Included In Report
From 2/1/2018 Through 2/28/2018

	Current Period Actual	Current Period Budget	Current Year Actual	Total Budget	Total Budget Variance	Bdgt .66%
5160 Insurance	(2,640.00)	7,541.67	79,907.00	90,500.00	10,593.00	88.29%
5170 Office Expenses	683.37	1,250.00	7,760.13	15,000.00	7,239.87	51.73%
5175 Board Expenses	446.68	833.33	9,597.03	10,000.00	402.97	95.97%
5180 Operational Expenses	724.20	2,250.00	20,874.56	27,000.00	6,125.44	77.31%
5185 Drug & Alcohol Administration	1,015.00	125.00	1,015.00	1,500.00	485.00	67.66%
5190 Marketing	409.20	4,437.50	44,537.15	53,250.00	8,712.85	83.63%
5191 Website Re-Design	0.00	0.00	27,239.00	0.00	(27,239.00)	0.00%
5210 Telephone Expense	1,479.29	1,566.66	9,598.71	19,300.00	9,701.29	49.73%
5220 Travel & Training	2,839.57	2,708.33	20,285.29	32,500.00	12,214.71	62.41%
5240 Vehicle Expense	22,414.34	13,666.66	148,016.89	164,000.00	15,983.11	90.25%
5245 Fuel Expenses	19,844.80	21,666.66	148,502.72	260,000.00	111,497.28	57.11%
5250 Volunteers	0.00	125.00	55.64	1,500.00	1,444.36	3.70%
5260 Postage	131.65	166.67	726.20	2,000.00	1,273.80	36.31%
5270 Mgmt/Labor Recreation Fund	0.00	199.50	0.00	2,394.00	2,394.00	0.00%
5280 Transit & Visitor Center Lease	700.00	700.00	4,900.00	8,400.00	3,500.00	58.33%
5285 Transit & Visitor Center Maint	997.87	1,000.00	8,720.79	12,000.00	3,279.21	72.67%
5290 General Operating Cont.	0.00	3,803.83	0.00	45,646.00	45,646.00	0.00%
5300 Property Operating Expenses	1,786.53	2,083.33	13,599.43	25,000.00	11,400.57	54.39%
5325 PUD Loan Expense	187.89	0.00	375.78	0.00	(375.78)	0.00%
5330 Flex Lease: Fees	0.00	83.33	410.00	1,000.00	590.00	41.00%
5340 Property Maint. & Repair	1,028.00	833.33	5,686.80	10,000.00	4,313.20	56.86%
5346 Operations Facility Maint.	71.85	333.33	12,700.04	4,000.00	(8,700.04)	317.50%
Total Materials and Services	67,656.07	82,874.14	704,297.84	1,012,990.00	308,692.16	69.53%
Special Payments						
5200 STF Payments to Recipients	0.00	300.00	14,364.00	19,152.00	4,788.00	75.00%
Monthly BOD Report w/YTD Budget & Variance						

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Tillamook County Transportation District
Financial Statement - Unposted Transactions Included In Report
From 2/1/2018 Through 2/28/2018

	Current Period Actual	Current Period Budget	Current Year Actual	Total Budget	Total Budget Variance	Bdgt .66%
Total Special Payments	0.00	300.00	14,364.00	19,152.00	4,788.00	75.00%
Transfers						
Transfer to LGJP 5931						
Transfer to Property Mgmt	0.00	0.00	266,000.00	0.00	(266,000.00)	0.00%
Transfer to General Fund	90,000.00	0.00	1,004,000.00	705,142.00	(298,858.00)	142.38%
Transfer to Vehicle Reserve	1,005.00	0.00	449,832.00	265,848.00	(183,984.00)	169.20%
Transfer to NWOTA Fund	0.00	0.00	0.00	5,000.00	5,000.00	0.00%
Reserve for Future Expenditure	42,039.00	0.00	112,433.00	57,120.00	(55,313.00)	196.83%
Unappropriated Ending Fund Bal	0.00	0.00	0.00	675,370.00	675,370.00	0.00%
Total Transfers	133,044.00	0.00	1,832,265.00	753,607.00	753,607.00	0.00%
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	30,701.56	75,786.42	933,993.51	909,437.00	(24,556.51)	102.70%
Admin. Expenses- Renovation	1,802.00	1,666.67	9,491.18	20,000.00	10,508.82	47.45%
Design/Engineering-Renovation	1,740.75	1,666.67	28,094.32	20,000.00	(8,094.32)	140.47%
Bus Replacement/Addition	0.00	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	44,111.84	11,250.00	135,180.35	135,000.00	(180.35)	100.13%
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	0.00	15,569.50	181,732.07	186,834.00	5,101.93	97.26%

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Tillamook County Transportation District
Financial Statement - Unposted Transactions Included In Report
From 2/1/2018 Through 2/28/2018

	Current Period Actual	Current Period Budget	Current Year Actual	Total Budget	Total Budget Variance	Bdgt .66%
Total Capital Purchases	<u>78,356.15</u>	<u>124,605.93</u>	<u>1,383,953.37</u>	<u>1,585,271.00</u>	<u>201,317.63</u>	<u>87.30%</u>
Total Capital Outlay	<u>78,356.15</u>	<u>142,189.26</u>	<u>1,434,590.87</u>	<u>1,796,271.00</u>	<u>361,680.13</u>	<u>79.86%</u>
Total Expenses	<u>442,333.37</u>	<u>386,025.89</u>	<u>5,179,966.31</u>	<u>7,218,450.00</u>	<u>2,038,483.69</u>	<u>71.76%</u>

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Tillamook County Transportation District

