

Tillamook County Transportation District
Board of Directors
Regular Monthly Meeting



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

Thursday, February 20, 2020 at 6:00PM
Transportation Building
3600 Third Street, Tillamook, Oregon



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

Thursday, February 20, 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. Executive Session, *Performance Evaluation, ORS 192.660(2)(i)*
7. Executive Session, *Labor Negotiations, ORS 192.660(2)(d)*

GENERAL MANAGERS REPORT

8. Financial Report (Pgs. 1-18)
9. Service Performance Report (Pgs. 19-23)
10. Northwest Oregon Transit Alliance (Pgs. 24-43)
11. Planning & Development
12. Grant Funding
13. Facility/Property Management
14. NW Rides Brokerage
15. Miscellaneous

CONSENT

16. Motion to Approve the Minutes of January 23, 2020 Regular Board Meeting (Pgs. 44-48)
17. Motion to Accept Financial and Operations Reports: January 2020

ACTION ITEMS

18. Resolution 20-02 In the Matter of Authorizing the General Manager to Execute an Application for Financial Assistance from the Oregon Department of Transportation Infrastructure Bank to Finance the Purchase of the Transit Visitor Center (Pgs. 49-53)

DISCUSSION ITEMS

19. Deviated Fixed Route Policy Update
20. Staff Comments/Concerns
21. Board of Directors Comments/Concerns
22. Adjournment

UPCOMING EVENTS

SDAO Board Workshop - March 19, 2020 from 5:00-6:00pm

Next regularly scheduled meeting to be held Thursday, March 19, 2020



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Tillamook County Transportation
AGENDA

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10. Planning & Development
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18. Deviated Fixed Route Policy Update
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20. Board of Directors Comments/Concerns
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UPCOMING EVENTS

SDAO Board Workshop - March 19, 2020 from 5:00-6:00pm

Tillamook County Transportation District
 Normal Trial Balance
 From 1/31/2020 Through 1/31/2020

Account Code	Account Title	Debit Balance	Credit Balance
1001	General Checking Account	678,156.56 -	
1006	Payroll Checking	30,063.61 -	
1009	NW RIDES ACCOUNT	11,477.89 -	
1011	Prop. Mgmt. Checking	69,368.71 -	
1020	LGIP - General Account	815,568.20 -	
1030	LGIP - Capital Reserve	583,519.75 -	
1040	Petty Cash	200.00	
Report Total		2,188,354.72	0.00
Report Difference		2,188,354.72	

BC
2-11-20

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Tillamook County Transportation District
Financial Statement

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

Resources	Current	Current	Current Year	Total Budget	Total Budget	58%
	Period Actual	Period Budget	Actual	Variance	Variance	
Working Capital	3500	0.00	0.00	1,596,525.00	(1,596,525.00)	0.00%
Fares	4000	21,707.57	22,916.67	275,000.00	(92,464.17)	66.37%
Contract Revenue	4020	42,112.50	73,583.33	883,000.00	(375,496.93)	57.47%
Property Tax	4100	12,535.99	231,250.00	925,000.00	(14,050.80)	98.48%
Past Years Property Tax	4110	982.50	0.00	40,000.00	(21,625.09)	45.93%
State Timber Revenue	4120	0.00	0.00	250,000.00	(161,317.24)	35.47%
Mass Transit State Payroll Tax	4130	27,404.44	7,083.33	85,000.00	(26,459.95)	68.87%
STIF Formula	4135	85,678.00	0.00	287,000.00	(61,468.00)	78.58%
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	(115,510.00)	22.47%
Capital Grants	4210	0.00	197,854.00	791,414.00	(791,414.00)	0.00%
Grants - FTA 5311	4220	0.00	85,000.00	370,000.00	(131,660.00)	64.41%
NWOTA Partner Cont. Match	4225	0.00	0.00	48,000.00	(24,000.00)	50.00%
Grants - STF	4230	16,925.00	0.00	67,700.00	(16,925.00)	75.00%
Grants - 5311 (f)	4240	0.00	75,000.00	310,000.00	(222,095.00)	28.35%
Grants - 5310	4245	0.00	25,000.00	105,000.00	(64,061.00)	38.98%
Special Bus Operations	4300	0.00	83.33	1,000.00	863.42	186.34%
Miscellaneous Income	4400	128.00	83.33	1,000.00	6,185.38	718.53%
Sale of Assets - Income	4410	0.00	833.33	10,000.00	(10,000.00)	0.00%
Interest Income	4510	3,729.19	2,000.00	22,000.00	1,383.67	106.28%
Advertising Income	4520	0.00	83.33	1,000.00	(1,000.00)	0.00%
Lease Income	4900	1,900.00	1,500.00	23,000.00	(9,700.00)	57.82%
Lease Operational Exp Income	4910	757.16	541.67	7,000.00	(2,676.16)	61.76%
Transfer From General Fund	4911	0.00	0.00	22,000.00	(10,000.00)	54.54%

Monthly BOD Report w/YTD Budget & Variance

Tillamook County Transportation District
Financial Statement

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

	Current Period Actual	Current Period Budget	Current Year Actual	Total Budget	Total Budget Variance	58%
Transfer from Veh. Purch. Res.	4915	0.00	0.00	11,835.00	(11,835.00)	0.00%
Transfer from STF Fund	4916	0.00	0.00	46,786.00	(46,786.00)	0.00%
Transfer from NWOTA	4917	0.00	3,000.00	3,000.00	0.00	100.00%
Transfer from STIF Fund	4918	0.00	16,674.64	915,842.00	(899,167.36)	1.82%
Total Resources	213,860.35	722,812.32	2,549,297.77	7,567,102.00	(5,017,804.23)	33.69%
Expenses						
Personnel Services						
Payroll: Administration	5010	26,771.41	158,419.87	345,000.00	186,580.13	45.91%
Payroll: Dispatch	5020	10,161.83	56,652.29	115,000.00	58,347.71	49.26%
Payroll: Drivers	5030	119,900.61	613,640.36	1,161,500.00	547,859.64	52.83%
Payroll: Maintenance	5040	7,003.22	23,803.57	70,000.00	46,196.43	34.00%
Payroll Expense	5050	12,958.59	65,088.55	142,100.00	77,011.45	45.80%
Payroll Healthcare	5051	67,140.46	226,915.25	269,154.00	42,238.75	84.30%
Payroll Retirement	5052	7,095.90	35,538.49	75,600.00	40,061.51	47.00%
Payroll Veba	5053	19,173.34	47,739.29	66,000.00	18,260.71	72.33%
Workers Compensation Ins.	5055	0.00	28,861.70	22,500.00	(6,361.70)	128.27%
Total Personnel Services	270,205.36	1,546,675.00	1,256,659.37	2,266,854.00	1,010,194.63	55.44%
Materials and Services						
Professional Services	5100	6,631.25	8,979.17	112,750.00	19,935.74	82.31%
Administrative Support	5101	5,540.89	2,083.33	25,000.00	13,451.36	46.19%
Website Maintenance	5102	0.00	625.00	7,500.00	1,000.00	86.66%
Planning	5103	5,915.65	6,250.00	75,000.00	57,870.58	22.83%
Dues & Subscriptions	5120	0.00	1,000.00	12,000.00	4,224.00	64.80%
Office Equipment R&R	5140	236.00	250.00	3,000.00	1,412.68	52.91%

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Tillamook County Transportation District
Financial Statement

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

	Current Period Actual	Current Period Budget	Current Year Actual	Total Budget	Total Budget Variance	58%
5145 Computer R&M	4,481.80	3,625.00	23,375.30	43,500.00	20,124.70	53.73%
5150 Fees & Licenses	1,588.21	2,708.33	18,161.18	35,500.00	17,338.82	51.15%
5160 Insurance	79,852.00	7,000.00	79,852.00	84,000.00	4,148.00	95.06%
5170 Office Expenses	799.56	1,083.33	7,959.61	13,000.00	5,040.39	61.22%
5175 Board Expenses	532.86	833.33	10,287.49	10,000.00	(287.49)	102.87%
5180 Operational Expenses	2,898.58	3,500.01	25,931.43	42,000.00	16,068.57	61.74%
5185 Drug & Alcohol Administration	50.00	125.00	1,180.00	1,500.00	320.00	78.66%
5190 Marketing	162.29	5,458.33	31,725.81	65,500.00	33,774.19	48.43%
5191 Website Re-Design	0.00	0.00	0.00	164,560.00	164,560.00	0.00%
5210 Telephone Expense	1,386.31	1,750.00	9,079.39	21,500.00	12,420.61	42.22%
5220 Travel & Training	1,169.96	3,125.00	14,504.03	37,500.00	22,995.97	38.67%
5240 Vehicle Expense	31,426.53	16,666.67	172,010.11	200,000.00	27,989.89	86.00%
5245 Fuel Expenses	21,865.17	29,166.67	160,675.91	350,000.00	189,324.09	45.90%
5260 Postage	230.97	125.00	916.16	1,500.00	583.84	61.07%
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	4,900.00	8,400.00	3,500.00	58.33%
5285 Transit & Visitor Center Maint	1,090.71	1,250.00	9,677.26	15,000.00	5,322.74	64.51%
5290 General Operating Cont.	0.00	9,708.33	0.00	116,500.00	116,500.00	0.00%
5300 Property Operating Expenses	1,805.96	2,041.67	11,396.90	24,500.00	13,103.10	46.51%
5330 Flex Lease: Fees	0.00	83.33	220.00	1,000.00	780.00	22.00%
5340 Property Maint. & Repair	917.65	1,083.33	13,962.17	13,000.00	(962.17)	107.40%
5346 Operations Facility Maint.	75.37	208.33	2,286.72	2,500.00	213.28	91.46%
Total Materials and Services	169,357.72	109,626.41	737,115.71	1,488,577.00	751,461.29	49.52%
Special Payments						
5200 STF Payments to Recipients	5,229.00	300.00	15,687.00	20,914.00	5,227.00	75.00%

Monthly BOD Report w/YTD Budget & Variance

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Tillamook County Transportation District
Financial Statement

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

	Current Period Actual	Current Period Budget	Current Year Actual	Total Budget	Total Budget Variance	58%
STIF Payments to Recipients	1,250.00	0.00	3,750.00	5,000.00	1,250.00	75.00%
Total Special Payments	6,479.00	300.00	19,437.00	25,914.00	6,477.00	75.01%
Transfers						
Transfer to LGIP 5931	0.00	0.00	0.00	11,835.00	11,835.00	0.00%
Transfer to General Fund	0.00	0.00	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%
Capital Outlay						
Debt Service						
Flex Lease: Principal	0.00	4,166.67	55,000.00	50,000.00	(5,000.00)	110.00%
Flex Lease: Interest	0.00	1,250.00	3,025.00	15,000.00	11,975.00	20.16%
PUD Loan Expense	602.58	416.67	4,218.06	5,000.00	781.94	84.36%
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	75,398.28	99,591.00	24,192.72	75.71%
Capital Purchases						
Building Repair & Renovation	0.00	0.00	258.92	22,500.00	22,241.08	1.15%
Admin. Expenses- Renovation	0.00	0.00	0.00	7,500.00	7,500.00	0.00%
Bus Replacement/Addition	0.00	200,000.00	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	11,458.60	2,500.00	12,070.52	30,000.00	17,929.48	40.23%

