

Tillamook County Transportation District
Board of Directors
Regular Monthly Meeting



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

Thursday, March 19, 2020 at 6:00PM
Transportation Building
3600 Third Street, Tillamook, Oregon



BOARD OF DIRECTORS – REGULAR MONTHLY MEETING
Tillamook County Transportation
AGENDA

Thursday, March 19, 2020 @ 6:00pm

Due to the COVID-19 Pandemic, this meeting will be by PHONE ONLY.
Please dial: [+1 \(571\) 317-3122](tel:+15713173122)
Enter Access Code: 653-118-181

1. Call to Order
2. Pledge of Allegiance
3. Roll Call
4. Announcements & Changes to Agenda
5. Public & Guest Comment
6. Supplemental Budget Public Hearing

GENERAL MANAGERS REPORT

7. Financial Report (Pgs. 1-19)
8. Service Performance Report (Pgs. 20-24)
9. Northwest Oregon Transit Alliance (Pgs. 25-30)
10. Planning & Development
11. Grant Funding
12. Facility/Property Management
13. NW Rides Brokerage
14. Miscellaneous

CONSENT

15. Motion to Approve the Minutes of February 20, 2020 Regular Board Meeting (Pgs. 31-35)
16. Motion to Accept Financial and Operations Reports: February 2020

ACTION ITEMS

17. Resolution 20-03 In the Matter of Adopting the Supplemental Budget and making Appropriations for the Fiscal Year 2019-2020 NW Rides Budget (Pg. 36)
18. Resolution 20-04 In the Matter of Authorizing the General Manager to Execute a Personal Services Agreement with Planning Solutions Inc. for Architectural and Engineering Services (Pgs. 37-52)
19. Resolution 20-05 In the Matter of Authorizing the General Manager to Execute an Agreement with the Port of Tillamook Bay for space to temporarily store surplus vehicles (Pgs. 53-55)
20. Motion to Adopt the TCTD Contagious Virus Response Plan (Pgs. 56-66)

DISCUSSION ITEMS

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

Tillamook County Transportation District
 Normal Trial Balance
 From 2/29/2020 Through 2/29/2020

Account Code	Account Title	Debit Balance	Credit Balance
1001	General Checking Account	714,021.97	
1006	Payroll Checking	29,117.83	
1009	NW RIDES ACCOUNT	128,503.77	
1011	Prop. Mgmt. Checking	66,712.11	
1020	LGIP - General Account	861,736.60	
1030	LGIP - Capital Reserve	584,559.90	
1040	Petty Cash	200.00	
Report Total		2,384,852.18	0.00
Report Difference		2,384,852.18	

OK
 3-4-20
 GW
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Tillamook County Transportation District
Financial Statement

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

	Current Period Actual	Current Period Budget	Current Year Actual	Total Budget	Total Budget Variance	66%
Resources						
Working Capital	3500	0.00	0.00	1,596,525.00	(1,596,525.00)	0.00%
Fares	4000	24,892.27	207,788.10	275,000.00	(67,211.90)	75.55%
Contract Revenue	4020	37,337.40	544,840.47	883,000.00	(338,159.53)	61.70%
Property Tax	4100	5,197.33	916,146.53	925,000.00	(8,853.47)	99.04%
Past Years Property Tax	4110	856.79	19,231.70	40,000.00	(20,768.30)	48.07%
State Timber Revenue	4120	38,616.68	127,299.44	250,000.00	(122,700.56)	50.91%
Mass Transit State Payroll Tax	4130	0.00	7,083.33	85,000.00	(26,459.95)	68.87%
STIF Formula	4135	0.00	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	33,490.00	149,000.00	(115,510.00)	22.47%
Capital Grants	4210	0.00	0.00	791,414.00	(791,414.00)	0.00%
Grants - FTA 5311	4220	0.00	238,340.00	370,000.00	(131,660.00)	64.41%
NWOTA Partner Cont. Match	4225	12,000.00	36,000.00	48,000.00	(12,000.00)	75.00%
Grants - STIF	4230	0.00	33,000.00	67,700.00	(16,925.00)	75.00%
Grants - 5311 (f)	4240	0.00	87,905.00	310,000.00	(222,095.00)	28.35%
Grants - 5310	4245	0.00	40,939.00	105,000.00	(64,061.00)	38.98%
Special Bus Operations	4300	95.56	1,958.98	1,000.00	958.98	195.89%
Miscellaneous Income	4400	0.00	7,185.38	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	2,537.75	25,921.42	22,000.00	3,921.42	117.82%
Advertising Income	4520	0.00	83.33	1,000.00	(1,000.00)	0.00%
Lease Income	4900	1,900.00	15,200.00	23,000.00	(7,800.00)	66.08%
Lease Operational Exp Income	4910	790.74	5,114.58	7,000.00	(1,885.42)	73.06%
Transfer From General Fund	4911	0.00	12,000.00	22,000.00	(10,000.00)	54.54%

Monthly BOD Report w/YTD Budget & Variance

Tillamook County Transportation District
Financial Statement

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

	Current Period Actual	Current Period Budget	Current Year Actual	Total Budget	Total Budget Variance	66%
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		<u>124,224.52</u>	<u>2,673,882.29</u>	<u>7,567,102.00</u>	<u>(4,893,219.71)</u>	<u>35.34%</u>
Expenses						
Personnel Services						
Payroll: Administration	5010	22,125.33	180,545.20	345,000.00	164,454.80	52.33%
Payroll: Dispatch	5020	6,988.62	63,640.91	115,000.00	51,359.09	55.33%
Payroll: Drivers	5030	75,105.60	688,745.96	1,161,500.00	472,754.04	59.29%
Payroll: Maintenance	5040	4,127.14	27,930.71	70,000.00	42,069.29	39.90%
Payroll Expense	5050	8,135.66	73,224.21	142,100.00	68,875.79	51.53%
Payroll Healthcare	5051	(6,502.28)	0.00	269,154.00	48,741.03	81.89%
Payroll Retirement	5052	4,467.57	40,006.06	75,600.00	35,593.94	52.91%
Payroll Veba	5053	3,252.26	50,991.55	66,000.00	15,008.45	77.25%
Workers Compensation Ins.	5055	0.00	28,861.70	22,500.00	(6,361.70)	128.27%
Total Personnel Services		<u>117,699.90</u>	<u>1,374,359.27</u>	<u>2,266,854.00</u>	<u>892,494.73</u>	<u>60.63%</u>
Materials and Services						
Professional Services	5100	10,462.60	103,276.86	112,750.00	9,473.14	91.59%
Administrative Support	5101	0.00	11,548.64	25,000.00	13,451.36	46.19%
Website Maintenance	5102	0.00	6,500.00	7,500.00	1,000.00	86.66%
Planning	5103	0.00	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	225.71	1,813.03	3,000.00	1,186.97	60.43%

Monthly BOD Report w/YTD Budget & Variance

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Tillamook County Transportation District

Financial Statement

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

	Current Period Actual	Current Period Budget	Current Year Actual	Total Budget	Total Budget Variance	66%
5145 Computer R&M	2,001.75	3,625.00	25,377.05	43,500.00	18,122.95	58.33%
5150 Fees & Licenses	4,885.00	2,708.33	23,046.18	35,500.00	12,453.82	64.91%
5160 Insurance	0.00	7,000.00	79,852.00	84,000.00	4,148.00	95.06%
5170 Office Expenses	624.77	1,083.33	8,584.38	13,000.00	4,415.62	66.03%
5175 Board Expenses	368.41	833.33	10,655.90	10,000.00	(655.90)	106.55%
5180 Operational Expenses	2,320.18	3,500.01	28,251.61	42,000.00	13,748.39	67.26%
5185 Drug & Alcohol Administration	200.00	125.00	1,380.00	1,500.00	120.00	92.00%
5190 Marketing	2,034.63	5,458.33	33,760.44	65,500.00	31,739.56	51.54%
5191 Website Re-Design	0.00	0.00	0.00	164,560.00	164,560.00	0.00%
5210 Telephone Expense	1,775.15	1,750.00	10,854.54	21,500.00	10,645.46	50.48%
5220 Travel & Training	1,657.19	3,125.00	16,161.22	37,500.00	21,338.78	43.09%
5240 Vehicle Expense	9,597.50	16,666.67	181,607.61	200,000.00	18,392.39	90.80%
5245 Fuel Expenses	20,076.39	29,166.67	180,752.30	350,000.00	169,247.70	51.64%
5260 Postage	0.00	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	5,600.00	8,400.00	2,800.00	66.66%
5285 Transit & Visitor Center Maint	2,293.12	1,250.00	11,970.38	15,000.00	3,029.62	79.80%
5290 General Operating Cont.	0.00	9,708.33	0.00	116,500.00	116,500.00	0.00%
5300 Property Operating Expenses	2,312.76	2,041.67	13,709.66	24,500.00	10,790.34	55.95%
5330 Flex Lease: Fees	0.00	83.33	220.00	1,000.00	780.00	22.00%
5340 Property Maint. & Repair	2,321.91	1,083.33	16,284.08	13,000.00	(3,284.08)	125.26%
5346 Operations Facility Maint.	76.04	208.33	2,362.76	2,500.00	137.24	94.51%
Total Materials and Services	63,933.11	109,626.41	801,048.82	1,488,577.00	687,528.18	53.81%
Special Payments						
5200 STF Payments to Recipients	0.00	300.00	15,687.00	20,914.00	5,227.00	75.00%

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Monthly BOD Report w/YTD Budget & Variance

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Tillamook County Transportation District

Financial Statement

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

	Current Period Actual	Current Period Budget	Current Year Actual	Total Budget	Total Budget Variance	66%
STIF Payments to Recipients	0.00	0.00	3,750.00	5,000.00	1,250.00	75.00%
Total Special Payments	0.00	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	4,820.64	5,000.00	179.36	96.41%
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	76,000.86	99,591.00	23,590.14	76.31%
Capital Purchases						
Building Repair & Renovation	0.00	0.00	258.92	22,500.00	22,241.08	1.15%
Admin. Expenses- Renovation	0.00	0.00	0.00	7,500.00	7,500.00	0.00%
Bus Replacement/Addition	0.00	0.00	0.00	900,000.00	900,000.00	0.00%
Van Replacement/Addition	0.00	0.00	0.00	75,000.00	75,000.00	0.00%
Computer Upgrade	0.00	416.67	150.15	5,000.00	4,849.85	3.00%
Fuel Cell Triangulation Point	0.00	500.00	0.00	6,000.00	6,000.00	0.00%
Bus Stop Signage/Shelters	0.00	2,500.00	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 2/1/2020 Through 2/29/2020

	Current Period Actual	Current Period Budget	Current Year Actual	Total Budget	Total Budget Variance	66%
6050	13,497.01	0.00	31,701.73	400,500.00	368,798.27	7.91%
Other Capital Projects	13,497.01	3,416.67	44,181.32	1,446,500.00	1,402,318.68	3.05%
Total Capital Purchases	14,099.59	9,250.01	120,182.18	1,546,091.00	1,425,908.82	7.77%
Total Capital Outlay	195,732.60	273,851.42	2,346,701.91	7,567,102.00	5,220,400.09	31.01%
Total Expenses						

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NWR

Tillamook County Transportation District
Financial Statement

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

	Current Period Actual	Current Period Budget	Current Year Actual	Total Budget	Total Budget Variance	66%
Resources						
NWR Revenue	246,428.13	262,500.00	2,686,385.88	3,150,000.00	(463,614.12)	85.28%
Miscellaneous Income	0.00	29,166.67	0.00	350,000.00	(350,000.00)	0.00%
Total Resources	<u>246,428.13</u>	<u>291,666.67</u>	<u>2,686,385.88</u>	<u>3,500,000.00</u>	<u>(813,614.12)</u>	<u>76.75%</u>
Expenses						
Personnel Services						
Payroll: Administration	18,186.19	26,250.00	171,472.86	315,000.00	143,527.14	54.43%
Payroll: Indirect	1,067.05	1,000.00	17,477.52	12,000.00	(5,477.52)	145.64%
Payroll Expense	1,503.18	6,250.00	12,890.70	75,000.00	62,109.30	17.18%
Payroll Healthcare	8,992.15	0.00	61,864.38	15,000.00	(46,864.38)	412.42%
Payroll Retirement	974.53	0.00	8,815.59	2,000.00	(6,815.59)	440.77%
Payroll Veba	1,875.32	0.00	10,263.94	2,000.00	(8,263.94)	513.19%
Workers Compensation Ins.	0.00	0.00	205.54	0.00	(205.54)	0.00%
Total Personnel Services	<u>32,598.42</u>	<u>33,500.00</u>	<u>282,990.53</u>	<u>421,000.00</u>	<u>138,009.47</u>	<u>67.22%</u>
Materials and Services						
Professional Services	0.00	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	225.22	208.33	2,012.98	2,500.00	487.02	80.51%
Computer R&M	1,502.00	1,250.00	6,402.00	15,000.00	8,598.00	42.68%
Fees & Licenses	0.00	166.67	10,524.99	2,000.00	(8,524.99)	526.24%
Insurance	0.00	166.67	0.00	2,000.00	2,000.00	0.00%
Office Expenses	199.79	1,150.00	3,254.19	13,800.00	10,545.81	23.58%
Operational Expenses	0.00	208.33	778.87	2,500.00	1,721.13	31.15%
Telephone Expense	2,017.59	1,666.67	13,895.97	20,000.00	6,104.03	69.47%

Monthly BOD Report w/YTD Budget & Variance

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Tillamook County Transportation District
Financial Statement

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

	Current Period Actual	Current Period Budget	Current Year Actual	Total Budget	Total Budget Variance	66%	
Travel & Training	5220	0.00	750.00	1,424.70	9,000.00	7,575.30	15.83%
Postage	5260	0.00	416.67	413.70	5,000.00	4,586.30	8.27%
Purchased Transportation	5265	240,279.59	200,000.00	2,076,450.92	2,400,000.00	323,549.08	86.51%
Member Mileage Reimbursement	5266	30,000.00	15,833.33	170,684.00	190,000.00	19,316.00	89.83%
Volunteer Mileage Reimburse	5267	15,000.00	29,166.67	218,718.15	350,000.00	131,281.85	62.49%
Office Rent	5281	400.00	400.00	3,200.00	4,800.00	1,600.00	66.66%
Property Operating Expenses	5300	103.67	75.00	696.19	900.00	203.81	77.35%
Total Materials and Services		289,727.86	253,250.01	2,511,732.66	3,039,000.00	527,267.34	82.65%
Capital Outlay							
Capital Purchases							
Ecolume Investment	6022	0.00	3,333.33	0.00	40,000.00	40,000.00	0.00%
Total Capital Purchases		0.00	3,333.33	0.00	40,000.00	40,000.00	0.00%
Total Capital Outlay		0.00	3,333.33	0.00	40,000.00	40,000.00	0.00%
Total Expenses		322,326.28	290,083.34	2,794,723.19	3,500,000.00	705,276.81	79.85%

