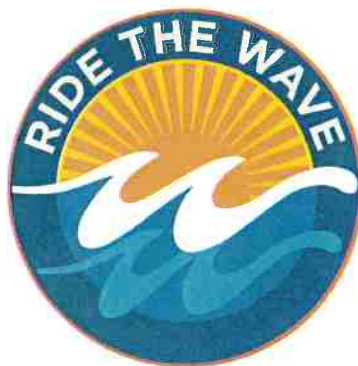


Tillamook County Transportation District  
Board of Directors  
Regular Monthly Meeting



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



Thursday, January 21, 2021 at 6:00PM  
Transportation Building  
3600 Third Street, Tillamook, Oregon



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

Thursday, January 21, 2021 @ 6:00pm

**Due to the COVID-19 Pandemic, this meeting will be held virtually.**  
**To attend by phone, please dial: +1 (872) 240-3212**  
**Enter Access Code: 471-700-837**  
<https://global.gotomeeting.com/join/471700837>

**REGULAR MEETING**

1. Call to Order
2. Pledge of Allegiance
3. Roll Call
4. Announcements & Changes to Agenda
5. Public & Guest Comment
6. Executive Session
7. Presentation – Susan Write, Kittelson & Associates on TCTD FY2021-23 STIF Plan (Pgs.47-68)
8. Public Hearing – Ordinance # 3 Conduct on District Property (Will provide at meeting)

**GENERAL MANAGERS REPORT**

9. Financial Report (Pgs.1-19 )
10. Service Performance Report (Pgs.20-25 )
11. Northwest Oregon Transit Alliance (Pgs.26-36 )
12. Planning & Development
13. Grant Funding
14. Facility/Property Management
15. NW Rides Brokerage
16. Miscellaneous

**CONSENT**

17. Motion to Approve the Minutes of December 17, 2020 Regular Board Meeting (Pgs.37-43 )
18. Motion to Accept Financial and Operations Reports of December 2020
19. Motion to Appoint Tabatha Welch as FY2021-22 Budget Officer

**ACTION ITEMS**

20. Resolution #21-01 in the Matter of Adopting the TCTD STIF FY2021-23 Plan (Pgs.44-46 )
21. Motion to approve Sole Source Determination for propane consulting services, propane fueling station construction, bus/van conversion to use propane, and propane tank sale and supply of propane. (Pgs. 69-74)
22. Motion to approve the ATU Memorandum of Understanding COVID-19 Vaccinations (Pgs.75-76)
23. Motion to approve Sole Source Determination and Written Findings is to support the sole source acquisition of Interactive Voice Response (IVR) technology for automated customer callback software application service (Pgs.77-80 )

**DISCUSSION ITEMS**

24. Email Preferences
25. Staff Comments/Concerns
26. Board of Directors Comments/Concerns
27. Adjournment

**UPCOMING EVENTS**

SDAO Conference – February 3-4, 2020 Virtual at <https://www.sdao.com/annual-conference>

Next regularly scheduled meeting to be held Thursday, February 18, 2021

**Tillamook County Transportation District**  
 Normal Trial Balance  
 From 12/31/2020 Through 12/31/2020

<u>Account Code</u>	<u>Account Title</u>	<u>Debit Balance</u>	<u>Credit Balance</u>
1001	General Checking Account	737,120.71	
1006	Payroll Checking	42,349.18	
1009	NW RIDES ACCOUNT	299,362.93	
1011	Prop. Mgmt. Checking	75,388.34	
1020	LGIP - General Account	1,148,711.93	
1030	LGIP - Capital Reserve	941,514.38	
1040	Petty Cash	200.00	
		<hr/>	<hr/>
Report Total		3,244,647.47	0.00
		<hr/> <hr/>	<hr/> <hr/>
Report Difference		3,244,647.47	
		<hr/> <hr/>	

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

From 12/1/2020 Through 12/31/2020

Resources	Current Period Actual	Current Period Budget	Current Year Actual	Total Budget	Total Budget Variance	50%
Working Capital	3500	0.00	0.00	1,916,835.00	(1,916,835.00)	0.00%
Fares	4000	13,834.99	98,934.90	300,000.00	(201,065.10)	32.97%
Contract Revenue	4020	33,647.21	285,917.76	875,000.00	(589,082.24)	32.67%
Property Tax	4100	11,195.10	933,022.54	950,000.00	(16,977.46)	98.21%
Past Years Property Tax	4110	173.49	11,169.01	25,000.00	(13,830.99)	44.67%
State Timber Revenue	4120	0.00	57,267.19	275,000.00	(217,732.81)	20.82%
Mass Transit State Payroll Tax	4130	0.00	29,629.65	85,000.00	(55,370.35)	34.85%
STIF Formula	4135	0.00	185,826.00	484,721.00	(298,895.00)	38.33%
STIF Intercommunity	4136	0.00	38,939.00	304,000.00	(265,061.00)	12.80%
STIF Discretionary	4137	0.00	16,409.00	352,000.00	(335,591.00)	4.66%
Capital Grants	4210	0.00	0.00	1,091,000.00	(1,091,000.00)	0.00%
Grants - FTA 5311	4220	0.00	181,955.00	395,000.00	(213,045.00)	46.06%
Grants - COVID	4221	67,288.38	67,288.38	0.00	67,288.38	0.00%
NWOTA Partner Cont. Match	4225	0.00	21,000.00	42,000.00	(21,000.00)	50.00%
Grants - STF	4230	0.00	33,850.00	67,700.00	(33,850.00)	50.00%
Grants - 5311 (f)	4240	0.00	32,742.00	184,000.00	(151,258.00)	17.79%
Grants - 5310	4245	0.00	3,120.00	332,000.00	(328,880.00)	0.93%
Special Bus Operations	4300	0.00	0.00	2,500.00	(2,500.00)	0.00%
Miscellaneous Income	4400	15,390.64	23,200.89	5,000.00	18,200.89	464.01%
Sale of Assets - Income	4410	0.00	0.00	10,000.00	(10,000.00)	0.00%
Interest Income	4510	1,414.04	7,742.29	32,500.00	(24,757.71)	23.82%
Advertising Income	4520	0.00	0.00	1,000.00	(1,000.00)	0.00%
Lease Income	4900	2,000.00	11,500.00	23,000.00	(11,500.00)	50.00%
Lease Operational Exp Income	4910	982.43	4,663.77	18,000.00	(13,336.23)	25.90%

Monthly BOD Report w/YTD Budget & Variance

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**Tillamook County Transportation District**  
Financial Statement

From 12/1/2020 Through 12/31/2020

	Current Period Actual	Current Period Budget	Current Year Actual	Total Budget	Total Budget Variance	50%
Transfer From General Fund	4911	0.00	0.00	157,050.00	(10,000.00)	93.63%
Transfer from Veh. Purch. Res.	4915	0.00	0.00	31,835.00	(31,835.00)	0.00%
Transfer from STF Fund	4916	0.00	0.00	46,786.00	(46,786.00)	0.00%
Transfer from STIF Fund	4918	0.00	33,693.00	945,000.00	(911,307.00)	3.56%
<b>Total Resources</b>	<b>145,926.28</b>	<b>215,458.33</b>	<b>2,224,920.38</b>	<b>8,951,927.00</b>	<b>(6,727,006.62)</b>	<b>24.85%</b>
<b>Expenses</b>						
<b>Personnel Services</b>						
Payroll: Administration	5010	37,416.74	170,330.68	366,000.00	195,669.32	46.53%
Payroll: Dispatch	5020	11,234.12	56,066.22	92,000.00	35,933.78	60.94%
Payroll: Drivers	5030	116,919.76	567,386.54	1,120,000.00	552,613.46	50.65%
Payroll: Maintenance	5040	8,049.85	37,893.21	70,000.00	32,106.79	54.13%
Payroll Expense	5050	15,506.74	10,291.67	123,500.00	58,682.87	52.48%
Payroll Healthcare	5051	30,872.04	64,817.13	437,352.00	253,543.33	42.02%
Payroll Retirement	5052	8,001.60	183,808.67	70,500.00	33,281.13	52.79%
Payroll Veba	5053	3,193.40	37,218.87	45,600.00	25,248.88	44.62%
Workers Compensation Ins.	5055	0.00	20,351.12	32,000.00	(7,813.63)	124.41%
<b>Total Personnel Services</b>	<b>231,194.25</b>	<b>196,412.67</b>	<b>1,177,686.07</b>	<b>2,356,952.00</b>	<b>1,179,265.93</b>	<b>49.97%</b>
<b>Materials and Services</b>						
Professional Services	5100	23,927.31	95,477.41	110,250.00	14,772.59	86.60%
Administrative Support	5101	4,875.00	2,083.33	25,000.00	14,537.50	41.85%
Website Maintenance	5102	0.00	625.00	7,500.00	7,500.00	0.00%
Planning	5103	0.00	2,500.00	30,000.00	5,743.63	80.85%
Dues & Subscriptions	5120	34.97	1,250.00	15,000.00	7,101.44	52.65%
Office Equipment R&R	5140	225.22	333.33	4,000.00	2,637.41	34.06%

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**Tillamook County Transportation District**  
Financial Statement

From 12/1/2020 Through 12/31/2020

	Current Period Actual	Current Period Budget	Current Year Actual	Total Budget	Total Budget Variance	50%
5145 Computer R&M	2,152.50	3,375.00	19,652.39	40,500.00	20,847.61	48.52%
5150 Fees & Licenses	85.00	2,583.33	7,471.80	31,000.00	23,528.20	24.10%
5160 Insurance	0.00	8,333.33	0.00	100,000.00	100,000.00	0.00%
5170 Office Expense	1,235.86	1,250.00	11,911.51	15,000.00	3,088.49	79.41%
5175 Board Expense	539.10	1,083.33	3,285.28	13,000.00	9,714.72	25.27%
5180 Operational Expense	4,407.58	3,374.99	26,753.48	40,500.00	13,746.52	66.05%
5185 Drug & Alcohol Administration	135.00	208.33	870.00	2,500.00	1,630.00	34.80%
5190 Marketing	2,354.91	4,583.34	13,264.49	55,000.00	41,735.51	24.11%
5191 Website Re-Design	5,130.00	6,250.00	27,955.00	75,000.00	47,045.00	37.27%
5196 Transit Access Project	0.00	0.00	2,487.83	0.00	(2,487.83)	0.00%
5210 Telephone Expense	1,334.75	1,633.33	9,766.64	19,600.00	9,833.36	49.82%
5220 Travel & Training	225.96	2,666.68	6,294.91	32,000.00	25,705.09	19.67%
5240 Vehicle Expense	85,291.67	16,666.67	158,182.48	200,000.00	41,817.52	79.09%
5245 Fuel Expense	16,541.89	20,833.33	93,341.11	250,000.00	156,658.89	37.33%
5260 Postage	149.99	166.67	956.54	2,000.00	1,043.46	47.82%
5270 Mgmt/Labor Recreation Fund	0.00	225.67	0.00	2,708.00	2,708.00	0.00%
5280 Transit & Visitor Center Lease	0.00	700.00	4,200.00	0.00	(4,200.00)	0.00%
5285 Transit & Visitor Center Maint	1,292.47	1,500.00	9,141.93	18,000.00	8,858.07	50.78%
5290 General Operating Cont.	0.00	0.00	0.00	250,000.00	250,000.00	0.00%
5300 Property Operating Expense	2,324.40	2,041.67	9,486.71	24,500.00	15,013.29	38.72%
5330 Flex Lease: Fees	0.00	41.67	0.00	500.00	500.00	0.00%
5340 Property Maint. & Repair	3,730.32	2,083.33	17,471.31	25,000.00	7,528.69	69.88%
5346 Operations Facility Maint.	691.04	333.33	2,049.16	4,000.00	1,950.84	51.22%
Total Materials and Services	156,684.94	95,913.16	564,000.00	1,392,558.00	828,558.00	40.50%
Special Payments						

Special Payments

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Monthly BOD Report w/YTD Budget & Variance

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**Tillamook County Transportation District**  
Financial Statement

From 12/1/2020 Through 12/31/2020

	Current Period Actual	Current Period Budget	Current Year Actual	Total Budget	Total Budget Variance	50%
STF Payments to Recipients	0.00	1,742.83	10,458.00	20,914.00	10,456.00	50.00%
STIF Payments to Recipients	0.00	0.00	2,500.00	5,000.00	2,500.00	50.00%
Total Special Payments	0.00	1,742.83	12,958.00	25,914.00	12,956.00	50.00%
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	135,050.00	135,050.00	0.00	100.00%
Transfer to General Fund	0.00	0.00	33,693.00	930,786.00	897,093.00	3.61%
Transfer to Vehicle Reserve	0.00	0.00	0.00	10,000.00	10,000.00	0.00%
Transfer to NWOTA Fund	0.00	0.00	12,000.00	76,000.00	64,000.00	15.78%
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	180,743.00	2,906,153.00	2,725,410.00	6.22%
Capital Outlay						
Debt Service						
Flex Lease: Principal	0.00	4,583.33	55,110.00	55,000.00	(110.00)	100.20%
Flex Lease: Interest	0.00	504.17	1,512.50	6,050.00	4,537.50	25.00%
PUD Loan Expense	602.58	625.00	3,615.48	7,500.00	3,884.52	48.20%
OTIB TVC LOAN	0.00	0.00	0.00	4,800.00	4,800.00	0.00%
OTIB Debt Service	0.00	0.00	13,155.22	30,000.00	16,844.78	43.85%
Total Debt Service	602.58	5,712.50	73,393.20	103,350.00	29,956.80	71.01%
Capital Purchases						
Building Repair & Renovation	(17,926.07)	2,500.00	18,076.05	30,000.00	11,923.95	60.25%
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%

Monthly BOD Report w/YTD Budget & Variance

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Date: 1/14/21 04:34:42 PM

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

From 12/1/2020 Through 12/31/2020

	Current Period Actual	Current Period Budget	Current Year Actual	Total Budget	Total Budget Variance	50%
6021 Fuel Cell Triangulation Point	0.00	500.00	0.00	6,000.00	6,000.00	0.00%
6040 Bus Stop Signage/Shelters	0.00	13,750.00	5,679.00	165,000.00	159,321.00	3.44%
6050 Other Capital Projects	9,977.95	51,333.33	183,179.17	616,000.00	432,820.83	29.73%
Total Capital Purchases	(7,948.12)	68,500.00	206,934.22	2,167,000.00	1,960,065.78	9.55%
Total Capital Outlay	(7,345.54)	74,212.50	280,327.42	2,270,350.00	1,990,022.58	12.35%
Total Expenses	380,533.65	368,281.16	2,215,714.49	8,951,927.00	6,736,212.51	24.75%

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NWR

**Tillamook County Transportation District**  
Financial Statement

From 12/1/2020 Through 12/31/2020

	Current Period Actual	Current Period Budget	Current Year Actual	Total Budget	Total Budget Variance	50%
<b>Resources</b>						
4026 NWR Revenue	326,301.20	437,316.67	1,750,195.81	5,247,800.00	(3,497,604.19)	33.35%
4027 NWR Reserve	0.00	0.00	149,510.34	0.00	149,510.34	0.00%
4221 Grants - COVID	0.00	0.00	14,434.37	0.00	14,434.37	0.00%
4510 Interest Income	0.00	0.00	100.00	0.00	100.00	0.00%
<b>Total Resources</b>	<u>326,301.20</u>	<u>437,316.67</u>	<u>1,914,240.52</u>	<u>5,247,800.00</u>	<u>(3,333,559.48)</u>	<u>36.48%</u>
<b>Expenses</b>						
<b>Personnel Services</b>						
5010 Payroll: Administration	28,022.42	23,750.00	139,857.22	285,000.00	145,142.78	49.07%
5041 Payroll: Indirect	600.00	2,500.00	4,780.00	30,000.00	25,220.00	15.93%
5050 Payroll Expense	1,676.36	2,083.33	11,147.24	25,000.00	13,852.76	44.58%
5051 Payroll Healthcare	8,018.66	9,166.67	49,679.55	110,000.00	60,320.45	45.16%
5052 Payroll Retirement	1,867.29	1,250.00	8,231.43	15,000.00	6,768.57	54.87%
5053 Payroll Veba	875.64	1,083.33	5,470.98	13,000.00	7,529.02	42.08%
5055 Workers Compensation Ins.	0.00	0.00	318.42	0.00	(318.42)	0.00%
<b>Total Personnel Services</b>	<u>41,060.37</u>	<u>39,833.33</u>	<u>219,484.84</u>	<u>478,000.00</u>	<u>258,515.16</u>	<u>45.92%</u>
<b>Materials and Services</b>						
5100 Professional Services	0.00	416.67	8,821.57	5,000.00	(3,821.57)	176.43%
5120 Dues & Subscriptions	0.00	125.00	0.00	1,500.00	1,500.00	0.00%
5140 Office Equipment R&R	225.22	333.33	1,362.59	4,000.00	2,637.41	34.06%
5145 Computer R&M	1,502.00	1,250.00	9,012.00	15,000.00	5,988.00	60.08%
5150 Fees & Licenses	24.99	1,250.00	10,049.98	15,000.00	4,950.02	66.99%
5160 Insurance	0.00	166.67	0.00	2,000.00	2,000.00	0.00%
5170 Office Expense	241.92	833.33	2,113.14	10,000.00	7,886.86	21.13%

Monthly BOD Report w/YTD Budget & Variance

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

From 12/1/2020 Through 12/31/2020

	Current Period Actual	Current Period Budget	Current Year Actual	Total Budget	Total Budget Variance	50%
Operational Expense	5180	0.00	125.00	1,500.00	988.27	34.11%
Telephone Expense	5210	1,352.77	1,666.67	20,000.00	4,806.59	75.96%
Travel & Training	5220	0.00	416.67	5,000.00	4,817.31	3.65%
Postage	5260	9.95	83.33	1,000.00	740.30	25.97%
Purchased Transportation	5265	293,413.75	333,333.33	4,000,000.00	2,712,787.58	32.18%
Member Mileage Reimbursement	5266	0.00	22,916.67	275,000.00	223,080.00	18.88%
Volunteer Mileage Reimburse	5267	32,519.57	33,333.33	400,000.00	269,441.13	32.63%
Office Rent	5281	400.00	400.00	4,800.00	2,400.00	50.00%
Property Operating Expense	5300	334.78	833.33	10,000.00	8,169.37	18.30%
Total Materials and Services		330,024.95	397,483.33	4,769,800.00	3,248,371.27	31.90%
Total Expenses		371,085.32	437,316.66	5,247,800.00	3,506,886.43	33.17%

**Tillamook County Transportation District**

Check/Voucher Register

1011 - Prop. Mgmt. Checking

From 12/1/2020 Through 12/31/2020

<u>Document Number</u>	<u>Document Date</u>	<u>Transaction Amount</u>	<u>Payee</u>	<u>Transaction Description</u>
4344	12/12/2020	(17,926.07)	DANIEL E KEPHART	CARPETING AT 3RD STREET
4350	12/8/2020	600.00	CHRISSEY'S CLEANING SERVICE	JANITORIAL
4351	12/8/2020	1,520.00	COMPLETE HOME MAINTENANCE	OFFICE PAINTING/SIDEWALK CLEANING
4352	12/8/2020	525.56	Marie Mills Center, Inc	JANITORIAL/3RD STREET
4353	12/8/2020	325.00	North Coast Lawn	LANDSCAPING
4354	12/8/2020	316.61	TILLAMOOK CITY UTILITIES	WATER/SEWER
4355	12/8/2020	2,184.39	Tillamook PUD	NOVEMBER 2020
4356	12/8/2020	167.95	CITY SANITARY SERVICE	NOVEMBER 2020
4357	12/22/2020	184.50	E C COMPANY	REPAIR BREAKER
4358	12/22/2020	1,997.00	JNB MECHANICAL, INC.	HVAC MAINT
4359	12/22/2020	<u>2,360.07</u>	Tillamook PUD	ELECTRIC PLUS LOAN
Report Total		<u>(7,744.99)</u>		

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**Tillamook County Transportation District**

