

Tillamook County Transportation District  
Board of Directors  
Regular Monthly Meeting



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

Thursday, May 21, 2020 at 6:00PM  
Transportation Building  
3600 Third Street, Tillamook, Oregon

Tillamook County Transportation District  
 Normal Trial Balance  
 From 4/30/2020 Through 4/30/2020

Account Code	Account Title	Debit Balance	Credit Balance
1001	General Checking Account	608,142.75	
1006	Payroll Checking	33,939.67	
1009	NW RIDES ACCOUNT	20,800.18	
1011	Prop. Mgmt. Checking	47,897.14	
1020	LGIP - General Account	847,392.59	
1030	LGIP - Capital Reserve	586,433.99	
1040	Petty Cash	200.00	
Report Total		2,144,806.32	0.00
Report Difference		2,144,806.32	

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

From 4/1/2020 Through 4/30/2020

	Current Period Actual	Current Period Budget	Current Year Actual	Total Budget	Total Budget Variance	83%
Resources						
Working Capital	3500	0.00	0.00	1,596,525.00	(1,596,525.00)	0.00%
Fares	4000	7,824.77	233,216.63	275,000.00	(41,783.37)	84.80%
Contract Revenue	4020	106,708.97	73,583.33	883,000.00	(188,020.55)	78.70%
Property Tax	4100	5,695.21	0.00	925,000.00	33,369.82	103.60%
Past Years Property Tax	4110	1,366.03	0.00	40,000.00	(15,851.04)	60.37%
State Timber Revenue	4120	0.00	0.00	250,000.00	(122,700.56)	50.91%
Mass Transit State Payroll Tax	4130	35,578.58	7,083.33	85,000.00	9,118.63	110.72%
STIF Formula	4135	84,305.00	0.00	287,000.00	22,837.00	107.95%
STIF Intercommunity	4136	4,002.00	0.00	320,000.00	(282,508.00)	11.71%
STIF Discretionary	4137	43,692.00	0.00	149,000.00	(105,308.00)	29.32%
Capital Grants	4210	724,960.00	197,852.00	791,414.00	(66,454.00)	91.60%
Grants - FTA 5311	4220	78,512.00	0.00	370,000.00	(53,148.00)	85.63%
NWOTA Partner Cont. Match	4225	0.00	0.00	48,000.00	(12,000.00)	75.00%
Grants - STF	4230	16,925.00	0.00	67,700.00	0.00	100.00%
Grants - 5311 (f)	4240	35,251.00	0.00	310,000.00	(186,844.00)	39.72%
Grants - 5310	4245	5,104.00	0.00	105,000.00	(58,957.00)	43.85%
Special Bus Operations	4300	0.00	83.33	1,000.00	958.98	195.89%
Miscellaneous Income	4400	0.00	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	2,135.59	2,000.00	22,000.00	8,732.37	139.69%
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	(4,000.00)	82.60%
Lease Operational Exp Income	4910	895.19	541.67	7,000.00	(122.79)	98.24%
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 4/1/2020 Through 4/30/2020

	Current Period Actual	Current Period Budget	Current Year Actual	Total Budget	Total Budget Variance	83%
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 94,632.00	0.00	94,632.00	46,786.00	47,846.00	202.26%
Transfer from NWOTA	4917 0.00	0.00	3,000.00	3,000.00	0.00	100.00%
Transfer from STIF Fund	4918 0.00	0.00	31,858.64	915,842.00	(883,983.36)	3.47%
<b>Total Resources</b>	<u>1,249,487.34</u>	<u>306,560.32</u>	<u>4,051,785.41</u>	<u>7,567,102.00</u>	<u>(3,515,316.59)</u>	<u>53.54%</u>
<b>Expenses</b>						
<b>Personnel Services</b>						
Payroll: Administration	5010 19,411.42	28,750.00	220,121.25	345,000.00	124,878.75	63.80%
Payroll: Dispatch	5020 6,718.34	9,583.33	76,970.79	115,000.00	38,029.21	66.93%
Payroll: Drivers	5030 61,397.68	96,791.67	823,949.92	1,161,500.00	337,550.08	70.93%
Payroll: Maintenance	5040 4,515.12	5,833.33	37,056.84	70,000.00	32,943.16	52.93%
Payroll Expense	5050 5,171.33	11,841.67	86,525.36	142,100.00	55,574.64	60.89%
Payroll Healthcare	5051 30,108.74	0.00	280,705.82	269,154.00	(11,551.82)	104.29%
Payroll Retirement	5052 4,259.33	0.00	48,860.72	75,600.00	26,739.28	64.63%
Payroll Veba	5053 3,252.26	0.00	57,496.07	66,000.00	8,503.93	87.11%
Workers Compensation Ins.	5055 2,115.00	1,875.00	30,976.70	22,500.00	(8,476.70)	137.67%
<b>Total Personnel Services</b>	<u>136,949.22</u>	<u>154,675.00</u>	<u>1,662,663.47</u>	<u>2,266,854.00</u>	<u>604,190.53</u>	<u>73.35%</u>
<b>Materials and Services</b>						
Professional Services	5100 14,159.00	8,979.17	125,177.81	112,750.00	(12,427.81)	111.02%
Administrative Support	5101 0.00	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 6,216.00	6,250.00	24,707.09	75,000.00	50,292.91	32.94%
Dues & Subscriptions	5120 0.00	1,000.00	7,926.00	12,000.00	4,074.00	66.05%
Office Equipment R&R	5140 225.71	250.00	2,263.96	3,000.00	736.04	75.46%

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Monthly BOD Report w/YTD Budget & Variance

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

From 4/1/2020 Through 4/30/2020

	Current Period Actual	Current Period Budget	Current Year Actual	Total Budget	Total Budget Variance	83%
5145 Computer R&M	3,210.22	3,625.00	30,427.27	43,500.00	13,072.73	69.94%
5150 Fees & Licenses	291.87	2,708.33	23,769.03	35,500.00	11,730.97	66.95%
5160 Insurance	0.00	7,000.00	79,852.00	84,000.00	4,148.00	95.06%
5170 Office Expenses	1,186.28	1,083.33	11,339.86	13,000.00	1,660.14	87.22%
5175 Board Expenses	350.00	833.33	11,403.90	10,000.00	(1,403.90)	114.03%
5180 Operational Expenses	8,766.71	3,500.01	41,725.55	42,000.00	274.45	99.34%
5185 Drug & Alcohol Administration	100.00	125.00	1,700.00	1,500.00	(200.00)	113.33%
5190 Marketing	25,565.16	5,458.33	60,624.24	65,500.00	4,875.76	92.55%
5191 Website Re-Design	2,953.26	0.00	2,953.26	164,560.00	161,606.74	1.79%
5210 Telephone Expense	823.65	1,750.00	12,980.10	21,500.00	8,519.90	60.37%
5220 Travel & Training	211.64	3,125.00	18,996.34	37,500.00	18,503.66	50.65%
5240 Vehicle Expense	13,249.73	16,666.67	251,022.61	200,000.00	(51,022.61)	125.51%
5245 Fuel Expenses	10,226.75	29,166.67	207,144.77	350,000.00	142,855.23	59.18%
5260 Postage	117.99	125.00	1,275.13	1,500.00	224.87	85.00%
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	7,000.00	8,400.00	1,400.00	83.33%
5285 Transit & Visitor Center Maint	1,356.04	1,250.00	14,660.13	15,000.00	339.87	97.73%
5290 General Operating Cont.	0.00	9,708.33	0.00	116,500.00	116,500.00	0.00%
5300 Property Operating Expenses	2,149.68	2,041.67	18,129.99	24,500.00	6,370.01	73.99%
5330 Flex Lease: Fees	0.00	83.33	220.00	1,000.00	780.00	22.00%
5340 Property Maint. & Repair	1,716.39	1,083.33	17,164.24	13,000.00	(4,164.24)	132.03%
5346 Operations Facility Maint.	145.73	208.33	2,582.67	2,500.00	(82.67)	103.30%
Total Materials and Services	93,721.81	109,626.41	998,889.38	1,488,577.00	489,687.62	67.10%
Special Payments						
5200 STF Payments to Recipients	900.00	300.00	20,916.00	20,914.00	(2.00)	100.00%

Monthly BOD Report w/YTD Budget & Variance

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**Tillamook County Transportation District**  
Financial Statement

From 4/1/2020 Through 4/30/2020

	Current Period Actual	Current Period Budget	Current Year Actual	Total Budget	Total Budget Variance	83%
STIF Payments to Recipients	1,250.00	0.00	5,000.00	5,000.00	0.00	100.00%
Total Special Payments	2,150.00	300.00	25,916.00	25,914.00	(2.00)	100.01%
Transfers						
Transfer to LGIP 5931	0.00	0.00	0.00	11,835.00	11,835.00	0.00%
Transfer to General Fund	94,632.00	0.00	129,490.64	864,476.00	734,985.36	14.97%
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	94,632.00	0.00	141,490.64	2,239,666.00	2,098,175.36	6.32%
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	1,512.50	1,250.00	4,537.50	15,000.00	10,462.50	30.25%
PUD Loan Expense	602.58	416.67	6,025.80	5,000.00	(1,025.80)	120.51%
OTIB Debt Service	13,155.22	0.00	26,310.44	29,591.00	3,280.56	88.91%
Total Debt Service	15,270.30	5,833.34	91,873.74	99,591.00	7,717.26	92.25%
Capital Purchases						
Building Repair & Renovation	1,150.70	0.00	1,409.62	22,500.00	21,090.38	6.26%
Admin. Expenses- Renovation	883.21	0.00	883.21	7,500.00	6,616.79	11.77%
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 4/1/2020 Through 4/30/2020

	Current Period Actual	Current Period Budget	Current Year Actual	Total Budget	Total Budget Variance	83%
6050	0.00	0.00	40,428.73	400,500.00	360,071.27	10.09%
Other Capital Projects	2,033.91	3,416.67	54,942.23	1,446,500.00	1,391,557.77	3.80%
Total Capital Purchases	17,304.21	9,250.01	146,815.97	1,546,091.00	1,399,275.03	9.50%
Total Capital Outlay	344,757.24	273,851.42	2,975,775.46	7,567,102.00	4,591,326.54	39.33%
Total Expenses						

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**Tillamook County Transportation District**  
**Financial Statement**  
**From 4/1/2020 Through 4/30/2020**

	Current Period Actual	Current Period Budget	Current Year Actual	Total Budget	Total Budget Variance	83%
<b>Resources</b>						
4026 NWR Revenue	284,713.49	262,500.00	3,579,085.55	3,150,000.00	429,085.55	113.62%
4400 Miscellaneous Income	0.00	29,166.67	0.00	350,000.00	(350,000.00)	0.00%
<b>Total Resources</b>	<u>284,713.49</u>	<u>291,666.67</u>	<u>3,579,085.55</u>	<u>3,500,000.00</u>	<u>79,085.55</u>	<u>102.26%</u>
<b>Expenses</b>						
<b>Personnel Services</b>						
5010 Payroll: Administration	20,207.88	26,250.00	213,108.95	315,000.00	101,891.05	67.65%
5041 Payroll: Indirect	1,080.00	1,000.00	19,837.43	12,000.00	(7,837.43)	165.31%
5050 Payroll Expense	1,444.05	6,250.00	15,924.32	75,000.00	59,075.68	21.23%
5051 Payroll Healthcare	9,476.19	0.00	79,527.60	15,000.00	(64,527.60)	530.18%
5052 Payroll Retirement	976.46	0.00	10,827.31	2,000.00	(8,827.31)	541.36%
5053 Payroll Veba	948.02	0.00	12,087.28	2,000.00	(10,087.28)	604.36%
5055 Workers Compensation Ins.	0.00	0.00	205.54	0.00	(205.54)	0.00%
<b>Total Personnel Services</b>	<u>34,132.60</u>	<u>33,500.00</u>	<u>351,518.43</u>	<u>421,000.00</u>	<u>69,481.57</u>	<u>83.50%</u>
<b>Materials and Services</b>						
5100 Professional Services	80.00	1,666.67	6,933.50	20,000.00	13,066.50	34.66%
5120 Dues & Subscriptions	0.00	125.00	0.00	1,500.00	1,500.00	0.00%
5140 Office Equipment R&R	225.22	208.33	2,811.65	2,500.00	(311.65)	112.46%
5145 Computer R&M	2,587.00	1,250.00	18,744.95	15,000.00	(3,744.95)	124.96%
5150 Fees & Licenses	0.00	166.67	10,524.99	2,000.00	(8,524.99)	526.24%
5160 Insurance	0.00	166.67	0.00	2,000.00	2,000.00	0.00%
5170 Office Expenses	618.17	1,150.00	4,067.72	13,800.00	9,732.28	29.47%
5180 Operational Expenses	0.00	208.33	778.87	2,500.00	1,721.13	31.15%
5210 Telephone Expense	223.00	1,666.67	15,503.44	20,000.00	4,496.56	77.51%

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

From 4/1/2020 Through 4/30/2020

	Current Period Actual	Current Period Budget	Current Year Actual	Total Budget	Total Budget Variance	83%	
Travel & Training	5220	0.00	750.00	1,545.53	9,000.00	7,454.47	17.17%
Postage	5260	166.44	416.67	605.50	5,000.00	4,394.50	12.11%
Purchased Transportation	5265	99,758.46	200,000.00	2,699,654.14	2,400,000.00	(299,654.14)	112.48%
Member Mileage Reimbursement	5266	0.00	15,833.33	185,684.00	190,000.00	4,316.00	97.72%
Volunteer Mileage Reimburse	5267	12,020.93	29,166.67	290,663.97	350,000.00	59,336.03	83.04%
Office Rent	5281	400.00	400.00	4,000.00	4,800.00	800.00	83.33%
Property Operating Expenses	5300	123.80	75.00	937.20	900.00	(37.20)	104.13%
Total Materials and Services		116,203.02	253,250.01	3,242,455.46	3,039,000.00	(203,455.46)	106.69%
Capital Outlay							
Capital Purchases							
Ecolane Investment	6022	0.00	3,333.33	0.00	40,000.00	40,000.00	0.00%
Total Capital Purchases		0.00	3,333.33	0.00	40,000.00	40,000.00	0.00%
Total Capital Outlay		0.00	3,333.33	0.00	40,000.00	40,000.00	0.00%
Total Expenses		150,335.62	290,083.34	3,593,973.89	(93,973.89)	102.68%	

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**Tillamook County Transportation District**

Check/Voucher Register  
 1001 - General Checking Account  
 From 4/1/2020 Through 4/30/2020

Document Number	Document Date	Transaction Amount	Payee	Transaction Description
15268	4/2/2020	1,541.45	ADP, LLC	ADP PAYROLL SERVICES
15269	4/2/2020	180.00	ALL CLEAR AUDIO AND GLASS LLC	ROCK CHIP REPAIR
15270	4/2/2020	220.00	BIO-MED TESTING SERVICE, INC.	FEBRUARY DRUG TESTING
15271	4/2/2020	101.78	BRENT OLSON	MILEAGE/BUS SHUTTLE
15271	4/2/2020	117.88	BRENT OLSON	MILEAGE/BUS SHUTTLE
15272	4/2/2020	900.00	Care Inc.	STF QTR PAYMENT
15272	4/2/2020	1,250.00	Care Inc.	STF QTR PAYMENT
15273	4/2/2020	700.00	City Of Tillamook	TRANSIT CENTER LEASE
15274	4/2/2020	2,603.01	Coast Printing & Stationery	BROCHURES
15275	4/2/2020	106.41	COMCAST	COMCAST
15276	4/2/2020	50.00	CRYSTAL AND SIERRA SPRINGS	WATER
15277	4/2/2020	127.40	CENTURYLINK	TELEPHONE
15278	4/2/2020	50.00	Gary A. Hanenkrat	BOARD MEETING 03192020
15279	4/2/2020	1,498.00	GenXsys Solutions, LLC	COMPUTER SUPPORT
15280	4/2/2020	1,755.00	INNOVA LEGAL ADVISORS	LEGAL/TRANSIT CENTER
15281	4/2/2020	50.00	JACKIE EDWARDS	BOARD MEETING 031920
15282	4/2/2020	50.00	JIM HUFFMAN	BOARD MEETING 031920
15283	4/2/2020	4,820.50	JORDAN SCHRADER RAMIS, PC	PROPANE AND LEGAL
15284	4/2/2020	50.00	JUDY RIGGS	BOARD MEETING 03192020
15285	4/2/2020	491.67	KITTELSON & ASSOCIATES, INC.	STIF PLANNING
15286	4/2/2020	914.42	LES SCHWAB WAREHOUSE CENTER	TIRES
15287	4/2/2020	50.00	Linda Adler	BOARD MEETING 031920
15288	4/2/2020	4,329.00	Marie Mills Center, Inc	STF QTR PMNT
15289	4/2/2020	50.00	MARTY HOLM	BOARD MEETING 03192020
15290	4/2/2020	50.00	MELISSA CARLSON-SWANSON	BOARD MEETING 031920
15291	4/2/2020	115.00	North Coast Lawn	LAWN MAINTENANCE
15292	4/2/2020	1,000.00	NATHAN LEVIN	SALEM LEASE
15293	4/2/2020	870.00	NELSON NYGAARD	PLANNING
15294	4/2/2020	8.59	Office Depot Credit Plan	OFFICE SUPPLIES
15294	4/2/2020	89.98	Office Depot Credit Plan	OFFICE SUPPLIES
15295	4/2/2020	150.00	PC-NEST. VALLEY CHAMBER OF COM	PACIFIC CITY COC DUES
15296	4/2/2020	145.06	Pacific Office Automation	COPIES
15297	4/2/2020	909.60	PETROCARD INC.	FUEL
15297	4/2/2020	1,101.44	PETROCARD INC.	fuel
15298	4/2/2020	225.22	Pacific Office Automation	COPIER LEASE
15299	4/2/2020	8.00	RJ'S LOCK & KEY LLC	SALEM OFFICE KEY
15300	4/2/2020	160.26	Rosenberg Builders Supply	SHOP SUPPLIES
15301	4/2/2020	14,154.68	Sheldon Oil Distributors	fuel
15302	4/2/2020	810.00	Tillamook Chamber of Commerce	ADVERTISING
15303	4/2/2020	43.28	Tillamook PUD	ELECTRIC
15303	4/2/2020	30.90	Tillamook PUD	ELECTRIC
15304	4/7/2020	1,358.50	24/7 TRUCK AND AUTO SERVICE	BUS 18
15304	4/7/2020	1,776.50	24/7 TRUCK AND AUTO SERVICE	BUS 27
15305	4/7/2020	9,995.00	ADVANCED DIESEL SERVICE	bus 300
15306	4/7/2020	295.60	ALSCO - Portland Linen	MAT SERVICE
15307	4/7/2020	191.20	Batteries Northwest	BATTERIES
15308	4/7/2020	39.75	CAR CARE SPECIALISTS, INC.	DEF
15309	4/7/2020	637.68	Advance Auto Parts	VEHICLE EXPENSE
15310	4/7/2020	1,239.23	O'REILLY AUTOMOTIVE STORES	VEHICLE EXPENSE
15311	4/7/2020	948.57	DOUGLAS PILANT	MILEAGE 10/2019-03/08/2020
15312	4/7/2020	342.00	GenXsys Solutions, LLC	COMPUTER SUPPORT
15313	4/7/2020	2,915.22	LES SCHWAB WAREHOUSE CENTER	TIRES
15314	4/7/2020	1,218.71	Marie Mills Center, Inc	JANITORIAL TRANSIT CENTER
15315	4/7/2020	309.86	McCOY FREIGHTLINER	bus 301
15315	4/7/2020	2,597.35	McCOY FREIGHTLINER	BUS 302
15315	4/7/2020	3,521.90	McCOY FREIGHTLINER	BUS 30
15315	4/7/2020	592.96	McCOY FREIGHTLINER	BUS 301

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**Tillamook County Transportation District**

Check/Voucher Register  
 1001 - General Checking Account  
 From 4/1/2020 Through 4/30/2020

Document Number	Document Date	Transaction Amount	Payee	Transaction Description
15316	4/7/2020	2,162.49	DAVISON AUTO PARTS, INC.	VEHICLE EXPENSES
15317	4/7/2020	976.20	NORTHSIDE FORD	VEHICLE EXPENSE
15318	4/7/2020	3.00	OR DEPT OF MOTOR VEHICLES	DRIVER RECORDS
15319	4/7/2020	146.88	PACIFIC CITY SUN	advertising
15319	4/7/2020	146.88	PACIFIC CITY SUN	advertising
15319	4/7/2020	146.88	PACIFIC CITY SUN	advertisiing
15320	4/7/2020	2,218.78	PETERSON TRUCKS INC	bus 18
15320	4/7/2020	189.07	PETERSON TRUCKS INC	bus 18
15320	4/7/2020	(48.00)	PETERSON TRUCKS INC	credit for return
15321	4/7/2020	100.00	PORT OF TILLAMOOK BAY	BUS STORAGE
15322	4/7/2020	157.50	Prevailing Communications	bus 200 radio
15323	4/7/2020	158.08	Schetky Northwest Sales, Inc.	INVENTORY
15324	4/7/2020	1,312.09	Tillamook Motor Co.	VEHICLE EXPENSE
15325	4/7/2020	48.00	TILLAMOOK COUNTY SHOPPER, LLC	BUDGET MEETING
15325	4/7/2020	48.00	TILLAMOOK COUNTY SHOPPER, LLC	MEETING NOTICE
15326	4/7/2020	390.00	TRANSPORT WISDOM, LTD	CDL TESTING
15327	4/7/2020	49.95	VANIR BROADBAND, INC.	INTERNET
15328	4/7/2020	274.56	VERIZON	TABLET DATA
15329	4/7/2020	2,044.80	WEST COAST EXHAUST	VEHICLE EXPENSE
15330	4/7/2020	1,183.55	Western Bus Sales	VEHICLE EXPENSE
15331	4/7/2020	13,155.22	Oregon Department of Transport	TRANSIT CENTER LOAN
15332	4/7/2020	2,115.00	SPECIAL DISTRICTS INS. SERVICE	REIMBURSEMENT OF MEDICAL EXPENSES ON CLAIMS
15349	4/17/2020	4,136.19	Columbia Pacific Economic	NWOTA ADMINISTRATION
15350	4/17/2020	400.31	Fred Meyer Customer Charges	CARD CHARGES
15351	4/17/2020	1,117.41	CARDMEMBER SERVICE	CARD CHARGES
15352	4/17/2020	850.00	CoastCom, Inc.	COAST COM MARCH
15353	4/23/2020	285.00	24/7 TRUCK AND AUTO SERVICE	bus 30 flat tire
15353	4/23/2020	627.00	24/7 TRUCK AND AUTO SERVICE	BUS 304 BRAKE REPAIR
15354	4/23/2020	100.00	BIO-MED TESTING SERVICE, INC.	DRUG SCREENING
15355	4/23/2020	100.63	BRENT OLSON	BUS SHUTTLE 207
15356	4/23/2020	159.00	CAR CARE SPECIALISTS, INC.	DEF
15357	4/23/2020	99.20	COUNTRY MEDIA	BUDGET MEETING NOTICE
15357	4/23/2020	99.20	COUNTRY MEDIA	BUDGET MEETING NOTICE
15357	4/23/2020	430.00	COUNTRY MEDIA	ADVERTISING JOB POSTING
15358	4/23/2020	97.38	CUMMINS NORTHWEST, LLC	INVENTORY
15358	4/23/2020	1,196.16	CUMMINS NORTHWEST, LLC	INVENTORY
15358	4/23/2020	82.32	CUMMINS NORTHWEST, LLC	INVENTORY
15358	4/23/2020	77.17	CUMMINS NORTHWEST, LLC	BUS 300 EMISSION REPAIR
15358	4/23/2020	3,073.31	CUMMINS NORTHWEST, LLC	bus 300 emiision repair
15359	4/23/2020	81.00	FleetPride, Inc.	SHOP INVENTORY
15360	4/23/2020	1,336.37	GenXsys Solutions, LLC	COVID RELATED COMPUTER SET I SHOP
15360	4/23/2020	375.85	GenXsys Solutions, LLC	COMPUTER SUPPORT
15360	4/23/2020	1,498.00	GenXsys Solutions, LLC	COMPUTER SUPPORT
15361	4/23/2020	2,340.00	INNOVA LEGAL ADVISORS	LEGAL/COVID-HAZARD PAY/GENE ADMIN
15362	4/23/2020	3,189.74	KITTELSON & ASSOCIATES, INC.	STIF PLANNING
15363	4/23/2020	155.00	MAC TOOLS DISTRIBUTING	41PC STUBBY IMPACT BIT/TOOLS
15364	4/23/2020	34.24	Office Depot Credit Plan	SCREEN WIPES
15364	4/23/2020	105.27	Office Depot Credit Plan	PAPER & LABELS
15364	4/23/2020	28.76	Office Depot Credit Plan	MOUSE
15365	4/23/2020	146.88	PACIFIC CITY SUN	ADVERTISING
15366	4/23/2020	877.50	PETROCARD INC.	FUEL
15367	4/23/2020	225.71	Pacific Office Automation	COPIER LEASE
15368	4/23/2020	1,886.00	SPECIAL DISTRICTS INS. SERVICE	OPERATION/BUSINESS PLAN DEVELOPMENT

