

Tillamook County Transportation District
Board of Directors
Regular Monthly Meeting



Thursday, April 18, 2019 at 6:30PM
Transportation Building
3600 Third Street, Tillamook, Oregon

Tillamook County Transportation District
 Normal Trial Balance - Unposted Transactions Included In Report
 From 3/1/2019 Through 3/31/2019

Account Code	Account Title	Debit Balance	Credit Balance
1001	General Checking Account	131,271.09	
1006	Payroll Checking	7,017.94	
1009	NW RIDES ACCOUNT	211,780.35	
1011	Prop. Mgmt. Checking	69,498.09	
1020	LGIP - General Account	803,820.54	
1030	LGIP - Capital Reserve	654,715.27	
1040	Petty Cash	<u>200.00</u>	
Report Total		<u>1,878,303.28</u>	<u>0.00</u>
Report Difference		<u>1,878,303.28</u>	

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ADK
4-3-19

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Tillamook County Transportation District
Financial Statement - Unposted Transactions Included In Report
From 3/1/2019 Through 3/31/2019

Resources	Current Period Actual	Current Period Budget	Current Year Actual	Total Budget	Total Budget Variance	75%
Working Capital	3500	0.00	0.00	1,432,835.00	(1,432,835.00)	0.00%
Fares	4000	24,180.27	22,083.00	265,000.00	(38,706.37)	85.39%
Contract Revenue	4020	38,151.36	73,916.67	887,000.00	(317,409.54)	64.21%
Property Tax	4100	36,057.42	0.00	900,000.00	8,017.52	100.89%
Past Years Property Tax	4110	2,536.33	3,333.33	40,000.00	(23,985.30)	40.03%
State Timber Revenue	4120	0.00	17,916.67	215,000.00	(43,971.50)	79.54%
Mass Transit State Payroll Tax	4130	0.00	7,083.33	85,000.00	(42,457.40)	50.05%
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	(56,113.00)	84.41%
NWOTA Partner Cont. Match	4225	0.00	4,000.00	48,000.00	(12,000.00)	75.00%
Grants - STF	4230	0.00	5,583.33	67,000.00	(16,750.00)	75.00%
Grants - 5311 (f)	4240	0.00	18,333.33	220,000.00	(99,297.00)	54.86%
Grants - 5310	4245	0.00	8,333.33	100,000.00	(70,346.00)	29.65%
Special Bus Operations	4300	0.00	83.33	1,000.00	(534.14)	46.58%
Miscellaneous Income	4400	(15,882.75)	83.33	1,000.00	(700.00)	30.00%
Sale of Assets - Income	4410	0.00	833.33	10,000.00	(9,000.00)	10.00%
Interest Income	4510	3,446.46	2,000.00	24,000.00	(1,890.80)	92.12%
Advertising Income	4520	0.00	83.33	1,000.00	(1,000.00)	0.00%
Lease Income	4900	2,300.00	1,500.00	18,000.00	(1,300.00)	92.77%
Lease Operational Exp Income	4910	650.07	541.67	6,500.00	(375.51)	94.22%
Transfer From General Fund	4911	0.00	0.00	22,000.00	(9,000.00)	59.09%
Transfer from Capital Reserve	4914	0.00	0.00	0.00	75,000.00	0.00%
Transfer from Veh. Purch. Res.	4915	0.00	0.00	20,835.00	(20,835.00)	0.00%

Monthly BOD Report w/YTD Budget & Variance
Date: 4/15/19 10:04:00 AM

Tillamook County Transportation District
Financial Statement - Unposted Transactions Included In Report
From 3/1/2019 Through 3/31/2019

	Current Period Actual	Current Period Budget	Current Year Actual	Total Budget	Total Budget Variance	75%
4916 Transfer from STF Fund	47,848.00	0.00	47,848.00	47,848.00	0.00	100.00%
4917 Transfer from NWOTA	0.00	0.00	3,000.00	3,000.00	0.00	100.00%
Total Resources	<u>139,287.16</u>	<u>254,575.65</u>	<u>2,659,528.96</u>	<u>5,611,430.00</u>	<u>(2,951,901.04)</u>	<u>47.39%</u>
Expenses						
Personnel Services						
5010 Payroll: Administration	31,315.61	27,587.50	216,882.30	331,050.00	114,167.70	65.51%
5020 Payroll: Dispatch	10,178.57	10,458.33	74,492.59	125,500.00	51,007.41	59.35%
5030 Payroll: Drivers	107,321.23	72,208.33	727,327.43	866,500.00	139,172.57	83.93%
5040 Payroll: Maintenance	4,826.46	5,416.67	29,453.13	65,000.00	35,546.87	45.31%
5041 Payroll: Indirect	0.00	0.00	2,438.11	0.00	(2,438.11)	0.00%
5050 Payroll Expense	9,222.09	50,833.33	266,351.25	610,000.00	343,648.75	43.66%
5051 Payroll Healthcare	20,014.92	0.00	61,364.69	0.00	(61,364.69)	0.00%
5052 Payroll Retirement	7,599.51	0.00	14,570.43	0.00	(14,570.43)	0.00%
5053 Payroll Veba	1,903.26	0.00	9,420.42	0.00	(9,420.42)	0.00%
5055 Workers Compensation Ins.	0.00	1,875.00	17,769.19	22,500.00	4,730.81	78.97%
Total Personnel Services	<u>192,381.65</u>	<u>168,379.16</u>	<u>1,420,069.54</u>	<u>2,020,550.00</u>	<u>600,480.46</u>	<u>70.28%</u>
Materials and Services						
5060 Miscellaneous Expense	0.00	0.00	1,260.15	0.00	(1,260.15)	0.00%
5100 Professional Services	(14,978.60)	6,687.50	72,936.33	90,750.00	17,813.67	80.37%
5101 Administrative Support	0.00	2,083.33	13,359.75	25,000.00	11,640.25	53.43%
5102 Website Maintenance	0.00	416.67	4,500.00	5,000.00	500.00	90.00%
5103 Planning	0.00	1,666.67	8,275.00	20,000.00	11,725.00	41.37%
5120 Dues & Subscriptions	150.00	1,000.00	7,974.00	12,000.00	4,026.00	66.45%
5140 Office Equipment R&R	225.22	250.00	1,847.54	3,000.00	1,152.46	61.58%
Monthly BOD Report w/YTD Budget & Variance						

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Tillamook County Transportation District
Financial Statement - Unposted Transactions Included In Report
From 3/1/2019 Through 3/31/2019

	Current Period Actual	Current Period Budget	Current Year Actual	Total Budget	Total Budget Variance	75%
5145 Computer R&M	(642.00)	2,916.67	23,638.78	37,500.00	13,861.22	63.03%
5150 Fees & Licenses	910.65	1,458.33	22,677.30	33,500.00	10,822.70	67.69%
5160 Insurance	0.00	7,541.67	69,491.50	90,500.00	21,008.50	76.78%
5170 Office Expenses	(5,862.02)	1,083.33	10,093.54	13,000.00	2,906.46	77.64%
5175 Board Expenses	171.73	833.33	5,604.72	10,000.00	4,395.28	56.04%
5180 Operational Expenses	1,583.53	2,541.67	26,431.61	30,500.00	4,068.39	86.66%
5185 Drug & Alcohol Administration	385.00	125.00	1,435.00	1,500.00	65.00	95.66%
5190 Marketing	1,802.58	4,000.00	16,181.10	48,000.00	31,818.90	33.71%
5210 Telephone Expense	(3.61)	1,758.33	13,795.10	21,600.00	7,804.90	63.86%
5220 Travel & Training	482.25	2,875.00	22,776.79	34,500.00	11,723.21	66.01%
5240 Vehicle Expense	24,527.43	14,791.66	156,694.12	177,500.00	20,805.88	88.27%
5245 Fuel Expenses	21,690.03	21,666.66	202,685.64	260,000.00	57,314.36	77.95%
5250 Volunteers	0.00	125.00	0.00	1,500.00	1,500.00	0.00%
5260 Postage	10.40	125.00	742.30	1,500.00	757.70	49.48%
5270 Mgmt/Labor Recreation Fund	0.00	197.25	1,260.96	2,367.00	1,106.04	53.27%
5280 Transit & Visitor Center Lease	700.00	700.00	6,300.00	8,400.00	2,100.00	75.00%
5285 Transit & Visitor Center Maint	1,375.59	1,250.00	9,914.68	15,000.00	5,085.32	66.09%
5290 General Operating Cont.	0.00	2,916.67	0.00	35,000.00	35,000.00	0.00%
5300 Property Operating Expenses	2,018.83	2,083.33	13,772.07	25,000.00	11,227.93	55.08%
5330 Flex Lease: Fees	0.00	83.33	320.00	1,000.00	680.00	32.00%
5340 Property Maint. & Repair	1,041.04	833.33	12,840.94	10,000.00	(2,840.94)	128.40%
5346 Operations Facility Maint.	785.99	208.33	2,505.35	2,500.00	(5.35)	100.21%
Total Materials and Services	36,374.04	82,218.06	729,314.27	1,016,117.00	286,802.73	71.77%
Special Payments						
5200 STF Payments to Recipients	0.00	300.00	14,364.00	19,152.00	4,788.00	75.00%

Monthly BOD Report w/YTD Budget & Variance

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Tillamook County Transportation District
Financial Statement - Unposted Transactions Included In Report
From 3/1/2019 Through 3/31/2019

	Current Period Actual	Current Period Budget	Current Year Actual	Total Budget	Total Budget Variance	75%
Total Special Payments	0.00	300.00	14,364.00	19,152.00	4,788.00	75.00%
Transfers						
Transfer to LGIP 5931	0.00	0.00	75,000.00	0.00	(75,000.00)	0.00%
Transfer to General Fund	47,848.00	0.00	50,848.00	71,683.00	20,835.00	70.93%
Transfer to Vehicle Reserve	0.00	0.00	1,000.00	10,000.00	9,000.00	10.00%
Transfer to NWOTA Fund	0.00	0.00	12,000.00	12,000.00	0.00	100.00%
Reserve for Future Expenditure	0.00	0.00	0.00	624,750.00	624,750.00	0.00%
Unappropriated Ending Fund Bal	0.00	0.00	0.00	810,087.00	810,087.00	0.00%
Total Transfers	47,848.00	0.00	138,848.00	1,528,520.00	1,389,672.00	9.08%
Capital Outlay						
Debt Service						
Flex Lease: Principal	0.00	3,750.00	50,000.00	45,000.00	(5,000.00)	111.11%
Flex Lease: Interest	0.00	1,250.00	4,400.00	15,000.00	10,600.00	29.33%
PUD Loan Expense	602.58	0.00	5,422.69	7,500.00	2,077.31	72.30%
OTIB Debt Service	13,155.22	0.00	29,590.54	29,591.00	0.46	99.99%
Total Debt Service	13,757.80	5,000.00	89,413.23	97,091.00	7,677.77	92.09%
Capital Purchases						
Building Repair & Renovation	0.00	3,250.00	7,326.87	39,000.00	31,673.13	18.78%
Bus Replacement/Addition	0.00	69,583.33	0.00	835,000.00	835,000.00	0.00%
Computer Upgrade	(12,080.35)	416.67	5,389.03	5,000.00	(389.03)	107.78%
Fuel Cell Triangulation Point	0.00	500.00	0.00	6,000.00	6,000.00	0.00%
Bus Stop Signage/Shelters	0.00	3,333.33	8,124.29	45,000.00	36,875.71	18.05%
Total Capital Purchases	(12,080.35)	77,083.33	20,840.19	930,000.00	909,159.81	2.24%
Total Capital Outlay	1,677.45	82,083.33	110,253.42	1,027,091.00	916,837.58	10.73%
Total Expenses	278,281.14	332,980.55	2,412,849.23	5,611,430.00	3,198,580.77	43.00%