Check/Voucher Register

1001 - General Checking Account

From 12/1/2020 Through 12/31/2020

Document Number	Document Date	Transaction Amount	Payee	Transaction Description
15931	12/8/2020	295.60	ALSCO - Portland Linen	MATT SERVICE
15932	12/8/2020	19.95	Batteries Northwest	MYCRO HEADLAMP/SHOP
15933	12/8/2020	39.10	BRENT OLSON	MILEAGE TO ACCIDENT
15934	12/8/2020	2,200.00	Burden's Muffler & Towing	VEHICLE TOW
15935	12/8/2020	700.00	City Of Tillamook	DECEMBER 2020
15936	12/8/2020	128.23	CLAYTON NORRBOM	MILEAGE/BUS SHUTTLE
15937	12/8/2020	15.80	Coast Printing & Stationery	OFFICE SUPPLIES
15938	12/8/2020	850.00	WAVE	NOVEMBER 2020 TELEPHONE
15939	12/8/2020	107.07	COMCAST	INTERNET SALEM
15940	12/8/2020	925.00	Community Transportation Assoc	2021 MEMBERSHIP DUES
15941	12/8/2020	100.00	CRYSTAL AND SIERRA SPRINGS	WATER
15942	12/8/2020	40.00	CENTURYLINK	PHONE/HARLINE FAX
15943	12/8/2020	525.39	Fred Meyer Customer Charges	NOVEMBER 2020
15944	12/8/2020	50.00	Gary A. Hanenkrat	NOVEMBER 2020
15945	12/8/2020	542.50	GenXsys Solutions, LLC	COMPUTER SUPPORT
15946	12/8/2020	3,510.00	INNOVA LEGAL ADVISORS	LEGAL/TRANIST VISITOR CENTER
15947	12/8/2020	190.73	J. J. Keller & Associates, Inc	PRE TRIP BOOKS
15948	12/8/2020	50.00	JACKIE EDWARDS	NOVEMBER 2020
15949	12/8/2020	50.00	JIM HUFFMAN	NOVEMBER 2020
15950	12/8/2020	50.00	JUDY RIGGS	NOVEMBER 2020
15951	12/8/2020	99.95	KEMPS NORTH COAST TOOLS	TOOLS
15951	12/8/2020	27.00	KEMPS NORTH COAST TOOLS	TOOLS
15951	12/8/2020	45.00	KEMPS NORTH COAST TOOLS	TOOLS
15952	12/8/2020	6,755.10	LES SCHWAB WAREHOUSE CENTER	TIRES
15953	12/8/2020	50.00	Linda Adler	NOVEMBER 2020
15954	12/8/2020	199.95	MAC TOOLS DISTRIBUTING	SHOP TOOLS
15955	12/8/2020	1,295.09	Marie Mills Center, Inc	JANITORIAL/TRANSIT CENTER
15956	12/8/2020	50.00	MARTY HOLM	NOVEMBER 2020
15957	12/8/2020	50.00	MELISSA CARLSON-SWANSON	NOVEMBER 2020
15958	12/8/2020	115.00	North Coast Lawn	LANDSCAPING
15959	12/8/2020	1,025.00	NATHAN LEVIN	DECEMBER 2020
15960	12/8/2020	7,290.00	NELSON NYGAARD	TCTD FINANCE AND FARE STUDY
15961	12/8/2020	8.00	NEW AGE CAR WASH	VAN WASH
15962	12/8/2020	14.85	Office Depot Credit Plan	NOVEMBER 2020
15962	12/8/2020	304.92	Office Depot Credit Plan	TONER
15962	12/8/2020	58.08	Office Depot Credit Plan	PAPER
15962	12/8/2020	22.88	Office Depot Credit Plan	NOVEMBER 2020
15962	12/8/2020	59.98	Office Depot Credit Plan	NOVEMBER 2020
15962	12/8/2020	71.94	Office Depot Credit Plan	NOVEMBER 2020
15962	12/8/2020	41.32	Office Depot Credit Plan	NOVEMBER 2020
15962	12/8/2020	44.82	Office Depot Credit Plan	NOVEMBER 2020
15962	12/8/2020	44.97	Office Depot Credit Plan	NOVEMBER 2020
15962	12/8/2020	82.07	Office Depot Credit Plan	NOVEMBER 2020
15963	12/8/2020	69.25	Oregon State Police	BACKGROUND CHECKS
15964	12/8/2020	120.96	PACIFIC CITY SUN	ADVERTISING
15964	12/8/2020	120.96	PACIFIC CITY SUN	ADVERTISING
15965	12/8/2020	217.61	Pacific Office Automation	COPIES
15966	12/8/2020	200.21	PETERSON TRUCKS INC	BUS 18 HEADLIGHT
15967	12/8/2020	874.12	PETROCARD INC.	FUEL
15968	12/8/2020	61.92	PORTLAND GENERAL	NOVEMBER 2020 SALEM ELECTRIC
15969	12/8/2020	13,949.84	Sheldon Oil Distributors	FUEL
15970	12/8/2020	60.00	SUNFLOWER FLATS	FLOWERS/CONDOLENCE RICK RO
15971	12/8/2020	112.00	Tillamook County	FILING FEES - TRANSIT VISITOR CENTER
15971	12/8/2020	460.00	Tillamook County	FEES FOR PARTITION PLAT- VISIT CENTER

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**Tillamook County Transportation District**

Check/Voucher Register

1001 - General Checking Account

From 12/1/2020 Through 12/31/2020

Document Number	Document Date	Transaction Amount	Payee	Transaction Description
15971	12/8/2020	(112.00)	Tillamook County	FILING FEES - TRANSIT VISITOR CENTER
15971	12/8/2020	(460.00)	Tillamook County	FEES FOR PARTITION PLAT- VISIT CENTER
15972	12/8/2020	45.00	Tillamook PUD	NOVEMBER 2020
15972	12/8/2020	30.90	Tillamook PUD	NOVEMBER 2020
15973	12/8/2020	222.17	ULINE	DONATION BINS/CHRISTMAS
15974	12/8/2020	4,210.78	CARDMEMBER SERVICE	NOVEMBER 2020
15975	12/8/2020	49.95	VANIR BROADBAND, INC.	NOVEMBER 2020 INTERNET
15976	12/8/2020	394.80	VERIZON	NOVEMBER 2020
15977	12/8/2020	100.00	VERN RESSLER	CDL PHYSICAL
15978	12/8/2020	112.00	TILLAMOOK COUNTY CLERK	TRANSIT CENTER
15979	12/8/2020	460.00	TILLAMOOK COUNTY SURVEYOR	TRANSIT CENTER
15980	12/9/2020	5,000.00	TICOR TITLE COMPANY OF OREGON	TRANSIT CENTER
15981	12/22/2020	14,396.44	24/7 TRUCK AND AUTO SERVICE	28 -BODY REPAIR AND REAR END REPAIR
15982	12/22/2020	924.10	ADP, LLC	PAYROLL SUPPORT
15983	12/22/2020	305.00	ALL CLEAR AUDIO AND GLASS LLC	204 WINDSHIELD
15984	12/22/2020	260.38	Batteries Northwest	BUS 30
15985	12/22/2020	135.00	BIO-MED TESTING SERVICE, INC.	DRUG SCREEN
15986	12/22/2020	82.80	BRENT OLSON	MILEAGE/BUS SHUTTLE
15987	12/22/2020	159.00	CAR CARE SPECIALISTS, INC.	VEHICLE MAINTENANCE
15988	12/22/2020	92.97	O'REILLY AUTOMOTIVE STORES	VEHICLE MAINTENANCE
15989	12/22/2020	415.07	FleetPride, Inc.	VEHICLE MAINTENANCE
15990	12/22/2020	50.00	Gary A. Hanenkrat	12.17.20 BOARD MEETING
15991	12/22/2020	499.50	GenXsys Solutions, LLC	COMPUTER SUPPORT
15991	12/22/2020	1,498.00	GenXsys Solutions, LLC	COMPUTER SUPPORT
15992	12/22/2020	50.00	JACKIE EDWARDS	12.17.20 BOARD MEETING
15993	12/22/2020	50.00	JIM HUFFMAN	12.17.20
15994	12/22/2020	50.00	JUDY RIGGS	12.17.20 BOARD MEETING
15995	12/22/2020	750.00	KDEP-FM/KTIL-FM/KTIL-AM	ADVERTISING
15996	12/22/2020	50.00	Linda Adler	12.17.20 BOARD MEETING
15997	12/22/2020	2,106.86	LUM'S AUTO CENTER, INC.	VAN 104 ENGINE REPAIR
15998	12/22/2020	124.99	MAC TOOLS DISTRIBUTING	64 PC 1/4 SOCKET SET
15999	12/22/2020	50.00	MARTY HOLM	12.17.20 BOARD MEETING
16000	12/22/2020	9,212.07	McCOY FREIGHTLINER	BUS 300, 302 AND 28 REPAIRS
16001	12/22/2020	50.00	MELISSA CARLSON-SWANSON	12.17.20 BOARD MEETING
16002	12/22/2020	1,160.83	DAVISON AUTO PARTS, INC.	SHOP INVENTORY
16003	12/22/2020	16.00	NEW AGE CAR WASH	VAN WASH
16004	12/22/2020	3,456.92	NORTHSIDE FORD	VEHICLE MAINTENANCE
16005	12/22/2020	120.96	PACIFIC CITY SUN	ADVERTISING
16006	12/22/2020	867.50	PETROCARD INC.	FULE
16007	12/22/2020	225.22	Pacific Office Automation	TCTD
16008	12/22/2020	209.35	PRECISION IMAGES	COVID SIGNAGE
16009	12/22/2020	79.35	ROBERT SOUTHWICK	MILEAGE
16010	12/22/2020	78.59	Rosenberg Builders Supply	SHOP SUPPLIES
16011	12/22/2020	8,650.00	SINGERLEWAK LLP	FINANCIAL AUDIT
16012	12/22/2020	190.00	TILLAMOOK PIONEER	STF AND 5310 ADVERTISING
16013	12/22/2020	44.47	Tillamook PUD	ELECTRIC
16013	12/22/2020	30.90	Tillamook PUD	ELECTRIC
16014	12/22/2020	5,130.00	TRILLIUM SOLUTIONS, INC.	NWOTA WEBSITE REDESIGN
16015	12/22/2020	98.27	U.S. TRANSMISSIONS, INC.	BUS 306 FILTER
Report Total		106,116.30		



**Tillamook County Transportation District**

Check/Voucher Register

1006 - Payroll Checking

From 12/1/2020 Through 12/31/2020

<u>Document Number</u>	<u>Document Date</u>	<u>Payee</u>
5606	12/4/2020	Robert Ryan
5607	12/4/2020	HRA VEBA TRUST
5608	12/7/2020	PACIFIC SOURCE
5609	12/17/2020	ATU LOCAL #757
5610	12/28/2020	PACIFIC SOURCE
5611	12/28/2020	SPECIAL DISTRICTS INS. SERVICE

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**Tillamook County Transportation District**

Check/Voucher Register

1009 - NW RIDES ACCOUNT

From 12/1/2020 Through 12/31/2020

Document Number	Document Date	Transaction Amount	Payee	Transaction Description
2078	12/31/2020	(173.60)	BRENDA PARKER	JUNE NWR
2789	12/8/2020	686.50	WAVE	NOVEMBER 2020 TELEPHONE
2790	12/8/2020	81.62	CRYSTAL AND SIERRA SPRINGS	WATER
2791	12/8/2020	59.03	CENTURYLINK	PHONE/HARLINE FAX
2792	12/8/2020	187.73	Fred Meyer Customer Charges	NOVEMBER 2020
2793	12/8/2020	100.00	North Coast Lawn	LANDSCAPING
2794	12/8/2020	54.17	Pacific Office Automation	NWR COPIES
2795	12/8/2020	200.00	TILLAMOOK CNTY TRANS. DIST.	NOVEMBER 2020 INDIRECT
2796	12/8/2020	10,059.46	TILLAMOOK CNTY TRANS. DIST.	NOVEMBER 6 2020 PAYROLL
2797	12/8/2020	628.77	TILLAMOOK CNTY TRANS. DIST.	NOVEMBER 2020 RENT / UTILITY
2798	12/8/2020	10,030.84	TILLAMOOK CNTY TRANS. DIST.	NOVEMBER 2020 BENEFITS
2799	12/8/2020	200.00	TILLAMOOK CNTY TRANS. DIST.	NOVEMBER 2020 PAYROLL INDIRECT
2800	12/8/2020	12,187.81	TILLAMOOK CNTY TRANS. DIST.	NOVEMBER 20 2020 PAYROLL
2801	12/8/2020	141.55	CARDMEMBER SERVICE	NOVEMBER 2020
2802	12/17/2020	414.60	ALFREDO EVANGELISTA	NWR VOLUNTEERS
2803	12/17/2020	2,774.23	JANNA SMITH	NWR VOLUNTEERS
2804	12/17/2020	3,333.38	JOHN REKART JR	NWR VOLUNTEERS
2805	12/17/2020	2,841.28	KANDIS LIDAY	NWR VOLUNTEERS
2806	12/17/2020	428.23	LEANN CHUINARD	NWR VOLUNTEERS
2807	12/17/2020	3,134.05	SEAN REKART	NWR VOLUNTEERS
2808	12/17/2020	6,913.00	TILLAMOOK CNTY TRANS. DIST.	week 3
2809	12/17/2020	8,901.00	TILLAMOOK CNTY TRANS. DIST.	week 4
2810	12/17/2020	1,914.63	VAL HOLYOAK	NWR VOLUNTEERS
2811	12/17/2020	2,254.88	WILLIAM NERENBERG	NWR VOLUNTEERS
2817	12/17/2020	200.00	TILLAMOOK CNTY TRANS. DIST.	DEC 2020 PAYROLL
2818	12/17/2020	200.00	TILLAMOOK CNTY TRANS. DIST.	DEC 2020 PAYROLL
2819	12/17/2020	11,277.10	TILLAMOOK CNTY TRANS. DIST.	DEC 2020 PAYROLL
2820	12/17/2020	9,921.03	TILLAMOOK CNTY TRANS. DIST.	DEC 2020 PAYROLL
2821	12/22/2020	1,731.64	AAA RIDE ASSIST	NWR
2821	12/22/2020	1,856.72	AAA RIDE ASSIST	NWR
2821	12/22/2020	2,508.36	AAA RIDE ASSIST	NWR
2821	12/22/2020	2,080.52	AAA RIDE ASSIST	NWR
2822	12/22/2020	3,974.13	COLUMBIA MEDICAL	NWR
2822	12/22/2020	3,700.82	COLUMBIA MEDICAL	NWR
2822	12/22/2020	4,431.46	COLUMBIA MEDICAL	NWR
2822	12/22/2020	5,876.13	COLUMBIA MEDICAL	NWR
2823	12/22/2020	4,061.00	K & M MEDIVAN	NWR
2823	12/22/2020	4,697.65	K & M MEDIVAN	NWR
2823	12/22/2020	5,366.80	K & M MEDIVAN	NWR
2823	12/22/2020	4,277.90	K & M MEDIVAN	NWR
2823	12/22/2020	3,797.85	K & M MEDIVAN	NWR
2824	12/22/2020	13,105.74	RYANS TRANSPORTATION SERVICE	NWR
2824	12/22/2020	12,214.81	RYANS TRANSPORTATION SERVICE	NWR
2824	12/22/2020	10,105.31	RYANS TRANSPORTATION SERVICE	NWR
2824	12/22/2020	14,013.15	RYANS TRANSPORTATION SERVICE	NWR
2825	12/22/2020	8,694.75	WAPATO SHORES	NWR
2825	12/22/2020	7,308.25	WAPATO SHORES	NWR
2826	12/22/2020	1,502.00	GenXsys Solutions, LLC	COMPUTER SUPPORT
2827	12/22/2020	225.22	Pacific Office Automation	NWR

Report Total 204,481.50

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Date	Vendor	FRED MEYER CARD CHARGES Description of Transaction	Amount
		<b><u>TABATHA CARD #5</u></b>	
11/15/2020		HOLIDAY PARTY	\$ 15.17
11/28/2020		HOLIDAY PARTY	\$ 185.58
11/30/2020		HOLIDAY PARTY	\$ 36.97
			<b>\$ 237.72</b>
		<b><u>BRENT OLSON CARD #3</u></b>	
12/5/2020		HOLIDAY PARADE/COOKIES	\$ 18.84
		<b><u>CATHY BOND CARD #4</u></b>	
			\$ -
			\$ -
			\$ -
		<b><u>CLAYTON NORRBOM CARD # 6</u></b>	
11/14/2020		COVID -CLEANING SUPPLIES BUSES	\$ 107.59
11/22/2020		COVID -CLEANING SUPPLIES BUSES	\$ 44.73
12/3/2020		COVID -CLEANING SUPPLIES BUSES	\$ 46.32
12/3/2020		COVID -CLEANING SUPPLIES BUSES	\$ 454.45
			<b>\$ 653.09</b>
		Grand Total	<b>\$ 909.65</b>

DATE

APPROVAL

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UMPQUA BANK: CLOSING DATE 12/25/2020			
Date	Vendor	Description of Transaction	Amount
<b>DOUG PILANT</b>			
11/27/20	VIRTUAL POST MAIL	POSTAGE	\$ 25.00
12/01/20	FACEBOOK	ADVERTISING	\$ 48.99
12/14/20	PARKSIDE DINER	MEALS/MEETING	\$ 46.75
12/21/20	OCHO	EMPLOYEE APPRECIATION	\$ 142.79
			<b>\$ 263.53</b>
<b>CATHY BOND</b>			
MULTIPLE	LANGUAGE LINE	NWR TELEPHONE	\$ 505.60
12/03/20	ENDICIA	NWR POSTAGE	\$ 9.95
12/07/20	ADOBE ACROPRO	ADOBE SOFTWARE	\$ 24.99
12/18/20	BLUESTAR ESPRESSO	MEAL/BOARD MEETING	\$ 5.50
12/21/20	WERNERS	MEAL/BOARD MEETING	\$ 11.00
			<b>\$ 557.04</b>
<b>BRENT OLSON</b>			
12/02/21	PACIFIC RESTAURANT	SOFTWARE	\$ 85.00
12/04/21	GARIBALDI BAY MARKET	STAFF MEALS/DRINKS	\$ 24.57
12/07/21	RECESS FOOD	STAFF MEALS	\$ 45.00
12/07/21	GARIBALDI PORTSIDE	COVID-ALL STAFF MEALS	\$ 421.26
12/14/21	PACIFIC RESTAURANT	COVID-ALL STAFF MEALS	\$ 354.00
12/18/21	TENNANT CO	SHOP HEATER REPAIR	\$ 615.67
			<b>\$ 1,545.50</b>
<b>TABATHA WELCH</b>			
11/25/20	AMAZON.COM	COVID - FACE MASKS	\$ 420.00
11/27/20	AMAZON.COM	COVID - FACE MASKS	\$ 10.99
11/30/20	AMAZON.COM	MONTHLY MEMBERSHIP	\$ 12.99
12/07/20	CYRSTALPLUS	10 YEAR EMPLOYEE RECOGNITION	\$ 525.73
12/15/20	AMAZON.COM	COVID - FACE MASKS	\$ 420.00
12/16/20	ENDICIA	POSTAGE	\$ 24.99
12/18/20	AMAZON.COM	MONTHLY MEMBERSHIP	\$ 12.99
12/18/20	MAIN ST PIZZA	COVID - ALL STAFF MEALS	\$ 329.60
12/18/20	USPS	POSTAGE	\$ 100.00
12/22/20	AMAZON.COM	PRIME VIDEO - BILLING ERROR	\$ 8.99
			<b>\$ 1,866.28</b>
<b>CLAYTON NORRBOM</b>			
11/27/20	CHICK FIL A	MEALS-BUS REPAIR	\$ 23.18
11/27/20	PILOT	MEALS-BUS SHUTTLE	\$ 15.18
			<b>\$ 38.36</b>
<b>STATEMENT TRUE UP</b>			
		<b>Charges total</b>	<b>\$ 4,270.71</b>
		<b>Grand Total</b>	<b>\$ 4,270.71</b>
<b>APPROVAL</b>	<b>DATE</b>		

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December 2020 Statement

Open Date: 11/25/2020 Closing Date: 12/23/2020

Account: [REDACTED]

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

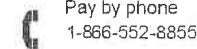
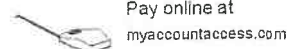
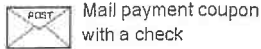
Cardmember Service 1-866-552-8855  
BUS 30 ELN 8 15

New Balance	\$4,270.70
Minimum Payment Due	\$43.00
Payment Due Date	01/22/2021

<b>Activity Summary</b>		
Previous Balance	+	\$4,352.32
Payments	-	\$4,352.33 <sup>CR</sup>
Other Credits		\$0.00
Purchases	+	\$4,270.71
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>\$4,270.70</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		\$5,729.30
Days in Billing Period		29

<b>Reward Points</b>	
Earned This Statement	5,598
Reward Center Balance	64,804
as of 12/22/2020	
For details, see your rewards summary.	

Payment Options:



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



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

- to pay by phone
- to change your address

000031737 01 SP 000638675324034 P Y

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



Account Number	
Payment Due Date	1/22/2021
New Balance	\$4,270.70
Minimum Payment Due	\$43.00

Amount Enclosed \$ \_\_\_\_\_

Cardmember Service  
P.O. Box 790408  
St. Louis, MO 63179-0408



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**Visa Business Rewards Company Card**
**Rewards Center Activity as of 12/22/2020**

Rewards Center Activity*	0
Rewards Center Balance	64,804

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

Rewards Earned	This Statement	Year to Date
Points Earned on Net Purchases	2,946	32,109
Gas, Restaurants & Telecom Double Points	2,652	12,356
<b>Total Earned</b>	<b>5,598</b>	<b>44,465</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.

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

The following is added to your Cardmember Agreement as of 12/1/2020: Disclosure of Account Information: You acknowledge and agree that, except where prohibited by applicable law, as part of our relationship with the partner named on your Card, we may share certain information about you, including your Account and Account transactions, and you agree that this information may be used by that partner and its affiliates, including to

market that partner's and/or its affiliates' products and services to you. You can contact us to exclude your business from this information sharing.

