

Tillamook County Transportation District
Transportation Advisory Committee
Tuesday, January 19, 2021 at 2:00pm
3600 Third St., Ste. A Tillamook, Oregon



Meeting Minutes

1. Call to Order

Chris Kell called the meeting to order at 2:05pm

2. Roll Call/Introductions

Present

Carol McAndrew, Senior Citizen Representative
Ron Rush, Marie Mills Center/Representative of Disabled Residents
Jeff Hazen, SETD/Neighboring County Transit Service
Chris Kell, Representative of Senior Citizens

Absent

Erin Skaar, CARE, Inc.
Robin Taylor, General Public
Nick Torres, Veteran's Services Representative
Stacie Zuercher, NW Senior and Disabled Services

TCTD Board

None

TCTD Staff

Doug Pilant, General Manager
Hailey Fields, Administrative Assistant

Guest

Susan Wright, Kittleson & Associates

3. Approval of Minutes –

Motion by Carol McAndrew to approve the December 10, 2020 meeting minutes.
Motion Seconded by Ron Rush. Chairperson Chris Kell called for further discussion;
followed by none, she called for the vote.

MOTION PASSED

By Carol McAndrew, Ron Rush, Jeff Hazen and Chris Kell.
Erin Skaar, Robin Taylor, Nick Torres, and Stacie Zeurcher were absent.

4. Old Business

a. Approval of the FY2021-23 STIF Plan

Doug Pilant explained that after the last meeting a few changes have been made to the plan. Susan Wright of Kittleson & Associated then presented those updated changes, which included incorporating recommendations from the TCTD Fare Policy Analysis study to create more subsidies for reduced fare and

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.

student transportation. The revised plan recommends reducing annual capital costs based on updated numbers and added an operations reserve fund based on money not spent from 2020. Edits regarding verbiage around “South County Dial-A-Ride” to become “South County Transit Service Enhancement” to provide more flexibility when responding to local needs in that portion of the County. Susan shared 2020 had around a \$310,000 allocation, with \$169,000 used, remainder to go into reserve fund mentioned. Susan explained new program costs including free student fares, establishing services with more runs, reducing in-county fares, adding evening routes to the town loop, and the implementation of a south county transfer station. Opened for questions, Jeff asked about student fares stating that STIF specifies grade 9-12 as students, but we have listed grades 7-12. Doug explained the District will exceed the STIF requirement by including 7-12 and will differentiate the two when calculating boardings. Carol McAndrew asked about how priority was decided for the listed projects, Doug explained the rider survey and online community survey results were used to establish the Plan’s priorities.

MOTION Made by Ron Rush to recommend the TCTD Board of Directors approve the TCTDFY 2021-23 STIF Plan and project priorities as presented. *Motion Seconded by Jeff Hazen.*

MOTION PASSED

By Carol McAndrew, Ron Rush, Jeff Hazen and Chris Kell.
Erin Skaar, Robin Taylor, Nick Torres, and Stacie Zeurcher were absent.

b. Approval of FY 2021-23 STIF Discretionary Projects

GM Doug Pilant explained the Projects to the TAC group; explained that it was necessary to get a formal vote on the project funding application proposals to fund: Route 5 Coasliner \$686,000 intercity service to Portland; \$486,500 for Route 60X Coastal Connector intercity service between Lincoln City and Salem; and \$727,544 application to fund 3 NWOTA Transit Access Plan bus stops in Warrenton, Pacific City and Waldport. Doug explained the Coastliner service included expanding to 3 round trips per day and that both intercity applications included funding requests for preventative maintenance and purchasing expansion buses due to the number of miles buses are being driven to support those services. Doug Pilant then asked the committee to recommend or not recommend the projects.

Chris Kell called for motion to approve project as a group.

MOTION Made by Jeff Hazen to approve the FY2021-23 STIF Discretionary applications *Motion Seconded by Carol McAndrew*

MOTION PASSED

By Carol McAndrew, Ron Rush, Jeff Hazen and Chris Kell.
Erin Skaar, Robin Taylor, Nick Torres, and Stacie Zeurcher were absent.

Questions

Jeff Hazen declared he had a potential conflict of interest due to one of the buses stops in the NWOTA bus stops project being in his district (Sunset Empire Transportation District). Potential Conflict of Interest declared and noted.