Monthly BOD Report w/YTD Budget & Variance
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NW Rides

Tillamook County Transportation District

Financial Statement - Unposted Transactions Included In Report

From 3/1/2019 Through 3/31/2019

	Current Period Actual	Current Period Budget	Current Year Actual	Total Budget	Total Budget Variance	75%
Resources						
4025 NWR Startup	0.00	0.00	206,000.00	206,000.00	0.00	100.00%
4026 NWR Revenue	276,700.68	0.00	2,553,841.30	3,060,000.00	(506,158.70)	83.45%
4400 Miscellaneous Income	0.00	0.00	0.00	5,000.00	(5,000.00)	0.00%
Total Resources	276,700.68	0.00	2,759,841.30	3,271,000.00	(511,158.70)	84.37%
Expenses						
Personnel Services						
5010 Payroll: Administration	31,398.70	0.00	167,907.68	379,425.00	211,517.32	44.25%
5041 Payroll: Indirect	0.00	0.00	0.00	10,575.00	10,575.00	0.00%
5050 Payroll Expense	5,031.08	0.00	44,865.06	30,000.00	(14,865.06)	149.55%
5051 Payroll Healthcare	7,044.77	0.00	21,087.42	0.00	(21,087.42)	0.00%
5052 Payroll Retirement	492.94	0.00	1,773.56	0.00	(1,773.56)	0.00%
5053 Payroll Veba	1,381.37	0.00	4,028.87	0.00	(4,028.87)	0.00%
Total Personnel Services	45,348.86	0.00	239,662.59	420,000.00	180,337.41	57.06%
Materials and Services						
5100 Professional Services	7,601.50	0.00	20,843.50	25,000.00	4,156.50	83.37%
5120 Dues & Subscriptions	0.00	0.00	0.00	2,100.00	2,100.00	0.00%
5140 Office Equipment R&R	225.22	0.00	1,651.54	2,400.00	748.46	68.81%
5145 Computer R&M	4,200.00	0.00	4,900.00	14,700.00	9,800.00	33.33%
5150 Fees & Licenses	0.00	0.00	0.00	10,320.00	10,320.00	0.00%
5160 Insurance	0.00	0.00	0.00	2,400.00	2,400.00	0.00%
5170 Office Expenses	6,562.36	0.00	10,471.38	15,000.00	4,528.62	69.80%
5180 Operational Expenses	20.77	0.00	226.15	2,500.00	2,273.85	9.04%
5210 Telephone Expense	3,521.71	0.00	14,401.31	20,000.00	5,598.69	72.00%

Monthly BOD Report w/YTD Budget & Variance

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Tillamook County Transportation District
Financial Statement - Unposted Transactions Included In Report
From 3/1/2019 Through 3/31/2019

	Current Period Actual	Current Period Budget	Current Year Actual	Total Budget	Total Budget Variance	75%
Travel & Training	5220 117.13	0.00	2,167.21	9,000.00	6,832.79	24.08%
Postage	5260 9.95	0.00	519.90	5,000.00	4,480.10	10.39%
Purchased Transportation	5265 518,620.61	0.00	2,091,083.64	2,375,880.00	284,796.36	88.01%
Member Mileage Reimbursement	5266 665.50	0.00	105,798.25	45,000.00	(60,798.25)	235.10%
Volunteer Mileage Reimburse	5267 43,687.79	0.00	268,916.87	80,000.00	(188,916.87)	336.14%
Office Rent	5281 800.00	0.00	3,200.00	4,800.00	1,600.00	66.66%
Property Operating Expenses	5300 161.01	0.00	629.32	900.00	270.68	69.92%
Total Materials and Services	586,193.55	0.00	2,524,809.07	2,615,000.00	90,190.93	96.55%
Capital Outlay						
Capital Purchases						
Computer Upgrade	6020 12,080.35	0.00	15,542.31	20,000.00	4,457.69	77.71%
Ecolane Investment	6022 0.00	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	12,080.35	0.00	230,574.66	236,000.00	5,425.34	97.70%
Total Capital Outlay	12,080.35	0.00	230,574.66	236,000.00	5,425.34	97.70%
Total Expenses	643,622.76	0.00	2,995,046.32	3,271,000.00	275,953.68	91.56%

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Tillamook County Transportation District

Check/Voucher Register

1001 - General Checking Account

From 3/1/2019 Through 3/31/2019

Document Number	Document Date	Transaction Amount	Payee	Transaction Description
14227	3/5/2019	120.00	24/7 TRUCK AND AUTO SERVICE	BUS 28 REPAIR STEERING
14227	3/5/2019	360.00	24/7 TRUCK AND AUTO SERVICE	BUS 301 REPLACE BELT DRIVE
14228	3/5/2019	465.00	ATLANTIS AUTO GLASS, INC.	BUS 303 WINDSHIELD
14229	3/5/2019	92.80	BRENT OLSON	BUS 34 TO NORTHSIDE FORD PORTLAND
14230	3/5/2019	12,049.50	Bullard Law, P.C.	2019 SUCCESSOR BARGAINING
14231	3/5/2019	39.75	CAR CARE SPECIALISTS, INC.	DEF
14231	3/5/2019	31.80	CAR CARE SPECIALISTS, INC.	DEF
14232	3/5/2019	258.68	CATHY BOND	SDAO MILEAGE
14232	3/5/2019	434.02	CATHY BOND	MILEAGE TO LEAN TRAINING CLA
14233	3/5/2019	648.00	CHRISSEY'S CLEANING SERVICE	JANITORIAL
14234	3/5/2019	700.00	City Of Tillamook	TRANSIT CENTER LEASE
14235	3/5/2019	191.98	CLAYTON NORRBOM	PASS TRAINING OLYMPIA
14236	3/5/2019	2,397.83	COMPLETE HOME MAINTENANCE	12TH & EVERGREEN BUS STOP
14237	3/5/2019	57.07	Creative Bus Sales	DOOR OPEN CLOSE SWITCH
14238	3/5/2019	58.87	CRYSTAL AND SIERRA SPRINGS	WATER
14239	3/5/2019	65.00	CENTURYLINK	TELEPHONE
14240	3/5/2019	683.72	FleetPride, Inc.	INVENTORY
14241	3/5/2019	2,300.00	GenXsys Solutions, LLC	feb computer support
14241	3/5/2019	293.00	GenXsys Solutions, LLC	license
14242	3/5/2019	2,247.20	INNOVA LEGAL ADVISORS	legal
14243	3/5/2019	503.41	LES SCHWAB WAREHOUSE CENTER	TIRES
14244	3/5/2019	1,723.75	McCOY FREIGHTLINER	bus 303 engine repair
14244	3/5/2019	2,877.33	McCOY FREIGHTLINER	bus 29 engine repair
14245	3/5/2019	100.00	North Coast Lawn	LANDSCAPE
14246	3/5/2019	50.76	DAVISON AUTO PARTS, INC.	INVENTORY
14247	3/5/2019	900.00	NATHAN LEVIN	MARCH 2019 RENT
14248	3/5/2019	855.53	NoviClean LLC	BUS WASH
14249	3/5/2019	61.37	Office Depot Credit Plan	PAPER TOWELS
14249	3/5/2019	134.39	Office Depot Credit Plan	PAPER & ENVELOPES
14249	3/5/2019	1.39	Office Depot Credit Plan	PEN
14250	3/5/2019	1,049.68	PETROCARD INC.	FUEL
14251	3/5/2019	225.22	Pacific Office Automation	copier lease
14252	3/5/2019	154.47	Rosenberg Builders Supply	shop supplies
14253	3/5/2019	314.60	Sheldon Oil Distributors	fuel
14253	3/5/2019	30.92	Sheldon Oil Distributors	fuel
14253	3/5/2019	17,147.45	Sheldon Oil Distributors	fuel
14254	3/5/2019	53.82	TABATHA WELCH	mileage to budget class
14255	3/5/2019	4,776.46	Tillamook Motor Co.	bus 200 transmission
14255	3/5/2019	1,079.66	Tillamook Motor Co.	bus 203 radiator
14256	3/5/2019	43.98	Tillamook PUD	large bus barn
14256	3/5/2019	30.63	Tillamook PUD	small bus barn
14257	3/5/2019	48.00	TILLAMOOK COUNTY SHOPPER, LLC	shopper
14258	3/11/2019	245.76	ALSCO - Portland Linen	MATT SERVICE
14259	3/11/2019	139.00	COUNTRY MEDIA	ADVERTISING ALMANAC
14260	3/11/2019	50.00	Gary A. Hanenkrat	BOARD MEETING 02212019
14261	3/11/2019	50.00	JACKIE EDWARDS	BOARD MEETING 02212019
14262	3/11/2019	50.00	JIM HUFFMAN	BOARD MEETING 02212019
14263	3/11/2019	546.00	JORDAN SCHRADER RAMIS, PC	LEGAL
14263	3/11/2019	(546.00)	JORDAN SCHRADER RAMIS, PC	LEGAL
14264	3/11/2019	50.00	JUDY RIGGS	BOARD MEETING 02212019
14265	3/11/2019	275.00	KDEP-FM/KTIL-FM/KTIL-AM	ADVERTISING
14266	3/11/2019	921.01	Marie Mills Center, Inc	TRANSIT CENTER
14267	3/11/2019	50.00	MARTY HOLM	BOARD MEETING 02212019
14268	3/11/2019	50.00	MELISSA CARLSON-SWANSON	BOARD MEETING 02212019
14269	3/11/2019	6.72	Office Depot Credit Plan	OFFICE SUPPLIES
14270	3/11/2019	3.00	OR DEPT OF MOTOR VEHICLES	DRIVER RECORD

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Tillamook County Transportation District

