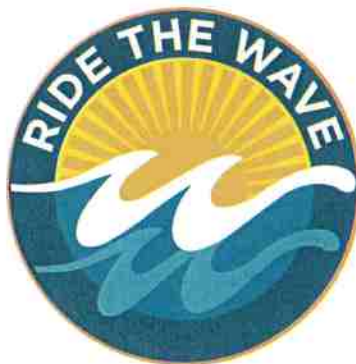


Tillamook County Transportation District
Board of Directors
Regular Monthly Meeting



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



Thursday, April 22, 2021 at 6:00PM
Transportation Building
3600 Third Street, Tillamook, Oregon

TO: BOARD OF DIRECTORS
FROM: DOUG PILANT, GENERAL MANAGER *Doug*
SUBJECT: FIRST READING OF ORDINANCE NO. 2

ISSUE

Shall the Board direct the First Reading of Ordinance No. 2 by Title and set a Public Hearing beginning with the April 22, 2021 Board meeting to the May 20, 2021 Board meeting to receive public testimony regarding proposed changes to the fare structure as described in the proposed Ordinance No. 2 pursuant to ORS 198.540 and ORS 267.150?

PURPOSE

The District has been studying how to modify its fare policy to:

- Simplify its fixed route fare structure and make fares more affordable.
- Revise the Dial-A-Ride fare structure so it can eliminate zones and allow people to travel to jobs, shopping, and other destinations across the County.

The District would also like to make it easier to introduce new fare systems, such as mobile ticketing, that will make it more convenient for customers to pay fares in the future.

The District would like to and implement any fare changes prior to implementing an update and enhancement to its Ecolane deviated fixed route dispatching and scheduling management software, which would avoid additional effort and cost of reprogramming equipment. The update project is currently underway and which the District would like roll it out in Summer 2021.

BACKGROUND

The District's current fare ordinance was adopted in 2013, and modified by Board resolutions in 2014 and 2019. The last fare change for the District occurred on July 1, 2019, with the adoption of Ordinance 19-14 by the Board on June 20, 2019. The change increased Dial-A-Ride fares to \$4 (full-fare, 1-zone) and to \$2 (discount, 1-zone), to keep the service available to as many people as possible on a basis that is economically sustainable.

In 2020, the District conducted a fare analysis, including a comprehensive review of the current fare structure and policies and relevant fare-related best practices; analysis of multiple fare scenarios and ridership/revenue impacts; and fare structure and policy recommendations. As part of this analysis, the District:

- Facilitated two focus group meetings on September 15 and 16, 2020 with stakeholders (representatives of social service agencies and other organizations) throughout the County.

- Conducted a survey of bus drivers and dispatchers in October 2020.
- Presented to the Board on October 15, 2020, summarizing findings from the Existing Conditions and Best Practices review.
- Conducted a public survey between January 11 to 31, 2021 to obtain input on an initial fare proposal. The District received 77 responses.
- Facilitated a follow up focus group meeting with stakeholders on March 2, 2021 to solicit their feedback.

At the March 18, 2021 Board meeting, the District presented findings and recommendations from a draft report summarizing the District's fare analysis, incorporating adjustments based on input from the public and stakeholders. In late March 2020, the District also conducted a survey of bus drivers and dispatchers to solicit their input on the proposed changes. The District made adjustments to the proposed fare structure described below based on Board and driver/dispatcher input, as well as additional staff discussion.

On February 1, 2021, the District submitted its application to the Oregon Department of Transportation (ODOT) for Statewide Transportation Improvement Fund (STIF) formula funds, including funds to make fares more affordable (including changes proposed in this Ordinance). The proposed changes are consistent with STIF program goals to reduce costs for low-income persons and a requirement that transit agencies use 1% of the funds to enhance transportation for students in Grades 9 to 12. The District's STIF Plan is currently being reviewed by ODOT and will need to be approved by the Oregon Transportation Commission (OTC).

PROPOSED FARE STRUCTURE

The District's fare structure refers to specific fare products offered to the riding public and pricing of those products. **Table 1** shows the proposed fare structure and fare changes for each fare category. A copy of the proposed fare table is provided in the Ordinance as **Attachment A**.

The changes include:

- Eliminating fare zones for travel within Tillamook County, on both deviated fixed routes and Dial-A-Ride.
 - On deviated fixed routes, there would be a single fare zone including connections to Lincoln City and Cannon Beach.
 - On Dial-A-Ride, there would be a base fare for trips of up to 5 miles, and a mileage-based fare for each additional mile, within the service area (Tillamook County). Customers will be able to find out the cost of their trip at the time they reserve it.
- Eliminating the following fare types:
 - Tillamook Town Loop Day Pass (replaced by a day pass for all of Tillamook County)

- Route 5 (Portland Coastliner) round trip pass (replaced by a 10-trip pass)
- Multi-zone Dial-A-Ride, which is available for medical trips only (replaced by the mileage-based fare described above)
- For deviations on Tillamook County fixed routes, the District will charge an additional fare (in addition to the full fare or reduced fare for an “on-route” trip). Deviations may currently be requested within a $\frac{3}{4}$ mile distance of the route, and a limited number may be accommodated if it is safe to do so and based on the time available in the schedule. However, deviations make it more challenging for drivers to keep buses on schedule, minimize delay to other passengers, and ensure they do not miss connections to other routes.
- Reduced fares are currently offered to seniors (60+) and persons with disabilities, on Tillamook County routes and intercity service between Lincoln City and Salem. The District also intends to make reduced fares available to low-income persons in the future, but it has determined that it first needs to develop an eligibility process including criteria and forms of verification, such as a Medicaid (Oregon Health Plan) card. The District plans to develop this process in approximately July to December of 2021.
- For children and youth:
 - Fixed-route trips would be free within Tillamook County (including connections to Lincoln City and Cannon Beach) for children and youth age 0-18, not including deviations (which are charged the same additional fare as described above).
 - The first two children age 0-12 would be free with a paying adult.
 - Youth age 13-18 may be asked to show a middle or high school student identification card (or alternative) for age verification.

FARE POLICY RECOMMENDATIONS

The District’s fare analysis also identified internally-adopted policies or procedures such as fare collection. These include:

- Requiring that 10-Trip passes be purchased in advance, as this avoids delaying bus departures; minimizes the amount of cash on-board (a potential safety concern among drivers).
- Making monthly passes available for sale in convenient locations for customers, such as at grocery stores.
- Exploring mobile ticketing, online ticket sales, and provide a ticket machine at the Tillamook Transit Center.
- Simplify communication of the fare structure on passenger materials, which will be made possible with the proposed changes.
- Establishing formal guidelines for fare adjustments, considering the average fare, subsidy per passenger, and farebox recovery ratio.

Table 1: Proposed Fares (Effective 7/1/2021)

	Full Fare		Reduced Fare		Child/Youth Fare*	
	Current	Proposed	Current	Proposed	Current	Proposed
Tillamook County Routes (Deviated Fixed Routes)						
Single Fare (per route)	\$1.50 to \$4.50 per zone	\$1.00	\$0.75 to \$2.25 per zone	\$0.50	\$0.75 to \$2.25 per zone *	Free
Day Pass	N/A	\$3.00	N/A	\$1.50	N/A	Free
Monthly Pass	\$40.00	\$30.00	\$30.00	\$20.00	N/A	Free
Single Fare with Deviation	N/A	\$2.00	N/A	\$1.50	N/A	N/A
Deviation 10-Trip Pass	N/A	\$20.00	N/A	N/A	N/A	N/A
Dial-A-Ride						
Single Fare up to 5 miles	\$4.00 (single zone)	\$4.00	\$2.00 (single zone)	\$2.00	N/A	\$2.00
Per additional mile beyond 5 miles	N/A	\$0.50	N/A	\$0.50	N/A	\$0.50
Intercity Route 5 (Portland Coastliner)						
Single Fare	\$15.00	\$15.00	N/A	N/A	\$7.50 *	\$7.50
10-Trip Pass	N/A	\$120.00	N/A	N/A	N/A	\$60.00
Intercity Routes 60X/70X (Coastal Connector)						
1 Zone	\$1.50	\$1.50	\$0.75	\$0.75	\$0.75 **	\$0.75
2 Zones	\$3.00	\$3.00	\$1.50	\$1.50	\$1.50 **	\$1.50
3 Zones	\$6.00	\$6.00	\$3.00	\$3.00	\$3.00 **	\$3.00
Special Programs						
3-Day NWOTA Visitor Pass	\$25.00	\$25.00	N/A	N/A	N/A	N/A
7-Day NWOTA Visitor Pass	\$30.00	\$30.00	N/A	N/A	N/A	N/A
Seasonal Pass	N/A	N/A	N/A	N/A	N/A	N/A

* First child 0-4 is free with paying adult. ** First child age 0-5 is free with paying adult

PUBLIC INPUT

Handouts describing the proposed changes were distributed to passengers on-board vehicles and posted at the Tillamook Transit Center, and posted to the District's web page and social media page (Facebook).

Written comments may be providing by giving written testimony to a driver, by mail, or by email sent to publichearing@tillamookbus.org and must be received by close of business (5 pm) on May 7, 2021.

The District Board will consider testimony received in writing (by May 7, 2021) or provided during Public Hearings before adopting the new fare ordinance, from April 22, 2021 until the Second Reading of Ordinance No. 2 at the Public Hearing on May 20, 2021.

RECOMMENDATION

Staff recommends the Board direct the First Reading of Ordinance No. 2 by Title; and receive public testimony regarding proposed changes to the fare structure, rates, and effective date, from the April 22, 2021 Board meeting to the May 20, 2021 Board meeting pursuant to ORS 198.540 and ORS 267.150.

Tillamook County Transportation District
 Normal Trial Balance
 From 3/1/2021 Through 3/31/2021

Account Code	Account Title	Debit Balance	Credit Balance
1001	General Checking Account	880,184.65	
1006	Payroll Checking	20,356.70	
1009	NW RIDES ACCOUNT	129,366.02	
1011	Prop. Mgmt. Checking	30,498.28	
1020	LGIP - General Account	1,216,787.57	
1030	LGIP - Capital Reserve	943,136.48	
1040	Petty Cash	200.00	
Report Total		3,220,529.70	0.00
Report Difference		3,220,529.70	

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Tillamook County Transportation District
Financial Statement

From 3/1/2021 Through 3/31/2021

Resources	Current Period Actual	Current Period Budget	Current Year Actual	Total Budget	Total Budget Variance	75%
Working Capital						
Fares	3500 0.00	0.00	0.00	1,916,835.00	(1,916,835.00)	0.00%
Contract Revenue	4000 27,690.42	25,000.00	151,212.85	300,000.00	(148,787.15)	50.40%
Property Tax	4020 44,775.86	72,916.67	524,339.92	875,000.00	(350,660.08)	59.92%
Past Years Property Tax	4100 30,942.61	79,166.67	995,232.68	950,000.00	45,232.68	104.76%
State Timber Revenue	4110 5,232.45	2,083.33	20,902.64	25,000.00	(4,097.36)	83.61%
Mass Transit State Payroll Tax	4120 0.00	22,916.67	118,512.34	275,000.00	(156,487.66)	43.09%
STIF Formula	4130 0.00	7,083.33	62,506.30	85,000.00	(22,493.70)	73.53%
STIF Intercommunity	4135 0.00	0.00	271,559.00	484,721.00	(213,162.00)	56.02%
STIF Discretionary	4136 0.00	0.00	85,678.00	304,000.00	(218,322.00)	28.18%
Capital Grants	4137 0.00	0.00	36,618.00	352,000.00	(315,382.00)	10.40%
Grants - FTA 5311	4210 0.00	0.00	0.00	1,091,000.00	(1,091,000.00)	0.00%
Grants - COVID	4220 0.00	98,750.00	478,581.00	395,000.00	83,581.00	121.15%
NWOTA Partner Cont. Match	4221 0.00	0.00	67,288.38	0.00	67,288.38	0.00%
Grants - STF	4225 0.00	0.00	31,500.00	42,000.00	(10,500.00)	75.00%
Grants - 5311 (f)	4230 0.00	0.00	50,775.00	67,700.00	(16,925.00)	75.00%
Grants - 5310	4240 0.00	46,000.00	71,094.00	184,000.00	(112,906.00)	38.63%
Special Bus Operations	4245 0.00	83,000.00	96,968.00	332,000.00	(235,032.00)	29.20%
Miscellaneous Income	4300 0.00	208.33	0.00	2,500.00	(2,500.00)	0.00%
Sale of Assets - Income	4400 6,656.00	416.67	29,856.89	5,000.00	24,856.89	597.13%
Interest Income	4410 0.00	833.33	0.00	10,000.00	(10,000.00)	0.00%
Advertising Income	4510 1,095.48	2,708.33	11,374.46	32,500.00	(21,125.54)	34.99%
Lease Income	4520 0.00	83.33	0.00	1,000.00	(1,000.00)	0.00%
Lease Operational Exp Income	4900 2,000.00	1,500.00	17,500.00	23,000.00	(5,500.00)	76.08%
	4910 1,025.09	541.67	7,740.39	18,000.00	(10,259.61)	43.00%

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Tillamook County Transportation District
Financial Statement

From 3/1/2021 Through 3/31/2021

	Current Period Actual	Current Period Budget	Current Year Actual	Total Budget	Total Budget Variance	75%
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 NWOTA	0.00	0.00	3,000.00	0.00	3,000.00	0.00%
Transfer from STIF Fund	0.00	0.00	222,847.48	945,000.00	(722,152.52)	23.58%
Total Resources	119,417.91	443,208.33	3,502,137.33	8,951,927.00	(5,449,789.67)	39.12%
Expenses						
Personnel Services						
Payroll: Administration	24,770.33	30,500.00	243,155.46	366,000.00	122,844.54	66.43%
Payroll: Dispatch	7,330.50	7,666.67	78,438.77	92,000.00	13,561.23	85.25%
Payroll: Drivers	79,689.33	93,333.33	751,130.96	1,120,000.00	368,869.04	67.06%
Payroll: Maintenance	5,212.99	5,833.33	53,797.61	70,000.00	16,202.39	76.85%
Payroll Expense	8,789.36	10,291.67	90,362.62	123,500.00	33,137.38	73.16%
Payroll Healthcare	31,176.45	36,446.00	277,337.96	437,352.00	160,014.04	63.41%
Payroll Retirement	5,121.96	5,875.00	52,753.03	70,500.00	17,746.97	74.82%
Payroll Veba	3,193.40	3,800.00	29,931.32	45,600.00	15,668.68	65.63%
Workers Compensation Ins.	0.00	2,666.67	39,813.63	32,000.00	(7,813.63)	124.41%
Total Personnel Services	165,284.32	196,412.67	1,616,721.36	2,356,952.00	740,230.64	68.59%
Materials and Services						
Professional Services	14,750.95	9,187.50	110,406.58	110,250.00	(156.58)	100.14%
Administrative Support	5,442.34	2,083.33	15,904.84	25,000.00	9,095.16	63.61%
Website Maintenance	6,500.00	625.00	6,500.00	7,500.00	1,000.00	86.66%
Planning	0.00	2,500.00	34,336.36	30,000.00	(4,336.36)	114.45%
Dues & Subscriptions	162.99	1,250.00	7,404.52	15,000.00	7,595.48	49.36%
Monthly BOD Report w/YTD Budget & Variance						

Date: 4/9/21 03:54:23 PM

8

Tillamook County Transportation District

Financial Statement

From 3/1/2021 Through 3/31/2021

	Current Period Actual	Current Period Budget	Current Year Actual	Total Budget	Total Budget Variance	75%
Office Equipment R&R	225.22	333.33	2,038.25	4,000.00	1,961.75	50.95%
Computer R&M	2,001.40	3,375.00	22,478.08	40,500.00	18,021.92	55.50%
Fees & Licenses	1,236.98	2,583.33	27,370.09	31,000.00	3,629.91	88.29%
Insurance	0.00	8,333.33	107,514.00	100,000.00	(7,514.00)	107.51%
Office Expense	711.88	1,250.00	12,203.81	15,000.00	2,796.19	81.35%
Board Expense	1,245.00	1,083.33	5,368.83	13,000.00	7,631.17	41.29%
Operational Expense	751.16	3,374.99	31,048.87	40,500.00	9,451.13	76.66%
Drug & Alcohol Administration	0.00	208.33	1,140.00	2,500.00	1,360.00	45.60%
Marketing	4,408.87	4,583.34	17,657.82	55,000.00	37,342.18	32.10%
Website Re-Design	(5,675.00)	6,250.00	27,856.00	75,000.00	47,144.00	37.14%
Transit Access Project	0.00	0.00	2,487.83	0.00	(2,487.83)	0.00%
Telephone Expense	1,334.75	1,633.33	13,770.89	19,600.00	5,829.11	70.25%
Travel & Training	292.18	2,666.68	7,004.91	32,000.00	24,995.09	21.89%
Vehicle Expense	21,111.14	16,666.67	193,232.15	200,000.00	6,767.85	96.61%
Fuel Expense	22,033.19	20,833.33	150,353.63	250,000.00	99,646.37	60.14%
Postage	149.99	166.67	1,375.59	2,000.00	624.41	68.77%
Member Mileage Reimbursement	2,000.00	0.00	2,000.00	0.00	(2,000.00)	0.00%
Mgmt/Labor Recreation Fund	0.00	225.67	0.00	2,708.00	2,708.00	0.00%
Transit Center Lease	0.00	700.00	6,300.00	0.00	(6,300.00)	0.00%
Transit Center Maint	1,322.26	1,500.00	12,888.29	18,000.00	5,111.71	71.60%
General Operating Cont.	0.00	0.00	0.00	250,000.00	250,000.00	0.00%
COVID Expense	918.00	0.00	94,496.47	0.00	(94,496.47)	0.00%
Property Operating Expense	2,576.31	2,041.67	17,162.09	24,500.00	7,337.91	70.04%
Flex Lease: Fees	0.00	41.67	0.00	500.00	500.00	0.00%
Property Maint. & Repair	1,114.82	2,083.33	32,272.83	25,000.00	(7,272.83)	129.09%

Date: 4/9/21 03:54:23 PM

Monthly BOD Report w/YTD Budget & Variance

9

Tillamook County Transportation District
Financial Statement

From 3/1/2021 Through 3/31/2021

	Current Period Actual	Current Period Budget	Current Year Actual	Total Budget	Total Budget Variance	75%
5346	281.49	333.33	2,481.99	4,000.00	1,518.01	62.04%
Operations Facility Maint.						
Total Materials and Services	84,895.92	95,913.16	965,054.72	1,392,558.00	427,503.28	69.30%
Special Payments						
5200	4,329.00	1,742.83	20,016.00	20,914.00	898.00	95.70%
STF Payments to Recipients						
5201	0.00	0.00	3,750.00	5,000.00	1,250.00	75.00%
STIF Payments to Recipients						
Total Special Payments	4,329.00	1,742.83	23,766.00	25,914.00	2,148.00	91.71%
Transfers						
9100	0.00	0.00	0.00	31,835.00	31,835.00	0.00%
Transfer to LGIP 5931						
9110	0.00	0.00	135,050.00	135,050.00	0.00	100.00%
Transfer to Property Mgmt						
9130	0.00	0.00	139,592.48	930,786.00	791,193.52	14.99%
Transfer to General Fund						
9150	0.00	0.00	0.00	10,000.00	10,000.00	0.00%
Transfer to Vehicle Reserve						
9160	0.00	0.00	98,255.00	76,000.00	(22,255.00)	129.28%
Transfer to NWOTA Fund						
9175	0.00	0.00	0.00	701,835.00	701,835.00	0.00%
Reserve for Future Expenditure						
9180	0.00	0.00	0.00	1,020,647.00	1,020,647.00	0.00%
Unappropriated Ending Fund Bal						
Total Transfers	0.00	0.00	372,897.48	2,906,153.00	2,533,255.52	12.83%
Capital Outlay						
Debt Service						
5310	0.00	4,583.33	55,110.00	55,000.00	(110.00)	100.20%
Flex Lease: Principal						
5320	0.00	504.17	1,512.50	6,050.00	4,537.50	25.00%
Flex Lease: Interest						
5325	602.58	625.00	5,423.22	7,500.00	2,076.78	72.30%
PUD Loan Expense						
5337	0.00	0.00	0.00	4,800.00	4,800.00	0.00%
OTIB Transit Center Loan						
5338	13,155.22	0.00	26,310.44	30,000.00	3,689.56	87.70%
OTIB Debt Service						
Total Debt Service	13,757.80	5,712.50	88,356.16	103,350.00	14,993.84	85.49%
Capital Purchases						
5350	0.00	2,500.00	34,159.15	30,000.00	(4,159.15)	113.86%
Building Repair & Renovation						
Monthly BOD Report w/YTD Budget & Variance						

Date: 4/9/21 03:54:23 PM

10

Tillamook County Transportation District
Financial Statement

From 3/1/2021 Through 3/31/2021

	Current Period Actual	Current Period Budget	Current Year Actual	Total Budget	Total Budget Variance	75%
6000 Bus Replacement/Addition	0.00	0.00	0.00	840,000.00	840,000.00	0.00%
6010 Van Replacement/Addition	0.00	0.00	0.00	505,000.00	505,000.00	0.00%
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	26,700.00	51,333.33	202,230.17	616,000.00	413,769.83	32.82%
Total Capital Purchases	26,700.00	68,500.00	242,068.32	2,167,000.00	1,924,931.68	11.17%
Total Capital Outlay	40,457.80	74,212.50	330,424.48	2,270,350.00	1,939,925.52	14.55%
Total Expenses	294,967.04	368,281.16	3,308,864.04	8,951,927.00	5,643,062.96	36.96%