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**Tillamook County Transportation District**

Check/Voucher Register

1001 - General Checking Account

From 4/1/2020 Through 4/30/2020

<u>Document Number</u>	<u>Document Date</u>	<u>Transaction Amount</u>	<u>Payee</u>	<u>Transaction Description</u>
15369	4/23/2020	29.10	TILLAMOOK DIESEL REPAIR	SHOP INVENTORY
15370	4/23/2020	42.83	Tillamook PUD	LARGE BUS BARN
15370	4/23/2020	30.90	Tillamook PUD	SMALL BUS BARN
15371	4/23/2020	14,863.00	TRILLIUM SOLUTIONS, INC.	NWOTA MARKETING
15371	4/23/2020	2,953.26	TRILLIUM SOLUTIONS, INC.	NWOTA WEBSITE
15371	4/23/2020	<u>9,180.00</u>	TRILLIUM SOLUTIONS, INC.	NWOTA MARKETING
Report Total		<u>149,147.18</u>		

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**Tillamook County Transportation District**

Check/Voucher Register

1006 - Payroll Checking

From 4/1/2020 Through 4/30/2020

<u>Document Number</u>	<u>Document Date</u>	<u>Payee</u>
5562	4/7/2020	SPECIAL DISTRICTS INS. SERVICE
5563	4/7/2020	PACIFIC SOURCE
5564	4/13/2020	HRA VEBA TRUST
5565	4/30/2020	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 4/1/2020 Through 4/30/2020

<u>Document Number</u>	<u>Document Date</u>	<u>Transaction Amount</u>	<u>Payee</u>	<u>Transaction Description</u>
4286	4/2/2020	425.00	North Coast Lawn	LAWN MAINTENANCE
4287	4/2/2020	750.00	PLANNING SOLUTIONS	TILLAMOOK COUNTY EVACUATION
4288	4/2/2020	2,390.98	Tillamook PUD	ELECTRIC AND LOAN
4289	4/7/2020	600.00	CHRISSEY'S CLEANING SERVICE	MARCH JANITORIAL
4290	4/7/2020	514.77	Marie Mills Center, Inc	JANITORIAL 3RD ST
4291	4/7/2020	315.30	TILLAMOOK CITY UTILITIES	WATER & SEWER
4292	4/7/2020	166.95	CITY SANITARY SERVICE	GARBAGE
4293	4/23/2020	883.21	E C COMPANY	TRAINING ROOM WIRING/LIGHTING
4294	4/23/2020	2,332.25	Tillamook PUD	ELECTRIC AND LOAN
4295	4/23/2020	<u>1,512.50</u>	U.S. BANK	FLEXLEASE INTEREST
Report Total		<u>9,890.96</u>		

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<b>UMPQUA BANK: CLOSING DATE 4/25/2020</b>			
<b>Date</b>	<b>Vendor</b>	<b>Description of Transaction</b>	<b>Amount</b>
		<b>DOUG PILANT</b>	
13-Apr	ADOBE	SOFTWARE	\$ 179.88
			<b>\$ 179.88</b>
		<b>CATHY BOND</b>	
04/02/20	TILLAMOOK ELECTRONICS	HDMI ADAPTERS/NWR/COVID	\$ 354.00
04/02/20	RJS LOCK AND KEY	DISPATCH SET UP/COVID	\$ 28.00
04/03/20	ENDICIA	NWR POSTAGE	\$ 9.95
04/06/20	ADOBE	SOFTWARE	\$ 24.99
04/06/20	ENDICIA	NWR POSTAGE	\$ 56.49
04/09/20	THE FERN	STAFF MEALS/CATHY, BRENT, TABATHA	\$ 40.65
04/16/20	USPS	NWR POSTAGE	\$ 100.00
04/23/20	IRON MTN	SHREDDING	\$ 82.50
			<b>\$ 696.58</b>
		<b>BRENT OLSON</b>	
03/27/20	SAFEWAY	ALL STAFF MEALS/COVID	\$ 23.47
03/31/20	EMIST DISINFECTION	DISINFECTION/COVID	\$ 3,039.99
04/23/20	MCDONALDS	MEALS/BUS SHUTTLE	\$ 5.18
			<b>\$ 3,068.64</b>
		<b>TABATHA WELCH</b>	
03/27/20	PIZZA HUT	ALL STAFF MEALS/COVID	\$ 194.53
04/01/20	SUBWAY	ALL STAFF MEALS/COVID	\$ 160.62
04/10/20	PACIFIC RESTAURANT	ALL STAFF MEALS/COVID	\$ 12.60
04/13/20	PACIFIC RESTAURANT	ALL STAFF MEALS/COVID	\$ 337.50
04/16/20	ENDICIA	POSTAGE	\$ 17.99
04/17/20	USPS	POSTAGE	\$ 100.00
04/20/20	LAS MARGARITAS	ALL STAFF MEALS/COVID	\$ 400.00
04/22/20	WAVECELL	FACE SHIELDS/COVID	\$ 270.00
			<b>\$ 1,493.24</b>
		<b>CLAYTON NORRBOM</b>	
03/27/20	JACK IN THE BOX	MEALS/BUS SHUTTLE	\$ 17.86
04/06/20	JACK IN THE BOX	MEALS/BUS SHUTTLE	\$ 20.24
04/09/20	SAFEWAY	CLEANING SUPPLIES/COVID	\$ 15.97
04/10/20	SUBWAY	MEALS/CLEAN SHELTERS/COVID	\$ 21.79
04/15/20	COSTCO	OFFICE SUPPLIES/BATTERIES	\$ 144.40
04/16/20	CARLS JR	MEALS/BUS MAINTENANCE	\$ 15.58
			<b>\$ 235.84</b>
		<b>STATEMENT TRUE UP</b>	
		<b>Charges total</b>	<b>\$ 5,674.18</b>
		<b>Grand Total</b>	<b>\$ 5,674.18</b>
<b>APPROVAL</b>	<b>DATE</b>		



**April 2020 Statement**

Open Date: 03/25/2020 Closing Date: 04/23/2020

Account 790

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

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

<b>New Balance</b>	<b>\$5,674.18</b>
<b>Minimum Payment Due</b>	<b>\$57.00</b>
<b>Payment Due Date</b>	<b>05/22/2020</b>

<b>Reward Points</b>	
Earned This Statement	6,900
Reward Center Balance as of 04/22/2020	32,169
For details, see your rewards summary.	

<b>Activity Summary</b>		
Previous Balance	+	\$1,192.89
Payments	-	\$1,192.89 <sup>CR</sup>
Other Credits		\$0.00
Purchases	+	\$5,674.18
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>\$5,674.18</b>
<b>Past Due</b>		<b>\$0.00</b>
<b>Minimum Payment Due</b>		<b>\$57.00</b>
Credit Line		\$10,000.00
Available Credit		\$4,325.82
Days in Billing Period		30

**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

741.82

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

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

000031017 01 SP 000638443226654 P Y

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



Account Number	790
Payment Due Date	5/22/2020
New Balance	\$5,674.18
Minimum Payment Due	\$57.00

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 04/22/2020	
Rewards Center Activity*	0
Rewards Center Balance	32,169

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

Rewards Earned	This Statement	Year to Date
Points Earned on Net Purchases	4,447	9,100
Gas, Restaurants & Telecom Double Points	2,453	4,032
<b>Total Earned</b>	<b>6,900</b>	<b>13,132</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)

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

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
<b>Purchases and Other Debits</b>					
04/13	04/12	8474	ADOBE *800-833-6687 ADOBE.LY/ENUS CA	\$179.88	_____
			<b>Total for Account</b>	<b>7808</b>	_____
				<b>\$179.88</b>	_____

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

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
<b>Purchases and Other Debits</b>					
04/02	03/31	6175	TILLAMOOK ELECTRONICS TILLAMOOK OR	\$354.00	_____
04/02	03/31	4571	RJS LOCK AND KEY TILLAMOOK OR	\$28.00	_____
04/03	04/02	9054	ENDICIA 800-576-3279 CA	\$9.95	_____
04/06	04/05	2328	ADOBE ACROPRO SUBS 408-536-6000 CA	\$24.99	_____
04/06	04/03	7807	ENDICIA STORE 800-576-3279 CA	\$56.49	_____
04/09	04/08	4379	THE FERN CAFE TILLAMOOK OR	\$40.65	_____
04/16	04/14	8001	USPS STAMPS ENDICIA 310-482-5800 CA	\$100.00	_____

Continued on Next Page

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

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
04/23	04/22	3093	IRON MOUNTAIN 800-934-3453 MA	\$82.50	_____
			<b>Total for Account</b>	<b>2022</b>	<b>\$696.58</b>

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

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
<b>Purchases and Other Debits</b>					
03/27	03/25	0029	PIZZA HUT #440 https://ipcha OR	\$194.53	_____
04/01	03/30	2553	SUBWAY 00999912 305-6700041 FL	\$160.62	_____
04/10	04/09	2051	SQ *PACIFIC RESTAURANT Tillamook OR	\$12.60	_____
04/13	04/10	1448	SQ *PACIFIC RESTAURANT Tillamook OR	\$337.50	_____
04/16	04/15	5723	ENDICIA 800-576-3279 CA	\$17.99	_____
04/17	04/15	7097	USPS STAMPS ENDICIA 310-482-5800 CA	\$100.00	_____
04/20	04/17	5076	SQ *LAS MARGARITAS Tillamook OR	\$400.00	_____
04/22	04/21	2841	IN *WAVECEL, LLC 503-8880433 OR	\$270.00	_____
			<b>Total for Account</b>	<b>4146</b>	<b>\$1,493.24</b>

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

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
<b>Purchases and Other Debits</b>					
03/27	03/25	0253	SAFEWAY #2723 TILLAMOOK OR	\$23.47	_____
03/31	03/30	3806	EMIST DISINFECTION SOL EMIST.COM TX	\$3,039.99	_____
04/23	04/21	2021	MCDONALD'S F 12952 NORTH PLAINS OR	\$5.18	_____
			<b>Total for Account</b>	<b>349</b>	<b>\$3,068.64</b>

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

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
<b>Purchases and Other Debits</b>					
03/27	03/25	4605	JACK IN THE BOX 7136 SALEM OR	\$17.86	_____
04/06	04/03	6484	JACK IN THE BOX 7179 NEWBERG OR	\$20.24	_____
04/09	04/07	0145	SAFEWAY #2723 TILLAMOOK OR	\$15.97	_____
04/10	04/08	4905	SUBWAY 03170743 TILLAMOOK OR	\$21.79	_____
04/15	04/14	0857	COSTCO WHSE #0068 SALEM OR	\$144.40	_____
04/16	04/14	0297	CARLS JR RESTAURANTS 8 SALEM OR	\$15.58	_____
			<b>Total for Account</b>	<b>5675</b>	<b>\$235.84</b>

**Transactions BILLING ACCOUNT ACTIVITY**

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
<b>Payments and Other Credits</b>					
04/20	04/20	8	PAYMENT THANK YOU	\$75.48	CR
04/20	04/20	8	PAYMENT THANK YOU	\$1,117.41	CR
<b>Total for Account 4798 5100 5350 7790</b>				<b>\$1,192.89</b>	<b>CR</b>

<b>2020 Totals Year-to-Date</b>	
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	\$5,674.18	\$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

[myaccountaccess.com](http://myaccountaccess.com)
*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

APR 2020

RIDERSHIP BY SERVICE TYPE	APR 2020	APR 2019	YTD FY 19-20	YTD FY 18-19	YTD % Change
<b><u>Dial-A-Ride Service</u></b>					
Tillamook County	450	958	9,708	9,058	7.2%
NW Rides	177	784	6,577	7,136	-7.8%
<b>Dial-A-Ride Total</b>	<b>627</b>	<b>1,742</b>	<b>16,285</b>	<b>16,194</b>	<b>0.6%</b>
<b><u>Deviated Fixed Route Service</u></b>					
Rt 1: Town Loop	1,724	3,620	34,902	36,847	-5.3%
Rt 2: Netarts/Oceanside	301	433	6,551	5,788	13.2%
Rt 3: Manzanita/Cannon Beach	1,409	2,687	28,233	28,807	-2.0%
Rt 4: Lincoln City	589	1,230	13,354	12,226	9.2%
<b>Local Fixed Rt Total</b>	<b>4,023</b>	<b>7,970</b>	<b>83,040</b>	<b>83,668</b>	<b>-0.8%</b>
<b><u>Intercity Service</u></b>					
Rt 5: Portland	164	795	7,333	8,638	-15.1%
Rt 60X: Salem	199	822	8,739	8,760	-0.2%
Rt 70X: Grand Ronde	36	522	3,942	5,023	-21.5%
<b>Inter City Total</b>	<b>399</b>	<b>2,139</b>	<b>20,014</b>	<b>22,421</b>	<b>-10.7%</b>
<b><u>Other Services</u></b>					
Tripper Routes	7	202	958	1,612	-40.6%
Special Bus Operations	0	0	1,327	1,165	13.9%
<b>Other Services Total</b>	<b>7</b>	<b>202</b>	<b>2,285</b>	<b>2,777</b>	<b>-17.7%</b>
<b>TOTAL ALL SERVICES</b>	<b>5,056</b>	<b>12,053</b>	<b>121,624</b>	<b>125,060</b>	<b>-2.7%</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)	2,647	100	65,418	67,707	-3.4%
Senior/Disabled	1,457	502	47,865	48,021	-0.3%
Child/Youth (less than 18 years of age)	325	25	8,341	9,332	-10.6%
<b>Total</b>	<b>4,429</b>	<b>627</b>	<b>121,624</b>	<b>125,060</b>	<b>-2.7%</b>

OTHER RIDER CATEGORIES	Fixed		YTD	YTD	YTD %
	Route	DAR	FY 19-20	FY 18-19	Change
Ride Connection	14		755	802	-5.9%
Tillamook Bay Community College	54		2,037	2,654	-23.2%
NWOTA Visitor Pass	14		1,201	1,402	-14.3%
NW Rides		165	5,922	6,333	-6.5%
Helping Hands Shuttle		62	1,329	643	106.7%

## MONTHLY PERFORMANCE

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

### Dial-A-Ride Services

Apr-19	1.4	61.5%	62.20
Jan-20	1.5	51.1%	78.07
Feb-20	1.5	52.7%	75.58
Mar-20	1.6	53.6%	76.90
Apr-20	1.6	53.4%	76.97
<b>STANDARD</b>	<b>1.3</b>	<b>65.3%</b>	<b>56.36</b>

### Deviated Fixed Routes

Apr-19	5.7	9.3%	64.08
Jan-20	6.1	7.6%	78.42
Feb-20	6.1	8.5%	75.95
Mar-20	5.9	8.1%	76.51
Apr-20	5.6	7.7%	76.59
<b>STANDARD</b>	<b>7.0</b>	<b>12.4%</b>	<b>64.60</b>

### Intercity Services

Apr-19	3.0	21.5%	72.42
Jan-20	3.1	16.6%	90.61
Feb-20	3.1	16.9%	87.68
Mar-20	2.9	15.9%	88.54
Apr-20	2.7	14.8%	88.43
<b>STANDARD</b>	<b>2.9</b>	<b>31.5%</b>	<b>72.86</b>

### Other Services

Apr-19	6.4	7.0%	54.60
Jan-20	5.3	9.3%	68.77
Feb-20	5.3	9.6%	66.63
Mar-20	5.4	9.5%	66.85
Apr-20	5.4	9.4%	67.15
<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

Tillamook County Transportation District

Actual FY 2019/2020

Year-to-Date Statistics and Performance

	Thru Apr 2020		5/14/2020													
Route/Run	YTD Revenue (\$)	YTD Passngs	YTD Service Hours	YTD Paid Hours	YTD Service Miles	Mileage Based Costs	Hourly Based Costs (\$)	Direct Cost (\$)	Indirect Costs (\$)	Total Costs (\$)	Hourly Rate (\$)	Passngs per Hour	Farebox Ratio	Passngr/ \$ Subsidy	Average Fare (\$)	Revenue/ Service Hour (\$)
<u>Dial-A-Ride Service</u>																
Dial-A-Ride	28,765	9,708	3,709	4,570	66,054	42,617	159,373	8,686	54,678	265,354	71.54	2.6	10.8%	0.04	2.96	7.75
NW Rides	394,783	6,577	6,588	8,799	186,130	120,087	283,073	15,428	108,640	527,227	80.03	1.0	74.9%	0.05	60.02	59.92
Total DAR	423,548	16,285	10,298	13,369	252,184	162,703	442,445	24,114	163,318	792,581	76.97	1.6	53.4%	0.04	26.01	41.13
<u>Deviated Route</u>																
01 Town Loop	23,629	34,902	3,801	4,320	51,840	33,446	163,314	8,901	53,377	259,038	68.15	9.2	9.1%	0.15	0.68	6.22
02 Netarts/Oceanside	7,083	6,551	2,001	2,694	44,100	28,452	85,975	4,686	30,914	150,027	74.98	3.3	4.7%	0.05	1.08	3.54
03 Manzanita	35,691	28,233	5,475	6,000	141,720	91,434	235,253	12,822	88,116	427,625	78.10	5.2	8.3%	0.07	1.26	6.52
04 Lincoln City	20,325	13,354	3,501	4,148	117,440	75,770	150,425	8,198	60,834	295,226	84.33	3.8	6.9%	0.05	1.52	5.81
Total Deviated Route	86,728	83,040	14,778	17,162	355,100	229,102	634,967	34,607	233,240	1,131,916	76.59	5.6	7.7%	0.08	1.04	5.87
<u>Intercity</u>																
05 Portland	67,676	7,333	2,940	3,240	94,200	60,776	133,204	6,885	50,345	251,210	85.45	2.5	26.9%	0.04	9.23	23.02
60X Salem	23,541	8,739	2,705	3,322	109,015	70,334	122,548	6,334	50,060	249,276	92.16	3.2	9.4%	0.04	2.69	8.70
70X Grand Ronde	5,622	3,942	1,730	2,173	60,177	38,825	78,391	4,052	30,422	151,689	87.67	2.3	3.7%	0.03	1.43	3.25
Total Intercity	96,840	20,014	7,375	8,735	263,392	169,935	334,143	17,270	130,827	652,175	88.43	2.7	14.8%	0.04	4.84	13.13
<u>Other Services</u>																
Trippers	624	958	147	363	1,534	990	6,337	345	1,990	9,662	65.51	6.5	6.5%	0.11	0.65	4.23
Special Bus Operation	2,039	1,327	273	352	3,680	2,374	11,719	639	3,823	18,555	68.03	4.9	11.0%	0.08	1.54	7.48
Total Other Services	2,663	2,285	420	715	5,214	3,364	18,056	984	5,813	28,217	67.15	5.4	9.4%	0.09	1.17	6.34
<b>Total TCTD Services</b>	<b>609,778</b>	<b>121,624</b>	<b>32,871</b>	<b>39,981</b>	<b>875,891</b>	<b>565,104</b>	<b>1,429,611</b>	<b>76,975</b>	<b>533,198</b>	<b>2,604,889</b>	<b>79.25</b>	<b>3.70</b>	<b>23.4%</b>	<b>0.06</b>	<b>5.01</b>	<b>18.55</b>
			Total Mileage, Labor & Direct Cost		2,071,691				25.7%							

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

Route/Run	Thru Apr 2020			Thru Apr 2020			Thru Apr 2020			Thru Apr 2020			Thru Apr 2020			
	18/19	19/20	Amount Difference	Percent Difference	18/19	19/20	Amount Difference	Percent Difference	18/19	19/20	Amount Difference	Percent Difference	18/19	19/20	Amount Difference	Percent Difference
<u>Dial-A-Ride Service</u>																
Dial-A-Ride	25,533	28,765	3,232	12.7%	9,058	9,708	650	7.2%	3,647	3,709	63	1.7%	212,006	265,354	53,348	25.2%
NW Rides	430,106	394,783	-35,323	-8.2%	7,136	6,577	-559	-7.8%	8,269	6,588	-1,681	-20.3%	529,186	527,227	-1,959	-0.4%
Total DAR	455,639	423,548	-32,092	-7.0%	16,194	16,285	91	0.6%	11,916	10,298	-1,618	-13.6%	741,192	792,581	51,389	6.9%
<u>Deviated Route</u>																
01 Town Loop	25,867	23,629	-2,238	-8.7%	36,847	34,902	-1,945	-5.3%	3,788	3,801	13	0.3%	213,903	259,038	45,135	21.1%
02 Netarts/Oceanside	5,988	7,083	1,095	18.3%	5,788	6,551	763	13.2%	1,994	2,001	7	0.3%	124,700	150,027	25,328	20.3%
03 Manzanita	35,490	35,691	201	0.6%	28,807	28,233	-574	-2.0%	5,457	5,475	18	0.3%	356,602	427,625	71,023	19.9%
04 Lincoln City	20,161	20,325	164	0.8%	12,226	13,354	1,128	9.2%	3,489	3,501	12	0.3%	248,603	295,226	46,623	18.8%
Total Local Fixed Route	87,506	86,728	-778	-0.9%	83,668	83,040	-628	-0.8%	14,729	14,778	49	0.3%	943,808	1,131,916	188,109	19.9%
<u>Intercity</u>																
05 Portland	85,602	67,676	-17,926	-20.9%	8,638	7,333	-1,305	-15.1%	2,930	2,940	10	0.3%	204,369	251,210	46,841	22.9%
60X Salem	22,303	23,541	1,238	5.6%	8,760	8,739	-21	-0.2%	2,751	2,705	-46	-1.7%	208,258	249,276	41,018	19.7%
70X Grand Ronde	7,845	5,622	-2,223	-28.3%	5,023	3,942	-1,081	-21.5%	1,738	1,730	-8	-0.5%	124,680	151,689	27,009	21.7%
Total Intercity	115,750	96,840	-18,910	-16.3%	22,421	20,014	-2,407	-10.7%	7,420	7,375	-45	-0.6%	537,307	652,175	114,868	21.4%
<u>Other Services</u>																
Trippers	1,093	624	-469	-42.9%	1,612	958	-654	-40.6%	193	147	-46	-23.6%	10,338	9,662	-676	-6.5%
Special Bus Operation	551	2,039	1,488	270.1%	1,165	1,327	162	13.9%	240	273	33	13.7%	13,292	18,555	5,263	39.6%
Total Other Services	1,644	2,663	1,019	62.0%	2,777	2,285	-492	-17.7%	433	420	-13	-2.9%	23,630	28,217	4,587	19.4%
<b>Total TCTD Services</b>	<b>660,539</b>	<b>609,778</b>	<b>-50,761</b>	<b>-7.7%</b>	<b>125,060</b>	<b>121,624</b>	<b>-3,436</b>	<b>-2.7%</b>	<b>34,497</b>	<b>32,871</b>	<b>-1,626</b>	<b>-4.7%</b>	<b>2,245,936</b>	<b>2,604,889</b>	<b>358,953</b>	<b>16.0%</b>

