

Tillamook County Transportation District  
Board of Directors  
Regular Monthly Meeting



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



Thursday, September 17, 2020 at 6:00PM  
Transportation Building  
3600 Third Street, Tillamook, Oregon

Tillamook County Transportation District

Normal Trial Balance

From 8/31/2020 Through 8/31/2020

<u>Account Code</u>	<u>Account Title</u>	<u>Debit Balance</u>	<u>Credit Balance</u>
1001	General Checking Account	623,688.26	
1006	Payroll Checking	16,400.38	
1009	NW RIDES ACCOUNT	511,759.81	
1011	Prop. Mgmt. Checking	40,808.11	
1020	LGIP - General Account	864,974.02	
1030	LGIP - Capital Reserve	588,901.32	
1040	Petty Cash	200.00	
Report Total		2,646,731.90	0.00
Report Difference		2,646,731.90	

*DL*  
*9-2-20*  
*9-2-20*  
*gfw*

**Tillamook County Transportation District**  
**Financial Statement - Unposted Transactions Included In Report**  
**From 8/1/2020 Through 8/31/2020**

	Current Period Actual	Current Period Budget	Current Year Actual	Total Budget	Total Budget Variance	16%
<b>Resources</b>						
Working Capital	3500	0.00	0.00	1,916,835.00	(1,916,835.00)	0.00%
Fares	4000	18,094.18	40,554.43	300,000.00	(259,445.57)	13.51%
Contract Revenue	4020	21,058.61	49,373.82	875,000.00	(825,626.18)	5.64%
Property Tax	4100	0.00	0.00	950,000.00	(950,000.00)	0.00%
Past Years Property Tax	4110	0.00	0.00	25,000.00	(25,000.00)	0.00%
State Timber Revenue	4120	0.00	0.00	275,000.00	(275,000.00)	0.00%
Mass Transit State Payroll Tax	4130	0.00	0.00	85,000.00	(85,000.00)	0.00%
STIF Formula	4135	0.00	97,579.00	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%
NW/OTA Partner Cont. Match	4225	10,500.00	10,500.00	42,000.00	(31,500.00)	25.00%
Grants - STF	4230	0.00	16,925.00	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	0.00	2,500.00	(2,500.00)	0.00%
Miscellaneous Income	4400	6,191.11	6,792.09	5,000.00	1,792.09	135.84%
Sale of Assets - Income	4410	0.00	0.00	10,000.00	(10,000.00)	0.00%
Interest Income	4510	1,205.77	2,679.71	32,500.00	(29,820.29)	8.24%
Advertising Income	4520	0.00	0.00	1,000.00	(1,000.00)	0.00%
Lease Income	4900	1,900.00	3,800.00	23,000.00	(19,200.00)	16.52%
Lease Operational Exp Income	4910	677.26	1,342.53	18,000.00	(16,657.47)	7.45%
Transfer From General Fund	4911	0.00	0.00	157,050.00	(157,050.00)	0.00%

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NO WORK

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**Tillamook County Transportation District**  
**Financial Statement - Unposted Transactions Included In Report**  
**From 8/1/2020 Through 8/31/2020**

	Current Period Actual	Current Period Budget	Current Year Actual	Total Budget	Total Budget Variance	16%
Transfer from Veh. Purch. Res.	4915 0.00	0.00	0.00	31,835.00	(31,835.00)	0.00%
Transfer from STF Fund	4916 0.00	0.00	0.00	46,786.00	(46,786.00)	0.00%
Transfer from STIF Fund	4918 0.00	0.00	0.00	945,000.00	(945,000.00)	0.00%
<b>Total Resources</b>	<u>59,626.93</u>	<u>227,458.33</u>	<u>229,546.58</u>	<u>8,951,927.00</u>	<u>(8,722,380.42)</u>	<u>2.56%</u>
<b>Expenses</b>						
<b>Personnel Services</b>						
Payroll: Administration	5010 22,784.75	30,500.00	53,525.19	366,000.00	312,474.81	14.62%
Payroll: Dispatch	5020 7,105.20	7,666.67	17,933.83	92,000.00	74,066.17	19.49%
Payroll: Drivers	5030 71,894.39	93,333.33	184,361.97	1,120,000.00	935,638.03	16.46%
Payroll: Maintenance	5040 4,898.67	5,833.33	12,253.72	70,000.00	57,746.28	17.50%
Payroll Expense	5050 8,105.81	10,291.67	20,578.80	123,500.00	102,921.20	16.66%
Payroll Healthcare	5051 29,136.04	36,446.00	59,824.49	437,352.00	377,527.51	13.67%
Payroll Retirement	5052 4,493.25	5,875.00	11,458.42	70,500.00	59,041.58	16.25%
Payroll Veba	5053 3,278.90	3,800.00	6,617.02	45,600.00	38,982.98	14.51%
Workers Compensation Ins.	5055 0.00	2,666.67	31,953.14	32,000.00	46.86	99.85%
<b>Total Personnel Services</b>	<u>151,697.01</u>	<u>196,412.67</u>	<u>398,506.58</u>	<u>2,356,952.00</u>	<u>1,958,445.42</u>	<u>16.91%</u>
<b>Materials and Services</b>						
Professional Services	5100 22,586.90	9,187.50	47,176.10	110,250.00	63,073.90	42.79%
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 1,010.53	2,500.00	1,010.53	30,000.00	28,989.47	3.36%
Dues & Subscriptions	5120 262.99	1,250.00	2,414.99	15,000.00	12,585.01	16.09%
Office Equipment R&R	5140 225.22	333.33	450.44	4,000.00	3,549.56	11.26%
Computer R&M	5145 2,611.10	3,375.00	6,425.90	40,500.00	34,074.10	15.86%

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**Tillamook County Transportation District**  
**Financial Statement - Unposted Transactions Included In Report**  
**From 8/1/2020 Through 8/31/2020**

	Current Period Actual	Current Period Budget	Current Year Actual	Total Budget	Total Budget Variance	16%
Fees & Licenses	220.99	2,583.33	4,033.98	31,000.00	26,966.02	13.01%
Insurance	0.00	8,333.33	0.00	100,000.00	100,000.00	0.00%
Office Expenses	2,292.10	1,250.00	4,860.49	15,000.00	10,139.51	32.40%
Board Expenses	1,148.18	1,083.33	1,498.18	13,000.00	11,501.82	11.52%
Operational Expenses	1,988.47	3,374.99	8,812.67	40,500.00	31,687.33	21.75%
Drug & Alcohol Administration	100.00	208.33	150.00	2,500.00	2,350.00	6.00%
Marketing	2,932.68	4,583.34	4,694.44	55,000.00	50,305.56	8.53%
Website Re-Design	0.00	6,250.00	6,500.00	75,000.00	68,500.00	8.66%
Telephone Expense	3,184.92	1,633.33	4,399.20	19,600.00	15,200.80	22.44%
Travel & Training	1,517.24	2,666.68	4,257.48	32,000.00	27,742.52	13.30%
Vehicle Expense	17,866.64	16,666.67	34,386.95	200,000.00	165,613.05	17.19%
Fuel Expenses	15,877.18	20,833.33	31,789.89	250,000.00	218,210.11	12.71%
Postage	132.99	166.67	280.98	2,000.00	1,719.02	14.04%
Mgmt/Labor Recreation Fund	0.00	225.67	0.00	2,708.00	2,708.00	0.00%
Transit & Visitor Center Lease	700.00	700.00	1,400.00	0.00	(1,400.00)	0.00%
Transit & Visitor Center Maint	1,399.38	1,500.00	1,514.38	18,000.00	16,485.62	8.41%
General Operating Cont.	0.00	0.00	0.00	250,000.00	250,000.00	0.00%
Property Operating Expenses	2,025.13	2,041.67	3,194.13	24,500.00	21,305.87	13.03%
Flex Lease: Fees	0.00	41.67	0.00	500.00	500.00	0.00%
Property Maint. & Repair	1,978.64	2,083.33	3,793.64	25,000.00	21,206.36	15.17%
Operations Facility Maint.	1,062.15	333.33	1,134.16	4,000.00	2,865.84	28.35%
Total Materials and Services	81,123.43	95,913.16	174,178.53	1,392,558.00	1,218,379.47	12.51%
Special Payments						
STF Payments to Recipients	0.00	1,742.83	5,229.00	20,914.00	15,685.00	25.00%
STIF Payments to Recipients	0.00	0.00	1,250.00	5,000.00	3,750.00	25.00%

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**Tillamook County Transportation District**  
**Financial Statement - Unposted Transactions Included In Report**  
**From 8/1/2020 Through 8/31/2020**

	Current Period Actual	Current Period Budget	Current Year Actual	Total Budget	Total Budget Variance	16%
Total Special Payments	0.00	1,742.83	6,479.00	25,914.00	19,435.00	25.00%
Transfers						
Transfer to LGIP 5931	0.00	0.00	0.00	31,835.00	31,835.00	0.00%
Transfer to Property Mgmt	0.00	0.00	0.00	135,050.00	135,050.00	0.00%
Transfer to General Fund	0.00	0.00	0.00	930,786.00	930,786.00	0.00%
Transfer to Vehicle Reserve	0.00	0.00	0.00	10,000.00	10,000.00	0.00%
Transfer to NWOTA Fund	0.00	0.00	0.00	76,000.00	76,000.00	0.00%
Reserve for Future Expenditure	0.00	0.00	0.00	701,835.00	701,835.00	0.00%
Unappropriated Ending Fund Bal	0.00	0.00	0.00	1,020,647.00	1,020,647.00	0.00%
Total Transfers	0.00	0.00	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	1,205.16	7,500.00	6,294.84	16.06%
OTIB TVC LOAN	0.00	0.00	0.00	4,800.00	4,800.00	0.00%
OTIB Debt Service	0.00	0.00	0.00	30,000.00	30,000.00	0.00%
Total Debt Service	602.58	5,712.50	1,205.16	103,350.00	102,144.84	1.17%
Capital Purchases						
Building Repair & Renovation	0.00	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	0.00	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%

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**Tillamook County Transportation District**  
**Financial Statement - Unposted Transactions Included In Report**  
**From 8/1/2020 Through 8/31/2020**

	Current Period Actual	Current Period Budget	Current Year Actual	Total Budget	Total Budget Variance	16%
6050	17,547.19	51,333.33	32,036.66	616,000.00	583,963.34	5.20%
Other Capital Projects	17,547.19	68,500.00	32,186.64	2,167,000.00	2,134,813.36	1.49%
Total Capital Purchases	18,149.77	74,212.50	33,391.80	2,270,350.00	2,236,958.20	1.47%
Total Capital Outlay	250,970.21	368,281.16	612,555.91	8,951,927.00	8,339,371.09	6.84%
Total Expenses						

**Tillamook County Transportation District**  
**Financial Statement - Unposted Transactions Included In Report**  
**From 8/1/2020 Through 8/31/2020**

	Current Period Actual	Current Period Budget	Current Year Actual	Total Budget	Total Budget Variance	16%
<b>Resources</b>						
NWR Revenue	311,356.93	437,316.67	618,426.39	5,247,800.00	(4,629,373.61)	11.78%
<b>Total Resources</b>	<u>311,356.93</u>	<u>437,316.67</u>	<u>618,426.39</u>	<u>5,247,800.00</u>	<u>(4,629,373.61)</u>	<u>11.78%</u>
<b>Expenses</b>						
<b>Personnel Services</b>						
Payroll: Administration	21,604.56	23,750.00	52,571.29	285,000.00	232,428.71	18.44%
Payroll: Indirect	720.00	2,500.00	2,340.00	30,000.00	27,660.00	7.80%
Payroll Expense	1,647.73	2,083.33	4,096.88	25,000.00	20,903.12	16.38%
Payroll Healthcare	8,782.29	9,166.67	17,604.91	110,000.00	92,395.09	16.00%
Payroll Retirement	1,264.09	1,250.00	2,998.35	15,000.00	12,001.65	19.98%
Payroll Veba	948.02	1,083.33	1,896.04	13,000.00	11,103.96	14.58%
Workers Compensation Ins.	0.00	0.00	318.42	0.00	(318.42)	0.00%
<b>Total Personnel Services</b>	<u>34,966.69</u>	<u>39,833.33</u>	<u>81,825.89</u>	<u>478,000.00</u>	<u>396,174.11</u>	<u>17.12%</u>
<b>Materials and Services</b>						
Professional Services	6,004.00	416.67	7,888.00	5,000.00	(2,888.00)	157.76%
Dues & Subscriptions	0.00	125.00	0.00	1,500.00	1,500.00	0.00%
Office Equipment R&R	225.22	333.33	450.44	4,000.00	3,549.56	11.26%
Computer R&M	1,502.00	1,250.00	3,004.00	15,000.00	11,996.00	20.02%
Fees & Licenses	0.00	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	147.97	833.33	860.72	10,000.00	9,139.28	8.60%
Operational Expenses	253.65	125.00	420.74	1,500.00	1,079.26	28.04%
Telephone Expense	1,014.46	1,666.67	1,899.29	20,000.00	18,100.71	9.49%
Travel & Training	0.00	416.67	0.00	5,000.00	5,000.00	0.00%

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NWR

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**Tillamook County Transportation District**  
**Financial Statement - Unposted Transactions Included In Report**  
**From 8/1/2020 Through 8/31/2020**

	Current Period Actual	Current Period Budget	Current Year Actual	Total Budget	Total Budget Variance	16%
5260 Postage	9.95	83.33	119.90	1,000.00	880.10	11.99%
5265 Purchased Transportation	132,766.79	333,333.33	235,208.79	4,000,000.00	3,764,791.21	5.88%
5266 Member Mileage Reimbursement	0.00	22,916.67	20,560.00	275,000.00	254,440.00	7.47%
5267 Volunteer Mileage Reimburse	6,097.31	33,333.33	33,221.36	400,000.00	366,778.64	8.30%
5281 Office Rent	800.00	400.00	800.00	4,800.00	4,000.00	16.66%
5300 Property Operating Expenses	204.11	833.33	304.11	10,000.00	9,695.89	3.04%
Total Materials and Services	149,025.46	397,483.33	314,737.35	4,769,800.00	4,455,062.65	6.60%
Total Expenses	183,992.15	437,316.66	396,563.24	5,247,800.00	4,851,236.76	7.56%

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**Tillamook County Transportation District**

Check/Voucher Register  
 1001 - General Checking Account  
 From 8/1/2020 Through 8/31/2020

Document Number	Document Date	Transaction Amount	Payee	Transaction Description
15636	8/5/2020	700.00	City Of Tillamook	AUGUST LEASE
15637	8/5/2020	95.45	CLAYTON NORRBOM	TRAINING/MILEAGE
15638	8/5/2020	10.27	DSU PETERBILT & GMC INC	SHOP INVENTORY
15639	8/5/2020	39.77	CENTURYLINK	HARD LINE/FAX LINE
15640	8/5/2020	583.28	Fred Meyer Customer Charges	july fred meyer
15641	8/5/2020	10,080.00	INNOVA LEGAL ADVISORS	LEGAL/BARGAINING/INVESTIGATI
15642	8/5/2020	244.50	KEMPS NORTH COAST TOOLS	shop tools
15643	8/5/2020	75.75	MAC TOOLS DISTRIBUTING	SHOP TOOLS
15644	8/5/2020	115.00	North Coast Lawn	LAWN MAINTENANCE
15645	8/5/2020	1,000.00	NATHAN LEVIN	AUGUST LEASE
15646	8/5/2020	34.99	Office Depot Credit Plan	office supplies
15646	8/5/2020	44.84	Office Depot Credit Plan	OFFICE SUPPLIES
15646	8/5/2020	47.41	Office Depot Credit Plan	OFFICE SUPPLIES
15647	8/5/2020	39.28	PORTLAND GENERAL	JULY 2020
15648	8/5/2020	108.00	TILLAMOOK COUNTY SHOPPER, LLC	ADVERTISING/STIF PLANNING SU
15648	8/5/2020	60.00	TILLAMOOK COUNTY SHOPPER, LLC	STIF PLANNING
15649	8/5/2020	593.75	Western Bus Sales	BUS 300 DAMAGED DPF CORE CH/
15650	8/7/2020	850.00	WAVE	JULY
15651	8/7/2020	1,345.00	COUNTRY MEDIA	ADVERTISING
15652	8/7/2020	2,099.50	JORDAN SCHRADER RAMIS, PC	legal
15653	8/7/2020	78.27	Office Depot Credit Plan	OFFICE SUPPLIES
15654	8/7/2020	1,005.47	PETROCARD INC.	FUEL
15655	8/7/2020	95.00	ROGER LEWIS	CDL PHYSICAL
15656	8/7/2020	14,041.27	Sheldon Oil Distributors	FUEL
15657	8/7/2020	53.00	SUNFLOWER FLATS	FLOWERS-RIGGS
15658	8/7/2020	3,061.17	CARDMEMBER SERVICE	CARD CHARGES
15659	8/7/2020	274.56	VERIZON	TABLET DATA
15660	8/11/2020	448.44	ALSCO - Portland Linen	SHOP MATTS
15661	8/11/2020	745.95	APW DISTRIBUTING	SHOP FURNACE
15662	8/11/2020	178.70	Batteries Northwest	BATTERIES
15663	8/11/2020	318.33	CAR CARE SPECIALISTS, INC.	DEF
15664	8/11/2020	349.74	Advance Auto Parts	VEHICLE MAINTENANCE
15665	8/11/2020	107.03	COMCAST	INTERNET SALEM
15666	8/11/2020	381.68	FleetPride, Inc.	SHOP INVENTORY
15667	8/11/2020	3,690.00	FLEETIO	FLEETIO
15668	8/11/2020	1,945.37	LES SCHWAB WAREHOUSE CENTER	TIRES
15669	8/11/2020	641.97	DAVISON AUTO PARTS, INC.	SHOP INVENTORY
15670	8/11/2020	432.31	NORTHSIDE FORD	VEHICLE MAINTENANCE
15671	8/11/2020	116.75	Rosenberg Builders Supply	SHOP INVENTORY
15672	8/11/2020	9.30	TILLAMOOK DIESEL REPAIR	BUS 32 GASKET
15673	8/11/2020	49.95	VANIR BROADBAND, INC.	INTERNET
15674	8/11/2020	1,440.00	WEST COAST EXHAUST	BUS 34 HEATER REPAIR
15674	8/11/2020	90.00	WEST COAST EXHAUST	BUS 302 SERVICE CALL
15674	8/11/2020	144.00	WEST COAST EXHAUST	BUS 28 COOLANT AND EXHAUST HANGER
15674	8/11/2020	90.00	WEST COAST EXHAUST	SIGN POST FOR BUS SHELTER
15674	8/11/2020	216.00	WEST COAST EXHAUST	BUS 32 EGR
15674	8/11/2020	756.00	WEST COAST EXHAUST	BUS 203 COMPRESSOR
15675	8/12/2020	2,999.00	NATIONAL BUSINESS FURNITURE	FIRE PROOF FILE CABINET
15676	8/12/2020	11,421.59	TONY'S STRIPING & SEALCOATING	PARKING LOT STRIPING
15677	8/18/2020	250.00	FRIENDS OF THE PIONEER MUSEUM	PIONEER MUSEUM
15678	8/20/2020	869.40	ADP, LLC	PAYROLL SUPPORT
15679	8/20/2020	2,516.00	ADVANCED DIESEL SERVICE	BUS 32
15680	8/20/2020	115.20	Batteries Northwest	BATTERIES
15681	8/20/2020	100.00	BIO-MED TESTING SERVICE, INC.	EMPLOYMENT DRUG SCREENING
15682	8/20/2020	7,913.00	Bullard Law, P.C.	ATU BARGAINING
15683	8/20/2020	81.62	CRYSTAL AND SIERRA SPRINGS	WATER

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**Tillamook County Transportation District**

Check/Voucher Register

1001 - General Checking Account

From 8/1/2020 Through 8/31/2020

Document Number	Document Date	Transaction Amount	Payee	Transaction Description
15684	8/20/2020	29.90	DAVID WHEELER	I BLOCK MILES
15685	8/20/2020	91.96	DOUGLAS PILANT	COVID 19 CLEANING SUPPLIES
15685	8/20/2020	65.81	DOUGLAS PILANT	MILEAGE/MEETING/
15686	8/20/2020	1,498.00	GenXsys Solutions, LLC	COMPUTER SUPPORT
15686	8/20/2020	504.30	GenXsys Solutions, LLC	COMPUTER SUPPORT
15686	8/20/2020	608.80	GenXsys Solutions, LLC	COMPUTER SUPPORT
15687	8/20/2020	443.88	Gillespie Graphics	DOOR REPAIR BUS 206
15688	8/20/2020	95.00	JERRY BOND	CDL PHYSICAL
15689	8/20/2020	1,399.38	Marie Mills Center, Inc	TRANSIT CENTER JANITORIAL
15690	8/20/2020	24.00	NEW AGE CAR WASH	CAR WASH
15691	8/20/2020	239.84	Newport News-Times	RECRUITMENT/ADVERTISING
15692	8/20/2020	124.23	NoviClean LLC	BUS WASH MAINTENANCE
15693	8/20/2020	34.52	Office Depot Credit Plan	OFFICE SUPPLIES
15693	8/20/2020	14.95	Office Depot Credit Plan	OFFICE SUPPLIES
15693	8/20/2020	97.40	Office Depot Credit Plan	OFFICE SUPPLIES
15693	8/20/2020	(41.50)	Office Depot Credit Plan	CREDIT
15694	8/20/2020	1,078.00	Office Furniture Reborn	OFFICE FURNITURE
15695	8/20/2020	146.88	PACIFIC CITY SUN	ADVERTISING
15696	8/20/2020	782.31	PETROCARD INC.	fuel
15697	8/20/2020	225.22	Pacific Office Automation	copier lease
15698	8/20/2020	95.00	RONDA FLYE	CDL PHYSICAL
15699	8/20/2020	68.46	TILLAMOOK FARMERS COOP	SHOP SUPPLIES
15700	8/20/2020	2,325.00	TRANSIT MARKETING	DESIGN GRAPHICS FOR NW CONNECTOR
Report Total		85,144.20		

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**Tillamook County Transportation District**

Check/Voucher Register

1006 - Payroll Checking

From 8/1/2020 Through 8/31/2020

<u>Document Number</u>	<u>Document Date</u>	<u>Payee</u>
5583	8/11/2020	SPECIAL DISTRICTS INS. SERVICE
5584	8/14/2020	HRA VEBA TRUST
5587	8/31/2020	PACIFIC SOURCE

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**Tillamook County Transportation District**

