

Tillamook County Transportation District  
Board of Directors  
Regular Monthly Meeting



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

Thursday, January 23, 2020 at 6:00PM  
Transportation Building  
3600 Third Street, Tillamook, Oregon



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

Thursday, January 23, 2020 @ 6:00pm  
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. [San SunOwen, Director of Transportation & Strategic Partnerships, Care Oregon](#)
7. Executive Session, *as needed*

**GENERAL MANAGERS REPORT**

8. Financial Report ([Pgs. 1-19](#))
9. Service Performance Report ([Pgs. 20-25](#))
10. Northwest Oregon Transit Alliance ([Pgs. 26-51](#))
11. Planning & Development
12. Grant Funding
13. Facility/Property Management
14. NW Rides Brokerage
15. Miscellaneous

**CONSENT**

16. Motion to Approve the Minutes of December 9, 2019 Board Workshop ([Pgs. 52-53](#))
17. Motion to Approve the December 19, 2019 Regular Board Meeting ([Pgs. 54-59](#))
18. Motion to Accept Financial and Operations Reports: December 2019
19. Motion to Appoint Tabatha Welch as FY 2020-21 Budget Officer

**ACTION ITEMS**

20. Resolution 20-01 In the Matter of Authorizing the GM to Execute a Delegate Agreement Between the District and Care Oregon ([Will be provided at Board Meeting](#))

**DISCUSSION ITEMS**

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

**UPCOMING EVENTS**

SDAO Conference – February 6<sup>th</sup> – 9<sup>th</sup>, Seaside Convention Center



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**Tillamook County Transportation**  
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**CONSENT**

15. Motion to Approve the Minutes of December 9, 2019 Board Workshop (Pgs. 52-53)
16. Motion to Approve the December 19, 2019 Regular Board Meeting (Pgs. 54-59)
17. Motion to Accept Financial and Operations Reports: December 2019
18. Motion to Appoint Tabatha Welch as FY 2020-21 Budget Officer

**ACTION ITEMS**

19. Resolution 20-01 In the Matter of Authorizing the GM to Execute a Delegate Agreement Between the District and Care Oregon (Will be provided at Board Meeting)
20. Resolution 20-02 In the Matter of Authorizing the GM to Execute a Oregon Transportation Infrastructure Loan (OTIB) Between the District and ODOT (Will be provided at Board Meeting)

**DISCUSSION ITEMS**

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

**UPCOMING EVENTS**

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Tillamook County Transportation District

Normal Trial Balance

From 12/31/2019 Through 12/31/2019

<u>Account Code</u>	<u>Account Title</u>	<u>Debit Balance</u>	<u>Credit Balance</u>
1001	General Checking Account	203,754.99 ✓	
1006	Payroll Checking	121,636.89 ✓	
1009	NW RIDES ACCOUNT	191,030.71 ✓	
1011	Prop. Mgmt. Checking	74,072.77 ✓	
1020	LGIP - General Account	1,472,025.93 ✓	
1030	LGIP - Capital Reserve	582,409.90 ✓	
1040	Petty Cash	200.00	
	Report Total	2,645,131.19	0.00
	Report Difference	2,645,131.19	

*JK*  
1-7-20

**Tillamook County Transportation District**  
Financial Statement

From 12/1/2019 Through 12/31/2019

	Current		Current Year Actual	Total Budget	Total Budget Variance	50%
	Period Actual	Period Budget				
Resources						
Working Capital	3500	0.00	0.00	1,596,525.00	(1,596,525.00)	0.00%
Fares	4000	24,910.16	160,618.26	275,000.00	(114,381.74)	58.40%
Contract Revenue	4020	46,344.11	377,259.52	883,000.00	(505,740.48)	42.72%
Property Tax	4100	310,031.20	898,413.21	925,000.00	(26,586.79)	97.12%
Past Years Property Tax	4110	6,296.27	17,392.41	40,000.00	(22,607.59)	43.48%
State Timber Revenue	4120	0.00	88,682.76	250,000.00	(161,317.24)	35.47%
Mass Transit State Payroll Tax	4130	0.00	31,135.61	85,000.00	(53,864.39)	36.63%
STIF Formula	4135	0.00	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	0.00	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	382.24	1,863.42	1,000.00	863.42	186.34%
Miscellaneous Income	4400	5,617.37	7,057.38	1,000.00	6,057.38	705.73%
Sale of Assets - Income	4410	0.00	0.00	10,000.00	(10,000.00)	0.00%
Interest Income	4510	4,676.36	19,654.48	22,000.00	(2,345.52)	89.33%
Advertising Income	4520	0.00	0.00	1,000.00	(1,000.00)	0.00%
Lease Income	4900	1,900.00	11,400.00	23,000.00	(11,600.00)	49.56%
Lease Operational Exp Income	4910	676.92	3,566.68	7,000.00	(3,433.32)	50.95%
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 12/1/2019 Through 12/31/2019

	Current Period Actual	Current Period Budget	Current Year Actual	Total Budget	Total Budget Variance	50%
Transfer from Veh. Purch. Res.	4915 0.00	0.00	0.00	11,835.00	(11,835.00)	0.00%
Transfer from STF Fund	4916 0.00	0.00	0.00	46,786.00	(46,786.00)	0.00%
Transfer from NWOTA	4917 0.00	0.00	3,000.00	3,000.00	0.00	100.00%
Transfer from STIF Fund	4918 0.00	0.00	16,674.64	915,842.00	(899,167.36)	1.82%
<b>Total Resources</b>	<u>400,834.63</u>	<u>193,708.32</u>	<u>2,067,838.37</u>	<u>7,567,102.00</u>	<u>(5,499,263.63)</u>	<u>27.33%</u>
<b>Expenses</b>						
<b>Personnel Services</b>						
Payroll: Administration	5010 18,234.97	28,750.00	131,648.46	345,000.00	213,351.54	38.15%
Payroll: Dispatch	5020 7,956.46	9,583.33	46,490.46	115,000.00	68,509.54	40.42%
Payroll: Drivers	5030 76,325.29	96,791.67	493,739.75	1,161,500.00	667,760.25	42.50%
Payroll: Maintenance	5040 2,827.00	5,833.33	16,800.35	70,000.00	53,199.65	24.00%
Payroll Expense	5050 8,153.85	11,841.67	52,129.96	142,100.00	89,970.04	36.68%
Payroll Healthcare	5051 29,571.54	0.00	159,774.79	269,154.00	109,379.21	59.36%
Payroll Retirement	5052 4,497.06	0.00	28,442.59	75,600.00	47,157.41	37.62%
Payroll Veba	5053 4,177.66	0.00	28,565.95	66,000.00	37,434.05	43.28%
Workers Compensation Ins.	5055 0.00	1,875.00	28,861.70	22,500.00	(6,361.70)	128.27%
<b>Total Personnel Services</b>	<u>151,743.83</u>	<u>154,675.00</u>	<u>986,454.01</u>	<u>2,266,854.00</u>	<u>1,280,399.99</u>	<u>43.52%</u>
<b>Materials and Services</b>						
Professional Services	5100 22,206.90	8,979.17	86,183.01	112,750.00	26,566.99	76.43%
Administrative Support	5101 0.00	2,083.33	6,007.75	25,000.00	18,992.25	24.03%
Website Maintenance	5102 0.00	625.00	6,500.00	7,500.00	1,000.00	86.66%
Planning	5103 4,658.13	6,250.00	11,213.77	75,000.00	63,786.23	14.95%
Dues & Subscriptions	5120 0.00	1,000.00	7,776.00	12,000.00	4,224.00	64.80%
Office Equipment R&R	5140 225.22	250.00	1,351.32	3,000.00	1,648.68	45.04%

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Monthly BOD Report w/YTD Budget & Variance

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**Tillamook County Transportation District**  
Financial Statement

From 12/1/2019 Through 12/31/2019

	Current Period Actual	Current Period Budget	Current Year Actual	Total Budget	Total Budget Variance	50%
5145 Computer R&M	2,300.00	3,625.00	18,893.50	43,500.00	24,606.50	43.43%
5150 Fees & Licenses	13,150.99	2,708.33	16,572.97	35,500.00	18,927.03	46.68%
5160 Insurance	0.00	7,000.00	0.00	84,000.00	84,000.00	0.00%
5170 Office Expenses	1,105.86	1,083.33	7,160.05	13,000.00	5,839.95	55.07%
5175 Board Expenses	793.92	833.33	9,754.63	10,000.00	245.37	97.54%
5180 Operational Expenses	3,592.67	3,500.01	23,074.10	42,000.00	18,925.90	54.93%
5185 Drug & Alcohol Administration	595.00	125.00	1,130.00	1,500.00	370.00	75.33%
5190 Marketing	4,938.58	5,458.33	31,563.52	65,500.00	33,936.48	48.18%
5191 Website Re-Design	0.00	0.00	0.00	164,560.00	164,560.00	0.00%
5210 Telephone Expense	1,302.12	1,750.00	7,693.08	21,500.00	13,806.92	35.78%
5220 Travel & Training	3,072.02	3,125.00	13,334.07	37,500.00	24,165.93	35.55%
5240 Vehicle Expense	28,565.61	16,666.67	140,583.58	200,000.00	59,416.42	70.29%
5245 Fuel Expenses	21,378.56	29,166.67	138,810.74	350,000.00	211,189.26	39.66%
5260 Postage	172.99	125.00	685.19	1,500.00	814.81	45.67%
5270 Mgmt/Labor Recreation Fund	0.00	197.25	1,658.60	2,367.00	708.40	70.07%
5280 Transit & Visitor Center Lease	700.00	700.00	4,200.00	8,400.00	4,200.00	50.00%
5285 Transit & Visitor Center Maint	1,224.39	1,250.00	8,586.55	15,000.00	6,413.45	57.24%
5290 General Operating Cont.	0.00	9,708.33	0.00	116,500.00	116,500.00	0.00%
5300 Property Operating Expenses	1,926.57	2,041.67	9,590.94	24,500.00	14,909.06	39.14%
5330 Flex Lease: Fees	220.00	83.33	220.00	1,000.00	780.00	22.00%
5340 Property Maint. & Repair	3,807.91	1,083.33	13,044.52	13,000.00	(44.52)	100.34%
5346 Operations Facility Maint.	74.85	208.33	2,211.35	2,500.00	288.65	88.45%
Total Materials and Services	116,012.29	109,626.41	567,799.24	1,488,577.00	920,777.76	38.14%
Special Payments						
5200 STF Payments to Recipients	0.00	300.00	10,458.00	20,914.00	10,456.00	50.00%

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Monthly BOD Report w/YTD Budget & Variance

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**Tillamook County Transportation District**  
Financial Statement

From 12/1/2019 Through 12/31/2019

	Current Period Actual	Current Period Budget	Current Year Actual	Total Budget	Total Budget Variance	50%
STIF Payments to Recipients	0.00	0.00	2,500.00	5,000.00	2,500.00	50.00%
Total Special Payments	0.00	300.00	12,958.00	25,914.00	12,956.00	50.00%
<b>Transfers</b>						
Transfer to LGIP 5931	0.00	0.00	0.00	11,835.00	11,835.00	0.00%
Transfer to General Fund	0.00	0.00	19,674.64	864,476.00	844,801.36	2.27%
Transfer to Vehicle Reserve	0.00	0.00	0.00	10,000.00	10,000.00	0.00%
Transfer to NWOTA Fund	0.00	0.00	12,000.00	161,000.00	149,000.00	7.45%
Reserve for Future Expenditure	0.00	0.00	0.00	595,835.00	595,835.00	0.00%
Unappropriated Ending Fund Bal	0.00	0.00	0.00	596,520.00	596,520.00	0.00%
Total Transfers	0.00	0.00	31,674.64	2,239,666.00	2,207,991.36	1.41%
<b>Capital Outlay</b>						
<b>Debt Service</b>						
Flex Lease: Principal	55,000.00	4,166.67	55,000.00	50,000.00	(5,000.00)	110.00%
Flex Lease: Interest	3,025.00	1,250.00	3,025.00	15,000.00	11,975.00	20.16%
PUD Loan Expense	602.58	416.67	3,615.48	5,000.00	1,384.52	72.30%
OTIB Debt Service	0.00	0.00	13,155.22	29,591.00	16,435.78	44.45%
Total Debt Service	58,627.58	5,833.34	74,795.70	99,591.00	24,795.30	75.10%
<b>Capital Purchases</b>						
Building Repair & Renovation	0.00	0.00	258.92	22,500.00	22,241.08	1.15%
Admin. Expenses- Renovation	0.00	0.00	0.00	7,500.00	7,500.00	0.00%
Bus Replacement/Addition	0.00	0.00	0.00	900,000.00	900,000.00	0.00%
Van Replacement/Addition	0.00	0.00	0.00	75,000.00	75,000.00	0.00%
Computer Upgrade	0.00	416.67	150.15	5,000.00	4,849.85	3.00%
Fuel Cell Triangulation Point	0.00	500.00	0.00	6,000.00	6,000.00	0.00%
Bus Stop Signage/Shelters	0.00	2,500.00	611.92	30,000.00	29,388.08	2.03%

