

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



**Thursday, August 23, 2018 at 6:30PM  
Transportation Building  
3600 Third Street, Tillamook, Oregon**

## **AGENDA**

Tillamook County Transportation District  
Board of Directors ~ Regular Monthly Meeting  
Thursday, August 23, 2018 - 6:30 pm

Robert J. Kenny Board Meeting Room - 3600 Third Street, Tillamook OR 97141

### **REGULAR BOARD MEETING**

1. Call to Order
2. Pledge of Allegiance
3. Roll Call
4. Announcements & Changes to Agenda
5. Public & Guest Comments
6. Executive Session: Personnel Evaluation ORS 192.660(2)(i)

### **REPORTS**

7. Information: General Managers Report:
  - a. Financial Report (Pgs. 1-17)
  - b. Service Performance Report (Pgs. 18-22)
  - c. Northwest Oregon Transit Alliance (Pgs. 23-39)
  - d. Planning & Development (Pgs. 40-60)
  - e. Grant Funding
  - f. Facility/Property Management
  - g. Miscellaneous

### **CONSENT CALENDAR**

8. Motion to Approve the Minutes of July 17, 2018 Special Board Meeting and July 19, 2018 Regular Board Meeting (Pgs. 61-68)
9. Motion to Accept Financial Report: July 2018
10. Motion to Approve the Amended TCTD Title VI Policy (Pgs. 69-87)
11. Motion to Approve STIF Advisory Committee Membership Application(s) (Pg. 88)
12. Motion to Cancel the November 15, 2018 Board Meeting

### **ACTION ITEMS**

13. Resolution 18-21 In the Matter of Adopting the Amended and Restated NWOTA Intergovernmental Agreement (Pgs. 89-97)
14. Resolution 18-22 In the Matter of Authorizing the GM to Execute a Contract between the District and GenXsys for Information Technology Services (Pgs. 98-109)

### **DISCUSSION ITEMS**

15. Staff Comments/Concerns
16. Board of Directors Comments/Concerns
17. Adjournment

### **UPCOMING EVENTS**

None

Next regularly scheduled meeting of the  
Tillamook County Transportation District Board of Directors  
Thursday, September 20, 2018

**Tillamook County Transportation District**  
 Normal Trial Balance - Unposted Transactions Included In Report  
 From 7/1/2018 Through 7/31/2018

Account Code	Account Title	Debit Balance	Credit Balance
1001	General Checking Account	109,165.88	
1006	Payroll Checking		14,344.31
1009	NW RIDES ACCOUNT	1,780.69	
1011	Prop. Mgmt. Checking	18,993.77	
1020	LGIP - General Account	165,088.26	
1030	LGIP - Capital Reserve	793,235.78	
1040	Petty Cash	<u>200.00</u>	
Report Total		<u>1,088,464.38</u>	<u>14,344.31</u>
Report Difference		<u>1,074,120.07</u>	

*DA*  
 8-3-18  
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**Tillamook County Transportation District**  
**Financial Statement - Unposted Transactions Included In Report**  
**From 7/1/2018 Through 7/31/2018**

	Current Period Actual	Current Period Budget	Current Year Actual	Total Budget	Total Budget Variance	.08%
<b>Resources</b>						
Working Capital	3500	1,432,835.00	0.00	1,432,835.00	(1,432,835.00)	0.00%
Fares	4000	32,505.03	22,083.00	32,505.03	(232,494.97)	12.26%
Contract Revenue	4020	50,107.36	73,916.67	50,107.36	(836,892.64)	5.64%
Property Tax	4100	5,026.81	900,000.00	5,026.81	(894,973.19)	0.55%
Past Years Property Tax	4110	2,038.41	3,333.33	2,038.41	(37,961.59)	5.09%
State Timber Revenue	4120	0.00	17,916.67	0.00	(215,000.00)	0.00%
Mass Transit State Payroll Tax	4130	23,297.17	7,083.33	23,297.17	(61,702.83)	27.40%
Statewide Transit Fund	4135	0.00	130,000.00	0.00	(130,000.00)	0.00%
Capital Grants	4210	0.00	58,867.67	0.00	(706,412.00)	0.00%
Grants - FTA 5311	4220	0.00	30,000.00	0.00	(360,000.00)	0.00%
NWOTA Partner Cont. Match	4225	0.00	4,000.00	0.00	(48,000.00)	0.00%
Grants - STF	4230	16,750.00	5,583.33	16,750.00	(50,250.00)	25.00%
Grants - 5311 (f)	4240	0.00	18,333.33	0.00	(220,000.00)	0.00%
Grants - 5310	4245	0.00	8,333.33	0.00	(100,000.00)	0.00%
Special Bus Operations	4300	0.00	83.33	0.00	(1,000.00)	0.00%
Miscellaneous Income	4400	0.00	83.33	0.00	(1,000.00)	0.00%
Sale of Assets - Income	4410	1,000.00	833.33	1,000.00	(9,000.00)	10.00%
Interest Income	4510	1,821.07	2,000.00	1,821.07	(22,178.93)	7.58%
Advertising Income	4520	0.00	83.33	0.00	(1,000.00)	0.00%
Lease Income	4900	1,500.00	1,500.00	1,500.00	(16,500.00)	8.33%
Lease Operational Exp Income	4910	438.92	541.67	438.92	(6,061.08)	6.75%
Transfer From General Fund	4911	1,000.00	22,000.00	1,000.00	(21,000.00)	4.54%
Transfer from Veh. Purch. Res.	4915	0.00	20,835.00	0.00	(20,835.00)	0.00%
Transfer from STF Fund	4916	0.00	47,848.00	0.00	(47,848.00)	0.00%

Monthly BOD Report w/YTD Budget & Variance

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**Tillamook County Transportation District**  
**Financial Statement - Unposted Transactions Included In Report**  
**From 7/1/2018 Through 7/31/2018**

	Current Period Actual	Current Period Budget	Current Year Actual	Total Budget	Total Budget Variance	.08%
4917	0.00	3,000.00	0.00	3,000.00	(3,000.00)	0.00%
Transfer from NWOTA	135,484.77	2,811,093.65	135,484.77	5,611,430.00	(5,475,945.23)	2.41%
Total Resources						
<b>Expenses</b>						
<b>Personnel Services</b>						
5010	22,851.76	27,587.50	22,851.76	331,050.00	308,198.24	6.90%
5020	9,364.25	10,458.33	9,364.25	125,500.00	116,135.75	7.46%
5030	68,746.84	72,208.33	68,746.84	866,500.00	797,753.16	7.93%
5040	3,812.80	5,416.67	3,812.80	65,000.00	61,187.20	5.86%
5050	37,894.57	50,833.33	37,894.57	610,000.00	572,105.43	6.21%
Workers Compensation Ins.	15,522.44	1,875.00	15,522.44	22,500.00	6,977.56	68.98%
Total Personnel Services	158,192.66	168,379.16	158,192.66	2,020,550.00	1,862,357.34	7.83%
<b>Materials and Services</b>						
5100	15,036.90	17,187.50	15,036.90	90,750.00	75,713.10	16.56%
5101	0.00	2,083.33	0.00	25,000.00	25,000.00	0.00%
5102	0.00	416.67	0.00	5,000.00	5,000.00	0.00%
5103	2,980.00	1,666.67	2,980.00	20,000.00	17,020.00	14.90%
5120	160.00	1,000.00	160.00	12,000.00	11,840.00	1.33%
5140	196.00	250.00	196.00	3,000.00	2,804.00	6.53%
5145	993.75	5,416.67	993.75	37,500.00	36,506.25	2.65%
5150	335.99	17,458.33	335.99	33,500.00	33,164.01	1.00%
5160	0.00	7,541.67	0.00	90,500.00	90,500.00	0.00%
5170	1,192.57	1,083.33	1,192.57	13,000.00	11,807.43	9.17%
5175	998.00	833.33	998.00	10,000.00	9,002.00	9.98%
5180	5,168.24	2,541.67	5,168.24	30,500.00	25,331.76	16.94%
Operational Expenses						

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**Tillamook County Transportation District**  
**Financial Statement - Unposted Transactions Included In Report**  
**From 7/1/2018 Through 7/31/2018**

	Current Period Actual	Current Period Budget	Current Year Actual	Total Budget	Total Budget Variance	.08%
5185 Drug & Alcohol Administration	0.00	125.00	0.00	1,500.00	1,500.00	0.00%
5190 Marketing	1,010.00	4,000.00	1,010.00	48,000.00	46,990.00	2.10%
5210 Telephone Expense	1,389.97	2,258.33	1,389.97	21,600.00	20,210.03	6.43%
5220 Travel & Training	3,401.85	2,875.00	3,401.85	34,500.00	31,098.15	9.86%
5240 Vehicle Expense	3,112.52	14,791.66	3,112.52	177,500.00	174,387.48	1.75%
5245 Fuel Expenses	24,624.99	21,666.66	24,624.99	260,000.00	235,375.01	9.47%
5250 Volunteers	0.00	125.00	0.00	1,500.00	1,500.00	0.00%
5260 Postage	100.00	125.00	100.00	1,500.00	1,400.00	6.66%
5270 Mgmt/Labor Recreation Fund	0.00	197.25	0.00	2,367.00	2,367.00	0.00%
5280 Transit & Visitor Center Lease	700.00	700.00	700.00	8,400.00	7,700.00	8.33%
5285 Transit & Visitor Center Maint	521.00	1,250.00	521.00	15,000.00	14,479.00	3.47%
5290 General Operating Cont.	0.00	2,916.67	0.00	35,000.00	35,000.00	0.00%
5300 Property Operating Expenses	1,376.39	2,083.33	1,376.39	25,000.00	23,623.61	5.50%
5330 Flex Lease: Fees	0.00	83.33	0.00	1,000.00	1,000.00	0.00%
5340 Property Maint. & Repair	1,961.37	833.33	1,961.37	10,000.00	8,038.63	19.61%
5346 Operations Facility Maint.	70.64	208.33	70.64	2,500.00	2,429.36	2.82%
Total Materials and Services	65,330.18	111,718.06	65,330.18	1,016,117.00	950,786.82	6.43%
Special Payments						
5200 STF Payments to Recipients	4,788.00	15,852.00	4,788.00	19,152.00	14,364.00	25.00%
Total Special Payments	4,788.00	15,852.00	4,788.00	19,152.00	14,364.00	25.00%
Transfers						
9130 Transfer to General Fund	0.00	71,683.00	0.00	71,683.00	71,683.00	0.00%
9150 Transfer to Vehicle Reserve	1,000.00	10,000.00	1,000.00	10,000.00	9,000.00	10.00%
9160 Transfer to NWOTA Fund	0.00	12,000.00	0.00	12,000.00	12,000.00	0.00%
9175 Reserve for Future Expenditure	0.00	624,750.00	0.00	624,750.00	624,750.00	0.00%

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Monthly BOD Report w/YTD Budget & Variance

**Tillamook County Transportation District**  
**Financial Statement - Unposted Transactions Included In Report**  
**From 7/1/2018 Through 7/31/2018**

	9180	Current Period Actual	Current Period Budget	Current Year Actual	Total Budget	Total Budget Variance	.08%
Unappropriated Ending Fund Bal		0.00	810,087.00	0.00	810,087.00	810,087.00	0.00%
Total Transfers		1,000.00	1,528,520.00	1,000.00	1,528,520.00	1,527,520.00	0.07%
Capital Outlay							
Debt Service							
Flex Lease: Principal	5310	0.00	3,750.00	0.00	45,000.00	45,000.00	0.00%
Flex Lease: Interest	5320	0.00	1,250.00	0.00	15,000.00	15,000.00	0.00%
PUD Loan Expense	5325	602.58	7,500.00	602.58	7,500.00	6,897.42	8.03%
OTIB Debt Service	5338	0.00	29,591.00	0.00	29,591.00	29,591.00	0.00%
Total Debt Service		602.58	42,091.00	602.58	97,091.00	96,488.42	0.62%
Capital Purchases							
Building Repair & Renovation	5350	573.50	3,250.00	573.50	39,000.00	38,426.50	1.47%
Bus Replacement/Addition	6000	0.00	69,583.33	0.00	835,000.00	835,000.00	0.00%
Computer Upgrade	6020	0.00	416.67	0.00	5,000.00	5,000.00	0.00%
Fuel Cell Triangulation Point	6021	0.00	500.00	0.00	6,000.00	6,000.00	0.00%
Bus Stop Signage/Shelters	6040	0.00	8,333.33	0.00	45,000.00	45,000.00	0.00%
Total Capital Purchases		573.50	82,083.33	573.50	930,000.00	929,426.50	0.06%
Total Capital Outlay		1,176.08	124,174.33	1,176.08	1,027,091.00	1,025,914.92	0.11%
Total Expenses		230,486.92	1,948,643.55	230,486.92	5,611,430.00	5,380,943.08	4.11%

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**Tillamook County Transportation District**

Check/Voucher Register

1001 - General Checking Account

From 7/1/2018 Through 7/31/2018

Document Number	Document Date	Transaction Amount	Payee	Transaction Description
13441	7/11/2018	(230.00)	SPECIAL DISTRICTS INS. SERVICE	CONFERENCE REGISTRATION FOR TABATHA
13614	7/2/2018	100.00	BIO-MED TESTING SERVICE, INC.	DRUG SCREEN
13615	7/2/2018	110.00	Burden's Muffler & Towing	TOWING
13616	7/2/2018	21.30	CLAYTON NORRBOM	TRAINING MEAL JOHN & CLAYTON
13617	7/2/2018	101.46	CRYSTAL AND SIERRA SPRINGS	WATER
13618	7/2/2018	950.00	COMPUTER SUPPORT & SERVICES	computer support
13619	7/2/2018	65.69	CENTURYLINK	TELEPHONE
13620	7/2/2018	50.00	Gary A. Hanenkrat	BOARD MEETING 06/21/2018
13621	7/2/2018	1,835.00	HyTEK PLASTICS	CARD & SCHEDULE HOLDERS
13622	7/2/2018	756.00	INNOVA LEGAL ADVISORS	LEGAL
13623	7/2/2018	50.00	JACKIE EDWARDS	BOARD MEETING 06/21/2018
13624	7/2/2018	95.00	JIM BROWN	CDL PHYSICAL
13625	7/2/2018	50.00	JIM HUFFMAN	BOARD MEETING 06/21/2018
13626	7/2/2018	50.00	JUDY RIGGS	BOARD MEETING 06/21/2018
13627	7/2/2018	200.00	Kiwanis Clubs of Tillamook	KT DAYS PLEDGE & ADVERTISING
13628	7/2/2018	50.00	MARTY HOLM	BOARD MEETING 06/21/2018
13629	7/2/2018	50.00	MELISSA CARLSON-SWANSON	BOARD MEETING 06/21/2018
13630	7/2/2018	50.00	MERRIANNE HOFFMAN	BOARD MEETING 06/21/2018
13631	7/2/2018	38.99	North Coast Citizen	YEAR SUBSCRIPTION
13632	7/2/2018	178.49	Office Depot Credit Plan	OFFICE SUPPLIES
13633	7/2/2018	40.36	Tillamook PUD	LARGE BUS BARN
13633	7/2/2018	30.07	Tillamook PUD	SMALL BUS BARN
13634	7/2/2018	200.11	Western Bus Sales	BUS 27 LIFT REPAIR
13634	7/2/2018	7,674.25	Western Bus Sales	BUS 300 BRAKES, OIL LEAK, ENGI WORK
13635	7/10/2018	900.00	ABILA	TABATHA TRAINING
13635	7/11/2018	(900.00)	ABILA	TABATHA TRAINING
13636	7/10/2018	229.00	ALL STARR SIGNS	PC PARK & RIDE
13637	7/10/2018	212.12	ALSCO - Portland Linen	MATT SERVICE
13638	7/10/2018	100.00	AUTO DETAIL	VAN 35 DECAL REMOVAL
13639	7/10/2018	475.00	BIKEPORTLAND.ORG	NWOTA - ADVERTISING
13640	7/10/2018	12,237.50	BOLDT, CARLISLE & SMITH LLC	AUDIT
13641	7/10/2018	85.60	BRENT OLSON	PICK UP BUS 32 FROM PORTLAND
13642	7/10/2018	395.00	Bullard Law, P.C.	LEGAL
13643	7/10/2018	62.48	CAR CARE SPECIALISTS, INC.	DEF FOR 301
13644	7/10/2018	900.00	Care Inc.	STF PAYMENT
13645	7/10/2018	1,542.38	Carquest Auto Parts	VEHICLE EXPENSE
13646	7/10/2018	700.00	City Of Tillamook	TRANSIT CENTER LEASE
13647	7/10/2018	74.88	CLAYTON NORRBOM	PACIFIC CITY SHUTTLE
13648	7/10/2018	772.60	Coast Printing & Stationery	POSTERS & BROCHURES
13649	7/10/2018	6,956.18	Columbia Pacific Economic	NWOTA ADMINISTRATION
13649	7/10/2018	590.00	Columbia Pacific Economic	BOOMER ADVERTISING
13650	7/10/2018	46.95	FleetPride, Inc.	VAN 107 PM SERVICE
13650	7/10/2018	192.36	FleetPride, Inc.	FUEL FILTERS/INVENTORY
13650	7/11/2018	(46.95)	FleetPride, Inc.	VAN 107 PM SERVICE
13650	7/11/2018	(192.36)	FleetPride, Inc.	FUEL FILTERS/INVENTORY
13651	7/10/2018	457.13	Fred Meyer Customer Charges	CARD CHARGES
13652	7/10/2018	50.00	Gary A. Hanenkrat	SPECIAL BOARD MEETING
13653	7/10/2018	425.00	GenXsys Solutions, LLC	COMPUTER SUPPORT
13653	7/10/2018	125.00	GenXsys Solutions, LLC	COMPUTER SUPPORT
13654	7/10/2018	160.00	GFOA	MEMBERSHIP
13655	7/10/2018	2,280.38	Gillespie Graphics	BUS STOP SIGNS
13656	7/10/2018	50.00	JACKIE EDWARDS	SPECIAL BOARD MEETING
13657	7/10/2018	912.00	JORDAN SCHRADER RAMIS, PC	LEGAL
13658	7/10/2018	50.00	JUDY RIGGS	SPECIAL BOARD MEETING
13659	7/10/2018	2,388.72	LES SCHWAB WAREHOUSE CENTER	VEHICLE EXPENSE



**Tillamook County Transportation District**

Check/Voucher Register

1001 - General Checking Account

From 7/1/2018 Through 7/31/2018

Document Number	Document Date	Transaction Amount	Payee	Transaction Description
13660	7/10/2018	1,034.12	Marie Mills Center, Inc	JANITORIAL
13660	7/10/2018	3,888.00	Marie Mills Center, Inc	QF STF PAYMENT
13661	7/10/2018	50.00	MARTY HOLM	SPECIAL BOARD MEETING
13662	7/10/2018	134.81	McCOY FREIGHTLINER	BUS 302 REPLACE BELT TENSIONI
13663	7/10/2018	50.00	MELISSA CARLSON-SWANSON	SPECIAL BOARD MEETING
13664	7/10/2018	50.00	MERRIANNE HOFFMAN	SPECIAL BOARD MEETING
13665	7/10/2018	100.00	North Coast Lawn	LAWN MAINTENANCE
13666	7/10/2018	2.99	DAVISON AUTO PARTS, INC.	REPAIR LIGHT SOCKET BUS 27
13666	7/10/2018	81.37	DAVISON AUTO PARTS, INC.	BUS 200 REPLACE FRONT BLOWEI MOTOR
13667	7/10/2018	32.00	NEW AGE CAR WASH	VAN WASHES
13668	7/10/2018	1,740.66	NORTHSIDE FORD	BUS 32 ENGINE REPAIR
13668	7/10/2018	483.38	NORTHSIDE FORD	BUS 28 ELECTRICAL REPAIR
13669	7/10/2018	96.00	Oregon State Police	BACKGROUND CHECKS
13670	7/10/2018	183.26	Pacific Office Automation	OFFICE COPIES
13671	7/10/2018	952.84	PACIFIC SOURCE	FSA
13672	7/10/2018	1,095.65	PETROCARD INC.	FUEL
13673	7/10/2018	196.00	Pacific Office Automation	COPIER LEASE
13674	7/10/2018	880.80	Rosenberg Builders Supply	SHOP SUPPLIES
13675	7/10/2018	15,522.44	SPECIAL DISTRICTS INS. SERVICE	WORKERS COMP 2018-2019
13676	7/10/2018	41.54	Sheldon Oil Distributors	DEF
13676	7/10/2018	21,951.99	Sheldon Oil Distributors	JUNE FUEL
13677	7/10/2018	65.34	Tillamook Motor Co.	BUS 34 ELECTRICAL REPAIR
13677	7/10/2018	476.15	Tillamook Motor Co.	VAN 31 PM, TUNE UP, CODING SY
13677	7/10/2018	201.49	Tillamook Motor Co.	BUS 201 TRANSMISSION
13678	7/10/2018	36.00	TILLAMOOK COUNTY SHOPPER, LLC	ADVERTISING
13678	7/10/2018	162.00	TILLAMOOK COUNTY SHOPPER, LLC	ADVERTISING
13678	7/10/2018	84.00	TILLAMOOK COUNTY SHOPPER, LLC	ADVERTISING
13679	7/10/2018	5,280.00	TRILLIUM SOLUTIONS, INC.	NOWTA WEBSITE
13680	7/10/2018	709.86	CARDMEMBER SERVICE	CARD CHARGES
13681	7/10/2018	49.95	VANIR BROADBAND, INC.	INTERNET
13682	7/10/2018	153.85	CITY SANITARY SERVICE	GARBAGE
13683	7/10/2018	200.11	Western Bus Sales	BUS 300 ELECTRICAL REPAIR
13684	7/10/2018	12,080.35	GenXsys Solutions, LLC	brokerage computers
13685	7/10/2018	900.00	GFOA	gfoa training
13686	7/11/2018	192.36	FleetPride, Inc.	FUEL FILTERS/INVENTORY
13687	7/11/2018	50.00	JUDY RIGGS	05172018 BOARD MEETING
13687	7/11/2018	50.00	JUDY RIGGS	MARCH 22 2018 BOARD MEETING
13688	7/24/2018	450.00	ABILA	CONSULTING FOR NWR SETUP
13689	7/24/2018	95.00	LAFRED BARRAGAN	CDL TEST
13689	7/24/2018	(95.00)	LAFRED BARRAGAN	CDL TEST
13690	7/24/2018	70.00	ALL STARR SIGNS	DECALS FOR 60X & 70X
13691	7/24/2018	475.00	BIKEPORTLAND.ORG	NWOTA ADVERTISING
13692	7/24/2018	195.00	BIO-MED TESTING SERVICE, INC.	pre employment
13693	7/24/2018	159.00	BRYAN P. FITZSIMMONS, CPA	ACCOUNTING SUPPORT
13694	7/24/2018	29.75	CAR CARE SPECIALISTS, INC.	DEF
13695	7/24/2018	134.09	CHRIS MOTLEY	MILEAGE REIMBURSEMENT
13696	7/24/2018	65.50	CLAYTON NORRBOM	TRAINING LUNCH REIMBURSEMEI
13697	7/24/2018	95.00	CLYDE ZELLER	CDL PHYSICAL
13698	7/24/2018	799.86	CoastCom, Inc.	TELEPHONE
13699	7/24/2018	590.00	Columbia Pacific Economic	BOOMER ADVERTISING
13699	7/24/2018	(590.00)	Columbia Pacific Economic	BOOMER ADVERTISING
13700	7/24/2018	90.57	CRYSTAL AND SIERRA SPRINGS	WATER
13701	7/24/2018	1,190.64	DELUXE BUSINESS CHECKS	CHECK STOCK
13702	7/24/2018	50.03	Dish	DISH
13703	7/24/2018	360.00	EMERGENCY RESPONSE TRAINING	CPR TRAINING
13704	7/24/2018	50.00	Gary A. Hanenkrat	07/19/18 SPECIAL BOARD MEETIN

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**Tillamook County Transportation District**

