

Tillamook County Transportation District
Board of Directors
Regular Monthly Meeting

October 2018



Thursday, October 18, 2018 at 6:30 PM
Transportation Building
3600 Third St., Ste. A
Tillamook, Oregon





BOARD OF DIRECTORS – REGULAR MONTHLY MEETING
Tillamook County Transportation
Thursday, October 18th, 2018
Robert J. Kenny Board Hearing Room
3600 Third St., Ste. A, Tillamook, Oregon

REGULAR MEETING

1. Call to Order
2. Pledge of Allegiance
3. Roll Call
4. Announcements & Changes to Agenda
5. Public & Guest Comments

PUBLIC HEARING

6. Adoption of Intercity Transit Enhancement Plan
7. Adoption of TCTD STIF Plan

GENERAL MANAGERS REPORT

8. Financial Report
9. Service Performance Report
10. Northwest Oregon Transit Alliance
11. STIF
12. Planning & Development
13. Grant Funding
14. Facility/Property Management
15. Miscellaneous

CONSENT

16. Motion to Approve the Minutes of September 20, 2018 Regular Board Meeting
17. Motion to Accept Financial Report: September 2018
18. Motion to Appoint STIF Advisory Committee Membership Application
19. [Motion to Approve SDIS 2018 Best Practices Survey](#)

ACTION ITEMS

20. Resolution 18-23 In the Matter of Adopting the TCTD Intercity Transit Enhancement Plan
21. Resolution 18-24 In the Matter of Adopting the TCTD Statewide Transportation Enhancement Fund (STIF) Plan

DISCUSSION ITEMS

22. Sunset Empire Transportation District IGA to use Ecolane
23. Dial-A-Ride Fare Policy Analysis
24. Staff Comments/Concerns
25. Board of Directors Comments/Concerns
26. Adjournment

UPCOMING EVENTS

None

Next regularly scheduled meeting to be held Thursday, November 15, 2018

(Rev.101618)



Tillamook County Transportation District
Normal Trial Balance - Unposted Transactions Included In Report
From 9/1/2018 Through 9/30/2018

Account Code	Account Title	Debit Balance	Credit Balance
1001	General Checking Account	112,983.08	
1006	Payroll Checking		10,164.22
1009	NW RIDES ACCOUNT	184,337.56	
1011	Prop. Mgmt. Checking	17,242.39	
1020	LGIP - General Account	37,146.58	
1030	LGIP - Capital Reserve	796,221.08	
1040	Petty Cash	200.00	
Report Total		1,148,130.69	10,164.22
Report Difference		1,137,966.47	

Tillamook County Transportation District

Check/Voucher Register

1001 - General Checking Account

From 9/1/2018 Through 9/30/2018

Document Number	Document Date	Transaction Amount	Payee	Transaction Description
13807	9/7/2018	1,285.00	ADVANCED DIESEL SERVICE	BUS 29 ENGINE WORK
13807	9/7/2018	2,086.00	ADVANCED DIESEL SERVICE	BUS 34 ENGINE WORK
13807	9/7/2018	4,384.00	ADVANCED DIESEL SERVICE	BUS 32 ENGINE WORK
13807	9/7/2018	436.00	ADVANCED DIESEL SERVICE	FUEL ELECTRICAL REPAIR BUS 29
13808	9/7/2018	350.00	ALL STARR SIGNS	60x & 70x brochures
13809	9/7/2018	212.12	ALSCO - Portland Linen	MATT SERVICE
13810	9/7/2018	475.00	BIKEPORTLAND.ORG	NWOTA
13811	9/7/2018	56.53	CAR CARE SPECIALISTS, INC.	DEF
13812	9/7/2018	889.99	Carquest Auto Parts	VEHICLE EXPENSE/INVENTORY
13813	9/7/2018	100.58	CHRIS MOTLEY	MILEAGE
13814	9/7/2018	21.90	CLAYTON NORRBOM	TRAINING/MEAL
13814	9/7/2018	112.00	CLAYTON NORRBOM	ATU PICNIC
13815	9/7/2018	1,010.00	Coast Printing & Stationery	GRAND RHONDE BROCHURE
13816	9/7/2018	50.50	COUNTRY MEDIA	ADVERTISING
13816	9/7/2018	50.00	COUNTRY MEDIA	ADVERTISING
13817	9/7/2018	97.01	JERRY BOND	MILEAGE FOR BUS 29 NBG TO SAI
13818	9/7/2018	3,028.52	LES SCHWAB WAREHOUSE CENTER	VEHICLE EXPENSE
13819	9/7/2018	104.00	LUM'S AUTO CENTER, INC.	SEAT BELT EXTENDER
13820	9/7/2018	1,962.61	McCOY FREIGHTLINER	RADIATOR
13820	9/7/2018	31.07	McCOY FREIGHTLINER	inventory
13820	9/7/2018	1,301.66	McCOY FREIGHTLINER	BUS 301 BRAKES, LUBE OIL FILTE
13821	9/7/2018	18.35	DAVISON AUTO PARTS, INC.	VEHICLE EXPENSE
13822	9/7/2018	24.00	NEW AGE CAR WASH	CAR WASH
13823	9/7/2018	1,309.70	PETROCARD INC.	FUEL
13824	9/7/2018	262.50	Prevailing Communications	RADIOS BUS 300 AND 302
13825	9/7/2018	16.51	Rosenberg Builders Supply	OFFICE SUPPLIES
13826	9/7/2018	22,958.24	Sheldon Oil Distributors	fuel
13827	9/7/2018	46.95	Tillamook Motor Co.	van 107 oil change
13827	9/7/2018	863.21	Tillamook Motor Co.	bus 200 preventive service
13827	9/7/2018	328.40	Tillamook Motor Co.	lube oil & filter service
13828	9/7/2018	49.95	VANIR BROADBAND, INC.	INTERNET
13829	9/7/2018	274.56	VERIZON	tablet data
13830	9/12/2018	1,075.05	Marie Mills Center, Inc	janitorial
13831	9/12/2018	2,726.24	CARDMEMBER SERVICE	CARD CHARGES
13832	9/18/2018	7,803.00	ADVANCED DIESEL SERVICE	ENGINE REPAIR
13833	9/18/2018	200.00	BIO-MED TESTING SERVICE, INC.	EMPLOYMENT DRUG SCREENS
13834	9/18/2018	243.07	BRENT OLSON	MILEAGE/OPERATIONS
13835	9/18/2018	553.00	Bullard Law, P.C.	LEGAL
13836	9/18/2018	650.00	Burden's Muffler & Towing	TOWING 34
13836	9/18/2018	170.00	Burden's Muffler & Towing	TOWING 105
13837	9/18/2018	29.75	CAR CARE SPECIALISTS, INC.	DEF
13837	9/18/2018	26.78	CAR CARE SPECIALISTS, INC.	DEF
13838	9/18/2018	76.86	CHRIS MOTLEY	MILEAGE 60X
13838	9/18/2018	102.48	CHRIS MOTLEY	MILEAGE FOR 60X
13839	9/18/2018	24.00	CLAYTON NORRBOM	MEAL/TRAINING
13840	9/18/2018	850.00	CoastCom, Inc.	NWR & TCTD TELEPHONE
13841	9/18/2018	50.50	COUNTRY MEDIA	ADVERTISING
13841	9/18/2018	50.50	COUNTRY MEDIA	MARKETING
13841	9/18/2018	45.00	COUNTRY MEDIA	ADVERTISING
13842	9/18/2018	119.01	CRYSTAL AND SIERRA SPRINGS	WATER
13843	9/18/2018	57.77	DAVID WHEELER	MILEAGE 70X
13843	9/18/2018	57.77	DAVID WHEELER	MILEAGE 70X
13844	9/18/2018	50.03	Dish	DISH
13845	9/18/2018	82.36	FleetPride, Inc.	BUS 34 NEW SEAT
13845	9/18/2018	21.00	FleetPride, Inc.	INVENTORY
13845	9/18/2018	769.03	FleetPride, Inc.	INVENTORY
13845	9/18/2018	192.00	FleetPride, Inc.	INVENTORY

Tillamook County Transportation District

Check/Voucher Register

1001 - General Checking Account

From 9/1/2018 Through 9/30/2018

Document Number	Document Date	Transaction Amount	Payee	Transaction Description
13845	9/18/2018	84.16	FleetPride, Inc.	BUS 302 SEAT REPAIR
13846	9/18/2018	293.00	GenXsys Solutions, LLC	LICENSE AND EXCHANGE ONLINE
13847	9/18/2018	475.12	GOVERNMENT ETHICS COMM UNIT 24	OREGON GOVERNMENT ETHICS 7/01/18-06/30/19
13848	9/18/2018	22.99	MAC TOOLS DISTRIBUTING	SHOP TOOLS
13849	9/18/2018	52.10	Office Depot Credit Plan	TCTD OFFICE SUPPLIES, MONITOI RISER
13849	9/18/2018	132.75	Office Depot Credit Plan	TCTD OFFICE SUPPLIES/DYMO
13850	9/18/2018	297.55	Pacific Office Automation	copies
13851	9/18/2018	1,095.58	PETROCARD INC.	FUEL
13852	9/18/2018	225.22	Pacific Office Automation	COPIER LEASE TCTD
13853	9/18/2018	128.62	ROBERT SOUTHWICK	MILEAGE FOR 60X
13854	9/18/2018	2,246.75	SPECIAL DISTRICTS INS. SERVICE	WORKERS COMP
13855	9/18/2018	90.47	TABATHA WELCH	MILEAGE / TRAINING
13856	9/18/2018	336.00	TILLAMOOK COUNTY SHOPPER, LLC	HELP WANTED & FAIR BUS SCHEC
13856	9/18/2018	48.00	TILLAMOOK COUNTY SHOPPER, LLC	HELP WANTED
13856	9/18/2018	48.00	TILLAMOOK COUNTY SHOPPER, LLC	PUBLIC NOTICE
13856	9/18/2018	48.00	TILLAMOOK COUNTY SHOPPER, LLC	HELP WANTED
13857	9/18/2018	220.00	TRANSPORT WISDOM, LTD	CDL TESTING
13858	9/18/2018	501.35	Western Bus Sales	BUS 200
13858	9/18/2018	69.39	Western Bus Sales	VEHICLE EXPENSE
13859	9/20/2018	82.84	KATHLEEN SCHWABE	MILEAGE
13860	9/20/2018	87.20	BRENT OLSON	MILEAGE
13861	9/21/2018	50.00	Gary A. Hanenkrat	09202018 BOARD MEETING
13862	9/21/2018	50.00	JACKIE EDWARDS	09202018 BOARD MEETING
13863	9/21/2018	50.00	JIM HUFFMAN	09202018 BOARD MEETING
13864	9/21/2018	50.00	JUDY RIGGS	09202018 BOARD MEETING
13865	9/21/2018	50.00	MARTY HOLM	09202018 BOARD MEETING
13866	9/21/2018	50.00	MELISSA CARLSON-SWANSON	09202018 BOARD MEETING
13867	9/21/2018	50.00	MERRIANNE HOFFMAN	09202018 BOARD MEETING
Report Total		67,157.15		

Tillamook County Transportation District

Check/Voucher Register

1006 - Payroll Checking

From 9/1/2018 Through 9/30/2018

Document Number	Document Date	Payee
091418-01	9/14/2018	DANIELL F. AMAYA
091418-02	9/14/2018	SYLVIE G. BALLANCE
091418-03	9/14/2018	LAURA M. BEELER
091418-04	9/14/2018	JEREMY J. BELLANTE
091418-05	9/14/2018	JOHN P. CLINE
091418-06	9/14/2018	CLIFFORD R. DERRICK
091418-07	9/14/2018	RICHARD A. DIETZ
091418-08	9/14/2018	KARRI L. HOOKER
091418-09	9/14/2018	TOMMIE L. HUFFMAN
091418-10	9/14/2018	JAMES N. JETT
091418-11	9/14/2018	ROBERT R. KENNEY
091418-12	9/14/2018	JOHN C. MAGNANO
091418-13	9/14/2018	TYLER J. MARSHALL
091418-14	9/14/2018	CHRISTOPHER A. MOTLEY
091418-15	9/14/2018	ALLAN G. NEWCOMB
091418-16	9/14/2018	SARAH J. NORRBOM
091418-17	9/14/2018	CLAYTON T. NORRBOM
091418-18	9/14/2018	PAUL J. NORTON
091418-19	9/14/2018	BRENT K. OLSON
091418-20	9/14/2018	JAMES M. PALMER
091418-21	9/14/2018	GARY R. PETERSON
091418-22	9/14/2018	DOUGLAS W. PILANT
091418-23	9/14/2018	RONALD G. PIMENTEL
091418-24	9/14/2018	LAWRENCE A. QUINTAL SR.
091418-25	9/14/2018	VERNON L. RESSLER
091418-26	9/14/2018	STEPHANIE A. RODRIGUEZ
091418-27	9/14/2018	GWENDOLYN J. RUSSELL
091418-28	9/14/2018	ERIN L. RYAN
091418-29	9/14/2018	ROBERT W. RYAN
091418-30	9/14/2018	STEVE H. SCHWABE
091418-31	9/14/2018	KATHLEEN E. SCHWABE
091418-32	9/14/2018	ROBERT E. SOUTHWICK
091418-33	9/14/2018	MARK A. STRICKER
091418-34	9/14/2018	MICHAEL P. THOMPSON
091418-35	9/14/2018	TABATHA R. WELCH
091418-36	9/14/2018	DAVID T. WHEELER
091418-38	9/14/2018	CLYDE C. ZELLER
092818-01	9/28/2018	DANIELL F. AMAYA
092818-02	9/28/2018	SYLVIE G. BALLANCE
092818-03	9/28/2018	LAURA M. BEELER
092818-04	9/28/2018	JEREMY J. BELLANTE
092818-05	9/28/2018	TERRA L. BUCHANAN
092818-06	9/28/2018	JOHN P. CLINE
092818-07	9/28/2018	CLIFFORD R. DERRICK
092818-08	9/28/2018	RICHARD A. DIETZ
092818-09	9/28/2018	KARRI L. HOOKER
092818-10	9/28/2018	TOMMIE L. HUFFMAN
092818-11	9/28/2018	JAMES N. JETT
092818-12	9/28/2018	ROBERT R. KENNEY
092818-13	9/28/2018	MICHAEL J. LOWENSTEIN
092818-14	9/28/2018	JOHN C. MAGNANO
092818-15	9/28/2018	CHRISTOPHER A. MOTLEY
092818-16	9/28/2018	ALLAN G. NEWCOMB
092818-17	9/28/2018	SARAH J. NORRBOM
092818-18	9/28/2018	CLAYTON T. NORRBOM
092818-19	9/28/2018	PAUL J. NORTON
092818-20	9/28/2018	BRENT K. OLSON

Tillamook County Transportation District

Check/Voucher Register

1006 - Payroll Checking

From 9/1/2018 Through 9/30/2018

Document Number	Document Date	Payee
092818-21	9/28/2018	JAMES M. PALMER
092818-22	9/28/2018	GARY R. PETERSON
092818-23	9/28/2018	DOUGLAS W. PILANT
092818-24	9/28/2018	RONALD G. PIMENTEL
092818-25	9/28/2018	LAWRENCE A. QUINTAL SR.
092818-26	9/28/2018	VERNON L. RESSLER
092818-27	9/28/2018	STEPHANIE A. RODRIGUEZ
092818-28	9/28/2018	GWENDOLYN J. RUSSELL
092818-29	9/28/2018	ERIN L. RYAN
092818-30	9/28/2018	ROBERT W. RYAN
092818-31	9/28/2018	STEVE H. SCHWABE
092818-32	9/28/2018	KATHLEEN E. SCHWABE
092818-33	9/28/2018	ROBERT E. SOUTHWICK
092818-34	9/28/2018	MARK A. STRICKER
092818-35	9/28/2018	MICHAEL P. THOMPSON
092818-36	9/28/2018	TABATHA R. WELCH
092818-37	9/28/2018	DAVID T. WHEELER
092818-38	9/28/2018	CLYDE C. ZELLER
5306	9/14/2018	DONALD M. ANDERSON
5307	9/14/2018	ALFRED BARRAGAN
5308	9/14/2018	JERRY D. BOND
5309	9/14/2018	CATHRYN L. BOND
5310	9/14/2018	JAMES P. BROWN
5311	9/14/2018	JULIENE J. HOOTER
5312	9/14/2018	STEPHANIE R. LANE
5313	9/14/2018	PEGGY PETERSON
5314	9/14/2018	ERIK C. PETERSON
5315	9/14/2018	RICK A. ROGERS
5316	9/14/2018	LEONARD W. STITT
5317	9/14/2018	HELEN I. MERCADO-ROMERO
5320	9/11/2018	SPECIAL DISTRICTS INS. SERVICE
5321	9/18/2018	UNITED FINANCE
5322	9/18/2018	HRA VEBA TRUST
5323	9/20/2018	JAMES KILLIAN
5324	9/28/2018	DONALD M. ANDERSON
5325	9/28/2018	ALFRED BARRAGAN
5326	9/28/2018	CATHRYN L. BOND
5327	9/28/2018	JERRY D. BOND
5328	9/28/2018	JAMES P. BROWN
5329	9/28/2018	JULIENE J. HOOTER
5330	9/28/2018	STEPHANIE R. LANE
5331	9/28/2018	PEGGY PETERSON
5332	9/28/2018	ERIK C. PETERSON
5333	9/28/2018	RICK A. ROGERS
5334	9/28/2018	LEONARD W. STITT
5335	9/28/2018	HELEN I. MERCADO-ROMERO
5337	9/20/2018	ATU LOCAL #757
5338	9/28/2018	HRA VEBA TRUST
5339	9/30/2018	PACIFIC SOURCE
5340	9/30/2018	REGENCE BLUECROSS BLUESHIELD

Tillamook County Transportation District

Check/Voucher Register
1011 - Prop. Mgmt. Checking
From 9/1/2018 Through 9/30/2018

<u>Document Number</u>	<u>Document Date</u>	<u>Transaction Amount</u>	<u>Payee</u>	<u>Transaction Description</u>
4136	9/7/2018	263.99	City Of Tillamook	WATER SEWER
4137	9/7/2018	158.75	CITY SANITARY SERVICE	GARBAGE
4138	9/12/2018	240.00	CHRISSEY'S CLEANING SERVICE	janitorial
4139	9/12/2018	321.62	Marie Mills Center, Inc	janitorial office
Report Total		984.36		

September 2018 Statement

Open Date: 08/24/2018 Closing Date: 09/24/2018

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

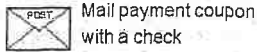
Cardmember Service 1-866-552-8855
BUS 30 ELN 78 15

New Balance	\$3,042.65
Minimum Payment Due	\$31.00
Payment Due Date	10/22/2018

Reward Points	
Earned This Statement	3,509
Reward Center Balance as of 09/23/2018	9,977
For details, see your rewards summary.	

Activity Summary		
Previous Balance	+	\$3,920.62
Payments	-	\$3,920.62 ^{CR}
Other Credits		\$0.00
Purchases	+	\$3,042.65
Balance Transfers		\$0.00
Advances		\$0.00
Other Debits		\$0.00
Fees Charged		\$0.00
Interest Charged		\$0.00
New Balance	=	\$3,042.65
Past Due		\$0.00
Minimum Payment Due		\$31.00
Credit Line		\$10,000.00
Available Credit		\$6,957.35
Days in Billing Period		32

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

001

2656

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

- to pay by phone
- to change your address

000008931 01 SP 000638919781996 P Y

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



Account Number	17790
Payment Due Date	10/22/2018
New Balance	\$3,042.65
Minimum Payment Due	\$31.00

Amount Enclosed \$ _____

Cardmember Service

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





Visa Business Rewards

Rewards Center Activity as of 09/23/2018

Rewards Center Activity*	0
Rewards Center Balance	9,977

*This item includes points redeemed, expired and adjusted.

Rewards Earned	This Statement	Year to Date
Points Earned on Net Purchases	2,578	18,220
Gas, Restaurants & Telecom Double Points	931	5,995
Total Earned	3,509	24,215

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.

Account Security is very important to you and to us. When you use your Card to make a purchase, particularly over the phone or online, you may be asked to provide a card security code, sometimes called a CVV. This information is used to help confirm that it is you using the Card and that the Card is authentic.

Transactions PILANT DOUGLAS Credit Limit \$5000

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
Purchases and Other Debits					
08/27	08/23	7460	KITTYS FOOD & SPIRITS TILLAMOOK OR	\$29.00	
09/04	08/31	0070	PACIFIC RESTAURANT TILLAMOOK OR	\$42.50	
09/06	09/05	0071	PACIFIC RESTAURANT TILLAMOOK OR	\$154.40	
09/12	09/12	5281	USA TODAY JOBS NETWORK 844-419-9560 VA	\$399.00	
09/14	09/12	2011	USPS POSTAGE ENDICIA.C 800-576-3279 CA	\$100.00	
09/14	09/12	7571	EAGLE NEWSPAPERS INC 503-3931774 OR	\$480.00	
09/14	09/13	9621	GARIBALDI PORTSIDE GARIBALDI OR	\$40.00	
09/17	09/15	6492	FRED-MEYER #0377 TILLAMOOK OR	\$137.84	
09/21	09/19	2876	FRED-MEYER #0377 TILLAMOOK OR	\$40.75	
09/24	09/20	3819	KITTYS FOOD & SPIRITS TILLAMOOK OR	\$29.75	
09/24	09/20	1858	SAFEWAY #2723 TILLAMOOK OR	\$9.47	
09/24	09/21	7243	SQ *FIVE RIVERS COF TILLAMOOK OR	\$9.50	
Total for Account				308	\$1,472.21

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

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
Purchases and Other Debits					
08/27	08/25	9305	FIELDPRINT INC 888-291-1369 PA	\$12.50	_____
08/27	08/25	4264	FIELDPRINT INC 888-291-1369 PA	\$12.50	_____
08/27	08/23	0489	WERNER GOURMET MEAT SN TILLAMOOK OR	\$34.00	_____
08/29	08/28	9510	J2 EFAX SERVICES 323-817-3205 CA	\$10.00	_____
09/06	09/05	0992	ADOBE *ACROPRO SUBS 800-833-6687 CA	\$24.99	_____
09/12	09/11	3457	FIELDPRINT INC 888-291-1369 PA	\$12.50	_____
09/13	09/12	9001	FIELDPRINT INC 888-291-1369 PA	\$12.50	_____
09/17	09/13	1536	BLUE HERON FRENCH CH TILLAMOOK OR	\$15.00	_____
Total for Account				1 2022	\$133.99

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

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
Purchases and Other Debits					
08/27	08/23	3468	SAFEWAY #2723 TILLAMOOK OR	\$19.68	_____
09/06	09/05	5980	PP*TILLAMOOKDU GEARHART OR	\$9.50	_____
09/07	09/04	1006	ALASKA AI0272183799370 SEATTLE WA ROMERO MERCADO 09/25/18 PORTLAND ORE TO AUSTIN AUSTIN TO PORTLAND ORE	\$286.40	_____
09/07	09/04	1154	ALASKA AI0272183799369 SEATTLE WA WELCH/TABATHA 09/25/18 PORTLAND ORE TO AUSTIN AUSTIN TO PORTLAND ORE	\$286.40	_____
09/12	09/10	1107	SAFEWAY #2723 TILLAMOOK OR	\$15.46	_____
09/12	09/10	0454	SAFEWAY #2723 TILLAMOOK OR	\$14.70	_____
09/13	09/12	8149	PP*TILLAMOOKDU GEARHART OR	\$10.50	_____
09/19	09/18	4816	CRAIGSLIST.ORG 415-399-5200 CA	\$20.00	_____
09/21	09/19	0163	SAFEWAY #2723 TILLAMOOK OR	\$29.97	_____
09/21	09/20	6110	VISTAPR*VistaPrint.com 866-8936743 MA	\$20.99	_____
09/24	09/23	7139	LA PROVIDENCIA TILLAMOOK OR	\$20.00	_____
Total for Account				4146	\$733.60

Transactions **OLSON,BRENT** **Credit Limit \$3000**

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
Purchases and Other Debits					
08/24	08/23	7109	PANDA EXPRESS #1139 HILLSBORO OR	\$7.70	_____
08/24	08/23	0742	FS *www.mtcpro.com 877-3278914 CA	\$49.00	_____

Transactions OLSON, BRENT

Credit Limit \$3000

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
08/29	08/28	8830	PANDA EXPRESS #639 PORTLAND OR	\$7.70	_____
09/07	09/05	6341	SUBWAY 00476218 SALEM OR	\$12.78	_____
09/10	09/07	0165	PANDA EXPRESS #1531 PORTLAND OR	\$15.40	_____
09/13	09/12	2589	STAPLES DIRECT 800-3333330 MA	\$479.98	_____
09/17	09/14	1647	SQ *NANI PAPA'A ISL TILLAMOOK OR	\$71.30	_____
09/21	09/20	6619	ROCK N ROGERS DINER SALEM OR	\$9.99	_____
09/24	09/23	7054	FS *www.mtcpro.com 877-3278914 CA	\$49.00	_____
			Total for Account	1 2649	\$702.85

Transactions BILLING ACCOUNT ACTIVITY

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
Payments and Other Credits					
09/13	09/13	8	PAYMENT THANK YOU	\$1,194.38CR	_____
09/13	09/13	8	PAYMENT THANK YOU	\$2,726.24CR	_____
			Total for Account	7790	\$3,920.62CR

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	\$3,042.65	\$0.00	YES	\$0.00	13.99%	
**ADVANCES	\$0.00	\$0.00	YES	\$0.00	25.74%	

ODD - received new copy.

Tillamook County Transportation District
Financial Statement - Unposted Transactions Included In Report
From 9/1/2018 Through 9/30/2018

Resources	Current Period Actual	Current Period Budget	Current Year Actual	Total Budget	Total Budget Variance	.25%
Working Capital	3500	0.00	0.00	1,432,835.00	(1,432,835.00)	0.00%
Fares	4000	25,173.56	91,961.15	265,000.00	(173,038.85)	34.70%
Contract Revenue	4020	59,149.87	175,145.38	887,000.00	(711,854.62)	19.74%
Property Tax	4100	1,981.48	9,079.10	900,000.00	(890,920.90)	1.00%
Past Years Property Tax	4110	2,446.21	6,561.28	40,000.00	(33,438.72)	16.40%
State Timber Revenue	4120	0.00	103,173.07	215,000.00	(111,826.93)	47.98%
Mass Transit State Payroll Tax	4130	0.00	23,297.17	85,000.00	(61,702.83)	27.40%
Statewide Transit Fund	4135	0.00	0.00	130,000.00	(130,000.00)	0.00%
Capital Grants	4210	0.00	0.00	706,412.00	(706,412.00)	0.00%
Grants - FTA 5311	4220	0.00	0.00	360,000.00	(360,000.00)	0.00%
NWOTA Partner Cont. Match	4225	0.00	12,000.00	48,000.00	(36,000.00)	25.00%
Grants - STF	4230	0.00	16,750.00	67,000.00	(50,250.00)	25.00%
Grants - 5311 (f)	4240	0.00	0.00	220,000.00	(220,000.00)	0.00%
Grants - 5310	4245	0.00	0.00	100,000.00	(100,000.00)	0.00%
Special Bus Operations	4300	0.00	0.00	1,000.00	(1,000.00)	0.00%
Miscellaneous Income	4400	0.00	0.00	1,000.00	(1,000.00)	0.00%
Sale of Assets - Income	4410	0.00	1,000.00	10,000.00	(9,000.00)	10.00%
Interest Income	4510	1,586.02	5,116.46	24,000.00	(18,883.54)	21.31%
Advertising Income	4520	0.00	0.00	1,000.00	(1,000.00)	0.00%
Lease Income	4900	1,900.00	5,300.00	18,000.00	(12,700.00)	29.44%
Lease Operational Exp Income	4910	516.30	1,423.48	6,500.00	(5,076.52)	21.89%
Transfer From General Fund	4911	0.00	13,000.00	22,000.00	(9,000.00)	59.09%
Transfer from Veh. Purch. Res.	4915	0.00	0.00	20,835.00	(20,835.00)	0.00%
Transfer from STF Fund	4916	0.00	0.00	47,848.00	(47,848.00)	0.00%

TCTD

Tillamook County Transportation District
Financial Statement - Unposted Transactions Included In Report
From 9/1/2018 Through 9/30/2018

Resources	Current Period Actual	Current Period Budget	Current Year Actual	Total Budget	Total Budget Variance	25%
Working Capital	3500	0.00	0.00	1,432,835.00	(1,432,835.00)	0.00%
Fares	4000	25,173.56	22,083.00	265,000.00	(173,038.85)	34.70%
Contract Revenue	4020	59,149.87	73,916.67	887,000.00	(711,854.62)	19.74%
Property Tax	4100	1,981.48	0.00	900,000.00	(898,018.52)	0.22%
Past Years Property Tax	4110	2,446.21	3,333.33	40,000.00	(37,553.79)	6.11%
State Timber Revenue	4120	0.00	17,916.67	215,000.00	(215,000.00)	0.00%
Mass Transit State Payroll Tax	4130	0.00	7,083.33	85,000.00	(84,999.93)	0.00%
Statewide Transit Fund	4135	0.00	0.00	130,000.00	(130,000.00)	0.00%
Capital Grants	4210	0.00	58,867.67	706,412.00	(706,412.00)	0.00%
Grants - FTA 5311	4220	0.00	30,000.00	360,000.00	(360,000.00)	0.00%
NWOTA Partner Cont. Match	4225	0.00	4,000.00	48,000.00	(36,000.00)	25.00%
Grants - STF	4230	0.00	5,583.33	67,000.00	(50,250.00)	25.00%
Grants - 5311 (f)	4240	0.00	18,333.33	220,000.00	(220,000.00)	0.00%
Grants - 5310	4245	0.00	8,333.33	100,000.00	(100,000.00)	0.00%
Special Bus Operations	4300	0.00	83.33	1,000.00	(1,000.00)	0.00%
Miscellaneous Income	4400	0.00	83.33	1,000.00	(1,000.00)	0.00%
Sale of Assets - Income	4410	0.00	833.33	10,000.00	(9,000.00)	10.00%
Interest Income	4510	1,586.02	2,000.00	24,000.00	(18,883.54)	21.31%
Advertising Income	4520	0.00	83.33	1,000.00	(1,000.00)	0.00%
Lease Income	4900	1,900.00	1,500.00	18,000.00	(12,700.00)	29.44%
Lease Operational Exp Income	4910	516.30	541.67	6,500.00	(5,076.52)	21.89%
Transfer From General Fund	4911	0.00	0.00	22,000.00	(9,000.00)	59.09%
Transfer from Veh. Purch. Res.	4915	0.00	0.00	20,835.00	(20,835.00)	0.00%
Transfer from STF Fund	4916	0.00	0.00	47,848.00	(47,848.00)	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 9/1/2018 Through 9/30/2018

