

Tillamook County Transportation District
Board of Directors
Regular Monthly Meeting



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



Thursday, June 18, 2020 at 6:00PM
Transportation Building
3600 Third Street, Tillamook, Oregon

Doug Pilant

From: Deb Ludwig <deb.ludwig@viridianmgt.com>
Sent: Friday, May 8, 2020 4:30 PM
To: Doug Pilant
Cc: Patrick Matthews
Subject: Champion Park Bus Stop
Attachments: Bus Stop Petition and Letters.pdf; busstoptraffic.zip; schoolbus.zip; IMG_7060.jpg; IMG_7078.JPG

Hello Doug,

Please see the attached resident letters, petition, a letter from me, and pictures.

Everyone is so hopeful that this project goes forward. Many suggestions were offered including allowing the school bus to use the turn out, and moving the bus stop to the other side of the driveway so riders do not have to walk in the driveway or cross traffic to use the sidewalk.

We want to thank you for taking the time to respond to our request. Not only did you follow up with us but you took action. You applied for the grant and took further action to request the remaining funds needed. Your efforts are greatly appreciated.

This improvement will start a ripple effect in our community. You have shown us that the Transportation District cares. Thank you for helping make Champion Park a Better Place to Live.

Please let us know if you have any questions or concerns or if there is anything else you need from us.

Best Regards,

Deb, Patrick, Loto, Chris, Aaron
and the Residents of Champion Park



Debi Ludwig - Site Manager

Champion Park I & II Apartments

4317 Brookfield Avenue Tillamook, OR 97141

Office Hours: M- F 1:00 PM - 5:00 PM

office 503-842-8787 fax 503-842-3320 cell 503-457-6983

deb.ludwig@viridianmgt.com

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Viridian
Management
Champion Park Apartments

May 5, 2020

Dear Sirs,


Champion Park Apartments is a 130-unit Low Income Property located on the Town Loop Bus Route just behind the County Fairgrounds. There are many reasons why our residents ride the Tillamook bus. Some households do not own a car, some do not drive, some are occasional riders who enjoy the social experience they have while riding the bus. On a regular basis approximately 30 residents depend on the bus as their main source of transportation. The demographic of these riders includes seniors, folks using wheelchairs, canes, or walkers, and children. Many of these folks have medical conditions that make them vulnerable to injury or illness while waiting at the bus stop in its current condition.

The current bus stop is inadequate and dangerous. It is located on the curb at the entrance to the property. It consists of a pole with a sign in a patch of grass (or mud in wet weather), bordered by a busy road, and next to a wide and steep drainage ditch. Riders must stand in the driveway or the road when it is flooded during the rainy season, or sit on an old uncovered bench in the cold, wind, rain, and in the dark as there is no shelter, or lighting. There is no bus turn out for loading and unloading. The ditch at the roads edge makes it too dangerous to stop where the sign is posted. Leaving the only option to stop in the driveway which blocks the entrance to the complex. Wheelchair bound riders must wait in the driveway sometimes up to ½ hour in the path of traffic.

Our wish is that the needed funding will be granted so the Tillamook Transportation Department may move forward with their plans to improve our bus stop to better serve those who use the stop at Champion Park Apartments. We believe ridership will increase if folks felt safer and more comfortable while they are waiting for pick up.

Every rider deserves dignity and safety when waiting on the public transportation they depend on to get them around town. Please consider us for the funding needed to make the Champion Park Apartments/Tillamook Town Loop Bus Stop safe, comfortable, and accessible for our community.

Best Regards,



Deb Ludwig – Site Manager

To: TCTD Board of Directors



Rebecca Hester
Susan Lewis

Apr 13

Dustin Ballance

Prof. Ryan
ROBYAN

Love the Wellness Center!
Tranks MS Formite

Thank you!
Katherine Beck

John Bond

John Bond

John Bond

John Bond

John Bond

Thank you so much! We really appreciate and enjoy it! -Danielle

Thank you for supporting the district.
Jeremy Bellato

THANKS!

Thank You for the Wellness Center

Thank you!

Thank you!

Thank you!

Thank you!

Thank you!

Tillamook County Transportation District
 Normal Trial Balance
 From 5/31/2020 Through 5/31/2020

Account Code	Account Title	Debit Balance	Credit Balance
1001	General Checking Account	520,438.91	
1006	Payroll Checking	38,609.94	
1009	NW RIDES ACCOUNT	382,901.91	
1011	Prop. Mgmt. Checking	48,070.72	
1020	LGIP - General Account	862,812.15	
1030	LGIP - Capital Reserve	587,173.44	
1040	Petty Cash	200.00	
Report Total		2,440,207.07	0.00
Report Difference		2,440,207.07	

Dr
6-4-20

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Tillamook County Transportation District
Financial Statement

From 5/1/2020 Through 5/31/2020

	Current Period Actual	Current Period Budget	Current Year Actual	Total Budget	Total Budget Variance	92%
Resources						
Working Capital	3500	0.00	0.00	1,596,525.00	(1,596,525.00)	0.00%
Fares	4000	11,347.02	244,563.65	275,000.00	(30,436.35)	88.93%
Contract Revenue	4020	26,240.11	721,219.56	883,000.00	(161,780.44)	81.67%
Property Tax	4100	3,842.52	962,212.34	925,000.00	37,212.34	104.02%
Past Years Property Tax	4110	902.24	25,051.20	40,000.00	(14,948.80)	62.62%
State Timber Revenue	4120	110,095.99	237,395.43	250,000.00	(12,604.57)	94.95%
Mass Transit State Payroll Tax	4130	0.00	94,118.63	85,000.00	9,118.63	110.72%
STIF Formula	4135	0.00	309,837.00	287,000.00	22,837.00	107.95%
STIF Intercommunity	4136	0.00	37,492.00	320,000.00	(282,508.00)	11.71%
STIF Discretionary	4137	0.00	43,692.00	149,000.00	(105,308.00)	29.32%
Capital Grants	4210	0.00	724,960.00	791,414.00	(66,454.00)	91.60%
Grants - FTA 5311	4220	0.00	316,852.00	370,000.00	(53,148.00)	85.63%
NWOTA Partner Cont. Match	4225	12,000.00	48,000.00	48,000.00	0.00	100.00%
Grants - STF	4230	0.00	67,700.00	67,700.00	0.00	100.00%
Grants - 5311 (f)	4240	0.00	123,156.00	310,000.00	(186,844.00)	39.72%
Grants - 5310	4245	0.00	46,043.00	105,000.00	(58,957.00)	43.85%
Special Bus Operations	4300	0.00	1,958.98	1,000.00	958.98	195.89%
Miscellaneous Income	4400	377.67	14,238.95	1,000.00	13,238.95	1,423.89%
Sale of Assets - Income	4410	0.00	833.33	10,000.00	(10,000.00)	0.00%
Interest Income	4510	1,318.26	32,050.63	22,000.00	10,050.63	145.68%
Advertising Income	4520	0.00	83.33	1,000.00	(1,000.00)	0.00%
Lease Income	4900	1,900.00	20,900.00	23,000.00	(2,100.00)	90.86%
Lease Operational Exp Income	4910	914.60	7,791.81	7,000.00	791.81	111.31%
Transfer From General Fund	4911	0.00	12,000.00	22,000.00	(10,000.00)	54.54%

Monthly BOD Report w/YTD Budget & Variance

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Tillamook County Transportation District
Financial Statement

From 5/1/2020 Through 5/31/2020

	Current Period Actual	Current Period Budget	Current Year Actual	Total Budget	Total Budget Variance	92%
Transfer from Veh. Purch. Res.	4915 0.00	0.00	0.00	11,835.00	(11,835.00)	0.00%
Transfer from STF Fund	4916 0.00	0.00	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%
Total Resources	<u>168,938.41</u>	<u>120,708.32</u>	<u>4,220,723.82</u>	<u>7,567,102.00</u>	<u>(3,346,378.18)</u>	<u>55.78%</u>
Expenses						
Personnel Services						
Payroll: Administration	5010 19,411.42	28,750.00	239,532.67	345,000.00	105,467.33	69.42%
Payroll: Dispatch	5020 8,343.38	9,583.33	85,314.17	115,000.00	29,685.83	74.18%
Payroll: Drivers	5030 80,155.82	96,791.67	904,105.74	1,161,500.00	257,394.26	77.83%
Payroll: Maintenance	5040 6,262.62	5,833.33	43,319.46	70,000.00	26,680.54	61.88%
Payroll Expense	5050 5,476.88	11,841.67	92,002.24	142,100.00	50,097.76	64.74%
Payroll Healthcare	5051 32,925.62	0.00	313,631.44	269,154.00	(44,477.44)	116.52%
Payroll Retirement	5052 9,448.18	0.00	58,308.90	75,600.00	17,291.10	77.12%
Payroll Veba	5053 3,410.48	0.00	60,906.55	66,000.00	5,093.45	92.28%
Workers Compensation Ins.	5055 0.00	1,875.00	30,976.70	22,500.00	(8,476.70)	137.67%
Total Personnel Services	<u>165,434.40</u>	<u>154,675.00</u>	<u>1,828,097.87</u>	<u>2,266,854.00</u>	<u>438,756.13</u>	<u>80.64%</u>
Materials and Services						
Professional Services	5100 10,422.50	8,979.17	135,600.31	112,750.00	(22,850.31)	120.26%
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 2,160.05	6,250.00	26,867.14	75,000.00	48,132.86	35.82%
Dues & Subscriptions	5120 0.00	1,000.00	7,926.00	12,000.00	4,074.00	66.05%
Office Equipment R&R	5140 225.22	250.00	2,489.18	3,000.00	510.82	82.97%

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Tillamook County Transportation District
Financial Statement

From 5/1/2020 Through 5/31/2020

	Current Period Actual	Current Period Budget	Current Year Actual	Total Budget	Total Budget Variance	92%
5145 Computer R&M	376.75	3,625.00	30,804.02	43,500.00	12,695.98	70.81%
5150 Fees & Licenses	876.39	2,708.33	24,645.42	35,500.00	10,854.58	69.42%
5160 Insurance	9,141.00	7,000.00	88,993.00	84,000.00	(4,993.00)	105.94%
5170 Office Expenses	1,621.66	1,083.33	12,961.52	13,000.00	38.48	99.70%
5175 Board Expenses	851.90	833.33	12,255.80	10,000.00	(2,255.80)	122.55%
5180 Operational Expenses	4,746.31	3,500.01	46,471.86	42,000.00	(4,471.86)	110.64%
5185 Drug & Alcohol Administration	100.00	125.00	1,800.00	1,500.00	(300.00)	120.00%
5190 Marketing	1,270.80	5,458.33	61,895.04	65,500.00	3,604.96	94.49%
5191 Website Re-Design	0.00	0.00	2,953.26	164,560.00	161,606.74	1.79%
5210 Telephone Expense	3,363.17	1,750.00	16,343.27	21,500.00	5,156.73	76.01%
5220 Travel & Training	411.99	3,125.00	19,408.33	37,500.00	18,091.67	51.75%
5240 Vehicle Expense	23,609.77	16,666.67	274,632.38	200,000.00	(74,632.38)	137.31%
5245 Fuel Expenses	11,580.27	29,166.67	218,725.04	350,000.00	131,274.96	62.49%
5260 Postage	117.99	125.00	1,393.12	1,500.00	106.88	92.87%
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	7,700.00	8,400.00	700.00	91.66%
5285 Transit & Visitor Center Maint	1,318.24	1,250.00	15,978.37	15,000.00	(978.37)	106.52%
5290 General Operating Cont.	0.00	9,708.33	0.00	116,500.00	116,500.00	0.00%
5300 Property Operating Expenses	1,642.77	2,041.67	19,772.76	24,500.00	4,727.24	80.70%
5330 Flex Lease: Fees	0.00	83.33	220.00	1,000.00	780.00	22.00%
5340 Property Maint. & Repair	3,824.95	1,083.33	20,989.19	13,000.00	(7,989.19)	161.45%
5346 Operations Facility Maint.	73.06	208.33	2,655.73	2,500.00	(155.73)	106.22%
Total Materials and Services	78,434.79	109,626.41	1,077,324.17	1,488,577.00	411,252.83	72.37%
Special Payments						
5200 STF Payments to Recipients	0.00	300.00	20,916.00	20,914.00	(2.00)	100.00%

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Tillamook County Transportation District
Financial Statement

From 5/1/2020 Through 5/31/2020

	Current Period Actual	Current Period Budget	Current Year Actual	Total Budget	Total Budget Variance	92%
STIF Payments to Recipients	0.00	0.00	5,000.00	5,000.00	0.00	100.00%
Total Special Payments	0.00	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	0.00	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	0.00	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	0.00	1,250.00	4,537.50	15,000.00	10,462.50	30.25%
PUD Loan Expense	602.58	416.67	6,628.38	5,000.00	(1,628.38)	132.56%
OTIB Debt Service	0.00	0.00	26,310.44	29,591.00	3,280.56	88.91%
Total Debt Service	602.58	5,833.34	92,476.32	99,591.00	7,114.68	92.86%
Capital Purchases						
Building Repair & Renovation	0.00	0.00	489.95	22,500.00	22,010.05	2.17%
Admin. Expenses- Renovation	0.00	0.00	883.21	7,500.00	6,616.79	11.77%
Bus Replacement/Addition	792,319.07	0.00	792,319.07	900,000.00	107,680.93	88.03%
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 5/1/2020 Through 5/31/2020

	Current Period Actual	Current Period Budget	Current Year Actual	Total Budget	Total Budget Variance	92%
6050	14,217.98	0.00	54,646.71	400,500.00	345,853.29	13.64%
Other Capital Projects	806,537.05	3,416.67	860,559.61	1,446,500.00	585,940.39	59.49%
Total Capital Purchases	807,139.63	9,250.01	953,035.93	1,546,091.00	593,055.07	61.64%
Total Capital Outlay	1,051,008.82	273,851.42	4,025,864.61	7,567,102.00	3,541,237.39	53.20%
Total Expenses						

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Tillamook County Transportation District

Financial Statement

09 - NW RIDES ACCOUNT

000 - Other

From 5/1/2020 Through 5/31/2020

	Current Period Actual	Current Period Budget	Current Year Actual	Total Budget	Total Budget Variance	92%
Resources						
4026 NWR Revenue	558,304.20	262,500.00	4,137,389.75	3,150,000.00	987,389.75	131.34%
4400 Miscellaneous Income	0.00	29,166.67	0.00	350,000.00	(350,000.00)	0.00%
Total Resources	<u>558,304.20</u>	<u>291,666.67</u>	<u>4,137,389.75</u>	<u>3,500,000.00</u>	<u>637,389.75</u>	<u>118.21%</u>
Expenses						
Personnel Services						
5010 Payroll: Administration	21,351.53	26,250.00	234,460.48	315,000.00	80,539.52	74.43%
5041 Payroll: Indirect	1,080.00	1,000.00	20,917.43	12,000.00	(8,917.43)	174.31%
5050 Payroll Expense	1,638.52	6,250.00	17,562.84	75,000.00	57,437.16	23.41%
5051 Payroll Healthcare	8,812.52	0.00	88,340.12	15,000.00	(73,340.12)	588.93%
5052 Payroll Retirement	1,015.88	0.00	11,843.19	2,000.00	(9,843.19)	592.15%
5053 Payroll Veba	948.02	0.00	13,035.30	2,000.00	(11,035.30)	651.76%
5055 Workers Compensation Ins.	0.00	0.00	205.54	0.00	(205.54)	0.00%
Total Personnel Services	<u>34,846.47</u>	<u>33,500.00</u>	<u>386,364.90</u>	<u>421,000.00</u>	<u>34,635.10</u>	<u>91.77%</u>
Materials and Services						
5100 Professional Services	565.00	1,666.67	7,498.50	20,000.00	12,501.50	37.49%
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	3,036.87	2,500.00	(536.87)	121.47%
5145 Computer R&M	1,085.00	1,250.00	19,829.95	15,000.00	(4,829.95)	132.19%
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%

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Tillamook County Transportation District

Financial Statement

09 - NW RIDES ACCOUNT

000 - Other

From 5/1/2020 Through 5/31/2020

	Current Period Actual	Current Period Budget	Current Year Actual	Total Budget	Total Budget Variance	92%
Office Expenses	40.00	1,150.00	4,107.72	13,800.00	9,692.28	29.76%
Operational Expenses	0.00	208.33	778.87	2,500.00	1,721.13	31.15%
Telephone Expense	144.00	1,666.67	15,647.44	20,000.00	4,352.56	78.23%
Travel & Training	25.00	750.00	1,570.53	9,000.00	7,429.47	17.45%
Postage	9.95	416.67	615.45	5,000.00	4,384.55	12.30%
Purchased Transportation	130,461.22	200,000.00	2,830,115.36	2,400,000.00	(430,115.36)	117.92%
Member Mileage Reimbursement	10,038.06	15,833.33	195,722.06	190,000.00	(5,722.06)	103.01%
Volunteer Mileage Reimburse	18,302.29	29,166.67	308,966.26	350,000.00	41,033.74	88.27%
Office Rent	400.00	400.00	4,400.00	4,800.00	400.00	91.66%
Property Operating Expenses	138.60	75.00	1,075.80	900.00	(175.80)	119.53%
Total Materials and Services	161,434.34	253,250.01	3,403,889.80	3,039,000.00	(364,889.80)	112.01%
Capital Outlay						
Capital Purchases						
Ecolane Investment	0.00	3,333.33	0.00	40,000.00	40,000.00	0.00%
Total Capital Purchases	0.00	3,333.33	0.00	40,000.00	40,000.00	0.00%
Total Capital Outlay	0.00	3,333.33	0.00	40,000.00	40,000.00	0.00%
Total Expenses	196,280.81	290,083.34	3,790,254.70	3,500,000.00	(290,254.70)	108.29%

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Tillamook County Transportation District

Check/Voucher Register
 1001 - General Checking Account
 From 5/1/2020 Through 5/31/2020

Document Number	Document Date	Transaction Amount	Payee	Transaction Description
15372	5/5/2020	1,363.00	ADP, LLC	PAYROLL SERVICES
15373	5/5/2020	100.00	AH TILLAMOOK MEDICAL GROUP	MICHAEL THOMPSON CDL PHYSIC
15374	5/5/2020	204.85	Batteries Northwest	BATTERIES
15375	5/5/2020	110.98	BRENT OLSON	BUS SHUTTLE 302 205 206/MILEA
15376	5/5/2020	2,419.00	Bullard Law, P.C.	COVID/LEGAL
15377	5/5/2020	198.75	CAR CARE SPECIALISTS, INC.	DEF
15378	5/5/2020	700.00	City Of Tillamook	MAY TRANSIT VISITOR CENTER LI
15379	5/5/2020	112.13	CLAYTON NORRBOM	MILEAGE/DROP OFF WC SALEM
15380	5/5/2020	651.97	Coast Printing & Stationery	TRANSPORTATION VOUCHERS
15381	5/5/2020	106.31	COMCAST	CABLE
15382	5/5/2020	181.72	CRYSTAL AND SIERRA SPRINGS	WATER
15383	5/5/2020	173.94	DOUGLAS PILANT	FACE MASKS/SHIELDS-COVID
15384	5/5/2020	79.14	CENTURYLINK	TELEPHONE/HARD LINE FAX LINE
15385	5/5/2020	50.00	Gary A. Hanenkrat	BOARD MEETING 042320
15386	5/5/2020	8,689.80	Gillespie Graphics	bus 205 206 207 wrap kits
15387	5/5/2020	50.00	JACKIE EDWARDS	BOARD MEETING 042320
15388	5/5/2020	50.00	JIM HUFFMAN	BOARD MEETING 042320
15389	5/5/2020	112.50	JORDAN SCHRADER RAMIS, PC	legal/laptop policy
15389	5/5/2020	6,924.50	JORDAN SCHRADER RAMIS, PC	legal
15390	5/5/2020	50.00	JUDY RIGGS	BOARD MEETING 042320
15391	5/5/2020	1,471.26	KITTELSON & ASSOCIATES, INC.	STIF PLANNING
15392	5/5/2020	400.00	KNOWLEDGE IN MOBILITY	consulting/vehicle purchase
15392	5/5/2020	600.00	KNOWLEDGE IN MOBILITY	CONSULTING/VEHICLE PURCHASE
15393	5/5/2020	50.00	Linda Adler	BOARD MEETING 042320
15394	5/5/2020	50.00	MARTY HOLM	BOARD MEETING 042320
15395	5/5/2020	50.00	MELISSA CARLSON-SWANSON	BOARD MEETING 042320
15396	5/5/2020	115.00	North Coast Lawn	LAWN MAINTENANCE
15397	5/5/2020	1,000.00	NATHAN LEVIN	MAY LEASE
15398	5/5/2020	1,555.00	NELSON NYGAARD	TILLAMOOK FINANCE AND FARE STUDY/PLANNING
15399	5/5/2020	12.00	OR DEPT OF MOTOR VEHICLES	BACKGROUND CHECKS
15400	5/5/2020	146.88	PACIFIC CITY SUN	ADVERTISING
15401	5/5/2020	257.78	PACIFIC SOURCE	TCTD COPIES
15401	5/5/2020	(257.78)	PACIFIC SOURCE	TCTD COPIES
15402	5/5/2020	852.00	PETROCARD INC.	FUEL
15403	5/5/2020	95.00	ROBERT SOUTHWICK	CDL PHYSICAL
15404	5/5/2020	90.76	Rosenberg Builders Supply	SHOP INVENTORY
15405	5/5/2020	8,497.25	Sheldon Oil Distributors	FUEL
15406	5/5/2020	600.00	Tillamook County Fair	FAIR BOOTH FEE
15407	5/5/2020	94.94	TILLAMOOK FARMERS COOP	BUS CLEANING
15408	5/5/2020	195.00	TRANSPORT WISDOM, LTD	CDL TEST/JENNIFER WRIGHT
15409	5/5/2020	49.95	VANIR BROADBAND, INC.	INTERNET
15410	5/5/2020	274.56	VERIZON	TABLET DATA
15411	5/5/2020	324.00	WEST COAST EXHAUST	BUS 18 ELECTRICAL REPAIR
15411	5/5/2020	90.00	WEST COAST EXHAUST	BUS 300 BRAKE REPAIR
15411	5/5/2020	216.00	WEST COAST EXHAUST	BUS 29 TRANS COOLER LINES REI
15411	5/5/2020	122.40	WEST COAST EXHAUST	BUS 204 REPLACE ALTERNATOR
15411	5/5/2020	72.00	WEST COAST EXHAUST	BUS 27 HEADLIGHT
15411	5/5/2020	180.00	WEST COAST EXHAUST	BUS 200 WHEEL REPAIR
15411	5/5/2020	173.52	WEST COAST EXHAUST	BUS 34 EXHAUST REPAIR
15411	5/5/2020	72.00	WEST COAST EXHAUST	GATE REPAIR
15412	5/5/2020	549.09	Western Bus Sales	BUS 27 SPRING CARRIER
15413	5/5/2020	145,611.41	Creative Bus Sales	BUS 207
15413	5/5/2020	145,611.41	Creative Bus Sales	BUS 206
15413	5/5/2020	145,611.41	Creative Bus Sales	BUS 205
15414	5/5/2020	173,271.05	Schetky Northwest Sales, Inc.	BUS 306
15414	5/5/2020	173,271.05	Schetky Northwest Sales, Inc.	BUS 305

