

Tillamook County Transportation District  
Board of Directors  
Regular Monthly Meeting



Thursday, May 17, 2018 at 7:00PM  
Transportation Building  
3600 Third Street, Tillamook, Oregon

## **AGENDA**

Tillamook County Transportation District  
Board of Directors ~ Regular Monthly Meeting

Thursday, May 17, 2018 - 7:00 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. 1-16)
  - b. Service Performance Report (Pgs. 17-21)
  - c. Northwest Oregon Transit Alliance (Pgs. 22-30)
  - d. Planning & Development
  - e. Grant Funding
  - f. Facility/Property Management
  - g. Miscellaneous

### **CONSENT CALENDAR**

8. Motion to Approve the Minutes of April 19, 2018 Board Meeting (Pgs. 31-37)
9. Motion to Accept Financial Report: April 2018
10. Motion to Re-appoint Committee Members Ron Rush and Carol McAndrew to STF Committee

### **ACTION ITEMS**

None.

### **DISCUSSION ITEMS**

11. Staff Comments/Concerns
12. Board of Directors Comments/Concerns
13. Adjournment

### **UPCOMING EVENTS**

None.

Next regularly scheduled meeting of the  
Tillamook County Transportation District Board of Directors  
Thursday, June 21, 2018

**Tillamook County Transportation District**  
 Normal Trial Balance - Unposted Transactions Included In Report  
 From 4/1/2018 Through 4/30/2018

<u>Account Code</u>	<u>Account Title</u>	<u>Debit Balance</u>	<u>Credit Balance</u>
1001	General Checking Account	58,376.51	
1006	Payroll Checking	9,917.77	
1011	Prop. Mgmt. Checking	26,647.42	
1020	LGIP - General Account	36,677.71	
1030	LGIP - Capital Reserve	788,909.57	
1040	Petty Cash	<u>200.00</u>	
Report Total		920,728.98	0.00
Report Difference		<u>920,728.98</u>	

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**Tillamook County Transportation District**  
**Financial Statement - Unposted Transactions Included In Report**  
**From 4/1/2018 Through 4/30/2018**

	Current Period Actual	Current Period Budget	Current Year Actual	Total Budget	Total Budget Variance	Bdgt. %
<b>Resources</b>						
Working Capital						
Fares	3500 0.00	0.00	0.00	2,341,606.00	(2,341,606.00)	0.00%
Contract Revenue	4000 23,130.58	22,083.00	232,652.23	265,000.00	(32,347.77)	87.79%
Property Tax	4020 120,285.82	60,416.66	614,405.73	725,000.00	(110,594.27)	84.74%
Past Years Property Tax	4100 4,422.68	72,916.66	875,603.92	875,000.00	603.92	100.06%
State Timber Revenue	4110 2,028.64	3,333.33	28,060.54	40,000.00	(11,939.46)	70.15%
Mass Transit State Payroll Tax	4120 0.00	14,583.33	83,376.91	175,000.00	(91,623.09)	47.64%
Capital Grants	4130 26,380.02	7,083.33	70,165.92	85,000.00	(14,834.08)	82.54%
Grants - FTA 5311	4210 142,486.00	12,000.00	142,486.00	144,000.00	(1,514.00)	98.94%
NWOTA Partner Cont. Match	4220 0.00	29,951.42	368,547.00	359,417.00	9,130.00	102.54%
Grants - STF	4225 27,120.00	0.00	57,120.00	114,240.00	(57,120.00)	50.00%
Grants -STF-Discretionary	4230 16,750.00	5,583.33	67,000.00	67,000.00	0.00	100.00%
Grants - 5311 (f)	4231 0.00	15,000.00	207,968.00	270,000.00	(62,032.00)	77.02%
Special Bus Operations	4240 75,179.00	29,679.17	219,618.00	356,150.00	(136,532.00)	61.66%
Miscellaneous Income	4245 26,032.00	13,053.83	132,267.00	156,646.00	(24,379.00)	84.43%
Sale of Assets - Income	4300 0.00	83.33	7,081.41	1,000.00	6,081.41	708.14%
Interest Income	4400 0.00	83.33	17,703.22	1,000.00	16,703.22	1,770.32%
OTIB Loan Proceeds	4410 0.00	416.67	0.00	5,000.00	(5,000.00)	0.00%
PUD Loan Proceeds	4510 1,762.47	958.33	16,763.89	11,500.00	5,263.89	145.77%
Advertising Income	4515 0.00	28,250.00	338,516.00	339,000.00	(484.00)	99.85%
Lease Income	4516 0.00	0.00	9,956.32	0.00	9,956.32	0.00%
Lease Operational Exp Income	4520 0.00	83.33	780.00	1,000.00	(220.00)	78.00%
Transfer From General Fund	4900 0.00	0.08	0.00	1.00	(1.00)	0.00%
	4910 0.00	0.00	0.00	1.00	(1.00)	0.00%
	4911 0.00	0.00	798,149.16	724,422.00	73,727.16	110.17%

Monthly BOD Report w/YTD Budget & Variance

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**Tillamook County Transportation District**  
**Financial Statement - Unposted Transactions Included In Report**  
**From 4/1/2018 Through 4/30/2018**

	Current Period Actual	Current Period Budget	Current Year Actual	Total Budget	Total Budget Variance	Bdgt. %3%
Transfer from Veh. Purch. Res.	4915 0.00	0.00	0.00	25,000.00	(25,000.00)	0.00%
Transfer from STF Fund	4916 0.00	0.00	259,032.00	317,847.00	(58,815.00)	81.49%
Transfer from NWOTA	4917 0.00	0.00	4,005.00	13,000.00	(8,995.00)	30.80%
Total Resources	<u>465,577.21</u>	<u>315,559.13</u>	<u>4,551,258.25</u>	<u>7,412,830.00</u>	<u>(2,861,571.75)</u>	<u>61.40%</u>
<b>Expenses</b>						
<b>Personnel Services</b>						
Payroll: Administration	5010 22,359.54	25,837.50	272,428.17	310,050.00	37,621.83	87.86%
Payroll: Dispatch	5020 6,673.28	9,866.66	85,570.45	118,400.00	32,829.55	72.27%
Payroll: Drivers	5030 64,958.20	68,750.00	725,170.01	825,000.00	99,829.99	87.89%
Payroll: Maintenance	5040 4,203.88	5,416.67	45,819.25	65,000.00	19,180.75	70.49%
Payroll Expense	5050 36,339.26	48,749.99	391,417.93	585,000.00	193,582.07	66.90%
Workers Compensation Ins.	5055 0.00	2,041.67	19,159.65	24,500.00	5,340.35	78.20%
Total Personnel Services	<u>134,534.16</u>	<u>160,662.49</u>	<u>1,539,565.46</u>	<u>1,927,950.00</u>	<u>388,384.54</u>	<u>79.86%</u>
<b>Materials and Services</b>						
Miscellaneous Expense	5060 0.00	0.00	2,623.50	0.00	(2,623.50)	0.00%
Professional Services	5100 1,246.00	8,000.00	43,832.00	96,000.00	52,168.00	45.65%
Administrative Support	5101 5,908.88	2,083.33	14,551.26	25,000.00	10,448.74	58.20%
Website Maintenance	5102 0.00	416.67	27,239.00	95,000.00	67,761.00	28.67%
Planning	5103 0.00	1,666.67	0.00	20,000.00	20,000.00	0.00%
Dues & Subscriptions	5120 0.00	916.67	21,418.83	23,500.00	2,081.17	91.14%
Office Equipment R&R	5140 196.00	250.00	1,960.00	3,000.00	1,040.00	65.33%
Computer R&M	5145 3,471.10	2,916.67	29,627.85	37,500.00	7,872.15	79.00%
Fees & Licenses	5150 536.87	1,250.00	13,243.04	18,000.00	4,756.96	73.57%
Insurance	5160 0.00	7,541.67	79,907.00	90,500.00	10,593.00	88.29%

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**Tillamook County Transportation District**  
**Financial Statement - Unposted Transactions Included In Report**  
**From 4/1/2018 Through 4/30/2018**

	Current Period Actual	Current Period Budget	Current Year Actual	Total Budget	Total Budget Variance	Bdgt .83%
Office Expenses	1,081.71	1,250.00	9,541.89	15,000.00	5,458.11	63.61%
Board Expenses	858.00	833.33	10,978.01	10,000.00	(978.01)	109.78%
Operational Expenses	2,413.93	2,250.00	28,131.99	27,000.00	(1,131.99)	104.19%
Drug & Alcohol Administration	85.00	125.00	1,250.00	1,500.00	250.00	83.33%
Marketing	540.00	4,437.50	45,077.15	53,250.00	8,172.85	84.65%
Telephone Expense	1,191.53	1,566.66	13,388.84	19,300.00	5,911.16	69.37%
Travel & Training	981.71	2,708.33	22,413.80	32,500.00	10,086.20	68.96%
Vehicle Expense	11,765.70	13,666.66	165,727.89	164,000.00	(1,727.89)	101.05%
Fuel Expenses	24,125.76	21,666.66	195,898.58	260,000.00	64,101.42	75.34%
Volunteers	0.00	125.00	55.64	1,500.00	1,444.36	3.70%
Postage	0.00	166.67	826.20	2,000.00	1,173.80	41.31%
Mgmt/Labor Recreation Fund	0.00	199.50	0.00	2,394.00	2,394.00	0.00%
Transit & Visitor Center Lease	1,400.00	700.00	7,700.00	8,400.00	700.00	91.66%
Transit & Visitor Center Maint	2,152.45	1,000.00	10,979.73	12,000.00	1,020.27	91.49%
General Operating Cont.	0.00	3,803.83	0.00	45,646.00	45,646.00	0.00%
Property Operating Expenses	2,454.00	2,083.33	20,754.15	25,000.00	4,245.85	83.01%
PUD Loan Expense	187.89	0.00	751.56	0.00	(751.56)	0.00%
Flex Lease: Fees	0.00	83.33	410.00	1,000.00	590.00	41.00%
Property Maint. & Repair	388.00	833.33	6,462.80	10,000.00	3,537.20	64.62%
Operations Facility Maint.	752.24	333.33	13,521.99	4,000.00	(9,521.99)	338.04%
Total Materials and Services	61,736.77	82,874.14	788,272.70	1,102,990.00	314,717.30	71.47%
Special Payments						
STF Payments to Recipients	4,788.00	300.00	19,152.00	19,152.00	0.00	100.00%
Total Special Payments	4,788.00	300.00	19,152.00	19,152.00	0.00	100.00%
Transfers						

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**Tillamook County Transportation District**  
**Financial Statement - Unposted Transactions Included In Report**  
**From 4/1/2018 Through 4/30/2018**

