

Tillamook County Transportation District  
Board of Directors  
Regular Monthly Meeting



Thursday, May 14, 2021 at 6:30 PM  
Transportation Building  
3600 Third St., Ste. A  
Tillamook, Oregon

**TO: BOARD OF DIRECTORS**  
**FROM: DOUG PILANT, GENERAL MANAGER**  
**SUBJECT: SECOND READING OF ORDINANCE NO. 2-21**

## **ISSUE**

Shall the Board direct the Second Reading of Ordinance No. 2-21 by Title and set a Public Hearing beginning with the April 22, 2021 Board meeting and the May 20, 2021 Board meeting to receive public testimony regarding proposed changes to the fare structure as described in the proposed Ordinance No. 2-21 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 August 2016, the District adopted its Long-Range Transit Development Plan (LRTDP), which established a monitoring program that includes a farebox recovery performance measure (fare revenue divided by total operating cost) and a goal of increasing farebox recovery balanced with maintaining service that is affordable.

In 2018, TCTD conducted an analysis of the dial-a-ride fare policy to begin developing policies to better reflect the cost of providing a broad range of demand response trips

across Tillamook County and allow it to transition away from demand response zones to a county-wide dial-a-ride system. The study included a study provided a policy review, a study of rider trip patterns, and a peer review of similar sized transit agencies fare policies.

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 approved by the Oregon Transportation Commission (OTC) on May 13, 2021.

## **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. Currently Dial-A-Ride is available for travel within a single fare zone only, with the exception of medical appointments, as described below.
- 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, whether paid with a single fare, day pass, or monthly pass). 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.



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

	Full Fare		Reduced Fare		Child/Youth Fare*	
	Current	Proposed	Current	Proposed	Current	Proposed
<b>Tillamook County Routes (Deviated Fixed Routes)</b>						
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
<b>Dial-A-Ride</b>						
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
<b>Intercity Route 5 (Portland Coastliner)</b>						
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
<b>Intercity Routes 60X/70X (Coastal Connector)</b>						
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
<b>Special Programs</b>						
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

## 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.

### **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](mailto: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. 2-21 at the Public Hearing on May 20, 2021.

### **RECOMMENDATION**

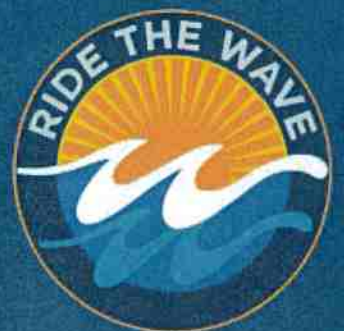
Staff recommends the Board direct the First Reading of Ordinance No. 2-21 by Title; and receive public testimony regarding proposed changes to the fare structure, rates, and effective date, from the April 22, 2021 Board meeting to the May 20, 2021 Board meeting pursuant to ORS 198.540 and ORS 267.150.



# Tillamook County Transportation District

## Fare Policy Analysis

May 2021



**FARE POLICY ANALYSIS | FINAL REPORT**  
Tillamook County Transportation District

## Table of Contents

	<b>Page</b>
Introduction.....	1
Project Goals.....	1
Existing Conditions Assessment.....	1
Stakeholder Focus Groups: Existing Conditions (Fall 2020).....	4
Fare Scenario Evaluation and Results.....	5
Public and Stakeholder Outreach: Initial Fare Proposal (Winter 2021).....	19
Fare Structure and Policy Recommendations.....	28
Next Steps.....	38
Appendix A Existing Conditions Findings	
Appendix B Adoption Process Outreach Materials	



## Table of Figures

		Page
Figure 1	Existing Fare Zones and Services.....	3
Figure 2	Summary of Fare-Related Focus Group Comments.....	5
Figure 3	Fare Scenarios Evaluated.....	7
Figure 4	Fare Scenario Ridership and Revenue Change.....	8
Figure 5	Fare Scenario Ridership and Revenue Change (Chart).....	8
Figure 6	Scenario 1A Fare Structure.....	9
Figure 7	Scenario 1B Fare Structure.....	10
Figure 8	Scenario 2A Fare Structure.....	11
Figure 9	Scenario 2B Fare Structure.....	12
Figure 10	Scenario 3 Fare Structure.....	13
Figure 11	Scenario 4A Fare Structure.....	14
Figure 12	Scenario 4B Fare Structure.....	15
Figure 13	Scenario 5 Fare Structure.....	16
Figure 14	Scenario 6 Fare Structure.....	17
Figure 15	Scenario 7 Fare Structure.....	18
Figure 16	Survey Respondent Locations.....	20
Figure 17	Routes Used by Survey Respondents.....	21
Figure 18	Survey Results for Proposal to Charge \$1 for a Deviation.....	22
Figure 19	Survey Results for Proposal to Charge a Mileage-Based DAR Fare and Eliminate Fare Zones.....	22
Figure 20	Survey Results for Route 5 Preliminary Fare Proposal.....	23
Figure 21	Survey Results: Interest in Mobile Ticketing.....	24
Figure 22	Survey Results: Options to Make Buying Fares More Convenient.....	25
Figure 23	Existing and Proposed Fares; Summary of Public and Stakeholder Input.....	27
Figure 24	Existing and Proposed Discount Policies; Summary of Public and Stakeholder Input.....	27
Figure 25	Recommended Fare Structure.....	28
Figure 25	TCTD Deviated Fixed-Route Service.....	29
Figure 26	TCTD Intercity Service.....	29
Figure 28	Dial-a-Ride Proposed Fare Examples (One-Way Regular Fares*),.....	30
Figure 29	Ridership and Revenue Impacts of Recommended Fare Structure, Total and Percent Change.....	32
Figure 30	Ridership and Revenue Impacts of Recommended Fare Structure, by Service Type.....	32
Figure 31	Summary of Dial-A-Ride Fare Types and Changes for Privately Paid Trips.....	33
Figure 32	Privately-Paid Dial-A-Ride Trips within Existing Fare Zones, 7/1/2018 to 6/30/2020.....	34
Figure 34	Dial-A-Ride Trip Statistics for Riders Making Private Cross-Zone Trips, 7/1/2018 to 6/30/2020.....	35
Figure 35	Mobile Ticketing Benefits and Drawbacks.....	36

## INTRODUCTION

The Tillamook County Transportation District (TCTD) fare analysis provides a comprehensive review of the current fare structure and policies for The Wave, analyzed fare scenarios, and provides fare structure and policy recommendations. TCTD is interested in making changes to fare and/or service policies effective Summer 2021, coordinated with its launch of the Ecolane Deviated Fixed-Route module.

The fare analysis includes a review of:

- Existing fare policies
- Relevant fare-related best practices
- Potential impact to ridership and revenue of modeled fare scenarios
- Fare and policy recommendations

Fare recommendations incorporate results from reviewing national best practices, evaluation of fare scenarios, refining concepts with agency staff, and input from the public and stakeholders.

## PROJECT GOALS

Specific goals and objectives for the fare study are summarized as follows:



Simplify and streamline fare structure



Coordination and seamless integration with other providers



Increase ridership while balancing fare revenue



Establish performance metrics, including average subsidy per trip and farebox recovery



Evaluate alternatives to in-county multi-zone fare structure



Explore new fare media, including mobile and electronic ticketing



Educate operators, board, and public on fares and fare policies

## EXISTING CONDITIONS ASSESSMENT

This analysis reviews existing fare structure and policies for TCTD, as well as summarizes revenue trends, fare media usage, other regional fare policies and practices, and rider demographics to determine opportunities for modifications to fare policies and structure. For reference, Figure 1 illustrates existing services and fare zones.

Existing conditions analysis findings are included in **Appendix A**.

Select opportunities to improve the fare structure include the following:

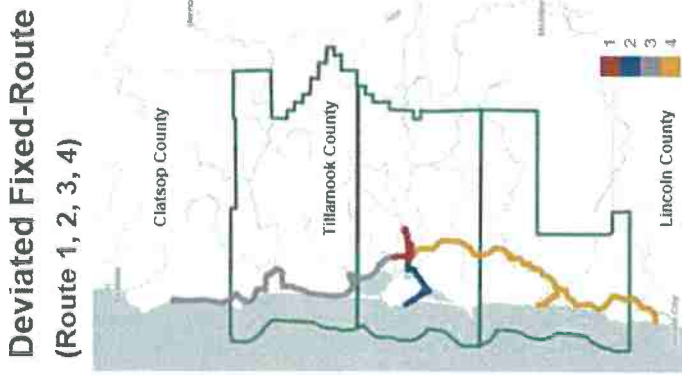
## FARE POLICY ANALYSIS | FINAL REPORT

Tillamook County Transportation District

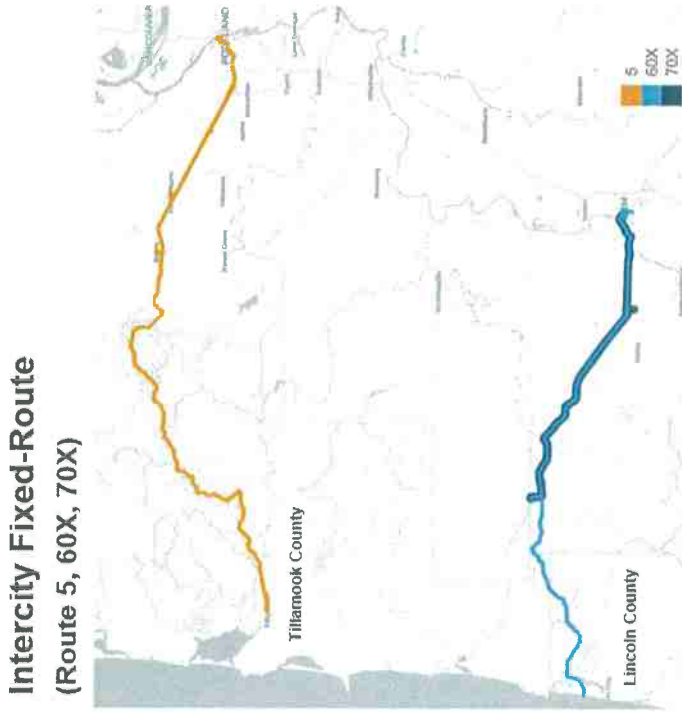
- Discount policies and age thresholds can be simplified and made consistent across all routes
- Inconsistent zone boundaries across services may be confusing for riders
- Potential opportunity to better market visitor pass for passengers using transit along the coast
  - 3 and 7-Day Visitor passes have low usage compared to Route 5 ridership
- Offer more ways to purchase fare products, including online or mobile ticket options
- Consider intercounty and additional interagency pass options
- Consider potential for fare reciprocity among partner providers
- Some peer agencies offer additional pass and discount options
- Most local services at peer agencies are a flat fare
- Streamlining passenger information can make the fare structure more understandable for riders



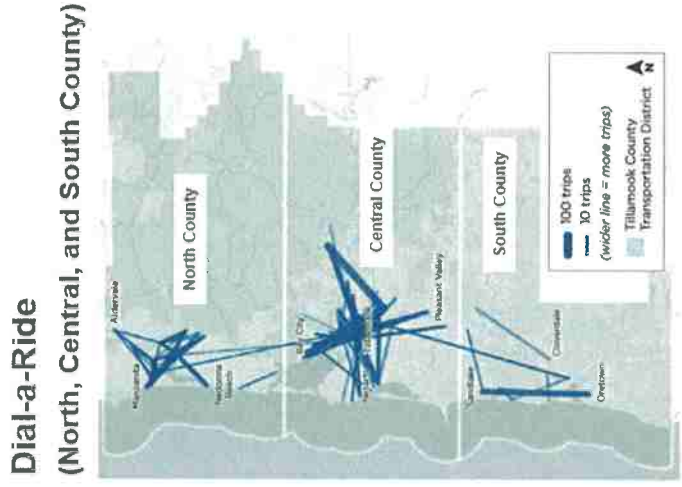
Figure 1 Existing Fare Zones and Services



- Zone-based fares
- Deviations allowed



- Zone-based fares
- Long-distance, limited stops



- Reserved in advance
- Trips only within each zone (except medical)

## STAKEHOLDER FOCUS GROUPS: EXISTING CONDITIONS (FALL 2020)

Two focus group meetings (10 people) were held on September 15 and 16, 2020 to obtain input from TCTD stakeholders on topics related to the fare study, including the zone structure, fare media, and discounts. The discussion included general feedback on TCTD's existing services and opportunities for the District. Focus group participants included members representing the following agencies:

- Tillamook County Community Action Resource Enterprises
- Tides of Change
- Tillamook County Veterans Services
- Oregon Health Authority VISTA
- Rinehart Clinic
- Marie Mills Center
- Northwest Senior and Disability Services
- ODOT Public Transportation Division
- Columbia Pacific Coordinated Care Organization
- Lincoln County Transit

Highlights from the focus groups relevant to the fare analysis are provided in Figure 2.

**Figure 2 Summary of Fare-Related Focus Group Comments**

Category	Findings
<b>Fare zones</b>	<ul style="list-style-type: none"> <li>▪ Zones are arbitrary, cutoffs are challenging (people need multiple tokens)</li> <li>▪ People would be delighted to pay a little more to be able to travel outside the existing zones</li> <li>▪ A mileage-based fare seems confusing and could get expensive</li> <li>▪ Simplicity should be the goal</li> </ul>
<b>Fare media / options</b>	<ul style="list-style-type: none"> <li>▪ More passes are needed; look for options to fund more passes (PUD donation program)</li> <li>▪ Would be concerned about eliminating tokens/passes (some people don't use internet/smartphones)</li> <li>▪ Multiple options/flexibility to pay fare are beneficial (e.g., credit card, enable buying tickets/passes electronically, change machine at transit center)</li> </ul>
<b>Fare policies</b>	<ul style="list-style-type: none"> <li>▪ Consider modifying accompanying child policies</li> </ul>
<b>Discount programs</b>	<ul style="list-style-type: none"> <li>▪ Consider programs like the following:                             <ul style="list-style-type: none"> <li>○ "Honored Citizens" pass (including Medicaid card holders and disabled veterans).</li> <li>○ Low-income; ability to apply for discounted access</li> <li>○ Fare capping</li> <li>○ Youth pass program (through school districts and charter schools)</li> <li>○ Children under 5 or 6 years ride free</li> </ul> </li> </ul>
<b>Pass programs</b>	<ul style="list-style-type: none"> <li>▪ Expand employer pass programs (PUD, Cheese Factory, Smoker) where employers provide bus passes</li> </ul>
<b>Cross-county connections</b>	<ul style="list-style-type: none"> <li>▪ Fare reciprocity would be beneficial (works with pass but not one-way fare)</li> <li>▪ Easier to establish on agency-by-agency basis than all at once</li> </ul>
<b>Free fares</b>	<ul style="list-style-type: none"> <li>▪ Strong interest/support</li> </ul>
<b>Technology</b>	<ul style="list-style-type: none"> <li>▪ Support for mobile ticketing as a convenient option for most riders (as long as other options are maintained); people are doing this for sports and other events</li> </ul>

## FARE SCENARIO EVALUATION AND RESULTS

Fare scenarios combine select concepts that can be compared against one another. These scenarios are preliminary and intended to test alternative approaches; options in some scenarios carried through to be part of the final recommendations, while others did not. This section describes the ridership and revenue impacts of seven specific scenarios.

### Approach and Assumptions

The fare model developed for this project is based on existing ridership and revenue data (FY 2018) and assumptions on average fare per passenger for each fare product. This information is then used as a baseline to understand order of magnitude changes to fare revenues and ridership as a result of pricing or structural changes.

## FARE POLICY ANALYSIS | FINAL REPORT

Tillamook County Transportation District

Consumption of transit, like other goods and services, reacts to cost. Significant research over time has examined the sensitivity of transit ridership to fare increases. In transit, the standard measurement of sensitivity to fare changes means that for every 10% increase in fares, ridership will decrease by 3% (and vice-versa).

As such, elasticity factors are common in fare modeling, as they define the price sensitivity of riders to fare changes. An elastic factor suggests a larger change in ridership relative to a fare change. An inelastic factor suggests a relatively small change in ridership relative to a fare change. The model accounts for three elasticity factors:

- A relatively inelastic factor (-0.33), which is consistent with industry standards for regular fares
- A “reduced” elasticity factor (-0.21) to account for observations associated with student, elderly, and disabled patrons

Using these elasticity factors, ridership changes (on a fare product basis) are determined from the proposed fare increase or decrease. A new average fare for each fare product is also calculated from the percentage change in the fare product price. Finally, multiplying the new ridership estimate by the new average fare produces a revenue estimate for that fare product.