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Tillamook County Transportation District

Check/Voucher Register

1001 - General Checking Account

From 5/1/2020 Through 5/31/2020

Document Number	Document Date	Transaction Amount	Payee	Transaction Description
15415	5/5/2020	257.78	Pacific Office Automation	TCTD COPIES
15416	5/5/2020	1,022.50	Prevailing Communications	305 AND 306 RADIOS
15417	5/5/2020	3,025.25	Prevailing Communications	RADIOS FOR NEW BUSES 205 20
15418	5/7/2020	1,955.50	TILLAMOOK CNTY TRANS. DIST.	0405.04112020
15418	5/7/2020	(1,955.50)	TILLAMOOK CNTY TRANS. DIST.	0405.04112020
15419	5/18/2020	885.50	ADP, LLC	PAYROLL SUPPORT
15420	5/18/2020	448.44	ALSCO - Portland Linen	MAT SERVICE
15421	5/18/2020	79.32	Batteries Northwest	BATTERIES
15421	5/18/2020	194.50	Batteries Northwest	BATTERIES
15422	5/18/2020	100.00	BIO-MED TESTING SERVICE, INC.	DRUG SCREENS
15423	5/18/2020	298.43	Advance Auto Parts	INVENTORY
15424	5/18/2020	295.60	COUNTRY MEDIA	ADVERTISING
15424	5/18/2020	99.20	COUNTRY MEDIA	ADVERTISING
15425	5/18/2020	280.16	O'REILLY AUTOMOTIVE STORES	SHOP INVENTORY
15426	5/18/2020	1,061.54	FleetPride, Inc.	SHOP INVENTORY
15427	5/18/2020	431.08	Fred Meyer Customer Charges	APRIL CARD CHARGES
15428	5/18/2020	575.40	GenXsys Solutions, LLC	COMPUTER SUPPORT
15429	5/18/2020	8,942.74	Gillespie Graphics	WRAP KITS FOR 305 AND 306
15430	5/18/2020	858.12	JNB MECHANICAL, INC.	VEHICLE MAINTENANCE
15431	5/18/2020	3,988.47	LES SCHWAB WAREHOUSE CENTER	TIRES
15432	5/18/2020	1,241.04	Marie Mills Center, Inc	TRANSIT CENTER JANITORIAL
15433	5/18/2020	3,789.19	McCOY FREIGHTLINER	VEHICLE EXPENSE
15434	5/18/2020	649.08	DAVISON AUTO PARTS, INC.	VEHICLE MAINTENANCE
15435	5/18/2020	295.25	NORTHSIDE FORD	VEHICLE MAINTENANCE
15436	5/18/2020	75.00	PACIFIC COAST LOCK	LOCKSMITH
15437	5/18/2020	305.53	PETERSON TRUCKS INC	VEHICLE MAINTENANCE
15437	5/18/2020	2,922.22	PETERSON TRUCKS INC	VEHICLE MAINTENANCE
15437	5/18/2020	(420.00)	PETERSON TRUCKS INC	RETURN
15438	5/18/2020	43.00	RJ'S LOCK & KEY LLC	BUS KEYS
15439	5/18/2020	9,141.00	SPECIAL DISTRICTS INS. SERVICE	NEW VEHICLES/INSURANCE
15440	5/18/2020	5,153.74	CARDMEMBER SERVICE	APRIL CARD CHARGES
15441	5/18/2020	549.09	Western Bus Sales	BUS 27
Report Total		870,291.70		

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Tillamook County Transportation District

Check/Voucher Register

1006 - Payroll Checking

From 5/1/2020 Through 5/31/2020

<u>Document Number</u>	<u>Document Date</u>	<u>Payee</u>
5566	5/7/2020	HRA VEBA TRUST
5567	5/8/2020	SPECIAL DISTRICTS INS. SERVICE
5568	5/18/2020	PEGGY PETERSON
5569	5/20/2020	PACIFIC SOURCE
5570	5/31/2020	ATU LOCAL #757

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Tillamook County Transportation District

Check/Voucher Register

1009 - NW RIDES ACCOUNT

From 5/1/2020 Through 5/31/2020

Document Number	Document Date	Transaction Amount	Payee	Transaction Description
2363	5/20/2020	(61.00)	SUSAN MABIE	MILEAGE
2363	5/20/2020	(21.50)	SUSAN MABIE	MILEAGE
2453	5/20/2020	(1,049.85)	K & M MEDIVAN	NWR
2453	5/20/2020	(2,061.00)	K & M MEDIVAN	NWR
2463	5/5/2020	1,373.95	ALFREDO EVANGELISTA	NWR
2464	5/5/2020	80.00	BRYAN P. FITZSIMMONS, CPA	NWR SUPPORT/1099 QUESTIONS
2465	5/5/2020	977.98	JANNA SMITH	NWR
2466	5/5/2020	781.25	JOHN REKART JR	NWR
2467	5/5/2020	1,394.48	KANDIS LIDAY	NWR
2468	5/5/2020	574.40	LEANN CHUINARD	NWR
2469	5/5/2020	85.70	Pacific Office Automation	NWR COPIES
2470	5/5/2020	2,045.35	SEAN REKART	NWR
2471	5/5/2020	325.00	SUNSET EMPIRE TRANSIT	NWR
2472	5/7/2020	771.56	AAA RIDE ASSIST	NWR
2472	5/7/2020	491.44	AAA RIDE ASSIST	NWR
2472	5/7/2020	280.48	AAA RIDE ASSIST	NWR
2473	5/7/2020	27.00	MEDIX AMBULANCE	NWR
2473	5/7/2020	3,554.14	MEDIX AMBULANCE	NWR
2473	5/7/2020	1,037.00	MEDIX AMBULANCE	NWR
2474	5/7/2020	5,433.60	METRO WEST	NWR
2475	5/7/2020	8,936.14	RYANS TRANSPORTATION SERVICE	NWR
2475	5/7/2020	5,614.40	RYANS TRANSPORTATION SERVICE	NWR
2475	5/7/2020	2,320.82	RYANS TRANSPORTATION SERVICE	NWR
2477	5/7/2020	10,359.00	TILLAMOOK CNTY TRANS. DIST.	0301.0314
2477	5/7/2020	8,326.75	TILLAMOOK CNTY TRANS. DIST.	0301.0314
2477	5/7/2020	639.95	TILLAMOOK CNTY TRANS. DIST.	NWR PAYROLL INDIRECT
2477	5/7/2020	11,302.18	TILLAMOOK CNTY TRANS. DIST.	PAYROLL
2477	5/7/2020	5,644.00	TILLAMOOK CNTY TRANS. DIST.	0315-0321
2477	5/7/2020	3,560.25	TILLAMOOK CNTY TRANS. DIST.	NWR
2477	5/7/2020	639.96	TILLAMOOK CNTY TRANS. DIST.	NWR INDIRECT
2477	5/7/2020	10,921.41	TILLAMOOK CNTY TRANS. DIST.	0327 NWR PAYROLL
2477	5/7/2020	2,402.75	TILLAMOOK CNTY TRANS. DIST.	0401.04042020
2477	5/7/2020	3,792.50	TILLAMOOK CNTY TRANS. DIST.	0412-0418
2477	5/7/2020	3,956.50	TILLAMOOK CNTY TRANS. DIST.	NWR
2477	5/7/2020	3,476.75	TILLAMOOK CNTY TRANS. DIST.	NWR
2477	5/7/2020	909.00	TILLAMOOK CNTY TRANS. DIST.	NWR
2477	5/7/2020	11,037.30	TILLAMOOK CNTY TRANS. DIST.	PAYROLL
2477	5/7/2020	540.00	TILLAMOOK CNTY TRANS. DIST.	NWR INDIRECT
2477	5/7/2020	10,097.61	TILLAMOOK CNTY TRANS. DIST.	NWR MARCH BENEFITS
2477	5/7/2020	517.21	TILLAMOOK CNTY TRANS. DIST.	NWR MARCH RENT & UTILITIES
2478	5/7/2020	4,231.50	WAPATO SHORES	NWR
2478	5/7/2020	4,426.75	WAPATO SHORES	NWR
2478	5/7/2020	193.50	WAPATO SHORES	NWR
2479	5/7/2020	4,046.20	WILLAMETTE VALLEY TRANSPORT	nwr
2480	5/18/2020	515.00	AAA RIDE ASSIST	NWR
2480	5/18/2020	857.84	AAA RIDE ASSIST	NWR
2480	5/18/2020	(515.00)	AAA RIDE ASSIST	NWR
2480	5/18/2020	(857.84)	AAA RIDE ASSIST	NWR
2481	5/18/2020	442.00	COLUMBIA COUNTY RIDER	NWR
2482	5/18/2020	178.47	Fred Meyer Customer Charges	APRIL CARD CHARGES
2483	5/18/2020	1,085.00	GenXsys Solutions, LLC	NWR AT WORK STATIONS - COVIE
2484	5/18/2020	634.00	MEDIX AMBULANCE	NWR
2484	5/18/2020	2,571.00	MEDIX AMBULANCE	NWR
2484	5/18/2020	144.00	MEDIX AMBULANCE	NWR AFTER HOURS PHONES
2485	5/18/2020	500.00	MTN RETREAT SECURE TRANSPORT	NWR
2485	5/18/2020	562.50	MTN RETREAT SECURE TRANSPORT	NWR
2486	5/18/2020	10,268.80	RYANS TRANSPORTATION SERVICE	NWR

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Tillamook County Transportation District

Check/Voucher Register

1009 - NW RIDES ACCOUNT

From 5/1/2020 Through 5/31/2020

<u>Document Number</u>	<u>Document Date</u>	<u>Transaction Amount</u>	<u>Payee</u>	<u>Transaction Description</u>
2487	5/18/2020	306.00	SUNSET EMPIRE TRANSIT	NWR
2488	5/18/2020	1,955.50	TILLAMOOK CNTY TRANS. DIST.	0405.0411
2488	5/18/2020	5,447.50	TILLAMOOK CNTY TRANS. DIST.	NWR
2488	5/18/2020	523.80	TILLAMOOK CNTY TRANS. DIST.	APRIL RENT AND UTILITIES
2488	5/18/2020	794.19	TILLAMOOK CNTY TRANS. DIST.	032720 NWR PR TAX
2488	5/18/2020	11,400.67	TILLAMOOK CNTY TRANS. DIST.	APRIL NWR BENEFITS
2489	5/18/2020	520.44	CARDMEMBER SERVICE	APRIL CARD CHARGES
2490	5/18/2020	5,452.50	WAPATO SHORES	NWR
2491	5/20/2020	857.84	AAA RIDE ASSIST	NWR
2492	5/20/2020	1,049.85	K & M MEDIVAN	NWR
2492	5/20/2020	2,061.00	K & M MEDIVAN	NWR
2493	5/20/2020	<u>515.00</u>	SUNSET EMPIRE TRANSIT	NWR
Report Total		<u>181,202.47</u>		

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Tillamook County Transportation District

Check/Voucher Register
1011 - Prop. Mgmt. Checking
From 5/1/2020 Through 5/31/2020

<u>Document Number</u>	<u>Document Date</u>	<u>Transaction Amount</u>	<u>Payee</u>	<u>Transaction Description</u>
4296	5/5/2020	650.00	CHRISSEY'S CLEANING SERVICE	JANITORIAL
4297	5/5/2020	425.00	North Coast Lawn	LAWN MAINTENANCE
4298	5/5/2020	253.06	TILLAMOOK CITY UTILITIES	WATER SEWER
4299	5/5/2020	310.70	TILLAMOOK ELECTRONIC SUPPLY	TRAINING ROOM /WIRING/LABOR
4299	5/5/2020	840.00	TILLAMOOK ELECTRONIC SUPPLY	TRAINING ROOM EQUIPMENT/COMPUTER
4299	5/5/2020	(310.70)	TILLAMOOK ELECTRONIC SUPPLY	TRAINING ROOM /WIRING/LABOR
4299	5/5/2020	(840.00)	TILLAMOOK ELECTRONIC SUPPLY	TRAINING ROOM EQUIPMENT/COMPUTER
4300	5/5/2020	166.95	CITY SANITARY SERVICE	GARBAGE
4301	5/18/2020	641.39	Marie Mills Center, Inc	3RD ST JANITORIAL
4302	5/20/2020	<u>231.03</u>	TILLAMOOK ELECTRONIC SUPPLY	TRAINING ROOM /WIRING/LABOR
Report Total		<u>2,367.43</u>		

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UMPQUA BANK: CLOSING DATE 5/25/2020			
Date	Vendor	Description of Transaction	Amount
		DOUG PILANT	
4-May	FRED MEYER	OFFICE SUPPLIES	\$ 24.44
7-May	FRED MEYER	OFFICE SUPPLIES	\$ 17.77
8-May	OCHO	EMPLOYEE APPRECIATION	\$ 59.95
18-May	GARIBALDI PORTSIDE	MEALS/MEETING WITH JUDY	\$ 32.00
			\$ 134.16
		CATHY BOND	
04/24/20	HIPAA GROUP	NWR TRAINING	\$ 25.00
04/24/20	RECESS FOOD	MEALS/MEETING, ATU	\$ 31.20
04/27/20	TILLAMOOK ELECTRONICS	TCTD DISPATCH/COVID	\$ 59.00
05/04/20	ENDICIA	NWR POSTAGE	\$ 9.95
05/04/20	NORDIC TRACK	GYM EQUIPMENT	\$ 913.08
05/04/20	NORDIC TRACK	GYM EQUIPMENT	\$ 535.90
05/06/20	ADOBE	SOFTWARE	\$ 24.99
05/08/20	RECESS FOOD	MEALS/MEETING	\$ 37.20
05/13/20	MCDONALDS	MEALS/NWR MEETING	\$ 10.36
05/22/20	IRON MOUNTAIN	SHREDDING	\$ 81.87
			\$ 1,728.55
		BRENT OLSON	
04/24/20	GARIBALDI PORTSIDE	ALL STAFF MEALS/COVID	\$ 379.50
04/24/20	MTCPRO	SOFTWARE	\$ 98.00
05/04/20	PACIFIC RESTAURANT	ALL STAFF MEALS/COVID	\$ 360.00
05/05/20	AMAZON	COVID	\$ 43.86
05/06/20	MARIAS TAQUERIA	ALL STAFF MEALS/COVID	\$ 324.00
05/11/20	COSTCO	COFFEE/STAFF	\$ 9.49
05/13/20	MAIN STREET PIZZA	ALL STAFF MEALS/COVID	\$ 236.55
05/26/20	WERNERS	MEALS/MEETING, ATU	\$ 39.93
05/26/20	MTCPRO	SOFTWARE	\$ 98.00
			\$ 1,589.33
		TABATHA WELCH	
04/27/20	NORDIC TRACK	GYM EQUIPMENT	\$ 750.69
04/27/20	NORDIC TRACK	GYM EQUIPMENT	\$ 198.31
04/27/20	NORDIC TRACK	GYM EQUIPMENT	\$ 199.99
04/29/20	4IMPRINT	HAND SANITIZER	\$ 373.17
05/04/20	NORDIC TRACK	GYM EQUIPMENT	\$ 150.00
05/04/20	NORDIC TRACK	GYM EQUIPMENT	\$ 201.01
05/08/20	USPS	POSTAGE	\$ 100.00
05/14/20	ANTONETTES	ALL STAFF MEALS/COVID	\$ 320.00
05/18/20	LA MEXICANA	MEALS, BRENT, ATU MEETING	\$ 30.00
05/18/20	ENDICIA	POSTAGE	\$ 17.99
05/22/20	RECESS FOOD	MEALS, CATHY, BOARD MEETING	\$ 31.20
			\$ 2,372.36
		CLAYTON NORRBOM	
05/19/20	COSTCO	BUS CLEANING SUPPLIES	\$ 76.92
			\$ 76.92
		STATEMENT TRUE UP	
		Charges total	\$ 5,901.32
		Grand Total	\$ 5,901.32
APPROVAL		DATE	

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May 2020 Statement

Open Date: 04/24/2020 Closing Date: 05/26/2020

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

Account

Cardmember Service
BUS 30 ELN 8

1-866-552-8855
15

New Balance	\$5,901.32
Minimum Payment Due	\$60.00
Payment Due Date	06/22/2020

Reward Points	
Earned This Statement	7,693
Reward Center Balance as of 05/25/2020	39,069
For details, see your rewards summary.	

Activity Summary		
Previous Balance	+	\$5,674.18
Payments	-	\$5,674.18 ^{CR}
Other Credits		\$0.00
Purchases	+	\$5,901.32
Balance Transfers		\$0.00
Advances		\$0.00
Other Debits		\$0.00
Fees Charged		\$0.00
Interest Charged		\$0.00
New Balance	=	\$5,901.32
Past Due		\$0.00
Minimum Payment Due		\$60.00
Credit Line		\$10,000.00
Available Credit		\$4,098.68
Days in Billing Period		33

Payment Options:



Mail payment coupon
with a check



Pay online at
myaccountaccess.com



Pay by phone
1-866-552-8855

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



901325

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

☎ to pay by phone
📍 to change your address

000030880 01 SP 000638473978296 P Y

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



Account Number	30
Payment Due Date	6/22/2020
New Balance	\$5,901.32
Minimum Payment Due	\$60.00

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 05/25/2020

Rewards Center Activity*	0
Rewards Center Balance	39,069

*This item includes points redeemed, expired and adjusted.

