

Tillamook County Transportation District
Board of Directors
Regular Monthly Meeting



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



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



BOARD OF DIRECTORS – REGULAR MONTHLY MEETING
Tillamook County Transportation
AGENDA

Thursday, August 20, 2020 @ 6:00pm

Due to the COVID-19 Pandemic, this meeting will be held virtually.

To attend by phone, please dial: +1 (872) 240-3212

Enter Access Code: 247-673-973

<https://global.gotomeeting.com/join/247673973>

REGULAR MEETING

1. Call to Order
2. Pledge of Allegiance
3. Roll Call
4. Announcements & Changes to Agenda
5. Public & Guest Comment
6. Executive Session, *Labor Negotiations, ORS 192.660(2)(d)*

GENERAL MANAGERS REPORT

7. Financial Report (Pgs. 1-20)
8. Service Performance Report (Pgs. 21-25)
9. Northwest Oregon Transit Alliance (Pgs. 26-30)
10. Planning & Development
11. Grant Funding
12. Facility/Property Management
13. NW Rides Brokerage
14. Miscellaneous

CONSENT

15. Motion to Approve the Minutes of July 23, 2020 Regular Board Meeting (Pgs. 31-38)
16. Motion to Accept Financial and Operations Reports of July 2020

ACTION ITEMS

17. Motion to Adopt the Updated Version of Policy 2(b) in its Entirety of the TCTD Personnel Policies and Employee Handbook (Pgs. 39-47)
18. Resolution 20-22 In the Matter of Authorizing the GM to Execute Amendment No. 2 of the ODOT Connect Oregon Grant No. 23511 (Pgs. 48-51)

DISCUSSION ITEMS

19. Staff Comments/Concerns
20. Board of Directors Comments/Concerns
21. Adjournment

Next regularly scheduled meeting to be held Thursday, September 17, 2020

Tillamook County Transportation District
Normal Trial Balance
From 7/31/2020 Through 7/31/2020

<u>Account Code</u>	<u>Account Title</u>	<u>Debit Balance</u>	<u>Credit Balance</u>
1001	General Checking Account	430,751.98	
1006	Payroll Checking	19,144.50	
1009	NW RIDES ACCOUNT	510,387.11	
1011	Prop. Mgmt. Checking	42,065.05	
1020	LGIP - General Account	782,727.74	
1030	LGIP - Capital Reserve	588,402.98	
1040	Petty Cash	200.00	
		<hr/>	<hr/>
Report Total		2,373,679.36	0.00
		<hr/> <hr/>	<hr/> <hr/>
Report Difference		2,373,679.36	
		<hr/> <hr/>	

Tillamook County Transportation District
Financial Statement - Unposted Transactions Included In Report
From 7/1/2020 Through 7/31/2020

	Current Period Actual	Current Period Budget	Current Year Actual	Total Budget	Total Budget Variance	8%
Resources						
Working Capital	3500	0.00	1,916,835.00	1,916,835.00	(1,916,835.00)	0.00%
Fares	4000	22,460.25	25,000.00	300,000.00	(277,539.75)	7.48%
Contract Revenue	4020	28,315.21	72,916.67	875,000.00	(846,684.79)	3.23%
Property Tax	4100	5,350.98	79,166.67	950,000.00	(944,649.02)	0.56%
Past Years Property Tax	4110	2,156.52	2,083.33	25,000.00	(22,843.48)	8.62%
State Timber Revenue	4120	0.00	22,916.67	275,000.00	(275,000.00)	0.00%
Mass Transit State Payroll Tax	4130	26,937.96	7,083.33	85,000.00	(58,062.04)	31.69%
STIF Formula	4135	97,579.00	0.00	484,721.00	(387,142.00)	20.13%
STIF Intercommunity	4136	0.00	0.00	304,000.00	(304,000.00)	0.00%
STIF Discretionary	4137	0.00	0.00	352,000.00	(352,000.00)	0.00%
Capital Grants	4210	0.00	0.00	1,091,000.00	(1,091,000.00)	0.00%
Grants - FTA 5311	4220	0.00	0.00	395,000.00	(395,000.00)	0.00%
NWOTA Partner Cont. Match	4225	0.00	0.00	42,000.00	(42,000.00)	0.00%
Grants - STIF	4230	16,925.00	0.00	67,700.00	(50,775.00)	25.00%
Grants - 5311 (f)	4240	0.00	0.00	184,000.00	(184,000.00)	0.00%
Grants - 5310	4245	0.00	0.00	332,000.00	(332,000.00)	0.00%
Special Bus Operations	4300	0.00	208.33	2,500.00	(2,500.00)	0.00%
Miscellaneous Income	4400	600.98	416.67	5,000.00	(4,399.02)	12.01%
Sale of Assets - Income	4410	0.00	833.33	10,000.00	(10,000.00)	0.00%
Interest Income	4510	1,473.94	2,708.33	32,500.00	(31,026.06)	4.53%
Advertising Income	4520	0.00	83.33	1,000.00	(1,000.00)	0.00%
Lease Income	4900	1,900.00	6,500.00	23,000.00	(21,100.00)	8.26%
Lease Operational Exp Income	4910	665.27	12,041.67	18,000.00	(17,334.73)	3.69%
Transfer From General Fund	4911	0.00	157,050.00	157,050.00	(157,050.00)	0.00%

Monthly BOD Report w/YTD Budget & Variance

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Tillamook County Transportation District
Financial Statement - Unposted Transactions Included In Report
From 7/1/2020 Through 7/31/2020

	Current Period Actual	Current Period Budget	Current Year Actual	Total Budget	Total Budget Variance	8%	
Transfer from Veh. Purch. Res.	4915	0.00	31,835.00	0.00	31,835.00	(31,835.00)	0.00%
Transfer from STF Fund	4916	0.00	46,786.00	0.00	46,786.00	(46,786.00)	0.00%
Transfer from STIF Fund	4918	0.00	945,000.00	0.00	945,000.00	(945,000.00)	0.00%
Total Resources		<u>204,365.11</u>	<u>3,329,464.33</u>	<u>204,365.11</u>	<u>8,951,927.00</u>	<u>(8,747,561.89)</u>	<u>2.28%</u>
Expenses							
Personnel Services							
Payroll: Administration	5010	30,740.44	30,500.00	30,740.44	366,000.00	335,259.56	8.39%
Payroll: Dispatch	5020	10,828.63	7,666.67	10,828.63	92,000.00	81,171.37	11.77%
Payroll: Drivers	5030	112,467.58	93,333.33	112,467.58	1,120,000.00	1,007,532.42	10.04%
Payroll: Maintenance	5040	7,355.05	5,833.33	7,355.05	70,000.00	62,644.95	10.50%
Payroll Expense	5050	12,472.99	10,291.67	12,472.99	123,500.00	111,027.01	10.09%
Payroll Healthcare	5051	30,688.45	36,446.00	30,688.45	437,352.00	406,663.55	7.01%
Payroll Retirement	5052	6,965.17	5,875.00	6,965.17	70,500.00	63,534.83	9.87%
Payroll Veba	5053	3,338.12	3,800.00	3,338.12	45,600.00	42,261.88	7.32%
Workers Compensation Ins.	5055	31,953.14	2,666.67	31,953.14	32,000.00	46.86	99.85%
Total Personnel Services		<u>246,809.57</u>	<u>196,412.67</u>	<u>246,809.57</u>	<u>2,356,952.00</u>	<u>2,110,142.43</u>	<u>10.47%</u>
Materials and Services							
Professional Services	5100	24,589.20	9,187.50	24,589.20	110,250.00	85,660.80	22.30%
Administrative Support	5101	0.00	2,083.33	0.00	25,000.00	25,000.00	0.00%
Website Maintenance	5102	0.00	625.00	0.00	7,500.00	7,500.00	0.00%
Planning	5103	0.00	2,500.00	0.00	30,000.00	30,000.00	0.00%
Dues & Subscriptions	5120	2,152.00	1,250.00	2,152.00	15,000.00	12,848.00	14.34%
Office Equipment R&R	5140	225.22	333.33	225.22	4,000.00	3,774.78	5.63%
Computer R&M	5145	3,814.80	3,375.00	3,814.80	40,500.00	36,685.20	9.41%

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Tillamook County Transportation District
Financial Statement - Unposted Transactions Included In Report
From 7/1/2020 Through 7/31/2020

	Current Period Actual	Current Period Budget	Current Year Actual	Total Budget	Total Budget Variance	8%
5150 Fees & Licenses	3,812.99	2,583.33	3,812.99	31,000.00	27,187.01	12.29%
5160 Insurance	0.00	8,333.33	0.00	100,000.00	100,000.00	0.00%
5170 Office Expenses	2,568.39	1,250.00	2,568.39	15,000.00	12,431.61	17.12%
5175 Board Expenses	350.00	1,083.33	350.00	13,000.00	12,650.00	2.69%
5180 Operational Expenses	6,824.20	3,374.99	6,824.20	40,500.00	33,675.80	16.84%
5185 Drug & Alcohol Administration	50.00	208.33	50.00	2,500.00	2,450.00	2.00%
5190 Marketing	1,761.76	4,583.34	1,761.76	55,000.00	53,238.24	3.20%
5191 Website Re-Design	6,500.00	6,250.00	6,500.00	75,000.00	68,500.00	8.66%
5210 Telephone Expense	1,214.28	1,633.33	1,214.28	19,600.00	18,385.72	6.19%
5220 Travel & Training	2,740.24	2,666.68	2,740.24	32,000.00	29,259.76	8.56%
5240 Vehicle Expense	16,520.31	16,666.67	16,520.31	200,000.00	183,479.69	8.26%
5245 Fuel Expenses	15,912.71	20,833.33	15,912.71	250,000.00	234,087.29	6.36%
5260 Postage	147.99	166.67	147.99	2,000.00	1,852.01	7.39%
5270 Mgmt/Labor Recreation Fund	0.00	225.67	0.00	2,708.00	2,708.00	0.00%
5280 Transit & Visitor Center Lease	700.00	(7,700.00)	700.00	0.00	(700.00)	0.00%
5285 Transit & Visitor Center Maint	115.00	1,500.00	115.00	18,000.00	17,885.00	0.63%
5290 General Operating Cont.	0.00	0.00	0.00	250,000.00	250,000.00	0.00%
5300 Property Operating Expenses	1,169.00	2,041.67	1,169.00	24,500.00	23,331.00	4.77%
5330 Flex Lease: Fees	0.00	41.67	0.00	500.00	500.00	0.00%
5340 Property Maint. & Repair	1,815.00	2,083.33	1,815.00	25,000.00	23,185.00	7.26%
5346 Operations Facility Maint.	72.01	333.33	72.01	4,000.00	3,927.99	1.80%
Total Materials and Services	93,055.10	87,513.16	93,055.10	1,392,558.00	1,299,502.90	6.68%
Special Payments						
5200 STF Payments to Recipients	5,229.00	1,742.83	5,229.00	20,914.00	15,685.00	25.00%
5201 STIF Payments to Recipients	1,250.00	1,250.00	1,250.00	5,000.00	3,750.00	25.00%

Monthly BOD Report w/YTD Budget & Variance

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Tillamook County Transportation District
Financial Statement - Unposted Transactions Included In Report
From 7/1/2020 Through 7/31/2020

	Current Period Actual	Current Period Budget	Current Year Actual	Total Budget	Total Budget Variance	8%
Total Special Payments	6,479.00	2,992.83	6,479.00	25,914.00	19,435.00	25.00%
Transfers						
Transfer to LGJP 5931	0.00	31,835.00	0.00	31,835.00	31,835.00	0.00%
Transfer to Property Mgmt	0.00	135,050.00	0.00	135,050.00	135,050.00	0.00%
Transfer to General Fund	0.00	930,786.00	0.00	930,786.00	930,786.00	0.00%
Transfer to Vehicle Reserve	0.00	10,000.00	0.00	10,000.00	10,000.00	0.00%
Transfer to NWOTA Fund	0.00	76,000.00	0.00	76,000.00	76,000.00	0.00%
Reserve for Future Expenditure	0.00	701,835.00	0.00	701,835.00	701,835.00	0.00%
Unappropriated Ending Fund Bal	0.00	1,020,647.00	0.00	1,020,647.00	1,020,647.00	0.00%
Total Transfers	0.00	2,906,153.00	0.00	2,906,153.00	2,906,153.00	0.00%
Capital Outlay						
Debt Service						
Flex Lease: Principal	0.00	4,583.33	0.00	55,000.00	55,000.00	0.00%
Flex Lease: Interest	0.00	504.17	0.00	6,050.00	6,050.00	0.00%
PUD Loan Expense	602.58	625.00	602.58	7,500.00	6,897.42	8.03%
OTIB TVC LOAN	0.00	4,800.00	0.00	4,800.00	4,800.00	0.00%
OTIB Debt Service	0.00	30,000.00	0.00	30,000.00	30,000.00	0.00%
Total Debt Service	602.58	40,512.50	602.58	103,350.00	102,747.42	0.58%
Capital Purchases						
Building Repair & Renovation	149.98	2,500.00	149.98	30,000.00	29,850.02	0.49%
Bus Replacement/Addition	0.00	0.00	0.00	840,000.00	840,000.00	0.00%
Van Replacement/Addition	0.00	1,000.00	0.00	505,000.00	505,000.00	0.00%
Computer Upgrade	0.00	416.67	0.00	5,000.00	5,000.00	0.00%
Fuel Cell Triangulation Point	0.00	500.00	0.00	6,000.00	6,000.00	0.00%
Bus Stop Signage/Shelters	0.00	13,750.00	0.00	165,000.00	165,000.00	0.00%

Monthly BOD Report w/YTD Budget & Variance

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Tillamook County Transportation District
Financial Statement - Unposted Transactions Included In Report
From 7/1/2020 Through 7/31/2020

	Current Period Actual	Current Period Budget	Current Year Actual	Total Budget	Total Budget Variance	8%
6050	14,489.47	51,333.33	14,489.47	616,000.00	601,510.53	2.35%
Other Capital Projects	14,639.45	69,500.00	14,639.45	2,167,000.00	2,152,360.55	0.68%
Total Capital Purchases	15,242.03	110,012.50	15,242.03	2,270,350.00	2,255,107.97	0.67%
Total Capital Outlay	361,585.70	3,303,084.16	361,585.70	8,951,927.00	8,590,341.30	4.04%
Total Expenses						

