

**Tillamook County Transportation District**  
 Normal Trial Balance - Unposted Transactions Included In Report  
 From 5/1/2018 Through 5/31/2018

Account Code	Account Title	Debit Balance	Credit Balance
1001	General Checking Account	295,907.49	
1006	Payroll Checking		401.99
1011	Prop. Mgmt. Checking	23,524.87	
1020	LGIP - General Account	100,658.23	
1030	LGIP - Capital Reserve	790,316.59	
1040	Petty Cash	200.00	
Report Total		1,210,607.18	401.99
Report Difference		1,210,205.19	

*[Signature]*  
6-5-18

*JW*  
6-5-18

**Tillamook County Transportation District**  
**Financial Statement - Unposted Transactions Included In Report**  
**From 5/1/2018 Through 5/31/2018**

	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	2,341,506.00	(2,341,506.00)	0.00%
Contract Revenue	4000 24,937.78	22,083.00	257,590.01	265,000.00	(7,409.99)	97.20%
Property Tax	4020 37,853.77	60,416.66	652,259.50	725,000.00	(72,740.50)	89.96%
Past Years Property Tax	4100 3,219.74	72,916.66	878,823.66	875,000.00	3,823.66	100.43%
State Timber Revenue	4110 1,346.74	3,333.33	29,407.28	40,000.00	(10,592.72)	73.51%
Mass Transit State Payroll Tax	4120 59,282.65	14,583.33	142,659.56	175,000.00	(32,340.44)	81.51%
Capital Grants	4130 0.00	7,083.33	70,165.92	85,000.00	(14,834.08)	82.54%
Grants - FTA 5311	4210 0.00	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 0.00	0.00	57,120.00	114,240.00	(57,120.00)	50.00%
Grants -STF-Discretionary	4230 0.00	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%
Grants - 5310	4240 0.00	29,679.17	219,618.00	356,150.00	(136,532.00)	61.66%
Special Bus Operations	4245 0.00	13,053.83	132,267.00	156,646.00	(24,379.00)	84.43%
Miscellaneous Income	4300 0.00	83.33	7,081.41	1,000.00	6,081.41	708.14%
Sale of Assets - Income	4400 6,666.46	83.33	24,369.68	1,000.00	23,369.68	2,436.96%
Interest Income	4410 0.00	416.67	0.00	5,000.00	(5,000.00)	0.00%
OTIB Loan Proceeds	4510 1,538.41	958.33	18,302.30	11,500.00	6,802.30	159.15%
PUD Loan Proceeds	4515 0.00	28,250.00	338,516.00	339,000.00	(484.00)	99.85%
Advertising Income	4516 0.00	0.00	9,956.32	0.00	9,956.32	0.00%
Lease Income	4520 0.00	83.33	780.00	1,000.00	(220.00)	78.00%
Lease Operational Exp Income	4900 0.00	0.08	0.00	1.00	(1.00)	0.00%
Transfer From General Fund	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

**Tillamook County Transportation District**  
**Financial Statement - Unposted Transactions Included In Report**  
**From 5/1/2018 Through 5/31/2018**

	Current Period Actual	Current Period Budget	Current Year Actual	Total Budget	Total Budget Variance	Bdgt. %
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%
<b>Total Resources</b>	<u>134,845.55</u>	<u>315,559.13</u>	<u>4,686,103.80</u>	<u>7,412,730.00</u>	<u>(2,726,626.20)</u>	<u>63.22%</u>
<b>Expenses</b>						
<b>Personnel Services</b>						
Payroll: Administration	5010 23,624.47	25,837.50	296,052.64	310,050.00	13,997.36	95.48%
Payroll: Dispatch	5020 6,367.37	9,866.66	91,937.82	118,400.00	26,462.18	77.65%
Payroll: Drivers	5030 64,559.05	68,750.00	789,729.06	825,000.00	35,270.94	95.72%
Payroll: Maintenance	5040 4,313.01	5,416.67	50,132.26	65,000.00	14,867.74	77.12%
Payroll Expense	5050 38,240.40	48,749.99	429,658.33	585,000.00	155,341.67	73.44%
Workers Compensation Ins.	5055 0.00	2,041.67	19,159.65	24,500.00	5,340.35	78.20%
<b>Total Personnel Services</b>	<u>137,104.30</u>	<u>160,662.49</u>	<u>1,676,669.76</u>	<u>1,927,950.00</u>	<u>251,280.24</u>	<u>86.97%</u>
<b>Materials and Services</b>						
Miscellaneous Expense	5060 2,613.06	0.00	5,236.56	0.00	(5,236.56)	0.00%
Professional Services	5100 4,398.50	8,000.00	48,230.50	96,000.00	47,769.50	50.24%
Administrative Support	5101 0.00	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 300.00	1,666.67	300.00	20,000.00	19,700.00	1.50%
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	2,156.00	3,000.00	844.00	71.86%
Computer R&M	5145 1,400.00	2,916.67	31,027.85	37,500.00	6,472.15	82.74%
Fees & Licenses	5150 106.99	1,250.00	13,350.03	18,000.00	4,649.97	74.16%
Insurance	5160 1,975.00	7,541.67	81,882.00	90,500.00	8,618.00	90.47%

Monthly BOD Report w/YTD Budget & Variance

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**Tillamook County Transportation District**  
**Financial Statement - Unposted Transactions Included In Report**  
**From 5/1/2018 Through 5/31/2018**

	Current Period Actual	Current Period Budget	Current Year Actual	Total Budget	Total Budget Variance	Bdgt .91%
Office Expenses	5170 655.43	1,250.00	10,197.32	15,000.00	4,802.68	67.98%
Board Expenses	5175 518.62	833.33	11,496.63	10,000.00	(1,496.63)	114.96%
Operational Expenses	5180 1,874.70	2,250.00	30,006.69	27,000.00	(3,006.69)	111.13%
Drug & Alcohol Administration	5185 130.00	125.00	1,380.00	1,500.00	120.00	92.00%
Marketing	5190 350.80	4,437.50	45,427.95	53,250.00	7,822.05	85.31%
Telephone Expense	5210 1,473.70	1,566.66	14,862.54	19,300.00	4,437.46	77.00%
Travel & Training	5220 2,600.99	2,708.33	25,014.79	32,500.00	7,485.21	76.96%
Vehicle Expense	5240 9,592.65	13,666.66	175,362.89	164,000.00	(11,362.89)	106.92%
Fuel Expenses	5245 24,088.63	21,666.66	219,987.21	260,000.00	40,012.79	84.61%
Volunteers	5250 0.00	125.00	55.64	1,500.00	1,444.36	3.70%
Postage	5260 100.00	166.67	926.20	2,000.00	1,073.80	46.31%
Mgmt/Labor Recreation Fund	5270 0.00	199.50	0.00	2,394.00	2,394.00	0.00%
Transit & Visitor Center Lease	5280 0.00	700.00	7,700.00	8,400.00	700.00	91.66%
Transit & Visitor Center Maint	5285 100.00	1,000.00	11,079.73	12,000.00	920.27	92.33%
General Operating Cont.	5290 0.00	3,803.83	0.00	45,646.00	45,646.00	0.00%
Property Operating Expenses	5300 1,624.67	2,083.33	22,378.82	25,000.00	2,621.18	89.51%
PUD Loan Expense	5325 187.89	0.00	939.45	0.00	(939.45)	0.00%
Flex Lease: Fees	5330 0.00	83.33	410.00	1,000.00	590.00	41.00%
Property Maint. & Repair	5340 388.00	833.33	6,850.80	10,000.00	3,149.20	68.50%
Operations Facility Maint.	5346 809.01	333.33	14,331.00	4,000.00	(10,331.00)	358.27%
Total Materials and Services	55,484.64	82,874.14	843,799.69	1,102,990.00	259,190.31	76.50%
Special Payments						
STF Payments to Recipients	5200 0.00	300.00	19,152.00	19,152.00	0.00	100.00%
Total Special Payments	0.00	300.00	19,152.00	19,152.00	0.00	100.00%
Transfers						

Monthly BOD Report w/YTD Budget & Variance

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**Tillamook County Transportation District**  
**Financial Statement - Unposted Transactions Included In Report**  
**From 5/1/2018 Through 5/31/2018**

	Current Period Actual	Current Period Budget	Current Year Actual	Total Budget	Total Budget Variance	Bdgt .91%
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	161,400.00	48,967.00	69.66%
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>2,566,367.00</b>	<b>1,486,232.84</b>	<b>42.09%</b>
<b>Capital Outlay</b>						
<b>Debt Service</b>						
Flex Lease: Principal	0.00	17,083.33	45,000.00	45,000.00	0.00	100.00%
Flex Lease: Interest	0.00	500.00	10,037.50	6,000.00	(4,037.50)	167.29%
<b>Total Debt Service</b>	<b>0.00</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>
<b>Capital Purchases</b>						
Building Repair & Renovation	112.02	75,786.42	984,952.61	1,069,437.00	84,484.39	92.10%
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	1,030.00	15,000.00	180,508.88	180,000.00	(508.88)	100.28%
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>1,142.02</b>	<b>124,605.93</b>	<b>1,643,862.63</b>	<b>1,745,271.00</b>	<b>101,408.37</b>	<b>94.19%</b>
<b>Total Capital Outlay</b>	<b>1,142.02</b>	<b>142,189.26</b>	<b>1,698,900.13</b>	<b>1,796,271.00</b>	<b>97,370.87</b>	<b>94.58%</b>
<b>Total Expenses</b>	<b>193,730.96</b>	<b>386,025.89</b>	<b>5,318,655.74</b>	<b>7,412,730.00</b>	<b>2,094,074.26</b>	<b>71.75%</b>

Monthly BOD Report w/YTD Budget & Variance  
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**Tillamook County Transportation District**

Check/Voucher Register  
 1001 - General Checking Account  
 From 5/1/2018 Through 5/31/2018

Document Number	Document Date	Transaction Amount	Payee	Transaction Description
12858	5/18/2018	(50.00)	MERRIANNE HOFFMAN	07202017 BOARD MEETING STIPE
13491	5/1/2018	1,200.00	ALJOI, INC	GRAPHICS ON BUS 304
13492	5/1/2018	89.88	DAVID WHEELER	MILEAGE FOR I BLOCK 60X
13493	5/1/2018	50.00	Gary A. Hanenkrat	BOARD MEETING APRIL 19 2018
13494	5/1/2018	50.00	JACKIE EDWARDS	BOARD MEETING APRIL 19 2018
13495	5/1/2018	50.00	JIM HUFFMAN	BOARD MEETING APRIL 19 2018
13496	5/1/2018	50.00	JUDY RIGGS	BOARD MEETING APRIL 19 2018
13497	5/1/2018	50.00	MARTY HOLM	BOARD MEETING APRIL 19 2018
13498	5/1/2018	50.00	MELISSA CARLSON-SWANSON	BOARD MEETING APRIL 19 2018
13499	5/1/2018	50.00	MERRIANNE HOFFMAN	BOARD MEETING APRIL 19 2018
13500	5/1/2018	20.00	MH WELDING	27 SEAT WELDING
13501	5/1/2018	123.73	NORTHSIDE FORD	SHOP INVENTORY
13501	5/1/2018	97.90	NORTHSIDE FORD	PARTS
13501	5/1/2018	20.30	NORTHSIDE FORD	STEERING REPAIR BUS 34
13501	5/1/2018	204.65	NORTHSIDE FORD	BUS 34 STEERING REPAIR
13502	5/1/2018	837.50	Prevailing Communications	BUS 304 RADIO INSTALL/RADIO REPAIRS
13503	5/1/2018	39.86	Tillamook PUD	LARGE BUS BARN
13503	5/1/2018	30.42	Tillamook PUD	SMALL BUS BARN
13504	5/1/2018	33.15	ULINE	TRANSIT CENTER TOILET PAPER I
13505	5/10/2018	1,975.00	24/7 TRUCK AND AUTO SERVICE	BUS 29 WELD FRAME
13506	5/10/2018	212.12	ALSCO - Portland Linen	MAT SERVICE
13507	5/10/2018	171.92	Batteries Northwest	BATTERIES
13508	5/10/2018	2,619.30	BRATTAIN INTER. TRUCKS, INC.	BUS 18 ELECTRICAL REPAIR
13509	5/10/2018	195.00	Burden's Muffler & Towing	BUS 204 TOW
13510	5/10/2018	35.70	CAR CARE SPECIALISTS, INC.	BUS 34 DEF
13511	5/10/2018	50.29	CHRIS MOTLEY	MILEAGE FOR 70X
13512	5/10/2018	700.00	City Of Tillamook	TRANSIT CENTER LEASE
13513	5/10/2018	82.39	CLAYTON NORRBOM	70X MILES
13513	5/10/2018	217.19	CLAYTON NORRBOM	TRAINING MILES AND MEALS
13513	5/10/2018	72.76	CLAYTON NORRBOM	PC SHUTTLE & J BLOCK
13514	5/10/2018	111.92	CRYSTAL AND SIERRA SPRINGS	WATER
13515	5/10/2018	119.84	DAVID WHEELER	MILEAGE FOR 60X
13516	5/10/2018	65.44	CENTURYLINK	TELEPHONE
13517	5/10/2018	136.32	FleetPride, Inc.	SHOP INVENTORY
13518	5/10/2018	3,831.45	LES SCHWAB WAREHOUSE CENTER	VEHICLE EXPENSE AND INVENTOF
13519	5/10/2018	111.00	MAC TOOLS DISTRIBUTING	SHOP TOOLS
13520	5/10/2018	1,015.44	Marie Mills Center, Inc	JANITORIAL TRANSIT CENTER
13521	5/10/2018	973.71	McCOY FREIGHTLINER	BUS 301 REPLACE DEF HEATER
13522	5/10/2018	740.00	METRO OVERHEAD DOOR, INC.	MAINTENANCE ON GATE
13523	5/10/2018	100.00	North Coast Lawn	LANDSCAPING
13524	5/10/2018	338.01	DAVISON AUTO PARTS, INC.	VEHICLE EXPENSE
13525	5/10/2018	24.00	NEW AGE CAR WASH	VAN WASHES
13526	5/10/2018	545.00	NoviClean LLC	BUS WASH BAY MAINTENANCE
13527	5/10/2018	42.99	Office Depot Credit Plan	OFFICE SUPPLIES
13527	5/10/2018	269.86	Office Depot Credit Plan	OFFICE SUPPLIES
13527	5/10/2018	189.87	Office Depot Credit Plan	OFFICE SUPPLIES
13527	5/10/2018	34.29	Office Depot Credit Plan	OFFICE SUPPLIES
13527	5/10/2018	7.64	Office Depot Credit Plan	OFFICE SUPPLIES
13528	5/10/2018	213.78	Pacific Office Automation	OFFICE COPIES
13529	5/10/2018	1,209.91	PETROCARD INC.	FUEL FOR 70X
13530	5/10/2018	196.00	Pacific Office Automation	COPIER LEASE
13531	5/10/2018	277.36	Rosenberg Builders Supply	BUILDING SUPPLIES
13532	5/10/2018	250.00	SECRETARY OF STATE	FILING FEE
13533	5/10/2018	111.53	Sheldon Oil Distributors	DEF
13533	5/10/2018	21,787.96	Sheldon Oil Distributors	FUEL
13534	5/10/2018	76.50	Tillamook Motor Co.	VAN 35 INSPECTION

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**Tillamook County Transportation District**

Check/Voucher Register  
 1001 - General Checking Account  
 From 5/1/2018 Through 5/31/2018