Rewards Earned	This Statement	Year to Date
Points Earned on Net Purchases	4,109	13,209
Gas, Restaurants & Telecom Double Points	3,584	7,616
Total Earned	7,693	20,825

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

Important Messages

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

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

SKIP THE MAILBOX. Switch to e-statements and securely access your statements online. Get started at myaccountaccess.com/paperless

Transactions PILANT, DOUGLAS Credit Limit \$5000

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
Purchases and Other Debits					
05/04	05/02	3409	FRED-MEYER #0377 TILLAMOOK OR	\$24.44	_____
05/07	05/05	1201	FRED-MEYER #0377 TILLAMOOK OR	\$17.77	_____
05/08	05/07	5972	OCHO WWW.OCHOCANDY CA	\$59.95	_____
05/18	05/15	5852	CKE*GARIBALDI PORTSIDE GARIBALDI OR	\$32.00	_____
			Total for Account	808	
				\$134.16	

Transactions BOND, CATHY Credit Limit \$2500

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
Purchases and Other Debits					
04/24	04/23	6933	SQ *HIPAA GROUP, IN 877-417-4551 FL	\$25.00	_____
04/24	04/23	1634	SQ *RECESS FOOD TRUCK gosq.com OR	\$31.20	_____
04/27	04/24	0386	TILLAMOOK ELECTRONICS TILLAMOOK OR	\$59.00	_____
05/04	05/02	2292	ENDICIA 800-576-3279 CA	\$9.95	_____

Continued on Next Page

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Transactions BOND, CATHY Credit Limit \$2500

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
05/04	05/02	1666	NORDICTRACK.COM HTTPSWWW.NORD UT	\$913.08	_____
05/04	05/03	7526	NORDICTRACK.COM HTTPSWWW.NORD UT	\$535.90	_____
05/06	05/05	2582	ADOBE ACROPRO SUBS 408-536-6000 CA	\$24.99	_____
05/08	05/07	3925	SQ *RECESS FOOD TRUCK gosq.com OR	\$37.20	_____
05/13	05/12	6567	MCDONALD'S F12202 TILLAMOOK OR	\$10.36	_____
05/22	05/21	2678	IRON MOUNTAIN 800-934-3453 MA	\$81.87	_____
			Total for Accour J22	\$1,728.55	

Transactions WELCH, TABATHA Credit Limit \$2500

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
Purchases and Other Debits					
04/27	04/25	2520	NORDICTRACK.COM HTTPSWWW.NORD UT	\$750.69	_____
04/27	04/25	4336	NORDICTRACK.COM HTTPSWWW.NORD UT	\$198.31	_____
04/27	04/25	8114	NORDICTRACK.COM HTTPSWWW.NORD UT	\$199.99	_____
04/29	04/28	1354	4IMPRINT 877-4467746 WI	\$373.17	_____
05/04	05/02	7961	NORDICTRACK.COM HTTPSWWW.NORD UT	\$150.00	_____
05/04	05/03	5900	NORDICTRACK.COM HTTPSWWW.NORD UT	\$201.01	_____
05/08	05/06	2448	USPS STAMPS ENDICIA 310-482-5800 CA	\$100.00	_____
05/14	05/13	4315	SQ *ANTONETTE'S KIT 877-417-4551 OR	\$320.00	_____
05/18	05/15	1294	LA MEXICANA RESTAURANT TILLAMOOK OR	\$30.00	_____
05/18	05/15	7198	ENDICIA 800-576-3279 CA	\$17.99	_____
05/22	05/21	9683	SQ *RECESS FOOD TRUCK gosq.com OR	\$31.20	_____
			Total for Accoun 146	\$2,372.36	

Transactions OLSON, BRENT Credit Limit \$3000

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
Purchases and Other Debits					
04/24	04/23	6513	CKE*GARIBALDI PORTSIDE GARIBALDI OR	\$379.50	_____
04/24	04/23	1701	FS *www.mtcpro.com 877-3278914 CA	\$98.00	_____
05/04	04/30	0013	PACIFIC RESTAURANT TILLAMOOK OR	\$360.00	_____
05/05	05/04	4047	AMZN Mktp US*EN3XX4MV3 Amzn.com/bill WA	\$43.86	_____
05/06	05/05	1095	SQ *MARIAS TAQUERIA TILLAMOOK OR	\$324.00	_____
05/11	05/09	2878	COSTCO WHSE #0111 TIGARD OR	\$9.49	_____
05/13	05/12	4321	MAIN STREET PIZZA CO TILLAMOOK OR	\$236.55	_____
05/26	05/22	0078	WERNER GOURMET MEAT SN TILLAMOOK OR	\$39.93	_____
05/26	05/23	9608	FS *www.mtcpro.com 877-3278914 CA	\$98.00	_____
			Total for Account 49	\$1,589.33	

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Transactions NORRBOM CLAYTON Credit Limit \$2500

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
Purchases and Other Debits					
05/15	05/14	4075	COSTCO WHSE #1059 WARRENTON OR	\$76.92	_____
			Total for Account	675	\$76.92

Transactions BILLING ACCOUNT ACTIVITY

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
Payments and Other Credits					
05/19	05/19	8	PAYMENT THANK YOU	\$520.44CR	_____
05/19	05/19	8	PAYMENT THANK YOU	\$5,153.74CR	_____
			Total for Account	90	\$5,674.18CR

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

Interest Charge Calculation

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

**APR for current and future transactions.

Balance Type	Balance By Type	Balance Subject to Interest Rate	Variable	Interest Charge	Annual Percentage Rate	Expires with Statement
**BALANCE TRANSFER	\$0.00	\$0.00	YES	\$0.00	12.24%	
**PURCHASES	\$5,901.32	\$0.00	YES	\$0.00	12.24%	
**ADVANCES	\$0.00	\$0.00	YES	\$0.00	23.99%	

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Tillamook County Transportation District

MONTHLY PERFORMANCE REPORT

MAY 2020

RIDERSHIP BY SERVICE TYPE	MAY 2020	MAY 2019	YTD FY 19-20	YTD FY 18-19	YTD % Change
<u>Dial-A-Ride Service</u>					
Tillamook County	469	1,033	10,177	10,091	0.9%
NW Rides	281	813	6,858	7,949	-13.7%
Dial-A-Ride Total	750	1,846	17,035	18,040	-5.6%
<u>Deviated Fixed Route Service</u>					
Rt 1: Town Loop	2,168	3,522	37,070	40,369	-8.2%
Rt 2: Netarts/Oceanside	348	630	6,899	6,418	7.5%
Rt 3: Manzanita/Cannon Beach	1,888	2,897	30,121	31,704	-5.0%
Rt 4: Lincoln City	724	1,419	14,078	13,645	3.2%
Local Fixed Rt Total	5,128	8,468	88,168	92,136	-4.3%
<u>Intercity Service</u>					
Rt 5: Portland	269	824	7,602	9,462	-19.7%
Rt 60X: Salem	231	956	8,970	9,716	-7.7%
Rt 70X: Grand Ronde	63	449	4,005	5,472	-26.8%
Inter City Total	563	2,229	20,577	24,650	-16.5%
<u>Other Services</u>					
Tripper Routes	11	168	969	1,780	-45.6%
Special Bus Operations	0	87	1,327	1,252	6.0%
Other Services Total	11	255	2,296	3,032	-24.3%
TOTAL ALL SERVICES	6,452	12,798	128,076	137,858	-7.1%

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)	3,407	120	68,954	74,561	-7.5%
Senior/Disabled	1,876	600	50,347	53,009	-5.0%
Child/Youth (less than 18 years of age)	419	30	8,775	10,288	-14.7%
Total	5,702	750	128,076	137,858	-7.1%
OTHER RIDER CATEGORIES					
	Fixed		YTD	YTD	YTD %
	Route	DAR	FY 19-20	FY 18-19	Change
Ride Connection	23		778	810	-4.0%
Tillamook Bay Community College	62		2,099	2,886	-27.3%
NWOTA Visitor Pass	58		1,259	1,530	-17.7%
NW Rides		259	6,181	6,147	0.6%
Helping Hands Shuttle		41	1,370	661	107.3%

MONTHLY PERFORMANCE

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

May-19	1.4	60.3%	64.01
Feb-20	1.5	52.7%	75.58
Mar-20	1.6	53.6%	76.90
Apr-20	1.6	53.4%	76.97
May-20	1.6	53.0%	77.59
STANDARD	1.3	65.3%	56.36

Deviated Fixed Routes

May-19	5.7	9.1%	65.72
Feb-20	6.1	8.5%	75.95
Mar-20	5.9	8.1%	76.51
Apr-20	5.6	7.7%	76.59
May-20	5.4	7.4%	77.17
STANDARD	7.0	12.4%	64.60

Intercity Services

May-19	3.0	21.0%	74.14
Feb-20	3.1	16.9%	87.68
Mar-20	2.9	15.9%	88.54
Apr-20	2.7	14.8%	88.43
May-20	2.5	13.9%	89.14
STANDARD	2.9	31.5%	72.86

Other Services

May-19	6.5	7.6%	56.06
Feb-20	5.3	9.6%	66.63
Mar-20	5.4	9.5%	66.85
Apr-20	5.4	9.4%	67.15
May-20	5.4	9.4%	67.64
STANDARD	6.9	10.7%	67.00

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

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

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

Other Services: Trippers and Special Bus Operations

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

Year-Over-Year Comparison

Route/Run	Thru May 2019			Thru May 2020			Thru May 2019			Thru May 2020			Thru May 2019			Thru May 2020		
	Fare Revenue	Fare Revenue	Amount Difference	Percent Difference	Passngrs	Passngrs	Amount Difference	Percent Difference	Service Hours	Service Hours	Amount Difference	Percent Difference	Total Cost	Total Cost	Amount Difference	Percent Difference		
Dial-A-Ride Service																		
Dial-A-Ride	28,278	30,041	1,763	6.2%	10,091	10,177	86	0.9%	4,036	3,932	-104	-2.6%	241,732	283,304	41,572	17.2%		
NW Rides	478,725	416,247	-62,478	-13.1%	7,949	6,858	-1,091	-13.7%	9,102	6,918	-2,184	-24.0%	599,274	558,504	-40,771	-6.8%		
Total DAR	507,003	446,288	-60,716	-12.0%	18,040	17,035	-1,005	-5.6%	13,138	10,850	-2,288	-17.4%	841,006	841,808	802	0.1%		
Deviated Route																		
01 Town Loop	28,371	25,335	-3,036	-10.7%	40,369	37,070	-3,299	-8.2%	4,169	4,194	25	0.6%	241,950	287,887	45,938	19.0%		
02 Netarts/Oceanside	6,736	7,503	767	11.4%	6,418	6,899	481	7.5%	2,195	2,208	13	0.6%	140,796	166,765	25,969	18.4%		
03 Manzanita	39,148	38,379	-769	-2.0%	31,704	30,121	-1,583	-5.0%	6,005	6,041	37	0.6%	402,341	475,392	73,052	18.2%		
04 Lincoln City	22,470	21,497	-973	-4.3%	13,645	14,078	433	3.2%	3,840	3,863	23	0.6%	279,970	328,225	48,255	17.2%		
Total Local Fixed Route	96,725	92,714	-4,011	-4.1%	92,136	88,168	-3,968	-4.3%	16,207	16,306	99	0.6%	1,065,057	1,258,270	193,213	18.1%		
Intercity																		
05 Portland	93,642	70,901	-22,741	-24.3%	9,462	7,602	-1,860	-19.7%	3,224	3,244	20	0.6%	230,349	279,376	49,027	21.3%		
60X Salem	24,920	24,436	-484	-1.9%	9,716	8,970	-746	-7.7%	3,027	2,990	-37	-1.2%	234,453	277,779	43,326	18.5%		
70X Grand Ronde	8,498	5,710	-2,788	-32.8%	5,472	4,005	-1,467	-26.8%	1,919	1,902	-16	-0.9%	140,910	168,119	27,209	19.3%		
Total Intercity	127,060	101,048	-26,012	-20.5%	24,650	20,577	-4,073	-16.5%	8,170	8,136	-34	-0.4%	605,712	725,274	119,562	19.7%		
Other Services																		
Trippers	1,197	640	-557	-46.5%	1,780	969	-811	-45.6%	218	150	-68	-31.3%	12,007	9,883	-2,124	-17.7%		
Special Bus Operation	790	2,039	1,249	158.1%	1,252	1,327	75	6.0%	251	273	21	8.5%	14,294	18,690	4,395	30.7%		
Total Other Services	1,987	2,679	692	34.8%	3,032	2,296	-736	-24.3%	469	422	-47	-10.0%	26,302	28,573	2,271	8.6%		
Total TCTD Services	732,775	642,728	-90,047	-12.3%	137,858	128,076	-9,782	-7.1%	37,984	35,714	-2,270	-6.0%	2,538,077	2,853,925	315,848	12.4%		

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

Year to Date Performance Comparison

Route/Run	Thru May 2020 19/20			Thru May 2020 18/19			Thru May 2020 19/20			Thru May 2020 18/19			Thru May 2020 19/20			
	Hourly Rate	Hourly Rate	Amount Diff	Percent Diff	Passngr /Hour	Passngr /Hour	Amount Diff	Percent Diff	Farebox Ratio	Farebox Ratio	Amount Diff	Percent Diff	Average Fare	Average Fare	Amount Diff	Percent Diff
<u>Dial-A-Ride Service</u>																
Dial-A-Ride	59.89	72.06	12.16	20.3%	2.5	2.6	0.1	3.5%	11.7%	10.6%	-1.1%	-9.4%	2.80	2.95	0.15	5.3%
NW Rides	65.84	80.73	14.89	22.6%	0.9	1.0	0.1	13.5%	79.9%	74.5%	-5.4%	-6.7%	60.22	60.70	0.47	0.8%
Total DAR	64.01	77.59	13.57	21.2%	1.4	1.6	0.2	14.3%	60.3%	53.0%	-7.3%	-12.1%	28.10	26.20	-1.91	-6.8%
<u>Deviated Route</u>																
01 Town Loop	58.04	68.65	10.60	18.3%	9.7	8.8	-0.8	-8.7%	11.7%	8.8%	-2.9%	-25.0%	0.70	0.68	-0.02	-2.8%
02 Netarts/Oceanside	64.16	75.53	11.38	17.7%	2.9	3.1	0.2	6.8%	4.8%	4.5%	-0.3%	-6.0%	1.05	1.09	0.04	3.6%
03 Manzanita	67.01	78.69	11.69	17.4%	5.3	5.0	-0.3	-5.6%	9.7%	8.1%	-1.7%	-17.0%	1.23	1.27	0.04	3.2%
04 Lincoln City	72.92	84.97	12.05	16.5%	3.6	3.6	0.1	2.6%	8.0%	6.5%	-1.5%	-18.4%	1.65	1.53	-0.12	-7.3%
Total Deviated Route	65.72	77.17	11.45	17.4%	5.7	5.4	-0.3	-4.9%	9.1%	7.4%	-1.7%	-18.9%	1.05	1.05	0.00	0.2%
<u>Intercity</u>																
05 Portland	71.44	86.13	14.68	20.6%	2.9	2.3	-0.6	-20.1%	40.7%	25.4%	-15.3%	-37.6%	9.90	9.33	-0.57	-5.8%
60X Salem	77.46	92.90	15.44	19.9%	3.2	3.0	-0.2	-6.5%	10.6%	8.8%	-1.8%	-17.2%	2.56	2.72	0.16	6.2%
70X Grand Ronde	73.44	88.37	14.94	20.3%	2.9	2.1	-0.7	-26.2%	6.0%	3.4%	-2.6%	-43.7%	1.55	1.43	-0.13	-8.2%
Total Intercity	74.14	89.14	15.00	20.2%	3.0	2.5	-0.5	-16.2%	21.0%	13.9%	-7.0%	-33.6%	5.15	4.91	-0.24	-4.7%
<u>Other Services</u>																
Trippers	55.10	66.02	10.92	19.8%	8.2	6.5	-1.7	-20.8%	10.0%	6.5%	-3.5%	-35.0%	0.67	0.66	-0.01	-1.8%
Special Bus Operation	56.88	68.52	11.64	20.5%	5.0	4.9	-0.1	-2.3%	5.5%	10.9%	5.4%	97.4%	0.63	1.54	0.91	143.5%
Total Other Services	56.06	67.64	11.58	20.7%	6.5	5.4	-1.0	-15.9%	7.6%	9.4%	1.8%	24.1%	0.66	1.17	0.51	78.0%
Total Other Services	66.82	79.91	13.09	19.6%	3.6	3.6	0.0	-1.2%	28.9%	22.5%	-6.4%	-22.0%	5.32	5.02	-0.30	-5.6%

Comparison	YTD Through May 2020		
	18/19	19/20	Percent Difference
FY18/19 to FY 19/20			
Description	Amount	Difference	Percent
Mileage	975,887	953,944	(21,943) -2.2%
Mileage Based Costs	560,254	623,018	62,764 11.2%
Hourly Based Costs	1,440,857	1,568,427	127,570 8.9%
Direct Costs	536,966	577,161	40,195 7.5%
Overhead Costs			
Total Costs	2,538,077	2,768,607	230,530 9.1%

Special Bus Operation Calculation Cost		Hourly Rate Calculation:	
Cost per mile calculation:	Plus 45.8%	Actual Hourly Rate	\$ 36.11
	Plus Overhead	Plus Direct Costs	\$ 3.0%
	Actual Profit	Hourly Rate	\$ 37.19
		Plus Overhead	\$ 25.4%
		Hourly Rate	\$ 46.62
		Plus Profit	\$ 55.94

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nwCONNECTOR

Coordinating Committee Zoom Meeting

June 12, 2020

Tillamook County Transportation District

3600 3rd St

Tillamook, OR

10:00 am—12:00 pm

Join Zoom Meeting:

<https://us02web.zoom.us/j/88918294468>

1 253 215 8782

Meeting ID: 889 1829 4468

Agenda

10:00— 10:05a	1. Introductions. Welcome to guests.	Doug Pilant
10:05— 10:15a	2. Consent Calendar (Action Items) ✦ May 8, 2020 Meeting Minutes (Attached) ✦ May 2020 Financial Report ✦ Ridership Tracking ✦ Calculating Average Passenger Miles Update	Doug Pilant/All
10:15— 10:30a	3. NWOTA Standing Items ✦ IGA Approval Update ✦ Management Plan Approval Updates ✦ Website Alert Implementation ✦ Travel Studio/Transportation Committee	Doug Pilant/All
10:30— 11:15a	4. NWConnector Website Trip Planner Update/Demo ✦ Updates	Chris Perry/Thomas Craig
11:15— 11:30a	5. COVID-19 Transit/NW Connector Updates ✦ Sanitizing equipment RFP	All Paul Lewicki
11:30— 12:00p	6. Other Business and Member Updates	All

Attachments:

May 8, 2020 Meeting Minutes

NWOTA meetings are open to the public and accommodations will be provided to persons with disabilities. If a sign language interpreter is needed, please call Mary McArthur at 503.397-3099 at least 48 hours prior to the meeting.

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Oregon Transit Alliance (NWOTA)
Coordinating Committee Meeting Minutes (via Zoom)
May 8, 2020
Tillamook County Transportation District
Tillamook, OR

1. Introductions: Doug Pilant, Coordinating Committee Chair, opened the meeting. Meeting attendees/teleconference participants included:
 - Brad Dillingham—Benton County Transportation
 - John Dreezsen—Columbia County Rider
 - Jeff Hazen, Paul Lewicki—Sunset Empire Transportation District
 - Doug Pilant—Tillamook County Transportation District
 - Cynda Bruce—Benton County
 - Mark Bernard, Arla Miller—ODOT
 - Debra Smith—NW Works
 - Thomas Craig—Trillium Transit
2. Consent Calendar: Unanimously approved. (JH/CB)
 - ✦ April 10, 2020 Meeting Minutes—No changes.
 - ✦ April Financial Report— Two Trillium invoices: \$24,043 for marketing and \$2,953.26 for the NW Connector Trip Planner Enhancement project work..
 - ✦ Ridership Performance Report—John will look at routes that connect with the NWConnector system map. Cynda/Brad are going to look at when to suspend the Coast to Valley route, it's currently suspending through May. Ridership seems to be trending up including non-emergency medical rides.
 - ✦ Calculating Average Passenger Miles Progress—No updates.
3. NWOTA Standing Items:
 - ✦ 2020—2021 Budget—Doug reviewed the second draft of the proposed 2020-21 FY budget (attached) Key items include projected carryover of \$80,000 vs \$100,000 this year which reflects the marketing expenditures, carryover of the balance of the Trip Planner Enhancement grant, and new annual website maintenance amount of \$7,500 which will now include the new alert and interactive map software subscriptions.
Discussion ensued regarding CCR's membership dues due to their service delivery cutbacks. The NWOTA Intergovernmental Agreement includes a provision that "A party may contribute less than a proportional share if approved by all Parties to this Agreement." The NWOTA Coordinating Committee unanimously approved the attached draft 2020-21 FY Budget which includes a reduction of CCR annual dues to \$6,000 as permitted in the NWOTA IGA. (JH/CB)
 - ✦ IGA Approval Updates—None. Brad continues to keep this on his to do list.
 - ✦ Management Plan—None. Benton County and SETD still need board approvals.
 - ✦ Website Alert System Implementation—Being included in the Trip Planner Enhancements.
 - ✦ Travel Tourism Studio/Transportation Committee—The subcommittee continues not to meet until the pandemic lockdowns are lifted.
4. NW Connector Website Trip Planner/Marketing
Continued with the backend development work, building the tools to bring in new trip planner and alerts into the NWConnector website. Draft of core features will be available to

review the week of May 18, with going live by the end of the month. By holding significant amounts of the budget into next year, will be plenty of budget for making tweaks.

Since also working on the marketing, posted some events for stay at home trip ideas. As move through the different opening up phases, what should the NWConnector marketing look like? What are the plans for NWConnector as the reopening happens?

Transit Advisory Committee provided recommendations to the Governor and Health Authority. Will be announced next week. Final report will be coming out next week.

North Coast recreation and lodging not open, although restaurants can open with physical distancing limitations are required.

Expect to start a soft rollout of marketing around Phase 2 in approximately 3 weeks to a month. Look at a phased approach to the marketing. Will also want to be flexible about adding new marketing features.

Doug—May want to add Vernonia route to the new trip planner. John could work with Mary and Holly on adding that connection. Could have some equity and COVID angles, eg, show alternatives to going to the coast, some of more “remote” trip ideas. Will bring in the Vernonia City Manager into the conversation.

Cascade Head is another potential remote location that can be explored for trip ideas.

5. COVID-19 Membership Updates

- ✦ Transit Sub-Committee—Governor has some basic requirements for transit: 6 feet distance between passengers, drivers. Physical barriers, marking off seats, maximum capacity, not allow obviously ill passengers, provide alternate safe transit for ill riders, require face coverings for all passengers, provide medical grade masks for drivers and those that regularly interact with the public, provide sanitizer, at least every 2 hours sanitize, provide sanitizer stations, are some of the requirements.
- ✦ Having some issue with not being able to pick up passengers in Tillamook/Clatsop. Tillamook has a standby Dial-A Ride which will pay for through COVID funding.
- ✦ Lincoln County—Ridership is starting to increase a bit too. Starting out taking reservations, which turned out to be a big mistake. Ridership went down because passengers needed more flexibility on their trips. Dropped the reservation requirement. Found that there weren't a lot of destinations for people to go to. However, now as the number of passengers come back starting to max out with the new restrictions. None of us have enough buses or enough drivers. Don't want people to see transit as unreliable, particularly with the cost of gas so low.

