

Tillamook County Transportation District
Board of Directors
Regular Monthly Meeting



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

Thursday, October 24, 2019 at 6:30PM
Transportation Building
3600 Third Street, Tillamook, Oregon



BOARD OF DIRECTORS – REGULAR MONTHLY MEETING
Tillamook County Transportation
AGENDA

Thursday, October 24, 2019

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

REGULAR MEETING

1. Call to Order
2. Pledge of Allegiance
3. Roll Call
4. Announcements & Changes to Agenda
5. Public & Guest Comments
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. 26-33)
10. Planning & Development
11. Grant Funding
12. Facility/Property Management
13. NW Rides Brokerage
14. Miscellaneous

CONSENT

15. Motion to Approve the Minutes of October 17, 2019 Board Workshop (Pgs. 34-35)
16. Motion to Accept Financial Report: September 2019
17. Motion to Accept SDIS 2019 Best Practices Survey
18. Motion to Amend the TCTD Business Credit Card Policy # 3 (Pgs. 36-38)

ACTION ITEMS

19. Resolution 19-34 In the Matter of Adopting an Intergovernmental Agreement between TCTD and Tillamook County to the Goad to Provide a Multimodal Facility in Cloverdale (Pgs.39-57)
20. Resolution 19-35 In the Matter of Adopting the Revised TCTD Staffing Plan (Pgs.58-79)

DISCUSSION ITEMS

21. Staff Comments/Concerns
22. Board of Directors Comments/Concerns
23. Adjournment

UPCOMING EVENTS

Oregon Transit Association Conference October 27-30, 2019

Next regularly scheduled meeting to be held Thursday, November 21, 2019

Tillamook County Transportation District
Normal Trial Balance
From 9/30/2019 Through 9/30/2019

Account Code	Account Title	Debit Balance	Credit Balance
1001	General Checking Account	140,857.16	
1006	Payroll Checking	11,547.27	
1009	NW RIDES ACCOUNT	125,083.21	
1011	Prop. Mgmt. Checking	39,738.31	
1020	LGIP - General Account	723,763.22	
1030	LGIP - Capital Reserve	675,492.55	
1040	Petty Cash	200.00	
Report Total		1,716,681.72	0.00
Report Difference		1,716,681.72	

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10-7-19

Tillamook County Transportation District
Financial Statement

From 9/1/2019 Through 9/30/2019

	Current		Current Year		Total Budget	Total Budget Variance	25%
	Period Actual	Period Budget	Actual	Budget			
Resources							
Working Capital					1,596,525.00	(1,596,525.00)	0.00%
Fares	25,790.48	22,916.67	90,768.13		275,000.00	(184,231.87)	33.00%
Contract Revenue	48,134.12	73,583.33	155,484.78		883,000.00	(727,515.22)	17.60%
Property Tax	0.00	0.00	0.00		925,000.00	(925,000.00)	0.00%
Past Years Property Tax	4,064.28	10,000.00	4,064.28		40,000.00	(35,935.72)	10.16%
State Timber Revenue	0.00	75,000.00	0.00		250,000.00	(250,000.00)	0.00%
Mass Transit State Payroll Tax	0.00	7,083.33	0.00		85,000.00	(85,000.00)	0.00%
STIF Formula	0.00	0.00	50,637.00		287,000.00	(236,363.00)	17.64%
STIF Intercommunity	0.00	0.00	0.00		320,000.00	(320,000.00)	0.00%
STIF Discretionary	0.00	0.00	0.00		149,000.00	(149,000.00)	0.00%
Capital Grants	0.00	0.00	0.00		791,414.00	(791,414.00)	0.00%
Grants - FTA 5311	0.00	0.00	0.00		370,000.00	(370,000.00)	0.00%
NWOTA Partner Cont. Match	12,000.00	0.00	24,000.00		48,000.00	(24,000.00)	50.00%
Grants - STF	0.00	33,000.00	16,925.00		67,700.00	(50,775.00)	25.00%
Grants - 5311 (f)	0.00	0.00	0.00		310,000.00	(310,000.00)	0.00%
Grants - 5310	0.00	0.00	0.00		105,000.00	(105,000.00)	0.00%
Special Bus Operations	143.34	83.33	1,051.16		1,000.00	51.16	105.11%
Miscellaneous Income	0.00	83.33	1,440.01		1,000.00	440.01	144.00%
Sale of Assets - Income	0.00	833.33	0.00		10,000.00	(10,000.00)	0.00%
Interest Income	2,940.88	2,000.00	9,197.13		22,000.00	(12,802.87)	41.80%
Advertising Income	0.00	83.33	0.00		1,000.00	(1,000.00)	0.00%
Lease Income	3,400.00	1,500.00	7,200.00		23,000.00	(15,800.00)	31.30%
Lease Operational Exp Income	568.68	541.67	1,624.42		7,000.00	(5,375.58)	23.20%
Transfer From General Fund	0.00	0.00	12,000.00		22,000.00	(10,000.00)	54.54%

Monthly BOD Report w/YTD Budget & Variance

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Tillamook County Transportation District
Financial Statement

From 9/1/2019 Through 9/30/2019

	Current Period Actual	Current Period Budget	Current Year Actual	Total Budget	Total Budget Variance	25%
4915	0.00	0.00	0.00	11,835.00	(11,835.00)	0.00%
4916	0.00	0.00	0.00	46,786.00	(46,786.00)	0.00%
4917	0.00	0.00	3,000.00	3,000.00	0.00	100.00%
4918	0.00	0.00	0.00	915,842.00	(915,842.00)	0.00%
Total Resources	97,041.78	226,708.32	377,391.91	7,567,102.00	(7,189,710.09)	4.99%

Expenses

Personnel Services

5010	12,536.58	28,750.00	76,611.89	345,000.00	268,388.11	22.20%
5020	6,870.12	9,583.33	23,997.81	115,000.00	91,002.19	20.86%
5030	72,458.30	96,791.67	263,493.89	1,161,500.00	898,006.11	22.68%
5040	2,704.85	5,833.33	9,129.45	70,000.00	60,870.55	13.04%
5050	7,029.87	11,841.67	27,772.64	142,100.00	114,327.36	19.54%
5051	25,209.45	0.00	79,690.64	269,154.00	189,463.36	29.60%
5052	3,560.78	0.00	15,172.07	75,600.00	60,427.93	20.06%
5053	5,677.66	0.00	16,032.97	66,000.00	49,967.03	24.29%
5055	0.00	1,875.00	30,969.64	22,500.00	(8,469.64)	137.64%
Total Personnel Services	136,047.61	154,675.00	542,871.00	2,266,854.00	1,723,983.00	23.95%

Materials and Services

5100	6,767.20	8,979.17	48,948.86	112,750.00	63,801.14	43.41%
5101	6,007.75	2,083.33	6,007.75	25,000.00	18,992.25	24.03%
5102	0.00	625.00	6,500.00	7,500.00	1,000.00	86.66%
5103	0.00	6,250.00	4,659.25	75,000.00	70,340.75	6.21%
5120	4,125.00	1,000.00	6,632.00	12,000.00	5,368.00	55.26%
5140	225.22	250.00	675.66	3,000.00	2,324.34	22.52%

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Monthly BOD Report w/YTD Budget & Variance

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Tillamook County Transportation District
Financial Statement

From 9/1/2019 Through 9/30/2019

	Current Period Actual	Current Period Budget	Current Year Actual	Total Budget	Total Budget Variance	25%
5145 Computer R&M	5,055.25	3,625.00	9,655.25	43,500.00	33,844.75	22.19%
5150 Fees & Licenses	672.89	2,708.33	2,010.28	35,500.00	33,489.72	5.66%
5160 Insurance	0.00	7,000.00	0.00	84,000.00	84,000.00	0.00%
5170 Office Expenses	632.82	1,083.33	1,607.32	13,000.00	11,392.68	12.36%
5175 Board Expenses	6,111.13	833.33	7,447.53	10,000.00	2,552.47	74.47%
5180 Operational Expenses	2,088.09	3,500.01	8,963.90	42,000.00	33,036.10	21.34%
5185 Drug & Alcohol Administration	100.00	125.00	350.00	1,500.00	1,150.00	23.33%
5190 Marketing	1,360.57	5,458.33	14,072.22	65,500.00	51,427.78	21.48%
5191 Website Re-Design	0.00	0.00	0.00	164,560.00	164,560.00	0.00%
5210 Telephone Expense	1,301.94	1,750.00	3,914.22	21,500.00	17,585.78	18.20%
5220 Travel & Training	1,978.16	3,125.00	4,166.15	37,500.00	33,333.85	11.10%
5240 Vehicle Expense	17,080.28	16,666.67	46,850.15	200,000.00	153,149.85	23.42%
5245 Fuel Expenses	21,364.48	29,166.67	67,660.71	350,000.00	282,339.29	19.33%
5260 Postage	167.76	125.00	400.72	1,500.00	1,099.28	26.71%
5270 Mgmt/Labor Recreation Fund	200.00	197.25	1,300.00	2,367.00	1,067.00	54.92%
5280 Transit & Visitor Center Lease	700.00	700.00	2,100.00	8,400.00	6,300.00	25.00%
5285 Transit & Visitor Center Maint	1,725.82	1,250.00	4,590.46	15,000.00	10,409.54	30.60%
5290 General Operating Cont.	0.00	9,708.33	0.00	116,500.00	116,500.00	0.00%
5300 Property Operating Expenses	1,155.67	2,041.67	4,424.78	24,500.00	20,075.22	18.06%
5330 Flex Lease: Fees	0.00	83.33	0.00	1,000.00	1,000.00	0.00%
5340 Property Maint. & Repair	2,015.64	1,083.33	6,162.05	13,000.00	6,837.95	47.40%
5346 Operations Facility Maint.	787.94	208.33	935.62	2,500.00	1,564.38	37.42%
Total Materials and Services	81,623.61	109,626.41	260,034.88	1,488,577.00	1,228,542.12	17.47%
Special Payments						
5200 STF Payments to Recipients	0.00	300.00	5,229.00	20,914.00	15,685.00	25.00%

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Monthly BOD Report w/YTD Budget & Variance

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Tillamook County Transportation District

Financial Statement

From 9/1/2019 Through 9/30/2019

	Current Period Actual	Current Period Budget	Current Year Actual	Total Budget	Total Budget Variance	25%
STIF Payments to Recipients	0.00	0.00	1,250.00	5,000.00	3,750.00	25.00%
Total Special Payments	0.00	300.00	6,479.00	25,914.00	19,435.00	25.00%
Transfers						
Transfer to LGIP 5931	0.00	0.00	0.00	11,835.00	11,835.00	0.00%
Transfer to General Fund	0.00	0.00	3,000.00	864,476.00	861,476.00	0.34%
Transfer to Vehicle Reserve	0.00	0.00	0.00	10,000.00	10,000.00	0.00%
Transfer to NWOTA Fund	0.00	0.00	12,000.00	161,000.00	149,000.00	7.45%
Reserve for Future Expenditure	0.00	0.00	0.00	595,835.00	595,835.00	0.00%
Unappropriated Ending Fund Bal	0.00	0.00	0.00	596,520.00	596,520.00	0.00%
Total Transfers	0.00	0.00	15,000.00	2,239,666.00	2,224,666.00	0.67%
Capital Outlay						
Debt Service						
Flex Lease: Principal	0.00	4,166.67	0.00	50,000.00	50,000.00	0.00%
Flex Lease: Interest	0.00	1,250.00	0.00	15,000.00	15,000.00	0.00%
PUD Loan Expense	602.58	416.67	1,807.74	5,000.00	3,192.26	36.15%
OTIB Debt Service	0.00	0.00	13,155.22	29,591.00	16,435.78	44.45%
Total Debt Service	602.58	5,833.34	14,962.96	99,591.00	84,628.04	15.02%
Capital Purchases						
Building Repair & Renovation	0.00	0.00	0.00	22,500.00	22,500.00	0.00%
Admin. Expenses- Renovation	0.00	0.00	0.00	7,500.00	7,500.00	0.00%
Bus Replacement/Addition	0.00	0.00	0.00	900,000.00	900,000.00	0.00%
Van Replacement/Addition	0.00	0.00	0.00	75,000.00	75,000.00	0.00%
Computer Upgrade	0.00	416.67	54.83	5,000.00	4,945.17	1.09%
Fuel Cell Triangulation Point	0.00	500.00	0.00	6,000.00	6,000.00	0.00%
Bus Stop Signage/Shelters	0.00	2,500.00	0.00	30,000.00	30,000.00	0.00%

Monthly BOD Report w/YTD Budget & Variance

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Tillamook County Transportation District
Financial Statement
From 9/1/2019 Through 9/30/2019

	Current Period Actual	Current Period Budget	Current Year Actual	Total Budget	Total Budget Variance	25%
6050	606.17	0.00	11,173.10	400,500.00	389,326.90	2.78%
Other Capital Projects	606.17	3,416.67	11,227.93	1,446,500.00	1,435,272.07	0.78%
Total Capital Purchases	1,208.75	9,250.01	26,190.89	1,546,091.00	1,519,900.11	1.69%
Total Capital Outlay	218,879.97	273,851.42	850,575.77	7,567,102.00	6,716,526.23	11.24%
Total Expenses						

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NWRides

Tillamook County Transportation District
Financial Statement

From 9/1/2019 Through 9/30/2019

	Current Period Actual	Current Period Budget	Current Year Actual	Total Budget	Total Budget Variance	25%
Resources						
NWR Revenue	394,093.52	262,500.00	953,683.59	3,150,000.00	(2,196,316.41)	30.27%
Miscellaneous Income	0.00	29,166.67	0.00	350,000.00	(350,000.00)	0.00%
Total Resources	394,093.52	291,666.67	953,683.59	3,500,000.00	(2,546,316.41)	27.25%
Expenses						
Personnel Services						
Payroll: Administration	18,438.95	26,250.00	63,228.83	315,000.00	251,771.17	20.07%
Payroll: Indirect	8,026.00	1,000.00	8,026.00	12,000.00	3,974.00	66.88%
Payroll Expense	1,354.68	6,250.00	4,957.96	75,000.00	70,042.04	6.61%
Payroll Healthcare	7,656.96	0.00	22,446.29	15,000.00	(7,446.29)	149.64%
Payroll Retirement	1,443.06	0.00	3,323.11	2,000.00	(1,323.11)	166.15%
Payroll Veba	379.38	0.00	1,138.14	2,000.00	861.86	56.90%
Workers Compensation Ins.	0.00	0.00	205.54	0.00	(205.54)	0.00%
Total Personnel Services	37,299.03	33,500.00	103,325.87	421,000.00	317,674.13	24.54%
Materials and Services						
Professional Services	1,398.00	1,666.67	1,477.50	20,000.00	18,522.50	7.38%
Dues & Subscriptions	0.00	125.00	0.00	1,500.00	1,500.00	0.00%
Office Equipment R&R	225.22	208.33	875.61	2,500.00	1,624.39	35.02%
Computer R&M	700.00	1,250.00	2,100.00	15,000.00	12,900.00	14.00%
Fees & Licenses	0.00	166.67	10,024.99	2,000.00	(8,024.99)	501.24%
Insurance	0.00	166.67	0.00	2,000.00	2,000.00	0.00%
Office Expenses	632.14	1,150.00	1,407.04	13,800.00	12,392.96	10.19%
Operational Expenses	466.94	208.33	600.39	2,500.00	1,899.61	24.01%
Marketing	0.00	0.00	35.00	0.00	(35.00)	0.00%

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Tillamook County Transportation District
Financial Statement

From 9/1/2019 Through 9/30/2019

	Current Period Actual	Current Period Budget	Current Year Actual	Total Budget	Total Budget Variance	25%
5210 Telephone Expense	1,860.29	1,666.67	5,403.26	20,000.00	14,596.74	27.01%
5220 Travel & Training	735.12	750.00	941.88	9,000.00	8,058.12	10.46%
5260 Postage	59.95	416.67	104.85	5,000.00	4,895.15	2.09%
5265 Purchased Transportation	467,948.37	200,000.00	818,365.26	2,400,000.00	1,581,634.74	34.09%
5266 Member Mileage Reimbursement	19,000.00	15,833.33	59,800.00	190,000.00	130,200.00	31.47%
5267 Volunteer Mileage Reimburse	22,062.38	29,166.67	78,746.76	350,000.00	271,253.24	22.49%
5281 Office Rent	0.00	400.00	800.00	4,800.00	4,000.00	16.66%
5300 Property Operating Expenses	0.00	75.00	149.10	900.00	750.90	16.56%
Total Materials and Services	515,088.41	253,250.01	980,831.64	3,039,000.00	2,058,168.36	32.27%
Capital Outlay						
Capital Purchases						
6022 Ecolane Investment	0.00	3,333.33	0.00	40,000.00	40,000.00	0.00%
Total Capital Purchases	0.00	3,333.33	0.00	40,000.00	40,000.00	0.00%
Total Capital Outlay	0.00	3,333.33	0.00	40,000.00	40,000.00	0.00%
Total Expenses	552,387.44	290,083.34	1,084,157.51	3,500,000.00	2,415,842.49	30.98%

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Tillamook County Transportation District