Check/Voucher Register

1001 - General Checking Account

From 2/1/2018 Through 2/28/2018

Document Number	Document Date	Transaction Amount	Payee	Transaction Description
13239	2/6/2018	(50.00)	ATU LOCAL #757	ATU GRIEVANCE #9494
13272	2/7/2018	225.00	24/7 TRUCK AND AUTO SERVICE	300 - RADIATOR
13273	2/7/2018	25.00	ALL STARR SIGNS	MARKETING
13274	2/7/2018	186.80	ALSCO - Portland Linen	MATTS
13275	2/7/2018	25.00	ATU LOCAL #757	ATU GRIEVANCE #9494
13276	2/7/2018	250.00	Burden's Muffler & Towing	301-TOWED
13276	2/7/2018	675.00	Burden's Muffler & Towing	301-TOWED
13277	2/7/2018	1,531.10	Carquest Auto Parts	SHOP INVENTORY/VEHICLE MAINTENANCE
13277	2/7/2018	(108.00)	Carquest Auto Parts	RETURN CORE
13278	2/7/2018	27.98	CATHY BOND	SUPPLIES
13279	2/7/2018	55.64	CHRIS MOTLEY	MILEAGE/COVER J BLOCK FOR CC
13280	2/7/2018	28.50	CLAYTON NORRBOM	MEALS/TRAINING
13280	2/7/2018	82.39	CLAYTON NORRBOM	MILEAGE TO SALEM
13280	2/7/2018	28.25	CLAYTON NORRBOM	MEALS/TRAINING
13281	2/7/2018	535.00	Coast Printing & Stationery	COASTAL CONNECTOR ROUTE BROCHURES
13282	2/7/2018	147.00	COUNTRY MEDIA	BOARD MTG AD
13282	2/7/2018	109.00	COUNTRY MEDIA	ADVERTISING
13283	2/7/2018	330.50	Creative Bus Sales	BUS 204 WIRING/BLINKER
13284	2/7/2018	100.86	CRYSTAL AND SIERRA SPRINGS	WATER
13285	2/7/2018	707.93	O'REILLY AUTOMOTIVE STORES	VEHICLE MAINTENANCE/PARTS
13285	2/7/2018	(559.29)	O'REILLY AUTOMOTIVE STORES	RETURN PARTS
13286	2/7/2018	209.72	DAVID WHEELER	CC J & I
13287	2/7/2018	65.53	CENTURYLINK	TELEPHONE
13288	2/7/2018	48.00	FleetPride, Inc.	COOLANT/INVENTORY
13288	2/7/2018	39.96	FleetPride, Inc.	SHOP GLOVES/TOOLS
13288	2/7/2018	19.98	FleetPride, Inc.	SHOP/CLEANING GLOVES
13288	2/7/2018	19.98	FleetPride, Inc.	GLOVES/SHOP
13288	2/7/2018	19.98	FleetPride, Inc.	SHOP GLOVES
13288	2/7/2018	104.00	FleetPride, Inc.	COOLANT/INVENTORY
13288	2/7/2018	886.25	FleetPride, Inc.	BUS 300 RADIATOR
13288	2/7/2018	96.00	FleetPride, Inc.	COOLANT/INVENTORY
13288	2/7/2018	192.00	FleetPride, Inc.	COOLANT/INVENTORY
13288	2/7/2018	(19.98)	FleetPride, Inc.	RETURN GLOVES
13288	2/7/2018	(77.90)	FleetPride, Inc.	RETURN OIL PAN DRAIN
13289	2/7/2018	275.00	KDEP-FM/KTIL-FM/KTIL-AM	ADVERTISING
13290	2/7/2018	1,199.72	LES SCHWAB WAREHOUSE CENTER	TIRE RACKS
13291	2/7/2018	349.00	MAC TOOLS DISTRIBUTING	TOOLS/POWER PROBE
13292	2/7/2018	71.12	McCOY FREIGHTLINER	BUS 301 DEF COOLING LINE ELBC
13293	2/7/2018	215.90	DAVISON AUTO PARTS, INC.	VEHICLE MAINTENANCE/PARTS
13293	2/7/2018	(12.69)	DAVISON AUTO PARTS, INC.	RETURN PART
13294	2/7/2018	500.00	NATHAN LEVIN	MARCH 2018 RENT COASTAL CONNECTOR
13295	2/7/2018	80.86	Office Depot Credit Plan	OFFICE SUPPLIES
13295	2/7/2018	8.35	Office Depot Credit Plan	OFFICE SUPPLIES
13295	2/7/2018	9.14	Office Depot Credit Plan	OFFICE SUPPLIES/STAMP
13296	2/7/2018	441.18	Pacific Office Automation	OFFICE COPIES
13297	2/7/2018	1,393.18	PETROCARD INC.	FUEL 60X & 70X
13298	2/7/2018	196.00	Pacific Office Automation	COPIER LEASE
13299	2/7/2018	857.00	Prevailing Communications	RADIOS/MICROPHONES/ANTENNA
13300	2/7/2018	112.48	R&J MOBILITY SERVICE, LLC	SHOP SUPPLIES/INVENTORY
13301	2/7/2018	613.81	Rosenberg Builders Supply	SHOP SUPPLIES
13302	2/7/2018	616.47	Sheldon Oil Distributors	DURON DRUM
13302	2/7/2018	108.64	Sheldon Oil Distributors	DEF/DRUM
13302	2/7/2018	20,864.09	Sheldon Oil Distributors	FUEL
13303	2/7/2018	26.85	Tillamook Motor Co.	BUS 28 FAN SWITCH

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Tillamook County Transportation District

Check/Voucher Register

1001 - General Checking Account
From 2/1/2018 Through 2/28/2018

Document Number	Document Date	Transaction Amount	Payee	Transaction Description
13304	2/7/2018	48.00	TILLAMOOK COUNTY SHOPPER, LLC	BOARD POSTING
13304	2/7/2018	108.00	TILLAMOOK COUNTY SHOPPER, LLC	MARKETING
13305	2/7/2018	166.05	TOMMIES CLEANERS	TABLE CLOTH CLEANING/XMAS PA
13306	2/7/2018	1,426.89	CARDMEMBER SERVICE	CARD CHARGES
13307	2/7/2018	49.95	VANIR BROADBAND, INC.	INTERNET
13308	2/7/2018	1,455.27	Western Bus Sales	BUS 303 BODY REPAIR/LEAK & ELECTRICAL WORK
13308	2/7/2018	(223.28)	Western Bus Sales	RETURN PART
13309	2/19/2018	50.00	BIO-MED TESTING SERVICE, INC.	PRE EMPLOYMENT TEST
13310	2/19/2018	23.80	CAR CARE SPECIALISTS, INC.	DEF
13310	2/19/2018	31.09	CAR CARE SPECIALISTS, INC.	DEF
13311	2/19/2018	52.43	CATHY BOND	MILEAGE TO SDAO
13312	2/19/2018	25.15	CHRIS MOTLEY	MILEAGE CC ROUTE
13312	2/19/2018	90.00	CHRIS MOTLEY	DOT MEDICAL
13313	2/19/2018	854.31	CoastCom, Inc.	PHONES
13314	2/19/2018	134.20	COUNTRY MEDIA	N. COAST CITIZEN
13315	2/19/2018	4,360.00	COMPUTER SUPPORT & SERVICES	COMPUTER SUPPORT
13315	2/19/2018	4,458.00	COMPUTER SUPPORT & SERVICES	COMPUTER SUPPORT
13316	2/19/2018	119.84	DAVID WHEELER	MILEAGE CC 60X
13317	2/19/2018	3,228.70	DELL MARKETING L.P.	COMPUTERS
13318	2/19/2018	50.03	Dish	DISH
13319	2/19/2018	20,410.50	ECOLANE USA, INC.	ECOLANE/SOFTWARE/LICENSE/TR
13319	2/19/2018	9,379.30	ECOLANE USA, INC.	ECOLANE ANNUAL MAINTENANCE
13320	2/19/2018	472.53	Fred Meyer Customer Charges	MEALS/MEETINGS & TRAININGS
13321	2/19/2018	900.00	HANOVER DISPLAYS, INC.	bus 300 installation of reader signs
13321	2/19/2018	900.00	HANOVER DISPLAYS, INC.	bus 301 installation of reader signs
13322	2/19/2018	722.00	JORDAN SCHRADER RAMIS, PC	LEGAL 60X AND 70X
13322	2/19/2018	(722.00)	JORDAN SCHRADER RAMIS, PC	LEGAS
13323	2/19/2018	4,000.00	KITTELSON & ASSOCIATES, INC.	60X & 70X ROUTE BROCHURES
13324	2/19/2018	865.47	Marie Mills Center, Inc	transit center janitorial
13325	2/19/2018	100.00	North Coast Lawn	LAWN MAINTENANCE
13326	2/19/2018	90.00	NANCY BROWN	CDL PHYSICAL
13327	2/19/2018	24.00	NEW AGE CAR WASH	VAN WASHES
13328	2/19/2018	26.71	NORTHSIDE FORD	BUS 34 EXHAUST CLAMP
13329	2/19/2018	80.00	Oregon State Police	BACKGROUND CHECKS
13330	2/19/2018	98.68	PACIFIC CITY SUN	POST BOARD VACANCY
13331	2/19/2018	1,091.09	PETROCARD INC.	FUEL
13332	2/19/2018	46.01	RONALD B. FOX	MILEAGE/ BUS 300 INCIDENT
13333	2/19/2018	230.00	SDAO-Claims	SDAO CONFERENCE REGISTRATIC
13334	2/19/2018	1,447.60	SPORTWORKS NORTHWEST, INC.	BIKE RACK PARTS/BUS REPAIR
13335	2/19/2018	53.50	TABATHA WELCH	MILEAGE TO SDAO
13336	2/19/2018	540.00	Tillamook Chamber of Commerce	coastal connector advertisement
13336	2/19/2018	(540.00)	Tillamook Chamber of Commerce	coastal connector advertisement
13337	2/19/2018	25.40	TILLAMOOK DIESEL REPAIR	BUS 34 TURBO MOUNTING STUDS
13338	2/19/2018	11,760.00	TRILLIUM SOLUTIONS, INC.	SWIFTLY
13339	2/19/2018	274.56	VERIZON	DATA PKG - ECOLANE TABLETS
13340	2/28/2018	4,302.99	24/7 TRUCK AND AUTO SERVICE	bus 18 - fuel injector/valve cover g
13341	2/28/2018	138.00	BUSINESS SECURITY UNIT	REFUND DUPLICATE PAYMENT CK 30504625/30509951
13342	2/28/2018	47.08	CLAYTON NORRBOM	J BLOCK ON SUNDAY
13343	2/28/2018	53.25	Coleen Williams	DELIVER BUS 30 TO BOB'S FOR WINDSHIELD REPAIR
13344	2/28/2018	246.10	DAVID WHEELER	I BLOCK MILEAGE
13345	2/28/2018	84.00	INNOVA LEGAL ADVISORS	LEGAL
13346	2/28/2018	41.07	Tillamook PUD	LARGE BUS BARN
13346	2/28/2018	30.78	Tillamook PUD	SMALL BUS BARN