	Current Period Actual	Current Period Budget	Current Year Actual	Total Budget	Total Budget Variance	25%	
Transfer from NWOTA	4917	0.00	3,000.00	3,000.00	0.00	100.00%	
Total Resources	<u>92,753.44</u>	<u>254,575.65</u>	<u>329,124.23</u>	<u>5,611,430.00</u>	<u>(5,282,305.77)</u>	<u>5.87%</u>	
Expenses							
Personnel Services							
Payroll: Administration	5010	26,592.66	27,587.50	80,156.88	331,050.00	250,893.12	24.21%
Payroll: Dispatch	5020	(1,969.73)	10,458.33	26,227.64	125,500.00	99,272.36	20.89%
Payroll: Drivers	5030	80,438.70	72,208.33	255,895.60	866,500.00	610,604.40	29.53%
Payroll: Maintenance	5040	3,523.29	5,416.67	11,602.90	65,000.00	53,397.10	17.85%
Payroll Expense	5050	38,178.18	50,833.33	120,144.70	610,000.00	489,855.30	19.69%
Workers Compensation Ins.	5055	2,246.75	1,875.00	17,769.19	22,500.00	4,730.81	78.97%
Total Personnel Services		<u>149,009.85</u>	<u>168,379.16</u>	<u>511,796.91</u>	<u>2,020,550.00</u>	<u>1,508,753.09</u>	<u>25.33%</u>
Materials and Services							
Miscellaneous Expense	5060	0.00	0.00	108.00	0.00	(108.00)	0.00%
Professional Services	5100	6,952.00	6,687.50	22,366.90	90,750.00	68,383.10	24.64%
Administrative Support	5101	5,482.23	2,083.33	5,482.23	25,000.00	19,517.77	21.92%
Website Maintenance	5102	0.00	416.67	0.00	5,000.00	5,000.00	0.00%
Planning	5103	0.00	1,666.67	2,980.00	20,000.00	17,020.00	14.90%
Dues & Subscriptions	5120	4,125.00	1,000.00	6,740.00	12,000.00	5,260.00	56.16%
Office Equipment R&R	5140	225.22	250.00	617.22	3,000.00	2,382.78	20.57%
Computer R&M	5145	3,293.00	2,916.67	4,935.50	37,500.00	32,564.50	13.16%
Fees & Licenses	5150	680.11	1,458.33	1,172.09	33,500.00	32,327.91	3.49%
Insurance	5160	0.00	7,541.67	(781.00)	90,500.00	91,281.00	(0.86)%
Office Expenses	5170	1,408.93	1,083.33	3,529.64	13,000.00	9,470.36	27.15%
Board Expenses	5175	350.00	833.33	1,598.00	10,000.00	8,402.00	15.98%

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Monthly BOD Report w/YTD Budget & Variance



Tillamook County Transportation District
Financial Statement - Unposted Transactions Included In Report
From 9/1/2018 Through 9/30/2018

	Current Period Actual	Current Period Budget	Current Year Actual	Total Budget	Total Budget Variance	25%	
Operational Expenses	5180	2,695.96	2,541.67	12,867.66	30,500.00	17,632.34	42.18%
Drug & Alcohol Administration	5185	200.00	125.00	295.00	1,500.00	1,205.00	19.66%
Marketing	5190	2,385.00	4,000.00	8,116.73	48,000.00	39,883.27	16.90%
Telephone Expense	5210	1,825.15	1,758.33	4,655.23	21,600.00	16,944.77	21.55%
Travel & Training	5220	3,397.90	2,875.00	9,910.59	34,500.00	24,589.41	28.72%
Vehicle Expense	5240	16,447.16	14,791.66	42,147.33	177,500.00	135,352.67	23.74%
Fuel Expenses	5245	24,093.31	21,666.66	74,066.77	260,000.00	185,933.23	28.48%
Volunteers	5250	0.00	125.00	0.00	1,500.00	1,500.00	0.00%
Postage	5260	100.00	125.00	300.00	1,500.00	1,200.00	20.00%
Mgmt/Labor Recreation Fund	5270	227.54	197.25	1,260.96	2,367.00	1,106.04	53.27%
Transit & Visitor Center Lease	5280	700.00	700.00	2,100.00	8,400.00	6,300.00	25.00%
Transit & Visitor Center Maint	5285	1,207.45	1,250.00	2,929.49	15,000.00	12,070.51	19.52%
General Operating Cont.	5290	0.00	2,916.67	0.00	35,000.00	35,000.00	0.00%
Property Operating Expenses	5300	1,058.17	2,083.33	3,496.02	25,000.00	21,503.98	13.98%
Flex Lease: Fees	5330	0.00	83.33	0.00	1,000.00	1,000.00	0.00%
Property Maint. & Repair	5340	1,101.04	833.33	4,012.03	10,000.00	5,987.97	40.12%
Operations Facility Maint	5346	71.63	208.33	313.48	2,500.00	2,186.52	12.53%
Total Materials and Services		78,026.80	82,218.06	215,219.87	1,016,117.00	800,897.13	21.18%
Special Payments							
STF Payments to Recipients	5200	0.00	300.00	4,788.00	19,152.00	14,364.00	25.00%
Total Special Payments		0.00	300.00	4,788.00	19,152.00	14,364.00	25.00%
Transfers							
Transfer to General Fund	9130	0.00	0.00	3,000.00	71,683.00	68,683.00	4.18%
Transfer to Vehicle Reserve	9150	0.00	0.00	1,000.00	10,000.00	9,000.00	10.00%
Transfer to NWOTA Fund	9160	0.00	0.00	12,000.00	12,000.00	0.00	100.00%

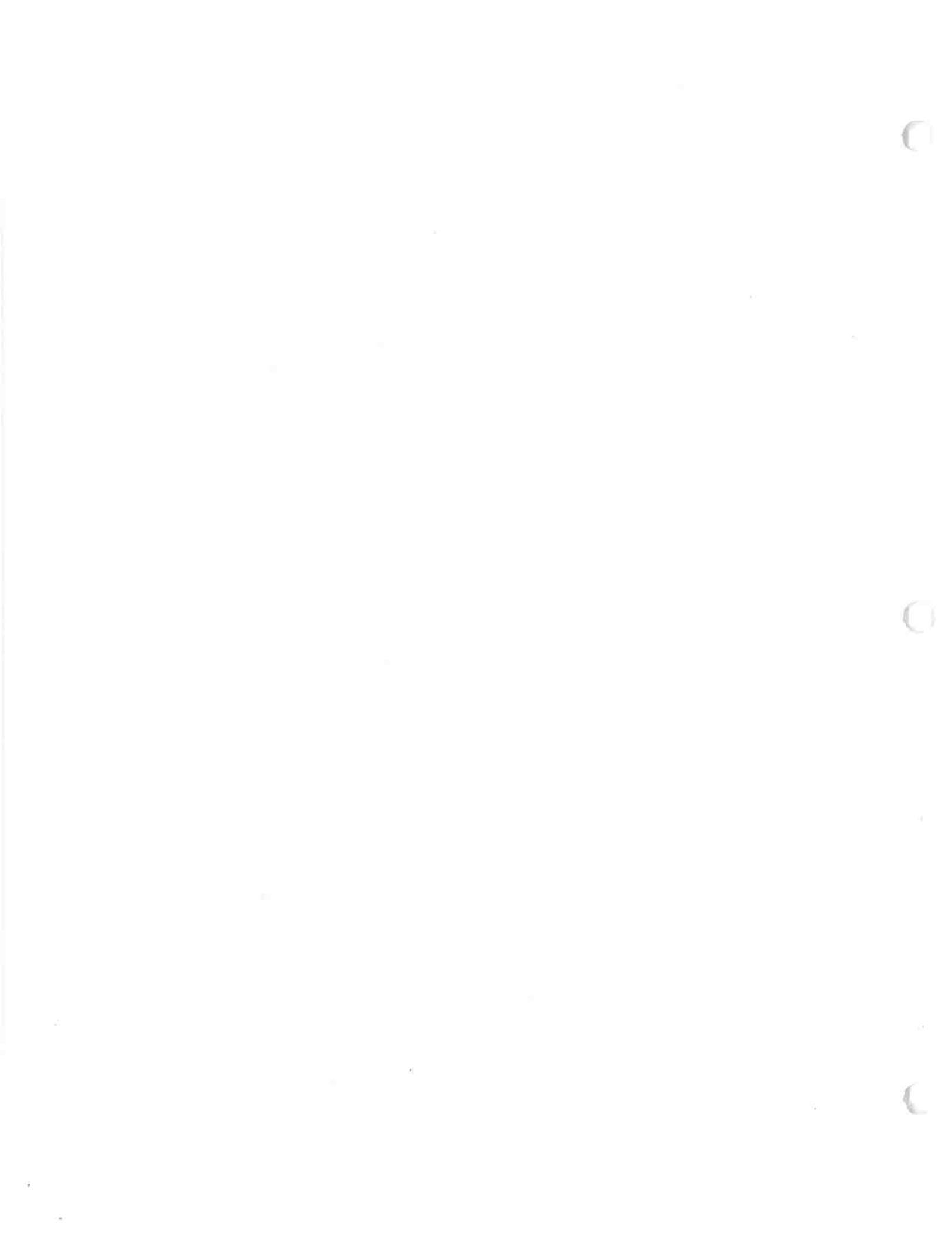
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Monthly BOD Report w/YTD Budget & Variance



Tillamook County Transportation District
Financial Statement - Unposted Transactions Included In Report
From 9/1/2018 Through 9/30/2018

	Current Period Actual	Current Period Budget	Current Year Actual	Total Budget	Total Budget Variance	25%
Reserve for Future Expenditure	9175	0.00	0.00	624,750.00	624,750.00	0.00%
Unappropriated Ending Fund Bal	9180	0.00	0.00	810,087.00	810,087.00	0.00%
Total Transfers		0.00	16,000.00	1,528,520.00	1,512,520.00	1.05%
Capital Outlay						
Debt Service						
Flex Lease: Principal	5310	0.00	0.00	45,000.00	45,000.00	0.00%
Flex Lease: Interest	5320	0.00	0.00	15,000.00	15,000.00	0.00%
PUD Loan Expense	5325	602.05	1,807.21	7,500.00	5,692.79	24.09%
OTIB Debt Service	5338	0.00	0.00	29,591.00	29,591.00	0.00%
Total Debt Service		602.05	1,807.21	97,091.00	95,283.79	1.86%
Capital Purchases						
Building Repair & Renovation	5350	0.00	573.50	39,000.00	38,426.50	1.47%
Bus Replacement/Addition	6000	0.00	0.00	835,000.00	835,000.00	0.00%
Computer Upgrade	6020	5,389.03	5,389.03	5,000.00	(389.03)	107.78%
Fuel Cell Triangulation Point	6021	0.00	0.00	6,000.00	6,000.00	0.00%
Bus Stop Signage/Shelters	6040	0.00	0.00	45,000.00	45,000.00	0.00%
Total Capital Purchases		5,389.03	5,962.53	930,000.00	924,037.47	0.64%
Total Capital Outlay		5,991.08	7,769.74	1,027,091.00	1,019,321.26	0.76%
Total Expenses		233,027.73	755,574.52	5,611,430.00	4,855,855.48	13.46%



NW Riders

Tillamook County Transportation District
Financial Statement - Unposted Transactions Included In Report
From 9/1/2018 Through 9/30/2018

	Current Period Actual	Current Period Budget	Current Year Actual	Total Budget	Total Budget Variance	25%
Resources						
NWR Startup	4025 0.00	0.00	206,000.00	206,000.00	0.00	100.00%
NWR Revenue	4026 274,987.92	0.00	549,975.84	3,060,000.00	(2,510,024.16)	17.97%
Miscellaneous Income	4400 0.00	0.00	0.00	5,000.00	(5,000.00)	0.00%
Total Resources	<u>274,987.92</u>	<u>0.00</u>	<u>755,975.84</u>	<u>3,271,000.00</u>	<u>(2,515,024.16)</u>	<u>23.11%</u>
Expenses						
Personnel Services						
Payroll: Administration	5010 18,485.40	0.00	37,865.71	390,000.00	352,134.29	9.70%
Payroll Expense	5050 2,715.01	0.00	4,779.29	30,000.00	25,220.71	15.93%
Total Personnel Services	<u>21,200.41</u>	<u>0.00</u>	<u>42,645.00</u>	<u>420,000.00</u>	<u>377,355.00</u>	<u>10.15%</u>
Materials and Services						
Professional Services	5100 210.00	0.00	11,360.00	25,000.00	13,640.00	45.44%
Dues & Subscriptions	5120 0.00	0.00	0.00	2,100.00	2,100.00	0.00%
Office Equipment R&R	5140 225.22	0.00	225.22	2,400.00	2,174.78	9.38%
Computer R&M	5145 0.00	0.00	0.00	14,700.00	14,700.00	0.00%
Fees & Licenses	5150 0.00	0.00	0.00	10,320.00	10,320.00	0.00%
Insurance	5160 0.00	0.00	0.00	2,400.00	2,400.00	0.00%
Office Expenses	5170 358.09	0.00	7,846.91	15,000.00	7,153.09	52.31%
Operational Expenses	5180 0.00	0.00	0.00	2,500.00	2,500.00	0.00%
Telephone Expense	5210 1,588.04	0.00	3,334.08	20,000.00	16,665.92	16.67%
Travel & Training	5220 84.39	0.00	553.22	9,000.00	8,446.78	6.14%
Postage	5260 0.00	0.00	100.00	5,000.00	4,900.00	2.00%
Purchased Transportation	5265 218,860.75	0.00	461,337.05	2,375,880.00	1,914,542.95	19.41%
Member Mileage Reimbursement	5266 7,249.11	0.00	15,872.36	45,000.00	29,127.64	35.27%

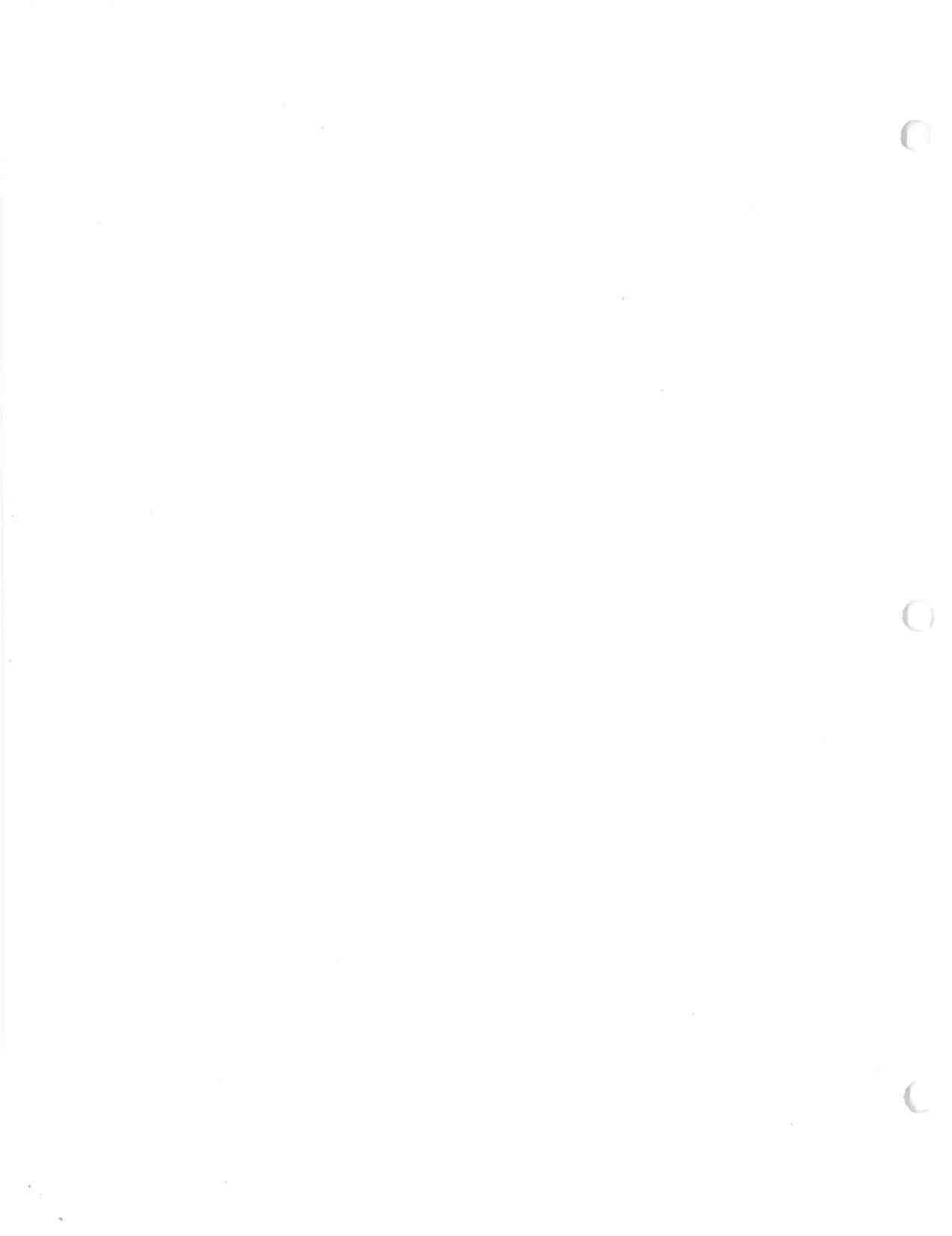
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Monthly BOD Report w/TTD Budget & Variance



Tillamook County Transportation District
Financial Statement - Unposted Transactions Included In Report
From 9/1/2018 Through 9/30/2018

	Current Period Actual	Current Period Budget	Current Year Actual	Total Budget	Total Budget Variance	25%
Volunteer Mileage Reimburse	5267 23,422.06	0.00	23,422.06	80,000.00	56,577.94	29.27%
Office Rent	5281 400.00	0.00	400.00	4,800.00	4,400.00	8.33%
Property Operating Expenses	5300 63.87	0.00	63.87	900.00	836.13	7.09%
Total Materials and Services	252,461.53	0.00	524,514.77	2,615,000.00	2,090,485.23	20.06%
Capital Outlay						
Capital Purchases						
Computer Upgrade	6020 (206,000.00)	0.00	15,542.31	20,000.00	4,457.69	77.71%
Ecolane Investment	6022 206,000.00	0.00	206,000.00	206,000.00	0.00	100.00%
Office Furnishings	6030 0.00	0.00	9,032.35	10,000.00	967.65	90.32%
Total Capital Purchases	0.00	0.00	230,574.66	236,000.00	5,425.34	97.70%
Total Capital Outlay	0.00	0.00	230,574.66	236,000.00	5,425.34	97.70%
Total Expenses	273,661.94	0.00	797,734.43	3,271,000.00	2,473,265.57	24.39%



QUARTERLY PERFORMANCE

Service Quarter	Passengers per Hour	Farebox Ratio	Operating Cost per Hour	Cost per Passenger
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Dial-A-Ride Services

Summer -17	1.3	58.3%	65.97	51.96
Fall - 17	1.2	61.9%	62.40	51.65
Winter - 17	1.3	63.7%	59.17	47.31
Spring - 17	1.3	67.5%	56.34	44.44
Summer -18	1.3	59.1%	67.63	52.30
STANDARD	1.3	65.3%	56.36	45.19

Deviated Fixed Route Services

Summer -17	7.0	11.8%	71.46	10.19
Fall - 17	6.8	11.0%	68.71	10.17
Winter - 17	6.8	11.3%	67.91	9.96
Spring - 17	6.8	11.6%	64.99	9.53
Summer -18	6.3	10.2%	66.99	10.70
STANDARD	7.0	12.4%	64.60	9.29

Intercity Services

Summer -17	3.2	33.4%	78.67	24.70
Fall - 17	2.9	29.7%	76.38	26.64
Winter - 17	2.8	29.0%	75.71	26.62
Spring - 17	2.8	29.7%	72.54	25.46
Summer -18	3.4	23.5%	77.08	22.34
STANDARD	2.9	31.5%	72.86	24.86

Other Services

Summer -17	3.7	6.3%	61.83	16.61
Fall - 17	4.6	7.6%	57.68	12.47
Winter - 17	7.8	9.7%	57.45	7.35
Spring - 17	6.1	10.7%	54.78	8.98
Summer -18	5.7	2.7%	60.25	10.53
STANDARD	6.9	10.7%	55.54	8.28

Year-to-Date Statistics and Performance

Tillamook County Transportation District
Actual FY 2018/2019

Route/Run	Thru Sep 2018										Revenue/ Service Hour (\$)					
	YTD Fare Revenue (\$)	YTD Passngs	YTD Service Hours	YTD Paid Hours	YTD Service Miles	Mileage Based Costs (\$)	Hourly Based Costs (\$)	Direct Cost (\$)	Indirect Costs (\$)	Total Costs (\$)		Hourly Rate (\$)	Passngs per Hour	Farebox Ratio	Passngr/ Subsidy	Average Fare (\$)
<u>Dial-A-Ride Service</u>																
Dial-A-Ride	7,341	2,599	1,041	1,253	16,632	7,459	41,185	3,713	12,690	65,048	62.49	2.5	11.3%	0.05	2.82	7.05
NW Rides	142,809	2,214	2,667	3,229	63,511	28,484	105,524	9,515	34,786	178,309	66.86	0.8	80.1%	0.06	64.50	53.55
Volunteer	62	50	53	58	787	353	2,272	7,714	635	10,973	208.38	0.9	0.6%	0.00	1.24	1.18
Total DAR	150,212	4,863	3,760	4,540	80,930	36,296	148,981	20,942	48,111	254,330	67.63	1.3	59.1%	0.05	30.89	39.95
<u>Deviated Route</u>																
01 Town Loop	8,328	11,488	1,140	1,296	15,552	6,975	45,120	4,068	13,612	69,775	61.19	10.1	11.9%	0.19	0.72	7.30
02 Netarts/Oceanside	2,313	2,241	600	808	13,230	5,933	23,753	2,142	7,714	39,541	65.87	3.7	5.8%	0.06	1.03	3.85
03 Manzanita	12,791	9,978	1,643	1,800	42,624	19,116	64,995	5,860	21,807	111,778	68.05	6.1	11.4%	0.10	1.28	7.79
04 Lincoln City	6,985	4,055	1,050	1,245	35,235	15,802	41,558	3,747	14,811	75,919	72.28	3.9	9.2%	0.06	1.72	6.65
Total Deviated Route	30,417	27,762	4,434	5,149	106,641	47,827	175,425	15,817	57,943	297,012	66.99	6.3	10.2%	0.10	1.10	6.86
<u>Intercity</u>																
05 Portland	29,765	2,953	882	963	28,260	12,674	38,045	3,147	12,293	66,158	75.01	3.3	45.0%	0.08	10.08	33.75
60X Salem	8,047	3,072	828	1,017	33,372	14,967	35,715	2,954	12,284	65,920	79.61	3.7	12.2%	0.05	2.62	9.72
70X Grand Ronde	2,509	1,656	517	649	17,968	8,058	22,283	1,843	7,353	39,538	76.53	3.2	6.3%	0.04	1.52	4.86
Total Intercity	40,321	7,681	2,227	2,629	79,600	35,699	96,043	7,944	31,930	171,616	77.08	3.4	23.5%	0.06	5.25	18.11
<u>Other Services</u>																
Trippers	231	341	28	63	244	110	1,104	100	317	1,630	58.44	12.2	14.2%	0.24	0.68	8.28
Special Bus Operation	187	1,134	230	283	2,839	1,273	9,098	820	2,712	13,903	60.47	4.9	1.3%	0.08	0.17	0.82
Total Other Services	418	1,475	258	346	3,084	1,383	10,202	920	3,029	15,534	60.25	5.7	2.7%	0.10	0.28	1.62
Total TCTD Services	221,368	41,781	10,678	12,663	270,254	121,205	430,651	45,623	141,013	738,492	69.16	3.91	30.0%	0.08	5.30	20.73

Total Mileage, Labor & Direct Cost 597,479 23.6%

Tillamook County Transportation District
FY17/18 to FY 18/19 **Year-Over-Year Comparison**

Route/Run	Thru Sep 2018 17/18			Thru Sep 2018 18/19			Thru Sep 2018 17/18			Thru Sep 2018 18/19			Thru Sep 2018 17/18			Thru Sep 2018 18/19		
	Fare Revenue	Fare Revenue	Amount Difference	Percent Difference	Passngrs	Passngrs	Amount Difference	Percent Difference	Service Hours	Service Hours	Amount Difference	Percent Difference	Total Cost	Total Cost	Amount Difference	Percent Difference		
<u>Dial-A-Ride Service</u>																		
Dial-A-Ride	24,277	7,341	-16,936	-69.8%	2,471	2,599	128	5.2%	1,327	1,041	-286	-21.5%	83,244	65,048	-18,196	-21.9%		
NW Rides	115,272	142,809	27,537	23.9%	1,938	2,214	276	14.2%	2,196	2,667	471	21.5%	154,329	178,309	23,980	15.5%		
Volunteer	11,179	62	-11,117	-99.4%	668	50	-618	-92.5%	400	53	-348	-86.8%	25,463	10,973	-14,490	-56.9%		
Total DAR	150,728	150,212	-517	-0.3%	5,077	4,863	-214	-4.2%	3,922	3,760	-162	-4.1%	263,036	254,330	-8,706	-3.3%		
<u>Deviated Route</u>																		
01 Town Loop	9,686	8,328	-1,358	-14.0%	12,058	11,488	-570	-4.7%	1,148	1,140	-7	-0.6%	69,594	69,775	181	0.3%		
02 Netarts/Oceanside	2,673	2,313	-360	-13.5%	2,401	2,241	-160	-6.7%	502	600	98	19.5%	34,773	39,541	4,769	13.7%		
03 Manzanita	13,991	12,791	-1,200	-8.6%	10,050	9,978	-72	-0.7%	1,287	1,643	356	27.6%	90,997	111,778	20,781	22.8%		
04 Lincoln City	6,880	6,985	105	1.5%	3,169	4,055	886	28.0%	1,010	1,050	41	4.0%	75,660	75,919	259	0.3%		
Total Local Fixed Route	33,230	30,417	-2,813	-8.5%	27,678	27,762	84	0.3%	3,947	4,434	487	12.3%	271,023	297,012	25,989	9.6%		
<u>Intercity</u>																		
05 Portland	35,524	29,765	-5,759	-16.2%	3,150	2,953	-197	-6.3%	923	882	-41	-4.4%	66,664	66,158	-506	-0.8%		
60X Salem	3,179	8,047	4,868	153.1%	1,538	3,072	1,534	99.7%	549	828	279	50.8%	41,463	65,920	24,457	59.0%		
70X Grand Ronde	0	2,509	2,509	#DIV/0!	0	1,656	1,656	#DIV/0!	0	517	517	#DIV/0!	-1	39,538	39,539	#####		
Total Intercity	38,703	40,321	1,618	4.2%	4,688	7,681	2,993	63.8%	1,472	2,227	755	51.3%	108,126	171,616	63,490	58.7%		
<u>Other Services</u>																		
Trippers	533	231	-302	-56.7%	497	341	-156	-31.4%	111	28	-83	-74.9%	6,040	1,630	-4,410	-73.0%		
Special Bus Operation	696	187	-509	-73.1%	683	1,134	451	66.0%	206	230	24	11.7%	12,661	13,903	1,242	9.8%		
Total Other Services	1,229	418	-811	-66.0%	1,180	1,475	295	25.0%	317	258	-59	-18.6%	18,701	15,534	-3,168	-16.9%		
Total TCTD Services	223,890	221,368	-2,522	-1.1%	38,623	41,781	3,158	8.2%	9,657	10,678	1,021	10.6%	660,887	738,492	77,605	11.7%		

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

Year to Date Performance Comparison

Route/Run	Thru Sep 2018 17/18			Thru Sep 2018 18/19			Thru Sep 2018 17/18			Thru Sep 2018 18/19			Thru Sep 2018 17/18			Thru Sep 2018 18/19		
	Hourly Rate	Hourly Rate	Amount Diff	Percent Diff	Passngr /Hour	Passngr /Hour	Amount Diff	Percent Diff	Farebox Ratio	Farebox Ratio	Amount Diff	Percent Diff	Average Fare	Average Fare	Amount Diff	Percent Diff		
Dial-A-Ride Service																		
Dial-A-Ride	62.75	62.49	-0.26	-0.4%	1.9	2.5	0.6	34.1%	29.2%	11.3%	-17.9%	-61.3%	9.82	2.82	-7.00	-71.3%		
NW Rides	70.29	66.86	-3.43	-4.9%	0.9	0.8	-0.1	-6.0%	74.7%	80.1%	5.4%	7.2%	59.48	64.50	5.02	8.4%		
Volunteer	63.63	208.38	144.75	227.5%	1.7	0.9	-0.7	-43.1%	43.9%	0.6%	-43.3%	-98.7%	16.74	1.24	-15.50	-92.6%		
Total DAR	67.06	67.63	0.57	0.9%	1.3	1.3	0.0	-0.1%	57.3%	59.1%	1.8%	3.1%	29.69	30.89	1.20	4.0%		
Deviated Route																		
01 Town Loop	60.64	61.19	0.55	0.9%	10.5	10.1	-0.4	-4.1%	13.9%	11.9%	-2.0%	-14.2%	0.80	0.72	-0.08	-9.8%		
02 Netarts/Oceanside	69.24	65.87	-3.37	-4.9%	4.8	3.7	-1.0	-21.9%	7.7%	5.8%	-1.8%	-23.9%	1.11	1.03	-0.08	-7.3%		
03 Manzanita	70.70	68.05	-2.66	-3.8%	7.8	6.1	-1.7	-22.2%	15.4%	11.4%	-3.9%	-25.6%	1.39	1.28	-0.11	-7.9%		
04 Lincoln City	74.93	72.28	-2.64	-3.5%	3.1	3.9	0.7	23.0%	9.1%	9.2%	0.1%	1.2%	2.17	1.72	-0.45	-20.7%		
Total Deviated Route	68.67	66.99	-1.68	-2.4%	7.0	6.3	-0.8	-10.7%	12.3%	10.2%	-2.0%	-16.5%	1.20	1.10	-0.10	-8.7%		
Intercity																		
05 Portland	72.26	75.01	2.75	3.8%	3.4	3.3	-0.1	-1.9%	53.3%	45.0%	-8.3%	-15.6%	11.28	10.08	-1.20	-10.6%		
60X Salem	75.53	79.61	4.09	5.4%	2.8	3.7	0.9	32.4%	7.7%	12.2%	4.5%	59.2%	2.07	2.62	0.55	26.7%		
70X Grand Ronde	#DIV/0!	76.53	#DIV/0!	#DIV/0!	#DIV/0!	3.2	#DIV/0!	#DIV/0!	0.0%	6.3%	6.3%	#DIV/0!	#DIV/0!	1.52	#DIV/0!	#DIV/0!		
Total Intercity	73.48	77.08	3.60	4.9%	3.2	3.4	0.3	8.3%	35.8%	23.5%	-12.3%	-34.4%	8.26	5.25	-3.01	-36.4%		
Other Services																		
Trippers	54.37	58.44	4.07	7.5%	4.5	12.2	7.7	173.2%	8.8%	14.2%	5.3%	60.6%	1.07	0.68	-0.40	-36.8%		
Special Bus Operation	61.52	60.47	-1.05	-1.7%	3.3	4.9	1.6	48.6%	5.5%	1.3%	-4.1%	-75.5%	1.02	0.17	-0.85	-83.8%		
Total Other Services	59.01	60.25	1.23	2.1%	3.7	5.7	2.0	53.6%	6.6%	2.7%	-3.9%	-59.0%	1.04	0.28	-0.76	-72.8%		
Total Other Services	68.43	69.16	0.72	1.1%	4.0	3.9	-0.1	-2.2%	33.9%	30.0%	-3.9%	-11.5%	5.80	5.30	-0.50	-8.6%		

Comparison FY17/18 to FY 18/19	YTD Through Sep 2018				
	Description	17/18	18/19	Amount Difference	Percent Difference
Mileage	233,010	270,254	37,244	16.0%	
Mileage Based Costs	121,432	121,205	(227)	-0.2%	
Hourly Based Costs	392,597	430,651	38,054	9.7%	
Direct Costs	146,857	141,013	(5,844)	-4.0%	
Overhead Costs					
Total Costs	660,887	692,869	31,983	4.8%	

Special Bus Operation Calculation Cost		Cost per mile calculation:	
Actual	Plus	10%	Hourly Rate Calculation:
45.8%	45.8%	Plus	Actual Hourly Rate
Overhead	Overhead	Profit	Plus Direct Costs
		Profit	Hourly Rate
		Plus Overhead	Hourly Rate
		Hourly Rate	Plus Profit
		20.0%	