Check/Voucher Register

1009 - NW RIDES ACCOUNT

From 8/1/2020 Through 8/31/2020

Document Number	Document Date	Transaction Amount	Payee	Transaction Description
2585	8/5/2020	10,000.00	ECOLANE USA, INC.	NWR ECOLANE ANNUAL SUPPORT
2586	8/5/2020	49.41	CENTURYLINK	HARD LINE/FAX LINE
2587	8/5/2020	261.06	Fred Meyer Customer Charges	july fred meyer
2588	8/5/2020	180.00	INNOVA LEGAL ADVISORS	LEGAL/BARGAINING/INVESTIGATI
2589	8/5/2020	100.00	North Coast Lawn	LAWN MAINTENANCE
2590	8/5/2020	179.99	Office Depot Credit Plan	OFFICE DEPOT/WATER COOLER N
2591	8/5/2020	560.00	TRAVIS CROSS GUEST HOUSE	nwr
2593	8/6/2020	3,104.15	JANNA SMITH	VOLUNTEERS
2594	8/6/2020	2,532.58	JOHN REKART JR	VOLUNTEERS
2595	8/6/2020	2,605.93	KANDIS LIDAY	VOLUNTEERS
2596	8/6/2020	405.13	LEANN CHUINARD	VOLUNTEERS
2597	8/6/2020	3,424.33	SEAN REKART	VOLUNTEERS
2598	8/6/2020	2,024.60	VAL HOLYOAK	VOLUNTEERS
2599	8/6/2020	2,752.08	WILLIAM NERENBERG	VOLUNTEERS
2600	8/6/2020	275.25	ALFREDO EVANGELISTA	VOLUNTEERS
2606	8/7/2020	668.42	WAVE	JULY
2607	8/7/2020	1,490.00	JORDAN SCHRADER RAMIS, PC	nwr legal
2608	8/7/2020	11,504.90	TILLAMOOK CNTY TRANS. DIST.	NWR JULY BENEFITS
2609	8/7/2020	540.00	TILLAMOOK CNTY TRANS. DIST.	073120 NWR INDIRECT PR
2610	8/7/2020	11,314.10	TILLAMOOK CNTY TRANS. DIST.	073120 NWR PR
2611	8/7/2020	190.58	CARDMEMBER SERVICE	CARD CHARGES
2613	8/13/2020	1,055.76	AAA RIDE ASSIST	NWR Provider Transportation
2613	8/13/2020	1,388.48	AAA RIDE ASSIST	NWR Provider Transportation
2613	8/13/2020	1,603.16	AAA RIDE ASSIST	NWR Provider Transportation
2613	8/13/2020	1,292.60	AAA RIDE ASSIST	NWR Provider Transportation
2613	8/13/2020	2,224.80	AAA RIDE ASSIST	NWR Provider Transportation
2614	8/13/2020	1,910.41	COLUMBIA MEDICAL	NWR Provider Transportation
2614	8/13/2020	2,695.03	COLUMBIA MEDICAL	NWR Provider Transportation
2614	8/13/2020	2,347.07	COLUMBIA MEDICAL	NWR Provider Transportation
2615	8/13/2020	5,463.50	K & M MEDIVAN	NWR Provider Transportation
2615	8/13/2020	3,874.95	K & M MEDIVAN	NWR Provider Transportation
2615	8/13/2020	3,027.00	K & M MEDIVAN	NWR Provider Transportation
2615	8/13/2020	5,253.30	K & M MEDIVAN	NWR Provider Transportation
2615	8/13/2020	4,395.70	K & M MEDIVAN	NWR Provider Transportation
2616	8/13/2020	1,631.00	MEDIX AMBULANCE	NWR Provider Transportation
2616	8/13/2020	4,653.00	MEDIX AMBULANCE	NWR Provider Transportation
2616	8/13/2020	4,816.00	MEDIX AMBULANCE	NWR Provider Transportation
2617	8/13/2020	7,780.00	METRO WEST	NWR Provider Transportation
2618	8/13/2020	6,785.30	RYANS TRANSPORTATION SERVICE	NWR Provider Transportation
2618	8/13/2020	11,487.64	RYANS TRANSPORTATION SERVICE	NWR Provider Transportation
2618	8/13/2020	12,775.30	RYANS TRANSPORTATION SERVICE	NWR Provider Transportation
2619	8/13/2020	1,715.00	SUNSET EMPIRE TRANSIT	NWR Provider Transportation
2619	8/13/2020	457.00	SUNSET EMPIRE TRANSIT	NWR Provider Transportation
2620	8/13/2020	5,721.25	WAPATO SHORES	NWR Provider Transportation
2620	8/13/2020	2,996.25	WAPATO SHORES	NWR Provider Transportation
2620	8/13/2020	5,092.50	WAPATO SHORES	NWR Provider Transportation
2621	8/20/2020	3,784.40	COLUMBIA COUNTY RIDER	NWR
2622	8/20/2020	3,344.16	COLUMBIA MEDICAL	NWR
2622	8/20/2020	508.88	COLUMBIA MEDICAL	NWR
2622	8/20/2020	3,019.97	COLUMBIA MEDICAL	NWR
2623	8/20/2020	4,738.00	MEDIX AMBULANCE	NWR
2623	8/20/2020	6,211.00	MEDIX AMBULANCE	NWR
2624	8/20/2020	12,459.30	RYANS TRANSPORTATION SERVICE	NWR
2624	8/20/2020	11,100.14	RYANS TRANSPORTATION SERVICE	NWR
2624	8/20/2020	1,588.62	RYANS TRANSPORTATION SERVICE	NWR
2625	8/20/2020	625.00	SUNSET EMPIRE TRANSIT	NWR
2625	8/20/2020	1,627.00	SUNSET EMPIRE TRANSIT	NWR

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**Tillamook County Transportation District**

Check/Voucher Register

1009 - NW RIDES ACCOUNT

From 8/1/2020 Through 8/31/2020

Document Number	Document Date	Transaction Amount	Payee	Transaction Description
2626	8/20/2020	6,416.25	WAPATO SHORES	NWR
2626	8/20/2020	6,002.50	WAPATO SHORES	NWR
2627	8/20/2020	4,992.80	WILLAMETTE VALLEY TRANSPORT	NWR
2628	8/20/2020	100.00	CRYSTAL AND SIERRA SPRINGS	WATER
2629	8/20/2020	1,502.00	GenXsys Solutions, LLC	COMPUTER SUPPORT
2630	8/20/2020	195.00	MEDIX AMBULANCE	AFTER HOURS PHONES NWR
2631	8/20/2020	225.22	Pacific Office Automation	COPIER LEASE NWR
2632	8/20/2020	24,203.50	TILLAMOOK CNTY TRANS. DIST.	JULY 2020 TRANSPORTATION
2633	8/20/2020	500.71	TILLAMOOK CNTY TRANS. DIST.	JULY LEASE AND UTILITIES
2634	8/20/2020	11,549.14	TILLAMOOK CNTY TRANS. DIST.	NWR 081420 PAYROLL
2635	8/20/2020	360.00	TILLAMOOK CNTY TRANS. DIST.	NWR 081420 INDIRECT
2636	8/20/2020	83.55	TILLAMOOK CNTY TRANS. DIST.	PAYROLL CORRECTION FOR APRIL
2637	8/28/2020	880.48	AAA RIDE ASSIST	PROVIDER TRANSPORTATION
2638	8/28/2020	275.25	ALFREDO EVANGELISTA	VOLUNTEERS
2639	8/28/2020	2,131.95	JANNA SMITH	VOLUNTEERS
2640	8/28/2020	1,813.03	JOHN REKART JR	VOLUNTEERS
2641	8/28/2020	4,243.34	COLUMBIA MEDICAL	PROVIDER TRANSPORTATION
2642	8/28/2020	7,087.00	K & M MEDIVAN	PROVIDER TRANSPORTATION
2643	8/28/2020	1,877.08	KANDIS LIDAY	VOLUNTEERS
2644	8/28/2020	553.00	MEDIX AMBULANCE	PROVIDER TRANSPORTATION
2645	8/28/2020	12,623.95	RYANS TRANSPORTATION SERVICE	PROVIDER TRANSPORTATION
2646	8/28/2020	5,516.25	TILLAMOOK CNTY TRANS. DIST.	PROVIDER TRANSPORTATION
2647	8/28/2020	5,520.50	TILLAMOOK CNTY TRANS. DIST.	PROVIDER TRANSPORTATION
2648	8/28/2020	5,704.25	TILLAMOOK CNTY TRANS. DIST.	PROVIDER TRANSPORTATION
Report Total		309,967.73		

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**Tillamook County Transportation District**

Check/Voucher Register

1011 - Prop. Mgmt. Checking

From 8/1/2020 Through 8/31/2020

<u>Document Number</u>	<u>Document Date</u>	<u>Transaction Amount</u>	<u>Payee</u>	<u>Transaction Description</u>
4319	8/5/2020	840.00	JNB MECHANICAL, INC.	BUILDING MAINTENANCE
4320	8/5/2020	325.00	North Coast Lawn	LAWN MAINTENANCE
4321	8/7/2020	650.00	CHRISSEY'S CLEANING SERVICE	JANITORIAL
4322	8/7/2020	300.14	TILLAMOOK CITY UTILITIES	WATER AND SEWER
4323	8/7/2020	149.98	TILLAMOOK ELECTRONIC SUPPLY	OFFICE ASSISTANT SPACE SET UP
4324	8/7/2020	167.95	CITY SANITARY SERVICE	GARBAGE
4325	8/20/2020	890.50	Columbia Fire & Safety Co.	ANNUAL FIRE EXTINGUISHER MAI
4326	8/20/2020	<u>498.64</u>	Marie Mills Center, Inc	3RD ST JANITORIAL
Report Total		<u>3,822.21</u>		

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UMPQUA BANK: CLOSING DATE 8/25/2020			
Date	Vendor	Description of Transaction	Amount
<b>DOUG PILANT</b>			
07/27/20	VIRTUAL POSTMAIL.COM	POSTAGE	\$ 15.00
07/28/20	FRED MEYER	OFFICE SUPPLIES	\$ 51.77
07/30/20	GO TO MEETING ONLINE WEBSITE	ANNUAL RENEWAL /COVID	\$ 348.00
08/03/20	FACEBOOK	STIF PLANNING	\$ 17.00
08/19/20	FRED MEYER	KITCHEN SUPPLIES/EMPLOYEE APPRECIATION	\$ 204.94
08/21/20	PELICAN BREWING	MEALS/MTG WITH RON RUSH	\$ 42.98
			<b>\$ 679.69</b>
<b>CATHY BOND</b>			
07/30/20	LANGUAGE LINE	NWR TELEPHONE	\$ 59.25
07/30/20	FIELDPRINT INC	BACKGROUND CHECK	\$ 12.50
08/03/20	USPS STAMP ENDICIA	POSTAGE/NWR	\$ 9.95
08/03/20	SAFEWAY	NWR 2 YR. ANNIVERSARY CAKE	\$ 38.00
08/06/20	ADOBE ACRO PRO	SOFTWARE	\$ 24.99
08/19/20	LANGUAGE LINE	NWR TELEPHONE	\$ 27.65
08/24/20	IRON MOUNTAIN	SHRED	\$ 173.34
			<b>\$ 345.68</b>
<b>BRENT OLSON</b>			
07/24/20	FS WWW.MTCPRO.COM	SOFTWARE	\$ 98.00
08/17/20	HAPPY FAMILY RESTAURANT	MEALS/BUS SHUTTLE	\$ 18.00
08/24/20	FS WWW.MTCPRO.COM	SOFTWARE	\$ 98.00
			<b>\$ 214.00</b>
<b>TABATHA WELCH</b>			
07/27/20	STL HYDROFLASK.COM	EMPLOYEE RECOGNITION	\$ 215.68
07/30/20	INDEED.COM	JOB POSTING	\$ 25.29
07/30/20	AMAZON.COM	TRAFFIC SIGNS	\$ 45.99
08/03/20	INDEED.COM	JOB POSTING	36.86
08/03/20	WERNER GOURMET MEAT	MEALS/ATU MEETING	\$ 42.90
08/03/20	RECESS FOOD TRUCK	MEALS/MTG WITH PAMI/MICHELLE	\$ 44.00
08/05/20	PACIFIC RESTAURANT	MEALS/ATU MEETING	\$ 43.50
08/07/20	MAIN STREET PIZZA	MEALS/MEETING - TABATHA/BRENT	\$ 29.90
08/10/20	SAFEWAY	OFFICE SUPPLY	\$ 6.99
08/10/20	ALLGIFTFRAMES.COM	PICTURE FRAMES - BOARD MEMBERS	\$ 718.65
08/12/20	USPS STAMPS ENDICIA	POSTAGE	\$ 100.00
08/17/20	ENDICIA	POSTAGE	\$ 17.99
08/17/20	AMAZON.COM	AMAZON PRIME MONTHLY MEMBERSHIP FEE	\$ 12.99
08/20/20	POSITIVE PROMOTION	EMPLOYEE RECOGNITION	\$ 398.88
08/21/20	NATIONAL BUSINESS FURNITURE	OFFICE TABLE - LOBBY	\$ 442.79
			<b>\$ 2,182.41</b>
<b>CLAYTON NORRBOM</b>			
07/24/20	SPRINGHILL SUITES - PORTLAND	HOTEL/SMITH TRAINING	\$ 343.46
07/29/20	SMITH SYSTEM	SMITH TRAINING MATERIALS	\$ 505.86
08/17/20	WERNER GOURMET MEAT	MEALS/TRAINING CLAYTON/CHRIS S..	\$ 24.45
			<b>\$ 873.77</b>
<b>STATEMENT TRUE UP</b>			
<b>Charges total</b>			<b>\$ 4,295.55</b>
<b>Grand Total</b>			<b>\$ 4,295.55</b>
APPROVAL			DATE
			9-8-20

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UMPQUA BANK



August 2020 Statement

Open Date: 07/24/2020 Closing Date: 08/24/2020



By \_\_\_\_\_ Account: \_\_\_\_\_  
**Cardmember Service**  
 BUS 30 ELN 8  
 TILLAMOOK CNTY TRANS (CPN 001469460)

**1-866-552-8855**  
15

<b>New Balance</b>	<b>\$4,295.55</b>
<b>Minimum Payment Due</b>	<b>\$43.00</b>
<b>Payment Due Date</b>	<b>09/22/2020</b>

<b>Reward Points</b>	
Earned This Statement	4,475
Reward Center Balance	51,546
as of 08/23/2020	
For details, see your rewards summary.	

<b>Activity Summary</b>		
Previous Balance	+	\$3,251.75
Payments	-	\$3,251.75 <sup>CR</sup>
Other Credits		\$0.00
Purchases	+	\$4,295.55
Balance Transfers		\$0.00
Advances		\$0.00
Other Debits		\$0.00
Fees Charged		\$0.00
Interest Charged		\$0.00
<b>New Balance</b>	<b>=</b>	<b>\$4,295.55</b>
<b>Past Due</b>		<b>\$0.00</b>
<b>Minimum Payment Due</b>		<b>\$43.00</b>
Credit Line		\$10,000.00
Available Credit		\$5,704.45
Days in Billing Period		32

Tillamook County Transportation District  
 Account \_\_\_\_\_  
 Account \_\_\_\_\_  
 Account \_\_\_\_\_  
 Approval \_\_\_\_\_  
 Date \_\_\_\_\_

**Payment Options:**



Mail payment coupon with a check



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



Pay by phone 1-866-552-8855

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

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**Visa Business Rewards Company Card**

<b>Rewards Center Activity as of 08/23/2020</b>	
Rewards Center Activity*	0
Rewards Center Balance	51,546

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

Rewards Earned	This Statement	Year to Date
Points Earned on Net Purchases	4,118	21,564
Gas, Restaurants & Telecom Double Points	357	8,520
<b>Total Earned</b>	<b>4,475</b>	<b>30,084</b>

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

**Important Messages**

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

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

Speed through checkout while earning rewards with PayPal. Go to the Mobile App or manage your account online. Link your card to PayPal today.

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

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
<b>Purchases and Other Debits</b>					
07/27	07/27	1400	VIRTUALPOSTMAIL.COM 909-235-6245 CA	\$15.00	_____
07/28	07/27	6808	FRED-MEYER #0377 TILLAMOOK OR	\$51.77	_____
07/30	07/29	3054	LOGMEIN*GoToMeeting logmein.com MA	\$348.00	_____
08/03	08/03	3538	FACEBK Y97J9VWPR2 650-5434800 CA	\$17.00	_____
08/19	08/18	5450	FRED-MEYER #0377 TILLAMOOK OR	\$204.94	_____
08/21	08/20	2250	PELICAN BREWING - TILL TILLAMOOK OR	\$42.98	_____
<b>Total for Account 4798 5100 5350 7808</b>				<b>\$679.69</b>	

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

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
<b>Purchases and Other Debits</b>					
07/30	07/29	2784	LANGUAGE LINE, INC. 800-7526096 CA	\$59.25	_____
07/30	07/30	5918	FIELDPRINT INC 888-291-1369 PA	\$12.50	_____

Continued on Next Page

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Transactions BOND,CATHY Credit Limit \$2500

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
08/03	08/02	0435	ENDICIA 800-576-3279 CA	\$9.95	_____
08/03	07/30	8384	SAFEWAY #2723 TILLAMOOK OR	\$38.00	_____
08/06	08/05	8242	ADOBE ACROPRO SUBS 408-536-6000 CA	\$24.99	_____
08/19	08/18	4783	LANGUAGE LINE, INC. 800-7526096 CA	\$27.65	_____
08/24	08/22	6834	IRON MOUNTAIN 800-934-3453 MA	\$173.34	_____
<b>Total for Account 4798 5100 5351 2022</b>				<b>\$345.68</b>	

Transactions WELCH,TABATHA Credit Limit \$2500

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
<b>Purchases and Other Debits</b>					
07/27	07/25	4427	STL*HYDROFLASK.COM 888-584-9376 TX	\$215.68	_____
07/30	07/29	7373	INDEED 203-564-2400 CT	\$25.29	_____
07/30	07/30	7290	AMZN Mktp US*MF63F7JO1 Amzn.com/bill WA	\$45.99	_____
08/03	08/01	3360	INDEED 203-564-2400 CT	\$36.86	_____
08/03	07/30	6508	WERNER GOURMET MEAT SN TILLAMOOK OR	\$42.90	_____
08/03	07/31	3894	SQ *RECESS FOOD TRUCK gosq.com OR	\$44.00	_____
08/05	08/04	1596	SQ *PACIFIC RESTAURANT Tillamook OR	\$43.50	_____
08/07	08/06	3549	MAIN STREET PIZZA CO TILLAMOOK OR	\$29.90	_____
08/10	08/07	1254	SAFEWAY #2723 TILLAMOOK OR	\$6.99	_____
08/10	08/07	7468	SP * ALLGIFTFRAMES.COM ALLGIFTFRAMES CA	\$718.65	_____
08/12	08/10	6220	USPS STAMPS ENDICIA 310-482-5800 CA	\$100.00	_____
08/17	08/15	2373	ENDICIA 800-576-3279 CA	\$17.99	_____
08/17	08/16	7767	Amazon Prime*MM2M854G2 Amzn.com/bill WA	\$12.99	_____
08/20	08/19	5058	POSITIVE PROMOTIONS 800-6352666 NY	\$398.88	_____
08/21	08/20	2093	NBF*NATL BIZ FURNITURE 800-626-6060 WI	\$442.79	_____
<b>Total for Account 4798 5100 5911 4146</b>				<b>\$2,182.41</b>	

Transactions OLSON,BRENT Credit Limit \$3000

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
<b>Purchases and Other Debits</b>					
07/24	07/23	8658	FS *www.mtcpro.com 877-3278914 CA	\$98.00	_____
08/17	08/14	0689	HAPPY FAMILY RESTAURAN NEWBERG OR	\$18.00	_____
08/24	08/23	1851	FS *www.mtcpro.com 877-3278914 CA	\$98.00	_____
<b>Total for Account 4798 5100 6121 2649</b>				<b>\$214.00</b>	

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

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
<b>Purchases and Other Debits</b>					
07/24	07/23	9519	SPRINGHILL SUITES PORT PORTLAND OR	\$343.46	_____
07/29	07/28	6552	SMITH SYSTEM D.I.I.LINC 800-777-7648 TX	\$505.86	_____
08/17	08/13	5602	WERNER GOURMET MEAT SN TILLAMOOK OR	\$24.45	_____
<b>Total for Account 4798 5100 6253 5675</b>				<b>\$873.77</b>	

**Transactions** BILLING ACCOUNT ACTIVITY

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
<b>Payments and Other Credits</b>					
08/10	08/10	8	PAYMENT THANK YOU	\$190.58CR	_____
08/10	08/10	8	PAYMENT THANK YOU	\$3,061.17CR	_____
<b>Total for Account 4798 5100 5350 7790</b>				<b>\$3,251.75CR</b>	

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

**Interest Charge Calculation**

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

\*\*APR for current and future transactions.

Balance Type	Balance By Type	Balance Subject to Interest Rate	Variable	Interest Charge	Annual Percentage Rate	Expires with Statement
**BALANCE TRANSFER	\$0.00	\$0.00	YES	\$0.00	12.24%	
**PURCHASES	\$4,295.55	\$0.00	YES	\$0.00	12.24%	
**ADVANCES	\$0.00	\$0.00	YES	\$0.00	23.99%	

# Tillamook County Transportation District

## MONTHLY PERFORMANCE REPORT

AUG 2020

RIDERSHIP BY SERVICE TYPE	AUG 2020	AUG 2019	YTD FY 20-21	YTD FY 19-20	YTD % Change
<b><u>Dial-A-Ride Service</u></b>					
Tillamook County	840	1,167	1,721	2,234	-23.0%
NW Rides	357	804	735	1,589	-53.7%
<b>Dial-A-Ride Total</b>	<b>1,197</b>	<b>5,696</b>	<b>2,456</b>	<b>3,823</b>	<b>-35.8%</b>
<b><u>Deviated Fixed Route Service</u></b>					
Rt 1: Town Loop	2,890	3,943	5,696	7,517	-24.2%
Rt 2: Netarts/Oceanside	561	763	1,001	1,489	-32.8%
Rt 3: Manzanita/Cannon Beach	2,262	3,185	4,494	6,370	-29.5%
Rt 4: Lincoln City	914	1,901	1,846	3,666	-49.6%
<b>Local Fixed Rt Total</b>	<b>6,627</b>	<b>9,792</b>	<b>13,037</b>	<b>19,042</b>	<b>-31.5%</b>
<b><u>Intercity Service</u></b>					
Rt 5: Portland	564	1,064	1,041	2,047	-49.1%
Rt 60X: Salem	458	1,061	1,163	2,181	-46.7%
Rt 70X: Grand Ronde	289	458	578	932	-38.0%
<b>Inter City Total</b>	<b>1,311</b>	<b>2,583</b>	<b>2,782</b>	<b>5,160</b>	<b>-46.1%</b>
<b><u>Other Services</u></b>					
Tripper Routes	4	74	16	152	-89.5%
Special Bus Operations	200	449	397	963	-58.8%
<b>Other Services Total</b>	<b>204</b>	<b>523</b>	<b>413</b>	<b>1,115</b>	<b>-63.0%</b>
<b>TOTAL ALL SERVICES</b>	<b>9,339</b>	<b>18,594</b>	<b>18,688</b>	<b>29,140</b>	<b>-35.9%</b>

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)	4,860	192	10,126	15,938	-36.5%
Senior/Disabled	2,674	958	7,334	11,169	-34.3%
Child/Youth (less than 18 years of age)	609	48	1,229	2,033	-39.6%
<b>Total</b>	<b>8,142</b>	<b>1,197</b>	<b>18,688</b>	<b>29,140</b>	<b>-35.9%</b>

OTHER RIDER CATEGORIES	Fixed		YTD	YTD	YTD %
	Route	DAR	FY 20-21	FY 19-20	Change
Ride Connection	64		125	188	-33.5%
Tillamook Bay Community College	160		287	263	9.1%
NWOTA Visitor Pass	122		246	452	-45.6%
NW Rides		338	680	1,403	-51.5%
Helping Hands Shuttle		54	87	311	-72.0%

## MONTHLY PERFORMANCE

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

Aug-19	1.6	52.7%	78.26
May-20	1.6	53.0%	77.59
Jun-20	1.6	53.5%	78.13
Jul-20	1.4	32.2%	100.77
Aug-20	1.5	39.6%	86.31
<b>STANDARD</b>	<b>1.3</b>	<b>65.3%</b>	<b>56.36</b>

### Deviated Fixed Routes

Aug-19	6.3	9.2%	78.32
May-20	5.4	7.4%	77.17
Jun-20	5.3	6.4%	77.65
Jul-20	4.2	4.6%	101.65
Aug-20	4.3	5.5%	87.09
<b>STANDARD</b>	<b>7.0</b>	<b>12.4%</b>	<b>64.60</b>

### Intercity Services

Aug-19	3.4	20.7%	85.24
May-20	2.5	13.9%	89.14
Jun-20	2.5	13.4%	89.27
Jul-20	1.9	7.8%	113.23
Aug-20	1.8	9.9%	98.10
<b>STANDARD</b>	<b>2.9</b>	<b>31.5%</b>	<b>72.86</b>

### Other Services

Aug-19	4.9	6.2%	72.34
May-20	5.4	9.4%	67.64
Jun-20	4.8	7.8%	67.68
Jul-20	2.4	0.2%	90.29
Aug-20	2.1	1.0%	77.26
<b>STANDARD</b>	<b>6.9</b>	<b>10.7%</b>	<b>67.00</b>

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

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

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

Other Services: Trippers and Special Bus Operations

Tillamook County Transportation District

Actual FY 2020/2021

Thru Aug 2020

Route/Run	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>																	9/6/2020
Dial-A-Ride	6,010	1,721	728	945	13,025	7,056	37,421	2,047	13,756	60,280	82.76	2.4	10.0%	0.03	3.49	8.25	
NW Rides	48,370	735	862	1,133	23,465	12,712	44,300	2,424	17,573	77,009	89.31	0.9	62.8%	0.03	65.81	56.09	
Total DAR	54,380	2,456	1,591	2,078	36,490	19,768	81,720	4,471	31,329	137,288	86.31	1.5	39.6%	0.03	22.14	34.19	
<u>Deviated Route</u>																	
01 Town Loop	3,817	5,696	786	893	10,714	5,804	40,359	2,208	14,302	62,673	79.78	7.3	6.1%	0.10	0.67	4.86	
02 Netarts/Oceanside	1,196	1,001	414	557	9,114	4,937	21,248	1,163	8,086	35,434	85.67	2.4	3.4%	0.03	1.19	2.89	
03 Manzanita	6,242	4,494	1,132	1,240	29,363	15,907	58,134	3,181	22,833	100,055	88.42	4.0	6.2%	0.05	1.39	5.52	
04 Lincoln City	3,333	1,846	724	857	24,273	13,149	37,174	2,034	15,481	67,838	93.75	2.6	4.9%	0.03	1.81	4.61	
Total Deviated Route	14,588	13,037	3,054	3,547	73,464	39,798	156,916	8,586	60,701	266,000	87.09	4.3	5.5%	0.05	1.12	4.78	
<u>Intercity</u>																	
05 Portland	9,454	1,041	608	663	19,468	10,546	32,922	1,708	12,852	58,028	95.50	1.7	16.3%	0.02	9.08	15.56	
60X Salem	4,486	1,163	570	701	22,990	12,454	30,906	1,603	12,821	57,784	101.30	2.0	7.8%	0.02	3.86	7.86	
70X Grand Ronde	974	578	361	453	12,549	6,798	19,549	1,014	7,790	35,151	97.42	1.6	2.8%	0.02	1.69	2.70	
Total Intercity	14,914	2,782	1,539	1,817	55,006	29,799	83,376	4,325	33,463	150,963	98.10	1.8	9.9%	0.02	5.36	9.69	
<u>Other Services</u>																	
Trippers	22	16	4	9	55	30	211	12	74	326	79.38	3.9	6.8%	0.05	1.38	5.37	
Special Bus Operation	0	397	194	194	1,934	1,048	9,941	544	3,409	14,941	77.22	2.1	0.0%	0.03	0.00	0.00	
Total Other Services	22	413	198	202	1,989	1,077	10,151	555	3,483	15,267	77.26	2.1	0.1%	0.03	0.05	0.11	
<b>Total TCTD Services</b>	<b>83,904</b>	<b>18,688</b>	<b>6,382</b>	<b>7,644</b>	<b>166,949</b>	<b>90,441</b>	<b>332,164</b>	<b>17,938</b>	<b>128,976</b>	<b>569,519</b>	<b>89.25</b>	<b>2.93</b>	<b>14.7%</b>	<b>0.04</b>	<b>4.49</b>	<b>13.15</b>	
Total Mileage, Labor & Direct Cost										440,543							29.3%