Check/Voucher Register

1001 - General Checking Account

From 7/1/2018 Through 7/31/2018

Document Number	Document Date	Transaction Amount	Payee	Transaction Description
13705	7/24/2018	1,008.00	INNOVA LEGAL ADVISORS	CONSULTATION ON NWR BROKER
13706	7/24/2018	50.00	JACKIE EDWARDS	07/19/2018 SPECIAL BOARD MEET
13707	7/24/2018	50.00	JIM HUFFMAN	07/19/18 SPECIAL BOARD MEETIN
13708	7/24/2018	50.00	JUDY RIGGS	07/19/18 SPECIAL BOARD MEETIN
13709	7/24/2018	8,000.00	KITTELSON & ASSOCIATES, INC.	PC shuttle brochures, posters, sign
13709	7/24/2018	2,000.00	KITTELSON & ASSOCIATES, INC.	shuttle sign installation for PC Shut
13710	7/24/2018	95.00	MARK STRICKER	CDL PHYSICAL
13711	7/24/2018	50.00	MARTY HOLM	07/19/18 SPECIAL BOARD MEETIN
13712	7/24/2018	50.00	MELISSA CARLSON-SWANSON	07/19/2018 SPECIAL BOARD MEET
13713	7/24/2018	50.00	MERRIANNE HOFFMAN	07/19/2018 SPECIAL BOARD MEET
13714	7/24/2018	900.00	NATHAN LEVIN	70X RENT
13715	7/24/2018	19.26	Office Depot Credit Plan	OFFICE SUPPLIES
13715	7/24/2018	91.68	Office Depot Credit Plan	OFFICE SUPPLIES
13715	7/24/2018	121.99	Office Depot Credit Plan	BROKERAGE OFFICE SUPPLIES
13715	7/24/2018	467.22	Office Depot Credit Plan	BROKERAGE SUPPLIES
13715	7/24/2018	314.45	Office Depot Credit Plan	BROKERAGE OFFICE SUPPLIES
13715	7/24/2018	60.72	Office Depot Credit Plan	BROKERAGE OFFICE SUPPLIES
13716	7/24/2018	991.13	PETROCARD INC.	FUEL FOR 70X
13717	7/24/2018	40.57	Tillamook PUD	LARGE BUS BARN
13717	7/24/2018	30.07	Tillamook PUD	SMALL BUS BARN ELECTRIC
13718	7/24/2018	274.56	VERIZON	ECOLANE TABLET DATA
13719	7/24/2018	95.00	ALFRED BARRAGAN	CDL TEST
Report Total		133,031.09		

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Tillamook County Transportation District

Check/Voucher Register

1006 - Payroll Checking

From 7/1/2018 Through 7/31/2018

Document Number	Document Date	Payee
070618-01	7/6/2018	DANIELL F. AMAYA
070618-02	7/6/2018	SYLVIE G. BALLANCE
070618-03	7/6/2018	LAURA M. BEELER
070618-04	7/6/2018	JEREMY J. BELLANTE
070618-05	7/6/2018	ERIN L. CLAWSON
070618-06	7/6/2018	JOHN P. CLINE
070618-07	7/6/2018	CLIFFORD R. DERRICK
070618-08	7/6/2018	RICHARD A. DIETZ
070618-09	7/6/2018	KARRI L. HOOKER
070618-10	7/6/2018	TOMMIE L. HUFFMAN
070618-11	7/6/2018	JAMES N. JETT
070618-12	7/6/2018	ROBERT R. KENNEY
070618-13	7/6/2018	MICHAEL J. LOWENSTEIN
070618-14	7/6/2018	JOHN C. MAGNANO
070618-15	7/6/2018	JESSE D. MARTIN
070618-16	7/6/2018	CHRISTOPHER A. MOTLEY
070618-17	7/6/2018	ALLAN G. NEWCOMB
070618-18	7/6/2018	SARAH J. NORRBOM
070618-19	7/6/2018	CLAYTON T. NORRBOM
070618-20	7/6/2018	PAUL J. NORTON
070618-21	7/6/2018	BRENT K. OLSON
070618-22	7/6/2018	JAMES M. PALMER
070618-23	7/6/2018	GARY R. PETERSON
070618-24	7/6/2018	DOUGLAS W. PILANT
070618-25	7/6/2018	RONALD G. PIMENTEL
070618-26	7/6/2018	VERNON L. RESSLER
070618-27	7/6/2018	DENISE M. ROSE
070618-28	7/6/2018	ROBERT W. RYAN
070618-29	7/6/2018	STEVE H. SCHWABE
070618-30	7/6/2018	KATHLEEN E. SCHWABE
070618-31	7/6/2018	ROBERT E. SOUTHWICK
070618-32	7/6/2018	MICHAEL P. THOMPSON
070618-33	7/6/2018	TABATHA R. WELCH
070618-34	7/6/2018	DAVID T. WHEELER
070618-35	7/6/2018	COLEEN A. WILLIAMS
072018-01	7/20/2018	DANIELL F. AMAYA
072018-02	7/20/2018	SYLVIE G. BALLANCE
072018-03	7/20/2018	LAURA M. BEELER
072018-04	7/20/2018	JEREMY J. BELLANTE
072018-05	7/20/2018	ERIN L. CLAWSON
072018-06	7/20/2018	CLIFFORD R. DERRICK
072018-07	7/20/2018	RICHARD A. DIETZ
072018-08	7/20/2018	KARRI L. HOOKER
072018-09	7/20/2018	TOMMIE L. HUFFMAN
072018-10	7/20/2018	JAMES N. JETT
072018-11	7/20/2018	ROBERT R. KENNEY
072018-12	7/20/2018	MICHAEL J. LOWENSTEIN
072018-13	7/20/2018	JOHN C. MAGNANO
072018-14	7/20/2018	TYLER J. MARSHALL
072018-15	7/20/2018	JESSE D. MARTIN
072018-16	7/20/2018	CHRISTOPHER A. MOTLEY
072018-17	7/20/2018	ALLAN G. NEWCOMB
072018-18	7/20/2018	CLAYTON T. NORRBOM
072018-19	7/20/2018	PAUL J. NORTON
072018-20	7/20/2018	BRENT K. OLSON
072018-21	7/20/2018	JAMES M. PALMER
072018-22	7/20/2018	GARY R. PETERSON

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Tillamook County Transportation District

Check/Voucher Register

1006 - Payroll Checking

From 7/1/2018 Through 7/31/2018

<u>Document Number</u>	<u>Document Date</u>	<u>Payee</u>
072018-23	7/20/2018	DOUGLAS W. PILANT
072018-24	7/20/2018	RONALD G. PIMENTEL
072018-25	7/20/2018	VERNON L. RESSLER
072018-26	7/20/2018	GWENDOLYN J. RUSSELL
072018-27	7/20/2018	ROBERT W. RYAN
072018-28	7/20/2018	STEVE H. SCHWABE
072018-29	7/20/2018	KATHLEEN E. SCHWABE
072018-30	7/20/2018	ROBERT E. SOUTHWICK
072018-31	7/20/2018	MICHAEL P. THOMPSON
072018-32	7/20/2018	TABATHA R. WELCH
072018-33	7/20/2018	DAVID T. WHEELER
072018-34	7/20/2018	COLEEN A. WILLIAMS
5239	7/6/2018	DONALD M. ANDERSON
5240	7/6/2018	CATHRYN L. BOND
5241	7/6/2018	JERRY D. BOND
5242	7/6/2018	JAMES P. BROWN
5243	7/6/2018	PEGGY PETERSON
5244	7/6/2018	LEONARD W. STITT
5245	7/9/2018	UNITED FINANCE
5246	7/6/2018	HRA VEBA TRUST
5247	7/10/2018	SPECIAL DISTRICTS INS. SERVICE
5248	7/20/2018	DONALD M. ANDERSON
5249	7/20/2018	ALFRED BARRAGAN
5250	7/20/2018	JERRY D. BOND
5251	7/20/2018	CATHRYN L. BOND
5252	7/20/2018	JAMES P. BROWN
5253	7/20/2018	PEGGY PETERSON
5254	7/20/2018	LEONARD W. STITT
5255	7/20/2018	JOHN P. CLINE
5256	7/20/2018	LAWRENCE A. QUINTAL SR.
5257	7/20/2018	MARK A. STRICKER
5258	7/20/2018	CLYDE C. ZELLER
5259	7/20/2018	UNITED FINANCE
5260	7/20/2018	ATU LOCAL #757
5261	7/20/2018	Shriners Hospital for Children
5262	7/20/2018	AUTISM SOCIETY OF OREGON
5263	7/20/2018	HRA VEBA TRUST
5278	7/31/2018	REGENCE BLUECROSS BLUESHIELD

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**Tillamook County Transportation District**

Check/Voucher Register

1011 - Prop. Mgmt. Checking

From 7/1/2018 Through 7/31/2018

<u>Document Number</u>	<u>Document Date</u>	<u>Transaction Amount</u>	<u>Payee</u>	<u>Transaction Description</u>
4119	7/2/2018	195.00	CHRISSY'S CLEANING SERVICE	Janitorial
4120	7/2/2018	1,286.74	Tillamook PUD	PUD LOAN & OFFICE ELECTRIC
4121	7/10/2018	348.43	City Of Tillamook	WATER & SEWER
4122	7/10/2018	341.94	Marie Mills Center, Inc	JANITORIAL
4123	7/10/2018	388.00	North Coast Lawn	LAWN MAINTENANCE
4124	7/24/2018	<u>1,127.70</u>	Tillamook PUD	OFFICE ELECTRIC AND LOAN PMN
Report Total		<u>3,687.81</u>		

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**Tillamook County Transportation District**

Check/Voucher Register

1009 - NW RIDES ACCOUNT

From 7/1/2018 Through 7/31/2018

<u>Document Number</u>	<u>Document Date</u>	<u>Transaction Amount</u>	<u>Payee</u>	<u>Transaction Description</u>
1002	7/20/2018	195,186.96	ECOLANE USA, INC.	ECOLANE NWR
1003	7/24/2018	195,186.96	ECOLANE USA, INC.	ECOLANE NWR
1003	7/24/2018	(195,186.96)	ECOLANE USA, INC.	ECOLANE NWR
1004	7/24/2018	9,032.35	NATIONAL BUSINESS FURNITURE	NWR OFFICE FURNITURE
clear	7/27/2018	9,032.35	NATIONAL BUSINESS FURNITURE	NWR OFFICE FURNITURE
clear	7/27/2018	<u>(9,032.35)</u>	NATIONAL BUSINESS FURNITURE	NWR OFFICE FURNITURE
Report Total		<u>204,219.31</u>		

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UMPQUA BANK: CLOSING DATE 7/25/2018

Date	Vendor	Description of Transaction	Amount
<b>DOUG PILANT</b>			
7/6/2018	USPS	POSTAGE	\$ 100.00
7/17/2018	AMAZON	SWITCH/ BROKERAGE	\$ 425.00
7/18/2018	AMAZON	SERVER CABINET/BROKERAGE	\$ 259.46
7/18/2018	AMAZON	SURGE PROTECTOR/MISC/BROKERAGE	\$ 73.27
7/18/2018	AMAZON	SURGE PROTECTOR/MISC/BROKERAGE	\$ 202.15
7/19/2018	AMAZON	HEADSETS/BROKERAGE	\$ 1,553.80
7/20/2018	RODEO STEAKHOUSE	MEALS/ECOLANE MEETING	\$ 34.37
7/20/2018	AMAZON	HEADSETS/BROKERAGE	\$ 869.85
			<b>\$ 3,517.90</b>
<b>CATHY BOND</b>			
06/26/18	FIELDPRINT	BACKGROUND CHECKS	\$ 12.50
06/29/18	FIELDPRINT	BACKGROUND CHECKS	\$ 12.50
07/02/18	BIMART	COFFEE MAKER/BROKERAGE	\$ 119.97
07/03/18	FIELDPRINT	BACKGROUND CHECKS	\$ 12.50
07/05/18	HIPAA	TRAINING	\$ 75.00
07/05/18	IRON MTN	SHREDDING	\$ 64.39
07/06/18	ADOBE	SOFTWARE	\$ 24.99
07/11/18	FIELDPRINT	BACKGROUND CHECKS	\$ 12.50
07/12/18	FIELDPRINT	BACKGROUND CHECKS	\$ 12.50
07/16/18	BELNICK RETAIL	7 CHAIRS /BROKERAGE	\$ 727.93
07/16/18	FIELDPRINT	BACKGROUND CHECKS	\$ 12.50
07/16/18	FIELDPRINT	BACKGROUND CHECKS	\$ 12.50
			<b>\$ 1,099.78</b>
<b>BRENT OLSON</b>			
06/29/18	FREIGHTLINER	VEHICLE EXPENSE	\$ 40.41
06/29/18	FREIGHTLINER	VEHICLE EXPENSE	\$ 23.62
07/20/18	RECESS FOOD CART	MEAL	\$ 25.30
			<b>\$ 89.33</b>
<b>TABATHA WELCH</b>			
07/05/18	SAFEWAY	OFFICE SUPPLIES	\$ 23.98
07/12/18	PARKSLEEPFLY	LODGING/TRAINING	\$ 33.35
07/20/18	AATRIX	ABILA SOFTWARE RENEWAL	\$ 229.00
			<b>\$ 286.33</b>
<b>Charges total</b>			<b>\$ 4,993.34</b>
<b>Grand Total</b>			<b>\$ 4,993.34</b>
<b>APPROVAL</b>		<b>DATE</b>	8-1-18

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July 2018 Statement

Open Date: 06/26/2018 Closing Date: 07/23/2018

Account: 790

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

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

<b>New Balance</b>	<b>\$4,993.34</b>
<b>Minimum Payment Due</b>	<b>\$50.00</b>
<b>Payment Due Date</b>	<b>08/22/2018</b>


<b>Reward Points</b>	
Earned This Statement	5,079
Reward Center Balance	69,121
as of 07/22/2018	
For details, see your rewards summary.	


<b>Activity Summary</b>		
Previous Balance	+	\$709.86
Payments	-	\$709.86 <sup>CR</sup>
Other Credits		\$0.00
Purchases	+	\$4,993.34
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>\$4,993.34</b>
<b>Past Due</b>		<b>\$0.00</b>
<b>Minimum Payment Due</b>		<b>\$50.00</b>
Credit Line		\$10,000.00
Available Credit		\$5,006.66
Days in Billing Period		28




Tillamook County Transportation District  
 Account \_\_\_\_\_  
 Account \_\_\_\_\_  
 Account \_\_\_\_\_  
 Approval: [Signature]  
 Date: 8-1-18

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

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

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

000010209 01 SP 000638882419647 P Y

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

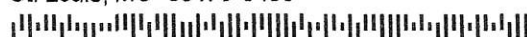


Account Number	7790
Payment Due Date	8/22/2018
New Balance	\$4,993.34
Minimum Payment Due	\$50.00

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 07/22/2018</b>	
Rewards Center Activity*	0
Rewards Center Balance	69,121

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

Rewards Earned	This Statement	Year to Date
Points Earned on Net Purchases	4,909	12,076
Gas, Restaurants & Telecom Double Points	170	4,353
<b>Total Earned</b>	<b>5,079</b>	<b>16,429</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 INFORMATION ABOUT YOUR ACCOUNT TERMS.** Please read this notice and keep with your records. Effective January 15, 2018, the 11th sentence of the "INTEREST CHARGE; Method of Computing Balance Subject to Interest Rate" section of your Cardmember Agreement is clarified to read as follows:

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

<b>Transactions</b>		<b>PILANT, DOUGLAS</b>		<b>Credit Limit</b>	<b>\$5000</b>
<b>Post Date</b>	<b>Trans Date</b>	<b>Ref #</b>	<b>Transaction Description</b>	<b>Amount</b>	<b>Notation</b>
<b>Purchases and Other Debits</b>					
07/06	07/05	7095	USPS POSTAGE ENDICIA.C 800-576-3279 CA	\$100.00	_____
07/17	07/16	5686	AMAZON MKTPLACE PMTS AMZN.COM/BILL WA	\$425.00	_____
07/18	07/17	4542	AMAZON MKTPLACE PMTS W WWW.AMAZON.CO WA	\$259.46	_____
07/18	07/17	6267	AMAZON.COM AMZN.COM/BI AMZN.COM/BILL WA	\$73.27	_____
07/18	07/17	9537	AMAZON.COM AMZN.COM/BI AMZN.COM/BILL WA	\$202.15	_____
07/19	07/18	0943	AMAZON MKTPLACE PMTS AMZN.COM/BILL WA	\$1,553.80	_____
07/20	07/18	0692	RODEO STEAKHOUSE TILLA TILLAMOOK OR	\$34.37	_____
07/20	07/19	0361	AMAZON MKTPLACE PMTS W WWW.AMAZON.CO WA	\$869.85	_____
			<b>Total for Account</b>	<b>8</b>	<b>\$3,517.90</b>

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Transactions		BOND, CATHY			Credit Limit	\$1500
Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation	
<b>Purchases and Other Debits</b>						
06/26	06/25	8930	FIELDPRINT INC 888-291-1369 PA	\$12.50	_____	
06/29	06/28	3456	FIELDPRINT INC 888-291-1369 PA	\$12.50	_____	
07/02	06/30	0672	BIMART 635 FOREST GROV FOREST GROVE OR	\$119.97	_____	
07/03	07/01	8859	FIELDPRINT INC 888-291-1369 PA	\$12.50	_____	
07/05	07/03	5806	HIPAA GROUP, INC. 888-494-6987 FL	\$75.00	_____	
07/05	07/04	4775	IRON MOUNTAIN 800-934-3453 MA	\$64.39	_____	
07/06	07/05	1330	ADOBE *ACROPRO SUBS 800-833-6687 CA	\$24.99	_____	
07/11	07/10	5729	FIELDPRINT INC 888-291-1369 PA	\$12.50	_____	
07/12	07/11	1992	FIELDPRINT INC 888-291-1369 PA	\$12.50	_____	
07/16	07/14	8006	BELNICK RETAIL, LLC 770-721-8200 GA	\$727.93	_____	
07/16	07/14	9027	FIELDPRINT INC 888-291-1369 PA	\$12.50	_____	
07/16	07/14	9019	FIELDPRINT INC 888-291-1369 PA	\$12.50	_____	
<b>Total for Account</b>				<b>2022</b>		<b>\$1,099.78</b>

Transactions		WELCH, TABATHA			Credit Limit	\$1500
Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation	
<b>Purchases and Other Debits</b>						
07/05	07/03	0220	SAFEWAY #2723 TILLAMOOK OR	\$23.98	_____	
07/12	07/12	1146	PARKSLEEPFLY.COM, INC. 800-727-5464 CA	\$33.35	_____	
07/20	07/19	7350	AATRIX SOFTWARE 701-746-6814 ND	\$229.00	_____	
<b>Total for Account</b>				<b>4146</b>		<b>\$286.33</b>

Transactions		OLSON, BRENT			Credit Limit	\$3000
Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation	
<b>Purchases and Other Debits</b>						
06/29	06/28	1439	FREIGHTLINER NORTHWEST 541-2252020 OR	\$40.41	_____	
06/29	06/28	1454	FREIGHTLINER NORTHWEST 541-2252020 OR	\$23.62	_____	
07/20	07/19	4123	SQ *RECESS FOOD TRU TILLAMOOK OR	\$25.30	_____	
<b>Total for Account</b>				<b>49</b>		<b>\$89.33</b>

Transactions		BILLING ACCOUNT ACTIVITY			Amount	Notation
Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation	
<b>Payments and Other Credits</b>						
07/18	07/18	8	PAYMENT THANK YOU	\$709.86	CR	_____

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**Transactions BILLING ACCOUNT ACTIVITY**

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
			<b>Total for Account 4798 5100 5350 7790</b>	<b>\$709.86CR</b>	

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

**Interest Charge Calculation**

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

\*\*APR for current and future transactions.

Balance Type	Balance By Type	Balance Subject to Interest Rate	Variable	Interest Charge	Annual Percentage Rate	Expires with Statement
**BALANCE TRANSFER	\$0.00	\$0.00	YES	\$0.00	13.99%	
**PURCHASES	\$4,993.34	\$0.00	YES	\$0.00	13.99%	
**ADVANCES	\$0.00	\$0.00	YES	\$0.00	25.74%	

**Contact Us**
 **Phone**

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

 **Questions**

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

**Mail payment coupon with a check**

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

**Online**
[myaccountaccess.com](http://myaccountaccess.com)
*End of Statement*

TILLAMOOK CNTY TRANS

## Get More out of your card

Sign up at "email.myaccountaccess.com" to get exclusive benefit information and special offers only available via email.

**Visit "email.myaccountaccess.com" to enroll.**

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

July 2018

RIDERSHIP BY SERVICE TYPE	JULY 2018	JULY 2017	YTD FY 18-19	YTD FY 17-18	YTD % Change
<b><u>Dial-A-Ride Service</u></b>					
Tillamook County	837	786	837	786	6.5%
NW Rides	629	663	629	663	-5.1%
Volunteer	50	195	50	195	-74.4%
<b>Dial-A-Ride Total</b>	<b>1,516</b>	<b>1,644</b>	<b>1,516</b>	<b>1,644</b>	<b>-7.8%</b>
<b><u>Deviated Fixed Route Service</u></b>					
Rt 1: Town Loop	3,718	3,998	3,718	3,998	-7.0%
Rt 2: Netarts/Oceanside	757	725	757	725	4.4%
Rt 3: Manzanita/Cannon Beach	3,712	3,404	3,712	3,404	9.0%
Rt 4: Lincoln City	1,326	1,070	1,326	1,070	23.9%
<b>Local Fixed Rt Total</b>	<b>9,513</b>	<b>9,197</b>	<b>9,513</b>	<b>9,197</b>	<b>3.4%</b>
<b><u>Inter City Service</u></b>					
Rt 5: Portland	1,068	1,022	1,068	1,022	4.5%
Rt 60X: Salem	1,103	513	1,103	513	115.0%
Rt 70X: Grand Ronde	580	0	580	0	#DIV/0!
<b>Inter City Total</b>	<b>2,751</b>	<b>1,535</b>	<b>2,751</b>	<b>1,535</b>	<b>79.2%</b>
<b><u>Other Services</u></b>					
Tripper Routes	109	121	109	121	-9.9%
Special Bus Operations	500	259	500	259	93.1%
<b>Other Services Total</b>	<b>609</b>	<b>380</b>	<b>609</b>	<b>380</b>	<b>60.3%</b>
<b>TOTAL ALL SERVICES</b>	<b>14,389</b>	<b>12,756</b>	<b>14,389</b>	<b>12,756</b>	<b>12.8%</b>

ONE-WAY TRIPS BY USER GROUP	Fixed		YTD	YTD	YTD %
USER GROUP	Route	DAR	FY 18-19	FY 17-18	Change
General (18 years to 60 years of age)	7,720	280	8,049	6,924	16.3%
Senior/Disabled	4,129	1,158	5,325	4,891	8.9%
Child/Youth (less than 18 years of age)	1,023	77	1,015	941	7.8%
<b>Total</b>	<b>12,873</b>	<b>1,516</b>	<b>14,389</b>	<b>12,756</b>	<b>12.8%</b>

OTHER RIDER CATEGORIES	Fixed		YTD	YTD	YTD %
	Route	DAR	FY 18-19	FY 17-18	Change
Ride Connection	80		80	96	-16.7%
Tillamook Bay Community College	63		63	51	23.5%
NWOTA Visitor Pass	298		298	126	136.5%
Northwest Rides		629	629	663	-5.1%
Helping Hands Shuttle		76	76	39	94.9%

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## MONTHLY PERFORMANCE

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

Jul-17	1.4	59.0%	63.84
Apr-18	1.3	57.0%	64.86
May-18	1.3	59.2%	62.29
Jun-18	1.3	59.4%	61.72
Jul-18	1.3	56.7%	65.79
<b>STANDARD</b>	<b>1.3</b>	<b>65.3%</b>	<b>56.36</b>

### Deviated Fixed Routes

Jul-17	7.0	12.1%	65.72
Apr-18	6.1	9.4%	71.90
May-18	6.1	9.7%	69.01
Jun-18	6.1	9.9%	67.72
Jul-18	6.4	11.6%	63.91
<b>STANDARD</b>	<b>7.0</b>	<b>12.4%</b>	<b>64.60</b>

### Intercity Services

Jul-17	3.1	34.2%	70.86
Apr-18	2.8	22.9%	81.47
May-18	2.8	23.6%	78.52
Jun-18	2.9	23.1%	77.39
Jul-18	3.7	26.4%	72.30
<b>STANDARD</b>	<b>2.9</b>	<b>31.5%</b>	<b>72.86</b>

### Other Services

Jul-17	3.4	1.7%	56.85
Apr-18	5.4	9.3%	60.36
May-18	5.6	9.7%	57.79
Jun-18	5.5	10.8%	57.01
Jul-18	5.9	1.5%	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

