

Tillamook County Transportation District  
Board of Directors  
Regular Monthly Meeting



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

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



**BOARD OF DIRECTORS – REGULAR MONTHLY MEETING**  
**Tillamook County Transportation**  
**REVISED AGENDA**

Thursday, November 21, 2019

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

**REGULAR MEETING**

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

**GENERAL MANAGERS REPORT**

7. Financial Report (Pgs. 1-20)
8. Service Performance Report (Pgs. 21-25)
9. Northwest Oregon Transit Alliance (Pgs. 26-102)
10. Planning & Development
11. Grant Funding
12. Facility/Property Management
13. NW Rides Brokerage
14. Miscellaneous

**CONSENT**

15. Motion to Approve the Minutes of October 24, 2019 Regular Board Meeting (Pgs. 103-108)
16. Motion to Accept Financial and Operations Reports: October 2019

**ACTION ITEMS**

17. None

**DISCUSSION ITEMS**

18. Strategic Plan – Next Steps
19. Staff Comments/Concerns
20. Board of Directors Comments/Concerns
21. Adjournment

**UPCOMING EVENTS**

Holiday Party @ TCTD Maintenance Facility, Saturday, December 14<sup>th</sup> from 4-7pm

Tillamook County Transportation District  
 Normal Trial Balance  
 From 10/31/2019 Through 10/31/2019

Account Code	Account Title	Debit Balance	Credit Balance
1001	General Checking Account	124,922.79	
1006	Payroll Checking	9,255.32	
1009	NW RIDES ACCOUNT		29,757.79
1011	Prop. Mgmt. Checking	37,372.44	
1020	LGIP - General Account	659,779.44	
1030	LGIP - Capital Reserve	676,898.13	
1040	Petty Cash	200.00	
Report Total		1,508,428.12	29,757.79
Report Difference		1,478,670.33	

*QW*  
*11-5-19*  
*11-6-18*

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

From 10/1/2019 Through 10/31/2019

	Current Period Actual	Current Period Budget	Current Year Actual	Total Budget	Total Budget Variance	33%
<b>Resources</b>						
Working Capital	3500	0.00	0.00	1,596,525.00	(1,596,525.00)	0.00%
Fares	4000	23,899.68	114,667.81	275,000.00	(160,332.19)	41.69%
Contract Revenue	4020	52,691.36	283,124.97	883,000.00	(599,875.03)	32.06%
Property Tax	4100	0.00	0.00	925,000.00	(925,000.00)	0.00%
Past Years Property Tax	4110	3,452.60	7,516.88	40,000.00	(32,483.12)	18.79%
State Timber Revenue	4120	0.00	0.00	250,000.00	(250,000.00)	0.00%
Mass Transit State Payroll Tax	4130	31,135.61	31,135.61	85,000.00	(53,864.39)	36.63%
STIF Formula	4135	89,217.00	139,854.00	287,000.00	(147,146.00)	48.72%
STIF Intercommunity	4136	0.00	0.00	320,000.00	(320,000.00)	0.00%
STIF Discretionary	4137	0.00	0.00	149,000.00	(149,000.00)	0.00%
Capital Grants	4210	0.00	0.00	791,414.00	(791,414.00)	0.00%
Grants - FTA 5311	4220	0.00	140,200.00	370,000.00	(229,800.00)	37.89%
NWOTA Partner Cont. Match	4225	0.00	24,000.00	48,000.00	(24,000.00)	50.00%
Grants - STF	4230	16,925.00	33,850.00	67,700.00	(33,850.00)	50.00%
Grants - 5311 (f)	4240	0.00	58,784.00	310,000.00	(251,216.00)	18.96%
Grants - 5310	4245	0.00	22,432.00	105,000.00	(82,568.00)	21.36%
Special Bus Operations	4300	238.90	1,290.06	1,000.00	290.06	129.00%
Miscellaneous Income	4400	0.00	1,440.01	1,000.00	440.01	144.00%
Sale of Assets - Income	4410	0.00	833.33	10,000.00	(9,969.28)	0.00%
Interest Income	4510	2,833.59	12,030.72	22,000.00	(9,969.28)	54.68%
Advertising Income	4520	0.00	83.33	1,000.00	(1,000.00)	0.00%
Lease Income	4900	1,900.00	9,100.00	23,000.00	(13,900.00)	39.56%
Lease Operational Exp Income	4910	598.65	2,223.07	7,000.00	(4,776.93)	31.75%
Transfer From General Fund	4911	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 10/1/2019 Through 10/31/2019

	Current Period Actual	Current Period Budget	Current Year Actual	Total Budget	Total Budget Variance	33%
4915	0.00	0.00	0.00	11,835.00	(11,835.00)	0.00%
4916	0.00	0.00	0.00	46,786.00	(46,786.00)	0.00%
4917	0.00	0.00	3,000.00	3,000.00	0.00	100.00%
4918	0.00	0.00	0.00	915,842.00	(915,842.00)	0.00%
<b>Total Resources</b>	<u>222,892.39</u>	<u>737,812.32</u>	<u>896,649.13</u>	<u>7,567,102.00</u>	<u>(6,670,452.87)</u>	<u>11.85%</u>
<b>Expenses</b>						
<b>Personnel Services</b>						
5010	18,377.37	28,750.00	94,989.26	345,000.00	250,010.74	27.53%
5020	7,144.34	9,583.33	31,142.15	115,000.00	83,857.85	27.08%
5030	73,968.48	96,791.67	337,462.37	1,161,500.00	824,037.63	29.05%
5040	2,016.90	5,833.33	11,146.35	70,000.00	58,853.65	15.92%
5050	7,760.92	11,841.67	35,533.56	142,100.00	106,566.44	25.00%
5051	25,257.27	0.00	104,947.91	269,154.00	164,206.09	38.99%
5052	4,243.87	0.00	19,415.94	75,600.00	56,184.06	25.68%
5053	4,177.66	0.00	20,210.63	66,000.00	45,789.37	30.62%
5055	0.00	1,875.00	30,969.64	22,500.00	(8,469.64)	137.64%
<b>Total Personnel Services</b>	<u>142,946.81</u>	<u>154,675.00</u>	<u>685,817.81</u>	<u>2,266,854.00</u>	<u>1,581,036.19</u>	<u>30.25%</u>
<b>Materials and Services</b>						
5100	3,239.35	8,979.17	52,188.21	112,750.00	60,561.79	46.28%
5101	0.00	2,083.33	6,007.75	25,000.00	18,992.25	24.03%
5102	0.00	625.00	6,500.00	7,500.00	1,000.00	86.66%
5103	150.00	6,250.00	4,809.25	75,000.00	70,190.75	6.41%
5120	0.00	1,000.00	6,632.00	12,000.00	5,368.00	55.26%
5140	225.22	250.00	900.88	3,000.00	2,099.12	30.02%

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

From 10/1/2019 Through 10/31/2019

	Current Period Actual	Current Period Budget	Current Year Actual	Total Budget	Total Budget Variance	33%
5145 Computer R&M	4,280.25	3,625.00	13,935.50	43,500.00	29,564.50	32.03%
5150 Fees & Licenses	1,204.71	2,708.33	3,214.99	35,500.00	32,285.01	9.05%
5160 Insurance	0.00	7,000.00	0.00	84,000.00	84,000.00	0.00%
5170 Office Expenses	821.35	1,083.33	2,428.67	13,000.00	10,571.33	18.68%
5175 Board Expenses	600.00	833.33	8,047.53	10,000.00	1,952.47	80.47%
5180 Operational Expenses	4,920.62	3,500.01	14,130.28	42,000.00	27,869.72	33.64%
5185 Drug & Alcohol Administration	135.00	125.00	485.00	1,500.00	1,015.00	32.33%
5190 Marketing	286.29	5,458.33	14,358.51	65,500.00	51,141.49	21.92%
5191 Website Re-Design	0.00	0.00	0.00	164,560.00	164,560.00	0.00%
5210 Telephone Expense	1,174.51	1,750.00	5,088.73	21,500.00	16,411.27	23.66%
5220 Travel & Training	3,481.31	3,125.00	7,647.46	37,500.00	29,852.54	20.39%
5240 Vehicle Expense	32,799.27	16,666.67	79,649.42	200,000.00	120,350.58	39.82%
5245 Fuel Expenses	26,855.48	29,166.67	94,516.19	350,000.00	255,483.81	27.00%
5260 Postage	67.99	125.00	468.71	1,500.00	1,031.29	31.24%
5270 Mgmt/Labor Recreation Fund	358.60	197.25	1,658.60	2,367.00	708.40	70.07%
5280 Transit & Visitor Center Lease	700.00	700.00	2,800.00	8,400.00	5,600.00	33.33%
5285 Transit & Visitor Center Maint	1,369.32	1,250.00	5,959.78	15,000.00	9,040.22	39.73%
5290 General Operating Cont.	0.00	9,708.33	0.00	116,500.00	116,500.00	0.00%
5300 Property Operating Expenses	1,526.87	2,041.67	5,951.65	24,500.00	18,548.35	24.29%
5330 Flex Lease: Fees	0.00	83.33	0.00	1,000.00	1,000.00	0.00%
5340 Property Maint. & Repair	1,531.91	1,083.33	7,693.96	13,000.00	5,306.04	59.18%
5346 Operations Facility Maint.	1,125.73	208.33	2,061.35	2,500.00	438.65	82.45%
Total Materials and Services	86,853.78	109,626.41	347,134.42	1,488,577.00	1,141,442.58	23.32%
Special Payments						
5200 STF Payments to Recipients	5,229.00	300.00	10,458.00	20,914.00	10,456.00	50.00%
Monthly BOD Report w/YTD Budget & Variance						

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

From 10/1/2019 Through 10/31/2019

	Current Period Actual	Current Period Budget	Current Year Actual	Total Budget	Total Budget Variance	33%
5201 STIF Payments to Recipients	1,250.00	0.00	2,500.00	5,000.00	2,500.00	50.00%
Total Special Payments	6,479.00	300.00	12,958.00	25,914.00	12,956.00	50.00%
<b>Transfers</b>						
9100 Transfer to LGIP 5931	0.00	0.00	0.00	11,835.00	11,835.00	0.00%
9130 Transfer to General Fund	0.00	0.00	3,000.00	864,476.00	861,476.00	0.34%
9150 Transfer to Vehicle Reserve	0.00	0.00	0.00	10,000.00	10,000.00	0.00%
9160 Transfer to NWOTA Fund	0.00	0.00	12,000.00	161,000.00	149,000.00	7.45%
9175 Reserve for Future Expenditure	0.00	0.00	0.00	595,835.00	595,835.00	0.00%
9180 Unappropriated Ending Fund Bal	0.00	0.00	0.00	596,520.00	596,520.00	0.00%
Total Transfers	0.00	0.00	15,000.00	2,239,666.00	2,224,666.00	0.67%
<b>Capital Outlay</b>						
<b>Debt Service</b>						
5310 Flex Lease: Principal	0.00	4,166.67	0.00	50,000.00	50,000.00	0.00%
5320 Flex Lease: Interest	0.00	1,250.00	0.00	15,000.00	15,000.00	0.00%
5325 PUD Loan Expense	602.58	416.67	2,410.32	5,000.00	2,589.68	48.20%
5338 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	15,565.54	99,591.00	84,025.46	15.63%
<b>Capital Purchases</b>						
5350 Building Repair & Renovation	258.92	0.00	258.92	22,500.00	22,241.08	1.15%
5351 Admin. Expenses- Renovation	0.00	0.00	0.00	7,500.00	7,500.00	0.00%
6000 Bus Replacement/Addition	0.00	700,000.00	0.00	900,000.00	900,000.00	0.00%
6010 Van Replacement/Addition	0.00	0.00	0.00	75,000.00	75,000.00	0.00%
6020 Computer Upgrade	95.32	416.67	150.15	5,000.00	4,849.85	3.00%
6021 Fuel Cell Triangulation Point	0.00	500.00	0.00	6,000.00	6,000.00	0.00%
6040 Bus Stop Signage/Shelters	611.92	2,500.00	611.92	30,000.00	29,388.08	2.03%

Monthly BOD Report w/YTD Budget & Variance

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

From 10/1/2019 Through 10/31/2019

	Current Period Actual	Current Period Budget	Current Year Actual	Total Budget	Total Budget Variance	33%
6050	0.00	0.00	11,173.10	400,500.00	389,326.90	2.78%
Other Capital Projects	966.16	703,416.67	12,194.09	1,446,500.00	1,434,305.91	0.84%
Total Capital Purchases	1,568.74	709,250.01	27,759.63	1,546,091.00	1,518,331.37	1.80%
Total Capital Outlay	237,848.33	973,851.42	1,088,669.86	7,567,102.00	6,478,432.14	14.39%
Total Expenses						

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**Tillamook County Transportation District**  
Financial Statement

From 10/1/2019 Through 10/31/2019

	Current Period Actual	Current Period Budget	Current Year Actual	Total Budget	Total Budget Variance	33%
<b>Resources</b>						
NWR Revenue	281,481.06	262,500.00	1,235,164.65	3,150,000.00	(1,914,835.35)	39.21%
Miscellaneous Income	0.00	29,166.67	0.00	350,000.00	(350,000.00)	0.00%
<b>Total Resources</b>	<u>281,481.06</u>	<u>291,666.67</u>	<u>1,235,164.65</u>	<u>3,500,000.00</u>	<u>(2,264,835.35)</u>	<u>35.29%</u>
<b>Expenses</b>						
<b>Personnel Services</b>						
Payroll: Administration	18,134.36	26,250.00	81,363.19	315,000.00	233,636.81	25.82%
Payroll: Indirect	2,315.62	1,000.00	10,341.62	12,000.00	1,658.38	86.18%
Payroll Expense	1,267.79	6,250.00	6,225.75	75,000.00	68,774.25	8.30%
Payroll Healthcare	7,921.13	0.00	30,367.42	15,000.00	(15,367.42)	202.44%
Payroll Retirement	968.68	0.00	4,291.79	2,000.00	(2,291.79)	214.58%
Payroll Veba	653.56	0.00	1,791.70	2,000.00	208.30	89.58%
Workers Compensation Ins.	0.00	0.00	205.54	0.00	(205.54)	0.00%
<b>Total Personnel Services</b>	<u>31,261.14</u>	<u>33,500.00</u>	<u>134,587.01</u>	<u>421,000.00</u>	<u>286,412.99</u>	<u>31.97%</u>
<b>Materials and Services</b>						
Professional Services	0.00	1,666.67	1,512.50	20,000.00	18,487.50	7.56%
Dues & Subscriptions	0.00	125.00	0.00	1,500.00	1,500.00	0.00%
Office Equipment R&R	225.22	208.33	1,100.83	2,500.00	1,399.17	44.03%
Computer R&M	700.00	1,250.00	2,800.00	15,000.00	12,200.00	18.66%
Fees & Licenses	500.00	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	103.24	1,150.00	1,510.28	13,800.00	12,289.72	10.94%
Operational Expenses	0.00	208.33	600.39	2,500.00	1,899.61	24.01%
Telephone Expense	1,536.26	1,666.67	6,939.52	20,000.00	13,060.48	34.69%

Monthly BOD Report w/YTD Budget & Variance

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

From 10/1/2019 Through 10/31/2019

	Current Period Actual	Current Period Budget	Current Year Actual	Total Budget	Total Budget Variance	33%
Travel & Training	5220 87.52	750.00	1,029.40	9,000.00	7,970.60	11.43%
Postage	5260 9.95	416.67	114.80	5,000.00	4,885.20	2.29%
Purchased Transportation	5265 82,139.96	200,000.00	973,825.47	2,400,000.00	1,426,174.53	40.57%
Member Mileage Reimbursement	5266 18,884.00	15,833.33	78,684.00	190,000.00	111,316.00	41.41%
Volunteer Mileage Reimburse	5267 30,277.10	29,166.67	109,023.86	350,000.00	240,976.14	31.14%
Office Rent	5281 400.00	400.00	1,600.00	4,800.00	3,200.00	33.33%
Property Operating Expenses	5300 81.96	75.00	313.32	900.00	586.68	34.81%
Total Materials and Services	134,945.21	253,250.01	1,189,579.36	3,039,000.00	1,849,420.64	39.14%
Capital Outlay						
Capital Purchases						
Ecolume 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	166,206.35	290,083.34	1,324,166.37	3,500,000.00	2,175,833.63	37.83%





**Tillamook County Transportation District**

Check/Voucher Register

1001 - General Checking Account

From 10/1/2019 Through 10/31/2019

Document Number	Document Date	Transaction Amount	Payee	Transaction Description
14105	10/31/2019	(50.00)	JUDY RIGGS	12202018 BOARD MEETING
14800	10/8/2019	368.35	ADP, LLC	PAYROLL SERVICES
14801	10/8/2019	764.04	ATU LOCAL #757	UNION DUES
14802	10/8/2019	388.90	BOB CHRISTENSEN'S PLUMBING	TRANSIT CENTER WATER LEAK
14803	10/8/2019	29.50	Bullard Law, P.C.	LEGAL
14804	10/8/2019	900.00	Care Inc.	STF AND STIF
14804	10/8/2019	1,250.00	Care Inc.	STF AND STIF
14805	10/8/2019	996.00	CHRISSEY'S CLEANING SERVICE	JANITORIAL AND BUS CLEANING
14806	10/8/2019	700.00	City Of Tillamook	TRANSIT CENTER LEASE
14807	10/8/2019	97.44	CLAYTON NORRBOM	MILEAGE/OPERATIONS
14808	10/8/2019	6,007.75	Columbia Pacific Economic	NWOTA ADMINISTRATION JULY-S 2019
14809	10/8/2019	103.51	COMCAST	COMCAST
14810	10/8/2019	127.43	CENTURYLINK	TELEPHONE
14811	10/8/2019	697.50	GenXsys Solutions, LLC	COMPUTER SUPPORT
14812	10/8/2019	5,026.78	Gillespie Graphics	BUS 301 GRAPHICS
14813	10/8/2019	2,250.00	INNOVA LEGAL ADVISORS	INVESTIGATION, TRANSIT VISITC CENTER, MISC
14814	10/8/2019	275.00	KDEP-FM/KTIL-FM/KTIL-AM	ADVERTISING
14815	10/8/2019	95.00	LEONARD STITT	CDL PHYSICAL
14816	10/8/2019	1,221.92	Marie Mills Center, Inc	JANITORIAL TRANSIT CENTER
14816	10/8/2019	4,329.00	Marie Mills Center, Inc	STF PAYMENT
14817	10/8/2019	115.00	North Coast Lawn	LANDSCAPING
14818	10/8/2019	1,000.00	NATHAN LEVIN	October Lease
14819	10/8/2019	130.73	Office Depot Credit Plan	FOLDERS/OFFICE SUPPLIES
14819	10/8/2019	136.64	Office Depot Credit Plan	PRINTER TONER
14820	10/8/2019	1,129.46	PETROCARD INC.	fuel
14821	10/8/2019	24.92	Rosenberg Builders Supply	SHOP SUPPLIES
14822	10/8/2019	4,125.00	SDAO	MEMBERSHIP
14823	10/8/2019	19,317.14	Sheldon Oil Distributors	FUEL
14824	10/8/2019	606.17	TILLAMOOK ELECTRONIC SUPPLY	BOARD ROOM LOW VOLTAGE PRC
14825	10/8/2019	48.00	TILLAMOOK COUNTY SHOPPER, LLC	BOARD MEETING NOTICE
14826	10/8/2019	274.56	VERIZON	TABLET DATA AUG 27-SEP 26
14827	10/8/2019	300.00	VFW-KILCHIS-TILLAMOOK BAY POST	VETERANS DAY - MARKETING
14828	10/9/2019	3,595.78	CARDMEMBER SERVICE	CREDIT CARD CHARGES
14829	10/15/2019	111.30	CAR CARE SPECIALISTS, INC.	DEF
14830	10/15/2019	465.83	Advance Auto Parts	vehicle maintenance
14831	10/15/2019	622.85	E & E Auto Body, Inc.	DOOR REPAIR
14832	10/15/2019	4,035.96	LES SCHWAB WAREHOUSE CENTER	TIRES
14833	10/15/2019	43.78	McCOY FREIGHTLINER	vehicle maintenance
14833	10/15/2019	37.68	McCOY FREIGHTLINER	INVENTORY
14833	10/15/2019	3,117.12	McCOY FREIGHTLINER	BUS 301 MAINTENANCE
14834	10/15/2019	31.59	DAVISON AUTO PARTS, INC.	vehicle maintenance
14835	10/15/2019	698.73	PETERSON TRUCKS INC	inventory
14836	10/15/2019	850.45	TILLAMOOK DIESEL REPAIR	vehicle maintenance
14836	10/15/2019	16.10	TILLAMOOK DIESEL REPAIR	vehicle maintenance #303
14836	10/15/2019	8.10	TILLAMOOK DIESEL REPAIR	vehicle maintenance #303
14837	10/15/2019	696.26	Tillamook Motor Co.	bus 200 maintenance
14838	10/15/2019	145.25	WEST COAST EXHAUST	vehicle maintenance
14838	10/15/2019	10.08	WEST COAST EXHAUST	vehicle maintenance
14838	10/15/2019	360.72	WEST COAST EXHAUST	vehicle maintenance
14838	10/15/2019	165.60	WEST COAST EXHAUST	vehicle maintenance
14838	10/15/2019	72.00	WEST COAST EXHAUST	vehicle maintenance
14838	10/15/2019	97.20	WEST COAST EXHAUST	vehicle maintenance
14838	10/15/2019	105.49	WEST COAST EXHAUST	vehicle maintenance
14838	10/15/2019	36.00	WEST COAST EXHAUST	vehicle maintenance
14838	10/15/2019	36.00	WEST COAST EXHAUST	vehicle maintenance

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**Tillamook County Transportation District**

Check/Voucher Register

1001 - General Checking Account

From 10/1/2019 Through 10/31/2019

Document Number	Document Date	Transaction Amount	Payee	Transaction Description
14838	10/15/2019	108.00	WEST COAST EXHAUST	vehicle maintenance
14839	10/15/2019	45.02	Western Bus Sales	vehicle maintenance
14840	10/17/2019	368.35	ADP, LLC	PAYROLL SERVICES
14841	10/17/2019	245.76	ALSCO - Portland Linen	MATT SERVICE
14842	10/17/2019	132.82	BRENT OLSON	NWR VEHICLE INSPECTIONS
14842	10/17/2019	83.52	BRENT OLSON	MILEAGE/VEHICLE MAINTENANCE
14842	10/17/2019	102.66	BRENT OLSON	MILEAGE/VEHICLE MAINTENANCE
14843	10/17/2019	1,001.40	CRISTINA ELLIS	RELEASE OF CLAIM
14844	10/17/2019	147.64	CRYSTAL AND SIERRA SPRINGS	WATER
14845	10/17/2019	52.54	Dish	DISH
14846	10/17/2019	892.54	DOUGLAS PILANT	MILEAGE/MEETINGS(7 MONTHS WORTH)
14847	10/17/2019	1,044.54	Fred Meyer Customer Charges	CARD CHARGES
14848	10/17/2019	2,300.00	GenXsys Solutions, LLC	COMPUTER SUPPORT
14848	10/17/2019	358.00	GenXsys Solutions, LLC	computer licenses
14849	10/17/2019	548.87	GOVERNMENT ETHICS COMM UNIT 24	GOVERNMENT ETHICS COMMISSIO
14850	10/17/2019	29.75	KEMPS NORTH COAST TOOLS	OIL FILTER WRENCH/TOOLS
14851	10/17/2019	125.00	MAC TOOLS DISTRIBUTING	RATCHET/TOOLS
14852	10/17/2019	225.22	Pacific Office Automation	copier lease
14853	10/17/2019	277.43	PINPOINT STITCHES AND INK LLC	uniforms
14854	10/17/2019	188.94	TABATHA WELCH	MILEAGE/TRAINING
14855	10/17/2019	144.00	WEST COAST EXHAUST	BUS 27/LIGHTS
14856	10/28/2019	4,183.50	ADVANCED DIESEL SERVICE	BUS 34 ENGINE REPAIR
14857	10/28/2019	842.00	APW DISTRIBUTING	FURNACE MAINTENANCE
14858	10/28/2019	81.22	ARAMARK	UNIFORMS
14859	10/28/2019	135.00	BIO-MED TESTING SERVICE, INC.	DRUG SCREENING
14860	10/28/2019	99.18	BRENT OLSON	MILEAGE/VEHICLE MAINTENANCE
14861	10/28/2019	1,296.00	CHRISSEY'S CLEANING SERVICE	JANITORIAL & BUS CLEANING
14862	10/28/2019	700.00	City Of Tillamook	TRANSIT CENTER LEASE
14863	10/28/2019	127.60	CLAYTON NORRBOM	SDAO TRAINING MILEAGE & ANNI DRIVER TRAINER MILEAGE
14864	10/28/2019	850.00	CoastCom, Inc.	TELEPHONE NWR & TCTD
14865	10/28/2019	290.24	E & E Auto Body, Inc.	VAN 107 LABOR
14866	10/28/2019	50.00	Gary A. Hanenkrat	BOARD WORKSHOP
14866	10/28/2019	50.00	Gary A. Hanenkrat	BOARD MEETING
14867	10/28/2019	2,700.00	INNOVA LEGAL ADVISORS	STAFF PLAN/TRANSIT CENTER/CLOVERDALE
14868	10/28/2019	50.00	JACKIE EDWARDS	BOARD WORKSHOP
14868	10/28/2019	50.00	JACKIE EDWARDS	BOARD MEETING
14869	10/28/2019	50.00	JIM HUFFMAN	BOARD WORKSHOP
14869	10/28/2019	50.00	JIM HUFFMAN	BOARD MEETING
14870	10/28/2019	50.00	JUDY RIGGS	BOARD WORKSHOP
14870	10/28/2019	50.00	JUDY RIGGS	BOARD MEETING
14871	10/28/2019	50.00	Linda Adler	BOARD WORKSHOP
14871	10/28/2019	50.00	Linda Adler	BOARD MEETING
14872	10/28/2019	50.00	MARTY HOLM	BOARD WORKSHOP
14873	10/28/2019	50.00	MELISSA CARLSON-SWANSON	BOARD WORKSHOP
14873	10/28/2019	50.00	MELISSA CARLSON-SWANSON	BOARD MEETING
14874	10/28/2019	30.00	DAVISON AUTO PARTS, INC.	BALANCE DUE ON INVOICE
14875	10/28/2019	50.33	Office Depot Credit Plan	PAPER AND FOLDERS
14876	10/28/2019	41.25	Oregon State Police	BACKGROUND CHECKS
14877	10/28/2019	142.29	PACIFIC CITY SUN	ADVERTISING
14878	10/28/2019	1,104.62	PETROCARD INC.	FUEL
14879	10/28/2019	42.83	Tillamook PUD	LARGE BUS BARD
14879	10/28/2019	30.90	Tillamook PUD	SMALL BUS BARN
14880	10/28/2019	210.35	WEST COAST EXHAUST	VAN 109 SPARK PLUG
14880	10/28/2019	144.00	WEST COAST EXHAUST	VAN 108 SERVICE AND TUNE UP

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**Tillamook County Transportation District**

Check/Voucher Register

1001 - General Checking Account

From 10/1/2019 Through 10/31/2019

<u>Document Number</u>	<u>Document Date</u>	<u>Transaction Amount</u>	<u>Payee</u>	<u>Transaction Description</u>
14880	10/28/2019	438.44	WEST COAST EXHAUST	BUS 32 AIR COMPRESSOR
14881	10/29/2019	<u>146.83</u>	DSU PETERBILT & GMC INC	SHOP INVENTORY
Report Total		<u>90,904.19</u>		

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**Tillamook County Transportation District**

Check/Voucher Register

1006 - Payroll Checking

From 10/1/2019 Through 10/31/2019

<u>Document Number</u>	<u>Document Date</u>	<u>Payee</u>
5535	10/8/2019	SPECIAL DISTRICTS INS. SERVICE
5536	10/8/2019	PACIFIC SOURCE
5537	10/15/2019	HRA VEBA TRUST
5538	10/29/2019	ATU LOCAL #757

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**Tillamook County Transportation District**

Check/Voucher Register

1009 - NW RIDES ACCOUNT

From 10/1/2019 Through 10/31/2019

Document Number	Document Date	Transaction Amount	Payee	Transaction Description
1833	10/31/2019	(16.00)	FAITH WINNGER	CLIENT MILEAGE
1838	10/31/2019	(15.00)	JAMIE GLUTH	CLIENT MILEAGE
1842	10/31/2019	(41.50)	JENNIFER STRIMPLE	CLIENT MILEAGE
1858	10/31/2019	(43.50)	MELISSA KIRSCH	CLIENT MILEAGE
2171	10/8/2019	253.46	BRENT OLSON	NWR VEHICLE INSPECTIONS
2171	10/8/2019	69.60	BRENT OLSON	NWR VEHICLE INSPECTIONS
2171	10/8/2019	71.92	BRENT OLSON	NWR VEHICLE INSPECTIONS
2172	10/8/2019	130.00	COLUMBIA COUNTY RIDER	bus passes
2172	10/8/2019	130.00	COLUMBIA COUNTY RIDER	bus passes
2172	10/8/2019	60.00	COLUMBIA COUNTY RIDER	bus passes
2173	10/8/2019	1,398.00	JORDAN SCHRADER RAMIS, PC	NWR LEGAL
2174	10/9/2019	1,074.39	CARDMEMBER SERVICE	CREDIT CARD CHARGES
2175	10/11/2019	1,948.88	AAA RIDE ASSIST	NWR
2175	10/11/2019	1,148.24	AAA RIDE ASSIST	NWR
2175	10/11/2019	1,820.24	AAA RIDE ASSIST	NWR
2175	10/11/2019	1,998.56	AAA RIDE ASSIST	NWR
2175	10/11/2019	1,788.80	AAA RIDE ASSIST	NWR
2176	10/11/2019	3,878.60	ELLIOTT'S MEDICAL TRANSPORT	NWR
2177	10/11/2019	5,985.80	COLUMBIA MEDICAL	NWR
2178	10/11/2019	11,729.90	K & M MEDIVAN	NWR
2178	10/11/2019	11,389.10	K & M MEDIVAN	NWR
2179	10/11/2019	8,365.00	MEDIX AMBULANCE	NWR
2179	10/11/2019	7,001.00	MEDIX AMBULANCE	NWR
2179	10/11/2019	6,776.00	MEDIX AMBULANCE	NWR
2179	10/11/2019	205.00	MEDIX AMBULANCE	TELEPHONE
2180	10/11/2019	7,468.50	METRO WEST	NWR
2181	10/11/2019	10,152.27	RYANS TRANSPORTATION SERVICE	NWR
2182	10/11/2019	1,285.00	SUNSET EMPIRE TRANSIT	NWR
2182	10/11/2019	591.00	SUNSET EMPIRE TRANSIT	NWR
2182	10/11/2019	584.00	SUNSET EMPIRE TRANSIT	NWR
2182	10/11/2019	458.00	SUNSET EMPIRE TRANSIT	NWR
2183	10/11/2019	17,759.25	WAPATO SHORES	NWR
2183	10/11/2019	19,245.50	WAPATO SHORES	NWR
2183	10/11/2019	12,480.00	WAPATO SHORES	NWR
2184	10/11/2019	4,336.80	WILLAMETTE VALLEY TRANSPORT	NWR
2184	10/11/2019	1,759.80	WILLAMETTE VALLEY TRANSPORT	NWR
2185	10/15/2019	1,283.76	ALFREDO EVANGELISTA	VOLUNTEER
2186	10/15/2019	1,845.34	ALICE CONLEY	volunteer mileage
2187	10/15/2019	446.62	BRENDA PARKER	volunteer
2188	10/15/2019	5,070.00	COLUMBIA COUNTY RIDER	nwr
2188	10/15/2019	170.00	COLUMBIA COUNTY RIDER	passes
2188	10/15/2019	12.00	COLUMBIA COUNTY RIDER	passes
2189	10/15/2019	3,633.60	ELLIOTT'S MEDICAL TRANSPORT	nwr
2190	10/15/2019	866.54	JANNA SMITH	VOLUNTEER
2191	10/15/2019	2,030.34	JOHN REKART JR	VOLUNTEER
2192	10/15/2019	713.60	JOY WINKELHAKE	VOLUNTEER
2193	10/15/2019	4,518.30	K & M MEDIVAN	nwr
2193	10/15/2019	9,287.45	K & M MEDIVAN	nwr
2194	10/15/2019	3,103.23	KANDIS LIDAY	VOLUNTEER
2195	10/15/2019	1,225.46	LEANN CHUINARD	VOLUNTEER
2196	10/15/2019	6,797.50	MEDIX AMBULANCE	nwr
2196	10/15/2019	9,302.50	MEDIX AMBULANCE	nwr
2196	10/15/2019	9,963.00	MEDIX AMBULANCE	nwr
2197	10/15/2019	8,879.10	METRO WEST	payables
2198	10/15/2019	687.50	MTN RETREAT SECURE TRANSPORT	payables
2198	10/15/2019	1,625.00	MTN RETREAT SECURE TRANSPORT	payables
2198	10/15/2019	5,781.25	MTN RETREAT SECURE TRANSPORT	mtn retreat july 2019

