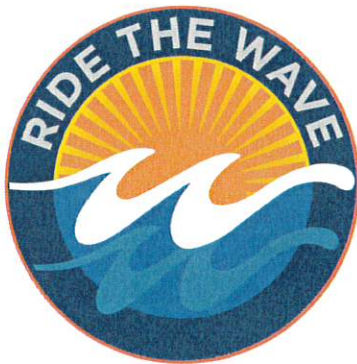


Tillamook County Transportation District  
Board of Directors  
Regular Monthly Meeting



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

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



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

Thursday, April 23, 2020 @ 6:00pm

**Due to the COVID-19 Pandemic, this meeting will be by PHONE ONLY.**  
**Please dial: [+1 \(646\) 749-3112](tel:+16467493112)**  
**Enter Access Code: 349-933-037**

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

**GENERAL MANAGERS REPORT**

6. Financial Report (Pgs. 1-17)
7. Service Performance Report (Pgs. 18-23)
8. Northwest Oregon Transit Alliance (Pgs. 24-28)
9. Planning & Development
10. Grant Funding
11. Facility/Property Management
12. NW Rides Brokerage
13. Miscellaneous (Pgs. 29-32)

**CONSENT**

14. Motion to Approve the Minutes of March 19, 2020 Regular Board Meeting (Pgs. 33-37)
15. Motion to Accept Financial and Operations Reports: March 2020

**ACTION ITEMS**

16. Resolution 20-06 In the Matter of Declaring and Disposing Surplus Vehicles and Equipment (Pg. 38)
17. Resolution 20-07 In the Matter of Authorizing the General Manager to Execute and Interline Ticketing Agreement with Amtrak (Pgs. 39-61)
18. Resolution 20-08 In the Matter of Authorizing the General Manager to Execute an Agreement with Creative Bus Sales to Purchase two (2) intercity buses (Pgs. 62-67)
19. Resolution 20-09 In the Matter of Authorizing the General Manager to Pay all TCTD Essential Employees the COVID-19 Compensation and Execute MOU between TCTD and ATU (Pgs. 68-70)
20. Motion to Adopt Policy No. 25 Communications and Computer Resources Policy (Pgs. 71-74)

**DISCUSSION ITEMS**

21. CARE Act Temporary Personnel Policy (Pgs. 75-96)
22. Staff Comments/Concerns
23. Board of Directors Comments/Concerns
24. Adjournment

Next regularly scheduled meeting to be held Thursday, May 21, 2020

Tillamook County Transportation District  
 Normal Trial Balance  
 From 3/31/2020 Through 3/31/2020

Account Code	Account Title	Debit Balance	Credit Balance
1001	General Checking Account	633,174.56 ✓	
1006	Payroll Checking	3,411.21 ✓	
1009	NW RIDES ACCOUNT	14,472.31 ✓	
1011	Prop. Mgmt. Checking	68,693.09 ✓	
1020	LGIP - General Account	903,461.17 ✓	
1030	LGIP - Capital Reserve	585,590.00 ✓	
1040	Petty Cash	200.00	
Report Total		2,209,002.34	0.00
Report Difference		2,209,002.34	

*9W  
4-7-20*

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

From 3/1/2020 Through 3/31/2020

	Current Period Actual	Current Period Budget	Current Year Actual	Total Budget	Total Budget Variance	75%
Resources						
Working Capital	3500	0.00	0.00	1,596,525.00	(1,596,525.00)	0.00%
Fares	4000	17,603.76	225,391.86	275,000.00	(49,608.14)	81.96%
Contract Revenue	4020	31,893.51	587,220.48	883,000.00	(295,779.52)	66.50%
Property Tax	4100	36,528.08	231,250.00	925,000.00	27,674.61	102.99%
Past Years Property Tax	4110	3,551.23	10,000.00	40,000.00	(17,217.07)	56.95%
State Timber Revenue	4120	0.00	75,000.00	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	33,490.00	225,532.00	320,000.00	(286,510.00)	10.46%
STIF Discretionary	4137	(33,490.00)	0.00	149,000.00	(149,000.00)	0.00%
Capital Grants	4210	0.00	0.00	791,414.00	(791,414.00)	0.00%
Grants - FTA 5311	4220	0.00	85,000.00	370,000.00	(131,660.00)	64.41%
NWOTA Partner Cont. Match	4225	0.00	0.00	48,000.00	(12,000.00)	75.00%
Grants - STF	4230	0.00	0.00	67,700.00	(16,925.00)	75.00%
Grants - 5311 (f)	4240	0.00	75,000.00	310,000.00	(222,095.00)	28.35%
Grants - 5310	4245	0.00	25,000.00	105,000.00	(64,061.00)	38.98%
Special Bus Operations	4300	0.00	83.33	1,000.00	958.98	195.89%
Miscellaneous Income	4400	6,675.90	83.33	1,000.00	12,861.28	1,386.12%
Sale of Assets - Income	4410	0.00	833.33	10,000.00	(10,000.00)	0.00%
Interest Income	4510	2,675.36	2,000.00	22,000.00	6,596.78	129.98%
Advertising Income	4520	0.00	83.33	1,000.00	(1,000.00)	0.00%
Lease Income	4900	1,900.00	1,500.00	23,000.00	(5,900.00)	74.34%
Lease Operational Exp Income	4910	867.44	541.67	7,000.00	(1,017.98)	85.45%
Transfer From General Fund	4911	0.00	0.00	22,000.00	(10,000.00)	54.54%

Monthly BOD Report w/YTD Budget & Variance

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**Tillamook County Transportation District**  
Financial Statement

From 3/1/2020 Through 3/31/2020

	Current Period Actual	Current Period Budget	Current Year Actual	Total Budget	Total Budget Variance	75%
Transfer from Veh. Purch. Res.	4915 0.00	0.00	0.00	11,835.00	(11,835.00)	0.00%
Transfer from STF Fund	4916 0.00	0.00	0.00	46,786.00	(46,786.00)	0.00%
Transfer from NWOTA	4917 0.00	0.00	3,000.00	3,000.00	0.00	100.00%
Transfer from STIF Fund	4918 15,184.00	0.00	31,858.64	915,842.00	(883,983.36)	3.47%
<b>Total Resources</b>	<u>116,879.28</u>	<u>609,958.32</u>	<u>2,801,248.07</u>	<u>7,567,102.00</u>	<u>(4,765,853.93)</u>	<u>37.02%</u>
<b>Expenses</b>						
<b>Personnel Services</b>						
Payroll: Administration	5010 20,164.63	28,750.00	200,709.83	345,000.00	144,290.17	58.17%
Payroll: Dispatch	5020 6,611.54	9,583.33	70,252.45	115,000.00	44,747.55	61.08%
Payroll: Drivers	5030 73,806.28	96,791.67	762,552.24	1,161,500.00	398,947.76	65.65%
Payroll: Maintenance	5040 4,611.01	5,833.33	32,541.72	70,000.00	37,458.28	46.48%
Payroll Expense	5050 8,129.82	11,841.67	81,354.03	142,100.00	60,745.97	57.25%
Payroll Healthcare	5051 30,184.11	0.00	250,597.08	269,154.00	18,556.92	93.10%
Payroll Retirement	5052 4,595.33	0.00	44,601.39	75,600.00	30,998.61	58.99%
Payroll Veba	5053 3,252.26	0.00	54,243.81	66,000.00	11,756.19	82.18%
Workers Compensation Ins.	5055 0.00	1,875.00	28,861.70	22,500.00	(6,361.70)	128.27%
<b>Total Personnel Services</b>	<u>151,354.98</u>	<u>154,675.00</u>	<u>1,525,714.25</u>	<u>2,266,854.00</u>	<u>741,139.75</u>	<u>67.31%</u>
<b>Materials and Services</b>						
Professional Services	5100 7,741.95	8,979.17	111,018.81	112,750.00	1,731.19	98.46%
Administrative Support	5101 4,136.19	2,083.33	15,684.83	25,000.00	9,315.17	62.73%
Website Maintenance	5102 0.00	625.00	6,500.00	7,500.00	1,000.00	86.66%
Planning	5103 1,361.67	6,250.00	18,491.09	75,000.00	56,508.91	24.65%
Dues & Subscriptions	5120 150.00	1,000.00	7,926.00	12,000.00	4,074.00	66.05%
Office Equipment R&R	5140 225.22	250.00	2,038.25	3,000.00	961.75	67.94%

Monthly BOD Report w/YTD Budget & Variance

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**Tillamook County Transportation District**  
Financial Statement

From 3/1/2020 Through 3/31/2020

	Current Period Actual	Current Period Budget	Current Year Actual	Total Budget	Total Budget Variance	75%
5145 Computer R&M	1,840.00	3,625.00	27,217.05	43,500.00	16,282.95	62.56%
5150 Fees & Licenses	87.00	2,708.33	23,354.17	35,500.00	12,145.83	65.78%
5160 Insurance	0.00	7,000.00	79,852.00	84,000.00	4,148.00	95.06%
5170 Office Expenses	346.58	1,083.33	9,476.98	13,000.00	3,523.02	72.89%
5175 Board Expenses	398.00	833.33	11,053.90	10,000.00	(1,053.90)	110.53%
5180 Operational Expenses	4,621.58	3,500.01	32,940.18	42,000.00	9,059.82	78.42%
5185 Drug & Alcohol Administration	220.00	125.00	1,600.00	1,500.00	(100.00)	106.66%
5190 Marketing	1,298.64	5,458.33	35,059.08	65,500.00	30,440.92	53.52%
5191 Website Re-Design	0.00	0.00	0.00	164,560.00	164,560.00	0.00%
5210 Telephone Expense	451.91	1,750.00	11,306.45	21,500.00	10,193.55	52.58%
5220 Travel & Training	1,030.97	3,125.00	18,513.55	37,500.00	18,986.45	49.36%
5240 Vehicle Expense	47,769.08	16,666.67	232,667.11	200,000.00	(32,667.11)	116.33%
5245 Fuel Expenses	16,165.72	29,166.67	196,918.02	350,000.00	153,081.98	56.26%
5260 Postage	0.00	125.00	1,039.15	1,500.00	460.85	69.27%
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	6,300.00	8,400.00	2,100.00	75.00%
5285 Transit & Visitor Center Maint	1,333.71	1,250.00	13,304.09	15,000.00	1,695.91	88.69%
5290 General Operating Cont.	0.00	9,708.33	0.00	116,500.00	116,500.00	0.00%
5300 Property Operating Expenses	2,270.65	2,041.67	15,980.31	24,500.00	8,519.69	65.22%
5330 Flex Lease: Fees	0.00	83.33	220.00	1,000.00	780.00	22.00%
5340 Property Maint. & Repair	1,539.77	1,083.33	15,447.85	13,000.00	(2,447.85)	118.82%
5346 Operations Facility Maint.	74.18	208.33	2,436.94	2,500.00	63.06	97.47%
Total Materials and Services	93,762.82	109,626.41	898,004.41	1,488,577.00	590,572.59	60.33%
Special Payments						
5200 STF Payments to Recipients	4,329.00	300.00	20,016.00	20,914.00	898.00	95.70%

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Monthly BOD Report w/YTD Budget & Variance

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

From 3/1/2020 Through 3/31/2020

	Current Period Actual	Current Period Budget	Current Year Actual	Total Budget	Total Budget Variance	75%
STIF Payments to Recipients	0.00	0.00	3,750.00	5,000.00	1,250.00	75.00%
Total Special Payments	4,329.00	300.00	23,766.00	25,914.00	2,148.00	91.71%
Transfers						
Transfer to LGJP 5931	0.00	0.00	0.00	11,835.00	11,835.00	0.00%
Transfer to General Fund	15,184.00	0.00	34,858.64	864,476.00	829,617.36	4.03%
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	15,184.00	0.00	46,858.64	2,239,666.00	2,192,807.36	2.09%
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	5,423.22	5,000.00	(423.22)	108.46%
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	76,603.44	99,591.00	22,987.56	76.92%
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 3/1/2020 Through 3/31/2020

	Current Period Actual	Current Period Budget	Current Year Actual	Total Budget	Total Budget Variance	75%
6050	8,727.00	0.00	40,428.73	400,500.00	360,071.27	10.09%
Other Capital Projects	8,727.00	3,416.67	52,908.32	1,446,500.00	1,393,591.68	3.66%
Total Capital Purchases	9,329.58	9,250.01	129,511.76	1,546,091.00	1,416,579.24	8.38%
Total Capital Outlay	273,960.38	273,851.42	2,623,855.06	7,567,102.00	4,943,246.94	34.67%
Total Expenses						

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**Tillamook County Transportation District**  
**Financial Statement**  
**From 3/1/2020 Through 3/31/2020**

NWR

	Current Period Actual	Current Period Budget	Current Year Actual	Total Budget	Total Budget Variance	75%
<b>Resources</b>						
NWR Revenue	4026 607,986.18	262,500.00	3,294,372.06	3,150,000.00	144,372.06	104.58%
Miscellaneous Income	4400 0.00	29,166.67	0.00	350,000.00	(350,000.00)	0.00%
<b>Total Resources</b>	<u>607,986.18</u>	<u>291,666.67</u>	<u>3,294,372.06</u>	<u>3,500,000.00</u>	<u>(205,627.94)</u>	<u>94.12%</u>
<b>Expenses</b>						
<b>Personnel Services</b>						
Payroll: Administration	5010 21,428.21	26,250.00	192,901.07	315,000.00	122,098.93	61.23%
Payroll: Indirect	5041 1,279.91	1,000.00	18,757.43	12,000.00	(6,757.43)	156.31%
Payroll Expense	5050 1,589.57	6,250.00	14,480.27	75,000.00	60,519.73	19.30%
Payroll Healthcare	5051 8,187.03	0.00	70,051.41	15,000.00	(55,051.41)	467.00%
Payroll Retirement	5052 1,035.26	0.00	9,850.85	2,000.00	(7,850.85)	492.54%
Payroll Veba	5053 875.32	0.00	11,139.26	2,000.00	(9,139.26)	556.96%
Workers Compensation Ins.	5055 0.00	0.00	205.54	0.00	(205.54)	0.00%
<b>Total Personnel Services</b>	<u>34,395.30</u>	<u>33,500.00</u>	<u>317,385.83</u>	<u>421,000.00</u>	<u>103,614.17</u>	<u>75.39%</u>
<b>Materials and Services</b>						
Professional Services	5100 3,577.50	1,666.67	6,853.50	20,000.00	13,146.50	34.26%
Dues & Subscriptions	5120 0.00	125.00	0.00	1,500.00	1,500.00	0.00%
Office Equipment R&R	5140 573.45	208.33	2,586.43	2,500.00	(86.43)	103.45%
Computer R&M	5145 9,755.95	1,250.00	16,157.95	15,000.00	(1,157.95)	107.71%
Fees & Licenses	5150 0.00	166.67	10,524.99	2,000.00	(8,524.99)	526.24%
Insurance	5160 0.00	166.67	0.00	2,000.00	2,000.00	0.00%
Office Expenses	5170 195.36	1,150.00	3,449.55	13,800.00	10,350.45	24.99%
Operational Expenses	5180 0.00	208.33	778.87	2,500.00	1,721.13	31.15%
Telephone Expense	5210 245.00	1,666.67	14,216.02	20,000.00	5,783.98	71.08%

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

From 3/1/2020 Through 3/31/2020

	Current Period Actual	Current Period Budget	Current Year Actual	Total Budget	Total Budget Variance	75%
Travel & Training	90.85	750.00	1,515.55	9,000.00	7,484.45	16.83%
Postage	0.00	416.67	429.11	5,000.00	4,570.89	8.58%
Purchased Transportation	215,202.45	200,000.00	2,599,895.68	2,400,000.00	(199,895.68)	108.32%
Member Mileage Reimbursement	15,000.00	15,833.33	185,684.00	190,000.00	4,316.00	97.72%
Volunteer Mileage Reimburse	30,529.67	29,166.67	278,643.04	350,000.00	71,356.96	79.61%
Office Rent	400.00	400.00	3,600.00	4,800.00	1,200.00	75.00%
Property Operating Expenses	117.21	75.00	813.40	900.00	86.60	90.37%
Total Materials and Services	275,687.44	253,250.01	3,125,148.09	3,039,000.00	(86,148.09)	102.83%
Capital Outlay						
Capital Purchases						
Ecolane Investment	0.00	3,333.33	0.00	40,000.00	40,000.00	0.00%
Total Capital Purchases	0.00	3,333.33	0.00	40,000.00	40,000.00	0.00%
Total Capital Outlay	0.00	3,333.33	0.00	40,000.00	40,000.00	0.00%
Total Expenses	310,082.74	290,083.34	3,442,533.92	3,500,000.00	57,466.08	98.36%

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**Tillamook County Transportation District**

Check/Voucher Register  
 1001 - General Checking Account  
 From 3/1/2020 Through 3/31/2020

Document Number	Document Date	Transaction Amount	Payee	Transaction Description
15228	3/4/2020	2,275.32	McCOY FREIGHTLINER	bus 301
15228	3/4/2020	9,049.25	McCOY FREIGHTLINER	bus 302 brakes and engine
15228	3/4/2020	45.09	McCOY FREIGHTLINER	inventory
15229	3/6/2020	7,602.00	Office Furniture Reborn	Office Furniture Project
15230	3/16/2020	617.50	24/7 TRUCK AND AUTO SERVICE	BUS 28 REAR DIFFERENTIAL REPA
15231	3/16/2020	4,010.00	ADVANCED DIESEL SERVICE	bus 300 engine repair
15232	3/16/2020	282.16	ALSCO - Portland Linen	MAT SERVICE
15233	3/16/2020	172.91	Batteries Northwest	BATTERIES
15234	3/16/2020	106.41	COMCAST	INTERNET/TELEPHONE SALEM OF
15235	3/16/2020	764.00	COUNTRY MEDIA	JOB POSTINGS
15236	3/16/2020	55.28	O'REILLY AUTOMOTIVE STORES	INVENTORY
15237	3/16/2020	2,144.97	CUMMINS NORTHWEST, LLC	BUS 28 PARTICULATE FILTER
15238	3/16/2020	1,021.94	E C COMPANY	TVC
15239	3/16/2020	126.32	CENTURYLINK	HARD LINE/FAX LINE
15240	3/16/2020	358.94	FleetPride, Inc.	SHOP INVENTORY
15241	3/16/2020	503.75	GenXsys Solutions, LLC	COMPUTER SUPPORT
15242	3/16/2020	3,577.50	JORDAN SCHRADER RAMIS, PC	LEGAL/PROPANE FUELING/TCCH MOBILE CLINIC
15243	3/16/2020	198.95	KEMPS NORTH COAST TOOLS	SHOP SUPPLY
15244	3/16/2020	275.00	KDEP-FM/KTIL-FM/KTIL-AM	ADVERTISING
15245	3/16/2020	19.99	MAC TOOLS DISTRIBUTING	SHOP SUPPLY
15246	3/16/2020	1,106.18	Marie Mills Center, Inc	JANITORIAL TRANSIT CENTER
15247	3/16/2020	9.10	MH WELDING	SHOP SUPPLIES
15248	3/16/2020	640.85	DAVISON AUTO PARTS, INC.	VEHICLE EXPENSE
15249	3/16/2020	24.00	NEW AGE CAR WASH	VEHICLE CAR WASH
15250	3/16/2020	58.47	Office Depot Credit Plan	OFFICE SUPPLIES
15250	3/16/2020	18.62	Office Depot Credit Plan	office supplies
15250	3/16/2020	139.98	Office Depot Credit Plan	office supplies
15250	3/16/2020	40.52	Office Depot Credit Plan	OFFICE SUPPLIES
15251	3/16/2020	474.32	OR DEPARTMENT OF FORESTRY	UTILITIES BILLING FOR S. SADDLI REPEATER RADIO
15252	3/16/2020	8.00	OR DEPT OF MOTOR VEHICLES	DRIVER RECORDS
15253	3/16/2020	41.25	Oregon State Police	BACKGROUND CHECKS
15254	3/16/2020	159.11	Pacific Office Automation	COPIES
15255	3/16/2020	946.65	PETROCARD INC.	FUEL
15256	3/16/2020	95.00	ROBERT R KENNEY	cdl physical
15257	3/16/2020	75.89	Rosenberg Builders Supply	SHOP SUPPLIES
15258	3/16/2020	163.46	Schetky Northwest Sales, Inc.	SHOP INVENTORY
15259	3/16/2020	18,109.38	Sheldon Oil Distributors	FUEL
15260	3/16/2020	60.00	SUNFLOWER FLATS	FLOWERS-LEWIS
15261	3/16/2020	583.00	TABATHA WELCH	ADP CONFERENCE TRAVEL
15262	3/16/2020	194.01	Tillamook Motor Co.	VEHICLE EXPENSE
15263	3/16/2020	48.00	TILLAMOOK COUNTY SHOPPER, LLC	MEETING NOTICE
15264	3/16/2020	49.95	VANIR BROADBAND, INC.	INTERNET
15265	3/16/2020	274.56	VERIZON	TABLET DATA
15266	3/16/2020	2,278.35	CARDMEMBER SERVICE	FEB CREDIT CARDS
15267	3/19/2020	266.75	Fred Meyer Customer Charges	fred meyers
Report Total		59,072.68		