Year-to-Date Statistics and Performance

Actual FY 2018/2019

Route/Run	Thru July 2018										8/13/2018					
	YTD Fare Revenue (\$)	YTD Passngrs	YTD Service Hours	YTD Paid Hours	YTD Service Miles	Mileage Based Costs	Hourly Based Costs (\$)	Direct Cost (\$)	Indirect Costs (\$)	Total Costs (\$)	Hourly Rate (\$)	Passngrs per Hour	Farebox Ratio	Passngr/ \$ Subsidy	Average Fare (\$)	Revenue/ Service Hour (\$)
<u>Dial-A-Ride Service</u>																
Dial-A-Ride	2,307	837	288	349	5,017	1,892	10,865	777	3,956	17,490	60.67	2.9	13.2%	0.06	2.76	8.00
NW Rides	40,630	629	811	992	20,525	7,740	30,582	2,187	11,843	52,352	64.51	0.8	77.6%	0.05	64.59	50.07
Volunteer	62	50	53	58	787	297	2,126	2,848	708	5,979	113.53	0.9	1.0%	0.01	1.24	1.18
<b>Total DAR</b>	<b>42,999</b>	<b>1,516</b>	<b>1,152</b>	<b>1,399</b>	<b>26,329</b>	<b>9,929</b>	<b>43,574</b>	<b>5,812</b>	<b>16,507</b>	<b>75,821</b>	<b>65.79</b>	<b>1.3</b>	<b>56.7%</b>	<b>0.05</b>	<b>28.36</b>	<b>37.31</b>
<u>Deviated Route</u>																
01 Town Loop	2,847	3,718	380	432	5,184	1,955	14,325	1,024	5,058	22,362	58.83	9.8	12.7%	0.19	0.77	7.49
02 Netlants/Oceanside	871	757	200	269	4,410	1,663	7,541	539	2,848	12,591	62.92	3.8	6.9%	0.06	1.15	4.35
03 Manzanita	4,971	3,712	548	600	14,208	5,358	20,633	1,476	8,030	35,497	64.83	6.8	14.0%	0.12	1.34	9.08
04 Lincoln City	2,273	1,326	350	415	11,745	4,429	13,194	944	5,428	23,994	68.54	3.8	9.5%	0.06	1.71	6.49
<b>Total Deviated Route</b>	<b>10,962</b>	<b>9,513</b>	<b>1,478</b>	<b>1,716</b>	<b>35,547</b>	<b>13,405</b>	<b>55,693</b>	<b>3,983</b>	<b>21,364</b>	<b>94,444</b>	<b>63.91</b>	<b>6.4</b>	<b>11.6%</b>	<b>0.11</b>	<b>1.15</b>	<b>7.42</b>
<u>Intercity</u>																
05 Portland	10,277	1,068	294	321	9,420	3,552	11,871	792	4,509	20,725	70.49	3.6	49.6%	0.10	9.62	34.96
60X Salem	3,063	1,103	276	339	11,124	4,195	11,144	744	4,484	20,567	74.52	4.0	14.9%	0.06	2.78	11.10
70X Grand Ronde	833	580	172	216	5,989	2,259	6,953	464	2,693	12,368	71.82	3.4	6.7%	0.05	1.44	4.84
<b>Total Intercity</b>	<b>14,173</b>	<b>2,751</b>	<b>742</b>	<b>876</b>	<b>26,533</b>	<b>10,006</b>	<b>29,968</b>	<b>2,000</b>	<b>11,686</b>	<b>53,660</b>	<b>72.30</b>	<b>3.7</b>	<b>26.4%</b>	<b>0.07</b>	<b>5.15</b>	<b>19.10</b>
<u>Other Services</u>																
Trippers	92	109	8	17	72	27	313	22	105	467	56.27	13.1	19.7%	0.29	0.84	11.08
Special Bus Operation	0	500	95	115	1,125	424	3,595	257	1,249	5,526	57.92	5.2	0.0%	0.09	0.00	0.00
Total Other Services	92	609	104	132	1,196	451	3,908	279	1,354	5,993	57.79	5.9	1.5%	0.10	0.15	0.89
<b>Total TCTD Services</b>	<b>68,226</b>	<b>14,389</b>	<b>3,476</b>	<b>4,123</b>	<b>89,606</b>	<b>33,792</b>	<b>133,142</b>	<b>12,074</b>	<b>50,910</b>	<b>229,919</b>	<b>66.14</b>	<b>4.14</b>	<b>29.7%</b>	<b>0.09</b>	<b>4.74</b>	<b>19.63</b>

Total Mileage, Labor & Direct Cost 179,008 28.4%

Tillamook County Transportation District

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**FY17/18 to FY 18/19**

Route/Run	Thru July 2018			Thru July 2018			Thru July 2018			Thru July 2018			Thru July 2018			
	17/18	18/19	Amount Difference	Percent Difference	17/18	18/19	Amount Difference	Percent Difference	17/18	18/19	Amount Difference	Percent Difference	17/18	18/19	Amount Difference	Percent Difference
<b>Dial-A-Ride Service</b>																
Dial-A-Ride	7,211	2,307	-4,904	-68.0%	786	837	51	6.5%	422	288	-134	-31.7%	25,171	17,490	-7,681	-30.5%
NW Rides	34,505	40,630	6,125	17.8%	663	629	-34	-5.1%	654	811	157	24.1%	44,014	52,352	8,338	18.9%
Volunteer	3,470	62	-3,408	-98.2%	195	50	-145	-74.4%	124	53	-71	-57.4%	7,414	5,979	-1,435	-19.4%
<b>Total DAR</b>	<b>45,186</b>	<b>42,999</b>	<b>-2,187</b>	<b>-4.8%</b>	<b>1,644</b>	<b>1,516</b>	<b>-128</b>	<b>-7.8%</b>	<b>1,200</b>	<b>1,152</b>	<b>-47</b>	<b>-4.0%</b>	<b>76,599</b>	<b>75,821</b>	<b>-777</b>	<b>-1.0%</b>
<b>Deviated Route</b>																
01 Town Loop	2,801	2,847	46	1.6%	3,998	3,718	-280	-7.0%	383	360	-2	-0.6%	21,997	22,362	365	1.7%
02 Netants/Oceanside	750	871	121	16.1%	725	757	32	4.4%	167	200	33	19.5%	11,097	12,591	1,494	13.5%
03 Manzanita	4,577	4,971	394	8.6%	3,404	3,712	308	9.0%	429	548	119	27.6%	29,084	35,497	6,413	22.0%
04 Lincoln City	2,291	2,273	-18	-0.8%	1,070	1,326	256	23.9%	337	350	14	4.0%	24,273	23,994	-279	-1.1%
<b>Total Local Fixed Route</b>	<b>10,419</b>	<b>10,962</b>	<b>543</b>	<b>5.2%</b>	<b>9,197</b>	<b>9,513</b>	<b>316</b>	<b>3.4%</b>	<b>1,316</b>	<b>1,478</b>	<b>162</b>	<b>12.3%</b>	<b>86,451</b>	<b>94,444</b>	<b>7,993</b>	<b>9.2%</b>
<b>Intercity</b>																
05 Portland	10,965	10,277	-688	-6.3%	1,022	1,068	46	4.5%	308	294	-14	-4.4%	21,336	20,725	-611	-2.9%
60X Salem	1,107	3,063	1,956	176.7%	513	1,103	590	115.0%	190	276	86	45.3%	13,919	20,567	6,648	47.8%
70X Grand Ronde	0	833	833	#DIV/0!	0	580	580	#DIV/0!	0	172	172	#DIV/0!	-1	12,368	12,369	#####
<b>Total Intercity</b>	<b>12,072</b>	<b>14,173</b>	<b>2,101</b>	<b>17.4%</b>	<b>1,535</b>	<b>2,751</b>	<b>1,216</b>	<b>79.2%</b>	<b>498</b>	<b>742</b>	<b>245</b>	<b>49.2%</b>	<b>35,253</b>	<b>53,660</b>	<b>18,406</b>	<b>52.2%</b>
<b>Other Services</b>																
Trippers	111	92	-19	-17.1%	121	109	-12	-9.9%	15	8	-6	-43.2%	767	467	-300	-39.1%
Special Bus Operation	0	0	0	#DIV/0!	259	500	241	93.1%	99	95	-3	-3.3%	5,674	5,526	-148	-2.6%
Total Other Services	111	92	-19	-17.1%	380	609	229	60.3%	113	104	-10	-8.5%	6,441	5,993	-448	-7.0%
<b>Total TCTD Services</b>	<b>67,788</b>	<b>68,226</b>	<b>438</b>	<b>0.6%</b>	<b>12,756</b>	<b>14,389</b>	<b>1,633</b>	<b>12.8%</b>	<b>3,126</b>	<b>3,476</b>	<b>350</b>	<b>11.2%</b>	<b>204,745</b>	<b>229,919</b>	<b>25,174</b>	<b>12.3%</b>

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Tillamook County Transportation District  
FY17/18 to FY 18/19

Year to Date Performance Comparison

Route/Run	Thru July 2018 17/18			Thru July 2018 18/19			Thru July 2018 17/18			Thru July 2018 18/19		
	Hourly Rate	Hourly Rate	Amount Diff	Passngr /Hour	Passngr /Hour	Amount Diff	Farebox Ratio	Farebox Ratio	Amount Diff	Average Fare	Average Fare	Amount Diff
<u>Dial-A-Ride Service</u>												
Dial-A-Ride	59.60	60.67	1.06	1.9	2.9	1.0	28.6%	13.2%	-15.5%	9.17	2.76	-6.42
NW Rides	67.29	64.51	-2.77	1.0	0.8	-0.2	78.4%	77.6%	-0.8%	52.04	64.59	12.55
Volunteer	60.03	113.53	53.50	1.6	0.9	-0.6	46.8%	1.0%	-45.8%	17.79	1.24	-16.55
Total DAR	63.84	65.79	1.95	1.4	1.3	-0.1	59.0%	56.7%	-2.3%	27.49	28.36	0.88
<u>Deviated Route</u>												
01 Town Loop	57.51	58.83	1.32	10.5	9.8	-0.7	12.7%	12.7%	0.0%	0.70	0.77	0.07
02 Netarts/Oceanside	66.29	62.92	-3.37	4.3	3.8	-0.5	6.8%	6.9%	0.2%	1.03	1.15	0.12
03 Marzanita	67.79	64.83	-2.96	7.9	6.8	-1.2	15.7%	14.0%	-1.7%	1.34	1.34	-0.01
04 Lincoln City	72.11	68.54	-3.58	3.2	3.8	0.6	9.4%	9.5%	0.0%	2.14	1.71	-0.43
Total Deviated Route	65.72	63.91	-1.81	7.0	6.4	-0.6	12.1%	11.6%	-0.4%	1.13	1.15	0.02
<u>Intercity</u>												
05 Portland	69.38	70.49	1.11	3.3	3.6	0.3	51.4%	49.6%	-1.8%	10.73	9.62	-1.11
60X Salem	73.26	74.52	1.26	2.7	4.0	1.3	8.0%	14.9%	6.9%	2.16	2.78	0.62
70X Grand Ronde	#DIV/0!	71.82	#DIV/0!	3.4	#DIV/0!		0.0%	6.7%	6.7%	#DIV/0!	1.44	#DIV/0!
Total Intercity	70.86	72.30	1.44	3.1	3.7	0.6	34.2%	26.4%	-7.8%	7.86	5.15	-2.71
<u>Other Services</u>												
Trippers	52.55	56.27	3.72	8.3	13.1	4.8	14.5%	19.7%	5.2%	0.92	0.84	-0.07
Special Bus Operation	57.49	57.92	0.43	2.6	5.2	2.6	0.0%	0.0%	0.0%	0.00	0.00	0.00
Total Other Services	56.85	57.79	0.94	3.4	5.9	2.5	1.7%	1.5%	-0.2%	0.29	0.15	-0.14
Total Other Services	65.49	66.14	0.65	4.1	4.1	0.1	33.1%	29.7%	-3.4%	5.31	4.74	-0.57

Comparison FY17/18 to FY 18/19	YTD Through July 2018		
	17/18	18/19	Percent Difference
Mileage	75,747	89,606	13,859 18.3%
Mileage Based Costs	40,739	33,792	(6,947) -17.1%
Hourly Based Costs	120,277	133,142	12,865 10.7%
Direct Costs	43,729	50,910	7,181 16.4%
Overhead Costs			
Total Costs	204,745	217,844	13,100 6.4%

Special Bus Operation Calculation Cost		Hourly Rate Calculation:	
Cost per mile calculation:	Plus	Plus	Actual Hourly Rate
	45.8%	10%	\$ 32.29
Actual	Overhead	Profit	Plus Direct Costs
Minivan			5.3%
Small Bus			\$ 33.99
Coach			Plus Overhead
			Hourly Rate
			\$ 28.4%
			Hourly Rate
			\$ 43.66
			Plus Profit
			20.0%
			\$ 52.39

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# nwCONNECTOR

## Coordinating Committee Meeting

August 10, 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>✚ July, 2018 Meeting Minutes (<b>Attached</b>)</li> <li>✚ July 2018 Financial Report</li> <li>✚ Ridership Tracking (June 2018)</li> </ul>	Doug Pilant
10:15— 10:45	3. Open Trip Planner <ul style="list-style-type: none"> <li>✚ Discretionary STIF Application</li> <li>✚ Next Steps</li> </ul>	Thomas Craig All
10:45— 11:00	4. PSU Cascadia Connect Final Report	Jeff Hazen
11:00— 12:00p	5. NWOTA Standing Items <ul style="list-style-type: none"> <li>✚ IGA</li> <li>✚ NWConnector Newsletter, NW Oregon Events</li> <li>✚ Travel Oregon Small Grants Program (<b>Attached</b>)</li> <li>✚ Potential addition of Bike and Ride Information on Website</li> <li>✚ Signage Update</li> <li>✚ Management Plan Updates</li> </ul>	All Mary McArthur Mary McArthur Mary McArthur Doug Pilant Mary McArthur
12:00— 12:30p	6. Lunch	
1:00— 2:00p	7. Other Business and Member Updates	All

### Attachments:

July 13, 2018 Meeting Minutes  
 July Meeting Follow-Up To Do List Progress  
 Travel Oregon Small Grants Guidelines

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  
July 13, 2018  
Tillamook County Transportation District  
Tillamook, OR

1. Introductions: Doug Pilant, Coordinating Committee Chair, opened the meeting. Meeting attendees included:
  - Cynda Bruce—Lincoln County Transportation
  - Lee Lazaro—Benton County Transit
  - Paul Lewicki—Sunset Empire Transit District
  - Doug Pilant—Tillamook County Transportation
  - Arla Miller, Ken Shonkwiler—ODOTExcused: Mark Bernard, Todd Wood
2. Consent Calendar: Unanimously approved. (JH/LL)
  - ✦ June 8, 2018 Meeting Minutes—No corrections.
  - ✦ June 2018 Financial Report—Doug reviewed. No new revenues or expenses occurred over the past month.
  - ✦ Ridership Tracking—Mary will send out once Columbia County sends in their numbers.
3. NWOTA Standing Items
  - ✦ July OTC Meeting—Jeff is going to talk about NWOTA, the Pedestrian Access Study and the Oregon Public Transit Plan.
  - ✦ IGA—Lincoln County passed the IGA. Both Doug and Lee will get it before their Boards next month. Jeff is waiting until Columbia County passes the IGA.
  - ✦ NW Connector Newsletter, NW Oregon Events—The website has been updated including a calendar. Mary will put together a plan to start utilizing, eg, connecting with the posted events and seeing if there are opportunities to be included in their advertising. Also, following up with individuals signing up for NW Connector updates and news. Mary will also add Oswald State Park, Short Sands, Falcon Head, Astoria Sunday Market, and the August Corvallis Open Streets Festival if it hasn't already been posted. Mary is also the point person for the featured events on the website. The updated website needs to be included in the driver and dispatcher training. Featured events will make good for Boomer articles. (Look at a story in the media about the Pacific City shuttle, how the signage works, is connected, the brochure, and the timing of the schedule, and up and back bus schedule so the shuttle is more visible. Built in 15 minute recovery time at the end of the route, park and ride stops identified.
  - ✦ 800 Number—Printed ads will include Tillamook Transit's 800 number.
  - ✦ North Coast Tourism Studio Workshop—Tillamook and Clatsop transit are involved, and working to include transit into tourism travel planning and development.
  - ✦ Potential Addition of Bike and Ride Information on Website—Doug noted that they not only need instructions for bicyclists attaching their bikes, but ensuring drivers go through their prechecks to ensure the bike arm is working properly and bicyclists are asked regarding whether the bike is secure. Adding the information to the website would be helpful, and add a story to the website as well. Mary will contact Sports Works on instructions. Jeff will send Mary SETD's bicycle information for drafting a NWOTA policy. August agenda
  - ✦ PSU Cascadia Connect Final Report—Not out yet, August agenda
  - ✦ Signage—Partners agreed to have route colors on the signs match the route colors on the website. Website address on the map to be nwconnector.org, and Tillamook's 800 number will

be added to the signs. Also a couple of new transit stops will be added. Doug also handed out four versions of revised logo signage. Partners agreed to use the signage that includes a bus and to have the outline color match the pole color. Doug will send out 3 more versions: green bus/green outline, a blue outline/blue bus, and one sign that is not outlined for partner decision-making.

#### 4. Pedestrian Access Study

Ken reported. First time that ODOT highway is partnering with the transit agencies on pedestrian access and safety. Will be a model for doing similar collaborations throughout the rest of the State. Update on ODOT's design work: Survey crew changed names, but are continuing their work. The consultant has provided input into the design, once the LIDAR data comes in. Still being worked on are the Knappa and Neskowin stops. Difficult to get a safe crossing at Neotsu just outside of Lincoln City. Very short sight distance in both directions. ODOT will be meeting with Cynda next week. Being also working on environmental review all the stops. Still on schedule. Ken encouraged partners to watch for development funding opportunities to build bus stops and/or fund the stops identified in the study through private partners. Residential development in Clatsop County requires conversations with Sunset Empire Transit which can lead to including a transit stop. TSPs and Comp Plans can include transit stop language. Jeff will send the partners the transit language that SETD has drafted. Ken suggested looking at some common language that could be included in all the TSPs, and would be available later this Fall to work on. Mary will add to the Management Plan and NWOTA's Work Plan. The Salmonberry Trail project included similar language in their planning study.

#### 5. Highway 101 Bicycle Study

Ken reported. Still in the beginning stage, but looking at safety, convenience (bike parking and other amenities). Working on background data and analysis, such as ODOT Hwy 101 shoulder data for future STIP projects. Looking at 4 foot wide shoulders, and add build out as a construction requirement. Will be looking at the potential for transit for the more dangerous sections. Doug mentioned that his buses are getting flagged down by bikers to ride the bus over Cascade Head. Currently, there is no safe stop for the buses to pull over on either side. Ken said they will look at safe locations for pick-up, for example in Neskowin. Lee mentioned that there are a lot of bicyclists that want to go over to the Coast from the valley, it's a growing market. Looking at adding front and back racks for bikes, and/or trailers to transport larger groups of bicyclists. Salem and Newberg both have organized groups of bicyclists that bicycle to Pacific City and ride the bus back. Ken noted that they have addressed some of that in their public involvement on the Oregon Coast route. Priority is to address the safety issue of bicyclists and vehicles on Hwy 101. Salmonberry Trail has a stretch of approximately 25–30 miles, and would cost millions to build out, for approximately 15,000 riders using the highway at this time.

#### 6. Member Updates

- ✦ The NW Connector bus stop prominently stands out at the new Tillamook Creamery Visitor Center. Tillamook Transit is providing shuttle service for the large numbers of visitors that new facility is attracting.
- ✦ Sunset Empire Transit—Jeff showed a video of a recent assault on one of their bus drivers. Got 2 new buses in, with one in service already. Liquid springs are much more comfortable. Add about \$9,000 per bus, looking at adding to all their buses. Changed to a flat fare bus system, \$1 per ride. Now only have 3 passes, and reduced the fare on them, added low-income pricing as well. Jeff will report back on how well it works, expecting an initial reduction in revenue, but expect increased ridership will offset the revenue decrease. Pacific Connector route is up 40% because now connecting to Tillamook's increased number of trips to Cannon Beach.
- ✦ Lincoln County—Working on funding application to get 3 buses replaced and on STIF planning.



- ✦ Rail and Transit—Having a state audit which will involve reviews of Tillamook and Lincoln County transit.
- ✦ Benton County—Done 9 presentations on the new STIF program. Finalizing their STIF Committee, adopted the Bylaws, County has hired a new financial analyst who will provide grant and STIF accounting services for Lee's group. Making some adjustments to the Coast to Valley Connector which will accommodate the Hut shuttle to the airport.
- ✦ ODOT—Working with Columbia and Yamhill counties, getting current on STIF.
- ✦ Transit—Tillamook County Family Counseling Center moving into the building. Also going to add a call center. Getting ready for the state audit. Completed an analysis of Route 3, while the overall ridership has been flat for the last year, the number of riders going to Cannon Beach has gone up almost 40%. Reduced trip bus pass up 70%, but general bus pass usage is down 40%.

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

DRAFT

**Tillamook County Transportation District**  
**Financial Statement - Unposted Transactions Included In Report**  
**From 7/1/2018 Through 7/31/2018**

	Current Period Actual	Current Period Budget	Current Year Actual	Total Budget	Total Budget Variance	.08%
<b>Resources</b>						
Working Capital	3500	87,000.00	0.00	87,000.00	(87,000.00)	0.00%
NWOTA Partner Cont. Match	4225	4,000.00	0.00	48,000.00	(48,000.00)	0.00%
Transfer From General Fund	4911	12,000.00	0.00	12,000.00	(12,000.00)	0.00%
<b>Total Resources</b>		<u>103,000.00</u>	<u>0.00</u>	<u>147,000.00</u>	<u>(147,000.00)</u>	<u>0.00%</u>
<b>Expenses</b>						
<b>Materials and Services</b>						
Professional Services	5100	437.50	0.00	5,250.00	5,250.00	0.00%
Administrative Support	5101	2,083.33	0.00	25,000.00	25,000.00	0.00%
Website Maintenance	5102	416.67	0.00	5,000.00	5,000.00	0.00%
Marketing	5190	2,500.00	950.00	30,000.00	29,050.00	3.16%
Travel & Training	5220	416.67	0.00	5,000.00	5,000.00	0.00%
<b>Total Materials and Services</b>		<u>5,854.17</u>	<u>950.00</u>	<u>70,250.00</u>	<u>69,300.00</u>	<u>1.35%</u>
<b>Transfers</b>						
Transfer to General Fund	9130	3,000.00	0.00	3,000.00	3,000.00	0.00%
Reserve for Future Expenditure	9175	68,750.00	0.00	68,750.00	68,750.00	0.00%
<b>Total Transfers</b>		<u>71,750.00</u>	<u>0.00</u>	<u>71,750.00</u>	<u>71,750.00</u>	<u>0.00%</u>
<b>Capital Outlay</b>						
<b>Capital Purchases</b>						
Bus Stop Signage/Shelters	6040	5,000.00	0.00	5,000.00	5,000.00	0.00%
<b>Total Capital Purchases</b>		<u>5,000.00</u>	<u>0.00</u>	<u>5,000.00</u>	<u>5,000.00</u>	<u>0.00%</u>
<b>Total Capital Outlay</b>		<u>5,000.00</u>	<u>0.00</u>	<u>5,000.00</u>	<u>5,000.00</u>	<u>0.00%</u>
<b>Total Expenses</b>		<u>82,604.17</u>	<u>950.00</u>	<u>147,000.00</u>	<u>146,050.00</u>	<u>0.65%</u>

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**NWOTA Action Items**

August 3, 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>▪ Fixed TCTD Signing page to read Board Chair, edited words on pg 7 to read, “Signature Pages Follow”</li> </ul>	<p>All Partners</p> <p><b>(Attached file, v-7)</b></p> <p>(v-8)</p>	<p>4/16 Email out 5/1 Emailed out</p> <p>Lincoln Co (√) Tillamook (July) Benton (July)</p>
<input type="checkbox"/>	<p><u>Website Events/Trip Planner/Newsletter</u></p> <p>Review events list for completeness</p> <p>Develop plan for connecting NW Connector to events advertising/Travel Oregon application?</p> <p>Open Trip Planner/STIP application</p>	<p>Mary Mc</p> <p>Mary Mc</p> <p>Trillium</p>	
<input type="checkbox"/>	<p><u>Bike and Ride Info on Website</u></p> <p>Add instructions</p>	<p>Mary Mc/Jeff Hazen</p>	
<input type="checkbox"/>	<p><u>Boomer NW Connector Stories</u>—Explore getting stories included about NWConnector riders in publications</p>	<p><b>Needed—Stories to put into Boomer publication</b></p>	<p><b>All partners</b></p>
<input type="checkbox"/>	<p><u>Management Plan</u></p> <p>Add Bike Amenities and Technology Enhancements to Management Plan</p> <p>Add to Goal 5 Enhance Community Livability—Addressing low income and marginalized populations</p> <p>Mobile app for NW Connector</p> <p>Transit language for Comp Plans and TSPs</p>	<p>Mary Mc</p> <p>Mary Mc</p> <p>Mary Mc</p> <p>Jeff H</p>	

	Action Items	Assignments	Progress
<input type="checkbox"/>	<u>NW Connector Ridership</u> May Ridership Update performance methodology assumptions Add combined Grand Ronde routes to methodology assumptions	All partners All partners Doug	Partners review, update (Partially done)
<input type="checkbox"/>	<u>Bike Portland Website/Advertising</u> Potentially free pass for a bicyclist to ride and write up her/his story. List of ideas for boost notices	Mary Mc	Advertising set for July—September Sent in list of ideas
<input type="checkbox"/>	Signage—Update	Doug	August Meeting agenda
<input type="checkbox"/>	PSU Cascadia Connect Final Report	Jeff H	August Meeting agenda



**TRAVEL OREGON COMPETITIVE SMALL GRANTS  
2018 – 2019 GUIDELINES**



# I. PROGRAM INTENT

## TRAVEL OREGON'S MISSION AND GRANTS PROGRAM KEY INITIATIVES

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The mission of Travel Oregon is: "A better life for Oregonians through strong, sustainable local economies." Travel Oregon has established a program to make grant awards "to eligible applicants for projects that contribute to the development and improvement of communities throughout the state by means of the enhancement, expansion and promotion of the visitor industry."

Small Grant Program applicants may apply for grants of up to \$20,000 per project and may apply for no more than two projects in the current application period. Each project requires its own application. Applicants must demonstrate at least a 10 percent cash match. Projects must be completed within a 12-month timeframe.