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

Route/Run	Thru Aug 2020			Thru Aug 2020			Thru Aug 2020			Thru Aug 2020			Thru Aug 2020		
	19/20	20/21	Percent Difference	19/20	20/21	Percent Difference	19/20	20/21	Percent Difference	19/20	20/21	Percent Difference	19/20	20/21	Percent Difference
<u>Dial-A-Ride Service</u>															
Dial-A-Ride	6,356	6,010	-5.4%	2,234	1,721	-23.0%	828	728	-99	62,076	60,280	-2.9%	127,383	77,009	-39.5%
NW Rides	93,570	48,370	-48.3%	1,589	735	-53.7%	1,593	862	-731	127,383	77,009	-39.5%	127,383	77,009	-39.5%
Total DAR	99,926	54,380	-45.6%	3,823	2,456	-35.8%	2,421	1,591	-830	189,459	137,288	-27.5%	189,459	137,288	-27.5%
<u>Deviated Route</u>															
01 Town Loop	5,206	3,817	-26.7%	7,517	5,696	-24.2%	773	786	13	55,772	62,673	12.4%	31,382	35,434	12.9%
02 Netarts/Oceanside	1,555	1,196	-23.1%	1,489	1,001	-32.8%	407	414	7	31,382	35,434	12.9%	31,382	35,434	12.9%
03 Manzanita	8,989	6,242	-30.6%	6,370	4,494	-29.5%	1,113	1,132	18	88,445	100,055	13.1%	88,445	100,055	13.1%
04 Lincoln City	5,818	3,333	-42.7%	3,666	1,846	-49.6%	712	724	12	59,760	67,838	13.5%	59,760	67,838	13.5%
Total Local Fixed Route	21,588	14,588	-32.4%	19,042	13,037	-31.5%	3,005	3,054	49	235,359	266,000	13.0%	235,359	266,000	13.0%
<u>Intercity</u>															
05 Portland	19,867	9,454	-52.4%	2,047	1,041	-49.1%	598	608	10	49,648	58,028	16.9%	49,648	58,028	16.9%
60X Salem	5,865	4,486	-23.5%	2,180	1,163	-46.7%	561	570	9	49,355	57,784	17.1%	49,355	57,784	17.1%
70X Grand Ronde	1,071	974	-9.1%	932	578	-38.0%	361	361	0	30,550	35,151	15.1%	30,550	35,151	15.1%
Total Intercity	26,803	14,914	-44.4%	5,159	2,782	-46.1%	1,520	1,539	19	129,553	150,963	16.5%	129,553	150,963	16.5%
<u>Other Services</u>															
Trippers	93	22	-76.3%	152	16	-89.5%	11	4	-7	794	325	-59.0%	794	325	-59.0%
Special Bus Operation	936	0	-100.0%	963	397	-58.8%	218	194	-25	15,801	14,941	-5.4%	15,801	14,941	-5.4%
Total Other Services	1,029	22	-97.9%	1,115	413	-63.0%	229	198	-32	16,595	15,267	-8.0%	16,595	15,267	-8.0%
<b>Total TCTD Services</b>	<b>149,326</b>	<b>83,904</b>	<b>-43.8%</b>	<b>29,139</b>	<b>18,688</b>	<b>-35.9%</b>	<b>7,175</b>	<b>6,382</b>	<b>-793</b>	<b>570,966</b>	<b>569,519</b>	<b>-0.3%</b>	<b>570,966</b>	<b>569,519</b>	<b>-0.3%</b>

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

Year to Date Performance Comparison

Route/Run	Thru Aug 2020			Thru Aug 2021			Thru Aug 2020			Thru Aug 2021						
	19/20	Hourly Rate	Amount Diff	Percent Diff	19/20	Passngr /Hour	Amount Diff	Percent Diff	19/20	Farebox Ratio	Amount Diff	Percent Diff	19/20	Average Fare	Amount Diff	Percent Diff
Dial-A-Ride Service																
Dial-A-Ride	75.01	82.76	7.75	10.3%	2.7	2.4	-0.3	-12.5%	10.2%	10.0%	-0.3%	-2.6%	2.85	3.49	0.65	22.7%
NW Rides	79.95	89.31	9.35	11.7%	1.0	0.9	-0.1	-14.5%	73.5%	62.8%	-10.6%	-14.5%	58.89	65.81	6.92	11.8%
Total DAR	78.26	86.31	8.04	10.3%	1.6	1.5	0.0	-2.2%	52.7%	39.6%	-13.1%	-24.9%	26.14	22.14	-4.00	-15.3%
Deviated Route																
01 Town Loop	72.16	79.78	7.62	10.6%	9.7	7.3	-2.5	-25.5%	9.3%	6.1%	-3.2%	-34.8%	0.69	0.67	-0.02	-3.2%
02 Netarts/Oceanside	77.13	85.67	8.55	11.1%	3.7	2.4	-1.2	-33.9%	5.0%	3.4%	-1.6%	-31.9%	1.04	1.19	0.15	14.4%
03 Manzanita	79.44	88.42	8.98	11.3%	5.7	4.0	-1.8	-30.6%	10.2%	6.2%	-3.9%	-38.6%	1.41	1.39	-0.02	-1.6%
04 Lincoln City	83.94	93.75	9.81	11.7%	5.1	2.6	-2.6	-50.5%	9.7%	4.9%	-4.8%	-49.5%	1.59	1.81	0.22	13.8%
Total Deviated Route	78.32	87.09	8.77	11.2%	6.3	4.3	-2.1	-32.6%	9.2%	5.5%	-3.7%	-40.2%	1.13	1.12	-0.01	-1.2%
Intercity																
05 Portland	83.05	95.50	12.45	15.0%	3.4	1.7	-1.7	-50.0%	40.0%	16.3%	-23.7%	-59.3%	9.71	9.08	-0.62	-6.4%
60X Salem	87.95	101.30	13.36	15.2%	3.9	2.0	-1.8	-47.5%	11.9%	7.8%	-4.1%	-34.7%	2.69	3.86	1.17	43.4%
70X Grand Ronde	84.67	97.42	12.75	15.1%	2.6	1.6	-1.0	-38.0%	3.5%	2.8%	-0.7%	-21.0%	1.15	1.89	0.54	46.6%
Total Intercity	85.24	98.10	12.86	15.1%	3.4	1.8	-1.6	-46.7%	20.7%	9.9%	-10.8%	-52.2%	5.20	5.36	0.17	3.2%
Other Services																
Trippers	72.22	79.38	7.16	9.9%	13.8	3.9	-9.9	-71.8%	11.7%	6.8%	-4.9%	-42.3%	0.61	1.38	0.76	124.7%
Special Bus Operation	72.35	77.22	4.87	6.7%	4.4	2.1	-2.4	-53.5%	5.9%	0.0%	-5.9%	-100.0%	0.97	0.00	-0.97	-100.0%
Total Other Services	72.34	77.26	4.92	6.8%	4.9	2.1	-2.8	-57.0%	6.2%	0.1%	-6.1%	-97.7%	0.92	0.05	-0.87	-94.2%
Total Other Services	79.58	89.25	9.67	12.1%	4.1	2.9	-1.1	-27.9%	26.2%	14.7%	-11.4%	-43.7%	5.12	4.49	-0.63	-12.4%

Comparison	YTD Through Aug 2020		
	FY19/20 to FY 20/21	Amount	Percent
Description	19/20	20/21	Difference
Mileage	187,808	166,949	(20,859)
Mileage Based Costs	84,999	90,441	5,442
Hourly Based Costs	351,263	332,164	(19,099)
Direct Costs	134,704	128,976	(5,728)
Overhead Costs			
Total Costs	570,966	551,581	(19,385)
			-3.4%

Special Bus Operation Calculation Cost			
Cost per mile calculation:	Plus	Plus	Hourly Rate Calculation:
	45.8%	10%	Actual Hourly Rate \$ 43.45
			Plus Direct Costs 3.1%
			Hourly Rate \$ 44.82
			Plus Overhead 29.3%
			Hourly Rate \$ 57.94
			Plus Profit 10.0% \$ 63.74

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# nwCONNECTOR

## Coordinating Committee **Zoom** Meeting

September 11, 2020

Tillamook County Transportation District

3600 3<sup>rd</sup> St

Tillamook, OR

10:00 am—12:00 pm

### Join Zoom Meeting:

<https://us02web.zoom.us/j/89447791129>

1 253 215 8782

Meeting ID: 894 4779 1129

### Agenda

10:00— 10:05a	1. Introductions. Welcome to guests.	Doug Pilant
10:05— 10:15a	2. Consent Calendar ( <b>Action Items</b> ) <ul style="list-style-type: none"> <li>✚ August 14, 2020 Meeting Minutes (<b>Attached</b>)</li> <li>✚ August 2020 Financial Report</li> <li>✚ Ridership Tracking</li> <li>✚ Calculating Average Passenger Miles Update</li> </ul>	Doug Pilant/All
10:15— 10:45a	3. NWOTA Standing Items <ul style="list-style-type: none"> <li>✚ Website Alert Implementation</li> <li>✚ Website/Trip Planner Enhancement Implementation/Interactive Map/Updating How to Ride Page/Deleting OXO/Adding photos of bus stops with new logo</li> <li>✚ Marketing/Visitor Passes/Tillamook Bus Wrap/Travel Studio/Transportation Committee</li> <li>✚ NWOTA Policies (<b>Attached</b>)</li> </ul>	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"> <li>✚ Potential Stops to Include</li> <li>✚ 20% Match Discussion</li> </ul>	Doug Pilant/All
11:15— 11:30a	5. COVID-19 Transit/NW Connector Updates <ul style="list-style-type: none"> <li>✚ Sanitizer System Application Update</li> </ul>	All
11:30— 12:00p	6. Other Business and Member Updates	All

### Attachments:

August 14, 2020 Meeting Minutes

NWOTA Policies

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



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Oregon Transit Alliance (NWOTA)  
Coordinating Committee Meeting Minutes (via Zoom)  
August 14, 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
  - Arla Miller, Ken Shonkwiler—ODOT
  - Debra Smith—NW Oregon Works
  - Ayreann Colombo, Mary McArthur—Col-Pac EDD
2. Consent Calendar: Unanimously approved. (CB/JD)
  - ✦ July 10, 2020 Meeting Minutes—No changes
  - ✦ July Financial Report—Only expenditures were for Trillium’s annual website maintenance.
  - ✦ Ridership Performance Report—NW Connector was on target to increase ridership by over 10% prior to COVID.
  - ✦ Calculating Average Passenger Miles Progress—No updates, awaiting until ridership returns to get a more accurate assessment.
3. NWOTA Standing Items:
  - ✦ IGA Approval Updates—Benton County Commission, Brad will get a copy of the signed IGA to Mary.
  - ✦ Management Plan—Benton County Commission and SETD Board approved. Brad and Jeff will send approvals to Mary. Mary sent out a progress report on the work outlined in the Management Plan earlier in the month. Kudos to all the partners on getting this important work done.
  - ✦ Website Alert System Implementation—Jeff did a demonstration on how SETD is using the alert system.
  - ✦ Trip Planner—Went live on July 20<sup>th</sup>. Chris has been addressing the minor glitches that have occurred. Brad question—Would it be possible for the interactive map not to be an option, but always show up? Make it the default? Partners agreed. Mary ask Chris to update.
  - ✦ Marketing/Travel Tourism Studio/Transportation Committee—TCTD and SETD have run out of visitor passes. Need to get those completed, 1 child can ride for free, Coast to Valley if 5 or under no fare. SETD uses the same Amtrak discounts on the Columbia Corridor. Most recent visitor pass example includes 1 child up to 16 years. Mary will follow up. Doug is working on a NWConnector/Tillamook wave bus wrap that he will show the group at the next meeting. Shows that Tillamook Wave provides the NWConnector service. Partners can contract directly with Selena for marketing work needed within their own systems.
  - ✦ NWOTA Policies  
Mary will send out the most current version of the NWConnector policies to all the partners.

- ✦ Website Pages—Mary will work with Chris on updating the How to Ride. Update the policy/disclaimer on website that if the driver has checked the bar then the bus isn't liable. Doug will get photos of bus stops without the OXO logo.

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

Ken reported on the work he has been doing on cost estimating some of the bus stops most probable for construction. He has taken the construction only estimate for a stop, added 30% contingency and a construction contingency. And compared the costs if ODOT did the construction or if NWOTA contracted them out. Typically transit agencies do their own construction, unless there is other ODOT construction happening in the same area. If ODOT manages, it will always be more expensive given the additional review needed. 4 medium level project would cost about \$1 million. Lower level, smaller package design projects would be less. STIF match requirement is 20%. If NWOTA manages, approximately 6 medium size stops could be done. If ODOT manages, they would finish the design and go out for bid and manage the construction contracting. Recommend prioritizing the medium size stops for STIF funding, and individually implement the smaller stops locally.

Doug—Would prefer ODOT manage, given the time required to go out for bid, and manage contracting throughout the entire region. Can put 20% match into the STIF formula.

Ken—Ensign and Hwy 101 would a good stop for ODOT to manage because of the complications and it being on Hwy 101. Pacific City one. Walport at Ray's. One's in Columbia County, like Havlik and US 30 will require significant investment if they are next to the railroad and need ADA upgrades. A couple of stops in Philomath, and potentially the 99 Express. Decide at next Board meeting. ODOT would do all the NEPA work as well. Contracting would through an IGA, perhaps some specific agreements such as an easement from the County for Pacific City. Public right-of-ways, permitting handled through agreements.

Look at one stop per partner. Start the application in September. Will need to break it down by bus stop, in case STIF can't fund all 5. STIF typically goes toward operations, so no guarantee this will be funded. Arla and Ken will work out how ODOT would handle a STIF award to NWOTA that ODOT area would deliver.

All partners concurred on having ODOT manage the project. Partners will go back to their boards to see if a 20% match for a \$250,000 bus stop would be supported. Partners may be need to prioritize the stops based on most immediate need. Add a scalability attachment to application with the stop rankings. Have a discussion on match at next Board meeting, eg, General fund and STIF formula.

#### 5. COVID Transit/NWConnector Updates

- ✦ Lincoln County—Most of buses now have sanitizer systems installed.
- ✦ SETD—Will likely get the same SnapOn fogger that Tillamook County has purchased.
- ✦ Benton—Have included that in Benton County's CARES Act application.
- ✦ TCTD—Been following Paul's recommendations on where to place sanitizer stations on buses. Purchased a SnapOn fogger that sanitizes a bus in less than 5 minutes. Order comes in within a week. Purchasing a handheld one for the Visitor Center so can sanitize three to four times a day.

#### 6. Partner Updates

- ✦ Benton County—Reviewing and updating all their policies. Will look at what NWOTA has done. Well help define how provide service and contractor requirements.
- ✦ SETD—Attended (public transit) conference. Good session on electric buses—pluses and minuses. Jason, SETD Mobility Manager is working on a training center for service providers, and a St Cloud presentation showed how to set up in 1,500 sq foot facility.

Very impressive. SETD has outgrown operations center and will be moving out of the tsunami zone at some point. Will incorporate the training center, open up to other users. Ridership is still down.

- ✦ Lincoln County—Been busy, may have some drivers go out on sick leave. Last week, a rider got on the bus in Newport and rode into Corvallis and was later arrested for strangling someone. Driver noticed that something didn't seem right about the rider and notified the local authorities. On board camera system captured the rider's photo. Scary in retrospect. Been working with Arla in closing out grants.
- ✦ Tillamook—Hired some new drivers. Won't be able to get their permits until October 1 because limited appointments available through DMV. Started systemwide fare analysis. Completed onboard rider survey. Getting first assessment of new route out to the Port and to the Tillamook Country Smoker. Saving time and making the system more efficient. Have a tentative agreement with the union. An excellent agreement. Breaks will be built into recovery time, a first.
- ✦ NOW—Tillamook is looking to see if can get some temporary drivers. Debra also noted that cleaning companies are very busy and may be able to use temporary workers over the next year to keep up with work. Are working to reopen centers to in-person visits. Have another grant for Employment Recovery services, Angeline is the resource for the region. Equity Care has changed their name to Equus.
- ✦ ODOT—Arla: Working on CARES Act applications. If get them in by the second Friday of the month they will be reviewed in that current month. Arla is working on sanitizer award contract. Talked to Jason, Mobility Management, and he wants to do videos on travel training, that could be posted on the NWConnector website. Important for communicating information electronically in this day of COVID.
- ✦ Col-Pac—Because of the high volume of work coming to Col-Pac over the next year, Mary is going to stay on to assist Ayreann Colombo, the new Executive Director, with the transportation project, including NWOTA.
- ✦ Columbia County—Doug will reach out to John.

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

NWOTA

**Tillamook County Transportation District**  
**Financial Statement - Unposted Transactions Included In Report**  
**08 - Northwest Oregon Transit Allia**  
**From 8/1/2020 Through 8/31/2020**

	Current Period Actual	Current Period Budget	Current Year Actual	Total Budget	Total Budget Variance	16%
<b>Resources</b>						
Working Capital	0.00	0.00	0.00	80,000.00	(80,000.00)	0.00%
NWOTA Partner Cont. Match	10,500.00	12,000.00	10,500.00	42,000.00	(31,500.00)	25.00%
Transfer From General Fund	0.00	0.00	0.00	12,000.00	(12,000.00)	0.00%
Transfer from STIF Fund	0.00	0.00	0.00	64,000.00	(64,000.00)	0.00%
<b>Total Resources</b>	<b>10,500.00</b>	<b>12,000.00</b>	<b>10,500.00</b>	<b>198,000.00</b>	<b>(187,500.00)</b>	<b>5.30%</b>
<b>Expenses</b>						
<b>Materials and Services</b>						
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	0.00	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%
<b>Total Materials and Services</b>	<b>0.00</b>	<b>12,729.17</b>	<b>6,500.00</b>	<b>152,750.00</b>	<b>146,250.00</b>	<b>4.26%</b>
<b>Transfers</b>						
Transfer to General Fund	0.00	0.00	0.00	3,000.00	3,000.00	0.00%
Unappropriated Ending Fund Bal	0.00	0.00	0.00	42,250.00	42,250.00	0.00%
<b>Total Transfers</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>45,250.00</b>	<b>45,250.00</b>	<b>0.00%</b>
<b>Total Expenses</b>	<b>0.00</b>	<b>12,729.17</b>	<b>6,500.00</b>	<b>198,000.00</b>	<b>191,500.00</b>	<b>3.28%</b>

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## **NW Oregon Transit Alliance Policies**

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Compensation and Contracts (Draft 2013)	



## **Policy: Bicycles**

### **Bikes Ride Free**

All NW Connector buses have bike racks. Riders must load, secure, and unload their bikes. If the rack is full, up to two bikes may be brought on the bus if space is available. Riders must have control of their bikes at all times. Mobility devices take priority and bikes will be moved to accommodate them. Bike Lockers available for rent at the Astoria Transit Center.

### Policy: Holidays

The NW Connector shall operate the same days on all Connector routes. Holidays the NW Connector **will not be operating** are:

	Benton	CCR	Lincoln	Sunset	Tillamook
1. New Years Day	√	√		√	√
2. Memorial Day					√
3. Independence Day					√
4. Labor Day					√
5. Thanksgiving Day	√	√	√	√	√
6. Christmas Day	√	√	√	√	√

## **Policy: Transporting Animals**

The NW Connector transports animals in accordance with the following guidelines to ensure compliance with the Americans With Disabilities Act (ADA) governing the transportation of animals and provide transit dependent pet owners guidelines to transport their pets.

### Transporting Service Animals

1. Passengers may transport service animals on all NW Connector vehicles and routes.
2. Service animal owners must be prepared to specify the task or service the service animal will provide.
3. Service animal owners are not required to show proof the animal is a service animal.
4. Service animals must be under the control of the owner at all times. Drivers may remove any service animal from the vehicle that's disruptive or poses a health or safety concern to other passengers and if the owner fails to take effective action to control the service animal.
5. Allergies and fear of animals are not considered a valid reason for denying access or refusing service to someone wanting to board with a service animal.

### Transporting Companion (Therapy) Animals and Pets

1. Passengers may transport animals, such as pets and companion animals that provide emotional support, on all NW Connector vehicles and routes.
2. All pets and companion animals must be securely crated in an appropriate pet carrier that is either locked or secured prior to boarding any NW Connector vehicle and shall remain crated for the duration of the trip.
3. Pet carriers must be easily carried onto the vehicle.
4. Pet carriers must be stored in designated baggage areas (if available) or if the carrier is small enough it may be held on the passenger's lap.
5. Pet carriers must not protrude into the aisle, doors, steps, emergency exits or occupy a seating space.
6. Cardboard boxes are not permitted unless by veterinary clinic or purchased with the intent to transport an animal.
7. Drivers may remove any pet or companion animal from the vehicle that is disruptive or poses a health or safety concern to other passengers.
8. Drivers may deny any rider and their pet or companion animal access to a NW Connector vehicle if the pet has a documented record of disruptive or dangerous behavior.

## **Policy: Use of CONNECTOR Branding Graphics**

### **I. Purpose**

The North by Northwest CONNECTOR logo and branding graphics will be used for many purposes, including marketing, information dissemination and wayfinding applications. Consistent use of the logo and branding graphics is crucial to establishing and maintaining the CONNECTOR system identity. Incorrect use, such as modification or distortion of the images, or uses for purposes not authorized by the Northwest Oregon Transit Alliance, can dilute the brand's effectiveness.

### **II. Policy**

It is the policy of the Northwest Oregon Transit Alliance that all uses of CONNECTOR branding graphics must be approved as follows:

- a. Specific materials shown in the official Outreach Guide may be printed and used for marketing the CONNECTOR system after review by the NWOTA Graphics Administrator for graphics consistency, and do not require without additional approval.
- b. Other proposed uses of the logo or branding images require prior approval of the Northwest Oregon Transit Alliance Coordinating Committee.

Printed marketing materials should be professionally published using high-quality inks and high-quality 100% post-consumer recycled paper.

All uses of CONNECTOR graphics should display the images in sharp, clear definition at a legible scale.

### **III. Approval Process**

- a. To request Coordinating Committee approval for use of the logo or branding graphics, proposers should submit an application with exhibits showing the exact intended use and placement of the graphics, with dimensions. Applications may be submitted electronically in pdf format. Applications shall be submitted to the NW Oregon Transit Alliance Graphics Administrator.
- b. The NW Oregon Transit Alliance Graphics Administrator shall review the application and make a recommendation to the Coordinating Committee.
- c. The Coordinating Committee will consider applications at their next regular meeting following receipt of the application.
- d. If an application is approved, the applicant must provide the Graphics Administrator a printer proof prior to printing for review and approval. Following production, applicants shall submit a specimen of the actual item produced, to demonstrate consistency with the approved proposal. Actual specimens must be provided within 30 days of production.
- e. Approvals will be valid for one year. An extension may be requested in writing for each subsequent one-year period.
- f. Items which are not consistent with the approved application may not be used and should be destroyed.