Monthly BOD Report w/YTD Budget & Variance

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Tillamook County Transportation District
Financial Statement

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

	Current Period Actual	Current Period Budget	Current Year Actual	Total Budget	Total Budget Variance	58%
6050	3,175.89	0.00	18,204.72	400,500.00	382,295.28	4.54%
Other Capital Projects	14,634.49	203,416.67	30,684.31	1,446,500.00	1,415,815.69	2.12%
Total Capital Purchases	15,237.07	209,250.01	106,082.59	1,546,091.00	1,440,008.41	6.86%
Total Capital Outlay	461,279.15	473,851.42	2,150,969.31	7,567,102.00	5,416,132.69	28.43%
Total Expenses						

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Tillamook County Transportation District

Financial Statement

09 - NW RIDES ACCOUNT

000 - Other

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

	Current Period Actual	Current Period Budget	Current Year Actual	Total Budget	Total Budget Variance	58%
Resources						
NWR Revenue	321,921.32	262,500.00	2,439,957.75	3,150,000.00	(710,042.25)	77.45%
Miscellaneous Income	0.00	29,166.67	0.00	350,000.00	(350,000.00)	0.00%
Total Resources	<u>321,921.32</u>	<u>291,666.67</u>	<u>2,439,957.75</u>	<u>3,500,000.00</u>	<u>(1,060,042.25)</u>	<u>69.71%</u>
Expenses						
Personnel Services						
Payroll: Administration	33,291.71	26,250.00	153,286.67	315,000.00	161,713.33	48.66%
Payroll: Indirect	1,551.68	1,000.00	16,410.47	12,000.00	(4,410.47)	136.75%
Payroll Expense	2,263.41	6,250.00	11,387.52	75,000.00	63,612.48	15.18%
Payroll Healthcare	7,249.67	0.00	52,872.23	15,000.00	(37,872.23)	352.48%
Payroll Retirement	1,536.53	0.00	7,841.06	2,000.00	(5,841.06)	392.05%
Payroll Veba	5,289.80	0.00	8,388.62	2,000.00	(6,388.62)	419.43%
Workers Compensation Ins.	0.00	0.00	205.54	0.00	(205.54)	0.00%
Total Personnel Services	<u>51,182.80</u>	<u>33,500.00</u>	<u>250,392.11</u>	<u>421,000.00</u>	<u>170,607.89</u>	<u>59.48%</u>
Materials and Services						
Professional Services	737.00	1,666.67	3,276.00	20,000.00	16,724.00	16.38%
Dues & Subscriptions	0.00	125.00	0.00	1,500.00	1,500.00	0.00%
Office Equipment R&R	236.49	208.33	1,787.76	2,500.00	712.24	71.51%
Computer R&M	700.00	1,250.00	4,900.00	15,000.00	10,100.00	32.66%
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%

Monthly BOD Report w/YTD Budget & Variance

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Tillamook County Transportation District

Financial Statement

09 - NW RIDES ACCOUNT

000 - Other

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

	Current Period Actual	Current Period Budget	Current Year Actual	Total Budget	Total Budget Variance	58%
5170 Office Expenses	440.81	1,150.00	3,054.40	13,800.00	10,745.60	22.13%
5180 Operational Expenses	0.00	208.33	778.87	2,500.00	1,721.13	31.15%
5210 Telephone Expense	1,249.95	1,666.67	11,878.38	20,000.00	8,121.62	59.39%
5220 Travel & Training	47.67	750.00	1,424.70	9,000.00	7,575.30	15.83%
5260 Postage	179.00	416.67	413.70	5,000.00	4,586.30	8.27%
5265 Purchased Transportation	43,646.00	200,000.00	1,836,171.33	2,400,000.00	563,828.67	76.50%
5266 Member Mileage Reimbursement	13,000.00	15,833.33	140,684.00	190,000.00	49,316.00	74.04%
5267 Volunteer Mileage Reimburse	33,229.37	29,166.67	203,718.15	350,000.00	146,281.85	58.20%
5281 Office Rent	400.00	400.00	2,800.00	4,800.00	2,000.00	58.33%
5300 Property Operating Expenses	101.09	75.00	592.52	900.00	307.48	65.83%
Total Materials and Services	93,967.38	253,250.01	2,222,004.80	3,039,000.00	816,995.20	73.12%
Capital Outlay						
Capital Purchases						
6022 Ecolane Investment	0.00	3,333.33	0.00	40,000.00	40,000.00	0.00%
Total Capital Purchases	0.00	3,333.33	0.00	40,000.00	40,000.00	0.00%
Total Capital Outlay	0.00	3,333.33	0.00	40,000.00	40,000.00	0.00%
Total Expenses	145,150.18	290,083.34	2,472,396.91	3,500,000.00	1,027,603.09	70.64%

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Tillamook County Transportation District

Check/Voucher Register

1001 - General Checking Account

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

Document Number	Document Date	Transaction Amount	Payee	Transaction Description
15046	1/3/2020	247.50	ADVANCED DIESEL SERVICE	BUS 29 ELECTRICAL REPAIR
15046	1/3/2020	363.50	ADVANCED DIESEL SERVICE	BUS 30 ELECTRICAL REPAIR
15047	1/3/2020	244.50	Batteries Northwest	BATTERIES
15048	1/3/2020	5,634.88	BOB'S AUTO & TRUCK PAINTING	bus 202 body repair
15049	1/3/2020	1,250.00	Care Inc.	STF PAYMENT
15049	1/3/2020	900.00	Care Inc.	STF PAYMENT
15050	1/3/2020	363.87	Advance Auto Parts	VEHICLE MAINTENANCE
15051	1/3/2020	700.00	City Of Tillamook	JANUARY LEASE
15052	1/3/2020	10.99	Coast Printing & Stationery	route connector
15053	1/3/2020	103.54	COMCAST	COMCAST
15054	1/3/2020	29.95	CRYSTAL AND SIERRA SPRINGS	water
15055	1/3/2020	98.16	O'REILLY AUTOMOTIVE STORES	SHOP INVENTORY
15056	1/3/2020	30.16	DAVID WHEELER	I BLOCK MILEAGE
15057	1/3/2020	135.69	CENTURYLINK	TELEPHONE
15058	1/3/2020	539.43	Fred Meyer Customer Charges	CARD CHARGES
15059	1/3/2020	5,068.02	Gillespie Graphics	BUS 34
15060	1/3/2020	1,890.00	INNOVA LEGAL ADVISORS	LEGAL: PAY EQUITY/UNION NEGOTIATIONS
15061	1/3/2020	115.88	KEMPS NORTH COAST TOOLS	SHOP SUPPLIES
15062	1/3/2020	2,500.00	KITTELSON & ASSOCIATES, INC.	LOCAL PLANNING
15062	1/3/2020	2,158.13	KITTELSON & ASSOCIATES, INC.	STIF PLANNING
15063	1/3/2020	2,327.56	LES SCHWAB WAREHOUSE CENTER	TIRES
15064	1/3/2020	369.99	MAC TOOLS DISTRIBUTING	WRENCH KIT
15065	1/3/2020	4,329.00	Marie Mills Center, Inc	STF PAYMENT
15066	1/3/2020	323.01	McCOY FREIGHTLINER	VEHICLE MAINTENANCE
15067	1/3/2020	115.00	North Coast Lawn	LAWN MAINTENANCE
15068	1/3/2020	1,119.54	DAVISON AUTO PARTS, INC.	VEHICLE EXPENSE
15069	1/3/2020	1,000.00	NATHAN LEVIN	JANUARY LEASE
15070	1/3/2020	114.56	Office Depot Credit Plan	OFFICE SUPPLIES
15070	1/3/2020	177.95	Office Depot Credit Plan	FILE CABINET/TABATHA
15070	1/3/2020	85.18	Office Depot Credit Plan	OFFICE SUPPLES
15071	1/3/2020	(41.25)	OR DEPT OF MOTOR VEHICLES	BACKGROUND CHECKS
15071	1/3/2020	41.25	OR DEPT OF MOTOR VEHICLES	BACKGROUND CHECKS
15072	1/3/2020	142.29	PACIFIC CITY SUN	ADVERTISING
15073	1/3/2020	287.06	Pacific Office Automation	COPIES
15074	1/3/2020	1,033.05	PETROCARD INC.	fuel
15074	1/3/2020	1,103.02	PETROCARD INC.	FUEL
15075	1/3/2020	289.56	Rosenberg Builders Supply	SHOP SUPPLIES
15076	1/3/2020	319.52	Schetky Northwest Sales, Inc.	SHOP INVENTORY
15076	1/3/2020	51.78	Schetky Northwest Sales, Inc.	BUS 303 SEAT BELT
15076	1/3/2020	65.58	Schetky Northwest Sales, Inc.	BUS SUPPLIES
15077	1/3/2020	19,237.49	Sheldon Oil Distributors	FUEL
15078	1/3/2020	750.00	Tillamook Chamber of Commerce	CHAMBER BANQUET/MARKETING
15079	1/3/2020	75.44	TILLAMOOK FARMERS COOP	342156/343132 BUS CLEANING
15080	1/3/2020	123.89	Tillamook Motor Co.	SHOP INVENTORY
15081	1/3/2020	43.95	Tillamook PUD	LARGE BUS BARN
15081	1/3/2020	30.90	Tillamook PUD	SMALL BUS BARN
15082	1/3/2020	95.00	TOMMIE HUFFMAN	CDL PHYSICAL
15083	1/3/2020	12,600.00	TRILLIUM SOLUTIONS, INC.	ANNUAL SWIFTLY FEES
15083	1/3/2020	2,310.00	TRILLIUM SOLUTIONS, INC.	NWOTA MARKETING PLAN
15084	1/3/2020	49.95	VANIR BROADBAND, INC.	internet
15085	1/3/2020	274.56	VERIZON	tablet data
15087	1/3/2020	104.40	WEST COAST EXHAUST	BUS 32
15087	1/3/2020	108.00	WEST COAST EXHAUST	BUS 201
15087	1/3/2020	144.00	WEST COAST EXHAUST	BUS 27
15087	1/3/2020	216.00	WEST COAST EXHAUST	BUS 301
15087	1/3/2020	72.00	WEST COAST EXHAUST	VAN 102

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Tillamook County Transportation District