Check/Voucher Register

1001 - General Checking Account

From 9/1/2019 Through 9/30/2019

Document Number	Document Date	Transaction Amount	Payee	Transaction Description
14738	9/6/2019	375.30	ADP, LLC	PAYROLL SUPPORT
14739	9/6/2019	1,215.00	ADVANCED DIESEL SERVICE	BUS 27 LABOR/CALIPER
14740	9/6/2019	200.00	Burden's Muffler & Towing	TOW BUS 18
14741	9/6/2019	39.75	CAR CARE SPECIALISTS, INC.	DEF
14742	9/6/2019	968.39	Advance Auto Parts	VEHICLE EXPENSE/INVENTORY
14743	9/6/2019	1,944.00	CHRISSY'S CLEANING SERVICE	JANITORIAL & BUS CLEANING
14744	9/6/2019	83.52	CLAYTON NORRBOM	MILEAGE TO PORTLAND GREYHOL
14745	9/6/2019	152.59	O'REILLY AUTOMOTIVE STORES	VEHICLE EXPENSE/INVENTORY
14746	9/6/2019	55.00	ECOLUBE	ANTIFREEZE RECYCLE
14747	9/6/2019	198.14	FleetPride, Inc.	VEHICLE EXPENSE/INVENTORY
14748	9/6/2019	3,481.50	JORDAN SCHRADER RAMIS, PC	LEGAL
14749	9/6/2019	500.00	KDEP-FM/KTIL-FM/KTIL-AM	ADVERTISING
14750	9/6/2019	3,636.98	LES SCHWAB WAREHOUSE CENTER	TIRES
14751	9/6/2019	96.88	McCOY FREIGHTLINER	VEHICLE EXPENSE/INVENTORY
14752	9/6/2019	257.88	DAVISON AUTO PARTS, INC.	VEHICLE EXPENSE/INVENTORY
14753	9/6/2019	8.00	OR DEPT OF MOTOR VEHICLES	driver records
14754	9/6/2019	64.74	PETERSON TRUCKS INC	BUS 18 NSBU ASSEMBLY
14755	9/6/2019	1,120.05	PETROCARD INC.	FUEL
14756	9/6/2019	73.65	Rosenberg Builders Supply	SHOP SUPPLIES
14757	9/6/2019	20,809.57	Sheldon Oil Distributors	FUEL
14758	9/6/2019	493.84	Tillamook Motor Co.	VEHICLE EXPENSE/INVENTORY
14759	9/6/2019	274.56	VERIZON	TELEPHONE
14760	9/10/2019	2,378.70	CARDMEMBER SERVICE	AUGUST CHARGES
14761	9/18/2019	245.76	ALSCO - Portland Linen	mat service
14762	9/18/2019	194.50	Batteries Northwest	BATTERIES
14763	9/18/2019	100.00	BIO-MED TESTING SERVICE, INC.	DRUG SCREENS
14764	9/18/2019	1,296.00	CHRISSY'S CLEANING SERVICE	janitorial and bus cleaning
14765	9/18/2019	99.76	CLAYTON NORRBOM	MILEAGE/COVER LINCOLN CITY R
14766	9/18/2019	850.00	CoastCom, Inc.	TELEPHONE NWR & TCTD
14767	9/18/2019	103.51	COMCAST	CABLE FOR SALEM OFFICE
14768	9/18/2019	3,100.00	COUL CORPORATION	PROFESSIONAL SERVICES
14769	9/18/2019	102.00	COUNTRY MEDIA	ADVERTISING
14770	9/18/2019	90.37	CRYSTAL AND SIERRA SPRINGS	WATER
14771	9/18/2019	52.54	Dish	DISH
14772	9/18/2019	77.50	GenXsys Solutions, LLC	COMPUTER SUPPORT/PROFILE CLEANUP
14772	9/18/2019	2,300.00	GenXsys Solutions, LLC	COMPUTER SUPPORT
14772	9/18/2019	367.90	GenXsys Solutions, LLC	COMPUTER SUPPORT/LICENSE
14773	9/18/2019	1,294.22	Marie Mills Center, Inc	JANITORIAL TRANSIT CENTER
14774	9/18/2019	16.00	NEW AGE CAR WASH	van wash
14775	9/18/2019	160.03	Office Depot Credit Plan	office supply
14775	9/18/2019	42.59	Office Depot Credit Plan	office supply
14775	9/18/2019	38.62	Office Depot Credit Plan	office supply
14775	9/18/2019	(5.51)	Office Depot Credit Plan	RETURN
14776	9/18/2019	142.29	PACIFIC CITY SUN	advertising
14776	9/18/2019	284.58	PACIFIC CITY SUN	advertising
14777	9/18/2019	12.20	Pacific Office Automation	copies
14778	9/18/2019	95.00	PAUL NORTON	CDL
14779	9/18/2019	917.88	PETROCARD INC.	fuel
14780	9/18/2019	225.22	Pacific Office Automation	copier lease
14781	9/18/2019	453.51	PINPOINT STITCHES AND INK LLC	uniforms
14782	9/18/2019	49.60	Schetky Northwest Sales, Inc.	SHOP SUPPLIES
14783	9/18/2019	5,715.13	Tillamook County	MAY 21, 2019 SPECIAL ELECTION
14784	9/18/2019	288.00	TILLAMOOK COUNTY SHOPPER, LLC	FAIR SCHEDULE
14784	9/18/2019	48.00	TILLAMOOK COUNTY SHOPPER, LLC	ADVERTISING
14785	9/18/2019	49.95	VANIR BROADBAND, INC.	INTERNET
14786	9/24/2019	368.35	ADP, LLC	ADP PAYROLL SUPPORT

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Tillamook County Transportation District

Check/Voucher Register

1001 - General Checking Account

From 9/1/2019 Through 9/30/2019

<u>Document Number</u>	<u>Document Date</u>	<u>Transaction Amount</u>	<u>Payee</u>	<u>Transaction Description</u>
14786	9/24/2019	66.00	ADP, LLC	adp payroll support
14787	9/24/2019	622.85	E & E Auto Body, Inc.	VAN 102 DOOR REPAIR/LABOR
14788	9/24/2019	50.00	Gary A. Hanenkrat	091919 BOARD MEETING
14789	9/24/2019	1,980.25	GenXsys Solutions, LLC	LAPTOP
14790	9/24/2019	50.00	JACKIE EDWARDS	091919 BOARD MEETING
14791	9/24/2019	50.00	JIM HUFFMAN	091919 BOARD MEETING
14792	9/24/2019	50.00	JUDY RIGGS	091919 BOARD MEETING
14793	9/24/2019	95.00	KATHLEEN SCHWABE	CDL PHYSICAL
14794	9/24/2019	50.00	Linda Adler	091919 BOARD MEETING
14795	9/24/2019	50.00	MARTY HOLM	091919 BOARD MEETING
14796	9/24/2019	714.44	METRO OVERHEAD DOOR, INC.	BUS GATE REPAIR
14797	9/24/2019	95.00	RICHARD DIETZ	CDL PHYSICAL
14798	9/24/2019	82.59	TABATHA WELCH	MILEAGE/HR TRAINING
14799	9/24/2019	42.68	Tillamook PUD	ELECTRIC LARGE BUS BARN
14799	9/24/2019	<u>30.82</u>	Tillamook PUD	ELECTRIC SMALL BUS BARN
Report Total		<u>61,633.17</u>		

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Tillamook County Transportation District

Check/Voucher Register

1006 - Payroll Checking

From 9/1/2019 Through 9/30/2019

<u>Document Number</u>	<u>Document Date</u>	<u>Payee</u>
5532	9/13/2019	HRA VEBA TRUST
5533	9/19/2019	SPECIAL DISTRICTS INS. SERVICE
5534	9/19/2019	PACIFIC SOURCE

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Tillamook County Transportation District

Check/Voucher Register
 1009 - NW RIDES ACCOUNT
 From 9/1/2019 Through 9/30/2019

Document Number	Document Date	Transaction Amount	Payee	Transaction Description
2137	9/6/2019	1,356.60	AAA RIDE ASSIST	NWR
2138	9/6/2019	1,533.90	ALFREDO EVANGELISTA	VOLUNTEER MILEAGE
2139	9/6/2019	2,304.06	ALICE CONLEY	VOLUNTEER MILEAGE
2140	9/6/2019	1,315.46	JANNA SMITH	VOLUNTEER MILEAGE
2141	9/6/2019	2,751.70	JOHN REKART JR	VOLUNTEER MILEAGE
2142	9/6/2019	79.50	JORDAN SCHRADER RAMIS, PC	LEGAL - BROKERAGE
2143	9/6/2019	2,174.62	JOY WINKELHAKE	VOLUNTEER MILEAGE
2144	9/6/2019	3,294.60	KANDIS LIDAY	VOLUNTEER MILEAGE
2145	9/6/2019	489.62	LEANN CHUINARD	VOLUNTEER MILEAGE
2146	9/6/2019	2,776.70	SEAN REKART	VOLUNTEER MILEAGE
2147	9/6/2019	2,599.07	VAL HOLYOAK	VOLUNTEER MILEAGE
2148	9/6/2019	2,202.84	WILLIAM NERENBERG	VOLUNTEER MILEAGE
2149	9/10/2019	619.82	CARDMEMBER SERVICE	AUGUST CHARGES
2150	9/11/2019	2,962.50	TILLAMOOK CNTY TRANS. DIST.	NWR
2150	9/11/2019	11,864.75	TILLAMOOK CNTY TRANS. DIST.	NWR
2150	9/11/2019	7,861.21	TILLAMOOK CNTY TRANS. DIST.	NWR BENEFITS
2150	9/11/2019	8,838.83	TILLAMOOK CNTY TRANS. DIST.	083019 nwr payroll
2150	9/11/2019	9,671.12	TILLAMOOK CNTY TRANS. DIST.	nwr payroll
2150	9/11/2019	9,445.29	TILLAMOOK CNTY TRANS. DIST.	NWR PR 081619
2151	9/11/2019	472.47	TILLAMOOK CNTY TRANS. DIST.	nwr august rent
2152	9/18/2019	1,333.64	AAA RIDE ASSIST	NWR
2152	9/18/2019	1,521.96	AAA RIDE ASSIST	nwr
2153	9/18/2019	97.44	CATHY BOND	MILEAGE/CARE OREGON TRAINING/RTAP
2154	9/18/2019	1,315.09	CoastCom, Inc.	TELEPHONE NWR & TCTD
2155	9/18/2019	5,079.40	COLUMBIA COUNTY RIDER	NWR
2155	9/18/2019	5,110.60	COLUMBIA COUNTY RIDER	NWR TRANSPORTATION
2155	9/18/2019	170.00	COLUMBIA COUNTY RIDER	BUS PASSES
2155	9/18/2019	326.00	COLUMBIA COUNTY RIDER	BUS PASSES
2156	9/18/2019	85.00	CRYSTAL AND SIERRA SPRINGS	WATER
2157	9/18/2019	700.00	GenXsys Solutions, LLC	COMPUTER SUPPORT
2158	9/18/2019	2,138.24	COLUMBIA MEDICAL	NWR
2159	9/18/2019	6,235.20	K & M MEDIVAN	NWR
2159	9/18/2019	12,259.35	K & M MEDIVAN	TRANSPORTATION
2159	9/18/2019	11,020.65	K & M MEDIVAN	nwr
2160	9/18/2019	83.52	LAURA BEELER	MILEAGE/TRAINING CARE OREGO
2161	9/18/2019	7,364.00	MEDIX AMBULANCE	NWR
2161	9/18/2019	198.00	MEDIX AMBULANCE	NWR AFTER HOURS PHONE
2162	9/18/2019	225.22	Pacific Office Automation	copier lease
2163	9/18/2019	466.94	PINPOINT STITCHES AND INK LLC	uniforms
2164	9/18/2019	13,199.16	RYANS TRANSPORTATION SERVICE	NWR
2164	9/18/2019	12,864.59	RYANS TRANSPORTATION SERVICE	TRANSPORTATION
2165	9/18/2019	375.00	SUNSET EMPIRE TRANSIT	NWR
2166	9/18/2019	18,188.00	WAPATO SHORES	NWR
2166	9/18/2019	15,132.75	WAPATO SHORES	NWR
2167	9/19/2019	1,527.20	AAA RIDE ASSIST	NWR
2168	9/19/2019	1,387.64	COLUMBIA MEDICAL	NWR
2169	9/19/2019	12,053.44	RYANS TRANSPORTATION SERVICE	NWR
2170	9/24/2019	11,138.75	TILLAMOOK CNTY TRANS. DIST.	NWR
2170	9/24/2019	11,584.50	TILLAMOOK CNTY TRANS. DIST.	NWR TCTD BILLING
2170	9/24/2019	9,340.00	TILLAMOOK CNTY TRANS. DIST.	NWR TCTD BILLING
2170	9/24/2019	10,122.51	TILLAMOOK CNTY TRANS. DIST.	092719 nwr payroll
Report Total		247,258.45		

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Tillamook County Transportation District

Check/Voucher Register
1011 - Prop. Mgmt. Checking
From 9/1/2019 Through 9/30/2019

<u>Document Number</u>	<u>Document Date</u>	<u>Transaction Amount</u>	<u>Payee</u>	<u>Transaction Description</u>
4236	9/6/2019	350.00	CHRISSEY'S CLEANING SERVICE	JANITORIAL & BUS CLEANING
4237	9/6/2019	13,155.22	Oregon Department of Transport	OTIB LOAN
4238	9/6/2019	268.62	TILLAMOOK CITY UTILITIES	WATER & SEWER
4239	9/6/2019	166.95	CITY SANITARY SERVICE	GARBAGE
4240	9/18/2019	300.00	CHRISSEY'S CLEANING SERVICE	janitorial and bus cleaning
4241	9/18/2019	603.57	Marie Mills Center, Inc	JANITORIAL 3RD ST
4242	9/24/2019	<u>1,291.56</u>	Tillamook PUD	ELECTRIC AND LOAN PAYMENT
Report Total		<u>16,135.92</u>		

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Date	Vendor	UMPQUA BANK: CLOSING DATE 9/25/2019 Description of Transaction	Amount
DOUG PILANT			
8/30/2019	FRED MEYER	RETURN ITEM	\$ (31.99)
8/26/2019	POSTABOX	POSTAGE	\$ 24.77
8/30/2019	ORIENTAL GARDEN	MEAL/MEETING/GREYHOUND	\$ 22.00
8/30/2019	AMAZON	VEHICLE EXPENSE/TAIL LAMP	\$ 113.22
9/3/2019	FACEBOOK	ADVERTISING	\$ 70.70
9/10/2019	TUP TIM THAI	MEAL/PTAC	\$ 23.45
9/11/2019	TUP TIM THAI	MEAL/OTA	\$ 25.45
9/11/2019	QDOBA	MEAL/PTAC	\$ 9.50
9/12/2019	TUP TIM THAI	MEAL/OTA	\$ 37.90
9/13/2019	SHARIS	MEAL/OTA	\$ 18.97
9/13/2019	PHOENIX INN	HOTEL FOR PTAC/OTA	\$ 356.77
9/13/2019	PARKSIDE	MEALS/MEETING W/JUDY	\$ 35.50
9/20/2019	DOUBLETREE HILTON	HOTEL FOR RTAP	\$ 1,087.64
9/20/2019	SUBWAY	MEAL/RTAP	\$ 11.79
			\$ 1,805.67
CATHY BOND			
08/28/19	PACIFIC WEST AMBULANCE	NWR PROVIDER TRANSPORTATION	\$ 94.00
08/29/19	BELNICK RETAIL	OFFICE CHAIRS/NWR	\$ 528.16
09/03/19	SEASIDE BREWERY	MEAL/CJIS TRAINING TCTD	\$ 21.00
09/06/19	ADOBE	SOFTWARE/ADMIN	\$ 24.99
09/06/19	IRON MOUNTAIN	SHREDDING/ADMIN	\$ 150.80
09/09/19	NEWEGG	LAPTOP CORD/NWR	\$ 18.98
09/10/19	FIELDPRINT	BACKGROUND CHECK	\$ 12.50
09/10/19	FIELDPRINT	BACKGROUND CHECK	\$ 12.50
09/12/19	LANGUAGE LINE	NWR PHONES	\$ 7.90
09/12/19	LANGUAGE LINE	NWR PHONES	\$ 3.95
09/13/19	USPS	POSTAGE/NWR	\$ 50.00
09/13/19	LANGUAGE LINE	NWR PHONES	\$ 39.50
09/16/19	CITY PARKING	PARKING NWR TRAINING	\$ 5.00
09/16/19	CITY PARKING	PARKING NWR TRAINING	\$ 5.00
09/16/19	RED ROBIN	MEAL/TRAINING NWR	\$ 14.00
09/16/19	BLACK ROCK	MEAL/TRAINING NWR	\$ 8.20
09/16/19	LANGUAGE LINE	NWR PHONES	\$ 35.55
09/17/19	COPPER RIVER RESTAURANT	MEAL/TRAINING NWR	\$ 83.00
09/17/19	CHAI YO	MEAL/TRAINING NWR	\$ 34.00
09/17/19	DOUBLETREE HILTON	PARKING/RTAP TCTD	\$ 27.00
09/17/19	FAIRFIELD INN	HOTEL/RTAP TRAINING TCTD	\$ 66.59
09/17/19	FAIRFIELD INN	HOTEL/NWR TRAINING	\$ 66.58
09/18/19	FIELDPRINT	BACKGROUND CHECK	\$ 12.50
09/18/19	ENDICIA	POSTAGE/NWR	\$ 9.95
09/20/19	LANGUAGE LINE	NWR PHONES	\$ 55.30
			\$ 1,386.95
BRENT OLSON			
08/26/19	MTCPRO	SOFTWARE/MAINTENANCE	\$ 98.00
08/29/19	LA MEXICANA	MEALS/MEETING W/CLAYTON	\$ 31.40
08/30/19	CUMMINS	BUS 32 MAINTENANCE	\$ 582.03
09/17/19	MOD PIZZA	MEAL/NWR VEHICLE INSPECTION	\$ 8.67
09/23/19	MCDONALDS	MEAL/NWR VEHICLE INSPECTION	\$ 6.65
09/24/19	MTCPRO	SOFTWARE/MAINTENANCE	\$ 98.00
			\$ 824.75
TABATHA WELCH			
08/26/19	SAFEWAY	FLOWERS	\$ 18.99
09/06/19	USPS	POSTAGE	\$ 25.00
09/11/19	SAFEWAY	OFFICE SUPPLIES	\$ 39.47
09/13/19	USPS	POSTAGE	\$ 100.00
09/16/19	ENDICIA	POSTAGE	\$ 17.99
09/19/19	ECOLUBE	VEHICLE EXPENSE	\$ 55.00
09/20/19	NANI PAPA	STAFF MEALS	\$ 39.60
			\$ 296.05
CLAYTON NORRBOM			
09/04/19	ELKS LODGE	COMPANY PICNIC/ATU	\$ 200.00
09/10/19	COSTCO	BUS CLEANING SUPPLIES	\$ 135.90
09/18/19	LOVE LOVE	MEALS/TRAINING/DRIVERS	\$ 20.85
			\$ 356.75
		Charges total	\$ 4,670.17
		Grand Total	\$ 4,670.17
APPROVAL		DATE	10-9-19

September 2019 Statement

Open Date: 08/24/2019 Closing Date: 09/24/2019

Account: 790

Visa® Company Card with Rewards

TILLAMOOK CNTY TRANS (CPN 001469460)

Cardmember Service
BUS 30 ELN 8

1-866-552-8855
15

New Balance	\$4,734.14
Minimum Payment Due	\$48.00
Payment Due Date	10/22/2019

Reward Points	
Earned This Statement	5,377
Reward Center Balance as of 09/23/2019	8,534
For details, see your rewards summary.	

