

Tillamook County Transportation District
Board of Directors
Regular Monthly Meeting



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

Thursday, December 19, 2019 at 6:30PM
Transportation Building
3600 Third Street, Tillamook, Oregon

Tillamook County Transportation District
 Normal Trial Balance
 From 11/30/2019 Through 11/30/2019

| Account Code | Account Title | Debit Balance | Credit Balance |
|-------------------|--------------------------|---------------|----------------|
| 1001 | General Checking Account | 307,377.22 | |
| 1006 | Payroll Checking | 10,411.40 | |
| 1009 | NW RIDES ACCOUNT | 233,594.05 | |
| 1011 | Prop. Mgmt. Checking | 134,338.34 | |
| 1020 | LGIP - General Account | 1,252,132.81 | |
| 1030 | LGIP - Capital Reserve | 581,299.19 | |
| 1040 | Petty Cash | 200.00 | |
| Report Total | | 2,519,353.01 | 0.00 |
| Report Difference | | 2,519,353.01 | |

TW
12-2-19

[Signature]
12-2-19

Tillamook County Transportation District
Financial Statement

From 11/1/2019 Through 11/30/2019

| | Current Period Actual | Current Period Budget | Current Year Actual | Total Budget | Total Budget Variance | 42% |
|--------------------------------|--------------------------|--------------------------|------------------------|--------------|--------------------------|---------|
| Resources | | | | | | |
| Working Capital | | | | 1,596,525.00 | (1,596,525.00) | 0.00% |
| Fares | 3500 0.00 | 0.00 | 0.00 | | | |
| Contract Revenue | 4000 21,040.29 | 22,916.67 | 135,708.10 | 275,000.00 | (139,291.90) | 49.34% |
| Property Tax | 4020 47,790.44 | 73,583.33 | 330,915.41 | 883,000.00 | (552,084.59) | 37.47% |
| Past Years Property Tax | 4100 588,382.01 | 0.00 | 588,382.01 | 925,000.00 | (336,617.99) | 63.60% |
| State Timber Revenue | 4110 3,579.26 | 0.00 | 11,096.14 | 40,000.00 | (28,903.86) | 27.74% |
| Mass Transit State Payroll Tax | 4120 88,682.76 | 0.00 | 88,682.76 | 250,000.00 | (161,317.24) | 35.47% |
| STIF Formula | 4130 0.00 | 7,083.33 | 31,135.61 | 85,000.00 | (53,864.39) | 36.63% |
| STIF Intercommunity | 4135 0.00 | 0.00 | 139,854.00 | 287,000.00 | (147,146.00) | 48.72% |
| STIF Discretionary | 4136 0.00 | 0.00 | 0.00 | 320,000.00 | (320,000.00) | 0.00% |
| Capital Grants | 4137 0.00 | 0.00 | 0.00 | 149,000.00 | (149,000.00) | 0.00% |
| Grants - FTA 5311 | 4210 0.00 | 0.00 | 0.00 | 791,414.00 | (791,414.00) | 0.00% |
| NWOTA Partner Cont. Match | 4220 0.00 | 0.00 | 140,200.00 | 370,000.00 | (229,800.00) | 37.89% |
| Grants - STF | 4225 0.00 | 12,000.00 | 24,000.00 | 48,000.00 | (24,000.00) | 50.00% |
| Grants - 5311 (f) | 4230 0.00 | 0.00 | 33,850.00 | 67,700.00 | (33,850.00) | 50.00% |
| Grants - 5310 | 4240 0.00 | 0.00 | 58,784.00 | 310,000.00 | (251,216.00) | 18.96% |
| Special Bus Operations | 4245 0.00 | 0.00 | 22,432.00 | 105,000.00 | (82,568.00) | 21.36% |
| Miscellaneous Income | 4300 191.12 | 83.33 | 1,481.18 | 1,000.00 | 481.18 | 148.11% |
| Sale of Assets - Income | 4400 0.00 | 83.33 | 1,440.01 | 1,000.00 | 440.01 | 144.00% |
| Interest Income | 4410 0.00 | 833.33 | 0.00 | 10,000.00 | (10,000.00) | 0.00% |
| Advertising Income | 4510 2,947.40 | 2,000.00 | 14,978.12 | 22,000.00 | (7,021.88) | 68.08% |
| Lease Income | 4520 0.00 | 83.33 | 0.00 | 1,000.00 | (1,000.00) | 0.00% |
| Lease Operational Exp Income | 4900 400.00 | 1,500.00 | 9,500.00 | 23,000.00 | (13,500.00) | 41.30% |
| Transfer From General Fund | 4910 666.69 | 541.67 | 2,889.76 | 7,000.00 | (4,110.24) | 41.28% |
| | 4911 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 11/1/2019 Through 11/30/2019

| | Current Period Actual | Current Period Budget | Current Year Actual | Total Budget | Total Budget Variance | 42% |
|---------------------------------|--------------------------|--------------------------|------------------------|---------------------|--------------------------|---------------|
| Transfer from Veh. Purch. Res. | 4915 | 0.00 | 0.00 | 11,835.00 | (11,835.00) | 0.00% |
| Transfer from STF Fund | 4916 | 0.00 | 0.00 | 46,786.00 | (46,786.00) | 0.00% |
| Transfer from NWOTA | 4917 | 0.00 | 3,000.00 | 3,000.00 | 0.00 | 100.00% |
| Transfer from STIF Fund | 4918 | 16,674.64 | 16,674.64 | 915,842.00 | (899,167.36) | 1.82% |
| Total Resources | 770,354.61 | 120,708.32 | 1,667,003.74 | 7,567,102.00 | (5,900,098.26) | 22.03% |
| Expenses | | | | | | |
| Personnel Services | | | | | | |
| Payroll: Administration | 5010 | 18,424.23 | 28,750.00 | 113,413.49 | 231,586.51 | 32.87% |
| Payroll: Dispatch | 5020 | 7,391.85 | 9,583.33 | 38,534.00 | 76,466.00 | 33.50% |
| Payroll: Drivers | 5030 | 79,952.09 | 96,791.67 | 417,414.46 | 744,085.54 | 35.93% |
| Payroll: Maintenance | 5040 | 2,827.00 | 5,833.33 | 13,973.35 | 56,026.65 | 19.96% |
| Payroll Expense | 5050 | 8,442.55 | 11,841.67 | 43,976.11 | 98,123.89 | 30.94% |
| Payroll Healthcare | 5051 | 25,255.34 | 0.00 | 130,203.25 | 138,950.75 | 48.37% |
| Payroll Retirement | 5052 | 4,529.59 | 0.00 | 23,945.53 | 51,654.47 | 31.67% |
| Payroll Veba | 5053 | 4,177.66 | 0.00 | 24,388.29 | 41,611.71 | 36.95% |
| Workers Compensation Ins. | 5055 | (2,107.94) | 1,875.00 | 28,861.70 | (6,361.70) | 128.27% |
| Total Personnel Services | 148,892.37 | 154,675.00 | 834,710.18 | 2,266,854.00 | 1,432,143.82 | 36.82% |
| Materials and Services | | | | | | |
| Professional Services | 5100 | 11,787.90 | 8,979.17 | 63,976.11 | 48,773.89 | 56.74% |
| Administrative Support | 5101 | 0.00 | 2,083.33 | 6,007.75 | 18,992.25 | 24.03% |
| Website Maintenance | 5102 | 0.00 | 625.00 | 6,500.00 | 1,000.00 | 86.66% |
| Planning | 5103 | 1,746.39 | 6,250.00 | 6,555.64 | 68,444.36 | 8.74% |
| Dues & Subscriptions | 5120 | 1,144.00 | 1,000.00 | 7,776.00 | 4,224.00 | 64.80% |
| Office Equipment R&R | 5140 | 225.22 | 250.00 | 1,126.10 | 1,873.90 | 37.53% |

Monthly BOD Report w/YTD Budget & Variance

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Tillamook County Transportation District
Financial Statement

From 11/1/2019 Through 11/30/2019

| | Current Period Actual | Current Period Budget | Current Year Actual | Total Budget | Total Budget Variance | 42% |
|-------------------------------------|--------------------------|--------------------------|------------------------|--------------|--------------------------|--------|
| 5145 Computer R&M | 2,658.00 | 3,625.00 | 16,593.50 | 43,500.00 | 26,906.50 | 38.14% |
| 5150 Fees & Licenses | 206.99 | 2,708.33 | 3,421.98 | 35,500.00 | 32,078.02 | 9.63% |
| 5160 Insurance | 0.00 | 7,000.00 | 0.00 | 84,000.00 | 84,000.00 | 0.00% |
| 5170 Office Expenses | 3,625.52 | 1,083.33 | 6,054.19 | 13,000.00 | 6,945.81 | 46.57% |
| 5175 Board Expenses | 913.18 | 833.33 | 8,960.71 | 10,000.00 | 1,039.29 | 89.60% |
| 5180 Operational Expenses | 4,982.51 | 3,500.01 | 19,481.43 | 42,000.00 | 22,518.57 | 46.38% |
| 5185 Drug & Alcohol Administration | 50.00 | 125.00 | 535.00 | 1,500.00 | 965.00 | 35.66% |
| 5190 Marketing | 12,266.43 | 5,458.33 | 26,624.94 | 65,500.00 | 38,875.06 | 40.64% |
| 5191 Website Re-Design | 0.00 | 0.00 | 0.00 | 164,560.00 | 164,560.00 | 0.00% |
| 5210 Telephone Expense | 1,302.23 | 1,750.00 | 6,390.96 | 21,500.00 | 15,109.04 | 29.72% |
| 5220 Travel & Training | 2,614.59 | 3,125.00 | 10,262.05 | 37,500.00 | 27,237.95 | 27.36% |
| 5240 Vehicle Expense | 32,368.55 | 16,666.67 | 112,017.97 | 200,000.00 | 87,982.03 | 56.00% |
| 5245 Fuel Expenses | 22,915.99 | 29,166.67 | 117,432.18 | 350,000.00 | 232,567.82 | 33.55% |
| 5260 Postage | 43.49 | 125.00 | 512.20 | 1,500.00 | 987.80 | 34.14% |
| 5270 Mgmt/Labor Recreation Fund | 0.00 | 197.25 | 1,658.60 | 2,367.00 | 708.40 | 70.07% |
| 5280 Transit & Visitor Center Lease | 700.00 | 700.00 | 3,500.00 | 8,400.00 | 4,900.00 | 41.66% |
| 5285 Transit & Visitor Center Maint | 1,402.38 | 1,250.00 | 7,362.16 | 15,000.00 | 7,637.84 | 49.08% |
| 5290 General Operating Cont. | 0.00 | 9,708.33 | 0.00 | 116,500.00 | 116,500.00 | 0.00% |
| 5300 Property Operating Expenses | 1,712.72 | 2,041.67 | 7,664.37 | 24,500.00 | 16,835.63 | 31.28% |
| 5330 Flex Lease: Fees | 0.00 | 83.33 | 0.00 | 1,000.00 | 1,000.00 | 0.00% |
| 5340 Property Maint. & Repair | 1,542.65 | 1,083.33 | 9,236.61 | 13,000.00 | 3,763.39 | 71.05% |
| 5346 Operations Facility Maint. | 75.15 | 208.33 | 2,136.50 | 2,500.00 | 363.50 | 85.46% |
| Total Materials and Services | 104,283.89 | 109,626.41 | 451,786.95 | 1,488,577.00 | 1,036,790.05 | 30.35% |
| Special Payments | | | | | | |
| 5200 STF Payments to Recipients | 0.00 | 300.00 | 10,458.00 | 20,914.00 | 10,456.00 | 50.00% |

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Monthly BOD Report w/YTD Budget & Variance

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Tillamook County Transportation District
Financial Statement

From 11/1/2019 Through 11/30/2019

| | Current Period Actual | Current Period Budget | Current Year Actual | Total Budget | Total Budget Variance | 42% |
|--------------------------------|--------------------------|--------------------------|------------------------|--------------|--------------------------|--------|
| STIF Payments to Recipients | 0.00 | 0.00 | 2,500.00 | 5,000.00 | 2,500.00 | 50.00% |
| Total Special Payments | 0.00 | 300.00 | 12,958.00 | 25,914.00 | 12,956.00 | 50.00% |
| Transfers | | | | | | |
| Transfer to LGIP 5931 | 0.00 | 0.00 | 0.00 | 11,835.00 | 11,835.00 | 0.00% |
| Transfer to General Fund | 16,674.64 | 0.00 | 19,674.64 | 864,476.00 | 844,801.36 | 2.27% |
| 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 | 16,674.64 | 0.00 | 31,674.64 | 2,239,666.00 | 2,207,991.36 | 1.41% |
| 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 | 3,012.90 | 5,000.00 | 1,987.10 | 60.25% |
| 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 | 16,168.12 | 99,591.00 | 83,422.88 | 16.23% |
| Capital Purchases | | | | | | |
| Building Repair & Renovation | 0.00 | 0.00 | 258.92 | 22,500.00 | 22,241.08 | 1.15% |
| 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 | 150.15 | 5,000.00 | 4,849.85 | 3.00% |
| Fuel Cell Triangulation Point | 0.00 | 500.00 | 0.00 | 6,000.00 | 6,000.00 | 0.00% |
| Bus Stop Signage/Shelters | 0.00 | 2,500.00 | 611.92 | 30,000.00 | 29,388.08 | 2.03% |

Monthly BOD Report w/YTD Budget & Variance

Date: 12/16/19 02:20:03 PM

Tillamook County Transportation District
Financial Statement

From 11/1/2019 Through 11/30/2019

| | Current Period Actual | Current Period Budget | Current Year Actual | Total Budget | Total Budget Variance | 42% |
|-------------------------|--------------------------|--------------------------|------------------------|--------------|--------------------------|--------|
| 6050 | 2,055.73 | 0.00 | 13,228.83 | 400,500.00 | 387,271.17 | 3.30% |
| Other Capital Projects | 2,055.73 | 3,416.67 | 14,249.82 | 1,446,500.00 | 1,432,250.18 | 0.99% |
| Total Capital Purchases | 2,658.31 | 9,250.01 | 30,417.94 | 1,546,091.00 | 1,515,673.06 | 1.97% |
| Total Capital Outlay | 272,509.21 | 273,851.42 | 1,361,547.71 | 7,567,102.00 | 6,205,554.29 | 17.99% |
| Total Expenses | | | | | | |

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Tillamook County Transportation District

Financial Statement

From 11/1/2019 Through 11/30/2019

NWR

| | Current Period Actual | Current Period Budget | Current Year Actual | Total Budget | Total Budget Variance | 42% |
|---------------------------------|--------------------------|--------------------------|------------------------|---------------------|--------------------------|---------------|
| Resources | | | | | | |
| NWR Revenue | 598,990.75 | 262,500.00 | 1,834,155.40 | 3,150,000.00 | (1,315,844.60) | 58.22% |
| Miscellaneous Income | 0.00 | 29,166.67 | 0.00 | 350,000.00 | (350,000.00) | 0.00% |
| Total Resources | <u>598,990.75</u> | <u>291,666.67</u> | <u>1,834,155.40</u> | <u>3,500,000.00</u> | <u>(1,665,844.60)</u> | <u>52.40%</u> |
| Expenses | | | | | | |
| Personnel Services | | | | | | |
| Payroll: Administration | 18,948.03 | 26,250.00 | 100,311.22 | 315,000.00 | 214,688.78 | 31.84% |
| Payroll: Indirect | 2,191.60 | 1,000.00 | 12,533.22 | 12,000.00 | (533.22) | 104.44% |
| Payroll Expense | 1,418.12 | 6,250.00 | 7,643.87 | 75,000.00 | 67,356.13 | 10.19% |
| Payroll Healthcare | 7,751.31 | 0.00 | 38,118.73 | 15,000.00 | (23,118.73) | 254.12% |
| Payroll Retirement | 993.28 | 0.00 | 5,285.07 | 2,000.00 | (3,285.07) | 264.25% |
| Payroll Veba | 653.56 | 0.00 | 2,445.26 | 2,000.00 | (445.26) | 122.26% |
| Workers Compensation Ins. | 0.00 | 0.00 | 205.54 | 0.00 | (205.54) | 0.00% |
| Total Personnel Services | <u>31,955.90</u> | <u>33,500.00</u> | <u>166,542.91</u> | <u>421,000.00</u> | <u>254,457.09</u> | <u>39.56%</u> |
| Materials and Services | | | | | | |
| Professional Services | 941.00 | 1,666.67 | 2,453.50 | 20,000.00 | 17,546.50 | 12.26% |
| Dues & Subscriptions | 0.00 | 125.00 | 0.00 | 1,500.00 | 1,500.00 | 0.00% |
| Office Equipment R&R | 225.22 | 208.33 | 1,326.05 | 2,500.00 | 1,173.95 | 53.04% |
| Computer R&M | 700.00 | 1,250.00 | 3,500.00 | 15,000.00 | 11,500.00 | 23.33% |
| Fees & Licenses | 0.00 | 166.67 | 10,524.99 | 2,000.00 | (8,524.99) | 526.24% |
| Insurance | 0.00 | 166.67 | 0.00 | 2,000.00 | 2,000.00 | 0.00% |
| Office Expenses | 680.00 | 1,150.00 | 2,190.28 | 13,800.00 | 11,609.72 | 15.87% |
| Operational Expenses | 0.00 | 208.33 | 600.39 | 2,500.00 | 1,899.61 | 24.01% |
| Telephone Expense | 2,018.63 | 1,666.67 | 8,958.15 | 20,000.00 | 11,041.85 | 44.79% |

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Tillamook County Transportation District
Financial Statement

From 11/1/2019 Through 11/30/2019

| | Current Period Actual | Current Period Budget | Current Year Actual | Total Budget | Total Budget Variance | 42% |
|------------------------------|--------------------------|--------------------------|------------------------|--------------|--------------------------|--------|
| Travel & Training | 5220 87.52 | 750.00 | 1,116.92 | 9,000.00 | 7,883.08 | 12.41% |
| Postage | 5260 59.95 | 416.67 | 174.75 | 5,000.00 | 4,825.25 | 3.49% |
| Purchased Transportation | 5265 239,333.16 | 200,000.00 | 1,213,158.63 | 2,400,000.00 | 1,186,841.37 | 50.54% |
| Member Mileage Reimbursement | 5266 35,000.00 | 15,833.33 | 113,684.00 | 190,000.00 | 76,316.00 | 59.83% |
| Volunteer Mileage Reimburse | 5267 12,000.00 | 29,166.67 | 121,023.86 | 350,000.00 | 228,976.14 | 34.57% |
| Office Rent | 5281 400.00 | 400.00 | 2,000.00 | 4,800.00 | 2,800.00 | 41.66% |
| Property Operating Expenses | 5300 89.32 | 75.00 | 402.64 | 900.00 | 497.36 | 44.73% |
| Total Materials and Services | 291,534.80 | 253,250.01 | 1,481,114.16 | 3,039,000.00 | 1,557,885.84 | 48.74% |
| Capital Outlay | | | | | | |
| Capital Purchases | | | | | | |
| Ecolane Investment | 6022 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 | 323,490.70 | 290,083.34 | 1,647,657.07 | 3,500,000.00 | 1,852,342.93 | 47.08% |