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UMPQUA BANK: CLOSING DATE 2/25/2020			
Date	Vendor	Description of Transaction	Amount
DOUG PILANT			
7-Feb	THAI ME UP	SDAO/MEALS	\$ 25.08
7-Feb	FINNS FISHHOUSE	SDAO/MEALS	\$ 41.20
10-Feb	RILEYS	SDAO/MEALS	\$ 20.70
11-Feb	SHILO INN	SDAO/HOTEL	\$ 487.28
14-Feb	PACIFIC RESTAURANT	MEETING/MEALS/DOUG & MISS	\$ 35.50
02/14/20	GARIBALDI PORTSIDE	MEETING/MEALS/DOUG & JUDY	\$ 49.00
02/20/20	PIRATES COVE	MEETING/MEALS/DOUG & JACKIE	\$ 44.25
			\$ 703.01
CATHY BOND			
01/24/20	IRON MTN	SHREDDING	\$ 82.80
01/29/20	FIELDPRINT	BACKGROUND CHECKS	\$ 12.50
02/03/20	LANGUAGE LINE	NWR PHONES	\$ 35.55
02/03/20	ENDICIA	NWR POSTAGE	\$ 9.95
02/05/20	LANGUAGE LINE	NWR PHONES	\$ 31.60
02/05/20	LANGUAGE LINE	NWR PHONES	\$ 7.90
02/06/20	ADOBE	SOFTWARE	\$ 24.99
02/18/20	ENDICIA	POSTAGE	\$ 5.46
02/19/20	SAFEWAY	FLOWERS/EMPLOYEE RECOGNITION	\$ 41.99
02/19/20	FIELDPRINT	BACKGROUND CHECKS	\$ 12.50
02/27/20	IRON MTN	SHREDDING	\$ 82.80
			\$ 348.04
BRENT OLSON			
01/24/20	MTCPRO	SOFTWARE	\$ 98.00
01/27/20	PIG N PANCAKE	MEETING/MEALS	\$ 47.75
01/27/20	WEBSTAUANT STORE	OFFICE SUPPLIES/COFFEE POT	\$ 236.49
02/07/20	PANDA EXPRESS	MEALS/BUS SHUTTLE	\$ 16.60
02/12/20	PILOT	MEAL/BUS SHUTTLE	\$ 12.87
02/24/20	MTCPRO	SOFTWARE	\$ 98.00
02/24/20	CARLS JR	MEALS/BUS SHUTTLE	\$ 6.79
			\$ 516.50
TABATHA WELCH			
01/24/20	FRED MEYER	OFFICE SUPPLIES	\$ 48.96
01/27/20	US TRANSMISSION	VEHICLE EXPENSE	\$ 140.23
01/30/20	THAI BAY	TRAINING MEAL	\$ 23.00
02/10/20	FULTANOS	SDAO MEAL	\$ 24.99
02/10/20	STARBUCKS	SDAO SNACKS	\$ 5.45
02/10/20	SAFEWAY	SDAO SNACKS	\$ 16.43
02/18/20	BLUE HERON	NWOTA MEETING/MEALS	\$ 86.25
02/18/20	USPS	POSTAGE	\$ 100.00
02/18/20	TILLAMOOK	POSTAGE	\$ 5.00
02/18/20	ENDICIA	POSTAGE	\$ 17.99
02/24/20	AMAZON	OFFICE SUPPLIES/TABLE	\$ 69.99
02/24/20	FRED MEYER	OFFICE SUPPLIES	\$ 24.98
			\$ 563.27
CLAYTON NORRBOM			
01/27/20	WERNERS	MEALS/TRAINING	\$ 19.90
01/28/20	TSI	TRAINING REGISTRATION	\$ 145.00
02/10/20	WERNERS	MEALS/TRAINING	\$ 15.90
02/18/20	SWEET TOMATOES	MEALS/TRAINING	\$ 30.42
02/19/20	JACK IN BOX	MEALS/TRAINING	\$ 26.77
			\$ 237.99
STATEMENT TRUE UP			
Charges total			\$ 2,368.81
Grand Total			\$ 2,368.81
APPROVAL		DATE	



February 2020 Statement

Open Date: 01/24/2020 Closing Date: 02/24/2020

) 7790

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

Account

Cardmember Service
BUS 30 ELN 8

1-866-552-8855
15

New Balance	\$2,368.81
Minimum Payment Due	\$24.00
Payment Due Date	03/22/2020

Reward Points	
Earned This Statement	2,778
Reward Center Balance as of 02/23/2020	27,927
For details, see your rewards summary.	

Activity Summary		
Previous Balance	+	\$1,882.64
Payments	-	\$1,882.64 ^{CR}
Other Credits		\$0.00
Purchases	+	\$2,368.81
Balance Transfers		\$0.00
Advances		\$0.00
Other Debits		\$0.00
Fees Charged		\$0.00
Interest Charged		\$0.00
New Balance	=	\$2,368.81
Past Due		\$0.00
Minimum Payment Due		\$24.00
Credit Line		\$10,000.00
Available Credit		\$7,631.19
Days in Billing Period		32

Payment Options:



Mail payment coupon
with a check



Pay online at
myaccountaccess.com



Pay by phone
1-866-552-8855

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



68812

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

☎ . to pay by phone
☎ . to change your address

000013140 01 SP 000638376437398 P Y

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

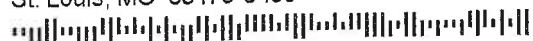


Account Number	7790
Payment Due Date	3/22/2020
New Balance	\$2,368.81
Minimum Payment Due	\$24.00

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 02/23/2020

Rewards Center Activity*	0
Rewards Center Balance	27,927

*This item includes points redeemed, expired and adjusted.

Rewards Earned	This Statement	Year to Date
Points Earned on Net Purchases	1,958	3,731
Gas, Restaurants & Telecom Double Points	820	1,037
Total Earned	2,778	4,768

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

This Valentine's Day, you can redeem points for hundreds of brand-name merchandise or gift cards at multiple price points. Redeeming is easy - simply log into myaccountaccess.com and click on "Rewards" then "Next" to browse merchandise, gift cards and travel options. You are sure to find a special something for that special someone! Don't forget you can redeem for statement credit too.

PAY TAXES WITH YOUR CARD. It's a fast, easy and secure way to pay your federal and state taxes. **FAST** - Pay instantly online. **EASY** - Your payment is processed right away and confirmed with an electronic receipt. **SECURE** - No worries about your payment getting lost or stolen in the mail. **REWARDING** - You will earn points for every net dollar you pay on your taxes with your card. Learn more at officialpayments.com.

Transactions PILANT DOUGLAS Credit Limit \$5000

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
Purchases and Other Debits					
02/07	02/06	6146	SQ *THAI ME UP SEAS SEASIDE OR	\$25.08	_____
02/07	02/06	6888	FINNS FISHHOUSE SEASIDE OR	\$41.20	_____
02/10	02/07	1594	RILEYS RESTAURANT SEASIDE OR	\$20.70	_____
02/11	02/10	1911	SHILO INN - SEASIDE OC SEASIDE OR	\$487.28	_____
02/14	02/12	0022	PACIFIC RESTAURANT TILLAMOOK OR	\$35.50	_____
02/14	02/13	2810	CKE*GARIBALDI PORTSIDE GARIBALDI OR	\$49.00	_____
02/20	02/18	8911	PIRATES COVE GARIBALDI OR	\$44.25	_____
			Total for Account	\$703.01	

Continued on Next Page

Transactions BOND, CATHY Credit Limit \$2500

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
Purchases and Other Debits					
01/24	01/23	6173	IRON MOUNTAIN 800-934-3453 MA	\$82.80	_____
01/29	01/29	2551	FIELDPRINT INC 888-291-1369 PA	\$12.50	_____
02/03	02/01	1171	LANGUAGE LINE, INC. 800-7526096 CA	\$35.55	_____
02/03	02/02	8806	ENDICIA 800-576-3279 CA	\$9.95	_____
02/05	02/04	4105	LANGUAGE LINE, INC. 800-7526096 CA	\$31.60	_____
02/05	02/04	3169	LANGUAGE LINE, INC. 800-7526096 CA	\$7.90	_____
02/06	02/05	6465	ADOBE ACROPRO SUBS 800-833-6687 CA	\$24.99	_____
02/18	02/18	1136	ENDICIA FEES 650-321-2640 CA	\$5.46	_____
02/19	02/17	0642	SAFEWAY #2723 TILLAMOOK OR	\$41.99	_____
02/19	02/19	3678	FIELDPRINT INC 888-291-1369 PA	\$12.50	_____
02/24	02/22	5298	IRON MOUNTAIN 800-934-3453 MA	\$82.80	_____
Total for Account				\$348.04	

Transactions WELCH, TABATHA Credit Limit \$2500

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
Purchases and Other Debits					
01/24	01/23	5807	FRED-MEYER #0377 TILLAMOOK OR	\$48.96	_____
01/27	01/24	4769	IN *US TRANSMISSIONS I 503-5456176 WA	\$140.23	_____
01/30	01/28	9378	THAI BAY RESTAURANT LINCOLN CITY OR	\$23.00	_____
02/10	02/08	7920	FULTANOS PIZZA - SEAS SEASIDE OR	\$24.99	_____
02/10	02/08	6358	STARBUCKS STORE 49305 SEASIDE OR	\$5.45	_____
02/10	02/06	1833	SAFEWAY #1260 SEASIDE OR	\$16.43	_____
02/18	02/14	5983	BLUE HERON FRENCH CH TILLAMOOK OR	\$86.25	_____
02/18	02/14	8323	USPS STAMPS ENDICIA 310-482-5800 CA	\$100.00	_____
02/18	02/14	2014	PP*TILLAMOOKDU TILLAMOOK OR	\$5.00	_____
02/18	02/15	4216	ENDICIA 800-576-3279 CA	\$17.99	_____
02/24	02/22	7927	Amazon.com*BV51U9VO3 Amzn.com/bill WA	\$69.99	_____
02/24	02/21	0132	FRED-MEYER #0377 TILLAMOOK OR	\$24.98	_____
Total for Account				\$563.27	

Transactions OLSON, BRENT Credit Limit \$3000

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
Purchases and Other Debits					
01/24	01/23	4992	FS *www.mtcpro.com 877-3278914 CA	\$98.00	_____
01/27	01/23	0284	PIG 'N PANCAKE-LINCOLN LINCOLN CITY OR	\$47.75	_____

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February 2020 Statement 01/24/2020 - 02/24/2020
 TILLAMOOK CNTY TRANS (CPN 001469460)

Cardmember Service ☎ 1-866-552-8855

Transactions OLSON, BRENT Credit Limit \$3000

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
01/27	01/24	2775	THE WEBSTAIRANT STORE 717-392-7472 PA	\$236.49	_____
02/07	02/06	5341	PANDA EXPRESS #2098 GRESHAM OR	\$16.60	_____
02/12	02/11	6997	PILOT 00003863 BROOKS OR	\$12.87	_____
02/24	02/23	5196	FS *www.mtcpro.com 877-3278914 CA	\$98.00	_____
02/24	02/20	8657	CARLS JR RESTAURANTS 8 KEIZER OR	\$6.79	_____
			Total for Account	\$516.50	

Transactions NORRBOM, CLAYTON Credit Limit \$2500

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
Purchases and Other Debits					
01/27	01/23	0666	WERNER GOURMET MEAT SN TILLAMOOK OR	\$19.90	_____
01/28	01/27	6854	TSI 405-954-9742 OK	\$145.00	_____
02/10	02/07	5631	WERNER GOURMET MEAT SN TILLAMOOK OR	\$15.90	_____
02/18	02/14	6821	SWEET TOMATOES 62 Q14 BEAVERTON OR	\$30.42	_____
02/19	02/17	2680	JACK IN THE BOX 7179 NEWBERG OR	\$26.77	_____
			Total for Account	\$237.99	

Transactions BILLING ACCOUNT ACTIVITY

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
Payments and Other Credits					
02/14	02/14	8	PAYMENT THANK YOU	\$179.00	CR _____
02/14	02/14	8	PAYMENT THANK YOU	\$1,703.64	CR _____
			Total for Account	\$1,882.64	

2020 Totals Year-to-Date	
Total Fees Charged in 2020	\$0.00
Total Interest Charged in 2020	\$0.00

Interest Charge Calculation

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

**APR for current and future transactions.

Balance Type	Balance By Type	Balance Subject to Interest Rate	Variable	Interest Charge	Annual Percentage Rate	Expires with Statement
**BALANCE TRANSFER	\$0.00	\$0.00	YES	\$0.00	13.74%	
**PURCHASES	\$2,368.81	\$0.00	YES	\$0.00	13.74%	
**ADVANCES	\$0.00	\$0.00	YES	\$0.00	25.49%	

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Tillamook County Transportation District

Check/Voucher Register
 1001 - General Checking Account
 From 2/1/2020 Through 2/29/2020