	Current Period Actual	Current Period Budget	Current Year Actual	Total Budget	Total Budget Variance	Bdgt .83%
Transfer to Property Mgmt	0.00	0.00	783,869.16	705,142.00	(78,727.16)	111.16%
Transfer to General Fund	0.00	0.00	183,832.00	265,848.00	82,016.00	69.14%
Transfer to Vehicle Reserve	0.00	0.00	0.00	5,000.00	5,000.00	0.00%
Transfer to NWOTA Fund	0.00	0.00	112,433.00	147,120.00	34,687.00	76.42%
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%
<b>Total Transfers</b>	<b>0.00</b>	<b>0.00</b>	<b>1,080,134.16</b>	<b>2,552,087.00</b>	<b>1,471,952.84</b>	<b>42.32%</b>
Capital Outlay						
Debt Service						
Flex Lease: Principal	0.00	17,083.33	45,000.00	45,000.00	0.00	100.00%
Flex Lease: Interest	4,400.00	500.00	10,037.50	6,000.00	(4,037.50)	167.29%
<b>Total Debt Service</b>	<b>4,400.00</b>	<b>17,583.33</b>	<b>55,037.50</b>	<b>51,000.00</b>	<b>(4,037.50)</b>	<b>107.92%</b>
Capital Purchases						
Building Repair & Renovation	1,213.25	75,786.42	984,840.59	1,069,437.00	84,596.41	92.08%
Admin. Expenses- Renovation	0.00	1,666.67	12,876.34	20,000.00	7,123.66	64.38%
Design/Engineering-Renovation	0.00	1,666.67	28,294.32	20,000.00	(8,294.32)	141.47%
Bus Replacement/Addition	177,216.88	15,000.00	179,478.88	180,000.00	521.12	99.71%
Van Replacement/Addition	0.00	0.00	89,596.00	90,000.00	404.00	99.55%
Computer Upgrade	0.00	11,250.00	162,298.47	162,500.00	201.53	99.87%
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	10,500.00	6,896.06	34.32%
Other Capital Projects	0.00	15,569.50	181,732.07	186,834.00	5,101.93	97.26%
<b>Total Capital Purchases</b>	<b>178,430.13</b>	<b>124,605.93</b>	<b>1,642,720.61</b>	<b>1,745,271.00</b>	<b>102,550.39</b>	<b>94.12%</b>
<b>Total Capital Outlay</b>	<b>182,830.13</b>	<b>142,189.26</b>	<b>1,697,758.11</b>	<b>1,796,271.00</b>	<b>98,512.89</b>	<b>94.52%</b>
<b>Total Expenses</b>	<b>383,889.06</b>	<b>386,025.89</b>	<b>5,124,882.43</b>	<b>7,398,450.00</b>	<b>2,273,567.57</b>	<b>69.27%</b>

Monthly BOD Report w/YTD Budget & Variance

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**Tillamook County Transportation District**

Check/Voucher Register  
 1001 - General Checking Account  
 From 4/1/2018 Through 4/30/2018

Document Number	Document Date	Transaction Amount	Payee	Transaction Description
13411	4/9/2018	227.10	ALSCO - Portland Linen	matt service
13412	4/9/2018	171.92	Batteries Northwest	BUS 27 REPLACE BATTERIES
13413	4/9/2018	77.35	CAR CARE SPECIALISTS, INC.	DEF
13414	4/9/2018	900.00	Care Inc.	Q4 2017-2019 STF PAYMENT
13416	4/9/2018	9.19	Carquest Auto Parts	FUSES
13416	4/9/2018	5.23	Carquest Auto Parts	GLASS CLEANER FOR VANS & BUS
13416	4/9/2018	497.81	Carquest Auto Parts	BUS 27 REPLACE A/C COMPRESSO
13416	4/9/2018	14.24	Carquest Auto Parts	WHEEL STUDS/NUTS
13416	4/9/2018	4.34	Carquest Auto Parts	BUS 200 WHEEL NUT
13416	4/9/2018	58.46	Carquest Auto Parts	BUS 27 BELTS
13416	4/9/2018	23.88	Carquest Auto Parts	PARTS CLEANER
13416	4/9/2018	0.40	Carquest Auto Parts	SHOP SUPPLIES/COTTER PIN
13416	4/9/2018	124.66	Carquest Auto Parts	PICKUP 14 WIRES/COILS/PLUG
13416	4/9/2018	16.72	Carquest Auto Parts	INVENTORY/OIL FILTERS
13416	4/9/2018	59.99	Carquest Auto Parts	BUS 28 DRIVELINE REPAIR
13416	4/9/2018	65.50	Carquest Auto Parts	INVENTORY/BELTS
13416	4/9/2018	97.96	Carquest Auto Parts	INVENTORY/HEADLIGHTS
13416	4/9/2018	23.90	Carquest Auto Parts	SUPPLIES/GEAR OIL
13416	4/9/2018	(14.24)	Carquest Auto Parts	RETURN WHEEL STUDS
13417	4/9/2018	50.29	CHRIS MOTLEY	MILEAGE FOR K BLOCK
13418	4/9/2018	700.00	City Of Tillamook	TRANSIT CENTER LEASE
13419	4/9/2018	21.15	Coast Printing & Stationery	RONNY FOX RETIREMENT
13420	4/9/2018	765.30	Creative Bus Sales	BUS 302 LIGHT REPAIR
13421	4/9/2018	89.94	CRYSTAL AND SIERRA SPRINGS	WATER
13422	4/9/2018	492.00	COMPUTER SUPPORT & SERVICES	COMPUTER SUPPORT
13423	4/9/2018	89.88	DAVID WHEELER	mileage for i block
13424	4/9/2018	100.00	DSU PETERBILT & GMC INC	SHOP FEE
13425	4/9/2018	100.00	CENTURYLINK	TELEPHONE
13426	4/9/2018	1,212.97	FleetPride, Inc.	INVENTORY & VEHICLE EXPENSE
13426	4/9/2018	(48.00)	FleetPride, Inc.	CREDIT RETURN
13427	4/9/2018	1,398.56	LES SCHWAB WAREHOUSE CENTER	VEHICLE EXPENSES
13428	4/9/2018	3,888.00	Marie Mills Center, Inc	Q4 2017-2019 STF PAYMENT
13429	4/9/2018	1,472.23	McCOY FREIGHTLINER	BUS 301 ENGINE REPAIR
13430	4/9/2018	17.53	MH WELDING	TIRE RACK
13431	4/9/2018	100.00	North Coast Lawn	LANDSCAPING
13432	4/9/2018	110.82	DAVISON AUTO PARTS, INC.	VEHICLE EXPENSES
13433	4/9/2018	80.00	Oregon State Police	BACKGROUND CHECKS
13434	4/9/2018	150.00	PC-NEST. VALLEY CHAMBER OF COM	MEMBERSHIP DUES
13435	4/9/2018	175.14	Pacific Office Automation	COPIES
13436	4/9/2018	2,039.29	PETROCARD INC.	FUEL 70X
13437	4/9/2018	196.00	Pacific Office Automation	COPIER LEASE
13438	4/9/2018	36.00	TILLAMOOK RENTAL CENTER	RENTAL OF ROTO HAMMER FOR T RACK
13439	4/9/2018	129.37	Rosenberg Builders Supply	SHOP EXPENSES
13440	4/9/2018	230.00	SDAO	sdao conference registration for Ta
13441	4/9/2018	230.00	SPECIAL DISTRICTS INS. SERVICE	CONFERENCE REGISTRATION FOF TABATHA
13442	4/9/2018	108.68	Sheldon Oil Distributors	DEF/DRUM
13442	4/9/2018	628.33	Sheldon Oil Distributors	DURON HP 15/40/DRUM
13442	4/9/2018	20,493.80	Sheldon Oil Distributors	FUEL
13443	4/9/2018	39.22	Tillamook PUD	LARGE BUS BARN ELECTRIC
13443	4/9/2018	30.49	Tillamook PUD	SMALL BUS BARN ELECTRIC
13444	4/9/2018	48.00	TILLAMOOK COUNTY SHOPPER, LLC	BOARD MEETING NOTICE
13445	4/9/2018	1,357.09	CARDMEMBER SERVICE	CARD CHARGES
13446	4/9/2018	49.95	VANIR BROADBAND, INC.	INTERNET
13447	4/9/2018	274.56	VERIZON	ECOLANE DATA PLAN

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**Tillamook County Transportation District**

Check/Voucher Register

1001 - General Checking Account

From 4/1/2018 Through 4/30/2018

Document Number	Document Date	Transaction Amount	Payee	Transaction Description
13448	4/19/2018	68.00	ALL STARR SIGNS	BUS 301 WINDOW COVER & NAME PLATE FOR BOD
13449	4/19/2018	85.00	BIO-MED TESTING SERVICE, INC.	DRUG TESTING
13450	4/19/2018	700.00	BRYAN P. FITZSIMMONS, CPA	BUDGET
13451	4/19/2018	150.00	Burden's Muffler & Towing	TOWING BUS 27
13452	4/19/2018	82.39	CLAYTON NORRBOM	L BLOCK MILEAGE, 70X
13452	4/19/2018	95.00	CLAYTON NORRBOM	CDL PHYSICAL
13453	4/19/2018	95.00	Clifford Derrick	CDL PHYSICAL
13454	4/19/2018	876.14	CoastCom, Inc.	TELEPHONE
13455	4/19/2018	5,908.88	Columbia Pacific Economic	NWOTA ADMINISTRATION
13456	4/19/2018	3,471.10	COMPUTER SUPPORT & SERVICES	COMPUTER SUPPORT
13457	4/19/2018	50.03	Dish	DISH
13458	4/19/2018	547.34	Fred Meyer Customer Charges	CARD CHARGES
13459	4/19/2018	2,435.24	Gillespie Graphics	BUS 304 GRAPHICS
13460	4/19/2018	546.00	INNOVA LEGAL ADVISORS	LEGAL-UNION
13461	4/19/2018	95.00	JEREMY BELLANTE	CDL PHYSICAL
13462	4/19/2018	1,003.86	Marie Mills Center, Inc	JANITORIAL TRANSIT CENTER
13463	4/19/2018	95.00	MICHAEL THOMPSON	CDL PHYSICAL
13464	4/19/2018	900.00	NATHAN LEVIN	MAY 2018 RENT 70X
13465	4/19/2018	24.00	NEW AGE CAR WASH	VAN WASHES
13466	4/19/2018	73.34	Office Depot Credit Plan	OFFICE SUPPLIES
13467	4/19/2018	1,016.36	PETROCARD INC.	FUEL FOR 60X & 70X
13468	4/19/2018	95.00	ROBERT R KENNEY	CDL PHYSICAL
13469	4/19/2018	95.00	Robert Ryan	CDL PHYSICAL
13470	4/19/2018	50.00	SPECIAL DISTRICTS INS. SERVICE	MELISSA SWANSON BOARD TRAIN
13471	4/19/2018	540.00	Tillamook Chamber of Commerce	NWOTA-TILLAMOOK COAST VISIT GUIDE
13472	4/19/2018	173,089.14	Western Bus Sales	BUS 304
13473	4/19/2018	64.20	BRENT OLSON	mileage
13474	4/26/2018	450.00	BEST IMPRESSIONS PICTURE CO.	BOARD PHOTOS
13475	4/26/2018	35.70	CAR CARE SPECIALISTS, INC.	DEF
13475	4/26/2018	29.75	CAR CARE SPECIALISTS, INC.	DEF
13475	4/26/2018	5.95	CAR CARE SPECIALISTS, INC.	DEF
13476	4/26/2018	1,200.00	ALJOI, INC	GRAPHICS ON BUS 304
13476	4/26/2018	(1,200.00)	ALJOI, INC	GRAPHICS ON BUS 304
13477	4/26/2018	89.88	DAVID WHEELER	MILEAGE FOR I BLOCK 60X
13477	4/26/2018	(89.88)	DAVID WHEELER	MILEAGE FOR I BLOCK 60X
13478	4/26/2018	50.00	Gary A. Hanenkrat	BOARD MEETING APRIL 19 2018
13478	4/26/2018	(50.00)	Gary A. Hanenkrat	BOARD MEETING APRIL 19 2018
13479	4/26/2018	50.00	JACKIE EDWARDS	BOARD MEETING APRIL 19 2018
13479	4/26/2018	(50.00)	JACKIE EDWARDS	BOARD MEETING APRIL 19 2018
13480	4/26/2018	50.00	JIM HUFFMAN	BOARD MEETING APRIL 19 2018
13480	4/26/2018	(50.00)	JIM HUFFMAN	BOARD MEETING APRIL 19 2018
13481	4/26/2018	(50.00)	JUDY RIGGS	BOARD MEETING APRIL 19 2018
13481	4/26/2018	50.00	JUDY RIGGS	BOARD MEETING APRIL 19 2018
13482	4/26/2018	50.00	MARTY HOLM	BOARD MEETING APRIL 19 2018
13482	4/26/2018	(50.00)	MARTY HOLM	BOARD MEETING APRIL 19 2018
13483	4/26/2018	50.00	MELISSA CARLSON-SWANSON	BOARD MEETING APRIL 19 2018
13483	4/26/2018	(50.00)	MELISSA CARLSON-SWANSON	BOARD MEETING APRIL 19 2018
13484	4/26/2018	(50.00)	MERRIANNE HOFFMAN	BOARD MEETING APRIL 19 2018
13484	4/26/2018	50.00	MERRIANNE HOFFMAN	BOARD MEETING APRIL 19 2018
13485	4/26/2018	20.00	MH WELDING	27 SEAT WELDING
13485	4/26/2018	(20.00)	MH WELDING	27 SEAT WELDING
13486	4/26/2018	123.73	NORTHSIDE FORD	SHOP INVENTORY
13486	4/26/2018	97.90	NORTHSIDE FORD	PARTS
13486	4/26/2018	20.30	NORTHSIDE FORD	STEERING REPAIR BUS 34
13486	4/26/2018	204.65	NORTHSIDE FORD	BUS 34 STEERING REPAIR