Document Number	Document Date	Transaction Amount	Payee	Transaction Description
13534	5/10/2018	46.95	Tillamook Motor Co.	VAN 106 INSPECTION
13535	5/10/2018	240.00	TRANSPORT WISDOM, LTD	CDL TESTING
13536	5/10/2018	658.24	CARDMEMBER SERVICE	CARD CHARGES
13537	5/17/2018	130.00	BIO-MED TESTING SERVICE, INC.	DRUG TESTING
13538	5/17/2018	883.50	CoastCom, Inc.	TELEPHONE
13539	5/17/2018	50.03	Dish	DISH
13540	5/17/2018	447.48	Fred Meyer Customer Charges	CARD CHARGES
13541	5/17/2018	95.00	LAURA BEELER	CDL PHYSICAL
13542	5/17/2018	900.00	NATHAN LEVIN	GRAND RONDE 70X RENT
13543	5/17/2018	133.39	Office Depot Credit Plan	OFFICE SUPPLIES
13544	5/17/2018	1,225.22	PETROCARD INC.	70X FUEL
13545	5/17/2018	1,975.00	SPECIAL DISTRICTS INS. SERVICE	BUS 304 INSURANCE
13546	5/17/2018	25.00	TILLAMOOK FESTIVALS COMMITTEE	JUNE DAIRY PARADE TROPHY SPONSOR
13547	5/17/2018	48.00	TILLAMOOK COUNTY SHOPPER, LLC	MEETING NOTICE
13548	5/17/2018	49.95	VANIR BROADBAND, INC.	INTERNET
13549	5/17/2018	274.56	VERIZON	ECOLANE DATA
13550	5/30/2018	95.00	ALLAN NEWCOMB	CDL EXAM
13551	5/30/2018	84.53	BRENT OLSON	MILEAGE TO SALEM
13552	5/30/2018	1,856.50	Bullard Law, P.C.	legal
13553	5/30/2018	700.00	City Of Tillamook	TRANSIT CENTER LEASE
13554	5/30/2018	44.94	CLAYTON NORRBOM	MILEAGE J BLOCK 60X
13554	5/30/2018	55.10	CLAYTON NORRBOM	TRAINING/MEALS
13555	5/30/2018	100.89	CRYSTAL AND SIERRA SPRINGS	WATER
13556	5/30/2018	1,400.00	COMPUTER SUPPORT & SERVICES	COMPUTER SUPPORT
13557	5/30/2018	119.84	DAVID WHEELER	MILEAGE FOR 60X
13558	5/30/2018	65.69	CENTURYLINK	TELEPHONE
13559	5/30/2018	50.00	Gary A. Hanenkrat	05172018 BOARD MEETING
13560	5/30/2018	966.00	INNOVA LEGAL ADVISORS	LEGAL
13561	5/30/2018	50.00	JACKIE EDWARDS	05172018 BOARD MEETING
13562	5/30/2018	50.00	JIM HUFFMAN	05172018 BOARD MEETING
13563	5/30/2018	50.00	JUDY RIGGS	05172018 BOARD MEETING
13564	5/30/2018	50.00	MARTY HOLM	05172018 BOARD MEETING
13565	5/30/2018	50.00	MELISSA CARLSON-SWANSON	05172018 BOARD MEETING
13565	5/30/2018	70.62	MELISSA CARLSON-SWANSON	MILEAGE FOR SDAO TRAINING
13566	5/30/2018	100.00	MERRIANNE HOFFMAN	051718 BOARD MTG & 07152017 MEETING
13566	5/30/2018	50.00	MERRIANNE HOFFMAN	07202017 BOARD MEETING STIPE
13567	5/30/2018	300.00	NELSON NYGAARD	PLANNING
13568	5/30/2018	40.00	Oregon State Police	BACKGROUND CHECKS
13569	5/30/2018	196.00	Pacific Office Automation	COPIER LEASE
13570	5/30/2018	38.87	Tillamook PUD	LARGE BUS BARN
13570	5/30/2018	30.14	Tillamook PUD	SMALL BUS BARN
13571	5/30/2018	<u>1,030.00</u>	TRILLIUM SOLUTIONS, INC.	BUS 304 SWIFTLY
Report Total		<u>56,935.32</u>		

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**Tillamook County Transportation District**

Check/Voucher Register

1006 - Payroll Checking

From 5/1/2018 Through 5/31/2018

Document Number	Document Date	Payee
051118-01	5/11/2018	DANIELL F. AMAYA
051118-02	5/11/2018	SYLVIE G. BALLANCE
051118-03	5/11/2018	LAURA M. BEELER
051118-04	5/11/2018	JEREMY J. BELLANTE
051118-05	5/11/2018	TERRA L. BUCHANAN
051118-06	5/11/2018	ERIN L. CLAWSON
051118-07	5/11/2018	CLIFFORD R. DERRICK
051118-08	5/11/2018	RICHARD A. DIETZ
051118-09	5/11/2018	KARRI L. HOOKER
051118-10	5/11/2018	TOMMIE L. HUFFMAN
051118-11	5/11/2018	JAMES N. JETT
051118-12	5/11/2018	ROBERT R. KENNEY
051118-13	5/11/2018	MICHAEL J. LOWENSTEIN
051118-14	5/11/2018	JOHN C. MAGNANO
051118-15	5/11/2018	TYLER J. MARSHALL
051118-16	5/11/2018	JESSE D. MARTIN
051118-17	5/11/2018	CHRISTOPHER A. MOTLEY
051118-18	5/11/2018	ALLAN G. NEWCOMB
051118-19	5/11/2018	SARAH J. NORRBOM
051118-20	5/11/2018	CLAYTON T. NORRBOM
051118-21	5/11/2018	PAUL J. NORTON
051118-22	5/11/2018	BRENT K. OLSON
051118-23	5/11/2018	JAMES M. PALMER
051118-24	5/11/2018	GARY R. PETERSON
051118-25	5/11/2018	DOUGLAS W. PILANT
051118-26	5/11/2018	RONALD G. PIMENTEL
051118-27	5/11/2018	VERNON L. RESSLER
051118-28	5/11/2018	GWENDOLYN J. RUSSELL
051118-29	5/11/2018	ROBERT W. RYAN
051118-30	5/11/2018	STEVE H. SCHWABE
051118-31	5/11/2018	KATHLEEN E. SCHWABE
051118-32	5/11/2018	MICHAEL P. THOMPSON
051118-33	5/11/2018	TABATHA R. WELCH
051118-34	5/11/2018	DAVID T. WHEELER
051118-35	5/11/2018	COLEEN A. WILLIAMS
052518-01	5/25/2018	DANIELL F. AMAYA
052518-02	5/25/2018	SYLVIE G. BALLANCE
052518-03	5/25/2018	LAURA M. BEELER
052518-04	5/25/2018	JEREMY J. BELLANTE
052518-05	5/25/2018	ERIN L. CLAWSON
052518-06	5/25/2018	CLIFFORD R. DERRICK
052518-07	5/25/2018	RICHARD A. DIETZ
052518-08	5/25/2018	KARRI L. HOOKER
052518-09	5/25/2018	TOMMIE L. HUFFMAN
052518-10	5/25/2018	JAMES N. JETT
052518-11	5/25/2018	ROBERT R. KENNEY
052518-12	5/25/2018	MICHAEL J. LOWENSTEIN
052518-13	5/25/2018	JOHN C. MAGNANO
052518-14	5/25/2018	TYLER J. MARSHALL
052518-15	5/25/2018	JESSE D. MARTIN
052518-16	5/25/2018	CHRISTOPHER A. MOTLEY
052518-17	5/25/2018	SARAH J. NORRBOM
052518-18	5/25/2018	CLAYTON T. NORRBOM
052518-19	5/25/2018	PAUL J. NORTON
052518-20	5/25/2018	BRENT K. OLSON
052518-21	5/25/2018	JAMES M. PALMER
052518-22	5/25/2018	GARY R. PETERSON



**Tillamook County Transportation District**

Check/Voucher Register  
1006 - Payroll Checking  
From 5/1/2018 Through 5/31/2018

<u>Document Number</u>	<u>Document Date</u>	<u>Payee</u>
052518-23	5/25/2018	DOUGLAS W. PILANT
052518-24	5/25/2018	RONALD G. PIMENTEL
052518-25	5/25/2018	VERNON L. RESSLER
052518-26	5/25/2018	GWENDOLYN J. RUSSELL
052518-27	5/25/2018	ROBERT W. RYAN
052518-28	5/25/2018	STEVE H. SCHWABE
052518-29	5/25/2018	KATHLEEN E. SCHWABE
052518-30	5/25/2018	MICHAEL P. THOMPSON
052518-31	5/25/2018	TABATHA R. WELCH
052518-32	5/25/2018	DAVID T. WHEELER
052518-33	5/25/2018	COLEEN A. WILLIAMS
5194	5/11/2018	DONALD M. ANDERSON
5195	5/11/2018	CATHRYN L. BOND
5196	5/11/2018	JERRY D. BOND
5197	5/11/2018	JAMES P. BROWN
5198	5/11/2018	PEGGY PETERSON
5199	5/11/2018	LEONARD W. STITT
5200	5/11/2018	HRA VEBA TRUST
5201	5/11/2018	UNITED FINANCE
5202	5/17/2018	SPECIAL DISTRICTS INS. SERVICE
5203	5/17/2018	PACIFIC SOURCE
5204	5/25/2018	DONALD M. ANDERSON
5205	5/25/2018	CATHRYN L. BOND
5206	5/25/2018	JERRY D. BOND
5207	5/25/2018	JAMES P. BROWN
5208	5/25/2018	PEGGY PETERSON
5209	5/25/2018	CYNDIE S. SIEMSEN
5210	5/25/2018	LEONARD W. STITT
5211	5/25/2018	ATU LOCAL #757
5212	5/25/2018	Shriners Hospital for Children
5213	5/25/2018	AUTISM SOCIETY OF OREGON
5214	5/25/2018	UNITED FINANCE
5215	5/30/2018	REGENCE BLUECROSS BLUESHIELD

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**Tillamook County Transportation District**

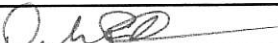
Check/Voucher Register

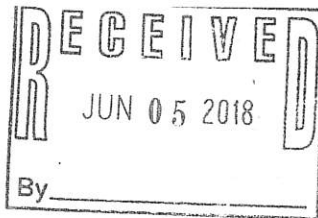
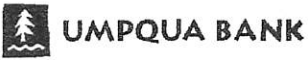
1011 - Prop. Mgmt. Checking

From 5/1/2018 Through 5/31/2018

<u>Document Number</u>	<u>Document Date</u>	<u>Transaction Amount</u>	<u>Payee</u>	<u>Transaction Description</u>
4106	5/10/2018	224.75	City Of Tillamook	WATER & SEWER
4107	5/10/2018	326.25	Marie Mills Center, Inc	JANITORIAL OFFICE
4108	5/10/2018	388.00	North Coast Lawn	LANDSCAPING
4109	5/10/2018	439.50	Rosenberg Builders Supply	BUILDING SUPPLIES
4110	5/10/2018	153.85	CITY SANITARY SERVICE	GARBAGE
4111	5/17/2018	180.00	Columbia Fire & Safety Co.	NEW CABINET FOR FIRE EXTINGUISHER
4112	5/30/2018	112.02	INLAND ELECTRIC, INC.	BUILDING REMODEL
4113	5/30/2018	<u>1,298.17</u>	Tillamook PUD	OFFICE ELECTRIC & LOAN PAYMEI
Report Total		<u>3,122.54</u>		

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UMPQUA BANK: CLOSING DATE 5/25/2018			
Date	Vendor	Description of Transaction	Amount
<b>DOUG PILANT</b>			
4/26/2018	HIDDEN ACRES	MEALS/ADMIN. PROFESSIONALS DAY	\$ 105.60
4/30/2018	RILEYS RESTAURANT	MEAL/RIDE CARE MEETING	\$ 17.95
4/30/2018	BIG WAVE CAFÉ	MEALS/MEETING W/JEFF HAZEN	\$ 17.00
5/1/2018	PARKSIDE DINER	MEALS/MEETING W/JACKIE	\$ 43.25
5/3/2018	USPS	POSTAGE	\$ 100.00
5/3/2018	PACIFIC	MEALS/MEETING W/MARTY	\$ 42.50
5/4/2018	PACIFIC	MEALS/MEETING W/MELISSA	\$ 42.75
5/7/2018	PACIFIC	MEALS/MEETING W/RON	\$ 46.50
5/7/2018	PACIFIC	MEALS/MEETING W/MERRIANNE	\$ 34.50
5/16/2018	EMERGENCY RESPONSE	CPR TRAINING	\$ 1,035.00
5/17/2018	AMAZON	ANTENAE FOR RADIO	\$ 16.99
5/21/2018	PACIFIC	MEALS/MEETING W/GARY	\$ 38.00
			<b>\$ 1,540.04</b>
<b>CATHY BOND</b>			
04/27/18	BLOOMIN CRAZY FLORAL	SUNSET EMPIRE 25TH ANNIVERSARY GIFT	\$ 50.00
04/27/18	NPI/RAM	TABLET MOUNTS	\$ 92.82
05/03/18	IRON MOUNTAIN	OFFICE/SHREDDING	\$ 63.67
05/07/18	ADOBE	SOFTWARE	\$ 24.99
			<b>\$ 231.48</b>
<b>TABATHA WELCH</b>			
05/21/18	ALASKA AIR	AIRFARE/TRAINING	\$ 380.40
05/23/18	SAFEWAY	OFFICE SUPPLIES	\$ 15.98
			\$ -
			<b>\$ 396.38</b>
		<b>Charges total</b>	<b>\$ 2,167.90</b>
		<b>Grand Total</b>	<b>\$ 2,167.90</b>
<b>APPROVAL</b>		<b>DATE</b>	6-6-18



May 2018 Statement

Open Date: 04/24/2018 Closing Date: 05/23/2018

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

Account: 4

) 7790

Cardmember Service  
BUS 30 ELN 68

1-866-552-8855  
15

<b>New Balance</b>	<b>\$2,167.90</b>
<b>Minimum Payment Due</b>	<b>\$22.00</b>
<b>Payment Due Date</b>	<b>06/22/2018</b>

<b>Reward Points</b>	
Earned This Statement	2,475
Reward Center Balance as of 05/22/2018	65,619
For details, see your rewards summary.	

<b>Activity Summary</b>		
Previous Balance	+	\$658.24
Payments	-	\$658.24CR
Other Credits		\$0.00
Purchases	+	\$2,167.90
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>\$2,167.90</b>
<b>Past Due</b>		<b>\$0.00</b>
<b>Minimum Payment Due</b>		<b>\$22.00</b>
Credit Line		\$10,000.00
Available Credit		\$7,832.10
Days in Billing Period		30

Payment Options:



Mail payment coupon  
with a check

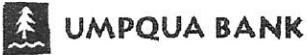


Pay online at  
myaccountaccess.com



Pay by phone  
1-866-552-8855

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



!2000002167901

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

- to pay by phone
- to change your address

000010335 01 SP 000638845189450 P Y

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



Account Number	790
Payment Due Date	6/22/2018
New Balance	\$2,167.90
Minimum Payment Due	\$22.00

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

Cardmember Service

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



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**Visa Business Rewards**

<b>Rewards Center Activity as of 05/22/2018</b>	
Rewards Center Activity*	0
Rewards Center Balance	65,619

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

	This Statement	Year to Date
<b>Rewards Earned</b>		
Points Earned on Net Purchases	1,860	6,775
Gas, Restaurants & Telecom Double Points	615	3,548
<b>Total Earned</b>	<b>2,475</b>	<b>10,323</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.