Document Number	Document Date	Transaction Amount	Payee	Transaction Description
15133	2/10/2020	1,420.00	24/7 TRUCK AND AUTO SERVICE	BUS 27 EXHAUST
15133	2/10/2020	3,822.24	24/7 TRUCK AND AUTO SERVICE	REPLACE ENGINE BUS 204
15134	2/10/2020	515.00	ATLANTIS AUTO GLASS, INC.	VAN 106
15135	2/10/2020	361.25	Batteries Northwest	BATTERIES
15136	2/10/2020	49.30	BRENT OLSON	MILEAGE, EMPLOYEE MEETINGS
15137	2/10/2020	615.00	Bullard Law, P.C.	LEGAL/BARGAINING
15138	2/10/2020	79.50	CAR CARE SPECIALISTS, INC.	DEF
15139	2/10/2020	20.00	COUNTRY MEDIA	advertising
15140	2/10/2020	100.00	CRYSTAL AND SIERRA SPRINGS	WATER
15141	2/10/2020	223.93	O'REILLY AUTOMOTIVE STORES	VEHICLE MAINTENANCE
15142	2/10/2020	720.00	CUMMINS NORTHWEST, LLC	MAINTENANCE LICENSE RENEWAL/SHOP COMPUTER
15143	2/10/2020	92.27	DSU PETERBILT & GMC INC	INVENTORY
15143	2/10/2020	103.16	DSU PETERBILT & GMC INC	PUMP
15143	2/10/2020	5,846.87	DSU PETERBILT & GMC INC	NEW ENGINE AND PARTS
15143	2/10/2020	(25.80)	DSU PETERBILT & GMC INC	RETURN
15144	2/10/2020	126.06	CENTURYLINK	TELEPHONE
15145	2/10/2020	953.32	FleetPride, Inc.	VEHICLE MAINTENANCE
15146	2/10/2020	50.00	Gary A. Hanenkrat	BOARD MEETING 012320
15147	2/10/2020	968.60	Gillespie Graphics	BUS STOP SIGNS
15148	2/10/2020	50.00	JACKIE EDWARDS	BOARD MEETING
15149	2/10/2020	50.00	JIM HUFFMAN	BOARD MEETING
15150	2/10/2020	840.00	JNB MECHANICAL, INC.	VEHICLE MAINTENANCE
15151	2/10/2020	778.00	JORDAN SCHRADER RAMIS, PC	LEGAL
15152	2/10/2020	50.00	JUDY RIGGS	BOARD MEETING
15153	2/10/2020	275.00	KEMPS NORTH COAST TOOLS	TOOLS
15154	2/10/2020	2,073.15	KITTELSON & ASSOCIATES, INC.	STIF PLANNING
15155	2/10/2020	824.62	LES SCHWAB WAREHOUSE CENTER	TIRES
15156	2/10/2020	50.00	Linda Adler	BOARD MEETING
15157	2/10/2020	46.88	MAC TOOLS DISTRIBUTING	SHOP TOOLS
15157	2/10/2020	117.99	MAC TOOLS DISTRIBUTING	WIRE STRIPPER
15158	2/10/2020	50.00	MARTY HOLM	BOARD MEETING 012320
15159	2/10/2020	3,517.62	McCOY FREIGHTLINER	REPLACE RADIATOR
15160	2/10/2020	50.00	MELISSA CARLSON-SWANSON	BOARD MEETING
15161	2/10/2020	881.80	DAVISON AUTO PARTS, INC.	VEHICLE MAINTENANCE
15162	2/10/2020	3,842.50	NELSON NYGAARD	PLANNING
15163	2/10/2020	41.25	Oregon State Police	BACKGROUND CHECKS
15163	2/10/2020	41.25	Oregon State Police	BACKGROUND CHECKS
15164	2/10/2020	142.29	PACIFIC CITY SUN	ADVERTISING
15165	2/10/2020	140.32	Pacific Office Automation	COPIES TCTD
15166	2/10/2020	1,199.13	PETROCARD INC.	FUEL
15167	2/10/2020	134.49	Rosenberg Builders Supply	SHOP SUPPLIES
15168	2/10/2020	124.11	Schetky Northwest Sales, Inc.	DOOR HANDLE/INVENTORY
15169	2/10/2020	19,699.61	Sheldon Oil Distributors	FUEL
15170	2/10/2020	50.00	SUNFLOWER FLATS	FLOWERS
15171	2/10/2020	109.60	TABATHA WELCH	MILEAGE/TRAINING
15172	2/10/2020	46.15	Tillamook Motor Co.	VEHICLE MAINTENANCE
15173	2/10/2020	48.00	TILLAMOOK COUNTY SHOPPER, LLC	MEETING NOTICE
15174	2/10/2020	65.11	ULINE	GARBAGE BAGS FOR THE BUS
15175	2/10/2020	274.56	VERIZON	TABLET DATA
15176	2/10/2020	108.00	WEST COAST EXHAUST	BUS 18
15176	2/10/2020	280.80	WEST COAST EXHAUST	BUS 34
15176	2/10/2020	136.80	WEST COAST EXHAUST	VAN 108
15176	2/10/2020	216.00	WEST COAST EXHAUST	PM SERVICE DRIVER SEAT BUS 2C
15176	2/10/2020	122.40	WEST COAST EXHAUST	BUS 302 GENERAL REPAIR
15176	2/10/2020	100.08	WEST COAST EXHAUST	HELPED UNLOAD TOW TRUCK
15176	2/10/2020	216.00	WEST COAST EXHAUST	ENGINE EXHAUST REPAIR BUS 30

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Tillamook County Transportation District

Check/Voucher Register

1001 - General Checking Account

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

Document Number	Document Date	Transaction Amount	Payee	Transaction Description
15177	2/11/2020	3,938.96	Western Bus Sales	BUS 300 REPLACE DPF/EXHAUST \
15178	2/12/2020	700.00	City Of Tillamook	TRANSIT CENTER LEASE
15179	2/12/2020	106.41	COMCAST	INTERNET SALEM
15180	2/12/2020	4,688.30	DICK'S AUTO SALES	VAN 105 TRANSMISSION
15181	2/12/2020	940.38	Fred Meyer Customer Charges	CARD CHARGES
15182	2/12/2020	95.00	LARRY QUINTAL	CDL PHYSICAL
15183	2/12/2020	1,090.71	Marie Mills Center, Inc	TRANSIT CENTER JANITORIAL
15184	2/12/2020	1,000.00	NATHAN LEVIN	SALEM LEASE
15185	2/12/2020	1,005.09	NORTHSIDE FORD	SHOP INVENTORY
15186	2/12/2020	1,703.64	CARDMEMBER SERVICE	CARD CHARGES
15187	2/17/2020	922.35	ADP, LLC	payroll services
15188	2/17/2020	265.36	ALSCO - Portland Linen	matt service
15189	2/17/2020	200.00	BIO-MED TESTING SERVICE, INC.	drug screening
15190	2/17/2020	114.43	BRENT OLSON	mileage/vehicle shuttle
15190	2/17/2020	109.25	BRENT OLSON	mileage/bus shuttle
15191	2/17/2020	796.00	BRYAN P. FITZSIMMONS, CPA	supplemental budget support
15192	2/17/2020	807.58	Advance Auto Parts	VEHICLE MAINTENANCE
15193	2/17/2020	54.55	Dish	DISH
15194	2/17/2020	1,498.00	GenXsys Solutions, LLC	COMPUTER SUPPORT
15194	2/17/2020	358.00	GenXsys Solutions, LLC	COMPUTER LICENSES
15195	2/17/2020	275.00	KDEP-FM/KTIL-FM/KTIL-AM	ADVERTISING
15196	2/17/2020	115.00	North Coast Lawn	LAWN MAINTENANCE
15197	2/17/2020	426.87	PACIFIC CITY SUN	advertising
15197	2/17/2020	146.88	PACIFIC CITY SUN	advertising
15198	2/17/2020	225.71	Pacific Office Automation	COPIER LEASE
15199	2/17/2020	168.50	Prevailing Communications	BUS RADIOS
15200	2/17/2020	1,375.50	PINPOINT STITCHES AND INK LLC	INDOOR/OUTDOOR SIGNS
15201	2/17/2020	49.95	VANIR BROADBAND, INC.	INTERNET
15202	2/28/2020	4,440.00	ABILA	ANNUAL ABILA SOFTWARE MODU
15203	2/28/2020	576.75	ADP, LLC	PAYROLL SERVICES
15204	2/28/2020	9,396.51	AKS ENGINEERING & FORESTRY LLC	TRANSIT & VISITOR CENTER
15204	2/28/2020	575.00	AKS ENGINEERING & FORESTRY LLC	TRANSIT & VISITOR CENTER
15204	2/28/2020	2,150.00	AKS ENGINEERING & FORESTRY LLC	TRANSIT & VISITOR CENTER
15205	2/28/2020	905.34	ATU LOCAL #757	FEBRUARY DUES
15206	2/28/2020	101.78	BRENT OLSON	MILEAGE/BUS SHUTTLE
15207	2/28/2020	2,050.00	Bullard Law, P.C.	LEGAL/ATU BARGAINING
15208	2/28/2020	700.00	City Of Tillamook	MARCH LEASE
15209	2/28/2020	850.00	CoastCom, Inc.	TELEPHONE NWR & TCTD
15210	2/28/2020	100.00	CRYSTAL AND SIERRA SPRINGS	WATER
15211	2/28/2020	462.20	Fred Meyer Customer Charges	CARD CHARGES
15212	2/28/2020	50.00	Gary A. Hanenkrat	02.20.2020 BOARD MEETING
15213	2/28/2020	1,440.00	INNOVA LEGAL ADVISORS	LEGAL
15214	2/28/2020	50.00	JACKIE EDWARDS	02.20.2020 BOARD MEETING
15215	2/28/2020	50.00	JIM HUFFMAN	02.20.2020 BOARD MEETING
15216	2/28/2020	50.00	JUDY RIGGS	02.20.20 BOARD MEETING
15217	2/28/2020	1,100.00	KNOWLEDGE IN MOBILITY	CONSULTING/VEHICLE PURCHASE
15218	2/28/2020	50.00	Linda Adler	02.20.2020 BOARD MEETING
15219	2/28/2020	50.00	MARTY HOLM	02.20.20 BOARD MEETING
15220	2/28/2020	1,000.00	NATHAN LEVIN	MARCH LEASE
15221	2/28/2020	63.08	Office Depot Credit Plan	OFFICE SUPPLIES
15221	2/28/2020	44.99	Office Depot Credit Plan	OFFICE SUPPLIES
15222	2/28/2020	82.50	Oregon State Police	BACKGROUND CHECKS
15223	2/28/2020	146.88	PACIFIC CITY SUN	ADVERTISING
15224	2/28/2020	1,020.36	PETROCARD INC.	FUEL
15225	2/28/2020	660.00	SPECIAL DISTRICTS INS. SERVICE	JIM HUFFMAN AND DOUG
15226	2/28/2020	44.92	Tillamook PUD	LARGE BUS BARN
15226	2/28/2020	31.12	Tillamook PUD	SMALL BUS BARN

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Tillamook County Transportation District

Check/Voucher Register

1001 - General Checking Account

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

<u>Document Number</u>	<u>Document Date</u>	<u>Transaction Amount</u>	<u>Payee</u>	<u>Transaction Description</u>
15227	2/28/2020	<u>50.00</u>	ZWALD INDUSTRIAL SERVICES	BACKFLOW TEST
Report Total		<u>104,303.06</u>		

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Tillamook County Transportation District

Check/Voucher Register

1006 - Payroll Checking

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

<u>Document Number</u>	<u>Document Date</u>	<u>Payee</u>
5555	2/14/2020	PACIFIC SOURCE
5556	2/14/2020	HRA VEBA TRUST
5557	2/28/2020	SPECIAL DISTRICTS INS. SERVICE

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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
2337	2/12/2020	47.67	Fred Meyer Customer Charges	CARD CHARGES
2338	2/12/2020	179.00	CARDMEMBER SERVICE	CARD CHARGES
2339	2/17/2020	4,011.00	AAA RIDE ASSIST	NWR
2340	2/17/2020	1,502.00	GenXsys Solutions, LLC	COMPUTER SUPPORT
2341	2/17/2020	1,062.53	COLUMBIA MEDICAL	nwr
2341	2/17/2020	3,901.83	COLUMBIA MEDICAL	NWR
2342	2/17/2020	3,217.00	MEDIX AMBULANCE	NWR
2343	2/17/2020	225.22	Pacific Office Automation	COPIER LEASE
2344	2/17/2020	6,970.00	RYANS TRANSPORTATION SERVICE	NWR
2345	2/17/2020	1,200.00	SUNSET EMPIRE TRANSIT	BUS PASSES
2346	2/17/2020	813.90	ZENON	NWR
2346	2/17/2020	2,058.30	ZENON	NWR
2346	2/17/2020	887.00	ZENON	NWR
2346	2/17/2020	1,659.20	ZENON	NWR
2347	2/28/2020	1,540.59	CoastCom, Inc.	TELEPHONE NWR & TCTD
2348	2/28/2020	111.83	CRYSTAL AND SIERRA SPRINGS	WATER

Report Total 84,402.25

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Tillamook County Transportation District

Check/Voucher Register

1011 - Prop. Mgmt. Checking

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

<u>Document Number</u>	<u>Document Date</u>	<u>Transaction Amount</u>	<u>Payee</u>	<u>Transaction Description</u>
4275	2/10/2020	268.62	TILLAMOOK CITY UTILITIES	WATER/SEWER
4276	2/12/2020	517.65	Marie Mills Center, Inc	3RD ST JANITORIAL
4277	2/17/2020	450.00	CHRISSEY'S CLEANING SERVICE	janitorial
4278	2/17/2020	425.00	North Coast Lawn	LAWN MAINTENANCE
4279	2/17/2020	166.95	CITY SANITARY SERVICE	GARBARGE
4280	2/28/2020	<u>2,328.38</u>	Tillamook PUD	3RD ST ELECTRIC AND LOAN
Report Total		<u>4,156.60</u>		

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Tillamook County Transportation District

MONTHLY PERFORMANCE REPORT

FEB 2020

RIDERSHIP BY SERVICE TYPE	FEB 2020	FEB 2019	YTD FY 19-20	YTD FY 18-19	YTD % Change
<u>Dial-A-Ride Service</u>					
Tillamook County	1,011	925	8,453	7,182	17.7%
NW Rides	681	723	5,908	5,723	3.2%
Dial-A-Ride Total	1,692	1,648	14,361	12,905	11.3%

<u>Deviated Fixed Route Service</u>					
Rt 1: Town Loop	3,842	3,198	30,085	29,550	1.8%
Rt 2: Netarts/Oceanside	906	346	5,566	4,866	14.4%
Rt 3: Manzanita/Cannon Beach	2,872	2,413	24,482	23,473	4.3%
Rt 4: Lincoln City	1,316	967	11,664	9,665	20.7%
Local Fixed Rt Total	8,936	6,924	71,797	67,554	6.3%

<u>Intercity Service</u>					
Rt 5: Portland	719	684	6,712	6,966	-3.6%
Rt 60X: Salem	1,018	708	7,939	7,082	12.1%
Rt 70X: Grand Ronde	478	393	3,613	4,018	-10.1%
Inter City Total	2,215	1,785	18,264	18,066	1.1%

<u>Other Services</u>					
Tripper Routes	117	173	882	1,244	-29.1%
Special Bus Operations	0	0	1,327	1,146	15.8%
Other Services Total	117	173	2,209	2,390	-7.6%