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**Tillamook County Transportation District**

Check/Voucher Register

1006 - Payroll Checking

From 3/1/2020 Through 3/31/2020

<u>Document Number</u>	<u>Document Date</u>	<u>Payee</u>
5558	3/11/2020	HRA VEBA TRUST
5559	3/19/2020	PACIFIC SOURCE
5560	3/19/2020	SPECIAL DISTRICTS INS. SERVICE
5561	3/31/2020	ATU LOCAL #757

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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 3/1/2020 Through 3/31/2020

<u>Document Number</u>	<u>Document Date</u>	<u>Transaction Amount</u>	<u>Payee</u>	<u>Transaction Description</u>
4281	3/4/2020	450.00	CHRISSEY'S CLEANING SERVICE	February janitorial
4282	3/16/2020	456.91	Marie Mills Center, Inc	JANITORIAL 3RD STREET
4283	3/16/2020	540.00	North Coast Lawn	LAWN MAINTENANCE 3RD ST
4284	3/16/2020	253.06	TILLAMOOK CITY UTILITIES	WATER & SEWER
4285	3/16/2020	<u>166.95</u>	CITY SANITARY SERVICE	GARBAGE
Report Total		<u>1,866.92</u>		

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<b>UMPQUA BANK: CLOSING DATE 3/25/2020</b>			
<b>Date</b>	<b>Vendor</b>	<b>Description of Transaction</b>	<b>Amount</b>
<b>DOUG PILANT</b>			
27-Feb	PACIFIC RESTAURANT	MEAL/MEETING W/REPORTER	\$ 26.50
3-Mar	DENNY'S	MEALS/MEETING STAFF APPRECIATION	\$ 46.30
9-Mar	FRED MEYER	KITCHEN SUPPLIES	\$ 18.66
11-Mar	MO'S CHOWDER	MEALS/MEETING W/PAUL	\$ 26.28
12-Mar	PIG N PANCAKE	MEALS/MEETING W/JEFF	\$ 23.90
03/16/20	PARKSIDE DINER	MEALS/MEETING W/JUDY	\$ 31.00
03/18/20	GRUMPYS CAFÉ	MEALS/MEETING W/JACKIE	\$ 38.00
			<b>\$ 210.64</b>
<b>CATHY BOND</b>			
02/26/20	LANGUAGE LINE	NWR PHONES	\$ 35.55
03/03/20	ENDICIA	NWR POSTAGE	\$ 9.95
03/06/20	ADOBE	SOFTWARE	\$ 24.99
03/17/20	FRANZ BAKERY	NWR MEALS	\$ 11.98
03/23/20	IRON MOUNTAIN	SHREDDING	\$ 82.80
03/23/20	WERNERS	MEAL/MEETING	\$ 18.00
			<b>\$ 183.27</b>
<b>BRENT OLSON</b>			
03/12/20	HOMETOWN BUFFET	MEALS/BUS SHUTTLE BRENT, JIM, DANIELL	\$ 29.17
03/17/20	BHMEDWEAR	COVID CLEANING SUPPLIES/HAND WIPES	\$ 451.95
03/23/20	AMAZON	SHARPS CONTAINERS	\$ 36.88
03/23/20	PORTSIDE	MEALS/MEETING BRENT, JERRY, BARB	\$ 50.00
03/23/20	AMAZON	COVID CLEANING SUPPLIES	\$ 14.99
03/24/20	MTCPRO	SOFTWARE	\$ 98.00
			<b>\$ 680.99</b>
<b>TABATHA WELCH</b>			
03/16/20	ENDICIA	POSTAGE	\$ 17.99
03/18/20	USPS	POSTAGE	\$ 100.00
			<b>\$ 117.99</b>
<b>CLAYTON NORRBOM</b>			
			\$ -
			\$ -
<b>STATEMENT TRUE UP</b>			
		<b>Charges total</b>	<b>\$ 1,192.89</b>
		<b>Grand Total</b>	<b>\$ 1,192.89</b>
<b>APPROVAL</b>		<b>DATE</b>	

**March 2020 Statement**

Open Date: 02/25/2020 Closing Date: 03/24/2020

Account

7790

**Visa® Company Card with Rewards**

TILLAMOOK CNTY TRANS (CPN 001469460)

**Cardmember Service**  
 BUS 30 ELN 8


 1-866-552-8855  
 15

<b>New Balance</b>	<b>\$1,192.89</b>
<b>Minimum Payment Due</b>	<b>\$12.00</b>
<b>Payment Due Date</b>	<b>04/22/2020</b>

<b>Reward Points</b>	
Earned This Statement	1,464
Reward Center Balance	30,705
as of 03/23/2020	
For details, see your rewards summary.	

<b>Activity Summary</b>		
Previous Balance	+	\$2,368.81
Payments	-	\$2,368.81 <sup>CR</sup>
Other Credits		\$0.00
Purchases	+	\$1,192.89
Balance Transfers		\$0.00
Advances		\$0.00
Other Debits		\$0.00
Fees Charged		\$0.00
Interest Charged		\$0.00
<b>New Balance</b>	<b>=</b>	<b>\$1,192.89</b>
<b>Past Due</b>		<b>\$0.00</b>
<b>Minimum Payment Due</b>		<b>\$12.00</b>
Credit Line		\$10,000.00
Available Credit		\$8,807.11
Days in Billing Period		29

**Payment Options:**

 Mail payment coupon  
 with a check



 Pay online at  
[myaccountaccess.com](http://myaccountaccess.com)

 Pay by phone  
 1-866-552-8855

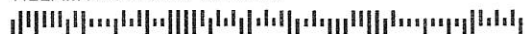
Please detach and send coupon with check payable to: Cardmember Service CPN 001469460

001192894

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

-  to pay by phone
-  to change your address

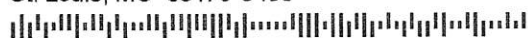
000031015 01 SP 000638410123905 P Y

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


Account Number	7790
Payment Due Date	4/22/2020
New Balance	\$1,192.89
Minimum Payment Due	\$12.00

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 03/23/2020**

Rewards Center Activity*	0
Rewards Center Balance	30,705

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

Rewards Earned	This Statement	Year to Date
Points Earned on Net Purchases	922	4,653
Gas, Restaurants & Telecom Double Points	542	1,579
<b>Total Earned</b>	<b>1,464</b>	<b>6,232</b>

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

**Important Messages**

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

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

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

Annual Account Summary tool can help you review your spending and plan ahead. An updated monthly report is available at the beginning of each month, it provides a clear picture of your spending pattern for year-to-date purchases and the prior two years. Yearend summary of charges, Expense by category and print feature for tax reporting are a few of the many features available to you. For details, log in to [myaccountaccess.com/AAS](http://myaccountaccess.com/AAS).

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

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
<b>Purchases and Other Debits</b>					
02/27	02/25	0041	PACIFIC RESTAURANT TILLAMOOK OR	\$26.50	_____
03/03	03/01	2762	DENNY'S #8113 18007336 TILLAMOOK OR	\$46.30	_____
03/09	03/07	6183	FRED-MEYER #0377 TILLAMOOK OR	\$18.66	_____
03/11	03/10	0671	MO'S CHOWDER CANNON BE TOLOVANA PARK OR	\$26.28	_____
03/12	03/10	0058	PIG 'N PANCAKE-SEASIDE SEASIDE OR	\$23.90	_____
03/16	03/13	8843	PARKSIDE DINER GARIBALDI OR	\$31.00	_____
03/18	03/17	2349	GRUMPYS CAFE ROCKAWAY BEAC OR	\$38.00	_____
			<b>Total for Account</b>	<b>7808</b>	
				<b>\$210.64</b>	

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

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
<b>Purchases and Other Debits</b>					
02/26	02/25	2350	LANGUAGE LINE, INC. 800-7526096 CA	\$35.55	_____
03/03	03/02	0810	ENDICIA 800-576-3279 CA	\$9.95	_____
03/06	03/05	0758	ADOBE ACROPRO SUBS 800-833-6687 CA	\$24.99	_____
03/17	03/16	0876	FRANZ FAMILY BAKERY 90 TILLAMOOK OR	\$11.98	_____
03/23	03/22	8787	IRON MOUNTAIN 800-934-3453 MA	\$82.80	_____
03/23	03/19	7921	WERNER GOURMET MEAT SN TILLAMOOK OR	\$18.00	_____
<b>Total for Account</b>				<b>2022</b>	<b>\$183.27</b>

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

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
<b>Purchases and Other Debits</b>					
03/16	03/15	7947	ENDICIA 800-576-3279 CA	\$17.99	_____
03/18	03/16	8897	USPS STAMPS ENDICIA 310-482-5800 CA	\$100.00	_____
<b>Total for Account</b>				<b>1 4146</b>	<b>\$117.99</b>

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

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
<b>Purchases and Other Debits</b>					
03/12	03/11	9766	HOMETOWN BUFFET 0309 SALEM OR	\$29.17	_____
03/17	03/16	2094	BHMEDWEAR BHMEDWEAR.MYS NY	\$451.95	_____
03/23	03/21	3072	AMZN Mktp US*U427J8MO3 Amzn.com/bill WA	\$36.88	_____
03/23	03/20	1931	CKE*GARIBALDI PORTSIDE GARIBALDI OR	\$50.00	_____
03/23	03/20	2517	AMZN Mktp US*5D0VY40J3 Amzn.com/bill WA	\$14.99	_____
03/24	03/23	5455	FS *www.mtcpro.com 877-3278914 CA	\$98.00	_____
<b>Total for Account</b>				<b>1 2649</b>	<b>\$680.99</b>

**Transactions**      BILLING ACCOUNT ACTIVITY

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
<b>Payments and Other Credits</b>					
03/18	03/18	8	PAYMENT THANK YOU	\$90.46CR	_____
03/18	03/18	8	PAYMENT THANK YOU	\$2,278.35CR	_____
<b>Total for Account</b>				<b>7790</b>	<b>\$2,368.81CR</b>



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	12.24%	
**PURCHASES	\$1,192.89	\$0.00	YES	\$0.00	12.24%	
**ADVANCES	\$0.00	\$0.00	YES	\$0.00	23.99%	

### Contact Us

 Phone Voice: 1-866-552-8855 TDD: 1-888-352-6455 Fax: 1-866-807-9053	 Questions Cardmember Service P.O. Box 6353 Fargo, ND 58125-6353	 Mail payment coupon with a check Cardmember Service P.O. Box 790408 St. Louis, MO 63179-0408	 Online <a href="http://myaccountaccess.com">myaccountaccess.com</a>
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End of Statement

TILLAMOOK CNTY TRANS

## Skip the mailbox.

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

Visit [myaccountaccess.com](http://myaccountaccess.com) and click on "Enroll" for 24/7 Credit Card Account Access.

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# Tillamook County Transportation District

## MONTHLY PERFORMANCE REPORT

MAR 2020

RIDERSHIP BY SERVICE TYPE	MAR 2020	MAR 2019	YTD FY 19-20	YTD FY 18-19	YTD % Change
<b><u>Dial-A-Ride Service</u></b>					
Tillamook County	805	918	9,258	8,100	14.3%
NW Rides	492	629	6,400	6,352	0.8%
<b>Dial-A-Ride Total</b>	<b>1,297</b>	<b>1,547</b>	<b>15,658</b>	<b>14,452</b>	<b>8.3%</b>
<b><u>Deviated Fixed Route Service</u></b>					
Rt 1: Town Loop	3,093	3,677	33,178	33,227	-0.1%
Rt 2: Netarts/Oceanside	684	489	6,250	5,355	16.7%
Rt 3: Manzanita/Cannon Beach	2,342	2,647	26,824	26,120	2.7%
Rt 4: Lincoln City	1,101	1,331	12,765	10,996	16.1%
<b>Local Fixed Rt Total</b>	<b>7,220</b>	<b>8,144</b>	<b>79,017</b>	<b>75,698</b>	<b>4.4%</b>
<b><u>Intercity Service</u></b>					
Rt 5: Portland	457	877	7,169	7,843	-8.6%
Rt 60X: Salem	601	856	8,540	7,938	7.6%
Rt 70X: Grand Ronde	293	483	3,906	4,501	-13.2%
<b>Inter City Total</b>	<b>1,351</b>	<b>2,216</b>	<b>19,615</b>	<b>20,282</b>	<b>-3.3%</b>
<b><u>Other Services</u></b>					
Tripper Routes	69	166	951	1,410	-32.6%
Special Bus Operations	0	19	1,327	1,165	13.9%
<b>Other Services Total</b>	<b>69</b>	<b>185</b>	<b>2,278</b>	<b>2,575</b>	<b>-11.5%</b>
<b>TOTAL ALL SERVICES</b>	<b>9,937</b>	<b>12,092</b>	<b>116,568</b>	<b>113,007</b>	<b>3.2%</b>

ONE-WAY TRIPS BY USER GROUP					
	Fixed		YTD	YTD	YTD %
USER GROUP	Route	DAR	FY 19-20	FY 18-19	Change
General (18 years to 60 years of age)	5,123	208	62,664	61,311	2.2%
Senior/Disabled	2,837	1,038	45,901	43,296	6.0%
Child/Youth (less than 18 years of age)	680	52	8,003	8,400	-4.7%
<b>Total</b>	<b>8,640</b>	<b>1,297</b>	<b>116,568</b>	<b>113,007</b>	<b>3.2%</b>

OTHER RIDER CATEGORIES					
	Fixed		YTD	YTD	YTD %
	Route	DAR	FY 19-20	FY 18-19	Change
Ride Connection	54		741	701	5.7%
Tillamook Bay Community College	187		1,983	2,355	-15.8%
NWOTA Visitor Pass	124		1,179	1,075	9.7%
NW Rides		449	5,757	5,394	6.7%
Helping Hands Shuttle		156	1,267	575	120.3%

## MONTHLY PERFORMANCE

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

### Dial-A-Ride Services

Mar-19	1.4	58.1%	65.62
Dec-19	1.6	56.6%	70.76
Jan-20	1.5	51.1%	78.07
Feb-20	1.5	52.7%	75.58
Mar-20	1.6	53.6%	76.90
<b>STANDARD</b>	<b>1.3</b>	<b>65.3%</b>	<b>56.36</b>

### Deviated Fixed Routes

Mar-19	5.7	8.8%	67.69
Dec-19	6.1	9.3%	70.98
Jan-20	6.1	7.6%	78.42
Feb-20	6.1	8.5%	75.95
Mar-20	5.9	8.1%	76.51
<b>STANDARD</b>	<b>7.0</b>	<b>12.4%</b>	<b>64.60</b>

### Intercity Services

Mar-19	3.0	20.7%	76.15
Dec-19	3.1	19.1%	81.60
Jan-20	3.1	16.6%	90.61
Feb-20	3.1	16.9%	87.68
Mar-20	2.9	15.9%	88.54
<b>STANDARD</b>	<b>2.9</b>	<b>31.5%</b>	<b>72.86</b>

### Other Services

Mar-19	6.3	6.3%	57.92
Dec-19	5.3	10.5%	62.92
Jan-20	5.3	9.3%	68.77
Feb-20	5.3	9.6%	66.63
Mar-20	5.4	9.5%	66.85
<b>STANDARD</b>	<b>6.9</b>	<b>10.7%</b>	<b>67.00</b>

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

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

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

Other Services: Trippers and Special Bus Operations

# QUARTERLY PERFORMANCE

Service Quarter	Passengers per Hour	Farebox Ratio	Operating Cost per Hour	Cost per Passenger
-----------------	---------------------	---------------	-------------------------	--------------------

**Dial-A-Ride Services**

Winter - 19	1.4	58.1%	65.62	48.40
Spring - 19	1.4	60.5%	65.08	46.14
Summer -19	1.6	55.6%	73.66	47.15
Fall - 19	1.6	56.6%	70.76	44.21
Winter - 20	1.6	53.6%	76.90	48.35
<b>STANDARD</b>	<b>1.3</b>	<b>65.3%</b>	<b>56.36</b>	<b>45.19</b>

**Deviated Fixed Route Services**

Winter - 19	5.7	8.8%	67.69	11.85
Spring - 19	5.7	9.2%	65.01	11.41
Summer -19	6.3	10.2%	66.99	10.70
Fall - 19	6.1	9.3%	70.98	11.62
Winter - 20	5.9	8.1%	76.51	12.88
<b>STANDARD</b>	<b>7.0</b>	<b>12.4%</b>	<b>64.60</b>	<b>9.29</b>

**Intercity Services**

Winter - 19	3.0	20.7%	76.15	25.04
Spring - 19	3.0	20.7%	75.88	24.98
Summer -19	3.4	23.5%	77.08	22.34
Fall - 19	3.1	19.1%	81.60	25.95
Winter - 20	2.9	15.9%	88.54	30.21
<b>STANDARD</b>	<b>2.9</b>	<b>31.5%</b>	<b>72.86</b>	<b>24.86</b>

**Other Services**

Winter - 19	6.3	6.3%	57.92	9.20
Spring - 19	6.2	9.6%	55.19	8.92
Summer -19	5.7	2.7%	60.25	10.53
Fall - 19	5.3	10.5%	62.92	11.76
Winter - 20	5.4	9.5%	66.85	12.28
<b>STANDARD</b>	<b>6.9</b>	<b>10.7%</b>	<b>55.54</b>	<b>8.28</b>

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**Tillamook County Transportation District**  
**FY18/19 to FY 19/20** **Year-Over-Year Comparison**

