

Tillamook County Transportation District
Board of Directors
Regular Monthly Meeting



Thursday, March 21, 2019 at 6:30PM
Transportation Building
3600 Third Street, Tillamook, Oregon

Tillamook County Transportation District
 Normal Trial Balance - Unposted Transactions Included In Report
 From 2/28/2019 Through 2/28/2019

<u>Account Code</u>	<u>Account Title</u>	<u>Debit Balance</u>	<u>Credit Balance</u>
1001	General Checking Account	227,084.63	
1006	Payroll Checking	79,192.69	
1009	NW RIDES ACCOUNT	332,060.60	
1011	Prop. Mgmt. Checking	83,838.04	
1020	LGIP - General Account	763,305.93	
1030	LGIP - Capital Reserve	653,189.67	
1040	Petty Cash	<u>200.00</u>	
Report Total		<u>2,138,871.56</u>	<u>0.00</u>
Report Difference		<u><u>2,138,871.56</u></u>	

Tillamook County Transportation District

Check/Voucher Register

1001 - General Checking Account

From 2/1/2019 Through 2/28/2019

Document Number	Document Date	Transaction Amount	Payee	Transaction Description
14166	2/6/2019	97.44	BRENT OLSON	MILEAGE TO SALEM BUS 303
14166	2/6/2019	97.44	BRENT OLSON	MILEAGE TO SALEM FOR BUS 303
14167	2/6/2019	280.00	Burden's Muffler & Towing	BUS 300 TOW
14168	2/6/2019	1,944.00	CHRISSEY'S CLEANING SERVICE	OFFICE AND BUS CLEANING
14169	2/6/2019	700.00	City Of Tillamook	LEASE
14170	2/6/2019	33.00	CLAYTON NORRBOM	MEALS CLAYTON & PEGGY PETER
14171	2/6/2019	103.29	COMCAST	TELEPHONE AND WIFI SALEM
14172	2/6/2019	105.25	COUNTRY MEDIA	BOARD NOTICE
14172	2/6/2019	100.00	COUNTRY MEDIA	BOARD NOTICE
14173	2/6/2019	95.00	DANIELL AMAYA	CDL PHYSICAL
14174	2/6/2019	65.00	CENTURYLINK	TELEPHONE
14175	2/6/2019	1,395.00	INNOVA LEGAL ADVISORS	LEGAL
14176	2/6/2019	1,635.00	JORDAN SCHRADER RAMIS, PC	LEGAL
14177	2/6/2019	254.73	McCOY FREIGHTLINER	BUS 301 SPEED SENSOR
14177	2/6/2019	66.50	McCOY FREIGHTLINER	bus 301 axle
14177	2/6/2019	497.69	McCOY FREIGHTLINER	BUS 300 EMISSIONS WORK
14177	2/6/2019	79.20	McCOY FREIGHTLINER	BUS 300 EMISSIONS WORK
14177	2/6/2019	97.00	McCOY FREIGHTLINER	BUS 300 EMISSIONS WORK
14177	2/6/2019	(712.86)	McCOY FREIGHTLINER	credit
14178	2/6/2019	100.00	North Coast Lawn	LAWN MAINTENANCE
14179	2/6/2019	800.00	NATHAN LEVIN	RENT
14180	2/6/2019	32.00	NEW AGE CAR WASH	VAN WASHES
14181	2/6/2019	1,149.28	PETROCARD INC.	FUEL
14182	2/6/2019	128.00	Petty Cash Clerk	REPLENISH PETTY CASH
14183	2/6/2019	68.44	ROBERT SOUTHWICK	MILEAGE TO SALEM FOR L BLOCK
14184	2/6/2019	17,865.01	Sheldon Oil Distributors	JANUARY FUEL
14185	2/6/2019	600.00	Tillamook County Fair	fair booth deposit
14186	2/6/2019	144.00	TILLAMOOK COUNTY SHOPPER, LLC	MEETING NOTICE & JOB POSTING
14186	2/6/2019	60.00	TILLAMOOK COUNTY SHOPPER, LLC	JOB POSTING
14187	2/6/2019	52.00	TOMMIES CLEANERS	DRY CLEAN XMAS TABLE CLOTHS
14188	2/6/2019	49.95	VANIR BROADBAND, INC.	INTERNET
14189	2/6/2019	274.56	VERIZON	TABLET DATA
14190	2/13/2019	245.76	ALSCO - Portland Linen	MAT SERVICE
14191	2/13/2019	6,868.75	BOLDT, CARLISLE & SMITH LLC	AUDIT
14192	2/13/2019	491.50	BRYAN P. FITZSIMMONS, CPA	ADP PAYROLL CODING CONSULTI
14193	2/13/2019	119.26	CAR CARE SPECIALISTS, INC.	DEF
14194	2/13/2019	2,230.57	Carquest Auto Parts	VEHICLE MAINTENANCE
14195	2/13/2019	205.92	O'REILLY AUTOMOTIVE STORES	SHOP INVENTORY
14196	2/13/2019	9,990.90	DICK'S AUTO SALES	REPLACE ENGINE ON VAN 103
14197	2/13/2019	379.75	DSU PETERBILT & GMC INC	INVENTORY BUS 27
14198	2/13/2019	12,600.00	ECOLANE USA, INC.	ECOLANE TRAINING
14199	2/13/2019	935.27	FleetPride, Inc.	SHOP INVENTORY
14200	2/13/2019	275.00	KDEP-FM/KTIL-FM/KTIL-AM	ADVERTISING
14201	2/13/2019	2,454.48	LES SCHWAB WAREHOUSE CENTER	TIRES
14202	2/13/2019	978.95	Marie Mills Center, Inc	JANITORIAL AT TRANSIT CENTER
14203	2/13/2019	989.18	McCOY FREIGHTLINER	BUS 303 DEF HEATER REPAIR
14204	2/13/2019	138.53	DAVISON AUTO PARTS, INC.	VEHICLE EXPENSE
14205	2/13/2019	90.28	NORTHSIDE FORD	BUS 32 AIRLINE REPAIR
14206	2/13/2019	83.61	Rosenberg Builders Supply	SHOP SUPPLIES
14207	2/13/2019	1,549.23	Tillamook Motor Co.	VEHICLE EXPENSE
14208	2/13/2019	1,637.57	CARDMEMBER SERVICE	CARD CHARGES
14209	2/13/2019	168.77	WEST COAST EXHAUST	BUS 32
14209	2/13/2019	144.00	WEST COAST EXHAUST	BUS 30 BRAKE REPAIR
14209	2/13/2019	144.00	WEST COAST EXHAUST	BUS 201
14209	2/13/2019	151.20	WEST COAST EXHAUST	VAN 101
14209	2/13/2019	201.60	WEST COAST EXHAUST	VAN 104
14209	2/13/2019	36.00	WEST COAST EXHAUST	VAN 104

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Tillamook County Transportation District

Check/Voucher Register

1001 - General Checking Account

From 2/1/2019 Through 2/28/2019

Document Number	Document Date	Transaction Amount	Payee	Transaction Description
14209	2/13/2019	345.60	WEST COAST EXHAUST	BUS 203 TUNE UP
14209	2/13/2019	115.20	WEST COAST EXHAUST	VAN 105
14210	2/13/2019	217.10	Western Bus Sales	VEHICLE EXPENSE
14211	2/19/2019	5,747.00	ABILA	abila annual service
14212	2/19/2019	95.00	CHRIS MOTLEY	CDL PHYSICAL
14213	2/19/2019	89.32	CLAYTON NORRBOM	MILEAGE SALEM/TRAINING
14214	2/19/2019	850.00	CoastCom, Inc.	TELEPHONE
14215	2/19/2019	52.54	Dish	DISH
14216	2/19/2019	763.55	DOUGLAS PILANT	MILEAGE
14217	2/19/2019	826.27	Fred Meyer Customer Charges	FRED MEYER
14218	2/19/2019	450.00	NORTHWEST LIFT	ANNUAL LIFT INSPECTION
14219	2/19/2019	126.80	Office Depot Credit Plan	OFFICE SUPPLIES
14220	2/19/2019	6.00	OR DEPT OF MOTOR VEHICLES	RECORD CHECKS
14221	2/19/2019	980.89	PETROCARD INC.	FUEL
14222	2/19/2019	61.48	ROGER SAUCEDO	MILEAGE
14223	2/19/2019	128.12	Tillamook County	bio med training
14224	2/19/2019	12,600.00	TRILLIUM SOLUTIONS, INC.	SWIFTLY
14225	2/20/2019	19,484.95	Confederated Tribes of Grand R	send ck 472175 back-not for us, th will resend new check
14226	2/20/2019	250.00	Secretary of State	FILING FEE ANNUAL FINANCIAL REPORT 2018
Report Total		114,555.82		

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Tillamook County Transportation District

Check/Voucher Register

1006 - Payroll Checking

From 2/1/2019 Through 2/28/2019

Document Number	Document Date	Payee
020119-01	2/1/2019	DANIELL F. AMAYA
020119-02	2/1/2019	DONALD C. ATTLEBERGER
020119-03	2/1/2019	SYLVIE G. BALLANCE
020119-04	2/1/2019	LAURA M. BEELER
020119-05	2/1/2019	JEREMY J. BELLANTE
020119-06	2/1/2019	JOHN P. CLINE
020119-07	2/1/2019	CLIFFORD R. DERRICK
020119-08	2/1/2019	RICHARD A. DIETZ
020119-09	2/1/2019	STEPHANIE R. FOX
020119-10	2/1/2019	KARRI L. HOOKER
020119-11	2/1/2019	JULIENE J. HOOTER
020119-12	2/1/2019	TOMMIE L. HUFFMAN
020119-13	2/1/2019	ROBERT R. KENNEY
020119-14	2/1/2019	ALAN A. KERN
020119-15	2/1/2019	MICHAEL J. LOWENSTEIN
020119-16	2/1/2019	JOHN C. MAGNANO
020119-17	2/1/2019	TYLER J. MARSHALL
020119-18	2/1/2019	TONY E. MARTINEZ
020119-19	2/1/2019	CHRISTOPHER MOTLEY
020119-20	2/1/2019	ALLAN G. NEWCOMB
020119-21	2/1/2019	CLAYTON T. NORRBOM
020119-22	2/1/2019	PAUL J. NORTON
020119-23	2/1/2019	BRENT K. OLSON
020119-24	2/1/2019	JAMES M. PALMER
020119-25	2/1/2019	GARY R. PETERSON
020119-26	2/1/2019	DOUGLAS W. PILANT
020119-27	2/1/2019	RONALD G. PIMENTEL
020119-28	2/1/2019	LAWRENCE A. QUINTAL
020119-29	2/1/2019	VERNON L. RESSLER
020119-31	2/1/2019	ERIN L. RYAN
020119-32	2/1/2019	ROBERT W. RYAN
020119-33	2/1/2019	ROGER SAUCEDO
020119-34	2/1/2019	STEVE H. SCHWABE
020119-35	2/1/2019	KATHLEEN E. SCHWABE
020119-36	2/1/2019	ROBERT E. SOUTHWICK
020119-37	2/1/2019	MARK A. STRICKER
020119-38	2/1/2019	MICHAEL P. THOMPSON
020119-39	2/1/2019	TABATHA R. WELCH
020119-40	2/1/2019	DAVID T. WHEELER
020119-41	2/1/2019	CLYDE C. ZELLER
021519-01	2/15/2019	DANIELL F. AMAYA
021519-02	2/15/2019	DONALD C. ATTLEBERGER
021519-03	2/15/2019	SYLVIE G. BALLANCE
021519-04	2/15/2019	LAURA M. BEELER
021519-05	2/15/2019	JEREMY J. BELLANTE
021519-06	2/15/2019	TERRA L. BUCHANAN
021519-07	2/15/2019	JOHN P. CLINE
021519-08	2/15/2019	CLIFFORD R. DERRICK
021519-09	2/15/2019	RICHARD A. DIETZ
021519-10	2/15/2019	KARRI L. HOOKER
021519-11	2/15/2019	JULIENE J. HOOTER
021519-12	2/15/2019	TOMMIE L. HUFFMAN
021519-13	2/15/2019	ROBERT R. KENNEY
021519-14	2/15/2019	ALAN A. KERN
021519-15	2/15/2019	TYLER J. MARSHALL
021519-16	2/15/2019	TONY E. MARTINEZ
021519-17	2/15/2019	CHRISTOPHER MOTLEY

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Tillamook County Transportation District

Check/Voucher Register

1006 - Payroll Checking

From 2/1/2019 Through 2/28/2019

Document Number	Document Date	Payee
021519-18	2/15/2019	ALLAN G. NEWCOMB
021519-19	2/15/2019	CLAYTON T. NORRBOM
021519-20	2/15/2019	PAUL J. NORTON
021519-21	2/15/2019	BRENT K. OLSON
021519-22	2/15/2019	JAMES M. PALMER
021519-23	2/15/2019	GARY R. PETERSON
021519-24	2/15/2019	DOUGLAS W. PILANT
021519-25	2/15/2019	RONALD G. PIMENTEL
021519-26	2/15/2019	LAWRENCE A. QUINTAL
021519-27	2/15/2019	VERNON L. RESSLER
021519-28	2/15/2019	RICK A. ROGERS
021519-29	2/15/2019	GWENDOLYN J. RUSSELL
021519-30	2/15/2019	ROBERT W. RYAN
021519-31	2/15/2019	ERIN L. RYAN
021519-32	2/15/2019	ROGER SAUCEDO
021519-33	2/15/2019	STEVE H. SCHWABE
021519-34	2/15/2019	KATHLEEN E. SCHWABE
021519-35	2/15/2019	ROBERT E. SOUTHWICK
021519-36	2/15/2019	MARK A. STRICKER
021519-37	2/15/2019	MICHAEL P. THOMPSON
021519-38	2/15/2019	TABATHA R. WELCH
021519-39	2/15/2019	DAVID T. WHEELER
021519-40	2/15/2019	CLYDE C. ZELLER
5468	2/1/2019	DONALD M. ANDERSON
5469	2/1/2019	ALFRED BARRAGAN
5470	2/1/2019	JERRY D. BOND
5471	2/1/2019	CATHRYN L. BOND
5472	2/1/2019	ERIK C. PETERSON
5473	2/1/2019	PEGGY PETERSON
5474	2/1/2019	LEONARD W. STITT
5475	2/1/2019	RICK A. ROGERS
5476	2/4/2019	UNITED FINANCE
5477	2/4/2019	HRA VEBA TRUST
5478	2/15/2019	DONALD M. ANDERSON
5479	2/15/2019	ALFRED BARRAGAN
5480	2/15/2019	JERRY D. BOND
5481	2/15/2019	CATHRYN L. BOND
5482	2/15/2019	JAMES P. BROWN
5483	2/15/2019	PEGGY PETERSON
5484	2/15/2019	ERIK C. PETERSON
5485	2/15/2019	LEONARD W. STITT
5486	2/15/2019	STEPHANIE R. FOX
5487	2/13/2019	ATU LOCAL #757
5488	2/13/2019	UNITED FINANCE
5489	2/18/2019	CLIFFORD R. DERRICK
5490	2/19/2019	PACIFIC SOURCE
5491	2/19/2019	SPECIAL DISTRICTS INS. SERVICE
5492	2/21/2019	REGENCE BLUECROSS BLUESHIELD

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Tillamook County Transportation District

