

Tillamook County Transportation District
Board of Directors
Regular Monthly Meeting



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



Thursday, February 18, 2021 at 6:00PM
Transportation Building
3600 Third Street, Tillamook, Oregon



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

Thursday, February 18, 2021 @ 6:00pm

**Due to the COVID-19 Pandemic, this meeting will be held virtually.
To attend by phone, please dial: +1 (571) 317-3212
Enter Access Code: 524-842-853
<https://global.gotomeeting.com/join/524842853>**

REGULAR MEETING

1. Call to Order
2. Pledge of Allegiance
3. Roll Call
4. Announcements & Changes to Agenda
5. Public & Guest Comment
6. Public Hearing – First reading of a revision to Ordinance #3: Conduct on District Property (Pg. 1)

GENERAL MANAGERS REPORT

7. Financial Report (Pgs. 2-20)
8. Service Performance Report (Pgs. 21-25)
9. Northwest Oregon Transit Alliance (Pgs. 26-36)
10. Planning & Development
11. Grant Funding
12. Facility/Property Management
13. NW Rides Brokerage
14. Miscellaneous

CONSENT

15. Motion to Approve the Minutes of January 21, 2021 Regular Board Meeting (Pgs. 37-44)
16. Motion to Accept the TCTD January 2021 Financial and Service Reports

ACTION ITEMS

17. Resolution # 21-02 In the Matter of Accepting the TAC FY2021-23 STF Funding Plan Recommendation (Pgs. 45-47)
18. Resolution # 21-03 In the Matter of Accepting the TAC FY2021-23 Section 5310 Funding Plan Recommendation (Pgs. 48-50)
19. Resolution # 21-04 In the Matter of Authorizing the GM to Execute a Contract with Schetky NW Bus Sales to Purchase 2 Category B Intercity Buses (Pgs. 51-58)
20. Resolution # 21-05 In the Matter of Authorizing the GM to Execute a Contract with NW Bus Sales to Purchase 1 Category D Dial-a-Ride Bus (Pgs. 59-64)
21. Resolution # 21-06 In the Matter of Authorizing the GM to Execute a Contract with Schetky NW Bus Sales to Purchase 4 Category E Dial-a-Ride Vans (Pgs. 65-69)
22. Resolution # 21-07 In the Matter of Authorizing the GM to Execute an Amendment to the Ecolane USA License Agreement to Purchase Interactive Voice Response Module (Pgs. 70-74)
23. Resolution # 21-08 In the Matter of Authorizing the GM to Execute a Service Agreement with Carson Oil Company for the Purchase of Fuels and Lubricants (Pgs. 75-77)
24. Resolution # 21-09 In the Matter of Appropriating Monies Between NW Rides FY2020-2021 Budget Line Items to Facility CPCCO Gainshare Payments (Pgs. 78-79)

DISCUSSION ITEMS

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

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

Ordinance #3: 1st Public Hearing

Section 1.25 (4) **Refusal of service.** Refusal of service may occur only in situations where a rider engages in violent, seriously disruptive, or illegal conduct; or represents a direct threat to the health or safety of others. The District shall not refuse to provide service to an individual with disabilities solely because the individual's disability results in involuntary behavior that may offend, annoy, or inconvenience others.

Tillamook County Transportation District
 Normal Trial Balance
 From 1/31/2021 Through 1/31/2021

Account Code	Account Title	Debit Balance	Credit Balance
1001	General Checking Account	586,333.67	
1006	Payroll Checking	46,123.51	
1009	NW RIDES ACCOUNT	253,938.66	
1011	Prop. Mgmt. Checking	54,496.13	
1020	LGIP - General Account	1,110,969.08	
1030	LGIP - Capital Reserve	942,114.07	
1040	Petty Cash	200.00	
Report Total		2,994,175.12	0.00
Report Difference		2,994,175.12	

DL
2-7-21

2-5-21
RW

Tillamook County Transportation District
Financial Statement

From 1/1/2021 Through 1/31/2021

Resources	Current Period Actual	Current Period Budget	Current Year Actual	Total Budget	Total Budget Variance	58%
Working Capital	3500	0.00	0.00	1,916,835.00	(1,916,835.00)	0.00%
Fares	4000	12,339.77	111,274.67	300,000.00	(188,725.33)	37.09%
Contract Revenue	4020	44,953.61	428,698.72	875,000.00	(446,301.28)	48.99%
Property Tax	4100	25,665.19	958,687.73	950,000.00	8,687.73	100.91%
Past Years Property Tax	4110	2,986.18	14,155.19	25,000.00	(10,844.81)	56.62%
State Timber Revenue	4120	0.00	57,267.19	275,000.00	(217,732.81)	20.82%
Mass Transit State Payroll Tax	4130	32,876.65	62,506.30	85,000.00	(22,493.70)	73.53%
STIF Formula	4135	85,733.00	271,559.00	484,721.00	(213,162.00)	56.02%
STIF Intercommunity	4136	0.00	85,678.00	304,000.00	(218,322.00)	28.18%
STIF Discretionary	4137	0.00	36,618.00	352,000.00	(315,382.00)	10.40%
Capital Grants	4210	0.00	0.00	1,091,000.00	(1,091,000.00)	0.00%
Grants - FTA 5311	4220	0.00	478,581.00	395,000.00	83,581.00	121.15%
Grants - COVID	4221	0.00	67,288.38	0.00	67,288.38	0.00%
NWOTA Partner Cont. Match	4225	10,500.00	31,500.00	42,000.00	(10,500.00)	75.00%
Grants - STF	4230	16,925.00	50,775.00	67,700.00	(16,925.00)	75.00%
Grants - 5311 (f)	4240	0.00	46,000.00	184,000.00	(112,906.00)	38.63%
Grants - 5310	4245	0.00	83,000.00	332,000.00	(235,032.00)	29.20%
Special Bus Operations	4300	0.00	208.33	2,500.00	(2,500.00)	0.00%
Miscellaneous Income	4400	0.00	416.67	5,000.00	(4,583.33)	464.01%
Sale of Assets - Income	4410	0.00	833.33	10,000.00	(9,166.67)	0.00%
Interest Income	4510	1,328.82	2,708.33	32,500.00	(28,462.85)	27.91%
Advertising Income	4520	0.00	83.33	1,000.00	(916.67)	0.00%
Lease Income	4900	2,000.00	13,500.00	23,000.00	(9,500.00)	58.69%
Lease Operational Exp Income	4910	1,032.93	5,696.70	18,000.00	(12,303.30)	31.64%

Monthly BOD Report w/YTD Budget & Variance

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Tillamook County Transportation District
Financial Statement

From 1/1/2021 Through 1/31/2021

	Current Period Actual	Current Period Budget	Current Year Actual	Total Budget	Total Budget Variance	58%
Transfer From General Fund	0.00	0.00	147,050.00	157,050.00	(10,000.00)	93.63%
Transfer from Veh. Purch. Res.	0.00	0.00	0.00	31,835.00	(31,835.00)	0.00%
Transfer from STF Fund	0.00	0.00	0.00	46,786.00	(46,786.00)	0.00%
Transfer from STIF Fund	0.00	0.00	33,693.00	945,000.00	(911,307.00)	3.56%
Total Resources	236,341.15	715,958.33	3,054,862.88	8,951,927.00	(5,897,064.12)	34.13%
Expenses						
Personnel Services						
Payroll: Administration	23,083.99	30,500.00	193,414.67	366,000.00	172,585.33	52.84%
Payroll: Dispatch	7,741.72	7,666.67	63,807.94	92,000.00	28,192.06	69.35%
Payroll: Drivers	29,435.09	93,333.33	596,821.63	1,120,000.00	523,178.37	53.28%
Payroll: Maintenance	5,424.80	5,833.33	43,318.01	70,000.00	26,681.99	61.88%
Payroll Expense	8,200.40	10,291.67	73,017.53	123,500.00	50,482.47	59.12%
Payroll Healthcare	31,176.42	36,446.00	214,985.09	437,352.00	222,366.91	49.15%
Payroll Retirement	5,303.60	5,875.00	42,522.47	70,500.00	27,977.53	60.31%
Payroll Veba	3,193.40	3,800.00	23,544.52	45,600.00	22,055.48	51.63%
Workers Compensation Ins.	0.00	2,666.67	39,813.63	32,000.00	(7,813.63)	124.41%
Total Personnel Services	113,559.42	196,412.67	1,291,245.49	2,356,952.00	1,065,706.51	54.78%
Materials and Services						
Professional Services	8,352.19	9,187.50	103,829.60	110,250.00	6,420.40	94.17%
Administrative Support	0.00	2,083.33	10,462.50	25,000.00	14,537.50	41.85%
Website Maintenance	0.00	625.00	0.00	7,500.00	7,500.00	0.00%
Planning	0.00	2,500.00	24,256.37	30,000.00	5,743.63	80.85%
Dues & Subscriptions	(670.02)	1,250.00	7,228.54	15,000.00	7,771.46	48.19%
Office Equipment R&R	225.22	333.33	1,587.81	4,000.00	2,412.19	39.69%

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Monthly BOD Report w/YTD Budget & Variance

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Tillamook County Transportation District

Financial Statement

From 1/1/2021 Through 1/31/2021

	Current Period Actual	Current Period Budget	Current Year Actual	Total Budget	Total Budget Variance	58%
5145 Computer R&M	(1,175.76)	3,375.00	18,476.63	40,500.00	22,023.37	45.62%
5150 Fees & Licenses	5,008.61	2,583.33	12,480.41	31,000.00	18,519.59	40.25%
5160 Insurance	107,514.00	8,333.33	107,514.00	100,000.00	(7,514.00)	107.51%
5170 Office Expense	(787.37)	1,250.00	11,124.14	15,000.00	3,875.86	74.16%
5175 Board Expense	350.00	1,083.33	3,635.28	13,000.00	9,364.72	27.96%
5180 Operational Expense	(1,289.77)	3,374.99	25,463.71	40,500.00	15,036.29	62.87%
5185 Drug & Alcohol Administration	100.00	208.33	970.00	2,500.00	1,530.00	38.80%
5190 Marketing	2,699.65	4,583.34	15,964.14	55,000.00	39,035.86	29.02%
5191 Website Re-Design	0.00	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	11,101.39	19,600.00	8,498.61	56.63%
5220 Travel & Training	231.87	2,666.68	6,526.78	32,000.00	25,473.22	20.39%
5240 Vehicle Expense	6,796.11	16,666.67	164,978.59	200,000.00	35,021.41	82.48%
5245 Fuel Expense	16,911.28	20,833.33	110,252.39	250,000.00	139,747.61	44.10%
5260 Postage	194.08	166.67	1,150.62	2,000.00	849.38	57.53%
5270 Mgmt/Labor Recreation Fund	0.00	225.67	0.00	2,708.00	2,708.00	0.00%
5280 Transit & Visitor Center Lease	700.00	700.00	4,900.00	0.00	(4,900.00)	0.00%
5285 Transit & Visitor Center Maint	1,154.55	1,500.00	10,296.48	18,000.00	7,703.52	57.20%
5290 General Operating Cont.	0.00	125,000.00	0.00	250,000.00	250,000.00	0.00%
5291 COVID Expense	84,386.87	0.00	85,084.37	0.00	(85,084.37)	0.00%
5300 Property Operating Expense	2,433.42	2,041.67	11,920.13	24,500.00	12,579.87	48.65%
5330 Flex Lease: Fees	0.00	41.67	0.00	500.00	500.00	0.00%
5340 Property Maint. & Repair	7,920.07	2,083.33	25,391.38	25,000.00	(391.38)	101.56%
5346 Operations Facility Maint.	75.52	333.33	2,124.68	4,000.00	1,875.32	53.11%
Total Materials and Services	242,465.27	220,913.16	807,162.77	1,392,558.00	585,395.23	57.96%

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Monthly BOD Report w/YTD Budget & Variance

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Tillamook County Transportation District
Financial Statement

From 1/1/2021 Through 1/31/2021

	Current Period Actual	Current Period Budget	Current Year Actual	Total Budget	Total Budget Variance	58%
Special Payments						
STF Payments to Recipients	5,229.00	1,742.83	15,687.00	20,914.00	5,227.00	75.00%
STIF Payments to Recipients	1,250.00	1,250.00	3,750.00	5,000.00	1,250.00	75.00%
Total Special Payments	6,479.00	2,992.83	19,437.00	25,914.00	6,477.00	75.01%
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	4,218.06	7,500.00	3,281.94	56.24%
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	73,995.78	103,350.00	29,354.22	71.60%
Capital Purchases						
Building Repair & Renovation	16,083.10	2,500.00	34,159.15	30,000.00	(4,159.15)	113.86%
Bus Replacement/Addition	0.00	420,000.00	0.00	840,000.00	840,000.00	0.00%
Van Replacement/Addition	0.00	252,000.00	0.00	505,000.00	505,000.00	0.00%

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Tillamook County Transportation District

Financial Statement

From 1/1/2021 Through 1/31/2021

	Current Period Actual	Current Period Budget	Current Year Actual	Total Budget	Total Budget Variance	58%
6020 Computer Upgrade	0.00	416.67	0.00	5,000.00	5,000.00	0.00%
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	(16,111.00)	51,333.33	167,068.17	616,000.00	448,931.83	27.12%
Total Capital Purchases	(27.90)	740,500.00	206,906.32	2,167,000.00	1,960,093.68	9.55%
Total Capital Outlay	574.68	746,212.50	280,902.10	2,270,350.00	1,989,447.90	12.37%
Total Expenses	363,078.37	1,166,531.16	2,579,490.36	8,951,927.00	6,372,436.64	28.81%



Tillamook County Transportation District

Financial Statement

09 - NW RIDES ACCOUNT

From 1/1/2021 Through 1/31/2021

	Current Period Actual	Current Period Budget	Current Year Actual	Total Budget	Total Budget Variance	58%
Resources						
NWR Revenue	331,677.49	437,316.67	2,017,921.34	5,247,800.00	(3,229,878.66)	38.45%
NWR Reserve	0.00	0.00	213,462.30	0.00	213,462.30	0.00%
Grants - COVID	0.00	0.00	14,434.37	0.00	14,434.37	0.00%
Interest Income	0.00	0.00	100.00	0.00	100.00	0.00%
Total Resources	<u>331,677.49</u>	<u>437,316.67</u>	<u>2,245,918.01</u>	<u>5,247,800.00</u>	<u>(3,001,881.99)</u>	<u>42.80%</u>
Expenses						
Personnel Services						
Payroll: Administration	20,183.12	23,750.00	160,040.34	285,000.00	124,959.66	56.15%
Payroll: Indirect	400.00	2,500.00	5,180.00	30,000.00	24,820.00	17.26%
Payroll Expense	1,462.28	2,083.33	12,609.52	25,000.00	12,390.48	50.43%
Payroll Healthcare	8,018.66	9,166.67	57,698.21	110,000.00	52,301.79	52.45%
Payroll Retirement	1,115.10	1,250.00	9,346.53	15,000.00	5,653.47	62.31%
Payroll Veba	875.64	1,083.33	6,346.62	13,000.00	6,653.38	48.82%
Workers Compensation Ins.	0.00	0.00	318.42	0.00	(318.42)	0.00%
Total Personnel Services	<u>32,054.80</u>	<u>39,833.33</u>	<u>251,539.64</u>	<u>478,000.00</u>	<u>226,460.36</u>	<u>52.62%</u>
Materials and Services						
Professional Services	340.00	416.67	9,161.57	5,000.00	(4,161.57)	183.23%
Dues & Subscriptions	0.00	125.00	0.00	1,500.00	1,500.00	0.00%
Office Equipment R&R	225.22	333.33	1,587.81	4,000.00	2,412.19	39.69%
Computer R&M	2,181.80	1,250.00	11,193.80	15,000.00	3,806.20	74.62%
Fees & Licenses	24.99	1,250.00	10,074.97	15,000.00	4,925.03	67.16%
Insurance	0.00	166.67	0.00	2,000.00	2,000.00	0.00%
Monthly BOD Report w/YTD Budget & Variance						

Tillamook County Transportation District

Financial Statement

09 - NW RIDES ACCOUNT

From 1/1/2021 Through 1/31/2021

	Current Period Actual	Current Period Budget	Current Year Actual	Total Budget	Total Budget Variance	58%
5170 Office Expense	506.41	833.33	2,619.55	10,000.00	7,380.45	26.19%
5180 Operational Expense	0.00	125.00	511.73	1,500.00	988.27	34.11%
5210 Telephone Expense	1,093.37	1,666.67	16,286.78	20,000.00	3,713.22	81.43%
5220 Travel & Training	0.00	416.67	182.69	5,000.00	4,817.31	3.65%
5260 Postage	9.95	83.33	269.65	1,000.00	730.35	26.96%
5265 Purchased Transportation	192,175.80	333,333.33	1,479,388.22	4,000,000.00	2,520,611.78	36.98%
5266 Member Mileage Reimbursement	15,000.00	22,916.67	66,920.00	275,000.00	208,080.00	24.33%
5267 Volunteer Mileage Reimburse	5,000.00	33,333.33	135,558.87	400,000.00	264,441.13	33.88%
5281 Office Rent	400.00	400.00	2,800.00	4,800.00	2,000.00	58.33%
5300 Property Operating Expense	246.78	833.33	2,077.41	10,000.00	7,922.59	20.77%
Total Materials and Services	217,204.32	397,483.33	1,738,633.05	4,769,800.00	3,031,166.95	36.45%
Total Expenses	249,259.12	437,316.66	1,990,172.69	5,247,800.00	3,257,627.31	37.92%

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Tillamook County Transportation District

Check/Voucher Register
 1001 - General Checking Account
 From 1/1/2021 Through 1/31/2021