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**Tillamook County Transportation District**

Check/Voucher Register

1009 - NW RIDES ACCOUNT

From 10/1/2019 Through 10/31/2019

Document Number	Document Date	Transaction Amount	Payee	Transaction Description
2199	10/15/2019	12,353.54	RYANS TRANSPORTATION SERVICE	nwr
2199	10/15/2019	13,345.17	RYANS TRANSPORTATION SERVICE	nwr
2199	10/15/2019	14,646.26	RYANS TRANSPORTATION SERVICE	nwr
2199	10/15/2019	14,570.89	RYANS TRANSPORTATION SERVICE	nwr
2199	10/15/2019	2,333.85	RYANS TRANSPORTATION SERVICE	nwr
2200	10/15/2019	2,355.32	SEAN REKART	VOLUNTEER
2201	10/15/2019	558.00	SUNSET EMPIRE TRANSIT	nwr
2201	10/15/2019	770.00	SUNSET EMPIRE TRANSIT	nwr
2201	10/15/2019	583.00	SUNSET EMPIRE TRANSIT	nwr
2201	10/15/2019	1,044.00	SUNSET EMPIRE TRANSIT	nwr
2201	10/15/2019	1,160.00	SUNSET EMPIRE TRANSIT	july passes
2201	10/15/2019	1,160.00	SUNSET EMPIRE TRANSIT	august passes
2201	10/15/2019	1,000.00	SUNSET EMPIRE TRANSIT	september passes
2202	10/15/2019	2,295.87	VAL HOLYOAK	VOLUNTEER
2203	10/15/2019	14,939.75	WAPATO SHORES	nwr
2203	10/15/2019	20,121.75	WAPATO SHORES	payables
2203	10/15/2019	18,259.25	WAPATO SHORES	nwr
2203	10/15/2019	11,021.50	WAPATO SHORES	nwr
2204	10/15/2019	2,121.30	WILLIAM NERENBERG	volunteer mileage
2205	10/17/2019	500.00	ECOLANE USA, INC.	ECOLANE
2206	10/17/2019	26.03	Fred Meyer Customer Charges	CARD CHARGES
2207	10/17/2019	700.00	GenXsys Solutions, LLC	COMPUTER SUPPORT
2208	10/17/2019	12,724.50	K & M MEDIVAN	nwr km
2208	10/17/2019	12,872.35	K & M MEDIVAN	nwr km
2208	10/17/2019	10,455.00	K & M MEDIVAN	nwr km
2208	10/17/2019	2,153.05	K & M MEDIVAN	nwr km
2209	10/17/2019	225.22	Pacific Office Automation	copier lease
2210	10/28/2019	1,536.26	CoastCom, Inc.	TELEPHONE NWR & TCTD
2211	10/28/2019	11,021.50	MEDIX AMBULANCE	NWR
Report Total		407,322.06		

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**Tillamook County Transportation District**

Check/Voucher Register

1011 - Prop. Mgmt. Checking

From 10/1/2019 Through 10/31/2019

<u>Document Number</u>	<u>Document Date</u>	<u>Transaction Amount</u>	<u>Payee</u>	<u>Transaction Description</u>
4243	10/8/2019	300.00	CHRISSY'S CLEANING SERVICE	JANITORIAL AND BUS CLEANING
4244	10/8/2019	585.00	INNOVA LEGAL ADVISORS	INVESTIGATION, TRANSIT VISITC CENTER, MISC
4245	10/8/2019	545.64	Marie Mills Center, Inc	JANITORIAL 3RD STREET
4246	10/8/2019	425.00	North Coast Lawn	LANDSCAPING
4247	10/8/2019	95.00	RJ'S LOCK & KEY LLC	office door adjustment
4248	10/8/2019	299.74	TILLAMOOK CITY UTILITIES	WATER & SEWER
4249	10/8/2019	166.95	CITY SANITARY SERVICE	GARBAGE
4250	10/28/2019	350.00	CHRISSY'S CLEANING SERVICE	JANITORIAL & BUS CLEANING
4251	10/28/2019	<u>1,584.96</u>	Tillamook PUD	ELECTRIC AND LOAN
Report Total		<u>4,352.29</u>		

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UMPQUA BANK: CLOSING DATE 10/25/2019			
Date	Vendor	Description of Transaction	Amount
		<b>DOUG PILANT</b>	
9/30/2019	PACIFIC RESTAURANT	MEALS/MEETING W/MISS	\$ 30.50
10/7/2019	RODEO STEAKHOUSE	MEALS/STAFF MEETING	\$ 50.96
10/9/2019	GODADDY	FEES & LICENSE DOMAIN NAME	\$ 90.85
10/21/2019	PARKSIDE DINER	MEAS/MEETING W/JUDY	\$ 34.25
			<b>\$ 206.56</b>
		<b>CATHY BOND</b>	
10/07/19	ADOBE	SOFTWARE	\$ 24.99
10/18/19	ENDICIA	POSTAGE	\$ 9.95
10/24/19	IRON MOUNTAIN	SHREDDING	\$ 75.40
			<b>\$ 110.34</b>
		<b>BRENT OLSON</b>	
09/30/19	PANDA EXPRESS	MEALS/NWR VEHICLE INSPECTIONS	\$ 7.80
10/07/19	PANDA EXPRESS	MEALS/NWR VEHICLE INSPECTIONS	\$ 7.80
10/09/19	PANDA EXPRESS	MEALS/BUS SHUTTLE W/DRIVER	\$ 17.90
10/15/19	BRAKE SYSTEMS	BUS 32 BRAKES	\$ 390.62
10/15/19	SHELL OIL	FUEL BUS 34	\$ 50.00
10/16/19	RAM MOUNTS	TABLET MOUNT	\$ 95.32
10/24/19	MTCPRO	SOFTWARE	\$ 98.00
			<b>\$ 667.44</b>
		<b>TABATHA WELCH</b>	
09/26/19	FRED MEYER	OFFICE SUPPLIES	\$ 64.71
09/27/19	BENTLEYS GRILL	MEAL/TRAINING	\$ 11.20
09/30/19	SAFEWAY	MEAL/TRAINING	\$ 4.85
09/30/19	BAUDVILLE INC	EMPLOYEE OF THE YEAR OFFICE WALL PLAQUES	\$ 463.01
09/30/19	HAPPY DRAGON	MEAL/TRAINING	\$ 22.70
09/30/19	GRAND HOTEL	HOTEL/TRAINING	\$ 231.57
10/01/19	MONTEREY CO.	EMPLOYEE/YRS OF SERVICE PINS	\$ 372.00
10/02/19	THE FLAG COMPANY	REPLACED FLAGS	\$ 258.92
10/15/19	USPS	POSTAGE	\$ 50.00
10/16/19	ALASKA AIR	TRAVEL/TRAINING	\$ 480.59
10/16/19	ENDICIA	POSTAGE	\$ 17.99
10/17/19	ALASKA AIR	TRAVEL/TRAINING	\$ 108.00
10/18/19	SAFEWAY	MEAL/TRAINING	\$ 16.08
10/23/19	POSITIVE PROMOTIONS	EMPLOYEE RECOGNITION/FITNESS CHALLENGE	\$ 93.75
10/24/19	LYFT	CAB RIDE/TRAINING	\$ 17.95
			<b>\$ 2,213.32</b>
		<b>CLAYTON NORRBOM</b>	
10/23/19	PIG 'N PANCAKE	MEALS/TRAINING	\$ 71.85
			<b>\$ 71.85</b>
		<b>STATEMENT TRUE UP</b>	<b>\$ (0.03)</b>
		<b>Charges total</b>	<b>\$ 3,269.48</b>
		<b>Grand Total</b>	<b>\$ 3,269.48</b>
<b>APPROVAL</b>		<b>DATE</b>	

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October 2019 Statement

Open Date: 09/25/2019 Closing Date: 10/24/2019

Page 1 of 5

Account: ) 7790

Visa® Company Card with Rewards

TILLAMOOK CNTY TRANS (CPN 001469460)

Cardmember Service  
BUS 30 ELN 78

1-866-552-8855  
15

<b>New Balance</b>	<b>\$3,269.48</b>
<b>Minimum Payment Due</b>	<b>\$33.00</b>
<b>Payment Due Date</b>	<b>11/22/2019</b>

<b>Reward Points</b>	
Earned This Statement	3,665
Reward Center Balance as of 10/23/2019	13,911
For details, see your rewards summary.	

<b>Activity Summary</b>		
Previous Balance	+	\$4,734.14
Payments	-	\$4,734.17 <sup>CR</sup>
Other Credits		\$0.00
Purchases	+	\$3,269.51
Balance Transfers		\$0.00
Advances		\$0.00
Other Debits		\$0.00
Fees Charged		\$0.00
Interest Charged		\$0.00
<b>New Balance</b>	<b>=</b>	<b>\$3,269.48</b>
<b>Past Due</b>		<b>\$0.00</b>
<b>Minimum Payment Due</b>		<b>\$33.00</b>
Credit Line		\$10,000.00
Available Credit		\$6,730.52
Days in Billing Period		30

**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



33000003269489

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

- to pay by phone
- to change your address

000010010 01 SP 000638247745238 P Y

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



Account Number	) 7790
Payment Due Date	11/22/2019
New Balance	\$3,269.48
Minimum Payment Due	\$33.00

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

**Cardmember Service**

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



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**Visa Business Rewards Company Card**

<b>Rewards Center Activity as of 10/23/2019</b>		0
Rewards Center Activity*		13,911
Rewards Center Balance		

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

Rewards Earned	This Statement	Year to Date
Points Earned on Net Purchases	2,873	24,055
Gas, Restaurants & Telecom Double Points	792	6,894
<b>Total Earned</b>	<b>3,665</b>	<b>30,949</b>

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

**Important Messages**

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

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

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

<b>Transactions</b>	PILANT, DOUGLAS	Credit Limit \$5000
---------------------	-----------------	---------------------

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
<b>Purchases and Other Debits</b>					
09/30	09/26	0057	PACIFIC RESTAURANT TILLAMOOK OR	\$30.50	_____
10/07	10/02	6007	RODEO STEAK HOUSE - TI TILLAMOOK OR	\$50.96	_____
10/09	10/08	0048	DNH*GODADDY.COM 480-5058855 AZ	\$90.85	_____
10/21	10/18	5389	PARKSIDE DINER GARIBALDI OR	\$34.25	_____
			<b>Total for Account</b>	<b>\$206.56</b>	

<b>Transactions</b>	BOND, CATHY	Credit Limit \$2500
---------------------	-------------	---------------------

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
<b>Purchases and Other Debits</b>					
10/07	10/05	7030	ADOBE *ACROPRO SUBS 800-833-6687 CA	\$24.99	_____
10/18	10/18	4719	ENDICIA FEES 650-321-2640 CA	\$9.95	_____
10/24	10/23	6366	IRON MOUNTAIN 800-934-3453 MA	\$75.40	_____
			<b>Total for Account</b>	<b>\$110.34</b>	

Continued on Next Page

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

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
<b>Purchases and Other Debits</b>					
09/26	09/25	7129	FRED-MEYER #0377 TILLAMOOK OR	\$64.71	_____
09/27	09/25	9994	BENTLEYS GRILL SALEM OR	\$11.20	_____
09/30	09/26	0380	SAFEWAY #0412 SALEM OR	\$4.85	_____
09/30	09/27	5378	BAUDVILLE INC. 800-728-0888 MI	\$463.01	_____
09/30	09/27	0100	HAPPY DRAGON STAYTON OR	\$22.70	_____
09/30	09/27	4820	THE GRAND HOTEL SALEM SALEM OR	\$231.57	_____
10/01	09/30	0080	IPY*The Monterey Compa 877-2909290 OR	\$372.00	_____
10/02	09/30	1308	THE FLAG COMPANY 800-9620956 GA	\$258.92	_____
10/15	10/10	9085	USPS POSTAGE STAMPS.C 310-482-5800 CA	\$50.00	_____
10/16	10/14	1567	ALASKA AI0272143897156 SEATTLE WA WELCH/TABATHA 10/23/19 PORTLAND ORE TO SAN DIEGO SAN DIEGO TO PORTLAND ORE	\$480.59	_____
10/16	10/15	1864	ENDICIA 800-576-3279 CA	\$17.99	_____
10/17	10/14	0304	ALASKA AI SEATTLE WA	\$108.00	_____
10/18	10/16	0494	SAFEWAY #2723 TILLAMOOK OR	\$16.08	_____
10/23	10/21	1863	POSITIVE PROMOTIONS IN HAUPPAUGE NY	\$93.75	_____
10/24	10/23	6673	LYFT *RIDE WED 5PM lyft.com CA	\$17.95	_____
<b>Total for Account</b>				<b>11 4146</b>	<b>\$2,213.32</b>

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

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
<b>Purchases and Other Debits</b>					
09/30	09/29	1312	PANDA EXPRESS 2736 WARRENTON OR	\$7.80	_____
10/07	10/06	5214	PANDA EXPRESS 2736 WARRENTON OR	\$7.80	_____
10/09	10/08	1806	PANDA EXPRESS #1051 WILSONVILLE OR	\$17.90	_____
10/15	10/14	0065	BRAKE SYSTEMS INC 503-2362116 OR	\$390.62	_____
10/15	10/12	5884	SHELL OIL 57443146709 NEWBERG OR	\$50.00	_____
10/16	10/15	4567	NPI/RAM MOUNTS 206-763-8361 WA	\$95.32	_____
10/24	10/23	5927	FS *www.mtcpro.com 877-3278914 CA	\$98.00	_____
<b>Total for Account</b>				<b>'1 2649</b>	<b>\$667.44</b>

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

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
<b>Purchases and Other Debits</b>					
10/23	10/21	1038	PIG 'N PANCAKE-LINCOLN LINCOLN CITY OR	\$71.85	_____

**October 2019 Statement** 09/25/2019 - 10/24/2019  
 TILLAMOOK CNTY TRANS (CPN 001469460)

**Cardmember Service** ☎ 1-866-552-8855

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

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
			<b>Total for Account</b>	1675	\$71.85

**Transactions** BILLING ACCOUNT ACTIVITY

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
<b>Payments and Other Credits</b>					
				\$1,074.39	CR
10/10	10/10	8	PAYMENT THANK YOU	\$64.00	CR
10/10	10/10	8	PAYMENT THANK YOU	\$3,595.78	CR
10/10	10/10	8	PAYMENT THANK YOU	\$4,734.17	CR
			<b>Total for Account</b>	7790	

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

**Interest Charge Calculation**

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

\*\*APR for current and future transactions.

Balance Type	Balance By Type	Balance Subject to Interest Rate	Variable	Interest Charge	Annual Percentage Rate	Expires with Statement
**BALANCE TRANSFER	\$0.00	\$0.00	YES	\$0.00	14.49%	
**PURCHASES	\$3,269.48	\$0.00	YES	\$0.00	14.49%	
**ADVANCES	\$0.00	\$0.00	YES	\$0.00	26.24%	

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# Tillamook County Transportation District

## MONTHLY PERFORMANCE REPORT

Oct 2019

RIDERSHIP BY SERVICE TYPE	OCT 2019	OCT 2018	YTD FY 19-20	YTD FY 18-19	YTD % Change
<b><u>Dial-A-Ride Service</u></b>					
Tillamook County	1,079	912	4,326	3,561	21.5%
NW Rides	811	733	3,080	2,947	4.5%
<b>Dial-A-Ride Total</b>	<b>1,890</b>	<b>1,645</b>	<b>7,406</b>	<b>6,508</b>	<b>13.8%</b>
<b><u>Deviated Fixed Route Service</u></b>					
Rt 1: Town Loop	4,013	3,750	15,005	15,238	-1.5%
Rt 2: Netarts/Oceanside	592	546	2,650	2,787	-4.9%
Rt 3: Manzanita/Cannon Beach	3,244	3,029	13,073	13,007	0.5%
Rt 4: Lincoln City	1,403	1,309	6,535	5,364	21.8%
<b>Local Fixed Rt Total</b>	<b>9,252</b>	<b>8,634</b>	<b>37,263</b>	<b>36,396</b>	<b>2.4%</b>
<b><u>Inter City Service</u></b>					
Rt 5: Portland	836	871	3,760	3,824	-1.7%
Rt 60X: Salem	997	921	4,157	3,993	4.1%
Rt 70X: Grand Ronde	500	585	1,905	2,241	-15.0%
<b>Inter City Total</b>	<b>2,333</b>	<b>2,377</b>	<b>9,822</b>	<b>10,058</b>	<b>-2.3%</b>
<b><u>Other Services</u></b>					
Tripper Routes	151	201	435	542	-19.7%
Special Bus Operations	70	0	1,139	1,134	0.4%
<b>Other Services Total</b>	<b>221</b>	<b>201</b>	<b>1,574</b>	<b>1,676</b>	<b>-6.1%</b>
<b>TOTAL ALL SERVICES</b>	<b>13,696</b>	<b>12,857</b>	<b>56,065</b>	<b>54,638</b>	<b>2.6%</b>

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)	6,922	302	30,356	30,060	1.0%
Senior/Disabled	3,921	1,512	21,900	20,631	6.2%
Child/Youth (less than 18 years of age)	962	76	3,808	3,947	-3.5%
<b>Total</b>	<b>11,806</b>	<b>1,890</b>	<b>56,065</b>	<b>54,638</b>	<b>2.6%</b>

OTHER RIDER CATEGORIES	Fixed		YTD	YTD	YTD %
	Route	DAR	FY 19-20	FY 18-19	Change
Ride Connection	89		374	263	42.2%
Tillamook Bay Community College	328		722	755	-4.4%
NWOTA Visitor Pass	158		769	799	-3.8%
NW Rides		739	2,752	2,947	-6.6%
Helping Hands Shuttle		131	614	242	153.7%

## MONTHLY PERFORMANCE

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

Oct-18	1.3	59.0%	65.05
Jul-19	1.5	60.0%	68.88
Aug-19	1.6	52.8%	78.00
Sep-19	1.6	55.6%	73.66
Oct-19	1.6	58.2%	70.87
<b>STANDARD</b>	<b>1.3</b>	<b>65.3%</b>	<b>56.36</b>

### Deviated Fixed Routes

Oct-18	6.1	9.9%	66.07
Jul-19	6.3	9.5%	69.09
Aug-19	6.5	9.1%	78.09
Sep-19	6.3	9.7%	73.64
Oct-19	6.3	9.6%	70.86
<b>STANDARD</b>	<b>7.0</b>	<b>12.4%</b>	<b>64.60</b>

### Intercity Services

Oct-18	3.3	23.5%	73.30
Jul-19	3.4	19.5%	76.05
Aug-19	3.4	18.6%	87.42
Sep-19	3.4	19.6%	83.54
Oct-19	3.3	20.5%	80.90
<b>STANDARD</b>	<b>2.9</b>	<b>31.5%</b>	<b>72.86</b>

### Other Services

Oct-18	6.0	3.3%	58.30
Jul-19	5.5	11.2%	63.81
Aug-19	4.9	6.2%	72.10
Sep-19	5.0	7.3%	66.97
Oct-19	5.1	8.3%	63.56
<b>STANDARD</b>	<b>6.9</b>	<b>10.7%</b>	<b>55.54</b>

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

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

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

Other Services: Trippers and Special Bus Operations

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Tillamook County Transportation District

Actual FY 2019/2020

Year-to-Date Statistics and Performance

Route/Run	Thru Oct 2019				11/16/2019												
	YTD Fare Revenue (\$)	YTD Passngrs	YTD Service Hours	YTD Paid Hours	YTD Service Miles	Mileage Based Costs	Hourly Based Costs (\$)	Direct Cost (\$)	Indirect Costs (\$)	Total Costs (\$)	Hourly Rate (\$)	Passngrs per Hour	Farebox Ratio	Passngr/\$ Subsidy	Average Fare (\$)	Revenue/Service Hour (\$)	
<u>Dial-A-Ride Service</u>																	
Dial-A-Ride	12,371	4,326	1,591	1,943	28,846	15,171	65,314	3,530	22,497	106,513	66.95	2.7	11.6%	0.05	2.86	7.78	
NW Rides	184,097	3,080	3,171	3,977	85,436	44,935	130,188	7,037	48,778	230,939	72.83	1.0	79.7%	0.07	59.77	58.06	
Total DAR	196,468	7,406	4,762	5,920	114,282	60,106	195,503	10,567	71,275	337,452	70.87	1.6	58.2%	0.05	26.53	41.26	
<u>Deviated Route</u>																	
01 Town Loop	10,454	15,005	1,533	1,742	20,909	10,997	62,943	3,402	20,710	98,052	63.96	9.8	10.7%	0.17	0.70	6.82	
02 Netarts/Oceanside	2,928	2,650	807	1,087	17,787	9,355	33,136	1,791	11,857	56,139	69.56	3.3	5.2%	0.05	1.10	3.63	
03 Manzanita	17,147	13,073	2,208	2,420	56,946	29,950	90,668	4,901	33,611	159,130	72.06	5.9	10.8%	0.09	1.31	7.76	
04 Lincoln City	10,496	6,535	1,412	1,672	47,372	24,915	57,975	3,134	23,035	109,058	77.23	4.6	9.6%	0.07	1.61	7.43	
Total Deviated Route	41,025	37,263	5,961	6,921	143,013	75,217	244,722	13,228	89,212	422,379	70.86	6.3	9.7%	0.10	1.10	6.88	
<u>Intercity</u>																	
05 Portland	36,316	3,760	1,186	1,295	37,994	19,983	51,315	2,631	19,091	93,020	78.45	3.2	39.0%	0.07	9.66	30.63	
60X Salem	11,039	4,157	1,104	1,356	44,496	23,403	47,775	2,450	19,059	92,686	83.96	3.8	11.9%	0.05	2.66	10.00	
70X Grand Ronde	2,434	1,905	713	896	24,812	13,050	30,871	1,583	11,761	57,265	80.27	2.7	4.3%	0.03	1.28	3.41	
Total Intercity	49,789	9,822	3,003	3,547	107,302	56,435	129,961	6,665	49,911	242,972	80.90	3.3	20.5%	0.05	5.07	16.58	
<u>Other Services</u>																	
Trippers	268	435	64	142	587	309	2,630	142	824	3,904	60.96	6.8	6.9%	0.12	0.62	4.18	
Special Bus Operation	1,369	1,139	245	314	3,450	1,815	10,068	544	3,327	15,753	64.24	4.6	8.7%	0.08	1.20	5.58	
Total Other Services	1,637	1,574	309	455	4,037	2,123	12,697	686	4,150	19,657	63.56	5.1	8.3%	0.09	1.04	5.29	
<b>Total TCTD Services</b>	<b>288,919</b>	<b>56,065</b>	<b>14,035</b>	<b>16,843</b>	<b>368,634</b>	<b>193,882</b>	<b>582,883</b>	<b>31,146</b>	<b>214,549</b>	<b>1,022,460</b>	<b>72.85</b>	<b>3.99</b>	<b>28.3%</b>	<b>0.08</b>	<b>5.15</b>	<b>20.59</b>	
										Total Mileage, Labor & Direct Cost		807,911		26.6%			

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

Year-Over-Year Comparison

Route/Run	Thru Oct 2019			Thru Oct 2019			Thru Oct 2019			Thru Oct 2019			Thru Oct 2019			
	18/19 Fare Revenue	19/20 Fare Revenue	Amount Difference	Percent Difference	18/19 Passngs	19/20 Passngs	Amount Difference	Percent Difference	18/19 Service Hours	19/20 Service Hours	Amount Difference	Percent Difference	18/19 Total Cost	19/20 Total Cost	Amount Difference	Percent Difference
<u>Dial-A-Ride Service</u>																
Dial-A-Ride	10,016	12,371	2,355	23.5%	3,561	4,326	765	21.5%	1,535	1,591	55	3.6%	94,575	106,513	11,938	12.6%
NW Rides	183,967	184,097	130	0.1%	2,947	3,080	133	4.5%	3,520	3,171	-349	-9.9%	234,251	230,939	-3,313	-1.4%
Total DAR	193,983	196,468	2,485	1.3%	6,508	7,406	898	13.8%	5,055	4,762	-293	-5.8%	328,826	337,452	8,625	2.6%
<u>Deviated Route</u>																
01 Town Loop	10,895	10,454	-441	-4.0%	15,238	15,005	-233	-1.5%	1,533	1,533	0	0.0%	91,105	98,052	6,947	7.6%
02 Netarts/Oceanside	2,813	2,928	115	4.1%	2,787	2,650	-137	-4.9%	807	807	0	0.0%	52,217	56,139	3,922	7.5%
03 Manzanita	16,305	17,147	842	5.2%	13,007	13,073	66	0.5%	2,208	2,208	0	0.0%	148,301	159,130	10,829	7.3%
04 Lincoln City	9,118	10,496	1,378	15.1%	5,364	6,535	1,171	21.8%	1,412	1,412	0	0.0%	102,189	109,058	6,869	6.7%
Total Local Fixed Route	39,131	41,025	1,894	4.8%	36,396	37,263	867	2.4%	5,961	5,961	0	0.0%	393,812	422,379	28,567	7.3%
<u>Intercity</u>																
05 Portland	37,850	36,316	-1,534	-4.1%	3,824	3,760	-64	-1.7%	1,186	1,186	0	0.0%	84,164	93,020	8,856	10.5%
60X Salem	10,431	11,039	608	5.8%	3,993	4,157	164	4.1%	1,113	1,104	-9	-0.8%	84,785	92,686	7,901	9.3%
70X Grand Ronde	3,423	2,434	-989	-28.9%	2,241	1,905	-336	-15.0%	705	713	8	1.2%	51,266	57,265	6,000	11.7%
Total Intercity	51,704	49,789	-1,915	-3.7%	10,058	9,822	-236	-2.3%	3,004	3,003	-1	0.0%	220,215	242,972	22,757	10.3%
<u>Other Services</u>																
Trippers	352	268	-84	-23.9%	542	435	-107	-19.7%	51	64	13	25.8%	2,896	3,904	1,008	34.8%
Special Bus Operation	187	1,369	1,182	632.0%	1,134	1,139	5	0.4%	230	245	15	6.7%	13,476	15,753	2,278	16.9%
Total Other Services	539	1,637	1,098	203.7%	1,676	1,574	-102	-6.1%	281	309	28	10.1%	16,372	19,657	3,286	20.1%
<b>Total TCTD Services</b>	<b>285,357</b>	<b>288,919</b>	<b>3,562</b>	<b>1.2%</b>	<b>54,638</b>	<b>56,065</b>	<b>1,427</b>	<b>2.6%</b>	<b>14,301</b>	<b>14,035</b>	<b>-266</b>	<b>-1.9%</b>	<b>959,225</b>	<b>1,022,460</b>	<b>63,235</b>	<b>6.6%</b>

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

**Year to Date Performance Comparison**

Route/Run	Thru Oct 2019 19/20			Thru Oct 2019 18/19			Thru Oct 2019 19/20			Thru Oct 2019 18/19		
	Hourly Rate	Hourly Rate	Amount Diff	Percent Diff	Passngr /Hour	Passngr /Hour	Amount Diff	Percent Diff	Farebox Ratio	Farebox Ratio	Amount Diff	Percent Diff
<u>Dial-A-Ride Service</u>												
Dial-A-Ride	61.60	66.95	5.36	8.7%	2.3	2.7	0.4	17.2%	10.6%	11.6%	1.0%	9.7%
NW Rides	66.56	72.83	6.27	9.4%	0.8	1.0	0.1	16.0%	78.5%	79.7%	1.2%	1.5%
Total DAR	65.05	70.87	5.81	8.9%	1.3	1.6	0.3	20.8%	59.0%	58.2%	-0.8%	-1.3%
<u>Deviated Route</u>												
01 Town Loop	59.43	63.96	4.53	7.6%	9.9	9.8	-0.2	-1.5%	12.0%	10.7%	-1.3%	-10.8%
02 Netarts/Oceanside	64.70	69.56	4.86	7.5%	3.5	3.3	-0.2	-4.9%	5.4%	5.2%	-0.2%	-3.2%
03 Manzanita	67.15	72.06	4.90	7.3%	5.9	5.9	0.0	0.5%	11.0%	10.8%	-0.2%	-2.0%
04 Lincoln City	72.37	77.23	4.86	6.7%	3.8	4.6	0.8	21.8%	8.9%	9.6%	0.7%	7.9%
Total Deviated Route	66.07	70.86	4.79	7.3%	6.1	6.3	0.1	2.4%	9.9%	9.7%	-0.2%	-2.3%
<u>Intercity</u>												
05 Portland	70.98	78.45	7.47	10.5%	3.2	3.2	-0.1	-1.7%	45.0%	39.0%	-5.9%	-13.2%
60X Salem	76.16	83.96	7.79	10.2%	3.6	3.8	0.2	5.0%	12.3%	11.9%	-0.4%	-3.2%
70X Grand Ronde	72.70	80.27	7.57	10.4%	3.2	2.7	-0.5	-16.0%	6.7%	4.3%	-2.4%	-36.3%
Total Intercity	73.30	80.90	7.60	10.4%	3.3	3.3	-0.1	-2.3%	23.5%	20.5%	-3.0%	-12.7%
<u>Other Services</u>												
Trippers	56.90	60.96	4.06	7.1%	10.6	6.8	-3.9	-36.2%	12.2%	6.9%	-5.3%	-43.5%
Special Bus Operation	58.61	64.24	5.63	9.6%	4.9	4.6	-0.3	-5.8%	1.4%	8.7%	7.3%	526.2%
Total Other Services	58.30	63.56	5.26	9.0%	6.0	5.1	-0.9	-14.7%	3.3%	8.3%	5.0%	152.9%
Total Other Services	67.08	72.85	5.77	8.6%	3.8	4.0	0.2	4.6%	29.7%	28.3%	-1.5%	-5.0%

Comparison FY18/19 to FY 19/20	YTD Through October 2019		
	18/19	19/20	Percent Difference
Mileage	369,338	368,634	(703) -0.2%
Mileage Based Costs	180,994	193,882	12,887 7.1%
Hourly Based Costs	567,871	582,883	15,012 2.6%
Direct Costs	210,359	214,549	4,190 2.0%
Overhead Costs	-	-	-
Total Costs	959,225	991,314	32,089 3.3%

Special Bus Operation Calculation Cost		Hourly Rate Calculation:	
Cost per mile calculation:	Plus 45.8%	Actual Hourly Rate	\$ 34.61
	Overhead	Plus Direct Costs	3.0%
	Profit	Hourly Rate	\$ 35.66
		Plus Overhead	26.6%
		Hourly Rate	\$ 45.13
		Plus Profit	20.0%
			\$ 54.16

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# nwCONNECTOR

## Coordinating Committee Meeting

November 8, 2019

Tillamook County Transportation District

3600 3<sup>rd</sup> St

Tillamook, OR

10:00 am—2:00 pm

### Teleconference Information

866/755-7677

Pin # 005939

### Agenda

10:00— 10:05a	1. Introductions	Doug Pilant
10:05— 10:15a	2. Consent Calendar ( <b>Action Items</b> ) <ul style="list-style-type: none"> <li>✚ October 11, 2019 Meeting Minutes (<b>Attached</b>)</li> <li>✚ October 2019 Financial Report</li> <li>✚ Ridership Tracking</li> <li>✚ Calculating Average Passenger Miles Progress</li> </ul>	Doug Pilant
10:15— 10:45a	3. NWOTA Standing Items <ul style="list-style-type: none"> <li>✚ IGA Approvals Update</li> <li>✚ Management Plan Approval Updates</li> <li>✚ Website Alert Implementation</li> <li>✚ Travel Studio/Transportation Committee</li> </ul>	Benton County Benton/Columbia/SETD All Jeff Hazen
10:45— 11:00a	4. Website Trip Enhancement RFP <ul style="list-style-type: none"> <li>✚ Project Update</li> </ul>	Doug Pilant
11:00— 11:30	5. Discussion: Transitioning Discretionary Inter-City to STIF Formula Funding	All
11:30— 12:00p	6. Lunch	
12:00— 1:30p <b>Tentative Time</b>	7. NW Connector Marketing <ul style="list-style-type: none"> <li>✚ Presentation and discussion</li> </ul>	Selina Barlow
1:30— 2:00p	8. Other Business and Member Updates	All

### Attachments:

October 11, 2019 Meeting Minutes

October NWOTA Action Items

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



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Oregon Transit Alliance (NWOTA)  
Coordinating Committee Meeting Minutes  
September 13, 2019  
Tillamook County Transportation District  
Tillamook, OR

1. Introductions: Doug Pilant, Coordinating Committee Chair, opened the meeting. Lisa introduced Lee Lazaro's replacement: Brad Dillingham who worked for SmartTransit in Portland prior to joining Benton County transit. Partners welcomed Brad to the group. Meeting attendees/teleconference participants included:
  - Jeff Hazen—Sunset Empire Transit District
  - Doug Pilant—Tillamook County Transportation
  - Lisa Scherf, Brad Dillingham—Benton County Transit
  - Mark Bernard, Arla Miller—ODOTExcused: Cynda, Todd.
2. Consent Calendar: Unanimously approved. (JH/LS)
  - + September 13, 2019 Meeting Minutes—No changes.
  - + September Financial Report—Received \$12,000 in partner dues and TCTD paid out \$6,007.75 in administrative support.
  - + July Ridership Performance Report—Missing numbers from TCTD and Lincoln County. Mary still needs to work with John Dreezen at Columbia County Rider. **November agenda.**
  - + Calculating Average Passenger Miles Progress—Doug noted that he makes random on/off counts to calculate passenger miles by route. 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—TCTD has had a couple of alert misses, but by and large it is working well. Still have to remind staff about putting in alerts. Benton—Lisa has had the training and will have Brad get the formal training. Not sure they have had any service interruptions that required an alert.
  - + Travel Tourism Studio/Transportation Committee—Jeff reported that he, Doug and Mary participated in a panel discussion. Pilot project for a Car-Free travel to Cannon Beach initiative, the first project for the North Coast Tourism Studio. Will include links to transit in lodging confirmation. Cannon Beach is starting work on its TSP, looking at language that may look at expanding the number of vacation rentals for people that travel to Cannon Beach without a car. Looking to expand the pilot project to other cities along the north coast.
4. NW Connector Marketing

Selena reported on her travel on the NWConnector system on 13 different buses, every one of which was on time. Connections were all made. All drivers were courteous, although a couple weren't as knowledgeable about the visitor passes as others. More trips going to and from the coast to the valley is an improvement and makes a more robust system. That also broadens the market for the NWConnector. Branding—In some places, very good: Tillamook co-branding on the buses, the shelters that have the new signage. Some old logos are still in place at some shelters and maps. Important to have consistency. Got a strong sense that there are opportunities for targeted marketing using on-board messaging. Make

messages very direct, rather than cryptic or cute, eg, the number of trips going to and from the coast. Also, leveraging partnerships with local tourism partners and linking to NWConnector as an option. Visit Tillamook Coast links to Tillamook Transit not to the NWConnector. Option may be setting up a NWConnector Facebook, with posts that could also get posted on tourism partners sites. Co-op incentives with local tourism partners. Social media and digital advertising to target individuals who are transit-ready and/or interested in NW Oregon. (eg, looked at/liked their local transit website and looked at/liked coastal destination pages.) Also, potentially those that look at biking sites. When click on a digital ad, it will take to NWConnector.

