

*Original*

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



***Dial-A-Ride***  
*A Service of Tillamook County Transportation District*

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



**BOARD OF DIRECTORS – WORK SESSION & REGULAR MONTHLY MEETING**  
**Tillamook County Transportation**  
**AGENDA**

Thursday, July 18, 2019

Robert J. Kenny Board Hearing Room 3600 Third St., Ste. A, Tillamook, Oregon

**WORK SESSION (Starting at 4:30pm)**

SDAO Board Practices Assessment

**REGULAR MEETING (Starting at 6:30pm)**

1. Call to Order
2. Pledge of Allegiance
3. Roll Call
4. Announcements & Changes to Agenda
5. Public & Guest Comments
6. Executive Session, *Real Property Transaction* ORS 192.660(2)(e)

**GENERAL MANAGERS REPORT**

7. Financial Report (Pgs. 1-19)
8. Service Performance Report (Pgs. 20-25)
9. Northwest Oregon Transit Alliance (Pgs. 26-34)
10. Planning & Development
11. Grant Funding
12. Facility/Property Management
13. NW Rides Brokerage
14. Miscellaneous

**CONSENT**

15. Motion to Approve the Minutes of June 20, 2019 Regular Board Meeting (Pgs. 35-43)
16. Motion to Accept Financial Report: June 2019
17. Motion to Amend the TCTD Bus Advertising Policy (Pgs. 44-46)
18. Motion to Appoint Chris Kell to the STIF Advisory Committee (Pg. 47)
19. Motion to Appoint Chris Kell to the TCTD Budget Committee Position #4 (Pg. 48)

**ACTION ITEMS - None**

**DISCUSSION ITEMS**

20. Cloverdale Bus Stop
21. Staff Comments/Concerns
22. Board of Directors Comments/Concerns
23. Adjournment

**Upcoming Events:**

Tillamook County Fair – August 7<sup>th</sup> thru August 10<sup>th</sup>

**Tillamook County Transportation District**  
 Normal Trial Balance - Unposted Transactions Included In Report  
 From 6/30/2019 Through 6/30/2019

Account Code	Account Title	Debit Balance	Credit Balance
1001	General Checking Account	276,022.32 -	
1006	Payroll Checking		3,919.98 -
1009	NW RIDES ACCOUNT	28,450.28 -	
1011	Prop. Mgmt. Checking	63,252.32	
1020	LGIP - General Account	734,950.24 -	
1030	LGIP - Capital Reserve	659,214.14 -	
1040	Petty Cash	200.00	
Report Total		1,762,089.30	3,919.98
Report Difference		1,758,169.32	

*PK*  
7-10-19

*GW*  
7-10-19

# Tillamook County Transportation District

## Financial Statement

From 6/1/2019 Through 6/30/2019

Resources	Current		Current Year Actual	Total Budget	Total Budget Variance	92%
	Period Actual	Period Budget				
Working Capital	3500	0.00	0.00	1,432,835.00	(1,432,835.00)	0.00%
Fares	4000	28,343.90	301,516.55	265,000.00	36,516.55	113.77%
Contract Revenue	4020	101,722.69	794,148.16	887,000.00	(92,851.84)	89.53%
Property Tax	4100	31,242.10	946,199.24	900,000.00	46,199.24	105.13%
Past Years Property Tax	4110	2,259.59	21,099.90	40,000.00	(18,900.10)	52.74%
State Timber Revenue	4120	0.00	207,520.75	215,000.00	(7,479.25)	96.52%
Mass Transit State Payroll Tax	4130	0.00	63,927.97	85,000.00	(21,072.03)	75.20%
STIF Formula	4135	0.00	164,842.00	130,000.00	34,842.00	126.80%
Capital Grants	4210	0.00	0.00	706,412.00	(706,412.00)	0.00%
Grants - FTA 5311	4220	0.00	348,751.00	360,000.00	(11,249.00)	96.87%
NWOTA Partner Cont. Match	4225	0.00	48,000.00	48,000.00	0.00	100.00%
Grants - STF	4230	0.00	67,000.00	67,000.00	0.00	100.00%
Grants - 5311 (f)	4240	0.00	170,705.00	220,000.00	(49,295.00)	77.59%
Grants - 5310	4245	0.00	79,047.00	100,000.00	(20,953.00)	79.04%
Special Bus Operations	4300	621.14	1,278.12	1,000.00	278.12	127.81%
Miscellaneous Income	4400	0.00	6,952.73	1,000.00	5,952.73	695.27%
Sale of Assets - Income	4410	0.00	1,000.00	10,000.00	(9,000.00)	10.00%
Interest Income	4510	3,190.43	31,593.23	24,000.00	7,593.23	131.63%
Advertising Income	4520	0.00	83.37	1,000.00	(1,000.00)	0.00%
Lease Income	4900	1,900.00	22,400.00	18,000.00	4,400.00	124.44%
Lease Operational Exp Income	4910	566.93	7,860.11	6,500.00	1,360.11	120.92%
Transfer From General Fund	4911	0.00	13,000.00	22,000.00	(9,000.00)	59.09%
Transfer from Capital Reserve	4914	0.00	75,000.00	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 6/1/2019 Through 6/30/2019

	Current Period Actual	Current Period Budget	Current Year Actual	Total Budget	Total Budget Variance	92%
Transfer from STF Fund	4916	0.00	47,848.00	47,848.00	0.00	100.00%
Transfer from NWOTA	4917	0.00	3,000.00	3,000.00	0.00	100.00%
<b>Total Resources</b>		<u>254,579.85</u>	<u>3,422,689.76</u>	<u>5,611,430.00</u>	<u>(2,188,740.24)</u>	<u>60.99%</u>
<b>Expenses</b>						
<b>Personnel Services</b>						
Payroll: Administration	5010	18,612.54	27,587.50	331,050.00	54,828.14	83.43%
Payroll: Dispatch	5020	6,725.90	94,980.40	125,500.00	30,519.60	75.68%
Payroll: Drivers	5030	74,161.56	947,230.08	866,500.00	(80,730.08)	109.31%
Payroll: Maintenance	5040	2,827.00	5,416.63	65,000.00	27,095.62	58.31%
Payroll Expense	5050	7,625.38	50,833.37	610,000.00	316,008.93	48.19%
Payroll Healthcare	5051	20,030.19	0.00	0.00	(123,716.87)	0.00%
Payroll Retirement	5052	5,113.38	0.00	0.00	(30,185.25)	0.00%
Payroll Veba	5053	12,503.25	21,923.67	0.00	(21,923.67)	0.00%
Workers Compensation Ins.	5055	0.00	17,769.19	22,500.00	4,730.81	78.97%
<b>Total Personnel Services</b>		<u>147,599.20</u>	<u>1,843,922.77</u>	<u>2,020,550.00</u>	<u>176,627.23</u>	<u>91.26%</u>
<b>Materials and Services</b>						
Miscellaneous Expense	5060	0.00	1,260.15	0.00	(1,260.15)	0.00%
Professional Services	5100	3,585.60	88,294.38	90,750.00	2,455.62	97.29%
Administrative Support	5101	11,109.61	2,083.37	25,000.00	530.64	97.87%
Website Maintenance	5102	0.00	416.63	5,000.00	500.00	90.00%
Planning	5103	0.00	1,666.63	20,000.00	10,650.00	46.75%
Dues & Subscriptions	5120	198.99	8,172.99	12,000.00	3,827.01	68.10%
Office Equipment R&R	5140	225.22	250.00	3,000.00	465.53	84.48%
Computer R&M	5145	2,300.00	2,916.63	37,500.00	6,961.22	81.43%

Monthly BOD Report w/YTD Budget & Variance

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# Tillamook County Transportation District

## Financial Statement

From 6/1/2019 Through 6/30/2019

	Current Period Actual	Current Period Budget	Current Year Actual	Total Budget	Total Budget Variance	92%	
Fees & Licenses	5150	499.99	1,458.37	24,357.15	33,500.00	9,142.85	72.70%
Insurance	5160	0.00	7,541.63	69,491.50	90,500.00	21,008.50	76.78%
Office Expenses	5170	535.34	1,083.37	11,586.90	13,000.00	1,413.10	89.13%
Board Expenses	5175	762.10	833.37	8,245.17	10,000.00	1,754.83	82.45%
Operational Expenses	5180	3,419.17	2,541.63	36,290.16	30,500.00	(5,790.16)	118.98%
Drug & Alcohol Administration	5185	235.00	125.00	1,980.00	1,500.00	(480.00)	132.00%
Marketing	5190	96.00	4,000.00	25,446.70	48,000.00	22,553.30	53.01%
Telephone Expense	5210	1,299.83	1,758.37	17,900.63	21,600.00	3,699.37	82.87%
Travel & Training	5220	4,132.12	2,875.00	32,720.89	34,500.00	1,779.11	94.84%
Vehicle Expense	5240	40,030.17	14,791.74	239,428.81	177,500.00	(61,928.81)	134.88%
Fuel Expenses	5245	22,556.85	21,666.74	273,688.87	260,000.00	(13,688.87)	105.26%
Volunteers	5250	0.00	125.00	0.00	1,500.00	1,500.00	0.00%
Postage	5260	100.00	125.00	942.30	1,500.00	557.70	62.82%
Mgmt/Labor Recreation Fund	5270	0.00	197.25	1,260.96	2,367.00	1,106.04	53.27%
Transit & Visitor Center Lease	5280	700.00	700.00	8,400.00	8,400.00	0.00	100.00%
Transit & Visitor Center Maint	5285	1,200.59	1,250.00	13,576.84	15,000.00	1,423.16	90.51%
General Operating Cont.	5290	0.00	2,916.63	0.00	35,000.00	35,000.00	0.00%
Property Operating Expenses	5300	1,457.28	2,083.37	18,643.29	25,000.00	6,356.71	74.57%
Flex Lease: Fees	5330	0.00	83.37	320.00	1,000.00	680.00	32.00%
Property Maint. & Repair	5340	1,070.36	833.37	16,657.12	10,000.00	(6,657.12)	166.57%
Operations Facility Maint.	5346	442.80	208.37	3,327.71	2,500.00	(827.71)	133.10%
Total Materials and Services		95,957.02	82,218.34	973,385.13	1,016,117.00	42,731.87	95.79%
Special Payments							
STF Payments to Recipients	5200	0.00	300.00	19,152.00	19,152.00	0.00	100.00%
Total Special Payments		0.00	300.00	19,152.00	19,152.00	0.00	100.00%
Monthly BOD Report w/YTD Budget & Variance							

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**Tillamook County Transportation District**  
**Financial Statement**

From 6/1/2019 Through 6/30/2019

	Current Period Actual	Current Period Budget	Current Year Actual	Total Budget	Total Budget Variance	92%
Transfers						
Transfer to LGIP 5931	9100 0.00	0.00	75,000.00	0.00	(75,000.00)	0.00%
Transfer to General Fund	9130 0.00	0.00	50,848.00	71,683.00	20,835.00	70.93%
Transfer to Vehicle Reserve	9150 0.00	0.00	1,000.00	10,000.00	9,000.00	10.00%
Transfer to NWOTA Fund	9160 0.00	0.00	12,000.00	12,000.00	0.00	100.00%
Reserve for Future Expenditure	9175 0.00	0.00	0.00	624,750.00	624,750.00	0.00%
Unappropriated Ending Fund Bal	9180 0.00	0.00	0.00	810,087.00	810,087.00	0.00%
Total Transfers	0.00	0.00	138,848.00	1,528,520.00	1,389,672.00	9.08%
Capital Outlay						
Debt Service						
Flex Lease: Principal	5310 0.00	3,750.00	50,000.00	45,000.00	(5,000.00)	111.11%
Flex Lease: Interest	5320 0.00	1,250.00	7,425.00	15,000.00	7,575.00	49.50%
PUD Loan Expense	5325 602.58	0.00	7,230.43	7,500.00	269.57	96.40%
OTIB Debt Service	5338 0.00	0.00	29,590.54	29,591.00	0.46	99.99%
Total Debt Service	602.58	5,000.00	94,245.97	97,091.00	2,845.03	97.07%
Capital Purchases						
Building Repair & Renovation	5350 461.50	3,250.00	7,788.37	39,000.00	31,211.63	19.97%
Bus Replacement/Addition	6000 0.00	69,583.37	0.00	835,000.00	835,000.00	0.00%
Computer Upgrade	6020 177.90	416.63	5,410.95	5,000.00	(410.95)	108.21%
Fuel Cell Triangulation Point	6021 0.00	500.00	0.00	6,000.00	6,000.00	0.00%
Bus Stop Signage/Shelters	6040 0.00	3,333.37	13,127.15	45,000.00	31,872.85	29.17%
Other Capital Projects	6050 0.00	0.00	3,475.00	0.00	(3,475.00)	0.00%
Total Capital Purchases	639.40	77,083.37	29,801.47	930,000.00	900,198.53	3.20%
Total Capital Outlay	1,241.98	82,083.37	124,047.44	1,027,091.00	903,043.56	12.08%
Total Expenses	244,798.20	332,980.95	3,099,355.34	5,611,430.00	2,512,074.66	55.23%

Monthly BOD Report w/YTD Budget & Variance

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**Tillamook County Transportation District**  
**Financial Statement**

From 6/1/2019 Through 6/30/2019

	Current Period Actual	Current Period Budget	Current Year Actual	Total Budget	Total Budget Variance	92%
<b>Resources</b>						
NWR Startup	0.00	0.00	206,000.00	206,000.00	0.00	100.00%
NWR Revenue	279,694.70	0.00	3,497,123.02	3,060,000.00	437,123.02	114.28%
Miscellaneous Income	0.00	0.00	0.00	5,000.00	(5,000.00)	0.00%
<b>Total Resources</b>	<b>279,694.70</b>	<b>0.00</b>	<b>3,703,123.02</b>	<b>3,271,000.00</b>	<b>432,123.02</b>	<b>113.21%</b>
<b>Expenses</b>						
<b>Personnel Services</b>						
Payroll: Administration	18,798.81	0.00	224,077.33	379,425.00	155,347.67	59.05%
Payroll: Indirect	0.00	0.00	2,438.11	10,575.00	8,136.89	23.05%
Payroll Expense	1,946.27	0.00	46,811.33	30,000.00	(16,811.33)	156.03%
Payroll Healthcare	8,292.73	0.00	47,583.47	0.00	(47,583.47)	0.00%
Payroll Retirement	0.00	0.00	1,773.56	0.00	(1,773.56)	0.00%
Payroll Veba	1,777.83	0.00	5,806.70	0.00	(5,806.70)	0.00%
<b>Total Personnel Services</b>	<b>30,815.64</b>	<b>0.00</b>	<b>328,490.50</b>	<b>420,000.00</b>	<b>91,509.50</b>	<b>78.21%</b>
<b>Materials and Services</b>						
Professional Services	943.50	0.00	22,787.00	25,000.00	2,213.00	91.14%
Dues & Subscriptions	0.00	0.00	0.00	2,100.00	2,100.00	0.00%
Office Equipment R&R	225.22	0.00	2,338.47	2,400.00	61.53	97.43%
Computer R&M	2,327.50	0.00	8,627.50	14,700.00	6,072.50	58.69%
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	546.11	0.00	11,423.85	15,000.00	3,576.15	76.15%
Operational Expenses	0.00	0.00	391.56	2,500.00	2,108.44	15.66%
Telephone Expense	1,853.98	0.00	19,944.47	20,000.00	55.53	99.72%

Monthly BOD Report w/YTD Budget & Variance

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# Tillamook County Transportation District