Tillamook County Transportation District

MONTHLY PERFORMANCE REPORT

September 2018

RIDERSHIP BY SERVICE TYPE	SEP 2018	SEP 2017	YTD FY 18-19	YTD FY 17-18	YTD % Change
<u>Dial-A-Ride Service</u>					
Tillamook County	749	770	2,564	2,471	3.8%
NW Rides	793	628	2,119	1,938	9.3%
Volunteer	0	197	50	668	-92.5%
Dial-A-Ride Total	1,542	1,595	4,733	5,077	-6.8%
<u>Deviated Fixed Route Service</u>					
Rt 1: Town Loop	3,460	3,814	11,488	12,058	-4.7%
Rt 2: Netarts/Oceanside	686	816	2,241	2,401	-6.7%
Rt 3: Manzanita/Cannon Beach	2,695	3,160	9,978	10,050	-0.7%
Rt 4: Lincoln City	1,289	945	4,055	3,169	28.0%
Local Fixed Rt Total	8,130	8,735	27,762	27,678	0.3%
<u>Inter City Service</u>					
Rt 5: Portland	857	928	2,953	3,150	-6.3%
Rt 60X: Salem	877	453	3,072	1,538	99.7%
Rt 70X: Grand Ronde	486	0	1,656	0	#DIV/0!
Inter City Total	2,220	1,381	7,681	4,688	63.8%
<u>Other Services</u>					
Tripper Routes	142	232	341	497	-31.4%
Special Bus Operations	260	209	1,134	683	66.0%
Other Services Total	402	441	1,475	1,180	25.0%
TOTAL ALL SERVICES	12,294	12,152	41,651	38,623	7.8%

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)	6,414	247	22,920	20,885	9.7%
Senior/Disabled	3,450	1,234	15,824	14,831	6.7%
Child/Youth (less than 18 years of age)	888	62	2,907	2,908	0.0%
Total	10,752	1,542	41,651	38,623	7.8%
OTHER RIDER CATEGORIES	Fixed		YTD	YTD	YTD %
	Route	DAR	FY 18-19	FY 17-18	Change
Ride Connection	42		195	256	-23.8%
Tillamook Bay Community College	207		348	171	103.5%
NWOTA Visitor Pass	134		663	376	76.3%
Northwest Rides		698	1,944	1,938	0.3%
Helping Hands Shuttle		68	182	220	-17.3%

nwCONNECTOR

Coordinating Committee Meeting
 October 12, 2018
 Tillamook County Transportation District
 3600 3rd St
 Tillamook, OR
 10:00 am—2:00 pm
Teleconference Information
 866/755-7677
 Pin # 005939

Agenda

10:00— 10:05a	1. Introductions. Welcome to Guests	Doug Pilant
10:05— 10:15a	2. Consent Calendar (Action Items) * September 14, 2018 Meeting Minutes (Attached) * September 2018 Financial Report * Ridership Tracking (September 2018)	Doug Pilant
10:15— 10:45a	3. Open Trip Planner * Discussion	Thomas Craig All
10:45— 11:00a	4. NW Connector Holiday Schedule	Doug Pilant/All
11:00— 11:30a	5. North Coast Tourism Studio/Transportation	Jeff Hazen/Mary
11:30— 12:00p	6. NWOTA Standing Items * IGA * NWConnector Newsletter, NW Oregon Events * Potential addition of Bike and Ride Information on Website * Signage Update	All Mary McArthur Mary McArthur Doug Pilant
12:00— 12:30p	7. Lunch	
12:30— 2:00p	8. NW Standing Items (Continued) 9. Other Business and Member Updates	All

Attachments:

September 14, 2018 Meeting Minutes

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

www.nwconnector.net



NW Oregon Transit Alliance (NWOTA)
Coordinating Committee Meeting Minutes
September 14, 2018
Tillamook County Transportation District
Tillamook, OR

1. Introductions: Doug Pilant, Coordinating Committee Chair, opened the meeting. Meeting attendees included:
 - Cynda Bruce—Lincoln County Transportation
 - Paul Lewicki—Sunset Empire Transit District
 - Doug Pilant—Tillamook County Transportation
 - Arla Miller—ODOTExcused: Mark Bernard, Jeff Hazen, Lee Lazaro, Todd Wood
2. Consent Calendar: Unanimously approved. (Consensus)
 - ✦ August 10, 2018 Meeting Minutes—No corrections.
 - ✦ August 2018 Financial Reports—Doug reviewed a revised August 2018 report that includes partner match contributions to date. TCTD went ahead and paid their entire match at the front end and will send out a memo giving the other partners the option to do so if they want/can do so. Partners approved an October Travel Glossy insert in The Boomer for \$475. TCTD annual administrative expenses for the year were also prepaid.
 - ✦ Ridership Tracking—Change of reporting to a FY, will mean that only ½ year of the Coastal Connector will be included in last year. CCR's reductions in service will impact numbers this upcoming year. Partners will review the assumptions for the performance calculations. Mary will send out the assumptions. The operating data will also be organized by the Connector routes, as in the current reporting form.
3. NWConnector Transit Access Study

Ken and Ryan reported. Surveyor is looking at Columbia County stops. Ryan's shop is working on design. Schedule has been pushed beyond the original end date of Dec/Jan. Looking at a February ending date. Preferably would like to replace the Neotzu stop in Lincoln County. Cynda will come up with a better option, a stop that is ready to go other than the design components. Upcoming deliverables: Cost estimates and review of design package in December, individual stop designs will be reviewed incrementally. Scheduling of the surveying was delayed due to a contracting issue, so the schedule for getting stop designs to each partner is being amended. Doug reported that there is a lot in Pacific City across from a couple of the proposed stop that is vacant and for sale. TCTD is considering purchasing that lot for a park and ride, and if that happens, it would make more sense to have the new stop located there instead. Doug, Ken and Ryan will discuss the Pacific City stop off line. Cynda also asked for some help on bus stop signs, and Ken will follow up with her.
4. NWOTA Standing Items
 - ✦ IGA—TCTD's Board passed the IGA with two clerical edits: #4 Coordinating Fiscal Entity should read Tillamook County Transportation District, and 11B Duration should be June 30, 2019. Doug noted that it is important to get the IGA approved by all partners, because there may be an opportunity to add Yamhill as a partner, and the NWOTA legal paperwork needs to be in order. Yamhill is also looking adding transit technology enhancements, which, if they were part of NWOTA and were to use Swiftly, the technology could be used system-wide.
 - ✦ NW Connector Newsletter, NW Oregon Events—Suggestion on a story would be how NWConnector system works: How connections are organized—arrival/departure windows are created around neighboring systems. Wait and recovery time is built in to catch connecting buses. Riders can track buses in real time on their mobile device bus app. If bus gets too far off schedule (more than 1 minute early or 4 minutes late), the bus won't show up on the app. Riders can call their local agency, they can still see the bus and let you know where it is. If there is heavy traffic or an accident, buses can get behind. Another story could be how to travel with luggage and with a bike.

Other potential stories, from the July NWOTA Board meeting: Doug's board chair will be taking transit to Yachats and will keep a diary, which can be converted into a NW Connector story, barriers identified in Cascadia Report, and an overview of the Oregon Coast Bike Plan would be another good topic. Bike Rack information. Mary will write up some items for review at the September board meeting.

- ✦ Potential Addition of Bike and Ride Information on Website—Continues to be a work in progress. Mary will contact Sports Works on instructions. Jeff will send Mary SETD's bicycle information for drafting a NWOTA policy. October agenda item.
- ✦ Signage—Doug provided an updated shelter posture. Only a couple of edits are still needed. Partners agreed that the design is good and ready to go. Doug also handed out two more examples of the signs, one blue and one green. Only concern raised was whether the green would go with the blue poles and shelters. Doug will send out to Todd, Jeff and Lee for their feedback.
- ✦ Management Plan Update—Mary went over the proposed amendments. (See attached)
- ✦ Visitor Passes—May want to look at how visitor passes work, whether they could be used anywhere in the system, and did not have to be connected with a back—forth to the valley. Consider making the focus system travel, rather than travel from the valley combined with travel up and down the coast. Look at visitor pass usage at a future meeting.

5. Member Updates

- ✦ Sunset Empire—Paul went to the zero-emission transit conference in Los Angeles. Huge global movement to find/use sustainable energy and infrastructure. LA is looking at being totally battery-operated within the next 20 years. Will be a big transition. Need both infrastructure, buses, back-up power generation. Hydrogen cells will refuel in 5 to 10 minutes. Refueling is another big consideration. As fleets get larger, more expensive to use batteries on per bus basis. Hills require a certain amount of power capacity.
- ✦ Lincoln—Cynda has been working on Drug and Alcohol Review. Waiting to get lab certificates. Certificates need to be signed by current lab employees, turnover has been a problem. STIF bylaws have been adopted. Are planning on combining their STIF and Transit Advisory Committees. The District's State Audit noted that a Reasonable Modification Policy (which is different than Reasonable Accommodation Policy) for all contractors is required. Cynda will send it out. Just ordered 3 buses.
- ✦ Tillamook—New HR specialist, Helen, who will be working with NWOTA. Experienced in handling HR matters. Completed Title 6 update and were found in compliance. Summer shuttles were very successful. Operated one extra day, ridership was up over 500%. In the middle of the STIF process.

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

Tillamook County Transportation District
Financial Statement - Unposted Transactions Included In Report
From 9/1/2018 Through 9/30/2018

	Current Period Actual	Current Period Budget	Current Year Actual	Total Budget	Total Budget Variance	25%
Resources						
Working Capital	0.00	0.00	0.00	87,000.00	(87,000.00)	0.00%
NWOTA Partner Cont. Match	0.00	4,000.00	12,000.00	48,000.00	(36,000.00)	25.00%
Transfer From General Fund	0.00	0.00	12,000.00	12,000.00	0.00	100.00%
Total Resources	<u>0.00</u>	<u>4,000.00</u>	<u>24,000.00</u>	<u>147,000.00</u>	<u>(123,000.00)</u>	<u>16.33%</u>
Expenses						
Materials and Services						
Professional Services	0.00	437.50	0.00	5,250.00	5,250.00	0.00%
Administrative Support	5,482.23	2,083.33	5,482.23	25,000.00	19,517.77	21.92%
Website Maintenance	0.00	416.67	0.00	5,000.00	5,000.00	0.00%
Marketing	1,050.00	2,500.00	4,575.00	30,000.00	25,425.00	15.25%
Travel & Training	0.00	416.67	0.00	5,000.00	5,000.00	0.00%
Total Materials and Services	<u>6,532.23</u>	<u>5,854.17</u>	<u>10,057.23</u>	<u>70,250.00</u>	<u>60,192.77</u>	<u>14.32%</u>
Transfers						
Transfer to General Fund	0.00	0.00	3,000.00	3,000.00	0.00	100.00%
Reserve for Future Expenditure	0.00	0.00	0.00	68,750.00	68,750.00	0.00%
Total Transfers	<u>0.00</u>	<u>0.00</u>	<u>3,000.00</u>	<u>71,750.00</u>	<u>68,750.00</u>	<u>4.18%</u>
Capital Outlay						
Capital Purchases						
Bus Stop Signage/Shelters	0.00	0.00	0.00	5,000.00	5,000.00	0.00%
Total Capital Purchases	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>5,000.00</u>	<u>5,000.00</u>	<u>0.00%</u>
Total Capital Outlay	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>5,000.00</u>	<u>5,000.00</u>	<u>0.00%</u>
Total Expenses	<u>6,532.23</u>	<u>5,854.17</u>	<u>13,057.23</u>	<u>147,000.00</u>	<u>133,942.77</u>	<u>8.88%</u>

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

Progress to Date: September 2018

CONNECTOR ACTION PLAN		Lead	Action Items	Target Completion	Progress to Date
GOAL 1: IMPROVE RIDER ACCESS AND CONVENIENCE					
1A	Develop a trip planning tool for the Connector website.	SETD		2017	Completed
1B	Agree on major stops and amenities to be installed with Enhance funding.	ODOT Liaison	Hire consultant. Complete Transit Access Study	2019	Complete In progress
1C	Provide branded shelters, timetables, and other amenities at each major Connector stop location by 2025.	TCTD		In phases, as grant funding allows, by 2025	Updating signage
1D	Develop consistent passenger comfort standards for bicycles, animals, luggage, food, and drink.	BCT		2021	Completed policy on Transporting Animals, working on Transporting Bikes and Holiday Schedules policies
1E	Implement an automated phone information system specific to the Connector.	SETD		2018	Updated website appears to be resolving need
1F	Technology enhancements	NWOTA staff	Real time bus information, behind-the-scenes technology, GPS, electronic ticketing.	2019	Three partners have added Swiftly to their districts.
1G	Establish a Bike n/Ride program including travel services and amenities for riders looking to transport their bicycles.	NWOTA staff	<ul style="list-style-type: none"> Identify amenities needed by short- and long-distance bicyclists, connect with bicyclists and bicycling events to partner on transit options, provide 	2018	Advertising set for July--October 2018.

CONNECTOR ACTION PLAN			Lead	Action Items	Target Completion	Progress to Date
GOAL 2: PROMOTE CONNECTOR AWARENESS						
2A	Fund a regional Public Involvement Coordinator position for the Connector.	Connector Admin		bike 'n ride information on the NW Connector website. <ul style="list-style-type: none"> Implement program, bike repair stations 		
2B	Ongoing marketing and public information campaign that is done simultaneously throughout the five-county region.	Connector staff			2017	On hold
2C	Establish a driver training and customer service training program for the sale of visitor passes. Provide an annual training session for staff at all five agencies beginning in 2017.	TCTD			Annually, beginning in 2017	Marketing in progress Minimal public information First Year Completed
2D	Connect with local visitor attractions that can offer off-season discounts.	Connector staff		Include strategies in annual marketing plan	2019	Some travel tips being provided on website
2E	Provide a website that is easy and intuitive for customers to use.	Consultant			2018	Complete
2F	Work with Travel Oregon to include the Connector in their "Seven Wonders of Oregon" marketing program.	Connector staff		Include Travel Oregon in the annual marketing plan.	2017	Advertising in Travel Guide Listed in Transportation Options on TravelOregon website

CONNECTOR ACTION PLAN		Lead	Action Items	Target Completion	Progress to Date
2G	Provide presentations to update regional and statewide groups upon completion of the Management Plan	TCTD	Prepare a 10-minute powerpoint presentation. Work with ODOT Liaison to get on the Oregon Transportation Commission agenda.	2017	Some work on presentation completed
2F	Increase brand and system awareness	All Partners	Update and increase NWConnector signage	2018–2019	In progress
GOAL 3: IMPROVE REGIONAL SERVICE DELIVERY					
3A	Develop coordinated timetables for Connector service.	CCR	Convene the subcommittee to review and update the original regional timetable prepared for the Connector pilot program.	2017, with quarterly review and update	Completed without using a sub-committee
3B	Coordinate transfer times between Connector service and local service.	Committee of Partner Reps		Ongoing	Happening without using a sub-committee
3C	Increase frequencies and service levels on valley to coast corridors (Hwy 6, 20, 30).	LCT		2022	Happening on Hwy 6 and 30 routes
3D	Expand the Connector system into Yamhill County.	TCTD	IGA and Management Plan needs to be adopted first	2019	In progress

CONNECTOR ACTION PLAN		Lead	Action Items	Target Completion	Progress to Date
3E	Open a dialogue with other transit services such as Amtrak and POINT (starting with the Cascades POINT) to share service and visitor pass information, and discuss ways to coordinate transfer times.	BCT		2017	Still needs work
3F	Standardize data collection practices of Connector members.	NWOTA staff	Obtain monthly operational data from each member, using the data reporting template	2017; ongoing monthly	Completed, but making some adjustments to match NWConnector routes
		CCR	Look at adding automatic data collection technologies for the region, including equipment maintenance and data management.	Implement by 2019; ongoing thereafter	Not started
GOAL 4: INCREASE ORGANIZATIONAL AND FINANCIAL STABILITY					
4A	Look for opportunities to jointly procure equipment, stop amenities, consulting services, and other major purchases.	Connector Partners		Ongoing, beginning in 2017	Completed/In Progress: <ul style="list-style-type: none"> • Joint website • Transit Access Study • Management Plan • Real time bus tracking on all 3 Coast partners systems
4B	Complete a detailed study to look for additional regional operational cost efficiencies by 2020.	ODOT Liaison		2020	Not Started
4C	Investigate NWConnector revenue generators	NW Connector Staff	Consider advertising or sponsorships on shelters	2019	Not Started

CONNECTOR ACTION PLAN		Lead	Action Items	Target Completion	Progress to Date
4D	Develop a regional policies and procedures manual, and establish initial policies for topic areas recommended in the management plan.	BCT		2021	Completed policy on Transporting Animals, working on Holiday Schedules and Transporting Bikes policies
4E	Reach out to the Oregon Transit Association (OTA) for assistance in lobbying for regional coordination funding.	LCT (TCTD co-leader)		2017	Liaisoning with OTA
4F	Convene representatives from each partner agency's board to discuss potential management strategies and resolve barriers to the IGA.	TCTD (LCT to provide current draft IGA)		2017	Complete in 2018 Lincoln County and Tillamook County Transportation District have adopted.
4G	Consider establishing a advisory group for the NWConnector system	All Partners	Work with the Tribes to see if there is interest in participating on a NWConnector Advisory Committee. Look at the potential for combining STIP and NWOTA meetings	2019	Discussion stage to date

CONNECTOR ACTION PLAN		Lead	Action Items	Target Completion	Progress to Date
GOAL 5: ENHANCE COMMUNITY LIVABILITY					
5A	Develop an implementation plan for a marketing concept similar to Sonoma County's "Transit to Trails" program, and build a page for it on the Connector website.	Media Consultant	Trip Ideas and Events	2018	Completed
5B	On an annual basis, reach out to local community agencies, such as senior centers, to demonstrate how to ride the Connector.	Public Involvement Coordinator Connector Partners		Annually	Not started
5C	Partner with local jurisdictions to integrate the Connector into local planning and development approval processes.	All Members	<ul style="list-style-type: none"> Contact planning directors at each local agency within the service area and ask to be notified when new developments are proposed. Review new development proposals and coordinate with local planning directors to make appropriate transit improvements a condition of development. 	2018; ongoing thereafter	Partially being done
5D	Increase utilization of the NWConnector system by low income riders: Reduced fares, identifying routes with low-income ridership		<ul style="list-style-type: none"> Potential incentives: Reduced fares, increasing coverage of routes with low-income ridership, bus passes for employees challenged to find housing affordable close to their employment. 	2018; ongoing thereafter	Partially being done

CONNECTOR ACTION PLAN	Lead	Action Items	Target Completion	Progress to Date
		<ul style="list-style-type: none"> Investigate last mile trips, may be more cost effective to do Dial-a-Ride 		



Tillamook County Transportation District

"Connecting the community through sustainable transit services"

STATEWIDE TRANSPORTATION IMPROVEMENT FUND ADVISORY COMMITTEE MEMBER APPLICATION

Name

Jeff Hazen

Address

900 Marine Dr.

City

Astoria

State

OR

Zip

97103

Home/Cell Phone

503-298-7114

Work Phone

503-861-5399

Occupation (if applicable)

Executive Director – Sunset Empire Transportation District

Community Affiliations / Interests

Vice Chair – ODOT Public Transportation Advisory Committee

Member – Seaside Rotary Club

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

10/10/18

Tillamook County Transportation District
Board of Directors Regular Monthly Meeting
Thursday, September 20, 2018 – 6:30PM
Transportation Building
3600 Third Street, Ste. A Tillamook, OR
Meeting Minutes



1. Call to Order: Board Chair Judy Riggs called the meeting to order at 6:32pm
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
Helen Mercado-Romero, HR Specialist/Board Clerk

Absent

None.

Guest

Chris Kell

4. Executive Session: Board Chair Judy Riggs called for an Executive Session in regard to Performance Evaluations. Protocol was announced, and the Executive Session commenced. Only board members met for the Executive Session. The regular meeting resumed at 7:41PM.

Motion by Director Holm to award GM Doug Pilant a 6.5% pay raise retroactive to his annual hire date of January 23, 2018. *Motion Seconded* by Director Huffman. Board Chair Judy Riggs called for further discussion; followed by none, she called for the vote.

MOTION PASSED UNANIMOUSLY

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

REPORTS

5. Information: General Managers Report:

- a. Financial Report: GM Doug Pilant reviewed the August 2018 Financial Report. Director Hanenkrat asked a question about the legal fee expenses for the brokerage. GM Pilant explained those expenses were incurred to negotiate the contract between the District and CareOregon and explained these expenses would be allocated to the brokerage budget. Director Huffman suggested that all reports for brokerage be separated, including credit card reports.
- b. Service Measure Performance Report: GM Pilant reviewed the Service Measure Performance Report, noting that the District provided 15,098 trips last month. Volunteer related dial-a-ride trips are down 9.5%, due to a lack of available volunteers. The District hasn't had any volunteers available the past 8 plus weeks. GM Pilant reported that beginning this year that all passengers, including care attendants and children are being counted for the National Transit Database. Therefore, this next year there will be an increase in ridership. GM Doug Pilant handed-out a corrected version of the Monthly Performance Report and reported there has been a strong ridership market between Lincoln County to Portland. Other Services ridership is up 45.2%, which is credited to the PC Shuttle, which had an overall ridership increase of 305% over the past year.
- c. Northwest Oregon Transit Alliance: GM Doug Pilant reviewed the NWOTA meeting agenda, minutes, finance report with the Board. GM Doug Pilant said the Coordinating Committee agreed to implement a year-long marketing campaign to purchase advertisements and submit articles on how to use the NW Connector to travel to the coast in NW Boomer & Senior Newspaper. The NW Boomer household distribution is 45,000 and will target senior citizens who might consider riding the bus to the coast. The Rural Transit Assistance Program (RTAP) awarded the NW Connector website as #1 in the nation and awarded NWOTA a \$300 prize. Lincoln County will be going live with Swifty in the next few weeks and we'll be able to see their buses in real time. NWOTA is planning to discuss expanding the partnership to Yamhill County.
- d. Planning & Development:
 - i. Cape Kiwanda Master Plan: The PC-Woods Parking Plan Management Team met on Meeting held on August 28, 2018. A follow-up meeting with the PC-Woods Parking Management Plan Community Advisory Committee met the following week. Both GM Doug Pilant and Director Hoffman attended this meeting.
 - ii. City of Tillamook Transportation Planning Meeting: Nothing to report.
 - iii. Cloverdale bus stop: Rachel Hagerty has been meeting with ODOT, the County Public Works and PUD to discuss a plan to move the County and PUD maintenance yards to the ODOT maintenance yard in Hebo. This would free-up property to be used for low income housing in Cloverdale. This could enable the County to use the Cloverdale grant to be repurposed to another project in Cloverdale.
 - iv. Grand Ronde Transit Development Plan: GM Doug Pilant reported the the Confederated Tribes of Grand Ronde submitted a the Tribal Funding Grant grant to purchase small buses and provide service between Spirit Mountain, Grand Ronde and Dallas.

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.

- v. Oregon Coast Bike Route Plan: GM Doug Pilant reported that in July the ODOT Region 2-Area 1 began a planning process to create a new bike plan for entirety of Highway 101. GM Doug Pilant reported the District conducted an onboard survey during the 2015 tourist season for the Intercity Transportation Enhancement Plan and learned about 10% of Route 5 ridership are bicyclist traveling to and from the coast on any given day. The new Bike Route Plan will be important to TCTD as it will identify and communicate to bicyclist the specific locations to access public transportation and develop facilities that provide services for bicyclists.
- vi. Statewide Transportation Improvement Fund (STIF): GM Pilant reported that its critical the District submit an application at the ODOT November 1st deadline. TCTD has included STIF monies in its FY 2018-19 Budget to use STIF as local match to purchase replacement and expansion vehicles. If the District fails to meet this deadline it will be the following year before these funds can be accessed. The goal will be to engage the STIF Advisory Committee and get their recommendation to move forward with matching funds to purchase buses and vans. GM Doug Pilant said the monies can also be used to develop bus stops. Staff will be scheduling a STIF planning meeting in October to bring a proposal to the Board to approve in October and meet the November deadline.
- e. Grant Funding: GM Doug Pilant will submit a revised grant to SDAO for video cameras at the Transit Visitor Center to provide a specific application request.
- f. Facility/Property Management:
 - i. Tillamook Family Counseling and TCTD will share the cost of new signage for the street monument sign and the building.
- g. Miscellaneous:
 - i. GM Doug Pilant reported that NW Rides is fully staffed and trained. The DHS Volunteer program has some issues that still need to be resolved. NW Rides has 2 new providers, Willamette Valley Transport and Metro West.
 - ii. Sunset Empire Transportation District (SETD): GM Doug Pilant has been discussing the possibility of allowing SETD the opportunity to piggyback onto the District's Ecolane user's license. This access would provide SETD staff with full access to Ecolane to manage their paratransit, dial-a-ride and NEMT operations. SETD is the lowest cost transportation provider in Clatsop County and giving them access could save the NW Rides brokerage a lot money.
 - iii. GM Pilant reported that the CEO of CareOregon, Mimi Haley, visited the brokerage and said she was very impressed with progress Cathy and the NW Rides team had made the first 8 weeks of operation. She said Cathy and her staff have accomplished metrics they expected would take 4 to 6 months. Next steps are to make sure we are able to complete the brokerage reports and submit them to CareOregon in a timely manner.
 - iv. GM Pilant requested moving November board meeting. Board meeting will be held on November 29, 2018. Notice should be posted for that day.

- v. A RFP for a revised Strategic Plan Assessment has been distributed. The original plan was only effective for 3-5 years. A request was made for GM Pilant to send out copies via email to the Board. Director Holm requested the original plan be distributed to the board members who haven't seen it.
- vi. State Timber Revenue Class Action Lawsuit: GM Pilant reported the Commissioners hosted a meeting last week to provide an update on the Timber Class Action Lawsuit. They are planning to go to Court in mid-2019. The State of Oregon has lost 19 of 20 motions and the only decision the Jury will be asked make is to determine the present value of money lost beginning in 2001. The estimated Lawsuit is currently valued at \$1.4 billion cost if which \$360 million could come to Tillamook County.
- vii. A new Wellness Center Policy and Facility Preventative Maintenance Plan have been included in the Consent Calendar for approval tonight.

CONSENT CALENDAR

Some typos were pointed out:

- p. 40 Property Maintenance Checklist: should be "dollies", not "dolly's"
- p. 41 Property Maintenance Checklist: should be "temporary", not "temporty" and should be "Shut-off" of water.
- p. 35 Board Minutes, should be "we" instead of "he", p. 37 should be "TCCA", and Director Holm was NOT present at the meeting.

6. Motion: Approval of Minutes of August 23, 2018 Board Meeting.

DISCUSSION ITEMS

7. Staff Comments/Concerns

GM Doug Pilant: Thank you.

Superintendent Brent Olson: Positive comments on staff and was glad to see Marty back.

Accounting Specialist Tabatha Welch: Happy to see Marty back.

HR Specialist/Board Clerk Helen Mercado-Romero: Exciting for the new position.

8. Board of Directors Comments/Concerns

Jim Huffman – comments regarding Timber class action suit.

Merrienne Hoffman – None.

Judy Riggs – none

Marty Holm – Thanked everyone.

Jackie Edwards – None.

Gary Hanenkrat – None.

Melissa Carlson-Swanson – None.

UPCOMING EVENTS

None.

Adjournment: Board Chair Riggs adjourned the meeting at 8:59pm.

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.

These minutes approved this 25th day of October 2018.

ATTEST:

Judy Riggs, Board Chair

Doug Pilant, General Manager

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

**IN THE MATTER OF ADOPTING
THE TCTD INTERCITY TRANSIT
ENHANCEMENT PLAN**

)
)
)

RESOLUTION NO. 18-23

WHEREAS, in January 2017, Tillamook County Transportation District (TCTD) finalized the TCTD Intercity Transit Enhancement Plan (the "IC Plan"), attached hereto as Exhibit A, to improve intercity connections to/from/within Tillamook County and increase opportunities for service with Greyhound and Amtrak; and

WHEREAS, in developing the IC Plan, TCTD coordinated with each of its service partners in a series of meetings, resulting in two technical memoranda that identified near-term recommendations as well as service additions contingent on securing additional funding; and

WHEREAS, on January 2, 2018, TCTD began implementation of the IC Plan's recommendations by increasing the number of connections in Cannon Beach and extending service from Grand Ronde to Salem; and

WHEREAS, the IC Plan still has relevant service enhancement recommendations to be considered such as improving connections in Lincoln City and increasing service to Greyhound and Amtrak in Portland; and

WHEREAS, with the passage of House Bill 2017 in 2017, the Oregon Legislature established the Statewide Transportation Improvement Fund (STIF) to expand public transportation services throughout Oregon through distribution of STIF Formula Funds; and

WHEREAS, the STIF Formula Funds are distributed to Qualified Entities, of which TCTD is Tillamook County's designated Qualified Entity; and

WHEREAS, to apply for such funds, TCTD must submit a STIF Plan that may include projects from locally adopted plans; and

WHEREAS, TCTD wishes to include the IC Plan in its STIF Plan application as a locally adopted plan in order to continue to implement aspects of the IC Plan that were identified therein as being contingent on securing additional funding; and

WHEREAS, TCTD has determined that, with the inclusion of projects from the IC Plan in its STIF Plan application, TCTD may be eligible for up to \$959,400 of STIF Formula Funds over the next three fiscal years; and

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

TCTD adopts the TCTD Intercity Transit Enhancement Plan.

INTRODUCED AND ADOPTED this 18th day of October 2018.

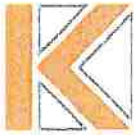
ATTEST:

By: _____
Judy Riggs, Board Chair

By: _____
Doug Pilant, General Manager

EXHIBIT A

TCTD INTERCITY TRANSIT ENHANCEMENT PLAN



KITTELSON & ASSOCIATES, INC.

TRANSPORTATION ENGINEERING / PLANNING

610 SW Alder Street, Suite 700, Portland, OR 97205 P 503.228.5230 F 503.273.8169

TCTD INTERCITY TRANSIT ENHANCEMENT PLAN

Date: January 13, 2017

Project #: 20111

To: Doug Pilant, TCTD

From: Susan Wright, PE, Paul Ryus, and Anais Malinge

Project: Intercity Transit Enhancement Plan

Subject: Recommended Enhancements

OBJECTIVE

The objective of the TCTD Intercity Transit Enhancement Plan is to improve intercity connections to/from/within Tillamook County and increase opportunities for interlining service with Greyhound and Amtrak, resulting in increased ridership for TCTD and its partners.

INTRODUCTION

The Tillamook County Transportation District (TCTD) developed an Intercity Transit Service Enhancement Plan to improve its connections to coordinating service partners, including Greyhound and Amtrak (in Portland and Salem), Sunset Empire Transportation District (in Cannon Beach), Lincoln County Transit Service District (in Lincoln City), Salem Area Mass Transit District (in Grand Ronde), and Yamhill County Transit Area (in Grand Ronde). This effort builds off the July 2016 Transit Development Plan which proposed near- and mid-term service recommendations to improve transit service. To develop the intercity Transit Service Enhancement Plan, TCTD coordinated with each of its' service partners in a series of meetings to further vet concepts from the TDP, develop additional concepts, and identify ways to enhance intercity service and connections. This coordination effort resulted in near-term recommendations for Routes 3, 5, and 6 (Coastal Connector) for schedule modifications as well as service additions that could be implemented as soon as summer of 2017 with additional funding. Pending funding for these recommendations, complimentary schedule modifications would also be implemented for Routes 1, 2, and 4 to maximize connection opportunities between TCTD routes as well as with their partner agencies.

BACKGROUND

TCTD's intercity routes include Route 3 (Tillamook – Manzanita/Cannon Beach), Route 4 (Tillamook - Lincoln City), Route 5 (Tillamook – Portland), and Route 6 (Coastal Connector). Based on the 2016

TDP, a customer survey specific to intercity connections conducted on Routes 5 and 6, and a worksession with TCTD staff, several opportunities to enhance intercity connections were identified for each of the intercity routes. These are described in Technical Memorandum #1 along with route descriptions, performance and financial characteristics, and demographic information.