Route/Run	Thru Mar 2020			Thru Mar 2020			Thru Mar 2020			Thru Mar 2020			Thru Mar 2020				
	18/19	19/20	Amount Difference	Percent Difference	18/19	19/20	Amount Difference	Percent Difference	18/19	19/20	Amount Difference	Percent Difference	18/19	19/20	Amount Difference	Percent Difference	
Dial-A-Ride Service																	
Dial-A-Ride	22,782	26,765	3,983	17.5%	8,100	9,258	1,158	14.3%	3,262	3,493	231	7.1%	200,509	249,488	48,979	24.4%	
NW Rides	383,618	379,199	-4,419	-1.2%	6,352	6,400	48	0.8%	7,398	6,352	-1,047	-14.1%	499,005	507,603	8,598	1.7%	
Total DAR	406,400	405,964	-437	-0.1%	14,452	15,658	1,206	8.3%	10,661	9,845	-816	-7.7%	699,513	757,090	57,577	8.2%	
Deviated Route																	
01 Town Loop	23,441	22,429	-1,012	-4.3%	33,227	33,178	-49	-0.1%	3,408	3,421	13	0.4%	204,289	232,203	27,914	13.7%	
02 Netarts/Oceanside	5,456	6,792	1,336	24.5%	5,355	6,250	895	16.7%	1,794	1,801	7	0.4%	118,601	134,807	16,206	13.7%	
03 Manzanita	32,132	33,769	1,637	5.1%	26,120	26,824	704	2.7%	4,910	4,928	18	0.4%	338,592	384,579	45,987	13.6%	
04 Lincoln City	18,105	19,424	1,319	7.3%	10,996	12,765	1,769	16.1%	3,139	3,151	12	0.4%	235,488	265,975	30,507	13.0%	
Total Local Fixed Route	79,134	82,414	3,280	4.1%	75,698	79,017	3,319	4.4%	13,251	13,301	49	0.4%	896,949	1,017,564	120,615	13.4%	
Intercity																	
05 Portland	78,101	66,066	-12,035	-15.4%	7,843	7,169	-674	-8.6%	2,636	2,646	10	0.4%	193,593	226,194	32,601	16.8%	
60X Salem	20,508	22,778	2,270	11.1%	7,938	8,540	602	7.6%	2,475	2,447	-28	-1.1%	196,733	225,997	29,264	14.9%	
70X Grand Ronde	6,659	5,569	-1,090	-16.4%	4,501	3,906	-595	-13.2%	1,558	1,599	41	2.6%	117,541	140,329	22,788	19.4%	
Total Intercity	105,268	94,414	-10,854	-10.3%	20,282	19,615	-667	-3.3%	6,669	6,692	23	0.3%	507,866	592,519	84,653	16.7%	
Other Services																	
Trippers	937	619	-318	-33.9%	1,410	951	-459	-32.6%	169	146	-23	-13.9%	9,568	9,496	-72	-0.8%	
Special Bus Operation	551	2,039	1,488	270.1%	1,165	1,327	162	13.9%	240	273	33	13.7%	14,121	18,480	4,359	30.9%	
Total Other Services	1,488	2,658	1,170	78.6%	2,575	2,278	-297	-11.5%	409	418	9	2.3%	23,699	27,976	4,287	18.1%	
<b>Total TCTD Services</b>	<b>592,290</b>	<b>585,449</b>	<b>-6,841</b>	<b>-1.2%</b>	<b>113,007</b>	<b>116,568</b>	<b>3,561</b>	<b>3.2%</b>	<b>30,990</b>	<b>30,256</b>	<b>-734</b>	<b>-2.4%</b>	<b>2,128,018</b>	<b>2,395,149</b>	<b>267,131</b>	<b>12.6%</b>	

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**Tillamook County Transportation District**  
**FY18/19 to FY 19/20** **Year-Over-Year Comparison**

Route/Run	Thru Mar 2020			Thru Mar 2020			Thru Mar 2020			Thru Mar 2020			Thru Mar 2020			
	18/19 Fare Revenue	19/20 Fare Revenue	Amount Difference	Percent Difference	18/19 Passngs	19/20 Passngs	Amount Difference	Percent Difference	18/19 Service Hours	19/20 Service Hours	Amount Difference	Percent Difference	18/19 Total Cost	19/20 Total Cost	Amount Difference	Percent Difference
Dial-A-Ride Service																
Dial-A-Ride	22,782	26,765	3,983	17.5%	8,100	9,258	1,158	14.3%	3,262	3,493	231	7.1%	200,509	249,488	48,979	24.4%
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# nwCONNECTOR

## Coordinating Committee **Teleconference** Meeting

April 10, 2020  
 Tillamook County Transportation District  
 3600 3<sup>rd</sup> St  
 Tillamook, OR  
 10:00 am—12:00 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 ( <b>Action Items</b> ) <ul style="list-style-type: none"> <li>✚ March 13, 2020 Meeting Minutes (<b>Attached</b>)</li> <li>✚ March 2020 Financial Report</li> <li>✚ 2020—2021 Budget</li> <li>✚ Ridership Tracking</li> <li>✚ Calculating Average Passenger Miles Update</li> </ul>	Doug Pilant/All
10:15— 10:30a	3. NWOTA Standing Items <ul style="list-style-type: none"> <li>✚ IGA Approval Update</li> <li>✚ Management Plan Approval Updates</li> <li>✚ Website Alert Implementation</li> <li>✚ Travel Studio/Transportation Committee</li> </ul>	Doug Pilant/All
10:30— 11:00p	4. NWConnector Website Trip Planner/Marketing <ul style="list-style-type: none"> <li>✚ Updates</li> </ul>	Thomas/Holly
11:00— 11:30a	5. COVID-19 Transi/NW Connector Update <ul style="list-style-type: none"> <li>✚ Discussion</li> </ul>	All
11:00— 12:00p	6. Other Business and Member Updates	All

#### Attachments:

March 13, 2020 Meeting Minutes

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

[www.nwconnector.org](http://www.nwconnector.org)



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Oregon Transit Alliance (NWOTA)  
Coordinating Committee Meeting Minutes (Teleconference)  
March 13, 2020  
Tillamook County Transportation District  
Tillamook, OR

1. Introductions: Doug Pilant, Coordinating Committee Chair, opened the meeting. Meeting attendees/teleconference participants included:
  - Brad Dillingham—Benton County Transportation
  - Jeff Hazen—Sunset Empire Transportation District
  - Doug Pilant—Tillamook County Transportation District
  - Mark Bernard, Arla Miller—ODOT
  - Holly Kvalheim—Trillium Transit
2. Consent Calendar: Unanimously approved. (JH/)
  - ✦ February 14, 2020 Meeting Minutes—Under Tillamook update, amended third sentence to read, “Working with the Confederated Tribes of the Grand Ronde on a planning process on how they intend to use their STIF monies.”
  - ✦ February Financial Report—One new expenditure: Received \$12,000 in partner contribution match. All membership dues are in.
  - ✦ 2020—2021 Budget—The TCTD has asked about CCR future involvement in NWOTA. Doug responded to his board that reduced dues are allowable in bylaws, but the partners have made a decision to date.

Budget Questions: How much should be budgeted for marketing? Partners are supportive of continuing. May be tough with the current virus situation. Administrative line item? Stay the same or reduce. Website? Purchased alert service. Unclear how much website costs are going to increase. Bump website from \$7,500 to \$10,000. Mary contact Thomas to identify annual cost. Also, how much of the website redesign will need to be included in the next FY. No grants aware of. Discretionary STIP for new transit stops won't occur until the following year. Will need CCR input as to whether they are going to stay. Doug—Will need to get working capital carryover. Continue discussion at next meeting.
  - ✦ Ridership Performance Report—Still need to get all the partners reports. Covid-19-related restrictions are likely to affect ridership.
  - ✦ Calculating Average Passenger Miles Progress—No updates.
3. NWOTA Standing Items:
  - ✦ IGA Approval Updates—Benton County—Brad reported that approval of the IGA has taken second priority to some other internal issues requiring the attention of the Board of Commissioners. Know it is important and will get to it as soon as possible.
  - ✦ 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 Marketing

Holly provided an update. Proceeding according to plan. Selena sent out pictures of the poster ads on 60 Tri-Met buses and 24 Cherriots buses. Corvallis ads will be starting soon. Ads have been up on Facebook for a few weeks, targeting Portland and Corvallis riders. Total reach 9,675 people. Every ad that has gone out has had likes, shares, comments. Most positive and interested. Tagging friends and families. A couple of comments were removed that said don't come to the coast because of coronavirus. 424 people have clicked through to the website. People seem to be engaging more with the webpage. Posted new ad about the Columbia Connector between Astoria and Portland and seemed to get a good response.

Question: Has anyone seen ads through own social media? Brad is still subscribing to Tri-Met and Cherriots feeds and will start looking for the ads. Holly is also in the targeted demographic and will look for the feeds.

Keeping an eye on webpage analytics. Holly will share spreadsheet on month by month. February with ads starting, is already showing a noticeable increase in users and new users. 5,000 up to almost 8,000. Large increase in traffic from Facebook, averaged 150 new users monthly, and February up to 759. January 1—February 17 to February 17—now comparison: Overall increase in new site users 9% increase to 34% increase from all sources. Generally, when people see the ads on the buses, they will most likely google NWConnector, which is easier than typing in the website.

Split test on Facebook comparing one of images without car free coastal text vs one without that next. First looks more like an ad vs one that looks like a friend feed. Both are performing fairly well and approximately the same. Will look at doing more tests to evaluate the effectiveness of the different messages with different target groups.

Will have an update at the next meeting.

Mary showed the NW Connector posters and visitor passes to the Tourism Travel Transportation Sub-Committee. There may be some potential for the visitor passes to be used as an incentive. Concern has been raised if the local areas can delivery on car-free.

## 5. Covid-19 Update

✚ SETD—Jeff sent out response plan guidance memo, LTD Plan. Very simple, action to take, who is responsible. Started doing more disinfecting, gloves for the drivers, cleaning when have down time. Transit Center folks are helping clean, lot of visibility with the public. Disinfecting supplies in short supply. Disinfecting buses at night, at least once every two days on the outside. Wiping down lobby and restroom touch points regularly. Only using CDC approved wipes, Clorox. Been going well. Allowing all workers who can to work from home. Putting out a press release to reassure the public describing what SETD is doing to maintain a safe transit environment. SETD will be affected significantly by the cancellation of cruise ships this year, which provides significant revenue to the transportation system.

Weekday service will be just the set hours. Eliminate/Reduce Sunday, Eliminate/Reduce Saturday service. Plugged into the County's weekly call.

✚ TCTD used some of Jeff's talking points in their public memo. Disinfecting all buses as they come in at the end of the day. Primarily interior. Also looking at getting disinfecting sprayers, so have as part of regular cleaning into the future. Staff at Visitors Center wiping down touch points as well as TCTD operations center 2 or 3 times a day. Executive staff are working from home. Already have one part time driver who has been tested positive, through her other EMT job. If workers can work from home, it is being recommended they do so. Will be posting information in the Tillamook Pioneer newspaper as well as on the website.

The City of Garibaldi has cancelled the Crab Races and Garibaldi Days, after spending \$5,000 on the set up.

Concerned if have too many drivers having to stay home, will need to look at what service curtail. In some cases, ridership demand has reduced itself. Medicaid brokerage has had a 30% decline in trip requests.

- ✚ Benton County—Corvallis hasn't had any drastic changes in local service other than more cleaning. Have been requesting that riders requesting on demand service do so only for seriously needed rides. Those riders tend to be more at risk and volunteer driven by drivers that are older. Provide crucial services and have to stay open. Contract out operations, so don't have a lot of contact with drivers. Want to keep both the riding
- ✚ NWConnector partners will coordinate when there are changes in schedules.

#### 6. Other Business/Member Updates

- ✚ Benton County—Working on passenger miles. Doug will work with Brad on how to do. Will start off by sending out FTA information (to all partners). Doing an entire reevaluation of all services, where can be more efficient, what services are people using, sending out a ridership survey, how streamline service across the Willamette. Where can build, cut expenses. Highest priority right now. Once get through, will be able to look at other activities that need to be done. Coast to Valley route seems to be working well. Demand services is being evaluated, better serving ADA populations.
- ✚ SETD—Dealing with monster increases in ridership. Ridership up 7%--30% each week. Even with Covid-19, ridership is still up. Expansion has been very effective. Oregon Correctional Enterprises are contracting to make 4 new bus shelters. Lower Columbia Connector ridership is up 250%.
- ✚ ODOT—Route between Florence and Eugene is averaging 9 passengers a day per roundtrip. Arla was able to extend TCTD's site plan contract.
- ✚ TCTD—Selecting propane facility contractor. Still waiting for final legal description for Transit Visitor Center for purchase/sell agreement with the City of Tillamook. Have dates scheduled for collective bargaining agreement. In process of receiving new buses, in route to Oregon. Maintenance expenses with old equipment have gone through the roof. Good to get new buses into the fleet. Starting recruitment process for administrative and staff assistants. Will take over some of extra activities Doug has been doing. Completed on-board survey for STF plan. Findings indicate that a town loop/reverse town loop and hourly service to the Port will be added. Combined with Creamery/Fred Meyer loop may be able to get 45 minute vs the current 60 minute service.

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

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

From 3/1/2020 Through 3/31/2020

	Current Period Actual	Current Period Budget	Current Year Actual	Total Budget	Total Budget Variance	75%
<b>Resources</b>						
Working Capital	0.00	0.00	0.00	105,000.00	(105,000.00)	0.00%
NWOTA Partner Cont. Match	0.00	0.00	36,000.00	48,000.00	(12,000.00)	75.00%
Transfer From General Fund	0.00	0.00	12,000.00	12,000.00	0.00	100.00%
Transfer from STIF Fund	0.00	0.00	0.00	149,000.00	(149,000.00)	0.00%
<b>Total Resources</b>	<b>0.00</b>	<b>0.00</b>	<b>48,000.00</b>	<b>314,000.00</b>	<b>(266,000.00)</b>	<b>15.29%</b>
<b>Expenses</b>						
<b>Materials and Services</b>						
Professional Services	0.00	437.50	2,736.00	5,250.00	2,514.00	52.11%
Administrative Support	4,136.19	2,083.33	15,684.83	25,000.00	9,315.17	62.73%
Website Maintenance	0.00	625.00	6,500.00	7,500.00	1,000.00	86.66%
Marketing	0.00	3,958.33	13,397.63	47,500.00	34,102.37	28.20%
Website Re-Design	0.00	0.00	0.00	164,560.00	164,560.00	0.00%
Travel & Training	0.00	416.67	0.00	5,000.00	5,000.00	0.00%
<b>Total Materials and Services</b>	<b>4,136.19</b>	<b>7,520.83</b>	<b>38,318.46</b>	<b>254,810.00</b>	<b>216,491.54</b>	<b>15.04%</b>
<b>Transfers</b>						
Transfer to General Fund	0.00	0.00	3,000.00	3,000.00	0.00	100.00%
Unappropriated Ending Fund Bal	0.00	0.00	0.00	56,190.00	56,190.00	0.00%
<b>Total Transfers</b>	<b>0.00</b>	<b>0.00</b>	<b>3,000.00</b>	<b>59,190.00</b>	<b>56,190.00</b>	<b>5.07%</b>
<b>Total Expenses</b>	<b>4,136.19</b>	<b>7,520.83</b>	<b>41,318.46</b>	<b>314,000.00</b>	<b>272,681.54</b>	<b>13.16%</b>

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March 24, 2020

The Hon. Arnie Roblan and Hon. Paul Holvey  
Joint Special Committee on Coronavirus Response  
Oregon State Legislature  
Salem, OR 97310

Dear Co-Chairs Roblan and Holvey, and Committee members:

Thank you for your swift and diligent efforts to assist Oregonians during this very challenging time of the coronavirus pandemic.

On behalf of the Oregon Transit Association and its public transportation providers, we wish to provide you with information on the significant burdens that our member agencies are now experiencing as they struggle to continue providing essential transportation services such as paratransit services for individuals with disabilities; public transportation for health care workers and other essential service workers such as grocery store checkers/stockers; and those with health problems who receive medical transportation for kidney dialysis, cancer treatments, and other critical care.

As with other industry segments in our state, restrictions put in place to limit the spread of COVID-19 have presented transit agencies with a near “perfect storm” of drastically reduced fare revenues, increased costs, and heightened anxiety for our frontline staff about their own personal health. According to a recent American Public Transportation Association survey of 163 public transit agencies nationwide, impacts include:

- **Direct Costs** – 98% of surveyed public transit agencies have significant increased direct costs because of COVID-19, such as increased cleaning of vehicles and facilities. The Sunset Empire Transportation District in Clatsop County, for example, has hired twelve temporary employees to act as “sanitation techs” on every bus running throughout the day.
- **Farebox Revenue** – An estimated 75% farebox revenue loss over the March–September 2020 period and a 40% loss over the October–December 2020 period.
- **Restart Costs** – Nearly all agencies surveyed reported that they anticipate also facing additional costs associated with restarting operations, including hiring and training new

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employees to replace those who were either furloughed in the wake of service reductions or chose to leave rather than risk their own health.

While \$25 billion is dedicated to public transit in the latest federal stimulus spending bill, and will be very much appreciated, we don't expect the amounts eventually received by Oregon's providers to adequately cover the increased expenses and decreased revenues that are projected.

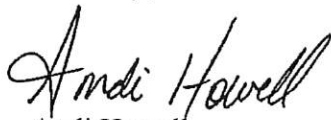
To assist in mitigating what could be a significant gap in financial operations, we urge the Legislature and Oregon Transportation Commission to initiate a review of statutes and administrative rules relating to the use of revenues from the payroll tax established by HB2017 and disbursed through the Statewide Transit Improvement Fund (STIF) to allow short-term flexibility for transit agencies to use these funds to maintain current services. Current statutes and rules require that STIF funds be dedicated "to finance investments and improvements in public transportation services" based upon public transportation improvement plans developed by every qualified entity.

We hope you would agree that it makes little sense in the midst of pandemic quarantine requirements, when transit agencies are fighting desperately to maintain existing services, to continue a restriction that needed funds can only be used to increase service above a benchmark established prior to the impacts of COVID-19.

Thank you for your consideration of this request—we offer the full resources of our organization and our member agencies to assist in identifying needed legislative changes to increase the flexibility in using STIF funds, along with new provisions to ensure continued accountability.

We look forward to working with you on this crucially important effort to ensure continued access to transportation for all Oregonians.

Sincerely,



Andi Howell  
2020-21 OTA President  
Transit Director, Sandy Area Metro

CC: Senate President Peter Courtney  
House Speaker Tina Kotek  
Oregon Transportation Commission



## FTA Official Oregon Apportionments of the 2020 CARES Act

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### Oregon Section 5307 Urbanized Area Apportionments

TriMet	\$176,302,899
Eugene	\$25,533,427
Salem	\$15,668,434
Albany	\$2,815,285
Bend	\$3,871,978
Corvallis	\$7,354,971
Grants Pass	\$2,300,237
Medford	\$7,711,666

### Oregon Section 5311 & 5340 Rural Area Apportionments

\$42,686,023

### Oregon Transportation on Indian Reservations Apportionments

Confederated Tribes of Siletz Indians	\$65,472
Confederated Tribes of the Grand Ronde Community of Oregon	\$103,788
Confederated Tribes of the Umatilla Indian Reservation	\$469,532
Confederated Tribes of Warm Springs	\$69,237
Klamath Tribes	\$99,520

**Total Grants to Oregon**

**\$285,052,469**



To TCTD

Thank you for being there  
for us all!! Stay safe!