NWR

Tillamook County Transportation District

Financial Statement

From 3/1/2021 Through 3/31/2021

	Current Period Actual	Current Period Budget	Current Year Actual	Total Budget	Total Budget Variance	75%
Resources						
NWR Revenue	338,410.25	437,316.67	2,692,276.97	5,247,800.00	(2,555,523.03)	51.30%
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	338,410.25	437,316.67	2,920,273.64	5,247,800.00	(2,327,526.36)	55.65%
Expenses						
Personnel Services						
Payroll: Administration	20,022.02	23,750.00	199,155.88	285,000.00	85,844.12	69.87%
Payroll: Indirect	720.00	2,500.00	6,280.88	30,000.00	23,719.12	20.93%
Payroll Expense	1,506.72	2,083.33	15,551.60	25,000.00	9,448.40	62.20%
Payroll Healthcare	8,018.67	9,166.67	73,735.54	110,000.00	36,264.46	67.03%
Payroll Retirement	1,147.72	1,250.00	11,564.81	15,000.00	3,435.19	77.09%
Payroll Veba	875.64	1,083.33	8,097.90	13,000.00	4,902.10	62.29%
Workers Compensation Ins.	0.00	0.00	318.42	0.00	(318.42)	0.00%
Total Personnel Services	32,290.77	39,833.33	314,705.03	478,000.00	163,294.97	65.84%
Materials and Services						
Professional Services	1,201.50	416.67	10,363.07	5,000.00	(5,363.07)	207.26%
Dues & Subscriptions	0.00	125.00	0.00	1,500.00	1,500.00	0.00%
Office Equipment R&R	225.22	333.33	2,038.25	4,000.00	1,961.75	50.95%
Computer R&M	1,502.00	1,250.00	14,727.53	15,000.00	272.47	98.18%
Fees & Licenses	24.99	1,250.00	223,562.26	465,000.00	241,437.74	48.07%
Insurance	0.00	166.67	0.00	2,000.00	2,000.00	0.00%
Office Expense	239.92	833.33	3,787.23	10,000.00	6,212.77	37.87%

Monthly BOD Report w/YTD Budget & Variance

12

Tillamook County Transportation District
Financial Statement

From 3/1/2021 Through 3/31/2021

	Current Period Actual	Current Period Budget	Current Year Actual	Total Budget	Total Budget Variance	75%	
Operational Expense	5180	0.00	125.00	511.73	1,500.00	988.27	34.11%
Telephone Expense	5210	744.81	1,666.67	18,328.84	20,000.00	1,671.16	91.64%
Travel & Training	5220	0.00	416.67	182.69	5,000.00	4,817.31	3.65%
Postage	5260	9.95	83.33	389.55	1,000.00	610.45	38.95%
Purchased Transportation	5265	270,392.75	333,333.33	1,859,360.82	3,550,000.00	1,690,639.18	52.37%
Member Mileage Reimbursement	5266	20,000.00	22,916.67	86,920.00	275,000.00	188,080.00	31.60%
Volunteer Mileage Reimburse	5267	22,514.25	33,333.33	180,866.31	400,000.00	219,133.69	45.21%
Office Rent	5281	400.00	400.00	3,600.00	4,800.00	1,200.00	75.00%
Property Operating Expense	5300	240.98	833.33	2,655.30	10,000.00	7,344.70	26.55%
Total Materials and Services		317,496.37	397,483.33	2,407,293.58	4,769,800.00	2,362,506.42	50.47%
Total Expenses		349,787.14	437,316.66	2,721,998.61	5,247,800.00	2,525,801.39	51.87%

13

Tillamook County Transportation District

Check/Voucher Register
 1001 - General Checking Account
 From 3/1/2021 Through 3/31/2021

Document Number	Document Date	Transaction Amount	Payee	Transaction Description
16155	3/2/2021	2,008.02	KITTELSON & ASSOCIATES, INC.	STIF PLANNING
16156	3/2/2021	3,600.00	KNOWLEDGE IN MOBILITY	CONSULTING
16157	3/2/2021	115.00	North Coast Lawn	FEBRUARY 2021 JANITORIAL
16158	3/2/2021	95.17	Office Depot Credit Plan	OFFICE SUPPLIES
16158	3/2/2021	54.21	Office Depot Credit Plan	OFFICE SUPPLIES
16158	3/2/2021	16.36	Office Depot Credit Plan	OFFICE SUPPLIES
16159	3/2/2021	15.22	PETERSON TRUCKS INC	SHIPPING CHARGE
16160	3/2/2021	65.65	PORTLAND GENERAL	FEBRUARY 2021 ELECTRIC
16161	3/2/2021	16,259.60	Sheldon Oil Distributors	FEBRUARY 2021 FUEL
16162	3/2/2021	75.00	TILLAMOOK PIONEER	MEETING NOTICE
16163	3/2/2021	5,576.00	TRILLIUM SOLUTIONS, INC.	NWOTA WEBSITE
16164	3/2/2021	469.29	U.S. TRANSMISSIONS, INC.	BUS 305 SERVICE
16165	3/2/2021	64.87	ULINE	SHOP BAGS
16166	3/2/2021	330.00	ALL CLEAR AUDIO AND GLASS LLC	28 WINDSHIELD
16166	3/2/2021	296.00	ALL CLEAR AUDIO AND GLASS LLC	300 WINDSHIELD
16166	3/2/2021	355.00	ALL CLEAR AUDIO AND GLASS LLC	310 WINDSHIELD
16167	3/2/2021	720.00	CUMMINS NORTHWEST, LLC	LAPTOP/INSITE RENEWAL
16167	3/2/2021	52.37	CUMMINS NORTHWEST, LLC	SHOP INVENTORY
16168	3/2/2021	269.75	FleetPride, Inc.	FEBRUARY 2021
16169	3/2/2021	1,318.99	LES SCHWAB WAREHOUSE CENTER	FEBRUARY 2021 TIRES
16170	3/2/2021	159.99	MAC TOOLS DISTRIBUTING	RATCHET BIT SET
16171	3/2/2021	1,618.63	DAVISON AUTO PARTS, INC.	FEBRUARY 2021 VEHICLE MAINT.
16172	3/2/2021	821.67	PETROCARD INC.	FUEL FEBRUARY 2021
16173	3/2/2021	71.77	Rosenberg Builders Supply	SHOP SUPPLIES
16174	3/2/2021	38.22	Tillamook Motor Co.	SHOP SUPPLIES
16175	3/4/2021	20.00	Batteries Northwest	BATTERIES
16176	3/4/2021	39.98	Advance Auto Parts	DEGREASER
16177	3/4/2021	850.00	WAVE	FEBRUARY 2021
16178	3/4/2021	24.00	NEW AGE CAR WASH	FEBRUARY 2021 VAN WASHES
16179	3/4/2021	1,221.93	NORTHSIDE FORD	FEBRUARY 2021 VEH MAINT.
16180	3/8/2021	298.96	ALSCO - Portland Linen	FEBRUARY 2021
16181	3/8/2021	1,210.00	COUNTRY MEDIA	FEBRUARY 2021
16181	3/8/2021	63.55	COUNTRY MEDIA	FEBRUARY 2021
16182	3/8/2021	40.00	CENTURYLINK	FEBRUARY 2021
16183	3/8/2021	1,154.55	Marie Mills Center, Inc	FEBRUARY 2021
16183	3/8/2021	44.66	Marie Mills Center, Inc	FEBRUARY 2021
16183	3/8/2021	22.92	Marie Mills Center, Inc	FEBRUARY 2021
16184	3/8/2021	98.56	PAUL NORTON	MILEAGE FOR COVID VACCINE
16185	3/8/2021	1,100.00	PORT OF TILLAMOOK BAY	BUS STORAGE
16186	3/8/2021	32.40	TILLAMOOK DIESEL REPAIR	FEBRUARY 2021
16187	3/8/2021	2,339.21	CARDMEMBER SERVICE	FEBRUARY 2021
16188	3/16/2021	115.28	CAR CARE SPECIALISTS, INC.	DEF
16189	3/16/2021	106.81	COMCAST	MARCH INTERNET SALEM
16190	3/16/2021	362.69	O'REILLY AUTOMOTIVE STORES	SHOP INVENTORY
16191	3/16/2021	106.05	Fred Meyer Customer Charges	CARD CHARGES
16192	3/16/2021	503.40	GenXsys Solutions, LLC	COPMUTER SUPPORT
16192	3/16/2021	1,498.00	GenXsys Solutions, LLC	COMPUTER SUPPORT
16193	3/16/2021	200.00	Kiwanis Clubs of Tillamook	KT DAYS ADVERTISING SPONSOR
16194	3/16/2021	57.75	Office Depot Credit Plan	OFFICE SUPPLIES
16195	3/16/2021	122.84	PACIFIC CITY SUN	ADVERTISING
16196	3/16/2021	150.00	PC-NEST. VALLEY CHAMBER OF COM	MEMBERSHIP DUES
16197	3/16/2021	225.22	Pacific Office Automation	COPIER LEASE
16198	3/16/2021	1,012.50	Prevailing Communications	BUS RADIOS
16199	3/16/2021	100.00	ROBERT R KENNEY	CDL PHYSICAL
16200	3/16/2021	112.50	TILLAMOOK PIONEER	ADVERTISING
16200	3/16/2021	80.00	TILLAMOOK PIONEER	ADVERTISING
16201	3/16/2021	4,236.00	TRILLIUM SOLUTIONS, INC.	NWOTA WEBSITE PROJECT

14

Tillamook County Transportation District

Check/Voucher Register

1001 - General Checking Account

From 3/1/2021 Through 3/31/2021

Document Number	Document Date	Transaction Amount	Payee	Transaction Description
16202	3/16/2021	49.95	VANIR BROADBAND, INC.	INTERNET
16203	3/16/2021	394.80	VERIZON	TABLET DATA
16204	3/26/2021	300.00	Secretary of State	2020 AUDIT FILING FEES
16205	3/31/2021	355.00	ALL CLEAR AUDIO AND GLASS LLC	304 WINDSHIELD
16206	3/31/2021	8,650.00	BOLDT, CARLISLE & SMITH LLC	AUDIT
16206	3/31/2021	(8,650.00)	BOLDT, CARLISLE & SMITH LLC	AUDIT
16207	3/31/2021	900.00	Care Inc.	APRIL 2021
16207	3/31/2021	1,250.00	Care Inc.	APRIL 2021
16208	3/31/2021	700.00	City Of Tillamook	APRIL 2021
16209	3/31/2021	106.81	COMCAST	APRIL 2021
16210	3/31/2021	70.00	CRYSTAL AND SIERRA SPRINGS	WATER
16211	3/31/2021	26,700.00	ECOLANE USA, INC.	ECOLANE IVR
16212	3/31/2021	40.00	CENTURYLINK	MARCH 2021
16213	3/31/2021	130.13	Fred Meyer Customer Charges	MARCH 2021- office supply
16214	3/31/2021	50.00	Gary A. Hanenkrat	BOARD MEETING 03/18/21
16215	3/31/2021	1,485.00	INNOVA LEGAL ADVISORS	LEGAL
16216	3/31/2021	50.00	JACKIE EDWARDS	BOARD MEETING 03/18/21
16217	3/31/2021	50.00	JIM HUFFMAN	BOARD MEETING 03/18/21
16218	3/31/2021	2,248.00	JORDAN SCHRADER RAMIS, PC	LEGAL/COVID/NW RIDES
16218	3/31/2021	1,904.00	JORDAN SCHRADER RAMIS, PC	LEGAL
16219	3/31/2021	50.00	JUDY RIGGS	BOARD MEETING 03/18/21
16220	3/31/2021	55.50	KEMPS NORTH COAST TOOLS	SHOP TOOLS
16220	3/31/2021	21.00	KEMPS NORTH COAST TOOLS	SHOP TOOLS
16220	3/31/2021	191.88	KEMPS NORTH COAST TOOLS	SHOP TOOLS
16220	3/31/2021	(55.50)	KEMPS NORTH COAST TOOLS	SHOP TOOLS
16220	3/31/2021	(21.00)	KEMPS NORTH COAST TOOLS	SHOP TOOLS
16220	3/31/2021	(191.88)	KEMPS NORTH COAST TOOLS	SHOP TOOLS
16221	3/31/2021	50.00	Linda Adler	BOARD MEETING 03/18/21
16222	3/31/2021	100.00	MARGARET MOORE	CDL PHYSICAL
16223	3/31/2021	4,329.00	Marie Mills Center, Inc	APRIL 2021
16224	3/31/2021	50.00	MARTY HOLM	BOARD MEETING 03/18/21
16225	3/31/2021	50.00	MELISSA CARLSON-SWANSON	BOARD MEETING 03/18/21
16226	3/31/2021	1,025.00	NATHAN LEVIN	APRIL LEASE
16227	3/31/2021	58.08	Office Depot Credit Plan	OFFICE SUPPLIES
16227	3/31/2021	39.63	Office Depot Credit Plan	OFFICE SUPPLIES
16227	3/31/2021	11.00	Office Depot Credit Plan	OFFICE SUPPLIES
16227	3/31/2021	(5.75)	Office Depot Credit Plan	CREDIT
16228	3/31/2021	41.25	Oregon State Police	BACKGROUND CHECKS
16229	3/31/2021	141.36	Pacific Office Automation	TCTD COPIES
16230	3/31/2021	1,199.09	PETROCARD INC.	FUEL MARCH 2021
16231	3/31/2021	100.00	PORT OF TILLAMOOK BAY	BUS STORAGE
16232	3/31/2021	250.00	R&J MOBILITY SERVICE, LLC	BUS 18 LIFT REPAIR
16233	3/31/2021	19.50	RJ'S LOCK & KEY LLC	TRANSIT CENTER KEYS
16233	3/31/2021	30.00	RJ'S LOCK & KEY LLC	TRANSIT CENTER KEYS
16234	3/31/2021	100.00	SCOTT CHILDS	CDL PHYSICAL
16235	3/31/2021	8,650.00	SINGERLEWAK LLP	AUDIT
16236	3/31/2021	45.74	Tillamook PUD	LARGE BUS BARN
16236	3/31/2021	30.75	Tillamook PUD	SMALL BUS BARN
16237	3/31/2021	205.00	ZUERCHER PLUMBING	SHOP SINK REPAIR
16238	3/31/2021	55.50	KEMPS NORTH COAST TOOLS	SHOP TOOLS
16238	3/31/2021	21.00	KEMPS NORTH COAST TOOLS	SHOP TOOLS
16239	3/31/2021	191.88	MAC TOOLS DISTRIBUTING	SHOP TOOLS

Report Total 105,638.26

15

Tillamook County Transportation District

Check/Voucher Register

1006 - Payroll Checking

From 3/1/2021 Through 3/31/2021

<u>Document Number</u>	<u>Document Date</u>	<u>Payee</u>
5622	3/8/2021	LEONARD STITT
5623	3/12/2021	HRA VEBA TRUST
5624	3/12/2021	SPECIAL DISTRICTS INS. SERVICE
5625	3/12/2021	PACIFIC SOURCE
5626	3/26/2021	TOMMIE HUFFMAN

16

Tillamook County Transportation District

Check/Voucher Register

1009 - NW RIDES ACCOUNT

From 3/1/2021 Through 3/31/2021

Document Number	Document Date	Transaction Amount	Payee	Transaction Description
2941	3/2/2021	9,964.86	TILLAMOOK CNTY TRANS. DIST.	FEB BENEFITS 2021
2942	3/2/2021	100.00	North Coast Lawn	FEBRUARY 2021 JANITORIAL
2943	3/4/2021	662.99	WAVE	FEBRUARY 2021
2944	3/4/2021	636.91	TILLAMOOK CNTY TRANS. DIST.	FEBRUARY 2021 RENT/UTILITY
2946	3/8/2021	146.72	ALFREDO EVANGELISTA	VOLUNTEERS
2947	3/8/2021	2,462.72	JANNA SMITH	VOLUNTEERS
2948	3/8/2021	2,505.68	JOHN REKART JR	VOLUNTEERS
2949	3/8/2021	2,599.52	KANDIS LIDAY	VOLUNTEERS
2950	3/8/2021	270.00	LEANN CHUINARD	VOLUNTEERS
2951	3/8/2021	3,070.84	SEAN REKART	VOLUNTEERS
2952	3/8/2021	3,685.12	VAL HOLYOAK	VOLUNTEERS
2953	3/8/2021	2,773.65	WILLIAM NERENBERG	VOLUNTEERS
2954	3/8/2021	51.01	CENTURYLINK	FEBRUARY 2021
2955	3/8/2021	766.08	CARDMEMBER SERVICE	FEBRUARY 2021
2956	3/16/2021	29.55	Fred Meyer Customer Charges	CARD CHARGES
2957	3/16/2021	1,502.00	GenXsys Solutions, LLC	COMPUTER SUPPORT
2958	3/16/2021	225.22	Pacific Office Automation	COPIER LEASE
2959	3/16/2021	11,454.27	TILLAMOOK CNTY TRANS. DIST.	NWR PR 03.12.21 PLUS INDIRECT
2960	3/29/2021	2,150.12	AAA RIDE ASSIST	PROVIDER TRANSPORTATION
2960	3/29/2021	2,160.08	AAA RIDE ASSIST	PROVIDER TRANSPORTATION
2960	3/29/2021	2,360.32	AAA RIDE ASSIST	PROVIDER TRANSPORTATION
2961	3/29/2021	4,540.00	COLUMBIA COUNTY RIDER	PROVIDER TRANSPORTATION
2962	3/29/2021	5,843.75	COLUMBIA MEDICAL	PROVIDER TRANSPORTATION
2962	3/29/2021	5,329.00	COLUMBIA MEDICAL	PROVIDER TRANSPORTATION
2962	3/29/2021	5,540.75	COLUMBIA MEDICAL	PROVIDER TRANSPORTATION
2962	3/29/2021	5,230.00	COLUMBIA MEDICAL	PROVIDER TRANSPORTATION
2962	3/29/2021	5,934.75	COLUMBIA MEDICAL	PROVIDER TRANSPORTATION
2963	3/29/2021	4,070.00	K & M MEDIVAN	PROVIDER TRANSPORTATION
2963	3/29/2021	4,303.35	K & M MEDIVAN	PROVIDER TRANSPORTATION
2963	3/29/2021	5,977.95	K & M MEDIVAN	PROVIDER TRANSPORTATION
2963	3/29/2021	5,338.30	K & M MEDIVAN	PROVIDER TRANSPORTATION
2963	3/29/2021	3,941.20	K & M MEDIVAN	PROVIDER TRANSPORTATION
2963	3/29/2021	4,873.00	K & M MEDIVAN	PROVIDER TRANSPORTATION
2963	3/29/2021	4,345.35	K & M MEDIVAN	PROVIDER TRANSPORTATION
2964	3/29/2021	6,704.00	MEDIX AMBULANCE	PROVIDER TRANSPORTATION
2964	3/29/2021	6,155.00	MEDIX AMBULANCE	PROVIDER TRANSPORTATION
2964	3/29/2021	7,849.00	MEDIX AMBULANCE	PROVIDER TRANSPORTATION
2964	3/29/2021	5,545.00	MEDIX AMBULANCE	PROVIDER TRANSPORTATION
2965	3/29/2021	6,143.62	METRO WEST	PROVIDER TRANSPORTATION
2967	3/29/2021	12,823.38	RYANS TRANSPORTATION SERVICE	PROVIDER TRANSPORTATION
2967	3/29/2021	13,173.41	RYANS TRANSPORTATION SERVICE	PROVIDER TRANSPORTATION
2967	3/29/2021	11,989.06	RYANS TRANSPORTATION SERVICE	PROVIDER TRANSPORTATION
2967	3/29/2021	11,978.78	RYANS TRANSPORTATION SERVICE	PROVIDER TRANSPORTATION
2967	3/29/2021	11,112.28	RYANS TRANSPORTATION SERVICE	PROVIDER TRANSPORTATION
2968	3/29/2021	740.00	SUNSET EMPIRE TRANSIT	JANUARY BUS PASS
2968	3/29/2021	700.00	SUNSET EMPIRE TRANSIT	FEBRUARY BUS PASS
2968	3/29/2021	1,132.00	SUNSET EMPIRE TRANSIT	PROVIDER TRANSPORTATION
2968	3/29/2021	1,586.00	SUNSET EMPIRE TRANSIT	PROVIDER TRANSPORTATION
2968	3/29/2021	1,843.00	SUNSET EMPIRE TRANSIT	PROVIDER TRANSPORTATION
2968	3/29/2021	1,466.00	SUNSET EMPIRE TRANSIT	PROVIDER TRANSPORTATION
2968	3/29/2021	1,127.00	SUNSET EMPIRE TRANSIT	PROVIDER TRANSPORTATION
2968	3/29/2021	1,401.00	SUNSET EMPIRE TRANSIT	PROVIDER TRANSPORTATION
2969	3/29/2021	11,370.25	TILLAMOOK CNTY TRANS. DIST.	PROVIDER TRANSPORTATION
2970	3/29/2021	10,322.50	TILLAMOOK CNTY TRANS. DIST.	PROVIDER TRANSPORTATION
2971	3/29/2021	9,924.75	TILLAMOOK CNTY TRANS. DIST.	PROVIDER TRANSPORTATION
2972	3/29/2021	8,857.75	TILLAMOOK CNTY TRANS. DIST.	PROVIDER TRANSPORTATION
2973	3/29/2021	10,241.50	WAPATO SHORES	PROVIDER TRANSPORTATION