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

Year to Date Performance Comparison

Route/Run	Thru Apr 2020 19/20			Thru Apr 2020 18/19			Thru Apr 2020 19/20			Thru Apr 2020 18/19			Thru Apr 2020 19/20			
	Hourly Rate	Hourly Rate	Amount Diff	Percent Diff	Passngr /Hour	Passngr /Hour	Amount Diff	Percent Diff	Farebox Ratio	Farebox Ratio	Amount Diff	Percent Diff	Average Fare	Average Fare	Amount Diff	Percent Diff
Dial-A-Ride Service																
Dial-A-Ride	58.14	71.54	13.40	23.0%	2.5	2.6	0.1	5.4%	12.0%	10.8%	-1.2%	-10.0%	2.82	2.96	0.14	5.1%
NW Rides	63.99	80.03	16.03	25.1%	0.9	1.0	0.1	15.7%	81.3%	74.9%	-6.4%	-7.9%	60.27	60.02	-0.25	-0.4%
Total DAR	62.20	76.97	14.77	23.7%	1.4	1.6	0.2	16.4%	61.5%	53.4%	-8.0%	-13.1%	28.14	26.01	-2.13	-7.6%
Deviated Route																
01 Town Loop	56.46	68.15	11.69	20.7%	9.7	9.2	-0.5	-5.6%	12.1%	9.1%	-3.0%	-24.6%	0.70	0.68	-0.03	-3.6%
02 Netarts/Oceanside	62.52	74.98	12.45	19.9%	2.9	3.3	0.4	12.8%	4.8%	4.7%	-0.1%	-1.7%	1.03	1.08	0.05	4.5%
03 Manzanita	65.35	78.10	12.75	19.5%	5.3	5.2	-0.1	-2.3%	10.0%	8.3%	-1.6%	-16.1%	1.23	1.26	0.03	2.6%
04 Lincoln City	71.25	84.33	13.08	18.4%	3.5	3.8	0.3	8.9%	8.1%	6.9%	-1.2%	-15.1%	1.65	1.52	-0.13	-7.7%
Total Deviated Route	64.08	76.59	12.52	19.5%	5.7	5.6	-0.1	-1.1%	9.3%	7.7%	-1.6%	-17.4%	1.05	1.04	0.00	-0.1%
Intercity																
05 Portland	69.74	85.45	15.70	22.5%	2.9	2.5	-0.5	-15.4%	41.9%	26.9%	-14.9%	-35.7%	9.91	9.23	-0.68	-6.9%
60X Salem	75.71	92.16	16.45	21.7%	3.2	3.2	0.0	1.5%	10.7%	9.4%	-1.3%	-11.8%	2.55	2.69	0.15	5.8%
70X Grand Ronde	71.72	87.67	15.95	22.2%	2.9	2.3	-0.6	-21.1%	6.3%	3.7%	-2.6%	-41.1%	1.56	1.43	-0.14	-8.7%
Total Intercity	72.42	86.43	16.01	22.1%	3.0	2.7	-0.3	-10.2%	21.5%	14.8%	-6.7%	-31.1%	5.16	4.84	-0.32	-6.3%
Other Services																
Trippers	53.57	65.51	11.95	22.3%	8.4	6.5	-1.9	-22.2%	10.6%	6.5%	-4.1%	-38.9%	0.68	0.65	-0.03	-3.9%
Special Bus Operation	55.43	68.03	12.60	22.7%	4.9	4.9	0.0	0.1%	4.1%	11.0%	6.8%	165.1%	0.47	1.54	1.06	224.9%
Total Other Services	54.60	67.15	12.55	23.0%	6.4	5.4	-1.0	-15.3%	7.0%	9.4%	2.5%	35.7%	0.59	1.17	0.57	96.9%
Total Other Services	65.10	79.25	14.14	21.7%	3.6	3.7	0.1	2.1%	29.4%	23.4%	-6.0%	-20.4%	5.28	5.01	-0.27	-5.1%

Comparison FY18/19 to FY 19/20	YTD Through April 2020		
	18/19	19/20	Amount Difference
Mileage	883,557	875,891	(7,666)
Mileage Based Costs	499,218	565,104	65,886
Hourly Based Costs	1,259,047	1,429,611	170,564
Direct Costs	487,671	533,198	45,528
Overhead Costs			-
Total Costs	2,245,936	2,527,914	281,978
			12.6%

Special Bus Operation Calculation Cost	
Cost per mile calculation:	
Actual	Plus
45.8%	10%
Actual Hourly Rate	Hourly Rate Calculation:
Plus Direct Costs	Actual Hourly Rate
Hourly Rate	Plus Direct Costs
Plus Overhead	Hourly Rate
Hourly Rate	Plus Overhead
Plus Profit	Hourly Rate
20.0%	Plus Profit
\$ 35.76	\$ 35.76
3.0%	3.0%
\$ 36.81	\$ 36.81
25.7%	25.7%
\$ 46.29	\$ 46.29
55.55	55.55

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# nwCONNECTOR

## Coordinating Committee **Zoom** Meeting

May 8, 2020

Tillamook County Transportation District

3600 3<sup>rd</sup> St

Tillamook, OR

10:00 am—12:00 pm

### Join Zoom Meeting

<https://us02web.zoom.us/j/85878283122>

1 253 215 8782

Meeting ID: 858 7828 3122

### 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>📌 April 10, 2020 Meeting Minutes (<b>Attached</b>)</li> <li>📌 April 2020 Financial Report</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>📌 2020—2021 Budget</li> <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 <ul style="list-style-type: none"> <li>📌 Updates</li> </ul>	Thomas Craig
11:00— 11:20a	5. COVID-19 Transit/NW Connector Update <ul style="list-style-type: none"> <li>📌 Discussion</li> <li>📌 Transit Sub-Committee (Governor's Reopening Advisory Committee)</li> </ul>	All Jeff
11:20— 11:40a	6. CARES Act Funding—How Being Used <ul style="list-style-type: none"> <li>📌 Discussion</li> </ul>	All
11:00— 12:00p	7. Other Business and Member Updates	All

#### Attachments:

April 10, 2020 Meeting Minutes

2020—2021 Budget Draft

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 503.397-3099 at least 48 hours prior to the meeting.

www.nwconnector.org



Oregon Transit Alliance (NWOTA)  
Coordinating Committee Meeting Minutes (Teleconference)  
April 10, 2020  
Tillamook County Transportation District  
Tillamook, OR

1. Introductions: Doug Pilant, Coordinating Committee Chair, opened the meeting. Meeting attendees/teleconference participants included:
  - Brad Dillingham/Lisa Scherf—Benton County Transportation
  - Jeff Hazen—Sunset Empire Transportation District
  - Doug Pilant—Tillamook County Transportation District
  - Cynda Bruce—Benton County
  - Mark Bernard, Arla Miller—ODOT
  - Debra Smith—NW Works
2. Consent Calendar: Unanimously approved. (JH/BD)
  - ✚ March 13, 2020 Meeting Minutes—Under 2020—2021 Budget, amend Doug responded to his board that the NWOTA bylaws allow partners to request reduced annual dues, ~~but the partners have made a decision to date.~~ Under Covid-19 Update, amend minutes to reflect that a part time driver had been tested **for Covid but was not** positive, ~~possibly through her other EMT job.~~
  - ✚ March Financial Report—One new expenditure: \$4,136 for the Jan—Mar 2020 3<sup>rd</sup> quarter of administrative support. YTD out of the \$15,385 of the \$25,000 budget.
  - ✚ Ridership Performance Report—No updates. Covid-19-related restrictions is dramatically affecting ridership.
  - ✚ Calculating Average Passenger Miles Progress—No updates.
3. NWOTA Standing Items:
  - ✚ 2020—2021 Budget—Tabatha will nail down working capital carryover for the next year and will project out expenses and dues. Doug will follow up with Thomas on website maintenance and project carryover. Doug will also talk to John about Columbia County's staying in NWOTA. Marketing: May need to add more funding as part of the economic recovery effort.
  - ✚ IGA Approval Updates—Brad continues to keep this on his to do list.
  - ✚ Management Plan—Benton County and SETD still need board approvals.
  - ✚ Website Alert System Implementation—The Tillamook crew is now using on the 60X and 70X routes, most recently alerting riders they must start wearing masks.
  - ✚ Travel Tourism Studio/Transportation Committee—The subcommittee has stopped meeting until the pandemic lockdowns are lifted.
4. NW Connector Website Trip Planner/Marketing

Will have an update at the next meeting. NW Connector marketing has been suspended.

TCTD—Getting back of buses wrapped as part of their own marketing program. Selena designed. Different themes for the Portland buses. Two buses being dedicated to the Lincoln City/Salem service and will be rewrapped with NWConnector brand wraps.
5. CARES Funding to Transit for Managing for Covid-19 Impacts

Arla—Oregon is ahead of the nation on how deploy funding. Rather than deploying all \$42 million allocation, deploying the same amount as 5311 funding and reserving the balance for additional need. January—December 2020 timeframe. Question: Appears that the urban

and rural funding is being handled differently. Hard to understand. How does the State expect the District's to spend a full 5311 amount in one year for only Covid-related expenses? After used against actual costs, then can justify by projecting ahead regarding issues related to restarting. No way to spend 5311 in one year. Two different messages: Put against Covid expenses vs use it to run entire system. Can use it for layoffs, hazard pay, normal operating during this pandemic.

FTA allows capital expenditures, very flexible. Can be spent through 2024, unlike what is happening in the rural areas. Can't get to \$42 million. SETD will be able to use full amount, but will probably lose current 5311 allocation, but also don't provide any match. Looking at spreading out passengers, and may have to buy additional buses to ensure all passengers can be picked up.

Lincoln County—Think the rules should be as relaxed as urban direct allocation.

Large amount going into urban areas. Direction from the Feds for funding going through the state's isn't as clear and leaves it up to each state. Forces states to be conservative.

Benton County—Be flexible, don't be restrictive. Formula and needs based allocations. Not distributing all funding immediately allows private and non-profit contractors to access funding.

If money left over, ODOT will help find a way to utilize.

Lincoln County—Been very busy just trying to operate safely, short turnaround to get plan in to ODOT on how will spend funding.

FAQ Summary is available from FTA.

Eligible costs include those that prevent, prepare, operating—both current operating and those needed to reopen transit service that has been reduced. Shifting current 5311 operating costs into new Covid-19 funding and free up match that would have gone toward 5311 funding. May spend on new buses and potentially more space to store buses.

Needs based program—What is the deadline?

Extra buses to accommodate separating riders

How long will it take for ridership to come back?

Might be more value in transit service if unemployment continues. Debra Smith—Making plans for recovery, transitioning with gradual social distancing. Transportation hasn't come up in many of the recovery conversations. Unclear if will be more ridership once the economy opens back up. Even if the restrictions are lifted, it may take a while for people to get out as much as in the past. Service industry businesses cash flow month to month. TCTD Portland service could become even to more useful, may need to add more times/routes. May help to get economy started. Lincoln County—Will take a while to get ridership started again. People are finding options to Coast to Valley route such as automobiles, which may be more attractive. SETD's decreases don't seem as deep as some other agencies. Fully expect within a few months will be back to seeing increases.

Doug—Still need more clarity on using 5311 monies. See a lot of flexibility in the CARES Act, but not a lot of flexibility on what the State is asking in their applications due next week. FTA funding and emergency relief. Eliminating threats to public health. If we experience 2 or 3 waves over the next 2 years we'll need to ramp up bus cleanliness.

Question: May not want to rush to spend all Covid funds if the pandemic happens in waves in the future. If able to use funds through June 2021, then will want to look at costs associated with long term system needs.

Arla—A lot of money, unlikely to be able to spend based on biennial formula. Meant to help transit stay whole and operating while providing public transportation. Will still need thoughtful applications but will be flexible if the transit future isn't completely known. Replace money not receiving. Can use for operating funds, although will mean likely to have formula funding left over.

New money contracts haven't been signed. Can be used retroactively, but only have 45 days to send in an APR for the quarter completed. Forego last quarter APR until new funding contracts have been completed. Will need concurrence from ODOT.

As get into recovery, NW Connector marketing will be even more critical. Partners concurred.

## 6. Covid-19 Update

- ✚ Lincoln County—Lots going on, particularly now that having to schedule each passenger. Trying to keep the appropriate amount of people on the bus without passing by people, have to take reservations for every route, starting on Monday. Will be able to monitor reservations. Couples can sit together. Distancing 6 feet. Drivers wearing masks and requiring passenger to cover their noses and mouths. Adding plexiglass shields between drivers and passengers because don't have back doors. Taking a lot of people to the grocery and pharmacy.
- ✚ Benton County—Not a lot has changed. Discontinued fixed route services due to low ridership, including Coast to Valley. ADA rules have stayed the same. PPS has made some reductions, but still operating. Countywide ridership is down 85%, telling people to only use service if really need it. Basically, just providing demand service. Hazard pay for Corvallis drivers, through a contract amendment.
- ✚ SETD—Instituted hazard pay retro to March 23. Closed transit center, furlough staff on paid leave. Administrative staff working from home. Jeff only person in the office. Get hand sanitizer from local emergency response.
- ✚ Lisa Emergency Response Activity—Half time in Emergency Communications Center, logistics section chief. Helping acquire needed supplies. Set up a volunteer donation site, quarantine them for 72 hours, and from a storage site distributed to health care workers, PPE primarily. Local care site is still below capacity, but if need to add another care site and/or temporary morgue, need to plan the logistics for doing that.
- ✚ TCTD—Office staff has the option to working from home and encouraged to do so whenever possible. Haven't laid off any staff. Dial-a-ride ridership demand is off 60–70%. Using dial-a-ride drivers to sanitize vehicles and facility. Last week when Salem-Keizer was shut down, impacted the layover facility normally available for TCTD drivers. Created a temporary policy on employee leave rights, per CARES Act.
- ✚ Mark—LTD has suspended mobility demand pilot. Hoping CARES Act will help them.
- ✚ Debra—Dislocated worker liaison, rapid response for layoff. Have a statewide data system, so encourage all to send information on companies having to lay off workers. Have close to 2,000 workers and 300 businesses in the system.
- ✚ Oregon's unemployment staff have been supplemented to deal with the increasing number of claims. Still some difficulty getting through the system.

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

**NWOTA**  
**SPECIAL FUND**  
**RESOURCES AND REQUIREMENTS**  
 Fiscal Agent - TCTD  
 Fund 08, Department 000

RES #14-13. This special fund must be reviewed no more than 10 years after establishment. Review in year 2024

**FORM**  
**LB-10**

	Actual		Actual First Preceding 2018-2019	Adopted Budget This 2019-2020	GL ACCT #	DESCRIPTION RESOURCES AND REQUIREMENTS	Budget for 2020-2021			
	Second Preceding 2017-2018						Proposed by Budget Officer	Approved By Budget Committee		Adopted By Governing Body
						<b>RESOURCES</b>				
1	3,543	87,000	105,000	3500	Working Capital		80,000		1	
2	14,280	12,000	12,000	4225	NWOTA Partner Revenue - Benton County		12,000		2	
3	14,280	12,000	12,000	4225	NWOTA Partner Revenue - Columbia County Rider		6,000		3	
4	14,280	12,000	12,000	4225	NWOTA Partner Revenue - Lincoln County Transit		12,000		4	
5	14,280	12,000	12,000	4225	NWOTA Partner Revenue - Sunset Empire Trans. Dist.		12,000		5	
6	14,280	12,000	12,000	4911	NWOTA Partner Revenue - Tillamook Cnty Trans. Dist. (TRANS		12,000		6	
7	23,752		149,000	4918	Grant - STF discretionary 33814		64,000		7	
8				4260	Grant -				8	
9		300		4400	Miscellaneous Income				9	
10	84,485			4916	Transfer from STF Fund				10	
11	<b>\$ 183,180</b>	<b>\$ 147,300</b>	<b>\$ 314,000</b>		<b>TOTAL RESOURCES</b>		<b>\$ 198,000</b>	<b>\$ -</b>	<b>\$ -</b>	11
					<b>Materials &amp; Services</b>					
12	-	400	5,250	5100	Professional Services		5,250		12	
13	21,507	24,469	25,000	5101	Administrative Support		25,000		13	
14	32,519	4,500	7,500	5102	Website Maintenance		7,500		14	
15				5103	Rural Planning Grant				15	
16	31,288	16,248	47,500	5190	Marketing and Public Outreach		35,000		16	
17			<b>164,560</b>	5191	Website Re-Design		<b>75,000</b>		17	
18	-			5192	Grant -				18	
19				5196	Grant -				19	
20	-			5196	Grant -				20	
21			5,000	5220	Travel & Training		5,000		21	
22	<b>85,314</b>	<b>45,617</b>	<b>254,810</b>		<b>Total Materials &amp; Services</b>		<b>152,750</b>	<b>-</b>	<b>-</b>	22
					<b>Capital Outlay</b>					
23		\$ 5,003		6040	Bus Stop Signage/Shelters				23	
24		\$ 5,003			<b>Total Materials &amp; Services</b>				24	
					<b>Special Payments</b>					
25	4,005	3,000	3,000	9130	Payment to TCTD for Group Administration		3,000		25	
26				9130	Payment to TCTD for Customer Service Training				26	
27				5145	Payment to Sunset Empire for IT Support				27	
28	<b>4,005</b>	<b>3,000</b>	<b>3,000</b>		<b>Total Special Payments</b>		<b>3,000</b>	<b>-</b>	<b>-</b>	28
29			56,190	9175	Reserve for Future Expenditures				29	
					<b>Ending balance (prior years)</b>					
30	93,861	98,683		9180	<b>UNAPPROPRIATED ENDING FUND BALANCE</b>		<b>42,250</b>			30
31	<b>\$ 183,180</b>	<b>\$ 147,300</b>	<b>\$ 314,000</b>		<b>TOTAL RESOURCES</b>		<b>\$ 198,000</b>	<b>\$ -</b>	<b>\$ -</b>	31

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

From 4/1/2020 Through 4/30/2020

	Current Period Actual	Current Period Budget	Current Year Actual	Total Budget	Total Budget Variance	83%
<b>Resources</b>						
Working Capital	3500	0.00	0.00	105,000.00	(105,000.00)	0.00%
NWOTA Partner Cont. Match	4225	0.00	36,000.00	48,000.00	(12,000.00)	75.00%
Transfer From General Fund	4911	0.00	12,000.00	12,000.00	0.00	100.00%
Transfer from STIF Fund	4918	0.00	0.00	149,000.00	(149,000.00)	0.00%
<b>Total Resources</b>		<u>0.00</u>	<u>48,000.00</u>	<u>314,000.00</u>	<u>(266,000.00)</u>	<u>15.29%</u>
<b>Expenses</b>						
<b>Materials and Services</b>						
Professional Services	5100	0.00	2,736.00	5,250.00	2,514.00	52.11%
Administrative Support	5101	0.00	15,684.83	25,000.00	9,315.17	62.73%
Website Maintenance	5102	0.00	6,500.00	7,500.00	1,000.00	86.66%
Marketing	5190	24,043.00	37,440.63	47,500.00	10,059.37	78.82%
Website Re-Design	5191	2,953.26	2,953.26	164,560.00	161,606.74	1.79%
Travel & Training	5220	0.00	0.00	5,000.00	5,000.00	0.00%
<b>Total Materials and Services</b>		<u>26,996.26</u>	<u>65,314.72</u>	<u>254,810.00</u>	<u>189,495.28</u>	<u>25.63%</u>
<b>Transfers</b>						
Transfer to General Fund	9130	0.00	3,000.00	3,000.00	0.00	100.00%
Unappropriated Ending Fund Bal	9180	0.00	0.00	56,190.00	56,190.00	0.00%
<b>Total Transfers</b>		<u>0.00</u>	<u>3,000.00</u>	<u>59,190.00</u>	<u>56,190.00</u>	<u>5.07%</u>
<b>Total Expenses</b>		<u>26,996.26</u>	<u>68,314.72</u>	<u>314,000.00</u>	<u>245,685.28</u>	<u>21.76%</u>

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## Product and Pricing Overview

Designs according to customer's specific applications and requirements are available.

	Product Model	MSRP***	Shipping**	Highlights
<b>Decontamination Systems</b>				
	<b>RDS 3110T</b> <i>Portable Decontamination System</i>	\$13,999.00	\$175.00	Decontamination for Vehicles, Facilities, Equipment. <ul style="list-style-type: none"> <li>• Max Treatment Area: 5,000 Cubic Ft.</li> <li>• Design: (3) ADP Ports</li> <li>• Manifold Delivery: Up to 3 Vehicles at Once</li> <li>• Compatibility: ADP-Ex Kit, ADP-PT Kit, (Up to 3) APA, (Up to 3) Tripod, (Up to 3) ADP-AS</li> </ul>
	<b>ADS Vehicle Decontamination System</b> <ul style="list-style-type: none"> <li>• W/O Compressor • \$7,499.00</li> <li>• W/ Compressor • \$8,499.00</li> </ul>		Per Quote	Always on-board. Decon between every transport. <ul style="list-style-type: none"> <li>• Max Treatment Area: 700 Sq. Ft.</li> <li>• Design: Connections to Nozzle and Optional Modules</li> <li>• Main Module Mounting Options: Interior Flush-Wall Mount, Interior Shelf Mount</li> <li>• Optional Modules: APA Module, Air Compressor Module</li> </ul>
<b>Kits</b>				
	<b>ADP-Ex Kit</b> <i>Flush Mount for Vehicle Decontamination</i>	\$599.00	Per Quote	Flush mount on the vehicle's exterior connects the RDS 3110T to a spray nozzle that is permanently mounted inside vehicle. Separate ADP-AS not included. <ul style="list-style-type: none"> <li>• Max Treatment Area: 700 Cubic Ft.</li> <li>• Compatibility: RDS 3110T, (1 Required) ADP-AS</li> </ul>
	<b>ADP-PT Kit</b> <i>Hose Mount in Compartment for Vehicle Decontamination</i>	\$949.00	Per Quote	Built-in, 8-foot hose mount in the vehicle's exterior compartment connects the RDS 3110T to a spray nozzle that is permanently mounted inside vehicle. <ul style="list-style-type: none"> <li>• Max Treatment Area: 700 Cubic Ft.</li> <li>• Compatibility: RDS 3110T</li> </ul>
<b>Parts</b>				
	<b>APA</b> <i>Portable Applicator (Hand/Remote Fogging)</i>	\$1,249.00	\$15.00	Plugs directly into the RDS 3110T. Comes with a spray gun attached to a 25' cable for maximum coverage.
	<b>Tripod</b> <i>To Mount APA For Remote Fogging</i>	\$109.00	\$20.00	Used to achieve remote fogging with APA.
	<b>ADP-AS</b> <i>Dual-Headed Hose</i>	\$799.00	Per Quote	<ul style="list-style-type: none"> <li>• Compatibility: RDS 3110T, Required for ADP-Ex Kit</li> </ul>
	<b>Data Software</b> <i>Panel Programming</i>	\$850.00	Per Quote	Connects to decontamination system to track each system operation for data keeping <ul style="list-style-type: none"> <li>• Compatibility: RDS 3110T, ADS</li> </ul>
<b>Disinfectant Solution</b>				
	<b>Vital Oxide</b> <ul style="list-style-type: none"> <li>• 1 – 11 Cases* • \$140.00</li> <li>• 12 – 35 Cases* • \$132.00</li> <li>• 36 Case* Pallet • \$120.00</li> </ul>		\$20/Case Free Free	An EPA-approved hospital disinfectant used by all products to decontaminate and destroy pathogens. <p><i>Proven effective against Novel Coronavirus, MRSA, HIV-1, Hepatitis B, Hepatitis C, Ebola, MERS, CRE, E. coli, Norovirus, H1N1, Legionella pneumophila, Salmonella, Listeria, mold, mildew and more.</i></p>

\* Case = Four 1 Gallon Bottles

\*\* Shipping costs utilizing AeroClave direct shipping. Creative Bus Sales' shipping rates are quoted on a case-by-case basis.

\*\*\* MSRP: Applicable taxes and installation costs are not included. Installation costs are quoted on a case-by-case basis.





## RDS 3110T



### Portable Decontamination System

The RDS 3110T disinfects rooms, vehicles, and equipment. The system provides three ADP's to power three separate remote devices. These can be three APAs for hand application, three remote heads on tripods, or three ports for vehicles or rooms.

#### Superior Design

The RDS 3110T is a rugged, lightweight, and portable decontamination system that can effectively treat spaces up to 5,000 cubic feet. Larger spaces can be treated with multiple units. Weighing in at only 48 pounds, the 3110T is simple to use and requires minimal operator training. It is fully self-contained and can be set up and operating in minutes. The small form-factor allows it to be neatly tucked away until needed.

#### Breakthrough Process

The RDS 3110T can be operated in either an aerosolized application mode for hands-free room decontamination, or hand-applied mode using the optional AeroClave Portable Applicator (APA).

#### Highlights

- Max Treatment Area  
5,000 Cubic Ft.
- Design  
(3) ADP Ports
- Manifold Delivery  
Decon Up to 3 Vehicles at Once
- Compatibility
  - ADP-Ex Kit
  - ADP-PT Kit
  - APA (Up to 3)
  - Tripod (Up to 3)
  - ADP-AS (Up to 3)



### RDS 3110T Delivery Methods



**APA on Tripod | Room Fogging**  
Hands-free disinfecting room or facility. Mount the APA on a tripod for remote-head fogging.



**APA Hand Spray**  
Manual hand application of disinfectant to vehicle exterior and interior surfaces.



**ADP Technology**  
The ADP Port provides plug-and-play connection to a nozzle assembly that is mounted inside the vehicle.

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## RDS 3110T (Cont.)