Caroline DeGon

**Tillamook County Transportation District**  
Board of Directors Regular Monthly Meeting  
Thursday, March 19, 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. The Board Chair read instructions on how the meeting would be conducted.

2. Pledge of Allegiance

3. Roll Call:

**Present**

**TCTD Board of Directors**

Judy Riggs, Board Chair (in person)

Marty Holm, Vice Chair (via telephone)

Gary Hanenkrat, Director (via telephone)

Jim Huffman, Secretary (via telephone)

Jackie Edwards, Director (via telephone)

Melissa Carlson-Swanson, Director (via telephone at 6:12pm)

Linda Adler, Treasurer (via telephone)

**TCTD Staff**

Doug Pilant, General Manager (via telephone)

Brent Olson, Superintendent (via telephone)

Cathy Bond, NW Rides Brokerage Manager/Board Clerk (in person)

Tabatha Welch, Finance Supervisor (via telephone)

**Absent**

None.

**Guest**

None.

4. Announcements and Changes to Agenda: None.

5. Public & Guest Comments: None.

6. Supplemental Budget Hearing – Opened and closed at 6:06pm. No public present.

**REPORTS**

7. Financial Report: GM Doug Pilant reviewed the February 2020 financial reports. The District has now completed 66% of the Fiscal Year.

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

*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.*

YTD Ridership overall is up 5.7% over the previous year. The YTD passengers per hour are +5.8%, the cost per trip was +7.6% while the cost per hour was +13.9% and the fare box return was -11.0%.

9. Northwest Oregon Transit Alliance: GM Doug Pilant reviewed the NWOTA meeting agenda, minutes, finance report with the Board. They received an update to their marketing package and started the marketing campaign in March. The remainder of the meeting focused on the COVID-19 pandemic.

10. Planning & Development:

- a. Cape Kiawanda Master Plan – No report.
- b. Deviated Fixed Route/ADA Policy: Nelson Nygaard continues working on analysis of the Deviated Fixed Route policy and procedures and looking at the District's ADA requirements. Will plan to provide findings at the April meeting.
- c. STIF service alternative plan. Onboard surveys have been completed and the consultant is preparing an analysis of this survey. Due to the COVID-19 pandemic the stakeholder outreach meetings will be scheduled at a later date.

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

- a. STIF/STF Consolidation: Since the Legislature convened prematurely a lot of the State's business didn't happen and that includes the STIF/STF consolidation did not happen. The OTA lobbyists are preparing to work on this during next year's long session.
- b. STIF Formula: No report.
- c. Previous Grants:

12. Facility/Property Management

- a. Transit Visitors Center – Continue waiting for the property description documents from the Tillamook County Planning Department. Draft purchase sale agreement has been prepared.
- b. Low Voltage Project – The training room upgrade has been scheduled and will be the last project for this year.
- c. Building Signage Project – Has been completed.
- d. Post Office Bus Stop: Board of Commissions approved the easement to allow the construction of a sheltered bus stop. The Categorical Exclusion document has been submitted to ODOT and the FTA. Once approved the contractor can complete the project. The Project's grant expires June 30, 2020 and Arla Miller was able to get the District a 1-year extension to finish the project.
- e. Alternative Fuel option – Concluded procurement for consultant to perform the design. The consultant planning and engineering contract on Agenda for approval.

13. NW Ride Brokerage

- a. Brokerage Manager Cathy Bond gave an update regarding the COVID-19 pandemic and the impact on the Brokerage.

14. Miscellaneous

*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.*

- a. Board Training – Postponed until further notice.
- b. April Board Meeting will be conducted via teleconference.
- c. Union Negotiations – Meetings scheduled for March 25<sup>th</sup> and March 26<sup>th</sup>.
- d. County Mobile Clinic – Waiting for County to provide proposed scope of work.
- e. County Communication Network – No report.
- f. NWACT Communication Subcommittee – No report.
- g. Greyhound Interline Agreement – Amendment agreement complete for Salem to Lincoln City service.
- h. Amtrak Ticketing Agreement – Working through the Oregon Tort Claim amendments to the Agreement.
- i. COVID-19 – Staff prepared a TCTD Contagious Virus Plan to review with the Board later in the meeting. Preparing a COVID-19 news link on the website for communicating press releases and other public notices. Staff will meet regularly to determine to update the Response Plan. Currently OHA has not recommended transit service to be stopped since transit services are an essential service. The District is cleaning up to 75% of the fleet daily, all vehicles cleaned every other day. Drivers and staff cleaning touchpoints on the vehicles and facilities throughout the day. Director Huffman asked if the drivers have protective gloves for cleaning. GM Doug Pilant stated that drivers have protective gear available to them that includes gloves. Masks have been ordered and are on a back-order status.

### **CONSENT CALENDAR**

15. Motion to Approve the Minutes of the February 20, 2020 Regular Board Meeting
16. Motion to Accept Financial and Operations Reports: February 2020

**Motion** by Director Holm to adopt the Consent Calendar, with noted correction to the Treasurer position. *Motion Secoded* by Director Huffman. Board Chair Judy Riggs called for further discussion; followed by none, she called for the vote.

### **MOTION PASSED**

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

### **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 Brokerage

GM Doug Pilant explained the Resolution to the Board. Finance Supervisor Tabatha Welch explained due to a lack of historical data, NW Rides expenses are trending at more than 10% above previously budgeted amounts.

**Motion** by Director Huffman to approve Resolution 20-03 In the Matter of Adopting the Supplemental Budget and Making Appropriations for the Fiscal Year 2019-2020 NW Rides Brokerage. *Motion Secoded* by Director Carlson-Swanson. Board Chair Judy Riggs called for further discussion; followed by none, she called for the vote.

### **MOTION PASSED**

By Directors Hanenkrat, Holm, Huffman, Carlson-Swanson,

Edwards, Adler and Board Chair Judy Riggs.

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

GM Doug Pilant explained the Resolution to the Board. Director Huffman asked how much it would save the District in fuel cost. GM Doug Pilant estimated approximately 30% cost savings.

**Motion** by Director Holm to approve 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. *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, Carlson-Swanson, Edwards, Adler and Board Chair Judy Riggs.

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

GM Doug Pilant explained the Resolution to the Board. Director Adler asked if the area is secure. Board Chair Judy Riggs explained the buses would be stored inside the Air Museum.

**Motion** by Director Huffman to approve 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. *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, Carlson-Swanson, Edwards, Adler and Board Chair Judy Riggs.

20. Motion to Adopt the TCTD Contagious Virus Response Plan

GM Doug Pilant explained the Motion to the Board. Director Adler asked about page 60, asking who represents the Human Resources department. GM Doug Pilant stated it was himself and Tabatha Welch. Director Adler asked about the phone list for contacts. GM Doug Pilant stated that is part of the Emergency Plan. Director Hanenkrat asked about page 63, item (4)(b) where second bullet point regarding disinfectant soap assigned to Finance Department. GM Doug Pilant stated that should've been assigned to operations personnel and will be corrected.

**Motion** by Director Carlson-Swanson to Adopt the TCTD Contagious Virus Response Plan. *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, Carlson-Swanson, Edwards, Adler and Board Chair Judy Riggs.

**DISCUSSION ITEMS**

21. Staff Comments/Concerns

GM Doug Pilant: The IGA to provide the County with drivers for the Mobile Clinic will be on the April agenda for approval.

Superintendent Brent Olson: None.

Finance Supervisor Tabatha Welch: None.

NWR Brokerage Manager/Board Clerk Cathy Bond: Advised the Board about where to get up-to-date COVID-19 information on our website.

22. Board of Directors Comments/Concerns

Jim Huffman – If anyone plans to attend SDAO trainings, you can sign up with SDAO as a board member. He highly recommends getting involved.

Judy Riggs – Thanked everyone and staff for putting the Board meeting together. She appreciates all the District does. Good luck to Mis Carlson-Swanson and the Foodbank.

Marty Holm – Thanked everyone for their hard work. He thinks the plans that are in place are helpful and would like to stay updated as well.

Jackie Edwards – Agrees with Marty and thanks everyone for coordinating a phone meeting.

Gary Hanenkrat – Keep them informed of any major changes.

Linda Adler – Thanked Cathy Bond for arranging this phone meeting.

Melissa Carlson-Swanson – As part of an essential service entity, she appreciates what the District is doing. The foodbank, pantry and meal sites are still operational and essential service and be sure to let everyone know that the services are still available to everyone. Tillamook County COVID Volunteers on Facebook if you want to help.

**UPCOMING EVENTS**

Board Training - TBD

Adjournment: Board Chair Riggs adjourned the meeting at 6:57pm.

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

ATTEST:

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

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

*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.*

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

**In the Matter of Declaring  
and Disposing of Surplus  
Property**

)  
)  
)

**RESOLUTION NO. 20-06**

**WHEREAS**, Resolution 16-05 provides the Board of Directors of the Tillamook County Transportation District to, by resolution, declare District property as surplus and authorize the means by which the District manager may dispose of the property; and

**WHEREAS**, the Board of Directors has determined that the listed property is of no further use or value to the District and should be disposed of as surplus property; and,

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

that the Tillamook County Transportation District Board of Directors declares the following equipment as surplus property and directs the General Manager to dispose of it as he determines appropriate and most advantageous to the District or community at large.

- 2009 Chevrolet American Bus VIN 1GBJ5V1989F407031
- 2014 Ford Champion LF Bus VIN 1FD4E4S1EDA48310
- 2014 Ford Champion LF Bus VIN 1FD4E4S1EDA48311

INTRODUCED AND ADOPTED this 24<sup>th</sup> day of April 2020.

ATTEST:

By: \_\_\_\_\_  
Judy Riggs, Board Chair

By: \_\_\_\_\_  
Doug Pilant, General Manager

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

**In the Matter of Authorizing the )  
GM to Execute a Ticketing Agreement )  
with the National Railroad Passenger )  
Corporation (Amtrak) )**

**RESOLUTION NO. 20-07**

**WHEREAS**, the Tillamook County Transportation District (“District”) seeks to partner with the National Railroad Passenger Corporation (“Amtrak”) to improve intercity passenger bus service between the coast and Portland and Salem; and

**WHEREAS**, this partnership will improve intercity public transportation options between the Union Station in Portland, the Amtrak Station in Salem, and the coast;

**WHEREAS**, the “National Railroad Passenger Corporation and Tillamook County Transportation District Ticketing Agreement,” attached hereto as Exhibit A, provides that the District will transport ticketed Amtrak passengers on designated existing routes of the District and receive compensation from Amtrak for doing so; and

**WHEREAS**, the District Board of Directors has considered such ticketing agreement and finds it in the best interest of the District to adopt it.

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

that the Board hereby authorizes the General Manager to execute the ticketing agreement between the District and Amtrak and to take all actions necessary to perform the District’s obligations under the agreement.

INTRODUCED AND ADOPTED this 24<sup>th</sup> day of April, 2020.

ATTEST:

By: \_\_\_\_\_  
Judy Riggs, Board Chair

By: \_\_\_\_\_  
Doug Pilant, General Manager

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**NATIONAL RAILROAD PASSENGER CORPORATION  
AND  
TILLAMOOK COUNTY  
TRANSPORTATION DISTRICT**

**TICKETING AGREEMENT**

**THIS AGREEMENT**, made as of the \_\_\_\_ day of \_\_\_\_\_, 20\_\_, by and between the NATIONAL RAILROAD PASSENGER CORPORATION (hereinafter referred to as “AMTRAK”), a corporation organized under the Rail Passenger Service Act and the laws of the District of Columbia and having its principal office and place of business in Washington, DC, and TILLAMOOK COUNTY TRANSPORTATION DISTRICT (doing business as "the Wave", hereinafter referred to as “CARRIER”), a public transportation district organized under the laws of the State of Oregon and having a principal office in Tillamook, Oregon.

**WHEREAS**, the parties hereto are engaged in the provision of passenger transportation services and wish to enter into agreements whereby AMTRAK may offer and sell Tickets for certain passenger transportation services of CARRIER;

**NOW, THEREFORE**, in consideration of the mutual covenants herein contained, the parties hereto agree as follows:

## SECTION 1 – DEFINITIONS

As used herein:

- A. **“CARRIER”** means, TILLAMOOK COUNTY TRANSPORTATION DISTRICT, also doing business as "The Wave", the party hereto over whose route (s) or line (s), listed in Appendix A, a passenger and / or baggage thereof is transported or is to be transported pursuant to this Agreement.
  
- B. **“Ticket”** means the form issued to a passenger (s) by AMTRAK or its designated agent for transportation for hire of the passenger (s) and baggage thereof over the route (s) or line (s) of CARRIER, listed in Appendix A.
  
- C. **“Baggage”** means the property of a passenger carried in connection with the transportation for which the passenger has purchased a Ticket and which is carried or checked in accordance with the applicable Tariffs as set forth in Appendix C.

## SECTION 2 – PURPOSE OF AGREEMENT

The purpose of this Agreement is for CARRIER to provide connecting transportation service to, or between, points on the AMTRAK system, listed in Appendix A. In order to effect such a service, this Agreement provides for the sale and issuance of Tickets by AMTRAK for the transportation of passengers over certain routes or lines, listed in Appendix A, of CARRIER in accordance with the terms and conditions hereinafter set forth. The said routes and lines, listed in Appendix A, and the services and other special conditions applicable thereto shall be those specified in Appendix A, attached hereto and made a part hereof.

**SECTION 3 – SERVICE TO BE PERFORMED**

A. AMTRAK is hereby authorized to sell and issue Tickets for the transportation of passengers by CARRIER in the form approved by and in accordance with the reimbursement rates outlined in this Agreement, listed in Appendix C. The CARRIER shall not, directly (or indirectly or through any agent or broker or otherwise) rebate or remit any portion of the charges specified in the said reimbursement rates as set forth in Appendix C. Any and all requests for refunds of any unused portion of Tickets sold and issued hereunder shall be made by the passenger to an AMTRAK station or by mail to AMTRAK Customer Refunds.

B. CARRIER hereby agrees to accept and to honor each Ticket sold and issued hereunder and to transport the passenger (s), as specified therein, subject to the terms of this Agreement.

C. It is understood and agreed that no Ticket shall be issued hereunder unless an advance reservation (where required by this Agreement) shall have been made for the required transportation and unless AMTRAK shall have received payment of the total charges payable therefor at the point of issuance in accordance with the applicable rates as set forth in Appendix C.

D. AMTRAK agrees that it will not make any representations with regard to the Tickets or of the transportation for which the same shall be sold or issued, except those representations expressly authorized in writing by CARRIER. Service provided by CARRIER will be represented as a connecting service to AMTRAK.

E. No advertising or news releases with respect to this Agreement or with respect to the services offered to the public pursuant hereto shall be produced or issued except by prior mutual agreement in writing between the parties hereto; provided, however, that neither party shall withhold such agreement unreasonably. Trademarks and service marks shall be used only with the written permission and approval, and in accordance with the established corporate procedures, of each party.

F. All expenses for telegrams, telephone calls, radiograms, or other communications sent in connection with or pursuant to this Agreement shall be borne by the originator.

G. Baggage of passengers is to be checked to the point of interchange between AMTRAK and CARRIER, and baggage of passengers accepted by CARRIER shall be accepted subject to the applicable rates or other regulations of CARRIER and AMTRAK with respect to limitations of size, weight, and liability. Passengers originating on CARRIER are responsible for the retrieval of checked baggage from CARRIER at the point of interchange and transfer to AMTRAK. Passengers originating on AMTRAK are responsible for the retrieval of checked baggage from AMTRAK and for the transfer and checking of baggage on the CARRIER at the point of interchange. Appendix A contains additional agreements regulating the acceptance and handling of checked and/or carry-on baggage.

H. Passengers requiring special assistance will be accommodated by the CARRIER under the Americans with Disabilities Act (“ADA”) and applicable rules regulating the intercity bus industry. The CARRIER will provide wheelchair accessible transportation to AMTRAK’s reserved ADA passengers upon no less than 48 hours advance notice from AMTRAK to the CARRIER, but will, when possible, provide the service with lesser notice.

I. Nothing herein shall be deemed to require the parties hereto to initiate or maintain service between locations other than those specified in Appendix A of this Agreement, or to provide passenger or baggage transportation between local stations or terminals of the respective parties.

**SECTION 4 - REIMBURSEMENT**

AMTRAK hereby agrees to pay to CARRIER all charges applicable to the Tickets sold or issued hereunder and to do so in accordance with the settlement procedures prescribed in Appendix B and C, attached hereto and made a part hereof.

**SECTION 5 – INDEMNIFICATION AND INSURANCE**

A. In issuing Tickets and in offering transportation between points listed in Appendix A, AMTRAK, its operating carriers, officers employees, agents and servants, shall not be liable for, and CARRIER agrees to defend, indemnify and hold harmless, AMTRAK, its operating carriers, its officers, employees, agents and servants, from and against any and all claims, demands, actions, proceedings, suits, costs, expenses, judgments, damages and liabilities (including reasonable attorneys' fees and expenses) of whatsoever nature and by whomsoever made, brought or recovered as a result of loss or damage to property or injury or death to persons, directly related to transportation services of CARRIER. The foregoing indemnity obligation is subject to the limits of the Oregon Tort Claims Act, ORS 30.260 to 30.300, to the extent applicable.

B. In providing transportation between points listed in Appendix A, CARRIER, its operating carriers, officers, employees, agents and servants, shall not be liable for, and AMTRAK agrees to defend, indemnify and hold harmless, CARRIER, its operating carriers, officers, employees, agents and servants,

from and against any and all claims, demands, actions, proceedings, suits, costs, expenses, judgments, damages and liabilities (including attorneys' fees and expenses) of whatsoever nature and by whomsoever made, brought or recovered as a result of loss or damage to property or injury or death to persons, directly related to transportation services of AMTRAK.

C. In the event that any claim is made or suit is commenced against either party hereto asserting a liability, as defined herein, of the other party, such party shall give prompt written notice to the other party hereto, and shall furnish all available communications, legal processes, data, papers, records, and other information material to such claim or suit as such other party may from time to time request.

D. CARRIER shall procure and maintain, at its own cost and expense during the entire period of performance under this Agreement, the types of insurance specified below. The CARRIER shall submit a certificate of insurance giving evidence of the required coverage, prior to the commencement of transportation services under this Agreement and on an annual basis thereafter. All insurance shall be procured from insurers authorized to do business in the jurisdiction (s) where transportation services are to be performed. The insurance shall provide for thirty (30) day written notice to be given to AMTRAK in the event coverage is substantially changed, canceled, or not renewed.

1. Workers' Compensation Insurance, complying with the requirements of the statutes of the jurisdiction (s) in which the transportation services will be performed, covering all employees of the CARRIER. Employer's Liability coverage with limits of liability of not less than \$1,000,000 each accident or illness shall be included.

