

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



Thursday, September 20, 2018 at 6:30PM  
Transportation Building  
3600 Third Street, Tillamook, Oregon

**Tillamook County Transportation District**  
 Normal Trial Balance - Unposted Transactions Included In Report  
 From 8/1/2018 Through 8/31/2018

Account Code	Account Title	Debit Balance	Credit Balance
1001	General Checking Account	209,634.48	
1006	Payroll Checking	8,079.10	
1009	NW RIDES ACCOUNT	125,427.84	
1011	Prop. Mgmt. Checking	16,322.36	
1020	LGIP - General Account	102,602.33	
1030	LGIP - Capital Reserve	794,751.62	
1040	Petty Cash	200.00	
	Report Total	1,257,017.73	0.00
	Report Difference	1,257,017.73	

*QW*  
*9-4-18*



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

	Current		Current Year	Total Budget	Total Budget	Total Budget	Variance	%
	Period Actual	Period Budget						
<b>Resources</b>								
Working Capital	3500	0.00	0.00	1,432,835.00	(1,432,835.00)			0.00%
Fares	4000	34,282.56	66,787.59	265,000.00	(198,212.41)			25.20%
Contract Revenue	4020	48,876.02	115,995.51	887,000.00	(771,004.49)			13.07%
Property Tax	4100	2,070.81	7,097.62	900,000.00	(892,902.38)			0.78%
Past Years Property Tax	4110	2,076.66	4,115.07	40,000.00	(35,884.93)			10.28%
State Timber Revenue	4120	103,173.07	103,173.07	215,000.00	(111,826.93)			47.98%
Mass Transit State Payroll Tax	4130	0.00	23,297.17	85,000.00	(61,702.83)			27.40%
Statewide Transit Fund	4135	0.00	0.00	130,000.00	(130,000.00)			0.00%
Capital Grants	4210	0.00	58,867.67	706,412.00	(706,412.00)			0.00%
Grants - FTA 5311	4220	0.00	30,000.00	360,000.00	(360,000.00)			0.00%
NWOTA Partner Cont. Match	4225	12,000.00	12,000.00	48,000.00	(36,000.00)			25.00%
Grants - STF	4230	0.00	16,750.00	67,000.00	(50,250.00)			25.00%
Grants - 5311 (f)	4240	0.00	0.00	220,000.00	(220,000.00)			0.00%
Grants - 5310	4245	0.00	0.00	100,000.00	(100,000.00)			0.00%
Special Bus Operations	4300	0.00	0.00	1,000.00	(1,000.00)			0.00%
Miscellaneous Income	4400	0.00	83.33	1,000.00	(1,000.00)			0.00%
Sale of Assets - Income	4410	0.00	833.33	1,000.00	(1,000.00)			0.00%
Interest Income	4510	1,709.37	1,000.00	10,000.00	(9,000.00)			10.00%
Advertising Income	4520	0.00	3,530.44	24,000.00	(20,469.56)			14.71%
Lease Income	4900	1,500.00	0.00	1,000.00	(1,000.00)			0.00%
Lease Operational Exp Income	4910	0.00	3,000.00	18,000.00	(15,000.00)			16.66%
Transfer From General Fund	4911	0.00	438.92	6,500.00	(6,061.08)			6.75%
Transfer from Veh. Purch. Res.	4915	0.00	13,000.00	22,000.00	(9,000.00)			59.09%
Transfer from STF Fund	4916	0.00	0.00	20,835.00	(20,835.00)			0.00%
		0.00	0.00	47,848.00	(47,848.00)			0.00%

Monthly BOD Report w/YTD Budget & Variance  
Date: 9/12/18 12:10:31 PM

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

	Current Period Actual	Current Period Budget	Current Year Actual	Total Budget	Total Budget Variance	.16%
4917	3,000.00	0.00	3,000.00	3,000.00	0.00	100.00%
Transfer from NWOTA	220,688.49	254,575.65	373,185.39	5,611,430.00	(5,238,244.61)	6.65%
Total Resources						
<b>Expenses</b>						
<b>Personnel Services</b>						
5010	30,712.46	27,587.50	53,564.22	331,050.00	277,485.78	16.18%
Payroll: Administration	18,833.12	10,458.33	28,197.37	125,500.00	97,302.63	22.46%
5020	106,710.06	72,208.33	175,456.90	866,500.00	691,043.10	20.24%
Payroll: Dispatch	4,266.81	5,416.67	8,079.61	65,000.00	56,920.39	12.43%
5030	44,071.95	50,833.33	81,966.52	610,000.00	528,033.48	13.43%
Payroll: Drivers	0.00	1,875.00	15,522.44	22,500.00	6,977.56	68.98%
Payroll: Maintenance						
5040	204,594.40	168,379.16	362,787.06	2,020,550.00	1,657,762.94	17.95%
Payroll Expense						
Workers Compensation Ins.						
5050						
Total Personnel Services						
<b>Materials and Services</b>						
5060	108.00	0.00	108.00	0.00	(108.00)	0.00%
Miscellaneous Expense	378.00	6,687.50	15,414.90	90,750.00	75,335.10	16.98%
5100	0.00	2,083.33	0.00	25,000.00	25,000.00	0.00%
Professional Services	0.00	416.67	0.00	5,000.00	5,000.00	0.00%
Administrative Support	0.00	1,666.67	2,980.00	20,000.00	17,020.00	14.90%
Website Maintenance	2,455.00	1,000.00	2,615.00	12,000.00	9,385.00	21.79%
5101	196.00	250.00	392.00	3,000.00	2,608.00	13.06%
Planning	648.75	2,916.67	1,642.50	37,500.00	35,857.50	4.38%
Dues & Subscriptions	155.99	1,458.33	491.98	33,500.00	33,008.02	1.46%
Office Equipment R&R	(781.00)	7,541.67	(781.00)	90,500.00	91,281.00	(0.86)%
5140	630.59	1,083.33	1,823.16	13,000.00	11,176.84	14.02%
Computer R&M	250.00	833.33	1,248.00	10,000.00	8,752.00	12.48%
5145						
Fees & Licenses						
5150						
Insurance						
5160						
Office Expenses						
5170						
Board Expenses						
5175						

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

	Current Period Actual	Current Period Budget	Current Year Actual	Total Budget	Total Budget Variance	%	
Operational Expenses	5180	5,026.88	2,541.67	10,195.12	30,500.00	20,304.88	33.42%
Drug & Alcohol Administration	5185	95.00	125.00	95.00	1,500.00	1,405.00	6.33%
Marketing	5190	2,744.73	4,000.00	4,804.73	48,000.00	43,195.27	10.00%
Telephone Expense	5210	2,966.70	1,758.33	4,356.67	21,600.00	17,243.33	20.16%
Travel & Training	5220	3,110.84	2,875.00	6,512.69	34,500.00	27,987.31	18.87%
Vehicle Expense	5240	20,128.66	14,791.66	24,501.67	177,500.00	152,998.33	13.80%
Fuel Expenses	5245	25,348.47	21,666.66	49,973.46	260,000.00	210,026.54	19.22%
Volunteers	5250	0.00	125.00	0.00	1,500.00	1,500.00	0.00%
Postage	5260	100.00	125.00	200.00	1,500.00	1,300.00	13.33%
Mgmt/Labor Recreation Fund	5270	722.00	197.25	722.00	2,367.00	1,645.00	30.50%
Transit & Visitor Center Lease	5280	700.00	700.00	1,400.00	8,400.00	7,000.00	16.66%
Transit & Visitor Center Maint	5285	1,201.04	1,250.00	1,722.04	15,000.00	13,277.96	11.48%
General Operating Cont.	5290	0.00	2,916.67	0.00	35,000.00	35,000.00	0.00%
Property Operating Expenses	5300	1,061.46	2,083.33	2,437.85	25,000.00	22,562.15	9.75%
Flex Lease: Fees	5330	0.00	83.33	0.00	1,000.00	1,000.00	0.00%
Property Maint. & Repair	5340	949.62	833.33	2,910.99	10,000.00	7,089.01	29.10%
Operations Facility Maint.	5346	171.21	208.33	241.85	2,500.00	2,258.15	9.67%
Total Materials and Services		68,367.94	82,218.06	136,008.61	1,016,117.00	880,108.39	13.39%
Special Payments							
STF Payments to Recipients	5200	0.00	300.00	4,788.00	19,152.00	14,364.00	25.00%
Total Special Payments		0.00	300.00	4,788.00	19,152.00	14,364.00	25.00%
Transfers							
Transfer to General Fund	9130	3,000.00	0.00	3,000.00	71,683.00	68,683.00	4.18%
Transfer to Vehicle Reserve	9150	0.00	0.00	1,000.00	10,000.00	9,000.00	10.00%
Transfer to NWOTA Fund	9160	12,000.00	0.00	12,000.00	12,000.00	0.00	100.00%

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

	Current Period Actual	Current Period Budget	Current Year Actual	Total Budget	Total Budget Variance	.16%
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	15,000.00	0.00	16,000.00	1,528,520.00	1,512,520.00	1.05%
Capital Outlay						
Debt Service						
Flex Lease: Principal	0.00	3,750.00	0.00	45,000.00	45,000.00	0.00%
Flex Lease: Interest	0.00	1,250.00	0.00	15,000.00	15,000.00	0.00%
PUD Loan Expense	602.58	0.00	1,205.16	7,500.00	6,294.84	16.06%
OTIB Debt Service	0.00	0.00	0.00	29,591.00	29,591.00	0.00%
Total Debt Service	602.58	5,000.00	1,205.16	97,091.00	95,885.84	1.24%
Capital Purchases						
Building Repair & Renovation	0.00	3,250.00	573.50	39,000.00	38,426.50	1.47%
Bus Replacement/Addition	0.00	69,583.33	0.00	835,000.00	835,000.00	0.00%
Computer Upgrade	0.00	416.67	0.00	5,000.00	5,000.00	0.00%
Fuel Cell Triangulation Point	0.00	500.00	0.00	6,000.00	6,000.00	0.00%
Bus Stop Signage/Shelters	0.00	3,333.33	0.00	45,000.00	45,000.00	0.00%
Total Capital Purchases	0.00	77,083.33	573.50	930,000.00	929,426.50	0.06%
Total Capital Outlay	602.58	82,083.33	1,778.66	1,027,091.00	1,025,312.34	0.17%
Total Expenses	288,564.92	332,980.55	521,362.33	5,611,430.00	5,090,067.67	9.29%

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**Tillamook County Transportation District**

Check/Voucher Register  
 1001 - General Checking Account  
 From 8/1/2018 Through 8/31/2018