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**Tillamook County Transportation District**

Check/Voucher Register

1001 - General Checking Account

From 4/1/2018 Through 4/30/2018

Document Number	Document Date	Transaction Amount	Payee	Transaction Description
13486	4/26/2018	(123.73)	NORTHSIDE FORD	SHOP INVENTORY
13486	4/26/2018	(97.90)	NORTHSIDE FORD	PARTS
13486	4/26/2018	(20.30)	NORTHSIDE FORD	STEERING REPAIR BUS 34
13486	4/26/2018	(204.65)	NORTHSIDE FORD	BUS 34 STEERING REPAIR
13487	4/26/2018	837.50	Prevailing Communications	BUS 304 RADIO INSTALL/RADIO REPAIRS
13487	4/26/2018	(837.50)	Prevailing Communications	BUS 304 RADIO INSTALL/RADIO REPAIRS
13488	4/26/2018	(39.86)	Tillamook PUD	LARGE BUS BARN
13488	4/26/2018	(30.42)	Tillamook PUD	SMALL BUS BARN
13488	4/26/2018	39.86	Tillamook PUD	LARGE BUS BARN
13488	4/26/2018	30.42	Tillamook PUD	SMALL BUS BARN
13489	4/26/2018	33.15	ULINE	TRANSIT CENTER TOILET PAPER I
13489	4/26/2018	(33.15)	ULINE	TRANSIT CENTER TOILET PAPER I
Report Total		231,993.42		

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Tillamook County Transportation District

Check/Voucher Register

1006 - Payroll Checking

From 4/1/2018 Through 4/30/2018

Document Number	Document Date	Payee
041318-01	4/13/2018	DANIELL F. AMAYA
041318-02	4/13/2018	SYLVIE G. BALLANCE
041318-03	4/13/2018	LAURA M. BEELER
041318-04	4/13/2018	JEREMY J. BELLANTE
041318-05	4/13/2018	TERRA L. BUCHANAN
041318-06	4/13/2018	ERIN L. CLAWSON
041318-07	4/13/2018	CLIFFORD R. DERRICK
041318-08	4/13/2018	RICHARD A. DIETZ
041318-09	4/13/2018	KARRI L. HOOKER
041318-10	4/13/2018	TOMMIE L. HUFFMAN
041318-11	4/13/2018	JAMES N. JETT
041318-12	4/13/2018	ROBERT R. KENNEY
041318-13	4/13/2018	MICHAEL J. LOWENSTEIN
041318-14	4/13/2018	JOHN C. MAGNANO
041318-15	4/13/2018	TYLER J. MARSHALL
041318-16	4/13/2018	CHRISTOPHER A. MOTLEY
041318-17	4/13/2018	ALLAN G. NEWCOMB
041318-18	4/13/2018	SARAH J. NORRBOM
041318-19	4/13/2018	CLAYTON T. NORRBOM
041318-20	4/13/2018	PAUL J. NORTON
041318-21	4/13/2018	BRENT K. OLSON
041318-22	4/13/2018	JAMES M. PALMER
041318-23	4/13/2018	GARY R. PETERSON
041318-24	4/13/2018	DOUGLAS W. PILANT
041318-25	4/13/2018	RONALD G. PIMENTEL
041318-26	4/13/2018	VERNON L. RESSLER
041318-27	4/13/2018	GWENDOLYN J. RUSSELL
041318-28	4/13/2018	ROBERT W. RYAN
041318-29	4/13/2018	STEVE H. SCHWABE
041318-30	4/13/2018	KATHLEEN E. SCHWABE
041318-31	4/13/2018	MICHAEL P. THOMPSON
041318-32	4/13/2018	TABATHA R. WELCH
041318-33	4/13/2018	DAVID T. WHEELER
041318-34	4/13/2018	COLEEN A. WILLIAMS
042718-01	4/27/2018	DANIELL F. AMAYA
042718-02	4/27/2018	SYLVIE G. BALLANCE
042718-03	4/27/2018	LAURA M. BEELER
042718-04	4/27/2018	JEREMY J. BELLANTE
042718-05	4/27/2018	TERRA L. BUCHANAN
042718-06	4/27/2018	ERIN L. CLAWSON
042718-07	4/27/2018	CLIFFORD R. DERRICK
042718-08	4/27/2018	RICHARD A. DIETZ
042718-09	4/27/2018	KARRI L. HOOKER
042718-10	4/27/2018	TOMMIE L. HUFFMAN
042718-11	4/27/2018	JAMES N. JETT
042718-12	4/27/2018	ROBERT R. KENNEY
042718-13	4/27/2018	MICHAEL J. LOWENSTEIN
042718-14	4/27/2018	JOHN C. MAGNANO
042718-15	4/27/2018	TYLER J. MARSHALL
042718-16	4/27/2018	JESSE D. MARTIN
042718-17	4/27/2018	CHRISTOPHER A. MOTLEY
042718-18	4/27/2018	ALLAN G. NEWCOMB
042718-19	4/27/2018	SARAH J. NORRBOM
042718-20	4/27/2018	CLAYTON T. NORRBOM
042718-21	4/27/2018	PAUL J. NORTON
042718-22	4/27/2018	BRENT K. OLSON
042718-23	4/27/2018	JAMES M. PALMER

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Tillamook County Transportation District

Check/Voucher Register

1006 - Payroll Checking

From 4/1/2018 Through 4/30/2018

Document Number	Document Date	Payee
042718-24	4/27/2018	GARY R. PETERSON
042718-25	4/27/2018	DOUGLAS W. PILANT
042718-26	4/27/2018	RONALD G. PIMENTEL
042718-27	4/27/2018	VERNON L. RESSLER
042718-28	4/27/2018	ROBERT W. RYAN
042718-29	4/27/2018	KATHLEEN E. SCHWABE
042718-30	4/27/2018	MICHAEL P. THOMPSON
042718-31	4/27/2018	TABATHA R. WELCH
042718-32	4/27/2018	DAVID T. WHEELER
042718-33	4/27/2018	COLEEN A. WILLIAMS
5169	4/6/2018	PACIFIC SOURCE
5170	4/13/2018	DONALD M. ANDERSON
5171	4/13/2018	CATHRYN L. BOND
5172	4/13/2018	JERRY D. BOND
5173	4/13/2018	JAMES P. BROWN
5174	4/13/2018	PEGGY PETERSON
5175	4/13/2018	CYNDIE S. SIEMSEN
5176	4/13/2018	LEONARD W. STITT
5177	4/13/2018	JESSE D. MARTIN
5178	4/16/2018	HRA VEBA TRUST
5179	4/16/2018	UNITED FINANCE
5180	4/18/2018	SPECIAL DISTRICTS INS. SERVICE
5181	4/27/2018	DONALD M. ANDERSON
5182	4/27/2018	CATHRYN L. BOND
5183	4/27/2018	JERRY D. BOND
5184	4/27/2018	JAMES P. BROWN
5185	4/27/2018	PEGGY PETERSON
5186	4/27/2018	LEONARD W. STITT
5187	4/27/2018	STEVE H. SCHWABE
5188	4/27/2018	ATU LOCAL #757
5189	4/27/2018	Shriners Hospital for Children
5190	4/27/2018	AUTISM SOCIETY OF OREGON
5191	4/27/2018	REGENCE BLUECROSS BLUESHIELD
5192	4/27/2018	HRA VEBA TRUST
5193	4/27/2018	UNITED FINANCE

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**Tillamook County Transportation District**

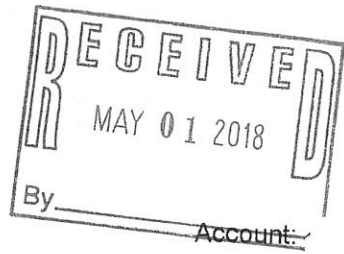
Check/Voucher Register  
1011 - Prop. Mgmt. Checking  
From 4/1/2018 Through 4/30/2018

<u>Document Number</u>	<u>Document Date</u>	<u>Transaction Amount</u>	<u>Payee</u>	<u>Transaction Description</u>
4097	4/9/2018	224.75	City Of Tillamook	WATER & SEWER
4098	4/9/2018	388.00	North Coast Lawn	LANDSCAPING
4099	4/9/2018	200.00	PLANNING SOLUTIONS	REMODEL
4100	4/9/2018	804.96	Rosenberg Builders Supply	SHOP EXPENSES
4101	4/9/2018	773.75	Tillamook PUD	BUILDING REMODEL/SHUT OFF PC
4101	4/9/2018	1,720.01	Tillamook PUD	OFFICE ELECTRIC & LOAN PAYMEI
4102	4/9/2018	153.85	CITY SANITARY SERVICE	GARBAGE
4103	4/19/2018	364.07	Marie Mills Center, Inc	JANITORIAL
4104	4/19/2018	4,400.00	US BANK NA	FLEX LEASE INTEREST
4105	4/26/2018	<u>1,572.97</u>	Tillamook PUD	OFFICE ELECTRIC AND LOAN PAYI
Report Total		<u>10,602.36</u>		

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UMPQUA BANK: CLOSING DATE 3/25/2018			
Date	Vendor	Description of Transaction	Amount
<b>DOUG PILANT</b>			
30-Mar	PELICAN	Meal/Pc Shuttle Planning Meeting	\$ 44.98
2-Apr	PACIFIC RESTAURANT	Meal/Doug, Kathie, Tabatha/Budget Meeting	\$ 49.00
12-Apr	ANTONETTE'S KITCHEN	NWOTA Meeting, 6 Meals	\$ 55.20
13-Apr	GARIBALDI PORTSIDE	Meals/Doug & Judy/Monthly Meeting	\$ 46.80
16-Apr	ADOBE	Software	\$ 179.88
23-Apr	KITTYS FOOD	Meals/Doug & Gary/Monthly Meeting	\$ 28.00
			<b>\$ 403.86</b>
<b>RONNY FOX</b>			
4-Apr	GARIBALDI PORTSIDE	Meals/Doug & Brent/Personnel Meeting	\$ 36.00
			<b>\$ 36.00</b>
<b>CATHY BOND</b>			
04/02/18	BRATTAIN PORTLAND	Bus 18 Wheel Repair	\$ 23.38
04/06/18	ADOBE SYSTEMS	Software	\$ 24.99
04/11/18	ODOT DMV	Bus 304 Registration	\$ 122.00
04/23/18	FIELDPRINT INC	Employee background checks/fingerprinting	\$ 12.50
			<b>\$ 182.87</b>
<b>TABATHA WELCH</b>			
03/30/18	SAFEWAY	Office Supplies/General Office	\$ 15.97
04/02/18	SAFEWAY	Coffee/Snacks, Tabatha & Kathie/Budget Mtg	\$ 15.55
04/16/18	SAFEWAY	Thank you Card for Kathie/Budget	\$ 3.99
			<b>\$ 35.51</b>
		<b>Charges total</b>	<b>\$ 658.24</b>
		<b>Grand Total</b>	<b>\$ 658.24</b>
<b>APPROVAL</b>		<i>GB</i>	<b>DATE</b> 5-4-18

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April 2018 Statement

Open Date: 03/27/2018 Closing Date: 04/23/2018

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

Cardmember Service  
BUS 30 ELN 8

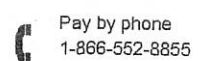
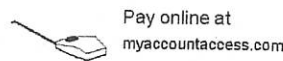
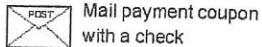
1-866-552-8855  
15

<b>New Balance</b>	<b>\$658.24</b>
<b>Minimum Payment Due</b>	<b>\$10.00</b>
<b>Payment Due Date</b>	<b>05/22/2018</b>

<b>Reward Points</b>	
Earned This Statement	1,052
Reward Center Balance as of 04/22/2018	64,567
For details, see your rewards summary.	