Check/Voucher Register

1001 - General Checking Account

From 3/1/2019 Through 3/31/2019

Document Number	Document Date	Transaction Amount	Payee	Transaction Description
14271	3/11/2019	536.29	Pacific Office Automation	COPIES
14271	3/11/2019	101.39	Pacific Office Automation	COPIES
14272	3/11/2019	95.00	PEGGY PETERSON	CDL PHYSICAL
14273	3/11/2019	62.48	ULINE	OFFICE SUPPLIES
14274	3/11/2019	274.56	VERIZON	TABLET DATA
14275	3/12/2019	3,114.93	CARDMEMBER SERVICE	credit cards
14276	3/19/2019	2,161.40	ADP, LLC	ADP IMPLEMENTATION & 03/15/1 PAYROLL
14277	3/19/2019	385.00	BIO-MED TESTING SERVICE, INC.	DRUG TESTING
14278	3/19/2019	39.75	CAR CARE SPECIALISTS, INC.	DEF
14278	3/19/2019	39.75	CAR CARE SPECIALISTS, INC.	DEF
14279	3/19/2019	216.00	CHRISSEY'S CLEANING SERVICE	JANITORIAL & BUS CLEANING
14280	3/19/2019	850.00	CoastCom, Inc.	TELEPHONE
14281	3/19/2019	103.29	COMCAST	COMCAST SALEM
14282	3/19/2019	13.61	O'REILLY AUTOMOTIVE STORES	BRAKE REPAIR BUS 200
14283	3/19/2019	115.08	Dish	DISH
14284	3/19/2019	494.86	Fred Meyer Customer Charges	CARD CHARGES
14285	3/19/2019	558.00	GenXsys Solutions, LLC	FIREWALL
14285	3/19/2019	2,300.00	GenXsys Solutions, LLC	COMPUTER SUPPORT
14285	3/19/2019	293.00	GenXsys Solutions, LLC	LICENSE
14286	3/19/2019	16.00	NEW AGE CAR WASH	CAR WASH
14287	3/19/2019	4,495.64	NORTHSIDE FORD	BUS 34 ENGINE REPAIR
14287	3/19/2019	273.40	NORTHSIDE FORD	STEERING SHAFT FOR 28
14288	3/19/2019	199.72	Office Depot Credit Plan	OFFICE SUPPLIES
14289	3/19/2019	150.00	PC-NEST. VALLEY CHAMBER OF COM	MEMBERSHIP DUES
14290	3/19/2019	1,115.11	PETROCARD INC.	FUEL
14291	3/19/2019	225.22	Pacific Office Automation	COPIER
14292	3/19/2019	85.72	TABATHA WELCH	MILEAGE TO LAKE OSWEGO OFLA TRAINING
14293	3/19/2019	1,260.00	Tillamook Chamber of Commerce	NWOTA MARKETING
14294	3/19/2019	49.65	Tillamook Motor Co.	VAN 107 OIL CHANGE
14295	3/19/2019	49.95	VANIR BROADBAND, INC.	INTERNET
14296	3/19/2019	178.79	Western Bus Sales	APPOLLO VIDEO ADAPTER FOR BL
14297	3/21/2019	51.04	BRENT OLSON	MILEAGE TO LINCOLN CITY-INSPE BUS
14297	3/21/2019	92.80	BRENT OLSON	MILEAGE TO PORTLAND TO DROP BUS
14298	3/21/2019	1,836.00	CHRISSEY'S CLEANING SERVICE	JANITORIAL AND BUS CLEANING
14299	3/21/2019	41.25	Oregon State Police	BACKGROUND CHECKS
14300	3/21/2019	95.00	ROBERT R KENNEY	CDL PHYSICAL
14301	3/21/2019	95.00	TERRA BUCHANAN	CDL PHYSICAL
Report Total		79,612.21		

Tillamook County Transportation District

Check/Voucher Register

1006 - Payroll Checking

From 3/1/2019 Through 3/31/2019

Document Number	Document Date	Payee
030119-01	3/1/2019	DANIELL F. AMAYA
030119-02	3/1/2019	DONALD C. ATTLEBERGER
030119-03	3/1/2019	SYLVIE G. BALLANCE
030119-04	3/1/2019	LAURA M. BEELER
030119-05	3/1/2019	JEREMY J. BELLANTE
030119-06	3/1/2019	TERRA L. BUCHANAN
030119-07	3/1/2019	JOHN P. CLINE
030119-08	3/1/2019	RICHARD A. DIETZ
030119-09	3/1/2019	STEPHANIE R. FOX
030119-10	3/1/2019	KARRI L. HOOKER
030119-11	3/1/2019	JULIENE J. HOOTER
030119-12	3/1/2019	TOMMIE L. HUFFMAN
030119-13	3/1/2019	ROBERT R. KENNEY
030119-14	3/1/2019	ALAN A. KERN
030119-15	3/1/2019	MICHAEL J. LOWENSTEIN
030119-16	3/1/2019	JOHN C. MAGNANO
030119-17	3/1/2019	TYLER J. MARSHALL
030119-18	3/1/2019	TONY E. MARTINEZ
030119-19	3/1/2019	CHRISTOPHER MOTLEY
030119-20	3/1/2019	ALLAN G. NEWCOMB
030119-21	3/1/2019	CLAYTON T. NORRBOM
030119-22	3/1/2019	PAUL J. NORTON
030119-23	3/1/2019	BRENT K. OLSON
030119-24	3/1/2019	JAMES M. PALMER
030119-25	3/1/2019	GARY R. PETERSON
030119-26	3/1/2019	DOUGLAS W. PILANT
030119-27	3/1/2019	RONALD G. PIMENTEL
030119-28	3/1/2019	LAWRENCE A. QUINTAL
030119-29	3/1/2019	VERNON L. RESSLER
030119-30	3/1/2019	RICK A. ROGERS
030119-31	3/1/2019	ROBERT W. RYAN
030119-32	3/1/2019	ERIN L. RYAN
030119-33	3/1/2019	ROGER SAUCEDO
030119-34	3/1/2019	KATHLEEN E. SCHWABE
030119-35	3/1/2019	STEVE H. SCHWABE
030119-36	3/1/2019	ROBERT E. SOUTHWICK
030119-37	3/1/2019	MARK A. STRICKER
030119-38	3/1/2019	MICHAEL P. THOMPSON
030119-39	3/1/2019	TABATHA R. WELCH
030119-40	3/1/2019	DAVID T. WHEELER
030119-41	3/1/2019	CLYDE C. ZELLER
5493	3/1/2019	DONALD M. ANDERSON
5494	3/1/2019	ALFRED BARRAGAN
5495	3/1/2019	JERRY D. BOND
5496	3/1/2019	CATHRYN L. BOND
5497	3/1/2019	JAMES P. BROWN
5498	3/1/2019	PEGGY PETERSON
5499	3/1/2019	ERIK C. PETERSON
5500	3/1/2019	LEONARD W. STITT
5501	3/1/2019	MICHAELENE M. LYSKI
5502	3/1/2019	HRA VEBA TRUST
5503	3/1/2019	UNITED FINANCE
5504	3/13/2019	SPECIAL DISTRICTS INS. SERVICE
5505	3/13/2019	PACIFIC SOURCE
5506	3/20/2019	ATU LOCAL #757

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Tillamook County Transportation District

Check/Voucher Register

1009 - NW RIDES ACCOUNT

From 3/1/2019 Through 3/31/2019

Document Number	Document Date	Transaction Amount	Payee	Transaction Description
1840	3/20/2019	(36.50)	JAYNE SHERBONDY	CLIENT MILEAGE
1877	3/5/2019	58.00	BRENT OLSON	BROKERAGE VEHICLE INSPECTION
1878	3/5/2019	65.00	CRYSTAL AND SIERRA SPRINGS	WATER
1879	3/5/2019	59.48	CENTURYLINK	TELEPHONE
1880	3/5/2019	700.00	GenXsys Solutions, LLC	feb computer support
1881	3/5/2019	225.22	Pacific Office Automation	copier lease
1882	3/5/2019	4,624.00	MEDIX AMBULANCE	NWR
1882	3/5/2019	8,129.20	MEDIX AMBULANCE	NWR
1882	3/5/2019	7,432.20	MEDIX AMBULANCE	NWR
1882	3/5/2019	7,805.60	MEDIX AMBULANCE	NWR
1882	3/5/2019	219.00	MEDIX AMBULANCE	AFTER HOURS PHONES
1883	3/5/2019	11,285.40	WAPATO SHORES	NWR
1883	3/5/2019	21,145.80	WAPATO SHORES	NWR
1883	3/5/2019	15,295.80	WAPATO SHORES	NWR
1883	3/5/2019	2,974.75	WAPATO SHORES	NWR
1884	3/12/2019	355.89	CARDMEMBER SERVICE	credit cards
1885	3/13/2019	1,620.36	AAA RIDE ASSIST	nwr
1885	3/13/2019	548.76	AAA RIDE ASSIST	nwr
1885	3/13/2019	1,640.72	AAA RIDE ASSIST	nwr
1886	3/13/2019	2,849.44	ALFREDO EVANGELISTA	nwr
1887	3/13/2019	2,361.50	ALICE CONLEY	nwr
1888	3/13/2019	654.22	BRENDA PARKER	nwr
1889	3/13/2019	448.48	CHRISTA HALL	nwr
1890	3/13/2019	3,947.60	COLUMBIA COUNTY RIDER	nwr
1891	3/13/2019	2,693.08	JANNA SMITH	nwr
1892	3/13/2019	2,555.78	JOHN REKART JR	nwr
1893	3/13/2019	1,799.00	JOY WINKELHAKE	nwr
1894	3/13/2019	461.10	LEANN CHUINARD	nwr
1895	3/13/2019	5,041.80	MEDIX AMBULANCE	nwr
1895	3/13/2019	1,377.20	MEDIX AMBULANCE	nwr
1896	3/13/2019	3,479.79	SEAN REKART	nwr
1897	3/13/2019	780.00	SUNSET EMPIRE TRANSIT	nwr
1898	3/13/2019	2,848.91	VAL HOLYOAK	nwr
1899	3/13/2019	14,373.10	WAPATO SHORES	nwr
1899	3/13/2019	17,066.50	WAPATO SHORES	nwr
1900	3/13/2019	3,436.60	WILLAMETTE VALLEY TRANSPORT	nwr
1901	3/13/2019	2,471.22	WILLIAM NERENBERG	nwr
1902	3/14/2019	11,429.50	TILLAMOOK CNTY TRANS. DIST.	nwr
1902	3/14/2019	10,053.75	TILLAMOOK CNTY TRANS. DIST.	nwr
1902	3/14/2019	10,112.25	TILLAMOOK CNTY TRANS. DIST.	nwr
1902	3/14/2019	8,877.50	TILLAMOOK CNTY TRANS. DIST.	nwr
1902	3/14/2019	12,718.21	TILLAMOOK CNTY TRANS. DIST.	nwr pr
1902	3/14/2019	10,520.24	TILLAMOOK CNTY TRANS. DIST.	031519 nwr payroll
1902	3/14/2019	28,744.64	TILLAMOOK CNTY TRANS. DIST.	nwr true up
1903	3/19/2019	73.08	BRENT OLSON	NWR BROKERAGE SELF SERVICE
1904	3/19/2019	1,712.64	CoastCom, Inc.	TELEPHONE
1905	3/19/2019	38.64	Fred Meyer Customer Charges	CARD CHARGES
1906	3/19/2019	700.00	GenXsys Solutions, LLC	COMPUTER SUPPORT
1907	3/19/2019	546.00	JORDAN SCHRADER RAMIS, PC	NWR MILEAGE REIMB
1908	3/19/2019	7,271.99	JUSTIN SHOWALTER	PROVIDER TRANSPORTATION
1909	3/19/2019	225.22	Pacific Office Automation	COPIER
1910	3/19/2019	1,367.92	TILLAMOOK CNTY TRANS. DIST.	031519 nwr payroll true up
1910	3/19/2019	7,040.04	TILLAMOOK CNTY TRANS. DIST.	nwr regence
1911	3/21/2019	1,895.12	AAA RIDE ASSIST	NWR
1912	3/21/2019	833.00	ELLIOTT'S MEDICAL TRANSPORT	NWR
1912	3/21/2019	919.00	ELLIOTT'S MEDICAL TRANSPORT	NWR
1912	3/21/2019	998.20	ELLIOTT'S MEDICAL TRANSPORT	NWR