17

Tillamook County Transportation District

Check/Voucher Register

1009 - NW RIDES ACCOUNT

From 3/1/2021 Through 3/31/2021

<u>Document Number</u>	<u>Document Date</u>	<u>Transaction Amount</u>	<u>Payee</u>	<u>Transaction Description</u>
2973	3/29/2021	8,931.50	WAPATO SHORES	PROVIDER TRANSPORTATION
2973	3/29/2021	9,491.00	WAPATO SHORES	PROVIDER TRANSPORTATION
2973	3/29/2021	11,615.25	WAPATO SHORES	PROVIDER TRANSPORTATION
2973	3/29/2021	8,820.25	WAPATO SHORES	PROVIDER TRANSPORTATION
2974	3/29/2021	3,442.80	WILLAMETTE VALLEY TRANSPORT	PROVIDER TRANSPORTATION
2975	3/29/2021	1,968.75	MTN RETREAT SECURE TRANSPORT	PROVIDER TRANSPORTATION
2977	3/31/2021	83.98	CRYSTAL AND SIERRA SPRINGS	WATER
2978	3/31/2021	51.05	CENTURYLINK	MARCH 2021
2979	3/31/2021	555.50	JORDAN SCHRADER RAMIS, PC	LEGAL/COVID/NW RIDES
2979	3/31/2021	646.00	JORDAN SCHRADER RAMIS, PC	NWR LEGAL
2980	3/31/2021	<u>155.94</u>	Pacific Office Automation	NWR COPIES
Report Total		<u><u>314,792.36</u></u>		


18

Tillamook County Transportation District

Check/Voucher Register
1011 - Prop. Mgmt. Checking
From 3/1/2021 Through 3/31/2021

<u>Document Number</u>	<u>Document Date</u>	<u>Transaction Amount</u>	<u>Payee</u>	<u>Transaction Description</u>
4378	3/2/2021	600.00	CHRISSY'S CLEANING SERVICE	FEBRUARY 2021-JANITORIAL
4379	3/2/2021	812.75	JNB MECHANICAL, INC.	FEBRUARY 2021-HVAC
4380	3/2/2021	325.00	North Coast Lawn	FEBRUARY 2021 JANITORIAL
4381	3/2/2021	13,155.22	Oregon Department of Transport	OTIB LOAN PAYMENT
4382	3/2/2021	464.84	TILLAMOOK CITY UTILITIES	WATER & SEWER
4383	3/2/2021	124.06	Rosenberg Builders Supply	SHOP SUPPLIES
4384	3/4/2021	167.95	CITY SANITARY SERVICE	FEBRUARY 2021 GARBAGE
4385	3/8/2021	464.82	Marie Mills Center, Inc	FEBRUARY 2021
4386	3/8/2021	2,600.00	TONY'S STRIPING & SEALCOATING	NON SLIP WALKWAY IN BUS BARN
4387	3/31/2021	<u>2,579.04</u>	Tillamook PUD	ELECTRIC AND LOAN
Report Total		<u>21,293.68</u>		

19

FRED MEYER CARD CHARGES			
April Board Packet (March Financials)			
Date	Vendor	Description of Transaction	Amount
		TABATHA CARD #5	
03/04/21		KITCHEN SUPPLIES/MEETINGS	\$ 110.14
			\$ -
			\$ 110.14
		BRENT OLSON CARD #3	
03/03/21		OFFICE SUPPLIES/DISPATCH	\$ 19.99
			\$ 19.99
		CATHY BOND CARD #4	
		CLAYTON NORRBOM CARD # 6	
			\$ -
			\$ -
			\$ -
		Grand Total	\$ 130.13
DATE	4-9-21	APPROVAL	

UMPQUA BANK: CLOSING DATE 2/23/2021			
Date	Vendor	Description of Transaction	Amount
DOUG PILANT			
02/24/21	FRED MEYER	EMPLOYEE APPRECIATION	\$ 27.83
03/01/21	FACEBOOK	ADVERTISING	\$ 1.28
03/01/21	RODEO STEAKHOUSE	MEALS/EMPLOYEE MEETING	\$ 51.98
03/01/21	VIRTUAL POSTMAIL	POSTAGE	\$ 25.00
03/04/21	FACEBOOK	ADVERTISING	\$ 8.41
			\$ 114.50
CATHY BOND			
02/24/21	ADOBE CLOUD	ADOBE SOFTWARE	\$ 79.99
02/25/21	IRON MOUNTAIN	PAPER SHREDDING	\$ 103.10
03/01/21	LANGUAGE LINE	NWR TELEPHONE	\$ 23.70
03/03/21	ENDICIA	NWR POSTAGE	\$ 9.95
03/08/21	ADOBE ACROPRO	ADOBE SOFTWARE	\$ 24.99
03/24/21	ADOBE CLOUD	ADOBE SOFTWARE	\$ 79.99
			\$ 321.72
BRENT OLSON			
02/24/21	ODOT	VEHICLE REGISTRATION	\$ 382.50
02/24/21	ODOT	VEHICLE REGISTRATION	\$ 394.50
03/01/21	PACIFIC RESTAURANT	MEALS/MEETING/ECOLANE	\$ 43.66
			\$ 820.66
TABATHA WELCH			
03/04/21	ENDICIA	POSTAGE	\$ 100.00
03/09/21	CRESCENT STATION	MEALS/MEETING	\$ 40.20
03/16/21	ENDICIA	POSTAGE	\$ 24.99
03/17/21	AMAZON.COM	MEMBERSHIP	\$ 12.99
03/22/21	PACIFIC RESTAURANT	MEALS/BOARD MEETING	\$ 73.16
03/24/21	FRED MEYER	OFFICE SUPPLIES	\$ 30.78
			\$ 282.12
CLAYTON NORRBOM			
03/08/21	POPEYES	MEALS/BUS SHUTTLE	\$ 18.98
03/08/21	DAIRY QUEEN	MEALS/ NORTH SHELTER	\$ 17.98
03/15/21	TACO BELL	MEALS/LINCOLN CITY	\$ 14.48
03/22/21	CARLS JR	MEALS/BUS SHUTTLE	\$ 31.74
			\$ 83.18
STATEMENT TRUE UP			
		Charges total	\$ 1,622.18
		Grand Total	\$ 1,622.18
APPROVAL 		DATE	4-9-21



UMPQUA BANK

March 2021 Statement

Open Date: 02/24/2021 Closing Date: 03/24/2021



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

Account: 7790

Cardmember Service
BUS 30 ELN 8

1-866-552-8855
15

New Balance	\$1,622.17
Minimum Payment Due	\$17.00
Payment Due Date	04/22/2021

Reward Points	
Earned This Statement	1,915
Reward Center Balance as of 03/23/2021	77,404
For details, see your rewards summary.	

Activity Summary		
Previous Balance	+	\$3,105.28
Payments	-	\$3,105.29 ^{CR}
Other Credits		\$0.00
Purchases	+	\$1,622.18
Balance Transfers		\$0.00
Advances		\$0.00
Other Debits		\$0.00
Fees Charged		\$0.00
Interest Charged		\$0.00
New Balance	=	\$1,622.17
Past Due		\$0.00
Minimum Payment Due		\$17.00
Credit Line		\$10,000.00
Available Credit		\$8,377.83
Days in Billing Period		29

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



UMPQUA BANK

0047985100535077900000017000001622176

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

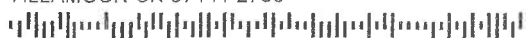
to pay by phone
to change your address

Account Number	17790
Payment Due Date	4/22/2021
New Balance	\$1,622.17
Minimum Payment Due	\$17.00

Amount Enclosed \$ _____

000032085 01 SP 000638768671534 P Y

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



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



22


Visa Business Rewards Company Card
Rewards Center Activity as of 03/23/2021

Rewards Center Activity*	0
Rewards Center Balance	77,404

*This item includes points redeemed, expired and adjusted.

Rewards Earned	This Statement	Year to Date
Points Earned on Net Purchases	1,331	7,926
Gas, Restaurants & Telecom Double Points	584	991
Total Earned	1,915	8,917

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.

We have added Mobile Authentication and Cellular Phone Contact Policy to and made changes to the Arbitration Agreement in your account agreement. Please visit card.myaccountaccess.com/agreementchanges to review. If you have any questions, call the number on the back of your card.

Transactions PILANT, DOUGLAS Credit Limit \$5000

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
Purchases and Other Debits					
02/24	02/22	6153	FRED-MEYER #0377 TILLAMOOK OR	\$27.83	_____
03/01	02/28	7342	FACEBK QS99YZ62V2 650-5434800 CA	\$1.28	_____
03/01	02/25	1782	RODEO STEAK HOUSE - TI TILLAMOOK OR	\$51.98	_____
03/01	02/27	1111	VIRTUALPOSTMAIL.COM 909-235-6245 CA	\$25.00	_____
03/04	03/03	7455	FACEBK X67DL2PPR2 650-5434800 CA	\$8.41	_____
			Total for Accoun	308	
				\$114.50	

Transactions BOND, CATHY Credit Limit \$2500

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
Purchases and Other Debits					

Continued on Next Page

Transactions		BOND, CATHY		Credit Limit	\$2500
Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
02/24	02/23	9983	ADOBE CREATIVE CLOUD 800-443-8158 CA	\$79.99	_____
02/25	02/24	7108	IRON MOUNTAIN 800-934-3453 MA	\$103.10	_____
03/01	02/27	2013	LANGUAGE LINE, INC. 800-7526096 CA	\$23.70	_____
03/03	03/02	2744	ENDICIA 800-576-3279 CA	\$9.95	_____
03/08	03/05	4916	ADOBE ACROPRO SUBS 408-536-6000 CA	\$24.99	_____
03/24	03/23	5420	ADOBE CREATIVE CLOUD 800-443-8158 CA	\$79.99	_____
			Total for Account	.022	\$321.72

Transactions		WELCH, TABATHA		Credit Limit	\$2500
Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
Purchases and Other Debits					
03/04	03/03	1228	USPS STAMPS ENDICIA 888-434-0055 DC	\$100.00	_____
03/09	03/08	4112	IN *CRESCENT STATION TILLAMOOK OR	\$40.20	_____
03/16	03/15	6446	ENDICIA 800-576-3279 CA	\$24.99	_____
03/17	03/17	4701	Amazon Prime*B55Z16B33 Amzn.com/bill WA	\$12.99	_____
03/22	03/18	0280	PACIFIC RESTAURANT TILLAMOOK OR	\$73.16	_____
03/24	03/23	9043	FRED-MEYER #0377 TILLAMOOK OR	\$30.78	_____
			Total for Account	146	\$282.12

Transactions		OLSON, BRENT		Credit Limit	\$3000
Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
Purchases and Other Debits					
02/24	02/22	5985	ODOT DMV 503 945 5000 SALEM OR	\$382.50	_____
02/24	02/22	6645	ODOT DMV 503 945 5000 SALEM OR	\$394.50	_____
03/01	02/26	0031	PACIFIC RESTAURANT TILLAMOOK OR	\$43.66	_____
			Total for Account	1649	\$820.66

Transactions		NORRBOM, CLAYTON		Credit Limit	\$2500
Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
Purchases and Other Debits					
03/08	03/05	0280	POPEYES 12713 SALEM OR	\$18.98	_____
03/12	03/11	0203	DAIRY QUEEN 17442 GARIBALDI OR	\$17.98	_____
03/15	03/12	4427	TACO BELL #29729 LINCOLN CITY OR	\$14.48	_____
03/22	03/18	0658	CARLS JR RESTAURANTS 8 KEIZER OR	\$31.74	_____
			Total for Account	5675	\$83.18


Transactions BILLING ACCOUNT ACTIVITY

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
Payments and Other Credits					
03/10	03/10	8	PAYMENT THANK YOU	\$766.08CR	_____
03/10	03/10	8	PAYMENT THANK YOU	\$2,339.21CR	_____
Total for Account 4798 5100 5350 7790				\$3,105.29CR	

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

Interest Charge Calculation

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

**APR for current and future transactions.

Balance Type	Balance By Type	Balance Subject to Interest Rate	Variable	Interest Charge	Annual Percentage Rate	Expires with Statement
**BALANCE TRANSFER	\$0.00	\$0.00	YES	\$0.00	12.24%	
**PURCHASES	\$1,622.17	\$0.00	YES	\$0.00	12.24%	
**ADVANCES	\$0.00	\$0.00	YES	\$0.00	23.99%	

Contact Us
 Phone

 Voice: 1-866-552-8855
 TDD: 1-888-352-6455
 Fax: 1-866-807-9053

 Questions

 Cardmember Service
 P.O. Box 6353
 Fargo, ND 58125-6353


Mail payment coupon with a check

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


Online

myaccountaccess.com

End of Statement



TILLAMOOK CNTY TRANS

Link your credit card to PayPal today!!!

Earn rewards while you shop the millions of sites that accept PayPal. Experience faster checkouts, added security and convenience. It's all there for you when you link your card to PayPal.

Link your card in the Mobile App or online today.

Recent updates to your account may impact your eligibility to enroll in PayPal. Account must be open and in good standing to earn and redeem rewards and benefits. Rewards are based on eligible net purchases (purchases minus credits and returns). Not all transactions are eligible to earn rewards. Limitations apply. See your Cardmember Agreement for details.

25

Tillamook County Transportation District

MONTHLY PERFORMANCE REPORT

MAR 2021

RIDERSHIP BY SERVICE TYPE	MAR 2021	MAR 2020	YTD FY 20-21	YTD FY 19-20	YTD % Change
<u>Dial-A-Ride Service</u>					
Tillamook County	905	805	7,312	9,258	-21.0%
NW Rides	604	492	4,246	6,400	-33.7%
Dial-A-Ride Total	1,509	1,297	11,558	15,658	-26.2%
<u>Deviated Fixed Route Service</u>					
Rt 1: Town Loop	2,912	3,093	24,058	33,178	-27.5%
Rt 2: Netarts/Oceanside	575	684	4,174	6,250	-33.2%
Rt 3: Manzanita/Cannon Beach	2,075	2,342	17,417	26,480	-34.2%
Rt 4: Lincoln City	841	1,101	7,083	12,765	-44.5%
Local Fixed Rt Total	6,403	7,220	52,732	78,673	-33.0%
<u>Intercity Service</u>					
Rt 5: Portland	429	457	3,901	7,169	-45.6%
Rt 60X: Salem	767	601	5,261	8,540	-38.4%
Rt 70X: Grand Ronde	301	293	2,467	3,906	-36.8%
Inter City Total	1,497	1,351	11,629	19,615	-40.7%
<u>Other Services</u>					
Tripper Routes	44	69	352	951	-63.0%
Special Bus Operations	0	0	516	1,327	-61.1%
Other Services Total	44	69	868	2,278	-61.9%
TOTAL ALL SERVICES	9,453	9,937	76,787	116,224	-33.9%

ONE-WAY TRIPS BY USER GROUP					
	Fixed		YTD	YTD	YTD %
USER GROUP	Route	DAR	FY 20-21	FY 19-20	Change
General (18 years to 60 years of age)	4,713	241	40,829	62,708	-34.9%
Senior/Disabled	2,601	1,207	30,797	45,157	-31.8%
Child/Youth (less than 18 years of age)	629	60	5,161	8,359	-38.3%
Total	7,944	1,509	76,787	116,224	-33.9%

OTHER RIDER CATEGORIES					
	Fixed		YTD	YTD	YTD %
	Route	DAR	FY 20-21	FY 19-20	Change
Ride Connection	64		537	741	-27.5%
Tillamook Bay Community College	166		1,235	1,983	-37.7%
NWOTA Visitor Pass	64		627	1,179	-46.8%
NW Rides		538	3,816	5,757	-33.7%
Helping Hands Shuttle		29	350	1,267	-72.4%

26

4/12/2021

03-21 RIDERSHIP REPORT.xlsx

MONTHLY PERFORMANCE

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

Mar-20	1.6	53.4%	77.23
Dec-20	1.5	47.4%	87.88
Jan-21	1.5	50.9%	86.63
Feb-21	1.5	50.9%	86.63
Mar-21	1.5	53.1%	84.22
STANDARD	1.3	65.3%	56.36

Deviated Fixed Routes

Mar-20	5.9	8.1%	76.81
Dec-20	3.9	4.6%	88.26
Jan-21	3.9	4.5%	88.60
Feb-21	3.9	4.6%	87.16
Mar-21	3.9	5.3%	84.64
STANDARD	7.0	12.4%	64.60

Intercity Services

Mar-20	2.9	16.4%	86.80
Dec-20	1.7	8.6%	100.43
Jan-21	1.7	8.3%	102.56
Feb-21	1.7	8.4%	99.36
Mar-21	1.7	8.7%	97.68
STANDARD	2.9	31.5%	72.86

Other Services

Mar-20	5.4	9.6%	67.05
Dec-20	2.6	0.7%	77.66
Jan-21	2.7	0.9%	75.91
Feb-21	2.7	1.1%	74.49
Mar-21	2.7	1.5%	72.59
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

QUARTERLY PERFORMANCE

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

Winter - 20	1.6	53.4%	77.23	48.52
Spring - 20	1.6	53.5%	78.13	49.99
Summer -20	1.5	40.7%	85.48	56.33
Fall - 20	1.5	44.9%	87.54	57.57
Winter - 21	1.5	53.1%	84.22	55.13
STANDARD	1.3	65.3%	56.36	45.19

Deviated Fixed Route Services

Winter - 20	5.9	8.1%	76.81	12.99
Spring - 20	5.3	7.2%	77.65	14.74
Summer -20	4.1	5.2%	86.13	20.96
Fall - 20	3.9	4.6%	88.26	22.43
Winter - 21	3.9	5.3%	84.64	21.43
STANDARD	7.0	12.4%	64.60	9.29

Intercity Services

Winter - 20	2.9	16.4%	86.80	29.44
Spring - 20	2.5	13.4%	90.07	36.55
Summer -20	1.8	9.8%	96.77	54.35
Fall - 20	1.7	8.6%	100.43	58.29
Winter - 21	1.7	8.7%	97.68	56.02
STANDARD	2.9	31.5%	72.86	24.86

Other Services

Winter - 20	5.4	9.6%	67.05	12.32
Spring - 20	4.8	7.8%	67.68	14.11
Summer -20	2.4	0.2%	77.05	32.18
Fall - 20	2.6	0.7%	77.66	29.76
Winter - 21	2.7	1.5%	72.59	27.05
STANDARD	6.9	10.7%	55.54	8.28

Tillamook County Transportation District

Year-to-Date Statistics and Performance

Actual FY 2020/2021

Route/Run	Thru Mar 2021				4/10/2021												
	YTD Revenue (\$)	YTD Passngrs	YTD Service Hours	YTD Paid Hours	YTD Service Miles	Mileage Based Costs	Hourly Based Costs (\$)	Direct Cost (\$)	Indirect Costs (\$)	Total Costs (\$)	Hourly Rate (\$)	Passngrs per Hour	Farebox Ratio	Passngr/\$ Subsidy	Average Fare (\$)	Revenue/Service Hour (\$)	
<u>Dial-A-Ride Service</u>																	
Dial-A-Ride	27,784	7,312	3,119	3,953	58,066	39,344	144,270	8,768	56,745	249,126	79.86	2.3	11.2%	0.03	3.80	8.91	
NW Rides	310,501	4,246	4,447	5,823	120,303	81,514	205,648	12,498	88,388	388,049	87.27	1.0	80.0%	0.05	73.13	69.83	
Total DAR	338,285	11,558	7,566	9,776	178,369	120,859	349,918	21,265	145,133	637,175	84.22	1.5	53.1%	0.04	29.27	44.71	
<u>Deviated Route</u>																	
01 Town Loop	18,507	24,058	3,434	3,902	46,829	31,730	158,807	9,651	59,047	259,235	75.50	7.0	7.1%	0.10	0.77	5.39	
02 Netarts/Oceanside	4,842	4,174	1,808	2,434	39,837	26,993	83,605	5,081	34,120	149,799	82.87	2.3	3.2%	0.03	1.16	2.68	
03 Manzanita	23,983	17,417	4,946	5,420	128,346	86,964	228,750	13,902	97,224	426,840	86.30	3.5	5.6%	0.04	1.38	4.85	
04 Lincoln City	12,903	7,083	3,163	3,748	106,097	71,889	146,273	8,889	66,971	294,022	92.97	2.2	4.4%	0.03	1.82	4.08	
Total Deviated Route	60,235	52,732	13,350	15,504	321,108	217,576	617,436	37,523	257,362	1,129,896	84.64	3.9	5.3%	0.05	1.14	4.51	
<u>Intercity</u>																	
05 Portland	36,783	3,901	2,656	2,900	85,094	57,658	130,293	7,465	55,438	250,864	94.46	1.5	14.7%	0.02	9.43	13.85	
60X Salem	15,460	5,261	2,447	3,006	98,633	66,831	120,059	6,878	55,125	248,894	101.71	2.1	6.2%	0.02	2.94	6.32	
70X Grand Ronde	4,175	2,467	1,566	1,967	54,473	36,910	76,837	4,402	33,551	151,700	96.86	1.6	2.8%	0.02	1.69	2.67	
Total Intercity	56,418	11,629	6,669	7,873	238,200	161,399	327,189	18,745	144,114	651,447	97.68	1.7	8.7%	0.02	4.85	8.46	
<u>Other Services</u>																	
Trippers	358	352	99	222	1,041	706	4,585	279	1,642	7,211	72.74	3.6	5.0%	0.05	1.02	3.61	
Special Bus Operation	0	516	224	225	2,299	1,558	10,374	630	3,704	16,266	72.52	2.3	0.0%	0.03	0.00	0.00	
Total Other Services	358	868	323	447	3,341	2,264	14,959	909	5,346	23,478	72.69	2.7	1.5%	0.04	0.41	1.11	
Total TCTD Services	455,296	76,787	27,909	33,599	741,017	502,097	1,309,502	78,443	551,954	2,441,996	87.50	2.75	18.6%	0.04	5.93	16.31	
										Total Mileage, Labor & Direct Cost		1,890,042		29.2%			