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Tillamook County Transportation District

Check/Voucher Register

1001 - General Checking Account

From 2/1/2018 Through 2/28/2018

<u>Document Number</u>	<u>Document Date</u>	<u>Transaction Amount</u>	<u>Payee</u>	<u>Transaction Description</u>
Report Total		107,610.33		

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Tillamook County Transportation District

Check/Voucher Register

1006 - Payroll Checking

From 2/1/2018 Through 2/28/2018

Document Number	Document Date	Payee
020218-01	2/2/2018	DANIELL F. AMAYA
020218-02	2/2/2018	SYLVIE G. BALLANCE
020218-03	2/2/2018	LAURA M. BEELER
020218-04	2/2/2018	JEREMY J. BELLANTE
020218-05	2/2/2018	NANCY A. BROWN
020218-06	2/2/2018	TERRA L. BUCHANAN
020218-07	2/2/2018	ERIN L. CLAWSON
020218-08	2/2/2018	CLIFFORD R. DERRICK
020218-09	2/2/2018	RICHARD A. DIETZ
020218-10	2/2/2018	KARRI L. HOOKER
020218-11	2/2/2018	JAMES N. JETT
020218-12	2/2/2018	ROBERT R. KENNEY
020218-13	2/2/2018	MICHAEL J. LOWENSTEIN
020218-14	2/2/2018	JOHN C. MAGNANO
020218-15	2/2/2018	CHRISTOPHER A. MOTLEY
020218-16	2/2/2018	ALLAN G. NEWCOMB
020218-17	2/2/2018	CLAYTON T. NORRBOM
020218-18	2/2/2018	PAUL J. NORTON
020218-19	2/2/2018	BRENT K. OLSON
020218-20	2/2/2018	JAMES M. PALMER
020218-21	2/2/2018	GARY R. PETERSON
020218-22	2/2/2018	DOUGLAS W. PILANT
020218-23	2/2/2018	RONALD G. PIMENTEL
020218-24	2/2/2018	VERNON L. RESSLER
020218-25	2/2/2018	GWENDOLYN J. RUSSELL
020218-26	2/2/2018	ROBERT W. RYAN
020218-27	2/2/2018	STEVE H. SCHWABE
020218-28	2/2/2018	KATHLEEN E. SCHWABE
020218-29	2/2/2018	MICHAEL P. THOMPSON
020218-30	2/2/2018	TABATHA R. WELCH
020218-31	2/2/2018	DAVID T. WHEELER
020218-32	2/2/2018	COLEEN A. WILLIAMS
021618-01	2/16/2018	DANIELL F. AMAYA
021618-02	2/16/2018	SYLVIE G. BALLANCE
021618-03	2/16/2018	LAURA M. BEELER
021618-04	2/16/2018	JEREMY J. BELLANTE
021618-05	2/16/2018	NANCY A. BROWN
021618-06	2/16/2018	TERRA L. BUCHANAN
021618-07	2/16/2018	ERIN L. CLAWSON
021618-08	2/16/2018	CLIFFORD R. DERRICK
021618-09	2/16/2018	RICHARD A. DIETZ
021618-10	2/16/2018	KARRI L. HOOKER
021618-11	2/16/2018	TOMMIE L. HUFFMAN
021618-12	2/16/2018	JAMES N. JETT
021618-13	2/16/2018	ROBERT R. KENNEY
021618-14	2/16/2018	MICHAEL J. LOWENSTEIN
021618-15	2/16/2018	JOHN C. MAGNANO
021618-16	2/16/2018	TYLER J. MARSHALL
021618-17	2/16/2018	CHRISTOPHER A. MOTLEY
021618-18	2/16/2018	ALLAN G. NEWCOMB
021618-19	2/16/2018	CLAYTON T. NORRBOM
021618-20	2/16/2018	PAUL J. NORTON
021618-21	2/16/2018	BRENT K. OLSON
021618-22	2/16/2018	JAMES M. PALMER
021618-23	2/16/2018	GARY R. PETERSON
021618-24	2/16/2018	DOUGLAS W. PILANT
021618-25	2/16/2018	RONALD G. PIMENTEL

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Tillamook County Transportation District

Check/Voucher Register

1006 - Payroll Checking

From 2/1/2018 Through 2/28/2018

Document Number	Document Date	Payee
021618-26	2/16/2018	VERNON L. RESSLER
021618-27	2/16/2018	GWENDOLYN J. RUSSELL
021618-28	2/16/2018	ROBERT W. RYAN
021618-29	2/16/2018	STEVE H. SCHWABE
021618-30	2/16/2018	KATHLEEN E. SCHWABE
021618-31	2/16/2018	MICHAEL P. THOMPSON
021618-32	2/16/2018	TABATHA R. WELCH
021618-33	2/16/2018	DAVID T. WHEELER
021618-34	2/16/2018	COLEEN A. WILLIAMS
5103	2/2/2018	DONALD M. ANDERSON
5104	2/2/2018	JERRY D. BOND
5105	2/2/2018	CATHRYN L. BOND
5106	2/2/2018	JAMES P. BROWN
5107	2/2/2018	RONALD B. FOX
5108	2/2/2018	PEGGY PETERSON
5109	2/2/2018	LEONARD W. STITT
5110	2/2/2018	TOMMIE L. HUFFMAN
5111	2/2/2018	TYLER J. MARSHALL
5112	2/2/2018	HRA VEBA TRUST
5113	2/2/2018	UNITED FINANCE
5114	2/7/2018	SPECIAL DISTRICTS INS. SERVICE
5115	2/7/2018	PACIFIC SOURCE
5116	2/16/2018	DONALD M. ANDERSON
5117	2/16/2018	CATHRYN L. BOND
5118	2/16/2018	JERRY D. BOND
5119	2/16/2018	JAMES P. BROWN
5120	2/16/2018	RONALD B. FOX
5121	2/16/2018	PEGGY PETERSON
5122	2/16/2018	CYNDIE S. SIEMSEN
5123	2/16/2018	LEONARD W. STITT
5124	2/19/2018	ATU LOCAL #757
5125	2/19/2018	Shriners Hospital for Children
5126	2/19/2018	AUTISM SOCIETY OF OREGON
5127	2/19/2018	UNITED FINANCE

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Tillamook County Transportation District