Document Number	Document Date	Transaction Amount	Payee	Transaction Description
16016	1/7/2021	15.60	Batteries Northwest	BATTERIES
16017	1/7/2021	900.00	Care Inc.	STF AND STIF QTR PAYMENTS
16017	1/7/2021	1,250.00	Care Inc.	STF AND STIF QTR PAYMENTS
16018	1/7/2021	700.00	City Of Tillamook	TVC LEASE
16019	1/7/2021	231.00	Coast Printing & Stationery	ROUTE BROCHURES
16020	1/7/2021	850.00	WAVE	DECEMBER TELEPHONE
16021	1/7/2021	107.07	COMCAST	SALEM INTERNET
16022	1/7/2021	65.10	COUNTRY MEDIA	ADVERTISING
16023	1/7/2021	100.00	CRYSTAL AND SIERRA SPRINGS	WATER
16024	1/7/2021	40.00	CENTURYLINK	HARD LINE FAX/PHONE
16025	1/7/2021	155.00	GenXsys Solutions, LLC	COMPUTER SUPPORT
16026	1/7/2021	1,035.00	INNOVA LEGAL ADVISORS	TRANSIT VISITOR CENTER LEGAL
16027	1/7/2021	7,005.00	JORDAN SCHRADER RAMIS, PC	LEGAL
16027	1/7/2021	4,171.00	JORDAN SCHRADER RAMIS, PC	LEGAL
16028	1/7/2021	2,142.21	KITTELSON & ASSOCIATES, INC.	STIF PLAN
16029	1/7/2021	4,329.00	Marie Mills Center, Inc	QTR STF PAYMENT
16030	1/7/2021	115.00	North Coast Lawn	JANITORIAL
16031	1/7/2021	1,025.00	NATHAN LEVIN	JANUARY LEASE PAYMENT
16032	1/7/2021	24.99	Office Depot Credit Plan	OFFICE SUPPLIES
16032	1/7/2021	58.08	Office Depot Credit Plan	OFFICE SUPPLIES
16033	1/7/2021	201.80	Pacific Office Automation	TCTD COPIES
16034	1/7/2021	964.60	PETROCARD INC.	FUEL
16035	1/7/2021	70.34	PORTLAND GENERAL	SALEM ELECTRIC
16036	1/7/2021	14,709.79	Sheldon Oil Distributors	FUEL
16037	1/7/2021	400.00	Tillamook Family Counseling	ADVERTISING
16038	1/7/2021	394.80	VERIZON	DECEMBER TABLET DATA
16039	1/7/2021	427.86	WEST COAST EXHAUST	van 104
16039	1/7/2021	133.10	WEST COAST EXHAUST	VAN 109
16039	1/7/2021	180.00	WEST COAST EXHAUST	VAN 202
16039	1/7/2021	324.00	WEST COAST EXHAUST	BUS 300
16039	1/7/2021	72.00	WEST COAST EXHAUST	TCTD PICKUP
16039	1/7/2021	504.00	WEST COAST EXHAUST	BUS 300
16039	1/7/2021	126.00	WEST COAST EXHAUST	BUS 28
16039	1/7/2021	108.00	WEST COAST EXHAUST	BUS 206
16039	1/7/2021	86.40	WEST COAST EXHAUST	BUS 18
16039	1/7/2021	43.20	WEST COAST EXHAUST	BUS 302
16039	1/7/2021	43.20	WEST COAST EXHAUST	BUS 304
16039	1/7/2021	43.20	WEST COAST EXHAUST	BUS 18
16040	1/7/2021	909.65	Fred Meyer Customer Charges	DECEMBER CARD CHARGES
16041	1/7/2021	114.03	Petty Cash Clerk	PETTY CASH
16042	1/7/2021	3,730.17	CARDMEMBER SERVICE	CARD CHARGES
16043	1/14/2021	16,529.00	ADVANCED DIESEL SERVICE	BUS 34 ENGINE REPAIR
16044	1/14/2021	3,260.95	AKS ENGINEERING & FORESTRY LLC	TRANSIT & VISITOR CENTER
16044	1/14/2021	145.00	AKS ENGINEERING & FORESTRY LLC	TRANSIT & VISITOR CENTER
16045	1/14/2021	295.60	ALSCO - Portland Linen	MATT SERVICE
16046	1/14/2021	177.29	CAR CARE SPECIALISTS, INC.	DEF
16047	1/14/2021	86.46	Advance Auto Parts	SHOP INVENTORY
16048	1/14/2021	4,875.00	Columbia Pacific Economic	NWOTA ADMINISTRATION OCTOB DEC 2020
16049	1/14/2021	724.00	COUNTRY MEDIA	ADVERTISING
16049	1/14/2021	124.00	COUNTRY MEDIA	ADVERTISING
16050	1/14/2021	1,376.10	FleetPride, Inc.	DECEMBER 2020
16051	1/14/2021	1,000.00	JLD COST CONSULTING	FUEL STATION/GRANT 33788
16052	1/14/2021	45.25	KEMPS NORTH COAST TOOLS	TRIM PAD/SHOP INVENTORY
16052	1/14/2021	68.68	KEMPS NORTH COAST TOOLS	SHOP TOOLS
16053	1/14/2021	1,178.76	LES SCHWAB WAREHOUSE CENTER	TIRES
16054	1/14/2021	1,869.91	LUM'S AUTO CENTER, INC.	VAN 108 ENGINE REPAIR

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Tillamook County Transportation District

Check/Voucher Register

1001 - General Checking Account

From 1/1/2021 Through 1/31/2021

Document Number	Document Date	Transaction Amount	Payee	Transaction Description
16055	1/14/2021	1,154.55	Marie Mills Center, Inc	JANITORIAL
16055	1/14/2021	22.92	Marie Mills Center, Inc	JANITORIAL SUPPLIES
16056	1/14/2021	92.91	McCOY FREIGHTLINER	SHOP INVENTORY
16056	1/14/2021	46.53	McCOY FREIGHTLINER	BUS 300
16056	1/14/2021	16,386.61	McCOY FREIGHTLINER	BUS 305 - INSURANCE CLAIM/ACCIDENT
16056	1/14/2021	3,895.99	McCOY FREIGHTLINER	BUS 30 ELECTRICAL REPAIR
16056	1/14/2021	2,468.78	McCOY FREIGHTLINER	BUS 303 REPLACE TURNBO ACTIV
16057	1/14/2021	6,747.37	NORTHSIDE FORD	BUS 28 ENGINE REPAIR
16058	1/14/2021	120.96	PACIFIC CITY SUN	ADVERTISING
16059	1/14/2021	26.50	TILLAMOOK DIESEL REPAIR	SHOP SUPPLIES
16060	1/27/2021	697.50	TILLAMOOK COUNTY HEALTH DEPT	covid - flu shots
16061	1/29/2021	3,000.70	ADP, LLC	PAYROLL SERVICES
16062	1/29/2021	24.74	BAUDVILLE	EMPLOYEE OF THE YEAR
16063	1/29/2021	100.00	BIO-MED TESTING SERVICE, INC.	EMPLOYEE DRUG SCREEN
16064	1/29/2021	120.00	CHRIS MOTLEY	CDL PHYSICAL
16065	1/29/2021	700.00	City Of Tillamook	TVC LEASE
16066	1/29/2021	100.00	CRYSTAL AND SIERRA SPRINGS	WATER
16067	1/29/2021	95.00	DANIELL AMAYA	CDL PHYSICAL
16068	1/29/2021	100.00	Fred Meyer Customer Charges	CARD CHARGES
16069	1/29/2021	155.00	GenXsys Solutions, LLC	TABATHA LAPTOP SETUP
16069	1/29/2021	500.25	GenXsys Solutions, LLC	COMPUTER SUPPORT
16069	1/29/2021	1,498.00	GenXsys Solutions, LLC	COMPUTER SUPPORT
16069	1/29/2021	77.50	GenXsys Solutions, LLC	HAILEYS LAPTOP
16070	1/29/2021	218.73	Gillespie Graphics	RIDE THE WAVE LOGO
16071	1/29/2021	270.00	INNOVA LEGAL ADVISORS	LEGAL/HR
16072	1/29/2021	1,666.00	JORDAN SCHRADER RAMIS, PC	PROPANE FUEL PROJECT
16073	1/29/2021	1,025.00	NATHAN LEVIN	SALEM LEASE
16074	1/29/2021	16.00	NEW AGE CAR WASH	VAN WASHES
16075	1/29/2021	74.53	Office Depot Credit Plan	OFFICE SUPPLIES
16075	1/29/2021	14.99	Office Depot Credit Plan	OFFICE SUPPLIES
16075	1/29/2021	22.14	Office Depot Credit Plan	OFFICE SUPPLIES
16075	1/29/2021	71.93	Office Depot Credit Plan	OFFICE SUPPLIES
16076	1/29/2021	3.00	OR DEPT OF MOTOR VEHICLES	DRIVER RECORDS
16077	1/29/2021	122.84	PACIFIC CITY SUN	ADVERTISING
16078	1/29/2021	274.17	Pacific Office Automation	COPIES
16079	1/29/2021	902.23	PETROCARD INC.	FUEL
16080	1/29/2021	225.22	Pacific Office Automation	COPIER LEASE
16081	1/29/2021	316.00	Prevailing Communications	RADIOS
16082	1/29/2021	50.41	Schetky Northwest Sales, Inc.	DOOR HANDLE
16083	1/29/2021	107,514.00	SPECIAL DISTRICTS INS. SERVICE	AUTO INSURANCE
16084	1/29/2021	750.00	Tillamook Chamber of Commerce	BANQUET SPONSOR
16085	1/29/2021	44.62	Tillamook PUD	LARGE BUS BARD
16085	1/29/2021	30.90	Tillamook PUD	SMALL BUS BARN
16086	1/29/2021	49.95	VANIR BROADBAND, INC.	INTERNET
Report Total		231,455.66		

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Tillamook County Transportation District

Check/Voucher Register

1006 - Payroll Checking

From 1/1/2021 Through 1/31/2021

<u>Document Number</u>	<u>Document Date</u>	<u>Payee</u>
5612	1/14/2021	HRA VEBA TRUST
5613	1/29/2021	SPECIAL DISTRICTS INS. SERVICE
5614	1/29/2021	PACIFIC SOURCE

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Tillamook County Transportation District

Check/Voucher Register

1009 - NW RIDES ACCOUNT

From 1/1/2021 Through 1/31/2021

Document Number	Document Date	Transaction Amount	Payee	Transaction Description
2828	1/7/2021	623.37	WAVE	DECEMBER TELEPHONE
2829	1/7/2021	4,734.70	COLUMBIA COUNTY RIDER	PROVIDER TRANSPORTATION
2830	1/7/2021	137.58	CRYSTAL AND SIERRA SPRINGS	WATER
2831	1/7/2021	50.80	CENTURYLINK	HARD LINE FAX/PHONE
2832	1/7/2021	2,942.73	JANNA SMITH	NWR VOLUNTEERS
2833	1/7/2021	2,120.75	JOHN REKART JR	NWR VOLUNTEERS
2834	1/7/2021	2,429.80	KANDIS LIDAY	NWR VOLUNTEERS
2835	1/7/2021	404.43	LEANN CHUINARD	NWR VOLUNTEERS
2836	1/7/2021	5,354.00	MEDIX AMBULANCE	PROVIDER TRANSPORTATION
2836	1/7/2021	765.00	MEDIX AMBULANCE	PROVIDER TRANSPORTATION
2836	1/7/2021	173.00	MEDIX AMBULANCE	PHONES
2837	1/7/2021	5,897.70	METRO WEST	PROVIDER TRANSPORTATION
2838	1/7/2021	100.00	North Coast Lawn	JANITORIAL
2839	1/7/2021	59.96	Office Depot Credit Plan	OFFICE SUPPLIES
2840	1/7/2021	44.38	Pacific Office Automation	NWR COPIES
2841	1/7/2021	3,101.58	SEAN REKART	NWR VOLUNTEERS
2842	1/7/2021	780.00	SUNSET EMPIRE TRANSIT	NWR VOLUNTEERS
2842	1/7/2021	425.00	SUNSET EMPIRE TRANSIT	PROVIDER TRANSPORTATION
2842	1/7/2021	868.00	SUNSET EMPIRE TRANSIT	PROVIDER TRANSPORTATION
2843	1/7/2021	10,545.50	TILLAMOOK CNTY TRANS. DIST.	PROVIDER TRANSPORTATION
2844	1/7/2021	10,028.25	TILLAMOOK CNTY TRANS. DIST.	PROVIDER TRANSPORTATION
2845	1/7/2021	8,693.25	TILLAMOOK CNTY TRANS. DIST.	PROVIDER TRANSPORTATION
2846	1/7/2021	13,618.50	TILLAMOOK CNTY TRANS. DIST.	PROVIDER TRANSPORTATION
2847	1/7/2021	3,001.85	VAL HOLYOAK	NWR VOLUNTEERS
2848	1/7/2021	2,695.20	WILLAMETTE VALLEY TRANSPORT	PROVIDER TRANSPORTATION
2849	1/7/2021	1,596.75	WILLIAM NERENBERG	NWR VOLUNTEERS
2850	1/7/2021	634.78	TILLAMOOK CNTY TRANS. DIST.	DECEMBER RENT AND UTILITIES
2851	1/7/2021	540.54	CARDMEMBER SERVICE	CARD CHARGES
2853	1/14/2021	1,469.92	AAA RIDE ASSIST	NWR
2853	1/14/2021	1,717.44	AAA RIDE ASSIST	NWR
2854	1/14/2021	4,254.40	COLUMBIA COUNTY RIDER	PROVIDER TRANSPORTATION
2855	1/14/2021	2,552.85	COLUMBIA MEDICAL	PROVIDER TRANSPORTATION
2855	1/14/2021	2,904.07	COLUMBIA MEDICAL	PROVIDER TRANSPORTATION
2856	1/14/2021	5,203.00	K & M MEDIVAN	PROVIDER TRANSPORTATION
2856	1/14/2021	3,311.70	K & M MEDIVAN	PROVIDER TRANSPORTATION
2856	1/14/2021	2,511.85	K & M MEDIVAN	PROVIDER TRANSPORTATION
2857	1/14/2021	3,948.00	MEDIX AMBULANCE	PROVIDER TRANSPORTATION
2857	1/14/2021	3,408.00	MEDIX AMBULANCE	PROVIDER TRANSPORTATION
2857	1/14/2021	4,795.00	MEDIX AMBULANCE	NWR
2857	1/14/2021	5,764.00	MEDIX AMBULANCE	PROVIDER TRANSPORTATION
2857	1/14/2021	5,429.00	MEDIX AMBULANCE	PROVIDER TRANSPORTATION
2858	1/14/2021	8,343.20	METRO WEST	PROVIDER TRANSPORTATION
2859	1/14/2021	250.00	MTN RETREAT SECURE TRANSPORT	PROVIDER TRANSPORTATION
2859	1/14/2021	687.50	MTN RETREAT SECURE TRANSPORT	PROVIDER TRANSPORTATION
2860	1/14/2021	10,078.48	RYANS TRANSPORTATION SERVICE	PROVIDER TRANSPORTATION
2860	1/14/2021	8,914.05	RYANS TRANSPORTATION SERVICE	PROVIDER TRANSPORTATION
2861	1/14/2021	720.00	SUNSET EMPIRE TRANSIT	PROVIDER TRANSPORTATION
2861	1/14/2021	1,217.00	SUNSET EMPIRE TRANSIT	NWR
2861	1/14/2021	1,000.00	SUNSET EMPIRE TRANSIT	PROVIDER TRANSPORTATION
2861	1/14/2021	987.00	SUNSET EMPIRE TRANSIT	NWR
2861	1/14/2021	1,415.00	SUNSET EMPIRE TRANSIT	NWR
2861	1/14/2021	873.00	SUNSET EMPIRE TRANSIT	PROVIDER TRANSPORTATION
2861	1/14/2021	764.00	SUNSET EMPIRE TRANSIT	PROVIDER TRANSPORTATION
2862	1/14/2021	10,761.59	TILLAMOOK CNTY TRANS. DIST.	DECEMBER 2020 BENEFITS
2863	1/14/2021	8,500.65	TILLAMOOK CNTY TRANS. DIST.	DECEMBER 31ST 2020
2864	1/14/2021	200.00	TILLAMOOK CNTY TRANS. DIST.	DECEMBER 2020
2865	1/14/2021	6,545.50	WAPATO SHORES	NWR

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Tillamook County Transportation District

Check/Voucher Register

1009 - NW RIDES ACCOUNT

From 1/1/2021 Through 1/31/2021

Document Number	Document Date	Transaction Amount	Payee	Transaction Description
2865	1/14/2021	5,399.00	WAPATO SHORES	NWR
2865	1/14/2021	7,118.75	WAPATO SHORES	PROVIDER TRANSPORTATION
2865	1/14/2021	5,472.50	WAPATO SHORES	PROVIDER TRANSPORTATION
2865	1/14/2021	4,839.25	WAPATO SHORES	PROVIDER TRANSPORTATION
2866	1/14/2021	3,312.20	WILLAMETTE VALLEY TRANSPORT	PROVIDER TRANSPORTATION
2867	1/27/2021	2,301.48	AAA RIDE ASSIST	PROVIDER TRANSPORTATION
2867	1/27/2021	2,181.20	AAA RIDE ASSIST	PROVIDER TRANSPORTATION
2867	1/27/2021	1,877.00	AAA RIDE ASSIST	PROVIDER TRANSPORTATION
2868	1/27/2021	13.20	COLUMBIA COUNTY RIDER	BUS PASS
2869	1/27/2021	155.40	COLUMBIA MEDICAL	PROVIDER TRANSPORTATION
2869	1/27/2021	4,089.28	COLUMBIA MEDICAL	PROVIDER TRANSPORTATION
2869	1/27/2021	6,096.26	COLUMBIA MEDICAL	PROVIDER TRANSPORTATION
2869	1/27/2021	4,233.80	COLUMBIA MEDICAL	PROVIDER TRANSPORTATION
2870	1/27/2021	5,019.40	K & M MEDIVAN	PROVIDER TRANSPORTATION
2871	1/27/2021	5,355.00	MEDIX AMBULANCE	PROVIDER TRANSPORTATION
2871	1/27/2021	111.00	MEDIX AMBULANCE	PROVIDER TRANSPORTATION
2871	1/27/2021	8,238.00	MEDIX AMBULANCE	PROVIDER TRANSPORTATION
2871	1/27/2021	5,070.00	MEDIX AMBULANCE	PROVIDER TRANSPORTATION
2871	1/27/2021	148.00	MEDIX AMBULANCE	PROVIDER TRANSPORTATION
2872	1/27/2021	1,964.87	RYANS TRANSPORTATION SERVICE	PROVIDER TRANSPORTATION
2872	1/27/2021	14,711.35	RYANS TRANSPORTATION SERVICE	PROVIDER TRANSPORTATION
2872	1/27/2021	14,442.28	RYANS TRANSPORTATION SERVICE	PROVIDER TRANSPORTATION
2872	1/27/2021	12,676.06	RYANS TRANSPORTATION SERVICE	PROVIDER TRANSPORTATION
2873	1/27/2021	981.00	SUNSET EMPIRE TRANSIT	PROVIDER TRANSPORTATION
2873	1/27/2021	952.00	SUNSET EMPIRE TRANSIT	PROVIDER TRANSPORTATION
2874	1/27/2021	12,457.75	TILLAMOOK CNTY TRANS. DIST.	PROVIDER TRANSPORTATION
2875	1/27/2021	10,804.50	TILLAMOOK CNTY TRANS. DIST.	PROVIDER TRANSPORTATION
2876	1/27/2021	8,205.75	TILLAMOOK CNTY TRANS. DIST.	PROVIDER TRANSPORTATION
2877	1/27/2021	8,656.25	WAPATO SHORES	PROVIDER TRANSPORTATION
2877	1/27/2021	7,092.00	WAPATO SHORES	PROVIDER TRANSPORTATION
2879	1/29/2021	225.38	CRYSTAL AND SIERRA SPRINGS	WATER
2880	1/29/2021	100.81	Fred Meyer Customer Charges	CARD CHARGES
2881	1/29/2021	1,502.00	GenXsys Solutions, LLC	COMPUTER SUPPORT
2882	1/29/2021	121.37	Office Depot Credit Plan	NWR OFFICE SUPPLIES
2883	1/29/2021	58.85	Pacific Office Automation	NWR COPIES
2884	1/29/2021	225.22	Pacific Office Automation	NWR COPIER LEASE