Activity Summary		
Previous Balance	+	\$2,998.49
Payments	-	\$2,998.52 ^{CR}
Other Credits	-	\$31.99 ^{CR}
Purchases	+	\$4,766.16
Balance Transfers		\$0.00
Advances		\$0.00
Other Debits		\$0.00
Fees Charged		\$0.00
Interest Charged		\$0.00
New Balance	=	\$4,734.14
Past Due		\$0.00
Minimum Payment Due		\$48.00
Credit Line		\$10,000.00
Available Credit		\$5,265.86
Days in Billing Period		32

Payment Options:



Mail payment coupon
with a check



Pay online at
myaccountaccess.com





Pay by phone
1-866-552-8855

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

4734146

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

 to pay by phone
 to change your address

000009548 01 SP 000638213964383 P Y

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

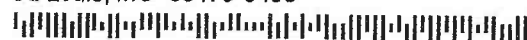


Account Number	790
Payment Due Date	10/22/2019
New Balance	\$4,734.14
Minimum Payment Due	\$48.00

Amount Enclosed \$ _____

Cardmember Service

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



15

Visa Business Rewards Company Card

Rewards Center Activity as of 09/23/2019	
Rewards Center Activity*	0
Rewards Center Balance	8,534

*This item includes points redeemed, expired and adjusted.

Rewards Earned	This Statement	Year to Date
Points Earned on Net Purchases	4,090	21,182
Gas, Restaurants & Telecom Double Points	1,287	6,102
Total Earned	5,377	27,284

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 e-statements and securely access your statements online. Get started at myaccountaccess.com/paperless

Transactions PILANT, DOUGLAS Credit Limit \$5000

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
Other Credits					
08/30	08/29	7700	FRED-MEYER #0377 TILLAMOOK OR MERCHANDISE/SERVICE RETURN	\$31.99	CR
Purchases and Other Debits					
08/26	08/23	6900	SQ *POSTABOX Tillamook OR	\$24.77	_____
08/30	08/29	8708	ORIENTAL GARDEN INC BANKS OR	\$22.00	_____
08/30	08/29	5116	AMAZON.COM*MO3XX8H81 A AMZN.COM/BILL WA	\$113.22	_____
09/03	09/03	0720	FACEBK HHDYMN6QR2 650-5434800 CA	\$70.70	_____
09/10	09/08	1254	TUP TIM THAI CUISINE SALEM OR	\$23.45	_____
09/11	09/09	4971	TUP TIM THAI CUISINE SALEM OR	\$25.45	_____
09/11	09/09	7404	QDOBA 2962 SALEM OR	\$9.50	_____
09/12	09/10	3914	TUP TIM THAI CUISINE SALEM OR	\$37.90	_____
09/13	09/11	1966	SHARIS OF SOUTH SALEM SALEM OR	\$18.97	_____
09/13	09/11	1110	PHOENIX INN SUITES 701 SALEM OR	\$356.77	_____
09/13	09/12	3039	PARKSIDE DINER GARIBALDI OR	\$35.50	_____

Continued on Next Page

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

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
09/20	09/18	5117	DOUBLETREE HOTELS PORTLAND OR	\$1,151.64	_____
09/20	09/18	9604	SUBWAY 03235298 LAKE OSWEGO OR	\$11.79	_____
			Total for Account	0 7808	
				\$1,869.67	

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

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
Purchases and Other Debits					
08/28	08/27	8231	PACIFIC WEST AMBULANCE 503-6486658 OR	\$94.00	_____
08/29	08/28	4170	BELNICK RETAIL, LLC 770-721-8200 GA	\$528.16	_____
09/03	08/29	2678	SEASIDE BREWERY SEASIDE OR	\$21.00	_____
09/06	09/05	8221	ADOBE *ACROPRO SUBS 800-833-6687 CA	\$24.99	_____
09/06	09/05	0066	IRON MOUNTAIN 800-934-3453 MA	\$150.80	_____
09/09	09/06	1540	WWW.NEWEGGBUSINESS.COM 800-390-1119 CA	\$18.98	_____
09/10	09/10	6344	FIELDPRINT INC 888-291-1369 PA	\$12.50	_____
09/10	09/10	6015	FIELDPRINT INC 888-291-1369 PA	\$12.50	_____
09/12	09/11	8550	LANGUAGE LINE, INC. 800-7526096 CA	\$7.90	_____
09/12	09/11	6183	LANGUAGE LINE, INC. 800-7526096 CA	\$3.95	_____
09/13	09/11	9958	USPS POSTAGE ENDICIA.C 800-576-3279 CA	\$50.00	_____
09/13	09/12	3407	LANGUAGE LINE, INC. 800-7526096 CA	\$39.50	_____
09/16	09/14	8310	CTY CTR PARKNG 0610111 PORTLAND OR	\$5.00	_____
09/16	09/14	8328	CTY CTR PARKNG 0610111 PORTLAND OR	\$5.00	_____
09/16	09/15	1317	RED ROBIN NO 87 HILLSBORO OR	\$14.00	_____
09/16	09/15	3090	PP*BLACK ROCK TIGARD OR	\$8.20	_____
09/16	09/13	9114	LANGUAGE LINE, INC. 800-7526096 CA	\$35.55	_____
09/17	09/14	8918	COPPER RIVER RESTAURAN HILLSBORO OR	\$83.00	_____
09/17	09/15	9192	CHAI YO RESTAURANT PORTLAND OR	\$34.00	_____
09/17	09/15	5767	DOUBLETREE BY HILTON P PORTLAND OR	\$27.00	_____
09/17	09/16	6753	FAIRFIELD INN & SUITES BEAVERTON OR	\$133.17	_____
09/18	09/18	8746	FIELDPRINT INC 888-291-1369 PA	\$12.50	_____
09/18	09/18	3029	ENDICIA FEES 650-321-2640 CA	\$9.95	_____
09/20	09/19	3779	LANGUAGE LINE, INC. 800-7526096 CA	\$55.30	_____
			Total for Account	1 2022	
				\$1,386.95	

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

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
Purchases and Other Debits					
08/26	08/22	0056	SAFEWAY #2723 TILLAMOOK OR	\$18.99	_____

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

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
09/06	09/04	9510	USPS POSTAGE STAMPS.C 310-482-5800 CA	\$25.00	_____
09/11	09/09	0464	SAFEWAY #2723 TILLAMOOK OR	\$39.47	_____
09/13	09/11	2840	USPS POSTAGE STAMPS.C 310-482-5800 CA	\$100.00	_____
09/16	09/15	8838	ENDICIA 800-576-3279 CA	\$17.99	_____
09/19	09/18	5662	IN *ECOLUBE RECOVERY, 425-4293616 WA	\$55.00	_____
09/20	09/19	3682	SQ *NANI PAPA'A ISL TILLAMOOK OR	\$39.60	_____
			Total for Account	4146	\$296.05

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

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
Purchases and Other Debits					
08/26	08/23	5080	FS *www.mtcpro.com 877-3278914 CA	\$98.00	_____
08/29	08/27	5831	LA MEXICANA TILLAMOOK OR	\$31.40	_____
08/30	08/29	0074	CUMMINS INC - 05 PORTLAND OR	\$582.03	_____
09/17	09/15	9383	MOD PIZZA ST HELENS B SAINT HELENS OR	\$8.67	_____
09/23	09/21	8559	MCDONALD'S F15375 SCAPPOOSE OR	\$6.65	_____
09/24	09/23	2597	FS *www.mtcpro.com 877-3278914 CA	\$98.00	_____
			Total for Account	2649	\$824.75

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

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
Purchases and Other Debits					
09/04	08/28	6414	TILLAMOOK ELKS LODGE N TILLAMOOK OR	\$200.00	_____
09/10	09/09	8712	COSTCO WHSE #0068 SALEM OR	\$135.90	_____
09/18	09/17	4669	LOVE LOVE TERIYAKI II SALEM OR	\$20.85	_____
			Total for Account	675	\$356.75

Transactions **BILLING ACCOUNT ACTIVITY**

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
Payments and Other Credits					
09/13	09/13	8	PAYMENT THANK YOU	\$2,378.70	CR _____
09/13	09/13	8	PAYMENT THANK YOU	\$619.82	CR _____
			Total for Account	790	\$2,998.52

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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	\$4,734.14	\$0.00	YES	\$0.00	14.49%	
**ADVANCES	\$0.00	\$0.00	YES	\$0.00	26.24%	

Contact Us

Phone
 Voice: 1-866-552-8855
 TDD: 1-888-352-6455
 Fax: 1-866-807-9053

Questions
 Cardmember Service
 P.O. Box 6353
 Fargo, ND 58125-6353

Mail payment coupon with a check

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

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End of Statement

TILLAMOOK CNTY TRANS

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Tillamook County Transportation District

MONTHLY PERFORMANCE REPORT

Sep 2019

RIDERSHIP BY SERVICE TYPE

	SEP 2019	SEP 2018	YTD FY 19-20	YTD FY 18-19	YTD % Change
<u>Dial-A-Ride Service</u>					
Tillamook County	1,013	749	3,247	2,649	22.6%
NW Rides	680	793	2,269	2,214	2.5%
Dial-A-Ride Total	1,693	1,542	5,516	4,863	13.4%

Deviated Fixed Route Service

Rt 1: Town Loop	3,475	3,460	10,992	11,488	-4.3%
Rt 2: Netarts/Oceanside	569	686	2,058	2,241	-8.2%
Rt 3: Manzanita/Cannon Beach	3,115	2,695	9,829	9,978	-1.5%
Rt 4: Lincoln City	1,466	1,289	5,132	4,055	26.6%
Local Fixed Rt Total	8,625	8,130	28,011	27,762	0.9%

Inter City Service

Rt 5: Portland	877	857	2,924	2,953	-1.0%
Rt 60X: Salem	980	877	3,160	3,072	2.9%
Rt 70X: Grand Ronde	473	486	1,405	1,656	-15.2%
Inter City Total	2,330	2,220	7,489	7,681	-2.5%

Other Services

Tripper Routes	132	142	284	341	-16.7%
Special Bus Operations	106	260	1,069	1,134	-5.7%
Other Services Total	238	402	1,353	1,475	-8.3%

TOTAL ALL SERVICES	12,886	12,294	42,369	41,781	1.4%
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ONE-WAY TRIPS BY USER GROUP					
	Fixed		YTD	YTD	YTD %
USER GROUP	Route	DAR	FY 19-20	FY 18-19	Change
General (18 years to 60 years of age)	6,620	271	23,088	23,140	-0.2%
Senior/Disabled	3,667	1,354	16,434	15,683	4.8%
Child/Youth (less than 18 years of age)	907	68	2,847	2,957	-3.7%
Total	11,193	1,693	42,369	41,781	1.4%

OTHER RIDER CATEGORIES					
	Fixed		YTD	YTD	YTD %
	Route	DAR	FY 19-20	FY 18-19	Change
Ride Connection	97		285	195	46.2%
Tillamook Bay Community College	124		387	348	11.2%
NWOTA Visitor Pass	158		610	663	-8.0%
NW Rides		610	2,013	1,944	3.5%
Helping Hands Shuttle		172	483	182	165.4%

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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

Sep-18	1.3	59.8%	66.50
Jun-19	1.4	60.5%	65.08
Jul-19	1.5	60.0%	68.88
Aug-19	1.6	52.8%	78.00
Sep-19	1.6	55.6%	73.66
STANDARD	1.3	65.3%	56.36

Deviated Fixed Routes

Sep-18	6.3	10.2%	67.03
Jun-19	5.7	9.2%	65.01
Jul-19	6.3	9.5%	69.09
Aug-19	6.5	9.1%	78.09
Sep-19	6.3	9.7%	73.64
STANDARD	7.0	12.4%	64.60

Intercity Services

Sep-18	3.4	24.4%	74.09
Jun-19	3.0	20.7%	75.88
Jul-19	3.4	19.5%	76.05
Aug-19	3.4	18.6%	87.42
Sep-19	3.4	19.6%	83.54
STANDARD	2.9	31.5%	72.86

Other Services

Sep-18	5.7	2.7%	59.73
Jun-19	6.2	9.6%	55.19
Jul-19	5.5	11.2%	63.81
Aug-19	4.9	6.2%	72.10
Sep-19	5.0	7.3%	66.97
STANDARD	6.9	10.7%	55.54

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

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

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

Other Services: Trippers and Special Bus Operations

QUARTERLY PERFORMANCE

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

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
Summer -19	1.6	55.6%	73.66	47.15
STANDARD	1.3	65.3%	56.36	45.19

Deviated Fixed Route Services

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
Summer -19	6.3	9.5%	73.64	11.66
STANDARD	7.0	12.4%	64.60	9.29

Intercity Services

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
Summer -19	3.4	19.6%	83.54	24.93
STANDARD	2.9	31.5%	72.86	24.86

Other Services

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
Summer -19	5.0	7.3%	66.97	13.30
STANDARD	6.9	10.7%	55.54	8.28

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Tillamook County Transportation District
Actual FY 2019/2020

Year-to-Date Statistics and Performance

	Thru Sept 2019		10/7/2019													
Route/Run	YTD Fare Revenue (\$)	YTD Passngs	YTD Service Hours	YTD Paid Hours	YTD Service Miles	Mileage Based Costs	Hourly Based Costs (\$)	Direct Cost (\$)	Indirect Costs (\$)	Total Costs (\$)	Hourly Rate (\$)	Passngs per Hour	Farebox Ratio	Passngr/ \$ Subsidy	Average Fare (\$)	Revenue/ Service Hour (\$)
Dial-A-Ride Service																
Dial-A-Ride	9,176	3,247	1,188	1,454	21,765	11,052	51,556	2,725	17,825	83,157	69.98	2.7	11.0%	0.04	2.83	7.72
NW Rides	135,434	2,269	2,342	2,933	62,995	31,987	101,634	5,371	37,923	176,915	75.53	1.0	76.6%	0.05	59.69	57.82
Total DAR	144,610	5,516	3,531	4,387	84,760	43,039	153,190	8,096	55,747	260,072	73.66	1.6	55.6%	0.05	26.22	40.96
Deviated Route																
01 Town Loop	7,656	10,992	1,140	1,296	15,552	7,897	49,477	2,615	16,367	76,355	66.96	9.6	10.0%	0.16	0.70	6.71
02 Netarts/Oceanside	2,191	2,058	600	808	13,230	6,718	26,047	1,376	9,314	43,455	72.39	3.4	5.0%	0.05	1.06	3.65
03 Manzanita	12,912	9,829	1,643	1,800	42,264	21,461	71,272	3,766	26,328	122,827	74.78	6.0	10.5%	0.09	1.31	7.86
04 Lincoln City	8,165	5,132	1,050	1,244	35,235	17,891	45,572	2,408	17,972	83,843	79.83	4.9	9.7%	0.07	1.59	7.77
Total Deviated Route	30,924	28,011	4,434	5,148	106,281	53,967	192,367	10,166	69,981	326,481	73.64	6.3	9.5%	0.09	1.10	6.98
Intercity																
05 Portland	28,439	2,924	882	963	28,260	14,350	40,291	2,022	14,908	71,571	81.15	3.3	39.7%	0.07	9.73	32.24
60X Salem	6,404	3,160	828	1,017	33,372	16,945	37,824	1,899	14,943	71,611	86.49	3.8	8.9%	0.05	2.03	7.73
70X Grand Ronde	1,740	1,405	525	659	18,253	9,268	23,973	1,203	9,069	43,514	82.91	2.7	4.0%	0.03	1.24	3.32
Total Intercity	36,584	7,489	2,235	2,639	79,885	40,563	102,088	5,124	38,920	186,695	83.54	3.4	19.6%	0.05	4.88	16.37
Other Services																
Trippers	160	284	31	79	359	182	1,343	71	435	2,031	65.62	9.2	7.9%	0.15	0.56	5.17
Special Bus Operation	1,151	1,069	238	302	3,312	1,682	10,315	545	3,421	15,962	67.15	4.5	7.2%	0.07	1.08	4.84
Total Other Services	1,311	1,353	269	381	3,672	1,864	11,657	616	3,855	17,993	66.97	5.0	7.3%	0.08	0.97	4.88
Total ICTD Services	213,428	42,369	10,468	12,555	274,597	139,433	459,303	24,002	168,504	791,241	75.59	4.05	27.0%	0.07	5.04	20.39
										Total Mileage, Labor & Direct Cost		622,738		27.1%		