Check/Voucher Register

1011 - Prop. Mgmt. Checking

From 2/1/2018 Through 2/28/2018

<u>Document Number</u>	<u>Document Date</u>	<u>Transaction Amount</u>	<u>Payee</u>	<u>Transaction Description</u>
4076	2/7/2018	69.00	ALLEN'S LOT MAINTENANCE LLC	LOT SWEEPING
4077	2/7/2018	169.75	City Of Tillamook	WATER/SEWER
4078	2/7/2018	1,023.10	NATIONAL BUSINESS FURNITURE	OFFICE CHAIRS
4079	2/7/2018	800.00	PLANNING SOLUTIONS	BUILDING REMODEL
4080	2/7/2018	135.25	CITY SANITARY SERVICE	GARBAGE
4082	2/19/2018	225.00	CARLSON TESTING INC	FINAL SUMMARY LETTER
4083	2/19/2018	326.25	Marie Mills Center, Inc	office janitorial
4084	2/19/2018	388.00	North Coast Lawn	LAWN MAINTENANCE
4085	2/28/2018	<u>1,379.05</u>	Tillamook PUD	OFFICE & LOAN PAYMENT
Report Total		<u><u>4,515.40</u></u>		

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UMPQUA BANK: CLOSING DATE 2/25/2018			
Date	Vendor	Description of Transaction	Amount
DOUG PILANT			
7-Feb	NPI/RAM MOUNTS	Ram Tablet Mounts/Ecolane	\$ 555.48
9-Feb	PARKSIDE DINER	Doug/Judy mtg/meal	\$ 31.50
12-Feb	YELLOW CURRY	SDAO meal Doug	\$ 18.95
13-Feb	RIVERTIDE SUITES	SDAO Lodging Cathy	\$ 666.32
20-Feb	USPS	Office Postage	\$ 100.00
21-Feb	RODEO STEAKHOUSE	Doug, Brent, Tom/Ecolane lunch	\$ 48.25
21-Feb	REALVNC LIMITED	Software	\$ 40.00
23-Feb	PACIFIC RESTAURANT	Ecolane Team mtg/Doug, Brent, Tom, Priscilla	\$ 80.00
			\$ 1,540.50
RONNY FOX			
25-Jan	FISH PEDDLER	Ronny/Doug personnel mtg - lunch	\$ 47.61
29-Jan	SHILO INN	Driver lodging/due to hwy closure	\$ 106.20
31-Jan	PIG N PANCAKE	Shuttle van 101 from Warrenton/Ronny meal	\$ 16.00
7-Feb	USPS	shipping to return a part	\$ 31.65
16-Feb	PACIFIC RESTAURANT	Manager Mtg/Ronny, Brent, Clayton - meal	\$ 42.00
			\$ 243.46
CATHY BOND			
02/05/18	RAM MOUNTS	Ram Tablet Mounts/Ecolane	\$ 97.86
02/06/18	ADOBE SYSTEMS	Monthly Software payment	\$ 24.99
02/12/18	KFC	SDAO meal Cathy	\$ 9.37
02/12/18	BIGFOOTS STEAKHOUSE	SDAO meal Cathy	\$ 25.00
02/12/18	HUMAN BEAN COFFEE	SDAO coffee/Tabatha and Cathy	\$ 10.50
02/12/18	TOMS FISH AND CHIPS	SDAO meal Cathy	\$ 11.00
02/12/18	HUMAN BEAN COFFEE	SDAO coffee Cathy	\$ 4.25
02/13/18	MORRIS FIRESIDE RESTAURANT	SDAO meal Cathy	\$ 20.00
02/13/18	HUMAN BEAN COFFEE	SDAO coffee Cathy	\$ 5.25
02/20/18	MICHAELS	Nancys retirement party	\$ 21.48
02/20/18	FIELDPRINT	New Hire background checks	\$ 12.50
02/22/18	DIAMOND ART	Nancys retirement party	\$ 25.00
02/22/18	FIELDPRINT	New Hire background checks	\$ 12.50
02/23/18	MC MIETH TICKET PUNCH	8 hole punchers for drivers	\$ 379.69
			\$ 659.39
TABATHA WELCH			
01/25/18	AATRIX SOFTWARE	W2 and 1099 filing/Abila-credit dbl billed	\$ (85.57)
02/09/18	EL TRIO LOCO	SDAO meal Tabatha	\$ 16.95
02/12/18	BIGFOOTS STEAKHOUSE	SDAO meal Tabatha	\$ 36.75
02/13/18	RIVERTIDE SUITES	SDAO Lodging Tabatha	\$ 563.44
			\$ 531.57
		Charges total	\$ 2,974.92
		Interest charges	\$ 116.71
		Grand Total	\$ 3,091.63
APPROVAL <i>bu</i>		DATE 3-7-18	

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February 2018 Statement

Open Date: 01/25/2018 Closing Date: 02/23/2018



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

Account:

Cardmember Service
BUS 30 ELN 78

1-866-552-8855
15

New Balance	\$3,091.63
Minimum Payment Due	\$53.00
Payment Due Date	03/22/2018

Reward Points	
Earned This Statement	3,422
Reward Center Balance as of 02/22/2018	59,614
For details, see your rewards summary.	

Activity Summary		
Previous Balance	+	\$1,520.72
Payments	-	\$1,426.89 ^{CR}
Other Credits	-	\$85.57 ^{CR}
Purchases	+	\$3,060.49
Balance Transfers		\$0.00
Advances		\$0.00
Other Debits		\$0.00
Fees Charged	+	\$0.80
Interest Charged	+	\$22.08
New Balance	=	\$3,091.63
Past Due		\$0.00
Minimum Payment Due		\$53.00
Credit Line		\$10,000.00
Available Credit		\$6,908.37
Days in Billing Period		30

Payment Options:



Mail payment coupon
with a check



Pay online at
myaccountaccess.com





Pay by phone
1-866-552-8855

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

900000053000003091631

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

-  to pay by phone
-  to change your address

Account Number	7790
Payment Due Date	3/22/2018
New Balance	\$3,091.63
Minimum Payment Due	\$53.00

Amount Enclosed \$ _____

000009380 01 SP 000638795037060 P Y

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

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



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Visa Business Rewards
Rewards Center Activity as of 02/22/2018

Rewards Center Activity*	0
Rewards Center Balance	59,614

*This item includes points redeemed, expired and adjusted.

Rewards Earned	This Statement	Year to Date
Points Earned on Net Purchases	2,526	3,537
Gas, Restaurants & Telecom Double Points	896	1,728
Total Earned	3,422	5,265

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.

PAY TAXES WITH YOUR CARD. It's a fast, easy and secure way to pay your federal and state taxes. **FAST-**Pay quickly online. **EASY-**Forget the hassles of writing checks or payments getting lost in the mail. **SECURE-**You will receive an electronic receipt so you will know when your payment was received. **REWARDING-**You will earn points for every net dollar you pay on your taxes with your card. See enclosed insert for more details.

This Valentine's Day, you can redeem points for hundreds of brand-name items or gift cards in a wide range of price points. Redeeming is easy-Simply log into myaccountaccess.com and click on "Rewards center" to browse merchandise, gift cards and travel. You are sure to find a special something for that special someone, maybe a treat for you too! Don't forget you can redeem for statement credit too.