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

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
<b>Purchases and Other Debits</b>					
11/27	11/27	4266	VIRTUALPOSTMAIL.COM 909-235-6245 CA	\$25.00	_____
12/01	11/30	7740	FACEBK BJK65YW2V2 650-5434800 CA	\$48.99	_____
12/14	12/11	3344	PARKSIDE DINER GARIBALDI OR	\$46.75	_____
12/21	12/18	7688	OCHO WWW.OCHOCANDY CA	\$142.79	_____
<b>Total for Account</b>				<b>\$263.53</b>	_____

Continued on Next Page

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

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
<b>Purchases and Other Debits</b>					
11/30	11/28	0175	LANGUAGE LINE, INC. 800-7526096 CA	\$75.05	_____
11/30	11/28	5277	LANGUAGE LINE, INC. 800-7526096 CA	\$7.90	_____
12/03	12/02	5578	ENDICIA 800-576-3279 CA	\$9.95	_____
12/07	12/05	3408	ADOBE ACROPRO SUBS 408-536-6000 CA	\$24.99	_____
12/07	12/05	8405	LANGUAGE LINE, INC. 800-7526096 CA	\$31.60	_____
12/11	12/10	0924	LANGUAGE LINE, INC. 800-7526096 CA	\$7.90	_____
12/11	12/10	4645	LANGUAGE LINE, INC. 800-7526096 CA	\$7.90	_____
12/11	12/10	5443	LANGUAGE LINE, INC. 800-7526096 CA	\$27.65	_____
12/14	12/11	5668	LANGUAGE LINE, INC. 800-7526096 CA	\$43.45	_____
12/16	12/15	3741	LANGUAGE LINE, INC. 800-7526096 CA	\$23.70	_____
12/17	12/16	3492	LANGUAGE LINE, INC. 800-7526096 CA	\$11.85	_____
12/17	12/16	6174	LANGUAGE LINE, INC. 800-7526096 CA	\$7.90	_____
12/17	12/16	2783	LANGUAGE LINE, INC. 800-7526096 CA	\$43.45	_____
12/17	12/16	5274	LANGUAGE LINE, INC. 800-7526096 CA	\$7.90	_____
12/17	12/16	8468	LANGUAGE LINE, INC. 800-7526096 CA	\$11.85	_____
12/18	12/17	6643	BLUE STAR ESPRESSO 503-8422583 OR	\$5.50	_____
12/21	12/19	3986	LANGUAGE LINE, INC. 800-7526096 CA	\$3.95	_____
12/21	12/19	8687	LANGUAGE LINE, INC. 800-7526096 CA	\$118.50	_____
12/21	12/19	7537	LANGUAGE LINE, INC. 800-7526096 CA	\$35.55	_____
12/21	12/17	4187	WERNER GOURMET MEAT SN TILLAMOOK OR	\$11.00	_____
12/21	12/18	9160	LANGUAGE LINE, INC. 800-7526096 CA	\$39.50	_____
<b>Total for Account</b>				<b>\$557.04</b>	

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

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
<b>Purchases and Other Debits</b>					
11/25	11/24	3962	AMZN Mktp US*7E6KW2ZY3 Amzn.com/bill WA	\$420.00	_____
11/27	11/25	8223	AMZN Mktp US*Y92HK3T83 Amzn.com/bill WA	\$10.99	_____
11/30	11/29	3244	Amazon Prime*0R8ET2WZ3 Amzn.com/bill WA	\$12.99	_____
12/07	12/04	8466	CRYSTALPLUS AWARDS 888-779-8803 CA	\$525.73	_____
12/15	12/14	1798	AMZN Mktp US*5F4FF5IN3 Amzn.com/bill WA	\$420.00	_____
12/16	12/15	2693	ENDICIA 800-576-3279 CA	\$24.99	_____
12/18	12/16	0620	Amazon Prime*6O4Q30CT3 Amzn.com/bill WA	\$12.99	_____
12/18	12/17	3389	MAIN STREET PIZZA TILLAMOOK OR	\$329.60	_____
12/18	12/17	0782	USPS STAMPS ENDICIA 888-434-0055 DC	\$100.00	_____
12/22	12/21	3441	Prime Video*8K4IQ40L3 888-802-3080 WA	\$8.99	_____
<b>Total for Account</b>				<b>\$1,866.28</b>	

Continued on Next Page





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

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
<b>Purchases and Other Debits</b>					
12/02	11/30	0107	PACIFIC RESTAURANT TILLAMOOK - OR	\$85.00	_____
12/04	12/03	0041	GARIBALDI BAY MARKET GARIBALDI OR	\$24.57	_____
12/07	12/05	5530	SQ *RECESS FOOD TRUCK Tillamook OR	\$45.00	_____
12/07	12/04	7255	GARIBALDI PORTSIDE BIS GARIBALDI OR	\$421.26	_____
12/14	12/11	0204	PACIFIC RESTAURANT TILLAMOOK OR	\$354.00	_____
12/18	12/16	2490	TENNANT CO MINNEAPOLIS MN	\$615.67	_____
<b>Total for Account</b>				<b>\$1,545.50</b>	

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

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
<b>Purchases and Other Debits</b>					
11/27	11/24	7784	CHICK-FIL-A #03489 BEAVERTON OR	\$23.18	_____
11/27	11/25	3760	PILOT 00003863 BROOKS OR	\$15.18	_____
<b>Total for Account</b>				<b>\$38.36</b>	

**Transactions** BILLING ACCOUNT ACTIVITY

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
<b>Payments and Other Credits</b>					
12/11	12/11	8	PAYMENT THANK YOU	\$141.55CR	_____
12/11	12/11	8	PAYMENT THANK YOU	\$4,210.78CR	_____
<b>Total for Account</b>				<b>\$4,352.33CR</b>	

2020 Totals Year-to-Date	
Total Fees Charged in 2020	\$4.63
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	\$4,270.70	\$0.00	YES	\$0.00	12.24%	
**ADVANCES	\$0.00	\$0.00	YES	\$0.00	23.99%	

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# Tillamook County Transportation District

## MONTHLY PERFORMANCE REPORT

DEC 2020

RIDERSHIP BY SERVICE TYPE	DEC 2020	DEC 2019	YTD FY 20-21	YTD FY 19-20	YTD % Change
<b><u>Dial-A-Ride Service</u></b>					
Tillamook County	695	1,100	4,959	6,416	-22.7%
NW Rides	501	682	2,568	4,541	-43.4%
<b>Dial-A-Ride Total</b>	<b>1,196</b>	<b>1,782</b>	<b>7,527</b>	<b>10,957</b>	<b>-31.3%</b>
<b><u>Deviated Fixed Route Service</u></b>					
Rt 1: Town Loop	2,657	3,663	16,103	22,286	-27.7%
Rt 2: Netarts/Oceanside	346	664	2,616	3,900	-32.9%
Rt 3: Manzanita/Cannon Beach	1,710	2,879	11,786	18,517	-36.4%
Rt 4: Lincoln City	629	1,259	4,778	9,087	-47.4%
<b>Local Fixed Rt Total</b>	<b>5,342</b>	<b>8,465</b>	<b>35,283</b>	<b>53,790</b>	<b>-34.4%</b>
<b><u>Intercity Service</u></b>					
Rt 5: Portland	393	833	2,771	5,300	-47.7%
Rt 60X: Salem	480	944	3,327	6,062	-45.1%
Rt 70X: Grand Ronde	263	360	1,635	2,710	-39.7%
<b>Inter City Total</b>	<b>1,136</b>	<b>2,137</b>	<b>7,733</b>	<b>14,072</b>	<b>-45.0%</b>
<b><u>Other Services</u></b>					
Tripper Routes	34	100	210	639	-67.1%
Special Bus Operations	0	91	516	1,303	-60.4%
<b>Other Services Total</b>	<b>34</b>	<b>191</b>	<b>726</b>	<b>1,942</b>	<b>-62.6%</b>
<b>TOTAL ALL SERVICES</b>	<b>7,708</b>	<b>12,575</b>	<b>51,269</b>	<b>80,761</b>	<b>-36.5%</b>

<b>ONE-WAY TRIPS BY USER GROUP</b>					
	Fixed		YTD	YTD	YTD %
USER GROUP	Route	DAR	FY 20-21	FY 19-20	Change
General (18 years to 60 years of age)	3,869	191	27,363	43,569	-37.2%
Senior/Disabled	2,135	957	20,471	31,411	-34.8%
Child/Youth (less than 18 years of age)	508	48	3,435	5,780	-40.6%
<b>Total</b>	<b>6,512</b>	<b>1,196</b>	<b>51,269</b>	<b>80,761</b>	<b>-36.5%</b>

<b>OTHER RIDER CATEGORIES</b>					
	Fixed		YTD	YTD	YTD %
	Route	DAR	FY 20-21	FY 19-20	Change
Ride Connection	44		354	522	-32.2%
Tillamook Bay Community College	114		789	1,274	-38.1%
NWOTA Visitor Pass	57		485	913	-46.9%
NW Rides		454	2,288	4,058	-43.6%
Helping Hands Shuttle		17	273	795	-65.7%

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## MONTHLY PERFORMANCE

Service Month	Passengers per Hour	Farebox Ratio	Operating Cost per Hour
<b><u>Dial-A-Ride Services</u></b>			
Dec-19	1.5	56.4%	71.09
Sep-20	1.5	40.7%	85.48
Oct-20	1.5	40.9%	83.46
Nov-20	1.5	43.8%	82.26
Dec-20	1.5	44.9%	87.54
<b>STANDARD</b>	<b>1.3</b>	<b>65.3%</b>	<b>56.36</b>
<b><u>Deviated Fixed Routes</u></b>			
Dec-19	6.1	9.3%	71.30
Sep-20	4.1	5.2%	86.13
Oct-20	4.1	5.1%	84.23
Nov-20	4.0	4.6%	83.03
Dec-20	3.9	4.6%	88.26
<b>STANDARD</b>	<b>7.0</b>	<b>12.4%</b>	<b>64.60</b>
<b><u>Intercity Services</u></b>			
Dec-19	3.2	19.7%	79.88
Sep-20	1.8	9.8%	96.77
Oct-20	1.8	9.7%	94.76
Nov-20	1.8	9.5%	93.37
Dec-20	1.7	8.6%	100.43
<b>STANDARD</b>	<b>2.9</b>	<b>31.5%</b>	<b>72.86</b>
<b><u>Other Services</u></b>			
Dec-19	5.3	10.5%	63.27
Sep-20	2.4	0.2%	77.05
Oct-20	2.5	0.5%	75.34
Nov-20	2.6	0.7%	74.37
Dec-20	2.6	0.7%	77.66
<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

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## QUARTERLY PERFORMANCE

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

Fall - 19	1.5	56.4%	71.09	46.65
Winter - 20	1.6	53.6%	76.90	48.35
Spring - 20	1.6	53.5%	78.13	49.99
Summer -20	1.5	40.7%	85.48	56.32
Fall - 20	1.5	44.9%	87.54	57.57

**STANDARD**

### Deviated Fixed Route Services

Fall - 19	6.1	9.3%	71.30	11.75
Winter - 20	5.9	8.1%	76.51	12.88
Spring - 20	5.3	7.2%	77.65	14.74
Summer -20	1.8	5.2%	86.13	20.96
Fall - 20	3.9	4.6%	88.26	22.43

**STANDARD**

### Intercity Services

Fall - 19	3.2	19.7%	79.88	25.19
Winter - 20	2.9	15.9%	88.54	30.21
Spring - 20	2.5	13.4%	90.07	36.55
Summer -20	1.8	9.8%	96.77	54.35
Fall - 20	1.7	8.6%	100.43	58.29

**STANDARD**

### Other Services

Fall - 19	5.3	10.5%	63.27	11.83
Winter - 20	5.4	9.5%	66.85	12.28
Spring - 20	4.8	7.8%	67.68	14.11
Summer -20	2.4	0.2%	77.05	32.17
Fall - 20	2.6	0.7%	77.66	29.76

**STANDARD**

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**Tillamook County Transportation District**  
**Actual FY 2020/2021**

**Year-to-Date Statistics and Performance**

Route/Run	Thru Dec 2020		1/10/2021													
	YTD Fare Revenue (\$)	YTD Passngs	YTD Service Hours	YTD Paid Hours	YTD Service Miles	Mileage Based Costs	Hourly Based Costs (\$)	Direct Cost (\$)	Indirect Costs (\$)	Total Costs (\$)	Hourly Rate (\$)	Passngs per Hour	Farebox Ratio	Passngr/\$ Subsidy	Average Fare (\$)	Revenue/Service Hour (\$)
<u>Dial-A-Ride Service</u>																
Dial-A-Ride	17,916	4,959	2,185	2,788	40,276	24,356	110,073	6,569	42,213	183,211	83.85	2.3	9.8%	0.03	3.61	8.20
NW Rides	175,431	2,521	2,734	3,569	73,511	44,454	137,725	8,219	57,002	247,400	90.49	0.9	70.9%	0.04	69.59	64.17
Total DAR	193,347	7,480	4,919	6,356	113,787	68,810	247,798	14,788	99,215	430,611	87.54	1.5	44.9%	0.03	25.85	39.31
<u>Deviated Route</u>																
01 Town Loop	10,297	16,103	2,306	2,621	31,450	19,018	116,164	6,932	42,547	184,662	80.08	7.0	5.6%	0.09	0.64	4.47
02 Netarts/Oceanside	2,747	2,616	1,214	1,634	26,754	16,179	61,155	3,650	24,245	105,228	86.68	2.2	2.6%	0.03	1.05	2.26
03 Manzanita	15,090	11,786	3,322	3,640	86,195	52,124	167,330	9,986	68,691	298,132	89.75	3.5	5.1%	0.04	1.28	4.54
04 Lincoln City	8,283	4,778	2,124	2,517	71,253	43,088	106,996	6,385	46,845	203,315	95.72	2.2	4.1%	0.02	1.73	3.90
Total Deviated Route	36,417	35,283	8,966	10,412	215,652	130,410	451,646	26,953	182,328	791,337	88.26	3.9	4.6%	0.05	1.03	4.06
<u>Intercity</u>																
05 Portland	25,483	2,771	1,784	1,947	57,148	34,559	95,210	5,362	38,851	173,981	97.54	1.6	14.6%	0.02	9.20	14.29
60X Salem	10,474	3,327	1,647	2,023	66,373	40,137	87,907	4,951	38,335	171,330	104.04	2.0	6.1%	0.02	3.15	6.36
70X Grand Ronde	2,754	1,635	1,058	1,329	36,791	22,248	56,466	3,180	23,566	105,459	99.70	1.5	2.6%	0.02	1.68	2.60
Total Intercity	38,711	7,733	4,488	5,299	160,312	96,944	239,582	13,493	100,751	450,770	100.43	1.7	8.6%	0.02	5.01	8.63
<u>Other Services</u>																
Trippers	162	210	54	138	643	389	2,717	162	977	4,245	78.71	3.9	3.8%	0.05	0.77	3.00
Special Bus Operation	0	516	224	225	2,299	1,390	11,299	674	4,000	17,364	77.41	2.3	0.0%	0.03	0.00	0.00
Total Other Services	162	726	278	363	2,942	1,779	14,016	836	4,977	21,609	77.66	2.6	0.7%	0.03	0.22	0.58
<b>Total TCTD Services</b>	<b>268,637</b>	<b>51,222</b>	<b>18,651</b>	<b>22,430</b>	<b>492,693</b>	<b>297,943</b>	<b>953,043</b>	<b>56,070</b>	<b>387,271</b>	<b>1,694,326</b>	<b>90.84</b>	<b>2.75</b>	<b>15.9%</b>	<b>0.04</b>	<b>5.24</b>	<b>14.40</b>

Total Mileage, Labor & Direct Cost 1,307,055 29.6%

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

**Year-Over-Year Comparison**

Route/Run	Thru Dec 2020 20/21			Thru Dec 2020 20/21			Thru Dec 2020 20/21			Thru Dec 2020 20/21			Thru Dec 2020 20/21			
	19/20 Fare Revenue	20/21 Fare Revenue	Amount Difference	Percent Difference	19/20 Passngrs	20/21 Passngrs	Amount Difference	Percent Difference	19/20 Service Hours	20/21 Service Hours	Amount Difference	Percent Difference	19/20 Total Cost	20/21 Total Cost	Amount Difference	Percent Difference
<u>Dial-A-Ride Service</u>																
Dial-A-Ride	18,447	17,916	-531	-2.9%	6,416	4,959	-1,457	-22.7%	2,422	2,185	-237	-9.8%	162,352	183,211	20,859	12.8%
NW Rides	269,926	175,431	-94,496	-35.0%	4,541	2,521	-2,020	-44.5%	4,767	2,734	-2,033	-42.6%	348,740	247,400	-101,340	-29.1%
Total DAR	288,373	193,347	-95,027	-33.0%	10,957	7,480	-3,477	-31.7%	7,189	4,919	-2,270	-31.6%	511,092	430,611	-80,481	-15.7%
<u>Deviated Route</u>																
01 Town Loop	15,546	10,297	-5,249	-33.8%	22,286	16,103	-6,183	-27.7%	2,281	2,306	25	1.1%	145,764	184,662	38,898	26.7%
02 Netarts/Oceanside	4,434	2,747	-1,687	-38.0%	3,900	2,616	-1,284	-32.9%	1,201	1,214	13	1.1%	83,916	105,228	21,313	25.4%
03 Manzanita	24,458	15,090	-9,368	-38.3%	18,517	11,786	-6,731	-36.4%	3,285	3,322	37	1.1%	238,513	298,132	59,618	25.0%
04 Lincoln City	14,455	8,283	-6,172	-42.7%	9,087	4,778	-4,309	-47.4%	2,101	2,124	23	1.1%	164,035	203,315	39,280	23.9%
Total Local Fixed Route	58,893	36,417	-22,476	-38.2%	53,790	35,283	-18,507	-34.4%	8,867	8,966	99	1.1%	632,228	791,337	159,109	25.2%
<u>Intercity</u>																
05 Portland	50,028	25,483	-24,545	-49.1%	5,300	2,771	-2,529	-47.7%	1,764	1,784	20	1.1%	135,862	173,981	38,119	28.1%
60X Salem	16,096	10,474	-5,622	-34.9%	6,062	3,327	-2,735	-45.1%	1,607	1,647	40	2.5%	134,360	171,330	36,970	27.5%
70X Grand Ronde	3,662	2,754	-908	-24.8%	2,710	1,635	-1,075	-39.7%	1,066	1,058	-8	-0.8%	84,182	105,459	21,277	25.3%
Total Intercity	69,786	38,711	-31,075	-44.5%	14,072	7,733	-6,339	-45.0%	4,437	4,488	51	1.2%	354,404	450,770	96,366	27.2%
<u>Other Services</u>																
Trippers	431	162	-269	-62.4%	639	210	-429	-67.1%	91	54	-37	-41.0%	5,638	4,245	-1,393	-24.7%
Special Bus Operation	1,988	0	-1,988	-100.0%	1,303	516	-787	-60.4%	272	224	-48	-17.5%	17,343	17,364	21	0.1%
Total Other Services	2,419	162	-2,257	-93.3%	1,942	726	-1,216	-62.6%	363	278	-85	-23.4%	22,981	21,609	-1,372	-6.0%
<b>Total TCTD Services</b>	<b>419,471</b>	<b>288,637</b>	<b>-150,835</b>	<b>-36.0%</b>	<b>80,761</b>	<b>51,222</b>	<b>-29,539</b>	<b>-36.6%</b>	<b>20,856</b>	<b>18,651</b>	<b>-2,205</b>	<b>-10.6%</b>	<b>1,520,705</b>	<b>1,694,326</b>	<b>173,622</b>	<b>11.4%</b>

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

Year to Date Performance Comparison

Route/Run	Thru Dec 2020 20/21			Thru Dec 2020 20/21			Thru Dec 2020 20/21			Thru Dec 2020 20/21		
	Hourly Rate	Hourly Rate	Amount Diff	Passngr /Hour	Passngr /Hour	Amount Diff	Farebox Ratio	Farebox Ratio	Amount Diff	Average Fare	Average Fare	Amount Diff
	19/20	20/21	Percent Diff	19/20	20/21	Percent Diff	19/20	20/21	Percent Diff	19/20	20/21	Percent Diff
Dial-A-Ride Service												
Dial-A-Ride	67.03	83.85	16.81	2.6	2.3	-14.3%	11.4%	9.8%	-1.6%	2.88	3.61	0.74
NW Rides	73.15	90.49	17.34	1.0	0.9	-3.2%	77.4%	70.9%	-6.5%	59.44	69.59	10.15
Total DAR	71.09	87.54	16.45	1.5	1.5	0.0%	56.4%	44.9%	-11.5%	26.32	25.85	-0.47
Deviated Route												
01 Town Loop	63.91	80.08	16.16	9.8	7.0	-28.5%	10.7%	5.6%	-5.1%	0.70	0.64	-0.06
02 Netarts/Oceanside	69.89	86.68	16.78	3.2	2.2	-33.7%	5.3%	2.6%	-2.7%	1.14	1.05	-0.09
03 Manzanita	72.60	89.75	17.15	5.6	3.5	-37.0%	10.3%	5.1%	-5.2%	1.32	1.28	-0.04
04 Lincoln City	78.09	95.72	17.63	4.3	2.2	-48.0%	8.8%	4.1%	-4.7%	1.59	1.73	0.14
Total Deviated Route	71.30	88.26	16.96	6.1	3.9	-35.1%	9.3%	4.6%	-4.7%	1.09	1.03	-0.06
Intercity												
05 Portland	77.02	97.54	20.53	3.0	1.6	-48.3%	36.8%	14.6%	-22.2%	9.44	9.20	-0.24
60X Salem	83.82	104.04	20.42	3.8	2.0	-46.5%	12.0%	6.1%	-5.9%	2.66	3.15	0.49
70X Grand Ronde	78.97	99.70	20.73	2.5	1.5	-39.2%	4.4%	2.6%	-1.7%	1.35	1.68	0.33
Total Intercity	79.88	100.43	20.56	3.2	1.7	-45.7%	19.7%	8.6%	-11.1%	4.96	5.01	0.05
Other Services												
Trippers	61.69	78.71	17.02	7.0	3.9	-44.3%	7.6%	3.8%	-3.8%	0.67	0.77	0.10
Special Bus Operation	63.81	77.41	13.61	4.8	2.3	-52.0%	11.5%	0.0%	-11.5%	1.53	0.00	-1.53
Total Other Services	63.27	77.66	14.39	5.3	2.6	-51.2%	10.5%	0.7%	-9.8%	1.25	0.22	-1.02
Total Other Services	72.91	90.84	17.93	3.9	2.7	-29.1%	27.6%	15.9%	-11.7%	5.19	5.24	0.05