Tillamook County Transportation District

Check/Voucher Register

1001 - General Checking Account

From 11/1/2019 Through 11/30/2019

| Document Number | Document Date | Transaction Amount | Payee | Transaction Description |
|-----------------|---------------|--------------------|--------------------------------|-----------------------------|
| 14660 | 11/8/2019 | (364.25) | Ronald Pimentel | TRANSIT DEVELOPMENT PLANNIN |
| 14831 | 11/30/2019 | (622.85) | E & E Auto Body, Inc. | DOOR REPAIR |
| 14859 | 11/5/2019 | (135.00) | BIO-MED TESTING SERVICE, INC. | DRUG SCREENING |
| 14859 | 11/5/2019 | 135.00 | BIO-MED TESTING SERVICE, INC. | DRUG SCREENING |
| 14882 | 11/8/2019 | 210.00 | APW DISTRIBUTING | FURNACE MAINTENANCE |
| 14883 | 11/8/2019 | 225.04 | CATHY BOND | MILEAGE/TRAINING |
| 14883 | 11/8/2019 | 95.00 | CATHY BOND | CDL PHYSICAL |
| 14884 | 11/8/2019 | 1,296.00 | CHRISSY'S CLEANING SERVICE | JANITORIAL AND BUS CLEANING |
| 14885 | 11/8/2019 | 1,980.25 | GenXsys Solutions, LLC | LAPTOP |
| 14886 | 11/8/2019 | 95.00 | GWEN RUSSELL | CDL PHYSICAL |
| 14887 | 11/8/2019 | 171.00 | JORDAN SCHRADER RAMIS, PC | LEGAL |
| 14888 | 11/8/2019 | 1,254.32 | Marie Mills Center, Inc | JANITORIAL TRANSIT CENTER |
| 14889 | 11/8/2019 | 115.00 | North Coast Lawn | LAWN MAINTENANCE |
| 14890 | 11/8/2019 | 1,000.00 | NATHAN LEVIN | NOVEMBER LEASE |
| 14891 | 11/8/2019 | 150.00 | NELSON NYGAARD | FINANCE AND FARE STUDY |
| 14892 | 11/8/2019 | 73.43 | Office Depot Credit Plan | OFFICE SUPPLIES |
| 14893 | 11/8/2019 | 3.00 | OR DEPT OF MOTOR VEHICLES | DRIVER RECORD |
| 14894 | 11/8/2019 | 253.55 | Pacific Office Automation | COPIES |
| 14895 | 11/8/2019 | 1,242.54 | PETROCARD INC. | FUEL |
| 14896 | 11/8/2019 | 950.58 | POSITIVE PROMOTIONS | DRIVER BAGS |
| 14897 | 11/8/2019 | 1,639.00 | PINPOINT STITCHES AND INK LLC | BUILDING SIGNAGE |
| 14898 | 11/8/2019 | 24,458.32 | Sheldon Oil Distributors | FUEL |
| 14899 | 11/8/2019 | 113.68 | TABATHA WELCH | MILEAGE/TRAINING |
| 14900 | 11/8/2019 | 96.00 | TILLAMOOK COUNTY SHOPPER, LLC | advertising |
| 14900 | 11/8/2019 | 48.00 | TILLAMOOK COUNTY SHOPPER, LLC | ADVERTISING |
| 14901 | 11/8/2019 | 11,087.63 | TRILLIUM SOLUTIONS, INC. | NWOTA MARKETING |
| 14902 | 11/8/2019 | 611.92 | ULINE | BUS STOP PROJECT |
| 14903 | 11/8/2019 | 49.95 | VANIR BROADBAND, INC. | INTERNET |
| 14904 | 11/8/2019 | 274.56 | VERIZON | TABLET DATA |
| 14905 | 11/14/2019 | 223.30 | Batteries Northwest | BATTERIES |
| 14906 | 11/14/2019 | 3,494.50 | BOB'S AUTO & TRUCK PAINTING | bus 29 body repair |
| 14907 | 11/14/2019 | 925.00 | Burden's Muffler & Towing | TOW BUS 201 AND BUS 28 |
| 14908 | 11/14/2019 | 91.43 | CAR CARE SPECIALISTS, INC. | DEF |
| 14909 | 11/14/2019 | 794.65 | Advance Auto Parts | VEHICLE EXPENSE |
| 14910 | 11/14/2019 | 81.47 | FleetPride, Inc. | SHOP INVENTORY |
| 14911 | 11/14/2019 | 5,767.83 | LES SCHWAB WAREHOUSE CENTER | TIRES |
| 14912 | 11/14/2019 | 3,007.64 | McCOY FREIGHTLINER | BUS 301 EXHAUST REPAIR |
| 14913 | 11/14/2019 | 1,263.83 | DAVISON AUTO PARTS, INC. | SHOP INVENTORY |
| 14914 | 11/14/2019 | 123.82 | NORTHSIDE FORD | SHOP INVENTORY |
| 14915 | 11/14/2019 | 148.41 | PETERSON TRUCKS INC | SHOP INVENTORY |
| 14916 | 11/14/2019 | 121.93 | Rosenberg Builders Supply | SHOP INVENTORY |
| 14917 | 11/14/2019 | 125.00 | Scovel Service Ctr&Towing, LCC | BUS 302 TOW |
| 14918 | 11/14/2019 | 1,341.50 | Tillamook Motor Co. | BUS 201 INV 57941 59176 |
| 14919 | 11/14/2019 | 2,985.01 | CARDMEMBER SERVICE | CARD CHARGES |
| 14920 | 11/14/2019 | 72.00 | WEST COAST EXHAUST | BUS 27 EXHAUST REPAIR |
| 14920 | 11/14/2019 | 36.00 | WEST COAST EXHAUST | BUS 201 BRAKES |
| 14921 | 11/14/2019 | 315.44 | Western Bus Sales | INVENTORY |
| 14921 | 11/14/2019 | 245.76 | Western Bus Sales | INVENTORY |
| 14922 | 11/21/2019 | 2,405.83 | BAUDVILLE | BADGE MAKER SYSTEM |
| 14922 | 11/21/2019 | 62.24 | BAUDVILLE | EMPLOYEE OF YEAR |
| 14923 | 11/21/2019 | 425.00 | BEST IMPRESSIONS PICTURE CO. | BOARD PICTURES |
| 14924 | 11/21/2019 | 50.00 | BIO-MED TESTING SERVICE, INC. | DRUG SCREENING |
| 14925 | 11/21/2019 | 6,300.00 | BOLDT, CARLISLE & SMITH LLC | AUDIT |
| 14926 | 11/21/2019 | 58.00 | BRENT OLSON | MILEAGE |
| 14927 | 11/21/2019 | 1,214.50 | BRYAN P. FITZSIMMONS, CPA | ACCOUNTING SERVICES SUPPORT |
| 14928 | 11/21/2019 | 575.35 | Advance Auto Parts | BAL DUE ON OCTOBER |
| 14929 | 11/21/2019 | 1,296.00 | CHRISSY'S CLEANING SERVICE | JANITORIAL AND BUS CLEANING |



Tillamook County Transportation District

Check/Voucher Register

1001 - General Checking Account

From 11/1/2019 Through 11/30/2019

| <u>Document Number</u> | <u>Document Date</u> | <u>Transaction Amount</u> | <u>Payee</u> | <u>Transaction Description</u> |
|------------------------|----------------------|---------------------------|-----------------------------|--------------------------------|
| 14930 | 11/21/2019 | 2,000.00 | CORPORATE TRADITIONS | CHRISTMAS PARTY/HAMS |
| 14931 | 11/21/2019 | 95.00 | GARY PETERSON | CDL PHYSICAL |
| 14932 | 11/21/2019 | 900.00 | KNOWLEDGE IN MOBILITY | CONSULTING |
| 14933 | 11/21/2019 | <u>416.73</u> | TILLAMOOK ELECTRONIC SUPPLY | BOARD ROOM LOW VOLTAGE PRC |
| Report Total | | <u>83,469.84</u> | | |

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Tillamook County Transportation District

Check/Voucher Register

1006 - Payroll Checking

From 11/1/2019 Through 11/30/2019

| <u>Document Number</u> | <u>Document Date</u> | <u>Payee</u> |
|----------------------------|--------------------------|-----------------------------------|
| 5539 | 11/8/2019 | HRA VEBA TRUST |
| 5540 | 11/30/2019 | SPECIAL DISTRICTS INS. SERVICE |
| 5541 | 11/30/2019 | PACIFIC SOURCE |
| 5543 | 11/30/2019 | ATU LOCAL #757 |

11

Tillamook County Transportation District

Check/Voucher Register
 1009 - NW RIDES ACCOUNT
 From 11/1/2019 Through 11/30/2019

| Document Number | Document Date | Transaction Amount | Payee | Transaction Description |
|-----------------|---------------|--------------------|------------------------------|-----------------------------|
| 2212 | 11/8/2019 | 1,078.70 | IDAT SOLUTIONS LLC | CASE 18SC50540 GARNISHMENT |
| 2213 | 11/8/2019 | 77.21 | Office Depot Credit Plan | NWR OFFICE SUPPLIES |
| 2214 | 11/14/2019 | 997.24 | AAA RIDE ASSIST | october |
| 2214 | 11/14/2019 | 2,948.80 | AAA RIDE ASSIST | october nwr |
| 2215 | 11/14/2019 | 1,089.56 | COLUMBIA MEDICAL | october |
| 2215 | 11/14/2019 | 1,955.10 | COLUMBIA MEDICAL | october |
| 2216 | 11/14/2019 | 6,767.00 | MEDIX AMBULANCE | october |
| 2217 | 11/14/2019 | 11,646.31 | RYANS TRANSPORTATION SERVICE | october |
| 2217 | 11/14/2019 | 14,142.00 | RYANS TRANSPORTATION SERVICE | october nwr |
| 2219 | 11/14/2019 | 300.00 | TILLAMOOK CNTY TRANS. DIST. | bus passes |
| 2219 | 11/14/2019 | 8,355.50 | TILLAMOOK CNTY TRANS. DIST. | NWR |
| 2219 | 11/14/2019 | 10,395.50 | TILLAMOOK CNTY TRANS. DIST. | NWR |
| 2219 | 11/14/2019 | 11,385.25 | TILLAMOOK CNTY TRANS. DIST. | NWR |
| 2219 | 11/14/2019 | 11,727.25 | TILLAMOOK CNTY TRANS. DIST. | NWR |
| 2219 | 11/14/2019 | 9,479.40 | TILLAMOOK CNTY TRANS. DIST. | NWR BENEFITS |
| 2219 | 11/14/2019 | 30.00 | TILLAMOOK CNTY TRANS. DIST. | BUS PASS |
| 2219 | 11/14/2019 | 9,194.00 | TILLAMOOK CNTY TRANS. DIST. | october |
| 2219 | 11/14/2019 | 8,868.75 | TILLAMOOK CNTY TRANS. DIST. | october |
| 2219 | 11/14/2019 | 10,549.00 | TILLAMOOK CNTY TRANS. DIST. | october |
| 2219 | 11/14/2019 | 11,183.50 | TILLAMOOK CNTY TRANS. DIST. | october |
| 2219 | 11/14/2019 | 8,868.00 | TILLAMOOK CNTY TRANS. DIST. | october |
| 2219 | 11/14/2019 | 1,156.92 | TILLAMOOK CNTY TRANS. DIST. | nwr payroll indirect 102519 |
| 2219 | 11/14/2019 | 1,158.70 | TILLAMOOK CNTY TRANS. DIST. | nwr payroll 101119 |
| 2219 | 11/14/2019 | 9,175.68 | TILLAMOOK CNTY TRANS. DIST. | NWR OCT BENEFITS |
| 2219 | 11/14/2019 | 482.26 | TILLAMOOK CNTY TRANS. DIST. | rent 09302019/utilites |
| 2219 | 11/14/2019 | 481.96 | TILLAMOOK CNTY TRANS. DIST. | nwr oct rent/utility |
| 2220 | 11/14/2019 | 39,231.75 | WAPATO SHORES | october nwr |
| 2221 | 11/14/2019 | 1,635.86 | ALFREDO EVANGELISTA | NWR |
| 2222 | 11/14/2019 | 2,652.42 | ALICE CONLEY | NWR |
| 2223 | 11/14/2019 | 1,233.08 | JANNA SMITH | NWR |
| 2224 | 11/14/2019 | 2,404.82 | JOHN REKART JR | NWR |
| 2225 | 11/14/2019 | 1,847.50 | JOY WINKELHAKE | NWR |
| 2226 | 11/14/2019 | 4,340.86 | KANDIS LIDAY | NWR |
| 2227 | 11/14/2019 | 351.68 | LEANN CHUINARD | NWR |
| 2228 | 11/14/2019 | 3,414.14 | SEAN REKART | NWR |
| 2229 | 11/14/2019 | 25.55 | CARDMEMBER SERVICE | CARD CHARGES |
| 2230 | 11/14/2019 | 2,396.74 | VAL HOLYOAK | NWR |
| 2231 | 11/18/2019 | 10,532.05 | K & M MEDIVAN | october nwr |
| 2231 | 11/18/2019 | 12,030.00 | K & M MEDIVAN | october nwr |
| 2231 | 11/18/2019 | 9,033.15 | K & M MEDIVAN | october nwr |
| 2232 | 11/21/2019 | 3,013.30 | ELLIOTT'S MEDICAL TRANSPORT | OCTOBER LESS GARNISHMENT |
| 2233 | 11/21/2019 | 238.00 | MEDIX AMBULANCE | AFTER HOURS PHONES |
| 2234 | 11/21/2019 | 1,769.25 | TILLAMOOK CNTY TRANS. DIST. | nwr |
| 2234 | 11/21/2019 | 11,199.25 | TILLAMOOK CNTY TRANS. DIST. | nwr |
| 2234 | 11/21/2019 | 9,928.68 | TILLAMOOK CNTY TRANS. DIST. | nwr payroll 102519 |
| 2234 | 11/21/2019 | 9,841.16 | TILLAMOOK CNTY TRANS. DIST. | nwr payroll 101119 |
| 2234 | 11/21/2019 | 8,026.00 | TILLAMOOK CNTY TRANS. DIST. | nwr indirect q1 2019 |
| Report Total | | 288,638.91 | | |

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Tillamook County Transportation District

Check/Voucher Register

1011 - Prop. Mgmt. Checking

From 11/1/2019 Through 11/30/2019

| <u>Document Number</u> | <u>Document Date</u> | <u>Transaction Amount</u> | <u>Payee</u> | <u>Transaction Description</u> |
|------------------------|----------------------|---------------------------|-----------------------------|--------------------------------|
| 4252 | 11/8/2019 | 300.00 | CHRISSEY'S CLEANING SERVICE | JANITORIAL AND BUS CLEANING |
| 4253 | 11/8/2019 | 456.91 | Marie Mills Center, Inc | JANITORIAL 3RD ST |
| 4254 | 11/8/2019 | 425.00 | North Coast Lawn | LAWN MAINTENANCE |
| 4255 | 11/8/2019 | 377.54 | TILLAMOOK CITY UTILITIES | WATER |
| 4256 | 11/8/2019 | 166.95 | CITY SANITARY SERVICE | GARBAGE |
| 4257 | 11/14/2019 | 258.92 | CARDMEMBER SERVICE | CARD CHARGES |
| 4258 | 11/21/2019 | <u>350.00</u> | CHRISSEY'S CLEANING SERVICE | JANITORIAL AND BUS CLEANING |
| Report Total | | <u>2,335.32</u> | | |

13

| UMPQUA BANK: CLOSING DATE 11/25/2019 | | | |
|--|------------------|---------------------------------------|----------------------------------|
| Date | Vendor | Description of Transaction | Amount |
| DOUG PILANT | | | |
| 10/29/19 | YELLOW CURRY | MEAL/OTA CONFERENCE | \$ 34.90 |
| 10/29/19 | FIREHOUSE GRILL | MEAL/OTA CONFERENCE | \$ 26.10 |
| 11/01/19 | RIVERTIDE SUITES | HOTEL/CONFERENCE | \$ 368.85 |
| 11/01/19 | WERNER | MEALS/PERSONNEL MEETING | \$ 21.40 |
| 11/04/19 | FACEBOOK | ADVERTISING | \$ 11.51 |
| 11/04/19 | RODEO | MEALS/DOUG AND JUDY | \$ 37.96 |
| 11/07/19 | BIG WAVE CAFÉ | MEAL/NWACT MEETING | \$ 27.30 |
| 11/12/19 | PAADEE | MEALS/BARGAINING | \$ 55.00 |
| 11/12/19 | LARKSPUR | HOTEL/BARGAINING | \$ 134.45 |
| 11/12/19 | OASIS RESTAURANT | MEAL/BARGAINING | \$ 23.90 |
| 11/13/19 | WENDYS | MEAL/BARGAINING | \$ 8.79 |
| 11/14/19 | PIRATES COVE | MEALS/DOUG AND KIMBERLY STANCHFIELD | \$ 26.00 |
| 11/15/19 | PIRATES COVE | MEALS/DOUG AND JACKIE | \$ 42.50 |
| 11/18/19 | PORTSIDE | MEALS/DOUG AND JUDY | \$ 33.00 |
| 11/18/19 | WENDYS | MEAL/BARGAINING | \$ 9.39 |
| | | | \$ 861.05 |
| CATHY BOND | | | |
| 10/31/19 | SEASIDE BREWERY | MEAL/CONFERENCE | \$ 37.00 |
| 11/06/19 | ADOBE | SOFTWARE | \$ 24.99 |
| 11/08/19 | FIELDPRINT | FINGERPRINTING | \$ 12.50 |
| 11/12/19 | SMART FOOD | CHRISTMAS PARTY | \$ 143.57 |
| 11/12/19 | SUPERMERCADO | CHRISTMAS PARTY | \$ 25.99 |
| 11/18/19 | OTC BRANDS | CHRISTMAS PARTY | \$ 147.12 |
| 11/18/19 | ENDICIA | POSTAGE/NWR | \$ 9.95 |
| 11/18/19 | USPS | POSTAGE/NWR | \$ 50.00 |
| 11/22/19 | IRON MTN | SHREDDING | \$ 82.80 |
| 11/25/19 | LANGUAGE LINE | TELEPHONE/NWR | \$ 3.95 |
| 11/25/19 | LANGUAGE LINE | TELEPHONE/NWR | \$ 47.40 |
| 11/25/19 | MICHAELS STORES | CHRISTMAS PARTY | \$ 16.00 |
| | | | \$ 601.27 |
| BRENT OLSON | | | |
| 10/28/19 | PANDA EXPRESS | MEAL/NWR VEHICLE INSPECTIONS | \$ 7.80 |
| 10/29/19 | RIVERTIDE SUITES | HOTEL/CONFERENCE | \$ 368.85 |
| 11/07/19 | ETSY | EMPLOYEE RECOGNITION | \$ 60.80 |
| 11/13/19 | USPS | POSTAGE | \$ 25.50 |
| 11/18/19 | PANDA EXPRESS | MEAL/NWR VEHICLE INSPECTIONS | \$ 7.80 |
| 11/25/19 | MTCPRO | SOFTWARE | \$ 98.00 |
| | | | \$ 568.75 |
| TABATHA WELCH | | | |
| 10/25/19 | MOD PIZZA | MEAL/TRAVEL & TRAINING | \$ 8.67 |
| 10/25/19 | RIVERTIDE SUITES | HOTEL/CONFERENCE | \$ 130.96 |
| 10/28/19 | SAN DIEGO HOTEL | HOTEL/CONFERENCE | \$ 647.22 |
| 10/28/19 | KFC | MEAL/TRAVEL & TRAINING | \$ 3.49 |
| 10/28/19 | LYFT | CAB RIDE/TRAVEL & TRAINING | \$ 16.82 |
| 10/28/19 | PDX PARKING | PARKING | \$ 81.00 |
| 11/15/19 | NANI PAPA | MEAL/WORKING LUNCH/AUDIT | \$ 14.95 |
| 11/15/19 | ENDICIA | POSTAGE | \$ 17.99 |
| 11/21/19 | SUCCESSORIES | EMPLOYEE YEARS OF SERVICE RECOGNITION | \$ 749.85 |
| | | | \$ 1,670.95 |
| CLAYTON NORRBOM | | | |
| 11/12/19 | DENNYS | MEALS/TRAINING | \$ 60.56 |
| 11/15/19 | COSTCO | BUS CLEANING & OFFICE SUPPLIES | \$ 145.90 |
| 11/15/19 | DAIRY QUEEN | MEALS/CLAYTON & JAMES | \$ 18.97 |
| 11/21/19 | KIMMELS | TRANSIT CENTER WATER VALVE | \$ 12.99 |
| | | | \$ 238.42 |
| STATEMENT TRUE UP | | | |
| | | | Charges total \$ 3,940.44 |
| | | | Grand Total \$ 3,940.44 |
| APPROVAL  | | DATE | 12-12-19 |