### PROGRAM KEY INITIATIVES

*Applicants will need to identify in your application which of the following key initiatives your project aligns with (Projects that do not align with at least one of the initiatives below will be ineligible for funding)*

1. Maximize the economic return on public and private investments in Oregon
2. Drive year-round destination-oriented travel from Oregon's key domestic and international markets<sup>1</sup> by aligning and optimizing local opportunities
3. Develop destination-based products that are in concert with Oregon's natural environment, support the stewardship of the state's resources and its rich history
4. Provide strategic industry professional development and training opportunities

## INVOLVING YOUR REGIONAL DESTINATION MANAGEMENT ORGANIZATION (RDMO)

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Travel Oregon has identified seven (7) regions within the state through the Regional Cooperative Tourism Program.<sup>2</sup>

In order to receive access to the online grant application, applicants must submit a [project idea form](#) that will be sent directly to their Regional Destination Management Organization (RDMO)<sup>3</sup>. Once the form is submitted, applicants will be provided with a confirmation email which will include a link and access code to the grant application.

Applicants who fail to submit the project idea form to their RDMO, or whose application varies substantially from the project idea form will be ineligible to receive funding.

Applicants are encouraged to discuss their project idea with their RDMO prior to completing the grant application. RDMOs will not write letters of support for applicants, but RDMOs may provide feedback to Travel Oregon for the grant review committee after reviewing the project idea form.

Applicants are strongly encouraged to reach out to their local Destination Management Organization (DMO)<sup>4</sup> about the grant project idea and request letters of support to enhance their overall application. **For-profit entities are required to show support for their project idea with a letter from their local DMO or RDMO.**

<sup>1</sup> Read more about Travel Oregon's domestic and international target markets, <http://industry.traveloregon.com/industry-resources/oregons-target-markets/>

<sup>2</sup> Read more about the Regional Cooperative Tourism Program, including the marketing plans for each region, [Industry.TravelOregon.com/RCTP](http://Industry.TravelOregon.com/RCTP)

<sup>3</sup> For more information about RDMOs, visit [Industry.TravelOregon.com/RDMO](http://Industry.TravelOregon.com/RDMO)

<sup>4</sup> For more information about DMOs, visit [industry.traveloregon.com/industry-resources/destination-marketing-resources/destination-marketing-organizations/](http://industry.traveloregon.com/industry-resources/destination-marketing-resources/destination-marketing-organizations/)

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## II. ELIGIBILITY

### ENTITY ELIGIBILITY

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Eligible applicants include those listed below that are *doing business* in Oregon and can demonstrate direct work in support of improving the economic impacts of Oregon's travel and tourism industry:

- Local government
- Port districts
- Federally recognized Tribes
- Non-profit entities registered with the Oregon Secretary of State's Office
- For-profit entities may apply for sales type grants only. Eligibility will be based on evidence of local destination marketing organization or regional destination management organization support. *\*Letters of support will meet this requirement.*

### ENTITY INELIGIBILITY

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Ineligible applicants include those listed below:

- Entities that have a bankruptcy or other financial corruption within the past five years
- Entities that fail to fulfill past grant award requirements within past three years (includes: project completion, submission of required grant reporting, proper use of grant funds)
- For-profit entities requesting a sales type grant without written letter(s) of support from local destination marketing organization or regional destination management organization
- Entities that fail to submit the project idea form to their RDMO or whose application varies substantially from the project idea form

### PROJECT ELIGIBILITY

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*Eligible projects or initiatives must be new<sup>5</sup> and must provide for the improvement or expansion of the tourism economy in Oregon.*

Project should create an enhancement to the visitor experience in Oregon and is intended to increase the likelihood of visitation from 50 miles outside the local area. Though it is not a requirement, ideally, the project will lead to an increase of overnight stays in local lodging facilities. Partnerships with tourism entities and businesses, economic development and/or government entities are looked upon favorably and strengthen an application.

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<sup>5</sup> Initiatives or components that have never been undertaken and will provide significant enhancements or improvements to Oregon's travel and tourism industry.

Preference will be given to projects that enhance the community or region.

**All projects must fall within one of these three project types:**

#### DEVELOPMENT

- Community-based trainings
- Strategic planning
- Feasibility studies – Research studies
- Visitor access improvement
- Mapping
- Wayfinding signage design or construction
- Technical assistance, including: Grant writers and consulting services
- Professional development
- Conference or training registration
- Visitor amenities or infrastructure development<sup>6</sup>

#### MARKETING

- Content development
- Print collateral
- Broadcast media
- Website optimization
- Branding development
- Visitor/Consumer outreach

#### SALES

NOTE: If you are new to international marketing or have never worked with global or domestic packaged travel tour operators, it is recommended that you connect with your RDMO or Travel Oregon before applying for Sales type grants. FOR-PROFIT entities are ONLY eligible to apply for a project that is suggested below:

- Event and tradeshow participation
- Tradeshow related production or shipping
- Event hosting or sponsorship fees
- Event bid fees
- Familiarization tour support
- Tour operator support
- International visitor trainings<sup>7</sup>
- Receptive-trade related trainings<sup>8</sup>

#### INELIGIBLE PROJECTS AND ACTIVITIES

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The following activities are **not** eligible for grants:

- Activities that are not new efforts, initiatives or offerings
- Mobile app development
- Costs of staff or consultant salaries, mileage or associated fees that are *already* budgeted to execute a particular area of work within an entity.
- Projects that emphasize private profitability and/or investments that could be considered a regular cost of doing business
- Deferred, regular or ongoing maintenance and upkeep
- Cannabis or tobacco tourism-related projects

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<sup>6</sup> Applications for construction projects must include plan drawings and approval from permitting authorities if required locally.

<sup>7</sup> International visitor trainings are encouraged for any applicant but especially those who are new to the international market and considering a sales type project.

<sup>8</sup> Receptive-trade related trainings are encouraged for any applicant but especially those who are new to the international market and considering a sales type project.

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### III. DEVELOPING A STRONG APPLICATION

#### PREFERENCE

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Applications should be clearly written and present a strong case for support. Preferences identified that will enhance a grant application's competitiveness include:

- Project goals that align with regional and/or local objectives
- Projects that address a need in the tourism industry and shows potential to generate significant regional and/or local impact
- Community support is evident both through local cash or in-kind match contributors and support letters
- Good planning is evident in the project timeline, budget and sustainability
- Plans for evaluating impact are clear, appropriate and achievable

#### PROJECT BUDGET

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The grant project budget must be submitted using the Excel template provided by Travel Oregon<sup>9</sup>. Grant recipients are required to keep the project budget updated throughout the lifetime of the grant, unless the project is for professional development training (see Section V. for more information on reporting requirements). A final budget, including documentation for expenses incurred, will be required in the Grant Accomplishment Report.

#### MATCHING FUNDS

Grant applicants must provide a minimum of 10 percent cash match of the total amount awarded.

Travel Oregon funds may not be used as matching funds for any grant application submitted by the recipient of those Travel Oregon funds.

#### SIGNAGE

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Grant projects that involve permanent, installed signage require approval letters from each organization or entity involved in permitting or approving signage installation. Evidence of approval must be on official letterhead and be included with any other support letters when submitting the application.

*Applications will not be considered unless evidence of approval have been submitted.*

#### PERMITTING

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Grant projects that involve permits of any kind, require approval letters from state and/or local permitting authorities. Evidence of approval must be on official letterhead and be included with any other support letters when submitting the application.

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<sup>9</sup> [Download the Grants Project Budget](#)

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## HISTORICAL STRUCTURES

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Local, state and federal compliance approval processes need to be followed. Additional documentation may be required depending on the scope of the project. Project or structure must demonstrate being a cultural, historical tourism asset in the community. If applicable, include evidence that the historic structure is part of a certified local government community, designated Main Street area, or local or National Register historic district or place.

## IV. REVIEW OF APPLICATIONS; DECISION TO AWARD

The application process will open for a 30-day window from July 30, 2018 until August 29, 2018 at 5 p.m. No applications or materials will be accepted after the 5 p.m. deadline. Applications will be reviewed and decisions to award will be made based on the following:

- Degree to which grant project aligns with and furthers the identified key initiatives (as defined in Section I. of these guidelines)
- Includes intended outcomes and return on investment for positive economic impact on the community and/or region as a direct result of the project
- Demonstrates clear viability, integrity and long-term sustainability of the project
- Demonstrates that applicant and project meet the eligibility requirements of Section II, and that the application is complete and contains all information required by these grant guidelines
- Supports application enhancements as identified in the Preference section of these guidelines

*Travel Oregon reserves the right to award grants in amounts totaling less than all funds that are available under the Competitive Small Grants Program, to award a different amount than is provided in a grant application, to make changes to the Grant Guidelines or to cancel the Competitive Small Grants Program in its entirety.*

## V. GRANT CONTRACTS

Applicants who are awarded a grant will enter into a contract with Travel Oregon, which includes agreements to comply with all guideline requirements and to complete project as approved.

## BUDGET MONITORING; TIMELINES

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Projects will be monitored by Travel Oregon. Grant recipients shall maintain accurate records and will use provided report templates for submission of all required information. Grant recipient will be required to keep an ongoing, updated timeline and budget throughout the lifetime of the grant. Travel Oregon may request copies of the working budget throughout the lifetime of the grant. Travel Oregon will provide access to all reports and additional forms required.

NOTE: Grants for professional development (conference or training participation) do not need to maintain an ongoing budget and timeline. However, grant recipient will be required to submit an initial budget and timeline stating anticipated travel costs (on a [per diem schedule](#)) and registration costs. Detailed information on required reporting can be found in the Grant Reports section of these guidelines.

## TRAVEL OREGON RECOGNITION

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In many areas of Oregon, a regional style guide has been developed for use by tourism businesses and destination marketers. Grant recipients are encouraged to adopt these guidelines in order to better align with the other communication efforts. Travel Oregon may be available to consult on specific design needs.

Grant recipient shall visibly display on all finished grant projects (publications, websites and other significantly visible project activities) Travel Oregon's logo along with the acknowledgement: *"This project has been funded in part by a grant from Travel Oregon."* Travel Oregon will work with grant recipient to ensure proper usage and placement of the Travel Oregon logo.

### **Sales Project Types**

Not all sales project types will be able to display Travel Oregon recognition. For trade-show shipping or participation costs, host bids or tour operator support, Travel Oregon recognition is not required. For projects that are events, trade-show related production, receptive tour operator trainings, or similar, Travel Oregon recognition must be displayed on published collateral, if applicable.

### **Development Project Types**

Not all development project types will be able to display Travel Oregon recognition. For projects such as feasibility studies, research or strategic plans, Travel Oregon recognition must be displayed on a final published report, if applicable. Do not place Travel Oregon recognition on wayfinding signage, unless authorized by Travel Oregon to do so. Grant recipient must submit signage designs to Travel Oregon for review prior to production and placement. For professional development, technical assistance, or conference participation, Travel Oregon recognition is not required.

## PROJECT DESIGN

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Grant recipient shall allow at least two weeks for Travel Oregon to review the project design and provide feedback (timing will depend on the complexity of the project). Grant recipient must cease further grant project design work until feedback from Travel Oregon has been delivered. While grant recipient is not required to make all recommended changes Travel Oregon may provide, grant recipient must adhere to all grant program requirements. Required recognition will be included in grant recipient's contract or determined while working with grant recipient.

### **Marketing Project Types**

All marketing project types must submit project design to Travel Oregon for review prior to finalizing a published piece.

## GRANT REPORTS

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All required reports will be submitted through Travel Oregon's online grant management system.

### **Mid-Project Report**

Mid-Project Report is only required for projects over \$10,000 in grant awards. Mid-project report and an updated project budget must be submitted to Travel Oregon six months after award notification or at project mid-point, whichever is sooner.

NOTE: All Development Type Grants that involve construction of any kind are required to complete a Mid-Project Report.

## Grant Accomplishment Report and Final Budget

Project must be completed and Grant Accomplishment Report submitted to Travel Oregon within 13 months of grant project notification date. The final budget along with copies of detailed project expenses must be uploaded as part of the report. No further reimbursement will be provided after submission of this report.

NOTE: Development Type Grants for conference or training attendance do not require a Grant Accomplishment Report or final budget. However, recipient must submit a post-conference testimonial on the value of attending the conference or training.

NOTE: Sales Type Grants for tradeshow attendance do not require a Grant Accomplishment Report or final budget. However, recipient must submit a post-tradeshow report that includes the ROI and outcomes which may include leads generated, or other results as appropriate.

## GRANT FUNDS DISBURSEMENT

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Any grant funds not used as approved shall be returned to Travel Oregon pursuant to the grant contract. Projects must be completed within the approved grant timeline. Following approval and execution of contract, an initial disbursement of up to \$10,000 will be sent to recipient. Recipients are eligible to receive up to 90% of the remaining awarded funds through a reimbursement system, upon invoice and with documentation of expenses. These funds may only be used for costs related to the project and clearly identified in the grant budget. Final disbursement of funds will be sent once the project is complete and the Grant Accomplishment Report and final budget have been submitted, reviewed and approved by Travel Oregon.

You may submit reports earlier than required dates if your project timeline allows. Failure to submit reports by their deadline may result in ineligibility for any future grant programs offered by Travel Oregon.

NOTE: Travel Oregon will not reimburse a grant recipient for any costs associated with a grant project that are incurred before a grant contract has been signed.

## VI. QUESTIONS

View the [Frequently Asked Questions \(FAQ\) page](#) for commonly asked questions. [Submit](#) additional questions online. Please allow seven business days for Travel Oregon to respond.

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## GRANT TIMELINE

Below is the timeline for the 2018-2019 Travel Oregon Competitive Small Grants:

July 30, 2018 – **Online Application Opens**

August 29, 2018 (5 p.m.) – **Online Application Closes**

October 17, 2018 – **Competitive Small Grant Application Status Notification (work can officially begin)**

October 26, 2018 (5 p.m.) – **Competitive Small Grant Signed Contract Due to Travel Oregon**

November 15, 2019 (5 p.m.) – **Competitive Small Grant Accomplishment Report Due  
(Project must be complete by this date)**

## GRANT APPLICATION CHECK LIST

Access the 2018-2019 Travel Oregon Competitive Small Grants Program Application ONLINE.

- View the [application questions](#) before you begin
- Refer to the [Frequently Asked Questions \(FAQ\) page](#) for troubleshooting

In order to access the online application form, all applicants must submit a [project idea form](#) that will be sent directly to their RDMO. Once the form is submitted, a confirmation email will be sent which will provide a link and access code to the grant application.

Before beginning the online application, we encourage applicants to gather all information and/or documents required to submit the application:

- ✓ Proof of Federal Tax ID (IRS tax exempt determination letter or governmental information letter). Look at the FAQ page for further questions or clarification on what is needed.
- ✓ Entity's Federal W-9 Form
- ✓ Project Budget ([must use the required form](#))
- ✓ Project Timeline ([sample](#))
- ✓ Project Support Letters (Recommended, not required except for For-Profit entity Sales Type grants)
- ✓ **Signage Project:** Evidence of approval from all parties involved
- ✓ **Distribution Plan:** If producing collateral you must describe your distribution plan and associated budget costs
- ✓ **Construction Permitting:** If your project involves construction you must include plan drawings and approval from permitting authorities if required locally



# OREGON'S SEVEN REGIONAL DESTINATION MANAGEMENT ORGANIZATIONS

## RDMO: REGIONAL DESTINATION MANAGEMENT ORGANIZATION

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The Oregon Tourism Commission has identified seven (7) regions within the state. Each region has identified one Destination Management Organization (DMO) to act as its Regional Destination Management Organization (RDMO). RDMO contact information is listed below.

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### CENTRAL OREGON

Central Oregon Visitors Association  
visitcentraloregon.com | 800.800.8334

Kristine McConnell,

[kristine@visitcentraloregon.com](mailto:kristine@visitcentraloregon.com)

*\*Counties: Jefferson, Deschutes, Crook, portions of Wasco*



### MT HOOD

### COLUMBIA RIVER GORGE

Mt. Hood Territory

mthoodterritory.com | 503.655.8458

Lizzie Keenan, [lizzie@hood-gorge.com](mailto:lizzie@hood-gorge.com) or

Jeannine Breshears, [jeannine@mthoodterritory.com](mailto:jeannine@mthoodterritory.com)

*\*Counties: Hood River, portions of Multnomah and Clackamas*



### EASTERN OREGON

Eastern Oregon Visitors Association  
visiteasteroregon.com | 541.856.3356

Alice Trindle, [eova@eoni.com](mailto:eova@eoni.com)

*\*Counties: Sherman, Gilliam, Wheeler, Morrow, Union, Umatilla, Wallowa, Grant, Baker, Harney, Malheur*



### OREGON COAST

Oregon Coast Visitors Association

visittheoregoncoast.com | 541.574.2679

Marcus Hinz, [director@thepeoplescoast.com](mailto:director@thepeoplescoast.com)

*\*Counties: Clatsop, Tillamook, Lincoln, Coos, Curry, portions of Lane and Douglas*



### GREATER PORTLAND

Travel Portland

travelportland.com | 503.275.9778

Amanda Lowthian, [amanda@travelportland.com](mailto:amanda@travelportland.com)

*\*Counties: Washington, Columbia, portions of Multnomah and Clackamas*



### SOUTHERN OREGON

Travel Southern Oregon

southernoregon.org | 541.287.3047

Brad Niva, [brad@southernoregon.org](mailto:brad@southernoregon.org)

*\*Counties: Klamath, Lake, Jackson, Josephine, portions of Douglas*

### ACCESS AND DOWNLOAD REGIONAL TOURISM PLANS

<http://industry.traveloregon.com/industry-resources/regional-cooperative-marketing-plan/regional-cooperative-tourism-program/>



### WILLAMETTE VALLEY

Willamette Valley Visitors Association

Oregonwinecountry.org | 503.881.4442

Tori Middelstadt, [tori@oregonwinecountry.org](mailto:tori@oregonwinecountry.org)

*\*Counties: Yamhill, Polk, Benton, Marion, Linn, portions of Lane and Clackamas*

## MEMORANDUM

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Date: August 16, 2018

Project #: 21241

To: Kim Rogers  
Confederated Tribes of Grand Ronde  
9615 Grand Ronde Road  
Grand Ronde, OR 97347

From: Susan Wright, PE, PMP, Kelly Blume, PE, and Bryan Graveline

Project: Confederated Tribes of Grand Ronde Transit Plan

Subject: Technical Memorandum #4 – Recommendations and Implementation Plan

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## INTRODUCTION

This technical memorandum presents improvement alternatives developed from the needs identified in Technical Memorandum #3 and consistent with the vision and goals expressed in Technical Memorandum #2. This memorandum includes descriptions of the proposed alternatives, planning-level capital and operating cost estimates for each alternative, prioritization of the alternatives, and alternative-specific implementation plans.

## POTENTIAL IMPROVEMENTS

The following describes potential transit service enhancements and actions to address needs identified in Technical Memorandum #3. The assumptions for each alternative provide the basis for the costs identified in Table 1; however, each of the alternatives could be implemented with different assumptions related to days, hours, and frequency of service, which would impact the cost estimate.

**1. Local Circulator Throughout Grand Ronde:** This circulator (which could be a fixed-route service or a flex-route service) is assumed to operate throughout the Grand Ronde area. It would run with one bus at approximately 45-minute headways with approximately 7 stops, including stops at Grand Ronde Community Center, the residential areas east and north of the Grand Ronde Community Center, the Grand Meadows residential area, Chachalu Museum, Wandering Spirit RV Park, and Spirit Mountain Casino. The circulator is assumed to run from 7 a.m. to 7 p.m., 365 days per year for cost estimating purposes.

**2. New Fixed-Route Service Between Grand Ronde, Dallas, and Monmouth/Independence:** There are two options for the endpoints of this service:

- a. Fixed-route service is assumed to operate between Grand Ronde, Dallas, Monmouth, and Independence with stops at the Grand Ronde Community Center, Spirit Mountain Casino, Walmart, Salem Health West Valley Hospital, Western Oregon University, and downtown Independence. It could run with one bus at approximately 2.5-hour headways from 7 a.m. to 7 p.m. on weekday non-holidays (four round trips per day). Intersection improvements at the intersections of OR 22/NE Kings Valley Highway and OR 22/Perrydale Road may be needed to allow buses to make northbound left-turn movements more safely.
- b. Fixed-route service is assumed to operate between Grand Ronde and Dallas. The connection to Monmouth/Independence is assumed to be served by demand-responsive service operated by Cherriots. The fixed-route service stops at the Grand Ronde Community Center, Spirit Mountain Casino, Walmart, and Salem Health West Valley Hospital. It could run with one bus at approximately 1.5-hour headways from 7 a.m. to 7 p.m. on weekday non-holidays (eight round trips per day). Fewer trips per day could be provided at a lower cost or an additional service area could be added to complete the driver/vehicle schedule. Intersection improvements at the intersections of OR 22/NE Kings Valley Highway and OR 22/Perrydale Road may be needed to allow buses to make northbound left-turn movements more safely.

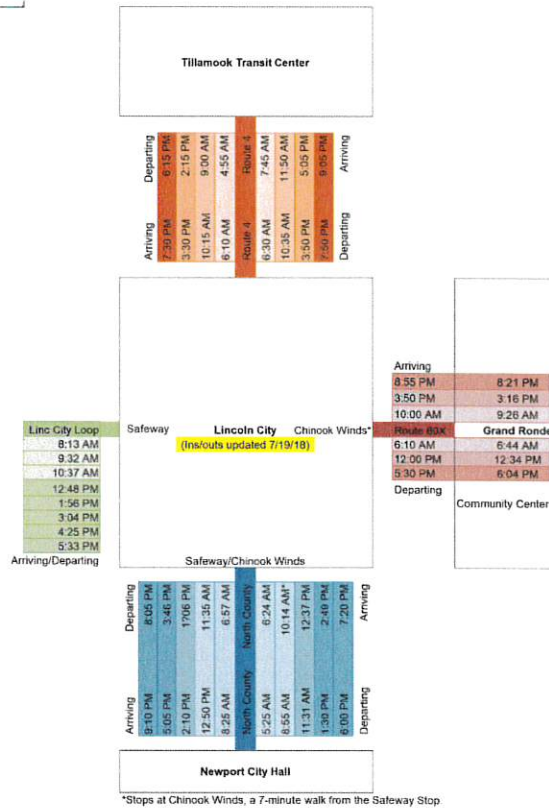
**3. Include Dallas as a Stop on Existing Service from Grand Ronde to Salem:** The TCTD 70X (Grand Ronde Express) currently provides service from Grand Ronde to Salem with stops at the Grand Ronde Community Center, Spirit Mountain Casino, Rickreall Fairgrounds Park & Ride, Edgewater & Rosemont in Salem, and Salem Downtown Transit Center. Adding Dallas as a stop on this route is assumed to result in no increase in annual operating costs but will increase travel time and headways along the route by approximately 15 minutes and reduce layover times. Stops in Dallas would be at Walmart and Salem Health West Valley Hospital. Intersection improvements at the intersections of OR 22/NE Kings Valley Highway and OR 22/Perrydale Road may be needed to allow buses to make northbound left-turn movements more safely.

**4. Enhance Service Between Grand Ronde and Tillamook:** This improvement would add one additional trip per weekday to and from Grand Ronde and Tillamook via the 60X to Lincoln City and TCTD Route 4 to Tillamook to allow riders from Grand Ronde to spend several hours in Tillamook and improve the timed connections between the routes. The trip will be approximately 2 hours long in each direction. There is need for an earlier morning bus that could depart Grand Ronde approximately 7:30 a.m. and depart Lincoln City for Tillamook at approximately 8:30 a.m. The additional return trip from Lincoln City

to Grand Ronde could occur at either 3:30 or 6:30 p.m. For the latter, the additional Tillamook to Lincoln City trip could occur at approximately 4:30 p.m.

**5. Increased Service Frequency on Existing Routes:** This improvement would increase the service frequency on the three existing fixed route services in Grand Ronde:

- a. TCTD Route 60X currently provides service between Lincoln City and Salem three times per day from 6:10 a.m. to 8:55 p.m. on weekdays and weekends. It operates with one bus. The improvement alternative would increase service to four times per day, which could be accomplished without providing a second bus.
- b. TCTD Route 70X currently provides service between Grand Ronde and Salem four times per day from 8:15 a.m. to 8:05 p.m. on weekdays. It operates with one bus. This improvement would increase service to five times per day, which could be accomplished without providing a second bus.



Existing transit schedules in/out of Lincoln City

- c. YCTA Route 22 currently provides service between Grand Ronde and McMinnville seven times per day from 5:30 a.m. to 7:22 p.m. on weekdays. It operates with one bus. The improvement alternative would add a second bus to provide two total trips during the a.m. and p.m. peak hours.

**6. Increased Service Hours on Existing Routes:** This improvement would increase the operating hours on each of the three existing fixed-route services in Grand Ronde.