**IMPORTANT NOTICE.** We want to inform you of an upcoming change regarding reward redemption rates. For airline tickets and hotels booked beginning 08/12/2018, 11:01 CT, the value of those points will be at a rate of 1 cent per point. All other reward redemption rates remain the same. If you have any questions regarding the value of points redeemed for airfare and hotels, please call Cardmember Service at the number on the back of your card

**Make Life Easier and EARN REWARDS FASTER!** Pay your bills with Automatic Bill Pay. Use your card to automatically pay bills like telephone, cable, utilities, insurance and more. It's the easy way to make payments on time and avoid late payment fees. Just call your service providers and tell them to bill your credit card. Enroll online at [myaccountaccess.com](http://myaccountaccess.com) and find out more.

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

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
<b>Purchases and Other Debits</b>					
04/26	04/25	0072	SQ *HIDDEN ACRES GR TILLAMOOK OR	\$105.60	_____
04/30	04/27	2622	RILEYS RESTAURANT SEASIDE OR	\$17.95	_____
04/30	04/26	0177	BIG WAVE CAFE MANZANITA OR	\$17.00	_____
05/01	04/30	3965	PARKSIDE DINER GARIBALDI OR	\$43.25	_____
05/03	05/01	9672	USPS POSTAGE ENDICIA.C 800-576-3279 CA	\$100.00	_____
05/03	05/02	0044	PACIFIC RESTAURANT TILLAMOOK OR	\$42.50	_____
05/04	05/03	0216	PACIFIC RESTAURANT TILLAMOOK OR	\$42.75	_____
05/07	05/05	0048	PACIFIC RESTAURANT TILLAMOOK OR	\$46.50	_____
05/07	05/04	0032	PACIFIC RESTAURANT TILLAMOOK OR	\$34.50	_____

Continued on Next Page

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

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
05/16	05/15	0156	EMERGENCY RESPONSE TRA 503-351-4385 OR	\$1,035.00	_____
05/17	05/16	9287	AMAZON MKTPLACE PMTS W WWW.AMAZON.CO WA	\$16.99	_____
05/21	05/18	0051	PACIFIC RESTAURANT TILLAMOOK OR	\$38.00	_____
			<b>Total for Account</b>	<b>7808</b>	
				<b>\$1,540.04</b>	

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

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
<b>Purchases and Other Debits</b>					
04/27	04/26	4515	BLOOMIN' CRAZY FLORAL 503-325-3571 OR	\$50.00	_____
04/27	04/26	7506	NPI/RAM MOUNTS 206-763-8361 WA	\$92.82	_____
05/03	05/02	1627	IRON MOUNTAIN 800-934-3453 MA	\$63.67	_____
05/07	05/05	7339	ADOBE *ACROPRO SUBS 800-833-6687 CA	\$24.99	_____
			<b>Total for Account</b>	<b>022</b>	
				<b>\$231.48</b>	

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

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
<b>Purchases and Other Debits</b>					
05/21	05/16	4272	ALASKA AI0272172395572 SEATTLE WA WELCH/TABATHA 08/06/18 PORTLAND ORE TO OHARE OHARE TO PORTLAND ORE	\$380.40	_____
05/23	05/21	5254	SAFEWAY #2723 TILLAMOOK OR	\$15.98	_____
			<b>Total for Account</b>	<b>1146</b>	
				<b>\$396.38</b>	

**Transactions**      BILLING ACCOUNT ACTIVITY

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
<b>Payments and Other Credits</b>					
05/11	05/11	8	PAYMENT THANK YOU	\$658.24 <sub>CR</sub>	_____
			<b>Total for Account</b>	<b>7790</b>	
				<b>\$658.24<sub>CR</sub></b>	

<b>2018 Totals Year-to-Date</b>	
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	\$2,167.90	\$0.00	YES	\$0.00	13.74%	
**ADVANCES	\$0.00	\$0.00	YES	\$0.00	25.49%	

**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

End of Statement

TILLAMOOK CNTY TRANS

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Visit email.myaccountaccess.com to enroll in Credit Card Account Access Click "to enroll" and enter your information

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# Tillamook County Transportation District

## MONTHLY PERFORMANCE REPORT

May 2018

RIDERSHIP BY SERVICE TYPE	MAY 2018	MAY 2017	YTD FY 17-18	YTD FY 16-17	YTD % Change
<b><u>Dial-A-Ride Service</u></b>					
Tillamook/Central County	909	760	9,032	7,473	20.9%
NW Rides	540	484	6,387	5,712	11.8%
North County	106	206	2,007	2,641	-24.0%
South County	50	43	525	579	-9.3%
<b>Dial-A-Ride Total</b>	<b>1,605</b>	<b>1,493</b>	<b>17,951</b>	<b>16,405</b>	<b>9.4%</b>
<b><u>Deviated Fixed Route Service</u></b>					
Rt 1: Town Loop	3,667	3,970	40,700	44,250	-8.0%
Rt 2: Netarts/Oceanside	694	801	7,993	8,151	-1.9%
Rt 3: Manzanita/Cannon Beach	3,259	3,657	33,635	35,168	-4.4%
Rt 4: Lincoln City	1,030	1,005	10,661	10,769	-1.0%
<b>Local Fixed Rt Total</b>	<b>8,650</b>	<b>9,433</b>	<b>92,989</b>	<b>98,338</b>	<b>-5.4%</b>
<b><u>Inter City Service</u></b>					
Rt 5: Portland	857	960	9,384	10,141	-7.5%
Rt 60X: Salem	876	543	6,363	5,284	20.4%
Rt 70X: Grand Ronde	646	0	3,237	0	#DIV/0!
<b>Inter City Total</b>	<b>2,379</b>	<b>1,503</b>	<b>18,984</b>	<b>15,425</b>	<b>23.1%</b>
<b><u>Other Services</u></b>					
Tripper Routes	197	246	2,277	2,273	0.2%
Special Bus Operations	0	2	788	394	100.0%
<b>Other Services Total</b>	<b>197</b>	<b>248</b>	<b>3,065</b>	<b>2,667</b>	<b>14.9%</b>
<b>TOTAL ALL SERVICES</b>	<b>12,831</b>	<b>12,677</b>	<b>132,989</b>	<b>132,835</b>	<b>0.1%</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)	6,592	96	68,865	69,405	-0.8%
Senior/Disabled	3,686	1,509	55,135	53,932	2.2%
Child/Youth (less than 18 years of age)	948	0	8,989	9,498	-5.4%
<b>Total</b>	<b>11,226</b>	<b>1,605</b>	<b>132,989</b>	<b>132,835</b>	<b>0.1%</b>
<b>OTHER RIDER CATEGORIES</b>					
	Fixed		YTD	YTD	YTD %
	Route	DAR	FY 17-18	FY 16-17	Change
Ride Connection	60		697	1,047	-33.4%
Tillamook Bay Community College	219		2,264	2,244	0.9%
Northwest Rides		540	6,387	5,712	11.8%
NWOTA Visitor Pass	87		1,109	1,167	-5.0%



## MONTHLY PERFORMANCE

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

### Dial-A-Ride Services

May-17	1.3	65.6%	57.24
Feb-18	1.2	59.6%	63.54
Mar-18	1.3	58.1%	64.48
Apr-18	1.3	57.0%	64.86
May-18	1.3	59.2%	62.29
<b>STANDARD</b>	<b>1.3</b>	<b>65.3%</b>	<b>56.36</b>

### Deviated Fixed Routes

May-17	6.8	11.6%	66.07
Feb-18	6.3	10.0%	70.38
Mar-18	6.2	9.6%	79.21
Apr-18	6.1	9.4%	71.90
May-18	6.1	9.7%	69.01
<b>STANDARD</b>	<b>7.0</b>	<b>12.4%</b>	<b>64.60</b>

### Intercity Services

May-17	2.9	30.4%	71.21
Feb-18	2.8	24.9%	79.90
Mar-18	2.8	23.6%	81.21
Apr-18	2.8	22.9%	81.47
May-18	2.8	23.6%	78.52
<b>STANDARD</b>	<b>2.9</b>	<b>31.5%</b>	<b>72.86</b>

### Other Services

May-17	4.7	7.8%	53.22
Feb-18	5.1	8.1%	57.88
Mar-18	5.2	8.0%	59.47
Apr-18	5.4	9.3%	60.36
May-18	5.6	9.7%	57.79
<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

Tillamook County Transportation District  
Actual FY 2017/2018

Year-to-Date Statistics and Performance

	Thru May 2018										6/12/2018					
Route/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	72,141	9,032	4,185	5,223	66,832	40,910	159,002	9,585	51,593	261,090	62.38	2.2	27.6%	0.05	7.99	17.24
NW Rides	399,281	6,387	7,856	9,730	206,723	126,542	298,440	17,991	109,092	552,065	70.28	0.8	72.3%	0.04	62.51	50.83
North DAR	16,835	2,007	1,082	1,202	17,458	0	0	19,138	4,712	23,850	22.04	1.9	70.6%	0.29	8.39	15.56
South DAR	17,455	525	597	735	12,887	0	0	14,127	3,478	17,605	29.47	0.9	99.1%	3.50	33.25	29.22
<b>Total DAR</b>	<b>505,712</b>	<b>17,951</b>	<b>13,720</b>	<b>16,890</b>	<b>303,900</b>	<b>167,451</b>	<b>457,442</b>	<b>60,840</b>	<b>168,876</b>	<b>854,609</b>	<b>62.29</b>	<b>1.3</b>	<b>59.2%</b>	<b>0.05</b>	<b>28.17</b>	<b>36.86</b>
<u>Deviated Route</u>																
01 Town Loop	30,638	40,700	4,184	4,696	55,320	33,863	158,951	9,582	49,844	252,240	60.29	9.7	12.1%	0.18	0.75	7.32
02 Netarts/Oceanside	8,473	7,993	1,999	2,554	48,111	29,450	75,950	4,578	27,084	137,063	68.56	4.0	6.2%	0.06	1.06	4.24
03 Manzanita	42,578	33,635	5,295	6,035	143,520	87,853	201,151	12,126	74,160	375,290	70.88	6.4	11.3%	0.10	1.27	8.04
04 Lincoln City	20,709	10,661	3,759	4,350	128,678	78,768	142,821	8,610	56,691	286,889	76.31	2.8	7.2%	0.04	1.94	5.51
<b>Total Deviated Route</b>	<b>102,398</b>	<b>92,989</b>	<b>15,237</b>	<b>17,635</b>	<b>375,629</b>	<b>229,934</b>	<b>578,873</b>	<b>34,896</b>	<b>207,779</b>	<b>1,051,482</b>	<b>69.01</b>	<b>6.1</b>	<b>9.7%</b>	<b>0.10</b>	<b>1.10</b>	<b>6.72</b>
<u>Intercity</u>																
05 Portland	101,503	9,384	3,305	3,400	103,486	63,347	133,142	7,570	48,390	252,448	76.37	2.8	40.2%	0.06	10.82	30.71
60X Salem	14,977	6,363	2,482	3,081	95,328	58,353	99,967	5,684	38,990	202,994	81.79	2.6	7.4%	0.03	2.35	6.03
70X Grand Ronde	6,921	3,237	877	1,056	30,231	18,505	35,341	2,009	13,260	69,116	78.77	3.7	10.0%	0.05	2.14	7.89
<b>Total Intercity</b>	<b>123,401</b>	<b>18,984</b>	<b>6,665</b>	<b>7,536</b>	<b>229,045</b>	<b>140,206</b>	<b>268,450</b>	<b>15,263</b>	<b>100,640</b>	<b>524,558</b>	<b>78.71</b>	<b>2.8</b>	<b>23.5%</b>	<b>0.05</b>	<b>6.50</b>	<b>18.52</b>
<u>Other Services</u>																
Trippers	1,887	2,277	316	386	2,261	1,384	12,014	724	3,477	17,599	55.65	7.2	10.7%	0.14	0.83	5.97
Special Bus Operation	1,211	788	234	305	3,217	1,969	8,886	536	2,804	14,195	60.69	3.4	8.5%	0.06	1.54	5.18
<b>Total Other Services</b>	<b>3,098</b>	<b>3,065</b>	<b>550</b>	<b>691</b>	<b>5,478</b>	<b>3,353</b>	<b>20,900</b>	<b>1,260</b>	<b>6,281</b>	<b>31,794</b>	<b>57.79</b>	<b>5.6</b>	<b>9.7%</b>	<b>0.11</b>	<b>1.01</b>	<b>5.63</b>
<b>Total TCTD Services</b>	<b>734,608</b>	<b>132,989</b>	<b>36,173</b>	<b>42,752</b>	<b>914,052</b>	<b>540,944</b>	<b>1,325,665</b>	<b>112,259</b>	<b>483,576</b>	<b>2,462,444</b>	<b>68.07</b>	<b>3.68</b>	<b>29.8%</b>	<b>0.08</b>	<b>5.52</b>	<b>20.31</b>
											Total Mileage, Labor & Direct Cost		1,978,868		24.4%	

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Tillamook County Transportation District

FY16/17 to FY 17/18

Year-Over-Year Comparison

Route/Run	Thru May 2018 17/18			Thru May 2018 17/18			Thru May 2018 17/18			Thru May 2018 17/18			Thru May 2018 17/18			
	16/17 Fare Revenue	17/18 Fare Revenue	Amount Difference	Percent Difference	16/17 Passngs	17/18 Passngs	Amount Difference	Percent Difference	16/17 Service Hours	17/18 Service Hours	Amount Difference	Percent Difference	16/17 Total Cost	17/18 Total Cost	Amount Difference	Percent Difference
<u>Dial-A-Ride Service</u>																
Central DAR	63,241	72,141	8,901	14.1%	7,473	9,032	1,559	20.9%	3,819	4,185	367	9.6%	224,689	261,090	36,401	16.2%
NW Rides	366,432	399,281	32,849	9.0%	5,712	6,387	675	11.8%	7,074	7,856	781	11.0%	476,895	552,065	75,170	15.8%
North DAR	36,314	16,835	-19,479	-53.6%	2,641	2,007	-634	-24.0%	1,527	1,082	-445	-29.2%	28,966	23,850	-5,116	-17.7%
South DAR	23,844	17,455	-6,389	-26.8%	579	525	-54	-9.3%	625	597	-28	-4.5%	16,119	17,605	1,486	9.2%
Total DAR	489,830	505,712	15,881	3.2%	16,405	17,951	1,546	9.4%	13,046	13,720	675	5.2%	746,668	854,609	107,941	14.5%
<u>Deviated Route</u>																
01 Town Loop	35,825	30,638	-5,187	-14.5%	44,250	40,700	-3,550	-8.0%	4,195	4,184	-11	-0.3%	242,046	252,240	10,194	4.2%
02 Netarts/Oceanside	8,773	8,473	-300	-3.4%	8,151	7,993	-158	-1.9%	1,836	1,999	163	8.9%	122,446	137,063	14,617	11.9%
03 Manzanita	45,644	42,578	-3,066	-6.7%	35,168	33,635	-1,533	-4.4%	4,705	5,295	590	12.5%	320,761	375,290	54,530	17.0%
04 Lincoln City	20,639	20,709	70	0.3%	10,769	10,661	-108	-1.0%	3,691	3,759	68	1.8%	267,921	286,889	18,968	7.1%
Total Local Fixed Route	110,881	102,398	-8,483	-7.7%	98,338	92,989	-5,349	-5.4%	14,427	15,237	811	5.6%	953,173	1,051,482	98,309	10.3%
<u>Intercity</u>																
05 Portland	107,423	101,503	-5,920	-5.5%	10,141	9,384	-757	-7.5%	3,373	3,305	-67	-2.0%	235,393	252,448	17,055	7.2%
60X Salem	9,701	14,977	5,276	54.4%	5,284	6,363	1,079	20.4%	2,033	2,482	449	22.1%	149,533	202,994	53,461	36.8%
70X Grand Ronde	0	6,921	6,921	#DIV/0!	0	3,237	3,237	#DIV/0!	0	877	877	#DIV/0!	-1	69,116	69,117	#####
Total Intercity	117,124	123,401	6,277	5.4%	15,425	18,984	3,559	23.1%	5,406	6,665	1,259	23.3%	384,925	524,558	139,633	36.3%
<u>Other Services</u>																
Trippers	1,928	1,887	-41	-2.1%	2,273	2,277	4	0.2%	498	316	-182	-36.5%	25,873	17,599	-8,274	-32.0%
Special Bus Operation	411	1,211	799	194.4%	394	788	394	100.0%	67	234	167	249.8%	4,186	14,195	10,008	239.1%
Total Other Services	2,339	3,098	758	32.4%	2,667	3,065	398	14.9%	565	550	-15	-2.6%	30,059	31,794	1,735	5.8%
<b>Total TCTD Services</b>	<b>720,175</b>	<b>734,608</b>	<b>14,433</b>	<b>2.0%</b>	<b>132,835</b>	<b>132,989</b>	<b>154</b>	<b>0.1%</b>	<b>33,443</b>	<b>36,173</b>	<b>2,730</b>	<b>8.2%</b>	<b>2,114,825</b>	<b>2,462,444</b>	<b>347,619</b>	<b>16.4%</b>