14



November 2019 Statement

Open Date: 10/25/2019 Closing Date: 11/25/2019

Visa® Company Card with Rewards

TILLAMOOK CNTY TRANS (CPN 001469460)

Account

790

Cardmember Service
BUS 30 ELN 78

1-866-552-8855
15

| | |
|----------------------------|-------------------|
| New Balance | \$3,940.44 |
| Minimum Payment Due | \$40.00 |
| Payment Due Date | 12/22/2019 |

| | |
|--|--------|
| Reward Points | |
| Earned This Statement | 4,369 |
| Reward Center Balance | 17,576 |
| as of 11/24/2019 | |
| For details, see your rewards summary. | |

| | | |
|----------------------------|----------|--------------------------|
| Activity Summary | | |
| Previous Balance | + | \$3,269.48 |
| Payments | - | \$3,269.48 ^{CR} |
| Other Credits | - | \$80.00 ^{CR} |
| Purchases | + | \$4,020.44 |
| Balance Transfers | | \$0.00 |
| Advances | | \$0.00 |
| Other Debits | | \$0.00 |
| Fees Charged | | \$0.00 |
| Interest Charged | | \$0.00 |
| New Balance | = | \$3,940.44 |
| Past Due | | \$0.00 |
| Minimum Payment Due | | \$40.00 |
| Credit Line | | \$10,000.00 |
| Available Credit | | \$6,059.56 |
| 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



1003940445

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

- to pay by phone
- to change your address

| | |
|---------------------|------------|
| Account Number | 790 |
| Payment Due Date | 12/22/2019 |
| New Balance | \$3,940.44 |
| Minimum Payment Due | \$40.00 |

Amount Enclosed \$ _____

000009654 01 SP 000638279500575 P Y

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

Cardmember Service

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



15

Visa Business Rewards Company Card
Rewards Center Activity as of 11/24/2019

| | |
|--------------------------|--------|
| Rewards Center Activity* | 0 |
| Rewards Center Balance | 17,576 |

*This item includes points redeemed, expired and adjusted.

| Rewards Earned | This Statement | Year to Date |
|--|----------------|---------------|
| Points Earned on Net Purchases | 3,511 | 27,566 |
| Gas, Restaurants & Telecom Double Points | 858 | 7,752 |
| Total Earned | 4,369 | 35,318 |

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 |
|-----------------------------------|------------|-------|-------------------------------------|----------|----------|
| Purchases and Other Debits | | | | | |
| 10/29 | 10/27 | 7317 | YELLOW CURRY COZY THAI SEASIDE OR | \$34.90 | _____ |
| 10/29 | 10/28 | 8211 | SQ *FIREHOUSE GRILL SEASIDE OR | \$26.10 | _____ |
| 11/01 | 10/30 | 5050 | RIVERTIDE SUITES SEASIDE OR | \$368.85 | _____ |
| 11/01 | 10/30 | 9329 | WERNER GOURMET MEAT SN TILLAMOOK OR | \$21.40 | _____ |
| 11/04 | 11/03 | 3728 | FACEBK B4Q79PNPR2 650-5434800 CA | \$11.51 | _____ |
| 11/04 | 10/31 | 5689 | RODEO STEAK HOUSE - TI TILLAMOOK OR | \$37.96 | _____ |
| 11/07 | 11/06 | 3162 | TST* BIG WAVE CAFE MANZANITA OR | \$27.30 | _____ |
| 11/12 | 11/11 | 1223 | PAADEE PORTLAND OR | \$55.00 | _____ |
| 11/12 | 11/09 | 8236 | LARKSPUR LANDING HILLS HILLSBORO OR | \$134.45 | _____ |
| 11/12 | 11/10 | 1517 | OASIS RESTAURANT HILLSBORO OR | \$23.90 | _____ |
| 11/13 | 11/11 | 1088 | WENDY'S 8609 HILLSBORO OR | \$8.79 | _____ |
| 11/14 | 11/12 | 0477 | PIRATES COVE GARIBALDI OR | \$26.00 | _____ |
| 11/15 | 11/13 | 6505 | PIRATES COVE GARIBALDI OR | \$42.50 | _____ |
| 11/18 | 11/16 | 7004 | CKE*GARIBALDI PORTSIDE GARIBALDI OR | \$33.00 | _____ |

Continued on Next Page

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

| Post Date | Trans Date | Ref # | Transaction Description | Amount | Notation |
|-----------|------------|-------|---------------------------|-----------------|----------|
| 11/18 | 11/14 | 5895 | WENDY'S 8609 HILLSBORO OR | \$9.39 | _____ |
| | | | Total for Accour | \$861.05 | |

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

| Post Date | Trans Date | Ref # | Transaction Description | Amount | Notation |
|-----------------------------------|------------|-------|--|-----------------|----------|
| Purchases and Other Debits | | | | | |
| 10/31 | 10/29 | 4598 | SEASIDE BREWERY SEASIDE OR | \$37.00 | _____ |
| 11/06 | 11/05 | 7457 | ADOBE ACROPRO SUBS 800-833-6687 CA | \$24.99 | _____ |
| 11/08 | 11/08 | 6146 | FIELDPRINT INC 888-291-1369 PA | \$12.50 | _____ |
| 11/12 | 11/11 | 9755 | SMART FOODSERVICE 540 ALOHA OR | \$143.57 | _____ |
| 11/12 | 11/11 | 0919 | SUPERMERCADO MEXICO HILLSBORO OR | \$25.99 | _____ |
| 11/18 | 11/15 | 9468 | OTC BRANDS INC 800-2280475 NE | \$147.12 | _____ |
| 11/18 | 11/18 | 3659 | ENDICIA FEES 650-321-2640 CA | \$9.95 | _____ |
| 11/18 | 11/15 | 7061 | USPS POSTAGE ENDICIA.C 800-576-3279 CA | \$50.00 | _____ |
| 11/22 | 11/21 | 1891 | IRON MOUNTAIN 800-934-3453 MA | \$82.80 | _____ |
| 11/25 | 11/23 | 5559 | LANGUAGE LINE, INC. 800-7526096 CA | \$3.95 | _____ |
| 11/25 | 11/23 | 7381 | LANGUAGE LINE, INC. 800-7526096 CA | \$47.40 | _____ |
| 11/25 | 11/22 | 2645 | MICHAELS STORES 9887 BEAVERTON OR | \$16.00 | _____ |
| | | | Total for Accoun | \$601.27 | |

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

| Post Date | Trans Date | Ref # | Transaction Description | Amount | Notation |
|-----------------------------------|------------|-------|--|-----------------------|----------|
| Other Credits | | | | | |
| 10/28 | 10/27 | 8572 | LOUIS VUITTON #100 PORTLAND OR MERCHANDISE/SERVICE RETURN | \$80.00 ^{CR} | _____ |
| Purchases and Other Debits | | | | | |
| 10/25 | 10/23 | 7703 | MOD PIZZA PDX AIRPORT PORTLAND OR | \$8.67 | _____ |
| 10/25 | 10/24 | 4983 | LOUIS VUITTON #100 PORTLAND OR | \$80.00 | _____ |
| 10/25 | 10/24 | 8573 | RIVERTIDE SUITES 5037171100 OR | \$130.96 | _____ |
| 10/28 | 10/26 | 2062 | SAN DIEGO DTWNBAYFRONT SAN DIEGO CA | \$647.22 | _____ |
| 10/28 | 10/27 | 0332 | KFC J118001 SEASIDE OR | \$3.49 | _____ |
| 10/28 | 10/25 | 7236 | LYFT *RIDE FRI 2PM lyft.com CA | \$16.82 | _____ |
| 10/28 | 10/26 | 0075 | PDX AIRPORT PARKING PORTLAND OR | \$81.00 | _____ |
| 11/15 | 11/14 | 8614 | SQ *NANI PAPA'A ISL TILLAMOOK OR | \$14.95 | _____ |
| 11/15 | 11/15 | 1802 | ENDICIA 800-576-3279 CA | \$17.99 | _____ |
| 11/21 | 11/20 | 8998 | SUCCESSORIES 800-535-2773 FL | \$749.85 | _____ |
| | | | Total for Account | \$1,670.95 | |

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Transactions OLSON, BRENT Credit Limit \$3000

| Post Date | Trans Date | Ref # | Transaction Description | Amount | Notation |
|-----------------------------------|------------|-------|-----------------------------------|-----------------|----------|
| Purchases and Other Debits | | | | | |
| 10/28 | 10/27 | 1635 | PANDA EXPRESS 2736 WARRENTON OR | \$7.80 | _____ |
| 10/29 | 10/28 | 2471 | RIVERTIDE SUITES SEASIDE OR | \$368.85 | _____ |
| 11/07 | 11/06 | 5851 | Etsy.com 718-8557955 NY | \$60.80 | _____ |
| 11/13 | 11/12 | 7801 | USPS PO 4083680269 TILLAMOOK OR | \$25.50 | _____ |
| 11/18 | 11/17 | 3889 | PANDA EXPRESS 2736 WARRENTON OR | \$7.80 | _____ |
| 11/25 | 11/23 | 1448 | FS *www.mtcpro.com 877-3278914 CA | \$98.00 | _____ |
| | | | Total for Account | 549 | |
| | | | | \$568.75 | |

Transactions NORRBOM, CLAYTON Credit Limit \$2500

| Post Date | Trans Date | Ref # | Transaction Description | Amount | Notation |
|-----------------------------------|------------|-------|---------------------------------|-----------------|----------|
| Purchases and Other Debits | | | | | |
| 11/12 | 11/08 | 4657 | DENNY'S #6811 18007336 SALEM OR | \$60.56 | _____ |
| 11/15 | 11/14 | 8965 | COSTCO WHSE #1059 WARRENTON OR | \$145.90 | _____ |
| 11/15 | 11/14 | 0130 | DAIRY QUEEN 17442 GARIBALDI OR | \$18.97 | _____ |
| 11/21 | 11/20 | 4775 | KIMMELS TRUE VALUE TILLAMOOK OR | \$12.99 | _____ |
| | | | Total for Account | 5675 | |
| | | | | \$238.42 | |

Transactions BILLING ACCOUNT ACTIVITY

| Post Date | Trans Date | Ref # | Transaction Description | Amount | Notation |
|-----------------------------------|------------|-------|--------------------------|-------------------|-----------|
| Payments and Other Credits | | | | | |
| 11/15 | 11/15 | 8 | PAYMENT THANK YOU | \$25.55 | CR _____ |
| 11/15 | 11/15 | 8 | PAYMENT THANK YOU | \$2,985.01 | CR _____ |
| 11/15 | 11/15 | 8 | PAYMENT THANK YOU | \$258.92 | CR _____ |
| | | | Total for Account | 790 | |
| | | | | \$3,269.48 | CR |

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

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Tillamook County Transportation District

MONTHLY PERFORMANCE REPORT

Nov 2019

| RIDERSHIP BY SERVICE TYPE | NOV 2019 | NOV 2018 | YTD FY 19-20 | YTD FY 18-19 | YTD % Change |
|--|---------------|---------------|-----------------|-----------------|-----------------|
| <u>Dial-A-Ride Service</u> | | | | | |
| Tillamook County | 990 | 912 | 5,316 | 4,473 | 18.8% |
| NW Rides | 779 | 700 | 3,859 | 3,647 | 5.8% |
| Dial-A-Ride Total | 1,769 | 1,612 | 9,175 | 8,120 | 13.0% |
| <u>Deviated Fixed Route Service</u> | | | | | |
| Rt 1: Town Loop | 3,618 | 3,462 | 18,623 | 18,700 | -0.4% |
| Rt 2: Netarts/Oceanside | 586 | 551 | 3,236 | 3,338 | -3.1% |
| Rt 3: Manzanita/Cannon Beach | 2,909 | 2,849 | 15,982 | 15,856 | 0.8% |
| Rt 4: Lincoln City | 1,293 | 1,152 | 7,828 | 6,516 | 20.1% |
| Local Fixed Rt Total | 8,406 | 8,014 | 45,669 | 44,410 | 2.8% |
| <u>Inter City Service</u> | | | | | |
| Rt 5: Portland | 707 | 887 | 4,467 | 4,711 | -5.2% |
| Rt 60X: Salem | 961 | 793 | 5,118 | 4,786 | 6.9% |
| Rt 70X: Grand Ronde | 445 | 468 | 2,350 | 2,709 | -13.3% |
| Inter City Total | 2,113 | 2,148 | 11,935 | 12,206 | -2.2% |
| <u>Other Services</u> | | | | | |
| Tripper Routes | 104 | 181 | 539 | 723 | -25.4% |
| Special Bus Operations | 73 | 8 | 1,212 | 1,142 | 6.1% |
| Other Services Total | 177 | 189 | 1,751 | 1,865 | -6.1% |
| TOTAL ALL SERVICES | 12,465 | 11,963 | 68,530 | 66,601 | 2.9% |

| 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) | 6,281 | 283 | 36,961 | 36,472 | 1.3% |
| Senior/Disabled | 3,556 | 1,415 | 26,902 | 25,268 | 6.5% |
| Child/Youth (less than 18 years of age) | 860 | 71 | 4,667 | 4,862 | -4.0% |
| Total | 10,696 | 1,769 | 68,530 | 66,601 | 2.9% |

| OTHER RIDER CATEGORIES | | | | | |
|---------------------------------|-------|-----|----------|----------|--------|
| | Fixed | | YTD | YTD | YTD % |
| | Route | DAR | FY 19-20 | FY 18-19 | Change |
| Ride Connection | 74 | | 448 | 338 | 32.5% |
| Tillamook Bay Community College | 276 | | 998 | 1,067 | -6.5% |
| NWOTA Visitor Pass | 72 | | 841 | 896 | -6.1% |
| NW Rides | | 656 | 3,402 | 3,647 | -6.7% |
| Helping Hands Shuttle | | 94 | 701 | 302 | 132.1% |

MONTHLY PERFORMANCE

| Service Month | Passengers per Hour | Farebox Ratio | Operating Cost per Hour |
|---------------|---------------------|---------------|-------------------------|
|---------------|---------------------|---------------|-------------------------|

Dial-A-Ride Services

| | | | |
|-----------------|------------|--------------|--------------|
| Nov-18 | 1.3 | 60.8% | 64.44 |
| Aug-19 | 1.6 | 55.6% | 73.66 |
| Sep-19 | 1.6 | 58.2% | 70.87 |
| Oct-19 | 1.6 | 58.2% | 70.87 |
| Nov-19 | 1.5 | 57.7% | 70.40 |
| STANDARD | 1.3 | 65.3% | 56.36 |

Deviated Fixed Routes

| | | | |
|-----------------|------------|--------------|--------------|
| Nov-18 | 6.0 | 9.7% | 65.56 |
| Aug-19 | 6.5 | 9.1% | 78.09 |
| Sep-19 | 6.3 | 9.7% | 73.64 |
| Oct-19 | 6.3 | 9.6% | 70.86 |
| Nov-19 | 6.2 | 9.5% | 70.53 |
| STANDARD | 7.0 | 12.4% | 64.60 |

Intercity Services

| | | | |
|-----------------|------------|--------------|--------------|
| Nov-18 | 3.3 | 23.5% | 72.87 |
| Aug-19 | 3.4 | 18.6% | 87.42 |
| Sep-19 | 3.4 | 19.6% | 83.54 |
| Oct-19 | 3.3 | 20.5% | 80.90 |
| Nov-19 | 3.2 | 19.7% | 80.95 |
| STANDARD | 2.9 | 31.5% | 72.86 |

Other Services

| | | | |
|-----------------|------------|--------------|--------------|
| Nov-18 | 6.2 | 5.0% | 57.72 |
| Aug-19 | 4.9 | 6.2% | 72.10 |
| Sep-19 | 5.0 | 7.3% | 66.97 |
| Oct-19 | 5.1 | 8.3% | 63.56 |
| Nov-19 | 5.2 | 9.0% | 62.67 |
| STANDARD | 6.9 | 10.7% | 67.00 |