Trip planner—Create some same itineraries, eg, for day trippers, romantic couples, family one-day trips to the beach. Add to website, NWConnector Facebook page, and on the landing pages for social media ads.

Next steps: Research transit advertising in the three markets, and how to use social media advertising. Develop marketing recommendations. Bring to **November** meeting. Begin to develop the marketing tools.

Partners discussion: Excited to hear the feedback. Suggestions seem doable and very practical. Marketing should help not only across the region, but within our individual districts. Will also start looking at enhancements to the visitor pass.

#### 5. Website Trip Enhancements

Partners reviewed the draft RFP prepared by Mary against the Scope of Work from the grant agreement. A couple of contract amendments will need to be paid: Page 11, #9—change implementation period to 18 months rather than the 2 years listed. Delete the word “Trillium” from page 11 paragraph starting “Recipient, in the performance of this Project. . .”

#### 6. NWConnector Website Events/Trips

Updating postponed until the marketing plan is completed, to provide direction.

#### 7. Other Business/Member Updates

- ✦ Sunset Empire Transit—Both Board Chair and Vice-Chair have gone off the Board, and Kathy Kleczek has been hired by SETD. Have hired more staff and will be replacing the Finance Director. Bought a motor coach for the Lower Columbia Connector run. Hard to find motor coach with a lift. Seaside Transit stop is outside of work that ODOT is doing nearby and would cost \$150,000—\$200,000. Will be triggering all ADA requirements. Too much for a small rural transit. Still struggling for drivers, will need more drivers for STF expansion.
- ✦ Benton County—Glad to have Brad onboard. Working on sunsetting the Albany—Corvallis Amtrak connector service but utilizing new transit service starting November 5<sup>th</sup>. Next will be working on expanding the Coastal connector.
- ✦ Tillamook County—No progress on collective bargaining agreement. Selected Kittleson to do the analysis on using next STIF funding. Working on partitioning property from the City for the transit center. Amtrak stop for Tillamook buses getting worked out. Started pay equity and staffing analyses. Automating more of the HR activities, and Finance person will be picking up more HR work. New staff assistant for Tabatha. Selected to do new Drug/Alcohol audit. New administrative person replacing Cathy. Ride Care’s call center is taking on scheduling of rides for their clients, including brokerage for Portland ride to care agencies as well.

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

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

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**Tillamook County Transportation District**  
Financial Statement

From 10/1/2019 Through 10/31/2019

	Current Period Actual	Current Period Budget	Current Year Actual	Total Budget	Total Budget Variance	33%
<b>Resources</b>						
Working Capital	3500	0.00	0.00	105,000.00	(105,000.00)	0.00%
NWOTA Partner Cont. Match	4225	0.00	24,000.00	48,000.00	(24,000.00)	50.00%
Transfer From General Fund	4911	0.00	12,000.00	12,000.00	0.00	100.00%
Transfer from STIF Fund	4918	0.00	0.00	149,000.00	(149,000.00)	0.00%
<b>Total Resources</b>		<u>0.00</u>	<u>36,000.00</u>	<u>314,000.00</u>	<u>(278,000.00)</u>	<u>11.46%</u>
<b>Expenses</b>						
<b>Materials and Services</b>						
Professional Services	5100	0.00	0.00	5,250.00	5,250.00	0.00%
Administrative Support	5101	0.00	6,007.75	25,000.00	18,992.25	24.03%
Website Maintenance	5102	0.00	6,500.00	7,500.00	1,000.00	86.66%
Marketing	5190	0.00	3,958.33	47,500.00	47,500.00	0.00%
Website Re-Design	5191	0.00	0.00	164,560.00	164,560.00	0.00%
Travel & Training	5220	0.00	416.67	5,000.00	5,000.00	0.00%
<b>Total Materials and Services</b>		<u>0.00</u>	<u>12,507.75</u>	<u>254,810.00</u>	<u>242,302.25</u>	<u>4.91%</u>
<b>Transfers</b>						
Transfer to General Fund	9130	0.00	3,000.00	3,000.00	0.00	100.00%
Unappropriated Ending Fund Bal	9180	0.00	0.00	56,190.00	56,190.00	0.00%
<b>Total Transfers</b>		<u>0.00</u>	<u>3,000.00</u>	<u>59,190.00</u>	<u>56,190.00</u>	<u>5.07%</u>
<b>Total Expenses</b>		<u>0.00</u>	<u>15,507.75</u>	<u>314,000.00</u>	<u>298,492.25</u>	<u>4.94%</u>

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**NWOTA Action Items**  
September 2019

	Action Items	Assignments	Progress
<input type="checkbox"/>	<u>IGA</u> Get approved by each partner commission/board.	Mary to get copies of signed IGA's from each partner for the file	Lincoln Co (√) (√) Tillamook (√) Columbia Co (√) SETD (√)
<input type="checkbox"/>	<u>Management Plan</u> Get approved by each partner commission/board	Mary—Send out Plan and most current Action Plan  Benton Columbia Sunset Empire  Mary—Get approval documentation from each partner	(√)  Lincoln (√) Tillamook (√)
<input type="checkbox"/>	<u>Management Plan Updates</u> Mobile app for NW Connector Transit language for Comp Plans and TSPs Purchase rides online Reserve a seat online		
<input type="checkbox"/>	<u>Website Events/Trip Planner/Newsletter</u> Draft RFP/Scope of Work	Mary	Awaiting results from the Marketing Plan
<input type="checkbox"/>	<u>Bike and Ride Info on Website</u> Add instructions/video on how to use the bike rack	Jeff to provide the video and language Mary to add to website	In Progress
<input type="checkbox"/>	<u>2019—2020 NWConnector Marketing</u>	Selina Barlow to test travel the NWConnector system	Report—November Board meeting
<input type="checkbox"/>	<u>NW Connector Ridership</u> Update performance methodology assumptions  Compare monthly ridership year-to-year	Partners do calculations <u>Lincoln</u> , Columbia ridership <u>Mary to meet with John Dreeszen</u>	Tillamook (√) Lincoln (√)  Benton (√) Tillamook (√) Sunset (√)
<input type="checkbox"/>	NW Connector Holidays Policy (Lincoln drop 1, TCTD add 3 days)	Doug/Cynda	
<input type="checkbox"/>	Adding Connector Partners—Meet with Washington County initially		
<input type="checkbox"/>	NWConnector Trips and Events	Mary to coordinate	Awaiting results of the Marketing Report
<input type="checkbox"/>	Transportation Options	Consider adding a TO page to NWConnector Website	NW Connector follow on to Oregon's July

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

**nwCONNECTOR**

# Northwest Oregon Transit Access Project

## Transit Stop Improvement Summary

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October 31, 2019





## Introduction

This booklet summarizes the key outcomes that resulted from a collaborative Project effort between the Oregon Department of Transportation (ODOT), the Northwest Oregon Transit Alliance (NWOTA) and a Jacobs-led consultant team to work with ODOT and NWOTA to identify locations and develop advanced concept-level designs for new or enhanced bus stops along the Northwest Connector transit routes. ODOT provided project funding and management in support of NWOTA to advance the overall goal to increase access to transit.

NWOTA is an inter-agency collaborative program between five public transit organizations that are situated in five counties in Northwest Oregon. NWOTA's goal is to provide convenient regional transit connections so that everyone has an accessible, affordable way to travel. This unique consortium manages the regional Northwest Connector bus routes that connect the Willamette Valley with the Northwest Oregon coast. It provides critical transit linkages between rural areas and small communities with major cities, tourist attractions, medical facilities, recreational activities, places of work, and many other destinations. The five NWOTA transit agencies are:



Benton County  
Transportation



Columbia County  
Rider



Lincoln County  
Transit



Sunset Empire  
Transportation  
District (Clatsop  
County)



Tillamook County  
Transportation  
District

NWOTA's aim is to promote accessibility on a regional level through transit collaboration.

The Project consisted of planning, concept design, and environmental assessment services for stops that have known deficiencies and improvement needs. Field investigations and information provided by ODOT revealed existing conditions of transit stops; some stop locations were simply marked by signage, while others had shelters and benches but lacked ADA accommodation, pullouts, pedestrian/bicycle access, or other transit stop elements.

The Project resulted in identification of 24 transit stop locations as shown on the overview map, with each stop described further in this booklet. The Project addressed the following design elements:

- Safety and functionality
- Transit Stop Visibility
- Americans with Disabilities Act ("ADA") accommodation
- Bicycle and pedestrian accessibility
- Bus pull-out or stop location configuration
- Shelter size, type and other furnishings and amenities to enhance user safety and comfort
- Right of Way ("ROW")
- Roadway crossings
- Illumination and way-finding improvements
- Preparation of information needed to support future environmental documentation under the National Environmental Policy Act (NEPA).

One of four potential recommended bus stop design types shown on pages 6 and 7 were chosen as most appropriate for each location.



Acknowledgements:

ODOT

Ken Shonkwiler, ODOT Region 2  
Mark Bernard, Region 2  
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Dorothy Upton, P.E., Region 2  
Calvin Larwood, P.E., Region 2  
Donna Hinze, Region 2

NWOTA

Cynda Bruce, Lincoln County Transit  
Lee Lazaro, Benton County Transportation  
Lisa Scherf, Benton County Transportation  
Doug Pilant, Tillamook County Transportation District  
Jeff Hazen, Sunset Empire Transportation District  
Todd Wood, Columbia County Rider  
Mary McArthur, Columbia Pacific EDD

Consultant Team

Ryan Farncomb, Parametrix  
Scott Richman, Jacobs  
Shawn Kummer, Jacobs  
Steven VanderGeissen, Jacobs  
Carole Richardson, Plangineering

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**Columbia County Rider**

- 1 Scappoose at US30 at Havlik Drive (WB)
- 2 St. Helens at US30 and Gable Road (WB)
- 3 St. Helens at US30 and Gable Road (EB)
- 4 St. Helens at US30 Columbia Blvd. (EB)

**Sunset Empire Transportation**

- 6 Knappa
- 7 Warrenton
- 8 Gearhart
- 9 Seaside

**Tillamook County Transportation**

- 10 Rockaway Beach - HWY 101 and South 3rd Ave (NB)
- 11 Rockaway Beach - HWY 101 and South 3rd Ave (SB)
- 12 Rockaway Beach - HWY 101 and North 3rd Ave (NB)
- 13 Rockaway Beach - HWY 101 and North 3rd Ave (SB)
- 14 Hebo
- 15 Pacific City

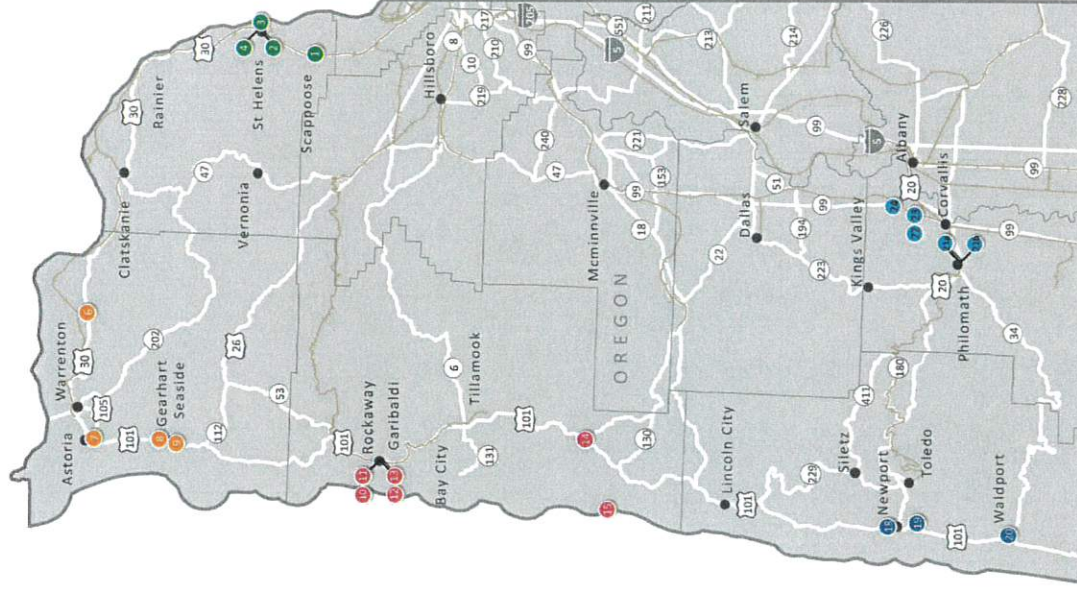
**Lincoln County Transit**

- 18 Newport North
- 19 Newport South
- 20 Waldport

**Benton County Transportation**

- 21a Philomath at US20 & 11th St. (WB)
- 21b Philomath at US20 & 11th St. (EB)
- 22 Lewisburg at OR99W & Granger Ave (SB)
- 23 Lewisburg at OR99W & Granger Ave (NB)
- 24 Adair Village

Note: Stops 5, 16, and 17 were removed from the project during earlier phases of work and are not shown in this summary.

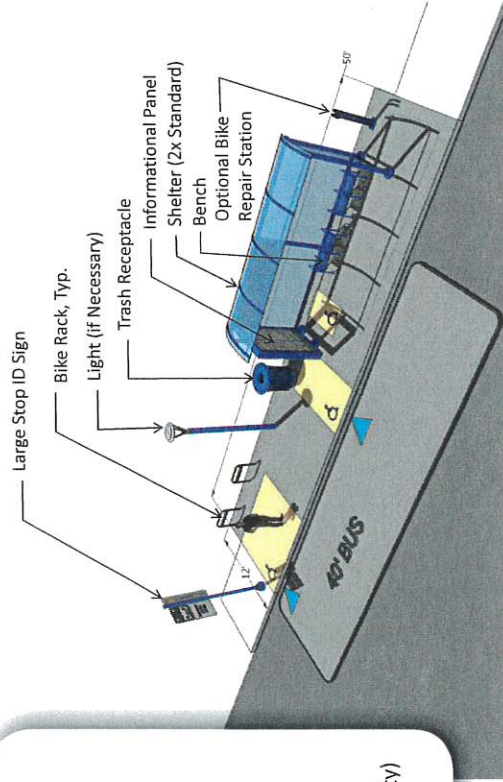


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Proposed Design Elements

### High Ridership/High Investment

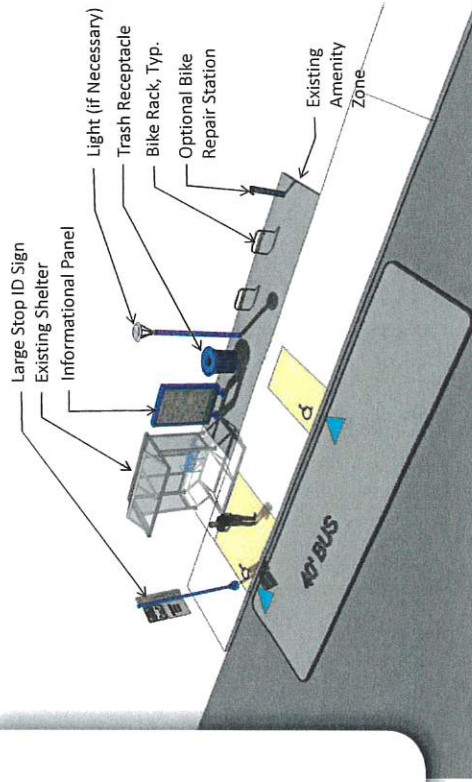
- Stop Footprint – Dimensions: 12'x50'
- Large Shelter
  - Shelter Signage Information Panel
  - Solar panel/battery powered lighting
- Stop ID Sign - Large
- 2 Benches
- Trash Receptacle
- Bike Parking (2 racks or lockers)
- Bike Repair Station - optional
- Pole light (if no existing street lighting in close proximity)
- Optional Public Art



Proposed Design Elements

### High Ridership/Low Investment

- Stop Footprint (Existing/New/Combination) dimension varies
- Shelter (New or Existing)
  - Shelter Signage Information Panel (New)
- Stop ID Sign – Large (New)
- Bench (New or Existing)
- Trash Receptacle (New)
- Bike Parking (2 racks or lockers)(New)
- Optional Bike Repair Station (New)
- Optional public art



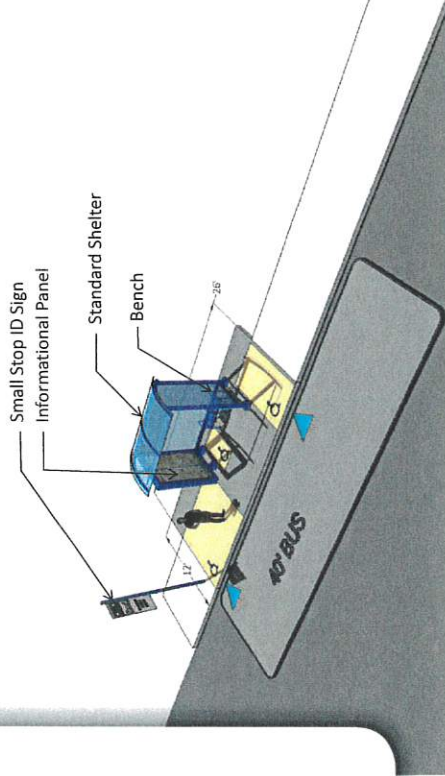
37



Proposed Design Elements

### Low Ridership/High Investment

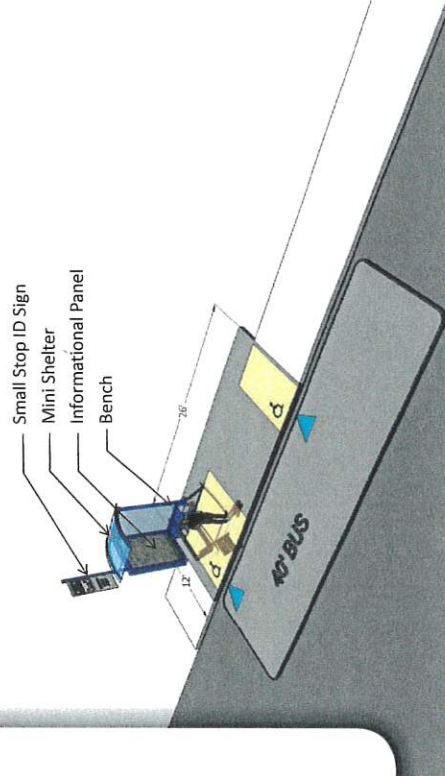
- Stop Footprint – Dimensions: 12' x 26'
- Standard Shelter
  - Shelter Signage Information Panel
  - Solar panel/battery powered lighting
- Stop ID Sign – Small
- Bench



Proposed Design Elements

### Low Ridership/Low Investment

- Stop Footprint – Dimensions: 12' x 26'
- 'Small'-shelter
- Stop ID Sign – Small
- Bench optional



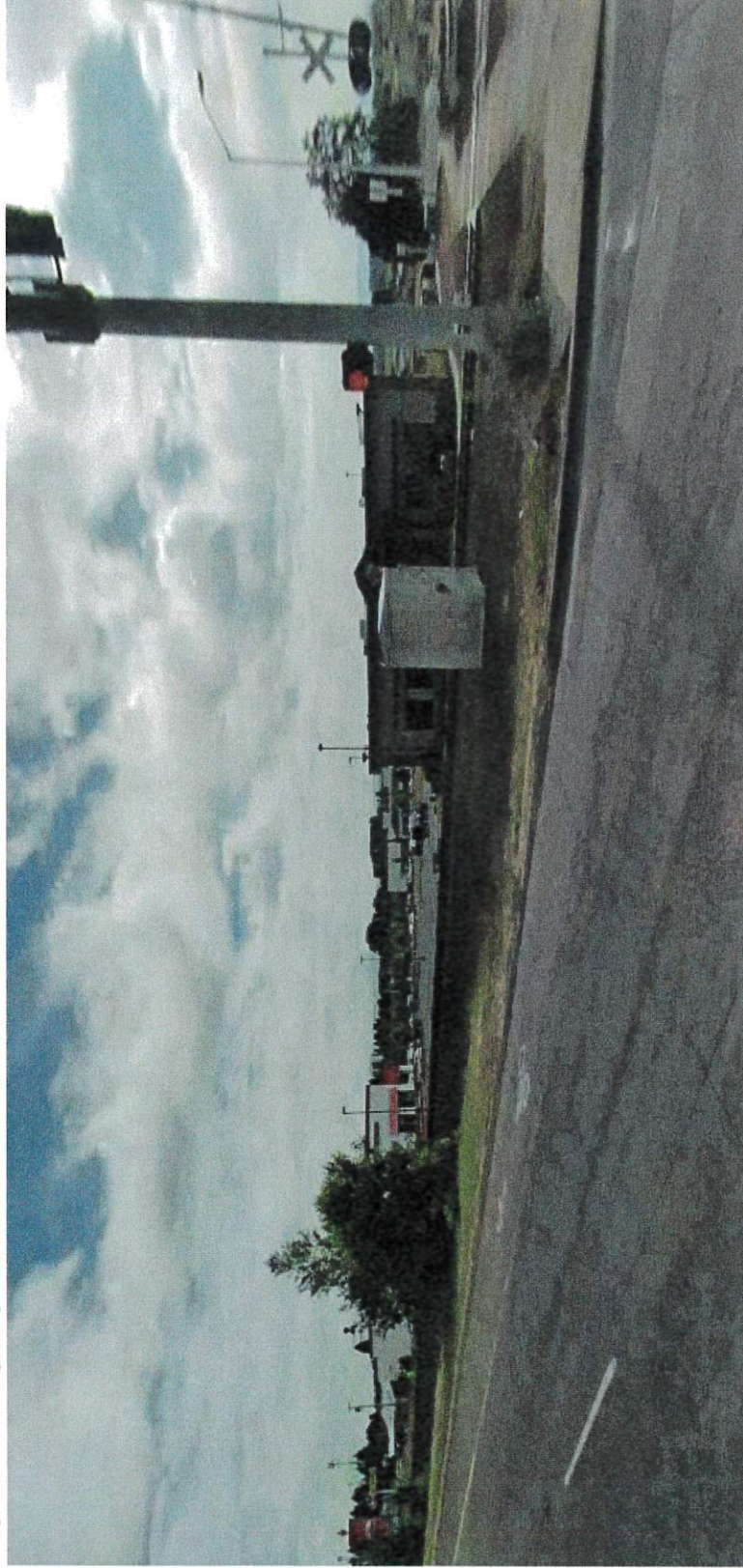
## Transit Stop Concepts

**nwCONNECTOR** Northwest Oregon Transit Access Project

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**Stop #1 – U.S. Highway 30 at Havlik Drive (Westbound – Northeast Corner) – Scappoose**

**Existing Conditions**



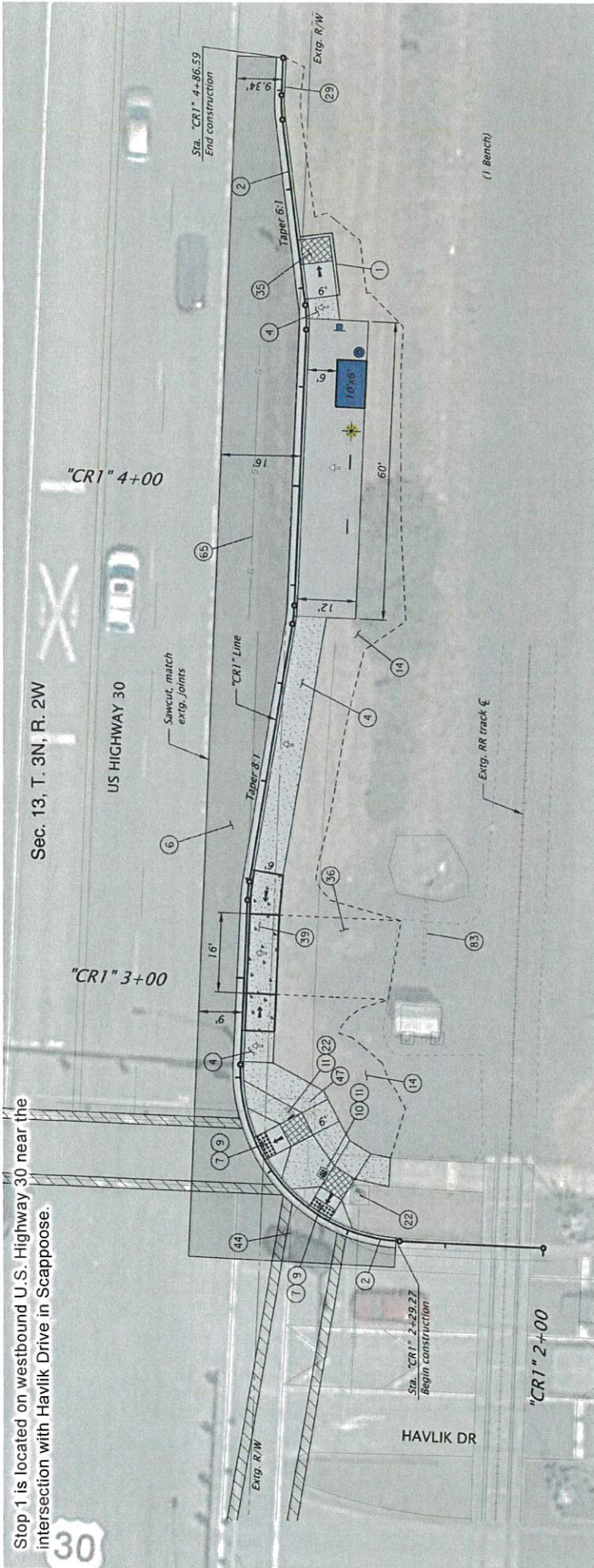
*Figure 1. Stop #1 site, looking northeast*

*August 2019 - Google Street View*

Stop #1 is located on the northeast corner of the intersection of Highway 30 and Havlik Drive in Scappoose. The existing stop has no facilities; passengers wait for the bus on the gravel shoulder of the road. The stop location is between Highway 30 and an active freight railroad line, constraining opportunities for improvement. The proposed transit stop includes a bus pull-out, passenger amenities including a shelter, and ADA access to the intersection.

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Stop #1 is located on westbound U.S. Highway 30 near the intersection with Havlik Drive in Scappoose.

Sec. 13, T. 3N, R. 2W

US HIGHWAY 30

HAVLIK DR

"CR1" 4+00

"CR1" 3+00

"CR1" 2+00

Sta. "CR1" 4+86.59  
End construction

Sta. "CR1" 2+29.27  
Begin construction

(1 Bench)

**KEY NOTES**

- 1 Const. standard curb
- 2 Const. curb and gutter - 24" width
- 3 Const. P.C. conc. sidewalk
- 4 Const. plain conc. pavmt. Dowelled
- 7 Const. curb ramp (perpendicular)
- 9 Const. truncated dome detectable warning surface, safety yellow
- 10 Const. pushbutton pole
- 11 Const. standard pedestrian pushbutton
- 14 Seed with grass
- 22 Preserve and protect extg. overhead signal
- 29 Const. curb ending
- 35 Const. curb ramp (sidewalk end)
- 36 Const. gravel driveway
- 39 Const. driveway, fully lowered sidewalk
- 44 Adjust signal loop detectors
- 47 Adjust signal box
- 65 protect extg. gas line
- 83 Preserve and protect extg. storm pipe

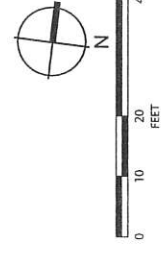
**LEGEND**

- Sidewalk
- Turning space, 1.5% max. both directions
- Truncated dome detectable warning surface
- Marked or intended crossing location
- Bus stop area
- Driveway
- Slope 1.5% max.
- Slope 7.5% max.

**BUS STOP LEGEND**

- Bus stop shelter (1 Bench)
- Bus stop ID sign
- Light pole
- Bike rack
- Trash receptacle
- Bike repair station

Notes:  
1. Existing items, excluding traffic control devices, that are not designated for removal, reset, or other action shall be preserved and protected.