The opportunities identified in Technical Memorandum #1 were discussed with two separate working groups; North County and South County. These meetings resulted in refinements and additional opportunities to be considered. These opportunities were assessed in Technical Memorandum #2 which includes descriptions of the alternatives for each route, detailed potential schedules, and an evaluation of each alternative to determine its consistency with ODOT's criteria for evaluating intercity transit grants and its projected performance and financial characteristics. The criteria applied in Technical Memorandum #2 include:

ODOT Grant Criteria

- **New or improved special connection.** Provides additional connection to social services or destinations and origins either not currently or poorly served.
- **New or improved temporal connection.** Evaluates existing travel time of each run relative to proposed travel time per alternative. Evaluate based on percent change.
- **Close a gap in the intercity network.**
- **Demonstrated need.** The alternative addresses a need or opportunity identified through the TDP process, Technical Memorandum #1, Customer Survey, or Working Group meetings.
- **Improve service to low income areas.** Low income persons within 1/2 mile of existing route alignment relative to proposed route alignment. Evaluate based on percent change.
- **Increase potential for interline agreement with Greyhound or Amtrak.**
- **Improve access to employment.** Employment within 1/2 mile of existing route alignment relative to proposed route alignment. Evaluate based on percent change.
- **Type of trip benefiting.** Evaluates whether the alternative benefits work, non-work, tourism, intercity, and interstate trips.

Performance and Financial Characteristics

- **Cycle Time.** Includes round trip time and layover.
- **Frequency.** Number of existing versus number of proposed daily trips by origin/destination.
- **Ridership.** Estimated change based on the proposed alternative.
- **Service Revenue.** Based on existing fare revenue per passenger and change in estimated ridership.
- **Service Miles.** Calculated based on the change in services miles from existing trips.

- **Administration Cost.** Calculated based on existing admin costs per passenger and change in estimated ridership.
- **Operating Cost.** Calculated based on existing operating cost to service miles ratio and proposed service miles.
- **Capital Cost.** An estimate of the capital cost to provide the additional service.
- **Total Annual Costs.** An estimate of the increase in annual costs to operate the route with the proposed changes.
- **Cost per Mile.** An estimate of cost per mile of the route with the proposed changes.
- **Cost per Ride.** An estimate of the cost per ride of the route with the proposed changes and assuming the estimated ridership increase.
- **Revenue as Percentage of Cost (Farebox Return).** An estimate of the farebox return of the route with the proposed changes and assuming the estimated ridership increase.

The assessments in Technical Memorandum #2 were discussed in one additional meeting with the North County Working Group and two additional meetings with the South County working Group.

North County Working Group

The North County Working Group met two times to identify and review the assessments of service enhancements in the northern portion of the County that would improve coordination with SETD and provide additional interline opportunities with Greyhound and Amtrak in Portland. The meeting participants included representatives from the following organization:

- Sunset Empire Transportation District (SETD)
- City of Manzanita
- City of Cannon Beach

South County Working Group

The South County Working Group met three times to identify and review the assessments of service enhancements in the southern portion of the County that would improve coordination of SKT, YCT, and LCTSD services, and provide additional interline opportunities with Greyhound and Amtrak in Salem. The meeting participants included representatives from the following organization:

- Confederated Tribes of Siletz
- Confederated Tribes of Grand Ronde
- Lincoln City Transportation Service District (LCTSD)
- Yamhill County Transit (YCT)
- Salem-Keizer Transit (SKT)

SERVICE RECOMMENDATIONS

This section identifies the recommended alternatives to enhance intercity connections based on input from the Working Groups.



The service enhancement recommendations are categorized as three different types of recommendations, as follows:

 Schedule change;  Additional service


There is more than one recommendation for Route 3 and Route 5. The Route 3 recommendations are complimentary and are recommended to be implemented together. The recommendations for Route 5 are two potential alternatives depending upon funding. If funding is not obtained for Alternative 5B, Alternative 5A is recommended.

Potential schedules for these recommendations are included in the Appendix of Technical Memorandum #2.



Route 1 – Tillamook Town Loop

-  Modify schedule so that all trips depart at :05 and arrive at :00 to facilitate Route 3/SETD connections in Cannon Beach.
-  Extend service later in the evening, to allow connections from intercity routes arriving in Tillamook after 6:00 p.m.

Route 2 – Tillamook – Oceanside/Netarts

-  Modify schedule so that all trips depart at :15 and arrive at :00 to match changes to Route 1.

Route 3 - Tillamook – Manzanita/Cannon Beach

-  [3A] Modify Route 3 schedule to provide more reliable connections in Cannon Beach and Tillamook.
-  [3C] Extend all trips (a total of six per day) to Cannon Beach. The SETD Route 20 midday trip to Manzanita could be eliminated and used to provide an extra round trip between Seaside and Cannon Beach.

Route 4 – Tillamook – Lincoln City

- 🚌 [4A] Provide a faster trip between Tillamook and Lincoln City by eliminating the diversion into Pacific City on all trips except the first northbound and last southbound trip (to serve work trips originating in Pacific City). Coordinate the schedule for transfers to Route 6. Provide several roundtrips each day from Lincoln City to Pacific City.

Feasibility of this recommendation will depend upon funding for other route recommendations and the availability of a bus.

Route 5 – Tillamook - Portland

- 🚌 [5B] Provide three round trips per day to Portland (morning, midday, and late afternoon/evening) and modify the scheduled times to increase the number of interline opportunities with Greyhound and Amtrak and increase the practicality of Route 5 for more types of trips (provides more hours in Portland for a daytrip from Tillamook as well as a same day return trip for trips from Portland to Tillamook).

Feasibility of this recommendation will depend upon funding. If additional funding is not feasible, implement Alternative 5A.

- 🕒 [5A] Reschedule the midday trip to Portland to late afternoon/evening, allowing the route to serve more types of trips between Tillamook and Portland. Schedule a longer layover in Portland to increase the number of potential connections with Greyhound and Amtrak.

Route 6 – Coastal Connector

- 🚌 [6G] Extend all three daily trips to Salem to provide interline opportunities with Amtrak and Greyhound throughout the day. Implement the same schedule 7 days per week. Two to three weekday SKT 2X trip could be eliminated due to trips provided by TCTD allowing this to be roughly cost neutral but with funding shifted from SKT to TCTD.

Table 1 shows the evaluation matrix for each recommended service enhancement. Each recommendation was evaluated by evaluation criteria and compared to other alternatives documented in Technical Memorandum #2. The criteria utilize a three category rating system identifying if the alternative has a negative impact on the criteria, no impact, or a positive impact (-, 0, +). Some criteria have a Yes or No response or have a stated answer.

ATTACHMENTS

Technical Memorandum #1 - Existing Conditions and Opportunities

Technical Memorandum #2 - Opportunities Assessment and Prioritized Recommendations

Table 1: Service Enhancement Evaluation Matrix

Route / Alternative #	3C		4A		5A		5B		6G	
	Extend all trips to Cannon Beach		Bypass Pacific City most trips, Provide LC-PC Roundtrips		Reschedule midday trip as late afternoon/evening trip		Three round trips per day		Three through trips per day from Lincoln City to Salem with schedule similar to weekend schedule	
Detailed description	All Route 3 trips (6/day) serve Cannon Beach, up from 2/day at present. SETD's 1 trip/day to Manzanita discontinued. Implement clockface schedule.		All trips bypass Pacific City to provide faster travel times to/from Lincoln City, except the first NB and last SB trip (to serve work trips originating in Pacific City). Provide 2 midday trips per day from Lincoln City to Pacific City.		Schedule changes to serve a greater variety of trips to/from Portland and increase connection opportunities with Greyhound/Amtrak		Adds a third round trip and increases scheduled time for connections with Greyhound and Amtrak.		All three trips per day go all the way to Salem and serve Amtrak/Greyhound and Salem Transit Center on a schedule similar to the weekend schedule. Eliminates 2-3 daily SKT 2X Trips.	
New/improved spatial connection?	+	Improved connections between TCTD and SETD by providing consistent transfer point.	-	On most trips riders to/from Pacific City need to use stop at US 101 or transfer in Lincoln City	0		0		+	Provides three daily one-seat trips in each direction between Lincoln City and Salem. One transfer currently required to travel between Lincoln City and Salem and two to Greyhound/Amtrak.
New/improved temporal connection?	+	Connects TCTD riders directly Cannon Beach 6 times per day without a transfer.	+	Reduces travel time between Tillamook and Lincoln City by approximately 20%.	+	Provides later return from Portland than current schedule.	+	Provides 3 trips per day. Provides later return from Portland than currently.	+	Reduces early morning transfer time in Lincoln City, gets riders to Salem by 9:30 am, similar to existing conditions.
Closes gap in intercity network?	0		-	Would reduce number of direct trips to/from Pacific City/Tillamook to 1 time per day. Additional trips would be provided to/from Lincoln City.	0		0		+	Provides 3 daily one-seat trips from Lincoln City to Salem on weekdays.
Demonstrated need?	Yes	Desire expressed in interviews for a Cannon Beach trip arriving in Tillamook by 9 am to serve jobs and provide access to increasing cancer treatment trips in future to Astoria.	Yes	Deviation to Pacific City raised as an issue in the TDP, increasing travel time, impacting convenience of connecting to Route 6 and LCTSD routes.	Yes	Later trip from Portland requested.	Yes	More and later trips to Portland requested.	Yes	Desire expressed for fewer weekday transfers to get to Salem.
Type of trip(s) benefiting?	Work & non-work	Route 3 would be better able to serve a variety of work and non-work trips.	Intercity	Reduces travel time for trips to/from points south of Pacific City. Provides more midday trips in corridor north of Pacific City.	All	Allows more time in Portland for a variety of trips, allows more intercity/interstate connection opportunities.	All	Allows more time in Portland (if needed) for a variety of trips, allows more intercity/interstate connection opportunities.	All	No transfers required from Salem to Lincoln City, three times per day and provides direct trip to/from Greyhound/Amtrak.
Potential interline with Greyhound & Amtrak?	No		No		Yes	Increases connections in Portland.	Yes	Increases connection in Portland.	Yes	18 daily Amtrak and Greyhound interline opportunities (currently zero) due to required transfers.
Improves Service to Low Income Areas?	+	More travel options	+/-	Better travel times in southern half of corridor, less convenient travel from Pacific City	0	Better serves trips to Portland region for education, medical.	+	Better serves trips to Portland region for education, medical.	+	More travel options in corridor
Improves Access to Employment?	+	Provides early morning and early evening trips in both directions, serving job-related trips	+	Reduces commute time for the longest-distance trips. Preserves work trip access to Pacific City.	+	Later return from Portland may benefit work trips	+	Later return from Portland may benefit work trips	0	

Table 2: Financial and Performance Evaluation

Alternative	Change in Cycle Time (min)	Additional Frequency (round trips per day)	Change in Ridership (annual)	Change in Service Revenue (annual)	Change in Service Miles (annual)	Change in Admin Costs (annual)	Change in Operating Cost (annual)	Capital Cost (one-time)	Change in Total Costs (annual)	Route Cost per Mile (w/ alt.)	Route Cost per Ride (w/ alt.)	Route Revenue as a % of Cost (w/ alt.)	Route Admin as a % of Cost (w/ alt.)
3C	65	4	30%	\$ 15,874	43,442	\$ 24,201	\$ 98,556	\$ 250,000	\$ 122,757	\$ 2.82	\$ 10.87	12.9%	19.6%
4A	-30	0	0%	\$ -	-7,018	\$ -	\$(13,897) ¹	\$ -	\$ (13,897) ¹	\$ 2.58	\$ 25.22	7.6%	23.4%
5A	30	0	5%	\$ 6,088	0	\$ 2,961	\$ -	\$ 250,000	\$ 2,961	\$ 2.76	\$ 25.14	40.8%	19.8%
5B	30	1	40%	\$ 48,704	37,800	\$ 23,690	\$ 83,768	\$ 250,000	\$ 107,457	\$ 2.76	\$ 25.14	40.8%	19.8%
6G	115 ²	0 to Grand Ronde +3 to Salem	30%	\$ 2,982	80,027	\$ 11,173	\$157,769	\$ -	\$ 168,943	\$ 2.27	\$ 54.96	3.6%	13.3%

¹ Savings to be allocated to providing service to/from Lincoln City and Pacific City.

² Change in cycle time for trips to Salem only. Travel time from Lincoln City to Grand Ronde unchanged.

MEMO TO: TCTD BOARD OF DIRECTORS
FROM: DOUG PILANT, GENERAL MANAGER *Doug*
SUBJECT: STIF FORMULA FUND PLAN

Issue

Shall the TCTD Board of Directors adopt the STIF Advisory Committee's proposed 2019 to 2021 STIF Plan?

Background and Findings

1. With the passage of House Bill 2017, Keep Oregon Moving, the Oregon Legislature established the Statewide Transportation Improvement Fund (STIF) to expand public transportation services throughout Oregon.
2. The STIF Formula Fund revenues are distributed to Qualified Entities based on payroll taxes collected within their respective boundaries, with a minimum amount of \$100,000 per year to each Qualified Entity.
3. STIF Formula funds may be used for public transportation purposes that support the planning, deployment, operation and administration of STIF public transportation services. These funds are not limited to, creating new transit services, maintaining or continuing systems and services, creating plans to improve service, and to meet federal grant match requirements to purchase buses and other transit facilities such as bus stops and shelters.
4. Tillamook County Transportation District is Tillamook County's designated Qualified Entity.
5. The Oregon Department of Revenue estimates that TCTD will receive at least \$126,000 in FY 2018-19, see Attachment A. ODOT has requested that Qualified Entities submit STIF Plan budgets up to 130% of what is expected. Table 1 provides an estimate of STIF Formula Funds the District can expect to receive.

Table 1: Estimated Tillamook County STIF Revenues

	Estimate	Estimate 130%
FY 2019	\$126,000	\$163,800
FY 2020	\$287,000	\$373,100
FY 2021	\$325,000	\$422,500
Total	\$738,000	\$959,400

6. Qualified Entities are required to appoint an advisory committee that consists of at least 5 members who represent the diverse interests of the Qualified Entities' geographic service area. The advisory committee's role is to review proposed

projects, prioritize them, and make recommendations to their respective Qualified Entities governing board of directors.

7. Qualified Entities are required to submit a STIF Plan. These Plans will be used as the Qualified Entity's application to apply for Formula Funds. They must be written to cover a span of at least 1 biennium and up to 2 biennia. The earliest possible start date for the first STIF solicitation cycle is July 1, 2018 thru June 2021. STIF Plans may include projects that are from locally adopted plans. Below is a list of the District's 4 adopted plans that span the STIF planning cycle.

- a. Adopted TCTD Plans:

- i. Coordinated Human Services Public Transportation Plan
- ii. Intercity Transit Service Enhancement Plan
- iii. TCTD Long-Range Transit Development Plan
- iv. NW Connector Management Plan

8. Each of the District's adopted plans listed below contain relevant priorities and service improvement strategies.

- b. Coordinated Human Services Public Transportation Plan: The District's Coordinated Plan defines specific unmet needs and identifies strategies that address unmet needs. These strategies include a bus pass program, expanding fixed route and dial-a-ride services including the investment of technology and the purchase of buses to facilitate the delivery of services. A summary of unmet needs and strategies has been included as Attachment B.

- c. Intercity Transit Enhancement Plan: This planning process was conducted to establish strategies to improve connections to the Amtrak/Greyhound services in Portland and Salem. The Plan includes a strategy to add one additional early AM trip to Portland. The Plan also includes recommended strategies to improve connections in Tillamook and to destinations such as Oceanside, Cannon Beach and Lincoln City. The Plan's recommended enhancements have been included as Attachment C.

- d. NW Connector Management Plan: TCTD is a charter member of the NW Oregon Transit Alliance (NWOTA). Other members include Sunset Transportation Empire District (SETD), Columbia County Rider (CCR), Lincoln County Transportation District (LCTD) and Benton Rural Transit (BRT). NWOTA meets monthly to coordinate and market each agency's services as a regional transit service called the NW Connector. In FY 2015-16 NWOTA conducted a planning process to establish a NW Connector Management Plan that includes strategies to create a more seamless experience for riders traveling throughout the NW Oregon region. Once such strategy is for all agencies to operate service on the same holidays, see Attachment D.

e. Long Range Transit Development Plan: In FY 2014-15, TCTD conducted a planning process to establish a long-range transit development plan (LRTDP). The District's LRTDP includes several service improvement recommendations. The Plan's Technical Memorandum #5: Future Service Opportunities has been included as Attachment E. This memo includes bus fleet replacement, bus stops, proposed service improvements to the Port of Tillamook Bay, mid-day service to fill gaps on Routes 2 and 3, additional TownLoop service and additional service to Pacific City via Sand Lake Road.

9. In July and August of 2018, the TCTD Board of Directors formally appointed five members to the District's STIF Advisory Committee. On October 3, 2018 the Committee met to review the proposed projects and prioritized them in the order of importance. The Committee's recommended STIF project spending plan is outlined in Table 1. A more detailed explanation of the projects has been included as Attachment A.

Table 1: Advisory Committee recommended STIF Plan and Budget

		FY 2019	FY 2020	FY 2021	Total by Project
1	Buses/Vans	97,586	87,000	40,500	225,086
2	STIF Planning	25,000	0	25,000	45,000
3	Holiday Service	15,000	16,000	17,000	63,000
4	CARE Bus Pass	5,000	5,000	5,000	15,000
5	FT DAR Driver Benefits	21,214	31,000	32,000	84,214
6	Fixed Route Enhance		234,100	303,000	527,100
	Total	163,800	373,100	422,500	959,400

- a. Priority # 1: Fleet Replacement and Expansion: TCTD must purchase expansion buses to expand service and must purchase replacement buses to maintain existing services. TCTD has 2 grants to purchase 5 new buses and will be seeking grant funding to purchase additional replacement and expansion buses and vans.
- b. Priority # 2: STIF Planning: The TCTD Long Range Transit Development Plan proposes several service enhancement alternatives. In 2019, up to \$25,000 of STIF monies will be used to conduct a detailed evaluation of the service enhancement alternatives to select the alternative that provides the greatest benefit to the District. The Advisory Committee recommends setting aside an additional \$25,000 in FY 2021 to develop a STIF Plan for the next biennium.
- c. Priority # 3: Holiday Service: Implement holiday service on the same holidays as the other NWOTA partners. The NWOTA partners feel strongly about operating on holidays to provide residents with

transportation to and from their jobs as well as transporting passengers who are traveling throughout the region.

- d. Priority # 4: CARE Bus Program: Expand the CARE Discount Bus Program by providing \$5,000 per year to provide bus passes to low-income families or individuals.
 - e. Priority # 5: Enhance Dial-A-Ride Service: As STIF funding becomes available, this project funds the benefits to create 2 fulltime driver positions that will be assigned to the north and southern geographic areas of the District.
 - f. Priority # 6: Enhance Fixed Route Service: As more STIF funds become available in FY 2019-2020, this project will fund a service enhancement that provides public transportation to the Port of Tillamook Bay (POTB). In 2019 the District will conduct a planning process to select what service alternative will be in the District's best interest.
10. In August 2018, ODOT issued its "Notice of Solicitation" to consider STIF projects. This Notice closes on November 1, 2018. Pending approval of the TCTD STIF Plan the District would begin receiving STIF Formula Funds in April 2019.

Recommendation

Staff recommends the TCTD Board of Directors adopt the STIF Advisory Committee's proposed 2019-21 STIF Plan and authorizes the General Manager to submit a STIF Application on the District's behalf.

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

**ADOPTING THE 2019-2021 STIF PLAN)
AND AUTHORIZING THE GENERAL)
MANAGER TO SUBMIT APPLICATION)
FOR STIF FORMULA FUNDS)**

RESOLUTION NO. 18-24

WHEREAS, with the passage of House Bill 2017 in 2017, the Oregon Legislature established the Statewide Transportation Improvement Fund (STIF) to finance investments and improvements in public transportation services, as described in ORS 184.751 et seq. and OAR Chapter 732, Division 040; and

WHEREAS, pursuant to ORS 184.758(1)(a), 90 percent of STIF moneys shall be allocated to Qualified Entities in shares determined under ORS 184.758(2), known as STIF Formula Funds under OAR 732-040-0005(30); and

WHEREAS, pursuant to ORS 184.758(4), to be eligible to receive STIF Formula Funds, a Qualified Entity shall prepare and submit a public transportation improvement plan, known as a STIF Plan under OAR 732-040-0005(32), to the Oregon Transportation Commission; and

WHEREAS, pursuant to ORS 184.758(5), such STIF Plan must include, at a minimum, the following:

(a) For each proposed project, the amount of moneys from the percentage distribution that would be allocated to the project to fund the following:

(A) Increased frequency of bus service schedules in communities with a high percentage of low-income households;

(B) Procurement of buses that are powered by natural gas or electricity for use in areas with a population of 200,000 or more;

(C) Implementation of programs to reduce fares for public transportation in communities with a high percentage of low-income households;

(D) Expansion of bus routes and bus services to reach communities with a high percentage of low-income households;

(E) Improvement in the frequency and reliability of service connections between communities inside and outside of the qualified entity's service area; and

(F) Coordination between public transportation service providers to reduce fragmentation in the provision of transportation services;

(b) For the current fiscal year, a summary of any plans and project proposals approved by an advisory committee under ORS 184.761; and

(c) If a qualified entity was a recipient of a percentage distribution in the preceding fiscal year, the amount of moneys received from the distribution that were allocated to a project for the purposes described under paragraph (a) of this subsection; and

WHEREAS, pursuant to ORS 184.761, an advisory committee appointed by the governing body of each Qualified Entity shall advise and assist the governing body in prioritizing plans or projects to be funded from the STIF Formula Funds; and

WHEREAS, pursuant to ORS 184.752(2)(c), Tillamook County Transportation District (TCTD) is a Qualified Entity eligible for STIF Formula Funds on account of its status as a transportation district organized under ORS 267.510 to 267.650; and

WHEREAS, TCTD has developed a STIF Plan known as the 2019-2021 STIF Plan, attached hereto as Exhibit A, which proposes the use of STIF Formula Funds for public transportation projects in fiscal years 2019, 2020, and 2021; and

WHEREAS, the 2019-2021 STIF Plan contains the elements required by ORS 184.758(5); and

WHEREAS, the TCTD STIF Advisory Committee, duly appointed by the TCTD Board of Directors, has advised and assisted TCTD in prioritizing plans and projects to be funded from STIF Formula Funds; and

WHEREAS, the 2019-2021 STIF Plan includes projects previously identified in TCTD's other local transportation plans, progress on which has been contingent on the receipt of additional funding; and

WHEREAS, the 2019-2021 STIF Plan seeks up to \$949,500 of newly available STIF Formula Funds; and

WHEREAS, the TCTD Board of Directors has considered the 2019-2021 STIF Plan, and finds it in the best interest of the District to adopt it.

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

the Board adopts the 2019-2021 STIF Plan, and authorizes the General Manager to submit TCTD's application for STIF Formula Funds, together with all required documentation, to the Oregon Department of Transportation.

INTRODUCED AND ADOPTED this 18th day of October 2018.

ATTEST:

By: _____
Judy Riggs, Board Chair

By: _____
Doug Pilant, General Manager

EXHIBIT A
2019-2021 STIF PLAN

STIF Plan Budget

	FY 2019	FY 2020	FY 2021	Total by Project
Buses/Vans	97,586	87,000	40,500	225,086
STIF Planning	25,000	0	25,000	50,000
Holiday Service	15,000	16,000	17,000	48,000
CARE Bus Passes	5,000	5,000	5,000	15,000
Dial-A-Ride	21,214	31,000	32,000	84,214
Service Enhancement		234,100	303,000	537,100
Total	163,800	373,100	422,500	959,400

TCTD STIF PLAN & BUDGET

1. Priority # 1: Fleet Replacement and Expansion: TCTD must purchase replacement buses to maintain existing services. The District must also purchase expansion buses before introducing new services. TCTD has a grant to purchase 4 replacement buses and another grant to purchase 1 expansion replacement buses to maintain existing services. The District must also purchase expansion buses before introducing new services. TCTD has a grant to purchase 4 replacement buses and another grant to purchase 1 expansion bus. Table 2 provides an overview of the District's vehicle replacement plan through FY 2021. Staff recommends the District allocate \$97,586 in STIF funds in 2019 to provide the local match to purchase these 5 buses. Staff also recommends allocating \$90,000 in FY 2020 to purchase 2 replacement buses and 1 expansion bus, and 3 replacement vans. Finally, staff recommends allocating \$40,500 to purchase a replacement dial-a-ride van and 1 expansion bus.

Table 2: TCTD Vehicle Purchase Plan

	Vehicle Type/#	Project Cost	Grant Amount	FY 2019	FY 2020	FY 2021
Replacement	Cat B/2	370,000	332,001	37,999		
Replacement	Cat C/2	310,000	278,163	31,837		
Expansion	Cat C/1	185,000	157,250	27,750		
Replacement	Cat B/1	190,000	161,500		28,500	
Expansion	Cat C/1	185,000	157,250		27,750	
Replacement	Cat E/3	225,000	191,250		33,750	
Replacement	Cat D/1	80,000	68,000			12,000
Expansion	Cat B/1	190,000	161,500			28,500
Total				97,586	90,000	40,500

2. Priority # 2: STIF Service Improvement Plan: Tillamook County has a very small employment base when compared to other geographic areas of Oregon. As a result, TCTD must invest its STIF monies into service enhancements that generate a strong ridership growth to remain competitive for the ODOT Small City Rural Assistance grant program. Staff recommends allocating STIF monies to conduct an analysis on which service improvements to implement in 2020-2021.
3. Priority # 3: NW Connector Service Enhancement: TCTD does not operate on the same holidays its NWOTA partners. The NW Connector Management Plan's goal is to for all partners to operate on the same holidays so that all riders have a seamless experience when throughout the region. Table 3 provides an overview of the holidays that NWOTA Partners do not operate. For example, both Benton and Lincoln Counties operate all holidays except Thanksgiving and Christmas. Table 3 illustrates the 6 holidays TCTD does not operate. The majority of

NWOTA partners believe operating on these holidays will ensure people relying upon public transportation have transportation to and from their jobs. Staff recommends TCTD use up to \$15,000 STIF monies to expand the District's holiday service by operating on all holidays except Thanksgiving, Christmas and New Years Day.

Table 3: NW Connector Holiday Service by NWOTA Members

	New Years	Memorial	Independence	Labor	Thanks-giving	Christ-mas
TCTD	X	X	X	X	X	X
SETD	X				X	X
CCR	X				X	X
LCT	X				X	X
BRT	X				X	X

4. Priority # 4: Reduced Fare to Low Income Families: Qualified Entities may use STIF Formula money to support fare reduction programs that benefit low income families or individuals. The Coordinated Human Services Plan identifies reduced fare as a strategy to make public transportation accessible to low income families, individuals or workers. Staff recommends expanding the Care Discount Bus Program to include up to \$5,000 per year to provide bus passes to low income families or individuals.

5. Priority # 5: Service Improvement Plan: The TCTD Long Range Transit Development Plan (LRTDP) and the TCTD Coordinated Human Services Plan includes service improvement strategies that can be implemented as STIF funding becomes available. The STIF funds could be used to fund on of the following or combination of recommended service improvements outlined in Table 4.
 - a. Task 1: Dial-A-Ride Service Enhancement: TCTD has not been able to sustain its dial-a-ride driver workforce. Historically, TCTD volunteers provided dial-a-ride transportation services in the rural northern and southern geographic areas of Tillamook County. There is significant demand for dial-a-ride service in both of these areas. TCTD does provide non-emergency medical transportation services within these areas with part-time and substitute drivers. The District's investment in new scheduling and dispatching technology has created the opportunity for TCTD to adopt a base plus mileage fare policy implement a county-wide dial-a-ride service. Staff recommends using STIF formula funds to pay the benefits for 2 fulltime positions while the District uses Medicaid and fare revenue to fund the driver wages and vehicle expenses.