Have 5 drivers out on high risk COVID leave. (Tillamook has a couple out too)

- ✦ CCR—Physical office space has been closed to the public by the County and increasing sanitizing, but only twice a day. Have cautioned taped off space behind the drivers. Decline in riders has resulted are riders doing their own distancing. Drivers have all been wearing masks themselves but haven't asked the public to wear them. Reduced ridership has naturally resulted in some of the same outcomes. Only be one change to service related to routes to PCC campus, suspended until PCC reopens. No other reductions. Dial-a-Ride alternating days on and off, but meeting demand. Modest increase in use.

Columbia County doesn't have a hospital, so that preparedness aspect of reopening is going to be changing.

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- ✦ Benton County—Not a lot has changed. Fixed routes still discontinued. Uptick in people calling about the buses. Will be working with Cynda so will be coordinated when reopen. Have a local company making masks for drivers. So far only providing demand response service, shopping type of service. Handing out masks to passengers. Looking forward to opening back up, but want to open up at the right time, and being prepared.
- ✦ SETD—County is going to submit their plan next week but have a new outbreak of positives at a seafood plant, with one minor interaction on a SETD bus, under a 15 minute interaction.

Bus Decontamination

Paul Lewicki—Looking at different options for sanitizing buses. Portable decontamination system. Seems to be the best for both cost and flexible use. Self-contained, can do 3 applications at a time. Fogs the inside of the buses. Approximately 30 minutes in total. Clean system. Can also get a data collection system regarding the buses, date/time of cleaning. Keep a record. More flexible because portable, also has a portable wand. Uses a CDC approved sanitizer. Have a half a gallon reservoir which will clean about 10 buses. (1 gallon will do about 20 buses)

RDS 31 10T comes with its own compressor.

Installation hasn't been included in pricing. SETD would expect to do own installations.

Common cost—\$14,000, \$800 per hose, plus other costs. \$18,000 upfront with data and hoses. Each bus kit is \$600 which includes all parts need for the bus installation. Guess installation would take 3 hours.

Repair and Maintenance? Company has all the parts available. Service life of 7 – 10 years. Suspect this will be the new way of life for transit.

Would be quantity discounts. Transit agencies would need to get 3 bids, but Creative has a unique product.

Suggestion—If interested, send Paul how many vehicles have would be used. If go in together, could use CARES Act needs funding. May need more than one unit per agency if sanitizing a lot of buses. SETD thinks with 25 buses, one unit would be enough. May want to get one extra in the event of a breakdown or emergency.

Better than a portable one that requires staff cleaning. Have a record of maintenance. Portable wand would be good for transit centers and restrooms. When spec out new buses, have the bus kits be a part of the requirements.

Question on how it handles small buses.

Six to eight week lead time on purchases.

To do: Follow up with Paul with bus counts including those buses on order by end of day today. Extra unit? One for all NWOTA partners. Everyone concurs that a group purchase would be a good idea. Would need a cost analysis/comparison for a needs-based application using FTA guidelines. \$200,000 + project. Put out on ORFIN for a RFP. SETD will take the lead on the formal procurement process. If need to have a special meeting, can do so to approve the process to keep it moving forward.

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	Actual First Preceding 2018-2019					Proposed by Budget Officer	Approved By Budget Committee	Adopted By Governing Body
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	4978	Grant - STIF 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	\$ 183,180	\$ 147,300	\$ 314,000		TOTAL RESOURCES	\$ 198,000	\$ -	\$ -	11
12		400	5,250	5100	Materials & Services 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			164,560	5191	Website Re-Design	75,000			17
18				5192	Grant -				18
19				5196	Grant -				19
20				5196	Grant -				20
21		-	5,000	5220	Travel & Training	5,000			21
22	85,314	45,617	254,810		Total Materials & Services	152,750	-	-	22
23		\$ 5,003		6040	Capital Outlay Bus Stop Signage/Shelters				23
24		\$ 5,003			Total Materials & Services				24
25	4,005	3,000	3,000	9130	Special Payments 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	4,005	3,000	3,000		Total Special Payments	3,000	-	-	28
29			56,190	9175	Reserve for Future Expenditures				29
30	93,861	98,683			Ending balance (prior years)				30
31	\$ 183,180	\$ 147,300	\$ 314,000	9180	UNAPPROPRIATED ENDING FUND BALANCE	42,250	\$ -	\$ -	31
					TOTAL REQUIREMENTS	\$ 198,000	\$ -	\$ -	32

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Tillamook County Transportation District
Financial Statement - Unposted Transactions Included In Report
From 5/1/2020 Through 5/31/2020

	Current Period Actual	Current Period Budget	Current Year Actual	Total Budget	Total Budget Variance	92%
Resources						
Working Capital						
NWOTA Partner Cont. Match	0.00	0.00	0.00	105,000.00	(105,000.00)	0.00%
Transfer From General Fund	12,000.00	12,000.00	48,000.00	48,000.00	0.00	100.00%
Transfer from STIF Fund	0.00	0.00	12,000.00	12,000.00	0.00	100.00%
Total Resources	12,000.00	12,000.00	60,000.00	149,000.00	(149,000.00)	0.00%
				314,000.00	(254,000.00)	19.11%
Expenses						
Materials and Services						
Professional Services	0.00	437.50	2,736.00	5,250.00	2,514.00	52.11%
Administrative Support	0.00	2,083.33	15,684.83	25,000.00	9,315.17	62.73%
Website Maintenance	0.00	625.00	6,500.00	7,500.00	1,000.00	86.66%
Marketing	0.00	3,958.33	37,440.63	47,500.00	10,059.37	78.82%
Website Re-Design	0.00	0.00	2,953.26	164,560.00	161,606.74	1.79%
Travel & Training	0.00	416.67	0.00	5,000.00	5,000.00	0.00%
Total Materials and Services	0.00	7,520.83	65,314.72	254,810.00	189,495.28	25.63%
Transfers						
Transfer to General Fund	0.00	0.00	3,000.00	3,000.00	0.00	100.00%
Unappropriated Ending Fund Bal	0.00	0.00	0.00	56,190.00	56,190.00	0.00%
Total Transfers	0.00	0.00	3,000.00	59,190.00	56,190.00	5.07%
Total Expenses	0.00	7,520.83	68,314.72	314,000.00	245,685.28	21.76%

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Tillamook County Transportation District
FY 2020-2021 TCTD Budget Committee Meeting
Thursday, May 14, 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 6:03pm
2. **Roll Call:**

Budget Committee Members Present:

Judy Riggs, Marty Holm, Gary Hanenkrat, Jim Huffman, Jackie Edwards, Melissa Carlson-Swanson, Linda Adler, Robin Taylor, Carol McAndrew, Pat Ryan and Ron Rush

TCTD Staff Members Present:

General Manager Doug Pilant, Budget Officer/Finance Supervisor Tabatha Welch and NW Rides Manager/Board Clerk Cathy Bond

Committee Members Absent:

Karen Allenbrand

Guest

None

3. **Election of TCTD Budget Committee Chair for FY 2020-2021**

Motion by Carol McAndrew to appoint Marty Holm as Budget Committee Chair for FY 2020-2021. *Motion Seconded* by Director Huffman. Board Chair Judy Riggs called for further discussion; followed by none, she called for the vote.

MOTION PASSED UNANIMOUSLY

4. **Reading and acceptance of the Budget Officer's message**

Committee member Judy Riggs read the budget officer's message for FY2020-2021 into the record.

5. **Line-by-line discussion of the FY 2019-2020 budget by fund**

(1A) LB20-General Fund Resources:

Linda Adler asked if the Fares, Timber tax and Property tax should be reduced? Bill Hatton was concerned about timber tax as well. GM Doug Pilant stated the purpose of the Cares Act is to replace any lost revenue. Doug also explained the budget must reflect the pre-COVID revenue projections so that the District will be able to show full loss for Cares Act funds.

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.

(2A) LB30A TCTD Administration – General Fund

Linda Adler asked why the Planning budget was so higher than historical expenses. Tabatha Welch stated the increase was due to the STIF planning. GM Doug Pilant explained that in the next few weeks the District will receive additional invoices for planning services and that many of this year's planned expenses are being carried forward into the next Fiscal Year.

(3A) LB-30A TCTD Operations – General Fund

Tabatha Welch presented the Operations expenses and explained that volunteer expenses of \$3,000 will be moved into the Operations Expense line item. Carol McAndrew noted line 8 that zero claims shows how professional the TCTD employees and staff are, good job!

(4A) LB-30A TCTD Maintenance – General Fund

Linda Adler inquired about the line-item on line 15 Vehicle Expense. She wanted to know if the newer vehicles should result in reduced maintenance expenses. Melissa Carlson-Swanson said the new computerized vehicles would cost more to repair. GM Doug Pilant said the proposed vehicle expense is appropriate for the fleet.

(5A) LB30A TCTD Volunteers – General Fund

Moved to Operations Expense line item in the Operations Department as noted above.

(6A) LB-30B Requirements no allocated – General Fund

Linda Adler stated she believes it would be a good idea to remove the staff car, since it hadn't been purchased yet. She asked the Finance Supervisor if it is necessary to have a staff car vs. mileage reimbursement. Tabatha Welch shared that the staff car actually reduces cost over employee mileage reimbursements. It was budgeted in the current Fiscal Year and will likely be purchased by the end of the budgeted year. Linda Adler also requested that the gym equipment be removed from the budget and the District because she is concerned about the exposure to liability for the District. Committee Chair Marty Holm stated that is a matter that could be discussed at the Board meeting.

Linda Adler inquired on Line 23 operating contingencies. She wanted to know how it increased from the previously proposed budget that she reviewed at the Treasurer's meeting? Tabatha Welch explained that it was increased after all of the unknown grant resources were recorded. Linda Adler asked what the contingency fund was for? GM Doug Pilant explained that a contingency is used to set aside resources for unknown expenses. Linda Adler asked if the District actually has the money or knows where it is coming from. GM Doug Pilant stated that the fund is a reflection of money the District expects to receive.

(7A) LB-11 Property Management – Enterprise Fund

None.

(8A) LB-11 Capital Reserve Fund

None.

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

(9A) LB-11 Vehicle Purchase Reserve
None.

(10A) LB-11 Bus Wash Maintenance Reserve
None.

(11A) LB-10 Special Transportation Fund
None.

(12A) LB-10 Northwest Oregon Transit Alliance – Special Fund
Budget Officer/Finance Supervisor Tabatha Welch noted correction on narrative
“Total Requirement” should be \$198,000”

(13A) LB-10 NW Rides – Special Fund
Jim Huffman asked why line 25 Purchased Transportation has increased so much and wondered how it can increase that much with COVID. GM Doug Pilant stated all the projections are pre-COVID and reminded him this was the reason for the Supplemental Budget that was approved a few months ago. GM Doug Pilant also explained the District is budget assumptions are matched with the pre-COVID trends.

(14A) LB-10 Statewide Transit Improvement Fund
Tabatha Welch noted correction to line 10, should state “transfer to general fund”. Linda Adler asked about line 10 because of changes from original to revised budget. She said historically the amount of money has not transferred. Tabatha Welch explained this is a new fund established last year and that this budget reflects the State’s budgeting requirements.

Jim Huffman said the prior brokerage was commingled operations funds with brokerage funds and wanted to know what are the safeguards. GM Doug Pilant stated there are separate funds established and that NW Rides has its own checking account. Ron Rush points out that annual audits are conducted and the auditors would review the transactions to ensure the funds are managed properly. GM Doug Pilant stated the District’s auditors reviewed the NW Rides Brokerage transactions this past year and had no findings or comments regarding the management of resources and expenses.

6. Approval of the TCTD FY 2020-2021 budget as presented or amended

Ron Rush Abstained from voting.

MOTION by Ron Rush to approve the FY 2020-2021 Tillamook County Transportation District budget and send it to the Tillamook County Transportation District Board of Directors for a public Budget Hearing, with above-noted corrections. Motion seconded by Jim Huffman. Committee Chair Marty Holm called for further discussion, followed by none, he then called for a vote.

**MOTION PASSED UNANIMOUSLY
Ron Rush Abstained**

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.

Marty Holm asked where the total budget number came from. Tabatha Welch explained the total is a sum of all funds budgeted together. The discrepancy was the first draft only totaled the general fund, not all funds.

MOTION by Carol McAndrew that the TCTD Budget Committee approve the 2020-2021 fiscal year budget in the amount of \$14,199,727.00. Motion seconded by Jackie Edwards. Committee Chair Marty Holm called for further discussion, followed by none, he then called for a vote.

MOTION PASSED UNANIMOUSLY

MOTION by Judy Riggs that the TCTD Budget Committee approves taxes for the 2019-2020 fiscal year at the rate of \$0.20 per \$1,000 of assessed value for operating purposes in the General Fund. Motion seconded by Jim Huffman. Committee Chair Marty Holm called for further discussion, followed by none, he then called for a vote.

MOTION PASSED UNANIMOUSLY

7. Committee Member Comments/Concerns

Linda Adler – She's concerned about gym equipment and thinks it should be removed. She wants it discussed at a board meeting.

Marty Holm – Agrees that gym equipment should be discussed during a board meeting. Well done TCTD for doing a great job of putting this together.

Jim Huffman – He is concerned about the safety factor of the gym equipment.

UPCOMING EVENTS

8. **Adjournment:** Committee Chair Marty Holm adjourned the meeting at 7:12pm.

These minutes approved this 18th day of June 2020.

ATTEST:

Judy Riggs, Board Chair

Doug Pilant, General Manager

Tillamook County Transportation District
Board of Directors Regular Monthly Meeting
Thursday, May 21, 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

Oren Eshel, Senior Associate, Nelson\Nygaard

4. Announcements and Changes to Agenda: None.
5. Public & Guest Comments: None.
6. Oren Eshel, Nelson-Nygaard – TCTD Deviated Fixed Route Policy Analysis
GM Doug Pilant introduced Oren Eshel to the Board. Oren Eshel presented the research and findings of the analysis and potential policy adjustments that will enhance the deviated fixed route and dial-a-ride service options.

Director Huffman asked if what Oren knows about volunteers in other areas. Is it possible to keep looking at keeping a volunteer component to offset expenses? Oren said it is a cost-effective strategy that it can be tailored for volunteers to the extent that

volunteers are available. Judy suggested that if the Board had further thoughts to reach out to Doug.

Judy reminded everyone to hold their question until the end of the GM report.

REPORTS

7. Financial Report: GM Doug Pilant reviewed the April 2020 financial reports. The District has now completed 83% of the Fiscal Year. Director Hanenkrat asked if DAR provides NW Ride trips and if so, how does the District get paid. GM Doug Pilant explained the process. Finance Supervisor Tabatha Welch explained the check register for NWR was actually for February. She will provide a new report for April next month.

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

YTD Ridership overall ridership is down -2.7% over the previous year. The YTD passengers per hour are +2.1%, the cost per trip was +19.3% while the cost per hour was +21.7% and the fare box return was -20.4%.

9. Northwest Oregon Transit Alliance: GM Doug Pilant reviewed the NWOTA meeting agenda, minutes, finance report with the Board. The budget was approved for the upcoming fiscal year. Trip planner project is on schedule, with the bulk of the work being done in May and June. Will finish off project in the first six months of the next fiscal year. He noted the document regarding disinfecting equipment for the vehicles. This machine presented is for disinfecting on a larger scale. They are going to do a group purchase and apply for an ODOT special needs project to purchase the equipment. SETD is leading the procurement process, hoping to submit by the June board meeting. Discussed how they will implement the OHA Specific Guidance for Transit Agencies handout attached. Working on purchase of sanitizing equipment and signage throughout the system.

10. Planning & Development:

- a. Cape Kiawanda Master Plan – No report.
- b. Deviated Fixed Route/ADA Policy: Nelson Nygaard presented their report earlier in the meeting.
- c. STIF Service Alternatives Plan: Kittelson & Associates completed the technical memo that considered the passenger onboard survey results to prepare recommended service improvement alternatives. Staff has met twice to review service alternative concepts that came out of the rider outreach. Staff also evaluated plans and put a list of projects that should be considered. Next step is a stakeholder outreach over the next couple months. Fare policy will be reviewed before implementing Ecolane as well.

11. Grant Funding:

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

- c. Previous ODOT Grants: Took delivery of 5 buses. All have been placed into service. A Ford Transit van is delayed due to plant closure.
- d. New ODOT Grants: Will have some grants available for approval in June.
- e. Section 5311 CARES Act: GM Doug Pilant explained the purpose of the CARES Act funding and said approval for this grant is on agenda for later in meeting.

12. Facility/Property Management

- a. Transit Visitors Center – Still awaiting documents for purchase. Loan documents are complete.
- b. Post Office Bus Stop: Clayton scheduled the shelter installation scheduled.
- c. Alternative Fuel Facility: The firm categorical exclusion was approved ODOT and Federal Transit Administration is approval. Next steps are soil samples, working on architectural and electrical plans.

13. NW Ride Brokerage

- a. Trips are improving.
- b. Cathy and Doug conducted an analysis of Delegate Agreement. This analysis helped identify what the brokerage staffing needs are and supported the Brokerage Coordinator position being presented later in the meeting.
- c. Ecolane technology programming is complete for Food Bank and meal delivery.
- d. Working on BPA review with attorneys.
- e. Linda Adler asked if the brokerage manager position will still be in place. GM Doug Pilant explained Cathy will remain the brokerage manager and oversee the brokerage as described in the administration staffing plan and the brokerage supervisor position would manage the day-to-day operations to lighten Cathy's load so she can focus on higher level brokerage activities. GM Doug Pilant then explained the purpose of the 2 new office positions.

14. Miscellaneous

- a. ATU – Meeting on May 7th. Follow up meeting is scheduled for Friday, May 22nd. Staff worked on a break policy that they will present at the meeting tomorrow.
- b. Board Training – Postponed until further notice.
- c. County Mobile Clinic – Completed the scope of work. Legal counsel and SDAO are working though the insurance details.
- d. County Communication Network – Participated in a small survey.
- e. NWACT Communication Subcommittee – No report.
- f. COVID-19 – Reduced capacity on buses. Working on a PSA. Work from Home continues for some management team as needed. Shared OHA Transit Guidelines the current status of COVID-19 on transit.
- g. Timber County class action lawsuit – Some documents were received regarding the class action suit and the law firms will receive 15% of the total.

Director Holm commented it sounds like there are resources available for COVID relief. He shared the SDAO funds that are out there as well. GM Doug Pilant said the District didn't have a large enough expense to warrant submitting an application this round but has considered buying some used Gillig buses with those

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.

funds if available. Director Holm mentioned some labor costs dealing with the cost associated and may be covered as the District is looking to expand some services. There is a second round of application options for July. GM Doug is interested in knowing what Director Holm may know about these funds and would like to talk with him outside of board meeting.

Director Hanenkrat asked what the status on recruitment of the 2 admin positions is. Would those positions allow Cathy to work full time for the Brokerage? Director Adler asked if the District could wait on these positions. GM Doug Pilant said we cannot wait because there is work needed to be done. Director Edwards stated she sees that the District always uses caution and thinks they should continue with the admin recruitment. Director Hanenkrat asked if the brokerage manager should not be involved in operations. GM Doug Pilant said technically no, but the CCO has been flexible to our organization being small and that staff wears a lot of hats. Linda asked why Brent isn't helping. GM stated Brent is designated to work on District operations, not brokerage. Director Huffman stated the brokerage should be separate, but it seems to be blended together. GM Doug Pilant stated the operations and brokerage are separated and added that we have a lot of work not being completed while we are trying to be fully staffed. Doug explained the COVID pandemic has slowed down the recruitment process. Director Huffman asked if getting those 2 positions would take over the administrative work being done. Board Chair Judy Riggs asked to finish anymore GM Report questions and discuss to the brokerage later in the meeting. Director Holm asked what the status of a long-term contract is and why we can't get a 5-year contract. Brokerage Manager Cathy Bond and GM Doug Pilant explained that while the CCO is negotiation with the Oregon Health Authority (OHA) they don't want to have a delegate agreement that passes down unwanted OHA requirements. Director Huffman said we have to avoid conflict of interest and get the responsibilities separated.

CONSENT CALENDAR

- 15. Motion to Approve the Minutes of the April 23, 2020 Regular Board Meeting
- 16. Motion to Accept Financial and Operations Reports: April 2020

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

ACTION ITEMS

- 17. Resolution 20-10 In the Matter of Amending the TCTD Administrative Staffing Plan to establish a NW Rides Brokerage Coordinator Position

GM Doug Pilant explained the Resolution to the Board. This position will be the daily supervisor and subject matter expert inside the brokerage. Director Holm asked to clarify

that this does not change the FTE. Director Hanenkrat asked if this is budgeted. GM confirmed that it does not change the FTE and it is budgeted.

Motion by Director Carlson-Swanson to approve Resolution 20-10 In the Matter of Amending the TCTD Administrative Staffing Plan to establish a NW Rides Brokerage Coordinator Position. *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 20-11 In the Matter of Amending the TCTD Administrative Compensation Plan to establish the NW Rides Brokerage Coordinator Position Wage and Salary

GM Doug Pilant explained the Resolution to the Board.

Motion by Director Holm to approve Resolution 20-11 In the Matter of Amending the TCTD Administrative Compensation Plan to establish the NW Rides Brokerage Coordinator Position Wage and Salary. *Motion Secoded* by Director Edwards. Board Chair Judy Riggs called for further discussion; followed by none, she called for the vote.

MOTION PASSED

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

19. Resolution 20-12 In the Matter of Authorizing the General Manager to Execute ODOT Section 5311 CARES Act Grant Agreement #34210 in the Amount of \$395,358

GM Doug Pilant explained the Resolution to the Board. This can be used from 1/20/2020-6/30/2021 for expenses and shortfalls due to COVID-19.