Monthly BOD Report w/YTD Budget & Variance

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**Tillamook County Transportation District**  
Financial Statement

From 12/1/2019 Through 12/31/2019

	Current Period Actual	Current Period Budget	Current Year Actual	Total Budget	Total Budget Variance	50%
6050	1,800.00	0.00	15,028.83	400,500.00	385,471.17	3.75%
Other Capital Projects	1,800.00	3,416.67	16,049.82	1,446,500.00	1,430,450.18	1.11%
Total Capital Purchases	60,427.58	9,250.01	90,845.52	1,546,091.00	1,455,245.48	5.88%
Total Capital Outlay	328,183.70	273,851.42	1,689,731.41	7,567,102.00	5,877,370.59	22.33%
Total Expenses						

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**Tillamook County Transportation District**  
Financial Statement

From 12/1/2019 Through 12/31/2019

	Current Period Actual	Current Period Budget	Current Year Actual	Total Budget	Total Budget Variance	50%
<b>Resources</b>						
NWR Revenue	283,881.03	262,500.00	2,118,036.43	3,150,000.00	(1,031,963.57)	67.23%
Miscellaneous Income	0.00	29,166.67	0.00	350,000.00	(350,000.00)	0.00%
<b>Total Resources</b>	<u>283,881.03</u>	<u>291,666.67</u>	<u>2,118,036.43</u>	<u>3,500,000.00</u>	<u>(1,381,963.57)</u>	<u>60.52%</u>
<b>Expenses</b>						
<b>Personnel Services</b>						
Payroll: Administration	19,683.74	26,250.00	119,994.96	315,000.00	195,005.04	38.09%
Payroll: Indirect	2,325.57	1,000.00	14,858.79	12,000.00	(2,858.79)	123.82%
Payroll Expense	1,480.24	6,250.00	9,124.11	75,000.00	65,875.89	12.16%
Payroll Healthcare	7,503.83	0.00	45,622.56	15,000.00	(30,622.56)	304.15%
Payroll Retirement	1,019.46	0.00	6,304.53	2,000.00	(4,304.53)	315.22%
Payroll Veba	653.56	0.00	3,098.82	2,000.00	(1,098.82)	154.94%
Workers Compensation Ins.	0.00	0.00	205.54	0.00	(205.54)	0.00%
<b>Total Personnel Services</b>	<u>32,666.40</u>	<u>33,500.00</u>	<u>199,209.31</u>	<u>421,000.00</u>	<u>221,790.69</u>	<u>47.32%</u>
<b>Materials and Services</b>						
Professional Services	85.50	1,666.67	2,539.00	20,000.00	17,461.00	12.69%
Dues & Subscriptions	0.00	125.00	0.00	1,500.00	1,500.00	0.00%
Office Equipment R&R	225.22	208.33	1,551.27	2,500.00	948.73	62.05%
Computer R&M	700.00	1,250.00	4,200.00	15,000.00	10,800.00	28.00%
Fees & Licenses	0.00	166.67	10,524.99	2,000.00	(8,524.99)	526.24%
Insurance	0.00	166.67	0.00	2,000.00	2,000.00	0.00%
Office Expenses	423.31	1,150.00	2,613.59	13,800.00	11,186.41	18.93%
Operational Expenses	178.48	208.33	778.87	2,500.00	1,721.13	31.15%
Telephone Expense	1,670.28	1,666.67	10,628.43	20,000.00	9,371.57	53.14%

Monthly BOD Report w/YTD Budget & Variance

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**Tillamook County Transportation District**  
Financial Statement

From 12/1/2019 Through 12/31/2019

	Current Period Actual	Current Period Budget	Current Year Actual	Total Budget	Total Budget Variance	50%
Travel & Training	5220 260.11	750.00	1,377.03	9,000.00	7,622.97	15.30%
Postage	5260 59.95	416.67	234.70	5,000.00	4,765.30	4.69%
Purchased Transportation	5265 579,366.70	200,000.00	1,792,525.33	2,400,000.00	607,474.67	74.68%
Member Mileage Reimbursement	5266 14,000.00	15,833.33	127,684.00	190,000.00	62,316.00	67.20%
Volunteer Mileage Reimburse	5267 49,464.92	29,166.67	170,488.78	350,000.00	179,511.22	48.71%
Office Rent	5281 400.00	400.00	2,400.00	4,800.00	2,400.00	50.00%
Property Operating Expenses	5300 88.79	75.00	491.43	900.00	408.57	54.60%
Total Materials and Services	646,923.26	253,250.01	2,128,037.42	3,039,000.00	910,962.58	70.02%
Capital Outlay						
Capital Purchases						
Ecolane Investment	6022 0.00	3,333.33	0.00	40,000.00	40,000.00	0.00%
Total Capital Purchases	0.00	3,333.33	0.00	40,000.00	40,000.00	0.00%
Total Capital Outlay	0.00	3,333.33	0.00	40,000.00	40,000.00	0.00%
Total Expenses	679,589.66	290,083.34	2,327,246.73	3,500,000.00	1,172,753.27	66.49%



**Tillamook County Transportation District**

Check/Voucher Register  
 1001 - General Checking Account  
 From 12/1/2019 Through 12/31/2019

Document Number	Document Date	Transaction Amount	Payee	Transaction Description
14746	12/18/2019	(55.00)	ECOLUBE	ANTIFREEZE RECYCLE
14886	12/9/2019	(95.00)	GWEN RUSSELL	CDL PHYSICAL
14912	12/9/2019	(3,007.64)	McCOY FREIGHTLINER	BUS 301 EXHAUST REPAIR
14934	12/5/2019	786.40	ADP, LLC	NOVEMBER PAYROLL SERVICES
14935	12/5/2019	14,330.00	ADVANCED DIESEL SERVICE	BUS 28 ENGINE REPAIR
14936	12/5/2019	368.64	ALSCO - Portland Linen	OCTOBER
14937	12/5/2019	48.72	BRENT OLSON	MILEAGE/OPERATIONS
14938	12/5/2019	328.00	Bullard Law, P.C.	ATU BARGAINING
14939	12/5/2019	1,944.00	CHRISSEY'S CLEANING SERVICE	JANITORIAL AND BUS CLEANING
14940	12/5/2019	700.00	City Of Tillamook	DECEMBER LEASE
14941	12/5/2019	15.75	Coast Printing & Stationery	CHRISTMAS ENVELOPES
14942	12/5/2019	103.54	COMCAST	DECEMBER
14942	12/5/2019	103.54	COMCAST	November
14943	12/5/2019	925.00	Community Transportation Assoc	MEMBERSHIP
14944	12/5/2019	52.54	Dish	November
14945	12/5/2019	127.61	CENTURYLINK	DECEMBER
14946	12/5/2019	127.72	CENTURYLINK	November
14947	12/5/2019	50.00	Gary A. Hanenkrat	11/21/2019 BOARD MEETING
14948	12/5/2019	2,300.00	GenXsys Solutions, LLC	COMPUTER SUPPORT
14948	12/5/2019	358.00	GenXsys Solutions, LLC	COMPUTER SUPPORT
14949	12/5/2019	50.00	JACKIE EDWARDS	11/21/2019 BOARD MEETING
14950	12/5/2019	50.00	JIM HUFFMAN	11/21/2019 BOARD MEETING
14951	12/5/2019	2,259.00	JORDAN SCHRADER RAMIS, PC	LEGAL/NWR/NWOTA
14952	12/5/2019	50.00	JUDY RIGGS	11/21/2019 BOARD MEETING
14953	12/5/2019	76.25	KEMPS NORTH COAST TOOLS	LUBE TOOLS/SHOP
14954	12/5/2019	2,110.64	KITTELSON & ASSOCIATES, INC.	STIF PLANNING
14955	12/5/2019	1,025.00	KDEP-FM/KTIL-FM/KTIL-AM	MARKETING
14956	12/5/2019	50.00	Linda Adler	11/21/2019 BOARD MEETING
14957	12/5/2019	50.00	MARTY HOLM	11/21/2019 BOARD MEETING
14958	12/5/2019	50.00	MELISSA CARLSON-SWANSON	11/21/2019 BOARD MEETING
14959	12/5/2019	115.00	North Coast Lawn	LAWN MAINTENANCE
14960	12/5/2019	1,000.00	NATHAN LEVIN	DECEMBER LEASE
14961	12/5/2019	35.48	Office Depot Credit Plan	office supplies
14961	12/5/2019	13.79	Office Depot Credit Plan	OFFICE SUPPLIES
14961	12/5/2019	9.97	Office Depot Credit Plan	OFFICE SUPPLIES
14961	12/5/2019	(19.54)	Office Depot Credit Plan	RETURN
14962	12/5/2019	28.00	Oregon State Police	BACKGROUND CHECKS
14963	12/5/2019	142.29	PACIFIC CITY SUN	ADVERTISING
14964	12/5/2019	1,253.49	PETROCARD INC.	FUEL
14964	12/5/2019	967.25	PETROCARD INC.	FUEL
14965	12/5/2019	91.00	RJ'S LOCK & KEY LLC	TRANSIT CENTER KEYS
14966	12/5/2019	12.38	Rosenberg Builders Supply	SHOP SUPPLIES
14967	12/5/2019	20,695.25	Sheldon Oil Distributors	FUEL
14968	12/5/2019	219.00	SOCIETY FOR HUMAN RESOURCE MAN	MEMBERSHIP DUES
14969	12/5/2019	44.25	Tillamook PUD	LARGE BUS BARN
14969	12/5/2019	30.90	Tillamook PUD	SMALL BUS BARN
14970	12/9/2019	536.00	24/7 TRUCK AND AUTO SERVICE	BUS 304 BODY REPAIR
14971	12/9/2019	1,708.00	ADVANCED DIESEL SERVICE	BIS 303 BRAKE REPAIR
14972	12/9/2019	245.76	ALSCO - Portland Linen	november
14973	12/9/2019	515.00	ATLANTIS AUTO GLASS, INC.	VAN 107 WINDSHIELD
14973	12/9/2019	75.00	ATLANTIS AUTO GLASS, INC.	BUS 301 WINDSHIELD
14973	12/9/2019	65.00	ATLANTIS AUTO GLASS, INC.	BUS 32 WINDSHIELD
14973	12/9/2019	425.00	ATLANTIS AUTO GLASS, INC.	BUS 18 WINDSHIELD
14974	12/9/2019	250.00	Batteries Northwest	BUS 29 BATTERIES
14975	12/9/2019	4,479.90	BOB'S AUTO & TRUCK PAINTING	BUS 34 BODY REPAIR
14976	12/9/2019	1,070.16	Advance Auto Parts	NOVEMBER
14977	12/9/2019	850.00	CoastCom, Inc.	TELEPHONE

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**Tillamook County Transportation District**