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NWR

Tillamook County Transportation District
Financial Statement - Unposted Transactions Included In Report
From 7/1/2020 Through 7/31/2020

	Current Period Actual	Current Period Budget	Current Year Actual	Total Budget	Total Budget Variance	8%
Resources						
NWR Revenue	307,069.46	437,316.67	307,069.46	5,247,800.00	(4,940,730.54)	5.85%
Total Resources	<u>307,069.46</u>	<u>437,316.67</u>	<u>307,069.46</u>	<u>5,247,800.00</u>	<u>(4,940,730.54)</u>	<u>5.85%</u>
Expenses						
Personnel Services						
Payroll: Administration	30,966.73	23,750.00	30,966.73	285,000.00	254,033.27	10.86%
Payroll: Indirect	1,620.00	2,500.00	1,620.00	30,000.00	28,380.00	5.40%
Payroll Expense	2,449.15	2,083.33	2,449.15	25,000.00	22,550.85	9.79%
Payroll Healthcare	8,822.62	9,166.67	8,822.62	110,000.00	101,177.38	8.02%
Payroll Retirement	1,734.26	1,250.00	1,734.26	15,000.00	13,265.74	11.56%
Payroll Veba	948.02	1,083.33	948.02	13,000.00	12,051.98	7.29%
Workers Compensation Ins.	318.42	0.00	318.42	0.00	(318.42)	0.00%
Total Personnel Services	<u>46,859.20</u>	<u>39,833.33</u>	<u>46,859.20</u>	<u>478,000.00</u>	<u>431,140.80</u>	<u>9.80%</u>
Materials and Services						
Professional Services	1,884.00	416.67	1,884.00	5,000.00	3,116.00	37.68%
Dues & Subscriptions	0.00	125.00	0.00	1,500.00	1,500.00	0.00%
Office Equipment R&R	225.22	333.33	225.22	4,000.00	3,774.78	5.63%
Computer R&M	1,502.00	1,250.00	1,502.00	15,000.00	13,498.00	10.01%
Fees & Licenses	10,000.00	1,250.00	10,000.00	15,000.00	5,000.00	66.66%
Insurance	0.00	166.67	0.00	2,000.00	2,000.00	0.00%
Office Expenses	712.75	833.33	712.75	10,000.00	9,287.25	7.12%
Operational Expenses	167.09	125.00	167.09	1,500.00	1,332.91	11.13%
Telephone Expense	884.83	1,666.67	884.83	20,000.00	19,115.17	4.42%
Travel & Training	0.00	416.67	0.00	5,000.00	5,000.00	0.00%

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Tillamook County Transportation District
Financial Statement - Unposted Transactions Included In Report
From 7/1/2020 Through 7/31/2020

	Current Period Actual	Current Period Budget	Current Year Actual	Total Budget	Total Budget Variance	8%
5260 Postage	109.95	83.33	109.95	1,000.00	890.05	10.99%
5265 Purchased Transportation	14,517.31	333,333.33	14,517.31	4,000,000.00	3,985,482.69	0.36%
5266 Member Mileage Reimbursement	20,560.00	22,916.67	20,560.00	275,000.00	254,440.00	7.47%
5267 Volunteer Mileage Reimburse	27,124.05	33,333.33	27,124.05	400,000.00	372,875.95	6.78%
5281 Office Rent	0.00	400.00	0.00	4,800.00	4,800.00	0.00%
5300 Property Operating Expenses	100.00	833.33	100.00	10,000.00	9,900.00	1.00%
Total Materials and Services	77,787.20	397,483.33	77,787.20	4,769,800.00	4,692,012.80	1.63%
Total Expenses	124,646.40	437,316.66	124,646.40	5,247,800.00	5,123,153.60	2.38%



Tillamook County Transportation District

Check/Voucher Register

1001 - General Checking Account

From 7/1/2020 Through 7/31/2020

Document Number	Document Date	Transaction Amount	Payee	Transaction Description
15536	7/1/2020	355.00	ALL CLEAR AUDIO AND GLASS LLC	BUS 301 WINDSHIELD
15536	7/1/2020	355.00	ALL CLEAR AUDIO AND GLASS LLC	BUS 300 WINDSHIELD
15536	7/1/2020	295.00	ALL CLEAR AUDIO AND GLASS LLC	BUS 32 REPLACE WINDSHIELD
15537	7/1/2020	131.35	Batteries Northwest	SHOP GLOVES
15538	7/1/2020	2,869.22	Gillespie Graphics	GRAPHICS PC SHUTTLE
15539	7/1/2020	760.00	GISI MARKETING GROUP	COVID SIGNAGE FOR BUSES
15540	7/1/2020	14,848.75	INNOVA LEGAL ADVISORS	LEGAL/ATU/TVC/INVESTIGATION
15541	7/1/2020	148.00	JERRY BOND	SHOP SUPPLIES
15542	7/1/2020	95.00	JOHN CLINE	CDL
15542	7/1/2020	95.00	JOHN CLINE	CDL
15542	7/1/2020	(95.00)	JOHN CLINE	CORRECTION
15543	7/1/2020	2,448.18	KITTELSON & ASSOCIATES, INC.	STIF PLANNING
15544	7/1/2020	3,496.76	McCOY FREIGHTLINER	VEHICLE MAINTENANCE
15545	7/1/2020	42.00	North Coast Citizen	YEARLY SUBSCRIPTION
15546	7/1/2020	4,680.61	Schetky Northwest Sales, Inc.	DOT INSPECTIONS
15547	7/1/2020	10.57	TILLAMOOK FARMERS COOP	BUS WASH SUPPLIES
15548	7/1/2020	42.54	Tillamook PUD	LARGE BUS BARN
15548	7/1/2020	30.75	Tillamook PUD	SMALL BUS BARN
15549	7/1/2020	446.40	WEST COAST EXHAUST	BUS 34
15549	7/1/2020	500.92	WEST COAST EXHAUST	BUS 28
15549	7/1/2020	72.00	WEST COAST EXHAUST	VAN 109
15549	7/1/2020	432.00	WEST COAST EXHAUST	VAN 104
15549	7/1/2020	72.00	WEST COAST EXHAUST	van 202
15549	7/1/2020	1,152.00	WEST COAST EXHAUST	BUS 300
15549	7/1/2020	93.60	WEST COAST EXHAUST	BUS 30
15549	7/1/2020	72.00	WEST COAST EXHAUST	BUS 32
15550	7/1/2020	2,270.00	WESTWIND CONCRETE, INC.	NEW BUS PAD NEAR POST OFFICE
15551	7/7/2020	337.50	AKS ENGINEERING & FORESTRY LLC	TRANSIT AND VISITOR CENTER
15551	7/7/2020	827.50	AKS ENGINEERING & FORESTRY LLC	TRANSIT AND VISITOR CENTER
15552	7/7/2020	149.48	ALSCO - Portland Linen	MAT SERVICE
15553	7/7/2020	281.90	Coast Printing & Stationery	PC SHUTTLE BROCHURE
15554	7/7/2020	2,868.85	Columbia Pacific Economic	NWOTA ADMINISTRATION
15555	7/7/2020	504.00	COUNTRY MEDIA	ADVERTISING/JOB POSTING
15555	7/7/2020	63.55	COUNTRY MEDIA	PUBLIC MEETING NOTICE
15556	7/7/2020	87.07	CENTURYLINK	HARD LINE/FAX LINE
15557	7/7/2020	1,611.00	JORDAN SCHRADER RAMIS, PC	LEGAL
15557	7/7/2020	53.00	JORDAN SCHRADER RAMIS, PC	LEGAS
15558	7/7/2020	95.00	MARK STRICKER	CDL PHYSICAL
15559	7/7/2020	115.00	North Coast Lawn	LAWN MAINTENANCE
15560	7/7/2020	3,176.25	NELSON NYGAARD	TILLAMOOK FINANCE AND FARE S
15561	7/7/2020	259.12	Office Depot Credit Plan	OFFICE SUPPLIES FOR 2 OFFICE ASSISTANT DESK SET UP
15561	7/7/2020	50.82	Office Depot Credit Plan	LETTER TRAYS
15561	7/7/2020	241.23	Office Depot Credit Plan	CHAIR MATS
15561	7/7/2020	61.95	Office Depot Credit Plan	PAPER DISPENSER
15561	7/7/2020	(65.00)	Office Depot Credit Plan	CREDIT FOR PAPER DISPENSER
15562	7/7/2020	9.00	OR DEPT OF MOTOR VEHICLES	DRIVER RECORDS
15563	7/7/2020	878.01	PETROCARD INC.	FUEL
15564	7/7/2020	37.70	PORTLAND GENERAL	SALEM ELECTRIC
15565	7/7/2020	85.59	Rosenberg Builders Supply	SHOP SUPPLIES
15566	7/7/2020	12,785.71	Sheldon Oil Distributors	FUEL
15567	7/7/2020	22,792.00	TRILLIUM SOLUTIONS, INC.	NWOTA WEBSITE
15568	7/7/2020	274.56	VERIZON	TABLET DATA
15569	7/13/2020	480.00	ALL CLEAR AUDIO AND GLASS LLC	WINDSHIELD BUS 34
15569	7/13/2020	45.00	ALL CLEAR AUDIO AND GLASS LLC	ROCK CHIP VAN 102
15570	7/13/2020	131.35	Batteries Northwest	GLOVES FOR THE SHOP
15571	7/13/2020	201.55	Advance Auto Parts	VEHICLE MAINTENANCE

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Tillamook County Transportation District

Check/Voucher Register
1001 - General Checking Account
From 7/1/2020 Through 7/31/2020

Document Number	Document Date	Transaction Amount	Payee	Transaction Description
15572	7/13/2020	687.14	FleetPride, Inc.	SHOP INVENTORY AND SUPPLY
15573	7/13/2020	676.15	KEMPS NORTH COAST TOOLS	SHOP TOOLS
15574	7/13/2020	4,207.19	LES SCHWAB WAREHOUSE CENTER	TIRES
15575	7/13/2020	889.52	MAC TOOLS DISTRIBUTING	SHOP TOOLS
15576	7/13/2020	1,241.04	Marie Mills Center, Inc	JANITORIAL
15577	7/13/2020	436.79	McCOY FREIGHTLINER	BUS 300 REPAIR A/C
15577	7/13/2020	5.14	McCOY FREIGHTLINER	bus 300
15577	7/13/2020	746.94	McCOY FREIGHTLINER	BUS 300
15577	7/13/2020	719.99	McCOY FREIGHTLINER	BUS 302
15577	7/13/2020	11,004.70	McCOY FREIGHTLINER	BUS 303-INSURANCE CLAIM
15578	7/13/2020	2,841.15	DAVISON AUTO PARTS, INC.	VEHICLE MAINTENANCE
15579	7/13/2020	4,987.19	NORTHSIDE FORD	BUS 30 AVI ELECTRICAL REPAIR
15579	7/13/2020	406.18	NORTHSIDE FORD	VEHICLE MAINTENANCE
15580	7/13/2020	5.74	TILLAMOOK FARMERS COOP	SHOP SUPPLIES
15581	7/13/2020	218.28	Tillamook Motor Co.	VEHICLE MAINTENANCE
15582	7/13/2020	1,213.47	CARDMEMBER SERVICE	JUNE CARD CHARGES
15583	7/13/2020	36.00	WEST COAST EXHAUST	VAN 104
15584	7/13/2020	211.44	Western Bus Sales	BUS 302
15584	7/13/2020	3,559.46	Western Bus Sales	VEHICLE MAINTENANCE
15584	7/13/2020	(549.09)	Western Bus Sales	CREDIT
15585	7/17/2020	643.70	ADP, LLC	PAYROLL SUPPORT
15586	7/17/2020	95.00	ALFRED BARRAGAN	CDL PHYSICAL
15587	7/17/2020	8,650.00	BOLDT, CARLISLE & SMITH LLC	AUDIT
15588	7/17/2020	250.00	Burden's Muffler & Towing	TOW
15588	7/17/2020	685.00	Burden's Muffler & Towing	TOW
15588	7/17/2020	525.00	Burden's Muffler & Towing	TOW
15589	7/17/2020	900.00	Care Inc.	STF AND STIF JULY 2020
15589	7/17/2020	1,250.00	Care Inc.	STF AND STIF JULY 2020
15590	7/17/2020	700.00	City Of Tillamook	TRANSIT CENTER LEASE
15591	7/17/2020	95.00	CLYDE ZELLER	CDL PHYSICAL
15592	7/17/2020	106.34	COMCAST	INTERNET SALEM
15593	7/17/2020	52.00	COUNTRY MEDIA	YEARLY SUBSCRIPTION HEADLIGHT HERALD
15594	7/17/2020	585.00	COURAGEOUS PROMPT RESPONSE	CPR TRAINING
15594	7/17/2020	1,105.00	COURAGEOUS PROMPT RESPONSE	CPR TRAINING
15595	7/17/2020	177.53	CRYSTAL AND SIERRA SPRINGS	WATER
15596	7/17/2020	1,348.55	GenXsys Solutions, LLC	DELL LED MONITOR
15596	7/17/2020	1,498.00	GenXsys Solutions, LLC	COMPUTER SUPPORT
15596	7/17/2020	503.25	GenXsys Solutions, LLC	COMPUTER SUPPORT
15596	7/17/2020	465.00	GenXsys Solutions, LLC	SET UP OFFICE AST COMPUTERS
15597	7/17/2020	41.25	KEMPS NORTH COAST TOOLS	TOOLS
15598	7/17/2020	3,469.07	KITTELSON & ASSOCIATES, INC.	STIF PLANNING
15599	7/17/2020	4,329.00	Marie Mills Center, Inc	STF PAYMENT
15600	7/17/2020	1,000.00	NATHAN LEVIN	JULY LEASE
15601	7/17/2020	271.61	Office Depot Credit Plan	OFFICE SUPPLIES
15602	7/17/2020	146.88	PACIFIC CITY SUN	ADVERTISING
15603	7/17/2020	865.97	PETROCARD INC.	FUEL
15604	7/17/2020	225.22	Pacific Office Automation	COPIER LEASE
15605	7/17/2020	627.88	Schetky Northwest Sales, Inc.	TOW
15606	7/17/2020	66.70	SCOTT CHILDS	MILEAGE
15607	7/17/2020	475.00	SDAO	AUTO
15608	7/17/2020	31,953.14	SPECIAL DISTRICTS INS. SERVICE	WORKERS COMP 2020-2021
15609	7/17/2020	27.00	TILLAMOOK ELECTRONIC SUPPLY	OFFICE SUPPLIES
15610	7/17/2020	6,500.00	TRILLIUM SOLUTIONS, INC.	WEBSITE MAINTENANCE NWOTA
15611	7/17/2020	49.95	VANIR BROADBAND, INC.	INTERNET
15612	7/17/2020	315.10	WEST COAST EXHAUST	bus 14
15612	7/17/2020	252.00	WEST COAST EXHAUST	bus 302