**Stop #1 (WB) - Scappoose at US30 & Havlik Drive**  
Columbia County Rider

**Transit Stop Concepts**

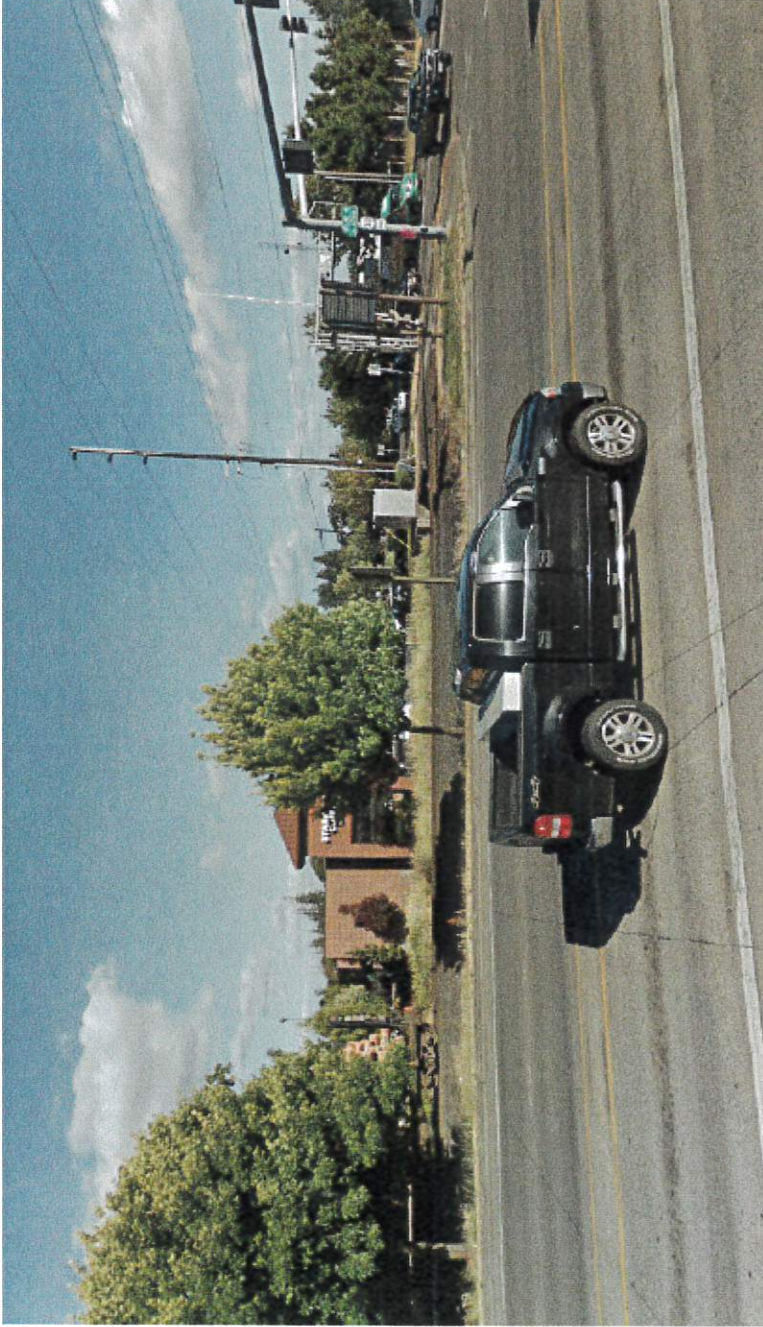
**nwCONNECTOR** Northwest Oregon Transit Access Project

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**Stop #2 – U.S. Highway 30 and Gable Road (Westbound) – St. Helens**

**Existing Conditions**



*Figure 2. Stop #2 site, looking east*

*July 2018 - Google Street View*

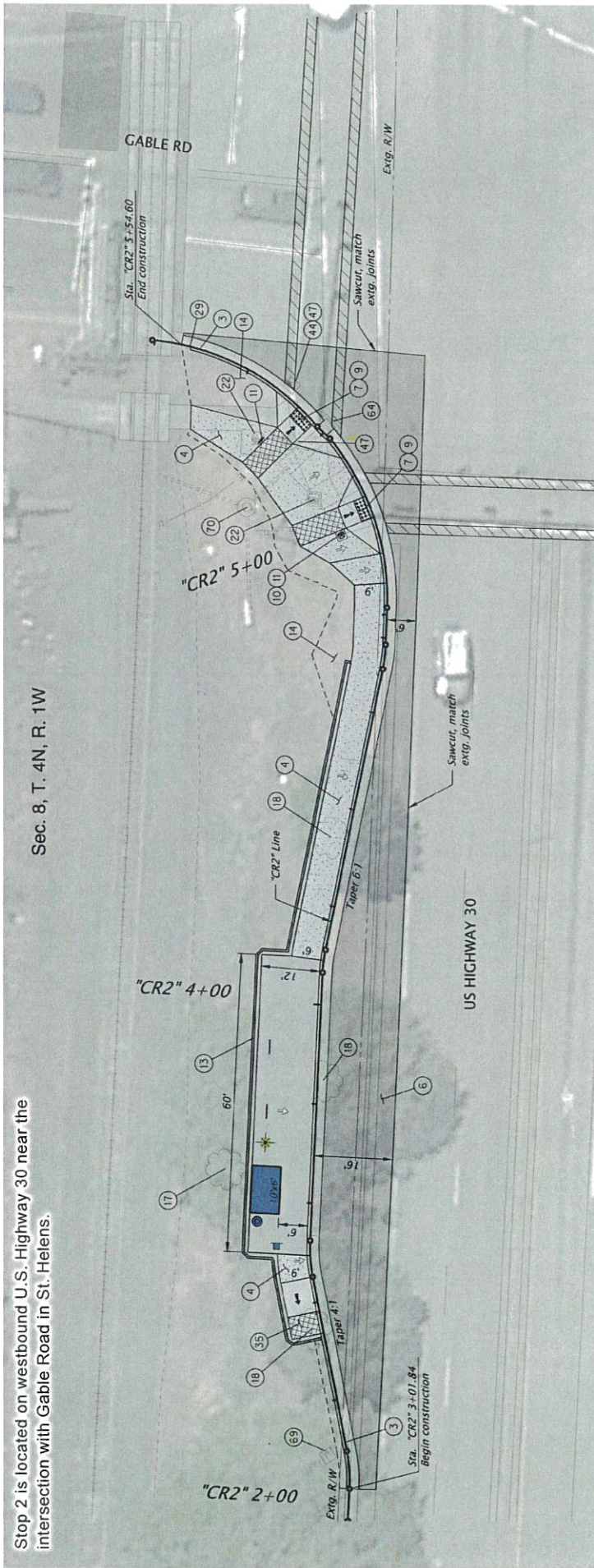
Stop #2 is located on the northeast corner of the intersection of Highway 30 and Gable Road in St. Helens. The existing northeast transit stop has no facilities and passengers are boarding and alighting in grass/dirt. The stop location is between Highway 30 and an active freight railroad line, constraining opportunities for improvement. The proposed transit stop includes a bus pull-out, passenger amenities including a shelter, and ADA access to the intersections.

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Stop 2 is located on westbound U.S. Highway 30 near the intersection with Gable Road in St. Helens.

Sec. 8, T. 4N, R. 1W



**KEY NOTES**

- 3 Const. curb and gutter - 30" width
- 4 Const. P.C. conc. sidewalk
- 6 Const. plain conc. pavmt., Dowelled
- 7 Const. curb ramp (perpendicular)
- 9 Const. truncated dome detectable warning surface, safety yellow
- 10 Const. pushbutton pole

- 11 Const. standard pedestrian pushbutton
- 13 Const. retaining wall with handrail  
Max. height 6"  
Avg. height 4"
- 14 Seed with grass
- 17 Preserve and protect extg. tree
- 18 Remove extg. tree
- 22 Preserve and protect extg. signal pole

- 29 Const. curb ending
- 35 Const. curb ramp (Sidewalk end)
- 44 Adjust signal loop detectors
- 47 Adjust extg. signal box
- 64 Preserve and protect extg. inlet
- 68 Relocate extg. utility box
- 69 Preserve and protect extg. utility box
- 70 Preserve and protect extg. manhole

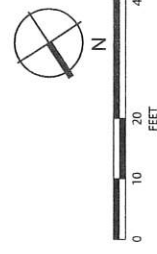
**LEGEND**

- Sidewalk
- Turning space, 1.5% max. both directions
- Truncated dome detectable warning surface
- Marked or intended crossing location
- Bus stop area
- Driveway
- Slope 1.5% max.
- Slope 7.5% max.

**BUS STOP LEGEND**

- Bus stop shelter (1 Bench)
- Bus stop ID sign
- Light pole
- Bike rack
- Trash receptacle
- Bike repair station

Notes:  
1. Existing items, excluding traffic control devices, that are not designated for removal, reset, or other action shall be preserved and protected.



October 31, 2019 11

**Stop #2 (WB) - St. Helens at US30 & Gable Road**  
Columbia County Rider  
**Transit Stop Concepts**  
**nwCONNECTOR** Northwest Oregon Transit Access Project

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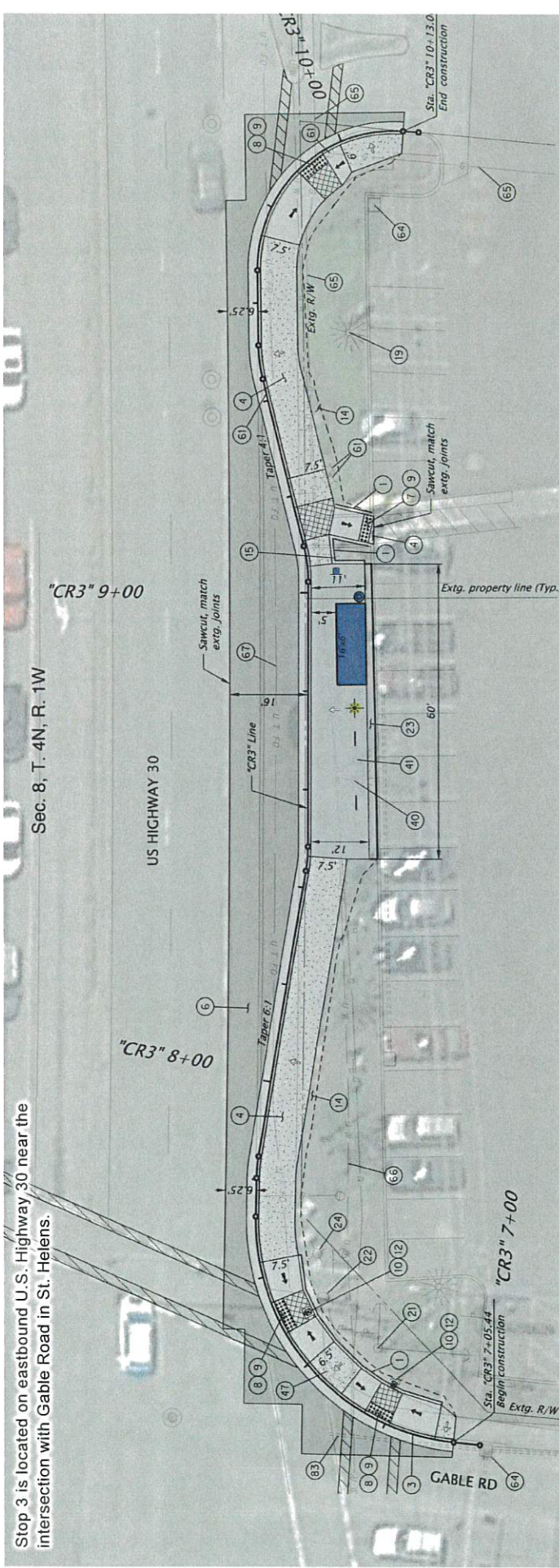


Figure 3. Stop #3 site, looking southwest

July 2018 - Google Street View

Stop #3 is located on the southwest corner of the intersection of Highway 30 and Gable Road in St. Helens. The existing northeast transit stop has no facilities and passengers are boarding and alighting in grass/dirt. The stop location is between Highway 30 and an active freight railroad line, constraining opportunities for improvement. The proposed transit stop includes a bus pull-out, passenger amenities including a shelter, and ADA access to the intersections.





Stop 3 is located on eastbound U.S. Highway 30 near the intersection with Gable Road in St. Helens.

Sec. 8, T. 4N, R. 1W

US HIGHWAY 30

GABLE RD

**KEY NOTES**

- 1 Const. standard curb
- 3 Const. curb and gutter - 30" width
- 4 Const. P.C. conc. sidewalk
- 6 Const. plain conc. pavm't., Dowelled
- 7 Const. curb ramp (perpendicular)
- 8 Const. curb ramp (parallel)
- 9 Const. truncated dome detectable warning surface, safety yellow
- 10 Const. pushbutton pole
- 12 Const. pedestrian pushbutton "H" frame
- 14 Seed with grass
- 15 Preserve and protect extg. sign
- 19 Preserve and protect extg. light pole
- 21 Preserve and protect extg. utility pole
- 22 Preserve and protect extg. signal pole
- 23 Const. concrete slope
- 24 Preserve and protect extg. hydrant
- 40 Relocate light pole
- 41 Relocate Sign
- 47 Adjust extg. signal box
- 61 Adjust extg. utility box
- 64 Preserve and protect extg. inlet
- 65 Protect extg. gas line
- 66 Protect extg. water line
- 67 Protect extg. fiber optic
- 83 Preserve and protect extg. storm pipe

**LEGEND**

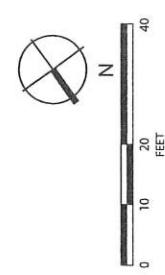
- Sidewalk
- Turning space, 1.5% max. both directions
- Truncated dome detectable warning surface
- Marked or intended crossing location
- Bus stop area
- Driveway
- Slope 1.5% max.
- Slope 7.5% max.

**BUS STOP LEGEND**

- Bus stop shelter (2 Benches)
- Bus stop ID sign
- Light pole
- Bike rack
- Trash receptacle
- Bike repair station

**Notes:**

1. Existing items, excluding traffic control devices, that are not designated for removal, reset, or other action shall be preserved and protected.



**Stop #3 - St. Helens at US30 & Gable Road (EB)**  
Columbia County Rider

**Transit Stop Concepts**

**nwCONNECTOR** Northwest Oregon Transit Access Project

Handwritten initials 'HH' in blue ink.





Figure 4. Stop #4 site, looking southwest

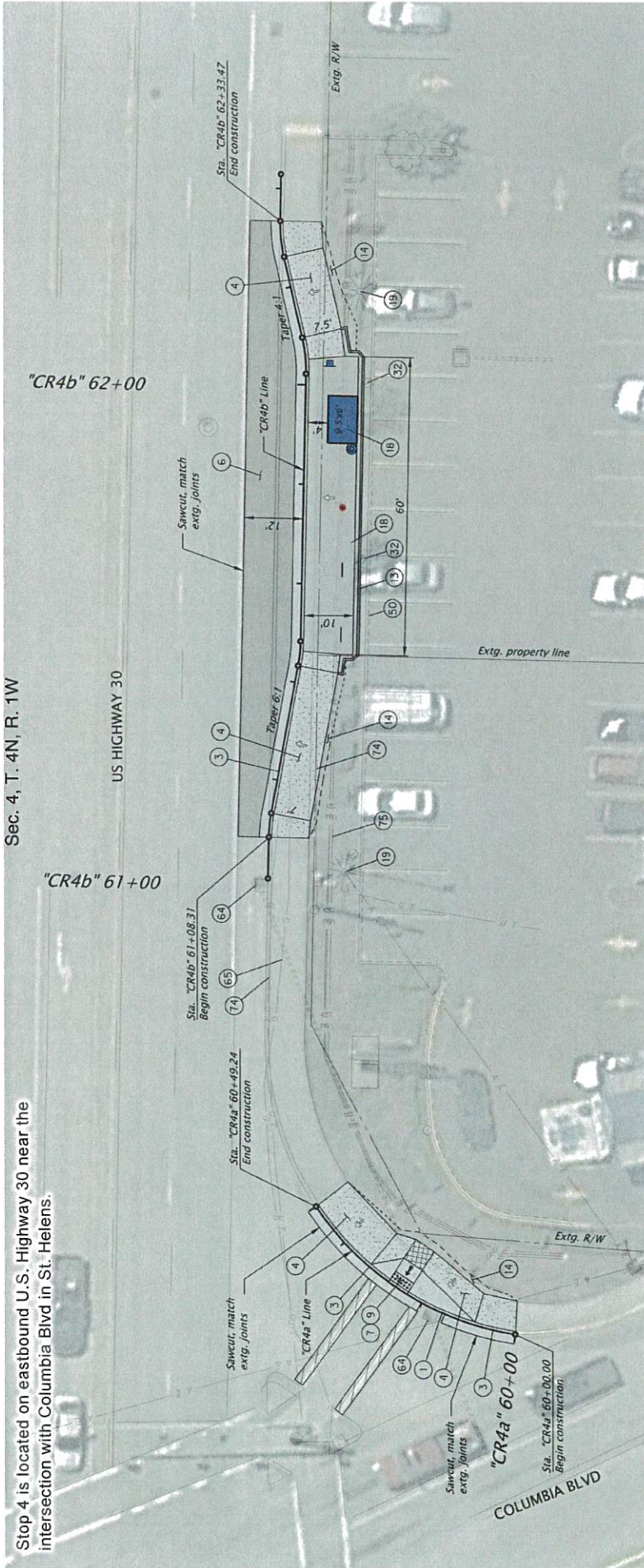
July 2018 - Google Street View

Stop #4 is located on the southwest corner of the intersection of Highway 30 and Columbia Boulevard in St. Helens. The existing transit stop has a curb, gutter, and sidewalk but substandard ADA accessible facilities. The proposed transit stop includes a bus pull-out, passenger amenities including a shelter, and ADA access to the intersections.



Stop 4 is located on eastbound U.S. Highway 30 near the intersection with Columbia Blvd in St. Helens.

Sec. 4, T. 4N, R. 1W



**KEY NOTES**

- 1 Const. standard curb
- 3 Const. curb and gutter - 30" width
- 4 Const. P.C. conc. sidewalk
- 6 Const. plain conc. pavmt., Dowelled
- 7 Const. curb ramp (perpendicular)
- 9 Const. truncated dome detectable warning surfaces, safety yellow
- 13 Const. retaining wall with handrail  
Max height 2',  
Avg. height 1'
- 14 Seed with grass
- 18 Remove extg. tree
- 19 Preserve and protect extg. light pole
- 32 Remove sprinkler
- 50 Preserve and protect extg. curb
- 64 Preserve and protect extg. inlet
- 65 Protect extg. gas line
- 74 Protect extg. telephone line
- 75 Protect extg. electric line

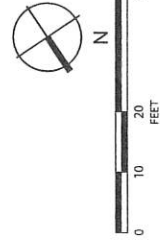
**LEGEND**

- Sidewalk
- Turning space, 1.5% max. both directions
- Truncated dome detectable warning surface
- Marked or intended crossing location
- Bus stop area
- Driveway
- Slope 1.5% max.
- Slope 7.5% max.

**BUS STOP LEGEND**

- Bus stop shelter (1 Bench)
- Bus stop ID sign
- Light pole
- Bike rack
- Trash receptacle
- Bike repair station

**Notes:**  
 1. Existing items, excluding traffic control devices, that are not designated for removal, reset, or other action shall be preserved and protected.



**Stop #4 - St. Helens at US30 & Columbia Blvd (EB)**  
 Columbia County Rider

**Transit Stop Concepts**

**nwCONNECTOR** Northwest Oregon Transit Access Project

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## Stop #6 – Knappa

## Existing Conditions



Figure 5. Stop #6 site, looking west

December 2017

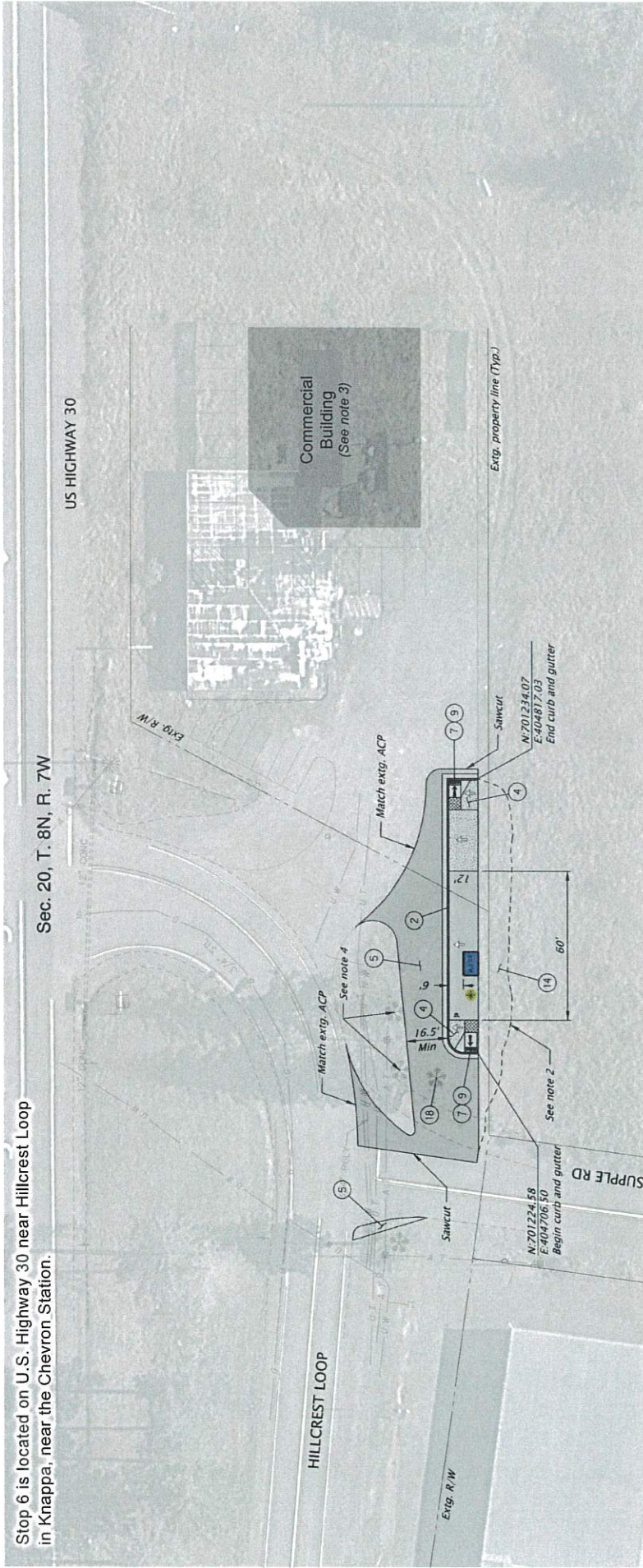
Stop #6 is located just west of the intersection of Highway 30 and Hillcrest Loop in Knappa. This stop is not on the state highway system, unlike most other stops. The existing transit eastbound and westbound stops are on Highway 30; there is no pull-out area and no designated space for passengers to wait for the bus. The proposed transit stop would combine the eastbound and westbound stops into one off-highway location. The improved transit stop includes a raised boarding and alighting area with curb ramps descending to the existing grades. The bus will turn off the highway onto Hillcrest Loop, completing a loop through the proposed stop and return to Highway 30.

47



Stop 6 is located on U.S. Highway 30 near Hillcrest Loop in Knappa, near the Chevron Station.

Sec. 20, T. 8N, R. 7W



**KEY NOTES**

- ② Const. curb and gutter - 24" width
- ④ Const. P.C. conc. sidewalk
- ⑤ Const. ACP
- ⑦ Const. curb ramp (perpendicular)
- ⑨ Const. truncated dome detectable warning surface, safety yellow
- ⑭ Seed with grass
- ⑮ Remove extg. tree

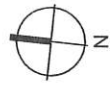
**LEGEND**

- Sidewalk
- Turning space, 1.5% max. both directions
- Truncated dome detectable warning surface
- Marked or intended crossing location
- Bus stop area
- Driveway

**BUS STOP LEGEND**

- Bus stop shelter (1 Bench)
- Bus stop ID sign
- Light pole
- Bike rack
- Trash receptacle
- Bike repair station

- Notes:**
1. Existing items, excluding traffic control devices, that are not designated for removal, reset, or other action shall be preserved and protected.
  2. The toe of fill exceeds the boundary of ground survey that was collected for this project. The line shown is conceptual and may not be accurate.
  3. The commercial building outline, parking spaces, and curb was traced from sheet C3.1 (Grading Plan) of the 80% review produced by Technics Design Group and submitted on May 15th, 2018. The commercial building linework is shown for illustration purposes only, is subject to change, and shall not be used for construction, permitting, or any other purposes.
  4. The two trees located North of the stop are likely to be removed, further study required.



October 31, 2019 17

**Stop #6 - Knappa**  
 Sunset Empire Transportation District  
**Transit Stop Concepts**  
**nwCONNECTOR** Northwest Oregon Transit Access Project

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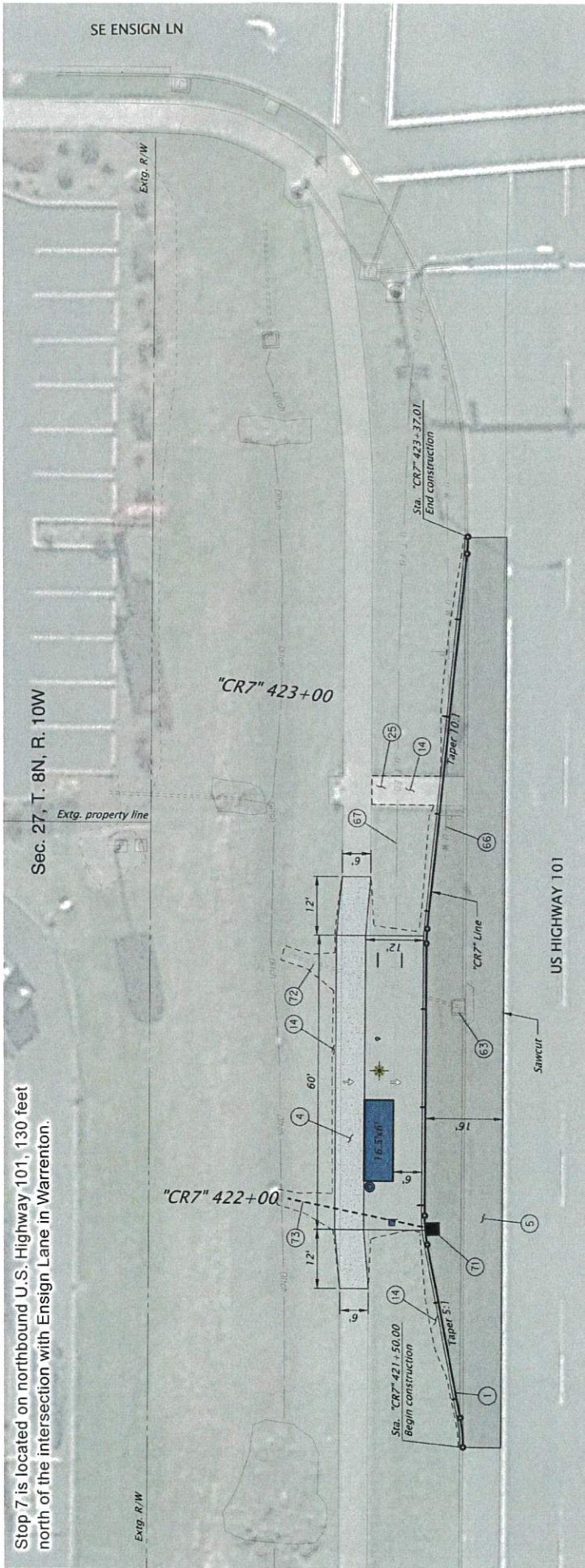
Figure 6. Stop #7 site, looking northeast

October 2018 - Google Street View

Stop #7 is located on the northeast corner of Highway 101 and Southeast Ensign Lane in Warrenton. The existing transit stop has a concrete sidewalk boarding/alighting area and a small bench. The proposed transit stop includes a bus pull-out area, new signage, a shelter, a bench, bike racks, site lighting, and a trash receptacle.

49





Stop 7 is located on northbound U.S. Highway 101, 130 feet north of the intersection with Ensign Lane in Warrenton.

**KEY NOTES**

- 1 Const. standard curb
- 4 Const. P.C. conc. sidewalk
- 5 Const. ACP
- 14 Seed with grass
- 25 Remove extg. sidewalk
- 63 Remove extg. inlet
- 66 protect extg. water line
- 67 Protect extg. fiber optic
- 71 Const. inlet
- 72 Remove extg. storm pipe
- 73 Const. storm pipe

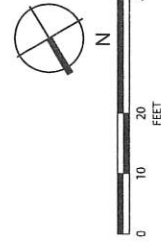
**LEGEND**

- Sidewalk
- Turning space, 1.5% max. both directions
- Truncated dome detectable warning surface
- Marked or intended crossing location
- Bus stop area
- Driveway
- Slope 1.5% max.
- Slope 7.5% max.

**BUS STOP LEGEND**

- Bus stop shelter (2 Benches)
- Bus stop ID sign
- Light pole
- Bike rack
- Trash receptacle
- Bike repair station

Notes:  
1. Existing items, excluding traffic control devices, that are not designated for removal, reset, or other action shall be preserved and protected.



**Stop #7 - Warrenton**  
Sunset Empire Transportation District  
**Transit Stop Concepts**

**nwCONNECTOR** Northwest Oregon Transit Access Project

50





Figure 7. Stop #8 site, looking northwest

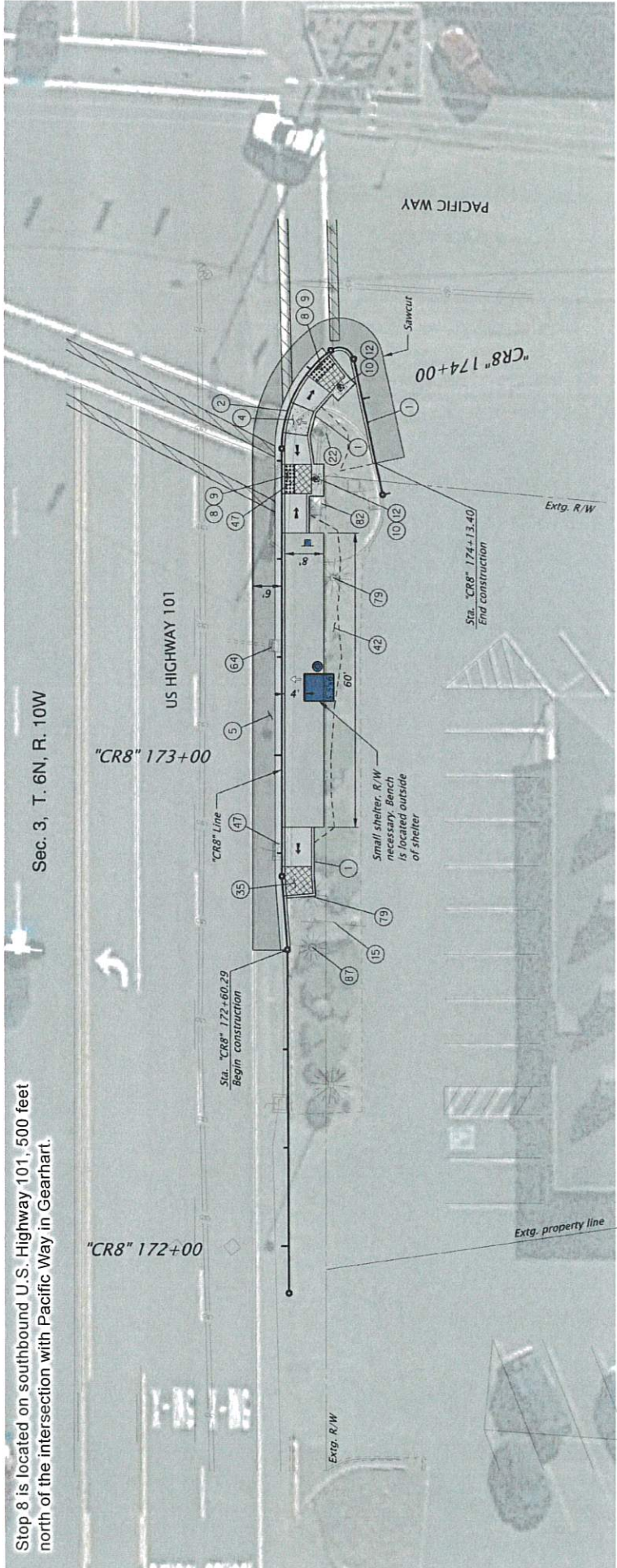
October 2018 - Google Street View

Stop #8 is located on the northwest corner of the intersection of Highway 101 and Pacific Way in Gearhart. The existing transit stop, 400 feet north of the proposed new stop, has no improvements and passengers are boarding and alighting in a landscaped area. There are no sidewalks present at the current stop location nor improved/marked pedestrian crossings on Highway 101. The proposed stop includes a passenger waiting area, boarding and alighting area with amenities, a sidewalk connection to the intersection, and ADA accessible curb ramps at the signalized intersection of Highway 101 and Pacific Way.

51



Stop 8 is located on southbound U.S. Highway 101, 500 feet north of the intersection with Pacific Way in Gearhart.



Sec. 3, T. 6N, R. 10W

US HIGHWAY 101

PACIFIC WAY

"CR8" 174+00

"CR8" 173+00

"CR8" 172+00

Sta. "CR8" 172+60.29  
Begin construction

Small shelter, R/W necessary. Bench is located outside of shelter

Sta. "CR8" 174+13.40  
End construction

Extg. property line

Extg. R/W

Extg. R/W

**KEY NOTES**

- 1 Const. standard curb
- 2 Const. curb and gutter - 24" width
- 4 Const. P.C. conc. sidewalk
- 5 Const. ACP
- 8 Const. curb ramp (parallel)
- 9 Const. truncated dome detectable warning surface, safety yellow
- 15 Preserve and protect extg. sign.
- 22 Preserve and protect extg. signal pole
- 35 Const. curb ramp (sidewalk end)
- 42 Const. landscape rock
- 41 Adjust extg. signal box
- 61 Preserve and protect extg. inlet
- 79 Relocate extg. light
- 82 Preserve and protect extg. signal cabinet
- 87 Preserve and protect extg. light

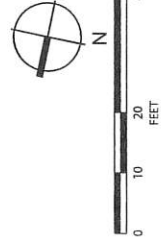
**LEGEND**

- Sidewalk
- Turning space, 1.5% max. both directions
- Truncated dome detectable warning surface
- Marked or intended crossing location
- Bus stop area
- Driveway
- Slope 1.5% max.
- Slope 7.5% max.

**BUS STOP LEGEND**

- Bus stop shelter (1 Bench)
- Bus stop ID sign
- Light pole
- Bike rack
- Trash receptacle
- Bike repair station

Notes:  
1. Existing items, excluding traffic control devices, that are not designated for removal, repair, or other action shall be preserved and protected.