29

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

Route/Run	Thru Mar 2021			Thru Mar 2021			Thru Mar 2021			Thru Mar 2021			Thru Mar 2021			
	19/20 Fare Revenue	20/21 Fare Revenue	Amount Difference	Percent Difference	19/20 Passngs	20/21 Passngs	Amount Difference	Percent Difference	19/20 Service Hours	20/21 Service Hours	Amount Difference	Percent Difference	19/20 Total Cost	20/21 Total Cost	Amount Difference	Percent Difference
<u>Dial-A-Ride Service</u>																
Dial-A-Ride	26,765	27,784	1,019	3.8%	9,258	7,312	-1,946	-21.0%	3,493	3,119	-374	-10.7%	250,377	249,126	-1,251	-0.5%
NW Rides	379,200	310,501	-68,700	-18.1%	6,400	4,246	-2,154	-33.7%	6,346	4,447	-1,899	-29.9%	509,409	388,049	-121,360	-23.8%
Total DAR	405,965	338,285	-67,681	-16.7%	15,658	11,558	-4,100	-26.2%	9,839	7,566	-2,273	-23.1%	759,786	637,175	-122,611	-16.1%
<u>Deviated Route</u>																
01 Town Loop	22,622	18,507	-4,115	-18.2%	33,178	24,058	-9,120	-27.5%	3,421	3,434	13	0.4%	232,957	259,235	26,279	11.3%
02 Netarts/Oceanside	6,834	4,842	-1,992	-29.1%	6,250	4,174	-2,076	-33.2%	1,801	1,808	7	0.4%	135,324	149,799	14,474	10.7%
03 Manzanita	33,940	23,983	-9,957	-29.3%	26,480	17,417	-9,063	-34.2%	4,928	4,946	18	0.4%	386,153	426,840	40,687	10.5%
04 Lincoln City	19,499	12,903	-6,596	-33.8%	12,765	7,083	-5,682	-44.5%	3,151	3,163	12	0.4%	267,183	294,022	26,840	10.0%
Total Local Fixed Route	82,895	60,235	-22,660	-27.3%	78,673	52,732	-25,941	-33.0%	13,301	13,350	50	0.4%	1,021,617	1,129,896	108,280	10.6%
<u>Intercity</u>																
05 Portland	66,386	36,783	-29,603	-44.6%	7,169	3,901	-3,268	-45.6%	2,646	2,656	10	0.4%	221,030	250,854	29,824	13.5%
60X Salem	22,779	15,460	-7,319	-32.1%	8,540	5,261	-3,279	-38.4%	2,407	2,447	40	1.7%	219,122	248,894	29,772	13.6%
70X Grand Ronde	5,569	4,175	-1,394	-25.0%	3,906	2,467	-1,439	-36.8%	1,599	1,566	-33	-2.1%	137,245	151,700	14,455	10.5%
Total Intercity	94,734	56,418	-38,316	-40.4%	19,615	11,629	-7,986	-40.7%	6,652	6,669	17	0.3%	577,396	651,447	74,051	12.8%
<u>Other Services</u>																
Trippers	648	358	-290	-44.8%	951	352	-599	-63.0%	146	99	-47	-32.0%	9,527	7,211	-2,315	-24.3%
Special Bus Operation	2,040	0	-2,040	-100.0%	1,327	516	-811	-61.1%	273	224	-49	-17.8%	18,547	16,266	-2,281	-12.3%
Total Other Services	2,688	358	-2,330	-86.7%	2,278	868	-1,410	-61.9%	419	323	-95	-22.8%	28,074	23,478	-4,596	-16.4%
Total TCTD Services	586,282	455,296	-130,987	-22.3%	116,224	76,787	-39,437	-33.9%	30,210	27,909	-2,301	-7.6%	2,386,873	2,441,996	55,123	2.3%

30

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

Year to Date Performance Comparison

Route/Run	Thru Mar 2021 20/21			Thru Mar 2021 20/21			Thru Mar 2021 20/21			Thru Mar 2021 20/21		
	Hourly Rate	Hourly Rate	Amount Diff	Passngr /Hour	Passngr /Hour	Amount Diff	Farebox Ratio	Farebox Ratio	Amount Diff	Average Fare	Average Fare	Amount Diff
			Percent Diff			Percent Diff			Percent Diff			Percent Diff
Dial-A-Ride Service												
Dial-A-Ride	71.68	79.86	8.18	2.7	2.3	-0.3	10.7%	11.2%	0.5%	2.89	3.80	0.91
NW Rides	80.28	87.27	6.99	1.0	1.0	-0.1	7.4%	80.0%	5.6%	59.25	73.13	13.88
Total DAR	77.23	84.22	6.99	1.6	1.5	-0.1	53.4%	53.1%	-0.3%	25.93	29.27	3.34
Deviated Route												
01 Town Loop	68.10	75.50	7.40	9.7	7.0	-2.7	9.7%	7.1%	-2.6%	0.68	0.77	0.09
02 Netarts/Oceanside	75.14	82.87	7.72	3.5	2.3	-1.2	5.1%	3.2%	-1.8%	1.09	1.16	0.07
03 Manzanita	78.36	86.30	7.94	5.4	3.5	-1.9	8.8%	5.6%	-3.2%	1.28	1.38	0.10
04 Lincoln City	84.80	92.97	8.17	4.1	2.2	-1.8	7.3%	4.4%	-2.9%	1.53	1.82	0.29
Total Deviated Route	76.81	84.64	7.83	5.9	3.9	-2.0	8.1%	5.3%	-2.8%	1.05	1.14	0.09
Intercity												
05 Portland	83.53	94.46	10.92	2.7	1.5	-1.2	30.0%	14.7%	-15.4%	9.26	9.43	0.17
60X Salem	91.03	101.71	10.68	3.5	2.1	-1.4	10.4%	6.2%	-4.2%	2.67	2.94	0.27
70X Grand Ronde	85.83	96.86	11.03	2.4	1.6	-0.9	4.1%	2.8%	-1.3%	1.43	1.69	0.27
Total Intercity	86.80	97.68	10.88	2.9	1.7	-1.2	16.4%	8.7%	-7.7%	4.83	4.85	0.02
Other Services												
Trippers	65.34	72.74	7.40	6.5	3.6	-3.0	6.8%	5.0%	-1.8%	0.68	1.02	0.34
Special Bus Operation	67.96	72.52	4.56	4.9	2.3	-2.6	11.0%	0.0%	-11.0%	1.54	0.00	-1.54
Total Other Services	67.05	72.59	5.54	5.4	2.7	-2.8	9.6%	1.5%	-8.0%	1.18	0.41	-0.77
Total Other Services	79.01	87.50	8.49	3.8	2.8	-1.1	24.6%	18.6%	-5.9%	5.04	5.93	0.88

Comparison FY19/20 to FY 20/21	YTD Through Mar 2021		
	19/20	20/21	Percent Difference
Mileage	805,033	741,017	(64,016) -8.0%
Mileage Based Costs	538,343	502,097	(36,246) -6.7%
Hourly Based Costs	1,364,298	1,309,502	(54,795) -4.0%
Direct Costs	484,233	551,954	67,722 14.0%
Overhead Costs			
Total Costs	2,386,873	2,363,553	(23,320) -1.0%

Special Bus Operation Calculation Cost		Hourly Rate Calculation:	
Cost per mile calculation:	Actual	Plus 10% Profit	Actual Hourly Rate
	45.8%	Overhead	\$ 38.97
		Plus Direct Costs	\$ 3.2%
Minivan		Hourly Rate	\$ 40.23
Small Bus		Plus Overhead	\$ 29.2%
Coach		Hourly Rate	\$ 51.97
		Plus Profit	\$ 57.17

31

nwCONNECTOR

Coordinating Committee **Zoom Meeting**

April 16, 2021

Tillamook County Transportation District

3600 3rd St

Tillamook, OR

10:00 am—12:00 pm

Join Zoom Meeting:

<https://us02web.zoom.us/j/84555318692>

1 253 215 8782

Meeting ID: 845 5531 8692

Agenda

10:00— 10:05a	1. Introductions. Welcome to guests.	Doug Pilant
10:05— 10:20a	2. Consent Calendar (Action Items) <ul style="list-style-type: none"> ▪ March 19, 2021 Meeting Minutes (Attached) ▪ March 2021 Financial Report ▪ Ridership Tracking ▪ Calculating Average Passenger Miles—Set Workshop Date ▪ Updating NWConnector Performance Measures 	Doug Pilant/All
10:30— 10:45a	3. NWOTA Standing Items <ul style="list-style-type: none"> ▪ Marketing: <ul style="list-style-type: none"> – Visitor Pass/Map update (attached) – NWConnector Information Card (attached) ▪ Website <ul style="list-style-type: none"> – Updates—Budget/Facebook Statistics 	Mary Mc Mary Mc Trillium
10:45— 11:00a	4. 2021—2022 NWOTA Budget	Doug Pilant/All
11:00— 11:15a	5. GermFogger Proposal for Disinfecting Equipment <ul style="list-style-type: none"> ▪ Update 	Doug Pilant/All
11:15— 11:30a	6. NWOTA Management Plan (Progress Report Attached) <ul style="list-style-type: none"> ▪ Update and Discussion 	Doug Pilant/All
11:30— 12:00a	7. Other Business and Member Updates	Doug Pilant/All

Attachments:

March 19, 2021 Meeting Minutes
NWOTA Management Plan Progress Report

NWConnector Visitor Pass
NWConnector Information Card

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

www.nwconnector.org



Tillamook County
Transportation
District



Columbia
County
Rider



Lincoln
County
Transit



Benton
Area
Transit



Sunset Empire
Transportation
District

NW Oregon Transit Alliance (NWOTA)
Coordinating Committee Meeting Minutes (via Zoom)
March 19, 2021
Tillamook County Transportation District
Tillamook, OR

1. Introductions: Doug Pilant, Coordinating Committee Chair, opened the meeting. Meeting attendees included:
 - Brad Dillingham—Benton Area Transit
 - Jeff Hazen, Paul Lewicki—Sunset Empire Transportation District
 - Doug Pilant—Tillamook County Transportation District
 - Cynda Bruce—Lincoln County Transit
 - Arla Miller, Ken Shonkwiler—ODOT
 - Tim Barry, Anthony Cantero—GermFogger/Portland Kettle Works
 - Chris Deffebach—Washington County Transportation
 - Julie Wilcke—Ride Connections
 - Juliet Eldred—Trillium Transit
 - Ayreann Colombo, Mary McArthur—Col-Pac EDD
2. Consent Calendar: Unanimously approved. (JH/CB)
 - February 19, 2021 Meeting Minutes—No changes.
 - February 2021 Financial Report—Only change was \$86,255 transfer of ODOT grant funding for the website updating.
 - Ridership Performance Report—April will be the first month for comparing ridership during the pandemic.
 - Calculating Average Passenger Miles Progress—Next step. Set up a workshop and go through training. Mary to send out a poll to set a date. The workshop on Average Passenger Miles will be recorded.
3. NWOTA Standing Items:
 - Marketing—Juliet reported—For the next couple of weeks—Facebook ads, making it more active, that it is safe to travel by bus. Later in the season will do some more digital ads, cross promotions—eg, you can take the bus to go to the Coastal Aquarium. Eventually leading up to potential discounts if ride the bus.

Recommend looking for cross promotion ideas, other activities accessible by transit that could be posted on Facebook. Oregon Coast Aquarium has over 150,000 followers. Share a post. Juliet has started a spreadsheet of destinations in the area which she will send to Mary.

Don't want to pull the trigger yet on encouraging visitors to come to the coast. Managing the influx of visitation is problematic presently.

The North Coast and NWOTA have the Ride Car-Free marketing message connected to some events and destinations.

Right now, ridership is from people who rely upon transit is their only means of travel. More tourism travel could be good, but want to be sure that it doesn't appear transit is pushing tourism travel.

One NWConnector marketing option would be to have photos of bus drivers wearing masks on the Facebook page to counter public perceptions isn't safe.

Current Marketing Budget: OK to spend the \$12,000 on updating Facebook and starting cross-promotion work.

Mary to introduce Juliet to Nan Devlin so that the NWConnector marketing efforts coordinate with and complement the North Coast Tourism Studio Marketing.

Mary will also ask Juliet to start providing monthly statistics on visits to the NWConnector Facebook page.

Rack Card: Partners requested the following edits: On Service Animals—Pets **must** be kept. Print 1,000 cards. Change out BAT logo.

▪ Website Budget:

Trillium provided a \$50,000 budget for NWOTA OTP hosting and GTFS-flex maintenance. Partners requested more explanation: . \$50,000 to maintain the website seems very high. Current year is \$7,500. Need to itemize their budget further. Partners recognize that by leaving Google, website maintenance would go up, but this seems too high. Concern was raised as to whether this was going to stay at this level to maintain the website. Mary will set up a meeting/work session for April 2 at 10:30. Is it going to stay at this level to maintain? Questions for Trillium at the workshop:

- Hours by wage/type of employee.
- Estimate on how will be spending \$62,000 balance in the current website trip planning project budget.
- Estimate on what will be needed to sustain the NWConnector website on an ongoing basis.

4. GermFogger Proposal for Disinfecting Equipment

Historical business has been building craft breweries, which are now coming back on line following the pandemic, which involves custom customer service.

Germ-Fogger product came out of pivoting business last year due to the pandemic. In use at O'Hare Airport. Large scale sanitation as well as a backpack and sling units. Able to manufacture modular units that will fit specifically for a client's requirements. Thus the company can support many different applications. Already supporting RideConnections. Even have automatic running systems. Locally made, local support, sustainable manufacturing. American made steel and aluminum. See as a partner not just a shipper of products.

Dual track system—Base system plus slings that can be carried in the bus for a complete in the field sanitation. Approximately 30 minutes before the bus can be opened up to

Custom make for individual systems, hand product, do own installation, training.

Next Steps—Have Germ Fogger individually assess needs of each partner and finalize a cost proposal. All of the partners are likely to have different needs.

Also need to get a cost estimate of the chemicals, which will be the partners responsibility. NWOTA would be interested in hearing more about the different chemical products that are available. eg, Speed of clearing out, amount of residue, impact on fabrics. Germ Fogger equipment is flexible regarding the chemical being used.

Circle back with Thad when he returns.

5. RideConnections—Washington County funding outside of Tri-Met's district pays for RideConnections, although they also work with Tri-Met on last mile shuttles and with Columbia County. Historically, they have worked with senior and physically challenged populations. Typical

demand response transit. Also have volunteer drivers, and travel training for new riders. Support community-based organizations. Started providing direct service only in the last couple of decades. Multiple inter-regional connections, including Tillamook County Transportation District. One of local connections is WestLink. Have deviated fixed routes in Forest Grove, north Hillsboro connecting Max station, Tualatin shuttle. Two major cities: Banks and North Plains. Also connecting closer into Washington County now through increased STIF funding.

Completed first transit development plan, needs assessment. Done some outreach, including rider surveys. Interest in more routes, more frequency. Interested in increasing awareness of services. Need for more last mile service, improved transit stops. Did pick up interest in more connections to the Coast. Very interested in pursuing additional connections to the NWConnector, connecting agricultural workers to job sites, improved communication about connections.

6. NWOTA 2021—2022 Draft Budget—A draft budget was reviewed. Essentially it is the same as last year's except for the increased website budget and the inclusion of the two new ODOT grants. Since the partners will be having another meeting with Trillium regarding their estimated costs for next year, a final recommendation on the proposed budget was postponed until next month's NWOTA board meeting.

7. E Ticketing

- SETD sent out a RFP. Two responses QBIC/Umo and Token Transit. Fairly equally matched in terms of operations. Token Transit had no costs to stand-up the program, compared to almost \$80,000 for QBIC. Token prices are also less expensive. Also Lincoln and Benton counties are already using Token Transit. Riders can see use the Transit app, and do not have to use a Token Transit app. Take care of all credit card transaction, have multiple languages, can push out surveys on their app. Can support NWConnector Visitor Passes. Also can use in other counties. Encourage Tillamook and Columbia counties to use. Can start up very quickly. Would like to coordinate with Benton and Lincoln counties start-up. Cascades West COG is managing.
- Benton/Lincoln counties—Only have had one meeting, just starting the process of implementation. Have Swiftly up and going.
- Tillamook—Very interested. Planning to start public hearings on new fare policy in April and May. After fare policy adoption will start reviewing e-ticketing options.

8. Other Business and Partner Updates

Postponed until next month's meeting.

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

Tillamook County Transportation District

Financial Statement

08 - Northwest Oregon Transit Allia

From 3/1/2021 Through 3/31/2021

	Current Period Actual	Current Period Budget	Current Year Actual	Total Budget	Total Budget Variance	75%
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	31,500.00	42,000.00	(10,500.00)	75.00%
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	86,255.00	64,000.00	22,255.00	134.77%
Total Resources	0.00	0.00	129,755.00	198,000.00	(68,245.00)	65.53%
Expenses						
Materials and Services						
Professional Services	0.00	437.50	227.20	5,250.00	5,022.80	4.32%
Administrative Support	5,442.34	2,083.33	15,904.84	25,000.00	9,095.16	63.61%
Website Maintenance	6,500.00	625.00	6,500.00	7,500.00	1,000.00	86.66%
Marketing	3,411.00	2,916.67	3,411.00	35,000.00	31,589.00	9.74%
Website Re-Design	(5,675.00)	6,250.00	27,856.00	75,000.00	47,144.00	37.14%
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	9,678.34	12,729.17	56,386.87	152,750.00	96,363.13	36.91%
Transfers						
Transfer to General Fund	0.00	0.00	3,000.00	3,000.00	0.00	100.00%
Unappropriated Ending Fund Bal	0.00	0.00	0.00	42,250.00	42,250.00	0.00%
Total Transfers	0.00	0.00	3,000.00	45,250.00	42,250.00	6.63%
Total Expenses	9,678.34	12,729.17	59,386.87	198,000.00	138,613.13	29.99%

36

NWCONNECTOR.ORG 1-888-793-0439

- One trip to the Oregon Coast and one trip from the Oregon Coast on Sunset Empire Transportation District, Columbia County Rider, Tillamook County Transportation District or Coast to Valley Express (operated by Benton County Transit/Lincoln County Transit).
- Unlimited rides on Sunset Empire Transportation District, Tillamook County Transportation District and Lincoln County Transit's coastal routes during the period for which the pass is valid.
- Each adult with a valid visitor pass can be accompanied by a child up to age 16 at no additional charge.

This pass entitles you to:

Visitor Pass

00169

Valid Through (month/day)

3-Day Pass \$25

7-Day Pass \$30

To the Oregon Coast From the Oregon Coast

nwCONNECTOR PUBLIC TRANSIT ACROSS NW OREGON

trim size "3.5" x 4"

sequential numbering

NWCONNECTOR.ORG

Get Transit Info on the Go

Visit nwconnector.org to plan your trip and learn more.

Or download the **Transit App** for next-bus info.