Motion by Director Carlson-Swanson to approve Resolution 20-12 In the Matter of Authorizing the General Manager to Execute ODOT Section 5311 CARES Act Grant Agreement #34210 in the Amount of \$395,358. *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.

DISCUSSION ITEMS

20. Staff Comments/Concerns

GM Doug Pilant: Shared that driver John Magnano had announced his retirement after being at the District since June 13, 2006, 14 years. It is a great loss and he will be missed! Doug enjoyed getting to know him and learn so much. He is sad to see him go but wishes him luck!! He also Thanked the Board for showing up to all of the meetings and said the District couldn't function without the Board's function.

Superintendent Brent Olson: His meeting with the next longest tenured driver went well and the driver looks forward to coming back to work. He will miss John too. He is a great guy and he always told Brent he didn't win a million dollars in Lincoln City so they will have to come back to work the next day.

Finance Supervisor Tabatha Welch: None.

NWR Brokerage Manager/Board Clerk Cathy Bond: Shared her sentiment from John and assured the Board there would be a retirement party for him as soon as able.

21. Board of Directors Comments/Concerns

Jim Huffman – He will miss John Magnano and wants to send him a card. Recalls with he was newly elected, and he had a lot of fun with John. He introduced John to Tim Josi and told Tim he wanted to stay a driver, not interested in running for any political positions.

Judy Riggs – Good job with all the hard work despite all the restriction. She is really impressed with the assistance to the food bank. Good job on the budget Tabatha.

Marty Holm – Thanked everyone for all the work. Thanked Tabatha for all the budget work. Seeing how valuable our District is, don't let the numbers drag you down. What we, and all of you do, for hard work. Thank you all. In the words of Def Leppard, "Better to burn out than to fade away".

Jackie Edwards – None.

Gary Hanenkraft – None.

Linda Adler – Thank you all your work during COVID. Still wants to discuss the gym and consider amending the budget regarding the gym at the June board meeting.

Melissa Carlson-Swanson – Reiterate professionalism and joy of District helping the Foodbank during this crisis. She appreciated all the work from everyone up to the day of need, and how well it went to make the call and get the food delivered. She can't express how much she enjoyed the drivers and the collaboration. Cathy Bond stated the employees were Superintendent Brent Olson and dispatcher Danielle Amaya and the drivers were Gary Peterson and Jeremy Bellante.

UPCOMING EVENTS

Board Training - TBD

Adjournment: Board Chair Riggs adjourned the meeting at 7:40pm.

These minutes approved this 18th day of June, 2020.

ATTEST:

Judy Riggs, Board Chair

Doug Pilant, General Manager

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

**In the Matter of Adopting the)
Budget, Making Appropriations,)
Levying Taxes, and Categorizing)
Taxes for FY 2020-2021)**

RESOLUTION NO. 20-13

WHEREAS, pursuant to the requirements of ORS 294, the Board of Directors of the Tillamook County Transportation District is required to adopt a budget and make appropriations for the District for FY 2020-2021; and

WHEREAS, on May 14, 2020, following public notice and a public hearing, the TCTD Budget Committee approved the FY 2020-2021 budget and recommended adoption by the Board of Directors.

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

MAKING APPROPRIATIONS

Section 1: The Board of Directors of the Tillamook County Transportation District hereby adopts the budget for Fiscal Year 2020-2021, in the total of \$14,169,727.00. This budget is now on file at the District office in Tillamook, Oregon.

Section 2: The amounts shown below on the following page are hereby appropriated for the Fiscal Year beginning July 1, 2020 and for the following purposes:

TOTAL APPROPRIATIONS FOR FY 2020-21

General Fund		Bus Wash Maint. Reserve Fund	
Administration	694,000	Transfers	0
Operations	1,962,208	Total	0
Maintenance	633,052		
Volunteers	0	Special Transportation Fund	
Unallocated		Special Payments	20,914
Debt Services	4,800	Transfer	46,786
Capital Outlay	2,137,000	Total	\$ 67,700
Transfers	157,050		
Contingency	250,000	NW Oregon Transit Alliance	
Total	\$ 5,838,110	Materials & Services	152,750
		Special Payments	3,000
Property Management Fund		Total	\$ 155,750
Materials & Services	57,500		
Debt Service	98,550	NW Rides	
Capital Outlay	30,000	Personnel Services	478,000
Total	\$ 186,050	Materials & Services	4,769,800
		Capital Outlay	
Capital Reserve Fund		Total	\$ 5,247,800
Transfers	0		
Total	0	Statewide Transit Improve. Fund	
		Special Payments	5,000
Vehicle Purchase Reserve		Transfers	945,000
Transfers	31,835	Total	\$ 950,000
Total	\$ 31,835		

Total Appropriations, All Funds:	\$12,477,245.00
Total Unappropriated and Reserve Amounts, All Funds:	\$ 1,692,482.00
Total Adopted Budget:	\$14,169,727.00

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

**Authorizing the General Manager)
to Enter into a Janitorial Services)
Agreement with Marie Mills Center)
for the TCTD Administrative Building)**

RESOLUTION NO. 20-14

WHEREAS, Tillamook County Transportation District (TCTD) seeks to contract for the provision of janitorial services at the District's administrative and operations offices; and

WHEREAS, Marie Mills Center, Inc. is a qualified contractor to provide such services; and

WHEREAS, Marie Mills Center, Inc. is recognized by the Oregon Department of Administrative Services as a Qualified Rehabilitation Facility for purposes of public contracting; and

WHEREAS, the District wishes to enter into a contract with Marie Mills Center, Inc. for the performance of janitorial services outlined on the Janitorial Services Agreement Attachment A; and

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

that the Tillamook County Transportation District Board of Directors authorizes the General Manager to Execute a Janitorial Service Agreement in the amount of \$5,577.89 to Marie Mills Center for janitorial services at the TCTD administrative and operations building.

INTRODUCED AND ADOPTED this 18th day of June 2020.

ATTEST:

By: _____
Judy Riggs, Board Chair

By: _____
Doug Pilant, General Manager

Marie Mills Center, Inc.

Vocational & Residential Services

Serving Tillamook County Since 1969



We Build Abilities

1800 Front Street, Tillamook, Oregon 97141 • (503) 842-2539 • Fax (503) 842-8028

JANITORIAL SERVICES AGREEMENT

**To: Tillamook County Transportation District
3600 Third Street
Tillamook OR 97141**

**Date: May 19, 2020
Telephone: 503-815-8283**

This agreement is between MARIE MILLS CENTER INC. and Tillamook County Transportation District. Marie Mills Center will furnish all materials and perform all labor necessary to complete the tasks as indicated:

SEE EXHIBIT "A" FOR SCOPE OF WORK

All other duties will be on an as needed basis as agreed upon by both parties.

This contract will be in effect from July 1, 2020 to June 30, 2021 and may be terminated by either party upon thirty-day written notice.

All the above work to be completed in a substantial and workmanlike manner in accordance with standard practices for the sum of Four Hundred sixty-four Dollars and 82/100 (\$464.82) dollars per month. The total cost of this agreement will not exceed total annual cost of \$5,577.89 per year

Tillamook County Transportation District will make payment by the fifteenth (15th) day of the month following the completion of each month's services; services for a portion of a month will be prorated. If account balance is in arrears, advance payment may be required before further services are provided. Past due accounts may be charged interest at the rate of 1.5% of the Past Due amount per month.

Any alteration or deviation from the above terms or specifications must be mutually agreed to, in writing, by the parties.

** Except as provided below, or as otherwise provided by applicable law, Contractor shall defend and indemnify TCTD and its officers, employees, and agents from all claims arising from the Services, including claims arising from injury to any person or damage to property; breach of this Contract by Contractor; or violation of applicable law by Contractor. Contractor will not be responsible for claims

resulting solely from the negligence or other wrongful acts or omissions of TCTD or TCTD's officers, employees, or agents.

** Contractor is a "subject employer" as defined in ORS 656.005 and shall comply with ORS 656.017. Contractor shall provide workers' compensation coverage for "subject workers" employed to perform the Services. Before performing any Services, Contractor shall provide a certificate of insurance for workers' compensation coverage or other proof of coverage or certify that no subject workers will perform Services.

** At all times while Contractor is performing Services at the Premises, Contractor shall, at Contractor's expense, maintain in force a commercial general liability policy and a comprehensive automobile liability policy. The coverage under each policy must be equal to or greater than the limits for claims made under the Oregon Tort Claims Act with minimum coverage of \$2,000,000 per occurrence (combined single limit for bodily injury and property damage claims) or \$1,000,000 per occurrence for bodily injury and \$600,000 per occurrence for property damage. TCTD and TCTD's officers, employees, and agents will be named as additional insureds on an endorsement to each policy.

In the event either party files suit to enforce any term of this agreement, reasonable attorney fees and costs shall be paid to the prevailing party, including any attorney's fees and costs incurred in any appellate proceeding.

Acceptance and participation are the same for everyone without regard to race, color, national origin, sex or handicap.

MARIE MILLS CENTER, INC.

Marie Mills Center, Inc. Representative

Date

ACCEPTANCE

You are hereby authorized to furnish all materials and labor required to complete the work mentioned in the above agreement; for which the undersigned agrees to pay the amount mentioned in said agreement, and according to the terms thereof.

Company Representative

Date

TCTD

JOB COMPONENTS

OFFICE BUILDING

FRIDAY

Empty Trash and restock paper products and soap restrooms in TCTD office area
Vacuum all carpeted areas including TCTD offices (if unlocked), Main conference room (if unlocked),
Dust window sills and other flat surfaces (papers on desks will not be moved or disturbed)
Empty Trash

PUBLIC AREA

FRIDAY

Public Restrooms – Empty Trash and restock paper products and soap
Vacuum Conference room near (janitorial room), Foyer, Lobby and Hall Public area
Dust window sills and other flat surfaces

OFFICE BUILDING

WEDNESDAY

TCTD Office -- Restrooms – Empty Trash and restock paper products and soap

PUBLIC AREA

WEDNESDAY

Public Restrooms – Empty Trash and restock paper products and soap

EXTRAS

SCRUB RESTROOM FLOORS IN MAIN OFFICE (March, June, Sept, and Dec)

STRIP AND WAX BREAKROOM FLOORS (FEB AND AUG)

UPDATED 5/9/2019

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

**Authorizing the General Manager)
to Enter into a Janitorial Services)
Agreement with Marie Mills Center)
for the Transit Visitor Center)**

RESOLUTION NO. 20-15

WHEREAS, Tillamook County Transportation District (TCTD) seeks to contract for the provision of janitorial services at the Tillamook County Transit Visitor Center; and

WHEREAS, Marie Mills Center, Inc. is a qualified contractor to provide such services; and

WHEREAS, Marie Mills Center, Inc. is recognized by the Oregon Department of Administrative Services as a Qualified Rehabilitation Facility for purposes of public contracting; and

WHEREAS, the District wishes to enter into a contract with Marie Mills Center, Inc. for the performance of janitorial services as outlined on the Janitorial Services Agreement Exhibit A; and

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

that the Tillamook County Transportation District Board of Directors authorizes the General Manager to Execute a Janitorial Service Agreement in the amount of \$15,562.40 with Marie Mills Center for janitorial services at the Tillamook County Transit Visitor Center.

INTRODUCED AND ADOPTED this 18th day of June 2020.

ATTEST:

By: _____
Judy Riggs, Board Chair

By: _____
Doug Pilant, General Manager

Marie Mills Center, Inc.

Vocational & Residential Services

Serving Tillamook County Since 1969



We Build Abilities

1800 Front Street, Tillamook, Oregon 97141 • (503) 842-2539 • Fax (503) 842-8028
www.mariemillscenter.com

JANITORIAL SERVICES AGREEMENT

To: **Tillamook County Transportation District**
3600 Third Street
Tillamook OR 97141

Date: May 19, 2020
Telephone: 503-815-8283

This agreement is between MARIE MILLS CENTER INC., and Tillamook County Transit District (Transit Center). Marie Mills Center will furnish all materials and perform all labor necessary to complete the tasks indicated:

SEE EXHIBIT "A" FOR SCOPE OF WORK

All other duties will be on an as needed basis at a cost agreed upon by both parties.

This contract will be in effect from July 1, 2020 to June 30, 2021 and may be terminated by either party upon thirty day's written notice.

All of the above work to be completed in a substantial and workmanlike manner in accordance with standard practices TCTD shall pay One Thousand One Hundred Fifty-four dollars and 55/100 (\$1,154.55) per month during the months of December, January, February (six days per week) AND One thousand One Hundred Two Hundred Seventy-two dollars and 76/100 (\$1,272.76) during the months of March through November(7 days per week) for services performed. The total cost of this agreement shall not exceed **Total annual cost of \$15,562.40.**

Tillamook County Transportation District will make payment by the fifteenth (15th) day of the month following the completion of each month's services; services for a portion of a month will be prorated. If account balance is in arrears, advance payment may be required before further services are provided. Past due accounts may be charged interest at the rate of 1.5% of the Past Due amount per month.

Any alteration or deviation from the above term or specifications must be mutually agreed to, in writing, by the parties.

** Except as provided below, or as otherwise provided by applicable law, Contractor shall defend and indemnify TCTD and its officers, employees, and agents from all claims arising from the Services, including claims arising from injury to any person or damage to property; breach of this Contract by Contractor; or violation of applicable law by Contractor. Contractor will not be responsible for claims resulting solely from the negligence or other wrongful acts or omissions of TCTD or TCTD's officers, employees, or agents.

** Contractor is a "subject employer" as defined in ORS 656.005 and shall comply with ORS 656.017. Contractor shall provide workers' compensation coverage for "subject workers" employed to perform the Services. Before performing any Services, Contractor shall provide a certificate of insurance for workers' compensation coverage or other proof of coverage, or certify that no subject workers will perform Services.

** At all times while Contractor is performing Services at the Premises, Contractor shall, at Contractor's expense, maintain in force a commercial general liability policy and a comprehensive automobile liability policy. The coverage under each policy must be equal to or greater than the limits for claims made under the Oregon Tort Claims Act with minimum coverage of \$2,000,000 per occurrence (combined single limit for bodily injury and property damage claims) or \$1,000,000 per occurrence for bodily injury and \$600,000 per occurrence for property damage. TCTD and TCTD's officers, employees, and agents will be named as additional insureds on an endorsement to each policy.

In the event either party files suit to enforce any term of this agreement, reasonable attorney fees and costs shall be paid to the prevailing party, including any attorney fees and costs incurred in any appellate proceeding.

Acceptance and participation are the same for everyone without regard to race, color, national origin, sex or handicap.

MARIE MILLS CENTER, INC.

Marie Mills Center, Inc. Representative

Date

ACCEPTANCE

You are hereby authorized to furnish all materials and labor required to complete the work mentioned in the above agreement; for which the undersigned agrees to pay the amount mentioned in said agreement, and according to the terms thereof.

Company Representative

Date

TCTD TRANSIT CENTER

JOB COMPONENTS

TRANSIT CENTER

MONDAY THRU SATURDAY (DEC. JAN. FEB.)

MONDAY THRU SUNDAY (MARCH THRU November)

Clean, Sanitize, sweep & mop floors, and restock restrooms (including walls and floors) in two bathrooms
Dust window sills and other flat surfaces
Wipe down seats in waiting area
Sweep and mop all resilient floors
Empty Trash
Clean all glass doors

ONE TIME PER WEEK

CLEAN OFFICE:

Empty trash
Vacuum Carpet
Dust Flat surfaces (do not move papers on desk)

ONE TIME PER MONTH

WINDOWS

CLEAN ALL GLASS WINDOWS AND DOORS INSIDE AND OUTSIDE UP TO 8 FEET

UPDATED 5/9/19

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

**Authorizing the General Manager to)
Execute a Contract Amendment with)
Kittelson and Associates, Inc. to Extend)
the Contract Duration to December 31,)
2020)**

RESOLUTION NO. 20-16

WHEREAS, on September 19, 2019, the Tillamook County Transportation District (the "District") entered into a contract with Kittelson and Associates, Inc. for STIF planning services (the "Contract"); and

WHEREAS, under Section I of the Contract, the Contract is effective from September 19, 2019, through June 30, 2020; and

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 May 1, 2020, the Governor of the State of Oregon issued Executive Order 20-24 extending Executive Order 20-03 for an additional 60 days, through July 6, 2020;

WHEREAS, the ongoing COVID-19 pandemic and associated executive orders have delayed completion of the Contract during the effective term; and

WHEREAS, the Board has determined it to be in the best interests of the District to extend the duration of the Contract through December 31, 2020, to enable completion of the scope of work.

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

that the Board authorizes the General Manager to execute a contract amendment to extend the duration of the STIF planning services contract with Kittelson and Associates, Inc. from June 30, 2020, to December 31, 2020.

INTRODUCED AND ADOPTED this 18th day of June, 2020.

ATTEST:

By: _____
Judy Riggs, Board Chair

By: _____
Doug Pilant, General Manager

**AMENDMENT #1
TO PROFESSIONAL SERVICES CONTRACT**

PROJECT NAME: TCTD Statewide Transportation Improvement Fund
(STIF) Planning

PROJECT BUDGET: \$48,836

Current Expiration Date	June 30, 2020
Amended Expiration Date	December 31, 2020

AUTHORIZATION:

This amendment amends the Professional Services Contract fully executed on September 24, 2019 (the "Contract"), and any prior amendments, by authorizing Kittelson & Associates, Inc. to extend performance on the Scope through December 31, 2020. Except as otherwise stated in this amendment, the terms, conditions and provisions of the Contract remain unaltered by this amendment.

By:
**TILLAMOOK COUNTY
TRANSPORTATION DISTRICT**

By:
KITTELSON & ASSOCIATES, INC.

Signature

Signature

Print Name

Print Name

Title

Title

Date

Date



June 8, 2020

Tillamook County Transportation District
Doug Pilant
3600 Third Street
Tillamook, OR 97141

Re: Fare Analysis Assistance

Dear Doug,

We are pleased to offer Tillamook County Transportation District (TCTD) the following proposal for assistance with restructuring its fare policies.

Project Team

For this project, we have identified key staff whose combined experience is well suited to the task at hand, including:

- **Oren Eshel, Senior Associate**, would serve as Project Manager. Oren has over 12 years of experience in public transportation planning and analysis, with an emphasis on operations, finance and performance monitoring.
- **Cristina Barone, Principal**, would serve as Project Advisor, particularly focused on fare analysis and scenarios. Cristina has extensive experience with transit service analysis, financial planning, fare analysis, and public outreach.

Other project staff may include:

- Bill Schwartz, Principal, would assist with review of issues related to ADA Paratransit, if required (Bill reviewed previous recommendations related to ADA Paratransit).
- Sam Erickson, Senior Associate, would assist with facilitation of focus groups/interviews.
- Esther Needham, Associate, would assist with data analysis, in particular update of Ecolane analysis and data dashboard.
- Other associate staff to be determined.

Other public transportation and community transportation experts at Nelson\Nygaard are available to provide information specific to their areas of expertise.

Scope of Services

The scope of services and deliverables for this project are outlined in **Attachment A**.

Fees and Schedule

Our services will be billed monthly on a time-and-materials basis according to the included proposed budget in **Attachment B**.

lol

Additional Services

Please note that services requested outside the Scope of Services outlined in this Agreement, such as additional meetings may require an amendment. No additional services will be performed without prior authorization.

Authorization

If the terms and conditions of this Agreement are acceptable to you, please sign below, return a copy to me, and upon countersignature by an authorized signatory of Nelson\Nygaard Consulting Associates, Inc., this will comprise the complete and final agreement between the parties.

If you have any questions, please do not hesitate to contact me at oeshel@nelsonnygaard.com or 503-467-5415, or Leah Riley, Managing Director at 503-488-2247.

Sincerely,

Oren Eshel, Project Manager

This Agreement (including the Standard Terms & Conditions attached hereto and incorporated herein as Exhibit A, which are expressly acknowledged as being received) as stated herein is hereby accepted by the undersigned. This Agreement is entered into by both parties for good and valuable consideration and the mutual promises of both parties, the sufficiency of which is hereby acknowledged. The undersigned on behalf of the Client is an authorized officer or representative of the Client and possesses the power and authority to execute this Agreement on behalf of the Client. Each executed counterpart of this Agreement will be deemed to be an original copy of this Agreement and all counterparts together will be deemed to constitute one and the same Agreement. Faxed or other electronically delivered signatures may be used in lieu of original signatures and shall constitute effective execution and delivery of this Agreement. The undersigned hereby execute this Agreement and upon such execution, authorization to proceed is hereby granted.

AGREED For Tillamook County Transportation District ("CLIENT"):

Name	Title	Date
------	-------	------

AGREED For Nelson\Nygaard Consulting Associates, Inc. ("CONSULTANT"):

Name	Title	Date
------	-------	------

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Tillamook County Transportation District

Fare Analysis Proposal



Submitted by
Nelson\Nygaard Consulting Associates, Inc.
621 SW Morrison St., Suite 1250, Portland, OR 97205
503-467-5415

CONTACT: Oren Eshel TITLE: Senior Associate
EMAIL oeshel@nelsonnygaard.com

ATTACHMENT A: SCOPE OF SERVICES

The scope of services and deliverables for this project are outlined below.