Check/Voucher Register

1001 - General Checking Account

From 12/1/2019 Through 12/31/2019

Document Number	Document Date	Transaction Amount	Payee	Transaction Description
14978	12/9/2019	1,560.76	FleetPride, Inc.	VEHICLE EXPENSE
14979	12/9/2019	795.73	Fred Meyer Customer Charges	november
14980	12/9/2019	974.92	Gillespie Graphics	BUS 29 GRAPHIC REPAIR
14981	12/9/2019	1,227.85	LUM'S AUTO CENTER, INC.	VAN 101 ENGINE REPAIR
14982	12/9/2019	1,196.38	Marie Mills Center, Inc	TRANSIT CENTER
14983	12/9/2019	486.24	DAVISON AUTO PARTS, INC.	VEHICLE EXPENSE
14984	12/9/2019	139.17	Pacific Office Automation	COPIES
14984	12/9/2019	125.85	Pacific Office Automation	COPIES
14985	12/9/2019	225.22	Pacific Office Automation	TCTD COPIER LEASE
14986	12/9/2019	755.25	Tillamook Motor Co.	VAN 106 BRAKES
14987	12/9/2019	49.95	VANIR BROADBAND, INC.	INTERNET
14988	12/9/2019	274.56	VERIZON	TABLET DATA
14989	12/9/2019	85.00	WEST COAST EXHAUST	BUS 201 BIKE RACK REPAIR
14989	12/9/2019	90.72	WEST COAST EXHAUST	BUS 201 PM
14989	12/9/2019	50.40	WEST COAST EXHAUST	BUS 18 INSTALL STUDDED TIRES
14989	12/9/2019	180.00	WEST COAST EXHAUST	BUS 32 BRAKE REPAIR
14989	12/9/2019	40.32	WEST COAST EXHAUST	VAN 109 INSTALL STUDDED TIRE
15014	12/13/2019	280.00	24/7 TRUCK AND AUTO SERVICE	BUS 303 BRAKES
15014	12/13/2019	200.00	24/7 TRUCK AND AUTO SERVICE	BUS 300 REGEN
15014	12/13/2019	120.00	24/7 TRUCK AND AUTO SERVICE	BUS 18 MAINTENANCE
15015	12/13/2019	100.00	AH TILLAMOOK MEDICAL GROUP	CDL PHYSICAL LETTY BUCHANAN
15016	12/13/2019	472.26	CATHY BOND	MILEAGE & HOLIDAY PARTY REIMBURSEMENT
15017	12/13/2019	80.00	CRYSTAL AND SIERRA SPRINGS	WATER
15018	12/13/2019	50.00	Gary A. Hanenkrat	BOARD WORKSHOP
15019	12/13/2019	5,805.00	INNOVA LEGAL ADVISORS	LEGAL/TRANSIT VISITOR/ATU BARGAINING
15020	12/13/2019	50.00	JACKIE EDWARDS	BOARD WORKSHOP
15021	12/13/2019	50.00	JIM HUFFMAN	BOARD WORKSHOP
15022	12/13/2019	50.00	JUDY RIGGS	BOARD WORKSHOP
15023	12/13/2019	14.40	KEMPS NORTH COAST TOOLS	TOOLS/SHOP
15024	12/13/2019	275.00	KDEP-FM/KTIL-FM/KTIL-AM	ADVERTISING
15025	12/13/2019	9,199.34	LES SCHWAB WAREHOUSE CENTER	TIRES
15026	12/13/2019	50.00	Linda Adler	BOARD WORKSHOP
15027	12/13/2019	50.00	MARTY HOLM	BOARD WORKSHOP
15028	12/13/2019	50.00	MELISSA CARLSON-SWANSON	BOARD WORKSHOP
15029	12/13/2019	16.00	NEW AGE CAR WASH	VAN WASHES
15030	12/13/2019	3.00	OR DEPT OF MOTOR VEHICLES	DRIVING RECORD CHECK
15031	12/13/2019	142.29	PACIFIC CITY SUN	ADVERTISING
15032	12/13/2019	127.76	Petty Cash Clerk	PETTY CASH
15033	12/13/2019	166.97	TILLAMOOK FARMERS COOP	LOT ATTENDANT SUPPLIES
15033	12/13/2019	64.47	TILLAMOOK FARMERS COOP	LOT ATTENDANT SUPPLIES
15034	12/13/2019	900.00	TILLAMOOK PIONEER	ANNUAL SIDE BAR AD
15035	12/13/2019	48.00	TILLAMOOK COUNTY SHOPPER, LLC	ADVERTISING
15036	12/13/2019	3,813.54	CARDMEMBER SERVICE	november 2019
15037	12/19/2019	1,240.55	ADP, LLC	PAYROLL SERVICE AND TRAINING
15038	12/19/2019	595.00	BIO-MED TESTING SERVICE, INC.	drug testing
15039	12/19/2019	11,145.85	Bullard Law, P.C.	LEGAL/BARGAINING
15040	12/19/2019	850.00	CoastCom, Inc.	TELEPHONE TCTD & NWR
15041	12/19/2019	62.54	Dish	DISH
15042	12/19/2019	2,300.00	GenXsys Solutions, LLC	COMPUTER SUPPORT
15042	12/19/2019	358.00	GenXsys Solutions, LLC	COMPUTER SUPPORT
15043	12/19/2019	52.20	LARRY QUINTAL	MILEAGE FOR J BLOCK
15044	12/19/2019	169.99	Office Depot Credit Plan	OFFICE SUPPLIES
15045	12/19/2019	225.22	Pacific Office Automation	COPIER LEASE

Report Total 107,576.74

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**Tillamook County Transportation District**

Check/Voucher Register

1006 - Payroll Checking

From 12/1/2019 Through 12/31/2019

<u>Document Number</u>	<u>Document Date</u>	<u>Payee</u>
5542	12/6/2019	ROGER LEWIS
5544	12/9/2019	PACIFIC SOURCE
5546	12/9/2019	SPECIAL DISTRICTS INS. SERVICE
5547	12/9/2019	HRA VEBA TRUST
5548	12/31/2019	ATU LOCAL #757

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**Tillamook County Transportation District**

Check/Voucher Register

1009 - NW RIDES ACCOUNT

From 1/1/2020 Through 1/31/2020

Document Number	Document Date	Transaction Amount	Payee	Transaction Description
2277	1/3/2020	1,676.84	AAA RIDE ASSIST	NWR
2278	1/3/2020	71.92	CATHY BOND	mileage to cco workshop
2279	1/3/2020	85.00	CRYSTAL AND SIERRA SPRINGS	water
2280	1/3/2020	188.19	Fred Meyer Customer Charges	CARD CHARGES
2281	1/3/2020	(5,929.00)	COLUMBIA MEDICAL	NWR
2281	1/3/2020	(4,057.00)	COLUMBIA MEDICAL	NWR
2281	1/3/2020	5,929.00	COLUMBIA MEDICAL	NWR
2281	1/3/2020	4,057.00	COLUMBIA MEDICAL	NWR
2282	1/3/2020	7,423.00	MEDIX AMBULANCE	NWR
2282	1/3/2020	8,192.50	MEDIX AMBULANCE	NWR
2282	1/3/2020	6,890.50	MEDIX AMBULANCE	NWR
2282	1/3/2020	1,491.00	MEDIX AMBULANCE	NWR
2282	1/3/2020	7,225.50	MEDIX AMBULANCE	NWR
2282	1/3/2020	8,042.00	MEDIX AMBULANCE	NWR
2283	1/3/2020	8,354.00	METRO WEST	NWR
2284	1/3/2020	104.19	Pacific Office Automation	COPIES
2285	1/3/2020	575.00	SUNSET EMPIRE TRANSIT	NWR
2285	1/3/2020	1,023.00	SUNSET EMPIRE TRANSIT	NWR
2285	1/3/2020	1,091.00	SUNSET EMPIRE TRANSIT	NWR
2285	1/3/2020	782.00	SUNSET EMPIRE TRANSIT	NWR
2285	1/3/2020	1,501.00	SUNSET EMPIRE TRANSIT	NWR
2286	1/3/2020	12,795.75	WAPATO SHORES	nwr
Report Total		67,512.39		

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**Tillamook County Transportation District**

Check/Voucher Register

1011 - Prop. Mgmt. Checking

From 12/1/2019 Through 12/31/2019

<u>Document Number</u>	<u>Document Date</u>	<u>Transaction Amount</u>	<u>Payee</u>	<u>Transaction Description</u>
4259	12/5/2019	250.00	CHRISSEY'S CLEANING SERVICE	JANITORIAL AND BUS CLEANING
4260	12/5/2019	425.00	North Coast Lawn	LAWN MAINTENANCE
4261	12/5/2019	1,864.17	Tillamook PUD	ELECTRIC AND LOAN
4262	12/5/2019	58,245.00	US BANK NA	US BANK LOAN
4263	12/9/2019	517.65	Marie Mills Center, Inc	3RD ST JANITORIAL
4264	12/9/2019	284.18	TILLAMOOK CITY UTILITIES	WATER & SEWER
4265	12/9/2019	166.95	CITY SANITARY SERVICE	GARBAGE
4266	12/19/2019	<u>1,596.00</u>	CHRISSEY'S CLEANING SERVICE	Janitorial and building maintenance
Report Total		<u>63,348.95</u>		

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<b>UMPQUA BANK: CLOSING DATE 12/25/2019</b>			
<b>Date</b>	<b>Vendor</b>	<b>Description of Transaction</b>	<b>Amount</b>
<b>DOUG PILANT</b>			
11/29/19	FRED MEYER	HOLIDAY/EMPLOYEE APPRECIATION	\$ 571.32
12/06/19	AMAZON	MEALS/MEETING DOUG AND JUDY	\$ 50.97
12/09/19	TORA SUSHI	MEALS/MEETING DOUG AND MARTY	\$ 43.00
12/12/19	FRED MEYER	HOLIDAY PARTY	\$ 152.98
12/13/19	GARIBALDI PORTSIDE	MEALS/MEETING DOUG AND JUDY	\$ 46.00
12/13/19	FRED MEYER	KITCHEN SUPPLIES	\$ 29.91
12/04/19	FACEBOOK	EMPLOYEE CHARGE/ERROR	\$ 45.00
12/04/19	FACEBOOK	PAID DIRECT BY EMPLOYEE	\$ (45.00)
			<b>\$ 894.18</b>
<b>CATHY BOND</b>			
11/27/19	FIELDPRINT	BACKGROUND CHECKS	\$ 12.50
12/04/19	LANGUAGE LINE	NWR PHONES	\$ 63.20
12/05/19	VISTA PRINT	BUSINESS CARDS/CATHY & TABATHA	\$ 64.38
12/06/19	LANGUAGE LINE	NWR PHONES	\$ 27.65
12/06/19	ADOBE	SOFTWARE	\$ 24.99
12/09/19	SMART FOOD	HOLIDAY PARTY	\$ 64.20
12/09/19	SUPERMERCADO MEXICO	HOLIDAY PARTY	\$ 46.26
12/10/19	FIELDPRINT	BACKGROUND CHECKS	\$ 12.50
12/13/19	ONYX PRODUCTS	POSTAGE/NWR	\$ 34.98
12/13/19	VISTA PRINT	BUSINESS CARDS/TABATHA	\$ 27.79
12/16/19	SAFEWAY	NWOTA MEETING/MEALS	\$ 56.53
12/18/19	USPS	POSTAGE/NWR	\$ 50.00
12/18/19	TILLAMOOK CTY OUTLET	NWR HOLIDAY	\$ 30.50
12/18/19	ENDICIA	POSTAGE/NWR	\$ 9.95
12/23/19	IRON MOUNTAIN	SHREDDING	\$ 82.80
			<b>\$ 608.23</b>
<b>BRENT OLSON</b>			
12/09/19	FAT DOG PIZZA	HOLIDAY PARADE/MEALS	\$ 34.50
12/13/19	RODEO STEAK	MEETING/MEALS JERRY AND BRENT	\$ 29.48
12/20/19	TILLAMOOK BOWLING	MEETING/MEALS JERRY, BRENT & DOUG	\$ 30.25
			<b>\$ 94.23</b>
<b>TABATHA WELCH</b>			
12/06/19	HOTELS.COM	SDAO CONFERENCE/HOTEL	\$ 612.49
12/09/19	USPS	POSTAGE	\$ 100.00
12/10/19	USPS	POSTAGE	\$ 55.00
12/16/19	ENDICIA	POSTAGE	\$ 17.99
12/16/19	SAFEWAY	OFFICE SNACKS	\$ 24.44
			<b>\$ 809.92</b>
<b>CLAYTON NORRBOM</b>			
12/02/19	COSTCO	BUS CLEANING SUPPLIES	\$ 91.93
12/06/19	SUBWAY	TRAINING/MEALS	\$ 16.18
12/13/19	SMITH SYSTEM	TRAINING/CLAYTON	\$ 1,263.95
			<b>\$ 1,372.06</b>
<b>STATEMENT TRUE UP</b>			
		<b>Charges total</b>	<b>\$ 3,778.62</b>
		<b>Grand Total</b>	<b>\$ 3,778.62</b>
<b>APPROVAL</b> 			
<b>DATE</b> 1-17-20			

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DOUGLAS W PILANT  
PO BOX 622  
ROCKAWAY BCH, OR 97136-0622

24-22/1230

1006

Date 1-8-20 PMP

PAY TO THE ORDER OF Umpqua Bank \$ 45,00/100  
Forty five & 00/100 Dollars ← Heat Reactive Ink

**usbank.**

Memo \_\_\_\_\_



MP

⑆ 230002201⑆ 153667353194⑈ 1006

LOOK FOR FRAUD-DETECTING FEATURES INCLUDING THE SECURITY SQUARE AND HEAT-REACTIVE INK. DETAILS ON BACK.

The situation has been remedied  
by employee removing company credit  
card from facebook account.

Employee paid charges direct.

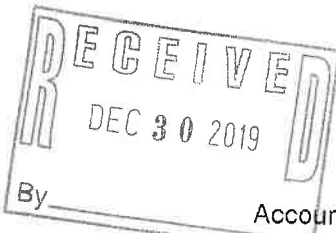
Tabatha Welch  
Finance Supervisor

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**December 2019 Statement**

Open Date: 11/26/2019 Closing Date: 12/23/2019

**Visa® Company Card with Rewards**  
TILLAMOOK CNTY TRANS (CPN 001469460)



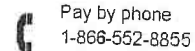
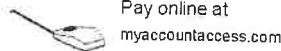
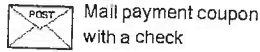
**Cardmember Service** 8 1-866-552-8855  
BUS 30 ELN 15

<b>New Balance</b>	<b>\$3,823.62</b>
<b>Minimum Payment Due</b>	<b>\$39.00</b>
<b>Payment Due Date</b>	<b>01/22/2020</b>

<b>Reward Points</b>	
Earned This Statement	3,992
Reward Center Balance as of 12/22/2019	21,945
For details, see your rewards summary.	