## Financial Statement

From 6/1/2019 Through 6/30/2019

	Current Period Actual	Current Period Budget	Current Year Actual	Total Budget	Total Budget Variance	92%
Travel & Training	0.00	0.00	2,413.05	9,000.00	6,586.95	26.81%
Postage	9.95	0.00	649.75	5,000.00	4,350.25	12.99%
Purchased Transportation	641,789.90	0.00	3,035,624.97	2,375,880.00	(659,744.97)	127.76%
Member Mileage Reimbursement	15,500.00	0.00	138,762.25	45,000.00	(93,762.25)	308.36%
Volunteer Mileage Reimburse	31,835.67	0.00	388,723.17	80,000.00	(308,723.17)	485.90%
Office Rent	400.00	0.00	4,400.00	4,800.00	400.00	91.66%
Property Operating Expenses	76.46	0.00	860.46	900.00	39.54	95.60%
Total Materials and Services	695,508.29	0.00	3,636,946.50	2,615,000.00	(1,021,946.50)	139.08%
Capital Outlay						
Capital Purchases						
Computer Upgrade	0.00	0.00	15,542.31	20,000.00	4,457.69	77.71%
Ecolane Investment	0.00	0.00	206,000.00	206,000.00	0.00	100.00%
Office Furnishings	0.00	0.00	9,032.35	10,000.00	967.65	90.32%
Total Capital Purchases	0.00	0.00	230,574.66	236,000.00	5,425.34	97.70%
Total Capital Outlay	0.00	0.00	230,574.66	236,000.00	5,425.34	97.70%
Total Expenses	726,323.93	0.00	4,196,011.66	3,271,000.00	(925,011.66)	128.28%

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**Tillamook County Transportation District**

Check/Voucher Register

1001 - General Checking Account

From 6/1/2019 Through 6/30/2019

Document Number	Document Date	Transaction Amount	Payee	Transaction Description
14444	6/6/2019	564.80	ADP, LLC	PERFORMANCE MODULE
14444	6/6/2019	368.35	ADP, LLC	PAYROLL 05242019
14445	6/6/2019	95.00	ALLAN NEWCOMB	CDL PHYSICAL
14446	6/6/2019	1,378.72	ARAMARK	UNIFORMS
14446	6/6/2019	75.95	ARAMARK	UNIFORMS
14447	6/6/2019	207.00	Bullard Law, P.C.	LEGAL
14448	6/6/2019	345.00	Burden's Muffler & Towing	TOW BUS 27
14449	6/6/2019	55.65	CAR CARE SPECIALISTS, INC.	DEF
14449	6/6/2019	51.68	CAR CARE SPECIALISTS, INC.	def
14450	6/6/2019	1,500.66	Advance Auto Parts	VEHICLE MAINTENANCE
14451	6/6/2019	1,944.00	CHRISSEY'S CLEANING SERVICE	JANITORIAL AND BUS CLEANING
14452	6/6/2019	700.00	City Of Tillamook	LEASE
14453	6/6/2019	387.20	Coast Printing & Stationery	posters and brochures pc shuttle
14454	6/6/2019	103.21	COMCAST	CABLE SALEM
14455	6/6/2019	865.60	COUNTRY MEDIA	ADVERTISING
14455	6/6/2019	106.95	COUNTRY MEDIA	BOARD EXPENSE MEETING NOTIC
14456	6/6/2019	50.46	CRYSTAL AND SIERRA SPRINGS	WATER
14457	6/6/2019	125.19	CENTURYLINK	TELEPHONE
14458	6/6/2019	50.00	Gary A. Hanenkrat	BUDGET MEETING 05302019
14459	6/6/2019	405.00	INNOVA LEGAL ADVISORS	LEGAL
14460	6/6/2019	50.00	JACKIE EDWARDS	BUDGET MEETING 05302019
14461	6/6/2019	50.00	JIM HUFFMAN	BUDGET MEETING
14462	6/6/2019	3,242.00	JORDAN SCHRADER RAMIS, PC	legal
14463	6/6/2019	50.00	JUDY RIGGS	BUDGET MEETING
14464	6/6/2019	95.00	LAURA BEELER	CDL PHYSICAL
14465	6/6/2019	1,132.99	Marie Mills Center, Inc	janitorial transit center
14466	6/6/2019	50.00	MARTY HOLM	BUDGET MEETING
14467	6/6/2019	50.00	MELISSA CARLSON-SWANSON	BUDGET MEETING
14468	6/6/2019	100.00	North Coast Lawn	JANITORIAL
14469	6/6/2019	1,000.00	NATHAN LEVIN	JUNE RENT
14470	6/6/2019	16.00	NEW AGE CAR WASH	BUS WASH
14471	6/6/2019	6,683.20	NORTHSIDE FORD	BUS 34 DOT INSPECTION, BRAKES ENGINE REPAIR
14472	6/6/2019	163.58	Office Depot Credit Plan	OFFICE SUPPLIES
14473	6/6/2019	18.00	OR DEPT OF MOTOR VEHICLES	driver record checks
14474	6/6/2019	1,130.74	PETROCARD INC.	FUEL
14475	6/6/2019	30.14	PORTLAND GENERAL	ELECTRIC SALEM
14476	6/6/2019	9.99	Rosenberg Builders Supply	BUS PRE TRIP
14477	6/6/2019	67.28	SCOTT CHILDS	MILEAGE TO SALEM
14478	6/6/2019	21,582.31	Sheldon Oil Distributors	FUEL
14479	6/6/2019	43.80	Tillamook PUD	ELECTRIC
14479	6/6/2019	31.20	Tillamook PUD	ELECTRIC
14480	6/6/2019	48.00	TILLAMOOK COUNTY SHOPPER, LLC	ADVERTISING
14480	6/6/2019	96.00	TILLAMOOK COUNTY SHOPPER, LLC	ADVERTISING
14480	6/6/2019	48.00	TILLAMOOK COUNTY SHOPPER, LLC	ADVERTISING
14480	6/6/2019	48.00	TILLAMOOK COUNTY SHOPPER, LLC	ADVERTISING
14481	6/6/2019	49.95	VANIR BROADBAND, INC.	INTERNET
14482	6/6/2019	274.56	VERIZON	TABLET DATA
14483	6/6/2019	108.00	WEST COAST EXHAUST	BUS 28 PM SERVICE
14483	6/6/2019	216.00	WEST COAST EXHAUST	BUS 302 PM SERVICE
14483	6/6/2019	180.00	WEST COAST EXHAUST	BUS 302 BRAKE REPAIR
14484	6/14/2019	368.64	ALSCO - Portland Linen	MATT SERVICE
14485	6/14/2019	101.50	BRENT OLSON	MILEAGE TO MEET WITH DRIVER
14486	6/14/2019	309.34	Fred Meyer Customer Charges	FRED MEYER
14487	6/14/2019	1,990.00	MEDIAMERICA, INC.	or coast visitors guide
14488	6/14/2019	95.00	PATRICK DEAN	CDL EXAM
14489	6/14/2019	225.22	Pacific Office Automation	TCTD COPIER LEASE

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**Tillamook County Transportation District**

Check/Voucher Register

1001 - General Checking Account

From 6/1/2019 Through 6/30/2019

Document Number	Document Date	Transaction Amount	Payee	Transaction Description
14490	6/14/2019	92.80	TABATHA WELCH	MILEAGE TO SALEM/TRAINING
14491	6/14/2019	1,340.65	CARDMEMBER SERVICE	CARD CHARGES
14492	6/20/2019	14.00	ADP, LLC	pay cards for ADP
14492	6/20/2019	382.25	ADP, LLC	adp 060719 payroll
14493	6/20/2019	119.06	ARAMARK	uniforms
14494	6/20/2019	205.00	ATLANTIS AUTO GLASS, INC.	auto glass
14495	6/20/2019	235.00	BIO-MED TESTING SERVICE, INC.	drug screens
14496	6/20/2019	246.00	Bullard Law, P.C.	legal - bargaining
14497	6/20/2019	39.75	CAR CARE SPECIALISTS, INC.	DEF
14497	6/20/2019	23.85	CAR CARE SPECIALISTS, INC.	DEF
14520	6/20/2019	1,296.00	CHRISSEY'S CLEANING SERVICE	janitorial and bus cleaning
14521	6/20/2019	850.00	CoastCom, Inc.	TELEPHONE
14522	6/20/2019	371.60	O'REILLY AUTOMOTIVE STORES	INVENTORY
14523	6/20/2019	52.54	Dish	DISH
14524	6/20/2019	528.00	FleetPride, Inc.	INVENTORY
14525	6/20/2019	149.99	GCR TIRES AND SERVICE	BUS 18
14525	6/20/2019	199.99	GCR TIRES AND SERVICE	BUS 32
14525	6/20/2019	149.99	GCR TIRES AND SERVICE	BUS 302
14525	6/20/2019	275.99	GCR TIRES AND SERVICE	BUS 300
14526	6/20/2019	2,300.00	GenXsys Solutions, LLC	COMPUTER SUPPORT
14526	6/20/2019	293.00	GenXsys Solutions, LLC	COMPUTER SUPPORT/LICENSE
14527	6/20/2019	160.00	GFOA	GFOA MEMBERSHIP
14528	6/20/2019	95.00	JIM BROWN	CDL PHYSICAL
14529	6/20/2019	600.00	KNOWLEDGE IN MOBILITY	CONSULTING
14530	6/20/2019	3,907.33	LES SCHWAB WAREHOUSE CENTER	VEHICLE EXPENSE
14531	6/20/2019	35.50	MAC TOOLS DISTRIBUTING	SHOP SUPPLIES
14532	6/20/2019	25.01	McCOY FREIGHTLINER	HARNES
14532	6/20/2019	27.79	McCOY FREIGHTLINER	LAMP FENDER
14532	6/20/2019	337.79	McCOY FREIGHTLINER	VEHICLE EXPENSE
14533	6/20/2019	77.07	DAVISON AUTO PARTS, INC.	INVENTORY
14534	6/20/2019	412.67	NORTHSIDE FORD	INVENTORY
14535	6/20/2019	123.75	Oregon State Police	BACKGROUND CHECKS
14536	6/20/2019	966.44	PETROCARD INC.	FUEL
14537	6/20/2019	324.69	TABATHA WELCH	PER DIEM FOR TRAVEL/HR TRAIN
14538	6/20/2019	30.93	TILLAMOOK DIESEL REPAIR	SOAP CLEANER
14539	6/20/2019	216.00	WEST COAST EXHAUST	BUS 201
14539	6/20/2019	154.80	WEST COAST EXHAUST	BUS 31
14539	6/20/2019	36.00	WEST COAST EXHAUST	BUS 201
14540	6/20/2019	<u>5,695.52</u>	Western Bus Sales	DOT INSPECTIONS MULTIPLE BUS

Report Total 71,526.61

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**Tillamook County Transportation District**

Check/Voucher Register  
1006 - Payroll Checking  
From 6/1/2019 Through 6/30/2019

<u>Document Number</u>	<u>Document Date</u>	<u>Payee</u>
5516	6/6/2019	PACIFIC SOURCE
5517	6/6/2019	ATU LOCAL #757
5518	6/11/2019	LARRY QUINTAL
5519	6/14/2019	HRA VEBA TRUST
5520	6/20/2019	SPECIAL DISTRICTS INS. SERVICE

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**Tillamook County Transportation District**

Check/Voucher Register

1009 - NW RIDES ACCOUNT

From 6/1/2019 Through 6/30/2019

Document Number	Document Date	Transaction Amount	Payee	Transaction Description
2008	6/6/2019	529.76	ALFREDO EVANGELISTA	NWR
2009	6/6/2019	1,239.02	ALICE CONLEY	NWR
2010	6/6/2019	57.00	COMMUNITY AMBULANCE	NWR
2011	6/6/2019	85.00	CRYSTAL AND SIERRA SPRINGS	WATER
2012	6/6/2019	1,883.12	JANNA SMITH	NWR
2013	6/6/2019	607.66	JOHN REKART JR	NWR
2014	6/6/2019	1,000.00	JORDAN SCHRADER RAMIS, PC	LEGAL
2015	6/6/2019	1,516.72	JOY WINKELHAKE	NWR
2016	6/6/2019	12,909.90	K & M MEDIVAN	NWR
2016	6/6/2019	10,854.35	K & M MEDIVAN	NWR
2016	6/6/2019	12,837.19	K & M MEDIVAN	NWR
2017	6/6/2019	467.50	LEANN CHUINARD	NWR
2018	6/6/2019	10,790.50	MEDIX AMBULANCE	NWR
2018	6/6/2019	247.00	MEDIX AMBULANCE	AFTER HOURS PHONE
2018	6/6/2019	247.00	MEDIX AMBULANCE	AFTER HOURS PHONE
2018	6/6/2019	21.60	MEDIX AMBULANCE	NWR - CORRECTION
2019	6/6/2019	2,437.00	MTN RETREAT SECURE TRANSPORT	NWR
2020	6/6/2019	2,091.08	SEAN REKART	NWR
2021	6/6/2019	2,915.91	VAL HOLYOAK	NWR
2022	6/6/2019	20,461.50	WAPATO SHORES	NWR
2023	6/6/2019	2,464.30	WILLIAM NERENBERG	NWR
2024	6/14/2019	225.22	Pacific Office Automation	NWR COPIER LEASE
2025	6/14/2019	116.35	CARDMEMBER SERVICE	CARD CHARGES
2026	6/14/2019	51.00	AARON PALM	nwr
2027	6/14/2019	19.50	DAN SMITH	nwr
2028	6/14/2019	149.50	TRACIE BAILEY	nwr
2029	6/20/2019	96.62	ALFREDO EVANGELISTA	NWR
2030	6/20/2019	949.02	ALICE CONLEY	NWR
2031	6/20/2019	1,510.68	CoastCom, Inc.	TELEPHONE
2032	6/20/2019	4,869.00	COLUMBIA COUNTY RIDER	NWR
2032	6/20/2019	5,686.50	COLUMBIA COUNTY RIDER	NWR
2033	6/20/2019	7,054.80	ELLIOTT'S MEDICAL TRANSPORT	NWR
2033	6/20/2019	6,229.20	ELLIOTT'S MEDICAL TRANSPORT	NWR
2034	6/20/2019	700.00	GenXsys Solutions, LLC	COMPUTER SUPPORT
2034	6/20/2019	1,627.50	GenXsys Solutions, LLC	COMPUTER SUPPORT/NWR
2035	6/20/2019	724.32	JANNA SMITH	NWR
2036	6/20/2019	326.48	JOHN REKART JR	NWR
2037	6/20/2019	836.06	JOY WINKELHAKE	NWR
2038	6/20/2019	718.19	COLUMBIA MEDICAL	NWR
2038	6/20/2019	1,848.52	COLUMBIA MEDICAL	NWR
2038	6/20/2019	1,471.03	COLUMBIA MEDICAL	NWR
2039	6/20/2019	13,317.99	K & M MEDIVAN	NWR
2039	6/20/2019	4,932.82	K & M MEDIVAN	NWR
2040	6/20/2019	11,220.50	MEDIX AMBULANCE	NWR
2040	6/20/2019	3,766.00	MEDIX AMBULANCE	NWR
2040	6/20/2019	5,103.00	MEDIX AMBULANCE	NWR
2040	6/20/2019	209.00	MEDIX AMBULANCE	PHONE AFTER HOURS
2041	6/20/2019	4,505.40	METRO WEST	NWR
2041	6/20/2019	6,620.60	METRO WEST	NWR
2041	6/20/2019	(5,316.10)	METRO WEST	duplicate payment
2042	6/20/2019	4,906.25	MTN RETREAT SECURE TRANSPORT	NWR
2043	6/20/2019	175.63	Office Depot Credit Plan	NWR OFFICE SUPPLIES
2043	6/20/2019	69.99	Office Depot Credit Plan	NWR OFFICE SUPPLIES
2044	6/20/2019	1,328.86	SEAN REKART	NWR
2045	6/20/2019	1,009.00	SUNSET EMPIRE TRANSIT	NWR
2045	6/20/2019	1,036.00	SUNSET EMPIRE TRANSIT	NWR
2045	6/20/2019	1,449.00	SUNSET EMPIRE TRANSIT	NWR

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**Tillamook County Transportation District**

Check/Voucher Register

1009 - NW RIDES ACCOUNT

From 6/1/2019 Through 6/30/2019

Document Number	Document Date	Transaction Amount	Payee	Transaction Description
2045	6/20/2019	563.00	SUNSET EMPIRE TRANSIT	NWR
2045	6/20/2019	1,300.00	SUNSET EMPIRE TRANSIT	april passes
2045	6/20/2019	1,220.00	SUNSET EMPIRE TRANSIT	may passes
2046	6/20/2019	6,472.25	TILLAMOOK CNTY TRANS. DIST.	NWR
2046	6/20/2019	12,539.25	TILLAMOOK CNTY TRANS. DIST.	NWR
2046	6/20/2019	10,049.75	TILLAMOOK CNTY TRANS. DIST.	NWR
2047	6/20/2019	8,403.75	WAPATO SHORES	NWR
2047	6/20/2019	11,955.25	WAPATO SHORES	NWR
2048	6/20/2019	1,976.40	WILLAMETTE VALLEY TRANSPORT	NWR
2048	6/20/2019	2,148.80	WILLAMETTE VALLEY TRANSPORT	NWR
2049	6/20/2019	1,267.40	WILLIAM NERENBERG	NWR
2050	6/21/2019	7,371.74	K & M MEDIVAN	NWR
2050	6/21/2019	12,353.79	K & M MEDIVAN	NWR
2050	6/21/2019	<u>13,739.12</u>	K & M MEDIVAN	NWR
Report Total		<u>266,567.04</u>		