5. New Business

a. FY 2021-23 STF Consolidated Application

GM Doug Pilant explained the STF application process to the TAC. He said the TAC will be given time to review the projects and that we'd schedule a TAC meeting in February before the next TCTD board meeting to discuss and vote to recommend. Doug will also include a staff memo providing the TAC with a recommendation at the time.

Doug explained that the only other agency besides TCTD that submitted an application was the Marie Mills Center. They requested \$35,321 for transit support for the next biennium, TCTD's included \$2,000 admin support \$98,079 for TCTD Transit operations.

b FY2021-23 Section 5310 Consolidated Application

Doug explained the Section 5310 application process and reported 2 applications have been received from Marie Mills. An application in the amount of \$6,057 for preventative maintenance of their fleet, and \$12,218 for the center purchase services program. Doug explained the purchases services application is a partnership with CARE to make tokens and bus passes available to their clients and people with need of bus fare in the community. TCTD is proposing 2 projects; \$89,000 to renovate the District's dispatching facility and the interior of the transit center's customer service area \$70,026 to have resources to fund additional customer service personnel at the transit center and expand the dispatch centers hours of operation. Doug also explained the District will also establish a program to assist other people on how to ride the bus.

Questions/Comments

Carol McAndrew really enjoyed hearing the plan to expand customer service at the downtown transit center, shared that it would be of great benefit to the community especially in customer service.

Chris Kell believes that it will be greatly beneficial to have additional staff at the transit center and said renovating the transit center office is needed because it was originally designed for multi-purpose uses. She said this would help the office staff be more helpful to helping people.

Doug Pilant shared his gratefulness to the City of Tillamook for being so cooperative and letting TCTD have full ownership of the facility. He said the District will have a home there for as long as it desires to do business at that location. Doug explained that he will have a staff memo with recommendation prepared for the next months scheduled meeting.

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

c. STF/STIF Consolidation Update –

GM Doug Pilant explained to the TAC that the Oregon legislature had directed ODOT to merge the STF and STIF into a single program. He said this will be the last STF application and explained that several months ago ODOT had recommended a Plan to continue funding STF needs after the program goes away. He shared with the TAC that ODOT is assembling a committee to sort out what the future of this looks like and they will begin meeting soon to establish a consolidation plan. After they complete their plan the Oregon Administrative Rules will be updated to reflect the agreed upon program changes in time for us to begin our next FY2023-25 grant funding cycle.

Jeff Hazen added that he doesn't believe the aid to senior citizens and those in need will not be going away with this transition.

Questions/Comments

Carol McAndrew asked about the start date for next biennium, Doug shared that he believes that it will be in the fall of 2022 as long as things go to plan for 2023-2025 biennium.

d. Future Meeting Date(s)

GM Doug Pilant shared that second week of February would be ideal to provide adequate time to be prepared for the TCTD Board of Directors February 18th meeting.

The group agreed upon Tuesday February 9th, at 2pm.

6. Other Business/Public Comments

GM Doug Pilant explained getting the TAC agenda and attachments were delayed due to issues with some TAC members email servers rejecting the agenda and attachments. As a backup moving forward, we will send a link to the District's website with the meeting notice and agenda packet.

Chris Kell asked if the automatic chains were ready to be used on buses, Doug explained the chains had become problematic and had been removed from all buses. Doug explained that all drivers are trained each year in the Fall to manually install chains.

7. Adjournment: Meeting adjourned at 2:55pm.

These minutes approved this ___ Day of _____ 2021.


ATTEST:

Chris Kell, Committee Chair

Doug Pilant, General Manager

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

4

TO: TRANSPORTATION ADVISORY COMMITTEE
FROM: DOUG PILANT, GENERAL MANAGER 
SUBJECT: SPECIAL TRANSPORTATION FUND (STF) PROJECT RECOMMENDATIONS

Issue

Shall the Transportation Advisory Committee recommend the TCTD Board of Directors approve the proposed FY2021-2023 Special Transportation Fund (STF) project recommendations?

Background and Findings

1. ODOT has targeted TCTD to receive \$134,500 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. Staff has confirmed that all projects are consistent with the goals and priorities listed in the District's Coordinated Plan.
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 proposed STF projects are listed in order of recommended priority 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 TAC approve the proposed FY 2021-2023 STF Plan projects and recommend the TCTD Board of Director's to approve the projects and authorize the General Manager to submit the FY2021-23 STF Application to ODOT.