It should be cautioned that any estimation model is an approximation based on a set of assumptions and is highly dependent on accurate data inputs to ensure quality outputs. The fare model bases ridership and revenue changes strictly on price variation. Qualitative factors such as customer simplicity or other factors are not considered here but are certainly factors in reality that influence ridership and revenue levels. Based on the perceived simplicity gains, it is likely that ridership benefits in each alternative are understated. As a result, the findings from this analysis are simply estimates but offer a valuable means to compare different alternatives against one another.

### Fare Scenarios

Seven different scenarios for fare structure and pricing changes were developed to evaluate potential impacts to TCTD ridership and revenue. Fare scenarios are listed below and compared to project goals in Figure 3.

- **Scenario 1** – Focus on Simplicity: Implement Flat Fare
  - 1A: Including Route 5
  - 1B: Not including Route 5
- **Scenario 2** – Focus on Simplicity: Implement Streamlined Zone Fare
  - 2A: Including Route 5
  - 2B: Not including Route 5
- **Scenario 3** – Focus on Increasing Ridership
- **Scenario 4** – Achieve Farebox Recovery Thresholds
  - 4A: Target 15%
  - 4B: Target 20%
- **Scenario 5** – Focus on Regional Fare Integration
- **Scenario 6** – Implement Low-Income Fare Program
- **Scenario 7** – Implement Mileage-Based Dial-a-Ride Fare

**FARE POLICY ANALYSIS | FINAL REPORT**  
Tillamook County Transportation District

**Figure 3 Fare Scenarios Evaluated**

Proposed Fare Scenarios		Project Goals				
		Simplify and streamline fare structure	Coordination/seamless integration with other providers	Increase ridership while balancing fare revenue	Establish performance metrics, including average subsidy per trip and farebox recovery	Evaluate alternatives to in-county zone fare
1	<b>Focus on Simplicity: Implement Flat Fare</b> <ul style="list-style-type: none"> <li>▪ Emphasize simplicity by implementing a flat fare across service types</li> <li>▪ Align discount policies</li> </ul>	✓		✓		✓
2	<b>Focus on Simplicity: Implement Streamlined Zone Fare</b> <ul style="list-style-type: none"> <li>▪ Maintain zone fares but simplify where possible</li> <li>▪ Align discount policies</li> </ul>	✓		✓		
3	<b>Focus on Increasing Ridership</b> <ul style="list-style-type: none"> <li>▪ Modify fare structure to increase ridership</li> </ul>			✓		
4	<b>Achieve Farebox Recovery Thresholds</b> <ul style="list-style-type: none"> <li>▪ Modify fare structure to increase farebox recovery and achieve 15% and 20% thresholds</li> </ul>				✓	
5	<b>Focus on Regional Fare Integration</b> <ul style="list-style-type: none"> <li>▪ Align TCTD fares with pricing and discount practices at other NW Connector (NWOTA) agencies, to the extent feasible</li> </ul>	✓	✓	✓		✓
6	<b>Implement Low-Income Fare Program</b> <ul style="list-style-type: none"> <li>▪ Implement low-income fare program at 200% of the federal poverty level</li> </ul>			✓		
7	<b>Implement Mileage-Based Dial-a-Ride Fare</b> <ul style="list-style-type: none"> <li>▪ Implement Dial-a-Ride fare option based on trip distance</li> </ul>			✓		✓
FINAL	<b>Final Recommended Scenario</b> <ul style="list-style-type: none"> <li>▪ Flat fare within Tillamook County</li> <li>▪ Align TCTD fares with pricing and discount practices at other NWOTA agencies, to the extent feasible</li> <li>▪ Implement low-income fare program at 200% of the federal poverty level, after developing eligibility process</li> <li>▪ Implement Dial-a-Ride fare based on trip distance</li> </ul>	✓	✓	✓	✓	✓



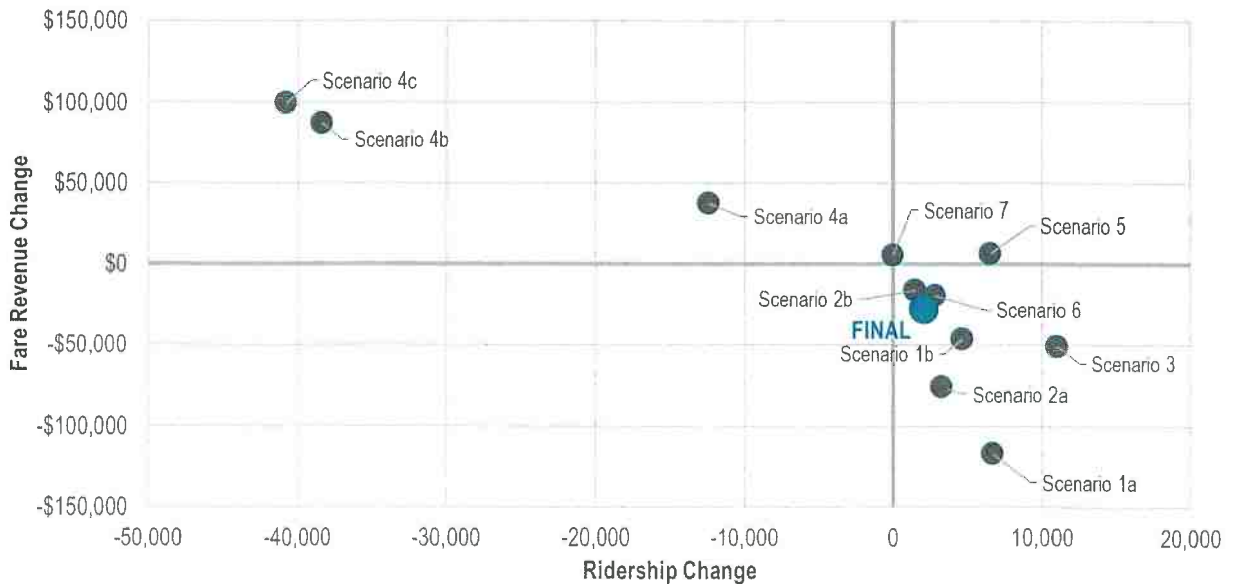
## Fare Scenario Results Summary

The relative ridership and revenue changes for each scenario for are shown in Figure 4 and Figure 5. The fare structure and resulting ridership and revenue impacts for each scenario are described in further detail in the remainder of this section. The final recommended scenario is also shown for comparison.

**Figure 4 Fare Scenario Ridership and Revenue Change**

Fare Scenario	Change in Ridership	Ridership % Change	Change in Revenue	Revenue % Change
1A. Focus on Simplicity: Implement Flat Fare (including Route 5)	7,000	5.0%	-\$117,000	-42.5%
1B. Focus on Simplicity: Implement Flat Fare (not including Route 5)	4,000	3.3%	-\$41,000	-14.8%
2A. Focus on Simplicity: Implement Streamlined Zone Fare (including Route 5)	3,000	2.4%	-\$73,000	-26.7%
2B. Focus on Simplicity: Implement Streamlined Zone Fare (not including Route 5)	1,000	0.9%	-\$11,000	-4.0%
3. Focus on Increasing Ridership	11,000	8.1%	-\$47,000	-17.3%
4A. Achieve Farebox Recovery Thresholds – 15%	-12,000	-9.0%	\$35,000	12.7%
4B. Achieve Farebox Recovery Thresholds – 20%	-38,000	-28.6%	\$94,000	34.3%
5. Focus on Regional Fare Integration	7,000	5.1%	4,000	1.4%
6. Implement Low-Income Fare Program	3,000	2.1%	-\$19,000	-7.0%
7. Implement Mileage-Based Dial-a-Ride Fare	0	0.0%	\$6,000	2.1%
<b>FINAL RECOMMENDED SCENARIO</b>	<b>2,000</b>	<b>1.6%</b>	<b>-\$9,900</b>	<b>-9.9%</b>

**Figure 5 Fare Scenario Ridership and Revenue Change (Chart)**



**FARE POLICY ANALYSIS | FINAL REPORT**

Tillamook County Transportation District

**Scenario 1 A: Focus on Simplicity – Implement Flat Fare (including Route 5)**

The goal of the flat fare scenario is to provide a simplified fare structure in which the same flat rate fare is charged regardless of service type. This scenario includes Route 5 as part of that assumption. While a flat fare would simplify the customer experience and improve a regional approach to transit, the steep financial impacts may be prohibitive for this approach. The revision of the TCTD fare structure is estimated to result in a 7,000 (5.0%) ridership gain and \$117,000 (-42.5%) revenue loss. The fare structure is provided in Figure 6.

**Figure 6 Scenario 1A Fare Structure**

		<b>Full Fare</b>	<b>Reduced Fare</b>
<b>Deviated -fixed routes</b>	Cash – Trip within one zone	\$1.50	\$0.75
	Cash – Trip across two zones	\$1.50	\$0.75
	Cash – Trip across three zones	\$1.50	\$0.75
	Tillamook Town Loop Daily Pass	\$1.50	\$0.75
	Monthly Pass	\$40	\$30
<b>Intercity</b>	Cash – Trip within one zone	\$1.50	\$0.75
	Cash – Trip across two zones	\$1.50	\$0.75
	Cash – Trip across three zones	\$1.50	\$0.75
	PDX one-way	\$1.50	\$0.75
	PDX round-trip	\$3	\$1.50
<b>Dial-a- ride</b>	Cash one zone	\$4	\$2
	Cash multi-zone	\$4	\$2



**Scenario 1B: Focus on Simplicity – Implement Flat Fare (not including Route 5)**

The goal of the flat fare scenario is to provide a simplified fare structure in which the same flat rate fare is charged regardless of service type. This scenario excludes Route 5 as part of that assumption, which has a significant impact on revenue compared with Scenario 1A. The revision of the TCTD fare structure is estimated to result in a 4,000 (3.3%) ridership gain and \$41,000 (-14.8%) revenue loss. The fare structure is provided in Figure 7.

**Figure 7 Scenario 1B Fare Structure**

		<b>Full Fare</b>	<b>Reduced Fare</b>
<b>Deviated -fixed routes</b>	Cash – Trip within one zone	\$1.50	\$0.75
	Cash – Trip across two zones	\$1.50	\$0.75
	Cash – Trip across three zones	\$1.50	\$0.75
	Tillamook Town Loop Daily Pass	\$1.50	\$0.75
	Monthly Pass	\$40	\$30
<b>Intercity</b>	Cash – Trip within one zone	\$1.50	\$0.75
	Cash – Trip across two zones	\$1.50	\$0.75
	Cash – Trip across three zones	\$1.50	\$0.75
	PDX one-way	\$15	\$7.50
	PDX round-trip	\$20	\$10
<b>Dial-a- ride</b>	Cash one zone	\$4	\$2
	Cash multi-zone	\$4	\$2

**Scenario 2A: Focus on Simplicity – Implement Streamlined Zone Fare (including Route 5)**

A streamlined zone fare would simplify the regional fare structure, while allowing some services to continue charging a higher rate than local service. While a streamlined zone fare would simplify the customer experience and improve a regional approach to transit, the steep financial impacts may be prohibitive for this approach. The revision of the TCTD fare structure is estimated to result in a 3,000 (2.4%) ridership gain and \$73,000 (-26.7%) revenue loss. The fare structure is provided in Figure 8.

**Figure 8 Scenario 2A Fare Structure**

		<b>Full Fare</b>	<b>Reduced Fare</b>
<b>Deviated -fixed routes</b>	Cash – Trip within one zone	\$1.50	\$0.75
	Cash – Trip across two zones	\$1.50	\$0.75
	Cash – Trip across three zones	\$4	\$2
	Tillamook Town Loop Daily Pass	\$1.50	\$0.75
	Monthly Pass	\$40	\$30
<b>Intercity</b>	Cash – Trip within one zone	\$1.50	\$0.75
	Cash – Trip across two zones	\$4	\$2
	Cash – Trip across three zones	\$4	\$2
	PDX one-way	\$4	\$2
	PDX round-trip	\$4	\$2
<b>Dial-a- ride</b>	Cash one zone	\$4	\$2
	Cash multi-zone	\$12.50	\$12.50

**Scenario 2B: Focus on Simplicity – Implement Streamlined Zone Fare (not including Route 5)**

A streamlined zone fare would simplify the regional fare structure, while allowing some services to continue charging a higher rate than local service. This scenario excludes Route 5 as part of that assumption, which has a significant impact on revenue compared with Scenario 2A. The revision of the TCTD fare structure is estimated to result in a 1,000 (0.9%) ridership gain and \$11,000 (-4.0%) revenue loss. The fare structure is provided in Figure 9.

**Figure 9 Scenario 2B Fare Structure**

		<b>Full Fare</b>	<b>Reduced Fare</b>
<b>Deviated -fixed routes</b>	Cash – Trip within one zone	\$1.50	\$0.75
	Cash – Trip across two zones	\$1.50	\$0.75
	Cash – Trip across three zones	\$4	\$2
	Tillamook Town Loop Daily Pass	\$1.50	\$0.75
	Monthly Pass	\$40	\$30
<b>Intercity</b>	Cash – Trip within one zone	\$1.50	\$0.75
	Cash – Trip across two zones	\$4	\$2
	Cash – Trip across three zones	\$4	\$2
	PDX one-way	\$15	\$7.50
	PDX round-trip	\$20	\$10
<b>Dial-a- ride</b>	Cash one zone	\$4	\$2
	Cash multi-zone	\$12.50	\$12.50

**Scenario 3: Focus on Increasing Ridership**

This scenario takes an iterative approach to adjusting fares until prices are such that ridership is maximized and no longer increases with subsequent decreases in fare price. This scenario also assumes that fares would not be reduced so low as to provide fare free service and that pass multipliers must remain within peer agency best practices. The revision of the TCTD fare structure is estimated to result in an 11,000 (8.1%) ridership gain and \$47,000 (-17.3%) revenue loss. The fare structure is provided in Figure 10.

**Figure 10 Scenario 3 Fare Structure**

		<b>Full Fare</b>	<b>Reduced Fare</b>
<b>Deviated -fixed routes</b>	Cash – Trip within one zone	\$1	\$0.50
	Cash – Trip across two zones	\$2.50	\$1.25
	Cash – Trip across three zones	\$4	\$2
	Tillamook Town Loop Daily Pass	\$1	\$0.50
	Monthly Pass	\$40	\$20
<b>Intercity</b>	Cash – Trip within one zone	\$1	\$0.50
	Cash – Trip across two zones	\$2	\$1
	Cash – Trip across three zones	\$4	\$2
	PDX one-way	\$10	\$5
	PDX round-trip	\$15	\$7.50
<b>Dial-a- ride</b>	Cash one zone	\$4	\$2
	Cash multi-zone	\$12.50	\$12.50



**Scenario 4A: Achieve Farebox Recovery Thresholds – 15%**

Similar to Scenario 3, this scenario takes an iterative approach to adjusting fares and pass multipliers until prices are such that farebox recovery rate is maximized and no longer increases with subsequent increases in fare price. The maximized fare for this scenario was designed to achieve 15% farebox recovery. The revision of the TCTD fare structure is estimated to result in a 12,000 (-9.0%) ridership loss and \$35,000 (12.7%) revenue gain. The fare structure is provided in Figure 11.

**Figure 11 Scenario 4A Fare Structure**

		<b>Full Fare</b>	<b>Reduced Fare</b>
<b>Deviated -fixed routes</b>	Cash – Trip within one zone	\$2	\$1
	Cash – Trip across two zones	\$3.50	\$1.75
	Cash – Trip across three zones	\$5	\$2.50
	Tillamook Town Loop Daily Pass	\$2	\$1
	Monthly Pass	\$55	\$40
<b>Intercity</b>	Cash – Trip within one zone	\$2.50	\$1.25
	Cash – Trip across two zones	\$4	\$2
	Cash – Trip across three zones	\$7	\$3.50
	PDX one-way	\$15	\$7.50
	PDX round-trip	\$30	\$15
<b>Dial-a- ride</b>	Cash one zone	\$5	\$2.50
	Cash multi-zone	\$12.50	\$12.50

**Scenario 4B: Achieve Farebox Recovery Thresholds – 20%**

Similar to Scenario 3, this scenario takes an iterative approach to adjusting fares and pass multipliers until prices are such that farebox recovery rate is maximized and no longer increases with subsequent increases in fare price. The maximized fare for this scenario was designed to achieve 20% farebox recovery. The revision of the TCTD fare structure is estimated to result in a 38,000 (-28.6%) ridership loss and \$94,000 (34.3%) revenue gain. The fare structure is provided in Figure 12.