APPLICATION FOR USE OF CONNECTOR LOGO OR BRANDING GRAPHICS

Date:

Applicant Name:

Organization:

Address:

Phone:

Email:

1. Please describe how, where and when you propose to use the North by Northwest CONNECTOR logo or branding graphics:

2. Attach exhibits showing the exact proposed use and placement of the graphics, with dimensions.

3. Submit this application and all exhibits in pdf format to the NW Oregon Graphics Administrator at: \_\_\_\_\_

4. If approved, applicants are responsible to provide the Northwest Transit Alliance a copy or specimen of the actual item produced within 30 days of production

For Northwest Oregon Transit Alliance Use Only:

Date Considered by NWOTA Coordinating Committee:

Approved until: \_\_\_\_\_  Denied  Returned for additional information

1. Please describe how, where and when you propose to use the North by Northwest CONNECTOR logo or branding graphics:

2. Attach exhibits showing the exact proposed use and placement of the graphics, with dimensions.

3. Submit this application and all exhibits in pdf format to  
\_\_\_\_\_

4. If approved, applicants are responsible to provide the Northwest Transit Alliance a copy or specimen of the actual item produced within 30 days of production.

For Northwest Oregon Transit Alliance Use Only:

Date Considered by NWOTA Coordinating Committee:

Approved until: \_\_\_\_\_  Denied  Returned for additional information

**Policy: Minimum Requirements for Participation  
in the NW Oregon Transit Alliance**

Members may be added to the NW Oregon Transit Alliance, **subject to unanimous vote of the existing Alliance members**, and the following minimum requirements for participation:

- A. Designate a Coordinating Committee representative and alternate for the agency.
- B. Attend all Coordinating Committee meetings and annual strategic planning retreat.
- C. Share equally with all other partners in the on-going financial administration of the Alliance, as set forth in the annual budget adopted by the Coordinating Committee. *(Currently \$10,000 per member agency annually.)*
- D. Execute, and ratify as necessary to comply with ORS190, the Intergovernmental Agreement for the Alliance, Coordinating Committee Bylaws and other formational documents.
- E. Pay for the costs of incorporating agency information into the North by Northwest CONNECTOR website and marketing materials. *(Estimated cost: \$5,000.)*
- F. Modify individual agency website and transit schedules to incorporate the CONNECTOR brand. Templates showing use of the CONNECTOR branding graphics on individual agency websites and printed materials must be provided for review and approval of the CONNECTOR Coordinating Committee prior to implementation. *(Estimated cost: \$3,000.)*
- G. Perform operational analyses in collaboration with adjoining Alliance members to evaluate connecting service improvements. Implement financially-feasible improvements to connecting services and schedules. Monitor and adjust connecting service in collaboration with adjoining members on an on-going basis.
- H. Secure an initial contribution to the North by Northwest Transportation Foundation of \$5,000. This contribution may be made by any individual or organization within the agency's service area. Multiple contributions totaling a minimum of \$5,000 are acceptable.
- I. Provide at least one community member from the agency's service area willing to serve as a potential board member for the North by Northwest Transportation Foundation. Potential board members should be active community members from business, higher-education, civic organizations or elected bodies.
- J. Discuss and coordinate potential funding applications to ODOT and the North by Northwest Transportation Foundation with Alliance partners in advance of application submittal.
- K. Agree to follow the communication protocol established for the CONNECTOR Alliance:

- a. Communicate directly and openly on all matters affecting other Alliance members.
- b. Demonstrate trustworthiness and support for other Alliance members through both actions and attitude.
- c. Raise difficult or controversial issues for discussion between, and resolution by, Alliance members first, before engaging external parties.
- d. Coordinate external messages and public statements with the Alliance Coordinating Committee in advance.
- e. Accept and publicly support Alliance decisions that are made in accordance with the decision-making process outlined in the bylaws, regardless of voting position.

An agency's continued participation in the Alliance is subject to continued good standing on all items above. Agencies not fulfilling these expectations may be removed from the Alliance based on a majority vote of the remaining members.

**Approved by NW Oregon Transit Alliance Coordinating Committee:**

\_\_\_\_\_  
(date)

## Policy: Compensation and Contracts

### Contracts

The Board of Directors must approve all service agreements and contracts. These agreements must be done within the approved budget line item spending limits. New contracts which cost more than \$100,000 annually or over the contract life shall require an attorney review and opinion to assure the agreement is legally sound and that NNWTF interest is protected.

All service agreements and service contracts shall be awarded on the basis of cost, experience, and references. No contracts may be written or awarded to employees or board members or their immediate family.

At a minimum, all contracts must contain the purpose, effective dates, authorized signatures, amount to be paid, how liability risks are covered or met, and services to be provided.

Adopted By: \_\_\_\_\_ Title: \_\_\_\_\_  
Date: \_\_\_\_\_



## MEMORANDUM

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Date: September 10, 2020

Project #: 24415

To: Doug Pilant  
Tillamook County Transportation District  
3600 3<sup>rd</sup> Street, Suite A  
Tillamook, OR 97141

From: Susan Wright, PE, and Bryan Graveline

Project: TCTD STIF Plan

Subject: STIF Survey Summary

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The purpose of this memorandum is to summarize the public online survey offered by Tillamook County Transportation District (TCTD) from July 13<sup>th</sup> to August 15<sup>th</sup>, 2020 to gather input on transit service enhancement priorities.

In order to improve and/or expand its service, TCTD was granted state-level funding from the Statewide Transportation Improvement Fund (STIF). There are a number of different projects that TCTD could use this new funding source to pursue, as TCTD has a variety of plans (such as the Transit Development Plan, Intercity Transit Enhancement Plan, and Coordinated Public Transit Human Services Plan) that contain projects that could be pursued with these funds.

The *Goals and Potential STIF Projects Summary* memorandum documents these potential projects, with 23 in total. Based on coordination with TCTD, this list of 23 projects was narrowed to 15 projects to present to the public for feedback and prioritization. The survey offered by TCTD asked respondents to rate their interest in each project with potential ratings ranging from "I would not like this project" to "I would be very interested in this project". The survey divided the potential projects into four topic areas:

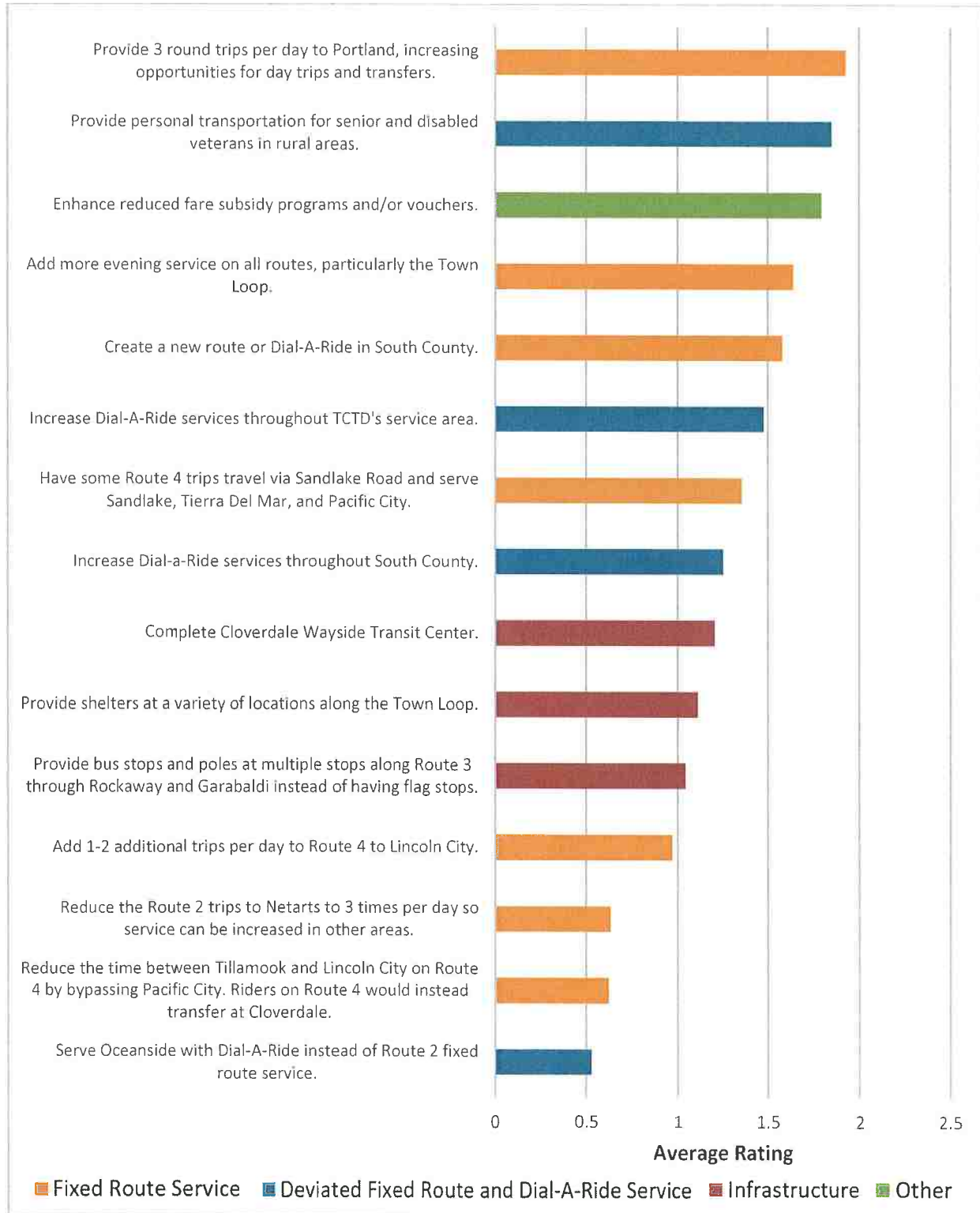
- Fixed Route Service
- Deviated Fixed Route and Dial-A-Ride Service
- Infrastructure
- Other

## SURVEY RESULTS

The survey ran for approximately one month and received 209 responses. Because the survey asked each of the respondents to rate each potential project on the same scale, it is possible to compare the overall ratings assigned to each project. Each response for each project was assigned a value ranging from -1 ("I

would not like this project”) to 3 (“I would be very interested in this project”) and the responses for each project were averaged. The results of this scoring system are shown in Table 1.

**Table 1. Survey Project Prioritization Results**



The 209 survey responses came from 18 ZIP codes across Tillamook, Clatsop, Washington, and Marion counties. Eighty-two comments came from ZIP code 97141, which encompasses all of the city of Tillamook. The top five ZIP codes by number of respondents include 97112 (Beaver, Hebo, Cloverdale), 97136 (Rockaway Beach), 97135 (Pacific City), and 97131 (Nehalem). Five comments were received from ZIP codes outside of Tillamook County. These include comments from Cannon Beach, Salem, Forest Grove, Beaverton, and unincorporated Washington County north of US 26.

## Comments

As shown in Table 1, the top 5 projects that survey takers would like to see prioritized are:

- 1) Provide 3 round trips per day to Portland, increasing opportunities for day trips and transfers.
- 2) Provide personal transportation for senior and disabled veterans in rural areas.
- 3) Enhance reduced fare subsidy programs and/or vouchers.
- 4) Add more evening service on all routes, particularly the Town Loop.
- 5) Create a new route or Dial-A-Ride in South County.

The survey also offered respondents the opportunity to make open-ended comments on each potential project and to make general comments at the end of the survey. The comments offer insights into why respondents were most interested in the five potential projects listed above.

### ***Provide 3 round trips per day to Portland, increasing opportunities for day trips and transfers***

Survey respondents noted the importance of connections between Tillamook County and Portland when commenting on this project. They cited improved access to medical appointments, which are frequently required by portions of the population that can't drive to Portland and have no place to stay the night in Portland, as the most important rationale for this project. They also cited improved transportation to flights into and out of Portland International Airport and increased job opportunities as important reasons for this project.

### ***Provide personal transportation for senior and disabled veterans in rural areas***

Personalized transportation options for the elderly and disabled were an attractive option to survey respondents, as they noted that there are many members of these populations in rural areas of the county and that services for them are broadly lacking right now. They also described the need for non-veteran disabled people to access these types of services. Overall, they believed this would improve access to medical appointments and basic services.

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***Enhance reduced fare subsidy programs and/or vouchers***

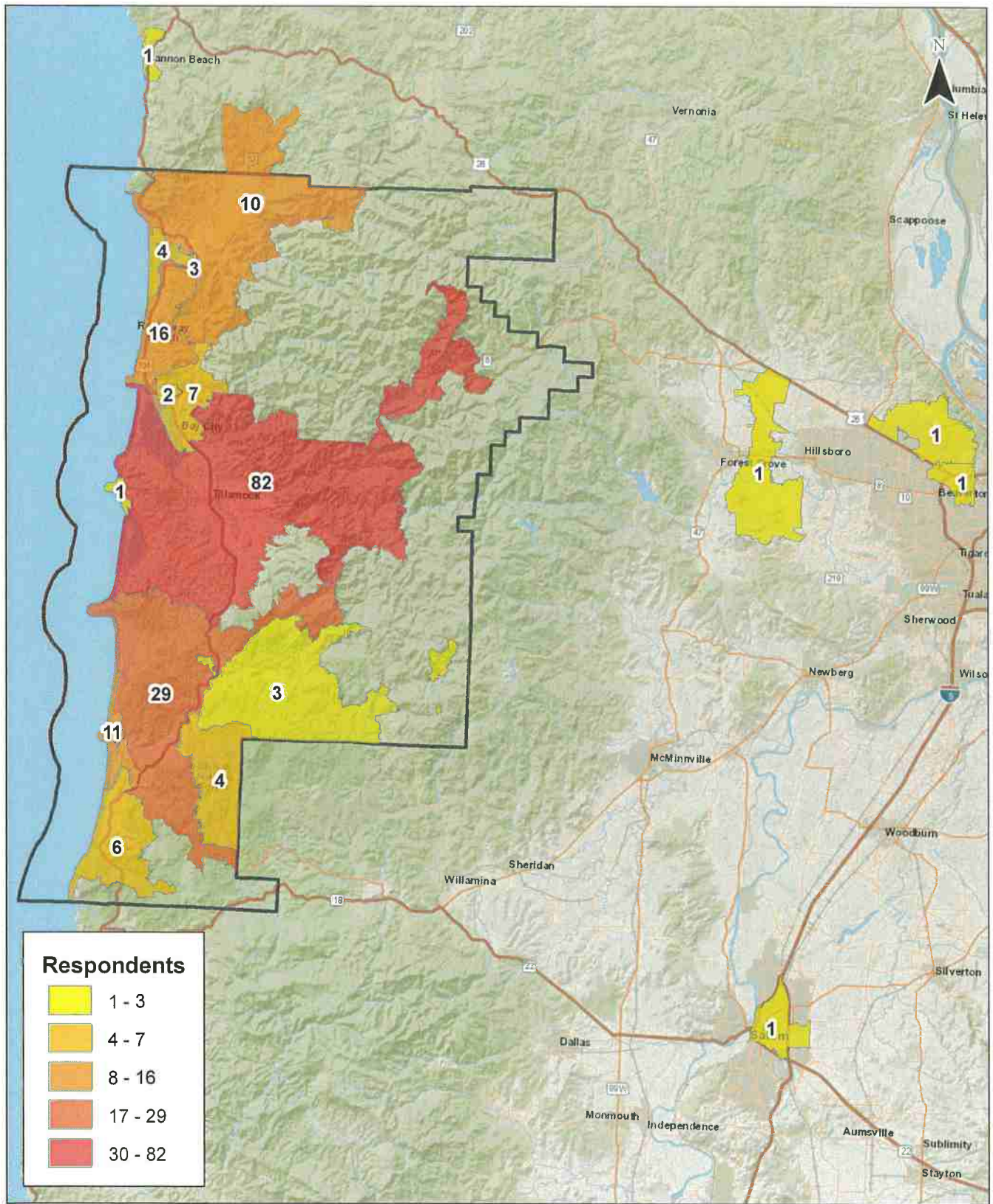
Because the population served by TCTD consists of many seniors, disabled people, and low-income people, survey respondents saw this project as very important. They also noted that with the state of the economy because of COVID-19, more people than before may need these kinds of subsidies. Some respondents who currently use subsidies expressed their support for subsidy expansion, describing how they would not be able to use transit without them. Others described that they're aware of people in the county that do not take transit because it is cost prohibitive.

***Add more evening service on all routes, particularly the Town Loop.***

Survey respondents described how riders who work late current do not have the option to take transit home from work. Riders described walking and catching rides with friends in lieu of available service. Respondents also noted that many of TCTD's riders do not work typical "9 to 5" jobs and thus are reliant on service outside of peak hours. Other populations that would be helped by this service include students taking night classes at TBCC and senior citizens who may be hesitant to drive at night.

***Create a new route or Dial-a-Ride in South County***

Survey respondents noted that South County (and especially Hebo and Cloverdale) is very isolated and underserved. It is also generally lower income, causing more people who need more transportation options. Because of its rural nature, respondents noted that Dial-a-Ride may make more sense, but whether fixed route or Dial-a-Ride, they were enthusiastic about the need for improved service in the area.



Survey Respondents by Zip Code  
Tillamook County Transit District Online Survey

Figure  
1

H:\2024415 - TCTD STIF Funding Planning\GIS\KAI 8 8x11 Portrait.mxd - rdcubleyday - 4:54 PM 9/10/2020

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**Tillamook County Transportation District**  
Board of Directors Regular Monthly Meeting  
Thursday, August 20, 2020 – 6:00PM  
Transportation Building  
3600 Third Street, Tillamook, OR  
**Meeting Minutes**



1. Call to Order: Board Chair James Huffman called the meeting to order at 6:01pm
2. Pledge of Allegiance
3. Roll Call:

**Present**

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

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

**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)

**Absent**

None.

**Guest**

Jeff Hazen, Executive Director, Sunset Empire Transportation District  
Arla Miller, ODOT Regional Transit Coordinator  
Kathy Kleczek, NW Transportation Options

4. Announcements and Changes to Agenda: None
5. Public & Guest Comments:  
None
6. Executives Session – Labor Negotiations ORS 192.660(2)(d)  
6:11pm – 6:28pm  
The following motions was made as a result of Executive Session.

**Motion** by Director Carlson-Swanson to approve Resolution 20-23 In the Matter of Authorizing the GM to Execute ATU Collective Bargaining Agreement for the period 2019-2023. *Motion Seconded* by Director Riggs. 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.

**REPORTS**

7. Financial Report: GM Doug Pilant reviewed the July 2020 financial reports. The District has now completed 8% of the Fiscal Year. Mass Transit State Payroll Tax Account 4130 will be moved to prior fiscal year. Payroll is high because there were 3 payrolls in July. Director Adler asked about the legal advisor's fees. GM Doug Pilant stated it is related to a harassment investigation.
8. Service Measure Performance Report: GM Doug Pilant reviewed performance measures with the Board. YTD Ridership overall has decreased -34.9% change over the previous year. The YTD passengers per hour are -29.0%, the cost per trip was +92.0% while the cost per hour was +37.0% and the fare box return was -55.0%. All of the numbers are COVID related. Director Hanenkrat asked if the reduced NW Rides has created a need to lay anyone off. GM Doug Pilant stated that all drivers are very busy and there is no need to lay anyone off.
9. Northwest Oregon Transit Alliance: GM Doug Pilant reviewed the NWOTA meeting agenda, minutes, finance report with the Board. All partners have now adopted the restated IGA and Management Plan. ODOT will manage the bus stop projects for procurement and engineering designs similar to how they manage the NW transit access plans. NWOTA submitted joint CARES Act requests to purchase additional sanitization equipment. Grant agreements should be ready in September for Board approval.
10. Planning & Development:
  - a. Cape Kiawanda Master Plan – No report.
  - b. Deviated Fixed Route/ADA Policy: Nelson Nygaard kick off meeting was held in early August. They have the data, and another meeting has been scheduled soon.
  - c. STIF Service Alternatives Plan: Kittelson & Associates worked with staff and revised the Port of Tillamook Bay service alternatives. The staff believes there is a good plan and next week the District will begin the test runs. The online survey for community at large is completed. There were 210 responses on Facebook, which was a great response compared to the last online survey that only produced approximately 30 surveys.
11. Grant Funding:
  - a. STIF/STF Consolidation: STIF discretionary starts in September.
  - b. STIF Formula: No report.
  - c. Section 5310 – None.
  - d. Section 5311 – None.

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

- e. Section 5339 – None.
- f. ODOT Cares Act Special Needs grant for VA appts to PDX. Cathy is working on this grant.

## 12. Facility/Property Management

- a. Transit Visitors Center – There's a Resolution later in meeting for Board approval. This will amend the ODOT Connect Oregon grant that paid for the Transit Visitors Center building. The original agreement was between ODOT/City of Tillamook/TCTD. The amendment will remove the City of Tillamook from the grant agreement and the District will be solely responsible. There are new ADA requirements inserted as well. The purchase sale agreement is completed. The partitioning documentation is still at the Tillamook County Planning Department.
- b. Alternative Fuel Facility: Market research on size of tank needed is complete. Soil samples resulted in a requirement to do some excavating to add proper fill.
- c. Director Holm asked about the Cloverdale parking plan. GM Doug Pilant reached out to Tillamook County's chief of staff and she has not had time to work on the project. The pandemic slowed down progress on the IGA. Board Chair Huffman asked if there is an expiration on the IGA. One of the grants does expire but Tillamook County's attorney will deal with solving that issue.
- d. Board Chair Huffman asked how the sidewalk turned out? GM Doug Pilant shared that the Board can look at the Wave's Facebook page to see the photos of the completed project. Board Chair Huffman asked if it improved the wellness program. GM Doug Pilant stated employees use the fitness path, the sidewalk project was for employees to have safe access to the office from the park and ride parking lot.

## 13. NW Ride Brokerage

- a. Continuing the work with legal counsel to revise the BPA. To make sure all the components are included from the new Delegate Agreement with CCO, this will likely take a few more months to complete.
- b. Brokerage ended the quarter with a profit of \$128k. GM Doug Pilant shared that the COVID reimbursement program will cover the technology purchased in preparation as outlined in the District's Contagious Virus Response Plan.
- c. Brokerage Manager Cathy Bond is working with Care Oregon to prepare a standard practices NEMT manual that will ultimately be used throughout the state.

## 14. Miscellaneous

- a. ATU – Report given during executive session. Resolution passed.
- b. Board Training – Postponed until further notice.
- c. County Mobile Clinic – None.
- d. County Communication Network – None.
- e. Oregon OSHA infection disease committee – None.
- f. NWACT Communication Subcommittee – None.
- g. COVID-19 – People are feeling more confident and mask wearing has become a more accepting practice for riders. Most people are very grateful for the bus. Board Chair Huffman asked if the District provides masks. GM Doug Pilant

*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.*



stated masks and shields have been given to all drivers and they do make them available to passengers if needed.

Director Hanenkrat asked about status of hiring process of Administrative Assistant/Board Clerk positions. GM Doug Pilant stated we re-opened the position and also posted Indeed.com. There has been a good response and staff is working on review. Director Hanenkrat stated it needs to be filled soon so that Brokerage Manager Cathy Bond can be relieved of Board Clerk duties and focus on the brokerage.

Director Hanenkrat asked why nominees were not allowed to vote for themselves. GM Doug Pilant checked in with legal counsel and learned there are no hard-fast rules, there is no precedence and it is highly irregular. Director Hanenkrat stated that if you look at the minutes of past meetings, the votes are unanimous so they have been voting for themselves in past meetings. Board Chair Huffman states he wants to allow all board members to vote. He further believes it should be a choice as to whether you vote for yourself. Board Chair Huffman wants to vote unless it's a conflict of interest and do this moving forward. No decision was made by the board on this matter.

- h. Contagious Virus Response Plan – The updated Plan is available on the District's website.
- i. Public Records and meeting policies. GM Doug Pilant stated that some board members have expressed wanting to receive the board packets sooner. The District's current board policy is to receive the board packets 4 days prior to the meeting. Upon review, the best way to meet that timeline and overcome issues with other email services not accepting large files was to set up business emails for each Director. This also brought up concerns regarding public records so a review is in progress and any suggested changes to the policy will be brought before the Board for adoption at a later meeting.
- j. Oregon Workplace Fairness Act. There is a motion later in the agenda to adopt a new harassment policy for the law that goes into law October 1, 2020. SDAO offers a 2% discount for review of this policy. The drafts are provided in the board packet. GM Doug Pilant explained the document to the Board. Virtual training will be available for board members.

### **CONSENT CALENDAR**

15. Motion to Approve the Minutes of the July 23, 2020 Regular Board Meeting

16. Motion to Accept Financial and Operations Reports: July 2020

Director Huffman stated Board Chair Huffman asked for delay, should say Director Huffman. Correct Board Chair elected by Holm. Correct Board Chair Judy Riggs adjourning, should be Board Chair Huffman. Director Adler, page 2 under 7, Board chair Riggs, should read Board Chair Huffman. And same motion for Hanenkrat for treasurer, should say Board Chair Huffman. Page 3, top. Board Chair Riggs for further discussion, should read Board Chair Huffman. Board Chair Huffman stated when he welcomed Kathy Kleczek he wants minutes to reflect that he supports her program being a future agenda item.