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Tillamook County Transportation District

Check/Voucher Register

1001 - General Checking Account

From 7/1/2020 Through 7/31/2020

Document Number	Document Date	Transaction Amount	Payee	Transaction Description
15613	7/17/2020	4,880.00	WESTWIND CONCRETE, INC.	SIDEWALK ADA RAMP
15614	7/28/2020	50.00	BIO-MED TESTING SERVICE, INC.	DRUG TESTING
15615	7/28/2020	3,116.00	Bullard Law, P.C.	LEGAL/BARGAINING
15616	7/28/2020	520.00	COURAGEOUS PROMPT RESPONSE	CPR TRAINING
15617	7/28/2020	23.16	DEBBIE GRAHAM	CLEANING SUPPLIES/COVID
15617	7/28/2020	11.97	DEBBIE GRAHAM	CLEANING SUPPLIES/COVID
15617	7/28/2020	19.97	DEBBIE GRAHAM	CLEANING SUPPLIES/COVID
15617	7/28/2020	66.01	DEBBIE GRAHAM	CLEANING SUPPLIES/COVID
15618	7/28/2020	50.00	Gary A. Hanenkrat	072320 BOARD MEETING
15619	7/28/2020	2,900.00	Geotech Solutions Inc	PROPANE PROJECT
15620	7/28/2020	50.00	JACKIE EDWARDS	072320 BOARD MEETING
15621	7/28/2020	50.00	JIM HUFFMAN	072320 BOARD MEETING
15622	7/28/2020	50.00	JUDY RIGGS	072320 BOARD MEETING
15623	7/28/2020	50.00	Linda Adler	072320 BOARD MEETING
15624	7/28/2020	50.00	MARTY HOLM	072320 BOARD MEETING
15625	7/28/2020	50.00	MELISSA CARLSON-SWANSON	072320 BOARD MEETING
15626	7/28/2020	95.00	DONALD ANDERSON	CDL PHYSICAL
15627	7/28/2020	16.00	NEW AGE CAR WASH	CAR WASH
15628	7/28/2020	38.71	Office Depot Credit Plan	office supplies
15628	7/28/2020	90.55	Office Depot Credit Plan	office supplies
15628	7/28/2020	196.10	Office Depot Credit Plan	office supplies
15629	7/28/2020	2,100.00	Oregon Transit Association	OTA DUES
15630	7/28/2020	146.88	PACIFIC CITY SUN	advertising
15631	7/28/2020	190.05	Pacific Office Automation	copies
15631	7/28/2020	215.63	Pacific Office Automation	copies
15632	7/28/2020	6,541.48	PLANNING SOLUTIONS	PROPANE FUELING PROJECT GRAI 33788
15633	7/28/2020	1,786.60	ROB SKINNER	CLAIM WITH BUS 205 06/21/2020
15634	7/28/2020	95.00	STEVE SCHWABE	CDL PHYSICAL
15635	7/28/2020	41.34	Tillamook PUD	LARGE BUS BARN
15635	7/28/2020	30.67	Tillamook PUD	SMALL BUS BARN
Report Total		211,474.02		

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Tillamook County Transportation District

Check/Voucher Register

1006 - Payroll Checking

From 7/1/2020 Through 7/31/2020

<u>Document Number</u>	<u>Document Date</u>	<u>Payee</u>
5576	7/1/2020	HRA VEBA TRUST
5577	7/17/2020	ATU LOCAL #757
5579	7/17/2020	SPECIAL DISTRICTS INS. SERVICE
5580	7/17/2020	PACIFIC SOURCE
5581	7/22/2020	MICHAEL BENTHIEN
5582	7/31/2020	APRIL MACOMSON

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Tillamook County Transportation District

Check/Voucher Register
1009 - NW RIDES ACCOUNT
From 7/1/2020 Through 7/31/2020

Document Number	Document Date	Transaction Amount	Payee	Transaction Description
2540	7/1/2020	1,386.24	AAA RIDE ASSIST	NWR
2540	7/1/2020	1,115.76	AAA RIDE ASSIST	nwr
2541	7/1/2020	2,811.60	COLUMBIA MEDICAL	NWR
2541	7/1/2020	2,217.53	COLUMBIA MEDICAL	NWR
2542	7/1/2020	4,781.75	K & M MEDIVAN	NWR
2542	7/1/2020	5,228.30	K & M MEDIVAN	NWR
2542	7/1/2020	5,777.75	K & M MEDIVAN	NWR
2543	7/1/2020	3,476.00	MEDIX AMBULANCE	NWR
2544	7/1/2020	92.86	Office Depot Credit Plan	office supplies
2545	7/1/2020	12,364.91	RYANS TRANSPORTATION SERVICE	NWR
2545	7/1/2020	13,237.35	RYANS TRANSPORTATION SERVICE	NWR
2546	7/1/2020	629.00	SUNSET EMPIRE TRANSIT	NWR
2547	7/1/2020	7,356.50	TILLAMOOK CNTY TRANS. DIST.	NWR
2547	7/1/2020	6,530.25	TILLAMOOK CNTY TRANS. DIST.	NWR
2548	7/1/2020	4,436.00	WAPATO SHORES	NWR
2548	7/1/2020	6,733.00	WAPATO SHORES	NWR
2549	7/7/2020	623.92	AAA RIDE ASSIST	NWR
2550	7/7/2020	1,517.00	WAVE	TELEPHONE
2551	7/7/2020	3,581.30	COLUMBIA COUNTY RIDER	NWR
2552	7/7/2020	3,042.23	COLUMBIA MEDICAL	NWR
2552	7/7/2020	1,360.61	COLUMBIA MEDICAL	NWR
2553	7/7/2020	4,673.00	MEDIX AMBULANCE	NWR
2553	7/7/2020	2,302.00	MEDIX AMBULANCE	NWR
2554	7/7/2020	80.20	METRO WEST	NWR
2555	7/7/2020	275.00	SUNSET EMPIRE TRANSIT	NWR
2555	7/7/2020	700.00	SUNSET EMPIRE TRANSIT	NWR
2555	7/7/2020	500.00	SUNSET EMPIRE TRANSIT	NWR
2556	7/13/2020	412.88	ALFREDO EVANGELISTA	JUNE
2557	7/13/2020	3,284.60	JANNA SMITH	JUNE
2558	7/13/2020	2,558.50	JOHN REKART JR	JUNE
2559	7/13/2020	1,915.50	K & M MEDIVAN	nwr
2560	7/13/2020	2,674.48	KANDIS LIDAY	JUNE
2561	7/13/2020	785.30	LEANN CHUINARD	JUNE
2562	7/13/2020	7,277.90	METRO WEST	nwr
2563	7/13/2020	4,631.30	RYANS TRANSPORTATION SERVICE	nwr
2564	7/13/2020	3,232.80	SEAN REKART	JUNE
2565	7/13/2020	1,777.00	SUNSET EMPIRE TRANSIT	nwr
2566	7/13/2020	2,398.50	TILLAMOOK CNTY TRANS. DIST.	june
2566	7/13/2020	210.00	TILLAMOOK CNTY TRANS. DIST.	bus passes
2566	7/13/2020	510.07	TILLAMOOK CNTY TRANS. DIST.	june lease and utilities
2567	7/13/2020	640.00	TRAVIS CROSS GUEST HOUSE	NWR
2568	7/13/2020	45.50	CARDMEMBER SERVICE	JUNE CARD CHARGES
2569	7/13/2020	1,690.13	VAL HOLYOAK	JUNE
2570	7/13/2020	8,452.50	WAPATO SHORES	nwr
2571	7/13/2020	2,343.20	WILLAMETTE VALLEY TRANSPORT	nwr
2572	7/13/2020	2,349.33	WILLIAM NERENBERG	JUNE
2573	7/13/2020	529.40	ZENON LLC	nwr
2574	7/17/2020	214.00	ADP, LLC	PAYROLL SUPPORT
2575	7/17/2020	100.00	CRYSTAL AND SIERRA SPRINGS	WATER
2576	7/17/2020	1,502.00	GenXsys Solutions, LLC	COMPUTER SUPPORT
2577	7/17/2020	167.00	MEDIX AMBULANCE	NWR
2578	7/17/2020	225.22	Pacific Office Automation	COPIER LEASE
2579	7/17/2020	318.42	SPECIAL DISTRICTS INS. SERVICE	WORKERS COMP 2020-2021
2580	7/17/2020	16,000.00	TILLAMOOK CNTY TRANS. DIST.	ecolane
2580	7/17/2020	634.15	TILLAMOOK CNTY TRANS. DIST.	FAX LINE
2580	7/17/2020	540.00	TILLAMOOK CNTY TRANS. DIST.	070320 INDIRECT
2580	7/17/2020	10,715.79	TILLAMOOK CNTY TRANS. DIST.	NWR PR 070320

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Tillamook County Transportation District

Check/Voucher Register

1009 - NW RIDES ACCOUNT

From 7/1/2020 Through 7/31/2020

<u>Document Number</u>	<u>Document Date</u>	<u>Transaction Amount</u>	<u>Payee</u>	<u>Transaction Description</u>
2581	7/28/2020	165.54	Office Depot Credit Plan	NWR OFFICE SUPPLIES
2582	7/28/2020	40.18	Pacific Office Automation	copies
2582	7/28/2020	52.44	Pacific Office Automation	copies
2583	7/28/2020	11,302.44	TILLAMOOK CNTY TRANS. DIST.	071720 PAYROLL
2584	7/28/2020	<u>540.00</u>	TILLAMOOK CNTY TRANS. DIST.	071720 INDIRECT
Report Total		<u>187,066.13</u>		

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Tillamook County Transportation District

Check/Voucher Register

1011 - Prop. Mgmt. Checking

From 7/1/2020 Through 7/31/2020

<u>Document Number</u>	<u>Document Date</u>	<u>Transaction Amount</u>	<u>Payee</u>	<u>Transaction Description</u>
4312	7/1/2020	700.00	CHRISSEY'S CLEANING SERVICE	JANITORIAL SERVICE
4313	7/1/2020	1,536.45	Tillamook PUD	ELECTRIC AND LOAN
4314	7/7/2020	425.00	North Coast Lawn	LAWN MAINTENANCE
4315	7/7/2020	398.57	TILLAMOOK CITY UTILITIES	WATER SEWER
4316	7/7/2020	166.95	CITY SANITARY SERVICE	GARBAGE
4317	7/13/2020	456.91	Marie Mills Center, Inc	JANITORIAL
4318	7/28/2020	<u>1,303.49</u>	Tillamook PUD	LOAN AND ELECTRIC
Report Total		<u>4,987.37</u>		

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UMPQUA BANK: CLOSING DATE 7/25/2020			
Date	Vendor	Description of Transaction	Amount
DOUG PILANT			
06/29/20	VIRTUAL POSTMAIL.COM	POSTAGE	\$ 30.00
07/01/20	LA MEXICANA REST	MEALS/MTG WITH JACKIE	\$ 32.83
07/20/20	GARIBALDI PORTSIDE	MEALS/MTG WITH JUDY	\$ 52.80
07/23/20	FACEBOOK	ADVERTISING	\$ 75.00
			\$ 190.63
CATHY BOND			
06/25/20	IRON MOUNTAIN	SHRED	\$ 80.94
07/03/20	ENDICIA	POSTAGE/NWR	\$ 9.95
07/06/20	ADOBE ACROPRO	SOFTWARE	\$ 24.99
07/09/20	FIELDPRINT INC	BACKGROUND CHECK	\$ 12.50
07/13/20	TILLAMOOK ELECTRONICS	TILLAMOOK ELECTRONICS - BING'S COMPUTER	\$ 25.00
07/15/20	BLUE HERON	MEALS/STAFF- BING'S 1ST DAY	\$ 79.20
07/20/20	USPS STAMP ENDICIA	POSTAGE/NWR	\$ 100.00
07/23/20	IRON MOUNTAIN	SHRED	\$ 80.63
			\$ 413.21
BRENT OLSON			
06/24/20	FS WWW.MTCPRO.COM	SOFTWARE	\$ 98.00
07/01/20	LOUPESHELDS	FACESHIELDS/COVID	\$ 250.00
07/09/20	TILLAMOOK RV REPAIR	BUS 206 SVC REPAIR	\$ 7.00
07/17/20	TACO BELL	MEALS/BUS SHUTTLE	\$ 11.27
07/17/20	R & J MOBILITY SVC SALEM	BUS 303 SVC REPAIRS	\$ 242.48
			\$ 608.75
TABATHA WELCH			
07/02/20	WERNER GOURMET MEAT	MEALS/ATU MEETING	\$ 26.00
07/06/20	COSTCO	WELLNESS CENTER FAN	\$ 47.99
07/16/20	USPS STAMPS ENDICIA	POSTAGE	\$ 100.00
07/16/20	ENDICIA	POSTAGE	\$ 17.99
07/17/20	SP ALOHA	MASK/COVID	\$ 1,000.98
07/20/20	BELNICK RETAIL LLC	OFFICE CHAIR/BING	\$ 131.99
07/21/20	AMAZON	SANITIZER/COVID	\$ 449.70
07/23/20	SAFEWAY	TRAINING ROOM SUPPLIES	\$ 42.55
			\$ 1,817.20
CLAYTON NORRBOM			
07/10/20	TARGET	BUS CLEANING/SANITIZING SUPPLIES	\$ 15.87
07/13/20	CHICK-FIL-A	MEALS/BUS SHUTTLE - CLAYTON/GWEN R	\$ 23.58
07/18/20	SPIRIT MTN BUFFET	MEALS/BUS SHUTTLE - CLAYTON/MICHAEL B	\$ 19.98
07/20/20	COSTCO	SANITIZING & OFFICE SUPPLIES	\$ 110.42
07/20/20	WALMART	SANITIZING SUPPLIES	\$ 17.20
07/23/20	HOOLIGANS SPORTS BAR	MEAL/SMITH SYSTEM TRAINING	\$ 18.96
07/23/20	LISA'S COUNTRY KITCHEN	MEAL/SMITH SYSTEM TRAINING	\$ 15.95
			\$ 221.96
STATEMENT TRUE UP			
Charges total			\$ 3,251.75
Grand Total			\$ 3,251.75
APPROVAL		DATE	8-7-20

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July 2020 Statement

Open Date: 06/24/2020 Closing Date: 07/23/2020

Account: 47 90

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

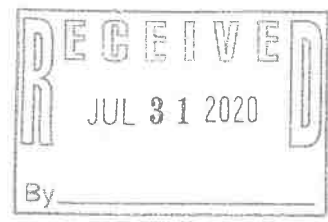
Visa® Company Card with Rewards
TILLAMOOK CNTY TRANS (CPN 001469460)

New Balance	\$3,251.75
Minimum Payment Due	\$33.00
Payment Due Date	08/22/2020

Reward Points	
Earned This Statement	3,426
Reward Center Balance as of 07/22/2020	48,120
For details, see your rewards summary.	