### RDS 3110T Manifold Delivery System

*Effectively Decontaminate Up to 3 Vehicles Simultaneously*

Maximize efficiency by connecting 3 hoses (ADP-AS) into your RDS 3110T unit at once. Each vehicle would require an ADP Port installed on the vehicle (ADP-Ex Kit or ADP-PT Kit), providing plug-and-play connection to a nozzle assembly mounted on the inside of the vehicle that disperses the decontamination solution.



### Process Times by Vehicle

*Ford E-Series Chassis — 22' Cutaway Bus*  
(712 Cubic Feet)

- 1 Nozzle: 25 – 30 Minutes**
  - 9 Minute Fog
  - 10 Minute Dwell
  - 5 – 10 Minute Aeration
- 2 Nozzles: 20 – 25 Minutes**
  - 5 Minute Fog
  - 10 Minute Dwell
  - 5 – 10 Minute Aeration

*Ford F-Series Chassis — 32' Cutaway Bus*  
(1,160 Cubic Feet)

- 1 Nozzle: 34 – 39 Minutes**
  - 14 Minute Fog
  - 10 Minute Dwell
  - 10 – 15 Minute Aeration
- 2 Nozzles: 27 – 32 Minutes**
  - 7 Minute Fog
  - 10 Minute Dwell
  - 10 – 15 Minute Aeration

*Ford E-Series Chassis — 27' Cutaway Bus*  
(871 Cubic Feet)

- 1 Nozzle: 30 Minutes**
  - 10 Minute Fog
  - 10 Minute Dwell
  - 10 Minute Aeration
- 2 Nozzles: 25 Minutes**
  - 5 Minute Fog
  - 10 Minute Dwell
  - 10 Minute Aeration

*IC Chassis — 40' School Bus*  
(1,969 Cubic Feet)

- 2 Nozzles: 32 – 37 minutes**
  - 12 Minute Fog
  - 10 Minute Dwell
  - 10 – 15 Minute Aeration
- 3 Nozzles: 28 – 33 minutes**
  - 7 Minute Fog
  - 10 Minute Dwell
  - 10 – 15 Minute Aeration



## ADS



### Highlights

- Max Treatment Area  
700 Cubic Ft.
- Main Module Mounting Options
  - Interior Flush-Wall Mount
  - Interior Shelf Mount
- Design  
Connections to Nozzle Assembly and Optional Modules
- Compatibility
  - APA Module
  - Air Compressor Module

## Vehicle Decontamination System

### Max Protection — Decontaminate Between EVERY Transport

The AeroClave™ ADS is the first decontamination system directly integrated into your new or existing vehicle. The ADS utilizes an EPA-approved hospital disinfectant to give users the ability to decontaminate their vehicles and equipment after every transport.

The ADS provides the most convenient, hands-off solution to decontaminate your vehicle's interior quickly, safely, and effectively. The AeroClave process provides consistent, reliable delivery of the perfect amount of disinfectant, decontaminating to OSHA and NFPA specifications every time.

- ✓ Fast turnaround and hands-free technology allows you to redeploy staff to highest and best use
- ✓ Reduces your staff's exposure to dangerous pathogens
- ✓ Decontaminate even hard-to-reach surfaces
- ✓ Low cost of operation and ownership
- ✓ Safe for sensitive equipment
- ✓ Consistent and reliable delivery of disinfectant, not achievable through manual cleaning methods
- ✓ Environmentally-friendly process
- ✓ Decontaminate between transports for maximum protection

### Main Module Mounting Options



## No-Touch Disinfection for All Your Vehicles



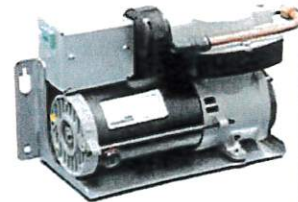
### Nozzle Assembly

The nozzle assembly delivers an even blanket of disinfectant to every surface. The mounting bracket pivots to allow for easy positioning on the ceiling, wall or on top of the main module.



### Optional APA Module

The APA Module includes the port bracket, tubing/control wire, and APA. Enables hand/or remote tripod application of disinfectant on high contact areas and spot treat interior surfaces or vehicle exteriors.



### Optional Air Compressor Module

The Air Compressor Module is designed to be mounted anywhere in the vehicle. The kit contains all the tubing and control cable needed to hide the assembly in an exterior compartment.



## ADP-Ex Kit



### Highlights

Flush mount on the vehicle's exterior connects the RDS 3110T to a spray nozzle that is permanently mounted inside vehicle. Separate ADP-AS not included.

- Max Treatment Area: 700 Cubic Ft.
- Compatibility:
  - RDS 3110T
  - ADP-AS (Required)

### ADP-Ex Kit

#### Flush Mount for Vehicle Decontamination

The ADP-Ex is designed for those vehicles without an exterior compartment. Utilize your RDS unit to fog the interior of the ambulance, while eliminating excess manual labor and exposure in contaminated areas. AeroClave's automated process ensures consistent operation and results, disinfecting even those hard-to-reach surfaces.

#### How does it work?

Connect one end of the ADP-AS hose to the RDS and the other to the ADP-Ex on the vehicle. Open all interior cabinets and close the exterior doors. Set the RDS to AMBULANCE MODE and push the start button. The process virtually eliminates the human element of disinfecting, allowing for consistent results. Best of all, it's all done in less than 20 minutes.

#### Compatible with the RDS 3110T

The RDS 3110T is equipped with three ADPs for greater flexibility.

#### Installation

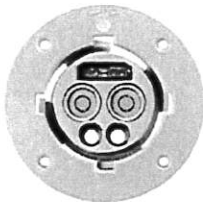
Easily installed in under 30 minutes. The kit comes with everything you need to install as an OEM, after-market or DIY installer.



#### Required Hose — ADP-AS

This solution requires a separate dual-headed hose (ADP-AS).

### Kit Components (Included)



#### ADP Panel Mount

Permanently mounted on vehicle's exterior. One head of the ADP-AS is plugged into the ADP Panel Mount, while the other head is plugged into to the RDS 3110T.

Dimensions: 3 x 2.5 in. (Dia)

Material: Polypropylene

Connection: ADP plug-and-play



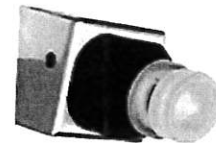
#### Exterior Cover

Covering the ADP Panel Mount that is permanently mounted on vehicle's exterior.

Dimensions: 4.75 (L) x 3.75 (W) x 1.25in (D)

Type: Weather-Resistant

Material: Thermoplastic Glass-Filled



#### Nozzle Assembly

Permanently mounted inside vehicle. Disperses disinfectant.

Dimensions: 1.5(L) x 1.5(W) x 2.25in (D)

Material: Stainless Steel and Plastic

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## ADP-PT Kit



### ADP-PT Kit

#### Hose Mount in Compartment for Vehicle Decontamination

The ADP-PT provides a direct, plug-and-play connection to a nozzle assembly that is permanently mounted in the patient compartment. Utilize your RDS unit to fog the interior of the ambulance, while eliminating excess manual labor and exposure in contaminated areas. AeroClave's automated process ensures consistent operation and results, disinfecting even those hard-to-reach surfaces.

#### How does it work?

The kit comes with everything you need to install in under 30 minutes as an OEM, after-market or DIY installer. Retrieve the ADP-PT connection hose from the exterior cabinet and plug it into the RDS. Open all interior cabinets and close the exterior doors. Set the RDS to AMBULANCE MODE and push the start button. The process virtually eliminates the human element of disinfecting, allowing for consistent results. Best of all, it's all done in less than 20 minutes.

#### Compatible with the RDS 3110T

The RDS 3110T is equipped with three ADPs for greater flexibility.

#### Installation

Easily installed in under 30 minutes. The kit comes with everything you need to install as an OEM, after-market or DIY installer.

#### Highlights

Built-in, 8-foot hose mount in the vehicle's exterior compartment connects the RDS 3110T to a spray nozzle that is permanently mounted inside vehicle.

- Max Treatment Area: 700 Cubic Ft.
- Compatibility: RDS 3110T

### Kit Components (Included)



#### Hose Assembly

Permanently mounted in vehicle's exterior compartment. Plugs into RDS 3110T, and has connection to nozzle inside vehicle.

Dimensions: 9 (L) x 4.25 (W) x 2.75in (D)

Material: Stainless Steel Construction

Hose Length: 8 ft.

Connection: ADP plug-and-play



#### Nozzle Assembly

Permanently mounted inside vehicle. Disperses disinfectant.

Dimensions: 1.5(L) x 1.5(W) x 2.25in (D)

Material: Stainless Steel and Plastic



#### Tubing

Two 10 ft. 1/4 in. polyurethane lengths



## Total Decontamination System

Heavy-Duty Commercial-Grade Design and Performance

Decontamination Solutions for Vehicles, Facilities, Rooms and Equipment

With the emergence of COVID-19, we find ourselves in an unprecedented time. In an effort to assist our world, communities, and customer base, Creative Bus Sales has partnered with **AeroClave**, a trusted provider of large-scale decontamination solutions, as an exclusivity to our market place.

### Products



### Benefits

Multiple hands-free application options available, including vehicle retrofit.



Reopening Guidance

Effective: May 15, 2020

Sector: Transit

## Specific Guidance for Transit Agencies

Transit agencies are required to:

- Require at least three (3) feet of physical distance between passengers.
- Require at least six (6) feet of physical distance between the driver and passengers (except during boarding and in assisting those with mobility devices); reinforce this requirement by cordoning off seats as appropriate.
- Use physical partitions or visual cues (e.g., floor decals, colored tape, or signs) to discourage passengers from standing and sitting within three (3) feet of other passengers, and within six (6) feet of drivers, and other transit employees on the bus/train.
- Determine and post maximum occupancy for each bus.
- For rail systems, post maximum occupancy for each train car using clear, prominently placed signs. Make verbal announcements about maximum occupancy before and after each stop.
- Post clear signs, in more than one language, (available at [healthoregon.org/coronavirus](http://healthoregon.org/coronavirus)) at transit stops/centers listing COVID-19 symptoms, asking riders with symptoms to stay home, and who to contact if they need assistance. If someone with symptoms must travel, please use alternate transit, if available.
- Review and implement [Mask and Face Covering Guidance for Business, Transit and the Public](#).
- Provide transit employees access to soap, clean running water, and drying materials, or at least 60-95% alcohol-based hand sanitizer at their worksite.
- Clean buses/trains and transit stations frequently. Conduct targeted cleanings every four (4) hours, with a focus on disinfecting frequently touched surfaces of the bus/train and at transit stations.

To the extent possible, transit agencies **should**, but are not required to:

- Implement one-way flow of traffic with front door boarding and rear exiting.
- Use signs at high-traffic stops to encourage physical distancing while waiting for bus/train.

- Install hand sanitizer stations with 60-95% alcohol-based hand sanitizer solution in each bus/train to the extent possible.
- Consider installing clear plastic barriers between driver and passengers when six (6) feet of physical distance cannot be maintained.
- Establish a policy and practice for providing alternate transportation for riders who are ill and need transportation to obtain medical care that limits possible exposure to transit employees and other members of the public.
- Review and implement [General Guidance for Employers](#) as applicable.

**Additional Resources:**

- [OHA Guidance for the General Public](#)
- [OHA General Guidance for Employers](#)
- [Mask and Face Covering Guidance for Business, Transit, and the Public](#)

You can get this document free of charge in other languages, large print, braille or a format you prefer. Contact Mavel Morales at 1-844-882-7889, 711 TTY or [OHA.ADAModifications@dhsosha.state.or.us](mailto:OHA.ADAModifications@dhsosha.state.or.us).



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



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

**Present**

**TCTD Board of Directors (all Directors attended by telephone)**

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

**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 (in person)

**Absent**

None.

**Guest**

Pat Patterson (via telephone until 6:05pm)  
Kathy Klezek, Transportation Options Specialist, NW Transportation Options/SETD (via telephone)

4. Announcements and Changes to Agenda: Corrected error on Agenda Item 28, Resolution 20-08 to indicate purchase is from Schetky, not Creative Bus Sales.
5. Public & Guest Comments: Pat Patterson shared his gratitude for the Board and his concerns for the continuation of the volunteer program. He respectfully requested a letter that he had written be included in the record. Board Chair Riggs thanked him for his comments and concerns.

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

## REPORTS

6. Financial Report: GM Doug Pilant reviewed the March 2020 financial reports. The District has now completed 75% of the Fiscal Year.
7. Service Measure Performance Report: GM Doug Pilant reviewed performance measures with the Board.

YTD Ridership overall ridership is up 3.2% over the previous year. The YTD passengers per hour are +5.7%, the cost per trip was +9.1% while the cost per hour was +15.3% and the fare box return was -12.2%.

8. Northwest Oregon Transit Alliance: GM Doug Pilant reviewed the NWOTA meeting agenda, minutes, finance report with the Board. The NWOTA Coordinating Committee discussed goals for NWOTA FY 20-21 budget. The Committee will adopt a final budget at next meeting. Marketing update – all advertising campaigns suspended until further notice. The bulk of the website trip planner improvements will be completed in May, hopefully go live in late in June. The remainder of the meeting focused on the COVID-19 funding opportunities and response Plans. Debra Smith, the Dislocated Workers Liaison for the NW Works jobs program collaborated with the partners on how to connect people who've become unemployed due to the Pandemic assistance in getting to new employment opportunities. Director Hanenkrat noted on the minutes regarding the PT driver who tested positive. GM Doug Pilant reported that is an error in the minutes that should have been corrected to say that a driver had tested for COVID and was pending a test result.
9. Planning & Development:
  - a. Cape Kiawanda Master Plan – No report.
  - b. Deviated Fixed Route/ADA Policy: Nelson Nygaard has completed their report and was prepared to present to the Board. However, since the District is going to receive a technology grant it made sense to incorporate that into the report. It was also decided the report should be presented to the management team and dispatchers for additional input before being presented to the Board. If all goes as planned the report will be presented to the Board in May.
  - c. STIF Service Alternatives Plan: Kittelson & Associates completed the technical memo that considered the passenger onboard survey results to prepare 4-5 recommended service alternatives. The next steps are to review these alternatives with the management team followed by local stakeholders for feedback.
10. Grant Funding:
  - a. STIF/STF Consolidation: No report. Will remove until next legislative session.
  - b. STIF Formula: No report.
  - c. Previous ODOT Grants: Last week the District took delivery of 2 Category B Intercity buses and this week taking delivery of 3 Category C Low Floor buses.
  - d. New ODOT Grants: ODOT completed their review process of grants that were submitted last February and March. All of the District's grant requests submitted are begin recommended for funding. In the next few weeks, the

- Oregon Transportation Commission is expected to approve ODOT's recommendation. The District should be awarded \$1.2 million to:
- i. Section 5310: Ecolane technology to purchase deviated fixed route management and preventative maintenance
  - ii. Section 5359: Intercity expansion bus and bus shelter and pullout for Champion Park Apartments
  - iii. STP Bus Replacement: Vehicle replacement grant for 3 DAR and 1 intercity bus
- e. Section 5311 CARES Act: Oregon receiving \$42 million statewide to fund unanticipated COVID-19 expenses. ODOT is taking 50% of the rural agency and distributing it by using Section 5311 formula. TCTD will be eligible to receive up to \$395,000. This week applications were distributed for the remaining 50% to be distributed on a needs-based application request. GM Doug Pilant will be looking at anticipated funding holes left after formula. This funding can be used for COVID expenses beginning as early as January 20, 2020 and goes through June 30, 2021. This funding can be used to replace lost fare revenues, COVID paid time off, Hazard Pay, additional services to implement physical distancing on buses, and capital expenses used to clean vehicles and the facility. Included in tonight's agenda an Action Item to authorized paying the District's Essential Employees an additional \$2 per hour COVID Pay, and under the Discussion Item there's a Temporary Human Services Leave Policy that will be explained in greater detail later in the meeting. These grant monies can also be used to implement socials and physical distancing strategies on the buses by implementing a maximum capacity and for cleaning costs if the building needs to be evacuated.

#### 11. Facility/Property Management

- a. Transit Visitors Center – The COVID pandemic has delayed the ability to complete the documentation needed to create the purchase sale agreement.
- b. Post Office Bus Stop: FTA approved categorical exclusion. Clayton is working to get the shelter installation scheduled.
- c. Alternative Fuel Facility: The consultant planning and engineering contract was awarded. The firm is preparing the categorical exclusion to send to ODOT and Federal Transit Administration for approval.

#### 12. NW Ride Brokerage

- a. Contingency plan for brokerage employees to work from home has been created.
- b. Brokerage has only been scheduling essential trips. Governor Brown authorized non-essential trips to resume May 1<sup>st</sup>.
- c. Ecolane technology being programmed to schedule drivers and vehicles to provide Food Bank and meal delivery. It will be ready by end of this week. Director Carlson-Swanson is working with community partners on a pilot project to possible start meal delivery as soon as next week.

#### 13. Miscellaneous

- a. OTA correspondence: GM Doug Pilant shared a letter from the OTA regarding funding and the CARES ACT.

*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.*

- b. Shared a thank you card from passenger Carolyn Degen.
- c. GM Doug Pilant sat on interview panel for ColPac to hire a new Executive Director to replace the retiring Executive Director. Interviewed 3 candidates and the committees first pick is being interviewed by the full ColPac Board of Directors.
- d. Board Training – Postponed until further notice.
- e. COVID. Reached out to ATU to bring remaining items to conclusion to hopefully be included in tonight's agenda. Weren't able to get a completed CBA.
- f. County Mobile Clinic – Completed the scope of work. Legal counsel and SDAO are working though the insurance details. Hoping to bring and IGA to the Board for approval at the May board meeting.
- g. County Communication Network – No report.
- h. NWACT Communication Subcommittee – No report.
- i. Amtrak Ticketing Agreement – Completed the Agreement and will present to the board later in the meeting for Board approval.
- j. COVID-19 – Reduced capacity on buses. Working on a PSA. Work from Home continues for some management team as needed.

### **CONSENT CALENDAR**

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

**Motion** by Director Edwards to adopt the Consent Calendar. *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.

### **ACTION ITEMS**

- 16. Resolution 20-06 In the Matter of Declaring and Disposing Surplus Vehicles and Equipment

GM Doug Pilant explained the Resolution to the Board.

**Motion** by Director Huffman to approve Resolution 20-06 In the Matter of Declaring and Disposing Surplus Vehicles and Equipment. *Motion Seconded* 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.

- 17. Resolution 20-07 In the Matter of Authorizing the General Manager to Execute and Interline Ticketing Agreement with Amtrak

GM Doug Pilant explained the Resolution to the Board.

**Motion** by Director Carlson-Swanson to approve Resolution 20-07 In the Matter of Authorizing the General Manager to Execute and Interline Ticketing Agreement with Amtrak. *Motion Secoded* 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.

18. Resolution 20-08 In the Matter of Authorizing the General Manager to Execute an Agreement with Schetky to Purchase two (2) intercity buses

GM Doug Pilant explained the Resolution to the Board.

**Motion** by Director Holm to approve Resolution 20-08 In the Matter of Authorizing the General Manager to Execute an Agreement with Schetky to Purchase two (2) intercity buses. *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.

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

GM Doug Pilant explained the Resolution to the Board. The more established transit agencies with represented employees throughout Oregon announced at the end of March that they would start paying their frontline employees hazard pay. TCTD received an email from the ATU liaison pointing out that employees at these agencies were receiving hazard pay and they were requesting to also receive this pay. GM Doug Pilant reached out to ATU and negotiated an MOU. Since Care Oregon deemed brokerage employees as essential so the resolution extends this pay to them too. The effective date is March 23<sup>rd</sup> through May 2<sup>nd</sup> or order until the order is lifted. Director Alder asked if the District can fund this additional pay. GM Doug Pilant stated the CARES Act covers this additional cost. Director Holm asked if this prompted some actual work with CBA negotiations. GM Doug Pilant reported that he and the District's legal counsel reached out to ATU to see if could be possible to finish the CBA but were unable to get a draft completed in time for tonight's Board meeting.

**Motion** by Director Huffman to approve 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. *Motion Secoded* 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 Policy No. 25 Communications and Computer Resources Policy

*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.*

GM Doug Pilant explained the Motion to the Board. Updated due to the Work from Home plan for checking District equipment out to employees.

**Motion** by Director Adler to Adopt Policy No. 25 Communications and Computer Resources Policy. *Motion Seconded* 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.

**DISCUSSION ITEMS**

21. CARES Act Temporary Human Resources Policy. GM Doug Pilant explained the purpose of creating this temporary human services policy was to bring to the employees' answers to their questions about what the provisions of the CARES Act mean to employee benefits and how the District was going to apply the new Law. The management staff invested several days developing this into a policy. This was distributed to all employees and has gone a long way to ensure them the District recognized their additional benefits and a plan to administer benefits during the pandemic. This policy is intended to be a working document and will be effective through December 31, 2020, which matches the CARES Act timeline. Board Chair Riggs and Director Adler commended staff for the work they did and the message it sends employees.

22. Staff Comments/Concerns

GM Doug Pilant: Reminiscenced about retired driver Cliff Derrick. He later received a call from Ronny Fox doing a perfect imitation of Cliff. We all missed Cliff. Director Huffman asked how old he is. GM Doug Pilant stated maybe mid-70s.

Superintendent Brent Olson: None.

Finance Supervisor Tabatha Welch: None.

NWR Brokerage Manager/Board Clerk Cathy Bond: Thankful we have been able to continue offering this essential service and was glad to see we finally made the ODOT sign by Rosenberg's. Dispatcher Daniell Amaya posted a picture on Facebook.

23. Board of Directors Comments/Concerns

Jim Huffman – Appreciated Pat Patterson attending during guest comments. Pat would like to encourage using volunteers. He thinks it's important to keep volunteer program for citizens. Shared Commissioner Yamamoto's concerns about pandemic and people getting laid off and being unable to pay their property taxes. Director Huffman remembered how volunteers "Friends of the Wave" helped get the original tax base. He wants his letter regarding this matter to be put in the record. He wants his concerns for the volunteer program considered during the budget process. Thanked Judy for being friends with Pat.

Judy Riggs – Thanked everyone for the great job! Really proud of everyone. Exciting to see the buses rolling down the road. Thanked Doug, Brent and Cathy for keeping operations going. Thanked Tabatha for keeping the finances in order.

Marty Holm – Thanked everyone at the District for continuing the service for those who can and need the bus service. Keep doing what your doing! Well done!

Jackie Edwards – Thanked everyone at District for all the work they are doing from home and office to continue the service and the board meetings. She’s proud of our District.

Gary Hanenkrat – Appreciated everyone’s good work.

Linda Adler – Kudos for using NW Rides to help with the Food Bank.

Melissa Carlson-Swanson – Thanked District for putting the policy in place for essential workers to help alleviate stress and fear. Appreciates the work and those who show up and continue providing services. Really impressed with the collaboration and creative work being done to meet the community’s needs. Everyone be safe and stay well.

Guest Kathy Klelzek – She misses her visits. Will come out to visit soon!

**UPCOMING EVENTS**

Board Training - TBD


Adjournment: Board Chair Riggs adjourned the meeting at 7:08pm.

**These minutes approved this 21<sup>st</sup> day of May, 2020.**

ATTEST:

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

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

**MEMO TO: BOARD OF DIRECTORS**  
**FROM: DOUG PILANT, GENERAL MANAGER**   
**SUBJECT: AMEND TCTD ADMINISTRATIVE STAFFING PLAN**

**Issue**

Shall the Board amend the TCTD Administrative Staffing Plan by establishing a NW Rides Brokerage Coordinator?

**Background and Findings**

1. In October 2019 the Board of Directors adopted the TCTD Administrative Staffing Plan.
2. The Board authorized the General Manager to execute a Delegate Agreement between the District and CareOregon to operate the NW Rides non-emergency medical transportation brokerage in January 2020.
3. Execution of the Delegate Agreement requires the Brokerage Manager to oversee the daily brokerage operations while managing the provider Blanket Purchase Agreements, developing and implementing brokerage operations standards, develop and implement service delivery programs, and perform community outreach.
4. Efficient operations of the NW Rides brokerage require establishing a Brokerage Coordinator position to provide day-to-day supervision of the customer service representatives and scheduling clerks. The Coordinator will be the subject matter expert of the brokerage operations policies and procedures and will assist the Brokerage Manager in evaluating the operational standards performance.
5. The District engaged Heidi Mason, a certified PHR to conduct the position analysis in the development of the job duties and responsibilities and requirements to ensure the NW Rides brokerage operational functions will be effective and efficient.
6. TCTD also engaged Heidi Mason to conduct the Brokerage Coordinator's wage and salary analysis to ensure the District complies with the Oregon Pay Equity Law requirements.
7. The proposed Brokerage Coordinator job description and wage analysis has been included as Attachment A.