Document Number	Document Date	Transaction Amount	Payee	Transaction Description
13720	8/1/2018	197.50	Bullard Law, P.C.	LEGAL
13721	8/1/2018	700.00	City Of Tillamook	TRANSIT CENTER LEASE
13722	8/1/2018	65.60	CENTURYLINK	TELEPHONE
13723	8/1/2018	135.00	EMERGENCY RESPONSE TRAINING	CPR CLAS
13724	8/1/2018	854.60	Fred Meyer Customer Charges	CARD CHARGES
13725	8/1/2018	50.00	Gary A. Hanenkrat	07/17/2018
13726	8/1/2018	218.75	GenXsys Solutions, LLC	COMPUTER SUPPORT
13726	8/1/2018	225.00	GenXsys Solutions, LLC	COMPUTER SUPPORT
13727	8/1/2018	886.85	J. J. Keller & Associates, Inc	DRIVER PRE CHECK BOOKS
13728	8/1/2018	50.00	JACKIE EDWARDS	07/17/2018
13729	8/1/2018	50.00	JIM HUFFMAN	07/17/2018
13730	8/1/2018	2,481.00	JORDAN SCHRADER RAMIS, PC	LEGAL - PROCUREMENT
13730	8/1/2018	3,655.50	JORDAN SCHRADER RAMIS, PC	LEGAL - BROKERAGE
13731	8/1/2018	50.00	JUDY RIGGS	07/17/2018
13732	8/1/2018	50.00	MELISSA CARLSON-SWANSON	07/17/2018
13733	8/1/2018	50.00	MERRIANNE HOFFMAN	07/17/2018
13734	8/1/2018	257.68	Office Depot Credit Plan	OFFICE SUPPLIES BROKERAGE
13734	8/1/2018	26.29	Office Depot Credit Plan	OFFICE SUPPLIES BROKERAGE
13734	8/1/2018	63.06	Office Depot Credit Plan	OFFICE SUPPLIES FOR BROKERAG
13734	8/1/2018	26.19	Office Depot Credit Plan	OFFICE SUPPLIES BROKERAGE
13735	8/1/2018	196.00	Pacific Office Automation	COPIER LEASE
13736	8/1/2018	89.88	ROBERT SOUTHWICK	MILEAGE L BLOCK
13737	8/1/2018	41.54	Sheldon Oil Distributors	DEF
13737	8/1/2018	22,146.20	Sheldon Oil Distributors	FUEL
13738	8/1/2018	90.95	TABATHA WELCH	MILEAGE FOR TRAINING
13739	8/1/2018	4,993.34	CARDMEMBER SERVICE	CARD CHARGES
13740	8/15/2018	212.12	ALSCO - Portland Linen	MATT SERVICE
13741	8/15/2018	120.90	BRYAN P. FITZSIMMONS, CPA	BUDGET SUPPORT
13742	8/15/2018	29.75	CAR CARE SPECIALISTS, INC.	DEF FOR 301
13743	8/15/2018	25.15	CHRIS MOTLEY	MILEAGE
13744	8/15/2018	17.90	CLAYTON NORRBOM	TRAINING LUNCH
13745	8/15/2018	1,749.00	Coast Printing & Stationery	FARE ZONE TICKETS
13745	8/15/2018	589.00	Coast Printing & Stationery	COASTAL CONNECTOR SCHEDULE
13746	8/15/2018	1,238.64	DOUGLAS PILANT	REIMBURSEMENTS
13747	8/15/2018	192.00	FleetPride, Inc.	INVENTORY
13747	8/15/2018	500.00	FleetPride, Inc.	SEAT FOR BUS 34
13748	8/15/2018	199.57	LES SCHWAB WAREHOUSE CENTER	VEHICLE EXPENSE
13749	8/15/2018	421.00	Marie Mills Center, Inc	janitorial
13750	8/15/2018	1,225.80	McCOY FREIGHTLINER	BUS 301 RADIATOR
13751	8/15/2018	95.00	DONALD MITCHAEAL ANDERSON	CDL PHYSICAL
13752	8/15/2018	100.00	North Coast Lawn	LAWN MAINTENANCE
13753	8/15/2018	16.49	DAVISON AUTO PARTS, INC.	INVENTORY
13754	8/15/2018	2,980.00	NELSON NYGAARD	LEGAL- FARE STUDY
13755	8/15/2018	3.00	OR DEPT OF MOTOR VEHICLES	BACKGROUND CHECK
13756	8/15/2018	255.25	Pacific Office Automation	copies
13757	8/15/2018	1,386.62	PETROCARD INC.	70X FUEL
13758	8/15/2018	87.01	Rosenberg Builders Supply	LOCKS AND KEYS
13759	8/15/2018	819.33	Tillamook Motor Co.	BUS 201 ENGINE WORK
13760	8/15/2018	60.00	TILLAMOOK COUNTY SHOPPER, LLC	HELP WANTED AD
13760	8/15/2018	48.00	TILLAMOOK COUNTY SHOPPER, LLC	ADVERTISING
13761	8/15/2018	10.00	TYLER MARSHALL	GAS VAN 103
13762	8/15/2018	95.30	Western Bus Sales	USE CM13683 OF \$167.13\A/C BLOWER MOTOR BUS 30
13763	8/22/2018	95.00	BIO-MED TESTING SERVICE, INC.	DRUG SCREENS
13764	8/22/2018	170.13	BRENT OLSON	MILEAGE/DROP OFF BUS/TRAIN PROVIDERS
13764	8/22/2018	96.30	BRENT OLSON	MILEAGE TO SALE BUS 301

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**Tillamook County Transportation District**

Check/Voucher Register

1001 - General Checking Account

From 8/1/2018 Through 8/31/2018

Document Number	Document Date	Transaction Amount	Payee	Transaction Description
13765	8/22/2018	26.78	CAR CARE SPECIALISTS, INC.	DEF
13766	8/22/2018	1,260.49	Carquest Auto Parts	VEHICLE EXPENSE/INVENTORY
13766	8/22/2018	(204.58)	Carquest Auto Parts	RETURNS
13767	8/22/2018	2,376.59	CoastCom, Inc.	TELEPHONE
13768	8/22/2018	67.15	COUNTRY MEDIA	advertising
13768	8/22/2018	74.40	COUNTRY MEDIA	advertising
13768	8/22/2018	67.15	COUNTRY MEDIA	advertising
13768	8/22/2018	64.40	COUNTRY MEDIA	advertising
13768	8/22/2018	64.40	COUNTRY MEDIA	advertising
13768	8/22/2018	101.49	COUNTRY MEDIA	advertising
13768	8/22/2018	64.40	COUNTRY MEDIA	advertising
13768	8/22/2018	101.52	COUNTRY MEDIA	advertising
13768	8/22/2018	84.99	COUNTRY MEDIA	advertising
13769	8/22/2018	119.08	CRYSTAL AND SIERRA SPRINGS	WATER
13770	8/22/2018	50.03	Dish	DISH
13771	8/22/2018	242.50	GenXsys Solutions, LLC	COMPUTER SUPPORT
13771	8/22/2018	406.25	GenXsys Solutions, LLC	COMPUTER SUPPORT
13772	8/22/2018	378.00	INNOVA LEGAL ADVISORS	LEGAL
13773	8/22/2018	900.00	NATHAN LEVIN	70X RENT
13774	8/22/2018	16.00	NEW AGE CAR WASH	VAN WASH
13775	8/22/2018	3,623.48	NORTHSIDE FORD	BUS 28 EXHAUST, SENSORS, WIRI
13776	8/22/2018	21.78	Office Depot Credit Plan	OFFICE SUPPLIES
13776	8/22/2018	40.06	Office Depot Credit Plan	OFFICE SUPPLIES
13776	8/22/2018	9.39	Office Depot Credit Plan	OFFICE SUPPLIES
13776	8/22/2018	236.02	Office Depot Credit Plan	OFFICE SUPPLIES
13776	8/22/2018	35.59	Office Depot Credit Plan	OFFICE SUPPLIES
13777	8/22/2018	2,100.00	Oregon Transit Association	DUES
13778	8/22/2018	1,070.53	PETROCARD INC.	FUEL 70 X
13779	8/22/2018	95.00	SARAH NORRBOM	CDL
13780	8/22/2018	355.00	Tillamook Chamber of Commerce	2018-19 membership dues
13781	8/22/2018	41.14	Tillamook PUD	LARGE BUS BARN ELECTRIC
13781	8/22/2018	30.07	Tillamook PUD	SMALL BUS BARN
13782	8/22/2018	49.95	VANIR BROADBAND, INC.	internet
13783	8/22/2018	274.56	VERIZON	tablet data
13784	8/22/2018	100.00	ZWALD INDUSTRIAL SERVICES	backflow test
13785	8/28/2018	160.00	Tillamook Meat	ATU PICNIC - MEAT/FOOD
13786	8/28/2018	450.00	DEBBIE D'S	ATU PICNIC-SALADS/FOOD
13787	8/31/2018	1,025.31	ARAMARK	UNIFORMS
13788	8/31/2018	93.20	BRENT OLSON	MILEAGE
13788	8/31/2018	129.71	BRENT OLSON	MILEAGE
13789	8/31/2018	51.23	CHRIS MOTLEY	MILEAGE
13790	8/31/2018	700.00	City Of Tillamook	TRANSIT CENTER LEASE
13791	8/31/2018	65.60	CENTURYLINK	TELEPHONE
13792	8/31/2018	881.41	Fred Meyer Customer Charges	CARD CHARGES
13793	8/31/2018	50.00	Gary A. Hanenkrat	08232018 BOARD MEETING
13794	8/31/2018	50.00	JACKIE EDWARDS	08232018 BOARD MEETING
13795	8/31/2018	95.00	JERRY BOND	CDL
13796	8/31/2018	50.00	JIM HUFFMAN	08232018 BOARD MEETING
13797	8/31/2018	18.38	MAC TOOLS DISTRIBUTING	WRENCH/TOOLS
13798	8/31/2018	50.00	MELISSA CARLSON-SWANSON	08232018 BOARD MEETING
13799	8/31/2018	50.00	MERRIANNE HOFFMAN	08232018 BOARD MEETING
13800	8/31/2018	100.00	North Coast Lawn	LAWN MAINTENANCE
13801	8/31/2018	1,050.00	NW BOOMER & SENIOR NEWS	NWOTA ADVERTISING
13801	8/31/2018	1,050.00	NW BOOMER & SENIOR NEWS	NWOTA ADVERTISING
13802	8/31/2018	228.00	Oregon State Police	BACKGROUND CHECKS
13803	8/31/2018	196.00	Pacific Office Automation	COPIER LEASE
13804	8/31/2018	64.31	ROBERT SOUTHWICK	MILEAGE

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**Tillamook County Transportation District**

Check/Voucher Register

1001 - General Checking Account

From 8/1/2018 Through 8/31/2018

<u>Document Number</u>	<u>Document Date</u>	<u>Transaction Amount</u>	<u>Payee</u>	<u>Transaction Description</u>
13805	8/31/2018	62.99	TILLAMOOK FARMERS COOP	GARDEN HOSE
13805	8/31/2018	25.99	TILLAMOOK FARMERS COOP	GARBAGE CAN FOR TRANSIT CEN
13806	8/31/2018	<u>980.00</u>	TRANSPORT WISDOM, LTD	CDL TESTER
Report Total		<u>72,509.93</u>		



Tillamook County Transportation District

Check/Voucher Register

1006 - Payroll Checking

From 8/1/2018 Through 8/31/2018

Document Number	Document Date	Payee
080318-01	8/3/2018	DANIELL F. AMAYA
080318-02	8/3/2018	SYLVIE G. BALLANCE
080318-03	8/3/2018	LAURA M. BEELER
080318-04	8/3/2018	JEREMY J. BELLANTE
080318-05	8/3/2018	TERRA L. BUCHANAN
080318-06	8/3/2018	ERIN L. CLAWSON
080318-07	8/3/2018	JOHN P. CLINE
080318-08	8/3/2018	CLIFFORD R. DERRICK
080318-09	8/3/2018	RICHARD A. DIETZ
080318-10	8/3/2018	KARRI L. HOOKER
080318-11	8/3/2018	TOMMIE L. HUFFMAN
080318-12	8/3/2018	JAMES N. JETT
080318-13	8/3/2018	ROBERT R. KENNEY
080318-14	8/3/2018	JOHN C. MAGNANO
080318-15	8/3/2018	TYLER J. MARSHALL
080318-16	8/3/2018	JESSE D. MARTIN
080318-17	8/3/2018	CHRISTOPHER A. MOTLEY
080318-18	8/3/2018	ALLAN G. NEWCOMB
080318-19	8/3/2018	SARAH J. NORRBOM
080318-20	8/3/2018	CLAYTON T. NORRBOM
080318-21	8/3/2018	PAUL J. NORTON
080318-22	8/3/2018	BRENT K. OLSON
080318-23	8/3/2018	JAMES M. PALMER
080318-24	8/3/2018	GARY R. PETERSON
080318-25	8/3/2018	DOUGLAS W. PILANT
080318-26	8/3/2018	RONALD G. PIMENTEL
080318-27	8/3/2018	LAWRENCE A. QUINTAL SR.
080318-28	8/3/2018	VERNON L. RESSLER
080318-29	8/3/2018	GWENDOLYN J. RUSSELL
080318-30	8/3/2018	ROBERT W. RYAN
080318-31	8/3/2018	STEVE H. SCHWABE
080318-32	8/3/2018	KATHLEEN E. SCHWABE
080318-33	8/3/2018	ROBERT E. SOUTHWICK
080318-34	8/3/2018	MARK A. STRICKER
080318-35	8/3/2018	MICHAEL P. THOMPSON
080318-36	8/3/2018	TABATHA R. WELCH
080318-37	8/3/2018	DAVID T. WHEELER
080318-38	8/3/2018	COLEEN A. WILLIAMS
081718-01	8/17/2018	DANIELL F. AMAYA
081718-02	8/17/2018	SYLVIE G. BALLANCE
081718-03	8/17/2018	LAURA M. BEELER
081718-04	8/17/2018	JEREMY J. BELLANTE
081718-05	8/17/2018	TERRA L. BUCHANAN
081718-06	8/17/2018	JOHN P. CLINE
081718-07	8/17/2018	CLIFFORD R. DERRICK
081718-08	8/17/2018	RICHARD A. DIETZ
081718-09	8/17/2018	KARRI L. HOOKER
081718-10	8/17/2018	TOMMIE L. HUFFMAN
081718-11	8/17/2018	JAMES N. JETT
081718-12	8/17/2018	ROBERT R. KENNEY
081718-13	8/17/2018	JOHN C. MAGNANO
081718-14	8/17/2018	TYLER J. MARSHALL
081718-15	8/17/2018	JESSE D. MARTIN
081718-16	8/17/2018	KELSEY L. MEIER
081718-17	8/17/2018	CHRISTOPHER A. MOTLEY
081718-18	8/17/2018	ALLAN G. NEWCOMB
081718-19	8/17/2018	SARAH J. NORRBOM