Report Total

357,101.76

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Tillamook County Transportation District

Check/Voucher Register
1011 - Prop. Mgmt. Checking
From 1/1/2021 Through 1/31/2021

<u>Document Number</u>	<u>Document Date</u>	<u>Transaction Amount</u>	<u>Payee</u>	<u>Transaction Description</u>
4360	1/7/2021	650.00	CHRISSY'S CLEANING SERVICE	JANITORIAL
4361	1/7/2021	13,083.10	DANIEL E KEPHART	CARPET PROJECT
4362	1/7/2021	109.00	JNB MECHANICAL, INC.	HVAC
4363	1/7/2021	325.00	North Coast Lawn	JANITORIAL
4364	1/7/2021	398.96	TILLAMOOK CITY UTILITIES	WATER AND SEWER
4365	1/7/2021	167.95	CITY SANITARY SERVICE	GARBAGE
4366	1/14/2021	464.82	Marie Mills Center, Inc	JANITORIAL
4367	1/29/2021	4,305.25	JNB MECHANICAL, INC.	HVAC
4368	1/29/2021	1,885.00	North Coast Lawn	LANDSCAPING
4369	1/29/2021	<u>2,485.56</u>	Tillamook PUD	ELECTRIC AND LOAN
Report Total		<u>23,874.64</u>		

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UMPQUA BANK: CLOSING DATE 1/25/2021			
Date	Vendor	Description of Transaction	Amount
DOUG PILANT			
12/24/21	FRED MEYER	EMPLOYEE RECOGNITION/HOLIDAY	\$ 384.48
12/28/21	VIRTUAL POSTMAIL	POSTAGE	\$ 25.00
			\$ 409.48
CATHY BOND			
12/24/21	IRON MOUNTAIN	SHREDDING	\$ 99.51
12/24/21	ADOBE ACROPRO	ADOBE SOFTWARE	\$ 79.99
01/04/21	ENDICIA	POSTAGE	\$ 9.95
01/04/21	LANGUAGE LINE	NWR TELEPHONE	\$ 43.45
01/06/21	LANGUAGE LINE	NWR TELEPHONE	\$ 43.45
01/06/21	ADOBE ACROPRO	ADOBE SOFTWARE	\$ 24.99
01/19/21	LANGUAGE LINE	NWR TELEPHONE	\$ 23.70
01/21/21	LANGUAGE LINE	NWR TELEPHONE	\$ 11.85
01/21/21	AMAZON.COM	COMPUTER MONITOR STANDS	\$ 1,019.70
01/25/21	AMAZON.COM	COMPUTER MONITOR STANDS	\$ 319.89
01/25/21	ADOBE ACROPRO	ADOBE SOFTWARE	\$ 79.99
01/25/21	WERNERS	MEALS/CATHY & TABATHA BOARD MEETING	\$ 30.00
01/25/21	LANGUAGE LINE	NWR TELEPHONE	\$ 39.50
01/25/21	IRON MOUNTAIN	SHREDDING	\$ 100.31
01/25/21	AMAZON.COM	SHOP SUPPLIES/MOP	\$ 25.87
			\$ 1,952.15
BRENT OLSON			
12/24/21	AMAZON.COM	DISPATCH RADIO MICROPHONE	\$ 103.96
12/24/21	MTCPRO	SOFTWARE	\$ 60.00
01/13/21	60'S CAFÉ	MEALS/BRENT & EMPLOYEE MEETING	\$ 17.00
01/20/21	USPS	POSTAGE	\$ 4.24
01/25/21	MTCPRO	SOFTWARE	\$ 60.00
			\$ 245.20
TABATHA WELCH			
12/30/21	AMAZON.COM	MEMBERSHIP	\$ 12.99
12/30/21	CRESCENT STATION	MEALS/BRENT & TABATHA PAYROLL	\$ 16.20
12/30/21	DUTCH BROS	MEALS/BRENT & TABATHA PAYROLL	\$ 9.00
12/31/21	NEXT DAY FLYERS	SUCCESS NOTES	\$ 82.18
01/04/21	WERNERS	COVID-ALL STAFF MEALS	\$ 262.00
01/06/21	VISTA PRINT	MAILING LABELS	\$ 75.34
01/12/21	LABORLAWCENTER	OFFICE POSTER	\$ 37.90
01/15/21	RECESS FOOD	MEALS/TABATHA TRAINING	\$ 28.80
01/19/21	AMAZON.COM	MEMBERSHIP	\$ 12.99
01/19/21	ENDICIA	POSTAGE	\$ 39.85
01/19/21	ENDICIA	POSTAGE	\$ 24.99
01/20/21	USPS	POSTAGE	\$ 100.00
01/21/21	AMAZON.COM	OFFICE SPACE HEATER	\$ 25.99
01/21/21	AMAZON.COM	OFFICE BULLETIN BOARD	\$ 101.39
01/21/21	AMAZON.COM	OFFICE BULLETIN BOARD	\$ 22.33
01/22/21	AATRIX/ABILA	1099 FILING FEES/ABILA	\$ 126.48
			\$ 978.43
CLAYTON NORRBOM			
01/04/21	POPEYES	CREDIT	\$ (17.98)
12/24/21	CARLS JR	MEALS/BUS SHUTTLE	\$ 20.77
01/04/21	POPEYES	CREDITED OFF	\$ 17.98
01/04/21	POPEYES	MEALS/BUS SHUTTLE	\$ 17.98
01/08/21	POPEYES	MEALS/BUS SHUTTLE	\$ 20.48
01/11/21	COSTCO	BUS SANITIZING/CLEANERS	\$ 31.28
01/22/21	SPIRIT MOUNTAIN BUFFET	MEALS/BUS SHUTTLE	\$ 20.00
			\$ 110.51
STATEMENT TRUE UP			
			Charges total \$ 3,695.77
			Grand Total \$ 3,695.77
APPROVAL		DATE	



January 2021 Statement

Open Date: 12/24/2020 Closing Date: 01/25/2021

Account: 7790

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

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

New Balance	\$3,695.76
Minimum Payment Due	\$37.00
Payment Due Date	02/22/2021

Reward Points	
Earned This Statement	3,844
Reward Center Balance	70,402
as of 01/24/2021	
For details, see your rewards summary.	

Activity Summary		
Previous Balance	+	\$4,270.70
Payments	-	\$4,270.71 ^{CR}
Other Credits	-	\$17.98 ^{CR}
Purchases	+	\$3,713.75
Balance Transfers		\$0.00
Advances		\$0.00
Other Debits		\$0.00
Fees Charged		\$0.00
Interest Charged		\$0.00
New Balance	=	\$3,695.76
Past Due		\$0.00
Minimum Payment Due		\$37.00
Credit Line		\$10,000.00
Available Credit		\$6,304.24
Days in Billing Period		33

Payment Options:

Mail payment coupon with a check

Pay online at myaccountaccess.com

Pay by phone 1-866-552-8855

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



195762

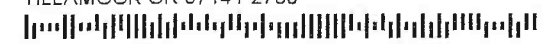
24-Hour Cardmember Service: 1-866-552-8855

. to pay by phone
 . to change your address

Account Number	7790
Payment Due Date	2/22/2021
New Balance	\$3,695.76
Minimum Payment Due	\$37.00

000032102 01 SP 000638704014871 P Y

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



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 01/24/2021

Rewards Center Activity*	0
Rewards Center Balance	70,402

*This item includes points redeemed, expired and adjusted.

	This Statement	Year to Date
Rewards Earned		
Points Earned on Net Purchases	3,544	3,544
Gas, Restaurants & Telecom Double Points	300	300
Total Earned	3,844	3,844

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.

Manage expenses with a new, simple, yet powerful and free tool. Visa Business Reporting allows a more efficient way to manage expenses. Track spending, run custom reports and sync transactions with accounting software like Intuit Quickbooks Online and Xero. Enroll today at myaccountaccess.com/vbr

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

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
Purchases and Other Debits					
12/24	12/23	1516	FRED-MEYER #0377 TILLAMOOK OR	\$384.48	_____
12/28	12/27	5543	VIRTUALPOSTMAIL.COM 909-235-6245 CA	\$25.00	_____
Total for Account				\$409.48	

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

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
Purchases and Other Debits					
12/24	12/23	3449	IRON MOUNTAIN 800-934-3453 MA	\$99.51	_____
12/24	12/23	3312	ADOBE CREATIVE CLOUD 800-443-8158 CA	\$79.99	_____
01/04	01/02	7956	ENDICIA 800-576-3279 CA	\$9.95	_____

Continued on Next Page

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January 2021 Statement 12/24/2020 - 01/25/2021
 TILLAMOOK CNTY TRANS (CPN 001469460)

Page 3 of 5
 Cardmember Service ☎ 1-866-552-8855

Transactions		BOND, CATHY		Credit Limit \$2500	
Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
01/04	12/31	3829	LANGUAGE LINE, INC. 800-7526096 CA	\$43.45	_____
01/06	01/05	5269	LANGUAGE LINE, INC. 800-7526096 CA	\$43.45	_____
01/06	01/05	6205	ADOBE ACROPRO SUBS 408-536-6000 CA	\$24.99	_____
01/19	01/15	1573	LANGUAGE LINE, INC. 800-7526096 CA	\$23.70	_____
01/21	01/20	1015	LANGUAGE LINE, INC. 800-7526096 CA	\$11.85	_____
01/21	01/20	3141	AMZN Mktp US*6B0ER9VA3 Amzn.com/bill WA	\$1,019.70	_____
01/25	01/23	9962	AMZN Mktp US*NY6FX4153 Amzn.com/bill WA	\$319.89	_____
01/25	01/23	7063	ADOBE CREATIVE CLOUD 800-443-8158 CA	\$79.99	_____
01/25	01/21	4620	WERNER GOURMET MEAT SN TILLAMOOK OR	\$30.00	_____
01/25	01/22	6559	LANGUAGE LINE, INC. 800-7526096 CA	\$39.50	_____
01/25	01/22	9660	IRON MOUNTAIN 800-934-3453 MA	\$100.31	_____
01/25	01/23	8969	AMZN Mktp US*OP8O29T33 Amzn.com/bill WA	\$25.87	_____
			Total for Account	022	\$1,952.15

Transactions		WELCH, TABATHA		Credit Limit \$2500	
Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
Purchases and Other Debits					
12/30	12/29	8885	Amazon Prime*5Y3I01AC3 Amzn.com/bill WA	\$12.99	_____
12/30	12/29	5020	IN *CRESCENT STATION TILLAMOOK OR	\$16.20	_____
12/30	12/29	1457	PP*TILLAMOOKDU TILLAMOOK OR	\$9.00	_____
12/31	12/30	3591	DRI*NEXTDAYFLYERS 855-898-9870 CA	\$82.18	_____
01/04	12/30	1892	WERNER GOURMET MEAT SN TILLAMOOK OR	\$262.00	_____
01/06	01/05	2067	VISTAPR*vistaprint.com 866-6148002 MA	\$75.34	_____
01/12	01/11	5257	LABORLAWCENTER, INC 714-754-1813 CA	\$37.90	_____
01/15	01/14	5528	SQ *RECESS FOOD TRUCK gosq.com OR	\$28.80	_____
01/19	01/16	4931	Amazon Prime*M70R708G3 Amzn.com/bill WA	\$12.99	_____
01/19	01/15	2442	ENDICIA STORE 800-576-3279 CA	\$39.85	_____
01/19	01/15	7335	ENDICIA 800-576-3279 CA	\$24.99	_____
01/20	01/19	1053	USPS STAMPS ENDICIA 888-434-0055 DC	\$100.00	_____
01/21	01/20	9837	AMZN Mktp US*VZ1EW4443 Amzn.com/bill WA	\$25.99	_____
01/21	01/20	1947	AMZN Mktp US*9J7FK9XQ3 Amzn.com/bill WA	\$101.39	_____
01/21	01/20	2116	AMZN Mktp US*Q30FA5GK3 Amzn.com/bill WA	\$22.33	_____
01/22	01/21	6291	AATRIX SOFTWARE 701-746-6814 ND	\$126.48	_____
			Total for Account	4146	\$978.43

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Transactions OLSON, BRENT Credit Limit \$3000

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
Purchases and Other Debits					
12/24	12/22	4856	AMZN Mktp US*5W0IM5WY3 Amzn.com/bill WA	\$103.96	_____
12/24	12/23	1960	FS *mtcpro 877-3278914 CA	\$60.00	_____
01/13	01/12	1272	CKE*60'S CAFE - LINCOL TUALATIN OR	\$17.00	_____
01/20	01/19	9034	USPS PO 4031840298 GARIBALDI OR	\$4.24	_____
01/25	01/23	0655	FS *mtcpro 877-3278914 CA	\$60.00	_____
			Total for Account	\$245.20	149

Transactions NORRBOM, CLAYTON Credit Limit \$2500

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
Other Credits					
01/04	12/31	0476	POPEYES 12713 SALEM OR MERCHANDISE/SERVICE RETURN	\$17.98 ^{CR}	_____
Purchases and Other Debits					
12/24	12/22	7586	CARLS JR RESTAURANTS 8 KEIZER OR	\$20.77	_____
01/04	12/31	0479	POPEYES 12713 SALEM OR	\$17.98	_____
01/04	12/31	0476	POPEYES 12713 SALEM OR	\$17.98	_____
01/08	01/07	1114	POPEYES 12713 SALEM OR	\$20.48	_____
01/11	01/09	6989	COSTCO WHSE #1059 WARRENTON OR	\$31.28	_____
01/22	01/20	3860	SPIRIT MTN BUFFET GRAND RONDE OR	\$20.00	_____
			Total for Account	\$110.51	675

Transactions BILLING ACCOUNT ACTIVITY

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
Payments and Other Credits					
01/08	01/08	8	PAYMENT THANK YOU	\$540.54 ^{CR}	_____
01/08	01/08	8	PAYMENT THANK YOU	\$3,730.17 ^{CR}	_____
			Total for Account	\$4,270.71^{CR}	30

2021 Totals Year-to-Date	
Total Fees Charged in 2021	\$0.00
Total Interest Charged in 2021	\$0.00

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Tillamook County Transportation District

MONTHLY PERFORMANCE REPORT

JAN 2021

RIDERSHIP BY SERVICE TYPE

	JAN 2021	JAN 2020	YTD FY 20-21	YTD FY 19-20	YTD % Change
<u>Dial-A-Ride Service</u>					
Tillamook County	693	1,026	5,652	7,442	-24.1%
NW Rides	493	686	3,061	5,227	-41.4%
Dial-A-Ride Total	1,186	1,712	8,713	12,669	-31.2%
<u>Deviated Fixed Route Service</u>					
Rt 1: Town Loop	2,533	3,957	18,636	26,243	-29.0%
Rt 2: Netarts/Oceanside	501	760	3,117	4,660	-33.1%
Rt 3: Manzanita/Cannon Beach	1,841	2,749	13,627	21,266	-35.9%
Rt 4: Lincoln City	749	1,261	5,527	10,348	-46.6%
Local Fixed Rt Total	5,624	8,727	40,907	62,517	-34.6%
<u>Intercity Service</u>					
Rt 5: Portland	361	693	3,132	5,993	-47.7%
Rt 60X: Salem	616	859	3,956	6,921	-42.8%
Rt 70X: Grand Ronde	258	425	1,893	3,135	-39.6%
Inter City Total	1,235	1,977	8,981	16,049	-44.0%
<u>Other Services</u>					
Tripper Routes	45	126	255	765	-66.7%
Special Bus Operations	0	24	516	1,327	-61.1%
Other Services Total	45	150	771	2,092	-63.1%
TOTAL ALL SERVICES	8,090	12,566	59,372	93,327	-36.4%

ONE-WAY TRIPS BY USER GROUP					
	Fixed		YTD	YTD	YTD %
USER GROUP	Route	DAR	FY 20-21	FY 19-20	Change
General (18 years to 60 years of age)	4,094	190	31,681	50,314	-37.0%
Senior/Disabled	2,263	949	23,706	36,312	-34.7%
Child/Youth (less than 18 years of age)	547	47	3,985	6,701	-40.5%
Total	6,904	1,186	59,372	93,327	-36.4%

OTHER RIDER CATEGORIES					
	Fixed		YTD	YTD	YTD %
	Route	DAR	FY 20-21	FY 19-20	Change
Ride Connection	64		418	522	-19.9%
Tillamook Bay Community College	130		919	1,274	-27.9%
NWOTA Visitor Pass	38		523	913	-42.7%
NW Rides		453	2,741	4,058	-32.5%
Helping Hands Shuttle		14	287	795	-63.9%

MONTHLY PERFORMANCE

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

Jan-20	1.5	51.7%	77.15
Oct-20	1.5	43.8%	82.26
Nov-20	1.5	44.9%	87.54
Dec-20	1.5	44.9%	87.54
Jan-21	1.5	47.4%	87.88
STANDARD	1.3	65.3%	56.36

Deviated Fixed Routes

Jan-20	6.0	8.4%	77.48
Oct-20	4.1	5.1%	84.23
Nov-20	4.0	4.6%	83.03
Dec-20	3.9	4.6%	88.26
Jan-21	3.9	4.5%	88.60
STANDARD	7.0	12.4%	64.60

Intercity Services

Jan-20	3.1	17.3%	87.42
Oct-20	1.8	9.7%	94.76
Nov-20	1.8	9.5%	93.37
Dec-20	1.7	8.6%	100.43
Jan-21	1.7	8.3%	102.56
STANDARD	2.9	31.5%	72.86