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**Tillamook County Transportation District**

Check/Voucher Register  
1011 - Prop. Mgmt. Checking  
From 6/1/2019 Through 6/30/2019

<u>Document Number</u>	<u>Document Date</u>	<u>Transaction Amount</u>	<u>Payee</u>	<u>Transaction Description</u>
4208	6/6/2019	350.00	CHRISSY'S CLEANING SERVICE	JANITORIAL AND BUS CLEANING
4209	6/6/2019	367.46	Marie Mills Center, Inc	janitorial
4210	6/6/2019	388.00	North Coast Lawn	JANITORIAL
4211	6/6/2019	337.60	TILLAMOOK CITY UTILITIES	water
4212	6/6/2019	1,665.62	Tillamook PUD	ELECTRIC AND LOAN
4213	6/6/2019	158.75	CITY SANITARY SERVICE	GARBAGE
4214	6/20/2019	222.50	BOB CHRISTENSEN'S PLUMBING	plumbing
4215	6/20/2019	<u>300.00</u>	CHRISSY'S CLEANING SERVICE	janitorial and bus cleaning
Report Total		<u><u>3,789.93</u></u>		

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UMPQUA BANK: CLOSING DATE 6/25/2019			
Date	Vendor	Description of Transaction	Amount
<b>DOUG PILANT</b>			
5/28/2019	SUBWAY	CTAA	\$ 14.88
5/28/2019	12TH FAIRWAY	CTAA	\$ 22.77
5/28/2019	RENAISSANCE PALM SPRING	CTAA	\$ 1,492.18
5/28/2019	AIRPORT PARKING	CTAA	\$ 72.00
5/28/2019	RENT A CAR	CTAA	\$ 454.47
5/29/2019	ALASKA	CTAA	\$ 30.00
6/4/2019	COLORADO ASSOC.	RTAP CONFERENCE	\$ 450.00
6/4/2019	FRED MEYER	MEAL/MEETING W/ODOT	\$ 13.98
6/5/2019	FRED MEYER	KITCHEN SUPPLIES	\$ 25.68
6/12/2019	USPS	POSTAGE	\$ 100.00
6/14/2019	GARIBALDI PORTSIDE	MEALS/MEETING W/JUDY	\$ 45.60
6/21/2019	THE FERN	MEALS/MEETING W/GARY	\$ 30.75
			<b>\$ 2,752.31</b>
<b>CATHY BOND</b>			
06/06/19	LANGAUGE LINE	NWR PHONE LINE	\$ 31.60
06/06/19	ADOBE	SOFTWARE	\$ 24.99
06/12/19	LANGAUGE LINE	NWR PHONE LINE	\$ 23.70
06/18/19	ENDICIA FEES	NWR POSTAGE	\$ 9.95
06/20/19	LANGAUGE LINE	NWR PHONE LINE	\$ 43.45
06/20/19	LANGAUGE LINE	NWR PHONE LINE	\$ 3.95
06/20/19	LANGAUGE LINE	NWR PHONE LINE	\$ 7.90
06/20/19	LANGAUGE LINE	NWR PHONE LINE	\$ 23.70
06/24/19	IRON MTN	SHREDDING	\$ 64.15
			<b>\$ 233.39</b>
<b>BRENT OLSON</b>			
06/10/19	PIG N PANCAKE	MEALS/MEETING-BRENT, BOB AND PAUL	\$ 42.00
06/19/19	ROCKWEST TRAINING	SAFETY SUPPLIES	\$ 36.72
06/21/19	NPI/RAM MOUNTS	TABLET MOUNTS	\$ 177.90
06/24/19	MTCPRO	SOFTWARE	\$ 98.00
			<b>\$ 354.62</b>
<b>TABATHA WELCH</b>			
05/31/19	NANI PAPAS	MEALS/BUDGET MEETING	\$ 39.60
06/06/19	SAFEWAY	KITCHEN SUPPLIES/COFFEE	\$ 77.44
06/14/19	SAFEWAY	MEAL/TRAINING	\$ 19.29
06/17/19	SPIRIT AIRLINE	TRAVEL TO HR CONFERENCE	\$ 133.00
06/20/19	VEGAS.COM	BUS PASS	\$ 23.00
			<b>\$ 292.33</b>
<b>CLAYTON NORRBOM</b>			
06/03/19	SWEET TOMATOES	MEALS/TRAINING - DEBBIE GRAHAM	\$ 24.06
06/03/19	COSTCO	CLEANING SUPPLIES	\$ 114.91
06/24/19	SWEET TOMATOES	MEALS/TRAINING - RHONDA FLYE	\$ 19.88
			<b>\$ 158.85</b>
		<b>Charges total</b>	<b>\$ 3,791.50</b>
		<b>Grand Total</b>	<b>\$ 3,791.50</b>
APPROVAL 		DATE	7-14-19



FRED MEYER CARD CHARGES		
Date	Description of Transaction	Amount
	<b>DOUG PILANT CARD #1</b>	
	<b>TABATHA WELCH #5</b>	
	<b>BRENT OLSON CARD #3</b>	
		\$ -
	<b>CATHY BOND CARD #4</b>	
06/06/19	UTILITY CLOSET SHELVING	\$ 79.99
06/06/19	NWR STORAGE SHELF	\$ 54.99
06/14/19	NWOTA MEALS	\$ 143.88
06/20/19	STAFF MEALS/BOARD MEETING	\$ 71.96
		\$ 350.82
	<b>CLAYTON NORRBOM CARD # 6</b>	
03/10/19	BUS CLEANING	\$ 33.29
05/28/19	TRAINING SNACKS	\$ 34.83
05/28/19	BUS CLEANING	\$ 23.92
		\$ 92.04
	<b>Grand Total</b>	\$ 442.86
<b>APPROVAL DATE</b>	<i>GL</i> 7-14-19	

*GL*  
7-14-19

**June 2019 Statement**

Open Date: 05/25/2019 Closing Date: 06/25/2019

**Visa® Company Card with Rewards**

TILLAMOOK CNTY TRANS (CPN 001469460)

Account:

**Cardmember Service**  
BUS 30 ELN 8


1-866-552-8855  
15


<b>New Balance</b>	<b>\$3,791.47</b>
<b>Minimum Payment Due</b>	<b>\$38.00</b>
<b>Payment Due Date</b>	<b>07/22/2019</b>


<b>Reward Points</b>	
Earned This Statement	4,031
Reward Center Balance as of 06/24/2019	33,813
For details, see your rewards summary.	

<b>Activity Summary</b>		
Previous Balance	+	\$1,456.97
Payments	-	\$1,457.00 <sup>CR</sup>
Other Credits		\$0.00
Purchases	+	\$3,791.50
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>\$3,791.47</b>
<b>Past Due</b>		<b>\$0.00</b>
<b>Minimum Payment Due</b>		<b>\$38.00</b>
Credit Line		\$10,000.00
Available Credit		\$6,208.53
Days in Billing Period		32

**Payment Options:**



 Mail payment coupon with a check

 Pay online at [myaccountaccess.com](http://myaccountaccess.com)

 Pay by phone 1-866-552-8855

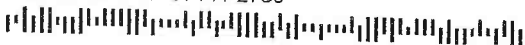
Please detach and send coupon with check payable to: Cardmember Service CPN 001469460

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

-  to pay by phone
-  to change your address

000009594 01 SP 000638116687886 P Y

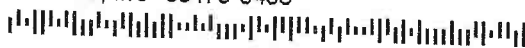
TILLAMOOK CNTY TRANS  
ACCOUNTS PAYABLE  
3600 3RD ST STE A  
TILLAMOOK OR 97141-2730



Account Number	790
Payment Due Date	7/22/2019
New Balance	\$3,791.47
Minimum Payment Due	\$38.00

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 06/24/2019**

Rewards Center Activity*	0
Rewards Center Balance	33,813

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

Rewards Earned	This Statement	Year to Date
Points Earned on Net Purchases	3,552	13,001
Gas, Restaurants & Telecom Double Points	479	3,216
<b>Total Earned</b>	<b>4,031</b>	<b>16,217</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.

SKIP THE MAILBOX. Switch to eStatements and securely access your statements online. Get started at [myaccountaccess.com/paperless](http://myaccountaccess.com/paperless)

**Transactions**

PILANT, DOUGLAS

Credit Limit \$5000

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
<b>Purchases and Other Debits</b>					
05/28	05/24	2511	SUBWAY 03214475 BANKS OR	\$14.88	_____
05/28	05/24	5926	12TH FAIRWAY PSP PALM SPRINGS CA	\$22.77	_____
05/28	05/25	9535	RENAISSANCE PALM SPRIN PALM SPRINGS CA	\$1,492.18	_____
05/28	05/24	5036	PDX AIRPORT PARKING PORTLAND OR	\$72.00	_____
05/28	05/24	5841	ENTERPRISE RENT-A-CAR PALM SPRINGS CA	\$454.47	_____
05/29	05/24	2298	ALASKA A10272129232347 PALM SPRINGS CA PILANT/DOUGLAS 05/24/19 PALMSPRINGS TO PORTLAND ORE	\$30.00	_____
06/04	06/03	2314	COLORADO ASSOCIATI 303-839-5197 CO	\$450.00	_____
06/04	06/03	7791	FRED-MEYER #0377 TILLAMOOK OR	\$13.98	_____
06/05	06/04	6648	FRED-MEYER #0377 TILLAMOOK OR	\$25.68	_____
06/12	06/10	5675	USPS POSTAGE ENDICIA.C 800-576-3279 CA	\$100.00	_____
06/14	06/13	9393	GARIBALDI PORTSIDE BIS GARIBALDI OR	\$45.60	_____
06/21	06/20	8450	THE FERN CAFE TILLAMOOK OR	\$30.75	_____
<b>Total for Accour</b>				<b>\$2,752.31</b>	_____

JB

Continued on Next Page

**Transactions**      **BOND, CATHY**      **Credit Limit \$2500**

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
<b>Purchases and Other Debits</b>					
06/06	06/05	0022	LANGUAGE LINE, INC. 800-7526096 CA	\$31.60	_____
06/06	06/05	2952	ADOBE *ACROPRO SUBS 800-833-6687 CA	\$24.99	_____
06/12	06/11	8614	LANGUAGE LINE, INC. 800-7526096 CA	\$23.70	_____
06/18	06/18	2841	ENDICIA FEES 650-321-2640 CA	\$9.95	_____
06/20	06/19	8501	LANGUAGE LINE, INC. 800-7526096 CA	\$43.45	_____
06/20	06/19	9781	LANGUAGE LINE, INC. 800-7526096 CA	\$3.95	_____
06/20	06/19	3908	LANGUAGE LINE, INC. 800-7526096 CA	\$7.90	_____
06/20	06/19	2133	LANGUAGE LINE, INC. 800-7526096 CA	\$23.70	_____
06/24	06/21	9660	IRON MOUNTAIN 800-934-3453 MA	\$64.15	_____
<b>Total for Account 4                      2022</b>				<b>\$233.39</b>	

**Transactions**      **WELCH, TABATHA**      **Credit Limit \$2500**

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
<b>Purchases and Other Debits</b>					
05/31	05/30	4207	SQ *NANI PAPA'A ISLAND Tillamook OR	\$39.60	_____
06/06	06/04	0600	SAFEWAY #2723 TILLAMOOK OR	\$77.44	_____
06/14	06/12	0209	SAFEWAY #2723 TILLAMOOK OR	\$19.29	_____
06/17	06/13	0835	SPIRIT A14870209410900 800-7727117 FL WELCH/TABATHA 06/23/19 PORTLAND ORE TO LAS VEGAS LAS VEGAS TO PORTLAND ORE	\$133.00	_____
06/20	06/19	1880	VDC*VEGAS.COM 800-431-2140 NV	\$23.00	_____
<b>Total for Accoun                      16</b>				<b>\$292.33</b>	

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

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
<b>Purchases and Other Debits</b>					
06/10	06/06	0580	PIG 'N PANCAKE-LINCOLN LINCOLN CITY OR	\$42.00	_____
06/19	06/18	4869	ROCKWEST TRAINING WWW.ROCKWESTT OR	\$36.72	_____
06/21	06/20	9420	NPI/RAM MOUNTS 206-763-8361 WA	\$177.90	_____
06/24	06/23	0936	FS *www.mtcpro.com 877-3278914 CA	\$98.00	_____
<b>Total for Accoun'                      649</b>				<b>\$354.62</b>	

**Transactions** NORRBOM CLAYTON Credit Limit \$2500

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
<b>Purchases and Other Debits</b>					
06/03	06/01	4747	SWEET TOMATOES 62 Q14 BEAVERTON OR	\$24.06	_____
06/03	05/31	2246	COSTCO WHSE #1059 WARRENTON OR	\$114.91	_____
06/24	06/21	2608	SWEET TOMATOES 62 Q14 BEAVERTON OR	\$19.88	_____
<b>Total for Account</b>				<b>75</b>	<b>\$158.85</b>

**Transactions** BILLING ACCOUNT ACTIVITY

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
<b>Payments and Other Credits</b>					
06/14	06/14	8	PAYMENT THANK YOU	\$116.35 <sub>CR</sub>	_____
06/14	06/14	8	PAYMENT THANK YOU	\$1,340.65 <sub>CR</sub>	_____
<b>Total for Account</b>				<b>0</b>	<b>\$1,457.00<sub>CR</sub></b>

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	\$3,791.47	\$0.00	YES	\$0.00	14.49%	
**ADVANCES	\$0.00	\$0.00	YES	\$0.00	26.24%	

# Tillamook County Transportation District

## MONTHLY PERFORMANCE REPORT

Jun 2019

RIDERSHIP BY SERVICE TYPE	JUN 2019	JUN 2018	YTD FY 18-19	YTD FY 17-18	YTD % Change
<b><u>Dial-A-Ride Service</u></b>					
Tillamook County	1,085	849	10,949	9,881	10.8%
NW Rides	751	572	8,646	7,056	22.5%
Volunteer	0	12	50	2,544	-98.0%
<b>Dial-A-Ride Total</b>	<b>1,836</b>	<b>1,433</b>	<b>19,645</b>	<b>19,481</b>	<b>0.8%</b>

<b><u>Deviated Fixed Route Service</u></b>					
Rt 1: Town Loop	3,411	3,993	43,780	44,693	-2.0%
Rt 2: Netarts/Oceanside	618	704	7,036	8,697	-19.1%
Rt 3: Manzanita/Cannon Beach	3,060	3,211	34,764	36,846	-5.7%
Rt 4: Lincoln City	1,547	1,293	15,192	11,954	27.1%
<b>Local Fixed Rt Total</b>	<b>8,636</b>	<b>9,201</b>	<b>100,772</b>	<b>102,190</b>	<b>-1.4%</b>

<b><u>Inter City Service</u></b>					
Rt 5: Portland	1,010	971	10,472	10,355	1.1%
Rt 60X: Salem	990	931	10,706	7,318	46.3%
Rt 70X: Grand Ronde	397	517	5,869	3,737	57.1%
<b>Inter City Total</b>	<b>2,397</b>	<b>2,419</b>	<b>27,047</b>	<b>21,410</b>	<b>26.3%</b>

<b><u>Other Services</u></b>					
Tripper Routes	111	174	1,891	2,451	-22.8%
Special Bus Operations	76	20	1,328	808	64.4%
<b>Other Services Total</b>	<b>187</b>	<b>194</b>	<b>3,219</b>	<b>3,259</b>	<b>-1.2%</b>