Tillamook County Transportation District

Check/Voucher Register

1009 - NW RIDES ACCOUNT

From 3/1/2019 Through 3/31/2019

Document Number	Document Date	Transaction Amount	Payee	Transaction Description
1912	3/21/2019	673.20	ELLIOTT'S MEDICAL TRANSPORT	NWR
1913	3/21/2019	432.11	HOT SHOT TRANSPROTATION	NWR
1913	3/21/2019	464.74	HOT SHOT TRANSPROTATION	NWR
1913	3/21/2019	155.36	HOT SHOT TRANSPROTATION	NWR
1913	3/21/2019	236.27	HOT SHOT TRANSPROTATION	NWR
1913	3/21/2019	289.96	HOT SHOT TRANSPROTATION	NWR
1913	3/21/2019	550.27	HOT SHOT TRANSPROTATION	NWR
1914	3/21/2019	1,830.29	JUSTIN SHOWALTER	TRANSPORTATION
1915	3/21/2019	6,588.01	K & M MEDIVAN	NWR
1915	3/21/2019	10,813.23	K & M MEDIVAN	NWR
1915	3/21/2019	11,311.03	K & M MEDIVAN	NWR
1915	3/21/2019	11,486.47	K & M MEDIVAN	NWR
1915	3/21/2019	8,558.26	K & M MEDIVAN	NWR
1916	3/21/2019	7,189.20	MEDIX AMBULANCE	NWR
1916	3/21/2019	8,217.20	MEDIX AMBULANCE	NWR
1917	3/21/2019	5,512.50	METRO WEST	NWR
1918	3/21/2019	11,100.71	RYANS TRANSPORTATION SERVICE	NWR
1918	3/21/2019	7,244.89	RYANS TRANSPORTATION SERVICE	NWR
1919	3/21/2019	480.54	TILLAMOOK CNTY TRANS. DIST.	FEB UTILITIES
1920	3/21/2019	<u>14,975.75</u>	WAPATO SHORES	NWR
Report Total		<u><u>376,980.93</u></u>		

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Tillamook County Transportation District

Check/Voucher Register

1011 - Prop. Mgmt. Checking


From 3/1/2019 Through 3/31/2019

<u>Document Number</u>	<u>Document Date</u>	<u>Transaction Amount</u>	<u>Payee</u>	<u>Transaction Description</u>
4184	3/5/2019	120.00	CHRISSY'S CLEANING SERVICE	JANITORIAL
4185	3/5/2019	388.00	North Coast Lawn	LANDSCAPE
4186	3/5/2019	2,138.74	Tillamook PUD	UTILITIES & LOAN
4187	3/11/2019	343.75	Marie Mills Center, Inc	3RD STREET
4188	3/11/2019	328.04	TILLAMOOK CITY UTILITIES	WATER
4189	3/11/2019	158.75	CITY SANITARY SERVICE	GARBAGE
4190	3/11/2019	13,155.22	Oregon Department of Transport	OTIB LOAN
4191	3/19/2019	120.00	CHRISSY'S CLEANING SERVICE	JANITORIAL & BUS CLEANING
4192	3/21/2019	<u>120.00</u>	CHRISSY'S CLEANING SERVICE	JANITORIAL AND BUS CLEANING
Report Total		<u>16,872.50</u>		

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UMPQUA BANK: CLOSING DATE 3/25/2019

Date	Vendor	Description of Transaction	Amount
DOUG PILANT			
2/28/2019	TORA SUSHI	MEAL/MEETING DOUG & CLAYTON	\$ 43.68
3/6/2019	FRED MEYER	BOARD ROOM & KITCHEN SUPPLIES	\$ 33.86
3/11/2019	PACIFIC RESTAURANT	MEAL/MEETING DOUG & CATHY	\$ 47.50
3/14/2019	SCHOONER	MEAL/MEETING DOUG & BRENT	\$ 47.00
3/18/2019	TILLAMOOK RESTAURANT	MEAL/MEETING DOUG & JIM	\$ 34.00
3/18/2019	GARIBALDI PORTSIDE	MEAL/MEETING DOUG & JUDY	\$ 35.00
2/28/2019	CTAA	RETURN	\$ (25.00)
			\$ 216.04
CATHY BOND			
03/01/19	CITY PARKING	PARKING/TRAINING	\$ 15.00
03/01/19	PEETS	MEAL/TRAINING	\$ 6.25
03/01/19	ORIGINAL COURTYARD	MEAL/TRAINING	\$ 15.00
03/01/19	FIELDPRINT	BACKGROUND CHECKS	\$ 12.50
03/05/19	IRON MTN	SHREDDING	\$ 128.78
03/05/19	FIELDPRINT	BACKGROUND CHECKS	\$ 12.50
03/06/19	ADOBE	SOFTWARE	\$ 24.99
03/07/19	IRON MTN	SHREDDING	\$ 64.96
03/14/19	FIELDPRINT	BACKGROUND CHECKS	\$ 12.50
03/18/19	ENDICIA	NWR POSTAGE	\$ 9.95
03/19/19	SAFEWAY	NWR EMPLOYEE APPRECIATION	\$ 20.77
			\$ 323.20
BRENT OLSON			
03/04/19	NPI/RAM MOUNTS	VEHICLE EXPENSE/INTELLI SKINS DAR	\$ 175.85
03/18/19	PANDA EXPRESS	MEAL/NWR SELF SERVICE SET UP	\$ 7.80
03/21/19	POSTA BOX	POSTAGE	\$ 10.40
03/25/19	MTC PRO	SOFTWARE	\$ 98.00
			\$ 292.05
TABATHA WELCH			
02/28/19	SAFEWAY	MEAL/BUDGET TRAINING	\$ 13.98
03/01/19	PACIFIC GRIND	MEAL/BUDGET TRAINING	\$ 14.35
03/04/19	SHELL OIL	SNACKS/TRAINING	\$ 5.58
03/04/19	SAFEWAY	SNACKS/TRAINING	\$ 4.85
03/15/19	FRED MEYER	EMPLOYEE APPRECIATION	\$ 17.00
03/18/19	SAFEWAY	OFFICE SUPPLIES/COFFEE	\$ 26.39
03/25/19	64 STANFORDS	MEAL/OFLA/FMLA TRAINING	\$ 22.95
03/25/19	SAFEWAY	SNACKS/TRAINING	\$ 8.80
			\$ 113.90
CLAYTON NORRBOM			
03/14/19	KIMMELS	BUS CLEANING SUPPLIES	\$ 38.98
			\$ 38.98
Charges total			\$ 984.17
Grand Total			\$ 984.17

APPROVAL 

DATE 4-3-19

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March 2019 Statement

Open Date: 02/26/2019 Closing Date: 03/25/2019

Visa® Company Card with Rewards

TILLAMOOK CNTY TRANS (CPN 001469460)

Account#

7790

Cardmember Service
BUS 30 ELN 78

1-866-552-8855
15

New Balance	\$984.17
Minimum Payment Due	\$10.00
Payment Due Date	04/22/2019

Reward Points	
Earned This Statement	1,249
Reward Center Balance as of 03/24/2019	27,531
For details, see your rewards summary.	

Activity Summary		
Previous Balance	+	\$3,470.82
Payments	-	\$3,470.82 ^{CR}
Other Credits	-	\$25.00 ^{CR}
Purchases	+	\$1,009.17
Balance Transfers		\$0.00
Advances		\$0.00
Other Debits		\$0.00
Fees Charged		\$0.00
Interest Charged		\$0.00
New Balance	=	\$984.17
Past Due		\$0.00
Minimum Payment Due		\$10.00
Credit Line		\$10,000.00
Available Credit		\$9,015.83
Days in Billing Period		28

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

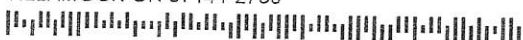
⑆0000984178

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

☎ to pay by phone
☎ to change your address

000009622 01 SP 000638034202934 P Y

TILLAMOOK CNTY TRANS
ACCOUNTS PAYABLE
300 3RD ST STE A
TILLAMOOK OR 97141-2730



Account Number	790
Payment Due Date	4/22/2019
New Balance	\$984.17
Minimum Payment Due	\$10.00

Amount Enclosed \$ _____

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



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Visa Business Rewards Company Card
Rewards Center Activity as of 03/24/2019

Rewards Center Activity*	0
Rewards Center Balance	27,531

*This item includes points redeemed, expired and adjusted.

Rewards Earned	This Statement	Year to Date
Points Earned on Net Purchases	720	5,480
Gas, Restaurants & Telecom Double Points	529	1,673
Total Earned	1,249	7,153

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.

Annual Account Summary tool can help you review your spending and plan ahead. An updated monthly report is available at the beginning of each month, it provides a clear picture of your spending pattern for year-to-date purchases and the prior two years. Yearend summary of charges, Expense by category and print feature for tax reporting are a few of the many features available to you. For details, log in to myaccountaccess.com/AAS.

Transactions PILANT, DOUGLAS Credit Limit \$5000

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
Other Credits					
02/28	02/26	0096	COMMUNITY TRANSPORTATI WASHINGTON DC MERCHANDISE/SERVICE RETURN	\$25.00	CR
Purchases and Other Debits					
02/28	02/27	4282	TORA SUSHI LOUNGE TILL TILLAMOOK OR	\$43.68	_____
03/06	03/05	7996	FRED-MEYER #0377 TILLAMOOK OR	\$33.86	_____
03/11	03/08	0012	PACIFIC RESTAURANT TILLAMOOK OR	\$47.50	_____
03/14	03/12	4795	THE SCHOONER RESTAURAN NETARTS OR	\$47.00	_____
03/18	03/15	0298	TILLAMOOK RESTAURANT TILLAMOOK OR	\$34.00	_____
03/18	03/15	0260	GARIBALDI PORTSIDE BIS GARIBALDI OR	\$35.00	_____
Total for Account				\$216.04	

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Transactions		BOND, CATHY			Credit Limit	\$2500
Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation	
Purchases and Other Debits						
03/01	02/27	9478	CTY CTR PARKNG 0610111 PORTLAND OR	\$15.00	_____	
03/01	02/27	6244	PEET'S #05407 PORTLAND OR	\$6.25	_____	
03/01	02/27	2485	THE ORIGINAL COURTYARD PORTLAND OR	\$15.00	_____	
03/01	03/01	6321	FIELDPRINT INC 888-291-1369 PA	\$12.50	_____	
03/05	03/04	0847	IRON MOUNTAIN 800-934-3453 MA	\$128.78	_____	
03/05	03/05	0884	FIELDPRINT INC 888-291-1369 PA	\$12.50	_____	
03/06	03/05	3282	ADOBE *ACROPRO SUBS 800-833-6687 CA	\$24.99	_____	
03/07	03/06	0703	IRON MOUNTAIN 800-934-3453 MA	\$64.96	_____	
03/14	03/14	4647	FIELDPRINT INC 888-291-1369 PA	\$12.50	_____	
03/18	03/18	3540	ENDICIA FEES 650-321-2640 CA	\$9.95	_____	
03/19	03/17	1185	SAFEWAY #2723 TILLAMOOK OR	\$20.77	_____	
Total for Account				2022	\$323.20	