**Recommendation**

Staff recommends the Board approve Resolution No. 20-10 to amend the TCTD Administration Staffing Plan and establish the NW Rides Brokerage Coordinator position.



NW Rides Brokerage  
**JOB DESCRIPTION**  
Adopted 05/21/2020

**Job Title:** Brokerage Coordinator  
**Supervised by:** Brokerage Manager  
**Status:** Full Time Non-Exempt Employee  
**Pay Range:** \$33,884 to \$50,230 Annually  
\$16.29 to \$24.15 Hourly

POSITION SUMMARY

Under general directions of the Brokerage Manager, the Brokerage Coordinator (BC) will coordinate transportation services programs managed under the NW Rides (NWR) Brokerage. This service will provide medical and non-medical transportation primarily for older adults, Veterans, people with disabilities and low-income families. The BC will serve as a subject matter expert and functionally supervise Customer Service Representatives (CSRs) and Scheduling Clerks (SCs) on daily operations in a call center environment. The BC is also responsible for assisting the Brokerage Manager in evaluating brokerage processes and procedures. The BC will coordinate with customers, brokerage staff, hospitals/clinics, CCOs and transportation providers to verify accurate information.

The BC is also responsible for assuring Brokerage Management, Coordinated Care Organizations (CCO) and the Oregon Department of Human Services that quality customer service is being provided to all NW Rides Customers by performing the following duties:

DUTIES & RESPONSIBILITIES

- Provide functional supervision over work of CSRs and Schedule Clerks. This includes training, assigning work, and answering questions.
- Serve as subject matter expert regarding brokerage operations, policies, and procedures. Exercise judgment in matching the most appropriate provider with the requested level of service.
- Provide appropriate coaching, direction, and resolution to CSRs and SCs who have questions about daily operations (scheduling providers, decides whether something needs to be pre-authorized, fields questions about eligible service requests).
- Coordinates with after-hours service provider and reviews after-hours service log on a daily basis.
- Performs duties of the Scheduling Clerk position.
- Assist the Brokerage Manager in evaluating brokerage processes and procedures that support Brokerage standards and strategic directives. Suggest methods to improve operations, efficiency, and service to the Brokerage Manager.
- Accept and document complaints from customers, providers, and agency representatives. Provide written summaries of these complaints to the Brokerage Manager.
- Assists Brokerage Manager in implementing recommendations and coordinate with TCTD's Dial-a-Ride program to ensure customer satisfaction.
- Operate a high volume multi-line phone system. Back-up to SC and CSR as needed.
- Primarily responsible for scheduling and coordinating secure transports.
- Regard client records as confidential information to the extent that confidential treatment is provided under State and Federal law.
- Verify client attendance for continuing service requests.
- Facilitates testing (auditing) rides booked for client attendance and/or customer satisfaction.
- Contribute to a positive working environment by consistently engaging in courteous behaviors and communications.

- Use appropriate judgment in upward communication regarding brokerage concerns.
- Assist Brokerage Manager with special or ongoing projects that are important to area/process improvement.
- Attend staff development training as required. Provide input in developing training agendas.
- Other duties as assigned as it pertains to the department.

#### REQUIREMENTS

- Strong customer service skills are required to perform this job successfully. An individual must be able to perform each essential duty satisfactorily.  
To perform this job successfully, an individual must be able to multi-task under highly stressful conditions.
- Knowledge of NWR service areas of Tillamook, Benton, Clatsop, Columbia, Lane, Lincoln, Linn, Polk, Marion, Multnomah, Washington and Yamhill Counties boundaries.
- Experience with the most recent version of Windows operating systems and other software programs including, but not limited to, Microsoft Office, Ecolane, Google and Google Earth.
- Participate in Ecolane continuing education webinars and training. Share updates with CSRs and SCs.
- Ability to read and interpret documents such as maps, safety rules, operating and maintenance instructions, and procedures manuals.
- Exceptional communication and interpersonal skills as applied to interaction with co-workers, supervisor, other providers, volunteers, and agencies, sufficient to ensure professional, courteous, and empathetic exchanges of information.  
Requires ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Ability to operate office machinery (i.e. copier, fax and scanner)

#### PHYSICAL REQUIREMENTS

- Work is performed in a call center environment.
- Frequent sitting, keyboarding and hearing voice conversations is required.
- While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; talk; and hear. The employee is frequently required to stand, walk, and reach with hands and arms.
- Occasional bending, squatting, lifting up to 10 pounds, pushing, reaching and walking is required.
- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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**NW Rides Brokerage Coordinator**

Based on the Brokerage Coordinator job description, the following job types were included in this analysis:  
*(See SOCS Description tab for a description of each job type)*

Training and Development Specialists; First-Line Supervisors of Office and Administrative Workers; Customer Service Representatives; Eligibility Interviewers, Government Programs; Reservation and Transportation Ticket Agents and Travel Clerks; Dispatchers, Except Police, Fire, and Ambulance

National Wage Data (Average of all job types)											
Hourly mean wage	Annual mean wage	Hourly 10th percentile wage	Hourly 25th percentile wage	Hourly median wage	Hourly 75th percentile wage	Hourly 90th percentile wage	Annual 10th percentile wage	Annual 25th percentile wage	Annual median wage	Annual 75th percentile wage	Annual 90th percentile wage
\$ 25.06	\$ 52,113.33	\$ 14.24	\$ 17.76	\$ 23.51	\$ 31.25	\$ 39.16	\$ 29,623.33	\$ 36,946.67	\$ 48,895.00	\$ 64,988.33	\$ 81,458.33

Oregon Coast Wage Data (Average of all job types)											
Hourly mean wage	Annual mean wage	Hourly 10th percentile wage	Hourly 25th percentile wage	Hourly median wage	Hourly 75th percentile wage	Hourly 90th percentile wage	Annual 10th percentile wage	Annual 25th percentile wage	Annual median wage	Annual 75th percentile wage	Annual 90th percentile wage
\$ 21.02	\$ 43,728.00	\$ 14.62	\$ 16.29	\$ 19.87	\$ 24.15	\$ 30.22	\$ 30,410.00	\$ 33,884.00	\$ 41,324.00	\$ 50,230.00	\$ 62,848.00

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

**In the Matter of Amending )  
the TCTD Administrative )  
Staffing Plan by Establishing )  
a Brokerage Coordinator Position )**

**RESOLUTION NO. 20-10**

**WHEREAS**, the Board of Directors for the Tillamook County Transportation District has the authority to authorize employee positions; and

**WHEREAS**, the Board seeks to authorize employee positions which most efficiently and effectively staff the District's administrative functions; and

**WHEREAS**, TCTD engaged Heidi Mason, PHR / SPHR to conduct an analysis of the District's NW Rides staff duties and responsibilities and assist in the development of a revised administrative staffing plan; and

**WHEREAS**, the District wishes to amend the TCTD Administrative Staffing Plan by establishing the Brokerage Coordinator position; and

**NOW, THEREFORE, BE IT RESOLVED** by the Tillamook County Transportation District Board of Directors authorizes the amendment of the TCTD Administrative Staffing Plan to include the Brokerage Coordinator position.

INTRODUCED AND ADOPTED this 21<sup>st</sup> day of May 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 Amending )  
the TCTD Administrative )  
Employee Compensation Plan )**

**RESOLUTION NO. 20-11**

**WHEREAS**, the Board of Directors for the Tillamook County Transportation District has the authority to establish wages and salaries for the District; and

**WHEREAS**, the District engaged Heidi Mason from Innova Legal Advisors to analyze the Brokerage Coordinator NW Rides responsibilities, evaluate the distribution of brokerage administration and operational duties, and develop recommendations to enhance the Brokerage efficiency and sustainability; and

**WHEREAS**, pursuant to such recommendations, the District Board of Directors adopted Resolution No. 20-10, establishing the Brokerage Coordinator position and amending the TCTD Administrative Staffing Plan; and

**WHEREAS**, it is necessary to establish wages and salaries for the Brokerage Coordinator position created by Resolution No. 20-10; and

**NOW, THEREFORE, BE IT RESOLVED** by the Tillamook County Transportation District Board of Directors, the Board establishes the following compensation schedule for the Brokerage Coordinator position:

<b>Position</b>	<b>Salary/Wage Range</b>
Brokerage Coordinator	\$16.29 to \$24.15

INTRODUCED AND ADOPTED this 21<sup>st</sup> day of May 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                    )  
Execution of the Oregon                                    )  
Department of Transportation                            )  
Grant Agreement No. 34210                                )**

**RESOLUTION NO. 20-12**

**WHEREAS**, on January 30, 2020, the International Health Regulations Emergency Committee of the World Health Organization declared the outbreak of the novel infectious coronavirus, known as COVID-19, as a “public health emergency of international concern”; and

**WHEREAS**, on January 31, 2020, the Secretary of the U.S. Department of Health and Human Services declared a public health emergency for the United States under section 319 of the Public Health Service Act (42 U.S.C. 247d) in response to COVID-19; and

**WHEREAS**, on March 8, 2020, the Governor of the State of Oregon issued Executive Order 20-03 declaring a State of Emergency under ORS 401.165 due to the threat to public health and safety presented by COVID-19; and

**WHEREAS**, on March 11, 2020, the World Health Organization characterized COVID-19 as a pandemic; and

**WHEREAS**, on March 13, 2020, the President of the United States declared a national emergency under Section 201 and 301 of the National Emergencies Act (50 U.S.C. 1601 *et seq.*) due to COVID-19; and

**WHEREAS**, on March 23, 2020, the Governor of the State of Oregon issued Executive Order 20-12 ordering, to the maximum extent possible, individuals in the State of Oregon to stay at home or at their place of residence; and

**WHEREAS**, on March 27, 2020, the President of the United States signed into law the Coronavirus Aid, Relief, and Economic Security (CARES) Act (Public Law No. 116-136) to provide emergency assistance and health care response for individuals, families and businesses affected by COVID-19 and provides emergency appropriations to support agency operations during the pandemic; and

**WHEREAS**, the funds provided under the CARES Act are available for transit agencies to maintain service and lost revenue, including the purchase of protective equipment associated with response to the pandemic, paid administrative leave salaries for personnel, and cleaning and sanitizing equipment and supplies; and

**WHEREAS**, the Tillamook County Transportation District (“District”) has received three (3) grants from the Oregon Department of Transportation (“ODOT”) under Section 5311(f) of the Federal Transit Act of 1964, as amended, totaling an amount of \$395,358.00, for relief from expenses incurred in response to the COVID-19 pandemic, and which the grants are memorialized in ODOT Grant Agreement No. 34210 (the “Grant Agreement”); and

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

that the General Manager is authorized to execute Grant Agreement No. 34210 on behalf of the Tillamook County Transportation District with the Oregon Department of Transportation for the receipt of funds in the amount of \$395,358.00 to provide relief from eligible expenses incurred in response to the COVID-19 pandemic.

INTRODUCED AND ADOPTED this 21<sup>st</sup> day of May 2020.

ATTEST:

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

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

RAIL AND PUBLIC TRANSIT DIVISION  
OREGON DEPARTMENT OF TRANSPORTATION

This Agreement is made and entered into by and between the **State of Oregon**, acting by and through its Department of Transportation, Rail and Public Transit Division, hereinafter referred to as "State," and **Tillamook County Transportation District**, hereinafter referred to as "Recipient," and collectively referred to as the "Parties."

**AGREEMENT**

1. **Effective Date.** This Agreement shall become effective on the later of **May 1, 2020** or the date when this Agreement is fully executed and approved as required by applicable law. Unless otherwise terminated or extended, Grant Funds under this Agreement shall be available for Project Costs incurred on or before **June 30, 2021** (Expiration Date). No Grant Funds are available for any expenditures after the Expiration Date. State's obligation to disburse Grant Funds under this Agreement shall end as provided in Section 10 of this Agreement.
2. **Agreement Documents.** This Agreement consists of this document and the following documents, all of which are attached hereto and incorporated herein by reference:

**Exhibit A: Project Description and Budget**

**Exhibit B: Financial Information**

**Exhibit C: Subcontractor Insurance**

**Exhibit D: Summary of Federal Requirements, incorporating by reference Annual List of Certifications and Assurances for Federal Transit Administration Grants and Cooperative Agreements ("Certifications and Assurances") and Federal Transit Administration Master Agreement**

**Exhibit E: Information required by 2 CFR 200.331(a), may be accessed at <http://www.oregon.gov/odot/pt/>, Oregon Public Transit Information System (OPTIS), as the information becomes available**

In the event of a conflict between two or more of the documents comprising this Agreement, the language in the document with the highest precedence shall control. The precedence of each of the documents comprising this Agreement is as follows, listed from highest precedence to lowest precedence: Exhibit D; Exhibit E; this Agreement without Exhibits; Exhibit A; Exhibit B; Exhibit C.

3. **Project Cost; Grant Funds; Match.** The total project cost is estimated at **\$395,358.00**. In accordance with the terms and conditions of this Agreement, State shall provide Recipient an amount not to exceed **\$395,358.00** in Grant Funds for eligible costs described in Section 6.a. hereof. Recipient shall provide matching funds for all Project Costs as described in Exhibit A.
4. **Project.** The Grant Funds shall be used solely for the Project described in Exhibit A and shall not be used for any other purpose. No Grant Funds will be disbursed for any changes to the Project unless such changes are approved by State by amendment pursuant to Section 11.d hereof.
5. **Progress Reports.** Recipient shall submit quarterly progress reports to State no later than 45 days after the close of each quarterly reporting period. Reporting periods are July through September, October through December, January through March, and April through June. Reports must be in a format acceptable to State and must be entered into the Oregon Public Transit Information System (OPTIS), which may be accessed at <http://www.oregon.gov/odot/pt/>. If Recipient is unable to access OPTIS, reports must be delivered to [ODOTPTDReporting@odot.state.or.us](mailto:ODOTPTDReporting@odot.state.or.us). Reports shall include a statement of revenues and expenditures for each quarter, including documentation of local match contributions and expenditures. State reserves the right to request such additional information as may be



necessary to comply with federal or state reporting requirements.

**6. Disbursement and Recovery of Grant Funds.**

- a. **Disbursement Generally.** State shall reimburse eligible costs incurred in carrying out the Project, up to the Grant Fund amount provided in Section 3. Reimbursements shall be made by State within 30 days of State's approval of a request for reimbursement from Recipient using a format that is acceptable to State. Requests for reimbursement must be entered into OPTIS or sent to ODOTPTDReporting@odot.state.or.us. Eligible costs are the reasonable and necessary costs incurred by Recipient, or under a subagreement described in Section 9.a. of this Agreement, in performance of the Project and that are not excluded from reimbursement by State, either by this Agreement or by exclusion as a result of financial review or audit.
- b. **Conditions Precedent to Disbursement.** State's obligation to disburse Grant Funds to Recipient is subject to satisfaction, with respect to each disbursement, of each of the following conditions precedent:
  - i. State has received funding, appropriations, limitations, allotments or other expenditure authority sufficient to allow State, in the exercise of its reasonable administrative discretion, to make the disbursement.
  - ii. Recipient is in compliance with the terms of this Agreement including, without limitation, Exhibit D and the requirements incorporated by reference in Exhibit D.
  - iii. Recipient's representations and warranties set forth in Section 7 hereof are true and correct on the date of disbursement with the same effect as though made on the date of disbursement.
  - iv. Recipient has provided to State a request for reimbursement using a format that is acceptable to and approved by State. Recipient must submit its final request for reimbursement following completion of the Project and no later than 60 days after the Expiration Date. Failure to submit the final request for reimbursement within 60 days after the Expiration Date could result in non-payment.
- c. **Recovery of Grant Funds.** Any funds disbursed to Recipient under this Agreement that are expended in violation or contravention of one or more of the provisions of this Agreement ("Misexpended Funds") or that remain unexpended on the earlier of termination or expiration of this Agreement must be returned to State. Recipient shall return all Misexpended Funds to State promptly after State's written demand and no later than 15 days after State's written demand. Recipient shall return all Unexpended Funds to State within 14 days after the earlier of expiration or termination of this Agreement.

**7. Representations and Warranties of Recipient.** Recipient represents and warrants to State as follows:

- a. **Organization and Authority.** Recipient is duly organized and validly existing under the laws of the State of Oregon and is eligible to receive the Grant Funds. Recipient has full power, authority, and legal right to make this Agreement and to incur and perform its obligations hereunder, and the making and performance by Recipient of this Agreement (1) have been duly authorized by all necessary action of Recipient and (2) do not and will not violate any provision of any applicable law, rule, regulation, or order of any court, regulatory commission, board, or other administrative agency or any provision of Recipient's Articles of Incorporation or Bylaws, if applicable, (3) do not and will not result in the breach of, or constitute a default or require any consent under any other agreement or instrument to which Recipient is a party or by which Recipient or any of its properties may be bound or affected. No authorization, consent, license, approval of, filing or registration with or notification to any governmental body or regulatory or supervisory authority is required for the execution, delivery or performance by Recipient of this Agreement.
- b. **Binding Obligation.** This Agreement has been duly executed and delivered by Recipient and constitutes a legal, valid and binding obligation of Recipient, enforceable in accordance with its terms subject to the laws of bankruptcy, insolvency, or other similar laws affecting the enforcement of creditors' rights generally.
- c. **No Solicitation.** Recipient's officers, employees, and agents shall neither solicit nor

accept gratuities, favors, or any item of monetary value from contractors, potential contractors, or parties to subagreements, except as permitted by applicable law. No member or delegate to the Congress of the United States or State of Oregon employee shall be admitted to any share or part of this Agreement or any benefit arising therefrom.

- d. **No Debarment.** Neither Recipient nor its principals is presently debarred, suspended, or voluntarily excluded from this federally-assisted transaction, or proposed for debarment, declared ineligible or voluntarily excluded from participating in this Agreement by any state or federal agency. Recipient agrees to notify State immediately if it is debarred, suspended or otherwise excluded from this federally-assisted transaction for any reason or if circumstances change that may affect this status, including without limitation upon any relevant indictments or convictions of crimes.

The warranties set in this section are in addition to, and not in lieu of, any other warranties set forth in this Agreement or implied by law.

**8. Records Maintenance and Access; Audit.**

- a. **Records, Access to Records and Facilities.** Recipient shall make and retain proper and complete books of record and account and maintain all fiscal records related to this Agreement and the Project in accordance with all applicable generally accepted accounting principles, generally accepted governmental auditing standards and state minimum standards for audits of municipal corporations. Recipient shall require that each of its subrecipients and subcontractors complies with these requirements. State, the Secretary of State of the State of Oregon (Secretary), the United States Department of Transportation (USDOT), the Federal Transit Administration (FTA) and their duly authorized representatives shall have access to the books, documents, papers and records of Recipient that are directly related to this Agreement, the funds provided hereunder, or the Project for the purpose of making audits and examinations. In addition, State, the Secretary, USDOT, FTA and their duly authorized representatives may make and retain excerpts, copies, and transcriptions of the foregoing books, documents, papers, and records. Recipient shall permit authorized representatives of State, the Secretary, USDOT and FTA to perform site reviews of the Project, and to inspect all vehicles, real property, facilities and equipment purchased by Recipient as part of the Project, and any transportation services rendered by Recipient.
- b. **Retention of Records.** Recipient shall retain and keep accessible all books, documents, papers, and records that are directly related to this Agreement, the Grant Funds or the Project for a minimum of six (6) years, or such longer period as may be required by other provisions of this Agreement or applicable law, following the Expiration Date. If there are unresolved audit questions at the end of the six-year period, Recipient shall retain the records until the questions are resolved.
- c. **Expenditure Records.** Recipient shall document the expenditure of all Grant Funds disbursed by State under this Agreement. Recipient shall create and maintain all expenditure records in accordance with generally accepted accounting principles and in sufficient detail to permit State to verify how the Grant Funds were expended.
- d. **Audit Requirements.**
  - i. Recipients receiving federal funds in excess of \$750,000 are subject to audit conducted in accordance with the provisions of 2 CFR part 200, subpart F. Recipient, if subject to this requirement, shall at Recipient's own expense submit to State, Rail and Public Transit Division, 555 13th Street NE, Suite 3, Salem, Oregon, 97301-4179 or to [ODOTPTDReporting@odot.state.or.us](mailto:ODOTPTDReporting@odot.state.or.us), a copy of, or electronic link to, its annual audit subject to this requirement covering the funds expended under this Agreement and shall submit or cause to be submitted, the annual audit of any subrecipient(s), contractor(s), or subcontractor(s) of Recipient responsible for the financial management of funds received under this Agreement.
  - ii. Recipient shall save, protect and hold harmless State from the cost of any audits or special investigations performed by the Secretary with respect to the funds expended under this Agreement. Recipient acknowledges and agrees that any audit costs incurred by Recipient as a result of allegations of fraud, waste or abuse are ineligible for reimbursement under this or any other agreement between Recipient and State.

## 9. Recipient Subagreements and Procurements

- a. **Subagreements.** Recipient may enter into agreements with sub-recipients, contractors or subcontractors (collectively, "subagreements") for performance of the Project.
  - i. All subagreements must be in writing executed by Recipient and must incorporate and pass through all of the applicable requirements of this Agreement to the other party or parties to the subagreement(s). Use of a subagreement does not relieve Recipient of its responsibilities under this Agreement.
  - ii. Recipient agrees to provide State with a copy of any signed subagreement upon request by State. Any substantial breach of a term or condition of a subagreement relating to funds covered by this Agreement must be reported by Recipient to State within ten (10) days of its being discovered.
- b. Recipient shall review the *Best Practices Procurement Manual*, a technical assistance manual prepared by the FTA, available on the FTA website: [www.fta.dot.gov/grants/13054\\_6037.html](http://www.fta.dot.gov/grants/13054_6037.html)
- c. **Subagreement indemnity; insurance**

***Recipient's subagreement(s) shall require the other party to such subagreements(s) that is not a unit of local government as defined in ORS 190.003, if any, to indemnify, defend, save and hold harmless State and its officers, employees and agents from and against any and all claims, actions, liabilities, damages, losses, or expenses, including attorneys' fees, arising from a tort, as now or hereafter defined in ORS 30.260, caused, or alleged to be caused, in whole or in part, by the negligent or willful acts or omissions of the other party to Recipient's subagreement or any of such party's officers, agents, employees or subcontractors ("Claims"). It is the specific intention of the Parties that the State shall, in all instances, except for Claims arising solely from the negligent or willful acts or omissions of the State, be indemnified by the other party to Recipient's subagreement(s) from and against any and all Claims.***

Any such indemnification shall also provide that neither Recipient's subrecipient(s), contractor(s) nor subcontractor(s) (collectively "Subrecipients"), nor any attorney engaged by Recipient's Subrecipient(s), shall defend any claim in the name of the State or any agency of the State of Oregon, nor purport to act as legal representative of the State of Oregon or any of its agencies, without the prior written consent of the Oregon Attorney General. The State may, at any time at its election, assume its own defense and settlement in the event that it determines that Recipient's Subrecipient is prohibited from defending State or that Recipient's Subrecipient is not adequately defending State's interests, or that an important governmental principle is at issue or that it is in the best interests of State to do so. State reserves all rights to pursue claims it may have against Recipient's Subrecipient if State elects to assume its own defense.

Recipient shall require the other party, or parties, to each of its subagreements that are not units of local government as defined in ORS 190.003 to obtain and maintain insurance of the types and in the amounts provided in Exhibit C to this Agreement. Any insurance obtained by the other party to Recipient's subagreements, if any, shall not relieve Recipient of the requirements of Section 11 of this Agreement. The other party to any subagreement with Recipient, if the other party employs subject workers as defined in ORS 657.027, must obtain Workers Compensation Coverage as described in Exhibit C.

- d. **Procurements.** Recipient shall make purchases of any equipment, materials, or services for the Project under procedures that comply with Oregon law, as applicable, including all applicable provisions of the Oregon Public Contracting Code and rules, and in conformance to FTA Circular 4220.1F, Third Party Contracting Requirements including:
  - i. all applicable clauses required by federal statute, executive orders and their implementing regulations are included in each competitive procurement;
  - ii. all procurement transactions are conducted in a manner providing full and open competition;

- iii. procurements exclude the use of statutorily or administratively imposed in-state or geographic preference in the evaluation of bids or proposals (with exception of locally controlled licensing requirements);
- iv. construction, architectural and engineering procurements are based on Brooks Act procedures unless the procurement is subject to ORS 279C.100 to 279C.125.