**Tillamook County Transportation District**

Check/Voucher Register

1006 - Payroll Checking

From 8/1/2018 Through 8/31/2018

Document Number	Document Date	Payee
081718-20	8/17/2018	CLAYTON T. NORRBOM
081718-21	8/17/2018	PAUL J. NORTON
081718-22	8/17/2018	BRENT K. OLSON
081718-23	8/17/2018	JAMES M. PALMER
081718-24	8/17/2018	GARY R. PETERSON
081718-25	8/17/2018	DOUGLAS W. PILANT
081718-26	8/17/2018	RONALD G. PIMENTEL
081718-27	8/17/2018	LAWRENCE A. QUINTAL SR.
081718-28	8/17/2018	VERNON L. RESSLER
081718-29	8/17/2018	STEPHANIE A. RODRIQUEZ
081718-30	8/17/2018	GWENDOLYN J. RUSSELL
081718-31	8/17/2018	ERIN L. RYAN
081718-32	8/17/2018	ROBERT W. RYAN
081718-33	8/17/2018	STEVE H. SCHWABE
081718-34	8/17/2018	KATHLEEN E. SCHWABE
081718-35	8/17/2018	ROBERT E. SOUTHWICK
081718-36	8/17/2018	MARK A. STRICKER
081718-37	8/17/2018	MICHAEL P. THOMPSON
081718-38	8/17/2018	TABATHA R. WELCH
081718-39	8/17/2018	DAVID T. WHEELER
081718-40	8/17/2018	COLEEN A. WILLIAMS
081718-41	8/17/2018	CLYDE C. ZELLER
083118-01	8/31/2018	DANIELL F. AMAYA
083118-02	8/31/2018	SYLVIE G. BALLANCE
083118-03	8/31/2018	LAURA M. BEELER
083118-04	8/31/2018	JEREMY J. BELLANTE
083118-05	8/31/2018	JOHN P. CLINE
083118-06	8/31/2018	CLIFFORD R. DERRICK
083118-07	8/31/2018	RICHARD A. DIETZ
083118-08	8/31/2018	KARRI L. HOOKER
083118-09	8/31/2018	TOMMIE L. HUFFMAN
083118-10	8/31/2018	JAMES N. JETT
083118-11	8/31/2018	ROBERT R. KENNEY
083118-12	8/31/2018	JOHN C. MAGNANO
083118-13	8/31/2018	TYLER J. MARSHALL
083118-14	8/31/2018	CHRISTOPHER A. MOTLEY
083118-15	8/31/2018	ALLAN G. NEWCOMB
083118-16	8/31/2018	SARAH J. NORRBOM
083118-17	8/31/2018	CLAYTON T. NORRBOM
083118-18	8/31/2018	PAUL J. NORTON
083118-19	8/31/2018	BRENT K. OLSON
083118-20	8/31/2018	JAMES M. PALMER
083118-21	8/31/2018	GARY R. PETERSON
083118-22	8/31/2018	DOUGLAS W. PILANT
083118-23	8/31/2018	RONALD G. PIMENTEL
083118-24	8/31/2018	LAWRENCE A. QUINTAL SR.
083118-25	8/31/2018	VERNON L. RESSLER
083118-26	8/31/2018	STEPHANIE A. RODRIGUEZ
083118-27	8/31/2018	GWENDOLYN J. RUSSELL
083118-28	8/31/2018	ERIN L. RYAN
083118-29	8/31/2018	ROBERT W. RYAN
083118-30	8/31/2018	KATHLEEN E. SCHWABE
083118-31	8/31/2018	STEVE H. SCHWABE
083118-32	8/31/2018	ROBERT E. SOUTHWICK
083118-33	8/31/2018	MARK A. STRICKER
083118-34	8/31/2018	MICHAEL P. THOMPSON
083118-35	8/31/2018	TABATHA R. WELCH

**Tillamook County Transportation District**

Check/Voucher Register

1006 - Payroll Checking

From 8/1/2018 Through 8/31/2018

Document Number	Document Date	Payee
083118-36	8/31/2018	DAVID T. WHEELER
083118-37	8/31/2018	COLEEN A. WILLIAMS
083118-38	8/31/2018	CLYDE C. ZELLER
5264	8/3/2018	DONALD M. ANDERSON
5265	8/3/2018	ALFRED BARRAGAN
5266	8/3/2018	JERRY D. BOND
5267	8/3/2018	CATHRYN L. BOND
5268	8/3/2018	JAMES P. BROWN
5269	8/3/2018	JULIENE J. HOOTER
5270	8/3/2018	APRIL K. MACOMSON
5271	8/3/2018	LUCIA M. OLDENKAMP
5272	8/3/2018	PEGGY PETERSON
5273	8/3/2018	LEONARD W. STITT
5274	8/3/2018	KELSEY L. MEIER
5275	8/3/2018	STEPHANIE A. RODRIQUEZ
5276	8/3/2018	CLYDE C. ZELLER
5279	8/2/2018	HRA VEBA TRUST
5280	8/2/2018	UNITED FINANCE
5281	8/17/2018	DONALD M. ANDERSON
5282	8/17/2018	ALFRED BARRAGAN
5283	8/17/2018	JERRY D. BOND
5284	8/17/2018	CATHRYN L. BOND
5285	8/17/2018	JAMES P. BROWN
5286	8/17/2018	JULIENE J. HOOTER
5287	8/17/2018	PEGGY PETERSON
5288	8/17/2018	LEONARD W. STITT
5290	8/20/2018	ATU LOCAL #757
5291	8/20/2018	UNITED FINANCE
5292	8/20/2018	HRA VEBA TRUST
5293	8/21/2018	SPECIAL DISTRICTS INS. SERVICE
5294	8/21/2018	REGENCE BLUECROSS BLUESHIELD
5295	8/24/2018	KELSEY L. MEIER
5296	8/31/2018	DONALD M. ANDERSON
5297	8/31/2018	ALFRED BARRAGAN
5298	8/31/2018	JERRY D. BOND
5299	8/31/2018	CATHRYN L. BOND
5300	8/31/2018	JAMES P. BROWN
5301	8/31/2018	JULIENE J. HOOTER
5302	8/31/2018	PEGGY PETERSON
5303	8/31/2018	LEONARD W. STITT
5304	8/31/2018	RICK A. ROGERS
5305	8/29/2018	KELSEY L. MEIER
5318	8/31/2018	PACIFIC SOURCE
5319	8/31/2018	SPECIAL DISTRICTS INS. SERVICE
5319	8/31/2018	SPECIAL DISTRICTS INS. SERVICE



**Tillamook County Transportation District**

Check/Voucher Register

1011 - Prop. Mgmt. Checking

From 8/1/2018 Through 8/31/2018

<u>Document Number</u>	<u>Document Date</u>	<u>Transaction Amount</u>	<u>Payee</u>	<u>Transaction Description</u>
4125	8/1/2018	360.00	CHRISSY'S CLEANING SERVICE	JULY CLEANING + CABINETS
4125	8/1/2018	30.00	CHRISSY'S CLEANING SERVICE	CARPETS IN STE B
4126	8/1/2018	531.00	Columbia Fire & Safety Co.	FIRE EXTINGUISHER
4127	8/1/2018	145.00	JOHN VERTNER ELECTRIC	INSTALL GFCL PROTECTION
4128	8/15/2018	151.52	City Of Tillamook	WATER & SEWER
4129	8/15/2018	10.00	Columbia Fire & Safety Co.	FIRE EXTINGUISHER MAINT.
4130	8/15/2018	428.50	JNB MECHANICAL, INC.	THERMOSTAT WORK - BILL TFCC
4131	8/15/2018	1,183.37	Marie Mills Center, Inc	janitorial
4132	8/15/2018	388.00	North Coast Lawn	LAWN MAINTENANCE
4133	8/15/2018	158.75	CITY SANITARY SERVICE	GARBAGE
4134	8/22/2018	1,241.30	Tillamook PUD	OFFICE ELECTRIC AND LOAN
4135	8/31/2018	<u>388.00</u>	North Coast Lawn	LAWN MAINTENANCE
Report Total		<u>5,015.44</u>		

UMPQUA BANK: CLOSING DATE 8/25/2018			
Date	Vendor	Description of Transaction	Amount
<b>DOUG PILANT</b>			
7/25/2018	RODEO STEAKHOUSE	MEALS/ECOLANE MEETING	\$ 70.74
7/30/2018	GOTOMEETING	ECOLANE TRAINING	\$ 348.00
7/31/2018	AMAZON	NW RIDES HEADSETS	\$ 576.56
8/3/2018	USPS	POSTAGE	\$ 100.00
8/6/2018	FRED MEYER	KEY BOARD/OFFICE SUPPLY	\$ 29.99
8/8/2018	THE FERN	MEALS/CLAYTON & DOUG MEETING	\$ 25.15
8/9/2018	TRAVEL OREGON	TRAINING WORKSHOP	\$ 50.00
8/9/2018	USA TODAY	JOB POSTING	\$ 399.00
8/17/2018	WERNERS	MEALS/DOUG & ARLA MEETING	\$ 35.95
8/17/2018	GARIBALDI PORTSIDE	MEALS/DOUG & JUDY	\$ 35.00
			<b>\$ 1,670.39</b>
<b>CATHY BOND</b>			
07/25/18	FIELDPRINT	BACKGROUND CHECKS/NWR	\$ 12.50
07/27/18	THE FERN	MEALS/BROKERAGE	\$ 39.00
07/30/18	HIPAA	TRAINING/NWR	\$ 150.00
07/30/18	WERNERS	MEALS/BROKERAGE	\$ 60.00
08/01/18	SAFEWAY	MEALS/BROKERAGE	\$ 32.37
08/02/18	IRON MTN	SHREDDING	\$ 64.39
08/06/18	ADOBE	SOFTWARE	\$ 24.99
08/08/18	EFAX	FAX/TELEPHONE/NWR	\$ 219.45
08/16/18	AALPHA SHUTTLE	PURCHASED TRANSPORTATION/NWR	\$ 45.75
08/17/18	FIELDPRINT	BACKGROUND CHECKS	\$ 12.50
08/20/18	USPS	POSTAGE/NWR	\$ 100.00
			<b>\$ 760.95</b>
<b>BRENT OLSON</b>			
07/24/18	MTCPRO	SOFTWARE	\$ 49.00
08/15/18	PILOT	MEALS/BRENT & JERRY	\$ 10.00
08/17/18	PIG N PANCAKE	MEAL/BRENT-BROKERAGE	\$ 17.00
			<b>\$ 76.00</b>
<b>TABATHA WELCH</b>			
08/03/18	WERNER	MEALS/CATHY & TABATHA	\$ 22.00
08/07/18	ELMERS	MEAL/TABATHA TRAINING	\$ 15.00
08/07/18	LYFT	CAB	\$ 38.91
08/08/18	PARADIES PDX AIRPORT	SODA/TABATHA-TRAVEL/TRAINING	\$ 5.98
08/08/18	MALNATIES PIZZA	MEAL/TABATHA TRAINING	\$ 12.10
08/08/18	LYFT	CAB	\$ 7.80
08/08/18	LYFT	CAB	\$ 7.50
08/09/18	COMFORT INN	HOTEL&AIRPORT PARKING/TRAVEL-TRAINING	\$ 189.03
08/09/18	LYFT	CAB	\$ 8.59
08/09/18	LYFT	CAB	\$ 7.50
08/10/18	BBCE PIER	MEAL/TABATHA TRAINING	\$ 18.49
08/10/18	LYFT	CAB	\$ 12.37
08/10/18	LYFT	CAB	\$ 13.65
08/13/18	EMA	MEAL/TABATHA TRAINING	\$ 45.00
08/13/18	HYATT PLACE HOTEL	HOTEL - TRAINING	\$ 941.30
08/13/18	RED ROBIN	MEAL/TABATHA TRAINING	\$ 17.48
08/13/18	GIORDANOS	MEAL/TABATHA TRAINING	\$ 25.58
08/15/18	ALASKA AIR	BAGGAGE FEE	\$ 25.00
			<b>\$ 1,413.28</b>
<b>Charges total</b>			<b>\$ 3,920.62</b>
<b>Grand Total</b>			<b>\$ 3,920.62</b>
<b>APPROVAL</b>		<b>DATE</b>	