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

Year to Date Performance Comparison

Route/Run	Thru May 2018 16/17			Thru May 2018 17/18			Thru May 2018 16/17			Thru May 2018 17/18		
	Hourly Rate	Hourly Rate	Amount Diff	Passngr /Hour	Passngr /Hour	Amount Diff	Farebox Ratio	Farebox Ratio	Amount Diff	Average Fare	Average Fare	Amount Diff
Dial-A-Ride Service												
Central DAR	58.84	62.38	3.54	2.0	2.2	0.2	28.1%	27.6%	-0.5%	8.46	7.99	-0.48
NW Rides	67.41	70.28	2.86	0.8	0.8	0.0	76.8%	72.3%	-4.5%	64.15	62.51	-1.64
North DAR	18.97	22.04	3.08	1.7	1.9	0.1	125.4%	70.6%	-54.8%	13.75	8.39	-5.36
South DAR	25.78	29.47	3.69	0.9	0.9	0.0	147.9%	99.1%	-48.8%	41.18	33.25	-7.93
Total DAR	57.24	62.29	5.05	1.3	1.3	0.1	65.6%	59.2%	-6.4%	29.86	28.17	-1.69
Deviated Route												
01 Town Loop	57.70	60.29	2.59	10.5	9.7	-0.8	14.8%	12.1%	-2.7%	0.81	0.75	-0.06
02 Netaris/Oceanside	66.70	68.56	1.86	4.4	4.0	-0.4	7.2%	6.2%	-1.0%	1.08	1.06	-0.02
03 Manzanita	68.18	70.88	2.70	7.5	6.4	-1.1	14.2%	11.3%	-2.9%	1.30	1.27	-0.03
04 Lincoln City	72.58	76.31	3.73	2.9	2.8	-0.1	7.7%	7.2%	-0.5%	1.92	1.94	0.03
Total Deviated Route	66.07	69.01	2.94	6.8	6.1	-0.7	11.6%	9.7%	-1.9%	1.13	1.10	-0.03
Intercity												
05 Portland	69.80	76.37	6.58	3.0	2.8	-0.2	45.6%	40.2%	-5.4%	10.59	10.82	0.22
60X Salem	73.55	81.79	8.24	2.6	2.6	0.0	6.5%	7.4%	0.9%	1.84	2.35	0.52
70X Grand Ronde	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	3.7	#DIV/0!	0.0%	10.0%	10.0%	#DIV/0!	2.14	#DIV/0!
Total Intercity	71.21	78.71	7.50	2.9	2.8	0.0	30.4%	23.5%	-6.9%	7.59	6.50	-1.09
Other Services												
Trippers	51.96	55.65	3.70	4.6	7.2	2.6	7.5%	10.7%	3.3%	0.85	0.83	-0.02
Special Bus Operation	62.80	60.69	-1.91	5.9	3.4	-2.5	9.8%	8.5%	-1.3%	1.04	1.54	0.49
Total Other Services	53.22	57.79	4.58	4.7	5.6	0.8	7.8%	9.7%	2.0%	0.88	1.01	0.13
Total Other Services	63.24	68.07	4.84	4.0	3.7	-0.3	34.1%	29.8%	-4.2%	5.42	5.52	0.10

Comparison FY16/17 to FY 17/18	YTD Through May 2018		
	16/17	17/18	Percent Difference
Mileage	793,114	914,052	120,938 15.2%
Mileage Based Costs	426,064	540,944	114,881 27.0%
Hourly Based Costs	1,213,037	1,325,665	112,627 9.3%
Direct Costs	440,019	483,576	43,557 9.9%
Overhead Costs	-	-	-
Total Costs	2,079,120	2,350,185	271,065 13.0%

Special Bus Operation Calculation Cost		Hourly Rate Calculation:	
Cost per mile calculation:	Actual	Plus 45.8% Overhead	Plus 10% Profit
Actual Hourly Rate	\$ 31.01	Plus Direct Costs	4.6%
Plus Direct Costs	\$ 32.42	Plus Overhead	24.4%
Plus Overhead	\$ 40.34	Plus Profit	20.0%
Plus Profit	\$ 48.41		

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# nwCONNECTOR

## Coordinating Committee Meeting

June 8, 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— 10:15a	2. Consent Calendar ( <b>Action Items</b> ) <ul style="list-style-type: none"> <li>✚ May 11, 2018 Meeting Minutes (<b>attached</b>)</li> <li>✚ May 2018 Financial Report</li> <li>✚ NWOTA Funding Approved in Partner Budgets?</li> <li>✚ Ridership Tracking (May 2018)</li> </ul>	Doug Pilant
10:15— 12:00p	3. NWOTA Standing Items <ul style="list-style-type: none"> <li>✚ IGA</li> <li>✚ NWConnector Newsletter, NW Oregon Events</li> <li>✚ Potential addition of Bike and Ride Information on Website (Trinity Transit info <b>attached</b>)</li> <li>✚ Marketing: BikePortland, Boomer ads (<b>attached</b>)</li> <li>✚ Management Plan Updates (<b>attached</b>)</li> <li>✚ Signage (Incorporating new NWConnector logo)</li> </ul>	Columbia County Trillium Trillium  Mary McArthur Mary McArthur Doug Pilant
12:00— 12:30p	4. Lunch	
12:30— 1:00p	5. Build Application Update <ul style="list-style-type: none"> <li>✚ Report from Webinar</li> </ul>	Mary McArthur
1:00— 2:00p	6. Other Business and Member Updates	All

### Attachments:

May 11, 2018 Meeting Minutes

BikePortland ad

May Meeting Follow-Up To Do List Progress

Management Plan Updates

Boomer Ad

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  
May 11, 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
  - Jeff Hazen—Sunset Empire Transit District
  - Doug Pilant—Tillamook County Transportation
  - Chad Mace—Columbia County Rider
  - Mark Bernard—ODOT
  - Ryan Farncomb—Jacobs/CH2MHill
  - Holly Kvalheim—TrilliumExcused: Lee Lazaro, Arla Miller
2. Consent Calendar: Unanimously approved. (JH/CB)
  - ✚ April 13, 2018 Meeting Minutes
  - ✚ April 2018 Financial Report—Doug reviewed. Only additions since last month's report were receipt of all the partner matching funds, administrative support expenses for the January—March 2018 quarter, and payment for the Visit Tillamook Coast ad.
  - ✚ Ridership Tracking—Doug suggested that the Portland and Coastal Connectors (routes 5 and 6) be combined for reporting purposes. Mary will also talk to Carol Richardson about reporting passenger miles.
3. Pedestrian Access Study

Ryan reported that they are working on resolving some outstanding issues with Rockaway Beach, the rail line and some other property owners. Next couple of weeks will have survey crews working on Columbia County stops review and design. On schedule, everything is progressing well. Hear any comments from ODOT on Tillamook County stops? Some, but nothing of large import, eg, proximity of rail. In Lincoln County, questions about the Walmart stop, will be looking at the possibility of a pull-out, and look harder at the other stops proposed in terms of safety. Two bus stop locations were proposed for Pacific City, but only one stop (Cape Kiwanda) has received public discussion to date. Alder was originally proposed as an alternate—Tillamook County Public Works has expressed interested in. TCTD needs to practice on the turn radius to understand the viability of which option is best. Take a picture or video to show the issue, if there is one. Good time while have survey crews out there to resolve the outstanding issues. Cynda, Ryan and Ken will conference call on the bus stop issues in Lincoln County. Clatsop County's stops are progressing well. Columbia County is focused primarily on the Havlik Rd stop, and that design is going well. Benton County has some additional coordination to do on one of the stops, but the other stops are moving forward.
4. NWOTA Standing Items
  - ✚ IGA. Lincoln County counsel found a copy of typos, which Mary corrected and resent out. Their legal counsel will finish their review this week, and it's tentatively scheduled for May. Doug will defer his Board's decision until June. Jeff will take the IGA to his board after 3 of the partners have gotten it passed by their boards. Mary will talk to Henry about getting it passed by the Columbia BOC.
  - ✚ Signage. The signage company Doug has been working with hasn't been very responsive in coming up with NWConnector signs (likely because NWOTA is so small.) Recommend using

Gillespie which already does other signage and bus wraps for the partners. Doug will give Tim some ideas to work on and potentially have him come to the **June** meeting

- ✚ Website—News Travel/Events Updating—Holly reported that Trillium has started on the additional features. They have received events from Mary, posted 75 events already, and are collecting contact information on the events. Working on an online form to collect interested riders contact information. Looking to get the new feature done by early to mid-June. Should have ready to review by **June** meeting: The NW Connector will have a database of events, events calendar. New events: Reach the Beach (Salem to Pacific City) and a new valley to coast (Hood to Coast) event. Question: What information should be on the rider contact form? Name, email, zipcode, whether the rider is interested in getting information from the NWConnector. Holly will send out the list of events collected to date to all the partners. Add to **June** agenda.
- ✚ Marketing. Mary followed up with the Boomer, BikePortland and Travel Oregon, and partners agreed on the following advertising budget:
  - BikePortland – 3 months promo boost package at \$500/month, which will include banner space, content sponsorship, social media mentions and direct email sponsorship. Banner will be the NWConnector logo, with the words Bike n’Ride listed underneath. (\$1,500) Check out Trinity Transit for information about boarding a bike on a bus (Bike and Ride). Need to come up with info that we would sponsor.
  - Boomer—2 x 5 column inch Travel insert. Ad will be the NW Connector map with the words, Public Transit Across NW Oregon underneath the NWConnector logo. Route and Schedule Information will direct viewers to the nwconnector.org website. (\$590)
  - Regular Boomer 2 x 5 column inch ad in all editions for 3 months. Ad will be the same as the Boomer Travel ad. (\$2,000)
  - Travel Oregon website’s ground transportation options show NWConnector, but the link is to Visit Tillamook’s website. **Mary** is fixing.
  - Need to get started on doing more digital outreach/media. (BikePortland and News/Events updates to the NWConnector website. Stories, comments, blogs can come from the riders, where the real credibility comes from. (Will have to manage negative feedback though).
  - Cascadia, when engaged travelers, enrich travel experience. Where the power comes in.
  - Role of NW Connector bus drivers and public staff: Need to make sure system is ready (well-trained) to manage ridership.
- ✚ Testimonials—Potential stories could come from higher profile bicycle enthusiasts such as Dan Little, Governor’s Brown’s husband who is interested in the Coast. AAA’s VIA Magazine might be another good option.
- ✚ Cascadia Connect—May 3<sup>rd</sup> PSU Meeting. Included 6-7 Masters Planning students. Looked at recreation lands in Oregon and public transit options to get there. Coast trip was a good experience overall. Came over on TCTD bus. The couple of concerns included: Wanted to get off at Kings Mt (flag stop) to hike. Driver didn’t know stop. Also, without cell service, there was no guarantee that the returning bus would know to pick them up. While visitor passes are a good deal, they can be expensive for families. Also did surveys while on public transit. Will be important to reach out to travel agents to ensure have accurate information about what is available. Lessons learned about the NW Connector:
  - Would be nice to have online (website) payments and reservations.
  - Will have to specify which route they would be taking to the coast on their visitor pass.
  - Distance from NW Connector bus stops to destinations can be a little far.
  - Storing backpacks can also be a concern.
  - Important that drivers know all the stop information for flag stops.
  - NW Connector website was the best site by far to use.

Their final report will come out next month. Jeff will let the partners know when their presentation will happen in June.

- ✦ Management Plan—Need to add bicycling. To qualify for the new STIF, projects must be in an adopted plan, and demonstrate sustainability. **Mary to add a section** to Management Plan. A bicycle component would demonstrate that NWOTA is proactive and looking to serve multiple rider markets. Connectivity to the metropolitan area through BikePortland and events they sponsor that include the Coast will also provide justification for additional bike travel capacity, such as bike trailers. Could attract more bicyclists to the Coast if the NW Connector had more capacity. One-way bicyclists might be interested in being able to take the bus back, but may need bus trailers to carry extra buses. On Hwy 101 several areas that aren't bicycling friendly, people can ride the NWConnector. System is limited by bicycle capacity. When bicycle events happen, be worthwhile to stay in touch, so NWConnector can participate. **Mary** check with BikePortland. NWConnector can add temporary bike trailers. Another option would be to have vans that would carry bicyclists and their bikes, which would help with bicycling safety. Also, need to add Swiftly capacity to all NWConnector routes, to connect the real-time data into one reporting system.

#### 5. Member Updates

- ✦ Lincoln County—Cynda is moving forward on Swiftly. Once the three coast counties are all on the system, will need to add that to the NWOTA website. Coastal Swiftly would be a good twitter feed. Linn-Benton loop would be a good Swiftly route. Transit Development Plan adopted by the Board. In process of getting IGA adopted this month. First budget hearing coming up.
- ✦ Sunset—Get IGA adopted in June. Closing down brokerage at end of July because of declining numbers of Medicare clients in the district. New service center is opening for methadone clients which will pick up Sunset clients. CCO will get a new contractor. Still looking for a facility in Seaside to open a small transit center. Celebrated 25-year anniversary. Restructured fares, \$1.00 to ride the bus, reduce number of passes.
- ✦ Tillamook—Get IGA adopted in June. May look at getting holiday operations to match up with the other partners. Expect to final budget this month.
- ✦ Columbia Co—New administrator started on May 29<sup>th</sup>. Rainier Transit Center under construction. Working with Scappoose to get one of the stops moved (Havlik). Trying to get it moved north.
- ✦ Linn-Benton—Going to contract to develop a service development plan consistent with STIF Plan requirements.
- ✦ Shelter Posters—Doug will look at getting these replaced. 10 for SETD, 4 Tillamook, 2 Lincoln County. Doug will talk to Lee, encourage adding to Albany shelters.
- ✦ Build/Tiger Application—Fleet updating and expansion is eligible. A reliable fleet is needed to maintain connections that have already been established. Trolleys during the Summer. Cannon Beach was up 500% because parking is so bad.
- ✦ Mobile NWConnector website—Look at a mobile application?