**Figure 12 Scenario 4B Fare Structure**

		<b>Full Fare</b>	<b>Reduced Fare</b>
<b>Deviated -fixed routes</b>	Cash – Trip within one zone	\$2.50	\$1.25
	Cash – Trip across two zones	\$5	\$2.50
	Cash – Trip across three zones	\$8	\$4
	Tillamook Town Loop Daily Pass	\$3.50	\$1.75
	Monthly Pass	\$80	\$60
<b>Intercity</b>	Cash – Trip within one zone	\$2.50	\$1.25
	Cash – Trip across two zones	\$5	\$2.50
	Cash – Trip across three zones	\$8	\$4
	PDX one-way	\$25	\$12.50
	PDX round-trip	\$40	\$20
<b>Dial-a- ride</b>	Cash one zone	\$10	\$5
	Cash multi-zone	\$12.50	\$12.50

**Scenario 5: Focus on Regional Fare Integration**

This scenario evaluated the ridership and revenue impacts of simplifying the regional fare structure by modifying TCTD fares to more closely align with Sunset Empire Transportation District’s fare structure. Nearly all fare pricing was modified. The revision of the TCTD fare structure is estimated to result in a 7,000 (5.1%) ridership gain and \$4,000 (1.4%) revenue gain. The fare structure is provided in Figure 13.

**Figure 13 Scenario 5 Fare Structure**

		<b>Full Fare</b>	<b>Reduced Fare</b>
<b>Deviated -fixed routes</b>	Cash – Trip within one zone	\$1	\$0.50
	Cash – Trip across two zones	\$1	\$0.50
	Cash – Trip across three zones	\$5	\$2.50
	Tillamook Town Loop Daily Pass	\$1	\$0.50
	Monthly Pass	\$30	\$20
<b>Intercity</b>	Cash – Trip within one zone	\$1	\$0.50
	Cash – Trip across two zones	\$5	\$2.50
	Cash – Trip across three zones	\$8	\$4
	PDX one-way	\$15	\$7.50
	PDX round-trip	\$30	\$15
<b>Dial-a- ride</b>	Cash one zone	\$8	\$4
	Cash multi-zone	\$12	\$12



**Scenario 6: Implement Low-Income Fare Program**

This scenario evaluated the ridership and revenue impacts of implementing a low-income fare program in the region. Offering a low-income fare category is another method for making transit a more affordable transportation option. This scenario analyzes the impacts of offering a half fare discount to eligible adults making up to 200% of the Federal Poverty Level (FPL). This scenario assumes that 35% of eligible riders would actually use the low-income fare program—the observed usage rate for the ORCA Lift low-income fare program in Seattle, WA. Offering a low-income discount program with a threshold at 200% FPL is the current industry standard (although 150% FPL is also being used). The revision of the TCTD fare structure is estimated to result in a 3,000 (2.1%) ridership gain and \$19,000 (-7.0%) revenue loss. The fare structure is provided in Figure 14.

**Figure 14 Scenario 6 Fare Structure**

		<b>Full Fare</b>	<b>Reduced Fare/ Low Income</b>
<b>Deviated -fixed routes</b>	Cash – Trip within one zone	\$1.50	\$0.75
	Cash – Trip across two zones	\$3	\$1.50
	Cash – Trip across three zones	\$4.50	\$2.25
	Tillamook Town Loop Daily Pass	\$1.50	\$0.75
	Monthly Pass	\$40	\$30
<b>Intercity</b>	Cash – Trip within one zone	\$1.50	\$0.75
	Cash – Trip across two zones	\$3	\$1.50
	Cash – Trip across three zones	\$6	\$3
	PDX one-way	\$15	\$7.50
	PDX round-trip	\$20	\$10
<b>Dial-a- ride</b>	Cash one zone	\$4	\$2
	Cash multi-zone	\$12.5	\$12.5

**Scenario 7: Implement Mileage-Based Dial-a-Ride Fare**

This scenario evaluated the potential ridership and revenue impacts for implementing a mileage-based fare for Dial-a-Ride service. This scenario would eliminate the existing Dial-a-Ride zones and offer a combined fixed-fare with a variable fare based on distance. This scenario takes an iterative approach to adjusting fares. The analyzed scenario assumes a fare of \$4 for the first five miles of travel, with \$1 per mile charged after that. This scenario does not have any changes associated with deviated fixed-route or intercity service. The revision of the TCTD fare structure is estimated to result in no net average change to ridership (although some changes could not be quantified through this analysis, given that Dial-A-Ride trips will be available countywide) and a \$6,000 (2.1%) revenue gain. Existing riders making trips of up to five miles would not see a change in fares, while the relatively small number of riders making trips longer than five miles would see an additional cost, and the higher fare could result in fewer trips. However, a mileage-based fare would enable trips across fare zones, which today are available for medical appointments only, for a \$12.50 fare. Many such trips would cost less with a mileage-based fare.

The fare structure is provided in Figure 15.

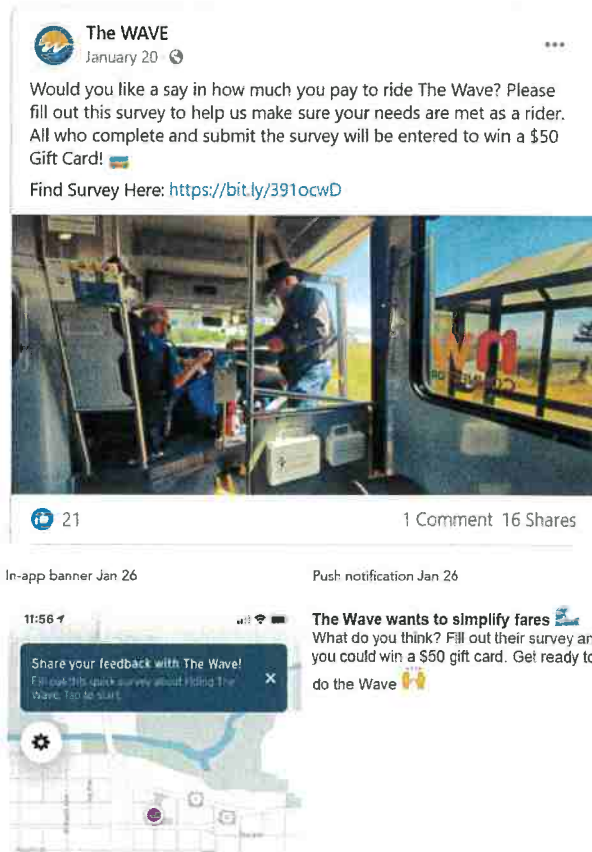
**Figure 15 Scenario 7 Fare Structure**

		<b>Full Fare</b>	<b>Reduced Fare</b>
<b>Deviated-fixed routes</b>		No change in current fare structure	
<b>Intercity</b>		No change in current fare structure	
<b>Dial-a-ride</b>	Cash one zone	\$4 the first 5 miles,	\$2 the first 5 miles,
	Cash multi-zone	After \$1 additional per mile	After \$0.50 additional per mile

## PUBLIC AND STAKEHOLDER OUTREACH: INITIAL FARE PROPOSAL (WINTER 2021)

A public survey was conducted between January 11-31, 2021 to obtain initial input on the fare proposal. There were 77 responses. The survey was publicized with flyers on buses, through TCTD's stakeholder e-mail list, on TCTD's Facebook page (at right), and through push notifications on the real-time information Transit app. 866 users saw a banner on their mobile device and 4% tapped on the banner from the app's home screen. Slightly fewer than 300 app users received notifications and 64 users tapped on the notification linking them to the survey. Some users may have taken the survey on a different device.

On March 2, 2021 a follow up focus group meeting was held with stakeholders to solicit their feedback, particularly on proposed changes where support in the public survey was mixed or not in favor of the original proposal. Figure 23 and Figure 24 summarize the existing fare or policy, the proposed fare or policy change (as revised based on survey and/or focus group input), and key changes that were made in response to the input.



Social media post (top) and real-time Transit app notification (bottom) publicizing the fare study survey in January 2021  
Source: <https://www.facebook.com/Tillamookbus/>

## Input on Initial Fare Proposal

Key highlights include:

- **86%** of people who responded to the survey live in Tillamook County; 55% live in Central County (including 44% who live in Tillamook), 21% in North County, and 10% in South County. (See Figure 16).

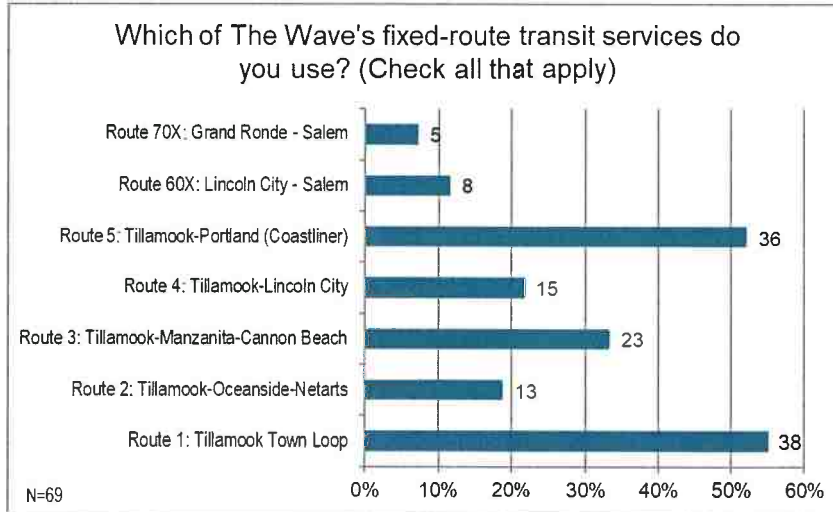
**Figure 16 Survey Respondent Locations**

County	City	Zip	#	%	Total %
Clatsop County	Seaside	97138	1	1%	
North Tillamook County	Manzanita	97130	1	1%	21%
	Rockaway Beach	97136	7	10%	
	Nehalem	97131	2	3%	
	Wheeler	97147	2	3%	
	Garibaldi	97118	3	4%	
Central Tillamook County	Bay City	97107	3	4%	55%
	Tillamook	97141	31	44%	
	Netarts	97143	4	6%	
	Netarts	97141	1	1%	
South Tillamook County	Neskowin	97149	1	1%	10%
	Hebo	97122	2	3%	
	Cloverdale	97112	4	6%	
Grand Ronde			1	1%	
Yamhill County			1	1%	
Marion County			1	1%	
Multnomah County			2	3%	
Clackamas County			1	1%	
Washington County			3	4%	



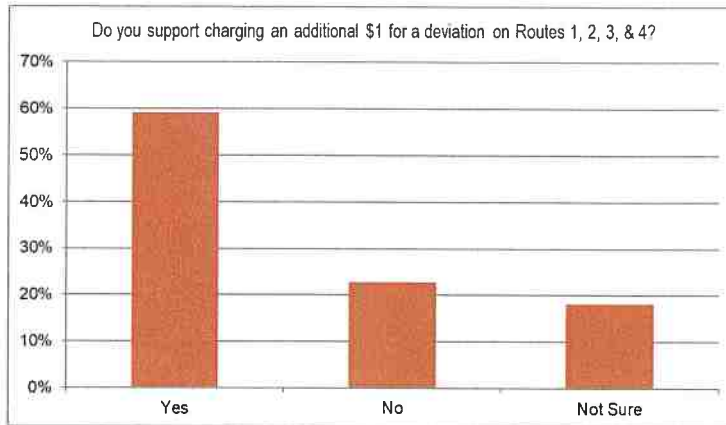
- People who responded to the survey ride a broad representation of The Wave fixed-routes (see Figure 17), and Dial-A-Ride users were represented across the three Dial-A-Ride fare zones.

Figure 17 Routes Used by Survey Respondents



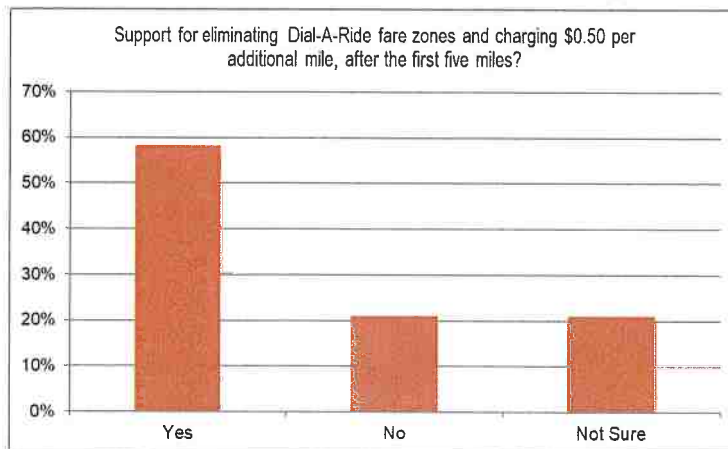
- **92%** of people who responded to the survey feel The Wave service is affordable.
- The following proposals received **strong support** in the survey:
  - **80% supported making reduced fares available to lower income persons** and disabled veterans, compared to **11%** did not support the change. Reduced fares for adult passengers are currently available for seniors (60+) and persons with disabilities (except Route 5). Medicaid (Oregon Health Plan) card holders would be eligible under the proposal. A consideration discussed with stakeholders is that the Oregon Statewide Transportation Improvement Fund (STIF) includes improving service to low-income individuals (earning less than 200% of the federal poverty level) as one of its criteria; TCTD could use funds from this program to help offset the costs of reducing fares for low-income individuals.
  - **67% supported lowering monthly pass costs** from \$40 to \$30, and the reduced month pass from \$30 to \$20, compared to **14%** who did not support the change.
  - **63% supported simplifying in-county fares by charging a \$1 single-ride flat fare (no fare zones)**, compared to **17%** who did not support the change
  - **59% supported charging an additional \$1 fare for deviations on Routes 1, 2, 3, and 4** (e.g., with the proposed flat fare, a single trip with a deviation would cost \$2 with a regular fare or \$1.50 with a reduced fare), compared to **23%** who did not support the change.

Figure 18 Survey Results for Proposal to Charge \$1 for a Deviation



- **60%** supported making fares free for children (age 0-12) and youth (age 13-18) on in-county service, compared to 17% who did not support the change. Based on input from stakeholders (as well as best practices from other areas), drivers may request middle school and high school student ID for age verification; an alternative form of identification could be provided to youth who are home schooled or attend alternative schools that do not provide a student ID. A consideration discussed with stakeholders is that the Oregon STIF program includes improving service to students in grades 9-12 as one of its criteria; TCTD could use funds from this program to help offset the costs of providing free rides for youth.
- **58%** supported moving to a **mileage-based Dial-A-Ride fare and eliminating Dial-A-Ride fare zones**, compared to **21%** who did not support the change. The base fare would not change, but would only cover the first five miles. There would be an additional 50 cent charge per mile after the first five miles. TCTD has capabilities to let passengers find out the fare when they reserve their trip, by calling the dispatch center or using mobile or self-service online or smartphone applications.