Special Transportation Fund Grant Funding Application FY 2021-23

A. Applicant Information

I am the Special Transportation Fund (STF) Agency *

Yes No

STF Agency Name *

Tillamook County Transportation District

STF Agency Mailing Address *

3600 Third Street, Suite A

Tillamook

Oregon

97141

Application Contact Name *

Douglas Pilant

Application Contact Title *

General Manager

Application Contact Email Address *

dpilant@tillmaookbus.com

Application Contact Telephone No.

(503) 842-3115

Name of Person Signing Grant Agreement *

Douglas Pilant

Title of Person Signing Grant Agreement *

General Manager

Email Address of Person signing Grant Agreement

dpilant@tillamookbus.com

Telephone No. of Person signing Grant Agreement

(503) 842-3115

Agency Type *

Public Agency

Urbanized Zone *

Oregon

Service Area *

Non-urbanized or Rural (area with population of less than 50,000)

Does your STF Agency delegate the administration of the STF program to a separate agency? *

Yes No

B. STF Advisory Committee



Do all of the committee members reside within the boundaries of your STF Agency service area? *

Yes No

Enter each member's organization in the table below (click to add additional lines).
 Pick the category of membership that best describes each member, pursuant to OAR 732-005-0031.

Minimum requirements: Counties and districts - five members. Tribes - three members.

Member Name *	Organization *	Member Category *
<input type="checkbox"/> Ron Rush	Marie Mills Center	Individual engaged in providing transportation service
<input type="checkbox"/> Carole McAndrews	N/A	Representative of elderly individuals
<input type="checkbox"/> Robin Taylor	N/A	Representative of disabled individuals
<input type="checkbox"/> Erin Skaar	CARE Inc.	Individual engaged in providing transportation service
<input type="checkbox"/> Stacie Zuercher	NW Senior Disabled Services	Representative of disabled individuals
<input type="checkbox"/> Jeff Hazen	SETD	Individual engaged in providing transportation service
<input type="checkbox"/> Nicholas Torres	Tillamook County Veteran's Sen	Individual engaged in providing transportation service
<input type="checkbox"/> Chris Kell	N/A	Representative of elderly individuals

C. Summary of Distribution Plan

Total STF Fund Allocation	Funds Disbursed Per Year	Funds Disbursed Per Quarter
\$135,400.00	\$67,700.00	\$16,925.00

In-District and Out-of-District Questions

STF Allocation Expenditure Plan

Administrative Allotment (required by OAR 732-005-0021(5)(b) for receiving, disbursing and accounting for funds)	Year 1 \$2,000.00	Year 2 \$2,000.00
Contribution to Reserve Account (amount contributed to the reserve account – see Section E)	Year 1 * \$0.00	Year 2 * \$0.00
Additional Funds for Allocation (optional)	Year 1 * \$0.00	Year 2 * \$0.00
Contingency (not to exceed 15% of total program budget)	Year 1 * \$0.00	Year 2 * \$0.00

Planning Projects

List the Agency Receiving Funds	Year 1 In-District	Year 1 Out-of-District	Year 2 In-District	Year 2 Out-of-District
<input type="text"/>	\$0.00	\$0.00	\$0.00	\$0.00

Operating Projects

List the Agency Receiving Funds	Year 1 In-District	Year 1 Out-of-District	Year 2 In-District	Year 2 Out-of-District
<input type="text" value="Marie Mills Center"/>	\$17,660.50	\$0.00	\$17,660.50	\$0.00
<input type="text" value="Tillamook County Transportation Dis"/>	\$49,039.50	\$0.00	\$49,039.50	\$0.00

Capital Projects

List the Agency Receiving Funds	Year 1 In-District	Year 1 Out-of-District	Year 2 In-District	Year 2 Out-of-District
<input type="text"/>				

Enter out-of-district and in-district population in the table below. Agencies with populations both inside and outside their district boundaries must input these populations to guide how much money is allocated to in-district and out-of-district areas. Districts are required to allocate a proportionate share of funds to the out-of-district area.