<b>TOTAL ALL SERVICES</b>	<b>13,056</b>	<b>13,247</b>	<b>150,683</b>	<b>146,340</b>	<b>3.0%</b>
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<b>ONE-WAY TRIPS BY USER GROUP</b>					
	Fixed		YTD	YTD	YTD %
USER GROUP	Route	DAR	FY 18-19	FY 17-18	Change
General (18 years to 60 years of age)	6,608	294	80,918	78,394	3.2%
Senior/Disabled	3,713	1,469	59,020	56,608	4.3%
Child/Youth (less than 18 years of age)	898	73	10,745	11,338	-5.2%
<b>Total</b>	<b>11,220</b>	<b>1,836</b>	<b>150,683</b>	<b>146,340</b>	<b>3.0%</b>

<b>OTHER RIDER CATEGORIES</b>					
	Fixed		YTD	YTD	YTD %
	Route	DAR	FY 18-19	FY 17-18	Change
Ride Connection	97		907	754	20.3%
Tillamook Bay Community College	154		3,040	2,337	30.1%
NWOTA Visitor Pass	174		1,704	1,178	44.7%
NW Rides		698	6,845	6,959	-1.6%
Helping Hands Shuttle		160	821	1,004	-18.2%

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## MONTHLY PERFORMANCE

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

Jun-18	1.3	55.8%	65.56
Mar-19	1.4	58.5%	66.42
Apr-19	1.4	58.5%	66.42
May-19	1.4	59.9%	65.40
Jun-19	1.4	60.5%	65.08
<b>STANDARD</b>	<b>1.3</b>	<b>65.3%</b>	<b>56.36</b>

### Deviated Fixed Routes

Jun-18	6.1	9.9%	67.39
Mar-19	5.7	8.7%	68.35
Apr-19	5.7	8.9%	66.58
May-19	5.7	9.1%	65.35
Jun-19	5.7	9.2%	65.01
<b>STANDARD</b>	<b>7.0</b>	<b>12.4%</b>	<b>64.60</b>

### Intercity Services

Jun-18	2.9	24.5%	74.77
Mar-19	3.0	19.9%	79.45
Apr-19	3.0	20.2%	77.28
May-19	3.0	20.4%	75.96
Jun-19	3.0	20.7%	75.88
<b>STANDARD</b>	<b>2.9</b>	<b>31.5%</b>	<b>72.86</b>

### Other Services

Jun-18	5.5	10.8%	56.71
Mar-19	6.3	6.2%	58.45
Apr-19	6.4	6.7%	57.08
May-19	6.5	7.6%	55.84
Jun-19	6.2	9.6%	55.19
<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

## QUARTERLY PERFORMANCE

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

Spring - 18	1.3	59.4%	61.72	47.13
Summer -18	1.3	59.1%	67.63	52.30
Fall - 18	1.4	61.7%	65.01	47.33
Winter - 19	1.4	57.0%	67.88	49.18
Spring - 19	1.4	60.5%	65.08	46.14
<b>STANDARD</b>	<b>1.4</b>	<b>59.1%</b>	<b>55.82</b>	<b>39.83</b>

**Deviated Fixed Route Services**

Spring - 18	6.1	9.9%	67.72	11.08
Summer -18	6.3	10.2%	66.99	10.70
Fall - 18	5.9	9.4%	65.26	11.04
Winter - 19	5.7	8.7%	68.35	11.96
Spring - 19	5.7	9.2%	65.01	11.41
<b>STANDARD</b>	<b>6.7</b>	<b>12.2%</b>	<b>67.93</b>	<b>10.19</b>

**Intercity Services**

Spring - 18	2.9	23.1%	77.39	26.78
Summer -18	3.4	23.5%	77.08	22.34
Fall - 18	3.2	22.5%	74.85	23.27
Winter - 19	3.0	19.9%	79.45	26.12
Spring - 19	3.0	20.7%	75.88	24.98
<b>STANDARD</b>	<b>2.9</b>	<b>31.9%</b>	<b>74.93</b>	<b>25.92</b>

**Other Services**

Spring - 18	5.5	10.8%	57.01	10.34
Summer -18	5.7	2.7%	60.25	10.53
Fall - 18	6.0	5.1%	56.98	9.48
Winter - 19	6.3	6.2%	58.45	9.28
Spring - 19	6.2	9.6%	55.19	8.92
<b>STANDARD</b>	<b>11.6</b>	<b>28.9%</b>	<b>63.59</b>	<b>5.50</b>



Tillamook County Transportation District

Year-to-Date Statistics and Performance

Actual FY 2018/2019

Route/Run	Thru June 2019										Revenue/Service Hour (\$)					
	YTD Fare Revenue (\$)	YTD Passngrs	YTD Service Hours	YTD Paid Hours	YTD Service Miles	Mileage Based Costs (\$)	Hourly Based Costs (\$)	Direct Cost (\$)	Indirect Costs (\$)	Total Costs (\$)		Hourly Rate (\$)	Passngrs per Hour	Farebox Ratio	Passngr/ \$ Subsidy	Average Fare (\$)
<u>Dial-A-Ride Service</u>																
Dial-A-Ride	30,867	11,126	4,295	5,231	67,907	40,369	151,999	9,483	50,851	252,702	58.83	2.6	12.2%	0.05	2.77	7.19
NW Rides	524,336	8,700	9,744	11,867	231,314	137,508	344,807	21,513	126,929	630,757	64.73	0.9	83.1%	0.08	60.27	53.81
Volunteer	62	50	53	58	787	468	1,980	30,582	616	33,645	638.91	0.9	0.2%	0.00	1.24	1.18
<b>Total DAR</b>	<b>555,265</b>	<b>19,876</b>	<b>14,092</b>	<b>17,155</b>	<b>300,008</b>	<b>178,345</b>	<b>498,785</b>	<b>61,578</b>	<b>178,396</b>	<b>917,103</b>	<b>65.08</b>	<b>1.4</b>	<b>60.5%</b>	<b>0.05</b>	<b>27.94</b>	<b>39.40</b>
<u>Deviated Route</u>																
01 Town Loop	30,624	43,780	4,549	5,170	62,035	36,878	160,955	10,042	52,369	260,244	57.21	9.6	11.8%	0.19	0.70	6.73
02 Netarts/Oceanside	7,388	7,036	2,395	3,224	52,773	31,372	84,734	5,287	30,582	151,975	63.47	2.9	4.9%	0.05	1.05	3.09
03 Manzanita	43,068	34,764	6,552	7,180	170,022	101,073	231,847	14,465	87,516	434,900	66.38	5.3	9.9%	0.09	1.24	6.57
04 Lincoln City	25,047	15,192	4,190	4,905	141,549	84,146	148,252	9,250	60,877	302,525	72.21	3.6	8.3%	0.05	1.65	5.98
<b>Total Deviated Route</b>	<b>106,127</b>	<b>100,772</b>	<b>17,685</b>	<b>20,478</b>	<b>426,379</b>	<b>253,469</b>	<b>625,787</b>	<b>39,044</b>	<b>231,344</b>	<b>1,149,644</b>	<b>65.01</b>	<b>5.7</b>	<b>9.2%</b>	<b>0.10</b>	<b>1.05</b>	<b>6.00</b>
<u>Intercity</u>																
05 Portland	102,895	10,472	3,518	3,816	112,726	67,012	132,264	7,768	50,203	257,246	73.12	3.0	40.0%	0.07	9.83	29.25
60X Salem	27,689	10,706	3,303	3,998	133,117	79,134	124,162	7,292	51,216	261,804	79.27	3.2	10.6%	0.05	2.59	8.38
70X Grand Ronde	9,099	5,869	2,083	2,574	72,441	43,064	78,299	4,598	30,574	156,535	75.16	2.8	5.8%	0.04	1.55	4.37
<b>Total Intercity</b>	<b>139,683</b>	<b>27,047</b>	<b>8,904</b>	<b>10,388</b>	<b>318,284</b>	<b>189,210</b>	<b>334,725</b>	<b>19,658</b>	<b>131,993</b>	<b>675,585</b>	<b>75.88</b>	<b>3.0</b>	<b>20.7%</b>	<b>0.05</b>	<b>5.16</b>	<b>15.69</b>
<u>Other Services</u>																
Trippers	1,252	1,891	254	517	2,422	1,440	8,981	560	2,765	13,746	54.16	7.5	9.1%	0.15	0.66	4.93
Special Bus Operation	1,507	1,328	266	334	3,262	1,939	9,422	588	3,009	14,958	56.18	5.0	10.1%	0.10	1.13	5.66
Total Other Services	2,759	3,219	520	850	5,684	3,379	18,403	1,148	5,775	28,704	55.19	6.2	9.6%	0.12	0.86	5.31
<b>Total TCTD Services</b>	<b>803,834</b>	<b>150,914</b>	<b>41,201</b>	<b>48,872</b>	<b>1,050,355</b>	<b>624,402</b>	<b>1,477,700</b>	<b>121,428</b>	<b>547,507</b>	<b>2,771,036</b>	<b>67.26</b>	<b>3.66</b>	<b>29.0%</b>	<b>0.08</b>	<b>5.33</b>	<b>19.51</b>

Total Mileage, Labor & Direct Cost 2,223,530 24.6%

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

Route/Run	Thru June 2019 18/19			Thru June 2019 18/19			Thru June 2019 18/19			Thru June 2019 18/19			Thru June 2019 18/19		
	Fare Revenue	Fare Amount	Percent Difference	Passngrs	Passngrs	Amount Difference	Percent Difference	Service Hours	Service Hours	Amount Difference	Percent Difference	Total Cost	Total Cost	Amount Difference	Percent Difference
<u>Dial-A-Ride Service</u>															
Dial-A-Ride	74,515	30,867	-43,649	9,881	11,126	1,245	12.6%	4,551	4,295	-255	-5.6%	278,086	252,702	-25,384	-9.1%
NW Rides	432,583	524,336	91,753	7,056	8,700	1,644	23.3%	8,573	9,744	1,172	13.7%	587,278	630,757	43,479	7.4%
Volunteer	34,231	62	-34,169	2,544	50	-2,494	-98.0%	1,680	53	-1,627	-96.9%	105,057	33,645	-71,412	-68.0%
<b>Total DAR</b>	<b>541,329</b>	<b>555,265</b>	<b>13,936</b>	<b>19,481</b>	<b>19,876</b>	<b>395</b>	<b>2.0%</b>	<b>14,803</b>	<b>14,092</b>	<b>-711</b>	<b>-4.8%</b>	<b>970,421</b>	<b>917,103</b>	<b>-53,318</b>	<b>-5.5%</b>
<u>Deviated Route</u>															
01 Town Loop	33,238	30,624	-2,614	44,693	43,780	-913	-2.0%	4,564	4,549	-16	-0.3%	269,177	260,244	-8,932	-3.3%
02 Netarts/Oceanside	9,166	7,388	-1,778	8,697	7,036	-1,661	-19.1%	2,199	2,395	195	8.9%	147,043	151,975	4,931	3.4%
03 Manzanita	46,577	43,068	-3,509	36,846	34,764	-2,082	-5.7%	5,842	6,552	710	12.2%	404,108	434,900	30,792	7.6%
04 Lincoln City	22,971	25,047	2,076	11,954	15,192	3,238	27.1%	4,110	4,190	80	1.9%	306,130	302,525	-3,605	-1.2%
<b>Total Local Fixed Route</b>	<b>111,952</b>	<b>106,127</b>	<b>-5,825</b>	<b>102,190</b>	<b>100,772</b>	<b>-1,418</b>	<b>-1.4%</b>	<b>16,715</b>	<b>17,685</b>	<b>970</b>	<b>5.8%</b>	<b>1,126,458</b>	<b>1,149,644</b>	<b>23,185</b>	<b>2.1%</b>
<u>Intercity</u>															
05 Portland	110,794	102,895	-7,899	10,355	10,472	117	1.1%	3,599	3,518	-81	-2.3%	260,647	257,246	-3,401	-1.3%
60X Salem	17,408	27,689	10,281	7,318	10,706	3,388	46.3%	2,758	3,303	545	19.8%	214,501	261,804	47,303	22.1%
70X Grand Ronde	7,698	9,099	1,401	3,737	5,869	2,132	57.1%	1,050	2,083	1,033	98.4%	78,661	156,535	77,873	99.0%
<b>Total Intercity</b>	<b>135,900</b>	<b>139,683</b>	<b>3,783</b>	<b>21,410</b>	<b>27,047</b>	<b>5,637</b>	<b>26.3%</b>	<b>7,407</b>	<b>8,904</b>	<b>1,497</b>	<b>20.2%</b>	<b>553,810</b>	<b>675,585</b>	<b>121,775</b>	<b>22.0%</b>
<u>Other Services</u>															
Trippers	1,970	1,252	-718	2,451	1,891	-560	-22.8%	347	254	-93	-26.8%	18,946	13,746	-5,200	-27.4%
Special Bus Operation	1,652	1,507	-145	808	1,328	520	64.4%	244	266	22	9.0%	14,578	14,958	381	2.6%
Total Other Services	3,622	2,759	-863	3,259	3,219	-40	-1.2%	591	520	-71	-12.0%	33,524	28,704	-4,820	-14.4%
<b>Total TCTD Services</b>	<b>792,803</b>	<b>803,834</b>	<b>11,031</b>	<b>146,340</b>	<b>150,914</b>	<b>4,574</b>	<b>3.1%</b>	<b>39,516</b>	<b>41,201</b>	<b>1,685</b>	<b>4.3%</b>	<b>2,684,213</b>	<b>2,771,036</b>	<b>86,823</b>	<b>3.2%</b>

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

**Year to Date Performance Comparison**

Route/Run	Thru June 2019 18/19			Thru June 2019 17/18			Thru June 2019 18/19			Thru June 2019 17/18			Thru June 2019 18/19			
	Hourly Rate	Hourly Rate	Amount Diff	Percent Diff	Passngr /Hour	Passngr /Hour	Amount Diff	Percent Diff	Farebox Ratio	Farebox Ratio	Amount Diff	Percent Diff	Average Fare	Average Fare	Amount Diff	Percent Diff
<b>Dial-A-Ride Service</b>																
Dial-A-Ride	61.11	58.83	-2.28	-3.7%	2.2	2.6	0.4	19.3%	26.8%	12.2%	-14.6%	-54.4%	7.54	2.77	-4.77	-63.2%
NW Rides	68.51	64.73	-3.78	-5.5%	0.8	0.9	0.1	8.5%	73.7%	83.1%	9.5%	12.9%	61.31	60.27	-1.04	-1.7%
Volunteer	62.55	638.91	576.36	921.5%	1.5	0.9	-0.6	-37.3%	32.8%	0.2%	-32.4%	-99.4%	13.46	1.24	-12.22	-90.8%
Total DAR	65.56	65.08	-0.48	-0.7%	1.3	1.4	0.1	7.2%	55.8%	60.5%	4.8%	8.5%	27.79	27.94	0.15	0.5%
<b>Deviated Route</b>																
01 Town Loop	58.98	57.21	-1.76	-3.0%	9.8	9.6	-0.2	-1.7%	12.3%	11.8%	-0.6%	-4.7%	0.74	0.70	-0.04	-5.9%
02 Netlans/Oceanside	66.86	63.47	-3.39	-5.1%	4.0	2.9	-1.0	-25.7%	6.2%	4.9%	-1.4%	-22.0%	1.05	1.05	0.00	-0.4%
03 Manzanita	69.17	66.38	-2.80	-4.0%	6.3	5.3	-1.0	-15.9%	11.5%	9.9%	-1.6%	-14.1%	1.26	1.24	-0.03	-2.0%
04 Lincoln City	74.49	72.21	-2.28	-3.1%	2.9	3.6	0.7	24.7%	7.5%	8.3%	0.8%	10.3%	1.92	1.65	-0.27	-14.2%
Total Deviated Route	67.39	65.01	-2.39	-3.5%	6.1	5.7	-0.4	-6.8%	9.9%	9.2%	-0.7%	-7.1%	1.10	1.05	-0.04	-3.9%
<b>Intercity</b>																
05 Portland	72.41	73.12	0.70	1.0%	2.9	3.0	0.1	3.5%	42.5%	40.0%	-2.5%	-5.9%	10.70	9.83	-0.87	-8.2%
60X Salem	77.78	79.27	1.49	1.9%	2.7	3.2	0.6	22.2%	8.1%	10.6%	2.5%	30.3%	2.38	2.59	0.21	8.7%
70X Grand Ronde	74.94	75.16	0.21	0.3%	3.6	2.8	-0.7	-20.9%	9.8%	5.8%	-4.0%	-40.6%	2.06	1.55	-0.51	-24.7%
Total Intercity	74.77	75.88	1.10	1.5%	2.9	3.0	0.1	5.1%	24.5%	20.7%	-3.9%	-15.7%	6.35	5.16	-1.18	-18.6%
<b>Other Services</b>																
Trippers	54.62	54.16	-0.45	-0.8%	7.1	7.5	0.4	5.5%	10.4%	9.1%	-1.3%	-12.4%	0.80	0.66	-0.14	-17.6%
Special Bus Operation	59.70	56.18	-3.52	-5.9%	3.3	5.0	1.7	50.7%	11.3%	10.1%	-1.3%	-11.1%	2.04	1.13	-0.91	-44.5%
Total Other Services	56.71	55.19	-1.52	-2.7%	5.5	6.2	0.7	12.3%	10.8%	9.6%	-1.2%	-11.0%	1.11	0.86	-0.25	-22.9%
Total Other Services	67.93	67.26	-0.67	-1.0%	3.7	3.7	0.0	-1.1%	29.5%	29.0%	-0.5%	-1.8%	5.42	5.33	-0.09	-1.7%