Check/Voucher Register

1009 - NW RIDES ACCOUNT

From 2/1/2019 Through 2/28/2019

Document Number	Document Date	Transaction Amount	Payee	Transaction Description
1775	2/6/2019	145.95	CRYSTAL AND SIERRA SPRINGS	WATER
1776	2/6/2019	59.52	CENTURYLINK	TELEPHONE
1777	2/6/2019	9,477.98	HOT SHOT TRANSPROTATION	NWR
1777	2/6/2019	8,511.21	HOT SHOT TRANSPROTATION	NWR
1778	2/6/2019	10,161.69	K & M MEDIVAN	nwr 12 2018
1778	2/6/2019	6,695.33	K & M MEDIVAN	nwr 12 2018
1779	2/6/2019	5,800.40	MEDIX AMBULANCE	NWR
1779	2/6/2019	6,325.40	MEDIX AMBULANCE	NWR
1779	2/6/2019	5,494.80	MEDIX AMBULANCE	NWR
1779	2/6/2019	239.00	MEDIX AMBULANCE	december nwr
1780	2/6/2019	1,789.30	METRO WEST	NWR
1781	2/6/2019	250.00	MTN RETREAT SECURE TRANSPORT	NWR
1781	2/6/2019	6,375.00	MTN RETREAT SECURE TRANSPORT	NWR
1782	2/6/2019	13,336.57	TILLAMOOK CNTY TRANS. DIST.	nwr payroll 02 01 2019
1782	2/6/2019	9,357.25	TILLAMOOK CNTY TRANS. DIST.	nwr 12 2018
1782	2/6/2019	6,897.25	TILLAMOOK CNTY TRANS. DIST.	nwr 12 2018
1782	2/6/2019	684.78	TILLAMOOK CNTY TRANS. DIST.	steph final check
1783	2/6/2019	20,894.30	WAPATO SHORES	nwr 12 2018
1783	2/6/2019	11,730.60	WAPATO SHORES	nwr 12 2018
1783	2/6/2019	3,706.40	WAPATO SHORES	nwr 12 2018
1784	2/6/2019	4,095.60	WILLAMETTE VALLEY TRANSPORT	NWR
1784	2/6/2019	2,830.40	WILLAMETTE VALLEY TRANSPORT	NWR
1785	2/13/2019	181.87	Pacific Office Automation	COPIES
1785	2/13/2019	176.03	Pacific Office Automation	COPIES
1785	2/13/2019	181.93	Pacific Office Automation	COPIES
1785	2/13/2019	176.03	Pacific Office Automation	COPIES
1785	2/13/2019	211.22	Pacific Office Automation	COPIES
1785	2/13/2019	181.92	Pacific Office Automation	COPIES
1786	2/13/2019	7,002.61	TILLAMOOK CNTY TRANS. DIST.	NWR REGENCE
1787	2/13/2019	222.64	CARDMEMBER SERVICE	CARD CHARGES
1788	2/14/2019	1,591.88	AAA RIDE ASSIST	NWR JAN 2019
1788	2/14/2019	2,190.96	AAA RIDE ASSIST	NWR JAN 2019
1788	2/14/2019	2,122.16	AAA RIDE ASSIST	NWR JAN 2019
1789	2/14/2019	2,239.62	ALFREDO EVANGELISTA	NWR JAN 2019
1790	2/14/2019	2,629.72	ALICE CONLEY	NWR JAN 2019
1791	2/14/2019	1,042.58	BRENDA PARKER	NWR JAN 2019
1792	2/14/2019	352.68	CHRISTA HALL	NWR JAN 2019
1793	2/14/2019	139.00	COMMUNITY AMBULANCE	NWR JAN 2019
1794	2/14/2019	629.20	ELLIOTT'S MEDICAL TRANSPORT	NWR JAN 2019
1795	2/14/2019	423.76	HOT SHOT TRANSPROTATION	NWR JAN 2019
1795	2/14/2019	831.49	HOT SHOT TRANSPROTATION	NWR JAN 2019
1796	2/14/2019	2,809.28	JANNA SMITH	NWR JAN 2019
1797	2/14/2019	2,903.60	JOHN REKART JR	NWR JAN 2019
1798	2/14/2019	2,641.26	JOY WINKELHAKE	NWR JAN 2019
1799	2/14/2019	937.74	LEANN CHUINARD	NWR JAN 2019
1800	2/14/2019	6,237.00	RYANS TRANSPORTATION SERVICE	NWR JAN 2019
1800	2/14/2019	10,176.02	RYANS TRANSPORTATION SERVICE	NWR JAN 2019
1800	2/14/2019	9,605.74	RYANS TRANSPORTATION SERVICE	NWR JAN 2019
1801	2/14/2019	3,122.76	SEAN REKART	NWR JAN 2019
1802	2/14/2019	3,019.11	VAL HOLYOAK	NWR JAN 2019
1803	2/14/2019	8,570.30	WAPATO SHORES	NWR JAN 2019
1804	2/14/2019	3,526.87	WILLIAM NERENBERG	NWR JAN 2019
1805	2/19/2019	95.12	BRENT OLSON	NWR MILEAGE/INSPECT VEHICLES
1806	2/19/2019	1,625.22	CoastCom, Inc.	TELEPHONE
1807	2/19/2019	56.92	Fred Meyer Customer Charges	FRED MEYER
1808	2/19/2019	232.34	Office Depot Credit Plan	NWR OFFICE SUPPLIES
1808	2/19/2019	59.56	Office Depot Credit Plan	NWR OFFICE SUPPLIES

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Tillamook County Transportation District

Check/Voucher Register

1009 - NW RIDES ACCOUNT

From 2/1/2019 Through 2/28/2019

Document Number	Document Date	Transaction Amount	Payee	Transaction Description
1809	2/19/2019	480.16	TILLAMOOK CNTY TRANS. DIST.	RENT AND UTILITIES
1810	2/20/2019	6,471.00	TILLAMOOK CNTY TRANS. DIST.	nwr transportation
1810	2/20/2019	10,200.00	TILLAMOOK CNTY TRANS. DIST.	nwr transportation
1810	2/20/2019	8,643.75	TILLAMOOK CNTY TRANS. DIST.	nwr transportation
1810	2/20/2019	8,844.75	TILLAMOOK CNTY TRANS. DIST.	nwr transportation
1810	2/20/2019	7,752.00	TILLAMOOK CNTY TRANS. DIST.	nwr transportation
1810	2/20/2019	11,591.83	TILLAMOOK CNTY TRANS. DIST.	021519 NWR PAYROLL
1811	2/21/2019	2,207.84	AAA RIDE ASSIST	PROVIDER TRANSPORTATION
1812	2/21/2019	9,743.90	RYANS TRANSPORTATION SERVICE	PROVIDER TRANSPORTATION
1812	2/21/2019	7,032.16	RYANS TRANSPORTATION SERVICE	PROVIDER TRANSPORTATION
1812	2/21/2019	3,444.89	RYANS TRANSPORTATION SERVICE	PROVIDER TRANSPORTATION
1812	2/21/2019	9,796.40	RYANS TRANSPORTATION SERVICE	PROVIDER TRANSPORTATION
1812	2/21/2019	10,084.45	RYANS TRANSPORTATION SERVICE	PROVIDER TRANSPORTATION
1813	2/26/2019	58.50	ALMA FOLDEN	CLIENT MILEAGE
1814	2/26/2019	36.50	AMANDA FINEL	CLIENT MILEAGE
1815	2/26/2019	1,309.00	AMBERLY CAMPBELL	CLIENT MILEAGE
1816	2/26/2019	34.00	AMY DEAN	CLIENT MILEAGE
1817	2/26/2019	120.00	ANDREW NAGEL	CLIENT MILEAGE
1818	2/26/2019	37.00	ANGELA GLASS	CLIENT MILEAGE
1819	2/26/2019	19.50	ANGIE VAN NATTA	CLIENT MILEAGE
1820	2/26/2019	42.00	BONNIE VACHTER	CLIENT MILEAGE
1821	2/26/2019	76.50	BRENDA BANISTER	CLIENT MILEAGE
1822	2/26/2019	75.00	CAROL MAXHIMER	CLIENT MILEAGE
1823	2/26/2019	17.00	CAROLYN PESCHL	CLIENT MILEAGE
1824	2/26/2019	44.50	CHRIS DOUBARATZIS	CLIENT MILEAGE
1825	2/26/2019	31.50	CHRISTINA BARTEL	CLIENT MILEAGE
1826	2/26/2019	89.50	CHRISTINA SMITH	CLIENT MILEAGE
1827	2/26/2019	42.50	DANAE COSSETTE JOHNSON	CLIENT MILEAGE
1828	2/26/2019	16.50	DAVEYON BROWN	CLIENT MILEAGE
1829	2/26/2019	186.00	DAVID BROWN	CLIENT MILEAGE
1830	2/26/2019	34.00	DEAN BRUNER	CLIENT MILEAGE
1831	2/26/2019	46.50	DUWAYNE TRULSON	CLIENT MILEAGE
1832	2/26/2019	16.00	ERIC ALWARD	CLIENT MILEAGE
1833	2/26/2019	16.00	FAITH WINNGER	CLIENT MILEAGE
1834	2/26/2019	54.50	GAYLE HURULA	CLIENT MILEAGE
1835	2/26/2019	17.50	HEATHER KELLY	CLIENT MILEAGE
1836	2/26/2019	53.00	HEIDI FRANCK	CLIENT MILEAGE
1836	2/26/2019	37.00	HEIDI FRANCK	CLIENT MILEAGE
1837	2/26/2019	27.00	HEIDI MEYER	CLIENT MILEAGE
1838	2/26/2019	15.00	JAMIE GLUTH	CLIENT MILEAGE
1839	2/26/2019	10.00	JANET CLENDENIN	CLIENT MILEAGE
1840	2/26/2019	36.50	JAYNE SHERBONDY	CLIENT MILEAGE
1841	2/26/2019	43.50	JENNIFER RIZZI	CLIENT MILEAGE
1842	2/26/2019	41.50	JENNIFER STRIMPLE	CLIENT MILEAGE
1843	2/26/2019	24.75	JENNIFER SKILLIN	CLIENT MILEAGE
1844	2/26/2019	15.00	JENNY NICKLEY	CLIENT MILEAGE
1845	2/26/2019	22.00	JESS CUNNINGHAM	CLIENT MILEAGE
1846	2/26/2019	39.50	JUAN THOMPSON	CLIENT MILEAGE
1847	2/26/2019	15.00	JUDITH OSBORN	CLIENT MILEAGE
1848	2/26/2019	165.00	JULIANNE DEMARCO	CLIENT MILEAGE
1849	2/26/2019	17.00	KELLY FREELAND	CLIENT MILEAGE
1850	2/26/2019	124.00	KELLY KRAHN	CLIENT MILEAGE
1851	2/26/2019	21.50	KIM CARDWELL	CLIENT MILEAGE
1852	2/26/2019	247.50	KIMBERLY BAUMGARTNER	CLIENT MILEAGE
1853	2/26/2019	77.00	KIRBY VOOS	CLIENT MILEAGE
1854	2/26/2019	74.00	LILY HILBURN	CLIENT MILEAGE
1855	2/26/2019	51.50	LINDA MILLS	CLIENT MILEAGE

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Tillamook County Transportation District

Check/Voucher Register

1009 - NW RIDES ACCOUNT

From 2/1/2019 Through 2/28/2019

Document Number	Document Date	Transaction Amount	Payee	Transaction Description
1856	2/26/2019	21.50	LIZ VOGEL	CLIENT MILEAGE
1857	2/26/2019	31.00	LOUISE CRAWFORD	CLIENT MILEAGE
1858	2/26/2019	43.50	MELISSA KIRSCH	CLIENT MILEAGE
1859	2/26/2019	36.00	MELISSA WEBB	CLIENT MILEAGE
1860	2/26/2019	43.50	MICHAEL STENBLUM	CLIENT MILEAGE
1861	2/26/2019	161.00	MICHELLE FRANKLIN	CLIENT MILEAGE
1862	2/26/2019	12.50	MIRIAH KIRCHHOFF	CLIENT MILEAGE
1863	2/26/2019	34.00	MONTE DERRICK	CLIENT MILEAGE
1864	2/26/2019	26.00	PATRICIA TEWS	CLIENT MILEAGE
1865	2/26/2019	30.00	PAULA POHL	CLIENT MILEAGE
1866	2/26/2019	326.00	PAVEL BARBURA	CLIENT MILEAGE
1867	2/26/2019	243.50	PEGGY VANSANT	CLIENT MILEAGE
1868	2/26/2019	64.50	RACHEL PARKER	CLIENT MILEAGE
1869	2/26/2019	84.00	REBECCA RUSSELL	CLIENT MILEAGE
1870	2/26/2019	25.00	ROBIN TURNER	CLIENT MILEAGE
1871	2/26/2019	30.75	SUSAN MABIE	CLIENT MILEAGE
1872	2/26/2019	66.75	THERESA FLEMING	CLIENT MILEAGE
1873	2/26/2019	28.00	THOMAS BLASER	CLIENT MILEAGE
1874	2/26/2019	190.00	TRACIE BAILEY	CLIENT MILEAGE
1875	2/26/2019	34.00	VIOLET WARDEN	CLIENT MILEAGE
1876	2/26/2019	48.50	WAYNE LOCKWOOD	CLIENT MILEAGE

Report Total 314,455.25

Tillamook County Transportation District

Check/Voucher Register

1011 - Prop. Mgmt. Checking

From 2/1/2019 Through 2/28/2019

<u>Document Number</u>	<u>Document Date</u>	<u>Transaction Amount</u>	<u>Payee</u>	<u>Transaction Description</u>
4179	2/6/2019	120.00	CHRISSY'S CLEANING SERVICE	OFFICE AND BUS CLEANING
4180	2/6/2019	388.00	North Coast Lawn	LAWN MAINTENANCE
4181	2/6/2019	313.33	TILLAMOOK CITY UTILITIES	WATER & SEWER
4182	2/6/2019	158.75	CITY SANITARY SERVICE	GARBAGE
4183	2/13/2019	<u>321.62</u>	Marie Mills Center, Inc	JANITORIAL AT 3RD ST
Report Total		<u>1,301.70</u>		

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UMPQUA BANK: CLOSING DATE 2/25/2019			
Date	Vendor	Description of Transaction	Amount
DOUG PILANT			
2/1/2019	FRED MEYER	LAPTOP-PAYROLL	\$ 929.92
2/7/2019	TORA SUSHI	MEALS/DOUG & MARTY	\$ 41.02
2/13/2019	FIVE RIVERS	MEALS/DOUG & MELISSA	\$ 30.30
2/15/2019	PARKSIDE DINER	MEALS/DOUG & JUDY	\$ 39.50
2/19/2019	USPS POSTAGE	POSTAGE	\$ 100.00
2/19/2019	COMMUNITY TRANSPORT	CTAA	\$ 55.00
2/19/2019	FRED MEYER	OFFICE SUPPLIES	\$ 24.62
2/22/2019	RILEYS RESTAURANT	SETD MEETING/MEAL	\$ 16.50
2/22/2019	THE FERN	MEALS/DOUG & GARY	\$ 36.00
			\$ 1,272.86
CATHY BOND			
01/28/19	USPS POSTAGE	NWR POSTAGE	\$ 100.00
02/01/19	SAN ANTONIO MEXICAN	MEAL/TRAINING	\$ 10.95
02/01/19	CITY PARKING	PARKING/TRAINING	\$ 15.00
02/01/19	STARBUCKS	MEAL/TRAINING	\$ 5.25
02/05/19	FIELDPRINT	NWR BACKGROUND CHECK	\$ 12.50
02/06/19	ADOBE	SOFTWARE	\$ 24.99
02/07/19	IRON MTN	SHREDDING	\$ 65.44
02/11/19	TWISTED RIVER	MEALS/TABATHA & CATHY SDAO	\$ 42.00
02/11/19	BREWED AWAKE	MEALS/TABATHA & CATHY SDAO	\$ 11.50
02/11/19	BREWED AWAKE	MEALS/TABATHA & CATHY SDAO	\$ 11.00
02/11/19	CHEVRON	MEALS/TABATHA & CATHY SDAO	\$ 5.67
02/11/19	BREWED AWAKE	MEALS/TABATHA & CATHY SDAO	\$ 11.00
02/11/19	SUNRIVER BREWING	MEALS/TABATHA & CATHY SDAO	\$ 37.00
02/12/19	MOD PIZZA	MEALS/TABATHA & CATHY SDAO	\$ 23.94
02/15/19	CITY PARKING	PARKING/TRAINING	\$ 15.00
02/19/19	HIPAA GROUP	HIPPA TRAINING	\$ 25.00
02/19/19	ENDICIA FEES	NWR POSTAGE	\$ 9.95
02/22/19	VISTA PRINT	NWR BUSINESS CARDS	\$ 103.99
02/25/19	SAFEWAY	BOARD MEAL	\$ 15.25
			\$ 545.43
BRENT OLSON			
02/04/19	SARASOTAS	NWR/MEAL/TRAINING	\$ 39.00
02/11/19	PANDA EXPRESS	NWR/MEAL/VEHICLE INSPECTIONS	\$ 7.80
02/19/19	COSTCO	OFFICE SUPPLIES - COFFEE	\$ 9.69
02/20/19	APPLEBEES	MEALS-OPERATIONS	\$ 37.76
02/25/19	MTCPRO	SOFTWARE	\$ 98.00
			\$ 192.25
TABATHA WELCH			
01/25/19	AATRIX	ABILA - 1099'S	\$ 109.45
02/08/19	SAFEWAY	SNACKS-SDAO	\$ 27.29
02/11/19	BURGER KING	MEALS/TABATHA & CATHY SDAO	\$ 13.88
02/14/19	SAFEWAY	OFFICE SUPPLIES - COFFEE	\$ 26.95
02/25/19	SHRM MEMBER	HR MEMBERSHIP	\$ 209.00
			\$ 386.57
CLAYTON NORRBOM			
02/06/19	PAYPAL	PASS TRAINING FEE	\$ 500.00
02/14/19	RESERVATIONS	HOTEL/TRAINING	\$ 14.99
02/19/19	RESERVATIONS	HOTEL/TRAINING	\$ 453.82
02/25/19	ANTHONY'S HOMEPORT	MEAL/TRAINING	\$ 38.76
02/25/19	HAPPY TERIYAKI	MEAL/TRAINING	\$ 30.48
02/25/19	NEW GANG BBQ	MEAL/TRAINING	\$ 35.66
			\$ 1,073.71
		Charges total	\$ 3,470.82
		Grand Total	\$ 3,470.82
APPROVAL		DATE	

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February 2019 Statement

Open Date: 01/25/2019 Closing Date: 02/25/2019

7790

Cardmember Service

TILLAMOOK CNTY TRANS (CPN 001469460)

BUS 30 ELN 78

1-866-552-8855 15

New Balance	\$3,470.82
Minimum Payment Due	\$35.00
Payment Due Date	03/22/2019

Reward Points	
Earned This Statement	3,928
Reward Center Balance as of 02/24/2019	23,603
For details, see your rewards summary.	