- a. TCTD Route 60X currently concludes service at 8:55 p.m. in Lincoln City, but the last eastbound bus from Lincoln City to Grand Ronde departs at 5:30 p.m. Service starts in Lincoln City at 6:10 a.m., but the first westbound bus from Grand Ronde to Lincoln City doesn't depart until 9:30 a.m. This improvement would provide one more evening run from Lincoln City to Grand Ronde to collect riders from the Tillamook and Newport buses that arrive in Lincoln City at 7:30 p.m. and

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- 7:20 p.m., respectively. It would also provide one more morning run from Grand Ronde to Lincoln City to allow riders to transfer to the 8:13 a.m. Lincoln City Loop.
- b. TCTD Route 70X currently concludes service at 8:05 p.m. This improvement alternative would provide one more run after this from Grand Ronde to Salem, with a new service end time of approximately 10:30 p.m.
  - c. YCTA Route 22 currently concludes service at 7:22 p.m. The improvement alternative would provide one more run after this, with a new service end time of approximately 9:30 p.m.
- 7. Bus Stop Additions and Improvements:** This improvement would add ADA-accessible bus stops at the following four locations: Grand Ronde Meadows, Grand Ronde Community Center, Chachalu Museum, and Whispering Winds RV Park. This includes a shelter (with seating), pad, and sign and does not include connections to and/or improving adjacent sidewalks.
- 8. Remove Window Decals:** This improvement would remove the existing window decals from the TCTD buses to improve lighting inside the bus and visibility out of the bus.
- 9. Coordinate Shuttle from Grand Ronde to Spirit Mountain Casino Provided by Casino:** This improvement would involve coordination with the Spirit Mountain Casino to allow its employees to use its existing patrons-only shuttle.
- 10. Re-visit Coordination of Transit Arrival and Departure Times from Spirit Mountain Casino with Employee Shift Beginning and Ending Times:** This improvement would involve re-visiting coordination with YCTA and TCTD to ensure that transit routes reach Spirit Mountain Casino at convenient times for employees. There are approximately a dozen employee shifts spread throughout the day.
- 11. Introduce Dial-a-Ride within the Grand Ronde Community for Seniors and People with Disabilities:** This improvement would provide Dial-a-Ride service to all senior or disabled community members. It would be available from 8 a.m. to 6 p.m. and would require reservations 24 hours in advance. It could operate with 3 vans and cover any area within one mile of existing fixed-route transit. It is assumed to be available on weekday non-holidays for cost estimating purposes.
- 12. Coordinate Development of a Phone Application with YCTA:** This improvement would involve coordinating with YCTA to input Grand Ronde transit information into their planned phone application. It would allow users to track all buses into and out of Grand Ronde in real time.
- 13. Advertise Transit Improvements/Changes in Smoke Signals and Provide Links to New Schedules on the Grand Ronde Website:** This improvement would notify Grand Ronde residents of changes to bus

schedules via the Smoke Signals newspaper and website and would allow them to check new schedules through the Grand Ronde website.

**14. Provide Schedules at Bus Stops:** This improvement would involve the placement of a bus pole or other marker with a schedule attached at all Grand Ronde bus stops. If bus stops are being constructed, this improvement will be completed as part of that effort.

**15. Subsidize Free Fares for Seniors, People with Disabilities, and People with Low Incomes:** This improvement would allow all seniors (age 65 and over) and people with disabilities to use fixed-route transit and DAR free of charge on both TCTD and YCTA services to/from Grand Ronde. Grand Ronde tribal members with a tribal ID already ride free.

**Table 1. Potential Improvements**

Improvement		Capital Cost (2018 \$)	Annual Operating Cost (2018 \$)
1	Local circulator throughout Grand Ronde	\$241,000	\$270,000
2a	New fixed-route service between Grand Ronde, Dallas, and Monmouth/Independence (4 trips per day)	\$225,000	\$210,000
2b	New fixed-route service between Grand Ronde and Dallas (8 trips per day)	\$190,000	\$210,000
3	Include Dallas as a stop on existing service from Grand Ronde to Salem	\$32,000	\$0
4	Add one round trip per day on the 60X and TCTD Route 4 between Grand Ronde and Tillamook	\$0	\$70,000
	Increased service frequency on existing routes		
5a	-Route 60X	\$0	\$70,000
5b	-Route 70X	\$0	\$50,000
5c	-Route 22	\$95,000	\$60,000
	Increased service operating hours on existing routes		
6a	-Route 60X	\$0	\$30,000
6b	-Route 70X	\$0	\$50,000
6c	-Route 22	\$0	\$50,000
7	Bus stop additions and improvements – ADA accessibility upgrades, improved lighting, benches, and shelters (4 total bus stops)	\$63,000	\$0
8	Remove window decals from buses	\$0	\$0
9	Coordinate shuttle from Grand Ronde to Spirit Mountain Casino to be provided by Casino and allow employee access	\$0	\$0

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10	Re-visit coordination of transit arrival and departure times from Spirit Mountain Casino with employee shift beginning and ending times	\$0	\$0
11	Introduce Dial-A-Ride within the Grand Ronde community for seniors and people with disabilities	\$390,000	\$290,000
12	Coordinate development of a phone application with YCTA	\$0	\$0
13	Advertise transit improvements/changes in Smoke Signals and provide links to new schedules on the Grand Ronde website	\$0	\$0
14	Provide schedules (on sign posts) at all bus stop locations in Grand Ronde	\$4,000	\$0
15	Subsidize free and reduced fares for seniors, people with disabilities, and people with low incomes	\$0	TBD

Notes: Capital Cost includes vehicles, shelters, bus stop pads, and bus stop signs, as appropriate. Annual Operating Cost reflects average operating cost per hour and includes operations and maintenance only. Bus stop costs include stops in both directions.

Table 2 summarizes the unit costs used to prepare Table 1. Unit costs were obtained from the adopted TCTD TDP and the technical memoranda that have been prepared for YCTA's TDP update. Unit costs were adjusted to reflect 2018 conditions using inflation rate data from the Bureau of Labor Statistics.

**Table 2. Assumed Unit Costs**

Cost Item	Unit Cost (2018 \$)
Operating cost for TCTD dial-a-ride service	\$38/ hour
Operating cost for TCTD intercity bus service	\$68/ hour
Operating cost for TCTD flexible-route bus service	\$62/ hour
Operating cost for YCTA services (average)	\$60/hour
Cost of TCTD bus (average for all vehicle types)	\$130,000 each
Cost of YCTA 40-foot bus	\$496,000 each
Cost of YCTA 25-foot bus	\$95,000 each
Cost of TCTD bus shelter	\$5,200
Cost of TCTD bus pad	\$2,200
Cost of TCTD bus stop sign	\$500
Cost of YCTA bus shelter	\$6,700
Cost of YCTA bus pad	\$2,200
Cost of YCTA bus stop sign	\$700

## PRIORITIZATION OF ALTERNATIVES

The criteria and weights in Table 3 below were used to prioritize implementation of the alternatives based on the alternatives' anticipated positive impacts. The criteria and weights were developed based on the vision and goals in Technical Memorandum #2 and the input received from stakeholders throughout the development of this transit plan.



**Table 3. Prioritization Criteria**

Criterion	Description	Weight (out of 5)
Safety	Does the proposed improvement improve the safety of the transit system?	5
Access to Jobs	Does the proposed improvement increase access to employment opportunities?	4
Feasibility	How likely is the proposed improvement to be successfully implemented?	4
Access to Health Care	Does the proposed improvement increase access to health care opportunities?	3
Access to Social Opportunities	Does the proposed improvement increase access to social opportunities and other ways to get involved in the community?	3
Access to Shopping	Does the proposed improvement increase access to shopping, for items such as groceries, clothing, home supplies, etc.	3
Equity	Does the proposed improvement especially serve groups that have been traditionally underserved, such as seniors, people with disabilities, and low-income people?	3
Comfort	Does the proposed improvement increase the comfort, attractiveness, and ease of use of the transit system?	2
Timeline	How immediately can the proposed improvement be implemented?	1
Sustainability	Is the proposed improvement sustainable for continued use?	1

In Table 4, each alternative was scored 0, 1, or 2 for each criterion, where 0 indicates the improvement has "no impact" and 2 indicates that the improvement has "significant positive impact." A benefit score was then calculated by multiplying each score by the relevant weight and summing the products.

In Table 5, the benefit scores are compared to 10-year costs derived Table 1. The ratio of Benefit Score to 10-Year Cost (capital + 10 years of operating costs) is used to prioritize (rank) the alternatives based on which have the potential to create the most significant positive impact for the least cost. The top-ranked alternatives have the highest ratio of Benefit Score to 10-Year Cost and are ranked #1.

**Table 4. Scoring of Alternatives**

	Improvement	Safety	Access to Jobs	Feasibility	Access to Health Care	Access to Social Opportunities	Access to Shopping	Equity	Comfort	Timeline	Sustain-ability	Benefit Score
1	Local circulator throughout Grand Ronde	0	2	2	1	2	0	1	0	1	2	31
2a	New fixed route service between Grand Ronde, Dallas, and Monmouth/Independence (4 trips per day)	0	2	1	2	1	2	1	0	0	2	32
2b	New fixed route service between Grand Ronde and Dallas (8 trips per day)	0	2	1	2	1	2	1	0	0	2	32
3	Include Dallas as a stop on existing service from Grand Ronde to Salem	0	2	1	2	1	2	1	0	0	2	32
4	Add one round trip/day on Rt 60X and Rt 4 between Grand Ronde and Tillamook	0	1	2	1	1	1	1	0	2	2	28
5a	Increased service frequency on existing routes - Rt 60X	0	1	2	1	1	1	1	0	2	2	28
5b	Increased service frequency on existing routes - Rt 70X	0	1	2	1	1	1	1	0	2	2	28
5c	Increased service frequency on existing routes - Rt 22	0	1	2	1	1	1	1	0	2	2	28
6a	Increased service operating hours on existing routes - Rt 60X	0	1	2	1	1	1	1	0	2	2	28
6b	Increased service operating hours on existing routes - Rt 70X	0	1	2	1	1	1	1	0	2	2	28
6c	Increased service operating hours on existing routes - Rt 22	0	1	2	1	1	1	1	0	2	2	28
7	Bus stop additions and improvements – ADA accessibility upgrades, improved lighting, benches, and shelters	2	0	2	0	0	0	2	2	1	2	31
8	Remove window decals from buses	0	0	2	0	0	0	1	2	2	2	19
9	Coordinate shuttle from Grand Ronde to Spirit Mountain Casino to be provided by Casino and allow employee access	0	2	0	0	0	0	1	0	2	2	15
10	Re-visit coordination of transit arrival and departure times from Spirit Mountain Casino with employee shift beginning and ending times	0	2	0	0	0	0	0	0	2	2	12
11	Dial-A-Ride within the Grand Ronde community for seniors and people with disabilities	2	1	2	2	2	0	2	2	1	2	47

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12	Coordinate development of a phone application with YCTA	0	0	1	0	0	0	0	2	1	1	10
13	Advertise transit improvements/changes in Smoke Signals and provide links to new schedules on the Grand Ronde website	0	1	2	1	1	0	2	2	2	2	32
14	Provide schedules at bus stop locations	0	1	2	1	1	0	2	2	1	2	31
15	Subsidize free and reduced fares for seniors, people with disabilities, and people with low incomes	0	1	1	1	1	1	2	2	2	2	31

**Table 5. Benefits vs. Costs and Priority**

	Improvement	Benefit Score	10-Year Cost (2018 \$)	Benefit/Cost Ratio (x 100,000)	Priority (Rank)
1	Local circulator throughout Grand Ronde	31	\$2,941,000	1.05	12
2a	New fixed route service between Grand Ronde, Dallas, and Monmouth/Independence	32	\$2,325,000	1.38	11
2b	New fixed route service between Grand Ronde and Dallas	32	\$2,325,000	1.38	10
3	Include Dallas as a stop on existing service from Grand Ronde to Salem	32	\$32,000	100	3
4	Add one round trip/day on Rt 60X and Rt 4 between Grand Ronde and Tillamook	28	\$700,000	4.00	8
5a	Increased service frequency on existing routes - Rt 60X	28	\$700,000	4.00	8
5b	Increased service frequency on existing routes - Rt 70X	28	\$500,000	5.60	6
5c	Increased service frequency on existing routes - Rt 22	28	\$695,000	4.03	7
6a	Increased service operating hours on existing routes - Rt 60X	28	\$300,000	9.33	5
6b	Increased service operating hours on existing routes - Rt 70X	28	\$500,000	5.60	6
6c	Increased service operating hours on existing routes - Rt 22	28	\$500,000	5.60	6
7	Bus stop additions and improvements – ADA accessibility upgrades, improved lighting, benches, and shelters	31	\$63,000	49.21	4
8	Remove window decals from buses	19	\$0	maximum	1
9	Coordinate shuttle from Grand Ronde to Spirit Mountain Casino to be provided by Casino and allow employee access	15	\$0	maximum	1
10	Re-visit coordination of transit arrival and departure times from Spirit Mountain Casino with employee shift beginning and ending times	12	\$0	maximum	1

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11	Dial-A-Ride within the Grand Ronde community for seniors and people with disabilities	47	\$3,290,000	1.43	9
12	Coordinate development of a phone application with YCTA	10	\$0	maximum	1
13	Advertise transit improvements/changes in Smoke Signals and provide links to new schedules on the Grand Ronde website	32	\$0	maximum	1
14	Provide schedules at bus stop locations	31	\$4,000	775.00	2
15	Subsidize free and reduced fares for seniors, people with disabilities, and people with low incomes	31	TBD	TBD	TBD

Note: Benefit/Cost Ratio has been multiplied by 100,000 for convenience of display.

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## FUTURE FUNDING

The Confederated Tribes of Grand Ronde receive state and federal funding for investment in transit development. Data over the three most recent bienniums (six years) was analyzed in Technical Memorandum #1 to identify funding sources and expenditures.

CTGR currently receives \$134,000 per biennium in State-sourced ODOT Surface Transportation Fund funding, \$98,754 in ODOT 5310 federal pass-through funding, \$100,000 in ODOT Rural 5311 federal pass-through funding, and approximately \$35,000 per year in direct FTA Tribal Transit formula funding. This amounts to a total of \$402,754 per biennium (a 2-year period). These funds have historically been spent to contract service. Currently, CTGR contracts with YCTA for service between Grand Ronde and Willamina (where riders can continue on to Sheridan and McMinnville) and with TCTD for service to/from both Salem and Lincoln City.

On November 29, 2017, the Grand Ronde Tribal Council approved contracts for public transit including:

1. An intergovernmental cooperative agreement with TCTD where CTGR and the Siletz Tribe pay the matching funds for TCTD's ODOT Network Intercity grant for three round trips a day between Lincoln City, Grand Ronde and Salem;
2. A purchased transportation agreement with TCTD to operate the new Grand Ronde Express public transit between Salem and Grand Ronde four round trips a day on weekdays; and
3. A purchased services agreement with YCTA for the cost of service between Willamina and Grand Ronde.

CTGR pays 100% of the costs of the Grand Ronde Express (Route 70X). It pays approximately 10% of the costs of the Grand Ronde to Lincoln City portion of the Coastal Connector (Route 60X), 100% of the Monday through Friday Grande Ronde to Salem Transit Mall portion of Route 60X, 10% of the weekend costs of the Grand Ronde to Salem Transit Mall portion of Route 60X, and 25% of the costs of the Salem Transit Mall to Amtrak/Greyhound station portion of Route 60X.

The new Oregon transportation funding bill (HB2017) is anticipated to provide an additional \$100,000 per year to the CTGR for transit (\$50,000 in the first half-year and then \$100,000 a year for 2020 and 2021). The recent changes in operations of Route 70X may help increase CTGR's federal funding amount (FTA has not provided a projection). Also, the Tribe is looking at obtaining approval to use \$65,000 a year from Bureau of Indian Affairs (BIA) Transportation Division Federal Highway Administration funding.

## IMPLEMENTATION

The tables that follow are implementation plans for each of the improvement alternatives. The plans address the parties involved in implementation, the implementation timeline, how improvements will be evaluated after implementation, and supporting strategies needed for successful implementation (e.g., funding and marketing strategies).

Regarding the timelines, "immediate" means "within one year." "Short-term" means "within 1-5 years." "Long-term" means "more than 5 years out."

<b>Improvement 1</b>	<b>Local circulator throughout Grand Ronde</b>
Priority	12
Responsible party	Contracted service or CTGR
Partnerships and coordination mechanisms needed	<p>Coordinate with destinations served to provide bus stops on site. Easements might be required.</p> <p>Coordinate with entity that has maintenance responsibility for the affected roadways. Bus volume not high enough to require pavement enhancement at stops or bus pullouts but entity might have input on stop locations. Permits may be required.</p> <p>Could partner with Spirit Mountain Casino.</p>
Schedule for implementing and assessing impact	<p>Implement in the short term.</p> <p>Evaluate one year after implementation.</p>
Criteria for evaluating success	Riders/hour > (how many?)
Supporting strategies	<p>Identify funding source.</p> <p>Market the new service.</p>

<b>Improvement 2a</b>	<b>New-fixed route service between Grand Ronde, Dallas, and Monmouth/Independence (4 trips per day)</b>
Priority	11
Responsible party	TCTD or other contractor
Partnerships and coordination mechanisms needed	<p>Coordinate with destinations served to provide bus stops on site. Easements might be required.</p> <p>Coordinate with entity that has maintenance responsibility for the affected roadways. Bus volume not high enough to require pavement enhancement at stops or bus pullouts but entity might have input on stop locations with respect to traffic signal locations and such. Permits may be required.</p>

Schedule for implementing and assessing impact	Implementation requires intersection improvements at OR 22/NE Kings Valley Highway and/or OR 22/Perrydale Road. The intersection improvements have been identified as needs but have not yet been programmed; therefore, the transit improvement is likely to be long term.  Evaluate one year after implementation.
Criteria for evaluating success	Riders/hour > (how many?)
Supporting strategies	Identify funding source.  Market the new service.

<b>Improvement 2b</b>	<b>New fixed-route service between Grand Ronde and Dallas (8 trips per day)</b>
Priority	10
Responsible party	TCTD or other contractor
Partnerships and coordination mechanisms needed	Coordinate with destinations served to provide bus stops on site. Easements might be required.  Coordinate with entity that has maintenance responsibility for the affected roadways. Bus volume not high enough to require pavement enhancement at stops or bus pullouts but entity might have input on stop locations with respect to traffic signal locations and such. Permits may be required.
Schedule for implementing and assessing impact	Implementation requires intersection improvements at OR 22/NE Kings Valley Highway and/or OR 22/Perrydale Road. The intersection improvements have been identified as needs but have not yet been programmed; therefore, the transit improvement is likely to be long term.  Evaluate one year after implementation.
Criteria for evaluating success	Riders/hour > (how many?)
Supporting strategies	Identify funding source.  Market the new service.

<b>Improvement 3</b>	<b>Include Dallas as a stop on existing service from Grand Ronde to Salem</b>
Priority	3
Responsible party	TCTD
Partnerships and coordination mechanisms needed	Coordinate with Walmart and Salem Health West Valley Hospital to provide bus stops on site. Easements might be required.



	Coordinate with entity that has maintenance responsibility for the affected roadway segments. Bus volume not high enough to require pavement enhancement at stops or bus pullouts but entity might have input on stop locations with respect to traffic signal locations and such. Permits may be required.
Schedule for implementing and assessing impact	Implementation requires intersection improvements at OR 22/NE Kings Valley Highway and/or OR 22/Perrydale Road. The intersection improvements have been identified as needs but have not yet been programmed; therefore, the transit improvement is likely to be long term.  Evaluate one year after implementation.
Criteria for evaluating success	Boardings at new stops > (how many?)
Supporting strategies	Identify funding source.  Market the new service.

<b>Improvement 4</b>	<b>Add one round trip/day on Rt 60X and Rt 4 between Grand Ronde and Tillamook</b>
Priority	8
Responsible party	TCTD
Partnerships and coordination mechanisms needed	Coordinate schedules with TCTD, LCTSD, and YCT.
Schedule for implementing and assessing impact	Implement in the short term.  Evaluate one year after implementation.
Criteria for evaluating success	Riders/hour > (how many?)
Supporting strategies	Identify funding source.  Market the increased service.

<b>Improvement 5a</b>	<b>Increased service frequency on existing routes - Rt 60X</b>
Priority	8
Responsible party	TCTD
Partnerships and coordination mechanisms needed	Coordinate schedules with TCTD, LCTSD, and YCT.

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Schedule for implementing and assessing impact	Implement in the short term. Evaluate one year after implementation.
Criteria for evaluating success	Riders/hour > (how many?)
Supporting strategies	Identify funding source. Market the increased frequencies.

<b>Improvement 5b</b>	<b>Increased service frequency on existing routes - Rt 70X</b>
Priority	6
Responsible party	TCTD
Partnerships and coordination mechanisms needed	Coordinate schedules with TCTD, LCTSD, and YCT.
Schedule for implementing and assessing impact	Implement in the short term. Evaluate one year after implementation.
Criteria for evaluating success	Riders/hour > (how many?)
Supporting strategies	Identify funding source. Market the increased frequencies.

<b>Improvement 5c</b>	<b>Increased service frequency on existing routes - Rt 22</b>
Priority	7
Responsible party	YCTA
Partnerships and coordination mechanisms needed	Coordinate schedules with TCTD and YCT.
Schedule for implementing and assessing impact	Implement in the short term. Evaluate one year after implementation.
Criteria for evaluating success	Riders/hour > (how many?)
Supporting strategies	Identify funding source. Market the increased frequencies.



<b>Improvement 6a</b>	<b>Increased service operating hours on existing routes - Rt 60X</b>
Priority	5
Responsible party	TCTD
Partnerships and coordination mechanisms needed	Coordinate schedules with TCTD, LCTSD, and YCT.
Schedule for implementing and assessing impact	Implement in the short term. Evaluate one year after implementation.
Criteria for evaluating success	Riders/hour during new hours > (how many?)
Supporting strategies	Identify funding source. Market the increased span. Ensure bus stops are well-lit.

<b>Improvement 6b</b>	<b>Increased service operating hours on existing routes - Rt 70X</b>
Priority	6
Responsible party	TCTD
Partnerships and coordination mechanisms needed	Coordinate schedules with TCTD, LCTSD, and YCT.
Schedule for implementing and assessing impact	Implement in the short term. Evaluate one year after implementation.
Criteria for evaluating success	Riders/hour during new hours > (how many?)
Supporting strategies	Identify funding source. Market the increased span. Ensure bus stops are well-lit.

<b>Improvement 6c</b>	<b>Increased service operating hours on existing routes - Rt 22</b>
Priority	6
Responsible party	YCTA

Partnerships and coordination mechanisms needed	Coordinate schedules with TCTD and YCT.
Schedule for implementing and assessing impact	Implement in the short term. Evaluate one year after implementation.
Criteria for evaluating success	Riders/hour during new hours > (how many?)
Supporting strategies	Identify funding source. Market the increased span. Ensure bus stops are well-lit.

<b>Improvement 7</b>	Bus stop additions and improvements – ADA accessibility upgrades, improved lighting, benches, and shelters
Priority	4
Responsible party	CTGR, Yamhill County, Polk County, ODOT
Partnerships and coordination mechanisms needed	Coordinate with destinations served if upgrading bus stops requires easements. Coordinate with entity that has maintenance responsibility for the affected roadway segments.
Schedule for implementing and assessing impact	Implement in the short term. Evaluate progress one year after implementation.
Criteria for evaluating success	100% of bus stops accessible
Supporting strategies	Identify funding source.

<b>Improvement 8</b>	Remove window decals from buses
Priority	1
Responsible party	TCTD
Partnerships and coordination mechanisms needed	None
Schedule for implementing and assessing impact	Implement immediately.

Criteria for evaluating success	100% of decals removed
Supporting strategies	None

<b>Improvement 9</b>	Coordinate shuttle from Grand Ronde to Spirit Mountain Casino to be provided by Casino and allow employee access
Priority	1
Responsible party	Spirit Mountain Casino
Partnerships and coordination mechanisms needed	None
Schedule for implementing and assessing impact	Implement immediately. Evaluate progress one year after implementation.
Criteria for evaluating success	Employees/day, patrons/day, average time to pick-up
Supporting strategies	Market service changes to casino employees.

<b>Improvement 10</b>	Re-visit coordination of transit arrival and departure times from Spirit Mountain Casino with employee shift beginning and ending times
Priority	1
Responsible party	TCTD and YCTA
Partnerships and coordination mechanisms needed	Coordinate with Spirit Mountain Casino and its employees to determine workable arrival and departure times and address accommodation of any bus layovers.
Schedule for implementing and assessing impact	Implement in short term. Evaluate progress one year after implementation.
Criteria for evaluating success	Change in riders/hour or other way to determine if employees are using the modified service
Supporting strategies	Market service changes to casino employees.

<b>Improvement 11</b>	Introduce Dial-A-Ride within the Grand Ronde community for seniors and people with disabilities
Priority	9

Responsible party	CTGR or contracted service
Partnerships and coordination mechanisms needed	Coordination with YCT and Polk County.
Schedule for implementing and assessing impact	Implement in the short term. Evaluate one year after implementation.
Criteria for evaluating success	Riders/hour > (how many?)
Supporting strategies	Identify funding source. Market the new service.