Figure 19 Survey Results for Proposal to Charge a Mileage-Based DAR Fare and Eliminate Fare Zones



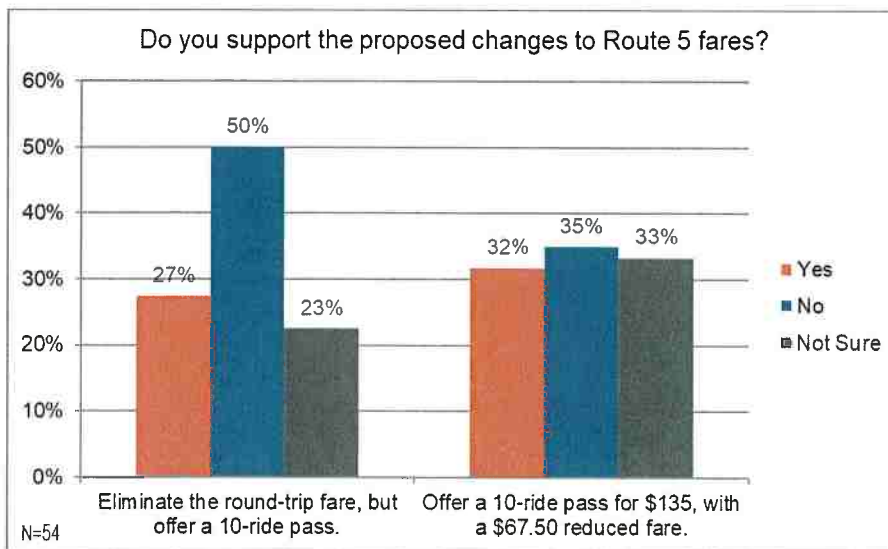
- For out-of-county trips on **Routes 60X and 70X** (where Grand Ronde and/or Siletz tribal members ride free, because the tribes help fund the service):
  - o **70%** supported offering a \$5 flat fare, with a \$2.50 reduced fare.
  - o **64%** supported offering a 10-trip pass for \$45, with a \$22.50 reduced fare.
- Proposals with more **mixed support** included:

**FAREPOLICY ANALYSIS | FINAL REPORT**

Tillamook County Transportation District

- A slight majority (52%) of people responding to the survey supported including out-of-county trips to Cannon Beach (Route 3) and Lincoln City (Route 4) in the flat fare (and youth would also be able to ride to these locations for free), while 48% did not support the change (a “Not Sure” option was not provide for this question). However, focus group participants strongly supported the proposal, since TCTD is part of the NW Connector Alliance that includes Clatsop and Lincoln Counties and it would keep fares simpler for riders and for bus drivers.
- The proposal that received the **least support** was **eliminating the round-trip fare on Route 5** (Tillamook-Portland). As shown in Figure 20, only 27% supported the proposal while 50% did not support it. The round trip fare costs \$20 compared to a \$15 one-way ticket. The initial proposal was to offer a 10-ride pass for \$13.50 each way.
  - People with lower incomes were only slightly less likely to support the change; among people who did not support the change, 50% earn less than \$25,000 per year, while among people who supported the change 40% earn less than \$25,000 per year.
  - In discussing the change with stakeholders, one concern was the potential revenue impact associated with keeping a steeply discounted round trip fare. In addition, fares on other services between the Oregon coast and Portland were reviewed and are similar to the current fare. In comparison to the 75-mile trip from Tillamook to Portland:
    - o Sunset Empire Transit District charges \$15 for the 95-mile Astoria to Portland trip on the Lower Columbia Connector route; Northwest Point charges \$15 to \$18 for this trip (via US 26).
    - o Benton County charges \$10 for a shorter 60-mile Coast to Valley Albany-Newport service (\$7 discounted) but is planning to lower the fare to \$5.
  - The revised proposal reflected in the recommendation is to eliminate the round trip fare, but reduce cost of proposed 10-trip discount pass to \$120 (\$12 each way).
  - In addition, the discount policies for Route 5 were clarified: Children (age 0-12) ride free with an adult, youth (age 13-18) pay half-fare. No other fare discounts are offered.

**Figure 20 Survey Results for Route 5 Preliminary Fare Proposal**

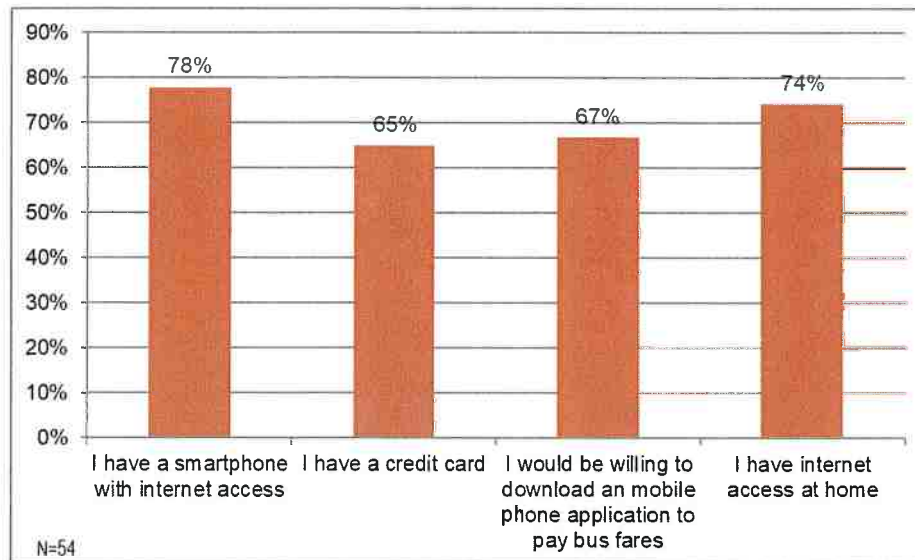




## Other Survey Highlights

- **Interest in mobile ticketing:** Most respondents expressed interest in mobile ticketing to pay for bus fares. All but three respondents had internet access on either their smartphone or at home. This is not a surprising result given that the survey was completed online, but may not be representative. However, there is a trend towards increasing adoption of high-speed internet access at home and smartphone in rural areas.<sup>1</sup> A surprising result was that 35% of people responding to the survey did not have a credit card; there was no clear correlation with income or age. Follow-up surveys should ask about debit cards (which could also support mobile ticketing).

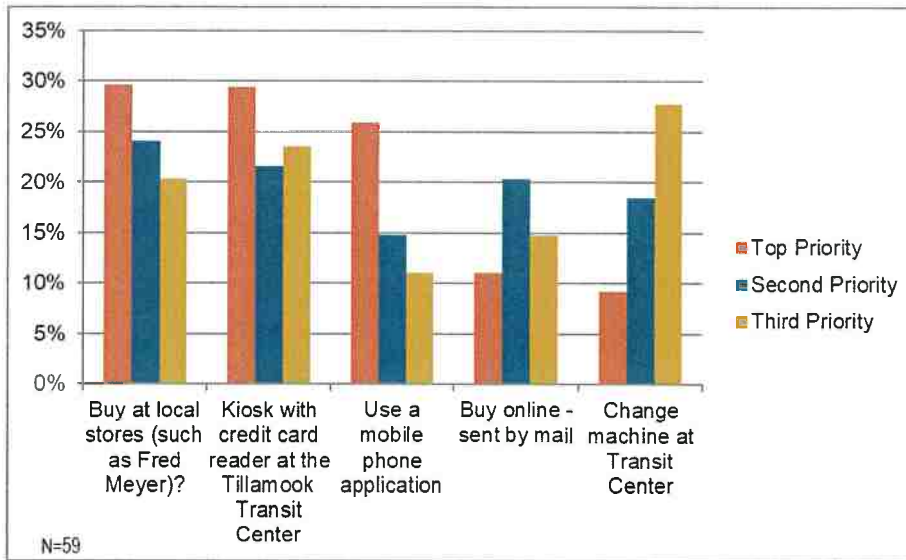
Figure 21 Survey Results: Interest in Mobile Ticketing



- **Options to make it more convenient to pay fares:** Buying passes at local stores (e.g., Fred Meyer, Safeway), providing a kiosk with a credit card reader at the transit center, and support for mobile ticketing were the top three choices among a set of options, although a change machine at the transit center was the third choice among over a quarter of people who responded. (People were asked to rank the options.)

<sup>1</sup> <https://www.pewresearch.org/fact-tank/2019/05/31/digital-gap-between-rural-and-nonrural-america-persists/>

Figure 22 Survey Results: Options to Make Buying Fares More Convenient



## Staff Outreach

Input from TCTD drivers and dispatchers was requested in early March 2021. Key issues and changes to the recommendations that were made in response to the staff input include:

- Concerns about the number of children that would be allowed on-board for free, and vehicle capacity. Modification: children were limited to two per paying adult.
- A process is needed to document eligibility for a low-income reduced fare. Modification: this recommendation is deferred to late 2021 to allow TCTD to develop a process to verify low-income fare eligibility (and improve overall procedures for verifying eligibility).
- The fare zones on Routes 60X and 70X are working well. Modification: the existing zone structure has been retained on these routes; however, a multi-trip pass is added, responding to customer requests.
- Drivers see large amount of cash as a security concern and prefer moving to cashless fares (e.g., monthly passes). Mitigation: TCTD will be implementing recommendations in the future to increase options for purchasing passes before boarding, will consider how to incorporate advance purchases into a redesign of the customer service center, and will be studying how to adopt mobile or electronic fare payment in the future.

## Adoption Process Outreach

Additional outreach materials were developed to communicate the proposed changes to the public prior to formal public hearings on April 22, 2021 (first hearing) and May 20, 2021 (second hearing). Public comments were accepted through May 7, and a summary was included in the Board Packet for the second hearing. Images used in social media postings (i.e., Facebook) are shown below. Additional outreach handouts that were posted on the [TCTD website](#) and made available on vehicles and at the Transit Center are included in Appendix B.

### Dial-A-Ride

**Dial-a-Ride Countywide**

\$4 regular fare + \$0.50 per mile over 5 miles

**DIAL-A-RIDE**

Existing Fare	
\$4 	\$2 
Regular one-zone fare for adults	Reduced one-zone fare

Proposed Fare	
\$4 	\$2 
Regular fare for trips up to 5 miles Countywide	Reduced fare for trips up to 5 miles Countywide
+ \$0.50  Per additional mile over 5 miles	






### Fixed Route

\$1 Flat Fare Countywide	
regular adult fare with no route deviations	

Children and Youth Ride Free	
up to age 18	

ROUTES 1, 2, 3, AND 4	
Existing Fare	
\$1.50 	\$0.75 
Regular adult fare per zone	Reduced fare per zone
Proposed Fare	
\$1 	\$0.50 
Regular fare for adults Countywide	Reduced fare Countywide
+ \$1  Additional fare for deviations from the regular route (within 3/4 mile)	



FARE POLICY ANALYSIS | FINAL REPORT  
Tillamook County Transportation District

Figure 23 Existing and Proposed Fares; Summary of Public and Stakeholder Input

Service	Route	How it is today?			What is proposed (revised based on initial outreach)?			How proposal was modified based on public, stakeholder, and staff input?	
		Fare Type	Full Fare	Reduced Fare	Notes	Fare Type	Full Fare		Reduced Fare
Deviated Fixed-Routes	Route 1: Tillamook Town Loop	Zones 1-2-3	\$1.50 per zone (in-county zones 1-3, Lincoln City, Cannon Beach)	\$0.75 - \$1.50 - \$2.25		On-Route (Flat fare)	\$1	\$0.50	63% support flat fare overall in flat fare after consulting with Cannon Beach and Lincoln City
	Route 2: Tillamook-Oceanside - Neilards					Deviated Trips (flat fare)	\$2	-	52% support flat fare to Cannon Beach and Lincoln City
	Route 3: Tillamook-Manzanita - Cannon Beach	Town Loop Daily Pass	\$1.50	\$0.75		Daily Pass, no deviations	\$3	-	59% support
	Route 4: Tillamook-Lincoln City	Monthly pass	\$40	\$30		Monthly Pass	\$30	\$20	67% support
Intercity	Route 5, 60X, 70X	In-County (one zone)	\$1.50	\$0.75		10-Trip Deviations Pass	\$20	-	No change
	Route 5: Tillamook-Portland	One-Way	\$15	N/A		In-County	\$1	\$0.50	No change
	Routes 60X: Lincoln City - Salem, 70X: Salem - Grand Ronde	Round Trip	\$20	N/A		One-Way	\$15	\$7.50 (youth only)	Reduced fare for youth only
Dial-A-Ride		1-2-3 zones	\$1.50 - \$3 - \$6	\$0.75 - \$1.50 - \$3	Free for tribal members*	Eliminated	\$120	-	50% do not support eliminating
		Single-Zone within county	\$4	\$2		10-Ride Pass	\$120	-	Only 32% support
Visitor Pass		Multi-Zone within county	\$12.50	-		1-2-3 zones (no change)	\$1.50 - \$3 - \$6	\$0.75 - \$1.50 - \$3	70% supported a proposed \$5 flat fare (\$2.50 reduced)
		Connector 3/7-Day Pass	\$25/\$30	-		10-Ride Pass (2-3 zone)	\$54 (3 zones), \$27 (2 zones)	\$27 (3 zones), \$12 (2 zones)	64% support (proposed \$45 regular and \$22.50 reduced)
					Medical Trips Only	Eliminated	\$25/\$30	-	10-ride pass modified based on determination to retain zone structure
						Mileage-based within county, base fare up to 5 miles with additional charge per mile	\$4 + 50 cents per additional mile	\$2 + 50 cents per additional mile	No change

Figure 24 Existing and Proposed Discount Policies; Summary of Public and Stakeholder Input

Fare Type	Service	Route	How it is today?		What is proposed?		Public Survey and Stakeholder Input	How proposal was modified?
			Children (12 and under) free with adult Youth (13-18) free on in-county service; middle/high school student ID requested for verification; does not include deviations	Children (12 and under) free with adult Youth (13-18) half fare	Children (12 and under) free with adult Youth (13-18) free on in-county service; middle/high school student ID requested for verification; does not include deviations	Children (12 and under) free with adult Youth (13-18) half fare		
Child**Youth	Deviated Fixed-Routes	Routes 1-4 (and in-county trips on Routes 5, 60X, 70X)	First child age 0-4 free, additional children age 0-4 or children age 5-11 half fare	Children (12 and under) free with adult Youth (13-18) free on in-county service; middle/high school student ID requested for verification; does not include deviations	60% support free child/youth fares in-county; based on comments, some people unsure about extending free fare to youth. Stakeholders strongly supportive.	Retained Cannon Beach and Lincoln City in flat fare after consulting with stakeholders		
		Route 5	First child age 0-5 free, additional children age 0-5, children/youth age 6-18 half fare	Children (12 and under) free with adult Youth (13-18) half fare		No change	No change	
Adult	Dial-A-Ride							
		Routes 1-4 (and in-county trips on Routes 5, 60X, 70X)	Seniors (60+), people with disabilities	Seniors (60+), people with disabilities plus Medicaid (OHP) card holders	80% support reduced fares for lower-income persons	No change	No change	
	Intercity	Route 60X, 70X				No change	No change	
	Dial-A-Ride		No additional discounts	Seniors (60+), people with disabilities plus Medicaid (OHP) card holders	Clarified that other reduced fares don't apply	No change	No change	

Notes: \*60X: Ride free with Grand Ronde or Seitz Tribal ID; 70X: Ride free with Grand Ronde Tribal ID only; \*\* Travelling with an adult paying full fare

## FARE STRUCTURE AND POLICY RECOMMENDATIONS

This chapter is the culmination of findings from the existing conditions analysis; peer review and best practices; fare modeling; and public, stakeholder, and staff outreach to establish a set of fare policy, pricing, and product recommendations for TCTD. The recommendations in this section are divided into two categories:

- **Fare Structure Recommendations:** Recommendations to specific fare products offered to the riding public and pricing of those products.
- **Fare Policy Recommendations:** Recommendations related to internally-adopted policies or procedures such as fare collection.

Fare recommendations for TCTD are comprised of fare structure changes and policy recommendations. This section provides a summary of recommendations developed as part of the fare analysis. The recommended fare structure is provided in Figure 25. The table reflects changes made in response to public, stakeholder, and staff input.

**Figure 25 Recommended Fare Structure**

	Full Fare	Reduced Fare	Child/Youth Fare*
<b>Tillamook County Routes (Deviated Fixed Routes)</b>			
Single Fare (per route)**	\$1.00	\$0.50	Free
Day Pass**	\$3.00	\$1.50	Free
Monthly Pass**	\$30.00	\$20.00	Free
Single Fare with Deviation	\$2.00	\$1.50	N/A
Deviation 10-Trip Pass	\$10.00	N/A	N/A
<b>Dial-A-Ride</b>			
Single Fare up to 5 miles	\$4.00	\$2.00	\$2.00
Per additional mile beyond 5 miles	\$0.50	\$0.50	\$0.50
<b>Intercity Route 5 (Portland Coastliner)</b>			
Single Fare	\$15.00	N/A	\$7.50
10-Trip Pass	\$120.00	N/A	\$60.00
<b>Intercity Routes 60X/70X (Coastal Connector)</b>			
1 Zone	\$1.50	\$0.75	\$0.75
2 Zones	\$3.00	\$1.50	\$1.50
3 Zones	\$6.00	\$3.00	\$3.00
10-Trip Pass, 1-2 Zone	\$27	\$12	\$12
10-Trip Pass, 3 Zone	\$54	\$27	\$27
<b>Special Programs</b>			
3-Day NWOTA Visitor Pass	\$25.00	N/A	N/A
7-Day NWOTA Visitor Pass	\$30.00	N/A	N/A

\* The first two children age 0-12 are free on Dial-A-Ride and intercity routes with a paying adult

\*\* Additional \$1 charge for a route deviation.