**Stop #8 - Gearhart**  
Sunset Empire Transportation District  
**Transit Stop Concepts**  
**nwCONNECTOR** Northwest Oregon Transit Access Project

October 31, 2019 21

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Stop #9 – U.S. Highway 101 and Avenue A – Seaside

Existing Conditions

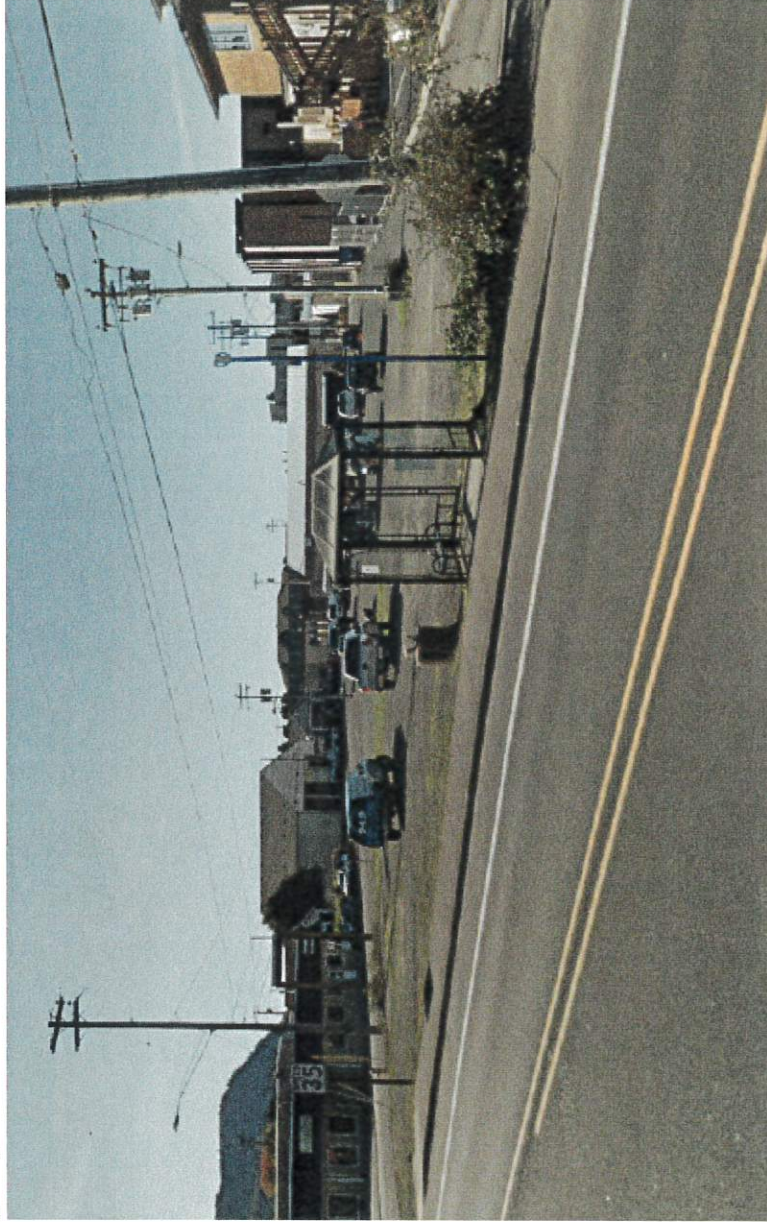


Figure 8. Stop #9 site, looking west

October 2018 - Google Street View

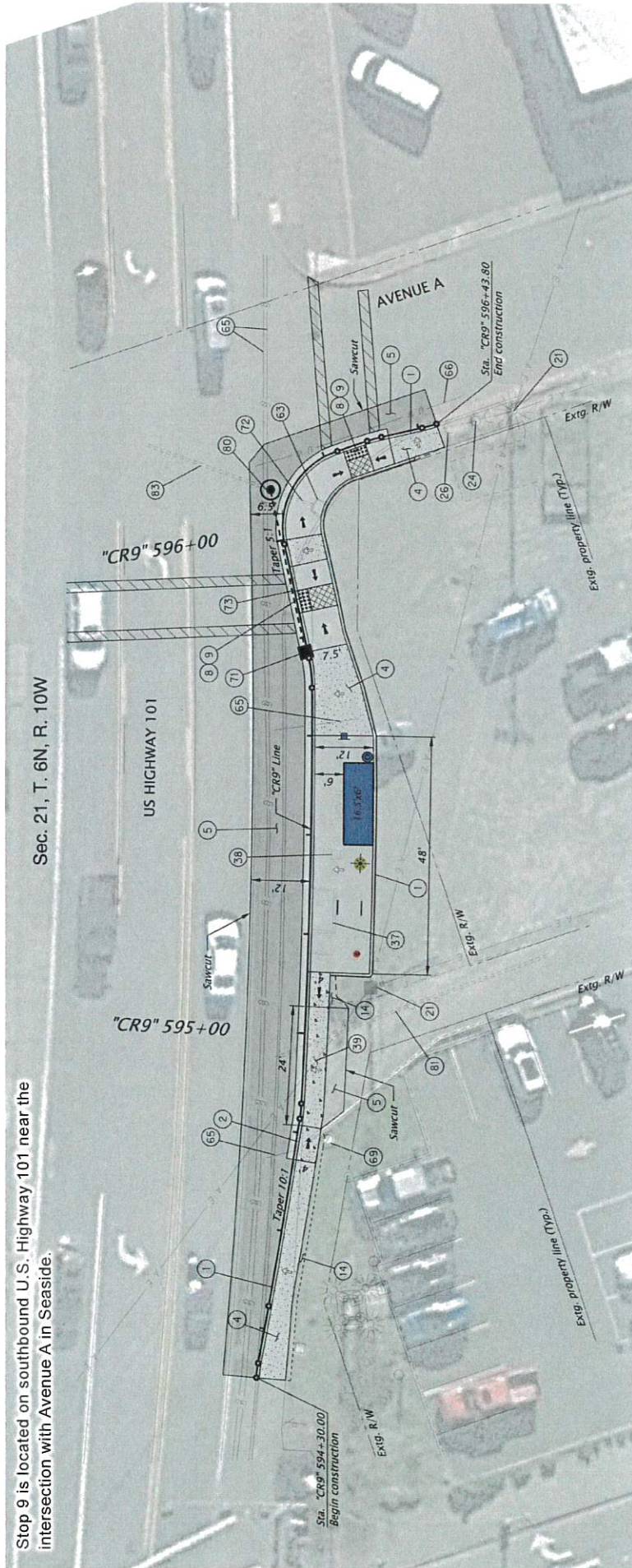
Stop #9 is located on the northwest corner of Highway 101 and Avenue A in Seaside. The existing transit stop has a shelter, signage, and trash receptacle, however, it does not include an ADA accessible boarding and alighting area. The proposed transit stop includes a bus pull-out, an ADA accessible boarding/alighting area, amenities, and a sidewalk connection to the intersection with ADA accessible curb ramps.

53



Stop 9 is located on southbound U.S. Highway 101 near the intersection with Avenue A in Seaside.

Sec. 21, T. 6N, R. 10W



**KEY NOTES**

- 1 Const. standard curb
- 2 Const. curb and gutter - 24" width
- 4 Const. P.C. conc. sidewalk
- 5 Const. ACP
- 8 Const. curb ramp (parallel)
- 9 Const. truncated dome detectable warning surfaces, safety yellow
- 14 Seed with grass
- 21 Preserve and protect extg. utility pole
- 24 Preserve and protect extg. hydrant
- 26 Preserve and protect extg. guy wire
- 31 Remove extg. bus shelter
- 37 Remove extg. trash receptacle
- 39 Const. driveway, fully lowered sidewalk
- 63 Remove extg. inlet
- 65 Protect extg. gas line
- 66 Protect extg. water line
- 69 Preserve and protect extg. utility box
- 71 Const. inlet
- 72 Remove extg. storm pipe
- 73 Const. storm pipe
- 80 Const. Manhole
- 81 Preserve and protect sanitary pipe
- 83 Preserve and protect storm pipe

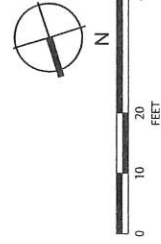
**LEGEND**

- Sidewalk
- Turning space, 1-.5% max. both directions
- Truncated dome detectable warning surface
- Marked or intended crossing location
- Bus stop area
- Driveway
- Slope 1.5% max.
- Slope 7.5% max.

**BUS STOP LEGEND**

- Bus stop shelter (2 Benches)
- Bus stop ID sign
- Light pole
- Bike rack
- Trash receptacle
- Bike repair station

Notes:  
 1. Existing items, excluding traffic control devices, that are not designated for removal, reset, or other action shall be preserved and protected.



**Stop #9 - Seaside**

Sunset Empire Transportation District  
**Transit Stop Concepts**  
**nwCONNECTOR** Northwest Oregon Transit Access Project

54



Stop #10 – U.S. Highway 101 and South 3rd Avenue (Northbound) and Stop #11 – U.S. Highway 101 and South 3rd Avenue (Southbound) – Rockaway Beach

Existing Conditions



Figure 9. Stop #10 site (northbound), looking south October 2018 - Google Street View

Existing Conditions



Figure 10. Stop #11 site (southbound), looking southwest October 2018 - Google Street View

Stop #10 and Stop #11 are located on the southeast (northbound) and southwest (southbound) corners, respectively, of the intersection of Highway 101 and South 3rd Avenue in Rockaway Beach. The existing stop is located at the northwest corner of Anchor Street and South 3rd Avenue; both the northbound and southbound buses use this stop location. The proposed transit stops will be moved west to Highway 101. Both stops include a raised passenger waiting, boarding/alighting area, transit stop amenities, a sidewalk connection to the intersection, and ADA accessible curb ramps. The proposed stop designs are intended to accommodate the future “rail-with-trail” Salmonberry Trail alignment.

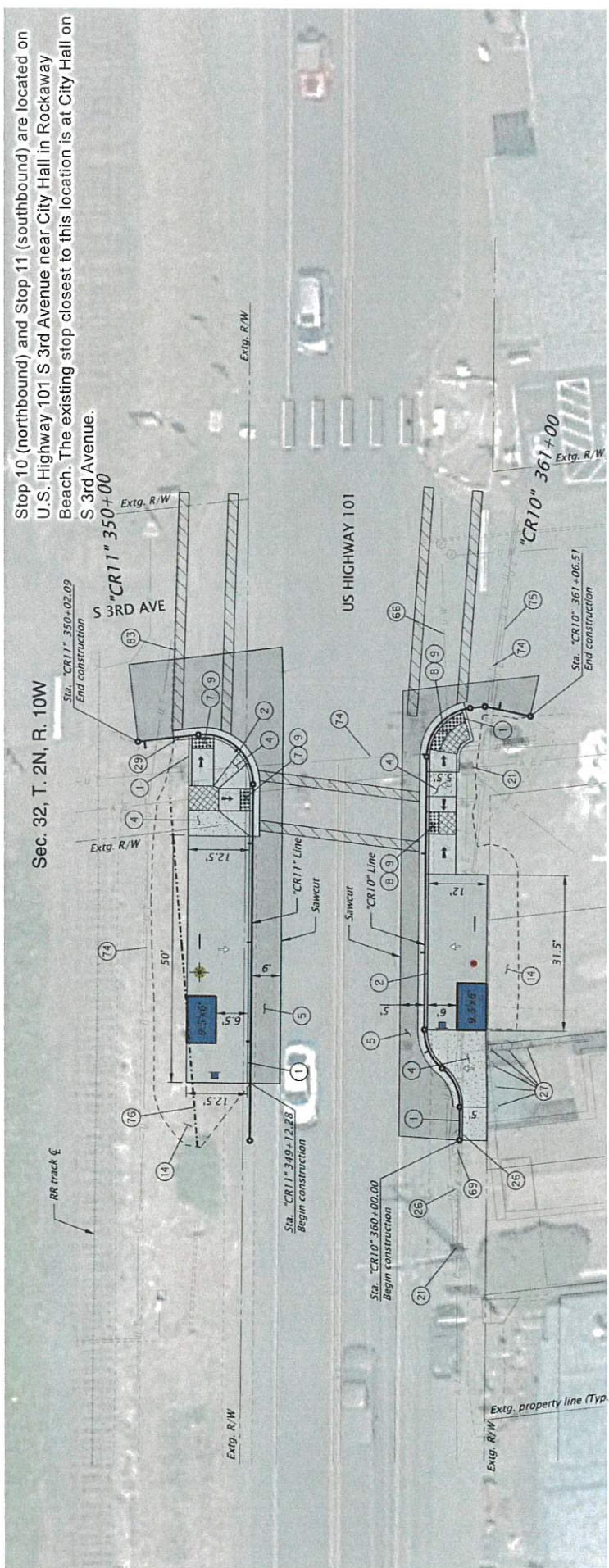
Stop #10 (the proposed northbound stop location) is not currently improved.

55



Stop 10 (northbound) and Stop 11 (southbound) are located on U.S. Highway 101 S 3rd Avenue near City Hall in Rockaway Beach. The existing stop closest to this location is at City Hall on S 3rd Avenue.

Sec. 32, T. 2N, R. 10W



**KEY NOTES**

- 1 Const. standard curb
- 2 Const. curb and gutter - 24" width
- 4 Const. P.C. conc. sidewalk
- 5 Const. ACP
- 7 Const. curb ramp (perpendicular)
- 8 Const. curb ramp (parallel)

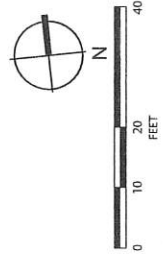
**LEGEND**

- 9 Const. truncated dome detectable warning surfaces, safety yellow
- 14 Seed with grass
- 21 Preserve and protect extg. utility pole
- 25 Preserve and protect extg. guy wire
- 27 Preserve and protect extg. bollard
- 29 Const. curb ending
- 66 Protect extg. water line
- 69 Preserve and protect extg. utility box
- 74 Protect extg. telephone line
- 75 Protect extg. electric line
- 76 Extend extg. storm pipe
- 83 Preserve and protect extg. storm pipe

**BUS STOP LEGEND**

- Bus stop shelter (NB - 1 bench) (SB - 1 bench)
- Bus stop ID sign
- Light pole
- Bike rack
- Trash receptacle
- Bike repair station

Notes:  
1. Existing items, excluding traffic control devices, that are not designated for removal, reset, or other action shall be preserved and protected.



**Stop #10 & #11 - Rockaway Beach at S 3rd Ave**  
Tillamook County Transportation District

**Transit Stop Concepts**

**nwCONNECTOR** Northwest Oregon Transit Access Project

56



**Stop #12 – U.S. Highway 101 and North 3rd Avenue (Northbound) and Stop #13 – U.S. Highway 101 and North 3rd Avenue (Southbound) – Rockaway Beach**

**Existing Conditions**



*Figure 11. Stop #12 (northbound), looking northeast  
October 2018 - Google Street View*

**Existing Conditions**



*Figure 12. Stop #13 (southbound), looking southeast  
October 2018 - Google Street View*

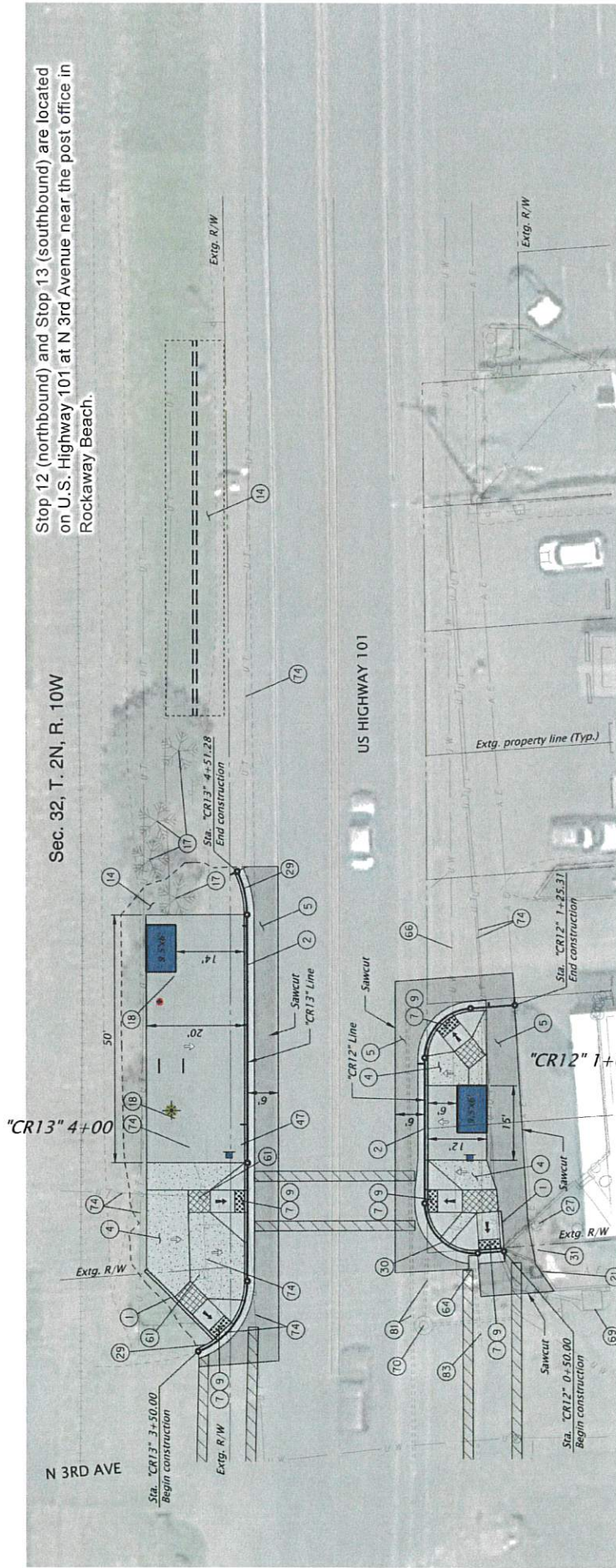
Stop #12 and Stop #13 are located on the northeast corner and northwest corners, respectively, of the intersection of Highway 101 and North 3rd Avenue in Rockaway Beach. The existing stop locations have no improvements or amenities and passengers board and alight on existing asphalt. The proposed transit stops include a raised passenger waiting and boarding/alighting area, transit stop amenities, a sidewalk connection to the intersection, and ADA accessible curb ramps. The proposed stop designs are intended to accommodate the future “rail-with-trail” Salmonberry Trail alignment.

57



Stop 12 (northbound) and Stop 13 (southbound) are located on U.S. Highway 101 at N 3rd Avenue near the post office in Rockaway Beach.

Sec. 32, T. 2N, R. 10W



**KEY NOTES**

- 1 Const. standard curb
- 2 Const. curb and gutter - 24" width
- 3 Const. P.C. conc. sidewalk
- 4 Const. ACP
- 5 Const. curb ramp (perpendicular)
- 6 Const. truncated dome detectable warning surface, safety yellow
- 7 Seed with grass
- 17 Preserve and protect extg. tree
- 18 Remove extg. tree
- 21 Preserve and protect extg. utility pole
- 27 Preserve and protect extg. bollard
- 29 Const. curb ending
- 30 Const. curb and gutter - 32" width
- 31 Adjust extg. planter
- 47 Adjust extg. signal box
- 64 Adjust extg. utility box to finished grade
- 66 Preserve and protect extg. inlet
- 69 Protect extg. water line
- 70 Preserve and protect extg. utility box
- 74 Preserve and protect extg. manhole
- 76 Protect extg. telephone line
- 81 Extend extg. storm pipe
- 83 Preserve and protect sanitary pipe

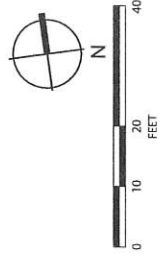
**LEGEND**

- Sidewalk
- Turning space, 1.5% max. both directions
- Truncated dome detectable warning surface
- Marked or intended crossing location
- Bus stop area
- Driveway
- Slope 1.5% max.
- Slope 7.5% max.

**BUS STOP LEGEND**

- Bus stop shelter (NB - 1 bench) (SB - 1 bench)
- Bus stop ID sign
- Light pole
- Bike rack
- Trash receptacle
- Bike repair station

Notes:  
1. Existing items, excluding traffic control items, or other items for removal, reset, or other action shall be preserved and protected.



**Stop #12 & 13 - Rockaway Beach at N 3rd Ave**  
Tillamook County Transportation District

**Transit Stop Concepts**

**nwCONNECTOR** Northwest Oregon Transit Access Project

58



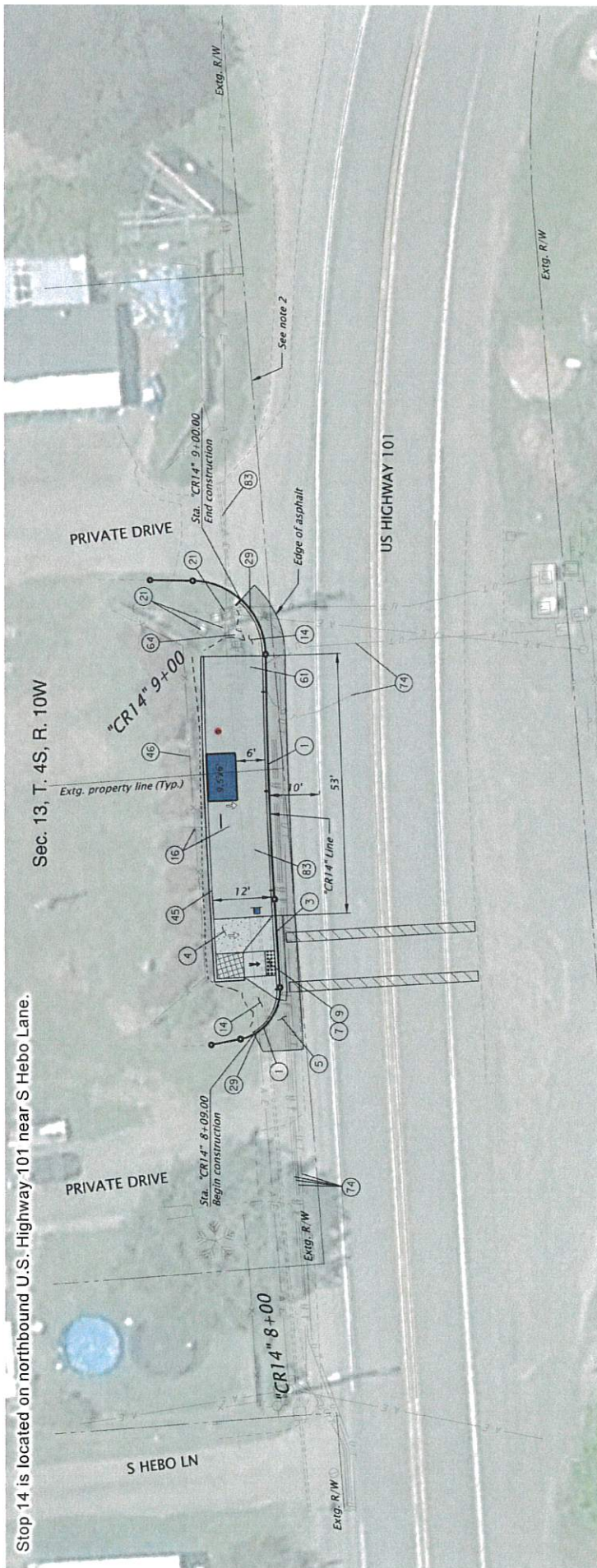


Figure 13. Stop #14, looking east

May 2018 - Google Street View

Stop 14 is located along the south side of Highway 101 just west of South Hebo Lane in Hebo. The existing transit stop has no amenities or accessible facilities and passengers are boarding/alighting in dirt and grass. The proposed transit stop includes a raised passenger waiting, boarding, and alighting area with amenities, a sidewalk connection to an ADA accessible curb ramp, and a crossing to the opposite side of Highway 101.





Stop 14 is located on northbound U.S. Highway 101 near S Hebo Lane.

Sec. 13, T. 4S, R. 10W

**KEY NOTES**

- 1 Const. standard curb
- 3 Const. curb and gutter - 30" width
- 4 Const. P.C. conc. sidewalk
- 5 Const. ACP
- 7 Const. curb ramp (perpendicular)
- 8 Const. truncated dome detectable warning surface, safety yellow
- 14 Seed with grass
- 16 Remove extg. sign
- 21 Preserve and protect extg. utility pole and light
- 23 Const. curb ending
- 45 Const. variable height, tall curb (h=14" max.)
- 46 Preserve and protect extg. fence
- 61 Adjust utility box
- 62 Preserve and protect extg. inlet
- 74 Protect extg. telephone line
- 83 Preserve and protect extg. storm pipe

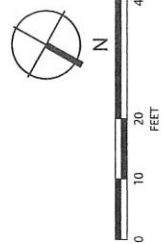
**LEGEND**

- Sidewalk
- Turning space, 1.5% max. both directions
- Truncated dome detectable warning surface
- Marked or intended crossing location
- Bus stop area
- Driveway
- Slope 1.5% max.
- Slope 7.5% max.

**BUS STOP LEGEND**

- Bus stop shelter (1 Bench)
- Bus stop ID sign
- Bike rack
- Trash receptacle
- Bike repair station

Notes:  
 1. Existing items, excluding traffic control devices, that are not designated for removal, reset, or other action shall be preserved and protected.  
 2. Additional survey investigation is needed to identify the limits of existing R/W. The lines shown are approximate.



**Stop #14 - Hebo**  
 Tillamook County Transportation District  
**Transit Stop Concepts**  
 nwnCONNECTOR Northwest Oregon Transit Access Project

60



**Stop #15 – Alder Street and Cape Kiwanda Drive – Pacific City**

**Existing Conditions**



*Figure 14. Stop #15, looking west*

*August 2013 - Google Street View*

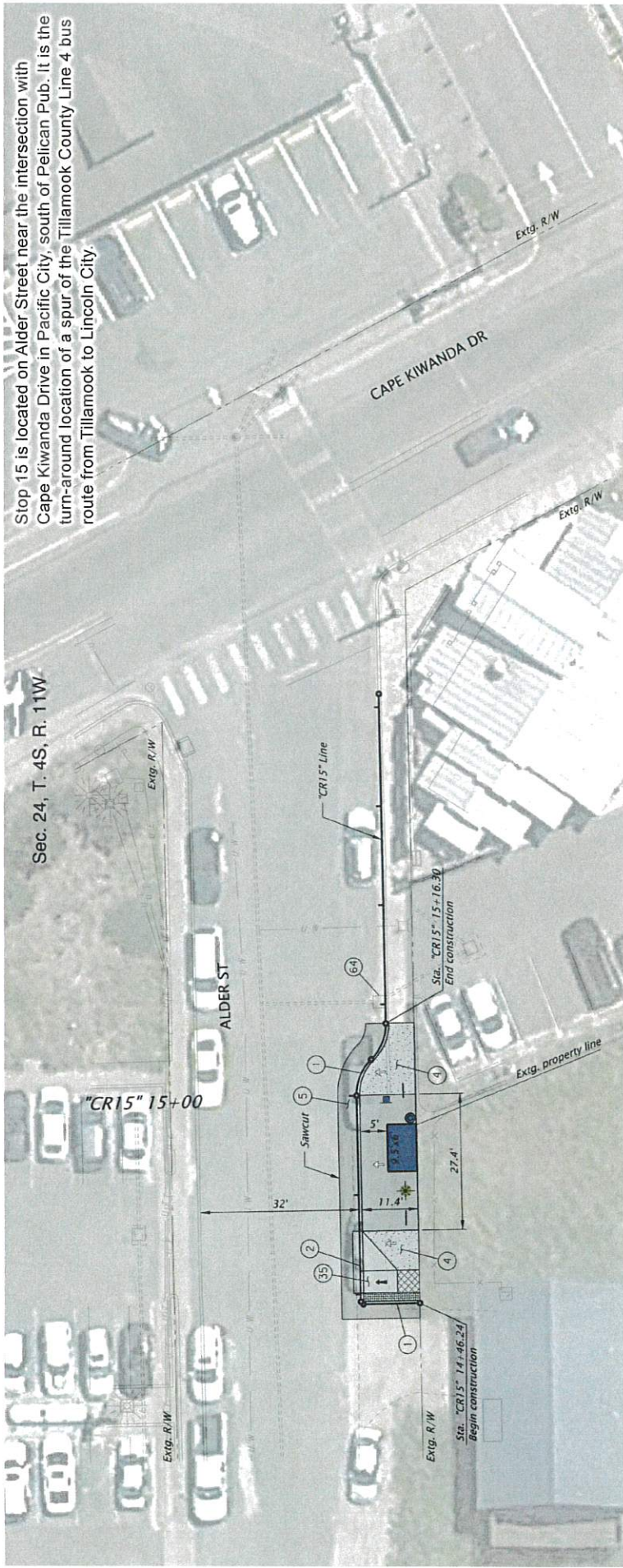
Stop #15 is located on Alder Street just west of Cape Kiwanda Drive in Pacific City. The existing transit stop has no amenities; passengers board and alight from the street near the intersection of Alder Street and Cape Kiwanda Drive. The proposed transit stop (slightly west of the existing stop location) includes a raised passenger waiting and boarding/alighting area, sidewalk connection to existing sidewalk, and an ADA accessible curb ramp.

61



Stop 15 is located on Alder Street near the intersection with Cape Kiwanda Drive in Pacific City, south of Pelican Pub. It is the turn-around location of a spur of the Tillamook County Line 4 bus route from Tillamook to Lincoln City.

Sec. 24, T. 4S, R. 11W



**KEY NOTES**

- 1 Const. standard curb
- 2 Const. curb and gutter - 24" width
- 4 Const. P.C. conc. sidewalk
- 5 Const. ACP
- 35 Const. curb ramp (Sidewalk end)
- 6 Preserve and protect extg. inter

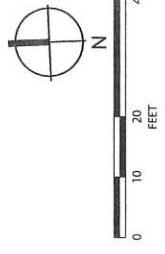
**LEGEND**

- Sidewalk
- Turning space, 1.5% max. both directions
- Truncated dome detectable warning surface
- Marked or intended crossing location
- Bus stop area
- Driveway
- Truncated dome detectable warning surface
- Slope 1.5% max.
- Slope 7.5% max.
- Textured concrete

**BUS STOP LEGEND**

- Bus stop shelter (1 Bench)
- Bus stop ID sign
- Light pole
- Bike rack
- Trash receptacle
- Bike repair station

Notes:  
 1. Existing items, excluding traffic control devices, that are not designated for removal, reset, or other action shall be preserved and protected.



**Stop #15 - Pacific City**  
 Tillamook County Transportation District  
**Transit Stop Concepts**  
 nwcconnector Northwest Oregon Transit Access Project

62





Figure 15. Stop #18, looking north

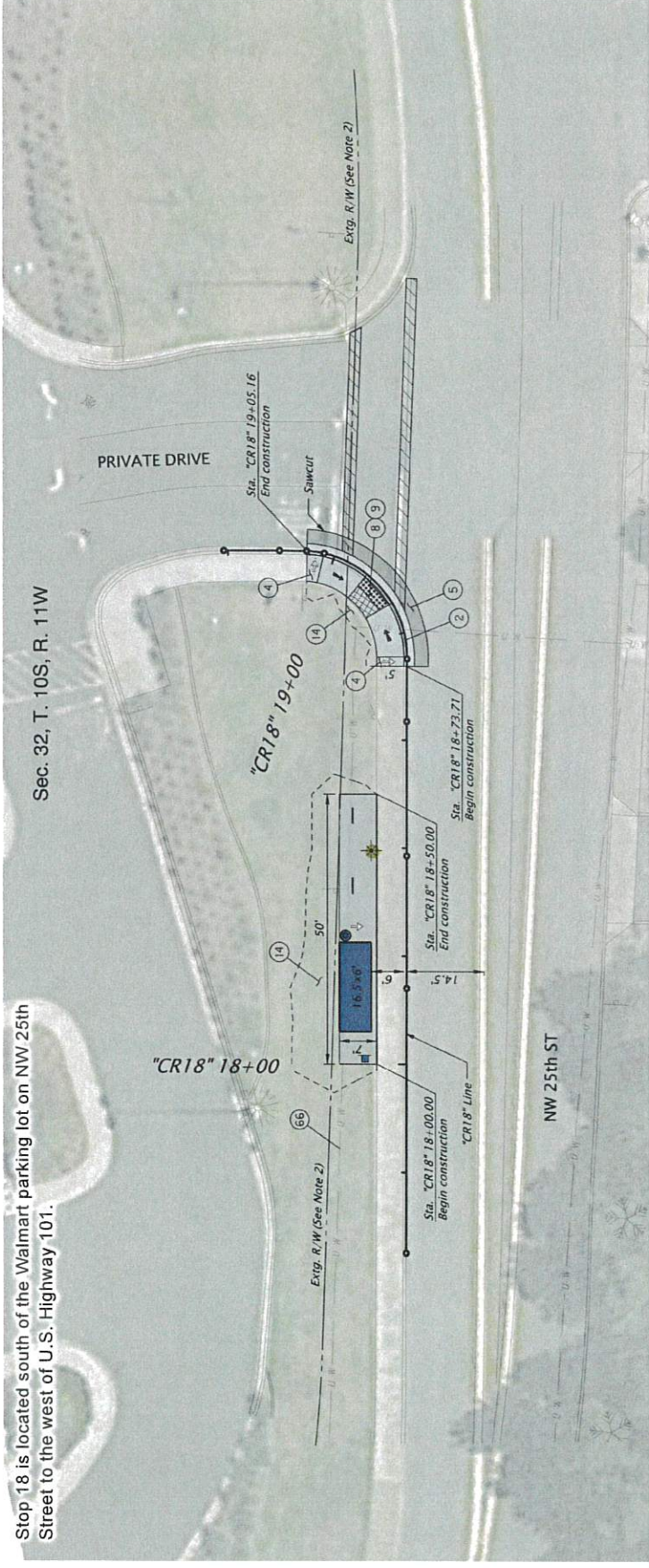
July 2012 - Google Street View

Stop #18 is located on Northwest 25th street just west of Highway 101 in Newport. The existing transit stop was originally at the front of Walmart; the stop has since been moved out to the street, though only a sidewalk is currently present. The proposed transit stop includes a fully accessible passenger waiting, boarding and alighting area, and an accessible curb ramp at the intersection.