BACKGROUND / PROJECT GOALS

- TCTD has received a grant to procure the Ecolane Deviated Fixed-Route module, which it expects to implement in approximately January 2021 (best case). Based on Ecolane's standard implementation timelines, TCTD could go live with Ecolane in March 2021 although this could potentially be accelerated.
- TCTD already uses Ecolane for its general public (GP) Dial-A-Ride and NW Rides Medicaid brokerage services. Nelson\Nygaard previously analyzed data for 10 months of 2018 (just after launching Ecolane) for these services to understand travel patterns and analyze mileage-based fare options for a countywide Dial-A-Ride service. TCTD has been refining how it utilizes the software and has improved accuracy of the data.
- TCTD has experienced operational issues (on-time performance, missed driver breaks, etc.); Nelson\Nygaard previously developed a [memo](#) that identifies potential options to help address these issues. Some of these options would necessitate, or benefit from, changes to fare policies.
- TCTD is interested in making changes to fare and/or service policies coordinated with its launch of the Ecolane Deviate Fixed-Route module. Therefore the general timeline for developing updated fare policies is the end of the 2020 calendar year.

Other Background:

- TCTD has the following existing low-income fare programs:
 - Bus pass programs: Marie Mills Center manages a Token Program that is partially funded by STF monies. Marie Mills also distributes tokens through CARE Inc.
 - Community Action Agency (CARE Inc.) manages 2 bus pass programs. 1) STF is used to provide up to 10 monthly passes to people who are seniors and/or disabled. 2) STIF monies are used to fund up to 10 monthly bus passes to people living in low income households. STF program, 10 passes per month

Fare Analysis Proposal
Tillamook County Transportation District

- TCTD takes in approximately \$300k in fare revenue in a normal year. Analysis can be based on the first 6 months of the 2019-2020 fiscal year, due to the impacts of COVID-19.
 - TCTD would like to consider increasing recovery to 15%/
- Existing Fares

Category	TCTD Dial-A-Ride	TCTD Deviated Fixed-Routes	Intercity Routes
Existing TCTD Services	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: Manzanita/ Cannon Beach Route 4: Lincoln City	Route 5: Tillamook — Portland Route 60X: Lincoln City – Salem Route 70X: Salem – Grand Ronde
Fares	<ul style="list-style-type: none"> ▪ For trips within each zone: <ul style="list-style-type: none"> – Regular Fare (Adult), one-way: \$4.00 – Passengers with disability, one-way ride: \$2.00 – Seniors, 60 years or older, one-way ride: \$2.00 ▪ Limited capacity for cross-zone trips, \$12.50 flat fare 	<ul style="list-style-type: none"> ▪ 1, 2: \$1.50 flat fare ▪ 3, 4: zone-based fare, \$1.50 - \$4.50 ▪ No additional fare for deviations ▪ Free transfers to/from Dial-A-Ride 	<ul style="list-style-type: none"> ▪ 5: \$15 one-way, \$20 round-trip ▪ 60X, 70X: \$1.50 - \$6.00 zone-based

PROPOSED SCOPE

The scope of work and deliverables for this project are described below as tasks. The task descriptions below are the basis for the not-to-exceed amount in the proposed budget. Nelson\Nygaard will work closely with TCTD to ensure the scope of work meets the deliverables and budget required.

TASK 1: PROJECT INITIATION AND EXISTING CONDITIONS

1.1 Kickoff Meeting and Scenario Definition

- Nelson\Nygaard will hold a kickoff meeting with TCTD staff to confirm service changes and fare options that will be analyzed in the project. Options could include those defined in the [deviation policy memo \(5/15/2020\)](#) developed by Nelson\Nygaard, including maintaining volunteers as a complementary option as suggested by the TCTD Board. Meeting outcomes would include:
 - Budget/service level assumptions, such as number of Dial-A-Ride vehicles and service hours for a Dial-A-Ride expansion.
 - Evaluation measures for the analysis, such as cost, farebox recovery, etc.
- For each existing or potential service that will be considered, Nelson\Nygaard will identify pros/cons of potential fare approaches for discussion purposes. Potential new services could include a fixed-route service option with ADA Paratransit for Route 1 (Tillamook Town Loop). Fare options/types to be considered could include:
 - A flat fare (e.g., Route 1)
 - Simplifying fare zones (e.g., Intercity and Deviated Fixed-Routes)
 - Base fare with a mileage-based component (e.g., Dial-A-Ride)

Fare Analysis Proposal
Tillamook County Transportation District

- Additional fares for deviations or same-day Dial-A-Ride trips
- Pass types and fare discounts, including a low-income fare

Deliverables: 1 virtual meeting. Presentation slides. Meeting notes and summary including scenarios/options to be considered.

TASK 2 DATA COLLECTION AND EXISTING CONDITIONS ANALYSIS

2.1 Data Collection

- Nelson\Nygaard will prepare a data request memo.
- TCTD will gather and provide data, likely including:
 - Dial-A-Ride trips and fare information, EcoLane data for 2019 in comma-delimited (CSV) format. This would identify: existing travel patterns for GP DAR and NWRides trips including attributes such as cost, disability or low-income status. Nelo
 - Ridership with fare breakdown by route in Excel format. TCTD collects one-way ridership by fare category/fare type (reduced and full fare) and monthly pass sales and utilization by route. Data can be provided by trip or route. Below is a sample from TCTD's Transit ACE reporting:

Incounty Ridership by Route

Includes ALL INCOUNTY data from 05/15/2020 to 05/21/2020

	Regular Fare					Reduced Fare					Other			Total
	1 Zone	2 Zone	3 Zone	Monthly Pass	T'Loop Pass	1 Zone	2 Zone	3 Zone	Monthly Pass	T'Loop Pass	Visitor Pass	Child Free	TBCC	
Route 1 - 1801	2			25	96				136				6	269
Route 2 - 1801	8			7					16					31
Route 3 - 1801	17	44	5	49	2		2		95		7	2	1	224
Route 4 - 1801	5	22	16	4					56		3		2	108
Grand Total:	32	66	21	85	98	0	2	0	303	0	10	6	9	632

- On/off studies of the ridership for each route, which include calculation of the distance between stops (for passenger miles estimates).
- TCTD and Nelson\Nygaard would collaborate to estimate the number of daily trips by route between existing fare zones by fare type and an average trip length between existing fare zones (avg miles per trip) for each TCTD route.
 - If additional information about travel patterns, ridership, and fares/fare revenues by zone, route, and fare category is needed, TCTD has a retired driver who is able to ride buses and help collect data.

Deliverables: Data request memo. Develop data for use in fare model (collaboration between TCTD and Nelson\Nygaard).

2.2 Ecolane Data Analysis

- Nelson\Nygaard will process EcoLane Dial-A-Ride data for 2019. Nelson\Nygaard previously processed 2018 EcoLane data and developed an [interactive dashboard](#) for the data. This task would update the dashboard with 2019 data.

Deliverables: Ecolane Data Analysis, Updated interactive dashboard and Ecolane Excel analysis file.

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TASK 3 DEVELOP FARE MODEL

- Nelson\Nygaard will use the data/analysis from Task 2 to develop a fare model (Excel). The fare model will reflect characteristics of the existing system based upon the data and assumptions, and use it to analyze the fare scenarios defined in Task 1.1 (based on kickoff meeting), including:
 - Expand DAR to Countywide DAR
 - Service parameters and fare options as identified in Task 1.1
 - Preliminary assumption is that one option would be a flat+mileage-based fare; similar to 2018 analysis, assume that countywide general public DAR travel patterns will be similar to NWRides travel patterns. Estimated fare revenues for mileage-based options will be based on update of 2018 Ecolane analysis.
 - Deviated Fixed-Route
 - Preliminary assumption is a zone-based fare, possibly with simplified zones, and a surcharge for deviations, possibly with a mileage-based component. TCTD is interested in understanding advantages/disadvantage of a mileage-based fare (in conjunction with implementation of Ecolane deviated-fixed route software).
 - Intercity Routes
 - Preliminary assumption is a zone-based fare, possibly with simplified zones
- Nelson\Nygaard will estimate costs for converting TCTD Route 1 to a fixed-route with ADA Paratransit. Ecolane data will be used to estimate the number of trips that might be eligible for ADA Paratransit.
- Nelson\Nygaard will develop a memo summarizing the fare analysis results for existing service and potential service changes, including alternative fare revenue options and % farebox recovery (this could include developing standards both by service type and for the agency overall).
- Nelson\Nygaard will discuss the results with TCTD staff. Scope assumes 1 round of revisions based on TCTD staff review.

Deliverables: Fare Model/Analysis; Summary Memo (draft+revised), 1 meeting to review results

TASK 4 PUBLIC AND STAKEHOLDER OUTREACH

This task will obtain public input on the proposed service and fare options analyzed in Task 3. Use of informal outreach tools is suggested for an early round of outreach that could shape a draft policy proposal. The following outreach mechanisms are envisioned (to be finalized based on discussions with TCTD staff):

- Informal surveys/outreach
 - Consultant to develop short survey or poll (Survey Monkey is assumed) to obtain input from riders and the general public. (If map-based input is desired, such as where people would want to travel, an alternative is Maptionnaire, which would have an additional cost.)
 - Consultant to develop supportive outreach materials such as a flyer to publicize the survey.
- Stakeholder focus group(s)

Fare Analysis Proposal
Tillamook County Transportation District

- The consultant would facilitate 1-2 focus groups and/or interviews, including key stakeholders such as social services and educational institutions. The District's Public Participation Plan will be used to develop a list of stakeholders/participants to invite. It is assumed the consultant would attend virtually (may depend on conditions related to COVID-19); it is assumed that TCTD would organize/coordinate the meetings.

Deliverables: Facilitation of focus group meetings including facilitation guide and summary of key themes. Outreach materials and summary of survey input, and other public input provided by staff.

TASK 5: DEVELOP FARE POLICY PROPOSAL FOR BOARD APPROVAL

This task would prepare a draft policy proposal informed by Task 4 outreach.

- Draft policy proposal. The Consultant would prepare a draft policy and service proposal reflecting public/stakeholder input for TCTD staff review. This would include fare and service policy recommendations, including farebox recovery targets.
- Board Briefing. The consultant would attend a TCTD board meeting to discuss findings from the fare analysis, initial round of stakeholder/public outreach, and present recommendations. Input from staff and the Board would be incorporated into the draft policy proposal.
- Public Hearing Support. The consultant would support TCTD staff by preparing outreach materials such as a project fact sheet and/or display boards (2-3). TCTD staff could use these materials to support a public hearing and/or conduct additional outreach among riders and in the community. Consultant can include outreach results in a final report.
- It assumed that Consultant support would not be needed to bring the proposal to the TCTD board for approval.
- Finalize Policy Proposal. Consultant would finalize the draft policy proposal to include a summary of input from the public and/or changes requested by the Board.

Deliverables: Draft and revised policy proposal; board briefing preparation and attendance; outreach materials to support public hearing (fact sheet and/or display boards).

ATTACHEMENT B: BUDGET AND SCHEDULE

BUDGET

Task Description	Nelson Nygaard Labor Costs										Total Labor Hours	Total Labor Costs	Total Costs		
	Oren Eahel Senior Associate 2 \$170.00	Cristina Barone Principal 1 \$185.00	Samantha Erickson Senior Associate 2 \$170.00	Either Needham Associate 2 \$135.00	Associate 2 \$135.00	Associate 1 Associate 1 \$105.00	NN Labor Hours	Cost							
0 PROJECT MANAGEMENT and QA/QC															
1 Kickoff and Project Initiation															
1.1 Kickoff Meeting with Staff - By Phone	2	2	2									4	\$680	\$680	\$680
1.2 Finalize Analysis Scenarios - Memo	2	2	2	4								4	\$710	\$710	\$710
Task Total	4	4	4	4	0	0	0	0	0	0	12	\$1,960	\$1,960	\$1,960	
2 Data Collection and Existing Conditions Analysis															
2.1 General Data Collection/Processing	2	1	1	4								7	\$1,065	\$1,065	\$1,065
2.2 Process/Analyze 2019 Ecology Data, update dashboard	1		6									9	\$1,250	\$1,250	\$1,250
Task Total	3	1	1	4	0	0	0	0	0	0	16	\$2,315	\$2,315	\$2,315	
3 Develop Fare Model															
3.1 Develop Fare Model (Spreadsheets)	2	4	4	24								30	\$4,320	\$4,320	\$4,320
3.2 Analyze scenarios and develop memorandums with results	2	12	12	28								42	\$6,340	\$6,340	\$6,340
Task Total	4	16	16	52	0	0	0	0	0	0	72	\$10,660	\$10,660	\$10,660	
4 Public and Stakeholder Outreach															
4.1 Stakeholder focus group or interviews	2		12									14	\$2,380	\$2,380	\$2,380
4.2 Develop and analyze online survey	2		4									22	\$2,700	\$2,700	\$2,700
4.3 Develop outreach materials to support survey (online survey card)												2	\$210	\$210	\$210
Task Total	4	0	0	15	0	0	0	0	0	0	38	\$5,290	\$5,290	\$5,290	
5 Develop Fare Policy Proposal for Board Approval															
5.1 Draft policy proposal with related policy/service recommendations	4	4	4	6								16	\$2,500	\$2,500	\$2,500
5.2 Board briefing preparation/attendance, assume virtual	4											4	\$680	\$680	\$680
5.3 Develop public hearing/outreach materials (fact sheet, 2-3 display boards)			2								10	\$1,390	\$1,390	\$1,390	
5.4 Support board approval - meeting attendance (optional)											0	\$0	\$0	\$0	
5.5 Finalize report	2										2	\$340	\$340	\$340	
Task Total	10	4	4	6	0	0	0	0	0	0	34	\$4,910	\$4,910	\$4,910	
TOTAL HOURS	29	25	18	68	0	0	0	0	0	0	176	\$25,815	\$25,815	\$25,815	
TOTAL LABOR COST	\$4,838	\$4,625	\$3,660	\$9,180	\$1,000	\$2,940	\$0	\$0	\$0	\$0	\$25,815	\$25,815	\$25,815		

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BILLING RATES

The schedule of billing rates for services undertaken as part of this project is provided below:

Labor Category	Total Billing Rate
Principal 3	\$215.00
Principal 1	\$185.00
Senior Associate Engineer 2	\$185.00
Senior Associate Engineer 1	\$170.00
Senior Associate 2	\$170.00
Senior Associate 1	\$155.00
Associate Engineer 2	\$150.00
Associate Engineer 1	\$120.00
Associate 2	\$135.00
Associate 1	\$105.00
Intern	\$75.00
GIS Manager	\$155.00
Senior GIS Analyst	\$135.00
Senior Designer	\$135.00
GIS Analyst	\$115.00
Designer	\$115.00
Junior GIS Analyst	\$105.00
Junior Designer	\$105.00

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EXHIBIT A – STANDARD TERMS AND CONDITIONS

The following general terms and conditions are incorporated by reference into the attached Agreement between Nelson\Nygaard Consulting Associates, Inc. ("Consultant") and the addressee of the Agreement ("Client")

ARTICLE 1 - EFFECTIVE DATE

The effective date of this Agreement shall be the date last signed or the date on which Client has given Consultant authorization to proceed with the performance of the Services.

ARTICLE 2 - GOVERNING LAW

This Agreement shall be governed by the laws of the the State of Oregon.

ARTICLE 3 - SERVICES TO BE PROVIDED BY CONSULTANT

Consultant shall provide the Scope of Services described above.

Any changes in the Scope of Services, which may become necessary due to changes in the Project, or otherwise reasonably required by Client, shall be negotiated between the parties.

Consultant agrees that a degree of care, skill, and diligence shall be exercised in the performance of the Services as is ordinarily possessed and exercised by members of the same profession, currently practicing, under similar circumstances.

ARTICLE 4 - COMPENSATION

For the proper performance of the Scope of Services, Client shall pay Consultant an amount not to exceed the amount set forth above.

Consultant shall submit monthly invoices to Client. The invoices shall include charges for all labor and costs in accordance with the Scope of Services. The monthly invoice shall be accompanied by monthly progress reports that indicate the status of the project.

Client agrees to pay all reasonably approved invoices within thirty (30) days of receipt. Client shall not be obligated to pay any invoices which are not in accord with the terms of this Agreement.

Consultant reserves its rights to stop all work on this project if, at anytime, an approved invoice remains unpaid for a period exceeding sixty (60) days.

ARTICLE 5 - INDEMNIFICATION

(a) Indemnification for Public Liability and

Property Damage

Consultant shall hold harmless, defend and indemnify, for damages arising out of bodily injury, death and property damage, the Client, and the Client's officers and employees against all claims, demands, actions and suits (including reasonable post tender attorney's fees and costs) brought against any of them arising from the Consultant's negligent work or any of its subconsultant's negligent work under this Agreement other than professional services.

(b) Indemnification for Professional Liability

For liability arising out of professional services, the Consultant shall indemnify, but shall have no duty to defend, Client and the Client's officers and employees against liability for damages for which they may be liable to the extent such damages are actually caused by the negligent acts, errors or omissions of Consultant, or any of its employees or subconsultant's negligent acts or omissions under this Agreement.

ARTICLE 6 - INSURANCE

In accordance with the terms of this Agreement, Consultant shall maintain the following insurance:

- (a) Commercial General Liability Insurance, with a limit of not less than \$1,000,000 per occurrence and \$1,000,000 general aggregate, \$1,000,000 products/completed operations aggregate, and include Client as an Additional Insured.
- (b) Automobile Insurance, with a combined single limit of not less than \$1,000,000 each accident and shall include Client as an Additional Insured.
- (c) Workers' Compensation Insurance in accordance with statutory requirements and Employers' Liability Insurance with limits of not less than \$1,000,000 for each accident, \$1,000,000 disease each employee and \$1,000,000 disease policy limit.
- (d) Professional Liability Insurance with limits of not less than \$1,000,000 per claim and aggregate.

Prior to performing Services under this Agreement if requested by Client, Consultant

shall furnish Client with certificates of insurance which evidence the requirements of this Article. Certificates will provide Client with at least thirty (30) days' advance written notice prior to cancellation of the above policies.

ARTICLE 7 - INDEPENDENT CONTRACTOR

Consultant undertakes performance of the Services as an independent contractor and shall be wholly responsible for the methods of performance.

ARTICLE 8 - COMPLIANCE WITH LAWS

In performance of the Services, Consultant shall comply with applicable regulatory requirements including federal, state, and local laws, rules, regulations, orders, codes, criteria, and standards. Consultant shall procure the permits, certificates, and licenses necessary to perform the Services.

ARTICLE 9 - TERMINATION AND SUSPENSION

This Agreement may be terminated by either party upon written notice in the event of substantial failure by the other party to perform in accordance with the terms of this Agreement; provided, however, the nonperforming party shall have five (5) calendar days from the receipt of the termination notice to cure or to submit a plan for cure acceptable to the other party.

In the event of such termination, Consultant will be paid for the Services performed in accordance with this Agreement to the date of termination.

Client may terminate or suspend performance of this Agreement for Client's convenience upon written notice to Consultant. Upon receipt of notice, Consultant shall terminate or suspend performance of the Services on a schedule acceptable to Client and may submit a statement for the Services performed in accordance with this Agreement.

ARTICLE 10 - OWNERSHIP OF DOCUMENTS

Title to all documents, drawings and specifications with respect to services performed under this Agreement shall vest with the Client when the Client has compensated Consultant in full, as provided herein, for the services described in this document.

ARTICLE 11 - NOTICES

Any notices required by this Agreement shall be made in writing to the address specified for Client as addressed at the start of the Agreement and as follows for Consultant.

Consultant:

Nelson\Nygaard Consulting Associates, Inc.
2 Bryant Street, Suite 300
San Francisco, CA 94105
Attn: Managing Director

Nothing contained in this Article shall be construed to restrict the transmission of routine communications between representatives of Client and Consultant. Notice address may be updated by either party written notification to the other party.

ARTICLE 12 - PATENTS, COPYRIGHTS AND TRADE SECRETS

Consultant and its employees shall not infringe on any United States patent, copyright, trade secret, or other proprietary right for any material, product, or part thereof used or furnished under this Agreement. Consultant shall indemnify and hold Client harmless from loss on account thereof, except when such loss is due to a particular design, process, material, or product required by Client; provided, however, that Consultant promptly notify Client if Consultant has reason to believe that such requirement is an infringement of any rights stated herein.

ARTICLE 13 - DELAY IN PERFORMANCE

Neither Client nor Consultant shall be considered in default of this Agreement for delays in performance caused by circumstances beyond the reasonable control of the nonperforming party.

Should such circumstances occur, the nonperforming party, within a reasonable time of being prevented from performing, shall give written notice to the other party, describing the circumstances preventing continued performance and the efforts being made to resume performance. Consultant shall be granted a reasonable extension of time for any delay in its performance caused by any such circumstances, but only to the extent agreed upon by Client and Consultant. Except for such time extension, Consultant will not be entitled to

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claim any damages for delays in performance of its Services.

ARTICLE 14 - DISPUTES

Any claim, dispute or other matter in question arising out of or relating to this Agreement shall, be subject to mediation, which shall be, except as otherwise provided in this article, a condition precedent to the institution of legal proceedings by either party. If such a matter relates to or is the subject of a lien arising out of the Consultant's services, the Consultant may proceed in accordance with applicable law to comply with the lien notice or filing deadlines prior to resolution of the matter by mediation or by litigation.