<b>Improvement 12</b>	Coordinate development of a phone application with YCTA
Priority	1
Responsible party	CTGR and YCTA
Partnerships and coordination mechanisms needed	CTGR, YCTA, TCTD
Schedule for implementing and assessing impact	Implement in the short term. Evaluate progress one year after implementation.
Criteria for evaluating success	Application released to the public in the short term
Supporting strategies	

<b>Improvement 13</b>	Advertise transit improvements/changes in Smoke Signals and provide links to new schedules on the Grand Ronde website
Priority	1
Responsible party	CTGR
Partnerships and coordination mechanisms needed	TCTD and YCT
Schedule for implementing and assessing impact	Implement in conjunction with individual improvements/changes.

Criteria for evaluating success	At least one ad is posted for each improvement/change within 1 month of implementation.  Grand Ronde website updated within 1 month of implementation of each improvement/change.
Supporting strategies	None

<b>Improvement 14</b>	Provide schedules (on sign posts) at all bus stop locations
Priority	2
Responsible party	CTGR
Partnerships and coordination mechanisms needed	YCT and TCTD  Coordinate with destinations served if installing signs requires easements.  Coordinate with entity that has maintenance responsibility for the affected roadway segments.
Schedule for implementing and assessing impact	Implement immediately but after other immediate improvements affecting span, schedule, and stop locations are finalized.  Evaluate progress one year after implementation.
Criteria for evaluating success	100% of bus stops have up-to-date schedules posted
Supporting strategies	None

<b>Improvement 15</b>	Subsidize free and reduced fares for seniors, people with disabilities, and people with low incomes
Priority	TBD
Responsible party	CTGR
Partnerships and coordination mechanisms needed	TCTD and YCT
Schedule for implementing and assessing impact	Implement in the short term.
Criteria for evaluating success	Number of free and reduced fares provided.
Supporting strategies	Identify funding source.

**Tillamook County Transportation District**  
Board of Directors Regular Monthly Meeting  
Tuesday, July 17, 2018 – 6:30PM  
Transportation Building  
3600 Third Street, Tillamook, OR  
**Meeting Minutes**



1. Call to Order: Board Chair Judy Riggs called the meeting to order at 6:09pm
2. Pledge of Allegiance
3. Roll Call:

**Present**

**TCTD Board of Directors**

Judy Riggs, Board Chair  
Marty Holm, Vice Chair  
Gary Hanenkrat, Treasurer  
Jackie Edwards, Director  
Merrienne Hoffman, Director  
Melissa Carlson-Swanson, Director  
Jim Huffman, Secretary (via telephone)

**TCTD Staff**

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

**Absent**

None.

**Guest**

San SunOwen, Ancillary Services Program Supervisor for Care Oregon and Columbia Pacific CCO

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

**ACTION ITEMS**

6. Motion to Approve Resolution 18-18 In the Matter of Authorizing GM to Execute Columbia Pacific Coordinated Care Organization Non-Emergent Medical Transportation Services Delegation Agreement and Business Associate Agreement

GM Doug Pilant presented Resolution to the Board.

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

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**Motion** by Director Hoffman to Approve Resolution 18-18 In the Matter of Authorizing GM to Execute Columbia Pacific Coordinated Care Organization Non-Emergent Medical Transportation Services Delegation Agreement and Business Associate Agreement. *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.

7. Motion to Approve Resolution 18-19 In the Matter of Adoption the Template Blanket Purchase Agreement and Authorizing the GM to Execute Individual Agreements

Director Holm asked if TCTD would have to complete a BPA. San SunOwen answered that she would not need to do a separate BPA, that TCTD would just need to make sure they keep the same level of driver records.

**Motion** by Director Hoffman to Approve Resolution 18-19 In the Matter of Adoption the Template Blanket Purchase Agreement and Authorizing the GM to Execute Individual Agreements. *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.

**DISCUSSION ITEMS**

8. Staff Comments/Concerns. None

Adjournment: Board Chair Riggs adjourned the meeting at 6:25pm.

**These minutes approved this 23<sup>rd</sup> day of August 2018.**

ATTEST:

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

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



**Tillamook County Transportation District**  
Board of Directors Regular Monthly Meeting  
Thursday, July 19, 2018 – 6:30PM  
Transportation Building  
3600 Third Street, Tillamook, OR  
**Meeting Minutes**



1. Call to Order: Board Chair Judy Riggs called the meeting to order at 6:30pm
2. Pledge of Allegiance
3. Roll Call:

**Present**

**TCTD Board of Directors**

Judy Riggs, Board Chair  
Marty Holm, Vice Chair  
Gary Hanenkrat, Treasurer  
Jim Huffman, Secretary  
Jackie Edwards, Director  
Merrienne Hoffman, Director  
Melissa Carlson-Swanson, Director

**TCTD Staff**

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

**Absent**

None.

**Guest**

4. Announcements and Changes to Agenda: The following items were added to the Agenda: 1) Motion to Approve and Proceed with Request for Quotation for Information Technology Services; 2) Motion to Amend Resolution 18-18 In the Matter of Authorizing GM to Execute Columbia Pacific Coordinated Care Organization Non-Emergent Medical Transportation Services Delegation Agreement and Business Associate Agreement to Resolution 18-17; 3) Motion to Amend Resolution 18-19 In the Matter of Adopting the Template Blanket Purchase Agreement and Authorizing the GM to Execute Individual Agreements to Resolution 18-18; and 4) Motion to Move August Regular Board Meeting from August 16 to August 23, 2018.

5. Election of Officers for Fiscal Year 2018-19

**Board Chair**

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

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Director Huffman nominated Director Riggs as Board Chair.

**Motion** by Director Huffman to nominate Director Riggs as Board Chair. *Motion Seconded* by Director Hoffman. Board Chair Judy Riggs called for further discussion; followed by none, she called for the vote.

**MOTION PASSED**

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

**Vice Chair**

**Motion** by Director Edwards to nominate Director Holm as Vice Chair. *Motion Seconded* by Director Huffman. Board Chair Judy Riggs called for further discussion; followed by none, she called for the vote.

**MOTION PASSED**

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

**Secretary**

**Motion** by Director Hanenkrat to nominate Director Huffman as Secretary. *Motion Seconded* by Director Holm. Board Chair Judy Riggs called for further discussion; followed by none, she called for the vote.

**MOTION PASSED**

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

**Treasurer**

**Motion** by Director Huffman to nominate Director Hanenkrat as Treasurer. *Motion Seconded* by Director Holm. Board Chair Judy Riggs called for further discussion; followed by none, she called for the vote.

**MOTION PASSED**

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

6. Public & Guest Comments: Mr. and Mrs. George Wilson. Shared their experience with using the bus services from Portland to Tillamook. Suggested that the bus schedule reflect that actual address of the stops in Portland for those who may not be familiar with the area, so it can be located by map or gps. Thanked the Board a service with courteous drivers, clean buses and good connections.

7. Executive Session: None.

**REPORTS**

8. Information: General Managers Report:

- a. Financial Report: GM Doug Pilant reviewed the June 2018 financial reports. District is 100% through the Fiscal Year and reminded the board this will not be final report due to outstanding year-end invoices and other revenues. Director

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- Huffman asked why the legal expense are more. GM Pilant stated these were for development of the Procurement Policy and personnel expenses for new brokerage job descriptions.
- b. Service Measure Performance Report: YTD Ridership overall has increased 0.7% change over the previous year. Director Huffman asked if 60X/70X service is growing. GM Pilant said we're assuming these are riders who were riding when Cherrriots service. GM Pilant provided an overview of the January thru June Route 3 ridership analysis between Tillamook and Clatsop counties. Director Holm said this report was interesting and thanked GM Pilant for providing an analysis of Route 3's ridership. GM Doug Pilant reported the only known complaint is that the mid-day service has an extended wait of 1.5 hours for the Portland Route 5 service. Director Huffman stated that wait may promote economic activity in the downtown area.  
The YTD passengers per hour are -7.1%, the cost per trip was +14.7% while the cost per hour was +6.6%, and the fare box return was -12.6%.
  - c. Northwest Oregon Transit Alliance: GM Doug Pilant reviewed the NWOTA meeting agenda, minutes, finance report with the Board. Pointed out the article in the NW Boomer & Senior News article and the BikePortland.org advertising. Coordinating Committee is working together to redesign the NWConnector logo and will bring samples next month. Planning to bring the NWOTA IGA to the next board meeting as well.
  - d. Planning & Development:
    - i. Cape Kiawanda Master Plan: Shared an outline of the project. Director Huffman stated he has received feedback that residences appreciate the services of the PC shuttle. GM Pilant reported that ridership has doubled over last year and handed out the Shuttle's schedule brochure. Kittleson & Associates will be conducting a parking study in Pacific City in July and August.
    - ii. City of Tillamook Transportation Planning Meeting: Nothing to report.
    - iii. Cloverdale bus stop: Email discussion going back and forth between county, ODOT and planning. Director Hoffman stated Commissioner Yamamoto is planning something for Cloverdale.
    - iv. Grand Ronde Transit Development Plan: GM Doug Pilant reported the Confederated Tribes of Grand Ronde has a Planning Advisory Committee meeting scheduled for August 22, 2018.
    - v. Statewide Transportation Improvement Fund (STIF): Bylaws and committee member applications on consent calendar later in the meeting. There is a webinar coming up to train on the web-based application grant process. One percent of employee tax goes back into the transportation programs. One of the uses of these funds will be used to enhance access to services. Director Huffman asked if these services can be used for bus stops. GM Pilant stated that is one of the many things the funds can be used for to enhance access to transit services. Goal is to submit November 2018, or Spring 2019.
    - vi. Special Transportation Fund (STF): No report
  - e. Grant Funding: GM Doug Pilant stated all grants have been executed. There is an AMENDED grant on the agenda for approval that increases the grant funds to purchase an expansion low floor bus.

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- f. Facility/Property Management:
  - i. TFCC has moved and we are enjoying our new neighbors.
  - ii. NW Rides Brokerage will generate a small amount of revenue such as rent and utilities that will be deposited in the Property Management Fund.
- g. Miscellaneous:
  - i. GM Doug Pilant requested the Board move the August board meeting to August 23, 2018 to accommodate the accounting specialist's training and provide adequate time to prepare for the August meeting.
  - ii. A ITS-RFQ document was added to the agenda for Board approval. Seeking the Board's consent to conduct a procurement process to select and ITS provider.
  - iii. Staff has discussed a dispatching plan to provide coverage at the Transit Visitor Center. Planning to move dial-a-ride reservations to the NW Rides call center. This will enable the dispatchers to focus on dispatching the drivers and vehicles from either the office or transit center.
  - iv. Sunset Empire Transportation District has met with Ecolane to discuss "piggy-backing" on TCTD's Ecolane software. This would improve collaboration between the Districts and allow SETD to manage their paratransit service too.
  - v. Strategic Planning Workshop. GM Doug Pilant said he's reaching out to George Dunkell at SDAO and see if we can get somebody to conduct a staff/board workshop in September.
  - vi. GM Doug Pilant thanked the Board and told them he appreciated the Board's hard work and attending the extra meetings to get all the work completed this past few months.

### **CONSENT CALENDAR**

GM Pilant made a request to the Board to move the meeting to August 23, 2018 in order to have enough time to properly prepare the financials.

Director Huffman asked about Item 15. GM Pilant explained we had to renumber the Resolutions due to the special meetings.

- 9. Motion: Approval of Minutes of June 21, 2018 Board Meeting and July 2, 2018 Special Board Meeting
- 10. Motion: Acceptance of Financial Report: June 2018
- 11. Motion to Approve Statewide Transportation Improvement Fund (STIF) Bylaws
- 12. Motion to Approve Statewide Transportation Improvement Fund (STIF) Advisory Committee Membership Applications
- 13. Motion to Approve and Proceed with Request for Quotation for Information Technology Services
- 14. Motion to Amend Resolution 18-18 In the Matter of Authorizing GM to Execute Columbia Pacific Coordinated Care Organization Non-Emergent Medical Transportation Services Delegation Agreement and Business Associate Agreement to Resolution 18-17

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

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15. Motion to Amend Resolution 18-19 In the Matter of Adopting the Template Blanket Purchase Agreement and Authorizing the GM to Execute Individual Agreements to Resolution 18-18

16. Motion to Move August Regular Board Meeting from August 16 to August 23, 2018

**Motion** by Director Holm to adopt the Consent Calendar. *Motion Seconded* by Director Carlson-Swanson. 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**

17. Resolution 18-19 In the Matter of Authorizing the GM to Execute AMENDED Section 5339 ODOT Grant Agreement No. 32842

GM Pilant shared the Resolution with the Board.

**Motion** by Director Huffman to Adopt Resolution 18-19 In the Matter of Authorizing the GM to Execute AMENDED Section 5339 ODOT Grant Agreement No. 32842. *Motion Seconded* by Director Holm. Board Chair Judy Riggs called for further discussion; followed by none, she called for the vote.

**MOTION PASSED**

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

18. Resolution 18-20 In the Matter of Adopting a Federal Transit Administration FTA/ODOT Procurement Policy #26

GM Pilant shared the Resolution with the Board. Meets all Federal requirements. Will keep the DOJ Oregon Policy as well. Depends on where the money comes from in order to determine which guidelines to follow. This Policy, along with the policy in place, covers all basis for the District. The next step will be staff training by legal counsel in order to change our processes.

**Motion** by Director Holm to Authorize GM to Adopting a Federal Transit Administration FTA/ODOT Procurement Policy #26, with a correction to the resolution number. *Motion Seconded* by Director Huffman. Board Chair Judy Riggs called for further discussion; followed by none, she called for the vote.

**MOTION PASSED**

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

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**DISCUSSION ITEMS**

19. Staff Comments/Concerns

- GM Doug Pilant: Thank you.
- Superintendent Brent Olson: Happy and busy.
- Accounting Specialist Tabatha Welch: None.
- HR Specialist/Board Clerk Cathy Bond: Inviting Board members to sign up for the fair.
- Director Huffman and Hoffman signed up for first day, first shift 10-1.

20. Board of Directors Comments/Concerns

- Jim Huffman – Excited about card to Jack Graves. The more the better. Jim was given all of Jack’s books. Some have gone to museums and Historical Society as potential fund raisers. Son would like to bring Jack perhaps in September or October to gift his books to the Historical Society.
- Merrienne Hoffman – None.
- Judy Riggs – She sees that without Doug and his staff, that the Board appreciates all we do and without Doug we wouldn’t be where we are today.
- Marty Holm – None.
- Jackie Edwards – None.
- Gary Hanenkrat – None.
- Melissa Carlson-Swanson – None.

**UPCOMING EVENTS**

None.

Adjournment: Board Chair Riggs adjourned the meeting at 7:38pm.

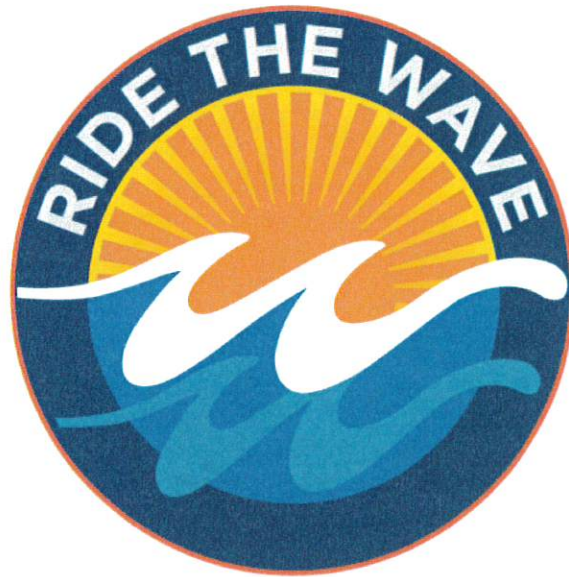
**These minutes approved this 23<sup>rd</sup> day of August 2018.**

ATTEST:

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

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

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# **Tillamook County Transportation District**

## **Title VI Program**

**Effective: August 24, 2018**

Doug Pilant  
General Manager  
Tillamook County Transportation District  
3600 3<sup>rd</sup> Street, Suite A  
Tillamook, Oregon 97141  
(503) 842-3115  
Email address: [dpilant@tillamookbus.com](mailto:dpilant@tillamookbus.com)

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The TCTD Title VI plan is available in Spanish by going to the Tillamook County Transportation District website at [www.tillamookbus.com](http://www.tillamookbus.com)

## **Introduction**

Tillamook County Transportation District (TCTD) was established by the Tillamook County Board of Commissioners in July 1997 as a special district as defined by ORS 267.500. The District is governed by a 7-member board of directors who are elected at large. The Board meets monthly with the general manager to approve policy, the execution of contracts, and adoption of the annual budget. The general manager oversees the District's administrative and operations functions and oversees and manages a staff of more than 50 employees and volunteers.

TCTD is a regional transportation provider. The District operates and maintains a fleet of 28 vehicles to serve both local and regional public transportation needs. The District currently provides dial-a-ride service throughout Tillamook County and provides non-emergency medical transportation trips to and from the Portland, Salem, Seaside-Astoria, Lincoln City-Newport and Corvallis. TCTD also operates deviated fixed route services between Tillamook and Cannon Beach, Tillamook and Oceanside, and between Tillamook to Lincoln City. The District also provides intercity bus services between Tillamook and Portland and between Lincoln City and Salem. Finally, the District operates a commuter bus service called the Grand Ronde Express which operates between Salem and Grand Ronde.

## **Mission and Vision Statement**

TCTD is a mission and values-based organization. Our vision is being, "Committed to providing innovative transportation services" while our mission is "Connecting the community through sustainable transit services". TCTD's guiding values are accountability, innovation, safety, communication and service excellence.

## **Policy Statement**

This program reflects Tillamook County Transportation District's commitment to ensuring that no person shall, on the ground of race, color, national origin, religion, age, marital status, sexual orientation, or disability be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity provided by the Tillamook County Transportation District ("TCTD").

## **Signed Policy Statement**

A policy statement signed by the General Manager assuring TCTD's compliance with Title VI of the Civil Rights Act of 1964 can be found as **Attachment A**.

## **Title VI Complaint Procedures**

TCTD has a standard process for investigating all complaints. Members of the public may file a signed, written complaint up to one hundred and eighty (180) days from the date of alleged discrimination. Full procedures for filing a complaint and TCTD's procedures for investigating complaints can be found as **Attachment B**. At a minimum, the complaint should include the following information:

- Name, mailing address, and how to contact complainant (i.e., telephone number, email address, etc.)
- How, when, where and why complainant alleges s/he was discriminated against. Include the location, names and contact information of any witnesses.
- Other significant information.

The complaint may be filed in writing with TCTD at the following address:

Doug Pilant  
General Manager  
Tillamook County Transportation District  
3600 3<sup>rd</sup> Street, Suite A  
Tillamook, Oregon 97141  
Email address: [dpilant@tillamookbus.com](mailto:dpilant@tillamookbus.com)  
By Phone: (503) 842-3115  
By Facsimile: (503) 815-2834

A sample Title VI Complaint Form can be found as **Attachment C**.

### **Record of Title VI investigations, complaints, or lawsuits**

Over the reporting period, TCTD had no Title VI complaints, investigations or lawsuits filed against it. For a copy of a report, go to the TCTD website at [www.tillamookbus.com](http://www.tillamookbus.com)

### **TCTD's LEP Outreach Plan**

A full copy of the outreach plan for individuals with limited English proficiency can be found in **Attachment F**. Key elements of the plan include:

- Spanish speaking translators available upon request during normal business hours.
- Route and schedule brochures are currently provided in English and Spanish. The schedule is published and available on the website in both English and Spanish.
- Route and schedule information available in Spanish on the TCTD website.
- The entire TCTD website is available in both English and Spanish.

## **Notification of TCTD's Title VI obligations**

TCTD publicizes its Title VI program by posting its commitment to providing services without regard to race, color or national origin in all buses, schedules, on the TCTD website, and in the main transit office. The signs, website and route schedules all include the following statements:

- Title VI of the Civil Rights Act of 1964 prohibits discrimination on the basis of race, color, or national origin in programs and activities receiving Federal financial assistance (42 U.S.C. Section 2000d).
- TCTD is committed to practicing non-discrimination. If you believe you have been subjected to discrimination you may file a complaint with the TCTD's Title VI Coordinator.

## **Summary of Public Participation Efforts**

Over the last reporting period, TCTD conducted the following public outreach and involvement activities:

Spanish Program Information:

TCTD website is available in both English and Spanish languages at [www.tillamookbus.com](http://www.tillamookbus.com)

### **Spanish Service Schedules:**

The current service schedule is available in English and Spanish and made available via paper brochures and on the TCTD website.

### **Bilingual Outreach:**

The County maintains a list of fluent Spanish-speaking employees and can contract for Spanish interpreters if necessary. We also work with Centro De Ayuda, who is available to assist with translation and other services. Language Line Services have been contacted and their services may be utilized as necessary.

In accordance with Oregon public meeting law, all public meetings including transportation planning meetings are open to the general public. Accommodations are available for those with limited English proficiency if requested in advance of the meeting.

### **Title VI Outreach Effort:**

TCTD conducted an outreach to the Title VI community as part of the development of the TCTD Long Range Transit Development Plan (LRTDP). This outreach included reaching out to all Title VI communities to conduct one-on-one interviews. These interviews were followed by inviting members of these communities to participate in local workshops in Tillamook, Pacific City and Nehalem. Many of the LRTDP unmet needs were identified this outreach effort.

## **Planning and Development:**

In 2015 the District conducted a planning process to establish an Intercity Service Enhancement Plan. TCTD outreach included meetings with both the Confederated Tribes of Siletz Indians and the Confederated Tribes of Grand Ronde.

TCTD's General manager is a member of the Confederated Tribes of Grand Ronde's Transportation Development Planning Advisory Committee. This Committee oversees the development of the CTGR Transit Development Plan.

TCTD is a member of the NW Oregon Transit Alliance (NWOTA). The NWOTA charter members are Sunset Empire Transportation District, Tillamook County Transportation District, Lincoln County District, Benton County Rural Services and Columbia County Rider. The leaders of each agency meet monthly to collaborate so that each agency's collective transit services can be marketed and branded as a 5-county regional bus system called the NW Connector. The Alliance also shares the expense to maintain a single website where bus riders can plan trips throughout the region. See [www.nworegontransit.org](http://www.nworegontransit.org) to become familiar with how our region partners with each other.

## **Public Participation Plan**

### **Purpose**

The purpose of this Public Participation Plan (PPP) is to establish procedures that allow for, encourage and monitor participation of all citizens in the TCTD area, including but not limited to low income, minority individuals and those with limited English proficiency. While traditional means of soliciting public involvement may not reach such individuals, or might not allow for meaningful avenues of input, the intent of this effort is to take reasonable actions throughout the planning process to provide opportunities for historically underserved populations to participate.

### **Goals and Objectives for the Public Participation Plan**

Goal: The goal of the PPP is to offer real opportunities for the engagement of all citizens of the TCTD boundaries to participate.

Objectives:

- To determine what cultural barriers, exist to public participation within the TCTD boundaries.
- To provide notifications of meetings, particularly forums for public input, in a manner that is understandable to all populations in the area.

- To hold meetings in locations which are accessible and reasonably welcoming to all area residents, including, but not limited to, low-income and minority members of the public.
- To provide avenues for two-way flow of information and input from populations which are not likely to attend public meetings.

### **Identification of stakeholders**

Stakeholders are those who are either directly, or indirectly, affected by a plan, or the recommendations of that plan. Those who may be adversely affected, or who may be denied benefit of a plan's recommendation(s), are of particular interest in the identification of specific stakeholders. Stakeholders are broken down into several groups: general citizens, minority and low-income persons, public agencies and private organizations and businesses.

#### **General Public:**

Some of the techniques that can be used to engage the general population are public notices of meetings in the local newspapers, open house format public information meetings and use of local radio news media.

#### **Minorities:**

Engaging minority and Limited English Proficient populations can be challenging. Language and cultural differences may not be compatible with the more traditional means of engaging the public in the planning process. TCTD will make reasonable efforts to engage minority populations using techniques such as including notations in public notices in Spanish that will provide a contact where the individual can be informed of the process/project and will have the opportunity to give input. Advocacy groups can be a good source for contacts and dissemination of information to minority and limited English proficient populations. Such advocacy groups or agencies can have insight into the needs of the under-represented populations, as well as providing valuable contacts or arenas for input. Contacts with local translators and Centro De Ayuda should be maintained and used as requested and needed.

#### **Low-Income:**

While low-income individuals may have access to all of the traditional means of Public Involvement discussed under "General Public", they may be less likely to become involved, or offer input. Some methods of gaining input either directly or indirectly from this portion of the population include focus groups, informal interviews and agency/advocacy group contacts.

#### **Public Agencies:**

Public agencies can provide valuable input to the planning process, in addition to assisting in gaining participation from traditionally under-represented populations. Pertinent public agencies include those that have clients who fall into under-represented populations, including but not limited to minorities, low-income and limited English

proficiency households. These agencies have great insight into the transportation needs of their clients and are useful partners in overcoming difficult barriers that may not be understood by professionals dealing more distinctly with the provision of transportation services.

**Private Organizations and Businesses:**

Private organizations and businesses offer a number of perspectives that are valuable to the planning process. Often, transportation for employees is of critical concern to private sector employers. This is particularly true in a tourism area, such as ours, where many jobs are low-income and seasonal. Employees often cannot afford cars, insurance and maintenance so they must rely on our local transit system. For that reason, representation of private business interests will be welcome to participate in any planning process or other meetings that may be held.