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



**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> <li>▪ Columbia County to lead on getting board approval</li> </ul>	<p>All Partners  (Attached file, v-6)</p> <p>Mary to talk with Henry Heimuller Jeff to talk to Chad</p>	<p>4/16 Email out 5/1 Emailed out</p> <p>Henry informed and will support IGA on agenda Jeff has talked w/Chad</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</p> <p>Mary Mc Holly to get list of events to partners Complete Website Newsletter</p>	<p>Contract completed</p> <p>Completed</p> <p>June Meeting Agenda</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>Advertising scheduled for July—October</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>	<p>Yes on adding stories. First one scheduled for July Travel insert.</p>
<input type="checkbox"/>	<p><u>STIF Briefing Materials</u>—Partners brief boards/commissions Add Bike Amenities and Swiftly to Management Plan</p>	<p>Lee to send out materials he has developed Mary Mc draft</p>	<p>Sent out 4/13 ✓ June Meeting Agenda</p>
<input type="checkbox"/>	<p><u>NW Connector Ridership</u> May Ridership Add Passenger miles Combine 2 Grand Ronde Tillamook routes</p>	<p>All partners Mary to check w/Carole Mary Mc</p>	<p>June Meeting Agenda</p>

	Action Items	Assignments	Progress
<input type="checkbox"/>	<u>Bike Portland Website/Advertising</u> Potentially free pass for a bicyclist to ride and write up her/his story	Mary Mc	Advertising set for July—September
<input type="checkbox"/>	<u>Travel Oregon</u> —Biking resources listing	Mary Mc	Fixed
<input type="checkbox"/>	<u>Trinity Transit</u> Bike and Buses Info	Mary Mc	Include in June Meeting packet

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

000 - Other

From 5/1/2018 Through 5/31/2018

	Current Period Actual	Current Period Budget	Current Year Actual	Total Budget	Total Budget Variance	Bdgt. %1%
<b>Resources</b>						
Working Capital	3500	0.00	0.00	30,000.00	(30,000.00)	0.00%
NWOTA Partner Cont. Match	4225	0.00	57,120.00	57,120.00	0.00	100.00%
Grants - 5311 (f)	4240	0.00	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	0.00	79,205.00	90,000.00	(10,795.00)	88.00%
<b>Total Resources</b>		<u>0.00</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	0.00	21,000.00	21,000.00	0.00%
Administrative Support	5101	0.00	14,551.26	25,000.00	10,448.74	58.20%
Website Maintenance	5102	0.00	27,239.00	95,000.00	67,761.00	28.67%
Marketing	5190	0.00	30,697.87	28,250.00	(2,447.87)	108.66%
Travel & Training	5220	0.00	0.00	5,000.00	5,000.00	0.00%
<b>Total Materials and Services</b>		<u>0.00</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	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%
<b>Total Transfers</b>		<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>0.00</u>	<u>76,493.13</u>	<u>222,000.00</u>	<u>145,506.87</u>	<u>34.46%</u>

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# NW CONNECTOR



Data Period: Month: April Year: 2018

			Boardings	Bus Miles
Pacific Connector	Astoria to Cannon Beach	SETD	1,030	2,370
	Cannon Beach to Tillamook	TCTD	3,151	14,208
	Tillamook to Lincoln City	TCTD	1,014	11,745
	Lincoln City to Newport (North County)	LCT	6,655	9,837
Portland Connector	Tillamook to Portland	5 TCTD	792	9,420
Coastal Connector	Lincoln City to Grand Ronde/Salem	6 TCTD	659	11,124
Grand Ronde Express	Tillamook to Grand Ronde Casino	60X TCTD	668	8,704
Coast to Valley Connector	Corvallis to Newport	BCT	326	7,117
	Newport to Corvallis	LCT	646	8,239
Columbia Connector	Astoria to Rainier	SETD	331	6,163
	Rainier to Longview/Kelso	CCR	81	2,637
	Portland to Rainier	CCR	914	9,490
	St Helens to Clatskanie	CCR	79	2,596

Totals	
Boardings	Bus Miles

11,850 38,160

792 9,420

659 11,124

668 8,704

972 15,356

1,405 20,886

16,346 103,650

63,065 412,929

Monthly Totals

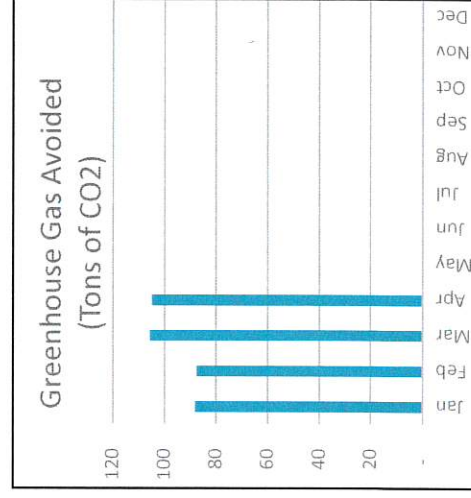
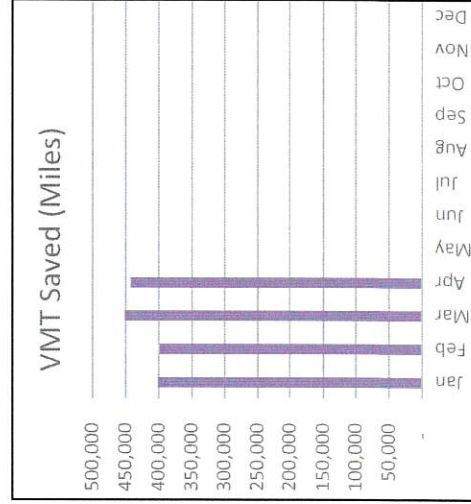
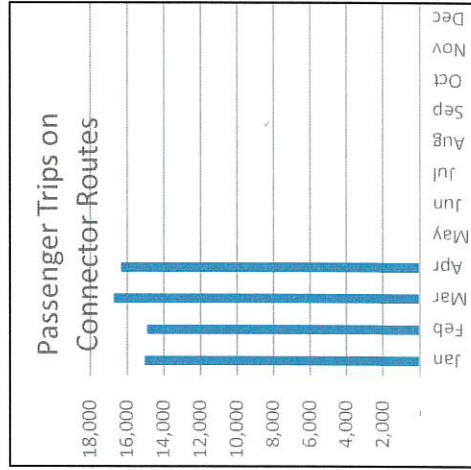
Year To Date

CONNECTOR 2018 PERFORMANCE REPORT

6/7/2018

STEP 3: CONNECTOR PERFORMANCE YEAR-TO-DATE

Agency	Year-To-Date Ridership	Year-To-Date Bus Miles	Intermediate Calculations						Year-to-Date Performance Outputs		
			Est. Passenger-Miles (Passenger-Miles)	Est. Bus Fuel Usage (Gallons)	CO <sub>2</sub> Emissions Generated by buses (Tons)	Equivalent Passenger Vehicle VMT (Miles)	Equivalent Passenger Vehicle Fuel Usage (Gallons)	Equivalent Passenger Vehicle CO <sub>2</sub> (Tons)	Fossil Fuel Saved (Gallons)	VMT Saved (Miles)	Greenhouse Gas Avoided (Tons of CO <sub>2</sub> )
CCR	4,000	63,590	133,600	7,949	89.0	133,600	6,243	61.2	(1,706)	70,010	(27.8)
SETD	5,420	33,464	181,028	4,183	46.8	181,028	8,459	82.9	4,276	147,564	36.0
TCTD	23,375	215,370	780,725	26,921	301.5	780,725	36,482	357.5	9,561	565,355	56.0
LCT	28,961	72,225	967,297	9,028	101.1	967,297	45,201	442.9	36,173	895,072	341.8
BCT	1,309	28,280	43,721	3,535	39.6	43,721	2,043	20.0	(1,492)	15,441	(19.6)
<b>TOTAL</b>	<b>63,065</b>		<b>2,106,371</b>						<b>46,812</b>	<b>1,693,442</b>	<b>386</b>



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The **nwCONNECTOR** gives people an easy travel option to driving to the Coast or driving Hwy 101 along the Coast. Short stay or long stay, the NW Connector is available as it operates buses seven days a week, and connects to Tri-Met, Amtrak and Greyhound. Riders can leave the Willamette Valley from Portland, Salem or Corvallis to get to the Coast. Once on the Coast they are able to ride from Astoria to Yachats with stops in seven cities along the way. Bus drivers are local, friendly and accessible to answer questions. To encourage people to ride the NW Connector, riders can purchase a 3 day (\$25) or 7 day (\$30) pass from the bus driver which gives them one round trip to and from the coast and unlimited travel at the Coast. It's a great deal!

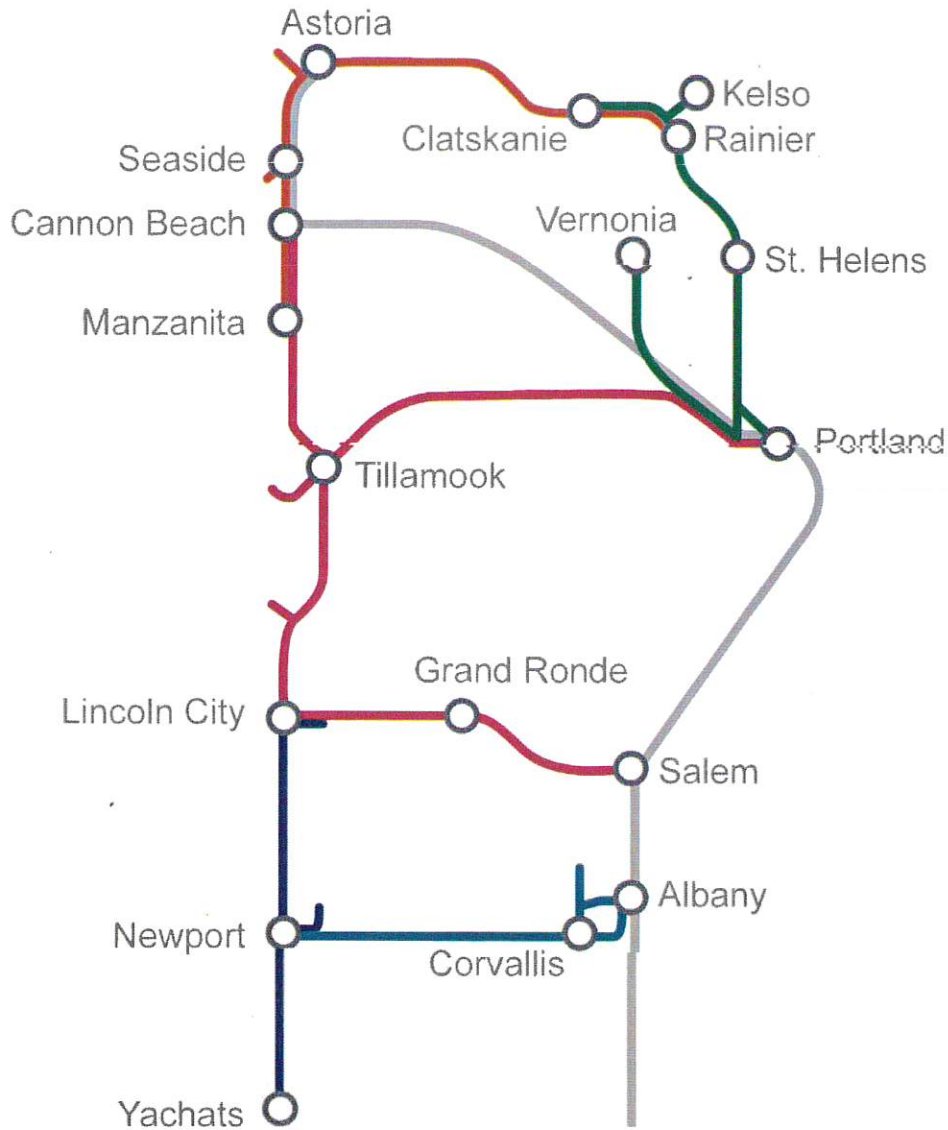
How do you ride the NW Connector? First step is to go to the [NWConnector.org](http://NWConnector.org) website. Once you're there, it's easy. A map shows the different routes, and a Plan Your Trip tab is displayed on the front page. Looking for something to do on the Coast? Click on the Explore Trip Ideas tab.

Summer can be a busy time for driving to and from the Coast and driving Hwy 101 along the Coast. The NW Connector is safe, reliable, and a way to enjoy the sights as you travel. Check it out.



# nwCONNECTOR

## Public Transit Across NW Oregon



### ROUTE AND SCHEDULE INFORMATION

[nwconnector.org](http://nwconnector.org)

# nwCONNECTOR

Bike n' Ride



**Potential Bike Portland Promo Boost Copy Ideas**  
**NW Connector.org**

Availability of 3- and 7-day bus passes. One round trip Portland/Coast and unlimited bus rides from Astoria to Yachats. Use the bus as a back-up ride.

Marathon bike ride over to the Coast and ride the bus back

Go to the NWConnector website to Explore Trip Ideas

Ride the bus to the Tillamook Forestry Center, check it out, and then bike ride the last 24 miles to the Coast

All buses equipped with bike racks, storage for bike/back packs

Coordinate with the NWConnector for bike trailers to transport groups of bicyclists.

## NWOTA Management Plan Table of Contents

1. Introduction
  - 1.1. Management Plan Purpose
  - 1.2. A Workshop-Based Approach
2. Laying the Foundation
  - 2.1. Values
  - 2.2. Vision
  - 2.3. Mission
  - 2.4. Goals and Objectives
3. State of the Connector
  - 3.1. Connector Member Interviews
  - 3.2. Stakeholder Survey
  - 3.3. "SWOT" Analysis
  - 3.4. Current Program
    - 3.4.1. Current Program Overview
    - 3.4.2. Key Benefits of the Connector Program
    - 3.4.3. Challenges and Risks for the Current Program
    - 3.4.4. Top Regional Needs
4. Taking It to the Next Level
  - 4.1. Connector Governance
    - 4.1.1. Authority to Work Together
    - 4.1.2. Elected Oversight
  - 4.2. Organizational Structure
  - 4.3. Management Tools and Strategies
    - 4.3.1. Regional Policies and Procedures
    - 4.3.2. Regional Customer Service Training Program
    - 4.3.3. Public Information Coordinator
    - 4.3.4. Route Coordination Subcommittee
    - 4.3.5. Regional Performance Tracking
    - 4.3.6. Website Enhancements
    - 4.3.7. "Joint Board" Meetings
5. Call to Action!

## **Top Regional Needs**

Interview and survey participants identified the following top needs for the current regional program.

### **IMPROVED MARKETING AND RIDER INFORMATION**

Consistent and easy to access rider information on-line and increased visibility and awareness of the system through public messaging and marketing topped the list of current needs.

### **INCREASED FREQUENCY AND NUMBER OF ROUTES**

Stakeholder survey participants indicated an overarching desire for more frequent services and more route options. Routes connecting Connector member service areas often traverse longer distances through rural areas. As such, these routes typically have lower ridership than routes that offer local circulation through urban communities. Making the Connector's intercounty services more attractive and convenient for regional travel will require increasing frequency on these rural routes; however, this creates a dilemma for member agencies as they balance resources to serve the greatest number of people.

### **BUS STOP SAFETY AND AMENITIES**

Consistently comfortable, clean and secure stop locations throughout the region was a need identified by stakeholders participating in the online survey.

### **ENHANCED REGIONAL CONNECTIONS**

Connector members desire to improve connections to, and transfers with, other adjacent systems outside the Connector region. This includes Lane Transit, CARTS, Tri-Met, Northwest POINT, Greyhound and Amtrak.

**North by Northwest Connector NW Connector  
Management Work Plan**

Progress to Date: May 2018

CONNECTOR ACTION PLAN		Lead	Action Items	Target Completion	Progress to Date
<b>GOAL 1: IMPROVE RIDER ACCESS AND CONVENIENCE</b>					
<b>1A</b>	Develop a trip planning tool for the Connector website.	<b>SETD</b>		2017	Close to completion
<b>1B</b>	Agree on major stops and amenities to be installed with Enhance funding.	<b>ODOT Liaison</b>	Hire consultant. Complete Transit Access Study	2018	Complete In progress
<b>1C</b>	Provide branded shelters, timetables, and other amenities at each major Connector stop location by 2025.	<b>TCTD</b>		In phases, as grant funding allows, by 2025	Not started
<b>1D</b>	Develop consistent passenger comfort standards for bicycles, animals, luggage, food, and drink.	<b>BCT</b>		2021	Completing policies on Transporting Animals, and Holiday Schedules
<b>1E</b>	Implement an automated phone information system specific to the Connector.	<b>SETD</b>		2018	Updated website appears to be resolving need
<b>1F</b>	Establish system-wide real-time bus tracking, such as Swiftly	<b>NWOTA staff</b>	As partners come online with Swiftly, as possible, link the data and communications system-wide.	2019	Two partners have added Swiftly to their districts.