Activity Summary		
Previous Balance	+	\$1,860.21
Payments	-	\$1,860.21 ^{CR}
Other Credits		\$0.00
Purchases	+	\$3,470.82
Balance Transfers		\$0.00
Advances		\$0.00
Other Debits		\$0.00
Fees Charged		\$0.00
Interest Charged		\$0.00
New Balance	=	\$3,470.82
Past Due		\$0.00
Minimum Payment Due		\$35.00
Credit Line		\$10,000.00
Available Credit		\$6,529.18
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



0047985100535077900000035000003470820

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

- to pay by phone
- to change your address

000010987 01 SP 000638015121506 P Y

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



Account Number	7790
Payment Due Date	3/22/2019
New Balance	\$3,470.82
Minimum Payment Due	\$35.00

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 02/24/2019

Rewards Center Activity*	0
Rewards Center Balance	23,603

*This item includes points redeemed, expired and adjusted.

Rewards Earned	This Statement	Year to Date
Points Earned on Net Purchases	3,016	4,760
Gas, Restaurants & Telecom Double Points	912	1,144
Total Earned	3,928	5,904

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.

This Valentine's Day, you can redeem points for hundreds of brand-name merchandise or gift cards at multiple price points. Redeeming is easy - simply log into myaccountaccess.com and click on "Rewards" then "Next" to browse merchandise, gift cards and travel options. You are sure to find a special something for that special someone! Don't forget you can redeem for statement credit too.

PAY TAXES WITH YOUR CARD. It's a fast, easy and secure way to pay your federal and state taxes. **FAST** - Pay instantly online. **EASY** - Your payment is processed right away and confirmed with an electronic receipt. **SECURE** - No worries about your payment getting lost or stolen in the mail. **REWARDING** - You will earn points for every net dollar you pay on your taxes with your card. Learn more at officialpayments.com.

Transactions PILANT, DOUGLAS Credit Limit \$5000

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
Purchases and Other Debits					
02/01	01/31	0351	FRED-MEYER #0377 TILLAMOOK OR	\$929.92	_____
02/07	02/06	0695	TORA SUSHI LOUNGE TILL TILLAMOOK OR	\$41.02	_____
02/13	02/12	8043	SQ *FIVE RIVERS COF TILLAMOOK OR	\$30.30	_____
02/15	02/14	7092	PARKSIDE DINER GARIBALDI OR	\$39.50	_____
02/19	02/18	4168	USPS POSTAGE ENDICIA.C 800-576-3279 CA	\$100.00	_____
02/19	02/15	0357	COMMUNITY TRANSPORTATI 800-8910590 DC	\$55.00	_____
02/19	02/15	8217	FRED-MEYER #0377 TILLAMOOK OR	\$24.62	_____
02/22	02/20	6786	RILEYS RESTAURANT SEASIDE OR	\$16.50	_____
02/22	02/21	7987	THE FERN CAFE TILLAMOOK OR	\$36.00	_____
Total for Account				\$1,272.86	

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February 2019 Statement 01/25/2019 - 02/25/2019
 TILLAMOOK CNTY TRANS (CPN 001469460)

Page 3 of 4
 Cardmember Service 1-866-552-8851

Transactions		BOND, CATHY		Credit Limit \$2500	
Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
Purchases and Other Debits					
01/28	01/25	2959	USPS POSTAGE ENDICIA.C 800-576-3279 CA	\$100.00	
02/01	01/30	7108	SAN ANTONIO MEXICAN RE INDEPENDENCE OR	\$10.95	
02/01	01/30	7329	CTY CTR PARKNG 0610111 PORTLAND OR	\$15.00	
02/01	01/30	2685	STARBUCKS STORE 00455 PORTLAND OR	\$5.25	
02/05	02/05	8547	FIELDPRINT INC 888-291-1369 PA	\$12.50	
02/06	02/05	7655	ADOBE *ACROPRO SUBS 800-833-6687 CA	\$24.99	
02/07	02/06	7264	IRON MOUNTAIN 800-934-3453 MA	\$65.44	
02/11	02/08	1580	TWISTED RIVER LOUNGE SUNRIVER OR	\$42.00	
02/11	02/09	4815	CKE*BREWED AWAKENING 5 BEND OR	\$11.50	
02/11	02/10	7534	CKE*BREWED AWAKENING 5 BEND OR	\$11.00	
02/11	02/10	6172	CHEVRON 0305797 SISTERS OR	\$5.67	
02/11	02/08	4859	CKE*BREWED AWAKENING 5 BEND OR	\$11.00	
02/11	02/08	7556	SUNRIVER BREWING COMPA SUNRIVER OR	\$37.00	
02/12	02/10	5260	MOD PIZZA FIREHOUSE CS SALEM OR	\$23.94	
02/15	02/13	5878	CTY CTR PARKNG 0610111 PORTLAND OR	\$15.00	
02/19	02/18	9491	SQ *HIPAA GROUP, INC gosq.com FL	\$25.00	
02/19	02/18	5777	ENDICIA FEES 650-321-2640 CA	\$9.95	
02/22	02/21	4465	VISTAPR*VistaPrint.com 866-8936743 MA	\$103.99	
02/25	02/21	0080	SAFEWAY #2723 TILLAMOOK OR	\$15.25	
			Total for Account	022	\$545.43

Transactions		WELCH, TABATHA		Credit Limit \$2500	
Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
Purchases and Other Debits					
01/25	01/24	3292	AATRIX SOFTWARE 701-746-6814 ND	\$109.45	ABILA
02/08	02/06	2586	SAFEWAY #2723 TILLAMOOK OR	\$27.29	
02/11	02/07	0036	BURGER KING #7302 SALEM OR	\$13.88	
02/14	02/12	0941	SAFEWAY #2723 TILLAMOOK OR	\$26.95	
02/25	02/22	1417	SHRM*MEMBER601003708 800-2837476 VA	\$209.00	HR membe
			Total for Account	4146	\$386.57

Transactions		OLSON, BRENT		Credit Limit \$3000	
Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
Purchases and Other Debits					
02/04	02/02	0836	SQ *SARASOTA'S TILLAMOOK OR	\$39.00	

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Transactions OLSON, BRENT Credit Limit \$3000

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
02/11	02/10	7219	PANDA EXPRESS 2736 WARRENTON OR	\$7.80	_____
02/19	02/15	2131	COSTCO WHSE #1059 WARRENTON OR	\$9.69	_____
02/20	02/18	8643	APPLEBEES BEAV52252111 BEAVERTON OR	\$37.76	_____
02/25	02/23	4317	FS *www.mtcpro.com 877-3278914 CA	\$98.00	_____
Total for Account				\$192.25	

Transactions NORRBOM, CLAYTON Credit Limit \$2500

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
Purchases and Other Debits					
02/06	02/05	0939	PAYPAL *COMMUNITYTR 402-935-7733 CA	\$500.00	_____
02/14	02/13	5321	WWW.RESERVATIONS.COM WWW.RESERVATI FL	\$14.99	_____
02/19	02/18	5750	CCI*RESERVATIONS.COM 800-468-3578 TX	\$453.82	_____
02/25	02/22	5331	ANTHONY'S HOMEPORT OLY OLYMPIA WA	\$38.76	_____
02/25	02/20	0796	HAPPY TERIYAKI 360-7058000 WA	\$30.48	_____
02/25	02/21	4712	NEW GANG NAM BBQ II LACEY WA	\$35.66	_____
Total for Account				\$1,073.71	

Transactions BILLING ACCOUNT ACTIVITY

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
Payments and Other Credits					
02/14	02/14	8	PAYMENT THANK YOU	\$222.64CR	_____
02/14	02/14	8	PAYMENT THANK YOU	\$1,637.57CR	_____
Total for Account				\$1,860.21CR	

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	\$3,470.82	\$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

Financial Statement

From 2/1/2019 Through 2/28/2019

Resources	Current	Current	Current Year	Total Budget	Total Budget	66%
	Period Actual	Period Budget	Actual	Period Budget	Variance	
Working Capital	3500	0.00	0.00	1,432,835.00	(1,432,835.00)	0.00%
Fares	4000	21,378.28	22,083.00	265,000.00	(62,886.64)	76.26%
Contract Revenue	4020	4,321.05	73,916.67	887,000.00	(396,033.90)	55.35%
Property Tax	4100	4,806.32	0.00	900,000.00	(28,039.90)	96.88%
Past Years Property Tax	4110	1,229.02	3,333.33	40,000.00	(26,521.63)	33.69%
State Timber Revenue	4120	84,650.50	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	12,000.00	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	0.00	83.33	1,000.00	15,182.75	1,618.27%
Sale of Assets - Income	4410	0.00	833.33	10,000.00	(9,000.00)	10.00%
Interest Income	4510	2,914.16	2,000.00	24,000.00	(5,337.26)	77.76%
Advertising Income	4520	0.00	83.33	1,000.00	(1,000.00)	0.00%
Lease Income	4900	1,500.00	1,500.00	18,000.00	(3,600.00)	80.00%
Lease Operational Exp Income	4910	0.00	541.67	6,500.00	(1,676.46)	74.20%
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

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Tillamook County Transportation District
Financial Statement

From 2/1/2019 Through 2/28/2019

	Current Period Actual	Current Period Budget	Current Year Actual	Total Budget	Total Budget Variance	66%
Transfer from STF Fund	4916	0.00	0.00	47,848.00	(47,848.00)	0.00%
Transfer from NWOTA	4917	0.00	3,000.00	3,000.00	0.00	100.00%
Total Resources	<u>132,799.33</u>	<u>254,575.65</u>	<u>2,479,117.92</u>	<u>5,611,430.00</u>	<u>(3,132,312.08)</u>	<u>44.18%</u>
Expenses						
Personnel Services						
Payroll: Administration	5010	21,960.42	185,566.69	331,050.00	145,483.31	56.05%
Payroll: Dispatch	5020	12,433.51	64,314.02	125,500.00	61,185.98	51.24%
Payroll: Drivers	5030	69,514.70	620,006.20	866,500.00	246,493.80	71.55%
Payroll: Maintenance	5040	(1,144.34)	24,626.67	65,000.00	40,373.33	37.88%
Payroll: Indirect	5041	1,134.83	2,438.11	0.00	(2,438.11)	0.00%
Payroll Taxes	5050	6,998.89	257,129.16	610,000.00	352,870.84	42.15%
Payroll Healthcare	5051	28,639.47	48,389.81	0.00	(48,389.81)	0.00%
Payroll Retirement	5052	4,595.57	6,970.92	0.00	(6,970.92)	0.00%
Payroll Veba	5053	4,767.36	7,517.16	0.00	(7,517.16)	0.00%
Workers Compensation Ins.	5055	0.00	17,769.19	22,500.00	4,730.81	78.97%
Total Personnel Services	<u>148,900.41</u>	<u>168,379.16</u>	<u>1,234,727.93</u>	<u>2,020,550.00</u>	<u>785,822.07</u>	<u>61.11%</u>
Materials and Services						
Miscellaneous Expense	5060	0.00	1,260.15	0.00	(1,260.15)	0.00%
Professional Services	5100	14,842.70	88,460.93	90,750.00	2,289.07	97.47%
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%
Planning	5103	0.00	1,666.67	20,000.00	11,725.00	41.37%
Dues & Subscriptions	5120	209.00	7,824.00	12,000.00	4,176.00	65.20%
Office Equipment R&R	5140	225.22	1,622.32	3,000.00	1,377.68	54.07%

Monthly BOD Report w/YTD Budget & Variance

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Tillamook County Transportation District
Financial Statement

From 2/1/2019 Through 2/28/2019

	Current Period Actual	Current Period Budget	Current Year Actual	Total Budget	Total Budget Variance	66%
5145 Computer R&M	3,522.92	2,916.67	24,280.78	37,500.00	13,219.22	64.74%
5150 Fees & Licenses	18,829.44	1,458.33	21,766.65	33,500.00	11,733.35	64.97%
5160 Insurance	(6,665.50)	7,541.67	69,491.50	90,500.00	21,008.50	76.78%
5170 Office Expenses	1,169.21	1,083.33	15,955.56	13,000.00	(2,955.56)	122.73%
5175 Board Expenses	433.81	833.33	5,432.99	10,000.00	4,567.01	54.32%
5180 Operational Expenses	2,683.30	2,541.67	24,848.08	30,500.00	5,651.92	81.46%
5185 Drug & Alcohol Administration	0.00	125.00	1,050.00	1,500.00	450.00	70.00%
5190 Marketing	322.40	4,000.00	14,378.52	48,000.00	33,621.48	29.95%
5210 Telephone Expense	1,542.80	1,758.33	13,798.71	21,600.00	7,801.29	63.88%
5220 Travel & Training	4,266.99	2,875.00	22,294.54	34,500.00	12,205.46	64.62%
5240 Vehicle Expense	16,546.81	14,791.66	132,166.69	177,500.00	45,333.31	74.46%
5245 Fuel Expenses	19,523.54	21,666.66	180,995.61	260,000.00	79,004.39	69.61%
5250 Volunteers	0.00	125.00	0.00	1,500.00	1,500.00	0.00%
5260 Postage	107.20	125.00	731.90	1,500.00	768.10	48.79%
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	5,600.00	8,400.00	2,800.00	66.66%
5285 Transit & Visitor Center Maint	1,021.01	1,250.00	8,539.09	15,000.00	6,460.91	56.92%
5290 General Operating Cont.	0.00	2,916.67	0.00	35,000.00	35,000.00	0.00%
5300 Property Operating Expenses	2,022.95	2,083.33	11,753.24	25,000.00	13,246.76	47.01%
5330 Flex Lease: Fees	0.00	83.33	320.00	1,000.00	680.00	32.00%
5340 Property Maint. & Repair	971.75	833.33	11,799.90	10,000.00	(1,799.90)	117.99%
5346 Operations Facility Maint.	74.61	208.33	1,719.36	2,500.00	780.64	68.77%
Total Materials and Services	82,350.16	82,218.06	693,486.23	1,016,117.00	322,630.77	68.25%
Special Payments						
5200 STF Payments to Recipients	0.00	300.00	14,364.00	19,152.00	4,788.00	75.00%

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Monthly BOD Report w/YTD Budget & Variance

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Tillamook County Transportation District
Financial Statement

From 2/1/2019 Through 2/28/2019

	Current Period Actual	Current Period Budget	Current Year Actual	Total Budget	Total Budget Variance	66%
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	0.00	0.00	3,000.00	71,683.00	68,683.00	4.18%
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	0.00	0.00	91,000.00	1,528,520.00	1,437,520.00	5.95%
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	4,820.11	7,500.00	2,679.89	64.26%
OTIB Debt Service	0.00	0.00	16,435.32	29,591.00	13,155.68	55.54%
Total Debt Service	602.58	5,000.00	75,655.43	97,091.00	21,435.57	77.92%
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	0.00	416.67	17,469.38	5,000.00	(12,469.38)	349.38%
Fuel Cell Triangulation Point	0.00	500.00	0.00	6,000.00	6,000.00	0.00%
Bus Stop Signage/Shelters	2,397.83	3,333.33	8,124.29	45,000.00	36,875.71	18.05%
Total Capital Purchases	2,397.83	77,083.33	32,920.54	930,000.00	897,079.46	3.54%
Total Capital Outlay	3,000.41	82,083.33	108,575.97	1,027,091.00	918,515.03	10.57%
Total Expenses	234,250.98	332,980.55	2,142,154.13	5,611,430.00	3,469,275.87	38.17%