**Motion** by Director Holm to adopt the Consent Calendar, with recommended changes. *Motion Secoded* by Director Adler. 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**

17. Motion to Adopt the Updated Version of Policy 2(b) in its Entirety of the TCTD Personnel Policies and Employee Handbook

GM Doug Pilant explained the Resolution to the Board.

**Motion** by Director Holm to Adopt the Updated Version of Policy 2(b) in its Entirety of the TCTD Personnel Policies and Employee Handbook. *Motion Secoded* by Director Adler. 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.

18. Resolution 20-22 In the Matter of Authorizing the GM to Execute Amendment No. 2 of the ODOT Connect Oregon Grant No. 23511

GM Doug Pilant explained the Resolution to the Board. Director Edwards pointed out that the signature date needs to be changed from July to August.

**Motion** by Director Edwards to approve Resolution 20-22 In the Matter of Authorizing the GM to Execute Amendment No. 2 of the ODOT Connect Oregon Grant No. 23511, with noted correction to the date. *Motion Secoded* by Director Carlson-Swanson. 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**

19. Board Staff Comments/Concerns

GM Doug Pilant: None.

Superintendent Brent Olson: None.

Finance Supervisor Tabatha Welch: As she prepares for the financial audit and has one outstanding matter that needs resolved. There is a memo to Jim Huffman with a reimbursement form for his request to be reimbursed for SDAO expenses. He has not submitted or responded to that request. Does he intend to file the reimbursement form for reimbursement, or does he want to close it out? He confirmed for the record to close it out and that he will not be making a request for reimbursement. She then shared that staff has designated a safe and sanitized place in the board room for Directors to sign checks and documents. She asked that Directors make an

*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.*

appointment so that documents can be ready and that you check in with dispatcher upon arrival. Board Chair Huffman stated Director Hanenkrat, himself and Director Adler are available for check signing if needed.

NWR Brokerage Manager/Board Clerk Cathy Bond: None.

20. Board of Directors Comments/Concerns

Jim Huffman – He knows the ATU has been a battle and he is glad to hear the plan. He knows Doug’s background and that is the highlight of using that skill. Commended the whole staff for getting through the pandemic.

Judy Riggs – Thanked Doug for putting a lot of time and effort with the ATU bargaining and the awesome results, thank you for all your hard work.

Marty Holm – He can’t say anything more than what has already been said. It’s a privilege to be on the board. He said to GM Doug Pilant that from day one he has been an impressed in the way him and the staff are handling COVID and keeping everyone safe. Great conduct by GM Doug Pilant with ATU and keeping TCTD in a position to serve the community in a way the TCTD can pay for. The enhancements over the past 10 year is a testimony to you and your staff.

Jackie Edwards – Thinks it’s a difficult time right now and that meeting via video is a challenge. She is hoping that we can all really work together and give good service to Tillamook County. She hears weekly what the bus service provides to the community and she is proud. Hope everyone can work together.

Gary Hanenkrat – None.

Linda Adler – Enjoying her summer, keeping her head down, staying safe. Hope everyone is well and nice job on ATU.

Melissa Carlson-Swanson – Recognized Brokerage Manager Cathy Bond on having her NEMT procedures being recognized as a standard in the industry, good job. Cathy, you are very thoughtful and give the best. She is proud of GM Doug Pilant and his hard work, bring his 30 years of skills set and expertise to the District. The District is lucky to have him.

**UPCOMING EVENTS**

Board Training - TBD

Adjournment: Board Chair Huffman adjourned the meeting at 7:23pm.

**These minutes approved this 17<sup>th</sup> day of September, 2020.**

ATTEST:

\_\_\_\_\_  
James Huffman, Board Chair

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

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

**SOLE SOURCE DETERMINATION AND WRITTEN FINDINGS  
ECOLANE SOFTWARE LICENSES**

**(Goods and Services)**

**To: TCTD Board**

**From: Doug Pilant, CCTM, General Manager**

**Date: September 8, 2020**

**RE: Sole Source Determination and Written Findings for Ecolane Licenses (Goods and Services)**

The purpose of this Sole Source Determination and Written Findings is to support the sole source acquisition of an additional twelve (12) licenses and related services for Ecolane fixed route/flex deviated route software system along with self-service trip booking mobile app and SMS text messaging for Tillamook County Transportation District. TCTD wishes to purchase the additional licenses from its current software supplier, Ecolane USA, Inc. ("Ecolane").

**DETERMINATION AND FINDINGS**

Per ORS 279B.075, an agency must conduct market research and formally document its findings, including justification for the Sole Source procurement, in a written determination that includes the following specific information:

1. Project Name and Subject of the Contract. Software License and Services Agreement, additional twelve (12) licenses and related services for Ecolane fixed route/flex deviated route software system along with self-service trip booking mobile app and SMS text messaging.
2. Estimated Total Value of Contract. \$117,310.00.
3. Background, Including Identification of Prospective Supplier. Ecolane is the industry-leading provider of intelligent and modern, web-based transit scheduling software. Combining a powerful, easy-to-use demand-response platform with powerful and customizable reporting capabilities, Ecolane software enables transit providers to increase productivity, streamline efficiency, and grow client satisfaction.

In 2017, TCTD held a competitive procurement to acquire web-based transit scheduling software. From multiple proposals, TCTD selected Ecolane to supply TCTD with scheduling software. TCTD initially purchased licenses for 13 vehicles for Ecolane DRT Software and Ecolane MDT Software.

Ecolane DRT (Demand Responsive Transportation) is a modern software solution for the management of demand response transportation. The fully automated continuous real-time schedule optimization provides efficient scheduling and dispatching. Ecolane DRT is securely accessed via any standard web browser and incorporates tools to effectively monitor operational processes and resources. By implementing Ecolane DRT, organizations responsible for transit operations gain flexible scheduling functionality and improve the quality and responsiveness of their customer support. Multi-level schedule optimization enables more accurate forecasting, better planning and tighter coordination. The result is maximized efficiency and productivity in an agency's use of their resources. For agencies requiring local, state and federal reporting features, Ecolane DRT provides detailed analyses of transit performance, which can be exported into various industry file formats.

The Ecolane MDT (Mobile Data Tablet) delivers the features, communication and AVL functionality with more versatility than vehicle-mounted hardware. With real-time information updates to drivers including same-day schedule changes due to trip cancellations, no-shows, or traffic congestion, the result is maximized efficiency and productivity in an agency's use of their fleet. Dispatchers are able to work more effectively, respond to customers more efficiently, track vehicle locations in real-time and communicate directly with their drivers, all through the MDT. Manual tasks such as entering stop times, no-shows and vehicle mileage are handled quickly, easily and automatically. Additionally, the MDT data collection capabilities save time and provide measurable advantages in reporting, complaint resolution, and driver training.

By amendment, TCTD added 29 additional licenses in 2018. By amendment, Sunset Empire Transportation District was added to the software system in 2018. By amendment , 4 addition licenses were purchase in 2018.

TCTD now wishes to purchase an additional 12 licenses to expand its Ecolane software system along with self-service trip booking mobile app and SMS text messaging.

4. Brief Description of the Contract or Contracts, Including Current and Contemplated Future Purchases of Product or Service. TCTD proposes to enter into an amendment to its current Software License and Services Agreement with Ecolane to add an additional twelve (12) licenses and related services for Ecolane fixed route/flex deviated route software system along with self-service trip booking mobile app and SMS text messaging. If additional licenses are needed in the future, TCTD plans to purchase those licenses from Ecolane.

5. Reasons the Agency is Seeking a Sole Source Procurement Method. The current scheduling software used by TCTD is the proprietary property of Ecolane. The 12 additional licenses are necessary to support and use the existing software. In addition, the licenses are needed to facilitate data exchange between multiple transportation districts that currently use the proprietary system. The additional licenses

will permit TCTD to expand its services while utilizing its previous investment in scheduling software.

6. Findings that Include Factual Information Supporting the Determination. Efficient utilization of existing software used by TCTD requires the acquisition of compatible software from Ecolane. The ability to continue exchanging data with other transit districts requires that the use of Ecolane. The software is proprietary and can only be acquired from Ecolane.

7. Results of Market Research. Ecolane owns the proprietary rights in its software. TCTD, as an Ecolane user, cannot allow the Ecolane software to be combined with or become incorporated into any other computer program. The software contains proprietary notices. Ecolane retains all rights, titles and interests in and to the Ecolane DRT Software, including, without limitation, all patents, inventions, trademarks, service marks, copyrights, moral rights, trade secrets, database rights, rights in designs, know-how, confidential information and all or any other intellectual or industrial property rights related thereto. Ecolane is the only supplier who can provide TCTD with the additional software licenses to expand its current scheduling software.

## **RECOMMENDATION**

Based upon the above findings, I recommend that the Board approve a Sole Source Procurement for an additional twelve (12) licenses and related services for Ecolane fixed route/flex deviated route software system along with self-service trip booking mobile app and SMS text messaging for Tillamook County Transportation District from its current software supplier Ecolane USA, Inc.

## **PUBLIC NOTICE**

Pursuant to OAR 137-047-0275 (2), a Contracting Agency shall give public notice of the Contract Review Authority's determination that the Goods and Services or class of Goods and Services are available from only one source in a manner similar to the public notice of Competitive Sealed Bids under ORS 279B.055(4) and OAR 137-047-0300. The public notice shall describe the Goods or Services to be acquired by a Sole Source Procurement. The Contracting Agency shall give such public notice at least seven days before Award of the Contract.

After the Sole Source Procurement has been approved by the Board, the following public notice will be posted on ORPIN to allow for the seven (7) day protest period:

---

PUBLIC NOTICE  
Approval of a Sole Source Procurement  
First date of publication: \_\_\_\_\_

A request for approval of a Sole Source procurement was presented to and approved by the Board of the Tillamook County Transit District (TCTD), acting as the Local Contract Review Board, on \_\_\_\_\_.

It has been determined based on written findings that the following Goods and Services are available from only one source.

TCTD currently utilizes Ecolane USA Inc. (Ecolane) scheduling software. The Ecolane software is proprietary. Ecolane is the exclusive, sole source seller of additional licenses for additional TCTD vehicles to use the current scheduling software. Therefore, TCTD will be procuring an additional twelve (12) licenses and related services for Ecolane fixed route/flex deviated route software system along with self-service trip booking mobile app and SMS text messaging for Tillamook County Transportation District from its current software supplier Ecolane USA, Inc. as approved in this Sole Source Procurement.

The contract terms, conditions and specifications may be reviewed upon request by contacting Doug Pilant, General Manger, at 503-842-3115/Fax 503-815-2834 or at [dpilant@tillamookbus.com](mailto:dpilant@tillamookbus.com).

An affected person may protest the determination that the software is available from only one source in accordance with OAR 137-047-0710. A written protest shall be delivered to the following address: Doug Pilant, General Manager, Tillamook County Transportation District, 3600 3rd Street, Suite A, Tillamook, OR 97141. The seven (7) day protest period will expire at 5:00 pm on \_\_\_\_\_. A protest must contain all the information required by OAR 137-047-0710 to be considered a valid protest. Incomplete protests will not be considered.

This public notice is being published on ORPIN at least seven days prior to the award of a public contract resulting from this request for approval of a Sole Source procurement.

---

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

**In the Matter of Amending the )  
TCTD Federal Transit )  
Administration (FTA)/ODOT )  
Procurement Policy No. 26 )**

**RESOLUTION NO. 20-24**

**WHEREAS**, Tillamook County Transportation District ("District") is an Oregon special district which is subject to Oregon's public contracting laws; and

**WHEREAS**, ORS 279A.065(6) provides that a local contracting agency may adopt its own rules of procedure for public contracting that:

(A) Specifically state that the model rules adopted by the Attorney General do not apply to the contracting agency; and

(B) Prescribe the rules of procedure that the contracting agency will use for public contracts, which may include portions of the model rules adopted by the Attorney General; and

**WHEREAS**, the District has adopted the Attorney General's Model Public Contracting Rules except as superseded by enacted District Procurement Policies; and

**WHEREAS**, Federal law requires non-Federal entities to comply with the procurement standards found in 2 CFR Part 200 as a condition of the grant of Federal awards; and

**WHEREAS**, the District has adopted a procurement policy for use when purchasing or contracting with FTA or ODOT funds; and

**WHEREAS**, the District wishes to amend its Procurement Policy No. 26 – FTA/ODOT Procurement Policy to increase the micro procurement limit to the current FTA/ODOT level of \$10,000, to increase the small purchase limit to the current FTA/ODOT limit of \$250,000, to change the protest period for award notice to 7 days to align with the default period required by Oregon law, and to make miscellaneous changes to clarify the policy requirements.

**NOW, THEREFORE, BE IT RESOLVED:**

- 1 That the District adopts the public contracting rules described in the attached amended Procurement Policy 26: FTA/ODOT Procurement Policy, which is attached to this Resolution and incorporated herein by reference. The District's Rules shall be in addition to, and shall supersede any



conflicting provisions in, the Model Rules.

- 2 Policy 26 shall apply to all procurements undertaken and financed, in whole or in part, with FTA financial assistance provided to Tillamook County Transportation District to support open market procurements.

Adopted by the Tillamook County Transportation District Board of Directors this 17<sup>th</sup> day of September 2020.

ATTEST:

By: \_\_\_\_\_  
James Huffman, Board Chair

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

**TILLAMOOK COUNTY TRANSPORTATION DISTRICT POLICY**

<b>POLICY: FTA/ODOT PROCUREMENT POLICY</b>	<b>Number: 26</b>
Adopted by the Board of Directors on July 19, 2018 Amended by the Board of Directors on September 17, 2020	<b>Pages: 1 of 50</b>

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## 1. INTRODUCTION

### 1.1. Purpose

This policy establishes guidelines and minimum standards that Tillamook County Transportation District will use in the management of its third-party contracts. This manual is intended to ensure that Tillamook County Transportation District complies with Federal Transit Administration (FTA) and the Oregon Department of Transportation's standards to ensure full and open competition and equitable treatment of all potential sources for all purchases made with funding derived from Federal, state, and local governments. In all purchasing activity, the goal of Tillamook County Transportation District is to ensure maximum open and free competition consistent with:

- FTA Circular 4220.1F "Third Party Contracting Guidance" or latest version thereof;
- 2 CFR § 200.317 – 200.326; and
- ODOT State Management Plan.

### 1.2. Applicability

This manual applies to all procurements undertaken and financed, in whole or in part, with FTA financial assistance provided to Tillamook County Transportation District to support **open market procurements**. An open market solicitation is used to purchase a good or service by soliciting from any available source. Most grantee procurement activity will be undertaken on the open market. Open market procurements exclude:

- Employment Contracts;
- Real Estate Contracts; and
- Intergovernmental Agreements.

The goal of this procurement policy is to provide an atmosphere in which all procurement transactions will be conducted in a manner providing full and open competition. Tillamook County Transportation District will avoid the following situations considered to be restrictive of competition:

- Application of unreasonable requirements placed on firms in order for them to qualify to do business;
- Imposition of geographic preference standards in the selection of vendors;
- Imposition of unnecessary experience and excessive bonding requirements;
- Use of noncompetitive pricing practices between firms or between affiliated companies;
- Employment of noncompetitive awards to any person or firm on retainer contracts;
- Failure to recognize organizational conflicts of interest, which means that because of other activities, relationships, or contracts, a contractor is unable, or potentially unable, to render impartial assistance or advice to the grantee; a contractor's objectivity in performing the contract work is or might be otherwise impaired; or a contractor has an unfair competitive advantage;

- Use of "brand name" specifications without listing its salient characteristics and not allowing "an equal" product to be offered; and
- Any arbitrary action in the procurement process.

Tillamook County Transportation District will conduct procurements in a manner that does not give in-State or local geographical preferences in the evaluation of bids or proposals, except in those cases where applicable Federal statutes expressly mandate or encourage geographic preference. This does not pre-empt Oregon licensing laws from being considered in those disciplines that are regulated by the State of Oregon. Geographic location may be a selection criterion in procurements for architectural and engineering (A&E) services if an appropriate number of qualified firms, given the nature and size of the project, are able to compete for the contract.

### **1.3. Third Party Contracting Capacity**

FTA regulations (2 CFR § 200.319(c) and FTA Circular 42201.1.F, Chapter III, § 3a) require Tillamook County Transportation District to have written procurement procedures. This policy is designed to meet FTA and ODOT's requirements in this regard.

### **1.4. Relationship to Other District Policies**

The purpose of these purchasing policies and procedures are two-fold. First, the District has established these policies and procedures to conform to the provisions of Federal procurement regulations that govern the District's use of FTA and ODOT funds. Second, these policies and procedures assure that materials, supplies, services and equipment required for efficient and effective operation of the transit program are procured with regard to an analysis of price, quality, quantity, terms and delivery specifications. These policies and procedures pertain only to the District's purchases made with FTA funds for the transit program; purchases with local funds and for purposes other than transit should follow applicable Oregon law.

These policies may not answer all questions related to purchasing; if any employee of Tillamook County Transportation District has a question regarding these procedures, ODOT should be contacted for clarification and guidance.

When Tillamook County Transportation District undertakes any purchase utilizing FTA funds, this policy shall supersede any existing purchasing policy promulgated by the District. When any conflict exists between this policy and the existing policies of the District, the procedures in this policy shall prevail. If any employee of Tillamook County Transportation District determines that a conflict exists between these policies and state and local law, Tillamook County Transportation District shall contact ODOT and communicate the conflict.

## 2. CODE OF ETHICS AND CONFLICT OF INTEREST POLICY

### 2.1. Purpose

Federal grant management rules (2 CFR § 200.318(c)(1)) require each recipient to maintain written standards of conduct governing the performance of its employees engaged in the award and administration of contracts. This policy must address:

- Personal conflicts of interest;
- Gifts; and
- Violations.

### 2.2. Definition of Key Terms

As used herein, the following definitions apply:

**Conflict of Interest** – A situation in which an employee, officer, or agent has a private or personal interest sufficient to appear to influence the objective exercise of his or her official duties. A conflict of interest represents a divergence between a person covered by this policy and their private interests and their professional obligations to the Tillamook County Transportation District such that an independent observer might reasonably question whether the individual's professional actions or decisions are determined by considerations of personal gain, financial or otherwise.

**Financial Interest** – An officer, agent, his or her partner, employee, or their immediate family, is considered as having a financial interest in a company if: they receive more than \$10,000 in consulting income, salaries, or equity in the company; they have more than 5 percent equity in the company; they have intellectual property rights in or receive royalties from the company; or they serve as a director, officer, partner, trustee, manager or employee of the company.

**Immediate Family** – Immediate family includes an employee's spouse, grandparent, parent, brother, sister, child or grandchild, his or her partner.

### 2.3. Applicability

No employee, elected official, agent, or other individual under an employment contract with the District, or his or her immediate family member, partner, or organization that employs or is about to employ any of the foregoing may participate in the selection, award, or administration of a contract supported with FTA assistance if a conflict of interest, real or apparent, would be involved.

Such a conflict would arise when any of those previously listed individuals has a financial or other interest in the firm selected for award.

### 2.4. Gifts



Any contractor, subcontractor, or supplier who has a contract with the District; has performed under such a contract within the past year; or anticipates bidding on such a contract in the future shall be prohibited from making gifts or to providing favors to any individual defined in Section 2.2. who is charged with the duty of:

- Preparing plans, specifications, or estimates for public contract; or
- Awarding or administering public contracts; or
- Inspecting or supervising construction.

Tillamook County Transportation District also prohibits all covered individuals defined in Section 2.2. who perform the functions listed above from receiving or accepting any such gift or favor.

## **2.5. Employee Conflicts of Interest**

### **2.5.1. Conflicts of Interest**

It shall be a breach of ethical standards for any Tillamook County Transportation District employee to participate directly or indirectly in a procurement when the employee knows:

- The employee or any member of the employee's immediate family, officer, agent, his or her partner, has a financial interest pertaining to the procurement;
- A business or organization in which the employee, or any member of the employee's immediate family, has a financial interest pertaining to the procurement; or
- Any other person, business or organization with whom the employee or any member of employee's immediate family is negotiating or has an arrangement concerning prospective employment is involved in the procurement.

### **2.5.2. Discovery of Actual or Potential Conflict of Interest (Disqualification and Waiver)**

Upon discovery of an actual or potential conflict of interest, an employee participating directly or indirectly in a procurement shall:

- Promptly file a written statement of disqualification with the General Manager; and
- Withdraw from further participation in the procurement.

The employee may, at the same time, request from the General Manager, an advisory opinion as to what further participation, if any, the employee may have in the procurement. It shall be at the sole discretion of the General Manager to determine if the employee may have any further participation in the procurement and, if so, the extent to which the employee may participate. Any employee who fails to comply with the provisions of this paragraph may be subject to disciplinary action.

### **2.5.3. Employee Disclosure Requirements**

A Tillamook County Transportation District employee, who has reason to believe that he/she or his/her immediate family have an interest that may be affected by his/her official acts or actions as a Tillamook County Transportation District employee or by the official acts or actions of

Tillamook County Transportation District, shall disclose the precise nature and value of such interest in a written disclosure statement to the General Manager. The employee's disclosure statement will be reviewed by the General Manager and the General Manager will respond to the employee in writing with an opinion as to the propriety of said interest.

In the event that the General Manager has reason to believe that he/she or his/her immediate family has an interest that may be affected by his/her official acts or actions as a Tillamook County Transportation District employee or by the official acts or actions of Tillamook County Transportation District, he/she shall disclose the precise nature and value of such interest in a written disclosure statement to the District Counsel.

#### **2.5.4. Confidential Information**

A Tillamook County Transportation District employee may not directly or indirectly make use of, or permit others to make use of, for the purpose of furthering a private interest, confidential information acquired by virtue of their position or employment with Tillamook County Transportation District.

#### **2.5.5. Solicitation Provision**

Tillamook County Transportation District shall insert the following provisions in all formal competitive solicitation documents for products and services:

*"These policies shall apply to Tillamook County Transportation District employees involved in procurement. It is a breach of ethical standards for any Tillamook County Transportation District employee to participate directly or indirectly in a procurement when the employee knows:*

- *The employee or any member of the employee's immediate family has a financial interest pertaining to the procurement;*
- *A business or organization in which the employee, or any member of the employee's immediate family, has a financial interest pertaining to the procurement; or*
- *Any other person, business or organization with whom the employee or any member of employee's immediate family is negotiating or has an arrangement concerning prospective employment is involved in the procurement.*

*In addition, any persons acting as members of an evaluation committee for any procurement shall, for the purposes of the procurement, be bound by conditions of this Section. Throughout the bid/proposal evaluation process and subsequent contract negotiations, offerors shall not discuss or seek specific information about this procurement, including but not limited to, the contents of submissions, the evaluation process or the contract negotiations, with members of any evaluation committee, the District Board, or other District employees other than the designated procurement officer."*

## **2.6. Organizational Conflicts of Interest**

The procurement officer and technical personnel are encouraged to work closely with the District Counsel to review all situations that appear to have the potential for an organizational conflict of interest.

Organizational conflicts of interest may result in bias and potentially provide an unfair competitive advantage to a potential offeror. An organizational conflict of interest occurs due to the type of work to be performed under a third-party contract, or because of other activities or relationships such as when:

- A contractor is unable, or potentially unable, to render impartial assistance or advice to the Tillamook County Transportation District;
- A contractor's objectivity in performing contract work is or might otherwise be impaired;  
or
- A contractor has an unfair competitive advantage.

Bias arises when a contractor is placed in a situation where there may be an incentive to distort advice or decisions. Whenever a contract is awarded that involves the rendering of advice, the question must always be asked as to whether the potential for a conflict of interest exists for the contractor rendering the advice. Tillamook County Transportation District will utilize a "Conflict of Interest Disclosure Statement," in its solicitation when contracting for services of this nature.

### 3. TILLAMOOK COUNTY TRANSPORTATION DISTRICT RESPONSIBILITIES UNDER FEDERAL LAW

#### 3.1. Third Party Contracting Capacity

Tillamook County Transportation District must maintain adequate technical capacity to carry out its FTA assisted projects and comply with Federal rules. Tillamook County Transportation District's third party contracting capability must be adequate to undertake its procurements effectively and efficiently in compliance with applicable Federal, state, and local requirements.

#### 3.2. Contract Administration System

Tillamook County Transportation District must maintain a contract administration system to ensure that it and its third-party contractors comply with the terms, conditions, and specifications of their contracts or purchase orders and applicable Federal, state and local requirements.