Population

Data Factor *	Population Based on Decennial Census *	Percentage *
<input type="text" value="Population In-District"/>	26,000	100.00%
<input type="text" value="Population Out-of-District"/>	0	0.00%
	26,000	100.00%

9

What is the basis to determine in-district and out-of-district populations? *

N/A

D. STF Formula Remaining From Previous Years

Do NOT include reserve funds in this section - see Section E.

Will the STF Agency have carryover STF funds from prior years, including funds from the previous biennium that will be applied to the present biennium? *

- Yes
- No

E. Reserve Fund Summary

STF Agencies may establish a reserve fund to save STF funds for a future purpose.

Does the STF Agency have a separate reserve funds account for the STF program?

- Yes
- No

F. Transit Agency and Project Descriptions

Project 1

Recipient Agency Name *

Marie Mills Center

Address *

1800 Front St

Tillamook

Oregon

97141

Recipient Agency Contact Name *

Ron Rush

Recipient Agency Contact Title *

Executive Director

Recipient Agency Contact Email Address *

ron@mariemillscenter.com

Recipient Agency Contact Telephone No. *

(503) 842-2539

Project Title *

STF Operating Support for Marie Mills Center

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Project Description *

See attached subrecipient application.

Total STF funds awarded to project *

\$35,321.00

Project Type *

Operating

✖ Project 2

Recipient Agency Name *

Tillamook County Transportation District

Address *

3600 Third Street, Suite A

Tillamook

Oregon

97141

Recipient Agency Contact Name *

Douglas Pilant

Recipient Agency Contact Title *

General Manager

Recipient Agency Contact Email Address *

dpilant@tillamookbus.com

Recipient Agency Contact Telephone No. *

(503) 842-3115

Project Title *

TCTD Operating Support

Project Description *

STF monies will be transferred to the TCTD general fund to support the District's administration of STF monies and transit operations. TCTD provides general public dial-a-ride, deviated fixed route and intercity services throughout Tillamook County and to Lincoln City, Cannon Beach, Salem and Portland.

Total STF funds awarded to project *

\$100,079.00

Project Type *

Operating

+ Add Project

//

Project Totals

\$135,400.00

Fund Allocation

Total STF Fund Allocation

\$135,400.00

Funds Disbursed Per Year

\$67,700.00

Funds Disbursed Per Quarter

\$16,925.00

G. Submitting Your Application

- Click the "Save" button to save your work. A link to the application will appear that you can copy for future reference. Or, you can enter your email address to have the link emailed to you.
- Attach any supporting documents using the "Upload" button or by dragging documents from your computer to the "drag files here" area.
- Electronically sign your application by using the pen icon. Type your name in the "Printed Name" section.
- Submit your application by using the "Submit Application" button.
- IF YOU DO NOT RECEIVE AN EMAIL RESPONSE, PLEASE CONTACT US IMMEDIATELY AT 503-986-3300 OR ODOTPTDREPORTING@ODOT.STATE.OR.US.

Supporting Documents (Optional)



or drag files here.



[Marie Mills Center Inc STF Application FY 2021-23.pdf](#)

126.96 KB



The person signing this form must have the legal authority to submit the application on behalf of the applicant.

By electronically signing and submitting this form, the agency representative certifies that the information on the application is true and accurate to the best of their knowledge.

Signature *

Printed Name *

Douglas Pilant

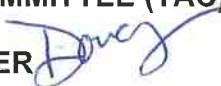
Submission Date

2/3/2021

Submit Application

Save

DP

TO: TRANSPORTATION ADVISORY COMMITTEE (TAC)
FROM: DOUG PILANT, GENERAL MANAGER 
SUBJECT: SECTION 5310 PROJECT FUNDING RECOMMENDATIONS

Issue

Shall the Transportation Advisory Committee (TAC) recommend the TCTD Board of Directors approve the proposed FY2021-2023 Enhanced Mobility of Seniors and Individuals with Disabilities (Section 5310) project 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 OAR requires the District's TAC to review and prioritize proposed projects. The TCTD Staff recommends the TAC approve the prioritized Section 5310 projects funding 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 TAC approve the recommended FY2021-2023 Section 5310 Plan projects and recommend the TCTD Board authorize the General Manager to submit the Section 5310 application to ODOT.