Comparison FY17/18 to FY 18/19	YTD Through June 2019		
	17/18	18/19	Percent Difference
Mileage	970,224	1,050,355	80,131 8.3%
Mileage Based Costs	601,802	624,402	22,600 3.8%
Hourly Based Costs	1,574,282	1,477,700	(96,582) -6.1%
Direct Costs	508,130	547,507	39,377 7.7%
Overhead Costs			
Total Costs	2,684,213	2,649,608	(34,605) -1.3%

Special Bus Operation Calculation Cost		Cost per mile calculation:	
Actual	Plus	Actual	Plus
Hourly Rate	Overhead	Hourly Rate	Overhead
\$ 31.56	45.8%	\$ 30.24	45.8%
Plus Overhead	Profit	Plus Direct Costs	Profit
24.6%		4.4%	
Hourly Rate	Plus Profit	Hourly Rate	Plus Profit
\$ 39.33	20.0%	\$ 47.20	20.0%

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# nwCONNECTOR

## Coordinating Committee Meeting

July 12, 2019

**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>⬇ June 14, 2019 Meeting Minutes (<b>Attached</b>)</li> <li>⬇ June 2019 Financial Report</li> <li>⬇ Ridership Tracking (May 2019)</li> <li>⬇ Calculating Average Passenger Miles Progress</li> </ul>	Doug Pilant
10:15— 10:30a	3. NWOTA Standing Items <ul style="list-style-type: none"> <li>⬇ IGA Approvals Update</li> <li>⬇ Management Plan Approvals Update</li> <li>⬇ Visitor Pass and Signage Update</li> </ul>	Benton County All Doug Pilant
10:30— 10:45p	3. NWConnector Marketing <ul style="list-style-type: none"> <li>⬇ Request for Qualifications</li> </ul>	Doug Pilant
10:45— 12:00p	4. Other Business and Member Updates	All

### Attachments:

June 14, 2019 Meeting Minutes

June NWOTA Action Items

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

[www.nwconnector.org](http://www.nwconnector.org)



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Oregon Transit Alliance (NWOTA)  
Coordinating Committee Meeting Minutes  
June 14, 2019  
Tillamook County Transportation District  
Tillamook, OR

1. Introductions: Doug Pilant, Coordinating Committee Chair, opened the meeting. Meeting attendees/teleconference participants included:

- Cynda Bruce—Lincoln County Transportation
- Paul Lewicki—Sunset Empire Transit District
- Doug Pilant—Tillamook County Transportation
- Lisa Scherf—Benton County Transportation
- Todd Wood—Columbia County Rider
- Matthew Weintraub—Transportation Options
- Mark Bernard, Arla Miller, Ken Shonkwiler—ODOT
- Thomas Craig, Holly Kvalheim—Trillium
- Selina Barlow—Transit Marketing (Get her marketing plan 101 handout)

Excused: Jeff Hazen

2. Consent Calendar: Unanimously approved. (CB/PL)

✚ May 10, 2019 Meeting Minutes—No changes

✚ May Financial Report—All of the travel guide advertising costs have been paid. Only outstanding costs for the year will be the 4<sup>th</sup> quarter administrative costs.

✚ May Ridership Performance Report—Still need to figure out how to report the Columbia County and related-SETD routes. Tillamook to Lincoln City route is up 27% over last year. Grand Ronde Express route—Looking at ridership to see why it is down, and to determine if there are better route times needed. Still need May numbers from all partners. **Mary** will add all the new Columbia County and SETD routes.

✚ Calculating Average Passenger Miles Progress—TCTD has sent theirs in. Lincoln County's is done: Average passenger trip length on the Newport to Lincoln City route went from 13 miles to 19 miles, the Corvallis to Newport average passenger trip length stayed the same. The others are still working on the data collection needed before the passenger miles can be recalculated.

3. NWOTA Standing Items:

✚ IGA Approval Updates—No changes from last month: Waiting for Benton County.

✚ Management Plan—Cynda got it approved. **Jeff** will meet with Todd.

✚ Visitor Passes—Still plan on re-doing using **SETD** graphic designer. Tillamook re-ordered enough of the current passes to get through the Summer.

4. NWOTA 2019—2020 Marketing Budget

Thomas—Two years have passed since the website launched. Focus then was providing rider-focused tools. Ease of getting around, and places to go. Opportunities for recreational trips on the Oregon coast and in the Willamette Valley. Trip ideas have been updated for 2019 through September. Core rider information, easy to use, understandable and shows value of those services. Cost effective marketing.

This Fall, it looks like there will be further updates to the website. Next: Focus on how use marketing budget for maximum impact. To date have been trying to build ridership. Next phase is to build ridership. Potential audiences: People who reside in NW Oregon, people

traveling to NW Oregon, Portland residents and visitors. Size of all those audiences, makes diffuses the impact of a limited advertising.

Discussion of mass vs targeted advertising. Mass—Can build visibility on a large scale, but it can be expensive, “wasted” coverage. No “immediate” response, hard to measure. Targeted advertising—Build ridership by reaching out to high potential riders. Options include: Direct mail, social media, geographically targeted outdoor/transit advertising, destination partnerships. Targeted advertising is cost effective, targets potential riders—local and visitor, measurable response.

Proposed Marketing Plan and Tools Development Scope of Work

Task	Budget
▪ Review of marketing objectives and existing marketing strategies/tools/media	\$500
▪ On-site visit to meet with 5 operators, conduct customer experience review, visit key stops	\$3,000
▪ Research available marketing channels	\$500
▪ Develop detailed/actionable Marketing Plan/Media Plan	\$5,000
▪ Develop marketing tools needed for implementation	\$6,000
<b>Total Budget</b>	<b>\$15,000</b>

Research: Will look at how people travel by bus, bus experience, how people get information. Partner feedback—Important to get a 1 year Action plan, plus additional longer term strategies. Experiencing bus riders will be an important part of the process.

Local markets are going to be bread and butter market, so local marketing must be addressed as well as the larger market. Options include targeted social media, reaching out to people who have been on the Travel Oregon website, digital advertising.

**Mary** will get Selina’s power point and send it out to everyone.

Question: Differences between informational and marketing strategies? Lots of overlap. In transit advertising, need to have information. Transit is not an impulse purchase, need to have both information and marketing.

**Thomas** will send over a proposal. Partners agreed to the \$15,000 budget.

5. NW Connector Updates

- ✚ Transit Alert Software Proposal—Thomas walked the partners through the proposal. Can have multiple or group log ins.
- ✚ Adding a Transit Options Page—Transportation Options—Best to have their own webpage, rather than just a component of SETD webpage. Open trip planner will include other transit modes. Get TO page onto to NW Connector website. Add to “More” page, link. Presence on the NW Connector website without muddying up the current website. Cascades West COG provides a similar service and should be part of the conversation as well. Opportunity to start to address the first/last mile issue from a transit perspective. All the different options add value to transit marketing. Trip planning, fare integration, travel modes. Partners agreed to continue to explore how to integrate TO onto the website. Providing additional resources and encouragement to use alternative modes of

travel. Eg, walkability of communities, which incentivizes transit to the area, eg, no need for an auto. Seamless travel system is a long term goal, eg, one fare system.

Concerns: Will need to have information for all partners, not just NW Oregon TO. Also, just starting to look at new marketing program, so will want to be sure to look at the TO component too.

Partners agreed to add a TO button to the website under the More section. Will set up so all counties are covered, and surrounding counties that connect to NWOTA.

Longer term, will need to figure out how to integrate all the work ODOT is doing on the multiple TO programs. Which will also be included in the STIF projects. **Thomas** and **Matt** will talk further. Partners say there are things that can be displayed inside the buses, eg, showing riders how to use the Transit app, the NW Connector website. **Mary** will find out how many people are using the website.

- ✦ Transit Access Study: Ryan Farncomb has left CH2M/Jacobs to go to work for Parametrics. ODOT will continue to work with him on this project through a consultant contract. Ken was able to use project management funds for Ryan's time.

Ken asked that partners to look at the signage proposed for the new stops. Lisa noted that most of their system is in town and prefers the 12 x 18 size signs in terms of scale. (The number 2 option) Important to have the sign color the same for all the signs. Preference is to have the sign on the side of the pole, not sitting atop the pole. Ken will also have the consultant to consider where to place the signs at the stops. **Doug** will email Ken the preference regarding how the look of the signs at high traffic/transfer stops.

Biggest concern is having well-designed brackets and poles that will withstand coastal winter storms.

- ✦ Build Application: Ken noted that it was a little premature to submit, as all the cost-benefit analysis isn't available. This year, ODOT will be sponsoring a couple of larger, Build applications.

## 6. Other Business and Member Updates

- ✦ Lincoln County—Hired two new dispatchers. Supervisor position is filled. Now have great management staff. STIF Plan passed completeness check. Three buses being delivered next week. Starting student transit program utilizing STIF funding. Will include mobility training for students lacking full mobility.
- ✦ Sunset Empire Transit District—Two new commissioners. Losing their Finance Officer. Hired a new person, in time to implement new accounting software. Also been some changeover in their management staff. Working on collective bargaining agreement. Four new buses coming, looking at ordering five more.
- ✦ Columbia County—Union contract to be signed next week. Eventually, would like to move away from contracted workers. Tri-Met is donating two 40-foot buses, which will give CCR two spares when buses are extra full. Taxing district on the November ballot. STIF Plan has also made it through the completeness check. Working on PCC contract which expires June 30<sup>th</sup> for rides to their Willow Creek campus. Looking to see if they will contribute more to provide free transit for students coming from Columbia County. Four buses coming in September.
- ✦ Tillamook County—Still doing union negotiations. Won't be implementing Summer holiday schedule until after negotiations are complete. Implementing Dial-a-Ride for North and South County. Looking at starting up service out to the Port of Tillamook Bay. May be more efficient to use a demand/flex service. Exploring options. Going to be

adopting budget next week. One new board member. Looks like the City of Tillamook wants to negotiate the next ten-year extension of the Transit Center contract. Purchasing 5 buses. Hired Kimberly to do cost analysis, and she has done an outstanding job.

- ✚ ODOT—Mark B: Partnership with Cascades West COG should bring in Sweet Home connection. Lane Transit is looking at adding a mobility on-demand pilot similar to what is being done in Cottage Grove. Looking at all modes of travel. Arla has been primarily been working on Fall Creek City on distribution of STIF funding and being able to meet the requirements for getting a replacement bus.

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

DRAFT



# Tillamook County Transportation District

## Financial Statement

From 6/1/2019 Through 6/30/2019

	Current Period Actual	Current Period Budget	Current Year Actual	Total Budget	Total Budget Variance	92%
<b>Resources</b>						
Working Capital	0.00	0.00	0.00	87,000.00	(87,000.00)	0.00%
NWOTA Partner Cont. Match	0.00	4,000.00	48,000.00	48,000.00	0.00	100.00%
Miscellaneous Income	0.00	0.00	300.00	0.00	300.00	0.00%
Transfer From General Fund	0.00	0.00	12,000.00	12,000.00	0.00	100.00%
<b>Total Resources</b>	<b>0.00</b>	<b>4,000.00</b>	<b>60,300.00</b>	<b>147,000.00</b>	<b>(86,700.00)</b>	<b>41.02%</b>
<b>Expenses</b>						
<b>Materials and Services</b>						
Professional Services	399.50	437.50	399.50	5,250.00	4,850.50	7.60%
Administrative Support	11,109.61	2,083.37	24,469.36	25,000.00	530.64	97.87%
Website Maintenance	0.00	416.63	4,500.00	5,000.00	500.00	90.00%
Marketing	0.00	2,500.00	16,247.99	30,000.00	13,752.01	54.15%
Travel & Training	0.00	416.63	0.00	5,000.00	5,000.00	0.00%
<b>Total Materials and Services</b>	<b>11,509.11</b>	<b>5,854.13</b>	<b>45,616.85</b>	<b>70,250.00</b>	<b>24,633.15</b>	<b>64.94%</b>
<b>Transfers</b>						
Transfer to General Fund	0.00	0.00	3,000.00	3,000.00	0.00	100.00%
Reserve for Future Expenditure	0.00	0.00	0.00	68,750.00	68,750.00	0.00%
<b>Total Transfers</b>	<b>0.00</b>	<b>0.00</b>	<b>3,000.00</b>	<b>71,750.00</b>	<b>68,750.00</b>	<b>4.18%</b>
<b>Capital Outlay</b>						
<b>Capital Purchases</b>						
Bus Stop Signage/Shelters	0.00	0.00	5,002.86	5,000.00	(2.86)	100.05%
<b>Total Capital Purchases</b>	<b>0.00</b>	<b>0.00</b>	<b>5,002.86</b>	<b>5,000.00</b>	<b>(2.86)</b>	<b>100.06%</b>
<b>Total Capital Outlay</b>	<b>0.00</b>	<b>0.00</b>	<b>5,002.86</b>	<b>5,000.00</b>	<b>(2.86)</b>	<b>100.06%</b>
<b>Total Expenses</b>	<b>11,509.11</b>	<b>5,854.13</b>	<b>53,619.71</b>	<b>147,000.00</b>	<b>93,380.29</b>	<b>36.48%</b>

Monthly BOD Report w/YTD Budget & Variance

Date: 7/11/19 12:43:57 PM

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**NWOTA Action Items**  
June 2019

	<b>Action Items</b>	<b>Assignments</b>	<b>Progress</b>
<input type="checkbox"/>	<u>IGA</u> Get approved by each partner commission/board.	Mary to get copies of signed IGA's from each partner for the file	Lincoln Co (√) (√) Tillamook (√) Columbia Co (√) SETD (√)
<input type="checkbox"/>	<u>Management Plan</u> Get approved by each partner commission/board	Mary—Send out Plan and most current Action Plan Benton Columbia Lincoln Sunset Empire Mary—Get approval documentation from each partner	(√)  Tillamook (√)
<input type="checkbox"/>	<u>Management Plan Updates</u> Mobile app for NW Connector Transit language for Comp Plans and TSPs		
<input type="checkbox"/>	<u>Website Events/Trip Planner/Newsletter</u> Develop plan for connecting NW Connector to events advertising/Travel Oregon application? Open Trip Planner/funding	Jeff/Mary Mc Doug—Submitted STIF application	In progress 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>	Mary—Prepare NWOTA Annual Report	Completed
<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 Trillium to have Selina consult	June Meeting
<input type="checkbox"/>	<u>NW Connector Ridership</u> Update performance methodology assumptions  Compare monthly ridership year-to-year	Partners do calculations  SETD, Lincoln, Columbia ridership	Tillamook (√) Lincoln (√)  Benton (√) Tillamook (√)
<input type="checkbox"/>	NW Connector Holidays Policy (Lincoln drop 1, TCTD add 3 days)	Doug/Cynda	
<input type="checkbox"/>	Adding Connector Partners—Meet with Washington County initially		

	Action Items	Assignments	Progress
<input type="checkbox"/>	Transportation Options	Mary/Matt Weintraub  Consider adding a TO page to NWConnector Website	NW Connector follow on to Oregon's July Drive less Connect promotion NW Connector highway signs displaying website info
<input type="checkbox"/>	Transit App Alerts	Trillium train partners	May Meeting
<input type="checkbox"/>	Updated Visitor Passes	TTTD Graphics	May Meeting



NORTH *by* NORTHWEST

# CONNECTOR

*be driven*

a five-county transit alliance connecting destination points north by northwest in oregon

## Mid-Summer—Fall 2014 Marketing/Advertising Program Request for Quotes

May 13, 2014

Overview/Background: The Northwest Connector is a regional transit network including Benton, Clatsop, Columbia, Lincoln and Tillamook counties. Transit schedules are coordinated between adjoining districts allowing seamless ridership throughout the region, including connections with Portland and the Willamette Valley. The Northwest Connector system includes an interactive website for transit ride trip planning and branded signage identifying Connector buses and transit stops. Marketing efforts have included a Visitor Pass program providing 3 and 5 day ridership throughout the system, with over 200 passes sold since the Connector system was started in January 2013.