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

Year-Over-Year Comparison

Route/Run	Thru Sept 2019 18/19			Thru Sept 2019 19/20			Thru Sept 2019 18/19			Thru Sept 2019 19/20			Thru Sept 2019 18/19			Thru Sept 2019 19/20		
	Fare Revenue	Fare Revenue	Amount Difference	Percent Difference	Passngrs	Passngrs	Amount Difference	Percent Difference	Service Hours	Service Hours	Amount Difference	Percent Difference	Total Cost	Total Cost	Amount Difference	Percent Difference		
<u>Dial-A-Ride Service</u>																		
Dial-A-Ride	7,403	9,176	1,773	23.9%	2,649	3,247	598	22.6%	1,098	1,188	90	8.2%	69,429	83,157	13,729	19.8%		
NW Rides	142,809	135,434	-7,376	-5.2%	2,214	2,269	55	2.5%	2,678	2,342	-336	-12.5%	181,705	176,915	-4,790	-2.6%		
Total DAR	150,212	144,610	-5,603	-3.7%	4,863	5,516	653	13.4%	3,776	3,531	-246	-6.5%	251,133	260,072	8,939	3.6%		
<u>Deviated Route</u>																		
01 Town Loop	8,328	7,656	-672	-8.1%	11,488	10,992	-496	-4.3%	1,140	1,140	0	0.0%	69,270	76,355	7,085	10.2%		
02 Netarts/Oceanside	2,313	2,191	-122	-5.3%	2,241	2,058	-183	-8.2%	600	600	0	0.0%	39,509	43,455	3,946	10.0%		
03 Manzanita	12,791	12,912	121	0.9%	9,978	9,829	-149	-1.5%	1,643	1,643	0	0.0%	111,987	122,827	10,840	9.7%		
04 Lincoln City	6,985	8,165	1,180	16.9%	4,055	5,132	1,077	26.6%	1,050	1,050	0	0.0%	76,422	83,843	7,422	9.7%		
Total Local Fixed Route	30,417	30,924	507	1.7%	27,762	28,011	249	0.9%	4,434	4,434	0	0.0%	297,188	326,481	29,292	9.9%		
<u>Intercity</u>																		
05 Portland	29,765	28,439	-1,326	-4.5%	2,953	2,924	-29	-1.0%	882	882	0	0.0%	63,374	71,571	8,197	12.9%		
60X Salem	8,047	6,404	-1,643	-20.4%	3,072	3,160	88	2.9%	828	828	0	0.0%	63,623	71,611	7,988	12.6%		
70X Grand Ronde	2,509	1,740	-769	-30.6%	1,656	1,405	-251	-15.2%	517	525	8	1.6%	37,973	43,514	5,541	14.6%		
Total Intercity	40,321	36,584	-3,737	-9.3%	7,681	7,489	-192	-2.5%	2,227	2,235	8	0.4%	164,969	186,695	21,726	13.2%		
<u>Other Services</u>																		
Trippers	231	160	-71	-30.7%	341	284	-57	-16.7%	28	31	3	10.9%	1,612	2,031	419	26.0%		
Special Bus Operation	187	1,151	964	515.5%	1,134	1,069	-65	-5.7%	230	238	8	3.4%	13,787	15,962	2,176	15.8%		
Total Other Services	418	1,311	893	213.6%	1,475	1,353	-122	-8.3%	258	269	11	4.2%	15,399	17,993	2,594	16.8%		
Total TCTD Services	221,368	213,428	-7,940	-3.6%	41,781	42,369	588	1.4%	10,694	10,468	-227	-2.1%	728,689	791,241	62,552	8.6%		

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

Year to Date Performance Comparison

Route/Run	Thru Sept 2019 18/19			Thru Sept 2019 19/20			Thru Sept 2019 18/19			Thru Sept 2019 19/20		
	Hourly Rate	Hourly Rate	Amount Diff	Passngr /Hour	Passngr /Hour	Amount Diff	Farebox Ratio	Farebox Ratio	Amount Diff	Average Fare	Average Fare	Amount Diff
Dial-A-Ride Service												
Dial-A-Ride	63.22	69.98	6.77	2.4	2.7	0.3	10.7%	11.0%	0.4%	2.79	2.83	0.03
NW Rides	67.85	75.53	7.68	0.8	1.0	0.1	17.2%	76.6%	-2.0%	64.50	59.69	-4.81
Total DAR	66.50	73.66	7.16	1.3	1.6	0.3	21.3%	55.6%	-4.2%	30.89	26.22	-4.67
Deviated Route												
01 Town Loop	60.75	66.96	6.21	10.1	9.6	-0.4	-4.3%	10.0%	-2.0%	0.72	0.70	-0.03
02 Netarts/Oceanside	65.82	72.39	6.57	3.7	3.4	-0.3	-8.2%	5.0%	-0.8%	1.03	1.06	0.03
03 Manzanita	68.18	74.78	6.60	6.1	6.0	-0.1	-1.5%	10.5%	-0.9%	1.28	1.31	0.03
04 Lincoln City	72.76	79.83	7.07	3.9	4.9	1.0	26.6%	9.1%	9.7%	1.72	1.59	-0.13
Total Deviated Route	67.03	73.64	6.61	6.3	6.3	0.1	0.9%	10.2%	-0.8%	1.10	1.10	0.01
Intercity												
05 Portland	71.85	81.15	9.29	3.3	3.3	0.0	-1.0%	47.0%	-7.2%	10.08	9.73	-0.35
60X Salem	76.84	86.49	9.65	3.7	3.8	0.1	2.9%	12.6%	8.9%	2.62	2.03	-0.59
70X Grand Ronde	73.51	82.91	9.41	3.2	2.7	-0.5	-16.5%	6.6%	4.0%	1.52	1.24	-0.28
Total Intercity	74.09	83.54	9.45	3.4	3.4	-0.1	-2.9%	24.4%	-4.8%	5.25	4.88	-0.36
Other Services												
Trippers	57.78	65.62	7.84	12.2	9.2	-3.0	-24.9%	14.3%	7.9%	0.68	0.56	-0.11
Special Bus Operation	59.97	67.15	7.18	4.9	4.5	-0.4	-8.8%	1.4%	7.2%	0.16	1.08	0.91
Total Other Services	59.73	66.97	7.24	5.7	5.0	-0.7	-12.0%	2.7%	7.3%	0.28	0.97	0.69
Total Other Services	68.14	75.59	7.45	3.9	4.0	0.1	3.6%	30.4%	27.0%	5.30	5.04	-0.26

Comparison FY18/19 to FY 19/20	YTD Through September 2019		
	Description	18/19	19/20
Mileage	276,840	274,597	(2,243)
Mileage Based Costs	132,430	139,433	7,003
Hourly Based Costs	445,214	459,303	14,089
Direct Costs	151,045	168,504	17,458
Overhead Costs			
Total Costs	728,689	767,239	38,550
			5.3%

Special Bus Operation Calculation Cost		Hourly Rate Calculation:	
Cost per mile calculation:	Actual	Plus	10% Actual Hourly Rate
Minivan		Plus	\$ 36.58
Small Bus		Overhead	3.0%
Coach		Profit	\$ 37.69
		Plus Overhead	27.1%
		Hourly Rate	\$ 47.89
		Plus Profit	20.0%
			\$ 57.47

nwCONNECTOR

Coordinating Committee Meeting

October 11, 2019

Tillamook County Transportation District

3600 3rd St

Tillamook, OR

10:00 am—2:00 pm

Teleconference Information

866/755-7677

Pin # 005939

Agenda

10:00— 10:05a	1. Introductions	Doug Pilant
10:05— 10:15a	2. Consent Calendar (Action Items) <ul style="list-style-type: none"> ✚ September 13, 2019 Meeting Minutes (Attached) ✚ September 2019 Financial Report ✚ Ridership Tracking (July 2019) ✚ Calculating Average Passenger Miles Progress 	Doug Pilant
10:15— 10:30a	3. NWOTA Standing Items <ul style="list-style-type: none"> ✚ IGA Approvals Update ✚ Management Plan Approval Updates ✚ Website Alert Implementation ✚ Travel Studio/Transportation Committee 	Benton County Benton/Columbia/SETD All Jeff Hazen
10:30- 12:00p	3. NW Connector Marketing <ul style="list-style-type: none"> ✚ Project Update 	Selena Barlow
12:00— 12:30p	4. Lunch	
12:30— 1:00p	5. Website Trip Enhancements <ul style="list-style-type: none"> ✚ Draft RFP/Scope of Work 	Mary McArthur
1:00— 1:30p	6. NWConnector Website Events/Trips	All
1:30— 2:00p	7. Other Business and Member Updates	All

Attachments:

September 13, 2019 Meeting Minutes

September 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



Oregon Transit Alliance (NWOTA)
Coordinating Committee Meeting Minutes
September 13, 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
 - Jeff Hazen—Sunset Empire Transit District
 - Doug Pilant—Tillamook County Transportation
 - Lisa Scherf—Benton County Transit
 - Todd Wood—Columbia County Rider
 - Mark Bernard, Arla Miller, Ken Shonkwiler—ODOT
 - Ryan Farncomb—Parametrics
 - Scott Richmond—Jacobs Engineering Group (CH2M Hill)Excused:
2. Consent Calendar: Unanimously approved. (JH/CB)
 - ✦ August 9, 2019 Meeting Minutes—No changes.
 - ✦ August Financial Report—Received \$12,000 in partner dues and TCTD paid full amount of annual dues.
 - ✦ July Ridership Performance Report—Mary still needs to work with John Dreezen at Columbia County Rider. **October agenda.**
 - ✦ Calculating Average Passenger Miles Progress—Now that Sunset has updated their ridership number, they will get started on calculating average passenger miles. Lincoln County's average passenger miles went up from 13 to 19 because of the increase in riders from north County. Reminder that Benton and Columbia and Sunset need to get their average passenger miles calculations done. **October agenda.**
3. NWOTA Standing Items:
 - ✦ IGA Approval Updates—No changes from last month: Waiting for Benton County.
 - ✦ Management Plan—Jeff will meet with Todd.
 - ✦ Website Alert Service—SETD and TCTD have both completed their trainings, Cynda will get her training scheduled. Columbia County Rider uses flash alerts, which go straight to their riders emails. Todd will follow up with Trillium regarding the applicability of the new website alert.
 - ✦ NW Connector Marketing—Selina Barlow has scheduled her NWConnector system trip for early October. She will be riding the NWConnector on most of its routes. Mary has sent her the marketing materials used in the last two years. A potential marketing option will be information on the inside of the Lincoln County, Sunset Empire and Tillamook County buses and shelters for downloading the transit app so riders can have real time information on the status of their buses.
 - ✦ Travel Tourism Studio/Transportation Committee—Rack cards are going to go to lodging and property managers in Cannon Beach providing visitor information on car-free travel. Cannon Beach received a Transportation Growth Management (TGM) grant to develop their Transportation System Plan (TSP). Sunset is going to see if there is a way to draft in language for property managers regarding number of cars. Goal is a car-free Cannon Beach, car-free rentals. Daily Astorian is going to write an article about Car-

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Free Cannon Beach. Potential opportunity to do tourism videos regarding transportation access to NW Oregon. **Trillium** has a contract with Travel Oregon to look at private transportation numbers. Next Friday, at the NW Coast Travel Network meeting, there will be a panel discussion on transportation options. Jeff, Arla, Doug, Mary and Ken will be on the panel.

4. Pedestrian Access Study

Originally planned to have 30% design of 24 stops. Since the project funding was awarded in 2013, ODOT design thresholds have changed, and 30% design now is closer to concept design. Net result is that some of the stops will need additional design work before seeking implementation funding. Blueprint for transit design for NW Oregon, as districts work with developers that might be adding a transit stop or when seeking STIF funding.

- ✦ Scappoose at Havlik Rd/Hwy 30. Requires highway and rail right-of-way. Stop will need a barrier between the road and rail. Will require a major signal rebuild process, and likely require significant ODOT involvement.
- ✦ St Helens at Gable Rd/Hwy 30. Stop includes grade changes.
- ✦ St Helens at Gable Rd/Hwy 30 eastbound.
- ✦ St Helens near Columbia Blvd/Hwy 30 eastbound. May not be a corresponding spot across Hwy 30 that goes westbound.
- ✦ Clatskanie is still an issue, to be looked at more in the future.
- ✦ Knappa—Near Hillcrest Rd off Hwy 30, near the Chevron St. Well-sheltered stop off the highway.
- ✦ Warrenton—North of the Ensign Lane/Hwy 101 intersection. Straightforward and easy to implement. Intersection is already ADA—implemented.
- ✦ Gearhart—North of intersection at Pacific Way. Will be coordinated with Pacific Way signal rework. Also if there is a road reconfiguration, the roadway footprint doesn't change, so the transit stop will stay in the same place.
- ✦ Seaside—Ave A and Hwy 101. Will be funded as part of the roadway improvements.
- ✦ Rockaway Beach (Two stops on alternate sides of Hwy 101, near City Hall. Will also facilitate access to the Salmonberry Trail (southbound). The City is okay with both stops, as was the Salmonberry Trail group.
- ✦ Rockaway Beach—Two stops on alternate sides of Hwy 101 near the post office. Northbound stop will require purchase of right-of-way. Southbound stop will connect with Salmonberry Trail. Also includes a bike repair station.
- ✦ Hebo—Northbound Hwy 101 near S Hebo Lane. Right-of-way still needs to be surveyed to resolve.
- ✦ Cape Kiwanda—Cape Kiwanda Dr, south of Pelican Pub in Pacific City. Will need further conversation with County Board of Commissioners, but no objections from community from preliminary design.
- ✦ Newport North—Near Walmart parking lot off Hwy 101.
- ✦ Newport—A transfer point between the regional bus network and a local circulator which serves Oregon Coast Community College. It is presently a flag stop on US 101. Relocate to the west side of Ash Street just north of the intersections with SE 40th. ADA access may need to be revised
- ✦ Walport—Southbound NW Broadway St at Ray's Market, near the intersection of Highway 24 (Alsea Highway). Improvements are important to the community and is well supported. Good supported and well-designed.
- ✦ Philomath—Highway 34 near the section with 14th St. Elongating the existing stop, providing a more formalized, noticeable shelter. May decide to add features, rather than replace the existing shelter.

- ✚ Philomath—Highway 34 (eastbound Applegate St) near the intersection with 11th St. Another existing stop that will be enhanced. May not need a full expansion, may not have a lot of riders waiting at the stop. Bike rack and trash receptacles are good. Better signing is needed. Shared stop with the Philomath Connection
- ✚ North Albany—Two stops, north and southbound, Lewisburg/Granger Ave on OR 99. A fairly congested intersection.
- ✚ Adair Village—Current stop is located on William R Carr Ave near the intersection with Vandenburg Ave, at a convenience store in Adair Village. The proposed stop location is located at Adair Village City Hall and Community Center in Adair Village. Stop is not conveniently located for individuals with mobility difficulties, being an isolated stop. Will need to be incorporated into Adair Village's future planning.

Final booklet of all the stops will be completed. Good project, good for replicating across the State. TCTD would have preferred to have Garibaldi included, but the originally thinking was that the stops would be included in ODOT's paving of Hwy 101 through town. The paving hasn't happened. Transit access project process would also be good for looking at identifying and locating park and rides.

5. Website Trip Enhancements

- ✚ Trip Planner Discretionary Grant—TCTD Board will be approving the contract next Thursday. The size of the contract is large enough that NWOTA will need to go out for a RFP. **Mary** will draft a Scope of Work for review at the October Board meeting. List on ORPIN.
 1. Trips/Events: Revised lists being worked on. **Mary** will coordinate and follow up on discussion from August Board meeting.

6. NWConnector Website Events/Trips

Updating postponed until the **October** Board meeting.

7. Other Business/Member Updates

- ✚ Benton County—Coast to Valley planning with Cynda and Mark, and have sketched a solid service plan. Has also passed preliminary review with ODOT. Have an aging fleet and may have to rent some vehicles. In the middle of hiring Lee's replacement. Lee is doing very well, all his follow ups have been clean. Rolled out STIP expansion, from 30,000 to 40,000 hours.
- ✚ Lincoln County—Lincoln and Benton have worked out an expanded Coast to Valley route. Making connections with Amtrak, and other transit stops. Hired second dispatcher. Working on pay equity and district job descriptions. Getting ready to go to RTAP conference, including procurement training.
- ✚ Columbia County—Working on STF implementation, with an October 7 rollout. MTR has asked for more money because of insurance rates, which could result in their backing out of the recently negotiating contract. Benton County uses the same contractor, and has had some of the same experience.
- ✚ Sunset Empire Transit District—Article in the Daily Astorian regarding comments made by a former employee. Jeff is following up with an internal investigation. Looking to wrap up HR personnel hiring. Working on Transportation Options for Lincoln County. Taking a tour for this weekend's transit summit.
- ✚ Tillamook County—At end of August, Greyhound notified were moving stop out of bus station, where TCTD does its layovers. For the interim, are laying over at Union Station. Labor negotiations continue. Analyzing route deviations, and the level of deviations occurring. City of Tillamook agreed to sale of the Transit Center to TCTD. With STF expansion, will be providing service out to the Port of Tillamook Bay.