Check/Voucher Register

1001 - General Checking Account

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

Document Number	Document Date	Transaction Amount	Payee	Transaction Description
15087	1/3/2020	72.00	WEST COAST EXHAUST	VAN 104
15087	1/3/2020	72.00	WEST COAST EXHAUST	VAN 107
15087	1/3/2020	180.00	WEST COAST EXHAUST	VAN 105
15087	1/3/2020	108.00	WEST COAST EXHAUST	BUS 204
15087	1/3/2020	216.00	WEST COAST EXHAUST	BUS 300
15087	1/3/2020	72.00	WEST COAST EXHAUST	BUS 106
15087	1/3/2020	144.00	WEST COAST EXHAUST	BUS 28
15087	1/3/2020	158.40	WEST COAST EXHAUST	BUS 30
15087	1/3/2020	144.00	WEST COAST EXHAUST	BUS 304
15088	1/6/2020	50.00	Gary A. Hanenkrat	BOARD MTG 12.19.2019
15089	1/6/2020	50.00	JACKIE EDWARDS	BOARD MTG 12.19.2019
15090	1/6/2020	50.00	JIM HUFFMAN	BOARD MTG 12.19.2019
15091	1/6/2020	50.00	JUDY RIGGS	BOARD MTG 12.19.2019
15092	1/6/2020	50.00	MARTY HOLM	BOARD MTG 12.19.2019
15093	1/6/2020	50.00	MELISSA CARLSON-SWANSON	BOARD MTG 12.19.2019
15094	1/15/2020	270.89	ALSCO - Portland Linen	MATT SERVICE
15095	1/15/2020	203.75	CAR CARE SPECIALISTS, INC.	DEF
15096	1/15/2020	75.16	O'REILLY AUTOMOTIVE STORES	INVENTORY
15096	1/15/2020	13.80	O'REILLY AUTOMOTIVE STORES	INVENTORY
15096	1/15/2020	15.49	O'REILLY AUTOMOTIVE STORES	INVENTORY
15096	1/15/2020	(15.00)	O'REILLY AUTOMOTIVE STORES	RETURN
15097	1/15/2020	674.70	DSU PETERBILT & GMC INC	SHOPE INVENTORY
15097	1/15/2020	379.23	DSU PETERBILT & GMC INC	SHOP INVENTORY
15097	1/15/2020	35.65	DSU PETERBILT & GMC INC	SHOP INVENTORY
15097	1/15/2020	633.54	DSU PETERBILT & GMC INC	SHOP INVENTORY
15098	1/15/2020	289.04	J. J. Keller & Associates, Inc	D DVIR NCR BOOKS
15099	1/15/2020	477.00	JORDAN SCHRADER RAMIS, PC	LEGAL
15099	1/15/2020	3,923.50	JORDAN SCHRADER RAMIS, PC	LEGAL
15100	1/15/2020	275.00	KDEP-FM/KTIL-FM/KTIL-AM	advertising
15101	1/15/2020	1,109.39	Marie Mills Center, Inc	JANITORIAL
15102	1/15/2020	24.00	NEW AGE CAR WASH	van washes
15103	1/15/2020	3.00	OR DEPT OF MOTOR VEHICLES	DRIVER RECORDS
15104	1/15/2020	29.40	TILLAMOOK DIESEL REPAIR	SHOP INVENTORY
15105	1/15/2020	48.00	TILLAMOOK COUNTY SHOPPER, LLC	advertising
15105	1/15/2020	48.00	TILLAMOOK COUNTY SHOPPER, LLC	advertising
15106	1/15/2020	3,597.32	CARDMEMBER SERVICE	CARD CHARGES
15107	1/15/2020	151.20	WEST COAST EXHAUST	BUS 200 SEAT REPAIR
15107	1/15/2020	72.00	WEST COAST EXHAUST	BUS 28 ENGINE WORK
15107	1/15/2020	223.20	WEST COAST EXHAUST	BUS 200 PM SERVICE
15108	1/15/2020	62.30	Western Bus Sales	SHOP INVENTORY
15109	1/23/2020	778.25	ADP, LLC	PAYROLL SERVICES
15110	1/23/2020	73.83	ARAMARK	UNIFORMS
15110	1/23/2020	312.87	ARAMARK	UNIFORMS
15111	1/23/2020	50.00	BIO-MED TESTING SERVICE, INC.	DRUG SCREEN
15112	1/23/2020	4,100.00	BOLDT, CARLISLE & SMITH LLC	AUDIT
15113	1/23/2020	119.48	BRENT OLSON	MILEAGE/VEHICLE MAINTENANCE
15114	1/23/2020	95.00	CHRIS MOTLEY	CDL PHYSICAL
15115	1/23/2020	850.00	CoastCom, Inc.	TELEPHONE
15116	1/23/2020	52.54	Dish	DISH
15117	1/23/2020	2,300.00	GenXsys Solutions, LLC	COMPUTER SUPPORT
15117	1/23/2020	358.00	GenXsys Solutions, LLC	COMPUTER SUPPORT/LICENSE
15117	1/23/2020	1,823.80	GenXsys Solutions, LLC	1 PC 2 MONIOTR
15118	1/23/2020	10,490.00	Handi-Hut, Inc.	BUS SHELTER PURCHASE
15119	1/23/2020	360.00	INNOVA LEGAL ADVISORS	LEGAL
15120	1/23/2020	49.05	Office Depot Credit Plan	OFFICE SUPPLIES MISC
15120	1/23/2020	282.78	Office Depot Credit Plan	PAPER AND PRINTER TONER
15121	1/23/2020	132.56	Pacific Office Automation	COPIES

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Tillamook County Transportation District

Check/Voucher Register

1001 - General Checking Account

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

<u>Document Number</u>	<u>Document Date</u>	<u>Transaction Amount</u>	<u>Payee</u>	<u>Transaction Description</u>
15122	1/23/2020	966.43	PETROCARD INC.	FUEL
15123	1/23/2020	236.00	Pacific Office Automation	COPIER LEASE TCTD
15124	1/23/2020	79,852.00	SPECIAL DISTRICTS INS. SERVICE	AUTO INSURANCE 2020
15125	1/23/2020	300.00	Secretary of State	FILING FEES
15126	1/23/2020	3,175.89	TILLAMOOK ELECTRONIC SUPPLY	WORK AREA ENHANCEMENT
15127	1/23/2020	44.11	TILLAMOOK FARMERS COOP	SHOP SUPPLIES/BUS WASHING
15128	1/23/2020	44.40	Tillamook PUD	ELECTRIC LARGE BUS BARN
15128	1/23/2020	30.97	Tillamook PUD	ELECTRIC SMALL BUS BARN
15129	1/23/2020	230.00	SPECIAL DISTRICTS INS. SERVICE	SDAO CONFERENCE/TABATHA
15130	1/23/2020	5,540.89	Columbia Pacific Economic	NWOTA ADMINISTRATION
15131	1/23/2020	95.00	MICHAEL BENTHIEN	CDL PHYSICAL
15132	1/23/2020	67.28	SCOTT CHILDS	MILEAGE FOR BLOCK L
Report Total		<u>198,770.52</u>		

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Tillamook County Transportation District

Check/Voucher Register

1006 - Payroll Checking

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

<u>Document Number</u>	<u>Document Date</u>	<u>Payee</u>
5549	1/3/2020	HRA VEBA TRUST
5550	1/3/2020	PACIFIC SOURCE
5551	1/3/2020	HRA VEBA TRUST
5552	1/23/2020	SPECIAL DISTRICTS INS. SERVICE
5553	1/23/2020	ATU LOCAL #757
5554	1/31/2020	CATHY BOND

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Tillamook County Transportation District

Check/Voucher Register

1009 - NW RIDES ACCOUNT

From 2/1/2020 Through 2/29/2020

Document Number	Document Date	Transaction Amount	Payee	Transaction Description
2321	2/10/2020	163.82	CRYSTAL AND SIERRA SPRINGS	WATER
2322	2/10/2020	684.00	JORDAN SCHRADER RAMIS, PC	LEGAL
2322	2/10/2020	53.00	JORDAN SCHRADER RAMIS, PC	LEGAL/NWR
2323	2/10/2020	5,047.90	K & M MEDIVAN	nwr
2323	2/10/2020	3,737.85	K & M MEDIVAN	nwr
2324	2/10/2020	5,246.00	MEDIX AMBULANCE	nwr
2324	2/10/2020	3,511.00	MEDIX AMBULANCE	nwr
2325	2/10/2020	191.99	Pacific Office Automation	COPIES NWR
2326	2/10/2020	8,816.25	WAPATO SHORES	nwr
2326	2/10/2020	5,174.50	WAPATO SHORES	nwr
2327	2/11/2020	3,159.50	ALFREDO EVANGELISTA	NWR
2328	2/11/2020	1,229.05	ALICE CONLEY	NWR
2329	2/11/2020	2,596.98	JANNA SMITH	NWR
2330	2/11/2020	2,307.73	JOHN REKART JR	NWR
2331	2/11/2020	1,511.18	JOY WINKELHAKE	NWR
2332	2/11/2020	2,800.58	KANDIS LIDAY	NWR
2333	2/11/2020	334.40	LEANN CHUINARD	NWR
2334	2/11/2020	2,565.53	SEAN REKART	NWR
2335	2/11/2020	3,987.32	VAL HOLYOAK	NWR
2336	2/11/2020	1,896.60	WILLIAM NERENBERG	NWR
Report Total		55,015.18		

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Tillamook County Transportation District

Check/Voucher Register
1011 - Prop. Mgmt. Checking
From 1/1/2020 Through 1/31/2020

<u>Document Number</u>	<u>Document Date</u>	<u>Transaction Amount</u>	<u>Payee</u>	<u>Transaction Description</u>
4267	1/3/2020	1,438.00	CHRISSY'S CLEANING SERVICE	JANITORIAL AND BLDG MAINTEN/
4267	1/3/2020	(108.00)	CHRISSY'S CLEANING SERVICE	16 HOURS
4268	1/3/2020	425.00	North Coast Lawn	LAWN MAINTENANCE
4269	1/3/2020	377.54	TILLAMOOK CITY UTILITIES	WATER
4270	1/3/2020	1,984.66	Tillamook PUD	LOAN & ELECTRIC
4271	1/15/2020	456.91	Marie Mills Center, Inc	JANITORIAL
4272	1/15/2020	166.95	CITY SANITARY SERVICE	GARBAGE
4273	1/23/2020	400.00	CHRISSY'S CLEANING SERVICE	JANITORIAL
4274	1/23/2020	<u>2,139.92</u>	Tillamook PUD	ELECTRIC AND LOAN
Report Total		<u>7,280.98</u>		