##### 3.2.1. Written Procurement Procedures

Tillamook County Transportation District must maintain and follow written procurement procedures that address:

- (a) Solicitations – Requirements for Tillamook County Transportation District solicitations are addressed in Section 5.
- (b) Necessity – Requirements related to Tillamook County Transportation District's need for products or services are addressed in Section 3.2.2.
- (c) Lease Versus Purchase – Requirements related to the use of lease or purchase alternatives to achieve an economical and practical procurement are addressed in Section 3.2.2
- (d) Metric Usage – Requirements related to the acceptance of products and services dimensioned in the metric system of measurement are addressed in Section 3.5.2.
- (e) Environmental and Energy Efficiency Preferences – Requirements related to preference for products and services that conserve natural resources, protect the environment, and are energy efficient are addressed in Sections 3.4.3 and 3.4.4.
- (f) Procurement Methods – Descriptions of the procurement methods that Tillamook County Transportation District may use are included in Section 5.
- (g) Legal Restrictions – Descriptions of Federal and state restrictions on Tillamook County Transportation District's acquisitions are included in Section 5.
- (h) Third Party Contract Provisions – Specific third party contract provisions required for each third party contract and flow down requirements to subcontracts are included in Section 3.1 through 3.7.
- (i) Sources – Descriptions of the availability and use of various sources of products and services are addressed in Section 4.

- (j) Resolution of Third Party Contracting Issues – Procedures related to the resolution of third party contracting issues are included in Section 6.8.

### 3.2.2. Adequate Third Party Contract Provisions

Tillamook County Transportation District must include provisions in all of its third-party contracts that are adequate to form a sound and complete agreement.

### 3.2.3. Industry Contracts

Tillamook County Transportation District shall not use an industry developed contract or a contract that is provided by a bidder or offeror unless it has first evaluated the benefits of the contract. Tillamook County Transportation District shall ensure that such contracts include all required Federal provisions but do not include terms and conditions that may be unfavorable to Tillamook County Transportation District.

### 3.2.4. Revenue Contracts

Tillamook County Transportation District may enter into a revenue contract with a third party to generate revenues in connection with a transit related activity, or to create business opportunities utilizing an FTA funded asset. Any such said contract opportunity will follow a competitive selection procedures and principles outlined herein.

### 3.2.5. Record Keeping

Tillamook County Transportation District must prepare and maintain adequate and readily accessible project performance and financial records, covering procurement transactions as well as other aspects of project implementation. Tillamook County Transportation District must maintain these records for five (5) years after Tillamook County Transportation District and its subrecipients, if any, have made final payment and all other pending matters are closed. Specific record keeping requirements include:

- (a) Written Record of Procurement History – Tillamook County Transportation District must maintain and make available to ODOT and FTA written records detailing the history of each procurement. For all procurements above the micro-purchase level Tillamook County Transportation District must maintain records relating to:
- (1) Procurement Method – Tillamook County Transportation District must provide its rationale for the method of procurement it used for each contract, including a sole source justification for any acquisition that does not qualify as competitive;
  - (2) Contract Type – Tillamook County Transportation District must state the reasons for selecting the contract type it used;
  - (3) Contractor Selection – Tillamook County Transportation District must state its reasons for contractor selection or rejection;
  - (4) Contractor Responsibility – Tillamook County Transportation District must provide a written determination of responsibility for the successful contractor;

- (5) Cost or Price – Tillamook County Transportation District must evaluate and state its justification for the contract cost or price;
  - (6) Reasonable Documentation – Tillamook County Transportation District must retain documentation commensurate with the size and complexity of the procurement; and
  - (7) Vendor Verification – Tillamook County Transportation District must include verification of acceptance with a selected vendor/supplier/manufacturer through the Federal System of Award Management (SAM) for each project and associated project file.
- (b) Access to Records – Tillamook County Transportation District must provide FTA and ODOT officials, the Comptroller General, or any of their representatives, access to and the right to examine and inspect all records, documents, and papers, including contracts, related to any FTA project financed with Federal assistance.
- (c) Use of Technology/Electronic Commerce – Tillamook County Transportation District may use an electronic commerce system to conduct third party procurements. If Tillamook County Transportation District uses an electronic commerce system, then the following requirements apply:
- (1) Sufficient System Capacity – Tillamook County Transportation District's system must have sufficient system capacity necessary to accommodate all Federal requirements for full and open competition; and
  - (2) Written Procedures – Before any solicitation takes place, Tillamook County Transportation District must establish adequate written procedures to ensure that all information FTA/ODOT requires for project administration is entered into the system and can be made readily available to ODOT as needed.

### 3.3. Determination of Needs

Tillamook County Transportation District must maintain and follow adequate procedures for determining the types and amounts of products and services it needs to acquire. Tillamook County Transportation District shall comply with the following requirements when determining the types and amounts of products and services it needs to acquire:

### 3.4. Eligibility

All products and services to be acquired with FTA funds must be eligible under the Federal law authorizing the FTA assistance award and any regulations thereunder. All products and services to be acquired with FTA funds must also be eligible for support within the scope of the underlying grant or cooperative agreement from which the FTA assistance to be used is derived.

### 3.5. Necessity

Tillamook County Transportation District shall adhere to the following standards for avoiding the purchase of duplicative and/or unnecessary products and services it does not need.

#### 3.5.1. Unnecessary Reserves

Tillamook County Transportation District shall limit the acquisition of Federally-assisted property and services to the amount it needs to support its operations.

#### 3.5.2. Acquisition for Assignment Purposes

Tillamook County Transportation District shall contract only for its current and reasonably expected public transportation needs and shall not add quantities or options to third party contracts solely to permit assignment to another party at a later date. These limits on assignments, however, do not preclude joint procurements that are entered into simultaneously by two or more parties to obtain advantages unavailable for smaller procurements.

- (a) General Prohibition – Tillamook County Transportation District may contract only for its current and reasonably expected public transportation needs and may not add quantities or options to third party contracts solely to permit assignment to another party at a later date.
- (b) Changes in the Recipient's Needs – ODOT and FTA recognize that the quantity of property or services a recipient reasonably believes it may need at the time of contract award may change. Tillamook County Transportation District's later needs might decrease due to changed circumstances or honest mistakes. In those situations, Tillamook County Transportation District may assign its unneeded contract authority to another entity that would like to acquire the property or services.
- (c) Exceptions – These limits on assignments, however, do not preclude:
  - (1) Joint Procurements – Tillamook County Transportation District and one or more other FTA recipients may enter into a single procurement at the same time to obtain advantages unavailable for smaller procurements; and
  - (2) Participation in ODOT Sponsored Vehicle Procurements – Tillamook County Transportation District may enter into contracts developed by the State of Oregon to acquire vehicles.
- (d) Procurement Size – For every procurement, Tillamook County Transportation District shall consider whether to consolidate or break out the procurement to obtain the most economical purchase. Absent efforts to foster greater opportunities for Disadvantaged Business Enterprises (DBEs), small and minority firms and women's business enterprises, Tillamook County Transportation

District shall not split a larger procurement merely to gain the advantage of micro-purchase or small purchase procedures.

- (e) Options – Tillamook County Transportation District shall justify, as needed, all option quantities included in every solicitation and contract. An option is a unilateral right in a contract by which, for a specified time, Tillamook County Transportation District may acquire additional equipment, supplies, or services than originally procured. An option may also extend the term of the contract.
- (f) Lease Versus Purchase – Tillamook County Transportation District shall review lease versus purchase alternatives for acquiring property and shall prepare or obtain an analysis to determine the most economical alternative. If Tillamook County Transportation District chooses to lease an asset then it must prepare a written comparison of the cost of leasing the asset compared with the cost of purchasing or constructing the asset.
- (g) Specifications – Tillamook County Transportation District's procurement specifications shall clearly describe the products or services to be procured and shall state how the proposals will be evaluated. Tillamook County Transportation District's procurement specifications shall not be exclusionary, discriminatory, unreasonably restrictive or otherwise in violation of Federal or Oregon laws or regulations.

### **3.6. Contractor Responsibilities**

Tillamook County Transportation District, in awarding contracts, financed in whole or in part, with FTA financial assistance, shall follow guidance in this section to evaluate contractor capabilities to perform the contract.

In addition to the Federal rules (2 CFR § 200.318(h)) that require contract awards be made only to responsible contractors, Federal transit law at 49 U.S.C. § 5325(j) limits third party contractor awards to those contractors capable of successfully performing under the terms and conditions of the proposed contract. Before selecting a contractor for award, Tillamook County Transportation District must consider such matters as contractor integrity, compliance with public policy, record of past performance, and financial and technical resources.

#### **3.6.1. Debarment and Suspension**

Debarment and suspension regulations and guidance include the following provisions.

##### **3.6.1.1. DOT Debarment and Suspension Regulations**

U.S. Department of Transportation (DOT) regulations, "Nonprocurement Suspension and Debarment," 2 CFR Part 1200 apply to each third party contract at any tier of \$25,000 or more, to each third party contract at any tier for a federally required audit (irrespective of the contract amount), and to each third party contract at any tier that must be approved by an FTA official irrespective of the contract amount (2 CFR § 1200). Tillamook County Transportation District shall apply DOT's debarment and suspension requirements to itself and each third-party contractor at every tier to the extent required



by DOT's regulations that incorporate the requirements of Office of Management and Budget (OMB), "Guidelines to Agencies on Governmentwide Debarment and Suspension (Nonprocurement)" (2 CFR § 180).

### 3.6.1.2. System for Award Management

The System for Award Management (SAM) combines Federal procurement systems and the Catalog of Federal Domestic Assistance into one new system. SAM includes the functionality from the following systems:

- Central Contractor Registry (CCR);
- Federal Agency Registration (Fedreg);
- Online Representations and Certifications Application; and
- Excluded Parties List System (EPLS).

At its discretion, Tillamook County Transportation District may collect a debarment and suspension certification from the prospective third party contractor or include a clause in the third party contract requiring disclosure. Additionally, it shall be the policy of Tillamook County Transportation District to verify that the prospective third party vendor is not listed as a debarred contractor on SAM.

### 3.6.2. Lobbying Certification and Disclosure

If a third-party contract will exceed \$100,000, before awarding the contract, Tillamook County Transportation District will obtain a lobbying certification, and if applicable, a lobbying disclosure from a prospective third party contractor (see DOT regulations, "New Restrictions on Lobbying," 49 CFR Part 20, modified as necessary by 31 U.S.C. Section 1352).

### 3.6.3. Additional Requirements

In addition to the requirements outlined above, there are various requirements that may apply to Tillamook County Transportation District's third-party contracts, depending upon the type of procurement and the anticipated dollar value of said contract. It is the responsibility of Tillamook County Transportation District to assess each procurement and determine the applicable FTA third party terms and conditions that should be included in the solicitation and contract documents. FTA Circular 4220.1F, Appendix D, has a matrix stipulating these conditions. These conditions may include:

- Federal Civil Rights Laws and Regulations
  - Federal Equal Employment Opportunity (EEO) Requirements
  - Nondiscrimination on the Basis of Sex
  - Nondiscrimination on the Basis of Age
  - Nondiscrimination in Federal Public Transportation Programs
  - Title VI of the Civil Rights Act
  - Environmental Justice
  - Limited English Proficiency (LEP)
  - Nondiscrimination on the Basis of Disability
- Socio-Economic Development Regulations
  - Disadvantaged Business Enterprises (DBE)

- Small and Minority Firms and Women's Business Enterprises
- Sensitive Security Information
- Seat Belt Use
- Socio-Economic Requirements for the Acquisition of Property and Services
  - Labor Regulations
    - Wage and Hour Requirements
    - Fair Labor Standards
- Environmental Protections
  - Environmental Mitigation
  - National Environmental Policy Act (NEPA)
    - Protections for Parks, Recreation Areas, Wildlife and Waterfowl Refuges, and Historic Sites
    - Clean Air
    - Clean Water
    - Recycled Products
    - Other Federal Environmental Protection Requirements
- Energy Conservation
- Preference for U.S. Property--Buy America
- Shipments of Property--U.S. Flag Requirements
  - Shipments by Ocean Vessel
  - Shipments by Air Carrier
  - Project Travel--Use of U.S. Flag Air Carriers
- Technical Restrictions on the Acquisition of Property and Services
  - Intelligent Transportation Systems (ITS)
  - Metric Measurements
  - Use of \$1 Coins
- Rolling Stock--Special Requirements
  - Accessibility
  - Transit Vehicle Manufacturer Compliance with DBE Requirements
  - Minimum Service Life
  - Spare Ratios
  - Air Pollution and Fuel Economy
  - Pre-award and Post Delivery Review
  - Bus Testing
  - In-State Dealers
  - Basis for Contract Award
  - Five-Year Limitation
- Public Transportation Services—Special Requirements
  - Protections for Public Transportation Employees
  - Drug and Alcohol Testing
  - Accessibility
  - Charter Service Restrictions
  - School Bus Restrictions
- Construction – Special Requirements
  - Bonding
  - Bid Guarantee
  - Performance Bond
  - Payment Bond
  - Anti-Kickback

- Construction Safety
- Labor Neutrality
- Prevailing Wages

### 3.7. Bonding

Some procurements may require Tillamook County Transportation District to require the vendor to submit a bid bond, performance bond, or payment bond (typically construction projects). When bonding is required, the following conditions will apply.

#### 3.7.1. Thresholds

For construction or facility improvement contracts or subcontracts exceeding the Simplified Acquisition Threshold, ODOT may accept the bonding policy and requirements of the Tillamook County Transportation District provided that ODOT has made a determination that the Federal interest is adequately protected. If such a determination has not been made, the minimum requirements must be as follows:

##### 3.7.1.1. Bid Guarantee

A bid guarantee from each bidder equivalent to five percent of the bid price. The “bid guarantee” must consist of a firm commitment such as a bid bond, certified check, or other negotiable instrument accompanying a bid as assurance that the bidder will, upon acceptance of the bid, execute such contractual documents as may be required within the time specified.

##### 3.7.1.2. Performance Bond

A performance bond on the part of the contractor for 100 percent of the contract price. A “performance bond” is one executed in connection with a contract to secure fulfillment of all the contractor’s obligations under such contract.

##### 3.7.1.3. Payment Bond

A payment bond on the part of the contractor for 100 percent of the contract price. A “payment bond” is one executed in connection with a contract to assure payment as required by law of all persons supplying labor and material in the execution of the work provided for in the contract.

#### 3.7.2. Acceptable Sureties

Federal rules for non-governmental recipients requires the non-governmental recipient to obtain construction bonds from companies holding certificates of authority as acceptable sureties under Department of the Treasury regulations, “Surety Companies Doing Business with the United States,” (31 CFR Part 223). For a current list of approved sureties, see Department of the Treasury’s Listing of Approved Sureties (Department Circular 570),

<http://fms.treas.gov/c570/c570.html>. As FTA encourages governmental recipient to require similarly acceptable sureties, it shall be the policy of Tillamook County Transportation District to such accept sureties.

### 3.7.3. Reduced Bonding

Tillamook County Transportation District recognizes that bonding costs can be expensive. Tillamook County Transportation District will accept a local bonding policy that conforms to the minimums described in Section 3.4.1. If bonding levels are sought at levels less than these amounts, Tillamook County Transportation District must obtain the prior approval of ODOT/FTA. ODOT/FTA shall approve such requests only if it determines that Tillamook County Transportation District's bonding policy adequately protects the Federal interest in the project.

### 3.7.4. Excessive Bonding

Tillamook County Transportation District will adhere to FTA's rules on excessive bonding requirements (FTA Circular 4220.1F, Chapter IV, § 2h(1)(f)). However, if Tillamook County Transportation District determines it has a material risk of loss because of a failure of the prospective contractor, bonding requirements may exceed those outlined in Section 3.7.1 only with the prior approval of ODOT/FTA.

## 3.8. Preference for U.S. Property—Buy America

Any construction contract exceeding \$150,000 entered into by Tillamook County Transportation District with FTA assistance shall include provisions that require the third party contractor to provide property produced or manufactured in the United States for use in the construction project that the recipient acquires, unless FTA has granted a waiver authorized by those regulations. FTA cautions that its Buy America regulations are complex and different from the Federal "Buy American Act" regulations in FAR Subparts 25.1 and 25.2.

Property that the contractor acquires to perform its construction activities for the recipient, such as tools, machinery, and other equipment or facilities, is not covered by FTA's Buy America requirements unless the recipient intends to take possession of that property upon completion of the project. Thus, if a third party contractor is acquiring property for its general inventory of equipment or facilities to conduct its overall business affairs, Tillamook County Transportation District may enter the cost of that acquisition into its calculations of overhead amounts applicable to the FTA assisted project irrespective of whether that property would comply with FTA's Buy America regulations.

## 3.9. Accessibility

Facilities to be used in public transportation service must comply with 42 U.S.C. Sections 12101 *et seq.* and DOT regulations, "Transportation Services for Individuals with Disabilities (ADA)," 49 CFR § 37; and Joint ATBCB/DOT regulations, "Americans with Disabilities (ADA) Accessibility Specifications for Transportation Vehicles," 36 CFR § 1192 and 49 CFR § 38. Notably, DOT incorporated by reference the ATBCB's "Americans with Disabilities Act Accessibility Guidelines" (ADAAG), revised July 2004, which include accessibility guidelines for buildings and facilities, and are incorporated into Appendix A to 49 CFR Part 37. DOT also added specific

provisions to Appendix A modifying the ADAAG, with the result that buildings and facilities must comply with both the ADAAG and amendments thereto in Appendix A to 49 CFR Part 37.

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## 4. SOURCES OF ACQUISITIONS

### 4.1. Force Account

Force account means use of Tillamook County Transportation District's own labor forces and equipment to undertake a project (typically construction, renovation, or repair). The use of force account labor is a project management function, rather than a procurement and contract administration function, except in the general sense of the Tillamook County Transportation District's ability to perform work with its own forces rather than contracting with another entity to acquire the property or services it needs, and the cost implications of the recipient's decision. Tillamook County Transportation District does not charge force account labor to its FTA grants.

### 4.2. Joint Procurements

Tillamook County Transportation District may participate in joint procurements whereby Tillamook County Transportation District and one or more other entities agree from the outset to use a single solicitation document and enter into a single contract with a vendor for delivery of products or services. The following requirements apply to Tillamook County Transportation District's participation in joint procurements:

- Solicitation documents may not be drafted for the purpose of accommodating the needs of other parties that may later want to participate in the benefits of the contract.
- Tillamook County Transportation District is responsible for ensuring that the joint procurement solicitation and contract complies with all Federal requirements and that the solicitation document and contract includes all required clauses and certifications.

### 4.3. State or Local Government Purchasing Schedules or Purchasing Contracts

#### 4.3.1. Definition

FTA uses the term "state or local government purchasing schedule" to mean an arrangement that a State or local government has established with several or many vendors in which those vendors agree to provide essentially an option to the State or local government, and its subordinate government entities, to acquire specific property or services in the future at established prices. These arrangements are somewhat similar to the General Services Administration's (GSA) Cooperative Purchasing Program available for Federal Government use.

The Oregon Department of Administrative Services (DAS) helps the PTD contract for appropriate vehicles to meet the needs of public transportation providers. While ODOT does not purchase vehicles directly, grantees are permitted to purchase vehicles from the online Oregon Procurement Information Network (ORPIN) system operated by DAS, which contains a list of qualified vendors for each vehicle type contracted. There are some vehicles on the contracts that do not fit within Oregon's useful life standards and are not eligible for reimbursement with grant funds. Therefore, PTD has created a crosswalk document that lists each vehicle within the state useful life categories. This document, posted on PTD's Web site, will assist agencies in selecting vehicles and documenting a process that meet all Federal requirements for funding. The state

price agreements were developed by DAS and ODOT procurement and PTD staff with input from transit agencies.

#### **4.3.2. Applicability of Federal Provisions**

When obtaining property or services in this manner, Tillamook County Transportation District must ensure all Federal requirements, required clauses, and certifications (including Buy America) are properly followed and included, whether in the master intergovernmental contract or in the recipient's purchase document. While DAS and ODOT take all precautions to ensure that such provision are in the original solicitation and contract documents, it is ultimately Tillamook County Transportation District's responsibility to ensure such documents and certifications are obtained.

If such requirements, clauses, and certifications were not included in the original purchase solicitation and contracts, Tillamook County Transportation District may request the vendor to append the required Federal clauses in the purchase order or other document that effects the Tillamook County Transportation District's procurement. When this method is used, Tillamook County Transportation District shall obtain Buy America certification before entering into the purchase order. This method cannot be used to circumvent FTA's Buy America requirements.

#### **4.3.3. Federal Supply Schedules**

Purchases by Tillamook County Transportation District from Federal Supply Schedules established by the U.S. General Services Administration (GSA) are limited to the purchase of information technology (IT) products and to products and services to facilitate recovery from a major disaster. The following requirements apply to Tillamook County Transportation District purchases from GSA schedules:

- Tillamook County Transportation District is authorized to use GSA schedules for purchases of products and services to facilitate recovery from a major disaster that is declared by the President of the United States. Upon declaration of a major disaster by the President, Tillamook County Transportation District may purchase products and services from GSA schedules both in advance and in the aftermath of the emergency event. Tillamook County Transportation District shall be responsible for ensuring that the products and services acquired will only be used for recovery.
- Tillamook County Transportation District must ensure that all Federal requirements, required clauses and certifications are properly followed and included, whether in the master intergovernmental contract or Tillamook County Transportation District's purchase document.
- Tillamook County Transportation District is required to evaluate the reasonableness of prices obtained from GSA schedules. GSA schedule pricing may not be used as a sole or single source for procurement. Tillamook County Transportation District may only use GSA schedule pricing as one of multiple pricing sources solicited in accordance with its requirements for small purchases described in Section 5.

#### **4.3.4. Existing Contracts**

Tillamook County Transportation District may use existing contract rights as an acquisition source. An “existing contract” means a contract that, when formed, was intended to be limited to the original parties thereto.

#### 4.3.4.1. Permissible Actions

Within the conditions set forth below, Tillamook County Transportation District may use existing contract rights held by another recipient of FTA assistance:

- (a) Exercise of Options – Tillamook County Transportation District may use contract options held by another recipient of FTA assistance with the following limitations:
- (1) Consistency with the Underlying Contract – Tillamook County Transportation District must ensure that the terms and conditions of the option it seeks to exercise are substantially similar to the terms and conditions of the option as stated in the original contract at the time it was awarded.
  - (2) Price – Tillamook County Transportation District may not exercise an option unless it has determined that the option price is better than prices available in the open market, or that when it intends to exercise the option, the option is more advantageous.
  - (3) Awards Treated as Sole Source Procurements – The following actions constitute sole source awards:
    - i. Failure to Evaluate Options Before Awarding the Underlying Contract – If a contract has one or more options and those options were not evaluated as part of the original contract award, exercising those options after contract award will result in a sole source award.
    - ii. Negotiating a Lower Option Price – Exercising an option after Tillamook County Transportation District has negotiated a lower or higher price will also result in a sole source award unless that price can be reasonably determined from the terms of the original contract, or that price results from Federal actions that can be reliably measured.
- (b) Assignment of Contract Rights (“Piggybacking”) – If Tillamook County Transportation District finds that it has inadvertently acquired contract rights in excess of its needs, it may assign those contract rights to another ODOT subrecipient if the original contract contains an assignability provision that permits the assignment of all or a portion of the specified deliverables under the terms originally advertised, competed, evaluated, and awarded, or contains other appropriate assignment provisions. Tillamook County Transportation District may use contractual rights through assignment from another recipient of FTA assistance after first determining the contract price remains fair and reasonable, and the contract provisions are adequate for compliance with all Federal requirements. Tillamook County Transportation District need not perform a second price analysis if a price analysis was performed for the original contract; however, Tillamook County Transportation District must determine whether the contract price or prices originally established are still fair and reasonable before using those rights. Tillamook County Transportation District shall be responsible



for ensuring the contractor's compliance with FTA's Buy America requirements and execution of all the required pre-award and post-delivery Buy America review certifications. Before proceeding with the assignment, however, Tillamook County Transportation District shall review the original contract to be sure that the quantities the assigning recipient acquired, coupled with the quantities that Tillamook County Transportation District seeks, do not exceed the amounts available under the assigning recipient's contract.

#### 4.3.4.2. Impermissible Actions

Tillamook County Transportation District may not use Federal assistance to finance:

- (a) Improper Contract Expansion – A contract has been improperly expanded when it includes a larger scope, greater quantities, or options beyond the recipient's reasonably anticipated needs. A contract has also been improperly expanded when excess capacity has been added primarily to permit assignment of those contract rights to another entity.
- (b) Cardinal Changes – A significant change in contract work that causes a major deviation from the original purpose of the work or the intended method of achievement, or causes a revision of contract work so extensive, significant, or cumulative that, in effect, the contractor is required to perform very different work from that described in the original contract, is a cardinal change or "tag-on." A change within the scope of the contract is not a cardinal change or "tag-on."

#### 4.4. The Open Market

Tillamook County Transportation District will acquire most of the property and services it needs through procurements in the open market using procedures described in Section 5 of this Manual.

## 5. PROCEDURES FOR OPEN MARKET PROCUREMENTS

### 5.1. Solicitation of Competitive Price Quotes, Bids or Proposals

Compliance with the solicitation procedures described in Section 5.4 below will fulfill FTA requirements for “full and open competition.”