Monthly BOD Report w/YTD Budget & Variance

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Tillamook County Transportation District
Financial Statement

From 2/1/2019 Through 2/28/2019

	Current Period Actual	Current Period Budget	Current Year Actual	Total Budget	Total Budget Variance	66%
Resources						
NWR Startup	0.00	0.00	206,000.00	206,000.00	0.00	100.00%
NWR Revenue	633,110.21	0.00	2,277,140.62	3,060,000.00	(782,859.38)	74.41%
Miscellaneous Income	0.00	0.00	0.00	5,000.00	(5,000.00)	0.00%
Total Resources	633,110.21	0.00	2,483,140.62	3,271,000.00	(787,859.38)	75.91%
Expenses						
Personnel Services						
Payroll: Administration	20,641.86	0.00	136,508.98	379,425.00	242,916.02	35.97%
Payroll: Indirect	0.00	0.00	0.00	10,575.00	10,575.00	0.00%
Payroll Taxes	1,123.76	0.00	39,833.98	30,000.00	(9,833.98)	132.77%
Payroll Healthcare	0.00	0.00	7,002.61	0.00	(7,002.61)	0.00%
Payroll Retirement	899.75	0.00	1,280.62	0.00	(1,280.62)	0.00%
Payroll Veba	2,263.03	0.00	2,647.50	0.00	(2,647.50)	0.00%
Total Personnel Services	24,928.40	0.00	187,273.69	420,000.00	232,726.31	44.59%
Materials and Services						
Professional Services	0.00	0.00	13,242.00	25,000.00	11,758.00	52.96%
Dues & Subscriptions	0.00	0.00	0.00	2,100.00	2,100.00	0.00%
Office Equipment R&R	225.22	0.00	1,426.32	2,400.00	973.68	59.43%
Computer R&M	700.00	0.00	700.00	14,700.00	14,000.00	4.76%
Fees & Licenses	0.00	0.00	0.00	10,320.00	10,320.00	0.00%
Insurance	0.00	0.00	0.00	2,400.00	2,400.00	0.00%
Office Expenses	569.46	0.00	3,909.02	15,000.00	11,090.98	26.06%
Operational Expenses	80.49	0.00	205.38	2,500.00	2,294.62	8.21%
Telephone Expense	1,903.70	0.00	10,879.60	20,000.00	9,120.40	54.39%

Monthly BOD Report w/YTD Budget & Variance

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Tillamook County Transportation District
Financial Statement

From 2/1/2019 Through 2/28/2019

	Current Period Actual	Current Period Budget	Current Year Actual	Total Budget	Total Budget Variance	66%
Travel & Training	5220 308.88	0.00	2,050.08	9,000.00	6,949.92	22.77%
Postage	5260 109.95	0.00	509.95	5,000.00	4,490.05	10.19%
Purchased Transportation	5265 211,308.03	0.00	1,572,463.03	2,375,880.00	803,416.97	66.18%
Member Mileage Reimbursement	5266 5,157.25	0.00	105,132.75	45,000.00	(60,132.75)	233.62%
Volunteer Mileage Reimburse	5267 22,622.52	0.00	225,229.08	80,000.00	(145,229.08)	281.53%
Office Rent	5281 400.00	0.00	2,400.00	4,800.00	2,400.00	50.00%
Property Operating Expenses	5300 80.16	0.00	468.31	900.00	431.69	52.03%
Total Materials and Services	243,465.66	0.00	1,938,615.52	2,615,000.00	676,384.48	74.13%
Capital Outlay						
Capital Purchases						
Computer Upgrade	6020 0.00	0.00	3,461.96	20,000.00	16,538.04	17.30%
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	0.00	0.00	218,494.31	236,000.00	17,505.69	92.58%
Total Capital Outlay	0.00	0.00	218,494.31	236,000.00	17,505.69	92.58%
Total Expenses	268,394.06	0.00	2,344,383.52	3,271,000.00	926,616.48	71.67%

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Tillamook County Transportation District

MONTHLY PERFORMANCE REPORT

February 2019

RIDERSHIP BY SERVICE TYPE	FEB 2019	FEB 2018	YTD FY 18-19	YTD FY 17-18	YTD % Change
<u>Dial-A-Ride Service</u>					
Tillamook County	925	717	7,132	6,208	14.9%
NW Rides	723	518	5,723	4,785	19.6%
Volunteer	0	230	50	2,066	-97.6%
Dial-A-Ride Total	1,648	1,465	12,905	13,059	-1.2%

<u>Deviated Fixed Route Service</u>					
Rt 1: Town Loop	3,198	3,032	28,550	30,146	-5.3%
Rt 2: Netarts/Oceanside	346	725	4,866	5,926	-17.9%
Rt 3: Manzanita/Cannon Beach	2,413	2,687	23,473	24,189	-3.0%
Rt 4: Lincoln City	967	885	9,665	7,541	28.2%
Local Fixed Rt Total	6,924	7,329	66,554	67,802	-1.8%

<u>Inter City Service</u>					
Rt 5: Portland	684	657	6,966	6,890	1.1%
Rt 60X: Salem	708	585	7,082	4,126	71.6%
Rt 70X: Grand Ronde	393	568	4,018	1,264	217.9%
Inter City Total	1,785	1,810	18,066	12,280	47.1%

<u>Other Services</u>					
Tripper Routes	173	200	1,244	1,662	-25.2%
Special Bus Operations	0	0	1,146	751	52.6%
Other Services Total	173	200	2,390	2,413	-1.0%

TOTAL ALL SERVICES	10,530	10,804	99,915	95,554	4.6%
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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)	5,210	264	53,821	51,042	5.4%
Senior/Disabled	2,920	1,318	38,965	37,076	5.1%
Child/Youth (less than 18 years of age)	756	66	7,129	7,435	-4.1%
Total	8,886	1,648	99,915	95,554	4.6%

OTHER RIDER CATEGORIES	Fixed		YTD	YTD	YTD %
	Route	DAR	FY 18-19	FY 17-18	Change
Ride Connection	84		596	524	13.7%
Tillamook Bay Community College	294		2,027	1,612	25.7%
NWOTA Visitor Pass	56		1,075	768	40.0%
NW Rides		611	4,838	5,011	-3.5%
Helping Hands Shuttle		106	527	586	-10.1%

MONTHLY PERFORMANCE

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

Feb-18	1.2	54.3%	69.65
Oct-18	1.4	60.6%	66.67
Nov-18	1.4	61.7%	65.01
Jan-19	1.4	59.0%	67.79
Feb-19	1.4	58.2%	67.75
STANDARD	1.3	65.3%	56.36

Deviated Fixed Routes

Feb-18	6.3	9.7%	72.03
Oct-18	6.0	9.6%	66.69
Nov-18	5.9	9.4%	65.26
Jan-19	5.9	8.8%	68.79
Feb-19	5.8	8.8%	68.41
STANDARD	7.0	12.4%	64.60

Intercity Services

Feb-18	2.8	25.0%	79.39
Oct-18	3.3	22.4%	76.50
Nov-18	3.2	22.5%	74.85
Jan-19	3.1	20.3%	80.03
Feb-19	3.1	20.0%	79.44
STANDARD	2.9	31.5%	72.86

Other Services

Feb-18	5.1	7.9%	59.50
Oct-18	6.2	5.0%	58.55
Nov-18	6.0	5.1%	56.98
Jan-19	6.1	5.9%	58.49
Feb-19	6.1	6.1%	58.40
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

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Tillamook County Transportation District
Actual FY 2018/2019

Year-to-Date Statistics and Performance

Route/Run	Thru Feb 2019				3/13/2019												
	YTD Revenue (\$)	YTD Passngrs	YTD Service Hours	YTD Paid Hours	YTD Service Miles	Mileage Based Costs	Hourly Based Costs (\$)	Direct Cost (\$)	Indirect Costs (\$)	Total Costs (\$)	Hourly Rate (\$)	Passngrs per Hour	Farebox Ratio	Passngr/ \$ Subsidy	Average Fare (\$)	Revenue/ Service Hour (\$)	
<u>Dial-A-Ride Service</u>																	
Dial-A-Ride	19,996	7,132	2,739	3,328	39,645	23,582	103,267	6,429	34,291	167,568	61.18	2.6	11.9%	0.05	2.80	7.30	
NW Rides	349,437	5,723	6,585	8,033	148,618	88,400	248,282	15,457	90,604	442,743	67.24	0.9	78.9%	0.06	61.06	53.07	
Volunteer	62	50	53	58	787	488	2,109	21,714	662	24,953	473.86	0.9	0.2%	0.00	1.24	1.18	
Total DAR	369,495	12,905	9,376	11,419	189,051	112,450	353,657	43,600	125,557	635,264	67.75	1.4	58.2%	0.05	28.63	39.41	
<u>Deviated Route</u>																	
01 Town Loop	21,016	29,550	3,016	3,427	41,126	24,463	113,703	7,079	37,370	182,614	60.56	9.8	11.5%	0.18	0.71	6.97	
02 Netarts/Oceanside	4,980	4,866	1,588	2,137	34,986	20,810	59,859	3,727	21,714	106,109	66.84	3.1	4.7%	0.05	1.02	3.14	
03 Manzanita	28,766	23,473	4,344	4,760	112,717	67,046	163,784	10,197	62,015	303,041	69.77	5.4	9.5%	0.09	1.23	6.62	
04 Lincoln City	15,975	9,665	2,778	3,231	94,177	56,018	104,729	6,520	43,036	210,303	75.72	3.5	7.6%	0.05	1.65	5.75	
Total Deviated Route	70,737	67,554	11,724	13,556	283,006	168,337	442,075	27,522	164,135	802,068	68.41	5.8	8.8%	0.09	1.05	6.03	
<u>Intercity</u>																	
05 Portland	69,860	6,966	2,333	2,521	74,732	44,452	93,424	5,475	35,474	178,826	76.67	3.0	39.1%	0.06	10.03	29.95	
60X Salem	18,089	7,082	2,190	2,631	88,250	52,493	87,700	5,140	36,071	181,404	82.85	3.2	10.0%	0.04	2.55	8.26	
70X Grand Ronde	6,083	4,018	1,386	1,699	48,199	28,669	55,505	3,253	21,657	109,085	78.72	2.9	5.6%	0.04	1.51	4.39	
Total Intercity	94,033	18,066	5,908	6,851	211,181	125,614	236,630	13,869	93,202	469,315	79.44	3.1	20.0%	0.05	5.20	15.92	
<u>Other Services</u>																	
Trippers	829	1,244	153	315	1,292	769	5,777	360	1,776	8,680	56.66	8.1	9.6%	0.16	0.67	5.41	
Special Bus Operation	552	1,146	237	293	2,909	1,730	8,953	557	2,891	14,131	59.52	4.8	3.9%	0.08	0.48	2.32	
Total Other Services	1,381	2,390	391	608	4,201	2,499	14,729	917	4,667	22,812	58.40	6.1	6.1%	0.11	0.58	3.53	
Total TCTD Services	535,645	100,915	27,399	32,433	687,439	408,900	1,047,091	85,908	387,560	1,929,459	70.42	3.68	27.8%	0.07	5.31	19.55	
										Total Mileage, Labor & Direct Cost		1,541,899		25.1%			

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Tillamook County Transportation District

FY17/18 to FY 18/19

Year-Over-Year Comparison

Route/Run	Thru Feb 2019			Thru Feb 2019			Thru Feb 2019			Thru Feb 2019			Thru Feb 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	64,465	19,996	-44,470	-69.0%	6,208	7,132	924	14.9%	3,391	2,739	-652	-19.2%	217,506	167,568	-49,938	-23.0%
NW Rides	298,157	349,437	51,280	17.2%	4,785	5,723	938	19.6%	5,840	6,585	745	12.8%	429,714	442,743	13,029	3.0%
Volunteer	33,541	62	-33,479	-99.8%	2,066	50	-2,016	-97.6%	1,238	53	-1,185	-95.7%	81,935	24,953	-56,982	-69.5%
Total DAR	396,163	369,495	-26,669	-6.7%	13,059	12,905	-154	-1.2%	10,468	9,376	-1,092	-10.4%	729,155	635,264	-93,891	-12.9%
<u>Deviated Route</u>																
01 Town Loop	23,277	21,016	-2,261	-9.7%	30,146	29,550	-596	-2.0%	3,030	3,016	-15	-0.5%	188,276	182,614	-5,662	-3.0%
02 Netarts/Oceanside	6,287	4,980	-1,307	-20.8%	5,926	4,866	-1,060	-17.9%	1,391	1,588	196	14.1%	100,279	106,109	5,830	5.8%
03 Manzanita	31,049	28,766	-2,283	-7.4%	24,189	23,473	-716	-3.0%	3,633	4,344	711	19.6%	269,952	303,041	33,090	12.3%
04 Lincoln City	14,822	15,975	1,153	7.8%	7,541	9,665	2,124	28.2%	2,697	2,778	81	3.0%	215,852	210,303	-5,549	-2.6%
Total Local Fixed Route	75,435	70,737	-4,698	-6.2%	67,802	67,554	-248	-0.4%	10,750	11,724	974	9.1%	774,359	802,068	27,709	3.6%
<u>Intercity</u>																
05 Portland	75,628	69,860	-5,768	-7.6%	6,890	6,966	76	1.1%	2,414	2,333	-81	-3.4%	186,208	178,826	-7,382	-4.0%
60X Salem	8,923	18,089	9,166	102.7%	4,126	7,082	2,956	71.6%	1,645	2,190	545	33.1%	135,686	181,404	45,718	33.7%
70X Grand Ronde	2,983	6,083	3,100	103.9%	1,264	4,018	2,754	217.9%	344	1,386	1,041	302.4%	27,646	109,085	81,439	294.6%
Total Intercity	87,534	94,033	6,499	7.4%	12,280	18,066	5,786	47.1%	4,403	5,908	1,505	34.2%	349,540	469,315	119,775	34.3%
<u>Other Services</u>																
Trippers	1,449	829	-620	-42.8%	1,662	1,244	-418	-25.2%	250	153	-97	-38.7%	14,107	8,680	-5,427	-38.5%
Special Bus Operation	769	552	-217	-28.3%	751	1,146	395	52.6%	225	237	13	5.7%	14,131	14,131	0	0.0%
Total Other Services	2,218	1,381	-837	-37.8%	2,413	2,390	-23	-1.0%	475	391	-84	-17.7%	28,238	22,812	-5,426	-19.2%
Total TCTD Services	561,350	535,645	-25,705	-4.6%	95,554	100,915	5,361	5.6%	26,096	27,399	1,303	5.0%	1,881,292	1,929,459	48,167	2.6%