- ✦ ODOT: Arla—NEXT Renewables at Port Westward will likely need transit service because the road is too narrow for the amount of expected traffic. Options being considered: Park and ride, shuttle service. Need to work on funding.
- ✦ ODOT: Mark—Florence to Yachats now being run by Lane Council of Governments and doing well.
- ✦ PTAC—STF/STIF Merger Committee. Todd and Lisa are on the committee. To date, the committee has been working on what “Success would Look Like”:
 - Management
 - New concepts clear and easy to understand
 - Projects
 - Potential conceptsNext meeting on September 24th **October** agenda

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

DRAFT

Tillamook County Transportation District
Financial Statement

From 9/1/2019 Through 9/30/2019

	Current Period Actual	Current Period Budget	Current Year Actual	Total Budget	Total Budget Variance	25%
Resources						
Working Capital						
3500	0.00	0.00	0.00	105,000.00	(105,000.00)	0.00%
4225 NWOTA Partner Cont. Match	12,000.00	0.00	24,000.00	48,000.00	(24,000.00)	50.00%
4911 Transfer From General Fund	0.00	0.00	12,000.00	12,000.00	0.00	100.00%
4918 Transfer from STIF Fund	0.00	0.00	0.00	149,000.00	(149,000.00)	0.00%
Total Resources	12,000.00	0.00	36,000.00	314,000.00	(278,000.00)	11.46%
Expenses						
Materials and Services						
5100 Professional Services	0.00	437.50	0.00	5,250.00	5,250.00	0.00%
5101 Administrative Support	6,007.75	2,083.33	6,007.75	25,000.00	18,992.25	24.03%
5102 Website Maintenance	0.00	625.00	6,500.00	7,500.00	1,000.00	86.66%
5190 Marketing	0.00	3,958.33	0.00	47,500.00	47,500.00	0.00%
5191 Website Re-Design	0.00	0.00	0.00	164,560.00	164,560.00	0.00%
5220 Travel & Training	0.00	416.67	0.00	5,000.00	5,000.00	0.00%
Total Materials and Services	6,007.75	7,520.83	12,507.75	254,810.00	242,302.25	4.91%
Transfers						
9130 Transfer to General Fund	0.00	0.00	3,000.00	3,000.00	0.00	100.00%
9180 Unappropriated Ending Fund Bal	0.00	0.00	0.00	56,190.00	56,190.00	0.00%
Total Transfers	0.00	0.00	3,000.00	59,190.00	56,190.00	5.07%
Total Expenses	6,007.75	7,520.83	15,507.75	314,000.00	298,492.25	4.94%

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NWOTA Action Items
September 2019

	Action Items	Assignments	Progress
<input type="checkbox"/>	<u>IGA</u> Get approved by each partner commission/board.	Mary to get copies of signed IGA's from each partner for the file	Lincoln Co (√) (√) Tillamook (√) Columbia Co (√) SETD (√)
<input type="checkbox"/>	<u>Management Plan</u> Get approved by each partner commission/board	Mary—Send out Plan and most current Action Plan Benton Columbia Sunset Empire Mary—Get approval documentation from each partner	(√) Lincoln (√) Tillamook (√)
<input type="checkbox"/>	<u>Management Plan Updates</u> Mobile app for NW Connector Transit language for Comp Plans and TSPs Purchase rides online Reserve a seat online		
<input type="checkbox"/>	<u>Website Events/Trip Planner/Newsletter</u> Draft RFP/Scope of Work	Mary	October Board Mtg
<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>2019—2020 NWConnector Marketing</u>	Selina Barlow to test travel the NWConnector system	Report—October Board 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 Mary to meet with John Dreeszen	Tillamook (√) Lincoln (√) Benton (√) Tillamook (√) Sunset (√)
<input type="checkbox"/>	NW Connector Holidays Policy (Lincoln drop 1, TCTD add 3 days)	Doug/Cynda	
<input type="checkbox"/>	Adding Connector Partners—Meet with Washington County initially		
<input type="checkbox"/>	NWConnector Trips and Events	Mary to coordinate	October Board Mg
<input type="checkbox"/>	Transportation Options	Consider adding a TO page to NWConnector Website	NW Connector follow on to Oregon's July Drive less Connect promotion

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	Action Items	Assignments	Progress
			NW Connector highway signs displaying website info
<input type="checkbox"/>	Transit App Alerts	Trillium train partners	Sunset/Tillamook ✓
<input type="checkbox"/>	Updated Visitor Passes		Include in Marketing

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Tillamook County Transportation District
Board of Directors Workshop
Thursday, October 17, 2019 – 5:00PM
Transportation Building
3600 Third Street, Tillamook, OR
Meeting Minutes



1. Call to Order: Board Chair Judy Riggs called the meeting to order at 5:05pm
2. Pledge of Allegiance
3. Roll Call:

Present

TCTD Board of Directors

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

TCTD Staff

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

Absent

None.

Guest

John Stein, SDAO/SDIS
Bill Anderson, SDAO/SDIS

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

ACTION ITEMS

6. Motion to Approve the Minutes of September 19, 2019 Regular Board Meetings

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

MOTION PASSED

By Directors Hanenkrat, Holm, Huffman,
Edwards, Adler and Board Chair Judy Riggs.

7. Review TCTD 2013-2015 Business Plan

GM Doug Pilant gave an overview of all current District plans the Board.

8. SDIS Consultant Bill Anderson – SWOT Analysis

Bill Anderson and John Stein worked with the Board and staff on a group activity and SWOT analysis.

DISCUSSION ITEMS

9. Staff Comments/Concerns. None.

10. Board of Directors Comments/Concerns. None.

Adjournment: Board Chair Riggs adjourned the meeting at 8:00pm.

These minutes approved this 24th day of October 2019.

ATTEST:

Judy Riggs, Board Chair

Doug Pilant, General Manager

TILLAMOOK COUNTY TRANSPORTATION DISTRICT POLICY

Policy: Business Credit Card Policy	Number: 3
Adopted by the Board of Directors on January 15, 2009 Previous Revised: April 20, 2017 Effective Date: October 25, 2019	Pages: 1

Purpose: TCTD credit card spending authority.

Credit Limit: The authorized credit card limit is \$10,000.

Approved User(s): The General Manager is the primary designated credit card holder. The General Manager may designate additional credit card users at his or her discretion.

Personal Use: Personal use of the District's Credit Cards is prohibited.

Receipts: Receipts must be turned into the finance department upon request. The finance department will reconcile the monthly statement and provide a monthly report to the Board.

General: In the event of a lost or stolen credit card, the user must report to the financial Institution and General Manager immediately upon discovery of loss.

Separation: Upon separation of employment, an authorized credit card user must return the card to the District along with a financial reconciliation of all expenditures prior to departing.

TCTD Business Credit Card Policy CERTIFICATE OF RECEIPT

I, _____, certify that I have received a copy of the **TCTD Business Credit Card Policy dated October 25, 2019**. I understand that it is my responsibility to read and ask questions if necessary, regarding the Policy. I accept responsibility for understanding and complying with the District's policies.

Employee Signature

Date

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TILLAMOOK COUNTY TRANSPORTATION DISTRICT POLICY

Policy: Business Credit Card Policy	Number: 3
Adopted by the Board of Directors on January 15, 2009 Last Revised: April 20, 2017	Pages: 2

Purpose: This policy establishes procedures for the Board to approve authorized credit card users when using the District's Credit Card for business purchases and necessities.

Approved User: The General Manager, Operations Superintendent, HR Specialist and Accounting Specialist are the only Board authorized users of the District's Credit Card. Credit Cards will be issued in the names of the persons holding those positions, as well as the District's name. The General Manager may delegate use of the Credit Card at his or her discretion. District financial policy must be adhered to, including the purchase order policy and documentation.

Credit Card Limit: The limit for each authorized use of the credit card shall be as follows:

- General Manager - \$5,000.00
- Operations Superintendent - \$2,000.00
- HR Specialist – \$1,500.00
- Accounting Specialist - \$1,500.00.

Personal Use: Personal use of the District's Credit Cards is not allowed.

Receipts: When purchases are made by them via purchase order, for business meals, or travel, a receipt must be turned into the Accounting Specialists as soon as practicable, but no more than five (5) business days from occurrence or upon return to the office. Receipts should include the credit card slip as well as the receipt.

Monthly Reconciliation: The Accounting Specialists will reconcile the monthly statement and provide a monthly report to the Board of all credit card purchases.

General: In the event of a lost or stolen credit card, the user must report to the Financial Institution, Board Chair and the General Manager immediately upon discovery of loss.

Misuse: The financial limitations set by the Board regarding purchasing authority must be followed. The Board of Directors must approve anything over the above-noted limits. Any misuse of the District's credit cards will not be tolerated. Misuse may result in discipline up to, and including, termination.

Separation: Upon separation of an authorized credit card user, the card will be returned to the District, along with a financial reconciliation of all expenditures before departing. The Board Chair will be notified of the same.

MEMO TO: BOARD OF DIRECTORS
FROM: DOUG PILANT, GENERAL MANAGER *Doug*
SUBJECT: CLOVERDALE MULTIMODAL FACILITY AND WAYSIDE

Issue

Shall the Board adopt and ratify the Intergovernmental Agreement between Tillamook County and the District to pursue the development of a multimodal transit facility and wayside in Cloverdale?

Background and Findings

1. The current Cloverdale bus stop is located on a blind corner along Highway 101 resulting 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 the District entered into an Intergovernmental Agreement with Tillamook County to develop a multimodal transit facility and Wayside in Cloverdale. Please see Attachment A.
3. 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.
4. Tillamook County and the District have contemplated a modified scope of work that converts the County's Public Works shop located in Cloverdale to be repurposed into a multimodal transit facility and wayside.
5. The District and Tillamook County desire to work together to create a mutually beneficial project by collaborating to explore strategies to plan, design, finance, implement, and maintain the project and determine project obligations as the project progresses.
6. Tillamook County has prepared a new Intergovernmental Agreement (see Attachment B) between the County and District outlining the terms to re-establish a partnership to explore strategies that lead to the establishment of a multimodal transit facility and wayside in Cloverdale.

Recommendation

Staff recommends the Board adopt the Intergovernmental Agreement between the District and Tillamook County to develop a project that is mutually beneficial to both TCTD and Tillamook County.

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

**In the Matter of Authorizing)
and Ratifying an Intergovernmental)
Agreement (IGA) between TCTD)
and Tillamook County)**

RESOLUTION NO. 19-34

WHEREAS, the Tillamook County Transportation District owns and operates a regional public transportation system network of buses that serve communities within and without Tillamook County and that represents vital links to other public transportation system networks in northwest Oregon; and

WHEREAS, Tillamook County and the District ratified an Intergovernmental Agreement in October 2011 to cooperate in a project to provide a multimodal transit facility at the Noble Wayside in Cloverdale; and

WHEREAS, during a series of winter storms in late 2015 and early 2016 a large portion of the Wayside's riverbank property washed away into the Nestucca River resulting in the Noble Wayside project location no longer being viable; and

WHEREAS, Tillamook County and the District have contemplated a modified scope of work that converts the County's Public Works shop located in Cloverdale to be repurposed into a multimodal transit facility and wayside; and

WHEREAS, the District and Tillamook County desires to work together and collaborate to explore strategies to plan, design, finance, implement, and maintain the project and determine the project obligations as the Cloverdale project progresses.

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

Adopts and ratifies the Intergovernmental Agreement between the District and Tillamook County to jointly pursue a multimodal transit facility and Wayside in Cloverdale.

INTRODUCED AND ADOPTED this 24th day of October 2019.

ATTEST:

By: _____
Judy Riggs, Board Chair

By: _____
Doug Pilant, General Manager

#4570

FILED
3:10pm
OCT 17 2011
TASSI O'NEIL
COUNTY CLERK

INTERGOVERNMENTAL AGREEMENT

This Agreement is made and entered into, in duplicate originals, this 5th day of October, 2011, by and between Tillamook County, a political subdivision of the State of Oregon, hereinafter referred to as "COUNTY" and the Tillamook County Transportation District, an Oregon Special District, hereinafter referred to as "DISTRICT."

RECITALS

Whereas, COUNTY is the owner of certain parcels of land within the unincorporated community of Cloverdale, consisting of a county park parcel known as the Noble Wayside and an additional parcel previously used as a fire station by the Nestucca Fire District, but no longer needed for fire station purposes, said parcels collectively hereinafter referred to as "COUNTY PARCELS."

Whereas, DISTRICT owns and operates a public transportation network of buses that serve communities within and without Tillamook County and that represents a vital link to other public transportation networks in northwest Oregon; and

Whereas, COUNTY and DISTRICT desire to cooperate in a project involving the COUNTY PARCELS to provide a multimodal link within the broader public transportation network in northwest Oregon.

WITNESSETH

NOW THEREFORE, IT IS HEREBY AGREED by and between the parties as follows: the mutual promises of each party are given in exchange and as consideration for the promises of the other party.

Section 1.0 COUNTY'S RIGHTS DUTIES AND AUTHORITIES

- 1.1 COUNTY will be the grant applicant in the October 2011 ODOT Flex Funds Program to assist with funding the construction of a multimodal hub that will link south Tillamook County to the regional public transportation networks of northwest Oregon, hereinafter "the Project."
- 1.2 COUNTY will make its COUNTY PARCELS available for the Project as follows:
 - 1.2.1 The Noble Wayside will include a bus shelter, restrooms, bicycle racks and parking for transit riders as more particularly shown on the attached Exhibit A, incorporated herein by reference.
 - 1.2.2 The former fire station lot will be made available to DISTRICT for the placement of its bus shelter for serving north-bound buses.
 - 1.2.3 COUNTY will execute the required agreements with DISTRICT for the

placement of the bus shelters.

- 1.3 If the ODOT Flex Funds Grant is awarded, COUNTY will provide grant administration and closeout as well as construction management and oversight.
- 1.4 COUNTY will work with DISTRICT in the final design for the Project including the alignment and Placement of the bus shelters.
- 1.5 Except as set forth in paragraph 2.3, COUNTY and the Pacific City – Nestucca Valley Chamber of Commerce will provide the balance of matching funds required for the ODOT Flex Funds Grant.
- 1.6 Upon completion of the Project, and except as set forth in paragraph 2.4, the Pacific City – Nestucca Valley Chamber of Commerce will provide ongoing repair and maintenance of the facilities as more particularly described in the attached Exhibit B License Agreement.

Section 2.0 DISTRICT'S RIGHTS, DUTIES AND AUTHORITIES

- 2.1 DISTRICT will cooperate with COUNTY in the preparation of the October 2011 ODOT Flex Funds Grant application.
- 2.2 To the extent required by law, DISTRICT will perform a NEPA review or other environmental assessment for the Project.
- 2.3 DISTRICT will make available for the Project, two (2) bus shelters and such staff time as might be required for its involvement in the Project. The provision of these items will constitute DISTRICT's sole contribution to the Project. No other or additional cash or match will be provided by DISTRICT.
- 2.4 Upon completion of the Project, DISTRICT will provide continuing repair and maintenance solely to its bus shelters, which shall continue to remain the property of DISTRICT. All other ongoing maintenance and repair for the facilities will be as set forth in paragraph 1.6 of this Agreement.

Section 3.0 INSURANCE

- 3.1 Each party agrees to maintain insurance sufficient to meet sums specified by ORS 30.272 and 30.273.

Section 4.0 LIABILITY; INDEMNIFICATION

- 4.1 Each party shall indemnify and hold harmless the other party from all claims, costs, damages, or expenses of any kind, including attorneys' fees and other costs and expenses of litigation, for personal or property damage arising out of that party's performance required by this intergovernmental agreement. It is the intent of this section that each party assumes any and all liability for its respective torts, errors and omissions.

Section 5.0 EFFECTIVE DATE

5.1 This Agreement shall take effect on October 20, 2011.

Section 6.0 TERM

6.1 The term of this Agreement shall be from the date upon which it is fully executed by the parties and continue in force and effect until terminated pursuant to Section 7.0 of this Agreement.

Section 7.0 TERMINATION

This Agreement may be terminated when:

7.1 Without Notice

7.1.1 The parties mutually consent to termination in writing.

7.2 With Notice

7.2.1 Any party breaches any duty, term or condition of this Agreement.

7.2.2 Either party commits a fraud or misrepresentation upon the other party.

7.2.3 Either party gives thirty (30) days notice.

Section 8.0 GENERAL PROVISIONS

8.1 WAIVER; MODIFICATION

8.1.1 Failure by either party to enforce any provision of this Agreement does not constitute a party's continuing waiver of that provision, any other provision or of the entire Agreement. The rights and duties under this Agreement shall not be modified, delegated, transferred or assigned, except upon the written consent of both parties.

8.2 ATTORNEYS' FEES

8.2.1 Attorney fees, costs and disbursements necessary to enforce this Agreement through mediation, arbitration and/or litigation, including appeals, shall be awarded to the prevailing party, unless otherwise specified herein or agreed.

8.3 LEGAL REPRESENTATION

8.3.1 In entering into this Agreement, each party has relied solely upon the advice of their own attorney. Each party has had the opportunity to consult with counsel or now waives that right. Each party represents and warrants to the

other that they are fully satisfied with the representation received from their respective attorneys.

8.4 NOTICES

8.4.1 Any notice required or permitted under this Agreement shall be in writing and deemed given when:

8.4.1.1 actually delivered, or

8.4.1.2 three (3) days after deposit in United States certified mail, postage prepaid, addressed to the other party at their last known address.

8.5 LANGUAGE

8.5.1 The headings of the Agreement paragraphs are intended for information only and shall not be used to interpret paragraph contents. All masculine, feminine and neuter genders are interchangeable. All singular and plural nouns are interchangeable, unless the context requires otherwise.

8.6 INTEGRATION

8.6.1 This Agreement supersedes all prior oral or written Agreements between DISTRICT and COUNTY regarding this matter. It represents the entire Agreement between the parties. Time is of the essence in all terms, provisions, covenants and conditions in this Agreement.

8.7 SAVINGS

8.7.1 Should any clause or section of this Agreement be declared by a Court to be void or voidable, the remainder of this Agreement shall remain in full force and effect.

8.8 JURISDICTION; LAW

8.8.1 This Agreement is executed in the State of Oregon and is subject to Tillamook County and Oregon law and jurisdiction. Venue shall be in Tillamook County, Oregon, unless otherwise agreed by the parties.

IN WITNESS WHEREOF, COUNTY and the DISTRICT have executed this Agreement on the date first above written.

/////
/////
/////

Dated this 17th day of October, 2011.

BOARD OF COUNTY COMMISSIONERS
FOR TILLAMOOK COUNTY, OREGON

	Aye	Nay	Absent/Abstain
<u>Charles J. Hurliman</u> Charles J. Hurliman, Chair	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<u>Tim Josi</u> Tim Josi, Vice-Chair	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<u>Mark Labhart</u> Mark Labhart, Commissioner	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

ATTEST: Tassi O'Neil,
County Clerk

APPROVED AS TO FORM:

BY: Dorson L. Bacraft
Special Deputy

William K. Sargent
William K. Sargent, County Counsel

Dated this 14th day of October, 2011.