### 5.2. Receipt and Evaluation of Unsolicited Proposals

Tillamook County Transportation District may enter into contracts based on an unsolicited proposal when authorized by applicable State law or regulation. Receipt of an unsolicited proposal does not, by itself, justify contract award without providing for full and open competition. Unless the unsolicited proposal offers a proprietary concept that is essential to contract performance, Tillamook County Transportation District must seek competition. To satisfy the requirement for full and open competition, Tillamook County Transportation District must take the following actions before entering into a contract resulting from an unsolicited proposal:

- Publicize its receipt of the unsolicited proposal;
- Publicize an adequate description of the products or services offered without improperly disclosing proprietary information or disclosing the originality of thought or innovativeness of the products or services sought;
- Publicize its interest in acquiring the products or services described in the proposal;
- Provide an adequate opportunity for interested parties to comment or submit competing proposals; and
- Publicize its intention to award a contract based on the unsolicited proposal or another proposal submitted in response to the publication.

If it is impossible to describe the products or services offered without revealing proprietary information or disclosing the originality of thought or innovativeness of the products or services sought, Tillamook County Transportation District may make a sole source award to the offeror. A sole source award may not be based solely on the unique capability of the offeror to provide the specific products or services proposed.

### 5.3. Prequalification

Tillamook County Transportation District may prequalify bidders, offerors, and products for procurement purposes; however, Tillamook County Transportation District is not required to do so. The decision of whether to require prequalification for eligibility to participate in procurement shall be made separately for every procurement and shall be approved by the Transportation Coordinator.

If Tillamook County Transportation District opts to prequalify bidders, offerors, and products for procurement purposes, the following conditions apply:

- Tillamook County Transportation District must ensure that all prequalification lists it uses are current;

- Tillamook County Transportation District must ensure that all prequalification lists it uses include enough qualified sources to provide maximum full and open competition; and
- Tillamook County Transportation District must permit potential bidders or offerors to qualify during the solicitation period (from the issuance of the solicitation to its closing date). Tillamook County Transportation District is not required to hold a particular solicitation open to accommodate a potential supplier that submits products for approval before or during that solicitation nor must Tillamook County Transportation District expedite or shorten prequalification evaluations of bidders, offerors, or products presented for review during the solicitation period.

#### **5.4. Solicitation Requirements and Restrictions**

Every procurement solicitation that Tillamook County Transportation District issues above the micro-purchase level (currently established in Federal guidance at \$3,500), must include the following information and be advertised in a manner that ensures adequate and open competition.

##### **5.4.1. Description of the Property or Services**

The solicitation and the contract awarded thereunder must include a clear and accurate description of Tillamook County Transportation District's technical requirements for the products or services to be acquired in a manner that provides for full and open competition.

###### **5.4.1.1. Descriptive Elements**

Tillamook County Transportation District will prepare descriptions of property, goods, or service in terms of functions to be performed or level of performance required, including the range of acceptable characteristics or minimum acceptable standards. Detailed product specifications should be avoided if at all possible; however, there is no prohibition against their use when appropriate.

###### **5.4.1.2. Quantities**

Additional quantities or options above Tillamook County Transportation District's needs at the time of acquisition may not be added to contracts solely to allow assignment of those quantities or options at a later date.

###### **5.4.1.3. Brand Name or Equal**

When it is impractical or uneconomical to provide a clear and accurate description of the technical requirements of the property to be acquired, a "brand name or equal" description may be used to define the performance or other salient characteristics of a specific type of property. The salient characteristics of the named brand that bidders or offerors must provide must be identified.

#### 5.4.1.4. Prohibited Practices

Solicitations with requirements that contain features that unduly restrict competition may not be used. Tillamook County Transportation District shall not:

- Impose unreasonable business requirements for bidders or offerors.
- Impose unnecessary experience requirements for bidders and offerors.
- Use prequalification procedures that conflict with the prequalification standards described in Section 5.3.
- Make a noncompetitive award to any person or firm on a retainer contract with Tillamook County Transportation District if that award is not for the property or services specified for delivery under the retainer contract.
- Impose unreasonable restrictive bonding requirements on bidders and offerors in excess of FTA and state requirements.
- Specify only a “brand name” product without allowing offers of an “equal” product, or allowing an “equal” product without listing the salient characteristics that the “equal” product must meet to be acceptable for award.
- Specify in-state or local geographical preferences, or evaluating bids or proposals in light of in-state or local geographic preferences, even if those preferences are imposed by State or local laws or regulations. The only exception expressly mandated or encouraged by Federal law that may be applicable to Tillamook County Transportation District is the procurement of Architectural and Engineering (A&E) Services. Geographic location may be a selection criterion in the procurement of A&E services if an appropriate number of qualified firms are eligible to compete for the contract in view of the nature and size of the project.
- Engage in practices that result in organizational conflicts of interest. An organizational conflict of interest occurs when any of the following circumstances arise:
  - Lack of Impartiality or Impaired Objectivity – When the bidder or offeror is unable, or potentially unable, to provide impartial and objective assistance or advice to «Dba\_Name» Transit due to other activities, relationships, contracts, or circumstances.
  - Unequal Access to Information – When the bidder or offeror has an unfair competitive advantage through obtaining access to nonpublic information during the performance of an earlier contract.
  - Biased Ground Rules – When during the conduct of an earlier procurement, the bidder or offeror has established the ground rules for a future procurement by developing specifications, evaluation factors, or similar documents.
- Support or acquiesce in noncompetitive pricing practices between firms or between affiliated companies.
- Take any arbitrary action in the procurement process.

#### 5.4.2. Evaluation Factors.

All solicitations issued by shall identify all factors to be used in evaluating bids or proposals. At the discretion of Transportation Coordinator, the relative order of importance and/or weights may be communicated to prospective offerors.

### 5.4.3. Permissible Contract Types

Tillamook County Transportation District shall state the type of contract that will be awarded in all solicitation documents. The following types of contracts will typically be executed with the successful vendor:

#### 5.4.3.1. Firm Fixed Price

A firm fixed price contract includes a price that remains fixed irrespective of the contractor's cost experience in performing the contract. A firm fixed price contract may include an economic price adjustment provision, incentives, or both.

#### 5.4.3.2. Cost Reimbursement

A cost-reimbursement contract provides for payment of the contractor's allowable incurred costs, to the extent prescribed in the contract. Allowable costs may include incentives if the recipient believes they can prove helpful. Cost-reimbursement contracts are suitable for use only when uncertainties involved in contract performance do not permit costs to be estimated with sufficient accuracy to use any type of fixed price contract.

### 5.4.4. Prohibitive or Restricted Contract Types

The following contract types are prohibited or restricted:

#### 5.4.4.1. Cost Plus Percentage of Cost

Cost plus Percentage of Cost type contracts are prohibited.

#### 5.4.4.2. Time and Materials

Time and Materials type contracts may be used only after a written determination is made that no other contract type is suitable. In addition, the contract between Tillamook County Transportation District and the Contractor must specify a ceiling price that the Contractor may not exceed except at its own risk.

### 5.4.5. Other Federal Requirements Affecting the Property or Services to be Acquired

The solicitation and resulting contract must identify those Federal requirements that will affect contract scope and performance.

### 5.4.6. Other Federal Requirements Affecting the Bidder or Offeror and the Contractor

The solicitation and resulting contract must identify all Federal requirements that a bidder or offeror must fulfill before and during contract performance.

### 5.4.7. Reservation of Right to Award to Other Than the Low Bidder or Offeror

The solicitation must specifically reserve Tillamook County Transportation District's right to award a contract to other than the low bidder or offeror. If the solicitation documents do not specify this

right, Tillamook County Transportation District will be obligated to award the contract to the low bidder.

#### **5.4.8. Reservation of Right to Reject All Bids or Offers**

The solicitation must specifically reserve Tillamook County Transportation District's right to reject all bids or offers.

### **5.5. Methods of Procurement**

Tillamook County Transportation District shall use competitive procedure(s) appropriate for the acquisition undertaken. The procedures used must comply with Oregon and local law as well as with Federal requirements. Federal restrictions vary with the type of procurement method used. The following guidance is based on the requirements of 2 CFR § 200.318 – 200.326, supplemented by FTA policies that address the needs of FTA recipients.

#### **5.5.1. Micro-Purchases**

##### **5.5.1.1. Definition**

Micro-purchases are those purchases of products and services that cost \$3,500 or less, as defined by 2 CFR §200.67 (or current threshold established by Federal Acquisition Regulations (FAR)); for purposes of this policy, Tillamook County Transportation District will use \$3,500 as the threshold for relatively simple purchases as a means to expedite the completion of its lowest-dollar small purchase transactions and minimize the associated administrative burden and cost.

##### **5.5.1.2. Approval Authority**

Micro-purchases must be approved in writing by one of the following Tillamook County Transportation District employees:

- General Manager; or
- Transportation Coordinator.

##### **5.5.1.3. Competition**

Tillamook County Transportation District may acquire products and services valued at less than \$3,500 without obtaining competitive quotations. Micro-purchases should be distributed equitably among qualified suppliers.

Micro purchases are exempt from FTA's Buy America requirements. Davis-Bacon prevailing wage requirements, however, will apply to construction contracts exceeding \$2,000, even though the recipient uses micro-purchase procurement procedures.

##### **5.5.1.4. Prohibited Divisions**

The size or dollar value of procurements may not be divided or reduced merely to come within the micro purchase limit. The only allowable exception to this restriction is for the express purpose of fostering greater participation of DBEs, small and minority firms and women's business enterprises in Tillamook County Transportation District's Federally-assisted procurements.

#### **5.5.1.5. Documentation**

Every micro-purchase must be accompanied by a written determination that the price is fair and reasonable and a description of how that determination was made.

### **5.5.2. Small Purchases**

#### **5.5.2.1. Definition**

FTA defines small purchases are those purchases of products and services, including construction services, that cost greater than \$3,500 but not more than \$150,000. For purposes of this policy, Tillamook County Transportation District will consider small purchase those that cost greater than \$3,500 but not more than \$150,000.

#### **5.5.2.2. Approval Authority**

Small purchases must be approved in writing by one of the following Tillamook County Transportation District employees:

- General Manager; and/or
- Transportation Coordinator.

#### **5.5.2.3. Required Competition**

Price or rate quotations must be obtained from an adequate number of qualified sources. It is the responsibility of Tillamook County Transportation District to ensure that an adequate number of quotations, bids, or proposals are received

#### **5.5.2.4. Prohibited Divisions**

The size or dollar value of procurements may not be divided or reduced merely to come within the small purchase limit. The only allowable exception to this restriction is for the express purpose of fostering greater participation of DBEs, small and minority firms and women's business enterprises in Tillamook County Transportation District's Federally-assisted procurements

#### **5.5.2.5. Documentation**

Every small purchase must be documented in the grantee's written procurement history file. The level of documentation is stipulated in Section 6.6.1.

For small purchases, price quotations may be oral or written.

#### **5.5.2.6. Special Considerations**

Tillamook County Transportation District may acquire products and services directly from State contract vendors in lieu of competitively procuring such products and services itself through the small purchase method of procurement.

Small purchases are exempt from FTA's Buy America requirements.

Tillamook County Transportation District reserves the right to use formal purchase methods, even if small purchase thresholds are met, if the Transportation Coordinator believes it is in the best interests of the Tillamook County Transportation District to do so.

### **5.5.3. Formal Purchases**

#### **5.5.3.1. Definition**

Formal purchases are those purchases of products and services that cost greater than the current Federal threshold of \$150,000, as defined in 2 CFR § 200.88. For purposes of this policy, Tillamook County Transportation District will use formal procedures for all purchases over \$150,000.

#### **5.5.3.2. Approval Authority**

Large purchases must be approved in writing by the following Tillamook County Transportation District employees or officials:

- General Manager

No further delegation of approval authority for large purchases may be made.

#### **5.5.3.3. Procurement Methods**

There are two primary methods of procurement for large purchases of products and services:

- Sealed Bid method; and
- Competitive Proposal method.

#### **5.5.3.4. Required Competition**

Formal bids and competitive proposals must be publicly advertised.

For formal purchases by the sealed bid method of procurement, two or more responsible bidders must be willing and able to compete effectively for the business.

For formal purchases by the competitive proposal method of procurement, two or more offerors must be willing and able to submit an offer or proposal.



### 5.5.3.5. Required Documentation

Every formal purchase must, at a minimum, be supported by a written independent cost estimate, formal bids or proposals, a written cost or price analysis as appropriate, a written justification and detailed rationale for contractor selection (including application of evaluation criteria) and a written determination of the responsibility of the contractor. Additional documentation requirements are dependent upon the formal procurement method that is utilized to make the purchase.

### 5.5.3.6. Special Considerations

Tillamook County Transportation District may acquire products and services via state contract in lieu of competitively procuring such products and services itself through the sealed bid and competitive proposal methods of procurement.

### 5.5.3.7. Procedural Methods for Sealed Bids

The sealed bid method of procurement is a formal method in which bids are publicly solicited and a firm fixed price contract is awarded to the responsible bidder whose bid, conforming to all the material terms and conditions of the Invitation for Bids, is lowest in price. The vehicle through which bids are solicited is an Invitation for Bids (IFB). The IFB document contains technical specifications for the product or service to be purchased, a description of the procedures for submitting a bid, and the forms on which bids must be submitted.

- (a) When Appropriate – The sealed bid method of procurement is the preferred method for acquiring products and services that, including construction services, cost greater than \$150,000. The sealed bid method of procurement may also be used for small purchases if it is determined to be appropriate. The sealed bid method of procurement is appropriate if the following conditions apply:
- (1) Precise Specifications – A complete, adequate, precise, and realistic specification or purchase description is available.
  - (2) Adequate Sources – Two or more responsible bidders are willing and able to compete effectively for the business.
  - (3) Fixed Price Contract – The procurement generally lends itself to a firm fixed price contract.
  - (4) Price Determinative – The successful bidder can be selected on the basis of price and those price-related factors listed in the solicitation including, but not limited to, transportation costs, life cycle costs, and discounts expected to be taken. Apart from responsibility determinations, contractor selection may not be determined on the basis of other factors whose costs cannot be measured at the time of award.
  - (5) Discussions Unnecessary – Discussions with one or more bidders after bids have been submitted are expected to be unnecessary as award of the contract will be made based on price and price-related factors alone.
- (b) Requirements for Sealed Bids – The following requirements apply to the sealed bid method of procurement:
- (1) Publicity – The Invitation for Bids must be publicly advertised.

- i. The Transportation Coordinator shall ensure that sufficient time is allowed to prepare bids before the date of bid opening.
  - ii. Notice of bidding opportunities may be provided in other ways in addition, but not as a substitute, to a published notice. The methods may include, but not necessarily be limited to:
    - a. Direct notice, based on compiled vendor lists or from pre-qualification list, sent to prospective offerors; or
    - b. Use of advertisement by electronic means.
- (2) Adequate Sources – Bids must be solicited from an adequate number of known suppliers.
  - (3) Adequate Specifications – The Invitation for Bids, including any specifications and pertinent attachments, must describe the property or services sought in sufficient detail that a prospective bidder will be able to submit a proper bid.
  - (4) Sufficient Time – Bidders must be allowed sufficient time to prepare bids before the date of bid opening.
  - (5) Public Opening – All bids must be publicly opened at the time and place prescribed in the Invitation for Bids.
  - (6) Fixed Price Contract – A firm fixed price contract must be awarded in writing to the lowest responsive and responsible bidder unless the Invitation for Bids specifically allowed for award of a fixed price incentive contract or the inclusion of an economic price adjustment provision.
  - (7) Rejection of Bids – Any or all bids may be rejected if there is a sound, documented business reason.

#### 5.5.3.8. Competitive Proposals

The competitive proposal method of procurement is a formal method in which written proposals are publicly solicited and a contract is awarded to the responsible offeror whose proposal, taking into consideration price and other factors, is considered to be the most advantageous to Tillamook County Transportation District or that is considered to be the “best value” to Tillamook County Transportation District. The vehicle through which proposals are solicited is Request for Proposals (RFP). The RFP document contains technical specifications for the product or service to be purchased, a description of the procedures for submitting a proposal and the forms on which proposals must be submitted, if applicable.

- (a) When Appropriate – The competitive proposal method of procurement is appropriate for the acquisition of products and services that cost greater than \$150,000 when the nature of the procurement does not lend itself to sealed bidding and Tillamook County Transportation District expects that more than one source will be willing and able to submit a proposal. The competitive proposal method of procurement may also be used for small purchases if it is determined to be appropriate. The competitive proposal method of procurement may not be used for the procurement of construction services. The competitive proposal method of procurement is appropriate when any of the following circumstances are present:

- (1) Type of Specifications – The products or services to be acquired are described in a performance or functional specification, or if described in detailed technical specifications, other circumstances such as the need for discussions or the importance of basing contract award on factors other than price alone are present.
  - (2) Uncertain Number of Sources – Uncertainty about whether more than one bid will be submitted in response to an Invitation for Bids.
  - (3) Price Alone Not Determinative – Due to the nature of the procurement, contract award need not be based exclusively on price or price-related factors.
  - (4) Discussions Expected – Separate discussions with individual offerors are expected to be necessary after they have submitted their proposals.
- (b) Requirements for Competitive Proposals – The following requirements apply to the competitive proposal method of procurement:
- (1) Publicity – The Request for Proposals must be publicly advertised.
  - (2) Evaluation Factors – All evaluation factors and their relative importance must be specified in the solicitation, but numerical or percentage ratings or weights need not be disclosed.
  - (3) Adequate Sources – Proposals must be solicited from an adequate number of qualified sources.
  - (4) Evaluation Method – A specific method must be established and used to conduct technical evaluations of the proposals received and to determine the most qualified offeror.
  - (5) Price and Other Factors – An award must be made to the responsible offeror whose proposal is most advantageous to Tillamook County Transportation District or that represents the “best value” to Tillamook County Transportation District with price and other factors considered.
  - (6) Best Value – Tillamook County Transportation District may award a contract to the offeror whose proposal provides the greatest value to Tillamook County Transportation District. To do so, the solicitation must inform potential offerors that the award will be made on a “best value” basis and identify what factors will form the basis for award. Tillamook County Transportation District must base its determination of which proposal represents the “best value” on an analysis of the tradeoff of qualitative technical factors and price or cost factors.

#### 5.5.3.9. Two-Step Procurements

Tillamook County Transportation District may use two-step procurement procedures in both sealed bid and competitive proposal procurements, provided the opportunity for full and open competition is retained.

- (a) Review of Technical Qualifications and Approach – The first step is a review of the prospective contractors’ technical approach to Tillamook County Transportation District’s request and their technical qualifications to carry out that approach followed by the establishment of a competitive range consisting of

prospective contractors that demonstrate a technically satisfactory approach and have satisfactory qualifications.

- (b) Review of Bids and Proposals Submitted by Qualified Prospective Contractors – The second step consists of soliciting and reviewing complete bids or proposals, including price, submitted by each prospective contractor determined to be qualified. Absent exceptional circumstances, bids or proposals must be solicited from at least three qualified prospective contractors.

#### 5.5.3.10. Architectural and Engineering (A&E) Services and Other Services

FTA's enabling legislation at 49 U.S.C. § 5325(b)(1) requires the use of the qualifications-based procurement procedures contained in the "Brooks Act," 40 U.S.C. § 1101 through 1104, to acquire A&E services.

- (a) Qualifications-Based Procurement Procedures Required – Tillamook County Transportation District must use qualifications-based procurement procedures to acquire architectural and engineering (A&E) services as well as certain other services that are directly in support of, directly connected to, directly related to, or lead to construction, alteration, or repair of real property. In addition to A&E services, other services that must be procured by qualifications-based procurement procedures include:

- Program management;
- Construction management;
- Feasibility studies;
- Preliminary engineering;
- Design, architectural, engineering;
- Surveying, mapping; and
- Other related services.

The nature of the work to be performed and its relationship to construction, not the nature of the prospective contractor, determine whether qualifications-based procurement procedures may be used.

- (b) Qualifications-Based Procurement Procedures Prohibited – Unless FTA determines otherwise in writing, qualifications-based procurement procedures may not be used to acquire other types of services if those services are not directly in support of, directly connected to, directly related to, or do not lead to construction, alteration, or repair of real property. Qualifications-based procurement procedures may not be used for actual construction, alteration or repair to real property.
- (c) Qualifications-Based Procurement Procedures – The following procedures apply to qualifications-based procurements:
- (1) Qualifications – Unlike other two-step procurement procedures in which price is an evaluation factor, an offeror's qualifications are evaluated to determine contract award.

- (2) Price – Price is excluded as an evaluation factor.
- (3) Most Qualified – Price negotiations are first conducted with only the most qualified offeror.
- (4) Next Most Qualified - Only after failing to agree on a fair and reasonable price may negotiations be conducted with the next most qualified offeror. Then, if necessary, negotiations with successive offerors in descending order may be conducted until contract award can be made to the offeror whose price the recipient believes is fair and reasonable.

## 5.6. Procurement by Other Than Full and Open Competition

Normally, Tillamook County Transportation District must provide for full and open competition when soliciting bids or proposals. Federal regulations at 2 CFR § 200.320(f)(1) – (4), however, acknowledges that under certain circumstances, a recipient may conduct procurements without providing for full and open competition.

### 5.6.1. When Appropriate

Noncompetitive procurement procedures may only be used when the procurement is inappropriate for small purchase procedures, sealed bids, or competitive proposals, and at least one of the following circumstances are present:

#### 5.6.1.1. Competition Adequacy

After soliciting several sources and receiving an inadequate response, Tillamook County Transportation District shall review its specifications to determine if they are unduly restrictive or if changes can be made to encourage submission of more price quotes, bids or proposals. If Tillamook County Transportation District determines that the specifications are not unduly restrictive and changes cannot be made to encourage greater competition, Tillamook County Transportation District may determine the original competition adequate and complete the purchase from among the sources that submitted a price quote, bid or proposal. A cost analysis must be performed in lieu of a price analysis when this situation occurs.

#### 5.6.1.2. Sole Source

When Tillamook County Transportation District requires products or services available from only one responsible source, and no other products or services will satisfy its requirements, Tillamook County Transportation District may make a sole source award. In addition, when Tillamook County Transportation District requires an existing contractor to make a change to its contract that is beyond the scope of that contract, Tillamook County Transportation District will consider the change a sole source award that must be justified. Sole source awards are only appropriate when one of the following conditions apply:

- (a) Unique Capability or Availability – The products or services are available from only one source if one of the conditions described below is present:

- (1) Unique or Innovative Concept – The offeror demonstrates a unique or innovative concept or capability not available from another source. Unique or innovative concept means a new, novel, or changed concept, approach, or method that is the product of original thinking, the details of which are kept confidential or are patented or copyrighted, and is available to Tillamook County Transportation District only from one source and has not in the past been available to Tillamook County Transportation District from another source.
  - (2) Patents or Restricted Data Rights – Patent or data rights restrictions preclude competition.
  - (3) Substantial Duplication Costs – In the case of a follow-on contract for the continued development or production of highly specialized equipment and major components thereof, when it is likely that award to another contractor would result in substantial duplication of costs that are not expected to be recovered through competition.
  - (4) Unacceptable Delay – In the case of a follow-on contract for the continued development or production of a highly specialized equipment and major components thereof, when it is likely that award to another contractor would result in unacceptable delays in fulfilling Tillamook County Transportation District's needs.
- (b) Single Bid or Proposal – Upon receiving a single bid or proposal in response to a solicitation, Tillamook County Transportation District should determine if competition was adequate. This should include a review of the specifications for undue restrictiveness and might include a survey of potential sources that chose not to submit a bid or proposal.
- (1) Adequate Competition – Competition is adequate when the reasons for a single response were caused by conditions beyond Tillamook County Transportation District's control.
  - (2) Inadequate Competition – Competition is inadequate when the reasons for a single response were caused by conditions within Tillamook County Transportation District's control.
- (c) Unusual and Compelling Urgency – Tillamook County Transportation District may limit the number of sources from which it solicits bids or proposals when Tillamook County Transportation District has such an unusual and urgent need for the products or services that Tillamook County Transportation District would be seriously injured unless it were permitted to limit the solicitation. Tillamook County Transportation District may also limit the solicitation when the public exigency or emergency will not permit a delay resulting from competitive solicitation for the products or services.
- (d) Authorized by ODOT – Tillamook County Transportation District may request permission from ODOT to allow it to use noncompetitive proposals for a particular procurement.
- (e) When Prohibited – Less than full and open competition is not justified based on:

- (1) Failure to Plan – Tillamook County Transportation District's lack of advance planning, resulting in limited competition, is not justification for a sole source or single bid award.
  - (2) Limited Availability of Federal Assistance – Concerns about the amount of Federal assistance available to support the procurement;
- (f) Procurement Procedures – The following requirements apply when Tillamook County Transportation District completes a procurement utilizing less than full and open competition:
- (1) Potential Sources – Tillamook County Transportation District must solicit offers from as many potential sources as is practicable under the circumstances.
  - (2) Sole Source Justification – Tillamook County Transportation District must justify all sole source procurements in writing. Sole source procurement justifications must describe the reasons for why a sole source procurement is appropriate, state which of the authorized justifications listed in Section 5.6.1.2 are applicable, include a cost analysis and be signed by the Transportation Coordinator. If Tillamook County Transportation District decides to solicit an offer from only one source, Tillamook County Transportation District must justify its decision in writing. The written justification must include the same elements as a sole source justification except that it must state which of the authorized justifications listed in Section 5.6.1.2 are applicable to the sole source purchase.
  - (3) Cost Analysis – Tillamook County Transportation District must prepare or obtain a cost analysis verifying the proposed cost data, the projections of the data, and the evaluation of the costs and profits. A price analysis shall not be adequate to justify a sole source purchase.
- (g) Exception for Procurement Activities Using Non-FTA Funds – When it is determined by the Transportation Coordinator to be in the best interest of Tillamook County Transportation District, noncompetitive procurement procedures may be utilized to acquire professional or other transportation-related services that do not involve the use of FTA financial assistance. Any such determination must be made in writing and signed by the Transportation Coordinator.