63



Stop 18 is located south of the Walmart parking lot on NW 25th Street to the west of U.S. Highway 101.



Sec. 32, T. 10S, R. 11W

**KEY NOTES**

- ② Const. curb and gutter - 24" width
- ④ Const. P.C. conc. sidewalk
- ⑤ Const. ACP
- ⑧ Const. curb ramp (parallel)
- ⑨ Const. truncated dome detectable warning surface, safety yellow
- ⑭ Seed with grass
- ⑥⑥ Preserve and protect extg. sign protect extg. water line

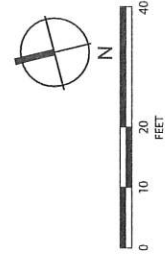
**LEGEND**

- Sidewalk
- Turning space, 1.5% max. both directions
- Truncated dome detectable warning surface
- Marked or intended crossing location
- Bus stop area
- Driveway
- Slope 1.5% max.
- Slope 7.5% max.

**BUS STOP LEGEND**

- Bus stop shelter (2 Benches)
- Bus stop ID sign
- Light pole
- Bike rack
- Trash receptacle
- Bike repair station

Notes:  
 1. Existing items, including traffic control devices, that are not designated for removal, reset, or other action shall be preserved and protected.  
 2. Existing R/W was not surveyed. The line shown was traced from Lincoln County taxlot data and is approximate.



**Stop #18 - Newport North**  
 Lincoln County Transit  
**Transit Stop Concepts**  
 nwCONNECTOR Northwest Oregon Transit Access Project

October 31, 2019 33

Handwritten initials 'EF' in blue ink.





Figure 16. Stop #19, looking northeast

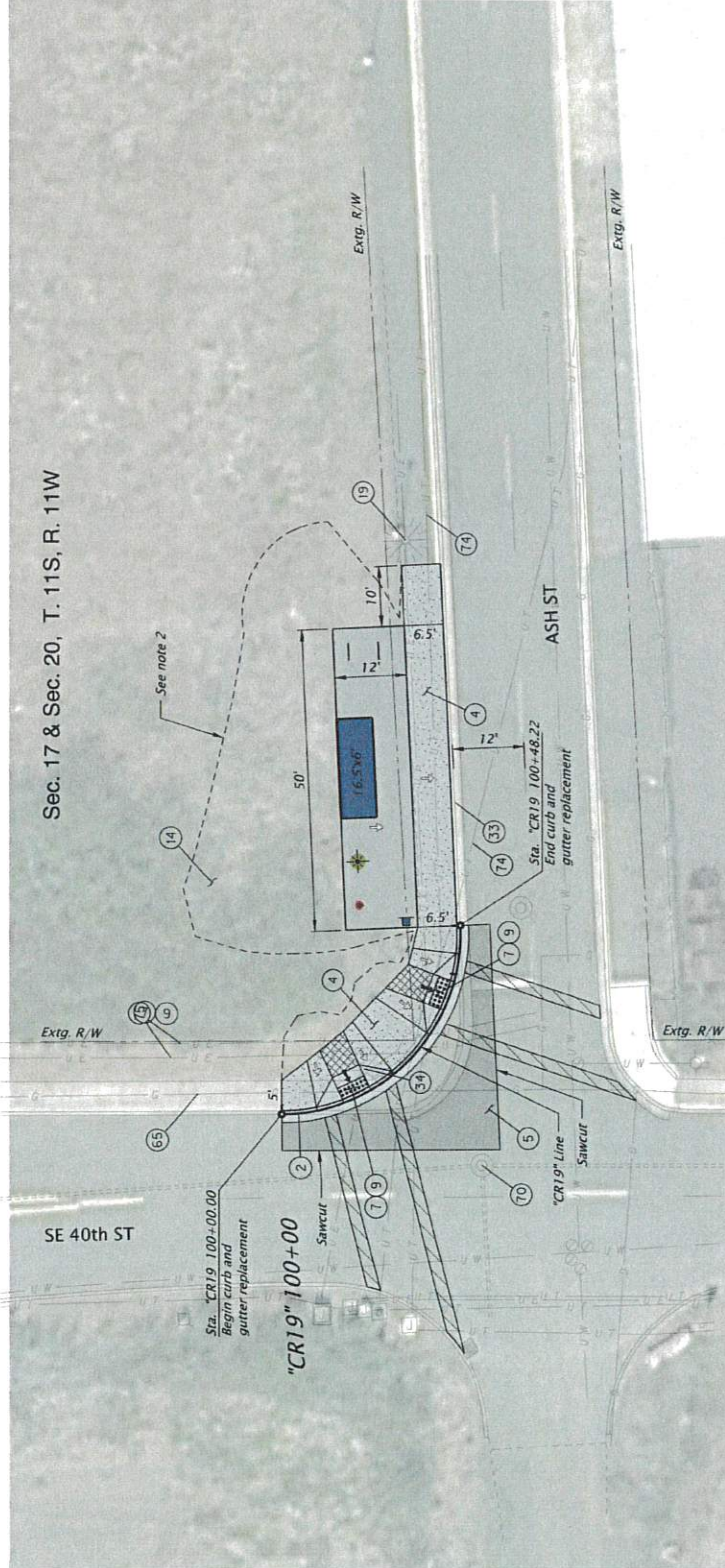
August 2012 - Google Street View

Stop #19 is located on the northwest corner of the intersection of Southeast Ash Street and Southeast 40th Street in Newport. The existing transit stop is located on U.S. Highway 101. The proposed stop location is intended to serve multiple bus routes and serve as a transfer location between local and regional routes. The proposed transit stop includes a raised passenger waiting, boarding, and alighting area with amenities, a sidewalk connection to the intersection, and a new accessible curb ramp.

65



Stop 19 serves as a transfer point between the regional bus network and a local circulator which serves the Oregon Coast Community College. It is presently a flag stop on U.S. Highway 101. It would be relocated to the west side of Ash Street just north of the intersection with SE 40th Street.



Sec. 17 & Sec. 20, T. 11S, R. 11W

**KEY NOTES**

- (2) Const. curb and gutter - 24" width
- (4) Const. P.C. conc. sidewalk
- (5) Const. ACP
- (7) Const. curb ramp (perpendicular)
- (9) Const. truncated dome detectable warning surface, safety yellow
- (14) Seed with grass
- (19) Preserve and protect extg. light pole
- (33) Preserve and protect extg. curb and gutter
- (34) Relocate extg. light pole and wiring
- (65) Protect extg. gas line
- (70) Preserve and protect extg. manhole
- (74) Protect extg. telephone line
- (75) Protect extg. electric line

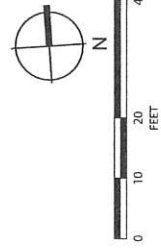
**LEGEND**

- Sidewalk
- Turning space, 1.5% max. both directions
- Truncated dome detectable warning surface
- Marked or intended crossing location
- Bus stop area
- Driveway
- Slope 1.5% max.
- Slope 7.5% max.

**BUS STOP LEGEND**

- Bus stop shelter (2 Benches)
- Bus stop ID sign
- Light pole
- Bike rack
- Trash receptacle
- Bike repair station

Notes:  
 1. Existing items, excluding traffic control devices, that are not designated for removal, reset, or other action shall be preserved and protected.  
 2. The top of fill exceeds the boundary of ground survey that was collected for this project. The line shown is conceptual and may not be accurate.



**Stop #19 - Newport South**  
 Lincoln County Transit  
**Transit Stop Concepts**  
 nwCONNECTOR Northwest Oregon Transit Access Project

66





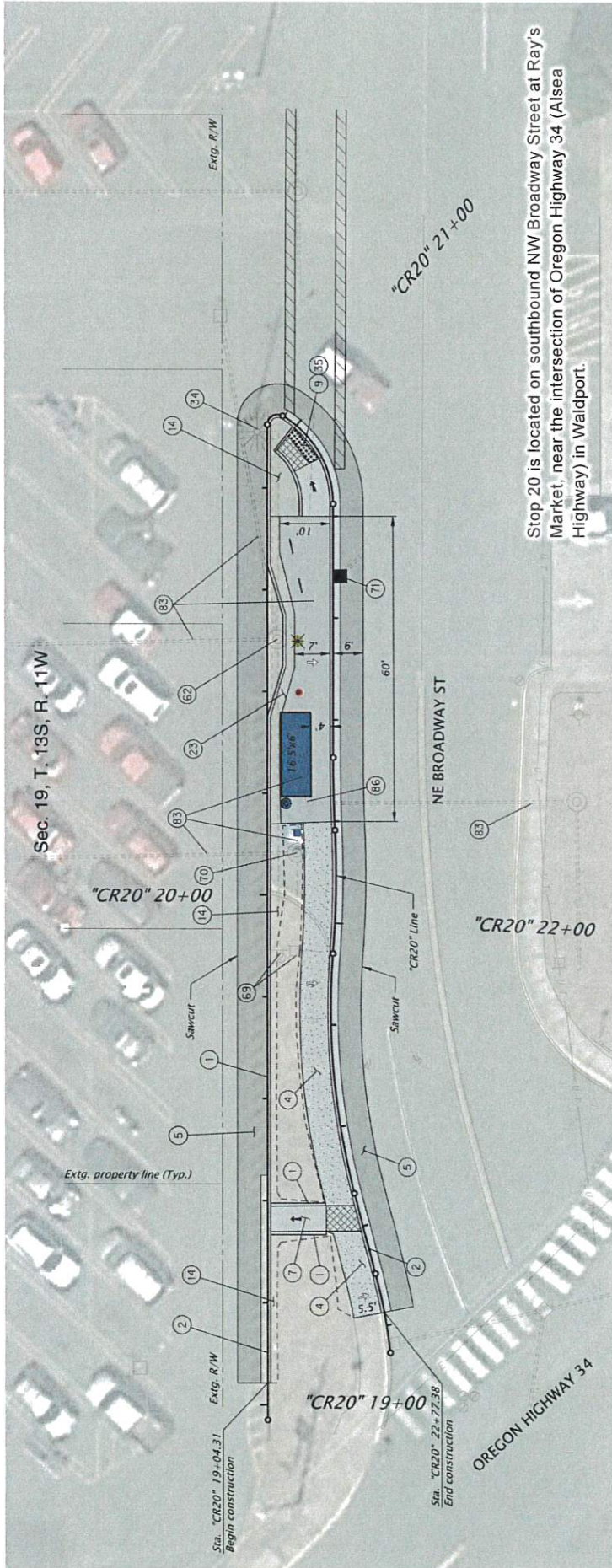
Figure 17. Stop #20, looking northwest

October 2018 - Google Street View

Stop #20 is located on the northwest corner of Northwest Broadway Street and Oregon Highway 34 in Waldport. The existing transit stop has no amenities or accessible facilities; passengers board and alight in the grass. The proposed transit stop includes a raised passenger waiting, boarding, and alighting area with amenities, and a sidewalk connection to existing sidewalk at the corner. A new ADA accessible ramp will be provided to the north.

65





Stop 20 is located on southbound NW Broadway Street at Ray's Market, near the intersection of Oregon Highway 34 (Alsea Highway) in Waldport.

**KEY NOTES**

- ① Const. standard curb
- ② Const. curb and gutter - 24" width
- ③ Const. P.C. conc. sidewalk
- ④ Const. ACP
- ⑤ Const. curb ramp (perpendicular)
- ⑥ Const. truncated dome detectable warning surface, safety yellow
- ⑭ Seed with grass as specified
- ⑲ Const. concrete slope
- ⑳ Relocate extg. light pole and wiring
- ㉑ Const. curb ramp (sidewalk end)
- ㉒ Adjust extg. inlet
- ㉓ Preserve and protect extg. utility box
- ㉔ Preserve and protect extg. manhole
- ㉕ Const. inlet
- ㉖ Preserve and protect extg. storm pipe
- ㉗ Adjust extg. manhole

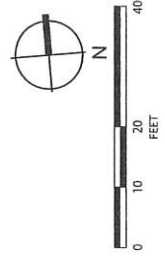
**LEGEND**

- Sidewalk
- Turning space, 1.5% max. both directions
- Truncated dome detectable warning surface
- Marked or intended crossing location
- Bus stop area
- Driveway
- Slope 1.5% max.
- Slope 7.5% max.
- ⑩ Preserve and protect extg. manhole
- ⑪ Const. inlet
- ⑫ Preserve and protect extg. storm pipe
- ⑬ Adjust extg. manhole

**BUS STOP LEGEND**

- Bus stop shelter (2 Benches)
- Bus stop ID sign
- Light pole
- Bike rack
- Trash receptacle
- Bike repair station

Notes:  
1. Existing items, excluding traffic control devices, that are not designated for removal, reset, or other action shall be preserved and protected.



**Stop #20 - Waldport**  
Lincoln County Transit  
**Transit Stop Concepts**  
**nwCONNECTOR** Northwest Oregon Transit Access Project

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Stop #21a – U.S. Highway 20 Westbound and North 14th Street – Philomath

Existing Conditions



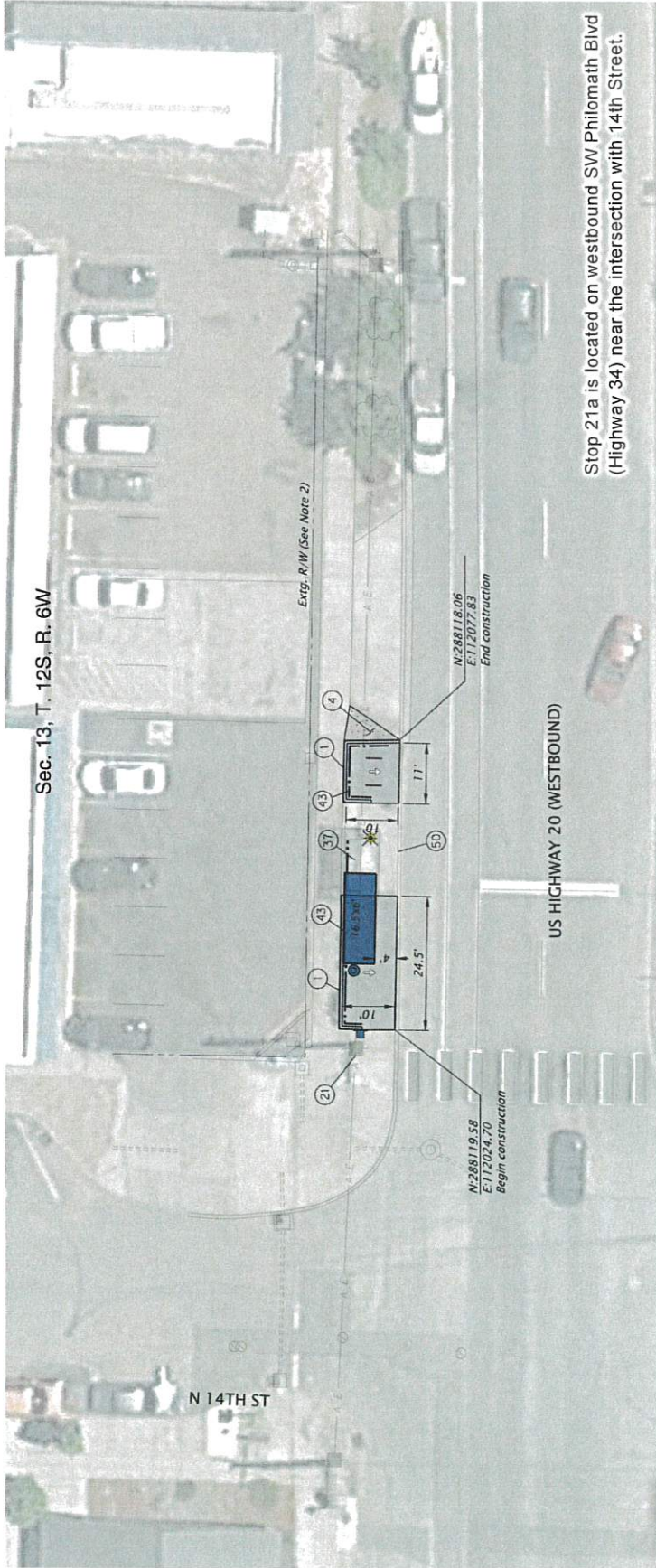
Figure 18. Stop #21a, looking northwest

June 2018 - Google Street View

Stop #21a is located on the northeast corner of Highway 20 and North 14th Street. The existing transit stop has a bus shelter with a concrete passenger boarding and alighting area. The proposed transit stop includes expanding the transit stop to include additional amenities and replacing the shelter.

69





Stop 21a is located on westbound SW Philomath Blvd (Highway 34) near the intersection with 14th Street.

**KEY NOTES**

- 1 Const. standard curb
- 4 Const. P.C. conc. sidewalk
- 21 Preserve and protect extg. utility pole
- 37 Remove extg. bus shelter
- 43 Const. handrail
- 50 Preserve and protect existing curb

**LEGEND**

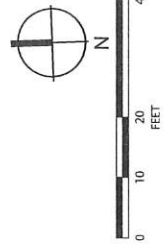
- Sidewalk
- Turning space, 1.5% max. both directions
- Truncated dome detectable warning surface
- Marked or intended crossing location
- Bus stop area
- Driveway
- Slope 1.5% max.
- Slope 7.5% max.

**BUS STOP LEGEND**

- Bus stop shelter (2 Benches)
- Bus stop ID sign
- Light pole
- Bike rack
- Trash receptacle
- Bike repair station

**Notes:**

1. Existing items, excluding traffic control devices, that are not designated for removal, reset, or other action shall be preserved and protected.
2. Existing R/W was not surveyed. The lines shown were traced from Benton County taxlot data and are approximate.



**Stop #21a - Philomath at US20 & 14th St (WB)**  
 Benson County Transportation  
**Transit Stop Concepts**  
**nwCONNECTOR** Northwest Oregon Transit Access Project

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Figure 19. Stop # 21b, looking southeast

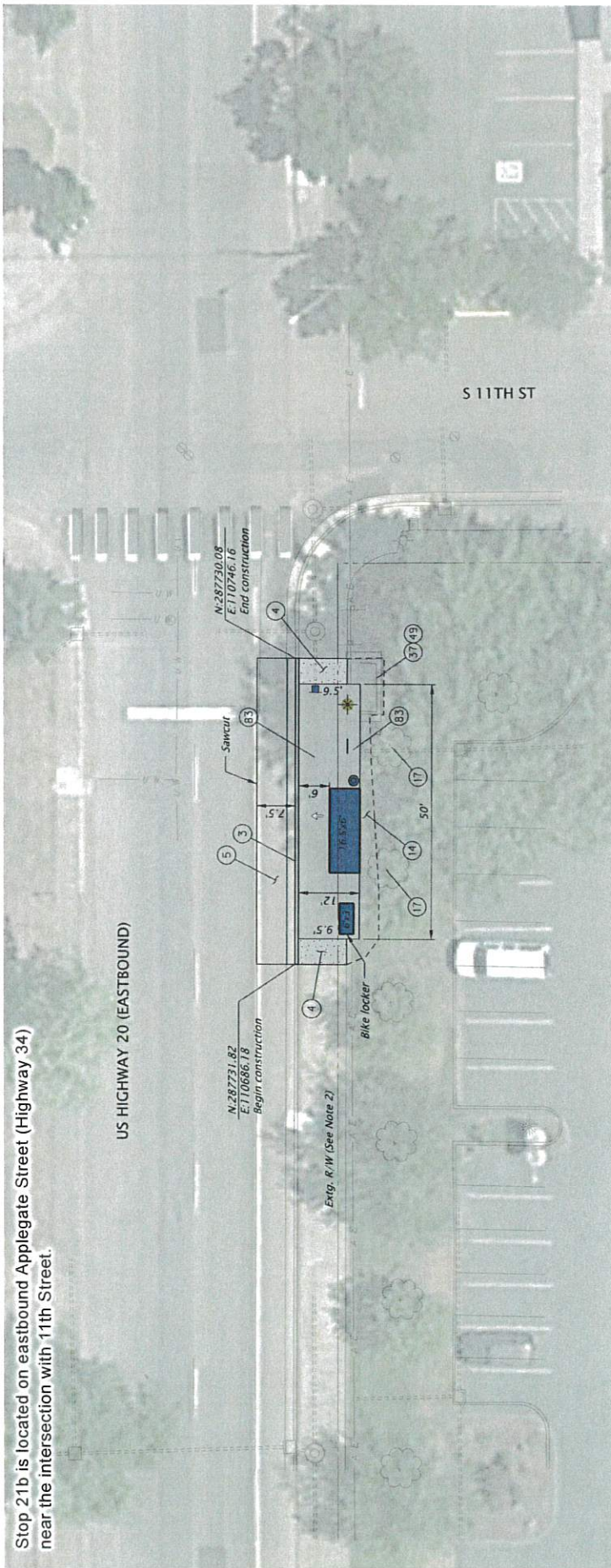
June 2018 - Google Street View

Stop #21b is located on the southwest corner of Highway 20 and North 14th Street. The existing transit stop has a shelter with insufficient space for ADA accessibility. The proposed transit stop includes an ADA accessible concrete boarding and alighting area including amenities and replacing the shelter.

71



Stop 21b is located on eastbound Applegate Street (Highway 34) near the intersection with 11th Street.



**KEY NOTES**

- 3 Const. curb and gutter - 30" width
- 4 Const. P.C. conc. sidewalk
- 5 Const. ACP
- 14 Seed with grass
- 17 Preserve and protect extg. tree
- 31 Remove extg. bus shelter
- 49 Preserve and protect extg. tree
- 83 Remove extg. bus shelter

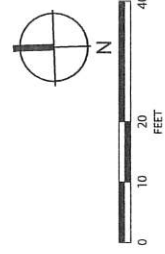
**LEGEND**

- Sidewalk
- Turning space, 1.5% max. both directions
- Truncated dome detectable warning surface
- Marked or intended crossing location
- Bus stop area
- Driveway
- Slope 1.5% max.
- Slope 7.5% max.

**BUS STOP LEGEND**

- Bus stop shelter (2 Benches)
- Bus stop ID sign
- Light pole
- Bike rack
- Trash receptacle
- Bike repair station

Notes:  
 1. Existing items, excluding traffic control devices, that are not designated for removal, reset, or other action shall be preserved and protected.  
 2. Existing R/W was not surveyed. The lines shown were traced from Benton County taxlot data and are approximate.



**Stop #21b - Philomath at US20 & 11th St (EB)**  
 Benton County Transportation  
**Transit Stop Concepts**  
**nwCONNECTOR** Northwest Oregon Transit Access Project

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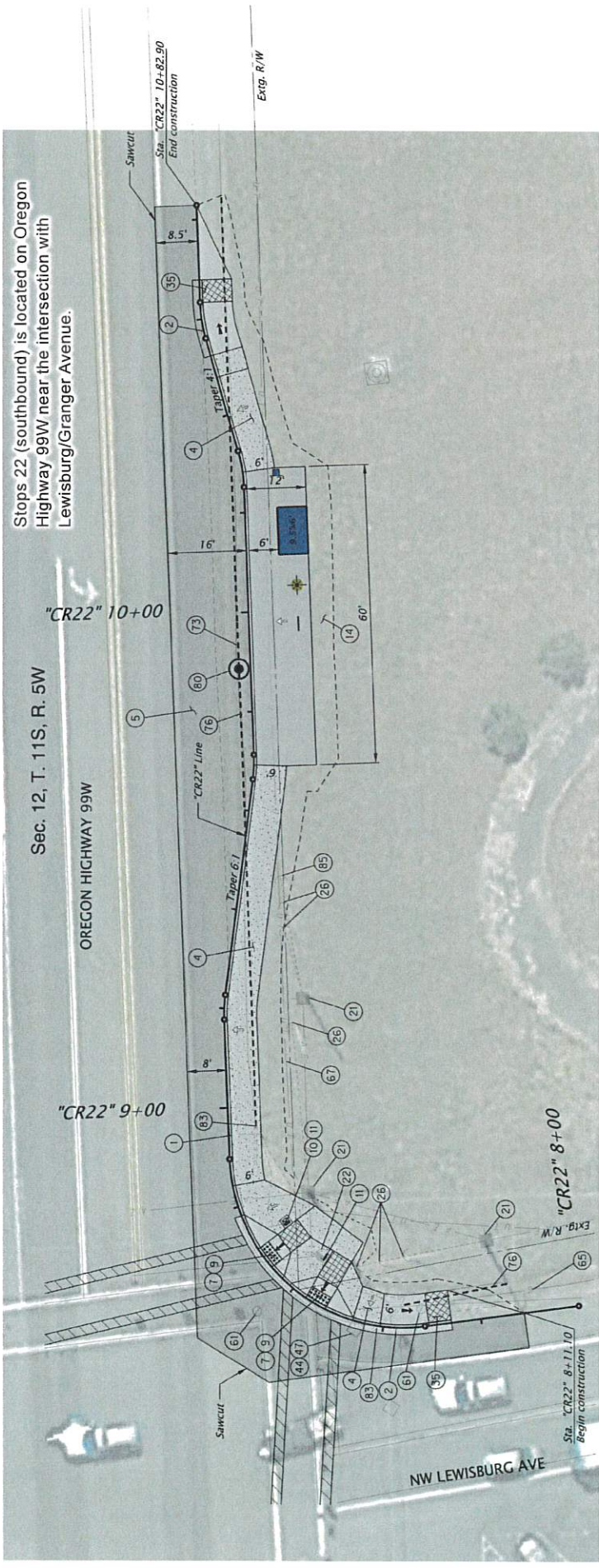
Figure 20. Stop #22, looking south

June 2019 - Google Street View

Stop #22 is located on the southwest corners of Highway 99W and Northwest Lewisburg Avenue in Lewisburg. The existing stop has no improvements or amenities and passengers board and alight either on dirt or on roadway shoulders. The proposed transit stop includes a bus pull-out, passenger boarding and alighting area, amenities, a sidewalk connection to the intersection, and ADA curb ramps at the signal.

73





Stops 22 (southbound) is located on Oregon Highway 99W near the intersection with Lewisburg/Granger Avenue.

Sec. 12, T. 11S, R. 5W

OREGON HIGHWAY 99W

"CR22" 9+00

"CR22" 10+00

"CR22" 8+00

Sta. "CR22" 8+11.10  
Begin construction

Sta. "CR22" 10+82.90  
End construction

NW LEWISBURG AVE

Expt. R/W

**KEY NOTES**

- 1 Const. standard curb
- 2 Const. curb and gutter - 24" width
- 3 Const. P.C. conc. sidewalk
- 4 Const. ACP
- 5 Const. curb ramp (perpendicular)
- 6 Const. truncated dome detectable warning surface, safety yellow
- 7 Const. pushbutton pole

- 11 Const. standard pedestrian pushbutton
- 14 Seed with grass
- 21 Preserve and protect extg. utility pole
- 22 Preserve and protect extg. overhead signal
- 26 Preserve and protect extg. guy wire
- 35 Const. curb ramp (sidewalk end)
- 44 Adjust signal loop detectors

- 47 Adjust extg. signal box
- 61 Adjust extg. utility box to finished grade
- 65 Protect extg. gas line
- 67 Protect extg. fiber optic
- 73 Const. storm pipe
- 76 Extend extg. storm pipe
- 80 Const. new manhole
- 83 Preserve and protect extg. storm pipe
- 85 Adjust extg. guy wire

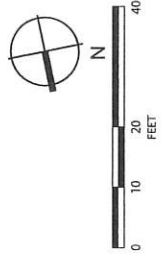
**LEGEND**

- Sidewalk
- Turning space, 1.5% max. both directions
- Truncated dome detectable warning surface
- Marked or intended crossing location
- Bus stop area
- Driveway
- Slope 1.5% max.
- Slope 7.5% max.

**BUS STOP LEGEND**

- Bus stop shelter (1 Bench)
- Bus stop ID sign
- Light pole
- Bike rack
- Trash receptacle
- Bike repair station

Notes:  
1. Existing items, excluding traffic control devices, that are not designated for removal, reset, or other action shall be preserved and protected.



**Stop #22 - Lewisburg at OR99W & Granger Ave (SB)**  
Benton County Transportation  
**Transit Stop Concepts**  
**nwCONNECTOR** Northwest Oregon Transit Access Project

Handwritten initials 'TH'





Figure 21. Stop #23, looking north

June 2019 - Google Street View

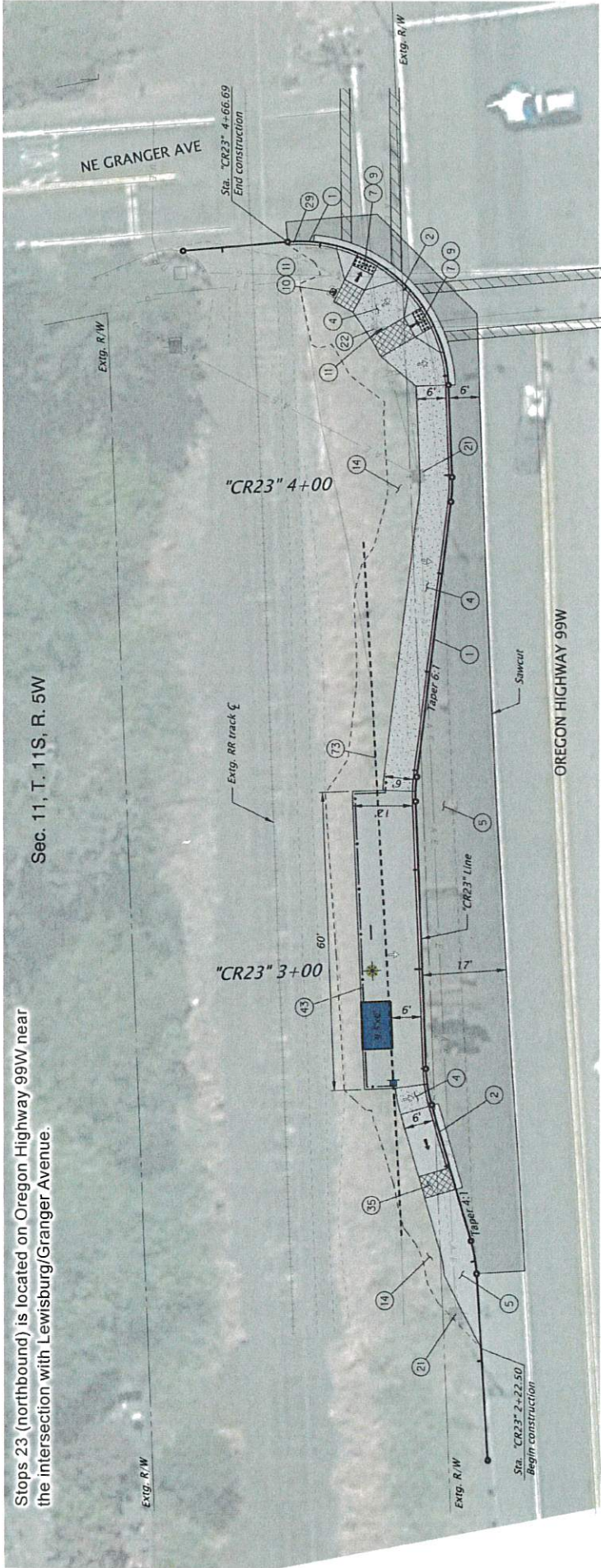
Stop #23 is located on the northeast corner of Highway 99W and Northwest Lewisburg Avenue in Lewisburg. The existing stop has no improvements or amenities and passengers board and alight either on dirt or on roadway shoulders. The proposed transit stop includes a bus pull-out, passenger boarding and alighting area, amenities, a sidewalk connection to the intersection, and ADA curb ramps at the signal.

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Stops 23 (northbound) is located on Oregon Highway 99W near the intersection with Lewisburg/Granger Avenue.

Sec. 11, T. 11S, R. 5W



**KEY NOTES**

- 1 Const. standard curb
- 2 Const. curb and gutter - 24" width
- 3 Const. P.C. conc. sidewalk
- 4 Const. ACP
- 5 Const. curb ramp (perpendicular)
- 7 Const. truncated dome detectable warning surface, safety yellow

- 10 Const. pushbutton pole
- 11 Const. standard pedestrian pushbutton
- 14 Seed with grass
- 21 Preserve and protect extg. utility pole
- 22 Preserve and protect extg. signal pole
- 29 Const. curb ending

- 35 Const. curb ramp (sidewalk end)
- 43 Const. handrail
- 73 Const. storm pipe

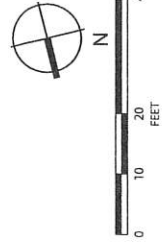
**LEGEND**

- Sidewalk
- Turning space, 1.5% max. both directions
- Truncated dome detectable warning surface
- Marked or intended crossing location
- Bus stop area
- Driveway
- Slope 1.5% max.
- Slope 7.5% max.