Find us on

Tillamook County Transportation District

Columbia County Rider

Lincoln County Transit

BAT
Benton Area Transit

Sunset Empire Transportation District



sequential numbering

fold to 3.5" x 2"



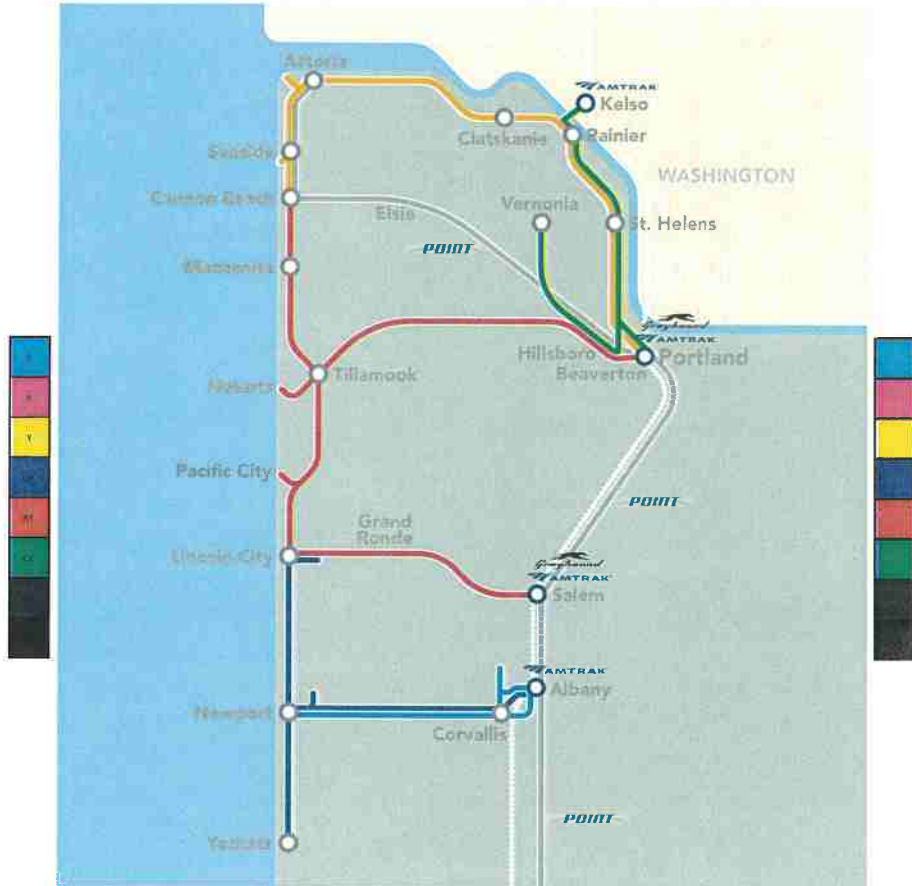
This pass entitles you to:


- One trip to the Oregon Coast and one trip from the Oregon Coast on Sunset Empire Transportation District, Columbia County Rider, Tillamook County Transportation District or Coast to Valley Express (operated by Benton County Transit/Lincoln County Transit.)
- Unlimited rides on Sunset Empire Transportation District, Tillamook County Transportation District and Lincoln County Transit's coastal routes during the period for which the pass is valid.
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 Tillamook County
 Transportation
 District


 Columbia
 County
 Rider


 Lincoln
 County
 Transit


 BENTON AREA
 TRANSIT


 Sunset Empire
 Transportation
 District





Get Transit Info on the Go



Visit nwconnector.org to plan your trip and learn more.

Or download the **Transit App** for next-bus info.

transit Find us on



Visitor Passes Available from Your Driver

Get unlimited rides with our 3 and 7 day visitor passes. \$25 for 3 Days and only \$30 for 7 Days.

Bikes on Buses

Bike racks are installed on all buses. Just load the bike on the front of the bus, and let the driver know you'll be retrieving it when you disembark from the bus. Riders are responsible for the proper securing of bicycles.



Scan to watch a video about using bike racks.

Service Animals

Service animals are welcome on NW Connector buses, but pets must be kept in an approved carrier.



NWCONNECTOR.ORG 1-888-793-0439



NW Connector
Work Plan

Progress to Date: March 2021

CONNECTOR ACTION PLAN		Lead	Action Items	Target Completion	Progress to Date
GOAL 1: IMPROVE RIDER ACCESS AND CONVENIENCE					
1A	Develop a trip planning tool for the Connector website.	NWOTA		2020	Trip Planning tool completed. Website received a 2018 RTAP best website award. NWOTA has received funding to implement open trip planning formatting on the NWConnector website. Launched July, 2020. To be completed June 2021.
1B	Agree on major stops and amenities to be installed with Enhance funding.	ODOT Liaison	Implement a Transit Access Study	2019	Completed
1C	Provide branded shelters, timetables, and other amenities at each major Connector stop location by 2025.	TCTD	In phases, as grant funding allows, by 2025	2020-21 STIF	Developing an application for November 2020 deadline.
1D	Develop consistent passenger comfort standards for bicycles, animals, luggage, food, and drink.	All		2021	Completed policy on Transporting Animals, Transporting Bikes and Holiday Schedules policies. Working on website video on transporting bicycles.
1E	Implement an automated phone information system specific to the Connector.	SETD		2018	Updated website resolved need

41

CONNECTOR ACTION PLAN				
	Lead	Action Items	Target Completion	Progress to Date
1F	NWOTA staff	Real time bus information, behind-the-scenes technology, GPS, electronic ticketing.	2019	Four partners have added Swiftly to their districts.
1G	NWOTA staff	<ul style="list-style-type: none"> Identify amenities needed by short- and long-distance bicyclists, connect with bicyclists and bicycling events to partner on transit options, provide bike 'n ride information on the NW Connector website. Implement program, bike repair stations 	2018	Completed
GOAL 2: PROMOTE CONNECTOR AWARENESS				
2A	NWConnector Admin	Fund a regional Public Involvement Coordinator position for the Connector.	2017	On hold
2B	NWConnector staff	Ongoing marketing and public information campaign that is done simultaneously throughout the five-county region.	Ongoing, beginning in 2017	Added a NW Connector Facebook page Working with North Coast Travel Studio 2020 Campaign planned to start March 2020 has been postponed due to COVID
2C	TCTD	Establish a driver training and customer service training program for the sale of visitor passes. Provide an annual training session for staff at all five agencies beginning in 2017.	Annually, beginning in 2017	Implemented

42

CONNECTOR ACTION PLAN		Lead	Action Items	Target Completion	Progress to Date
2D	Connect with local visitor attractions that can offer off-season discounts.	Connector staff	Include strategies in annual marketing plan	2019, ongoing	Added trip ideas and local events to website 2020 marketing campaign is adding travel itineraries has been postponed due to COVID Started outreach to get NWConnector website link added to local destination Facebook pages
2E	Provide a website that is easy and intuitive for customers to use.	Consultant		2018	Completed
2F	Work with Travel Oregon to include the Connector in their "Seven Wonders of Oregon" marketing program.	Connector staff	Include Travel Oregon in the annual marketing plan.	2017, ongoing	Listed in Transportation Options on TravelOregon website Will be participating in the North Coast's "Car-Free" travel campaign once it restarts
2G	Provide presentations to update regional and statewide groups upon completion of the Management Plan	TCTD	Prepare a 10-minute power point presentation. Work with ODOT Liaison to get on the Oregon Transportation Commission agenda.	2017, ongoing	Multiple presentations have been prepared and used. Maintaining an archive for future use.
2F	Increase brand and system awareness	All Partners	Update and increase NWConnector signage	2018—2020	New signage has been installed. Marketing campaign, when restarted, will reinforce NWConnector brand.

CONNECTOR ACTION PLAN				Lead	Action Items	Target Completion	Progress to Date
GOAL 3: IMPROVE REGIONAL SERVICE DELIVERY							
3A	Develop coordinated timetables for Connector service.	CCR	Convene the subcommittee to review and update the original regional timetable prepared for the Connector pilot program.	2017, with quarterly review and update	Completed without using a sub-committee		
3B	Coordinate transfer times between Connector service and local service.	Committee of Partner Reps		Ongoing	Happening without using a sub-committee		
3C	Increase frequencies and service levels on valley to coast corridors (Hwy 6, 20, 30).	LCT		2022	Happening on Hwy 6 and 30 routes. SETD added direct Astoria to Portland route early Spring 2020. Coast to Valley express adding a trip.		
3D	Expand the Connector system into Yamhill County.	TCTD	IGA and Management Plan needs to be adopted first	2019	On hold		
3E	Open a dialogue with other transit services such as Amtrak and POINT (starting with the Cascades POINT) to share service and visitor pass information and discuss ways to coordinate transfer times.	BCT		2017	In progress. Working with RideConnections and WestLink,		
3F	Standardize data collection practices of Connector members.	NWOTA staff	Obtain monthly operational data from each member, using the data reporting template	2017; ongoing monthly	Tracking ridership, but need to get average passenger miles updated so overall performance can be calculated accurately.		

CONNECTOR ACTION PLAN		Lead	Action Items	Target Completion	Progress to Date
		All	Look at adding automatic data collection technologies for the region, including equipment maintenance and data management.	Implement by 2019; ongoing thereafter	CCR, SETD, TCTD and LCT are all using Swiftly real-time software
GOAL 4: INCREASE ORGANIZATIONAL AND FINANCIAL STABILITY					
4A	Look for opportunities to jointly procure equipment, stop amenities, consulting services, and other major purchases.	Connector Partners		Ongoing, beginning in 2017	<p>Completed/In Progress:</p> <ul style="list-style-type: none"> Joint website Transit Access Study Management Plan Real time bus tracking on 4 partners' systems Purchase of sanitation equipment Funding for the implementation of 3 new transit stops
4B	Complete a detailed study to look for additional regional operational cost efficiencies by 2020.	ODOT Liaison		2020	Need for increased sanitation of the NWConnector fleet due to COVID has provided an opportunity for all partners to jointly seek ODOT funding for portable sanitation equipment, and to make a joint purchase with discount pricing. Selection of a vendor is in progress.
4C	Investigate NWConnector revenue generators	NW Connector Staff	Consider advertising or sponsorships on shelters	2019	Not Started
4D	Develop a regional policies and procedures manual and establish initial policies for topic areas	BCT		2021	Completed policies on Transporting Animals, Holiday Schedules and Transporting Bikes. Potential new discussion: Integrated Fare Policy.

45

CONNECTOR ACTION PLAN					Lead	Action Items	Target Completion	Progress to Date
	recommended in the management plan.							
4E	Reach out to the Oregon Transit Association (OTA) for assistance in lobbying for regional coordination funding.	LCT (TCTD co-leader)				2017	Liaising with OTA(?)	
4F	Convene representatives from each partner agency's board to discuss potential management strategies and resolve barriers to the IGA.	TCTD				2017	IGA has been approved by all partners.	
4G	Consider establishing an advisory group for the NWConnector system	All Partners		Work with the Tribes to see if there is interest in participating on a NWConnector Advisory Committee. Look at the potential for combining STIP and NWOTA meetings		2019	Discussion stage to date	
GOAL 5: ENHANCE COMMUNITY LIVABILITY								
5A	Develop an implementation plan for a marketing concept similar to Sonoma County's "Transit to Trails" program and build a page for it on the Connector website.	Media Consultant		Trip Ideas and Events		2018	Completed	
5B	On an annual basis, reach out to local community agencies, such as senior centers, to demonstrate how to ride the Connector.	Public Involvement Coordinator Connector Partners				Annually	Not started	

46

CONNECTOR ACTION PLAN				Lead	Action Items	Target Completion	Progress to Date
5C	Partner with local jurisdictions to integrate the Connector into local planning and development approval processes.	All Members	<ul style="list-style-type: none"> Contact planning directors at each local agency within the service area and ask to be notified when new developments are proposed. Review new development proposals and coordinate with local planning directors to make appropriate transit improvements a condition of development. 	2018; ongoing thereafter	Partially being done, Clatsop County		
5D	Increase utilization of the NWConnector system by low income riders: Reduced fares, identifying routes with low-income ridership		<ul style="list-style-type: none"> Potential incentives: Reduced fares, increasing coverage of routes with low-income ridership, bus passes for employees challenged to find housing affordable close to their employment. Investigate last mile trips, may be more cost effective to do Dial-a-Ride 	2018; ongoing thereafter	Partially being done, Clatsop County provides dollar fares, students ride free(?)		

47



TILLAMOOK COUNTY TRANSPORTATION DISTRICT Dial-a-Ride Fare Policy Update

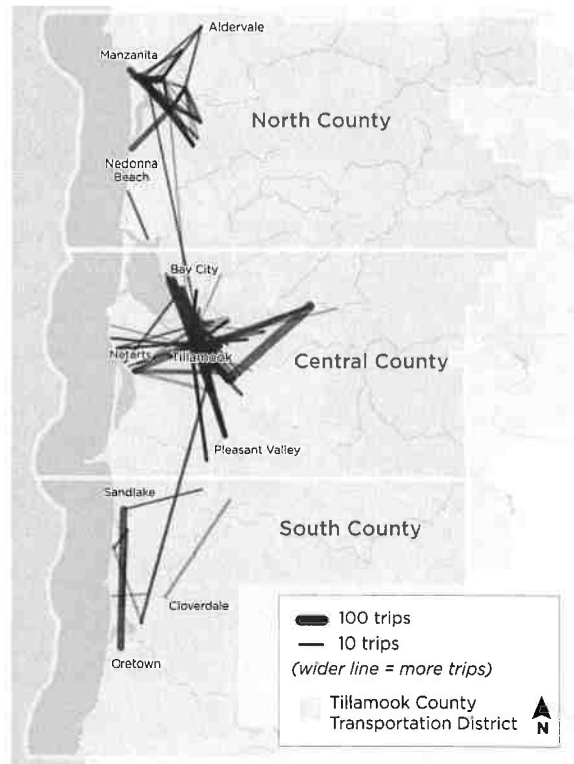
Tillamook County Transportation District currently provides The Wave Dial-A-Ride transportation service throughout Tillamook County. In 2019-2020, The Wave provided nearly 20,000 trips on Dial-A-Ride—or over 1,600 rides each month.

About 44% of those trips were paid for by another organization (such as Medicaid). The remaining trips are for the general public and are open to anyone. Passengers get curb-to-curb service within 30 minutes of their requested departure time. Advance reservations are recommended, although TCTD will provide same-day service if there is capacity.

There are three Dial-A-Ride fare zones – North, Central, and South County. Most Dial-A-Ride trips are within a single fare zone and 70% of those trips are five miles or less. The fare for trips within each zone is shown below. Trips that cross multiple zones are limited to medical appointments and cost \$12.50.

The Wave has been studying how to revise the Dial-A-Ride fare structure so it can eliminate zones and allow people to travel to jobs, shopping, and other destinations across the County.

General Public Dial-a-Ride Trips within Tillamook County
March-December 2018



CURRENT SINGLE-ZONE FARES



Regular one-way fare for adults



Older adults over 60 years old, youth under 18 years old, and people with disabilities



Nearly 9 out of 10 (89%) passengers pay the discounted fare for older adults, youth, or people with disabilities.

PROPOSED FARE POLICY UPDATE

The Wave is reaching out to customers to inform them of a proposed change to Dial-A-Ride fares. The Wave proposes to make these changes on **July 1, 2021**.

- The current one-way fares would not change for trips up to 5 miles, but trips would cost an additional \$0.50 per mile after the first 5 miles.
- Customers will be able to find out the cost of their trip at the time they reserve it. Sample costs are shown below.
- This change will allow people to travel throughout the County on Dial-A-Ride.
- Trips that are the same length will cost the same amount throughout the County.

The proposed fares are shown below.

Category	Current	Proposed
Regular Fare (Adult)	\$4 (one zone)	\$4 (up to 5 miles) plus 50 cents per additional mile
Reduced Fare for passengers with a disability, seniors (60 years or older), and youth (13-18)*	\$2 (one zone)	\$2 (up to 5 miles) plus 50 cents per additional mile

* Reduced fares to be expanded to low-income persons (e.g., Medicaid card holders) in late 2021, after the District develops an eligibility process.

Sample One-Way Regular Fares*

Existing Zone(s)	From	To	Trip Distance	Current Fare	Proposed Fare*	Change
North County	Manzanita	Wheeler	5 miles	\$4	\$4	0%
North County	Wheeler	Rockaway	8 miles	\$4	\$5.50	25%
North County	Garibaldi	Nehalem	11 miles	\$4	\$7	75%
Central County	Bay City	Tillamook (e.g., Fred Meyer)	5 miles	\$4	\$4	0%
Central County	Netarts	Tillamook (e.g., Fred Meyer)	8 miles	\$4	\$5.50	38%
South County	Pacific City	Cloverdale	4 miles	\$4	\$4	0%
South County	Pacific City	Beaver	12 miles	\$4	\$7.50	88%
North to Central County**	Garibaldi	Tillamook (e.g., Fred Meyer)	10 miles	\$12.50**	\$6.50	-48%
South to Central County**	Tierra del Mar	Tillamook (e.g., Fred Meyer)	21 miles	\$12.50**	\$12	-4%

* The proposed fare includes a \$4 base fare plus a cost of \$0.50 per mile for trips over 5 miles. The base fare would be \$2 for anyone who is eligible for a reduced fare. ** Trips across existing fare zones are currently available for medical appointments only.

HOW DO THE WAVE DIAL-A-RIDE FARES COMPARE?

The Wave provides relatively long trips because of the county size. Among nearby transit providers that provide a similar service and length of trips, Sunset Empire Transit (Clatsop County) charges **\$8** for a general public Dial-A-Ride trip up to 10 miles long and **\$12** for a trip that is 11-20 miles long.



WE WANT YOUR FEEDBACK!

The public can provide input on the proposed changes in several ways.

Before May 7, 2021:

- Give your written testimony to your driver and they will deliver it
- Write to us at:
Tillamook County Transportation District
Attn: Dial-a-Ride Fare Policy Hearing
3600 3rd Street, Suite A
Tillamook, OR 97141
- Email us at:
publichearing@tillamookbus.com

Attend a Public Hearing:

- April 22, 2021, 6:00 pm
- May 20, 2021, 6:00 pm

Attend online or by phone. Meeting information can be found at tillamookbus.com.



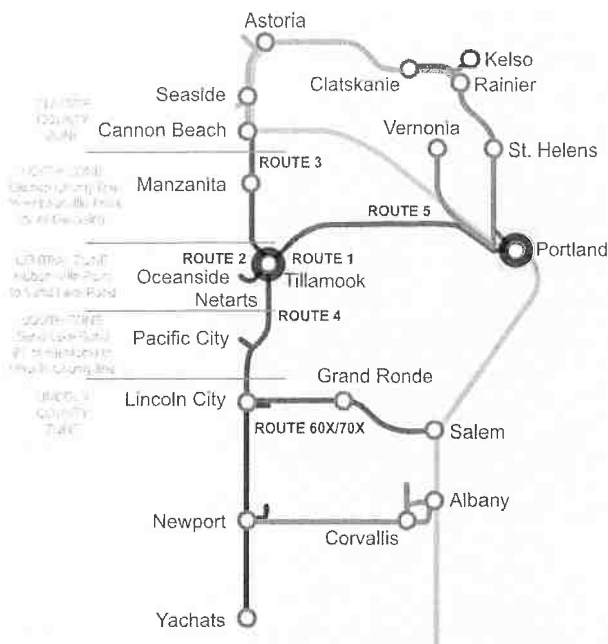
TILLAMOOK COUNTY TRANSPORTATION DISTRICT Fixed-Route Fare Policy

Tillamook County Transportation District currently provides The Wave bus service throughout Tillamook County. In 2019-2020, The Wave provided nearly 130,000 rides—11,000 each month—on its 7 fixed routes (see map below).

The Wave has been studying ways to simplify its fare structure, make fares more affordable, and make it easier to implement new fare systems (such as mobile ticketing) in the future.

The current **Routes 1, 2, 3, and 4** fares are shown below. There are three fare zones within the County—North, Central, and South—plus Clatsop and Lincoln County zones. A 3-zone trip between Tillamook and Lincoln City costs \$4.50. Fares cover about 10% of the cost to operate these routes.

Category	Full Fare	Reduced Fare*
Zone-based fare	\$1.50 per zone	\$0.75 per zone
Tillamook Town Loop Daily Pass	\$1.50	\$0.75
Monthly pass	\$40	\$30



The current fares for the Portland Coastliner (**Route 5**) are shown below. Fares cover about 30% of the route's cost.

Category	Full Fare	Reduced Fare
One-Way	\$15	Children (0-11) pay ½ fare; first child 0-4 free with paying adult
Round Trip	\$20	

The current fares for the Coastal Connector (**Routes 60X/70X**) between Lincoln City or Grand Ronde and Salem) are shown below. The services are funded in part by the Grand Ronde and/or Siletz Tribes, who ride for free with a Tribal ID.

Category	Full Fare	Reduced Fare*
1 Zone	\$1.50	\$0.75
2 Zones	\$3.00	\$1.50
3 Zones	\$6.00	\$3.00

CURRENT ONE-WAY FARES FOR ROUTES 1, 2, 3, AND 4

\$1.50

Regular fare per zone for adults

\$0.75

Reduced fare per zone*



Nearly half (46%) of all Route 1, 2, 3, and 4 riders use a reduced fare monthly pass

*Seniors (60+) and people with disabilities are eligible for reduced fares. Children (0-11) pay 1/2 fare; first child 0-4 is free with paying adult.

PROPOSED FARE POLICY UPDATE

The Wave is reaching out to inform customers of proposed changes to fixed-route fares.

The Wave proposes to make these changes on **July 1, 2021**. The changes are intended to simplify fares and make them more affordable. Reduced fares are being funded through the Statewide Transportation Improvement Fund (STIF).

Tillamook County Routes

Proposed **Route 1, 2, 3, 4** fares are shown below.

- Fare zones would be eliminated. A one-way trip would cost \$1 (per route).
- There would be a new \$3 Day Pass for all trips within Tillamook County. The Town Loop Day Pass would not be offered.
- A Monthly Pass would cost \$10 less.
- A route deviation (within a 3/4-mile) can be requested; would cost an additional \$1.