Transactions PILANT, DOUGLAS Credit Limit \$5000

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
Purchases and Other Debits					
02/07	02/06	6109	NPI/RAM MOUNTS 206-763-8361 WA	\$555.48	_____
02/09	02/08	6077	PARKSIDE DINER GARIBALDI OR	\$31.50	_____
02/12	02/10	6550	YELLOW CURRY COZY THAI SEASIDE OR	\$18.95	_____
02/13	02/11	2005	RIVERTIDE SUITES SEASIDE OR	\$666.32	_____
02/20	02/16	1082	USPS POSTAGE ENDICIA.C 800-576-3279 CA	\$100.00	_____
02/21	02/19	8568	RODEO STEAKHOUSE TILLA TILLAMOOK OR	\$48.25	_____
02/21	02/20	0033	REALVNC LIMITED CAMBRIDGE GB	\$40.00	_____
02/23	02/22	0056	PACIFIC RESTAURANT TILLAMOOK OR	\$80.00	_____
Total for Account				\$1,540.50	

Continued on Next Page

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

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
Purchases and Other Debits					
01/25	01/24	3598	SQ *THE FISH PEDLER BAY CITY OR	\$47.61	_____
01/29	01/27	0272	SHILO INN TILLAMOOK TILLAMOOK OR	\$106.20	_____
01/31	01/30	7262	PIG N PANCAKE SEASIDE OR	\$16.00	_____
02/07	02/06	6664	USPS PO 4083680269 TILLAMOOK OR	\$31.65	_____
02/16	02/16	0050	PACIFIC RESTAURANT TILLAMOOK OR	\$42.00	_____
Total for Account 4/1				8301	\$243.46

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

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
Purchases and Other Debits					
02/05	02/02	4748	NPI/RAM MOUNTS 206-763-8361 WA	\$97.86	_____
02/06	02/05	6204	ADOBE SYSTEMS, INC. 800-833-6687 CA	\$24.99	_____
02/12	02/10	0156	KFC J118001 SEASIDE OR	\$9.37	_____
02/12	02/10	7973	BIGFOOTS STEAKHOUSE SEASIDE OR	\$25.00	_____
02/12	02/11	1818	TST* HUMAN BEAN SEASID SEASIDE OR	\$10.50	_____
02/12	02/08	6247	TOMS FISH AND CHIPS SEASIDE OR	\$11.00	_____
02/12	02/09	5808	TST* HUMAN BEAN SEASID SEASIDE OR	\$4.25	_____
02/13	02/11	0373	MORRIS FIRESIDE RESTAU 503-4362917 OR	\$20.00	_____
02/13	02/12	2739	TST* HUMAN BEAN SEASID SEASIDE OR	\$5.25	_____
02/20	02/17	2998	MICHAELS STORES 9887 BEAVERTON OR	\$21.48	_____
02/20	02/16	1051	FIELDPRINT INC 888-291-1369 PA	\$12.50	_____
02/22	02/21	9119	DIAMOND ART JEWELERS I TILLAMOOK OR	\$25.00	_____
02/22	02/21	4342	FIELDPRINT INC 888-291-1369 PA	\$12.50	_____
02/23	02/22	0917	MC MIETH TICKET PUNCHE 386-7673494 FL	\$379.69	_____
Total for Account				022	\$659.39

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

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
Other Credits					
01/25	01/24	6717	AATRIX SOFTWARE GRAND FORKS ND MERCHANDISE/SERVICE RETURN	\$85.57	CR _____
Purchases and Other Debits					
02/09	02/08	1824	EL TRIO LOCO DOS MANZANITA OR	\$16.95	_____
02/12	02/10	8161	BIGFOOTS STEAKHOUSE SEASIDE OR	\$36.75	_____
02/13	02/11	1858	RIVERTIDE SUITES SEASIDF OR	\$563.44	_____
Total for Account				\$531.57	

00000 0007

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Transactions BILLING ACCOUNT ACTIVITY

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
Payments and Other Credits					
02/08	02/08	8	PAYMENT THANK YOU	\$1,426.89	CR
Fees					
02/21	02/20	0033	FRGN TRANS FEE-REALVNC LIMITED CA	\$0.80	
TOTAL FEES FOR THIS PERIOD				\$0.80	
Interest Charged					
02/23	INTEREST CHARGE ON PURCHASES			\$22.08	
TOTAL INTEREST FOR THIS PERIOD				\$22.08	
Total for Account					790
				\$1,404.01	CR

2018 Totals Year-to-Date	
Total Fees Charged in 2018	\$0.80
Total Interest Charged in 2018	\$80.91

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	\$3,091.63	\$1,992.21	YES	\$22.08	13.49%	
**ADVANCES	\$0.00	\$0.00	YES	\$0.00	25.24%	

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Coordinating Committee Meeting

March 9, 2018

Tillamook County Transportation District

3600 3rd St

Tillamook, OR

10:00 am—3:00 pm

Teleconference Information

866/755-7677

Pin # 005939

Agenda

10:00— 10:05a	1. Introductions. Welcome to Guests	Doug Pilant
10:05— 10:15a	2. Consent Calendar (Action Items) <ul style="list-style-type: none"> ✚ February 9, 2018 Meeting Minutes (attached) ✚ February 2018 Financial Report ✚ Ridership Tracking (January 2018) 	Doug Pilant
10:15— 12:30p	3. NW Connector Transit Access Study	Ken Shonkwiler Ryan Farncomb
12:30— 1:00p	4. Lunch	
1:00— 2:30p	5. NWOTA Standing Items <ul style="list-style-type: none"> ✚ IGA ✚ Marketing: NWOTA Newsletter, NW Oregon Events, Bicycle Website, Boomer ads 	Doug Pilant Mary McArthur Jeff Hazen
2:30— 3:00p	6. Other Business and Member Updates	All

Attachments:

February 9, 2018 Meeting Minutes

NWOTA meetings are open to the public and accommodations will be provided to persons with disabilities. If a sign language interpreter is needed, please call Mary McArthur at 503.228.5565 at least 48 hours prior to the meeting.

NW Oregon Transit Alliance (NWOTA)
Coordinating Committee Meeting Minutes
February 9, 2018
Teleconference
Tillamook, OR

1. Introductions: Doug Pilant, Coordinating Committee Chair, opened the meeting. Meeting attendees included:
 - Cynda Bruce—Lincoln County Transportation
 - Jeff Hazen—Sunset Empire Transit District
 - Lee Lazaro—Benton County Transit
 - Doug Pilant—Tillamook County Transportation
 - Michael Ray—Columbia County Rider
 - Ryan Farncomb—CH2M
 - Donna Hinze, Arla Miller, Ken Shonkwiler—ODOT
2. Consent Calendar: Unanimously approved. (JH/MR)
 - ✦ January 12, 2018 Meeting Minutes
 - ✦ January 2017 Financial Report—Doug reviewed.
 - ✦ 2017 Ridership Tracking—The 2017 NW Connector Performance Report shows ridership of over 188,000, over 5 million vehicle miles and 153,600 fossil fuel saved, .and over 1,300 tons of greenhouse gas emissions avoided. Mary will send out the Report calculations explanations to the partners.
3. NWOTA Standing Items
 - ✦ NW Connector Marketing
 - Tillamook Coast Guide—Doug got the artwork for the map to the Tillamook Chamber. They will be producing the ad.
 - Boomer Ads— In past, have been advertising in the Linn-Benton edition. There is also a Marion-Polk and a coastal edition. NWOTA has had a good response, and continue to want to do ads and press releases. Owner is a husband/wife team, and is willing to give discounts if NWOTA was to advertise in multiple editions. Tillamook did a couple of press releases through them, and talked to a Clark Seeley. Have a good distribution to public congregation areas. Free publication. Fairly good readership. Question to partners—Should NWOTA do a quarterly ad, plus periodic press releases? Partner consensus: Lee will reach out and get some pricing options for the next board meeting. One thought would be to offer a discount ride, if riders were to mention The Boomer to the driver, or have a coupon. Would be able to track ridership from the Boomer. Or a free ride if brought in a coupon, or a two for one coupon. Two rides for the price of one. Question why no distribution in Clatsop or Columbia counties? Lee will find out. Boomer will work up an ad proof. Mary will get the artwork from Mary Burke of the former Boomer ads. Lee will also find out how much ad work Boomer can do.
 - Bicycle Website Advertising—Jeff will ask SETD’s Transportation Options Manager, who is a bicycling enthusiast, which websites would be the best fit for a NW Connector listing.
 - Follow Up with Visit Tillamook Coast, Nan Devlin—Suggested approach is to add the NW Connector as a transportation option to marketing/advertising already being done for local events. Suggestions included: Dory Days/Tillamook County’s shuttle service, Lincoln County Seafood and Wine Festival, Kite Festival, Sand Castle Festival. Tillamook—Pirates Festival. Tillamook County Fair. Add other county fairs. NW Connector website also has events, add these new ones to the website. In Lincoln County, cities publish calendars of

different events. In Clatsop County there are three major chambers of commerce: Cannon Beach, Seaside and Astoria—Warrenton chambers. Mary will follow up and bring the different event calendars to the March meeting.