Transactions		WELCH, TABATHA			Credit Limit	\$2500
Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation	
Purchases and Other Debits						
02/28	02/26	0207	SAFEWAY #2723 TILLAMOOK OR	\$13.98	_____	
03/01	02/28	1864	SQ *PACIFIC GRIND C LINCOLN CITY OR	\$14.35	_____	
03/04	02/28	4476	SHELL OIL 53648700069 LINCOLN CITY OR	\$5.58	_____	
03/04	02/28	0100	SAFEWAY #2723 TILLAMOOK OR	\$4.85	_____	
03/15	03/14	6995	FRED-MEYER #0377 TILLAMOOK OR	\$17.00	_____	
03/18	03/14	0642	SAFEWAY #2723 TILLAMOOK OR	\$26.39	_____	
03/25	03/22	5805	64 STANFORDS LAKE OSWEGO OR	\$22.95	_____	
03/25	03/22	0223	SAFEWAY #2723 TILLAMOOK OR	\$8.80	_____	
Total for Account				;	\$113.90	

Transactions		OLSON, BRENT			Credit Limit	\$3000
Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation	
Purchases and Other Debits						
03/04	03/01	2640	NPI/RAM MOUNTS 206-763-8361 WA	\$175.85	_____	
03/18	03/15	6644	PANDA EXPRESS 2736 WARRENTON OR	\$7.80	_____	
03/21	03/20	8591	SQ *POSTABOX TILLAMOOK OR	\$10.40	_____	
03/25	03/23	6236	FS *www.mtcpro.com 877-3278914 CA	\$98.00	_____	
Total for Account				.49	\$292.05	

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Transactions NORRBOM, CLAYTON Credit Limit \$2500

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
Purchases and Other Debits					
03/14	03/13	6697	KIMMELS TRUE VALUE TILLAMOOK OR	\$38.98	_____
			Total for Account	\$38.98	

Transactions BILLING ACCOUNT ACTIVITY

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
Payments and Other Credits					
03/14	03/14	8	PAYMENT THANK YOU	\$355.89 _{CR}	_____
03/14	03/14	8	PAYMENT THANK YOU	\$3,114.93 _{CR}	_____
			Total for Account	\$3,470.82_{CR}	

2019 Totals Year-to-Date	
Total Fees Charged in 2019	\$0.00
Total Interest Charged in 2019	\$0.00

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	14.49%	
**PURCHASES	\$984.17	\$0.00	YES	\$0.00	14.49%	
**ADVANCES	\$0.00	\$0.00	YES	\$0.00	26.24%	

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Tillamook County Transportation District

MONTHLY PERFORMANCE REPORT

March 2019

RIDERSHIP BY SERVICE TYPE	MAR 2019	MAR 2018	YTD FY 18-19	YTD FY 17-18	YTD % Change
<u>Dial-A-Ride Service</u>					
Tillamook County	918	976	8,050	7,184	12.1%
NW Rides	629	575	6,352	5,360	18.5%
Volunteer	0	183	50	2,249	-97.8%
Dial-A-Ride Total	1,547	1,734	14,452	14,793	-2.3%
<u>Deviated Fixed Route Service</u>					
Rt 1: Town Loop	3,677	3,480	33,227	33,626	-1.2%
Rt 2: Netarts/Oceanside	489	711	5,355	6,637	-19.3%
Rt 3: Manzanita/Cannon Beach	2,647	3,036	26,120	27,225	-4.1%
Rt 4: Lincoln City	1,331	1,076	10,996	8,617	27.6%
Local Fixed Rt Total	8,144	8,303	75,698	76,105	-0.5%
<u>Inter City Service</u>					
Rt 5: Portland	877	845	7,843	7,735	1.4%
Rt 60X: Salem	856	726	7,938	4,852	63.6%
Rt 70X: Grand Ronde	483	642	4,501	1,906	136.1%
Inter City Total	2,216	2,213	20,282	14,493	39.9%
<u>Other Services</u>					
Tripper Routes	166	184	1,410	1,846	-23.6%
Special Bus Operations	19	0	1,165	751	55.1%
Other Services Total	185	184	2,575	2,597	-0.8%
TOTAL ALL SERVICES	12,092	12,434	113,007	107,988	4.6%

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)	6,211	248	60,919	57,681	5.6%
Senior/Disabled	3,457	1,238	44,018	41,924	5.0%
Child/Youth (less than 18 years of age)	877	62	8,069	8,383	-3.7%
Total	10,545	1,547	113,007	107,988	4.6%

OTHER RIDER CATEGORIES	Fixed		YTD	YTD	YTD %
	Route	DAR	FY 18-19	FY 17-18	Change
Ride Connection	105		701	577	21.5%
Tillamook Bay Community College	328		2,355	1,826	29.0%
NWOTA Visitor Pass	164		1,075	883	21.7%
NW Rides		556	5,394	6,186	-12.8%
Helping Hands Shuttle		48	575	649	-11.4%

MONTHLY PERFORMANCE

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

Mar-18	1.3	54.2%	69.20
Dec-18	1.4	61.7%	65.01
Jan-18	1.4	59.0%	67.79
Feb-19	1.4	58.2%	67.75
Mar-19	1.4	57.0%	67.88
STANDARD	1.3	65.3%	56.36

Deviated Fixed Routes

Mar-18	6.2	9.6%	71.50
Dec-18	5.9	9.4%	65.26
Jan-18	5.9	8.8%	68.79
Feb-19	5.8	8.8%	68.41
Mar-19	5.7	8.7%	68.35
STANDARD	7.0	12.4%	64.60

Intercity Services

Mar-18	2.8	24.4%	78.87
Dec-18	3.2	22.5%	74.85
Jan-18	3.1	20.3%	80.03
Feb-19	3.1	20.0%	79.44
Mar-19	3.0	19.9%	79.45
STANDARD	2.9	31.5%	72.86

Other Services

Mar-18	5.2	7.9%	59.64
Dec-18	6.0	5.1%	56.98
Jan-18	6.1	5.9%	58.49
Feb-19	6.1	6.1%	58.40
Mar-19	6.3	6.2%	58.45
STANDARD	6.9	10.7%	55.54

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

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

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

Other Services: Trippers and Special Bus Operations

QUARTERLY PERFORMANCE

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

Winter - 18	1.3	54.2%	69.20	54.19
Spring - 18	1.3	59.4%	61.72	47.13
Summer -18	1.3	59.1%	67.63	52.30
Fall - 18	1.4	61.7%	65.01	47.33
Winter - 19	1.4	57.0%	67.88	49.18
STANDARD	1.3	65.3%	56.36	45.19

Deviated Fixed Route Services

Winter - 18	6.2	9.6%	71.50	11.54
Spring - 18	6.1	9.9%	67.72	11.08
Summer -18	6.3	10.2%	66.99	10.70
Fall - 18	5.9	9.4%	65.26	11.04
Winter - 19	5.7	8.7%	68.35	11.96
STANDARD	7.0	12.4%	64.60	9.29

Intercity Services

Winter - 18	2.8	24.4%	78.87	28.14
Spring - 18	2.9	23.1%	77.39	26.78
Summer -18	3.4	23.5%	77.08	22.34
Fall - 18	3.2	22.5%	74.85	23.27
Winter - 19	3.0	19.9%	79.45	26.12
STANDARD	2.9	31.5%	72.86	24.86

Other Services

Winter - 18	5.2	7.9%	59.64	11.38
Spring - 18	5.5	10.8%	57.01	10.34
Summer -18	5.7	2.7%	60.25	10.53
Fall - 18	6.0	5.1%	56.98	9.48
Winter - 19	6.3	6.2%	58.45	9.28
STANDARD	6.9	10.7%	55.54	8.28

Tillamook County Transportation District

Actual FY 2018/2019

Year-to-Date Statistics and Performance

Route/Run	Thru Mar 2019										Revenue/ Service Hour (\$)					
	YTD Fare Revenue (\$)	YTD Passngrs	YTD Service Hours	YTD Paid Hours	YTD Service Miles	Mileage Based Costs (\$)	Hourly Based Costs (\$)	Direct Cost (\$)	Indirect Costs (\$)	Total Costs (\$)		Hourly Rate (\$)	Passngrs per Hour	Farebox Ratio	Passngr/\$ Subsidy	Average Fare (\$)
Dial-A-Ride Service																
Dial-A-Ride	21,668	8,050	3,122	3,801	46,554	27,668	117,470	7,552	39,175	191,885	61.46	2.6	11.3%	0.05	2.69	6.94
NW Rides	383,617	6,352	7,294	8,875	166,037	98,751	274,453	17,644	100,266	491,113	67.33	0.9	78.1%	0.06	60.39	52.59
Volunteer	62	50	53	58	787	468	2,109	24,465	660	27,702	526.05	0.9	0.2%	0.00	1.24	1.18
Total DAR	405,347	14,452	10,469	12,734	213,379	126,908	394,031	49,660	140,100	710,700	67.88	1.4	57.0%	0.05	28.05	38.72
Deviated Route																
01 Town Loop	23,441	33,227	3,408	3,874	46,483	27,646	128,238	8,244	42,104	206,231	60.51	9.7	11.4%	0.18	0.71	6.88
02 Netarts/Oceanside	5,456	5,355	1,794	2,416	39,543	23,518	67,511	4,340	24,465	119,834	66.79	3.0	4.6%	0.05	1.02	3.04
03 Manzanita	32,132	26,120	4,910	5,380	127,398	75,771	184,720	11,875	69,871	342,237	69.71	5.3	9.4%	0.08	1.23	6.54
04 Lincoln City	18,105	10,996	3,139	3,660	106,314	63,230	118,116	7,593	48,469	237,409	75.62	3.5	7.6%	0.05	1.65	5.77
Total Deviated Route	79,134	75,698	13,251	15,329	319,738	190,165	498,585	32,053	184,908	905,712	68.35	5.7	8.7%	0.09	1.05	5.97
Intercity																
05 Portland	78,101	7,843	2,636	2,853	84,466	50,236	105,567	6,377	39,968	202,148	76.68	3.0	38.6%	0.06	9.96	29.63
60X Salem	20,507	7,938	2,475	2,981	99,745	59,324	99,100	5,986	40,641	205,050	82.86	3.2	10.0%	0.04	2.58	8.29
70X Grand Ronde	6,658	4,501	1,558	1,915	54,188	32,228	62,387	3,769	24,272	122,656	78.73	2.9	5.4%	0.04	1.48	4.27
Total Intercity	105,266	20,282	6,669	7,749	238,399	141,789	267,054	16,131	104,881	529,855	79.45	3.0	19.9%	0.05	5.19	15.78
Other Services																
Trippers	937	1,410	169	336	1,527	908	6,366	409	1,970	9,654	57.06	8.3	9.7%	0.16	0.66	5.54
Special Bus Operation	552	1,165	240	296	2,927	1,741	9,021	580	2,909	14,251	59.44	4.9	3.9%	0.09	0.47	2.30
Total Other Services	1,489	2,575	409	632	4,455	2,649	15,387	989	4,879	23,904	58.45	6.3	6.2%	0.11	0.58	3.64
Total TC/D Services	591,235	113,007	30,799	36,445	775,970	461,511	1,175,058	98,834	434,768	2,170,171	70.46	3.67	27.2%	0.07	5.23	19.20