<b>Activity Summary</b>		
Previous Balance	+	\$1,357.09
Payments	-	\$1,357.09 <sup>CR</sup>
Other Credits		\$0.00
Purchases	+	\$658.24
Balance Transfers		\$0.00
Advances		\$0.00
Other Debits		\$0.00
Fees Charged		\$0.00
Interest Charged		\$0.00
<b>New Balance</b>	<b>=</b>	<b>\$658.24</b>
<b>Past Due</b>		<b>\$0.00</b>
<b>Minimum Payment Due</b>		<b>\$10.00</b>
Credit Line		\$10,000.00
Available Credit		\$9,341.76
Days in Billing Period		28

Payment Options:



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



58244

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

- to pay by phone
- to change your address

Account Number	90
Payment Due Date	5/22/2018
New Balance	\$658.24
Minimum Payment Due	\$10.00

000006673 01 SP 000638826972565 P Y

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

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

<b>Rewards Center Activity as of 04/22/2018</b>	
Rewards Center Activity*	0
Rewards Center Balance	64,567

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

Rewards Earned	This Statement	Year to Date
Points Earned on Net Purchases	194	4,915
Gas, Restaurants & Telecom Double Points	858	2,933
<b>Total Earned</b>	<b>1,052</b>	<b>7,848</b>

For rewards program inquiries and redemptions, call 1-888-229-8864 from 8:00 am to 10:00 pm (CST) Monday through Friday, 8:00 am to 5:30 pm (CST) Saturday and Sunday. Automated account information is available 24 hours a day, 7 days a week.

Important Messages

Paying Interest: You have a 24 to 30 day interest-free period for Purchases provided you have paid your previous balance in full by the Payment Due Date shown on your monthly Account statement. In order to avoid additional INTEREST CHARGES on Purchases, you must pay your new balance in full by the Payment Due Date shown on the front of your monthly Account statement.

There is no interest-free period for transactions that post to the Account as Advances or Balance Transfers except as provided in any Offer Materials. Those transactions are subject to interest from the date they post to the Account until the date they are paid in full.

Transactions PILANT, DOUGLAS Credit Limit \$5000

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
<b>Purchases and Other Debits</b>					
03/30	03/29	0207	PELICAN PUB & BREWERY PACIFIC CITY OR	\$44.98	_____
04/02	03/31	0021	PACIFIC RESTAURANT TILLAMOOK OR	\$49.00	_____
04/12	04/11	5404	SQ *ANTONETTE'S KITCHEN Tillamook OR	\$55.20	_____
04/13	04/12	7026	GARIBALDI PORTSIDE GARIBALDI OR	\$46.80	_____
04/16	04/13	8792	ADOBE SYSTEMS, INC. 800-833-6687 CA	\$179.88	_____
04/23	04/19	8171	KITTYS FOOD & SPIRITS TILLAMOOK OR	\$28.00	_____
			<b>Total for Account</b>	<b>7808</b>	<b>\$403.86</b>

Transactions FOX, RONALD B Credit Limit \$2000

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
<b>Purchases and Other Debits</b>					
04/05	04/04	3134	GARIBALDI PORTSIDE GARIBALDI OR	\$36.00	_____
			<b>Total for Account</b>	<b>8301</b>	<b>\$36.00</b>

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

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
<b>Purchases and Other Debits</b>					
04/02	03/30	0094	BRATTAIN PORTLAND PORTLAND OR	\$23.38	_____
04/06	04/05	2423	ADOBE SYSTEMS, INC. 800-833-6687 CA	\$24.99	_____
04/11	04/10	5766	ODOT DMV 503 945 5000 TILLAMOOK OR	\$122.00	_____
04/23	04/20	6528	FIELDPRINT INC 888-291-1369 PA	\$12.50	_____
Total for Account				2022	\$182.87

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

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
<b>Purchases and Other Debits</b>					
03/30	03/28	6493	SAFEWAY #2723 TILLAMOOK OR	\$15.97	_____
04/02	03/30	9343	SAFEWAY #2723 TILLAMOOK OR	\$15.55	_____
04/16	04/12	5602	SAFEWAY #2723 TILLAMOOK OR	\$3.99	_____
Total for Account				146	\$35.51

**Transactions**      BILLING ACCOUNT ACTIVITY

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
<b>Payments and Other Credits</b>					
04/13	04/13	8	PAYMENT THANK YOU	\$1,357.09CR	_____
Total for Account				0	\$1,357.09CR

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	13.74%	
**PURCHASES	\$658.24	\$0.00	YES	\$0.00	13.74%	
**ADVANCES	\$0.00	\$0.00	YES	\$0.00	25.49%	


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**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](http://myaccountaccess.com)

*End of Statement*

TILLAMOOK CNTY TRANS

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# Tillamook County Transportation District

## MONTHLY PERFORMANCE REPORT Apr 2018

RIDERSHIP BY SERVICE TYPE	APR 2018	APR 2017	YTD FY 17-18	YTD FY 16-17	YTD % Change
<b><u>Dial-A-Ride Service</u></b>					
Tillamook/Central County	921	703	7,957	6,713	18.5%
NW Rides	585	446	5,944	5,228	13.7%
North County	103	226	1,947	2,435	-20.0%
South County	41	57	498	536	-7.1%
<b>Dial-A-Ride Total</b>	<b>1,650</b>	<b>1,432</b>	<b>16,346</b>	<b>14,912</b>	<b>9.6%</b>
<b><u>Deviated Fixed Route Service</u></b>					
Rt 1: Town Loop	3,407	3,783	37,033	40,280	-8.1%
Rt 2: Netarts/Oceanside	662	724	7,299	7,350	-0.7%
Rt 3: Manzanita/Cannon Beach	3,151	3,149	30,376	31,511	-3.6%
Rt 4: Lincoln City	1,014	844	9,631	9,764	-1.4%
<b>Local Fixed Rt Total</b>	<b>8,234</b>	<b>8,500</b>	<b>84,339</b>	<b>88,905</b>	<b>-5.1%</b>
<b><u>Inter City Service</u></b>					
Rt 5: Portland	792	771	8,527	9,181	-7.1%
Rt 60X: Salem	659	493	5,487	4,741	15.7%
Rt 70X: Grand Ronde	668	0	2,591	0	#DIV/0!
<b>Inter City Total</b>	<b>2,119</b>	<b>1,264</b>	<b>16,605</b>	<b>13,922</b>	<b>19.3%</b>
<b><u>Other Services</u></b>					
Tripper Routes	234	214	2,080	2,027	2.6%
Special Bus Operations	37	29	788	392	101.0%
<b>Other Services Total</b>	<b>271</b>	<b>243</b>	<b>2,868</b>	<b>2,419</b>	<b>18.6%</b>
<b>TOTAL ALL SERVICES</b>	<b>12,274</b>	<b>11,439</b>	<b>120,158</b>	<b>120,158</b>	<b>0.0%</b>

<b>ONE-WAY TRIPS BY USER GROUP</b>					
	Fixed		YTD	YTD	YTD %
USER GROUP	Route	DAR	FY 17-18	FY 16-17	Change
General (18 years to 60 years of age)	5,820	99	58,856	62,758	-6.2%
Senior/Disabled	3,316	1,551	48,080	48,834	-1.5%
Child/Youth (less than 18 years of age)	829	0	7,735	8,566	-9.7%
<b>Total</b>	<b>9,965</b>	<b>1,650</b>	<b>114,671</b>	<b>120,158</b>	<b>-4.6%</b>
<b>OTHER RIDER CATEGORIES</b>					
	Fixed		YTD	YTD	YTD %
	Route	DAR	FY 17-18	FY 16-17	Change
Ride Connection	60		637	968	-34.2%
Tillamook Bay Community College	219		2,045	1,966	4.0%
Northwest Rides		584	6,770	6,826	-0.8%
NWOTA Visitor Pass	113		996	1,080	5/9/2018%

## MONTHLY PERFORMANCE

Service Month	Passengers per Hour	Farebox Ratio	Operating Cost per Hour
<b><u>Dial-A-Ride Services</u></b>			
Apr-17	1.3	64.8%	57.80
Jan-18	1.2	60.0%	63.86
Feb-18	1.2	59.6%	63.54
Mar-18	1.3	58.1%	64.48
Apr-18	1.3	57.0%	64.86
<b>STANDARD</b>	<b>1.3</b>	<b>65.3%</b>	<b>56.36</b>
<b><u>Deviated Fixed Routes</u></b>			
Apr-17	6.8	11.5%	66.79
Jan-18	6.5	10.2%	70.37
Feb-18	6.3	10.0%	70.38
Mar-18	6.2	9.6%	79.21
Apr-18	6.1	9.4%	71.90
<b>STANDARD</b>	<b>7.0</b>	<b>12.4%</b>	<b>64.60</b>
<b><u>Intercity Services</u></b>			
Apr-17	2.8	30.1%	71.82
Jan-18	2.8	26.1%	80.13
Feb-18	2.8	24.9%	79.90
Mar-18	2.8	23.6%	81.21
Apr-18	2.8	22.9%	81.47
<b>STANDARD</b>	<b>2.9</b>	<b>31.5%</b>	<b>72.86</b>
<b><u>Other Services</u></b>			
Apr-17	5.2	8.2%	54.63
Jan-18	4.9	7.9%	57.61
Feb-18	5.1	8.1%	57.88
Mar-18	5.2	8.0%	59.47
Apr-18	5.4	9.3%	60.36
<b>STANDARD</b>	<b>6.9</b>	<b>10.7%</b>	<b>55.54</b>

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

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

Intercity Routes: 5 Portland, 60X Coastal Connector, 70X Salem/Grand Ronde

Other Services: Trippers and Special Bus Operations

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Tillamook County Transportation District  
Actual FY 2017/2018