**BUS STOP LEGEND**

- Bus stop shelter (1 Bench)
- Bus stop ID sign
- Light pole
- Bike rack
- Trash receptacle
- Bike repair station

Notes:  
1. Existing items, excluding traffic control devices, that are not designated for removal, reset, or other action shall be preserved and protected.



**Stop #23 - Lewisburg at OR99W & Granger Ave (NB)**  
Benton County Transportation  
**Transit Stop Concepts**

**nwCONNECTOR** Northwest Oregon Transit Access Project

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**Stop #24 – Adair Village**

**Existing Conditions**



*Figure 22. Stop # 24, looking north*

*December 2017*

The Adair Village stop is located on William Carr Avenue adjacent to City Hall. The bus stop has a shelter located off the street in the parking lot for City Hall; the bus stops out on the street. There is no ADA accessible path from the shelter to the street and no sidewalks present on William Carr Avenue.

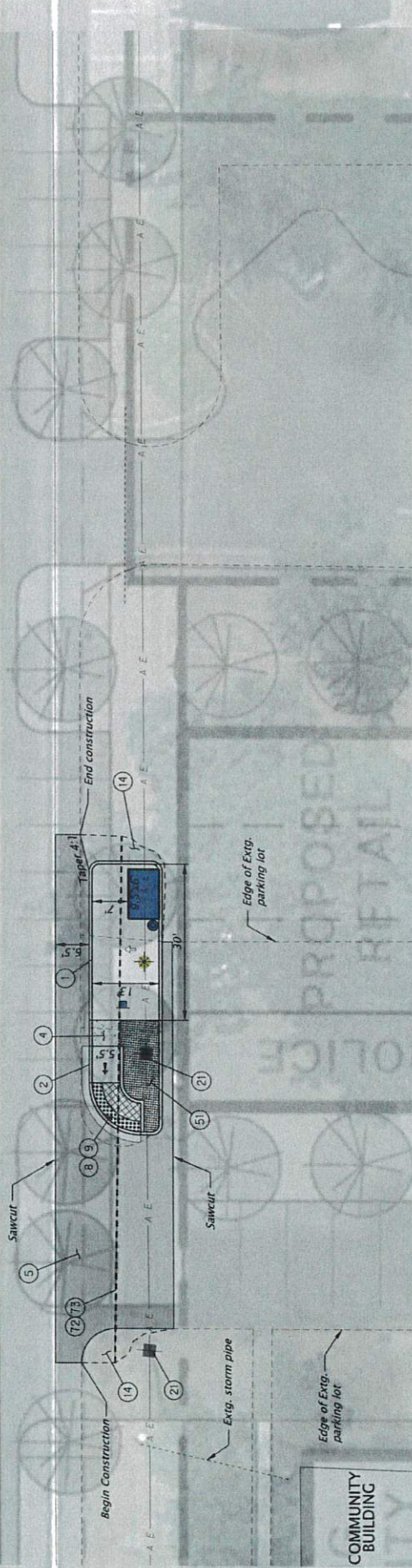
77



Stops 24 is currently located on William R. Carr Avenue near the intersections with Vandenberg Avenue, at a convenience store in Adair Village. The proposed stop location is located at Adair Village City Hall and Community Center in Adair Village.

Sec. 13, T. 3N, R. 2W

NW WILLIAM R CARR ST



**KEY NOTES**

- 1 Const. standard curb
- 2 Const. curb and gutter - 24" width
- 4 Const. P.C. conc. sidewalk
- 5 Const. ACP
- 8 Const. curb ramp (parallel)
- 9 Const. truncated dome detectable warning surface, safety yellow
- 14 Seed with grass
- 21 Preserve and protect extg. utility pole
- 51 Construct patterned concrete
- 72 Remove extg. storm pipe
- 73 Const. storm pipe

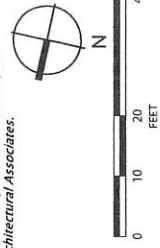
**LEGEND**

- Sidewalk
- Turning space, 1.5% max. both directions
- Truncated dome detectable warning surface
- Marked or intended crossing location
- Bus stop area
- Driveway
- Slope 1.5% max.
- Slope 7.5% max.
- Textured concrete

**BUS STOP LEGEND**

- Bus stop shelter (1 Bench)
- Bus stop ID sign
- Light pole
- Bike rack
- Trash receptacle
- Bike repair station

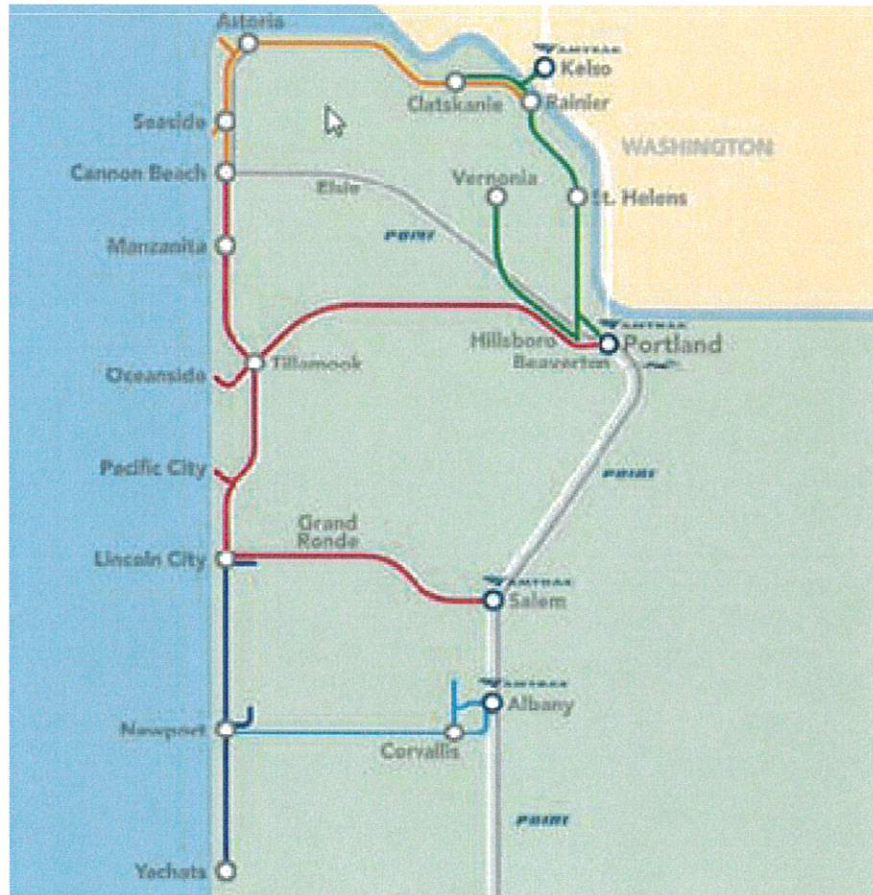
- Notes:**
1. Existing items, excluding traffic control devices, that are not designated for removal, re-use, or other action shall be preserved and protected.
  2. Existing ground has not been surveyed at this location, all linework and dimensions are conceptual.
  3. The proposed site plan background is dated November 15, 2010 of the city of Adair Village Civic Master Plan produced by Donald B. Driscoll, AIA Architectural Associates.



**Stop #24 - Adair Village**  
 Benton County Transportation  
**Transit Stop Concepts**  
 nwcconnector Northwest Oregon Transit Access Project

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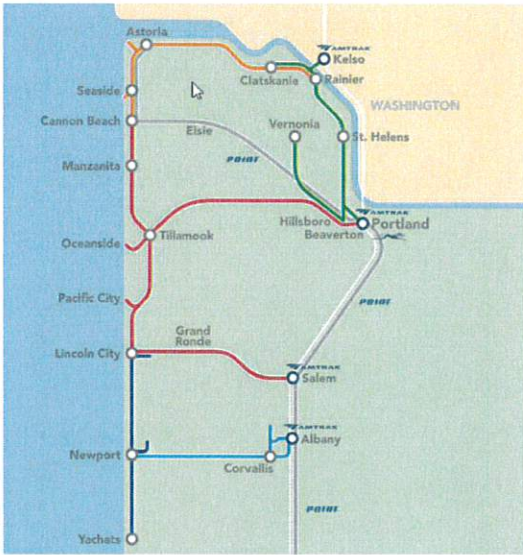
# nwCONNECTOR



## Marketing Recommendations for FY 2019/20







## Transit Routes Used:

### MAX

- To Downtown Portland to catch bus at Salmon & 5th

### CC Rider

- Portland to St. Helens
- St. Helens to Rainier

### Sunset Empire Transit District

- Rainier to Astoria
- Astoria to Seaside
- Seaside to Cannon Beach

### Tillamook County Transit

- Cannon Beach to Tillamook
- Local Tillamook routes
- Tillamook to Lincoln City

### Lincoln County Transit

- Lincoln City to Newport

### Coast to Valley Express

- Newport to Corvallis

### Albany Transit

- Corvallis to Albany Amtrak

### Bolt Bus

- Albany to Portland

## CUSTOMER EXPERIENCE REVIEW

The five transit agencies that make up NOWTA and the Northwest Connector network provide reliable, friendly transit service. This consultant rode 10 routes during a three day tour of the area.

- Every bus arrived as scheduled.
- Vehicles were clean and well maintained.
- Connections worked as planned (though a few required a longer wait than might be ideal for a visitor).
- Drivers were courteous, though some were unfamiliar with the visitor pass and how to handle it.
- The on-bus environment was pleasant, with ridership that included a variety of demographic groups – locals, tourists and travelers. Quite a few people were traveling with bicycles.
- The Trip Planner allowed me to plan my trip throughout the region, though a glitch was found with one segment and has since been corrected.
- The Transit App was very helpful, providing real-time info where available and schedule information in other locations.

My initial boarding in Portland might have been a little daunting for an inexperienced rider. I chose to board at the downtown (Salmon and 5<sup>th</sup>) stop rather than Amtrak, because I had stayed overnight downtown (as a visitor might). I arrived at Salmon and 5<sup>th</sup> to find a very nice Trimet stop but no indication that it was used by CC Rider. I wandered down the block and found a CC Rider sandwich sign closer to 6<sup>th</sup>. It was not visible from the Trimet stop. Once I found it, I felt more confident I was in the right place, though it included no information other than the system logo. Note: When I returned to Portland, I visited the stop at Union Station and found it to be much better signed.

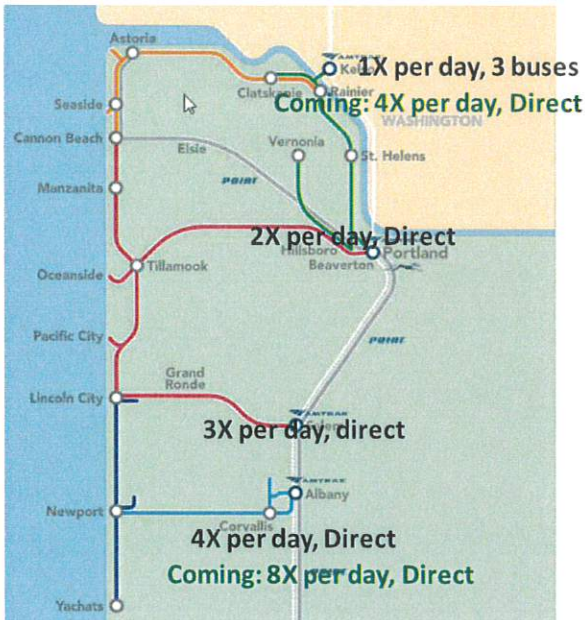
I had planned to purchase a three-day visitor pass and had \$25 in cash. When I boarded the CC Rider bus, I was told (by the driver trainer/dispatcher who was on board) that the driver did not sell the pass on the bus as promised on the website. I was told that I needed to purchase it after I arrived at the Transit Center in St. Helens. So I paid a \$6.00 fare to get to the point where I could buy the \$25 pass. From a visitor point of view, this is now a \$31 3-day pass and not quite as good a deal.

In marketing to visitors, NWOTA is seeking to attract a steady stream of first-time riders. Providing a consistent experience at every step of the trip is critical to success.



# nwCONNECTOR

## PLANNED SERVICE ENHANCEMENTS



When organizing the customer experience review, the most challenging trip segment was getting from Portland to Astoria. This required three buses and was only possible once a day and only on weekdays. A rider not committed to using the NWConnector routes would have probably chosen to use the Northwest Point service even though it would be more expensive and would not accept the visitor pass.

This issue will be remedied in the near term when SETD initiates direct service between Astoria and Portland. People in Portland who wish to visit the coast will then have six direct options each day - four trips to Astoria and two to Tillamook.

An increase in service frequency is also planned for the more southern route from Newport to Corvallis and Albany. The frequency of the Coast to Valley Express will increase from 4 round trips per day, to eight.

Residents of Salem will continue to have three round trips per day to Lincoln City.

With the service improvements, the NWConnector network will be significantly more robust. It will be possible to reach the Coast from any of the three origin cities with a single bus. With the exception of the Portland to Tillamook route, travelers will be able to make a same-day round trip. This provides a cost-effective option for city residents who simply want to escape for "a day at the beach."

The addition of a third round trip to the Tillamook route would make day-trip travel on that route also possible. This would be more attractive both to visitors and to local residents traveling to Portland for personal business.

With the implementation of the planned improvements, it is recommended that NWOTA take a very straightforward approach to marketing the network. The image at the left is NOT a recommended advertisement. But it is an example of the kind of very direct messaging which will allow residents of Portland, Salem and Corvallis/Albany to see exactly what the NWConnector has to offer them.

**Direct Bus Service  
PORTLAND TO  
THE OREGON COAST  
6X EVERYDAY**

**\$25  
3-Day  
Pass**

**Direct to Astoria & Tillamook  
Connect to Cannon Beach & Lincoln City**

**nwCONNECTOR**

NWConnector.org

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# MARKETING RECOMMENDATIONS FOR NWCONNECTOR.ORG

## BRANDING

### IMPROVE CONSISTENCY OF BRANDING ON VEHICLES, BUS STOPS AND LITERATURE.

While the NWConnector is made up of five individual transit systems, it is being branded/ marketed as a single network. For riders responding to an ad or the website, it will be important that they see the NWConnector branding consistently throughout their trip in order to have confidence that they are in the "right place."

#### Bus Stop Signage

This begins at the bus stop in the origin city where they board. Bus stop signage in Portland, Salem and Corvallis will be critical to starting each trip off on the right foot.

As can be seen in the photos at the left, work is needed to improve the consistency of bus stop information. Each "origin city" bus stop should include:

- NWConnector logo signage (new logo)
- NWConnector.org web address
- Bus stop sign for individual transit systems with contact info

Ideally, where possible, the stops would also include the departure times for NWConnector trips and the NWConnector Map.

Key stops to be addressed include boarding locations in origin cities and major connection points:

- Portland Union Station
- Salem Amtrak/Greyhound
- Downtown Salem Transit Mall
- Corvallis Transit Center
- Albany Amtrak Station
- Astoria Transit Center
- Tillamook Transit Center
- Chinook Winds (Lincoln City)
- Cannon Beach Midtown
- Newport City Hall



Portland Union Station



Portland - Salmon & 5th



Corvallis Transit Center



## Vehicles

Each of the five transit agencies which make up the NWConnector has its own distinct branding, as is appropriate. However, this can be confusing for a rider who has found their way to the network via the website or in response to an ad, and is unsure if the bus that arrives is "their bus."

This worry can be alleviated by placing the NWConnector logo in a secondary but highly visible location on each vehicle that is part of the network. The photo of the wave bus at the left is an ideal example of co-branding. The placement of a NWConnector logo decal on the window near the passenger door makes it clear to the rider that this bus is part of the network. The SETD bus in the lower photo is not co-branded, but could easily use the same approach, as could the buses of all of the NWOTA systems. This is particularly key for the routes which are included on the NWConnector map.

## Literature

Including the NWConnector branding and map on local passenger guides serves a somewhat different purpose. It lets local riders know that the individual system is part of a larger network which gives them access to more destinations along the coast and inland. If visitors pick up the guides along the way, it also reinforces the fact that they are traveling on the NWConnector network.

As soon as practical, all systems should bring the branding on their local materials up-to-date with the new NWConnector logo, web address and map.

**BOX + TOX BUS FARES**

1 zone	\$1.00
2 zones	\$1.50
3 zones	\$2.00

*Divisor accepted cash only for exact fare.*

**Reduced Fares**

First Child (0-5)	Free
Additional Child (6-17)	1/2 Fare
Youth (18-21)	1/2 Fare
Senior (65+)	1/2 Fare
Persons with disabilities	1/2 Fare

80¢ - Ride Free with Grand Passes or Senior Travel ID  
70¢ - Ride Free with Grand Passes Travel ID only

*Your Ticket TO THE Oregon Coast!*

**COAST TO VALLEY EXPRESS**

Get out of your car! Take the Coast to Valley Express to experience northwest Oregon -- and help our environment at the same time. Buses travel between Albany, Corvallis and Hoodsport and come conveniently along Interstate 5. Buses have a low-mile capacity and are wheelchair accessible with a wheelchair lift.

Ask your driver for more coastal bus schedules, or visit [www.nwconnector.net](http://www.nwconnector.net)

**NORTH to NORTHWEST**

**OXO CONNECTOR**  
*got on it!*

North to Northwest Connector is an alliance of transit agencies committed to providing seamless service between Northwest Oregon coastal cities. The NW Connector runs daily round-trip buses from Portland, Salem and Corvallis to the Oregon Coast from Seaside to Astoria. Three and four-day passes with unlimited free transfers up and down the scenic coast from Astoria to Seaside are available from the driver. All buses are equipped with bike racks. Plan your trip at: [www.nwconnector.net](http://www.nwconnector.net)

**NWCONNECTOR**  
[NWCONNECTOR.ORG](http://NWCONNECTOR.ORG)

**VISITOR PASSES**  
3 day pass \$22  
7 day pass \$30

Use a visitor pass for a round trip from the valley to the coast (one the OXO from Seaside) and unlimited travel from Astoria to Seaside.

**Bus Schedules**

**Leave your car | Take your bike**

Lincoln County Transit Bikes - Lincoln City  
Wheeler County - Depue Bay - Newport - Seaside, Waldport, and Tillamook

Seaside Lincoln County Transit is part of the North to Northwest Connector. You can travel from Seaside to Lincoln City and along the Coast to Valley Express, or travel from Newport to Cannon Beach, where you can connect to BSWA.

**NORTH to NORTHWEST**

**OXO CONNECTOR**  
*got on it!*

Effective Summer 2011

**LOWER COLUMBIA DOMINION**

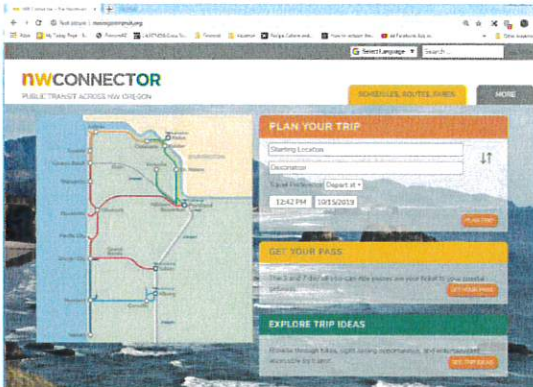
Public Transit

Route	Days	Start	End
1	Mon-Fri	6:30 AM	10:00 AM
2	Mon-Fri	6:30 AM	10:00 AM
3	Mon-Fri	6:30 AM	10:00 AM
4	Mon-Fri	6:30 AM	10:00 AM
5	Mon-Fri	6:30 AM	10:00 AM
6	Mon-Fri	6:30 AM	10:00 AM
7	Mon-Fri	6:30 AM	10:00 AM
8	Mon-Fri	6:30 AM	10:00 AM
9	Mon-Fri	6:30 AM	10:00 AM
10	Mon-Fri	6:30 AM	10:00 AM
11	Mon-Fri	6:30 AM	10:00 AM
12	Mon-Fri	6:30 AM	10:00 AM
13	Mon-Fri	6:30 AM	10:00 AM
14	Mon-Fri	6:30 AM	10:00 AM
15	Mon-Fri	6:30 AM	10:00 AM
16	Mon-Fri	6:30 AM	10:00 AM
17	Mon-Fri	6:30 AM	10:00 AM
18	Mon-Fri	6:30 AM	10:00 AM
19	Mon-Fri	6:30 AM	10:00 AM
20	Mon-Fri	6:30 AM	10:00 AM
21	Mon-Fri	6:30 AM	10:00 AM
22	Mon-Fri	6:30 AM	10:00 AM
23	Mon-Fri	6:30 AM	10:00 AM
24	Mon-Fri	6:30 AM	10:00 AM
25	Mon-Fri	6:30 AM	10:00 AM
26	Mon-Fri	6:30 AM	10:00 AM
27	Mon-Fri	6:30 AM	10:00 AM
28	Mon-Fri	6:30 AM	10:00 AM
29	Mon-Fri	6:30 AM	10:00 AM
30	Mon-Fri	6:30 AM	10:00 AM
31	Mon-Fri	6:30 AM	10:00 AM
32	Mon-Fri	6:30 AM	10:00 AM
33	Mon-Fri	6:30 AM	10:00 AM
34	Mon-Fri	6:30 AM	10:00 AM
35	Mon-Fri	6:30 AM	10:00 AM
36	Mon-Fri	6:30 AM	10:00 AM
37	Mon-Fri	6:30 AM	10:00 AM
38	Mon-Fri	6:30 AM	10:00 AM
39	Mon-Fri	6:30 AM	10:00 AM
40	Mon-Fri	6:30 AM	10:00 AM
41	Mon-Fri	6:30 AM	10:00 AM
42	Mon-Fri	6:30 AM	10:00 AM
43	Mon-Fri	6:30 AM	10:00 AM
44	Mon-Fri	6:30 AM	10:00 AM
45	Mon-Fri	6:30 AM	10:00 AM
46	Mon-Fri	6:30 AM	10:00 AM
47	Mon-Fri	6:30 AM	10:00 AM
48	Mon-Fri	6:30 AM	10:00 AM
49	Mon-Fri	6:30 AM	10:00 AM
50	Mon-Fri	6:30 AM	10:00 AM
51	Mon-Fri	6:30 AM	10:00 AM
52	Mon-Fri	6:30 AM	10:00 AM
53	Mon-Fri	6:30 AM	10:00 AM
54	Mon-Fri	6:30 AM	10:00 AM
55	Mon-Fri	6:30 AM	10:00 AM
56	Mon-Fri	6:30 AM	10:00 AM
57	Mon-Fri	6:30 AM	10:00 AM
58	Mon-Fri	6:30 AM	10:00 AM
59	Mon-Fri	6:30 AM	10:00 AM
60	Mon-Fri	6:30 AM	10:00 AM
61	Mon-Fri	6:30 AM	10:00 AM
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66	Mon-Fri	6:30 AM	10:00 AM
67	Mon-Fri	6:30 AM	10:00 AM
68	Mon-Fri	6:30 AM	10:00 AM
69	Mon-Fri	6:30 AM	10:00 AM
70	Mon-Fri	6:30 AM	10:00 AM
71	Mon-Fri	6:30 AM	10:00 AM
72	Mon-Fri	6:30 AM	10:00 AM
73	Mon-Fri	6:30 AM	10:00 AM
74	Mon-Fri	6:30 AM	10:00 AM
75	Mon-Fri	6:30 AM	10:00 AM
76	Mon-Fri	6:30 AM	10:00 AM
77	Mon-Fri	6:30 AM	10:00 AM
78	Mon-Fri	6:30 AM	10:00 AM
79	Mon-Fri	6:30 AM	10:00 AM
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94	Mon-Fri	6:30 AM	10:00 AM
95	Mon-Fri	6:30 AM	10:00 AM
96	Mon-Fri	6:30 AM	10:00 AM
97	Mon-Fri	6:30 AM	10:00 AM
98	Mon-Fri	6:30 AM	10:00 AM
99	Mon-Fri	6:30 AM	10:00 AM
100	Mon-Fri	6:30 AM	10:00 AM

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## WEBSITE/PASSENGER INFO



NWOTA is well aware that effective, easy to use passenger information is at the core of attracting new riders to a transit service. Establishment of the NWConnector website insured that potential riders could easily plan trips to and along the coast without having to access multiple information sources.

### CONTINUE TO ENHANCE WEBSITE FOR USABILITY

Trillium is continuing to make NWConnector.org more usable with enhancements to the trip planner function and the overall content.

- Explore Trip Ideas was recently updated with new events listings. More events should be added on an ongoing basis to keep the calendar up to date and interesting.
- Trillium has plans to develop and implement an OpenTripPlanner to replace the Google Trip Planner on the website. This trip planner will be customized to include all transit options provided by NWOTA (not just fixed routes), and allow for trip planning months into the future.



### CONTINUE TO UTILIZE THE NWCONNECTOR MAP AT MAJOR BUS STOPS

The NWConnector Map, used as a shelter poster or smaller poster is an excellent marketing tool that should be used as broadly as possible. At bus stops, it allows passengers to see where they are and can go from here. On bulletin boards at local venues (e.g. visitor centers, grocery stores, and social service offices) it can provide inexpensive promotional value by building awareness of the network of routes and the places they go.

As the network continues to grow more robust and the map is updated, NWOTA might consider adding frequency notes. For example highlight the number of round trips per day between Portland and Astoria, Portland and Tillamook, Salem and Lincoln City and Corvallis/Albany and Newport. This will allow potential riders to see that they have many options for travel.

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## FARES AND FARE MEDIA

The 3-Day and 7-Day visitor passes, sold on the buses, have been the primary fare media promoted by NWOTA. While these are effective marketing tools, there are opportunities to build on this foundation.

### UPDATE PAPER TICKETS

The paper tickets need to be updated to reflect the revised logo. At this time, they might be redesigned to be twice the current size, folded over. This would have two advantages.

- The inside space could be used to include a small version of the system map, giving riders easy reference to the overall system.
- It would make the pass somewhat more sturdy, to hold up to 3 day or a week of being pulled in and out of pockets.

It goes without saying that it is extremely important that all NWConnector bus drivers sell the passes and be familiar with how to accept them, as this is what the website promises visitors.

### MOBILE TICKETING

The current system of selling passes on the bus requires that visitors pay cash and have the exact amount. Tourists often travel with little cash and are used to paying for everything with a credit card or their Smartphone. To make the system easier for users to access, NWOTA should consider the establishment of a mobile ticketing platform for the NWConnector routes.

Some ticketing platforms can be implemented quickly and with no cost up front, but take a 10% commission on sales. For the short term, NWOTA might consider implementing one of these options to be promoted during the 2019/20 campaign.

- Token Transit
- Hopthru

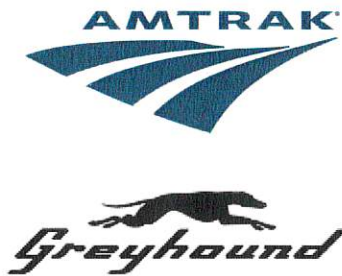
It should be noted that the mobile ticketing arena is in a state of transition. It is recommended that NWOTA limit any contractual arrangement to 12 months and reevaluate its options at that time.



## CONSIDER FAMILY FARE

Another fare related consideration is the implementation of a family fare to make transit travel to the coast affordable and attractive for families with children.

- One easy approach is to amend the Visitor Pass policy such that children under 6 and one child 6-12 or 6-15, ride free with each adult pass,. Additional older children would need to buy another pass (each pass would be good for two additional older kids).
- Another more complex approach would be to actually create a Family Pass Package (e.g. \$50 for 3-days, \$100 for 7-days) that would be good for two adults and up to a certain number of children (e.g. 2 to 4) under a specific age (e.g. 12 or 16)..



## ESTABLISH TICKETING AGREEMENTS WITH AMTRAK AND GREYHOUND

Tillamook County Transit is currently working to establish ticketing agreements with Amtrak and/or Greyhound such that passengers would be able to purchase tickets to Coastal Oregon destinations. The final leg of the trip would be provided by the NWConnector.

YARTS, the transit agency which serves Yosemite National Park, has been very successful with a similar Amtrak agreement from Merced, CA.

Amtrak is heavily used by international travelers. Having such agreements for travel from the Amtrak and/or Greyhound stations in Portland, Salem and Albany could be an excellent tool for marketing the NWConnector system more broadly.



[www.GoTillamook.com](http://www.GoTillamook.com)



## MAPS

Click for each community of Astoria and Warrenton, these visitor maps show major roads, attractions and important sites making it very easy to find your way on wheels or foot or to plot out your next drive or strolling stages.

Astoria Visitor Map

Warrenton Visitor Map

## HOW TO GET HERE

Use Google Maps to find directions from your starting point.

### BY CAR

Astoria and Warrenton are about four hours from Portland and three hours from Seattle.

### BY BUS

[www.TravelAstoria.com](http://www.TravelAstoria.com)



[www.VisittheOregonCoast.com](http://www.VisittheOregonCoast.com)

## PROMOTIONAL PARTNERSHIPS & SOCIAL MEDIA

Many organizations are promoting travel to the Oregon Coast - communities, chambers of commerce, tourism bureaus, destinations, hotels and events. Most of these have websites and social media pages with much broader audiences than that of NWConnector.org. The members of NWOTA each need to ask key promoters within their own service area to promote the use of the NWConnector network to reach their destination.

## NWCONNECTOR.ORG LINK ON PARTNER WEBSITES

Websites for organizations that promote tourism on the NW Oregon Coast should be asked to include a link to NWConnector.org on their websites - potentially on the "Directions" or "How to Get Here" page. Images at the left are from three of several websites which already has such a link. In many cases these point to the individual transit system page. They would be more effective for tourists if they pointed to the NWConnector.org homepage so that the trip planner and map are immediately visible.<sup>1</sup> Following is a starter list of target websites - many of which already have transit links that simply needed to be updated.

- GoTillamook.com (in place, redirect to trip planner)
- TravelAstoria.com (Directions, redirect to trip planner)
- Tillamookcoast.com
- VisittheOregonCoast.com (in place, redirect to trip planner)
- DiscoverNewport.com (has link, needs to be redirected)
- Hatfield Visitor Center - [seagrant.oregonstate.edu/visitor-center](http://seagrant.oregonstate.edu/visitor-center) (Coast to Valley schedule)

<sup>1</sup> Many of these external links are pointed the individual agency's site name that was in use before the NWConnector site was created (e.g. ridethebus.org or tillamookbus.com). These old site names are currently redirected to the new agency page. To quickly update many of these links, NWOTA agencies could change the redirect settings for their old site names to instead go to the NWConnector homepage.

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## **ESTABLISH AND MAINTAIN NWCONNECTOR FACEBOOK FAN PAGE**

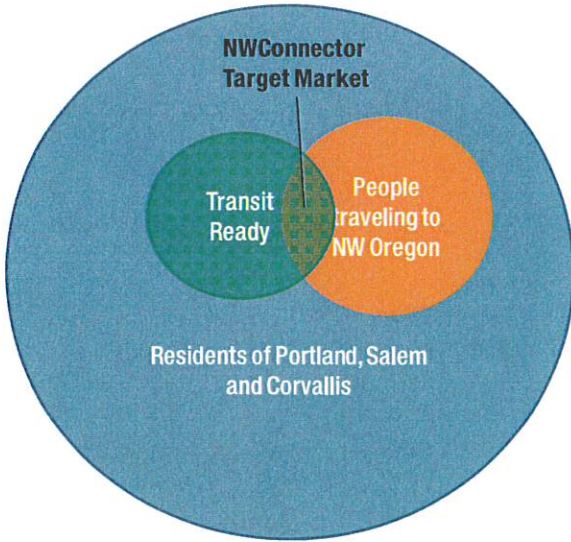
While the individual transit systems have Facebook pages which they use for various purposes, the NWConnector currently has no social media presence. In order to implement the Facebook advertising discussed in the next section, it will be necessary to establish a Fan Page for the NWConnector. However, this is also recommended for a number of other reasons.

- It will provide another means for those who have visited the website to engage with NWOTA.
- It will allow NWOTA to post upcoming events that are occurring on the coast and can be reached via the NWConnector network.
- It will provide a platform for posting seasonal trip itineraries (discussed in more detail later).
- It will provide a channel for interacting with the Facebook pages of coastal communities, stakeholders and destinations which reach significant audiences: For Example:
  - The Oregon Coast (142K followers)
  - Oregon Coast Aquarium (110K followers)
  - Blue Heron French Cheese Company (12K followers)
  - Travel Astoria-Warrenton (12K followers)
  - Tillamook County Pioneer (12K followers)
  - Rockaway Beach Visitors Info Center (6K followers)
  - Cycle Oregon (15K followers)



## **ASK PROMOTIONAL PARTNERS TO LIKE AND REPOST NWCONNECTOR CONTENT**

A key in effectively utilizing the NWConnector Facebook page will be to engage local promotional partners (communities, tourism bureaus, destinations and events) to like the page and to repost items that are relevant to their own audiences. For example, if the NWConnector posts an item about using the bus to get to the Summer Kite Festival in Lincoln City, it might be reposted by the Kite Festival and Lincoln City Oregon Coast Facebook pages to reach a much broader audience.