The Client and Consultant shall endeavor to resolve claims, disputes and other matters in question between them amicably, first by senior leadership discussion and, if necessary, then by mediation which, unless the parties mutually agree otherwise, shall be under the auspices of a recognized, neutral third-party professional mediation service experienced in handling construction disputes, or other mediation method or service acceptable to the parties, prior to undertaking any other dispute resolution action. A request for mediation shall be made in writing within a reasonable time after the claim, dispute, or other matter in question has arisen, delivered to the other party to the Agreement, and filed with the person or entity administering the mediation. The request may be made concurrently with the filing of a complaint or other appropriate demand for binding dispute resolution but, in such event, mediation shall proceed in advance of binding dispute resolution proceedings, which shall be stayed pending mediation for a period of 60 days from the date of filing, unless stayed for a longer period by agreement of the parties or court order.

The parties shall share the mediator's fee and any filing fees equally. The mediation shall be held in the place where the Project is located, unless another location is mutually agreed upon. Agreements reached in mediation shall be enforceable as settlement agreements in any court having jurisdiction thereof.

If the parties do not resolve a dispute through mediation pursuant to this Article 14, the method of binding dispute resolution shall be litigation in a court of competent jurisdiction.

During the pendency of any dispute, the parties shall continue diligently to fulfill their respective obligations hereunder.

ARTICLE 15 - LIMITATION OF LIABILITY

To the fullest extent permitted by law, the total liability in the aggregate, of the Consultant and the Consultant's officers, directors, employees, agents, to the Client and any one claiming by, through or under the Client, for any and all injuries, claims, losses, expenses, or damages whatsoever arising out of or in any way related to the Consultant's services, the project, or this Agreement, from any cause or causes whatsoever, including but not limited to, the negligence, errors, omissions, strict liability, breach of contract, misrepresentation, or breach of warranty of the Consultant or the Consultant's officers, directors, employees, agents or independent professional associates, or any of them, shall not exceed the total compensation received by the Consultant under this Agreement.

The Consultant and the Client mutually waive consequential damages for claims, disputes or other matters in question arising out of or relating to this Agreement.

ARTICLE 16 - EQUAL EMPLOYMENT OPPORTUNITY

Consultant affirms its policy to recruit and hire employees without regard to race, age, color, religion, sex, sexual preference/orientation, marital status, citizen status, national origin or ancestry, presence of a disability or status as a Veteran of the Vietnam era or any other legally protected status. It is Consultant's policy to treat employees equally with respect to compensation, advancement, promotions, transfers and all other terms and conditions of employment.

ARTICLE 17 - WAIVER

A waiver by either Client or Consultant of any breach of this Agreement shall be in writing. Such a waiver shall not affect the waiving party's rights with respect to any other or further breach.

ARTICLE 18 - SEVERABILITY

The invalidity, illegality, or unenforceability of any provision of this Agreement or the occurrence of any event rendering any portion or provision of this Agreement void shall in no way affect the validity or enforceability of any other

portion or provision of this Agreement. Any void provision shall be deemed severed from this Agreement, and the balance of this Agreement shall be construed and enforced as if it did not contain the particular portion or provision held to be void. Client and Consultant further agree to amend this Agreement to replace any stricken provision with a valid provision that comes as close as possible to the intent of the stricken provision. The provisions of this Article shall not prevent this entire Agreement from being void should a provision which is of the essence of this Agreement be determined void.

ARTICLE 19 – SUBCONTRACTING AND STAFFING

Consultant shall not engage independent consultants, associates, or subcontractors not identified herein to assist in the performance of Consultant's Services without the prior written consent of Client.

ARTICLE 20 - SUCCESSORS AND ASSIGNS

Client and Consultant each binds itself and its successors, executors, administrators, permitted assigns, legal representatives, and, in the case of a partnership, its partners, to the other party to this Agreement and to the successors, executors, administrators, permitted assigns, legal representatives, and partners of such other

party, in respect to all provisions of this Agreement.

ARTICLE 21 - ASSIGNMENTS

Neither Client nor Consultant shall assign any rights or duties under this Agreement without the prior written consent of the other party.

ARTICLE 22 – ENTIRE AGREEMENT

This Agreement, including all attachments and documents incorporated herein and made applicable by reference, and any written modification to the Agreement, shall represent the entire and integrated Agreement between the parties hereto regarding the subject matter of this Agreement and shall constitute the exclusive statement of the terms and conditions of the parties' Agreement. The Agreement, and any written modification to the Agreement shall supersede any and all prior negotiations, representations or agreement, either written or oral, express or implied, that relate in any way to the subject matter of this Agreement or written modification, and the parties represent and agree that they are entering into this Agreement and any subsequent written modification in sole reliance upon the information set forth in the Agreement or written modification and the parties are not relying and will not rely on any other information.

[END OF EXHIBIT A]

Oren Eshel

Senior Associate



Oren is an experienced technical leader for multimodal and transit service design and evaluation, and has over 12 years of experience developing corridor studies, alternatives analyses, and system plans. He has worked with small and large cities and transit agencies to develop evaluation measures that differentiate alternatives based on community values. Oren brings strong technical skills and a multidisciplinary approach to projects. His expertise lies in his ability to synthesize a wealth of data into concise and meaningful outputs that engage decision-makers and the public.

EDUCATION

M.U.R.P., Transportation Specialization, Portland State University, 2009
B.A., Geography, University of California, Berkeley, 1996

SELECT EXPERIENCE

Nelson\Nygaard Consulting Associates Inc.

Senior Associate, 2012-Present; Associate, 2009–2011; Intern, 2008–2009

Small City and Regional Transit Planning

- **Yamhill County Transit Development Plan (OR) 2018.** Project Manager for Yamhill County's TDP, including local service designs for McMinnville and Newberg, flexible services for smaller cities, intercity route refinements, and technology pilot projects. The plan included surveys, focus groups, operator interviews, and public outreach to identify transit needs. Recommendations address short-term operational issues, phased service enhancements, and longer-term expansion. Developed Yamhill County's "STIF Plan" to secure funding from Oregon's new Statewide Transportation Improvement Fund. The TDP was unanimously approved by the Board and the STIF Plan was approved by ODOT. z
- **Sunset Empire Transit District Long-Range Plan, Sunset Empire Transit District (OR) 2016.** Lead service planner for a long-range transportation plan for SETD services between and within Clatsop County communities including a service evaluation framework, service design, and phasing. The plan redesigned local routes serving Astoria, Warrenton, and Seaside to better serve major activity centers and developing areas. The changes will allow SETD to remove deviations on its Hwy 101 route connecting Astoria and Seaside, which will improve travel time by an estimated 16 to 18 minutes in each direction. SETD secured funding for the changes in its STIF Plan in 2019 and implemented the changes in February 2020; systemwide ridership increased by 25-30% over the first four weeks.
- **Central Oregon Transit Master Plan Update (2019-ongoing), Central Oregon Regional Transit Master Plan and Bend MPO Public Transit Plan and Land Use Assessment (OR) 2013, Cascades East Transit Implementation Assistance 2014-2016 and Rural Expansion Study 2016.** Oren is currently service planning lead for COIC's regional Transit Master Plan update, building on previous plans he developed for COIC and the Bend MPO in 2013. Oren served as lead planner and deputy project manager, respectively, for these regional and local transit master plans for Central Oregon and the Bend area. The plans included service and market analysis, a detailed land use analysis in Bend, and short and long-term service plans. Plan recommendations included making routes more direct, and improving access and schedule coordination. Oren later assisted COIC with service planning for Bend, developed a short-term Community Connector implementation plan, and redesigned the Warm Springs-Madras Community Connector to include local flex-routes on each end.
- **SMART I-5 Corridor Transit Integration Study, City of Wilsonville (OR) 2015.** Lead planner for an analysis of SMART's I-5 corridor (Wilsonville to Portland) fixed-route service and out-of-town medical dial-a-ride services. Recommended an approach where SMART would fill-in a midday service gap in TriMet service to downtown Portland and facilitated discussions between SMART and TriMet around a partnership to extend TriMet peak-period service into Wilsonville to reduce SMART costs. Recommended a medical shuttle service to increase medical service passenger capacity and cost-effectiveness.
- **Forest Grove Local Transit Study, City of Forest Grove (Forest Grove, OR) 2013.** Lead planner for a feasibility study of local transit service, including a market analysis, peer review, and conceptual

service design. Supported the City and a local non-profit (Ride Connection) in coordination with TriMet in developing a successful grant application for the Grovelink local circulator service, which connects to TriMet service in downtown Forest Grove and serves outlying employment areas in the morning and afternoon. Ridership increased from an initial 400 in the first month of operation in 2013 to over 4,000 riders in May 2018.

- **Lane Transit Service Analysis, Lane Transit District (Eugene, OR) 2016.** Analyzed existing routes and developed scenarios for restructuring LTD's local bus service to prepare for opening of the West Eugene EmX BRT line. In previous work for LTD, analyzed transit propensity for arterial transit corridors in the overall LTD service area and developed recommendations for primary transit corridors with the highest ridership potential including implementation criteria.
- **Linn-Benton Loop Service Plan, Linn-Benton Loop Commission (OR), 2018-2019.** The Linn-Benton Loop connects Corvallis and Albany, including Oregon State University and Linn-Benton Community College. Oren served as project advisor for the Nelson\Nygaard team, which brought together multiple funders, operational partners, and riders to develop and prioritize near-term improvement projects. The plan resulted in a near term shared vision among the project partners and competitive grant funding awards.
- **Kane County Long-Range Transit Plan, 2010, and BRT Feasibility Study, Kane County (IL) 2013.** Lead planner for the County's long-range transit plan including transit market analysis, transit needs assessment, strategy development and prioritization, and final plan development. As part of a follow-on BRT feasibility study for the Randall Road corridor, developed station area land use scenarios and analyzed potential BRT benefits (e.g., GhG emissions, monetary and time savings, public health outcomes, etc.).
- **Woodburn Transit Plan Update, City of Woodburn (Woodburn, OR) 2010.** Project planner, including preparing existing conditions report, conducting stakeholder interviews and focus groups, survey design and analysis, service strategies, and route design.

Urban Transit Service and Multimodal Planning and Evaluation

- **Portland Streetcar Fare Study and Title VI Analysis, Portland Bureau of Transportation (Portland, OR) 2011-2012.** Analyzed impacts of potential changes to fare levels and policies for the City's Eastside Streetcar extension, including survey analysis and assessment of Title VI impacts.
- **Portland Regional Enhanced Transit Corridors, TriMet and Metro (OR), 2019-ongoing.** Oren supported TriMet and Metro in developing a transit performance dashboard that was used to diagnose delay and identify projects for the Get Moving 2020 plan and a regional Enhanced Transit Corridors project pipeline, as well as the City of Portland Rose Lanes Plan.
- **B-Line Corridor Analysis, TransLink (Vancouver, BC) 2018-2019.** Supported concept design and benefits evaluation for four B-Line (RapidBus) corridors that TransLink implemented in early 2020, and saw early success prior to COVID-19. Lead planner for a multiple account evaluation of rapid transit options for one of the corridors.
- **Denver Moves: Transit Plan, City and County of Denver (CO) 2016-2018.** Transit analysis lead for a City-led Transit Master Plan. Developed a graphical State of the System report on existing conditions and led the corridor evaluation process, which used a multiple account evaluation framework to identify 19 transit corridors with varying levels of capital investments, and a frequent transit network. The plan included extensive public outreach and coordination with the City's land use and other modal plans.
- **Seattle Transit Master Plan, Seattle Department of Transportation (WA) 2012 and 2016.** Led Transit Performance, Peer Review, and Best Practices elements of a "briefing book" of key analysis and information. Lead planner for transit corridor evaluation, ridership estimation, definition of corridor projects, final TMP development, and public outreach. Supported an update of the plan in 2015 to account for new funding resources associated with the City's Move Seattle levy. The update re-evaluated priority bus corridors, including an assessment of FTA funding potential, for inclusion in the updated plan's RapidRide Network element.
- **Seattle RapidRide Program Management and BRT Implementation, Seattle Department of Transportation (WA) 2015-Ongoing.** Building on the Seattle Transit Master Plan framework, Oren supported the City of Seattle's program to implement BRT and RapidRide corridors. Oren provided



Oren Eshel

Senior Associate

oversight for successful Small Starts applications for the Seattle Madison Corridor BRT project and the Roosevelt corridor RapidRide line, and has assisted with planning for other RapidRide corridors under contracts with King County Metro.

- **Salt Lake City Transit Master Plan, Salt Lake City (UT) 2016.** Led corridor evaluation process and the service and capital elements of the City's Transit Master Plan, developed in close coordination with the regional transit agency, UTA. The plan recommended a network of frequent transit corridors leveraging the city's street grid, complemented by pilot projects for flexible services enhancing fixed-route bus service in lower density employment and residential areas.
- **Portland Metro High Capacity Transit Study, Portland Metro (OR) 2009, and Transit System Expansion Policy Update, 2018.** Project planner for the 2009 HCT Plan that developed a multiple account evaluation framework to prioritize high-capacity transit corridors for the Portland Metro area. Conducted GIS-based evaluation of corridors and helped develop the System Expansion Policy. In 2017-2018, served as lead planner assisting Metro with updating the System Expansion Policy. The framework was expanded to include Enhanced Transit Corridors, more explicitly evaluate corridor readiness and funding potential, and provide guidance for incorporating transit-supportive elements.
- **Boulder Transit Master Plan, City of Boulder (CO), 2014, and Implementation Assistance, 2014-2016.** Lead planner for a long-range transit vision, including near-term service design responding to a new transit center in East Boulder and planned BRT service from Denver. Led analysis of transit scenarios and a multiple account evaluation framework to inform the TMP vision, and development of the final plan. Analyzed capacity of existing services along the future US 36 BRT corridor and developed city-focused BRT service plan options.

SELECT PREVIOUS EXPERIENCE

San Francisco International Airport, City and County of San Francisco

Manager, Systems Engineering, 2002-2006

Cristina Barone, AICP

Principal



Cristina Barone plans for transportation equity and strives to improve lives through enhanced mobility.

Cristina began her career working for the Regional Transit System in Gainesville, FL. She has extensive experience with transit service analysis, financial planning, and capital planning and also excels at ridership forecasting, fare analysis, and public outreach. Cristina has worked on a variety of projects, including detailed service analysis for Mason Transit Authority (Shelton, WA), StarTran (Lincoln, NE), and CyRide (Ames, IA); creating long-range financial models to assist Chapel Hill Transit (Chapel Hill, NC) and Whatcom Transportation Authority (Bellingham, WA) with understanding the long-term implications of current decisions; investigating fare structure best practices and the latest in fare technology to develop solutions for Mountain Metropolitan Transit (Colorado Springs, CO); and developing a regionwide fare integration study for four agencies in the Raleigh-Durham region of North Carolina.

EDUCATION

M.A., Urban and Regional Planning, University of Florida, 2009

B.A., English, University of Florida, 2007

CERTIFICATIONS

AICP, American Planning Association #026122, 2013

EXPERIENCE

Nelson\Nygaard Consulting Associates, Inc.

Principal, 2020–Present; Senior Associate, 2016–2020; Associate, 2013–2016

- **Bus Rates & Fees, Maui Department of Transportation (Maui, HI) 2020–Ongoing.** Project manager assisting the Maui DOT with developing clear program goals and objectives and implementing transit planning and fare policies that align with the future vision for Maui Bus service. Developing standard processes for improving transit service, fare policy, and fare structure will help the County better meet the needs of the community and enhance Maui DOT's ability to provide safe, efficient, and cost-effective service.
- **Rethink Everett Transit, Everett Transit (Everett, WA) 2020–Ongoing.** Since adoption of the Everett Transit Long Range Plan two alternative pathways have evolved related to sustainable funding and potential growth of the system. There are a variety of details necessary to understand before a well-informed decision can be reached about the path forward. This project involves community outreach, service planning scenarios, capital planning, and long-range financial analysis. Cristina is currently leading the project's financial planning efforts.
- **Iowa City Area Transit Study, Iowa City Transit (Iowa City, IA) 2019–Ongoing.** Fixed-route transit ridership in the Iowa City area peaked in 2014 and—despite an increasing population—has since declined. At the same time, total transit operating expenses for the region have increased. Cristina is serving as Deputy Project Manager of a COA to evaluate transit in Iowa City provided by Iowa City Transit, Coralville Transit, and CAMBUS and develop recommendations to provide efficient, high-quality service to residents of Iowa City/Coralville and University of Iowa students. Specialized tasks in this study include a fare free assessment and analysis of options for zero emissions buses.
- **Turlock Short-Range Transit Plan, Turlock Transit (Turlock, CA) 2018–2020.** Led fare analysis task to evaluate the current condition of Turlock Transit's fare structure and policies and to develop recommendations to encourage ridership growth, improve farebox recovery, evaluate regional fare structure options, and enhance equity among passengers.

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- **Fare Free Analysis, Intercity Transit (Olympia, WA) 2019.** Project manager for an evaluation of fare free operation for Intercity Transit. The evaluation includes an analysis of travel time savings, ridership projections, impacts on existing fixed-route and paratransit operations, cost projections, documentation of existing fare collection costs, and peer review. Intercity Transit implemented fare free service in January 2020.
- **Fare Program Technical Assistance, King County Metro (Seattle, WA) 2019.** Project manager assisting King County Metro with understanding fare policies and equity considerations among peer agencies; evaluating farebox recovery goals, performance measurement, and fare strategies to reduce dwell time; and understanding the costs associated with fare collection.
- **Fare Equity Analysis, Corpus Christi Regional Transportation Authority (Corpus Christi, TX) 2019.** Project manager helping CCRTA determine potential equity impacts associated with fare structure changes, in keeping with federal guidelines.
- **Washington Statewide Transit Capital Needs Assessment, Joint Transportation Committee (Olympia, WA) 2018–2019.** Washington State communities range from major cities to small rural communities and everything in between. Cristina is serving as Deputy Project Manager to assess statewide current conditions, future capital needs, and the potential to provide a more consistent revenue stream for transit capital projects in the future.
- **Transit Service Plan, CobbLinc (Marietta, GA) 2017–Ongoing.** Deputy project manager assisting CobbLinc in evaluating existing transit service and developing a vision for future service, as well as how the agency can provide its existing services more cost effectively and to use the savings and additional resources to expand service to new markets. Cristina is currently leading a fare analysis task for the agency.
- **Short-Range Transit Plan, The Kaua'i Bus (Kaua'i, HI) 2016–Ongoing.** Deputy project manager to assist The Kaua'i Bus with an analysis of existing services and creating an implementable operating plan to effectively serve both visitors and residents. Cristina also led financial planning, organizational assessment, and fare analysis tasks to ensure a financially sustainable future for the agency.
- **Strategic & Financial Plan and Short-Range Transit Plan, Chapel Hill Transit (Chapel Hill, NC) 2013–Ongoing.** Cristina assisted CHT with identifying strategies to ensure future financial sustainability and evaluating options to meet future needs, including potential investments in new systems, structures, and services. Cristina developed a long-range financial model to articulate the agency's capital needs, as well as evaluated the financial impacts of reintroducing fares to the system. The current phase of the project includes a 10-year plan to guide the future of transit service in Chapel Hill, including integration with planned future light rail service.
- **Wake-Durham County Fare Integration Analysis, GoTriangle (Raleigh, NC) 2018.** Project manager leading a multi-county effort to coordinate fares among GoCary, GoRaleigh, GoDurham, and GoTriangle services, including in-depth best practices analysis and developing recommendations for a future fare structure that considers local, express, and regional service types.
- **Fare Policy Research and Analysis, Metro Transit (Minneapolis, MN) 2018.** Project manager to assist Metro Transit with understanding best practices and emerging trends related to fare policy, including how peer agencies consider key information and criteria in their decisions to implement fare adjustments or make changes to current fare policy.
- **Fare Study, Mountain Metropolitan Transit (Colorado Springs, CO) 2017–2018.** Project manager to assist Mountain Metro with conducting a comprehensive analysis of the current fare system, including fare structure, policies, and technologies for both fixed-route and demand-response transit services. Goals of the study include developing recommendations to improve the customer experience, increase ridership, minimize impacts to fare revenue and collections, simplify fare payments by reducing reliance on cash, and enhance equity among passengers.
- **Comprehensive Service Analysis, Mason Transit Authority (Shelton, WA) 2017–2018.** Project manager leading a Comprehensive Service Analysis to provide a review of existing services for the first time in the agency's history. Key issues to be addressed as part of the planning effort include building on existing

successes, identifying service enhancements to attract new riders, reviewing service delivery options for rural transit service, and evaluating a path forward for the next five years of service.