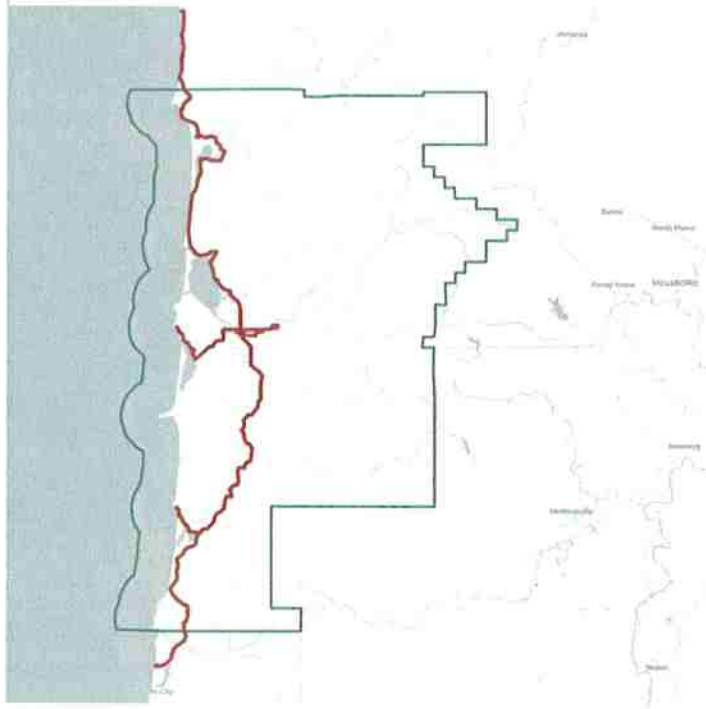


## Fare Structure Summary

### Deviated Fixed-Route

- Goals:
  - Simplify fare structure
  - Incentivize new ridership
  - Aligns local fare with regional peers (SETD)
- Pricing:
  - \$1 flat-fare for routes 1-4 (on-route trips)
  - \$3 daily pass (only on-route trips)
  - \$30 monthly pass (only on-route trips)
- Pricing - Deviations:
  - \$2 flat fare for deviated trips
  - \$10, 10-trip pass, additional \$1 fare for deviated trips (for use with a day or monthly pass)

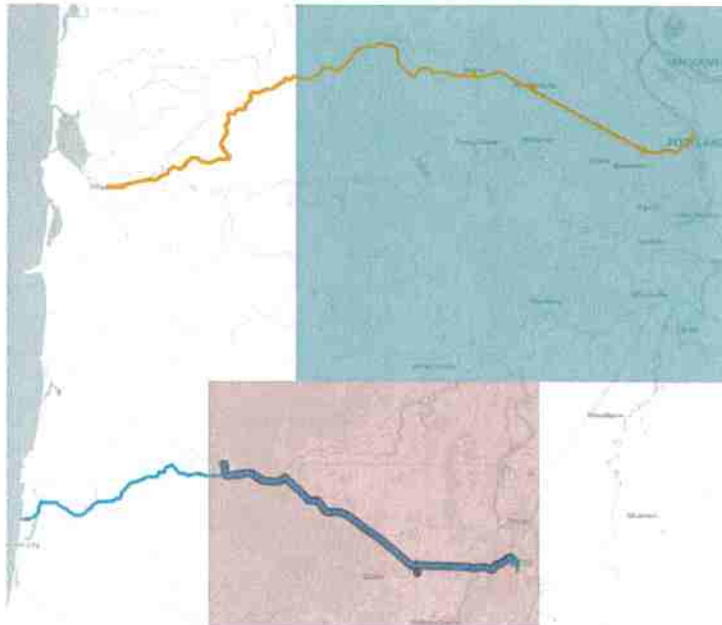
Figure 26 TCTD Deviated Fixed-Route Service



### Intercity

- Goals:
  - Streamline fare structure across all intercity routes
  - Balance between revenue and ridership
  - Easy to communicate to riders
- Pricing:
  - \$1 for trips within Tillamook County
  - \$5 for trips out-of-county (Route 60x/70x)
  - \$15 for trips out-of-county (Route 5)
  - 10-trip pass available at 10%-20% discount
    - o 1 trip free for Route 60X/70X; 1-2 zone and 3 zone passes
    - o \$120 for Route 5

Figure 27 TCTD Intercity Service



## Dial-a-Ride

- **Goals:**
  - Balance revenue and ridership
  - Allow people to travel throughout the County on Dial-A-Ride.
  - Provide flexibility for longer trips while keeping most shorter trips at current cost
  - Trips that are the same length will cost the same amount throughout the County.
- **Mileage-based fare**
  - \$4 for all one-way trips up to 5 miles
  - Additional \$0.50 per mile after 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.

**Figure 28 Dial-a-Ride Proposed Fare Examples (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.

## Discount Policies

On all services, up to two children age 12 and under would ride free *per paying adult*; additional children are charged the reduced fare.

### Deviated Fixed-Route

- **Child/Youth (0-18 years):** Free on in-county service
  - Does not extend to out-of-county intercity, deviations, or Dial-a-Ride
  - Middle school and high school student ID will be requested for verification
- **Seniors (60+), people with disabilities, Medicaid (OHP) card holders:** half fare for single-ride and 10-trip passes; \$10 off deviated-fixed route monthly pass cost
- **No discounts provided:**
  - Day pass
  - Visitor pass (future policy will offer discount for youth using visitor pass)
  - Deviations

**FARE POLICY ANALYSIS | FINAL REPORT**  
Tillamook County Transportation District

**Intercity**

- Route 5
  - Child/Youth: 12 and under free with an adult; 13-18 years half-fare
  - No additional discounts provided
- Route 60X/70X
  - Child/Youth: 12 and under free with an adult; 13-18 years half-fare
  - Seniors (60+), people with disabilities, Medicaid (OHP) card holders: half fare for single-ride and 10-trippasses

**Dial-a-Ride**

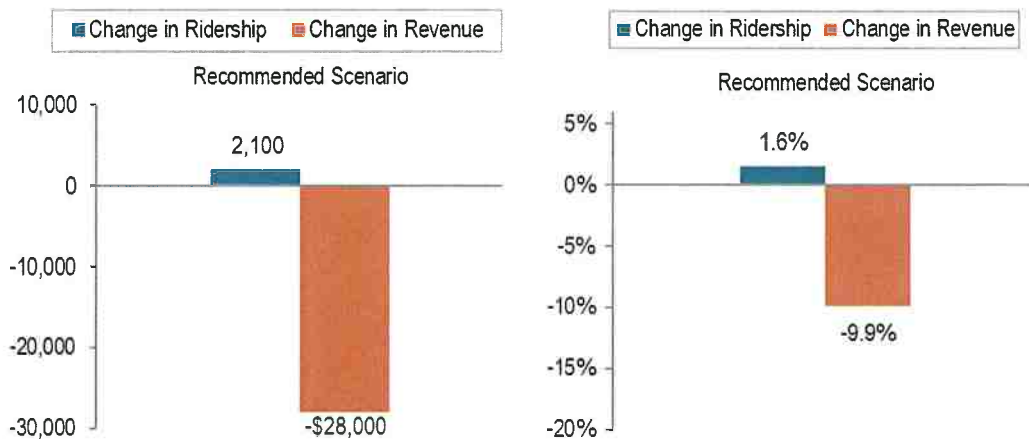
- Child/Youth: 12 and under free with an adult; 13-18 years half-fare
- Seniors (60+), people with disabilities, Medicaid (OHP) card holders: half of base fare
- No discount on additional per mile fare after first 5 miles

## Ridership and Revenue Impacts

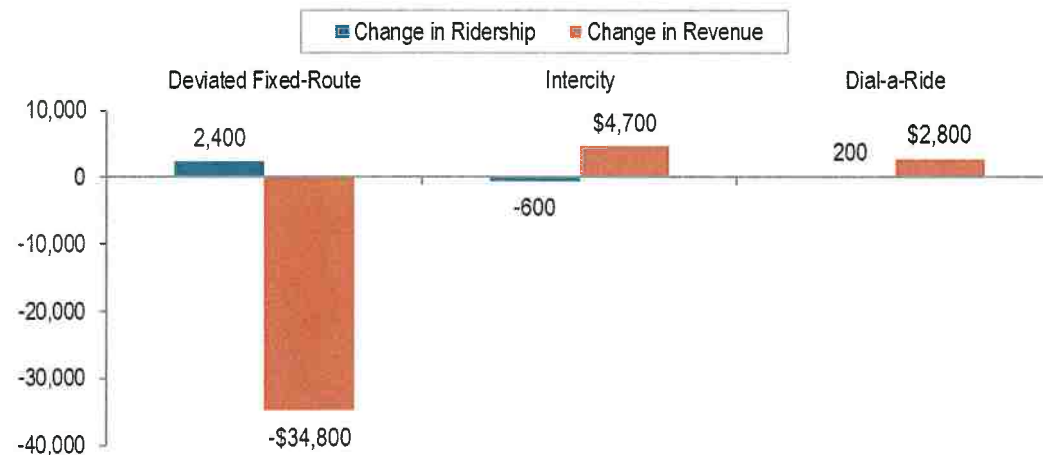
As discussed previously, consumption of transit—like other goods and services—reacts to cost. Significant research over time has examined the sensitivity of transit ridership to fare increases. The anticipated ridership and revenue impacts for TCTD are shown in Figure 29. Fare structure recommendations are estimated to result in an annual 2,100 (1.6%) ridership gain and \$28,000 (-9.9%) revenue loss. A breakdown by service type is shown in Figure 30:

- Most of the ridership gain and revenue loss would occur on deviated fixed routes, based on the flat fare and free fares for children and youth. The estimated ridership gain is likely conservative.
- Some ridership loss is projected on Route 5 with elimination of the round-trip fare, although the service remains cost-competitive with other transit options to the Oregon Coast.
- A small increase in Dial-A-Ride ridership is projected; although fares for trips longer than five miles will increase, the service will be open to trips countywide that have are limited today.

**Figure 29 Ridership and Revenue Impacts of Recommended Fare Structure, Total and Percent Change**



**Figure 30 Ridership and Revenue Impacts of Recommended Fare Structure, by Service Type**



## Additional Analysis of Proposed Mileage-Based Dial-A-Ride Fare

TCTD has analyzed DAR trips to understand the feasibility and impacts of modifying its fare structure to increase flexibility in delivering DAR trips and enable countywide travel, irrespective of current fare zones. Proposed changes to the Dial-A-Ride fare structure primarily affect trips paid for by individuals, as opposed to by Medicaid or another agency. These “private” trips fall into the categories listed in Figure 31. The table summarizes how the proposed changes affect each category of trip.

Figure 31 Summary of Dial-A-Ride Fare Types and Changes for Privately Paid Trips

Type	Fare/ Description	Proposed Changes
<b>Single Zone</b> (travel within 1 fare zone)	\$4 (regular) or \$2 (reduced), limited to a single zone	<ul style="list-style-type: none"> <li>▪ Dial-A-Ride fare zones within Tillamook County are eliminated</li> <li>▪ The base fare of \$4 (regular) or \$2 (reduced) includes trips of up to 5 miles</li> <li>▪ Fare of 50 cents per additional mile charge beyond first 5 miles</li> </ul>
<b>Cross-Zone</b> (travel across 2 or more fare zones)	\$12.50 flat fare on a case-by-case basis, limited to medical appointments	<ul style="list-style-type: none"> <li>▪ This fare and trip purpose limitation are eliminated, and the same fare applies as for a single zone trip</li> </ul>
<b>Transfer</b>	No charge for a DAR trip that is used to connect to/from a deviated fixed-route service	<ul style="list-style-type: none"> <li>▪ No change</li> </ul>

### Existing Trips within Fare Zones

The chart below (Figure 32) illustrates the length of existing privately-paid trips within each fare zone. The **blue** vertical bars show the number of trips categorized by the trip distance in miles for a two-year period (July 2018 to June 2020). Most trips are five miles or less. Trips longer than five miles would cost an additional fare of 50 cents per additional mile (beyond the first five) under the proposed change, as illustrated by the **orange** diamonds on the chart.

Figure 33 provides statistics for all Dial-A-Ride trips made by riders who made a privately-paid trip longer than five miles within a single fare zone in this two-year period, categorized by fare zone (e.g., within the north, south, and central zones).

- Among these 314 individual riders, 19% of all their Dial-A-Ride trips were NW Rides trips (covered by Medicaid) and 330 were transfers to TCTD fixed-route service (no charge for the Dial-A-Ride trip). The remaining 78% of trips were privately-paid.
- Of these privately-paid trips, trips that are longer than 5 miles (about 41% of all trips) would have cost an additional 50 cents per mile with the proposed fare (in addition to a base fare of \$4 or \$2). The average additional cost per trip would be \$1.18, although riders in the south zone would pay more per trip, on average, since trip distances are longer. For the longest trip made in the two-year period, 23.4 miles, the additional cost would be \$9; the total fare for such a trip would be approximately the same or less than the current \$12.50 fare for cross-zone medical trips.
- TCTD’s cost to provide these trips is an average of \$22 per trip, which is typical for Dial-A-Ride service. With the existing fare structure, fares cover 11% of the cost. With the proposed fare structure, the farebox recovery for these trips would increase to 17%.



Figure 32 Privately-Paid Dial-A-Ride Trips within Existing Fare Zones, 7/1/2018 to 6/30/2020

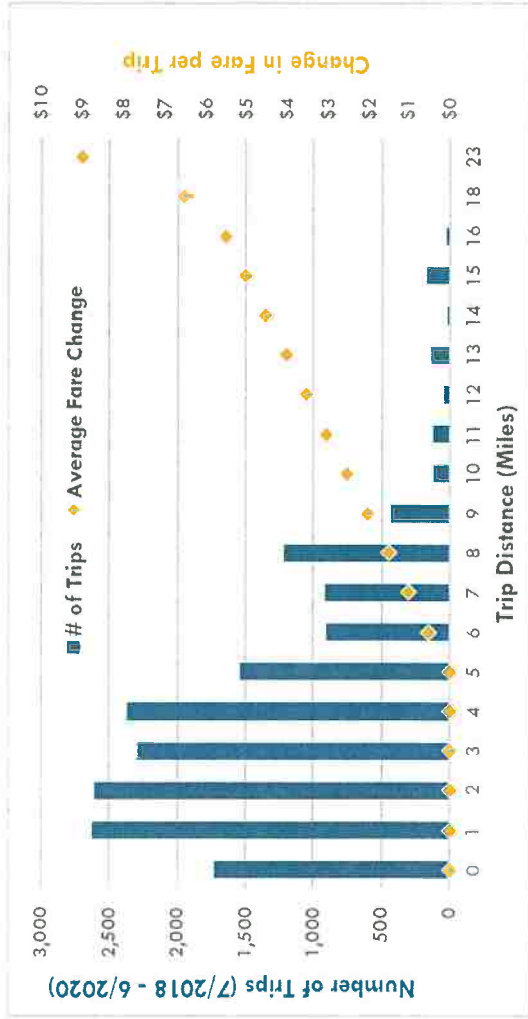


Figure 33 Dial-A-Ride Trip Statistics for Riders Making Private Trips Longer than Five Miles within a Single Fare Zone, 7/1/2018 to 6/30/2020

Category	Private Trips within a Single Fare Zone, Longer than 5 Miles													
	Unique Riders	Total Trips	NW Rides Trips	Transfer Trips	Private Trips (Paid) Trips	Private Trips Within Zone	Average Length of Private, Within Zone Trips	Maximum Length of Private, Within Zone Trips	# of Trips	Average Additional Cost per Trip	Total Additional Cost per Month (All Trips)	Estimated Average TCTD Cost per Trip	Total Existing Fare Recovery %	Total Fare Recovery % with Additional Fare per Mile
Within North Zone	50	3,309	728	168	2,413	2,288	6.6	15.9	877	\$1.11	\$40.56	\$24	9%	14%
Within South Zone	10	531	0	0	531	319	9.6	18.5	284	\$3.28	\$38.79	\$28	7%	19%
Within Central Zone	254	10,172	1,963	162	8,047	7,890	6.4	23.4	4586	\$1.07	\$204.25	\$22	12%	17%
<b>Totals*</b>	<b>314</b>	<b>14,012</b>	<b>2,691</b>	<b>330</b>	<b>10,991</b>	<b>10,497</b>	-	-	<b>5,747</b>	<b>\$1.18</b>	<b>\$284</b>	<b>\$22</b>	<b>11%</b>	<b>17%</b>
<b>% of Total Trips*</b>			<b>19%</b>	<b>2%</b>	<b>78%</b>	<b>75%</b>			<b>41%</b>					

Note: \* All trips for riders who made a private trip longer than 5 miles within a single fare zone in the two-year period from 7/1/2018 to 6/30/2020.  
Source: Analysis of TCTD Ecolane Data, 2018-2020

**Cross-Zone Trips (Medical Appointments Only)**

Figure 34 summarizes characteristics of “cross-zone” Dial-A-Ride trips (between more than one fare zone).