Activity Summary		
Previous Balance	+	\$1,258.97
Payments	-	\$1,258.97 ^{CR}
Other Credits		\$0.00
Purchases	+	\$3,251.75
Balance Transfers		\$0.00
Advances		\$0.00
Other Debits		\$0.00
Fees Charged		\$0.00
Interest Charged		\$0.00
New Balance	=	\$3,251.75
Past Due		\$0.00
Minimum Payment Due		\$33.00
Credit Line		\$10,000.00
Available Credit		\$6,748.25
Days in Billing Period		30

Tillamook County Transportation District
 Account # _____
 Account # _____
 Account # _____
 Approved: *[Signature]*
 Date: 8-7-20



Payment Options:

Mail payment coupon with a check

Pay online at myaccountaccess.com

Pay by phone 1-866-552-8855

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

3251750

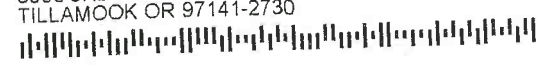


24-Hour Cardmember Service: 1-866-552-8855

- to pay by phone
- to change your address

000030691 01 SP 000638531463215 P Y

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



Account Number	790
Payment Due Date	8/22/2020
New Balance	\$3,251.75
Minimum Payment Due	\$33.00

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 07/22/2020	
Rewards Center Activity*	0
Rewards Center Balance	48,120

*This item includes points redeemed, expired and adjusted.

Rewards Earned	This Statement	Year to Date
Points Earned on Net Purchases	3,075	17,446
Gas, Restaurants & Telecom Double Points	351	8,163
Total Earned	3,426	25,609

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.

Transactions PILANT, DOUGLAS Credit Limit \$5000

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
Purchases and Other Debits					
06/29	06/27	3562	VIRTUALPOSTMAIL.COM 909-235-6245 CA	\$30.00	_____
07/01	06/29	2672	LA MEXICANA RESTAURANT TILLAMOOK OR	\$32.83	_____
07/20	07/17	4304	GARIBALDI PORTSIDE BIS GARIBALDI OR	\$52.80	_____
07/23	07/23	3736	FACEBK 67QYFVEQR2 650-5434800 CA	\$75.00	_____
Total for Accoun				'808	\$190.63

Transactions BOND, CATHY Credit Limit \$2500

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
Purchases and Other Debits					
06/25	06/24	3639	IRON MOUNTAIN 800-934-3453 MA	\$80.94	_____
07/03	07/02	8307	ENDICIA 800-576-3279 CA	\$9.95	_____
07/06	07/05	9129	ADOBE ACROPRO SUBS 408-536-6000 CA	\$24.99	_____
07/09	07/09	4679	FIELDPRINT INC 888-291-1369 PA	\$12.50	_____
07/13	07/10	9073	TILLAMOOK ELECTRONICS TILLAMOOK OR	\$25.00	_____
07/15	07/13	5265	BLUE HERON FRENCH CH TILLAMOOK OR	\$79.20	_____

Continued on Next Page

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Transactions BOND, CATHY Credit Limit \$2500

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
07/20	07/17	4369	USPS STAMPS ENDICIA 310-482-5800 CA	\$100.00	_____
07/23	07/22	7219	IRON MOUNTAIN 800-934-3453 MA	\$80.63	_____
			Total for Account	1 2022	\$413.21

Transactions WELCH, TABATHA Credit Limit \$2500

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
Purchases and Other Debits					
07/02	06/30	8101	WERNER GOURMET MEAT SN TILLAMOOK OR	\$26.00	_____
07/06	07/06	0834	WWW COSTCO COM 800-955-2292 WA	\$47.99	_____
07/16	07/14	2135	USPS STAMPS ENDICIA 310-482-5800 CA	\$100.00	_____
07/16	07/15	5740	ENDICIA 800-576-3279 CA	\$17.99	_____
07/17	07/16	2237	SP * ALOHAZ.COM-JANDAL ALOHAZ.COM HI	\$1,000.98	_____
07/20	07/18	6686	BELNICK RETAIL, LLC 770-721-8200 GA	\$131.99	_____
07/21	07/20	5944	AMZN Mktp US*MV7TJ1N62 Amzn.com/bill WA	\$449.70	_____
07/23	07/21	8167	SAFEWAY #2723 TILLAMOOK OR	\$42.55	_____
			Total for Account	. 4146	\$1,817.20

Transactions OLSON, BRENT Credit Limit \$3000

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
Purchases and Other Debits					
06/24	06/23	7291	FS *www.mtcpro.com 877-3278914 CA	\$98.00	_____
07/01	06/30	0100	LOUPESHIELDS LOUPESHIELDS. OR	\$250.00	_____
07/09	07/07	6337	TILLAMOOK R.V. REPAIR TILLAMOOK OR	\$7.00	_____
07/20	07/17	7962	TACO BELL #3536 WOODBURN OR	\$11.27	_____
07/20	07/17	0010	R&J MOBILITY SERVICE L SALEM OR	\$242.48	_____
			Total for Account	2649	\$608.75

Transactions NORRBOM, CLAYTON Credit Limit \$2500

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
Purchases and Other Debits					
07/10	07/09	7538	TARGET 00003624 HILLSBORO OR	\$15.87	_____
07/13	07/10	7374	CHICK-FIL-A #03489 BEAVERTON OR	\$23.58	_____
07/16	07/14	4752	SPIRIT MTN BUFFET GRAND RONDE OR	\$19.98	_____
07/20	07/19	3327	COSTCO WHSE #1059 WARRENTON OR	\$110.42	_____
07/20	07/19	3116	WM SUPERCENTER #5861 WARRENTON OR	\$17.20	_____
07/23	07/21	1682	HOOLIGANS SPORTS BAR A VANCOUVER WA	\$18.96	_____

Continued on Next Page

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Transactions NORRBOM, CLAYTON Credit Limit \$2500

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
07/23	07/22	4789	LISAS COUNTRY KITCHEN VANCOUVER WA	\$15.95	_____
Total for Account				\$221.96	

Transactions BILLING ACCOUNT ACTIVITY

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
Payments and Other Credits					
07/15	07/15	8	PAYMENT THANK YOU	\$45.50 _{CR}	_____
07/15	07/15	8	PAYMENT THANK YOU	\$1,213.47 _{CR}	_____
Total for Account				\$1,258.97_{CR}	

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	\$3,251.75	\$0.00	YES	\$0.00	12.24%	
**ADVANCES	\$0.00	\$0.00	YES	\$0.00	23.99%	

Tillamook County Transportation District

MONTHLY PERFORMANCE REPORT

JULY 2020

RIDERSHIP BY SERVICE TYPE	JUL 2020	JUL 2019	YTD FY 20-21	YTD FY 19-20	YTD % Change
<u>Dial-A-Ride Service</u>					
Tillamook County	816	1,067	816	1,067	-23.5%
NW Rides	378	785	378	785	-51.8%
Dial-A-Ride Total	1,194	1,852	1,194	1,852	-35.5%
<u>Deviated Fixed Route Service</u>					
Rt 1: Town Loop	2,806	3,574	2,806	3,574	-21.5%
Rt 2: Netarts/Oceanside	447	726	447	726	-38.4%
Rt 3: Manzanita/Cannon Beach	2,224	3,185	2,224	3,185	-30.2%
Rt 4: Lincoln City	932	1,765	932	1,765	-47.2%
Local Fixed Rt Total	6,409	9,250	6,409	9,250	-30.7%
<u>Intercity Service</u>					
Rt 5: Portland	477	983	477	983	-51.5%
Rt 60X: Salem	705	1,119	705	1,119	-37.0%
Rt 70X: Grand Ronde	289	474	289	474	-39.0%
Inter City Total	1,471	2,576	1,471	2,576	-42.9%
<u>Other Services</u>					
Tripper Routes	12	78	12	78	-84.6%
Special Bus Operations	197	514	197	514	-61.7%
Other Services Total	209	592	209	592	-64.7%
TOTAL ALL SERVICES	9,283	14,270	9,283	14,270	-34.9%

ONE-WAY TRIPS BY USER GROUP					
	Fixed		YTD	YTD	YTD %
USER GROUP	Route	DAR	FY 20-21	FY 19-20	Change
General (18 years to 60 years of age)	4,818	191	5,038	7,853	-35.8%
Senior/Disabled	2,652	955	3,628	5,443	-33.3%
Child/Youth (less than 18 years of age)	618	48	615	975	-36.9%
Total	8,089	1,194	9,282	14,270	-35.0%

OTHER RIDER CATEGORIES					
	Fixed		YTD	YTD	YTD %
	Route	DAR	FY 20-21	FY 19-20	Change
Ride Connection	61		61	87	-29.9%
Tillamook Bay Community College	127		127	142	-10.6%
NWOTA Visitor Pass	124		124	179	-30.7%
NW Rides		342	342	694	-50.7%
Helping Hands Shuttle		33	33	149	-77.9%

MONTHLY PERFORMANCE

Service Month	Passengers per Hour	Farebox Ratio	Operating Cost per Hour
<u>Dial-A-Ride Services</u>			
Jul-19	1.5	55.4%	74.53
Apr-20	1.6	53.4%	76.97
May-20	1.6	53.0%	77.59
Jun-20	1.6	53.5%	78.13
Jul-20	1.4	32.2%	100.77
STANDARD	1.3	65.3%	56.36
<u>Deviated Fixed Routes</u>			
Jul-19	6.3	8.8%	74.82
Apr-20	5.6	7.7%	76.59
May-20	5.4	7.4%	77.17
Jun-20	5.3	6.4%	77.65
Jul-20	4.2	4.6%	101.65
STANDARD	7.0	12.4%	64.60
<u>Intercity Services</u>			
Jul-19	3.4	21.3%	81.75
Apr-20	2.7	14.8%	88.43
May-20	2.5	13.9%	89.14
Jun-20	2.5	13.4%	89.27
Jul-20	1.9	7.8%	113.23
STANDARD	2.9	31.5%	72.86
<u>Other Services</u>			
Jul-19	5.5	10.6%	67.51
Apr-20	5.4	9.4%	67.15
May-20	5.4	9.4%	67.64
Jun-20	4.8	7.8%	67.68
Jul-20	2.4	0.2%	90.29
STANDARD	6.9	10.7%	67.00

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

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

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

Other Services: Trippers and Special Bus Operations

Tillamook County Transportation District
Actual FY 2020/2021

Year-to-Date Statistics and Performance

Route/Run	Thru July 2020		8/13/2020													
	YTD Fare Revenue (\$)	YTD Passngrs	YTD Service Hours	YTD Paid Hours	YTD Service Miles	Mileage Based Costs	Hourly Based Costs (\$)	Direct Cost (\$)	Indirect Costs (\$)	Total Costs (\$)	Hourly Rate (\$)	Passngrs per Hour	Farebox Ratio	Passngr/ \$ Subsidy	Average Fare (\$)	Revenue/ Service Hour (\$)
<u>Dial-A-Ride Service</u>																
Dial-A-Ride	3,023	816	393	511	7,157	4,058	25,460	1,318	7,526	38,361	97.51	2.1	7.9%	0.02	3.70	7.68
NW Rides	24,204	378	447	587	12,007	6,808	28,922	1,497	9,086	46,313	103.63	0.8	52.3%	0.02	64.03	54.16
Total DAR	27,227	1,194	840	1,097	19,164	10,865	54,382	2,815	16,613	84,674	100.77	1.4	32.2%	0.02	22.80	32.40
<u>Deviated Route</u>																
01 Town Loop	2,018	2,806	393	446	5,357	3,037	25,421	1,316	7,267	37,041	94.30	7.1	5.4%	0.08	0.72	5.14
02 Netarts/Oceanside	498	447	207	278	4,557	2,584	13,383	693	4,066	20,726	100.22	2.2	2.4%	0.02	1.11	2.41
03 Manzanita	3,034	2,224	566	620	14,682	8,324	36,617	1,895	11,432	58,268	102.98	3.9	5.2%	0.04	1.36	5.36
04 Lincoln City	1,629	932	362	429	12,137	6,881	23,415	1,212	7,690	39,198	108.34	2.6	4.2%	0.02	1.75	4.50
Total Deviated Route	7,179	6,409	1,527	1,774	36,732	20,826	98,836	5,116	30,455	155,233	101.65	4.2	4.6%	0.04	1.12	4.70
<u>Intercity</u>																
05 Portland	4,333	477	304	332	9,734	5,519	20,678	1,018	6,394	33,608	110.63	1.6	12.9%	0.02	9.08	14.26
60X Salem	2,089	705	285	350	11,495	6,517	19,412	955	6,329	33,213	116.45	2.5	6.3%	0.02	2.96	7.32
70X Grand Ronde	467	289	189	237	6,560	3,719	12,836	632	4,041	21,228	112.55	1.5	2.2%	0.01	1.62	2.48
Total Intercity	6,889	1,471	778	919	27,788	15,755	52,926	2,605	16,763	88,049	113.23	1.9	7.8%	0.02	4.68	8.86
<u>Other Services</u>																
Trippers	16	12	3	6	35	20	168	9	47	244	93.79	4.6	6.6%	0.05	1.33	6.15
Special Bus Operation	0	197	86	86	672	381	5,566	288	1,521	7,756	90.19	2.3	0.0%	0.03	0.00	0.00
Total Other Services	16	209	89	92	707	401	5,734	297	1,568	8,000	90.29	2.4	0.2%	0.03	0.08	0.18
Total TCTD Services	41,311	9,283	3,234	3,881	84,392	47,847	211,877	10,833	65,399	335,956	103.89	2.87	12.3%	0.03	4.45	12.78
Total Mileage, Labor & Direct Cost													270,556	24.2%		