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**August 2018 Statement**

Open Date: 07/24/2018 Closing Date: 08/23/2018

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

Account: '90

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

<b>New Balance</b>	<b>\$3,920.62</b>
<b>Minimum Payment Due</b>	<b>\$40.00</b>
<b>Payment Due Date</b>	<b>09/22/2018</b>

<b>Reward Points</b>	
Earned This Statement	4,277
Reward Center Balance	5,700
as of 08/22/2018	
For details, see your rewards summary.	

<b>Activity Summary</b>		
Previous Balance	+	\$4,993.34
Payments	-	\$4,993.34 <sup>CR</sup>
Other Credits	-	\$49.39 <sup>CR</sup>
Purchases	+	\$3,970.01
Balance Transfers		\$0.00
Advances		\$0.00
Other Debits		\$0.00
Fees Charged		\$0.00
Interest Charged		\$0.00
<b>New Balance</b>	<b>=</b>	<b>\$3,920.62</b>
<b>Past Due</b>		<b>\$0.00</b>
<b>Minimum Payment Due</b>		<b>\$40.00</b>
Credit Line		\$10,000.00
Available Credit		\$6,079.38
Days in Billing Period		31

**Payment Options:**



Mail payment coupon with a check



Pay online at myaccountaccess.com



Pay by phone 1-866-552-8855

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

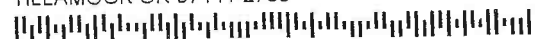


24-Hour Cardmember Service: 1-866-552-8855

- to pay by phone
- to change your address

000007749 01 SP 000638901228991 P Y

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



Account Number	90
Payment Due Date	9/22/2018
New Balance	\$3,920.62
Minimum Payment Due	\$40.00

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

**Cardmember Service**

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



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**Visa Business Rewards**

<b>Rewards Center Activity as of 08/22/2018</b>	
Rewards Center Activity*	-68,500
Rewards Center Balance	5,700

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

Rewards Earned	This Statement	Year to Date
Points Earned on Net Purchases	3,566	15,642
Gas, Restaurants & Telecom Double Points	711	5,064
<b>Total Earned</b>	<b>4,277</b>	<b>20,706</b>

For rewards program inquiries and redemptions, call 1-888-229-8864 from 8:00 am to 10:00 pm (CST) Monday through Friday, 8:00 am to 5:30 pm (CST) Saturday and Sunday. Automated account information is available 24 hours a day, 7 days a week.

**Important Messages**

**Paying Interest:** You have a 24 to 30 day interest-free period for Purchases provided you have paid your previous balance in full by the Payment Due Date shown on your monthly Account statement. In order to avoid additional INTEREST CHARGES on Purchases, you must pay your new balance in full by the Payment Due Date shown on the front of your monthly Account statement.

There is no interest-free period for transactions that post to the Account as Advances or Balance Transfers except as provided in any Offer Materials. Those transactions are subject to interest from the date they post to the Account until the date they are paid in full.

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

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
<b>Purchases and Other Debits</b>					
07/25	07/23	8354	RODEO STEAKHOUSE TILLA TILLAMOOK OR	\$70.74	_____
07/30	07/29	0011	LOGMEIN*GOTOMEETING 855-837-1750 CA	\$348.00	_____
07/31	07/30	7659	AMAZON MKTPLACE PMTS AMZN.COM/BILL WA	\$576.56	_____
08/03	08/02	5094	USPS POSTAGE ENDICIA.C 800-576-3279 CA	\$100.00	_____
08/06	08/04	6743	FRED-MEYER #0377 TILLAMOOK OR	\$29.99	_____
08/08	08/07	1118	THE FERN CAFE TILLAMOOK OR	\$25.15	_____
08/09	08/08	0025	TRAVEL OREGON 503-967-1560 OR	\$50.00	_____
08/09	08/09	6946	USA TODAY JOBS NETWORK 844-419-9560 VA	\$399.00	_____
08/17	08/15	0768	WERNER GOURMET MEAT SN TILLAMOOK OR	\$35.95	_____
08/17	08/16	0437	GARIBALDI PORTSIDE GARIBALDI OR	\$35.00	_____
<b>Total for Account</b>				<b>\$1,670.39</b>	

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

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
<b>Purchases and Other Debits</b>					

Continued on Next Page

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

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
			OHARE TO PORTLAND ORE		
			<b>Total for Account</b>	<b>4146</b>	<b>\$1,413.28</b>

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

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
<b>Purchases and Other Debits</b>					
07/24	07/23	1308	FS *www.mtcpro.com 877-3278914 CA	\$49.00	_____
08/15	08/14	8784	PILOT 00003863 BROOKS OR	\$10.00	_____
08/17	08/16	9631	PIG 'N PANCAKE ASTORIA OR	\$17.00	_____
			<b>Total for Account</b>	<b>2649</b>	<b>\$76.00</b>

**Transactions** BILLING ACCOUNT ACTIVITY

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
<b>Payments and Other Credits</b>					
08/02	08/02	8	PAYMENT THANK YOU	\$4,993.34CR	_____
			<b>Total for Account</b>	<b>0000</b>	<b>\$4,993.34CR</b>

<b>2018 Totals Year-to-Date</b>	
Total Fees Charged in 2018	\$0.80
Total Interest Charged in 2018	\$80.91

**Interest Charge Calculation**

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

\*\*APR for current and future transactions.

Balance Type	Balance By Type	Balance Subject to Interest Rate	Variable	Interest Charge	Annual Percentage Rate	Expires with Statement
**BALANCE TRANSFER	\$0.00	\$0.00	YES	\$0.00	13.99%	
**PURCHASES	\$3,920.62	\$0.00	YES	\$0.00	13.99%	
**ADVANCES	\$0.00	\$0.00	YES	\$0.00	25.74%	

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

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
07/25	07/24	7184	FIELDPRINT INC 888-291-1369 PA	\$12.50	_____
07/27	07/27	5567	THE FERN CAFE TILLAMOOK OR	\$39.00	_____
07/30	07/27	8863	HIPAA GROUP, INC. 888-494-6987 FL	\$150.00	_____
07/30	07/26	6352	WERNER GOURMET MEAT SN TILLAMOOK OR	\$60.00	_____
08/01	07/30	5471	SAFEWAY #2723 TILLAMOOK OR	\$32.37	_____
08/02	08/01	5484	IRON MOUNTAIN 800-934-3453 MA	\$64.39	_____
08/06	08/05	7742	ADOBE *ACROPRO SUBS 800-833-6687 CA	\$24.99	_____
08/08	08/07	4420	J2 EFAX SERVICES 323-817-3205 CA	\$219.45	_____
08/13	08/10	6186	SQ *AALPHA SHUTTLE ASTORIA OR	\$45.75	_____
08/17	08/16	4509	FIELDPRINT INC 888-291-1369 PA	\$12.50	_____
08/20	08/17	6275	USPS POSTAGE ENDICIA.C 800-576-3279 CA	\$100.00	_____
<b>Total for Account 4</b>				<b>\$760.95</b>	<b>J22</b>

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

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
<b>Other Credits</b>					
08/13	08/10	7684	LYFT *RIDE FRI 12PM 8552800278 CA MERCHANDISE/SERVICE RETURN	\$49.39	CR _____
<b>Purchases and Other Debits</b>					
08/03	08/01	2563	WERNER GOURMET MEAT SN TILLAMOOK OR	\$22.00	_____
08/07	08/05	5027	ELMER'S PARKROSE PORTLAND OR	\$15.00	_____
08/07	08/06	4513	LYFT *RIDE MON 1PM LYFT.COM CA	\$38.91	_____
08/08	08/06	9305	PARADIES #9515 PDX 404-3447905 OR	\$5.98	_____
08/08	08/06	4410	6 - LOU MALNATIS PIZZE CHICAGO IL	\$12.10	_____
08/08	08/07	0706	LYFT *RIDE TUE 3PM LYFT.COM CA	\$7.80	_____
08/08	08/07	6751	LYFT *RIDE TUE 7AM LYFT.COM CA	\$7.50	_____
08/09	08/06	2205	COMFORT INN & SUITES PORTLAND OR	\$189.03	_____
08/09	08/08	6713	LYFT *RIDE WED 2PM LYFT.COM CA	\$8.59	_____
08/09	08/08	8188	LYFT *RIDE WED 8AM LYFT.COM CA	\$7.50	_____
08/10	08/08	0693	BBCE PIER CHICAGO IL	\$18.49	_____
08/10	08/09	5566	LYFT *RIDE THU 5PM LYFT.COM CA	\$12.37	_____
08/10	08/09	2829	LYFT *RIDE WED 8PM LYFT.COM CA	\$13.65	_____
08/13	08/10	0371	EMA CHICAGO IL	\$45.00	_____
08/13	08/10	9742	HYATT PLACE CHICAGO RV CHICAGO IL	\$941.30	_____
08/13	08/11	4597	RED ROBIN NO 87 HILLSBORO OR	\$17.48	_____
08/13	08/09	9876	GIORDANO'S PRUDENTIAL CHICAGO IL	\$25.58	_____
08/13	08/10	5851	LYFT *RIDE FRI 12PM LYFT.COM CA	\$49.39	_____
08/15	08/10	2378	ALASKA AI0272181277844 CHICAGO IL WELCH/TABATHA 08/10/18	\$25.00	_____

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# Tillamook County Transportation District

## MONTHLY PERFORMANCE REPORT

August 2018

RIDERSHIP BY SERVICE TYPE	AUG 2018	AUG 2017	YTD FY 18-19	YTD FY 17-18	YTD % Change
<b><u>Dial-A-Ride Service</u></b>					
Tillamook County	975	915	1,812	1,701	6.5%
NW Rides	659	647	1,288	1,310	-1.7%
Volunteer	0	276	50	471	-89.4%
<b>Dial-A-Ride Total</b>	<b>1,634</b>	<b>1,838</b>	<b>3,150</b>	<b>3,482</b>	<b>-9.5%</b>