TILLAMOOK COUNTY TRANSPORTATION DISTRICT

Robert J. Kenny
Robert J. Kenny
Interim General Manager

Marty Holm
Marty Holm
Secretary



**SITE PLAN FOR:
TILLAMOOK COUNTY TRANSPORTATION DISTRICT AND
PACIFIC CITY-NESTUCCA VALLEY CHAMBER OF COMMERCE**

IN LOTS 3 THRU 10, BLOCK 6, PLAT OF PARK ADDITION, LOCATED IN THE
NE1/4 SE1/4 SECTION 22, T. 4 S., R. 10 W. W.M., TILLAMOOK CO., OR

SCALE: 1"=20'
DATE: OCTOBER 5, 2011

SURVEY & MAP BY: KELLOW LAND SURVEYING
35170 BROODEN RD., SUITE B
P.O. BOX 235
PACIFIC CITY, OR 97135-0235
(503)865-4694

REGISTERED
PROFESSIONAL
LAND SURVEYOR
Douglas K. Kellow
CREATED
FIGURE 2-180
DOUGLAS H. KELLOW
2011

NOTE: ELEVATION DATA FOR THIS SURVEY WAS DERIVED FROM
AN OREGON STATE HIGHWAY DEPARTMENT BRASS CAP SET
IN CONCRETE, LOCATED ON THE NORTH SIDE OF HIGHWAY
101 AT THE TILLAMOOK COUNTY P.331 C WORKS BUILDING.
ELEVATION=25.17 ADV 3/29

NOTE: THE SUBJECT TRACT LIES WITHIN A FLOOD ZONE "A6"
THE BASE FLOOD ELEVATION FOR THE SUBJECT TRACT IS 26.0
FEET MSL NGVD'29 - BASED UPON FEMA FIRM NO. 410196 03 24

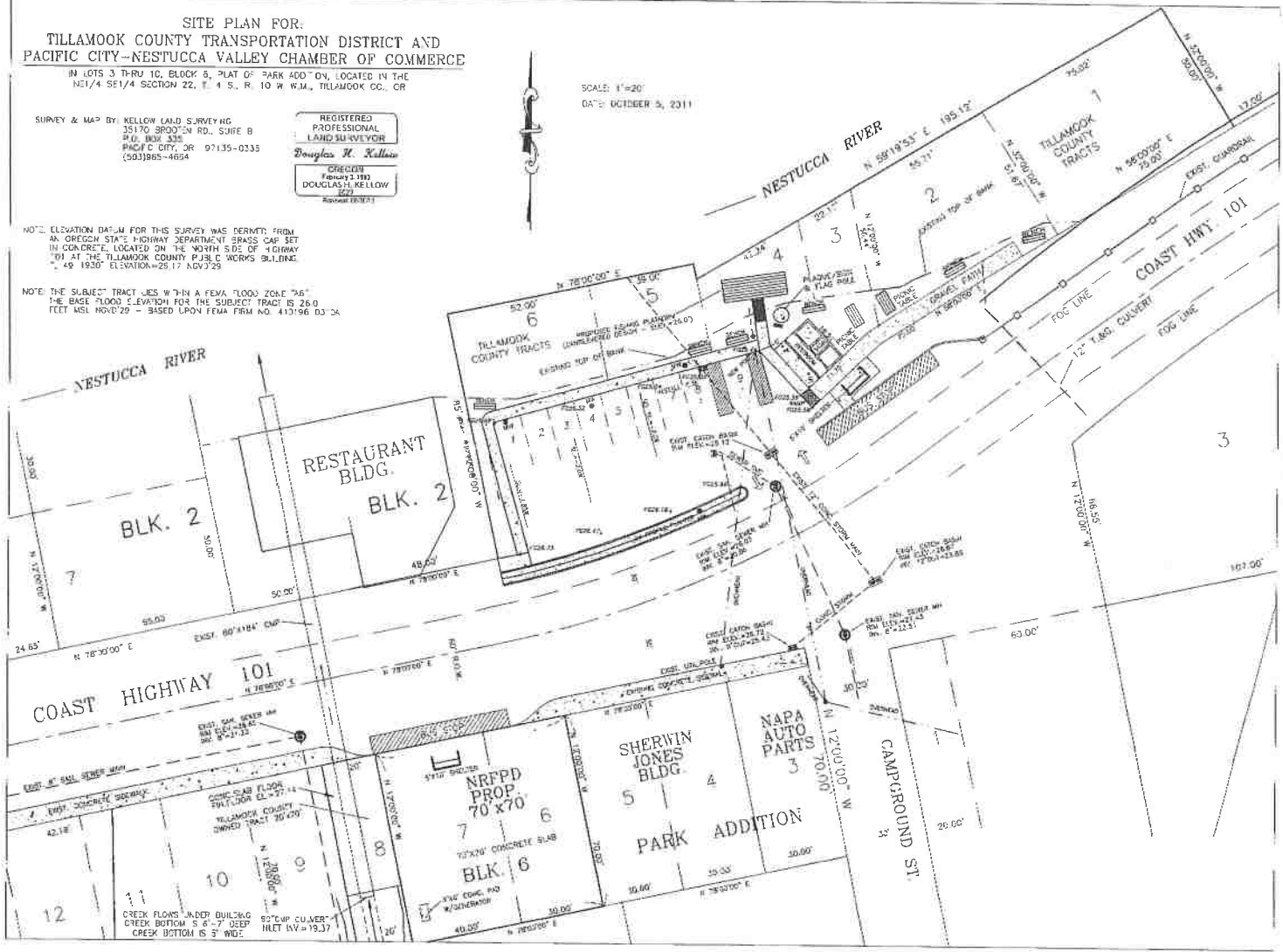


Exhibit A

EXHIBIT B

BOOK 110 PAGE 719

COUNTY COURT JOURNAL

FILED
2-2007
NOV 01 2007
TASSI O'NEIL
COUNTY CLERK

LICENSE AGREEMENT #3886

This Agreement is made and entered into, in duplicate originals, by and between Tillamook County, a political subdivision of the State of Oregon, acting by and through its Board of Commissioners, hereafter "County" and the Pacific-City Nestucca Valley Chamber of Commerce, an Oregon non-profit corporation, and the Cloverdale Committee, acting by and through its Board of Directors, hereafter "Licensee".

RECITALS

Where as County is the owner of certain real property in Cloverdale, hereafter referred to as "Tract A", as more particularly described on the attached Exhibit "A", incorporated herein by reference.

Whereas, County is acquiring under a Sale Agreement and Receipt for Earnest Money, certain additional real property in Cloverdale, hereafter referred to as "Tract B", as more particularly described on the attached Exhibit "A".

Whereas, upon the acquisition of Tract B, on or before February 1, 2008, County intends to dedicate and set aside by Board Order both Tracts A & B as a County Park and Recreation Area.

Whereas, Licensee desires to develop, manage and operate Tracts A & B as a park and recreation area to include a public restroom and wayside and also desires to begin preliminary work on development plans for the Tracts as well as site work on Tract A at this time.

Whereas, County is willing to grant a license for such purposes to Licensee, according to the terms, covenants and conditions as follows:

The mutual promises of each are given in exchange and as consideration for, the promises of the other.

COUNTY AND LICENSEE MUTUALLY COVENANT AND AGREE AS FOLLOWS:

1. Upon execution of this Agreement by both parties, County grants its permission to Licensee to use the herein described Tract A as set forth in this Agreement. Effective upon the recording of its Deed of Acquisition, County hereby grants its permission to Licensee to use the herein described Tract B as set forth in this Agreement.

LICENSE AGREEMENT -- Tillamook County and Nestucca Valley Chamber of Commerce (Noble Wayside)
Page 1 of 6

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EXHIBIT B

2. USE BY LICENSEE

- 2.1 Licensee may, at Licensee's sole expense, use the hereinabove described real property for public park, recreation and related purposes, including but not limited to, a wayside, picnic area and the construction and maintenance of public restrooms.
- 2.2 Prior to undertaking any use of the property which would alter or modify soils, vegetation or land features or involve the planting of trees or other plant material, Licensee shall first submit a written plan to the County's Parks Director to secure written approval of the project.
- 2.3 In conducting its activities and uses, Licensee shall perform all reasonably necessary measures to protect adjoining areas, streams, roads and landowners.
- 2.4 Licensee shall obtain and maintain all Federal, State and County permits and licenses required for the lawful operations of Licensee's activities and uses.
- 2.5 Licensee at all times, shall observe and comply with all Federal, State, County and local laws, ordinances and regulations which in any manner affect the activities of Licensee under this Agreement.
- 2.6 County shall at all times be allowed access to all parts of Licensee's operations on the premises. Licensee or its designated representatives shall furnish such information and assistance as may be required to County to make complete and detailed inspections.
- 2.7 County will assist Licensee in procuring grants for park development by providing review and comment on Licensee's grant applications and by serving as grant sponsor when needed to meet eligibility requirements.

3. INSURANCE, LIABILITY

- 3.1 Licensee shall provide a certificate of coverage at the time of execution of this Agreement, indicating proof of insurance coverage with limits of not less than One Hundred Thousand (\$100,000) Dollars property damage per claimant, Two Hundred Thousand (\$200,000) Dollars all other claims per claimant and Five Hundred Thousand (\$500,000) Dollars all claims. Such insurance shall be evidenced by a Certificate of Insurance provided to the County, indicating coverages, limits and effective dates, by an insurance company licensed to do business in the State of Oregon. Also an endorsement shall be issued by the company showing County as an additional insured and containing a thirty (30) day Notice of Cancellation provision.
- 3.2 Except as otherwise expressly provided herein and except for purposes of the Oregon Tort Claims Act, ORS 30.265, Licensee shall not be considered as an agent of County.

EXHIBIT B

3.3 Licensee shall indemnify and hold harmless County, its officers, agents and employees from any claims, liabilities, demands, damages, actions or proceedings arising from or relating to the negligence of Licensee in connection with its activities or use of the said Tracts. Licensee shall be deemed an agent of County for the sole purposes of tort liability pursuant to the Oregon Tort Claims Act, ORS 30.265.

4. VIOLATIONS OF AGREEMENT

4.1 If Licensee violates any of the provisions of this Agreement, County may, after giving written notice, suspend any further operations of Licensee under this Agreement, except such operation as may be necessary to remedy any violations.

4.2 If Licensee fails to remedy any of the violations of this Agreement within ten (10) days after receipt of the suspension notice given under this section, the County may, by written notice, cancel this Agreement.

5. TERM

5.1 The term of this license shall be from the date upon which it is fully executed by the parties to December 31, 2015, unless sooner terminated pursuant to the provisions of paragraph 10 of this Agreement.

6. SCOPE OF USE

6.1 Licensee agrees that its privileges under this Agreement are personal, non-exclusive, revocable and non-transferable by assignment, sub-license or operation of law. County has title to the above-described real property. Licensee will never assail or resist said title or claim any interest or estate whatever in said real property by virtue of this Agreement or the exercise of its privileges given. County shall not be restricted in its use of such real property or adjacent lands, except as herein provided.

7. TERMINATION

This Agreement and license shall terminate:

- 7.1 Upon the request of County or Licensee, after giving the other party thirty (30) days advance notice in writing; or
- 7.2 In accordance with Section 4 for failure of Licensee to correct a violation of this Agreement.
- 7.3 County's right of termination may be exercised regardless of the fact that Licensee has expended money in its use under this license Agreement.

EXHIBIT B

8. GENERAL PROVISIONS

8.1 WAIVER; MODIFICATION

Failure by County to enforce any provision of this Agreement does not constitute County's continuing waiver of that provision, any other provision or of the entire Agreement. The rights and duties under this Agreement shall not be modified, delegated, transferred or assigned, except upon the written-signed consent of both parties.

8.2 ATTORNEYS' FEES

Attorney fees, costs and disbursements necessary to enforce this Agreement through mediation, arbitration and/or litigation, including appeals, shall be awarded to the prevailing party, unless otherwise specified herein or agreed.

/////
/////
/////

EXHIBIT B

8.3 LEGAL REPRESENTATION

In entering into this Agreement, each party has relied solely upon the advice of their own attorney. Each party has had the opportunity to consult with counsel or now waives that right. Each party represents and warrants to the other that they are fully satisfied with the representation received from their respective attorneys.

DATED this 25 day of Oct, 2007.

Pacific City-Nestucca Valley Chamber of Commerce

William L. Goodman
Bill Goodman, President

DATED this 25 day of Oct, 2007.

Cloverdale Committee Pacific City-Nestucca Valley Chamber of Commerce

John Griggs
John Griggs, Chairman

DATED this 31 day of October, 2007.

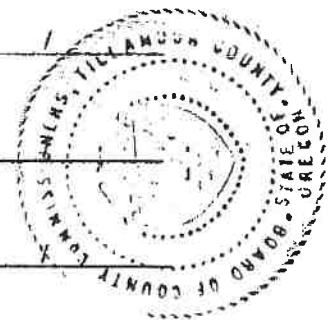
BOARD OF COUNTY COMMISSIONERS
FOR TILLAMOOK COUNTY, OREGON

Aye Nay Abstain/Absent

Mark Labhart
Mark Labhart, Chair

Charles J. Hurliman
Charles J. Hurliman, Vice-Chair

Tim Josi
Tim Josi, Commissioner



ATTEST: Tassi O'Neil, County Clerk

APPROVED AS TO FORM:

By: Susan L. Beckett
Special Deputy

William K. Sargent, County Counsel

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EXHIBIT B

EXHIBIT 'A'

TRACT A

That part of the SE ¼ lying South of the Big Nestucca River East of Block 1, Park Addition to Cloverdale and North of US Hwy #101

and

Lots 1, 2, and 3, Block 2, CLOVERDALE, Tillamook County, Oregon

and

Lot 4, Block 2, CLOVERDALE, in Tillamook County, Oregon, according to the official plat thereof, recorded in Book 5, Page 118, and corrected by instrument recorded in Book 39, Page 299, Deed Records of Tillamook County, Oregon.

TRACT B

Lot 5, Block 2, CLOVERDALE, in Tillamook County, Oregon, according to the official plat thereof, recorded in Book 5, Page 118, and corrected by instrument recorded in Book 39, Page 299, Deed Records of Tillamook County, Oregon.

ALSO the East 52 feet of Lot 6, Block 2, CLOVERDALE, according to the official plat thereof, recorded in Book 5, Page 118, and corrected by instrument recorded in Book 39, Page 299, Deed Records of Tillamook County, Oregon, said East 52 feet being that portion of said Lot 6 which lies East of the East line of that parcel conveyed to Verner H. Knuth, et ux, by instrument recorded August 31, 1978, in Book 246, Page 695, Deed Records, Tillamook County, Oregon.

LICENSE AGREEMENT – Tillamook County and Nestucca Valley Chamber of Commerce (Noble Wayside)
Page 6 of 6

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**INTERGOVERNMENTAL AGREEMENT
between
TILLAMOOK COUNTY and the TILLAMOOK COUNTY TRANSPORTATION DISTRICT**

This Agreement is made and entered into, in duplicate originals, this ____ day of _____, 2019, by and between Tillamook County, a political subdivision of the State of Oregon, hereinafter referred to as "COUNTY" and the Tillamook County Transportation District, an Oregon Special District, hereinafter referred to as "DISTRICT."

RECITALS

Whereas, COUNTY is the owner of a certain parcel of land, hereinafter referred to as "County Parcel", located at Township 4 South, Range 10 West, Section 22DC, Tax Lot 700 within the unincorporated community of Cloverdale. The parcel is occupied by Tillamook County Public Works to support operations in south Tillamook County.

Whereas, DISTRICT owns and operates a public transportation network of buses that serve communities within and outside of Tillamook County and that represents a vital link to other public transportation networks in northwest Oregon.

Whereas, COUNTY and DISTRICT desire to cooperate in a project, hereinafter "Project", involving the County Parcel to provide a multimodal link within the broader public transportation network in northwest Oregon.

Whereas, COUNTY and DISTRICT executed and Intergovernmental Agreement on October 5, 2011 to establish the roles and responsibilities for the Project.

Whereas, on June 20, 2012, COUNTY was awarded \$260,000 from the Oregon Department of Transportation (ODOT) Flexible Funds Program for preliminary engineering and right of way phases of the Project. COUNTY and ODOT executed Local Agency Agreement No. 28474, which expires June 21, 2022.

Whereas, on May 13, 2016, COUNTY was awarded \$703,663 from the ODOT Multimodal Transportation Enhance Program for construction of the Project. COUNTY and ODOT execute Local Agency Agreement No. 30978, which expires May 14, 2026. The full award amount is available.

Whereas, preliminary engineering designs have been developed using Agreement No. 28474 funds and there is a remaining balance of approximately \$90,000. The COUNTY and the DISTRICT do not support the preliminary design and desire to modify the scope.

Whereas, the modified Project scope contemplates converting the COUNTY Public Works shop located on the County Parcel to a transit center and wayside.

Whereas, the parties are committed to exploring strategies to plan, design, finance, implement, and maintain the Project. This commitment does not obligate either party as the responsible party for any Project strategies or outcomes. Obligations will be determined by the parties as the Project progresses.

WITNESSETH

INTERGOVERNMENTAL AGREEMENT
between
TILLAMOOK COUNTY and the TILLAMOOK COUNTY TRANSPORTATION DISTRICT

NOW THEREFORE, IT IS HEREBY AGREED by and between the parties as follows: the mutual promises of each party are given in exchange and as consideration for the promises of the other party.

Section 1.0 COUNTY'S RIGHTS, DUTIES, AND AUTHORITIES

- 1.1 COUNTY will collaborate with the DISTRICT on all project discussions and decision-making, including, but not limited to, public outreach, fundraising, real property negotiations, engineering design, permitting, contracting, construction, and long-term maintenance.
- 1.2 COUNTY will provide overall project management.
- 1.3 COUNTY will provide grant administration of Local Agency Agreements No. 28474 and No. 30978.
- 1.4 COUNTY will make its County Parcel available for the Project.

Section 2.0 DISTRICT'S RIGHTS, DUTIES, AND AUTHORITIES

- 2.1 DISTRICT will collaborate with the COUNTY on all project discussions and decision-making, including, but not limited to, public outreach, fundraising, real property negotiations, engineering design, permitting, contracting, construction, and long-term maintenance.

Section 3.0 INSURANCE

- 3.1 Each party agrees to maintain insurance sufficient to meet sums specified by ORS 30.272 and 30.273.

Section 4.0 LIABILITY; INDEMNIFICATION

- 4.1 Each party shall indemnify and hold harmless the other party from all claims, costs, damages, or expenses of any kind, including attorneys' fees and other costs and expenses of litigation, for personal or property damage arising out of that party's performance required by this Agreement. It is the intent of this section that each party assumes any and all liability for its respective torts, errors and omissions.

Section 5.0 EFFECTIVE DATE

- 5.1 This Agreement shall take effect on XXXXXXX, 2019.

Section 6.0 TERM

- 6.1 The term of this Agreement shall be from the date upon which it is fully executed by the parties and continue in force and effect until terminated pursuant to Section 7.0 of this Agreement.

INTERGOVERNMENTAL AGREEMENT
between
TILLAMOOK COUNTY and the TILLAMOOK COUNTY TRANSPORTATION DISTRICT

Section 7.0 **TERMINATION**

This Agreement may be terminated when:

7.1 Without Notice

7.1.1 The parties mutually consent to termination in writing.

7.2 With Notice

7.2.1 Any party breaches any duty, term or condition of this Agreement.

7.2.2 Either party commits a fraud or misrepresentation upon the other party.

7.2.3 Either party gives thirty (30) days' notice.

Section 8.0 **TERMINATION OF PRIOR AGREEMENTS**

8.1 The prior intergovernmental agreement between the parties dated concerning the Project dated October 5, 2011 is hereby terminated.