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CONNECTOR ACTION PLAN		Lead	Action Items	Target Completion	Progress to Date
<b>1G</b>	Establish a Bike n/Ride program including travel services and amenities for riders looking to transport their bicycles.	NWOTA staff	Identify amenities needed by short- and long-distance bicyclists, connect with bicyclists and bicycling events to partner on transit options, provide bike 'n ride information on the NW Connector website.	2018	Advertising set for July–October 2018.
<b>GOAL 2: PROMOTE CONNECTOR AWARENESS</b>					
<b>2A</b>	Fund a regional <b>Public Involvement Coordinator</b> position for the Connector.	Connector Admin		2017	On hold
<b>2B</b>	Ongoing marketing and public information campaign that is done simultaneously throughout the five-county region.	Public Involvement Coordinator		Ongoing, beginning in 2017	Marketing in progress Minimal public information
<b>2C</b>	Establish a driver training and customer service training program for the sale of visitor passes. Provide an annual training session for staff at all five agencies beginning in 2017.	TCTD		Annually, beginning in 2017	First Year Completed
<b>2D</b>	Connect with local visitor attractions that can offer off-season discounts.	Media Consultant	Include strategies in annual marketing plan	2019	Some travel tips being provided on website
<b>2E</b>	Provide a website that is easy and intuitive for customers to use.	SETD		2018	Nearly complete
<b>2F</b>	Work with Travel Oregon to include the Connector in their “Seven Wonders of Oregon” marketing program.	Media Consultant	Include Travel Oregon in the annual marketing plan.	2017	Advertising in Travel Guide

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CONNECTOR ACTION PLAN		Lead	Action Items	Target Completion	Progress to Date
<b>2G</b>	Provide presentations to update regional and statewide groups upon completion of the Management Plan	<b>TCTD</b>	Prepare a 10-minute powerpoint presentation. Work with <b>ODOT Liaison</b> to get on the Oregon Transportation Commission agenda.	2017	Some work on presentation completed
<b>GOAL 3: IMPROVE REGIONAL SERVICE DELIVERY</b>					
<b>3A</b>	Develop coordinated timetables for Connector service.	<b>CCR</b>	Convene the subcommittee to review and update the original regional timetable prepared for the Connector pilot program.	2017, with quarterly review and update	Completed without using a sub-committee
<b>3B</b>	Coordinate transfer times between Connector service and local service.	<b>Committee of Partner Reps</b>		Ongoing	Happening without using a sub-committee
<b>3C</b>	Increase frequencies and service levels on valley to coast corridors (Hwy 6, 20, 30).	<b>LCT</b>		2022	Happening on Hwy 6 and 30 routes
<b>3D</b>	Expand the Connector system into Yamhill County.	<b>TCTD</b>		2018	Still needs work
<b>3E</b>	Open a dialogue with other transit services such as Amtrak and POINT (starting with the Cascades POINT) to share service and visitor pass information, and discuss ways to coordinate transfer times.	<b>BCT</b>		2017	Still needs work
<b>3F</b>	Standardize data collection practices of Connector members.	<b>NWOTA staff</b>	Obtain monthly operational data from each member, using the data reporting template	2017; ongoing monthly	Completed

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CONNECTOR ACTION PLAN		Lead	Action Items	Target Completion	Progress to Date
		<b>CCR</b>	Look at adding automatic data collection technologies for the region, including equipment maintenance and data management.	Implement by 2019; ongoing thereafter	Not started
<b>GOAL 4: INCREASE ORGANIZATIONAL AND FINANCIAL STABILITY</b>					
<b>4A</b>	Look for opportunities to jointly procure equipment, stop amenities, consulting services, and other major purchases.	<b>Connector Partners</b>		Ongoing, beginning in 2017	Not started
<b>4B</b>	Complete a detailed study to look for additional regional operational cost efficiencies by 2020.	<b>ODOT Liaison</b>		2020	Not Started
<b>4C</b>	Develop a regional policies and procedures manual, and establish initial policies for topic areas recommended in the management plan.	<b>BCT</b>		2021	Completing policies on Transporting Animals, and Holiday Schedules
<b>4E</b>	Reach out to the Oregon Transit Association (OTA) for assistance in lobbying for regional coordination funding.	<b>LCT</b> (TCTD co-leader)		2017	Liaisoning with OTA
<b>4F</b>	Convene representatives from each partner agency's board to discuss potential management strategies and resolve barriers to the IGA.	<b>TCTD</b> (LCT to provide current draft IGA)		2017	Complete in 2018

CONNECTOR ACTION PLAN		Lead	Action Items	Target Completion	Progress to Date
<b>GOAL 5: ENHANCE COMMUNITY LIVABILITY</b>					
<b>5A</b>	Develop an implementation plan for a marketing concept similar to Sonoma County's "Transit to Trails" program, and build a page for it on the Connector website.	<b>Media Consultant</b>		2018	In progress
<b>5B</b>	On an annual basis, reach out to local community agencies, such as senior centers, to demonstrate how to ride the Connector.	<b>Public Involvement Coordinator Connector Partners</b>		Annually	Not started
<b>5C</b>	Partner with local jurisdictions to integrate the Connector into local planning and development approval processes.	<b>All Members</b>	<ul style="list-style-type: none"> <li>Contact planning directors at each local agency within your service area and ask to be notified when new developments are proposed.</li> <li>Review new development proposals and coordinate with local planning directors to make appropriate transit improvements a condition of development.</li> </ul>	2018; ongoing thereafter	Partially being done

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**Tillamook County Transportation District**  
Board of Directors Regular Monthly Meeting  
Thursday, May 17, 2018 – 7:00PM  
Transportation Building  
3600 Third Street, Tillamook, OR  
**Meeting Minutes**



1. Call to Order: Board Chair Judy Riggs called the meeting to order at 7:27pm
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, Director

**TCTD Staff**

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

**Absent**

None.

**Guest**

None.

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

**REPORTS**

7. Information: General Managers Report:

- a. Financial Report: GM Doug Pilant reviewed the April 2018 reports. The District has completed 83% of the 2017-18 Fiscal Year. The NWOTA Line Item 4225 reflects 50% of partner contributions received. The actual partner contributions are 100%. Implementing the Abila A/R module resulted in unknown changes to the journal entry process for NWOTA partner contributions. Line Item 6000 is

*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 purchase of Bus #304. Director Holm asked if the bus had been delivered? GM Doug Pilant reported the District took delivery of this bus and it has been in service for the past month. Director Huffman said he appreciated the new bus designs because they bring brand consistency. Director Hanenkrat asked if there has been any discussion with anyone regarding getting TLT monies. GM Doug Pilant stated he hasn't pursued the TLT funds and said this funding must promote tourism. Director Huffman thinks the Board should help with asking those questions to assist the GM.

- b. Year-Over-Year Performance Report: YTD Ridership overall has 0.0% change over the previous year (exact ridership numbers for overall service). The YTD passengers per hour are -8.1%, the cost per trip was +20.3% while the cost per hour was +10.6%, and the fare box return was -13.4%.
- c. Northwest Oregon Transit Alliance: GM Doug Pilant reviewed the NWOTA meeting agenda, minutes, and finance report with the Board.
  - i. Cascadia Connect: Portland State University students conducted a capstone project designed to identify barriers preventing people from using public transportation to visit Oregon's outdoor destinations. The students traveled to Mt. Hood, Mt. Bachelor, Tillamook State Forest and the Oregon coast in Tillamook and Clatsop Counties to record their experiences. On May 3<sup>rd</sup> the students conducted a public workshop to report their experiences. They experienced communication issues between District employees, inconsistent application of drop-off and pickup location policies and when returning to Portland the bus assigned for the trip did not have any rear storage for their gear. The students reported the last mile from Hwy 101 to Nehalem Bay State Park is too long for most people to walk. GM Doug Pilant said this report provided valuable information on the District can improve the customer experience.
  - ii. NWOTA IGA: Partners are moving forward with the adoption of the Amended and Restated NWOTA IGA. TCTD will adopt in June or July.
  - iii. Pedestrian Access Project: Consultants and ODOT are working out bus stop design issues in Lincoln and Benton counties. TCTD is in the review process with the City of Rockaway Beach.
  - iv. Marketing: The Coordinating Committee is moving forward with a plan to advertise on the BikePortland website and will purchase advertising in the NW Senior Boomer Newspaper's Travel Edition. The Coordinating Committee is also planning to hire professional writers to travel the coast by bus and write about their experiences and publish it in the Boomer.
- d. Planning & Development:
  - i. Cape Kiawanda Master Plan: GM Doug Pilant provided an update on the PC Shuttle Pilot Project Marketing Plan for the upcoming tourist season. Tillamook County Public Works is providing permits to install permanent bus stop sign posts and given permission for TCTD to place signage on existing County sign poles to direct out of town people where to find park and rides. Sandwich boards will be used throughout Pacific City to direct out-of-town visitors to shuttle parking. Director Hoffman wanted to be sure the signs are clear that the shuttle is free and understand the Boat Launch Parking Lot is not free. The service will

*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.*

operate from June 30-September 2, 2018. The route will start at Thousand Trails and end at Chester's Market. Service will operate on Saturday and Sunday between 9 AM and 8 PM on Saturdays and 9 AM to 6 PM on Sundays. Each trip will be 30-minutes long and will be spaced 45 minutes apart. Director Hanenkrat asked if there will be a posted schedule as well so people know when to catch the shuttle. GM Doug Pilant said the schedule holders will be mounted onto the bus stop posts, route schedule brochures and posters will be distributed throughout town. Director Holm asked how it's being paid for? GM Doug Pilant stated the District is paying for this service from the general fund. Director Hanenkrat asked what the District will do if they are requested to provide service to Rockaway? Director Holm added that service between Nehalem Bay State Park to Manzanita could be requested. Director Hoffman explained the City of Rockaway is a direct recipient of TLT monies, which is used to fund their shuttle. Pacific City doesn't receive any TLT funding to fund a shuttle. GM Doug Pilant added that the County's TLT monies can't be used for operations. Director Holm thought TLT money could be used to promote tourism. Director Hoffman stated TLT money is for the tourism in the off season. GM Doug Pilant explained that the District's transit development plan includes a strategy to work with the Cape Kiwanda Master Plan to implement shuttle service in PC to manage parking during the peak summer tourist season. Director Holm said he thinks the District should circle back to this project after the season.

- ii. Cloverdale bus stop. GM Doug Pilant reported that Director Hoffman will be meeting with the Clover's Day Committee on May 25<sup>th</sup> to discuss the future of wayside and bus stop.
  - iii. Grand Ronde Transit Development Plan: GM Doug Pilant reported the Confederated Tribes of Grand Ronde have completed their community survey. YCTA has completed their Spirit Mountain Travel Survey. Expect to see the results the next May 30<sup>th</sup> Grand Ronde Transit Advisory Committee meeting.
  - iv. Statewide Transportation Improvement Fund (STIF): GM Doug Pilant reported that he and staff met with our ODOT Region 2 Coordinator Arla Miller to discuss the District's STIF planning. ODOT will allow rural agencies STF committees be expanded to accommodate the STIF. ODOT is reviewing the District's plans to determine if they meet the STIF planning criteria.
  - v. Special Transportation Fund (STF): The STF committee met on Friday, April 27<sup>th</sup>. GM Doug Pilant explained the committee discussed by law changes for membership terms and term limits. The Committee's next meeting is scheduled for June 7<sup>th</sup>.
- e. Grant Funding: No Report
- f. Facility/Property Management:
- i. TFCC making progress on tenant improvements. Director Holm asked why the walls don't go all the way to the ceiling. GM Doug Pilant stated it was expensive to move the lighting.

- ii. Lighting Project/PUD: The interior lighting project is in progress and should be completed by the end of May.
- g. Miscellaneous:
- i. Miscellaneous: RLS Comprehensive Review findings are resolved *except* the Procurement Policy. GM Doug Pilant reported Jordan Ramis clarifying what's needed with ODOT. TCTD accepts federal grant monies and submit to the federal rules. TCTD will its State DOJ procurement rules for projects that don't use federal monies. Once a new policy is adopted Jordan Ramis will provide staff proper training and answer questions.
  - ii. Computer Services: GM Doug Pilant reported there is a new IT service provider in the area who understands and supports businesses using web-based applications. Will continue to work on this and report more next month.
  - iii. Ecolane: GM Doug Pilant reported the discovery of mission creep in the South County Dial-a-Ride service area. Historically, only volunteers provided transportation within the service area. After TCTD began offering NEMT service South County riders became confused between dial-a-ride and Medicaid trips. To mitigate this confusion staff began allowing 2-zone trips to Tillamook and Lincoln City for medical trips. Following the departure of the last South County volunteer the District offered very limited service. This resulted in complaints that involved Commissioner Yamamoto who expressed concern TCTD wasn't doing enough to meet South County dial-a-ride needs. Began offering service to riders when a NEMT driver was in the area. Over the past several months this practice evolved to where the District is sending vans to accommodate South County riders. GM Doug Pilant said Ecolane helps to identify and quantify the unmet needs in South County. Director Hanenkrat asked if the District is providing dial-a-ride service in South County. GM Doug Pilant confirmed that the District is providing dial-a-ride service and 2-zone medical trips in both North and South County. GM Doug Pilant said the District should address this while conducting the fare policy analysis. Director Hoffman suggested reaching out to the community once the fare policy analysis is complete.
  - iv. Stretcher Services: TRMC & EMS services are anxious for the District to get the stretcher service implemented. It will be a great asset to the community.
  - v. Dispatch Plan: Ecolane is very efficient and staff is developing a dispatch plan to schedule dispatchers to work at the Transit Visitor Center. Ecolane and Swiftly are both web-based software that can be operated on computers at the District office or the Transit Center.
  - vi. RideCare Brokerage: Sunset Transit provided Care Oregon notice of their intent to cancel their brokerage contract effective May 31, 2018. Care Oregon asked them to continue operating until July 31, 2018. Care Oregon has asked the District to review the RFP to consider taking over the brokerage operations. TCTD has capacity with available office space and high-speed internet and phone service. The GM will discuss with Board once the RFP is received.

Director Holm asked if the working capital change was going to result in the auditor restating the District's cash position. Accounting Specialist Tabatha Welch explained that the working capital difference should be fine since the overall budget amount wasn't overstated.

**CONSENT CALENDAR**

- 8. Motion: Approval of Minutes of April 19, 2018 Board Meeting
- 9. Motion: Acceptance of Financial Report: April 2018
- 10. Motion to Re-appoint Committee Members Ron Rush and Carol McAndrew to STF Committee

**Motion** by Director Holm to adopt the Consent Calendar, with above-noted corrections. *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.

**ACTION ITEMS**

None.

**DISCUSSION ITEMS**

- 11. Staff Comments/Concerns
  - GM Doug Pilant: None.
  - Superintendent Brent Olson: None.
  - Accounting Specialist Tabatha Welch: None.
  - HR Specialist/Board Clerk Cathy Bond: None.
- 12. Board of Directors Comments/Concerns
  - Jim Huffman – SDAO reported they are working with colleges to develop curriculum to be for students to learn about Special Districts.
  - Merrienne Hoffman – None.
  - Judy Riggs – Thanked Cathy Bond for food. Complimented GM Doug Pilant and Tabatha Welch for all their hard work on the budget. Additionally, pointed out how much personal growth she's seen in Tabatha Welch.
  - Marty Holm – Thanked Cathy Bond for dinner. Thinks the District needs an hour workshop perhaps before a board meeting to review the Strategic Plan as a refresher. The Board agreed to do that in the next couple of months, perhaps July or August. Board Chair Riggs asked that it be added as a discussion item next month.
  - Jackie Edwards – Thanked Cathy Bond for dinner.
  - Gary Hanenkrat – None.
  - Melissa Carlson-Swanson – Thank you too.