2. Comprehensive General Liability Insurance, covering liability imposed upon the CARRIER with respect to all services to be provided and all obligations assumed by the CARRIER under the terms of this Agreement, including contractual liability coverage. AMTRAK shall be named as an

additional insured with respect to services to be provided under this Agreement. Coverage under this policy, or policies, shall have limits of liability of not less than \$2,000,000 per occurrence, combined single limit, for bodily injury and property damage (including loss of use) liability.

3. Automobile Liability Insurance, covering the liability of the CARRIER arising out of the use of all owned, non-owned, hired, rented or leased vehicles which bear, or are required to bear, license plates according to the laws of the jurisdiction in which they are to be operated. AMTRAK shall be named as an additional insured with respect to services to be provided in connection with this Agreement. Coverage under this policy shall have limits of liability of not less than \$5,000,000 per occurrence, combined single limit, for bodily injury and property damage liability.

#### **SECTION 6 – PRIOR AGREEMENTS**

This Agreement supersedes, replaces, and terminates as of the effective date hereof any and all preexisting agreements between the parties hereto relating to the sale and issuance by AMTRAK of Tickets for transportation services of CARRIER as provided between the locations serviced as specified in Appendix A.

#### **SECTION 7 – RENEWAL AND TERMINATION**

- A. This Agreement shall remain in force until terminated. This Agreement may be terminated by either party by giving sixty (60) days of notice in writing to the other party.
  
- B. In the event AMTRAK determines that CARRIER has failed to provide the proper level and quality of services to AMTRAK's customers, or that CARRIER has failed to comply with all applicable laws, regulations, insurance requirements, or the provisions of this Agreement, AMTRAK shall provide CARRIER with written notice that AMTRAK intends to terminate this Agreement unless CARRIER

cures said failure within thirty (30) days of receipt of said notice. AMTRAK's notice shall identify the basis for the determination that a failure has occurred. AMTRAK reserves the right to terminate this Agreement if CARRIER does not cure within the time period stated in such notice. If, following CARRIER's failure to cure, AMTRAK exercises its right to terminate this Agreement, AMTRAK shall notify CARRIER in writing of the effective termination date. For up to sixty (60) days after the effective termination date, AMTRAK shall accept and settle, in accordance with the provisions of Appendices A, B, and C hereto, AMTRAK Ticket coupons issued prior to the effective termination date.

- C. Termination pursuant to the provisions of this Section 7 shall not relieve either party hereto of any obligation arising or incurred hereunder prior to the effective date of such termination. Upon such termination, each party hereto shall complete a full and final settlement of accounts in accordance with the settlement procedures prescribed in Appendix B.

**SECTION 8 – ASSIGNMENT**

CARRIER shall neither assign nor delegate its responsibilities under this Agreement without the prior written consent of AMTRAK. CARRIER shall not assign its right to be paid amounts due as a result of performance of this Agreement without the prior written consent of AMTRAK. AMTRAK shall have the right to assign all or part of this Agreement without obtaining consent from CARRIER or its surety(ies), if any.

**SECTION 9 - NOTICES**

Any notices permitted or required to be given hereunder shall be in writing and shall be either delivered by hand or sent by certified mail, return receipt requested:

If to AMTRAK, addressed to:

Thruway Services – Dir. Connectivity  
Amtrak 30th Street Station  
2955 Market Street – Box 14  
Philadelphia, PA 19104

With a copy to:  
General Counsel  
National Railroad Passenger Corporation  
1 Massachusetts Avenue, NW  
Washington, DC 20002

If to CARRIER, addressed to:

Tillamook County Transportation District  
Attention: General Manager  
3600 Third Street, Suite A  
Tillamook, OR 97141

Each party hereto may change the address at which it shall receive notification hereunder by notice in writing to the other party hereto.

#### **SECTION 10 – CONFIDENTIALITY**

A. *Confidential Information.* “Confidential Information” means any and all information provided by or on behalf of AMTRAK to CARRIER that is marked “Confidential” or with another similar legend or is reasonably understood to be confidential given the circumstances. Confidential Information includes all passenger information, whether labeled "Confidential" or not. Confidential Information shall expressly include any and all information derived from the foregoing Confidential Information.

B. *Obligations.* Unless otherwise agreed to in writing by AMTRAK, CARRIER agrees: (a) to keep all Confidential Information in strict confidence; (b) to use Confidential Information only for purpose it was provided under this Agreement (the “Business Purpose”); (c) not to disclose or reveal any Confidential Information to any person, other than CARRIER’s employees, contractors and agents who are actively and directly involved in the Business Purpose and who have a need to know the Confidential Information and who have agreed to keep the Confidential Information confidential in accordance with the terms and conditions of this Agreement. CARRIER shall treat all Confidential Information of AMTRAK by using at least the same degree of care, but no less than a reasonable degree of care, as it accords its own confidential information. Any copies made of the Confidential Information, or any part thereof, must be labeled or affixed with an appropriate confidentiality, proprietary and/or trade secret notice.

C. *Return or Destruction of Confidential Information.* CARRIER agrees to return to AMTRAK all written materials embodying Confidential Information or to destroy such materials promptly, including all copies made by CARRIER, at the request of AMTRAK or upon termination of this Agreement. CARRIER agrees to provide AMTRAK a destruction certificate if so requested. Notwithstanding the return or destruction of Confidential Information, CARRIER will continue to be bound by the terms of this Agreement.

E. *Equitable Relief.* CARRIER acknowledges that any use or disclosure of the Confidential Information that is inconsistent with the restrictions set forth in this Agreement will cause immediate irreparable harm to AMTRAK for which there is no adequate remedy at law. Accordingly, CARRIER agrees that AMTRAK shall be entitled to immediate and permanent injunctive relief from a court of competent jurisdiction in the event of any such breach or threatened breach. CARRIER agrees and

stipulates that AMTRAK shall be entitled to such injunctive relief without posting a bond or other security.

F. *Duty to Notify.* CARRIER agrees that it shall immediately notify AMTRAK in writing of any known or suspected disclosure, access or use of the Confidential Information that is not authorized under this Agreement.

G. *Third-Party Beneficiaries.* To the extent AMTRAK discloses, or provides for the disclosure of, Confidential Information of a third party, that third party shall be a third-party beneficiary to this Agreement and shall be entitled to enforce this Agreement directly against CARRIER as the third party's interests may warrant, subject to the limits of the Oregon Tort Claims Act, ORS 30.260 to 30.300, if applicable.

H. *Audit.* AMTRAK reserves the right to audit CARRIER's security practices and procedures (and those of its contractors and agents, as applicable) to ensure that it is in compliance with the terms of this Section.

## **SECTION 11 – EXCHANGE OF ELECTRONIC PASSENGER TICKET INFORMATION DATA**

A. CARRIER authorizes AMTRAK to share passenger Ticket data electronically with entities that provide reservation and ticketing services to CARRIER in order to coordinate the reservations of AMTRAK with the reservation and ticketing systems used by CARRIER. CARRIER will require its contractors and vendors receiving such data from AMTRAK to keep confidential the data and the proprietary information provided by AMTRAK.

**SECTION 12 – ENTIRE AGREEMENT**

A. This instrument and Appendices A, B, C and D identified herein and attached hereto, constitute the sole and entire agreement between the parties hereto for services to be rendered hereunder. No change or modification in this Agreement shall be of any force or in effect unless reduced to writing, dated, and executed by both parties hereto.

B. The captions used herein are for convenience only and shall not affect the construction of any of the terms and conditions hereof.

C. Except where expressly stated otherwise, this Agreement and the rights and obligations of the parties hereto shall be governed by and construed in accordance with the laws of the District of Columbia.

IN WITNESS WHEREOF the parties hereto have caused this Ticketing Agreement to be executed by their duly authorized officers in multiple original counterparts on the day and year first above written.

**NATIONAL RAILROAD  
PASSENGER CORPORATION**

**TILLAMOOK COUNTY  
TRANSPORTATION DISTRICT**

BY: \_\_\_\_\_  
(Signature)

BY: \_\_\_\_\_  
(Signature)

NAME: \_\_\_\_\_  
(Print)

NAME: \_\_\_\_\_  
(Print)

TITLE: \_\_\_\_\_

TITLE: \_\_\_\_\_

DATE: \_\_\_\_\_

DATE: \_\_\_\_\_

**APPENDIX A**

**NATIONAL RAILROAD PASSENGER CORPORATION  
AND  
TILLAMOOK COUNTY TRANSPORTATION DISTRICT**

**TICKETING AGREEMENT**

**DATED:** \_\_\_\_\_

**AUTHORIZED CITIES AND OPERATIONS AGREEMENT**

PURSUANT to the above referenced Agreement, CARRIER has authorized AMTRAK to sell and issue Tickets in connection with passenger transportation over the routes and lines of CARRIER, specified herein below:

- Portland to Tillamook, inclusive of intermediate stops
- Tillamook to Lincoln City, inclusive of intermediate stops
- Tillamook to Cannon Beach, inclusive of intermediate stops
- Salem to Lincoln City, inclusive of intermediate stops

AMTRAK will permit CARRIER access to AMTRAK stations (or the AMTRAK station if there is only one named) to the extent that AMTRAK may do so, at no extra cost to CARRIER for the purpose of serving passengers ticketed pursuant to this Agreement. All other service at other named cities will operate to / from CARRIER designated stations or bus stops.

- A. Nothing in this Agreement shall be construed as limiting CARRIER's right to issue on-board tickets for its own services for the convenience of AMTRAK passengers and the general public.
- B. CARRRIER shall allow passengers presenting AMTRAK Tickets to bring baggage under AMTRAK's carry-on baggage policy, which is incorporated here by reference. AMTRAK currently permits each passenger to bring two (2) personal items, each weighing twenty-five (25) lbs. or less and measuring no more than 14 x 11 x 7 inches each, and two (2) carry-on items, each weighing fifty (50) lbs. or less and measuring no more than 28 x 22 x 14 inches each. Excess baggage beyond AMTRAK carry-on limits shall be governed by policies of CARRIER.
- C. CARRIER will provide AMTRAK with no less than thirty (30) days notice of rate or route or schedule changes. CARRIER's provision of updated fare tables pursuant to this Appendix A will replace the fare tables reflected in Appendix C to this agreement. AMTRAK agrees to update its reservation and ticketing system to maintain consistency with CARRIER's full adult fares then in effect.

**APPENDIX B**

**NATIONAL RAILROAD PASSENGER CORPORATION  
AND  
TILLAMOOK COUNTY TRANSPORTATION DISTRICT**

**TICKETING AGREEMENT**

**DATED:** \_\_\_\_\_

**SETTLEMENT PROCEDURES**

1. SETTLEMENT

- A. CARRIER shall require all passengers to present either an AMTRAK electronic Ticket (“eTicket”) or an AMTRAK paper value Ticket prior to boarding. CARRIER does not collect eTickets. CARRIER shall collect paper value Tickets for reclaim of revenue and settlement.
- B. Within ten (10) days after the conclusion of a calendar month, AMTRAK shall provide to CARRIER a statement of the count of eTickets lifted in the AMTRAK reservation system for the service of CARRIER. The statement shall include the passenger type for each eTicket lifted.
- C. No later than thirty (30) days after the end of the prior month, CARRIER shall invoice AMTRAK an itemized and total statement in US dollars of total charges for eTickets and paper value Tickets issued and honored under the terms of the aforesaid Agreement and any other reimbursable costs as referenced in Appendix A. The Ticket charges shall be defined in Appendix C of the aforesaid Agreement.

- D. Any and all audit exceptions taken by AMTRAK shall be noted on the said statement and shall be deducted from the total amount due on the statement. AMTRAK shall return to CARRIER a copy of the said statement, as so adjusted, together with a separate explanation in writing of each such audit exception, and together with payment as hereinafter provided.
- E. Within thirty (30) days of receipt of the said statement, AMTRAK shall forward to CARRIER the full amount due in US dollars, as determined in accordance and accompanying documentation with this Appendix B, together with a copy of the said statement and a separate explanation in writing of any and all audit adjustments noted thereon.
- F. If any of the aforesaid exceptions are not acceptable to CARRIER, they shall be re-billed to AMTRAK by CARRIER in its next succeeding monthly statement. All charges so re-billed shall be supported by a written explanation of their asserted validity and shall be accompanied by applicable documentary evidence, including but not limited to, copies of Tickets, and applicable rates. Except as provided herein, no payment due hereunder shall be withheld, delayed, reduced or set off against any other payment due, owing or claimed between the parties hereto whether under the aforesaid Agreement or otherwise.

2. GENERAL

- A. Tickets issued under this Agreement will be in approved AMTRAK formats. AMTRAK shall provide examples of all approved AMTRAK Ticket formats to CARRIER. Only Tickets in AMTRAK approved formats shall be accepted and honored by CARRIER under this Agreement.
- B. All statements, explanations, or other communications required or permitted pursuant to this Appendix B shall be in writing and shall be delivered by hand or by deposit in the mails of the United States, postage prepaid via first class mail:

If to AMTRAK, addressed to:

Amtrak Thruway Connecting Services  
30<sup>th</sup> Street Station, 4N, Box 71  
30th and Market Streets  
Philadelphia, PA 19104

If to CARRIER, addressed to:

Tillamook County Transportation District  
Attention: Finance Department  
3600 Third Street, Suite A  
Tillamook, OR 97141

Each party hereto may change the address at which it shall receive notification hereunder by notice in writing to the other party hereto.

**APPENDIX C**  
**NATIONAL RAILROAD PASSENGER CORPORATION**  
**AND**  
**TILLAMOOK COUNTY TRANSPORTATION DISTRICT**

**TICKETING AGREEMENT**

**DATED:** \_\_\_\_\_

**REIMBURSEMENT POLICY**

AMTRAK agrees to reimburse CARRIER as indicated herein:

- A. All Tickets are sold in U.S. dollars, and reimbursed in U.S. dollars.
- B. AMTRAK will charge full adult fares for services of CARRIER consistent with the most recent fare table provided by CARRIER pursuant to Appendix A to this Agreement:

<b>Between XXXXXX</b>	<b>and XXXXXXX</b>	<b>One-Way Full Fare</b>
Portland	North Plains	\$5.00
Portland	Banks	\$5.00
Portland	Tillamook	\$15.00
Portland	Lincoln City	\$20.00
Portland	Cannon Beach	\$20.00
Salem	Grand Ronde	\$5.00
Salem	Lincoln City	\$10.00
Salem	Tillamook	\$15.00

- C. CARRIER will accept discounts as set by AMTRAK. Current AMTRAK discounts are as follows:

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<b>Passenger Type Code</b>	<b>Passenger Type Description</b>	<b>Percent Off Full Fare</b>
AR	Railroad Passenger Association	10
DC	Disabled Companion	10
E	Senior 65+	10
F	Full Adult	0
H	Child 2-12	50
HF	Child paying adult- over 1/1 ratio	0
M	Active Military	10
MC	Active Military Child 2-12	55
MV	Military Veteran	10
MX	Active Mil Child 2-12 paying Mil Adult, over 1/1 ratio	10
V	Disabled child 2-12	55
VM	Reduced Mobility child 2-12 yrs	55
VN	Disabled child 2-12 yrs	55
W	Disabled adult	10
WC	Disabled Adult Companion	10
WM	Reduced Mobility adult	10
WN	Disabled adult (no assistance needed)	10
WW	Reduced Mobility Adult when no discount applies	0

- D. CARRIER is not obligated to, but at its sole option, may accept AMTRAK employee pass tickets. AMTRAK employee pass tickets are considered free and have no settlement value under this Agreement.
- E. CARRIER is not obligated to honor any AMTRAK tickets not specified in this Agreement. Any other AMTRAK tickets that CARRIER does honor have no settlement value under this Agreement and AMTRAK shall not be obligated to pay any amounts for such tickets.
- F. Tickets sold with zero fare (such as tickets purchased using AMTRAK Guest Rewards points or USA Rail Pass tickets) may be considered by CARRIER to be sold at the normal applicable fare for the origin, destination, and passenger type. CARRIER must manually calculate the value of any such tickets and charge for them as a specific line item on CARRIER invoices.
- G. AMTRAK shall retain twenty percent (20%) of the actual fare value of all tickets sold by AMTRAK. CARRIER is entitled to invoice AMTRAK for eighty percent (80%) of the actual fare value of tickets sold by AMTRAK.
- H. CARRIER may request changes in the reimbursement rates shown above, but must make such request to AMTRAK at least thirty (30) days in advance of the proposed effective date of the change. The reimbursement rates shall not be changed except with AMTRAK's written consent, which shall not be unreasonably withheld.
- I. If AMTRAK supplies CARRIER with mobile devices to scan and lift AMTRAK tickets, AMTRAK shall replace any broken or defective device without charge. CARRIER shall be responsible for the replacement cost of any lost device (currently this amount is approximately \$500 but may vary). AMTRAK may deduct charges for replacement mobile devices from funds owed to CARRIER.

**APPENDIX D**  
**NATIONAL RAILROAD PASSENGER CORPORATION**  
**AND**  
**TILLAMOOK COUNTY TRANSPORTATION DISTRICT**

**TICKETING AGREEMENT**

**DATED:** \_\_\_\_\_

**MISCONNECTION POLICY**

Late Train

When trains are late, CARRIER will honor Tickets on the next available schedule. At connecting train stations, CARRIER buses will wait for late AMTRAK trains or buses upon request of AMTRAK (not to exceed fifteen (15) minutes without special authorization from CARRIER).

Late Bus

In the event CARRIER does not make the train connection due to mechanical or other reason other than weather, CARRIER will reimburse AMTRAK for passenger overnight housing, meals, or alternative transportation service, not to exceed \$125 per person in the first year of the Agreement, increasing by 2.5 percent in each subsequent year of the Agreement. AMTRAK shall receive a credit for expenses for such charges for passenger inconvenience from subsequent invoices of CARRIER.

In the event weather makes the roads impassable as determined by local authorities, CARRIER will assist AMTRAK in providing passengers with a safe and comfortable location to wait for passable roads.

In the event of impassable roads, CARRIER will not be financially responsible for overnight housing of passengers.

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

**In the Matter of Authorizing the )  
General Manager to Purchase )  
Two (2) Category B Champion )  
Buses from Schetky NW Bus Sales )**

**RESOLUTION NO. 20-08**

**WHEREAS**, the Tillamook County Transportation District (TCTD) received an ODOT Public Transit Division (PTD) Section 5311(f) Capital Grant #33822 and a Statewide Transportation Improvement Fund (STIF) Capital Grant #33813 to purchase of Two (2) Category B replacement intercity transit bus; and

**WHEREAS**, the District solicited quotes from three retailers for the purchase of two intercity buses based on the price agreement the retailers have with the State of Oregon Department of Administrative Services; and

**WHEREAS**, based on the quotes provided and District's preferred specifications, the District recommends purchasing two (2) Freightliner Champion Defender buses from Schetky NW Bus Sales for \$379,650; and

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

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

that the Board authorizes the General Manager to enter into a contract not to exceed \$379,650 with Schetky NW Bus Sales to purchase two (2) Freightliner Champion Defender Category B, medium size heavy-duty buses.

INTRODUCED AND ADOPTED this 24<sup>th</sup> day of April 2020.

ATTEST:

By: \_\_\_\_\_  
Judy Riggs, Board Chair

By: \_\_\_\_\_  
Doug Pilant, General Manager

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Tillamook County Transportation District – Cat B Buses

March 26, 2020

**Background**

Tillamook County Transportation District has received two STIF grants from ODOT for 2 Cat B buses – Grant #'s 33822 and 33813.