Category	Full Fare	Reduced Fare*
Flat fare (Routes 1-4) (per route)	On-route: \$1 Deviations: \$2	On-route: \$0.50 Deviations: \$1.50
Day pass (no deviations)	\$3	N/A
Town Loop Day Pass	No longer offered	N/A
Monthly pass (no deviations)	\$30	\$20
10-trip deviation pass (purchased in advance)	\$20	N/A
Children/Youth (0-18)	Free on in-county service (Does not include deviations. Middle and high school student ID will be requested to verify age; arrangements can be made for students without an ID.)	
Eligibility for reduced fare	Seniors (60+), people with disabilities (To be expanded to low-income persons in late 2021, after the District develops a process to verify eligibility.)	

HOW DO ROUTE 1-4 FARES COMPARE?

Sunset Empire Transit charges \$1 for trips within Clatsop County. Students in grades K-12 ride free.

Portland Coastliner (Route 5)

The proposed **Route 5** fares are shown below.

- A round-trip fare would not be offered.
- A 10-trip pass (20% discount) could be purchased in advance.

Category	Full Fare	Reduced Fare*
Trip in-county	\$1	\$0.50
Trip out-of-county (no round-trip pass)	\$15	\$7.50 (youth only)
10-trip pass (purchased in advance)	\$120	\$60 (youth only)
Eligibility for reduced fare	No reduced fares except for youth. Children 12 and under free (up to two per paying adult); Youth (13-18) half-fare.	

HOW DO ROUTE 5 FARES COMPARE?

Sunset Empire Transit charges \$15 for a trip between Astoria and Portland (via US 30) and Northwest Point charges \$15 to \$18 (via US 26).

Coastal Connector (Routes 60X/70X)

There are no fare changes proposed for **Routes 60X and 70X**, but child/youth fare policies would be the same as for Route 5.



WE WANT YOUR FEEDBACK!

The public can provide input on the proposed changes in several ways.

Before May 7, 2021:

- Give your written testimony to your driver and they will deliver it
- Write to us at:
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Tillamook, OR 97141
- Email us at:
publichearing@tillamookbus.com

Attend a Public Hearing:

- April 22, 2021, 6:00 pm
- May 20, 2021, 6:00 pm

Attend online or by phone. Meeting information can be found at tillamookbus.com.

Tillamook County Transportation District
Board of Directors Regular Monthly Meeting
Thursday, March 18, 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 6:01pm
2. Pledge of Allegiance
3. Roll Call:

Present

TCTD Board of Directors (all Directors attended virtually)

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

TCTD Staff

Doug Pilant, General Manager (in person)
Brent Olson, Superintendent (by GoToMeeting)
Tabatha Welch, Finance Supervisor (in person)
Cathy Bond, NW Rides Brokerage Manager/Board Clerk (in person)
Brandy Leamon, Office Specialist (in person)

Absent

None.

Guest

Arla Miller, ODOT Regional Transit Coordinator
Kathy Kleczek, NW Transportation Options
Jeff Hazen, Executive Director SETD
Christina Barone, Nelson Nygaard
Oren Eshel, Nelson Nygaard
Chris Kell, Public at Large

4. Announcements and Changes to Agenda: None.
5. Public & Guest Comments: Kathy Kleczek suggested TCTD consider broadcasting board meetings using Facebook Live. Kathy explained that SETD began broadcasting its meetings and said the greatest benefit has been providing the general public opportunity to watch live or watch the recording at their convenience. Kathy also said this creates the connection that allows the public to see all the hard work that's being

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.

accomplished. Kathy then offered her expertise in assisting TCTD learn how to use the Facebook Live platform. Board Chair Huffman said he would take that under consideration. He said there have been legal issues with recording in the past. The Board would need to address past issues before considering this option. He asked how long SETD has been broadcasting of Facebook Live. Kathy Kleczek stated SETD started in May 2020. He respects her ability to do Facebook Live shows and that she is doing a good job with her shows. He believes Facebook is for personal family and friends use, and not for public meetings.

6. Presentation of Fare Policy Analysis: GM Doug Pilant provided an overview of the Fare Policy Analysis project and introduced the Nelson-Nygaard consultants Cristina Barone and Oren Eshel who are consultants working with TCTD staff on this project. Cristina Barone reviewed the Fare Policy Analysis findings and recommendations. Board Chair Huffman asked about the Route 5 pass discount. Cristina explained that in this model they weren't recommending a discounted one-way ticket. Director Holm asked about the note regarding low income and student elements regarding STIF funding and if it is required or just recommended. Cristina Barone shared that STIF funds were being recommended to offset revenue losses. GM Doug Pilant asked ODOT's Arla Miller to weigh in on the purpose of using STIF revenues to offset lost revenue. Arla Miller stated that Oregon Legislation's outcome was to create fare reductions for households below the 200% poverty line and this proposal would help TCTD achieve that outcome. GM Doug Pilant explained the Legislature wanted to mitigate the cost of fares to this segment of the population because STIF is a payroll tax and the STIF requires 1% be spent on student transportation. Director Adler asked why the Lincoln City to Salem route is cheaper than Tillamook to Portland. Cristina Barone explained the reason for the differences. Arla Miller added the Portland route is more than 20 miles longer. Board Chair Huffman asked if dial-a-ride reservations would be available online. GM Doug Pilant explained they will initially be calling into the call center to schedule their rides. Director Adler asked if there would be a discounted fare for Dial-A-Ride. Board Chair Huffman said there was a high population of seniors, so he appreciates that. Cristina Barone explained the dial-a-ride discounts. Board Chair Huffman asked to clarify the OHP portion. Brokerage Manager Cathy Bond clarified that they need OHP to have free services for Medicare/Medicaid. Board Chair Huffman suggested moving (OHP) in front of Medicare/Medicaid to help clarify this point. Board Chair Huffman asked if the fare structure is similar to SETD. Cristina Barone confirmed it is similar. GM Doug Pilant explained the youth fare recommendation has been closely aligned with Lincoln County Transit. Doug also shared the Lincoln County Transit manager also participated in this project and is planning to pursue some of the fare recommendations from this study. Board Chair Huffman asked Arla Miller how fares will be regarding federal funding going forward. Arla Miller stated the projections are flat for the next biennium and that its hard to say. GM Doug Pilant asked Executive Director Jeff Hazen about his fare going to \$1. Executive Director Jeff Hazen shared that SETD experienced a ridership increase. He explained that when developing their fare policy he used his experience at Costco of the "how low can you go?" model. He also confirmed that the 5311 formula did increase because the model is based on ridership and mileage.

7. Public Hearing opened at 6:48pm – Second and Final reading of a revision to Ordinance #3: Conduct on District Property. There were no public comments. Public Hearing closed at 6:49pm.

REPORTS

8. Financial Report: GM Doug Pilant reviewed the February 2021 financial reports. The District has completed 66% of the Fiscal Year. He noted the Section 5311 revenue received was above what was budgeted due to COVID expenses being reimbursed. Director Riggs asked about what the page 3, line 4400 expense represented. Finance Supervisor Tabatha Welch explained it represents a vehicle accident reimbursement and longevity credit from SDAO. Director Hanenkrat asked if the reimbursement was paid by the District and if so, why wouldn't it be credited to the account it was paid from. Finance Supervisor Tabatha Welch explained that recent budget law guidance has said credits cannot be applied to an expense account and have to be posted to an income account.
9. Service Measure Performance Report: GM Doug Pilant provided an overview of the operations performance measures. YTD Ridership overall has decreased -36.6% change over the previous year. The YTD passengers per hour are -30.0%; the cost per trip was +63.0% while the cost per hour was +14.0% and the fare box recovery was -31.0%.
10. Northwest Oregon Transit Alliance: GM Doug Pilant reviewed the NWOTA meeting agenda, minutes, finance report with the Board. Also included the fully executed IGA with all NWOTA partners. The next meeting is Friday, March 19, 2021. Board Chair Huffman asked if the partners are effectively helping GM Doug Pilant coordinate with our Fare Analysis planning for TCTD. GM Doug Pilant stated all the meetings are helpful and information sharing results in being considered in local decisions.
11. Planning & Development:
 - a. Cape Kiawanda Master Plan – No report.
 - b. Deviated Fixed Route/ADA Fare Policy – Nelson Nygaard presented an update earlier in the meeting. The next step is to get this information out to the public, schedule public hearings in April and May, with the potential policy adoption in May and implementation on July 1, 2021. Fare policy marketing materials are being created will be distributed to the public for outreach as soon as possible.
 - c. STIF Service Alternatives Plan – None.
12. Grant Funding:
 - a. Section 5339 – Champion Park Apartments: Have begun the procurement process to select a consultant to complete the design work.
13. Facility/Property Management:
 - a. HVAC system is costing a large amount of money to conduct tests and repair. A technician is being scheduled to travel to Oregon to conduct tests using

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proprietary equipment. TFCC has expressed their unhappiness with the inconvenience of not having any heat. GM Doug Pilant asked if the board had any objection to offering a discount on their rent in exchange for the inconvenience. Board Chair Huffman wants to carefully accommodate them. Director Holm said he believes this is an operational decision and that the board doesn't need to make that decision. GM Doug Pilant explained the board is the contract review board and the rental contract does not have a provision to mitigate this type of issue and will proceed and keep the board apprised.

- b. Transit Visitors Center – Amended Deed has been in legal review. TCTD legal counsel has approved the amendment and are now awaiting the City's legal review.
- c. Alternative Fuel Facility – Blue Star Gas is still gathering information and should have an agreement ready for approval at the April board meeting.

14. NW Ride Brokerage:

- a. Finalized the BPA legal review and is on the agenda for approval later in the meeting. Transportation providers will be notified in early April the existing BPA will be cancelled and will send them the revised BPA. Planning for a July 1, 2021 execution date.
- b. CARES ACT Special Needs – The ODOT Grant Agreement to expand dial-a-ride grant agreement end date has been extended to June 2023. The grant agreement is on the agenda for approval.
- c. Brokerage Manager Cathy Bond shared status of veterans and COVID trips. Board Chair Huffman thanked her for doing the radio show and using Facebook to advertise District services.

15. Miscellaneous - None

CONSENT CALENDAR

- 16. Motion to Approve the Minutes of the February 18, 2021 Regular Board Meeting
- 17. Motion to Accept Financial and Operations Reports: February 2021
- 18. Motion to Appoint Deborah Van Wickle to the TCTD Budget Committee Position #7
- 19. Motion to Adopt Revise TCTD Ordinance #3: Conduct on District Property

Director Holm asked if there was only one application for budget committee. GM Doug Pilant confirmed the District only received one application and explained that multiple media sources were used. Director Holm did say he saw the ads and they looked good. Director Adler asked if the applicant was a volunteer driver to NW Rides. GM Doug Pilant states she drives VFW members to medical appointments.

Motion by Director Holm to adopt the Consent Calendar. *Motion Seconded* by Director Adler. Board Chair Huffman called for further discussion; followed by none, he called for the vote.

MOTION PASSED

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

ACTION ITEMS

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.

20. Motion to Approve Resolution #21-10 In the Matter of Authorizing the General Manager to Execute the Template Blanket Purchase Agreement with NW Rides NEMT Providers

GM Doug Pilant explained the Resolution to the Board.

Motion by Director Edwards to Approve Resolution #21-10 In the Matter of Authorizing the General Manager to Execute the Template Blanket Purchase Agreement with NW Rides NEMT Providers. *Motion Seconded* by Director Riggs. Board Chair Huffman called for further discussion; followed by none, he called for the vote.

MOTION PASSED

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

21. Motion to Approve Resolution #21-11 In the Matter of Authorizing the General Manager to Execute an ODOT Section 5311 Special Needs Grant #34734 to expand General Public Dial-A-Ride Services

GM Doug Pilant explained the Resolution to the Board.

Motion by Director Carlson-Swanson to Approve Resolution #21-11 In the Matter of Authorizing the General Manager to Execute an ODOT Section 5311 Special Needs Grant #34734 to expand General Public Dial-A-Ride Services. *Motion Seconded* by Director Holm. Board Chair Huffman called for further discussion; followed by none, he called for the vote.

MOTION PASSED

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

DISCUSSION ITEMS

22. Executives Session, *Performance Evaluation, ORS 192.660(2)(i)*
Executive Session 7:23pm- 8:52pm

As a result of executive session, the following motion was made.

Motion by Director Holm to award GM Doug Pilant's a pay increase of 5%, retro-active to January 23, 2021. Director Riggs seconded. 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. Board Staff Comments/Concerns

GM Doug Pilant: Thank you for the opportunity. It is a true labor of love and he has just as much enthusiasm now as when he started. He feels blessed and thanked the Board.

Superintendent Brent Olson: None.

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

Finance Supervisor Tabatha Welch: None.
NWR Brokerage Manager/Board Clerk Cathy Bond: None.
Office Specials Brandy Leamon: Absent.

24. Board of Directors Comments/Concerns

Jim Huffman – Thanked Doug for sharing his history and collaboration on his review. He enjoys learning more about the board and likes the collaborative teamwork. Compared Operations to a big bus, with Doug as the driver. Likes hearing Doug's ideas and the direction he is taking the District. Thanked Doug and said he hoped that Doug was happy with the Board's decision regarding his evaluation.

Judy Riggs – Congratulated Doug on another successful year, proud of leadership and teamwork. She shared about being on the NW Transportation Options Facebook Live show, with 3 other districts. Was fun and interesting to hear what other districts are doing. Got to brag about our GM too!

Marty Holm – Thanked Doug for all his work. He has seen many changes and looks forward to more of them.

Jackie Edwards – To Doug, we are blessed and really appreciate you being there at the District.

Gary Hanenkrat – Thank you Doug.

Linda Adler – None.

Melissa Carlson-Swanson – Doug you have done a fantastic job, appreciate all your hard work, especially with such a difficult year. Appreciates your team and District support. Great work everyone, she's very proud.

UPCOMING EVENTS

Adjournment: Board Chair Huffman adjourned the meeting at 8:58pm.

These minutes approved this 22nd day of April, 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 Declaring
and Disposing of Surplus
Property**

)
)
)

RESOLUTION NO. 21-12

WHEREAS, Resolution 16-05 provides the Board of Directors of the Tillamook County Transportation District to, by resolution, declare District property as surplus and authorize the means by which the District General Manager may dispose of the property; and

WHEREAS, the Board of Directors has determined that the listed property is of no further use or value to the District and should be disposed of as surplus property; and,

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

that the Tillamook County Transportation District Board of Directors declares the following equipment as surplus property and directs the General Manager to dispose of it as he determines appropriate and most advantageous to the District or community at large.

- 2005 International Eldorado VIN 1HVBTAAM35H151585
- 2010 Ford Glaval Concord VIN 3FRNF6FC5AV235207
- 2014 Dodge Caravan VIN 2C7WDGBG9ER319561
- 2014 Dodge Caravan VIN 2C7WDGBG5ER319735
- 2014 Dodge Caravan VIN 2C7WDGBG2ER319739

INTRODUCED AND ADOPTED this 22nd day of April 2021.

ATTEST:

By: _____
James Huffman, Board Chair

By: _____
Doug Pilant, General Manager

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

**Authorizing the General Manager)
to Execute an Agreement with Blue)
Star Gas to Purchase Propane Fuel,)
Equipment, Facility Construction,)
and Related Services)**

RESOLUTION NO. 21-13

WHEREAS, Tillamook County Transportation District (TCTD) desires to purchase propane fuel, propane equipment, propane facility construction and related services through a full-service propane company; and

WHEREAS, the TCTD Board of Directors, acting as the Local Contract Review Board, approved a Sole Source procurement on 1/21/2021; and

WHEREAS, a public notice of the Sole Source Written Determinations procurement was published on ORPIN on 2/1/2021; and

WHEREAS, the District did not receive any protests to the Sole Source Written Determinations by February 1, 2021; and

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

The Board authorizes the General Manager to execute a Personal Services Agreement with Blue Star Gas-McMinnville Co. to purchase propane fuel, propane equipment, propane fueling facility construction, and related services.

INTRODUCED AND ADOPTED this 22nd day of April 2021.

ATTEST:

By: _____
James Huffman, Board Chair

By: _____
Doug Pilant, General Manager

PROFESSIONAL SERVICES CONTRACT

This contract for professional services is entered into by and between **TILLAMOOK COUNTY TRANSPORTATION DISTRICT**, a special district of the State of Oregon, hereinafter referred to as TCTD, and **Blue Star Gas-McMinnville Co.**, hereinafter called the CONTRACTOR to provide propane fuel, propane equipment, propane construction and related services to TCTD. The following provisions shall comprise this Contract:

I. SCOPE

This Contract covers the personal services as described in the Scope of Work, incorporated by reference and attached as Appendix A. Work shall be performed in accordance with a schedule approved by TCTD. The CONTRACTOR shall meet the highest standards prevalent in the industry or business most closely involved in providing the appropriate goods or services. The Contract shall commence **upon contract execution and continue through at least April 30, 2026.**

II. COMPENSATION

A. TCTD agrees to compensate the CONTRACTOR on a fee-for-services basis as detailed in this Contract. Invoices submitted for payment in connection with this Contract shall be properly documented and shall indicate pertinent TCTD contract and/or purchase order numbers. All charges shall be billed monthly and will be paid net 30 days from receipt of invoices.

B. The CONTRACTOR is engaged hereby as an independent contractor and will be so deemed for purposes of the following:

1 The CONTRACTOR will be solely responsible for payment of any Federal or State taxes required as a result of this Contract.

2. This Contract is not intended to entitle the CONTRACTOR to any benefits generally granted to TCTD employees. Without limitation, but by way of illustration, the benefits which are not intended to be extended by this Contract to the CONTRACTOR are vacation, holiday and sick leave, other leaves with pay, tenure, medical and dental coverage, life and disability insurance, overtime, Social Security, Workers' Compensation, unemployment compensation, or retirement benefits (except insofar as benefits are otherwise required by law if the CONTRACTOR is presently a member of the Oregon Public Employees Retirement System).

3. If the CONTRACTOR has the assistance of other persons in the performance of this Contract, and the CONTRACTOR is a subject employer, the CONTRACTOR shall qualify and remain qualified for the term of this Contract as an insured employer under Oregon Revised Statutes ("ORS") Chapter 656.

C. The CONTRACTOR certifies that, at present, he or she, if an individual is not a program, TCTD, or Federal employee.

D. The CONTRACTOR, if an individual, certifies that he or she is not a member of the Oregon Public Employees Retirement System.

III. CONTRACT CONDITIONS

A. Failure to Perform

TCTD may, subject to the provisions of paragraph (4) below, by written notice of default to CONTRACTOR, terminate the whole or any part of this Contract in any one of the following circumstances.

1. If CONTRACTOR fails to make delivery of the supplies or to perform the services within the time specified herein or any extension thereof; or

2. If CONTRACTOR fails to perform any of the other provisions of this Contract, or so fails to make progress as to endanger performance of this Contract in accordance with its terms, and in either of these two circumstances does not cure such failures within a period of ten (10) days (or such longer period as TCTD may authorize in writing) after receipt of notice from TCTD specifying such failure. CONTRACTOR'S failure to perform the scope of work identified or failure to meet established performance standards shall be subject to consequences that include but are not limited to:

- Reducing or withholding payment;
- Requiring CONTRACTOR to perform, at CONTRACTOR'S sole expense, additional work necessary to perform the identified scope of work or meet the established performance standards; or
- Declaring a default, terminating the Contract and seeking damages and other relief under the terms of the Contract or other applicable law.

3. In the event TCTD terminates this Contract in whole, or in part, as provided in paragraph (2) above of this clause, TCTD may procure, upon such terms and in such manner as TCTD may deem appropriate, supplies or services similar to those terminated, and CONTRACTOR shall be liable to TCTD for any excess costs for such similar supplies or services; provided, that CONTRACTOR shall continue the performance of this Contract to the extent not terminated under the provisions of this clause.

4. CONTRACTOR shall not be liable for any excess costs if the failure to perform the Contract arises out of causes beyond the control of and without the fault or negligence of CONTRACTOR. Such causes may include, but are not restricted to, acts of God or of the public enemy, acts of TCTD in either its sovereign or contractual capacity, fires, floods, epidemics, quarantine restrictions, strikes, freight embargoes and unusually severe weather; but, in every case, the failure to perform must be beyond the control of CONTRACTOR and without CONTRACTOR'S fault or negligence. CONTRACTOR shall not be liable for excess costs for failure to perform, unless the supplies or services to be furnished were obtainable from other sources in sufficient time to permit CONTRACTOR to meet the required performance schedule.

5. The rights and remedies of TCTD provided in this clause shall not be exclusive and are in addition to any other rights and remedies provided by law or under this Contract.

6. As used in this Contract, the terms "subcontractor" and "subcontractors" mean subcontractor(s) at any tier.

B. Term

Term. The term of this Agreement shall be five (5) years from the date this Agreement is executed. After the initial five (5) year term, the Agreement shall continue on a year-to-year basis unless either party gives the other written notice of termination at least ninety (90) days prior to the expiration of the then-current term.