✦ Management Plan Action Items

- Revised Transporting Animals Policy—Arla indicated that the proposed policy appears to be consistent with ODOT’s requirements. Partners noted that the policy is timely as airlines are taking a harder line regarding comfort animals. The revised policy was unanimously approved. (DP/CB)
- Holiday Service Policy-- Doug took comparison of partner service on holidays to his board, and they were surprised TCTD wasn’t running when other partners were. No consensus to go one way or another. Got their attention. Will look at the cost implications in next year’s budget. Tillamook County pretty much shuts down on Independence day, but the board is willing to look at operating the same days as the other partners. To be decided. Issue: Operations people have to be on call. Doug will follow up with each partner on how they manage operations on those days administrative staff aren’t working. Challenge for Benton with Amtrak connector service has been days and hours of operation. ODOT passenger rail really want holiday operation because can be some of biggest days of ridership on the train, particularly Thanksgiving, Christmas and New Years. Had high transit ridership during Thanksgiving, when all seats on the train were filled.

4. NW Connector Use of Swiftly

- ✦ iTransitNW Connexionz—Jeff mentioned that he and Paul gave a presentation on Swiftly to their Board, and they are ready to move forward on adding Swiftly to the SETD system. Setting up Tillamook onto the Swiftly system cost approximately \$15,000, and runs from \$5,000—\$7,000 annually. Lincoln County is interested and will follow up with Doug. If adopt Swiftly system-wide, wouldn’t have a need for iTransitNWConnexionz. Appears that Swiftly is more cost-effective for the NW Connector, plus a better website. NW Connector website also has room to grow.
- ✦ NW Connector Newsletter—Good idea, but takes work and a plan to do so. Target at visitors. Transit to/from the Coast and up and down the Coast. Find riders that are doing interesting things. Bikers, campers. Might be a good project for the next round of funding. Getting an electronic newsletter template would be helpful. Mary will follow up with Trillium.

5. Bus Stop Signage

Doug reached out to the sign company that did the last signs. Sent them the NW Connector’s existing logo. They are coming up with designs for the different types of poles. Will bring to the March meeting.

6. STIP Transit Access Study

Individual To Do Lists follow up:

- ✦ CCR—Still needed is a written agreement from Safeway to use the lot for the Clatskanie stop. Also the amenities checklist.
- ✦ SETD—Hwy 30/Hillcrest intersection issues are resolved. Ken will send over resolutions to Ryan.
- ✦ Tillamook County—South Rockaway northbound stop at 3rd Ave. Rockaway Beach southbound stops need to be coordinated with the Salmonberry Trail planning along the rail line. Doug will be speaking to Pacific City next week on the future of transportation, and will want to include some of the needs identified by the community for public transit. Will also be opportunity to get feedback from the community, particularly their development plans and how transit fits into their plans.

- ✦ Lincoln County—Tribes supportive of adding a stop, and agree with right turns only out of the parking lot. Location of the stop is getting resolved. Newport Walmart site still needs some ODOT resolution. Ray's Market stop still needs further discussion.
- ✦ Benton County—Stops involving railroad need to be coordinated with ODOT, Ken will take over doing that coordination. Getting a copy of the Adair planning document. Still need to follow up with Philomath's streetscape plans.

Well underway on the transit stop concepts. Partners appreciate getting talking points they can use when they talk to property owners about proposed stops. Will be out next meeting to go over the concept designs in person. Partners noted they appreciate working with both CH2M and Ken Shonkwiler at ODOT. Can't imagine doing this project without their involvement.

7. Member Updates

- ✦ CCR—New order for a 30 passenger bus, first with a lift in the front of the bus and a passenger counter. Another project being potentially looked is a transit map that could be coordinated with SETD. Had a driver have a heart attack while on work, which was very stressful, but everything worked out.
- ✦ Benton County—Buying three transit vans. Working on Drug and Alcohol Review. Been working on presentation to the February 20th Board of Commissioners on the basics of the transit portion of the new transportation legislative funding and the requirements for the local transit agencies. Lee will send his presentation out to all partners.
- ✦ Lincoln County—Working on Drug and Alcohol Review, adding opiates. Finishing Transit Development Plan. Budget process starting, with unions negotiations in March, getting ready to order to new 25 passenger buses, one Coast to Valley.
- ✦ Tillamook—Cathy finished Drug and Alcohol Review. The Board adopted the new policy last month. Board didn't like that the policy changes every other year, re-create a policy that must include a lot of detailed information difficult to understand. Officially done with administrative office rehabilitation, other than hooking up low voltage lines and getting media working in the new training room. Also been working on applications due, kicking off budget process, and starting new Dial-a-Ride scheduling software. Will include pick-up and mileage fees as part of the software.
- ✦ ODOT—Going to get some additional help in the region. Getting Valley Retriever buses sold.

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

Tillamook County Transportation District
Financial Statement - Unposted Transactions Included In Report
From 2/1/2018 Through 2/28/2018

	Current Period Actual	Current Period Budget	Current Year Actual	Total Budget	Total Budget Variance	Bdgt .66%
Resources						
Working Capital	3500	0.00	0.00	30,000.00	(30,000.00)	0.00%
NWOTA Partner Cont. Match	4225	0.00	30,000.00	57,120.00	(27,120.00)	52.52%
Grants - 5311 (f)	4240	19,752.00	23,752.00	30,600.00	(6,848.00)	77.62%
Transfer From General Fund	4911	0.00	14,280.00	14,280.00	0.00	100.00%
Transfer from STF Fund	4916	23,091.00	79,205.00	0.00	79,205.00	0.00%
Total Resources		<u>42,843.00</u>	<u>147,237.00</u>	<u>132,000.00</u>	<u>15,237.00</u>	<u>111.54%</u>
Expenses						
Materials and Services						
Professional Services	5100	0.00	0.00	21,000.00	21,000.00	0.00%
Administrative Support	5101	0.00	8,642.38	25,000.00	16,357.62	34.56%
Website Maintenance	5102	0.00	0.00	5,000.00	5,000.00	0.00%
Marketing	5190	0.00	30,157.87	28,250.00	(1,907.87)	106.75%
Website Re-Design	5191	0.00	27,239.00	0.00	(27,239.00)	0.00%
Travel & Training	5220	0.00	0.00	5,000.00	5,000.00	0.00%
Total Materials and Services		<u>0.00</u>	<u>66,039.25</u>	<u>84,250.00</u>	<u>18,210.75</u>	<u>78.38%</u>
Transfers						
Transfer to General Fund	9130	1,005.00	4,005.00	13,000.00	8,995.00	30.80%
Reserve for Future Expenditure	9175	0.00	0.00	34,750.00	34,750.00	0.00%
Total Transfers		<u>1,005.00</u>	<u>4,005.00</u>	<u>47,750.00</u>	<u>43,745.00</u>	<u>8.39%</u>
Total Expenses		<u>1,005.00</u>	<u>70,044.25</u>	<u>132,000.00</u>	<u>61,955.75</u>	<u>53.06%</u>