**Grant 33822**

*Purchase 1 transit vehicles as follows: useful life: 10 years and 350,000 miles; approximate length: 30 feet or greater; estimated number of seats: 25-35; estimated number of ADA securement stations: 2; fuel type: Diesel*

The new vehicles will replace the following Tillamook vehicle:

*OPTIS V001462; 2014 Freightliner Glaval; 4UZADRDU6ECFU3691*

Funds Allocated:

Total	\$ 220,000
Grant Amount	\$ 176,000
Local Match	\$ 44,000

**Grant 33813**

*Purchase 1 transit vehicles as follows: useful life: 10 years and 350,000 miles; approximate length: 30 feet or greater; estimated number of seats: 25-35; estimated number of ADA securement stations: 2; fuel type: Liquefied Petroleum Gas*

The new vehicles will replace the following Tillamook vehicle:

*OPTIS V001150; 2011 Ford/Glaval; 3FRNF6FC4BV385634*

Funds Allocated:

Total	\$ 220,000
Grant Amount	\$ 176,000
Local Match	\$ 44,000

TOTAL GRANT AMOUNT	\$440,000
TOTAL Grant funds from ODOT	\$352,000
TOTAL Local Match	\$88,000

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**Bid process**

Tillamook County Transportation District chose to use the current State Price Agreement to purchase the buses. Bids specifications were written and approved by ODOT on 2/18/2020. Bids were sent on 2/18/2020 to 2 State approved vendors in the B Category – Schetky NW and Creative Bus Sales. Bids were due back on 3/10/2020. An extension was granted and LPG added as a Preferred option on 3/9/2020. The RFQ was extended to 3/24/2020.

Two bid responses were received on 3/24/2020 in the time specified

Both vendors provided the required bid documents as stated in the RFP.

Bid pricing is as follows:

Vendor	Required Specs	Extended x 2 buses	Extended Preferred Options – Chosen only	TOTAL with chosen preferred options
Schetky NW 26 + 2 or 30	\$179,475	\$358,950	\$20,700	\$379,650
Creative Bus 24 + 2 or 28	\$172,743	\$345,486	\$39,720	\$385,206

Preferred Options	Schetky NW	Creative Bus	
Graphics	TBD	\$3,695	Not included
Additional Keys	\$250	\$220	
One piece Roof	Included	Included	
Bike Rack	Included	Included	
Angeltrax Video System	Included	\$2,010	
Farebox	Included	Included	
Hanover LED signs and voice technology	Included	\$11,545	
Driver Seat Updrade to air	Included	Included	
USB Ports throughout bus	Included	\$1,005	
6 standard tires (no wheels)	\$3,500	\$2,140	
4 snow tires (no wheels)	\$2,700	\$2,775	
Spare exhaust filtration system	\$3,800	N/A	
Interior ad racks	\$100	\$165	
Extended Engine warranty 10 yr	TBD when chassis is registered with FLT	\$4,340 5 yr / 200K \$5,275 5 yr / 300K	Not included
Extended transmission 4 yr	\$12,000 for 5 year / 250K	\$1,350 5 yr / unlimited	Not included
Extended towing	N/A	\$725	Not included
Extended a/c 3 year	Included	Included	
LPG	\$19,990* (F650 not completed Altoona)	N/A	Not included
Shop rate	\$115 /hr	\$125 /hr	
<b>TOTAL FOR CHOSEN OPTIONS (In bold)</b>	<b>\$10,350</b>	<b>\$19,860</b>	

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The bus specifications that are significant / different are listed below:

Spec	Schetky NW	Creative Bus
Chassis	Freightliner S2C	Freightliner S2C
Body	Champion Defender	Glaval Legacy
Air System	OEM 23,000# AIRLINER REAR SUSPENSION WITH DUAL AIR REAR SUSPENSION LEVELING VALVES	LIQUID SPRINGS
Belts	Gates blue stripe OEM	OEM Gates Silicone and DayCo. Heater to be Silicone
5 year / 60K powertrain warranty	EXTENDED WARRANTY AVAILABLE FROM FREIGHTLINER WHEN REGISTERING THE VEHICLE – COST CAN ONLY BE DETERMINED WITH FINAL INVOICE & INCLUDED OPTIONS AND IS NOT INCLUDED IN OUR TOTAL VEHICLE COST BELOW.	Provided
Total # of seats	30 (26 + 2) with rear luggage	28 (24 + 2) with rear luggage
Delivery	11/2020 with PO received by 4/15/2020	150 Days ARO

Floorplan for Schetky NW is as follows:

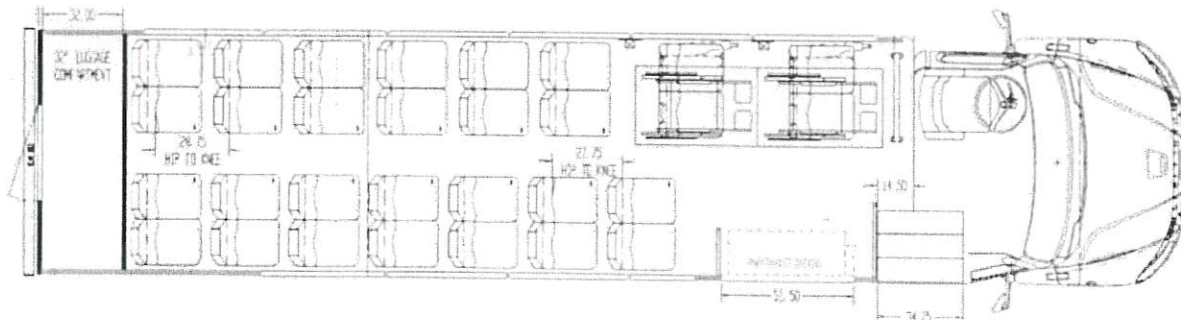
38' overall length

Two folding seats behind the driver - 26 ambulatory 30 total

32" rear luggage compartment

Bus exterior width is 102" wide

Hip to knee average 28"



Creative Bus floorplan

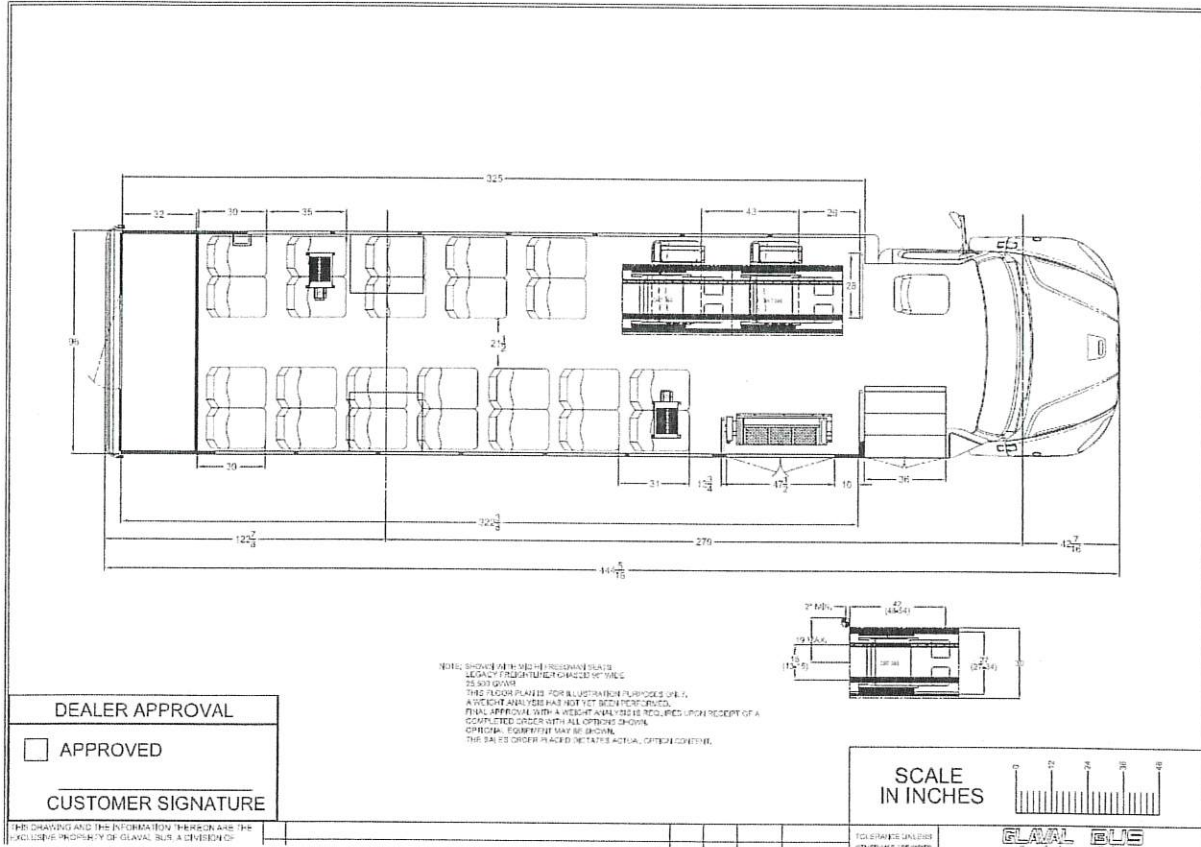
36' overall length

Two folding seats behind the driver 24 ambulatory 28 total

32" rear luggage compartment

Bus exterior width is 96" wide

Hip to knee average 30"



Final analysis -

Both chassis are the same Freightliner S2C. Both bids fall within the grant funding allocation.

Schetky NW is lower price with a larger bus, a spare exhaust filtration system and more seating.

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**ODOT PUBLIC TRANSIT VEHICLE PURCHASE**

Agency Name: Tillamook County Transportation District      Contact Person: Doug Pilant  
 Grant Agreement No. 33822 and 33813      Date: 3/26/2020      Phone No. (503) 842-3115

**STATE PRICE AGREEMENT RFQ COMPARISON FORM - LOWEST COST SELECTION**

Vehicle Useful Life Category: B      No. of Vehicles To Be Purchased: 2      No. of Regular Seats: >28      No. of ADA Stations: 2  
 Required Specifications:  From RFQ (attach all RFQ's behind this form)       Other (Attach list or document)  
 Additional Preferred Options:  From RFQ (attach all RFQ's behind this form)       Other (Attach list or document)

**PRICES QUOTED FROM VENDORS (Insert Vendor Names in Columns Below):**

Requested Quotes	Vendor: Creative Bus Sales	Vendor: Schetky NW	Vendor:
Vehicle Make/Model Proposed:	Glaval Legacy/FLT S2C	Champion Defender / FTL S2C	
Vehicle Base Price:	\$143,511	\$163,829	
Cost of Required Specifications:	\$29,232	\$15,646	
Total Vehicle Cost With All Required Specifications:	\$172,743	\$179,475	\$0
Cost of Additional Preferred Options (if any - enter zero if none):	\$19,860	\$10,350	
Total Vehicle Cost With Required Specifications and Preferred Options:	\$192,603	\$189,825	\$0
Lowest Cost Vehicle Selected:	<input type="checkbox"/> Selected x Not Selected	<input checked="" type="checkbox"/> Selected <input type="checkbox"/> Not Selected	<input type="checkbox"/> Selected <input type="checkbox"/> Not Selected
Comments:			

**AGENCY SIGNATURE (Required):**

Agency Representative (enter printed name and title below)      Phone No. / E-mail address (enter below)  
 Doug Pilant, General Manager      (503) 842-3115 / dpilant@tillamookbus.com  
 Signature of Agency Representative:      Date of Signature: 4/25/20

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

**In the Matter of Authorizing the** )  
**General Manager to Pay All** )  
**TCTD Essential Employees the** )  
**COVID-19 Compensation** )

**RESOLUTION NO. 20-09**

**WHEREAS**, on March 23, 2020, Governor Kate Brown issued Executive Order 20-12, stay-at-home order suspending many activities of the general public and requiring persons to maintain at least six feet of separation between persons; and,

**WHEREAS**, the Executive Order was issued to address the effects and impact of the unique COVID-19 pandemic on persons in Oregon; and,

**WHEREAS**, Amalgamated Transit Union, Local 757 (“Union”), has requested that the Tillamook County Transportation District (“District”) authorize payment of COVID-19 pay for dispatchers, drivers, lot attendant and service techs; and,

**WHEREAS**, the District and the Union recognize the continued need for the public to have access to the public transportation services the Parties mutually provide; and,

**WHEREAS**, the District desires to award COVID-19 compensation to all District hourly Essential Employees for continuing performance of their duties during the COVID-19 pandemic.

**NOW, THEREFORE, BE IT RESOLVED**, that the Board of Directors of Tillamook County Transportation District approves the request to pay COVID-19 compensation to all District hourly Essential Employees for the period of March 23, 2020 through May 2, 2020, unless the District General Manager in his sole discretion deems it necessary to extend the payment period due to COVID-19 pandemic conditions.

The Board’s approval of this COVID-19 compensation is limited to no more than \$2.00 per hour, subject to the final decision in the sole discretion of the General Manager and if sufficient monies are available in the District budget.

INTRODUCED AND ADOPTED this 24<sup>th</sup> day of April 2020.

ATTEST:

By: \_\_\_\_\_  
Judy Riggs, Board Chair

By: \_\_\_\_\_  
Doug Pilant, General Manager



**MEMORANDUM OF AGREEMENT**  
**Between**  
**TILLAMOOK COUNTY TRANSPORTATION DISTRICT**  
**And**  
**AMALGAMATED TRANSIT UNION, LOCAL 757**

Tillamook County Transportation District (“District”) and Amalgamated Transit Union, Local 757 (“Union”) (collectively “Parties”) are parties to a collective bargaining agreement (“CBA”) effective from July 1, 2015 to June 30, 2019. The Parties are currently in negotiations on a successor CBA but have not yet reached an agreement at the time of this Memorandum of Agreement (“MOA”). The CBA does not address comprehensively the issue raised in this MOA and the Parties desire a desirable to address the issue by way of this MOA.

On March 23, 2020, Governor Kate Brown issued Executive Order 20-12, stay-at-home order suspending many activities of the general public and requiring persons to maintain at least six feet of separation between persons. The Executive Order was issued to address the effects and impact of the unique COVID-19 pandemic on persons present in Oregon.

The Parties recognize the continued need for the public to have access to the public transportation services the Parties mutually provide. The District desires to award COVID-19 compensation to dispatchers, drivers, lot attendant and service techs for continuing performance of their duties during the COVID-19 pandemic.

**NOW, THEREFORE**, the Parties mutually agree as follows:

1. The District shall pay the dispatchers, drivers, lot attendant and service techs an additional \$2.00 per hour for hours worked for the period of March 23, 2020 until May 2, 2020, unless the District General Manager in his sole discretion deems it necessary to extend the payment period due to COVID-19 pandemic conditions;
2. The Parties acknowledge and agree that payment set forth in 1 above is not required under the terms of the CBA;
3. The Parties acknowledge and agree that this MOA is for a limited purpose to address the COVID-19 pandemic;
4. The Parties acknowledge and agree that nothing in this MOA shall be used in any manner to establish or reflect the District’s ability to pay a higher hourly wage on an on-going basis; and,
5. The District shall include the additional compensation set forth in 1 above for each dispatcher, driver, lot attendant and service tech for any hours worked between March 23, 2020

and May 2, 2020, unless the District General Manager in his sole discretion deems it necessary to extend the payment period due to COVID-19 pandemic conditions, as part of the regular payroll process. In those instances where a pay period for any part of the effective period has passed, the additional COVID-19 compensation shall be included in the next subsequent payroll period payment.


All terms and conditions of this MOA shall become effective immediately following the signature by both Parties.

**AGREED** and signed on the dates stated below.

**FOR TILLAMOOK COUNTY TRANSPORTATION DISTRICT**

\_\_\_\_\_ Date: \_\_\_\_\_  
Doug Pilant, General Manager

**FOR AMALGAMATED TRANSIT UNION, LOCAL 757**

 \_\_\_\_\_ Date: 4/16/20  
Shirly Block, President

## TILLAMOOK COUNTY TRANSPORTATION DISTRICT POLICY

<b>Policy: COMMUNICATIONS AND COMPUTER RESOURCES POLICY</b>	<b>Number:</b> 25
Adopted by the Board of Directors on April 24, 2020 Effective: April 25, 2020	<b>Pages:</b> 3

### **Purpose:**

The purpose of the Communications and Computer Resources Policy is to set forth the standards that apply to use of the District's communications and computer resource systems, including use of these systems away from District premises.

### **Scope:**

This policy applies to all employees utilizing communications and computer resources for District business.

### **Responsibilities:**

1. Establishment and administration of this policy is the responsibility of General Manager.
  - a. Employees are responsible for making themselves aware of and following the communications and computer resources policy.
  - b. When a District computer and/or other District communication device is provided for employees' use, Department Managers are responsible for verifying the business needs that justify the provision and that any related expenditure is clearly in the best interest of the District.

### **Policy:**

1. Use of District Communication and Computer Resources Generally:
  - a. General: The District's communication and computer systems are intended primarily for business purposes; however, limited personal usage is permitted if it does not hinder performance of job duties or violate any other District policy. This includes the voice mail, e-mail and Internet systems. Users have no legitimate expectation of privacy in regard to their use of District systems.
  - b. District Access: The District may access the voice mail and e-mail systems and obtain the communications within the systems, including past voice mail and e-mail messages, without notice to users of the system, in the ordinary course of business when the District deems it appropriate to do so.

The reasons for which the District may obtain such access include, but are not limited to: maintaining the system; preventing or investigating allegations of system abuse or misuse; assuring compliance with software copyright laws; complying with legal and regulatory requests for information; and ensuring that District operations continue appropriately during an employee's absence.

- c. Internet Usage: The District may review Internet usage to ensure that such use with District property, or communications sent via the Internet with District property, are appropriate. The reasons for which the District may review employees' use of the Internet with District property include, but are not limited to: maintaining the system; preventing or investigating allegations of system abuse or misuse; assuring compliance with software copyright laws; complying with legal and regulatory requests for information; and ensuring that District operations continue appropriately during an employee's absence.
  - d. Storage of Communications: The District may store electronic communications for a period of time after the communication is created. From time to time, copies of communications may be deleted.
  - e. Prohibited Uses: The District's policies prohibiting harassment, in their entirety, apply to the use of District's communication and computer systems. No one may use any communication or computer system in a manner that may be construed by others as harassing or offensive based on race, national origin, sex, sexual orientation, age, disability, religious beliefs or any other characteristic protected by federal, state or local law.
  - f. Passwords: Further, since the District's communication and computer systems are intended for business use, all employees, upon request, must inform management of any private access codes or passwords.
  - g. Duplication of Software: Unauthorized duplication of copyrighted computer software violates the law and is strictly prohibited.
  - h. Access to Other Employees' Computer Systems: No employee may access, or attempt to obtain access to, another employee's computer systems without appropriate authorization.
2. Use of District-owned Equipment for Telework:
- a. The General Manager will determine whether it is in the District's best interest to issue a District-owned computer, communication device, and or other equipment for use by an employee in conducting District business in a telework location. The District retains the right to periodically review employee's needs.

- b. All District-owned equipment must be protected against damage and unauthorized use. District-owned equipment will be serviced and maintained by the District.
- c. Any District-owned equipment issued to employee for telework will be logged on a checkout sheet. The employee and the Department Manager will initial next to each item when checked out and again when item is checked in.