### **Deviated Fixed Route Service**

Rt 1: Town Loop	4,310	4,246	8,028	8,244	-2.6%
Rt 2: Netarts/Oceanside	798	860	1,555	1,585	-1.9%
Rt 3: Manzanita/Cannon Beach	3,571	3,486	7,283	6,890	5.7%
Rt 4: Lincoln City	1,440	1,154	2,766	2,224	24.4%
<b>Local Fixed Rt Total</b>	<b>10,119</b>	<b>9,746</b>	<b>19,632</b>	<b>18,943</b>	<b>3.6%</b>

### **Inter City Service**

Rt 5: Portland	1,028	1,200	2,096	2,222	-5.7%
Rt 60X: Salem	1,092	572	2,195	1,085	102.3%
Rt 70X: Grand Ronde	590	0	1,170	0	#DIV/0!
<b>Inter City Total</b>	<b>2,710</b>	<b>1,772</b>	<b>5,461</b>	<b>3,307</b>	<b>65.1%</b>

### **Other Services**

Tripper Routes	90	144	199	265	-24.9%
Special Bus Operations	374	215	874	474	84.4%
<b>Other Services Total</b>	<b>464</b>	<b>359</b>	<b>1,073</b>	<b>739</b>	<b>45.2%</b>

<b>TOTAL ALL SERVICES</b>	<b>14,927</b>	<b>13,715</b>	<b>29,316</b>	<b>26,471</b>	<b>10.7%</b>
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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)	7,891	302	16,292	14,351	13.5%
Senior/Disabled	4,354	1,248	10,964	10,178	7.7%
Child/Youth (less than 18 years of age)	1,048	83	2,060	1,943	6.0%
<b>Total</b>	<b>13,293</b>	<b>1,634</b>	<b>29,316</b>	<b>26,471</b>	<b>10.7%</b>

OTHER RIDER CATEGORIES	Fixed		YTD	YTD	YTD %
	Route	DAR	FY 18-19	FY 17-18	Change
Ride Connection	73		153	172	-11.0%
Tillamook Bay Community College	78		141	75	88.0%
NWOTA Visitor Pass	231		529	291	81.8%
Northwest Rides		659	1,298	1,423	-8.8%
Helping Hands Shuttle		38	114	119	-4.2%

Tillamook County Transportation District

CORRECTED.

MONTHLY PERFORMANCE REPORT

August 2018

RIDERSHIP BY SERVICE TYPE	AUG 2018	AUG 2017	YTD FY 18-19	YTD FY 17-18	YTD % Change
<b><u>Dial-A-Ride Service</u></b>					
Tillamook County	1,013	915	1,850	1,701	8.8%
NW Rides	792	647	1,421	1,310	8.5%
Volunteer	0	276	50	471	-89.4%
<b>Dial-A-Ride Total</b>	<b>1,805</b>	<b>1,838</b>	<b>3,321</b>	<b>3,482</b>	<b>-4.6%</b>
<b><u>Deviated Fixed Route Service</u></b>					
Rt 1: Town Loop	4,310	4,246	8,028	8,244	-2.6%
Rt 2: Netarts/Oceanside	798	860	1,555	1,585	-1.9%
Rt 3: Manzanita/Cannon Beach	3,571	3,486	7,283	6,890	5.7%
Rt 4: Lincoln City	1,440	1,154	2,766	2,224	24.4%
<b>Local Fixed Rt Total</b>	<b>10,119</b>	<b>9,746</b>	<b>19,632</b>	<b>18,943</b>	<b>3.6%</b>
<b><u>Inter City Service</u></b>					
Rt 5: Portland	1,028	1,200	2,096	2,222	-5.7%
Rt 60X: Salem	1,092	572	2,195	1,085	102.3%
Rt 70X: Grand Ronde	590	0	1,170	0	#DIV/0!
<b>Inter City Total</b>	<b>2,710</b>	<b>1,772</b>	<b>5,461</b>	<b>3,307</b>	<b>65.1%</b>
<b><u>Other Services</u></b>					
Tripper Routes	90	144	199	265	-24.9%
Special Bus Operations	374	215	874	474	84.4%
<b>Other Services Total</b>	<b>464</b>	<b>359</b>	<b>1,073</b>	<b>739</b>	<b>45.2%</b>
<b>TOTAL ALL SERVICES</b>	<b>15,098</b>	<b>13,715</b>	<b>29,487</b>	<b>26,471</b>	<b>11.4%</b>

ONE-WAY TRIPS BY USER GROUP	Fixed		YTD	YTD	YTD %
USER GROUP	Route	DAR	FY 18-19	FY 17-18	Change
General (18 years to 60 years of age)	7,891	334	16,323	14,351	13.7%
Senior/Disabled	4,354	1,379	11,095	10,178	9.0%
Child/Youth (less than 18 years of age)	1,048	92	2,069	1,943	6.5%
<b>Total</b>	<b>13,293</b>	<b>1,805</b>	<b>29,487</b>	<b>26,471</b>	<b>11.4%</b>

OTHER RIDER CATEGORIES	Fixed		YTD	YTD	YTD %
	Route	DAR	FY 18-19	FY 17-18	Change
Ride Connection	73		153	172	-11.0%
Tillamook Bay Community College	78		141	75	88.0%
NWOTA Visitor Pass	231		529	291	81.8%
Northwest Rides		661	1,248	1,423	-12.3%
Helping Hands Shuttle		38	114	119	-4.2%

18-CORRECTED

## MONTHLY PERFORMANCE

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

Aug-17	1.3	61.1%	61.59
May-18	1.3	59.2%	62.29
Jun-18	1.3	59.4%	61.72
Jul-18	1.3	56.7%	65.79
Aug-18	1.2	55.3%	67.47
<b>STANDARD</b>	<b>1.3</b>	<b>65.3%</b>	<b>56.36</b>

### Deviated Fixed Routes

Aug-17	7.1	13.3%	63.38
May-18	6.1	9.7%	69.01
Jun-18	6.1	9.9%	67.72
Jul-18	6.4	11.6%	63.91
Aug-18	6.5	9.2%	72.25
<b>STANDARD</b>	<b>7.0</b>	<b>12.4%</b>	<b>64.60</b>

### Intercity Services

Aug-17	3.3	40.3%	68.47
May-18	2.8	23.6%	78.52
Jun-18	2.9	23.1%	77.39
Jul-18	3.7	26.4%	72.30
Aug-18	3.6	24.3%	77.08
<b>STANDARD</b>	<b>2.9</b>	<b>31.5%</b>	<b>72.86</b>

### Other Services

Aug-17	3.3	7.0%	54.78
May-18	5.6	9.7%	57.79
Jun-18	5.5	10.8%	57.01
Jul-18	5.9	1.5%	57.79
Aug-18	5.0	2.5%	60.23
<b>STANDARD</b>	<b>6.9</b>	<b>10.7%</b>	<b>55.54</b>

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

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

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

Other Services: Trippers and Special Bus Operations

Year-to-Date Statistics and Performance

Tillamook County Transportation District  
Actual FY 2018/2019

Route/Run	Thru Aug 2018										9/14/2018						
	YTD Fare Revenue (\$)	YTD Passngs	YTD Service Hours	YTD Paid Hours	YTD Service Miles	Mileage Based Costs	Hourly Based Costs (\$)	Direct Cost (\$)	Indirect Costs (\$)	Total Costs (\$)		Hourly Rate (\$)	Passngs per Hour	Farebox Ratio	Passngr/ \$ Subsidy	Average Fare (\$)	Revenue/ Service Hour (\$)
<u>Dial-A-Ride Service</u>																	
Dial-A-Ride	4,044	1,812	757	915	12,292	5,674	30,334	2,720	8,579	47,306	62.49	2.4	8.5%	0.04	2.23	5.34	
NW Rides	90,187	1,288	1,719	2,105	41,709	19,252	68,862	6,175	20,888	115,177	67.02	0.7	78.3%	0.05	70.02	52.48	
Volunteer	62	50	53	58	787	363	2,299	4,852	589	8,103	153.88	0.9	0.8%	0.01	1.24	1.18	
<b>Total DAR</b>	<b>94,292</b>	<b>3,150</b>	<b>2,528</b>	<b>3,078</b>	<b>54,788</b>	<b>25,289</b>	<b>101,495</b>	<b>13,746</b>	<b>30,056</b>	<b>170,587</b>	<b>67.47</b>	<b>1.2</b>	<b>55.3%</b>	<b>0.04</b>	<b>29.93</b>	<b>37.29</b>	
<u>Deviated Route</u>																	
01 Town Loop	5,981	8,028	773	878	10,541	4,865	30,969	2,777	8,553	47,165	61.02	10.4	12.7%	0.19	0.75	7.74	
02 Netarts/Oceanside	1,679	1,555	407	548	8,967	4,139	16,304	1,462	4,852	26,757	65.76	3.8	6.3%	0.06	1.08	4.13	
03 Manzanita	9,358	7,283	1,113	1,220	28,890	13,335	44,609	4,000	13,722	75,666	67.97	6.5	12.4%	0.11	1.28	8.41	
04 Lincoln City	4,750	2,766	712	844	23,882	11,023	28,525	2,558	9,327	51,434	72.25	3.9	9.2%	0.06	1.72	6.67	
<b>Total Deviated Route</b>	<b>21,768</b>	<b>19,632</b>	<b>3,005</b>	<b>3,490</b>	<b>72,279</b>	<b>33,363</b>	<b>120,408</b>	<b>10,796</b>	<b>36,455</b>	<b>201,022</b>	<b>66.90</b>	<b>6.5</b>	<b>10.8%</b>	<b>0.11</b>	<b>1.11</b>	<b>7.24</b>	
<u>Intercity</u>																	
05 Portland	20,844	2,096	598	653	19,154	8,841	26,100	2,148	7,740	44,829	74.99	3.5	46.5%	0.09	9.94	34.87	
60X Salem	5,913	2,195	561	689	22,619	10,440	24,502	2,016	7,741	44,699	79.65	3.9	13.2%	0.06	2.69	10.54	
70X Grand Ronde	1,691	1,170	361	453	12,549	5,792	15,752	1,296	4,772	27,613	76.53	3.2	6.1%	0.05	1.45	4.69	
<b>Total Intercity</b>	<b>28,448</b>	<b>5,461</b>	<b>1,520</b>	<b>1,795</b>	<b>54,322</b>	<b>25,074</b>	<b>66,354</b>	<b>5,460</b>	<b>20,253</b>	<b>117,142</b>	<b>77.08</b>	<b>3.6</b>	<b>24.3%</b>	<b>0.06</b>	<b>5.21</b>	<b>18.72</b>	
<u>Other Services</u>																	
Trippers	137	199	14	29	115	53	577	52	150	832	57.75	13.8	16.5%	0.29	0.69	9.51	
Special Bus Operation	187	874	200	245	2,505	1,156	8,002	717	2,187	12,063	60.40	4.4	1.6%	0.07	0.21	0.94	
Total Other Services	324	1,073	214	274	2,620	1,209	8,579	769	2,337	12,894	60.23	5.0	2.5%	0.09	0.30	1.52	
<b>Total TCTD Services</b>	<b>144,832</b>	<b>29,316</b>	<b>7,267</b>	<b>8,636</b>	<b>184,008</b>	<b>84,935</b>	<b>296,836</b>	<b>30,772</b>	<b>89,101</b>	<b>501,645</b>	<b>69.03</b>	<b>4.03</b>	<b>28.9%</b>	<b>0.08</b>	<b>4.94</b>	<b>19.93</b>	
Total Mileage, Labor & Direct Cost										412,544							21.6%