TOTAL ALL SERVICES	12,960	10,530	106,631	100,915	5.7%
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ONE-WAY TRIPS BY USER GROUP					
	Fixed		YTD	YTD	YTD %
USER GROUP	Route	DAR	FY 19-20	FY 18-19	Change
General (18 years to 60 years of age)	6,659	271	57,307	54,782	4.6%
Senior/Disabled	3,718	1,354	42,007	38,648	8.7%
Child/Youth (less than 18 years of age)	915	68	7,317	7,485	-2.2%
Total	11,292	1,692	106,631	100,915	5.7%

OTHER RIDER CATEGORIES					
	Fixed		YTD	YTD	YTD %
	Route	DAR	FY 19-20	FY 18-19	Change
Ride Connection	87		687	596	15.3%
Tillamook Bay Community College	296		1,796	2,027	-11.4%
NWOTA Visitor Pass	87		1,055	1,075	-1.9%
NW Rides		641	5,308	4,838	9.7%
Helping Hands Shuttle		151	1,111	527	110.8%

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MONTHLY PERFORMANCE

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

Feb-19	1.3	58.8%	65.66
Nov-19	1.5	57.7%	70.40
Dec-19	1.6	56.6%	70.76
Jan-20	1.5	51.1%	78.07
Feb-20	1.5	52.7%	75.58
STANDARD	1.3	65.3%	56.36

Deviated Fixed Routes

Feb-19	5.8	8.9%	67.74
Nov-19	6.2	9.5%	70.53
Dec-19	6.1	9.3%	70.98
Jan-20	6.1	7.6%	78.42
Feb-20	6.1	8.5%	75.95
STANDARD	7.0	12.4%	64.60

Intercity Services

Feb-19	3.1	20.9%	76.21
Nov-19	3.2	19.7%	80.95
Dec-19	3.1	19.1%	81.60
Jan-20	3.1	16.6%	90.61
Feb-20	3.1	16.9%	87.68
STANDARD	2.9	31.5%	72.86

Other Services

Feb-19	6.1	6.1%	57.97
Nov-19	5.2	9.0%	62.67
Dec-19	5.3	10.5%	62.92
Jan-20	5.3	9.3%	68.77
Feb-20	5.3	9.6%	66.63
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**

Year-to-Date Statistics and Performance

Route/Run	Thru Feb 2020				3/4/2020												
	YTD Revenue (\$)	YTD Passngrs	YTD Service Hours	YTD Paid Hours	YTD Service Miles	Mileage Based Costs	Hourly Based Costs (\$)	Direct Cost (\$)	Indirect Costs (\$)	Total Costs (\$)	Hourly Rate (\$)	Passngs per Hour	Farebox Ratio	Passngr/\$ Subsidy	Average Fare (\$)	Revenue/Service Hour (\$)	
<u>Dial-A-Ride Service</u>																	
Dial-A-Ride	24,291	8,453	3,181	3,883	57,203	36,424	135,245	7,349	47,136	226,154	71.09	2.7	10.7%	0.04	2.87	7.64	
NW Rides	351,309	5,908	6,245	7,790	164,946	105,029	265,522	14,427	101,368	486,346	77.87	0.9	72.2%	0.04	59.46	56.25	
Total DAR	375,600	14,361	9,427	11,673	222,149	141,453	400,768	21,776	148,504	712,500	75.58	1.5	52.7%	0.04	26.15	39.84	
<u>Deviated Route</u>																	
01 Town Loop	20,525	30,085	3,028	3,442	41,299	26,297	128,739	6,995	42,664	204,695	67.60	9.9	10.0%	0.16	0.68	6.78	
02 Netarts/Oceanside	6,166	5,566	1,594	2,146	35,133	22,371	67,773	3,682	24,704	118,530	74.36	3.5	5.2%	0.05	1.11	3.87	
03 Manzanita	31,049	24,482	4,362	4,780	112,830	71,844	185,449	10,076	70,400	337,771	77.43	5.6	9.2%	0.08	1.27	7.12	
04 Lincoln City	17,994	11,664	2,789	3,304	93,559	59,573	118,578	6,443	48,605	233,199	83.61	4.2	7.7%	0.05	1.54	6.45	
Total Deviated Route	75,734	71,797	11,773	13,672	282,821	180,086	500,539	27,197	186,373	894,194	75.95	6.1	8.5%	0.09	1.05	6.43	
<u>Intercity</u>																	
05 Portland	61,963	6,712	2,342	2,587	75,046	47,785	104,988	5,411	40,226	198,410	84.71	2.9	31.2%	0.05	9.23	26.46	
60X Salem	21,104	7,939	2,190	2,689	88,250	56,193	98,147	5,058	40,639	200,037	91.36	3.6	10.6%	0.04	2.66	9.64	
70X Grand Ronde	5,090	3,613	1,410	7,447	49,054	31,235	63,220	3,258	24,870	122,583	86.91	2.6	4.2%	0.03	1.41	3.61	
Total Intercity	88,158	18,264	5,942	12,724	212,351	135,214	266,355	13,727	105,735	521,030	87.68	3.1	16.9%	0.04	4.83	14.84	
<u>Other Services</u>																	
Trippers	578	882	137	335	1,412	899	5,810	316	1,849	8,873	64.93	6.5	6.5%	0.11	0.66	4.23	
Special Bus Operation	2,039	1,327	273	352	3,680	2,343	11,596	630	3,835	18,405	67.48	4.9	11.1%	0.08	1.54	7.48	
Total Other Services	2,617	2,209	409	688	5,092	3,242	17,406	946	5,684	27,278	66.63	5.4	9.6%	0.09	1.18	6.39	
Total TCTD Services	542,108	106,631	27,551	38,756	722,413	459,995	1,185,068	63,645	446,296	2,155,003	78.22	3.87	25.2%	0.07	5.08	19.68	
										Total Mileage, Labor & Direct Cost		1,708,707		26.1%			

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

Year-Over-Year Comparison

Route/Run	Thru Feb 2020			Thru Feb 2020			Thru Feb 2020			Thru Feb 2020			Thru Feb 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	
<u>Dial-A-Ride Service</u>																	
Dial-A-Ride	20,060	24,291	4,231	21.1%	7,182	8,453	1,271	17.7%	2,879	3,181	302	10.5%	176,679	226,154	49,475	28.0%	
NW Rides	349,438	351,309	1,871	0.5%	5,723	5,908	185	3.2%	6,689	6,245	-443	-6.6%	451,477	486,346	34,870	7.7%	
Total DAR	369,498	375,600	6,102	1.7%	12,905	14,361	1,456	11.3%	9,567	9,427	-141	-1.5%	628,156	712,500	84,344	13.4%	
<u>Deviated Route</u>																	
01 Town Loop	21,016	20,525	-491	-2.3%	29,550	30,085	535	1.8%	3,016	3,028	13	0.4%	181,166	204,695	23,529	13.0%	
02 Netarts/Oceanside	4,980	6,166	1,186	23.8%	4,866	5,566	700	14.4%	1,588	1,594	7	0.4%	105,106	118,530	13,425	12.8%	
03 Manzanita	28,766	31,049	2,283	7.9%	23,473	24,482	1,009	4.3%	4,344	4,362	18	0.4%	299,987	337,771	37,784	12.6%	
04 Lincoln City	15,975	17,994	2,019	12.6%	9,665	11,664	1,999	20.7%	2,778	2,789	12	0.4%	207,954	233,199	25,245	12.1%	
Total Local Fixed Route	70,737	75,734	4,997	7.1%	67,554	71,797	4,243	6.3%	11,724	11,773	49	0.4%	794,212	894,194	99,983	12.6%	
<u>Intercity</u>																	
05 Portland	69,860	61,963	-7,897	-11.3%	6,966	6,712	-254	-3.6%	2,333	2,342	10	0.4%	171,456	198,410	26,954	15.7%	
60X Salem	18,090	21,104	3,014	16.7%	7,082	7,939	857	12.1%	2,190	2,190	0	0.0%	174,159	200,037	25,879	14.9%	
70X Grand Ronde	6,084	5,090	-994	-16.3%	4,018	3,613	-405	-10.1%	1,386	1,410	25	1.8%	104,639	122,583	17,945	17.1%	
Total Intercity	94,034	88,158	-5,876	-6.2%	18,066	18,264	198	1.1%	5,908	5,942	34	0.6%	450,253	521,030	70,777	15.7%	
<u>Other Services</u>																	
Trippers	829	578	-251	-30.3%	1,244	882	-362	-29.1%	153	137	-17	-10.8%	8,621	8,873	252	2.9%	
Special Bus Operation	551	2,039	1,488	270.1%	1,146	1,327	181	15.8%	238	273	35	14.8%	14,027	18,405	4,377	31.2%	
Total Other Services	1,380	2,617	1,237	89.6%	2,390	2,209	-181	-7.6%	391	409	19	4.8%	22,649	27,278	4,629	20.4%	
Total TCTD Services	535,649	542,108	6,459	1.2%	100,915	106,631	5,716	5.7%	27,590	27,551	-39	-0.1%	1,895,269	2,155,003	259,734	13.7%	

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

Year to Date Performance Comparison

Route/Run	18/19			Thru Feb 2020 19/20			18/19			Thru Feb 2020 19/20			18/19			Thru Feb 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		
Dial-A-Ride Service																		
Dial-A-Ride	61.38	71.09	9.72	15.8%	2.5	2.7	0.2	6.5%	11.4%	10.7%	-0.6%	-5.4%	2.79	2.87	0.08	2.9%		
NW Rides	67.50	77.87	10.37	15.4%	0.9	0.9	0.1	10.8%	77.4%	72.2%	-5.2%	-6.7%	61.06	59.46	-1.60	-2.6%		
Total DAR	65.66	75.58	9.93	15.1%	1.3	1.5	0.2	12.9%	58.8%	52.7%	-6.1%	-10.4%	28.63	26.15	-2.48	-8.7%		
Deviated Route																		
01 Town Loop	60.08	67.60	7.52	12.5%	9.8	9.9	0.1	1.4%	11.6%	10.0%	-1.6%	-13.6%	0.71	0.68	-0.03	-4.1%		
02 Netarts/Oceanside	66.21	74.36	8.15	12.3%	3.1	3.5	0.4	13.9%	4.7%	5.2%	0.5%	9.8%	1.02	1.11	0.08	8.2%		
03 Manzanita	69.06	77.43	8.37	12.1%	5.4	5.6	0.2	3.9%	9.6%	9.2%	-0.4%	-4.1%	1.23	1.27	0.04	3.5%		
04 Lincoln City	74.87	83.61	8.74	11.7%	3.5	4.2	0.7	20.2%	7.7%	7.7%	0.0%	0.4%	1.65	1.54	-0.11	-6.7%		
Total Deviated Route	67.74	75.95	8.21	12.1%	5.8	6.1	0.3	5.8%	8.9%	8.5%	-0.4%	-4.9%	1.05	1.05	0.01	0.7%		
Intercity																		
05 Portland	73.51	84.71	11.20	15.2%	3.0	2.9	-0.1	-4.0%	40.7%	31.2%	-9.5%	-23.4%	10.03	9.23	-0.80	-7.9%		
60X Salem	79.54	91.36	11.82	14.9%	3.2	3.6	0.4	12.1%	10.4%	10.6%	0.2%	1.6%	2.55	2.66	0.10	4.1%		
70X Grand Ronde	75.51	86.91	11.41	15.1%	2.9	2.6	-0.3	-11.6%	5.8%	4.2%	-1.7%	-28.6%	1.51	1.41	-0.11	-7.0%		
Total Intercity	76.21	87.68	11.47	15.1%	3.1	3.1	0.0	0.5%	20.9%	16.9%	-4.0%	-19.0%	5.21	4.83	-0.38	-7.3%		
Other Services																		
Trippers	56.27	64.93	8.66	15.4%	8.1	6.5	-1.7	-20.5%	9.6%	6.5%	-3.1%	-32.3%	0.67	0.66	-0.01	-1.7%		
Special Bus Operation	59.06	67.48	8.41	14.2%	4.8	4.9	0.0	0.8%	3.9%	11.1%	7.2%	182.0%	0.48	1.54	1.06	219.6%		
Total Other Services	57.97	66.63	8.66	14.9%	6.1	5.4	-0.7	-11.8%	6.1%	9.6%	3.5%	57.5%	0.58	1.18	0.61	105.2%		
Total Other Services	68.69	78.22	9.52	13.9%	3.7	3.9	0.2	5.8%	28.3%	25.2%	-3.1%	-11.0%	5.31	5.08	-0.22	-4.2%		

Comparison FY18/19 to FY 19/20	YTD Through February 2020		
	Description	Amount	Percent
Mileage	701,991	722,413	20,422
Mileage Based Costs	408,255	459,995	51,739
Hourly Based Costs	1,102,050	1,185,068	83,018
Direct Costs	384,965	446,296	61,332
Overhead Costs			
Total Costs	1,895,269	2,091,358	196,089
			10.3%

Special Bus Operation Calculation Cost		
Cost per mile calculation:	Plus 45.8%	Plus 10%
	Actual	Hourly Rate
	Overhead	Plus Direct Costs
	Profit	Hourly Rate
		Plus Overhead
		Hourly Rate
		Plus Profit
		20.0%
		\$ 47.64

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nwCONNECTOR

Coordinating Committee **Teleconference** Meeting

March 13, 2020

Tillamook County Transportation District

3600 3rd St

Tillamook, OR

10:00 am—2:00 pm

Teleconference Information

425/436-6304

Pin # 212799

Agenda

10:00— 10:05a	1. Introductions. Welcome to guests.	Doug Pilant
10:05— 10:15a	2. Consent Calendar (Action Items) <ul style="list-style-type: none"> ✚ February 14, 2020 Meeting Minutes (Attached) ✚ February 2020 Financial Report ✚ 2020—2021 Budget ✚ Ridership Tracking ✚ Calculating Average Passenger Miles Update 	Doug Pilant
10:15— 10:30a	3. NWOTA Standing Items <ul style="list-style-type: none"> ✚ IGA Approvals Update ✚ Management Plan Approval Updates ✚ Website Alert Implementation ✚ Travel Studio/Transportation Committee 	Doug Pilant
10:30— 11:00p	4. NWConnector Marketing/Website <ul style="list-style-type: none"> ✚ Updates 	Thomas/Holly/Selena
11:00— 11:30a	5. COVID-19 Transit (NW Connector?) Response <ul style="list-style-type: none"> ✚ Discussion 	All
11:00— 12:00p	6. Other Business and Member Updates	All

Attachments:

February 14, 2020 Meeting Minutes

NWOTA 2020 Meeting Schedule

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
February 14, 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 Transportation District
 - Doug Pilant—Tillamook County Transportation District
 - Todd Wood, CCR
 - Mark Bernard, Arla Miller—ODOT
 - Debra Smith—NW Oregon Works (NOW)
 - Selena Barlow—Transit Marketing
 - Thomas Craig, Holly Kvalheim—Trillium Transit
2. Consent Calendar: Unanimously approved. (JH/)
 - ✚ January 10, 2020 Meeting Minutes—No changes.
 - ✚ January Financial Report—One new expenditure: \$5,540 for administrative support.
 - ✚ Ridership Performance Report—Still need to get all the partners reports, SETD was the only district to report this month.
 - ✚ Calculating Average Passenger Miles Progress—Mary encouraged partners to get their calculations done. Could be very useful in grant applications, marketing Car-Free activities. Doug and Jeff will reach out to Brad and get together to work on this. Another organization, Columbia Pacific is encouraging conversions to propane for buses on the Coast to reduce carbon emissions. TCTD is looking at siting a propane fuel stop.
3. NWOTA Standing Items:
 - ✚ IGA Approval Updates—Benton County only partner still needing to get it approved.
 - ✚ Management Plan—Benton County and SETD still need board approvals.
 - ✚ Website Alert System Implementation—Tillamook is not consistently posting alerts on the website. Thomas offered to add a reminder on the website for each partner to use the alert system including retraining all the district dispatchers on putting up alerts. Also, when the new website trip planner enhancements are completed, the alerts will automatically go onto the transit app.
 - ✚ Travel Tourism Studio/Transportation Committee—The subcommittee is continuing to work on the new Car-Free promotion.
4. NW Connector Trip Planner Website Enhancement Project
 - ✚ NW Connector website
 - Trip Planner—Future and flexible trips. Clear need for easier instructions. Need to be able to plan trips out longer than Google allows. Also need to be able to schedule flexible trips. Flexible trips are complicated to implement. Will need significant testing help by the partners (Potentially a full day of testing and review by local dispatchers.) Will need to consider which users need this and how to show this service, eg, as a default option or not. The updated website will/can show deviations, depending on what/how much the partners want to show. Flag stops: Can add information on website about how to use, can use a wavy stick figure at most common flag stops, designate no stop (dangerous) zones. Looking at Google adding flex stop to their Google Transit system.

- Streamline backend—Primary goal: Ease schedule updates and reduce site maintenance costs. Also, integrating alerts into the website, Facebook, GTFS, and the transit app is a primary need. Secondary goal: Improve opportunities for site tracking. For example, tracking what users are interested in what types of transit service, following up on the marketing. Feedback: Can take request for other backend process improvements. Poll staff and see if they are currently having any issues that can be fixed during this project.
- Design refresh and standardization—Primary goals: Reduce site maintenance costs. Feedback: Good opportunity to make tweaks based on agency preferences and rider feedback from last 2 years.
- ✦ 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
 - OTP plugin
 - Multi-agency template
- ✦ OpenStreetMap (+Pelias?) Primary goal: Review and identify needed updates to (Oregon Street Map) OSM layer in the region. Secondary goals: Identify and train OSM champions. Tertiary goal: Recommendations to ODOT. Possible (difficult) goal: Pelias geocoder replicates Google geocoder which finishes up a site name when type in.
- ✦ Sharing with the Community—Webinar? Report? More user-friendly template website? Focus on RTCs? Partners agreed that this will be an important component of the project, marketing the tools to the community.

Feedback to Trillium on the back end/WordPress of the website most urgent. Identifying the flag stops and problem areas for deviations or flag stops. Trillium will reach out to Cynda and Brad. Still need a conversation about how much is focused on providing a platform that can be used by other agencies. (May be the future, but how soon will other agencies be ready to proceed.) Ideally, long-term, all agencies in Oregon will eventually use the same platform.

5. NW Connector Marketing—A Plan to Grow

Selena and Holly presented.

- Website: Google Analytic data: From the past 3 years. Five metrics: Total users, New Users, Sessions, Source: organic (from search engines), Source: Facebook. Facebook Reach (from NWConnector Facebook page.) Main trends: More traffic in the Summer, almost 2 sessions per user. Since monthly reporting, can compare year to year.
- Facebook Advertising. Campaign is kicking off soon. Ads ready to go. Don't convey a lot of text. Will include specific names of cities. Can target ads by purpose, audience (geography, interest). Will be able to test ads by sending two different ads per user. Compare response with/without text headlines, which pictures work the best, which text attracts the most viewers. Right now, ads just send users to the website, but don't directly send to an itinerary. (May be a website trip planner enhancement.) Facebook Insights: Reach, engagement, link clicks. Google Analytics: Behavior flow and conversion (eg clicking on a schedule or itinerary). Mary—Get information to Travel Studio/Transportation Committee.
- Transit Advertising. Will be Portland and Salem buses in March. Will bring people into the website organically (not through Facebook). But will also support the Facebook advertising if get them through Facebook feed. Doug will be getting new buses and is interested in knowing what to put on the back of the new buses.
- Visitor Passes. Important information: Drivers must fill in expiration date, pass number for tracking the passes, new logo, check box for either 3 or 7 day pass so only have to

print one pass, information on the back of the pass about family use, watermark, update partner logos.

6. Update on CCR System Changes and Finances

MTR is proposing a 23% increase for the drivers, dispatchers and maintenance, mid-way through their contracting year. Unclear if they will pull their contract. Todd will be leaving to go to the City of Canby, and administration of CCR will probably but cut back to 2 full time staff. Todd is still hopeful that TriMet will provide more funding to CCR for the number of workers commuting to the metro area. Should help with getting CCR out of debt sooner.

7. Other Business/Member Updates

- ✦ SETD—Started STIF rollout increases: Portland trip, Hwy 101 trips, Warrenton/Hamond circular. Will be looking at whether it works financially to take on CCR operations. RFP out on Coordinated Human Services Plan. Applied for 2 new expansion buses and working on 2 replacement buses.
- ✦ ODOT—Arla. New director and new division administrator. Instead of being organized functionally, will be organized by program. Will be called Public Transportation Division.
- ✦ ODOT—Mark. New STIF reporting due today through OPTIS. Working out a couple of hick-ups.
- ✦ Tillamook—Sent a counter proposal to the union. Studying deviating fixed route policy system. Looking at route performance and comparing it to our policies. Utilizing an ADA expert to provide a formal explanation of the District's ADA responsibilities. Working with the Confederated Tribes of the Grand Ronde on an operations plan on how they intend to use their STIF monies. Route 70X to deviate into Dallas and provide a local circulator in Grand Ronde. Working with Greyhound to modify the interline agreement to include Salem to Lincoln City.

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

Tillamook County Transportation District
Financial Statement

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

	Current Period Actual	Current Period Budget	Current Year Actual	Total Budget	Total Budget Variance	66%
Resources						
Working Capital						
3500	0.00	0.00	0.00	105,000.00	(105,000.00)	0.00%
NWOTA Partner Cont. Match						
4225	12,000.00	12,000.00	36,000.00	48,000.00	(12,000.00)	75.00%
Transfer From General Fund						
4911	0.00	0.00	12,000.00	12,000.00	0.00	100.00%
Transfer from STIF Fund						
4918	0.00	0.00	0.00	149,000.00	(149,000.00)	0.00%
Total Resources	12,000.00	12,000.00	48,000.00	314,000.00	(266,000.00)	15.29%
Expenses						
Materials and Services						
Professional Services						
5100	0.00	437.50	2,736.00	5,250.00	2,514.00	52.11%
Administrative Support						
5101	0.00	2,083.33	11,548.64	25,000.00	13,451.36	46.19%
Website Maintenance						
5102	0.00	625.00	6,500.00	7,500.00	1,000.00	86.66%
Marketing						
5190	0.00	3,958.33	13,397.63	47,500.00	34,102.37	28.20%
Website Re-Design						
5191	0.00	0.00	0.00	164,560.00	164,560.00	0.00%
Travel & Training						
5220	0.00	416.67	0.00	5,000.00	5,000.00	0.00%
Total Materials and Services	0.00	7,520.83	34,182.27	254,810.00	220,627.73	13.41%
Transfers						
Transfer to General Fund						
9130	0.00	0.00	3,000.00	3,000.00	0.00	100.00%
Unappropriated Ending Fund Bal						
9180	0.00	0.00	0.00	56,190.00	56,190.00	0.00%
Total Transfers	0.00	0.00	3,000.00	59,190.00	56,190.00	5.07%
Total Expenses	0.00	7,520.83	37,182.27	314,000.00	276,817.73	11.84%

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NW OREGON TRANSIT ALLIANCE MEETING SCHEDULE 2020

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

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

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

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Tillamook County Transportation District
Board of Directors Regular Monthly Meeting
Thursday, February 20, 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 6:02pm
2. Pledge of Allegiance
3. Roll Call:

Present

TCTD Board of Directors

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

TCTD Staff

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

Absent

Melissa Carlson-Swanson, Director

Guest

Arla Miller, Regional Transit Coordinator, ODOT Rail & Public Transportation Division

4. Announcements and Changes to Agenda: 1) Add Executive Session for Labor Negotiations; and 2) Removed Discussion Item regarding Deviated Fixed Route.
5. Public & Guest Comments:

None.
6. Executive Session for Performance Evaluation, ORS 192.660(2)(i) – 6:04pm to 6:34pm
7. Executive Session for Labor Negotiations, ORS 192.660(2)(d) – 6:36pm to 7:00pm

There were no motions as result of executive sessions.

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.

REPORTS

8. Financial Report: GM Doug Pilant reviewed the January 2020 financial reports. The District has now completed 58% of the Fiscal Year. Director Adler asked if the District resources would increase. GM Doug Pilant stated yes, and that in the next few months we'd be taking delivery of 5 buses and we'd be requesting grant reimbursement from ODOT. Director Huffman asked if buses are being replaced. GM Doug Pilant explained that 4 of the new buses are replacements and that 1 bus would be an expansion bus to support new services. Next month the Board will receive a supplemental budget to accommodate the increase in NW Rides resources and expenses. Director Huffman asked about a computer support expenses. GM Doug Pilant explained the expenses are for computer support and the purchase of a new work station for one of the two new staff being hired. Director Huffman asked if the District was affected by the recent cyber-attack on Tillamook County. GM Doug Pilant explained that Genxsys increased District protection and has discussed a staff training program. Director Holm strongly suggested the District plan for a cyber security audit for next year's budget to protect the District. Marty said he'd share information with the District on what PUD is doing. Director Adler stated Marie Mills performs these audits/fishing testing and will share some information as well.
9. Service Measure Performance Report: GM Doug Pilant reviewed performance measures with the Board.

YTD Ridership overall is up 3.6% over the previous year. The YTD passengers per hour are +3.6%, the cost per trip was +13.5% while the cost per hour was +17.6% and the fare box return was -14.1%. GM Doug Pilant stated he attributes growth and stabilization on the local routes due to the low-income bus pass program that was implemented.

Director Hanenkrat noted an error on page 20, last entry of each section should read January 20, not December 20.

10. Northwest Oregon Transit Alliance: GM Doug Pilant reviewed the NWOTA meeting agenda, minutes, finance report with the Board. Director Hanenkrat asked about a note on Page 27 regarding issues with CCR that would be discussed with TCTD Board. GM Doug Pilant shared that CCR is having financial struggles and that NWOTA will discuss the next year's budget in the upcoming meetings. GM Doug Pilant explained to the Board the NWOTA IGA bylaws do allow for a contingency plan if a partner is struggling. Director Huffman asked if Sunset started their inter-city service. GM Doug Pilant explained that Sunset started their new service on February 3rd. Arla Miller shared information about reduced services, contractor cost requirements, and plans for what CCR can do to support the services. ODOT is working with CCR to assist them in hopes of not closing down those services. This issue is still being worked on between CCR and ODOT and too soon to know for sure what the outcome will be for CC Rider. Director Huffman asked if Yamhill County is interested in the alliance. GM Doug Pilant stated that NWOTA is not currently discussing this with Yamhill County. GM Doug Pilant reported the Committee also discussed the website implementation, trip planner and gfts-flex technology. The gfts-

flex will allow riders to schedule our demand response services. Marketing plan kicks off early March.

11. Planning & Development:

- a. Cape Kiawanda Master Plan – County has begun implementation. The District is recommended as a member for the parking advisory committee.
- b. Nelson Nygaard continues working on analysis of the Deviated Fixed Route policy and procedures and looking at the District's ADA requirements. May be able to share at next months' board meeting.
- c. STIF service alternative plan. Surveys are ongoing.

12. Grant Funding – all planned grant applications were complete and submitted.

- a. STIF/STF Consolidation: No report
- b. STIF Formula: No report

13. Facility/Property Management –

- a. Transit Visitors Center – OTIB loan documents have been included in the agenda to be approved. Still waiting for documents from the Tillamook County planning department.
- b. Low Voltage Project – Upgrading the training room is the last project for this year
- c. Building Signage Project – Final project has been scheduled to be completed
- d. Post Office Bus Stop: The new shelter has been delivered and the County completing their portion of the easement
- e. Alternative Fuel option – Legal review of the grant was completed and a project workplan was established. Currently in procurement for consultant on how to complete project. Planning to bring a planning and engineering contract to the Board in March for approval.

14. NW Ride Brokerage

- a. Preparing a Supplemental budget and public hearing for the March 19th Board meeting.

15. Miscellaneous

- a. Board Training – Training confirmed for March 19th starting at 5pm.
- b. Union Negotiations – No report
- c. County Mobile Clinic – Prepared a draft IGS and now awaiting feedback from the County
- d. County Communication Network – The county continues to work on the County-wide communication plan.
- e. NW Act communication subcommittee – Working on cell coverage on Hwy 6.
- f. Greyhound Interline Agreement – amending for Salem to LC service.
- g. Amtrak Interline Agreement – the District reviewed the contract and then sent their concerns to Amtrak for consideration. Still waiting for feedback from Amtrak to resolve liability insurance issues.

CONSENT CALENDAR

16. Motion to Approve the Minutes of the January 23, 2020 Regular Board Meeting

17. Motion to Accept Financial and Operations Reports: January 2020

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

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

MOTION PASSED

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

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

GM Doug Pilant explained the Resolution to the Board.

Motion by Director Huffman to approve 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. *Motion Seconded* by Director Holm. Board Chair Judy Riggs called for further discussion; followed by none, she called for the vote.