While ridership is growing, surveys to date indicate most riders are visitors learning about the Connector system once they have boarded the bus. While Connector signage and a 2013 marketing have helped to brand the system, the Northwest Connector Alliance will be implementing a marketing this Summer to inform and attract new riders.

Request for Quotes (RFQ): The NW Oregon Connector Alliance is seeking quotes from marketing and advertising consultants to implement a Mid-Summer through Fall 2014 Communications Program. The Alliance is funded through public financing, and has limited resources for outreach efforts. Given a limited marketing/advertising budget, information being requested from marketing and advertising consultants/firms includes:

1. Priority activities recommended
2. Target audiences recommended
3. Minimum budget recommended
4. Experience of firm working with public sector marketing communications

Deadline: Quotes should be submitted electronically by 5:00 pm May 23, 2014 to Mary McArthur at [mbmcarthur@nworegon.org](mailto:mbmcarthur@nworegon.org).

Note: Some resources for the communications are OTA and Federal Transit Administration (FTA) funds, which are subject to specific expenditure requirements

Additional Information about the Connector and each of the Connector transit partners can be found at [NWOregonTransit.org](http://NWOregonTransit.org).

**Attached:** NW Connector brochure, NW Connector visitor passes



[www.nworegontransit.org](http://www.nworegontransit.org)

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**Tillamook County Transportation District**  
Board of Directors Regular Monthly Meeting  
Thursday, June 20, 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 6:31pm

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  
Melissa Carlson-Swanson, Director

**TCTD Staff**

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

**Absent**

Jackie Edwards, Director

**Guest**

Chris Kell, public  
Linda Adler, public

4. Announcements and Changes to Agenda: None.

5. Public & Guest Comments: None.

6. Care Oregon/Columbia Pacific CCO – San SunOwen

San SunOwen of Care Oregon/Columbia Pacific CCO provided the Board an update the NW Rides Brokerage's development the past quarter and provided an overview of what to expect the next quarter. San explained the brokerage has exceeded its performance goals and explained that due to the negotiations between Care Oregon and the Oregon Health Authority the District/Care Oregon Delegate Agreement needed to be Amended to extend the terms of the Agreement thru September 2019. Director Huffman asked if the Board could assist by lobbying to the OHA. She responded that she could ask their in-house personnel to see if there was any

*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.*

assistance the Board could provide. Director Carlson-Swanson voiced her interest in discussing the need for the CPCCO to provide trips to food pantries for the covered members. San SunOwen confirmed that is a need the CPCCO is very interested in expanding this service to their members.

7. Executive Session: Real Property Transactions ORS 192.660(2)(e)  
Opened at 7:10pm. Closed at 7:27pm

As a result of Executive Session, the following motion was made:

Motion to Authorize the GM to notify the City of Tillamook of the District's intent to exercise its option to extend the Transit and Visitor Center lease agreement an additional 10-years and to negotiate a new rental rate.

**Motion** by Director Holm to Authorize the GM to notify the City of Tillamook of the District's intent to exercise its option to extend the Transit and Visitor Center lease agreement an additional 10-years and to negotiate a new rental rate. *Motion Secoded* by Director Carlson-Swanson. Board Chair Judy Riggs called for further discussion; followed by none, she called for the vote.

**MOTION PASSED**

By Directors Hanenkrat, Holm, Huffman,  
Carlson-Swanson and Board Chair Judy Riggs.  
Director Edwards Absent  
Vacant Position 5.

8. PUBLIC HEARING to receive public comment on the TCTD FY 2019-20 Budget opens at 7:28pm. No public comments. Closed at 7:29pm. Linda Adler asked for a breakdown of the \$400k for the general fund. GM Doug Pilant provide her a copy of the budget breakdown.

**REPORTS**

9. Financial Report: GM Doug Pilant provided the Board an overview of the May 2019 financial reports.
10. Service Measure Performance Report: GM Doug Pilant provided the Board an overview of the service performance measures. YTD Ridership has increased by 3.6% over the previous year. The YTD passengers per hour are +0.9%, the cost per trip was -1.9% while the cost per hour was -2.8% and the fare box return was -1.7%.
11. Northwest Oregon Transit Alliance: GM Doug Pilant reviewed the NWOTA meeting agenda, minutes, finance report. He reported the Coordinating Committee agreed to purchase the Transit Alerts service from Trillium to better enable dispatchers and customer service staff to communicate service interruptions throughout the 5-county region and will add this feature to its annual maintenance agreement beginning next fiscal year. In addition, the Committee agreed to add a new page on the website to accommodate the ODOT Transit Options program operated by SETD. He reported the Committee also agreed to solicit bids to work with a marketing company to develop a regional marketing plan. NWOTA will receive a Pedestrian Access project update at their August meeting.

*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.*

12. STIF: GM Doug Pilant explained the significance of the Legislative Ways and Means Committee on Transportation budget note regarding Governor Brown negotiating with Legislatures to direct ODOT to merge STF into the STIF.
13. Planning & Development: A resolution to amend the Dial-A-Ride fare policy has been placed on the agenda for adoption later in the meeting.
14. Grant Funding
  - i. All TCTD STIF Discretionary Grant Applications submitted in January have been moved through the initial application review process and the ODOT PTAC will hopefully recommend the Oregon Transportation Commission approval the projects.
15. Facility/Property Management:
  - i. Transit Visitors Center – The Board passed a motion after executive session. Installation of cameras began today. It already seems to be a deterrent.
  - ii. Post office bus stop – Working with the City, County and Hoquarton Group on designing a bus stop plan at the post office.
  - iii. Low Voltage Wiring Project – currently seeking bids.
  - iv. Janitorial and Landscaping Contracts – none.
16. Miscellaneous
  - a. NW Rides Brokerage
    - i. Update was provided by San SunOwen early in the meeting.
    - ii. Ecolane – none.
    - iii. Volunteer Driver Program – Included a volunteer driver handbook policy on the agenda's Consent Calendar for adoption later in the meeting.
  - b. Union Negotiations – GM Doug Pilant reported he conducted a comparison study between all of the Oregon transit ATU Contracts that has been helpful to prepare in the preparation for the upcoming negotiations.
  - c. Letter from ODOT Audit Services was included in the board packet. The only finding is separating duties, which is difficult to overcome with a small staff. Director Carlson-Swanson asked if it could be overcome with perhaps an outside source. GM Doug Pilant shared it is mostly related to accounting functions and is a continuing project.

### **CONSENT CALENDAR**

17. Motion to Approve the Minutes of May 16, 2019 Regular Board Meetings
18. Motion to Approve the Minutes of the May 30, 2019 Budget Committee Meeting
19. Motion: Acceptance of Financial Report: May 2019
20. Motion to Approve NW Rides Driver Volunteer Program Requirements

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

### **MOTION PASSED**

By Directors Hanenkrat, Holm, Huffman,  
Carlson-Swanson and Board Chair Judy Riggs.  
Director Edwards Absent  
Vacant Position 5.

**ACTION ITEMS**

21. Resolution 19-13 In the Matter of Adopting the Budget, Making Appropriations, Levying Taxes, and Categorizing Taxes for FY 2019-20

GM Doug Pilant discussed the Resolution with the Board. Director Huffman hopes the District can increase the non-driving volunteer budget in the future.

**Motion** by Director Holm to approve Resolution 19-13 In the Matter of Adopting the Budget, Making Appropriations, Levying Taxes, and Categorizing Taxes for FY 2019-20. *Motion Seconded* by Director Hanenkrat. Board Chair Judy Riggs called for further discussion; followed by none, she called for the vote.

**MOTION PASSED**

By Directors Hanenkrat, Holm, Huffman,  
Carlson-Swanson and Board Chair Judy Riggs.  
Director Edwards Absent  
Vacant Position 5.

22. Resolution 19-14 In the Matter of Amending the TCTD Dial-A-Ride Category Fare Rates

GM Doug Pilant discussed the Resolution with the Board.

**Motion** by Director Huffman to approve Resolution 19-14 In the Matter of Amending the TCTD Dial-A-Ride Category Fare Rates. *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 Hanenkrat, Holm, Huffman,  
Carlson-Swanson and Board Chair Judy Riggs.  
Director Edwards Absent  
Vacant Position 5.

23. Resolution 19-15 In the Matter of Authorizing the GM to Execute ODOT Special Transportation Fund Grant Agreement No. 33502

GM Doug Pilant discussed the Resolution with the Board.

**Motion** by Director Holm to approve Resolution 19-15 In the Matter of Authorizing the GM to Execute ODOT Special Transportation Fund Grant Agreement No. 33502. *Motion Seconded* by Director Huffman. Board Chair Judy Riggs called for further discussion; followed by none, she called for the vote.

**MOTION PASSED**

By Directors Hanenkrat, Holm, Huffman,  
Carlson-Swanson and Board Chair Judy Riggs.  
Director Edwards Absent  
Vacant Position 5.



24. Resolution 19-16 In the Matter of Authorizing the GM to Execute ODOT Section 5310 Grant Agreement No. 33600

GM Doug Pilant discussed the Resolution with the Board.

**Motion** by Director Holm to approve Resolution 19-16 In the Matter of Authorizing the GM to Execute ODOT Section 5310 Grant Agreement No. 33600. *Motion Seconded* by Director Carlson-Swanson. Board Chair Judy Riggs called for further discussion; followed by none, she called for the vote.

**MOTION PASSED**

By Directors Hanenkrat, Holm, Huffman,  
Carlson-Swanson and Board Chair Judy Riggs.  
Director Edwards Absent  
Vacant Position 5.

25. Resolution 19-17 In the Matter of Authorizing the GM to Execute a Special Transportation Fund Contract with Marie Mills Center, Inc. for Sponsored Transportation Services

GM Doug Pilant discussed the Resolution with the Board.

**Motion** by Director Carlson-Swanson to approve Resolution 19-17 In the Matter of Authorizing the GM to Execute a Special Transportation Fund Contract with Marie Mills Center, Inc. for Sponsored Transportation Services. *Motion Seconded* by Director Huffman. Board Chair Judy Riggs called for further discussion; followed by none, she called for the vote.

**MOTION PASSED**

By Directors Hanenkrat, Holm, Huffman,  
Carlson-Swanson and Board Chair Judy Riggs.  
Director Edwards Absent  
Vacant Position 5.

26. Resolution 19-18 In the Matter of Authorizing the GM to Execute a Special Transportation Fund (STF) Contract with CARE, Inc. to Support the CARE Discount Bus Pass Program

GM Doug Pilant discussed the Resolution with the Board.

**Motion** by Director Carlson-Swanson to approve Resolution 19-18 In the Matter of Authorizing the GM to Execute a Special Transportation Fund (STF) Contract with CARE, Inc. to Support the CARE Discount Bus Pass Program. *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 Hanenkrat, Holm, Huffman,

*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.*

Carlson-Swanson and Board Chair Judy Riggs.  
Director Edwards Absent  
Vacant Position 5.

27. Resolution 19-19 In the Matter of Authorizing the GM to Execute a Statewide Transit Improvement Fund (STIF) Contract with CARE, Inc. to Support the CARE Low Income Discount Bus Pass Program

GM Doug Pilant discussed the Resolution with the Board.

**Motion** by Director Holm to approve Resolution 19-19 In the Matter of Authorizing the GM to Execute a Statewide Transit Improvement Fund (STIF) Contract with CARE, Inc. to Support the CARE Low Income Discount Bus Pass Program. *Motion Seconded* by Director Carlson-Swanson. Board Chair Judy Riggs called for further discussion; followed by none, she called for the vote.

**MOTION PASSED**

By Directors Hanenkrat, Holm, Huffman,  
Carlson-Swanson and Board Chair Judy Riggs.  
Director Edwards Absent  
Vacant Position 5.

28. Resolution 19-20 In the Matter of Authorizing the GM to Purchase Three (3) Category C Medium Size Medium-duty Low Floor Chevrolet Arboc Buses from Creative Bus Sales

GM Doug Pilant discussed the Resolution with the Board.

**Motion** by Director Holm to approve Resolution 19-20 In the Matter of Authorizing the GM to Purchase Three (3) Category C Medium Size Medium-duty Low Floor Chevrolet Arboc Buses from Creative Bus Sales. *Motion Seconded* by Director Huffman. Board Chair Judy Riggs called for further discussion; followed by none, she called for the vote.

**MOTION PASSED**

By Directors Hanenkrat, Holm, Huffman,  
Carlson-Swanson and Board Chair Judy Riggs.  
Director Edwards Absent  
Vacant Position 5.

29. Resolution 19-21 In the Matter of Authorizing the GM to Purchase Two (2) Category B Medium Sized Heavy-duty Freightliner Champion Buses from Schetky NW Bus Sales

GM Doug Pilant discussed the Resolution with the Board. Director Hanenkrat asked if these are gasoline and/or diesel buses, no propane. GM Doug Pilant stated the Arbocs are gasoline, the Freightliners are diesel, no propane. GM Doug Pilant shared his experience with hydrogen power in Palm Springs.

*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.*

**Motion** by Director Carlson-Swanson to approve Resolution 19-21 In the Matter of Authorizing the GM to Purchase Two (2) Category B Medium Sized Heavy-duty Freightliner Champion Buses from Schetky NW Bus Sales. *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 Hanenkrat, Holm, Huffman,  
Carlson-Swanson and Board Chair Judy Riggs.  
Director Edwards Absent  
Vacant Position 5.

30. Resolution 19-22 In the Matter of Authorizing the GM to execute a Memorandum of Understanding with the Confederated Tribes of Grand Ronde to provide Route 70X commuter transit services

GM Doug Pilant discussed the Resolution with the Board. Director Holm asked if there's an agreement with the Siletz Tribe as well. GM Doug Pilant responded that they are on a different cycle for 60X.

**Motion** by Director Holm to approve Resolution 19-22 In the Matter of Authorizing the GM to execute a Memorandum of Understanding with the Confederated Tribes of Grand Ronde to provide Route 70X commuter transit services. *Motion Seconded* by Director Huffman. Board Chair Judy Riggs called for further discussion; followed by none, she called for the vote.

**MOTION PASSED**

By Directors Hanenkrat, Holm, Huffman,  
Carlson-Swanson and Board Chair Judy Riggs.  
Director Edwards Absent  
Vacant Position 5.

31. Resolution 19-23 In the Matter of Authorizing the General Manager to Amend the Columbia Pacific CCO Non-Emergent Medical Transportation Services Delegation Agreement

GM Doug Pilant discussed the Resolution with the Board.

**Motion** by Director Carlson-Swanson to approve Resolution 19-23 In the Matter of Authorizing the General Manager to Amend the Columbia Pacific CCO Non-Emergent Medical Transportation Services Delegation Agreement, with a corrected expiration date of October 1, 2019. *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 Hanenkrat, Holm, Huffman,

*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.*

### **DISCUSSION ITEMS**

32. Cloverdale Bus Stop – GM Doug Pilant provided an overview of the history about the Cloverdale bus stop project. He explained the County is considering options to repurpose its maintenance facility. GM Pilant explained there is still a need for the District to establish a location for a safe and visible bus stop in Cloverdale. He explained this facility could provide the District an opportunity to achieve that objective. He explained the County has scheduled a Joint Hearing between the TCTD Board and Commissioners has been scheduled on Monday, June 24<sup>th</sup> at 9:00 am. GM Doug Pilant explained that in addition to serving as a community transit stop this facility could serve as a location for South County drivers to report for duty, park-out buses and vans, establish a community park and ride and potentially provide an office for the Tillamook County Sheriff. He explained this project would be a long-term project that could be accomplished by getting grant funds. Director Carlson-Swanson asked what role the Directors could play in the meeting being held on June 24<sup>th</sup>. Director Holm said he was concerned about a possible public meeting issue with all the Directors attending that meeting. Director Holm thought it would be best for the GM to attend and inform the Board. Director Hanenkrat expressed some concern for the condition to the building at that location. GM Doug Pilant said he'd contact the County to verify that Board members attending the meeting wouldn't be violating meetings laws and contact them by email.