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

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

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

Other Services: Trippers and Special Bus Operations

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

| Route/Run | Thru Nov 2019 | | | Thru Nov 2019 | | | Thru Nov 2019 | | | Thru Nov 2019 | | | Thru Nov 2019 | | | | |
|----------------------------|----------------|----------------|-------------------|--------------------|---------------|---------------|-------------------|--------------------|---------------|---------------|-------------------|--------------------|------------------|------------------|-------------------|--------------------|--|
| | 18/19 | 19/20 | Amount Difference | Percent Difference | 18/19 | 19/20 | Amount Difference | Percent Difference | 18/19 | 19/20 | Amount Difference | Percent Difference | 18/19 | 19/20 | Amount Difference | Percent Difference | |
| <u>Dial-A-Ride Service</u> | | | | | | | | | | | | | | | | | |
| Dial-A-Ride | 12,360 | 15,300 | 2,940 | 23.8% | 4,473 | 5,316 | 843 | 18.8% | 1,826 | 1,986 | 160 | 8.8% | 111,133 | 131,862 | 20,730 | 18.7% | |
| NW Rides | 227,191 | 227,503 | 312 | 0.1% | 3,647 | 3,859 | 212 | 5.8% | 4,290 | 3,988 | -302 | -7.0% | 283,018 | 288,701 | 5,683 | 2.0% | |
| Total DAR | 239,551 | 242,803 | 3,252 | 1.4% | 8,120 | 9,175 | 1,055 | 13.0% | 6,116 | 5,974 | -142 | -2.3% | 394,150 | 420,564 | 26,413 | 6.7% | |
| <u>Deviated Route</u> | | | | | | | | | | | | | | | | | |
| 01 Town Loop | 13,300 | 12,769 | -531 | -4.0% | 18,700 | 18,623 | -77 | -0.4% | 1,901 | 1,901 | 0 | 0.0% | 111,904 | 120,247 | 8,343 | 7.5% | |
| 02 Netarts/Oceanside | 3,359 | 3,595 | 236 | 7.0% | 3,338 | 3,236 | -102 | -3.1% | 1,001 | 1,001 | 0 | 0.0% | 64,230 | 69,191 | 4,961 | 7.7% | |
| 03 Manzanita | 19,552 | 20,681 | 1,129 | 5.8% | 15,856 | 15,982 | 126 | 0.8% | 2,738 | 2,738 | 0 | 0.0% | 182,530 | 196,578 | 14,047 | 7.7% | |
| 04 Lincoln City | 10,938 | 12,405 | 1,467 | 13.4% | 6,516 | 7,828 | 1,312 | 20.1% | 1,751 | 1,751 | 0 | 0.0% | 125,763 | 135,166 | 9,403 | 7.5% | |
| Total Local Fixed Route | 47,149 | 49,450 | 2,301 | 4.9% | 44,410 | 45,669 | 1,259 | 2.8% | 7,389 | 7,389 | 0 | 0.0% | 484,426 | 521,181 | 36,754 | 7.6% | |
| <u>Intercity</u> | | | | | | | | | | | | | | | | | |
| 05 Portland | 47,162 | 42,493 | -4,669 | -9.9% | 4,711 | 4,467 | -244 | -5.2% | 1,470 | 1,470 | 0 | 0.0% | 103,682 | 115,197 | 11,515 | 11.1% | |
| 60X Salem | 12,428 | 13,593 | 1,165 | 9.4% | 4,786 | 5,118 | 332 | 6.9% | 1,380 | 1,371 | -9 | -0.7% | 104,546 | 115,359 | 10,813 | 10.3% | |
| 70X Grand Ronde | 4,161 | 3,091 | -1,070 | -25.7% | 2,709 | 2,350 | -359 | -13.3% | 877 | 877 | 0 | 0.0% | 63,403 | 70,441 | 7,038 | 11.1% | |
| Total Intercity | 63,751 | 59,178 | -4,573 | -7.2% | 12,206 | 11,935 | -271 | -2.2% | 3,728 | 3,718 | -9 | -0.2% | 271,631 | 300,996 | 29,366 | 10.8% | |
| <u>Other Services</u> | | | | | | | | | | | | | | | | | |
| Trippers | 456 | 337 | -119 | -26.1% | 723 | 539 | -184 | -25.4% | 67 | 81 | 14 | 21.4% | 3,780 | 4,912 | 1,132 | 30.0% | |
| Special Bus Operation | 420 | 1,585 | 1,165 | 277.5% | 1,142 | 1,212 | 70 | 6.1% | 235 | 258 | 23 | 9.9% | 13,627 | 16,348 | 2,720 | 20.0% | |
| Total Other Services | 876 | 1,922 | 1,046 | 119.5% | 1,865 | 1,751 | -114 | -6.1% | 302 | 339 | 38 | 12.5% | 17,407 | 21,260 | 3,853 | 22.1% | |
| Total TCTD Services | 351,327 | 353,353 | 2,026 | 0.6% | 66,601 | 68,530 | 1,929 | 2.9% | 17,534 | 17,421 | -114 | -0.6% | 1,167,615 | 1,264,001 | 96,386 | 8.3% | |

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Tillamook County Transportation District
FY18/19 to FY 19/20

Year to Date Performance Comparison

| Route/Run | Thru Nov 2019 18/19 | | | Thru Nov 2019 19/20 | | | Thru Nov 2019 18/19 | | | Thru Nov 2019 19/20 | | | Thru Nov 2019 18/19 | | | Thru Nov 2019 19/20 | | | | | |
|----------------------------|------------------------|-------------|-------------|------------------------|---------------|---------------|------------------------|--------------|---------------|------------------------|-------------|--------------|------------------------|---------------|-------------|------------------------|--------------|--------------|-------------|--------------|--|
| | Hourly Rate | Hourly Rate | Amount Diff | Percent Diff | Passngr /Hour | Passngr /Hour | Amount Diff | Percent Diff | Farebox Ratio | Farebox Ratio | Amount Diff | Percent Diff | Farebox Ratio | Farebox Ratio | Amount Diff | Percent Diff | Average Fare | Average Fare | Amount Diff | Percent Diff | |
| <u>Dial-A-Ride Service</u> | | | | | | | | | | | | | | | | | | | | | |
| Dial-A-Ride | 60.85 | 66.38 | 5.54 | 9.1% | 2.4 | 2.7 | 0.2 | 9.3% | 11.1% | 11.6% | 0.5% | 4.3% | 80.3% | 78.8% | -1.5% | -1.8% | 2.76 | 2.88 | 0.11 | 4.2% | |
| NW Rides | 65.97 | 72.39 | 6.42 | 9.7% | 0.9 | 1.0 | 0.1 | 13.8% | 80.3% | 78.8% | -1.5% | -1.8% | 60.8% | 57.7% | -3.0% | -5.0% | 62.30 | 58.95 | -3.34 | -5.4% | |
| Total DAR | 64.44 | 70.40 | 5.95 | 9.2% | 1.3 | 1.5 | 0.2 | 15.7% | 60.8% | 57.7% | -3.0% | -5.0% | 60.8% | 57.7% | -3.0% | -5.0% | 29.50 | 26.46 | -3.04 | -10.3% | |
| <u>Deviated Route</u> | | | | | | | | | | | | | | | | | | | | | |
| 01 Town Loop | 58.88 | 63.27 | 4.39 | 7.5% | 9.8 | 9.8 | 0.0 | -0.4% | 11.9% | 10.6% | -1.3% | -10.7% | 11.9% | 10.6% | -1.3% | -10.7% | 0.71 | 0.69 | -0.03 | -3.6% | |
| 02 Netarts/Oceanside | 64.20 | 69.16 | 4.96 | 7.7% | 3.3 | 3.2 | -0.1 | -3.1% | 5.2% | 5.2% | 0.0% | -0.6% | 5.2% | 5.2% | 0.0% | -0.6% | 1.01 | 1.11 | 0.10 | 10.4% | |
| 03 Manzanita | 66.67 | 71.80 | 5.13 | 7.7% | 5.8 | 5.8 | 0.0 | 0.8% | 10.7% | 10.5% | -0.2% | -1.8% | 10.7% | 10.5% | -0.2% | -1.8% | 1.23 | 1.29 | 0.06 | 4.9% | |
| 04 Lincoln City | 71.84 | 77.22 | 5.37 | 7.5% | 3.7 | 4.5 | 0.7 | 20.1% | 8.7% | 9.2% | 0.5% | 5.5% | 8.7% | 9.2% | 0.5% | 5.5% | 1.68 | 1.58 | -0.09 | -5.6% | |
| Total Deviated Route | 65.56 | 70.53 | 4.97 | 7.6% | 6.0 | 6.2 | 0.2 | 2.8% | 9.7% | 9.5% | -0.2% | -2.5% | 9.7% | 9.5% | -0.2% | -2.5% | 1.06 | 1.08 | 0.02 | 2.0% | |
| <u>Intercity</u> | | | | | | | | | | | | | | | | | | | | | |
| 05 Portland | 70.53 | 78.37 | 7.84 | 11.1% | 3.2 | 3.0 | -0.2 | -5.2% | 45.5% | 36.9% | -8.6% | -18.9% | 45.5% | 36.9% | -8.6% | -18.9% | 10.01 | 9.51 | -0.50 | -5.0% | |
| 60X Salem | 75.76 | 84.15 | 8.40 | 11.1% | 3.5 | 3.7 | 0.3 | 7.7% | 11.9% | 11.8% | -0.1% | -0.9% | 11.9% | 11.8% | -0.1% | -0.9% | 2.60 | 2.66 | 0.06 | 2.3% | |
| 70X Grand Ronde | 72.26 | 80.28 | 8.02 | 11.1% | 3.1 | 2.7 | -0.4 | -13.3% | 6.6% | 4.4% | -2.2% | -33.1% | 6.6% | 4.4% | -2.2% | -33.1% | 1.54 | 1.32 | -0.22 | -14.4% | |
| Total Intercity | 72.87 | 80.95 | 8.08 | 11.1% | 3.3 | 3.2 | -0.1 | -2.0% | 23.5% | 19.7% | -3.8% | -16.2% | 23.5% | 19.7% | -3.8% | -16.2% | 5.22 | 4.96 | -0.26 | -5.1% | |
| <u>Other Services</u> | | | | | | | | | | | | | | | | | | | | | |
| Trippers | 56.50 | 60.46 | 3.96 | 7.0% | 10.8 | 6.6 | -4.2 | -38.6% | 12.1% | 6.9% | -5.2% | -43.1% | 12.1% | 6.9% | -5.2% | -43.1% | 0.63 | 0.63 | -0.01 | -0.9% | |
| Special Bus Operation | 58.06 | 63.37 | 5.31 | 9.1% | 4.9 | 4.7 | -0.2 | -3.4% | 3.1% | 9.7% | 6.6% | 214.7% | 3.1% | 9.7% | 6.6% | 214.7% | 0.37 | 1.31 | 0.94 | 255.7% | |
| Total Other Services | 57.72 | 62.67 | 4.96 | 8.6% | 6.2 | 5.2 | -1.0 | -16.5% | 5.0% | 9.0% | 4.0% | 79.7% | 5.0% | 9.0% | 4.0% | 79.7% | 0.47 | 1.10 | 0.63 | 133.7% | |
| Total Other Services | 66.59 | 72.56 | 5.97 | 9.0% | 3.8 | 3.9 | 0.1 | 3.6% | 30.1% | 28.0% | -2.1% | -7.1% | 30.1% | 28.0% | -2.1% | -7.1% | 5.28 | 5.16 | -0.12 | -2.3% | |

| Comparison FY18/19 to FY 19/20 | YTD Through November 2019 | | | Percent Difference |
|-----------------------------------|---------------------------|-----------|----------------------|-----------------------|
| | 18/19 | 19/20 | Amount Difference | |
| Mileage | 452,704 | 456,806 | 4,102 | 0.9% |
| Mileage Based Costs | 228,103 | 253,016 | 24,913 | 10.9% |
| Hourly Based Costs | 701,451 | 709,617 | 8,166 | 1.2% |
| Direct Costs | 238,061 | 263,010 | 24,949 | 10.5% |
| Overhead Costs | | | | |
| Total Costs | 1,167,615 | 1,225,643 | 58,028 | 5.0% |

| Special Bus Operation Calculation Cost | | Cost per mile calculation: | | Hourly Rate Calculation: | |
|--|--------|----------------------------|--------|--------------------------|-------------|
| Actual | Plus | Actual | Plus | Actual | Plus |
| 45.8% | 10% | 45.8% | 10% | 33.91 | 3.0% |
| Overhead | Profit | Overhead | Profit | Hourly Rate | Hourly Rate |
| | | | | \$ | \$ |
| | | | | 34.94 | 26.3% |
| | | | | 44.12 | 20.0% |
| | | | | 52.94 | |

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nwCONNECTOR

Coordinating Committee Meeting
 December 13, 2019
Tillamook County Transportation District
 3600 3rd St
 Tillamook, OR
 10:00 am—2:00 pm
Teleconference Information
866/755-7677
Pin # 005939

Agenda

| | | |
|------------------|---|----------------|
| 10:00— 10:05a | 1. Introductions. Welcome to guests. | Doug Pilant |
| 10:05— 10:15a | 2. Consent Calendar (Action Items) ⚡ November 8, 2019 Meeting Minutes (Attached) ⚡ November 2019 Financial Report ⚡ Ridership Tracking ⚡ Calculating Average Passenger Miles Progress | Doug Pilant |
| 10:15— 11:00a | 3. Discussion: NW Oregon Works | Debra Smith |
| 11:00— 11:30a | 4. NWConnector Marketing ⚡ Update | Selena Barlow |
| 11:30— 12:00p | 5. NWOTA Standing Items ⚡ IGA Approvals Update ⚡ Management Plan Approval Updates ⚡ Website Alert Implementation ⚡ Travel Studio/Transportation Committee | Doug Pilant |
| 12:00— 12:30p | 6. Lunch | |
| 12:30— 1:00p | 7. Update on CCR System Changes and Finances | Todd Wood, All |
| 1:00— 1:30p | 8. Transitioning Discretionary Inter-City to Discretionary Funding ⚡ Discussion | All |
| 1:30— 2:00p | 9. Other Business and Member Updates | All |

Attachments:

November 8, 2019 Meeting Minutes

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

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

1. Introductions: Doug Pilant, Coordinating Committee Chair, opened the meeting. Meeting attendees/teleconference participants included:
 - Jeff Hazen—Sunset Empire Transit District
 - Cynda Bruce—Lincoln County Transit
 - Doug Pilant—Tillamook County Transportation District
 - Lisa Scherf, Brad Dillingham—Benton County Transit
 - Mark Bernard, Arla Miller, Ken Shonkwiler—ODOT
 - Selena Barlow—Transit Marketing
 - Holly Kvalheim—Trillium TransitExcused:
2. Consent Calendar: Unanimously approved. (JH/TW)
 - + October 11, 2019 Meeting Minutes—No changes.
 - + October Financial Report—No changes from September report.
 - + Ridership Performance Report—Jeff updated the SETD numbers which will significantly change NWOTA's results. December discussion—How to handle CCR numbers. Doug noted a NWOTA connection to Oregon's Clean Cities Program—Energy or pollution credits. Similar to Clean Fuels program. NWOTA's combined numbers may make the region eligible for additional credits. DEQ program related to clean air program, working with the US Dept of Energy. Credits could be used in the future through a process akin to a credit bank.
 - + Calculating Average Passenger Miles Progress—No change. Jeff and Lisa will start work on their calculations.
3. NWOTA Standing Items:
 - + IGA Approval Updates—Benton County—Brad will start work on getting it passed.
 - + Management Plan—Benton County—Brad will also start work on this.
 - + Website Alert Service—Tillamook noted that even with the alert training staff still needs periodic reminders to implement alerts. Sunset and Lincoln are working on getting their training.
 - + Travel Tourism Studio/Transportation Committee—Meeting again next week. Kathy Kleczek will start attending.
4. Transit Stops Improvement Summary Report
General feedback from the NWOTA partners included:
 - Enlarge NWConnector logo
 - Switch out all references to “Bus Stop” to read “Transit Stop”
 - Page 2, correct typos: Route should read routes, Sunset Empire Transportation District
 - Page 3: Change NWOTA's aim is to promote to NWOTA provides . . .
 - Page 3: Add bullet regarding visibility of the transit public to the general public, eg, easy to identify transit stops
 - Page 4: Mary McArthur organization should be Columbia Pacific EDD

5. Website Trip Enhancements RFP

RFP went out this week and was posted to ORPIN. Mary sent the RFP out by email to a list of 14 consultants. Proposals are due on November 26th and will be on the **December** NWOTA agenda. Doug can take the recommended contractor to the TCTD Board for final approval either in December or January.

5. NW Connector Marketing

Selena presented her marketing recommendations. Direct route from Astoria to Portland will enhance the system, as will more driver training on the bus passes. Improved service between Newport and Corvallis will also help. Recommendations include:

- Branding. Improve consistency of branding: Bus stops signage, vehicles and literature. Would be easy to add a NWConnector logo onto all buses. Add logo to schedules.
- Website/Passenger Information. Trip ideas, Open Trip Planner to replace Google Trip Planner which will be more flexible than just showing fixed routes, include all NWOTA services, NWConnector maps at major stops. Update NWConnector over time to how often buses travel each route.
- Fares and Fare Media. Update paper tickets, consider mobile ticketing (Token Transit, Hopthru), consider Family Fare (just change policy or establish another fare category), establish ticketing agreements with Amtrak and Greyhound. Don't enter into anything longer than one-year contract as technology is rapidly changing.
- Promotional Opportunities and Social Media. Ask promotional partners to post NWConnector website link. Be sure linkage is to the NWConnector home page, establish a NWConnector Facebook Fan Page (create engagement with website visitor, post events, post itineraries, interact with Facebook pages of promotional partners), ask promotional partners to like and report NWConnector content. Flash alerts from Facebook has been very effective for CCR. Boosting ads on Facebook are also very quick, effective and widespread.
- Promote to Potential Visitors. Target audience: Transit-ready travelers and those interested in the Oregon Coast. Promotions: On-transit advertising with attractive pictures of the Coast, on-line advertising to people who live in origin cities and are transit ready, Facebook ads, tap Google search information, bus back ads.
- Creative Approach. Straightforward messaging: direct, car-free, low-cost. Stock photos of destinations. Call to action—drive traffic to website. Creative sample itineraries.

Holly would be available to manage the NWConnector social media, placing ads, and utilize Google Analytics to track performance. Local advertising: Bold and consistent branding, easy to understand passenger information, Every Door Direct Mail to targeted addresses.

Partners supported and approved of the report and asked Selena and Holly to move forward on the creative component. Holly will get the Facebook page started, with the goal to have everything ready to go in February. They will give a progress report at the **December** meeting.

6. Other Business/Member Updates

- ✦ Arla Miller stopped by and introduced her daughter.
- ✦ Sunset Empire—Picking up ridership from Tongue Point, working on a new bus wrap that includes NWConnector, starting up the Astoria to Portland route.
- ✦ CCR—Will need to cut service by 30% to 40% due to the ballot measure failing. See very little ridership using the NWConnector visitor passes. Thus a \$12,000 annual membership in NWConnector is no longer an option. Columbia County is still a pass-through to the Coast and Longview. And with Sunset Empire's service to Portland, not a need for CCR's role in the NWConnector system. Feedback from partners—This storm will pass, don't be in too big a hurry to make a change regarding the NWConnector

system. Jeff and Doug will be meeting with Todd about cutting service. Will get an update at the **December** meeting.

- ✦ Benton—The Amtrak connection has officially come to a halt, replaced by Phase 1 of the Coast to Valley. Brad has gone through the website training with Holly and has already made some trip changes and used the alert option.
- ✦ Lincoln—Will be working on updating their components of the NWConnector website. Been going through multiple conferences and trainings.
- ✦ Tillamook—Still moving forward with the purchase of the Transit Center, office and adding two new administrative assistants, interline agreement done with Amtrak, launched STIF enhancements, started updating TCTD Strategic Plan.

Discussion on transitioning discretionary inter-city to STIF formula funding. Add to the **December** board meeting agenda.