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

Year to Date Performance Comparison

Route/Run	Thru Feb 2019 17/18			Thru Feb 2019 18/19			Thru Feb 2019 17/18			Thru Feb 2019 18/19		
	Hourly Rate	Hourly Rate	Amount Diff	Passngr /Hour	Passngr /Hour	Amount Diff	Farebox Ratio	Farebox Ratio	Amount Diff	Average Fare	Average Fare	Amount Diff
<u>Dial-A-Ride Service</u>												
Dial-A-Ride	64.14	61.18	-2.96	1.8	2.6	0.8	29.6%	11.9%	-17.7%	10.38	2.80	-7.58
NW Rides	73.58	67.24	-6.35	0.8	0.9	0.0	6.1%	78.9%	9.5%	62.31	61.06	-1.25
Volunteer	66.21	473.86	407.65	1.7	0.9	-0.7	-43.1%	40.9%	-40.7%	16.23	1.24	-14.99
Total DAR	69.65	67.75	-1.90	1.2	1.4	0.1	10.3%	54.3%	3.8%	30.34	28.63	-1.70
<u>Deviated Route</u>												
01 Town Loop	62.14	60.56	-1.58	9.9	9.8	-0.1	-1.5%	12.4%	-0.9%	0.77	0.71	-0.06
02 Netlarts/Oceanside	72.08	66.84	-5.24	4.3	3.1	-1.2	-28.0%	6.3%	-1.6%	1.06	1.02	-0.04
03 Manzanita	74.32	69.77	-4.55	6.7	5.4	-1.3	-18.8%	11.5%	-2.0%	1.28	1.23	-0.06
04 Lincoln City	80.05	75.72	-4.33	2.8	3.5	0.7	24.4%	6.9%	0.7%	1.97	1.65	-0.31
Total Deviated Route	72.03	68.41	-3.62	6.3	5.8	-0.5	-8.6%	9.7%	-0.9%	1.11	1.05	-0.07
<u>Intercity</u>												
05 Portland	77.15	76.67	-0.48	2.9	3.0	0.1	4.6%	40.6%	-1.5%	10.98	10.03	-0.95
60X Salem	82.50	82.85	0.34	2.5	3.2	0.7	28.9%	6.6%	3.4%	2.16	2.55	0.39
70X Grand Ronde	80.27	78.72	-1.56	3.7	2.9	-0.8	-21.0%	10.8%	-5.2%	2.36	1.51	-0.85
Total Intercity	79.39	79.44	0.04	2.8	3.1	0.3	9.6%	25.0%	-5.0%	7.13	5.20	-1.92
<u>Other Services</u>												
Trippers	56.43	56.66	0.23	6.6	8.1	1.5	22.1%	10.3%	-0.7%	0.87	0.67	-0.21
Special Bus Operation	62.92	59.52	-3.40	3.3	4.8	1.5	44.4%	5.4%	-1.5%	1.02	0.48	-0.54
Total Other Services	59.50	58.40	-1.10	5.1	6.1	1.0	20.3%	7.9%	-1.8%	0.92	0.58	-0.34
Total Other Services	72.09	70.42	-1.67	3.7	3.7	0.0	0.6%	29.8%	-2.1%	5.87	5.31	-0.57

Comparison FY17/18 to FY 18/19	YTD Through Feb 2019		
	17/18	18/19	Percent Difference
Mileage	629,772	687,439	57,667 9.2%
Mileage Based Costs	435,141	408,900	(26,242) -6.0%
Hourly Based Costs	1,067,715	1,047,091	(20,623) -1.9%
Direct Costs	378,436	387,560	9,124 2.4%
Overhead Costs			
Total Costs	1,881,292	1,843,551	(37,741) -2.0%

Special Bus Operation Calculation Cost		Hourly Rate Calculation:	
Cost per mile calculation:	Actual	Plus	10% Actual Hourly Rate
Mileage		Plus	\$ 32.29
Overhead		Plus	4.5%
Profit		Plus	33.72
Hourly Rate		Plus	25.1%
Hourly Rate		Plus	42.20
Hourly Rate		Plus	20.0%
Hourly Rate		Plus	50.64

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nwCONNECTOR

Coordinating Committee Meeting

March 8, 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) <ul style="list-style-type: none"> ✦ February 15, 2019 Meeting Minutes (Attached) ✦ February 2019 Financial Report ✦ Ridership Tracking (January 2019) ✦ Calculating Average Passenger Miles Progress 	Doug Pilant
10:15— 11:00a	3. NWOTA Standing Items <ul style="list-style-type: none"> ✦ IGA Approvals Update ✦ Management Plan Approvals Update ✦ Signage Update ✦ Pedestrian Access Study Update 	All All Doug Ken S (via email)
11:00— 11:30a	7. NWOTA Annual Report	Mary Mc
11:30— 12:00p	8. 2019—2020 NW Connector Marketing Budget	Doug/All
12:00— 12:30p	9. Lunch	
12:30— 1:00p	10. 2019—2020 NWOTA Budget Discussion	Doug/All
1:00— 2:00p	11. Other Business and Member Update	All

Attachments:

February 15, 2019 Meeting Minutes
February 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.net



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Oregon Transit Alliance (NWOTA)
Coordinating Committee Meeting Minutes
February 15, 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
 - Cynda Bruce—Lincoln County Transportation District
 - Doug Pilant—Tillamook County Transportation
 - Todd Wood—Columbia County Rider
 - Lisa Scherf—Benton County Transportation District
 - Mark Bernard—ODOTExcused: Arla Miller—ODOT.
2. Consent Calendar: Unanimously approved. (JH/CB)
 - ✦ January 11, 2019 Meeting Minutes—No changes, although Lisa Scherf abstained from approving as she was not in attendance at the meeting.
 - ✦ January 2019 Financial Report—Doug reviewed the report. No activity in January.
 - ✦ Ridership Tracking—Mary provided an updated report, although some monthly numbers were missing. Change Coast Valley Connector to Coast Valley Express. Should have a more complete report at next Board meeting, as Columbia County has updated their numbers and the other partners will be sending their numbers in.
 - ✦ Calculating Average Passenger Miles Progress—TCTD is finishing up their recalculations and will have done later this month. Cynda has completed and sent them to Mary. The others are still working on the data collection needed before the passenger miles can be recalculated.
3. NWOTA Standing Items:
 - ✦ IGA Approval Updates—Columbia County and Sunset Empire Transit District both approved the IGA. **Mary** to get signed copies from Tillamook, Columbia and SETD for record-keeping. Benton County will approve soon, completing all the approvals. Cynda suggested that Benton County counsel get in touch with Lincoln County counsel if there are questions. The number of changes to the IGA currently being approved was scaled back from when it was first being redone. Most substantive changes were changing fiscal agent to Tillamook County Transit District, and ensuring all partners have ownership of the NWConnector website should the IGA be dissolved.
 - ✦ Management Plan—Doug is using the Management Plan as documentation for funding applications, eg, adding weekend, holiday service. Plan approvals and updates to the Action Plan will be **added** as standing items to the NWOTA's monthly meeting agenda. Currently, TCTD is the only partner that has approved the Plan. (**Mary** to get documentation from TCTD for record-keeping.) **Mary** will send out the Management Plan and the most current Action Plan. Jeff volunteered to meet with Todd to run through the Plan with him.
 - ✦ Travel Guide Advertising—NW Connector ads for the Oregon Travel Guide and the Oregon Coast Travel Guide have been submitted. The NWConnector ad has been submitted to the Tillamook Coast Travel Guide, and they are working on an accompanying article which will include how to use the system and where it goes. **Mary** will follow up with the Chamber Director.

- ✦ Signage—Doug reported that Gillespie was able to match up the blue color of the sign with the blue color of the pole. Regarding the number of transit stop signs—Signs will cost \$55/sign. Partners have identified the current need for 63 signs. If additional signs are needed at a later date, the cost per sign will be higher. Partners agreed to purchase an additional 8 signs (71 total) for \$4,060, and 4 larger system signs for \$940. Total will be \$5,000, NWOTA’s current budget for that line item. Doug will send in the order right away.
4. NW Connector-Specific Trip Planner Application—Doug coordinated with Thomas Craig and submitted a \$134,640 request for STIP Discretionary Statewide Transit Network funding. Match requirement: \$14,960. Goals of the project: 1) Improve the NWConnector.org website trip planner; 2) Establish a process for government agencies to improve OpenStreetMap; 3) Provide the software tools and processes developed for other transit agencies to use. A two-year project, a new NW Connector trip planner interface will be developed for the NWConnector.org website. Methodology will be available for use statewide. Mark noted that Cascades West COG submitted a complementary application for One Click One Call scheduling of service. Both of these two applications increase the ease of use of transit statewide. Mark also noted that funding applications are going out to each ACT for their review. The NW Oregon ACT (NWACT) meets March 14 at the Port of Tillamook Bay. Mark send all the partners the NWOTA Trip Planner Enhancement application.
 5. NWOTA 2018—2019 Marketing Budget—As mentioned before, for the last several months, the North Coast Tourism Studio has been underway, and Jeff and Mary have been attending the workshops. At the January workshop, attendees continue to underscore the need to mitigate the impacts of tourism congestion on the Coast’s local communities. The NWConnector is seen as a resource. A Transportation sub-committee was established, but has not met with all the members. NWOTA partners agreed to wait on making a decision on how to spend the marketing budget until the sub-committee meets. In the meantime, **Mary** will provide a report on what has been spent to date and/or been obligated out of the current budget. BikePortland is still showing the NWConnector tagline banner, although advertising was only paid through October. If additional advertising is spent, the recommendation was made to use the stacked NWConnector logo rather than the horizontal one being used now.
 6. 2019—2020 NWConnector Budget Discussion—Benton County will need Cynda’s budget by March 15th. Currently, partners are paying \$12,000 annually for the administrative, website, marketing, travel, training and system capital purchases (eg, signage). Partners encouraged having enough in the annual budget to pay for unexpected marketing opportunities, such as advertising at PDX (Airport) or at Amtrak and Greyhound stations in Portland, Salem, and Albany. **Mary** will research those advertising costs for the **March** meeting. Partners also noted it would be good to have an Annual Report on what the NWConnector has accomplished over the last year, such as the copies of the ads, and the new website. **Mary** will draft for the **March** meeting.
 7. Member Updates
 - ✦ Benton County—Lisa reported that the formula STIF funding process has started, with potential applications being submitted from Albany and Corvallis. The STIF Adversory Committee will review all the applications in a couple of weeks. Expect to see applications for new vehicles and expanded service. The job description for Lee’s replacement had been written and will be released shortly. **Lisa** noted that they have comps of drivers and dispatchers and will send the spreadsheet out to all partners.
 - ✦ Columbia County—Todd reported that last week they cut back 50% of their service to meet budget. Snow and flooding have impacted service. Wednesday, the Columbia

County Board of Commissioners will be discussing potentially putting property tax funding for a transit district on the ballot. Partners noted that Todd has done an excellent job on community outreach regarding the service cuts. Information has been well presented. Hopefully, residents will see the need for publicly funding a transit system and will support. Columbia County is challenged by having one of the larger population bases, while also having one of the lowest average income. Looking at setting the rate at \$.18/\$1,000 which would generate approximately \$1 million. The rate is also approximately halfway between Clatsop's and Tillamook's tax rate.

- ✦ Sunset Empire Transportation District—Jeff reported that if they get their inter-city funding, SETD will go through Clatskanie. Riders can get on in Astoria and ride to Clatskanie for \$1, since SETD has moved to a 1 fare system. They can do this because they have a tax base. New fare policy 6 month update: Budgeted revenues of \$122,700, actual is \$120,000. Ridership is up 10%. Actual last year six month revenue was \$170,000 compared to \$120,000 actual this year, but the decrease in revenue was budgeted. Hwy 101 has had the highest increase in ridership. The public is responding favorably to the new rate policy. Union negotiations are ongoing, and also working on grant applications.
- ✦ Lincoln County—Cynda reported that Lincoln's tax rate is \$.094/\$1,000, but the more expensive housing generates more tax revenue. Still working on formula grants. STIF committee is meeting next week. Looking to double service on the Coast to Valley Express. Receiving good applications for the Operation Supervisor position. Budget is due March 15th.
- ✦ Tillamook County—Doug reported that they are waiting for final state approval on the STF project. Met with their STIF advisory committee, approved project applications. Got State Transit Network application in. Next step is review by the NW Area Commission on Transportation (NWACT). Some service delays due to snow. Union negotiations were cancelled due to the snow. Will start budget in the next couple of weeks.
- ✦ ODOT—Mark reported on applications coming in to his region include enhancements to service between Coos Bay and Florence and continuation of the Florence to Yachats service. Also, a pilot project providing service between Florence and Eugene. Doubling the Coast to Valley Express would mean more Hwy 20 trips. The Cascades West COG has also submitted for a transit study for service between McMinnville and Junction City.
- ✦ OTA—It appears that STF will be returned to the budget. Oversight on the part of Governor to have left it out.

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

Tillamook County Transportation District

NWOTPA Financial Statement

From 2/1/2019 Through 2/28/2019

	Current Period Actual	Current Period Budget	Current Year Actual	Total Budget	Total Budget Variance	66%
Resources						
Working Capital	3500	0.00	0.00	87,000.00	(87,000.00)	0.00%
NWOTA Partner Cont. Match	4225	12,000.00	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		<u>4,000.00</u>	<u>48,300.00</u>	<u>147,000.00</u>	<u>(98,700.00)</u>	<u>32.86%</u>
Expenses						
Materials and Services						
Professional Services	5100	0.00	437.50	5,250.00	5,250.00	0.00%
Administrative Support	5101	0.00	2,083.33	25,000.00	11,640.25	53.43%
Website Maintenance	5102	0.00	416.67	5,000.00	500.00	90.00%
Marketing	5190	0.00	2,500.00	30,000.00	22,902.01	23.65%
Travel & Training	5220	0.00	416.67	5,000.00	5,000.00	0.00%
Total Materials and Services		<u>5,854.17</u>	<u>24,957.74</u>	<u>70,250.00</u>	<u>45,292.26</u>	<u>35.53%</u>
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		<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	6040	0.00	0.00	5,000.00	5,000.00	0.00%
Total Capital Purchases		<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>5,000.00</u>	<u>5,000.00</u>	<u>0.00%</u>
Total Expenses		<u>5,854.17</u>	<u>27,957.74</u>	<u>147,000.00</u>	<u>119,042.26</u>	<u>19.02%</u>
Monthly BOD Report w/YTD Budget & Variance						

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NWOTA Action Items
February 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> Add West Link to website Develop plan for connecting NW Connector to events advertising/Travel Oregon application? Open Trip Planner/funding	Mary Mc Jeff/Mary Mc Doug—Draft STIF application	Completed Met with Travel group Submitted
<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 By March 8 th By March 8 th By March 8 th
<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	By March 8 th

	Action Items	Assignments	Progress
<input type="checkbox"/>	Boomer NW Connector Stories—Explore getting stories included about NWConnector riders in publications	Needed—Stories to put into Boomer publication	All partners
<input type="checkbox"/>	NW Connector Ridership Update performance methodology assumptions	Partners do calculations Mary Mc	Tillamook (✓)
	Compare monthly ridership year-to-year	SETD, Lincoln, Columbia ridership	Benton (✓) Tillamook (✓)
<input type="checkbox"/>	NW Connector Holidays Policy (Lincoln drop 1, TCTD add 3 days)	Doug/Cynda	March Meeting agenda
<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"/>	Comparison of driver/dispatcher rates	Lisa—Send out to partners	Done

TRANSPORTATION PROGRAM AREA

2017-19 Total GF/LF Approved Budget (millions)	2019-21 GF/LF Current Service Level Budget (millions)	2019-21 Co-Chair Total GF/LF Target Budget (millions)	Percent Change between Co-Chair Target and 2017-19 Approved	Percent Change between Co-Chair Target and 2019-21 CSL
\$137.1	\$164.2	\$163.2	19.1%	-0.6%

To achieve the Co-Chair target budget total of \$163.2 million, the budget reduction target for the Transportation program area is \$1.0 million General Fund/Lottery Funds. For purposes of calculating the target amount, debt service is removed as the state is legally bound to pay for it.

Program Description: The Transportation Program Area includes the Oregon Department of Transportation (ODOT) and the Oregon Department of Aviation. All the General Fund and Lottery Funds in this program area are in ODOT's budget and represent a small share of the agency's total spending. Of the \$164.2 million General Fund and Lottery Funds in the 2019-21 current service level budget, \$144.1 million is for debt service.

After excluding debt service, the remaining \$20.1 million General Fund subject to the Co-Chair Target supports two programs: Rail (\$10 million GF), and Public Transit (\$10.1 million GF). Specifically, the General Fund in the Rail Program supports *Amtrak Cascades* rail service between Eugene and Portland, including the maintenance of two state-owned train sets. The General Fund in Public Transit supports formula and competitive grants to transit agencies, counties, and federally recognized Indian tribes for senior and disabled transit services. These programs are also supported by various Other Fund revenue sources.

Areas of Special Interest: Implementation of HB 2017

Subcommittee Responsibilities:

- Identify options that meet the Co-Chair target amount after accommodating debt service, which cannot be reduced.
- Consider opportunities to reduce state administrative costs through operational efficiencies, shift costs from General Fund to Other Funds, and increase user fees.
- Consider the fiscal and programmatic impact of HB 2017 and related opportunities to mitigate the effect of program reductions.
- Examine the use of federal funds in ODOT.