### 33. Staff Comments/Concerns

GM Doug Pilant: Reminded the Board there is a STIF page on the website with information about the District's STIF Plan and need to expand the fleet.

Superintendent Brent Olson: None.

Accounting Specialist Tabatha Welch: Shared that she will be attending the SHRM conference and using public transportation for the first time.

NWR Supervisor/Board Clerk Cathy Bond: None.

### 34. Board of Directors Comments/Concerns

Jim Huffman – Noticed in the newspaper that there were no election results in the paper. He asked someone at the newspaper and they told him that the results were on their newspaper website. Also shared a story of a lack of knowledge of SDAO nationally. He is going to write a letter so people can be more aware.

Judy Riggs – None.

Marty Holm – None.

Jackie Edwards – Absent.

Gary Hanenkrat – None.

Melissa Carlson-Swanson – Thanked Cathy Bond for adding a handout for the powerpoint presentation earlier.

### **UPCOMING EVENTS**

None.

Adjournment: Board Chair Riggs adjourned the meeting at 8:50pm.

**These minutes approved this 18<sup>th</sup> day of July, 2019.**

ATTEST:

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

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

## TILLAMOOK COUNTY TRANSPORTATION DISTRICT POLICY

<b>Policy:</b> <u>BUS</u> ADVERTISING POLICY	<b>Number:</b> 1
Adopted by the Board of Directors on February 14, 2002 Revised by the Board of Directors on April 18, 2012 Effective: April 19, 2012	<b>Pages:</b> 3

### Purpose

The purpose of this policy is to define Advertiser responsibilities and provide guidelines for advertising on District buses.

### Signage

Signage must be supplied by the Advertiser; however, (upon request) the District can offer sign maker references. Sign designs must be submitted for approval by the 15<sup>th</sup> of the month before the start date of the advertising contract. Signs must be of a professional quality and constructed of Corex (plastic) board. Lettering and graphics must be of a waterproof, weatherproof material. Sign Size: All advertising signs will be 18" high x 96" long to be inserted in the designated frame(s) on the outside of the bus(es). If signs become weathered, torn or defaced before the end of the contract, the Advertiser will be notified and will have 15 days to replace the sign. During that 15 day period, if damage is severe enough, the sign will be pulled to prevent public image impairment to either the District or the Advertiser.

### Advertising Availability

Advertising is dependent on space availability. Therefore, advertising that meets the requirements below will be accepted on a first-come first-serve basis. The District will give priority and guarantee space where a written contract agreement exists between the District and the Advertiser. Tillamook County Transportation District will have the right to display advertisements and notices on TCTD buses and facilities which pertain to its own operations and promotions.

### Content

~~Advertising should be within good taste. The District reserves the right to reject at its sole discretion any material deemed not acceptable.~~ The District has an interest in preserving the integrity of the District and the transportation system. To that end, the District has adopted this policy to permit certain commercial advertising and ensure that advertisements do not result in a loss of ridership, system disruptions, or negative associations with the District. No advertisement will be displayed or maintained if the advertisement or information contained in it falls within one or more of the following categories:

- False, misleading, or deceptive.
- Promotes unlawful or illegal goods, services, or activities.
- Contains an image or description of nudity, obscenity, sexual conduct, sexual excitement, or sadomasochistic abuse, which would give rise to a violation as those terms are defined in ORS 167.060 -167.090, and as such, law may be amended, modified, or supplemented.
- Is libelous.
- Promotes the sale of alcohol or tobacco and related products.

- Supports or opposes a candidate, issue, or cause.
- Any material that is so objectionable under contemporary community standards as to be reasonably foreseeable that it will result in harm to, disruption of, or interference with the transportation system.
- Supports or opposes a religion, denomination, creed, tenet, or belief.
- Displays any word, phrase, symbol, or character likely to interfere with, mislead or distract traffic, or conflict with any traffic control device.
- Incorporates any rotating, revolving, or flashing devices, or any other moving parts.
- ~~Such advertisements that could reflect negatively upon TCTD~~

### **Pricing**

Individual pricing for one month or specific months may be determined by the General Manager. There is a minimum advertising purchase of two boards, one month. Contract pricing is approved by TCTD Board and attached as Appendix A to this policy.

### **Payment – Accounts Receivable**

Advertising rents and billing are on a monthly basis. Any accounts overdue past 30 days will be assessed interest at the rate of 1½% per month, payment will be applied to interest first and then principal.

### **Advertiser Responsibilities**

Advertiser shall provide and pay for all labor, materials, and other goods or services necessary for preparation of advertising.

### **Notices and Communications**

All notices and other communications concerning paid advertising shall be written. Notices and other communications may be delivered personally, by fax, or by regular, certified or registered mail.

### **Indemnification**

To the fullest extent permitted by law, Advertiser agrees to fully indemnify, hold harmless and defend District, its directors, officers, and employees from and against all claims, damages, losses and expenses incidental to the investigation and defense thereof, based upon or arising out of or incidental of damages or injuries to persons or property, caused by the fault or negligence in whole or in part of Advertiser, its agents, Advertisers, sub-Advertisers, or employees from the performance of the work.

## **Appendix A**

### **Pricing**

- Single board month-to-month contract \$60.00 /mo.
- Two boards month-to-month contract \$110.00/mo.
- Two boards per month on a six-month contract \$100.00/mo.
- Two boards per month on a 1-year contract \$90.00/mo.
- Four boards month-to-month \$170.00/mo.
- Four boards per month on a six-month contract \$150.00/mo
- Four boards per month on a 1-year contract \$130.00/mo

**CONTRACT FOR ADVERTISING SPACE**

This Contract is by and between Tillamook County Transportation District ("District") and \_\_\_\_\_ ("Advertiser").

**Term.** The term of this Contract shall be from \_\_\_\_\_ to \_\_\_\_\_, inclusive, unless terminated sooner under the provisions of this Contract.

**Contract Provisions.** Advertising policy and standards as set forth by District rules and regulation, now or hereafter adopted will apply.

**Contract Price.** The total amount due for advertising on District's bus(es) is \$ \_\_\_\_\_ ("Contract Sum").

**Payments.** Advertiser shall pay to the District the Contract Sum in the form of monthly installments of \$ \_\_\_\_\_ per month, payable on the first day of each month for a period of \_\_\_\_\_ consecutive months from the date of this Contract, or until paid in full whichever is sooner. Any late billings will be assessed interest at the rate of 1½% per month, payment will be applied to interest first and then principal. In the event payment is 30 days late, the District will give the Advertiser five (05) working days notice of its intent to remove the advertising. If payment is not made promptly, the advertising will be removed from the bus.

**Vehicle Advertising Guidelines.** No advertising will be allowed to contain material detrimental to the interest, operation, or goals of the District. All advertising shall adhere to the advertising policy and standards of the District. The District shall immediately remove any posted advertisement found to be in conflict with such standards by the District within four (04) hours of written notification to the Advertiser.

The District reserves the right to modify the advertising guidelines. The Advertiser shall be notified, in writing, of any modification. ~~Further, the District reserves the right to reject at its sole discretion, any advertisement that is deemed to conflict with the District's basic goals and organizational objectives.~~

**Vehicle Posting and Ad Removal.** District personnel shall do the posting and removal of advertising. The Advertiser shall replace advertising material that is damaged, dated, or over worn. The District is not responsible for signage damage in day-to-day operations or by vandals.

Each signatory, by affixing his or her signature hereto, represents that he or she has authority to do so by the Charter, Articles of Incorporation, Bylaws, Operating Agreement, governing body, and or Board of Directors of the entity for which he or she is executing this Contract.

**TILLAMOOK COUNTY  
TRANSPORTATION DISTRICT**  
By: \_\_\_\_\_  
Its: \_\_\_\_\_  
PO Box 188  
Tillamook OR 97141-0188

**ADVERTISER**  
By: \_\_\_\_\_  
Title: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
Tax ID No.: \_\_\_\_\_

46





**Tillamook County Transportation District**  
"Connecting the community through sustainable transit services"

**STATEWIDE TRANSPORTATION IMPROVEMENT FUND ADVISORY COMMITTEE  
MEMBER APPLICATION**

**Name**  
Chris Kell

**Address**

City	State	Zip
Tillamook	OR	97141

Home/Cell Phone	Work Phone
503- Email .gmail.com	

**Occupation (if applicable)**  
Retired

**Community Affiliations / Interests**  
Kiwanis Board Member, Community Volunteer/Cheerleader, Church of the Nazarene, Gardening, Quilting

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

Signature	Date
<i>Chris Kell</i>	<i>6/11/2019</i>



# Tillamook County Transportation District

"Connecting the community through sustainable transit services"

## TCTD BUDGET COMMITTEE MEMBER APPLICATION

**Name**

Chris Kell

**Address**

**City**

Tillamook

**State**

OR

**Zip**

97141

**Home/Cell Phone**

503-

**Work Phone**

**Email**

@gmail.com

**Occupation (if applicable)**

Retired

**Community Affiliations / Interests**

Kiwanis Board Member, Community Volunteer/Cheerleader, Church of the Nazarene, Gardening, Quilting


*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**

*Chris Kell*

**Date**

*6/11/2019*

**MEMO TO:** BOARD OF DIRECTORS  
**FROM:** DOUG PILANT, GENERAL MANAGER   
**SUBJECT:** CLOVERDALE BUS STOP

**Issue**

Tillamook County Transportation District needs a safe, reliable and visible bus stop location in the community of Cloverdale.

**Background and Findings**

1. The current Cloverdale bus stop is located on a blind corner along Highway 101 that results in drivers and passengers negotiating informal alternative bus stop locations to board and alight the bus. This practice results in miscommunication causing passengers and drivers to experience uncertainty, which results in unreliable service.
2. In October 2011 TCTD entered into an Intergovernmental Agreement (IGA) with Tillamook County and provided \$7,000 in local matching funds to be applied to an ODOT \$275,000 grant to design the Cloverdale Wayside and bus stops. A concept design plan was created and has been included as Attachment A.
3. Tillamook County was also successful in obtaining a \$705,000 ODOT grant to construct the Cloverdale Wayside, the transit bus stops and other Highway 101 ROW improvements.
4. Following a series of storms in the winter of 2015-16, a large portion of the wayside property's riverbank collapsed into the Nestucca River and washed away causing a re-design of the Cloverdale Wayside. TCTD rejected the redesign due to lack of space to safely navigate buses in and out of the proposed wayside. The Cloverdale Wayside redesigned concept plan has been included as Attachment B.
5. Tillamook County wanted to see if they could repurpose the balance of the ODOT grants to another project within Cloverdale. The County conducted an analysis to determine what other alternatives exist. The County prepared a white paper for the Tillamook County Board of Commissioners & TCTD Board of Directors Joint Workshop that has been included as Attachment C.
  - a. A "Proposed Concept" consisting of ideas generated by the District and County staff over the last several months is on Page 2 of Attachment C. There are a variety of benefits for both the District and County. These include:
    - i. Utilizing the balance of the ODOT grants to benefit the Cloverdale community. The County's ODOT Flex Grant has a balance of \$94,000

while the ODOT MTEP Grant has a balance of \$688,000. The Flex Grant expires in 2022 while the MTEP Grant expires in 2026.

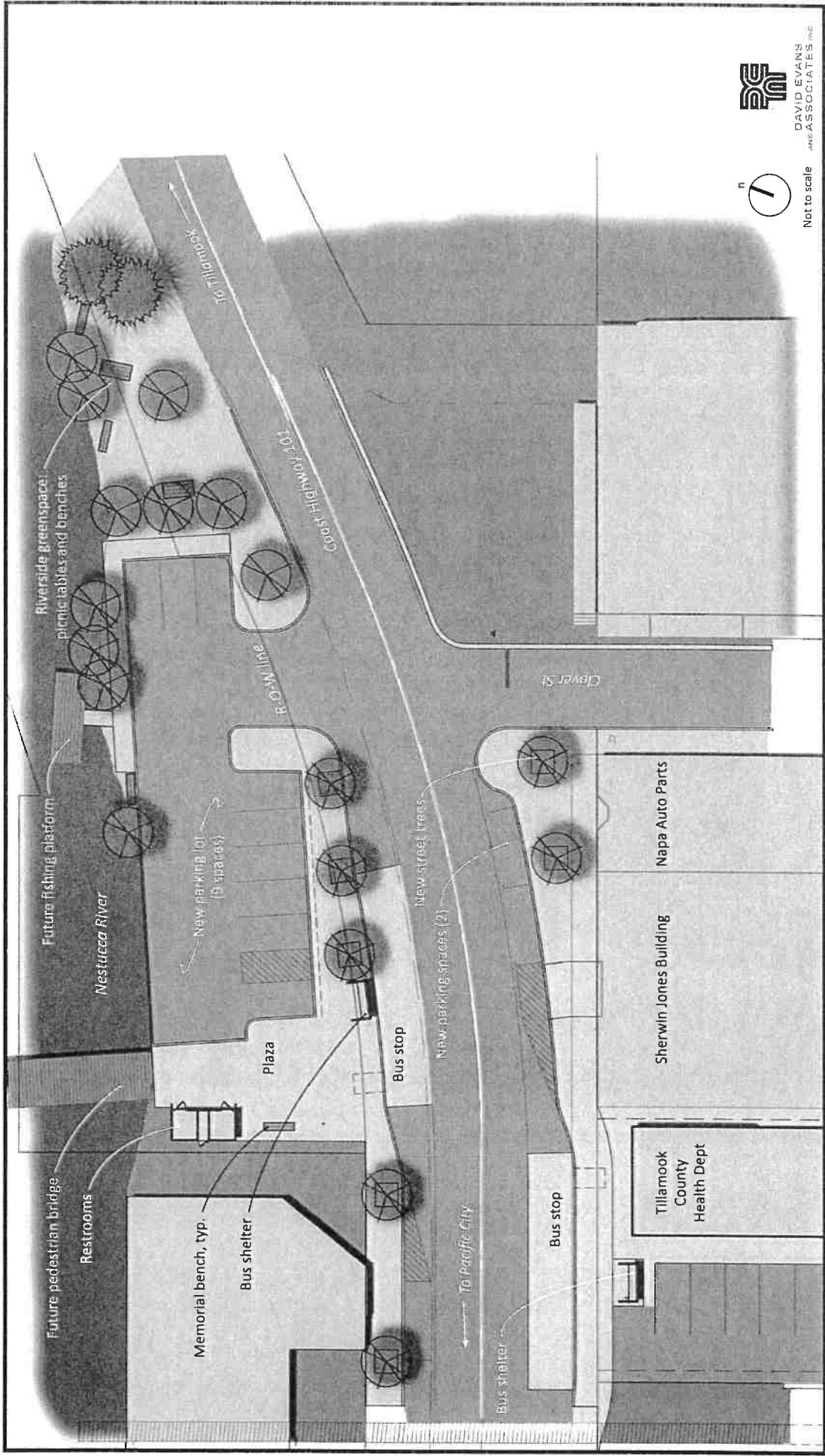
- ii. Provide a wayside and greenspace that includes public parking, restrooms, wayfinding, a park with playground, trails and river access
  - iii. Transit center that provides a safe and visible bus stop, bicycle parking and park and ride
  - iv. Potential to stimulate Cloverdale downtown revitalization to improve livability within the community
6. Implementation of this project will be determined by what option TCTD decides to pursue. The County has determined the value of the property to be approximately \$228,780. TCTD could acquire the entire 1.13 property, a portion of the property, and/or lease any portion of the property.
  7. If the District decides to purchase a portion of the property, there are a variety of financing options available. Initially, the property could be acquired through an agreement such as an option to purchase along with longer term financing such as an Oregon Transportation Infrastructure Loan (OTIB) loan. The existing ODOT grants can be used to fund design and construction of portions of the project and both parties are eligible for various other grants through ODOT.
  8. Partnering with Tillamook County would enable TCTD to establish a long-term solution to providing the Cloverdale residents with a safe and visible bus stop. Bicycle parking and a park-and-ride could also be established. This partnership would also provide the District the opportunity to establish a permanent centralized location in south county to park-out dial-a-ride vehicles and provide drivers a location to report for duty, which would eliminate driver and vehicle deadhead expenses.