Section 9.0 **GENERAL PROVISIONS**

9.1 **WAIVER; MODIFICATION**

9.1.1 Failure by either party to enforce any provision of this Agreement does not constitute a party's continuing waiver of that provision, any other provision or of the entire Agreement. The rights and duties under this Agreement shall not be modified, delegated, transferred or assigned, except upon the written- signed consent of both parties.

9.2 **ATTORNEYS' FEES**

9.2.1 Attorney fees, costs and disbursements necessary to enforce this Agreement through mediation, arbitration and/or litigation, including appeals, shall be awarded to the prevailing party, unless otherwise specified herein or agreed.

9.3 **LEGAL REPRESENTATION**

9.3.1 In entering into this Agreement, each party has relied solely upon the advice of their own attorney. Each party has had the opportunity to consult with counsel, or now waives that right. Each party represents and warrants to the other that they are fully satisfied with the representation received from their respective attorneys.

INTERGOVERNMENTAL AGREEMENT
between
TILLAMOOK COUNTY and the TILLAMOOK COUNTY TRANSPORTATION DISTRICT

9.4 NOTICES

- 9.4.1 Any notice required or permitted under this Agreement shall be in writing and deemed given when:
- 9.4.1.1 actually delivered, or
 - 9.4.1.2 three (3) days after deposit in United States certified mail, postage prepaid, addressed to the other party at their last known address.

9.5 LANGUAGE

- 9.5.1 The headings of the Agreement paragraphs are intended for information only and shall not be used to interpret paragraph contents. All masculine, feminine and neuter genders are interchangeable. All singular and plural nouns are interchangeable, unless the context requires otherwise.

9.6 INTEGRATION

- 9.6.1 This Agreement supersedes all prior oral or written agreements between DISTRICT and COUNTY regarding this matter. It represents the entire agreement between the parties. Time is of the essence in all terms, provisions, covenants and conditions in this Agreement.

9.7 SAVINGS

- 9.7.1 Should any clause or section of this Agreement be declared by a Court to be void or voidable, the remainder of this Agreement shall remain in full force and effect.

9.8 JURISDICTION; LAW

- 9.8.1 This Agreement is executed in the State of Oregon and is subject to Tillamook County and Oregon law and jurisdiction. Venue shall be in Tillamook County, Oregon, unless otherwise agreed by the parties.

IN WITNESS WHEREOF, COUNTY and the DISTRICT have executed this Agreement on the dates written below.

Dated this ____ day of _____, 2019.

TILLAMOOK COUNTY TRANSPORTATION DISTRICT

Doug Pilant, Manager

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INTERGOVERNMENTAL AGREEMENT
between
TILLAMOOK COUNTY and the TILLAMOOK COUNTY TRANSPORTATION DISTRICT

Jim Huffman, Secretary

Dated this ____ day of _____, 2019.

THE BOARD OF COMMISSIONERS
FOR TILLAMOOK COUNTY, OREGON

	Aye	Nay	Abstain/Absent
_____ David Yamamoto, Chair	___	___	___/___
_____ Bill Baertlein, Vice-Chair	___	___	___/___
_____ Mary Faith Bell, Commissioner	___	___	___/___

ATTEST: Tassi O'Neil, County Clerk

APPROVED AS TO FORM:

By: _____
Special Deputy

Joel W. Stevens, County Counsel

MEMO TO: BOARD OF DIRECTORS
FROM: DOUG PILANT, GENERAL MANAGER *Doug*
SUBJECT: TCTD ADMINISTRATIVE EMPLOYEE STAFFING PLAN

Issue

Shall the Board authorize implementation of a revised Administrative Employee Staffing Plan?

Background and Findings

1. The TCTD Board of Directors authorizes the General Manager to create employee positions that will ensure the District's administrative and operational functions are implemented efficiently.
2. This past year TCTD implemented the ADP Payroll and WorkForce online human resources management software application, which automated and streamlined many of the District's payroll and HR data management tasks and processes.
3. Over the past few months the District engaged Heidi Mason, a certified PHR to conduct an analysis that identified and quantified each administrative employee's current job duties and responsibilities and prepare recommendations on how to align the District staff's administrative job duties to ensure the District's administrative functions are being managed effectively and efficiently.
4. The proposed staffing plan and job descriptions have been included as Attachment A along with a summary of what positions to establish and which positions to reclassify or eliminate:

Positions to Establish	Positions to Reclassify or Eliminate
Brokerage Manager	Brokerage Supervisor
Finance Supervisor	Accounting Specialist
Office Assistant	n/a
Visitor's Center Customer Service (PT)	n/a

Recommendation

Staff recommends the Board approve Resolution 19-35 authorizing the General Manager to implement the new Administration Employee Staffing Plan.

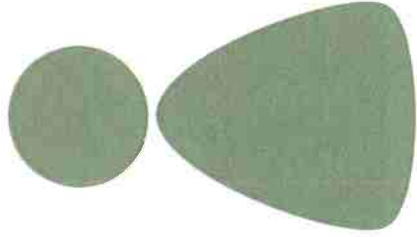
Enhancing Administrative Efficiency

STRATEGIC
RESTRUCTURING
FALL 2019

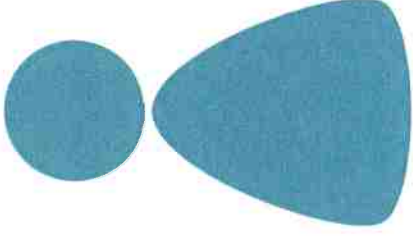
Current Structure



Approved, Unfilled Positions



Financial Manager

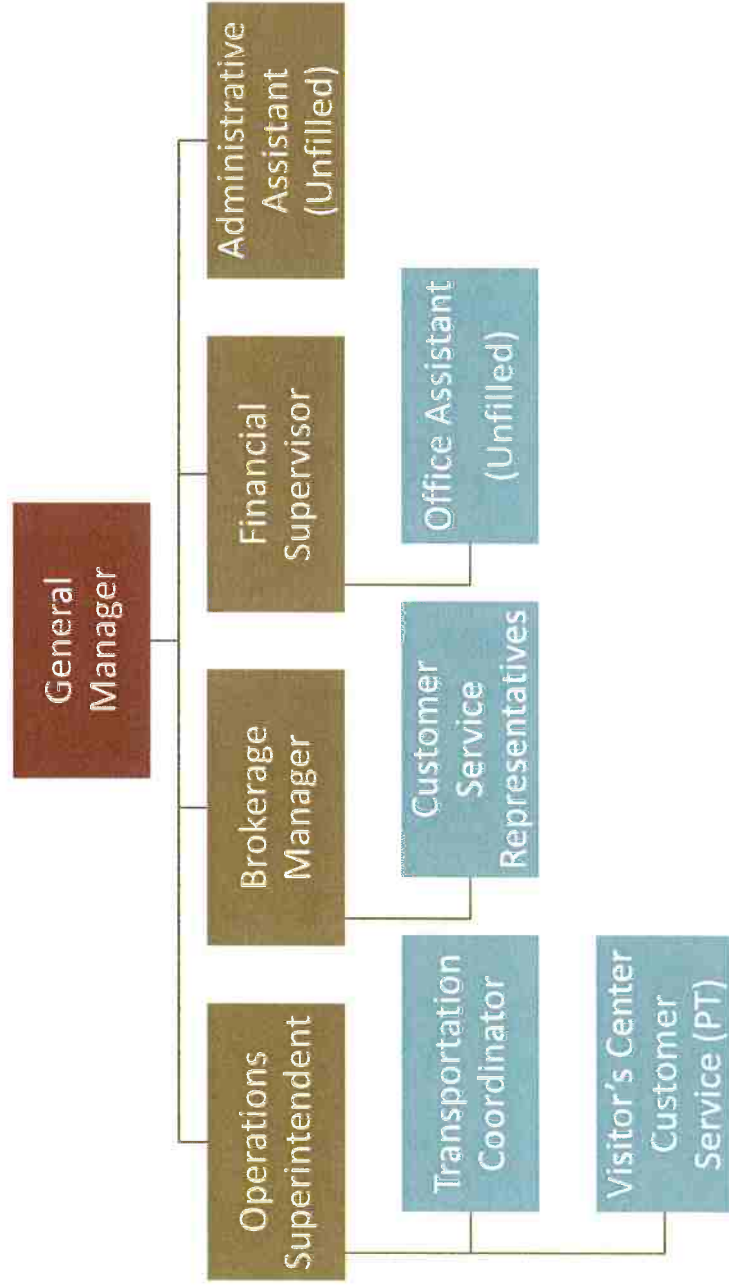


Administrative Assistant

General Manager	Operations Superintendent	Brokerage Supervisor	Accounting Specialist	Transportation Coordinator	Gaps
<ul style="list-style-type: none"> • Strategy & Planning • Budgeting • Compliance • Public contracting • HR policies • Financial policies • Office reviews & performance management • Safety • Worker's comp • Labor relations • Press releases • Website updates • Design routes, blocks, and shifts • Prepare Care Oregon quarterly reports • Prepare monthly board reports 	<ul style="list-style-type: none"> • Supervises Transportation Coordinator and Brokerage Supervisor • Driver and Dispatcher reviews & performance management • Facilitate shift bids • Safety • Investigations • Labor relations • Recruitment, selection and onboarding • Ensure all drivers approve their timecards, conduct management review and approval of timecards 	<ul style="list-style-type: none"> • Supervise CSRs and NEMT volunteers • Budget and Special Transportation Fund • Advisory Committee administrator • Marketing • Board clerk • HR policies • Travel arrangements • Event planning • Press releases • Website updates • Quality control for shift bid process 	<ul style="list-style-type: none"> • Billing, A/P, A/R, & daily deposit • Accounting & auditing • Budgeting • Financial reporting • Financial policies • Compensation & benefits administration • Field H/R questions • Leave administration • Payroll processing • Garnishments • Purchasing • Document archiving • Inputs assigned shifts into ADP • Receives and distributes mail 	<ul style="list-style-type: none"> • Driver training • Safety • Onboarding • Assists General Manager with designing routes, blocks, and shifts • Receiving, investigating and following up on customer complaints 	<ul style="list-style-type: none"> • Training for non-drivers • Career planning & development (includes tracking licenses / certifications) • Employee wellness • Employee recognition • Records (filing / storage) • Social media • Reporting / data analysis

Current HR & Admin Related Work

Proposed Structure



General Manager	Operations Superintendent	Brokerage Manager	Financial Supervisor	Transportation Coordinator	Administrative Assistant	Office Assistant
<ul style="list-style-type: none"> • Strategy & Planning • Budgeting • Office reviews & performance management • Safety • Labor relations • Design routes, blocks, and shifts • Quality control for shift bid process 	<ul style="list-style-type: none"> • Supervises Transportation Coordinator and Visitor's Center Customer Service (PT) • Driver and Dispatcher reviews & performance management • Facilitate shift bids • Safety • Investigations • Labor relations • Interviewing • Review timecard exception report and approve timecards and exceptions 	<ul style="list-style-type: none"> • Supervise CSRs and NEMT volunteers • Review and approve timecards for CSRs • Training for non-drivers • Prepare Care Oregon quarterly reports • Manage Reliacard program 	<ul style="list-style-type: none"> • Accounting & auditing • Public contracting & purchasing • Budgeting & financial reporting • Financial & HR policies • Compliance • Compensation & benefits administration • Leave administration • Worker's comp • Employee wellness & recognition • Budget and Special Transportation Fund Advisory Committee administrator • CJIS Administrator 	<ul style="list-style-type: none"> • Driver training • Safety program • Onboarding • Assists General Manager with designing routes, blocks, and shifts • Receiving, investigating and following up on customer complaints 	<ul style="list-style-type: none"> • Board clerk • Marketing • Records (filing / storage / archiving) • Social media • Reporting / data analysis • Travel arrangements • Event planning • Press releases • Website updates • Assists General Manager with designing routes, blocks, and shifts • Inputs assigned shifts into ADP 	<ul style="list-style-type: none"> • Billing, A/R, A/P, & daily deposits • Field HR Questions • Facilitate recruitment, selection, and onboarding process • Ensure all drivers approve their timecards, prepare exception report for management review • Payroll processing • Garnishments • Records (filing / storage / archiving) • Career planning & development (includes tracking licenses / certifications) • Receives and distributes mail

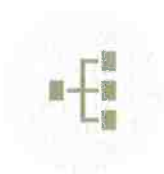
Proposed HR & Admin Related Work

GA

Strategic Restructuring Outcomes



ENHANCE EFFICIENCY IN ACCOMPLISHING THE DISTRICT'S ADMINISTRATIVE FUNCTIONS



ASSIGN ESSENTIAL DUTIES BY FUNCTIONAL AREA, ALLOWING EACH KEY MANAGER TO FOCUS ON HIS OR HER RELEVANT DIVISION



ADDRESS AND ELIMINATE FINDING 2018-001 REGARDING SIGNIFICANT DEFICIENCY IN INTERNAL CONTROLS



FILL CURRENT GAPS IN AREAS SUCH AS TRAINING FOR NON-DRIVERS, SUCCESSION AND CAREER PLANNING, EMPLOYEE WELLNESS, EMPLOYEE RECOGNITION, PUBLIC RECORDS, SOCIAL MEDIA MARKETING, AND REPORTING/DATA ANALYSIS



REDUCE HR PERSONNEL COSTS BY SPREADING HR FUNCTIONS AMONG EXISTING LEADERSHIP TEAM AND PROVIDING HR TRAINING



CREATE SCALABLE STRUCTURE TO SUPPORT FUTURE GROWTH

Tillamook County Transportation District
JOB DESCRIPTION
Adopted October 24, 2019

Job Title: **Administrative Assistant**
Supervised by: General Manager
Status: Full Time Non-Exempt Employee
Pay Range: \$ _____ to \$ _____ Annually
\$ _____ to \$ _____ Hourly

POSITION SUMMARY

The Administrative Assistant is a confidential class position, responsible for a wide range of duties that support the work of the General Manager. These responsibilities include serving as board clerk, coordinating special projects, implementing public outreach events and social media campaigns, preparing reports for the General Manager, serving as the primary point of contact for receiving and processing public records requests, and properly maintaining the District's records. The Administrative Assistant will back up the Office Assistant as needed. The Administrative Assistant must demonstrate good judgment, meet deadlines, and be able to handle confrontational or stressful situations, and work effectively with other employees, the public, government employees, and vendors. The Administrative Assistant fosters an overall positive atmosphere within the District.

ESSENTIAL FUNCTIONS*

- Serve as clerk to the board of directors, which includes setting meeting dates, making meeting arrangements, preparing meeting materials, taking and producing minutes, posting agendas and minutes on the District's web page, and following public meetings laws.
- In collaboration with General Manager, set budget workshop and committee meeting and hearing schedules. Take and produce minutes. Post agendas and minutes on the District's web page.
- Prepare and publish all required legal notices for board meetings, budget committee meetings, budget workshops, and budget hearings.
- Prepare agendas and resolutions for General Manager review as directed.
- Assist General Manager in designing routes, blocks, and shifts. Input assigned shifts into the District's information systems.
- Retrieve data from the District's information systems in .csv format and prepare reports using Microsoft Excel as directed by the General Manager.
- Coordinate and carry out marketing activities (literature production/distribution, flyers, ads, social media campaigns, public notices).
- Plan and coordinate public outreach events.
- Aid in the development, implementation and management of external communications efforts.
- Update the District's website as directed by the General Manager.
- Prepare press releases for the General Manager to review.
- Provide local media with notices of new services, human interest stories, newsworthy events, and advertising.
- Serve as the primary point of contact for receiving and processing public records requests. Coordinate the retrieval of information and address routine questions or problems as necessary.
- Maintain District records in compliance with federal, state, and local laws. Ensure proper record storage, security, filing, retrieval, and destruction.

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- Archive documents in compliance with legal requirements and District policy.
- De-escalate confrontational or stressful situations by exercising good judgment, professionalism, and empathy.

ADDITIONAL DUTIES & RESPONSIBILITIES

- Back up the Office Assistant as needed.
- Make travel arrangements for General Manager and other members of the management team, as directed by the General Manager.
- Respond to research requests from District management team. Search and review records to retrieve information and files.
- Perform general office and secretarial duties as needed.

REQUIRED EDUCATION, KNOWLEDGE, SKILLS, AND EXPERIENCE

- High school diploma or GED.
- Valid Oregon driver's license.
- Must have excellent telephone, face-to-face, and written communication skills.
- Must be proficient with social media applications.
- Must demonstrate attention to detail in composing, typing, and proofing materials, establishing priorities, and meeting deadlines.
- Must be able to import and export data to and from District systems and create reports using Excel.
- Must be able to understand and follow written or oral instructions and proactively seek clarification from General Manager when necessary.
- Must be able to maintain a high degree of confidentiality.
- Must demonstrate a high degree of ethical practice and personal integrity.
- Must possess strong organizational skills.
- Must have experience operating office machines (i.e. copier, fax, scanner, and ten-key calculator)
- Typing speed of 50 words per minute or higher

PHYSICAL REQUIREMENTS

- Work is generally performed in an office environment.
- Occasional driving in and around Tillamook county.
- Frequent sitting, keyboarding and hearing voice conversations is required.
- Occasional bending, squatting, lifting up to 20 pounds, pushing, reaching and walking is required.

** Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this position. Please see the TCTD Personnel Policies & Employee Handbook, Policy 2(C) for additional information.*

NW Rides Brokerage
JOB DESCRIPTION
Adopted October 24, 2019

Job Title: BROKERAGE MANAGER
Supervised by: General Manager
Status: Full Time Exempt Employee
Pay Range: \$ _____ to \$ _____ Annually
\$ _____ to \$ _____ Hourly

POSITION SUMMARY

Under general directions of the General Manager, the Brokerage Manager will oversee transportation services programs managed under the NW Rides (NWR) Brokerage. This service will provide medical and non-medical transportation primarily for older adults, Veterans, people with disabilities and low-income families. The Manager will directly supervise Customer Service Representatives (CSRs) and Scheduling Clerks (SCs) in a call center environment. The Manager is also responsible for resolving customer, agency, and provider complaints. The Manager will coordinate with customers, brokerage staff, hospitals, CCOs and transportation providers to verify accurate information.