<b>Activity Summary</b>	
Previous Balance	+ \$3,940.44
Payments	- \$3,940.44CR
Other Credits	\$0.00
Purchases	+ \$3,823.62
Balance Transfers	\$0.00
Advances	\$0.00
Other Debits	\$0.00
Fees Charged	\$0.00
Interest Charged	\$0.00
<b>New Balance</b>	<b>= \$3,823.62</b>
<b>Past Due</b>	<b>\$0.00</b>
<b>Minimum Payment Due</b>	<b>\$39.00</b>
Credit Line	\$10,000.00
Available Credit	\$6,176.38
Days in Billing Period	28

**Payment Options:**



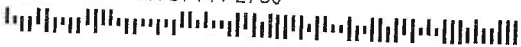
Please detach and send coupon with check payable to: Cardmember Service CPN 001469460

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

- to pay by phone
- to change your address

000009219 01 SP 000638312213321 P Y

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

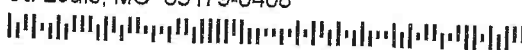


Account Number	7790
Payment Due Date	1/22/2020
New Balance	\$3,823.62
Minimum Payment Due	\$39.00

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

**Cardmember Service**

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



13628

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December 2019 Statement 11/26/2019 - 12/23/2019

TILLAMOOK CNTY TRANS (CPN 001469460)

Cardmember Service

1-866-552-8855

Visa Business Rewards Company Card

Rewards Center Activity as of 12/22/2019

Rewards Center Activity*	0
Rewards Center Balance	21,945

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

Rewards Earned	This Statement	Year to Date
Points Earned on Net Purchases	3,654	31,220
Gas, Restaurants & Telecom Double Points	338	8,090
<b>Total Earned</b>	<b>3,992</b>	<b>39,310</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

Transactions PILANT, DOUGLAS Credit Limit \$5000

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
<b>Purchases and Other Debits</b>					
11/29	11/27	7486	FRED-MEYER #0377 TILLAMOOK OR	\$571.32	_____
12/04	12/03	4539	FACEBK *TheLeukemiaLym donate.fb.com CA	\$20.00	_____
12/04	12/03	0870	FACEBK *NetworkforGood donate.fb.com CA	\$25.00	_____
12/06	12/05	2183	AMZN MKTP US*MA9D46PX3 AMZN.COM/BILL WA	\$50.97	_____
12/09	12/06	5038	TORA SUSHI LOUNGE TILL TILLAMOOK OR	\$43.00	_____
12/12	12/11	2796	FRED-MEYER #0377 TILLAMOOK OR	\$152.98	_____
12/13	12/12	8302	CKE*GARIBALDI PORTSIDE GARIBALDI OR	\$46.00	_____
12/13	12/12	9419	FRED-MEYER #0377 TILLAMOOK OR	\$29.91	_____
			<b>Total for Account 0 7808</b>	<b>\$939.18</b>	

Transactions BOND, CATHY Credit Limit \$2500

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

Continued on Next Page

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

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
11/27	11/27	3983	FIELDPRINT INC 888-291-1369 PA	\$12.50	_____
12/04	12/03	2126	LANGUAGE LINE, INC. 800-7526096 CA	\$63.20	_____
12/05	12/04	7619	VISTAPR*VistaPrint.com 866-8936743 MA	\$64.38	_____
12/06	12/05	8255	LANGUAGE LINE, INC. 800-7526096 CA	\$27.65	_____
12/06	12/05	9450	ADOBE ACROPRO SUBS 800-833-6687 CA	\$24.99	_____
12/09	12/07	0995	SMART FOODSERVICE 540 ALOHA OR	\$64.20	_____
12/09	12/07	1082	SUPERMERCADO MEXICO HILLSBORO OR	\$46.26	_____
12/10	12/10	2720	FIELDPRINT INC 888-291-1369 PA	\$12.50	_____
12/13	12/12	0620	ONYX PRODUCTS 844-283-7660 CA	\$34.98	_____
12/13	12/13	9854	VISTAPR*VistaPrint.com 866-8936743 MA	\$27.79	_____
12/16	12/13	0142	SAFEWAY #2723 TILLAMOOK OR	\$56.53	_____
12/18	12/16	5637	USPS POSTAGE ENDICIA.C 800-576-3279 CA	\$50.00	_____
12/18	12/17	0895	TILLAMOOK CNTRY OUTLET BAY CITY OR	\$30.50	_____
12/18	12/18	9695	ENDICIA FEES 650-321-2640 CA	\$9.95	_____
12/23	12/21	1975	IRON MOUNTAIN 800-934-3453 MA	\$82.80	_____
			<b>Total for Account:</b>	<b>1 2022</b>	<b>\$608.23</b>

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

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
<b>Purchases and Other Debits</b>					
12/06	12/05	0169	HOTELSCOM9205568881403 HOTELS.COM NV	\$612.49	SDAO
12/09	12/06	0743	USPS STAMPS ENDICIA 310-482-5800 CA	\$100.00	postage
12/10	12/09	8426	USPS PO 4083680269 TILLAMOOK OR	\$55.00	postage
12/16	12/15	4270	ENDICIA 800-576-3279 CA	\$17.99	postage
12/16	12/12	1274	SAFEWAY #2723 TILLAMOOK OR	\$24.44	office snacks
			<b>Total for Account</b>	<b>11 4146</b>	<b>\$809.92</b>

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

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
<b>Purchases and Other Debits</b>					
12/09	12/07	9473	SQ *FAT DOG PIZZA TILLAMOOK OR	\$34.50	_____
12/13	12/11	7529	RODEO STEAK HOUSE - TI TILLAMOOK OR	\$29.48	_____
12/20	12/19	0027	TILLAMOOK BOWLING LANE TILLAMOOK OR	\$30.25	_____
			<b>Total for Account</b>	<b>1 2649</b>	<b>\$94.23</b>

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

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
<b>Purchases and Other Debits</b>					
12/02	11/30	6940	COSTCO WHSE #1059 WARRENTON OR	\$91.93	_____
12/06	12/04	6513	SUBWAY 03170743 TILLAMOOK OR	\$16.18	_____
12/13	12/11	9396	SMITH SYSTEM D.I.I. IN 800-777-7648 TX	\$1,263.95	_____
			<b>Total for Account</b>	<b>3 5675</b>	
				<b>\$1,372.06</b>	

**Transactions** BILLING ACCOUNT ACTIVITY

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
<b>Payments and Other Credits</b>					
12/17	12/17	8	PAYMENT THANK YOU	\$126.90	CR _____
12/17	12/17	8	PAYMENT THANK YOU	\$3,813.54	CR _____
			<b>Total for Account</b>	<b>'790</b>	
				<b>\$3,940.44</b>	<b>CR</b>

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

**Interest Charge Calculation**

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

\*\*APR for current and future transactions.

Balance Type	Balance By Type	Balance Subject to Interest Rate	Variable	Interest Charge	Annual Percentage Rate	Expires with Statement
**BALANCE TRANSFER	\$0.00	\$0.00	YES	\$0.00	13.99%	
**PURCHASES	\$3,823.62	\$0.00	YES	\$0.00	13.99%	
**ADVANCES	\$0.00	\$0.00	YES	\$0.00	25.74%	

# Tillamook County Transportation District

## MONTHLY PERFORMANCE REPORT

Dec 2019

RIDERSHIP BY SERVICE TYPE	DEC 2019	DEC 2018	YTD FY 19-20	YTD FY 18-19	YTD % Change
<b><u>Dial-A-Ride Service</u></b>					
Tillamook County	1,658	793	6,974	5,266	32.4%
NW Rides	682	618	4,541	4,265	6.5%
<b>Dial-A-Ride Total</b>	<b>2,340</b>	<b>1,411</b>	<b>11,515</b>	<b>9,531</b>	<b>20.8%</b>

<b><u>Deviated Fixed Route Service</u></b>					
Rt 1: Town Loop	3,663	3,804	22,286	22,504	-1.0%
Rt 2: Netarts/Oceanside	664	549	3,900	3,887	0.3%
Rt 3: Manzanita/Cannon Beach	2,879	2,540	18,861	18,396	2.5%
Rt 4: Lincoln City	1,259	1,117	9,087	7,633	19.0%
<b>Local Fixed Rt Total</b>	<b>8,465</b>	<b>8,010</b>	<b>54,134</b>	<b>52,420</b>	<b>3.3%</b>

<b><u>Inter City Service</u></b>					
Rt 5: Portland	833	854	5,300	5,565	-4.8%
Rt 60X: Salem	944	813	6,062	5,599	8.3%
Rt 70X: Grand Ronde	360	480	2,710	3,189	-15.0%
<b>Inter City Total</b>	<b>2,137</b>	<b>2,147</b>	<b>14,072</b>	<b>14,353</b>	<b>-2.0%</b>

<b><u>Other Services</u></b>					
Tripper Routes	100	135	639	858	-25.5%
Special Bus Operations	91	0	1,303	1,142	14.1%
<b>Other Services Total</b>	<b>191</b>	<b>135</b>	<b>1,942</b>	<b>2,000</b>	<b>-2.9%</b>

<b>TOTAL ALL SERVICES</b>	<b>13,133</b>	<b>11,703</b>	<b>81,663</b>	<b>78,304</b>	<b>4.3%</b>
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<b>ONE-WAY TRIPS BY USER GROUP</b>					
	Fixed		YTD	YTD	YTD %
USER GROUP	Route	DAR	FY 19-20	FY 18-19	Change
General (18 years to 60 years of age)	6,342	374	43,715	42,833	2.1%
Senior/Disabled	3,593	1,872	32,395	29,736	8.9%
Child/Youth (less than 18 years of age)	858	94	5,553	5,735	-3.2%
<b>Total</b>	<b>10,793</b>	<b>2,340</b>	<b>81,663</b>	<b>78,304</b>	<b>4.3%</b>

<b>OTHER RIDER CATEGORIES</b>					
	Fixed		YTD	YTD	YTD %
	Route	DAR	FY 19-20	FY 18-19	Change
Ride Connection	78		522	434	20.3%
Tillamook Bay Community College	174		1,274	1,298	-1.8%
NWOTA Visitor Pass	73		913	960	-4.9%
NW Rides		615	4,058	4,200	-3.4%
Helping Hands Shuttle		119	795	365	117.8%

## MONTHLY PERFORMANCE

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

Dec-18	1.3	61.5%	63.50
Sep-19	1.6	58.2%	70.87
Oct-19	1.5	57.7%	70.40
Nov-19	1.5	57.7%	70.40
Dec-19	1.6	56.6%	70.76
<b>STANDARD</b>	<b>1.3</b>	<b>65.3%</b>	<b>56.36</b>

### Deviated Fixed Routes

Dec-18	5.9	9.5%	64.99
Sep-19	6.3	9.7%	73.64
Oct-19	6.3	9.6%	70.86
Nov-19	6.2	9.5%	70.53
Dec-19	6.1	9.3%	70.98
<b>STANDARD</b>	<b>7.0</b>	<b>12.4%</b>	<b>64.60</b>

### Intercity Services

Dec-18	3.2	23.3%	72.24
Sep-19	3.4	19.6%	83.54
Oct-19	3.3	20.5%	80.90
Nov-19	3.2	19.7%	80.95
Dec-19	3.1	19.1%	81.60
<b>STANDARD</b>	<b>2.9</b>	<b>31.5%</b>	<b>72.86</b>

### Other Services

Dec-18	6.0	5.1%	56.89
Sep-19	5.0	7.3%	66.97
Oct-19	5.1	8.3%	63.56
Nov-19	5.2	9.0%	62.67
Dec-19	5.3	10.5%	62.92
<b>STANDARD</b>	<b>6.9</b>	<b>10.7%</b>	<b>67.00</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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# QUARTERLY PERFORMANCE

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

Fall - 18	1.3	61.5%	63.50	47.51
Winter - 19	1.4	57.0%	67.88	49.18
Spring - 19	1.4	60.5%	65.08	46.14
Summer -19	1.6	55.6%	73.66	47.15
Fall - 19	1.6	56.6%	70.76	44.21

**STANDARD**

**Deviated Fixed Route Services**

Fall - 18	5.9	9.5%	64.99	10.99
Winter - 19	5.7	8.7%	68.35	11.96
Spring - 19	5.7	9.2%	65.01	11.41
Summer -19	6.3	9.5%	73.64	11.66
Fall - 19	6.1	9.3%	70.98	11.62

**STANDARD**

**Intercity Services**

Fall - 18	3.2	23.3%	72.24	22.46
Winter - 19	3.0	19.9%	79.45	26.12
Spring - 19	3.0	20.7%	75.88	24.98
Summer -19	3.4	19.6%	83.54	24.93
Fall - 19	3.1	19.1%	81.60	25.95

**STANDARD**

**Other Services**

Fall - 18	6.0	5.1%	56.89	9.47
Winter - 19	5.5	10.8%	57.01	10.34
Spring - 19	6.2	9.6%	55.19	8.92
Summer -19	5.0	7.3%	66.97	13.30
Fall - 19	5.3	10.5%	62.92	11.76