**e. Additional requirements**

- i. Recipient shall comply with 49 CFR sections 37.77(c) and 37.105 regarding "Certification of Equivalent Service" when purchasing vehicles under this Agreement. If non-accessible vehicles, as defined by the Americans with Disabilities Act, are being purchased for use by a public entity in demand responsive service for the general public, Recipient will certify to State at the time of applying for a project that, when viewed in its entirety, the demand responsive service offered to persons with disabilities, including persons who use wheelchairs, meets the standard of equivalent service.
- ii. Recipient shall comply with 49 CFR 663 regarding pre-award and post-delivery reviews. Every Recipient purchasing rolling stock or facilities under this Agreement must certify to State that a pre-award and post-delivery review has been conducted in accordance with ODOT requirements. This review ensures compliance to bid specifications including, but not limited to, FTA requirements, State requirements, and Federal Motor Carrier Safety Standards, as applicable to the type of project. Each Recipient's certification must include assurance that required documents have been received from manufacturers or vendors of products, or from both, and that Recipient possesses such documents. Acceptable certification forms are available from State. Recipient must provide certification forms to State when reimbursement is requested for vehicles. For facilities projects, Recipient must provide pre-award certifications to State at time of first payment, and post-delivery certifications upon completion of the post-delivery review, and in no event later than with Recipient's request for final payment.
- iii. Recipient shall comply with 49 CFR 604 in the provision of any charter service provided with vehicles, facilities, or equipment acquired with FTA assistance under this Agreement.
- iv. Recipient shall submit an annual vehicle inspection report to State for any vehicle purchased under this Agreement. Vehicle inspections shall be conducted by a vehicle maintenance technician certified by a nationally recognized organization in the field of vehicle service and maintenance. Reports covering required areas of inspection shall be submitted on forms provided by State.
- v. All drivers of vehicles purchased with FTA funds under this Agreement must complete a standard defensive driving course before operating an FTA-funded vehicle, and are advised to complete a standard defensive driving course before operating a State-funded vehicle.
- vi. Recipient shall maintain all vehicles, equipment, and facilities purchased under this Agreement in good condition per manufacturer's recommendations. Recipients are required to develop preventive maintenance plans for all rolling stock and facilities and to provide the plans to State upon request.
- vii. Recipient shall be the owner of the property for facility construction projects and of vehicles purchased under this Agreement. Such ownership shall be recorded on real property deeds for facility construction projects and on vehicle titles. If Recipient contracts the operation of vehicles to a third party, then the third party may be shown as the owner or lessee with Recipient listed as the second security interest holder or lessor. In all cases, Oregon Department of Transportation, Rail and Public Transit Division shall be shown as the first security interest holder on vehicle titles. If Recipient fails to show Oregon Department of Transportation, Rail and Public Transit Division as the first security interest holder, Recipient shall pay any expenses to re-submit the necessary documents to Oregon Department of Transportation, Driver and Motor Vehicle Services (DMV). If a vehicle is damaged or destroyed at any time when Recipient fails to show Oregon Department of Transportation, Rail and Public Transit Division, as the first security interest holder, Recipient shall be

liable to State for any damage in an amount in the same manner as if Oregon Department of Transportation, Rail and Public Transit Division, were shown as the first security interest holder.

- viii. Recipient shall bear the cost of insuring assets purchased under this Agreement based on risk assessment. Recipient shall maintain, in amounts and form satisfactory to State, such insurance or self-insurance as will be adequate to protect Recipient, vehicle drivers and assistants, vehicle occupants, and property throughout the period of use. The minimum that will be approved by State is comprehensive and collision insurance adequate to repair or replace property and equipment if damaged or destroyed; liability insurance of \$50,000 for property damage, \$200,000 for bodily injury per person, \$500,000 for bodily injury per occasion for maintenance and shop vehicles, and \$1,000,000 for bodily injury per occasion for vehicles providing passenger transportation; uninsured motorist protection; and personal injury protection as required by ORS Chapter 806. Recipient shall be responsible for all deductibles or self-insured retention. Recipient's insurance policy covering assets purchased under this Agreement shall include the Oregon Department of Transportation, Rail and Public Transit Division as an "Additional Insured". In the event of any ambiguity or conflict between this section 9.e.viii. and Exhibit C Insurance Requirements ii. Commercial General Liability and iii. AUTOMOBILE LIABILITY INSURANCE, this section 9.e.viii. shall control.
- ix. Recipient shall file a restrictive covenant with the property deed for all construction projects and purchases of real estate, with the exception of passenger shelters, amenities, and right-of-way infrastructure improvements. The restrictive covenant will limit the use of the building and property to the stated purpose specified in the statement of work associated with this Agreement.
- x. Recipient shall complete all purchases, including installation, and all construction of capital assets funded under this Agreement prior to the Expiration Date of this Agreement. If local circumstances prevent purchase, installation, or construction by the specified date, Recipient will notify State in writing of the circumstances regarding the delay. Such notification must be received at least forty-five (45) days prior to the expiration of the Agreement. Agreement amendment for time will be considered in extenuating circumstances.

## 10. Termination

- a. **Termination by State.** State may terminate this Agreement effective upon delivery of written notice of termination to Recipient, or at such later date as may be established by State in such written notice, if:
  - i. Recipient fails to perform the Project within the time specified herein or any extension thereof or commencement, continuation or timely completion of the Project by Recipient is, for any reason, rendered improbable, impossible, or illegal; or
  - ii. State fails to receive funding, appropriations, limitations or other expenditure authority sufficient to allow State, in the exercise of its reasonable administrative discretion, to continue to make payments for performance of this Agreement; or
  - iii. Federal or state laws, rules, regulations or guidelines are modified or interpreted in such a way that the Project is no longer allowable or no longer eligible for funding under this Agreement; or
  - iv. The Project would not produce results commensurate with the further expenditure of funds; or
  - v. Recipient takes any action pertaining to this Agreement without the approval of State and which under the provisions of this Agreement would have required the approval of State.
- b. **Termination by Recipient.** Recipient may terminate this Agreement effective upon delivery of written notice of termination to State, or at such later date as may be

established by Recipient in such written notice, if:

- i. The requisite local funding to continue the Project becomes unavailable to Recipient; or
  - ii. Federal or state laws, rules, regulations or guidelines are modified or interpreted in such a way that the Project is no longer allowable or no longer eligible for funding under this Agreement.
- c. **Termination by Either Party.** Either Party may terminate this Agreement upon at least ten days notice to the other Party and failure of the other Party to cure within the period provided in the notice, if the other Party fails to comply with any of the terms of this Agreement.

## 11. General Provisions

- a. **Contribution.** If any third party makes any claim or brings any action, suit or proceeding alleging a tort as now or hereafter defined in ORS 30.260 ("Third Party Claim") against State or Recipient with respect to which the other Party may have liability, the notified Party must promptly notify the other Party in writing of the Third Party Claim and deliver to the other Party a copy of the claim, process, and all legal pleadings with respect to the Third Party Claim. Each Party is entitled to participate in the defense of a Third Party Claim, and to defend a Third Party Claim with counsel of its own choosing. Receipt by a Party of the notice and copies required in this paragraph and meaningful opportunity for the Party to participate in the investigation, defense and settlement of the Third Party Claim with counsel of its own choosing are conditions precedent to that Party's liability with respect to the Third Party Claim.

With respect to a Third Party Claim for which State is jointly liable with Recipient (or would be if joined in the Third Party Claim), State shall contribute to the amount of expenses (including attorneys' fees), judgments, fines and amounts paid in settlement actually and reasonably incurred and paid or payable by Recipient in such proportion as is appropriate to reflect the relative fault of the State on the one hand and of the Recipient on the other hand in connection with the events which resulted in such expenses, judgments, fines or settlement amounts, as well as any other relevant equitable considerations. The relative fault of State on the one hand and of Recipient on the other hand shall be determined by reference to, among other things, the Parties' relative intent, knowledge, access to information and opportunity to correct or prevent the circumstances resulting in such expenses, judgments, fines or settlement amounts. State's contribution amount in any instance is capped to the same extent it would have been capped under Oregon law, including the Oregon Tort Claims Act, ORS 30.260 to 30.300, if State had sole liability in the proceeding.

With respect to a Third Party Claim for which Recipient is jointly liable with State (or would be if joined in the Third Party Claim), Recipient shall contribute to the amount of expenses (including attorneys' fees), judgments, fines and amounts paid in settlement actually and reasonably incurred and paid or payable by State in such proportion as is appropriate to reflect the relative fault of Recipient on the one hand and of State on the other hand in connection with the events which resulted in such expenses, judgments, fines or settlement amounts, as well as any other relevant equitable considerations. The relative fault of Recipient on the one hand and of State on the other hand shall be determined by reference to, among other things, the Parties' relative intent, knowledge, access to information and opportunity to correct or prevent the circumstances resulting in such expenses, judgments, fines or settlement amounts. Recipient's contribution amount in any instance is capped to the same extent it would have been capped under Oregon law, including the Oregon Tort Claims Act, ORS 30.260 to 30.300, if it had sole liability in the proceeding.

- b. **Dispute Resolution.** The Parties shall attempt in good faith to resolve any dispute arising out of this Agreement. In addition, the Parties may agree to utilize a jointly selected mediator or arbitrator (for non-binding arbitration) to resolve the dispute short of litigation.
- c. **Responsibility for Grant Funds.** Any recipient of Grant Funds, pursuant to this Agreement with State, shall assume sole liability for that recipient's breach of the

conditions of this Agreement, and shall, upon recipient's breach of conditions that requires State to return funds to the FTA, hold harmless and indemnify State for an amount equal to the funds received under this Agreement; or if legal limitations apply to the indemnification ability of the recipient of Grant Funds, the indemnification amount shall be the maximum amount of funds available for expenditure, including any available contingency funds or other available non-appropriated funds, up to the amount received under this Agreement.

- d. **Amendments.** This Agreement may be amended or extended only by a written instrument signed by both Parties and approved as required by applicable law.
- e. **Duplicate Payment.** Recipient is not entitled to compensation or any other form of duplicate, overlapping or multiple payments for the same work performed under this Agreement from any agency of the State of Oregon or the United States of America or any other party, organization or individual.
- f. **No Third Party Beneficiaries.** State and Recipient are the only Parties to this Agreement and are the only Parties entitled to enforce its terms. Nothing in this Agreement gives, is intended to give, or shall be construed to give or provide any benefit or right, whether directly or indirectly, to a third person unless such a third person is individually identified by name herein and expressly described as an intended beneficiary of the terms of this Agreement.

Recipient acknowledges and agrees that the Federal Government, absent express written consent by the Federal Government, is not a party to this Agreement and shall not be subject to any obligations or liabilities to the Recipient, contractor or any other party (whether or not a party to the Agreement) pertaining to any matter resulting from the this Agreement.

- g. **Notices.** Except as otherwise expressly provided in this Agreement, any communications between the Parties hereto or notices to be given hereunder shall be given in writing by personal delivery, facsimile, email, or mailing the same, postage prepaid, to Recipient Contact or State Contact at the address or number set forth on the signature page of this Agreement, or to such other addresses or numbers as either Party may hereafter indicate pursuant to this Section 11.g. Any communication or notice personally delivered shall be deemed to be given when actually delivered. Any communication or notice delivered by facsimile shall be deemed to be given when receipt of the transmission is generated by the transmitting machine, and to be effective against State, such facsimile transmission must be confirmed by telephone notice to State Contact. Any communication by email shall be deemed to be given when the recipient of the email acknowledges receipt of the email. Any communication or notice mailed shall be deemed to be given when received.
- h. **Governing Law, Consent to Jurisdiction.** This Agreement shall be governed by and construed in accordance with the laws of the State of Oregon without regard to principles of conflicts of law. Any claim, action, suit or proceeding (collectively, "Claim") between State (or any other agency or department of the State of Oregon) and Recipient that arises from or relates to this Agreement shall be brought and conducted solely and exclusively within the Circuit Court of Marion County in the State of Oregon. In no event shall this section be construed as a waiver by the State of Oregon of any form of defense or immunity, whether sovereign immunity, governmental immunity, immunity based on the eleventh amendment to the Constitution of the United States or otherwise, from any Claim or from the jurisdiction of any court. EACH PARTY HEREBY CONSENTS TO THE EXCLUSIVE JURISDICTION OF SUCH COURT, WAIVES ANY OBJECTION TO VENUE, AND WAIVES ANY CLAIM THAT SUCH FORUM IS AN INCONVENIENT FORUM.
- i. **Compliance with Law.** Recipient shall comply with all federal, state and local laws, regulations, executive orders and ordinances applicable to the Agreement or to the implementation of the Project, as applicable to Recipient, including without limitation as described in Exhibit D. Without limiting the generality of the foregoing, Recipient expressly agrees to comply with (i) Title VI of Civil Rights Act of 1964; (ii) Title V and Section 504 of the Rehabilitation Act of 1973; (iii) the Americans with Disabilities Act of 1990 and ORS 659A.142; (iv) all regulations and administrative rules established pursuant to the foregoing laws; and (v) all other applicable requirements of federal and

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state civil rights and rehabilitation statutes, rules and regulations.

- j. **Insurance; Workers' Compensation.** All employers, including Recipient, that employ subject workers who provide services in the State of Oregon shall comply with ORS 656.017 and provide the required Workers' Compensation coverage, unless such employers are exempt under ORS 656.126. Employer's liability insurance with coverage limits of not less than \$500,000 must be included. Recipient shall ensure that each of its subrecipient(s), contractor(s), and subcontractor(s) complies with these requirements.
- k. **Independent Contractor.** Recipient shall perform the Project as an independent contractor and not as an agent or employee of State. Recipient has no right or authority to incur or create any obligation for or legally bind State in any way. State cannot and will not control the means or manner by which Recipient performs the Project, except as specifically set forth in this Agreement. Recipient is responsible for determining the appropriate means and manner of performing the Project. Recipient acknowledges and agrees that Recipient is not an "officer", "employee", or "agent" of State, as those terms are used in ORS 30.265, and shall not make representations to third parties to the contrary.
- l. **Severability.** If any term or provision of this Agreement is declared by a court of competent jurisdiction to be illegal or in conflict with any law, the validity of the remaining terms and provisions shall not be affected, and the rights and obligations of the Parties shall be construed and enforced as if this Agreement did not contain the particular term or provision held to be invalid.
- m. **Counterparts.** This Agreement may be executed in two or more counterparts (by facsimile or otherwise), each of which is an original and all of which together are deemed one agreement binding on all Parties, notwithstanding that all Parties are not signatories to the same counterpart.
- n. **Integration and Waiver.** This Agreement, including all Exhibits, constitutes the entire agreement between the Parties on the subject matter hereof. There are no understandings, agreements, or representations, oral or written, not specified herein regarding this Agreement. The delay or failure of either Party to enforce any provision of this Agreement shall not constitute a waiver by that Party of that or any other provision. Recipient, by the signature below of its authorized representative, hereby acknowledges that it has read this Agreement, understands it, and agrees to be bound by its terms and conditions.



**The Parties**, by execution of this Agreement, hereby acknowledge that each Party has read this Agreement, understands it, and agrees to be bound by its terms and conditions.

The Oregon Transportation Commission on October 20, 2010, approved Delegation Order Number OTC-01, which authorizes the Director of the Oregon Department of Transportation to administer programs related to public transit.

On March 1, 2012, the Director approved Delegation Order Number DIR-04, which delegates the authority to approve this Agreement to the Rail and Public Transit Division Administrator.

**SIGNATURE PAGE TO FOLLOW**

**Tillamook County Transportation District,**  
by and through its

\_\_\_\_\_  
By \_\_\_\_\_  
(Legally designated representative)

Name \_\_\_\_\_  
(printed)

Date \_\_\_\_\_

By \_\_\_\_\_

Name \_\_\_\_\_  
(printed)

Date \_\_\_\_\_

**APPROVED AS TO LEGAL SUFFICIENCY**

(If required in local process)

By \_\_\_\_\_  
Recipient's Legal Counsel

Date \_\_\_\_\_

**Recipient Contact:**

Doug Pilant  
3600 Third Street, Suite A  
Tillamook, OR 97141-0188  
1 (503) 842-3115  
dpilant@tillamookbus.com

**State Contact:**

Arla Miller  
555 13th Street NE  
Salem, OR 97301-4179  
1 (503) 861-2798  
Arla.MILLER@odot.state.or.us

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

By \_\_\_\_\_  
Karyn Criswell  
Rail and Public Transit Division Administrator

Date \_\_\_\_\_

**APPROVAL RECOMMENDED**

By \_\_\_\_\_ Arla Miller

Date \_\_\_\_\_ 05/11/2020

**APPROVED AS TO LEGAL SUFFICIENCY**

(For funding over \$150,000)

By \_\_\_\_\_  
Assistant Attorney General

Name \_\_\_\_\_ Marvin Fjordbeck by email  
(printed)

Date \_\_\_\_\_ 03/13/2017

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**EXHIBIT A**

**Project Description and Budget**

**Project Description/Statement of Work**

<b>Project Title: CARES 5311 Formula Tillamook County Transportation Dist. 34210</b>				
<i>Provide relief from expenses incurred in response to the COVID-19 pandemic.</i>				
<b>Item #1: Operating Assistance</b>				
	Total	Grant Amount	Local Match	Match Type(s)
	\$165,000.00	\$165,000.00	\$0.00	
<b>Item #1: Operating Assistance</b>				
	Total	Grant Amount	Local Match	Match Type(s)
	\$215,000.00	\$215,000.00	\$0.00	
<b>Item #1: Operating Assistance</b>				
	Total	Grant Amount	Local Match	Match Type(s)
	\$15,358.00	\$15,358.00	\$0.00	
<b>Sub Total</b>	<b>\$395,358.00</b>	<b>\$395,358.00</b>	<b>\$0.00</b>	
<b>Grand Total</b>	<b>\$395,358.00</b>	<b>\$395,358.00</b>	<b>\$0.00</b>	

**1. BACKGROUND**

*The federal Coronavirus Aid, Relief, and Economic Security (CARES) Act provides emergency assistance and health care response for individuals, families, and businesses affected by the COVID-19 pandemic and provides emergency appropriations to support agency operations during the pandemic. Funds provided under the CARES Act are available for transit agencies to maintain service and lost revenue, including the purchase of protective equipment and paid administrative leave.*

**2. PROJECT DESCRIPTION**

*This Agreement provides financial support for general public transportation services in the state of Oregon to provide relief from expenses incurred in response to the COVID-19 pandemic.*

**3. PROJECT DELIVERABLES and EXPENSE TYPES**

*Funding may be used for projects to prevent, prepare for, and respond to COVID-19. Although operational expenses are the priority, all expenses normally eligible under the Federal Transit Administration (FTA) Section 5311 Formula Grants to Rural Areas Program incurred on or after January 20, 2020 are considered to be in response to economic or other conditions caused by COVID-19 and thus are eligible under this Agreement. Normally-eligible expenses include those for operating, preventive maintenance, project administration, contracted services, and capital purchases. There is no limit to the percentage of funds that may be used for any category of expense.*

*Specific eligible expenses under the CARES Act include operating costs to maintain service, lost revenue due to the COVID-19 public health emergency, purchase of personal protective equipment associated with response to the pandemic, administrative leave salaries for personnel, and cleaning and sanitizing equipment and supplies.*

*Ineligible expenses under the Section 5311 program may be reimbursed if an FTA waiver is obtained. Waiver requests are managed by State and results are posted on State's website. Waivers may be implemented during the Agreement period.*

**Operating Expenses**

*In general, operating expenses are those costs necessary to operate, maintain, and manage a public transportation system. Operating expenses include such costs as driver salaries, fuel, and items having a useful life of less than one year, including personal protective equipment and*

*cleaning supplies. See Chapter III of the FTA Circular 9040.1G (Formula Grants for Rural Areas) for more information on eligible operating expenses.*

#### *Lost Revenue*

*Lost revenue is a reduction in contributions to the operational costs of a public transportation system and reductions in fees paid for use of a public transportation system due to service changes or fluctuations caused by response to the COVID 19 pandemic.*

#### *Personal Protective Equipment Expenses*

*Personal protective equipment includes equipment for eyes, face, head, and extremities, protective clothing, respiratory devices, and protective shields and barriers. Some items, such as respiratory devices, must meet industry requirements. Other items may be eligible with advance approval from State.*

#### *Administrative Leave Expenses*

*Administrative leave is an administratively-authorized absence from duty without loss of pay or reduction in an employee's available leave. In the context of the COVID-19 public health emergency, administrative leave could include, but is not limited to, leave for an employee who is not required to work due to a reduction in service or leave for a worker who is quarantined after potential exposure to an individual infected with COVID-19.*

#### *Preventive Maintenance Expenses*

*In general, preventive maintenance expenses include activities, supplies, materials, labor, services, and associated costs required to preserve or extend the functionality and serviceability of an asset in a cost effective manner such as oil changes, engine tune-ups, scheduled or routine maintenance; and associated parts, supplies, and labor. In the context of the COVID-19 public health emergency, preventive maintenance could include, but is not limited to, costs for protective measures to protect the health and safety of employees and passengers, such as cleaning of rolling stock. Personal protective equipment and other preventive measures are eligible as either a maintenance or operating expense, whichever is appropriate.*

*Preventive maintenance under this Agreement does not include repairs resulting from motor vehicle accidents covered by insurance or repairs on vehicles or components under warranty.*

*Recipient must provide to State a plan for proposed preventive maintenance, unless a plan is already on file with State. Reimbursement requests must match the activities or purchases described in Recipient's plan. If local circumstances change, Recipient's maintenance plan must be updated to reflect that change and submitted to State within one year of the change.*

#### *Project Administration Expenses*

*Project administrative expenses include administrative staff salaries; marketing expenses; insurance premiums and payments to a self-insurance reserve; office supplies; telecommunications; and facilities and equipment rental. Administrative costs for coordination of transit services are eligible as project administration if the activity is part of a coordinated public transportation program.*

#### *Contracted Services Expenses*

*Expenses under third-party contracts for operations or maintenance services incurred on or after January 20, 2020, including third-party contract employees providing such service who are placed on administrative leave due to reduced service, are eligible for reimbursement. Whether an FTA recipient is responsible for such administrative leave will depend on the terms of its third-party contract.*

*The contracted service will be provided by a contractor or pass-through subrecipient selected by Recipient. Recipient will oversee and monitor the services and performance of the contractor or pass-through subrecipient.*

*Services will be provided in accordance with the locally adopted Coordinated Public Transit Human Services Transportation Plan (Coordinated Plan). Recipient and contractor or pass-through subrecipient will coordinate the delivery of transportation services with other public and private transportation providers to enhance regional services and to avoid duplication of services.*

*Recipient may amend the service design at any time in accordance with local demand, funding issues, changes in the Coordinated Plan, or other situations that require service to be changed. Recipient will inform State if there is a change in the service funded by this Agreement.*

#### *Capital Expenses*

*Capital expenses include the purchase of tangible property with a useful life of more than one year and an acquisition cost of \$5,000 or more. This includes equipment; signs; shelters; communications devices; radios; wheelchair lifts and restraints; computer software and hardware; and safety and security equipment.*

*Associated services, permits, and permissions needed to put capital items into service; costs incurred from the procurement process; delivery charges; and post-delivery inspections are eligible expenses.*

*Recipient may not use assets acquired under this Agreement to compete unfairly with the private sector.*

#### *4. PROJECT ACCOUNTING and MATCHING FUNDING*

*Generally accepted accounting principles and Recipient's own accounting system determine those costs that are to be accounted for as gross operating expenses. Recipient may not count the same costs twice if they have multiple agreements for which these costs may be eligible. The contractor may use capital equipment funded from USDOT- or State-source grants when performing services rendered through a contract funded by this Agreement. Depreciation of capital equipment funded from USDOT- or State-source grants is not an eligible expense.*

*Recipient will subtract revenue from fares, tickets, and passes, either pre-paid or post-paid, from the gross operating expense of service.*

*Projects completed under this Agreement will be reimbursed at 100 percent. There is no local match requirement.*

*If Recipient receives federal funding, directly or indirectly, from insurance proceeds, the Federal Emergency Management Agency, the Robert T. Stafford Disaster Relief and Emergency Assistance Act, or a different federal agency for any portion of a project activity funded under this Agreement, Recipient will provide written notification to State. State will then deduct that amount from this Agreement to reimburse FTA for that federal share that duplicates funding provided by FEMA, another federal agency, or an insurance company.*

#### *5. REPORTING and INVOICING REQUIREMENTS*

*Reimbursement requests may be submitted no more frequently than monthly. Grant Funds provided under this Agreement must be expended by the Expiration Date. The Expiration Date may be extended if local circumstances change; however, there is no guarantee of an extension.*

*Recipient agrees to assess and report, as prescribed by State, the condition of all capital assets purchased or constructed under this Agreement as long as they remain in use for public transportation service.*

*Recipient will request reimbursement for covered expenses incurred during each period as prescribed by State and described in Recipient's submitted preventive maintenance plan for this Agreement. Recipient must maintain and provide supporting documents detailing the total expenses for allowable maintenance activities incurred during the period. Recipient may list costs on a form provided by State, or provide vendor invoices.*

*Copies of invoices for vendor charges must be submitted with reimbursement requests. In-house charges may be documented in a spreadsheet or with copies of timesheets showing time specifically associated with the project. In addition, Recipient must submit a cover letter or summary of the total expenses for work performed.*

*Expenses incurred will not be reimbursed if the project's scope is changed or altered without the necessary approval and amendment by State.*

**EXHIBIT B**  
**FINANCIAL INFORMATION**

The information below will assist auditors to prepare a report in compliance with the requirements of 2 CFR part 200, subpart F.