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UMPQUA BANK: CLOSING DATE 1/25/2020			
Date	Vendor	Description of Transaction	Amount
		DOUG PILANT	
12/30/20	GROUPON	HOTEL/SDAO	\$ 510.59
01/21/20	WERNER	MEALS/MEETING W/CATHY	\$ 31.45
01/21/20	GARIBALDI PORTSIDE	MEALS/MEETING W/JUDY	\$ 41.50
			\$ 583.54
		CATHY BOND	
01/06/20	FIELDPRINT	BACKGROUND CHECKS	\$ 12.50
01/06/20	ADOBE	SOFTWARE	\$ 24.99
01/21/20	USPS	NWR POSTAGE	\$ 100.00
01/22/20	LANGUAGE LINE	NWR TELEPHONE	\$ 79.00
			\$ 216.49
		BRENT OLSON	
12/24/19	MTCPRO	SOFTWARE	\$ 98.00
01/13/20	HILLSBORO TOWING	TOW VAN 105	\$ 185.00
01/16/20	NPI/RAM MOUNTS	TABLET MOUNTS	\$ 56.25
01/17/20	OLIVE GARDEN	MEALS/BUS SHUTTLE	\$ 30.98
			\$ 370.23
		TABATHA WELCH	
01/06/20	LABOR LAW	LABOR LAW POSTERS FOR OFFICE	\$ 64.90
01/10/20	SAFEWAY	WELLNESS FAIR	\$ 200.34
01/10/20	USPS	POSTAGE	\$ 100.00
01/10/20	ENDICIA	POSTAGE	\$ 112.98
01/21/20	PACIFIC RESTAURANT	MEALS/KATHIE & TABATHA BUDGET	\$ 36.00
01/21/20	ENDICIA	POSTAGE	\$ 17.99
01/22/20	AATRIX	1099 FILING/ABILA	\$ 158.22
			\$ 690.43
		CLAYTON NORRBOM	
01/17/20	WERNERS	MEALS/TRAINING	\$ 21.95
			\$ -
			\$ 21.95
		STATEMENT TRUE UP	
		Charges total	\$ 1,882.64
		Grand Total	\$ 1,882.64
APPROVAL	DATE		



January 2020 Statement

Open Date: 12/24/2019 Closing Date: 01/23/2020

Account: 7790

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

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

New Balance	\$1,882.64
Minimum Payment Due	\$19.00
Payment Due Date	02/22/2020

Reward Points	
Earned This Statement	1,990
Reward Center Balance as of 01/22/2020	25,937
For details, see your rewards summary.	

Activity Summary		
Previous Balance	+	\$3,823.62
Payments	-	\$3,823.62 ^{CR}
Other Credits		\$0.00
Purchases	+	\$1,882.64
Balance Transfers		\$0.00
Advances		\$0.00
Other Debits		\$0.00
Fees Charged		\$0.00
Interest Charged		\$0.00
New Balance	=	\$1,882.64
Past Due		\$0.00
Minimum Payment Due		\$19.00
Credit Line		\$10,000.00
Available Credit		\$8,117.36
Days in Billing Period		31

Tillamook County Transportation District
 Account _____
 Account _____
 Account _____
 Approval *A*
 Date *2-5-20*

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



01882646

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

. to pay by phone
 . to change your address

000010597 01 SP 000638344320356 P Y

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

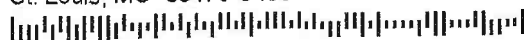


Account Number	7790
Payment Due Date	2/22/2020
New Balance	\$1,882.64
Minimum Payment Due	\$19.00

Amount Enclosed \$ _____

Cardmember Service

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



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Visa Business Rewards Company Card
Rewards Center Activity as of 01/22/2020

Rewards Center Activity*	0
Rewards Center Balance	25,937

*This item includes points redeemed, expired and adjusted.

Rewards Earned	This Statement	Year to Date
Points Earned on Net Purchases	1,773	1,773
Gas, Restaurants & Telecom Double Points	217	217
Total Earned	1,990	1,990

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

Visa Payment Controls allows you to customize each of your employee's Visa business credit cards to control where, when, and how your employees use them. Easily set controls that limit card use by time of day or day of week, dollar amount, transaction types or geographical locations. Visit myaccountaccess.com/vpc to set up customized controls on your employees' business credit cards today.

Transactions PILANT, DOUGLAS Credit Limit \$5000

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
Purchases and Other Debits					
12/30	12/28	8068	GROUPON GETAWAYS GROUPON.COM IL	\$510.59	_____
01/21	01/16	1449	WERNER GOURMET MEAT SN TILLAMOOK OR	\$31.45	_____
01/21	01/17	9825	CKE*GARIBALDI PORTSIDE GARIBALDI OR	\$41.50	_____
Total for Account				\$583.54	

Transactions BOND, CATHY Credit Limit \$2500

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
Purchases and Other Debits					
01/06	01/05	4069	FIELDPRINT INC 888-291-1369 PA	\$12.50	_____
01/06	01/05	8343	ADOBE ACROPRO SUBS 800-833-6687 CA	\$24.99	_____

Continued on Next Page

Transactions BOND, CATHY Credit Limit \$2500

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
01/21	01/16	0514	USPS STAMPS ENDICIA 310-482-5800 CA	\$100.00	_____
01/22	01/21	7427	LANGUAGE LINE, INC. 800-7526096 CA	\$79.00	_____
			Total for Account	31 2022	\$216.49

Transactions WELCH, TABATHA Credit Limit \$2500

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
Purchases and Other Debits					
01/06	01/04	6021	LABOR LAW COMPLIANCE C 800-8010597 TX	\$64.90	_____
01/10	01/08	1213	SAFEWAY #2723 TILLAMOOK OR	\$200.34	_____
01/10	01/08	5760	USPS STAMPS ENDICIA 310-482-5800 CA	\$100.00	_____
01/10	01/09	0231	ENDICIA STORE 800-576-3279 CA	\$112.98	_____
01/21	01/17	0106	PACIFIC RESTAURANT TILLAMOOK OR	\$36.00	_____
01/21	01/18	2972	ENDICIA 800-576-3279 CA	\$17.99	_____
01/22	01/21	9153	AATRIX SOFTWARE 701-746-6814 ND	\$158.22	_____
			Total for Account	4146	\$690.43

Transactions OLSON, BRENT Credit Limit \$3000

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
Purchases and Other Debits					
12/24	12/23	5514	FS *www.mtcpro.com 877-3278914 CA	\$98.00	_____
01/13	01/10	8968	HILLSBORO TOWING SERVI 503-6480559 OR	\$185.00	_____
01/16	01/15	8037	NPI/RAM MOUNTS 206-763-8361 WA	\$56.25	_____
01/17	01/16	9882	OLIVE GARDEN 00013516 GRESHAM OR	\$30.98	_____
			Total for Account	1 2649	\$370.23

Transactions NORRBOM, CLAYTON Credit Limit \$2500

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
Purchases and Other Debits					
01/17	01/15	6650	WERNER GOURMET MEAT SN TILLAMOOK OR	\$21.95	_____
			Total for Account	5675	\$21.95

Transactions BILLING ACCOUNT ACTIVITY

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
Payments and Other Credits					
01/17	01/17	8	PAYMENT THANK YOU	\$226.30	CR _____

Continued on Next Page

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Tillamook County Transportation District

MONTHLY PERFORMANCE REPORT

JAN 2020

RIDERSHIP BY SERVICE TYPE	JAN 2020	JAN 2019	YTD FY 19-20	YTD FY 18-19	YTD % Change
<u>Dial-A-Ride Service</u>					
Tillamook County	1,026	991	7,442	6,257	18.9%
NW Rides	686	735	5,227	5,000	4.5%
Dial-A-Ride Total	1,712	1,726	12,669	11,257	12.5%
<u>Deviated Fixed Route Service</u>					
Rt 1: Town Loop	3,957	3,848	26,243	26,352	-0.4%
Rt 2: Netarts/Oceanside	760	633	4,660	4,520	3.1%
Rt 3: Manzanita/Cannon Beach	2,749	2,664	21,610	21,060	2.6%
Rt 4: Lincoln City	1,261	1,065	10,348	8,698	19.0%
Local Fixed Rt Total	8,727	8,210	62,861	60,630	3.7%
<u>Inter City Service</u>					
Rt 5: Portland	693	717	5,993	6,282	-4.6%
Rt 60X: Salem	859	775	6,921	6,374	8.6%
Rt 70X: Grand Ronde	425	436	3,135	3,625	-13.5%
Inter City Total	1,977	1,928	16,049	16,281	-1.4%
<u>Other Services</u>					
Tripper Routes	126	213	765	1,071	-28.6%
Special Bus Operations	24	4	1,327	1,146	15.8%
Other Services Total	150	217	2,092	2,217	-5.6%
TOTAL ALL SERVICES	12,566	12,081	93,671	90,385	3.6%

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)	6,397	274	50,334	49,244	2.2%
Senior/Disabled	3,579	1,370	36,926	34,465	7.1%
Child/Youth (less than 18 years of age)	877	68	6,411	6,675	-4.0%
Total	10,854	1,712	93,671	90,385	3.6%
OTHER RIDER CATEGORIES					
	Fixed		YTD	YTD	YTD %
	Route	DAR	FY 19-20	FY 18-19	Change
Ride Connection	74		600	512	17.2%
Tillamook Bay Community College	328		1,500	1,733	-13.4%
NWOTA Visitor Pass	52		968	1,018	-4.9%
NW Rides		650	4,667	4,838	-3.5%
Helping Hands Shuttle		140	960	365	163.0%

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MONTHLY PERFORMANCE

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

Dial-A-Ride Services

Jan-19	1.3	59.7%	65.42
Oct-19	1.5	57.7%	70.40
Nov-19	1.5	57.7%	70.40
Dec-19	1.6	56.6%	70.76
Dec-20	1.5	51.1%	78.07
STANDARD	1.3	65.3%	56.36

Deviated Fixed Routes

Jan-19	5.9	9.0%	67.72
Oct-19	6.3	9.6%	70.86
Nov-19	6.2	9.5%	70.53
Dec-19	6.1	9.3%	70.98
Dec-20	6.1	7.6%	78.42
STANDARD	7.0	12.4%	64.60

Intercity Services

Jan-19	3.1	21.2%	76.61
Oct-19	3.3	20.5%	80.90
Nov-19	3.2	19.7%	80.95
Dec-19	3.1	19.1%	81.60
Dec-20	3.1	16.6%	90.61
STANDARD	2.9	31.5%	72.86

Other Services

Jan-19	6.1	5.9%	57.64
Oct-19	5.1	8.3%	63.56
Nov-19	5.2	9.0%	62.67
Dec-19	5.3	10.5%	62.92
Dec-20	5.3	9.3%	68.77
STANDARD	6.9	10.7%	67.00

Dial-a-Ride includes Central, North and South Counties Dial-A-Ride Services
 Deviated Fixed Routes: 1 Town Loop, 2 Oceanside, 3 Manzanita/Cannon Beach, 4 Lincoln City
 Intercity Routes: 5 Portland, 60X Coastal Connector, 70X Salem/Grand Ronde
 Other Services: Trippers and Special Bus Operations