**STANDARD**

**Tillamook County Transportation District**  
**Actual FY 2019/2020**

**Year-to-Date Statistics and Performance**

	1/9/2020																				
	Thru Dec 2019																				
Router/Run	YTD Fare Revenue (\$)	YTD Passngs	YTD Service Hours	YTD Paid Hours	YTD Service Miles	Mileage Based Costs (\$)	Hourly Based Costs (\$)	Direct Cost (\$)	Indirect Costs (\$)	Total Costs (\$)	Hourly Rate (\$)	Passngs per Hour	Farebox Ratio	Passngr/\$ Subsidy	Average Fare (\$)	Revenue/Service Hour (\$)					
<u>Dial-A-Ride Service</u>																					
Dial-A-Ride	18,447	6,974	2,422	2,956	43,649	24,688	97,535	5,387	33,921	161,531	66.70	2.9	11.4%	0.05	2.65	7.62					
NW Rides	269,925	4,541	4,773	5,964	126,875	71,760	192,232	10,618	72,996	347,606	72.82	1.0	77.7%	0.06	59.44	56.55					
Total DAR	288,372	11,515	7,195	8,920	170,525	96,448	289,767	16,005	106,917	509,137	70.76	1.6	56.6%	0.05	25.04	40.08					
<u>Deviated Route</u>																					
01 Town Loop	15,443	22,286	2,281	2,592	31,104	17,592	91,847	5,073	30,439	144,951	63.56	9.8	10.7%	0.17	0.69	6.77					
02 Netarts/Oceanside	4,415	3,900	1,201	1,616	26,460	14,966	48,352	2,671	17,540	83,528	69.57	3.2	5.3%	0.05	1.13	3.68					
03 Manzanita	24,357	18,861	3,285	3,600	84,888	48,012	132,306	7,308	49,874	237,499	72.29	5.7	10.3%	0.09	1.29	7.41					
04 Lincoln City	14,411	9,087	2,101	2,488	70,460	39,852	84,598	4,673	34,322	163,445	77.81	4.3	8.8%	0.06	1.59	6.86					
Total Deviated Route	58,626	54,134	8,867	10,297	212,912	120,422	357,102	19,724	132,175	629,424	70.98	6.1	9.3%	0.09	1.08	6.61					
<u>Intercity</u>																					
05 Portland	49,928	5,300	1,764	1,956	56,520	31,967	74,965	3,924	28,424	139,280	78.96	3.0	35.8%	0.06	9.42	28.30					
60X Salem	16,095	6,062	1,647	2,023	66,373	37,540	69,984	3,663	28,582	139,769	84.87	3.7	11.5%	0.05	2.66	9.77					
70X Grand Ronde	3,662	2,710	1,066	1,339	37,076	20,970	45,301	2,371	17,616	86,258	80.92	2.5	4.2%	0.03	1.35	3.44					
Total Intercity	69,686	14,072	4,477	5,318	159,969	90,478	190,250	9,958	74,621	365,308	81.60	3.1	19.1%	0.05	4.95	15.57					
<u>Other Services</u>																					
Trippers	407	639	91	228	963	545	3,679	203	1,176	5,603	61.33	7.0	7.3%	0.12	0.64	4.45					
Special Bus Operation	1,987	1,303	272	350	3,668	2,075	10,941	604	3,619	17,240	63.46	4.8	11.5%	0.09	1.53	7.32					
Total Other Services	2,394	1,942	363	578	4,631	2,619	14,620	808	4,795	22,843	62.92	5.3	10.5%	0.09	1.23	6.60					
<b>Total TCTD Services</b>	<b>419,078</b>	<b>81,663</b>	<b>20,902</b>	<b>25,112</b>	<b>548,037</b>	<b>309,967</b>	<b>851,741</b>	<b>46,494</b>	<b>318,509</b>	<b>1,526,711</b>	<b>73.04</b>	<b>3.91</b>	<b>27.4%</b>	<b>0.07</b>	<b>5.13</b>	<b>20.05</b>					
Total Mileage, Labor & Direct Cost											1,208,202									26.4%	

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

**Year-Over-Year Comparison**

Route/Run	Thru Dec 2019			Thru Dec 2019			Thru Dec 2019			Thru Dec 2019			Thru Dec 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	14,719	18,447	3,728	25.3%	5,266	6,974	1,708	32.4%	2,129	2,422	293	13.7%	127,311	161,531	34,220	26.9%
NW Rides	263,714	269,925	6,211	2.4%	4,265	4,541	276	6.5%	5,001	4,773	-228	-4.6%	325,482	347,606	22,124	6.8%
Total DAR	278,433	288,372	9,939	3.6%	9,531	11,515	1,984	20.8%	7,130	7,195	65	0.9%	452,793	509,137	56,344	12.4%
<u>Deviated Route</u>																
01 Town Loop	15,855	15,443	-412	-2.6%	22,504	22,286	-218	-1.0%	2,281	2,281	0	0.0%	133,168	144,951	11,783	8.8%
02 Netarts/Oceanside	3,846	4,415	569	14.8%	3,887	3,900	13	0.3%	1,201	1,201	0	0.0%	76,422	83,528	7,106	9.3%
03 Manzanita	22,323	24,357	2,034	9.1%	18,396	18,861	465	2.5%	3,285	3,285	0	0.0%	217,161	237,499	20,338	9.4%
04 Lincoln City	12,585	14,411	1,826	14.5%	7,633	9,087	1,454	19.0%	2,101	2,101	0	0.0%	149,480	163,445	13,965	9.3%
Total Local Fixed Route	54,609	58,626	4,017	7.4%	52,420	54,134	1,714	3.3%	8,867	8,867	0	0.0%	576,232	629,424	53,192	9.2%
<u>Intercity</u>																
05 Portland	55,712	49,928	-5,784	-10.4%	5,565	5,300	-265	-4.8%	1,764	1,764	0	0.0%	123,341	139,280	15,939	12.9%
60X Salem	14,475	16,095	1,620	11.2%	5,599	6,062	463	8.3%	1,656	1,647	-9	-0.6%	124,356	139,769	15,413	12.4%
70X Grand Ronde	4,884	3,662	-1,222	-25.0%	3,189	2,710	-479	-15.0%	1,041	1,066	25	2.4%	74,600	86,258	11,658	15.6%
Total Intercity	75,071	69,686	-5,385	-7.2%	14,353	14,072	-281	-2.0%	4,462	4,477	15	0.3%	322,297	365,308	43,010	13.3%
<u>Other Services</u>																
Trippers	550	407	-143	-26.0%	858	639	-219	-25.5%	98	91	-7	-6.9%	5,417	5,603	186	3.4%
Special Bus Operation	420	1,987	1,567	373.2%	1,142	1,303	161	14.1%	235	272	37	15.8%	13,514	17,240	3,725	27.6%
Total Other Services	970	2,394	1,424	146.8%	2,000	1,942	-58	-2.9%	333	363	30	9.1%	18,932	22,843	3,911	20.7%
<b>Total TCTD Services</b>	<b>409,083</b>	<b>419,078</b>	<b>9,995</b>	<b>2.4%</b>	<b>78,304</b>	<b>81,663</b>	<b>3,359</b>	<b>4.3%</b>	<b>20,792</b>	<b>20,902</b>	<b>110</b>	<b>0.5%</b>	<b>1,370,254</b>	<b>1,526,711</b>	<b>156,457</b>	<b>11.4%</b>

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

Year to Date Performance Comparison

Route/Run	Thru Dec 2019 18/19			Thru Dec 2019 19/20			Thru Dec 2019 18/19			Thru Dec 2019 19/20		
	Hourly Rate	Hourly Rate	Amount Diff	Passngr /Hour	Passngr /Hour	Amount Diff	Farebox Ratio	Farebox Ratio	Amount Diff	Average Fare	Average Fare	Amount Diff
			Percent Diff			Percent Diff			Percent Diff			Percent Diff
Dial-A-Ride Service												
Dial-A-Ride	59.79	66.70	6.91	2.5	2.9	0.4	11.6%	11.4%	16.4%	2.80	2.65	-0.15
NW Rides	65.08	72.82	7.74	0.9	1.0	0.1	11.9%	77.7%	-3.4%	61.83	59.44	-2.39
Total DAR	63.50	70.76	7.26	1.3	1.6	0.3	11.4%	56.6%	-4.9%	29.21	25.04	-4.17
Deviated Route												
01 Town Loop	58.39	63.56	5.17	9.9	9.8	-0.1	8.8%	10.7%	-1.3%	0.70	0.69	-0.01
02 Nearts/Oceanside	63.65	69.57	5.92	3.2	3.2	0.0	9.3%	5.3%	0.3%	0.99	1.13	0.14
03 Manzanita	66.10	72.29	6.19	5.6	5.7	0.1	9.4%	10.3%	0.9%	1.21	1.29	0.08
04 Lincoln City	71.16	77.81	6.65	3.6	4.3	0.7	9.3%	8.4%	0.4%	1.65	1.59	-0.06
Total Deviated Route	64.99	70.98	6.00	5.9	6.1	0.2	9.2%	9.3%	-0.2%	1.04	1.08	0.04
Intercity												
05 Portland	69.92	78.96	9.04	3.2	3.0	-0.2	12.9%	45.2%	-4.8%	10.01	9.42	-0.59
60X Salem	75.09	84.87	9.78	3.4	3.7	0.3	13.0%	11.6%	8.9%	2.59	2.66	0.07
70X Grand Ronde	71.63	80.92	9.28	3.1	2.5	-0.5	13.0%	6.5%	-17.0%	1.53	1.35	-0.18
Total Intercity	72.24	81.60	9.36	3.2	3.1	-0.1	13.0%	23.3%	-2.3%	5.23	4.95	-0.28
Other Services												
Trippers	55.22	61.33	6.11	8.7	7.0	-1.8	11.1%	10.2%	-20.0%	0.64	0.64	0.00
Special Bus Operation	57.58	63.46	5.88	4.9	4.8	-0.1	10.2%	3.1%	-1.4%	0.37	1.53	1.16
Total Other Services	56.89	62.92	6.04	6.0	5.3	-0.7	10.6%	5.1%	-11.0%	0.49	1.23	0.75
Total Other Services	65.90	73.04	7.14	3.8	3.9	0.1	10.8%	29.9%	3.7%	5.22	5.13	-0.09

Comparison FY18/19 to FY 19/20	YTD Through November 2019		
	18/19	19/20	Percent Difference
Mileage	532,922	548,037	15,115 2.8%
Mileage Based Costs	264,421	309,967	45,546 17.2%
Hourly Based Costs	821,007	851,741	30,734 3.7%
Direct Costs	284,826	318,509	33,683 11.8%
Overhead Costs			
Total Costs	1,370,254	1,480,216	109,962 8.0%

Special Bus Operation Calculation Cost		Hourly Rate Calculation:	
Cost per mile calculation:	Actual	Plus	Profit
Minivan	45.8%	Plus	10%
Small Bus	Overhead	Actual Hourly Rate	\$ 33.92
Coach	Profit	Plus Direct Costs	\$ 3.0%
		Hourly Rate	\$ 34.95
		Plus Overhead	26.4%
		Hourly Rate	\$ 44.16
		Plus Profit	20.0%
			\$ 53.00

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# nwCONNECTOR

**Coordinating Committee Meeting**  
 January 10, 2020  
**Tillamook County Transportation District**  
 3600 3<sup>rd</sup> St  
 Tillamook, OR  
 10:00 am—2:00 pm  
**Teleconference Information**  
**866/755-7677**  
**Pin # 005939**

## Agenda

10:00— 10:05a	1. Introductions. Welcome to guests.	Doug Pilant
10:05— 10:15a	2. Consent Calendar ( <b>Action Items</b> ) ✚ December 13, 2019 Meeting Minutes ( <b>Attached</b> ) ✚ December 2019 Financial Report ✚ Ridership Tracking ✚ Calculating Average Passenger Miles Progress	Doug Pilant
10:15— 10:30p	3. NWOTA Standing Items ✚ IGA Approvals Update ✚ Management Plan Approval Updates ✚ Website Alert Implementation ✚ Travel Studio/Transportation Committee	Doug Pilant
10:30— 11:00a	4. NWOTA New Business ✚ CCR System Changes and Finances ✚ Transitioning Discretionary Inter-City to Discretionary Funding	Todd Woo All
11:00— 12:00a	5. NWConnector Marketing ✚ Update	Selena Barlow/Holly Kvalheim
12:00— 12:30p	6. Lunch	
1:00— 1:45p	7. Website Trip Planner Enhancements Contracting Scope of Work (attached) ✚ Discussion	Trillium
1:45— 2:00p	8. Other Business and Member Updates	All

**Attachments:**

December 13, 2019 Meeting Minutes  
 Trillium Website Trip Planner Enhancements  
 Proposal

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  
December 13, 2019  
Tillamook County Transportation District  
Tillamook, OR

1. Introductions: Doug Pilant, Coordinating Committee Chair, opened the meeting. Meeting attendees/teleconference participants included:
  - Jeff Hazen—Sunset Empire Transit District
  - Cynda Bruce—Lincoln County Transit
  - Doug Pilant—Tillamook County Transportation District
  - Brad Dillingham—Benton County Transit
  - Mark Bernard, Sarah Hackett—ODOT
  - Debra Smith—NW Oregon Works (NOW)
  - Selena Barlow—Transit Marketing
  - Holly Kvalheim—Trillium TransitExcused: Todd Wood
2. Consent Calendar: Unanimously approved. (JH/TW)
  - ✦ November 8, 2019 Meeting Minutes—No changes.
  - ✦ November Financial Report—One change--\$11,088 invoice was paid for the marketing work being done by Selena Barlow.
  - ✦ Ridership Performance Report—Partners decided to not include CCR ridership numbers for the time being: Previous management didn't have the systems in place to accurately record ridership, lack of clarity on how contractor recorded ridership, and need for the NWConnector ridership to have "apples to apples" comparisons from year to year. Year-to-date FY ridership comparisons will compare the current month accumulation to prior year's ridership accumulation to the same month.
  - ✦ Calculating Average Passenger Miles Progress—No change. Jeff and Lisa will start work on their calculations.
3. NWOTA Standing Items:
  - ✦ IGA Approval Updates—Benton County—Brad will start work on getting it passed.
  - ✦ Management Plan—Benton County—Brad will also start work on this.
  - ✦ Website Alert Service—No change from November.
  - ✦ Travel Tourism Studio/Transportation Committee—Mary will update the committee on the Facebook page and suggested itineraries.
4. NW Oregon Works

Debra Smith noted that her NOW district covers the same five counties as NWOTA. They focus on adult dislocated works, rapid response for companies closing down, and layoff aversion assisting employers keep workers or help them get other jobs. They work closely with Tillamook Creamery. They also work closely with the community colleges. One of the biggest barriers for students in transportation. Will be able to bring workforce needs to NWOTA.