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

Tillamook County Transportation District
Financial Statement

From 11/1/2019 Through 11/30/2019

| | Current Period Actual | Current Period Budget | Current Year Actual | Total Budget | Total Budget Variance | 42% |
|-------------------------------------|--------------------------|--------------------------|------------------------|-------------------|--------------------------|---------------|
| Resources | | | | | | |
| Working Capital | 0.00 | 0.00 | 0.00 | 105,000.00 | (105,000.00) | 0.00% |
| NWOTA Partner Cont. Match | 0.00 | 12,000.00 | 24,000.00 | 48,000.00 | (24,000.00) | 50.00% |
| Transfer From General Fund | 0.00 | 0.00 | 12,000.00 | 12,000.00 | 0.00 | 100.00% |
| Transfer from STIF Fund | 0.00 | 0.00 | 0.00 | 149,000.00 | (149,000.00) | 0.00% |
| Total Resources | 0.00 | 12,000.00 | 36,000.00 | 314,000.00 | (278,000.00) | 11.46% |
| Expenses | | | | | | |
| Materials and Services | | | | | | |
| Professional Services | 0.00 | 437.50 | 0.00 | 5,250.00 | 5,250.00 | 0.00% |
| Administrative Support | 0.00 | 2,083.33 | 6,007.75 | 25,000.00 | 18,992.25 | 24.03% |
| Website Maintenance | 0.00 | 625.00 | 6,500.00 | 7,500.00 | 1,000.00 | 86.66% |
| Marketing | 11,087.63 | 3,958.33 | 11,087.63 | 47,500.00 | 36,412.37 | 23.34% |
| Website Re-Design | 0.00 | 0.00 | 0.00 | 164,560.00 | 164,560.00 | 0.00% |
| Travel & Training | 0.00 | 416.67 | 0.00 | 5,000.00 | 5,000.00 | 0.00% |
| Total Materials and Services | 11,087.63 | 7,520.83 | 23,595.38 | 254,810.00 | 231,214.62 | 9.26% |
| Transfers | | | | | | |
| Transfer to General Fund | 0.00 | 0.00 | 3,000.00 | 3,000.00 | 0.00 | 100.00% |
| 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 | 11,087.63 | 7,520.83 | 26,595.38 | 314,000.00 | 287,404.62 | 8.47% |

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NW OREGON TRANSIT ALLIANCE MEETING SCHEDULE 2020

Meetings are held the **2nd Friday** of the month
Tillamook County Transportation District
3600 3rd St
Tillamook, OR
503-970-3336

| | | |
|-----------|----------------------------|----------------|
| January | January 10 th | 10:00am—2:00pm |
| February | February 14 th | 10:00am—2:00pm |
| March | March 13 th | 10:00am—2:00pm |
| April | April 10 th | 10:00am—2:00pm |
| May | May 8 th | 10:00am—2:00pm |
| June | June 12 th | 10:00am—2:00pm |
| July | July 10 th | 10:00am—2:00pm |
| August | August 14 th | 10:00am—2:00pm |
| September | September 11 th | 10:00am—2:00pm |
| October | October 9 th ? | 10:00am—2:00pm |
| November | November 13 th | 10:00am—2:00pm |
| December | December 11 th | 10:00am—2:00pm |

? OTA Dates—We typically coordinate the October meeting with the conference

Sample Itineraries for NWConnector

- Based on Customer Profiles
 - Day Trippers - A Car-Free Day at the Beach
 - Young Couples - Romantic Ride to the Coast
 - Families - Car-free Family Fun
 - Bikers/Hikers - Car-Free Coastal Adventure
 - Event Goers - Festival Fun with no parking required
 - Boomers - Bed, Breakfast and Beach - no car required
- Add to website
- Use in Facebook Ads
- Create landing pages
- Post on Facebook page

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



1. Call to Order: Board Chair Judy Riggs called the meeting to order at 6:34pm
2. Pledge of Allegiance
3. Roll Call:

Present

TCTD Board of Directors

Judy Riggs, Board Chair
Gary Hanenkrat, Treasurer
Jim Huffman, Secretary
Marty Holm, Vice Chair
Jackie Edwards, Director
Melissa Carlson-Swanson, Director (via telephone at 6:35pm)
Linda Adler, Director

TCTD Staff

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

Absent

None.

Guest

Arla Miller, Regional Transit Coordinator, ODOT Rail & Public Transit
Chris Kell, public
Rich Allm, WHA Insurance

4. Announcements and Changes to Agenda: 1) Remove Action Item Resolution
5. Public & Guest Comments:

Chris Kell said she is really impressed with the transit access project and felt it was put together well.

6. Executive Session – 6:37pm to 7:20pm.

The following motion was made as a result of executive session:

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 approve the terms of the SDIS/Regence healthcare plan as outlined in the TCTD/ATU Memorandum of Understanding dated November 11, 2019. *Motion Seconded* by Director Huffman. Board Chair Judy Riggs called for further discussion; followed by none, she called for the vote.

MOTION PASSED

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

REPORTS

7. Financial Report: GM Doug Pilant reviewed the October 2019 financial reports. The District will begin receiving property tax monies over the next couple of months. Director Hanenkrat inquired on Item 14843, release of claim. Superintendent Olson explained it was a vehicle incident that the District paid regarding a mirror incident. Directed Huffman asked if the what the attorney fees represented. GM Doug Pilant explained it was for purchase of transit center and a grievance. The transit center deal is being partitioned so the progress is good.

8. Service Measure Performance Report: GM Doug Pilant reviewed performance measures with the Board.

YTD Ridership overall has increased 2.6% change over the previous year. The YTD passengers per hour are +4.6%, the cost per trip was +3.8% while the cost per hour was +8.6% and the fare box return was -5.0%.

9. Northwest Oregon Transit Alliance: GM Doug Pilant reviewed the NWOTA meeting agenda, minutes, finance report with the Board.

GM Doug Pilant provided a broad overview of the Northwest Oregon Transit Access Project. Director Huffman asked if there's a timeline for these projects. GM Doug Pilant stated there is no current timeline. Director Adler asked how the buses will turn around at the proposed Pacific City stop. GM Doug Pilant stated the buses already turn around by going around the block from Pine to Alder. GM Doug Pilant explained that the ODOT ADA Class Action Lawsuit required facility projects be designed to meet ADA standards. Arla Miller explained further that if the project can be timed with State projects it will save the District money. She further explained how it relates to the Highway Design Manual and the standards.

GM Doug Pilant provided a broad overview of the NW Connector Marketing Recommendations for FY 2019/20. GM Doug Pilant reported the TCTD and Greyhound interline agreement has been implemented and that 2 passengers used Greyhound tickets to Tillamook in November. NWOTA now has a Facebook page. The other recommendation is to advertise inside of the buses. Trip Planner RFPs are due in the next few weeks. The selected consultant is planned to be approved by the board at the December board meeting. Director Huffman asked about a NWOTA action item regarding a travel options page on the website. GM Doug Pilant isn't sure where the partners are on this item, that it was a "Transportation Options" page but at the end of the day it was agreed to be allowed within the Sunset Empire's webpage for now.

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.

10. Planning & Development:

- a. Cape Kiawanda – No update
- b. Dial a ride fare policy. District has 1 full year of reliable data for planning. Now focusing on the accuracy of trip purposes.
- c. STIF service delivery alternatives – Consultant is developing onboard surveys for Routes 1,2,4. Hope to complete the survey by Christmas.
- d. No update from Consolidated committee. STF is trending lower than the last projection from December 2018.

11. Grant Funding

- a. ODOT announced new grant funding opportunities. Grants due near the end of January 2020.

12. Facility/Property Management

- a. Building wiring – BMF low voltage wiring project is nearing completion.
- b. Building signage scheduled to be completed and the parking lot signage is in the process of being completed.
- c. Post Office Bus Stop: Waiting for final comments from Hoquarton Interpretive Center. Bus shelter has been. Found a concrete company to do the work. Waiting for City to finalize their piece.
- d. Propane fueling facility. Planning is in progress. The terms of the STIF grant agreement for the propane fueling system is different than past agreements and legal counsel is reviewing before we move forward.

13. NW Ride Brokerage

- a. No additional updates.

14. Miscellaneous

- a. Timber County Class Action Lawsuit. It was announced that the State violating the Timber County agreement and awarded \$1 billion in damages. Governor Brown announced the State is going to appeal.
- b. Mobile Clinic – pulled from agenda while the attorney works on an IGA. Should have further information in December.

Director Huffman noted there's an article in today's Oregonian. Director Hanenkrat asked about if the GM got the passenger number count for Cloverdale. GM Doug Pilant explained that the District does not record unique individuals. He reported that he spoke with several drivers who drive Route 4 and who told him there are approximately 12-15 unique riders boarding or alighting buses in Cloverdale.

CONSENT CALENDAR

15. Motion to Approve the Minutes of October 24, 2019 Board Workshop

16. Motion: Acceptance of Financial Report: October 2019

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

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 PASSED

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

ACTION ITEMS

17. None

DISCUSSION ITEMS

18. Strategic Plan – Bill and John want to schedule another session sometime in December from 4:30-5:00pm to approximately 8-8:30pm. He asked when the Board would have availability to meet again. The board agreed to Monday, December 9th @ 4:30pm. During LRTDP Kittelson looked at the Strategic Business Plan. He has included the Tech Memo for the Board to review.

19. Staff Comments/Concerns

GM Doug Pilant: Talked to Ronny but can't remember the joke he wanted to share. Shared his last jury duty experience.

Superintendent Brent Olson: Brent shared a small joke.

Finance Supervisor Tabatha Welch: None.

NWR Manager/Board Clerk Cathy Bond: Reminding Board about holiday party.

20. Board of Directors Comments/Concerns

Jim Huffman – He recommends all the Board attend the SDAO conference as it is a valuable for anyone who is interested and highly recommends the conference. Director Holm agrees and recommends it especially for new board members.

Judy Riggs – Went to County Commissions meeting last week. Had a chance to express some comments the board had regarding the shuttle service and the goal that the District be reimbursed at some point for the services. Commissioner Yamamoto pointed out that it is built into the budget. She said it was a good meeting and she found it very interesting. Also wished everyone a safe and happy Thanksgiving.

Marty Holm – None.

Jackie Edwards – None.

Gary Hanenkrat – None.

Linda Adler – None.

Melissa Carlson-Swanson – Happy Thanksgiving and safe travels next week.

UPCOMING EVENTS

Adjournment: Board Chair Riggs adjourned the meeting at 8:38pm.

These minutes approved this 19th day of December, 2019.

ATTEST:

Judy Riggs, Board Chair

Doug Pilant, General Manager

REVISED

Tillamook County Transportation District Annual Board Meeting Schedule for 2020

| | |
|---------------------|--------------------|
| January * | January 23, 2020 |
| February | February 20, 2020 |
| March | March 19, 2020 |
| April* | April 23, 2020 |
| May | May 21, 2020 |
| June (adopt budget) | June 18, 2020 |
| July* | July 23, 2020 |
| August | August 20, 2020 |
| September | September 17, 2020 |
| October* | October 22, 2020 |
| November | November 19, 2020 |
| December | December 17, 2020 |

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

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

**Tillamook County Transportation District
Budget Calendar
FY 2020 – 2021**

| | |
|---|--|
| January 23, 2020 @ Board Meeting | Appoint Budget Officer |
| March 19, 2020 @ Board Meeting | Appoint New Budget Committee Members (if necessary) |
| April 17, 2020 | Review Draft Budget with Treasurer |
| April 23, 2020 @ Board Meeting | Distribute Draft Budget to Board |
| April 23, 2020 | Distribute Draft Budget to Budget Committee |
| April 21, 2020 (due by 4/16/20) | Publish First Notice of Budget Committee Meeting (<i>22 days prior to meeting.</i>) Notice of the budget committee meeting(s) must state the purpose, time and place of the meeting(s); that the meeting is a public meeting. Notice must be published not earlier than 30 days prior to first meeting and not later than 5 days prior to the first meeting. First publication notice must be separated from the second publication notice by at least 5 days. |
| May 5, 2020 (due by 4/30/19) | Publish Second Notice of Budget Committee Meeting (<i>8 days prior to meeting.</i>) Notice must be published not earlier than 5 days prior to first meeting. |
| May 14, 2020 | Budget Committee Meeting Present budget message and comprehensive outline of the proposed 2020-2021 budget. Public comment will be taken. Next budget meeting (if necessary) will be scheduled at this meeting. |
| June 9, 2020 (due by 6/4/20) | Publish Notice of Budget Hearing (<i>8 days prior to budget hearing.</i>) Notice must be published not earlier than 30 days prior to first meeting and not later than 5 days prior to the first meeting. Notice must include Forms LB-1, 2 and 3. |
| June 18, 2019 @ Board Meeting | Budget Public Hearing Hold public hearing on the budget as approved by the budget committee. Expenditure adjustments, if any, are restricted to \$5,000 or 10%, whichever is greater, of the amount approved for each fund by the budget committee. Board adopts budget by resolution to appropriate funds and impose and categorize taxes. |
| July 20, 2020 | Deadline to Certify the 2019-2019 Tax Levy to the County Assessor Deliver two copies each of the Tax Certification LB-50, Resolution Adopting the Budget and LB-20, LB-30, LB-31, LB-11's. |
| September 01, 2020 | Deliver Adopted Resolution and Budget to Tillamook County Clerk. |

Please note that bolded action items are required by budget law

TILLAMOOK COUNTY TRANSPORTATION DISTRICT

| | |
|---|-------------------|
| Policy: DRUG AND ALCOHOL POLICY | Number: 12 |
| Adopted by the Board of Directors on November 20, 2008 Revised by the Board of Directors on 3/19/15; January 18, 2018; and December 19, 2019. Effective Date: December 20, 2019 | Pages: 8 |

1. Purpose of Policy

This policy complies with 49 CFR Part 655, as amended and 49 CFR Part 40, as amended. Copies of Parts 655 and 40 are available in the drug and alcohol program manager's office and can be found on the internet at the Federal Transit Administration (FTA) Drug and Alcohol Program website <http://transit-safety.fta.dot.gov/DrugAndAlcohol/>.

All covered employees are required to submit to drug and alcohol tests as a condition of employment in accordance with 49 CFR Part 655.

Portions of this policy are not FTA-mandated, but reflect Tillamook County Transportation District's policy. These additional provisions are identified by **bold text**.

In addition, DOT has published 49 CFR Part 32, implementing the Drug-Free Workplace Act of 1988, which requires the establishment of drug-free workplace policies and the reporting of certain drug-related offenses to the FTA.

All Tillamook County Transportation District employees are subject to the provisions of the Drug-Free Workplace Act of 1988.

The unlawful manufacture, distribution, dispensation, possession or use of a controlled substance is prohibited in the covered workplace. An employee who is convicted of any criminal drug statute for a violation occurring in the workplace shall notify Operations Superintendent no later than five days after such conviction.

2. Covered Employees

This policy applies to every person, including an applicant or transferee, who performs or will perform a "safety-sensitive function" as defined in Part 655, section 655.4.

You are a covered employee if you perform any of the following:

- Operating a revenue service vehicle, in or out of revenue service
- Operating a non-revenue vehicle requiring a commercial driver's license
- Controlling movement or dispatch of a revenue service vehicle
- Maintaining (including repairs, overhaul and rebuilding) of a revenue service vehicle or equipment used in revenue service
- Carrying a firearm for security purposes

See Attachment A for a list of covered positions by job title.

3. Prohibited Behavior

Use of illegal drugs is prohibited at all times. All covered employees are prohibited from reporting for duty or remaining on duty any time there is a quantifiable presence of a prohibited drug in the body at or above the minimum thresholds defined in Part 40. Prohibited drugs include:

- marijuana
- cocaine
- phencyclidine (PCP)
- opioids
- amphetamines

All covered employees are prohibited from performing or continuing to perform safety-sensitive functions while having an alcohol concentration of 0.04 or greater.

All covered employees are prohibited from consuming alcohol while performing safety-sensitive job functions or while on-call to perform safety-sensitive job functions. If an on-call employee has consumed alcohol, they must acknowledge the use of alcohol at the time that they are called to report for duty. If the on-call employee claims the ability to perform his or her safety-sensitive function, he or she must take an alcohol test with a result of less than 0.02 prior to performance.

All covered employees are prohibited from consuming alcohol within four (4) hours prior to the performance of safety-sensitive job functions.

All covered employees are prohibited from consuming alcohol for eight (8) hours following involvement in an accident or until he or she submits to the post-accident drug and alcohol test, whichever occurs first.

4. Consequences for Violations

Following a positive drug or alcohol (BAC at or above 0.04) test result or test refusal, the employee will be immediately removed from safety-sensitive duty and referred to a Substance Abuse Professional.

Following a BAC of 0.02 or greater, but less than 0.04, the employee will be immediately removed from safety-sensitive duties for at least eight hours unless a retest results in the employee's alcohol concentration being less than 0.02.

Zero Tolerance

Per Tillamook County Transportation District policy, any employee who tests positive for drugs or alcohol (BAC at or above 0.04) or refuses to test will be referred to a Substance Abuse Professional (SAP) **and terminated from employment.**

5. Circumstances for Testing

Pre-Employment Testing

A negative pre-employment drug test result is required before an employee can first perform safety-sensitive functions. If a pre-employment test is cancelled, the

individual will be required to undergo another test and successfully pass with a verified negative result before performing safety-sensitive functions.

If a covered employee has not performed a safety-sensitive function for 90 or more consecutive calendar days, and has not been in the random testing pool during that time, the employee must take and pass a pre-employment test before he or she can return to a safety-sensitive function.

A covered employee or applicant who has previously failed or refused a DOT pre-employment drug and/or alcohol test must provide proof of having successfully completed a referral, evaluation, and treatment plan meeting DOT requirements.

Reasonable Suspicion Testing

All covered employees shall be subject to a drug and/or alcohol test when Tillamook County Transportation District has reasonable suspicion to believe that the covered employee has used a prohibited drug and/or engaged in alcohol misuse. A reasonable suspicion referral for testing will be made by a trained supervisor or other trained company official on the basis of specific, contemporaneous, articulable observations concerning the appearance, behavior, speech, or body odors of the covered employee.

Covered employees may be subject to reasonable suspicion drug testing any time while on duty. Covered employees may be subject to reasonable suspicion alcohol testing while the employee is performing safety-sensitive functions, just before the employee is to perform safety-sensitive functions, or just after the employee has ceased performing such functions.

Post-Accident Testing

Covered employees shall be subject to post-accident drug and alcohol testing under the following circumstances:

Fatal Accidents

As soon as practicable following an accident involving the loss of a human life, drug and alcohol tests will be conducted on each surviving covered employee operating the public transportation vehicle at the time of the accident. In addition, any other covered employee whose performance could have contributed to the accident, as determined by Tillamook County Transportation District using the best information available at the time of the decision, will be tested.

Non-fatal Accidents

As soon as practicable following an accident not involving the loss of a human life, drug and alcohol tests will be conducted on each covered employee operating the public transportation vehicle at the time of the accident if at least one of the following conditions is met:

- (1) The accident results in injuries requiring immediate medical treatment away from the scene, unless the covered employee can be completely discounted as a contributing factor to the accident

- (2) One or more vehicles incurs disabling damage and must be towed away from the scene, unless the covered employee can be completely discounted as a contributing factor to the accident
- (3) The vehicle is a rail car, trolley car or bus, or vessel, and is removed from operation, unless the covered employee can be completely discounted as a contributing factor to the accident

In addition, any other covered employee whose performance could have contributed to the accident, as determined by Tillamook County Transportation District using the best information available at the time of the decision, will be tested.

A covered employee subject to post-accident testing must remain readily available, or it is considered a refusal to test. Nothing in this section shall be construed to require the delay of necessary medical attention for the injured following an accident or to prohibit a covered employee from leaving the scene of an accident for the period necessary to obtain assistance in responding to the accident or to obtain necessary emergency medical care.