MOTION PASSED

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

DISCUSSION ITEMS

19. Staff Comments/Concerns

GM Doug Pilant: This week had a surprise visit from the former Director of the City of Newberg Library, Leah Griffith. Leah was his former board president of YCTA. Shared that Ronny Fox is signing up for auctioneering school. Where was everyone 40 years ago. USA won the Olympic gold medal in hockey against Russia.

Superintendent Brent Olson: None.

Accounting Specialist Tabatha Welch: None.

NWR Brokerage Manager/Board Clerk Cathy Bond: None.

20. Board of Directors Comments/Concerns

Jim Huffman – Best SDAO conference he has been to and is on the planning committee for next year and thinks everyone should go.

Judy Riggs – Crab races coming up in March 15th to the 16th. The Garibaldi Crab Races will be on TV March 12th with “On the Go with Joe”.

Marty Holm – None.

Jackie Edwards – None.

Gary Hanenkrat – None.

Linda Adler – None.

Melissa Carlson-Swanson – Absent.

UPCOMING EVENTS

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.

Board Training on March 19th at 5 PM in the TCTD Training Room.

Adjournment: Board Chair Riggs adjourned the meeting at 7:54pm.

These minutes approved this 19th day of March, 2020.

ATTEST:

Judy Riggs, Board Chair

Doug Pilant, General Manager

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

In the Matter of Adopting the Supplemental Budget and making Appropriations for the Fiscal Year 2019-2020 NW Rides Budget)
)
)
)

RESOLUTION NO. 20-03

WHEREAS, the Tillamook County Transportation District (TCTD) anticipates receiving additional Northwest Rides revenues from the Care Oregon; and

WHEREAS, increased ridership is dependent upon an increase in Personnel Services and Materials & Services expenses; and

NOW, THEREFORE, be it resolved that the following monies be adopted into the supplemental budget:

NOW, THEREFORE, be it resolved that the 2019-2020 budget appropriations are amended as follows:

General Fund

Resources

NWR Revenue		+ \$ 650,000.00
Personnel Services	+ \$ 50,000.00	
Materials & Services	+ \$ 600,000.00	
<hr/>		
Total	+ \$ 650,000.00	+ \$ 650,000.00

After adoption of supplemental budget NWR expenditures are:

Personnel Services	\$ 471,000.00
Materials & Services	\$3,639,000.00
Capital Outlay	\$ 40,000.00
Total	\$4,150,000.00

Adopted this 19th day of March 2020.

Board of Directors
Tillamook County Transportation District

ATTEST:

By: _____
Judy Riggs, Board Chair

By: _____
Douglas Pilant, General Manager

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

In the Matter of Authorizing the)
General Manager to Enter into a)
Contract with Planning Solutions)
Inc. for Architectural Services)

RESOLUTION NO. 20-04

WHEREAS, the Tillamook County Transportation District has need of architectural and engineering design services related to the TCTD Propane Fueling Facility Project; and

WHEREAS, the Project includes the planning, design, permitting, bidding, construction, purchase of and installation of fueling facility equipment, contract administration and grant compliance for the fueling facility; and

WHEREAS, the District's Public Contracting Rules and Procedures, and ORS 279C.110(8), allow the direct appointment for personal services contracts for architectural, engineering, surveying, and related services if the total contract amount is less than \$100,000; and

WHEREAS, Mark DiLoreto (Planning Solutions, Inc.) is a qualified architect and desires to contract with TCTD for the work described above.

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

Section 1: The General Manager is authorized to enter into a contract, by direct appointment, with Mark DiLoreto of Planning Solutions, Inc. for architectural services in an amount not to exceed \$47,705.

INTRODUCED AND ADOPTED this 19th day of March, 2020.

ATTEST:

By: _____
Judy Riggs, Board Chair

By: _____
Doug Pilant, General Manager

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PROFESSIONAL SERVICES CONTRACT

This contract for professional services is entered into by and between **TILLAMOOK COUNTY TRANSPORTATION DISTRICT**, a special district of the State of Oregon, hereinafter referred to as TCTD, and **PLANNING SOLUTIONS ARCHITECTURE, INC.**, hereinafter called the CONTRACTOR to provide architectural services to TCTD. The following provisions shall comprise this Contract:

I. SCOPE

This Contract covers the personal services as described in the Scope of Work, incorporated by reference and attached as Exhibit A for the design and construction of a propane fueling station. Work shall be performed in accordance with a schedule approved by TCTD. The CONTRACTOR shall meet the highest standards prevalent in the industry or business most closely involved in providing the appropriate goods or services. The Contract shall commence upon contract execution and continue through completion of the propane fueling station.

II. COMPENSATION

A. TCTD agrees to compensate the CONTRACTOR on a fee-for-services basis as detailed in this Contract. Invoices submitted for payment in connection with this Contract shall be properly documented and shall indicate pertinent TCTD contract and/or purchase order numbers. All charges shall be billed monthly and will be paid net 30 days from receipt of invoice. The maximum compensation authorized under this Contract, excluding reimbursables, shall not exceed **\$47,705** without written authorization from TCTD.

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

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

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

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

III. CONTRACT CONDITIONS

A. Failure to Perform

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

1. If CONTRACTOR fails to make delivery of the supplies or to perform the services within the time specified herein or any extension thereof; or

2. If CONTRACTOR fails to perform any of the other provisions of this Contract, or so fails to make progress as to endanger performance of this Contract in accordance with its terms, and in either of these two circumstances does not cure such failures within a period of ten (10) days (or such longer period as TCTD may authorize in writing) after receipt of notice from TCTD specifying such failure. CONTRACTOR'S failure to perform the scope of work identified or failure to meet established performance standards shall be subject to consequences that include but are not limited to:

- Reducing or withholding payment;
- Requiring CONTRACTOR to perform, at CONTRACTOR'S sole expense, additional work necessary to perform the identified scope of work or meet the established performance standards; or
- Declaring a default, terminating the Contract and seeking damages and other relief under the terms of the Contract or other applicable law.

3. In the event TCTD terminates this Contract in whole, or in part, as provided in paragraph (2) above of this clause, TCTD may procure, upon such terms and in such manner as TCTD may deem appropriate, supplies or services similar to those terminated, and CONTRACTOR shall be liable to TCTD for any excess costs for such similar supplies or services; provided, that CONTRACTOR shall continue the performance of this Contract to the extent not terminated under the provisions of this clause.

4. CONTRACTOR shall not be liable for any excess costs if the failure to perform the Contract arises out of causes beyond the control of and without the fault or negligence of CONTRACTOR. Such causes may include, but are not restricted to, acts of God or of the public enemy, acts of TCTD in either its sovereign or contractual capacity, fires, floods, epidemics, quarantine restrictions, strikes, freight embargoes and unusually severe weather; but, in every case, the failure to perform must be beyond the control of CONTRACTOR and without CONTRACTOR'S fault or negligence.

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5. The rights and remedies of TCTD provided in this clause shall not be exclusive and are in addition to any other rights and remedies provided by law or under this Contract.

6. As used in this Contract, the terms "subcontractor" and "subcontractors" mean subcontractor(s) at any tier.

B. Termination for Convenience

This Contract may be terminated for convenience by TCTD upon written notice to CONTRACTOR. CONTRACTOR shall be entitled to be paid for work completed but shall not be paid any amount for uncompleted work. Any termination for cause found to be improper for any reason shall be converted to a termination for convenience and CONTRACTOR's remedy shall be limited as if it had been a termination for convenience from inception.

C. Compliance with Applicable Law

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

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

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

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D. Reporting Requirements

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

E. Records Maintenance; Access

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

TCTD and their duly authorized representatives shall have access, and CONTRACTOR shall permit the aforementioned entities and individual's access, to such fiscal records and other books, documents, papers, plans and writings of CONTRACTOR that are pertinent to the Contract to perform examinations and audits and make excerpts and transcripts.

CONTRACTOR shall retain and keep accessible all such fiscal records, books, documents, papers, plans, and writings for a minimum of 6 years, or such longer period as may be required by applicable law, following final payment and expiration or termination of the Contract, or until the conclusion of any audit, controversy or litigation arising out of or related to the Contract, whichever date is later.

F. Copy Rights

CONTRACTOR shall retain all common law, statutory and other reserved rights, including copyrights, in any plans, designs, calculations and other documents and renditions created through its services, except that all copies of such plans, designs, calculations and other documents and renditions provided to TCTD shall become the property of TCTD who may use them without CONTRACTOR's further permission for any lawful purpose related to the project. Upon execution of this agreement, CONTRACTOR grants to TCTD a perpetual, nonexclusive license to use CONTRACTOR'S plans, design, calculations and other documents and renditions created through its services for the project. The license granted under this section permits TCTD to authorize the Contractor, Subcontractors, Sub-subcontractors, and material or equipment suppliers, as well as TCTD's consultants and separate contractors, to reproduce and use applicable portions of the plans, designs, calculations and other documents and renditions for use in performing services for the project. Any unauthorized use of CONTRACTOR's plans, designs, calculations, and other documents and renditions for purposes unrelated to the project shall be at TCTD's sole risk and without liability to CONTRACTOR.

IV. CONSTRAINTS

The CONTRACTOR agrees:

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

B. Pursuant to the requirements of ORS 279A & B, the following terms and conditions are made a part of this Contract:

1. Architect shall pay promptly, as due, all persons supplying labor or materials for the prosecution of the work provided for in the contract, and shall be responsible for such payment of all persons supplying such labor or material to any Subcontractor.
2. Architect shall promptly pay all contributions or amounts due the Industrial Accident Fund from such Architect or Subcontractor incurred in the performance of the contract.
3. Architect shall not permit any lien or claim to be filed or prosecuted against the Owner on account of any labor or material furnished and agrees to assume responsibility for satisfaction of any such lien so filed or prosecuted.
4. Architect and any Subcontractor shall pay to the Department of Revenue all sums withheld from employees pursuant to ORS 316.617.
5. If Architect fails, neglects or refuses to make prompt payment of any claim for labor or materials furnished to the Architect or a Subcontractor by any person in connection with the contract as such claim becomes due, the Owner may pay such claim to the persons furnishing the labor or material and charge the amount of payment against funds due or to become due Architect by reason of the contract. The payment of a claim in the manner authorized hereby shall not relieve the Architect or his surety from his or its obligation with respect to any unpaid claim. If the Owner is unable to determine the validity of any claim for labor or material furnished, the Owner may withhold from any current payment due Architect an amount equal to said claim until its validity is determined and the claim, if valid, is paid.
6. If the Architect fails, neglects or refuses to pay a person that provides labor or materials in connection with the public improvement contract within 30 days after receiving payment from the contracting agency, the Architect owes the person the amount due plus interest charges that begin at the end of the 10-day period within which payment is due under ORS 279C.580 (4) and that end upon final payment, unless payment is subject to a good faith dispute as defined in ORS 279C.580. The rate of interest on the amount due is nine percent per annum. The amount of interest may not be waived.

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7. Architect shall promptly, as due, make payment to any person, copartnership, association, or corporation, furnishing medical, surgical and hospital care or other needed care and attention, incident to sickness or injury, to employees of such Architect, of all sums which the Architect agrees to pay for such services and all monies and sums which the Architect collected or deducted from the wages of employees pursuant to any law, contract or agreement for the purpose of providing or paying for such service.
8. Architect shall pay employees for overtime work performed under the contract in accordance with ORS 653.010 to 653.261 and the Fair Labor Standards Act of 1938 (29 USC 201, *et seq.*).
9. The Architect must give notice to employees who work on this contract in writing, either at the time of hire or before commencement of work on the contract, or by posting a notice in a location frequented by employees, of the number of hours per day and the days per week that the employees may be required to work.
10. All subject employers working under the Architect are either employers that will comply with ORS 656.017, or employers that are exempt under ORS 656.126.
11. All sums due the State Unemployment Compensation Fund from the Architect or any Subcontractor in connection with the performance of the contract shall be promptly so paid.
12. Architect certifies compliance with all applicable Oregon tax laws, in accordance with ORS 305.385.
13. Architect certifies that it has not and will not discriminate against a subcontractor in awarding a subcontract because the subcontractor is a disadvantaged business enterprise, a minority-owned business, a woman-owned business, a business that a service-disabled veteran owns or an emerging small business that is certified under ORS 200.055. Without limiting the foregoing, Consultant expressly agrees to comply with: (i) Title VI of the Civil Rights Act of 1964; (ii) Section V of the Rehabilitation Act of 1973; (iii) the Americans with Disabilities Act of 1990, (iv) ORS 659.425, (v) all regulations and administrative rules established pursuant to those laws; and (vi) all other applicable requirements of federal and state civil rights and rehabilitation statutes, rules and regulations.
14. The Architect represents and warrants that Architect (i) is not currently an employee of the federal government or the State of Oregon, and (ii) meets the specific independent contractor standards of ORS 670.600.
15. If Architect is a foreign contractor as defined in ORS 279A.120, Architect shall comply with that section and the Contracting Agency must satisfy

itself that the requirements of ORS 279A.120 have been complied with by Architect before Contracting Agency issues final payment under this agreement.

16. If this Contract exceeds \$50,000, is not otherwise exempt, and includes work subject to prevailing wage, Architect shall comply with ORS 279C.838, ORS 279C.840, and federal law.
17. Architect shall not provide or offer to provide any appreciable pecuniary or material benefit to any officer or employee of City in connection with this Agreement in violation of ORS chapter 244.
18. Architect shall ensure that any lawn and landscape maintenance shall contain a condition requiring the contractor to salvage, recycle, compost or mulch yard waste material at an approved site, if feasible and cost-effective.
19. A condition or clause required by law to be in this Agreement shall be considered included by this reference.

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

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

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

1. Reducing or withholding payment;
2. Requiring the CONTRACTOR to perform, at the CONTRACTOR'S sole expense, additional work necessary to perform the identified scope of work or meet the established performance standards; or
3. Declaring a default, terminating the Contract and seeking damages and other relief under the terms of the Contract or other applicable law.

///

///

V. INSURANCE REQUIREMENTS

A. Commercial General Liability

Required by TCTD Not required by TCTD

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

B. Automobile Liability

Required by TCTD Not required by TCTD

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

C. Professional Liability

Required by TCTD Not required by TCTD

Professional Liability insurance covering any damages caused by an error, omission or any negligent acts related to the services to be provided under this Contract by the Contractor and Contractor's subcontractors, agents, officers or employees in an amount not less than \$2,000,000 per claim. Annual aggregate limit shall not be less than \$4,000,000. If coverage is on a claims made basis, then either an extended reporting period of not less than 24 months shall be included in the Professional Liability insurance coverage, or the Contractor shall provide Tail Coverage as stated below.