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Section 5310 Application FY 2021-23



Enhanced Mobility of Seniors and Individuals with Disabilities

Applicant Information

I am the Lead (STF) Agency. *

Yes No

Lead (STF) Agency Name *

Tillamook County Transportation District

If you are applying for small urban funds, select that designation from the drop-down.

Lead Agency (STF) Mailing Address (Street or PO Box) *

3600 Third Street, Suite A

Tillamook

Oregon

97136

Application Contact Name *

Douglas Pilant

Application Contact Title *

General Manager

Application Contact Email Address *

dpilant@tillamookbus.com

Application Contact Telephone No.

(503) 842-3115

Name of Person Signing Grant Agreement *

Douglas Pilant

Title of Person Signing Grant Agreement *

General Manager

Email of Person Signing Grant Agreement *

dpilant@tillamookbus.com

Telephone No. of Person Signing Grant Agreement

(503) 842-3115

Lead (STF) Agency Type *

Public

Service Area *

Non-urbanized or Rural area with population of less than 50,000

Lead (STF) Agency Federal EIN *

93-1235175

Lead (STF) Agency Urbanized Zone *

Oregon

Select the type(s) of service that will be supported by this award. Select all that apply. *

- Open to the general public at all times
- Open to the general public on a space-available basis
- Open only to seniors and individuals with disabilities
- Limited to defined clientele (e.g. residential home)
- Demand Response
- Deviated Route

Are any FTA-funded buildings that your transit agency owns located in a flood zone? * [More information on floodplains](#)

- Yes
- No

Risk Assessment Information

Did your agency have any turnover of management or financial staff in the last two years? *

- Yes
- No

Does your agency have an accounting system that allows you to completely and accurately track the receipt and disbursement of funds related to the award? *

- Yes
- No

What type of accounting system does your agency use? *

- Manual
- Automated
- Combined

Does your agency have a system in place that will account for 100 percent of each employee's time? *

- Yes
- No

Did your staff members attend required trainings and meetings during prior grant award cycles? *

- Yes
- No

Was your agency audited by the Federal government in the past two years? *

- Yes
- No

Did your agency stay on budget in the past two years? *

- Yes
- No

Fund Allocation

Allocation Amount

16

\$198,519.00

Transit Agency Projects

Transit Agency Project 1

Project Name *

Marie Mills Center Vehicle Preventative Maintenance

Transit Agency Legal Name *

Marie Mills Center Inc.

Agency Mailing Address (Street or PO Box) *

1800 Front Street

Tillamook

Oregon

97141

Transit Agency DBA Name (Optional)

Marie Mills Center

Federal EIN *

93-0594367

Urbanized Zone *

Oregon

Agency Web Address

mariemillscenter.com

Project Details

Select the project types that you wish to include in your application. Select all that apply.

Project Selection *

A. Purchased Service

B. Mobility Management

C. Vehicle Purchase

D. Capitalized Vehicle Preventive Maintenance

E. Equipment, Signs and Amenities, Shelters

F. Facilities: Bus Barns and Other Buildings

D. Capitalized Vehicle Preventive Maintenance

1. Describe how this project coordinates with other services to provide services to seniors and individuals with disabilities:

Project Coordination Description *

Please see attached Marie Mills Center application.

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2. Is a Vehicle Preventive Maintenance Plan submitted with your application? A plan reflecting current fleet policies, fleet procedures, and vehicle and lift equipment manufacturer's recommended maintenance schedules is required.

Yes No

3. Number of vehicles included in this preventive maintenance project:

5

4. Project cost and match information:

Total Project Cost *

6,750

Match Amount (Total Project Cost x 10.27%)

\$693.23

Grant Amount

\$6,056.78

5. Describe the source of your local match funds in the field below (examples: funds from your budget, STF funds). If the matching funds are not available now, describe when they will be (examples: next fiscal year, month/year). Please be specific.

Local Match Details *

Marie Mills Center General Fund

6. On what page is project listed in the Adopted Coordinated Plan?

14

7. Date Coordinated Plan adopted:

10/21/2016 

For multiple pages use this box

8. Is this project part of a group of activities or projects that are dependent on each other (for example, bus washing station dependant on facility)?