 - b. Task 2: Fixed Route Service Improvement Opportunities: Allocate up to \$275,000 to implement fixed route service improvements that expands service to the Port of Tillamook Bay (POTB). This could be accomplished

Tillamook County Transportation District
FY17/18 to FY 18/19 **Year-Over-Year Comparison**

Route/Run	Thru Sep 2018			Thru Sep 2018			Thru Sep 2018			Thru Sep 2018			Thru Sep 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
Dial-A-Ride Service																
Dial-A-Ride	24,277	7,341	-16,936	-69.8%	1,327	1,041	-286	-21.5%	83,244	65,048	-18,196	-21.9%				
NW Rides	115,272	142,809	27,537	23.9%	2,196	2,667	471	21.5%	154,329	178,309	23,980	15.5%				
Volunteer	11,179	62	-11,117	-99.4%	400	53	-348	-86.8%	25,463	10,973	-14,490	-56.9%				
Total DAR	150,728	150,212	-517	-0.3%	3,922	3,760	-162	-4.1%	263,036	254,330	-8,706	-3.3%				
<u>Deviated Route</u>																
01 Town Loop	9,686	8,328	-1,358	-14.0%	1,148	1,140	-7	-0.6%	69,594	69,775	181	0.3%				
02 Netarts/Oceanside	2,673	2,313	-360	-13.5%	502	600	98	19.5%	34,773	39,541	4,769	13.7%				
03 Manzanita	13,991	12,791	-1,200	-8.6%	1,287	1,643	356	27.6%	90,997	111,778	20,781	22.8%				
04 Lincoln City	6,880	6,985	105	1.5%	1,010	1,050	41	4.0%	75,660	75,919	259	0.3%				
Total Local Fixed Route	33,230	30,417	-2,813	-8.5%	3,947	4,434	487	12.3%	271,023	297,012	25,989	9.6%				
<u>Intercity</u>																
05 Portland	35,524	29,765	-5,759	-16.2%	923	882	-41	-4.4%	66,664	66,158	-506	-0.8%				
60X Salem	3,179	8,047	4,868	153.1%	549	828	279	50.8%	41,463	65,920	24,457	59.0%				
70X Grand Ronde	0	2,509	2,509	#DIV/0!	0	517	517	#DIV/0!	-1	39,538	39,539	#####				
Total Intercity	38,703	40,321	1,618	4.2%	1,472	2,227	755	51.3%	108,126	171,616	63,490	58.7%				
<u>Other Services</u>																
Trippers	533	231	-302	-56.7%	111	28	-83	-74.9%	6,040	1,630	-4,410	-73.0%				
Special Bus Operation	696	187	-509	-73.1%	206	230	24	11.7%	12,661	13,903	1,242	9.8%				
Total Other Services	1,229	418	-811	-66.0%	317	258	-59	-18.6%	18,701	15,534	-3,168	-16.9%				
Total TCTD Services	223,890	221,368	-2,522	-1.1%	9,657	10,678	1,021	10.6%	660,887	738,492	77,605	11.7%				

Year to Date Performance Comparison

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

Route/Run	Thru Sep 2018 17/18			Thru Sep 2018 18/19			Thru Sep 2018 17/18			Thru Sep 2018 18/19			Thru Sep 2018 17/18			Thru Sep 2018 18/19		
	Hourly Rate	Hourly Rate	Amount/Diff	Percent Diff	Passngr /Hour	Passngr /Hour	Amount/Diff	Percent Diff	Farebox Ratio	Farebox Ratio	Amount/Diff	Percent Diff	Average Fare	Average Fare	Amount/Diff	Percent Diff		
Dial-A-Ride Service																		
Dial-A-Ride	62.75	62.49	-0.26	-0.4%	1.9	2.5	0.6	34.1%	29.2%	11.3%	-17.9%	-61.3%	9.82	2.82	-7.00	-71.3%		
NW Rides	70.29	66.86	-3.43	-4.9%	0.9	0.8	-0.1	-6.0%	74.7%	80.1%	5.4%	7.2%	59.48	64.50	5.02	8.4%		
Volunteer	63.63	208.38	144.75	227.5%	1.7	0.9	-0.7	-43.1%	43.9%	0.6%	-43.3%	-98.7%	16.74	1.24	-15.50	-92.6%		
Total DAR	67.06	67.63	0.57	0.9%	1.3	1.3	0.0	-0.1%	57.3%	59.1%	1.8%	3.1%	29.69	30.89	1.20	4.0%		
Deviated Route																		
01 Town Loop	60.64	61.19	0.55	0.9%	10.5	10.1	-0.4	-4.1%	13.9%	11.9%	-2.0%	-14.2%	0.80	0.72	-0.08	-9.8%		
02 Netarts/Oceanside	69.24	65.87	-3.37	-4.9%	4.8	3.7	-1.0	-21.9%	7.7%	5.8%	-1.8%	-23.9%	1.11	1.03	-0.08	-7.3%		
03 Manzanita	70.70	68.05	-2.66	-3.8%	7.8	6.1	-1.7	-22.2%	15.4%	11.4%	-3.9%	-25.6%	1.39	1.28	-0.11	-7.9%		
04 Lincoln City	74.93	72.28	-2.64	-3.5%	3.1	3.9	0.7	23.0%	9.1%	9.2%	0.1%	1.2%	2.17	1.72	-0.45	-20.7%		
Total Deviated Route	68.67	66.99	-1.68	-2.4%	7.0	6.3	-0.8	-10.7%	12.3%	10.2%	-2.0%	-16.5%	1.20	1.10	-0.10	-8.7%		
Intercity																		
05 Portland	72.26	75.01	2.75	3.8%	3.4	3.3	-0.1	-1.9%	53.3%	45.0%	-8.3%	-15.6%	11.28	10.08	-1.20	-10.6%		
60X Salem	75.53	79.61	4.09	5.4%	2.8	3.7	0.9	32.4%	7.7%	12.2%	4.5%	59.2%	2.07	2.62	0.55	26.7%		
70X Grand Ronde	#DIV/0!	76.53	#DIV/0!	#DIV/0!	#DIV/0!	3.2	#DIV/0!	#DIV/0!	0.0%	6.3%	6.3%	#DIV/0!	#DIV/0!	1.52	#DIV/0!	#DIV/0!		
Total Intercity	73.48	77.08	3.60	4.9%	3.2	3.4	0.3	8.3%	35.6%	23.5%	-12.3%	-34.4%	8.26	5.25	-3.01	-36.4%		
Other Services																		
Trippers	54.37	58.44	4.07	7.5%	4.5	12.2	7.7	173.2%	8.8%	14.2%	5.3%	60.6%	1.07	0.68	-0.40	-36.8%		
Special Bus Operation	61.52	60.47	-1.05	-1.7%	3.3	4.9	1.6	48.6%	5.5%	1.3%	-4.1%	-75.5%	1.02	0.17	-0.85	-83.8%		
Total Other Services	59.01	60.25	1.23	2.1%	3.7	5.7	2.0	53.6%	6.6%	2.7%	-3.9%	-59.0%	1.04	0.28	-0.76	-72.8%		
Total Other Services	68.43	69.16	0.72	1.1%	4.0	3.9	-0.1	-2.2%	33.9%	30.0%	-3.9%	-11.5%	5.80	5.30	-0.50	-8.6%		

Comparison FY17/18 to FY 18/19	YTD Through Sep 2018			
	Description	17/18	18/19	Amount Difference
Mileage	233,010	270,254	37,244	16.0%
Mileage Based Costs	121,432	121,205	(227)	-0.2%
Hourly Based Costs	392,597	430,651	38,054	9.7%
Direct Costs	146,857	141,013	(5,844)	-4.0%
Overhead Costs				
Total Costs	660,887	692,669	31,983	4.8%

Special Bus Operation Calculation Cost		Cost per mile calculation:		Hourly Rate Calculation:	
Actual	Plus	Actual	Plus	Actual	Plus
Minivan	45.8%	Hourly Rate	10%	Hourly Rate	\$ 34.01
Small Bus	Overhead	Plus Direct Costs		Plus Direct Costs	6.2%
Coach	Profit	Hourly Rate		Hourly Rate	\$ 36.11
		Plus Overhead		Plus Overhead	23.6%
		Hourly Rate		Hourly Rate	\$ 44.63
		Plus Profit		Plus Profit	20.0%
					\$ 53.56

Tillamook County Transportation District

MONTHLY PERFORMANCE REPORT

September 2018

RIDERSHIP BY SERVICE TYPE	SEP 2018	SEP 2017	YTD FY 18-19	YTD FY 17-18	YTD % Change
<u>Dial-A-Ride Service</u>					
Tillamook County	749	770	2,564	2,471	3.8%
NW Rides	793	628	2,119	1,938	9.3%
Volunteer	0	197	50	668	-92.5%
Dial-A-Ride Total	1,542	1,595	4,733	5,077	-6.8%
<u>Deviated Fixed Route Service</u>					
Rt 1: Town Loop	3,460	3,814	11,488	12,058	-4.7%
Rt 2: Netarts/Oceanside	686	816	2,241	2,401	-6.7%
Rt 3: Manzanita/Cannon Beach	2,695	3,160	9,978	10,050	-0.7%
Rt 4: Lincoln City	1,289	945	4,055	3,169	28.0%
Local Fixed Rt Total	8,130	8,735	27,762	27,678	0.3%
<u>Inter City Service</u>					
Rt 5: Portland	857	928	2,953	3,150	-6.3%
Rt 60X: Salem	877	453	3,072	1,538	99.7%
Rt 70X: Grand Ronde	486	0	1,656	0	#DIV/0!
Inter City Total	2,220	1,381	7,681	4,688	63.8%
<u>Other Services</u>					
Tripper Routes	142	232	341	497	-31.4%
Special Bus Operations	260	209	1,134	683	66.0%
Other Services Total	402	441	1,475	1,180	25.0%
TOTAL ALL SERVICES	12,294	12,152	41,651	38,623	7.8%

ONE-WAY TRIPS BY USER GROUP	Fixed Route	DAR	YTD FY 18-19	YTD FY 17-18	YTD % Change
General (18 years to 60 years of age)	6,414	247	22,920	20,885	9.7%
Senior/Disabled	3,450	1,234	15,824	14,831	6.7%
Child/Youth (less than 18 years of age)	888	62	2,907	2,908	0.0%
Total	10,752	1,542	41,651	38,623	7.8%
OTHER RIDER CATEGORIES	Fixed Route	DAR	YTD FY 18-19	YTD FY 17-18	YTD % Change
Ride Connection	42		195	256	-23.8%
Tillamook Bay Community College	207		348	171	103.5%
NWOTA Visitor Pass	134		663	376	76.3%
Northwest Rides		698	1,944	1,938	0.3%
Helping Hands Shuttle		68	182	220	-17.3%

nwCONNECTOR

Coordinating Committee Meeting

October 12, 2018

Tillamook County Transportation District

3600 3rd St

Tillamook, OR

10:00 am—2:00 pm

Teleconference Information

866/755-7677

Pin # 005939

Agenda

10:00— 10:05a	1. Introductions. Welcome to Guests	Doug Pilant
10:05— 10:15a	2. Consent Calendar (Action Items) <ul style="list-style-type: none"> + September 14, 2018 Meeting Minutes (Attached) + September 2018 Financial Report + Ridership Tracking (September 2018) 	Doug Pilant
10:15— 10:45a	3. Open Trip Planner <ul style="list-style-type: none"> + Discussion 	Thomas Craig All
10:45— 11:00a	4. NW Connector Holiday Schedule	Doug Pilant/All
11:00— 11:30a	5. North Coast Tourism Studio/Transportation	Jeff Hazen/Mary
11:30— 12:00p	6. NWOTA Standing Items <ul style="list-style-type: none"> + IGA + NWConnector Newsletter, NW Oregon Events + Potential addition of Bike and Ride Information on Website + Signage Update 	All Mary McArthur Mary McArthur Doug Pilant
12:00— 12:30p	7. Lunch	
12:30— 2:00p	8. NW Standing Items (Continued) 9. Other Business and Member Updates	All

Attachments:

September 14, 2018 Meeting Minutes

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

www.nwconnector.net



NW Oregon Transit Alliance (NWOTA)
Coordinating Committee Meeting Minutes
September 14, 2018
Tillamook County Transportation District
Tillamook, OR

1. Introductions: Doug Pilant, Coordinating Committee Chair, opened the meeting. Meeting attendees included:
 - Cynda Bruce—Lincoln County Transportation
 - Paul Lewicki—Sunset Empire Transit District
 - Doug Pilant—Tillamook County Transportation
 - Arla Miller—ODOTExcused: Mark Bernard, Jeff Hazen, Lee Lazaro, Todd Wood

2. Consent Calendar: Unanimously approved. (Consensus)

- ✦ August 10, 2018 Meeting Minutes—No corrections.
- ✦ August 2018 Financial Reports—Doug reviewed a revised August 2018 report that includes partner match contributions to date. TCTD went ahead and paid their entire match at the front end and will send out a memo giving the other partners the option to do so if they want/can do so. Partners approved an October Travel Glossy insert in The Boomer for \$475. TCTD annual administrative expenses for the year were also prepaid.
- ✦ Ridership Tracking—Change of reporting to a FY, will mean that only 1/2 year of the Coastal Connector will be included in last year. CCR's reductions in service will impact numbers this upcoming year. Partners will review the assumptions for the performance calculations. Mary will send out the assumptions. The operating data will also be organized by the Connector routes, as in the current reporting form.

3. NWConnector Transit Access Study

Ken and Ryan reported. Surveyor is looking at Columbia County stops. Ryan's shop is working on design. Schedule has been pushed beyond the original end date of Dec/Jan. Looking at a February ending date. Preferably would like to replace the Neotzu stop in Lincoln County. Cynda will come up with a better option, a stop that is ready to go other than the design components. Upcoming deliverables: Cost estimates and review of design package in December, individual stop designs will be reviewed incrementally. Scheduling of the surveying was delayed due to a contracting issue, so the schedule for getting stop designs to each partner is being amended. Doug reported that there is a lot in Pacific City across from a couple of the proposed stop that is vacant and for sale. TCTD is considering purchasing that lot for a park and ride, and if that happens, it would make more sense to have the new stop located there instead. Doug, Ken and Ryan will discuss the Pacific City stop off line. Cynda also asked for some help on bus stop signs, and Ken will follow up with her.

4. NWOTA Standing Items

- ✦ IGA—TCTD's Board passed the IGA with two clerical edits: #4 Coordinating Fiscal Entity should read Tillamook County Transportation District, and 11B Duration should be June 30, 2019. Doug noted that it is important to get the IGA approved by all partners, because there may be an opportunity to add Yamhill as a partner, and the NWOTA legal paperwork needs to be in order. Yamhill is also looking adding transit technology enhancements, which, if they were part of NWOTA and were to use Swiftly, the technology could be used system-wide.
- ✦ NW Connector Newsletter, NW Oregon Events—Suggestion on a story would be how NWConnector system works: How connections are organized—arrival/departure windows are created around neighboring systems. Wait and recovery time is built in to catch connecting buses. Riders can track buses in real time on their mobile device bus app. If bus gets too far off schedule (more than 1 minute early or 4 minutes late), the bus won't show up on the app. Riders can call their local agency, they can still see the bus and let you know where it is. If there is heavy traffic or an accident, buses can get behind. Another story could be how to travel with luggage and with a bike.

Other potential stories, from the July NWOTA Board meeting: Doug's board chair will be taking transit to Yachats and will keep a diary, which can be converted into a NW Connector story, barriers identified in Cascadia Report, and an overview of the Oregon Coast Bike Plan would be another good topic. Bike Rack information. Mary will write up some items for review at the September board meeting.

- ✦ Potential Addition of Bike and Ride Information on Website—Continues to be a work in progress. Mary will contact Sports Works on instructions. Jeff will send Mary SETD's bicycle information for drafting a NWOTA policy. October agenda item.
- ✦ Signage—Doug provided an updated shelter posture. Only a couple of edits are still needed. Partners agreed that the design is good and ready to go. Doug also handed out two more examples of the signs, one blue and one green. Only concern raised was whether the green would go with the blue poles and shelters. Doug will send out to Todd, Jeff and Lee for their feedback.
- ✦ Management Plan Update—Mary went over the proposed amendments. (See attached)
- ✦ Visitor Passes—May want to look at how visitor passes work, whether they could be used anywhere in the system, and did not have to be connected with a back-forth to the valley. Consider making the focus system travel, rather than travel from the valley combined with travel up and down the coast. Look at visitor pass usage at a future meeting.

5. Member Updates

- ✦ Sunset Empire—Paul went to the zero-emission transit conference in Los Angeles. Huge global movement to find/use sustainable energy and infrastructure. LA is looking at being totally battery-operated within the next 20 years. Will be a big transition. Need both infrastructure, buses, back-up power generation. Hydrogen cells will refuel in 5 to 10 minutes. Refueling is another big consideration. As fleets get larger, more expensive to use batteries on per bus basis. Hills require a certain amount of power capacity.
- ✦ Lincoln—Cynda has been working on Drug and Alcohol Review. Waiting to get lab certificates. Certificates need to be signed by current lab employees, turnover has been a problem. STIF bylaws have been adopted. Are planning on combining their STIF and Transit Advisory Committees. The District's State Audit noted that a Reasonable Modification Policy (which is different than Reasonable Accommodation Policy) for all contractors is required. Cynda will send it out. Just ordered 3 buses.
- ✦ Tillamook—New HR specialist, Helen, who will be working with NWOTA. Experienced in handling HR matters. Completed Title 6 update and were found in compliance. Summer shuttles were very successful. Operated one extra day, ridership was up over 500%. In the middle of the STIF process.

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

Tillamook County Transportation District
Financial Statement - Unposted Transactions Included In Report
From 9/1/2018 Through 9/30/2018

	Current Period Actual	Current Period Budget	Current Year Actual	Total Budget	Total Budget Variance	25%
Resources						
Working Capital	0.00	0.00	0.00	87,000.00	(87,000.00)	0.00%
NWOTA Partner Cont. Match	0.00	4,000.00	12,000.00	48,000.00	(36,000.00)	25.00%
Transfer From General Fund	0.00	0.00	12,000.00	12,000.00	0.00	100.00%
Total Resources	0.00	4,000.00	24,000.00	147,000.00	(123,000.00)	16.33%
Expenses						
Materials and Services						
Professional Services	0.00	437.50	0.00	5,250.00	5,250.00	0.00%
Administrative Support	5,482.23	2,083.33	5,482.23	25,000.00	19,517.77	21.92%
Website Maintenance	0.00	416.67	0.00	5,000.00	5,000.00	0.00%
Marketing	1,050.00	2,500.00	4,575.00	30,000.00	25,425.00	15.25%
Travel & Training	0.00	416.67	0.00	5,000.00	5,000.00	0.00%
Total Materials and Services	6,532.23	5,854.17	10,057.23	70,250.00	60,192.77	14.32%
Transfers						
Transfer to General Fund	0.00	0.00	3,000.00	3,000.00	0.00	100.00%
Reserve for Future Expenditure	0.00	0.00	0.00	68,750.00	68,750.00	0.00%
Total Transfers	0.00	0.00	3,000.00	71,750.00	68,750.00	4.18%
Capital Outlay						
Capital Purchases						
Bus Stop Signage/Shelters	0.00	0.00	0.00	5,000.00	5,000.00	0.00%
Total Capital Purchases	0.00	0.00	0.00	5,000.00	5,000.00	0.00%
Total Capital Outlay	0.00	0.00	0.00	5,000.00	5,000.00	0.00%
Total Expenses	6,532.23	5,854.17	13,057.23	147,000.00	133,942.77	8.88%

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

Progress to Date: September 2018

CONNECTOR ACTION PLAN		Lead	Action Items	Target Completion	Progress to Date
GOAL 1: IMPROVE RIDER ACCESS AND CONVENIENCE					
1A	Develop a trip planning tool for the Connector website.	SETD		2017	Completed
1B	Agree on major stops and amenities to be installed with Enhance funding.	ODOT Liaison	Hire consultant. Complete Transit Access Study	2019	Complete In progress
1C	Provide branded shelters, timetables, and other amenities at each major Connector stop location by 2025.	TCTD		In phases, as grant funding allows, by 2025	Updating signage
1D	Develop consistent passenger comfort standards for bicycles, animals, luggage, food, and drink.	BCT		2021	Completed policy on Transporting Animals, working on Transporting Bikes and Holiday Schedules policies
1E	Implement an automated phone information system specific to the Connector.	SETD		2018	Updated website appears to be resolving need
1F	Technology enhancements	NWOTA staff	Real time bus information, behind-the-scenes technology, GPS, electronic ticketing.	2019	Three partners have added Swiftly to their districts.
1G	Establish a Bike n/Ride program including travel services and amenities for riders looking to transport their bicycles.	NWOTA staff	<ul style="list-style-type: none"> Identify amenities needed by short- and long-distance bicyclists, connect with bicyclists and bicycling events to partner on transit options, provide 	2018	Advertising set for July—October 2018.

CONNECTOR ACTION PLAN			Lead	Action Items	Target Completion	Progress to Date
				<ul style="list-style-type: none"> bike 'n ride information on the NW Connector website. Implement program, bike repair stations 		
GOAL 2: PROMOTE CONNECTOR AWARENESS						
2A	Fund a regional Public Involvement Coordinator position for the Connector.	Connector Admin			2017	On hold
2B	Ongoing marketing and public information campaign that is done simultaneously throughout the five-county region.	Connector staff			Ongoing, beginning in 2017	Marketing in progress Minimal public information
2C	Establish a driver training and customer service training program for the sale of visitor passes. Provide an annual training session for staff at all five agencies beginning in 2017.	TCTD			Annually, beginning in 2017	First Year Completed
2D	Connect with local visitor attractions that can offer off-season discounts.	Connector staff		Include strategies in annual marketing plan	2019	Some travel tips being provided on website
2E	Provide a website that is easy and intuitive for customers to use.	Consultant			2018	Complete
2F	Work with Travel Oregon to include the Connector in their "Seven Wonders of Oregon" marketing program.	Connector staff		Include Travel Oregon in the annual marketing plan.	2017	Advertising in Travel Guide Listed in Transportation Options on TravelOregon website

CONNECTOR ACTION PLAN		Lead	Action Items	Target Completion	Progress to Date
2G	Provide presentations to update regional and statewide groups upon completion of the Management Plan	TCTD	Prepare a 10-minute powerpoint presentation. Work with ODOT Liaison to get on the Oregon Transportation Commission agenda.	2017	Some work on presentation completed
2F	Increase brand and system awareness	All Partners	Update and increase NWConnector signage	2018--2019	In progress
GOAL 3: IMPROVE REGIONAL SERVICE DELIVERY					
3A	Develop coordinated timetables for Connector service.	CCR	Convene the subcommittee to review and update the original regional timetable prepared for the Connector pilot program.	2017, with quarterly review and update	Completed without using a sub-committee
3B	Coordinate transfer times between Connector service and local service.	Committee of Partner Reps		Ongoing	Happening without using a sub-committee
3C	Increase frequencies and service levels on valley to coast corridors (Hwy 6, 20, 30).	LCT		2022	Happening on Hwy 6 and 30 routes
3D	Expand the Connector system into Yamhill County.	TCTD	IGA and Management Plan needs to be adopted first	2019	In progress

CONNECTOR ACTION PLAN		Lead	Action Items	Target Completion	Progress to Date
3E	Open a dialogue with other transit services such as Amtrak and POINT (starting with the Cascades POINT) to share service and visitor pass information, and discuss ways to coordinate transfer times.	BCT		2017	Still needs work
3F	Standardize data collection practices of Connector members.	NWOTA staff	Obtain monthly operational data from each member, using the data reporting template	2017; ongoing monthly	Completed, but making some adjustments to match NWConnector routes
		CCR	Look at adding automatic data collection technologies for the region, including equipment maintenance and data management.	Implement by 2019; ongoing thereafter	Not started
GOAL 4: INCREASE ORGANIZATIONAL AND FINANCIAL STABILITY					
4A	Look for opportunities to jointly procure equipment, stop amenities, consulting services, and other major purchases.	Connector Partners		Ongoing, beginning in 2017	Completed/In Progress: <ul style="list-style-type: none"> • Joint website • Transit Access Study • Management Plan • Real time bus tracking on all 3 Coast partners systems
4B	Complete a detailed study to look for additional regional operational cost efficiencies by 2020.	ODOT Liaison		2020	Not Started
4C	Investigate NWConnector revenue generators	NW Connector Staff	Consider advertising or sponsorships on shelters	2019	Not Started

CONNECTOR ACTION PLAN				Lead	Action Items	Target Completion	Progress to Date
4D	Develop a regional policies and procedures manual, and establish initial policies for topic areas recommended in the management plan.	BCT			2021	Completed policy on Transporting Animals, working on Holiday Schedules and Transporting Bikes policies	
4E	Reach out to the Oregon Transit Association (OTA) for assistance in lobbying for regional coordination funding.	LCT (TCTD co-leader)			2017	Liaisoning with OTA	
4F	Convene representatives from each partner agency's board to discuss potential management strategies and resolve barriers to the IGA.	TCTD (LCT to provide current draft IGA)			2017	Complete in 2018 Lincoln County and Tillamook County Transportation District have adopted.	
4G	Consider establishing a advisory group for the NWConnector system	All Partners	Work with the Tribes to see if there is interest in participating on a NWConnector Advisory Committee. Look at the potential for combining STIP and NWOTA meetings		2019	Discussion stage to date	

CONNECTOR ACTION PLAN		Lead	Action Items	Target Completion	Progress to Date
GOAL 5: ENHANCE COMMUNITY LIVABILITY					
5A	Develop an implementation plan for a marketing concept similar to Sonoma County's "Transit to Trails" program, and build a page for it on the Connector website.	Media Consultant	Trip Ideas and Events	2018	Completed
5B	On an annual basis, reach out to local community agencies, such as senior centers, to demonstrate how to ride the Connector.	Public Involvement Coordinator Connector Partners		Annually	Not started
5C	Partner with local jurisdictions to integrate the Connector into local planning and development approval processes.	All Members	<ul style="list-style-type: none"> Contact planning directors at each local agency within the service area and ask to be notified when new developments are proposed. Review new development proposals and coordinate with local planning directors to make appropriate transit improvements a condition of development. Potential incentives: <ul style="list-style-type: none"> Reduced fares, increasing coverage of routes with low-income ridership, bus passes for employees challenged to find housing affordable close to their employment. 	2018; ongoing thereafter	Partially being done
5D	Increase utilization of the NWConnector system by low income riders: Reduced fares, identifying routes with low-income ridership			2018; ongoing thereafter	Partially being done

CONNECTOR ACTION PLAN				
	Lead	Action Items	Target Completion	Progress to Date
		<ul style="list-style-type: none"> Investigate last mile trips, may be more cost effective to do Dial-a-Ride 		



Tillamook County Transportation District

"Connecting the community through sustainable transit services"

STATEWIDE TRANSPORTATION IMPROVEMENT FUND ADVISORY COMMITTEE MEMBER APPLICATION

Name

Jeff Hazen

Address

900 Marine Dr.

City

Astoria

State

OR

Zip

97103

Home/Cell Phone

503-298-7114

Work Phone

503-861-5399

Occupation (if applicable)

Executive Director – Sunset Empire Transportation District

Community Affiliations / Interests

Vice Chair – ODOT Public Transportation Advisory Committee

Member – Seaside Rotary Club

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

10/10/18

Tillamook County Transportation District
Board of Directors Regular Monthly Meeting
Thursday, September 20, 2018 – 6:30PM
Transportation Building
3600 Third Street, Ste. A Tillamook, OR
Meeting Minutes



1. Call to Order: Board Chair Judy Riggs called the meeting to order at 6:32pm
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
Helen Mercado-Romero, HR Specialist/Board Clerk

Absent

None.

Guest

Chris Kell

4. Executive Session: Board Chair Judy Riggs called for an Executive Session in regard to Performance Evaluations. Protocol was announced, and the Executive Session commenced. Only board members met for the Executive Session. The regular meeting resumed at 7:41PM.

Motion by Director Holm to award GM Doug Pilant a 6.5% pay raise retroactive to his annual hire date of January 23, 2018. *Motion Seconded* by Director Huffman. Board Chair Judy Riggs called for further discussion; followed by none, she called for the vote.

MOTION PASSED UNANIMOUSLY

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

REPORTS

5. Information: General Managers Report:

- a. Financial Report: GM Doug Pilant reviewed the August 2018 Financial Report. Director Hanenkrat asked a question about the legal fee expenses for the brokerage. GM Pilant explained those expenses were incurred to negotiate the contract between the District and CareOregon and explained these expenses would be allocated to the brokerage budget. Director Huffman suggested that all reports for brokerage be separated, including credit card reports.
- b. Service Measure Performance Report: GM Pilant reviewed the Service Measure Performance Report, noting that the District provided 15,098 trips last month. Volunteer related dial-a-ride trips are down 9.5%, due to a lack of available volunteers. The District hasn't had any volunteers available the past 8 plus weeks. GM Pilant reported that beginning this year that all passengers, including care attendants and children are being counted for the National Transit Database. Therefore, this next year there will be an increase in ridership. GM Doug Pilant handed-out a corrected version of the Monthly Performance Report and reported there has been a strong ridership market between Lincoln County to Portland. Other Services ridership is up 45.2%, which is credited to the PC Shuttle, which had an overall ridership increase of 305% over the past year.
- c. Northwest Oregon Transit Alliance: GM Doug Pilant reviewed the NWOTA meeting agenda, minutes, finance report with the Board. GM Doug Pilant said the Coordinating Committee agreed to implement a year-long marketing campaign to purchase advertisements and submit articles on how to use the NW Connector to travel to the coast in NW Boomer & Senior Newspaper. The NW Boomer household distribution is 45,000 and will target senior citizens who might consider riding the bus to the coast. The Rural Transit Assistance Program (RTAP) awarded the NW Connector website as #1 in the nation and awarded NWOTA a \$300 prize. Lincoln County will be going live with Swifty in the next few weeks and we'll be able to see their buses in real time. NWOTA is planning to discuss expanding the partnership to Yamhill County.
- d. Planning & Development:
 - i. Cape Kiwanda Master Plan: The PC-Woods Parking Plan Management Team met on Meeting held on August 28, 2018. A follow-up meeting with the PC-Woods Parking Management Plan Community Advisory Committee met the following week. Both GM Doug Pilant and Director Hoffman attended this meeting.
 - ii. City of Tillamook Transportation Planning Meeting: Nothing to report.
 - iii. Cloverdale bus stop: Rachel Hagerty has been meeting with ODOT, the County Public Works and PUD to discuss a plan to move the County and PUD maintenance yards to the ODOT maintenance yard in Hebo. This would free-up property to be used for low income housing in Cloverdale. This could enable the County to use the Cloverdale grant to be repurposed to another project in Cloverdale.
 - iv. Grand Ronde Transit Development Plan: GM Doug Pilant reported the the Confederated Tribes of Grand Ronde submitted a the Tribal Funding Grant grant to purchase small buses and provide service between Spirit Mountain, Grand Ronde and Dallas.

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.

- v. Oregon Coast Bike Route Plan: GM Doug Pilant reported that in July the ODOT Region 2-Area 1 began a planning process to create a new bike plan for entirety of Highway 101. GM Doug Pilant reported the District conducted an onboard survey during the 2015 tourist season for the Intercity Transportation Enhancement Plan and learned about 10% of Route 5 ridership are bicyclist traveling to and from the coast on any given day. The new Bike Route Plan will be important to TCTD as it will identify and communicate to bicyclist the specific locations to access public transportation and develop facilities that provide services for bicyclists.
- vi. Statewide Transportation Improvement Fund (STIF): GM Pilant reported that its critical the District submit an application at the ODOT November 1st deadline. TCTD has included STIF monies in its FY 2018-19 Budget to use STIF as local match to purchase replacement and expansion vehicles. If the District fails to meet this deadline it will be the following year before these funds can be accessed. The goal will be to engage the STIF Advisory Committee and get their recommendation to move forward with matching funds to purchase buses and vans. GM Doug Pilant said the monies can also be used to develop bus stops. Staff will be scheduling a STIF planning meeting in October to bring a proposal to the Board to approve in October and meet the November deadline.
- e. Grant Funding: GM Doug Pilant will submit a revised grant to SDAO for video cameras at the Transit Visitor Center to provide a specific application request.
- f. Facility/Property Management:
 - i. Tillamook Family Counseling and TCTD will share the cost of new signage for the street monument sign and the building.
- g. Miscellaneous:
 - i. GM Doug Pilant reported that NW Rides is fully staffed and trained. The DHS Volunteer program has some issues that still need to be resolved. NW Rides has 2 new providers, Willamette Valley Transport and Metro West.
 - ii. Sunset Empire Transportation District (SETD): GM Doug Pilant has been discussing the possibility of allowing SETD the opportunity to piggyback onto the District's Ecolane user's license. This access would provide SETD staff with full access to Ecolane to manage their paratransit, dial-a-ride and NEMT operations. SETD is the lowest cost transportation provider in Clatsop County and giving them access could save the NW Rides brokerage a lot money.
 - iii. GM Pilant reported that the CEO of CareOregon, Mimi Haley, visited the brokerage and said she was very impressed with progress Cathy and the NW Rides team had made the first 8 weeks of operation. She said Cathy and her staff have accomplished metrics they expected would take 4 to 6 months. Next steps are to make sure we are able to complete the brokerage reports and submit them to CareOregon in a timely manner.
 - iv. GM Pilant requested moving November board meeting. Board meeting will be held on November 29, 2018. Notice should be posted for that day.

- v. A RFP for a revised Strategic Plan Assessment has been distributed. The original plan was only effective for 3-5 years. A request was made for GM Pilant to send out copies via email to the Board. Director Holm requested the original plan be distributed to the board members who haven't seen it.
- vi. State Timber Revenue Class Action Lawsuit: GM Pilant reported the Commissioners hosted a meeting last week to provide an update on the Timber Class Action Lawsuit. They are planning to go to Court in mid-2019. The State of Oregon has lost 19 of 20 motions and the only decision the Jury will be asked make is to determine the present value of money lost beginning in 2001. The estimated Lawsuit is currently valued at \$1.4 billion cost if which \$360 million could come to Tillamook County.
- vii. A new Wellness Center Policy and Facility Preventative Maintenance Plan have been included in the Consent Calendar for approval tonight.

CONSENT CALENDAR

Some typos were pointed out:

- p. 40 Property Maintenance Checklist: should be "dollies", not "dolly's"
- p. 41 Property Maintenance Checklist: should be "temporary", not "temporty" and should be "Shut-off" of water.
- p. 35 Board Minutes, should be "we" instead of "he", p. 37 should be "TCCA", and Director Holm was NOT present at the meeting.

6. Motion: Approval of Minutes of August 23, 2018 Board Meeting.

DISCUSSION ITEMS

7. Staff Comments/Concerns

GM Doug Pilant: Thank you.

Superintendent Brent Olson: Positive comments on staff and was glad to see Marty back.

Accounting Specialist Tabatha Welch: Happy to see Marty back.

HR Specialist/Board Clerk Helen Mercado-Romero: Exciting for the new position.

8. Board of Directors Comments/Concerns

Jim Huffman – comments regarding Timber class action suit.

Merrienne Hoffman – None.

Judy Riggs – none

Marty Holm – Thanked everyone.

Jackie Edwards – None.

Gary Hanenkrat – None.

Melissa Carlson-Swanson – None.

UPCOMING EVENTS

None.

Adjournment: Board Chair Riggs adjourned the meeting at 8:59pm.

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.

These minutes approved this 25th day of October 2018.

ATTEST:

Judy Riggs, Board Chair

Doug Pilant, General Manager

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

**IN THE MATTER OF ADOPTING)
THE TCTD INTERCITY TRANSIT)
ENHANCEMENT PLAN)**

RESOLUTION NO. 18-23

WHEREAS, in January 2017, Tillamook County Transportation District (TCTD) finalized the TCTD Intercity Transit Enhancement Plan (the "IC Plan"), attached hereto as Exhibit A, to improve intercity connections to/from/within Tillamook County and increase opportunities for service with Greyhound and Amtrak; and

WHEREAS, in developing the IC Plan, TCTD coordinated with each of its service partners in a series of meetings, resulting in two technical memoranda that identified near-term recommendations as well as service additions contingent on securing additional funding; and

WHEREAS, on January 2, 2018, TCTD began implementation of the IC Plan's recommendations by increasing the number of connections in Cannon Beach and extending service from Grand Ronde to Salem; and

WHEREAS, the IC Plan still has relevant service enhancement recommendations to be considered such as improving connections in Lincoln City and increasing service to Greyhound and Amtrak in Portland; and

WHEREAS, with the passage of House Bill 2017 in 2017, the Oregon Legislature established the Statewide Transportation Improvement Fund (STIF) to expand public transportation services throughout Oregon through distribution of STIF Formula Funds; and

WHEREAS, the STIF Formula Funds are distributed to Qualified Entities, of which TCTD is Tillamook County's designated Qualified Entity; and

WHEREAS, to apply for such funds, TCTD must submit a STIF Plan that may include projects from locally adopted plans; and

WHEREAS, TCTD wishes to include the IC Plan in its STIF Plan application as a locally adopted plan in order to continue to implement aspects of the IC Plan that were identified therein as being contingent on securing additional funding; and

WHEREAS, TCTD has determined that, with the inclusion of projects from the IC Plan in its STIF Plan application, TCTD may be eligible for up to \$959,400 of STIF Formula Funds over the next three fiscal years; and

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

TCTD adopts the TCTD Intercity Transit Enhancement Plan.