Total Mileage, Labor & Direct Cost 1,735,402 25.1%

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

Route/Run	Thru Mar 2019			Thru Mar 2019			Thru Mar 2019			Thru Mar 2019			Thru Mar 2019			
	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
<u>Dial-A-Ride Service</u>																
Dial-A-Ride	67,200	21,668	-45,533	-67.8%	7,184	8,050	866	12.1%	3,691	3,122	-569	-15.4%	237,078	191,885	-45,193	-19.1%
NW Rides	333,254	383,617	50,363	15.1%	5,360	6,352	992	18.5%	6,503	7,294	792	12.2%	472,972	491,113	18,141	3.8%
Volunteer	33,782	62	-33,720	-99.8%	2,249	50	-2,199	-97.8%	1,392	53	-1,339	-96.2%	91,649	27,702	-63,947	-69.8%
Total DAR	434,236	405,347	-28,889	-6.7%	14,793	14,452	-341	-2.3%	11,586	10,469	-1,116	-9.6%	801,699	710,700	-90,999	-11.4%
<u>Deviated Route</u>																
01 Town Loop	25,695	23,441	-2,254	-8.8%	33,626	33,227	-399	-1.2%	3,424	3,408	-16	-0.5%	212,930	206,231	-6,698	-3.1%
02 Netarts/Oceanside	7,055	5,456	-1,599	-22.7%	6,637	5,355	-1,282	-19.3%	1,599	1,794	195	12.2%	114,045	119,834	5,788	5.1%
03 Manzanita	34,690	32,132	-2,558	-7.4%	27,225	26,120	-1,105	-4.1%	4,200	4,910	710	16.9%	309,045	342,237	33,192	10.7%
04 Lincoln City	16,936	18,105	1,169	6.9%	8,617	10,996	2,379	27.6%	3,059	3,139	80	2.6%	242,146	237,409	-4,737	-2.0%
Total Local Fixed Route	84,376	79,134	-5,242	-6.2%	76,105	75,698	-407	-0.5%	12,282	13,251	970	7.9%	878,167	905,712	27,545	3.1%
<u>Intercity</u>																
05 Portland	84,383	78,101	-6,282	-7.4%	7,735	7,843	108	1.4%	2,717	2,636	-81	-3.0%	208,077	202,148	-5,929	-2.8%
60X Salem	10,834	20,507	9,673	89.3%	4,852	7,938	3,086	63.6%	1,930	2,475	545	28.2%	158,117	205,050	46,933	29.7%
70X Grand Ronde	4,110	6,658	2,548	62.0%	1,906	4,501	2,595	136.1%	525	1,558	1,033	196.9%	41,704	122,656	80,952	194.1%
Total Intercity	99,327	105,266	5,939	6.0%	14,493	20,282	5,789	39.9%	5,172	6,669	1,497	28.9%	407,899	529,855	121,956	29.9%
<u>Other Services</u>																
Trippers	1,576	937	-639	-40.5%	1,846	1,410	-436	-23.6%	271	169	-102	-37.5%	15,420	9,654	-5,766	-37.4%
Special Bus Operation	769	552	-217	-28.3%	751	1,165	414	55.1%	225	240	15	6.7%	14,125	14,251	126	0.9%
Total Other Services	2,345	1,489	-856	-36.5%	2,597	2,575	-22	-0.8%	495	409	-86	-17.4%	29,544	23,904	-5,640	-19.1%
Total TCTD Services	620,284	591,235	-29,048	-4.7%	107,988	113,007	5,019	4.6%	29,535	30,799	1,264	4.3%	2,117,309	2,170,171	52,862	2.5%

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

Year to Date Performance Comparison

Route/Run	Thru Mar 2019			Thru Mar 2019			Thru Mar 2019			Thru Mar 2019			
	17/18	18/19	Amount Diff	17/18	18/19	Amount Diff	17/18	18/19	Amount Diff	17/18	18/19	Amount Diff	
<u>Dial-A-Ride Service</u>													
Dial-A-Ride	64.23	61.46	-2.77	1.9	2.6	0.6	32.5%	28.3%	11.3%	-17.1%	9.35	2.69	-6.66
NW Rides	72.73	67.33	-5.41	0.8	0.9	0.0	5.6%	70.5%	78.1%	7.7%	62.17	60.39	-1.78
Volunteer	65.86	525.05	460.18	1.6	0.9	-0.7	-41.3%	36.9%	0.2%	-36.6%	15.02	1.24	-13.78
Total DAR	69.20	67.88	-1.31	1.3	1.4	0.1	8.1%	54.2%	57.0%	2.9%	29.35	28.05	-1.31
<u>Deviated Route</u>													
01 Town Loop	62.19	60.51	-1.68	9.8	9.7	-0.1	-0.7%	12.1%	11.4%	-0.7%	0.76	0.71	-0.06
02 Netarts/Oceanside	71.32	66.79	-4.54	4.2	3.0	-1.2	-28.1%	6.2%	4.6%	-1.6%	1.06	1.02	-0.04
03 Manzanita	73.59	69.71	-3.88	6.5	5.3	-1.2	-17.9%	11.2%	9.4%	-1.8%	1.27	1.23	-0.04
04 Lincoln City	79.15	75.62	-3.53	2.8	3.5	0.7	24.4%	7.0%	7.6%	0.6%	1.97	1.65	-0.32
Total Deviated Route	71.50	68.35	-3.15	6.2	5.7	-0.5	-7.8%	9.6%	8.7%	-0.9%	1.11	1.05	-0.06
<u>Intercity</u>													
05 Portland	76.57	76.68	0.11	2.8	3.0	0.1	4.5%	40.6%	38.6%	-1.9%	10.91	9.96	-0.95
60X Salem	81.93	82.86	0.92	2.5	3.2	0.7	27.6%	6.9%	10.0%	3.1%	2.23	2.58	0.35
70X Grand Ronde	79.47	78.73	-0.74	3.6	2.9	-0.7	-20.5%	9.9%	5.4%	-4.4%	2.16	1.48	-0.68
Total Intercity	78.87	79.45	0.58	2.8	3.0	0.2	8.5%	24.4%	19.9%	-4.5%	6.85	5.19	-1.66
<u>Other Services</u>													
Trippers	56.94	57.06	0.12	6.8	8.3	1.5	22.2%	10.2%	9.7%	-0.5%	0.85	0.66	-0.19
Special Bus Operation	62.89	59.44	-3.45	3.3	4.9	1.5	45.3%	5.4%	3.9%	-1.6%	1.02	0.47	-0.55
Total Other Services	59.64	58.45	-1.19	5.2	6.3	1.1	20.1%	7.9%	6.2%	-1.7%	0.90	0.58	-0.32
Total Other Services	71.69	70.46	-1.23	3.7	3.7	0.0	0.4%	29.3%	27.2%	-2.1%	5.74	5.23	-0.51

Comparison	YTD Through Feb 2019		
	17/18	18/19	Percent Difference
FY17/18 to FY 18/19			
Description	17/18	18/19	Difference
Mileage	714,589	775,970	61,381
Mileage Based Costs	472,331	461,511	(10,820)
Hourly Based Costs	1,222,835	1,175,058	(47,777)
Direct Costs	422,143	434,768	12,625
Overhead Costs			
Total Costs	2,117,309	2,071,337	(45,972)

Special Bus Operation Calculation Cost	
Cost per mile calculation:	
Actual	Plus
Minivan	45.8%
Small Bus	10%
Coach	Overhead
	Profit
	Plus Direct Costs
	Hourly Rate
	Plus Overhead
	Hourly Rate
	Plus Profit
	20.0%
	\$ 32.24
	\$ 4.6%
	\$ 33.71
	\$ 25.1%
	\$ 42.16
	\$ 50.59

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nwCONNECTOR

Coordinating Committee Meeting

April 12, 2019
 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) † March 8, 2019 Meeting Minutes (Attached) † March 2019 Financial Report † Ridership Tracking (February 2019) † Calculating Average Passenger Miles Progress	Doug Pilant
10:15— 11:00a	3. NWOTA Standing Items † IGA Approvals Update † Management Plan Approvals Update † Visitor Pass and Signage Updates † Pedestrian Access Study Update	All All Doug Ken S
11:00— 11:30a	7. ODOT Civil Rights (Title VI, DBE, ADA, etc)	Carroll Cottingham
11:30— 12:00p	8. 2019—2020 NW Connector Marketing Budget † North Coast Travel Studio Update † Advertising at PDX	Mary
12:00— 12:30p	9. Lunch	
12:30— 1:00p	10. NW Connector Website and Transit App Updates † STIF Grant Next Steps † Adding Route/Transit Stop Specific Alerts	Doug/All
1:00— 1:30p	11. 2019—2020 NWOTA Budget Final (?) † Contract Renewals	Doug/All
1:30— 2:00p	12. Other Business and Member Updates † Updated Annual Report	All Mary

Attachments:

March 8, 2019 Meeting Minutes

March NWOTA Action Items

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.org



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Oregon Transit Alliance (NWOTA)
Coordinating Committee Meeting Minutes
March 8, 2019
Tillamook County Transportation District
Tillamook, OR

1. Introductions: Doug Pilant, Coordinating Committee Chair, opened the meeting. Meeting attendees included:
 - Jeff Hazen—Sunset Empire Transit District
 - Doug Pilant—Tillamook County Transportation
 - Todd Wood—Columbia County Rider
 - Mark Bernard, Arla Miller—ODOTExcused: Cynda Bruce.
2. Consent Calendar: Unanimously approved. (JH/CB)
 - ✦ February 15, 2019 Meeting Minutes—Doug requested a couple of edits to the Tillamook County update: TCTD is awaiting final approval of the STIF projects, and State Transit Network applications **were submitted**.
 - ✦ February 2019 Financial Report—Doug reviewed the report. Only activity was receipt of partnership match.
 - ✦ Ridership Tracking—Discussion on what ridership to include in the NWConnector Performance Report. Bottomline, all routes listed on the NWConnector map are the ridership numbers needed on the report. For Columbia County that will mean adding the Willow Creek route.
 - ✦ Calculating Average Passenger Miles Progress—TCTD will email theirs today. The others are still working on the data collection needed before the passenger miles can be recalculated.
3. NWOTA Standing Items:
 - ✦ IGA Approval Updates—Waiting for Benton County. Mary needs to get the signature pages from all partners that have approved the IGA. Benton County needs to hold another STIF meeting because of the extra applications they have received.
 - ✦ Management Plan—No updates from last month. Jeff still plans to meet with Todd to over the Plan process and status.
 - ✦ Signage—Doug sent out a photo of the bus stop sign. The only potential issue is the size/color of the mounting bracket. The bracket is wider than the sign border and gray in color. When mounted the bracket infringes about ¼“ into the sign border. At any distance, the bracket isn’t noticeable, particularly if painted the blue of the sign. Doug ordered the signs. Tillamook’s drivers never understood the OXO logo, but do understand the new signage. Gillespie will be using a stronger, lighter composite material which should be sturdier in the wind. Doug will get out a timeline for delivery, hopefully will have them done next month.
 - ✦ Pedestrian Access Study Update—Ken, via email, reported that he and Donna Hinze (ODOT) have been working with the consultant to properly develop the environmental site assessments for the transit stops. They hope to finish this task shortly. The survey is finished. CH2M/Jacobs is currently working on the Clatsop County designs and Jeff can expect to see them in the upcoming weeks.
4. NWOTA Annual Report—Mary handed out a draft report. Partners suggested adding more information about how the NWConnector system has expanded: Connections between Clatsop and Tillamook counties have gone from two to four connections daily. A new

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connection to Salem has been added. And the schedule/route between Salem, Tillamook and Lincoln City has been fine-tuned to improve connections. Riders coming from Salem will be able to travel both north and south when they reach the coast. Also add more information about the new bus stop signs that are coming soon, which will be more visible and identify where riders can get on/off the bus. Lincoln City to Salem route increased 119% over last year. Highlight more about the NWConnector's updated website: trip ideas, local events, online trip planner. Change the website to www.nwconnector.org. Mary will provide a revised Annual Report at the April meeting.