Yes No

 Transit Agency Project 2

Project Name *

Marie Mills Center Purchased Services Project

18

Transit Agency Legal Name *

Marie Mills Center, Inc

Agency Mailing Address (Street or PO Box) *

1800 Front Street

Tillamook

Oregon

97141

Transit Agency DBA Name (Optional)

Marie Mills Center

Federal EIN *

93-0594367

Urbanized Zone *

Oregon

Agency Web Address

mariemillscenter.com

Project Details

Select the project types that you wish to include in your application. Select all that apply.

Project Selection *

- A. Purchased Service
- B. Mobility Management
- C. Vehicle Purchase
- D. Capitalized Vehicle Preventive Maintenance
- E. Equipment, Signs and Amenities, Shelters
- F. Facilities: Bus Barns and Other Buildings

A. Purchased Service Project

1. Project Title

Project Title *

Marie Mills Center Purchased Services Project

2. Explain how your project is planned, designed, and carried out to meet the special needs of seniors and individuals with disabilities when general public transit is either insufficient, inappropriate, or not available:

Project Service Description *

Please see attached Marie Mills Center application

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3. Estimated number of unduplicated individuals (older adults and individuals with disabilities) this project proposes to support in the biennial grant period:

22

4. Estimated number of one-way rides this project proposes to provide in the biennial grant period:

9,000

5. Project cost and match information:

Total Project Cost *

13,728

Match Amount (Total Project Cost x 10.27%)

\$1,409.87

Grant Amount

\$12,318.13

6. Describe the source of your local match funds in the field below (examples: funds from your budget, STF funds). If the matching funds are not available now, describe when they will be (examples: next fiscal year, month/year). Please be specific.

Local Match Details *

Marie Mills Center General Fund

7. On what page is project listed in the Adopted Coordinated Plan?

14

8. Date Coordinated Plan adopted:

10/21/2016 

For multiple pages use this box

14

9. Is this project part of a group of activities or projects that are dependant on each other (for example, a new transit service that requires capital and operating funds)?

Yes No

10. Does your transit agency have an existing contract for transit?

Yes No

If yes, name the contractor. If no, describe how the transit agency will procure the service and name contractor *

CARE, Inc for purchased services and TCTD

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Transit Agency Project 3

Project Name *

Renovate TCTD Transit Center and Dispatching Centers

Transit Agency Legal Name *

Tillamook County Transportation District

Agency Mailing Address (Street or PO Box) *

3600 Third Street

Tillamook

Oregon

97136

Transit Agency DBA Name (Optional)

The Wave

Federal EIN *

93-1235175

Urbanized Zone *

Oregon

Agency Web Address

tillamookbus.com

Project Details

Select the project types that you wish to include in your application. Select all that apply.

Project Selection *

- A. Purchased Service
- B. Mobility Management
- C. Vehicle Purchase
- D. Capitalized Vehicle Preventive Maintenance
- E. Equipment, Signs and Amenities, Shelters
- F. Facilities: Bus Barns and Other Buildings

F. Facilities including Transit Centers, Bus Barns and Transit Agency Buildings

Will this project disturb the ground? If yes, an [environmental worksheet](#) including site map(s) showing placement of each item must be submitted to PTD and approved by FTA prior to payment for any ground-disturbing activities.

Environmental approvals may extend the timeframe of your project, so start early.

Yes No

1. Project Title

Project Title *

21

Renovate TCTD Transit Center and Dispatching Centers

2. Explain why this facility project is needed and how the facility will be used in providing transit service to seniors and individuals with disabilities:

Project Need Description

Tillamook County Transportation District's Downtown Transit Center and Operations Dispatcher Office facilities need to be renovated to meet current and future needs to provide better security, operational efficiency and expand customer service activity opportunities.

3. Facility Project Request

Facilities Description (Major activities, Siting and Right-of-Way, Planning, Architecture, Engineering, Project Management, Construction Contracting, Inspecting and Permitting, Interior Surfaces and Furnishings) *

	Quantity *	Cost Each *	Total	Est. Order Date *	Est. Delivery Date *
 Estimated design, engineering, permitting, furnishings, fees and other related expenses	2	\$38,000.00	\$76,000.00	8/1/2021	6/30/2023
	2		Grand Total:		
			\$76,000.00		

+ Add Item

4. Project cost and match information:

Total Project Cost	Match Amount (Total Project Cost x 10.27%)	Grant Amount
\$76,000.00	\$7,805.20	\$68,194.80

5. Describe the source of your local match funds in the field below (examples: funds from your budget, STF funds). If the matching funds are not available now, describe when they will be (examples: next fiscal year, month/year). Please be specific.