Been a large increase in the number of out-of-county workers commuting to work. SETD works with Clatsop Community College which has a large student population from Clatskanie. Maintaining \$1 fare for those students. Also, provide student transit to the Job Corp at Tongue Point. Tillamook Transit has a program with TBCC so that students with a pass can ride throughout the county. Meet with the students once a year to assess how

transit service is working for them, or whether there are any barriers. Mobile app has resulted in a doubling of service. Lincoln County Transit used to work very closely with their community college. However, when the new campus was built, it was not designed for larger transit buses. Also, there has been some mixed communication between the transit district and the community college. Benton: There is a workforce center office in the county.

Feedback—It would be helpful if the community college could document all of their needs, so that improvements can be prioritized. Having the dialogue between the transit agency and the community college is important.

5. NW Connector Marketing

Selena and Holly provided an update.

- Facebook Page. Holly has developed a draft page, with the goal of having it done before the advertising starts. Encourage liking of the website, particularly from other Facebook pages. Also, events are a little sparse and need to be added to. Post events to the website and let Holly know so she can add them to the Facebook page. Also, interline agreement with Greyhound is active now, and would be good for posting news items, and directing back to the website. When Amtrak interline agreements go current they should also be added.

Access through the site is through an admin account which can be expanded. Partners can be added as editors. The best way would be for partners to post on their existing agency pages and Holly will then repost on the NWConnector page. Holly is managing the page and keeping it current and active.

- Single Itineraries. More in-depth than just pointing out places/events to go to. Will include step by step directions. Link to the lodging and restaurants. Trips to Corvallis for sports events. Mary will take ideas to the Travel Tourism group which includes all the chambers.

Hoping to have ad concepts to NWOTA for **January** 10<sup>th</sup> meeting, through GoToMeeting.

6. NW Connector Website Trip Enhancement Contract

Only one proposal was received from the RFP process: Trillium Solutions. Their proposal met the proposal criteria and was within budget. TCTD, as NWOTA's fiscal agent has prepared a contract that has met legal review. Partners approved a motion recommending the Tillamook County Transportation District Board of Directors to execute a not-to-exceed \$145,000 contract to Trillium for the NWConnector Website Trip Enhancement project based on their submitted proposal. (BD/CB) Partners asked to meet with Trillium at the January 10<sup>th</sup> meeting, as an alternative date could not be determined.

7. Update on CCR System Changes and Finances

Partners agreed to continue the discussion at the **January** meeting.

8. Transitioning Discretionary Inter-City to Discretionary Funding

Partners agreed to continue the discussion at the **January** meeting.

9. Other Business/Member Updates

- ✦ SETD—Took a trial motor coach run into Portland. Good trip even for the older bus. Shooting to start the service in the third week of January. Effective January 6<sup>th</sup>, K-12 kids can ride for free. Strong community support for that. Goal is to train kids to ride the bus, may also encourage interest in being bus drivers. Hired 4 or 5 drivers. Started weekend service. Will be starting circular service in Warrenton.
- ✦ Lincoln—Hired a field supervisor, who happened to be one of the current drivers. Ridership is a little down, as gas prices go down. Enhancements should increase ridership. Still trying to get some STIF projects done. Working on finishing up verbiage

on new schedules. Looking at advertising the new Coast to Valley trips on the back of the buses. (Note: ODOT has funding for self-advertising on the buses—Sarah Hackett will check into).

- ✦ Benton—Had ODOT review. Combined ADA/Title VI form, redid the website. Hiring a new assistant. Working on the Amtrak interline which will help with the Coast to Valley route. Have some ideas for trip ideas to add to the Facebook page.
- ✦ Tillamook—Board approved compensation plan. Working on a strategic plan, which continues to support collaborative regional partnerships. Still working on collective bargaining agreement. Will be getting a new labor attorney. Grand Ronde is establishing a strategic plan, working with TCTD on service.

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

DRAFT



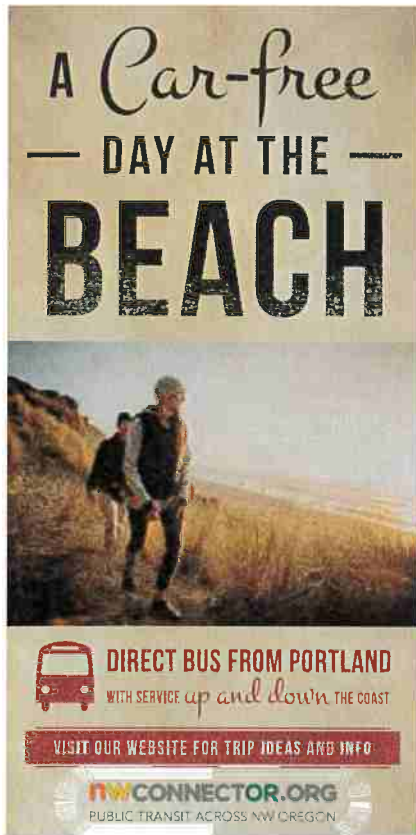
**Tillamook County Transportation District**  
**Financial Statement**

From 12/1/2019 Through 12/31/2019

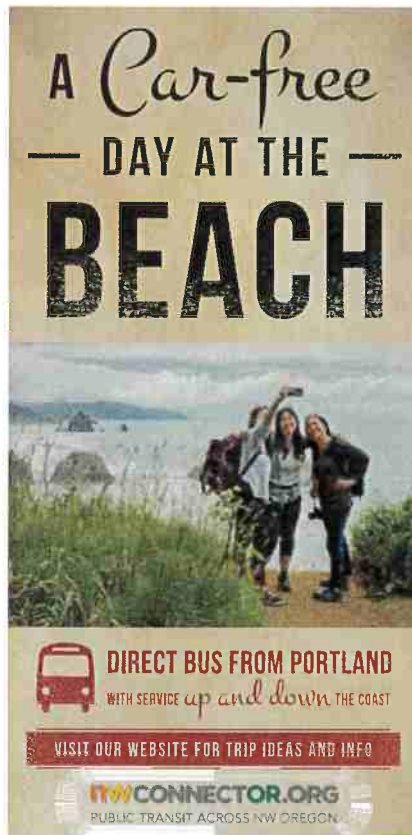
	Current Period Actual	Current Period Budget	Current Year Actual	Total Budget	Total Budget Variance	50%
<b>Resources</b>						
Working Capital	3500 0.00	0.00	0.00	105,000.00	(105,000.00)	0.00%
NWOTA Partner Cont. Match	4225 0.00	0.00	24,000.00	48,000.00	(24,000.00)	50.00%
Transfer From General Fund	4911 0.00	0.00	12,000.00	12,000.00	0.00	100.00%
Transfer from STIF Fund	4918 0.00	0.00	0.00	149,000.00	(149,000.00)	0.00%
<b>Total Resources</b>	<b>0.00</b>	<b>0.00</b>	<b>36,000.00</b>	<b>314,000.00</b>	<b>(278,000.00)</b>	<b>11.46%</b>
<b>Expenses</b>						
<b>Materials and Services</b>						
Professional Services	5100 477.00	437.50	2,736.00	5,250.00	2,514.00	52.11%
Administrative Support	5101 0.00	2,083.33	6,007.75	25,000.00	18,992.25	24.03%
Website Maintenance	5102 0.00	625.00	6,500.00	7,500.00	1,000.00	86.66%
Marketing	5190 2,310.00	3,958.33	13,397.63	47,500.00	34,102.37	28.20%
Website Re-Design	5191 0.00	0.00	0.00	164,560.00	164,560.00	0.00%
Travel & Training	5220 0.00	416.67	0.00	5,000.00	5,000.00	0.00%
<b>Total Materials and Services</b>	<b>2,787.00</b>	<b>7,520.83</b>	<b>28,641.38</b>	<b>254,810.00</b>	<b>226,168.62</b>	<b>11.24%</b>
<b>Transfers</b>						
Transfer to General Fund	9130 0.00	0.00	3,000.00	3,000.00	0.00	100.00%
Unappropriated Ending Fund Bal	9180 0.00	0.00	0.00	56,190.00	56,190.00	0.00%
<b>Total Transfers</b>	<b>0.00</b>	<b>0.00</b>	<b>3,000.00</b>	<b>59,190.00</b>	<b>56,190.00</b>	<b>5.07%</b>
<b>Total Expenses</b>	<b>2,787.00</b>	<b>7,520.83</b>	<b>31,641.38</b>	<b>314,000.00</b>	<b>282,358.62</b>	<b>10.08%</b>

30

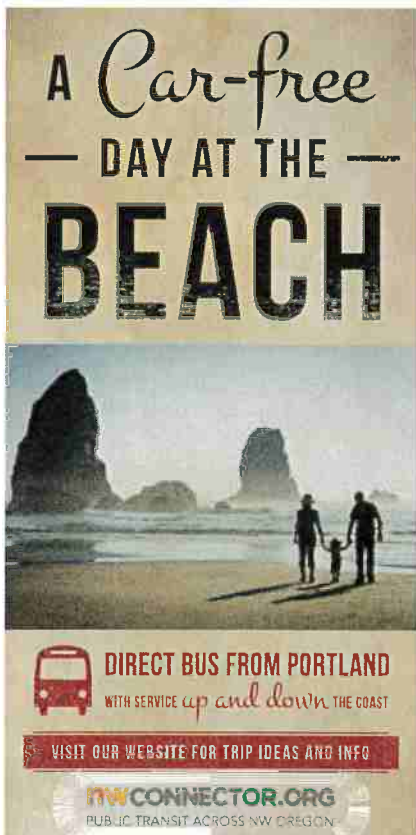
Portland  
24 x 48 inch ceiling posters  
Twelve versions