## 5.7. Evaluation Requirements

The following standards shall apply to all evaluations of bids or proposals conducted by Tillamook County Transportation District.

### 5.7.1. General

When evaluating bids or proposals received in response to a solicitation, Tillamook County Transportation District shall consider all evaluation factors specified in the solicitation documents and shall evaluate the bids or offers proposals only on the evaluation factors included in those solicitation documents. Tillamook County Transportation District may not

modify its evaluation factors after bids or proposals have been received without re-opening the solicitation.

### **5.7.2. Options**

The following standards shall apply when awarding contracts that include options:

#### **5.7.2.1. Evaluation Required**

In general, Tillamook County Transportation District must evaluate bids or offers for any option quantities or periods contained in a solicitation if it intends to exercise those options after the contract is awarded.

#### **5.7.2.2. Evaluation Not Required**

Tillamook County Transportation District need not evaluate bids or offers for any option quantities when Tillamook County Transportation District does not intend to exercise those options after the contract is awarded or if it determines that evaluation would not otherwise be in its best interests.

#### **5.7.2.3. Evaluators**

In addition to evaluators with experience in technical or public policy matters related to the procurement, other evaluators may also include auditors and financial experts to the extent that the Transportation Coordinator determines would be necessary or helpful. If Tillamook County Transportation District lacks qualified personnel within its organization, it may solicit evaluators from other transit organizations or may contract for evaluation services. If it does so, the procurement procedures in this policy will apply to those contracts and to those contractors selected to perform evaluation functions on behalf of the recipient.

### **5.8. Contract Award Requirements**

The following standards shall apply to all contract award decisions made by Tillamook County Transportation District:

#### **5.8.1. Award to Other Than the Lowest Bidder or Offeror**

Tillamook County Transportation District may award a contract to other than the lowest bidder if the award furthers an objective consistent with the purposes of 49 U.S.C. Chapter 53, including improved long-term operating efficiency and lower long-term costs. Tillamook County Transportation District may also award a contract to other than the offeror whose price proposal is lowest, when stated in the evaluation factors of the solicitation. In both cases, Tillamook County Transportation District must include a statement in its solicitation document reserving the right to award the contract to other than the low bidder or offeror.

##### **5.8.1.1. Award Only to a Responsible Bidder or Offeror**



Tillamook County Transportation District may only award contracts to responsible contractors possessing the ability, willingness, and integrity to perform successfully under the terms and conditions of the contract and who demonstrate that its proposed subcontractors also qualify as responsible. Tillamook County Transportation District must consider such matters as contractor integrity, compliance with public policy, record of past performance and financial and technical resources when making a determination of contractor responsibility. Tillamook County Transportation District must also ensure that the contractor is not listed as a debarred or suspended contractor on the System for Award Management (SAM), which is maintained by the General Services Administration (GSA), at the time of contract award. Entities that are listed as debarred or suspended contractors on SAM may not be determined to be responsible contractors by Tillamook County Transportation District. For every procurement action above the micro-purchase level, Tillamook County Transportation District must make a written determination of the responsibility of the contractor and include such determination in the applicable contract file (See Section 3.6).

To designate a prospective contractor “responsible” as required by 49 U.S.C. § 5325, Tillamook County Transportation District, at a minimum, must determine and ensure that the prospective contractor satisfies the following criteria described herein. In addition to being otherwise qualified and eligible to receive the contract award under applicable laws and regulations, a responsible contractor:

- (a) Integrity and Ethics – Has a satisfactory record of integrity and business ethics, in compliance with 49 U.S.C. Section 5325(j)(2)(A).
- (b) Debarment and Suspension – Is neither debarred nor suspended from Federal programs under DOT regulations, “Nonprocurement Suspension and Debarment,” 2 CFR Parts 180 and 1200, or under the FAR at 48 CFR Chapter 1, Part 9.4.
- (c) Affirmative Action and DBE – Is in compliance with 2 CFR Part 321’s affirmative action and FTA’s Disadvantaged Business Enterprise requirements.
- (d) Public Policy – Is in compliance with the public policies of the Federal Government, as required by 49 U.S.C. § Section 5325(j)(2)(B).
- (e) Administrative and Technical Capacity – Has the necessary organization, experience, accounting, and operational controls, and technical skills, or the ability to obtain them, in compliance with 49 U.S.C. Section 5325(j)(2)(D).
- (f) Licensing and Taxes – Is in compliance with applicable licensing and tax laws and regulations.
- (g) Financial Resources – Has, or can obtain, sufficient financial resources to perform the contract, as required by 49 U.S.C. Section 5325(j)(2)(D).
- (h) Production Capability – Has, or can obtain, the necessary production, construction, and technical equipment and facilities.

- (i) Timeliness – Is able to comply with the required delivery or performance schedule, taking into consideration all existing commercial and governmental business commitments.
- (j) Performance Record – Is able to provide a:
  - (1) Current Performance – Satisfactory current performance record; and
  - (2) Past Performance – Satisfactory past performance record in view of its records of long-time performance or performance with a predecessor entity, including:
    - i. Sufficient Resources. Key personnel with adequate experience, a parent firm with adequate resources and experience, and key subcontractors with adequate experience and past performance,
    - ii. Adequate Past Experience. Past experience in carrying out similar work with particular attention to management approach, staffing, timeliness, technical success, budgetary controls, and other specialized considerations as described in the recipient's solicitation, and
    - iii. Any Past Deficiencies Not the Fault of the Bidder or Offeror. A prospective bidder or offeror that is or recently has been seriously deficient in contract performance is presumed to be non-responsible, unless the recipient determines that the circumstances were properly beyond the bidder or offeror's control, or unless the bidder or offeror has taken appropriate corrective action. Past failure to apply sufficient tenacity, perseverance, and effort to perform acceptably is strong evidence of non-responsibility. Failure to meet the quality requirements of a contract is a significant factor to consider in determining satisfactory performance. ODOT expects Tillamook County Transportation District to consider the number of the bidder or offeror's contracts involved and the extent of deficient performance in each contract when making this determination.

#### **5.8.1.2. Rejection of Bids and Proposals**

Tillamook County Transportation District may reject all bids or proposals submitted in response to an Invitation for Bids or Request for Proposals. Tillamook County Transportation District must include a statement in its solicitation document reserving the right to reject all bids or proposals.

- (a) Extent and Limits of Contract Award – The selection of a contractor to participate in one aspect of a project does not, by itself, constitute a sole source selection of the contractor's wholly owned affiliates to perform other work in connection with the project.

### **5.9. Independent Cost Estimate and Cost and Price Analysis**

#### **5.9.1. Independent Cost Estimate**

For every procurement, Tillamook County Transportation District shall make a written independent estimate of cost prior to receiving price quotes, bids or proposals.

**5.9.2. Cost or Price Analysis**

Tillamook County Transportation District shall perform a cost or price analysis in connection with every procurement over \$150,000 and for all contract modifications.

**5.9.2.1. Price Analysis**

If Tillamook County Transportation District determines that competition was adequate, a written price analysis, rather than a cost analysis, is required to determine the reasonableness of the proposed contract price.

**5.9.2.2. Cost Analysis**

Tillamook County Transportation District must perform or obtain a cost analysis when:

- (a) A price analysis will not provide sufficient information to determine the reasonableness of the contract cost.
- (b) When the offeror submits elements of the estimated cost.
- (c) When only a sole source is available, even if the procurement is a contract modification.
- (d) In the event of a change order.

**5.9.3. Approval of Contracts**

All contracts must be signed by the General Manager.

## 6. CONTRACT ADMINISTRATION REQUIREMENTS AND CONSIDERATIONS

### 6.1. Tillamook County Transportation District Staff Responsibilities

Prior to execution of third party contracts, Tillamook County Transportation District shall designate a Project Manager to serve as Tillamook County Transportation District's principal contact with the contractor and as the primary administrator of the contract. The designated Project Manager for each contract shall have responsibility for directing and overseeing the work performed by the contractor; reviewing and approving deliverables and invoices from the contractor; determining percentage of contract completion for progress payments (if applicable); making recommendations on the exercise of contract options (if applicable); recommending contract changes; preparing justifications for contract changes; performing independent cost estimates and cost or price analyses for contract changes; making recommendations on approval or rejection of subcontractors; assisting with the resolution of contract disputes; making recommendations on contract termination or other contractor disciplinary actions; maintaining complete contract files; and other contract administration duties that may be necessary.

### 6.2. Administrative Restrictions on the Acquisition of Property and Services

The following Federal laws and regulations impose administrative requirements, many of which will affect specific third party procurements.

#### 6.2.1. Legal Eligibility

The property or services acquired must be eligible for support under the restrictions accompanying the Federal statute authorizing the Federal assistance to be used.

#### 6.2.2. Scope of the Project

The property or services acquired must be eligible for support within the scope of the underlying grant or cooperative agreement from which the Federal assistance to be used is derived.

#### 6.2.3. Period of Performance

Tillamook County Transportation District will use sound business judgment and be judicious in establishing and extending a contract's period of performance.

##### 6.2.3.1. General Standards

The period of performance generally should not exceed the time necessary to accomplish the purpose of the contract. Tillamook County Transportation District will also consider competition, pricing, fairness, and public perception. Tillamook County Transportation District's procurement files will document its rationale for determining the performance period designated for each contract.

##### 6.2.3.2. Time Extensions

Consistent with the general tone of FTA Circular 4220.1F, contract time extensions shall be considered in light of whether they are permissible changes or impermissible cardinal changes. Once Tillamook County Transportation District awards a third party contract, an extension of the contract term length that amounts to a cardinal change will require a sole source justification.

#### **6.2.3.3. Authority to Extend**

The General Manager has the sole authority to approve and execute contract modifications. The Transportation Coordinator for the contract shall recommend all contract time; prior to making a recommendation for a contract time extension. The Transportation Coordinator shall prepare a written justification and cost analysis (if applicable) for the contract time extension and shall negotiate the appropriate contract modification with the contractor.

### **6.3. Federal Cost Principles**

Federal rules require project costs to conform to applicable Federal cost principles for allowable costs. In general, costs must be necessary and reasonable, allocable to the project, authorized or not prohibited by Federal law or regulation, and must comply with Federal cost principles applicable to the recipient.

OMB guidance for grants and agreements, "Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards," 2 CFR § 200, applies to project costs incurred Tillamook County Transportation District.

### **6.4. Payment Provisions**

Tillamook County Transportation District will follow the provisions of this section when using FTA funds to support its third party contracts.

#### **6.4.1. Financial Support for the Project**

Costs may only be incurred by Tillamook County Transportation District if ODOT has awarded a financial assistance contract to Tillamook County Transportation District.

##### **6.4.1.1. Progress Payments**

Progress payments are payments for contract work that has not been completed. Tillamook County Transportation District may use ODOT assistance to support progress payments provided the recipient obtains adequate security for those payments and has sufficient written documentation to substantiate the work for which payment is requested.

##### **6.4.1.2. Adequate Security for Progress Payments**

Adequate security for progress payments may include taking title or obtaining a letter of credit or taking equivalent measures to protect the recipient's financial interest in the progress payment. Adequate security should reflect the practical realities of different procurement scenarios and factual circumstances. Tillamook County Transportation District should always consider the costs associated with providing security (for example, the recipient may need to acquire bonds or letters of credit in the commercial marketplace) and the impact of those costs on the contract price, as well as the consequences of incomplete performance.

#### **6.4.1.3. Adequate Documentation**

Sufficient documentation is required to demonstrate completion of the amount of work for which progress payments are made.

#### **6.4.1.4. Percentage of Completion Method**

Federal rules require that any progress payments for construction contracts be made on a percentage of completion method described therein. Tillamook County Transportation District, however, may not make progress payments for other than construction contracts based on this percentage method.

### **6.5. Protections Against Performance Difficulties**

Tillamook County Transportation District shall include provisions in its third party contracts that will reduce potential problems that might occur during contract performance, as follows:

#### **6.5.1. Changes**

Tillamook County Transportation District shall include provisions that address changes and changed conditions in all third party contracts except for routine supply contracts.

#### **6.5.2. Remedies**

Tillamook County Transportation District shall include provisions that address remedies in its third party contracts. Provisions related to remedies may include provisions for:

##### **6.5.2.1. Liquidated Damages**

Tillamook County Transportation District may use liquidated damages if Tillamook County Transportation District reasonably expects to suffer damages through delayed contract completion, or if weight requirements are exceeded, and the extent or amount of such damages are uncertain and would be difficult or impossible to determine. Rate and measurement standards must be calculated to reasonably reflect Tillamook County Transportation District's costs should the standards not be met, and must be specified in the solicitation and contract. The assessment for damages may be established at a specific rate per day for each day beyond the contract's delivery date or performance period. A measurement other than a day or another period of time, however, may be established if that measurement is appropriate, such as weight requirements in a rolling stock purchase. The contract file must include a record of the calculation and rationale

for the amount of damages established. Any liquidated damages recovered must be credited to the project account.

#### **6.5.2.2. Violation or Breach**

Third party contracts exceeding \$100,000 must include administrative, contractual, or legal remedies for violations or breach of the contract by the third party contractor.

#### **6.5.2.3. Suspension of Work**

Tillamook County Transportation District may include provisions pertaining to suspension of work in its third party contracts.

#### **6.5.2.4. Termination**

Termination for cause and termination for convenience provisions must be included in third party contracts exceeding \$10,000.

### **6.6. Contents of Complete Contract Files**

The following documents shall comprise the contents of a complete contract file for procurements above the micro-purchase level:

#### **6.6.1. Written Record of Procurement History**

Tillamook County Transportation District shall maintain written records detailing the history of the procurement, including records relating to:

##### **6.6.1.1. Procurement Method**

Tillamook County Transportation District must provide its rationale for the method of procurement it used for each contract, including a sole source justification for any acquisition that does not qualify as competitive.

##### **6.6.1.2. Contract Type**

Tillamook County Transportation District must state the reasons for selecting the contract type it used.

##### **6.6.1.3. Contractor Selection**

Tillamook County Transportation District must state its reasons for contractor selection or rejection, including written justification and evaluation documents.

##### **6.6.1.4. Contractor Responsibility**

Tillamook County Transportation District must provide a written determination of responsibility for the successful contractor.

#### **6.6.1.5. Cost or Price**

Tillamook County Transportation District must evaluate and state its justification for the contract cost or price, including the independent cost estimate and cost or price analysis.

#### **6.6.1.6. Reasonable Documentation**

Tillamook County Transportation District must retain documentation commensurate with the size and complexity of the procurement, including documents related to solicitation, receipt and evaluation of offers, and contract award, negotiation and execution.

### **6.7. Access to Records**

Federal rules (49 U.S.C. § 5325(g)) provide FTA and ODOT officials, the Comptroller General, or any of their representatives, access to and the right to examine and inspect all records, documents, and papers, including contracts, related to any FTA project financed with Federal assistance authorized by 49 U.S.C. Chapter 53.

### **6.8. Contract Administration and Close-Out Documents**

Tillamook County Transportation District shall maintain written records detailing the performance and close-out of the contract, including records relating to:

#### **6.8.1. Contractor Performance**

Tillamook County Transportation District must maintain documents related to contractor adherence to budget and schedule, compliance with contract terms and conditions, DBE participation, progress reports, disputes and disciplinary actions.

#### **6.8.2. Contract Deliverables**

Tillamook County Transportation District must maintain copies of all contract deliverables and records relating to approval, rejection and requested modifications of contract deliverables.

#### **6.8.3. Contract Changes**

Tillamook County Transportation District must maintain copies of all contract modifications, including documentation related to the determination of need, written justification and rationale, cost analysis, negotiation and execution.

#### **6.8.4. Contract Payments**

Tillamook County Transportation District must retain documentation of invoices, approval of payments, requests for modifications to invoices, determination of percentage of contract completion for partial payments (if applicable), and ownership of title to partial work products.



### 6.8.5. Contract Close-Out

Tillamook County Transportation District must retain documentation related to contractor performance and evaluation, approval of final deliverables and payments, transfer of title to complete work products to Tillamook County Transportation District, and contract audit and final reconciliation.

## 6.9. Protest Procedures

### 6.9.1. Statement of Policy

Tillamook County Transportation District is responsible for resolving all contractual and administrative issues, including protests of evaluations and contract awards, arising out of its third party procurements using good administrative practices and sound business judgment.

In general, ODOT will not substitute its judgment for that of Tillamook County Transportation District unless the matter is primarily a Federal concern. Nevertheless, ODOT and FTA can become involved in Tillamook County Transportation District's administrative decisions when a Tillamook County Transportation District protest decision is appealed to ODOT.

Tillamook County Transportation District shall give timely notification to ODOT when it receives a third party procurement protest and will keep FTA informed about the status of any such protest. Tillamook County Transportation District shall disclose all information about any third party procurement protest to ODOT upon request.

Tillamook County Transportation District's procedure for addressing third party procurement protests is described in Paragraph 6.9.2 below. Tillamook County Transportation District shall insert its protest procedure in all solicitation documents for products and services having an estimated value of \$100,000 or greater.

### 6.9.2. Tillamook County Transportation District Staff Responsibilities

The following staff responsibilities shall be assigned in all protests:

- Transportation Coordinator – Responsibilities include: ensuring that the Tillamook County Transportation District Protest Procedure is included in all solicitation documents; and providing information to and assisting the General Manager and District Counsel with the resolution of protests.
- District Counsel – Responsibilities include: reviewing all procurement protests; and advising and assisting the Tillamook County Transportation District as needed with the resolution of all procurement protests.

### 6.9.3. Solicitation Provision

Tillamook County Transportation District shall insert the following provision in all solicitation documents:

### 6.9.3.1. Pre-Proposal Protests

All protests concerning solicitation specifications, criteria and/or procedures shall be submitted in writing (defined as being sent or received via letter or facsimile on official firm/agency letterhead or by electronic mail) to the Transportation Coordinator as specified below not later than ten (10) business days prior to the deadline for submission of bids/proposals.

The Transportation Coordinator may, within his or her discretion, postpone the deadline for submission of bids/proposals, but in any case, shall provide a written response to all protests not later than five (5) business days prior to the deadline for submission of bids/proposals. If the deadline for submission of bids/proposals is postponed by the Transportation Coordinator as the result of a protest the postponement will be announced through an addendum to the solicitation.

The decision by the Transportation Coordinator shall be the final agency decision on the matter but shall be subject to judicial review as set forth by FTA below.

### 6.9.3.2. Pre-Award Protests

With respect to protests made after the deadline for submission of bids/proposals but before contract award by Tillamook County Transportation District, protests shall be limited to those protests alleging a violation of Federal or State law, a challenge to the bids/proposals evaluation and award process, Tillamook County Transportation District's failure to have or follow its protest procedures or its failure to review a complaint or protest. Such protests shall be submitted in writing (defined as being sent or received via letter or facsimile on official firm/agency letterhead or by electronic mail) to the Transportation Coordinator as specified below not later than five (5) business days after the Recommendation for Contract Award announcement by Tillamook County Transportation District.

The Transportation Coordinator may, within his or her discretion, postpone the award of the contract, but in any case, shall provide a written response to all protests not later than three (3) business days prior to the date that Tillamook County Transportation District shall announce the contract award.

The decision by the Transportation Coordinator shall be the final agency decision on the matter but shall be subject to judicial review as set forth or review by ODOT as specified below.

### 6.9.4. Requirements for Protests

All protests must be submitted to Tillamook County Transportation District in writing (defined as being sent or received via letter or facsimile on official firm/agency letterhead or by electronic mail), with sufficient documentation, evidence and legal authority to demonstrate that the Protestor is entitled to the relief requested. The protest must be certified as being true and correct to the best knowledge and information of the Protestor, and be signed by the Protestor. The protest must also include a mailing address to which a response should be sent.

Protests received after the deadlines for receipt of protests specified above are subject to denial without any requirement for review or action by Tillamook County Transportation District.

All protests must be directed in writing (defined as being sent or received via letter or facsimile on official firm/agency letterhead or by electronic mail) to the Transportation Coordinator at the address shown in the solicitation documents.

#### **6.9.5. Protest Response**

The Transportation Coordinator shall issue written responses to all protests received by the required protest response dates. All protest responses shall be transmitted by first-class U.S. Postal Service to the address indicated in the protest letter.

For convenience, Tillamook County Transportation District will also send a copy of the response to a protest to the Protester by facsimile and/or electronic mail if a facsimile number and/or electronic mail address are indicated in the protest letter. The protest response transmitted by U.S. Postal Service shall be the official Tillamook County Transportation District response to the protest and Tillamook County Transportation District will not be responsible for the failure of the Protester to receive the protest response by either facsimile or electronic mail.

#### **6.9.6. Review of Protests by ODOT**

All protests involving contracts financed with Federal assistance shall be disclosed to ODOT. Protesters shall exhaust all administrative remedies with Tillamook County Transportation District prior to pursuing protests with ODOT. ODOT limits its reviews of protests to: a grantee's failure to have or follow its protest procedures; a grantee's failure to review a complaint or protest when presented an opportunity to do so; or violations of Federal law or regulation. Appeals to ODOT must be received within five (5) working days of the date the Protester has received actual or constructive notice of Tillamook County Transportation District final decision or within five (5) working days of the date the Protester has identified other grounds for appeal to ODOT.

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

**In the Matter of Amending     )  
the TCTD Procurement         )  
Policy No. 21 Purchase        )  
Order Policy                    )**

**RESOLUTION NO. 20-25**

**WHEREAS**, Tillamook County Transportation District ("District") is an Oregon special district which is subject to Oregon's public contracting laws; and

**WHEREAS**, ORS 279A.065(6) provides that a local contracting agency may adopt its own rules of procedure for public contracting that:

(A) Specifically state that the model rules adopted by the Attorney General do not apply to the contracting agency; and

(B) Prescribe the rules of procedure that the contracting agency will use for public contracts, which may include portions of the model rules adopted by the Attorney General; and

**WHEREAS**, the District has adopted the Attorney General's Model Public Contracting Rules except as superseded by enacted District Procurement Policies; and

**WHEREAS**, the District wishes to amend its Procurement Policy No. 21 – Purchase Order Policy to reflect actual District practices.

**NOW, THEREFORE, BE IT RESOLVED:**

- 1 That the District adopts the public contracting rule described in the attached amended Policy No. 21 - Purchase Order Policy, which is attached to this Resolution and incorporated herein by reference. The District's Rules shall be in addition to, and shall supersede any conflicting provisions in, the Model Rules.

Adopted by the Tillamook County Transportation District Board of Directors this 17<sup>th</sup> day of September 2020.

ATTEST:

By: \_\_\_\_\_  
James Huffman, Board Chair

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

## TILLAMOOK COUNTY TRANSPORTATION DISTRICT POLICY

<b>Policy: PURCHASE ORDER POLICY</b>	<b>Number: 21</b>
Adopted by the Board of Directors on January 24, 2007 Amended by the Board of Directors on September 17, 2020 Effective: September 18, 2020	<b>Pages: 1</b>

**Purpose:** The purpose of purchase orders (P.O.s) is provide a purchase order number when such is required by a third party in order to make a purchase.

**When a Purchase Order is Required:** Our policy will be to generate P.O.s on any purchase when a third-party requires the District to supply a purchase order number to make the purchase. In the absence of a third-party requirement, P.O.s are not required.

**Completing a Purchase Order:** Please ask the Administrative Assistant for a P.O. (She will fill in the information on the Purchase Order Log Sheet, and use the next sequential P.O. - each one is a triplicate).

- Please fill out the P.O. as completely as possible. The cost for the purchase MUST be filled in the total column.
- All P.O.s need to be approved by the General Manager. If he is absent, the Operations Superintendent or Brokerage Manager will need to approve the P.O.
- After the P.O. is approved and the order completed, give the white original to the vendor (if they require it), give the yellow to the bookkeeper, and give the pink copy to the Administrative Assistant to file in the P.O. binder. If the vendor does not require a P.O. then use the white original to double check your order when it arrives.