Local Match Details *

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TCTD General Fund

6. On what page is project listed in the Adopted Coordinated Plan?

63

7. Date Coordinated Plan adopted:

10/20/2016 

For multiple pages use this box

8. Is this project part of a group of activities or projects that are dependent on each other (for example, bus washing station dependant on facility)?

Yes No

9. Project Facts: Complete the questions below about your facility project. Please be brief, but thorough, and answer all questions. If your project is tentatively accepted for funding, you may be asked to complete a supplemental application.

A. Total scope of entire facility project *

This project will complete the renovation and repair of the TCTD Operations Center Dispatch Center and the TCTD Downtown Tillamook Transit Center and includes the purchase and installation of modernized office furnishings, communications network and equipment.

B. Portion of project scope applied for in this grant. (If all, state this) *

All

C. Proposed total square feet of facility *

TCTD dispatch office 225 square feet
Transit center office space: 125 square feet

D. Other secured funding sources for this project *

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Local matching funds

E. Other anticipated funding sources for this project *

None

F. Who are the designated partner agencies for this project? *

n/a

G. Who are the other stakeholders for this project, and how is their support being enlisted? *

n/a

H. Describe how support from local elected officials or bodies has been formally received for this project. *

TCTD Facility Repair & Renovation Plan

I. Describe how the project fits into the regional coordinated plan. *

TCTD Coordinated Human Services Public Transportation Plan - adopted October 21, 2016.

J. Has this project been thoroughly discussed with your Public Transportation Division regional transit coordinator and has the regional transit coordinator been involved with preliminary project planning efforts?

Yes No

K. Has your local Area Commission on Transportation been involved and is it in support of this project?

Yes No **If No, Explain ***

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The scope and size of this project does not necessitate NWACT involvement. The TCTD Facility Repair and Renovation Plan is intended to keep the District's facilities in good repair and functional so dispatchers and customer services staff can fulfill their job duties effectively and efficiently.

L. Project Milestones: List each of the project's major phases or milestones below. Include associated costs and completion date for each item.

Project Phase / Milestone	Cost *	Est. Completion Date *
<input type="checkbox"/> Architectural and design planning	\$15,000.00	12/31/2021
<input type="checkbox"/> Construction management and construction	\$65,000.00	6/30/2023
<input type="checkbox"/> Purchase and install office furniture, cash vaults and communic	\$20,000.00	6/30/2023
<input type="checkbox"/> Contingency	\$10,000.00	6/30/2023
<input type="checkbox"/>		

Total: \$110,000.00

+ Add Item

Estimated final completion date of all project activities

Project will be completed by June 30, 2023.

M. Is property for facility owned by your agency or an affiliate body?

Yes No

If an acquisition, has a firm offer been made on this project, and when? *

n/a

N. Has preliminary project planning been accomplished for this project?

Yes No

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O. Have requisite local agency planning, zoning, building permits and all approvals been applied for and received for this project?

Yes No

If No, what is the current status of these approvals? *

Completion expected 3/31/2022

P. Does this project involve changes to any railroad rights of way?

Yes No

Q. Have all relevant project documents been attached to your grant application?

Yes No

If Yes, list and describe relevant project document attachments *

n/a

Additional Attachments



or drag files here.

R. Is there any other information you wish reviewers to understand about this project?

Yes No

✖ Transit Agency Project 4

Project Name *

TCTD Customer Service Enhancement Program

Transit Agency Legal Name *

Tillamook County Transportation District

Agency Mailing Address (Street or PO Box) *

3600 Third Street, Suite A

Tillamook

Oregon

97136

Transit Agency DBA Name (Optional)

The Wave

Federal EIN *

93-1235175

Urbanized Zone *

Oregon

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Agency Web Address

tillamookbus.com

Project Details

Select the project types that you wish to include in your application. Select all that apply.