This Agreement is financed by the funding source indicated below:

<b>Federal Program</b>	<b>Federal Funding Agency</b>	<b>CFDA Number</b>	<b>Total Federal Funding</b>
49 U.S.C. 5311	U.S. Department of Transportation Federal Transit Administration 915 Second Avenue, Suite 3142 Seattle, WA 98174	<b>20.509 (5311)</b>	<b>\$395,358.00</b>

<b>Administered By</b> Rail and Public Transit Division 555 13th Street NE Salem, OR 97301-4179
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## EXHIBIT C

### Insurance Requirements

#### GENERAL - SUBRECIPIENT.

Recipient shall require in its first tier subagreements with entities that are not units of local government as defined in ORS 190.003, if any, to: i) obtain insurance specified under TYPES AND AMOUNTS and meeting the requirements under ADDITIONAL INSURED, "TAIL" COVERAGE, NOTICE OF CANCELLATION OR CHANGE, and CERTIFICATES OF INSURANCE before performance under the subagreement commences, and ii) maintain the insurance in full force throughout the duration of the subagreement. The insurance must be provided by insurance companies or entities that are authorized to transact the business of insurance and issue coverage in the State of Oregon and that are acceptable to State. Recipient shall not authorize work to begin under subagreements until the insurance is in full force. Thereafter, Recipient shall monitor continued compliance with the insurance requirements on an annual or more frequent basis. Recipient shall incorporate appropriate provisions in the subagreement permitting it to enforce compliance with the insurance requirements and shall take all reasonable steps to enforce such compliance. In no event shall Recipient permit work under a subagreement when Recipient is aware that the contractor is not in compliance with the insurance requirements. As used in this section, "first tier" means a subagreement in which the Recipient is a Party.

#### TYPES AND AMOUNTS.

i. WORKERS COMPENSATION. Insurance in compliance with ORS 656.017, which requires all employers that employ subject workers, as defined in ORS 656.027, to provide workers' compensation coverage for those workers, unless they meet the requirement for an exemption under ORS 656.126(2). Employers liability insurance with coverage limits of not less than \$500,000 must be included.

ii. COMMERCIAL GENERAL LIABILITY. Commercial General Liability Insurance covering bodily injury, death, and property damage in a form and with coverages that are satisfactory to State. This insurance shall include personal injury liability, products and completed operations. Coverage shall be written on an occurrence form basis, with not less than the following amounts as determined by State:

Bodily Injury, Death and Property Damage:

\$1,000,000 per occurrence (for all claimants for claims arising out of a single accident or occurrence).

iii. AUTOMOBILE Liability Insurance: Automobile Liability. Automobile Liability Insurance covering all owned, non-owned and hired vehicles. This coverage may be written in combination with the Commercial General Liability Insurance (with separate limits for "Commercial General Liability" and "Automobile Liability"). Automobile Liability Insurance must be in not less than the following amounts as determined by State:

Bodily Injury, Death and Property Damage:

\$1,000,000 per occurrence (for all claimants for claims arising out of a single accident or occurrence).

ADDITIONAL INSURED. The Commercial General Liability Insurance and Automobile Liability insurance must include State, its officers, employees and agents as Additional Insureds but only with respect to the contractor's activities to be performed under the Subcontract. Coverage must be primary and non-contributory with any other insurance and self-insurance.

"TAIL" COVERAGE. If any of the required insurance policies is on a "claims made" basis, such as professional liability insurance, the contractor shall maintain either "tail" coverage or continuous



"claims made" liability coverage, provided the effective date of the continuous "claims made" coverage is on or before the effective date of the Subcontract, for a minimum of 24 months following the later of: (i) the contractor's completion and Recipient's acceptance of all Services required under the Subcontract or, (ii) the expiration of all warranty periods provided under the Subcontract. Notwithstanding the foregoing 24-month requirement, if the contractor elects to maintain "tail" coverage and if the maximum time period "tail" coverage reasonably available in the marketplace is less than the 24-month period described above, then the contractor may request and State may grant approval of the maximum "tail" coverage period reasonably available in the marketplace. If State approval is granted, the contractor shall maintain "tail" coverage for the maximum time period that "tail" coverage is reasonably available in the marketplace.

**NOTICE OF CANCELLATION OR CHANGE.** The contractor or its insurer must provide 30 days' written notice to Recipient before cancellation of, material change to, potential exhaustion of aggregate limits of, or non-renewal of the required insurance coverage(s).

**CERTIFICATE(S) OF INSURANCE.** Recipient shall obtain from the contractor a certificate(s) of insurance for all required insurance before the contractor performs under the Subcontract. The certificate(s) or an attached endorsement must specify: i) all entities and individuals who are endorsed on the policy as Additional Insured and ii) for insurance on a "claims made" basis, the extended reporting period applicable to "tail" or continuous "claims made" coverage.

**GENERAL - RECIPIENT.**

Recipient shall: i) obtain insurance specified under TYPES AND AMOUNTS (except TYPES AND AMOUNTS paragraph I applies only to Recipient's subcontractors who employ subject workers) and meeting the requirements under ADDITIONAL INSURED, "TAIL" COVERAGE, NOTICE OF CANCELLATION OR CHANGE, and CERTIFICATES OF INSURANCE before performance under this Agreement commences, and ii) maintain the insurance in full force throughout the duration of this Agreement. The insurance must be provided by insurance companies or entities that are authorized to transact the business of insurance and issue coverage in the State of Oregon and that are acceptable to State.

**TYPES AND AMOUNTS.**

i. **WORKERS COMPENSATION.** Insurance in compliance with ORS 656.017, which requires all employers that employ subject workers, as defined in ORS 656.027, to provide Workers' Compensation coverage for those workers, unless they meet the requirement for an exemption under ORS 656.126(2). Employers liability insurance with coverage limits of not less than \$500,000 must be included.

ii. **COMMERCIAL GENERAL LIABILITY.** Commercial General Liability Insurance covering bodily injury, death, and property damage in a form and with coverages that are satisfactory to State. This insurance shall include personal injury liability, products and completed operations. Coverage shall be written on an occurrence form basis, with not less than the following amounts as determined by State:

Bodily Injury, Death and Property Damage:

\$1,000,000 per occurrence (for all claimants for claims arising out of a single accident or occurrence).

iii. **AUTOMOBILE Liability Insurance: Automobile Liability.** Automobile Liability Insurance covering all owned, non-owned and hired vehicles. This coverage may be written in combination with the Commercial General Liability Insurance (with separate limits for "Commercial General Liability" and "Automobile Liability"). Automobile Liability Insurance must be in not less than the following amounts as determined by State:

Bodily Injury, Death and Property Damage:

\$1,000,000 per occurrence (for all claimants for claims arising out of a single accident or occurrence).

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**ADDITIONAL INSURED.** The Commercial General Liability Insurance and Automobile Liability insurance must include State, its officers, employees and agents as Additional Insureds but only with respect to the Recipient's activities to be performed under this Agreement. Coverage must be primary and non-contributory with any other insurance and self-insurance.

**"TAIL" COVERAGE.** If any of the required insurance policies is on a "claims made" basis, such as professional liability insurance, Recipient shall maintain either "tail" coverage or continuous "claims made" liability coverage, provided the effective date of the continuous "claims made" coverage is on or before the effective date of this Agreement, for a minimum of 24 months following the later of: (i) Recipient's completion and State's acceptance of all Services required under this Agreement or, (ii) the expiration of all warranty periods provided under this Agreement. Notwithstanding the foregoing 24-month requirement, if Recipient elects to maintain "tail" coverage and if the maximum time period "tail" coverage reasonably available in the marketplace is less than the 24-month period described above, then Recipient may request and State may grant approval of the maximum "tail" coverage period reasonably available in the marketplace. If State approval is granted, Recipient shall maintain "tail" coverage for the maximum time period that "tail" coverage is reasonably available in the marketplace.

**NOTICE OF CANCELLATION OR CHANGE.** Recipient or its insurer must provide 30 days' written notice to State before cancellation of, material change to, potential exhaustion of aggregate limits of, or non-renewal of the required insurance coverage(s).

**CERTIFICATE(S) OF INSURANCE.** State shall obtain from Recipient a certificate(s) of insurance for all required insurance before the effective date of this Agreement . The certificate(s) or an attached endorsement must specify: i) all entities and individuals who are endorsed on the policy as Additional Insured and ii) for insurance on a "claims made" basis, the extended reporting period applicable to "tail" or continuous "claims made" coverage.

**EXHIBIT D**

**Summary of Federal Requirements and Incorporating by Reference  
Annual List of Certifications and Assurances for FTA Grants and  
Cooperative Agreements ("Certifications and Assurances") and Federal  
Transit Administration Master Agreement ("Master Agreement")**

Recipient and Recipient's subrecipient(s), contractor(s), or subcontractor(s), at any tier, if any, must comply with all applicable federal requirements contained in the Certifications and Assurances available at [www.transit.dot.gov](http://www.transit.dot.gov). The Certifications and Assurances, including as they may be changed during the term of this Agreement, are by this reference incorporated herein.

Recipient further agrees to comply with all applicable requirements included in the Master Agreement that is signed and attested to by State. This Master Agreement is incorporated by reference and made part of this Agreement. Said Master Agreement is available upon request from State by calling (503) 986-3300, or at [www.transit.dot.gov](http://www.transit.dot.gov). Without limiting the foregoing, the following is a summary of some requirements applicable to transactions covered by this Agreement and the funds described in Exhibit A:

1. Recipient shall comply with Title VI of the Civil Rights Act of 1964 (78 State 252, 42 U.S.C. § 2000d) and the regulations of the United States Department of Transportation (49 CFR 21, Subtitle A). Recipient shall exclude no person on the grounds of race, religion, color, sex, age, national origin, or disability from the benefits of aid received under this Agreement. Recipient will report to State on at least an annual basis the following information: any active lawsuits or complaints, including dates, summary of allegation, status of lawsuit or complaint including whether the Parties entered into a consent decree.
2. Recipient shall comply with FTA regulations in Title 49 CFR 27 Nondiscrimination on the Basis of Disability in Programs or Activities Receiving Federal Financial Assistance which implements the Rehabilitation Act of 1973, as amended, the Americans with Disabilities Act of 1990, 49 CFR 37, and 49 CFR 38.
3. Recipient shall not discriminate on the basis of race, color, national origin, or sex in the award and performance of any USDOT-assisted contract or in the administration of its DBE program or the requirements of 49 CFR Part 26. Recipient shall take all necessary and reasonable steps under 49 CFR Part 26 to ensure nondiscrimination in the award and administration of USDOT-assisted contracts. Recipient's DBE program, if applicable, as required by 49 CFR part 26 and as approved by USDOT, is incorporated by reference in this agreement. Implementation of this program is a legal obligation and failure to carry out its terms shall be treated as a violation of this agreement. Upon notification to State of its failure to carry out its approved program, the Department may impose sanctions as provided for under part 26 and may, in appropriate cases, refer the matter for enforcement under 18 U.S.C. 1001 and/or the Program Fraud Civil Remedies Act of 1986 (31 U.S.C. 3801 et seq.).
4. Recipient must include the following language in each subagreement Recipient signs with a subcontractor or subrecipient:  
  
*The contractor, subrecipient or subcontractor shall not discriminate on the basis of race, color, national origin, or sex in the performance of this Agreement. The contractor, subrecipient, or subcontractor shall carry out applicable requirements of 49 CFR Part 26 in the award and administration of USDOT-assisted contracts. Failure by the contractor, subrecipient, or subcontractor to carry out these requirements is a material breach of this contract, which may result in the termination of this contract or such other remedy as Recipient deems appropriate.*
5. By executing the Agreement, Recipient and contractors receiving in excess of \$100,000 in federal funds, other than Indian tribes, certify to State that they have not and will not use federal funds to pay for influencing or attempting to influence an officer or employee of any federal department or Agency, a member of Congress, or an employee of a member of Congress in connection with obtaining any federal grant, cooperative agreement or any other

federal award as well as the extension, continuation, renewal, amendment or modification of any federal contract, grant, loan, cooperative agreement, or other federal award. This certification is a material representation of fact upon which reliance was placed when this Agreement was made or entered into. Submission of this certification is a prerequisite for making or entering into this Agreement imposed by Section 1352, Title 31 of the U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure. If non-federal funds have been used to support lobbying activities in connection with the Project, Recipient shall complete Standard Form LLL, Disclosure Form to Report Lobbying and submit the form to State at the end of each calendar quarter in which there occurs an event that requires disclosure. Restrictions on lobbying do not apply to influencing policy decisions. Examples of prohibited activities include seeking support for a particular application or bid and seeking a congressional earmark.

Tillamook County Transportation District

# Deviated Fixed-Route and Dial-A-Ride Service Options

April 2020



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## INTRODUCTION

Currently Tillamook County Transportation District (TCTD) runs four deviated fixed routes in Tillamook County (Routes 1, 2, 3, and 4).

- These routes (in particular Route 3 – Tillamook to Manzanita/Cannon Beach) have experienced issues staying on schedule and with drivers missing breaks.
- TCTD has identified operational procedure changes to address these issues in the near-term. For example:
  - In some cases drivers were waiting up to 5 minutes for customers at deviated stops consistent with the TCTD *Dial-A-Ride* policy, when in fact this policy was not required or intended to apply to deviated fixed-route service – and is not sustainable due to overall schedule impacts on deviated fixed-route service.
  - In other cases, there was insufficient time in the schedule, such as between the Transit Center and the Marie Mills Center in Tillamook. Major reconstruction of Hwy 6 changed circulation patterns in downtown and now 10 minutes is required for the round trip; TCTD has already taken steps to add five minutes to the schedule.
- TCTD would also like to consider more comprehensive changes to its service and policies as a more complete fix to the issues that were identified; this memo identifies potential strategies that could be considered.

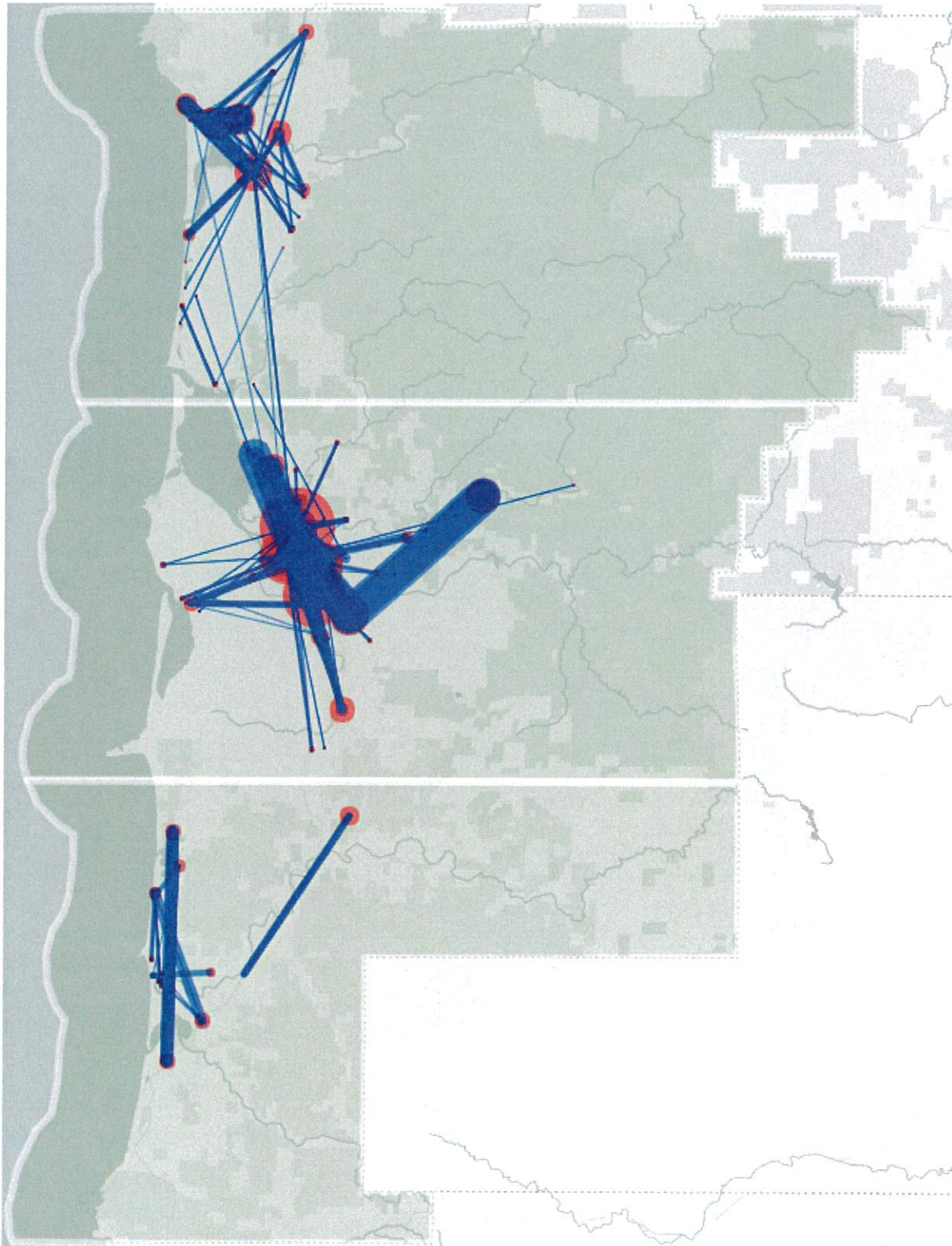
TCTD also provides general public demand-response or Dial-A-Ride (DAR) service within three service zones in Tillamook County (Central, North, and South County); see Figure 1.

- Within Central County, comprising over 50% of TCTD's general public Dial-A-Ride trips, general public demand-response service is provided by TCTD drivers.
- Within North County and within South County, trips have historically been fulfilled by volunteers. TCTD has not been able to sustain its volunteer workforce in recent years and has been exploring other strategies to provide Tillamook County residents living in the North and South Zones with dial-a-ride services.
- A very small number of general public demand-response trips are provided across zone boundaries (cross-zone). Ridership trends for TCTD's non-emergency medical transportation (NEMT) trips indicate that there is likely significant latent demand among the general public for travel across the existing demand-response zone boundaries.
- TCTD has considered developing a fare policy to better reflect the cost of providing a broad range of demand-response trips across Tillamook County and allow it to transition away from demand-response zones to a countywide Dial-A-Ride system.

This memo covers the following topics:

- Describes TCTD's existing and potential transit service types, characteristics, and policies.
  - Highlights several peer examples applicable to the existing and potential TCTD service types discussed in the memo.
- Summarizes deviated fixed-route and Dial-A-Ride strategies and service options that TCTD can consider.

Figure 1 Existing Demand-Response Zones and Non-Medicaid Dial-A-Ride Trips, May 2018



Source: EcoLane Data, May 2018.



## EXISTING TCTD SERVICES AND POLICIES

### Existing TCTD Services

TCTD operates the following three types of services, described below and in Figure 2.

**Intercity routes** (TCTD Routes 5, 60X, and 70X) operate on a set schedule and alignment and focus on connecting cities. They make only limited stops within cities. Intercity routes are classified as commuter bus service and are exempt from the requirement to provide complementary ADA paratransit service (described in more detail below and in the next section). Intercity routes can include set stops that are only served on-demand (e.g., pickup with an advance reservation, or dropoff upon request).

**Demand-response** service provides shared rides without a set route or schedule and includes:

- **General Public Dial-a-Ride** is a *curb to curb* service within cities and/or in rural areas outside of city limits. It is open to the general public and is integral to TCTD's mission in providing County residents with access to services, including riders who do not live near fixed-route stops. TCTD operates this service within three zones: Central County, North County, and South County. Service in North and South County is limited; TCTD had traditionally operated service in these zones using volunteer drivers, but the number of volunteers has declined in recent years. Free transfers are available to/from TCTD's deviated fixed-route services, e.g., for trips that span multiple zones. A limited number of Dial-A-Ride trips are provided between zones, under a flat fare (TCTD has evaluated distance-based fare policy that could allow it to expand capacity to provide cross-zone, countywide Dial-A-Ride).
- **ADA Paratransit** is a *door-to-door* service that is typically provided within cities, as required under the federal Americans with Disabilities Act (ADA) of 1991. TCTD does not currently operate ADA Paratransit service. ADA Paratransit is required between origins and destinations located within  $\frac{3}{4}$  of a mile of local fixed route transit service. Service is limited to ADA-eligible customers—people with physical or cognitive disabilities who are unable to access or use local fixed-route service. located within  $\frac{3}{4}$  of a mile of local fixed route transit service. Service is limited to ADA-eligible customers—people with physical or cognitive disabilities who are unable to access or use local fixed-route service. This type of service is sometimes referred to as complementary ADA Paratransit.

**Deviated fixed-route** service (TCTD Routes 1, 2, 3, and 4) can make both fixed, scheduled stops and go off its normal route to pick up or drop off passengers at requested locations (with reservations). Flex-routes provide curb-to-curb service. A  $\frac{3}{4}$  mile deviation distance is typical, but this distance could vary along the route and could be shorter than  $\frac{3}{4}$  mile if “reasonable,” e.g., half-mile, and if it is applied consistently to all riders. Because a flex-route is open to all passengers there is also no guarantee that the route will be able to accommodate all requests for deviations, i.e., if all available time in the schedule has been utilized. Complementary ADA Paratransit is not required for a route deviation service like a deviated fixed route if deviations are provided to all riders (not just those with disabilities).

Key requirements established by the Federal Transit Administration (FTA) for a deviated service are subjective but should meet a “reasonable” standard. They include:<sup>1</sup>

- Must deviate for all riders, including those without disabilities
- Must be publicly advertised as route deviation service (including schedules and other public information)

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<sup>1</sup> ADA Circular FTA C 4710.1, Chapter 7, Route Deviation Service

- Must apply only reasonable surcharges for deviations (e.g., 50 cents or \$1.00, but should be no more than twice the base fare)
- Cannot limit deviations to specific trip purposes
- Must establish a reasonable service area within which deviations are permitted (e.g., 3/4 mile)
- Must ensure that policies capping the number of allowable deviations per vehicle run do not significantly limit the service; the requirements recognize that limits may be necessary to prevent the fixed-route portion of the service from becoming unreliable and unattractive to other riders.

As noted in the introductory section of this memo, TCTD has experienced issues with ensuring that some of its deviated fixed routes are able to run on schedule. Based on FTA requirements:

- If the demand for deviations exceeds capacity on a trip, TCTD is not required to provide the deviation. A dispatcher could offer a deviation on another trip that does have capacity.
- Deviated fixed-route service is curb-to-curb, not door-to-door. If a customer requires additional care, TCTD can require them to travel with an attendant or that they use DAR service.

### **Existing TCTD Policies**

TCTD has policies for its Dial-A-Ride service, which are summarized in However, TCTD staff has observed that this is not always applied consistently and have identified a need to develop more comprehensive policies and procedures for deviated fixed routes.

**Deviated Fixed-Route and Dial-A-Ride Service Options | DRAFT**  
Tillamook County Transportation District

Figure 2.<sup>2</sup> Typically, when a driver arrives at a customer's house and the customer is not present/ready, the driver will wait up to five minutes, and then record the customer as a no-show, consistent with TCTD's published policies. Drivers will sometimes check-in with dispatchers and the dispatcher will call the customer.

TCTD also has policies for deviations and flag stops on its deviated fixed routes, which are also summarized in However, TCTD staff has observed that this is not always applied consistently and have identified a need to develop more comprehensive policies and procedures for deviated fixed routes.

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<sup>2</sup> <https://www.nworegontransit.org/dial-a-ride-tctd/>

Figure 2.3. Deviated fixed-routes do not provide curb-to-curb service, and there is no policy that requires drivers to wait if a customer is not present—and there generally is not sufficient time in a fixed-route schedule to allow a driver to wait. However, TCTD staff has observed that this is not always applied consistently and have identified a need to develop more comprehensive policies and procedures for deviated fixed routes.