5. NWOTA 2019–2020 Marketing Budget—Mary reported that \$16,248 of the current fiscal year \$30,000 marketing budget has been obligated and/or spent:

Bike Portland Banner	\$ 1,425
Boomer Ads	\$ 3,150
Connector Map	\$ 2,523
Oregon Travel Guide	\$ 5,900
Oregon Coast Visitors Guide	\$ 1,990
Visit Tillamook Coast	\$ 1,260

16,248

Between now and June may be hard to come up with a project to come up with. Update passes.

Partners noted that it was time to update the NWConnector visitor passes, including deleting the OXO logo and making them consistent with the new logo. Doug will talk to his drivers who are selling the passes and get feedback on the format, eg, see if passengers find them easy to understand or confusing. Following that, Doug will work with the graphics folks who do the TCTD passes to get an updated visitor pass design. Jeff will get Mary a link for advertising at PDX, as another potential advertising opportunity. Mary will talk to Ken S about getting connected on Basecamp to attend the transportation sub-committee meetings of the North Coast Tourism Studio. Jeff and Arla are part of the Basecamp group

6. 2019–2020 NWConnector Budget Discussion—Partners agreed to \$10,000 dues, and up to \$12,000 dues if the additional \$2,000 is spent on marketing. Recommended is an initial placeholder of \$45,000 for marketing. Suggested is having more high profile marketing (PDX) and potentially look at push alerts to people's phones.

7. Member Updates

- ✦ Tillamook County—Doug reported Trillium is going to add route and transit stop specific alerts to the Transit app. Specific information can be set to start and expire at certain times. He will provide a training on the new feature at the April meeting. STIF 5310 applications went in. Union meeting has been proposed. Have had a lot of weather-related issues. Working on next year's budgets. Lot of service contracts coming up for renewal, including Col-Pac's.
- ✦ Columbia County—Only got one bid on drivers, so MTR will end up being contractor again. Lack of union contract and financial stability limited bidder interest. Bid was good, from \$40–\$55/hour. The 50% reduction of drivers due to service reduction is resulting in the need to hire mostly new drivers. Todd met with the Board of Commissioners, which will be putting an 18 cent/\$1,000 transit levy on the November ballot. Received a little more than expected from Tri-Met funding, will be able to add back in to mid-day services to Portland. Looking at a better way to meet the needs of Vernonia. Will look at seeing whether there is a link to Westlink.

- ✦ Sunset Empire Transit District—Board supported discretionary funding applications, as well as Tillamook's that connect to Sunset's system. Jeff was in Palm Springs for the Zero Emission conference. Building a center that will have trainings on all aspects of operation zero emissions buses. Based in California because of mandates on zero emission buses. Still negotiating with union, board will be meeting to set goals. Working with Hal on first round of projects to the OTC, STIF Plans from the first round.
- ✦ NWACT—Will review and recommend all the applications but not prioritize.
- ✦ ODOT/Arla—Protest came in Falls City regarding how STF 5310 funding was handled. Mary will get last year's 60X numbers to Arla.
- ✦ ODOT/Mark—4 STIF Advisory committee meetings this week. Benton County received more applications than their allocation, so have to go back and reprioritize. Staffing Lincoln's County STIF to help out, running the meetings and drafting the reports. Siletz Tribe will not be putting in for their STIF formula, instead will be purchasing service from Lincoln County. Will be meeting again in 10 days to go through the project list and prioritize in their last meeting. LCOG is looking to continue its Florence to Yachats service, Florence to Eugene, and Coos will be looking at Coos to Eugene.

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

NWOTA

Tillamook County Transportation District
 Financial Statement - Unposted Transactions Included In Report
 From 3/1/2019 Through 3/31/2019

	Current Period Actual	Current Period Budget	Current Year Actual	Total Budget	Total Budget Variance	75%
Resources						
Working Capital	3500	0.00	0.00	87,000.00	(87,000.00)	0.00%
NWOTA Partner Cont. Match	4225	0.00	36,000.00	48,000.00	(12,000.00)	75.00%
Miscellaneous Income	4400	0.00	300.00	0.00	300.00	0.00%
Transfer From General Fund	4911	0.00	12,000.00	12,000.00	0.00	100.00%
Total Resources	0.00	4,000.00	48,300.00	147,000.00	(98,700.00)	32.86%
Expenses						
Materials and Services						
Professional Services	5100	0.00	437.50	5,250.00	5,250.00	0.00%
Administrative Support	5101	0.00	13,359.75	25,000.00	11,640.25	53.43%
Website Maintenance	5102	0.00	4,500.00	5,000.00	500.00	90.00%
Marketing	5190	1,260.00	8,357.99	30,000.00	21,642.01	27.85%
Travel & Training	5220	0.00	416.67	5,000.00	5,000.00	0.00%
Total Materials and Services	1,260.00	5,854.17	26,217.74	70,250.00	44,032.26	37.32%
Transfers						
Transfer to General Fund	9130	0.00	3,000.00	3,000.00	0.00	100.00%
Reserve for Future Expenditure	9175	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	6040	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	1,260.00	5,854.17	29,217.74	147,000.00	117,782.26	19.88%

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NWOTA Action Items
March 2019

	Action Items	Assignments	Progress
<input type="checkbox"/>	<u>IGA</u> Get approved by each partner commission/board.	Mary to get copies of signed IGA's from each partner for the file	Lincoln Co (√) (√) Tillamook (√) Columbia Co (√) SETD (√)
<input type="checkbox"/>	<u>Management Plan</u> Get approved by each partner commission/board	Mary—Send out Plan and most current Action Plan Benton Columbia Lincoln Sunset Empire Mary—Get approval documentation from each partner	(√) Tillamook (√)
<input type="checkbox"/>	<u>Management Plan Updates</u> Mobile app for NW Connector Transit language for Comp Plans and TSPs		
<input type="checkbox"/>	<u>Website Events/Trip Planner/Newsletter</u> Develop plan for connecting NW Connector to events advertising/Travel Oregon application? Open Trip Planner/funding	Jeff/Mary Mc Doug—Submitted STIF application	In progress Approved
<input type="checkbox"/>	<u>Bike and Ride Info on Website</u> Add instructions/video on how to use the bike rack	Jeff to provide the video and language Mary to add to website	In Progress
<input type="checkbox"/>	<u>2018—2019 NWConnector Advertising</u>	Place Oregon Travel and Oregon Coast Travel Guide ads Mary—Work with Tillamook Chamber on NWConnector story, place ad Mary—Document 2018—2019 current/obligated spending Mary—Prepare NWOTA Annual Report	Completed Completed Completed Second draft—April Meeting
<input type="checkbox"/>	<u>2019—2020 NWConnector Advertising</u> Develop a FY 19-20 Marketing Plan following meeting with the Coastal visitor agencies	Mary—Get costs for PDX, Amtrak and Greyhound advertising	In progress
<input type="checkbox"/>	<u>Boomer NW Connector Stories</u> —Explore getting stories included about NWConnector riders in publications	Needed—Stories to put into Boomer publication	All partners

	Action Items	Assignments	Progress
<input type="checkbox"/>	<u>NW Connector Ridership</u> Update performance methodology assumptions Compare monthly ridership year-to-year	Partners do calculations Mary Mc SETD, Lincoln, Columbia ridership	Tillamook (√) Benton (√) Tillamook (√)
<input type="checkbox"/>	NW Connector Holidays Policy (Lincoln drop 1, TCTD add 3 days)	Doug/Cynda	
<input type="checkbox"/>	Adding Connector Partners—Meet with Washington County initially		
<input type="checkbox"/>	Transportation Options	Mary/Matt Weintraub	NW Connector follow on to Oregon's July Drive less Connect promotion NW Connector highway signs displaying website info
<input type="checkbox"/>	Transit App Alerts	Trillium train partners	April Meeting
<input type="checkbox"/>	Updated Visitor Passes	TTTD Graphics	April Meeting

Tillamook County Transportation District
Board of Directors Regular Monthly Meeting
Thursday, March 21, 2019 – 6:30PM
Transportation Building
3600 Third Street, Tillamook, OR
Meeting Minutes



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

Present

TCTD Board of Directors

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

TCTD Staff

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

Absent

None.

Guest

Chris Kell, public
Linda Adler, public
Steve Schwabe, TCTD Bus Operator

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

REPORTS

7. Information: General Managers Report:
 - a. Financial Report: GM Doug Pilant reviewed the February 2019 financial reports. District is 66% through the Fiscal Year.
 - b. Service Measure Performance Report: GM Doug Pilant pointed out the increase on Route 4. He thinks it is a direct relationship to the improvements

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.

- to the connections since January 2019, TBCC ridership and the transit app. YTD Ridership overall has increased 4.6% change over the previous year. The YTD passengers per hour are +0.6%, the cost per trip was -2.9% while the cost per hour was -2.3% and the fare box return was -7.0%. Director Huffman reported he talked to a rider about how long the town loop takes to go around and that they would like to see an alternate route loop. GM Doug Pilant stated the District's long-range plan has a service improvement alternative that could remedy the amount of time it takes to ride.
- c. Northwest Oregon Transit Alliance: GM Doug Pilant reviewed the NWOTA meeting agenda, minutes, finance report with the Board. He shared the final draft of the new NWOTA signage. Director Huffman asked if the WAVE logo would still be used. GM Doug Pilant stated these are additional signage for the major stops. Director Huffman asked if Columbia County is stabilizing. GM Doug Pilant stated all the Columbia County Commissions and Senator Johnson are all on board with getting transit stabilized in Columbia County and hopefully reinstated some of the services that were previously cut.
 - d. Grant Funding:
 - i. STF: GM Doug Pilant reported Oregon's Legislative Way's and Means Committee is planning to restore the \$10.1 million in STF monies that was omitted from Governor Brown's proposed budget.
 - ii. Statewide Transportation Improvement Fund (STIF): The District should begin receiving STIF monies in May 2019. Now working on RFQ's to complete the planning for how the District will use its funds. The STIF Committee is scheduled to meet on March 27th to rate our projects
 - iii. SDAO grant: Will purchase camera and surveillance equipment for TVC.
 - e. Planning & Development: None
 - f. Facility/Property Management:
 - i. Transit Visitors Center – No update
 - ii. TCTD Admin Office – Working on an HVAC RFQ for service of the new system.
 - iii. 12th & Evergreen Bus Shelter – Completed.
 - iv. Post Office Bus Stop – Planning to complete and submit a permit
 - g. NW Rides Brokerage
 - i. Ecolane – Working with Sunset and Ecolane to onboard their program, cleaning up data and client profiles imported.
 - ii. Volunteer Driver Program – Staff is beginning a process to take over the DHS volunteer program. Last month the District got the true up funding and will be starting the next quarter true up mid-April. Talked with the insurance company regarding onboarding the Volunteer program. Hope to add the DHS volunteers to NW Rides by the next fiscal year.
 - iii. Requested moving the Board meeting in May to
 - h. Miscellaneous:
 - i. Revised Occupational Health and Safety Plan is included in the consent calendar later in meeting. There are a few SDAO requirements that needed to be included and the plan needed to be reviewed by the District's safety committee. Director Huffman was impressed that the District has been accident free since December 2015. GM Doug Pilant

- pointed out that the training of drivers by previous trainer Cathy Bond and current trainer Clayton Norrbom.
- ii. Reviewed the public meeting notice to increase dial-a-ride fares that will be distributed over the next month. A public hearing will be scheduled for May 16th.
 - iii. Collective Bargaining Meeting – Next meeting scheduled at the District on April 15th and 16th.
 - iv. The STF, STIF and Budget committee applications and committee rosters are included. The committee applications are on the consent calendar.
 - v. Budget and Board meeting calendars included. They are on the consent calendar later in the meeting.
 - vi. ADP: Accounting Specialist Tabatha Welch completed the first payroll. She is now assisting the supervisors with timesheets and will process our second payroll next week. Director Hanenkrat asked if people with live checks would be issued by ADP or the District. GM Doug Pilant stated ADP overnights live checks. The final steps are updating Abila.