Other Services

Jan-20	5.4	9.7%	67.96
Oct-20	2.5	0.5%	75.34
Nov-20	2.6	0.7%	74.37
Dec-20	2.6	0.7%	77.66
Jan-21	2.7	0.9%	75.91
STANDARD	6.9	10.7%	67.00

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

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

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

Other Services: Trippers and Special Bus Operations

Tillamook County Transportation District
Actual FY 2020/2021

Year-to-Date Statistics and Performance

Router/Run	Thru Jan 2021										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	20,708	5,652	2,456	3,125	45,180	32,536	116,167	7,243	48,542	204,487	83.26	2.3	10.1%	0.03	3.66	8.43
NW Rides	216,289	3,061	3,237	4,235	87,406	62,944	153,112	9,546	70,225	295,826	91.38	0.9	73.1%	0.04	70.66	66.81
Total DAR	236,997	8,713	5,693	7,360	132,586	95,479	269,278	16,788	118,767	500,314	87.88	1.5	47.4%	0.03	27.20	41.63
<u>Deviated Route</u>																
01 Town Loop	11,593	18,636	2,686	3,053	36,634	26,381	127,046	7,921	50,224	211,572	78.77	6.9	5.5%	0.09	0.62	4.32
02 Netarts/Oceanside	3,114	3,117	1,414	1,904	31,164	22,442	66,884	4,170	29,103	122,598	86.70	2.2	2.5%	0.03	1.00	2.20
03 Manzanita	17,337	13,627	3,869	4,240	100,403	72,304	183,004	11,410	83,024	349,741	90.39	3.5	5.0%	0.04	1.27	4.48
04 Lincoln City	9,497	5,527	2,474	2,932	82,998	59,770	117,019	7,296	57,301	241,386	97.57	2.2	3.9%	0.02	1.72	3.84
Total Deviated Route	41,541	40,907	10,444	12,129	251,199	180,897	493,952	30,796	219,652	925,297	88.60	3.9	4.5%	0.05	1.02	3.98
<u>Intercity</u>																
05 Portland	28,873	3,132	2,078	2,268	66,568	47,938	104,391	6,126	47,417	205,872	99.09	1.5	14.0%	0.02	9.22	13.90
60X Salem	12,094	3,956	1,914	2,350	77,126	55,541	96,151	5,643	47,218	204,553	106.89	2.1	5.9%	0.02	3.06	6.32
70X Grand Ronde	3,181	1,893	1,222	1,535	42,495	30,602	61,390	3,603	28,635	124,230	101.68	1.5	2.6%	0.02	1.68	2.60
Total Intercity	44,148	8,981	5,213	6,154	186,189	134,081	261,931	15,372	123,270	534,655	102.56	1.7	8.3%	0.02	4.92	8.47
<u>Other Services</u>																
Trippers	204	255	66	168	781	562	3,109	194	1,202	5,068	77.09	3.9	4.0%	0.05	0.80	3.10
Special Bus Operation	0	516	224	225	2,299	1,656	10,609	661	4,023	16,949	75.56	2.3	0.0%	0.03	0.00	0.00
Total Other Services	204	771	290	393	3,080	2,218	13,718	855	5,225	22,016	75.91	2.7	0.9%	0.04	0.26	0.70
Total TCTD Services	322,890	59,372	21,640	26,035	573,054	412,675	1,038,880	63,812	466,914	1,982,281	91.60	2.74	16.3%	0.04	5.44	14.92
										Total Mileage, Labor & Direct Cost		1,515,367	30.8%			

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

Year-Over-Year Comparison

Route/Run	Thru Jan 2021			Thru Jan 2021			Thru Jan 2021			Thru Jan 2021			Thru Jan 2021							
	19/20	20/21	Amount Difference	Percent Difference	19/20	20/21	Passngrs	Amount Difference	Percent Difference	19/20	20/21	Service Hours	Amount Difference	Percent Difference	19/20	20/21	Total Cost	Amount Difference	Percent Difference	
<u>Dial-A-Ride Service</u>																				
Dial-A-Ride	21,497	20,708	-789	-3.7%	7,442	5,652	-1,790	-24.1%	2,802	2,456	-346	-12.4%	203,037	204,487	1,450	0.7%				
NW Rides	310,413	216,289	-94,125	-30.3%	5,227	3,061	-2,166	-41.4%	5,517	3,237	-2,280	-41.3%	438,818	295,826	-142,992	-32.6%				
Total DAR	331,910	236,997	-94,914	-28.6%	12,669	8,713	-3,956	-31.2%	8,320	5,693	-2,626	-31.6%	641,855	500,314	-141,542	-22.1%				
<u>Deviated Route</u>																				
01 Town Loop	18,258	11,593	-6,665	-36.5%	26,243	18,636	-7,607	-29.0%	2,661	2,686	25	1.0%	183,268	211,572	28,303	15.4%				
02 Netarts/Oceanside	5,255	3,114	-2,141	-40.7%	4,660	3,117	-1,543	-33.1%	1,401	1,414	13	1.0%	106,229	122,598	16,369	15.4%				
03 Manzanita	27,713	17,337	-10,376	-37.4%	21,266	13,627	-7,639	-35.9%	3,833	3,869	37	1.0%	302,800	349,741	46,941	15.5%				
04 Lincoln City	16,194	9,497	-6,697	-41.4%	10,348	5,527	-4,821	-46.6%	2,451	2,474	23	1.0%	209,236	241,386	32,150	15.4%				
Total Local Fixed Route	67,420	41,541	-25,879	-38.4%	62,517	40,907	-21,610	-34.6%	10,345	10,444	99	1.0%	801,534	925,297	123,763	15.4%				
<u>Intercity</u>																				
05 Portland	56,000	28,873	-27,127	-48.4%	5,993	3,132	-2,861	-47.7%	2,058	2,078	20	1.0%	173,143	205,872	32,729	18.9%				
60X Salem	18,244	12,094	-6,150	-33.7%	6,921	3,956	-2,965	-42.8%	1,883	1,914	31	1.6%	172,637	204,553	31,916	18.5%				
70X Grand Ronde	4,323	3,181	-1,142	-26.4%	3,135	1,893	-1,242	-39.6%	1,246	1,222	-25	-2.0%	107,692	124,230	16,538	15.4%				
Total Intercity	78,567	44,148	-34,419	-43.8%	16,049	8,981	-7,068	-44.0%	5,187	5,213	26	0.5%	453,472	534,655	81,182	17.9%				
<u>Other Services</u>																				
Trippers	527	204	-323	-61.3%	765	255	-510	-66.7%	116	66	-50	-43.4%	7,676	5,068	-2,608	-34.0%				
Special Bus Operation	2,040	0	-2,040	-100.0%	1,327	516	-811	-61.1%	273	224	-49	-17.8%	18,761	16,949	-1,812	-9.7%				
Total Other Services	2,567	204	-2,363	-92.1%	2,092	771	-1,321	-63.1%	389	290	-99	-25.4%	26,437	22,016	-4,420	-16.7%				
Total TCTD Services	480,464	322,890	-157,575	-32.8%	93,327	59,372	-33,955	-36.4%	24,241	21,640	-2,601	-10.7%	1,923,298	1,982,281	58,983	3.1%				

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

Year to Date Performance Comparison

Route/Run	Thru Jan 2021			Thru Jan 2021			Thru Jan 2021			Thru Jan 2021						
	19/20	Hourly Rate	Amount Diff	Percent Diff	19/20	Passngr /Hour	Amount Diff	Percent Diff	19/20	Farebox Ratio	Amount Diff	Percent Diff	19/20	Average Fare	Amount Diff	Percent Diff
Dial-A-Ride Services																
Dial-A-Ride	72.45	83.26	10.80	14.9%	2.7	2.3	-0.4	-13.3%	10.6%	10.1%	-0.5%	-4.4%	2.89	3.66	0.78	26.8%
NiW Rides	79.53	91.38	11.85	14.9%	0.9	0.9	0.0	-0.2%	70.7%	73.1%	2.4%	3.4%	59.39	70.66	11.27	19.0%
Total DAR	77.15	87.88	10.73	13.9%	1.5	1.5	0.0	0.5%	51.7%	47.4%	-4.3%	-8.4%	26.20	27.20	1.00	3.9%
Deviated Route																
01 Town Loop	68.88	78.77	9.89	14.4%	9.9	6.9	-2.9	-29.7%	10.0%	5.5%	4.5%	-4.5%	0.70	0.62	-0.07	-10.6%
02 Netarts/Oceanside	75.84	86.70	10.86	14.3%	3.3	2.2	-1.1	-33.7%	4.9%	2.5%	-2.4%	-48.7%	1.13	1.00	-0.13	-11.4%
03 Manzanita	79.00	90.39	11.39	14.4%	5.5	3.5	-2.0	-36.5%	9.2%	5.0%	4.2%	-45.8%	1.30	1.27	-0.03	-2.4%
04 Lincoln City	85.38	97.57	12.19	14.3%	4.2	2.2	-2.0	-47.1%	7.7%	3.9%	-3.8%	-49.2%	1.56	1.72	0.15	9.8%
Total Deviated Route	77.48	88.60	11.12	14.3%	6.0	3.9	-2.1	-35.2%	8.4%	4.5%	-3.9%	-46.6%	1.08	1.02	-0.06	-5.9%
Intercity																
05 Portland	84.13	99.09	14.96	17.8%	2.9	1.5	-1.4	-48.2%	32.3%	14.0%	-18.3%	-56.6%	9.34	9.22	-0.13	-1.3%
60X Salem	91.69	106.89	15.20	16.6%	3.7	2.1	-1.6	-43.8%	10.6%	5.9%	-4.7%	-44.1%	2.64	3.06	0.42	16.0%
70X Grand Ronde	86.40	101.68	15.28	17.7%	2.5	1.5	-1.0	-38.4%	4.0%	2.6%	-1.5%	-36.2%	1.38	1.68	0.30	21.9%
Total Intercity	87.42	102.56	15.14	17.3%	3.1	1.7	-1.4	-44.3%	17.3%	8.3%	-9.1%	-52.3%	4.90	4.92	0.02	0.4%
Other Services																
Trippers	66.11	77.09	10.97	16.6%	6.6	3.9	-2.7	-41.1%	6.9%	4.0%	-2.8%	-41.4%	0.69	0.80	0.11	16.1%
Special Bus Operation	68.75	75.56	6.82	9.9%	4.9	2.3	-2.6	-52.7%	10.9%	0.0%	-10.9%	-100.0%	1.54	0.00	-1.54	-100.0%
Total Other Services	67.96	75.91	7.95	11.7%	5.4	2.7	-2.7	-50.6%	9.7%	0.9%	-8.8%	-90.5%	1.23	0.26	-0.96	-78.1%
Total Other Services	79.34	91.60	12.26	15.5%	3.9	2.7	-1.1	-28.7%	25.0%	16.3%	-8.7%	-34.8%	5.15	5.44	0.29	5.6%

Comparison	YTD Through Jan 2021		
	19/20	20/21	Percent Difference
Mileage	636,631	573,054	(63,577) -10.0%
Mileage Based Costs	424,122	412,675	(11,447) -2.7%
Hourly Based Costs	1,121,510	1,038,880	(82,630) -7.4%
Direct Costs	377,667	466,914	89,248 23.6%
Overhead Costs			
Total Costs	1,923,298	1,918,469	(4,829) -0.3%

Special Bus Operation Calculation Cost		Hourly Rate Calculation:	
Cost per mile calculation:		Actual Hourly Rate	\$ 39.90
	Plus 45.8%	Plus Direct Costs	\$ 3.2%
	Actual Overhead	Hourly Rate	\$ 41.19
	Minivan	Plus Overhead	30.8%
	Small Bus	Hourly Rate	\$ 53.88
	Coach	Plus Profit	10.0%
			\$ 59.27

nwCONNECTOR

Coordinating Committee Zoom Meeting

January 15, 2021

Tillamook County Transportation District

3600 3rd 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 (Action Items) <ul style="list-style-type: none"> ▪ December 11, 2020 Meeting Minutes (Attached) ▪ December 2020 Financial Report ▪ Ridership Tracking ▪ Calculating Average Passenger Miles Update ▪ Updating NWConnector Performance Measures 	Doug Pilant/All
10:15— 10:30a	3. NWOTA Standing Items <ul style="list-style-type: none"> ▪ IGA Distribution (Attached) ▪ Marketing: <ul style="list-style-type: none"> – Visitor Pass/Map update (Hailey) – NWConnector Information Card (Hailey) – Pictures of Bus Stops Without OXO Logo (Doug) 📌 Website <ul style="list-style-type: none"> – GTFIS-Flex Local Partners (Mary) – Add a bicycle page (Mary) 	Doug Pilant/All
10:30— 10:45a	4. NW Connector Social Media Marketing/Online Ticketing <ul style="list-style-type: none"> ▪ Updates from December NWOTA Meeting and January 8, 2021 Workshop (Notes Attached) 	Doug Pilant/All
10:45— 11:00a	5. OpenStreetMap Research and Memo <ul style="list-style-type: none"> 📌 Adding first/last access to bus stops to NWConnector website. 	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"> 📌 Sanitizer System Purchase Update 	All
11:15— 12:00p	8. Other Business and Member Updates <ul style="list-style-type: none"> 📌 2021 Meeting Schedule (attached) 	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.

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.

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 6th 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

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 imagerOSM Strengths

- 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 14th. 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 8th with the regular meeting to be held on January 15th.

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 Hopthru). 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

Tillamook County Transportation District
Financial Statement

08 - Northwest Oregon Transit Allia
From 12/1/2020 Through 12/31/2020

	Current Period Actual	Current Period Budget	Current Year Actual	Total Budget	Total Budget Variance	58%
Resources						
Working Capital	0.00	0.00	0.00	80,000.00	(80,000.00)	0.00%
NWOTA Partner Cont. Match	0.00	0.00	21,000.00	42,000.00	(21,000.00)	50.00%
Transfer From General Fund	0.00	0.00	12,000.00	12,000.00	0.00	100.00%
Transfer from STIF Fund	0.00	0.00	0.00	64,000.00	(64,000.00)	0.00%
Total Resources	0.00	0.00	33,000.00	198,000.00	(165,000.00)	16.67%
Expenses						
Materials and Services						
Professional Services	0.00	437.50	227.20	5,250.00	5,022.80	4.32%
Administrative Support	4,875.00	2,083.33	10,462.50	25,000.00	14,537.50	41.85%
Website Maintenance	0.00	625.00	0.00	7,500.00	7,500.00	0.00%
Marketing	0.00	2,916.67	0.00	35,000.00	35,000.00	0.00%
Website Re-Design	5,130.00	6,250.00	27,955.00	75,000.00	47,045.00	37.27%
Transit Access Project	0.00	0.00	2,487.83	0.00	(2,487.83)	0.00%
Travel & Training	0.00	416.67	0.00	5,000.00	5,000.00	0.00%
Total Materials and Services	10,005.00	12,729.17	41,132.53	152,750.00	111,617.47	26.93%
Transfers						
Transfer to General Fund	0.00	0.00	0.00	3,000.00	3,000.00	0.00%
Unappropriated Ending Fund Bal	0.00	0.00	0.00	42,250.00	42,250.00	0.00%
Total Transfers	0.00	0.00	0.00	45,250.00	45,250.00	0.00%
Total Expenses	10,005.00	12,729.17	41,132.53	198,000.00	156,867.47	20.77%

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**NWOTA MEETING SCHEDULE
2021**

Meetings are held the 3rd 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	ZOOM
February	Friday, 2/19	10:00 am—12:00 pm	ZOOM
March	Friday, 3/19	10:00 am—12:00 pm	ZOOM
April	Friday, 4/16	10:00 am—12:00 pm	ZOOM
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

Tillamook County Transportation District
Board of Directors Regular Monthly Meeting
Thursday, January 21, 2021 – 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 (in person)
Cathy Bond, NW Rides Brokerage Manager (in person)
Hailey Fields, Administrative Assistant/Board Clerk (via web)

Absent

None

Guest

Arla Miller, ODOT Regional Transit Coordinator (via web)
Kathy Kleczek, NW Transportation Options (via web)
Susan Wright, Kittleson and Associates (via web)
Chris Kell, TAC Chairperson (Via web)
Carolyn Hill, public (via telephone)

4. Announcements and Changes to Agenda: None
5. Public & Guest Comments: Kathy Kleczek shared information about the "Get There Oregon" website for people to see where their transportation dollars are going as well as how much you spend/save yearly. Kathy announced that on Friday's at 11am she hosts a Facebook Live talk show about transportation and invited board members to be a part of the upcoming February 19th show.

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

6. Executive Session: None

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

GM Doug Pilant explained that Kittelson & Associates has assisted the District by developing FY2021-23 STIF Plan the past year. He explained there have been a few changes to the plan following the December TAC and Board meetings. GM Doug Pilant explained the TAC met on January 19th and approved recommending the Board approve the Plan. GM Doug Pilant introduced Susan Wright who then shared an overview of the Plan's final draft. The final Plan expands low-income fare to the general public and student transportation, renamed the South County Dial-A-Ride service to South County enhanced transit service, and establishes a capital reserve fund and operations reserve fund. Board Chair Jim Huffman asked Susan Wright to explain why the Port of Tillamook Bay is the highest priority. She explained this project was a carryforward from the previous STIF Plan and said it remains the top priority to reduce the use of Dial-A-Ride to that area. Board Chair Huffman asked her if this is a long-term plan. Susan Wright explained unused funding from the previous planning period can be forwarded into the next funding period.

GM Doug Pilant thanked Susan Wright for all of her and her teams hard work on this project.

Director Adler asked is South County Dial-a-Ride service was a short-term service for South County. GM Doug Pilant explained the intent is to begin with a local dial-a-ride service and if there's higher demand the route could be converted to a flexible route.

8. Public Hearing: Ordinance #3 Conduct on District Property (6:26pm-6:34pm)

GM Doug Pilant shared the grammatical edits and read and explained the new Section 1.25(4): Refusal of Service section that has been added.