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<sup>3</sup> <https://www.nworegontransit.org/route-deviations-tctd/>

**Figure 2 Existing TCTD Service Types, Characteristics, and Policies**

Category	TCTD Dial-A-Ride	TCTD Deviated Fixed-Routes	Intercity Routes
<b>Existing TCTD Services</b>	Central County Dial-A-Ride  Limited service: North County Dial-A-Ride South County Dial-A-Ride	Route 1: Tillamook Town Loop Route 2: Netarts/Oceanside Route 3: Idaville, Bay City, Garibaldi, Rockaway Beach, Wheeler, Nehalem, Manzanita and Cannon Beach Route 4: Beaver, Hebo, Cloverdale, Pacific City, Neskowin and Lincoln City	Route 5: Tillamook – Banks – North Plains – Sunset Transit Center – Portland Route 60X: Lincoln City – Grand Ronde – Salem Route 70X: Salem – Grand Ronde
<b>Eligibility</b>	General public	General public	General public
<b>Coverage</b>	Within each zone Free transfer to fixed-route for cross-zone trips	Fixed stops and deviations within 3/4 mile of each route	Fixed-stops along routes Stops widely spaced (1+ miles) compared to local fixed route service
<b>Access Policies / Flag Stops</b>	Curb-to-curb	Fixed stops Flag stops permitted	Fixed stops only Flag stops not permitted
<b>On-Time Policies</b>	<ul style="list-style-type: none"> <li>▪ 30-min pickup window</li> <li>▪ 15-min before/after requested time</li> <li>▪ Maximum 5-min wait upon arrival window pickup window</li> </ul>	<ul style="list-style-type: none"> <li>▪ No early departure</li> <li>▪ Depart no later than 5 minutes after scheduled stop</li> <li>▪ Not required to wait for requested pickups not present</li> </ul>	<ul style="list-style-type: none"> <li>▪ No early departure</li> <li>▪</li> </ul>
<b>Reservations</b>	Up to 2 weeks in advance Same day trips accommodated if space is available	Min 2 hours in advance of requested pickup, or upon boarding for drop-offs.	N/A
<b>Fares</b>	<ul style="list-style-type: none"> <li>▪ For trips within each zone:                             <ul style="list-style-type: none"> <li>– Regular Fare (Adult), one-way: \$4.00</li> <li>– Passengers with disability, one-way ride: \$2.00</li> <li>– Seniors, 60 years or older, one-way ride: \$2.00</li> </ul> </li> <li>▪ Limited capacity for cross-zone trips, \$12.50 flat fare</li> </ul>	<ul style="list-style-type: none"> <li>▪ 1, 2: \$1.50 flat fare</li> <li>▪ 3, 4: zone-based fare, \$1.50 - \$4.50</li> <li>▪ No additional fare for deviations</li> <li>▪ Free transfers to/from Dial-A-Ride</li> </ul>	<ul style="list-style-type: none"> <li>▪ 5: \$15 one-way, \$20 round-trip</li> <li>▪ 60X, 70X: \$1.50 - \$6.00 zone-based</li> </ul>

## ADDITIONAL SERVICE TYPES CONSIDERED

This section provides an overview of additional transit service types that TCTD could consider operating in the future. **Error! Reference source not found.** summarizes the characteristics of each type of service.

**Local fixed routes** provide circulation within cities without deviations or other flexible route policies. The local fixed route stops are spaced relatively close together, about 1/8 to 1/4 mile apart (closer than intercity routes). This provides the most predictable schedule type for customers and the transit district. Stops must be accessible and meet ADA and local or State roadway standards. Local fixed routes require complementary ADA Paratransit, as described in more detail below.

Flag stops may be allowed for stops along the fixed route. Riders may stand on the curb or roadside and flag down the bus, or request that the driver let them off at a point along the route. Drivers may stop where it is safe to do so and complies with local traffic regulations.

Vehicles and buses should meet ADA requirements for accessibility.

**ADA Complementary Paratransit** is a type of demand-response service that provides shared rides without a set route or schedule. The federal Americans with Disabilities Act (ADA) of 1991 requires that this service be provided as a complement to any local fixed-route transit service.

Complementary ADA Paratransit must provide service equivalent to fixed-route service including:

- Hours and days of service: Paratransit must operate during the same hours as fixed route service.
- Service areas: between origins and destinations located within  $\frac{3}{4}$  of a mile of local fixed route transit service, at the same days and times as the fixed-route service. Passenger origins and destinations must be within a  $\frac{3}{4}$ -mile buffer of local fixed-route service.
- Response time (trip reservations): The district must schedule a trip to begin within one hour before or after the individual's desired departure time.
- Fares: Paratransit fares may not exceed two times the fixed route standard fare for the same trip distance (e.g., between the nearest fixed route stops)
- Trip Purpose: The District may not limit paratransit trips based on trip purpose.
- Capacity constraints: Equivalent service to fixed route means that the complementary paratransit must operate with enough vehicles and drivers available to avoid trip denials.

Eligibility for ADA Paratransit service is based on the independent ability of individuals to use the fixed route system. The ADA requires that agencies have a specialized eligibility process to protect customer needs and which the District must follow to maintain compliance with Federal law. The eligibility categories include:

- persons with mental or visual impairments who, as a result, cannot navigate fixed route transit
- persons with mobility impairments who could use accessible fixed route transit, but the system is not yet fully accessible
- A specific impairment-related condition which prevents them from getting to or from a stop or station.
- Companions or personal care attendants
- The eligibility process provides a way for people to apply and for staff to verify that the person meets the eligibility criteria. The process must be defined and documented to maintain compliance with FTA regulations.
- ADA Paratransit is a door-to-door service, which entails a higher level of assistance than fixed route service or general public Dial-A-Ride. This level of service does not require that agencies provide a personal care attendant or personal care attendant services to meet the needs of passengers with disabilities. Subscription trips are limited to no more than 50% of available capacity at any given time of day per federal requirements.
- The District can operate ADA Paratransit service using the same fleet, drivers, and dispatchers as the general public Dial-A-Ride. The difference is in the customer eligibility and in trip scheduling priority to ensure no capacity constraints in the Paratransit system. The District may provide a Paratransit trip as a route deviation on a fixed-route vehicle if the customer is able to have full access to their trip.

TCTD would need to further define an ADA Paratransit program to comply with Federal and State regulations. More information can be found in

- **CFR 49 Volume 1 Part 37 Transportation Services For People with Disabilities (ADA)**  
<https://www.transit.dot.gov/regulations-and-guidance/civil-rights-ada/part-37-transportation-services-individuals-disabilities>
- **FTA Circular 9040.1 Formula Grants for Rural Areas Program Guidance and Application Instructions**  
[https://www.transit.dot.gov/sites/fta.dot.gov/files/docs/FTA\\_Circular\\_9040\\_1Gwith\\_index\\_-\\_Final\\_Revised\\_-\\_vm\\_10-15-14%281%29.pdf](https://www.transit.dot.gov/sites/fta.dot.gov/files/docs/FTA_Circular_9040_1Gwith_index_-_Final_Revised_-_vm_10-15-14%281%29.pdf)
- **FTA circular 4710.1 Americans With Disabilities Act (ADA) : Guidance**  
[https://www.transit.dot.gov/sites/fta.dot.gov/files/docs/Final\\_FTA\\_ADA\\_Circular\\_C\\_4710.1\\_1.pdf](https://www.transit.dot.gov/sites/fta.dot.gov/files/docs/Final_FTA_ADA_Circular_C_4710.1_1.pdf)

Figure 3 summarizes the existing TCTD service types, and the potential services under consideration to address the subject of this memorandum.

**Deviated Fixed-Route and Dial-A-Ride Service Options | DRAFT**

Tillamook County Transportation District

**Figure 3 Comparison of Service Types - General**

Characteristics	Potential Service Types		Existing TCTD Services		
	Local Fixed-Route	ADA Paratransit	General Public Dial-A-Ride	Deviated Fixed-Route or Flex Route (Hybrid of fixed and Dial-A-Ride)	Intercity Routes
<b>TCTD Services</b>	None	None	<ul style="list-style-type: none"> <li>Central County</li> <li>Limited service: North County and South County</li> </ul>	<ul style="list-style-type: none"> <li>Routes 1, 2, 3, 4</li> </ul>	<ul style="list-style-type: none"> <li>Routes 5, 60X, 70X</li> </ul>
<b>Eligibility</b>	General public	Persons with a disability unable to access the fixed route system (see detail)	General public	General public	General public
<b>Coverage</b>	Set routes and stops within cities	The origin and destination must both be within a ¾ mile distance of a fixed-route bus stop	Within cities and/or outside of cities	<ul style="list-style-type: none"> <li>Within cities and/or outside of cities</li> <li>Deviation policy can be within a specified distance of a route or stops; must be equitably applied to all customers</li> </ul>	Limited stops within cities; connect cities
<b>Access</b>	Fixed stops and/or flag stops	Door-to-door	Curb-to-curb	Fixed stops + curb-to-curb	Fixed stops, could have on-demand or flag stops
<b>Pick up Window (On Time Policy)</b>	Zero minutes before and up to 5 minutes after scheduled time	May be negotiated but cannot be required to be more than 1 hour before or after the desired departure time. A window longer than 30 minutes is not acceptable.	<ul style="list-style-type: none"> <li>30-min pickup window</li> <li>15-min before/after requested time</li> <li>Maximum 5-min wait upon arrival window pickup window</li> </ul>	No policy	N/A
<b>Reservations</b>	N/A	<ul style="list-style-type: none"> <li>May be allowed up to 14 days in advance</li> <li>Must be allowed the previous day (during normal business hours and on days when administrative offices are not open)</li> </ul>	<ul style="list-style-type: none"> <li>Up to 2 weeks in advance</li> <li>Same day trips accommodated if space is available</li> </ul>	Min 2 hours in advance of requested pickup, or upon boarding for drop-offs.	N/A
<b>Service Hours</b>	Varies by route	Same days, hours, and times as local fixed-route service	Varies by service area	Varies by route	Varies by route
<b>Subscription Trips</b>	N/A	Limited to 50% of available trips at a given time of day; may exceed the ceiling if there is excess capacity to provide additional trips (discretionary).	Allowed, no restriction	Allowed, no restriction	N/A
<b>Fares</b>	No restriction	No more than 2x full fare (no discounts) for a trip of similar length, at a similar time of day, on the entity's fixed route system	No restriction	No restriction, but charge for deviations should not be "overly excessive," e.g., no more than twice base fare	No restriction

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## PEER EXAMPLES AND BEST PRACTICES

Deviated fixed route service and fixed-route service with ADA Paratransit service are both commonly used in small and rural transit districts. The examples here describe services like TCTD in population center size, service area geography, and service mix, or have specific characteristics of potential relevance to TCTD. The examples are intended as information to help staff and leadership make informed policy decisions.

**Sunset Empire Transit District (SETD)** operates fixed-route service with complementary ADA Paratransit in Astoria. SETD's other routes in Clatsop County operate as intercity services without deviations. SETD's Dial-A-Ride is intended to provide longer-distance trips in underserved areas in Clatsop County. SETD ADA Paratransit [application could be an example for TCTD](#).

**Yamhill County Transit** operates ADA Paratransit and general public Dial-A-Ride service in McMinnville and Newberg, using the same fleet and drivers. Yamhill County Transit's ADA eligibility requirements could also be an example for TCTD. Yamhill County Transit's other routes operate as intercity services without deviations.

In Central Oregon, **Cascades East Transit (CET)** operates intercity routes connecting communities. Most small communities have a general public Dial-A-Ride service that connects with the intercity service at a central hub and provides pickups and dropoffs within the community. In 2016, CET introduced deviated fixed-route service on both ends of its [Warm Springs – Madras](#) route, with requests made the day before. The route operates as an intercity route between the two communities. CET is considering adding deviated-route service within communities on other routes. CET currently only operates fixed-route service with ADA Paratransit in Bend.

In Mendocino County (CA), **Mendocino Transit's** [Route 95](#) and [Route 9](#) provide examples of a service where deviations are available for an additional fare. On Route 95, riders pay a \$2 additional fare for pickups and dropoffs within a 3-mile radius of the transit mall in Santa Rosa. After 6pm on Route 9, riders can request drop off within ¾ mile of the fixed route.

In the Denver (CO) region, **RTD** runs [FlexRide](#) transit services in approximately 20 communities in the Denver region. Some FlexRides have a flex route or deviated-fixed route service area.

- Riders can be picked up/dropped off at one of the regularly scheduled timed checkpoints without calling in advance or can make reservations for a pick up/drop off anywhere in within the service area.
- The pickup window is between 5 minutes before and 10 minutes after a scheduled pickup time. The FlexRide waits only one minute after the scheduled time.
- Reservations can be made anywhere from 10 minutes to 30 days in advance by calling the phone number for the route or using a mobile device. Riders call the bus operator directly; riders are directed to leave a message on the driver's cell phone. RTD aims to return calls within 1 hour. Passengers can also reserve on the web or using a mobile app and routing software attempts to fulfill and group requests for optimum routing.

## POTENTIAL STRATEGIES

This section identifies potential strategies that could be considered for TCTD's deviated-fixed route and Dial-A-Ride services.

### Convert Tillamook Town Loop (Route 1) to a Fixed-Route with Complementary ADA Paratransit Service

TCTD Route 1 (Tillamook Town Loop) provides deviated fixed-route service in Tillamook. TCTD also offers general-public Dial-A-Ride-service. In Tillamook there are relatively few deviations on Route 1. One option is to convert Route 1 to a fixed route with complementary ADA Paratransit using the existing DAR fleet, drivers, and dispatch. This would create more reliable service for riders and drivers. This change would entail:

- TCTD would need to develop a process to certify riders with a disability as eligible to use ADA Paratransit based on their functional ability to use fixed route transit services (see description above). TCTD has existing staff as part of its NW Rides NEMT brokerage who could be trained to support eligibility certification; some districts with very low demand use a self-certification process that requires little management. TCTD would be required to process scheduling requests outside of its normal administrative hours to ensure riders can access next-day rides. These requirements could increase administrative costs; in many cases the impact can be minimized and relatively light.
- TCTD would be required to provide a higher level of capacity and priority on ADA Paratransit service within Tillamook for trips by ADA-eligible riders. Depending on the number of eligible customers and demand, this could decrease capacity to serve other customers and/or increase costs if additional drivers and vehicles need to be deployed. Of the general public Dial-A-Ride trips within Tillamook between March and December 2018, approximately a third (an average of nearly 12 trips per day) were made by individuals using a discounted fare for "passengers with a disability."
- The ADA Paratransit service can be seamlessly integrated with existing DAR service, though with clear priority levels and eligibility process. TCTD may provide ADA trip through deviations on the fixed-route service, as needed, if it provides required and equivalent access for the rider.

### Address Performance Issues on Other Deviated Fixed-Routes

TCTD's other deviated fixed routes (Route 2, 3, 4) are longer distance routes that connect small communities in the County. They can remain deviated fixed-routes even if Route 1 is converted to a fixed-route service with ADA Paratransit. TCTD can take several steps to balance the impact of deviations on these routes' performance.

- Develop additional policies to clarify the service level and expectations for these routes, such as:
  - Deviations can only be accepted if there is enough capacity and time on the route.
  - Deviated fixed-routes are a curb-to-curb service, and passengers are expected to be waiting at the requested stop location at the designed pickup time.
  - If a customer requires additional care, TCTD can require them to use Dial-A-Ride or that they travel with a Personal Care Attendant.
- Analyze deviated fixed-routes and identify:
  - Where there is a need for additional fixed stops in communities, which could alleviate the need for deviations.
  - Schedule performance issues related to deviations, helping TCTD to optimize route schedules and on-time performance.

- Charge additional fare for deviations to manage demand.
- Acquire information technology informing customers of the bus arrival time.

## Provide Dial-A-Ride Service Countywide

Modifying TCTD's Dial-A-Ride service to operate countywide can help address schedule issues related to deviations on fixed routes. Expanding North and South County Dial-A-Ride capacity would let TCTD move passengers to this service rather than making deviations on fixed-routes. This could reduce demand for deviations and provide capacity.

This strategy would require that TCTD invest additional resources in the North and South County Dial-A-Ride services. This would help address the lack of volunteer drivers and expand options for residents who currently do not have access to fixed route or demand response service.

Expanding Dial-A-Ride service would require restructuring the current zone-based fare policy. The \$12.50 flat fare for private trips between the existing Dial-A-Ride zones is disproportionately high for some trips but does not cover operating costs for other trips.

In Fall 2018, TCTD evaluated a distance-based Dial-A-Ride fare policy. This policy would include a base fare for short trips plus a per-mile fare of \$0.50 to \$1.00. Most TCTD Dial-A-Ride trips are less than five miles long today. This type of fare policy would better cover operating costs for all trips. The fare per mile range is typical of other agencies that offer a general public demand-response service, based on the peer comparison.

There are several ways to structure the base and per-mile fares, some with significant changes for riders. Under one of the options, for example, a 10-mile trip today costing \$12.50 would drop to only \$4.50. The evaluation suggested additional costs between \$60,000 to \$240,000 annually, depending on the fare option and the level of added investment. In practice, costs may be less since expanding DAR service can allow more efficient use of drivers who are already providing NW Rides trips. These drivers are currently part-time and TCTD would need to add benefits when converting these drivers to full-time. The estimate would need to be updated using new data from Ecolane, which TCTD has refined since the original analysis.

If this scenario is implemented, TCTD could also evaluate whether to continue allowing deviations on Route 2, 3, and/or 4.

## Additional Capital and Technology Strategies

Several additional strategies that TCTD could consider along with any of the above options include:

- Procuring vehicles with more than two wheelchair spaces; some deviated fixed-route trips have demand for more than two passengers using mobility devices. Acquiring technology that could notify customers of bus arrivals in real-time. This could include:
  - Marketing Transit App, which provides real-time information for TCTD fixed-route service, to customers who use TCTD's deviated fixed-routes, both at fixed stops and stops with deviations, to allow them to track when the bus will arrive.
  - Adding a deviated service module for the Ecolane software that TCTD uses for its Dial-A-Ride service (TCTD has applied for and been awarded a grant under the federal 5310 program to cover the one-time cost and the first five years of software maintenance). This would allow TCTD to more easily track deviations, understand ridership patterns, and be proactive in recognizing and addressing on-time performance issues. It would also provide customers with the ability to schedule trips and track bus arrivals.

## STRATEGY OPTIONS

The above strategies could be pursued independently or in combination. **Error! Reference source not found.** illustrates how these strategies could be combined and highlights high-level tradeoffs for each option.

- **Baseline: Existing TCTD service** including both deviated fixed-route and dial-a-ride service.
- **Route 1 – Option 1: Fixed-Route with ADA in Tillamook.** This option would convert Route 1 Tillamook Town Loop to a fixed route, with complementary ADA Paratransit service in Tillamook only. It would not require, but is compatible with, the Countywide Dial-A-Ride expansion as in Option 2.
  - **Routes 2, 3, 4 – Option 2A: Expand Dial-A-Ride to Operate Countywide (compatible with all other options).** TCTD currently uses a zone-based fare system for its dial-a-ride services, which primarily serve demand-response trips within each of three fare zones: North, Central, and South County. Most trips are in Central County. A limited number of cross-county trips are provided using a flat fare, which is not equitable for all county residents and does not properly account for TCTD's costs. This option assumes TCTD implements a mileage-based fare policy that allows it to operate more cross-county service, which could reduce demand for deviations on TCTD's deviated fixed-routes, particularly Routes 3 and 4 that operate between North and Central County and Central and South County, respectively.
- **Route 2, 3, 4 – Option 2B: Eliminate Deviations.** This option would be like Option 2A, but would restrict deviations on Routes 2, 3, 4, converting them to intercity routes like Routes 5, 60X, and 70X. It would require expanded Dial-A-Ride capacity to provide transfers to the intercity routes and/or a mileage-based fare policy that would allow Dial-A-Ride to serve cross-county trips.

## RECOMMENDATIONS AND NEXT STEPS

Based on initial investigation of options for TCTD's deviated fixed-route services, TCTD's should continue its current plans to develop more explicit policies for deviated fixed-routes. Additional consideration of Option 2A is recommended to optimize and address the identified issues with on-time performance and missed driver breaks for these routes, particularly Route 3. While eliminating deviations on Route 2, 3, 4 was identified as an option, this step does not appear to be warranted at this time.

While Route 1 does not appear to have significant issues with on-time performance, it is a good candidate for introducing fixed-route service with ADA Paratransit, and further consideration of this approach is recommended.

The identified fleet and technology strategies could also be pursued.

Based on input from the TCTD board, additional evaluation and outreach should be conducted to more fully understand the likely costs, benefits, and stakeholder/public support for service options that are of interest, including:

- Estimate how many customers and existing trips on Route 1 and on DAR in Tillamook are likely to be ADA-eligible, in order to assess service/cost implications of Option 1.
- Refresh Dial-A-Ride origin-destination analysis using current data to refine fare policy analysis for Countywide Dial-A-Ride service with a mileage-based fare.
- Conduct initial outreach with key stakeholders, followed by outreach to riders.

Figure 3 TCTD Potential Strategy Options to Address Deviated Fixed Route Performance

Scenario	Benefits and Issues Addressed	Costs and Potential Impacts	Local Fixed-Route	ADA Paratransit	General Public Dial-A-Ride	Deviated Fixed-Route	Intercity Routes
<b>Baseline:</b> Existing TCTD Service	N/A	N/A	None	None	Central County Dial-A-Ride North County Dial-A-Ride South County Dial-A-Ride Limited Cross-Zone Dial-A-Ride	<ul style="list-style-type: none"> <li>Route 1: Tillamook</li> <li>Route 2: Netarts / Oceanside</li> <li>Route 3: Manzanita / Cannon Beach</li> <li>Route 4: Lincoln City</li> </ul>	<ul style="list-style-type: none"> <li>Route 5: Tillamook – Portland</li> <li>Route 60X: Lincoln City – Salem</li> <li>Route 70X: Salem – Grand Ronde</li> </ul>
<b>Route 1:</b> <b>Option 1:</b> Fixed-Route with ADA in Tillamook	Provide more reliable service on Route 1 in Tillamook Would prioritize Dial-A-Ride resources for persons with disabilities	Change for some passengers using deviations on Route 1 today. Higher Dial-A-Ride scheduling priority for persons with disabilities. Increase administrative costs. Increase service costs a small amount.	Convert Route 1 Tillamook Town Loop to fixed route	ADA Paratransit service within ¾ mile of Route 1 stops. Share drivers, scheduling, dispatch with DAR	Drivers also operate ADA Paratransit service. Higher scheduling priority for persons with disabilities. Compatible with DAR expansion and mileage-based fare.	Remove deviation policy from Route 1 Tillamook Town Loop. No change to Routes 2, 3, and 4	No change
<b>Routes 2, 3, 4:</b> <b>Option 2A:</b> Expand Dial-A-Ride in North and South County; keep deviation policies on Routes 2, 3, and 4	May shift some trips on Routes 2, 3, and 4 that require a deviation to Dial-A-Ride, making those routes more reliable, and increase capacity to serve trips not along the existing routes. Expands Dial-A-Ride options within North and South County, and establishes more equitable fare policy to support cross-county trips	Increased costs to expand Dial-A-Ride- to Countywide	None	None	Expand Dial-A-Ride to Countywide (could serve some deviation requests on Routes 2-4) directly and/or with a transfer.	No change to overall deviation policy for Routes 1, 2, 3, and 4. Some new stops for Routes 2, 3, and/or 4 in cities to reduce deviations – but not create local fixed route.	No change
<b>Option 2B:</b> Expand Dial-A-Ride + no deviations on Routes 2, 3, 4	Similar to Option 2A, but would make Routes 2, 3, and 4 more reliable by eliminating the deviation policy. Would likely be higher than Option 1A, since deviations on Routes 2, 3, and 4 can be an efficient way to provide additional access to long-distance rural transit routes.	Would impact passengers currently using Routes 2, 3, and 4 with a deviation by taking away this option. Costs to expand Dial-A-Ride would likely be higher than Option 1A, since deviations on Routes 2, 3, and 4 can be an efficient way to provide additional access to long-distance rural transit routes.	None	None	Expand Dial-A-Ride to Countywide (would need to serve deviation trips currently provided on Routes 2-4 either directly and/or with a transfer).	Remove deviation policy from Routes 2, 3, and/or 4; classify as intercity (commuter) routes. Some new stops for Routes 2, 3, and/or 4 in cities to reduce deviations – but not create local fixed route.	Routes 2, 3, and/or 4 reclassified as intercity service (no deviations), potentially more people using DAR

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