Comparison FY19/20 to FY 20/21	YTD Through Dec 2020		
	19/20	20/21	Amount Difference
Mileage	548,050	492,693	(55,357)
Mileage Based Costs	306,942	297,943	(9,000)
Hourly Based Costs	888,801	953,043	64,241
Direct Costs	324,961	387,271	62,310
Overhead Costs			
Total Costs	1,520,705	1,638,256	117,552

Special Bus Operation Calculation Cost			Hourly Rate Calculation:		
Cost per mile calculation:	Actual	Plus	Profit	10%	Actual Hourly Rate
Minivan		45.8%			\$ 42.49
Small Bus		Overhead			3.3%
Coach					\$ 43.90
					29.6%
					\$ 56.90
					10.0%
					\$ 62.59

# nwCONNECTOR

## Coordinating Committee **Zoom** Meeting

January 15, 2021

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/81827076871>

**1 253 215 8782**

**Meeting ID: 818 2707 6871**

### 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>▪ December 11, 2020 Meeting Minutes (<b>Attached</b>)</li> <li>▪ December 2020 Financial Report</li> <li>▪ Ridership Tracking</li> <li>▪ Calculating Average Passenger Miles Update</li> <li>▪ Updating NWConnector Performance Measures</li> </ul>	Doug Pilant/All
10:15— 10:30a	3. NWOTA Standing Items <ul style="list-style-type: none"> <li>▪ IGA Distribution (<b>Attached</b>)</li> <li>▪ Marketing: <ul style="list-style-type: none"> <li>– Visitor Pass/Map update (Hailey)</li> <li>– NWConnector Information Card (Hailey)</li> <li>– Pictures of Bus Stops Without OXO Logo (Doug)</li> </ul> </li> <li>✚ Website <ul style="list-style-type: none"> <li>– GTFS-Flex Local Partners (Mary)</li> <li>– Add a bicycle page (Mary)</li> </ul> </li> </ul>	Doug Pilant/All
10:30— 10:45a	4. NW Connector Social Media Marketing/Online Ticketing <ul style="list-style-type: none"> <li>▪ Updates from December NWOTA Meeting and January 8, 2021 Workshop (<b>Notes Attached</b>)</li> </ul>	Doug Pilant/All
10:45— 11:00a	5. OpenStreetMap Research and Memo <ul style="list-style-type: none"> <li>✚ Adding first/last access to bus stops to NWConnector website.</li> </ul>	Doug Pilant/All
11:00— 11:05a	6. STIF—Discretionary Application Update	Doug Pilant Jeff Hazen
11:05— 11:150a	7. COVID-19 Transit/NW Connector Updates <ul style="list-style-type: none"> <li>✚ Sanitizer System Purchase Update</li> </ul>	All
11:15— 12:00p	8. Other Business and Member Updates <ul style="list-style-type: none"> <li>✚ 2021 Meeting Schedule (<b>attached</b>)</li> </ul>	All

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**Attachments:**

December 11, 2020 Meeting Minutes  
January 8, 2021 OSM/Online Ticketing Workshop

NWOTA 2021 Meeting Schedule

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

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NW Oregon Transit Alliance (NWOTA)  
Coordinating Committee Meeting Minutes (via Zoom)  
December 11, 2020  
Tillamook County Transportation District  
Tillamook, OR

1. Introductions: Doug Pilant, Coordinating Committee Chair, opened the meeting. Meeting attendees included:

- John Dreeszen—Columbia County Rider
- Brad Dillingham—Benton Area Transit
- Jeff Hazen, Mary Parker—Sunset Empire Transportation District
- Doug Pilant—Tillamook County Transportation District
- Cynda Bruce—Lincoln County Transit
- Ken Shonkwiler—ODOT
- Kathy Kleczek—NW Oregon Transportation Options
- Thomas Craig, Juliet Eldred, Chris Perry—Trillium Transit
- Ayreann Colombo, Mary McArthur—Col-Pac EDD

2. Consent Calendar: Unanimously approved. (CB/BD)

- November 13, 2020 Meeting Minutes—No changes.
- November 2020 Financial Report—Only change from October was \$227.20 for Carole Richardson starting the update of the NWConnector performance metrics.
- Ridership Performance Report— December numbers are going to get worse as get into COVID shutdowns for the holidays. People are staying home. Typical riders are only those that need transit, not those who can choose to ride.
- Calculating Average Passenger Miles Progress—Need to get average passenger miles from the partners before Carole will be able to update. Doug has compared TCTD performance metrics before to after the pandemic. Dramatic change.

3. Social Media Marketing Presentation/Workshop

Since there is some marketing and trip planning budget left, the NWOTA partners may want to look at doing more social media. Thomas provided a workshop on how to use social media, and when to use it. Important to remember that transit social media competes with a lot of other social media communications. Social media is one optional part of online strategy. important to leverage what it does well and only for what is valuable.

Different social media platforms:

- Facebook—Huge, 2.5 billion users each month. Largest social media advertiser in the world. Different category of users, with different tools for the different types of groups. the way in which Facebook presents business posts are different than casual Facebook user posts. Facebook tends to have an older audience than other platforms.
- Twitter—330 million users each month. Lower engagement. Not as universal a reach as Facebook. Lower advertising engagement, generally interest is in new advertising.
- LinkedIn—660 million registered, 330 million users. Good for business marketing, tapping into professional networks, employee hiring.
- Instagram—1 billion active users. All account types are set up the same, little difference between company and personal users. Photo focused. More interest in new things.
- U Tube—1.9 billion active users, 70% of videos fed by UTube algorithm.

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### What can transit agencies do with social media?

- Inform about changes and initiatives (not service alerts). More high level
- Increase standing in the community
- Provide education resources
- Make requests (employees, participation). Call for action
- Advertise services

### What will it take?

- Maintain policies that define usage, maintain consistency over time, rules of the road
- Create a helpful profile
- Post content on a regular basis
- Pay attention to changes in media patterns
- Respond to messages and content

### Goals for using social media (Metrics)

- Number of followers
- Engagement, people responding
- Conversion

### Typical social media activities

- Refine profiles for users, current and accessible
- Post about events, things, news. Things that make viewer smile, upcoming changes, surveys
- Follow and engage community. Be an active community member. Respond to other community member posts
- Respond to messages

### Social media best practices

- Use a 6<sup>th</sup> grade vocabulary
- Be brief
- Good pictures
- Remember accessibility. Always use text too
- Response times usually should be fast. Ideally hours, minutes or seconds
- Don't post service alerts or do so carefully. Website is the core place for service alerts. Not all riders use social media, or think of social media for alerts. Social media is for marketing. Since typically alerts are not about positive information, alerts on social media are necessarily good marketing. Yes—Mask notifications, upcoming holiday or service changes

### When is social media valuable

- Social media is marketing not customer information
- Marketing is about:
  - Raising brand awareness
  - Reach new customers
  - Retaining customers and increasing ridership

### Advertising on social media

- Nearly all social media usage is free advertising
- Social media companies are “freemium” services
- Each company will accept payment to show your posts to more people, or advertise on their platform

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### Discussion

- SETD. Live broadcasting on Facebook because of COVID. Amount of engagement is amazing. Pushing 200 people. Great opportunity for public engagement. In-person meetings would draw only a handful of people. Mary Parker watches the comments that come up and can share them live with the Board during the meeting. When follow up, then people continue to stay engaged, asking more questions over time. Jeff gets alerts when people and ask questions on FACEbkk and gets back right away.
- Lincoln—Want to have the staffing and support before start using. Will be really important.
- Tillamook—Best usage is when the District is involved in activities in the community, when working on projects and photos of people. Also sent out TCTD’s STIF survey and paid for advertising for the survey. Received 209 responses, rather than the normal 25—30 survey responses. Well worth \$50 paid for advertising. Not just responses from Tillamook County responses, but Salem, Lincoln City and Banks and North Plains. Get good responses, increase in number of people following us, and more interaction with the community. Why making the investment in Facebook.
- NWConnector has a FACEbood page. Haven’t had a post on it since August. Need to have a strategy on how we keep that Facebook page alive, if not going to be posting anything right now.
- Postings—Postings our board meetings, potentially a public portion of the meetings.

### Marketing Project

- Remaining budget: \$10,000
- Approximately level of resources for social media marketing efforts:
  - 3 hours per week content time beginning in mid-January
  - Ad spend/art purchase budget of \$2, 500
  - Monthly reporting on campaigns.
- Updating work Selena is doing is not included in the marketing numbers, but should change the available funds significantly. (\$500-- \$800)

### Website Project

- Remaining budget \$55,000
- Remaining deliverables
  - Publication and marketing of open source website toolkit
  - Hosting of trip planner and development of long-term cost plan
  - Approximate budget available for additional website enhancement--\$20,000

Trillium will look at how to house and have easily accessible on the NW Connector website.

#### 4. Open Street Map (OSM) Research and Memo

Chris provided a presentation on what OSM is and how it works:

- Free editable map of street environments
- Anyone can contribute
- All edits logged for accountability

Open Trip Planner utilizes the OSM platform and GTSF data

#### Open Street Map vs Google Maps Trends

- Google Maps Strengths
  - More building shapes (algorithms)
- Satellite imager OSM Strengths

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- Building shapes and names are more detailed (hand-drawn by locals)
- More private drives, service roads
- More secondary roads and walkways
- Both
  - Street shapes and names

Who's editing OSM in the NWOTA service area

- Hobbyists
- Map enthusiasts
- Concerned citizens
- Amazon logistics (delivery)

Validation

- Metadata
- Recent edits
- Edit authors
- Error detectors

Who is using OSM

- Tri-Met, Cheriots
- Amazon (deliveries)
- Apple (Missing maps project, humanitarian mapping, data improvement projects)
- Facebook (Rapid editor maps for unidentified roads in very rural areas)
- Microsoft (aerial imagery, dedicated team to improve OSM data)
- ESRI—Live OSM data, always updating

Why OSM in the future

- Increased use by TriMet, ODOT, private parties interested in not having to go through Google. Underutilized by governments.
- Benefits—Reliable data. Fast/Reactive to change. Ability to improve

OSM Memo to ODOT—Encourage this memo be forwarded to ODOT as an outcome of the NWConnector Trip Planner project. Provides documentation that further use of OSM by ODOT would be good. Really becoming a legitimate and credible source of mapping. Would be helpful for public transit agencies in the state. Trillium will follow up with the actual memo. Thomas will send out to the partners. Discuss at the January meeting. (Juliet and Chris will join)

5. NWOTA Standing Items:

- IGA—In progress. Collection of all the signature pages will be completed in January.
- Marketing—In progress. Report in January on the Visitor Pass/Map update, information card and pictures of updated bus stop logos.
- Website—In progress, report in January on adding local (last mile) partners and bicycle page.

6. STIF—Discretionary Application Update— Application has been submitted. Transportation Advisory Committee been notified of the project and still needs to approve funding the project before January. In the evaluation process, no questions yet. Technical review. Goes before for NWACT on January 14<sup>th</sup>. Doug and Jeff will talk about their Districts projects as well.

7. COVID Transit/NWConnector Updates

Sanitizer—Had to withdraw the Sole Source purchase because another company protested and said they could also provide this product. Next step is to refine the project specifications and seek up to three bids that consider the additional specifications.

8. Partner Updates

- OTC—Working on funding scenarios for the 2024—27 STIP, and have 3 different hybrid funding models. Public comment is open. OTC next meets on December 15th. Public Transit Advisory Committee (PTAC) leans toward 2B, which allocates \$245 million to non-highway, while maintaining the Fix-it budget.
- Tillamook—Over the last 4—5 months TCTD has been conducting a fare policy analysis. In addition to simplifying fare schedule and having an integrated fare structure throughout the region. Also, trying to simplify the fares to improve operations, and are now preparing a plan to communicate with the public the proposed fare policy. Looking at other areas throughout the country for ideas and best practices. Amtrak and Greyhound selling tickets on behalf of TCTD is really helpful. Have been thinking about the potential of adding sales of tickets onto the NWConnector website, both visitor passes and each of our local districts. Add ticketing to January workshop. For example, the (Columbia River) Gorge pass can be accessed by downloading an app that sends the pass to your phone. Saves having to go process e-checks and sending out passes. Token transit, hop-through technologies. Will want to coordinate all the partners are using the same application.
- Sunset Empire: Looking at purchasing E-Fare system by Dellerock. Used by Rogue Valley, Bend, Lane County. Reasonable cost.
- Seamless transit—Will be nice if everyone goes with the same system. NWOTA and Benton, Lane, Lincoln and Linn regions. Bottom line would like to be able for riders to purchase online, and have an Internet presence so people know to go there for passes/tickets. Being able to have the pass on mobile devices/phone is critical.
- BAT Interline agreements with Amtrak take negotiations. Benefits outweigh the risks. TCTD biggest issue was meeting their insurance and Oregon tort requirements. Since Lincoln and Benton counties are part of the regional system, may be able to piggyback onto what Tillamook and Clatsop have. Tillamook could then ticket all the way from Amtrak to Salem to Tillamook. An example of first/last 100 miles for out of state/country travelers. Tillamook and Clatsop will share their interline agreements with Cynda and Jeff. Biggest risk is guaranteeing travel if weather prevents a trip.

9. Other NWOTA Business

Partners agreed to change the 2021 Meeting Schedule to the third Friday of the month. However, in January, partners will hold a work session on the OSM memo and the potential for adding online ticketing to the NWConnector website on January 8<sup>th</sup> with the regular meeting to be held on January 15<sup>th</sup>.

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

## NWOTA Online Ticketing and Open Street Map Workshop

January 8, 2021

Meeting Notes

### Attendees:

Trillium Transit: Thomas Craig, Juliet Eldred, Chris Perry

Tillamook County Transportation District: Doug Pillant

Sunset Empire Transportation District: Jeff Hazen

Benton Area Transit: Brad Dillingham

Columbia County Rider: John Dreezen

Col-Pac EDD: Ayreann Colombo Mary McArthur

### Mobile Ticketing Options (Electronic ticketing)

#### Types of Electronic Ticketing

- Standard points of sale TCTD is in the process of purchasing tablets for their deviated routes, which may have the ability to add electronic ticketing via a dongle, if the appropriate software to do point of sale. Typically, standard points of sale are used for retail sales with multiple different products for sale. Also, the equipment is generally not the best for a bus environment where there is a lot of activity and movement.
- Online portals—Many merchant processors include an online portal through their services (eg Square, Clover. ) Easy to set up, 4—8 hours by Trillium. Tickets or passes can be sold through the website and delivered via mail (or, technically, email/phone). Each partner could set up their own online store with their own tickets. Can change the ticket options. Works fairly well. The only way to send the ticket/pass securely is to send them out by snail mail. Sending them electronically, opens up the ability for fraud with multiple copies being printed out/used. Best use is for passes, or multiple tickets rather than individual ticket sales. (Recommended for NWConnector passes)
  - Through merchant processors
  - Integrating with merchant processors
- Mobile apps—Large number of vendors, however they are starting to consolidate, which means if you sign up now, may be bought out. Some are fully commission-based (Token Transit and Hophtru). Typically a 10% commission, but can start up quickly. Some are flat-fee plus volume: Masabi and Delerrok). Typically, \$500--\$2,000/month, thus best for large volume use. Some companies are exploring cash-based payments, but they usually require a credit card. Different company approaches and policies about date, integration to other systems. Trillium is also watching the European market for applications.

Important to think through all the aspects, options before sign up for an ticketing option.

  - % of-revenue vs flat-fee
- Hardware validation systems
  - Mobile—based: Questions: How do you validate user/date of ticket. Electronically validate vs visually validate. However, industry is transitioning away from closed loop systems.
  - Closed loop and proprietary-based
  - Open loop and standards-based—Common in Europe, and slowly starting to show up in the US. Akin to the “tap” credit cards. Contact-less credit/debit cards are becoming increasingly

in use in the US. Could be a simple \$500 box on each bus that riders could tap and get their pass/ticket validated.

- Hop—A closed loop system that sits on top of an open loop technology that connects to other applications. Tri-Met could potentially be a vendor for NWConnector. Have a system and the technical system to deploy and continue to keep updated. In the past, Tri-Met pricing was very high, although it may have come down. Question: Is there interest in a broader payment system through out the State. Thomas will connect the partners with the best point of contact at Tri-Met. SETD has been looking at this for some time, and grant funding runs out in June. Hard to decide when the best time to jump in, with all the technology changes. Looking at Delaroc, based on use by other transit districts in Oregon. Was interested in Tri-Met but the costs have been too high. TCTD has been waiting and watching what has been evolving. Would like to be able to find something that would technology that is already in use on their vehicles. Like the Hopthru system because it also collects ridership data. Use EcoLane for our deviated fixed route buses.
- Cynda and Brad—Local COG has pushed forward with Token as their ticketing vendor. Haven't received any information yet on Token transit, so not sure how to proceed. Particularly if something was going to be set up for the NWConnector.
- Interline agreements with Amtrak and Greyhound is very convenient as they purchase their tickets through them. Which would add another dimension to online ticketing.

OSM—Encourage ODOT to use OSM for broader purposes.

OSM—Map that is underneath Open Trip Planner. (walking, driving, bus directions)

Big question—Is the data in OSM current and accurate? How is the data validated. No one procedure, so Trillium wanted to test the accuracy utilizing a set spot in the NWOTA region, and compared how the data stacks up to Google Maps. Result: Google has a lot of building maps and shapes due to their high quality satellites and shaping algorithms. OSM tends to be more up-to-date on the street-level, inter-connecting paths level. OSM also is faster to update, such as new bike lanes, walking paths, new signage. Tri-Met uses OSM for their Trip Planner.

Easy and quick to update.

Jeff—Has used and found OSM is better than Google Maps. Doug—Bike lanes are important to our region, appropriate places for people to get on/off buses, coordinating with ODOT's work on the Oregon Coast bikeway.

Next step?

- Send to ODOT?
- Trillium—Look at coastal communities in NWOTA and update first/last mile most efficient routes in some of the smaller connections on OSM and thus NWConnector's website Trip Planner. Improving people's access to transit, pathways, bikeways, shortcuts, etc.
- Trillium will be preparing a proposal. May have budget left in existing website trip planner grant. Chris will check with Thomas on the budget, and if there is, Doug will check with Arla on whether this can be added to the contract. Will add to next week's NWOTA Board meeting.