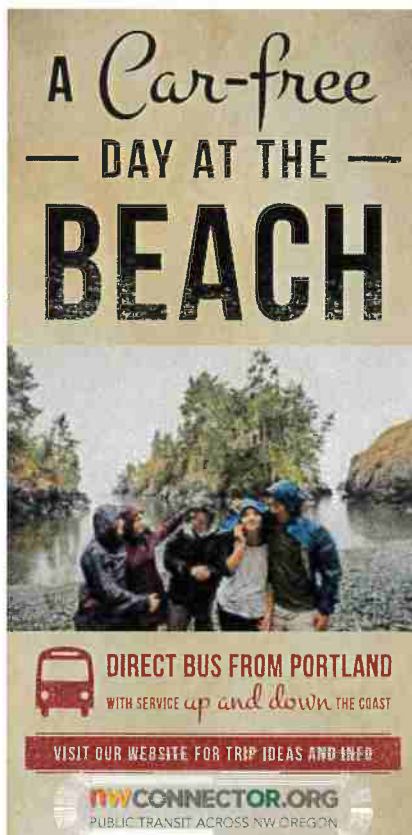
Portland 1



Portland 2



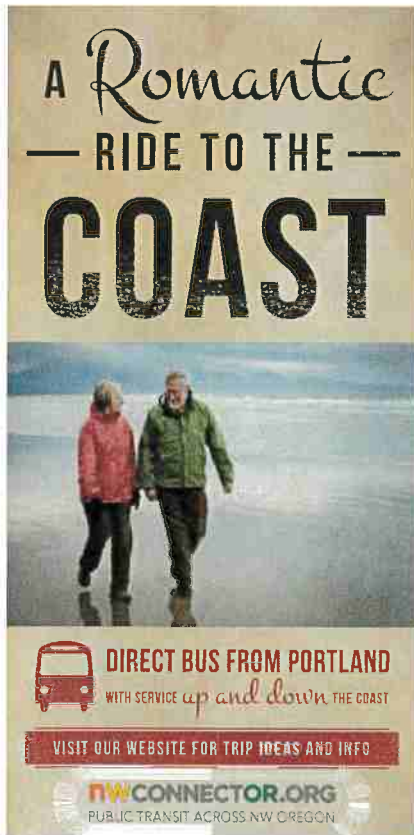
Portland 3



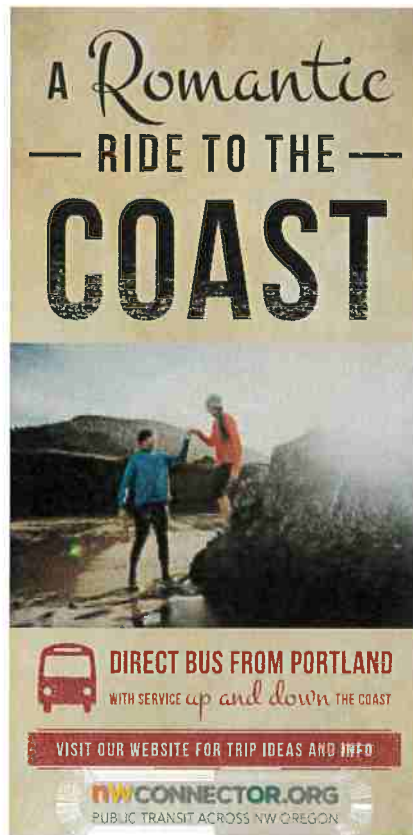
Portland 4

31

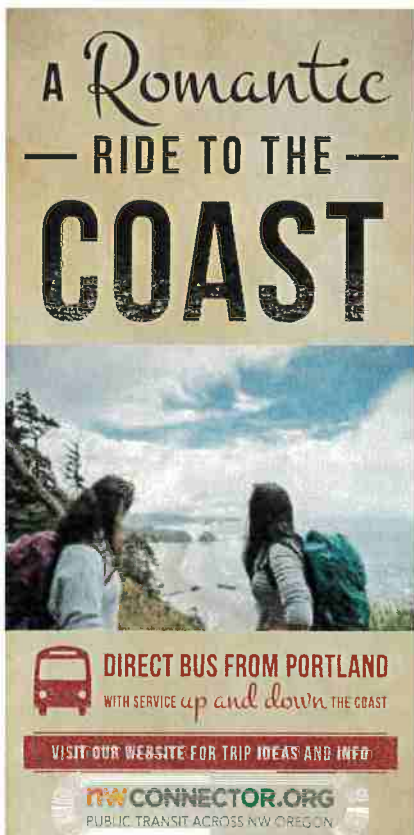
Portland  
24 x 48 inch ceiling posters  
Twelve versions



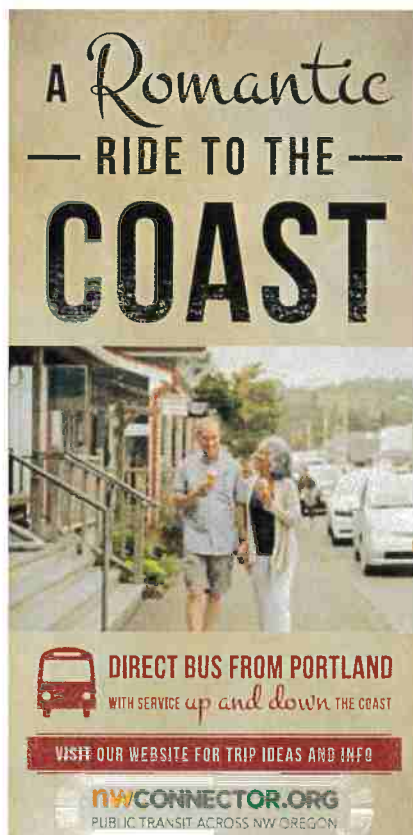
Portland 5



Portland 6



Portland 7



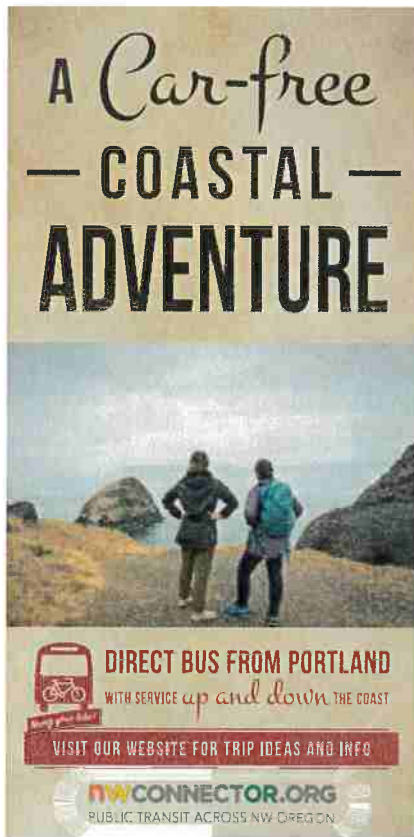
Portland 8

32

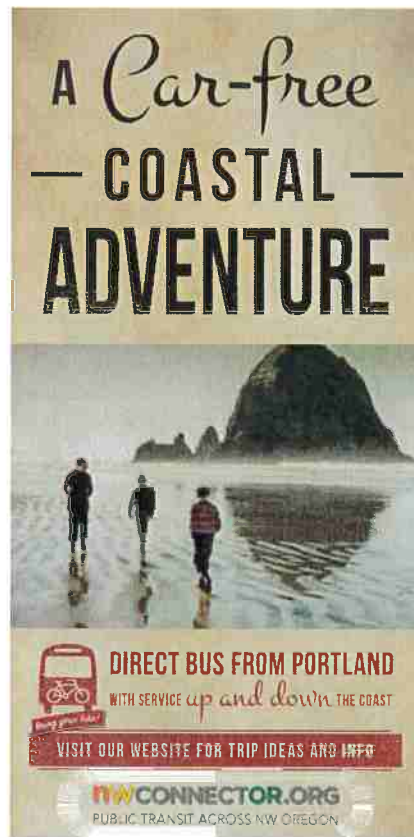
Portland

24 x 48 inch ceiling posters

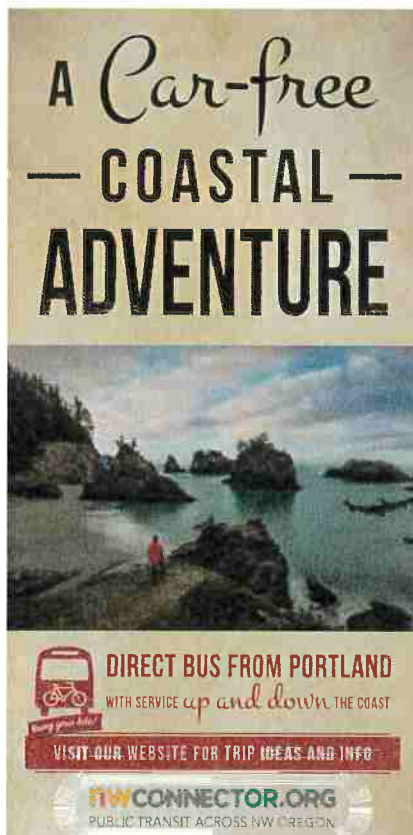
Twelve versions



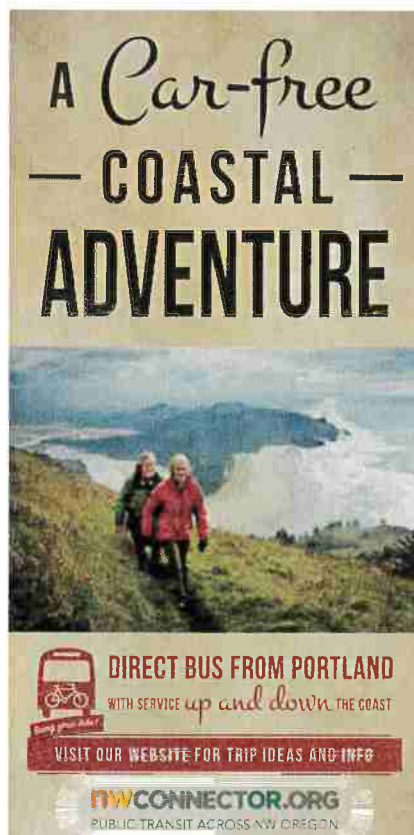
Portland 9



Portland 10



Portland 11



Portland 12

33

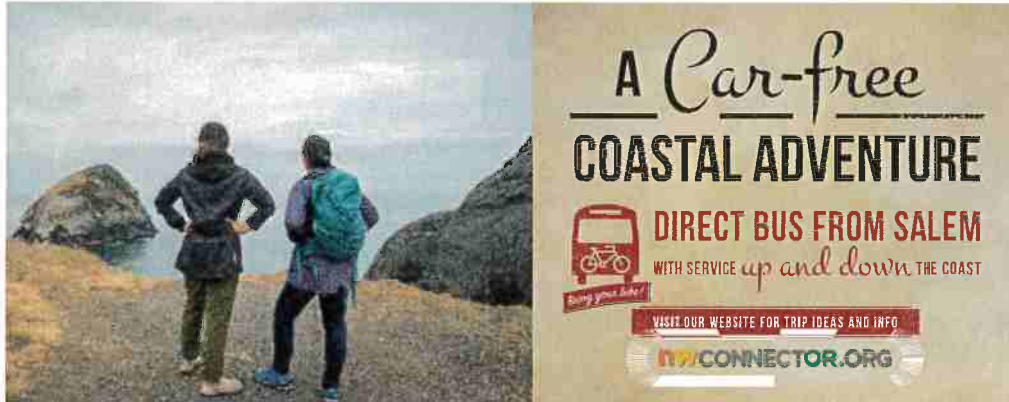
Portland  
24 x 48 inch ceiling posters  
Twelve versions