Year-to-Date Statistics and Performance

	Thru Apr 2018		5/9/2018														
Router/Run	YTD Fare Revenue (\$)	YTD Passngrs	YTD Service Hours	YTD Paid Hours	YTD Service Miles	Mileage Based Costs	Hourly Based Costs (\$)	Direct Cost (\$)	Indirect Costs (\$)	Total Costs (\$)	Hourly Rate (\$)	Passngrs per Hour	Farebox Ratio	Passngr/\$ Subsidy	Average Fare (\$)	Revenue/Service Hour (\$)	
<u>Dial-A-Ride Service</u>																	
Central DAR	69,863	7,957	4,068	5,061	64,946	40,427	161,367	9,498	53,438	264,730	65.08	2.0	26.4%	0.04	8.78	17.17	
NW Rides	370,427	5,944	7,221	8,960	189,377	117,881	286,454	16,861	106,525	527,721	73.08	0.8	70.2%	0.04	62.32	51.30	
North DAR	16,681	1,947	1,000	1,108	16,079	0	0	18,313	4,631	22,944	22.95	1.9	72.7%	0.31	8.57	16.69	
South DAR	17,368	498	535	662	11,507	0	0	13,106	3,314	16,420	30.68	0.9	105.8%	-0.53	34.87	32.45	
<b>Total DAR</b>	<b>474,338</b>	<b>16,346</b>	<b>12,824</b>	<b>15,791</b>	<b>281,908</b>	<b>158,308</b>	<b>447,821</b>	<b>57,778</b>	<b>167,907</b>	<b>831,815</b>	<b>64.86</b>	<b>1.3</b>	<b>57.0%</b>	<b>0.05</b>	<b>29.02</b>	<b>36.99</b>	
<u>Deviated Route</u>																	
01 Town Loop	28,183	37,033	3,804	4,264	50,136	31,208	150,891	8,881	48,301	239,281	62.90	9.7	11.8%	0.18	0.76	7.41	
02 Netarts/Oceanside	7,785	7,299	1,799	2,285	43,701	27,203	71,366	4,201	25,991	128,759	71.57	4.1	6.0%	0.06	1.07	4.33	
03 Manzanita	38,632	30,376	4,747	5,435	129,312	80,493	188,313	11,084	70,787	350,677	73.87	6.4	11.0%	0.10	1.27	8.14	
04 Lincoln City	18,817	9,631	3,409	3,935	116,933	72,787	135,238	7,960	54,625	270,610	79.37	2.8	7.0%	0.04	1.95	5.52	
<b>Total Deviated Route</b>	<b>93,417</b>	<b>84,339</b>	<b>13,760</b>	<b>15,919</b>	<b>340,082</b>	<b>211,691</b>	<b>545,807</b>	<b>32,126</b>	<b>199,703</b>	<b>989,327</b>	<b>71.90</b>	<b>6.1</b>	<b>9.4%</b>	<b>0.09</b>	<b>1.11</b>	<b>6.79</b>	
<u>Intercity</u>																	
05 Portland	92,510	8,527	3,011	3,133	94,066	58,553	126,484	7,031	46,798	238,867	79.32	2.8	38.7%	0.06	10.85	30.72	
60X Salem	12,010	5,487	2,206	2,805	84,204	52,414	92,647	5,150	36,687	186,900	84.73	2.5	6.4%	0.03	2.19	5.44	
70X Grand Ronde	5,898	2,591	697	876	23,957	14,912	29,275	686	11,175	56,048	80.41	3.7	10.5%	0.05	2.28	8.46	
<b>Total Intercity</b>	<b>110,417</b>	<b>16,605</b>	<b>5,914</b>	<b>6,813</b>	<b>202,227</b>	<b>125,880</b>	<b>248,406</b>	<b>12,867</b>	<b>94,660</b>	<b>481,814</b>	<b>81.47</b>	<b>2.8</b>	<b>22.9%</b>	<b>0.04</b>	<b>6.65</b>	<b>18.67</b>	
<u>Other Services</u>																	
Trippers	1,737	2,080	294	338	2,022	1,258	11,656	686	3,439	17,039	57.99	7.1	10.2%	0.14	0.84	5.91	
Special Bus Operation	1,211	788	234	305	3,217	2,002	9,278	546	2,990	14,816	63.35	3.4	8.2%	0.06	1.54	5.18	
Total Other Services	2,948	2,868	528	643	5,239	3,261	20,934	1,232	6,429	31,855	60.36	5.4	9.3%	0.10	1.03	5.59	
<b>Total TCTD Services</b>	<b>681,120</b>	<b>120,158</b>	<b>33,026</b>	<b>39,165</b>	<b>829,455</b>	<b>499,140</b>	<b>1,262,968</b>	<b>104,004</b>	<b>468,699</b>	<b>2,334,811</b>	<b>70.70</b>	<b>3.64</b>	<b>29.2%</b>	<b>0.07</b>	<b>5.67</b>	<b>20.62</b>	
			Total Mileage, Labor & Direct Cost		1,866,112				25.1%								

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

Year-Over-Year Comparison

Route/Run	16/17			Thru Apr 2018 17/18			16/17			Thru Apr 2018 17/18			16/17			Thru Apr 2018 17/18		
	Fare Revenue	Fare Revenue	Amount Difference	Percent Difference	Passngs	Passngs	Amount Difference	Percent Difference	Service Hours	Service Hours	Amount Difference	Percent Difference	Total Cost	Total Cost	Amount Difference	Percent Difference		
<b>Dial-A-Ride Service</b>																		
Central DAR	54,193	69,863	15,670	28.9%	6,713	7,957	1,244	18.5%	3,406	4,068	662	19.5%	203,093	264,730	61,637	30.3%		
NW Rides	334,532	370,427	35,895	10.7%	5,228	5,944	716	13.7%	6,460	7,221	761	11.8%	439,940	527,721	87,781	20.0%		
North DAR	34,038	16,681	-17,357	-51.0%	2,435	1,947	-488	-20.0%	1,421	1,000	-421	-29.7%	27,779	22,944	-4,835	-17.4%		
South DAR	21,814	17,368	-4,446	-20.4%	536	498	-38	-7.1%	580	535	-45	-7.8%	15,144	16,420	1,276	8.4%		
<b>Total DAR</b>	<b>444,576</b>	<b>474,338</b>	<b>29,762</b>	<b>6.7%</b>	<b>14,912</b>	<b>16,346</b>	<b>1,434</b>	<b>9.6%</b>	<b>11,867</b>	<b>12,824</b>	<b>957</b>	<b>8.1%</b>	<b>685,956</b>	<b>831,815</b>	<b>145,859</b>	<b>21.3%</b>		
<b>Deviated Route</b>																		
01 Town Loop	32,725	28,183	-4,542	-13.9%	40,280	37,033	-3,247	-8.1%	3,813	3,804	-9	-0.2%	223,405	239,281	15,876	7.1%		
02 Netarts/Oceanside	7,916	7,785	-131	-1.7%	7,350	7,299	-51	-0.7%	1,668	1,799	131	7.8%	112,459	128,759	16,300	14.5%		
03 Manzanita	41,014	38,632	-2,382	-5.8%	31,511	30,376	-1,135	-3.6%	4,276	4,747	472	11.0%	294,375	350,677	56,302	19.1%		
04 Lincoln City	18,707	18,817	110	0.6%	9,764	9,631	-133	-1.4%	3,355	3,409	55	1.6%	245,414	270,610	25,196	10.3%		
<b>Total Local Fixed Route</b>	<b>100,362</b>	<b>93,417</b>	<b>-6,945</b>	<b>-6.9%</b>	<b>88,905</b>	<b>84,339</b>	<b>-4,566</b>	<b>-5.1%</b>	<b>13,111</b>	<b>13,760</b>	<b>648</b>	<b>4.9%</b>	<b>875,652</b>	<b>989,327</b>	<b>113,674</b>	<b>13.0%</b>		
<b>Intercity</b>																		
05 Portland	97,546	92,510	-5,036	-5.2%	9,181	8,527	-654	-7.1%	3,065	3,011	-54	-1.7%	215,874	238,867	22,993	10.7%		
60X Salem	8,680	12,010	3,329	38.4%	4,741	5,487	746	15.7%	1,851	2,206	355	19.2%	137,194	186,900	49,705	36.2%		
70X Grand Ronde	0	5,898	5,898	#DIV/0!	0	2,591	2,591	#DIV/0!	0	697	697	#DIV/0!	-1	56,048	56,049	#####		
<b>Total Intercity</b>	<b>106,226</b>	<b>110,417</b>	<b>4,191</b>	<b>3.9%</b>	<b>13,922</b>	<b>16,605</b>	<b>2,683</b>	<b>19.3%</b>	<b>4,916</b>	<b>5,914</b>	<b>998</b>	<b>20.3%</b>	<b>353,067</b>	<b>481,814</b>	<b>128,747</b>	<b>36.5%</b>		
<b>Other Services</b>																		
Trippers	1,703	1,737	34	2.0%	2,027	2,080	53	2.6%	405	294	-111	-27.4%	21,567	17,039	-4,528	-21.0%		
Special Bus Operation	411	1,211	799	194.4%	392	788	396	101.0%	65	234	169	262.2%	4,070	14,816	10,746	264.0%		
<b>Total Other Services</b>	<b>2,114</b>	<b>2,948</b>	<b>833</b>	<b>39.4%</b>	<b>2,419</b>	<b>2,868</b>	<b>449</b>	<b>18.6%</b>	<b>469</b>	<b>528</b>	<b>58</b>	<b>12.5%</b>	<b>25,637</b>	<b>31,855</b>	<b>6,218</b>	<b>24.3%</b>		
<b>Total TC/D Services</b>	<b>653,279</b>	<b>681,120</b>	<b>27,841</b>	<b>4.3%</b>	<b>120,158</b>	<b>120,158</b>	<b>0</b>	<b>0.0%</b>	<b>30,364</b>	<b>33,026</b>	<b>2,662</b>	<b>8.8%</b>	<b>1,940,312</b>	<b>2,334,811</b>	<b>394,498</b>	<b>20.3%</b>		

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

**Year to Date Performance Comparison**

Route/Run	Thru Apr 2018 16/17			Thru Apr 2018 17/18			Thru Apr 2018 16/17			Thru Apr 2018 17/18				
	Hourly Rate	Hourly Rate	Amount Diff	Passngr /Hour	Passngr /Hour	Amount Diff	Facebook Ratio	Facebook Ratio	Amount Diff	Percent Diff	Average Fare	Average Fare	Amount Diff	Percent Diff
Dial-A-Ride Service														
Central DAR	59.64	65.08	5.44	2.0	2.0	0.0	26.7%	26.4%	-0.3%	-0.8%	8.07	8.78	0.71	8.8%
NW Rides	68.10	73.08	4.98	0.8	0.8	0.0	76.0%	70.2%	-5.8%	1.7%	63.99	62.32	-1.67	-2.6%
North DAR	19.55	22.95	3.40	1.7	1.9	0.2	122.5%	72.7%	-49.8%	13.7%	13.98	8.57	-5.41	-38.7%
South DAR	25.09	30.68	4.59	0.9	0.9	0.0	144.0%	105.8%	-38.3%	0.7%	40.70	34.87	-5.82	-14.3%
Total DAR	57.80	64.86	7.06	1.3	1.3	0.0	64.8%	57.0%	-7.8%	1.4%	29.81	29.02	-0.79	-2.7%
Deviated Route														
01 Town Loop	58.60	62.90	4.31	10.6	9.7	-0.8	14.6%	11.8%	-2.9%	-7.9%	0.81	0.76	-0.05	-6.3%
02 Netarts/Oceanside	67.41	71.57	4.16	4.4	4.1	-0.3	7.0%	6.0%	-1.0%	-7.9%	1.08	1.07	-0.01	-1.0%
03 Manzanita	68.85	73.87	5.02	7.4	6.4	-1.0	13.9%	11.0%	-2.9%	-13.2%	1.30	1.27	-0.03	-2.3%
04 Lincoln City	73.15	79.37	6.22	2.9	2.8	-0.1	7.6%	7.0%	-0.7%	-2.9%	1.92	1.95	0.04	2.0%
Total Deviated Route	66.79	71.90	5.12	6.8	6.1	-0.7	11.5%	9.4%	-2.0%	-9.6%	1.13	1.11	-0.02	-1.9%
Intercity														
05 Portland	70.43	79.32	8.89	3.0	2.8	-0.2	45.2%	38.7%	-6.5%	-5.5%	10.62	10.85	0.22	2.1%
60X Salem	74.12	84.73	10.61	2.6	2.5	-0.1	6.3%	6.4%	0.1%	-2.9%	1.83	2.19	0.36	19.5%
70X Grand Ronde	#DIV/0!	80.41	#DIV/0!	#DIV/0!	3.7	#DIV/0!	0.0%	10.5%	10.5%	#DIV/0!	#DIV/0!	2.28	#DIV/0!	#DIV/0!
Total Intercity	71.82	81.47	9.65	2.8	2.8	0.0	30.1%	22.9%	-7.2%	-0.9%	7.63	6.65	-0.98	-12.9%
Other Services														
Trippers	53.29	57.99	4.69	5.0	7.1	2.1	7.9%	10.2%	2.3%	41.3%	0.84	0.84	-0.01	-0.6%
Special Bus Operation	63.04	63.35	0.31	6.1	3.4	-2.7	10.1%	8.2%	-1.9%	-44.5%	1.05	1.54	0.49	46.5%
Total Other Services	54.63	60.36	5.73	5.2	5.4	0.3	8.2%	9.3%	1.0%	5.4%	0.87	1.03	0.15	17.6%
Total Other Services	63.90	70.70	6.79	4.0	3.6	-0.3	33.7%	29.2%	-4.5%	-8.1%	5.44	5.67	0.23	4.3%