REPORTS

9. Financial Report: GM Doug Pilant said the District has completed 50% of the fiscal year. He explained that due to COVID the farebox return is only at 33% of what was expected. Property Taxes received are at 98%. He shared that in the first 6 months there were 3 paycheck months in July and December, which has inflated YTD payroll. Professional services at 85% while there was a large jump in vehicle repairs. GM Doug Pilant asked if there were any questions about payables. Director Hanenkrat asked about document #15981, a \$14,000 payment to 24/7 truck and auto service. Superintendent Brent Olson shared that Bus 28 had extensive frame repair work that was completed. Director Adler asked about food expenditures such as meals for a board meeting. Finance Supervisor Tabatha Welch explained that purchases meals on Board Meeting nights. GM Doug Pilant added that staff does not go home for meals and routinely remain working until after the board meetings. Director Adler asked about the large expenses for meals. Finance Supervisor Tabatha Welch explained staff meals were purchased during the lockdown to support the #TillamookTakeOut program and she said this would be paid through the COVID grant. Director Edwards shared that the boards purpose is to support the GM and the staff of TCTD and discuss policies and procedures rather than questioning small purchases. Director Hanenkrat shared that taxpayer dollars should be more of a concern. Board Chair Huffman

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.

explained that all expenses are published on the internet for the public to see and asked if GM Doug Pilant had anything to add. GM Doug Pilant explained that COVID is stressful for all employees and that purchasing meals builds employee morale and generates camaraderie among employees. He also explained the Chamber's #TillamookTakeout program is an opportunity for the District to support local businesses.

10. Service Measure Performance Report:

GM Doug Pilant reported YTD ridership is down 61%. Ride Connection service ridership is -36% while TBCC -38%, Visitor Pass -58%, and Helping Hands Shuttle is -66%. The YTD monthly performance and quarterly performance report were included. Passengers per hour -29%, Cost per hour +25%, Fare box recovery -49%.

11. Northwest Oregon Transit Alliance:

GM Doug Pilant reported that beginning in January 2021, all future NWOTA meetings have been moved to the 3rd Friday of each month. GM Doug Pilant reported that the coordinating committee had a workshop on January 8th focused on mobile and online ticketing options, and an overview on how OpenStreetMap can be tailored improve riders' access to bus stops. In the meeting packet, January 15th coordinating committee meeting agenda, December meeting minutes, January 8th workshop meeting notes and December finance report. GM Doug Pilant said he be working on the sanitizing equipment procurement process.

12. Planning & Development:

- a. Deviated Fixed Route/ADA Policy – No report
- b. Fare Policy Analysis – Collaborating with Nelson Nygaard and Transit App to conduct a public outreach process. Using online survey through rider smart phones, conducting a Facebook campaign to encourage more surveys, and distributing flyers on buses. Hope to conduct a stakeholder meeting in February to review fare policy recommendations. Board Chair Huffman asked that Admin Assistant Hailey Fields send out the link to the board so that they can share this information with people who ride. Superintendent Brent Olson shared that buses' reader boards have advertisement to download the Transit App.
- c. STIF FY2021-23 Plan – TAC met on January 19th to review and approve the Plan. A Resolution has been included on tonight's agenda for Board approval. The FY2021-23 Plan must be submitted to ODOT by February 1st.
- d. STF and Section 5310 Plans – This will be the last STF application process since its being merged into the STIF program. The TAC will meet on February 9th to review the STF and Section 5310 funding plans and will bring their recommendations to the Board in February for approval. These applications are due on March 1st.

13. Grant Funding:

- a. Rural Veterans Transportation Grant – Grant is fully executed. Brokerage Manager Cathy Bond and Veterans' Service Officer Nick Torres are working together to implement the project.

- b. 5310 Discretionary – Grant money left over to purchase the Ecolane interactive voice response module. Using Sole Source purchase method, which is also on tonight's agenda for approval by the Board.
- c. Section 5311 – Intercity bus bids were due today. Expect to have ready for Board approval at the February meeting.
- d. Section 5339 – Expecting to receive bids in the next couple of weeks. If everything goes as planned, we will be bringing recommendations to the February meeting for the Board to approve. Director Hanenkrat asked if these buses will be propane powered. GM Doug Pilant shared that the vans and small buses will be, but the larger coaches will not. He also shared that we will be converting some of the fleet to propane and most of the fleet will be replaced with propane powered engines. Board Chair Huffman asked about where the buses will fuel, GM Doug Pilant explained the District will be building its own fueling station on District property.
- e. STF, Section 5310 Formula, and Section 5311 applications are due to be submitted to ODOT by March 1, 2021.

14. Facility/Property Management

- a. Transit Visitors Center – The purchase is in escrow and expected to close by the end of March.
- b. Alternative Fuel Facility – Staff has collected the necessary information to move forward with a contract with Blue Star Gas to assist in development of the propane fueling station site plan, construction, vehicle conversion and purchase of propane fuel. A sole source document has been included on the Agenda for approval by the Board.
- c. Building carpet project – The carpet project has been completed.

15. NW Ride Brokerage

- a. GM Doug Pilant reported District received feedback from CareOregon on the BPA.
- b. Brokerage Manager Cathy Bond shared that 11 of her drivers were vaccinated at Tillamook Hospital, and the remaining 6 who wanted to receive it, are getting it tomorrow.
- c. GM Doug Pilant shared that Veteran's Hospitals are now establishing times to provide COVID Vaccines to veterans. NW Rides will be working on a way to help Veterans get to the vaccine locations.

16. Miscellaneous

- a. Vaccination for TCTD staff – 17 interested employees are on Tillamook Hospital's list, and the District is next to receive vaccinations once they get another "lot" of doses. Board Chair Huffman asked how long this will take. GM Doug Pilant shared that it is a 2-dose system, that requires staggering the drivers in the event they experience side effects and need to stay home.

CONSENT CALENDAR

17. Motion to Approve the Minutes of the December 17, 2020 Regular Board Meeting

18. Motion to Accept Financial and Operations Reports: December 2020

19. Motion to appoint Finance Supervisor Tabatha Welch as FY2021-22 Budget Officer

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

GM Doug Pilant provided an overview of Consent Calendar items that need approval.

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

MOTION PASSED

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

ACTION ITEMS

20. Motion to Approve Resolution #21-01 in the Matter of adopting the TCTD STIF FY2021-23 Plan

GM Doug Pilant explained the Resolution to the Board.

Director Adler asked about reducing service to Port of Tillamook Bay and adding trips on Route 4. She explained that she is hesitant about 6 trips to the Port. GM Doug Pilant explained service to the Port was the Plan's highest ranked service enhancement project. GM Doug Pilant explained there are a lot of dial-a-ride trips originating from Trask River Trailer Park, the County Corrections and Helping Hands. He believes this project's 6 trips per day is a good starting point and should result in a great return on investment. GM Doug Pilant also explained the STIF Plan must be submitted to ODOT by February 1st and if the Board changes the TAC's recommended priorities it would trigger a process that would take months to resolve and delay the District's funding.

Motion by Director Holm to Approve Resolution 21-01 in the Matter of Adopting TCTD STIF FY2021-23 Plan and authorize the GM to submit the Plan to ODOT. *Motion Seconded* by Director Riggs. Board Chair Huffman called for further discussion; followed by none, he called for the vote.

MOTION PASSED

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

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

GM Doug Pilant explained the Resolution to the Board.

Motion by Director Carlson-Swanson 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 fuel. *Motion Seconded* by Director Riggs. Board Chair Huffman called for further discussion; followed by none, he called for the vote.

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.

MOTION PASSED

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

22. Motion to Approve the ATU Memorandum of Understanding for employees access to the COVID-19 Vaccine.

GM Doug Pilant explained that this MOU is consistent with the District's COVID response plan by providing COVID vaccine to employees free of charge. The MOU also provides an agreement on how to manage individuals who experience side effects preventing them from driving safely.

Motion by Director Edwards to Approve the ATU Memorandum of Understanding for employees access to the COVID-19 Vaccine. *Motion Secoded* by Director Adler. Board Chair Huffman called for further discussion; followed by none, he called for the vote.

MOTION PASSED

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

23. Motion to Approve sole source determination and written finding is to support the sole source acquisition of Interactive Voice Response (IVR) technology for automated customer callback software application service

GM Doug Pilant explained this technology will provide dial-a-ride and deviated fixed route riders' reminders about their scheduled rides by text or telephone calls. GM Doug Pilant explained this will enhance customer service and improve service productivity.

Board Chair Huffman asked about the use of texting. GM Doug Pilant explained how the IVR technology will contact people by text or phone call with reminders about their scheduled trips.

Motion by Director Carlson-Swanson to Approve sole source determination and written finding is to support the sole source acquisition of Interactive Voice Response (IVR) technology for automated customer callback software application service from Ecolane. *Motion Secoded* 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.

Director Carlson-Swanson requested to Board Chair Huffman if she could add items to the discussion regarding lunch expenditures and continue the discussion regarding email. Board Chair Huffman allowed her to make her comment. She shared that District employees are essential workers who do not have the option to work from home. The benefit to these workers is far greater than the money spent by TCTD to provide lunch to its employees. Director Riggs added that providing meals also helps the community and local businesses, which is also important.

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.

DISCUSSION ITEMS

24. Email Preferences

Board Chair Huffman explained that initially he was fine about board members having District email accounts. He said Directors Adler and Hanenkrat have asked not to have District email accounts due to the difficulties they are experiencing. Board Chair Huffman proposed that board members express their email choice. Board members requesting email to be sent to their personal email addresses: Directors Hanenkrat, Adler and Huffman. Director Edwards said she wanted to hear from GM Doug Pilant about the ramifications of using a personal versus District email account. GM Doug Pilant explained that during his tenure several people from other Districts, SDAO and legal counsel have asked if the District understands the risks of using personal email accounts to conduct District business. GM Doug Pilant reported he investigated this issue with legal counsel to understand the risks. He said they provided a legal memorandum explaining the risks. GM Doug Pilant said several months ago he learned that some board members wanted to receive their board packets sooner. After discussing board packet distribution with staff, it was determined board packets could be reliably sent to District emails on the day the packet was produced. Therefore, staff created District email accounts for board members. After learning some board members wanted use personal email he again consulted with the District's legal counsel. They suggested the District create a form that board member would sign giving staff permission to give out personal email addresses to the public and agree to turn over their personal email accounts when the District receives a public record request for email records. Board Chair Huffman said SDAO has 12 members of their board who choose to use their personal emails. Director Hanenkrat said if the District is requiring him to have a District email account, would the District provide him with internet service and hardware to access it? Director Edwards said she was very private and concerned about her personal email being subject to a public records request. Board Chair Huffman asked who wants a District email. The following board members requested correspondence to District email accounts: Directors Edwards and Riggs. Director Carlson-Swanson stated she will accept her email correspondence in whatever way the District prefers to send it. Director Holm said he had already created a separate email account for District business when he was elected to the Board and prefers to continue using that account. Board Chair Huffman said board members should not use their personal email addresses for anything that they would not share in a meeting. GM Doug Pilant said board members should also remember to consider the privacy of email from their constituents.

25. Staff Comments/Concerns

Doug Pilant – Happy 2021! After 9 years, my favorite part of the board meeting is the pledge of allegiance. Doing the people's business is motivating. Thanked the Board members and TAC member Chris Kell for being a part of the TAC. Grateful for everyone's time because the District can't do its business without everyone's participation.

Brent Olson – 2021 is going to be better than 2020!

Tabatha Welch – This is the time of year the Oregon Dept of Revenue schedules its annual budget law classes. If anyone is interested in learning about local budget law, I can share the class information.

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.

Hailey Fields – Happy New Year! Thank you for your continued patience.

Cathy Bond– Happy Anniversary to Doug, Saturday will be 9 years, and we have learned and grew so much and I am so honored to serve under you.

26. Board of Directors Comments/Concerns

Jackie Edwards – We had no executive session, but 2 people said we would be doing a GM review. Perhaps in February?

Mis Carlson-Swanson – I want to acknowledge the process, 10 months ago when we started meeting virtually, we thought it would be temporary and it clearly hasn't been. Being accommodating to those on the phone has been nice. Some things to consider, not talking over each other and cutting people off, pausing long enough after asking if there are any questions to let people unmute and share their contributions. She is happy to share tips and tricks for Zoom meetings with the staff and Board. Happy anniversary Doug! Thank you everyone!

Judy Riggs- Thank you Mis for your comments and also Happy Birthday to Doug on January 30!

Linda Adler – The STIF advisory committee was a bit disappointing. I would like to see South County get more attention. Happy anniversary Doug.

Jim Huffman – I hear Mis' comments and am looking forward to not having virtual meetings. I would like to know more ahead of time when great things happen, and to get things in the mail sooner.

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 8:17pm.

These minutes approved this 18th day of February, 2021.

ATTEST:

James Huffman, Board Chair

Doug Pilant, General Manager

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

**In the Matter of Adopting the)
Transportation Advisory)
Committee Special Transportation)
Fund (STF) Funding Recommendation)**

RESOLUTION NO. 21-02

WHEREAS, Tillamook County Transportation District is eligible to submit an application for \$135,400 in Special Transportation Fund (STF) grant funding; and

WHEREAS, the Tillamook County Transportation District conducted a project solicitation process to fund transportation projects that serve senior citizens and people with disabilities; and

WHEREAS, the Transportation Advisory Committee reviewed the proposed projects and found they were consistent with the priorities and strategies in the District's Coordinated Human Services Public Transportation Plan and ranked the projects in order of funding; and

WHEREAS, the Transportation Advisory Committee recommends the TCTD Board of Director's to fund the following projects in Fiscal Biennium 2021-23;

Agency	Project	STF Request (\$)
Marie Mills	Transportation Program	35,321
TCTD	Administration	4,000
TCTD	Transit Operations	96,079
Total STF Requests		135,400

THEREFORE, the Tillamook County Transportation District Board of Directors adopts the Transportation Advisory Committee's Special Transportation Fund Recommendations on this 18th day of February 2021.

ATTEST:

By: _____
James Huffman, Board Chair

By: _____
Doug Pilant, General Manager

TO: BOARD OF DIRECTORS
FROM: DOUG PILANT, GENERAL MANAGER
**SUBJECT: TRANSPORTATION ADVISORY COMMITTEE (TAC) SPECIAL
TRANSPORTATION FUND (STF) RECOMMENDATIONS**

Issue

Shall the Tillamook County Transportation District (TCTD) Board of Directors accept the Transportation Advisory Committee's proposed FY2021-2023 Special Transportation Fund (STF) project funding recommendations?

Background and Findings

1. ODOT has targeted TCTD to receive \$135,400 in STF Formula funds in the FY2021-2023 Biennium.
2. Oregon Administrative Rules (OAR) require STF monies to be allocated towards transportation projects supporting transportation services serving senior citizens and people with disabilities.
3. Qualified projects must also support the goals and priorities outlined in the TCTD Coordinated Human Services Public Transportation Plan (Coordinated Plan), which was adopted by the District's Board of Directors on October 20, 2016.
4. TCTD is required to conduct a local public process to solicit projects. Between December 16, 2020 and January 15, 2022, the District advertised to provide other transportation programs benefiting senior citizens or disabled residents to request STF funding support. Only one (1) application was received from Marie Mills Center to support that agencies transportation program.
5. TCTD will allocate the remaining STF monies to the fund the administration of the STF program and to support the District's transit operations.
6. The District must have an advisory committee review and prioritize STF projects. The TAC met on January 25, 2019 and February 9, 2021 and reviewed project eligibility and prioritize the proposed STF projects. The STF projects are listed in the following table:

STF Projects:

Rank	Agency	Project Description	STF Request (\$)
1	Marie Mills Center	Transportation Program	35,321
2	TCTD	Administration	4,000
3	TCTD	Transit Operations	96,079
Total			135,400

Recommendation

Staff recommends the TCTD Board of Directors adopt the Transportation Advisory Committee's recommended FY 2021-2023 STF Plan project priorities.

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

**In the Matter of Adopting the)
Transportation Advisory Committee)
Section 5310 Grant Request Rankings)
and Funding Recommendations)**

RESOLUTION NO. 21-03

WHEREAS, Tillamook County Transportation District (TCTD) is eligible to submit applications for \$198,519 in Enhanced Mobility of Seniors and Individuals with Disabilities Program (Section 5310) monies; and

WHEREAS, the Tillamook County Transportation District conducted a project solicitation process to fund transportation projects that serve senior citizens and people with disabilities; and

WHEREAS, the Transportation Advisory Committee reviewed the proposed projects and found they were consistent with the priorities and strategies in the District's Coordinated Human Services Public Transportation Plan and ranked the projects in order of funding; and

WHEREAS, the Transportation Advisory Committee recommends the TCTD Board of Director's to approve funding the following projects in Fiscal Biennium 2021-23;

Agency	Project Description	Project Cost	Local Match	Grant Request
Marie Mills	Preventative Maintenance	6,750	694	6,057
Marie Mills	Purchase Transportation	13,728	1,410	12,318
TCTD	Repair/Renovate Dispatch	76,000	7,805	68,195
TCTD	Mobility Management	92,762	9,527	83,235
TCTD	Propane Conversion	32,000	3,286	28,714
Total Grant Requests		221,240	22,722	198,519

THEREFORE, the Tillamook County Transportation District Board of Directors accepts the Transportation Advisory Committee's recommendation on this 18th day of February, 2021.

ATTEST:

By: _____
James Huffman, Board Chair

By: _____
Doug Pilant, General Manager

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TO: BOARD OF DIRECTORS

FROM: DOUG PILANT, GENERAL MANAGER

SUBJECT: TRANSPORTATION ADVISORY COMMITTEE (TAC) SECTION 5310 PROJECT FUNDING RECOMMENDATIONS

Issue

Shall the Tillamook County Transportation District (TCTD) Board of Directors accept the Transportation Advisory Committee's proposed FY2021-2023 Enhanced Mobility of Seniors and Individuals with Disabilities (Section 5310) project funding recommendations?

Background and Findings

1. ODOT has targeted TCTD to receive \$198,519 in Section 5310 monies for the FY 2021-2023 Biennium.
2. Section 5310 funds must be allocated to public transportation projects that will support the delivery transportation services serving senior citizens and people with disabilities.
3. Qualified projects must also support the goals and priorities outlined in the TCTD Human Services Coordinated Public Transportation Plan, (Coordinated Plan), which was adopted by the Board on October 20, 2016.
4. The Section 5310 Formula funding program requires a 10.27% local matching funds.
5. TCTD is required to conduct a local public process to solicit projects. Between December 16, 2020 and January 15, 2022, the District advertised to provide other transportation programs serving senior citizens or disabled residents an opportunity to apply for funding Section 5310 support. Two (2) applications from Marie Mill Center to;
 - a. Provide funding for preventative maintenance on its fleet
 - b. Continuation of its purchase transportation program
6. TCTD will allocate the remaining Section 5310 monies to the following three (3) projects:
 - a. Complete the TCTD Facility Repair and Renovation Plan by completing the renovation of the District's dispatching center, and renovate the Downtown Transit Center office space;
 - b. Establish a mobility management program to improve customer service by expanding dispatcher and customer service representative (CSR) hours and days of service, and provide training for customers to access transit services;
 - c. Convert three (3) existing transit vehicles from gasoline to propane fuel.