INTRODUCED AND ADOPTED this 18th day of October 2018.

ATTEST:

By: _____
Judy Riggs, Board Chair

By: _____
Doug Pilant, General Manager

EXHIBIT A

TCTD INTERCITY TRANSIT ENHANCEMENT PLAN



KITTELSON & ASSOCIATES, INC.

TRANSPORTATION ENGINEERING / PLANNING

610 SW Alder Street, Suite 700, Portland, OR 97205 P 503.228.5230 F 503.273.8169

TCTD INTERCITY TRANSIT ENHANCEMENT PLAN

Date: January 13, 2017

Project #: 20111

To: Doug Pilant, TCTD

From: Susan Wright, PE, Paul Ryus, and Anais Malinge

Project: Intercity Transit Enhancement Plan

Subject: Recommended Enhancements

OBJECTIVE

The objective of the TCTD Intercity Transit Enhancement Plan is to improve intercity connections to/from/within Tillamook County and increase opportunities for interlining service with Greyhound and Amtrak, resulting in increased ridership for TCTD and its partners.

INTRODUCTION

The Tillamook County Transportation District (TCTD) developed an Intercity Transit Service Enhancement Plan to improve its connections to coordinating service partners, including Greyhound and Amtrak (in Portland and Salem), Sunset Empire Transportation District (in Cannon Beach), Lincoln County Transit Service District (in Lincoln City), Salem Area Mass Transit District (in Grand Ronde), and Yamhill County Transit Area (in Grand Ronde). This effort builds off the July 2016 Transit Development Plan which proposed near- and mid-term service recommendations to improve transit service. To develop the intercity Transit Service Enhancement Plan, TCTD coordinated with each of its' service partners in a series of meetings to further vet concepts from the TDP, develop additional concepts, and identify ways to enhance intercity service and connections. This coordination effort resulted in near-term recommendations for Routes 3, 5, and 6 (Coastal Connector) for schedule modifications as well as service additions that could be implemented as soon as summer of 2017 with additional funding. Pending funding for these recommendations, complimentary schedule modifications would also be implemented for Routes 1, 2, and 4 to maximize connection opportunities between TCTD routes as well as with their partner agencies.

BACKGROUND

TCTD's intercity routes include Route 3 (Tillamook – Manzanita/Cannon Beach), Route 4 (Tillamook - Lincoln City), Route 5 (Tillamook – Portland), and Route 6 (Coastal Connector). Based on the 2016

TDP, a customer survey specific to intercity connections conducted on Routes 5 and 6, and a worksession with TCTD staff, several opportunities to enhance intercity connections were identified for each of the intercity routes. These are described in Technical Memorandum #1 along with route descriptions, performance and financial characteristics, and demographic information.

The opportunities identified in Technical Memorandum #1 were discussed with two separate working groups; North County and South County. These meetings resulted in refinements and additional opportunities to be considered. These opportunities were assessed in Technical Memorandum #2 which includes descriptions of the alternatives for each route, detailed potential schedules, and an evaluation of each alternative to determine its consistency with ODOT's criteria for evaluating intercity transit grants and its projected performance and financial characteristics. The criteria applied in Technical Memorandum #2 include:

ODOT Grant Criteria

- **New or improved special connection.** Provides additional connection to social services or destinations and origins either not currently or poorly served.
- **New or improved temporal connection.** Evaluates existing travel time of each run relative to proposed travel time per alternative. Evaluate based on percent change.
- **Close a gap in the intercity network.**
- **Demonstrated need.** The alternative addresses a need or opportunity identified through the TDP process, Technical Memorandum #1, Customer Survey, or Working Group meetings.
- **Improve service to low income areas.** Low income persons within 1/2 mile of existing route alignment relative to proposed route alignment. Evaluate based on percent change.
- **Increase potential for interline agreement with Greyhound or Amtrak.**
- **Improve access to employment.** Employment within 1/2 mile of existing route alignment relative to proposed route alignment. Evaluate based on percent change.
- **Type of trip benefiting.** Evaluates whether the alternative benefits work, non-work, tourism, intercity, and interstate trips.

Performance and Financial Characteristics

- **Cycle Time.** Includes round trip time and layover.
- **Frequency.** Number of existing versus number of proposed daily trips by origin/destination.
- **Ridership.** Estimated change based on the proposed alternative.
- **Service Revenue.** Based on existing fare revenue per passenger and change in estimated ridership.
- **Service Miles.** Calculated based on the change in services miles from existing trips.

- **Administration Cost.** Calculated based on existing admin costs per passenger and change in estimated ridership.
- **Operating Cost.** Calculated based on existing operating cost to service miles ratio and proposed service miles.
- **Capital Cost.** An estimate of the capital cost to provide the additional service.
- **Total Annual Costs.** An estimate of the increase in annual costs to operate the route with the proposed changes.
- **Cost per Mile.** An estimate of cost per mile of the route with the proposed changes.
- **Cost per Ride.** An estimate of the cost per ride of the route with the proposed changes and assuming the estimated ridership increase.
- **Revenue as Percentage of Cost (Farebox Return).** An estimate of the farebox return of the route with the proposed changes and assuming the estimated ridership increase.

The assessments in Technical Memorandum #2 were discussed in one additional meeting with the North County Working Group and two additional meetings with the South County working Group.

North County Working Group

The North County Working Group met two times to identify and review the assessments of service enhancements in the northern portion of the County that would improve coordination with SETD and provide additional interline opportunities with Greyhound and Amtrak in Portland. The meeting participants included representatives from the following organization:

- Sunset Empire Transportation District (SETD)
- City of Manzanita
- City of Cannon Beach

South County Working Group



The South County Working Group met three times to identify and review the assessments of service enhancements in the southern portion of the County that would improve coordination of SKT, YCT, and LCTSD services, and provide additional interline opportunities with Greyhound and Amtrak in Salem. The meeting participants included representatives from the following organization:

- Confederated Tribes of Siletz
- Confederated Tribes of Grand Ronde
- Lincoln City Transportation Service District (LCTSD)
- Yamhill County Transit (YCT)
- Salem-Keizer Transit (SKT)

SERVICE RECOMMENDATIONS

This section identifies the recommended alternatives to enhance intercity connections based on input from the Working Groups.



The service enhancement recommendations are categorized as three different types of recommendations, as follows:

 Schedule change;  Additional service


There is more than one recommendation for Route 3 and Route 5. The Route 3 recommendations are complimentary and are recommended to be implemented together. The recommendations for Route 5 are two potential alternatives depending upon funding. If funding is not obtained for Alternative 5B, Alternative 5A is recommended.

Potential schedules for these recommendations are included in the Appendix of Technical Memorandum #2.



Route 1 – Tillamook Town Loop

-  Modify schedule so that all trips depart at :05 and arrive at :00 to facilitate Route 3/SETD connections in Cannon Beach.
-  Extend service later in the evening, to allow connections from intercity routes arriving in Tillamook after 6:00 p.m.

Route 2 – Tillamook – Oceanside/Netarts

-  Modify schedule so that all trips depart at :15 and arrive at :00 to match changes to Route 1.

Route 3 - Tillamook – Manzanita/Cannon Beach

-  [3A] Modify Route 3 schedule to provide more reliable connections in Cannon Beach and Tillamook.
-  [3C] Extend all trips (a total of six per day) to Cannon Beach. The SETD Route 20 midday trip to Manzanita could be eliminated and used to provide an extra round trip between Seaside and Cannon Beach.

Route 4 – Tillamook – Lincoln City

- 🚌 [4A] Provide a faster trip between Tillamook and Lincoln City by eliminating the diversion into Pacific City on all trips except the first northbound and last southbound trip (to serve work trips originating in Pacific City). Coordinate the schedule for transfers to Route 6. Provide several roundtrips each day from Lincoln City to Pacific City.

Feasibility of this recommendation will depend upon funding for other route recommendations and the availability of a bus.

Route 5 – Tillamook - Portland

- 🚌 [5B] Provide three round trips per day to Portland (morning, midday, and late afternoon/evening) and modify the scheduled times to increase the number of interline opportunities with Greyhound and Amtrak and increase the practicality of Route 5 for more types of trips (provides more hours in Portland for a daytrip from Tillamook as well as a same day return trip for trips from Portland to Tillamook).

Feasibility of this recommendation will depend upon funding. If additional funding is not feasible, implement Alternative 5A.

- 🕒 [5A] Reschedule the midday trip to Portland to late afternoon/evening, allowing the route to serve more types of trips between Tillamook and Portland. Schedule a longer layover in Portland to increase the number of potential connections with Greyhound and Amtrak.

Route 6 – Coastal Connector

- 🚌 [6G] Extend all three daily trips to Salem to provide interline opportunities with Amtrak and Greyhound throughout the day. Implement the same schedule 7 days per week. Two to three weekday SKT 2X trip could be eliminated due to trips provided by TCTD allowing this to be roughly cost neutral but with funding shifted from SKT to TCTD.

Table 1 shows the evaluation matrix for each recommended service enhancement. Each recommendation was evaluated by evaluation criteria and compared to other alternatives documented in Technical Memorandum #2. The criteria utilize a three category rating system identifying if the alternative has a negative impact on the criteria, no impact, or a positive impact (-, 0, +). Some criteria have a Yes or No response or have a stated answer.

ATTACHMENTS

Technical Memorandum #1 - Existing Conditions and Opportunities

Technical Memorandum #2 - Opportunities Assessment and Prioritized Recommendations

Table 1: Service Enhancement Evaluation Matrix

Route/ Alternative #	3C		4A		5A		5B		6G	
	Extend all trips to Cannon Beach		Bypass Pacific City most trips, Provide LC-PC Roundtrips		Reschedule midday trip as late afternoon/evening trip		Three round trips per day		Three through trips per day from Lincoln City to Salem with schedule similar to weekend schedule	
Detailed description	All Route 3 trips (6/day) serve Cannon Beach, up from 2/day at present. SETD's 1 trip/day to Manzanita discontinued. Implement clockface schedule.		All trips bypass Pacific City to provide faster travel times to/from Lincoln City, except the first NB and last SB trip (to serve work trips originating in Pacific City). Provide 2 midday trips per day from Lincoln City to Pacific City.		Schedule changes to serve a greater variety of trips to/from Portland and increase connection opportunities with Greyhound/Amtrak		Adds a third round trip and increases scheduled time for connections with Greyhound and Amtrak.		All three trips per day go all the way to Salem and serve Amtrak/Greyhound and Salem Transit Center on a schedule similar to the weekend schedule. Eliminates 2-3 daily SKT ZX Trips.	
New/improved spatial connection?	+	Improved connections between TCTD and SETD by providing consistent transfer point.	-	On most trips riders to/from Pacific City need to use stop at US 101 or transfer in Lincoln City	0		0		+	Provides three daily one-seat trips in each direction between Lincoln City and Salem. One transfer currently required to travel between Lincoln City and Salem and two to Greyhound/Amtrak.
New/improved temporal connection?	+	Connects TCTD riders directly Cannon Beach 6 times per day without a transfer.	+	Reduces travel time between Tillamook and Lincoln City by approximately 20%.	+	Provides later return from Portland than current schedule.	+	Provides 3 trips per day. Provides later return from Portland than currently.	+	Reduces early morning transfer time in Lincoln City, gets riders to Salem by 9:30 am, similar to existing conditions.
Closes gap in intercity network?	0		-	Would reduce number of direct trips to/from Pacific City/Tillamook to 1 time per day. Additional trips would be provided to/from Lincoln City.	0		0		+	Provides 3 daily one-seat trips from Lincoln City to Salem on weekdays.
Demonstrated need?	Yes	Desire expressed in interviews for a Cannon Beach trip arriving in Tillamook by 9 am to serve jobs and provide access to increasing cancer treatment trips in future to Astoria.	Yes	Deviation to Pacific City raised as an issue in the TDP, increasing travel time, impacting convenience of connecting to Route 6 and LCTSD routes.	Yes	Later trip from Portland requested.	Yes	More and later trips to Portland requested.	Yes	Desire expressed for fewer weekday transfers to get to Salem.
Type of trip(s) benefitting?	Work & non-work	Route 3 would be better able to serve a variety of work and non-work trips.	Intercity	Reduces travel time for trips to/from points south of Pacific City. Provides more midday trips in corridor north of Pacific City.	All	Allows more time in Portland for a variety of trips, allows more intercity/interstate connection opportunities.	All	Allows more time in Portland (if needed) for a variety of trips, allows more intercity/interstate connection opportunities.	All	No transfers required from Salem to Lincoln City, three times per day and provides direct trip to/from Greyhound/Amtrak.
Potential interline with Greyhound & Amtrak?	No		No		Yes	Increases connections in Portland.	Yes	Increases connection in Portland.	Yes	18 daily Amtrak and Greyhound interline opportunities (currently zero) due to required transfers.
Improves Service to Low Income Areas?	+	More travel options	+/-	Better travel times in southern half of corridor, less convenient travel from Pacific City	0	Better serves trips to Portland region for education, medical.	+	Better serves trips to Portland region for education, medical.	+	More travel options in corridor
Improves Access to Employment?	+	Provides early morning and early evening trips in both directions, serving job-related trips.	+	Reduces commute time for the longest-distance trips. Preserves work trip access to Pacific City.	+	Later return from Portland may benefit work trips	+	Later return from Portland may benefit work trips	0	

Table 2: Financial and Performance Evaluation

Alternative	Change in Cycle Time (min)	Additional Frequency (round trips per day)	Change in Ridership (annual)	Change in Service Revenue (annual)	Change in Service Miles (annual)	Change in Admin Costs (annual)	Change in Operating Cost (annual)	Capital Cost (one-time)	Change in Total Costs (annual)	Route Cost per Mile (w/ alt.)	Route Cost per Ride (w/ alt.)	Route Revenue as a % of Cost (w/ alt.)	Route Admin as a % of Cost (w/ alt.)
3C	65	4	30%	\$ 15,874	43,442	\$ 24,201	\$ 98,556	\$ 250,000	\$ 122,757	\$ 2.82	\$ 10.87	12.9%	19.6%
4A	-30	0	0%	\$ -	-7,018	\$ -	\$(13,897)	\$ -	\$(13,897) ¹	\$ 2.58	\$ 25.22	7.6%	23.4%
5A	30	0	5%	\$ 6,088	0	\$ 2,961	\$ -	\$ 250,000	\$ 2,961	\$ 2.76	\$ 25.14	40.8%	19.8%
5B	30	1	40%	\$ 48,704	37,800	\$ 23,690	\$ 83,768	\$ 250,000	\$ 107,457	\$ 2.76	\$ 25.14	40.8%	19.8%
6G	115 ²	0 to Grand Ronde +3 to Salem	30%	\$ 2,982	80,027	\$ 11,173	\$157,769	\$ -	\$ 168,943	\$ 2.27	\$ 54.96	3.6%	13.3%

1 Savings to be allocated to providing service to/from Lincoln City and Pacific City

2 Change in cycle time for trips to Salem only. Travel time from Lincoln City to Grand Ronde unchanged.

MEMO TO: TCTD BOARD OF DIRECTORS
FROM: DOUG PILANT, GENERAL MANAGER *Doug*
SUBJECT: STIF FORMULA FUND PLAN

Issue

Shall the TCTD Board of Directors adopt the STIF Advisory Committee's proposed 2019 to 2021 STIF Plan?

Background and Findings

1. With the passage of House Bill 2017, Keep Oregon Moving, the Oregon Legislature established the Statewide Transportation Improvement Fund (STIF) to expand public transportation services throughout Oregon.
2. The STIF Formula Fund revenues are distributed to Qualified Entities based on payroll taxes collected within their respective boundaries, with a minimum amount of \$100,000 per year to each Qualified Entity.
3. STIF Formula funds may be used for public transportation purposes that support the planning, deployment, operation and administration of STIF public transportation services. These funds are not limited to, creating new transit services, maintaining or continuing systems and services, creating plans to improve service, and to meet federal grant match requirements to purchase buses and other transit facilities such as bus stops and shelters.
4. Tillamook County Transportation District is Tillamook County's designated Qualified Entity.
5. The Oregon Department of Revenue estimates that TCTD will receive at least \$126,000 in FY 2018-19, see Attachment A. ODOT has requested that Qualified Entities submit STIF Plan budgets up to 130% of what is expected. Table 1 provides an estimate of STIF Formula Funds the District can expect to receive.

Table 1: Estimated Tillamook County STIF Revenues

	Estimate	Estimate 130%
FY 2019	\$126,000	\$163,800
FY 2020	\$287,000	\$373,100
FY 2021	\$325,000	\$422,500
Total	\$738,000	\$959,400

6. Qualified Entities are required to appoint an advisory committee that consists of at least 5 members who represent the diverse interests of the Qualified Entities' geographic service area. The advisory committee's role is to review proposed

projects, prioritize them, and make recommendations to their respective Qualified Entities governing board of directors.

7. Qualified Entities are required to submit a STIF Plan. These Plans will be used as the Qualified Entity's application to apply for Formula Funds. They must be written to cover a span of at least 1 biennium and up to 2 biennia. The earliest possible start date for the first STIF solicitation cycle is July 1, 2018 thru June 2021. STIF Plans may include projects that are from locally adopted plans. Below is a list of the District's 4 adopted plans that span the STIF planning cycle.
 - a. Adopted TCTD Plans:
 - i. Coordinated Human Services Public Transportation Plan
 - ii. Intercity Transit Service Enhancement Plan
 - iii. TCTD Long-Range Transit Development Plan
 - iv. NW Connector Management Plan
8. Each of the District's adopted plans listed below contain relevant priorities and service improvement strategies.
 - b. Coordinated Human Services Public Transportation Plan: The District's Coordinated Plan defines specific unmet needs and identifies strategies that address unmet needs. These strategies include a bus pass program, expanding fixed route and dial-a-ride services including the investment of technology and the purchase of buses to facilitate the delivery of services. A summary of unmet needs and strategies has been included as Attachment B.
 - c. Intercity Transit Enhancement Plan: This planning process was conducted to establish strategies to improve connections to the Amtrak/Greyhound services in Portland and Salem. The Plan includes a strategy to add one additional early AM trip to Portland. The Plan also includes recommended strategies to improve connections in Tillamook and to destinations such as Oceanside, Cannon Beach and Lincoln City. The Plan's recommended enhancements have been included as Attachment C.
 - d. NW Connector Management Plan: TCTD is a charter member of the NW Oregon Transit Alliance (NWOTA). Other members include Sunset Transportation Empire District (SETD), Columbia County Rider (CCR), Lincoln County Transportation District (LCTD) and Benton Rural Transit (BRT). NWOTA meets monthly to coordinate and market each agency's services as a regional transit service called the NW Connector. In FY 2015-16 NWOTA conducted a planning process to establish a NW Connector Management Plan that includes strategies to create a more seamless experience for riders traveling throughout the NW Oregon region. Once such strategy is for all agencies to operate service on the same holidays, see Attachment D.

- e. Long Range Transit Development Plan: In FY 2014-15, TCTD conducted a planning process to establish a long-range transit development plan (LRTDP). The District's LRTDP includes several service improvement recommendations. The Plan's Technical Memorandum #5: Future Service Opportunities has been included as Attachment E. This memo includes bus fleet replacement, bus stops, proposed service improvements to the Port of Tillamook Bay, mid-day service to fill gaps on Routes 2 and 3, additional TownLoop service and additional service to Pacific City via Sand Lake Road.
9. In July and August of 2018, the TCTD Board of Directors formally appointed five members to the District's STIF Advisory Committee. On October 3, 2018 the Committee met to review the proposed projects and prioritized them in the order of importance. The Committee's recommended STIF project spending plan is outlined in Table 1. A more detailed explanation of the projects has been included as Attachment A.

Table 1: Advisory Committee recommended STIF Plan and Budget

		FY 2019	FY 2020	FY 2021	Total by Project
1	Buses/Vans	97,586	87,000	40,500	225,086
2	STIF Planning	25,000	0	25,000	45,000
3	Holiday Service	15,000	16,000	17,000	63,000
4	CARE Bus Pass	5,000	5,000	5,000	15,000
5	FT DAR Driver Benefits	21,214	31,000	32,000	84,214
6	Fixed Route Enhance		234,100	303,000	527,100
	Total	163,800	373,100	422,500	959,400

- a. Priority # 1: Fleet Replacement and Expansion: TCTD must purchase expansion buses to expand service and must purchase replacement buses to maintain existing services. TCTD has 2 grants to purchase 5 new buses and will be seeking grant funding to purchase additional replacement and expansion buses and vans.
- b. Priority # 2: STIF Planning: The TCTD Long Range Transit Development Plan proposes several service enhancement alternatives. In 2019, up to \$25,000 of STIF monies will be used to conduct a detailed evaluation of the service enhancement alternatives to select the alternative that provides the greatest benefit to the District. The Advisory Committee recommends setting aside an additional \$25,000 in FY 2021 to develop a STIF Plan for the next biennium.
- c. Priority # 3: Holiday Service: Implement holiday service on the same holidays as the other NWOTA partners. The NWOTA partners feel strongly about operating on holidays to provide residents with

transportation to and from their jobs as well as transporting passengers who are traveling throughout the region.

- d. Priority # 4: CARE Bus Program: Expand the CARE Discount Bus Program by providing \$5,000 per year to provide bus passes to low-income families or individuals.
 - e. Priority # 5: Enhance Dial-A-Ride Service: As STIF funding becomes available, this project funds the benefits to create 2 fulltime driver positions that will be assigned to the north and southern geographic areas of the District.
 - f. Priority # 6: Enhance Fixed Route Service: As more STIF funds become available in FY 2019-2020, this project will fund a service enhancement that provides public transportation to the Port of Tillamook Bay (POTB). In 2019 the District will conduct a planning process to select what service alternative will be in the District's best interest.
10. In August 2018, ODOT issued its "Notice of Solicitation" to consider STIF projects. This Notice closes on November 1, 2018. Pending approval of the TCTD STIF Plan the District would begin receiving STIF Formula Funds in April 2019.

Recommendation

Staff recommends the TCTD Board of Directors adopt the STIF Advisory Committee's proposed 2019-21 STIF Plan and authorizes the General Manager to submit a STIF Application on the District's behalf.

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

**ADOPTING THE 2019-2021 STIF PLAN)
AND AUTHORIZING THE GENERAL)
MANAGER TO SUBMIT APPLICATION)
FOR STIF FORMULA FUNDS)**

RESOLUTION NO. 18-24

WHEREAS, with the passage of House Bill 2017 in 2017, the Oregon Legislature established the Statewide Transportation Improvement Fund (STIF) to finance investments and improvements in public transportation services, as described in ORS 184.751 et seq. and OAR Chapter 732, Division 040; and

WHEREAS, pursuant to ORS 184.758(1)(a), 90 percent of STIF moneys shall be allocated to Qualified Entities in shares determined under ORS 184.758(2), known as STIF Formula Funds under OAR 732-040-0005(30); and

WHEREAS, pursuant to ORS 184.758(4), to be eligible to receive STIF Formula Funds, a Qualified Entity shall prepare and submit a public transportation improvement plan, known as a STIF Plan under OAR 732-040-0005(32), to the Oregon Transportation Commission; and

WHEREAS, pursuant to ORS 184.758(5), such STIF Plan must include, at a minimum, the following:

(a) For each proposed project, the amount of moneys from the percentage distribution that would be allocated to the project to fund the following:

(A) Increased frequency of bus service schedules in communities with a high percentage of low-income households;

(B) Procurement of buses that are powered by natural gas or electricity for use in areas with a population of 200,000 or more;

(C) Implementation of programs to reduce fares for public transportation in communities with a high percentage of low-income households;

(D) Expansion of bus routes and bus services to reach communities with a high percentage of low-income households;

(E) Improvement in the frequency and reliability of service connections between communities inside and outside of the qualified entity's service area; and

(F) Coordination between public transportation service providers to reduce fragmentation in the provision of transportation services;

(b) For the current fiscal year, a summary of any plans and project proposals approved by an advisory committee under ORS 184.761; and

(c) If a qualified entity was a recipient of a percentage distribution in the preceding fiscal year, the amount of moneys received from the distribution that were allocated to a project for the purposes described under paragraph (a) of this subsection; and

WHEREAS, pursuant to ORS 184.761, an advisory committee appointed by the governing body of each Qualified Entity shall advise and assist the governing body in prioritizing plans or projects to be funded from the STIF Formula Funds; and

WHEREAS, pursuant to ORS 184.752(2)(c), Tillamook County Transportation District (TCTD) is a Qualified Entity eligible for STIF Formula Funds on account of its status as a transportation district organized under ORS 267.510 to 267.650; and

WHEREAS, TCTD has developed a STIF Plan known as the 2019-2021 STIF Plan, attached hereto as Exhibit A, which proposes the use of STIF Formula Funds for public transportation projects in fiscal years 2019, 2020, and 2021; and

WHEREAS, the 2019-2021 STIF Plan contains the elements required by ORS 184.758(5); and

WHEREAS, the TCTD STIF Advisory Committee, duly appointed by the TCTD Board of Directors, has advised and assisted TCTD in prioritizing plans and projects to be funded from STIF Formula Funds; and

WHEREAS, the 2019-2021 STIF Plan includes projects previously identified in TCTD's other local transportation plans, progress on which has been contingent on the receipt of additional funding; and

WHEREAS, the 2019-2021 STIF Plan seeks up to \$949,500 of newly available STIF Formula Funds; and

WHEREAS, the TCTD Board of Directors has considered the 2019-2021 STIF Plan, and finds it in the best interest of the District to adopt it.

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

the Board adopts the 2019-2021 STIF Plan, and authorizes the General Manager to submit TCTD's application for STIF Formula Funds, together with all required documentation, to the Oregon Department of Transportation.

INTRODUCED AND ADOPTED this 18th day of October 2018.

ATTEST:

By: _____
Judy Riggs, Board Chair

By: _____
Doug Pilant, General Manager

EXHIBIT A
2019-2021 STIF PLAN

STIF Plan Budget

	FY 2019	FY 2020	FY 2021	Total by Project
Buses/Vans	97,586	87,000	40,500	225,086
STIF Planning	25,000	0	25,000	50,000
Holiday Service	15,000	16,000	17,000	48,000
CARE Bus Passes	5,000	5,000	5,000	15,000
Dial-A-Ride	21,214	31,000	32,000	84,214
Service Enhancement		234,100	303,000	537,100
Total	163,800	373,100	422,500	959,400

TCTD STIF PLAN & BUDGET

1. Priority # 1: Fleet Replacement and Expansion: TCTD must purchase replacement buses to maintain existing services. The District must also purchase expansion buses before introducing new services. TCTD has a grant to purchase 4 replacement buses and another grant to purchase 1 expansion replacement buses to maintain existing services. The District must also purchase expansion buses before introducing new services. TCTD has a grant to purchase 4 replacement buses and another grant to purchase 1 expansion bus. Table 2 provides an overview of the District's vehicle replacement plan through FY 2021. Staff recommends the District allocate \$97,586 in STIF funds in 2019 to provide the local match to purchase these 5 buses. Staff also recommends allocating \$90,000 in FY 2020 to purchase 2 replacement buses and 1 expansion bus, and 3 replacement vans. Finally, staff recommends allocating \$40,500 to purchase a replacement dial-a-ride van and 1 expansion bus.

Table 2: TCTD Vehicle Purchase Plan

	Vehicle Type/#	Project Cost	Grant Amount	FY 2019	FY 2020	FY 2021
Replacement	Cat B/2	370,000	332,001	37,999		
Replacement	Cat C/2	310,000	278,163	31,837		
Expansion	Cat C/1	185,000	157,250	27,750		
Replacement	Cat B/1	190,000	161,500		28,500	
Expansion	Cat C/1	185,000	157,250		27,750	
Replacement	Cat E/3	225,000	191,250		33,750	
Replacement	Cat D/1	80,000	68,000			12,000
Expansion	Cat B/1	190,000	161,500			28,500
Total				97,586	90,000	40,500

2. Priority # 2: STIF Service Improvement Plan: Tillamook County has a very small employment base when compared to other geographic areas of Oregon. As a result, TCTD must invest its STIF monies into service enhancements that generate a strong ridership growth to remain competitive for the ODOT Small City Rural Assistance grant program. Staff recommends allocating STIF monies to conduct an analysis on which service improvements to implement in 2020-2021.
3. Priority # 3: NW Connector Service Enhancement: TCTD does not operate on the same holidays its NWOTA partners. The NW Connector Management Plan's goal is to for all partners to operate on the same holidays so that all riders have a seamless experience when throughout the region. Table 3 provides an overview of the holidays that NWOTA Partners do not operate. For example, both Benton and Lincoln Counties operate all holidays except Thanksgiving and Christmas. Table 3 illustrates the 6 holidays TCTD does not operate. The majority of

NWOTA partners believe operating on these holidays will ensure people relying upon public transportation have transportation to and from their jobs. Staff recommends TCTD use up to \$15,000 STIF monies to expand the District's holiday service by operating on all holidays except Thanksgiving, Christmas and New Years Day.

Table 3: NW Connector Holiday Service by NWOTA Members

	New Years	Memorial	Independence	Labor	Thanks-giving	Christ-mas
TCTD	X	X	X	X	X	X
SETD	X				X	X
CCR	X				X	X
LCT	X				X	X
BRT	X				X	X

4. Priority # 4: Reduced Fare to Low Income Families: Qualified Entities may use STIF Formula money to support fare reduction programs that benefit low income families or individuals. The Coordinated Human Services Plan identifies reduced fare as a strategy to make public transportation accessible to low income families, individuals or workers. Staff recommends expanding the Care Discount Bus Program to include up to \$5,000 per year to provide bus passes to low income families or individuals.

5. Priority # 5: Service Improvement Plan: The TCTD Long Range Transit Development Plan (LRTDP) and the TCTD Coordinated Human Services Plan includes service improvement strategies that can be implemented as STIF funding becomes available. The STIF funds could be used to fund on of the following or combination of recommended service improvements outlined in Table 4.
 - a. Task 1: Dial-A-Ride Service Enhancement: TCTD has not been able to sustain its dial-a-ride driver workforce. Historically, TCTD volunteers provided dial-a-ride transportation services in the rural northern and southern geographic areas of Tillamook County. There is significant demand for dial-a-ride service in both of these areas. TCTD does provide non-emergency medical transportation services within these areas with part-time and substitute drivers. The District's investment in new scheduling and dispatching technology has created the opportunity for TCTD to adopt a base plus mileage fare policy implement a county-wide dial-a-ride service. Staff recommends using STIF formula funds to pay the benefits for 2 fulltime positions while the District uses Medicaid and fare revenue to fund the driver wages and vehicle expenses.

 - b. Task 2: Fixed Route Service Improvement Opportunities: Allocate up to \$275,000 to implement fixed route service improvements that expands service to the Port of Tillamook Bay (POTB). This could be accomplished

by implementing the District's LRTDP Route 1 Alternative B or the Route 4 Alternative B. Route 1 could be structured to provide hourly service to the POTB while a new Route 4B could be structured to serve the POTB on both the inbound and outbound trips. The costs for both of these service enhancements will be approximately the same and would only become possible if adequate STIF formula funds materialize.