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NW CONNECTOR



Data Period: Month: January Year: 2018

			Boardings	Bus Miles
Pacific Connector	Astoria to Cannon Beach	SETD	840	2,257
	Cannon Beach to Tillamook	TCTD	2,715	14,208
	Tillamook to Lincoln City	TCTD	693	11,745
	Lincoln City to Newport (North County)	LCT	6,496	9,945
Portland Connector	Tillamook to Portland	5 TCTD	696	9,420
Coastal Connector	Lincoln City to Grand Ronde/Salem	6 TCTD	603	11,124
Coast to Valley Connector	Corvallis to Newport	BCT	330	7,291
	Newport to Corvallis	LCT	622	8,192
Columbia Connector	Astoria to Rainier	SETD	341	5,997
	Rainier to Longview/Kelso	CCR		
	Portland to Rainier	CCR		
	St Helens to Clatskanie	CCR		
Monthly Totals				
Year To Date				

Totals	
Boardings	Bus Miles
10,744	38,155
696	9,420
603	11,124
952	15,483
341	5,997
13,336	80,179
13,336	80,179

Tillamook County Transportation District
Board of Directors Regular Monthly Meeting
Thursday, February 22, 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 5:30pm
2. Pledge of Allegiance
3. Roll Call:

Present

TCTD Board of Directors

Judy Riggs, Board Chair
Gary Hanenkrat, Treasurer (excused at 7:10pm)
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

None

Guest

Jeff Griffin, WHA Insurance
Chris Kell
Geoff Wullschlager
Melissa Carlson-Swanson

4. Announcements and Changes to Agenda: None.
5. Public & Guest Comments: Introduced open Position #4 board applicants.
6. Board Training 5:35-6:42pm
7. Executive Session: *Personnel Evaluation, ORS 192.660(2)(i)*

****Executive Session** 6:45pm – 7:10pm**

Board Chair Judy Riggs read aloud the following information:

These minutes contain materials which paraphrase and/or summarize statements made during this meeting. Only text enclosed in quotation marks report a speaker's exact words.

The Tillamook County Transportation District Board of Directors will now meet in executive session for the purpose of discussion specific to *Personnel Evaluation*, ORS 192.660(2)(i). Representatives of the news media and designated staff shall be allowed to attend the executive session. All other members of the audience are asked to leave the room. Representatives of the news media are specially directed not to report on any of the deliberations during the executive session, except to state the general subject of the session as previously announced. No decisions will be made during executive session.

No motions were made as a result of executive session.

REPORTS

8. Information: General Managers Report:

- a. Financial Report: GM Doug Pilant reviewed the January 2018 financial reports. District is 58% through the Fiscal Year. Director Holm asked about item 13183 regarding the bill for CS&S. Most of the bill is for renovation and server issues. Director Edwards asked about item 13192. It is rent for the Grand Ronde Express office space. Director Hoffman asked why there are multiple lines with the same check. Accounting Specialist Tabatha Welch explained that each item paid on the check is listed separately.
- b. Service Measure Performance Report: There are no performance reports for this board meeting.
- c. Northwest Oregon Transit Alliance: GM Doug Pilant reviewed the NWOTA meeting agenda, minutes, finance report with the Board.
 - i. Management Plan:
 1. Marketing & Branding: Working on bus stop signage logo to replace the OXO signage.
 2. Policies: Committee adopted a uniform Connector Service Animal policy.
 3. Marketing: NWOTA advertisement will be in the Tillamook Coast Visitor Guide. Discussed developing a regional marketing campaign by submitting special interest articles and advertising in the NW Boomer & Senior News.
- d. Planning & Development:
 - i. City of Tillamook Transportation Systems Plan (TSP): The City has scheduled a transportation planning advisory committee meeting on February 26th at the Library.
 - ii. Cape Kiawanda Master Plan: The next Parking Management Plan meeting is scheduled with the PC-Woods Community Advisory Committee meeting on Friday, February 23rd at the Cape Kiawanda Community Center.
 - iii. Grand Ronde Transit Development Plan: The next Planning Advisory Committee meeting on February 28th in Grand Ronde.
 - iv. Planning: Included a revised Planning Services Agreement with Nelson Nygaard in the agenda to be discussed later in the meeting.

- e. Grant Funding:
 - i. Section 5310: TCTD submitted a preventative maintenance grant application for next fiscal year.
 - ii. Section 5339: TCTD submitted 3 grant applications:
 - 1. Replace 4 buses
 - 2. Purchase and install generator
 - 3. Design, purchase and install post office bus stop shelter
 - iii. STP Vehicle Replacement Application: The District applied for 4 expansion vehicles.
- f. Facility/Property Management:
 - i. Renovation: Project has been officially completed. TPUD energy rebate covered most of the increased cost to replace the heating/air handling system.
 - ii. Expect to receive a signed lease agreement from TFCC. Permits have been obtained and tenant improvements will begin in March. Tentative plan is for TFCC to move into the office space in late June or early July.
- g. Miscellaneous:
 - i. Ecolane Scheduling and Dispatching Software: This week the Ecolane trainer has been on sight training the dispatchers and drivers. The "Go Live" date is scheduled to start on February 27th. There is an issue of driver availability certainty has been identified as a critical issue. There is a need to increase the number of driver shifts for Ecolane to perform as it's designed. GM Doug Pilant will further evaluate this concern and will bring an update to the Board at the March meeting.
 - ii. January Service Changes: Director Holm asked if there are any changes in ridership in North County since the service change. GM Doug Pilant reported that overall ridership throughout the County is down compared to this time last year. Only have 1 month of operating statistics so it's too soon to determine if the recent changes will result in increased. There does appear to be additional riders traveling to and from Clatsop County.

CONSENT CALENDAR

- 9. Motion: Approval of Minutes of January 18, 2018 Board Meeting
- 10. Motion: Acceptance of Financial Report: January 2018

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

MOTION PASSED

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

ACTION ITEMS

11. 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 explained the Resolution to the Board.

Motion by Director Hoffman to approve Resolution 18-01 Authorizing GM to Execute a Planning Services Agreement with Nelson Nygaard to Provide Public Transportation Planning and Management Services. *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 Edwards, Holm, Hoffman, Huffman
and Board Chair Judy Riggs.
Director Hanenkrat was absent.

DISCUSSION ITEMS

12. Board Position #4 Vacancy: The District published notice inviting applications for the Board Position #4 Vacancy. Handouts of application were provided to the Board. The Board agreed to review the applications and discuss at the next board meeting.

13. Staff Comments/Concerns

GM Doug Pilant: Thanked Ronny. It's been an awesome 5½ years and he will miss the bus stop café. Ronny told a story about his working experience with Doug Pilant regarding their previous employer and "the world".

Superintendent Ronny Fox: Shared his desire to join the Florida Alligator Wrestling Association. He sincerely thanked the Board for his tenure here at the District. His retirement is bitter sweet.

Superintendent Brent Olson: Happy to be here. Had learned a lot from Ronny Fox and he will miss him too. Ecolane implementation is going good. It's a lot of work and a big commitment but he feels really good about the process.

Accounting Specialist Tabatha Welch: Will miss Ronny Fox.

HR Specialist/Board Clerk Cathy Bond: Pointed out the dates at the bottom of the agenda for Nancy Brown and Ronny Fox's retirement parties.

14. Board of Directors Comments/Concerns

Gary Hanenkrat – Absent

Jim Huffman – Stated to Ronny that he is a shining light, entertainment at parties, enjoys his jokes and wishes him the best.