7. The District is required to have proposed projects be reviewed and prioritized by an advisory committee. The TAC met on January 19, 2021 and again on February 9, 2021 to review and prioritize the proposed Section 5310 projects. A summary of the Section 5310 projects funding for each project is listed in the following table:

Section 5310 Projects:

Rank	Agency	Project Description	Project Cost	Local Match	Funding Request (\$)
1	Marie Mills	Preventative Maintenance	6,750	694	6,057
2	Marie Mills	Purchase Transportation	13,728	1,410	12,318
3	TCTD	Repair/Renovate Dispatch	76,000	7,805	68,195
4	TCTD	Mobility Management	92,762	9,527	83,235
5	TCTD	Propane Conversion	32,000	3,286	28,714
	Total		221,240	22,722	198,519

Recommendation

Staff recommends the TCTD Board of Directors adopt the Transportation Advisory Committee's recommended FY2021-2023 projects and priorities.

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

**In the Matter of Authorizing the)
General Manager to Purchase)
Two (2) Category B Champion)
Buses from Schetky NW Bus Sales)**

RESOLUTION NO. 21-04

WHEREAS, the Tillamook County Transportation District (TCTD) received an ODOT Public Transit Division (PTD) Section 5339 "State of Good Repair" Capital Grant #34225 and a Section 5311 Capital Grant #34242 to purchase one Category B replacement intercity transit bus and one Category B Intercity expansion bus; and

WHEREAS, the District solicited quotes from three retailers for the purchase of two intercity buses based on the price agreement the retailers have with the State of Oregon Department of Administrative Services; and

WHEREAS, based on the quotes provided and District's preferred specifications, the District recommends purchasing two (2) Freightliner Champion Defender buses from Schetky NW Bus Sales for \$391,896; and

WHEREAS, purchasing a bus through the competitively bid contract between Schetky NW Bus Sales and the State would provide significant cost savings to the District, would not reduce competition or give favoritism, and would be in the best interest of the District.

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

that the Board authorizes the General Manager to enter into a contract not to exceed \$391,896 with Schetky NW Bus Sales to purchase two (2) Freightliner Champion Defender Category B, medium size heavy-duty buses.

INTRODUCED AND ADOPTED this 18th day of February 2021.

ATTEST:

By: _____
James Huffman, Board Chair

By: _____
Doug Pilant, General Manager

ODOT PUBLIC TRANSIT VEHICLE PURCHASE

Agency Name: Tillamook County Transportation District Contact Person: Doug Pilant
 Grant Agreement No. 34242 and 34225 Date: 2/3/2021 Phone No. (503) 842-3115

STATE PRICE AGREEMENT RFQ COMPARISON FORM - LOWEST COST SELECTION

Vehicle Useful Life Category: **B** No. of Vehicles To Be Purchased: **2** No. of Regular Seats: **>28** No. of ADA Stations: **2**
 Required Specifications: From RFQ (attach all RFQ's behind this form) Other (Attach list or document)
 Additional Preferred Options: From RFQ (attach all RFQ's behind this form) Other (Attach list or document)

PRICES QUOTED FROM VENDORS (Insert Vendor Names in Columns Below):

Requested Quotes	Vendor: Creative Bus Sales	Vendor: Creative Bus Sales	Vendor: Schetky NW
Vehicle Make/Model Proposed:	Glaval Legacy/FLT S2C	Starcraft Allistar / International TC	Champion Defender / FTL S2C
Vehicle Base Price:	\$143,511	\$139,157	\$163,892
Cost of Required Specifications:	\$31,400	\$35,051	\$17,981
Total Vehicle Cost With All Required Specifications:	\$174,911	\$174,208	\$181,873
Cost of Additional Preferred Options (if any - enter zero if none):	\$11,700	\$11,700	\$14,075
Total Vehicle Cost With Required Specifications and Preferred Options:	\$186,611	\$185,908	\$195,948
Lowest Cost Vehicle Selected:	<input type="checkbox"/> Selected <input checked="" type="checkbox"/> Not Selected	<input type="checkbox"/> Selected <input checked="" type="checkbox"/> Not Selected	<input type="checkbox"/> Selected <input type="checkbox"/> Not Selected

Comments: CBS did not meet the Required RFQ specs on either bus. The Starcraft did not meet the transmission requirement (offered B2250 vs B220) and the Glaval did not meet the requirement for door opening of 34" or heated /remote mirror control placement.

AGENCY SIGNATURE (Required):

Agency Representative (enter printed name and title below)
 Doug Pilant, General Manager Phone No. / E-mail address (enter below)
 (503) 842-3115 / dpilant@tillamookbus.com

Signature of Agency Representative: Date of Signature: 6/26/19

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Tillamook County Transportation District

Cat B Intercity Bus Purchase

January 2021

Background

Tillamook County Transportation District received 2 grants from ODOT for Cat B, 10 year /350,000 miles buses – Grant 34242 and 34225.

Grant 34242

Project Title: STP Tillamook County Transportation District #34242

Vehicle Replacement

Item #1: Bus STD 35ft

Total	Grant Amount	Local Match	Match Type(s)
\$210,000.00	\$188,433.00	\$21,567	Local

*Purchase 1 transit vehicle as follows: useful life - 10 years or 350,000 miles; approximate length: 30 to 35 feet; estimated number of seats - 28; estimated number of ADA securement stations - 2; fuel type - **diesel**.*

Grant 34225

Project Title: Tillamook County Transportation District #34225

Vehicle Expansion.

Item #1: Bus STD 35ft

Total Grant	Amount Local	Match	Match Type(s)
\$200,000.00	\$170,000.00	\$30,000.00	Local

*Purchase 1 transit vehicle as follows: useful life - 10 years or 350,000 miles; approximate length - 30 to 35 feet; estimated number of seats - 25 to 35; estimated number of ADA securement stations - 3; fuel type - **propane**. This grant was amended to change the fuel to diesel, # of seats to 28 and wc stations to 2 to match grant 34242.*

Total of 2 vehicles

Total grant allocation = \$410,000 divided by 2 vehicles = \$205,000 each (budget)

Bid process

Tillamook County Transportation District chose to use the current State Price Agreement to purchase the buses. Bids specifications were written and approved by ODOT on 12/17/2020. Bids were sent on 12/17/2020 to 2 State approved vendors in the B Category – Schetky NW and Creative Bus Sales. Bids were due back on 1/13/2021. An extension was granted due to vendor request to 1/20/2021.

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Three bid responses were received on 1/20/2021 in the time specified.

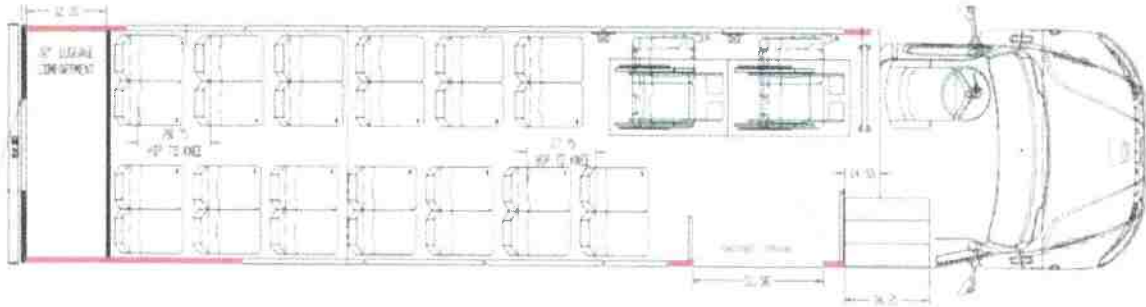
Both vendors provided the required bid documents as stated in the RFP.

Bid pricing is as follows: All buses are seated at 30 passengers with 42” entry doors.

Vendor	Mfg/ Model	Required Specs	Extended x 2 buses	Extended Preferred Options – Chosen only	TOTAL (each) with chosen preferred options
Schetky NW 28 + 2 or 30	Champion Defender /FLT S2C	\$181,873	\$363,746	\$14,075 each	\$195,948 each
Creative Bus 24 + 2 or 30	Glaval Legacy/FLT S2C	\$174,911	\$349,822	\$11,700 each	\$186,611 each
Creative Bus 24 + 2 or 30	Starcraft Allstar XLT/INTL TC	\$174,208	\$348,416		Eliminated due to wrong transmission
Preferred Options		Schetky NW	Creative Bus Glaval	Creative Bus Starcraft	
Graphics		4875	4965		
Additional Keys		350	105		
USB Ports throughout bus		2550	1015		
6 standard tires (no wheels)		3500	2245		
4 snow tires (no wheels)		2800	1850		
Spare exhaust filtration system		9200	Not quoted		
Interior ad racks		Included	225		
Extended Engine warranty 10 yr		2684	5330		
Extended transmission 4 yr		Incl above	765		
Extended towing			1055		
Extended a/c 3 year		Included	Included		
Additional seats to bring capacity to 30			1295		
TOTAL FOR CHOSEN OPTIONS (In bold)			11700		

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SNW Floorplan –Champion/FTL ~ 38’ overall length, 42” entry door, 30 pass, 2 wc stations, 32” luggage Hip to knee 27-28”



CBS Floorplan – Glaval/FTL ~ 36’ overall length, 42” entry door, 30 pass, 2 wc stations, 29” luggage Hip to knee – 30 – 31”

NOT TO SCALE
 1/4" = 1'-0"
 ALL DIMENSIONS IN INCHES
 ALL DIMENSIONS ARE APPROXIMATE
 DIMENSIONS ARE SUBJECT TO CHANGE WITHOUT NOTICE
 DIMENSIONS ARE SUBJECT TO CHANGE WITHOUT NOTICE
 DIMENSIONS ARE SUBJECT TO CHANGE WITHOUT NOTICE

DEALER APPROVAL

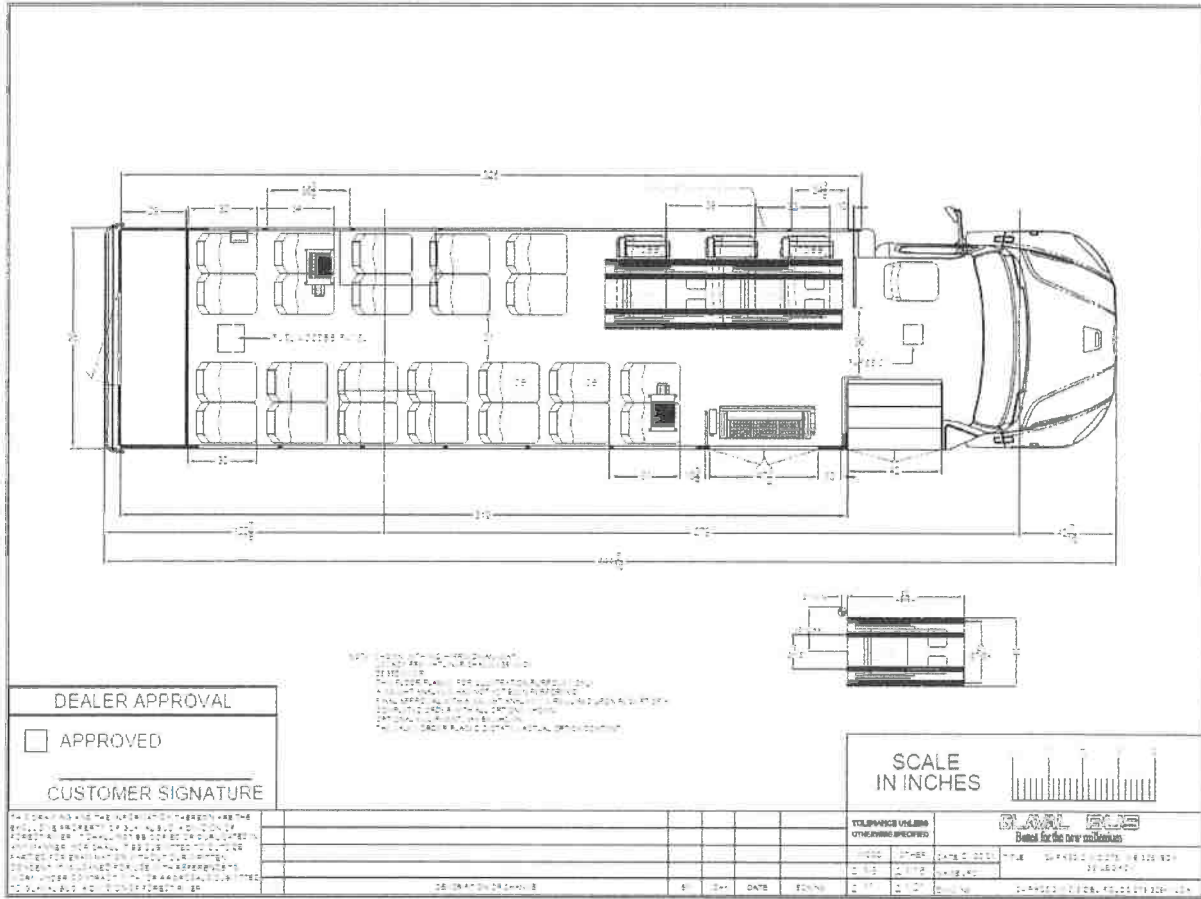
APPROVED

CUSTOMER SIGNATURE

SCALE IN INCHES

TOLERANCE UNLESS OTHERWISE SPECIFIED	1/8"	3/16"	1/4"	3/8"	1/2"	3/4"	1"
FINISH	±0.005	±0.005	±0.005	±0.005	±0.005	±0.005	±0.005
CASTING	±0.005	±0.005	±0.005	±0.005	±0.005	±0.005	±0.005
MACHINING	±0.005	±0.005	±0.005	±0.005	±0.005	±0.005	±0.005
WELDING	±0.005	±0.005	±0.005	±0.005	±0.005	±0.005	±0.005
ASSEMBLY	±0.005	±0.005	±0.005	±0.005	±0.005	±0.005	±0.005
FINISH	±0.005	±0.005	±0.005	±0.005	±0.005	±0.005	±0.005
CASTING	±0.005	±0.005	±0.005	±0.005	±0.005	±0.005	±0.005
MACHINING	±0.005	±0.005	±0.005	±0.005	±0.005	±0.005	±0.005
WELDING	±0.005	±0.005	±0.005	±0.005	±0.005	±0.005	±0.005
ASSEMBLY	±0.005	±0.005	±0.005	±0.005	±0.005	±0.005	±0.005

CBS Floorplan – Starcraft/ INTL ~ 36’ overall length, 42” entry door, 32 pass, 2 wc stations, 29” luggage Hip to knee – 30 – 31”



Reference Checks – Asked about Service / Warranty for the last 6 months.

CBS –

Canby Area Transit - Todd

- ⚡ Has not used any warranty
- ⚡ Service is ok. In the same city – so they drop off and get buses back within a couple of days.

S. Clackamas Transit – Tom

- ⚡ Did a lift repair at the Canby location. OK. Done in fairly good time.
- ⚡ They seem to have problems with camera systems – bus delivered with no power to the camera system and a bad camera. Was not checked before delivery.

Woodburn Transit – Kathleen

- ⚡ Warranty – ok – Their warranty administrator is sometimes hard to get along with
- ⚡ Service is all done locally – have not used CBS

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SNW –

Clackamas County – Kristina

👍 Have not used them for the past year. No issues in the past.

Yamhill County – Cynthia

👍 Very responsive with body issues. Chassis warranty takes longer.

TRIMET – Margo – Via email

Could you answer the following questions with regard to SNW service/warranty:

- How responsive the vendor has been to warranty issues? Schetky and team have always been highly responsive to all needs regardless if they are warranty related. *Our maintenance provider would reach out to them with an warranty issue and they would on the same day set a time/date for the vehicle to be picked up and the issue remedied. Always show a sense of urgency and want to ensure the customer is updated each step of the process.*
- Have you used their maintenance or repair services? *If yes, were they able to provide the service in a reasonable amount of time? 97% yes. The other 3% is due to they are waiting on a part from another vendor in order to complete the repair.*
- Have you had any major issues with customer service or shop staff? *Never in the entire 8 years I've done business with their company.*
- Are there any other issues or concerns you've had with the vendor, shop staff, vehicle delivery, etc that you'd like to let me know about? *None. They are a pleasure to work with. Proactive and always willing to find a solution. They recently assisted us with the design of a stanchion that we could use on one of our newer vehicles for our fare vaults and also designed/built a stand of which the MDT's are secured. Great team, flexible, and highly innovative.*

RFQ Considerations:

- ❖ CBS offered the B2250 transmission in the International chassis. Upon talking to Allsion dealer in Portland, he recommended the B220 for travel from PDX to Tillamook in a 26,000 GVWR bus over the B2250 (school bus application typically). Tillamook's spec called for the B220, so I would eliminate the Starcraft / International from consideration for this reason.
- ❖ The RFQ required a 34" clear opening electric passenger door. The SNW bus offered a 34.25" clear opening. The CBS (Glaval) bus offered a 32" opening with a 42" door.

CBS –

Passenger door will be 42" frame opening. Door panels reduce clear opening to 38". Horizontal assist handles on door panels reduce clear opening to 32".

SNW –

PROVIDED- 40" DOOR WITH 34.25" CLEAR OPENING – Meets specifications

- ❖ The RFQ calls for driver heated/ remote controls to be mounted within reach of driver and specifically NOT above the driver's head (on bulkhead).
 - CBS states controls will be mounted on driver bulkhead - Not in compliance with RFQ
 - SNW state controls will be mounted as specified

Recommendation:

Award to SNW as they meet all the specifications required and are in budget.

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

**In the Matter of Authorizing the)
General Manager to Purchase)
One (1) Category D Ford Metro-Link)
Bus from NW Bus Sales)**

RESOLUTION NO. 21-05

WHEREAS, the Tillamook County Transportation District (TCTD) received an ODOT Public Transit Division (PTD) Section 5311 Capital Grant #34242 to purchase one Category D replacement dial-a-ride transit bus; and

WHEREAS, the District solicited quotes from three retailers for the purchase of two intercity buses based on the price agreement the retailers have with the State of Oregon Department of Administrative Services; and

WHEREAS, based on the quotes provided and District's preferred specifications, the District recommends purchasing one (1) Ford Metro-Link Category D dial-a-ride bus from NW Bus Sales for \$91,468; and

WHEREAS, purchasing a bus through the competitively bid contract between NW Bus Sales and the State would provide significant cost savings to the District, would not reduce competition or give favoritism, and would be in the best interest of the District.

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

that the Board authorizes the General Manager to enter into a contract not to exceed \$91,468 with NW Bus Sales to purchase one (1) Ford Metro-Link Category D dial-a-ride bus.