Table 4: Service Improvement Opportunities

Route	Alternative	New Area Served	Annual Total
Dial-A-Ride	Coordinated Plan	Create 2 full time positions	\$30,000
Route 1	Alternative A	None – 2 X's frequency	\$280,000
Route 1	Alternative B	Reverse route and Serve POTB	\$280,000
Route 2/3	Alternative A	Fill mid-day service gaps	\$300,000
Route 2/3	Alternative B	Implemented 1-2-2018	-0-
Route 4	Alternative A	Serve POTB	-0-
Route 4	Alternative B	Sand Lake Rd/Tier Del Mar	\$275,000
Route 4	Alternative Ca	Serve POTB	-0-
Route 4	Alternative Cb	Serve POTB	-0-
Route 4	Alternative Cc	None – Additional trip to LC	\$30,000
Route 4	Alternative D	None – 2 X's frequency	\$300,000



MEMORANDUM

To: Doug Pilant, TCTD
From: Oren Eshel and Jamey Dempster, Nelson\Nygaard
Date: October 1, 2018
Subject: Demand-Response Fare Policy Review and Analysis

INTRODUCTION

Background

Tillamook County Transportation District (TCTD) currently provides general public demand-response or Dial-A-Ride (DAR) service within the following three zones in Tillamook County (see Figure 4 for a general illustration of these zones).

- **Zone 1: Central County** – Hobsonville Point (S. of Garibaldi) to Sand Lake Road (N. of Hemlock)
- **Zone 2: North County** – Clatsop County Line to Hobsonville Point (S. of Garibaldi)
- **Zone 3: South County** – Sand Lake Road to Lincoln County Line

In Central County, general public demand-response service is provided by TCTD drivers. In North and South County, trips have historically been fulfilled by volunteers. TCTD has not been able to sustain its volunteer workforce and must seek other strategies to provide Tillamook County residents living in the North and South Zones with dial-a-ride services.

TCTD also provides non-emergency medical transportation (NEMT) trips to Medicaid-eligible clients through the NW Rides Brokerage. TCTD is reimbursed for the cost of providing these trips through a negotiated rate structure. NEMT trips occur within Tillamook County and between the county and Clatsop County, Lincoln County, and the Portland area. NW Rides trips make up 98% of the intra-county demand-response trips that cross the existing fare zones and 38% of the intra-county demand-response trips that occur within each zone. NEMT trips are shown in Figure 4.

A very small number of general public demand-response trips are provided across zone boundaries (cross-zone)—just eight in May 2018. Ridership trends for NEMT trips indicate that there is likely significant latent demand among the general public for travel across the existing demand-response zone boundaries.

The demand-response service program annual operating budget is approximately \$900,000, with operating revenues (fares and other per-trip reimbursements) of about \$542,000 per year, or 59%. TCTD covers the remaining costs through a mix of local funds, and state and federal funding programs.

Purpose of Fare Policy Analysis

TCTD is looking to develop a fare policy to better reflect the cost of providing a broad range of demand-response trips across Tillamook County and allow it to transition away from demand-response zones to a countywide Dial-A-Ride system. This updated DAR policy would support the following strategies articulated in TCTD's Coordinated Public Transit-Human Services Transportation Plan:¹

- Increase DAR services (p. 61)
- Market NW Rides as a county-wide transportation service and Dial-A-Ride services as a single zone system to eliminate customer confusion. (p. 61)
- Expand NW Rides to accommodate private pay clients in addition to Medicaid clients. (p. 61)
- Simplify fare structure. Evaluate a zone fare structure. (p. 65)

This analysis is intended to help TCTD understand the financial feasibility of modifying its fare policies to support greater flexibility in delivering DAR trips. It is organized into the following sections:

- Existing Demand-Response Fare Policy Review
- Existing Demand-Response Trip Analysis
- Potential Demand-Response Fare Models (Peers)
- Fare Policy Analysis
- Conclusions

¹ http://www.nworegontransit.org/wp-content/uploads/2017/05/ctp_tctd_20161021.pdf

EXISTING TCTD DEMAND-RESPONSIVE FARES AND POLICY

Figure 1 summarizes TCTD's existing demand-response fare and reimbursement types:

- **Private - within existing zones.** Trips are paid out-of-pocket by individuals.
- **Private - across existing zones.** Trips are paid out-of-pocket by individuals.
- **Transfer.** A demand-response trip is used to access fixed-route service; these are the same cost as a private DAR trip within zones.
- **Helping Hands.** This social service organization reimburses TCTD for shuttle trips between the transit center in Tillamook and the Helping Hands facility at the Port of Tillamook Bay.
- **NW Rides.** This organization brokers NEMT rides and reimburses TCTD for trips on a per ride basis.

Figure 1 TCTD Demand Response Fare Types

Type / Funding Source	Description	Analysis Questions
Private (within fare zones)	<ul style="list-style-type: none"> ▪ Includes full adult fare (\$3), seniors (60+) or people with a disability (\$1.50), and youth (\$1.50) 	<ul style="list-style-type: none"> ▪ Analyze impact of fare policy changes on revenues
Private (across existing fare zones)	<ul style="list-style-type: none"> ▪ \$12.50 flat fare on a case-by-case basis, not differentiated between adult and any other fare category. ▪ Very few trips are currently provided. 	<ul style="list-style-type: none"> ▪ Analyze impact of fare policy changes on potential costs and required subsidy
Transfer	<ul style="list-style-type: none"> ▪ Transfer to/from fixed-route service. No charge for a DAR trip that is used to connect to/from a fixed-route. 	
Helping Hands	<ul style="list-style-type: none"> ▪ 2x/day shuttle to Port of Tillamook Bay. ▪ TCTD is reimbursed \$25 / trip, or \$50/day Monday through Friday 	
NW Rides	<ul style="list-style-type: none"> ▪ \$25/pickup if ambulatory. \$30 if in a wheelchair ▪ First 10 miles free. NW Rides brokerage billed for trip with longest mileage 	<ul style="list-style-type: none"> ▪ Use trip patterns as basis for assessing fare models for private trips

Demand-Response Fare Policy Review and Analysis
Tillamook County Transportation District

Figure 2 compares TCTD fares to other agencies.

Figure 2 Comparison of TCTD Fares to Other Agencies

Agency	Local Fixed-Route			Discounted Fare		Intercity Service			ADA / Dial-A-Ride	
	Single Ride	Day Pass	Monthly	Single Ride	Monthly	Single Ride	Day Pass	Monthly	Single Ride	Monthly
Tillamook County Transp. District (TCTD) ¹	\$1.50	\$1.50	\$40	-	\$30	\$1.50 - \$6.00	-	-	\$1.50 - \$3.00	-
Basin Transit Service ²	\$1.50	\$3.00	\$54	\$0.75	\$27	-	-	-	\$3.00	-
Cascades East Transit (CET) ³	\$1.50	\$2.50	\$30	\$0.75	\$15	\$3.75	\$6.25	\$100	\$2.50	-
Clallam Transit System ⁴	\$1.00	\$3.00	\$36	\$0.50	\$18	\$1.50	\$3.00	\$54	\$2.00	-
Lincoln County Transp. Service District ⁵	\$1.00	-	-	-	-	\$7.00	-	-	\$1.00	-
Napa Valley Transp. Authority ⁶	\$1.60	\$6.50	\$53	\$0.80	\$14	\$3.25 - \$5.50	\$6.50	\$65 - \$120	\$3.20 - \$6.40	-
Sunset Empire Transp. District (SETD) ⁷	\$1.00	\$3.00	\$30	\$1.00	\$20	\$5.00 - \$8.00	-	-	\$2.00	-
Yamhill County (YCTA) ⁸	\$1.25	\$2.50	\$35	-	-	\$1.25	\$2.50	\$35	\$1.75	\$40

Notes: [1] TCTD <https://www.nworegontransit.org/passes-tctd/> and <http://www.nworegontransit.org/dial-a-ride-tctd/>. TCTD charges \$15 for a one-way trip to Portland, and \$20 for a round trip. Dial-A-Ride trips are \$3.00 or \$1.50 for seniors or people with a disability. A 10-ride Dial-A-Ride punch card is available for \$30 or \$15. [2] Basin Transit <http://www.basinttransit.com/routesrates.shtml>. [3] CET <http://cascadeseastransit.com/fares>. Multi-zone system for intercity fares. [4] Clallam Transit, <http://www.clallamtransit.com/Fares-Passes>, \$3.75 per mile for Dial-A-Ride trips beyond a ¼-mile distance from fixed-route service. [5] Lincoln County, \$1 per zone for intercity routes, with 9 zones, <http://www.co.lincoln.or.us/transit/page/fare-schedule>. [6] Napa Valley, <http://www.ridethevine.com/fares-passes>. [7] SETD, <http://www.nworegontransit.org/wp-content/uploads/2018/06/Fare-Policy-Outreach.pdf>. SETD revised fares on 7/1/2018, lowering local day passes from \$5.00 to \$3.00 and monthly passes from \$45 to \$30. General public Dial-A-Ride one-way fare is \$8.00 for 0-10 miles and \$12.00 for 11-20 miles.

EXISTING DEMAND-RESPONSE TRIP ANALYSIS

The analysis in this section is based on data for demand-response trips that TCTD exported from its EcoLane software for May 2018. Trip endpoints were geocoded and displayed on an interactive map, which can be accessed at https://transportation-surveys.shinyapps.io/tillamook_od/.

Trip Purpose

Figure 3 lists demand-response trips by funding category and trip purpose.

Figure 3 Demand-Response Trips by Funding Category and Trip Purpose, May 2018

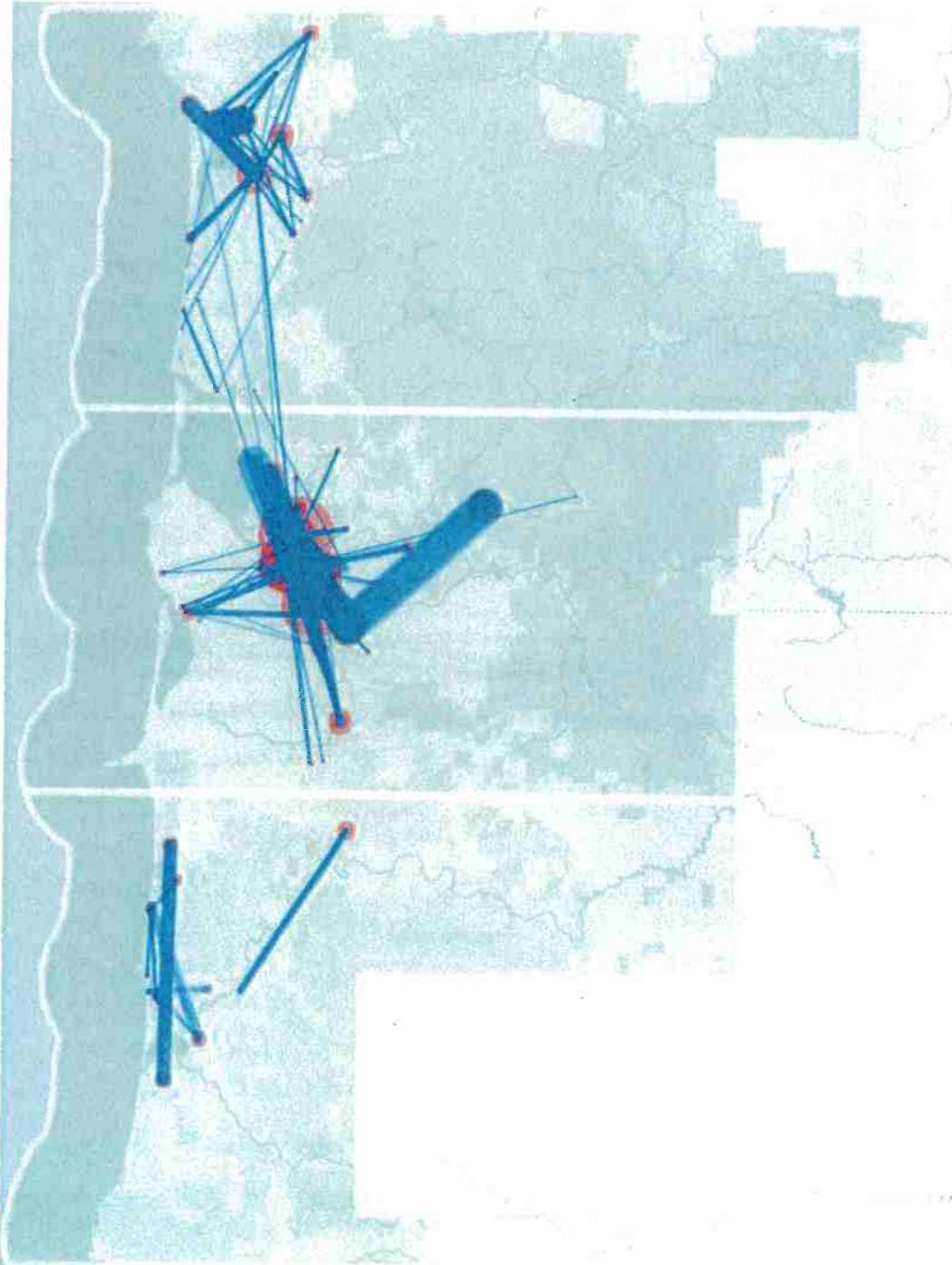
Trip Purpose	Private Trips		NW Rides Trips		Transfer Trips		Total	
	Count	% of trips	Count	% of trips	Count	% of trips	Count	% of trips
Physical	597	71%	429	38%	32	100%	1,058	52%
Mental	243	29%	67	6%	0	0%	310	15%
Dental	4	0%	155	14%	0	0%	159	8%
Pharmacy	0	0%	61	5%	0	0%	61	3%
Dialysis	0	0%	36	3%	0	0%	36	2%
Methadone	0	0%	45	4%	0	0%	45	2%
Medical	0	0%	98	9%	0	0%	98	5%
Oncology	0	0%	64	6%	0	0%	64	3%
Bid	0	0%	61	5%	0	0%	61	3%
Therapy	0	0%	63	6%	0	0%	63	3%
Optometrist	0	0%	39	3%	0	0%	39	2%
General	0	0%	0	0%	0	0%	41	2%
Total	844	100%	1,118	100%	32	100%	2,035	100%

Note: Total trips includes 41 Helping Hands trips, which are classified as General.

Travel Patterns

Figure 1 shows that most private (non-Medicaid) DAR trips are within zones, with the strongest intra-zone demand in Central County, followed by South County. The few private trips that crossed zones were between North and Central County.

Figure 4 Existing Demand-Response Zones and Non-Medicaid Dial-A-Ride Trips, May 2018

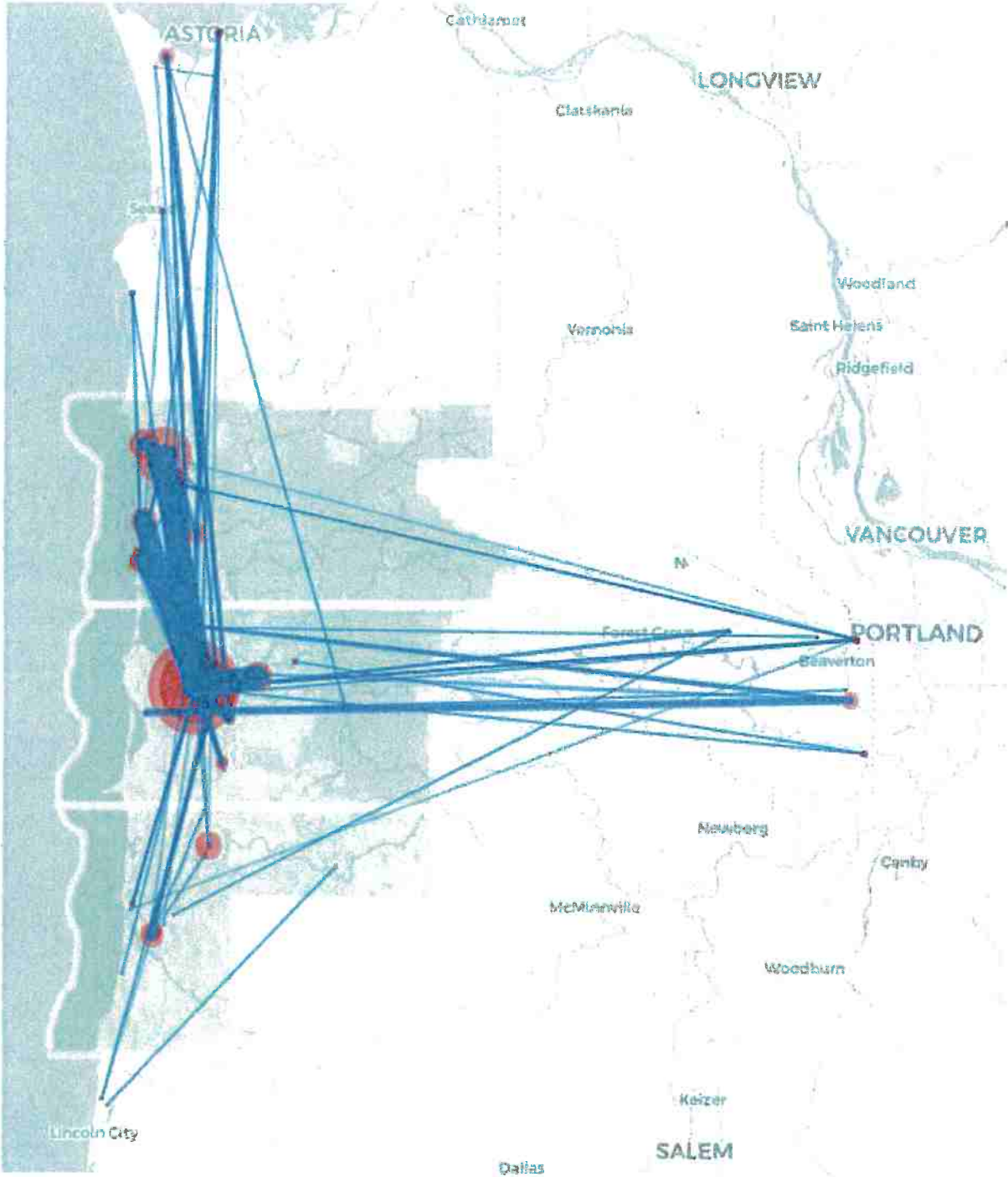


Source: EcoLane Data, May 2018.

Demand-Response Fare Policy Review and Analysis
Tillamook County Transportation District

Figure 5 shows NW Rides trips, for which TCTD is reimbursed on a per trip basis. These trips are both within and between TCTD's existing demand-response zones in Tillamook County, and extend to Lincoln County, Clatsop County, and the Portland area (Washington and Multnomah Counties).

Figure 5 NW Rides (Medicaid) Demand-Response Trips, May 2018

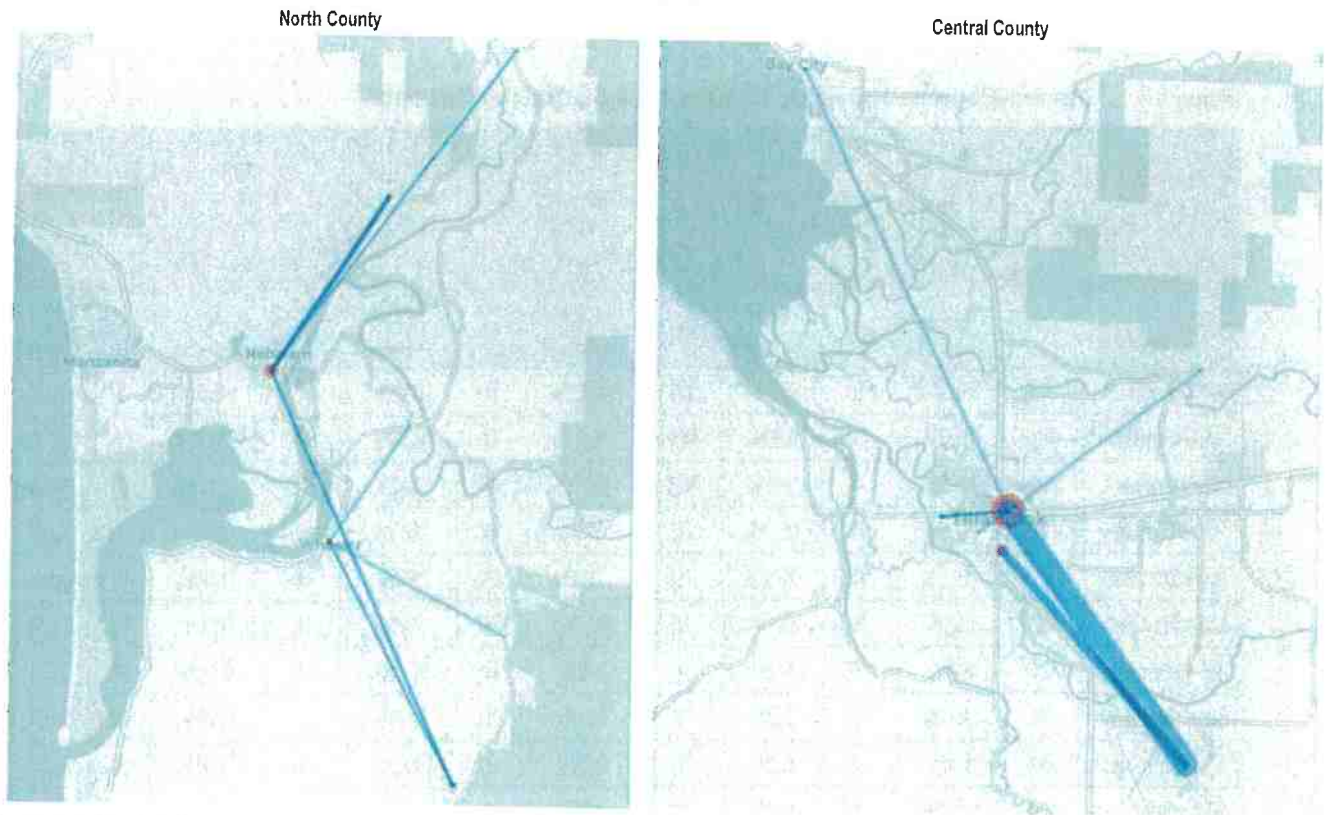


Source: EcoLane Data, May 2018.

Demand-Response Fare Policy Review and Analysis
Tillamook County Transportation District

Figure 6 illustrates transfer trips, where passengers ride DAR for access between a TCTD fixed-route service bus stop and their origin or destination. These trips were only provided in North and Central County based on the May 2018 data that was analyzed.

Figure 6 Existing Fare Zones and Dial-A-Ride to Fixed-Route Transfer Trips, May 2018



Source: EcoLane Data, May 2018.

Travel Distances

Figure 7 summarizes the distance of different types of demand-response trips provided by TCTD. Understanding the length of trips is useful in analyzing alternative fare structures, including those where a portion of the fare is based on the distance traveled.

- Looking at all DAR trips, the majority are short (nearly 2/3 are less than 10 miles); approximately 11% are 50 miles or more, all of which are NW Rides trips.
- Among cross-zone trips within Tillamook County, just 1% of trips are less than 10 miles, approximately half are between 10 and 20 miles, and slightly less than half are between 20 and 35 miles. Nearly all cross-zone trips are currently NEMT trips.
- Among intra-zone trips, most are short (over 70% are less than five miles), approximately 22% are between five and 10 miles, and 6% are longer than 10 miles.
- Transfers to fixed-route are mostly less than five miles, and all are less than 10 miles

Figure 7 Demand-Response Trips within Tillamook County by Distance, May 2018

Category	All DAR Trips		All Cross-Zone Trips within Tillamook County		All Intra-Zone Trips within Tillamook County		NW Rides Cross-Zone Trips within Tillamook County		NW Rides Cross-Zone Trips within Tillamook County		Transfers to Fixed-Route	
	#	% of Total	#	% of Total	#	% of Total	#	% of Total	#	% of Total	#	% of Total
0-<2.5 miles	635	30.2%	0	0.0%	633	43.3%	0	0.0%	303	54.6%	3	9.4%
2.5-<5 miles	416	19.8%	0	0.0%	414	28.3%	0	0.0%	117	21.1%	21	65.6%
5-<10 miles	329	15.6%	4	1.1%	323	22.1%	4	1.2%	118	21.3%	8	25.0%
10-<15 miles	169	8.0%	92	26.2%	77	5.3%	92	26.8%	17	3.1%	0	0.0%
15-<20 miles	107	5.1%	86	24.5%	16	1.1%	84	24.5%	0	0.0%	0	0.0%
20-<25 miles	39	1.9%	39	11.1%	0	0.0%	34	9.9%	0	0.0%	0	0.0%
25-<30 miles	135	6.4%	122	34.8%	0	0.0%	121	35.3%	0	0.0%	0	0.0%
30-<35 miles	8	0.4%	8	2.3%	0	0.0%	8	2.3%	0	0.0%	0	0.0%
35-<50 miles	30	1.4%	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%
50+ miles	235	11.2%	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Total	2,103	100%	351	100%	1,463	100%	343	100%	555	100%	32	100%

Note: Based on direct distance. Source: EcoLane Data, May 2018.

Origin-Destination Patterns

Figure 8 and Figure 9 summarize overall demand-responsive travel patterns provided by TCTD, including both private and NW Rides trips. Looking at Figure 9, over half of trips are within Central County. Approximately 30% of trips are either within North County or between North County and Central County.

Figure 8 Overall Demand-Response Travel Patterns, # of Trips, May 2018

↓ From Zone	To Zone →							Trips To
	Central	North	South	Multnomah County	Clatsop County	Washington County	Lincoln County	
Central	1,066	173	19	25	25	38	2	1,348
North	141	315	0	6	18	6	0	486
South	18	0	82	22	0	4	2	128
Multnomah County	22	6	22	0	0	0	0	50
Clatsop County	18	18	2	0	2	0	0	40
Washington County	35	4	3	0	0	2	0	44
Lincoln County	2	0	3	0	0	0	0	5
Trips From	1,302	516	131	53	45	50	4	2,101

Figure 9 Overall Demand-Response Travel Patterns, % of Trips, May 2018

↓ From Zone	To Zone →							Trips To
	Central	North	South	Multnomah County	Clatsop County	Washington County	Lincoln County	
Central	52%	8%	1%	0%	1%	2%	0%	65%
North	7%	15%	0%	0%	1%	0%	0%	23%
South	1%	0%	4%	0%	0%	0%	0%	5%
Multnomah County	1%	0%	1%	0%	0%	0%	0%	2%
Clatsop County	1%	1%	0%	0%	0%	0%	0%	2%
Washington County	2%	0%	0%	0%	0%	0%	0%	2%
Lincoln County	0%	0%	0%	0%	0%	0%	0%	0%
Trips From	64%	25%	6%	0%	2%	2%	0%	100%

Figure 10 provides travel patterns for private trips, both number (#) and percentage (%). Nearly three-quarters of trips are within Central County, 21% are within North County, and just 6% are in South County. Existing private trips between these zones are very small due to limited existing capacity to offer these trips; based on the demand for Medicaid trips, it is likely not due to lack of demand.

Figure 10 Private Demand-Response Travel Patterns, # and % of Trips, May 2018

↓ From zone	# of Trips				% of Trips			
	Central	North	South	Trips To	Central	North	South	Trips To
Central	604	4	0	608	72%	0%	0%	72%
North	4	178	0	182	0%	21%	0%	22%
South	0	0	52	52	0%	0%	6%	6%
Multnomah County	0	0	0	0	0%	0%	0%	0%
Trips From	608	182	52	842	72%	22%	6%	100%

POTENTIAL DEMAND-RESPONSE FARE MODELS

Peer Examples

Figure 11 summarizes a review of other transit districts/agencies that offer general public demand-response service. This review was conducted to inform potential fare models that TCTD can use in considering whether to update its fare policy. The potential fare models from these examples can be summarized in three categories:

- **Flat multi-zone demand-responsive fare**, e.g., existing TCTD case-by-case policy with \$12.50 flat charge for cross-zone trips
- **Base pickup fee with per-mile charge**, beyond the number of miles included with the base fare. This is the most typical model for transit agencies reviewed for this study, with multiple variations on cost and base distance included.
- **Fixed-route feeder**, where the passenger uses demand-response service to access a fixed-route, which serves most of the trip distance.

Figure 11 Review of Demand-Response Service Models

Peer Agency	Demand-Response Service/Fare Model	Summary of General Public Demand-Response Fare Model(s)
TCTD (Existing)	<ul style="list-style-type: none"> ▪ General public dial-a-ride, three fare zones but primarily only intra-zone. ▪ \$3 one-way fare, any distance in zone. Discounted fare of \$1.50. ▪ \$12.50 minimum fare for cross-zone trip on case-by-case basis. 	<ul style="list-style-type: none"> ▪ Flat fare (limited availability) ▪ Transfer to fixed-route
Cascades East Transit	<ul style="list-style-type: none"> ▪ General public Dial-A-Ride within small cities (ADA paratransit only in Bend), with some flex-routes introduced/under consideration in small cities. ▪ Coordinated transfers between general public Dial-A-Ride in small cities and intercity routes. ▪ Multi-zone fare system for intercity trips. ▪ \$6.25 multizone day pass, discounted to \$5 for seniors and persons with disabilities 	<ul style="list-style-type: none"> ▪ Transfer to fixed-route
Sunset Empire Transportation District (SETD)	<ul style="list-style-type: none"> ▪ General public Dial-A-Ride within two service areas ▪ \$8 base one-way fare (0-10 miles); this works out to \$1.25 per mile for a 10 mile trip ▪ Additional \$4 one-way fare beyond base service area (11-20 miles); this works out to 80 cents per mile for a 15-mile trip and 60 cents per mile for a 20-mile trip. 	<ul style="list-style-type: none"> ▪ Base fare plus additional charge based on distance
Clallam Transit (WA)	<ul style="list-style-type: none"> ▪ General public Dial-A-Ride, in rural areas north of Sequim (north of Highway 101 from the Old Olympic Highway intersection east to Blake Avenue in Sequim; this is approximately a 10-mile distance). Transfers to fixed-route may be required. <ul style="list-style-type: none"> – \$2 regular fare or \$1.50 for youth, seniors, and persons with disabilities; this is consider a \$1 or \$0.50 base fare plus a \$1 surcharge. ▪ For ADA Paratransit service, additional \$3.75 per mile outside ¾-mile fixed-route service area 	<ul style="list-style-type: none"> ▪ Base fare for general public within limited zone ▪ Distance-based for ADA Paratransit beyond ¾-mile service area

Demand-Response Fare Policy Review and Analysis
Tillamook County Transportation District

Peer Agency	Demand-Response Service/Fare Model	Summary of General Public Demand-Response Fare Model(s)
Ride in Kane, Kane County, IL	<ul style="list-style-type: none"> ▪ General public Dial-A-Ride ▪ \$4 base one-way fare (0-10 miles) ▪ +\$1.50 per mile beyond ▪ Average \$7.50 per trip on fixed route ▪ Average \$4.22 per mile on fixed route (bus and taxi providers) ▪ The fixed, or per-trip, cost is based on regional taxi flag-pull costs, i.e., base cost on the meter at start. ▪ Number of trips may be limited based on funding availability (County and local municipality contributions) 	<ul style="list-style-type: none"> ▪ Base fare plus additional charge based on distance
RideKC Freedom, Kansas City, MO	<ul style="list-style-type: none"> ▪ General public Dial-A-Ride ▪ \$5 base (0-5 miles) ▪ Additional \$2 per mile beyond ▪ Monthly cap of 60 subsidized one-way trips 	<ul style="list-style-type: none"> ▪ Base fare plus additional charge based on distance
OCTA Access, Orange County, CA	<ul style="list-style-type: none"> ▪ General public taxi vouchers ▪ \$3.60 base (0-5 miles) ▪ Any additional costs beyond five miles are paid by customer 	<ul style="list-style-type: none"> ▪ Base fare plus additional charge based on distance
Valley Metro, Phoenix, AZ	<p>Service contract to reimburse taxi providers (not fares)</p> <ul style="list-style-type: none"> ▪ \$2.73 per mile (no base charge) – OR – ▪ \$4.88 base (0 miles) + \$2.44 per mile ▪ Accessible vans have a higher base charge. (Note: these are not the fares to the customer) 	N/A
TNC/Taxi Subsidy Case Study	<p>Lyft:</p> <ul style="list-style-type: none"> ▪ \$4 minimum ▪ \$0.45 base charge + \$0.95 per mile + \$0.11 per minute ▪ Example 2-mile trip = \$4. <p>Taxi Cab (example)</p> <ul style="list-style-type: none"> ▪ No minimum. ▪ \$2.25 for a flag drop + \$2.20 per mile ▪ Example 2 mile trip = \$6.65 ▪ A flat subsidy of \$2.50 for these services would leave the user paying between \$1.50 and \$4.15. A percent subsidy of 50% up to \$4 would leave the user paying between \$2 and \$3.30 	N/A

Links:

- <http://www.nworegontransit.org/dial-a-ride-tctd/>
- <http://cascadeseasttransit.com/fares/>; <http://cascadeseasttransit.com/wp-content/uploads/2016/07/ApprovedRecreationFare-NotificationtoRiders.pdf>
- <http://www.nworegontransit.org/rideassist-dial-a-ride-setd/>
- <http://www.clallamtransit.com/Fares-Passes>
- <http://ridekc.org/mobility-services/ridekc-freedom-ondemand>
- <https://www.octa.net/Getting-Around/Bus/Access-Service/Overview/>

FARE POLICY ANALYSIS

This section describes analysis of fare models for TCTD's countywide DAR service that would replace the existing zones. The existing zones generally impose somewhat arbitrary boundaries on travel that don't reflect actual trips and can inequitably spread the trip costs across customers. The analysis estimates the customer fare, farebox recovery, and TCTD subsidy required for sample trips, existing trips, and conceptual resource scenarios (e.g., number of vehicle-hours provided to expand DAR service).