### **Recommendation**

Staff recommends the Board authorize the General Manager to work with the Tillamook County Chief of Staff to develop a project that is mutually beneficial to both TCTD and Tillamook County.

# CLOVERDALE WAYSIDE CONCEPT PLAN

NOV. 2012



Not to scale



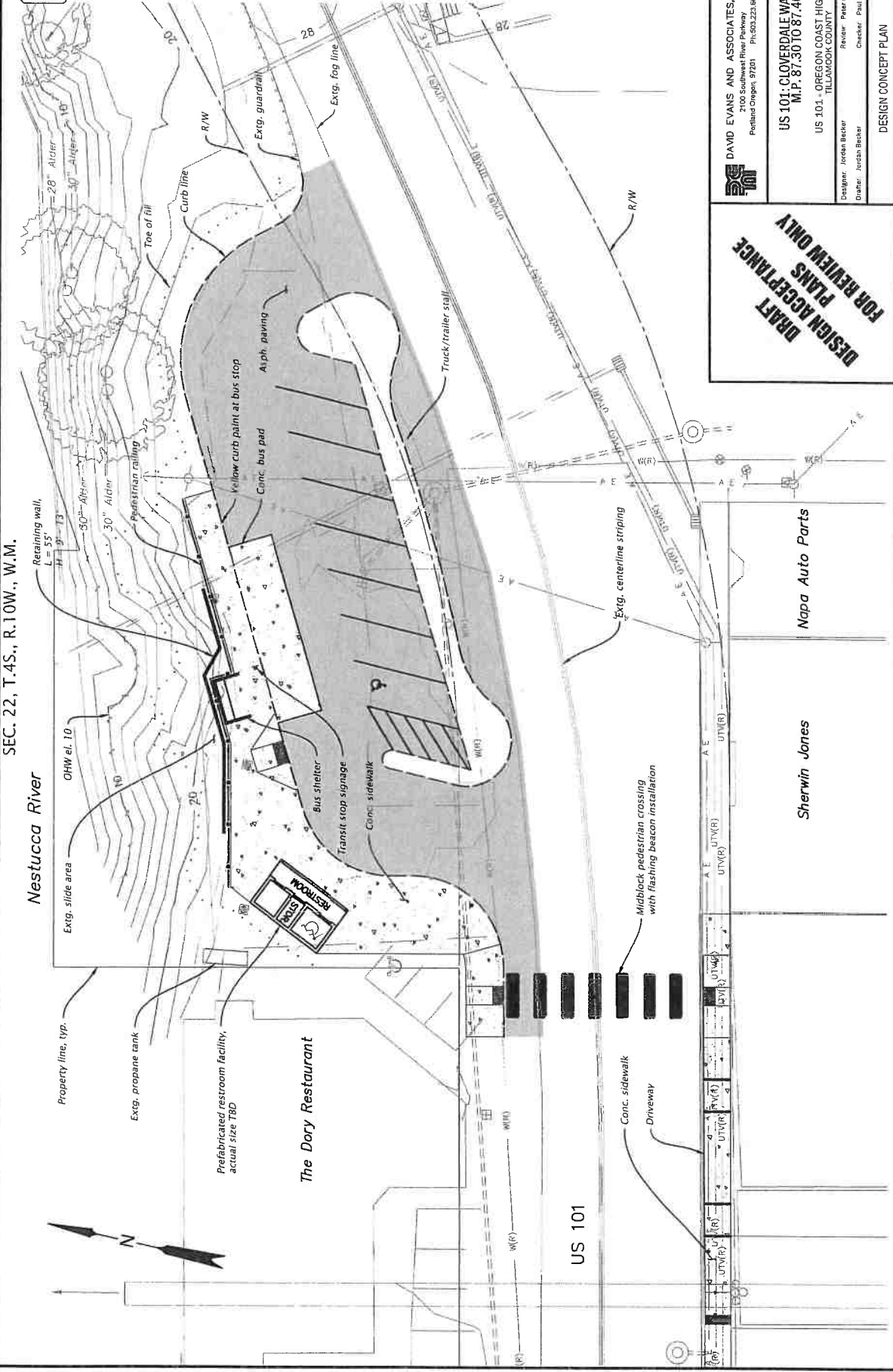
DAVID EVANS  
AND ASSOCIATES INC.

# Attachment B

XXV-XXX

DRAFT DESIGN  
ACCEPTED PLANS  
INFORMATION ONLY

SEC. 22, T.4S., R.10W., W.M.



**FOR REVIEW ONLY  
DESIGN ACCEPTANCE  
DRAFT**

**DAVID EVANS AND ASSOCIATES, INC.**  
2100 Southwest River Parkway  
Portland Oregon, 97201 Phone: 503.225.8893

**US 101: CLOVERDALE WAYSIDE  
M.P. 87.30 TO 87.40**

US 101 - OREGON COAST HIGHWAY  
TILLAMOOK COUNTY

Designer: Jordan Becker  
Reviewer: Peter Craig  
Checker: Paul Sappano

DESIGN CONCEPT PLAN

SHEET NO.  
A02

**Tillamook County Board of Commissioners & Tillamook County Transportation District  
Joint Workshop Regarding Cloverdale  
June 24, 2019 – 9:00 am, Commissioners' Meeting Room B**

## THE BACKGROUND

County owns taxlot 4S1022DA 100 (1 lot in 1969 tax foreclosure, 3 purchased/remediated 2007-2009)

### 2001:

- Cloverdale subcommittee, Lion's Club, and PC-NVCC envisioned public wayside using the tax foreclosed lot that once served as river access for fire tankers and small boats

### 2007:

- Cloverdale Transportation Refinement Plan continues momentum
- County and Pacific City-Nestucca Valley Chamber agreement for Chamber to implement wayside project and manage as a park (agreement expired)

### 2009-2010:

- Chamber's engineering design includes RR, tables, parking, path, fishing dock
- Fire destroys Sherwin, NAPA, and Nestucca Fire buildings

### 2011:

- 2009 Chamber design plus the bus shelter
- ODOT STP/Flex Fund Application: \$253,903 for final design and construction
- County and District IGA (still active): County's ODOT grant application, District maintains bus shelter on Nestucca Fire parcel (to be owned by County)

### 2012:

- County acquires Nestucca Fire parcel
- ODOT STP/Flex Fund Award: \$275,000 for preliminary engineering and ROW
- 10-year agreement expires 2022, balance of \$94,000

### 2012-2016:

- ODOT hires DEA for survey, scoping, and preliminary design
- Includes bus stop on N/S sides of 101, bus shelter on N side, health clinic on S side

### 2015-2016:

- Tree falls and landslide damages riverbank, stabilization added to design
- ODOT MTEP/STIP Fund<sup>1</sup> Award: \$703,663 for construction, expires 2026
- Expires 2026
- DEA continues planning for health clinic remodeling or demo/rebuild
- County project management transition

### 2017-Present:

- 30% design complete, construction estimate \$688,989
- Concerns: cost, lack of District support for design, restroom maintenance, bank revetment
- County explores alternatives, expands scope to include broader revitalization effort

<sup>1</sup>Multimodal Transportation Enhance Program/Statewide Transportation Improvement Program

## THE PROPOSED CONCEPT

- PUD supportive of County's purchase of Hebo parcel for Public Works shop
- Public Works shop converted to Transit Center
- Sheriff's office space in Transit Center
- Rear portion of lot becomes the new wayside
- Old wayside becomes welcome area open space
- Exploring health clinic on Nestucca Fire parcel
- Numerous funding and partner opportunities
- Active Agreements:
  - County and District IGA – no expiration
  - ODOT STP/Flex Fund - expires June 2022
  - ODOT MTEP/STIP – expires May 2026
- County investments engage residents who pursue other downtown revitalization opportunities

## BENEFITS

- New Transit Center and Restrooms
- Improved Public Works shop location
- Sheriff's office presence in south county
- Multimodal connections (bike/ped, public transportation)
- Parking
- Greenspace
- Historic building preservation
- Covered playground
- Community gateway
- Wayfinding
- Healthcare for public transportation dependent users (FQHC serving low/moderate income)
- Livability (community preservation, parking, community support, river access)

## OTHER OPPORTUNITIES

- Goals from Downtown Concept Plan
  - Attractive, safe, and clean small town
  - Thriving business district supported by residents and travelers
  - Surrounded by outstanding, protected natural resources
- Strategies from Cloverdale Transportation Refinement Plan
- Mobility (highway, intersection)
- Safety (vehicular, pedestrian, bicycle)
- Housing
- Business
- Façade upgrades, planters, etc
- Create a Downtown Association (engage Cloverdale Committee)
- Emergency preparedness
- Food pantry
- Community meeting space



## IMPLEMENTATION

### Transit Center Development

- County Property 4S10W22DC 700 = 1.13 acres, \$228,780
  - Land: \$110,150 (\$94,480/acre)
  - Improvements: \$118,630 = \$80,120 shop, \$12,750 vehicle storage, \$25,760 other
- Options:
  - District acquisition of entire 1.13 acres
  - District acquisition of partitioned 0.3 acres (\$28,344 value)
  - District building and/or property lease
  - County retains all ownership
- Transit use is allowed outright
- Design and renovation

### New Public Works Shop in Hebo

- Execute Purchase and Sale Agreement
- Design concept, wetland delineation, Phase 1
- Surveyor prepares legal and topo survey
- Partition – 3 months
- Land Acquisition
- Construction (3-5 years, consider road bond timing in 2024)

### New Wayside

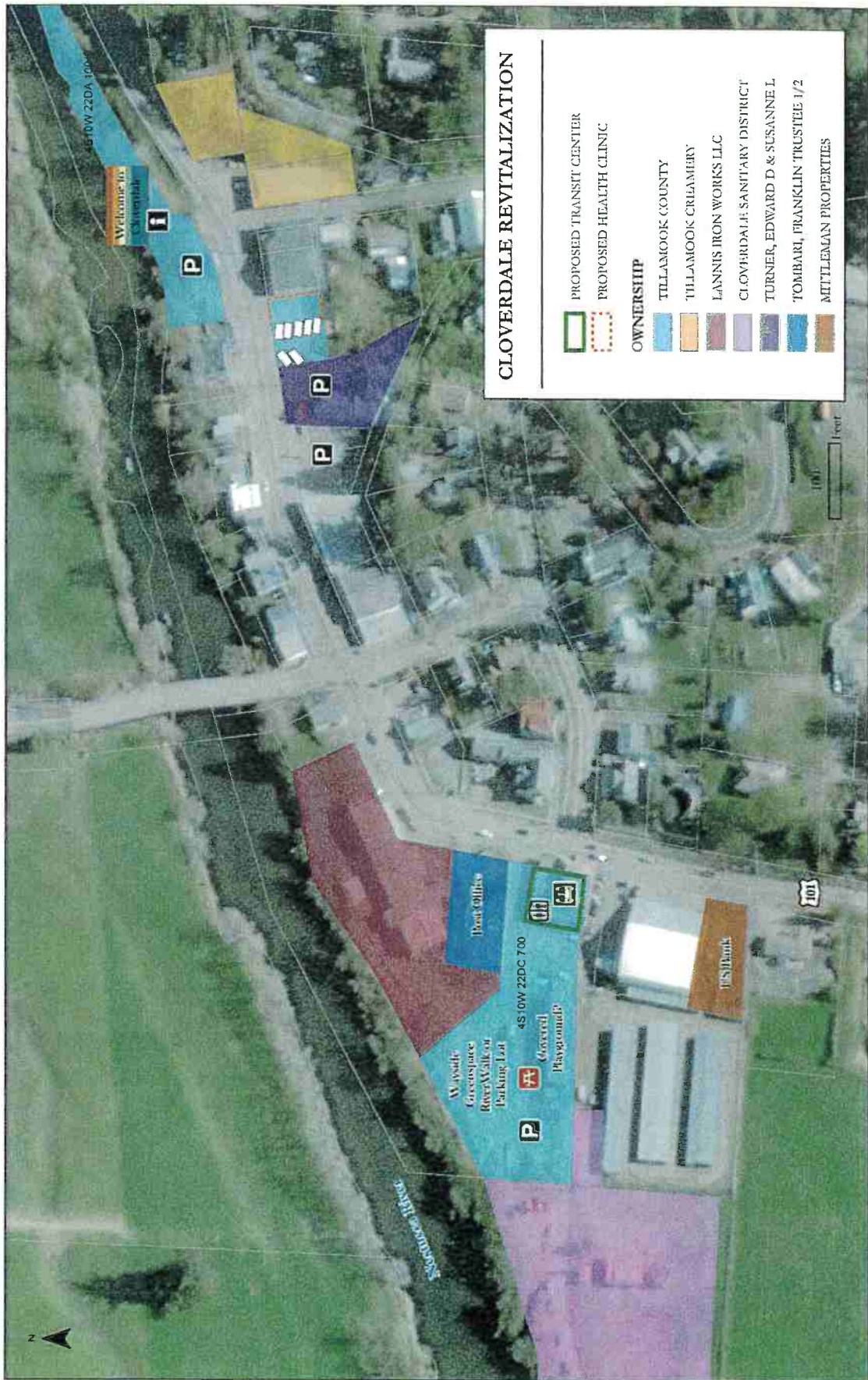
- Who maintains? Will it be a park? Parking lot?
- Consider unintended/desired uses that may occur as a result of the plan
- Re-use or demo covered building?

### County Concrete Lots

- 0.14 acre = \$60,740
- County retain for HD clinic modular?
  - Seeking space, using van and leasing Nestucca Valley Early Learning space
- County retain or parking?
- Sell?

### Noble Wayside (original site)

- 0.92 acres
- Parking lot and open space?
- Welcome sign?
- Who maintains?





## MEMORANDUM

TO: SPECIAL TRANSPORTATION FUND (STF) AGENCIES AND STATEWIDE  
TRANSPORTATION IMPROVEMENT FUND (STIF) QUALIFIED ENTITIES

FROM: H.A. (HAL) GARD, ODOT RAIL and PUBLIC TRANSIT ADMINISTRATOR

DATE: JULY 5, 2019

SUBJECT: FISCAL YEAR 2020 QUARTER 1 STF AND STIF FORMULA PAYMENTS

As you may have heard, the final Legislatively Adopted Oregon Department of Transportation Budget, HB 5039, included a budget note directing the Rail and Public Transit Division (RPTD) to integrate the Special Transportation Fund (STF) and Statewide Transportation Improvement Fund (STIF) programs into a single program by July 1, 2021. Additionally, the 2019-21 budget includes a reduction of \$10.1 million in general funds previously budgeted to the STF program.

To provide continuity of STF services as well as consistent payments to STF Agencies while program integration is under way, the Oregon Legislature also passed HB 2377 B-Engrossed which directs the transfer of \$10.1 million from STIF to STF on July 1, 2019. This ensures that *STF Formula funds for the 2019-21 biennium will be distributed consistent with October 2018 published estimates*. ODOT is seeking additional guidance from the Oregon Transportation Commission (OTC) to determine the exact accounts from which the STIF revenues will be transferred.

As RPTD begins to move forward with these changes, our immediate goal is to see to it that STF Formula services and allocations continue with as little disruption as possible. Fiscal Year 2020 Quarter 1 STF Formula payments and Quarter 1 STIF payments will be delayed temporarily while RPTD staff work with the OTC to identify the exact revenues for this disbursement.

This disbursement delay is expected to be short. Payments will be issued prior to the 30<sup>th</sup> day following the start of the quarter as prescribed in section 6a of STF agreements.

Please be assured that RPTD is working hard to keep transit services in Oregon running as we all work together on the implementation of this new legislative directive. And we will work with stakeholders, the OTC, and the Legislature to create a transition plan for statutory and administrative changes required to merge the programs for the 2021-23 biennium.

More details will be forthcoming following the July 18, 2019 OTC meeting.