INTRODUCED AND ADOPTED this 18th day of February 2021.

ATTEST:

By: _____
James Huffman, Board Chair

By: _____
Doug Pilant, General Manager

ODOT PUBLIC TRANSIT VEHICLE PURCHASE

Agency Name: Tillamook County Transportation District	Contact Person: Doug Pilant
Grant Agreement No. 34242	Date: 2/3/2021
	Phone No. (503) 842-3115

STATE PRICE AGREEMENT RFQ COMPARISON FORM - LOWEST COST SELECTION

Vehicle Useful Life Category: D	No. of Vehicles To Be Purchased: 1	No. of Regular Seats: 14	No. of ADA Stations: 3
Required Specifications:	<input checked="" type="checkbox"/> From RFQ (attach all RFQ's behind this form)	<input type="checkbox"/> Other (Attach list or document)	
Additional Preferred Options:	<input checked="" type="checkbox"/> From RFQ (attach all RFQ's behind this form)	<input type="checkbox"/> Other (Attach list or document)	

PRICES QUOTED FROM VENDORS (Insert Vendor Names in Columns Below):

Requested Quotes	Vendor: Schetky NW	Vendor: Creative Bus Sales	Vendor: NW Bus Sales	Vendor:
Vehicle Make/Model Proposed:	EIDorado Advance E-450	Glaval Universal	Metro-Link Ford E450	
Vehicle Base Price:	\$79,457	\$68,296	\$75,575	
Cost of Required Specifications:	\$36,730	\$38,641	\$15,893	
Total Vehicle Cost With All Required Specifications:	\$116,187	\$106,937	\$91,468	\$0
Cost of Additional Preferred Options (if any - enter zero if none):				
Total Vehicle Cost With Required Specifications and Preferred Options:	\$116,187	\$106,937	\$91,468	\$0
Lowest Cost Vehicle Selected:	<input type="checkbox"/> Selected x Not Selected	<input type="checkbox"/> Selected x Not Selected	<input checked="" type="checkbox"/> Selected Not Selected	<input type="checkbox"/> Selected <input type="checkbox"/> Not Selected

Comments:

AGENCY SIGNATURE (Required):

Agency Representative (enter printed name and title below)	Phone No. / E-mail address (enter below)
Doug Pilant, General Manager	(503) 842-3115 / dpilant@tillamookbus.com
Signature of Agency Representative:	Date of Signature: 2/3/2021

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Tillamook County Transportation District

Category D Dial-A-Ride Bus

February 2021

Background

Tillamook County Transportation District received a grant from ODOT for one (1) Cat D, 5 year /150,000 miles bus– Grant 34242

Grant 34242

Project Title: STP Tillamook County Transportation District 34242
Vehicle Replacement

Item #1: Bus <30ft

Total	Grant Amount	Local Match	Match Type(s)
\$90,000.00	\$80,757.00	\$9,243.00	Local

Purchase 1 transit vehicle as follows: useful life - 5 years or 150,000 miles; approximate length - 20 to 25 feet; estimated number of seats - 14; estimated number of ADA securement stations - 3; fuel type - gasoline.

Bid process

Tillamook County Transportation District chose to use the current State Price Agreement to purchase the buses. Bids specifications were written and approved by ODOT on 1/5/2021. Bids were sent on 1/5/2021 to e State approved vendors in the D Category – NW Bus Sales, Schetky NW and Creative Bus Sales. Bids were due back on 1/29/2021.

Three bid responses were received on 1/29/2021 in the time specified.

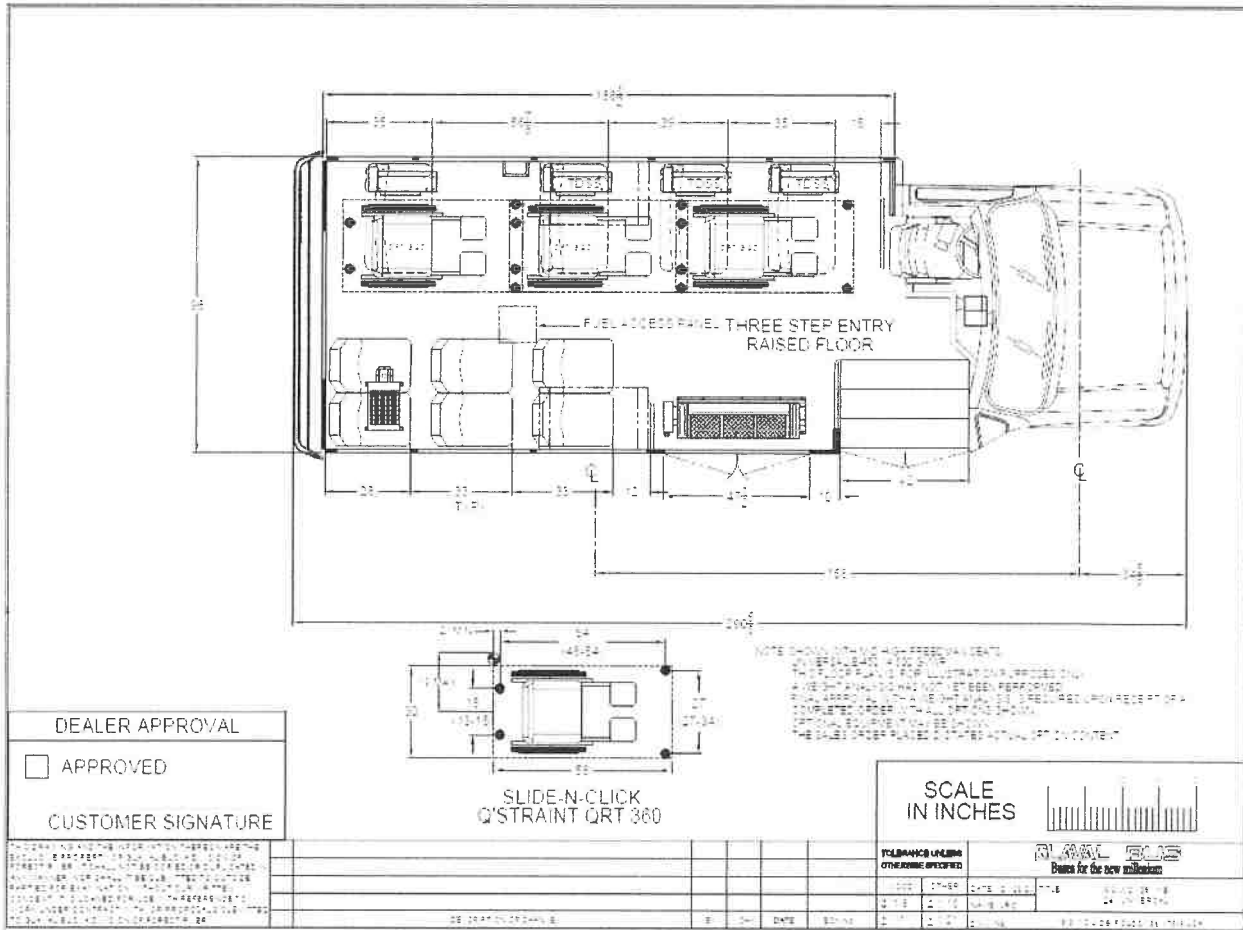
- ❖ Only 2 vendors provided the required bid documents as stated in the RFP. CBS did not sign the TVM/DBE certificate required by DAS/The RFQ and instead sent in an outdated FTA letter for the 2019/2020 TVM/DBE award. After a conversation with ODOT, CBS was eliminated from the RFQ consideration for being non-responsive.

Bid pricing is as follows:

Vendor	Mfg/ Model	Required Specs	Extended Preferred Options – Chosen only	TOTAL (each) with chosen preferred options
Schetky NW Roush Clean Tech 64GGE	EIDorado Advance / Ford E450	\$116,187		
Creative Bus Roush Clean Tech 64 GGE	Glaval Universal 24 / Ford E450	\$106,937		Eliminated due to non- compliance
Creative Bus Roush Clean Tech 41 GGE	Glaval Universal 24 / Ford E450	\$104,310		Eliminated due to non- compliance
NW Bus Sales Blue Star Gas – requires contract with Blue Star Gas	MetroLink / Ford E450	\$91,468		
Preferred Options	Schetky NW	Creative Bus – 64GGE	Creative Bus – 41GGE	NW Bus Sales
Hanover LED Destination Signs	\$8,425	\$16,570	\$16,570	\$3,290
Diamond XV Farebox	Included	\$1,840	\$1,840	\$1,395
2 ICS seats with companion seat	\$1,900	\$1,260	\$1,260	\$880
TOTAL FOR CHOSEN OPTIONS (In bold)		Eliminated due to non- compliance	Eliminated due to non-compliance	

- ❖ NW Bus clear opening for door is 32” – not required 36” (with assist door handles)
- ❖ NW Bus offered am/fm/Bluetooth per ODOT base bid. CD would be additional cost. Additional cost not listed.

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Recommendation –

Award to NW Bus Sales as meeting specifications and lowest price.

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

**In the Matter of Authorizing the)
General Manager to Purchase)
Four (4) Category E Ford Transit)
Vans from Schetky NW Bus Sales)**

RESOLUTION NO. 21-06

WHEREAS, the Tillamook County Transportation District (TCTD) received an ODOT Public Transit Division (PTD) Section 5339 "State of Good Repair" Capital Grant #34225 and a Section 5311 Capital Grant #34242 to purchase two (2) Category E dial-a-ride replacement vans and two (2) Category E dial-a-ride expansion vans; and

WHEREAS, the District solicited quotes from three retailers for the purchase of two intercity buses based on the price agreement the retailers have with the State of Oregon Department of Administrative Services; and

WHEREAS, based on the quotes provided and District's preferred specifications, the District recommends purchasing four (4) Ford Transit Category E dial-a-ride vans from Schetky NW Bus Sales for \$377,428; and

WHEREAS, purchasing a bus through the competitively bid contract between NW Bus Sales and the State would provide significant cost savings to the District, would not reduce competition or give favoritism, and would be in the best interest of the District.

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

that the Board authorizes the General Manager to enter into a contract not to exceed \$377,428 with Schetky NW Bus Sales to purchase four (4) Ford Transit Category E dial-a-ride vans.

INTRODUCED AND ADOPTED this 18th day of February 2021.

ATTEST:

By: _____
James Huffman, Board Chair

By: _____
Doug Pilant, General Manager

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ODOT PUBLIC TRANSIT VEHICLE PURCHASE			
Agency Name: Tillamook County Transportation District		Contact Person: Doug Piliant	
Grant Agreement No. 34242 and 34225	Date: 2/3/2021	Phone No. (503) 842-3115	
STATE PRICE AGREEMENT RFQ COMPARISON FORM - LOWEST COST SELECTION			
Vehicle Useful Life Category: E1	No. of Vehicles To Be Purchased: 4	No. of Regular Seats: 7	No. of ADA Stations: 2
Required Specifications:	<input checked="" type="checkbox"/> From RFQ (attach all RFQ's behind this form) <input type="checkbox"/> Other (Attach list or document)		
Additional Preferred Options:	<input checked="" type="checkbox"/> From RFQ (attach all RFQ's behind this form) <input type="checkbox"/> Other (Attach list or document)		
PRICES QUOTED FROM VENDORS (Insert Vendor Names in Columns Below):			
Requested Quotes	Vendor: Schetky NW	Vendor: Creative Bus Sales	Vendor: NW Bus Sales
Vehicle Make/Model Proposed:	Noracal Transit 350EL	No Bid	No Bid
Vehicle Base Price:	\$55,499		
Cost of Required Specifications:	\$38,858		\$17,981
Total Vehicle Cost With All Required Specifications:	\$94,357	\$0	\$0
Cost of Additional Preferred Options (if any - enter zero if none):			
Total Vehicle Cost With Required Specifications and Preferred Options:	\$94,357	\$0	\$0
Lowest Cost Vehicle Selected:	<input checked="" type="checkbox"/> Selected <input type="checkbox"/> Not Selected	<input type="checkbox"/> Selected <input checked="" type="checkbox"/> Not Selected	<input type="checkbox"/> Selected <input checked="" type="checkbox"/> Not Selected
Comments:			
AGENCY SIGNATURE (Required):			
Agency Representative (enter printed name and title below)		Phone No. / E-mail address (enter below)	
Doug Piliant, General Manager		(503) 842-3115 / dpiliant@tillamookbus.com	
Signature of Agency Representative:		Date of Signature: 2/3/2021	

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Tillamook County Transportation District

Category E1 Dial-A-Ride Van Purchase

January 2021

Tillamook County Transportation District received 2 grants from ODOT for Cat E1, 4 year /100,000 miles vans – Grant 34242 and 34225.

Grant 34242

Project Title: STP Tillamook County Transportation District 34242

Vehicle Replacement

Item #1: Vans

Total	Grant Amount	Local Match	Match Type(s)
\$180,000.00	\$161,514.00	\$18,486.00	Local

Purchase 2 transit vehicles as follows: useful life - 4 years or 100,000 miles; approximate length - less than 20 feet; estimated number of seats - 9; estimated number of ADA securement stations - 2; fuel type - gasoline.

Grant 34225

Project Title: 2020-22 Tillamook County TD 34225

Vehicle Expansion.

Item #1: Vans

Total Grant	Amount Local	Match	Match Type(s)
\$180,000.00	\$153,000.00	\$27,000.00	Local

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

Total of 4 vehicles

Budget - Total grant amount = \$360,000 divided by 4 = 90,000 each (budget)

Tillamook chose to use the State of Oregon Price Agreement and sent RFQ documents to 3 vendors on the Price agreement on 12/29/2020 - NW Bus Sales, Schetky NW and Creative Bus Sales asking for a Cat E1 van with seating for 9, 2 wc stations and propane fuel. A bid due date of 1/22/2021 was established. An extension was granted to 1/27/2021.

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Two bids were received on time by NW Bus Sales and SNW. CBS did not have a product to offer and sent an email stating so.

Bid Analysis

- ❖ NW Bus Sales provided a floorplan that did not meet the requirement for “individual seats must be movable/removable and have a flooring system that allows configuration to agency preference”. All seats are folding/fixed. The only single seat is fixed behind the lift and the other 3 are folding.
- ❖ SNW provided a letter from the mfg of the Shift N Step indicating they are the exclusive dealer for this product in Oregon/Washington. An email was sent to NW Bus on 1/28/2021 asking if they are proposing this system or equal and asked to identify the system being proposed as none was listed in the RFQ submittal.
- ❖ **NW Bus withdrew their bid, as they are not authorized in Oregon to sell the Shift N Step product. 1/28/2021. Email attached.**

Bid pricing is as follows: Both vendors pricing is over the budget amount of \$90K each.

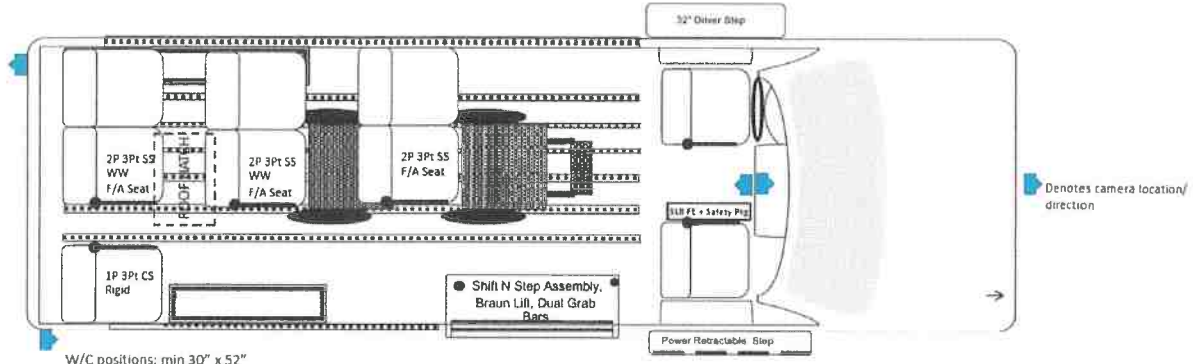
Vendor	Mfg/ Model	Required Specs	Extended x 4 vans	Extended Preferred Options – Chosen only	TOTAL with chosen preferred options
Schetky NW	Norcal Transit 350EL	\$94,357	\$377,428		
NW Bus Sales	TCI Mobility Ford Transit	Withdrew Bid			
Creative Bus	No Bid				
Preferred Options		Schetky NW	NW BUS	Creative Bus	
6 standard tires (no wheels) – price per tire		\$1110	\$870	No bid	
Qty 4 additional studded tires on wheels for rear of van		\$2000	\$1220	No bid	
Qty 2 additional studded tires – no wheels for front of van – price per tire		\$490	\$350	No bid	
TOTAL FOR CHOSEN OPTIONS (In bold)					

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NW Floorplan NW



Ford Transit T350-148" EL High Roof DRW
Plan TR148EL82



APPROVED BY _____ DATE _____

DRAWN BY: Melissa Tortorello

Drawn Exclusively For:
Northwest Bus Sales - OSB - Tillamook

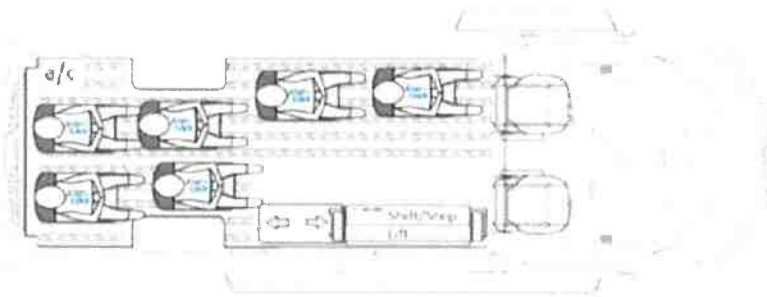
TCI MOBILITY, LLC
230 BOSSARDSVILLE RD.
SCIOTA, PA 18354
PA LIC# V0031392
877-TCI-VANS



NOTE- Drawing is for reference only and may not accurately reflect a true representation of seating capacity or scale

rev 5/19

SNW floorplan



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

**Authorizing the General Manager)
to Purchase IVR Technology)
for Computer Aided Dispatching)
and Scheduling Software from)
Ecolane USA, Inc.)**

RESOLUTION NO. 21-07

WHEREAS, the Tillamook County Transportation District previously executed a Software License and Service Agreement with Ecolane USA, Inc. to purchase the Ecolane of Interactive Voice Response (IVR) technology; and

WHEREAS, the District desires to procure IVR technology to improve customer service, by providing automated customer appointment reminders, opportunities to confirm or cancel scheduled trips, notify passengers 15-minutes before their pickup window, and increase operational efficiency by reducing no-shows, maximizing vehicle capacity and improving on-time performance.; and

WHEREAS, the District, acting as the Local Contract Review Board, approved a Sole Source procurement on January 21, 2021; and

WHEREAS, public notice of the Sole Source procurement was published on ORPIN on January 25, 2021; and

WHEREAS, the District did not receive any protest by February 1, 2021.