Recorded: Mary McArthur

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NWOTA

**Tillamook County Transportation District**  
Financial Statement

From 12/1/2020 Through 12/31/2020

	Current Period Actual	Current Period Budget	Current Year Actual	Total Budget	Total Budget Variance	50%
<b>Resources</b>						
Working Capital	3500 0.00	0.00	0.00	80,000.00	(80,000.00)	0.00%
NWOTA Partner Cont. Match	4225 0.00	0.00	21,000.00	42,000.00	(21,000.00)	50.00%
Transfer From General Fund	4911 0.00	0.00	12,000.00	12,000.00	0.00	100.00%
Transfer from STIF Fund	4918 0.00	0.00	0.00	64,000.00	(64,000.00)	0.00%
<b>Total Resources</b>	<b>0.00</b>	<b>0.00</b>	<b>33,000.00</b>	<b>198,000.00</b>	<b>(165,000.00)</b>	<b>16.67%</b>
<b>Expenses</b>						
<b>Materials and Services</b>						
Professional Services	5100 0.00	437.50	227.20	5,250.00	5,022.80	4.32%
Administrative Support	5101 4,875.00	2,083.33	10,462.50	25,000.00	14,537.50	41.85%
Website Maintenance	5102 0.00	625.00	0.00	7,500.00	7,500.00	0.00%
Marketing	5190 0.00	2,916.67	0.00	35,000.00	35,000.00	0.00%
Website Re-Design	5191 5,130.00	6,250.00	27,955.00	75,000.00	47,045.00	37.27%
Transit Access Project	5196 0.00	0.00	2,487.83	0.00	(2,487.83)	0.00%
Travel & Training	5220 0.00	416.67	0.00	5,000.00	5,000.00	0.00%
<b>Total Materials and Services</b>	<b>10,005.00</b>	<b>12,729.17</b>	<b>41,132.53</b>	<b>152,750.00</b>	<b>111,617.47</b>	<b>26.93%</b>
<b>Transfers</b>						
Transfer to General Fund	9130 0.00	0.00	0.00	3,000.00	3,000.00	0.00%
Unappropriated Ending Fund Bal	9180 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>10,005.00</b>	<b>12,729.17</b>	<b>41,132.53</b>	<b>198,000.00</b>	<b>156,867.47</b>	<b>20.77%</b>

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**NWOTA MEETING SCHEDULE  
2021**

Meetings are held the 3<sup>rd</sup> Friday of the month  
(note: Zoom meetings are planned through April, with in-person meetings resuming in May depending on COVID conditions)

January	Friday, 1/15	10:00 am—12:00 pm	<b>ZOOM</b>
February	Friday, 2/19	10:00 am—12:00 pm	<b>ZOOM</b>
March	Friday, 3/19	10:00 am—12:00 pm	<b>ZOOM</b>
April	Friday, 4/16	10:00 am—12:00 pm	<b>ZOOM</b>
May *	Friday, 5/21	10:00 am—2:00 pm	Tillamook County Transportation District
June *	Friday, 6/18	10:00 am—2:00 pm	Tillamook County Transportation District
July *	Friday, 7/16	10:00 am—2:00 pm	Tillamook County Transportation District
August *	Friday, 8/20	10:00 am—2:00 pm	Tillamook County Transportation District
September *	Friday, 9/17	10:00 am—2:00 pm	Tillamook County Transportation District
October *	Friday, 10/15	10:00 am—2:00 pm	Tillamook County Transportation District
November *	Friday, 11/19	10:00 am—2:00 pm	Tillamook County Transportation District
December *	Friday, 12/17	10:00 am—2:00 pm	Tillamook County Transportation District

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**Tillamook County Transportation District**  
Board of Directors Regular Monthly Meeting  
Thursday, December 17, 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 6:02pm
2. Pledge of Allegiance
3. Roll Call:

**Present**

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

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 (via web)  
Brent Olson, Superintendent (via web)  
Tabatha Welch, Finance Supervisor (via web)  
Cathy Bond, NW Rides Brokerage Manager/Board Clerk (in person)

**Absent**

Hailey Fields, Administrative Assistant

**Guest**

Arla Miller, ODOT Regional Transit Coordinator (via web)  
Kathy Kleczek, NW Transportation Options (via web)  
Susan Wright, Kittleson and Associates (via web)

4. Announcements and Changes to Agenda: Added presentation by Susan Wright from Kittleson and Associates.
5. Public & Guest Comments:  
Board Chair Huffman asked Kathy Kleczek to share about tomorrow morning's Facebook live show. Due to the holiday, next Friday's show will be a re-run. She invited board members to be on the show in the future. Board Chair Huffman said put him on the list. She shared the link for the show.
6. Executive Session: None

7. Presentation of DRAFT FY 2021-23 STIF Plan: Kittelson & Associates – Susan Wright

GM Doug Pilant reported the progress on the development of the District's FY2021-23 STIF Plan that was presented to the Transportation Advisory Committee (TAC) last week. Susan Wright provided the Board an overview of the planning process, which includes a review of the District's existing adopted plans, identified potential projects from those plans for STIF funding consideration, public survey results to prioritize these projects, the cost estimates to implement the projects, continued funding of existing STIF projects, estimated unallocated STIF funds for new projects and prioritize the plans. Board Chair Huffman asked if there were good improvements for South County, that one of the board members who lives in South county would appreciate and may have questions. Director Adler asked how many people are served at POTB? GM Doug Pilant stated that this expansion would serve Helping Hands, Trask River RV Park, the Sheriff's Dept and other business at Port. Currently dial-a-ride serves these locations, and a fixed route service would replace the Helping Hands Shuttle and reduce the dial-a-rider trip being made to these locations throughout the day. Director Adler asked if South County dial-a-ride would eliminate the bus service on Hwy 101 and if there are any volunteer drivers in South County? GM Doug Pilant stated that one of the goals would be to provide South County residents with transportation to/from Route 4 bus services. Director Adler asked if there's an additional fee for connecting to bus service. GM Doug Pilant stated the fee will be based upon whatever the current fare ordinance is at that time. He explained we are currently working on a new fare policy and that hasn't yet been determined. Director Adler asked if there will ever be a South County loop from Hwy 101 through Sandlake/Tierra Del Mar? GM Doug Pilant said if there was sufficient demand in the future the dial-a-ride service could be converted into a fixed scheduled service. Director Adler clarified dial-a-ride can get people where they need and leaves 101 service intact? GM Doug Pilant confirmed that 101 bus service stays intact, and all other areas are served by dial-a-ride. Board Chair Huffman thanked Susan Wright for all her work and presentation.

**REPORTS**

8. Financial Report: GM Doug Pilant reviewed the November 2020 financial reports. The District has completed 42% of the Fiscal Year. GM Doug Pilant reported the last SDAO/US Bank loan payment had been made and now the loan is now 100% paid off. Board Chair Huffman asked how long the loan was being paid. GM Doug Pilant stated 20 years. Director Hanenkrat asked about checks only having one signature? Finance Supervisor Tabatha Welch stated it was due to the Governor's current activity freeze. Director Hanenkrat and Board Chair Huffman stated the Treasurer needs to be notified when that change is made. Director Hanenkrat asked about the expense for the Wellness Center. Finance Supervisor Tabatha Welch stated the District received a grant to purchase another piece of equipment. Director Adler asked about the charge for masks to Etsy. Finance Supervisor Tabatha Welch explained the District orders a variety of masks from various vendors to offer drivers and employees options for best protection, this was one of the vendors. Director Adler was surprised that the District purchased from Etsy.

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9. Service Measure Performance Report: GM Doug Pilant provided an overview of the operations performance measures through November 2020. YTD Ridership overall has decreased -36.1% change over the previous year. The YTD passengers per hour are -29%; the cost per trip was +66% while the cost per hour was +18% and the fare box recovery was -43%. Board Chair Huffman thinks that advertising the purchasing of the cleaning and sanitation equipment and the process would help customers feel safe about riding transit.
  
10. Northwest Oregon Transit Alliance: GM Doug Pilant reviewed the November 2020 NWOTA meeting agenda, minutes, finance report with the Board. The majority of the meeting was spent collaborating Trillium to discuss additional website changes and updates. NWOTA also agreed to temporarily schedule their monthly meetings to the 3<sup>rd</sup> Friday of each month to accommodate ODOT's Arla Miller's schedule change. Sanitation equipment procurement ran into some issues and received a sole source procurement protest. The committee will review process more specifically and likely go out for bid. Board Chair Huffman asked who Paul is. GM Doug Pilant stated Paul Lewicki is the Chief Operating Officer at Sunset Empire Transit.
  
11. Planning & Development:
  - a. Deviated Fixed Route/ADA Policy – No report
  - b. STIF/STF Consolidation – No report
  - c. STIF Service Alternatives Plan: Kittelson & Associates presented a draft plan to the TAC advisory committee and Board. The report is included in the board packet.
  - d. TCTD Fare Policy Analysis: GM Doug Pilant reported the project continues to evolve and are now working on a public outreach effort. Next step is to provide the Board a presentation at the January board meeting. The planning process has identified student transportation needs and the County's school districts are being drawn into the project.
  
12. Grant Funding:
  - a. Section 5310 Formula – Ford transit van arrived at the vendor last week. Working on logos and installation. Should take delivery in January.
  - b. Rural Veterans Transportation Grant – Resolution included for the Board to approve tonight. Board Chair Huffman asked if that was one of the priorities in the Kittleson plan. GM Doug Pilant said this has been a long-term goal for several years and is a consideration of the STIF Plan.
  - c. 5310 Discretionary – Ecolane, SMS and Mobile App has been purchased. Deviated Fixed route will be implemented after new fare policy.
  - d. Section 5311 – Intercity buses, 2 dial-a-ride vans procurement is now in process.
  - e. Section 5339 – Intercity bus, 2 dial-a-ride vans procurement is now in process. Reviewed Champion Park Apartments bus shelter project with Tillamook County Public Works and they are supportive of the project to move forward.
  - f. STIF Plan and application due to be submitted to ODOT on February 1, 2021.
  - g. STF, Section 5310 Formula, Section 5311 applications are due to be submitted to ODOT by March 1, 2021



13. Facility/Property Management

- a. Transit Visitors Center – Purchase Sale Agreement (PSA) documents are included for approval on the agenda.
- b. Alternative Fuel Facility: Preparing a sole source determination for procurement to bring to the January board meeting for approval.
- c. Building carpet project: Project started and should be completed by Christmas. Board Chair Huffman asked what color it was. GM Doug Pilant stated it is the same as the new carpet in new portion of the administrative offices and TFCC.

14. NW Ride Brokerage

- a. GM Doug Pilant reported the District is waiting for feedback from Care Oregon on the next version of the provider BPA.
- b. Brokerage Manager Cathy Bond reported she is working with Care Oregon on the OHA Audit process and ridership is slowly improving.

15. Miscellaneous

- a. Tillamook County Mobile Clinic IGA – No report
- b. Tillamook County Public Communication System Plan – No report
- c. GM Doug Pilant provided an overview of Consent Calendar items that need approval.
  - i. Board meeting calendar was revised to move the September meeting date to 4<sup>th</sup> Thursday.
  - ii. Budget Calendar revised to correct the public meetings notices distribution.
  - iii. Public Meetings Policy #25 revised to reflect the District's current processes, remove ORS and OAR's and replace with exhibits; removed smoking policy; and revise/expand public meetings conducted with telecommunications information. This policy will be included in the Board of Directors' manuals.

**CONSENT CALENDAR**

16. Motion to Approve the Minutes of the November 19, 2020 Regular Board Meeting
17. Motion to Accept Financial and Operations Reports: November 2020
18. Motion to Accept 2021 Board Meeting Calendar
19. Motion to Accept FY 2021-22 Budget Calendar
20. Motion to Amend TCTD Policy #25 Public Meetings

Board Chair Huffman requested changes to the November meeting minutes: Item 14, He instructed to add that each board member be given a choice of using their own email or district email. He also wanted the minutes changed to say it is not a requirement to have email if you are a senior or someone with limited access or just prefers to communicate through phone. Director Hanenkrat said he thought email should be an agenda for the Board to discuss. Board Chair Huffman agrees on adding it as a discussion to a future meeting. Director Edwards stated that changes to the minutes should be corrections to reflect what happened at the meeting. Board Chair Huffman stated he wanted the minutes changed because he wants to make a point that he thinks needs to be at the beginning of the section of the last minutes. Board Chair Huffman said he will discuss at a later meeting.

*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.*

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Director Adler wants her comment "she has no idea how to access the District account that was set up" changed to say, "she had not been notified how to access it".

**Motion** by Director Riggs to adopt the Consent Calendar, with noted changes to the minutes. *Motion Secinded* by Director Edwards. Board Chair Huffman called for further discussion; followed by none, he called for the vote.

**MOTION PASSED**

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

**ACTION ITEMS**

21. Motion to Approve Resolution #20-30 in the Matter of Authorizing the GM to Execute a Purchase Sale Agreement to Purchase the Transit Visitor Center Property from the City of Tillamook

GM Doug Pilant explained the Resolution to the Board.

**Motion** by Director Holm to Approve Resolution 20-30 in the Matter of Authorizing the GM to Execute a Purchase Sale Agreement to Purchase the Transit Visitor Center Property from the City of Tillamook. *Motion Secinded* 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.

22. Motion to Approve Resolution #20-31 in the Matter of Authorizing the General Manager to Execute and Agreement with ODOT, acting by and through its Department of Transportation Rail and Public Transit Division (Veterans Rural Transportation Grant # 34596)

GM Doug Pilant explained the Resolution to the Board. Director Hanenkrat asked if this grant covers services to Portland area. GM Doug Pilant stated it is for the clinics in Warrenton, Lincoln City and Salem. Brokerage Manager Cathy Bond stated there is a second grant pending award for the services to Portland area.

**Motion** by Director Edwards to Approve Resolution #20-31 in the Matter of Authorizing the General Manager to Execute and Agreement with ODOT, acting by and through its Department of Transportation Rail and Public Transit Division (Veterans Rural Transportation Grant # 34596). *Motion Secinded* 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.

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**DISCUSSION ITEMS**

23. Service Agreement with Carson Oil Company – GM Doug Pilant reported that staff is negotiating the terms of the Carson Oil Service Agreement and expects to have it completed for approval at the January Board meeting. Director Holm asked for feedback regarding the email received from Sheldon Oil. GM Doug Pilant explained that Sheldon's email and letter missed the protest deadline of November 30, 2020. GM Doug Pilant explained the points made in Sheldon Oil's letter were not completely accurate. Director Hanenkrat said that Sheldon would match the price. Director Hanenkrat then asked when the last time was there was there a discussion between the District and Sheldon Oil. GM Doug Pilant stated that Operations Superintendent Brent Olson had reached out to Sheldon Oil several times regarding them providing the District with a functional .CSV file to download fueling data into the District's fleet maintenance software. GM Doug Pilant said the District has wanted a vendor who will provide a functional .CSV file for about 5-years. Director Hanenkrat stated he dealt with them for years and it did not seem like any experience he has had with them. GM Doug Pilant said that Finance Supervisor Tabatha Welch had reached out to Sheldon to obtain a copy of a contract to determine if there were any notification requirements prior to terminating service. She reported that the District does not have a contract with Sheldon Oil. Director Hanenkrat said he was not surprised there was not a contract. Director Holm said since the District is a public entity, he thinks it should have a contract. Director Hanenkrat asked if the District put the request out for a bid. GM Doug Pilant said no that last month the Board authorized a sole source procurement, and it was placed on the State's ORPIN for all oil companies to review and protest. Board Chair Huffman asked if Sheldon Oil acknowledged seeing or knowing about the bid. Director Holm stated as long as the notice was properly published, the District is not required to know if any vendors have seen it or have knowledge. GM Doug Pilant stated the sole source procurement on ORPIN is the required notice. GM Doug Pilant said another criterion of the sole source procurement is to purchase fuel from a single vendor with outlets in Salem and Lincoln City so the District can receive one monthly statement/invoice. GM Doug Pilant said the sole source procurements indicates that Carson Oil meets that criteria. GM Doug Pilant said he also discovered in this process the District could have been purchasing fuel at a lower price. Director Hanenkrat does not think it will be a lot cheaper, just a bit cheaper. Board Chair Huffman stated after all these years, the District will finally have a contract. GM Doug Pilant reminded the Board that since Carson Oil is both a Pacific Pride and CFN distributor the District can continue purchasing fuel from Sheldon Oil's Tillamook facility. He also said the District will also have the option to purchase fuel from Carson Oil's facility on an as needed basis. Director Hanenkrat asked if Carson Oil has generators during power outage, like Sheldon Oil does. Operations Superintendent Brent Olson states he is unaware of the status of Carson Oil's backup power.

24. FTA/ODOT 3-Year TCTD Compliance Review – GM Doug Pilant shared the Compliance Review findings with the Board. GM Doug Pilant reported that most findings were minor and were corrected during the review. The only outstanding finding is to amend the TCTD Ordinance #3 Policy to include appropriate process to refuse rides based upon involuntary behavior or issues. Board Chair Huffman asked if the conduct ordinance changes were the result of past issues. GM Doug Pilant stated it meets the FTA requirements and shared an example of a past issue. GM

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Doug Pilant reported this was his 3<sup>rd</sup> compliance review while being at the District and that he's really proud of the minimal number of findings. Board Chair Huffman asked if the audit is every 3 years. GM Doug Pilant confirmed it is in 3-year intervals. Arla Miller shared that it is highly unusual for agencies to not have any ADA and procurement findings. She was impressed by the District's performance as well.

25. Board Staff Comments/Concerns

GM Doug Pilant: Happy holidays to everyone. Glad 2020 is closing, looking forward to 2021.

Finance Supervisor Tabatha Welch: None.

Operations Superintendent Brent Olson: Safe holiday, looking forward to 2021.

NWR Brokerage Manager/Board Clerk Cathy Bond: Missed not having a holiday party this year. Merry Christmas to everyone!

Administrative Assistant Hailey Fields: Absent.

26. Board of Directors Comments/Concerns

Jim Huffman – Shared that Doug and he have a plan for Doug's review after the 1<sup>st</sup> of the year. Happy to get Transit Visitor's Center purchased and a 1-year brokerage contract with Care Oregon. Hard not to be together, Merry Christmas, happy holidays. Judy Riggs – Misses Cathy's cooking at the party too, thank you for the bag of goodies and have a safe and happy holiday.

Marty Holm – Thank you for the gift bag delivered directly to his home.

Jackie Edwards – Gift bag nice, thank you. Enjoyed the oranges so much she went out and bought more! Misses the Christmas party and happy holidays to everyone.

Gary Hanenkrat – Wishes everyone the best for the holiday. Asked if Hailey was online? GM Doug Pilant stated she's out sick.

Linda Adler – Thank you for the gift. Asked Doug if there can be an executive session at the beginning of year for his review. Told Doug he did an excellent job, well done.

Melissa Carlson-Swanson – Thank you for the gift bag, missing everyone, safe and happy holiday into the new year. Pointed out the chat box where Kathy at NW Transit Options reminding everyone about the SDAO conference in February.

**UPCOMING EVENTS**

Board Training – TBD

SDAO Conference –

February 3-4, 2020. Go to <https://www.sdao.com/annual-conference> to attend.

Adjournment: Board Chair Huffman adjourned the meeting at 7:53pm.

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

ATTEST:

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

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

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

**ADOPTING THE 2021-2023 STIF PLAN )  
AND AUTHORIZING THE GENERAL )  
MANAGER TO SUBMIT APPLICATION )  
FOR STIF FORMULA FUNDS )**

**RESOLUTION NO. 21-01**

**WHEREAS**, with the passage of House Bill 2017 in 2017, the Oregon Legislature established the Statewide Transportation Improvement Fund (STIF) to finance investments and improvements in public transportation services, as described in ORS 184.751 et seq. and OAR Chapter 732, Division 040; and

**WHEREAS**, pursuant to ORS 184.758(1)(a), 90 percent of STIF moneys shall be allocated to Qualified Entities in shares determined under ORS 184.758(2), known as STIF Formula Funds under OAR 732-040-0005(30); and

**WHEREAS**, pursuant to ORS 184.758(4), to be eligible to receive STIF Formula Funds, a Qualified Entity shall prepare and submit a public transportation improvement plan, known as a STIF Plan under OAR 732-040-0005(32), to the Oregon Transportation Commission; and

**WHEREAS**, pursuant to ORS 184.758(5), such STIF Plan must include, at a minimum, the following:

(a) For each proposed project, the amount of moneys from the percentage distribution that would be allocated to the project to fund the following:

(A) Increased frequency of bus service schedules in communities with a high percentage of low-income households; and

(B) Procurement of buses that are powered by natural gas or electricity for use in areas with a population of 200,000 or more; and

(C) Implementation of programs to reduce fares for public transportation in communities with a high percentage of low-income households; and

(D) Expansion of bus routes and bus services to reach communities with a high percentage of low-income households; and

(E) Improvement in the frequency and reliability of service connections between communities inside and outside of the qualified entity's service area; and

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(F) Coordination between public transportation service providers to reduce fragmentation in the provision of transportation services.

(b) For the current fiscal year, a summary of any plans and project proposals approved by an advisory committee under ORS 184.761; and

(c) If a qualified entity was a recipient of a percentage distribution in the preceding fiscal year, the amount of moneys received from the distribution that were allocated to a project for the purposes described under paragraph (a) of this subsection.

**WHEREAS**, pursuant to ORS 184.761, an advisory committee appointed by the governing body of each Qualified Entity shall advise and assist the governing body in prioritizing plans or projects to be funded from the STIF Formula Funds; and

**WHEREAS**, pursuant to ORS 184.752(2)(c), Tillamook County Transportation District (TCTD) is a Qualified Entity eligible for STIF Formula Funds on account of its status as a transportation district organized under ORS 267.510 to 267.650; and

**WHEREAS**, TCTD has developed a STIF Plan known as the FY2021-2023 STIF Plan, attached hereto as Exhibit A, which proposes the use of STIF Formula Funds for public transportation projects in fiscal years 2021, 2022, and 2023; and

**WHEREAS**, the FY 2021-2023 STIF Plan contains the elements required by ORS 184.758(5); and

**WHEREAS**, the TCTD Transportation Advisory Committee (TAC), duly appointed by the TCTD Board of Directors, has advised and assisted TCTD in prioritizing plans and projects to be funded from STIF Formula Funds; and

**WHEREAS**, the FY2021-2023 STIF Plan includes projects previously identified in TCTD's other local transportation plans, progress on which has been contingent on the receipt of additional funding; and

**WHEREAS**, the FY2021-2023 STIF Plan seeks up to \$723,570 of newly available STIF Formula Funds; and

**WHEREAS**, the TCTD Board of Directors has considered the FY2021-2023 STIF Plan, and finds it in the best interest of the District to adopt it.

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

the Board adopts the FY 2021-2023 STIF Plan, and authorizes the General Manager to submit TCTD's application for STIF Formula Funds, together with all required documentation, to the Oregon Department of Transportation.

INTRODUCED AND ADOPTED this 21<sup>st</sup> day of January 2021.

ATTEST:

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

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

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**EXHIBIT A**  
**2021-2023 STIF PLAN**

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MEMORANDUM

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Date: January 13, 2021 Project #: 24415

To: Doug Piant  
Tillamook County Transportation District  
3600 3rd Street, Suite A  
Tillamook, OR 97141

From: Susan Wright, PE, PMP and Russ Doubleday

Project: TCTD STIF Plan FY 2021-23

Subject: STIF Goals and Project Priorities

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The Tillamook County Transportation District (TCTD) has created a Statewide Transportation Improvement Fund (STIF) Plan to identify priorities for use of the STIF funds, consistent with TCTD's adopted plans, for the next several funding cycles. This memorandum outlines TCTD's mission and goals, recent accomplishments, community/rider input on priority service needs, potential future STIF projects, and costs and financing for these potential projects.

### TILLAMOOK COUNTY TRANSIT DISTRICT'S MISSION AND GOALS

TCTD's mission is to "Connect Communities Through Sustainable Transit Services". This mission is pursued through numerous goals, as described in its adopted plans. A brief summary of TCTD's adopted plans and the goals outlined within them is provided below.