- Over 150 unique riders made privately-paid cross-zone trips in the two-year period between July 1, 2018 and June 30, 2020.
- These riders made nearly 4,500 trips, of which 33% were NW Rides trips (funded by Medicaid), 7% were transfers to TCTD fixed-route service (no charge for the Dial-A-Ride trip), and 60% were privately paid.
- Among the privately-paid trips, 582 were cross-zone trips, which are currently charged \$12.50 regardless of length and by District policy (due to limitations of both capacity and the fare structure) are available only for non-emergency medical trips (such as a doctor appointment).
- Collectively, these riders would have paid \$1,800 dollars less for the privately-paid, cross-zone trips over the two-year period with the new fare policy and mileage-based fare in place, or approximately \$3 less on average.

Based on existing NW Rides trips, there is latent demand for private cross-zone trips that would be enabled with the new fare structure, but the demand for new trips was not quantified.

**Figure 34 Dial-A-Ride Trip Statistics for Riders Making Private Cross-Zone Trips, 7/1/2018 to 6/30/2020**

Unique Riders	Total Trips	NWRides Trips	Transfer Trips	Private (Paid) Trips	Private, Cross-Zone Trips				
					# of Trips	Average Length (Miles)	Existing Total Fare	New Total Fare	Change in Fare
152	4,499	1,487	324	2,688	582	19.9	\$7,275	\$5,466	-\$1,810
<b>% of total trips:</b>		<b>33%</b>	<b>7%</b>	<b>60%</b>	<b>12%</b>				

Source: Analysis of TCTD Ecolane Data, 2018-2020

## Policy Recommendations

In conjunction with fare structure recommendations, it is recommended that TCTD offer more ways to purchase fare products, streamline passenger materials, establish formal guidelines for fare adjustments, and continue coordination with regional providers. These policies are described in greater detail below.

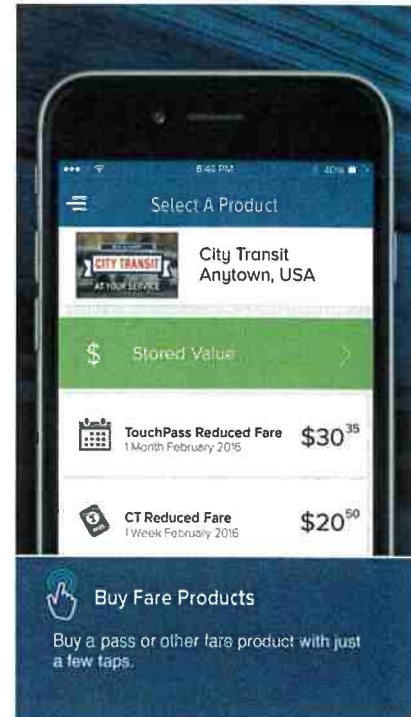
### Offer More Ways to Purchase Fare Products

#### Implement Mobile Ticketing and Online Ticket Sales

Mobile ticketing is an emerging technology option that is rapidly being adopted by transit agencies of all sizes. Mobile ticketing can make the experience of boarding and paying for transit seamless and can lower the barrier of entry for new transit users. Start-up mobile ticketing companies such as Token Transit offer a product that can be ready to launch within weeks. Select mobile ticketing benefits and drawbacks are provided in Figure 35.

The simplest form of mobile ticketing is to allow riders to use their phone as a “flash pass,” an animated ticket that is visually validated by the bus operator when they board the bus. This strategy does not require any additional hardware to be installed and can be implemented with few other hurdles. The primary drawback is that this method requires additional attention of the operator to validate fare media. It is recommended that TCTD align with regional practices for vendor selection when implementing mobile ticketing.

Additionally, online ticket sales—potentially available through the NW Connector website—would provide an additional avenue for customers to purchase fare products. This option should be considered for implementation, along with additional innovative policies such as fare capping to better serve low-income transit system customers.



**Figure 35 Mobile Ticketing Benefits and Drawbacks**

Fare Media	Benefits	Drawbacks
Mobile Ticketing	<ul style="list-style-type: none"> <li>• Customer convenience</li> <li>• Operational savings</li> <li>• Reduce delay in fare payment</li> <li>• Lower farebox maintenance costs</li> <li>• Various options for validation</li> <li>• Reloadable</li> <li>• Fare products available on phone</li> <li>• Can be a low-cost option</li> <li>• Allows for expanded options like mobile ticketing</li> </ul>	<ul style="list-style-type: none"> <li>• Some customers do not own a smartphone</li> <li>• Requires bank account or prepaid gift card</li> <li>• Software development can be expensive</li> <li>• Requires WiFi or data plan to activate</li> </ul>

#### Pursue Expanded Sales Network

There is an opportunity to formalize and expand third-party retail sales of passes by establishing pass sales agreements. It is also recommended that all pass types be made available in all locations. Improving availability of passes improves the rider experience, raises visibility of the service, and further facilitates regional integration. An improved pass distribution sales networks could include locations such as the following:

## FARE POLICY ANALYSIS | FINAL REPORT

Tillamook County Transportation District

- Transit agency customer service
- Government buildings
- Social services
- Local retail outlets, including grocery stores

### **Streamline Passenger Materials**

TCTD's streamlined fare structure facilitates development of revised passenger materials that are more simple and easy-to-understand. The agency should pursue creation of these materials in conjunction with fare structure and policy implementation to better communicate agency practices to riders. Additionally, there is potential opportunity to better market visitor pass for passengers using transit along the coast; 3 and 7-Day Visitor passes have low usage compared to Route 5 ridership. TCTD should consider opportunities to better market fare products.

### **Establish Formal Guidelines for Fare Adjustments**

Several factors need to be considered when raising fares, including how fares are perceived by the transit-riding public, whether they are in line with peer agencies, what is the appropriate ratio between passenger fares and operating costs (farebox recovery ratio). The District already monitors this ratio for each of its services, and the appropriate ratios may vary for each service based on who is served, the relative cost and subsidy for each service, and the District's policy objectives. The fare structure recommendations developed through this study include fare reductions for TCTD's deviated fixed-routes, which are generally the District's most cost-effective services; modifications to eliminate an intercity fare product that was steeply discounted and help maintain the historical farebox recovery ratio for the service; and modifying the Dial-A-Ride fare policies to allow the service to operate countywide with a fare that is proportionate to distance (and cost).

In the future, the District should consider developing a transparent fare increase policy that enables regular fare increases to stay in line with inflation and other revenue related trends.

The following guidelines are provided for the District's consideration:

- On at least an annual basis, the average fare, subsidy per passenger, and farebox recovery ratio should be reviewed when developing the District's annual operating budget. If all three ratios are declining and costs to operate the service are increasing, consider a fare adjustment.
- The local consumer price index should be monitored; if increases are greater than 5% in any given year, consider increasing fares to keep pace with inflation.
- Monitor and track use of all passes and if there is a significant drop in sales with any fare product, consider a fare adjustment or other modification for that product. Similar to underperforming routes, underperforming fare products should be evaluated for adjustments or elimination.
- For all future fare increases, pass product prices should be rounded to the nearest dollar. Single-ride prices and/or day pass products should be rounded to the nearest quarter.
- Across-the-board fare increases are simple and transparent but will often create disproportionate impacts. These types of fare increases should be avoided unless supported by evidence that the strategy meets specific goals at the time of evaluation.
- Services that offer a competitive time or comfort advantage over vehicle or transit alternatives should be priced at a higher level to differentiate the product.

These guidelines assume that service levels remain constant. Fare increases paired with service level increases may be warranted assuming support exists for both. Fare increases paired with service cuts should be avoided when possible.



### **Continue Coordination with Regional Providers**

The revised TCTD fare structure will enhance regional coordination by more closely aligning with peer agency practices. TCTD should continue to coordinate with regional transit providers, including Sunset Empire Transit District, Benton Area Transit, Columbia County Rider, and Lincoln County Transit to ensure regional alignment of fare policies.

### **NEXT STEPS**

The TCTD Board was provided with briefings on the study in October 2020 and March 2021. The first public hearing was conducted on April 22, 2021. A second public hearing will be held on May 20, 2021. A summary of public comments received through May 2 will be presented at the May 20 hearing.

Next steps for the project include the following:

- Finalize fare structure and policy proposal, if required, following the May 20, 2021 board meeting.
- If the new fare ordinance is adopted at the May 20, 2021 meeting:
  - The TCTD Board will also be asked to adopt updated policies for demand-responsive services (Dial-A-Ride and deviations on deviated-fixed routes) at its next meeting (June 2021).
  - TCTD plans to implement the new fare structure on July 1, 2021.
  - TCTD plans to develop an eligibility process for low-income individuals (to allow them to pay a reduced fare) in the second half of 2021.



# **APPENDIX A**

---

## Existing Conditions Findings

**FARE POLICY ANALYSIS | FINAL REPORT**  
Tillamook County Transportation District

Insert Here

## APPENDIX B

---

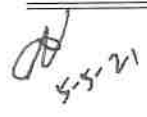
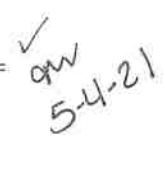
# Adoption Process Outreach Handouts

**FARE POLICY ANALYSIS | FINAL REPORT**  
Tillamook County Transportation District

Replace Page with Outreach Handouts

Tillamook County Transportation District  
 Normal Trial Balance  
 From 4/1/2021 Through 4/30/2021

Account Code	Account Title	Debit Balance	Credit Balance
1001	General Checking Account	880,815.65	
1006	Payroll Checking	23,384.74	
1009	NW RIDES ACCOUNT	270,062.67	
1011	Prop. Mgmt. Checking	31,808.70	
1020	LGIP - General Account	1,254,318.56	
1030	LGIP - Capital Reserve	943,601.59	
1040	Petty Cash	200.00	
Report Total		3,404,191.91	0.00
Report Difference		3,404,191.91	



# Tillamook County Transportation District

## Financial Statement

From 4/1/2021 Through 4/30/2021

Resources	Current Period Actual	Current Period Budget	Current Year Actual	Total Budget	Total Budget Variance	83%
Working Capital	3500	0.00	0.00	1,916,835.00	(1,916,835.00)	0.00%
Fares	4000	13,479.43	164,695.28	300,000.00	(135,304.72)	54.89%
Contract Revenue	4020	44,050.44	749,070.47	875,000.00	(125,929.53)	85.60%
Property Tax	4100	5,249.18	1,000,481.86	950,000.00	50,481.86	105.31%
Past Years Property Tax	4110	1,995.05	22,897.69	25,000.00	(2,102.31)	91.59%
State Timber Revenue	4120	0.00	118,512.34	275,000.00	(156,487.66)	43.09%
Mass Transit State Payroll Tax	4130	29,669.80	92,176.10	85,000.00	7,176.10	108.44%
STIF Formula	4135	101,737.00	373,296.00	484,721.00	(111,425.00)	77.01%
STIF Intercommunity	4136	0.00	85,678.00	304,000.00	(218,322.00)	28.18%
STIF Discretionary	4137	0.00	42,379.00	352,000.00	(309,621.00)	12.03%
Capital Grants	4210	0.00	0.00	1,091,000.00	(1,091,000.00)	0.00%
Grants - FTA 5311	4220	0.00	606,099.00	395,000.00	211,099.00	153.44%
Grants - COVID	4221	0.00	67,288.38	0.00	67,288.38	0.00%
NWOTA Partner Cont. Match	4225	9,000.00	40,500.00	42,000.00	(1,500.00)	96.42%
Grants - STIF	4230	16,925.00	67,700.00	67,700.00	0.00	100.00%
Grants - 5311 (f)	4240	0.00	71,094.00	184,000.00	(112,906.00)	38.63%
Grants - 5310	4245	0.00	119,661.00	332,000.00	(212,339.00)	36.04%
Special Bus Operations	4300	0.00	208.33	2,500.00	(2,500.00)	0.00%
Miscellaneous Income	4400	0.00	416.67	5,000.00	24,856.89	597.13%
Sale of Assets - Income	4410	0.00	833.33	10,000.00	(10,000.00)	0.00%
Interest Income	4510	1,082.07	12,456.53	32,500.00	(20,043.47)	38.32%
Advertising Income	4520	0.00	83.33	1,000.00	(1,000.00)	0.00%
Lease Income	4900	2,000.00	19,500.00	23,000.00	(3,500.00)	84.78%
Lease Operational Exp Income	4910	984.22	8,724.61	18,000.00	(9,275.39)	48.47%

Monthly BOD Report w/YTD Budget & Variance

Date: 5/13/21 04:30:18 PM

52

**Tillamook County Transportation District**  
Financial Statement

From 4/1/2021 Through 4/30/2021

	Current Period Actual	Current Period Budget	Current Year Actual	Total Budget	Total Budget Variance	83%
Transfer From General Fund	4911	0.00	0.00	157,050.00	(10,000.00)	93.63%
Transfer from Veh. Purch. Res.	4915	0.00	0.00	31,835.00	(31,835.00)	0.00%
Transfer from STF Fund	4916	46,784.00	46,784.00	46,786.00	(2.00)	99.99%
Transfer from NWOTA	4917	0.00	3,000.00	0.00	3,000.00	0.00%
Transfer from STIF Fund	4918	0.00	222,847.48	945,000.00	(722,152.52)	23.58%
<b>Total Resources</b>		<u>272,956.19</u>	<u>4,111,748.63</u>	<u>8,951,927.00</u>	<u>(4,840,178.37)</u>	<u>45.93%</u>
<b>Expenses</b>						
<b>Personnel Services</b>						
Payroll: Administration	5010	25,258.81	30,500.00	268,414.27	97,585.73	73.33%
Payroll: Dispatch	5020	7,395.80	7,666.67	85,834.57	6,165.43	93.29%
Payroll: Drivers	5030	76,821.17	93,333.33	827,952.13	292,047.87	73.92%
Payroll: Maintenance	5040	6,001.24	5,833.33	59,798.85	10,201.15	85.42%
Payroll Expense	5050	8,951.33	10,291.67	99,313.95	24,186.05	80.41%
Payroll Healthcare	5051	30,767.31	36,446.00	308,105.27	129,246.73	70.44%
Payroll Retirement	5052	5,260.58	5,875.00	58,013.61	12,486.39	82.28%
Payroll Veba	5053	3,193.40	3,800.00	33,124.72	12,475.28	72.64%
Workers Compensation Ins.	5055	0.00	2,666.67	39,813.63	(7,813.63)	124.41%
<b>Total Personnel Services</b>		<u>163,649.64</u>	<u>196,412.67</u>	<u>1,780,371.00</u>	<u>576,581.00</u>	<u>75.54%</u>
<b>Materials and Services</b>						
Professional Services	5100	8,222.30	9,187.50	118,628.88	(8,378.88)	107.59%
Administrative Support	5101	0.00	2,083.33	15,904.84	9,095.16	63.61%
Website Maintenance	5102	0.00	625.00	6,500.00	1,000.00	86.66%
Planning	5103	0.00	2,500.00	34,336.36	(4,336.36)	114.45%
Dues & Subscriptions	5120	12.99	1,250.00	7,417.51	7,582.49	49.45%