Tillamook County Transportation District

Actual FY 2019/2020

2/14/2020

Year-to-Date Statistics and Performance

Route/Run	Thru Jan 2020										Revenue/Service Hour (\$)					
	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 (\$)						
Dial-A-Ride Service																
Dial-A-Ride	21,497	7,442	2,802	3,425	50,310	33,572	122,866	6,537	42,477	205,453	73.32	2.7	10.5%	0.04	2.89	7.67
NW Rides	310,412	5,227	5,523	6,903	146,184	97,550	242,173	12,885	91,903	444,511	80.48	0.9	69.8%	0.04	59.39	56.20
Total DAR	331,909	12,669	8,326	10,328	196,493	131,122	365,040	19,422	134,380	649,964	78.07	1.5	51.1%	0.04	26.20	39.87
Deviated Route																
01 Town Loop	18,129	26,243	2,661	3,024	36,288	24,215	116,661	6,207	38,335	185,418	69.69	9.9	9.8%	0.16	0.69	6.81
02 Netarts/Oceanside	5,232	4,660	1,401	1,886	30,870	20,600	61,415	3,268	22,227	107,509	76.75	3.3	4.9%	0.05	1.12	3.74
03 Manzanita	27,593	21,610	3,833	4,200	99,096	66,128	168,048	8,941	63,365	306,482	79.96	5.6	9.0%	0.08	1.28	7.20
04 Lincoln City	16,142	10,348	2,451	2,903	82,205	54,856	107,453	5,717	43,793	211,820	86.43	4.2	7.6%	0.05	1.56	6.59
Total Deviated Route	67,096	62,861	10,345	12,013	248,459	165,799	453,576	24,133	167,720	811,228	78.42	6.1	8.3%	0.08	1.07	6.49
Intercity																
05 Portland	55,900	5,993	2,058	2,277	65,940	44,002	95,035	4,801	36,238	180,076	87.50	2.9	31.0%	0.05	9.33	27.16
60X Salem	18,243	6,921	1,923	2,362	77,497	51,715	88,791	4,486	36,621	181,612	94.45	3.6	10.0%	0.04	2.64	9.49
70X Grand Ronde	4,323	3,135	1,246	1,565	43,350	28,928	57,556	2,908	22,541	111,932	89.80	2.5	3.9%	0.03	1.38	3.47
Total Intercity	78,467	16,049	5,227	6,204	186,787	124,645	241,382	12,194	95,399	473,621	90.61	3.1	16.6%	0.04	4.89	15.01
Other Services																
Trippers	500	765	116	274	1,198	800	5,089	271	1,604	7,763	66.89	6.6	6.4%	0.11	0.65	4.31
Special Bus Operation	2,039	1,327	273	352	3,680	2,456	11,959	636	3,922	18,973	69.56	4.9	10.7%	0.08	1.54	7.48
Total Other Services	2,539	2,092	389	626	4,878	3,255	17,048	907	5,526	26,736	68.76	5.4	9.5%	0.09	1.21	6.53
Total TCTD Services	480,010	93,671	24,286	29,171	636,618	424,822	1,077,046	56,656	403,026	1,961,549	80.77	3.86	24.5%	0.06	5.12	19.76

Total Mileage, Labor & Direct Cost 1,558,524 25.9%

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

Router/Run	Thru Jan 2020			Thru Jan 2020			Thru Jan 2020			Thru Jan 2020			Thru Jan 2020			
	18/19	19/20	Amount Difference	Percent Difference	18/19	19/20	Amount Difference	Percent Difference	18/19	19/20	Amount Difference	Percent Difference	18/19	19/20	Amount Difference	Percent Difference
Dial-A-Ride Service																
Dial-A-Ride	17,559	21,497	3,938	22.4%	6,257	7,442	1,185	18.9%	2,529	2,802	273	10.8%	153,771	205,453	51,682	33.6%
NW Rides	308,965	310,412	1,447	0.5%	5,000	5,227	227	4.5%	5,833	5,523	-309	-5.3%	393,269	444,511	51,242	13.0%
Total DAR	326,524	331,909	5,385	1.6%	11,257	12,669	1,412	12.5%	8,362	8,326	-36	-0.4%	547,041	649,964	102,923	18.8%
Deviated Route																
01 Town Loop	18,517	18,129	-388	-2.1%	26,352	26,243	-109	-0.4%	2,661	2,661	0	0.0%	158,724	185,418	26,694	16.8%
02 Netarts/Oceanside	4,560	5,232	672	14.7%	4,520	4,660	140	3.1%	1,401	1,401	0	0.0%	92,582	107,509	14,927	16.1%
03 Manzanita	25,563	27,593	2,030	7.9%	21,060	21,610	550	2.6%	3,833	3,833	0	0.0%	264,823	306,482	41,658	15.7%
04 Lincoln City	14,311	16,142	1,831	12.8%	8,698	10,348	1,650	19.0%	2,451	2,451	0	0.0%	184,383	211,820	27,436	14.9%
Total Local Fixed Route	62,951	67,096	4,145	6.6%	60,630	62,861	2,231	3.7%	10,345	10,345	0	0.0%	700,513	811,228	110,715	15.8%
Intercity																
05 Portland	62,803	55,900	-6,903	-11.0%	6,282	5,993	-289	-4.6%	2,058	2,058	0	0.0%	151,820	180,076	28,256	18.6%
60X Salem	16,358	18,243	1,885	11.5%	6,374	6,921	547	8.6%	1,932	1,923	-9	-0.5%	154,764	181,612	26,848	17.3%
70X Grand Ronde	5,488	4,323	-1,165	-21.2%	3,625	3,135	-490	-13.5%	1,222	1,246	25	2.0%	92,697	111,932	19,235	20.8%
Total Intercity	84,649	78,467	-6,182	-7.3%	16,281	16,049	-232	-1.4%	5,212	5,227	15	0.3%	399,281	473,621	74,340	18.6%
Other Services																
Trippers	690	500	-190	-27.5%	1,071	765	-306	-28.6%	125	116	-8	-6.8%	6,951	7,763	813	11.7%
Special Bus Operation	551	2,039	1,488	270.1%	1,146	1,327	181	15.8%	238	273	35	14.8%	13,915	18,973	5,058	36.4%
Total Other Services	1,241	2,539	1,298	104.6%	2,217	2,092	-125	-5.6%	362	389	27	7.4%	20,865	26,736	5,871	28.1%
Total TCTD Services	475,365	480,010	4,645	1.0%	90,385	93,671	3,286	3.6%	24,281	24,286	6	0.0%	1,667,700	1,961,549	293,849	17.6%

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

Year to Date Performance Comparison

Route/Run	Thru Jan 2020 19/20			Thru Jan 2020 18/19			Thru Jan 2020 19/20			Thru Jan 2020 18/19			Thru Jan 2020 19/20			
	Hourly Rate	Hourly Rate	Amount Diff	Percent Diff	Passngr /Hour	Passngr /Hour	Amount Diff	Percent Diff	Farebox Ratio	Farebox Ratio	Amount Diff	Percent Diff	Average Fare	Average Fare	Amount Diff	Percent Diff
<u>Dial-A-Ride Service</u>																
Dial-A-Ride	60.80	73.32	12.52	20.6%	2.5	2.7	0.2	7.3%	11.4%	10.5%	-1.0%	-8.4%	2.81	2.89	0.08	2.9%
NW Rides	67.42	80.48	13.06	19.4%	0.9	0.9	0.1	10.4%	78.6%	69.8%	-8.7%	-11.1%	61.79	59.39	-2.41	-3.9%
Total DAR	65.42	78.07	12.65	19.3%	1.3	1.5	0.2	13.0%	59.7%	51.1%	-8.6%	-14.4%	29.01	26.20	-2.81	-9.7%
<u>Deviated Route</u>																
01 Town Loop	59.65	69.69	10.03	16.8%	9.9	9.9	0.0	-0.4%	11.7%	9.8%	-1.9%	-16.2%	0.70	0.69	-0.01	-1.7%
02 Netarts/Oceanside	66.10	76.75	10.66	16.1%	3.2	3.3	0.1	3.1%	4.9%	4.9%	-0.1%	-1.2%	1.01	1.12	0.11	11.3%
03 Manzanita	69.10	79.96	10.87	15.7%	5.5	5.6	0.1	2.6%	9.7%	9.0%	-0.6%	-6.7%	1.21	1.28	0.06	5.2%
04 Lincoln City	75.24	86.43	11.20	14.9%	3.5	4.2	0.7	19.0%	7.8%	7.6%	-0.1%	-1.8%	1.65	1.56	-0.09	-5.2%
Total Deviated Route	67.72	78.42	10.70	15.8%	5.9	6.1	0.2	3.7%	9.0%	8.3%	-0.7%	-8.0%	1.04	1.07	0.03	2.8%
<u>Intercity</u>																
05 Portland	73.77	87.50	13.73	18.6%	3.1	2.9	-0.1	-4.6%	41.4%	31.0%	-10.3%	-25.0%	10.00	9.33	-0.67	-6.7%
60X Salem	80.11	94.45	14.35	17.9%	3.3	3.6	0.3	9.1%	10.6%	10.0%	-0.5%	-5.0%	2.57	2.64	0.07	2.7%
70X Grand Ronde	75.87	89.80	13.94	18.4%	3.0	2.5	-0.5	-15.2%	5.9%	3.9%	-2.1%	-34.8%	1.51	1.38	-0.13	-8.9%
Total Intercity	76.61	90.61	14.00	18.3%	3.1	3.1	-0.1	-1.7%	21.2%	16.6%	-4.6%	-21.9%	5.20	4.89	-0.31	-6.0%
<u>Other Services</u>																
Trippers	55.83	66.89	11.06	19.8%	8.6	6.6	-2.0	-23.4%	9.9%	6.4%	-3.5%	-35.1%	0.64	0.65	0.01	1.4%
Special Bus Operation	58.59	69.56	10.97	18.7%	4.8	4.9	0.0	0.8%	4.0%	10.7%	6.8%	171.4%	0.48	1.54	1.06	219.6%
Total Other Services	57.64	68.76	11.13	19.3%	6.1	5.4	-0.7	-12.1%	5.9%	9.5%	3.5%	59.7%	0.56	1.21	0.65	116.8%
Total Other Services	68.68	80.77	12.08	17.6%	3.7	3.9	0.1	3.6%	28.5%	24.5%	-4.0%	-14.1%	5.26	5.12	-0.13	-2.6%

Comparison FY18/19 to FY 19/20	YTD Through January 2020		
	18/19	19/20	Percent Difference
Mileage	617,026	636,618	19,593 3.2%
Mileage Based Costs	376,758	424,822	48,064 12.8%
Hourly Based Costs	951,010	1,077,046	126,035 13.3%
Direct Costs	339,932	403,026	63,094 18.6%
Overhead Costs	-	-	-
Total Costs	1,667,700	1,904,893	237,193 14.2%

Special Bus Operation Calculation Cost		Cost per mile calculation:	
Plus	45.8%	Plus	10%
Actual	Hourly Rate	Actual	Hourly Rate
	\$ 36.92		\$ 36.92
Plus	Direct Costs	Plus	Direct Costs
	\$ 37.99		\$ 37.99
Plus	Overhead	Plus	Overhead
	\$ 25.9%		\$ 25.9%
Plus	Hourly Rate	Plus	Hourly Rate
	\$ 47.81		\$ 47.81
Plus	Profit	Plus	Profit
	20.0%		\$ 57.37