- Coordinated Transportation Plan (2016): TCTD has a goal to provide services to seniors, people with disabilities, and low-income people, as these people are often especially reliant on public transit to meet their needs. TCTD's Coordinated Transportation Plan describes the needs of this population in Tillamook County and details service, infrastructure, and coordination strategies to meet those needs.
- Long-Range Transit Development Plan (2016): TCTD's Transit Development Plan describes current transit operations, unmet needs, service alternatives, and a financial plan. It describes TCTD's vision of delivering innovative service and valuing accountability, safety, communication, and service excellence and outlines a 20-year plan to implement this vision.
- Connector Management Plan (2016): TCTD has a goal to improve intercity connection to, from, and within Tillamook County. The Connector Management Plan is the plan outlining improved intercity connections between five agencies in Oregon (TCTD, Sunset Empire Transportation District, Columbia County Rider, Lincoln County Transit, and Benton County Transportation) and

includes strategies each of the five partners can pursue to improve connections. One of the primary purposes of the group is to market and brand each agencies' services as a single system called the NW Connector regional transit service. TCTD's involvement in is critical for the alliance and aids TCTD in the pursuit of its goal to improve intercity connections.

- Intercity Transit Enhancement Plan (2017): The Intercity Transit Enhancement Plan is a TCTD-specific document describing methods to work towards TCTD's goal to improve intercity connections to and from Tillamook County including Portland and Salem through strategies such as interlining with Amtrak and Greyhound to maximize interstate transit connections. It identifies opportunities to improve these connections using schedule modifications and service additions.

The goal of the STIF funding source is to improve or expand public transportation service in Oregon to expand job access, improve mobility, relieve congestion, and reduce greenhouse gas emissions around Oregon. TCTD's goals mirror these goals closely, as improving mobility and expanding job access are key aspects of providing services to seniors, people with disabilities, and low-income people and improving intercity connection to, from, and within Tillamook County. TCTD's concurrent goal of reducing fares to make transit more accessible to the Tillamook County community will also help the agency achieve its mobility and job access goals, will increase ridership and formula funds, and help meet the STIF funding goals, as well.

## KEY ACCOMPLISHMENTS

The following highlights some of TCTD's key accomplishments over the past five years:

- Automated Scheduling and Dispatching
  - Scheduling and dispatching of dial-a-ride trips was automated through new dispatch software (Ecolane) and equipping all dial-a-ride vehicles with tablet. Together these allow for real-time dispatching. In addition, TCTD is in the process of implementing SMS texting notifications, real-time mobile app scheduling, and deviated fixed-route scheduling and dispatching. These programs will allow TCTD to manage deviations more efficiently and go paperless for ticketing.
- Pacific City Free Shuttle
  - Beginning in 2017, the Pacific City Free Shuttle operates on weekends in Pacific City between June 29<sup>th</sup> and September 1<sup>st</sup>. The Shuttle provides free transportation to and from destinations throughout Pacific City, including the County Boat Launch and Bob Straub Park. Service runs from 9:00 AM to 8:15 PM (Saturdays) or 6:00 PM (Sundays) with 45-minute headways.
- Coastal Connector Improvements
  - The Route 60X (Coastal Connector) had scheduling changes to provide riders with better intercity connections, including to Salem and connections to Cherriots, Greyhound, and Amtrak services, and to Newport and connections to Lincoln County Transit.
- Route 3 Service to Cannon Beach

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- TCTD increased service from Tillamook to Cannon Beach from 2 to 4 trips per day on Route 3 as of January 2018, adding time to the route and an additional stop at the North Coast Recreation District in Nehalem. These changes enhanced intercity connections and provide Tillamook County residents better access to jobs and services in Cannon Beach and Seaside.
- Website Improvements
  - The TCTD website has been moved to a joint website for all the NW Transit Alliance (NWOTA) providers. This site has been steadily improved over the last five years. In July 2020, website enhancements were incorporated using an STIF Intercommunity Grant. These enhancements include improved trip planning capabilities (using Open Trip Planner) and the ability for visitors to see what demand response services are available (using new GTFIS-Flex data). TCTD continues to make updates to its website – these improvements include synchronization with Open Street Map to provide finer-grain details about the local transportation network to improve bus stop accessibility and incorporating mobile electronic ticketing in partnership with all NWOTA providers.

## POTENTIAL FUTURE PROJECTS

Table 1 describes projects identified in TCTD’s adopted plans to address unmet needs throughout the county that may be able to be funded with STIF funds. However, the highest priority for TCTD is to maintain existing service which requires stable funding and maintenance and periodic replacements of the existing fleet.

**Table 1. Potential Future Projects**

Project	TCTD-Adopted Plan	Goals Addressed by Project
Complete Cloverdale Wayside Transit Center	<b>TCTD Transit Development Plan</b>	Enhance coordination between TCTD and local partners
Create a new driver block that serves Route 2 twice a day and Route 3 three times a day to fill morning and afternoon headway gaps for each route. <b><i>This route would require an additional bus.</i></b>		Increase service
Modify Route 3 to better serve Nehalem by adding a stop along Highway 101 to serve existing deviations. In conjunction, modify Route 3 to replace flag stops through Rockaway Beach for a 3-mile zone with designated stops.		
Create new route that serves Pacific City and Tillamook and provides service through Sandlake Road. <b><i>This route would require an additional bus. This service could extend to Lincoln City to increase the number of trips per day between Lincoln City and Tillamook.</i></b>		
Modify Route 2 to extend from Netarts to Pacific City and Lincoln City, operating four times per day. Consider serving Oceanside with Dial-A-Ride to connect it to Route 2 and Route 5. <i>(Note: This is not included in the TDP but is a new derivation of the Sandlake Road route in the TDP)</i>		
Eliminate existing Pacific City loop on Route 4 (in tandem with a new Sandlake Road route) and add 5th run on Route 4 to Lincoln City (reduce headways to 3-3.5 hours, rather than 4 hours) – extra 1-2 service hours per day. <i>(Note: Need to coordinate transfers with Sandlake Road route in Lincoln City for Hebo/Beaver/Cloverdale to get to Pacific City or serve these areas with DAR.)</i>		



Add new bus to reduce headways by a factor of two between Tillamook and Lincoln City. <b><i>This route would require an additional bus.</i></b>	<b>TCTD Intercity Transit Enhancement Plan</b>	Enhance Intercity Connections	
Extend Route 1 service later in the evening to allow connections from intercity routes arriving in Tillamook after 6:00pm.			
Provide a faster trip between Tillamook and Lincoln City by eliminating the diversion into Pacific City on all trips except the first northbound and last southbound trip (to serve work trips originating in Pacific City). Coordinate the schedule for transfers to Route 60X and 70X. Provide several roundtrips each day from Lincoln City to Pacific City.			
Provide three round trips per day to Portland (morning, midday, and late afternoon/evening) and modify the scheduled times to increase the number of interline opportunities with Greyhound and Amtrak and increase the practicality of Route 5 for more types of trips (provides more hours in Portland for a daytrip from Tillamook as well as a same day return trip for trips from Portland to Tillamook).			
Add more stops in Tillamook, Nehalem, and Manzanita.	<b>TCTD Coordinated Public Transit-Human Services Transportation Plan</b>	Improve Transportation Service	
Increase service frequency to high transit use areas on north-south Routes 3 and 4. <b><i>This route would require an additional bus.</i></b>			
Increase the frequency of longer distance service on Route 5. <b><i>This route would require an additional bus.</i></b>			
Provide personal pick-up and transportation of senior and disabled veterans that live in outlying rural areas to local businesses and community events.			
Increase service in the south part of Tillamook County.			
Increase frequency of service during late evening and night hours.			
Add a bus to serve the north county area for evening shift workers.		Improve Transportation Infrastructure	
Increase Dial-A-Ride services. <b><i>This would require additional vehicles.</i></b> (Note: a reduction in volunteer drivers has reduced DAR service in South County and has increased the need to consider paid DAR drivers)			
Provide shelters (Oceanside, Tillamook Post Office, Tillamook Bay Community College - Rural Partners Building, Cloverdale Wayside, Cloverdale Health Clinic, Hoquarton Interpretive Center, Goodspeed Park, Garibaldi City Hall, and Champion Park Apartments). (Note: Champion Park Apartments is not included in the CTP plan but is an existing need)			
Provide a bus stop sign and pole at the converted flag stops along Route 3 through Rockaway.			
Provide real-time arrival times at bus shelters and/or via smartphone apps.			Improve Technology
Install Hanover Destination Signs on new buses.			Improve Capital Assets
Continue to enhance reduce fare subsidy programs and/or vouchers (such as the gold token program) to encourage ridership among special needs populations.			

## COMMUNITY INPUT

As shown in Table 1, there are a number of different projects that TCTD could use STIF funding to pursue. TCTD gathered community input on transit service enhancement priorities through a public online survey that ran from July 13<sup>th</sup> through August 15<sup>th</sup>, 2020. This section documents the feedback received.

The survey asked respondents to rate their interest in each potential project with 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:

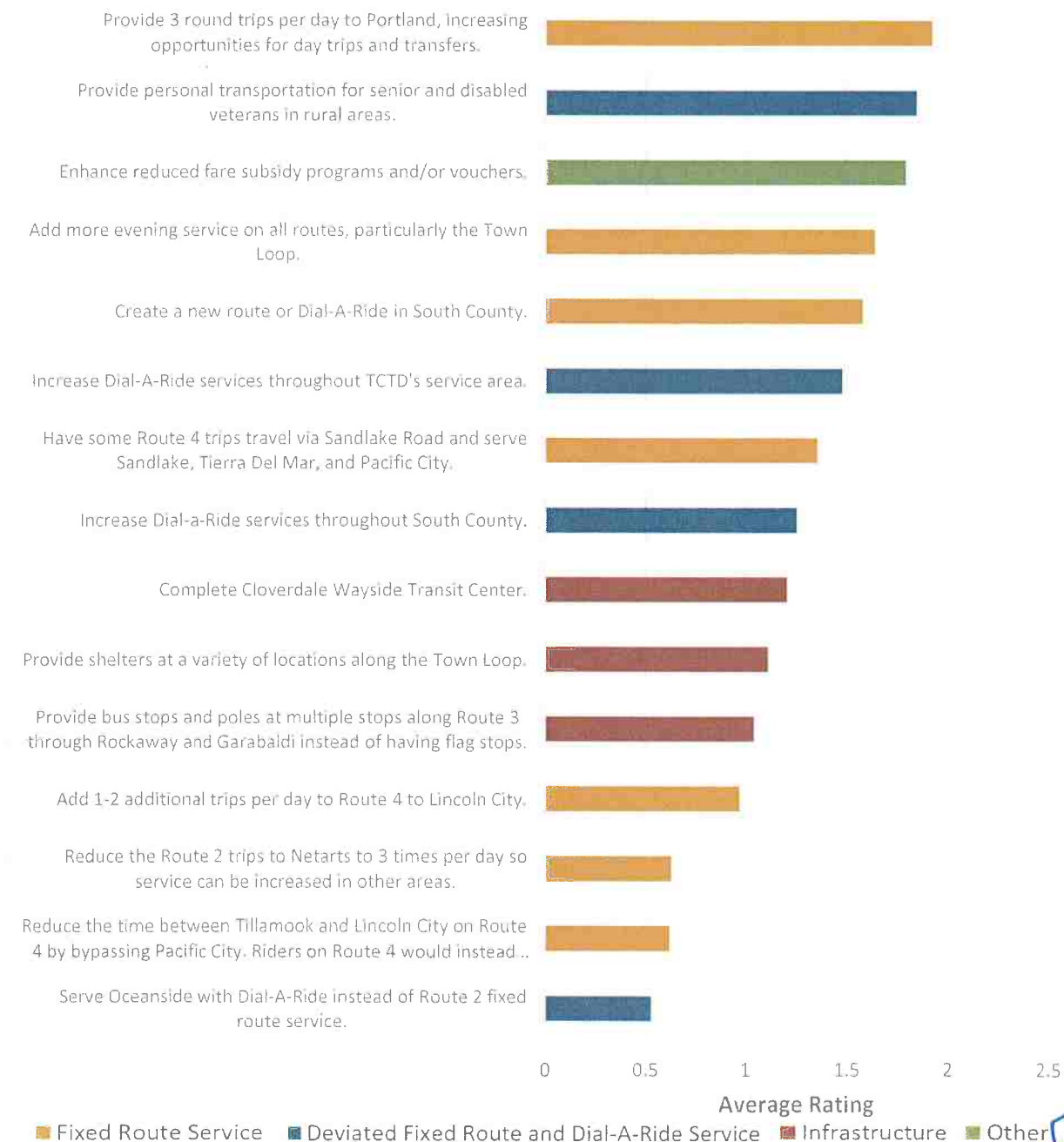
- Fixed Route Service
- Deviated Fixed Route and Dial-A-Ride Service
- Infrastructure
- Other

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## SURVEY RESULTS

The online survey 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 2.

**Table 2. Survey Project Prioritization Results**



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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 the entire 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 2, 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) Enhance transit service in south Tillamook County ("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.

Additionally, STIF rules encourage transit agencies to invest in student transportation. Per the Oregon Administrative Rules (OAR) Chapter 732, "each Qualified Entity is required to spend at least one percent of STIF Formula Fund moneys received each year on student transit services for students in grades 9 through 12, if practicable." TCTD plans to subsidize student transportation for grades 7-12 to improve county mobility and to meet STIF's 1 percent spending requirement for student transportation.

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

Survey respondents described how riders who work late currently 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.

### *Enhance transit service 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.

## COSTS AND FINANCING

This section outlines the costs to implement new service or expand on existing TCTD service, and it also outlines how these proposals could be financed.

### Financing

As Table 3 shows, TCTD received approximately \$310,000 in STIF funding for fiscal year 2020. Over the next three fiscal years, funding is projected to remain increase, with projected STIF funding ranging from \$350,000 to \$370,000 per year.

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**Table 3. STIF Program funding for TCTD**

Agency	FY 2019 Received	FY 2020 Received	Projected FY 2021	Projected FY 2022	Projected FY 2023
TCTD	\$164,842	\$309,837	\$361,728	\$352,308	\$371,262

Source: <https://www.oregon.gov/odot/rptd/pages/stif.aspx>

TCTD has already committed and spent the 2019 funds on programs and services that need to be continued. The following describes commitments for the 2020 and future STIF funds to date:

- 1) Fleet replacement local matching money. TCTD estimates that approximately \$75,000 should be set aside annually to ensure that local matches are met for purchasing new vehicles. If the annual fleet replacement costs are below \$75,000 annually, TCTD will transfer the remaining allocation into STIF Capital Reserve.
- 2) Ongoing STIF planning. TCTD estimates that \$25,000 will be spent annually on planning for future service enhancements funded by STIF and other funds.
- 3) Dial-a-Ride benefits. TCTD's labor agreement resulted in significant increase in wages and in health insurance costs for employees. TCTD expects to spend an additional \$50,000 annually to cover these cost increases.
- 4) Low-Income Bus Pass. TCTD plans to provide Community Action Resource Enterprises, Inc. (CARE) with 10 reduced fare monthly bus passes and 10 full fare monthly bus passes (a \$20 and \$30 value, respectively) each month of the year. This will cost TCTD \$6,000 to maintain.
- 5) Holiday service. TCTD plans to budget around \$13,000 to cover service for three holidays.

Table 4 compares the amount of STIF funding that TCTD received in FY 2019 with spending across these five expenditure areas above. As shown, approximately \$500 of the original FY 2019 STIF allocation was left over after accounting for spending on the above programs.

The first quarter of FY 2020 (not shown in the table below) includes \$33,693 of costs across these expenditure categories.

The second two rows in Table 4 compare the amount of STIF funding that TCTD will receive in FY 2020 against projected expenditures to continue the programs and services described above. The difference is approximately \$141,000, which can be put toward meeting the service enhancement priorities outlined in the survey results. This net dollar amount will fluctuate as projected STIF funding amounts fluctuate as shown in Table 3. Any surpluses should be put into an Operations Reserve Fund to help cover future cost inflation or unforeseen events.

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**Table 4. FY 2019 STIF Expenditures, and Planned FY 2020 STIF Expenditures**

Agency	FY 2019 Received	Capital Costs	STIF Planning Costs	Benefits Costs	Low-Income Pass Costs	Holiday Service Costs	Total Costs
TCTD	\$164,842	\$84,983	\$23,096	\$42,534	\$5,000	\$8,696	\$164,309
Agency	FY 2020 Received	Annual Capital Funding	Annual STIF Planning Costs	Annual Benefits Costs	Annual Low-Income Pass Costs	Annual Holiday Service Costs	Expected Annual Costs
TCTD	\$309,837	\$75,000	\$25,000	\$50,000	\$6,000	\$13,000	\$169,000

### Costs

Cost estimates were created for several of the highest priority alternatives from the online survey and from TCTD cost analyses. These costs include annual operating costs and one-time capital costs, if applicable. Costs are divided into groups: additional town loop service, additional service outside of Tillamook, additional transit programs, and cost savings on Route 2.

The tables in each section below include mileage estimates for adding service on each new or added service alternative. The added mileage will inform the need for replacing transit vehicles in the future.

### Fare Reduction Programs

TCTD recently completed a fare reduction study, and two findings stood out. In keeping with the goals of the STIF program, TCTD proposes eliminating all transit fares for students in grades 7 through 12 to improve mobility across Tillamook County for these students. The fare reduction study found that implementing this program will cost approximately \$11,000 annually. As stated previously, a Qualified Entity is required to spend at least one percent of the STIF Formula Fund money on student transit services.

Second, TCTD wants to improve mobility across the county in the wake of the COVID-19 pandemic and make transit more accessible for people at all income levels. As a result, TCTD plans to reduce all one-way fares on rides within Tillamook County to \$1. The fare reduction study found that implementing this program will cost approximately \$20,000 annually.

Table 5 shows the cost estimates for these fare reduction programs.

**Table 5. Cost Estimates for Fare Reduction Programs**

Alternative	Line-Item	Cost	Cost Type
Student Fares	Eliminate fares for all students in grades 7-12	\$11,000	Annual Operating Costs
Reducing Fares Systemwide	Reduce fares to \$1 per trip in Tillamook County to make transit trips more affordable	\$20,000	Annual Operating Costs

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*Additional Town Loop Service*

As described in the *Port of Tillamook Bay Alternatives Analysis Memorandum* for TCTD, the recommended alternative for serving the Port of Tillamook Bay (POTB) is splitting the existing Town Loop route into two routes: an east-west route that mirrors existing service without the north leg on Highway 101, and a north-south route that runs from the Tillamook Creamery to POTB. This analysis assumes no cost savings on the east-west route by removing the north leg on Highway 101, and it calculates that the north-south route will cost approximately \$75,000 a year to operate with 3 runs, approximately \$149,000 a year to operate with 6 runs, and approximately \$299,000 a year to operate with 12 runs (which would maintain existing service levels on Highway 101). Table 6 shows the estimated annual operating costs for the N-S Town Loop service with 3, 6, and 12 daily runs.

**Table 6. Cost Estimates for N-S Town Loop Route**

Alternative	Line-Item	Cost	Cost Type
New Tillamook Town Loop (N-S Service)	New Service – 3 new runs	\$74,673	Annual Operating Costs
	<i>Miles per Year on N-S Loop – 3 new runs</i>	<i>16,268 miles</i>	<i>N/A</i>
	New Service – 6 new runs	\$149,347	Annual Operating Costs
	<i>Miles per Year on N-S Loop – 6 new runs</i>	<i>32,537 miles</i>	<i>N/A</i>
	New Service – 12 new runs	\$298,693	Annual Operating Costs
	<i>Miles per Year on N-S Loop – 12 new runs</i>	<i>65,073 miles</i>	<i>N/A</i>

TCTD has determined that the N-S Town Loop service with 12 runs per day as recommended is infeasible in the near term due to the costs. Alternatively, TCTD has discussed keeping the existing Town Loop route configuration in place and adding a new route to cover POTB and Tillamook River Road only. Such a route could be completed in 30 minutes, including a break for the driver at the end of the route. Table 7 shows the estimated annual operating costs for the POTB service, and Figure 1 below shows the proposed alignment for this route. Because the new proposed route can be operated in 30 minutes, twice as many runs can be completed for the same cost as the proposed N-S Town Loop service.

**Table 7. Cost Estimates for POTB Service**

Alternative	Line-Item	Cost	Cost Type
New Port of Tillamook Bay Service	New Service – 6 new runs	\$74,673	Annual Operating Costs
	<i>Miles per Year on POTB Route – 6 new runs</i>	<i>22,611 miles</i>	<i>N/A</i>
	New Service – 12 new runs	\$149,347	Annual Operating Costs
	<i>Miles per Year on POTB Route – 12 new runs</i>	<i>45,221 miles</i>	<i>N/A</i>

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**Figure 1. Map of Proposed Port of Tillamook Bay Service**



In addition, a top survey response was to add evening hours to Town Loop service. Currently, the Town Loop begins its final run at 6:15pm every day and ends the run at 7:10pm. Adding one additional run on the existing Town Loop route would cost approximately \$25,000 a year, with an additional \$12,000 for the POTB route if that were implemented. Adding two additional runs on the Town Loop route would cost approximately \$50,000 a year, with an additional \$25,000 going to the POTB route, as Table 8 shows.

**Table 8. Cost Estimates for Evening Service on Existing Town Loop and Proposed POTB**

Alternative	Line-Item	Cost	Cost Type
Added Evening Service on Existing Town Loop – Everyday	1 additional run on Town Loop	\$24,891	Annual Operating Costs
	<i>Added miles per year on Town Loop</i>	<i>4,279 miles</i>	<i>N/A</i>
	2 additional runs on Town Loop	\$49,782	Annual Operating Costs
	<i>Added miles per year on Town Loop</i>	<i>8,558 miles</i>	<i>N/A</i>
Added Evening Service on Proposed POTB Route – Evening	1 additional evening run on potential POTB route	\$12,446	Annual Operating Costs
	<i>Added miles per year on POTB route</i>	<i>3,768 miles</i>	<i>N/A</i>
	2 additional evening runs on potential POTB route	\$24,891	Annual Operating Costs
	<i>Added miles per year on POTB route</i>	<i>7,537 miles</i>	<i>N/A</i>

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### Additional Service Outside of Tillamook

Two of the most popular survey responses were for adding a third run on the Route 5: Tillamook – Portland and adding a South County dial-a-ride service. Adding a third run on the Tillamook – Portland route costs approximately \$117,000 a year. TCTD is pursuing this route in partnership with Ride Connection. With 5-10 percent farebox recovery and a 50 percent match from TCTD to fund the third daily run, TCTD expects this cost will decrease to \$55,000 a year for the agency.