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Description	YTD Through Apr 2018 FY16/17 to FY 17/18		
	16/17	17/18	Amount Percent Difference
Mileage	720,475	829,455	108,980 15.1%
Mileage Based Costs	374,417	499,140	124,723 33.3%
Hourly Based Costs	1,111,739	1,262,968	151,228 13.6%
Direct Costs	420,536	468,699	48,164 11.5%
Overhead Costs			
Total Costs	1,905,691	2,230,807	324,115 17.0%

Special Bus Operation Calculation Cost			
Cost per mile calculation:	Actual	Plus	Profit
Hourly Rate		45.8%	10%
Plus Direct Costs	\$ 33.68		
Plus Overhead	\$ 25.1%		
Hourly Rate	\$ 42.14		
Hourly Rate	\$ 20.0%		
Hourly Rate	\$ 50.57		

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# nwCONNECTOR

## Coordinating Committee Meeting

May 11, 2018

Tillamook County Transportation District

3600 3<sup>rd</sup> St

Tillamook, OR

10:00 am—3:00 pm

### Teleconference Information

866/755-7677

Pin # 005939

### Agenda

10:00— 10:05a	1. Introductions. Welcome to Guests	Doug Pilant
10:05— 10:30a	2. Consent Calendar ( <b>Action Items</b> ) <ul style="list-style-type: none"> <li>✚ April 13, 2018 Meeting Minutes (<b>attached</b>)</li> <li>✚ April 2018 Financial Report</li> <li>✚ Ridership Tracking (April 2018)</li> </ul>	Doug Pilant
10:30— 10:45a	3. Pedestrian Access Study	Ryan Farncomb CH2M/Jacobs
10:45— 12:00p	4. NWOTA Standing Items <ul style="list-style-type: none"> <li>✚ IGA</li> <li>✚ Marketing: NWOTA Newsletter, NW Oregon Events, Bicycle Website, Boomer ads</li> <li>✚ Signage</li> </ul>	Doug Pilant Mary McArthur Trillium
12:00— 12:30p	5. Lunch	
12:30— 1:00p	6. NWOTA Tiger Application (Potential) <ul style="list-style-type: none"> <li>✚ Report from Webinar</li> </ul>	Mary McArthur
1:00— 2:00p	7. Other Business and Member Updates	All

### Attachments:

April 13, 2018 Meeting Minutes  
 April Meeting Follow-Up To Do List Progress

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  
April 13, 2018  
Tillamook County Transportation District  
Tillamook, OR

1. Introductions: Doug Pilant, Coordinating Committee Chair, opened the meeting. Meeting attendees included:
  - Cynda Bruce—Lincoln County Transportation
  - Paul Lewicki —Sunset Empire Transit District
  - Lee Lazaro—Benton County Transit
  - Doug Pilant—Tillamook County Transportation
  - Janet Wright—Columbia County Rider
  - Mark Bernard—ODOT
  - Holly Kvalheim—Trillium
2. Consent Calendar: Unanimously approved. (LL/CB)
  - ✦ March 9, 2018 Meeting Minutes—Highlighted note was for Mary’s To Do List.
  - ✦ March 2018 Financial Report—Doug reviewed. Only additions since last month’s report was moving the costs associated from the carryover website contract into Website maintenance. Discussion on whether partners are to be billed for the original \$14,280 partner contribution budgeted in the FY 2017—2018 budget, or only for the base amount of \$10,000. Partners concurred to be billed for the budgeted amount, and have any balances at the end of the FY be carried over providing funding for grant matching or marketing opportunities that could come up next FY. Partners agreed to allocate no more than \$5,000 for marketing with media such as the Boomer publication in the current FY. (JW/CB)
  - ✦ Ridership Tracking—Janet is working on getting the CCR ridership numbers. In reviewing the 2015 and 2016 numbers, there appears to be some slight decreases, which typically occurs when the economy improves and gas prices drop. As gas prices creep up, ridership may increase as well. **Mary will include 2017 numbers on the annual comparison.**
3. Draft 2018-2019 Budget

After discussion, the Board unanimously moved to accept the attached FY2018-2019 budget. (LL/JW)
4. Statewide Transportation Improvement Fund (STIF)

Included in HB 2017, the STIF will have an application process during the upcoming fiscal year. Will require districts to have a committee to develop a STIF plan derived from the Coordinated Plan, which will have to be approved by district boards. The grant application will effectively be the grant agreement if approved, and thus will have to be approved by county counsel. First application period will be a 3-month period which is an aggressive schedule for smaller transit districts, with a second round of funding in six months. Regional projects are expected to do well. Bus stops from Pedestrian Access Study bus stops will be project-ready in time for potential funding by these grant monies. Program is funded through payroll tax, and is employer-based. ORS has eliminated the requirement that districts in which employers are located receive the funding, rather than the transit providers delivering the employees. However, administrative rules have left that in. Congestion planning involves regional transit partnerships. Rules and policies are still being worked out. Unclear how to identify what percentage of funds should go to transit providers outside the employer geographic location. No ConnectOregon program this biennium, just specific projects allocated. Every county gets some STIF formula funding based on the amount of their local

employment. Discretionary funding is what relates to how to coordinate partner funding for those transit districts delivering employees to employers outside their district.

Educational opportunity for using public funds for transporting school kids. Looking at allowing STIF and Coordinating Committees to be combined, if the affected people are the same. However, STIF committees must include: diverse interests, geography, and populations. Would be a good idea to include school education coordinators.

After discussion, the Board unanimously moved to accept the attached FY2018-2019 budget. (LL/JW)

#### 5. NWOTA Newsletter Content and Marketing

Holly walked the partners through a proposal. Recommend a separate URL from NWOTA's website, to manage access to the NW Connector graphics. Will want to add proviso to those signing up for emails, that information will not be sold. Next steps will be to develop a plan to populate with enough events to be worthwhile for people to go to website, and make it easy to keep updated. Partners agreed to modify Trillium's contract to add the additional scope of work for adding newsletter content and marketing to the NWConnector's new website. (CB/LL) **Mary will draft a contract modification and send over to both Thomas and Holly. Mary will also send over a list of events to Holly.**

#### 6. NWOTA Standing Items

✦ IGA. Partners concurred on the IGA as presented and agreed to move forward on the approval process. (PL/CB) **Mary will send out the final version (rev-6, April 2018) for partners to take to their respective boards.** Janet will take the IGA to Columbia County's legal counsel to get onto the Commission agenda. Next will be to adopt the Management Plan.

✦ Signage. No updates.

✦ Marketing. In addition to doing the Boomer ads, partners agreed that it would be helpful to submit human interest ads in the issues in which advertise. There is a PSU student workshop on May 3, Cascade Connect, that Doug will try to attend. **Mary will coordinate with the Boomer and writing up the stories, and partners will send in names of people that would be willing to be interviewed and included in a story.**

#### 7. Member Updates

✦ Benton—Linn-Benton loop service development plan will be first time the routes and schedules will be looked at in 20 years. Have added an express service between Lane-Benton Community College and OSU, and Saturday service. Plan is to match up schedules better with the students, and to seek funding. Working on HB2017 communications packet. Developed bylaws, job description and County Commission requirements for the new STIF committee. **Lee will send Mary the briefing document to send out all the partners.** Working on RFP for transit operations, since contract out.

✦ Columbia—Working on getting a new transit coordinator hired, and getting financials in order. Still have Chad, who is managing the day-to-day operations. Columbia County's Finance department is helping out on an interim basis. Received funding for 4 replacement buses.

✦ Sunset—Thanks to Tillamook changing the connections in Cannon Beach, ridership on the Pacific Connector has tripled. Overall, ridership has been a little soft over the last year. Replaced shelter that was destroyed, used a NWConnector shelter, and plan to continue to replace as needed with the new design. Walmart opens in June, unclear whether the pullout that only accommodates 1 bus will be adequate. Not enough room for bus shelter between road and sidewalk. Swiftly went live for the dashboard this week. Working with it internally, and expect to make it available to the public soon.

✦ Tillamook—System-wide, ridership has been down about 10% over the last year, although March ridership seems to be increasing. Cathy and Doug did a nationwide seminar on TCTD's use of

Swiftly. Been working with the casinos on their transit development plans, and their community surveys. Stakeholders include some vocal advocates. A number of people travel from the valley to the casinos. An important service. Working on annual budget. Received grant funding for 5 buses, plus partial funding for another bus.

- ✚ Lincoln—Looking at purchasing Swiftly. Want to stay within what partners are already using. Transportation Development Plan has been through discussion with Commission. County Counsel has suggested building a facility for the transit operations combined with emergency management.

- ✚ ODOT—LTD has purchased bus for Florence to Yachats. Have 9 buses for their system. Florence to Eugene service kicks off on Monday. Tribes are being briefed on the STIF, including the tribes in the NWConnector system.