Random Testing

Random drug and alcohol tests are unannounced and unpredictable, and the dates for administering random tests are spread reasonably throughout the calendar year. Random testing will be conducted at all times of the day when safety-sensitive functions are performed.

Testing rates will meet or exceed the minimum annual percentage rate set each year by the FTA administrator. The current year testing rates can be viewed online at www.transportation.gov/odapc/random-testing-rates.

The selection of employees for random drug and alcohol testing will be made by a scientifically valid method, such as a random number table or a computer-based random number generator. Under the selection process used, each covered employee will have an equal chance of being tested each time selections are made.

A covered employee may only be randomly tested for alcohol misuse while the employee is performing safety-sensitive functions, just before the employee is to perform safety-sensitive functions, or just after the employee has ceased performing such functions. A covered employee may be randomly tested for prohibited drug use anytime while on duty.

Each covered employee who is notified of selection for random drug or random alcohol testing must immediately proceed to the designated testing site.

Random Testing – End of Shift

Random testing may occur anytime an employee is on duty so long as the employee is notified prior to the end of the shift. Employees who provide advance, verifiable notice of scheduled medical or child care commitments will be

random drug tested no later than three hours before the end of their shift and random alcohol tested no later than 30 minutes before the end of their shift. Verifiable documentation of a previously scheduled medical or child care commitment, for the period immediately following an employee's shift, must be provided at least **30 minutes**. before the end of the shift.

6. Testing Procedures

All FTA drug and alcohol testing will be conducted in accordance with 49 CFR Part 40, as amended.

Dilute Urine Specimen

If there is a negative dilute test result, Tillamook County Transportation District will conduct one additional retest. The result of the second test will be the test of record.

Dilute negative results with a creatinine level greater than or equal to 2 mg/dL but less than or equal to 5 mg/dL require an immediate recollection under direct observation (see 49 CFR Part 40, section 40.67).

Split Specimen Test

In the event of a verified positive test result, or a verified adulterated or substituted result, the employee can request that the split specimen be tested at a second laboratory. Tillamook County Transportation District guarantees that the split specimen test will be conducted in a timely fashion.

7. Test Refusals

As a covered employee, you have refused to test if you:

- (1) Fail to appear for any test (except a pre-employment test) within a reasonable time, as determined by Tillamook County Transportation District.
- (2) Fail to remain at the testing site until the testing process is complete. An employee who leaves the testing site before the testing process commences for a pre-employment test has not refused to test.
- (3) Fail to attempt to provide a breath or urine specimen. An employee who does not provide a urine or breath specimen because he or she has left the testing site before the testing process commenced for a pre-employment test has not refused to test.
- (4) In the case of a directly-observed or monitored urine drug collection, fail to permit monitoring or observation of your provision of a specimen.
- (5) Fail to provide a sufficient quantity of urine or breath without a valid medical explanation.
- (6) Fail or decline to take a second test as directed by the collector or Tillamook County Transportation District for drug testing.

- (7) Fail to undergo a medical evaluation as required by the MRO or Tillamook County Transportation District's Designated Employer Representative (DER).
- (8) Fail to cooperate with any part of the testing process.
- (9) Fail to follow an observer's instructions to raise and lower clothing and turn around during a directly-observed test.
- (10) Possess or wear a prosthetic or other device used to tamper with the collection process.
- (11) Admit to the adulteration or substitution of a specimen to the collector or MRO.
- (12) Refuse to sign the certification at Step 2 of the Alcohol Testing Form (ATF).
- (13) Fail to remain readily available following an accident.

As a covered employee, if the MRO reports that you have a verified adulterated or substituted test result, you have refused to take a drug test.

As a covered employee, if you refuse to take a drug and/or alcohol test, you incur the same consequences as testing positive and will be immediately removed from performing safety-sensitive functions, and referred to a SAP.

8. Prescription Drug Use

The appropriate use of legally prescribed drugs and non-prescription medications is not prohibited. However, the use of any substance which carries a warning label that indicates that mental functioning, motor skills, or judgment may be adversely affected must be reported to Operations Superintendent. Medical advice should be sought, as appropriate, while taking such medication and before performing safety-sensitive duties.

9. Contact Person

For questions about Tillamook County Transportation District's anti-drug and alcohol misuse program, contact Operations Superintendent or Operations Coordinator.

Attachment A: Covered Positions

- Transit Drivers
- Operations Superintendent
- Operations Coordinator
- Lot Attendant
- Dispatch

Memorandum of Understanding

This Memorandum of Understanding ("MOU") is made and entered into by and between the Tillamook County Transportation District, an Oregon Transportation District (hereinafter "District"), acting by and through its Board of Directors, and Northwest Medical Foundation of Tillamook dba Adventist Health Tillamook, an Oregon non-profit (hereinafter referred to as "AHTM") and D. Rivers LLC as landlord (hereinafter referred to as "Landlord").

WHEREAS, District operates a public transportation services in Tillamook, Lincoln, Polk and Marion Counties; and

WHEREAS, District has identified a need to park a District vehicle, which may include a bus, van or other District vehicle for dial-a-ride service in Pacific City, OR; and

WHEREAS, AHTM operates a medical clinic and has available space for the parking and staging of a District vehicle at its Pacific City, OR facility with address of 38505 Brooten Road, Suite A, Pacific City, OR 97135; and

WHEREAS, Landlord owns the property leased by AHTM for operations of a medical clinic with associated parking with address of 38505 Brooten Road, Suite A, Pacific City, OR 97135 with available space for the parking and staging of a District vehicle; and

WHEREAS, Adventist Health Bayshore Medical Pacific City patients and employees may benefit from using the District transportation dial-a-ride services; and

WHEREAS, economies of scale and other savings and efficiencies may be achieved by District.

NOW, THEREFORE, in consideration of the mutual promises expressed herein, and other good and valuable consideration, the adequacy and sufficiency of which are hereby acknowledged, the Parties agree as follows:

1. Parking of District Vehicle

The parties agree to work together to identify an appropriate parking area for the staging and parking of a District dial-a-ride service vehicle, and any District driver's personal vehicle while driving the District vehicle, on the property located at 38505 Brooten Road, Suite A, Pacific City, OR 97135.

2. Adventist Health Tillamook and D. Rivers LLC Obligation

AHTM and D. Rivers LLC shall designate the parking location in a non-patient parking area and ensure that it is available and used only for the parking of the District dial-a-ride service vehicle. The District driver assigned to drive the dial-a-ride service vehicle may park his/her vehicle at the clinic location in a non-patient designated area during the time he/she is driving the District vehicle. AHTM or D. Rivers LLC, in their mutual discretion, may terminate the right of the District to park a dial-a-ride service vehicle on clinic property for any reason on thirty (30) days written notice to the District.

3. District Obligation

District shall designate the vehicle to be assigned to park at the clinic facility for the dial-a-ride service. District shall advise AHTM clinic staff of the dial-a-ride schedule and the assigned driver(s).

4. Mutual Indemnification

a. The District assumes and agrees to indemnify and hold harmless Northwest Medical Foundation of Tillamook and D. Rivers LLC, its officers, directors, shareholders, agents, members and employees from any loss, cost or expense, including attorney fees and other costs and expenses of litigation through and including trials and appeals, arising from any claim against the District or Northwest Medical Foundation of Tillamook and D. Rivers LLC, its officers, directors, shareholders, agents, members and employees based on District's conduct or the conduct of any of District's employees, agents, directors, or independent contractors hired by District for personal injury, negligence or any other allegedly wrongful conduct arising from the parking of a District vehicle on property located at 38505 Brooten Road, Suite A, Pacific City, OR 97135.

b. Northwest Medical Foundation of Tillamook and D. Rivers LLC assumes and agrees to indemnify and hold harmless District, its officers, directors, agents, and employees from any loss, cost or expense, including attorney fees and other costs and expenses of litigation through and including trials and appeals, arising from any claim against Northwest Medical Foundation of Tillamook or D. Rivers LLC or the District, its officers, directors, agents, and employees based on Adventist Health Tillamook or D. Rivers LLC's conduct or the conduct of any of Adventist Health Tillamook or D. Rivers LLC's employees, agents, directors, or independent contractors hired by Adventist Health Tillamook or D. Rivers LLC for personal injury, negligence or any other allegedly wrongful conduct arising from the parking of a District vehicle on property located at 39505 Brooten Road, Suite A, Pacific City, OR 97135.

5. Miscellaneous

a. This Agreement may be signed in counterparts and when signed becomes binding on the respective party.

- b. This Agreement is completely integrated and contains the final expression of the terms of the relationship between the parties hereto.
- c. The signatures of the respective parties is authorized by the respective governing body of the party to be bound and no party may challenge the sufficiency of the respective parties signer.

IN WITNESS WHEREOF, this MOU has been approved by the respective governing authority of each party as of the date set forth below.

TILLAMOOK COUNTY
TRANSPORTATION DISTRICT

NORTHWEST MEDICAL
FOUNDATION OF TILLAMOOK dba
Adventist Health Tillamook

By: _____

By: _____

Date: _____

Date: _____

D. RIVERS, LLC

By: _____

Date: _____

MEMO TO: BOARD OF DIRECTORS
FROM: DOUG PILANT, GENERAL MANAGER *Doug*
SUBJECT: ADMINISTRATIVE STAFF COMPENSATION PLAN

Issue

Shall the Board establish a revised Administrative Staff Compensation Plan?

Background and Findings

1. The Board of Directors establishes wages and salaries for the District's administrative staff and authorizes the General Manager to take steps to implement the compensation plan.
2. The District engaged Heidi Mason from Innova Legal Advisors to analyze the current administrative responsibilities of the District, evaluate the distribution of administrative duties, and develop recommendations to enhance the administrative efficiency and sustainability.
3. On October 24, 2019 the Board adopted Resolution 19-35, establishing a new administrative staffing plan, creating new positions, and reclassifying several existing positions.
4. After completion of the recommended staffing plan, Heidi Mason conducted an Administrative Compensation Review where comparisons were made to the compensation levels of other similar positions along the Oregon Coast, please see Attachment A.
5. The following table lists the recommended positions and compensation plan to be adopted and implemented:

| Position | Salary Range |
|---------------------------|---------------------|
| Administrative Assistant | \$15.09 to \$23.00 |
| Office Assistant | \$14.16 to \$21.54 |
| Financial Supervisor | \$25.73 to \$41.38 |
| Brokerage Manager | \$26.28 to \$42.14 |
| Brokerage Supervisor | \$21.04 to \$30.67 |
| Brokerage CSR & Scheduler | \$15.18 to \$21.13 |
| Operations Superintendent | \$23.47 to \$42.04 |
| Operations Coordinator | \$15.72 to \$24.62 |
| Transit Center CSR | \$11.73 to \$15.63 |

6. Implementation of the recommended staffing and compensation plan will be neutral to the District's fiscal year budget.

Recommendation

Staff recommends the Board approve Resolution 15-36 authorizing the General Manager to implement a revised Administrative Staff Compensation Plan.

ATTACHMENT A

The U.S. Bureau of Labor Statistics (BLS) collects wage information from employers across the county. The data is publicly available at no cost and can be accessed, by occupation, for the nation, specific regions, states, and many metropolitan and nonmetropolitan areas. BLS classifies wage information using the Standard Occupational Classification (SOC) system.

Innova Legal Advisors compared the job duties required for each District job position along with those listed in Resolution 19-36 to the 2018 Standard Occupational Classification System to evaluate which occupations most closely matched the District's positions. We then extracted wage information for the relevant occupations at both the national level and the local level. At the national level, we examined wage data in the local government industry, excluding schools and hospitals. In other words, we excluded all private sector, national government, state government, school, and hospital wage information in order to get a better sense of local government compensation. At the local level, we examined wage data for the relevant occupations in the Coast Oregon nonmetropolitan area. This included all industries, public and private.

Through this analysis, we identified the following wage data points for each District position: Mean, 10th percentile, 25th percentile, median, 75th percentile, and 90th percentile. The Salary/Wage ranges listed in Resolution 19-36 are derived from the Coast Oregon nonmetropolitan area data. The beginning of each range generally represents the 25th percentile wage for that occupation. The cap generally represents the 75th percentile wage for the occupation.

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

**In the Matter of Adopting
a Revised Administrative
Employee Compensation
Plan for the District**)
)
)
)

RESOLUTION NO. 19-36

WHEREAS, the Board of Directors for the Tillamook County Transportation District has the budget authority to set wages and salaries for the District; and

WHEREAS, the District engaged Heidi Mason from Innova Legal Advisors to analyze the current administrative responsibilities of the District, evaluate the distribution of administrative duties, and develop recommendations to enhance administrative efficiency and sustainability; and

WHEREAS, pursuant to such recommendations, the District adopted Resolution No. 19-35 on October 24, 2019, establishing a new administrative employee staffing plan, creating new positions, and reclassifying several existing positions; and

WHEREAS, it is necessary to establish wages and salaries for each new position created by Resolution No. 19-35; and

WHEREAS, it is necessary to adjust the wages and salary ranges for positions reclassified by Resolution No. 19-35; and

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

1. Effective January 1, 2020, the Board establishes the following compensation schedule for the following District administrative employees:

| Position | Salary/Wage Range |
|---------------------------|--------------------------|
| Administrative Assistant | \$15.09 to \$23.00 |
| Office Assistant | \$14.16 to \$21.54 |
| Financial Supervisor | \$25.73 to \$41.38 |
| Brokerage Manager | \$26.28 to \$42.14 |
| Brokerage Supervisor | \$21.04 to \$30.67 |
| Brokerage CSR | \$15.18 to \$21.13 |
| Operations Superintendent | \$23.47 to \$42.04 |
| Operations Coordinator | \$15.72 to \$24.62 |
| Transit Center CSR | \$11.73 to \$15.63 |

2. The General Manager of the District shall take all steps necessary to implement this Resolution.

INTRODUCED AND ADOPTED this 19th day of December 2019.

ATTEST:

By: _____
Judy Riggs, Board Chair

By: _____
Doug Pilant, General Manager

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

**Authorizing the General Manager)
to Purchase one Ford Transit)
van from Schetky NW Sales)**

RESOLUTION NO. 19-37

WHEREAS, the Tillamook County Transportation District received a \$75,000 ODOT RPTD Section 5310 grant to purchase a dial-a-ride van; and

WHEREAS, the District solicited quotes from four retailers for the purchase of a vans based on the price agreement the retailers have with the State of Oregon Department of Administrative Services; and

WHEREAS, based on the quotes provided and District's preferred specifications, the District recommends purchasing a Ford Transit van from Schetky NW for \$76,201; and

WHEREAS, purchasing a bus through the competitively bid contract between Schetky NW and the State would provide significant cost savings to the District, would not reduce competition or give favoritism, and would be in the best interest of the District.

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

that the Board authorizes the General Manager to enter a contract not to exceed \$76,201 with Schetky NW Sales to purchase one Ford Transit Category E-2, van.

INTRODUCED AND ADOPTED this 19th day of December 2019.

ATTEST:

By: _____
Judy Riggs, Board Chair

By: _____
Doug Pilant, General Manager

ODOT PUBLIC TRANSIT VEHICLE PURCHASE

Agency Name: Tillamook County Transportation District____ Contact Person: Doug Pilant
 Grant Agreement No. 33600 Date: 12/6/19 Phone No. 503-842-3115

STATE PRICE AGREEMENT RFQ COMPARISON FORM - LOWEST COST SELECTION

| | | | |
|---|--|---|--|
| Vehicle Useful Life Category: E1 | No. of Vehicles To Be Purchased: 1 | No. of Regular Seats: 5 | No. of ADA Stations: 2 |
| Required Specifications: | <input checked="" type="checkbox"/> From RFQ (attach all RFQ's behind this form) <input type="checkbox"/> Other (Attach list or document) | | |
| Additional Preferred Options: | <input checked="" type="checkbox"/> From RFQ (attach all RFQ's behind this form) <input type="checkbox"/> Other (Attach list or document) | | |
| PRICES QUOTED FROM VENDORS (Insert Vendor Names in Columns Below): | | | |
| Requested Quotes | Vendor: Schetky NW | Vendor: Creative Bus | Vendor: NW Bus Sales |
| Vehicle Make/Model Proposed: | 2020 Norcal Ford Transit | No Bid | No Bid |
| Vehicle Base Price: | \$55,449 | | |
| Cost of Required Specifications: | \$20,752 | | |
| Total Vehicle Cost With All Required Specifications: | \$76,201 | \$0 | \$0 |
| Cost of Additional Preferred Options (if any - enter zero if none): | \$0 | | |
| Total Vehicle Cost With Required Specifications and Preferred Options: | \$76,201 | \$0 | \$0 |
| Lowest Cost Vehicle Selected: | <input checked="" type="checkbox"/> Selected <input type="checkbox"/> Not Selected | <input type="checkbox"/> Selected <input checked="" type="checkbox"/> Not Selected | <input type="checkbox"/> Selected <input type="checkbox"/> Not Selected |
| Comments: | | | |

AGENCY SIGNATURE (Required):

Agency Representative (enter printed name and title below)
 Doug Pilant, General Manager
 Phone No. / E-mail address (enter below)
 503-842*3115

Signature of Agency Representative: _____ Date of Signature: _____

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REQUEST FOR TRANSIT VEHICLE PRICE QUOTE (RFQ)

This is (check appropriate):

- Initial Request for Quote (from Requesting Agency to Vendors)
Due Date: December 6, 2019
- Response to RFQ (from Responding Vendor back to Requesting Agency)
- Grant Funded Purchase 33600

VENDOR (Business Name): SCHETKY NORTHWEST SALES, INC

Vendor Contact Person: CHASE SCHETKY

Phone: 503-607-3141

Email Address: CHASES@SCHETKYNW.COM

Alt Phone: 503-730-8383

Meets Buy America Standards (49 USC § 5323(j); 49 CFR part 661)

REQUESTING AGENCY INFORMATION

Agency: Tillamook County Transportation District

Date: 11/13/19

Contact Person: Doug Pilant

Phone: 503-842-3115

Email Address: dpilant@tillamookbus.com

Fax: 503-815-2834

Agency Address: 3600 3rd Street, Tillamook, OR 97141

The above Agency, through its Public Transit program or public transit affiliate, is requesting price quotes from Oregon State Price Agreement Contract Vendors for the purchase of the following vehicle(s):

From (circle): Oregon State Price Agreement / Other No. of Vehicles Required: 1

ODOT Public Transit Vehicle Category (Check): (Please see ODOT Public Transit Vehicle Descriptions and Useful Life Standards)


Cat A Cat B Cat C Cat D Cat E 1 (select from 1 to 3)