Date: 5/13/21 04:30:18 PM Monthly BOD Report w/YTD Budget & Variance

Page: 2

# Tillamook County Transportation District

## Financial Statement

From 4/1/2021 Through 4/30/2021

	Current Period Actual	Current Period Budget	Current Year Actual	Total Budget	Total Budget Variance	83%	
Office Equipment R&R	5140	225.22	333.33	2,263.47	4,000.00	1,736.53	56.58%
Computer R&M	5145	1,919.94	3,375.00	24,398.02	40,500.00	16,101.98	60.24%
Fees & Licenses	5150	0.00	2,583.33	27,370.09	31,000.00	3,629.91	88.29%
Insurance	5160	0.00	8,333.33	107,514.00	100,000.00	(7,514.00)	107.51%
Office Expense	5170	634.12	1,250.00	12,837.93	15,000.00	2,162.07	85.58%
Board Expense	5175	1,475.05	1,083.33	6,843.88	13,000.00	6,156.12	52.64%
Operational Expense	5180	4,621.63	3,374.99	35,670.50	40,500.00	4,829.50	88.07%
Drug & Alcohol Administration	5185	100.00	208.33	1,240.00	2,500.00	1,260.00	49.60%
Marketing	5190	852.72	4,583.34	18,510.54	55,000.00	36,489.46	33.65%
Website Re-Design	5191	0.00	6,250.00	27,856.00	75,000.00	47,144.00	37.14%
Transit Access Project	5196	0.00	0.00	2,487.83	0.00	(2,487.83)	0.00%
Telephone Expense	5210	1,332.90	1,633.33	15,103.79	19,600.00	4,496.21	77.06%
Travel & Training	5220	246.29	2,666.68	7,251.20	32,000.00	24,748.80	22.66%
Vehicle Expense	5240	2,291.52	16,666.67	195,523.67	200,000.00	4,476.33	97.76%
Fuel Expense	5245	20,243.97	20,833.33	170,597.60	250,000.00	79,402.40	68.23%
Postage	5260	319.97	166.67	1,695.56	2,000.00	304.44	84.77%
Member Mileage Reimbursement	5266	2,000.00	0.00	4,000.00	0.00	(4,000.00)	0.00%
Mgmt/Labor Recreation Fund	5270	0.00	225.67	0.00	2,708.00	2,708.00	0.00%
Transit Center Lease	5280	700.00	700.00	7,000.00	0.00	(7,000.00)	0.00%
Transit Center Maint	5285	2,292.43	1,500.00	15,180.72	18,000.00	2,819.28	84.33%
General Operating Cont.	5290	0.00	0.00	0.00	250,000.00	250,000.00	0.00%
COVID Expense	5291	11,138.07	0.00	105,634.54	0.00	(105,634.54)	0.00%
Property Operating Expense	5300	2,504.21	2,041.67	19,666.30	24,500.00	4,833.70	80.27%
Flex Lease: Fees	5330	0.00	41.67	0.00	500.00	500.00	0.00%
Property Maint. & Repair	5340	1,714.82	2,083.33	33,987.65	25,000.00	(8,987.65)	135.95%

Monthly BOD Report w/YTD Budget & Variance

Date: 5/13/21 04:30:18 PM

54

# Tillamook County Transportation District

## Financial Statement

From 4/1/2021 Through 4/30/2021

	Current Period Actual	Current Period Budget	Current Year Actual	Total Budget	Total Budget Variance	83%
5346 Operations Facility Maint.	665.66	333.33	3,147.65	4,000.00	852.35	78.69%
Total Materials and Services	63,513.81	95,913.16	1,028,568.53	1,392,558.00	363,989.47	73.86%
Special Payments						
5200 STF Payments to Recipients	900.00	1,742.83	20,916.00	20,914.00	(2.00)	100.00%
5201 STF Payments to Recipients	1,250.00	1,250.00	5,000.00	5,000.00	0.00	100.00%
Total Special Payments	2,150.00	2,992.83	25,916.00	25,914.00	(2.00)	100.01%
Transfers						
9100 Transfer to LGIP 5931	0.00	0.00	0.00	31,835.00	31,835.00	0.00%
9110 Transfer to Property Mgmt	0.00	0.00	135,050.00	135,050.00	0.00	100.00%
9130 Transfer to General Fund	46,784.00	0.00	186,376.48	930,786.00	744,409.52	20.02%
9150 Transfer to Vehicle Reserve	0.00	0.00	0.00	10,000.00	10,000.00	0.00%
9160 Transfer to NWOTA Fund	0.00	0.00	98,255.00	76,000.00	(22,255.00)	129.28%
9175 Reserve for Future Expenditure	0.00	0.00	0.00	701,835.00	701,835.00	0.00%
9180 Unappropriated Ending Fund Bal	0.00	0.00	0.00	1,020,647.00	1,020,647.00	0.00%
Total Transfers	46,784.00	0.00	419,681.48	2,906,153.00	2,486,471.52	14.44%
Capital Outlay						
Debt Service						
5310 Flex Lease: Principal	0.00	4,583.33	55,110.00	55,000.00	(110.00)	100.20%
5320 Flex Lease: Interest	0.00	504.17	1,512.50	6,050.00	4,537.50	25.00%
5325 PUD Loan Expense	602.58	625.00	6,025.80	7,500.00	1,474.20	80.34%
5337 OTIB Transit Center Loan	0.00	0.00	0.00	4,800.00	4,800.00	0.00%
5338 OTIB Debt Service	0.00	0.00	26,310.44	30,000.00	3,689.56	87.70%
Total Debt Service	602.58	5,712.50	88,958.74	103,350.00	14,391.26	86.08%
Capital Purchases						
5350 Building Repair & Renovation	0.00	2,500.00	34,159.15	30,000.00	(4,159.15)	113.86%

Monthly BOD Report w/YTD Budget & Variance

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

From 4/1/2021 Through 4/30/2021

	Current Period Actual	Current Period Budget	Current Year Actual	Total Budget	Total Budget Variance	83%
6000 Bus Replacement/Addition	9,492.74	420,000.00	9,492.74	840,000.00	830,507.26	1.13%
6010 Van Replacement/Addition	0.00	252,000.00	0.00	505,000.00	505,000.00	0.00%
6020 Computer Upgrade	97.06	416.67	97.06	5,000.00	4,902.94	1.94%
6021 Fuel Cell Triangulation Point	0.00	500.00	0.00	6,000.00	6,000.00	0.00%
6040 Bus Stop Signage/Shelters	1,526.47	13,750.00	7,205.47	165,000.00	157,794.53	4.36%
6050 Other Capital Projects	330.00	51,333.33	202,560.17	616,000.00	413,439.83	32.88%
Total Capital Purchases	11,446.27	740,500.00	253,514.59	2,167,000.00	1,913,485.41	11.70%
Total Capital Outlay	12,048.85	746,212.50	342,473.33	2,270,350.00	1,927,876.67	15.08%
Total Expenses	288,146.30	1,041,531.16	3,597,010.34	8,951,927.00	5,354,916.66	40.18%



NWR

**Tillamook County Transportation District**

**Financial Statement**

From 4/1/2021 Through 4/30/2021

	Current Period Actual	Current Period Budget	Current Year Actual	Total Budget	Total Budget Variance	83%
<b>Resources</b>						
4026 NWR Revenue	342,552.76	437,316.67	3,034,829.73	5,247,800.00	(2,212,970.27)	57.83%
4027 NWR Reserve	0.00	0.00	213,462.30	0.00	213,462.30	0.00%
4221 Grants - COVID	0.00	0.00	14,434.37	0.00	14,434.37	0.00%
4510 Interest Income	0.00	0.00	100.00	0.00	100.00	0.00%
<b>Total Resources</b>	<u>342,552.76</u>	<u>437,316.67</u>	<u>3,262,826.40</u>	<u>5,247,800.00</u>	<u>(1,984,973.60)</u>	<u>62.18%</u>
<b>Expenses</b>						
<b>Personnel Services</b>						
5010 Payroll: Administration	19,436.45	23,750.00	218,592.33	285,000.00	66,407.67	76.69%
5041 Payroll: Indirect	720.00	2,500.00	7,000.88	30,000.00	22,999.12	23.33%
5050 Payroll Expense	1,460.93	2,083.33	17,012.53	25,000.00	7,987.47	68.05%
5051 Payroll Healthcare	8,423.04	9,166.67	82,158.58	110,000.00	27,841.42	74.68%
5052 Payroll Retirement	1,095.73	1,250.00	12,660.54	15,000.00	2,339.46	84.40%
5053 Payroll Veba	875.64	1,083.33	8,973.54	13,000.00	4,026.46	69.02%
Workers Compensation Ins.	0.00	0.00	318.42	0.00	(318.42)	0.00%
<b>Total Personnel Services</b>	<u>32,011.79</u>	<u>39,833.33</u>	<u>346,716.82</u>	<u>478,000.00</u>	<u>131,283.18</u>	<u>72.53%</u>
<b>Materials and Services</b>						
5100 Professional Services	816.00	416.67	11,179.07	5,000.00	(6,179.07)	223.58%
5120 Dues & Subscriptions	0.00	125.00	0.00	1,500.00	1,500.00	0.00%
5140 Office Equipment R&R	225.22	333.33	2,263.47	4,000.00	1,736.53	56.58%
5145 Computer R&M	857.10	1,250.00	15,584.63	15,000.00	(584.63)	103.89%
5150 Fees & Licenses	24.99	1,250.00	223,587.25	465,000.00	241,412.75	48.08%
5160 Insurance	0.00	166.67	0.00	2,000.00	2,000.00	0.00%
5170 Office Expense	418.86	833.33	4,206.09	10,000.00	5,793.91	42.06%

Monthly BOD Report w/YTD Budget & Variance

NYC

**Tillamook County Transportation District**  
 Financial Statement  
 From 4/1/2021 Through 4/30/2021

	Current Period Actual	Current Period Budget	Current Year Actual	Total Budget	Total Budget Variance	83%
Operational Expense	56.00	125.00	567.73	1,500.00	932.27	37.84%
Telephone Expense	910.84	1,666.67	19,420.68	20,000.00	579.32	97.10%
Travel & Training	0.00	416.67	182.69	5,000.00	4,817.31	3.65%
Postage	0.00	83.33	389.55	1,000.00	610.45	38.95%
Purchased Transportation	158,239.74	333,333.33	2,153,165.57	3,550,000.00	1,396,834.43	60.65%
Member Mileage Reimbursement	0.00	22,916.67	86,920.00	275,000.00	188,080.00	31.60%
Volunteer Mileage Reimburse	0.00	33,333.33	201,109.55	400,000.00	198,890.45	50.27%
Office Rent	400.00	400.00	4,000.00	4,800.00	800.00	83.33%
Property Operating Expense	431.39	833.33	3,086.69	10,000.00	6,913.31	30.86%
Total Materials and Services	162,380.14	397,483.33	2,725,662.97	4,769,800.00	2,044,137.03	57.14%
Total Expenses	194,391.93	437,316.66	3,072,379.79	5,247,800.00	2,175,420.21	58.55%

**Tillamook County Transportation District**

Check/Voucher Register

1001 - General Checking Account  
From 4/1/2021 Through 4/30/2021

Document Number	Document Date	Transaction Amount	Payee	Transaction Description
16240	4/7/2021	222.60	CAR CARE SPECIALISTS, INC.	DEF
16241	4/7/2021	38.00	Advance Auto Parts	DEGREASER
16241	4/7/2021	16.52	Advance Auto Parts	WASHER PUMP
16241	4/7/2021	39.98	Advance Auto Parts	DEGREASER
16241	4/7/2021	7.34	Advance Auto Parts	SUPPLIES
16241	4/7/2021	110.28	Advance Auto Parts	DEF
16241	4/7/2021	42.27	Advance Auto Parts	INVENTORY
16242	4/7/2021	850.00	WAVE	MARCH 2021 TELEPHONE
16243	4/7/2021	5,442.34	Columbia Pacific Economic	NWOTA ADMINISTRATION JAN-M/2021
16244	4/7/2021	164.38	O'REILLY AUTOMOTIVE STORES	INVENTORY
16245	4/7/2021	120.00	E & E Auto Body, Inc.	VAN 103 ADJUST BACK DOOR
16246	4/7/2021	7.50	FleetPride, Inc.	INVENTORY
16246	4/7/2021	416.96	FleetPride, Inc.	INVENTORY/SHOP SUPPLIES
16246	4/7/2021	23.76	FleetPride, Inc.	INVENTORY
16246	4/7/2021	382.00	FleetPride, Inc.	INVENTORY
16246	4/7/2021	117.92	FleetPride, Inc.	INVENTORY
16247	4/7/2021	350.00	KDEP-FM/KTIL-FM/KTIL-AM	ADVERTISING
16248	4/7/2021	24.95	LES SCHWAB WAREHOUSE CENTER	TIRE REPAIR
16248	4/7/2021	76.72	LES SCHWAB WAREHOUSE CENTER	WINTER CHANGEOVER
16248	4/7/2021	897.68	LES SCHWAB WAREHOUSE CENTER	TIRES
16248	4/7/2021	76.72	LES SCHWAB WAREHOUSE CENTER	WINTER CHANGEOVER
16248	4/7/2021	803.30	LES SCHWAB WAREHOUSE CENTER	SUSPENSION/STRUTS
16248	4/7/2021	76.72	LES SCHWAB WAREHOUSE CENTER	WINTER CHANGEOVER
16248	4/7/2021	448.84	LES SCHWAB WAREHOUSE CENTER	TIRES
16248	4/7/2021	538.14	LES SCHWAB WAREHOUSE CENTER	BALL JOINTS/TIE RODS
16248	4/7/2021	823.16	LES SCHWAB WAREHOUSE CENTER	TIRES
16249	4/7/2021	1,272.76	Marie Mills Center, Inc	MARCH-NOV 2021 TRANSIT CENTI
16249	4/7/2021	120.69	Marie Mills Center, Inc	MARCH 2021 JANITORIAL SUPPLI
16250	4/7/2021	92.91	McCOY FREIGHTLINER	INVENTORY
16250	4/7/2021	6,510.38	McCOY FREIGHTLINER	ENGINE/ELECTRICAL/EXHAUST RE
16250	4/7/2021	287.48	McCOY FREIGHTLINER	AIR LEAK REPAIR
16251	4/7/2021	434.87	DAVISON AUTO PARTS, INC.	VEHICLE MAINTENANCE
16252	4/7/2021	27.18	Office Depot Credit Plan	OFFICE SUPPLIES
16252	4/7/2021	35.29	Office Depot Credit Plan	OFFICE SUPPLIES
16252	4/7/2021	2.78	Office Depot Credit Plan	OFFICE SUPPLIES
16253	4/7/2021	3.00	OR DEPT OF MOTOR VEHICLES	DRIVER RECORDS
16254	4/7/2021	122.84	PACIFIC CITY SUN	ADVERTISING
16255	4/7/2021	1,189.94	PETROCARD INC.	MARCH 2021 FUEL
16256	4/7/2021	62.13	PORTLAND GENERAL	MARCH 2021 SALEM ELECTRIC
16257	4/7/2021	659.00	Prevailing Communications	BUS RADIOS 110/307/308
16258	4/7/2021	895.00	PINPOINT STITCHES AND INK LLC	BOARD DECALS
16258	4/7/2021	2,327.52	PINPOINT STITCHES AND INK LLC	DRIVER UNIFORMS
16259	4/7/2021	19,644.16	Sheldon Oil Distributors	MARCH 2021 FUEL
16260	4/7/2021	9.00	TILLAMOOK ELECTRONIC SUPPLY	RADIOS
16261	4/7/2021	128.20	Tillamook Motor Co.	VEHICLE MAINTENANCE/BATTERY
16262	4/7/2021	1,563.54	CARDMEMBER SERVICE	MARCH 2021 CHARGES
16263	4/7/2021	394.80	VERIZON	TABLET DATA
16265	4/9/2021	164.88	WEST COAST EXHAUST	AIR HOSE REPAIR
16265	4/9/2021	576.00	WEST COAST EXHAUST	SERVICE ENGINE/TRANSMISSION
16265	4/9/2021	162.00	WEST COAST EXHAUST	AIR COMPRESSOR DIAGNOSIS
16265	4/9/2021	180.00	WEST COAST EXHAUST	ELECTRICAL REPAIR
16265	4/9/2021	216.00	WEST COAST EXHAUST	WIRING/DOME LIGHT REPAIR
16265	4/9/2021	90.00	WEST COAST EXHAUST	LIFT REPAIR
16265	4/9/2021	144.00	WEST COAST EXHAUST	REPLACE AXLE
16265	4/9/2021	72.00	WEST COAST EXHAUST	ENGINE REPAIR
16265	4/9/2021	144.00	WEST COAST EXHAUST	PM SERVICE