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

DRAFT

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**Tillamook County Transportation District**  
**Financial Statement - Unposted Transactions Included In Report**  
**08 - Northwest Oregon Transit Allia**  
**000 - Other**  
**From 4/1/2018 Through 4/30/2018**

	Current Period Actual	Current Period Budget	Current Year Actual	Total Budget	Total Budget Variance	Bdgt .83%
<b>Resources</b>						
Working Capital	3500 0.00	0.00	0.00	30,000.00	(30,000.00)	0.00%
NWOTA Partner Cont. Match	4225 27,120.00	0.00	57,120.00	57,120.00	0.00	100.00%
Grants - 5311 (f)	4240 0.00	2,550.00	23,752.00	30,600.00	(6,848.00)	77.62%
Transfer From General Fund	4911 0.00	0.00	14,280.00	14,280.00	0.00	100.00%
Transfer from STF Fund	4916 0.00	0.00	79,205.00	90,000.00	(10,795.00)	88.00%
<b>Total Resources</b>	<u>27,120.00</u>	<u>2,550.00</u>	<u>174,357.00</u>	<u>222,000.00</u>	<u>(47,643.00)</u>	<u>78.54%</u>
<b>Expenses</b>						
<b>Materials and Services</b>						
Professional Services	5100 0.00	1,750.00	0.00	21,000.00	21,000.00	0.00%
Administrative Support	5101 5,908.88	2,083.33	14,551.26	25,000.00	10,448.74	58.20%
Website Maintenance	5102 0.00	416.67	27,239.00	95,000.00	67,761.00	28.67%
Marketing	5190 540.00	2,354.17	30,697.87	28,250.00	(2,447.87)	108.66%
Travel & Training	5220 0.00	416.67	0.00	5,000.00	5,000.00	0.00%
<b>Total Materials and Services</b>	<u>6,448.88</u>	<u>7,020.84</u>	<u>72,488.13</u>	<u>174,250.00</u>	<u>101,761.87</u>	<u>41.60%</u>
<b>Transfers</b>						
Transfer to General Fund	9130 0.00	0.00	4,005.00	13,000.00	8,995.00	30.80%
Reserve for Future Expenditure	9175 0.00	0.00	0.00	34,750.00	34,750.00	0.00%
<b>Total Transfers</b>	<u>0.00</u>	<u>0.00</u>	<u>4,005.00</u>	<u>47,750.00</u>	<u>43,745.00</u>	<u>8.39%</u>
<b>Total Expenses</b>	<u>6,448.88</u>	<u>7,020.84</u>	<u>76,493.13</u>	<u>222,000.00</u>	<u>145,506.87</u>	<u>34.46%</u>

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RES #14-13. This special fund must be reviewed no more than 10 years after establishment. Review in year 2024

**NWOTA  
SPECIAL FUND  
RESOURCES AND REQUIREMENTS**  
Fiscal Agent - TCTD  
Fund 08, Department 000

**FORM  
LB-10**

	Actual		Actual First Preceding 2016-2017	Adopted Budget This 2017-2018	GL ACCT #	DESCRIPTION RESOURCES AND REQUIREMENTS	Proposed by Budget Officer	Approved By Budget Committee	Adopted By Governing Body
	Second Preceding 2015-2016	First Preceding 2016-2017							
<b>RESOURCES</b>									
1	16,068	41,398	30,000	3500	Working Capital	87,000			
2	42,000		14,280	4225	NWOTA Partner Revenue - Benton County	12,000			
3			14,280	4525	NWOTA Partner Revenue - Columbia County Rider	12,000			
4			14,280	4225	NWOTA Partner Revenue - Lincoln County Transit	12,000			
5			14,280	4225	NWOTA Partner Revenue - Sunset Empire Trans. Dist.	12,000			
6			14,280	4911	NWOTA Partner Revenue - Tillamook City Trans. Dist.				
7		12,788	22,600	4240	Grant - 5311 (f)				
8			8,000	4240	Grant - 5311 (f)				
9			-	4240	Grant - 5311 (f)				
10	21,492	29,389		4260	Grant - FTA Section 5304 - Planning (Management Plan)				
11				4260	Grant - 2016-2018 STIP				
12				4267	Grant - Oregon Transit Network (Website)				
13		77,702		4400	Misc Income				
14		35,222	90,000	4916	Transfer from STF Fund				
15	10,000	27,567	-	4911	Transfer from General Fund - Tillamook City Trans. Dist Partner Revenue	12,000			
16	<b>89,560</b>	<b>224,066</b>	<b>222,000</b>		<b>TOTAL RESOURCES</b>	<b>147,000</b>	<b>147,000</b>	<b>147,000</b>	<b>147,000</b>
<b>Materials &amp; Services</b>									
17			21,000	5100	Professional Services	5,250			
18	16,857	22,671	25,000	5101	Administrative Support	25,000			
19	3,850	3,956	95,000	5102	Website Maintenance	5,000			
20	25,300	36,331		5103	Rural Planning Grant				
21	155	27,680	28,250	5190	Marketing and Public Outreach	30,000			
22		84,985		5191	Website Re-Design				
23				5192	Grant - 5311 (f) Mobility Management				
24					Bus Stop Signage	5,000			
25		40,000		5196	Grant - Oregon Transit Network (Website/Match)				
26				5196	Grant - 2016-18 STIP NW Connector Transit Access Project				
27			5,000	5220	Travel & Training	5,000			
28	<b>46,162</b>	<b>215,523</b>	<b>174,250</b>		<b>Total Materials &amp; Services</b>	<b>75,250</b>	<b>75,250</b>	<b>75,250</b>	<b>75,250</b>
29	2,000	5,000		9730	Transfer to General Fund				
30	<b>2,000</b>	<b>5,000</b>			<b>Total Transfers</b>				
31			3,000	9730	Special Payments	3,000			
32			10,000	9730	Payment to TCTD for Group Administration				
33				5145	Payment to TCTD for Customer Service Training				
34					Payment to Sunset Empire for IT Support				
35			13,000		<b>Total Special Payments</b>				
36	41,398	3,543	34,750	9175	Reserve for Future Expenditures				
37					Ending balance (prior years)				
38	<b>89,560</b>	<b>224,066</b>	<b>222,000</b>		<b>UNAPPROPRIATED ENDING FUND BALANCE</b>				
39					<b>TOTAL REQUIREMENTS</b>	<b>147,000</b>	<b>147,000</b>	<b>147,000</b>	<b>147,000</b>

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Trillium Solutions, Inc.

[www.trilliumtransit.com](http://www.trilliumtransit.com) Portland, Oregon

Proposal:

## NWOTA Newsletter Content and Marketing

April 12, 2018

### Project Outline

The goal of this project is to provide tools to highlight the local events accessible via NWOTA's transit services, and to facilitate partnerships with organizations in the region. The components of this will include a calendar, a database of organizational contacts, and a page of promotional materials. We'll also add an email sign-up form to begin collecting information about riders who are interested in receiving future information via email.

#### **Task 1: Create an events calendar on the website**

**Subtask A:** Modify Trip Ideas functionality to capture event details.

**Subtask B:** Create an events calendar that automatically populates with events from Trip Ideas, and add "upcoming events" widgets to the NWOTA home page and each agency's page.

#### **Task 2: Develop a database of contacts**

**Subtask A:** Research regional events that are transit accessible, tracking basic details and organization contact information. This will be an easy-to-update source for the events calendar and any other outreach efforts.

#### **Task 3: Create partner tools**

**Subtask A:** Design a variety of graphics promoting NWOTA that partner organizations can use.

**Subtask B:** Customize the Google Maps trip planner widget so that it is easily downloadable by marketing partners.

**Subtask C:** Write text and provide links to describe and promote NWOTA's services.  
**Subtask D:** Place all of the above on a new page on the website.

**Task 4: Add an email sign-up form**

A simple sign-up form in the footer of the website, so that interested site visitors can provide their contact information and NWOTA can build a rider list for future communications.

**Cost Estimate**

	Staff	Craig		Dickerson		Hofweber		Kvalheim		Total	
	Rate	\$125		\$125		\$125		\$75			
		Hours	Cost	Hours	Cost	Hours	Cost	Hours	Cost	Hours	Cost
Task 1		2	\$250	12	\$1,500	0	\$0	6	\$450	20	\$2,200
Task 2		2	\$250	0	\$0	0	\$0	8	\$600	10	\$850
Task 3		2	\$250	4	\$500	0	\$0	2	\$150	8	\$900
Task 4		2	\$250	0	\$0	4	\$500	8	\$600	14	\$1,350
<b>Total</b>											<b>\$5,300</b>

**NWOTA Action Items**  
May 5, 2018

	Action Items	Assignments	Progress
<input type="checkbox"/>	<p><u>IGA</u>—Get approved by each partner commission/board. Only changes to the Amended and Restated IGA that was reviewed by all legal counsel are:</p> <ul style="list-style-type: none"> <li>▪ Page 2, 2. Definitions, B—Added “4” after the word “Section.”</li> <li>▪ Page 5, 11. Ownership, Duration, Withdrawal and Termination, A. Ownership, added the sentence: “Each partner owns the NWOTA website code in its entirety jointly and severally.”</li> <li>▪ Page 7, Signature page, corrected typos to Sunset Empire Transportation District and Tillamook County Transportation District names, deleted Approved as to Form for Sunset Empire Transportation District and Tillamook County Transportation District.</li> <li>▪ Added “April 2018” to the footer line.</li> </ul>	<p>All Partners (Attached file, v-6)</p>	<p>4/16 Email out 5/1 Emailed out</p>
<input type="checkbox"/>	<p><u>FY 2018—2019 Budget</u>—Get approved by each partner commission/board.</p>	<p>All Partners (Attached file)</p>	<p>4/17 Benton ✓</p>
<input type="checkbox"/>	<p><u>Trillium/Website Newsletter</u>—Amend current contract. Get events over to Holly</p>	<p>Mary Mc/TCTD Mary Mc</p>	<p>4/18 Sent over Received signed ✓ 5/1 Emailed ✓</p>
<input type="checkbox"/>	<p><u>NWConnector FY 17-18 Marketing</u>—Schedule up to \$5,000 in Boomer, other advertising</p>	<p>Mary Mc coordinate with partners</p>	<p>5/1 Clark to send over information. Rcvd ✓</p>
<input type="checkbox"/>	<p><u>Boomer NW Connector Stories</u>—Explore getting stories included about NWConnector riders in publications</p>	<p>Mary Mc contact Seeley Clark at Boomer</p>	
<input type="checkbox"/>	<p><u>STIF Briefing Materials</u>—Partners brief boards/commissions</p>	<p>Lee to send out materials he has developed</p>	<p>Sent out 4/13 ✓</p>
<input type="checkbox"/>	<p><u>NW Connector Ridership</u>—Complete January—March 2018 ridership 2015 and 2016 Annual Ridership Add 2017 Ridership to Annual Ridership Form</p>	<p>Janet to send in Chad to send in Mary Mc</p>	<p>4/24 Chad ✓ Chad working on ✓</p>
<input type="checkbox"/>	<p><u>Bike Portland Website/Advertising</u> Potentially free pass for a bicyclist to ride and write up her/his story</p>	<p>Mary Mc</p>	<p>4/30 Emailed Jonathan. Rcvd ✓</p>
<input type="checkbox"/>	<p><u>Travel Oregon</u>—Biking resources listing</p>	<p>Mary Mc</p>	<p>4/30 Emailed Terra Moreland, responded with new name</p>



**Tillamook County Transportation District**  
Board of Directors Regular Monthly Meeting  
Thursday, April 19, 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  
Marty Holm, Vice Chair  
Gary Hanenkrat, Treasurer  
Jim Huffman, Secretary  
Jackie Edwards, Director  
Merrienne Hoffman, Director  
Melissa Carlson-Swanson

**TCTD Staff**

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

**Absent**

None.

**Guest**

Don Best, Photographer

4. Oath of Office for Position #4 board member. Board Chair Judy Riggs performed the Oath of Office for new board member, Melissa Carlson-Swanson.
5. Announcements and Changes to Agenda: None.
6. Public & Guest Comments: None.
7. Executive Session: None.