3. Violations:

- a. Violators of this policy may be subject to disciplinary action, up to and including discharge.

TILLAMOOK COUNTY TRANSPORTATION DISTRICT  
EQUIPMENT CHECKOUT SHEET

Employee Name: \_\_\_\_\_ Job Title: \_\_\_\_\_

Department: \_\_\_\_\_ Manager: \_\_\_\_\_

Equipment (Description & ID/Serial No.)	Date Out	Employee Initials	Manager Initials	Date In	Employee Initials	Manager Initials	Notes on condition, etc.

# TILLAMOOK COUNTY TRANSPORTATION DISTRICT COVID-19 TEMPORARY HUMAN RESOURCES POLICY



Effective April 3, 2020 through December 31, 2020  
Subject to Periodic Review  
Issued April 2, 2020

## A. INTRODUCTION

This policy addresses issues the District can anticipate due to the coronavirus, also known as COVID-19. It is intended to be flexible, and subject to on-going review and revision based on circumstances and developing knowledge. This policy implements and is intended to comply with the federal Families First Coronavirus Response Act (hereafter referred to as "FFCRA" or "Act").

The District has carefully considered each of the following:

- Needs and welfare of District employees and their families.
- Imperatives to maintain continuity of essential District services to protect the community.
- Operational needs.
- Urgency of this unique, public health and employee health emergency.
- Applicable State and federal law in effect at the date of adoption.

**Federal and State laws recognize those whose job duties rise to the level of essential and Emergency Responder public service. All District employees are now called upon to join together as we support one another at the District, and as we support our riders from whom our service is as essential to our community as any other. The District will maintain certain routes and services to fulfill the District's mission.**

This policy will be revised periodically subject to lessons learned and evolving circumstances. The District reserves the right to revise or revoke this policy as deemed necessary. Employees should consult their direct supervisor, HR Department or the General Manager for clarification if required, or to offer ideas or proposals beneficial for District consideration. As always, your direct supervisor, the General Manager and District labor council will remain available and open to the ideas and proposals of the ATU.

Actions necessary to protect employee health and public health will be guided by state and federal public health authorities. Any employee affected in any of the following ways is required to notify their supervisor or the General Manager. The District will determine the response most appropriate in each circumstance *case-by-case*:

- An employee exposed to an individual who has tested positive for COVID-19 (as confirmed by the CDC or other authorized body) and is directed to quarantine by a public health official.
- An employee has tested positive for COVID-19 (as confirmed by the CDC or other authorized body).
- An employee or a member of the employee's immediate household has symptoms of flu-like illness or is recovering from flu-like symptoms.

The District will strive to protect the health and economic well-being of employees as well as the communities served. To the greatest extent possible, the District will strive to avoid furlough and layoffs. Partial layoffs which are a reduction in hours may be required based on "stay at home" precautions and non-existent or significantly reduced demands for services. The District may modify routes and hours of service and will continue to closely follow developments and decisions of ODOT and District's eligibility for FFCRA federal assistance funding.

Informative guidance is set forth in the attached appendices. Employees should refer to these:

- Appendix A: Personal Safety and Infection Control Practices
- Appendix B: Unavoidable Exposure Safety Protocols
- Appendix C: OHA Work Exclusion Guidelines for Emergency Responders
- Appendix D: Implications and Impacts of Laws

## **B. GENERAL POLICY**

The District will follow the guidance of the Centers for Disease Control (CDC), Oregon Health Authority (OHA), and Tillamook County Health Department. The District will adhere to the recommendations of these public health experts regarding preventative measures including social distancing, quarantines and curtailment of non-essential District functions. The District will adjust as the recommendations of these agencies evolve.

### **EMPLOYEES DEFINED AS ESSENTIAL OR EMERGENCY RESPONDERS**

The General Manager will issue appropriate guidance for the continuation of essential services, staff reductions and paid/unpaid leave alternatives as it becomes necessary to do so. At a minimum, employees who perform work of drivers, fleet maintenance, dispatcher, Medicaid brokerage customer service representatives, supervision and management, and payroll and human resources functions will be deemed essential "Emergency Responders" as defined by federal law applicable during this COVID-19 pandemic.

As used in this policy, "**Emergency Responder**" has the meaning defined by federal law. An *emergency responder* as defined by the FFCRA includes any employee necessary for

the transport, care, health care, comfort, and nutrition of patients, or whose services are needed to limit the spread of COVID-19. This includes, but is not limited to military or national guard, law-enforcement officers, correctional personnel, firefighters, physicians, nurses, public health personnel, EMTs, paramedics, 911 operators, Public Works personnel and persons with skill or training in special equipment or other skills needed to provide aid in a declared emergency, as well as those who work for those facilities and whose work is necessary to maintain the operation of the facility. It may also include individuals the Governor deems as an emergency responder necessary for the state's response to COVID-19. In order to help minimize the spread of COVID-19, the District will be judicious when applying these definitions for those who qualify for the "health care provider" or "emergency responder" exemption.

Son or Daughter: For purposes of paid sick leave and FMLA, a "son or daughter" is a biological, adopted, or foster child, a stepchild, a legal ward, or a child of a person standing *in loco parentis* who is either under 18 years of age or is 18 years of age or older and "incapable of self-care because of a mental or physical disability" at the time FMLA leave commences. For purposes of OFLA, "child" includes a biological, adopted, foster or stepchild, the child of a registered same-sex domestic partner or a child with whom the employee is in a relationship of *in loco parentis*. For purposes of OFLA, the "son or daughter" must be under the age of 18 or over 18 if incapable of self-care.

Place of care: Place of care includes childcare providers and means a provider who receives compensation for providing childcare services on a regular basis.

School: School means elementary or secondary school. Community college, university, college, or other post-secondary schools are not included.

## **FURLOUGH & LAYOFFS**

If the District determines that sufficient work does not exist and/or that circumstances warrant reduction in the District workforce, the District will furlough or lay off employees by job classification for which insufficient work exists. The District will interpret and apply labor contracts in the administration of any layoff should the District determine this action is required.

In cases where there is more than one position in the job classification, layoffs will be by seniority. During a furlough period the employee will continue as an employee and retain their seniority, even though the employee performs no work and receives no pay. The District may, in appropriate circumstances, provide notice to an employee or employees of "partial layoff" and may implement layoff as a reduction of hours of work in the current full-time job classification or as a reclassification to a part-time position. Partial layoff may be effectuated as a temporary reclassification to a part-time position. If the District temporarily reclassifies any full-time employee who has health insurance benefits, those benefits will remain in effect in the same manner to the employee as before reclassification. At end of reclassification, employee is expected to return to full-time

status in order to maintain benefits. If employee declines full-time status benefits will terminate under COBRA rules.

For purposes related to the administration of this policy and any furlough or layoff, the District regards a furlough as a temporary layoff. During a furlough the employee may elect to be paid from eligible earned leave accruals. A layoff that is not temporary is a separation from employment. Any layoff which has no intended end date, is indefinite, or is greater than thirty-five (35) days may be administered as a termination.

During the period of a furlough or layoff, FFCRA entitlements do not apply. The District will retain the right to place employees on paid administrative leave on a case-by-case basis.

### **C. TEMPORARY EMERGENCY LEAVE DUE TO COVID-19**

Not every possible exposure or confirmed **exposure** requires quarantine of Emergency Responders. Work exclusions, leaves described in this policy and monitoring determinations may be made in accordance with the guidance of the Oregon Health Authority (OHA). (See OHA Appendix C)

Temporary Leave, if any, will be directed or granted in compliance with FFCRA and the Emergency Paid Sick Leave Act, as well as the Oregon Family Leave Act (OFLA) and Oregon Administrative Rules (OAR) of the Commissioner of Labor and Industries. This policy does not replace current FMLA, OFLA or sick leave and collective bargaining agreement defined leaves, and will be administered in conjunction with them.

#### **1. Paid Sick Leave for COVID-19 Issues**

An employee who is not exempt as an emergency responder and who is unable to work or telework due to a qualifying reason related to COVID-19 will be eligible to take paid leave as described by this policy. Employees are eligible for the FFCRA leave in addition to paid leave employees accrue under the District's sick leave policy and employees accrued sick leave banks will not be charged COVID-19 Paid Sick Leave taken under this policy.

##### **(a) Exceptions**

Generally, COVID-19 Paid Sick Leave is not available to health care providers or Emergency Responders. This will be reviewed case-by-case.

##### **(b) Qualifying Reasons for COVID-19 Paid Sick Leave**

- i. *Quarantine* — to comply with a federal, State or local quarantine or isolation order related to COVID-19. This does not include situations where a city or county orders its residents to "shelter in place".

- ii. *Self-Quarantine* — to self-quarantine, if the employee has been advised to do so by a local healthcare provider.
- iii. *Diagnosis or Treatment* — to obtain a medical diagnosis or treatment if the employee is experiencing symptoms of COVID-19.
- iv. *Care for a Quarantined Individual* — to care for an individual required to be quarantined or advised to be quarantined.
- v. *Child Care* — to care for an employee's son or daughter if the son or daughter's school or childcare provider has been closed or is unavailable due to COVID-19-related issues.
- vi. *Substantially Similar Care* — to care for a substantially similar condition, as determined by the secretary of health and human services.

(c) Accrual of and Requesting COVID-19 Paid Sick Leave

Although COVID-19 Paid Sick Leave is available to employees immediately, employees must comply with the District's notification requirement for regular sick leave, under the District call-in procedure and Personal Policy.

Full-time employees will receive eighty (80) hours of COVID-19 Paid Sick Leave.

Part-time employees leave depends on the number of hours the employee is scheduled to work during a two-week period.

As an example, if a part-time employee works, on average, twenty (20) hours per week, the employee would be entitled to forty (40) hours of COVID-19 Paid Sick Leave. Leave will be calculated using the average number of hours worked in the six (6) months leading up to the leave's start.

Any unused COVID-19 Paid Sick Leave will not carry over into 2021. Employees will not be paid the value of any unused COVID-19 Paid Sick Leave upon separation of employment.

Employees requesting COVID-19 Paid Sick Leave must complete and submit a COVID-19 Related Leave Request Form, available through your direct supervisor or HR Department.

(d) Caps on Value of COVID-19 Paid Sick Leave

For leave due to reasons (i), (ii) or (iii) above, an employee will earn the employee's regular rate of pay, capped at \$511 per day, for a maximum of \$5,110. For leave due to reasons (iv), (v) or (vi), above, an employee will earn 2/3 of the employee's regular rate of pay, capped at \$200 per day, for a maximum of \$2,000.

Employees who receive COVID-19 Paid Sick Leave may supplement this pay with accrued sick leave or vacation time to meet their full salary expectations, but they will not be paid from both COVID-19 Paid Sick Leave and vacation/sick leave for the same hours.

2. **Family Medical Leave Act and Oregon Family Leave Act Policy for School Closures**

Employees who have met the eligibility requirements below are eligible to receive unpaid time off when the employee is unable to work (or telework) due to a need to care for a son or daughter if the school or place of care has been closed, or the child care provider of such son or daughter is unavailable, due to a public health emergency.

The leave of absences available under this policy, under FMLA and OFLA, will be referred to as "School Closure Leave", regardless of the terminology used in both laws. If not specifically addressed in this policy, all other provisions in District policies and collective bargaining agreements apply.

(a) Eligibility Requirements

FMLA: Employees who have worked for the District in the 30 calendar days leading up to the start of the School Closure Leave.

OFLA: Employees who have been employed by the District for at least 180 days and worked an average of at least 25 hours per week leading up to the start of the School Closure Leave.

(b) Length of Leave

FMLA: Up to 12 weeks of leave, to be taken any time during the period of April 2, 2020, and December 31, 2020. If a FMLA leave under this policy is started on December 1, 2020 (for example), the employee will not be allowed to continue the leave past December 31, even if the employee still has available FMLA leave. An employee's ability to take FMLA leave for other purposes before or after School Closure Leave depends on the employee's "eligibility" under FMLA.

OFLA: Eligible employees may take up to twelve (12) weeks of unpaid leave, to be taken any time during the period of March 18, 2020, to September 13, 2020. The twelve (12) weeks of School Closure Leave must be used before September 13, 2020; no available School Closure Leave may be used after September 13, 2020.

School Closure Leave: School Closure Leave under these laws will run concurrently, where applicable, with any other leave. District policies will apply the law that is most generous to the employee if the School Closure Leave runs concurrently.

(c) Notice and Verification

FMLA: Where the necessity for public health emergency leave is foreseeable, an employee shall provide the employer with as much notice as practicable.

OFLA: Employees must provide at least thirty (30) days' notice before School Closure Leave is to begin if the reason for leave is foreseeable. If thirty (30) days' notice is not foreseeable or practical, an employee must give verbal or written notice to the District within twenty-four (24) hours of commencement of the leave.

Under both laws' School Closure Leave, no verification is required for school closures due to a public health emergency if evidence of closure is publicly available. Written verification from the "place of care" about its/his/her unavailability to provide childcare due to a public health emergency is required.

(d) Benefits During Leave

FMLA: The first ten days of leave are unpaid; employees may, however, use COVID-19 Paid Sick Leave or any other accrued paid leave during this period. After the first ten days of School Closure Leave, and for each day thereafter, the District will provide paid leave calculated at two-thirds of an employee's regular rate of pay and the number of hours the employee would otherwise be normally be scheduled to work. Paid leave will not exceed \$200 per day, or \$10,000 in the aggregate.

Employees who receive School Closure Leave may supplement their pay with accrued COVID-19 Paid Sick Leave, or sick leave or vacation time under the District's policies, to meet their full salary expectations, but they will not be paid from both School Closure Leave and COVID-19/vacation/sick leave for the same hours.

OFLA: OFLA School Closure Leave is unpaid. Employees may, however, use any accrued paid leave during the period of OFLA School Closure Leave.

If an employee is on approved School Closure Leave under either or both laws, the District will continue the employee's health coverage under any "group health plan" on the same terms as if the employee had continued to work. An employee wishing to maintain health insurance during a period of approved School Closure Leave will be responsible for bearing the cost of his/her share of group health plan premiums which had been paid by the employee prior to the School Closure Leave. Employees will not accrue vacation, sick leave or other benefits (other than health insurance) while the employee is on a School Closure Leave. The leave period, however, will be treated as continuous service (i.e., no break in service) for purposes of longevity and seniority accruals under District policy and collective bargaining agreement terms.

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### **3. Job Protections**

- (a) FMLA and OFLA: Employees returning to work from School Closure Leave will be reinstated to their former position. If the position has been eliminated, the employee may be reassigned to an available equivalent position. Reinstatement is not guaranteed if the position has been eliminated under circumstances where the law does not require reinstatement.

Employees are expected to promptly return to work when the circumstances requiring School Closure Leave have been resolved, even if leave was originally approved for a longer period. If an employee does not return to work at the end of a designated School Closure Leave period, reinstatement may not be available unless the law requires otherwise.

- (b) No-Retaliation: The District will discipline, up to and including termination, any employee who retaliates against an employee for inquiring about, requesting or using School Closure Leave or COVID-19 Paid Sick Leave.

### **D. Administration of Special Leaves During COVID-19 Pandemic**

1. Administrative and Protected Leave: Employees who fall into one of the three (3) categories listed in the General Policy section and are not authorized to perform tele-work may use Administrative Leave without pay or any paid leave accrual to which the employee is entitled including paid leave if eligible under the FFCRA.
2. Leave of Absence: Requests for leave may be considered case-by-case, non-precedent setting basis. Requests must be made in writing and submitted to the Superintendent for the General Manager's approval prior to leave. If granted, employees may use any accrued vacation or leave without pay. The District reserves the right to revoke any prior approved leave for operational necessity.
3. Shift Exchange: The District may approve shift trades on a case-by-case, non-precedent setting basis. Requests must be made in writing and submitted to the Superintendent prior to any exchange. The District reserves the right to deny, revoke any withdraw any prior approved exchange for operational necessity.
4. Tele-work Accommodation: If an employee meets one of the three (3) categories listed in the General Policy section but is not presenting symptoms, is not sick and is able to work, tele-work may be an option. The following considerations will apply:
  - (a) The employee must consider alternatives to address family needs which do not require the employee to be present as a caregiver.
  - (b) If the employee believes that the work permits tele-work as an option, the employee may propose arrangements that will address District needs and requirements. The General Manager will consider such tele-work proposals

*case-by-case*. Approved decisions will be in the best interest of the public and other District operational considerations as described for tele-work above with regard to ADA accommodations.

- (c) Employees authorized for tele-work must be available on-line, on an authorized computer and by phone.
- (d) If approved, any tele-work option may be discontinued by the District at any time. All tele-work approved arrangements are temporary, indefinite and not guaranteed for any duration.
- (e) If tele-work is authorized the District and the employee will determine what resources are required and whether the employee will incur costs which the District must reimburse. If a non-FLSA exempt employee (or an employee not paid on a salary basis as defined by law) who does not regularly work remotely is permitted to do so during the COVID-19 pandemic, the District may need to reimburse the employee for additional phone, internet or other expenses incurred by the employee. Although the U.S. Department of Labor has not stated that employers must reimburse employees, Wage and Hour Division guidance suggests that if the District requires a non-exempt employee to work from home, the District may not require the non-FLSA exempt, hourly employee to pay for business expenses if doing so would reduce such employee's earnings below the required minimum wage or required overtime compensation.

## **E. Priorities and District Expectations**

1. The District may require the employee to be evaluated by a physician or public health authority based on concern that an employee has been exposed to the COVID-19 virus. The District will cooperate with medical experts and the employee will cooperate with both the District and health authorities and healthcare providers regarding exclusion from the workplace and other precautions.
2. If there is a reasonable basis to suspect exposure, the District may ask an employee questions to determine the employee's threat level to others or need for self-quarantine.
3. If under CDC guidelines a reasonable basis exists to suspect that an employee may have COVID-19, the District may send the employee home and/or take reasonable measures to protect the employee, other employees, citizens, customers and the District. Current CDC and OHA guidelines define reasonable basis as including that an employer has credible information suggesting an employee may have been infected with COVID-19, an employee was exposed to an affected area or in close or extended contact with someone tested positive for COVID-19, or an employee has been in close or extended contact with someone

who has recently visited a high risk location as defined by the CDC. The Equal Employment Opportunity Commission's pandemic guidance does not forbid an employer from requiring an employee who has COVID-19 or who has been exposed to COVID-19 to stay home if the District determines that such an employee poses a "direct threat" to others.