## PROMOTE NWCONNECTOR TO POTENTIAL VISITORS

At the heart of the NWOTA alliance is the desire to promote use of the NWConnector by visitors traveling to the coast from Portland or other origin cities. However, advertising to the broad audience of Portland or Salem residents or all coastal visitors is quite expensive, with the majority of exposure “wasted” on those with little likelihood of using the NWConnector. This plan proposes a more targeted approach to marketing the network through a combination of transit advertising and social media to reach audiences that have at least one of two characteristics:

- They are transit ready - that is they are already transit users or follow their local transit agencies on social media.
- They have indicated interest in coastal travel by liking Facebook pages associated with the Oregon coast.

## IMPLEMENT ON-TRANSIT ADVERTISING CAMPAIGN IN PORTLAND, SALEM AND CORVALLIS

On-bus and on-train advertising is a cost effective way of reaching residents of Portland, Salem and Corvallis who are already transit users. Many of the riders on Trimet, Cherriots and CTS are young, active and likely to view the coast as a desirable destination for a day trip or weekend getaway. However they are more likely than the general population to be open to the idea of riding a bus to get there affordably.

The proposed budget for the plan allocates approximately \$15,000 to on-train and on-bus advertising. Two thirds of this would be spent in Portland - on MAX and Trimet - and the remaining third in Salem and Corvallis. For this budget NWOTA can implement a 6 month campaign which includes:

- Michelangelo Ads (24" X 48") on 60 Trimet trains and buses
- Overhead Ads (11" X 28") on 30 Cherriots
- Overhead Ads (11" X 28") on 10 CTS buses

The objective of the ads would be to use a combination of appealing destination photos and straightforward messaging to make the target audience aware that transit to the coast is available, affordable and can be accessed through [NWConnector.org](http://NWConnector.org).







**UTILIZE ON-LINE ADVERTISING TO REACH TARGETED AUDIENCES**

Facebook advertising works by allowing the advertiser to target viewers based on their “interests” – derived from the Facebook pages they interact with, like and follow. We propose to advertise to an audience with the overlapping interests of “Oregon Coast” or specific coastal destinations and “Public Transit.”

Google search ads work by showing text ads at the top of Google Search results when someone searches for specific key words, such as Oregon Coast, Oregon Coast Aquarium, Transportation to Oregon Coast, etc.

Both of these advertising approaches would allow NWOTA to reach individuals with the potential to use the NWConnector network. Since our campaign is focused on building awareness of the services and associating NWConnector with the idea of traveling to the coast, it is recommended that the campaign initially utilize Facebook ads.

Facebook ads allow for the use of images of coastal destinations and the NWConnector logo, rather than just text. Viewers attracted by the images will click on the ad and be taken to the NWConnector.org homepage or a specific landing page on the website. Google Analytics can be used to track their activity on the site.

The response to specific messages can also be tracked, allowing NWOTA to see the measureable results of its advertising.



**UTILIZE BUS BACK ADS ON NWCONNECTOR BUSES TO BUILD AWARENESS IN “ORIGIN” CITIES**

Advertising decals on the backs of NWConnector buses which serve Portland, Salem and Corvallis can build awareness for where those buses go and the fact that there is direct bus service to the coast. These could mirror the messages/images that are included in the transit advertising campaign discussed above.

## CREATIVE APPROACH



### STRAIGHTFORWARD MESSAGING

The creative approach we propose for both the on-board and social media advertising is to use a combination of stock photography of coastal destinations with straightforward messages about the bus service - using words like “direct,” “car-free,” and “low-cost” that will tell our target audience exactly what NWConnector has to offer them. The primary objective of each ad will be to get them to visit [NWConnector.org](http://NWConnector.org) so that they can learn more and plan a trip.

### SAMPLE ITINERARIES BASED ON CUSTOMER SEGMENT PROFILES

An approach which we believe will complement the straightforward messaging is to create sample itineraries for particular target segments to show them how they can use the NWConnector for a fun getaway. The itineraries will have names that will appeal to particular groups.

- 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

The itineraries will be added to the website, but can also be used as a landing page for some social media ads, and featured as posts on the NWConnector Facebook page.



## ADVERTISING TO LOCAL RESIDENTS

While this marketing plan focuses on attracting visitors to use the NWConnector, the core ridership market for each of the five NWOTA systems is made up of local residents who rely on public transit for day-to-day local transportation needs and/or trips to the "city" for work, college, shopping, medical care or longer distance travel.

Following are three strategies for supporting and building this core ridership base.

### **BOLD, CONSISTENT BRANDING**

Branding is marketing at its most basic – how you identify your service and everything associated with it through name, logo and packaging. Vehicles and bus stops are in essence a transit system's "packaging" and its most important branding tools. They are seen by thousands of people every day.

Bold branding of buses and bus stops has three advantages:

- It offers immediate and constant communication that transit service is available. This is relevant both for local residents and the more transient tourist population.
- It turns necessary capital expenditures into highly effective marketing tools with long term communications value – hence it is an extremely cost effective marketing approach.
- It offers the potential to create an image that is upbeat, is consistent with the local character and positions transit as part of the Coastal experience.

The NWOTA members have embraced bold branding for the NWConnector network and to varying degrees for their local transit services. This is just a reminder of the importance of that strategy.

### **EASY TO UNDERSTAND PASSENGER INFO**

Effective passenger information is at the very core of transit marketing and NWOTA's systems have recognized this. The establishment of NWConnector has been a boon to all five systems as it provides an easy trip planning/mapping platform for riders, as well as individual pages for each transit agency. When directing passengers to the website for transit information, the home page – [NWConnector.org](http://NWConnector.org) – is the appropriate destination.

The Transit App which is now active in the region is another excellent passenger information tool for regular riders – providing real-time info where available, and schedule

information otherwise. I was pleased to see it promoted on vehicles and at bus shelters.

However, printed passenger information continues to be relevant to many local riders.

- System maps (to allow riders to see where they can go and which routes are relevant)
- Timetables to provide schedule information
- Basic how-to-ride info including local fares and fare media.

Printed guides should also reference the fact that each system is part of the NWConnector network and direct riders to the website for info about regional services.

**EVERY DOOR DIRECT MAIL WITH FREE RIDE OFFER**

NWOTA's systems currently use a mix of print and radio advertising to promote local services. In conjunction with the upcoming service improvements, another medium offers the potential to provide more measurable response.

Every Door Direct Mail (EDDM) is a product of the United States Postal Service. It allows for the mailing of oversized post cards (up to legal size) to all households within a defined geographic area (postal carrier routes or post offices) which can be selected using their mapping tool. No mailing list or address labels are required and the mailing cost is \$.187 per piece.

The post cards should be bright and eye-catching (so they make an impact immediately upon being taken from the mailbox). They can deliver:

- Promotional messages (photos, graphics and text)
- Targeted passenger information (e.g. system map)
- Free ride coupon (to provide a measurable response)

The image at the left shows the front and back of a mailer used for a rural transit agency in Barstow, CA. It offered the potential riders 5 free days passes,, provided a system map of routes in the area and included information about using Google Maps for trip planning.

EDDM could be an excellent tool for promoting new and improved services such as new weekend service or more frequent intercity trips.



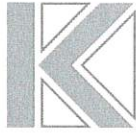
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**NWConnector Marketing Budget  
FY 2019-20**

	<b>Timing</b>	<b>Budget</b>
Transit Marketing: Customer Experience Review and Development of Marketing Plan	October	\$10,000
Transit Marketing: Creation of Marketing Tools	Nov-Jan	\$5,000
Trillium: Marketing Support & Implementation of Facebook Advertising and Social Media	October-June	\$10,000
Transit Advertising		
Lamar Advertising: Trimet	Feb-Aug	\$10,400
Stott Advertising: Salem	Mar-July	\$2,640
Printing of Signs for Local Use		\$800
Facebook Advertising	Feb-June	\$10,000
Contingency		\$1,160
<b>Total Budget</b>		<b>\$50,000</b>

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# KITTELSON & ASSOCIATES, INC.

TRANSPORTATION ENGINEERING / PLANNING

610 SW Alder Street, Suite 700, Portland, OR 97205 P 503.228.5230 F 503.273.8169

## MEMORANDUM #2

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Date: June 25, 2015 Project #: 17542.1  
To: Doug Piant  
Tillamook County Transportation District  
From: Susie Wright, PE and Anais Malinge (Kittelison & Associates)  
Bridget Wieghart and Sine Bone, AICP (Parsons Brinkerhoff)  
Project: TCTD Transit Plan Update  
Subject: Updated Goals, Objectives, Strategies and Action Items

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### INTRODUCTION

TCTD provides six fixed-route bus services, dial-a-ride service within the county, and service into adjacent counties via agreements with the adjacent transit providers, including service to Cannon Beach in cooperation with the Sunset Empire Transit District, service to Lincoln City in cooperation with the Lincoln County Transportation Service District, and intercity bus service to Portland and Salem.

This memorandum provides guidance to TCTD for how to update the Business Plan and shift their focus to new opportunities that will help achieve their mission and vision.

### TCTD 2013-2015 BUSINESS PLAN

In 2013 TCTD adopted the 2013-2015 Business Plan. This plan identifies and builds from the agency's mission, vision, and values with clearly stated objectives, which are listed below.

**Mission Statement:** Connecting the Community through sustainable transit services

**Vision Statement:** Committed to innovative transportation services

**Values:** Accountability, Innovation, Safety, Communication, Service Excellence

**Objectives:**

1. Increase Stable Funding
2. Positive Settlement of Union Contract Negotiations
3. Create Measurable Outcomes for Services
4. Increase Presence in South County



5. Meet The General Administrative and Facility Maintenance Needs
6. Look for opportunities to develop innovative services

The following strategies were identified to achieve the six objectives.

**Strategies:**

1. Gain Community Support for the Transportation Services
2. Increase Grant Writing Opportunities
3. Adjust Fare Base Policy
4. Develop Clearer Contract Language that protects the District
5. Negotiate wage increases that are within projected budget
6. Improve relationships between Administrative Staff and Union Employees
7. Maintain a positive public image during the negotiation process
8. Identify a labor attorney (group) to represent the District
9. Identify and build primary performance measures
10. Building Customer Service Satisfaction Measures
11. Interact with citizen groups in South County
12. Interact with County entities such as: Public Works, Planning and Road Departments

Action items were identified as steps to implement most strategies and ultimately achieve the six objectives. Over the past two years, many action items were executed or are nearing completion. The table below lists the strategies and actions included in the plan along with the TCTD assessed level of completion. The table gives an assessment of the action item and recommends to eliminate or refine those that have been achieved and suggests new strategies and action items to be adopted by TCTD. Some of the strategies and actions have been identified for further assessment during the course of this Transit Development Plan project.

**Table 1 TCTD Strategies and Actions**

Strategies & Actions	Percent Completion	Notes and Recommendations
<b>STRATEGY: GAIN COMMUNITY SUPPORT</b>		
Friends of the Wave	50%	This action item should continue to be an agency focus.
Establish a Foundation	0%	This action item should continue to be an agency focus as long as there is the community momentum to pursue.
Participate in Community Events	75%	This action item should continue to be an agency focus. Consider seeking a community booth at farmers markets.
Gain Support by Interaction from Other Agencies	30%	This action item should continue to be an agency focus.

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STRATEGY: INVOLVEMENT WITH OUTSIDE ORGANIZATIONS		
Oregon Transit Association	Ongoing	These action item should continue to be an agency focus.
Public Transportation Committee		
Northwest Connector Alliance Coordinating Committee		
Northwest Oregon Area Commission on Transportation		
STRATEGY: LONG RANGE PLANNING		
Scoping the Project	100%	Eliminate these action items from Plan.
Hiring a Consultant	100%	
Planning Start	50%	These action items should continue to be an agency focus.
Updating the Plan	0%	
Fiscally Constrained Plan	0%	
STRATEGY: PARTNER WITH EMPLOYERS		RECOMMEND THIS STRATEGY IS EVALUATED AS PART OF THE TDP.
Identify Employers	100%	Eliminate action item from Plan, if complete.
Survey Employee Groups	25%	These action items should continue to be an agency focus.  Suggest revising first action to: "Survey Employee Groups/Employers"
Employer Interviews	25%	
Identify the Needs	25%	
Planning Phase	0%	
Implement the Plan	0%	
Follow Up	0%	
STRATEGY: ADJUST THE FARE BASE POLICY		
Review Fare Box Return Ratio By Service Type	100%	Eliminate action item from Plan.
Conduct Peer Review Of Rural Systems Fare Policies And Fare Box Return Ratio	0%	This action item should continue to be an agency focus.
Prepare Dial-A-Ride Analysis	100%	Eliminate these action items from Plan.
Board Approves New Policy Adjustment	100%	
Implement A New Zone And Fare Policy For Dial-Ride	100%	
Review All Fares	0%	These action items should continue to be an agency focus.
Use Metric Information and Develop Board Policy On Fare Changes	0%	
STRATEGY: POSITIVE SETTLEMENT FOR UNION NEGOTIATIONS		
Positive settlement for Union Negotiations	100%	Recommend modifying Strategy to " <b><u>Continue to Monitor and Improve Union Relationship.</u></b> "
Quarterly Meeting with Union Representative	<i>Proposed</i>	Recommend quarterly meetings to discuss any issues that may be occurring and to generally maintain and improve working relationships.



STRATEGY: CREATE MEASURABLE OUTCOMES FOR SERVICES		RECOMMEND THIS STRATEGY IS EVALUATED AS PART OF THE TDP.
Build Primary Measures	100%	New/Revised recommended performance measures will be an outcome of the TDP effort.
Build Secondary Measures	50%	These action items should continue to be an agency focus.
Educate the Board on Measures	50%	
Communicate Measures to Public	0%	
Communicate Measures to Drivers	25%	
Communicate Measures to the City Council and County Officials	25%	
Celebrate 1,000,000 Rider	100%	Eliminate action item from Plan.
Celebrate 20 years of Service	0%	These action items should continue to be an agency focus.
Compare Measures Against Other Transit Organization of Similar Size	25%	
Conduct a Public Awareness Survey	25%	
STRATEGY: INCREASE PRESENCE IN SOUTH COUNTY		RECOMMEND THIS STRATEGY IS EVALUATED AS PART OF THE TDP.
Meet with Pacific City Chamber	0%	These action items should continue to be an agency focus.
Set up a meeting with Cloverdale Group	0%	
Complete Cloverdale Transit Center	0%	
Lincoln City/NCAC	50%	
Complete Neskowin Transit Center	100%	Eliminate these action items from Plan, if complete.
Salmon River Services	100%	
Identify and meet with other business, planning and redevelopment groups in south county.	<i>Proposed.</i>	This will contribute to regional recognition of TCTD and allow TCTD to better understand their market needs. For example, attend the Cape Kiwanda Planning Meeting.
STRATEGY: MEET DAILY GENERAL ADMINISTRATIVE AND MAINTENANCE NEEDS		
Preparations for Board Meetings	0%	This action item should continue to be an agency focus.
Write and Implement Title VI Plan	100%	Eliminate these action items from Plan, if complete.
Write and Implement Regulation Governing District Property Ordinance	100%	
Write and Implement Northwest Connector Alliance Ordinance	100%	
Develop and Approve Annual Budgets	Ongoing	This action item should continue to be an agency focus.
Review and Revise Facilities Maintenance Plan	100%	Eliminate action item from Plan, if complete.
Develop a more Comprehensive Facility Maintenance Program that Includes Buildings, Shelters, etc.	<i>Proposed</i>	A Comprehensive Facility Maintenance Program will help TCTD to prioritize capital needs and regular maintenance.
Hire and Train an In-House Service Tech to Perform Bus Repairs and Preventative Maintenance	<i>Proposed</i>	There may be cost savings associated with having an in-house tech on staff.

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STRATEGY: CUSTOMER OR STAKEHOLDER SATISFACTION		
Survey yearly to Measure	15%	These action items should continue to be an agency focus.
Implement a Public Awareness Survey every two years	0%	

## PROPOSED STRATEGIES AND ACTION ITEMS

Below are proposed Strategies and corresponding action items for TCTD to consider adopting and prioritizing over the next two to five years.

### Strategy: Improve Customer Service Support

Customer service support is very important to attract and retain riders. TCTD should seek opportunities to become more accessible and open to their constituents through the following action items.

Actions	Notes and Recommendations
<b>NEW STRATEGY: IMPROVE CUSTOMER SERVICE SUPPORT</b>	<b>RECOMMEND THIS STRATEGY IS EVALUATED AS PART OF THE TDP.</b>
Identify areas of need during TDP and make a Fact Sheet in English and Spanish (i.e. how to ride the bus, lost and found, common questions, etc.)	Making bus routes easy to access and understand is fundamental to the success of the services. Providing easily accessible answers to common questions will help potential customers use the system.
Provide overview of how to use the bus in all TDP and other outreach sessions	Providing this information frequently will reach more and more people who are unaware of what TCTD provides.
Establish a Customer Service Phone Number and/or Email Contact	There is an existing Title VI Customer Service number and email; consider making this available to broader customer service.
Invest more resources towards Customer Service Support for staff and bus operators	The face of TCTD are the bus operators and customer service staff. Providing adequate training and resources for these staff members will contribute to the positive image of TCTD.

### Strategy: Improve Operations

Efficient and predictable operations will attract and retain riders. Identifying ways to streamline processes and standardize practices will contribute to efficiencies and predictability. The following actions are recommended steps to achieve better operations at TCTD.



Actions	Notes and Recommendations
<b>NEW STRATEGY: IMPROVE OPERATIONS</b>	<b>RECOMMEND THIS STRATEGY IS EVALUATED AS PART OF THE TDP.</b>
Develop Dispatching/DAR Operations Procedures	Communication between and among bus operators and support staff will allow everyone to quickly and easily communicate if issues arise while in operation.
Development of a Comprehensive Driver Training Program	Audit current program and policies for gaps and needs to define clear and objective standards and expectations
Improve On-Time Performance	Identify and analyze things that are currently degrading on-time performance. Understanding the problem and measuring it will help to establish expectations for improvement. Identify strategies to improve on-time performance. This may be accomplished through the TDP.
Increase Reliability of connections with Lincoln County and Sunset Transit Systems	Similar to improving on-time performance, understand why the reliability of these two connections is not sufficient and identify strategies to improve reliability. This may be accomplished through the TDP or NW Connector work.
Transit service to the Port of Tillamook Bay to serve businesses, the Justice Center and the Oregon Youth Authority	Investigate the ability of TCTD to service these destinations.

### Strategy: Enhance Local Jurisdictional & Other Entity Coordination

Many of the local jurisdictions within TCTD’s service area do not have capital projects identified in the near term. Often this is not due to the lack of need but because of the lack of funding resources. TCTD should engage their local partners to identify opportunities where their joint efforts could secure funding. Below are action items to consider incorporating into TCTD’s business plan.

Actions	Notes and Recommendations
<b>NEW STRATEGY: ENHANCE LOCAL JURISDICTIONAL &amp; OTHER ENTITY COORDINATION</b>	<b>RECOMMEND THIS STRATEGY IS EVALUATED AS PART OF THE TDP.</b>
TCTD should partner with the City Mayors and Administrators in Tillamook County to promote public transportation and ensure that the goals and strategies of the cities are being met by the TCTD. Use outreach calls as part of TDP to initiate coordination. TCTD can build this partnership by engaging with the City Mayors and Administrators in Tillamook County during the year, presenting the status of the TCTD projects, collecting new ideas for projects, and identify any service issues.	This was identified in the 2009 TCTD Master Transportation Plan which was not adopted. However, it is still relevant to current TCTD efforts and should be included as an action.
Engage with Community and Private Groups. Continue to engage with community and private groups such as the Columbia Pacific Economic Council to represent public transportation in the economic development planning within Tillamook County that these groups are performing.	This was identified in the 2009 TCTD Master Transportation Plan which was not adopted. However, it is still relevant to current TCTD efforts and should be included as an action.

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Participate in Transportation System Plan (TSP) updates with surrounding jurisdictions, including County, Cities, and Communities.	Coordination is important to ensure transit becomes a more prominent consideration in local plans.
Work with Tillamook County Agencies. Work with Tillamook County Agencies such as the Future's Council and the Citizen Planning Advisory Commissions to ensure community involvement in the TCTD planning process and that public feedback on the TCTD projects is received.	This was identified in the 2009 TCTD Master Transportation Plan which was not adopted. However, it is still relevant to current TCTD efforts and should be included as an action.
Identify a primary point-person at local agencies to coordinate with over the long term.	Establishing solid working relationships with one or two individuals at the local jurisdictions will help TCTD to be a more visible agency partner in the community.
Participate in ODOT Statewide Public Transportation Plan (OPTP).	ODOT is currently developing a new OPTP. The plan will provide a vision for the public transportation system and describe the role of public transit in contributing to the transportation system overall.
Coordinate with ODOT staff to identify federal, state and local funding opportunities.	Working with ODOT to identify funding options will ensure TCTD is aware of all funding opportunities.
NW Connector Coordinating Committee	TCTD service as the Fiscal Agent and has ongoing joint projects. The Coordinating Committee meets monthly. Recommend continued engagement on this committee to identify opportunities for joint transit development.

## STRATEGIES RECOMMENDED FOR EVALUATION AS PART OF TDP

The TDP will provide TCTD with strategic guidance for the provision of transit services within the district, for providing highly visible transit stops and facility siting, and for the coordination with the Northwest Oregon Connector Alliance (NWOCA). The following strategies have been identified for evaluation as part of this project as they will be instrumental for developing a TDP that responds to TCTD's needs. TCTD should continue to pursue and execute all actions identified in this memorandum.

- **Partner With Employers** – Many of the actions of this strategy are needs assessment based. This information is critical to the creation of a successful TDP.
- **Create Measurable Outcomes for Services** – This strategy lends itself to analysis. The TDP will identify and evaluate primary and secondary service measures.
- **Increase Presence in South County** – South County is growing. The TDP will need to identify an approach to responding to the growth areas. This strategy will be evaluated and refined as part of the TDP.
- **Improve Customer Service Support** – TCTD Service must have a friendly face to be recognized and successful. Promoting awareness of the service provided will contribute to a successful TDP.

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- **Improve Operations** – Understanding existing operational deficiencies and efficiencies of TCTD's system will be important background information for the TDP. Tracking this strategy will lay the groundwork to achieving many of the action items.
- **Enhance Local Jurisdictional & Other Entity Coordination** – It will be important to identify a coordination framework for TCTD to pursue with identified stakeholders. This will be instrumental to the success of implementing the TDP.

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**Tillamook County Transportation District**  
Board of Directors Regular Monthly Meeting  
Thursday, October 24, 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 6:30pm
2. Pledge of Allegiance
3. Roll Call:

**Present**

**TCTD Board of Directors**

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

**TCTD Staff**

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

**Absent**

Marty Holm, Vice Chair  
Tabatha Welch, Accounting Specialist

**Guest**

Arla Miller, Regional Transit Coordinator, ODOT Rail & Public Transit  
Chris Kell, public

4. Announcements and Changes to Agenda: 1) Add Tillamook County Mobile Clinic; 2) Remove executive session.
5. Public & Guest Comments:

Arla Miller was introduced to the Board. Arla serves as the ODOT RPTD Regional Coordinator who provides the District both technical support and other assistance.

San Sun Owen provided the Board an update on the new CPCCO initiatives and next steps. Director Huffman asked if the Portland area issues affect the District. San Sun Owen explained the Portland issues have resulted in the Oregon Health Authority creating additional regulations that will impact future contracts.

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6. Executive Session - Cancelled

**REPORTS**

7. Financial Report: GM Doug Pilant reviewed the September 2019 financial reports. District has now completed 25% of the Fiscal Year. Director Hanenkrat requested information on why the Board expense are \$6,000. GM Doug Pilant explained this expense was to pay Tillamook County for the May 2019 election. Director Adler noted there appears to be an error with the Visa transaction and that a correction was needed for it to balance with the description of the transaction. Director Huffman asked about what is the RTAP conference. GM Doug Pilant explained this was the National Rural Transportation Assistance Program conference that brought together people from all over the Country to Portland for technical training and staff development opportunities.

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

YTD Ridership overall is up 1.4% over the previous year. The YTD passengers per hour are +3.6%, the cost per trip was +7.1% while the cost per hour was +10.9% and the fare box return was -10.4%.

9. Northwest Oregon Transit Alliance: GM Doug Pilant reviewed the NWOTA meeting agenda, minutes, finance report with the Board. GM Doug Pilant reported the Pedestrian and Bicycle Access Study was almost complete and the NWOTA Marketing Plan started the 2<sup>nd</sup> week of October.

10. Planning & Development:

a. Cape Kiawanda Master Plan – The Plan’s Parking Management Plan Town Hall meeting was held in Pacific City last week and went very well. The Parking Management Plan will be introduced to the County Board of Commissioners next week. Director Adler asked for clarification on what this plan covers. GM Doug Pilant explained the Parking Management Plan is one of the elements of the Cape Kiawanda Master Plan and the purpose of this Plan is how to manage the parking in Pacific City during the tourist season.

11. Grant Funding

a. STIF/STF Consolidation: GM Doug Pilant explained that ODOT’s Consolidation Advisory Committee convened its last meeting and agreed upon 2 proposals. This recommendation will be reviewed and approved by the Oregon Transportation Commission and will be forwarded to the Oregon Legislature to choose in the Spring 2020 Legislative Session. Upon completion there will be a period of rulemaking on how to administer the revised program that should be completed before the FY 2021-2023 Biennium.

b. STIF Formula: The STF/STIF consolidation’s final impact on the District is still unknown. After reviewing the project outcome, it appears it should be minimal to TCTD. GM Doug Pilant reported the District has received 2 STIF payments from ODOT and that the amounts appear to be less than the 130% projection. GM Doug Pilant also reported the District needs to brace for a 13.7%

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healthcare insurance increase that will be effective January 1, 2020. The 5 Year Financial Sustainability Plan will be updated after these impacts are fully understood.

12. Facility/Property Management –

- a. Low Voltage Project – equipment has been ordered to get the Bus Maintenance Facility wired.
- b. Building Signage Project has been scheduled to be completed.
- c. Post Office Bus Stop: Waiting for final comments from Hoquarten Interpretive Center regarding the final bus shelter selection. Working on a plan for the concrete pad to be designed to blend in with parking lot brick pavers.

13. NW Ride Brokerage

- a. No additional updates after presentation by San Sun Owen at beginning of meeting.

14. Miscellaneous

- a. Union Negotiations – No meetings currently scheduled.
- b. Risk assessment has been completed.
- c. Best Practices was completed and has been included in the Consent Calendar for approval.
- d. District Credit Card Policy revision has also been included on the Consent Calendar for approval.
- e. Timber County \$1.4 Billion Class Action Lawsuit. GM Doug Pilant reported that the trial started today and will likely last through November. The purpose of this trial is to determine the value of lost revenues over the past 30 to 40 years, which is when the State began to restrict logging in the State Forest(s). The trial's decision will most likely be repealed by the State. The Counties have identified Oregon Lottery funds to fulfill the State's obligation to the Counties. Director Huffman asked if the logging and forestry locals were able to express their feelings at this hearing. GM Doug Pilant explained that he had previously testified to the State Forestry Board and that Director Huffman had submitted an editorial that had been published in the local newspaper. Director Hanenkrat asked if they take the funds from the Lottery, won't that take from others that need those funds? GM Doug Pilant said he was at a meeting where he recalled it being explained the payment would come from Bonds that would be repaid by the Lottery. GM Doug Pilant said it was his recollection that TCTD could receive up to about \$750,000 to \$1 million in a one-time payment. GM Doug Pilant said he'd like to see these funds be allocated to the District's capital reserve fund to earn interest that could be used to provide local matching funds to purchase buses and other capital projects.

**CONSENT CALENDAR**

15. Motion to Approve the Minutes of October 17, 2019 Board Workshop Meeting Notes
16. Motion: Acceptance of Financial Report: September 2019
17. Motion to Accept SDIS 2019 Best Practices Survey
18. Motion to Amend the TCTD Business Credit Card policy #3

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

**MOTION PASSED**

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

**ACTION ITEMS**

19. Resolution 19-34 In the Matter of Adopting an Intergovernmental Agreement between TCTD and Tillamook County to Provide a Multimodal Facility in Cloverdale

GM Doug Pilant explained the Resolution to the Board. Legal counsel has reviewed the IGA and are satisfied with the terms. This IGA terminates the 2011 IGA and moves the scope of the project from the Noble Wayside location to the Tillamook County Public Works location. The IGA states the District and County will work together to use the remaining ODOT funding to identify outcomes that meet each parties needs. Director Huffman asked if this just gets this started. Director Adler asked if the GM was aware there are fuel pumps and that there is fencing all around the building. Director Hanenkrat is concerned about the building, grounds and possible pollution, and is there an actual need for a facility in Cloverdale and states he is not in favor of this particular property. Director Huffman asked if there are access to buses. GM Doug Pilant explained this IGA gets both parties to the table to begin developing the project to see what is possible. stated this contract just allows us to get involved and discover what the options may be for the District in regard to this location. ODOT funding will be used for the planning, engineering and construction of this project. Director Adler asked to clarify if this means it's only for this location. Director Huffman asked if law enforcement is still interested in sharing the building. GM reported this IGA moves the project location from the Noble Wayside to the new location. He explained that County Sheriff Department is onboard with the project. Director Carlson-Swanson asked if the law enforcement would pay the expense or would that be on the District expense. GM said he would expect the County to pay its own expenses and that these are details that will be determined as the project moves forward.

**Motion** by Director Edwards to approve Resolution 19-34 In the Matter of Adopting an Intergovernmental Agreement between TCTD and Tillamook County to Provide a Multimodal Facility in Cloverdale. *Motion Secended* by Director Carlson-Swanson. Board Chair Judy Riggs called for further discussion; followed by none, she called for the vote.

**MOTION PASSED**

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

20. Resolution 19-35 In the Matter of Adopting the Revised TCTD Staffing Plan

GM Doug Pilant explained the Resolution to the Board. Director Adler asked why there is both an Administrative Assistant, an Office Assistant and if the Finance Supervisor be responsible for the HR tasks? GM Doug Pilant explained the Administrative Assistant will report to the general manager while the Office Assistant will report to the Finance Supervisor. GM explained that ADP has automated many of the HR related functions such as reducing the Finance personnel time from 2 days to 15 minutes to complete payroll. Director Adler asked if Tabatha Welch has an accounting background and if she's onboard with taking on HR responsibilities. GM explained that Tabatha has accounting background experience and that she's onboard with taking on HR responsibilities. Director Huffman stated SDAO has conference workshops available for HR as well.

**Motion** by Director Adler to approve Resolution 19-35 In the Matter of Adopting the Revised TCTD Staffing Plan. *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, Carlson-Swanson, Huffman,  
Edwards, Adler and Board Chair Judy Riggs.  
Director Holm Absent

**DISCUSSION ITEMS**

21. Tillamook County Mobile Clinic – GM Doug Pilant the District has been discussing a plan on the District can provide drivers for the Tillamook County Mobile Clinic. GM said the District would establish a similar arrangement the District has with the Tillamook Cheese Factory shuttle service. Director Huffman asked how many hours they would need. Director Adler asked if the driver will wait with the clinic. GM Doug Pilant said he was unsure about how many hours they would be required and said this will provide part time and sub drivers additional work. The Agreement will be included in the November board meeting for approval. Director Hanenkrat did mention that the GM should ask about their union.

22. Staff Comments/Concerns

GM Doug Pilant: Thanked the Board for being available for meetings and for taking the time to participate at the workshop. He shared a Ronny joke about a dog. Shared with the board that DAR did 104 trips at 94% on-time performance. Brent is working with ODOT on a drug and alcohol audit.

Superintendent Brent Olson: Shared that the District just completed annual training and getting buses ready for winter. Brent shared a small joke.

Accounting Specialist Tabatha Welch: Absent.

NWR Supervisor/Board Clerk Cathy Bond: Shared the pilot program that Care Oregon and NW Rides are working on for the future of the brokerage.

23. Board of Directors Comments/Concerns

Jim Huffman – Shared that Bob Kenny passed on 9/26 and shared a memory of Bob's legacy with the District and his personal experience on behalf of Bob's memorial.

Judy Riggs – Thanked Cathy for the meal before the workshop. Thanked Arla for attending.

Marty Holm – Absent.

Jackie Edwards – None.



Gary Hanenkrat – Wants to see the passenger count for Cloverdale. GM can share some on/off studies at the next meeting.

Linda Adler – She enjoyed the workshop, found it enlightening and looks forward to similar events.

Melissa Carlson-Swanson – Thanked everyone for the workshop, the good food and allowing her to attend by telephone today.

**UPCOMING EVENTS**

Adjournment: Board Chair Riggs adjourned the meeting at 7:55pm.

**These minutes approved this 21<sup>st</sup> day of November, 2019.**

ATTEST:

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

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