Enhancing South County transit service would cost approximately \$150,000 a year, as represented by a dial-a-ride program, based on TCTD’s hourly service cost for dial-a-ride in other parts of its service area. Any potential dial-a-ride program would not supplant existing Route 4 service and instead would funnel trips to that route where possible. In the long-term, ridership data on a potential dial-a-ride program could lead to more fixed-route options, including a potential South County circulator shuttle.

TCTD’s transit vehicles cost between \$80,000 and \$220,000, with local match varying from 10.89 percent to 20 percent. The remaining amount is paid for by the state. TCTD recently purchased five new vehicles and three additional vehicles are being lined up for purchase, and some of the vehicles are likely suitable for operating a South County dial-a-ride program.

According to the survey, constructing a south county transfer location and enhancing the reduced fare subsidy programs are the top survey responses for non-route-related responses. The new transfer location is estimated at \$500,000, which does not include costs for real estate acquisition.

Table 9 shows the cost estimates for all of these additional transit investments outside of Tillamook.

**Table 9. Cost Estimates for Additional Transit Investment Outside of Tillamook**

Alternative...	Line Item...	Cost...	Cost Type
<b>New Program Costs</b>			
Added Run on Tillamook-Portland Service	Third daily run 7 days a week	\$55,000	Annual Operating Costs
	Added miles per year on additional run	58,688 miles	N/A
Enhanced South County Transit Service	Operating South County dial-a-ride	\$150,592	Annual Operating Costs
New South County Transfer Location	New Transfer Location	\$500,000	One-Time Capital Cost

### Cost Savings on Route 2

Route 2 with service from Tillamook to Oceanside and Netarts currently has a significant number of empty runs each day. Reducing the number of runs on this route would provide cost savings that could be allocated to other services or programs.

There are seven runs every day (weekdays and weekends) on Route 2. As Table 10 shows, removing three runs from the route would save approximately \$88,000 annually, and removing four runs from the route would save approximately \$117,000 annually.

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TCTD has identified Route 2 as a potential candidate for focused dial-a-ride service in the future. Further study would be needed to determine cost savings for this proposed service transition.

**Table 10. Estimated Cost Savings on Route 2**

Alternative	Line Item	Cost	Cost Type
Reducing trips on Route 2: Tillamook – Oceanside - Netarts	3 fewer runs on Route 2 every day	\$87,608	Annual Operating Costs
	Reduced Miles per Year on Route 2	46,611 miles	N/A
	4 fewer runs on Route 2 every day	\$116,810	Annual Operating Costs
	Reduced Miles per Year on Route 2	62,148 miles	N/A

## RECOMMENDATIONS

When comparing TCTD’s allocated STIF funding by fiscal year with the expected annual costs (shown in Table 4), the unallocated STIF funding provides the basis for expanding service or programs. Table 11 calculates the unallocated STIF funding for each of the next four fiscal years. The expected annual costs have been projected to grow five percent annually.

**Table 11. Leftover STIF Funding After Expected Annual Costs**

Fiscal Year	Projected STIF Funding	Allocated Annual STIF Project Costs	Unallocated STIF Funding
Fiscal Year 2020	\$309,837	(\$169,000)	\$140,837
Fiscal Year 2021	\$361,728	(\$177,450)	\$184,278
Fiscal Year 2022	\$352,308	(\$186,323)	\$165,985
Fiscal Year 2023	\$371,262	(\$195,639)	\$175,623

As shown above, there is between approximately \$141,000 in unallocated STIF funding for Fiscal Year 2020, and then approximately \$165,000 to \$184,000 in unallocated STIF funding for each fiscal year from 2021 through 2023 after annual anticipated costs from Table 4 are accounted for.

## STIF Project Options

TCTD has a menu of options for how to spend its unallocated STIF funding through Fiscal Year 2023. Table 12 below provides a menu of options for TCTD to consider. Each row, except for the Cloverdale Wayside transfer location, is an annual cost and, if implemented, will need to be included in expected annual costs for all future fiscal years.

**Table 12. New Program Costs and Unallocated STIF Funding**

Program/Route	Service Change	Estimated Annual Costs/Savings	Priority
<b>New Program Costs</b>			
New Port of Tillamook Bay (POTB) and Tillamook River Road Service	Establish service with 6 runs (30-minute route)	\$74,673	1
	Establish service with 12 runs (30-minute route)	\$149,347	N/A
Student Fares	Eliminate fares for all students in grades 7-12	\$11,000	2



Reducing Fares Systemwide	Reduce fares to \$1 per trip in Tillamook County to make transit trips more affordable	\$20,000	3
Tillamook-Portland Service	Add a third daily run 7 days a week (with Ride Connection)	\$55,000	4
Enhanced South County Transit Service	Establish a dial-a-ride program in south Tillamook County	\$150,592	5
Evening Service on Town Loop	Add 1 new evening run on existing Town Loop	\$24,891	6
	Add 2 new evening runs on existing Town Loop	\$49,782	N/A
South County Transfer Location	Construction of a south county transfer location	\$500,000 (one-time cost)	7
<b>New Program Savings</b>			
Route 2 Service	Reduce Route 2 service with 3 fewer runs per day	\$87,608	1
	Additional savings for eliminating a 4 <sup>th</sup> run on Route 2	\$29,202	1

First, this plan recommends allocating the fiscal year 2020 unallocated STIF funding, projected to be approximately \$141,000 after annual STIF project costs are accounted for as a STIF Capital Reserve fund for TCTD. While these reserve funds exist on paper, it is likely that TCTD has already committed a significant portion of these funds to other capital investments.

Table 13 below details the additional service options recommended for TCTD to implement using fiscal year 2021 STIF funding. These service options include funding new POTB service, eliminating student fares, reducing fares on county routes, a local match for additional Tillamook to Portland service, and additional evening service on the Town Loop, and enhanced South County transit service, with cost savings from a reduced number of runs on Route 2.

Additional service options are shown in prioritized order. The first item – new POTB service and Route 2 service reduction (a continuation of an existing STIF project) – is TCTD’s top priority.

**Table 13. Proposed Service Changes and Costs for Fiscal Year 2021**

Service Change	Service Detail	Annual Cost	Cumulative Total of Unallocated STIF Funding
<b>UNALLOCATED STIF FUNDING</b>			\$184,278
New POTB Service and Route 2 Service Reduction	Establish POTB service with 6 runs (30-minute route)	(\$74,673)	\$109,605
	Four fewer runs on Route 2 every day	\$116,810	\$226,415
Student Fares	Eliminate fares for all students in grades 7-12	(\$11,000)	\$215,415
Reducing Fares Systemwide	Reduce fares to \$1 per trip in Tillamook County to make transit trips more affordable	(\$20,000)	\$195,415
Tillamook-Portland Service	Third daily run 7 days a week	(\$55,000)	\$140,415
Enhanced South County Transit Service	Establish a dial-a-ride program in South Tillamook County	(\$150,592)	(\$10,177)
<b>NET SPENDING ON NEW SERVICE IN FY 2021</b>			<b>\$194,455</b>
<b>TOTAL UNALLOCATED STIF FUNDING</b>			<b>(\$10,177)</b>

These service changes will implement three of the five top priorities from Table 12. As shown, implementing these three projects will leave TCTD with a cost overrun of approximately \$11,000. The cost estimate for the enhanced South County transit service is likely an overestimate – when POTB service is established, a dial-a-ride program would no longer need to serve POTB or Tillamook River Road, which

would likely lead to cost savings. Whether these anticipated savings are enough to cover the entire cost overrun is unknown. The fiscal year 2020 reserve savings of \$141,000, originally tied to a Capital Reserve fund, could be used to cover any gaps, as well.

Without any anticipated savings in the South County dial-a-ride program, the net spending on the top three service priorities will be approximately \$194,000 a year. With approximately \$166,000 and \$176,000 in unallocated STIF funding for fiscal years 2022 and 2023, respectively, these leaves a similar gap in expenditures over revenues. Again, the fiscal year 2020 reserve savings can help cover this gap if the anticipated cost savings from the South County dial-a-ride program are not enough.

This plan anticipates that STIF allocations will continue to grow beyond fiscal year 2023, and that unallocated STIF funding should exceed the net spending on new service identified in Table 13. Additional needs beyond the list in Table 12 may arise as part of updating the Tillamook County Coordinated Transit Plan by 2023.

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Appendix A Remix Demographic  
Maps

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**TCTD Network**

- 1 Tillamook Town Loop
- 1A Tillamook Town Loop (E-W)
- 1B Tillamook Town Loop (N-S)
- 1C Port of Tillamook Bay Tours
- 2 Tillamook Coast-to-Coast-Northern
- 2 Tillamook Coast-to-Coast-Southern (B)
- 3 Tillamook-Matamaula-Cannon Beach

**2 lines & 3 vehicles**  
**\$704.0k / year**  
 Within 0.25 mi of stops.  
**8,092 population**

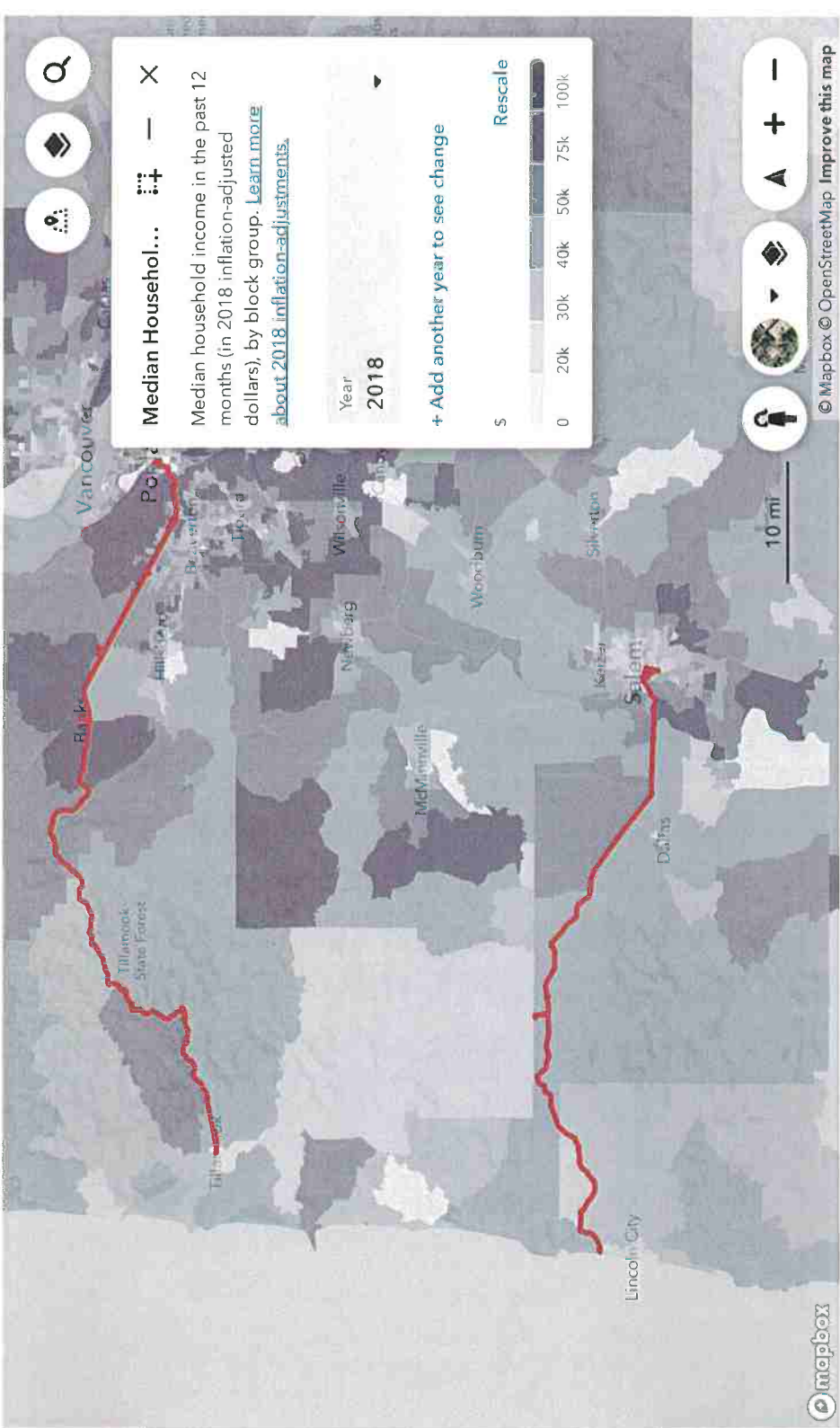


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# TCTD Network

- 1 Tillamook Town Loop
- 14 Tillamook Town Loop (E-W)
- 18 Tillamook Town Loop (N-S)
- 10 Part of Tillamook Bay Route
- 2 Tillamook - Ocean side - N. Latta
- 2 Tillamook - Ocean side - Newport (Re)
- 3 Tillamook - Manzanita - Cannon Be...
- 4 Tillamook - Lincoln City

2 lines & 3 vehicles  
 \$704.0k / year  
 Within 0.25 mi of stops:  
 8,092 population



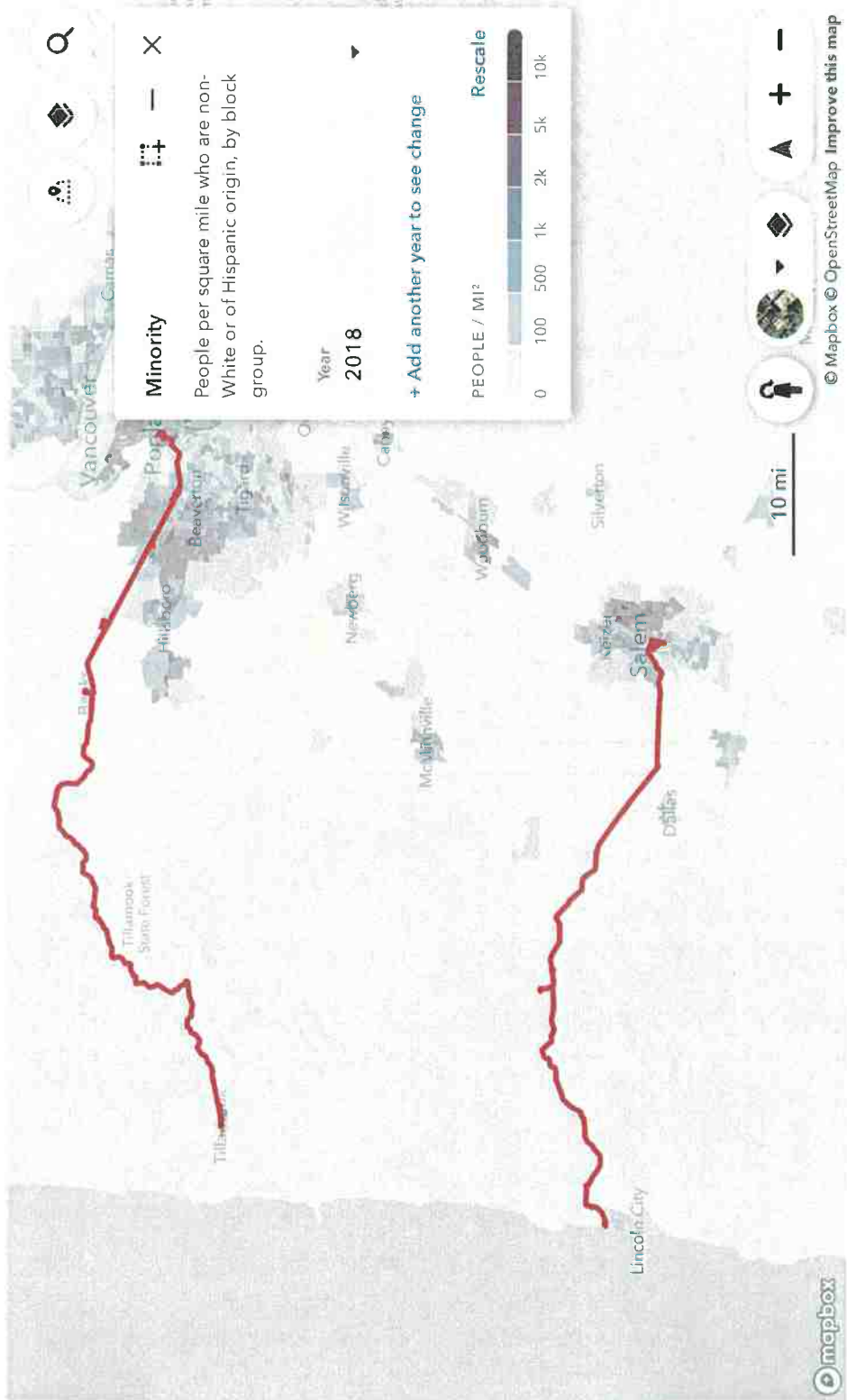
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**TCTD Network**

- Tillamook Town Loop
- Tillamook Town Loop (NW)
- Tillamook Town Loop (NE)
- Port of Tillamook Bay/Kosciuszko
- Tillamook - Ozamside - Neskaneau
- Tillamook - Ozamside - Neskaneau (E)
- Tillamook - Menzies - Cannon Beach
- Tillamook - Lincoln City

2 lines & 3 vehicles  
 \$704.0k / year  
 Within 0.25 mi of stops:  
 8,092 population

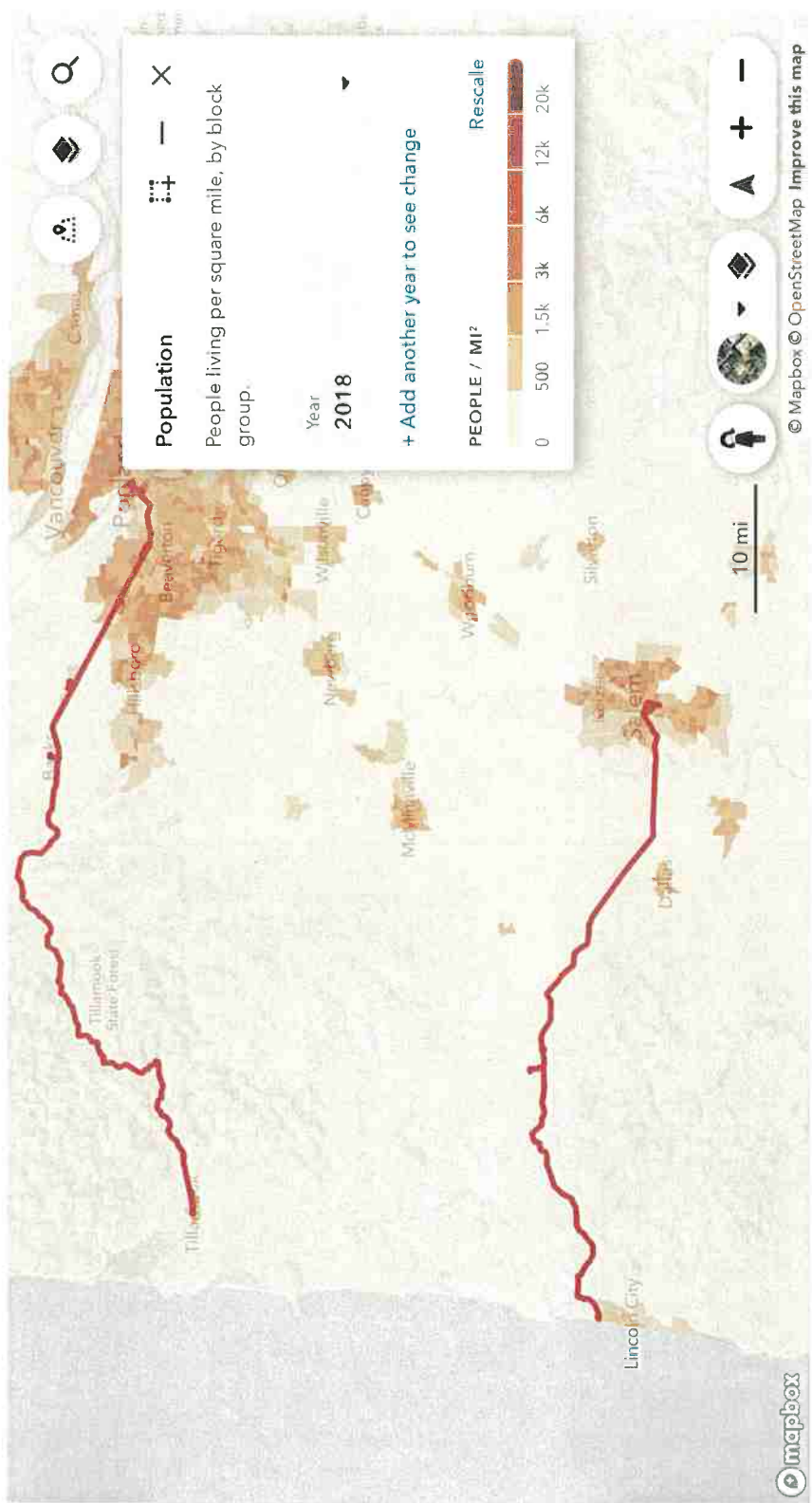


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**TCTD Network**

- 1 Tillamook Town Loop
- 1A Tillamook Town Loop (E-W)
- 1B Tillamook Town Loop (N-S)
- 1C Port of Tillamook Bay Route
- 2 Tillamook - Clatsop - Clatsop Co
- 3 Tillamook - Menzies - Clatsop Co