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

That the Board authorizes the General Manager to purchase the Ecolane fixed route/flex deviated route software system along with self-service trip booking mobile app and SMS text messaging for Tillamook County Transportation District in an amount not to exceed \$86,540.00.

INTRODUCED AND ADOPTED this 18th day of February 2021.

ATTEST:

By: _____
James Huffman, Board Chair

By: _____
Doug Pilant, General Manager

AMENDMENT NO. 5
to the
Software License & Services Agreement
Between
Ecolane USA Inc.
And
Tillamook County Transportation District

THIS AMENDMENT NO. 5 ("Amendment") to the Software License & Services Agreement ("Agreement") dated June 30, 2017, is effective January 27, 2021 ("Effective Date") between Ecolane USA Inc. ("Licensor") and Tillamook County Transportation District (collectively, "the Parties").

NOW THEREFORE, the parties agree to amend the Agreement as follows:

1. Licensor agrees to provide an IVR system for Tillamook County Transportation District as set forth in Exhibit A, which is attached hereto and incorporated herein. The amount for the quote is based on Licensor's Customer Appreciation Sale totaling \$26,700 and is due on or before March 1, 2021.
2. Tillamook County Transportation District agrees to pay Licensor any additional license and related service fees as set forth in Exhibit A.
3. All other terms and conditions of the Agreement as amended herein, shall remain in full force and effect. Capitalized terms used herein and not otherwise defined shall have the meaning given to them in the Agreement.
4. This Amendment may be executed in several counterparts, each of which shall be deemed an original, but all of which counterparts collectively shall constitute one (1) instrument representing this Amendment between the parties. In the event that any signature is delivered by facsimile transmission or by e-mail delivery of a ".pdf" format data file, such signature shall create a valid and binding obligation of the party executing (or on whose behalf such signature is executed) with the same force and effect as if such facsimile or ".pdf" signature page were an original thereof.

[Remainder of page intentionally left blank.]

IN WITNESS WHEREOF, each Party has caused this Amendment No. 5 to the Software License & Services Agreement to be executed by its authorized representative to be effective as of the Effective Date first written above.

Ecolane USA Inc.

Signature: _____

Printed Name: Ryan Larsen

Title: CEO

Date: _____

Tillamook County Transportation District

Signature: _____

Printed Name: Doug Pilant

Title: General Manager

Date: _____


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EXHIBIT A


License Terms

This Exhibit A is made part of and incorporated in that certain Software License & Service Agreement ("Agreement"), by and between Ecolane USA Inc., a Delaware corporation ("Licensor" or "Ecolane"), located at 940 West Valley Road, Suite 1400, Wayne, PA 19087, and Tillamook County Transportation District ("Licensee") located at 3600 Third Street, Ste. A, Tillamook, OR 97141.

A. Pricing/Payment

Ecolane 		Price Quote	
Ecolane 940 W Valley Rd, Suite 1400 Wayne, PA 19087 844-ECO-LANE 610-312-0033 SALES@ECOLANE.COM			
DATE 1/27/2021	TRANSIT AGENCY NAME Tillamook Transportation District	ADDRESS 3600 3rd Street Suite A	CITY, STATE ZIP Tillamook, WA 97141
PROJECT Customer Appreciation Sale	ATTENTION Doug Pilant	PHONE 707-972-2315	E-MAIL dpilant@tillamookbus.com
BD DIRECTOR Priscilla Vargas	E-MAIL priscilla.vargas@ecolane.com	PHONE 206-799-9574	PRICING TERMS Contingent on sign off before end day on 3/1/2021
DATE PRICE EXPIRES 1/1/2021			
Initial Licenses			
QUANTITY	DESCRIPTION	UNIT PRICE	AMOUNT
1	Ecolane IVR (3rd party charges will apply)	\$40,000.00	\$40,000.00
<i>Initial licenses subtotal</i>			<i>\$40,000.00</i>
<i>Discount</i>			<i>50%</i>
<i>Additional IVR Discount</i>			<i>\$ (10,000.00)</i>
<i>Initial licenses cost with discount applied subtotal</i>			<i>\$10,000.00</i>
Additional items			
QUANTITY	DESCRIPTION	UNIT PRICE	AMOUNT
1	UDI Setup costs and licenses - Includes call flows for Night before, Vehicle Arrival notifications (web-based call flow reports included), in English and Spanish (50% off already)	\$8,750.00	\$8,750.00
12	UDI Monthly IVR Costs for year 1 (Customer will be responsible for overages set at \$0.044/min, allotted 6,000 minutes/month, which is based upon # of trips performed weekly)	\$580.00	\$6,960.00
<i>Additional items subtotal</i>			<i>\$15,710.00</i>

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Services			
QUANTITY	DESCRIPTION	UNIT PRICE	AMOUNT
1	Remote set up of Ecolane DRT and MDT software (8 hr. work days), includes remote training and project management	\$990.00	\$990.00
Services subtotal			\$990.00
Annual Licensing Year 1			
QUANTITY	DESCRIPTION	UNIT PRICE	AMOUNT
1	All Inclusive Annual Licensing plan includes support for all licenses listed above and all items below:	Included	Included
	Hosting Costs		Included
	Server Maintenance		Included
	24/7/365 Support via web, email and phone		Included
	Map Updates		Included
	Upgrades** and Updates		Included
	Free monthly webinar training and access to Aha! Idea portal to help drive functionality for new development for Ecolane and its customers		Included
	Access to Learning Management System (LMS), Ecolane University for all staff for self-paced web-based training		Included
Annual licensing year 1 subtotal			Included
Customer Appreciation sale! Ecolane is offering Half Priced Add-On Modules until March 1st!! Let us give you some love by offering these items for half the Price! Come back for more! Stock up now!!			
		SUBTOTAL	\$26,700.00
		TOTAL SYSTEM PURCHASE COSTS FOR YEAR 1	\$26,700.00

Annual Licensing for years 2-5 (per year) Please ask your Biz Dev Director about pre-paid maintenance discounts!			
QUANTITY	DESCRIPTION	UNIT PRICE	AMOUNT
12	UDI Monthly IVR Costs (Customer will be responsible for overages set at \$0.044/min, allotted 6,000 minutes/month, which is based upon # of trips performed weekly)	\$580.00	\$8,960.00
1	All Inclusive Annual Licensing plan includes support for all licenses listed above in initial licenses and all items below:	\$8,000.00	\$8,000.00
	Hosting Costs		Included
	Server Maintenance		Included
	24/7/365 Support via web, email and phone		Included
	Map Updates		Included
	Upgrades** and Updates		Included
	Free monthly webinar training and access to Aha! Idea portal to help drive functionality for new development for Ecolane and its customers		Included
	Access to Learning Management System (LMS), Ecolane University for all staff for self-paced web-based training		Included
Annual Licensing years 2-5 (per year) subtotal			\$14,960.00

Annual licensing will be held at this rate for as long as your agency is an Ecolane customer. (Based on originally purchased solution. Does not include 3rd party charges or data plans)


 Ryan Larsen, CEO

1/27/2021
Date

THIS PROPOSAL INCLUDES THE CONDITIONS NOTED

Implementation/Training assumes 8 hrs. per day on-site excluding weekends and holidays.

All prices are in US dollars. All applicable sales/use taxes are additional and payment of such is the sole responsibility of the purchaser.

Customer may purchase Android tablets and airtime for Tablets through cellular provider. Prices for tablets range from \$0 to \$499 depending on carrier. Please coordinate your cellular provider/tablets with Ecolane prior to ordering hardware.

*Data plan does not include web browsing, etc. 2GB data plan is more than sufficient for the Ecolane Touchscreen MDT Software and Navigation. Agency is responsible for data plan and any overages unless otherwise noted.

**Upgrade and webinar training is included for upgrades, additional on site or new employee training is charged at Refresher Training rate plus travel as applicable.

*** All Optional item license costs include annual hosting, support & licensing fees due 1 year from contract signing set at: 20%

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

**Authorizing the General Manager)
to Execute a Customer Service)
Agreement with Carson Oil Company)
for the Purchase of Fuel and Lubricants)**

RESOLUTION NO. 21-08

WHEREAS, Tillamook County Transportation District (TCTD) desires purchasing fuel and lubricants through a company with fueling facilities located throughout Tillamook, Lincoln, Polk and Marion counties; and

WHEREAS, the District a desire to purchase fuel and lubricants from a company that will provide a functional .csv file that can be uploaded into the District's "Fleetio" fleet maintenance software; and

WHEREAS, the District has a desire to purchase fuel and lubricants from a company that provides the State of Oregon's State Pricing Agreement prices; and

WHEREAS, the TCTD Board of Directors, acting as the Local Contract Review Board, approved a Sole Source procurement on 11/19/2020; and

WHEREAS, a public notice of the Sole Source Written Determinations procurement was published on ORPIN on 11/23/2020; and

WHEREAS, the District did not receive any protests to the Sole Source Written Determinations by November 30, 2020; and

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

The Board authorizes the General Manager to execute a Customer Service Agreement with Carson Oil Company to purchase fuel and lubricants from the CFN and Pacific Pride networks.

INTRODUCED AND ADOPTED this 18th day of February 2021.

ATTEST:

By: _____
James Huffman, Board Chair

By: _____
Doug Pilant, General Manager

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Service Agreement

Acct #:

Sales Rep: Shayne Goodwin

Account Location Information	Account Billing Information
Name: Tillamook County Transportation District Service Address: 3600 3rd Street Suite A City, ST, Zip: Tillamook Oregon 97141 County: Tillamook Tel/Email: 5038423118 bolson@tillamookbus.com Contact: Brent Olson	Name: Tillamook County Transportation District Billing Address: 3600 3rd Street Suite A City, ST, Zip: Tillamook Oregon 97141 County: Tillamook Tel/Email: 5038423118 bolson@tillamookbus.com Contact: Brent Olson

Product Description	Est. Annual Volume	Package Size	Price Per Unit	Notes
Commercial fuel Cards	80000	gallons	Market Rate	CFN & PacPride Network

Product and Services Specifications

Special Instructions			Carson Agreement Number:	
Edit to Term Section 8 TERM : This Agreement is for 60 months and terminates after 60 months, unless 90 days prior Carson and Tillamook County Transportation agree to extend for 60 additional months.				
Payment Terms Lubricants	Payment Terms Fuels	Purchase Order #	Taxable/Tax Exempt	Drum Deposit

All lubricant products are subject to a 1% Fuel Recovery charge and a 2.5% Environmental Recovery charge. The undersigned individual signing this agreement on behalf of customer acknowledges that they have the authority to sign on behalf of the customer. Terms and conditions on reverse side.

Customer

Company

Signature

Signature

Print Name

Date

Print Name

Date

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1. **PRODUCTS AND SERVICES RENDERED;** Customer agrees for the Term of this Agreement to purchase from Company all Products and Services necessary and required by Customer as specified on the cover page to this Agreement.
2. **CARSON COMMITMENT; COMPANY FAILURE TO PERFORM;** If Carson fails to perform or provide the products and services described and does not remedy the failure within five business days of its receipt of a written demand from Customer, Customer may then terminate this Agreement without penalty with the payment of all monies due through the termination date.
3. **CHARGES, PAYMENTS, ADJUSTMENTS;** Customer shall pay for the services and/or equipment (including repair and maintenance) furnished by Company in accordance with the charges on the cover page adjusted hereunder, within the specified timeframe under payment terms on the front page of this agreement. Customer shall pay a service charge on all past due amounts accruing from the due date of the invoice at a rate of eighteen percent (18%) per annum or the maximum rate allowed by law. Company may increase the charges to account for: any increase in cost of goods passed on by our suppliers, fuel or transportation costs; increased costs due to uncontrollable circumstances, including, without limitation, changes in local, state or federal laws or regulations, imposition of taxes, fees or surcharges and acts of God such as floods, fires, etc. Company may also increase the charges to reflect increases in the Consumer Pricing Index. Increases in charges for reasons other than as provided above require the consent of Customer
4. **EQUIPMENT, ACCESS;** All equipment furnished by Company shall remain the property of Company; however, Customer shall have care, custody and control of the equipment and shall bear responsibility and liability for all loss or damage to the equipment and for its contents while at Customer's location. Customer shall not move or alter the equipment and shall use the equipment only for its intended purpose. At the termination of this Agreement, Customer shall return the equipment to Company in the condition in which it was provided, normal wear and tear excepted. Customer grants to Company access to Customer's property to install maintain and/or remove equipment. Company shall not be responsible for any damage to Customer's property, including pavement, subsurface or curbing, resulting from Company's provision of services hereunder. Customer warrants that Customer's right of way is sufficient to bear the weight of Company's equipment and vehicles.
5. **DEFAULT AND DAMAGES;** In the event Customer terminates this Agreement prior to the expiration of any Term for any reason other than a default by Company, or in the event Company terminates this Agreement for Customer's default, Customer shall be liable to Company for compensatory damages and its lost profits. In addition, Customer shall as liquidated damages and not as a penalty, pay the greater of [a] an amount equal to four (4) months' service and or product charges; or (b) customer's most recent account balance multiply by four whichever is greater. Customer acknowledges that this liquidated damages clause is reasonable and applicable to recover damages as a consequence of the default, breach or early termination of this Agreement and in no way relieves Customer from its obligations and liabilities for other costs or damages as set forth elsewhere in this Agreement. Company shall not be liable under any circumstances for any special, incidental or consequential damages arising out of or in connection with performance of this Agreement.
6. **INDEMNITY;** Customer agrees to indemnify, defend and save the Company, its directors, officers and employees harmless from and against any and all claims, suits, losses, liabilities, assessments, damages, fines, costs and expenses, including attorney's fees arising out of or in connection with any breach of this Agreement or arising out of negligence or willful misconduct of Customer or Customer's employees, agents, subcontractors or representatives. Company provides no guarantee or warranty, express, implied, MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE. This Section shall survive the termination of this Agreement.
7. **RIGHT OF FIRST REFUSAL;** Customer grants to Company a right of first refusal to match any offer relating to services similar to those provided hereunder which Customer receives (or intends to make) upon termination of this Agreement for any reason and Customer shall give Company prompt written notice of any such offer and a reasonable opportunity to respond to it, not to exceed 15 days. Customer agrees to send a certified letter addressed to the Vice President of Sales, or Director of Sales as notification.
8. **TERM;** The initial term ("Term") of this Agreement is sixty (60) months from the Effective Date of this Agreement ("Initial Term"). This Agreement shall automatically renew thereafter for an additional term of sixty (60) months ("Renewal Term") unless either party gives to the other party written notice of termination at least ninety (90) days, prior to the expiration of the initial or Renewal term.
9. **MISCELLANEOUS;** (a) Except for the obligation to make payments hereunder, neither party shall be in default for its failure to perform or delay in performance caused by events beyond its reasonable control, including, but not limited to, strikes, riots, imposition of laws or governmental orders, fires, acts of God, and inability to obtain equipment, and the affected party shall be excused from performance during the occurrence of such events; (b) This Agreement shall be binding on and shall inure to the benefit of the parties hereto and their respective successors and assigns; (c) This Agreement represents the entire agreement between the parties and supersedes any and all other agreements, whether written or oral, that may exist between the parties; (d) Customer shall not transfer or assign in any form the obligations and services describe herein without written consent of the Company (e) This Agreement shall be construed in accordance with the law of the state of Oregon and venue for any dispute shall be Multnomah County, Oregon ; and (f) If any provision of this Agreement is declared invalid or unenforceable, then such provision shall be severed from and shall not affect the remainder of this Agreement; however, the parties shall amend this Agreement to give effect, to the maximum extent allowed, to the intent and meaning of the severed provision. (g) In the event the Company successfully enforces its rights against Customer hereunder, the Customer shall be required to pay the Company's attorney's fees and court costs including such costs, collection agency commissions and expenses. (h) The following attachments are incorporated as part of this service agreement.

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

**In the Matter of Appropriating)
Monies between NW Rides FY2020-21)
Budget Line Items to Facilitate)
CPCCO Gainshare Payments)**

RESOLUTION NO. 21-09

WHEREAS, Tillamook County Transportation District (TCTD) has the power to act as a broker for non-emergency medical transportation (NEMT) services under ORS Chapter 267; and

WHEREAS, TCTD and Columbia Pacific Coordinated Care Organization (CPCCO) recognize that such a brokerage arrangement for NEMT services creates efficiencies for and is in the best interest of both parties; and

WHEREAS, on July 19, 2018, TCTD and CPCCO executed the "Columbia Pacific CCO Non-Emergent Medical Transportation Services Delegation Agreement" (the "2018 Agreement") authorizing TCTD to act as a broker for NEMT services for CPCCO through June 30, 2019; and

WHEREAS, on November 19, 2020, TCTD and CPCCO amended and restated the "Columbia Pacific CCO Non-Emergent Medical Transportation Services Delegation Agreement") to allow TCTD to continue to act as a broker for NEMT services for CPCCO through December 31, 2021; and

WHEREAS, TCTD and CPCCO have agreed in Exhibit A, Part 3, Section 2.b of the Delegate Agreement that in the event Delegate's revenues exceed its expenses, Delegate will retain fifty percent (50%) of the amount of the PMPM advance received from CCO in the quarter that revenue exceeds expenses and CCO will retain the other fifty percent (50%); and

WHEREAS, an excess of revenues has occurred and there is a requirement to disperse a revenue gainshare expense within the TCTD FY2020-2021 NW Rides Budget by reducing the "Purchase Transportation" and increasing the "Licenses and Fees" line items; and

WHEREAS, ORS 294.463 allows the governing body to transfer appropriations within a fund when authorized by resolution; and

WHEREAS, OAR 150-294-0540 allows the governing body to transfer appropriation authority from one line item to another when a resolution is adopted that authorizes the transfer;

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

The TCTD NW Rides Budget is amended as reflected in the following table:

Line Item #	Adopted Budget	Increase Decrease	Adjusted Budget
Fees & Licenses #5150	\$15,000	+\$450,000	\$465,000
Purchase Transportation #5265	\$4,000,000	- \$450,000	\$3,550,000

INTRODUCED AND ADOPTED this 18th day of February, 2021.

ATTEST:

By: _____ By: _____
James Huffman, Board Chair Doug Pilant, General Manager

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