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nwCONNECTOR

Coordinating Committee Meeting
 February 14, 2020
Tillamook County Transportation District
 3600 3rd St
 Tillamook, OR
 10:00 am—2:00 pm
Teleconference Information
 866/755-7677
 Pin # 005939

Agenda

10:00— 10:05a	1. Introductions. Welcome to guests.	Doug Pilant
10:05— 10:15a	2. Consent Calendar (Action Items) ↓ January 10, 2020 Meeting Minutes (Attached) ↓ January 2020 Financial Report ↓ Ridership Tracking ↓ Calculating Average Passenger Miles Refresher	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— 11:30a	4. NWConnector Trip Planner Enhancements ↓ Scope of Work ↓ Discussion	Thomas Craig All
11:30— 12:00a	5. NWConnector Marketing ↓ Updated Ads ↓ Facebook Update ↓ Google Analytics Baseline	Selena Barlow Holly Kvalheim Holly Kvalheim
12:00— 12:30p	6. Lunch	
12:30— 1:00p	7. 2020—2021 NWOTA Budget ↓ Discussion	Doug Pilant All
1:00— 2:00p	8. Other Business and Member Updates	All

Attachments:

January 10, 2020 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.

www.nwconnector.org



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Oregon Transit Alliance (NWOTA)
Coordinating Committee Meeting Minutes
January 10, 2020
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
 - Todd Wood, CCR
 - Mark Bernard, Arla Miller—ODOT
 - Debra Smith—NW Oregon Works (NOW)
 - Selena Barlow—Transit Marketing
 - Holly Kvalheim—Trillium Transit
2. Consent Calendar: Unanimously approved. (JH/CB)
 - ✚ December 13, 2019 Meeting Minutes—No changes.
 - ✚ December Financial Report—One new expenditure: \$2,310 for marketing. Mary handed out a spreadsheet of Trillium’s marketing budget compared to invoices to date. (Trillium contract spreadsheet attached)
 - ✚ Ridership Performance Report—Tillamook to Lincoln route continues to increase. Coast to Valley Express, on the Lincoln Transit trips, include riders not going over to Corvallis, but going from Toledo to Newport. Overall, system is down 3%, consistent with the rest of economy. Averaging over 20,000 passengers monthly. SETD will start rolling out new service to Portland at end of January, which will add ridership.
 - ✚ Calculating Average Passenger Miles Progress—No change. Jeff and Brad will start work on their calculations. **February**—Refresher on calculating average passenger miles.
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. Jeff will work on getting it passed by March.
 - ✚ Website Alert System Implementation—SETD is having training next week. Tillamook is not consistently posting alerts on the website. Lincoln is having some staff changes so training will have to be redone. Brad will contact Trillium to schedule the training. Next week may have some weather issues that require adding alerts to the system. Doug tested out a current alert for the Arch Cape Tunnel. The system isn’t showing it on Goggle. Also, NWConnector alerts need to be coordinated so that they post automatically to ODOT’s Trip Check.
 - ✚ Travel Tourism Studio/Transportation Committee—Mary reported that the North Coast Travel Tourism Studio’s Car-Free promotion pilot project in Cannon Beach has been underway over the late Fall and Winter. The Cannon Beach Chamber of Commerce reports that they know of at least visitors to Cannon Beach that have participated in the promotion—either traveling by bus to the Coast or not using their car while on the Coast. The Transportation Committee received approval for a funding request to extend the promotion to the cities of Astoria, Seaside, Manzanita and Pacific City. Mary will also be showing the group the travel itineraries being developed for the NWConnector 2020

Car-Free campaign and the transit marketing posters/ads. Nan Devlin, the North Coast Travel Coordinator will be included in the communications.

4. NW Connector Marketing—A Plan to Grow

Selena, Holly, Rick Schuster, graphic artist presented.

- OnTransit Advertising. Targeting Oregon cities—Portland, Salem, Corvallis. Six-month campaign. TriMet Chariot and Corvallis buses, TriMet trains. Message: Car-Free travel is something that is doable, easy, relaxing. Visual: Friendly and approachable, fun. Enjoying the coast, rather than focusing on the bus. Utilize the same graphics, but different photos to target different demographics. A Car-Free day at the beach, Car-Free coastal adventure, romantic ride to the beach.
- Facebook ads. Plan your Car-Free day at the beach, coastal adventure, romantic trip to the coast.

Measurement: Facebook Insight: Number of clicks and follow-ups. Google Analytics—where people are coming from, and what people did after they click on an ad. Monthly traffic. Other: Number of increases to the NWConnector website during the ad campaign. Will want to have a measurement report. Analytics.Google.com has the analytics for the campaign. Holly will pull together a baseline report and monthly reports during the campaign.

Call to action on the ads will be reworked to make it stand out more and brought to the **February** meeting.

Also on the **February** agenda: Update on the NW Connector Facebook page (have 249 hits to date.) Holly will provide the baseline report for Baseline Google analytics of the Facebook and NWConnector website use.

Next steps:

- Continue itinerary development, potentially add a whale watching trip
- Finalize Transit Ads
- Schedule Transit placements (Begin March)
- Initiate Facebook campaign (February?)

5. NW Connector Website Trip Enhancement Contract

ODOT also has an application for a statewide trip planner that it could pay for some of the implementation and hosting. This could affect the NWConnector trip planner enhancements Scope of Work. Trillium is suggesting waiting to hear whether the ODOT project is going forward.

Partners felt that much of the new features needed for the NWConnector trip planner could be worked on independent of the ODOT project. Trillium still expects to begin work on the NWConnector website updates in February. If ODOT's project is funded, coordination will be important because it could not only change NWOTA's scope of work, but also the currently budgeted expenditures.

Partners noted an additional features wanted: Ensure NWConnector alerts are integrated into ODOT's Trip Check program, and coordinating Trip Check and NWConnector alerts.

Doug will contact Thomas Craig.

6. Update on CCR System Changes and Finances

Todd reported on CCR's financial situation. CCR is making additional cuts and getting new funding from PCC. Dial a Ride will take the biggest hit. Moved to a two-fare system, one for within the county \$2.00 and \$3.00 rides outside the county. Longview/Kelso is being

included in the in-county fare. One monthly pass. Still looking at managing a \$300,000 deficit.

Not sure how Columbia County fits in/connects within the NWConnector system. Sunset is now providing direct service to Portland and Columbia County is pretty much a pass-through county. \$12,000 is a lot for CCR to pay right now. Unfortunately, the transit district ballot measure was a landslide loss in one of the largest voter turnout elections, with mostly only this measure on the ballot.

Ridership will continue to go down. Asking Tri-Met to fund lines 1 and 2 buses which effectively are just delivering employers to their employers.

County is looking at a potential deficit as well due to property tax caps.

If all things stay the same, it will take a minimum of 2 years to repay the County for what it has been subsidizing CCR.

Without matching funds from the County, can't get grants.

Discussion: Doug, would have to discuss a reduction of CCR dues with the TCTD Board. Prefer that CCR weather the storm, not throw in the towel. Give CCR time to get back into financial shape again. Important that all the partner boards extend support to Columbia County and support them staying in NWOTA. Jeff supports retaining CCR in NWOTA. The SETD/CCR connection to Longview/Kelso is an important component of the NWConnector system. NWConnector is still considered a nationwide model of transit system networking and collaboration. Columbia County's connections have added robustness to the NWConnector's system. The county's participation also allows more clout when applying for NWConnector grants. Cynda really believes that Todd can turn CCR around, based on what have done so far and the experience bringing to the table. Would like to see CCR remain in NWOTA. Can always revisit annual dues at a later time. Brad, even in the short period of time, see NWOTA's cohesiveness as good-sized group dedicated to transit. The more people we can get to buy into transit, the more powerful transit will be going forward. Losing CCR, will dilute our impact.

Solution: CCR ok with staying in, if all partners can agree to a dues reduction. Address in next year's budget. Budget discussions start in **February**.

Mary will work with Columbia County's Tourism group on potential travel itineraries to Columbia County, with a potential \$3 fare each way. Potential places/events to include could be the Crown Zellerbach (CZ) Trail, Sauerkraut Days, Halloween Days.

CZ trail, sauerkraut, Halloween days

7. Other Business/Member Updates

- ✦ SETD—Start Portland expansion on January 27th, as well as reconfiguration of Hwy 101 schedule and circulation route through Warrenton. Jeff attended the OTC meeting as a public transit representative and participated in the discussion on the STIF process. Lots of support for transit from throughout the State, from all modes of transportation. Fare free for all K-12 students was particularly supported, which will help youth learn and like using public transit as adults.
- ✦ ODOT Leadership—New director will be utilizing a functional approach. 5 assistant directors.
- ✦ Lincoln County—Operations supervisor resigned. Posted the job today. Budget process has started. Have 10 separate projects that might be potential applications. Need to be thoughtful which projects to work on. Working with schools on bus stop locations.
- ✦ ODOT—Mark working on Albany Amtrak restroom, STIF reporting, RLS site visits.

- ✦ ODOT—Arla noted that entry-level driver training deadline may be pushed out for another 2 years.
- ✦ Tillamook—Still working on collective bargaining agreement. Would like to get done. Close to Transit Center transaction. Reconfiguring admin building to add office space for two new employees. TCTD's deviated route policy being reviewed and on-board surveys are being conducted to get public input into what services going to implement in long-term STIF Plan. Trying to spec fuels out for buses. Fleet does a million miles a year.