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

Route/Run	Thru Aug 2018 18/19			Thru Aug 2018 18/19			Thru Aug 2018 18/19			Thru Aug 2018 18/19			Thru Aug 2018 18/19		
	Fare Revenue	Fare Difference	Percent Difference	Passngrs	Passngrs Difference	Percent Difference	Service Hours	Service Hours Difference	Percent Difference	Total Cost	Total Cost Difference	Percent Difference	Total Cost	Total Cost Difference	Percent Difference
<u>Dial-A-Ride Service</u>															
Dial-A-Ride	15,928	4,044	-11,885	1,701	1,812	111	926	757	-169	6.5%	-18.2%	52,930	47,306	-5,623	-10.6%
NW Rides	76,732	90,187	13,455	1,310	1,288	-22	1,444	1,719	274	-1.7%	19.0%	94,169	115,177	21,008	22.3%
Volunteer	6,972	62	-6,910	471	50	-421	279	53	-227	-89.4%	-81.1%	16,052	8,103	-7,949	-49.5%
<b>Total DAR</b>	<b>99,632</b>	<b>94,292</b>	<b>-5,340</b>	<b>3,482</b>	<b>3,150</b>	<b>-332</b>	<b>2,649</b>	<b>2,528</b>	<b>-121</b>	<b>-9.5%</b>	<b>-4.6%</b>	<b>163,151</b>	<b>170,587</b>	<b>7,435</b>	<b>4.6%</b>
<u>Deviated Route</u>															
01 Town Loop	6,486	5,981	-505	8,244	8,028	-216	778	773	-5	-2.6%	-0.6%	42,618	47,165	4,547	10.7%
02 Netarts/Oceanside	1,744	1,679	-65	1,585	1,555	-30	340	407	67	-1.9%	19.5%	21,779	26,757	4,978	22.9%
03 Manzanita	9,508	9,358	-150	6,890	7,283	393	872	1,113	241	5.7%	27.6%	57,179	75,666	18,487	32.3%
04 Lincoln City	4,827	4,750	-77	2,224	2,766	542	684	712	28	24.4%	4.0%	47,955	51,434	3,479	7.3%
<b>Total Local Fixed Route</b>	<b>22,565</b>	<b>21,768</b>	<b>-797</b>	<b>18,943</b>	<b>19,632</b>	<b>689</b>	<b>2,675</b>	<b>3,005</b>	<b>330</b>	<b>3.6%</b>	<b>12.3%</b>	<b>169,531</b>	<b>201,022</b>	<b>31,491</b>	<b>18.6%</b>
<u>Intercity</u>															
05 Portland	25,363	20,844	-4,519	2,222	2,096	-126	625	598	-28	-5.7%	-4.4%	42,027	44,829	2,802	6.7%
60X Salem	2,295	5,913	3,618	1,085	2,195	1,110	377	561	184	102.3%	48.9%	26,604	44,699	18,095	68.0%
70X Grand Ronde	0	1,691	1,691	0	1,170	1,170	0	361	361	#DIV/0!	#DIV/0!	-1	27,613	27,614	#####
<b>Total Intercity</b>	<b>27,658</b>	<b>28,448</b>	<b>790</b>	<b>3,307</b>	<b>5,461</b>	<b>2,154</b>	<b>1,002</b>	<b>1,520</b>	<b>518</b>	<b>65.1%</b>	<b>51.6%</b>	<b>68,630</b>	<b>117,142</b>	<b>48,511</b>	<b>70.7%</b>
<u>Other Services</u>															
Trippers	280	137	-143	265	199	-66	30	14	-15	-24.9%	-51.2%	1,465	832	-633	-43.2%
Special Bus Operation	573	187	-386	474	874	400	192	200	8	84.4%	4.1%	10,664	12,063	1,398	13.1%
<b>Total Other Services</b>	<b>853</b>	<b>324</b>	<b>-529</b>	<b>739</b>	<b>1,073</b>	<b>334</b>	<b>221</b>	<b>214</b>	<b>-7</b>	<b>45.2%</b>	<b>-3.3%</b>	<b>12,129</b>	<b>12,894</b>	<b>765</b>	<b>6.3%</b>
<b>Total TCTD Services</b>	<b>150,708</b>	<b>144,832</b>	<b>-5,876</b>	<b>26,471</b>	<b>29,316</b>	<b>2,845</b>	<b>6,548</b>	<b>7,267</b>	<b>719</b>	<b>10.7%</b>	<b>11.0%</b>	<b>413,442</b>	<b>501,645</b>	<b>88,203</b>	<b>21.3%</b>

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

**Year to Date Performance Comparison**

Route/Run	Thru Aug 2018 17/18			Thru Aug 2018 18/19			Thru Aug 2018 17/18			Thru Aug 2018 18/19			Thru Aug 2018 17/18			Thru Aug 2018 18/19						
	Hourly Rate	Hourly Rate	Amount Diff	Passngr /hour	Passngr /hour	Amount Diff	Farebox Ratio	Farebox Ratio	Amount Diff	Farebox Ratio	Farebox Ratio	Amount Diff	Percent Diff	Percent Diff	Amount Diff	Percent Diff	Amount Diff	Percent Diff				
<b>Dial-A-Ride Service</b>																						
Dial-A-Ride	57.18	62.49	5.31	1.8	2.4	0.6	30.1%	8.5%	-21.5%	30.3%	8.5%	-71.6%	9.3%	0.6	30.3%	8.5%	-21.5%	9.36	2.23	-7.13	-76.2%	
NW Rides	65.21	67.02	1.81	0.9	0.7	-0.2	81.5%	78.3%	-3.2%	-17.4%	78.3%	-3.9%	2.8%	-0.2	-17.4%	78.3%	-3.9%	58.57	70.02	11.45	19.5%	
Volunteer	57.49	153.88	96.39	1.7	0.9	-0.7	43.4%	0.8%	-42.7%	-43.7%	0.8%	-98.2%	167.6%	-0.7	-43.7%	0.8%	-42.7%	14.80	1.24	-13.56	-91.6%	
Total DAR	61.59	67.47	5.88	1.3	1.2	-0.1	61.1%	55.3%	-5.8%	-5.2%	55.3%	-9.5%	9.6%	-0.1	-5.2%	55.3%	-9.5%	28.61	29.93	1.32	4.6%	
<b>Deviated Route</b>																						
01 Town Loop	54.79	61.02	6.23	10.6	10.4	-0.2	15.2%	12.7%	-2.5%	-2.0%	12.7%	-16.7%	11.4%	-0.2	-2.0%	12.7%	-16.7%	0.79	0.75	-0.04	-5.3%	
02 Netarts/Oceanside	63.98	65.76	1.78	4.7	3.8	-0.8	8.0%	6.3%	-1.7%	-17.9%	6.3%	-21.6%	2.8%	-0.8	-17.9%	6.3%	-21.6%	1.10	1.08	-0.02	-1.9%	
03 Manzanita	65.55	67.97	2.42	7.9	6.5	-1.4	16.6%	12.4%	-4.3%	-17.2%	12.4%	-25.6%	3.7%	-1.4	-17.2%	12.4%	-25.6%	1.38	1.28	-0.10	-6.9%	
04 Lincoln City	70.07	72.25	2.18	3.2	3.9	0.6	10.1%	9.2%	-0.8%	19.6%	9.2%	-8.3%	3.1%	0.6	19.6%	9.2%	-8.3%	2.17	1.72	-0.45	-20.9%	
Total Deviated Route	63.38	66.90	3.52	7.1	6.5	-0.5	13.3%	10.8%	-2.5%	-7.7%	10.8%	-18.6%	5.5%	-0.5	-7.7%	10.8%	-18.6%	1.19	1.11	-0.08	-6.9%	
<b>Intercity</b>																						
05 Portland	67.21	74.99	7.78	3.6	3.5	0.0	60.3%	46.5%	-13.9%	-1.3%	46.5%	-23.0%	11.6%	0.0	-1.3%	46.5%	-23.0%	11.41	9.94	-1.47	-12.9%	
60X Salem	70.57	79.65	9.08	2.9	3.9	1.0	8.6%	13.2%	4.6%	35.9%	13.2%	53.3%	12.9%	1.0	35.9%	13.2%	4.6%	2.12	2.69	0.58	27.4%	
70X Grand Ronde	#DIV/0!	76.53	#DIV/0!	#DIV/0!	3.2	#DIV/0!	0.0%	6.1%	6.1%	#DIV/0!	6.1%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	6.1%	6.1%	#DIV/0!	1.45	#DIV/0!	#DIV/0!	#DIV/0!
Total Intercity	68.47	77.08	8.60	3.3	3.6	0.3	40.3%	24.3%	-16.0%	8.9%	24.3%	-38.7%	12.6%	0.3	8.9%	24.3%	-38.7%	8.36	5.21	-3.15	-37.7%	
<b>Other Services</b>																						
Trippers	49.65	57.75	8.10	9.0	13.8	4.8	19.1%	16.5%	-2.6%	53.8%	16.5%	-13.8%	16.3%	4.8	53.8%	16.5%	-2.6%	1.06	0.69	-0.37	-34.8%	
Special Bus Operation	55.57	60.40	4.83	2.5	4.4	1.9	5.4%	1.6%	-3.8%	77.2%	1.6%	-71.1%	8.7%	1.9	77.2%	1.6%	-3.8%	1.21	0.21	-0.99	-82.3%	
Total Other Services	54.78	60.23	5.44	3.3	5.0	1.7	7.0%	2.5%	-4.5%	50.1%	2.5%	-64.2%	9.9%	1.7	50.1%	2.5%	-4.5%	1.15	0.30	-0.85	-73.8%	
Total Other Services	63.14	69.03	5.89	4.0	4.0	0.0	36.5%	28.9%	-7.6%	-0.2%	28.9%	-20.8%	9.3%	0.0	-0.2%	28.9%	-20.8%	5.69	4.94	-0.75	-13.2%	

Comparison FY17/18 to FY 18/19	YTD Through Aug 2018		
	17/18	18/19	Amount Difference
Mileage	158,266	184,008	25,742
Mileage Based Costs	90,003	84,935	(5,068)
Hourly Based Costs	237,975	296,836	58,861
Direct Costs	85,463	89,101	3,637
Overhead Costs			
Total Costs	413,442	470,872	57,431
			13.9%

Special Bus Operation Calculation Cost		Hourly Rate Calculation:	
Cost per mile calculation:	Actual	Plus	Actual Hourly Rate
	45.8%	10%	\$ 34.37
	Overhead	Profit	Plus Direct Costs
Mivan			6.1%
Small Bus			\$ 36.48
Coach			21.6%
			\$ 44.36
			20.0%
			\$ 53.23

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# nwCONNECTOR

## Coordinating Committee Meeting

September 14, 2018

Tillamook County Transportation District

3600 3<sup>rd</sup> 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 ( <b>Action Items</b> ) <ul style="list-style-type: none"> <li>✦ August 10, 2018 Meeting Minutes (Attached)</li> <li>✦ August 2018 Financial Report</li> <li>✦ Ridership Tracking (August 2018)</li> </ul>	Doug Pilant
10:15— 10:45	3. Transit Access Study <ul style="list-style-type: none"> <li>✦ Update and Discussion</li> </ul>	Ken Shonkwiler Ryan Farncomb
10:45— 12:00p	4. NWOTA Standing Items <ul style="list-style-type: none"> <li>✦ IGA</li> <li>✦ NWConnector Newsletter, NW Oregon Events</li> <li>✦ Potential addition of Bike and Ride Information on Website</li> <li>✦ Signage Update</li> <li>✦ Management Plan Updates</li> </ul>	All Mary McArthur Mary McArthur Doug Pilant Mary McArthur
12:00— 12:30p	5. Lunch	
12:30— 2:00p	6. Other Business and Member Updates	All

### Attachments:

August 10, 2018 Meeting Minutes

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

www.nwconnector.net



NW Oregon Transit Alliance (NWOTA)  
Coordinating Committee Meeting Minutes  
August 10, 2018  
Tillamook County Transportation District  
Tillamook, OR

1. Introductions: Doug Pilant, Coordinating Committee Chair, opened the meeting. Meeting attendees included:
  - Cynda Bruce—Lincoln County Transportation
  - Lee Lazaro—Benton County Transit
  - Jeff Hazen—Sunset Empire Transit District
  - Doug Pilant—Tillamook County Transportation
  - Mark Bernard—ODOT
  - Thomas Craig—TrilliumExcused: Arla Miller, Todd Wood
2. Consent Calendar: Unanimously approved. (CB/LL)
  - ✦ July 13, 2018 Meeting Minutes—No corrections.
  - ✦ June and July 2018 Financial Reports—Doug reviewed a revised June 2018 report that includes all late incoming revenues and expenses. It represents the final year end reporting. Doug also reviewed the July 2018 report.
  - ✦ Ridership Tracking—Mary will change the ridership performance report to the July/June FY cycle. The system is running regularly over 1 million bus miles per year. Doug reported that the Tillamook—Manzanita—Cannon Beach run is up 100—300%.
3. Open Trip Planner

Impetus for the discussion comes from the website trip planning function through Google not allowing extended dates on trip planning. Thomas called in to discuss. NWOTA would like to add functionality that allows people to plan a trip further out than 50 days. Two solutions: 1) Swap out the free Google trip planner an Open Trip Planner platform. This would mean over \$10,000 annually for Trillium to support the new functionality in-house, and could be done relatively quickly. It would mean more control over length of scheduling time, what partners show on the trip planning, and some more control the appearance of the Trip Planner. 2) Implement Open Planner Flex Trip. Include more than just the fixed routes, but also deviated routes, flag stops, dial-a-rides. Riders that would be most affected would be those least mobile who have trouble walking distances to a bus stop. Wouldn't be radically more expensive in the long-term, but would have more upfront development and testing costs.