4. The District requires that employees cooperate with and adhere to infection control measures. See Appendix A
5. CDC guidance is that the District should require that employees self-disclose and may require self-quarantine after exposure to any person who has tested positive for COVID-19 or recently-visited a high-risk location identified by CDC and OHA guidance.
6. Consistent with CDC and OHA guidance, the District expects that all employees will strictly cooperate and comply with OHA and CDC guidance as publicized periodically, including:
  - (a) Staying home when sick, respiratory etiquette, and hand hygiene.
  - (b) Performing routine environmental cleaning.
  - (c) Taking appropriate steps before traveling to affected areas consistent with public health authority guidance.
  - (d) Cooperating fully with this policy and District expectations that employees will notify their supervisors if they have family members with COVID-19.
7. All employees will cooperate with the District to ensure continued compliance with OSHA requirements. The District will conduct ongoing hazard assessments to determine risk of infection and adopt appropriate protective procedures (e.g., workplace sanitation and, where there is credible threat of infection, quarantine).
8. Employees will be permitted to return to work when reasonable. If there is a reasonable basis to suspect an employee is infected with the virus, the employee will be tested as soon as possible, and may or may not be required to remain away from the workplace for at least the fourteen (14) day quarantine period, depending upon the circumstances. See Appendix C.
9. To alleviate burdens on the healthcare system the District generally will not require a medical certification in order for such an employee to return to work. However, if an employee has taken leave under FMLA, and is considered a "direct threat" under the ADA by virtue of their exposure to COVID-19, or is seeking an accommodation, the District may request a medical certification *case-by-case* as the District deems appropriate.
10. If certification is not possible and there is a business need to return an employee to work, the District may impose other reasonable requirements to help ensure the

employee is not infected (e.g., symptom free during the incubation period or, where the employee was symptomatic, that the employee be symptom free for at least fourteen (14) days without medication, and/or a temperature test before returning to work).

Informative guidance is set forth in the attached appendices. Employees should refer to these:

- Appendix A: Personal Safety and Infection Control Practices
- Appendix B: Unavoidable Exposure Safety Protocols
- Appendix C: OHA Work Exclusion Guidelines for Emergency Responders
- Appendix D: Implications and Impacts of Laws

## **F. IMPLEMENTATION AND ADMINISTRATION**

1. Exceptions: Exceptions to this temporary policy may be granted by the General Manager. Any situation or circumstance not covered in this temporary policy shall be governed by existing District policies and procedures. The General Manager may depart from District policy when appropriate to address unforeseen exigency, to alleviate hardship or to accommodate an employee, family or humanitarian consideration.
2. Implementation: The General Manager and District supervisors are responsible for implementing this policy. Observance of this policy is mandatory for all District employees.
3. Abuse and Discipline: Making a false claim or providing false information to the District to obtain favorable treatment, a benefit or accommodation will impact the District and other employees and will be grounds for serious discipline including discharge. Providing false information concerning an employee or family situation to gain consideration not warranted in fact for the reasons given may constitute official misconduct, creation of a false public record, and/or forgery.
4. Review: This temporary policy will be reviewed by the General Manager periodically so that it remains current with circumstances and developments. This temporary policy will remain in effect during the period covered by the COVID-19 Emergency Declaration issued by the State of Oregon. When the emergency ceases, this policy will lapse. However, if a risk of public health emergency is again identified by a public health authority, then this policy in the form last in effect shall become effective for the duration of the emergency.

## APPENDIX A

### Covid-19 Temporary Human Resources Policy

#### PERSONAL SAFETY AND INFECTION CONTROL PRACTICES and DISTRICT TRANSIT EQUIPMENT DISINFECTION

The District will furnish employees all necessary cleaning and disinfection supplies, tools and personal protective equipment (PPE) in order to perform appropriate infection control measures described in this appendix.

#### **FACILITIES INFECTION CONTROL:**

Office and facilities access will be limited to employees and essential visitors by appointment only. As described in District policy and CDC guidance, employees will regularly disinfect surface touch points throughout the day. Administration and operations facilities will be “deep-cleaned” at least twice each week. The transit visitor center will be deep cleaned at least daily.

#### **TRANSIT EQUIPMENT/VEHICULAR INFECTION CONTROL:**

Drivers will disinfect touch points throughout the vehicle throughout the day. At the end of each trip, drivers will wipe down seats, rails, the operator cockpit, and other touch points. Each vehicle will be deep cleaned at the end of each day when the vehicle is used. Deep cleaning will be performed for vehicles at the District Bus Maintenance Facility by maintenance employees. Vehicle equipment which is located over-night in Salem and Lincoln City will be deep cleaned by the driver/operator at the end of each shift as part of the regular post-vehicle inspection duties.

#### **PERSONAL INFECTION CONTROL:**

CDC Guidelines for reduction of COVID-19 related risks describe the following measures which will protect from infection to the greatest extent possible. Employees are expected to follow these CDC Guidelines:

##### A. Understanding how the virus spreads

1. There is currently no vaccine to prevent coronavirus disease 2019 (COVID-19).
2. The best way to prevent illness is to avoid being exposed to this virus.
3. The virus is thought to spread mainly from person-to-person.
  - Between people who are in close contact with one another (within about 6 feet).
  - Through respiratory droplets produced when an infected person coughs or sneezes. These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs.

B. Clean your hands often

1. Wash your hands often with soap and water for at least 20 seconds especially after you have been in a public place, or after blowing your nose, coughing, or sneezing.
2. If soap and water are not readily available, use a hand sanitizer that contains at least 60% alcohol. Cover all surfaces of your hands and rub them together until they feel dry.
3. Avoid touching your eyes, nose, and mouth with unwashed hands.

C. Avoid close contact

1. Avoid close contact with people who are sick.
2. Put distance between yourself and other people if COVID-19 is spreading in your community. This is especially important for people who are at higher risk of getting very sick (those 65 years of age and older, residents of a nursing home or long term care facility, people of all ages with underlying conditions such as chronic lung disease or moderate to severe asthma, those with serious heart conditions, those immunocompromised or severely obese or diabetic, or with chronic kidney or liver disease).

D. Cover coughs and sneezes

1. Cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow.
2. Throw used tissues in the trash.
3. Immediately wash your hands with soap and water for at least 20 seconds. If soap and water are not readily available, clean your hands with a hand sanitizer that contains at least 60% alcohol.

E. Wear a facemask if you are sick

**If you are sick:** You should wear a facemask when you are around other people (e.g., sharing a room or vehicle) and before you enter a healthcare provider's office. If you are not able to wear a facemask (for example, because it causes trouble breathing), then you should do your best to cover your coughs and sneezes, and people who are caring for you should wear a facemask if they enter your room.

**If you are NOT sick:** You do not need to wear a facemask unless you are caring

for someone who is sick (and they are not able to wear a facemask). Facemasks may be in short supply and they should be saved for caregivers.

F. Clean and disinfect

**Clean AND disinfect frequently touched surfaces daily.** This includes tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, and sinks.

**If surfaces are dirty, clean them:** Use detergent or soap and water prior to disinfection.

**To disinfect:** Most common EPA-registered household disinfectants will work. Use disinfectants appropriate for the surface. Options include:

- **Diluting your household bleach.** To make a bleach solution, mix:  
5 tablespoons (1/3rd cup) bleach per gallon of water  
OR  
4 teaspoons bleach per quart of water

Follow manufacturer's instructions for application and proper ventilation. Check to ensure the product is not past its expiration date. Never mix household bleach with ammonia or any other cleanser. Unexpired household bleach will be effective against coronaviruses when properly diluted.

- **Alcohol solutions.** Ensure solution has at least 70% alcohol.

**Other common EPA-registered household disinfectants.** Products expected to be effective against COVID-19 based on data for harder to kill viruses. Follow the manufacturer's instructions. Refer to and visit for guidance about the current list of products that meet EPA's criteria for use against SARS-CoV-2, the cause of COVID-19: <https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2> .

For detailed disinfection guidance, refer to:  
<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/cleaning-disinfection.html>

**APPENDIX B**  
**Covid-19 Temporary Human Resources Policy**

**UNAVOIDABLE EXPOSURE SAFETY PROTOCOLS**

It is imperative that all understand several key facts essential to personal and public safety. All employees and particularly Emergency Responders may be in a circumstance of possible exposure to the COVID-19 virus due to proximity or physical contact with another person.

The information below should inform employees' actions to remain safe and healthy. Employees are expected to follow the following protocols on the job and support others in doing so.

Be aware of and keep the following COVID-19 facts in mind.

- 1. Aspects of infection and the epidemiology of the COVID-19 virus are not fully understood, and won't be for months if not years.**
- 2. The COVID virus is microscopic, and is projected by sneeze, by cough, and probably by spittle.**
- 3. The microscopic virus is airborne for at least three (3) hours in any space of one infected, and then settles upon and survives on surfaces for two (2) days or longer, and possibly even longer on smooth/shiny surfaces. Employees should assume the virus may be on any surface and act accordingly.**

In light of the risks presented by the COVID-19 virus, the District and all employees will cooperate to follow these safeguards intended to protect everyone to the greatest extent possible:

1. Each employee will possess while at work hand sanitizer product deemed effective for COVID-19 pandemic use, in addition to the cleaning and disinfection supplies used at work.
2. Emergency Responders and other employees will endeavor to obtain and carry a face mask that can be worn when there is reason to suspect an encounter may be with an infected person. Supply is limited and availability and use will be restricted to personnel and circumstances of greatest need. *[NOTE: Sanitizing PPE unless undertaken properly pursuant to appropriate training and with proper resources may be ineffective. Further, reliance on PPE is only as effective as the totality of actions/behaviors – that is: touching face with gloved hand, contaminating equipment and handling it without PPE, and similar actions can defeat the effectiveness of the PPE itself.]*

3. In the event of an inadvertent exposure, or a close or physical contact with any person whenever that person could be infected, whether or not symptomatic (including a criminal, physical or threatening assault), employees involved in the contact will:
  - (a) If essential job duties require as in the case of a police officer or first responder who must do so for the protection of self or another, promptly control and contain any threatening, potentially infected person.
  - (b) If essential duties permit, disengage and separate yourself and others from the threat.
  - (c) DO NOT TOUCH your face or mouth.
  - (d) Immediately thoroughly wash hands with soap and warm/hot water if possible; otherwise use disinfectant or approved sanitizer FIRST on your hands.
  - (e) Once your hands have been thoroughly washed or disinfected, wash and/or sanitize your face.
  - (f) As soon as possible, shower and change to clean garments.
4. The COVID-19 virus is microscopic and fragile. Until more scientific evidence is available, we at least understand that the risk of transmission includes sneeze/cough/spittle, or close presence in a closed space occupied by an infected person. Also, that the virus can infect entering the body by mouth, nose and eyes. The practices described above represent the best information available at this time.
5. Preliminary indications are that a significant percentage of COVID-19 carriers may be asymptomatic. Therefore, everyone should use universal precautions in all human interactions.

**APPENDIX C**  
**Covid-19 Temporary Human Resources Policy**

**OREGON HEALTH AUTHORITY WORK EXCLUSION GUIDANCE**  
**FOR EMERGENCY RESPONDERS**

Effective March 27, 2020, the Oregon Health Authority issued guidance for Law Enforcement Healthcare Exposure, Work Exclusion Guidance, and Work Exclusion and Monitoring Determinations. This OHA guidance is applicable to all Emergency Responders.

In the context of sustained community transmission of COVID-19, all Emergency Responders should self-monitor for illness consistent with COVID-19 because all Emergency Responders are at risk for unrecognized exposures. Most Emergency Responders with **exposure** to confirmed or probable cases of COVID-19 may be allowed to work. They must monitor themselves diligently for symptoms.

Self-monitoring consists of measuring temperature twice daily and evaluating daily for the any of following signs:

- Measured temperature >100.0° F or subjective fever
- Cough
- Shortness of breath

**If any of these signs or symptoms develop, the Emergency Responder should not come to work and should notify supervisors. If symptoms develop at work, Emergency Responders must withdraw from close contact with others immediately, don a facemask (if not already wearing one), and notify the supervisor prior to leaving work. An Emergency Responder with acute respiratory illnesses should stay home until 72 hours after resolution of fever and cough and without the use of fever-reducing medication.**

The District will consult public health and medical authority regarding asymptomatic Emergency Responder and any other employee who had an exposure to a COVID-19 positive person. The decision to allow continued work should be made on an individual basis, with a thorough assessment of the Emergency Responder level of exposure, ability to reliably undergo daily active monitoring, usual level of contact with patients at high risk of complications, and the constraints that the Emergency Responder furlough would place on the District. Re-assignment of the Emergency Responder duties which does not interface with the public during the monitoring period may be considered. Any exposed Emergency Responder should undergo daily active monitoring prior to starting work. If an Emergency Responder develops even mild symptoms consistent with COVID-19, such employee must immediately don a facemask, notify the supervisor, leave work and self-isolate.

The following list describes the types of contact that would be considered high-risk exposure with a symptomatic individual:

- Fighting with or having close physical contact without required PPE (mask, eye protection, gown or other barrier protection, and gloves).
- Being in a closed space such as a patrol car without a facemask and eye protection (goggles or face shield), even if patient was masked.
- Being in a closed space such as the back of an ambulance with while aerosol-generating procedures are performed without all elements of full PPE requirements (respirator, eye protection, gown, and gloves).

### **Recommended Instructions for EMERGENCY RESPONDER Potentially Exposed to COVID-19**

The following are topic areas to guide education for potentially exposed Emergency Responder:

**1. Discuss why these steps are being taken:**

If work exclusion and active monitoring are necessary, convey why work exclusions are essential to prevent healthcare-associated infections, using non-punitive language. Explain that the purpose of ongoing home monitoring is to ensure that EMERGENCY RESPONDER do not develop symptoms of COVID-19 in the 14 days after the last exposure. For those with low-risk exposures, convey the importance of self-monitoring for fever or respiratory symptoms.

**2. Discuss the plan for work exclusion and monitoring:**

Discuss processes for work exclusion, active monitoring and self-monitoring.

**3. Educate on appropriate monitoring for symptoms:**

Instruct EMERGENCY RESPONDER on how to monitor for fever or respiratory symptoms. Stress that EMERGENCY RESPONDER should not come to work while ill. Ensure that excluded EMERGENCY RESPONDER have thermometers and, if supply allows, consider providing regular masks for use should they become symptomatic.

**4. Educate on social distancing:**

For those with exposures that necessitate work exclusion and active monitoring, educate on the need to avoid congregate settings, the sharing of personal household items, and any airplane travel for fourteen (14) days after the last exposure.

**5. Develop plan for what the EMERGENCY RESPONDER will do if they become symptomatic:**

Educate EMERGENCY RESPONDER to self-isolate in their home should they

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become symptomatic. Mildly symptomatic EMERGENCY RESPONDER are not required to seek care solely for the purposes of COVID-19 testing, but they should do so if they require medical evaluation or intervention. If seeking care, the EMERGENCY RESPONDER should first call their health care provider or local hospital to inform that they are being monitored for COVID-19 and will need follow-up medical care and testing.

**6. Discuss when it would be appropriate to return to work.**

See <http://healthoregon.org/hcpcovid19> "Return-to-Work Considerations for Exposed or Recovered HCP" section.

**APPENDIX D**  
**Covid-19 Temporary Human Resources Policy**

**IMPLICATIONS AND IMPACTS OF LAWS**

1. Health Insurance. Insurance plans will cover the costs of coronavirus testing not subject to deductibles, co-payments or co-insurance costs. Insurance coverage will continue as if employed during any FFCRA, FMLA/OFLA related absences.
2. Sick Leave and Vacation. Existing District policy and labor contract terms define benefits related to access to sick leave and vacation. These continue to apply subject to any accommodation to the COVID-19 emergency permitted by this policy. In nearly all, if not all cases, sick leave will be determined by District policy and the labor contracts. In certain circumstances this District policy provides benefits in excess of those required by the Oregon Paid Sick Leave law and the Families First Coronavirus Response Act ("FFCRA" or "Act").

FFCRA provides for up to eighty (80) hours of Emergency Paid Sick Leave (EPSL) for full time (pro-rated for part-time) under the following circumstances during the period April 1, 2020 through December 31, 2020. (Note: These circumstances and the EPSL described do not apply to those on layoff or furlough; under some circumstances EPSL may apply to an employee approved for remote tele-work. Employees entitled to EPSL will be paid the EPSL leave benefit first before any other paid time off entitlement to which the employee is entitled,)

Under the FFCRA, all full-time employees, not excluded as first responders or healthcare providers, are entitled to two (2) weeks (up to eighty (80) hours) of paid sick leave at the employee's regular rate of pay where the employee is unable to work because the employee is quarantined (pursuant to federal, state, or local government order or advice of a health care provider), and/or experiencing COVID-19 symptoms and seeking a medical diagnosis.

Alternatively, if the foregoing entitlements are used and exhausted, an employee may use District sick leave accruals necessary to care for a COVID-19 infected child or household member, and to care for a quarantined child or household member.

3. ADA, FMLA and OFLA. COVID-19 is not a disability but could lead to development of a disability. The District regards COVID-19 infection as a serious health condition.

Labor contract terms and laws apply to COVID-19 infection to the same extent as any other serious health condition, and guarantee twelve (12) weeks of protected leave per year for eligible employees in appropriate circumstances. This policy addresses separately issues related to exposures, infection, positive tests and quarantine.

Employees who are merely concerned about COVID-19 are not disabled and are not

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entitled to accommodation. Only qualified disabled employees have a right to consideration of reasonable accommodation such as a work from home arrangement, provided there is no undue hardship and that the accommodation does not pose a “direct threat” (defined by EEOC) to the safety of self or others.

4. Tele-work. The District will consider authorizing remote work from home when required by current laws. Tele-work will be permitted and facilitated when tele-work constitutes a reasonable accommodation and is required due to protected classification (employees with a serious health condition or underlying disabling condition that requires reasonable accommodation during the COVID-19 pandemic). In each case the District will weigh the following considerations of accommodation and practicality:

- (a) reasonableness and undue hardship;
- (b) reasonable and realistic capacity to manage and supervise the work;
- (c) capacity for appropriate communication and collaboration;
- (d) ability to establish and oversee expectations;
- (e) ability to monitor hours of work and productivity;
- (f) availability of technology resources and flexible arrangements to absorb costs to the employee of tele-work communication and connectivity;
- (g) for non-FLSA exempt employees, requirements for a clearly established system to track hours and monitor breaks and meal periods; and
- (h) whether the arrangement will adequately protect District interests including personal workspace safety, ergonomics, confidentiality of information, and communication needs.

5. Workers’ Compensation & COVID-19 Exposure. This policy does not address workers compensation insurance coverage or law related to exposures, nor does this policy describe a claimant’s burden of proof to show that a COVID-19 exposure was work-connected. Employees should treat any work-related exposure in the manner established for blood borne pathogens and file an appropriate accident report (SAIF Form 801) with the District with sufficient detail that will permit verification and risk assessment follow-up. In every such case, describe the facts, identify witnesses and the time and place, state why you believe the contact was with an infected person, and identify the infected person.

Employees should understand that the burden of proof required to establish liability for workers’ compensation benefits is high and in almost every case the benefits of earned leaves plus FFCRA leave entitlements together with health insurance will provide greater medical and financial benefits as a matter of right that the employee might expect to receive in the workers’ compensation system.

In every case the District will accept the Form 801 and immediately notify the workers compensation insurer, and investigate if appropriate. If an employee believes that a person has wrongfully exposed the employee to COVID-19, call 9-1-1 and request a

police immediate emergency response.

6. ADA, HIPAA & GINA Considerations. The District will administer this policy in accordance with federal and State law including the ADA, Health Insurance Portability and Accountability Act (HIPAA) and the Genetic Information Nondiscrimination Act of 2008 (GINA).
7. COBRA Coverage. COBRA requirements and rights may apply in the case of a furlough or layoff.
8. FLSA Considerations. FLSA exempt executive and administrative employees who are required to stay home due to COVID-19 issues must be paid salary through any workweek during which any compensable work is performed. FLSA exempt employees may be able to continue working while at home temporarily, and if this is an option, they will be paid their usual salary.