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Tillamook County Transportation District
FY19/20 to FY 20/21 **Year-Over-Year Comparison**

Route/Run	Thru July 2020			Thru July 2020			Thru July 2020			Thru July 2020			Thru July 2020							
	19/20	20/21	Amount Difference	Percent Difference	19/20	20/21	Passngs	Amount Difference	Percent Difference	19/20	20/21	Service Hours	Amount Difference	Percent Difference	19/20	20/21	Total Cost	Amount Difference	Percent Difference	
<u>Dial-A-Ride Service</u>																				
Dial-A-Ride	3,061	3,023	-38	-1.2%	1,067	816	-251	-23.5%	413	393	-19	-4.7%	29,338	38,361	9,023	30.8%	29,338	38,361	9,023	30.8%
NW Rides	46,680	24,204	-22,476	-48.1%	785	378	-407	-51.8%	792	447	-345	-43.6%	60,436	46,313	-14,123	-23.4%	60,436	46,313	-14,123	-23.4%
Total DAR	49,741	27,227	-22,514	-45.3%	1,852	1,194	-658	-35.5%	1,205	840	-364	-30.2%	89,774	84,674	-5,099	-5.7%	89,774	84,674	-5,099	-5.7%
<u>Deviated Route</u>																				
01 Town Loop	2,435	2,018	-417	-17.1%	3,574	2,806	-768	-21.5%	380	393	13	3.3%	26,093	37,041	10,948	42.0%	26,093	37,041	10,948	42.0%
02 Netarts/Oceanside	746	498	-248	-33.2%	726	447	-279	-38.4%	200	207	7	3.3%	14,733	20,726	5,993	40.7%	14,733	20,726	5,993	40.7%
03 Manzanita	3,944	3,034	-910	-23.1%	3,185	2,224	-961	-30.2%	548	566	18	3.3%	41,582	58,268	16,686	40.1%	41,582	58,268	16,686	40.1%
04 Lincoln City	2,551	1,629	-922	-36.1%	1,765	932	-833	-47.2%	350	362	12	3.3%	28,167	39,198	11,031	39.2%	28,167	39,198	11,031	39.2%
Total Local Fixed Route	9,676	7,179	-2,497	-25.8%	9,250	6,409	-2,841	-30.7%	1,478	1,527	49	3.3%	110,574	155,233	44,658	40.4%	110,574	155,233	44,658	40.4%
<u>Intercity</u>																				
05 Portland	9,512	4,333	-5,179	-54.4%	983	477	-506	-51.5%	294	304	10	3.3%	23,390	33,608	10,218	43.7%	23,390	33,608	10,218	43.7%
60X Salem	3,088	2,089	-999	-32.4%	1,119	705	-414	-37.0%	276	285	9	3.3%	23,311	33,213	9,902	42.5%	23,311	33,213	9,902	42.5%
70X Grand Ronde	474	467	-7	-1.5%	474	289	-185	-39.0%	180	189	8	4.5%	14,645	21,228	6,583	45.0%	14,645	21,228	6,583	45.0%
Total Intercity	13,074	6,889	-6,185	-47.3%	2,576	1,471	-1,105	-42.9%	750	778	27	3.6%	61,346	88,049	26,703	43.5%	61,346	88,049	26,703	43.5%
<u>Other Services</u>																				
Trippers	46	16	-30	-65.2%	78	12	-66	-84.6%	6	3	-3	-52.7%	390	244	-146	-37.4%	390	244	-146	-37.4%
Special Bus Operation	716	0	-716	-100.0%	514	197	-317	-61.7%	101	86	-15	-15.2%	6,827	7,756	929	13.6%	6,827	7,756	929	13.6%
Total Other Services	762	16	-746	-97.9%	592	209	-383	-64.7%	107	89	-18	-17.1%	7,216	8,000	783	10.9%	7,216	8,000	783	10.9%
Total TCTD Services	73,253	41,311	-31,942	-43.6%	14,270	9,283	-4,987	-34.9%	3,540	3,234	-306	-8.6%	268,910	335,956	67,045	24.9%	268,910	335,956	67,045	24.9%

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**Tillamook County Transportation District
FY19/20 to FY 20/21**

Year to Date Performance Comparison

Route/Run	Thru July 2020 19/20			Thru July 2020 20/21			Thru July 2020 19/20			Thru July 2020 20/21			Thru July 2020 19/20			Thru July 2020 20/21								
	Hourly Rate	Hourly Rate	Amount Diff	Passngr /hour	Passngr /hour	Amount Diff	Farebox Ratio	Farebox Ratio	Amount Diff	Farebox Ratio	Farebox Ratio	Amount Diff	Average Fare	Average Fare	Amount Diff	Average Fare	Average Fare	Amount Diff	Percent Diff	Percent Diff	Percent Diff	Percent Diff	Percent Diff	Percent Diff
Dial-A-Ride Service																								
Dial-A-Ride	71.10	97.51	26.41	2.6	2.1	-0.5	10.4%	7.9%	-2.6%	-19.8%	-24.5%	2.87	3.70	0.84	29.1%	2.87	3.70	0.84	-24.5%	-24.5%	-24.5%	0.84	29.1%	
NW Rides	76.32	103.63	27.31	1.0	0.8	-0.1	35.8%	52.3%	-25.0%	-14.7%	-32.3%	59.46	64.03	4.57	7.7%	59.46	64.03	4.57	-32.3%	-32.3%	-32.3%	4.57	7.7%	
Total DAR	74.53	100.77	26.23	1.5	1.4	-0.1	35.2%	32.2%	-23.3%	-7.6%	-42.0%	26.86	22.80	-4.05	-15.1%	26.86	22.80	-4.05	-42.0%	-42.0%	-42.0%	-4.05	-15.1%	
Deviated Route																								
01 Town Loop	68.65	94.30	25.65	9.4	7.1	-2.3	37.4%	9.3%	-3.9%	-24.0%	-41.6%	0.68	0.72	0.04	5.6%	0.68	0.72	0.04	-41.6%	-41.6%	-41.6%	0.04	5.6%	
02 Netains/Oceanside	73.63	100.22	26.59	3.6	2.2	-1.5	36.1%	5.1%	-2.7%	-40.4%	-52.5%	1.03	1.11	0.09	8.4%	1.03	1.11	0.09	-52.5%	-52.5%	-52.5%	0.09	8.4%	
03 Manzanita	75.95	102.98	27.03	5.8	3.9	-1.9	35.6%	9.5%	-4.3%	-32.4%	-45.1%	1.24	1.36	0.13	10.2%	1.24	1.36	0.13	-45.1%	-45.1%	-45.1%	0.13	10.2%	
04 Lincoln City	80.45	108.34	27.89	5.0	2.6	-2.5	34.7%	9.1%	-4.2%	-48.9%	-54.1%	1.45	1.75	0.30	20.9%	1.45	1.75	0.30	-54.1%	-54.1%	-54.1%	0.30	20.9%	
Total Deviated Route	74.82	101.65	26.82	6.3	4.2	-2.1	35.8%	8.6%	-4.1%	-33.0%	-47.2%	1.05	1.12	0.07	7.1%	1.05	1.12	0.07	-47.2%	-47.2%	-47.2%	0.07	7.1%	
Intercity																								
05 Portland	79.56	110.63	31.07	3.3	1.6	-1.8	39.0%	40.7%	-27.8%	-53.0%	-68.3%	9.68	9.08	-0.59	-6.1%	9.68	9.08	-0.59	-68.3%	-68.3%	-68.3%	-0.59	-6.1%	
60X Salem	84.46	116.45	32.00	4.1	2.5	-1.6	37.9%	13.2%	-7.0%	-39.0%	-52.5%	2.76	2.96	0.20	7.4%	2.76	2.96	0.20	-52.5%	-52.5%	-52.5%	0.20	7.4%	
70X Grand Ronde	81.18	112.55	31.37	2.6	1.5	-1.1	38.6%	3.2%	-1.0%	-41.7%	-32.0%	1.00	1.62	0.62	61.6%	1.00	1.62	0.62	-32.0%	-32.0%	-32.0%	0.62	61.6%	
Total Intercity	81.75	113.23	31.48	3.4	1.9	-1.5	38.5%	21.3%	-13.5%	-44.9%	-63.3%	5.08	4.68	-0.39	-7.7%	5.08	4.68	-0.39	-63.3%	-63.3%	-63.3%	-0.39	-7.7%	
Other Services																								
Trippers	70.84	93.79	22.95	14.2	4.6	-9.6	32.4%	11.8%	-6.5%	-67.5%	-44.4%	0.59	1.33	0.74	126.1%	0.59	1.33	0.74	-44.4%	-44.4%	-44.4%	0.74	126.1%	
Special Bus Operation	67.32	90.19	22.86	5.1	2.3	-2.8	34.0%	10.5%	-10.5%	-54.8%	-100.0%	1.39	0.00	-1.39	-100.0%	1.39	0.00	-1.39	-100.0%	-100.0%	-100.0%	-1.39	-100.0%	
Total Other Services	67.51	90.29	22.79	5.5	2.4	-3.2	33.8%	10.6%	-10.4%	-57.4%	-98.1%	1.29	0.08	-1.21	-94.1%	1.29	0.08	-1.21	-98.1%	-98.1%	-98.1%	-1.21	-94.1%	
Total Other Services	75.97	103.89	27.92	4.0	2.9	-1.2	36.8%	27.2%	-14.9%	-28.8%	-54.9%	5.13	4.45	-0.68	-13.3%	5.13	4.45	-0.68	-54.9%	-54.9%	-54.9%	-0.68	-13.3%	

Comparison FY19/20 to FY 20/21	YTD Through July 2020		
	19/20	20/21	Amount Difference Percent
Mileage	91,998	84,392	(7,606) -8.3%
Mileage Based Costs	41,396	47,847	6,451 15.6%
Hourly Based Costs	162,665	211,877	49,212 30.3%
Direct Costs	64,850	65,399	549 0.8%
Overhead Costs			
Total Costs	268,910	325,123	56,213 20.9%

Special Bus Operation Calculation Cost		
Cost per mile calculation:	Plus	10%
	45.8%	Hourly Rate Calculation:
	Actual	Actual Hourly Rate
Minivan	Overhead	Plus Direct Costs
Small Bus	Profit	Hourly Rate
Coach	Profit	Plus Overhead
	Profit	Hourly Rate
	Profit	Plus Profit
	\$	\$
	\$	\$
	\$	\$
	\$	\$
	10.0%	\$
		76.97

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nwCONNECTOR

Coordinating Committee **Zoom** Meeting

August 14, 2020

Tillamook County Transportation District

3600 3rd St

Tillamook, OR

10:00 am—12:00 pm

Join Zoom Meeting:

<https://us02web.zoom.us/j/89592742998>

1 253 215 8782

Meeting ID: 895 9274 2998

Agenda

10:00— 10:05a	1. Introductions. Welcome to guests.	Doug Pilant
10:05— 10:15a	2. Consent Calendar (Action Items) <ul style="list-style-type: none"> ✚ July 10, 2020 Meeting Minutes (Attached) ✚ July 2020 Financial Report ✚ Ridership Tracking ✚ Calculating Average Passenger Miles Update 	Doug Pilant/All
10:15— 10:45a	3. NWOTA Standing Items <ul style="list-style-type: none"> ✚ IGA Approval Update ✚ Management Plan Approval Updates ✚ Website Alert Implementation ✚ Trip Planner Enhancement Implementation ✚ Marketing/Travel Studio/Transportation Committee 	Doug Pilant/All
10:45— 11:15a	4. STIF-Discretionary for some NW Transit Access Project Bus Stops Update <ul style="list-style-type: none"> ✚ Information on Potential Stops to Include 	Ken Shonkwiler
11:15— 11:30a	5. COVID-19 Transit/NW Connector Updates <ul style="list-style-type: none"> ✚ Sanitizer System Application Update 	All
11:30— 12:00p	6. Other Business and Member Updates	All

Attachments:

June 12, 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.

www.nwconnector.org



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Oregon Transit Alliance (NWOTA)
Coordinating Committee Meeting Minutes (via Zoom)
July 10, 2020
Tillamook County Transportation District
Tillamook, OR

1. Introductions: Doug Pilant, Coordinating Committee Chair, opened the meeting. Meeting attendees/teleconference participants included:
 - Brad Dillingham—Benton County Transportation
 - Jeff Hazen—Sunset Empire Transportation District
 - Doug Pilant—Tillamook County Transportation District
 - Cynda Bruce—Benton County
 - Mark Bernard, Arla Miller, Ken Shonkwiler—ODOT
 - Debra Smith—NW Oregon Works
 - Ayreann Colombo, Mary McArthur—Col-Pac EDD
2. Consent Calendar: Unanimously approved. (CB/JD)
 - ✦ June 12, 2020 Meeting Minutes—Requested changes to the last two paragraphs include: Changes in vacation and increased funding for healthcare could ~~add \$125,000/year~~ be significant. As a five year contract is being negotiated, this could have significant impact. Union ~~wants to request~~ reinstatement of COVID pay, which ended when the County went into Phase 1 reopening. Took delivery of 5 new buses. ~~SHad~~ some workmanship issues, but they have been are being resolved. Doug will forward issues to ODOT.