Trillium is currently working a proposal for ODOT, that would potentially include the NW Connector as a pilot system for the Flex Trip Planner, advancing technology transit in Oregon. This is a trip discovery tool that finds connections to fixed routes. Still beta technology at this point, which might be a better tool for a mobility manager vs the paratransit rider looking to find the best options for a multiple stop rides, particularly for the first and last mile connections. The partners agreed to have Trillium include NWOTA in the proposal.
4. PSU Cascadia Connect Final Report

Car-free travel around Oregon is the whole push. Some of the challenges identified could be directly fixed with Flex Trip Planning. Jeff will summarize the key findings for NWOTA for the September board meeting.
5. NWOTA Standing Items
  - ✦ IGA—Tillamook will have the IGA on the August Commission meeting agenda.
  - ✦ NW Connector Newsletter, NW Oregon Events—Doug's board chair will be taking transit to Yachats and will keep a diary, which can be converted into a NW Connector story. Still looking for more stories. Look at developing a Newsletter that is working on barriers identified in Cascadia Report. Oregon Coast Bike Plan would be another good topic. Bike Rack information. Mary will write up something items for review at the September board meeting.
  - ✦ Travel Oregon Small Grants Program—Partners agreed to send in an \$20,000 application for bike repair stations. Match would be a minimum of \$2,200 cash match. NWOTA can use its marketing budget as match.

✦ Potential Addition of Bike and Ride Information on Website—Doug noted that they not only need instructions for bicyclists attaching their bikes, but ensuring drivers go through their prechecks to ensure the bike arm is working properly and bicyclists are asked regarding whether the bike is secure. Adding the information to the website would be helpful, and add a story to the website as well. **Mary** will contact Sports Works on instructions. **Jeff** will send **Mary** SETD's bicycle information for drafting a NWOTA policy. **September** agenda

✦ Signage—Doug provided 4 more signage options incorporating preferences voiced from previous meetings. The group narrowed the signage down to the one showing a blue bus with a blue outline, although Doug will also have the contractor do an example with a green bus. Doug also handed out a new poster map, updating the colors, Benton County logo, and some of the routes. Doug will have a black square added to the Kelso Amtrak station. Reverse font sizes on the website and phone listings.

Management Plan Update—Needs to be updating with more information that will support STIP planning: Supporting low-income populations, perhaps in Goal 5, eg, Increase utilization of the NWConnector system by low income riders: Reduced fares, identifying routes with low-income ridership, adding signage to Marketing activities, working with Tribes, adding as advisory members, identifying routes with low-income ridership, option for combining meetings (STIF, NWOTA), recognizing lack of housing in region for service workers is resulting in long costly commutes to/from work, inland to employment along the Coast. Target programs to these populations, and serve a need for the business community as well.

Also list STIF projects listed in the Management Plan, although will need to seek public input. List projects and policies that are uniform throughout service area. Pubic input could include listing on the individual partner websites, public town halls are not required. Bike racks and trailers, trip planner (flex), other?

#### 6. Member Updates

✦ Tillamook—New schedules have been implemented. 5310 review is coming up this week.

✦ Lincoln—5311 review is also coming up. Moving forward with Swiftly, but has also identified some other hick-ups that had to be cleared up. Already finding operational improvements, where can be pro-active. Thanks to Doug and Jeff for sharing experience. Five-year review will be in November.

✦ Sunset Empire—Shelters public-private partnership have added Gearhart Dollar General, Knappa Dollar General, an apartment complex near NW Adult and Senior Center. Been at a NTIA real estate training in Seattle. Drivers are looking at organizing a union.

✦ Benton—Rolling out the STIF process. Sent partners an email. Had TSP open houses, met with all the city councils, trying to organize the first STIF committee meeting. Have RFP on the street for Benton County's Coordinated Transit services, a five-year agreement. Proposals due September 10<sup>th</sup>. Updated Coastal Valley Express schedule to better coordinate with other partners.

✦ ODOT—New pilot transit service between Yachats and Florence. Still working on frequency, and where stops will be. Will complete transit along the Coast. Will improve connections to Hatfield and the Willamette Valley through the NW Connector. Sending out additional information on rolling out STIF programs.

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

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

	Current Period Actual	Current Period Budget	Current Year Actual	Total Budget	Total Budget Variance	%
<b>Resources</b>						
Working Capital	3500 0.00	0.00	0.00	87,000.00	(87,000.00)	0.00%
NWOTA Partner Cont. Match	4225 12,000.00	4,000.00	12,000.00	48,000.00	(36,000.00)	25.00%
Transfer From General Fund	4911 12,000.00	0.00	12,000.00	12,000.00	0.00	100.00%
<b>Total Resources</b>	<u>24,000.00</u>	<u>4,000.00</u>	<u>24,000.00</u>	<u>147,000.00</u>	<u>(123,000.00)</u>	<u>16.33%</u>
<b>Expenses</b>						
<b>Materials and Services</b>						
Professional Services	5100 0.00	437.50	0.00	5,250.00	5,250.00	0.00%
Administrative Support	5101 0.00	2,083.33	0.00	25,000.00	25,000.00	0.00%
Website Maintenance	5102 0.00	416.67	0.00	5,000.00	5,000.00	0.00%
Marketing	5190 1,525.00	2,500.00	3,525.00	30,000.00	26,475.00	11.75%
Travel & Training	5220 0.00	416.67	0.00	5,000.00	5,000.00	0.00%
<b>Total Materials and Services</b>	<u>1,525.00</u>	<u>5,854.17</u>	<u>3,525.00</u>	<u>70,250.00</u>	<u>66,725.00</u>	<u>5.02%</u>
<b>Transfers</b>						
Transfer to General Fund	9130 3,000.00	0.00	3,000.00	3,000.00	0.00	100.00%
Reserve for Future Expenditure	9175 0.00	0.00	0.00	68,750.00	68,750.00	0.00%
<b>Total Transfers</b>	<u>3,000.00</u>	<u>0.00</u>	<u>3,000.00</u>	<u>71,750.00</u>	<u>68,750.00</u>	<u>4.18%</u>
<b>Capital Outlay</b>						
<b>Capital Purchases</b>						
Bus Stop Signage/Shelters	6040 0.00	0.00	0.00	5,000.00	5,000.00	0.00%
<b>Total Capital Purchases</b>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>5,000.00</u>	<u>5,000.00</u>	<u>0.00%</u>
<b>Total Capital Outlay</b>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>5,000.00</u>	<u>5,000.00</u>	<u>0.00%</u>
<b>Total Expenses</b>	<u>4,525.00</u>	<u>5,854.17</u>	<u>6,525.00</u>	<u>147,000.00</u>	<u>140,475.00</u>	<u>4.44%</u>

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

**Progress to Date: September 2018**

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

**CONNECTOR ACTION PLAN**

**Lead**

**Action Items**

**Target Completion**

**Progress to Date**

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

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

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CONNECTOR ACTION PLAN		Lead	Action Items	Target Completion	Progress to Date
3F	Standardize data collection practices of Connector members.	NWOTA staff	Obtain monthly operational data from each member, using the data reporting template	2017; ongoing monthly	Completed
		CCR	Look at adding automatic data collection technologies for the region, including equipment maintenance and data management.	Implement by 2019; ongoing thereafter	Not started
<b>GOAL 4: INCREASE ORGANIZATIONAL AND FINANCIAL STABILITY</b>					
4A	Look for opportunities to jointly procure equipment, stop amenities, consulting services, and other major purchases.	Connector Partners		Ongoing, beginning in 2017	Not started
4B	Complete a detailed study to look for additional regional operational cost efficiencies by 2020.	ODOT Liaison		2020	Not Started
4C	Investigate NWConnector revenue generators	NW Connector Staff	Consider advertising or sponsorships on shelters	2019	Not Started
4D	Develop a regional policies and procedures manual, and establish initial policies for topic areas recommended in the management plan.	BCT		2021	Completing policies on Transporting Animals, and Holiday Schedules
4E	Reach out to the Oregon Transit Association (OTA) for assistance in lobbying for regional coordination funding.	LCT (TCTD co-leader)		2017	Liaisoning with OTA



CONNECTOR ACTION PLAN		Lead	Action Items	Target Completion	Progress to Date
4F	Convene representatives from each partner agency's board to discuss potential management strategies and resolve barriers to the IGA.	TCTD (LCT to provide current draft IGA)		2017	Complete in 2018
4G	Consider establishing a advisory group for the NWConnector system	All Partners	Work with the Tribes to see if there is interest in participating on a NWConnector Advisory Committee. Look at the potential for combining SPP and NWOTA meetings <sup>STF</sup>	2019	Discussion stage to date
<b>GOAL 5: ENHANCE COMMUNITY LIVABILITY</b>					
5A	Develop an implementation plan for a marketing concept similar to Sonoma County's "Transit to Trails" program, and build a page for it on the Connector website.	Media Consultant		2018	In progress
5B	On an annual basis, reach out to local community agencies, such as senior centers, to demonstrate how to ride the Connector.	Public Involvement Coordinator Connector Partners		Annually	Not started
5C	Partner with local jurisdictions to integrate the Connector into local planning and development approval processes.	All Members	<ul style="list-style-type: none"> <li>Contact planning directors at each local agency within your service area and ask to be notified when new developments are proposed.</li> <li>Review new development proposals and coordinate with local planning directors to make appropriate transit improvements a condition of development.</li> </ul>	2018; ongoing thereafter	Partially being done

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**CONNECTOR ACTION PLAN**

**Lead**

**Action Items**

**Target Completion**

**Progress to Date**

<p><b>5D</b></p> <p>Increase utilization of the NWConnector system by low income riders: Reduced fares, identifying routes with low-income ridership</p>	<p>Lead</p>	<ul style="list-style-type: none"> <li>• Potential incentives: Reduced fares, increasing coverage of routes with low-income ridership, bus passes for employees challenged to find housing affordable close to their employment.</li> <li>• Investigate last mile trips, may be more cost effective to do Dial-a-Ride</li> </ul>	<p>2018; ongoing thereafter</p>	<p>Partially being done</p>
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## TILLAMOOK COUNTY TRANSPORTATION DISTRICT POLICY

<b>Policy: Facility <u>Preventative</u> Maintenance Plan</b>	<b>Number: <u>2423</u></b>
Adopted by the Board of Directors on November 21, 2013. <u>Revised by the Board of Directors on September 20, 2018.</u> Effective: <u>11/21/2013</u>	<b>Pages: 4</b>

### **POLICY STATEMENT:**

~~Tillamook County Transportation District~~The TCTD Facility Preventative Maintenance policy guides the maintenance of the District's ~~aims its~~ facilities and equipment to protect its investments ~~in~~ and prolong the useful life of ~~these its~~ assets ~~and provide public transit to the highest standards financially feasible. Service of the highest quality to our customers cannot be maintained without the most efficient operating and support program we can provide.~~

### **OBJECTIVES: SCHEDULE**

TCTD buildings will be inspected throughout the year that will include daily, monthly quarterly and during inclement weather.