Other techniques could also be determined to be useful at any particular stage of the process, and new and different techniques will be utilized as deemed appropriate.

**Construction Projects Undertaken:**

TCTD has undertaken construction projects during this reporting period. The construction project undertaken received a Categorical Exclusion (CE) from the Federal Transit Administration. I have reviewed Chapter IV, Section 8 of the FTA's Title VI circular and have found the following: "Recipients are not required to conduct environmental justice analysis of projects where NEPA documentation is not required." The TCTD project was the repair and renovation of an existing facility structure. There were no negative impacts on local residents or the environment. This project has since been completed. This information is being incorporated into our Title VI Program, which you will find attached.

**Attachment A**

**TILLAMOOK COUNTY TRANSPORTATION DISTRICT**

**TITLE VI NON-DISCRIMINATION  
POLICY STATEMENT**

August 23, 2018

Title VI of the Civil Rights Act of 1964 states:

“No person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.”

Tillamook County Transportation District is committed to complying with the requirements of Title VI in all of its programs and activities. Questions and complaints may be reported to Doug Pilant, General Manager, Tillamook County Transportation District at 503-842-8283; by email to [dpilant@tillamookbus.com](mailto:dpilant@tillamookbus.com); or by mail to 3600 3<sup>rd</sup> Street, Suite A, Tillamook, Oregon 97141.

Doug Pilant, General Manager  
Tillamook County Transportation District

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## Attachment B

### Discrimination Complaint Procedure

1. Any person who believes that he or she, individually, as a member of any specific class, or in connection with any disadvantaged business enterprise, has been subjected to discrimination prohibited by Title VI of the Civil Rights Act of 1964, the American with Disabilities Act of 1990, Section 504 of the Vocational Rehabilitation Act of 1973 and the Civil Rights Restoration Act of 1987, as amended, may file a complaint with the TCTD. A complaint may also be filed by a representative on behalf of such a person. All complaints will be referred to the Transit Program Director for review and action.
2. In order to have the complaint considered under this procedure, the complainant must file the complaint no later than 180 days after:
  - a) The date of alleged act of discrimination; or
  - b) Where there has been a continuing course of conduct, the date on which that conduct was discontinued.

In either case, TCTD may extend the time for filing or waive the time limit in the interest of justice, as long as TCTD specifies in writing the reason for so doing.

3. Complaints shall be in writing and shall be signed by the complainant and/or the complainant's representative. Complaints shall set forth as fully as possible the facts and circumstances surrounding the alleged discrimination. In the event that a person makes a verbal complaint of discrimination to an officer or employee of TCTD, the person shall be interviewed by the General Manager. If necessary, General Manager will assist the person in reducing the complaint to writing and submit the written version of the complaint to the person for signature. The complaint shall then be handled according to TCTD's investigative procedures.
4. Within 10 days, the General Manager will acknowledge receipt of the allegation, inform the complainant of action taken or proposed action to process the allegation, and advise the complainant of other avenues of redress available, such as the Oregon Department of Transportation (ODOT) and U.S. Department of Transportation (USDOT).
5. The General Manager will advise ODOT and/or USDOT within 10 days of receipt of the allegations. Generally, the following information will be included in every notification to ODOT and/or USDOT:
  - a) Name, address, and phone number of the complainant.
  - b) Name(s) and address(es) of alleged discriminating official(s).
  - c) Basis of complaint (i.e., race, color, national origin or sex)



- d) Date of alleged discriminatory act(s).
  - e) Date of complaint received by the recipient.
  - f) A statement of the complaint.
  - g) Other agencies (state, local or Federal) where the complaint has been filed.
  - h) An explanation of the actions TCTD has taken or proposed to resolve the issue in the complaint.
6. Within 60 days, the General Manager will conduct an investigation of the allegation and based on the information obtained, will render a recommendation for action in a report of findings to the District's Board of Directors. The complaint should be resolved by informal means whenever possible. Such informal attempts and their results will be summarized in the report of findings.
7. Within 90 days of receipt of the complaint, the General Manager will notify the complainant in writing of the final decision reached, including the proposed disposition of the matter. The notification will advise the complainant of his/her appeal rights with ODOT, or USDOT, if they are dissatisfied with the final decision rendered by TCTD. The General Manager will also provide ODOT and/or USDOT with a copy of this decision and summary of findings upon completion of the investigation.
8. Contact information for the state and federal Title VI administrative jurisdiction is as follows:

ODOT Public Transit Division  
Intermodal Civil Rights Manager  
3930 Fairview industrial Drive SE, MS23  
Salem, OR 97302  
503-986-3619  
503-986-4189 fax  
[carroll.j.cottingham@odot.state.or.us](mailto:carroll.j.cottingham@odot.state.or.us)

Attention: Title VI Program Coordinator  
East Building, 5th Floor – TCR  
1200 New Jersey Ave., SE  
Washington, DC 20590

**Attachment C**

**Tillamook County Transportation District Title VI Complaint Form**

**SECTION I**

Name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

Accessible Format Requirements?:  Large Print  TTY  Audio Type  Other: \_\_\_\_

**SECTION II**

Are you filing this complain on your own behalf?  Yes\*  No

\*If "yes" to this question, skip remainder of this section and go to Section III

If no, please supply the name and relationship of the person for whom you are complaining:

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Please explain why you have filed for a third party: \_\_\_\_\_

\_\_\_\_\_

Please confirm that you have obtained the permission of the aggrieved party if you are filing on behalf of a third party:  Yes  No

**SECTION III**

I believe the discrimination I experienced was based on (check all that apply):

Race  Color  National Origin

Date of Alleged Discrimination (Month, Day, Year): \_\_\_\_\_

Explain as clearly as possible what happened and why you believe you were discriminated against. Describe all person(s) who were involved, including the name and contact information of the person(s) who discriminated against you (if known). List name(s) and contact information of any witnesses. If more space is needed, please use the back of this form.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**SECTION IV**

Have you previously filed a Title VI complaint with this agency?  Yes  No

**SECTION V**

Have you filed this complaint with any other federal, state or local agency or with any court?

Yes  No

If yes, check all that apply and name of agency or court:

- Federal Agency \_\_\_\_\_
- Federal Court \_\_\_\_\_
- State Agency \_\_\_\_\_
- State Court \_\_\_\_\_
- Local Agency \_\_\_\_\_

Please provide information for a contact person at the Agency or Court where the complaint was filed.

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Agency: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

**SECTION VI**

Name of Agency complaint is against: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Title: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

You may attach any additional written materials or other information you believe is relevant to your complaint.

Signature and date required below

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

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**Please mail this form to:**

Title VI Coordinator  
Tillamook County Transportation District  
3600 3<sup>rd</sup> Street, Suite A  
Tillamook, Oregon 97141

**Attachment D**

Tillamook County Transportation District  
Title VI List of Complaint, Investigations and Lawsuits

	<b>Date (Month, Day, Year)</b>	<b>Summary</b>	<b>Status</b>	<b>Action Taken</b>
<b>Investigations</b>				
None				
<b>Lawsuits</b>				
None				
<b>Complaints</b>				
None				

## Attachment E

Tillamook County Transportation District advertises in the local media that includes newspapers, radio stations and website to seek Tillamook County residents to fill vacant board and committee positions. Below is a table of the existing minority representation.

### TCTD Minority Representation

Body	White (not Hispanic origin)	Asian or Pacific Islander	Black (not Hispanic origin)	Hispanic	American Indian or Alaskan Native
Population	21,733	289	79	2,573	199
Board of Directors	100%				
STF Advisory Committee	75%	12.5%		12.5%	
STIF Advisory Committee	75%	25%			

**White (not of Hispanic origin):** All persons having origins in any of the original peoples of Europe, North Africa or the Middle East.

**Asian or Pacific Islander:** All persons having origins in any of the peoples of the Far East, Southeast Asia, the Indian subcontinent, or the Pacific Islands. This area includes, for example, China, Japan, Korea, the Philippine Islands and Samoa.

**Black (not of Hispanic origin):** All persons having origins in any of the Black racial groups of Africa.

**Hispanic:** All persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.

**American Indian or Alaskan Native:** All persons having origins in any of the original peoples of North America, and who maintain cultural identification through tribal affiliation or community recognition.

## Attachment F

### TILLAMOOK COUNTY TRANSPORTATION DISTRICT

#### LIMITED ENGLISH PROFICIENT (LEP) PLAN

July 31, 2018

TCTD is required to take responsible steps to ensure meaningful access to the benefits, services, information and other important portions of our programs and activities of individuals who are Limited English Proficient (LEP). TCTD consulted the USDOT's LEP Guidance and performed a four-factor analysis of our contact with the public to determine the appropriate mix of LEP services to offer.

#### Four Factor Analysis:

##### Factor 1: The Number or Proportion of LEP Persons in the Service Area

Step 1: Prior experience with LEP individuals. Over the past five years, our dispatcher has taken approximately 15 phone calls from LEP persons in our area, none of which has required the use of an interpreter.

Step 2: Data was gathered from the following sources to identify information on persons who speak languages other than English at home and those who speak English less than well or not at all and would be classified as Limited English Proficient or "LEP":

##### 2012 – 2016 U.S. Census Bureau American Community Survey Data

A review of the 2012-2016 American Community Survey data (<http://factfinder.census.gov>) on the numbers of limited English proficient or LEP persons revealed that in Tillamook County, Oregon the number of people over age 5 who speak a language other than English at home was 1,761 or 7.3% of the population five years of age and older. 33.5% of the Tillamook County population reports that they speak English less than "very well." The most common language other than English spoken at home was Spanish, with 1,500 people (8.0%) recorded as speaking Spanish (Source: American Community Survey, 2012-2016 American Community Survey 5-Year Estimates, Tillamook County, Oregon.)

[http://factfinder2.census.gov/faces/tableservices/jsf/pages/productview.xhtml?\\_afpt=table](http://factfinder2.census.gov/faces/tableservices/jsf/pages/productview.xhtml?_afpt=table)

Body	White (not Hispanic origin)	Asian or Pacific Islander	Black (not Hispanic origin)	Hispanic	American Indian or Alaskan Native
Population	91.4%	1.7%	0.7%	10.1%	2.4%

**Factor 2: The Frequency with which LEP Individuals Come into Contact with the Service.**

TCTD serves LEP persons daily through demand response services such as dial-a-ride and deviated-fixed-route services. Over the past five years, our dispatcher has taken approximately 15 phone calls from LEP persons in our area, none of which has required the use of an interpreter.

**Factor 3: The Importance of the Service to LEP Persons**

TCTD provides important transit services to the public through its deviated fixed route and demand response public transit programs. TCTD is the only major public transportation provider in Tillamook County and provides a link between all incorporated cities within Tillamook County, residential areas, commercial centers, healthcare facilities, educational campuses, and social service offices. Language barriers would most affect users of the demand response system as reservations for the system are taken via telephone. The demand response portion of TCTD services provides approximately 7% of the total rides provided through TCTD.

**Factor 4: The Resources Available to the Recipient of the Federal Funds to Assure Meaningful Access to the Service by LEP Persons**

TCTD currently provides basic information in Spanish through bus schedules, the District's website, a reference guide entitled "Basic Spanish for Transit Employees" for bus drivers, dispatch and office staff. Tillamook County maintains a list of employees who are fluent in Spanish and other languages, and professional translation services are available if required. TCTD also currently working with Language Line Services to set up an account should we need their services.

**Implementation Plan:**

Based on the four-factor analysis, TCTD recognizes the need to continue providing language services. A review of TCTD relevant programs, activities and services that are being offered by the County as of July 2011 include:

- Spanish speaking translators are available upon request during normal business hours
- Route and schedule information are available in English and Spanish on the TCTD website.
- Paper schedules are available in English and Spanish and are available on the buses, the transit office and local businesses.
- We are currently working with Language Line Services to set up an account should their services be needed.



Based on the demand for alternate language services, and considering the limited budget of the TCTD, other activities and services that will be developed in the next three years include:

- Transit surveys conducted by TCTD will be available in Spanish
- Future route maps will be available in both English and Spanish
- The existing telephone system will be modified to include Language Line Services
- Local translation services will be contacted and if feasible, placed on retainer

TCTD's outreach and marketing initiatives have yielded a list of community organizations that serve populations with limited English proficiency. The following list of community organizations will be contacted to assist in gathering information and see what services are most frequently sought by the LEP population:

Tillamook County Public School District  
Centro De Ayuda  
Tillamook County Health and Human Services

TCTD's staff will contact the community organizations that serve LEP persons, as well LEP persons themselves, and perform a four-factor analysis every three years to identify what, if any, additional information or activities might better improve transit services to assure non-discriminatory service to LEP persons. TCTD will then evaluate the projected financial and personnel needed to provide the requested services and assess which of these can be provided cost-effectively.



# Tillamook County Transportation District

"Connecting the community through sustainable transit services"

## STATEWIDE TRANSPORTATION IMPROVEMENT FUND ADVISORY COMMITTEE MEMBER APPLICATION

Name

Erin Skaar

Address

City

Tillamook

State

OR

Zip

97141

Home/Cell Phone

Work Phone

503-842-5261

Occupation (if applicable)

Executive Director, CARE

Community Affiliations / Interests

Tillamook United Way Board, Tillamook Kiwanis, STF Committee

*The STIF Advisory Committee is required to meet at least two times each year. Your appointment to the committee is for a 2-year term. Meetings are held at the TCTD Administrative Office from 12:00pm – 1:30pm. Lunch is provided.*

Signature

Date

7/23/18

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

**ADOPTING THE AMENDED AND )  
RESTATED INTERGOVERNMENTAL )  
AGREEMENT – NORTHWEST )  
OREGON TRANSIT ALLIANCE )**

**RESOLUTION NO. 18-21**

**WHEREAS**, the Tillamook County Transportation District (TCTD) has authority under ORS Chapter 190.010 to enter into intergovernmental agreements with other units of local government for the performance of any functions and activities that a party to the agreement, its officers or agencies, have the authority to perform; and

**WHEREAS**, ORS Chapter 267 authorizes transportation districts to provide public transportation without geographic limitation; and

**WHEREAS**, TCTD entered into an intergovernmental agreement in April 2011 (the “2011 IGA”) with Columbia County, Benton County, Lincoln County Transportation Service District, and Sunset Empire Transportation District (collectively, the “Parties”) to establish a regional transit consortium known as the Northwest Oregon Transit Alliance (“NWOTA”) for the purpose of increasing coordination of transportation services, creating opportunities to collectively apply for grant funding, and operating public transit services within and connecting to the respective services areas of the Parties; and

**WHEREAS**, the Parties obtained a grant from the U.S. Department of Energy (the “DOE Grant”) to further the purposes of the NWOTA; and

**WHEREAS**, the 2011 IGA designated Columbia County as fiscal agent for the DOE Grant; and

**WHEREAS**, the DOE Grant concluded in August 2013 and Columbia County fulfilled its obligations to the NWOTA and to the U.S. Department of Energy; and

**WHEREAS**, the Parties now desire to secure additional funding to further develop the regional transit system for the mutual benefit of the Parties; and

**WHEREAS**, other Parties are willing to serve as fiscal agent for NWOTA grants; and

**WHEREAS**, the Parties further desire to appoint one of the Parties to serve as the coordinating fiscal entity to perform certain actions on behalf of NWOTA and in support of NWOTA projects, specifically, employing staff, entering into contracts, applying for grant funding, entering into grant agreements, managing grant funds and administrative budgets, renting office space, and purchasing office space and supplies; and

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**WHEREAS**, TCTD has the specific expertise, capacity, and interest to serve as the coordinating fiscal entity for NWOTA; and

**WHEREAS**, the Parties have negotiated additional amendments to the 2011 IGA to clarify and redefine the Parties' roles and responsibilities to reflect the intended nature and purpose of the NWOTA; and

**WHEREAS**, the Parties have reduced such amendments to writing; and

**WHEREAS**, TCTD desires to enter into the "Amended and Restated Intergovernmental Agreement – Northwest Oregon Transit Alliance" in a form substantially similar to the draft agreement attached hereto;

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

the Board Chair is authorized to execute the "Amended and Restated Intergovernmental Agreement – Northwest Oregon Transit Alliance" on behalf of the Tillamook County Transportation District.

INTRODUCED AND ADOPTED this 23<sup>rd</sup> day of August 2018.

ATTEST:

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

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

**AMENDED AND RESTATED  
INTERGOVERNMENTAL AGREEMENT  
NORTHWEST OREGON TRANSIT ALLIANCE**

This Amended and Restated Intergovernmental Agreement, Northwest Oregon Transit Alliance is between Columbia County ("Agreement"), a political subdivision of the State of Oregon by and through Columbia County Rider Transportation, Benton County, Lincoln County Transportation Service District, Sunset Empire Transportation District, and Tillamook County Transportation District, all public entities organized and operating under Oregon law (collectively, "Parties").

**RECITALS**

WHEREAS, under the authority of ORS 190.010, the partiesParties entered into an intergovernmental agreement in April, 2011 ("Original Agreement"), establishing a regional transit consortium known as the NW Oregon Transit Alliance (NWOTA) to increase coordination of services, create opportunities to collectively apply for grant funding, and operate public transit services within and connecting to each party's service areas; and

WHEREAS, working under the Original Agreement, the partiesParties obtained a grant from the US Department of Energy (DOE) for the purpose of establishing connections and transportation links to each other's transit service areas, and providing a more coordinated service; and

WHEREAS, the Original Agreement identified Columbia County as the recipient of the DOE grant on behalf of NWOTA, for purposes of administering the grant and serving as fiscal agent for NWOTA during the life of the grant; and

WHEREAS, in August 2013, the DOE grant concluded, and Columbia County fulfilled its obligations to NWOTA and to DOE for the grant; and

WHEREAS, as contemplated in Section 3 of the Original Agreement, the partiesParties desire to secure additional funding to continue to further develop the regional transit system and to amend the Original Agreement to redefine relationships; and

WHEREAS, other NWOTA members are willing to serve as the fiscal agent for NWOTA grants; and

WHEREAS, accordingly, the partiesParties intend to amend the Original Agreement to remove references to the concluded DOE grant, establish a procedure for designating fiscal agents for future funding, and redefine other roles and responsibilities to reflect changes in the Alliance.

**AGREEMENT**

**NOW, THEREFORE, the partiesParties hereby agree, as follows:**

**1. NWOTA Established.**

The Northwest Oregon Transit Alliance (NWOTA) is established as a regional committee, and each party is a member. NWOTA is not an entity and therefore has no authority to employ staff or enter into contracts.

**2. Definitions.**

For the purposes of this Agreement, the following definitions apply:

- A. “Coordinating Committee” means a subcommittee of the NWOTA that is composed of the transit director or other representative of each of the ~~parties~~Parties.
- B. “Coordinating Fiscal Entity” means the Fiscal Entity for this Agreement whose duties and responsibilities are described in Section 4, below.
- C. “Fiscal Entity” means the party that is established through a Memorandum of Agreement between the ~~parties~~Parties to receive funds for a specific grant or NWOTA Project. A Fiscal Entity is the party that is ultimately responsible for the procurement of goods and services for the NWOTA Project as well as meeting any grant required terms and conditions.
- D. “NWOTA Project” means a good, service, program or activity that is funded to carry out the purpose of this Agreement. Each NWOTA Project must have a Fiscal Entity.
- E. “Parties” means the parties to this Agreement, specifically: Columbia County, Benton County, Lincoln County Transportation Service District, Sunset Empire Transportation District, and Tillamook County Transportation District.

**3. Purpose.**

NWOTA is formed to foster collaboration between the ~~parties~~Parties for the coordination of public transit services, connection of transit service areas and the provision of cost effective transit services within the territory served by the NWOTA ~~parties~~Parties. These collaborative efforts include:

- A. Promoting public transportation and the Connector system throughout NWOTA service areas;
- B. Working cooperatively with the other NWOTA ~~parties~~Parties to pursue grant funding, coordinate services and generally increase the visibility and viability of public transportation throughout the region through collaborative grant writing and marketing efforts;
- C. Coordinating equipment and services associated with the interconnection of party service areas; and
- D. Developing internal expertise, including personnel, to share among the ~~parties~~Parties.

**4. Coordinating Fiscal Entity.**

Through this Agreement, a Fiscal Entity shall be established to provide for the general coordination of NWOTA ~~parties~~Parties and NWOTA Pprojects. This Fiscal Entity shall be called the Coordinating Fiscal Entity (CFE). Tillamook County Transportation District shall serve as the CFE for this Agreement.

- A. Authority of the CFE. The CFE shall have the authority to perform the following functions, provided such functions serve the Purpose of this Agreement and receive unanimous approval of the NWOTA ~~parties~~Parties:
  - 1) Employ staff and enter into contracts;
  - 2) Apply for grant funding and enter into grant agreements;
  - 3) Manage the administrative budget and other fiscal matters relating to NWOTA Pproject administration and coordination;
  - 4) Rent office space; and
  - 5) Purchase office equipment and supplies.
- B. Funding the CFE. The CFE shall be funded, as follows:
  - 1) Each party shall contribute financially to support the general administrative needs of the CFE in carrying out its duties and responsibilities under this Agreement, as follows:
    - a. Each party shall pay a proportional share of the CFE’s adopted administrative budget for NWOTA coordination, as well as any special assessment, as approved by the ~~parties~~Parties.

- b. A party may contribute less than a proportional share if approved by all ~~parties~~Parties to this Agreement.
    - 2) This Agreement is subject to the appropriation of funds by each party, and/or the receipt of funds from state and federal sources. In the event sufficient funds shall not be appropriated, and/or received, by a party for payment required to be paid under this Agreement, then that party may withdraw from NWOTA in accordance with Section 11 of this Agreement.
    - 3) The CFE shall also be funded through grants received for NWOTA Projects. The ~~parties~~Parties agree that all significant decisions regarding grants, funding, or administration for NWOTA Projects shall be discussed and decided upon unanimously by all affected ~~parties~~Parties prior to any action by the CFE.
- C. Administrative Budget. Unless otherwise agreed to in writing by all ~~parties~~Parties (such as through a Memorandum of Agreement, as described in Section 5, below), the CFE shall be the recipient for all funding for NWOTA Projects and shall be responsible for administering the funds. The CFE shall administer the funds for NWOTA Projects, as follows:
  - 1) The CFE shall propose an annual administrative budget, which shall be approved by unanimous vote of the NWOTA ~~parties~~Parties. The administrative budget must be submitted to the ~~parties~~Parties for approval no later than February for the following budget year.
  - 2) The CFE may make minor budget changes for administrative purposes to grants and other funds, as well as adjusting the NWOTA administrative budget to reflect those changes, up to an amount not to exceed ten percent (10%) of the total grant budget or ten percent (10%) of a service contract. The CFE shall communicate those changes to all other ~~parties~~Parties at the next meeting of the ~~parties~~Parties through a monthly budget report. Changes in excess of ten percent (10%) must be approved in advance by unanimous vote of all ~~parties~~Parties.
  - 3) All requests for reimbursement from NWOTA grant awards or other funds shall be sent to the CFE. The CFE will respond to such requests by issuing reimbursements in accordance with approved budgets, schedules and other applicable requirements associated with NWOTA's receipt of the funds.
  - 4) If disbursed grant funds must be returned to a grantor, the ~~parties~~Parties who received those funds must pay such funds to the CFE within 30 days of written notice for return to the grantor.
- D. Compliance with Agreements and Regulations. The CFE shall perform its duties and responsibilities in compliance with all applicable terms and conditions of NWOTA Project-related grant agreements and applicable state and local laws, including without limitation, public records law, local budget law, public contracting laws, Oregon government ethics law, and workers' compensation law.

**5. Funding and Administration of NWOTA Projects.**

The procedure for establishing the ~~parties~~Parties' duties and obligations with respect to any funding received for NWOTA Projects shall be as follows:

- A. For a project to qualify as an NWOTA Project, it must have the unanimous support of the ~~parties~~Parties;
- B. Prior to seeking grant funding for an NWOTA Project, the ~~parties~~Parties shall, by unanimous vote of the full Coordinating Committee:
  - 1) Identify a Fiscal Entity for the project; and
  - 2) Develop a project budget.

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- C. Once a grant is awarded for an NWOTA Project, the ~~parties~~Parties shall use a Memorandum of Agreement to formally establish the Fiscal Entity for the particular NWOTA Project and set forth each party's duties and obligations; and
- D. The Fiscal Entity shall only change the budget for an NWOTA Project following a unanimous vote in support of such change from all ~~parties~~Parties.