CONSENT CALENDAR

8. Motion: Approval of Minutes of January 17, 2019 Regular Board Meetings
9. Motion: Acceptance of Financial Report: January 2019

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

MOTION PASSED

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

ACTION ITEMS

10. Resolution 19-03 Authorizing the General Manager to Execute a Contract with IconiPro Security & Alarm to Purchase and Install a Camera Surveillance System at the Transit Visitors Center

GM Doug Pilant discussed the Resolution with the Board. Director Huffman asked how much the SDAO grant covers. GM Doug Pilant stated the grant covers 50%. Director Holm asked what type of maintenance is covered. GM Doug Pilant stated they provide a warranty, with an option to purchase extended warranty. Maintenance will be covered by the District on a as needed basis. Director Edwards asked how long the video feed archives for and how does it get stored. Superintendent Brent Olson explained that the feed is a continuous loop and can be downloaded as needed.

Motion by Director Holm Authorizing the General Manager to Execute a Contract with IconiPro Security & Alarm to Purchase and Install a Camera Surveillance System at the Transit Visitors Center. *Motion Seconded* by Director Edwards. Board Chair Judy Riggs called for further discussion; followed by none, she called for the vote.

MOTION PASSED

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.

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

DISCUSSION ITEMS

11. Staff Comments/Concerns

GM Doug Pilant: Currently in 2nd place for March madness.

Superintendent Brent Olson: None.

Accounting Specialist Tabatha Welch: None.

NWR Supervisor/Board Clerk Cathy Bond: Celebrated Transit Appreciation Day with the drivers and District employees on Monday, March 18th.

12. Board of Directors Comments/Concerns

Jim Huffman – Director Huffman shared a story regarding the Transit Visitors Center and is excited about the security system being put in place.

Judy Riggs – Friday, March 29th 9:30am-3:30pm there will be a celebration of customer appreciation day and Judy's going-away party at the Garibaldi Post Office and everyone is invited! Worked there 14½ years.

Marty Holm – None.

Jackie Edwards – None.

Gary Hanenkrat – None.

Melissa Carlson-Swanson – Thanked Cathy Bond and Clayton Norrbom for their training, that it really makes a difference!

UPCOMING EVENTS

None.

Adjournment: Board Chair Riggs adjourned the meeting at 7:31pm.

These minutes approved this 18th day of April, 2019.

ATTEST:

Judy Riggs, Board Chair

Doug Pilant, General Manager

MEMO TO: BOARD OF DIRECTORS
FROM: DOUG PILANT, GENERAL MANAGER *Doug*
SUBJECT: TCTD FACILITY HVAC MAINTENANCE

Issue

Shall the Board authorize the General Manager to execute a contract with JNB Mechanical, Inc. to provide maintenance for the TCTD Facility HVAC systems?

Background and Findings

1. The TCYD Administration and Operations Center has two separate HVAC systems that need to be maintained on a quarterly schedule
2. TCTD sought maintenance bids from River City Refrigeration, Temp-Control Mechanical Services, Fresh Air, Inc and JNB Mechanical, Inc.
3. TCTD staff only received timely bids for maintenance services from one company:

Company	Annual Cost
River City Refrigeration	-0-
Temp-Control Mechanical Svcs	-0-
Fresh Air, Inc.	-0-
JNB Mechanical, Inc	\$3,360.00

4. The Terms and Payment of the HVAC Maintenance Agreement would provide a quarterly maintenance schedule for \$3,360 per year and automatically renew annually until terminated upon 3-days notice.

Recommendation

Staff recommends the Board adopt Resolution #19-04 to authorize the General Manager to execute a HVAC Maintenance Agreement with JNB Mechanical, Inc. to provide quarterly maintenance on the TCTD Facility HVAC Systems.

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

**In the Matter of Authorizing the)
General Manager to Execute a)
HVAC Maintenance Agreement with)
JNB Mechanical, Inc.)**

RESOLUTION NO. 19-04

WHEREAS, Tillamook County Transportation District (TCTD) has determined that it is necessary to maintain the District's two (2) HVAC systems on a quarterly schedule; and

WHEREAS, TCTD is authorized to procure necessary services on the open market through competitive bidding pursuant to its duly adopted FTA Procurement Policy dated July 1, 2018; and

WHEREAS, TCTD conducted a Request for Quotations from four qualified HVAC system companies to obtain proposals to purchase HVAC maintenance services; and

WHEREAS, the District received one (1) proposal from JNB Mechanical, Inc. to maintenance service for \$840.00 per quarter; and

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

that the Board authorizes the General Manager to execute a HVAC Maintenance Agreement with JNB Mechanical, Inc. to provide maintenance services on the District's two (2) HVAC systems on a quarterly schedule.

INTRODUCED AND ADOPTED this 18th day of April 2019.

ATTEST:

By: _____
Judy Riggs, Board Chair

By: _____
Doug Pilant, General Manager



3315 NE 112TH AVE, SUITE A40-41 • Vancouver, WA. 98682
360-433-9067 • Fax 360-433-9439
WA # JNBMEM1946QL CCB # 176150

BILLING ADDRESS:
TILLAMOOK COUNTY TRANSPORTATION
3600 THIRD STREET
TILLAMOOK, OR 97141

DATE:
12/21/2018

SITE ADDRESS:
TILLAMOOK COUNTY TRANSPORTATION
3600 THIRD STREET
TILLAMOOK, OR 97141

PHONE:
707-972-2315

JNB Mechanical Inc. agrees to provide maintenance for the Environmental Systems described in the attached Equipment schedule in accordance with the following terms and conditions:

SCHEDULED ITEMS

14 UNITS

SCHEDULED ITEMS

Pleated Filters

TERMS AND PAYMENT:

The contract price shall be subject to adjustment yearly to recognize any changes in costs. Notice of proposed adjustments to the annual price will be provided to you at least thirty days prior to agreement renewal date. You will pay in addition to the amount below plus any State Sales tax and/or governmental charges. Terms of this contract will be Net 30 from date of Service with potential service charges of 2.5% for late payments.

We agree to furnish the Maintenance Contract as described for the attached Equipment schedule checked above for the quarterly price of \$840.00 (Eight Hundred Fourty and 0/100).

Invoices will be issued: Quarterly Semi-Annually Annually Special as agreed

This JNB Mechanical Inc. Maintenance Agreement shall begin on the ___ day of _____ 2018, and shall continue for a period of one year, and from year to year thereafter until terminated. Either party may terminate this agreement upon thirty days written notice.

Accepted by:

Accepted by:

By: _____

By: _____

Title: _____

Title: HVAC Service Manager

Date: _____

Date: _____

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3315 NE 112th Ave A40-41 Vancouver, WA 98682
Phone: 360-433-9067 Fax: 360-433-9439
WA# JNBMEMI946QL OR# 176150

JNB Mechanical Inc. was started in 2006 by Jason Ellis. JNB Mechanical started out with two employees doing mostly commercial installation. Over the last eleven years, we have grown in size to having over 21 employees working for JNB Mechanical Inc. We now have three service techs on staff with Service 7 days a week, 24 hours per day. JNB also offers Residential and Commercial Installation, Service, and Repair.

Through these past few years, we have adapted with the times and now travel from WA and OR, to the Coast and the Tri-Cities. We travel North of Seattle, down to Salem and Eugene. We will travel out of state if required. We are currently licensed in WA, OR, UT, AZ and CA.

Last, I am proud to say, we have done all of this without spending significant money on advertising. All of our customers are referral and repeat customers from past projects or contracts that we have acquired. We pride ourselves in taking care of those, who take care of us, to form long term relationships. We have your interests in mind when looking at your equipment and systems. I am confident we will be able to take care of you and earn your trust for years to come.

Sincerely,

Jason Ellis
President
JNB Mechanical Inc.

SERVICE DISPATCHER- jnbservice@jnbmech.com
OFFICE MANAGER- customerservice@jnbmech.com
PROJECT MANAGERS- lyle@jnbmech.com, clint@jnbmech.com, nicholas@jnbmech.com



JNB Mechanical Inc.
 3315 NE 112th Ave. Vancouver, WA. 98682
 Phone: (360) 433-9067 Fax: (360) 433-9439
 WA # JNBMEMI946QL CCB# 176150

HVAC CHECK LIST

	WINTER	SPRING	SUMMER	FALL
Tasks				
Verify proper operation.	X	X	X	X
Condenser Fans				
Lubricate motor and/or fan bearings.	X		X	
Check for security to shaft.	X		X	
Check for unusual bearing wear.	X		X	
Inspect for corrosion.	X		X	
Inspect fan blade.	X		X	
Check rain shields.	X		X	
Verify operation of all fans.	X		X	
Condenser Coil				
Inspect finned surfaces.	X	X	X	X
Inspect for damage.	X	X	X	X
Filter Section				
Change filters.(Pleated filters)	X	X	X	X
Cooling Coil				
Inspect coil.	X		X	
Inspect condensate pans and drains	X		X	
Control Panel				
Inspect and tighten all electrical connections.	X	X	X	X
Inspect contactors.	X	X	X	X
Clean contactors as required.	X	X	X	X
Main Air Fan - Motor Assembly				
Inspect blades.	X	X	X	X
Inspect bearings for excessive wear and end play.	X	X	X	X
Check bearings for excessive temperature and abuse.	X	X	X	X
Lubricate bearings.	AS NEEDED	AS NEEDED	AS NEEDED	AS NEEDED
Inspect drive couplings, pulleys and belts.	X	X	X	X
Adjust drive couplings, pulleys and belts.	X	X	X	X
Replace belt as needed. (Additional cost)	X	X	X	X
Furnace Section - If Applicable				
Inspect burner condition.		X		X
Inspect blower.		X		X
Inspect draft fan - if applicable.		X		X
Verify proper operation of draft fan.		X		X
Test operating controls.		X		X
Inspect combustion chamber- clean as required.		X		X
Check integrity of heat exchanger.		X		X

**Scheduled maintenance inspections shall be performed during normal working hours.*