**UPCOMING EVENTS**

None.

*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.*

Adjournment: Director Marty Riggs adjourned the meeting at 9:06pm.

**These minutes approved this 21<sup>st</sup> day of June 2018.**

ATTEST:

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

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

**Tillamook County Transportation District**  
FY 2018-2019 Budget Committee Meeting  
Thursday, May 17, 2018 – 6:00PM  
Transportation Building  
3600 Third Street, Tillamook, OR  
**Meeting Minutes**



Board Chair Judy Riggs called the meeting to order at 6:00 pm followed by a Roll call.

**Budget Committee Members Present:**

Judy Riggs, Jackie Edwards, Gary Hanenkrat, Jim Huffman, Marty Holm, Merrienne Hoffman, Melissa Carlson-Swanson, Pat Ryan and Ron Rush.

**TCTD Staff Members Present:**

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

**Committee Members Absent:**

Carol McAndrew, Anita Hanakahi, Elly Blaser and Bill Hatton.

**Guests**

None.

**Agenda Adjustments**

None.

**Election of Budget Committee Chair for FY 2018-2019**

**MOTION** by Merrienne Hoffman to Appoint Marty Holm as Budget Committee Chair for FY 2018-2019. *Motion Seconded* by Jim Huffman. Acting Chair Riggs called for further nominations, followed by none, she then called for a vote.

**MOTION PASSED UNANIMOUSLY**

Marty Holm accepted his nomination and appointment as Committee Chair for FY 2018-2019.

**Reading and Acceptance of the Budget Officer's Message**

Budget Committee Chair Marty Holm presented the budget officer's message for FY 2018-2019 into the record.

**Line-by-Line Discussion of the FY 2018-2019 Budget by Fund**

Budget Officer Doug Pilant reviewed the Amended Budget line-by-line with the Committee, facilitated discussion and answered questions. By consensus, there were some noted changes to the Budget.

*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.*

**ACTIONS**

**MOTION** by Merrienne Hoffman to approve the FY 2018-2019 Tillamook County Transportation District budget as amended and send it to the Tillamook County Transportation District Board of Directors for a public Budget Hearing. Motion seconded by Jim Huffman. Committee Chair Marty Holm called for further discussion, followed by none, he then called for a vote.

**MOTION PASSED UNANIMOUSLY**

**MOTION** by Pat Ryan that the TCTD Budget Committee approves the 2018-2019 fiscal year budget in the amended amount of \$5,611,430.00. Motion seconded by Ron Rush. Committee Chair Marty Holm called for further discussion, followed by none, he then called for a vote.

**MOTION PASSED UNANIMOUSLY**

**MOTION** by Pat Ryan that the TCTD Budget Committee approves taxes for the 2018-2019 fiscal year at the rate of \$0.20 per \$1,000 of assessed value for operating purposes in the General Fund. Motion seconded by Merrienne Hoffman. Committee Chair Marty Holm called for further discussion, followed by none, he then called for a vote.

**MOTION PASSED UNANIMOUSLY**

Committee Chair Marty Holm asked for any additional comments from the committee prior to adjournment. Jim Huffman was happy to see the lease of the vacant office space by TFCC.

TCTD General Manager Doug Pilant thanked everyone on the committee for their participation in this years' budget process.

**ADJOURNMENT**

Committee Chair Marty Holm adjourned the meeting at approximately 7:18pm.

**THESE MINUTES APPROVED ON THIS 21<sup>st</sup> DAY OF JUNE 2018.**

ATTEST:

\_\_\_\_\_  
Marty Holm, Budget Committee Chair

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



**Tillamook County Transportation District  
STF Advisory Committee Bylaws**

**ARTICLE I** — NAME AND PURPOSE

**Section 1** — Name: The name of the organization shall be the TCTD STF Advisory Committee. It shall be an advisory committee organized under the laws of the State of Oregon, ORS 391.800 Elderly and Disabled Special Transportation Fund, and is the Special Transportation Funds Advisory Committee for the STF Agency, Tillamook County Transportation District (“TCTD”).

**Section 2** — Purpose: The purpose of this advisory committee is to advise and assist the governing body of the STF Agency, TCTD, in carrying out the purposes of ORS 391.800 to 391.830.

**ARTICLE II** — COMMITTEE ROLE

**Section 1** — STF Advisory Committee role: The advisory committee will perform the following:

(a) Advise the governing body of the STF Agency regarding the opportunities to coordinate STF moneys and STF-funded projects with other transportation programs and services to avoid duplication and gaps in service while insuring that the governing agency maintains its current level of service.

(b) Review the proposed distribution of Formula Program moneys and make recommendations to the STF Agency;

(c) Review Discretionary Grant proposals and make recommendations to the STF Agency;

(d) Participate in developing and updating the STF Agency Coordinated Transportation Plan.

As necessary to perform these tasks, the advisory committee will develop processes and procedures to identify projects for potential funding. The advisory committee will review the projects proposed for funding, including the proposed recipient, project purpose, intended user of the service, and the proposed funding level.

The advisory committee may recommend to the STF Governing Agency Board any changes to the proposed distribution of Formula Program moneys or Discretionary Grant applications it considers necessary.

The advisory committee will not lobby on its own at a local, state, or federal level; however, if asked by the STF Agency for support of a specific political goal such as a tax levy or specific bill they may be called upon for support such as writing letters, etc.

Tillamook County Transportation District  
STF Advisory Committee Bylaws

**ARTICLE III — ADVISORY COMMITTEE MEMBERS**

**Section 1 — Membership Qualifications:** Advisory Committee membership shall consist of individuals who reside within the boundaries of the area governed by the STF Agency and must be one of the following:

- (a) A person who is an elderly or disabled individual and uses transportation services;
- (b) A person who is an elderly or disabled individual and lives in an area where there are no public transportation services;
- (c) An individual engaged in providing transportation services to the elderly or disabled;
- (d) A representative of elderly individuals; or
- (e) A representative of disabled individuals.

**Section 2 — Committee Composition:** All reasonable attempts should be made to recruit members within the five groups listed in Section 1; However, if this is impractical, a committee may be comprised of interested members of only one group is necessary.

**Section 3 — Appointment of Members:** The governing body of the STF Agency shall appoint members to the STF Advisory Committee.

**Section 4 — STF Advisory Committee size, and compensation:** The STF Advisory Committee shall have up to 11, but not fewer than five members. The STF Agency Administrator may authorize reasonable expenses.

**Section 5 — Terms of membership:** All advisory committee members shall serve ~~two~~ **three-year** terms, ~~but and~~ are eligible for re-appointment for ~~up to five~~ **unlimited** consecutive terms. The committee positions will be divided into thirds, with each third staggered in expiration so only one third of the committee be re-appointed each year. The STF governing agency reserves the right to remove troublesome members for impeding the STF process (see Section 11.)

**Section 6 — Meetings and notice:** The advisory committee shall meet at least biannually.

**Section 7 — STF Advisory Committee elections:** An election of the members will determine the officers of the advisory committee. This election shall take place during a regular meeting of the advisory committee, called in accordance with the provisions of these bylaws.

**Section 8 — Election procedures:** a majority of members present at such a meeting shall elect new officers, provided there is a quorum present. Officers so elected shall serve a term beginning on the first day of the next fiscal year.

**Section 9 — Officers and Duties:** There shall be two officers of the STF Advisory Committee, consisting of a Chair and Vice-Chair. Their duties are as follows:

The STF Administrator shall convene regularly scheduled STF Advisory Committee meetings with the concurrence of the Chair. The Chair along with the STF

Tillamook County Transportation District  
STF Advisory Committee Bylaws

Administrator represents the advisory committee at meetings and communicates with the governing board of the STF Agency.

The Vice-Chair shall chair committees on special subjects as designated by the STF Advisory Committee. The Vice-Chair shall assume the duties of the Chair in his or her absence.

**Section 10** — Vacancies: When a vacancy on the STF Advisory Committee exists mid-term, the governing board of the STF Agency shall appoint members to fill vacancies.

**Section 11** — Resignation, termination, and absences: Resignation from the STF Advisory Committee must be in writing and received by STF Administrator. A committee member shall be terminated from the STF Advisory Committee due to excess absences, more than two unexcused absences from STF Advisory Committee meetings in a year. A STF Advisory Committee member may be removed for other reasons by a two-thirds vote of the STF governing agency board. It is the desire of the committee that before accepting a member's resignation, the departing member recruit a qualified applicant as their replacement.

**Section 12** — Special meetings: Special meetings of the STF Advisory Committee shall be called upon the request of the governing board of the STF Agency, the Chair, or the STF Administrator. The STF Administrator shall send out notices of special meetings to each STF Advisory Committee member at least one week in advance.

#### **ARTICLE IV** — COMMITTEES

**Section 1** — Committee formation: The STF Advisory Committee may create committees as needed, such as fundraising, housing, public relations, data collection, etc. The STF Advisory Committee Chair appoints all committee chairs with the concurrence of the STF Administrator.

#### **ARTICLE V** — STF ADMINISTRATOR DUTIES

**Section 1** — STF Administrator: The STF Administrator is the TCTD General Manager. The STF Administrator has day-to-day responsibilities for the STF program, including carrying out the STF Agency's goals and policies. The STF Administrator shall be responsible for keeping records of STF Advisory Committee actions, including overseeing the taking of minutes at all STF Advisory Committee meetings, sending out meeting announcements, distributing copies of minutes and the agenda to each STF Advisory Committee member, and assuring that records are maintained. The STF Administrator is responsible to ensure that provider reports are completed and submitted as required, and will make records available to the STF Advisory Committee as necessary for the proper function of the committee. The STF Administrator may perform additional duties at the direction of the governing board of the STF Agency.

The STF Administrator or his or her designated representative will attend all STF Advisory Committee meetings, report on the progress of the STF program, answer

Tillamook County Transportation District  
STF Advisory Committee Bylaws

questions of the STF Advisory Committee members, and carry out the duties described in the job description.

**ARTICLE VI** — COMMITTEE OPERATING PROCEDURES

**Section 1** - Meeting schedule: Biannually and special meetings as needed.

**Section 2** - Quorum: A quorum is three or more members of the STF Advisory Committee. A quorum is necessary in order to conduct business transactions and motions to pass.

**Section 3** - Decision-making: The committee will vote using a simple majority of members present to make decisions as long as there is a quorum.

**ARTICLE VII** — AMENDMENTS

**Section 1** — Amendments: two-thirds majority of the governing board of the STF Agency may amend these bylaws when necessary. Proposed amendments must be submitted to the STF Administrator to be sent out with regular STF Advisory Committee announcements.

**CERTIFICATION**

These bylaws were approved at a meeting of the STF Advisory Committee members by a two-thirds majority vote on ~~Tuesday, April 24, 2007.~~ Thursday, June 7, 2018.

\_\_\_\_\_  
STF Administrator, Doug Pilant

\_\_\_\_\_  
Date

\_\_\_\_\_  
STF Advisory Committee Chair, Ron Rush

\_\_\_\_\_  
Date

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

**Authorizing the General Manager )  
to Enter into a Janitorial Services )  
Agreement with Marie Mills Center )  
for the Transit Visitor Center )**

**RESOLUTION NO. 18-08**

**WHEREAS**, Tillamook County Transportation District (TCTD) seeks to contract for the provision of janitorial services at the Tillamook County Transit Visitor Center; and

**WHEREAS**, Marie Mills Center, Inc. is a qualified contractor to provide such services; and

**WHEREAS**, Marie Mills Center, Inc. is recognized by the Oregon Department of Administrative Services as a Qualified Rehabilitation Facility for purposes of public contracting; and

**WHEREAS**, the District wishes to enter into a contract with Marie Mills Center, Inc. for the performance of janitorial services

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

that the Tillamook County Transportation District Board of Directors authorizes a total award of \$12,438.48 to Marie Mills Center for janitorial services at the Tillamook County Transit Visitor Center.

that the Tillamook County Transportation District Board of Directors hereby authorizes the General Manager to execute the contract with Marie Mills Center on behalf of the District.

INTRODUCED AND ADOPTED this 21<sup>st</sup> day of June 2018.

ATTEST:

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

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

# Marie Mills Center, Inc.

## Vocational & Residential Services

Serving Tillamook County Since 1969



We Build Abilities

1800 Front Street, Tillamook, Oregon 97141 • (503) 842-2539 • Fax (503) 842-8028  
www.mariemillscenter.com

### JANITORIAL SERVICES AGREEMENT

To: Tillamook County Transportation District  
3600 Third Street  
Tillamook OR 97141

Date: May 23, 2018  
Telephone: 503-815-8283

This agreement is between MARIE MILLS CENTER INC., and Tillamook County Transit District (Transit Center). Marie Mills Center will furnish all materials and perform all labor necessary to complete the following:

1 time per day: TRANSIT CENTER

Clean 2 Rest Rooms (Men's and Women's)

Clean all sinks, mirrors, counters, toilets, dispensers, urnial(s), empty trash  
Fill dispensers with toilet paper and per towels

Sweep and Mop all resilient floors.  
Clean all glass doors  
Wipe down/clean seating.

1 time per week:

Clean Office:  
Empty trash  
Vacuum Carpet(s)  
Dust Flat surfaces (we do not move paper's & items on desks).

1 time per month:

Clean all glass windows and doors inside and outside up to 8 feet.

Any Paper product's (Paper towels & toilet paper) supplied by Marie Mills Center Inc., will be billed an additional fee during the month delivered.

Any excessive cleaning required due to construction work at the above mentioned site, will be done at an additional fee and will require advanced notification. The amount of the additional fee will be determined and agreed upon in writing by both parties prior to start of construction cleanup.

This contract will be in effect from July 1, 2018 to June 30, 2019, and may be terminated by either party upon thirty day's written notice.

All of the above work to be completed in a substantial and workmanlike manner in accordance with standard practices TCTD shall pay Nine Hundred Twenty-one dollars and 01/100 (\$921.01) per month during the months of December, January, February ( six days per week) and One thousand Seventy-five and 05/100 (\$1075.05) during the months of March through November( 7 days per week) for services performed. The total cost of this agreement shall not exceed **Total annual cost of \$12,438.48**

Tillamook County Transportation District will make payment by the fifteenth (15th) day of the month following the completion of each month's services; services for a portion of a month will be prorated. If account balance is in arrears, advance payment may be required before further services are provided. Past due accounts may be charged interest at the rate of 1.5% of the Past Due amount per month.

Any alteration or deviation from the above term or specifications must be mutually agreed to, in writing, by the parties.

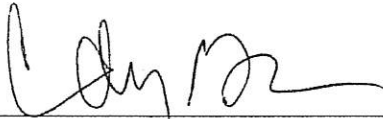
\*\* Except as provided below, or as otherwise provided by applicable law, Contractor shall defend and indemnify TCTD and its officers, employees, and agents from all claims arising from the Services, including claims arising from injury to any person or damage to property; breach of this Contract by Contractor; or violation of applicable law by Contractor. Contractor will not be responsible for claims resulting solely from the negligence or other wrongful acts or omissions of TCTD or TCTD's officers, employees, or agents.

\*\* Contractor is a "subject employer" as defined in ORS 656.005 and shall comply with ORS 656.017. Contractor shall provide workers' compensation coverage for "subject workers" employed to perform the Services. Before performing any Services, Contractor shall provide a certificate of insurance for workers' compensation coverage or other proof of coverage, or certify that no subject workers will perform Services.