*mock-up of ceiling posters installed*

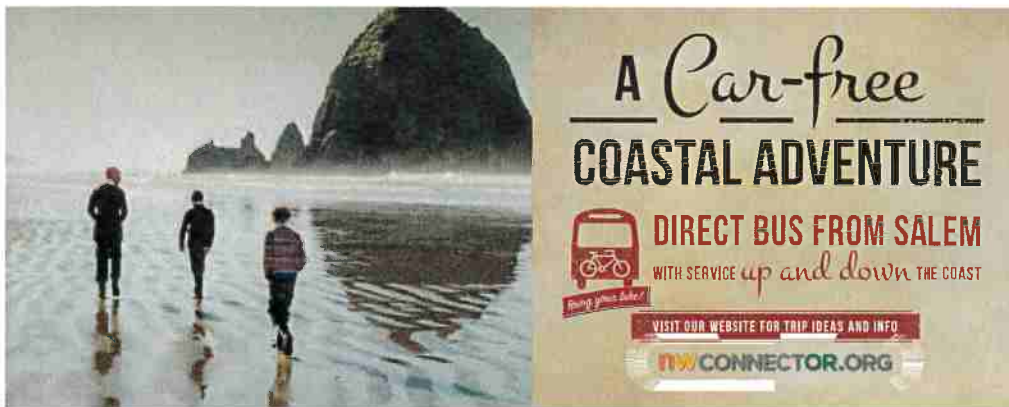


Salem  
11 x 28 inch overhead posters  
Six versions

Salem 5



Salem 6



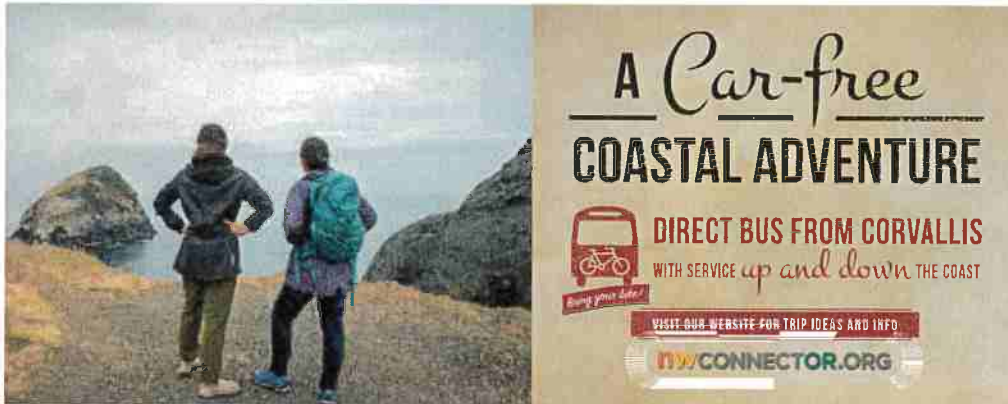
mock-up of overhead posters installed



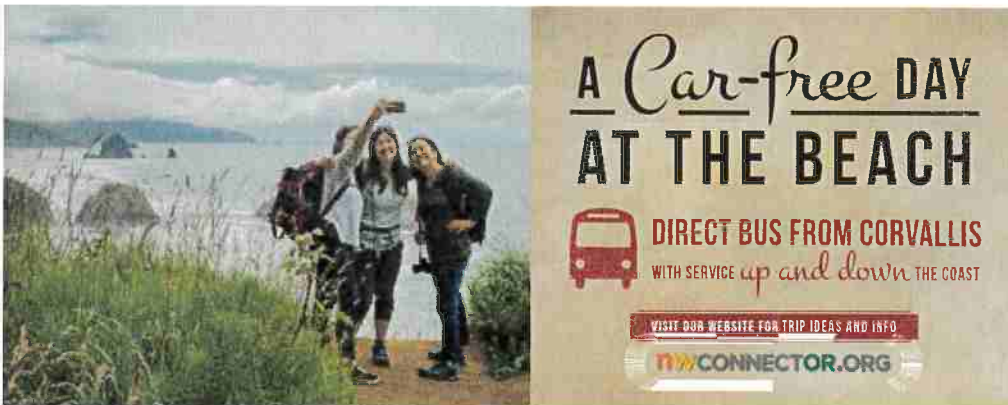
35

Corvallis  
11 x 28 inch overhead posters  
Three versions

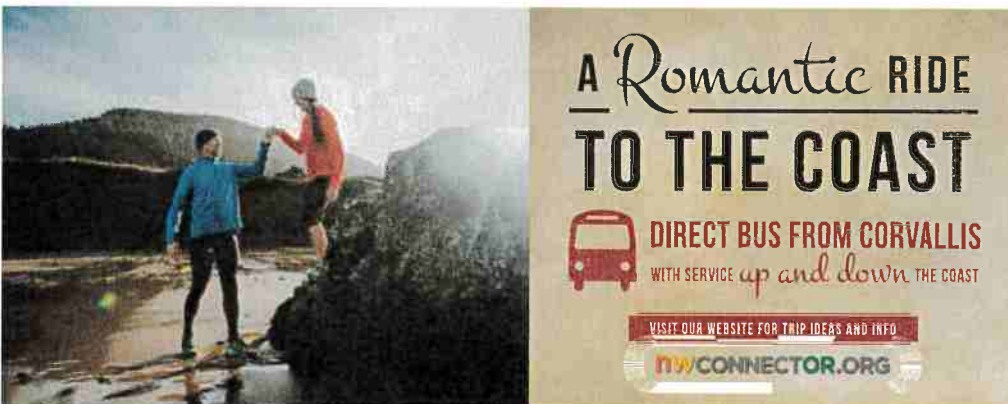
Corvallis 1



Corvallis 2



Corvallis 3



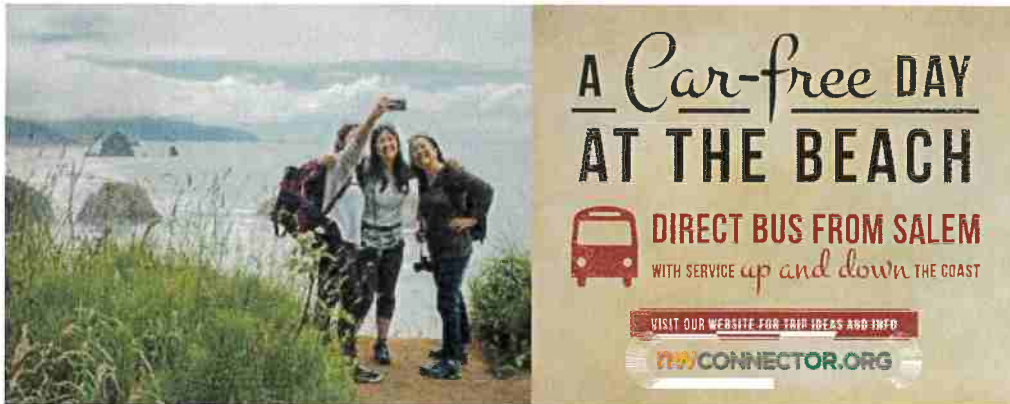
30

**Salem**

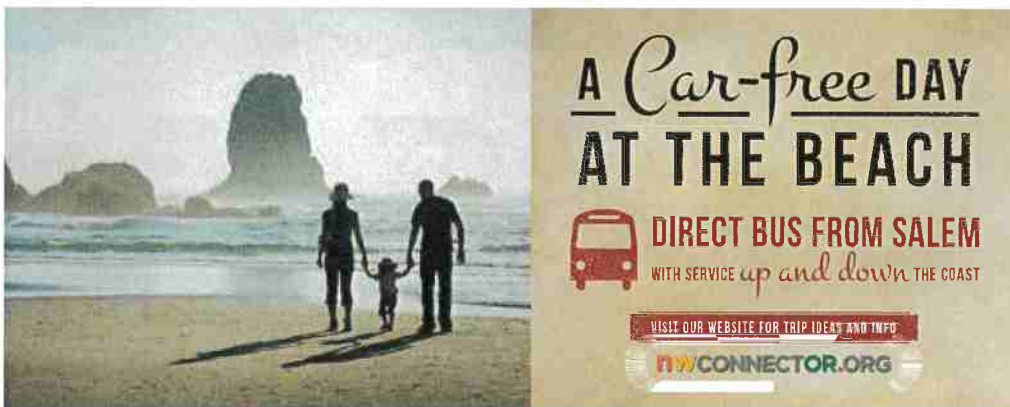
11 x 28 inch overhead posters

Six versions

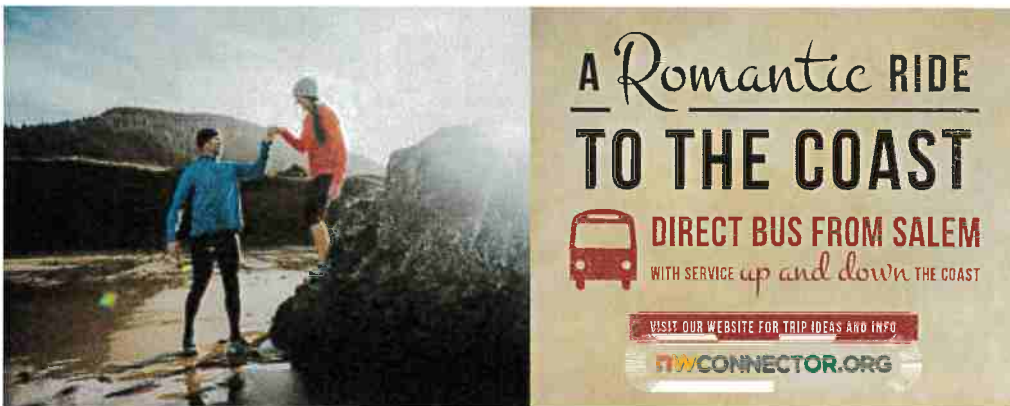
Salem 1



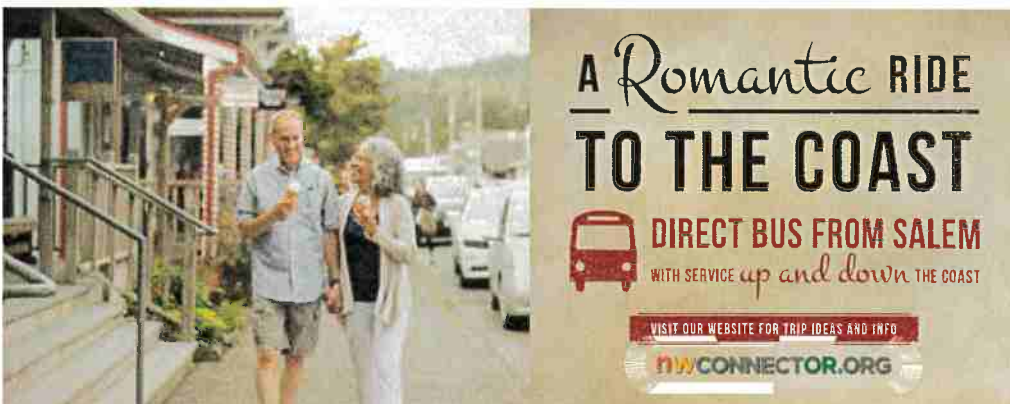
Salem 2



Salem 3



Salem 4



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

November 25, 2019



Trillium Solutions, Inc.  
www.trilliumtransit.com  
(503) 567-8422  
6106 NE Mallory Ave.  
Portland, OR 97211

Northwest Oregon Transit Alliance agencies:

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

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

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

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

Best,

A handwritten signature in black ink, appearing to read 'Thomas Craig', is written over a large, hand-drawn outline of a signature.

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

Handwritten initials in black ink, possibly 'TC', located in the bottom right corner of the page.

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## **Project Understanding and Approach**

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

### ***Task 1: Develop detailed work plan***

#### ***1.1: Site visit***

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

The site visits will discuss

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

#### ***1.2: Technical approach***

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

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

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

#### ***1.3: Communications strategy***

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

### ***Task 2: Website trip planner enhancements***

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

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

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### *2.2 Deploy the OTP and incorporate the available GFRS and GTFS-flex data sets*

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

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

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

### *2.4 Conduct a user testing, feedback and review process*

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

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

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

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

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

This report will include the examination of end user experiences.

### **Task 3: Ongoing maintenance**

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

### **Task 4: Project reporting and documentation**

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

## **Proposer's Qualifications and Experience**

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

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

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

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

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

Other key Trillium employees and consultants will include:

- Nome's experience with GTFS data and other transit technologies ensures that digital and web marketing strategies are deployed by a development specialist.
- **Holly Kvalheim**, Junior Consultant, will provide support for marketing services as well as participate in the development of the marketing plan.

## References and Resumes

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

### **Regional Transportation Commission of Washoe County**

John Ponzio

IT Manager

775-335-1828

[jponzo@rtcwashoe.com](mailto:jponzo@rtcwashoe.com)

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

### **Central Contra Costa Transit Authority**

Jim Brown

Director of Information Technology

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925-680-2032

[brown@cccta.org](mailto:brown@cccta.org)

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

**Truckee North Tahoe Transportation Management Association**

Jaime Wright

Executive Director

530-582-4931

[jaime@laketahoetransit.com](mailto:jaime@laketahoetransit.com)

Trillium designed, developed, and launched [tahoetruckeetransit.com](http://tahoetruckeetransit.com) in April 2018 providing access to schedule information for the TART system on the North Side of Lake Tahoe.

*4/1*

**Attachment A: Resumes**

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## Thomas Craig

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### *General Manager*

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

**B.A. History**, Reed College

### **Key Skills**

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

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### ***Trillium Experience***

Operations Manager, September 2013 - now

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

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### ***Previous Experience***

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

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## Nome Dickerson

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### *Web Developer*

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

**M.S. Computer Science**, Portland State University

**B.A. Russian**, Reed College

### **Key Skills**

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

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### **Trillium Experience**

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

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### **Prior Experience**

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

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## Holly Kvalheim

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### Project Coordinator/Junior Consultant

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

**B.A. Economics**, University of Puget Sound

#### Key Skills

- Data management
- Clear communication
- Project coordination

---

### Trillium Experience

Data Technician, July 2016 – now

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

---

### Previous Experience

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

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- Technical database support for social services agencies across the state

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



November 25, 2019

Northwest Oregon Transit Alliance agencies:

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

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

Best,

A handwritten signature in black ink, appearing to read 'Thomas Craig', is written over the printed name and title.

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

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## Cost proposal

Trillium provides hourly rates for the following staff members:

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

Hours per staff member per task are estimated as follows.

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

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

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

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

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

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**Tillamook County Transportation District**  
Board of Directors Workshop  
Thursday, December 9, 2019 – 4:30PM  
Transportation Building  
3600 Third Street, Tillamook, OR  
**Meeting Minutes**



1. Call to Order: Board Chair Judy Riggs called the meeting to order at 4:30pm
2. Pledge of Allegiance
3. Roll Call:

**Present**

**TCTD Board of Directors**

Judy Riggs, Board Chair  
Marty Holm, Vice Chair (arrived at 6:00pm)  
Gary Hanenkrat, Director  
Jim Huffman, Secretary  
Jackie Edwards, Director  
Melissa Carlson-Swanson, Director  
Linda Adler, Treasurer

**TCTD Staff**

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

**Absent**

None.

**Guest**

John Stein, SDAO/SDIS  
Bill Anderson, SDAO/SDIS  
Arla Miller, ODOT Rail and Public Transit

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

**ACTION ITEMS**

6. None.

*These minutes contain materials which paraphrase and/or summarize statements made during this meeting. Only text enclosed in quotation marks report a speaker's exact words.*

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**DISCUSSION ITEMS**

7. SDIS Consultant Bill Anderson – SWOT Analysis

Bill Anderson and John Stein continued the work from the Board Workshop on October 17, 2019. Board and staff worked on a group activity and SWOT analysis.

8. Staff Comments/Concerns. None.

9. Board of Directors Comments/Concerns. None.

Adjournment: Board Chair Riggs adjourned the meeting at 6:30pm.

**These minutes approved this 23<sup>rd</sup> day of January 2020.**

ATTEST:

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

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