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

DRAFT

NWConnector Marketing Budget								
FY 2019-20								
	Timing	Budget	Invoice 11/06/19	Invoice 12/31/19				Spent to Date
Transit Marketing: Customer Experience Review and Development of Marketing Plan	October	\$10,000	\$2,310	\$7,690				\$10,000
Transit Marketing: Creation of Marketing Tools	Nov-Jan	\$5,000		\$3,398				\$3,398
Trillium: Marketing Support & Implementation of Facebook Advertising and Social Media	October- June	\$10,000						\$0
Transit Advertising								\$0
Lamar Advertising:Trimet	Feb-Aug	\$10,400						\$0
Stott Advertising: Salem	Mar- July	\$2,640						\$0
Printing of Signs for Local Use		\$800						\$0
Facebook Advertising	Feb- June	\$10,000						\$0
Contingency		\$1,160						\$0
Total Budget		\$50,000	\$2,310	\$11,088	\$0	\$0	\$0	\$13,398

Tillamook County Transportation District
Financial Statement

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

	Current Period Actual	Current Period Budget	Current Year Actual	Total Budget	Total Budget Variance	58%
Resources						
Working Capital	0.00	0.00	0.00	105,000.00	(105,000.00)	0.00%
NWOTA Partner Cont. Match	0.00	0.00	24,000.00	48,000.00	(24,000.00)	50.00%
Transfer From General Fund	0.00	0.00	12,000.00	12,000.00	0.00	100.00%
Transfer from STIF Fund	0.00	0.00	0.00	149,000.00	(149,000.00)	0.00%
Total Resources	0.00	0.00	36,000.00	314,000.00	(278,000.00)	11.46%
Expenses						
Materials and Services						
Professional Services	0.00	437.50	2,736.00	5,250.00	2,514.00	52.11%
Administrative Support	5,540.89	2,083.33	11,548.64	25,000.00	13,451.36	46.19%
Website Maintenance	0.00	625.00	6,500.00	7,500.00	1,000.00	86.66%
Marketing	0.00	3,958.33	13,397.63	47,500.00	34,102.37	28.20%
Website Re-Design	0.00	0.00	0.00	164,560.00	164,560.00	0.00%
Travel & Training	0.00	416.67	0.00	5,000.00	5,000.00	0.00%
Total Materials and Services	5,540.89	7,520.83	34,182.27	254,810.00	220,627.73	13.41%
Transfers						
Transfer to General Fund	0.00	0.00	3,000.00	3,000.00	0.00	100.00%
Unappropriated Ending Fund Bal	0.00	0.00	0.00	56,190.00	56,190.00	0.00%
Total Transfers	0.00	0.00	3,000.00	59,190.00	56,190.00	5.07%
Total Expenses	5,540.89	7,520.83	37,182.27	314,000.00	276,817.73	11.84%

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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,



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

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Project Understanding and Approach

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

Task 1: Develop detailed work plan

1.1: Site visit

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

The site visits will discuss

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

1.2: Technical approach

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

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

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

1.3: Communications strategy

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

Task 2: Website trip planner enhancements

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

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

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

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

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

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

2.4 Conduct a user testing, feedback and review process

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

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

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

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

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

This report will include the examination of end user experiences.

Task 3: Ongoing maintenance

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

Task 4: Project reporting and documentation

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

Proposer's Qualifications and Experience

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

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

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

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

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

Other key Trillium employees and consultants will include:

- 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 Ponzo

IT Manager

775-335-1828

jponzo@rtcwashoe.com

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

Central Contra Costa Transit Authority

Jim Brown

Director of Information Technology

925-680-2032
brown@cccta.org

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

Truckee North Tahoe Transportation Management Association

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

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

Attachment A: Resumes

Thomas Craig

General Manager

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

B.A. History, Reed College

Key Skills

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

Trillium Experience

Operations Manager, September 2013 - now

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

Previous Experience

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

Nome Dickerson

Web Developer

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

M.S. Computer Science, Portland State University

B.A. Russian, Reed College

Key Skills

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

Trillium Experience

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

Prior Experience

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

Holly Kvalheim

Project Coordinator/Junior Consultant

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

B.A. Economics, University of Puget Sound

Key Skills

- Data management
- Clear communication
- Project coordination

Trillium Experience

Data Technician, July 2016 – now

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

Previous Experience

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

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

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

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

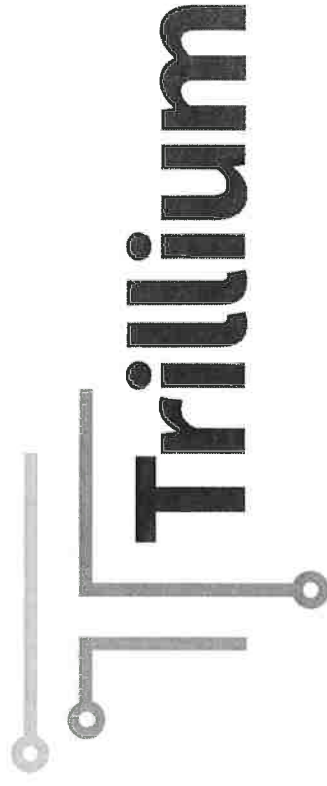
With expenses, this constitutes the following Not-to-Exceed bids for each task.

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.

nw
CONNECTOR



**Website
refresh and
trip planner
enhancement**
Winter-Spring 2020

Proposed Project Scope

- NW Connector website
 - Trip planner - future and flexible trips
 - Streamline backend
 - Design refresh and standardization
- Website template
 - OTP plugin
 - Multi-agency template
- OpenStreetMap (+ Pelias?)
- Sharing with the community

Proposed Project Scope

- Trip Planner - future and flexible trips
 - Future: clear need and easy instruction
 - Flexible trips: already done but complicated
 - Will need significant testing help
 - Should consider what users need this and how to surface (e.g. default or not)

Proposed Project Scope

- Streamline backend
 - Primary goal: ease schedule updates and reduce site maintenance costs
 - Other primary goal: alerts
 - Secondary goal: improve opportunities for site tracking
 - Feedback: can take requests for other backend process improvements (some restrictions apply)

Proposed Project Scope

- Design refresh and standardization
 - Primary goal: reduce site maintenance costs
 - Feedback: Good opportunity to make tweaks based on agency preferences and rider feedback from last 2 years

Proposed Project Scope

- Website template
 - Primary goal: Create OpenTripPlanner plugin for other Oregon agencies to use
 - Secondary (?) goal: Multi-agency management in GTFS update plugin
 - Possible (difficult) goal: one-click timetables

Proposed Project Scope

- OpenStreetMap (OSM) + Pelias
 - Primary goal: Review and identify needed updates to OSM layer in region
 - Secondary goal: Identify and train OSM champions
 - Tertiary goal: recommendations to ODOT
 - Possible (difficult) goal: Pelias geocoder

Proposed Project Scope

- Sharing with the community
 - Webinar?
 - Report?
 - More user-friendly template website?
 - Focus on RTCs?

Tillamook County Transportation District
Board of Directors Regular Monthly Meeting
Thursday, January 23, 2020 – 6:00PM
Transportation Building
3600 Third Street, Tillamook, OR
Meeting Minutes



1. Call to Order: Board Chair Judy Riggs called the meeting to order at 6:00pm
2. Pledge of Allegiance
3. Roll Call:

Present

TCTD Board of Directors

Judy Riggs, Board Chair
Marty Holm, Vice Chair
Linda Adler, Treasurer
Gary Hanenkrat, Director
Jim Huffman, Secretary (arrived at 6:15pm)
Jackie Edwards, Director
Melissa Carlson-Swanson, Director

TCTD Staff

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

Absent

None

Guest

San SunOwen, Director Care Oregon
Chris Kell, public
Kathy Klelzek, Transportation Options Specialist, NW Transportation Options/SETD

4. Announcements and Changes to Agenda: 1) Add San SunOwen, Care Oregon; 2) Remove Resolution 20-02 In the Matter of Authorizing the GM to Execute a Oregon Transportation Infrastructure Loan (OTIB) Between the District and ODOT.

5. Public & Guest Comments:

Kathy Klelzek introduced herself and explained her role as the NW Transportation Options Specialist for Clatsop, Tillamook and Columbia counties.

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.

6. San SunOwen, Director of Transportation & Strategic Partnerships of Care Oregon updated the Board on the status of the contractual relationship between the Oregon Health Authority (OHA) and the CPCCO. San further explained the purpose for the terms of the delegate agreement on the agenda being considered for approval. Director Holm asked why the contract terms have been one year or less. San SunOwen explained this is due to the new proposed brokerage operations standards being promoted by OHA. San explained that Care Oregon is still negotiating these requirements and that it makes sense to only have one-year agreements until the differences have been resolved. The new annual terms are also desirable to build-in a regular review process of the contracts to make timely revisions. The term is not indicative of CPCCO's commitment to the partnership. San SunOwen will follow up with legal counsel to see if they can consider term changes verbiage to help build confidence in the relationship.
7. Executive Session – None.

REPORTS

8. Financial Report: GM Doug Pilant reviewed the December 2019 financial reports. District has now completed 50% of the Fiscal Year. NW Rides will result in a supplemental budget later in this fiscal year. Director Adler asked if the professional services is for the union negotiations. GM Doug Pilant stated it is for union. Director Huffman asked if the union negotiations were near completion. GM Doug Pilant stated he would share that information later in his GM report.
9. Service Measure Performance Report: GM Doug Pilant reviewed performance measures with the Board.

System-wide YTD Ridership is up 4.3% over the previous year. The YTD passengers per hour are +3.7%, the cost per trip was +6.8% while the cost per hour was +10.8% and the fare box return was -8.1%.

10. Northwest Oregon Transit Alliance: GM Doug Pilant reviewed the NWOTA meeting agenda, minutes, finance report with the Board. He shared the marketing campaign for advertising on buses. They are planning to discuss website implementation at the February meeting.

11. Planning & Development:

- a. Cape Kiawanda Master Plan – None.
- b. Nelson Nygaard working on analysis of the Deviated Fixed Route policy and procedures and reviewing to confirm the District's required ADA requirements.
- c. STIF Plan Onboard Survey will be completed in the next few weeks.
- d. Pacific Coast Bike Plan – ODOT has scheduled a listening and observing meeting planned in February.

12. Grant Funding

- a. STIF/STF Consolidation: None
- b. STIF Formula: None
- c. STP discretionary grant due March 3rd.

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.

- d. Section 5339 Grant submitting for a couple expansion buses. Director Huffman asked what expansion buses would be used for? GM Doug Pilant explained that they are additions to the fleet, not to the service.

13. Facility/Property Management –

- a. Transit Visitors Center – Shared the recently completed plat map and reported the survey and partitioning process is complete. The plat map document has been sent to the Tillamook County Planning Department and when they complete their process the District can complete the purchase of the TVC. The District should receive the OTIB loan documents next week. The District's loan was approved for 1.7% interest rate. Hopefully all documents will be ready for the February board meeting. Director Adler asked if this includes the alley. GM Doug Pilant stated it does include the alley.
- b. Low Voltage Project – Scheduled to complete the dispatch and additional employee workstations projects. Last project will be upgrading the Training Room.
- c. Building Signage Project has been scheduled to be completed in the next few weeks.
- d. Post Office Bus Stop: Waiting for easement. Director Adler shared that the Cloverdale post office had a tree fall down.
- e. Propane Fueling Station: In the next month will schedule legal counsel to review the ODOT grant agreement to provide an implementation plan.

14. NW Ride Brokerage

- a. Delegate Agreement later in the meeting.

15. Miscellaneous

- a. Board Training – SDAO said they could schedule continuation of board training on March 19th. Proposed to do the board training from 5-6, then continue with the board meeting at 6pm. Board members were agreeable to scheduling the training.
- b. Union Negotiations – No meetings currently scheduled. The District's labor attorney Akin Blitz has returned from his vacation will prepare a counter proposal. Director Hanenkrat asked if the District was replacing the labor attorney. GM Doug Pilant explained that as he had previously reported is that Akin announced he was planning to retire this year and that we'd discuss a transition plan in the near future. Director Huffman asked if the health benefit package was approved. GM Doug Pilant confirmed that benefits have been agreed upon and implemented.
- c. Greyhound Interline Agreement: Agreement has been implemented and exceeding expectations.
- d. Amtrak Interline Agreement: The District's legal counsel and SDAO reviewed the contract and have sent a draft contract to Amtrak for consideration.