**2 lines & 3 vehicles**  
**\$704.0k / year**  
 ● Within 0.25 mi of stops:  
**8,092 population**



65



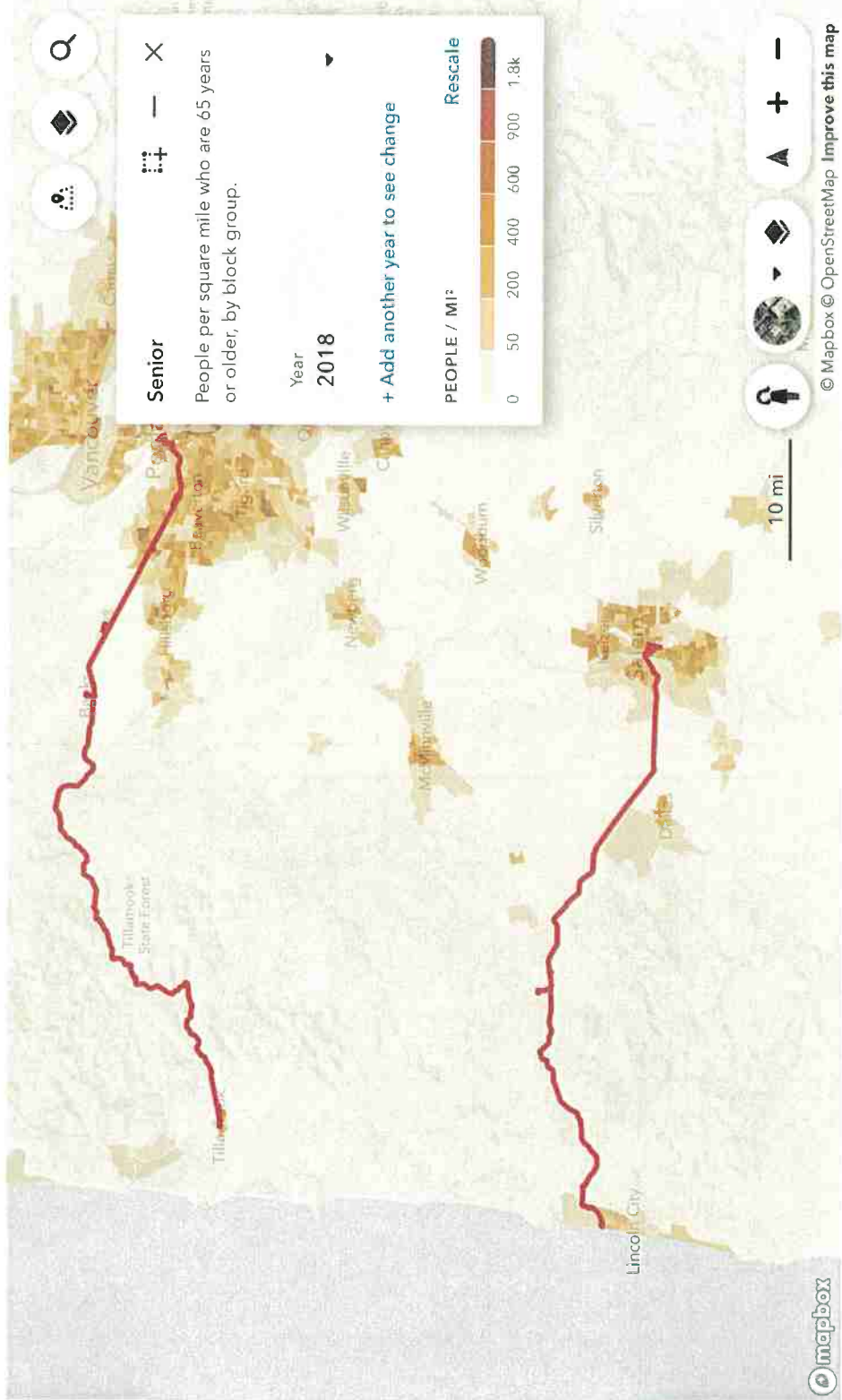
# TCTD Network

- 1 Tillamook Town Loop
- 1A Tillamook Township Loop
- 1B Tillamook Town Loop (NS)
- 1C Part of Tillamook Bay (Loop)
- 2 Tillamook - Seaside - Nemois
- 3 Tillamook - Seaside - McKay (NS)
- 5 Tillamook - Milamona - Canby (NS)
- 4 Tillamook - Lincoln City

2 lines & 3 vehicles  
 \$704.0k / year

Within 0.25 mi of stops:  
 8,092 population

600



**SOLE SOURCE DETERMINATION AND WRITTEN FINDINGS  
FUEL**

**(Goods and Services)**

To: TCTD Board

From: Doug Pilant, CCTM, General Manager

Date: January 21, 2021

RE: **Sole Source Determination and Written Findings for propane consulting services, propane fueling station construction, bus conversion to use propane, propane tank sale and supply of propane.**

Tillamook County Transportation District (TCTD) needs to find a local propane supplier who can provide a turnkey solution to convert TCTD to propane fuel, including consulting services to the Architect regarding a propane fueling station, act as general contractor to build the propane fueling station, sell TCTD a propane tank, convert TCTD busses to use propane and provide propane. The purpose of this Sole Source Determination and Written Findings is to support the sole source acquisition of the preceding turnkey goods and services from Blue Star Gas.

**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. Turnkey Conversion to Propane for TCTD Fleet Vehicles from Blue Star Gas, including design consultation, general construction of propane fueling station, conversion of TCTD fleet over time, sale of propane tank and provision of propane fuel.
2. Estimated Total Value of Contract. \$300,000 (for design services, purchase of tank and construction of a propane fueling station on TCTD property), \$7,000 per vehicle to convert to propane use, plus supplying propane to TCTD for 5 years (estimated at \$7,930 per year per vehicle) for a total of \$475,800.
3. Background, Including Identification of Prospective Supplier. In the 2017 legislative session, the Oregon legislature passed House Bill 2017, the Statewide Transportation Improvement Fund (STIF). The bill designated none percent of the total funds appropriated be awarded to eligible Public Transportation Service providers based upon a competitive grant process. TCTD applied for and has received a STIF grant to plan, design and construct a propane fueling station on TCTD property. The fueling station will include a concrete pad, 225 amp electric service, a lighted awning, a propane tank and a pump apparatus. TCTD will also

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need to have its existing fleet converted to propane fuel use and to supply propane fuel for its converted fleet to operate. TCTD has hired an architect to begin the planning and design process. As the process has advanced, TCTD has determined that it is in TCTD's best interest to acquire a single source to provide a turnkey propane fuel conversion for its fleet, which will include design consultation with the Architect, the purchase of a propane tank, general contractor services to construct the propane fueling station, conversion of TCTD's fleet and the supply of propane fuel for the fleet to operate. The use of a sole source procurement will not affect the grant funding.

TCTD has identified three local supplier that could potentially meets its propane needs. These companies are Suburban Propane, Ferrellgas and Blue Star Gas. TCTD contacted each of these companies and made the following inquiries regarding turnkey services:

- 1) Does the company provide design consultation services?
- 2) Does the company provide general contractor services to construct fueling stations?
- 3) Does the company sell propane tanks (as opposed to leasing)?
- 4) Does the company covert existing fleet vehicles to propane?
- 5) Does the company provide propane fuel as needed?

Only one company answered in the affirmative to all 5 questions, Blue Star Gas. Suburban did not indicate that it could provide the full range of general contract services needed to construct the fueling station. Suburban does not sell tanks or offer vehicle conversions. Ferrellgas also did not indicate that it could provide the full range of general contract services needed to construct the fueling station. Nor does Ferrellgas convert existing vehicles. The only company who offered turnkey services to TCTD was Blue Star Gas.

Blue Star Gas is enjoying its 80th successful year in business under the management of the third generation of the Stewart family. Paul Stewart initially purchased the business in 1945 and was joined by Bill Stewart in 1954 and Jeff Stewart in 1996. Both Bill and Jeff are active participants in the full-service propane distribution business today. Blue Star Gas has grown to cover a service area of over 70,000 square miles and currently serve 14 unique markets throughout Washington, Oregon, California, Utah, and Arizona. In 1986, Blue Star Gas built an office in Brookings, Oregon and was delivering propane from Santa Rosa, California to Bandon, Oregon, representing a service area 300 miles long through six counties. In 1990, the company needed better flexibility for its propane supply so a new railroad supply terminal was built in Grants Pass, Oregon. It also conducted retail operations to the general public from that location to the Southern Oregon communities surrounding Medford. In 1998, Blue Star Gas acquired the Medford, Oregon operation of All Star Gas and moved its retail operations from Grants Pass to the Medford location. In 2004, Willamette Propane in McMinnville, Oregon was acquired to give Blue Star Gas its tenth location known as Blue Star Gas - McMinnville Co. In 2008, in order to serve the people of Lane County, Blue Star Gas opened their 11th location in Eugene, Oregon. In 2011, to better serve its customers in Marion County, Oregon, Blue Star Gas expanded into Salem, creating the company's 12th location.

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After 76 years and three generations of being in the propane business, Blue Star Gas joined the Alliance AutoGas network in 2008 as the primary autogas dealer for the West Coast. The network consists of a group of companies that form a chain of propane autogas vehicle conversions, on-site fueling infrastructure, fuel supply, and ongoing technical support. Together, Blue Star Gas and its Alliance AutoGas partners provide a real turnkey solution for fleet managers who are ready to make a commitment to using a clean alternative fuel, while saving substantially on fuel costs.

In partnership with Alliance AutoGas, Blue Star Gas uses an aftermarket conversion system from global technology leader, Prins, which is EPA-certified for more than 200 vehicle types. The competitively priced Prins System powers millions of autogas vehicles worldwide. Working with fleets of all sizes, Blue Star Gas and Alliance AutoGas are helping fleets save significantly on fuel costs and displace enormous amounts of gasoline. The Prins VSI system uses five main components:

- Reducer: Converts the liquid autogas to vapor.
- Injector: Injects the autogas into the manifold. (Developed in cooperation with Honda Corp., Japan)
- Filter Units: Filters particles out of the fuel.
- Computer: Controls the whole system.
- LPG Switch: Displays fuel level and allows driver control over fuel.

With the bi-fuel system, the vehicle starts on gasoline and immediately switches to autogas. This technology provides drivers with flexibility and fleet managers with peace of mind, because the vehicle can switch back to gasoline if necessary, so fuel can always be reached. For fleets interested in vehicles that operate exclusively on propane autogas, Blue Star Gas also offer the autogas-dedicated Prins liquid-injection system. For some fleets, the mono-fuel liquid system is a better fit and ensures maximum fuel cost savings. Included is a AA+ rated warranty, the ability to transfer conversion systems to new vehicles, and exceptional customer service.

Using Blue Star Gas includes Certified Conversion Centers with trained technicians who will convert and maintain autogas vehicles. Blue Star Gas certified conversion technicians deliver quality-controlled, EPA-certified conversions. For larger fleets with skilled in-house technicians, Blue Star Gas conversion experts can train the fleet mechanical team to perform conversions and maintenance for autogas vehicles. Vehicle conversion requires no upfront cost with Blue Star Gas. Through competitive financing programs, Blue Star Gas delivers autogas conversions for a low monthly payment that is typically more than offset by fuel cost savings. The total cost of vehicle conversion depends on the type of vehicle being converted and the number of vehicles in the fleet, but a gasoline to autogas conversion costs approximately \$5,800, with potential for grants and tax incentives. Fleets that participate in the Blue Star Gas financing program often experience an immediate ROI, and those who pay for conversions upfront typically see a return on investment in 12 to 24 months, depending on mileage driven.

In summary, TCTD wishes to purchase a turnkey conversion to propane for its fleet vehicles from Blue Star Gas, including design consultation, general construction of propane fueling station, conversion of TCTD fleet over time, sale of propane tank and provision of

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propane fuel as Blue Star Gas is the only local company found to provide all of the needed turnkey services.

4. Brief Description of the Contract or Contracts, Including Current and Contemplated Future Purchases of Product or Service. TCTD does not currently have a propane fueling station nor does its fleet operate on propane fuel. TCTD proposes to enter into a contract for a turnkey conversion to propane for its TCTD fleet vehicles from Blue Star Gas, including design consultation, general construction of propane fueling station, conversion of TCTD fleet over time, sale of propane tank and provision of propane fuel. Future contracts for additional fleet conversion and the supply of propane fuel could be available for wider competition.

5. Reasons the Agency is Seeking a Sole Source Procurement Method. TCTD is seeking to contract for a turnkey conversion to propane for its TCTD fleet vehicles from Blue Star Gas, including design consultation, general construction of propane fueling station, conversion of TCTD fleet over time, sale of propane tank and provision of propane fuel. Turnkey contracts reduce the burden of managing or supervising projects for project owners. This is because the contract places the responsibility for the entire project upon the firm or individual who was awarded the contract. TCTD will receive a usable facility, converted vehicles and needed fuel at the end of the agreed project timeline. The contractor selected to execute a turnkey construction project is responsible for helping to design and executing the construction work. Consequently, the contractor can start procuring sub-contractors and suppliers of materials as the designs are being finalized. Early conversion of vehicles can be undertaken. This early procurement of materials and subcontractors makes it possible for the project to be completed sooner because no time will be lost while the procurement process is handled. Turnkey projects also deliver cost savings because TCTD will only be responsible for the lump sum agreed upon during contract negotiations. Any increases in costs, such as rises in the prices of materials, are covered by the contractor. Turnkey avoids multiple projects. There is one team for the whole project. There is also the additional advantage of having the propane expert being involved in and responsible for design, handling the construction of the propane facilities, and converting the fleet, all in a manner that ensures proper integration of all the necessary components. The risk to TCTD of component parts that will not work together is therefore diminished. TCTD is in effect hiring one expert to ensure the project is done right.

6. Findings that Include Factual Information Supporting the Determination. Blue Star Gas was the only local supplier who indicated that it could provide design consultation services, provide general contractor services to construct the fueling station, sell TCTD a propane tank (as opposed to leasing), convert TCTD's existing fleet vehicles to propane, and provide propane fuel as needed.

7. Results of Market Research. TCTD identified three local supplier that could potentially meets its turnkey propane needs. These companies were Suburban Propane, Ferrellgas and Blue Star Gas. TCTD contacted each of these companies and made the following inquiries regarding turnkey services:

- 1) Does the company provide design consultation services?

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- 2) Does the company provide general contractor services to construct fueling stations?
- 3) Does the company sell propane tanks (as opposed to leasing)?
- 4) Does the company convert existing fleet vehicles to propane?
- 5) Does the company provide propane fuel as needed?

Only Blue Star Gas answered in the affirmative to all 5 questions. Suburban did not indicate that it could provide the full range of general contract services needed to construct the fueling station. Suburban does not sell tanks or offer vehicle conversions. Ferrellgas also did not indicate that it could provide the full range of general contract services needed to construct the fueling station. Nor does Ferrellgas convert existing vehicles. The only company who offered turnkey services to TCTD was Blue Star Gas.

### **RECOMMENDATION**

Based upon the above findings, I recommend that the Board approve a Sole Source Procurement to purchase a turnkey solution to convert TCTD to propane fuel, including consulting services to the Architect regarding a propane fueling station, act as general contractor to build the propane fueling station, sell TCTD a propane tank, convert TCTD busses to use propane and provide propane.

### **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:

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PUBLIC NOTICE  
Approval of a Sole Source Procurement  
First date of publication: January 25, 2021

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 January 21, 2021.

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

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TCTD needs a turnkey solution to convert TCTD to propane fuel, including consulting services to the Architect regarding a propane fueling station, act as general contractor to build the propane fueling station, sell TCTD a propane tank, convert TCTD busses to use propane and provide propane. The only local supplier that can supply all of the turnkey services identified above is Blue Star Gas. Therefore, TCTD will be procuring its turnkey conversion to propane fuel, including consulting services to the Architect regarding a propane fueling station, act as general contractor to build the propane fueling station, sell TCTD a propane tank, convert TCTD busses to use propane and provide propane, from Blue Star Gas 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 portable decontamination systems are 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 February 1, 2021. 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.

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**Memorandum of Understanding**  
**on COVID-19 Vaccinations**

Amalgamated Transit Union Local 757 (Union) and TCTD (Employer) enter into this Memorandum of Understanding on COVID-19 Vaccinations in order to meet their responsibilities to protect our workforce, and the passengers and communities they serve.

Realizing that current health benefits and leave policies may not sufficiently address the current need for mass participation in the vaccination program, the parties agree to the following:

**Section 1, Vaccine Access**

A. The Employer shall ensure that all employees have access to vaccines, including multiple doses of the vaccine if required.

B. The Employer shall take all reasonable efforts to make vaccines available at the workplace, to be administered under safe conditions and by personnel qualified to administer the vaccine, and at times and places convenient to employees.

C. In the event that the Employer cannot, after taking all reasonable efforts, make vaccines available at the workplace, it shall make arrangements for the off-site administration of vaccines under safe conditions and by personnel qualified to administer the vaccine, and at times and places convenient to employees.

**Section 2, Vaccine Disclosures and Education**

A. The Employer shall take reasonable efforts to notify all employees, including those on leave, of the dates, times and places that it will make vaccines available, whether they are made available at the workplace or off site.

B. The Employer shall ensure that, prior to administering vaccines at the workplace or off site, employees have been informed of: (1) the known benefits and risks of the vaccine, (2) any known contraindications (conditions in a recipient that increase the risk of a serious adverse reaction), (3) any need for a second dose, and (4) any other pertinent information.

C. If more than one dose is required for a vaccine to be administered at the workplace or an off-site location arranged by the Employer, the Employer shall ensure that, prior to administering a first dose of the vaccine, an employee has been informed of (1) the need for additional doses, and (2) the timing and availability of such successive doses; and the Employer shall further, after the administration of the first dose, take efforts to remind the employee of the date and time of the administration of successive doses.

**Section 3, Costs of Vaccine to be Covered by Employer**

A. The Employer shall cover the cost of employees' vaccines and their administration without regard to whether the vaccine is administered at the workplace, at an off-site location arranged by the Employer, or at a health care provider selected by the employee.

B. For vaccines administered at the workplace or an off-site location arranged by the Employer, the Employer shall pay employees for all time spent receiving a vaccine, including travel and waiting times. For vaccines administered by a health care provider selected by an employee, the Employer shall not be required to pay employees for any time spent receiving a vaccine, including travel or waiting times.



Memorandum of Understanding on COVID-19 Vaccinations

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Section 4. Post-Vaccine Sick Leave

A. The Employer shall provide employees who have side effects from the vaccine up to three (3) days of paid leave to recover from such side effects. An employee shall be entitled to the shorter of three (3) days or the number of days required to recover from such side effects.

B. Post-vaccine sick leave shall be in addition to any other leave to which an employee is entitled by contract, policy or practice.

C. An employee who exhausts his or her post-vaccine sick leave, but who needs to remain on leave, shall be allowed to transfer to other available leaves for which he or she qualifies.

Section 5. Other Safety Measures

A. This Memorandum of Understanding does not modify, alter or waive any prior agreements, understandings or practices regarding safety and health related to COVID-19.

B. The Employer shall continue in effect all safety and health precautions, practices and protocols regarding COVID-19.

C. The Employer shall continue to provide personal protective equipment (PPE) to employees, including vaccinated employees.

Section 6. Term

This Memorandum of Understanding shall continue in effect until December 31, 2021.

EXECUTED by the parties with the intent to be legally bound:

AMALGAMATED TRANSIT UNION LOCAL  
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TILLAMOOK COUNTY TRANSPORTATION  
DISTRICT (TCTD)

Signature: Shirley Block

Signature: \_\_\_\_\_

Name: Shirley Block

Name: \_\_\_\_\_

Title: President

Title: \_\_\_\_\_

Date: 01/08/2021

Date: \_\_\_\_\_

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

**(Goods and Services)**

**To: TCTD Board**

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

**Date: January 21, 2021**

**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 Interactive Voice Response (IVR) technology for automated customer callback software application 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. Interactive Voice Response (IVR) technology for automated customer callback software application for Tillamook County Transportation District.
2. Estimated Total Value of Contract. \$125,290.
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

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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 additional licenses were purchased in 2018. By amendment, TCTD added an additional 12 deviated fixed-route 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 Interactive Voice Response (IVR) technology for automated customer appointment reminder to allow customers to confirm or cancel their scheduled trips. The IVR technology will also notify passengers 15-minutes before their pickup window to notify them to be ready for their ride. The Ecolane IVR will improve customer service and increase efficiency by reducing no-shows, increase driver availability, vehicle capacity and on-time performance.

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 Interactive Voice Response (IVR) technology will enhance customer service and operational efficiency. IVR technology is a computer automated customer callback application that will improve customer service by providing timely information and options to confirm or cancel their ride. The IVR technology will reduce client no-shows, improve driver on-time performance, increase driver availability and expand vehicle capacity.

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 IVR technology to expand its current scheduling software.

## **RECOMMENDATION**

Based upon the above findings, I recommend that the Board approve a Sole Source Procurement acquisition of Interactive Voice Response (IVR) technology for automated customer callback software application service 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:

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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 Interactive Voice Response (IVR) technology for automated customer callback software application service 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 February 1, 2021. 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.

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