Potential Fare Models

Several potential fare options were tested using sample trips of 10, 15, and 25 miles. Based on the peer review summarized in the previous section and initial review with TCTD, the models tested were:

- **Existing: Flat, multi-zone fare** of \$12.50 (no limit on distance). This is the existing fare
- **Scenarios 1-4: Base charge, including a 5 or 10 mile distance, and an additional \$0.50 or \$1.00 cost per mile beyond the base miles.** In order to replace zones without impacting short demand-response trip costs, the base charge should cover most demand-response trips within the existing zones.
 - **Base fare:** TCTD has plans to move from the current general public DAR fare of \$3 to a fare of \$4, and from a discounted fare of \$1.50 for youth, seniors, and persons with disabilities to a discounted fare of \$2. Since the majority of existing private Dial-A-Ride passengers pay a discounted fare, this analysis assumes a \$2 fare. (The average fare would be approximately \$2.25, based on 12% of existing private demand-response trips paying the full fare.)
 - **Distance included with base fare:** 5 and 10 mile variations were tested; as described in Figure 7 (above) these would cover most of the existing Dial-A-Ride trips
 - **Additional fare per mile:** \$0.50 and \$1.00 variations were tested. \$0.50 is roughly comparable or slightly lower than the mileage-based TCTD cost to operate demand-response service, although TCTD is currently refining its cost allocation, which may change this value. These values represent endpoints of a range, and the fare could be set within this range based on financial and other considerations.
- **Fixed-route feeder:** an alternative approach to serving long-distance trips is to use DAR to bring people to fixed-route service. This is particularly effective for long-distance trips and leverages existing fixed-route bus service. Under current TCTD policy, passengers pay the fixed-route fare, but are not charged an additional DAR fare for trips that provide access to/from a fixed-route (as an incentive to use the fixed-route system, which has a lower cost per trip for TCTD than demand-response service). In May 2018, there were 32 such trips. This is not analyzed as an option but it can complement potential fare policy changes for some trips.

Analysis of Sample Trips

Figure 12 summarizes the fare paid by the passenger for each of the sample trips under each scenario:

- For a relatively **short trip of 10 miles** (e.g., Garibaldi-Tillamook), the passenger would pay just the base fare (e.g., \$2) under Options 1 and 2, which include 10 miles in the base fare. Under Options 3 and 4, only five miles are included, so the passenger would pay \$4.50 or \$7.00, respectively. In all cases, the fare would be lower than the existing \$12.50 fare, and is likely more equitable given that this trip is similar or slightly longer than the longest possible current intra-zone trips.

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- For a **moderate-distance 15-mile** trip (e.g., Rockaway Beach-Tillamook), the passenger would pay between \$4.90 and \$7.40 with a \$0.50 charge per mile (scenarios 1 and 2). With a \$1 charge per mile, the cost would be \$7.80 to \$12.80 (scenarios 3 and 4). The difference between each range is whether 5 or 10 miles are included in the base fare. Options 1-3 have a lower fare than existing, while Option 4 is only slightly higher than the existing \$12.50 fare.
- For a **longer 25-mile** trip (e.g., Manzanita-Tillamook), the passenger would pay between \$10.80 and \$13.30 with a \$0.50 charge per mile (Options 1 and 2). With a \$1 charge per mile, the cost would be \$19.60 to \$24.60 (Options 3 and 4). Similar to the 15-mile sample trip, the difference between each range is whether 5 or 10 miles are included in the base fare. Options 1-3 have a lower fare than existing, while Option 4 is nearly equal.

Figure 12 also shows the TCTD subsidy (operating costs after fares or other reimbursements) for the sample trips under each option. Costs were estimated treating each trip as an individual trip. (In practice, TCTD schedules trips so that vehicles are shared by multiple passengers when possible, so actual total costs should be somewhat lower.) The cost recovery is the most consistent with Option 2 (5 miles included with \$0.50 fare per mile), but with Options 1, 2, and 3 minimize the deviation between shorter and longer trips, particularly compared to the existing \$12.50 flat fare where shorter trips have a higher cost to the passenger.

Figure 12 Fare Scenarios and Estimated Farebox Recovery for Sample Trips

Sample Trips	Length (miles)	Metric	Existing Fare Model	Option 1	Option 2	Option 3	Option 4
Fare Option Description			\$12.50 Flat Fare	\$2 base, 10 miles included, \$0.50 per additional mile	\$2 base, 5 miles included, \$0.50 per additional mile	\$2 base, 10 miles included, \$1.00 per additional mile	\$2 base, 5 miles included, \$1.00 per additional mile
Base Fare			\$12.50	\$2.00	\$2.00	\$2.00	\$2.00
Miles Included in Base Fare			No Limit	10	5	10	5
Additional Fare per Mile			\$0.00	\$0.50	\$0.50	\$1.00	\$1.00
Garibaldi-Tillamook	10	Fare	\$12.50	\$2.00	\$4.50	\$2.00	\$7.00
		% Subsidy	35%	90%	77%	90%	64%
Rockaway Beach-Tillamook	16	Fare	\$12.50	\$4.90	\$7.40	\$7.80	\$12.80
		% Subsidy	57%	83%	75%	73%	56%
Manzanita-Tillamook	28	Fare	\$12.50	\$10.80	\$13.30	\$19.60	\$24.60
		% Subsidy	75%	79%	74%	62%	51%

Notes: Based on estimated costs of approximately: Garibaldi-Tillamook - \$19 (20 minutes, 10 miles), Rockaway Beach-Tillamook - \$29 (30 minutes, 15.8 miles), and Manzanita - Tillamook (53 minutes, 27.6 miles). Costs were estimated using both a fully allocated cost of \$58 per hour, and using costs of \$39.71 per hour and \$0.60 per mile (2016, escalated to 2018 dollars at 3% annually).

Analysis of Existing Trips

This section looks at TCTD's existing demand-response trips from May 2018 and compares fare revenues under Options 1-4 to the current fare policy. Costs are estimated for trips individually, and do not account for shared trips.

Private Cross-Zone Trips

Figure 13 considers the existing private (non-NW Rides) cross-zone trips that TCTD provided in May 2018. Fare revenues were \$100 (26% of the cost) with the \$12.50 flat fare. Options 1 and 2 would recover a lower percentage of the cost (higher TCTD subsidy required), while Options 3 and 4 would recover a higher share of the cost (lower subsidy required). Option 3 (\$1 per-mile beyond 10 miles) comes closest to matching the existing fare revenues.

Figure 13 Fare Revenue and TCTD Subsidy for Existing Private Cross-Zone Dial-A-Ride Trips, May 2018

	Existing	Option 1	Option 2	Option 3	Option 4
Fare Scenario	\$12.50 Flat Fare	\$2 base, 10 miles included, \$0.50 per additional mile	\$2 base, 5 miles included, \$0.50 per additional mile	\$2 base, 10 miles included, \$1.00 per additional mile	\$2 base, 5 miles included, \$1.00 per additional mile
Fare Revenue	\$100	\$63	\$83	\$110	\$150
TCTD Cost	\$391	\$391	\$391	\$391	\$391
% Subsidy	74%	84%	79%	72%	62%

Private Trips within Existing Zones

In considering whether to adopt a distance-based demand-response fare policy, TCTD should consider impacts on private demand-response trips between five and ten miles in length. Based on TCTD EcoLane data from May 2018, there were 217 such trips. Figure 14 compares the average fare for these trips under the existing fare policy (\$3 regular fare, \$1.50 discounted) to Options 1-4. A portion of the increase is based on the change from a \$3 to a \$4 regular fare and from a \$1.50 to \$2.00 discounted fare – approximately 34% compared to Options 1 and 3. In the two options where only five miles are included in the base fare, the average fare increases by an additional 60 cents in Option 2 and an additional \$1.22 in Option 4.

Figure 14 Average Fare and TCTD Subsidy for Existing Private Dial-A-Ride Trips within Zones, 5 to 10 miles, May 2018

	Existing	Option 1	Option 2	Option 3	Option 4
Fare Scenario	\$3 regular, \$1.50 discounted	\$4 regular, \$2 discounted, 10 miles included, \$0.50 per additional mile	\$4 regular, \$2 discounted, 5 miles included, \$0.50 per additional mile	\$4 regular, \$2 discounted, 10 miles included, \$1.00 per additional mile	\$4 regular, \$2 discounted, 5 miles included, \$1.00 per additional mile
Average Fare	\$1.66	\$2.23	\$2.83	\$2.24	\$3.45
% Change		34%	71%	35%	108%
Fare Revenue	\$360	\$483	\$614	\$487	\$748
TCTD Cost	\$3,973	\$3,973	\$3,973	\$3,973	\$3,973
% Subsidy	91%	88%	85%	88%	81%

Medicaid Trips (Hypothetical)

Figure 15 estimates fare revenues and farebox recovery for cross-zone NW Rides trips within Tillamook County from May 2018. These trips are used as the basis for a hypothetical scenario where fare policy and expanded service enable more cross-zone demand-response trips.

With the existing \$12.50 flat fare, TCTD would recover 29% of costs. Option 3 has nearly the same recovery percentage, while Options 1 and 2 are lower and Option 4 is higher.

Figure 15 Hypothetical Fare Revenue and TCTD Subsidy Assuming Existing Cross-Zone NW Rides Trips within Tillamook County as Private Trips (Based on May 2018 Data)

	Existing	Option 1	Option 2	Option 3	Option 4
Fare Scenario	\$12.50 Flat Fare	\$2 base, 10 miles included, \$0.50 per additional mile	\$2 base, 5 miles included, \$0.50 per additional mile	\$2 base, 10 miles included, \$1.00 per additional mile	\$2 base, 5 miles included, \$1.00 per additional mile
Fare Revenue	\$4,288	\$2,437	\$3,286	\$4,188	\$5,886
TCTD Cost	\$14,612	\$14,612	\$14,612	\$14,612	\$14,612
% Subsidy	71%	83%	78%	71%	60%

Analysis Based on Potential TCTD Service Enhancements

The analysis in this section analyzes fare revenues assuming several potential levels of TCTD investment in enhancing demand-response service.

Resource Scenarios

The required TCTD subsidy was estimated based on different resource scenarios, based on number of annual vehicle hours and cost. These scenarios ranged from:

- (A) **one** vehicle operating **four** hours per day (**1,040** annual vehicle hours)
- (B) **one** vehicle operating **eight** hours per day (**2,080** annual vehicle hours)
- (C) **two** vehicles operating **sixteen** total hours per day (**4,160** annual vehicle hours)

The costs range from \$60,000 to \$241,000 annually, based on a cost of \$58 per vehicle hour (TCTD, 2018). In practice, costs may be less since expanding DAR service can allow more efficient use of drivers who are already providing NW Rides trips. These drivers are currently part-time and TCTD would incur an incremental cost of paying benefits by converting these drivers to full-time.

Summary of Results

Figure 16 summarizes the analysis results.

- The share of the total cost to expand service that TCTD would need to subsidize is relatively consistent across the fare options.
 - Option 1 would require TCTD to subsidize between 73% to 82% of the total cost
 - Option 4 would require a subsidy of between 37% and 55% of the cost.
- Considering Service Scenario C, which would provide an additional 4,160 service hours, the cost to TCTD would likely range from \$177,000 to \$196,000 with Option 1, to \$88,000 - \$132,000 for Option 4.

Figure 16 Summary of Service Scenarios and TCTD Subsidized Cost

Service Scenario	Annual Vehicle Hours	Annual Cost	Cost Subsidized by TCTD (Total Cost - Fare Revenue) and % of Total				
			Existing Fare Model	Option 1	Option 2	Option 3	Option 4
Fare Scenario →			\$12.50 Flat Fare	\$2 base 10 miles included. \$0.50 per additional mile	\$2 base 5 miles included. \$0.50 per additional mile	\$2 base 10 miles included. \$1.00 per additional mile	\$2 base 5 miles included. \$1.00 per additional mile
A	1,040	\$60,000	\$34,000 - \$39,000	\$44,000 - \$49,000	\$39,000 - \$45,000	\$32,000 - \$41,000	\$22,000 - \$33,000
			57% - 65%	73% - 82%	65% - 75%	53% - 68%	37% - 55%
B	2,080	\$121,000	\$69,000 - \$80,000	\$89,000 - \$98,000	\$79,000 - \$90,000	\$65,000 - \$83,000	\$45,000 - \$66,000
			57% - 66%	74% - 81%	65% - 74%	54% - 69%	37% - 55%
C	4,160	\$241,000	\$137,000 - \$159,000	\$177,000 - \$196,000	\$156,000 - \$180,000	\$130,000 - \$165,000	\$88,000 - \$132,000
			57% - 66%	73% - 81%	65% - 75%	54% - 68%	37% - 55%

Methodology Details

This section explains how the above estimates were developed. Two methods were used to estimate the required TCTD subsidy, one based on an estimate of the farebox recovery and one based on an assumed productivity. Applicable to both approaches, it was estimated that with a new fare structure, 2% of new trips would be under 10 miles, 50% would be between 10 and 20 miles, and 48% would be between 20 and 35 miles. This was based on existing demand-response travel patterns (see Travel Distances above).

- **Method #1: Total Cost and TCTD Subsidy.** Figure 17 provides an estimate of the subsidy (total cost, less fare revenues) that TCTD would need to provide to operate each level of service with the existing Fare Model and Options 1-4. An average farebox recovery was assumed for each option, calculated based on the farebox recovery for the three sample trips in Figure 12, weighted by the share of demand-response trips with the same length as the sample trip. The subsidy was calculated as the annual cost for each service scenario, multiplied by the average farebox recovery for each fare option.
- **Method #2: Productivity and Average Fare.** Figure 18 provides a second estimate of the subsidy, based on productivity, assumed to be two passengers per vehicle hour. An average fare for each option was calculated based on the average fare for the three sample trips in Figure 12, weighted by the share of demand-response trips with the same length as the sample trip. The subsidy was calculated as the number of vehicle hours for each service scenario, multiplied by a productivity of two trips per vehicle, multiplied by the average fare for each fare option.

There is some uncertainty in each method. The average farebox recovery was calculated for individual passengers, and doesn't account for shared trips when a vehicle may be carrying multiple passengers. It was also calculated based on the cost for a distinct trip and doesn't account for time when a vehicle may be "deadheading," e.g., traveling without carrying any passengers. The actual productivity may be more or less than two passengers, although this rate is within the typical range for demand-responsive service (1-4 passengers per revenue hour), and for current TCTD operations. The results of the two methods can be considered a range. Figure 19 summarizes the share of cost that would be subsidized based on each method of estimating fare revenues.

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Figure 17 TCTD Subsidy for Expanded Dial-A-Ride Service, Conceptual Service Levels, Method #1: Based on Cost and Assumed TCTD Subsidy

Service Scenario	Daily Vehicle Hours	Annual Vehicle Hours	Annual Cost	Existing Fare Model	Option 1	Option 2	Option 3	Option 4
Fare Scenario →				\$12.50 Flat Fare	\$2 base, 10 miles included, \$0.50 per additional mile	\$2 base, 5 miles included, \$0.50 per additional mile	\$2 base, 10 miles included, \$1.00 per additional mile	\$2 base, 5 miles included, \$1.00 per additional mile
Average TCTD Subsidy →				67%	81%	75%	68%	55%
A	4	1,040	\$60,000	\$40,000	\$49,000	\$45,000	\$41,000	\$33,000
B	8	2,080	\$121,000	\$81,000	\$99,000	\$90,000	\$83,000	\$66,000
C	16	4,160	\$241,000	\$162,000	\$196,000	\$190,000	\$165,000	\$132,000

Figure 18 TCTD Subsidy for Expanded Dial-A-Ride Service, Conceptual Service Levels, Method #2: Based on Assumed Productivity and Average Fare

Service Scenario	Daily Trips*	Annual Trips*	Annual Cost	Cost Subsidized by TCTD (Total Cost - Fare Revenue)				
				Existing Fare Model	Option 1	Option 2	Option 3	Option 4
Fare Scenario →				\$12.50 Flat Fare	\$2 base, 10 miles included, \$0.50 per additional mile	\$2 base, 5 miles included, \$0.50 per additional mile	\$2 base, 10 miles included, \$1.00 per additional mile	\$2 base, 5 miles included, \$1.00 per additional mile
Average Fare →				\$13	\$8	\$10	\$13	\$18
A	8	2,080	\$60,000	\$34,000	\$44,000	\$39,000	\$32,000	\$22,000
B	16	4,160	\$121,000	\$99,000	\$99,000	\$79,000	\$65,000	\$45,000
C	32	8,320	\$241,000	\$137,000	\$177,000	\$155,000	\$130,000	\$88,000

*Based on an assumed productivity of 2 passengers per hour

Figure 19 Share of Costs Subsidized by TCTD, Method #1 and Method #2

Method	Existing Fare Model	Option 1	Option 2	Option 3	Option 4
	\$12.50 Flat Fare	\$2 base, 10 miles included, \$0.50 per additional mile	\$2 base, 5 miles included, \$0.50 per additional mile	\$2 base, 10 miles included, \$1.00 per additional mile	\$2 base, 5 miles included, \$1.00 per additional mile
Method #1	66%	81%	75%	68%	55%
Method #2	57%	73%	65%	54%	37%

SUMMARY AND CONCLUSIONS

This memorandum investigates fare policies that can facilitate a range of demand-response trips across Tillamook County. The current zone-based demand-response system limits the types of services that TCTD can feasibly offer because the \$12.50 flat fare for private trips between the existing Dial-A-Ride zones is disproportionately high for some trips, but does not cover enough of TCTD's costs in other cases. A fare policy that takes trip distance into account allows TCTD to charge a more equitable fare and allows it to more equitably cover a share of its costs for different trips within the county.

This memorandum analyzes the fare revenue implications of four potential options for a distance-based fare, based on both sample trips of different lengths and overall trip patterns TCTD provides today. The memorandum also considers three conceptual scenarios representing different levels of TCTD investment in increasing demand-response service capacity. The evaluation is intended to help TCTD balance expenditures and revenues in a way that meets its goals. Evaluation of a new fare policy can be considered from both a customer perspective and the agency's perspective.

Customer Perspective

From a customer perspective, key considerations include how much a trip will cost, its cost compared to what they were paying before, and its cost relative to other potential transportation options. TCTD needs to consider both passengers using demand-response service for shorter trips within the current zones, and a potentially expanded market for longer trips (as well as trips within North and South County that are currently served by volunteers). Affordability is an important factor as TCTD continues to provide a mobility option for people with limited income.

Figure 20 summarizes the four fare policy options for the sample trips described above (ranging from 10 miles to almost 30 miles). The table shows how fare costs can vary for different trips based on distance.

Takeaways include:

- Most current passengers are traveling within zones and are making relatively short trips (mostly less than five miles, and nearly all less than ten miles). Including five or ten miles in the base fare minimizes the impact on existing passengers. Including ten miles in the base fare presents the least change (Options 1 and 3). Option 2, which charges \$0.50 per mile above five miles, has a smaller impact compared to the \$1 per mile fare in Option 4.
- All options reduce fare costs for current cross-zone trips relative to the current fare structure, except for the longest trips. This is particularly true for moderate-length trips that happen to cross the existing DAR zone boundaries. Option 2, for example, would charge \$4.50 for a 10-mile trip that would cost \$12.50 under the current structure. With Option 2, customers also pay the most consistent share of TCTD costs for each of the three sample trips.
- A per-mile fare of \$0.50 to \$1.00 is typical of other agencies that offer a general public demand-response service, based on the peer comparison. These are bookend values used for this analysis, but an intermediate value may be appropriate, particularly coupled with options that include 10 miles in the base fare. For longer trips, the \$1 per mile cost may not be affordable for some residents; for example, it would cost \$20 to travel between Tillamook and Manzanita in Option 3 and \$25 in Option 4, although this is still lower than many private transportation services. Using demand-response service to transfer to a TCTD fixed-route bus would also remain a more affordable option.

Figure 20 Fare Options for Sample Trips (Reproduced from Figure 12)

Sample Trips	Length (miles)	Metric	Existing Fare Model	Option 1	Option 2	Option 3	Option 4
Fare Option Description			\$12.50 Flat Fare	\$2 base, 10 miles included, \$0.50 per additional mile	\$2 base, 5 miles included, \$0.50 per additional mile	\$2 base, 10 miles included, \$1.00 per additional mile	\$2 base, 5 miles included, \$1.00 per additional mile
Base Fare			\$12.50	\$2.00	\$2.00	\$2.00	\$2.00
Miles Included in Base Fare			No Limit	10	5	10	5
Additional Fare per Mile			\$0.00	\$0.50	\$0.50	\$1.00	\$1.00
Garibaldi-Tillamook	10	Fare	\$12.50	\$2.00	\$4.50	\$2.00	\$7.00
		% Subsidy	35%	90%	77%	90%	64%
Rockaway Beach-Tillamook	16	Fare	\$12.50	\$4.90	\$7.40	\$7.80	\$12.80
		% Subsidy	57%	83%	75%	73%	56%
Manzanita-Tillamook	28	Fare	\$12.50	\$10.80	\$13.30	\$19.80	\$24.60
		% Subsidy	75%	79%	74%	62%	52%

Agency Perspective

From TCTD’s perspective, the key considerations are how much revenue is generated from fares and whether the net cost to expand demand-response service is sustainable. The agency perspective also includes the administrative time and partnerships needed to implement and administer the fare policy, and how the policy compares to peer agencies. These are important considerations related to financial sustainability, funding applications, and future growth. Although it is more complex than a flat fare, given TCTD’s investment in the EcoLane software a per-mile fare should be straightforward to implement and communicate to TCTD customers.

Figure 21 summarizes the three *conceptual* service scenarios for each fare policy option. The estimated costs represent the operating expenses remaining (i.e., net cost or subsidy) after subtracting fare revenues. On a percentage basis, the net costs are consistent within each fare option, regardless of the total operating investment. TCTD must determine what is a sustainable investment given its financial resources, and how much of that service it expects riders to cover through fares. Option 1 generates the least fare revenue, and thus has the highest remaining cost. Options 2, 3 and 4 illustrate progressively increasing revenues; with Option 4 TCTD’s remaining costs would be approximately 35 to 55% of the total cost to provide the service.

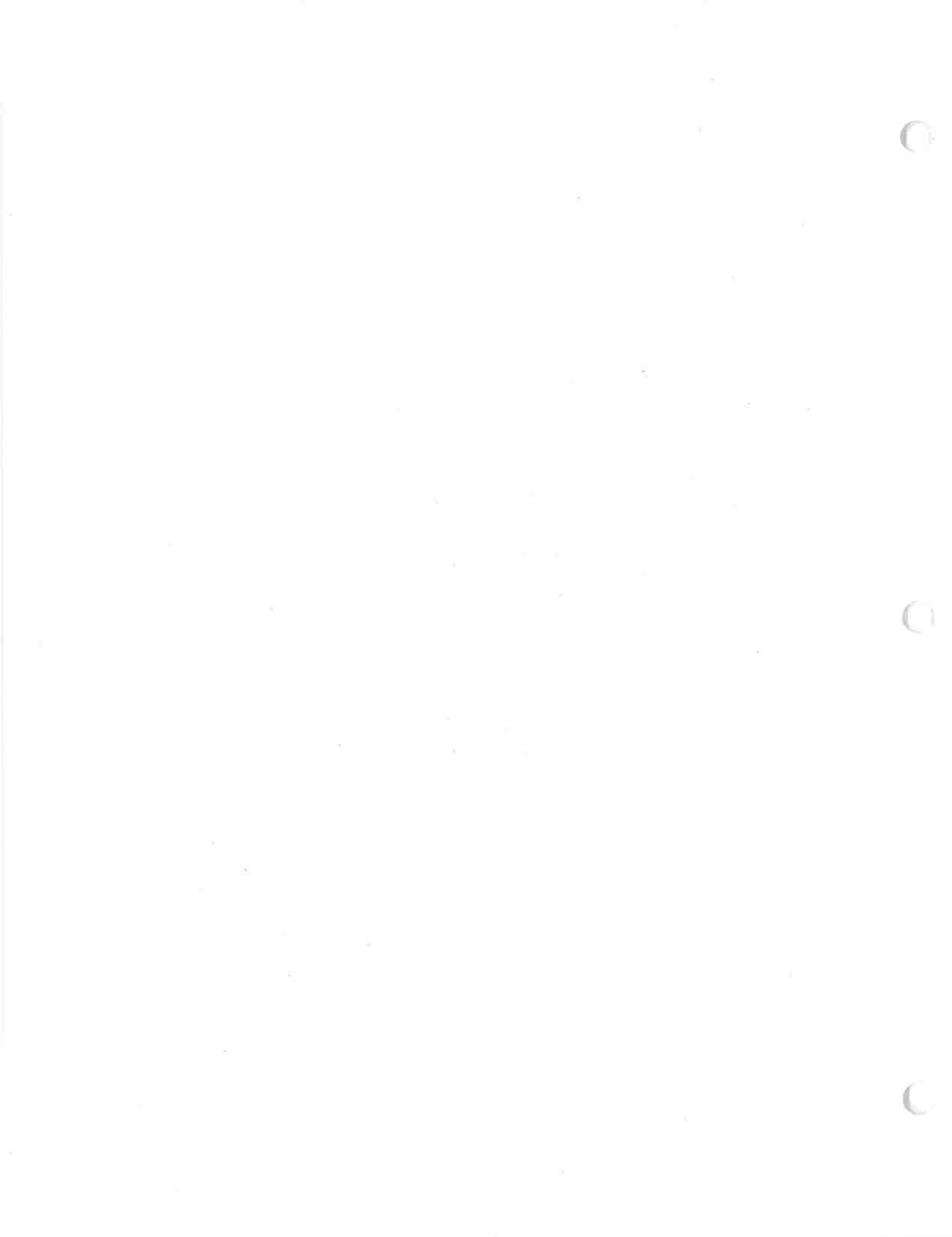
Although they do not represent a large volume of trips, depending on the fare model selected TCTD may need to evaluate whether to limit the distance of a demand-response trip for a transfer to fixed-route service, currently provided at no charge. This could be five or 10 miles.

Figure 21 Summary of Service Scenarios and TCTD Subsidized Cost (Reproduced from Figure 16)

Service Scenario	Annual Vehicle Hours	Annual Cost	Cost Subsidized by TCTD (Total Cost - Fare Revenue) and % of Total				
			Existing Fare Model	Option 1	Option 2	Option 3	Option 4
Fare Scenario →			\$12.50 Flat Fare	\$2 base, 10 miles included, \$0.50 per additional mile	\$2 base, 5 miles included, \$0.50 per additional mile	\$2 base, 10 miles included, \$1.00 per additional mile	\$2 base, 5 miles included, \$1.00 per additional mile
A	1,040	\$60,000	\$34,000 - \$39,000 57% - 65%	\$44,000 - \$49,000 73% - 82%	\$39,000 - \$45,000 65% - 75%	\$32,000 - \$41,000 53% - 68%	\$22,000 - \$33,000 37% - 55%
B	2,080	\$121,000	\$69,000 - \$80,000 57% - 66%	\$89,000 - \$98,000 74% - 81%	\$79,000 - \$90,000 65% - 74%	\$65,000 - \$83,000 54% - 69%	\$45,000 - \$66,000 37% - 55%
C	4,160	\$241,000	\$137,000 - \$159,000 57% - 66%	\$177,000 - \$196,000 73% - 81%	\$156,000 - \$180,000 65% - 75%	\$130,000 - \$165,000 54% - 68%	\$88,000 - \$132,000 37% - 55%

Evaluation and Monitoring

The analysis presented in this memo is intended to provide TCTD with a comparison of alternative fare scenarios and a budgetary range for the cost to expand demand-response service. After TCTD selects and implements a new fare policy and service changes are implemented, this analysis could be updated using new data from EcoLane and the policy refined (e.g., adjustment to the base fare, fare per-mile, and/or distance included in the base fare) based on passenger demand, operational experience, and agency financial considerations.



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Figure 2 compares TCTD fares to other agencies.

Figure 2 Comparison of TCTD Fares to Other Agencies

Agency	Local Fixed-Route		Discounted Fare		Intercity Service			ADA / Dial-A-Ride	
	Single Ride	Day Pass	Single Ride	Monthly	Single Ride	Day Pass	Monthly	Single Ride	Monthly
Tillamook County Transp. District (TCTD) ¹	\$1.50	\$1.50	-	\$40	\$1.50 - \$6.00	-	-	\$1.50 - \$3.00	-
Basin Transit Service ²	\$1.50	\$3.00	\$0.75	\$54	-	-	-	\$3.00	-
Cascades East Transit (CET) ³	\$1.50	\$2.50	\$0.75	\$30	\$3.75	\$6.25	\$100	\$2.50	-
Clallam Transit System ⁴	\$1.00	\$3.00	\$0.50	\$36	\$1.50	\$3.00	\$54	\$2.00	-
Lincoln County Transp. Service District ⁵	\$1.00	-	-	-	\$7.00	-	-	\$1.00	-
Napa Valley Transp. Authority ⁶	\$1.60	\$6.50	\$0.80	\$53	\$3.25 - \$5.50	\$6.50	\$65 - \$120	\$3.20 - \$6.40	-
Sunset Empire Transp. District (SETD) ⁷	\$1.00	\$3.00	\$1.00	\$30	\$5.00 - \$8.00	-	-	\$2.00	-
Yamhill County (YCTA) ⁸	\$1.25	\$2.50	-	\$35	\$1.25	\$2.50	\$35	\$1.75	\$40

Notes: [1] TCTD. <https://www.nworegontransit.org/passes-tctd/> and <http://www.nworegontransit.org/dial-a-ride-tctd/>. TCTD charges \$15 for a one-way trip to Portland, and \$20 for a round trip. Dial-A-Ride trips are \$3.00 or \$1.50 for seniors or people with a disability. A 10-ride Dial-A-Ride punch card is available for \$30 or \$15. [2] Basin Transit. <http://www.basinttransit.com/routesrates.shtml>. [3] CET. <http://cascadeseasttransit.com/fares>. Multi-zone system for intercity fares. [4] Clallam Transit. <http://www.clallamtransit.com/fares-passes>. \$3.75 per mile for Dial-A-Ride trips beyond a 3/4-mile distance from fixed-route service. [5] Lincoln County. \$1 per zone for intercity routes, with 9 zones. <http://www.co.lincoln.or.us/transit/page/fare-schedule>. [6] Napa Valley. <http://www.ridethevine.com/fares-passes>. [7] SETD. <http://www.nworegontransit.org/wp-content/uploads/2018/06/Fare-Policy-Outreach.pdf>. SETD revised fares on 7/1/2018, lowering local day passes from \$5.00 to \$3.00 and monthly passes from \$45 to \$30. General public Dial-A-Ride one-way fare is \$8.00 for 0-10 miles and \$12.00 for 11-20 miles.