D. Pollution Liability Insurance

Required by TCTD Not required by TCTD

E. Such insurance shall provide thirty (30) days' written notice to TCTD in the event of a cancellation or material change and include a statement that no act on the part of the insured shall affect the coverage afforded to TCTD under this insurance. This policy(s) shall be primary insurance as respects to TCTD. Any insurance or self-insurance maintained by TCTD shall be excess and shall not contribute to it.

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

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

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

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

VI. SUBCONTRACTS

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

VII. MEDIATION

CONTRACTOR and TCTD agree that any dispute that may arise under this Contract will be submitted first to a mediator agreed to by both parties as soon as such dispute arises, but in any event prior to the commencement of litigation or arbitration. Such mediation will occur at Tillamook, Tillamook County, Oregon, and the mediator's fees and expenses will be shared equally by the parties who agree to exercise their best efforts in good faith to settle all disputes.

VIII. SEVERABILITY

If any term, condition or provision of this Contract or the application thereof to any circumstance is determined to be invalid or unenforceable to any extent, the remaining provisions of this Contract will not be affected but will instead remain valid and fully enforceable.

IX. AMENDMENT

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

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

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

Planning Solutions Architecture, Inc.
4400 NE 77th Ave., #275
Vancouver, WA 98662

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

By:

By:

Authorized Signature

Authorized Signature

Name/Title (Printed)

Name/Title (Printed)

Date

Date

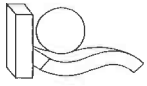
Telephone/Fax Number

CCB License # (if applicable)

Oregon Business Registry

Entity Type/State of Formation

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Planning
Solutions, Inc.
Architecture

Architecture
Interior Architecture
Landscape Architecture
Land Use Planning
Graphic Arts
Development Consulting
Certified Arborist
Environmental Planning
Public Involvement

Christopher A. Baumann, LA
Principal,
Director Landscape Architect
WA 635, OR 354, CA 3434

Mark D. DiLoreto, AIA
Director of Architecture
WA 8809, OR3086

4400 NE 77th Avenue #275
Vancouver, Washington 98662
Phone: 360-750-9000
Fax: 360-750-9201
psi@planningsolutionsinc.com
www.planningsolutionsinc.com

Appendix A

Appendix A SCOPE OF SERVICES

I. PROJECT UNDERSTANDING

This project consists of Architectural and Engineering design and construction documents for a new fueling station at the existing TCTD Campus at 3600 Third Street, Tillamook Oregon to include the following:

1. Architectural:

- a) One (1) Project Kick-off Meeting with the Client.
- b) Contact local jurisdictions to determine and verify code parameters for creating a fuel station on TCTD's Campus.
- c) Work with TCTD provided Propane Equipment supplier to locate Fuel components to include storage tank and fuel pump on the site.
- d) Design a rectangular cantilevered Fuel Island canopy. Review and Approval to be by email only.
- e) Provide Construction Documents for Canopy Design and Tank Pads as required for plan review, permit, and construction.
- f) Provide short-form specifications to help describe the project.
- g) Respond to building department plan reviews questions.
- h) Provide services during construction limited to one (1) pre-construction site visit with Client and General Contractor, two (2) site visits during construction with Client and General Contractor, and one (1) end of project site visit (Punch-List) with Client and General Contractor.
- i) Provide services during construction that include responding to reasonable requests for Information from the General Contractor, reviewing payment requests, assisting the Client with any potential change orders, and assist the Client in receiving the end of construction documents from the General Contractor such as As-built drawings, warranties, and operation manuals.
- j) Provide additional site visits on a time and material basis upon request.

2. Civil Engineering:

- a) Initial site research and one (1) meeting with the project Architect / Client.
- b) One (1) reinforced concrete slab on grade, sloped to collect spills and stormwater run-off.
- c) A spill containment facility as required by local jurisdiction
- d) Reinforced concrete foundation slab and tank anchorage for one (1) new propane tank.
- e) On-site grading plan to blend fuel island with existing surrounding site grading.
- f) Water collection catch basins and related piping to convey storm water.

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- g) Design of required storm water treatment facility that meets the local jurisdiction requirements.
- h) Design and/or coordination of required site disposal system meeting jurisdictional requirements.
- i) Construction Drawings: Truck turn coordination, erosion control, site grading and utility plan, including civil notes and construction details.
- j) Provide construction services on a time and material basis upon request. (Not included in fee).

3. Structural:

- a) Provide structural engineering and permit drawings for the primary gravity and lateral systems for a rectangular cantilevered fuel island canopy and raised pad for fuel pump.
- b) Review architectural specifications for coordination with project structural notes.
- c) Respond to building department plan review questions.
- d) Review Structural Submittals. (Budgeted six (6) hours).
- e) Respond to Contractor Questions (Budgeted four (4) hours).
Provide construction services on a time and material basis upon request. (Not included in fee).

4. Electrical:

- a) Perform one (1) site visit to review existing conditions and determine location for power connection to existing.
- b) Provide design and drawings for lighting under and near fuel island canopy.
- c) Provide design and drawings for electrical power to outlets and equipment.
- d) Provide a one-line power distribution diagram
- e) Provide details and schedules as required for bidding and construction.
- f) Provide drawings indicating telephone and data outlet location, based upon information from others and conduit paths to nearby buildings.
- g) Provide electrical specification in a format approved by the architect.
- h) Provide required electrical system lighting energy code compliance documentation.
- i) Attendance on two (2) design coordination conference calls.
- j) Services during Construction: Review contractor material and shop drawings submittals; respond to contractor questions, when submitted in a formal RFI format.
- k) Perform one (1) site visit at the end of construction and provide site visit report for the final punch list.

II. ASSUMPTIONS

The building design process will be conducted based on the following assumptions:

1. The City of Tillamook Zoning process has been completed and approved. Any additional Planning and Zoning work will be billed on a time and materials (T&M) basis over and above the proposed fee based on client approval.
2. Additional meetings beyond those listed above will be billed on a time and materials (T&M) basis over and above the proposed fee based on client approval.
3. Redesign or additional revisions from the previously approved drawings will be billed on a time and materials (T&M) basis over and above the proposed fee based on client approval.
4. The design considers selecting products from existing manufacturers' catalogues for components such as: doors, hardware, cabinets, lighting fixtures, panel systems, finish materials, trim and other similar materials. Any custom designed components shall be created on a time and materials (T&M) basis based on client approval.
5. The construction phase of the project is assumed to not exceed 12 weeks.
6. Tillamook County Transit District will provide the services of a project manager whose responsibilities will include acting on behalf of the Owner, provide TCTD required instructions to bidders and associated information to be included in the construction documents, run the bidding process, and assist the Architect during Construction Administration.
7. Services during Construction are on a Time and Material Basis. The fees for services during construction are estimates only.

III. FEE PROPOSAL

Based upon the above project understanding and assumptions, we have broken out the fees as follows into Fixed Fees and Estimates.

Fixed Fee: Tasks up to Plan Review:

We propose to complete the following task on a fixed fee basis for services completed within the scope of services as identified in: Sections I UNDERSTANDING and II ASSUMPTIONS:

FIXED FEES	
Architectural	
PSI Architecture	\$ 7,480
Civil	
WDY Engineering, Inc. Civil	\$11,730
Structural	
WDY Engineering, Inc. Structural	\$ 7,820
Electrical	
R & W Engineering, Inc Electrical	\$ 6,210
Fixed Fees Total	\$33,240

Estimated Fees: Plan Review and Services during Construction:

The following items are very difficult to assign fixed fees because they can vary widely depending upon the unpredictable nature of this particular portion of the process. We have found the fairest way to handle these categories is to generate an estimate for the item and bill the actual expense on a time and materials basis utilizing the current fee schedule. The following estimates may vary based on actual cost. Estimates are based upon our standard services and jurisdictional processes:

ESTIMATED FEES:	
Architectural	
Permit Application - Plan Review Response - Bidding:	\$ 2,035
Construction Services – 4 site visits:	\$ 4,840
PSI Architecture (estimate)	\$ 6,875
Civil	
WDY Engineering, Inc. Civil	\$ 2,300
Structural	
WDY Engineering, Inc. Structural	\$ 2,530
Electrical	
R & W Engineering, Inc Electrical	\$ 2,760
Estimated Fees Total	\$14,465

Reimbursable Expenses

As Required

Reimbursable Expenses:

Reimbursable expenses are over and above the fixed and estimated fees and are billed according to the attached Fee Schedule. Such expenses include printing, long distance telephone charges, mileage, plan sets, and supplies.



Mark D. DiLoreto, RA, LEED® AP
 Director of Architecture
 Planning Solutions Architecture, Inc.

Planning Solutions Architecture, Inc.
 Architecture ♦ Landscape Architecture ♦ Land Use
 Planning
Professional Fee Schedule

PROFESSIONAL SERVICES	RATE
Managing Principal	\$105.00 / Hr.
Director of Architecture	\$100.00 / Hr.
Director of Landscape Architecture	\$95.00 / Hr.
Director of Planning	\$95.00 / Hr.
Senior Architect, Landscape Architect & Planner	\$86.00 / Hr.
Architect II, Landscape Architect II & Planner II	\$75.00 / Hr.
Architect I, Landscape Architect I & Planner I	\$60.00 / Hr.
Design Tech IV	\$50.00 / Hr.
Design Tech III	\$45.00 / Hr.
Design Tech II	\$40.00 / Hr.
Design Tech I, Permit Specialist & Technical Writer	\$35.00 / Hr.
Research Assistant II / Administrative Assistant	\$35.00 / Hr.
Research Assistant I / Clerical	\$30.00 / Hr.

Hourly fees for services are effective through June 30, 2020

EXPENSES	RATE
Expenses not itemized below	Cost + 15%
SMALL FORMAT COPIES	
B/W 8-1/2x11 & 8-1/2x14 Copies	09¢ / EA
B/W 11x17 Copies	46¢ / EA
Color 8-1/2x11 & 8-1/2x14 Copies	68¢ / EA
Color 11x17 Copies	\$2.00 / EA
LARGE FORMAT COPIES & PLOTS	
Reproducible Bond Plots	50¢ / SF
Color Plots	\$3.50 / SF
Color Photo Glossy Plots	\$5.00 / SF
B/W Copies	30¢ / SF
Color Copies	\$2.75 / SF
MISCELLANEOUS	
Mileage	75¢ / MILE
Permits	Cost + 15%
Maps / GIS Materials	Cost + 15%
Machine Binding	\$4.50 / EA
Sub-Consultants Paid Directly by Planning Solutions, Inc.	Cost + 15%
Credit Card Payments - Swiped	2.75%
Credit Card Payments – Manual Entry	3.5%

*Fees for reimbursable expenses are subject to change without notice.
 State sales tax shall be added to applicable items.*

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

**In the Matter of Authorizing the)
General Manager to Execute an)
Agreement with the Port of Tillamook)
Bay for Temporary Bus Parking)**

RESOLUTION NO. 20-05

WHEREAS, Tillamook County Transportation District (TCTD) is in need of temporary space to park surplus buses until the buses can be declared surplus property and disposed; and

WHEREAS, the Port of Tillamook Bay (POTB) has adequate space and desires to provide TCTD temporary space to park vehicles; and

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

Authorizes the General Manager to execute an Agreement with the Port of Tillamook Bay to temporarily park surplus buses for \$100 per month.

INTRODUCED AND ADOPTED this 19th day of March 2020.

ATTEST:

By: _____
Judy Riggs, Board Chair

By: _____
Doug Pilant, General Manager

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AGREEMENT TO RELEASE, INDEMNIFY AND DEFEND

This Agreement is executed into on March 19, 2020, by Tillamook County Transportation District, having an address at 3600 3rd Street, Suite A, Tillamook, Oregon 97141, ("Tenant") in favor of, Port of Tillamook Bay, an Oregon Port, and its agents, employers, directors and representatives (collectively the "Port") Tenant wishes to use the Port's facility (the "Facility"), located at Tillamook Air Museum, 6030 Hangar B Road, Tillamook to temporarily store Tenant's buses. This Agreement is intended to completely protect the Port from any liability arising out of or in any way related to the condition, use or operation of the Facility. Entering into this Agreement is a material consideration for allowing Tenant to use the Facility.

Operative Provisions

1. Tenant has inspected the Facility to Tenant's satisfaction and accepts the Facility for use in its present condition and acknowledges that the Port has not made any warranties, promises or representations about the condition or safety of the Facility, nor does the Port have an obligation to maintain or repair the Facility in any way.

2. Tenant i) releases the Port from all liability of any type arising out of, caused by or in any way related to the use, condition or operation of the Facility, including any liability for damage to Tenant's property and any personal injury suffered by Tenant, and ii) waives all rights of subrogation against the Port. Tenant specifically intends for this release and waiver to cover any damages or other loss caused by the negligent or reckless conduct of the Port.

3. Tenant agrees to indemnify and defend the Port from all claims, demands, lawsuits, losses, and liability of any type (a "Claim") arising out of, caused by or in any way related to the use, condition or operation of the Facility or this Agreement, including any Claim by a third party related to the presence of Tenant's property at the Facility.

4. This Agreement is binding on and insures to the benefit of the parties and beneficiaries and their respective heirs, personal representatives, successors, and assigns. If any suit or action is filed by any party or beneficiary to enforce this Agreement or otherwise with respect to the subject matter of this Agreement, the prevailing party is entitled to recover reasonable attorney fees incurred in preparation or in prosecution or defense of such suit or action as fixed by the trial court, and if any appeal is taken from the decision of the trial court, reasonable attorney fees as fixed by the appellate court. This Agreement may be amended only by an instrument in writing executed by all the parties and is governed by and construed in accordance with the laws of the state of Oregon.

In Witness Whereof, Tenant executed and dated this Agreement.

Dated March 19, 2020.

Tenant: Tillamook County Transportation District

Signature: _____

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Port of Tillamook Bay/Tillamook Air Museum

Site: 6030 Hangar B Road – Tillamook Air Museum
Tillamook OR 97141
Phone: (503) 842-1130; rwelch@tillamookair.com
Contact: **Rita Welch, Director**

PARKING TENANT INFORMATION

Legal Owner Name: Tillamook County Transportation District

Permanent address: 3600 3rd Street, Suite A
Tillamook, Oregon 97141

Phone: 503-815-8283

Description of item in storage (length measurements required):

No more than (3) Transit Buses of various sizes.