Project Selection *

- A. Purchased Service
- B. Mobility Management
- C. Vehicle Purchase
- D. Capitalized Vehicle Preventive Maintenance
- E. Equipment, Signs and Amenities, Shelters
- F. Facilities: Bus Barns and Other Buildings

B. Mobility Management

1. Project Title

Project Title *

TCTD Customer Service Enhancement Program

2. Explain how your project is planned, designed, and carried out to meet the special needs of seniors and individuals with disabilities when general public transit is either insufficient, inappropriate, or not available:

Project Service Description *

Center. Customer service staff will be assigned to work at the Transit Center 7 days per week while the TCTD dispatcher hours of service will be expanded from 5 AM to 6 PM. Transit Center customer service staff will assist drivers and passengers by selling tickets, passes, providing route and schedule information. Transit Center customer staff will also provide senior citizens, people with disabilities and general public with one-on-one training on how to use the local transit services. The NW Rides Brokerage activities will be expanded to manage the District's Ecolane client and operating statistics database for dial-a-ride and deviated fixed route services. NW Rides Brokerage will also work directly with social service agencies such as Northwest Senior

3. Project Type

Select Project Type *

Developing and operating traveler call centers to coordinate travel information, manage eligibility requirements, and

4. Project cost and match information:

Total Project Cost *

92,762

Match Amount (Total Project Cost x 10.27%)

\$9,526.66

Grant Amount

\$83,235.34

5. Describe the source of your local match funds in the field below (examples: funds from your budget, STF funds). If the matching funds are not available now, describe when they will be (examples: next fiscal

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year, month/year). Please be specific.

Local Match Details *

General Fund

6. On what page is project listed in the Adopted Coordinated Plan?

63

7. Date Coordinated Plan adopted:

10/20/2016

For multiple pages use this box

63, 69, 70, 71, 72

8. Identify the estimated number of customer contacts, customers trained, or mobility products/services produced. Describe the method you will use to measure output from the project:

Project Performance Goals *

Total one-way dial-a-ride and deviated fixed route trips
Fare revenue by service type
Bus pass sales
Average fare per passenger by service type
Average subsidy per passenger by service type
Farebox return ratio by service type

Transit Agency Project 5

Project Name *

Vehicle Propane Conversion

Transit Agency Legal Name *

Tillamook County Transportation District

Agency Mailing Address (Street or PO Box) *

3600 Third Street, Suite A

Tillamook

Oregon

97136

Transit Agency DBA Name (Optional)

The Wave

Federal EIN *

93-1235175

Urbanized Zone *

Oregon

Agency Web Address

28

\$32,000.00

+ Add Item

3. Describe the source of your local match funds in the field below (examples: funds from your budget, STF funds). If the matching funds are not available now, describe when they will be (examples: next fiscal year, month/year). Please be specific.

Local Match Details *

General Fund

4. On what page is project listed in the Adopted Coordinated Plan?

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5. Date Coordinated Plan adopted:

10/20/2016



For multiple pages use this box

59-65

6. Is this project part of a group of activities or projects that are dependent on each other (for example, bus washing station dependant on facility)?

Yes

No

+ Add Purchase

Equipment, Signs and Amenities, Shelters Project cost and match information:

Total Project Cost	Match Amount (Total Project Cost x 10.27%)	Grant Amount
\$32,000.00	\$3,286.40	\$28,713.60

+ Add Transit Agency Project

Application Totals

Total Section 5310 Project Cost	Total Section 5310 Match Amount	Total Section 5310 Grant Amount
\$221,240.00	\$22,721.35	\$198,518.65

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Fund Allocation

Allocation Amount

\$198,519.00

Submitting Your Application

- Click the "Save" button to save your work. A link to the application will appear that you can copy for future reference. Or, you can enter your email address to have the link emailed to you.
- Attach any supporting documents using the "Upload" button or by dragging documents from your computer to the "drag files here" area.
- Electronically sign your application by using the pen icon. Type your name in the "Printed Name" section.
- Submit your application by using the "Submit Application" button.
- IF YOU DO NOT RECEIVE AN EMAIL RESPONSE, PLEASE CONTACT US IMMEDIATELY AT 503-986-3300 OR ODOTPTDREPORTING@ODOT.STATE.OR.US.

Supporting Documents (Optional)




or drag files here.

The person signing this form must have the legal authority to submit the application on behalf of the applicant.

By electronically signing and submitting this form, the agency representative certifies that the information on the application is true and accurate to the best of their knowledge.

Signature *



Printed Name *

Submission Date

2/3/2021



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