Working on a fare analysis of our entire system. Making progress on STIF Planning. Doubling Town Loop to service the Port of Tillamook Bay. Starting live survey through Facebook. Started Pacific City shuttle for the visitor season, will need a bigger vehicle than in the past because of the social distancing requirements, plus a second driver. Last week Cynda and Doug met at Cascade Head to look at transit service to that area on a Scouting trip with the Nature Conservancy to explore transit opportunities.
 - ✦ June Financial Report—Expenditures included \$64,932 to Trillium for the Website Trip Enhancement Planner project and \$2,869 for NWOTA administrative management services.
 - ✦ Ridership Performance Report—Partners will get their ridership information in, so an annual report can be compiled.
 - ✦ Calculating Average Passenger Miles Progress—No updates, awaiting until ridership returns to get a more accurate assessment.
3. NWOTA Standing Items:
 - ✦ IGA Approval Updates—Brad submitted the IGA to his Board of Commissioners for approval this month.
 - ✦ Management Plan—Brad also submitted the Management Plan, SETD will follow once it is approved by Benton County.
 - ✦ Website Alert System Implementation—Looking to go live on July 20th so important for Lincoln, Tillamook and CCR to get Trillium any acceptable off-route stop locations as well as locations where the bus can't stop. Off limit stops won't show up as an option for riders planning their trip. Similarly for flag stops: Only acceptable flag stops should be included in the trip planner, so important to get that information to Trillium by July 20th.

✚ Marketing/Travel Tourism Studio/Transportation Committee—Marketing has been put on hold. Possibility of another shutdown.

✚ NWOTA Policies

- Holidays—Doug reported that their holidays are now the same as the rest of the NWConnector system. Add to website
- Bicycles—Need to get the NWConnector’s bicycle transport policy onto the website. Include user responsibilities. Also look at developing standardized handout on the step to secure bicycles on the bike rack, and outline owners responsibilities. Look at adding an instructional video. Explore the possibility of a bicycle icon. Ken noted that partners can verify the value of a damaged bicycle with their local bike shop.
- Add policy on companion animals

✚ Website Pages—Mary will go through the other website pages under “More” and identify the ones that need the OXO updated, and any other updates.

4. STIF Discretionary Funding for Some NW Transit Access Project Bus Stops

Ken is working with the partners on drafting a STIP application for construction of some of the stops identified in the recent Transit Assess Study. Applications are due November and it would be a joint application for NWOTA, submitted by TCTD as NWOTA’s fiscal agent. Four to six stops, most ready to move forward, include:

- ✚ Clatsop County—Ensign Rd, Seaside Ave A
- ✚ Tillamook County—Pacific City (currently working on a parking management plan), Hebo

Question: Does the Transit Access Plan qualify as a local transit plan and thus is eligible for STIF funding? Response: Nest local stops into local TSPs. Long range comprehensive Transit plans include transit stops. Regional Transit Access Plan can be included as an element. Incorporate local transit plans into local TSP. STIF application description requires referencing the applicant’s Long Range Plan for transit stops. Attach the Transit Access Plan to the application. Applicant should be TCTD, but include each partner’s Local Adopted Plan.

Timing:

- ✚ TCTD Work with the County on Pacific City stop because in County right-of-way. Hebo is in the State right-of-way.
- ✚ Partners to meet with local STIF Advisory Committees in August
- ✚ August NWOTA Meeting—Ken to bring more information on the stops selected and estimates of their construction costs
- ✚ Notice of funding availability/application released—September 3rd
- ✚ NWACT meeting September 10th to get support letter

Can use formula as match.

5. COVID Transit/NWConnector Updates

- ✚ Lincoln County—Received their sanitizer dispensers. Packets for dispensers are available on Amazon. Paul Lewiski will check on the best way to get more packets. For example, Clatsop County bought in bulk and distributed to all their partners.
- ✚ SETD—Opened up Transit Center and started charging fares July 1. Minimal access to and use of the Transit Center for now.
- ✚ Benton—Coast to Valley route has restarted. Seems to be going okay. Only complaint was one rider not realizing the schedule had changed.
- ✚ TCTD—Had new COVID signage done for all shelters, buses and the Transit Center. Will start installing hand sanitizers on buses. Using demand drivers and buses for overflow

capacity. Most full buses are the Cannon Beach—Tillamook route and Tillamook Town Loop between 10—3, which almost always needs a back-up.

- ✦ Lincoln—North route is busiest route. Running 16 hours/day. Have another route that parallels fixed routes and can pick up overflow.
- ✦ Benton—Coast to Valley is the latest change. Hope to get Hwy 99 Express back up.
- ✦ SETD—Honored staff (managers and staff) with gift bags, water bottles. Also an Executive Director award was given to Jason Jones, SETD Mobility Manager, for making a difference for staff and the district's local community.
- ✦ NW Oregon Works (NOW)—Debra noted that they have grants for hiring temporary workers (up to 12 months) who have been laid off. Could be used for transit drivers. Their dislocated workers assistance funding could be used for bus passes and gas cards to get to work. Fish plant is experiencing a shortage of workers as unemployment payments are more than they would make working.

6. Partner Updates

- ✦ Tillamook County—COVID has pushed some of their older drivers into retirement.
- ✦ ODOT—Mark: Arla and Mark have been involved with reorganization at ODOT. Arla will be adding Lincoln County and the Siletz Tribe to her responsibilities. Mark is adding Polk and Marion counties. Arla: ODOT has been short staffed. Shortage of lottery funds may affect some transit programs such as veterans rides.
- ✦ Emails—Include Ayreann going forward.

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

Tillamook County Transportation District
Financial Statement - Unposted Transactions Included In Report
From 7/1/2020 Through 7/31/2020

	Current Period Actual	Current Period Budget	Current Year Actual	Total Budget	Total Budget Variance	8%
Resources						
Working Capital	0.00	80,000.00	0.00	80,000.00	(80,000.00)	0.00%
NWOTA Partner Cont. Match	0.00	0.00	0.00	42,000.00	(42,000.00)	0.00%
Transfer From General Fund	0.00	12,000.00	0.00	12,000.00	(12,000.00)	0.00%
Transfer from STIF Fund	0.00	64,000.00	0.00	64,000.00	(64,000.00)	0.00%
Total Resources	0.00	156,000.00	0.00	198,000.00	(198,000.00)	0.00%
Expenses						
Materials and Services						
Professional Services	0.00	437.50	0.00	5,250.00	5,250.00	0.00%
Administrative Support	0.00	2,083.33	0.00	25,000.00	25,000.00	0.00%
Website Maintenance	0.00	625.00	0.00	7,500.00	7,500.00	0.00%
Marketing	0.00	2,916.67	0.00	35,000.00	35,000.00	0.00%
Website Re-Design	6,500.00	6,250.00	6,500.00	75,000.00	68,500.00	8.66%
Travel & Training	0.00	416.67	0.00	5,000.00	5,000.00	0.00%
Total Materials and Services	6,500.00	12,729.17	6,500.00	152,750.00	146,250.00	4.26%
Transfers						
Transfer to General Fund	0.00	3,000.00	0.00	3,000.00	3,000.00	0.00%
Unappropriated Ending Fund Bal	0.00	42,250.00	0.00	42,250.00	42,250.00	0.00%
Total Transfers	0.00	45,250.00	0.00	45,250.00	45,250.00	0.00%
Total Expenses	6,500.00	57,979.17	6,500.00	198,000.00	191,500.00	3.28%

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



1. Call to Order: Board Chair Judy Riggs called the meeting to order at 6:04pm
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 (in person)
Brent Olson, Superintendent (in person)
Cathy Bond, NW Rides Brokerage Manager/Board Clerk (in person)
Tabatha Welch, Finance Supervisor (in person)
Sylvia "Bing" Plasker, Office Assistant (in person)

Absent

None.

Guest

Kathy Kleczek, NW Transportation Options
Ryan Perry, Public at Large

4. Announcements and Changes to Agenda: Board Chair Huffman asked if items 22 and 23 can be removed and tabled for next meeting in order to shorten length of the meeting. Board chair declined to table those items.
5. Public & Guest Comments:
Ryan Perry attending as public at large.

Kathy Kleczek – Reported the NW Transportation Options will be holding a Live Facebook talk every Friday at 11am at NW Transportation Options Facebook page. This Friday, the Executive Directors of Clatsop, Columbia and Tillamook counties will be online. Can re-watch anytime.

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

6. Executives Session – Labor Negotiations ORS 192.660(2)(d) and Discipline of Public Officers and Employees ORS 192.660(2)(b)
6:12pm – 6:43pm
There were no motions as a result of Executive Session.

7. Election of Officers for Fiscal year 2020-21

Motion by Director Holm to nominate Board Chair Huffman as Board Chair. *Motion Seconded* by Director Adler.

Motion by Director Edwards to nominate Director Riggs as Board Chair. *Motion Seconded* by Director Carlson-Swanson.

Board Chair Judy Riggs called for further discussion; followed by none, she called for the vote.

Poll of votes for Board Chair Huffman, aye by Directors Holm, Adler and Hanenkrat. No vote by Board Chair Huffman.

Poll of votes for Director Riggs, aye by Directors Edwards and Carlson-Swanson. No vote by Director Riggs.

Board Chair Huffman accepted nomination.

POLL appoints Board Chair Huffman as Board Chair.

None absent.

Motion by Director Adler to nominate Director Holm as Vice Chair. *Motion Seconded* by Director Riggs. Board Chair Judy Riggs called for further discussion; followed by none, she called for the vote. Director Holm accepted nomination.

MOTION PASSED

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

No vote by Director Holm.

None absent.

Motion by Director Adler to nominate Director Hanenkrat as Treasurer. *Motion Seconded* by Director Holm. Board Chair Judy Riggs called for further discussion; followed by none, she called for the vote.

MOTION PASSED

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

No vote by Director Hanenkrat.

None absent.

Motion by Director Hanenkrat to nominate Director Adler as Secretary. *Motion Seconded* by Director Holm.

Motion by Director Edwards to nominate Director Carlson-Swanson as Secretary. *Motion Seconded* by Director Riggs.

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

Board Chair Judy Riggs called for further discussion; followed by none, she called for the vote.

Poll of votes for Director Adler, aye by Directors Holm, Huffman and Hanenkrat. No vote by Director Adler.

Poll of votes for Director Carlson-Swanson, aye by Directors Edwards and Riggs. No vote by Director Carlson-Swanson.

Director Adler accepted nomination.

POLL appoints Director Adler as Secretary.

None absent.

REPORTS

8. Financial Report: GM Doug Pilant reviewed the June 2020 financial reports. The District has now completed 100% of the Fiscal Year. Director Holm asked about the purpose of expenses for Bullard Law - Page, 9 #15444. GM Doug Pilant reported these expenses were for the CARES Act Temporary COVID Human Resources policy and for bargaining.
9. Service Measure Performance Report: GM Doug Pilant provided an overview of the service performance measures report. YTD Ridership decreased 9.7% over the previous year. The YTD primary operating statistics; passengers per hour -3.7%; cost per trip was +24.8%; cost per hour +20.2%; and fare box return -23.2%. All measures were impacted due to COVID.

Board Chair Huffman asked about the sanitation grant, and will that keep the buses disease free? Is it expedited? He thinks it will make a difference if it is expedited. GM Doug Pilant reported the Grant was submitted to ODOT and is unsure about their approval timeline. Director Holm asked what type of feedback we are getting from the current riders? Are there concerns? GM Doug Pilant said he hasn't spoken with riders. Board Chair Huffman thinks the District should share public communications.

10. Northwest Oregon Transit Alliance: GM Doug Pilant reviewed the NWOTA meeting agenda, minutes, finance report. NWOTA members have been testing the updated website, which has gone live. Primary topics discussed by the Coordinating Committee was developing a STIF application to fund the design and construction of bus stops. The Committee discussed COVID issues and timeliness of special needs application for vehicle sanitization. Board Chair Huffman said he thinks NW Transportation Options should promote putting bikes on buses. He is seeing a lot more people riding bikes and thinks it's a good avenue for promoting. Board Chair Huffman asked if NWOTA is hearing of any other budget cuts.

Kathy Kleczek said she can be used for promoting any type of transportation other than riding in a car by yourself. Board Chair Huffman welcomes the topic.

11. Planning & Development:
 - a. Cape Kiawanda Master Plan – No report.

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- b. Deviated Fixed Route/ADA Policy: Nelson Nygaard kick off meeting is scheduled for next week.
- c. STIF Service Alternatives Plan: Kittelson & Associates met with staff and making additional revisions to the Port of Tillamook Bay service alternative. The consultant has prepared an online survey for community at large to provide input into future service improvement priorities.

12. Grant Funding: ODOT published grant timeline for the next biennium.

- a. STIF/STF Consolidation: Senate Bill 1610, which eliminates the STF program was approved by Legislature. Future STIF monies will be re-allocated for senior and disabled services. Will make plans to consolidate the District's two advisory committees into a single committee.
- b. STIF Formula: No report.
- c. Section 5310 – Grant agreement is on the agenda for approval later in the meeting.
- d. Section 5311 – Capital grant agreement is on the agenda for approval later in the meeting.
- e. Section 5339 – None.
- f. ODOT Cares Act Special Needs grant for VA appts to PDX. Cathy and Bill Hatton working on developing a grant application to help get Veterans to their medical appointments.

13. Facility/Property Management

- a. Transit Visitors Center – Collaborating with ODOT and the City to complete the grant amendment. Hope to complete the transaction documents in August.
- b. Post Office Bus Stop: Shelter installation was completed. Redesigning the signpost and have scheduled to have the brick paver and landscaping to be completed.
- c. Alternative Fuel Facility: Working with Planning Solutions and Ferrell Gas to develop the site plan. Soil samples next step. Conducting additional market research on vehicles and size of storage tank needed.
- d. BMF sidewalk is completed and now provides a safe path to the parking lot.
- e. Starting the procurement process to replace the buildings remaining carpet.

14. NW Ride Brokerage

- a. Continue collaborating with legal counsel to revise the BPA.
- b. OHA is requiring a lot more data collection for actual trips so we are purchasing additional licenses to require providers to be on tablets. Board Chair Huffman asked about tablets being used to notify drivers when the facility is closed. Brent Olson explained what the tablets are is used for.

15. Miscellaneous

- a. CBA Negotiations – No report
- b. County Mobile Clinic – No report
- c. County Communication Network –Federal Engineering released a draft in July and reconvene the group on communication options. They are taking the feedback and will submit a refined plan so the stakeholders can choose. Likely late summer or early fall.