The Manager is also responsible for assuring brokerage management, Coordinated Care Organizations (CCO) and the Oregon Department of Human Services that quality customer service is being provided to all NW Rides Customers by performing the following duties:

DUTIES & RESPONSIBILITIES

- Oversee and manage all CSRs and SCs. This includes, hiring, training, assigning and directing work, coaching, conducting performance evaluations, rewarding and disciplining, and terminating employees as necessary.
- Provide appropriate coaching, counseling, direction, and resolution to CSRs and SCs who experience challenges at work.
- Create and maintain a high-quality work environment so CSRs and SCs are motivated to perform at their highest level.
- Establish and continually evaluate brokerage processes and procedures that support Brokerage standards and strategic directives. Suggest methods to improve operations, efficiency, and service to the General Manager.
- Assist the General Manager with daily operation of the call center, including the development, analyses, and implementation of staffing, training, scheduling and reward/recognition programs.
- Accept, investigate, document, and resolve complaints from customers, providers, and agency representatives who request to speak with a supervisor. This includes communicating with the parties involved in the complaint of the Supervisor's findings, adjustments, and recommendations verbally and in writing. Provide written summaries of these complaints to the Superintendent.
- Work with brokerage staff, providers, agency representatives, and customers to assure that information is accurate.
- Follow up on recommendations from Management to ensure customer satisfaction.
- Maintain and provide communication with agencies as necessary.
- Perform accurate statistical record keeping for reports on program operation.
- Operate a high-volume multi-line phone system.
- Perform data entry using scheduling software. (Back-up to SC and CSR as needed).

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- Regard client records as confidential information to the extent that confidential treatment is provided under State and Federal law.
- Verify client attendance for continuing service requests.
- Test (Audit) a minimum of five percent (5%) of all rides booked for client attendance and/or customer satisfaction.
- Conduct annual provider audits to ensure compliance with insurance requirements, driver training and vehicle condition standards.
- Contribute to a positive working environment by consistently engaging in courteous behaviors and communications.
- Use appropriate judgment in upward communication regarding brokerage or employee concerns.
- Work as a member/leader of special or ongoing projects that are important to area/process improvement.
- Other duties as assigned as it pertains to the department.

REQUIREMENTS

- Strong customer service skills are required to perform this job successfully. An individual must be able to perform each essential duty satisfactorily.
- At least two (2) years of experience directly supervising or leading adults in a professional, civic, or charitable context.
- To perform this job successfully, an individual must be able to multi-task under highly stressful conditions.
- Associates degree (A.A.) in business, management, or human resources or equivalent from a two-year college or technical school, or one-year related experience and/or training; or equivalent combination of education and experience.
- Knowledge of NWR service areas of Tillamook, Benton, Clatsop, Columbia, Lane, Lincoln, Linn, Polk, Marion, Multnomah, Washington and Yamhill Counties boundaries.
- Experience with the most recent version of Windows operating systems and other software programs including, but not limited to, Microsoft Office, Ecolane, Google and Google Earth.
- Ability to read and interpret documents such as maps, safety rules, operating and maintenance instructions, and procedures manuals.
- Ability to write routine reports and correspondence.
- Exceptional communication and interpersonal skills as applied to interaction with co-workers, supervisor, other providers and agencies, sufficient to ensure professional, courteous, and empathetic exchanges of information.
- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.
- Ability to solve practical problems and deal with a variety of situations where limited standardization may exist. Requires ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- May require a valid Oregon driver's license.
- Ability to operate office machinery (i.e. copier, fax and scanner)

PHYSICAL REQUIREMENTS

- Work is performed in a call center environment.
- Frequent sitting, keyboarding and hearing voice conversations is required.
- While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; talk; and hear. The employee is frequently required to stand, walk, and reach with hands and arms.
- Occasional bending, squatting, lifting up to 10 pounds, pushing, reaching and walking is required.

- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.
- This job requires a significant amount travel in rural areas and periods of time away from the office

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Tillamook County Transportation District
JOB DESCRIPTION
Adopted October 24, 2019

Job Title: Financial Supervisor
Supervised by: General Manager
Status: Full Time Exempt Employee
Pay Range: \$ _____ to \$ _____ Annually
\$ _____ to \$ _____ Hourly

POSITION SUMMARY

The Financial Supervisor is responsible for overseeing the District's accounting, payroll and human resources functions. The Financial Supervisor performs accounting and finance functions involving the accounting, recording, and reporting of financial transactions of the District. In addition, the Financial Supervisor develops and implements the District's human resource policies and procedures. The Financial Supervisor also administers employee benefits, directly supervises the Office Assistant, and audits, reviews, and reconciles the District's payroll. When assigned by the General Manager, the Financial Supervisor assists others with special projects. The Financial Supervisor must demonstrate good judgment, meet deadlines, and be able to handle confrontational or stressful situations, and work effectively with other employees, the public, government employees, and vendors. The Financial Supervisor fosters an overall positive atmosphere within the District.

ESSENTIAL FUNCTIONS*

Accounting and Finance Functions:

- Assist General Manager in the preparation of monthly financial and operating reports for board meetings.
- Attend board meetings as directed and be available for financial discussions.
- Assist General Manager with developing annual budget. Prepare final budget and resolution for adoption by board of directors.
- Prepare monthly estimates of projected revenues and expenditures.
- Develop, update, maintain, and enforce the District's financial policies and procedures.
- Account for grant funds and assist General Manager with preparing and filing periodic grant reports.
- Audit accounts payable and receivables, including billing, payments, follow-up, and maintenance of contracts and services.
- Work with District management team in developing solicitations, recommendations for award, and contracts. Assist in contract negotiations as needed.
- Manage procurement process and ensure compliance with public procurement laws and regulations.
- Work with District staff, vendors, and members of the public to resolve questions, conflicts, and protests arising during the solicitation process.
- Monitor District spending and maintain a system of controls to ensure expenditures are compared to adopted budget.
- Audit invoices, identify and correct discrepancies with vendors, balance to the general ledger, and review checks to be signed by General Manager.
- Oversee a database system for financial reporting. Detect and correct errors by reviewing

reports and reconciling them with supporting documentation. Prepare adjustments and journal vouchers as needed.

- Maintain the fixed asset register.
- Assist in the preparation and ongoing tracking of department and District budgets.
- Reconcile cash accounts in the general ledger, prepare journal vouchers for corrections, and post transactions.

Human Resource and Payroll Functions:

- Oversee human resources function, including benefits administration, labor relations, and statutory compliance with federal, state, and local employment.
- Develop, update, maintain, and administer the District's human resources policies, procedures, programs, and benefits as directed by the General Manager.
- Directly supervise Office Assistant; interview and select reporting staff; provide direction, information communication, motivation, training, and leadership; monitor and evaluate performance on an ongoing basis.
- Manage, promote, and provide instruction on the District's 457(b) deferred compensation program.
- Research, recommend, and implement employee wellness and recognition programs as directed by General Manager.
- Assist General Manager with negotiations of collective bargaining agreements (CBA).
- Provide support and expertise to hiring managers to ensure all recruitment and selection procedures comply with statutory and CBA requirements, and District policies.
- Review payrolls to ensure accuracy and compliance with all applicable state and federal wage and hour laws.
- Audit and reconcile timesheets, payroll taxes, deferred compensation, benefit premiums, and paid sick leave and vacation accruals.
- Administer employee leaves of absence and manage workers' compensation claims.
- Prepare monthly, quarterly and year-end financial and payroll reports.
- Facilitate management and employee understanding of payroll procedures.
- De-escalate confrontational or stressful situations by exercising good judgment, professionalism, and empathy.

ADDITIONAL DUTIES & RESPONSIBILITIES

- Ensure quality control over shift bid process.
- Assist with research and project development, and compile reports for board meetings and other needs as directed.
- Serve as administrator for the Budget and Special Transportation Fund Advisory Committees.
- Support General Manager's efforts to apply for grant funding.
- Assist with payroll processing and accounts receivable when needed.
- Create documents and correspondence using computer and presentation programs.
- Order or purchase routine supplies and equipment.
- Other tasks as assigned by the General Manager.

REQUIRED EDUCATION, KNOWLEDGE, SKILLS, AND EXPERIENCE

- Must have Associate's degree and at least one (1) year of human resource or payroll related experience, and at least (3) years of accounting or finance related experience.
- Must have complete familiarity and experience with general accounting practices, including GAAP and accrual accounting.
- Must have experience with payroll process and wage and hour law.

- Must have experience in public fund accounting, including grant management.
- Must have intermediate-level knowledge of employment law, labor law, and human resources compliance issues.
- Must be able to maintain a high degree of confidentiality.
- Must demonstrate attention to detail in composing, typing, and proofing materials, establishing priorities, and meeting deadlines.
- Must be able to understand and follow written or oral instructions and proactively seek clarification from General Manager when necessary.
- Must demonstrate a high degree of ethical practice and personal integrity.
- Must have excellent telephone, face-to-face, and written communication skills.
- Must be proficient with computers, including windows-based applications, email and on-line research.
- Must possess strong organizational skills.
- Must have experience operating office machines (i.e. copier, fax and scanner)

PHYSICAL REQUIREMENTS

- Work is performed in an office environment.
- Frequent sitting, keyboarding and hearing voice conversations is required.
- Occasional bending, squatting, lifting up to 20 pounds, pushing, reaching and walking is required.

** Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this position. Please see the TCTD Personnel Policies & Employee Handbook, Policy 2(C) for additional information.*

Tillamook County Transportation District
JOB DESCRIPTION
Adopted October 24, 2019

Job Title:	Office Assistant
Supervised by:	Financial Supervisor
Status:	Full Time Non-Exempt Employee
Pay Range:	\$ _____ to \$ _____ Annually \$ _____ to \$ _____ Hourly

POSITION SUMMARY

The Office Assistant is a confidential class position, responsible for a wide range of duties that support the work of the Financial Supervisor. These responsibilities include maintaining accounts receivable, ensuring employee timecards are received and approved in time for payroll, answering general questions from District employees regarding human resource, payroll, and finance policies, processing personnel action forms, facilitating the hiring and onboarding of new employees, and maintaining the District's records. The Office Assistant will back up the Administrative Assistant as needed. The Office Assistant must demonstrate good judgment, meet deadlines, and be able to handle confrontational or stressful situations, and work effectively with other employees, the public, government employees, and vendors. The Office Assistant fosters an overall positive atmosphere within the District.

ESSENTIAL FUNCTIONS*

- Support Financial Supervisor by maintaining accounts payable and receivable, printing checks, issuing statements and invoices, and recording payments, deposits, and inter-fund transfers.
- Provide District staff with finance and human resource support by answering general questions about the District's human resource policies, procedures, programs, benefits, and reimbursements.
- Provide timely information, assistance, and appropriate forms to employees on District benefit programs, including medical, vision, dental, prescription, deferred compensation, employee assistance, Family Leave and long-term disability.
- Support hiring managers by posting job announcements, scheduling interviews, following up with candidates, ordering and scheduling pre-employment fingerprinting and screening, and facilitating new hire orientation paperwork and onboarding.
- Follow up with managers and employees to ensure timely approval of employee time records. Prepare timecard exception report for review and resolution by Operations Superintendent.
- When timecards have been approved by management, prepare and process payroll using payroll system. Ensure compliance with all applicable state and federal wage and hour laws.
- Assist Financial Supervisor in implementing employee wellness and recognition programs.
- Maintain an updated seniority list as directed by management team.
- Receive and process garnishments.
- Track employee license and certification expiration dates. Proactively remind employees to renew their required licenses and certifications 60 days and 30 days in advance of expiration.
- Maintain employee personnel files in compliance with legal requirements.
- Keep employee records up to date by processing Personnel Action Forms and similar employee status information changes in a timely manner using the District's HR information system and payroll system.
- Respond to Oregon Employment Department requests for information in a timely manner.

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- Facilitate timely COBRA notices.
- Maintain the District's official files and records for Union grievances. Monitor grievance timelines and proactively follow up with management team to ensure the District meets all requirements under the collective bargaining agreement.
- Serve as the secondary point of contact for receiving and processing public records requests. Coordinate the retrieval of information and address routine questions or problems as necessary.
- Maintain District records in compliance with federal, state, and local laws. Ensure proper record storage, security, filing, retrieval, and destruction.
- Track key dates related to District contracts and notify management team for timely follow-up.
- Archive documents in compliance with legal requirements and District policy.
- De-escalate confrontational or stressful situations by exercising good judgment, professionalism, and empathy.

ADDITIONAL DUTIES & RESPONSIBILITIES

- Receive and distribute mail.
- Back up the Administrative Assistant as needed.
- Assist with inputting assigned shifts into the District's information systems as needed.
- Assist Financial Supervisor in implementing employee wellness and recognition programs.
- Make travel arrangements for Financial Supervisor and other members of the management team, as directed by the Financial Supervisor.
- Respond to research requests from District management team. Search and review records to retrieve information and files.
- Perform general office and secretarial duties as needed.
- Other tasks as assigned by the Financial Supervisor.

REQUIRED EDUCATION, KNOWLEDGE, SKILLS, AND EXPERIENCE

- High school diploma or GED.
- Must have at least one (1) year of human resource or payroll related experience and one (1) year of accounting or accounts receivable related experience.
- Must have familiarity with general accounting practices, including GAAP and accrual accounting.
- Must have experience with payroll processing and wage and hour law.
- Must be able to maintain a high degree of confidentiality.
- Must demonstrate attention to detail in composing, typing, and proofing materials, establishing priorities, and meeting deadlines.
- Must be able to understand and follow written or oral instructions and proactively seek clarification from Financial Supervisor when necessary.
- Must demonstrate a high degree of ethical practice and personal integrity.
- Must have excellent telephone, face-to-face, and written communication skills.
- Must be proficient with computers, including windows-based applications, email and on-line research.
- Must possess strong organizational skills.
- Must have experience operating office machines (i.e. copier, fax, scanner, and ten-key calculator)

PHYSICAL REQUIREMENTS

- Work is performed in an office environment.
- Frequent sitting, keyboarding and hearing voice conversations is required.
- Occasional bending, squatting, lifting up to 20 pounds, pushing, reaching and walking is

required.

** Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this position. Please see the TCTD Personnel Policies & Employee Handbook, Policy 2(C) for additional information.*

Tillamook County Transportation District
JOB DESCRIPTION
Adopted October 24, 2019

Job Title: Visitor's Center Customer Service
Supervised by: Operations Superintendent
Status: Part Time Non-Exempt Employee
Pay Range: \$ _____ to \$ _____ Annually
\$ _____ to \$ _____ Hourly

POSITION SUMMARY

The Visitor's Center Customer Service position is responsible for creating a friendly experience for all visitors to the District's Transit Visitor's Center, many of whom will be traveling by bus to see the Oregon coast. The Visitor's Center Customer Service staff will greet and assist visitors at the Transit Visitor's Center, provide recommendations for their stay, offer transportation advice, and develop new ideas for how the District can better engage with the general public. The Visitor's Center Customer Service staff may occasionally drive small shuttles and vans. This position does not require a Commercial Driver's License.

ESSENTIAL FUNCTIONS*

- Create a friendly, accessible, and fun environment in the Transit Visitor's Center by providing outstanding customer service.
- Gain a thorough understanding of the District's transportation services and how they relate to Oregon coast tourism offerings. Answer visitor inquiries and provide helpful suggestions.
- Ensure tourism pamphlets and other marketing materials are stocked at all times.
- Maintain tidy appearance of Transit Visitor's Center.
- Drive the Tillamook Creamery shuttle as needed.
- Drive non CDL passenger van as needed.
- De-escalate confrontational or stressful situations by exercising good judgment, professionalism, and empathy.

ADDITIONAL DUTIES & RESPONSIBILITIES

- Assist visitors with their bags as they board and exit District buses.
- Provide feedback from visitors to Operations Superintendent in a timely manner.
- Develop new ideas for ways the District may better engage with visitors and the general public.

REQUIRED EDUCATION, KNOWLEDGE, SKILLS, AND EXPERIENCE

- Valid Oregon driver's license and driving record acceptable to the District's insurer.
- Must have excellent verbal and non-verbal communication skills.
- Able to maintain a friendly, personable, and professional demeanor at all times. This position will have constant contact with the public and frequent interactions with District staff.
- Able to implement empathy, tact, and problem-solving skills to resolve visitor issues.

PHYSICAL REQUIREMENTS AND WORK CONDITIONS

- Work is performed on primarily on weekends in the District's Transit Visitor's Center. Occasional weekday, holiday, and evening work may also be required.
- Occasional driving in and around Tillamook county.

- Mild and infrequent physical exertion including, but not limited to, lifting (visitor bags, marketing materials); reaching, bending, pushing, pulling, and carrying as necessary to maintain tidiness of Transit Visitor's Center; and climbing in and out of the Creamery shuttle and/or passenger vans.
- Work entails some exposure to cold, heat, and varied weather conditions.

** Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this position. Please see the TCTD Personnel Policies & Employee Handbook, Policy 2(C) for additional information.*

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

**In the Matter of Adopting)
a Revised TCTD Administrative)
Staffing Plan)**

RESOLUTION NO. 19-35

WHEREAS, the Board of Directors for the Tillamook County Transportation District has the authority to authorize employee positions; and

WHEREAS, the Board seeks to authorize employee positions which most efficiently and effectively staff the District administrative functions; and

WHEREAS, TCTD engaged Heidi Mason, PHR / SPHR to conduct an analysis of the District's existing staff duties and responsibilities and assist in the development of a revised administrative staffing plan; and

WHEREAS, the District wishes to adopt and implement a revised administrative employee staffing plan; and,

NOW, THEREFORE, BE IT RESOLVED by the Tillamook County Transportation District Board of Directors authorizes the following new employee positions:

- Brokerage Manager
- Finance Supervisor
- Office Assistant
- Visitor Center Customer Service (PT)

INTRODUCED AND ADOPTED this 24th day of October 2019.

ATTEST:

By: _____
Judy Riggs, Board Chair

By: _____
Doug Pilant, General Manager