C. Compliance with Applicable Law

CONTRACTOR shall comply with all federal, state and local statutes, regulations, administrative rules, executive orders, ordinances and other laws applicable to the Services under the Contract, in effect at the time the Contract is executed and as may be amended, revised, enacted or adopted thereafter. Changes in these legal requirements after the execution of the Contract may or may not be the basis for modifications to CONTRACTOR'S schedule, scope and fee, depending on a reasonable assessment of the nature of the change, the extent to which the change was anticipated by CONTRACTOR or the Parties, and other circumstances then existing.

Without limiting the generality of the foregoing, CONTRACTOR expressly agrees to comply with: (i) Title VI of the Civil Rights Act of 1964; (ii) Section V of the Rehabilitation Act of 1973; (iii) the Americans with Disabilities Act of 1990, (iv) Section 306 of the Clean Air Act (42 U.S.C. 1857 (h)); (v) Section 508 of the Clean Water Act (33 U.S.C. 1368; (vi) Executive Order 11738; EPA regulations (40 CFR part 15) and ORS 659.425; (vii) Copeland Anti-Kickback Act (18 U.S.C. 874) as supplemented in Department of Labor regulations (29 CFR Part 3); (viii) Executive Order 11246 entitled Equal Employment Opportunity as amended by Executive Order 11375 and as supplemented in 41CFR chapter 60; (ix) Davis-Bacon Act (40 U.S.C. 3141-3148) as supplemented in Department of Labor regulations (29 CFR Part 5), (x) Sections 103 and 107 of the Contract Work Hours and Safety Standards Act (40 U.S.C. 327-330) as supplemented by Department of Labor regulations (29 CFR Part 5); (xi) Energy Policy and Conservation Act (pub.L. 94-163, 89 Stat. 871); (xii) all regulations and administrative rules established pursuant to the foregoing laws; and (xiii) all other applicable requirements of federal and state civil rights and rehabilitation statutes, rules and regulations.

If conflicts are discovered among federal, state and local statutes, regulations, administrative rules, executive orders, ordinances and other laws applicable to the Services under the Contract, CONTRACTOR shall in writing request TCTD to resolve the conflict. CONTRACTOR shall specify if the conflict(s) create a problem for the design or other Services required under the Contract.

D. Reporting Requirements

CONTRACTOR shall comply with the reporting requirements of TCTD including but not limited to Progress, Status and Performance reports necessary to support progress payments or cost reimbursements.

E. Records Maintenance; Access

CONTRACTOR, and its Subcontractors, shall maintain all fiscal records relating to the Contract in accordance with generally accepted accounting principles. In addition, CONTRACTOR shall maintain all other records pertinent to the Contract and the Project and shall do so in such a manner as to clearly document CONTRACTOR'S performance.

TCTD and the federal government and their duly authorized representatives shall have access, and CONTRACTOR shall permit the aforementioned entities and individual's access, to such fiscal records and other books, documents, papers, plans and writings of CONTRACTOR that are pertinent to the Contract to perform examinations and audits and make excerpts and transcripts.

CONTRACTOR shall retain and keep accessible all such fiscal records, books, documents, papers, plans, and writings for a minimum of 3 years, or such longer period as may be required by applicable law, following final payment and expiration or termination of the Contract, or until the conclusion of any audit, controversy or litigation arising out of or related to the Contract, whichever date is later.

IV. F. CONSTRAINTS

The CONTRACTOR agrees:

A. If the services to be provided pursuant to this Contract are professional and/or consultative, the CONTRACTOR shall not delegate the responsibility for providing those services to any other individual or agency.

B. Pursuant to the requirements of ORS 279B.020 and 279B.220 through 279B.235 and Article XI, Section 10, of the Oregon Constitution, the following terms and conditions are made a part of this Contract:

1. CONTRACTOR shall:

a. Make payments promptly, as due, to all persons supplying to the CONTRACTOR labor or materials for the prosecution of the work provided for in this Contract.

b. Pay all contributions or amounts due the Industrial Accident Fund from such CONTRACTOR or subcontractor incurred in the performance of this Contract.

c. Not permit any lien or claim to be filed or prosecuted against TCTD on account of any labor or material furnished.

2. If the CONTRACTOR fails, neglects or refuses to make prompt payment of any claim for labor or services furnished to the CONTRACTOR or a subcontractor by any person in connection with this Contract as such claim becomes due, the proper officer representing TCTD may pay such claim to the person furnishing the labor or services and charge the amount of the payment against funds due or to become due the CONTRACTOR by reason of this Contract.

3. The CONTRACTOR shall pay employees for work in accordance with ORS 279B.020 and ORS 279B.235, which is incorporated herein by this reference.

All subject employers working under the Contract are either employers that will comply with ORS 656.017 or employers that are exempt under ORS 656.126.

4. The CONTRACTOR shall promptly, as due, make payment to any person or co-partnership, association or corporation furnishing medical, surgical and hospital care or other needed care and attention incident to sickness and injury to the employees of the CONTRACTOR, of all sums which the CONTRACTOR agrees to pay for such services and all moneys and sums which the CONTRACTOR collected or deducted from the wages of the CONTRACTOR'S employees pursuant to any law, contract or agreement for the purpose of providing or paying for such services.

5. This Contract is expressly subject to the debt limitation of Oregon counties set forth in Article XI, Section 10, of the Oregon Constitution, and is contingent upon funds being appropriated therefore. Any provisions herein which would conflict with law are deemed inoperative to that extent.

6. The CONTRACTOR agrees to indemnify, hold harmless and defend TCTD, its officers, commissioners, agents and employees from and against all claims and actions, and all expenses incidental to the investigation and defense thereof (including attorney's fees), arising out of or based upon damage or injuries to persons or property caused by the errors, omissions, fault or negligence of the CONTRACTOR or the CONTRACTOR'S employees or agents.

7. The CONTRACTOR'S failure to perform the scope of work identified or failure to meet established performance standards shall be subject to consequences that include, but are not limited to:

a. Reducing or withholding payment;

b. Requiring the CONTRACTOR to perform, at the CONTRACTOR'S sole expense, additional work necessary to perform the identified scope of work or meet the established performance standards; or

c. Declaring a default, terminating the Contract and seeking damages and other relief under the terms of the Contract or other applicable law.

8. All subject employers working under the Contract are either employers that will comply with ORS 656.017 or employers that are exempt under ORS 656.126.

V. OWNERSHIP

Upon fulfillment of the Contract Terms, TCTD will have legal title to, and rights to use the entirety of the documents, images, and data used to create the plan, (collectively referred to as “the work”) without limitation. This includes the right to use the work in contexts including, but not limited to: (1) public relations, press releases, or publicity; (2) re-use or modification of the work; and (3) use as a teaching aid or continuing education tool.

VI. INSURANCE REQUIREMENTS

A. Commercial General Liability

Required by TCTD Not required by TCTD

The CONTRACTOR agrees to furnish TCTD evidence of commercial general liability insurance in the amount of not less than \$1,000,000 combined single limit per occurrence/\$2,000,000 general annual aggregate for personal injury and property damage for the protection of TCTD, its officers, directors, agents and employees against liability for damages because of personal injury, bodily injury, death or damage to property, including loss of use thereof, in any way related to this Contract. The general aggregate shall apply separately to this project / location. TCTD, at its option, may require a complete copy of the above policy.

B. Automobile Liability

Required by TCTD Not required by TCTD

The CONTRACTOR agrees to furnish TCTD evidence of business automobile liability insurance in the amount of not less than \$1,000,000 combined single limit for bodily injury and property damage for the protection of TCTD, its officers, directors, agents and employees against liability for damages because of bodily injury, death or damage to property, including loss of use thereof in any way related to this Contract. TCTD, at its option, may require a complete copy of the above policy.

C. Professional Liability

Required by TCTD Not required by TCTD

D. Pollution Liability Insurance

Required by TCTD Not required by TCTD

E. Such insurance shall provide sixty (60) days’ written notice to TCTD in the event of a cancellation or material change and include a statement that no act on the part of the insured shall affect the coverage afforded to TCTD under this insurance. This policy(s) shall be primary insurance as respects to TCTD. Any insurance or self-insurance maintained by TCTD shall be excess and shall not contribute to it.

F. If the CONTRACTOR has the assistance of other persons in the performance of this Contract, and the CONTRACTOR is a subject employer, the CONTRACTOR agrees to

65

qualify and remain qualified for the term of this Contract as an insured employer under ORS 656. The CONTRACTOR shall maintain employer's liability insurance with limits of \$100,000 for each accident, \$100,000 per disease for each employee, and \$500,000 each minimum policy limit.

G. If any other required liability insurance is arranged on a "claims made" basis, "tail" coverage will be required at the completion of this Contract for a duration of thirty-six (36) months or the maximum time period the CONTRACTOR'S insurer will provide "tail" coverage as subscribed, whichever is greater, or continuous "claims made" liability coverage for thirty-six (36) months following the Contract completion. Continuous "claims made" coverage will be acceptable in lieu of "tail" coverage, provided its retroactive date is on or before the effective date of this Contract.

H. The insurance, other than the Workers' Compensation, Professional liability and Pollution liability insurance, shall include TCTD as an additional insured. Proof of insurance must include a copy of the endorsement showing TCTD as a scheduled insured.

I. CONTRACTOR shall require that all of its subcontractors of any tier provide insurance coverage (including additional insured provisions) and limits identical to the insurance required of the CONTRACTOR under this Contract, unless this requirement is expressly modified or waived by TCTD.

VII. SUBCONTRACTS

The CONTRACTOR shall be responsible to TCTD for the actions of persons and firms performing subcontract work. The CONTRACTOR certifies that the CONTRACTOR has not discriminated and will not discriminate against any minority, women or emerging small business enterprise in obtaining any subcontract.

VIII. MEDIATION

CONTRACTOR and TCTD agree that any dispute that may arise under this Contract will be submitted first to a mediator agreed to by both parties as soon as such dispute arises, but in any event prior to the commencement of litigation or arbitration. Such mediation will occur at Tillamook, Tillamook County, Oregon, and the mediator's fees and expenses will be shared equally by the parties who agree to exercise their best efforts in good faith to settle all disputes.

IX. SEVERABILITY

If any term, condition or provision of this Contract or the application thereof to any circumstance is determined to be invalid or unenforceable to any extent, the remaining provisions of this Contract will not be affected but will instead remain valid and fully enforceable.

X. AMENDMENT

A. This Contract and any amendments to this Contract will not be effective until approved in writing by an authorized representative of the Tillamook County Transportation District, acting as fiscal agent for the TCTD.

B. This Contract supersedes and cancels any prior contracts between the parties hereto for similar services.

The undersigned, by its signature, agrees to perform the scope of work as described in the Contract documents and meet the performance standards set forth therein. By their signatures below, the parties to this Contract agree to the terms, conditions, and content expressed herein.

Blue Star Gas-McMinnville Co.
3070 OR-99 W
McMinnville, OR 97128

Tillamook County Transportation District
3600 Third Street, Suite A
Tillamook, OR 97141

By:

By:

Authorized Signature

Authorized Signature

Name/Title (Printed)

Name/Title (Printed)

Date

Date

Telephone/Fax Number

Approved as to Form

CCB License # (if applicable)

Oregon Business Registry

District Counsel

Entity Type/State of Formation

Appendix A
Scope of Services

68

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

**In the Matter of Authorizing)
the General Manager to Enter into a)
into a Services Contract with Jacobs)
Engineering Group for Planning)
and Engineering Services)**

RESOLUTION NO. 21-14

WHEREAS, the Tillamook County Transportation District has need of planning and engineering design services related to the Champion Park Apartments complex; and

WHEREAS, the Project includes planning, surveying, design, permitting, bidding, construction of a bus stop facility that includes passenger waiting platform, shelter pad, sidewalk and other road upgrades and improvements; and

WHEREAS, the District's Public Contracting Rules and Procedures, and ORS 279C.110(8), allow the direct appointment for personal services contracts for architectural, engineering, surveying, and related services if the total contract amount is less than \$100,000; and

WHEREAS, Jacobs Engineering Group is a qualified planning, architectural and engineering company and desires to contract with TCTD for the work described above; and

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

Section 1: The General Manager is authorized to enter into a contract, by direct appointment, with Jacobs Engineering Group for planning, engineering and design services in an amount not to exceed \$40,062.

INTRODUCED AND ADOPTED this 22nd day of April, 2021.

ATTEST:

By: _____
James Huffman, Board Chair

By: _____
Doug Pilant, General Manager

PROFESSIONAL SERVICES CONTRACT

This contract for professional services is entered into by and between **TILLAMOOK COUNTY TRANSPORTATION DISTRICT**, a special district of the State of Oregon, hereinafter referred to as TCTD, and **Jacobs Engineering**, hereinafter called the CONTRACTOR to design and develop a bus stop construction package for the Champion Park Apartments services to TCTD. The following provisions shall comprise this Contract:

I. SCOPE

This Contract covers the personal services as described in the Scope of Work, incorporated by reference and attached as Appendix A. Work shall be performed in accordance with a schedule approved by TCTD. The CONTRACTOR shall meet the highest standards prevalent in the industry or business most closely involved in providing the appropriate goods or services. The Contract shall commence **upon contract execution and continue through June 2022.**

II. COMPENSATION

A. TCTD agrees to compensate the CONTRACTOR on a fee-for-services basis as detailed in this Contract. Invoices submitted for payment in connection with this Contract shall be properly documented and shall indicate pertinent TCTD contract and/or purchase order numbers. All charges shall be billed monthly and will be paid net 30 days from receipt of invoice. The maximum compensation authorized under this Contract shall not exceed **\$40,062.**

B. The CONTRACTOR is engaged hereby as an independent contractor and will be so deemed for purposes of the following:

1 The CONTRACTOR will be solely responsible for payment of any Federal or State taxes required as a result of this Contract.

2. This Contract is not intended to entitle the CONTRACTOR to any benefits generally granted to TCTD employees. Without limitation, but by way of illustration, the benefits which are not intended to be extended by this Contract to the CONTRACTOR are vacation, holiday and sick leave, other leaves with pay, tenure, medical and dental coverage, life and disability insurance, overtime, Social Security, Workers' Compensation, unemployment compensation, or retirement benefits (except insofar as benefits are otherwise required by law if the CONTRACTOR is presently a member of the Oregon Public Employees Retirement System).

3. If the CONTRACTOR has the assistance of other persons in the performance of this Contract, and the CONTRACTOR is a subject employer, the CONTRACTOR shall qualify and remain qualified for the term of this Contract as an insured employer under Oregon Revised Statutes ("ORS") Chapter 656.

C. The CONTRACTOR certifies that, at present, he or she, if an individual is not a program, TCTD, or Federal employee.

D. The CONTRACTOR, if an individual, certifies that he or she is not a member of the Oregon Public Employees Retirement System.

III. CONTRACT CONDITIONS

A. Failure to Perform

TCTD may, subject to the provisions of paragraph (4) below, by written notice of default to CONTRACTOR, terminate the whole or any part of this Contract in any one of the following circumstances.

1. If CONTRACTOR fails to make delivery of the supplies or to perform the services within the time specified herein or any extension thereof; or

2. If CONTRACTOR fails to perform any of the other provisions of this Contract, or so fails to make progress as to endanger performance of this Contract in accordance with its terms, and in either of these two circumstances does not cure such failures within a period of ten (10) days (or such longer period as TCTD may authorize in writing) after receipt of notice from TCTD specifying such failure. CONTRACTOR'S failure to perform the scope of work identified or failure to meet established performance standards shall be subject to consequences that include but are not limited to:

- Reducing or withholding payment;
- Requiring CONTRACTOR to perform, at CONTRACTOR'S sole expense, additional work necessary to perform the identified scope of work or meet the established performance standards; or
- Declaring a default, terminating the Contract and seeking damages and other relief under the terms of the Contract or other applicable law.

3. In the event TCTD terminates this Contract in whole, or in part, as provided in paragraph (2) above of this clause, TCTD may procure, upon such terms and in such manner as TCTD may deem appropriate, supplies or services similar to those terminated, and CONTRACTOR shall be liable to TCTD for any excess costs for such similar supplies or services; provided, that CONTRACTOR shall continue the performance of this Contract to the extent not terminated under the provisions of this clause.

4. CONTRACTOR shall not be liable for any excess costs if the failure to perform the Contract arises out of causes beyond the control of and without the fault or negligence of CONTRACTOR. Such causes may include, but are not restricted to, acts of God or of the public enemy, acts of TCTD in either its sovereign or contractual capacity, fires, floods, epidemics, quarantine restrictions, strikes, freight embargoes and unusually severe weather; but, in every case, the failure to perform must be beyond the control of CONTRACTOR and without CONTRACTOR'S fault or negligence. CONTRACTOR shall not be liable for excess costs for failure to perform, unless the supplies or services to be furnished were obtainable from other sources in sufficient time to permit CONTRACTOR to meet the required performance schedule.

5. The rights and remedies of TCTD provided in this clause shall not be exclusive and are in addition to any other rights and remedies provided by law or under this Contract.

6. As used in this Contract, the terms "subcontractor" and "subcontractors" mean subcontractor(s) at any tier.

B. Termination for Convenience

This Contract may be terminated by either party upon at least ten (10) days written notice to the other.

C. Compliance with Applicable Law

CONTRACTOR shall comply with all federal, state and local statutes, regulations, administrative rules, executive orders, ordinances and other laws applicable to the Services under the Contract, in effect at the time the Contract is executed and as may be amended, revised, enacted or adopted thereafter. Changes in these legal requirements after the execution of the Contract may or may not be the basis for modifications to CONTRACTOR'S schedule, scope and fee, depending on a reasonable assessment of the nature of the change, the extent to which the change was anticipated by CONTRACTOR or the Parties, and other circumstances then existing.

Without limiting the generality of the foregoing, CONTRACTOR expressly agrees to comply with: (i) Title VI of the Civil Rights Act of 1964; (ii) Section V of the Rehabilitation Act of 1973; (iii) the Americans with Disabilities Act of 1990, (iv) Section 306 of the Clean Air Act (42 U.S.C. 1857 (h)); (v) Section 508 of the Clean Water Act (33 U.S.C. 1368; (vi) Executive Order 11738; EPA regulations (40 CFR part 15) and ORS 659.425; (vii) Copeland Anti-Kickback Act (18 U.S.C. 874) as supplemented in Department of Labor regulations (29 CFR Part 3); (viii) Executive Order 11246 entitled Equal Employment Opportunity as amended by Executive Order 11375 and as supplemented in 41CFR chapter 60; (ix) Davis-Bacon Act (40 U.S.C. 3141-3148) as supplemented in Department of Labor regulations (29 CFR Part 5), (x) Sections 103 and 107 of the Contract Work Hours and Safety Standards Act (40 U.S.C. 327-330) as supplemented by Department of Labor regulations (29 CFR Part 5); (xi) Energy Policy and Conservation Act (pub.L. 94-163, 89 Stat. 871); (xii) all regulations and administrative rules established pursuant to the foregoing laws; and (xiii) all other applicable requirements of federal and state civil rights and rehabilitation statutes, rules and regulations.

If conflicts are discovered among federal, state and local statutes, regulations, administrative rules, executive orders, ordinances and other laws applicable to the Services under the Contract, CONTRACTOR shall in writing request TCTD to resolve the conflict. CONTRACTOR shall specify if the conflict(s) create a problem for the design or other Services required under the Contract.

D. Reporting Requirements

CONTRACTOR shall comply with the reporting requirements of TCTD including but not limited to Progress, Status and Performance reports necessary to support progress payments or cost reimbursements.

E. Records Maintenance; Access

CONTRACTOR, and its Subcontractors, shall maintain all fiscal records relating to the Contract in accordance with generally accepted accounting principles. In addition, CONTRACTOR shall maintain all other records pertinent to the Contract and the Project and shall do so in such a manner as to clearly document CONTRACTOR'S performance.

TCTD and the federal government and their duly authorized representatives shall have access, and CONTRACTOR shall permit the aforementioned entities and individual's access, to such fiscal records and other books, documents, papers, plans and writings of CONTRACTOR that are pertinent to the Contract to perform examinations and audits and make excerpts and transcripts.

CONTRACTOR shall retain and keep accessible all such fiscal records, books, documents, papers, plans, and writings for a minimum of 3 years, or such longer period as may be required by applicable law, following final payment and expiration or termination of the Contract, or until the conclusion of any audit, controversy or litigation arising out of or related to the Contract, whichever date is later.

F. Patents; Copy Rights; Rights in Data

Any discovery or invention that arises during the course of the Contract shall be reported to TCTD. The CONTRACTOR shall promptly disclose inventions to TCTD, within 2 months, after the inventor discloses it in writing to the CONTRACTOR'S personnel responsible for patent matters. The rights in the invention/discovery shall be allocated consistent with "Government Patent Policy" and FAR Part 27.

The CONTRACTOR shall comply with the requirements and regulations for Copy Rights and Rights in Data pursuant to FAR Part 27.

IV. CONSTRAINTS

The CONTRACTOR agrees:

A. If the services to be provided pursuant to this Contract are professional and/or consultative, the CONTRACTOR shall not delegate the responsibility for providing those services to any other individual or agency.