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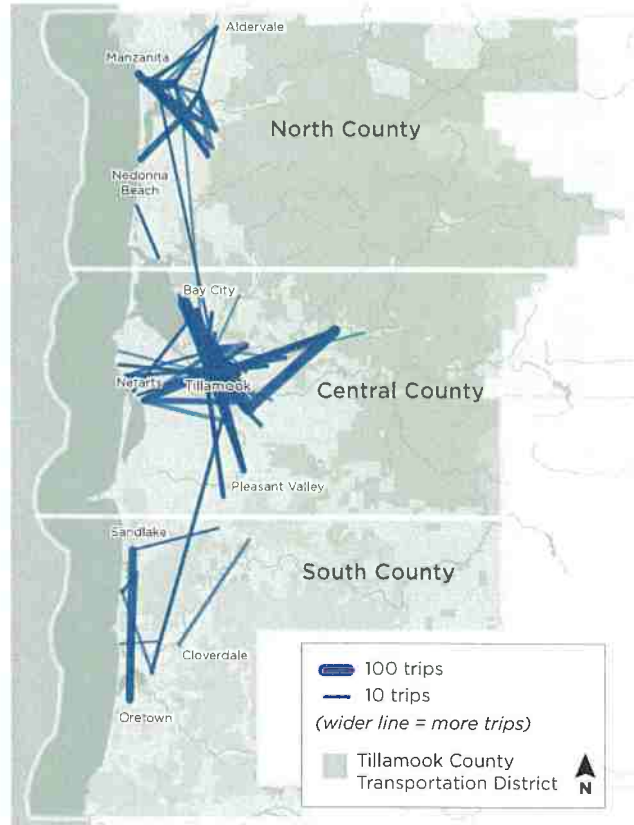
TILLAMOOK COUNTY TRANSPORTATION DISTRICT Dial-a-Ride Fare Policy Update

Tillamook County Transportation District (TCTD) currently provides a Dial-A-Ride transportation service throughout Tillamook County. In 2018, TCTD provided about 18,000 trips on Dial-A-Ride—or about 1,500 rides each month.

About 44% of those trips are paid for by another organization (such as Medicaid). The remaining trips are for the general public and are open to anyone. Passengers get curb-to-curb service within 30 minutes of their requested departure time. Advance reservations are recommended, although TCTD will provide same-day service if there is capacity.

TCTD has three Dial-A-Ride fare zones – North, Central, and South County. Most Dial-A-Ride trips are within a single fare zone. The fare for trips within each zone is shown below. The fare for trips between zones is currently \$12.50.

General Public Dial-a-Ride Trips within Tillamook County
March-December 2018



CURRENT SINGLE-ZONE FARES

\$3

Regular one-way fare for adults

\$1.50

Older adults over 60 years old, youth under 18 years old, and people with disabilities



Four out of five (83%) passengers pay the discounted fare for older adults, youth, or people with disabilities.

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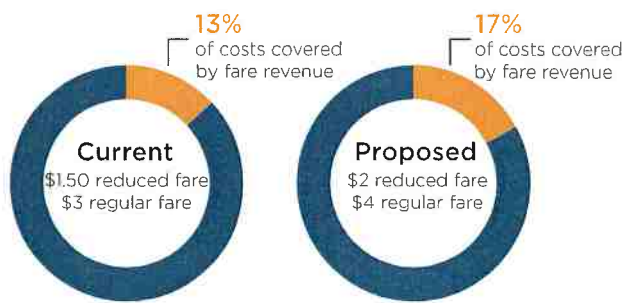
PROPOSED FARE POLICY UPDATE

TCTD is reaching out to customers and stakeholders to inform them of a proposed Dial-A-Ride price change for fares within any fare zone. The proposed fares are shown below. TCTD proposes to change the fares on **July 1, 2019**.

Category	Current	Proposed
Regular Fare (Adult)	\$3.00	\$4.00
Passengers with disability	\$1.50	\$2.00
Seniors (60 years or older) and youth	\$1.50	\$2.00

The proposed change is needed to cover TCTD's cost to provide the service. The operating cost continues to increase steadily due to increased labor costs and inflation. TCTD last increased Dial-A-Ride fares in December 2014.

In 2018, it cost TCTD approximately \$149,000 to provide general public Dial-A-Ride service within TCTD's three fare zones. Fare revenue contributed about \$19,000 in 2018, or 13% of the cost. The proposed fare would increase fares by an estimated \$6,000 per year, covering about 17% of the cost.



The change would not impact contracted trips (for which TCTD is reimbursed by other entities) or transfer trips (which are not charged a Dial-A-Ride fare). Trips between fare zones use a different fare structure, which TCTD is not considering updating at this time. TCTD will share information about multi-zone trips in future updates.

HOW DO TCTD FARES COMPARE TO OTHER AGENCIES?

TCTD provides relatively long DAR trips compared to other transit programs because of the county size. Among nearby transit providers that provide a similar service and length of trips:

- **Benton County** charges fares of between \$2.50 and \$5.25 for seniors age 60 or older, based on distance and fare zones.
- **Columbia County** charges a \$4 flat fare for any trip within the county outside its largest city (St. Helens).
- **Sunset Empire Transportation District (Clatsop County)** charges \$8 for a general public DAR trip up to 10 miles long.



WE WANT YOUR FEEDBACK!

The public can provide input on the proposed changes in several ways.

Before Date, 2019 - Write us at:

Tillamook County Transportation District
 Attn: Dial-a-Ride Fare Policy Hearing
 3600 3rd Street, Suite A
 Tillamook, OR 97141

or publichearing@tillamookbus.com

or give your written testimony to your driver and they will deliver it

May 30, 2019, 6:30 pm: Attend the Public Hearing and address the Board in the Bob Kenny Board Hearing Room, 3600 3rd St, Tillamook, OR.

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Tillamook County Transportation District
Board of Directors Regular Monthly Meeting
Thursday, February 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 6:34pm
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 (arrived at 7:25pm)

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
Otis Kunz, public
Clyde Zeller, TCTD Bus Operator
John Cline, TCTD Bus Operator
Jeff Griffin, WHA Insurance

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 January 2019 financial reports. The District has completed 58% of the Fiscal Year. The financial report's

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.

- Personnel Services items have been expanded to provide more detail to provide greater transparency and improve the budget development process. Vehicle Maintenance was high due to replacing a motor in Van #103.
- b. Service Measure Performance Report: YTD Ridership overall has increased 6.6% change over the previous year. The YTD passengers per hour are -1.6%, the cost per trip was -2.7% while the cost per hour was -1.2% and the fare box return was -9.7%. GM Doug Pilant noted that dispatcher Daniell Amaya dispatched a day last week where she dispatched 110 rides at 100% on time performance.
 - c. Northwest Oregon Transit Alliance: GM Doug Pilant reviewed the NWOTA meeting agenda, minutes, finance report with the Board. Shared the updated NWOTA action items. All partners except Benton County have adopted the Revised and Restated IGA. The partners are now working to get the Management Plan adopted by their respective boards. Submitted a Statewide Transit Network grant application on behalf of NWOT to enhance the website to schedule further than 60 days in the future. The partners are working on next year's budget and discussing a marketing campaign for next year. Columbia County's Board of Commissioners has voted to place the creation of a county-wide transit service district on the November ballot. Director Huffman asked how the Columbia County proposed district is different than TCTD. GM Doug Pilant explained the County's board of commissioners would serve as the Board of Directors and the County would provide many of the services would be the primary difference.
 - d. Planning & Development: None
 - e. Grant Funding:
 - i. Applications were submitted for: intercity services to Portland and Salem; alternative energy fueling station; and NWOTA website trip planner.
 - ii. STF: The STF Advisory Committee met to review and rank STF and Section 5310 projects. The Committee's recommendations are included on the agenda for approval later in the meeting. The OTA has been working with the Legislature through its lobbying teams to address lack of STF funding in Governor Brown's budget. The OTA lobbying team has met with key Legislatures from around the State to explain the consequences of STF not being fully funded. Director Huffman interjected his concern about the effect of this potential loss and how it will impact Marie Mills.
 - f. Facility/Property Management:
 - i. Transit Visitors Center – GM Doug Pilant stated he has not yet met with the Tillamook City Manager.
 - ii. TCTD Admin Office – None
 - iii. 12th & Evergreen Bus Shelter – This project has been completed except for the sign and post installation.
 - iv. Post office bus stop – Working with City of Tillamook Engineer, Liane Welch to complete and submit a permit to purchase and install a shelter at that location.
 - g. Miscellaneous: - No report

- h. NW Rides Brokerage: Quarterly report has been completed and finances will reflect that in the next meeting. Draft mileage reimbursement policy will be discussed later in the meeting.
 - i. Ecolane – Working with Sunset and Ecolane to onboard their program.
 - ii. Volunteer Driver Program – Staff is beginning a process to take over the DHS volunteer program. The volunteers desire to work directly with NW Rides and they want to be onboarded into our NEMT program. It is the goal of staff to develop the program over the next few months and that will be brought to the Board in the future months. Director Huffman asked if it is for Tillamook only? GM Doug Pilant stated this program is for NW Rides, separate from Tillamook’s program.
 - iii. Requested moving the Board meeting in May to
 - iv. Collective Bargaining Meeting – had a meeting to look at current contract and items to discuss. The follow up meeting was held up due to financial analysis and weather.

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 Edwards. 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 19-01 Approving the STF Advisory Committee’s Special Transportation Fund (STF)

GM Doug Pilant discussed the Resolution with the Board. He noted that ODOT recommended planning for the STF Fund to be fully funded. They will backfill with Discretionary funds if needed.

Motion by Director Huffman to adopt Resolution 19-01 Approving the STF Advisory Committee’s Special Transportation Fund (STF). *Motion Seconded* by Director Holm. Board Chair Judy Riggs called for further discussion; followed by none, she called for the vote.

MOTION PASSED

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

- 11. Resolution 19-02 Approving the STF Advisory Committee STF and Section 5310 Project Funding Recommendation and Authorize the General Manager to Submit an Application to ODOT

GM Doug Pilant discussed the Resolution with the Board.

Motion by Director Huffman to adopt Resolution 19-02 Approving the STF Advisory Committee STF and Section 5310 Project Funding Recommendation and Authorize the General Manager to Submit an Application to ODOT. *Motion Secoded* by Director Holm. Board Chair Judy Riggs called for further discussion; followed by none, she called for the vote.

MOTION PASSED

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

DISCUSSION ITEMS

12. Vacant Board Position 5: GM Doug Pilant stated he did receive 2 applications. However, the County Clerk's office listed Position 5 in the upcoming election notice. The Clerk explained that a person can be appointed, and they may only serve until 6/30/19 unless they are elected at the May 2019 election. What that means is that the Board can: 1) Appoint a position until 6/30/19; or 2) Have the applicants go through current election process. ORS 198.320. Board agrees to not appoint a Director and have interested parties run during the election.
13. Dial-A-Ride Fare Policy: GM Doug Pilant explained the DAR Demand-Response Trip and Fare Change Analysis drafted by Nelson Nygaard. For the current program, staff would like to formalize the 2 zone medical rides and early morning medical such as dialysis and physical therapy. Director Hanenkrat asked if we can only do it for medical? GM Doug Pilant said yes, we can initially limit what type of service we can provide but we can't discriminate against who can use the service. GM Doug Pilant said this will help us to decide how and what type of new service we can introduce to the general public. Director Huffman asked how much it costs for this type of analysis that Nelson Nygaard performed for the District. GM Doug Pilant was not sure of the exact cost but estimated the District has spent around \$5,000 for this project and other projects this fiscal year. Director Hanenkrat stated the more the District can do the better, as long as the District can afford the additional services. GM Doug Pilant is recommending going slow and take on the adding of new services in small steps and explained that after this fare policy change is implemented, we'll move to implement the mileage-based fare.
14. NW Rides Mileage Reimbursement Policy: Reviewed the proposed mileage reimbursement policy with the Board. Over the next several weeks staff still introduce the policy to the NEMT providers before finalizing this policy and bringing it back to the Board for later consideration and approval.
15. Staff Comments/Concerns
GM Doug Pilant: Has some new photos from the snow event for the SDAO calendar.
Superintendent Brent Olson: Noted the inclement weather which caused some delays but no incidents. Kudos the drivers for their professional
Accounting Specialist Tabatha Welch: None.
NWR Supervisor/Board Clerk Cathy Bond: None.
16. Board of Directors Comments/Concerns

Jim Huffman – Didn't get re-elected on SDAO. Chairman for Sunset was elected. He has enjoyed knowing the Districts on SDAO, but he will be a conference committee member and will be able to attend for free if he does voice-overs.

Judy Riggs – Reiterated what superintendent stated about how proud.

Marty Holm – None.

Jackie Edwards – Thanked Cathy for the wonderful meal.

Gary Hanenkrat – None.

Melissa Carlson-Swanson – Sorry for being late.

Guest Clyde Zeller, Transit Operator, introduced himself and shared how much he enjoys working for the District.

Guest John Cline, Transit Operator and long-time volunteer. Liked the idea of re-instating the 2 zone DAR for groceries and non-medical trips.

GM Doug Pilant asked if the Board would be willing to move the May board meeting so that he can participate in the CTAA conference. He is a CTAA delegate and was unable to attend last year. The Board was agreeable to revising the calendar. GM Doug Pilant will bring a revised calendar to the next board meeting.

UPCOMING EVENTS

None.

Adjournment: Board Chair Riggs adjourned the meeting at 7:47pm.

These minutes approved this 21st day of February, 2019.

ATTEST:

Judy Riggs, Board Chair

Doug Pilant, General Manager

TILLAMOOK COUNTY TRANSPORTATION DISTRICT POLICY

Policy: OCCUPATIONAL HEALTH AND SAFETY PLAN	Number: 18
Adopted by the Board of Directors on February 28, 2013. Revised by the Board of Directors on March 21, 2019. Effective: March 22, 2019	Page: 13

POLICY STATEMENT

Tillamook County Transportation District ("TCTD") is dedicated to providing and maintaining a safe and healthful work environment that complies with all local, state, and federal regulations through the implementation of this Occupational Safety & Health Program ("OHSP").

RESPONSIBILITIES

1. Managers/Supervisors: OSHA regulations designate the responsibility on managers and supervisors to provide a safe place to work including facilities, equipment, standards and procedures, adequate supervision, and recognition for a job done properly. They are responsible for training all of their employees to perform their jobs properly and safely. They teach, demonstrate, observe and enforce compliance with established safety standards. Management is responsible for ensuring that organizational safety and health policies are clearly communicated and understood by all employees. Managers and supervisors are expected to enforce the rules fairly and uniformly.
 - a. Managers are responsible for reporting all accidents to OR-OSHA at 503-378-3274.
2. OHSP Administrator: The OHSP Administrator's responsibilities include but are not limited to the implementation, maintenance, and update of this policy, as well as other duties described below. The General Manager or designee is the appointed TCTD OHSP Administrator.
3. Employees: All employees are responsible for performing their tasks properly and safely. They are to assure themselves that they know how to do the job properly and ask for additional training or assistance when they feel there is a gap in their ability, knowledge, or training. They should never undertake any task, job, or operation unless they are able to perform it safely. All employees are responsible for using safe work practices, for following directives, policies and procedures, and for assisting in maintaining a safe work environment.

COMPLIANCE

1. Performance Evaluations: As part of employees' regular performance reviews, they are evaluated on their compliance with safe work practices.

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2. Employee Recognition: Employees that make a significant contribution to the maintenance of a safe workplace, as determined by their supervisors, receive written acknowledgment that is maintained in the employees' personnel files.
3. Employee Training: Employees who are unaware of correct safety and health procedures are trained or retrained.
4. Employee Discipline: Employees who fail to follow safe work practices and/or procedures, or who violate organizational rules or directives, are subject to disciplinary action, including termination, as specified in Policy No.11 of the TCTD Personnel Policies & Employee Handbook.

TCTD SAFETY COMMITTEE DUTIES AND FUNCTIONS

The purpose of the TCTD Safety Committee brings management and non-management together in a cooperative effort to promote safety and health in the workplace and assist management by making recommendations for change.