Daily – Daily inspections should be conducted by all employees. These inspections will be done visually. The visual inspections are simply taking notice of something that does not look correct and making sure to report it.

Monthly – Monthly inspections will be conducted by maintenance personnel. This inspection should be comprehensive and documented. The district will provide a checklist of items that should be viewed. Any recommendations will be made to the General Manager.

Quarterly – The safety committee will conduct quarterly inspections of the buildings per OROSHA Rule 437-001-0765 (7). Once they have completed their inspections, these should be compared to the monthly inspections. Any recommendations will be made to the General Manager.

Inclement Weather – When the district is aware of a forecasted storm, the maintenance staff will conduct a preventative inspection to make sure the facilities are ready. Once the storm has passed, the maintenance staff will conduct another inspection to identify any damage or repairs that need to be made. Any recommendations for repairs will be made to the General Manager.

### **Building Maintenance**

The following areas should be looked at during the documented inspections:

### **Outdoors**

- Roof
- Gutters/Scuppers
- Downspouts - direct water away from the building
- Doors/Seals/Caulking
- Exterior Wall conditions/Holes/Paint/Siding
- Exterior Lighting/Cameras
- Parking Lots/Light Poles
- Emergency Backup Generators
- Vegetation trimmed away from buildings
- Foundation
- Combustibles away from buildings
- Exposed Piping

### **Indoors**

- Emergency Lighting
- HVAC System/Filters/Batteries in Thermostats
- Water Intrusion/Moisture Issues
- Storage Areas
- Interior Wall Conditions
- Electrical Panels
- Attics

### **Training**

The district will conduct annual training for staff that includes refreshing staff of items to be viewed or any new buildings or conditions they should be aware of. Refresher training should occur if a property claim is filed.

## Property Maintenance Checklist

Date of Inspection: \_\_\_\_\_

Inspected by: \_\_\_\_\_

General:	OK	FIX	N/A	Comments
Emergency Procedures are available				
SDS Binders are up to date and available				
Emergency shut-off map for water is posted				
All fire extinguishers inspected and serviced				
Fire alarm and smoke detectors tested				
Alarm permits are current and posted				
Back flow inspections are current				
Lock out tag out devices are onsite				
Emergency contact numbers posted				
First aid kits are properly stocked and available				
Personal protection equipment is available				

Custodial:	OK	FIX	N/A	Comments
Hand trucks, chair dolly's available				
Ladders are available and in good condition				
Flammable products are stored properly				
Hand tools and power tools are in good condition				
Wet floor signs are available				
Secondary containers are properly labeled				

Parking lots and grounds:	OK	FIX	N/A	Comments
Sidewalks and parking lots free of trip hazards				
Parking lot light timers are adjusted properly				
All exterior signage is in good condition				
Security cameras cleaned, adjusted and operating				
All exterior lighting in working condition				
Bushes/trees trimmed away from building and lighting				

Roofs:	OK	FIX	N/A	Comments
Check roof(s) for damage				
Roof drains, down spouts are clear of debris				
Moss problems have been treated				
Roof access ladders are in good condition				

Bus Maintenance Facility, Bus Barns, Shelters	OK	FIX	N/A	Comments
Inspect vehicle hoist to ensure safe operation				
Floors are clean of oil and other slippery materials				

<u>Eye wash station is clean and operational</u>				
<u>All flammable materials are stored securely</u>				
<u>Appropriate container for oily rags is available and clearly marked</u>				
<u>All spaces are free of trip hazards</u>				

<u>Offices and Transit Visitor Center:</u>	<u>OK</u>	<u>FIX</u>	<u>N/A</u>	<u>Comments</u>
<u>All spaces are adequately lit and in good repair</u>				
<u>Power strips are UL listed and in good repair</u>				
<u>Electrical outlets within 4' of sinks are GFI protected</u>				
<u>Extension cords are only used for temporary use</u>				
<u>Cords have been checked for grounding plugs</u>				
<u>Portable heaters have tip over switches and not near flammable products</u>				
<u>Overhead storage is secured and stable</u>				

<u>Restrooms:</u>	<u>OK</u>	<u>FIX</u>	<u>N/A</u>	<u>Comments</u>
<u>Flooring is in good condition and clean</u>				
<u>All plumbing fixtures are in good condition</u>				

<u>Storage, mechanical, server rooms:</u>	<u>OK</u>	<u>FIX</u>	<u>N/A</u>	<u>Comments</u>
<u>Insulation material around piping is in good condition</u>				
<u>Electrical panels are accessible</u>				
<u>All electrical junction boxes have covers</u>				
<u>Water heaters are accessible</u>				
<u>Pressure release valve on water heaters works</u>				
<u>Filters have been replaced in HVAC equipment</u>				

<u>Inclement weather preparation:</u>	<u>OK</u>	<u>FIX</u>	<u>N/A</u>	<u>Comments</u>
<u>Ice melt and snow removal equipment is available</u>				
<u>HVAC equipment set for cold weather conditions</u>				
<u>Shut of water to unheated out buildings</u>				
<u>Remove all exterior hoses from hose bibs</u>				
<u>Roof drains and storm drains are clear</u>				

The facilities and equipment used in support of public transit will be maintained at a minimum to the specifications in the operation and maintenance manuals provided with the facilities and equipment.

- ~~Maintain facilities and equipment in safe operating condition~~
- ~~Maximize facility and equipment service life~~
- ~~Meet the requirements of the ODOT Public Transit Division, Federal Transit Administration, the Americans with Disabilities Act, and state and local regulations~~
- ~~Provide a safe environment for the public and staff~~
- ~~Minimize service disruptions~~
- ~~Ensure that our facilities remain an asset to the community~~

### **FACILITY DESCRIPTION:**

~~TCTD Administrative Building  
 Bus Storage Barns  
 Bus Maintenance Facility  
 Bus Wash Facility  
 TCTD Park and Ride  
 Transit Visitor Center  
 Bus Shelters and Wayside Facilities~~

### **ASSIGNMENT of RESPONSIBILITY:**

~~The General Manager is responsible for implementing this maintenance plan.~~

~~The Transit Supervisor assumes inspector responsibilities and will coordinate and provide the following routine maintenance and care functions or ensure they are provided by a designee or contractor:~~

1. ~~Alarm Systems: Fire alarm system will be inspected and tested quarterly.~~
2. ~~Overhead Doors: Each overhead door will be inspected quarterly and lubricated semi-annually. In addition the inspector will generate quarterly visual inspection reports for any needed repairs.~~
3. ~~Plumbing: The facility inspector will inspect all plumbing and associated fixtures monthly to ensure there are no leaks and that fixtures are operating properly. Any corrosion or poor operation will be noted and scheduled for repair/replacement.~~
4. ~~HVAC: Air Conditioners, Heat Pumps, Fresh Air Circulation Unit, Exhaust Fans, Garage Waste Oil Heater. These systems will be serviced January, April, July, and October. The facility inspector will perform PM responsibilities between those times. All units will be maintained to operate at peak efficiency by Haltiner Heating and Sheet Metal through a maintenance contract. In addition, each~~

system will be inspected monthly by the facility inspector and have air filters cleaned, replaced and dated as appropriate. Outdoor units will be inspected for general operation, debris build up or any other blockages, etc. The waste oil heaters will also be serviced by the Lead Mechanic according to the above criteria and a contractor for additional repairs.

5. ~~Generators: Emergency Portable Power Generators will be properly maintained and tested quarterly by Transit Supervisor or designee.~~
6. ~~Painting & Exterior Care: The exterior of the building will be inspected monthly and needed repairs noted and requested. This inspection shall include, but not be limited to: gutters, doors, sidewalks, windows, flashings, roof, vents, all extrusions, caulking, signage and general appearance issues.~~
7. ~~Landscaping: The facility inspector will ensure that all landscaped areas are maintained to include trimming, grass cutting, weeding, mulch and live growth replacement when needed. Fences shall also be inspected.~~
8. ~~Parking Lots: The parking lots will inspected for large cracks, holes, crumbling, etc. The inspector will help determine when re-striping and sealing need to be completed. Ice and snow removal from parking lots and walkways shall be coordinated by the facility inspector and supplies prepared before the season.~~
9. ~~Roof: The facility inspector will inspect all ceilings monthly to look for any stains or other signs of roof failure and inspect outside gutters, and covered walkways. Inspecting gutters during hard rains will be important to finding faults.~~
10. ~~Vehicle Lifts: The Transit Supervisor or designee will inspect and lubricate the lifts quarterly.~~
11. ~~Bus Washing Facility: The facility inspector will inspect quarterly and arrange for repairing or replacing bus washing equipment and supplies.~~
12. ~~Sheds: Facility inspector will use the sheds when appropriate to store needed items and once per year inventory and organize them and ensure buildings are not overgrown with weeds.~~
13. ~~Equipment: Facility inspector shall maintain all needed tools and equipment. A physical inventory of the grounds and maintenance equipment will be prepared annually and maintained throughout the year.~~
14. ~~Bus Shelters: Transit Supervisor or designee will conduct quarterly inspections of shelters, bus stop signage, and wayside facilities for damages, graffiti, etc.~~
15. ~~General: The facility inspector will walk the facility(ies) each quarter using the checklist in Appendix A and note any and all repairs to both minor and major equipment items and provide the Transit Supervisor a written report of any item needing service or repair.~~

#### **FACILITY MAINTENANCE RECORD KEEPING:**



A log of needed non-urgent repairs shall be maintained and appropriate staff notified periodically to incorporate repair costs into budgetary planning. Records of any non-planned or non-urgent maintenance needs are kept at 3600 Third Street Tillamook, OR 97141.

The TCTD Administrative Assistant maintains all permanent records for facility maintenance and inspections. Records are stored in a folder for each calendar year and completed checklists are included in that folder along with documentation of all preventive and repair maintenance performed.

**FACILITY and EQUIPMENT MAINTENANCE INFORMATION:**

Facility/Equipment	Vendor	Telephone No.
Air Compressor	Pacific Air Compressors	503-766-2290
HVAC Service	<del>Haltiner Heating and Sheet Metal</del> JNB Mechanical	<del>503-842-9315</del> 360-43-9067
Vehicle Lifts	Lift Logic	877-645-2029
Office Cleaning	Marie Mills Center Inc.	503-842-2539
Grounds keeping	North Coast Lawn	503-842-4147
Bus Wash Facility	<del>NoviClean, LLC</del> InterClean Equipment, Inc.	(949) 681-6041 734-975-2967
Fire Alarm System	Integrated Systems Group	541-270-5886
Electrical	Miami Cove Electric	503-322-3300
Plumbing	Christensen	503-842-7226

**ATTACHMENT A:**

OSHA Self-inspection Safety Checklist

## TILLAMOOK COUNTY TRANSPORTATION DISTRICT POLICY

<b>Policy: TCTD Wellness Center</b>	<b>Number: 24</b>
Adopted by the Board of Directors on September 20, 2018 Effective 9/21/2018	<b>Pages: 1</b>

### **POLICY STATEMENT**

TCTD provides District employees access to a workout facility/Wellness Center located on TCTD property.

1. The Wellness Center is a health and fitness resource for employees of the District who wish to use it for their personal benefit.
2. Access to the Wellness Center is restricted to District employees only and must be voluntarily utilized on employees' personal and unpaid time;
  - a. This includes before or after shifts, during employee's free time or during scheduled breaks.