\*\* At all times while Contractor is performing Services at the Premises, Contractor shall, at Contractor's expense, maintain in force a commercial general liability policy and a comprehensive automobile liability policy. The coverage under each policy must be equal to or greater than the limits for claims made under the Oregon Tort Claims Act with minimum coverage of \$2,000,000 per occurrence (combined single limit for bodily injury and property damage claims) or \$1,000,000 per occurrence for bodily injury and \$600,000 per occurrence for property damage. TCTD and TCTD's officers, employees, and agents will be named as additional insureds on an endorsement to each policy.

In the event either party files suit to enforce any term of this agreement, reasonable attorney fees and costs shall be paid to the prevailing party, including any attorney fees and costs incurred in any appellate proceeding.

Acceptance and participation are the same for everyone without regard to race, color, national origin, sex or handicap.

  
\_\_\_\_\_  
Marie Mills Center, Inc. Representative

MARIE MILLS CENTER, INC.  
5/23/18  
Date

ACCEPTANCE

55

You are hereby authorized to furnish all materials and labor required to complete the work mentioned in the above agreement; for which the undersigned agrees to pay the amount mentioned in said agreement, and according to the terms thereof.

\_\_\_\_\_  
Company Representative

\_\_\_\_\_  
Date



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

**Authorizing the General Manager )  
to Enter into a Janitorial Services )  
Agreement with Marie Mills Center )  
for the TCTD Administrative Building )**

**RESOLUTION NO. 18-09**

**WHEREAS**, Tillamook County Transportation District (TCTD) seeks to contract for the provision of janitorial services at the District's administrative and operations offices; and

**WHEREAS**, Marie Mills Center, Inc. is a qualified contractor to provide such services; and

**WHEREAS**, Marie Mills Center, Inc. is recognized by the Oregon Department of Administrative Services as a Qualified Rehabilitation Facility for purposes of public contracting; and

**WHEREAS**, the District wishes to enter into a contract with Marie Mills Center, Inc. for the performance of janitorial services

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

that the Tillamook County Transportation District Board of Directors authorizes a total award of \$3,859.44 to Marie Mills Center for janitorial services at the TCTD administrative and operations office.

that the Tillamook County Transportation District Board of Directors hereby authorizes the General Manager to execute the contract with Marie Mills Center on behalf of the District.

INTRODUCED AND ADOPTED this 21<sup>st</sup> day of June 2018.

ATTEST:

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

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

# Marie Mills Center, Inc.

Vocational & Residential Services

Serving Tillamook County Since 1969



**We Build Abilities**

1800 Front Street, Tillamook, Oregon 97141 • (503) 842-2539 • Fax (503) 842-8028

## JANITORIAL SERVICES AGREEMENT

**To: Tillamook County Transportation District**  
**3600 Third Street**  
**Tillamook OR 97141**

**Date: June 15, 2018**  
**Telephone: 503-815-8283**

This agreement is between MARIE MILLS CENTER INC. and Tillamook County Transportation District. Marie Mills Center will furnish all materials and perform all labor necessary to complete the following:

### WEEKLY: OFFICE BUILDING

Clean and Sanitize 2 restrooms (replace toilet paper, paper towels, and soap as needed).  
Sweep and Mop resilient floors in 2 restrooms  
Vacuum all carpeted areas including: TCTD offices, main conference room (if unlocked), lobby & hall for all public areas, conference room near rental suite, and foyer  
Dust window sills and other flat surfaces (papers on desks will not be moved or disturbed).  
Empty Trash

### WEEKLY: PUBLIC BATHROOMS

Empty Trash  
Check and refill all paper products and hand soap

### BI-ANNUAL

Scrub restroom floors in main office.  
Strip and Wax Kitchen/Breakroom Floor.

**Supplies: (toilet paper, paper towels, hand soap etc...) will be billed during the month delivered.**

**All other duties will be costed on an as needed basis and billed separately.**

Any excessive cleaning required due to construction work at the above mentioned site, will be done at an additional fee and will require advanced notification. The amount of the additional fee will be determined and agreed upon in writing by both parties prior to start of construction cleanup.

This contract will be in effect from **July 1, 2018** to **June 30, 2019**, and may be terminated by either party upon thirty-day written notice.

All of the above work to be completed in a substantial and workmanlike manner in accordance with standard practices for the sum of **Three hundred Twenty-one 62/100 (\$321.62) dollars** per month.

**Tillamook County Transportation District** will make payment by the fifteenth (15th) day of the month following the completion of each month's services; services for a portion of a month will be prorated. If account balance is in arrears, advance payment may be required before further services are provided. Past due accounts may be charged interest at the rate of 1.5% of the Past Due amount per month.

Any alteration or deviation from the above terms or specifications must be mutually agreed to, in writing, by the parties.

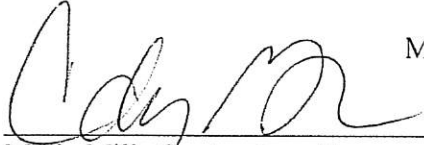
\*\* Except as provided below, or as otherwise provided by applicable law, Contractor shall defend and indemnify TCTD and its officers, employees, and agents from all claims arising from the Services, including claims arising from injury to any person or damage to property; breach of this Contract by Contractor; or violation of applicable law by Contractor. Contractor will not be responsible for claims resulting solely from the negligence or other wrongful acts or omissions of TCTD or TCTD's officers, employees, or agents.

\*\* Contractor is a "subject employer" as defined in ORS 656.005 and shall comply with ORS 656.017. Contractor shall provide workers' compensation coverage for "subject workers" employed to perform the Services. Before performing any Services, Contractor shall provide a certificate of insurance for workers' compensation coverage or other proof of coverage, or certify that no subject workers will perform Services.

\*\* At all times while Contractor is performing Services at the Premises, Contractor shall, at Contractor's expense, maintain in force a commercial general liability policy and a comprehensive automobile liability policy. The coverage under each policy must be equal to or greater than the limits for claims made under the Oregon Tort Claims Act with minimum coverage of \$2,000,000 per occurrence (combined single limit for bodily injury and property damage claims) or \$1,000,000 per occurrence for bodily injury and \$600,000 per occurrence for property damage. TCTD and TCTD's officers, employees, and agents will be named as additional insureds on an endorsement to each policy.

In the event either party files suit to enforce any term of this agreement, reasonable attorneys fees and costs shall be paid to the prevailing party, including any attorney's fees and costs incurred in any appellate proceeding.

Acceptance and participation are the same for everyone without regard to race, color, national origin, sex or handicap.

  
\_\_\_\_\_  
Marie Mills Center, Inc. Representative

MARIE MILLS CENTER, INC.

6/15/18  
Date

ACCEPTANCE

You are hereby authorized to furnish all materials and labor required to complete the work mentioned in the above agreement; for which the undersigned agrees to pay the amount mentioned in said agreement, and according to the terms thereof.

\_\_\_\_\_  
Company Representative

\_\_\_\_\_  
Date

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

**Authorizing the General Manager )  
Manager to Execute Section 5339 )  
ODOT Grant Agreement No. 32842 )**

**RESOLUTION NO. 18-10**

**WHEREAS**, the Tillamook County Transportation District ("District") has received a \$96,250 grant from the Oregon Department of Transportation ("ODOT") under Section 5339 of the Federal Transit Act of 1964, as amended, which grant is memorialized in ODOT Grant Agreement No. 32842; and

**WHEREAS**, the District Board of Directors adopted the TCTD Long Range Transit Development Plan on July 21, 2016 to ensure Section 5339 funding will benefit the residents of Tillamook County; and

**WHEREAS**, the District applied to ODOT for a Section 5339 grant to purchase up to 4 expansion vehicles and bus stop shelter and amenities; and

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

the General Manager is authorized to execute and file ODOT Grant Agreement No. 32842 in the amount of \$96,250 on behalf of the Tillamook County Transportation District to aid in the financing of District capital projects during fiscal years July 1, 2018 through June 30, 2020;

INTRODUCED AND ADOPTED this 21<sup>st</sup> day of June 2018.

EFFECTIVE date of July 1, 2018.

ATTEST:

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

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

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INTENTIONALLY OMITTED GRANTS.  
COPIES AVAILABLE UPON REQUEST

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

**In the Matter of Authorizing )  
the Filing of ODOT Grant )  
Grant Agreement No. 32855 )**

**RESOLUTION NO. 18-11**

**WHEREAS**, the Tillamook County Transportation District ("District") has received a grant from the Oregon Department of Transportation ("ODOT") under Section 5311 of the Federal Transit Act of 1964, as amended, which grant is memorialized in ODOT Grant Agreement No. 32855; and

**WHEREAS**, the District Board of Directors authorized the General Manager to execute ODOT Grant Agreement No. 32855 in the amount of \$610,164 on behalf of the District to aid in the financing of District replacement buses; and

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

**Section 1.** The General Manager is hereby authorized to accept and execute, on behalf of the District, ODOT Grant Agreement No. 32855.

**Section 2.** This resolution is effective upon adoption.

INTRODUCED AND ADOPTED this 21<sup>st</sup> day of June 2018.

EFFECTIVE date of July 1, 2018

ATTEST:

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

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

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

**Authorizing the General Manager )  
to Execute an ODOT Section )  
5310 Grant Agreement No. 32869 )**

**RESOLUTION NO. 18-12**

**WHEREAS**, the Tillamook County Transportation District ("District") has received a \$100,000 grant from the Oregon Department of Transportation ("ODOT") under Section 5310 of the Federal Transit Act of 1964, as amended, which grant is memorialized in ODOT Grant Agreement No. 32869; and

**WHEREAS**, the District Board of Directors adopted the TCTD Coordinated Human Services Public Transportation Plan on November 17, 2017 to ensure Section 5310 funding will benefit senior citizens and people with disabilities; and

**WHEREAS**, the District's Special Transportation Advisory Fund Committee conducted a project application process and met on January 6<sup>th</sup>, 2017 to prioritize recommended projects to be funded; and

**WHEREAS**, the District applied to ODOT for a Section 5310 grant to fund vehicle preventive maintenance; and

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

the General Manager is authorized to execute and file ODOT Grant Agreement No. 32569 in the amount of \$100,000 on behalf of the Tillamook County Transportation District to aid in the financing of District operations during fiscal year July 1, 2018 through June 30, 2020;

INTRODUCED AND ADOPTED this 21<sup>st</sup> day of June 2018.

EFFECTIVE date of July 1, 2018.

ATTEST:

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

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

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**TO: BOARD OF DIRECTORS**

**FROM: DOUG PILANT, GENERAL MANAGER** *Doug*

**SUBJECT: ADOPTING FISCAL YEAR 2018-19 BUDGET, MAKING  
APPROPRIATIONS, IMPOSING AND CATEGORIZING TAXES**

**Issue**

Shall the Board of Directors adopt Resolution 18-13, to adopt the FY 2018-19 Budget, making the appropriations accordingly, and imposing, and categorizing the taxes?

**Background and Findings**

1. In accordance with Oregon State Budget Law, the Budget Committee reviewed and approved the FY 2018-19 Budget on May 17, 2018 for a total of all funds of \$5,611,430.
2. Marty Holm, the Budget Committee Chair asked that the Board set the Budget Hearing following approval of the Budget Committee. The budget summary and notice of a public hearing (attached) were published as required by law. The Budget Hearing was scheduled for June 21, 2018 and will occur prior to the Board's consideration of Resolution 18-13 for adoption of the budget.
3. The Budget Committee approved the tax rate of \$.20 per \$1,000 of assessed value, the permanent rate set by Measure 50. Resolution 18-13 also imposes and categorizes taxes in accordance with Oregon Budget Law requirements.

**Recommendation**

Staff recommends the Board adopt Resolution 18-13, thereby adopting the FY 2018-19 Budget and imposing and categorizing property taxes.

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

**In the Matter of Adopting the )  
Budget, Making Appropriations, )  
Levying Taxes, and Categorizing )  
Taxes for FY 2018-2019 )**

**RESOLUTION NO. 18-13**

**WHEREAS**, pursuant to the requirements of ORS 294, the Board of Directors of the Tillamook County Transportation District is required to adopt a budget and make appropriations for the District for FY 2018-2019; and

**WHEREAS**, on May 17, 2018, following public notice and a public hearing, the TCTD Budget Committee approved the FY 2018-2019 budget and recommended adoption by the Board of Directors.

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

**MAKING APPROPRIATIONS**

**Section 1:** The Board of Directors of the Tillamook County Transportation District hereby adopts the budget for Fiscal Year 2018-2019, in the total of \$5,611,430.00. This budget is now on file at the District office in Tillamook, Oregon.

**Section 2:** The amounts shown below are hereby appropriated for the Fiscal Year beginning July 1, 2018 and for the following purposes:

	<b>General Fund</b>		
Administration	\$ 571,400	Transfers	\$ 0
Operations	1,662,867	<b>Total</b>	\$ 0
Maintenance	609,500		
Volunteers	46,650	<b>Bus Wash Maintenance Reserve Fund</b>	
Unallocated – General Administration		Transfers	\$ 0
Materials & Services	0	<b>Total</b>	\$ 0
Capital Outlay	886,000		
Transfers	22,000	<b>Vehicle Reserve Fund</b>	
Contingency	35,000	Transfers	\$ 20,835
<b>Total</b>	<b>\$ 3,833,417</b>	<b>Total</b>	<b>\$ 20,835</b>
	<b>Property Management Fund</b>		
Materials & Services	\$ 41,000	<b>Special Transportation Fund</b>	
Debt Service	97,091	Special Payments	\$ 19,152
Capital Outlay	39,000	Transfers	47,848
<b>Total</b>	<b>\$ 177,091</b>	<b>Total</b>	<b>\$ 67,000</b>
		<b>Northwest Oregon Transit Alliance</b>	
		Materials & Services	\$ 75,250
		Special Payments	3,000
		<b>Total</b>	<b>\$ 78,250</b>

Total Appropriations, All Funds:	\$4,176,593.00
Total Unappropriated and Reserve Amounts, All Funds:	<u>\$1,434,837.00</u>
Total Adopted Budget:	\$5,611,430.00

**IMPOSING THE TAX**

**Section 3:** The following ad valorem property taxes are hereby imposed upon the assessed value of all taxable property within the District for tax year 2018-2019 at the rate of \$0.200 per \$1,000 of assessed value for permanent rate tax.

**CATEGORIZING THE TAX**

**Section 4:** The Board of Directors of Tillamook County Transportation District hereby categorize the taxes as follows:

<b>General Government Limitation</b>	<b>Excluded from Limitation</b>
Permanent Rate Tax: \$0.20/\$1,000	\$0.00
Local Option Tax: none	

**Section 5:** That the Budget Officer, in accordance with ORS 294.458(3), shall file with the county assessor two copies each of the notice required under ORS 310.060; two copies of a statement confirming the ad valorem property taxes approved by the budget committee; and two copies each of this resolution to adopt the budget, make the appropriations, and itemize, categorize, and certify the taxes.

APPROVED AND ADOPTED by the Tillamook County Transportation District Board of Directors this 21st day of June, 2018 by the following votes:

ATTEST:            Aye \_\_\_\_\_            Nay \_\_\_\_\_            Abstain \_\_\_\_\_            Absent \_\_\_\_\_

By: \_\_\_\_\_ By: \_\_\_\_\_  
       Judy Riggs, Board Chair                        Doug Pilant, General Manager

Motion passed/failed by show of hands:

Gary Hanenkrat  
 Jim Huffman  
 Marty Holm  
 Jackie Edwards  
 Judy Riggs  
 Melissa Carlson-Swanson  
 Merrienne Hoffman

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POLICY.

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