- **Implementation Assistance, Georgia Regional Transportation Authority (Atlanta, GA) 2016–2018.** Led a series of implementation tasks, including review of the region-wide fare structure and opportunities for fare consolidation, an analysis of challenges and opportunities for commuter bus service associated with opening of new managed lanes on I-75, and additional fare analysis work related to elimination of magnetic fare products to move to use of a regional smartcard.
- **System Redesign, CyRide (Ames, IA) 2016–2017.** Served as deputy project manager to assist CyRide in evaluating the most efficient method of delivering service in an environment of steadily increasing demand. The System Redesign looked at balancing coverage and productivity, examining constraints, managing demand, and positioning the agency for sustainable growth. In addition to service planning efforts, Cristina led the fare analysis task to examine CyRide’s current fare structure and policies, including the potential for fare free operations and a review of the agency’s funding partnership with Iowa State University. Recommendations from the System Redesign were implemented in 2018.
- **Comprehensive Operational Analysis, Corpus Christi Regional Transportation Authority (Corpus Christi, TX) 2015–2016.** Led the fare analysis and organizational assessment tasks, with goals to maintain affordability for customers, encourage farebox recovery and ridership growth, and develop a fare structure that is easier to understand for customers and operators.
- **Comprehensive Operations Analysis, Livermore-Amador Valley Transportation Authority (Livermore, CA) 2015–2016.** Led the fare analysis task for LAVTA, which sought to align fare policies, simplify transfers, investigate employer pass programs, and evaluate peer agency practices to create implementable fare recommendations.
- **Comprehensive Operations Analysis, Georgia Regional Transportation Authority (Atlanta, GA) 2014–2016.** Assisted with examining both short and long-term opportunities for improving transit service in the Atlanta region through an examination of GRTA commuter bus service. Travel demand data, including cell-phone based trip patterns, formed the basis of recommending service to new growth markets. Short-term recommendations to simplify service, improve reliability, frequency, and span were developed, and long-term recommendations focused on airport service and leveraging regional investments in managed lanes.
- **Six-Year Strategic Plan, Whatcom Transportation Authority (Bellingham, WA) 2014–2016.** Cristina assisted with developing WTA’s Strategic Business Plan to position WTA for future success. In addition to capital planning efforts and an assessment of the organizational structure, she developed a detailed long-range financial model and developed recommendations for WTA’s fare structure and policies.
- **Ohio Statewide Transit Needs Assessment, Ohio Department of Transportation (Columbus, OH) 2013–2015.** Cristina assisted with examining existing service structures, system productivity, and regional development trends to quantify and qualify transit needs and demand in the State of Ohio.

PREVIOUS EXPERIENCE

Tindale-Oliver & Associates, Inc.
Transit Planner, 2010-2013

Regional Transit System, City of Gainesville, FL
Transit Planning Intern, 2008-2010

LEADERSHIP

- **American Planning Association, 2011–Ongoing.**
 - President, Washington Chapter Puget Sound Section, 2017–Ongoing.
 - Board Member, Washington Chapter Puget Sound Section, 2014–2017.
 - Board Member, Florida Chapter Suncoast Section, 2011–2013.

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

**Authorizing the General Manager)
to Execute ODOT Section 5339)
Grant Agreement No. 34225)**

RESOLUTION NO. 20-18

WHEREAS, the Tillamook County Transportation District ("District") has received a \$530,000 grant from the Oregon Department of Transportation ("ODOT") under Section 5339 of the Federal Transit Act of 1964, as amended, which grant is memorialized in ODOT Grant Agreement No. 34225; and

WHEREAS, the District Board of Directors adopted the TCTD Long Range Transit Development Plan on July 21, 2016 to ensure Section 5339 funding will benefit the residents of Tillamook County; and

WHEREAS, the District applied to ODOT for a Section 5339 grant to plan and construct a bus shelter facility at Champion Apartments, purchase 1 expansion intercity expansion bus, and purchase 2 expansion dial-a-ride vans; and

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

the General Manager is authorized to execute and file ODOT Grant Agreement No. 34225 in the amount of \$530,000 on behalf of the Tillamook County Transportation District to aid in the financing of District capital projects during fiscal years July 1, 2020 through June 30, 2022;

INTRODUCED AND ADOPTED this 18th day of June 2020.

EFFECTIVE date of July 1, 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 **July 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, 2022** (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 **\$530,000.00**. In accordance with the terms and conditions of this Agreement, State shall provide Recipient an amount not to exceed **\$443,000.00** 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. 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, 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
- 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

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 _____ 06/10/2020

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

Project Title: 2020-22 R2A 5339 Tillamook County Transportation Dist. 34225 <i>Champion Park Apartments Bus Stop Shelter Project.</i>				
Item #1: Passenger Shelters				
	Total	Grant Amount	Local Match	Match Type(s)
	\$150,000.00	\$120,000.00	\$30,000.00	Local
Sub Total	\$150,000.00	\$120,000.00	\$30,000.00	
Project Title: 2020-22 Tillamook County TD 34225 <i>Vehicle Expansion.</i>				
Item #1: Bus STD 35ft				
	Total	Grant Amount	Local Match	Match Type(s)
	\$200,000.00	\$170,000.00	\$30,000.00	Local
Item #1: Vans				
	Total	Grant Amount	Local Match	Match Type(s)
	\$180,000.00	\$153,000.00	\$27,000.00	Local
Sub Total	\$380,000.00	\$323,000.00	\$57,000.00	
Grand Total	\$530,000.00	\$443,000.00	\$87,000.00	

1. PROJECT DESCRIPTION

VEHICLE PURCHASE

Purchase 1 transit vehicle as follows: useful life - 10 years or 350,000 miles; approximate length - 30 to 35 feet; estimated number of seats - 25 to 35; estimated number of ADA securement stations - 3; fuel type - propane.

Purchase 2 transit vehicles as follows: useful life - 4 years or 100,000 miles; approximate length - less than 20 feet; estimated number of seats - 5; estimated number of ADA securement stations - 2; fuel type - gasoline.

Purchase includes all equipment and supplies necessary to put the vehicles into service.

SHELTERS, SIGNS, AND AMENITIES

Provides funding to design, construct, purchase, and install approximately 1 bus passenger shelter, 1 bus route sign including sign post, a bus pull out zone, and a shelter pad large enough to accommodate bicycle parking. Also provides funding to install a sidewalk to the nearby apartment complex to support the transportation needs of the general public and seniors and individuals with disabilities. The purpose of this project is to provide shelter from weather, passenger amenities such as benches for the comfort and convenience of riders, and signage for transit route information.

Eligible expenses are: associated services, permits, permissions, and equipment needed to put the passenger shelter, sign, and amenities into service; costs incurred from the procurement process; delivery charges; and post-delivery inspections. Architecture, design, engineering, planning, and preparation services and permits, clearly needed to proceed with the project, are eligible reimbursable expenses.

A National Environmental Policy Act environmental assessment may or may not be required for this project, depending on its complexity. A Documented Categorical Exclusion or Categorical Exclusion worksheet must be submitted to State, and approved by the Federal Transit Administration, prior to any ground disturbance. This award is contingent on approval of the worksheet. Any project expenses incurred will not be reimbursed if the project's required worksheet is not approved.

2. PROJECT DELIVERABLES, SCHEDULE and USE

VEHICLE PURCHASE

All purchases and installations must be completed prior to the expiration date of this Agreement.

Estimated order date: July 1, 2020.
Estimated delivery date: June 30, 2022.

For vehicles procured using State Price Agreement contracts managed by the Oregon Department of Administrative Services, all vehicle orders will be reviewed and approved by State prior to submission to selected vendor. State is responsible for submitting vehicle orders to selected vendor. If Recipient does not purchase from the State Price Agreement contracts managed by the Oregon Department of Administrative Services, Requests for Proposals to procure the vehicles must be reviewed by State prior to solicitation for bids. All vehicle orders will be reviewed by State prior to submission to the selected vendor.

This Agreement provides funding to purchase a passenger transportation vehicles to be used to provide public transportation service. Public transportation service is defined as service to the general public or special populations such as seniors and individuals with disabilities. Recipient may use the vehicles to coordinate public and human service transportation services with other agencies. Recipient will not lease the vehicles to another agency without the permission of State.

State will retain title to the vehicles as primary security interest holder as long as the vehicles remain in public transportation service. Recipient must request permission from State to release title for disposal when planning to sell or transfer a vehicle which has exceeded the minimum useful standard for age or mileage, and must notify State when actual disposal has been completed. Recipient must request permission from State in advance to transfer or otherwise dispose of a vehicle prior to its meeting federal useful life standards. Recipient must request permission from State to release title for changes.

Recipient will create and maintain a vehicle maintenance plan that utilizes the original equipment manufacturer (OEM) requirements for each vehicle and meets FTA transit asset management requirements in 49 CFR 625. Recipient will provide State a copy of the plan upon request.

SHELTERS, SIGNS, AND AMENITIES

Recipient will submit a site plan and associated map(s) showing shelter, sign, and amenity locations. Recipient will submit certification attesting to any applicable permits, inspections, or other requirements prior to final payment. State may perform an on-site inspection or request photos of installations prior to final payment.

By accepting federal funds, Recipient certifies that the project will meet all Americans with Disabilities Act requirements as set forth in 49 CFR parts 27, 37, and 38. By accepting the terms and conditions of this Agreement, Recipient agrees to file with their local jurisdiction, a restrictive covenant on any property deed and submit a copy to State. Proof of the restrictive covenant filing must be received by State in order for final payment to be released.

Recipient agrees to complete and submit to State a facilities maintenance plan compliant with FTA Transit Asset Management rules 49 CFR part 625 prior to requesting reimbursement for project activities under this Agreement.

All purchases, installations, and construction must be completed prior to the expiration date of this Agreement. If an extension for time is required, a request must be received by State at least 45 days prior to the expiration date.

Expected project start date: July 1, 2020.
Expected project completion date: June 30, 2022.

3. PROJECT ACCOUNTING and MATCHING FUNDING

Recipient will subtract income from fares, tickets, and passes whether pre-paid or post-paid, from the gross operating expenses of the service. Under this Agreement, State will bear the sum remaining after the amount of Recipient's required share of local matching funds is subtracted from the total project expenses. Recipient may not count the same costs twice if they have multiple agreements for which these costs may be eligible.

Recipient will provide matching funding from non-federal source(s). Sources of funding that may be used as matching funding for this Agreement include State transit funds, local funds, service contract revenue, advertisement income, other earned income, cash donations, and other verifiable in-kind contributions that are integral to the project budget. Recipient may not use passenger fares as matching funding. Administration and facility contributions are documented by percentage of contribution directly attributed to the project.

Purchases or charges that are otherwise paid for in other agreements or contracts are excluded.

VEHICLE PURCHASE

Eligible expenses that may be charged to this Agreement include grant administration, the cost of the procurement process, delivery charges and post-delivery inspections. Aftermarket equipment, graphics and other items directly associated with these vehicles and required to put the vehicles into service are eligible. Purchase of an extended warranty is an eligible expense; however, the eligible warranty shall not exceed the defined useful life of the vehicles. Licensing and other post-delivery expenses are not eligible for reimbursement.

SHELTERS, SIGNS, AND AMENITIES

Receipt of federal funds for construction projects requires that labor must be paid at the prevailing wage as prescribed by the Davis-Bacon Act.

4. REPORTING and INVOICING REQUIREMENTS

VEHICLE PURCHASE

Recipient will provide reporting information as prescribed by State on the vehicles purchased under this Agreement as long as the vehicles remain in public transportation service.

Recipient will submit a request for reimbursement in a format provided by State. Reimbursement requests must include the following: a cover letter and copies of all invoices associated with expenses identified for reimbursement, and pre-award and post-delivery certification forms documenting compliance to Altoona bus testing, Federal Motor Vehicle Safety Standards, Buy America, and Disadvantaged Business Enterprise requirements.

SHELTERS, SIGNS, AND AMENITIES

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

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:

Federal Program	Federal Funding Agency	CFDA Number	Total Federal Funding
9300.1A	U.S. Department of Transportation Federal Transit Administration 915 Second Avenue, Suite 3142 Seattle, WA 98174	20.526 (5339)	\$443,000.00

Administered By Public Transportation 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. 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. 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.



May 21, 2020

Tillamook County Transportation District
Doug Pilant, General Manager
3600 Third Street, Suite A
Tillamook, OR 97141

Dear Doug,

Thank you for your time on the phone this week. Yes, we did and still do support and encourage our clients to embrace an occupational safety, health, and wellness (OSHW) program. Industry data supports three major benefits employers realize with these programs. Those benefits are:

1. Direct cost reduction:

Workplace OSHW programs are an effective way to reduce Worker compensation costs. Workers' compensation premiums are calculated by multiplying payroll times a class code rate tier times your experience modifier (mod). The experience mod for Tillamook County Transportation District is .85. This number is calculated by the National Council on Compensation Insurance in Boca Raton, Florida for 42 states including Oregon. This year we estimate the District will have \$5,637.10 as a result of your credit mod. A 1.00 mod is the average, based on loss cost history. Employers with mod's under 1.00 have fewer than average lost cost. Employers with higher than a 1.00 mod have more losses than average. Tillamook County Transportation District receives a 15% reduction multiplier for your exceptionally low past lost history. In addition to the reduction, most insurance companies select one of five tiered rates based on past loss history and the type of work being performed. Employers with a 1.00 usually receive a rate tier in the middle (a 2 or 3 tier rate) Credit mod's receive a lower rate tier. Debt mod's over 1.00 usually receive a higher tier rate of 3,4, or 5. Each rate tier is separated by a 10-15% rate increase. This year we estimate the District will save an additional \$9,470.78 as a result of the lower rate tier. Tillamook County Transportation District first receives a 15% reduction for your mod and a second reduction of 20-30% for the low rate tier. As these two numbers are multiplied by the payroll it has an exponential impact on the total cost of worker's compensation to the District. Note that between 52-58% of all injury cost in the transportation industry are the result of sprains and strains. These are injuries that the OSHW program are most effective in reducing.

2. Indirect cost reduction:

Industry studies have found for every \$1.00 an OSHW program saves an employer in direct cost, it saves an additional \$4.00 in indirect or soft cost. These costs include the lost productivity at the time of the injury, the lost time of administration managing the claim, increased costs associated with shifting the work to other employees including overtime, and the loss of morale/turnover

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that results from injuries. Our studies have found that ratio to be accurate up to the first \$10,000 of the cost of a claim. Above \$10,000, the indirect cost reduces to a 1 to 1 ratio.

3. Collateral workplace benefits:

We have found that OSHW programs create three significant collateral employer benefits, they are increased morale, a positive safety culture, reduced sick/time off days, and lower turnover rates. The University of Oregon conducted a study several years ago and their findings suggested an additional financial saving to employers equal to the indirect cost saving. An interesting anomaly the study found was that OSHW programs have a positive impact for all employees including those that do not participate directly. It was a conclusion of the study that OSHW programs have a positive impact in all employee's culture and attitude toward safety.

Please contact me if you would like additional information or if you would like me to make a presentation to the District.

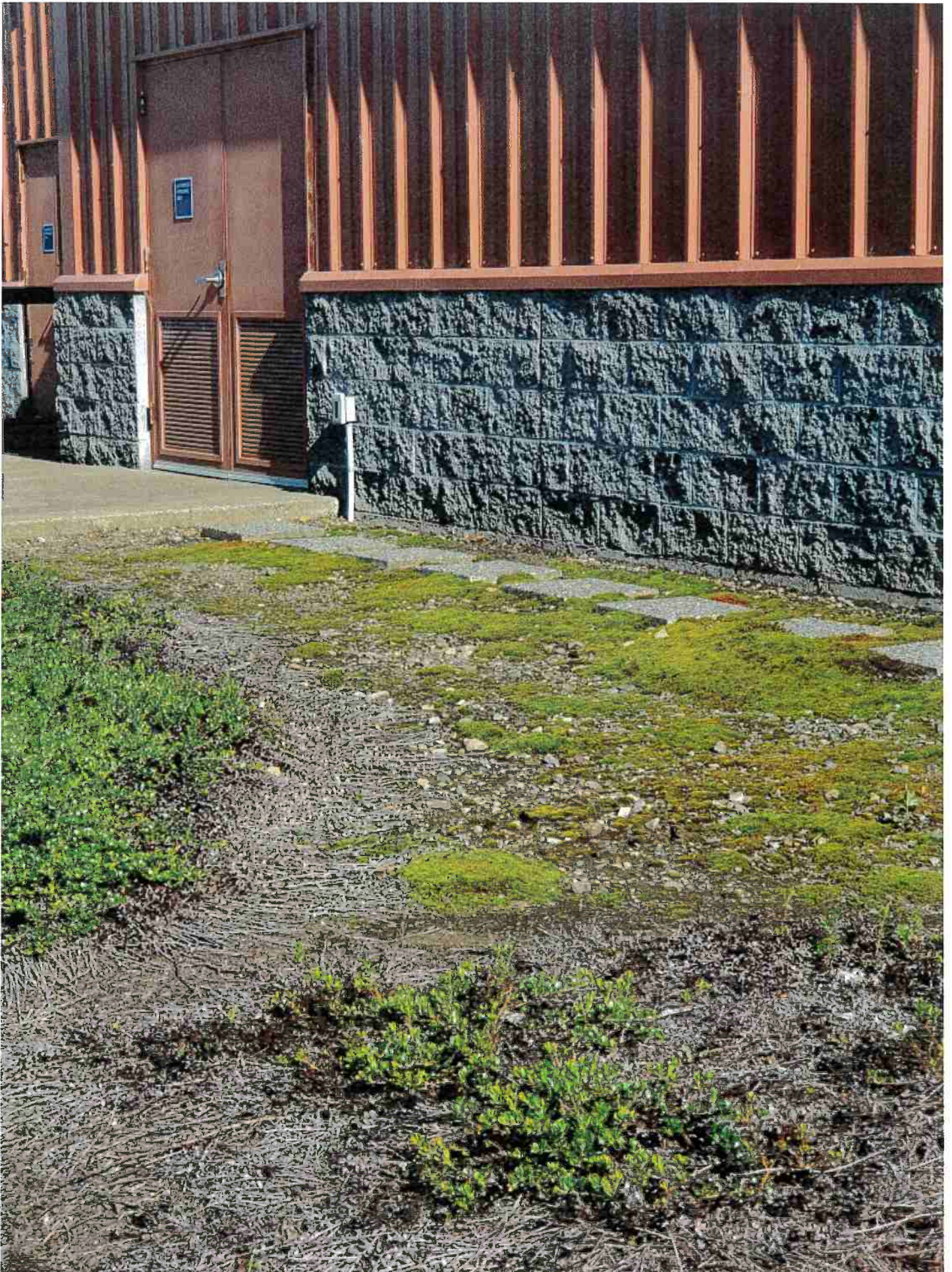
Thank You,

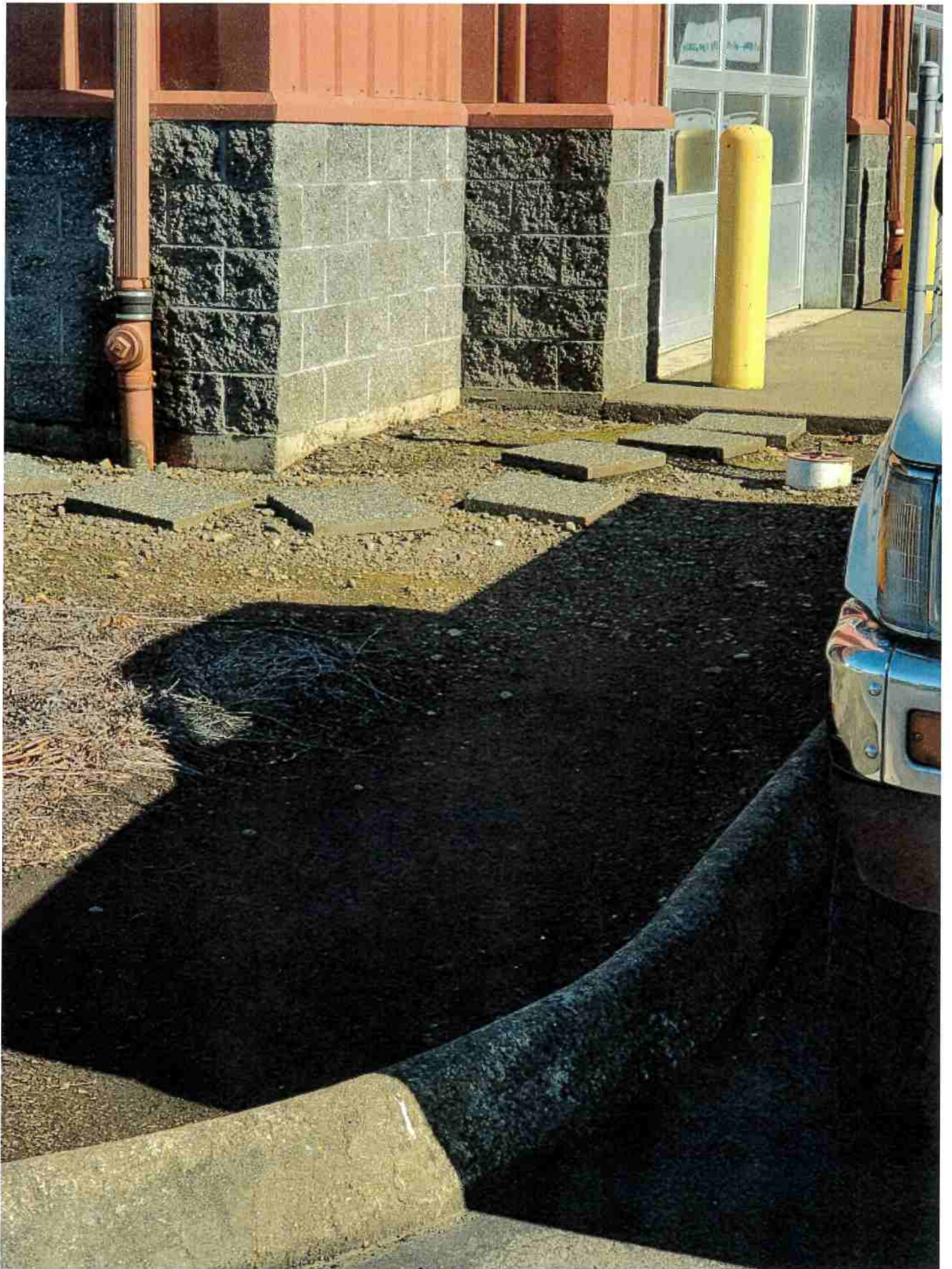


Jeff Griffin
CEO

JAG:jea







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