Length (can be range): @ 22' Regular Seats: 5 ADA Stations/Tiedowns: 2

Fuel Type: Gasoline Diesel Bio-fuel Hybrid CNG Propane

High Floor Low Floor Other Comment: Engine to have hardened valves

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| | |
|--|--|
| door) with controls at driver seat | |
| 3.7L Gasoline engine or equivalent WITH hardened valves for future propane conversion | 3.5L ECO-BOOST QUOTED PER AGENCY APPROVAL (3.7L NO LONGER IN PRODUCTION) |
| Privacy Glass (tinted windows) | YES |
| <p>Passengers seats to be 19" Freedman GO-ES or equivalent with one double folding seat behind lift and one single seat behind driver at rearmost of van. Similar to this configuration:</p>  | YES-SINGLE FIXED SEAT 19", DOUBLE FOLD AWAY 17.5" |
| AngelTrax interior/exterior 4 camera CCTV and audio system with HD solid state 500 GB hard drive with five (5) SD Backup Cards and passive GPS, or approved equivalent. Consult with District on location of hard drive. | YES |
| RAM Mobile Data Terminal arm mounts for Samsung Tab A with RAM case (RAM-GDS-DOCK-V3BS). Arm mounts to be installed to prevent shaking/movement during normal driving conditions and shall be installed within the driver's reach when seated/driving. Mounts shall not prevent OEM cupholders from use. | YES |
| Tillamook decals printed and installed by Gillespie Graphics before delivery. | YES |
| Total of 4 passenger seat belt extensions | YES |
| Total of 2 OEM Driver seat belt extensions | YES |
| Total of 3 12" wheelchair belt extensions | YES |
| Total of 8 tie-down webbing loops (blue 14") | YES |
| Subtotal Cost of Required Options: | \$20,373 |
| Total Vehicle Cost With All Required Options: | \$75,822.00 |
| Estimated Vehicle Privilege Tax (if billing to agency) – NOTE: ADA Modifications are exempt from tax | \$ 379.11 |

C. VEHICLE PREFERRED OPTIONS

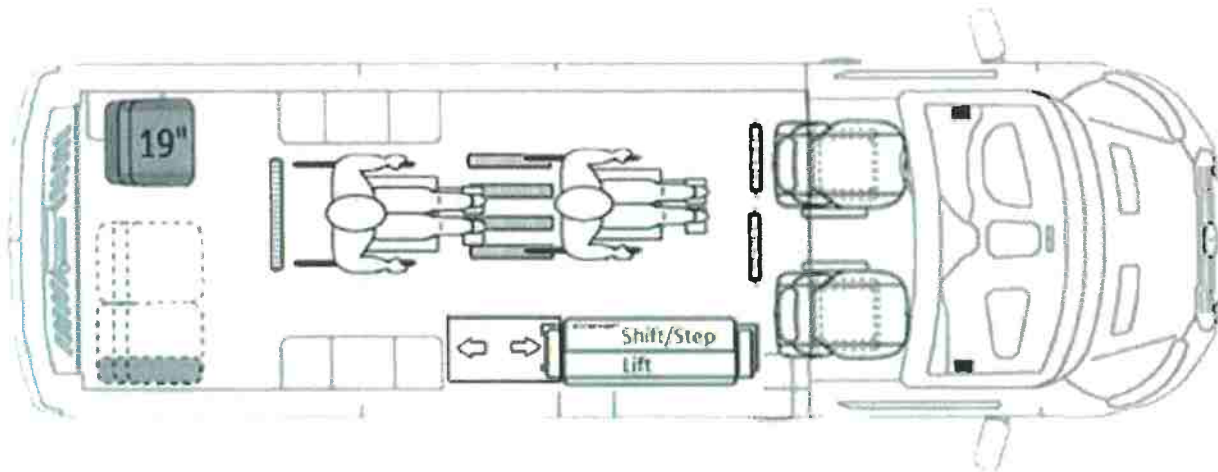
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| Requesting Agency's Preferred Options Description | Included in Base Price? YES / NO | \$Additional Cost for Option\$ (or Note Not Available) | Vendor Suggestions (related to vehicle specs) |
|---|---|---|--|
| Qty. 6 additional All-season tires – no wheels – price per tire | NO | \$1,362.00 (\$227 PER TIRE) | |
| Qty. 4 additional studded tires on wheels for rear of van – price per tire/wheel combination (mounted and balanced) | NO | \$2,082.00 (\$520.50 PER WHEEL/TIRE) | |
| Qty. 2 additional studded tires – no wheels – for front of van – price per tire | NO | \$572.00 (\$286 PER) | |
| Subtotal Cost of Preferred Options: | | \$4,016.00 | |

Vendor's Signature:  Date Sent: 12/06/19

Vendor's Response Back to RFQ – Please sign and date your response here.

Sample Floor plan (Attach or cut-and-paste new plan here, or attach on back)



VENDOR INFORMATION

Vendors are strongly encouraged to submit price quotes using the format provided. Vendors should specifically note if and how they meet the above specifications and note any differences in what has been called out above in their price quotes. This may be done on the form or on an attached sheet. The

Re: Altoona testing.

To whom it may concern-

NorCal Vans provides wheelchair-accessible ADA-compliant commercial conversions on the Ford Transit.

Altoona testing is regulated by the Federal Transit Administration and applies to busses purchased with FTA capital assistance programs.

FTA does not require testing of an "unmodified mass-produced van" (defined as a van that is mass-produced, complete and fully assembled as provided by an OEM. This shall include vans with raised roofs, and/or wheelchair lifts, or ramps that are installed by the OEM, or by a party other than the OEM provided that the installation of these components is completed in strict conformance with the OEM modification guidelines) when offered in the 4-year/100,000-mile service category.

NorCal Vans is a Ford Quality Vehicle Manufacturer (QVM), meaning our conversion procedures are in strict conformance with Ford recommendations and standards. Our facility and our processes are inspected annually by Ford so that we may retain the QVM status. Our conversions do not affect the structural integrity of the Ford Transit, nor do they affect any of the Ford OEM warranties.

As such, under FTA regulations a Ford Transit with a NorCal Vans conversion qualifies as an unmodified mass-produced van.

Also, under FTA regulations, unmodified mass-produced vans are exempt from Altoona testing when offered in the 4-year/100,000 miles service life category.

For more information, please refer to FTA's web site:

<https://www.transit.dot.gov/research-innovation/interpretations-definitions>

Thank you.



Greg Hollis

NorCal Vans

1/23/18

866-892-0150



U.S. Department
Of Transportation
**Federal Transit
Administration**

Headquarters

East Building, 5th Floor – TCR
1200 New Jersey Avenue, SE
Washington, DC 20590

September 27, 2019

Amanda McTavish
Nor-Cal Vans
1300 Nord Ave #125
Chico, CA 95926

Re: TVM DBE Goal Concurrence/Certification Letter – Fiscal Year 2020

Dear Ms. McTavish:

This letter is to inform you that the Federal Transit Administration's (FTA) Office of Civil Rights has received Nor-Cal Vans' Disadvantaged Business Enterprise (DBE) goal and methodology for FY 2020 for the period of October 1, 2019–September 30, 2020. This goal submission is required by the U.S. Department of Transportation's DBE regulations at 49 CFR Part 26 and must be implemented in good faith.

We have reviewed your FY 2020 DBE goal and determined that it is compliant with DOT's DBE regulations. You are eligible to bid on FTA-funded transit contracts. This letter or a copy of the TVM listing on FTA's website may be used to demonstrate your compliance with DBE requirements when bidding on federally funded vehicle procurements.

FTA reserves the right to remove/suspend this concurrence if your DBE program or FY 2020 DBE goal is not implemented in good faith. In accordance with this good faith requirement, you must submit your DBE Uniform Report to FTA by December 1, 2019. This report should reflect all FTA-funded contracting activity for the second period of FY 2019 (i.e., from April 1 to September 30).

Please also be mindful that your FY 2021 DBE goal methodology must be submitted to FTA by August 1, 2020. Any significant updates to the program plan must be submitted to FTA as they occur. Thank you for your cooperation. If you have any questions regarding this approval, please contact the FTA DBE Team via e-mail at FTATVMSubmissions@dot.gov.

Sincerely,


John Day
Program Manager
Office of Civil Rights

To whom it may concern-

NorCal Vans conversions on the 2015-2019 Ford Transit intended for the transportation of wheelchair users as passengers are designed and built to meet current applicable FMVSS requirements as well as current applicable ADA requirements.

Greg Hollis

Authorized signature

7/26/2018

Date

Greg Hollis

NorCal Vans

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

**Authorizing the General)
Manager to Execute a Contract)
with Trillium Solutions, Inc. for NWOTA)
Website Trip Planner Enhancements)**

RESOLUTION NO. 19-38

WHEREAS, the Northwest Oregon Transit Alliance (NWOTA) Coordinating Committee was awarded a STIF Discretionary grant from ODOT to create a new NWOTA website to market and brand regional coordinated transit services (the "Website"); and

WHEREAS, NWOTA has determined that additional enhancements to the Website are needed in the form of user trip planning functionality (the "Enhancements"); and

WHEREAS, Tillamook County Transportation District (TCTD) serves as fiscal agent for NWOTA; and

WHEREAS, the TCTD conducted a RFP process on behalf of NWOTA to select a consultant to develop and implement the Enhancements; and

WHEREAS, TCTD selected Trillium Solutions, Inc., the only respondent to the RFP, as the consultant for this work.

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

that the Board authorizes the TCTD General Manager to execute a contract not to exceed \$145,000 with Trillium Solutions Inc. to develop and implement the Enhancements for NWOTA.

INTRODUCED AND ADOPTED this 19th day of December 2019.

ATTEST:

By: _____
Judy Riggs, Board Chair

By: _____
Doug Pilant, General Manager

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PROFESSIONAL SERVICES CONTRACT

This contract for personal services is entered into by and between **TILLAMOOK COUNTY TRANSPORTATION DISTRICT**, a special district of the State of Oregon, hereinafter referred to as TCTD, acting as fiscal agent for the NWOTA, and **TRILLIUM SOLUTIONS, INC.**, hereinafter called CONTRACTOR to provide the services described in the Request for Proposal issued November 4, 2019, and the Proposal Response, due November 26, 2019, which by this reference are hereby made part of this contract and incorporated herein. The following provisions shall comprise this contract:

I. SCOPE

This Contract covers the personal services (the “**Services**”) as described in (1) the Request for Proposals issued by TCTD on November 4, 2019 (the “**RFP**;” attached hereto as Exhibit B, and fully incorporated herein), and (2) the RFP Response submitted by CONTRACTOR on November 26, 2019 (attached hereto as Exhibit C, and fully incorporated herein).

Work shall be performed in accordance with a schedule approved by TCTD. CONTRACTOR shall meet the highest standards prevalent in the industry or business most closely involved in providing the appropriate goods or services. The Contract shall commence upon contract execution and continue until completion of the Services by CONTRACTOR, unless earlier terminated as provided for herein.

II. COMPENSATION

A. TCTD agrees to compensate CONTRACTOR on a fee-for-services basis as detailed in this Contract. Invoices submitted for payment in connection with this Contract shall be properly documented and shall indicate pertinent DISTRICT contract and/or purchase order numbers. All charges shall be billed monthly and will be paid net 30 days from receipt of invoice. The maximum compensation authorized under this Contract shall not exceed **\$145,000**.

B. CONTRACTOR is engaged hereby as an independent contractor and will be so deemed for purposes of the following:

- 1** CONTRACTOR will be solely responsible for payment of any Federal or State taxes required as a result of this Contract.
- 2.** This Contract is not intended to entitle CONTRACTOR to any benefits generally granted to DISTRICT employees. Without limitation, but by way of illustration, the benefits which are not intended to be extended by this Contract to CONTRACTOR are vacation, holiday and sick leave, other leaves with pay, tenure, medical and dental coverage, life and disability insurance, overtime, Social Security, Workers' Compensation, unemployment compensation, or retirement benefits (except insofar as benefits are otherwise required by law if CONTRACTOR is presently a member of the Oregon Public Employees Retirement System).
- 3.** If CONTRACTOR has the assistance of other persons in the performance of this Contract, and CONTRACTOR is a subject employer, CONTRACTOR shall qualify and remain qualified for the term of this contract as an insured employer under Oregon Revised Statutes (“ORS”) Chapter 656.

C. CONTRACTOR certifies that, at present, he or she, if an individual is not a program, TCTD, or Federal employee.

D. CONTRACTOR, if an individual, certifies that he or she is not a member of the Oregon Public Employees Retirement System.

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III. FEDERAL CONTRACT SPECIAL CONDITIONS

A. Failure to Perform

TCTD may, subject to the provisions of paragraph (4) below, by written notice of default to Contractor, terminate the whole or any part of this contract in any one of the following circumstances.

1. If Contractor fails to make delivery of the supplies or to perform the services within the time specified herein or any extension thereof; or
2. If Contractor fails to perform any of the other provisions of this contract, or so fails to make progress as to endanger performance of this contract in accordance with its terms, and in either of these two circumstances does not cure such failures within a period of ten (10) days (or such longer period as TCTD may authorize in writing) after receipt of notice from TCTD specifying such failure. CONTRACTOR'S failure to perform the scope of work identified or failure to meet established performance standards shall be subject to consequences that include but are not limited to:
 - Reducing or withholding payment;
 - Requiring CONTRACTOR to perform, at the CONTRACTOR'S expense, additional work necessary to perform the identified scope of work or meet the established performance standards; or
 - Declaring a default, terminating the contract and seeking damages and other relief under the terms of the contract or other applicable law.
3. In the event TCTD terminates this contract in whole, or in part, as provided in paragraph (2) above of this clause, TCTD may procure, upon such terms and in such manner as TCTD may deem appropriate, supplies or services similar to those terminated, and Contractor shall be liable to TCTD for any excess costs for such similar supplies or services; provided, that Contractor shall continue the performance of this contract to the extent not terminated under the provisions of this clause.
4. Contractor shall not be liable for any excess costs if the failure to perform the contract arises out of causes beyond the control of and without the fault or negligence of Contractor. Such causes may include, but are not restricted to, acts of God or of the public enemy, acts of TCTD in either its sovereign or contractual capacity, fires, floods, epidemics, quarantine restrictions, strikes, freight embargoes and unusually severe weather; but, in every case, the failure to perform must be beyond the control of Contractor and without Contractor's fault or negligence. Contractor shall not be liable for excess costs for failure to perform, unless the supplies or services to be furnished were obtainable from other sources in sufficient time to permit Contractor to meet the required performance schedule.
5. The rights and remedies of TCTD provided in this clause shall not be exclusive and are in addition to any other rights and remedies provided by law or under this contract.
6. As used in this contract, the terms "subcontractor" and "subcontractors" mean subcontractor(s) at any tier.

B. Termination for Convenience

This contract may be terminated by either party upon at least ten (10) days written notice to the other.

C. Compliance with Applicable Law

Contractor shall comply with all federal, state and local statutes, regulations, administrative rules, executive orders, ordinances and other laws applicable to the Services under the Contract, in effect at the time the Contract is executed and as may be amended, revised, enacted or adopted thereafter. Changes in these legal requirements after the execution of the Contract may or may not be the basis for modifications to Contractor's schedule, scope and fee, depending on a reasonable assessment of the nature of the change, the extent to which the change was anticipated by Contractor or the Parties, and other circumstances then existing.

Without limiting the generality of the foregoing, Contractor expressly agrees to comply with: (i) Title VI of the Civil Rights Act of 1964; (ii) Section V of the Rehabilitation Act of 1973; (iii) the Americans with Disabilities Act of 1990, (iv) Section 306 of the Clean Air Act (42 U.S.C. 1857 (h)); (v) Section 508 of the Clean Water Act (33 U.S.C. 1368); (vi) Executive Order 11738; EPA regulations (40 CFR part 15) and ORS 659.425; (vii) Copeland Anti-Kickback Act (18 U.S.C. 874) as supplemented in Department of Labor regulations (29 CFR Part 3); (viii) Executive Order 11246 entitled Equal Employment Opportunity as amended by Executive Order 11375 and as supplemented in 41CFR chapter 60; (ix) Davis-Bacon Act (40 U.S.C. 3141-3148) as supplemented in Department of Labor regulations (29 CFR Part 5), (x) Sections 103 and 107 of the Contract Work Hours and Safety Standards Act (40 U.S.C. 327-330) as supplemented by Department of Labor regulations (29 CFR Part 5); (xi) Energy Policy and Conservation Act (pub.L. 94-163, 89 Stat. 871); (xii) all regulations and administrative rules established pursuant to the foregoing laws; and (xiii) all other applicable requirements of federal and state civil rights and rehabilitation statutes, rules and regulations.

If conflicts are discovered among federal, state and local statutes, regulations, administrative rules, executive orders, ordinances and other laws applicable to the Services under the Contract, Contractor shall in writing request TCTD to resolve the conflict. Contractor shall specify if the conflict(s) create a problem for the design or other Services required under the Contract.

D. Reporting Requirements

Contractor shall comply with the reporting requirements of TCTD including but not limited to Progress, Status and Performance reports necessary to support progress payments or cost reimbursements.

E. Records Maintenance; Access.

Contractor, and its Subcontractors, shall maintain all fiscal records relating to the Contract in accordance with generally accepted accounting principles. In addition, Contractor shall maintain all other records pertinent to the Contract and the Project and shall do so in such a manner as to clearly document Contractor's performance.

TCTD and the federal government and their duly authorized representatives shall have access, and Contractor shall permit the aforementioned entities and individual's access, to such fiscal

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records and other books, documents, papers, plans and writings of Contractor that are pertinent to the Contract to perform examinations and audits and make excerpts and transcripts.

Contractor shall retain and keep accessible all such fiscal records, books, documents, papers, plans, and writings for a minimum of 3 years, or such longer period as may be required by applicable law, following final payment and expiration or termination of the Contract, or until the conclusion of any audit, controversy or litigation arising out of or related to the Contract, whichever date is later.

F. Patents; Copy Rights; Rights in Data

Any discovery or invention that arises during the course of the contract shall be reported to TCTD. The Contractor shall promptly disclose inventions to TCTD, within 2 months, after the inventor discloses it in writing to the Contractors personnel responsible for patent matters. The rights in the invention/discovery shall be allocated consistent with "Government Patent Policy" and FAR Part 27.

The Contractor shall comply with the requirements and regulations for Copy Rights and Rights in Data pursuant to FAR Part 27.

IV. CONSTRAINTS

CONTRACTOR agrees:

A. If the services to be provided pursuant to this Contract are professional and/or consultative, CONTRACTOR shall not delegate the responsibility for providing those services to any other individual or agency.

B. Pursuant to the requirements of ORS 279B.020 and 279B.220 through 279B.235 and Article XI, Section 10, of the Oregon Constitution, the following terms and conditions are made a part of this Contract:

1. CONTRACTOR shall:

a. Make payments promptly, as due, to all persons supplying to CONTRACTOR labor or materials for the prosecution of the work provided for in this Contract.

b. Pay all contributions or amounts due the Industrial Accident Fund from such CONTRACTOR or subcontractor incurred in the performance of this Contract.

c. Not permit any lien or claim to be filed or prosecuted against TCTD on account of any labor or material furnished.

2. If CONTRACTOR fails, neglects or refuses to make prompt payment of any claim for labor or services furnished to CONTRACTOR or a subcontractor by any person in connection with this Contract as such claim becomes due, the proper officer representing TCTD may pay such claim to the person furnishing the labor or services and charge the amount of the payment against funds due or to become due CONTRACTOR by reason of this Contract.

3. CONTRACTOR shall pay employees for work in accordance with ORS 279B.020 and ORS 279B.235, which is incorporated herein by this reference.

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All subject employers working under the contract are either employers that will comply with ORS 656.017 or employers that are exempt under ORS 656.126.