## 6. Coordinating Committee (CC)

A Coordinating Committee (CC) shall be established to oversee NWOTA Projects, as follows:

- A. The CC shall consist of the transit director or other representative of each of the ~~parties~~Parties.
- B. The CC shall be responsible for:
  - 1) Determining the ~~parties~~Parties' duties and obligations for each grant awarded, which shall be memorialized in a Memorandum of Agreement approved by the ~~parties~~Parties.
  - 2) Reviewing and coordinating the tasks associated with grant agreements;
  - 3) Reviewing grant budgets and making recommendations to the CFE and ~~parties~~Parties' governing bodies regarding an annual budget and other fiscal documents relating to NWOTA Projects;
  - 4) Overseeing operations relating to NWOTA Projects, including:
    - a. Overseeing the management of grant budgets and other fiscal matters relating to NWOTA Projects.
    - b. Reviewing updates regarding operations of NWOTA ~~P~~project administration.
    - c. Advising the CFE on the hiring and management of administrative staff funded under a grant or annual administrative contribution.
    - d. Ensuring that all procurements and contracts comply with all applicable federal, state and local laws and regulations and with all terms and conditions associated with grant funding.
    - e. Ensuring that contracts and other documents creating liability for NWOTA ~~parties~~Parties are reviewed by legal counsel, which shall be the legal counsel for the CFE, as described above, unless the ~~parties~~Parties determine a wider review is necessary.
    - f. Ensuring that no actions take place within or affecting a party's jurisdiction without that party's consent.
- C. A majority of the CC members constitutes a quorum at any special or regular meeting.
- D. The CC may adopt rules governing its procedures, including the time and place of its regular meetings, and a procedure for calling special meetings.
- E. Any decisions of the CC that create legally binding duties or obligations for the NWOTA ~~parties~~Parties must be approved by the ~~parties~~Parties.
- F. The CC shall comply with the requirements of Oregon laws, including without limitation, the Public Meetings Law, Public Records Law, Local Budget Law, public contracting laws, the Oregon Government Ethics laws, and workers' compensation laws of the State of Oregon.

## 7. Administrative Reimbursement

In the event that grants received for NWOTA Projects include an allowable administrative expense component, the CFE or other Fiscal Entity as established by Memorandum of Agreement by the ~~parties~~Parties shall be entitled to receive said administrative reimbursement to offset its cost of administering the grant(s). Any administrative reimbursement shall not exceed ten percent (10%) of the total grant amount.

## 8. Remedies



If there is a legal action to enforce this Agreement, every party is responsible for its own costs and fees, including attorney fees. No party is entitled to recover attorney fees from another party, including any fees and costs incurred in an appeal.

## 9. **Liability and Indemnification**

To the extent allowed by Oregon law, each party is responsible for the consequences of any wrongful acts of their employees or agents that affect any other party or a person not a party to this Agreement. Each party will release, defend, indemnify and hold harmless each other party, including its officers, employees and agents against all claims, demands, legal actions (including all attorney fees and costs) arising from this Agreement where the loss or claim is attributable to the acts or omissions of the indemnifying party.

## 10. **Amendments**

This Agreement may be amended at any time upon the written agreement of all ~~parties~~Parties. New parties to NWOTA will join through an amendment to this Agreement.

## 11. **Ownership, Duration, Withdrawal and Termination**

- A. Ownership. Each item purchased with NWOTA grant funding becomes the property of the party who made the purchase. Each partner owns the NWOTA website code in its entirety jointly and severally.
- B. Duration. This Agreement will continue until June 30, 201~~9~~<sup>6</sup> and automatically renew annually thereafter, unless terminated as set forth below.
- C. Withdrawal.
  - 1) A party may withdraw from the NWOTA by giving at least 120 days written notice of its intent to withdraw to the CC Chair. The written notification (not email) must include a transition plan developed by the withdrawing party. The transition plan must include: 1) an inventory listing each NWOTA related interconnection to address prior to withdrawal, 2) a written summary of a meeting with the CFE to review withdrawal requirements including compliance with grant and financial requirements, and 3) a timeline for withdrawing based on that meeting.
  - 2) A party may withdraw while still a party to an NWOTA funding contract or grant; however, obligations incurred under this Agreement or any subsequent amendment or Memorandum of Agreement, shall survive termination. The withdrawing party will not be liable for any liabilities, including grant and other fiscal responsibilities, occurring after the withdrawal letter is accepted in writing by the ~~parties~~Parties.
  - 3) Upon approval of a transition plan and a party's withdrawal, the former party has no financial obligations to NWOTA ~~parties~~Parties, but must return any disbursed grant funds required to be returned by a grant agreement.
  - 4) A party may withdraw from the NWOTA without 120-day written notice as provided above only with the consent of all remaining ~~parties~~Parties.
- D. Termination. The NWOTA and this Agreement may be terminated with the written consent of all ~~parties~~Parties.

## 12. **Severability**

The terms of this Agreement are severable and a determination by an appropriate body having jurisdiction over the subject matter that results in the invalidity of any part does not affect the remainder of the Agreement.

## 13. **Interpretation**

The terms and conditions of this Agreement will be liberally construed under Oregon law in accordance with the general purposes of the Agreement.

**14. No Third Party Beneficiaries**

The ~~parties~~Parties are the only parties to this Agreement and are the only parties entitled to enforce its terms. Nothing in this Agreement gives, is intended to give, or shall be construed to give or provide any benefit or right, whether directly, or indirectly, or otherwise, to third persons unless such third persons are individually identified by name herein and expressly described as intended beneficiaries of the terms of this Agreement.

**15. Effective Date**

This Agreement takes effect upon its approval by the governing bodies of all ~~parties~~Parties and the authorized signatures of party officials.

**16.** This Agreement may be executed in one or more counterparts, each is deemed an original, and they are all the same Agreement.

**APPROVED AND SIGNED** by the appropriate officers authorized to execute this Agreement on behalf of the governing body of each party:

**COLUMBLA COUNTY:**

Dated: \_\_\_\_\_

\_\_\_\_\_  
Commissioner

\_\_\_\_\_  
County Counsel  
APPROVED AS TO FORM

\_\_\_\_\_  
Commissioner

\_\_\_\_\_  
Commissioner

**BENTON COUNTY:**

Dated: \_\_\_\_\_

\_\_\_\_\_  
Commissioner

\_\_\_\_\_  
County Counsel  
APPROVED AS TO FORM

\_\_\_\_\_  
Commissioner

\_\_\_\_\_  
Commissioner

**LINCOLN COUNTY:**

Dated: \_\_\_\_\_

\_\_\_\_\_  
Commissioner

\_\_\_\_\_  
County Counsel  
APPROVED AS TO FORM

\_\_\_\_\_  
Commissioner

\_\_\_\_\_  
Commissioner

**SUNSET EMPIRE TRANSPORTATON DISTRICT:**

Dated: \_\_\_\_\_

\_\_\_\_\_  
General Manager

\_\_\_\_\_  
County Counsel  
APPROVED AS TO FORM

**TILLAMOOK COUNTY TRANSPORTATION DISTRICT:**

Dated: \_\_\_\_\_

\_\_\_\_\_  
Board Chair

\_\_\_\_\_  
County Counsel  
APPROVED AS TO FORM

**MEMO TO: BOARD OF DIRECTORS**  
**FROM: DOUG PILANT, GENERAL MANAGER**   
**SUBJECT: INFORMATION TECHNOLOGIES SERVICES AGREEMENT**

**Issue**

Shall the Board authorize the General Manager to execute a Personal Services Agreement with GenXsys Solutions LLC to provide the District with Information Technology Services?

**Background and Findings**

1. TCTD needs a qualified Information Technology Services (ITS) company or consultant to maintain the District's server and computer network.
2. The District's Board of Director's approved the TCTD Request For Quotation (RFQ)-ITS solicitation document at the July 19, 2018 board meeting.
3. On July 20, 2018, the District began the RFQ-IT provider solicitation process by distributing the TCTD RFQ-ITS document to the following ITS companies:
  - Pacific Office Automation (Beaverton, OR)
  - MindShift (Portland, OR)
  - MossyTech (Seaside, OR)
  - GenXsys (Newport, OR)
  - Workspace Solution (Gearhart, OR)
4. On August 15, 2018 the District received a proposal from GenXsys and on August 17, 2018, the District received proposals from MossyTech and Pacific Office Automated.
5. An overall evaluation of each proposal was conducted (see Exhibit A) that included the following scoring methodology:

a. Administrative Requirements Evaluation	Pass/Fail
b. Project Understanding and Staff Experience	50 points
c. References	25 points
d. Cost	25 points
6. The MossyTech and GenXsys Solutions proposals passed the Administrative Requirements evaluation criteria. Pacific Office Automation failed to include a cover letter and references.
7. MossyTech had the lowest 4-year cost proposal of \$148,425 while the GenXsys was \$150,075. The Pacific Office Automation proposal was the highest at \$156,414.

8. Both the MossyTech and Pacific Office Automation proposals require TCTD to purchase an entirely new computer network. Their proposed initial investments were \$19,550 and \$19,134 respectively. TCTD does not have adequate resources to make this large of an initial investment.
9. GenXsys was awarded a maximum of 50 points for project understanding. They acknowledged the District's switches and firewalls have been upgraded and replaced the past year and proposed an initial investment of \$5,625 to replace the server.
10. MossyTech and GenXsys were awarded a maximum of 25 points for providing references. Pacific Office Automation failed to provide references which resulted in their proposal receiving 0 points. The GenXsys proposal included excellent personalized testimonials from several of their current clients that included the Port of Tillamook Bay.
11. A summary of the Final Scoring Methodology is listed in the table below:

<b>Submitter</b>	<b>Project Understanding Score</b>	<b>Reference Score</b>	<b>Cost Score</b>	<b>Total Points Awarded</b>
MossyTech	45	25	23.7	93.7
POA	45	0	25.0	70.0
GenXsys	50	25	23.9	98.9

**Recommendation**

Staff recommends the Board adopt Resolution #18-22 to authorize the General Manager to execute a 4-year contract not to exceed \$150,075 for Information Technology Services Agreement (see Exhibit B) with GenXsys Solutions LLC.



## **PERSONAL SERVICES CONTRACT FOR INFORMATION TECHNOLOGY SERVICES**

This contract for Information Technology Services is entered into by and between **TILLAMOOK COUNTY TRANSPORTATION DISTRICT**, a special district of the State of Oregon, hereinafter referred to as the District and GenXsys Solutions LLC, hereinafter called the CONTRACTOR to provide the services described in the Request for Quotes issued July 20, 2018, and the CONTRACTOR's Response, due August 17, 2018, which by this reference are hereby made part of and incorporated herein. The following provisions shall comprise this contract:

### **I. SCOPE**

This Contract covers the personal services as described in Request for Quotes and the CONTRACTOR's Response. Work shall be performed in accordance with a schedule approved by TCTD. The CONTRACTOR shall meet the highest standards prevalent in the industry or business most closely involved in providing the appropriate goods or services. The Contract shall commence upon contract execution and continue through September 30, 2022.

### **II. COMPENSATION**

**A.** TCTD agrees to compensate the CONTRACTOR on a fee-for-services basis as detailed in this Contract. Invoices submitted for payment in connection with this Contract shall be properly documented and shall indicate pertinent DISTRICT contract and/or purchase order numbers. All charges shall be billed monthly and will be paid net 30 days from receipt of invoice. The maximum compensation authorized under this Contract shall not exceed \$150,050.

**B.** The CONTRACTOR is engaged hereby as an independent contractor and will be so deemed for purposes of the following:

**1** The CONTRACTOR will be solely responsible for payment of any Federal or State taxes required as a result of this Contract.

**2.** This Contract is not intended to entitle the CONTRACTOR to any benefits generally granted to DISTRICT employees. Without limitation, but by way of illustration, the benefits which are not intended to be extended by this Contract to the CONTRACTOR are vacation, holiday and sick leave, other leaves with pay, tenure, medical and dental coverage, life and disability insurance, overtime, Social Security, Workers' Compensation, unemployment compensation, or retirement benefits (except insofar as benefits are otherwise required by law if the CONTRACTOR is presently a member of the Oregon Public Employees Retirement System).

**3.** If the CONTRACTOR has the assistance of other persons in the performance of this Contract, and the CONTRACTOR is a subject employer, the CONTRACTOR shall qualify and remain qualified for the term of this contract as an insured employer under Oregon Revised Statutes ("ORS") Chapter 656.

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C. The CONTRACTOR certifies that, at present, he or she, if an individual is not a program, TCTD, or Federal employee.

D. The CONTRACTOR, if an individual, certifies that he or she is not a member of the Oregon Public Employees Retirement System.

### III. FEDERAL CONTRACT SPECIAL CONDITIONS

#### A. Failure to Perform

TCTD may, subject to the provisions of paragraph (4) below, by written notice of default to the CONTRACTOR, terminate the whole or any part of this contract in any one of the following circumstances.

1. If the CONTRACTOR fails to make delivery of the supplies or to perform the services within the time specified herein or any extension thereof; or
2. If the CONTRACTOR fails to perform any of the other provisions of this contract, or so fails to make progress as to endanger performance of this contract in accordance with its terms, and in either of these two circumstances does not cure such failures within a period of ten (10) days (or such longer period as TCTD may authorize in writing) after receipt of notice from TCTD specifying such failure. CONTRACTOR's failure to perform the scope of work identified or failure to meet established performance standards shall be subject to consequences that include but are not limited to:
  - Reducing or withholding payment;
  - Requiring the CONTRACTOR to perform, at the CONTRACTOR'S expense, additional work necessary to perform the identified scope of work or meet the established performance standards; or
  - Declaring a default, terminating the contract and seeking damages and other relief under the terms of the contract or other applicable law.
3. In the event TCTD terminates this contract in whole, or in part, as provided in paragraph (2) above of this clause, TCTD may procure, upon such terms and in such manner as TCTD may deem appropriate, supplies or services similar to those terminated, and the CONTRACTOR shall be liable to TCTD for any excess costs for such similar supplies or services; provided, that the CONTRACTOR shall continue the performance of this contract to the extent not terminated under the provisions of this clause.
4. The Contractor shall not be liable for any excess costs if the failure to perform the contract arises out of causes beyond the control of and without the fault or negligence of the CONTRACTOR. Such causes may include, but are not restricted to, acts of God or of the public enemy, acts of TCTD in either its sovereign or contractual capacity, fires, floods, epidemics, quarantine restrictions, strikes, freight embargoes and unusually severe weather; but, in every case, the failure to perform must be beyond the control of the CONTRACTOR and without the CONTRACTOR's fault or negligence. The



Contractor shall not be liable for excess costs for failure to perform, unless the supplies or services to be furnished were obtainable from other sources in sufficient time to permit the CONTRACTOR to meet the required performance schedule.

5. The rights and remedies of TCTD provided in this clause shall not be exclusive and are in addition to any other rights and remedies provided by law or under this contract.
6. As used in this contract, the terms "subcontractor" and "subcontractors" mean subcontractor(s) at any tier.

#### **B. Termination for Convenience**

This contract may be terminated by either party upon at least ten (30) days' written notice to the other party.

#### **C. Compliance with Applicable Law**

CONTRACTOR shall comply with all federal, state and local statutes, regulations, administrative rules, executive orders, ordinances and other laws applicable to the Services under the Contract, in effect at the time the Contract is executed and as may be amended, revised, enacted or adopted thereafter. Changes in these legal requirements after the execution of the Contract may or may not be the basis for modifications to CONTRACTOR's schedule, scope and fee, depending on a reasonable assessment of the nature of the change, the extent to which the change was anticipated by CONTRACTOR or the parties, and other circumstances then existing.

Without limiting the generality of the foregoing, CONTRACTOR expressly agrees to comply with: (i) Title VI of the Civil Rights Act of 1964; (ii) Section V of the Rehabilitation Act of 1973; (iii) the Americans with Disabilities Act of 1990, (iv) Section 306 of the Clean Air Act (42 U.S.C. 1857 (h)); (v) Section 508 of the Clean Water Act (33 U.S.C. 1368; (vi) Executive Order 11738; EPA regulations (40 CFR part 15) and ORS 659.425; (vii) Copeland Anti-Kickback Act (18 U.S.C. 874) as supplemented in Department of Labor regulations (29 CFR Part 3); (viii) Executive Order 11246 entitled Equal Employment Opportunity as amended by Executive Order 11375 and as supplemented in 41CFR chapter 60; (ix) Davis-Bacon Act (40 U.S.C. 3141-3148) as supplemented in Department of Labor regulations (29 CFR Part 5), (x) Sections 103 and 107 of the Contract Work Hours and Safety Standards Act (40 U.S.C. 327-330) as supplemented by Department of Labor regulations (29 CFR Part 5); (xi) Energy Policy and Conservation Act (pub.L. 94-163, 89 Stat. 871); (xii) all regulations and administrative rules established pursuant to the foregoing laws; and (xiii) all other applicable requirements of federal and state civil rights and rehabilitation statutes, rules and regulations.

TCTD's performance under the Contract is conditioned upon CONTRACTOR's compliance with, and CONTRACTOR shall comply with, the obligations applicable to public contracts and intended for contractors under ORS 279C.520 and 279C.530, which are incorporated by reference herein.

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If conflicts are discovered among federal, state and local statutes, regulations, administrative rules, executive orders, ordinances and other laws applicable to the Services under the Contract, CONTRACTOR shall in writing request TCTD to resolve the conflict. CONTRACTOR shall specify if the conflict(s) create a problem for the design or other Services required under the Contract.

#### **D. Reporting Requirements**

CONTRACTOR shall comply with the reporting requirements of TCTD including but not limited to the ITS-RFQ Statement of Work, Section 10 to provide Progress, Status and Performance reports necessary to support progress payments or cost reimbursements.

#### **E. Records Maintenance; Access.**

CONTRACTOR, and its Subcontractors, shall maintain all fiscal records relating to the Contract in accordance with generally accepted accounting principles. In addition, CONTRACTOR shall maintain all other records pertinent to the Contract and the Project and shall do so in such a manner as to clearly document CONTRACTOR's performance.

TCTD and the federal government and their duly authorized representatives shall have access, and CONTRACTOR shall permit the aforementioned entities and individual's access, to such fiscal records and other books, documents, papers, plans and writings of CONTRACTOR that are pertinent to the Contract to perform examinations and audits and make excerpts and transcripts.

CONTRACTOR shall retain and keep accessible all such fiscal records, books, documents, papers, plans, and writings for a minimum of 3 years, or such longer period as may be required by applicable law, following final payment and expiration or termination of the Contract, or until the conclusion of any audit, controversy or litigation arising out of or related to the Contract, whichever date is later.

#### **F. Patents; Copy Rights; Rights in Data**

Any discovery or invention that arises during the course of the contract shall be reported to TCTD. The CONTRACTOR shall promptly disclose inventions to TCTD, within 2 months, after the inventor discloses it in writing to the CONTRACTOR's personnel responsible for patent matters. The rights in the invention/discovery shall be allocated consistent with "Government Patent Policy" and FAR Part 27.

The CONTRACTOR shall comply with the requirements and regulations for Copy Rights and Rights in Data pursuant to FAR Part 27.

#### **IV. CONSTRAINTS**

The CONTRACTOR agrees:

**A.** If the services to be provided pursuant to this Contract are professional and/or consultative, the CONTRACTOR shall not delegate the responsibility for providing those services to any other individual or agency.

**B.** Pursuant to the requirements of ORS 279B.020 and 279B.220 through 279B.235 and Article XI, Section 10, of the Oregon Constitution, the following terms and conditions are made a part of this Contract:

**1.** CONTRACTOR shall:

**a.** Make payments promptly, as due, to all persons supplying to the CONTRACTOR labor or materials for the prosecution of the work provided for in this Contract.

**b.** Pay all contributions or amounts due the Industrial Accident Fund from such CONTRACTOR or subcontractor incurred in the performance of this Contract.

**c.** Not permit any lien or claim to be filed or prosecuted against TCTD on account of any labor or material furnished.

**2.** If the CONTRACTOR fails, neglects or refuses to make prompt payment of any claim for labor or services furnished to the CONTRACTOR or a subcontractor by any person in connection with this Contract as such claim becomes due, the proper officer representing TCTD may pay such claim to the person furnishing the labor or services and charge the amount of the payment against funds due or to become due the CONTRACTOR by reason of this Contract.

**3.** The CONTRACTOR shall pay employees for work in accordance with ORS 279B.020 and ORS 279B.235, which are incorporated herein by this reference.

All subject employers working under the contract are either employers that will comply with ORS 656.017 or employers that are exempt under ORS 656.027.

**4.** The CONTRACTOR shall promptly, as due, make payment to any person or co-partnership, association or corporation furnishing medical, surgical and hospital care or other needed care and attention incident to sickness and injury to the employees of the CONTRACTOR, of all sums which the CONTRACTOR agrees to pay for such services and all moneys and sums which the CONTRACTOR collected or deducted from the wages of the CONTRACTOR's employees pursuant to any law, contract or agreement for the purpose of providing or paying for such services.

**5.** This Contract is expressly subject to the debt limitation of Oregon counties set forth in Article XI, Section 10, of the Oregon Constitution, and is contingent upon funds being appropriated therefore. Any provisions herein which would conflict with law are deemed inoperative to that extent.

**6.** The CONTRACTOR agrees to indemnify, hold harmless and defend TCTD, its officers, commissioners, agents and employees from and against all claims and actions, and all expenses incidental to the investigation and defense thereof (including attorney's fees), arising out of or based upon damage or injuries to persons or property caused by the acts, omissions, fault or negligence of the CONTRACTOR or the CONTRACTOR's employees or agents.

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**V. OWNERSHIP**

Upon fulfillment of the Contract Terms, TCTD will have legal title to, and rights to use the entirety of the documents, images, and data used to create the plan, (collectively referred to as "the work") without limitation. This includes the right to use the work in contexts including, but not limited to: (1) public relations, press releases, or publicity; (2) re-use or modification of the work; and (3) use as a teaching aid or continuing education tool.

**VI. INSURANCE REQUIREMENTS**

**A. COMMERCIAL GENERAL LIABILITY**

Required by DISTRICT       Not required by DISTRICT

The CONTRACTOR agrees to furnish TCTD evidence of commercial general liability insurance in the amount of not less than \$2,000,000 combined single limit per occurrence/\$3,000,000 general annual aggregate for personal injury and property damage for the protection of TCTD, its officers, commissioners, agents and employees against liability for damages because of personal injury, bodily injury, death or damage to property, including loss of use thereof, in any way related to this Contract. The general aggregate shall apply separately to this project / location. TCTD, at its option, may require a complete copy of the above policy.

**B. AUTOMOBILE LIABILITY**

Required by DISTRICT       Not required by DISTRICT

The CONTRACTOR agrees to furnish TCTD evidence of business automobile liability insurance in the amount of not less than \$1,000,000 combined single limit for bodily injury and property damage for the protection of TCTD, its officers, commissioners, agents and employees against liability for damages because of bodily injury, death or damage to property, including loss of use thereof in any way related to this Contract. TCTD, at its option, may require a complete copy of the above policy.

**C. PROFESSIONAL LIABILITY**

Required by TCTD       Not required by TCTD

**D. POLLUTION LIABILITY INSURANCE**

Required by TCTD       Not required by TCTD

**E.** Such insurance shall provide sixty (60) days written notice to TCTD in the event of a cancellation or material change and include a statement that no act on the part of the insured shall affect the coverage afforded to TCTD under this insurance. This policy(s) shall be primary insurance as respects to TCTD. Any insurance or self-insurance maintained by TCTD shall be excess and shall not contribute to it.

**F.** If the CONTRACTOR has the assistance of other persons in the performance of this contract, and the CONTRACTOR is a subject employer, the CONTRACTOR agrees

to qualify and remain qualified for the term of this contract as an insured employer under ORS 656G. If any other required liability insurance is arranged on a "claims made" basis, "tail" coverage will be required at the completion of this Contract for a duration of thirty-six (36) months or the maximum time period the CONTRACTOR'S insurer will provide "tail" coverage as subscribed, whichever is greater, or continuous "claims made" liability coverage for thirty-six (36) months following the contract completion. Continuous "claims made" coverage will be acceptable in lieu of "tail" coverage, provided its retroactive date is on or before the effective date of this Contract.

**H.** The insurance, other than the Workers' Compensation, Professional liability and Pollution liability insurance, shall include TCTD as an additional insured. Proof of insurance must include a copy of the endorsement showing TCTD as a scheduled insured.

**I.** CONTRACTOR shall require that all of its subcontractors of any tier provide insurance coverage (including additional insured provisions) and limits identical to the insurance required of the Contractor under this Contract, unless this requirement is expressly modified or waived by TCTD.

**VII. SUBCONTRACTS**

The CONTRACTOR shall be responsible to TCTD for the actions of persons and firms performing subcontract work. The CONTRACTOR certifies that the CONTRACTOR has not discriminated and will not discriminate against any minority, women or emerging small business enterprise in obtaining any subcontract.

**VII. TERMINATION - AMENDMENT**

**A.** This Contract may be terminated by either party upon at least ten (10) days' written notice to the other.

**B.** This Contract and any amendments to this contract will not be effective until approved in writing by the parties.

**C.** This Contract supersedes and cancels any prior contracts between the parties hereto for similar services.

The undersigned, by its signature, agrees to perform the scope of work as described in the Contract documents and meet the performance standards set forth therein. By their signatures below, the parties to this contract agree to the terms, conditions, and content expressed herein.

**GenXsys Solutions LLC**

[Street]

[Address]

**Tillamook County Transportation  
District**

By:

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\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Name/Title (Printed)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Telephone/Fax Number

\_\_\_\_\_  
CCB License # (if applicable)

\_\_\_\_\_  
Oregon Business Registry

\_\_\_\_\_  
Entity Type/State of Formation

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Name/Title (Printed)

\_\_\_\_\_  
Date

Approved as to Form

\_\_\_\_\_  
District Counsel

**INSURANCE CERTIFICATES**  
*(to be supplied at the time of contract execution)*