State & License # Various

Spot Parked# _____

Rent payment: \$ 100 per month (for three units, regardless of size) for no more than three months (ending June 30, 2020) _____

Payment arrangements: Port to invoice TCTD

Arrangements for removing your property need to be made through the Museum office at least 24 hours ahead of time, and can be done **Only Monday through Friday, during our business hours, from 10:00 AM to 3:30 PM - OFFICE IS CLOSED SATURDAY, SUNDAY & HOLIDAYS**

_____ (Signature of legal owner) _____ Date
* * * * * * * * * * * * * * * * * * * * * * * * * *

If you are travelling out of Tillamook County while your property is stored:

Temporary address: N/A

Phone: _____

Name and phone of emergency contact: _____

_____ Date in:

_____ Date out:

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Tillamook County Transportation District

CONTAGIOUS VIRUS RESPONSE PLAN

Issued March 17, 2020

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CHAPTER 1 – INTRODUCTION

This plan provides the Tillamook County Transportation District (TCTD/District) guidance in preparing for, and responding to a pandemic. Since it is unknown when, and to what degree a pandemic virus will affect the District’s service areas, different activities and expenditures are defined in the plan as a function of the risk involved.

To gauge the risk involved, the World Health Organization (WHO) has identified six distinct alert phases. Although these six phases are helpful and provide general guidance, more definition is needed to define appropriate milestone to stimulate action for independent agencies. In accordance, this plan lists the six WHO phases and then defines several sub-phases under each phase. The six WHO phases, and corresponding sub-phases are shown in Table 1.

The remaining chapters in this plan cover specific response initiatives. The degree of implementation of each initiative will be contingent on the threat of the virus as delineated by phases and sub-phases in Table 1.

This plan should be used in conjunction with a Continuity of Operations Plan (COOP). A COOP generally covers subjects related to an all-hazards emergency event where facilities may be damaged and where availability of the workforce may be significantly reduced. It includes elements such as identification of vital functions within an organization, cross training and reassignment of employees, succession of responsibilities, and the like. Although there are some overlaps, the Contagious Virus Response Plan does not duplicate the subject matter of the COOP, but rather focuses on specific elements relevant to a pandemic that is absent in the more general COOP.

World Health Organization Phases		Sub Phases	
1	Virus may be present in animals, but the risk of human infection or disease is considered low	1.a	No human nor animal cases within the USA
		1.b	No human cases, but evidence of animal cases some areas of the USA
		1.c	Rare animal-close-contact human transmission the USA, but outside of Oregon
		1.d	Rare animal-close-contact human transmission within Oregon, but outside of the Tillamook County area
		1.e	Rare animal-close-contact human transmission Tillamook County area

2	No new virus subtypes have been detected in humans. Animal virus subtype poses a substantial risk to humans	2.a	Reports of increased animal-to-human transmissions outside of the USA
		2.b	Reports of increased animal-to-human transmission within the USA
3	Human infection(s) with a new subtype, but no human-to-human spread, except for rare close-contact instances	3.a	Report of human infections with a new virus subtype, but no human-to-human spread, except for rare animal-close-contact instances - outside the USA
		3.b	Report of human infections with a new virus subtype, but no human-to-human spread, except for rare animal-close-contact instances - within the USA
4	Small cluster(s) of highly localized human- to-human transmission	4.a	Report of small clusters of highly localized human- to-human transmission outside of the USA
		4.b	Report of small clusters of highly localized human- to-human transmission within the USA
5	Larger cluster(s) of human-to-human spread, but still localized	5.a	Larger cluster(s) of human-to-human spread, but still localized - outside of the USA
		5.b	Larger cluster(s) of human-to-human spread, but still localized - within the USA
6	Increased and sustained transmission in general population	6.a	Increased and sustained transmission in general populations outside the USA
		6.b	Increased and sustained transmission in general population within the USA

CHAPTER 2 – INFORMATION AND EDUCATION PROGRAM

This initiative focuses on two distinct groups: Internal communications and education for TCTD employees, and external communications and education for TCTD customers.

Table 2 identifies the activities recommended for internal communications and Table 3 identifies activities recommended for external communications. The tables identify when each activity should commence (with reference to the alert phases defined in Table 1) and the department(s) responsible for each activity.

TABLE 2: INTERNAL COMMUNICATIONS		
Alert Phase	Action	Responsibility
1.a	<ul style="list-style-type: none"> • Update the District's Wellness Program Plan with a section on precautions against contagious viruses • Distribute personal hygiene information 	Human Resources Human Resources
1.b	<ul style="list-style-type: none"> • Develop bulletins on employee personal hygiene and precautions against contagious viruses. 	Human Resources
1.c	<ul style="list-style-type: none"> • Disseminate bulletins developed in 1.b through internal communication means including email and paper copies • Partner with public health departments, especially the Oregon Health Authority and Tillamook County Department of Health, and Tillamook County Emergency Response Team, to acquire timely information, and to coordinate appropriate news releases to our employees and riding public 	Human Resources Human Resources and Operations Department
1.d	<ul style="list-style-type: none"> • Develop a training program on hygiene and precautionary measures against viruses both at work and in the home. • Commence disseminating educational materials to District departments. • Place pertinent information in email and on bulletin boards 	Human Resources in coordination with Operations Human Resources
1.e, 2.b, 3.a and beyond	<ul style="list-style-type: none"> • Develop and deliver a more formal awareness program that includes personal visits to employee work locations to disseminate facts and address concerns. This will include briefings to managers and union to solicit their support • Continue to update employees with status reports of the virus condition, using all appropriate means of distribution 	Human Resources Operations Administration and Human Resources

TABLE 3: EXTERNAL COMMUNICATIONS

Alert Phase	Action	Responsibility
1.b	<ul style="list-style-type: none"> • In accordance with information provided by the Oregon Health Authority and Tillamook County Health Department, disseminate passenger bulletins on the risks involved 	Marketing and Outreach
1.c	<ul style="list-style-type: none"> • Prepare outreach/education materials from authorized sources in the form of news releases, passenger bulletins, and website articles that provide guidance on personal hygiene, and keep patrons informed on the risks involved • Commence disseminating information prepared 	Marketing and Outreach Marketing and Outreach
1.d	<ul style="list-style-type: none"> • Develop educational materials on personal hygiene and precautionary measures to take while riding on TCTD • Disseminate materials and continue to disseminate information prepared in 1.b • Partner with public health departments to acquire timely information, and to coordinate appropriate news releases to our employees and riding public • Prepare letters to Board of Directors and public officials regarding what TCTD is doing 	Marketing and Outreach Marketing and Outreach Human Resources General Manager
1.e, 2.b., 3.a and beyond	<ul style="list-style-type: none"> • Continue to disseminate timely information to patrons. • Issue letters to public officials 	Marketing and Outreach Executive Director

CHAPTER 3 – DISINFECTION PROGRAM

The Center of Disease Control (CDC) reports that some viruses can survive on various surface materials for several days. Consequently, it behooves TCTD to do whatever is practical to decontaminate all surfaces that patrons are likely to touch (hand-contact surfaces) while utilizing the TCTD system. This includes surfaces within buses such as handrails and armrests, and surfaces within the transit center and transit office such as door handles, seats, counters, etc.

Table 4 identifies the disinfection activities recommended, when each activity should commence (with reference to the alert phases defined in Table 1), and the department(s) responsible for each activity.

TABLE 4: DISINFECTION PROGRAM		
Alert Phase	Action	Responsibility
1.c	<ul style="list-style-type: none"> Commence planning for enhanced cleanliness of TCTD buses and transit center and offices, particularly hand-contact surfaces. The plan should assess in-house resources and explore contract services that are geared to the different alert phases 	Operations Department, Maintenance Department
1.d	<ul style="list-style-type: none"> Commence the initiative to provide a cleaner transit center, transit office and buses so that patrons perceive TCTD to be a safe environment to utilize 	Operations Department, Maintenance Department, Transit Center Staff
1.e, 2.b, 3a, and beyond	<ul style="list-style-type: none"> Commence program of disinfecting hand-contact surfaces in the transit center, transit office and on buses several times throughout each day 	Operations Department, Maintenance Department, Transit Center Staff

CHAPTER 4 - SANITARY AIDS TO LIMIT SPREAD

Sanitary aids can assist in limiting the spread of the virus. Accessibility of these aids as individuals enter (or exit) the system, along with the District’s Disinfection Program, can help alleviate health concerns of the riding public and generally assist in building confidence that TCTD is a safe and viable means of transportation. Additionally, sanitary aids can reassure District employees and provide them with an added layer of protection in performing their daily functions.

Three forms of sanitary aids have been identified that could be utilized by TCTD: Disposable

face masks as recommended by the CDC that are effective against a virus, disinfectant gels and disinfectant wipes.

Regarding the practicality of supplying these sanitary aids, the District will obviously need to purchase and stock adequate supplies of these aids to serve our employees. Additionally, the District may choose to provide free disinfectant gel at passenger stations and on all buses for TCTD customers.

Table 5 identifies the sanitary aids activities recommended, when each activity should commence (with reference to the alert phases defined in Table 1), and the department(s) responsible for each activity.

TABLE 5: SANITARY AIDS		
Alert Phase	Action	Responsibility
1.b	<ul style="list-style-type: none"> Establish funding authorization for pending sanitary aid expenses related to the pandemic Procure a supply of 100 face masks and 3 cases of disinfectant gel in reserve for use by District Employees. Work with suppliers to ensure a steady flow of these aids for employees, given a progression of the virus to higher alert levels. Estimate supplies needed for each alert phase. With reference to alert phase 4.b (below) estimate disinfectant gel needed for patrons, and work with suppliers to ensure a steady flow of this item when the time arrives. 	Finance Operations Dept. and Maintenance Dept. Operations Dept. and Maintenance Dept. Operations Dept. and Maintenance Dept.
1.e, 2.b, 3a, and beyond	<ul style="list-style-type: none"> Disseminate disinfectant gels throughout the District for employee use, including reporting locations, transit center and transit office, shops, and office buildings. 	Affected Departments
4.b	<ul style="list-style-type: none"> Provide employees who work in patron high-density environments protective masks if it is recommended by local health officials. Make recommendations regarding the use of protective masks based upon the specifics of the situation. Provide disinfectant soap in the rest rooms for use by patrons at the transit center and transit administration and operations center. 	Operations Department Finance
5.b	<ul style="list-style-type: none"> Provide protective masks to office employees for use within office environments if there are localized cases and health officials recommend it as a precaution. Promote social distancing (avoid face contact meetings, explore telecommuting). 	Affected Departments Affected

CHAPTER 5 – VACCINES / ANTIVIRAL MEDICATIONS

An effective vaccine against a pandemic may not be available in the early stages of a pandemic. The Department of Health and Human Services guidelines for Pandemics indicate that there will likely be federal controls over the distribution of vaccine according to pre-determined grouping and risks.

Additionally, the Center of Disease Control (CDC) recommendations regarding the priority use of limited supplies of antiviral medications such as Tamiflu, is that they be used for treatment of those already infected. The World Health Organization (WHO), however, believes there may be a role of these medications in preventing a pandemic under certain situations. Information is still emerging regarding the efficacy and safety of antiviral medications.

Table 6 identifies the vaccine/antiviral medications activities recommended, when each activity should commence (with reference to the alert phases defined in Table 1), and the department(s) responsible for each activity.

TABLE 6: VACCINE / ANTIVIRAL MEDICATIONS		
Alert Phase	Action	Responsibility
1.c	<ul style="list-style-type: none"> • Work with state and local health departments to track the U.S. Government development of guidelines for the allocation of pandemic flu vaccine and antiviral medications. • Partner with agencies such as CTAA, ODOT, and the OTA to lobby for prioritizing transit employees to receive vaccines and antiviral medications 	Human Resources General Manager
1.e, 3.b	<ul style="list-style-type: none"> • Determine the availability of purchasing vaccines and antiviral medications on the open market. • Commence contracting process to engage appropriate medical assistance for administering these precautionary treatments to employees 	Finance HR
4.b	<ul style="list-style-type: none"> • Assuming vaccines and/or antiviral medications were acquired either through state/local health departments or purchased on the open market, commence administering these precautionary treatments to employees. Priority should be given to those employees with the greatest exposure to high-density customer environments 	HR to oversee process, Affected Departments to assist.

CHAPTER 6: REDUCED SERVICE AND SHUTDOWN PLAN

The District's intent is to continue to provide service to its customers throughout the life cycle of a pandemic, to the extent that TCTD complies with Oregon Health Authority, Tillamook County Health Department and the Tillamook County Emergency Response Team recommendations and directives, and to the extent that TCTD's employees are available to maintain and operate buses. In anticipation of a worst-case scenario, this portion of the Plan covers four main areas: Reduced Service, Shutdown of the System, Property/Asset Protection, and System Restoration.

Service Reduction

The following indicators will be monitored by Operations as potential service reduction triggers:

- Ridership
- Employee Attendance
- Asset Availability

Service levels will be adjusted as necessary with the following anticipated progression:

- Reduced Weekday Service
- Reduced or eliminated Sunday Service schedule
- Reduced or eliminated Saturday Service schedule
- Shutdown the system

Service reduction issues are anticipated to include the following:

- Labor contract language
- Employee welfare
- Development of work rules/guidelines regarding hygiene practices in the work environment

Service Shutdown

Given the need to shutdown service, the primary objective will be to execute an orderly, safe conclusion of service, which preserves District assets in a condition that will facilitate later service restoration. Major tasks involved in the shutdown of the system consist of the following:

1. Complete operations
2. Close Transit Visitor Center and TCTD Administration and Operations Facility
3. Secure shop/yard buildings
4. Recover all types of maintenance equipment
5. Deploy property protection
6. Establish communications and logistics plan for administrative work (possible coordination from home, individual office, or other location as needed)

Initial Shutdown –

Operations will arrange for qualified personnel to complete service

1. All revenue vehicles will be appropriately positioned in the yards at close of operations for the night.
2. Notifications will be provided to the appropriate agencies
3. Property protection will be provided by TCTD Operations Superintendent and supported by other District departments as necessary.
4. Management will evaluate their essential functions, and either suspend work or develop contingency work plans as needed

Restoration of Service

In anticipation of service restoration, the following actions will be performed:

1. Evaluate and assess personnel availability and determine level of service.
2. Conduct complete system inspection prior to start-up.
3. Complete any repairs or maintenance identified during the start-up inspections
4. Inspect revenue vehicle fleet

Service will commence subsequent to the accomplishment of the aforementioned actions, and approvals by the General Manager.