4. CONTRACTOR shall promptly, as due, make payment to any person or co-partnership, association or corporation furnishing medical, surgical and hospital care or other needed care and attention incident to sickness and injury to the employees of CONTRACTOR, of all sums which CONTRACTOR agrees to pay for such services and all moneys and sums which CONTRACTOR collected or deducted from the wages of CONTRACTOR'S employees pursuant to any law, contract or agreement for the purpose of providing or paying for such services.

5. This Contract is expressly subject to the debt limitation of Oregon counties set forth in Article XI, Section 10, of the Oregon Constitution, and is contingent upon funds being appropriated therefore. Any provisions herein which would conflict with law are deemed inoperative to that extent.

6. CONTRACTOR agrees to indemnify, hold harmless and defend TCTD, its officers, commissioners, agents and employees from and against all claims and actions, and all expenses incidental to the investigation and defense thereof (including attorney's fees), arising out of or based upon damage or injuries to persons or property caused by the errors, omissions, fault or negligence of CONTRACTOR or CONTRACTOR'S employees or agents.

7. CONTRACTOR'S failure to perform the scope of work identified or failure to meet established performance standards shall be subject to consequences that include, but are not limited to:

a. Reducing or withholding payment;

b. Requiring CONTRACTOR to perform, at CONTRACTOR'S expense, additional work necessary to perform the identified scope of work or meet the established performance standards; or

c. Declaring a default, terminating the Contract and seeking damages and other relief under the terms of the Contract or other applicable law.

8. All subject employers working under the Contract are either employers that will comply with ORS 656.017 or employers that are exempt under ORS 656.126.

V. OWNERSHIP

Upon fulfillment of the Contract Terms, DISTRICT will have legal title to, and rights to use the entirety of the documents, images, and data used to create the plan, (collectively referred to as "the work") without limitation. This includes the right to use the work in contexts including, but not limited to: (1) public relations, press releases, or publicity; (2) re-use or modification of the work; and (3) use as a teaching aid or continuing education tool.

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VI. INSURANCE REQUIREMENTS

A. COMMERCIAL GENERAL LIABILITY

Required by DISTRICT Not required by DISTRICT

The CONTRACTOR agrees to furnish TCTD evidence of commercial general liability insurance in the amount of not less than \$1,000,000 combined single limit per occurrence/\$2,000,000 general annual aggregate for personal injury and property damage for the protection of TCTD, its officers, commissioners, agents and employees against liability for damages because of personal injury, bodily injury, death or damage to property, including loss of use thereof, in any way related to this Contract. The general aggregate shall apply separately to this project / location. TCTD, at its option, may require a complete copy of the above policy.

B. AUTOMOBILE LIABILITY

Required by DISTRICT Not required by DISTRICT

The CONTRACTOR agrees to furnish TCTD evidence of business automobile liability insurance in the amount of not less than \$1,000,000 combined single limit for bodily injury and property damage for the protection of TCTD, its officers, commissioners, agents and employees against liability for damages because of bodily injury, death or damage to property, including loss of use thereof in any way related to this Contract. TCTD, at its option, may require a complete copy of the above policy.

C. PROFESSIONAL LIABILITY

Required by TCTD Not required by TCTD

D. POLLUTION LIABILITY INSURANCE

Required by TCTD Not required by TCTD

E. Such insurance shall provide sixty (60) days written notice to TCTD in the event of a cancellation or material change and include a statement that no act on the part of the insured shall affect the coverage afforded to TCTD under this insurance. This policy(s) shall be primary insurance as respects to TCTD. Any insurance or self-insurance maintained by TCTD shall be excess and shall not contribute to it.

F. If CONTRACTOR has the assistance of other persons in the performance of this contract, and CONTRACTOR is a subject employer, CONTRACTOR agrees to qualify and remain qualified for the term of this contract as an insured employer under ORS Chapter 656. CONTRACTOR shall maintain employer's liability insurance with limits of \$100,000 for each accident, \$100,000 per disease for each employee, and \$500,000 each minimum policy limit.

G. If any other required liability insurance is arranged on a "claims made" basis, "tail" coverage will be required at the completion of this Contract for a duration of thirty-six (36) months or the maximum time period CONTRACTOR'S insurer will provide "tail" coverage as subscribed, whichever is greater, or continuous "claims made" liability coverage for thirty-six (36) months following the contract completion. Continuous "claims made" coverage will be acceptable in lieu of "tail" coverage, provided its retroactive date is on or before the effective date of this Contract.

H. The insurance, other than the Workers' Compensation, Professional liability and Pollution liability insurance, shall include TCTD as an additional insured. Proof of insurance must include a copy of the endorsement showing TCTD as a scheduled insured.

I. CONTRACTOR shall require that all of its subcontractors of any tier provide insurance coverage (including additional insured provisions) and limits identical to the insurance required of Contractor under this Contract, unless this requirement is expressly modified or waived by TCTD.

VII. SUBCONTRACTS

CONTRACTOR shall be responsible to TCTD for the actions of persons and firms performing subcontract work. CONTRACTOR certifies that CONTRACTOR has not discriminated and will not discriminate against any minority, women or emerging small business enterprise in obtaining any subcontract.

VII. TERMINATION - AMENDMENT

A. This Contract may be terminated by either party upon at least ten (10) days written notice to the other.

B. This Contract and any amendments to this contract will not be effective until approved in writing by an authorized representative of the Tillamook County Transportation District, acting as fiscal agent for the NWOTA.

C. This Contract supersedes and cancels any prior contracts between the parties hereto for similar services.

The undersigned, by its signature, agrees to perform the scope of work as described in the Contract documents and meet the performance standards set forth therein. By their signatures below, the parties to this contract agree to the terms, conditions, and content expressed herein.

TRILLIUM SOLUTIONS, INC.

**TILLAMOOK COUNTY
TRANSPORTATION DISTRICT**

By:

By:

Authorized Signature

Authorized Signature

Name/Title (Printed)

Name/Title (Printed)

Date

Date

Telephone/Fax Number

Approved as to Form

CCB License # (if applicable)

Oregon Business Registry

District Counsel

Entity Type/State of Formation

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EXHIBIT A

INSURANCE CERTIFICATES
(to be supplied at the time of contract execution)

EXHIBIT B

TCDC RFP ISSUED NOVEMBER 4, 2019

Tillamook County Transportation District
3600 3rd St
Tillamook, OR 97141

November 25, 2019

Northwest Oregon Transit Alliance agencies:

Trillium Solutions, Inc. ("Trillium"), an Oregon S-Corporation, herein provides a proposed scope of services to provide marketing services for the Northwest Oregon Transit Alliance (NWOTA).

This work would be performed in collaboration with Transit Marketing, and would leverage resources and investments made by NWOTA separately in a website designed and developed by Trillium, also in collaboration with Transit Marketing.

The goal of this work is to develop and implement a marketing approach that utilizes web and mobile technology, as well as core transit marketing tools such as local mailings and flyers, to support the increase of ridership and perceived quality of NWOTA services. Trillium works exclusively with transit agencies to help design marketing approaches tailored to the industry and in line with agency practices.

The contents of this proposal are a firm bid offered and available for 365 days from the date of submittal. Feel free to reach out directly to Thomas Craig (contact information below) with any questions you have regarding the proposal contents.

Best,



Thomas Craig
General Manager
Trillium Solutions, Inc.
6106 NE Mallory Ave.
Portland, OR 97211
503-567-8422 ext. 4
thomas@trilliumtransit.com



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Project Understanding and Approach

This project will be accomplished in close collaboration with NWOTA at all stages, and will require the active involvement of both parties. In line with the RFP, Trillium has identified the following tasks and subtasks necessary to deliver the overall project.

Task 1: Develop detailed work plan

1.1: Site visit

A site visit will establish a working relationship between the agencies and the project team, and allow for the project team to gather local understanding and context of the needs of NWOTA riders. Thomas Craig and Holly Kvalheim will visit all NWOTA agencies at their quarterly in person.

The site visits will discuss

- Possible technical approach alternatives
- Communications approach alternatives
- Confirmation of preferred use cases

1.2: Technical approach

Trillium worked with NWOTA to design the original northwestconnector.net website, and will expand on that knowledge to plot a technical approach that efficiently meets both the short term feature goals and the long-term needs of site maintenance and efficiency.

The project team will work with the NWOTA board and staff to develop a review process that allows agency staff and end users to engage with proposed deliverables before finalization, so that the team can move iteratively towards the end goals of the project.

The team will research and define precisely which end user actions are to be prioritized so that trip planner tuning supports the agency goals.

1.3: Communications strategy

Task 4 must develop effective resources for the dissemination of lessons learned during the project. Therefore it will be critical to identify which parties will be involved and how they will be communicated with.

Task 2: Website trip planner enhancements

2.1. Review OSM data and perform high-value maintenance activities

Trillium will identify possible gaps in coverage that may effect trip plan results.

2.2 Deploy the OTP and incorporate the available GRFS and GTFS-flex data sets

Trillium will seek to reduce costs by leveraging the ODOT OTP implementation, but will host a trip planner as needed.

2.3 Develop a new NWConnector trip planner interface for the NWConnector.org website

Trillium will develop both the custom interface for NWOTA as well as a plugin interface allowing OTP to be more easily surfaced on other transit agency sites in Oregon.

2.4 Conduct a user testing, feedback and review process

Trillium will perform testing with end users and study past system analytics from the current interface to confirm critical use cases.

After launch of OTP, all use cases will be tested side by side.

Trip planner tuning proposals and site design refinements will follow in response to feedback

2.5 Examine the role OSM data plays in user feedback, and whether map issues are resulting in negative user experiences

Trillium will produce a white paper targeted at both NWOTA and ODOT, proposing an approach to OSM data maintenance

This report will include the examination of end user experiences.

Task 3: Ongoing maintenance

As directed by NWOTA, Trillium will launch and host the final enhanced website.

Task 4: Project reporting and documentation

Trillium agrees to all reporting requirements as laid out in the RFP.

Proposer's Qualifications and Experience

Trillium Solutions, Inc. is an Oregon-based Corporation, which has also previously operated as a sole proprietorship, founded in 2007. The firm has grown steadily from a one-developer operation into a team of fifteen employees and a network of contractors who contribute to the online presence of over 300 public transit agencies. Trillium serves public transit clients by making their services easy-to-find, understand, and use with online information. Trillium's exclusive focus is on public transportation

agencies. We bring a depth of experience and commitment to our work for transit that is unique in the web technology marketplace.

Trillium has extensive particular experience with the NWOTA agencies as well as with the technologies in play during this project:

- NWOTA website (developed by Trillium)
- GTFS-flex (Trillium provides for 30 agencies)
- OTP (Trillium provides for 25 agencies)
- OSM (Trillium supports for 15 agencies)

Trillium's project manager for this project will be Thomas Craig, Trillium's General Manager. Mr. Craig brings eight years of project management, process development, and consulting experience with a variety of public and private clients in multiple industries.

Other key Trillium employees and consultants will include:

- None's experience with GTFS data and other transit technologies ensures that digital and web marketing strategies are deployed by a development specialist.
- **Holly Kvalheim**, Junior Consultant, will provide support for marketing services as well as participate in the development of the marketing plan.

References and Resumes

Trillium provides marketing services, focused on website management but extending to graphic design, social media strategy, marketing strategy and more to 30 public transit clients. References are below, and resumes are attached on subsequent pages.

Regional Transportation Commission of Washoe County

John Ponzo

IT Manager

775-335-1828

jponzo@rtcwashoe.com

Trillium designed, developed, and launched rtcwashoe.com in July 2017. Since then, additional features have been introduced and hosting provided. The project team regularly works with the requests and priorities of the marketing department to implement marketing and messaging solutions through the website framework. Trillium designs marketing collateral for delivery online.

Central Contra Costa Transit Authority

Jim Brown

Director of Information Technology

925-680-2032
brown@cccta.org

Launched January 2019, the new countyconnection.com was designed, developed, and hosted by the proposed project team. The project successfully coordinated the work of different departments and stakeholders at the agency.

Truckee North Tahoe Transportation Management Association

Jaime Wright
Executive Director
530-582-4931
jaime@laketahoetransit.com

Trillium designed, developed, and launched tahoetruckeetransit.com in April 2018 providing access to schedule information for the TART system on the North Side of Lake Tahoe.

Attachment A: Resumes

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Thomas Craig

General Manager

Operations and financial manager of Trillium Solutions, Inc. with 5 years of experience in small business management, and a strong expertise in financial analysis and modeling, project management, and communication.

B.A. History, Reed College

Key Skills

- Accounting
- Financial modeling
- Process management
- Communications, report writing, website content

Trillium Experience

Operations Manager, September 2013 - now

- Project Manager for Marin Transit Passenger Information project.
 - Performed the passenger information, review, and recommendations
 - Managed the design implementation process.
- Project Manager for El Dorado Transit Website and Branding project.
 - This comprehensive branding and customer information project included a system map, bus wrap design, new logo, website and other marketing materials for the agency
- Developed many of Trillium's internal management systems, operations manuals, and software documentation.

Previous Experience

- Subsidy and A/R Coordinator, Knowledge Universe, Portland, OR, 2013-2014
 - Work with government agencies to ensure compliance with agency standards for childcare subsidies.
 - Communication of policies and procedures to corporate staff.
- Financial Modeler and Project Manager, Masterplans.com, Portland, OR, 2012-2013
 - Developed financial models for approximately 500 businesses, with revenues as large as \$50M.
 - Project management of business plan writing contracts
 - Development of marketing materials, including mass emails, social media posts, and website content.
- Business Analyst, Causeit, Portland, OR, 2011-2012
- Associate Portfolio Manager, Africa Capital Advisors, LLC, 2009-2011

Nome Dickerson

Web Developer

Nome develops and maintains WordPress websites for Trillium. Their breadth of experience with different programming languages and current Master's level study on Machine Learning bring creative solutions to complex problems.

M.S. Computer Science, Portland State University

B.A. Russian, Reed College

Key Skills

- Web development
- HTML/CSS, Wordpress, Javascript, SQL, Python
- C, Java, Haskell
- Machine Learning, Embedded Systems

Trillium Experience

- Web Developer, March 2016 - Present
 - Develops and deploys WordPress themes
 - Performs WordPress updates and edits themes upon client request
 - Work with GTFS-to-HTML for timetable generation
 - Creates and maintains detailed process documentation and research on best practices

Prior Experience

- Graduate Teaching Assistant, Portland State University, Portland, OR 2015 - 2016
 - Helped to design and implement a new undergraduate course curriculum using MIT's Unix-based xv6 system
 - Responsible for teaching and grading projects requiring extensive reasoning about multithreaded C code
- Embedded Platform and Tools Intern, Intel Open Technology Center, 2015
 - Researched continuous integration possibilities for the Yocto project, an open-source embedded Linux build system
 - Developed a proof-of-concept for a Jenkins plugin

Holly Kvalheim

Project Coordinator/Junior Consultant

Holly Kvalheim supports Trillium's projects and processes through data management, maintaining high standards for accuracy and excellent communication.

B.A. Economics, University of Puget Sound

Key Skills

- Data management
- Clear communication
- Project coordination

Trillium Experience

Data Technician, July 2016 – now

- Project management and delivery of websites for
 - Merrimack Valley Regional Transit Authority (2017, Massachusetts)
 - Star Transit (2018-19, Texas, in progress)
- Lead consultant and presenter for GTFS data training workshop for Via Transit (San Antonio)
- Website content management
- Search engine optimization review, analysis, and content creation
- GTFS updates and maintenance
- Client communications and data retrieval
- Special project coordination including work on the ongoing Travel Oregon and NWOTA marketing and technology projects

Previous Experience

- Legal Assistant, Alleman Hall McCoy Russell & Tuttle LLC, 2014
 - Preparation and filing of patent prosecution documents
 - Docketing
- Financial Empowerment Coordinator, El Centro de la Raza, Seattle, WA 2013-2014
 - Established data tracking and reporting procedures for private and public grants
 - Co-authored and implemented improved state-wide reporting structures for foreclosure mitigation grant

- o Technical database support for social services agencies across the state

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Tillamook County Transportation District
3600 3rd St
Tillamook, OR 97141

November 25, 2019

Northwest Oregon Transit Alliance agencies:

Trillium Solutions, Inc. ("Trillium"), an Oregon S-Corporation, herein provides a price proposal to accompany the proposed scope of services for the Northwest Oregon Transit Alliance (NWOTA) delivered under a separate cover.

The contents of this proposal are a firm bid offered and available for 365 days from the date of submittal. Feel free to reach out directly to Thomas Craig (contact information below) with any questions you have regarding the proposal contents.

Best,



Thomas Craig
General Manager
Trillium Solutions, Inc.
6106 NE Mallory Ave.
Portland, OR 97211
503-567-8422 ext. 4
thomas@trilliumtransit.com



Cost proposal

Trillium provides hourly rates for the following staff members:

| Staff member | Rate |
|----------------|-------|
| Thomas Craig | \$150 |
| Nome Dickerson | \$150 |
| Holly Kvalheim | \$100 |

Hours per staff member per task are estimated as follows.

| Task | Craig | Dickerson | Kvalheim | Total |
|-------|-------|-----------|----------|-------|
| 1 | 40 | 50 | 80 | 170 |
| 2 | 40 | 250 | 160 | 450 |
| 3 | 20 | 40 | 40 | 100 |
| 4 | 40 | 20 | 120 | 180 |
| Total | 140 | 360 | 400 | 900 |

With expenses, this constitutes the following Not-to-Exceed bids for each task.

The expenses budget for task 2 is an estimate and assumes that Trillium will need to host an OTP instance.

| Task | Staff cost | Expenses | Total |
|-------|------------|----------|-----------|
| 1 | \$21,500 | | \$21,500 |
| 2 | \$59,500 | \$30,000 | \$89,500 |
| 3 | \$13,000 | | \$13,000 |
| 4 | \$21,000 | | \$21,000 |
| Total | | | \$145,000 |

Trillium proposes a not-to-exceed cost to perform this scope of work of \$145,000, billed based on progress and hours.

BEFORE THE BOARD OF DIRECTORS
OF THE
TILLAMOOK COUNTY TRANSPORTATION DISTRICT

Authorizing the General Manager to)
Amend the Columbia Pacific CCO)
Non-Emergent Medical Transportation)
Services Delegation Agreement)

RESOLUTION NO. 19-39

WHEREAS, Tillamook County Transportation District (TCTD) desires to act as a broker for non-emergency medical transportation services for Columbia Pacific Coordinated Care Organization (CPCCO); and

WHEREAS, TCTD has the power to act as a broker for non-emergency medical transportation services under ORS Chapter 267; and

WHEREAS, TCTD and CPCCO recognize that such an arrangement for non-emergency medical transportation services creates efficiencies for and is in the best interest of both parties; and

WHEREAS, TCTD and CPCCO have negotiated the terms under which TCTD will provide the brokerage services and have reduced such terms to writing; and

WHEREAS, TCTD and CPCCO have executed the Columbia Pacific CCO Non-Emergent Medical Transportation Services Delegation Agreement; and


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

the General Manager is authorized to execute an amendment to the CPCCO NEMT Services Delegation Agreement on behalf of the Tillamook County Transportation District to extend the terms of the Agreement through March 31, 2020`.

INTRODUCED AND ADOPTED this 19th day of December 2019.

ATTEST:

By: 
Judy Riggs, Board Chair

By: 
Doug Pilant, General Manager