1. Membership
 - a. All TCTD workplace locations shall have a safety committee. Locations with less than 20 employees shall have committees with at least two representatives. Locations with at least 20 employees shall have at least 3 employees and 2 management representatives.
 - b. Employee representatives shall be volunteers or elected by their peers. If no employees volunteer or elected by their peers or volunteer, they may be appointed by management. Employer representatives will be appointed.
 - c. Safety Committee members will serve a continuous term of at least one year. Committee membership terms will be staggered so that at least one experienced member is always serving on the Committee.
2. Duties and Functions
 - a. Provide a monthly agenda and meeting
 - b. Conduct Quarterly Inspections
 - c. Involve employees in achieving and maintaining a safe, healthful workplace
 - d. Identify hazards and unsafe practices
 - e. Ensure management investigates accidents and near miss accidents
 - f. Keep accurate records of committee activities and recommendations
 - g. Provide written recommendations to management

COMMUNICATION

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1. Two-Way Communication: Management recognizes that two-way communication between management and staff on health and safety issues is essential to an injury-free and productive workplace.
2. System of Communication: The following system of communication is designed to facilitate a continuous flow of safety and health information between management and staff in a form that is readily understandable.
 - a) An orientation program is given to all new employees and includes a review of this TCTD OHSP and a discussion of policy and procedures that the employee is expected to follow.
 - b) The TCTD Safety Committee meets monthly where safety is freely and openly discussed by all present. All employees are encouraged to participate in the Committee's meetings.
 - c) Off-site work locations will hold monthly safety meetings and mandatory quarterly facility inspections.
 - d) Written health and safety notifications are issued when received.
 - e) TCTD posts Operation's Bulletins and distributes them to each employee to provide guidance and updates on policies and procedures.
 - f) The TCTD Safety Committee posts a monthly meeting agenda and minutes, which provides safety and health related information.
 - g) Other methods of communicating pertinent health and safety information are used as they are identified.

EMPLOYEE INVOLVEMENT AND HAZARD REPORTING

1. Transit Drivers and Dispatchers are required to report safety defects on their vehicles using the ~~Pre/Post Trip Vehicle Condition Inspection Report (VCR)~~. Drivers are also encouraged to report safety problems they notice at or near bus shelters and stops.
 - a) If a driver finds a safety defect on their vehicle, they must report it to their ~~Transit immediate S~~supervisor to determine whether or not the vehicle shall be removed from service.
 - b) All other defects must be reported to the ~~Transit Supervisor Operations Superintendent~~ using the ~~Pre/Post Trip Vehicle Inspection Report-VCR~~ no later than the end of their scheduled shift.
2. All employees are encouraged to inform their supervisors, or other management personnel of any matter which they perceive to be a workplace hazard, or a potential workplace hazard. They are also encouraged to report suggestions for safety improvement. This reporting can be done orally or preferably in writing. If done in writing, the notification should be completed on an Incident Report and may be given directly to the General Manager or other management designee.
3. Employees who report a hazard shall be notified of what's being done within 30 days of receipt and a status report will be issued every 60 days.

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HAZARD IDENTIFICATION & EVALUATION

Inspection of the workplace is performed each quarter to identify unsafe conditions and practices. While all employees are encouraged to continuously identify and correct hazards and poor safety practices, certain situations require formal evaluation and documentation.

- a) Safety Inspections: Internal safety inspections are performed by the Safety Committee, which conducts a tour on a quarterly basis. Hazards found are corrected on the spot or recommendations are submitted for future corrections. A member of management and at least one employee, selected on a rotating, volunteer basis, conducts the monthly tour. Records of inspections will be maintained by the OHSP Administrator.

Additional Inspections: Inspections are also conducted in accordance with OR-OSHA requirements when:

- a) New substances, processes, procedures, or equipment presents new safety or health hazards.
- b) Management becomes aware of a new or previously unrecognized hazard, either independently or by receipt of information from an employee.
- c) Appropriate to conduct an unannounced inspection.

INJURY AND ILLNESS INVESTIGATION

1. Investigation: All accidents resulting in injury or property damage, however slight, are investigated to determine the primary and contributing causes within seven (7) working days of the initial report. This information is documented and analyzed to assist in obtaining corrective actions to prevent similar accidents from occurring in the future. The responsibility to see that this investigation is performed rests with the OHSP Administrator.
2. Reporting: All facts, findings, and recommendations are documented on an accident investigation report.

CORRECTION OF HAZARDS

When a hazard ~~existsexists~~, it is corrected on a timely basis based on the severity of the hazard. If imminent danger exists to any employees, management or a supervisor must remove these employees from the danger at once, and personnel who are provided with the necessary safeguards correct the hazard.

TRAINING

1. Orientation - New Employees: The OHSP Administrator conducts the initial orientation on general safety within the first seven days that the new employees are on the job.
2. Initial On-The-Job Training: When an employee first starts to work, the designated driver training & safety designee trains the employee in all aspects of

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safety for the purpose of educating the new employee on the hazards of the work environment and the required safety procedures to mitigate those hazards.

- a) The designated driver trainer conducts this training and documents it by using the "New Employee Training Checklist". The Checklist is filled out during the employee's initial on-the-job training when each module is completed. The Checklist then becomes a permanent part of the employee's personnel file.
- b) All new hires are given a copy of the organization's TCTD *Occupational Health & Safety Plan* and those rules and regulations that apply to their work environment.

3. Specific Organization-Wide Training

- a) Disaster Preparedness: This training includes the organization's disaster preparation structure and how the employee fits into the structure, i.e., what the employee is to do under specific circumstances, such as fire, earthquake, tsunami, medical emergency, and bomb threat.
- b) First Aid and CPR Training: All transportation employees receive "Standard First Aid" training every three years, and "Adult CPR" training each year in accordance with the American Red Cross or American Heart Association requirements.
- c) Bloodborne Pathogen Training: All employees must receive training on bloodborne pathogens annually, as required by OR-OSHA.
- d) Defensive Driver Training: All employees who may drive on organization business receive defensive driver training not less than every three years. Driving on organization business includes driving organization vehicles as well as personal vehicles.
- e) Ergonomics: All employees receive ergonomic training for their specific jobs. As a minimum, each employee receives training on proper lifting techniques and computer workstation ergonomics.

4. Retraining: Reasons for retraining include change of job assignment, change of operations or materials, observation of poor work habits, or update of training methods. The OHSP Administrator coordinates retraining when an existing employee changes their job functions. Such training includes general workplace safety, job-specific hazards, and/or hazardous materials, as applicable.

5. Specialized Training: Supervisors and Managers are trained in their responsibilities for the safety and health of their employees. Such training includes both safety management and technical subjects. Supervisors are trained in the hazards and risks faced by the employees under the immediate direction of their Supervisor.

6. Managers/supervisors/OHSP Administrator

- a) Determine safety-training needs
- b) Implement new training programs
- c) Evaluate the effectiveness of these programs

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7. In addition, training is provided whenever:

- a) New substances, processes, procedures or equipment pose a new hazard
- b) There is a lack of skill or knowledge to deal with the situation
- c) Management or the OHSP Administrator becomes aware of a previously unrecognized hazard and there is a lack of skill or knowledge to deal with the hazard.

BLOODBORNE PATHOGENS EXPOSURE CONTROL PLAN

Universal Precautions

The universal precautions are that employers and employees must assume all human blood and other potential infectious materials specified (OPIM), such as human bodily fluids are infectious for HIV, HBV, and HBC. Performing proper cleanup, decontamination, and disposal of all contaminated material is necessary to prevent employee exposure.

Personal Protective Equipment (PPE)

A PPE is anything that is used to protect a person from exposure to bloodborne pathogens. These may include items such latex or nitrile gloves, goggles and aprons.

In an effort to protect all TCTD employees, all buses are equipped with a biohazard cleanup kit called a "Spill Kit". When conducting your pre and post trip vehicle inspections you must ensure there is a "Spill Kit" on your bus. The kit must be sealed and if the seal is broken or the Kit is missing, you must notify the Dispatch Center or Transit Supervisor to replace it.

The content of the "Spill Kit" includes:

- Latex gloves
- Face shield and plastic apron (not in our spill kits)
- Biohazard bag and plastic bag
- Fluid Control Solidifier
- CPR mouth-to-mouth barrier (not in our spill kits)
- Germicidal disposable towelettes
- Dustpan and scraper

In addition to these spill kit items, TCTD provides paper towels, hand sanitizer, and Lysol antiseptic wipes. It is each transportation program driver's responsibility to verify that a spill kit and other items mentioned are onboard during their pre and post vehicle inspection. Always check a vehicle's PPE for defects or tears. If they appear defective

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or worn it's the driver's responsibility to exchange them. If PPE is used then remove the PPE before leaving a contaminated area. Finally, do not reuse disposable equipment.

Gloves

Gloves are the most widely used form of PPE. They act as a primary barrier between your hands and bloodborne pathogens. Latex or vinyl gloves are used for medical, dental or laboratory procedures.

Glove Removal

You must follow a safe procedure for glove removal being careful that no substances from the soiled gloves contact your hands.

1. With both hands gloved, peel one glove off from top to bottom and hold it in the glove hand.
2. With the exposed hand, peel the second glove from the inside, tucking the first glove inside the second.
3. Dispose of the entire bundle promptly.
4. Remove gloves when they become contaminated, damaged or before leaving the work area.
5. Wash hands thoroughly.

Exposure Control

The TCTD Exposure Control Plan requires that all incidents involving blood or OPIM be reported before the end of the work shift during which the incident occurred on an authorized incident, accident or personal injury report forms. Reports of incidents must include:

Names of all individuals involved a description of the circumstances; including time and date. All incidents must be recorded and made available to all employees and OR-OHSA upon request

TCTD also provides employees, a post-exposure evaluation upon request. TCTD will provide the exposed employee with a confidential medical evaluation and follow-up as required by law, as well as maintaining the confidentiality of the affected employee and the exposure source during all phases of the post-exposure evaluation. This evaluation confidentially documents the source of exposure, test source individuals' blood with their consent, and provide the evaluation results to the exposed employee.

Employees who are involved in any situation involving the presence of blood or OPIM, regardless whether a specific exposure incident occurs, will be offered the full hepatitis B vaccination series but, no later than 24-hours following the incident.

Exposure "*Incident*" means an eye, mouth or other mucus membrane, non-intact skin, or parenteral contact with blood or potentially infectious materials that result from the performance of an employee's duties. "*Parenteral contact*" means piercing mucous membranes or the skin barrier through such events as human bites, cuts, and abrasions.

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1. Decontamination: In the event there's an incident on a bus each driver must:
 - a. Notify Dispatch
 - b. Assume all bodily fluids are infectious
 - c. Apply the "Emergency Management Steps"
 - d. Use tools in the "Spill Kit" to clean up and place in Biohazard bags for disposal
 - e. Bring Biohazard Bag to office for prompt disposal
 - f. Wash hands in warm water with soap
 - g. Clean inside of vehicle with 1/10 bleach solution
2. Cleaning surfaces
 - a. Wear PPE equipment
 - b. Spread Fluid Control Solidifier
 - c. Scoop and dispose in biohazard marked bag
 - d. Remove PPE and dispose in a biohazard marked bag
3. Hand washing
 - a. Wash hands immediately after removing PPE
 - b. Use a soft antibacterial soap
 - c. Wash hands with soap and water as soon as possible
4. Disposal: Transport biohazard material to Transit Supervisor
5. Reporting: Once you have completed the steps in the Exposure Control Plan you must report the incident to a supervisor, and you must complete an "Exposure Incident Form". Even if you're not sure but think you have been exposed you must document the incident.
6. HBV Vaccination: You may be exposed to HBV on the job. Therefore, all TCTD employees may be vaccinated to protect themselves from HBV at no cost to the employee. The vaccine is administered by three injections over a six-month period. Today's vaccines are safe and effectiveeffective, and the medical community strongly endorses this vaccination.

Records

All exposure and/or medical records shall be kept in accordance with the law. Exposure records shall be maintained for the duration of employment, and employment and archived after employment terminates. An employee's exposure records shall be made available within two working days to that employee upon request. Medical records for each employee with occupational exposure will be kept confidential during and after employment.

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FIRST AID AND CPR

TCTD trains its employees in First Aid and CPR to ensure they have the necessary skills recognize and provide basic care for injuries and sudden illnesses until advanced medical personnel arrive by training them to use the "check-call-care" procedure.

In an effort to provide basic care for victims, TCTD provides and maintains "first aid kits" in the main office, bus barns or the bus maintenance facility.

1. Sudden Illness: Employees are trained to react to sudden illnesses such as seizures, diabetic emergencies, stroke, allergic reaction and poisoning. If employees think there is something is wrong they are trained to ask questions.
2. Wounds: All employees are instructed on the techniques to cover wounds with dressing, cover the dressing with a roller bandage, how to knot the bandage above the wound, and to elevate the injured area above a victims heart.
3. Burns: Employees will be trained to flush the burned area with large amounts of cool, running water and to assist the victim remove contaminated clothing, if possible. Then, employees are provided the necessary skills to cover the burned area to prevent infection.
4. Injuries to Muscles, Bones and Joints: All employees are instructed on the four types of muscle, bone and joint injuries such as; fractures, dislocations, sprains, and strains. Employees are instructed to support the injured area above and below the site of the injury and to check for feeling, warmth, and color below the injured area. Finally, employees are instructed with the technique of placing a triangular bandage under the injured person's arm to form a sling.
5. Heat and Cold Related Emergencies
 - a) Heat: Employees are instructed to detect heat cramps, heat exhaustion and heat stroke and provided the necessary skills to prevent these conditions to becoming life threatening.
 - b) Cold: Employees are instructed to detect frostbite and hypothermia and provided with the necessary skills to manage to assist the victim.

TCTD EMERGENCY EVACUATION PLAN

TCTD provides and trains all employees in procedures to evacuate the building in the event of a fire, bomb threat or natural disaster such as a tsunami or earthquake. Employees are instructed to immediately notify 911. The TCTD Emergency Evacuation Plan is as follows:

1. Emergency Evacuation Map: Each room in the TCTD administrative office has an Emergency Evacuation Map indicating the location of the room and an arrow pointing a person towards an authorized exit.

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2. Fire: TCTD provides employees training in the use of fire extinguishers and knowledge on what types of fires the extinguishers may be used. The Emergency Evacuation Map illustrates the location of ten (10) fire extinguishers throughout the TCTD office and they are indicated on the map by yellow dots with the letter E. These fire extinguishers are located in the office and adjacent TCTD conference room. Employees are instructed to only use these in the case of a small fire.
3. Natural Disaster: All employees are instructed to protect themselves from an earthquake or tsunami. The TCTD administrative building is a single-story building and employees are instructed to evacuate the building and stand at least 20 feet away.
4. Bomb Threat: Employees are instructed to immediately evacuate the building. Employees are instructed to only use cellphones to call 911 after they are a safe distance from the building.

HAZARD COMMUNICATION PLAN

TCTD provides a safe and healthy work environment by requiring all supervisors be responsible for implementing a Hazard Communication Plan that is in compliance with the Oregon Occupational Health and Safety Code Hazard Communication 1910.1200.

1. Container Labeling

TCTD policy requires that no container will be released for use until the designated driver trainer & safety personnel verify that all containers received for use will:

- a. Be clearly labeled as to the contents
- b. Note the appropriate hazard warning
- c. List the manufacturer's name and address

Each TCTD supervisor will ensure that all secondary containers are labeled with either an extra copy of the original manufacturer's label or with the central stores generic labels which have identification and hazard warning blocks within their respective departments.

2. Material Safety Data Sheets (MSDSs)

Copies of MSDSs for all hazardous chemicals to which employees of TCTD may be exposed to shall be located in the Dispatch/Reception Area, Bus Maintenance Facility Office and Transit Visitors Center. All employees shall have access to the MSDSs in their respective work areas for review during each work shift. If MSDSs are not available or new chemicals in use do not have an MSDS, immediately contact your immediate supervisor.

3. Employee Information and Training

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TCTD requires that each new employee attend a health and safety orientation to receive information and training on the following:

- a. An overview of the requirements contained in 1910.1200 and 1926.59 – Hazard Communications Rules
- b. Chemicals present in their workplace operations
- c. Location and availability of the written hazard program
- d. Physical and health effects of the hazardous chemicals
- e. Methods and observation techniques used to determine the presence or release of hazardous chemicals in the work area
- f. How to reduce or prevent exposure to these hazardous chemicals through use of control work practices and personal protective equipment
- g. Steps that TCTD has taken to reduce or prevent exposure to these chemicals
- h. Safety emergency procedures to follow if the employee is exposed to these chemicals
- i. How to read labels and review MSDSs to obtain appropriate hazard information

Prior to any new hazardous chemical being introduced into any division of TCTD, each employee of that division will be given information as outlined above. The driver trainer and safety designee is responsible for ensuring that MSDSs on any new chemicals are available.