**REPORTS**

8. Information: General Managers Report:
  - a. Financial Report: GM Doug Pilant reviewed the March 2018 financial reports. District is 75% through the Fiscal Year. Director Holm asked if the fuel expense

*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.*

- increase is due to cost or volume? GM Doug Pilant said the increase is a result of both higher fuel costs and additional Lincoln City to Salem services. GM Doug Pilant noted the final building renovation invoice from Jackson Construction had been received and paid as well as the last Ecolane invoice. He also noted that there will be resolutions later in the meeting to explain transfers to properly reflect the capital reserve and OTIB fund items.
- b. Service Measure Performance Report: YTD Ridership overall is -0.8% over the previous year. The YTD passengers per hour are -7.2%, the cost per trip was +16.5% while the cost per hour was +7.4%, and the fare box return was -9.2%. Director Huffman asked if the increase to TBCC ridership is a trend? GM Doug Pilant reported that between a marketing campaign and Swiftly, the ridership increase has been positive despite lower student enrollment.
  - c. Northwest Oregon Transit Alliance: GM Doug Pilant reviewed the NWOTA meeting agenda, minutes, finance report with the Board. The Board was given an additional handout regarding amendment of the Trillium Solutions, Inc. for the NWOTA website. ODOT authorized NWOTA to spend left-over grant money to pay for a few more website additions. Director Holm asked if the Board needed to vote on the Trillium agreement. GM Doug Pilant stated the modification did not require Board approval since the modification is within his spending authority and the Board already authorized the GM to execute the contract. The Coordinating Committee also agreed upon a budget for the next fiscal year. An amended and restated NWOTA IGA will be brought to the Board for adoption in the next few months. The Coordinating Committee finalized the section of the IGA that outlines ownership of the website if NWOTA dissolves. Director Huffman asked if NWOTA could lose a partner because of his concerns about Columbia County. GM Doug Pilant explained that new STIF funds could help stabilize Columbia County. Each partner has agreed to contribute \$12,000 to next year's budget.
  - d. Planning & Development:
    - i. Cape Kiawanda Master Plan: GM Doug Pilant reported that staff is preparing a revised PC Shuttle and marketing plans. The marketing is being coordinated with Tillamook Coast which is preparing a wayfinding plan for Pacific City. Director Holm asked if the parking plan would be for the upcoming summer season. GM Doug Pilant reported that the consultants are still preparing the parking plan. The consultants will be conducting surveys and observations during the upcoming summer tourist season and this data will be used to complete the parking plan later in the year.
    - ii. Cloverdale bus stop. GM Doug Pilant reported that he received contact information for the David Evans project manager but has not contacted them to discuss the status of the Cloverdale Bus Stop.
    - iii. Grand Ronde Transit Development Plan: GM Doug Pilant reported the Confederated Tribes of Grand Ronde are currently conducting a Community Transit Needs Survey that drivers are handing out to 60X and 70X riders. Also, Yamhill County is creating a transit development plan and are conducting travel survey at Spirit Mountain. Both Yamhill County and CTGR will share the outcomes with TCTD.

- iv. Statewide Transportation Improvement Fund (STIF): GM Doug Pilant provided the Board an overview of the ODOT STIF implementation process. The Oregon Administrative Rules (OAR's) have been written and submitted to the Oregon Transportation Commission for review and adoption. The proposed rules require the District to establish a new advisory committee that has a broader scope than the current STF committee. This new committee will be responsible for making funding recommendations to the Board. Waiting for other Qualified Entities to develop committee bylaws and will begin recruiting for a committee in the next few months so the District can apply for funds in the next fiscal year.
- v. Special Transportation Fund (STF): The STF committee will be meeting at noon on Friday, April 27<sup>th</sup>.
- e. Grant Funding: GM Doug Pilant provided an overview of the recent grant awards from ODOT. Director Huffman shared a grant opportunity being offered by SDAO regarding safety and risk management. Director Huffman thought perhaps the District could benefit from that opportunity to get cameras at the Transit Visitors Center.
  - i. Section 5310: TCTD was awarded \$100,000 to be used towards preventative maintenance next fiscal year.
  - ii. Section 5339: TCTD submitted 4 grant applications:
    - 1. Replace 4 buses – TCTD was not awarded any money.
    - 2. Expand fleet by 4 buses – TCTD was awarded \$72,000 to be used towards the purchase of 1 bus.
    - 3. Purchase and install generator: TCTD was not awarded any money for this project.
    - 4. Post Office Bus Stop – TCTD was awarded \$24,000 to design, purchase and install post office bus stop shelter. Director Huffman asked where the bus stop would be, GM Doug Pilant said it would be located where the bus stop sign is located near the Post Office.
  - iii. STP Vehicle Replacement Application: TCTD was awarded \$620,000 to replace 4 buses. These are the same buses that were proposed in the Section 5339 grant application. Director Huffman asked about a timeline. GM Doug Pilant said these grant monies will be available in the next fiscal year. Director Holm asked about the fate of surplus vehicles. GM Doug Pilant said most likely we will have surplus buses to remove from the active fleet.
- f. Facility/Property Management:
  - i. Received a signed lease agreement from TFCC. Contractor begun implementing the tenant improvements. Tentative plan is for TFCC to move into the office space in late June or early July.
  - ii. Lighting Project/PUD: Accounting Specialist Tabatha Welch is working with TPUD to complete the lighting project loan and rebate documents to complete the interior lighting project.
- g. Miscellaneous:
  - i. Ecolane Scheduling and Dispatching Software: The first month's performance went well. Both drivers and dispatchers have learned the

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processes. Getting reports is still a work in progress. Director Huffman asked if Superintendent Brent Olson was hired because of his experience with Ecolane. Superintendent Brent Olson replied yes and said everyone at the District is doing good after only 6 weeks of implementation. GM Doug Pilant reported that since Ecolane is efficient that it can be managed by one dispatcher. Since both Ecolane and Swiftly are both web-based applications that staff is working on a dispatch coverage plan to have a dispatcher presence at the Transit Center beginning July. Director Huffman asked what happens when the internet is down. Superintendent Brent Olson said drivers could use paper manifests and would still input data into their tablets.

- ii. Ride Care Blanket Purchase Agreement. GM Doug Pilant said a Ride Care Service Agreement will be presented later in the meeting for board approval. Director Huffman asked if it will change the work? GM Doug Pilant stated it would not change the work.
- iii. Miscellaneous: Sunset Empire Transportation District is celebrating their 25-year Anniversary on April 26<sup>th</sup> from 12 PM to 4 PM. GM Doug Pilant said he's planning to attend and informed the Board that TCTD will celebrate its 25<sup>th</sup> year in 4 more years.

### **CONSENT CALENDAR**

9. Motion: Approval of Minutes of March 22, 2018 Board Meeting
10. Motion: Acceptance of Financial Report: March 2018
11. Motion Authorizing GM to Execute IGA Administering the Disadvantaged Business Enterprise Unified Certification Function
12. Motion to Adopt Revisions to the TCTD Emergency Prevention and Action Plan Policy

Director Huffman asked if the Ecolane check, Item 13355 was a final payment or if there will be more bills. GM Doug Pilant explained that the District made an upfront payment last fall, and this payment was the balance of what was owed. The District is licenses to use Ecolane for 5 years. The only other additional expenses would be if the District purchased additional modules.

Director Huffman asked for a correction of the minutes of March 22, 2018. He asked that Item 13 at the bottom of Page 4 regarding the wellness center be corrected in include Director Huffman and Director Hanenkrat supported Director Holm's comment that the original area should be used for its original intent.

Director Holm asked what the IGA for DBE was regarding. GM Doug Pilant explained the IGA is an agreement between other public entities and ODOT to support disadvantaged businesses owned by minorities and women. Since TCTD receives federal funds the District is required to participate in this program.

Director Hanenkrat asked if the Plan, Section X needs to include the reference regarding calling the Coast Guard in the event of a major accident. GM Doug Pilant stated he was unsure and would check into that requirement. Director Huffman asked if the Board Chair would be trained since the Plan includes that in the chain of custody? GM Doug Pilant

agreed that the Board Chair should receive training in this matter. It was also pointed out to add the position of Operations Coordinator to the chain of command.

**Motion** by Director Holm to adopt the Consent Calendar, with above-noted corrections. *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, Hanenkrat, Holm, Hoffman,  
Huffman, Carlson-Swanson  
and Board Chair Judy Riggs.

**ACTION ITEMS**

13. Resolution 18-04 In the Matter of Line Item Changes Within the Fiscal Year 2017-18 General Fund Budget – Non-Allocated Requirements

GM Doug Pilant explained the Resolution to the Board.

**Motion** by Director Holm to approve Resolution 18-04 In the Matter of Line Item Changes Within the Fiscal Year 2017-18 General Fund Budget – Non-Allocated Requirements as presented. *Motion Seconded* by Director Edwards. Board Chair Judy Riggs called for further discussion; followed by none, she called for the vote.

**MOTION PASSED**

By Directors Edwards, Hanenkrat, Holm, Hoffman,  
Huffman, Carlson-Swanson  
and Board Chair Judy Riggs.

14. Resolution 18-05 In the Matter of Line Item Changes Within the Fiscal Year 2017-18 Property Management Budget – Enterprise Fund

GM Doug Pilant explained the Resolution to the Board.

**Motion** by Director Hoffman to approve the Resolution 18-05 In the Matter of Line Item Changes Within the Fiscal Year 2017-18 Property Management Budget – Enterprise Fund as presented. *Motion Seconded* by Director Huffman. Board Chair Judy Riggs called for further discussion; followed by none, she called for the vote.

By Directors Edwards, Hanenkrat, Holm, Hoffman,  
Huffman, Carlson-Swanson  
and Board Chair Judy Riggs.

15. Resolution 18-06 In the Matter of Recognizing Unexpected Income and to Appropriate Costs for the NWOTA Website Project

GM Doug Pilant explained the Resolution to the Board.

**Motion** by Director Huffman to approve the Resolution 18-06 In the Matter of Recognizing Unexpected Income and to Appropriate Costs for the NWOTA Website Project as presented. *Motion Seconded* by Director Edwards. Board Chair Judy Riggs called for further discussion; followed by none, she called for the vote.

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By Directors Edwards, Hanenkrat, Holm, Hoffman,  
Huffman, Carlson-Swanson  
and Board Chair Judy Riggs.

16. Resolution 18-07 In the Matter of Authorizing the General Manager to Execute a Non-Emergent Services Agreement With Ride Care

GM Doug Pilant explained the Resolution to the Board.

**Motion by** Director Huffman to approve the Resolution 18-07 In the Matter of Authorizing the General Manager to Execute a Non-Emergent Services Agreement With Ride Care as presented. Motion Seconded by Director Hoffman. Board Chair Judy Riggs called for further discussion; followed by none, she called for the vote.

By Directors Edwards, Hanenkrat, Holm, Hoffman,  
Huffman, Carlson-Swanson  
and Board Chair Judy Riggs.

**DISCUSSION ITEMS**

17. Staff Comments/Concerns

GM Doug Pilant: Shared a Facebook post in which he saw Ronny Fox playing guitar to an audience in Florida and reported that everybody in the photo appeared to be a lot of fun!

Superintendent Brent Olson: None

Accounting Specialist Tabatha Welch: None

HR Specialist/Board Clerk Cathy Bond: Will send Directors Holm and Huffman an STF Agenda.

18. Board of Directors Comments/Concerns

Jim Huffman – Shared what a privilege it is to be on the SDAO board. They are renowned across the County for their involvement and how much they help with grants and other things. He stated SDAO leads in states with the most number of members per capita, premier State of Oregon. Connects nationally. Good things are happening and it's a good service.

Merrienne Hoffman – Invited everyone to come out for the Pacific City Birding and Blues festival this weekend.

Judy Riggs – Apologized for leaving at last meeting. She said it's great to hear what the District does. She welcomed new board member Melissa Carlson-Swanson.

Marty Holm – I really liked Ronny's retirement party. Thank you to the District for putting on such a nice event.

Jackie Edwards – Tell Ronny she said "hi" and misses him.

Gary Hanenkrat – Saw an article in the local paper where the buses assisted with an emergency at the Shilo. GM Doug Pilant explained that the buses did a shelter in place for the local police during an emergency evacuation. GM Doug Pilant also shared an emergency response meeting he attended at Garibaldi Grade School where Tillamook County Emergency Manager Gordon McGraw called out the District for assisting and being willing to assist with large group evacuations. Director Hanenkrat thinks it's great that the District is going a great job of assisting!

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Melissa Carlson-Swanson: Thanked the Board for appointing her and said she's glad to be here.

**UPCOMING EVENTS**

None.

Adjournment: Director Marty Riggs adjourned the meeting at 8:00pm.

**These minutes approved this 17<sup>th</sup> day of May, 2018.**

ATTEST:

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

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