CONSENT CALENDAR

16. Motion to Approve the Minutes of December 9, 2019 Board Workshop

17. Motion to Approve the Minutes of the December 19, 2019 Regular Board Meeting

18. Motion to Accept Financial and Operations Reports: December 2019

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.

19. Motion to Appoint Tabatha Welch as FY 2020-21 Budget Officer

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

MOTION PASSED

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

ACTION ITEMS

20. Resolution 20-01 In the Matter of Authorizing the GM to Execute a Delegate Agreement Between the District and Care Oregon

GM Doug Pilant explained the Resolution to the Board.

Motion by Director Holm to approve Resolution 20-01 Authorizing the GM to Execute a Delegate Agreement Between the District and Care Oregon and Business Associate Agreement. *Motion Seconded* by Director Huffman. Board Chair Judy Riggs called for further discussion; followed by none, she called for the vote.

MOTION PASSED

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

DISCUSSION ITEMS

21. Staff Comments/Concerns

GM Doug Pilant: Today is his 8-year anniversary and one of his favorite things about board meeting is the Pledge of Allegiance.

Superintendent Brent Olson: Good to see everybody.

Accounting Specialist Tabatha Welch: She is excited about the new ID process and made ID badges for all staff as well as Board members. Directors asked how to get ID badges for their dependents. She told them they can just send a picture of their dependents and she will prepare ID for them.

NWR Supervisor/Board Clerk Cathy Bond: Thanked the Board for approving CPCCO Delegate Agreement and appreciates their support of the NW Rides program.

22. Board of Directors Comments/Concerns

Jim Huffman – Was on planning committee for SDAO conference and wants to know how many are coming. Asked how many members received mailings. He believes it is important that all members get signed up to received SDAO information by mail so they know about trainings and conferences.

Judy Riggs – She was excited to learn in the news that Central Oregon is adding Saturday bus service. Thanked Tabatha for the “VIP” pass and her congratulations on new position as budget officer.

Marty Holm – Thanked Doug for having San SunOwen at the board meeting.

Jackie Edwards – Thanked Tabatha for the ID and congratulations on the budget officer position.

Gary Hanenkrat – None.

Linda Adler – Look forward to working with everyone in the new year.

Melissa Carlson-Swanson – Thankful for non-medical transportation and for purchase of the TVC and the importance of all those things within the community.

UPCOMING EVENTS

Adjournment: Board Chair Riggs adjourned the meeting at 7:00pm.

These minutes approved this 20th day of February 2020.

ATTEST:

Judy Riggs, Board Chair

Doug Pilant, General Manager

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

**Authorizing an Oregon Transportation)
Infrastructure Bank (OTIB) Loan for)
the Transit Visitor Center Property)**

RESOLUTION NO. 20-02

WHEREAS, the Oregon Transportation Infrastructure Bank (OTIB) is an Oregon Department of Transportation (ODOT) revolving loan fund; and

WHEREAS, the Tillamook County Transportation District ("TCTD" or "District") has applied for a \$50,000 loan through the ODOT Oregon Transportation Infrastructure Bank Program ("OTIP Loan") to be used towards the purchase of the Downtown Tillamook Transit & Visitor Center property to be used to support the District's operations; and

WHEREAS, the OTIB Loan is secured by a pledge of the District's full faith and credit and the District's General Fund revenues; and

WHEREAS, the District is qualified to apply for and obtain financial assistance from the OTIB for the purpose stated in this resolution,

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

that the General Manager is authorized to execute an application for financial assistance from the Oregon Transportation Infrastructure Bank and to submit the application, together with all required documentation, to the Oregon Department of Transportation.

INTRODUCED AND ADOPTED this 21st day of February 20, 2020.

ATTEST:

By: _____
Judy Riggs, Board Chair

By: _____
Doug Pilant, General Manager



Oregon

Oregon Department of Transportation
Financial Services – MS 21
355 Capitol ST. NE
Salem, OR 97301-3871
Office Phone: 503-986-6376
Fax Number: 503-986-4141

January 24, 2020

Douglas Pilant
Tillamook County Transportation District
3600 Third Street, Suite A
Tillamook, OR 97141

Re: Oregon Transportation Infrastructure Bank Loan – Commitment Letter
Downtown Transit Visitor Center Purchase

Dear Mr. Pilant:

I am pleased to inform you that on January 13, 2020 the State of Oregon, acting by and through the Department of Transportation (the “State”), on behalf of the Oregon Transportation Infrastructure Bank, approved a loan (the “Loan”) from the Oregon Transportation Infrastructure Fund to Tillamook County Transportation District, (the “TCTD”) on the following terms and conditions:

Project: Downtown Transit Visitor Center Purchase

Loan Amount: Fifty Thousand dollars (\$50,000)

Interest Rate: The annual interest rate on the Loan is One and 70/100 percent (1.70%). This rate is based on an equivalent 10 year bond with an average life of 7 years and is the rate per annum of the 7 year, BAA Rated, Municipal Market Data index as of January 15, 2020. Interest shall be calculated on the basis of a 360-day year, consisting of twelve (12), thirty (30) day months.

Payment Terms: Equal annual payments of principal and interest, estimated at \$5,479.32 each, commencing November 1, 2020. The actual payments shall be calculated so that they are level, and each payment includes all interest accrued during the six months prior to the date of payment and so much of the principal as is sufficient to fully amortize the Loan amount set forth above by the maturity date of the Loan. The first payment may be adjusted so that all accrued unpaid interest to the first payment date is included. The maturity date of the Loan is ten (10) years from the date of final disbursement of the Loan, or November 1, 2029, whichever date is earlier.

**Sources of
Repayment
and Pledge:**

The TCTD pledges:

- 1) Full Faith & Credit of TCTD. “Full Faith & Credit of TCTD” means an obligation of TCTD that is secured by all “lawfully available funds” (as defined in ORS 287A.001(11)) of TCTD.

2) The TCTD's General Fund revenues.

The Loan shall be payable from any funds legally available to the TCTD, including but not limited to, the TCTD's General Fund and local property tax revenues.

Loan Fee:

A Loan fee equal to one percent (1%) of the Loan amount will be due and payable at closing. TCTD will pay Loan fee at Loan closing.

The obligation of the State to make the Loan is subject to the following conditions:

1. There has been no material adverse change in the financial, or any other, condition of TCTD since the Loan application was filed. The State shall be under no duty or obligation to process and fund the Loan if the financial condition and credit standing of TCTD are not maintained in a manner satisfactory to the State.
2. All information, data, exhibits and other materials submitted in connection with the Loan and all other representations made by or on behalf of TCTD to the State shall be accurate and complete. If any of this information, data, exhibits or other materials is determined by the State to be materially inaccurate or incomplete, the State shall have no obligations hereunder. This provision shall survive the closing of the Loan.
3. There is sufficient money in the Oregon Transportation Infrastructure Fund available to fund the Loan.
4. TCTD shall deliver to the State the following, all in form and substance satisfactory to the State and its counsel:
 - a. Execution and delivery of documents required by the State and containing such terms and conditions as the State deems necessary and prudent. These documents may include but are not limited to a loan agreement, promissory note, and local agency agreement.
 - b. A copy of the resolution, duly adopted by the TCTD Board of Directors, authorizing this Loan, the pledge and execution of the Loan documents, which copy of ordinance/resolution shall be certified by an authorized officer of TCTD.
 - c. Opinion(s) of the counsel(s) for TCTD.

Once we receive your acceptance of this commitment letter, we will be submitting loan documents to the Attorney General's office for review. We will forward them to you for your review once they have been approved.

DISCLAIMERS

The State of Oregon, acting by and through the Department of Transportation, may not:

- A. Act as your attorney, engineer, or financial or tax consultant.
- B. Guarantee you are making a good investment.

- C. Insure that any project is safe, feasible, or operable.
- D. Compel a contractor or engineer to remedy defects in construction or to live up to any contracts they may make with you.
- E. Guarantee the confidentiality of application or loan files. ORS 192.345 and 192.355 define material exempt from public disclosure and also the circumstances under which such material may be subject to disclosure.

Please read the terms and conditions of this commitment letter carefully. If there are any which you are uncertain you can meet or perform, please contact us now. Some conditions may result in costs to you. Some may require professional help.

We recommend that you identify those requirements which can be more easily or inexpensively met and comply with those first so as to avoid the possible situation in which an expensive requirement is met only to find that failure to meet another requirement forces cancellation of this Loan commitment.

This Loan commitment is made for the express benefit of TCTD and is not transferable or assignable by TCTD without the prior written consent of the State, which consent may be withheld for any reason, in the sole discretion of the State.

The laws of the State of Oregon (without giving effect to its conflicts of law principles) govern all matters arising out of or relating to this commitment letter, including, without limitation, its validity, interpretation, construction, performance, and enforcement. Any party bringing a legal action or proceeding against any other party arising out of or relating to this commitment letter shall bring the legal action or proceeding in the Circuit Court of the State of Oregon for Marion County (unless Oregon law requires that it be brought and conducted in another county). Such party consents to the exclusive jurisdiction of such court, waives any objection to venue, and waives any claim that such forum is an inconvenient forum. Notwithstanding the second sentence of this paragraph, if a claim must be brought in a federal forum, then it must be brought and adjudicated solely and exclusively within the United States District Court for the District of Oregon. The preceding sentence (1) applies to a claim brought against the State of Oregon only to the extent Congress has appropriately abrogated the State of Oregon's sovereign immunity and is not consent by the State of Oregon to be sued in federal court and (2) is also not a waiver by the State of Oregon of any form of defense or immunity, including but not limited to sovereign immunity or immunity based on the Eleventh Amendment to the Constitution of the United States.

This commitment can be withdrawn at any time prior to your acceptance. This commitment can be accepted only by having your authorized representative signing below where indicated and returning this signed copy to the State no later than February 28, 2020. Upon your failure to do so, this Loan commitment will be null and void, and the State shall have no further obligations hereunder. Further, this commitment, even if accepted by the TCTD on or prior to February 28, 2020, will expire if the Loan closing does not occur by April 30, 2020.

If you have any questions, please contact Cindy Lesmeister at (503) 986-6634, or by email at Cindy.L.Lesmeister@odot.state.or.us.

Sincerely,

State of Oregon, acting by and through its
Department of Transportation

By: 
Tracy D. Wroblewski, Chief Financial Officer

TCTD'S ACCEPTANCE OF LOAN COMMITMENT.

The undersigned Tillamook County Transportation District has read and understood the above Loan commitment letter and accepts the above Loan commitment on the terms and conditions described in this letter.

Tillamook County Transportation District

By: _____

Name: _____

Title: _____

Date: _____

- Ken Shonkwiler, Region 2
- Hal Gard, Rail and Public Transit Division
- Arla Miller, Rail and Public Transit Division
- Matthew Harris, Financial Services
- Cindy Lesmeister, Financial Services