4. Hazardous Chemicals List

The MSDSs located in the Dispatch/Reception Area, Bus Maintenance Facility Office and Transit Visitors Center shall contain a detailed list of each known chemical that employees may be exposed to in the workplace, see Table 1.

5. Hazardous Non-routine Tasks

Periodically, employees must perform hazardous non-routine tasks. Before starting work on such projects, each affected employee will be given information by their respective supervisor about hazardous chemicals to which they may be exposed during such activity. This information will include:

- a. Specific chemical hazards
- b. Protective/safety measures employees can take
- c. Measures the company has taken to reduce the hazards, including ventilation, respirators, presence of another employee, and emergency procedures

6. Informing Contractors

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It is the responsibility of any supervisor or manager who acts as a project coordinator to provide contractors and their employees the following information:

- a. Hazardous chemicals to which they may be exposed while on the job site, and the procedure for obtaining MSDSs
- b. Precautions employees may take to lessen the possibility of exposure, by using appropriate protective measures, and an explanation of the labeling system used.

The acting project manager is also responsible for identifying and obtaining MSDSs for chemicals a contractor will bring to the workplace.

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Table 1
Hazardous Materials Lists

	TCTD Office	Bus Maintenance Facility	Transit Visitor Center
20/10 Windshield Cleaner De-Icer			
Ant Killer Plus 2			
Antifreeze			
Belt Dressing – Black			
Belt Dressing Spray – Pyroil			
Chlorine Bleach			
Copier Toner			
Dust-Off-XL			
Duster II			
Elmer's Glue All			
Enviro Stop Leak			
Expo Dry Erasers			
Formula 409			
Kleen Strip Paint Thinner			
Marks-A-Lot			
Maxi-Frig Refrigerant			
Murphy Oil Soap – Liquid			
Motor Oil			
NCP-2 Battery Corrosion Preventative Spray			
One Step Floor Cleaner			
Prestone Heavy Duty Brake Fluid			

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Attachment A

Tillamook County Transportation District

3600 3rd Street, Suite A
Tillamook, Oregon 97141
503-842-8283

Occupational Health & Safety Plan TRAINING PROGRAM COMPLIANCE LETTER

I, _____, acknowledge that I have received a copy of the Tillamook County Transportation District ("TCTD") Occupational Health & Safety Plan on _____. I have carefully read and understand the guidelines contained herein and recognize my role as an employee and responsibility for following them. I understand that as an employee of TCTD/Tillamook County Transportation District that I am bound by its contents and failure to abide by this policy and procedures may be cause for termination of my employment. I also understand these procedures may be updated from time to time and I will be kept informed of changes and trained as necessary to the rules governing this policy.

I participated in the TCTD/OHSP training session followed by a questions and answers session for further discussion. This training session and discussion was facilitated by _____.

(Employee Signature)

(Date)

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**Tillamook County Transportation District
STF Advisory Committee**

Category		Membership	Position Status
D	1	Karen Allenbrand PO Box Bay City, OR 97107 (503) _____ ?@gmail.com	<i>Appointed March 2019 Term ends June 2019</i>
C,D,E	2	Erin Skaar (CARE Inc.) 2310 First Street Tillamook, OR 97141 (503) 842-5261 eskaar@careinc.org	<i>Appointed Feb 2017 Term ends June 2019</i>
C,E	3	Ron Rush (Marie Mills Center) 1800 Front Street Tillamook, Oregon 97141 (503) 842-2539 (work) ron@mariemillscenter.com	<i>Appointed Feb 2018 Term ends June 2019</i>
D,E	4	Bill Hatton (Tillamook County Veterans Services) Tillamook, Oregon 97141 (503) 842-4358 work; (503) 842- bhatton@co.tillamook.or.us	<i>Appointed Feb 2017 Term ends June 2020</i>
A,D,E	5	Anita Hanakahi 1 Tillamook, OR 97141 (503) _____ @gmail.com	<i>Appointed March 2017 Term ends June 2020</i>
D,E	6	Paul Hernandez (Helping Hands Outreach Re-Entry) Tillamook, Oregon 97141 (310) 986- p.hernandez@helpinghandsreentry.org	<i>Appointed March 2017 Term ends June 2020</i>
D,E	7	Stacie Zuercher (NW Senior Disabled Services) 5010 East Third Street Tillamook, Oregon 97141 (503) 842-2770 stacie.zuercher@nwsds.org	<i>Appointed Feb 2017 Term ends Jun 2021</i>
D	8	Carol McAndrew Tillamook, Oregon 97141 (503) 801- _____; (503) 322-3742 (work) /nail.com	<i>Appointed Oct 2018 Term ends Jun 2021</i>
E	9	Robin Taylor Tillamook, OR 97141 (503) 812- _____ .yahoo.com	<i>Appointed: Term ends Jun 2021</i>

Updated March 21, 2019

- (A) A person who is an elderly or disabled individual and uses transportation services;
- (B) A person who is an elderly or disabled individual and lives in an area where there are no public transportation services;
- (C) An individual engaged in providing transportation services to the elderly or disabled;
- (D) A representative of elderly individuals; or
- (E) A representative of disabled individuals.

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Tillamook County Transportation District

"Connecting the community through sustainable transit services"

SPECIAL TRANSPORTATION FUND ADVISORY COMMITTEE MEMBER APPLICATION

Name

Robin Taylor

Address

City

Tillamook

State

OR

Zip

97141

Home/Cell Phone

503-812-

Work Phone

Email

hoo.com

Occupation (if applicable)

None. Disabled

Community Affiliations / Interests

VFW Auxiliary

The STF 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

Robin Taylor

Date

3/15/19

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**Tillamook County Transportation District
Statewide Transportation Improvement Fund (STIF)
Advisory Committee Roster**

Position	Membership	Position Status
1	Ron Rush (Marie Mills Center)/Disabled Community 1800 Front Street Tillamook, Oregon 97141 (503) 842-2539 (work) ron@mariemillscenter.com	<i>Appointed July 2018 Term ends June 2020</i>
2	Carol McAndrew (Public) Tillamook, Oregon 97141 (503) 801-3322 (work) nail.com	<i>Appointed July 2018 Term ends June 2020</i>
3	Robin Taylor (Public) Tillamook, Oregon 97141 (503) 812- hoo.com	<i>Appointed July 2018 Term ends June 2020</i>
4	Erin Skaar (CARE Inc.)/Low Income Families 2310 First Street Tillamook, OR 97141 (503) 842-5261x204 eskaar@careinc.org	<i>Appointed August 2018 Term ends June 2020</i>
5	Sonya Kazen (Public/South Tillamook County) PO E Cloverdale, OR 97112 (503) 812- gmail.com	<i>Appointed August 2018 Term ends June 2020</i>
6	Jeff Hazen (SETD)/Adjacent Public Transit Provider 900 Marine Drive Astoria, OR 97103 (503) 861-5399 (work); 503- jeff@ridethebus.org	<i>Appointed October 2018 Term ends June 2020</i>
7	Anita Hanakahi (Public) Tillamook, OR 97141 (503) 801- @gmail.com	<i>Appointed March 2019 Term ends June 2020</i>
8	Karen Allenbrand PO Bay City, OR 97107 (503) mail.com	<i>Appointed March 2019 Term ends June 2020</i>

Updated March 2019



Tillamook County Transportation District

"Connecting the community through sustainable transit services"

STATEWIDE TRANSPORTATION IMPROVEMENT FUND ADVISORY COMMITTEE MEMBER APPLICATION

Name

Karen Allenbrand

Address

PO

City

Bay City

State

OR

Zip

Home/Cell Phone

503

Work Phone

Occupation (if applicable)

Retired

Community Affiliations / Interests

VFW Auxiliary, Bay City United Methodist

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

Karen Allenbrand

Date

3/15/19

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**TILLAMOOK COUNTY TRANSPORTATION DISTRICT
FY 2019-2020 BUDGET COMMITTEE**

Position	Budget Committee Members	Position Status
1	<p>Pat Ryan</p> <p>Rockaway Beach, OR 97136 (503) 812- (503) 842-8222 patryan@tillamookbaycc.edu</p>	<p><i>Re-Appointed January 2019 Term ends June 2022</i></p>
2	<p>Bill Hatton</p> <p>Tillamook, Oregon 97141 (503) 842-4358 work (503) 842- bhatton@co.tillamook.or.us</p>	<p><i>Re-Appointed January 2019 Term ends June 2022</i></p>
3	<p>Robin Taylor</p> <p>Tillamook, OR 97141 (503) 812- robtaylor@yahoo.com</p>	<p><i>Appointed March 2019 Term ends June 2023</i></p>
4	<p>Anita Hanakahi</p> <p>Tillamook, OR 97141 (503) 801- anithan@gmail.com</p>	<p><i>Appointed February 2017 Term ends June 2021</i></p>
5	<p>Ron Rush</p> <p>1800 Front Street Tillamook, Oregon 97141 (503) 842- (503) 842-2539 (work) ron@mariemillscenter.com</p>	<p><i>Re-Appointed January 2017 Term ends June 2020</i></p>
6	<p>Carol McAndrew</p> <p>Tillamook, Oregon 97141 (503) 801- (503) 322-3742 (work) carolm@mail.com</p>	<p><i>Re-Appointed January 2017 Term ends June 2020</i></p>
7	<p>Karen Allenbrand</p> <p>PO Bay City, OR 97107 (503)- karen.allenbrand@gmail.com</p>	<p><i>Appointed March 2019 Term ends June 2023</i></p>

Updated March 21, 2019



Tillamook County Transportation District

"Connecting the community through sustainable transit services"

BUDGET COMMITTEE MEMBER APPLICATION

Name

Robin Taylor

Address

City

Tillamook

State

OR

Zip

97141

Home/Cell Phone

503-812-

Work Phone

Email

@yahoo.com

Occupation (if applicable)

None. Disabled

Community Affiliations / Interests

VFW Auxiliary

The TCTD Budget Committee is required to meet to evaluate and approve an annual budget in accordance to Oregon's Public Budget Law. Your appointment to the committee is for a 3-year term. Meetings are held at the TCTD Administrative Office.

Signature

Robin Taylor

Date

3-14-19

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Tillamook County Transportation District

"Connecting the community through sustainable transit services"

BUDGET COMMITTEE

MEMBER APPLICATION

Name

Karen Allenbrand

Address

City

Bay City

State

OR

Zip

97107

Home/Cell Phone

503 -

Work Phone

Email

@gmail.com

Occupation (if applicable)

Retired

Community Affiliations / Interests

VFW Auxiliary, Bay City United Methodist

The TCTD Budget Committee is required to meet to evaluate and approve an annual budget in accordance to Oregon's Public Budget Law. Your appointment to the committee is for a 3-year term. Meetings are held at the TCTD Administrative Office.

Signature

Karen Allenbrand

Date

3/15/19

REVISED

Tillamook County Transportation District Annual Board Meeting Schedule for 2019

January *	January 17, 2019
February	February 21, 2019
March *	March 21, 2019
April	April 18, 2019
May	May 30, 2019
June (adopt budget)	June 20, 2019
July	July 18, 2019
August *	August 22, 2019
September	September 19, 2019
October	October 17, 2019
November	November 21, 2019
December	December 19, 2019

The Board of Directors typically meets on the 3rd Thursday of each month unless the meeting has been rescheduled for the purposes listed below. Board Meetings are always scheduled at the TCTD Transportation Building at 6:30pm in the Bob Kenny Board Hearing Room at 3600 Third Street, Tillamook Oregon 97141.

*Moved to the 4th Thursday to provide adequate time to complete financial and service performance reports for board packet.

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Tillamook County Transportation District
REVISED Budget Calendar
FY 2019 - 2020

- January 17, 2019 **Appoint Budget Officer**
- March 21, 2019 Appoint New Budget Committee Members (if necessary)
- April 12, 2019 Review Draft Budget with Treasurer
- April 18, 2019 Distribute Draft Budget to Board
- April 19, 2019 Distribute Draft Budget to Budget Committee
- May 8, 2019** **Publish First Notice of Budget Committee Meeting** (*22 days prior to meeting.*) Notice of the budget committee meeting(s) must state the purpose, time and place of the meeting(s); that the meeting is a public meeting. Notice must be published not earlier than 30 days prior to first meeting and not later than 5 days prior to the first meeting. First publication notice must be separated from the second publication notice by at least 5 days.
- May 22, 2019** **Publish Second Notice of Budget Committee Meeting** (*8 days prior to meeting.*) Notice must be published not earlier than 5 days prior to first meeting.
- May 30, 2019** **Budget Committee Meeting**
- Present budget message and comprehensive outline of the proposed 2019-2019 budget. Public comment will be taken. Next budget meeting (if necessary) will be scheduled at this meeting.
- June 4, 2019 **Publish Notice of Budget Hearing** (*8 days prior to budget hearing.*) Notice must be published not earlier than 30 days prior to first meeting and not later than 5 days prior to the first meeting. Notice must include Forms LB-1, 2 and 3.
- June 20, 2019 **Budget Public Hearing**
- Hold public hearing on the budget as approved by the budget committee. Expenditure adjustments, if any, are restricted to \$5,000 or 10%, whichever is greater, of the amount approved for each fund by the budget committee. Board adopts budget by resolution to appropriate funds and impose and categorize taxes.
- July 20, 2019 **Deadline to Certify the 2019-2019 Tax Levy to the County Assessor**
- Deliver two copies each of the Tax Certification LB-50, Resolution Adopting the Budget and LB-20, LB-30, LB-31, LB-11's.
- September 09, 2019 Deliver Adopted Resolution and Budget to Tillamook County Clerk.

Please note that bolded action items are required by budget law

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MEMO TO: BOARD OF DIRECTORS
FROM: DOUG PILANT, GENERAL MANAGER *Doug*
SUBJECT: TRANSIT CENTER CAMERA SURVEILLANCE SYSTEM

Issue

Shall the Board authorize the General Manager to execute a contract with IconiPro Security & Alarm to purchase and install a camera and surveillance system at the Transit Visitor Center?

Background and Findings

1. The Tillamook Transit Visitor Center serves as both a bus transfer center and a visitor center for out-of-area visitors to stop and get access to information about the various Tillamook County tourists' destinations.
2. Over the past several years the Transit Visitor Center has been a location where individuals who are indigent congregate, which causes out-of-area visitors and bus riders feel unsafe.
3. While TCTD has allocated staff to be on-site to patrol, provide customer service and assist transit drivers at the Transit Visitor Center prevented indigent individuals from congregating it is impossible to provide 24-7 coverage.
4. Special Districts Association of Oregon awarded a \$3,350 Safety & Security Grant to apply towards the purchase and install camera surveillance system at the Transit Visitor Center.
5. TCTD staff requested bids for products and services from the three (3) security companies:

Company	Cost
IP Protech	-0-
IconiPro Security & Alarm	\$7,075
Reece Complete Security	\$11,354

6. Following a review of the proposals staff determined the proposal from IconiPro was the least cost and most responsive proposal. In addition to being the lowest cost the IconiPro proposal includes 6 cameras, can be expanded up to 10 additional cameras, and provide up to 30 days of continuous footage.

Recommendation

Staff recommends the Board adopt Resolution #19-03 to authorize the General Manager to execute a contract with IconiPro Security & Alarm to purchase and install a camera and surveillance system at the Transit Visitor Center.

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

**In the Matter of Authorizing)
the General Manager to)
Execute a Contract with)
IconiPro Security & Alarm)**

RESOLUTION NO. 19-03

WHEREAS, Tillamook County Transportation District (TCTD) has determined that it is necessary to purchase and install a camera surveillance and security system at the Downtown Transit Visitor Center; and

WHEREAS, TCTD received a \$3,350 Safety and Security Grant from the Special District Association of Oregon to be used towards the purchase of a security system at the Downtown Transit Visitor Center; 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/Qualifications from three qualified camera surveillance and security companies to obtain proposals to purchase and install a camera surveillance system at the Downtown Transit Visitor Center; and

WHEREAS, the District received two (2) proposals from IconiPro Security and Alarm and Reece Complete Security Solution, and;

WHEREAS, TCTD conducted a cost and project proposal evaluation and determined that IconiPro Security and Alarm is the least cost and most camera surveillance system provider;

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

that the Board authorizes the General Manager to execute a Contract with IconiPro Security and Alarm not to exceed \$7,500 to purchase and install a camera surveillance system at the Downtown Transit Visitor Center.

INTRODUCED AND ADOPTED this 21st day of March 2019.

ATTEST:

By: _____
Judy Riggs, Board Chair

By: _____
Doug Pilant, General Manager

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