Merrienne Hoffman – Knew Ronny Fox before getting on the board with the Chamber. She had no idea all that he does and wishes him all the best on the next stage. Shared that last Saturday GM Doug Pilant made a presentation to the PC Woods Advisory Committee and that his information was enlightening, and his presentation kept the audience involved and engaged. She appreciated him taking the time to come.

Judy Riggs – Will miss Ronny Fox.

Marty Holm – Pleasure to get to know Ronny Fox. Excitement and joy over the past years. Appreciates him putting the District, riders and community first.

Jackie Edwards – Great place to be and happy and sad for Ronny to leave. Happy for Ronny, will miss him.

UPCOMING EVENTS

Ronny Fox Retirement Party: Friday, March 9th from 2-4:00pm.

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

These minutes approved this 22nd day of March 2018.

ATTEST:

Judy Riggs, Board Chair

Doug Pilant, General Manager

MEMO TO: BOARD OF DIRECTORS
FROM: DOUG PILANT, GENERAL MANAGER *Doug*
SUBJECT: INCREASE FULLTIME AND PART-TIME DRIVER POSITIONS

Issue

Shall the Board authorize the General Manager to add four (4) fulltime driver and two (2) part-time driver positions?

Background and Findings

1. Two (2) fulltime driver positions are required to ensure the Route 60X: Coastal Connector has reliable driver availability to operate reliable service.
2. One (1) fulltime and one (1) part-time driver positions are required to ensure the Route 70X: Grand Ronde Express has reliable driver availability to operate reliable service.
3. One (1) additional fulltime driver dial-a-ride driver position is required for the Ecolane scheduling and dispatching software to manage the dial-a-ride and Ride Care transportation services efficiently.
4. One (1) additional part-time driver position is required for the District to operate the "Wave" transit services for the following reasons:
 - a. The recent service changes resulted in one (1) additional part-time shift being created to accommodate the additional two trips to Cannon Beach and additional "running times" that were added to all routes to:
 - i. Improve route schedule reliability
 - ii. Ensure that drivers get their scheduled breaks
 - iii. Reduce overtime hours
5. The annual cost for the additional four (4) fulltime and two (2) part-time positions will cost up to \$55,000 per year in employee benefits. The costs are listed below:
 - a. Fulltime driver position employee benefits will cost about \$52,000 per year
 - b. Part-time driver retirement pension plan contributions will cost \$3,000 per year.
6. The Coastal Connector, Grand Ronde Express and NW Rides transportation services contracts each generate adequate revenue to pay the following additional employee benefit expenses.
 - a. The total cost of providing NW Rides related trips are reimbursed by the Ride Care Brokerage.

- b. The Coastal Connector expenses are paid by the Confederated Tribes of Grand Ronde and Siletz and an ODOT intercity grant.
- c. The Grand Ronde Express expenses are paid by the Confederated Tribes of Grand Ronde.
- d. The additional trips to Cannon Beach and the additional "running time" inserted into each of the TCTD route schedules was included in the current fiscal year budget.

Recommendation

Staff recommends the Board approve Resolution 18-02 to increase the number of Fulltime Driver positions by four (4) and Part Time Driver positions by two (2) to meet the operational necessity for the TCTD transportation programs.

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

**Authorizing Application for a)
Tillamook People's Utility)
District (TPUD) Rebate and Loan)**

RESOLUTION NO. 18-03

WHEREAS, the Tillamook People's Utility District ("PUD") commercial lighting program offers customer rebates not exceeding 70% of the final project cost for customers to install energy efficient lighting; and

WHEREAS, the PUD also offers a 5% interest loan to finance installation of qualified lighting measures, repaid through an energy service charge on the District's monthly electric bill; and

WHEREAS, Tillamook County Transportation District ("TCTD") wishes to replace all existing indoor lighting in the administration, and operations facilities; and

WHEREAS, the PUD has determined that TCTD is eligible for a rebate of \$13,320 after the new lighting equipment is installed and operational; and

WHEREAS, TCTD wishes to finance the project through the PUD's loan program.

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

1. That the General Manager is authorized to enter into an agreement with Alderbrook & Associates Lighting Services in an amount not to exceed \$35,924 to purchase and install the requested energy efficient lighting.
2. That the General Manager is authorized to make an application to Tillamook People's Utility District for a 5-year, 5% interest loan, to finance installation of the qualified lighting measures and submit all required documentation regarding the loan and PUD rebate application.

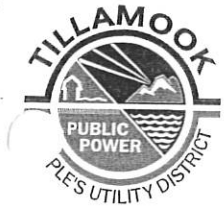
INTRODUCED AND ADOPTED this 22nd day of March 2018.

ATTEST:

By: _____
Judy Riggs, Board Chair

By: _____
Doug Pilant, General Manager

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Tillamook People's Utility District

Directors
Harry E. Hewitt
Edwin L. Jenkins
Doug Olson
Ken R. Phillips
Barbara A. Trout

A Customer-Owned Electric Utility

Office: 503.842.2535 • Toll-free: 800.422.2535 • Fax: 503.842.4161

www.tpud.org

ENERGY CONSERVATION ANALYSIS

Todd Simmons
GENERAL MANAGER

February 22, 2018

Tillamook County Transportation District
3600 Third Street
Tillamook, Oregon 97141

Dear Customer:

We appreciate your interest in our Commercial Lighting Program. Based on my visit, I estimate the lighting energy use to be approximately 82,000 kWh per year. Annual savings of up to 55,000 kWh per year may be possible with the installation of new LED fixtures and lamps.

Based on the enclosed PUD Lighting Project Description a rebate of \$13,320.00 is available after the new lighting equipment is installed and operational. The PUD rebate will not exceed 70% of the final project cost

This rebate offer is considered firm for 90 days.

- The LED lamps and fixtures must be on the Design Lights Consortium (DLC) or Energy Star list of qualifying LED's. Verify the DLC or Energy Star qualification with your lighting contractor.

I have included with this letter:

- PUD Lighting Project Description
- Alderbrook & Associates Lighting Quote
- LED Fixture & Lamp Cut-Sheets

If you have any questions about the lighting project please contact me at 503.842.2535.

Sincerely,

Dave Wimpy
Tillamook People's Utility District
(503) 842-2535

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ALDERBROOK & ASSOCIATES

L I G H T I N G · S E R V I C E S

120 Smith Drive Woodburn, OR 97071-4518

503-222-0627 F 503-982-2975 dave@alderbrookassoc.com

February 22, 2018

Tillamook County Transportation District
3600 3rd Street
Tillamook, Oregon 97141
503-550-0417

Doug Pilant

We have the following proposal for your consideration regarding the installation of new LED Interior lighting for the Interior of your Building for the following areas. **Main office, Bus Shop, and Bus Barns.**

Installation of the following.

Retro-fit (113) fluorescent troffer fixtures. Installation of (113) Alhalite 23-watt LED fixtures

Retro-fit (64) 2 lamp fluorescent wrap fixtures. Remove ballast, lamps, rewire, and install (128) ESPEN 14-watt LED lamps.

Retro-fit (76) recessed can fixtures. Install (76) Sylvania RT5/6/HO/900 8-watt LED fixture kits.

Retro-fit (31) 8' 2 lamp fluorescent fixtures. Remove ballast, lamps, rewire, and install (31) JK 1804 Fixture-kits, (124) ESPEN 18-watt LED lamps.

Replace (14) incandescent A-19 lamps. Install (14) Philips 9.5-watt LED A lamps.

Clean fixtures and recycle old lamps.

Total project cost: \$35,294.60

Thank you for the opportunity to work with you on this facility improvement. Should you have any question please call me 971-222-5658 or email me dave@alderbrookassoc.com

Sincerely,

Dave Emmenegger
Alderbrook & Associates CCB #93735

Customer Acceptance of this proposal _____

Date _____

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