B. Pursuant to the requirements of ORS 279B.020 and 279B.220 through 279B.235 and Article XI, Section 10, of the Oregon Constitution, the following terms and conditions are made a part of this Contract:

1. CONTRACTOR shall:

a. Make payments promptly, as due, to all persons supplying to the CONTRACTOR labor or materials for the prosecution of the work provided for in this Contract.

b. Pay all contributions or amounts due the Industrial Accident Fund from such CONTRACTOR or subcontractor incurred in the performance of this Contract.

c. Not permit any lien or claim to be filed or prosecuted against TCTD on account of any labor or material furnished.

2. If the CONTRACTOR fails, neglects or refuses to make prompt payment of any claim for labor or services furnished to the CONTRACTOR or a subcontractor by any person in connection with this Contract as such claim becomes due, the proper officer representing TCTD may pay such claim to the person furnishing the labor or services and charge the amount of the payment against funds due or to become due the CONTRACTOR by reason of this Contract.

3. The CONTRACTOR shall pay employees for work in accordance with ORS 279B.020 and ORS 279B.235, which is incorporated herein by this reference.

All subject employers working under the Contract are either employers that will comply with ORS 656.017 or employers that are exempt under ORS 656.126.

4. The CONTRACTOR shall promptly, as due, make payment to any person or co-partnership, association or corporation furnishing medical, surgical and hospital care or other needed care and attention incident to sickness and injury to the employees of the CONTRACTOR, of all sums which the CONTRACTOR agrees to pay for such services and all moneys and sums which the CONTRACTOR collected or deducted from the wages of the CONTRACTOR'S employees pursuant to any law, contract or agreement for the purpose of providing or paying for such services.

5. This Contract is expressly subject to the debt limitation of Oregon counties set forth in Article XI, Section 10, of the Oregon Constitution, and is contingent upon funds being appropriated therefore. Any provisions herein which would conflict with law are deemed inoperative to that extent.

6. The CONTRACTOR agrees to indemnify, hold harmless and defend TCTD, its officers, commissioners, agents and employees from and against all claims and actions, and all expenses incidental to the investigation and defense thereof (including attorney's fees), arising out of or based upon damage or injuries to persons or property caused by the errors, omissions, fault or negligence of the CONTRACTOR or the CONTRACTOR'S employees or agents.

7. The CONTRACTOR'S failure to perform the scope of work identified or failure to meet established performance standards shall be subject to consequences that include, but are not limited to:

a. Reducing or withholding payment;

b. Requiring the CONTRACTOR to perform, at the CONTRACTOR'S sole expense, additional work necessary to perform the identified scope of work or meet the established performance standards; or

c. Declaring a default, terminating the Contract and seeking damages and other relief under the terms of the Contract or other applicable law.

8. All subject employers working under the Contract are either employers that will comply with ORS 656.017 or employers that are exempt under ORS 656.126.

V. OWNERSHIP

Upon fulfillment of the Contract Terms, TCTD will have legal title to, and rights to use the entirety of the documents, images, and data used to create the plan, (collectively referred to as “the work”) without limitation. This includes the right to use the work in contexts including, but not limited to: (1) public relations, press releases, or publicity; (2) re-use or modification of the work; and (3) use as a teaching aid or continuing education tool.

VI. INSURANCE REQUIREMENTS

A. Commercial General Liability

Required by TCTD Not required by TCTD

The CONTRACTOR agrees to furnish TCTD evidence of commercial general liability insurance in the amount of not less than \$1,000,000 combined single limit per occurrence/\$2,000,000 general annual aggregate for personal injury and property damage for the protection of TCTD, its officers, directors, agents and employees against liability for damages because of personal injury, bodily injury, death or damage to property, including loss of use thereof, in any way related to this Contract. The general aggregate shall apply separately to this project / location. TCTD, at its option, may require a complete copy of the above policy.

B. Automobile Liability

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The CONTRACTOR agrees to furnish TCTD evidence of business automobile liability insurance in the amount of not less than \$1,000,000 combined single limit for bodily injury and property damage for the protection of TCTD, its officers, directors, agents and employees against liability for damages because of bodily injury, death or damage to property, including loss of use thereof in any way related to this Contract. TCTD, at its option, may require a complete copy of the above policy.

C. Professional Liability

Required by TCTD Not required by TCTD

D. Pollution Liability Insurance

Required by TCTD Not required by TCTD

E. Such insurance shall provide sixty (60) days' written notice to TCTD in the event of a cancellation or material change and include a statement that no act on the part of

the insured shall affect the coverage afforded to TCTD under this insurance. This policy(s) shall be primary insurance as respects to TCTD. Any insurance or self-insurance maintained by TCTD shall be excess and shall not contribute to it.

F. If the CONTRACTOR has the assistance of other persons in the performance of this Contract, and the CONTRACTOR is a subject employer, the CONTRACTOR agrees to qualify and remain qualified for the term of this Contract as an insured employer under ORS 656. The CONTRACTOR shall maintain employer's liability insurance with limits of \$100,000 for each accident, \$100,000 per disease for each employee, and \$500,000 each minimum policy limit.

G. If any other required liability insurance is arranged on a "claims made" basis, "tail" coverage will be required at the completion of this Contract for a duration of thirty-six (36) months or the maximum time period the CONTRACTOR'S insurer will provide "tail" coverage as subscribed, whichever is greater, or continuous "claims made" liability coverage for thirty-six (36) months following the Contract completion. Continuous "claims made" coverage will be acceptable in lieu of "tail" coverage, provided its retroactive date is on or before the effective date of this Contract.

H. The insurance, other than the Workers' Compensation, Professional liability and Pollution liability insurance, shall include TCTD as an additional insured. Proof of insurance must include a copy of the endorsement showing TCTD as a scheduled insured.

I. CONTRACTOR shall require that all of its subcontractors of any tier provide insurance coverage (including additional insured provisions) and limits identical to the insurance required of the CONTRACTOR under this Contract, unless this requirement is expressly modified or waived by TCTD.

VII. SUBCONTRACTS

The CONTRACTOR shall be responsible to TCTD for the actions of persons and firms performing subcontract work. The CONTRACTOR certifies that the CONTRACTOR has not discriminated and will not discriminate against any minority, women or emerging small business enterprise in obtaining any subcontract.

VIII. MEDIATION

CONTRACTOR and TCTD agree that any dispute that may arise under this Contract will be submitted first to a mediator agreed to by both parties as soon as such dispute arises, but in any event prior to the commencement of litigation or arbitration. Such mediation will occur at Tillamook, Tillamook County, Oregon, and the mediator's fees and expenses will be shared equally by the parties who agree to exercise their best efforts in good faith to settle all disputes.

IX. SEVERABILITY

If any term, condition or provision of this Contract or the application thereof to any circumstance is determined to be invalid or unenforceable to any extent, the remaining provisions of this Contract will not be affected but will instead remain valid and fully enforceable.

X. AMENDMENT

A. This Contract and any amendments to this Contract will not be effective until approved in writing by an authorized representative of the Tillamook County Transportation District, acting as fiscal agent for the TCTD.

B. This Contract supersedes and cancels any prior contracts between the parties hereto for similar services.

The undersigned, by its signature, agrees to perform the scope of work as described in the Contract documents and meet the performance standards set forth therein. By their signatures below, the parties to this Contract agree to the terms, conditions, and content expressed herein.

Jacobs Engineering Group
2020 SW 4th Ave #300
Portland, OR 97229

Tillamook County Transportation District
3600 Third Street, Suite A
Tillamook, OR 97141

By:

By:

Authorized Signature

Authorized Signature

Name/Title (Printed)

Name/Title (Printed)

Date

Date

Telephone/Fax Number

CCB License # (if applicable)

Approved as to Form

Oregon Business Registry

District Counsel

Entity Type/State of Formation

Appendix A
Scope of Services

Tillamook County Transit District – Champion Apartments Bus Stop:

The purpose of this task order is for Jacobs Engineering Group (Jacobs) to help Tillamook County Transit District (TCTD) develop a construction package for a new bus stop facility at the near side of Brookfield Ave. and the Champion Park apartment complex in Tillamook Oregon. This scope of work includes the project management, site investigation and a design necessary to develop a construction package which TCTD can put out to bid.

Assumptions:

- Project Notice to Proceed (NTP) anticipated no later than May 14, 2021
- Project construction completion date of October 30, 2021
- TCDC will lead development of construction bid boilerplate/procurement documentation
- SEPA/NEPA process will be completed by Jacobs
- TCTD will not be seeking additional right-of-way as part of the Champion Apartments Bus Stop project
- This project will implement ODOT design standards, and drafting standards.
- ODOT technical specifications and estimate template will be used

Exclusions:

- Public Involvement
- ROW acquisition tasks, including but not limited to field surveying plat preparation, ROW and Easement description preparation.
- Bid-phase support services
- No upgrades to the storm water drainage adjacent to the bus stop, under the Champion Park Apartments access drive, are included in this project

The agreed scope of the professional services is as follows:

Task 1. Project Management

1.1. Project Design Meetings & Design Coordination

Jacobs shall lead up to three (3) design progress meetings with Tillamook County Transit District (TCTD). These meetings will last up to one hour in duration with the participation of up to three (3) Jacobs team members (based on the relevant issues and expertise). During these meetings, outstanding design issues and decisions will be discussed and resolved per TCTD direction.

1.2. Project Schedule

Jacobs will develop and maintain the projects schedule through the duration of the project.

Assumptions:

- TCTD will provide general timelines for bidding and construction of similar past projects to aid in the schedule development.

Deliverables:

- Project schedule including major milestones and deliverable dates
- Meeting agendas & relevant questions to TCTD in advance of project design meetings

Proposed Project Schedule Milestones:

Task	Completion Date	Duration (Working Days)	Comments
NTP	5/14/21	0	Assumed beginning of project
Survey	5/27/21	9	
Geotech	5/31/21	6	
Conceptual Design	5/28/21	9	
TCTD Review	6/4/21	5	
Intermediate Design	6/18/21	10	
TCTD Review	7/1/21	10	
Draft Final Design	7/20/21	12	
TCTD Review	8/2/21	10	
IFC	8/10/21	5	
Bid	9/20/21	30	
Construction	11/1/21	30	

Task 2. Field Investigations & Coordination**2.1. Surveying & Mapping**

Based on design requirements and infrastructure site conditions, and as directed by TCTD, Jacobs will conduct land surveying services and provide supplemental topographic and boundary base mapping for the project area. Mapping will be prepared using a project horizontal control system referenced to Oregon State Plane North Zone NAD83 horizontal coordinates and NAVD88 vertical datum. Control points will be set or identified and tied to the project horizontal and vertical datum for future use as dimensional control reference during construction.

The general utility notification center will be called to request utility location services at least 14 days prior to commencing work. This work will be coordinated with sub-task 2.3 Geotechnical Investigation & Reports to streamline the data collection and expedite the design process.

The base mapping will include but is not limited to the following items:

- Any Right-of-way and easement lines
- Site planimetric features such as, drainage and utility structures, walkways, roadways, all pavement markings, signage, building faces, and other man-made structures within the project area
- Storm pipe sizes and invert elevations
- Non-standard features such as vaults and sign messages.
- Existing utilities within the project area, tied through field surveys, 811 utility markings and utility research.
- One-foot contour intervals of the subject area

- Survey Benchmarks or any established control points

2.2. Utility Coordination

Jacobs will support TCTD in coordinating with public and private utilities to determine potential utility conflict areas and identify relocation needs. It is anticipated that the following utilities may require coordination:

- City of Tillamook – Water, Sewer, Stormwater
- Tillamook County – Water, Sewer, Stormwater
- City of Tillamook – Communications (CenturyLink, Comcast, Level 3, Verizon/XO Communications, Zayo)
- NW Natural – Gas

2.3. Geotechnical Investigation & Reports

Jacobs shall provide geotechnical engineering services to support the pavement, station, and shelter foundation design. The investigation will consist of up to three (3) borings or test pits in locations defined by the geotechnical engineer. A site visit by the geotechnical engineer will be included in this task and will be coordinated with sub-task 2.1 Surveying & Mapping.

Laboratory testing will be conducted on selected soil samples from the borings and test pits, and is anticipated to consist of general index and engineering property tests such as moisture content, Atterberg limits, unit weight, grain size distribution, pH, resistivity, chlorides and sulfates, moisture-density relationships, and California bearing ratio test values. Additional tests may be performed to determine soil strength and compressibility characteristics.

A geotechnical memo will be prepared that includes a concept figure to show proposed bore locations, a description of the explorations, exploration logs, laboratory test results, groundwater elevation data (if encountered), and a discussion of geotechnical analyses performed and design recommendations.

2.4. Documented Categorical Exclusions

Jacobs shall provide a completed Documented Categorical Exclusion (DCE) for this project for ODOT review and approval. The document will include completing due-diligence background research to verify that this project is included in the DCE categories. Jacobs will coordinate with TCTD and the ODOT Regional Transit Coordinator (RTC) until FTA concurrence is obtained. This task includes one round of revisions.

Deliverables:

- Geotechnical memorandum

Task 3. Conceptual Design Alternatives

Jacobs will develop up to three (3) bus stop concepts overlaid on top of aerial imagery prior to the base mapping completion to inform the design advanced into intermediate design. These

alternatives will be discussed in a project design meeting and a preferred alternative will be chosen by TCTD.

Assumptions:

- TCTD will provide relevant vehicle information including overall length, wheelbase spacing, vehicle width, door locations and other information as needed by the engineer for testing turning movements and amenities layout.
- TCTD will provide shelter dimensions and any available specifications for the shelter which the wish to use on the platform.

Deliverables:

- Up to three (3) bus stop concepts presented in a project design meeting

Task 4. Intermediate Design

Jacobs shall complete the translation of field survey data into site base mapping, establish the geometric boundaries of the Project site, and advance the concept chosen in task 3 Conceptual Design Alternatives.

4.1. Intermediate Plans, Specs, and Estimate (PS&E)

The level of detail in the Intermediate design submittal must be sufficient to develop intermediate cost estimates, specification list, and provide TCDC with a basis for project development planning.

Jacobs shall prepare the intermediate plans which address the following topics:

- Bus stop location/layout
- Typical sections
- Stormwater drainage
 - Stormwater conveyance must be maintained if the bus stop design impedes the ditch adjacent to the site. The design effort will consist of matching the conveyance capacity of the existing upstream culvert and ditch either with a pipe or in a culvert or grading behind the new bus stop.
- Shelter Foundation
 - Tillamook county wishes to use an existing shelter that will be provided to the Contractor for installation. Jacobs will provide a foundation detail for the shelter attachment to the bus stop pad.
- Pavement Design
- Accessible routing
- Signing/Striping
- Planting locations
- Anticipated utility conflicts
- Anticipated demolition

Jacobs shall prepare a construction cost with the intermediate design to a level of accuracy commensurate with the design completion. The intermediate design stage cost estimate will include contingency for unknowns.

Assumption:

- At the intermediate design stage, the plans shall consist of the sheets listed below. It is not anticipated that any other sheets will be required for the subsequent construction packages.
 - Cover
 - Index, Legend and Abbreviations, & Standard Drawing List
 - Details Sheets (2)
 - Typical Sections
 - Ramp Detail Sheets
 - General Construction
 - Drainage and Utilities
- TCTD will coordinate with Tillamook County and other stakeholders to provide them with the intermediate PS&E package for review.
- TCTD will obtain and compile comments from all parties and submit them to Jacobs.
- The budgeted level of effort for this task assumes minor revisions to concept developed.

Deliverables:

- Specifications outline in a Word document
- Engineers estimate in an Excel document
- Intermediate Plans delivered via email in composite single PDF

Task 5. Draft Final Design

The Draft Final Design will be advanced based on the approved intermediate drawings and direction under Task 4, and incorporate data, feedback, and results from the tasks above to incorporate additional detail to a Draft Final design level. This set will finalize the roadway geometry and project footprint, bus stop and pedestrian access, and establish grading/drainage.

Assumptions:

- TCTD will coordinate with Tillamook County and other stakeholders to provide them with the Draft Final PS&E package for review.
- TCTD will obtain and compile comments from all parties and submit them to Jacobs.
- The budgeted level of effort for this task assumes minor revisions to intermediate design deliverables. No significant design changes are assumed.

Deliverables:

- Comment Adjudication Log
- Technical Specifications in a Word document
- Engineers Estimate in an Excel document
- Draft Final Plans delivered via email in composite single PDF

Task 6. Issued For Construction (IFC) Package

Jacobs will address review comments and finalize plans and specifications based on TCTD and other stakeholder review comments. Jacobs shall develop a final engineering estimates for the

IFC submittal based on the design, with a level of accuracy commensurate with the level of design.

Assumptions:

- TCTD will coordinate with Tillamook County and other stakeholders to provide them with the Draft Final PS&E package for review.
- TCTD will obtain and compile comments from all parties and submit them to Jacobs.
- The budgeted level of effort for this task assumes minor revisions to draft final design deliverables. No significant design changes are assumed.

Deliverables:

- Comment Adjudication Log
- Stamped Technical Specifications in a Word document
- Engineers Estimate in an Excel document
- Stamped IFC Plans delivered via email in composite single PDF

FIRM: Jacobs Engineering		PROJECT TITLE: TCTD Champion Apts Bus Stop										DATE: 4.14.2021
TASK NO.	TASK DESCRIPTION	FP	FPPE	T&M	CPFF	DGS	PREPARED BY:	LABOR HOURS PER JOB CLASSIFICATION				DATE:
TASK NO.	TASK DESCRIPTION	Total Hours	Project Manager (Simpson)	Deputy Project Manager (Zurcher)	Project Engineer (Balloc)	Civil/Design Engineer (Asian)	Geotech Engineer (Cotten)	Geotech Engineer I (Azaveva)	Survey (Kong)	Admin. Clerical		
Task 1	Project Management	32	16	0	8	0	0	0	0	8	0	0
1.1	Project Design Meetings & Design Coordination	28	12	0	8	0	0	0	0	8	0	0
1.2	Project Schedule	4	4	0	0	0	0	0	0	0	0	0
Task 2	Field Investigations	86	0	12	2	2	4	24	36	6	0	0
2.1	Surveying and Mapping	36	0	0	0	0	0	0	36	0	0	0
2.2	Utility Coordination	10	0	0	0	0	0	0	0	0	0	0
2.3	Geotechnical Investigation	28	0	0	0	0	4	24	0	0	0	0
2.4	Documented Categorical Exclusions	12	0	12	0	0	0	0	0	0	0	0
Task 3	Conceptual Design Alternatives	24	0	0	8	16	0	0	0	0	0	0
3.1	Concept Development	24	0	0	8	16	0	0	0	0	0	0
Task 4	Intermediate Design	68	0	0	30	38	0	0	0	0	0	0
4.1	Cover Sheet	4	0	0	2	2	0	0	0	0	0	0
4.2	Details	12	0	0	4	8	0	0	0	0	0	0
4.3	Site Plan	24	0	0	8	16	0	0	0	0	0	0
4.4	Drainage	14	0	0	6	8	0	0	0	0	0	0
4.5	Specs	6	0	0	6	0	0	0	0	0	0	0
4.6	Estimate	8	0	0	4	4	0	0	0	0	0	0
Task 5	Draft Final Design	98	0	0	40	58	0	0	0	0	0	0
5.1	Cover Sheet	6	0	0	2	4	0	0	0	0	0	0
5.2	Details	28	0	0	10	18	0	0	0	0	0	0
5.3	Site Plan	20	0	0	8	12	0	0	0	0	0	0
5.4	Drainage	18	0	0	6	12	0	0	0	0	0	0
5.5	Specs	6	0	0	6	0	0	0	0	0	0	0
5.6	Estimate	12	0	0	4	8	0	0	0	0	0	0
5.7	Comment Log	8	0	0	4	4	0	0	0	0	0	0
Task 6	IFC Package	30	0	0	12	18	0	0	0	0	0	0
6.1	Site Plan	6	0	0	2	4	0	0	0	0	0	0
6.2	Details	6	0	0	2	4	0	0	0	0	0	0
6.3	Shelter Foundation	4	0	0	2	2	0	0	0	0	0	0
6.4	Drainage	4	0	0	2	2	0	0	0	0	0	0
6.5	Specs	4	0	0	2	2	0	0	0	0	0	0
6.6	Estimate	6	0	0	2	4	0	0	0	0	0	0
TOTAL LABOR HOURS		338	16	12	100	132	4	24	36	14	0	0
LABOR RATES (\$/HR)		\$195.00	\$150.00	\$120.00	\$110.00	\$180.00	\$180.00	\$90.00	\$100.00	\$79.00	\$0.00	\$0.00
LABOR COSTS (\$)		\$3,120.00	\$1,800.00	\$1,200.00	\$14,520.00	\$720.00	\$2,160.00	\$3,600.00	\$3,600.00	\$1,106.00	\$0.00	\$0.00
EXPENSES												
SUB-TASK NO.	ITEM(S)	QUANTITY	UNIT PRICE	TOTAL PRICE								
	Mileage	600	\$0.56	\$336.00								
	Per Diem			\$0.00								
	Copies			\$0.00								
	Miscellaneous			\$0.00								
	Labs	1	\$700.00	\$700.00								
TOTAL EXPENSES:				\$1,036								
FIRM'S TOTAL COST OF LABOR (or Fixed Price):				\$39,026								
FIRM'S TOTAL COST (no Subcontracts)				\$40,062								
TOTAL SUBCONTRACTOR PRICES:				\$0								

COMMENTS:

85