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- d. SDAO Infectious Disease Committee – New Oregon OSHA work rules for infection diseases be written. SDAO has asked GM Doug Pilant to participate as a committee member.
- e. RTAP Customer Service Training – The consulting company creating the new training materials has asked GM Doug Pilant to be a subject matter expert for this project. They have offered to compensate him for his time and wanted the board to know and assure them that he would participate on his personal time.
- f. NWACT Communication Subcommittee – None.
- g. COVID-19 – None.
- h. STIF – Director Adler asked if she could participate in the STIF advisory committee. GM Doug Pilant said all board members and the general public are invited and welcome to attend as a non-voting observers.

CONSENT CALENDAR

- 16. Motion to Approve the Minutes of the June 18, 2020 Regular Board Meeting
- 17. Motion to Accept Financial and Operations Reports: June 2020

Motion by Director Holm to adopt the Consent Calendar, as corrected regarding budget attendance. *Motion Seconded* by Director Edwards. Board Chair Huffman called for further discussion; followed by none, he called for the vote.

MOTION PASSED

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

ACTION ITEMS

- 18. Resolution 20-19 In the of Authorizing the GM to Execute a Software Subscription Agreement with Rarestop, Inc. dba Fleetio

GM Doug Pilant explained the Resolution to the Board.

Motion by Director Riggs to approve Resolution 20-19 In the of Authorizing the GM to Execute a Software Subscription Agreement with Rarestop, Inc. dba Fleetio. *Motion Seconded* by Director Holm. Board Chair Huffman called for further discussion; followed by none, he called for the vote.

MOTION PASSED

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

- 19. Resolution 20-20 In the Matter of Authorizing the GM to Execute ODOT Section 5311 Capital Grant in the Amount of \$430,704 to Purchase Replacement Buses and Vans

GM Doug Pilant explained the Resolution to the Board. Director Riggs asked about Exhibit A and the plans for replacement vehicles. GM Doug Pilant stated the plan is to surplus those vehicles listed.

Motion by Director Holm to approve Resolution 20-20 In the Matter of Authorizing the GM to Execute ODOT Section 5311 Capital Grant in the Amount of \$430,704 to Purchase

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Replacement Buses and Vans. *Motion Seconded* by Director Edwards. Board Chair Huffman called for further discussion; followed by none, he called for the vote.

MOTION PASSED

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

20. Resolution 20-21 In the Matter of Authorizing the GM to Execute ODOT Section 5310 Capital Grant in the Amount of \$332,800 to Purchase Deviated Fixed Route Scheduling and Dispatching Software and Fleet Preventative Maintenance

GM Doug Pilant explained the Resolution to the Board.

Motion by Director Edwards to approve Resolution 20-21 In the Matter of Authorizing the GM to Execute ODOT Section 5310 Capital Grant in the Amount of \$332,800 to Purchase Deviated Fixed Route Scheduling and Dispatching Software and Fleet Preventative Maintenance. *Motion Seconded* by Director Holm. Board Chair Huffman called for further discussion; followed by none, he called for the vote.

MOTION PASSED

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

DISCUSSION ITEMS

21. Board Roles and Responsibilities – GM Doug Pilant shared that SDAO is providing an in-depth training for Board members. It is online training divided into several modules. Board members can customize by their interests. If the Board would like information, then GM Doug Pilant will distribute the link. Board Chair Huffman encouraged it as well. He believes they should openly distribute information with each other. Bring it to a board meeting. There is a scholarship for new board members if applied for early. He thinks online is good during COVID. Director Edwards asked if this is the SDAO Board Academy and if so, said she had received this information from SDAO via email. GM Doug Pilant said this training is also free.

22. Volunteer Program Status – Board Chair Huffman said he thinks this has been covered in the memo and suggests board members read it and discuss in a later meeting if they like. He supports the volunteer program. Director Holm thanked GM for the thorough review of the program. Director Holm said volunteers are great for community support but be cautious how it is administered as it could conflict with the CBA and he urges that volunteer work does not infringe with paid work and the operations to the District. GM Doug Pilant said Marty is spot on and explained any attempt to use volunteers to replace wage earners will result in a grievance from the union. Doug also further explained volunteers were discussed during the staff/board strategic planning sessions where it was determined there's too much risk and liability for volunteers to be working at the transit center without supervision. GM Doug Pilant also explained volunteers did not rise to the level of being a strategic priority and this continued conversation has been a huge distraction to staff and takes away from the work that needs to be completed. GM Doug Pilant explained the District, from its inception, used a budget model to lump all expenses into a consolidated budget. He

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explained that in FY 2013-14 annual budget planning that he and Kristal Hughes organized the into organizational units. At that time there was enough resources being allocated to volunteers that a budget page was established to capture volunteer related expenses such as fuel, vehicle insurance, and time dispatchers spend coordinating them. Today, there's only one volunteer and Ecolane does the dispatcher work and there are no vehicles being allocated to volunteers and there's no reason for a volunteer budget page to exist. GM Doug Pilant said all future volunteer award expenses are now included in the Operations "operational expense" line item. GM Doug Pilant said the District has a proud tradition of volunteer support and should be proud of this. Volunteers, such as Friends of the Wave will never be forgotten and will be featured in the District's 25-year celebration. Doug said volunteers will be used where it makes sense to use them, such as the volunteer advisory committees.

23. TCTD Wellness Center – GM Doug Pilant said he wanted to provide the Board a record of the decisions leading to the establishment of the wellness center benefit. After reviewing the memo to the board, he explained \$3,000 was budgeted in FY 2020-21 to purchase leg exercising equipment. Board Chair Huffman said he's concerned about risk management and safety regarding going up the stairs. Director Adler asked how old the equipment is and said she's concerned about the age and risk. She asked if the equipment is commercial grade as it can void the warranty. Page 89, #C regarding driver shift schedules attending the YMCA and what are the driver schedules. GM Doug Pilant and Operations Superintendent Brent Olson explained that drivers can start as early as 3am and work as late as 10pm. Linda said she thinks it is unsafe and we should support the local business by going to the YMCA. Finance Supervisor Tabatha Welch said there isn't an actual count here at the board meeting and reminded her the Center's usage was reported at the last meeting by Danielle Amaya during her presentation. Board Chair Huffman asked for numbers. Director Adler said she was concerned about safety of people working-out alone. Director Hanenkrat asked if the wellness center is open to the board. GM Doug Pilant said this was an employee benefit. Director Holm asked board members why it would matter how many people use it and what would the objective be of getting that information? Board Chair Huffman stated the board wants to know and not look at it as a judgment. Director Edwards said its being used so it's a good employee benefit. Director Holm thinks the numbers during COVID wouldn't matter because things are much different right now. GM Doug Pilant explained that on Page 93 is a copy of the TCTD Wellness Center employee benefit adopted by the Board on 9/20/2018. He also explained usage shouldn't be measured about the number of people using it but the number of visits being most important. There have been over 500 visits since June 9th.

24. Pacific City Free Shuttle – GM Doug Pilant provided an overview of the PC Free Shuttle Service development. In the Spring of 2013, the staff and board met to establish a strategic plan that included a strategic priority to establish a greater presence in South County. This effort resulted in identifying the need to establish the PC Shuttle service. Board Chair Huffman asked if this needs a motion. GM stated no. Director Adler asked if it could grow to a big circle to serve all of South County instead of just vacationers. GM explained this service is focuses on a specific demand management objective. Doug said that someday if there is available resources that a new service can be created. Director Adler asked if STIF funds can be used. GM

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Doug Pilant said not at this time because the STIF monies have been allocated. Board Chair Huffman asked if a survey helped. Board Chair Huffman appreciates Merrienne Hoffman's efforts in that community and the project. Maybe add a plaque on the wall. Director Adler asked if it can be brought up at next STIF meeting. GM Doug Pilant said the STIF planning process has already started.

25. Board Staff Comments/Concerns

GM Doug Pilant: None.

Superintendent Brent Olson: None.

Finance Supervisor Tabatha Welch: None.

NWR Brokerage Manager/Board Clerk Cathy Bond: None.

Office Assistance

26. Board of Directors Comments/Concerns

Jim Huffman – Thanked Judy for hanging in there for all she has done. Her abilities, skills and talents and her service to the Board.

Judy Riggs – Thanked board and especially the staff for everything and thanked staff for flowers.

Marty Holm – Thanked for flowers for wife for kindness and care.

Jackie Edwards – Comforted for the bus service for people who need it.

Gary Hanenkrat – None.

Linda Adler – Looks forward to sitting in on planning, thanked Doug for everything he's done.

Melissa Carlson-Swanson – Thanked Judy for her service, leadership and guidance for her time as chair.

UPCOMING EVENTS

Board Training - TBD

Adjournment: Board Chair Riggs adjourned the meeting at 8:06pm.

These minutes approved this 20th day of August, 2020.

ATTEST:

James Huffman, Board Chair

Doug Pilant, General Manager

**TILLAMOOK COUNTY TRANSPORTATION DISTRICT
PERSONNEL POLICIES & EMPLOYEE HANDBOOK**

HARRASSMENT	Number: 2(B)
Adopted by the Board of Directors on Effective:	Pages: 4

1. Statement of Policy. Tillamook County Transportation District (TCTD) is committed to a work environment in which all individuals are treated with respect and dignity. Each individual has the right to work in a professional atmosphere that promotes equal employment opportunities and prohibits unlawful discriminatory practices, including harassment. Therefore, TCTD expects that all relationships among persons will be respectful and professional, free of bias, prejudice and harassment in the workplace, at work related events, or any activity coordinated by or through the organization. This policy applies to all employees, elected officials, volunteers and any other person we interact with in the course of accomplishing the work of the organization.

TCTD has developed this policy to ensure that all its employees can work in an environment free from unlawful harassment, sexual assault, discrimination and retaliation. TCTD will make every reasonable effort to ensure that all concerned are familiar with these policies and are aware that any good faith complaint in violation of these policies will be investigated and resolved appropriately.

Discrimination, harassment, sexual assault, and retaliation are not acceptable.

Any employee who has questions or concerns about this policy should talk with our primary contact Finance Supervisor or as an alternative you may contact the General Manager.

2. Policy. It is our policy to ensure equal employment opportunity without discrimination or harassment on the basis of race, color, religion, sex, sexual orientation, gender identity or expression, age, disability, marital status, citizenship, national origin, genetic information, or any other characteristic protected by law.

We encourage good faith reporting of all perceived incidents of discrimination, harassment or sexual assault. It is the policy of TCTD to promptly and thoroughly investigate such reports. We prohibit retaliation against any individual who reports discrimination, harassment or sexual assault in good faith or participates in an investigation of such reports.

3. Prohibited Conduct. Sexual harassment, sexual assault, and harassment on the basis of any other protected characteristic is strictly prohibited.

Sexual harassment constitutes discrimination and is illegal under federal and state laws. For the purposes of this policy, "sexual harassment" is defined, as in the Equal Employment Opportunity Commission Guidelines, as unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when, for example: a) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, b) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or c) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

Title VII of the Civil Rights Act of 1964 recognizes two types of sexual harassment: a) quid pro quo and b) hostile work environment. Sexual harassment may include a range of subtle and not-so-subtle behaviors and may involve individuals of the same or different gender. Depending on the circumstances, these behaviors may include unwanted sexual advances or requests for sexual favors; sexual jokes and innuendo; verbal abuse of a sexual nature; commentary about an individual's body, sexual prowess or sexual deficiencies; leering, whistling or touching; insulting or obscene comments or gestures; display in the workplace of sexually suggestive objects or pictures; and other physical, verbal or visual conduct of a sexual nature.

Oregon Law provides further protection from sexual assault defined as unwanted conduct of a sexual nature that is inflicted upon a person or compelled through the use of physical force, manipulation, threat, or intimidation.

Harassment on the basis of any other protected characteristic is also strictly prohibited. Under this policy, harassment is verbal, written or physical conduct that denigrates or shows hostility or aversion toward an individual because of his or her race, color, religion, sex, sexual orientation, gender identity or expression, national origin, age, disability, marital status, citizenship, genetic information, or any other characteristic protected by law, or that of his or her relatives, friends or associates, and that: a) has the purpose or effect of creating an intimidating, hostile or offensive work environment, b) has the purpose or effect of unreasonably interfering with an individual's work performance, or c) otherwise adversely affects an individual's employment opportunities.

Harassing conduct includes labels, insults or negative stereotyping; threatening, intimidating or hostile acts; demeaning jokes; and written or graphic material that belittles or shows hostility or dislike toward an individual or group that is placed on walls or elsewhere on the employer's premises or circulated in the workplace, on company

time or using company equipment by e-mail, phone (including voice messages), text messages, social networking sites or other means.

4. Reporting an Incident of Harassment, Sexual Assault, Discrimination or Retaliation. TCTD encourages good faith reporting of all perceived incidents of discrimination, harassment, sexual assault or retaliation, regardless of the offender's identity or position. Individuals who believe that they have been the victim of such conduct should discuss their concerns with the Finance Supervisor or General Manager. See the complaint procedure described below.

In addition, we encourage individuals who believe they are being subjected to such conduct to promptly advise the offender that their behavior is unwelcome and to request that it stop. Often this action alone will resolve the problem. We recognize, however, that an individual may prefer to pursue the matter through complaint procedures.

Following receipt of a complaint or concern management may follow-up as reasonably appropriate under the circumstances to ensure no further concerns or retaliation are experienced. Employees should not wait for the management follow-up to share related experiences.

5. Internal Complaint Procedure and Investigation. Individuals who believe they have been the victims of conduct prohibited by this policy or believe they have witnessed such conduct should discuss their concerns with Finance Supervisor if you are unable to reach the primary contact please reach out to General Manager. We encourage all employees to document incidents involving discrimination, harassment, sexual assault or retaliation as soon as possible, including details about the event(s), associated date(s), and potential witnesses.

TCTD encourages the prompt reporting of complaints or concerns so that quick and helpful action can be taken before relationships become irreparably broken. Early reporting and intervention have proven to be the most effective method of resolving actual or perceived incidents of harassment.

Any reported allegations of harassment, sexual assault, discrimination or retaliation will be promptly investigated. The investigation may include individual interviews with the parties involved and, where necessary, with individuals who may have observed the event(s) or may have other relevant knowledge.

TCTD will maintain confidentiality throughout the investigatory process to the extent possible with acceptable investigation and appropriate corrective action.

Misconduct constituting harassment, sexual assault, discrimination or retaliation will be dealt with appropriately. Responsive action may include, for example, training, referral

to counseling or corrective action as described in Policy 11 of the Personnel Policies & Employee Handbook.

False and malicious complaints of harassment, sexual assault, discrimination or retaliation (as opposed to complaints that, even if erroneous, are made in good faith) may be the subject of appropriate disciplinary action.

6. Time Limitations. Nothing in this policy precludes any person from filing a formal grievance in accordance with a collective bargaining agreement, the Bureau of Labor and Industries' Civil Rights Division or the Equal Employment Opportunity Commission. Note that Oregon state law requires that any legal action taken on alleged discriminatory conduct (specifically that prohibited by ORS 659A.030, 659A.082 or 659A.112) commence no later than five years after the occurrence of the violation. Other applicable laws may have a shorter time limitation on filing.

7. Employment Agreements. Under this policy, a nondisclosure agreement is any agreement by which one or more parties agree not to discuss or disclose information regarding any complaint of work-related harassment, discrimination, or sexual assault.

A nondisparagement agreement is any agreement by which one or more parties agree not to discredit or make negative or disparaging written or oral statements about any other party or the company.

A no-rehire provision is an agreement that prohibits an employee from seeking reemployment with the company and allows a company to not rehire that individual in the future.

TCTD will not require an employee to enter into any agreement if the purpose or effect of the agreement prevents the employee from disclosing or discussing conduct constituting discrimination, harassment, or sexual assault.

An employee claiming to be aggrieved by discrimination, harassment, or sexual assault may, however, voluntarily request to enter into a settlement, separation, or severance agreement which contains a nondisclosure, nondisparagement, or no-rehire provision and will have at least seven days to revoke any such agreement.

**TILLAMOOK COUNTY TRANSPORTATION DISTRICT
PERSONNEL POLICYPOLICIES & EMPLOYEE HANDBOOK**

HARRASSMENT	Number: 342(B)
Adopted by the Board of Directors on Effective:	Pages: 4

1. Statement of Policy. Tillamook County Transportation District (TCTD) is committed to a work environment in which all individuals are treated with respect and dignity. Each individual has the right to work in a professional atmosphere that promotes equal employment opportunities and prohibits unlawful discriminatory practices, including harassment. Therefore, TCTD expects that all relationships among persons will be respectful and professional, free of bias, prejudice and harassment in the workplace, at work related events, or any activity coordinated by or through the organization. This policy applies to all employees, elected officials, volunteers and any other person we interact with in the course of accomplishing the work of the organization.

TCTD has developed this policy to ensure that all its employees can work in an environment free from unlawful harassment, sexual assault, discrimination and retaliation. TCTD will make every reasonable effort to ensure that all concerned are familiar with these policies and are aware that any good faith complaint in violation of these policies will be investigated and resolved appropriately.

Discrimination, harassment, sexual assault, and retaliation are not acceptable.

Any employee who has questions or concerns about these policiesthis policy should talk with our primary contact Finance Supervisor or as an alternative you may contact the General Manager.

EQUAL EMPLOYMENT OPPORTUNITY

2. Policy. It is our policy to ensure equal employment opportunity without discrimination or harassment on the basis of race, color, religion, sex, sexual orientation, gender identity or expression, age, disability, marital status, citizenship, national origin, genetic information, or any other characteristic protected by law.

RETALIATION

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We encourage good faith reporting of all perceived incidents of discrimination, ~~or harassment~~ or sexual assault. It is the policy of TCTD to promptly and thoroughly investigate such reports. We prohibit retaliation against any individual who reports discrimination, ~~or harassment~~ or sexual assault in good faith or participates in an investigation of such reports.

1. Prohibited Conduct. Sexual harassment, sexual assault, and harassment on the basis of any other protected characteristic is strictly prohibited. **SEXUAL HARASSMENT.**

3.

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Sexual harassment constitutes discrimination and is illegal under federal and state laws. For the purposes of this policy, "sexual harassment" is defined, as in the Equal Employment Opportunity Commission Guidelines, as unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when, for example: a) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, b) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or c) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

Title VII of the Civil Rights Act of 1964 recognizes two types of sexual harassment: a) quid pro quo and b) hostile work environment. Sexual harassment may include a range of subtle and not-so-subtle behaviors and may involve individuals of the same or different gender. Depending on the circumstances, these behaviors may include unwanted sexual advances or requests for sexual favors; sexual jokes and innuendo; verbal abuse of a sexual nature; commentary about an individual's body, sexual prowess or sexual deficiencies; leering, whistling or touching; insulting or obscene comments or gestures; display in the workplace of sexually suggestive objects or pictures; and other physical, verbal or visual conduct of a sexual nature.

Oregon Law provides further protection from sexual assault defined as unwanted conduct of a sexual nature that is inflicted upon a person or compelled through the use of physical force, manipulation, threat, or intimidation.

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HARASSMENT

Harassment on the basis of any other protected characteristic is also strictly prohibited. Under this policy, harassment is verbal, written or physical conduct that denigrates or

shows hostility or aversion toward an individual because of his or her race, color, religion, sex, sexual orientation, gender identity or expression, national origin, age, disability, marital status, citizenship, genetic information, or any other characteristic protected by law, or that of his or her relatives, friends or associates, and that: a) has the purpose or effect of creating an intimidating, hostile or offensive work environment, b) has the purpose or effect of unreasonably interfering with an individual's work performance, or c) otherwise adversely affects an individual's employment opportunities.

Harassing conduct includes labels, insults or negative stereotyping; threatening, intimidating or hostile acts; demeaning jokes; and written or graphic material that belittles or shows hostility or dislike toward an individual or group that is placed on walls or elsewhere on the employer's premises or circulated in the workplace, on company time or using company equipment by e-mail, phone (including voice messages), text messages, social networking sites or other means.

Reporting an Incident of Harassment, Sexual Assault, Discrimination or Retaliation.

4. TCTD encourages good faith reporting of all perceived incidents of discrimination, harassment, sexual assault or retaliation, regardless of the offender's identity or position. Individuals who believe that they have been the victim of such conduct should discuss their concerns with the Finance Supervisor or General Manager. See the complaint procedure described below.

In addition, we encourage individuals who believe they are being subjected to such conduct to promptly advise the offender that their behavior is unwelcome and to request that it stop. Often this action alone will resolve the problem. We recognize, however, that an individual may prefer to pursue the matter through complaint procedures.

Following receipt of a complaint or concern management will may follow-up every three months for one year as reasonably appropriate under the circumstances to ensure no further concerns or retaliation are experienced. Employees should not wait for the management follow-up to share related experiences. If an employee would like the follow-up to discontinue the follow-up process a request must be submitted in writing to the [Working Title].

Internal Complaint Procedure and Investigation.

5. Individuals who believe they have been the victims of conduct prohibited by this policy or believe they have witnessed such conduct should discuss their concerns with Finance Supervisor if you are unable to reach the primary contact please

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reach out to General Manager. We encourage all employees to document incidents involving discrimination, harassment, sexual assault or retaliation as soon as possible, including details about the event(s), associated date(s), and potential witnesses.

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TCTD will maintain confidentiality throughout the investigatory process to the extent possible with acceptable investigation and appropriate corrective action.

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TIME LIMITATIONS Time Limitations.

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Nothing in this policy precludes any person from filing a formal grievance in accordance with a collective bargaining agreement, the Bureau of Labor and Industries' Civil Rights Division or the Equal Employment Opportunity Commission. Note that Oregon state law requires that any legal action taken on alleged discriminatory conduct (specifically that prohibited by ORS 659A.030, 659A.082 or 659A.112) commence no later than five years after the occurrence of the violation. Other applicable laws may have a shorter time limitation on filing.

6.

Employment Agreements.

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7. Under this policy, a nondisclosure agreement is any agreement by which one or more parties agree not to discuss or disclose information regarding any complaint of work-related harassment, discrimination, or sexual assault.

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A nondisparagement agreement is any agreement by which one or more parties agree not to discredit or make negative or disparaging written or oral statements about any other party or the company.

A no-rehire provision is an agreement that prohibits an employee from seeking reemployment with the company and allows a company to not rehire that individual in the future.

TCTD will not require an employee to enter into any agreement if the purpose or effect of the agreement prevents the employee from disclosing or discussing conduct constituting discrimination, harassment, or sexual assault.

An employee claiming to be aggrieved by discrimination, harassment, or sexual assault may, however, voluntarily request to enter into a settlement, separation, or severance agreement which contains a nondisclosure, nondisparagement, or no-rehire provision and will have at least seven days to revoke any such agreement.

Draft Required

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

**Authorizing the General Manager)
to Execute Amendment No. 2)
of the ODOT Connect Oregon)
Grant Agreement No. 23511)**

RESOLUTION NO. 20-22

WHEREAS, the Board of Directors of the Tillamook County Transportation District ("District") is a party to the Connect Oregon Grant No. 23511 ("Grant") for the building and occupancy of the Tillamook TOWN SQUARE Transit and Visitor Center.

WHEREAS, the District has agreed to purchase from the City of Tillamook ("City"), a party to the Grant, the present land and building on which the TOWN SQUARE Transit and Visitor Center sits.

WHEREAS, as a condition of the sale the City has requested that it be relieved of any responsibility associated with the City's participation in the Connect Oregon Grant, No. 23511, as to maintenance and other duties.

WHEREAS, the District has agreed to seek the City's release under the Grant from the Oregon Department of Transportation ("ODOT").

WHEREAS, ODOT has agreed to release the City from the Grant and has prepared Amendment Number 2 to the Grant Agreement ("Agreement") under the Multimodal Transportation Fund Program, attached hereto as Exhibit A and incorporated by reference herein.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors hereby approves Amendment Number 2 and authorized the General Manager to execute the Agreement and take such other action necessary to complete the ODOT amendment process.

INTRODUCED AND ADOPTED this 20th day of July, 2020.

ATTEST:

By: _____
James Huffman, Board Chair

By: _____
Doug Pilant, General Manager

**AMENDMENT NUMBER 02
GRANT AGREEMENT
MULTIMODAL TRANSPORTATION FUND PROGRAM
Tillamook Transit & Visitors Center**

This is Amendment No. 02 to the Agreement between the **State of Oregon**, acting by and through its Department of Transportation, hereinafter referred to as "ODOT," and **Tillamook County Transportation District**, acting by and through its Board of Commissioners, and the City of Tillamook, acting by and through its City Council, hereinafter collectively referred to as "Recipient," entered into on November 11, 2006 and Amendment Number 01 entered into on October 7, 2007.

It has now been determined by ODOT and Recipients that the Agreement referenced above shall be amended to change useful life maintenance and usage requirements from joint responsibility to the responsibility of the Tillamook County Transportation District.

1. **Effective Date.** This Amendment shall become effective on the date it is fully executed and approved as required by applicable law.

2. **Amendment to Agreement.**

a. **1st paragraph, Page 1, which reads:**

THIS GRANT PROGRAM AGREEMENT, hereinafter referred to as "Agreement" is made and entered into by and between THE STATE OF OREGON, acting by and through its Department of Transportation, hereinafter referred to as "ODOT", Tillamook County Transportation District, acting by and through its Board of Commissioners, and the City of Tillamook, acting by and through its City Council, hereinafter collectively referred to as "Recipient."

Shall be deleted in its entirety and replaced with the following:

This Grant Agreement ("Agreement") is made and entered into by and between the State of Oregon, acting by and through its Department of Transportation ("ODOT" or "State"), and Tillamook County Transportation District, acting by and through its Governing Body, ("Recipient"), both referred to individually or collectively as "Party" or "Parties."

b. **Insert new ADA Requirements, to Recipient Obligations, Paragraph 15, Page 5, to read as follows:**

15. Recipient shall ensure that the Project is maintained in compliance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 as amended (together, "ADA") throughout the

useful life of the Project. This includes, but is not limited to, Recipient ensuring that:

- a. Pedestrian access is maintained as required by the ADA,
 - b. Any complaints received by Recipient identifying sidewalk, curb ramp, pedestrian-activated signal, transit stop, park-and-ride, on-street parking, and any other feature that might need to be accessible safety or access issues are promptly evaluated and addressed,
 - c. Recipient, or abutting property owner, pursuant to local code provisions, performs any repair or removal of obstructions needed to maintain the facility in compliance with the ADA requirements that were in effect at the time the facility was constructed or altered,
 - d. Any future alteration work on Project or Project features during the useful life of the Project complies with the ADA requirements in effect at the time the future alteration work is performed, and
 - e. Applicable permitting and regulatory actions are consistent with ADA requirements.
3. **Counterparts.** This Amendment may be executed in two or more counterparts (by facsimile or otherwise) each of which is an original and all of which when taken together are deemed one agreement binding on all Parties, notwithstanding that all Parties are not signatories to the same counterpart.
4. **Original Agreement.** Except as expressly amended above, all other terms and conditions of the original Agreement are still in full force and effect. Agency certifies that the representations, warranties and certifications in the original Agreement are true and correct as of the effective date of this Amendment and with the same effect as though made at the time of this Amendment.

SIGNATURE PAGE TO FOLLOW

Recipient/State
Agreement No. 23511

THE PARTIES, by execution of this Agreement, hereby acknowledge that their signing representatives have read this Agreement, understand it, and agree to be bound by its terms and conditions.

Tillamook County Transportation District, acting by and through its elected officials

STATE OF OREGON, by and through its Department of Transportation

By _____
(Legally designated representative)

By _____
Director

Name _____
(printed)

Name _____
(printed)

Date _____

Date _____

The City of Tillamook, acting by and through its elected officials

APPROVAL RECOMMENDED

By _____
(Legally designated representative)

By _____
Connect Oregon Program Manager

Name _____
(printed)

Date _____

Date _____

By _____
Strategic Investments Management Services

Date _____

Recipient Contact:

Doug Pilant
3600 3rd Street
Suite A
Tillamook, OR 97141
Phone: 503-842-3115
Email: dpilant@tillamookbus.com

APPROVED AS TO LEGAL SUFFICIENCY
(For funding over \$150,000)

By Sam Zeigler dated 7/10/20
Assistant Attorney General

Connect Oregon Program Manager:

Cecelia (Cece) Gilbert
555 13th Street NE
Salem, OR 97301-4178
Phone: 503-986-3528
cecelia.gilbert@odot.state.or.us

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