59

**Tillamook County Transportation District**

Check/Voucher Register

1001 - General Checking Account

From 4/1/2021 Through 4/30/2021

Document Number	Document Date	Transaction Amount	Payee	Transaction Description
16265	4/9/2021	362.50	WEST COAST EXHAUST	EXHAUST REPAIR
16265	4/9/2021	396.00	WEST COAST EXHAUST	HEATER HOSE REPAIR
16265	4/9/2021	204.70	WEST COAST EXHAUST	EXHAUST REPAIR
16265	4/9/2021	215.60	WEST COAST EXHAUST	EXHAUST REPAIR
16265	4/9/2021	864.00	WEST COAST EXHAUST	EXHAUST REPAIR
16265	4/9/2021	342.00	WEST COAST EXHAUST	WIRING ISSUES
16265	4/9/2021	504.00	WEST COAST EXHAUST	REPLACE RADIATOR
16265	4/9/2021	720.00	WEST COAST EXHAUST	ELECTRICAL/COOLANT LEAK REPA
16265	4/9/2021	54.00	WEST COAST EXHAUST	REPLACE EXHAUST SENSOR
16265	4/9/2021	72.00	WEST COAST EXHAUST	PM SERVICE
16265	4/9/2021	72.00	WEST COAST EXHAUST	PM SERVICE
16265	4/9/2021	72.00	WEST COAST EXHAUST	FUEL LEAK REPAIR
16267	4/21/2021	292.24	ALSCO - Portland Linen	MATT SERVICE
16268	4/21/2021	100.00	BIO-MED TESTING SERVICE, INC.	DRUG SCREEN
16269	4/21/2021	71.12	BRENT OLSON	MILEAGE/SALEM
16270	4/21/2021	2.04	CARSON OIL CO INC	FUEL
16271	4/21/2021	2,673.50	COUNTRY MEDIA	RECRUITMENT-COVID
16271	4/21/2021	65.10	COUNTRY MEDIA	ADVERTISING
16272	4/21/2021	85.00	CRYSTAL AND SIERRA SPRINGS	WATER
16273	4/21/2021	838.15	CUMMINS NORTHWEST, LLC	BUS 34 VALVES
16274	4/21/2021	505.05	GenXsys Solutions, LLC	COMPUTER SUPPORT
16274	4/21/2021	2,142.90	GenXsys Solutions, LLC	COMPUTER SUPPORT
16275	4/21/2021	789.67	IconiPro Security & Alarms	TRANSIT CENTER CAMERAS
16276	4/21/2021	4,416.50	JORDAN SCHRADER RAMIS, PC	LEGAL W/CHAMPION PARK
16277	4/21/2021	1,724.40	KITTELSON & ASSOCIATES, INC.	STIF PLANNING
16278	4/21/2021	16.00	NEW AGE CAR WASH	VAN WASHES
16279	4/21/2021	122.84	PACIFIC CITY SUN	ADVERTISING
16280	4/21/2021	270.86	Pacific Office Automation	FEBRUARY 2021 TCTD
16281	4/21/2021	225.22	Pacific Office Automation	TCTD COPIER LEASE
16282	4/21/2021	168.00	SNAP-ON INDUSTRIAL	SHOP TOOLS
16282	4/21/2021	146.15	SNAP-ON INDUSTRIAL	SHOP TOOLS
16283	4/21/2021	49.95	VANIR BROADBAND, INC.	INTERNET
Report Total		68,233.92		

**Tillamook County Transportation District**

Check/Voucher Register

1006 - Payroll Checking

From 4/1/2021 Through 4/30/2021

<u>Document Number</u>	<u>Document Date</u>	<u>Payee</u>
5627	4/2/2021	PACIFIC SOURCE
5628	4/2/2021	ATU LOCAL #757
5629	4/9/2021	HRA VEBA TRUST
5630	4/21/2021	SPECIAL DISTRICTS INS. SERVICE
5631	4/23/2021	ATU LOCAL #757

61




**Tillamook County Transportation District**

Check/Voucher Register  
 1009 - NW RIDES ACCOUNT  
 From 4/1/2021 Through 4/30/2021

Document Number	Document Date	Transaction Amount	Payee	Transaction Description
2981	4/7/2021	670.06	WAVE	MARCH 2021 TELEPHONE
2982	4/7/2021	640.98	TILLAMOOK CNTY TRANS. DIST.	NWR MARCH 2021 RENT/UTILITIE
2983	4/7/2021	10,042.03	TILLAMOOK CNTY TRANS. DIST.	MARCH 2021 BENEFITS
2984	4/7/2021	360.00	TILLAMOOK CNTY TRANS. DIST.	NWR IND PR 3.26.21
2985	4/7/2021	10,434.47	TILLAMOOK CNTY TRANS. DIST.	NWR PAYROLL 3.26.21
2986	4/7/2021	58.64	CARDMEMBER SERVICE	MARCH 2021 CHARGES
2987	4/12/2021	2,400.68	AAA RIDE ASSIST	PROVIDER TRANSPORTATION
2987	4/12/2021	4,161.44	AAA RIDE ASSIST	PROVIDER TRANSPORTATION
2988	4/12/2021	6,240.30	COLUMBIA COUNTY RIDER	PROVIDER TRANSPORTATION
2989	4/12/2021	3,239.00	COLUMBIA MEDICAL	PROVIDER TRANSPORTATION
2990	4/12/2021	5,315.85	K & M MEDIVAN	PROVIDER TRANSPORTATION
2990	4/12/2021	4,368.55	K & M MEDIVAN	PROVIDER TRANSPORTATION
2990	4/12/2021	3,356.65	K & M MEDIVAN	PROVIDER TRANSPORTATION
2990	4/12/2021	4,886.90	K & M MEDIVAN	PROVIDER TRANSPORTATION
2990	4/12/2021	3,260.70	K & M MEDIVAN	PROVIDER TRANSPORTATION
2991	4/12/2021	5,266.00	MEDIX AMBULANCE	PROVIDER TRANSPORTATION
2991	4/12/2021	4,425.00	MEDIX AMBULANCE	PROVIDER TRANSPORTATION
2991	4/12/2021	181.00	MEDIX AMBULANCE	AFTER HOURS PHONES
2992	4/12/2021	5,783.90	METRO WEST	PROVIDER TRANSPORTATION
2993	4/12/2021	750.00	MTN RETREAT SECURE TRANSPORT	PROVIDER TRANSPORTATION
2994	4/12/2021	6,745.04	RYANS TRANSPORTATION SERVICE	PROVIDER TRANSPORTATION
2995	4/12/2021	2,525.00	SUNSET EMPIRE TRANSIT	PROVIDER TRANSPORTATION
2995	4/12/2021	675.00	SUNSET EMPIRE TRANSIT	PROVIDER TRANSPORTATION
2995	4/12/2021	825.00	SUNSET EMPIRE TRANSIT	PROVIDER TRANSPORTATION
2996	4/12/2021	15,814.00	TILLAMOOK CNTY TRANS. DIST.	PROVIDER TRANSPORTATION
2997	4/12/2021	11,791.25	WAPATO SHORES	PROVIDER TRANSPORTATION
2997	4/12/2021	11,086.00	WAPATO SHORES	PROVIDER TRANSPORTATION
2997	4/12/2021	11,403.00	WAPATO SHORES	PROVIDER TRANSPORTATION
2997	4/12/2021	19,337.75	WAPATO SHORES	PROVIDER TRANSPORTATION
2998	4/12/2021	1,908.00	WILLAMETTE VALLEY TRANSPORT	PROVIDER TRANSPORTATION
3000	4/14/2021	2,783.28	JANNA SMITH	VOLUNTEERS
3001	4/14/2021	2,847.64	JOHN REKART JR	VOLUNTEERS
3002	4/14/2021	3,519.84	KANDIS LIDAY	VOLUNTEERS
3003	4/14/2021	3,542.00	SEAN REKART	VOLUNTEERS
3004	4/14/2021	3,511.64	VAL HOLYOAK	VOLUNTEERS
3005	4/14/2021	2,984.68	WILLIAM NERENBERG	VOLUNTEERS
3006	4/14/2021	1,054.16	LEANN CHUINARD	VOLUNTEERS
3009	4/21/2021	91.90	CRYSTAL AND SIERRA SPRINGS	WATER
3010	4/21/2021	857.10	GenXsys Solutions, LLC	COMPUTER SUPPORT
3011	4/21/2021	816.00	JORDAN SCHRADER RAMIS, PC	LEGAL NEMT/NWR
3012	4/21/2021	53.08	Pacific Office Automation	FEBRUARY 2021 NWR
3013	4/21/2021	225.22	Pacific Office Automation	NWR COPIER LEASE
3014	4/27/2021	360.00	TILLAMOOK CNTY TRANS. DIST.	NWR INDIRECT PAYROLL 4.23.20
3015	4/27/2021	360.00	TILLAMOOK CNTY TRANS. DIST.	NWR INDIRECT PAYROL 4.9.21
3016	4/27/2021	10,393.73	TILLAMOOK CNTY TRANS. DIST.	NWR PAYROLL 4.23.21
3017	4/27/2021	10,503.65	TILLAMOOK CNTY TRANS. DIST.	NWR PAYROLL 4.9.21
Report Total		201,856.11		

62

FRED MEYER CARD CHARGES			
Date	Vendor	Description of Transaction	Amount
<b>May Board Packet (April Financials)</b>			
<b>TABATHA CARD #5</b>			
04/12/21		KITCHEN SUPPLIES/MEETINGS	\$ 75.52
04/15/21		COVID INCENTIVE PROGRAM/SNACKS	\$ 160.87
			<b>\$ 236.39</b>
<b>BRENT OLSON CARD #3</b>			
04/07/21		KITCHEN SUPPLIES	\$ 9.99
			<b>\$ 9.99</b>
<b>CATHY BOND CARD #4</b>			
			\$ -
			\$ -
			\$ -
<b>CLAYTON NORRBOM CARD # 6</b>			
03/28/21		COVID CLEANING SUPPLIES BUS	\$ 71.80
			<b>\$ 71.80</b>
		<b>Grand Total</b>	<b>\$ 318.18</b>
<b>DATE</b>	5-7-21	<b>APPROVAL</b>	

UMPQUA BANK: CLOSING DATE 04/23/2021			
Date	Vendor	Description of Transaction	Amount
<b>DOUG PILANT</b>			
03/29/21	VIRTUAL POSTMAIL	POSTAGE	\$ 25.00
04/01/21	FRED MEYER	OFFICE SUPPLY REFUND	\$ (2.79)
04/05/21	FACEBOOK	ADVERTISING	\$ 49.48
04/12/21	LA MEXICANA	MEALS/PETER STARKY MEETING	\$ 32.18
04/14/21	POSTABOX	POSTAGE	\$ 13.49
04/14/21	FACEBOOK		\$ 25.00
04/22/21	WERNERS	MEALS/BRENTS REVIEW	\$ 30.48
			<b>\$ 172.84</b>
<b>CATHY BOND</b>			
03/25/21	IRON MOUNTAIN	PAPER SHREDDING	\$ 102.84
04/06/21	ADOBE ACROPRO	ADOBE SOFTWARE	\$ 24.99
04/22/21	IRON MOUNTAIN	PAPER SHREDDING	\$ 102.94
			<b>\$ 230.77</b>
<b>BRENT OLSON</b>			
03/25/21	TENNANT CO	SHOP FACILITY MAINT./ZAMBONI	\$ 590.51
03/29/21	DONUT PALACE	MEALS/STAFF SURVEYS	\$ 34.75
04/01/21	AMAZON	TOUCHLESS WATER FOUNTAIN/COVID	\$ 880.14
04/08/21	RAM MOUNT	TABLET HOLDERS	\$ 97.07
04/12/21	ADAMS RIB SMOKEHOUSE	MEALS/EMPLOYEE SURVEY	\$ 13.80
04/12/21	UBER	MCCOY TO SALEM SHOP	\$ 37.81
04/23/21	MCDONALDS	MEALS/EMPLOYEE TRAINING	\$ 6.28
			<b>\$ 1,660.36</b>
<b>TABATHA WELCH</b>			
03/29/21	ENDICIA	POSTAGE	\$ 100.00
04/01/21	INDEED	JOB POSTING RECRUITMENT	\$ 504.79
04/01/21	AMAZON	TOUCHLESS WATER FOUNTAIN/COVID	\$ 880.14
04/05/21	INDEED	JOB POSTING RECRUITMENT	\$ 50.43
04/13/21	INDEED	JOB POSTING RECRUITMENT	\$ 503.65
04/14/21	HULU	UTILITIES/CABLE	\$ 64.99
04/16/21	ENDICIA	POSTAGE	\$ 24.99
04/19/21	PACIFIC RESTAURANT	MEALS/BUDGET MEETING	\$ 25.96
04/19/21	AMAZON	MEMBERSHIP	\$ 12.99
04/19/21	MIKES MAC AND SANNYS	MEALS/BUDGET MEETING	\$ 13.80
04/20/21	ENDICIA	POSTAGE	\$ 100.00
04/23/21	ENDICIA	POSTAGE	\$ 56.49
			<b>\$ 2,338.23</b>
<b>CLAYTON NORRBOM</b>			
			\$ -
STATEMENT TRUE UP			\$ (0.01)
			\$ (25.00)
Charges total			\$ 4,377.19
Grand Total			\$ 4,377.19
APPROVAL		DATE	5-11-21



April 2021 Statement

Open Date: 03/25/2021 Closing Date: 04/23/2021



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

Account: 7790

Cardmember Service 1-866-552-8855  
BUS 30 ELN 68 15

<b>New Balance</b>	<b>\$4,402.19</b>
<b>Minimum Payment Due</b>	<b>\$45.00</b>
<b>Payment Due Date</b>	<b>05/22/2021</b>

<b>Reward Points</b>	
Earned This Statement	4,558
Reward Center Balance as of 04/22/2021	79,319
For details, see your rewards summary.	

<b>Activity Summary</b>		
Previous Balance	+	\$1,622.17
Payments	-	\$1,622.18 <sup>CR</sup>
Other Credits	-	\$2.79 <sup>CR</sup>
Purchases	+	\$4,404.99
Balance Transfers		\$0.00
Advances		\$0.00
Other Debits		\$0.00
Fees Charged		\$0.00
Interest Charged		\$0.00
<b>New Balance</b>	<b>=</b>	<b>\$4,402.19</b>
<b>Past Due</b>		<b>\$0.00</b>
<b>Minimum Payment Due</b>		<b>\$45.00</b>
Credit Line		\$10,000.00
Available Credit		\$5,597.81
Days in Billing Period		30

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



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

☎ to pay by phone  
☎ to change your address

000032711 01 SP 000638798180424 P Y

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



Account Number	7790
Payment Due Date	5/22/2021
New Balance	\$4,402.19
Minimum Payment Due	\$45.00

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

Cardmember Service

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




**Visa Business Rewards Company Card**

<b>Rewards Center Activity as of 04/22/2021</b>	
Rewards Center Activity*	0
Rewards Center Balance	79,319

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

Rewards Earned	This Statement	Year to Date
Points Earned on Net Purchases	4,244	12,170
Gas, Restaurants & Telecom Double Points	314	1,305
<b>Total Earned</b>	<b>4,558</b>	<b>13,475</b>

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

**Important Messages**

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

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

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

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](http://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
<b>Other Credits</b>					
04/01	03/30	0210	FRED-MEYER #0377 TILLAMOOK OR MERCHANDISE/SERVICE RETURN	\$2.79	CR
<b>Purchases and Other Debits</b>					
03/29	03/27	1669	VIRTUALPOSTMAIL.COM 909-235-6245 CA	\$25.00	
04/05	04/03	7358	FACEBK 87R264FQR2 650-5434800 CA	\$49.48	
04/12	04/08	1696	LA MEXICANA RESTAURANT TILLAMOOK OR	\$32.18	
04/14	04/12	9656	SQ *POSTABOX TILLAMOOK OR	\$13.49	
04/14	04/13	2253	FBPAY *IdahoConservat donate.fb.com CA	\$25.00	
04/22	04/20	7602	WERNER GOURMET MEAT SN TILLAMOOK OR	\$30.48	
<b>Total for Account</b>				<b>17808</b>	<b>\$172.84</b>



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

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
<b>Purchases and Other Debits</b>					
03/25	03/24	9654	IRON MOUNTAIN 800-934-3453 MA	\$102.84	_____
04/06	04/05	0750	ADOBE ACROPRO SUBS 408-536-6000 CA	\$24.99	_____
04/22	04/21	8776	IRON MOUNTAIN 800-934-3453 MA	\$102.94	_____
			<b>Total for Account</b>	<b>1 2022</b>	<b>\$230.77</b>

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

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
<b>Purchases and Other Debits</b>					
03/29	03/26	6267	USPS STAMPS ENDICIA 888-434-0055 DC	\$100.00	_____
04/01	03/30	1907	INDEED 203-564-2400 CT	\$504.79	_____
04/01	03/31	2973	AMZN Mktp US*RN4KH6EQ3 Amzn.com/bill WA	\$880.14	_____
04/05	04/01	5626	INDEED 203-564-2400 CT	\$50.43	_____
04/13	04/12	4075	INDEED 203-564-2400 CT	\$503.65	_____
04/14	04/13	2577	HLU*Hulu 1934589745285 HULU.COM/BILL CA	\$64.99	_____
04/16	04/15	7519	ENDICIA 800-576-3279 CA	\$24.99	_____
04/19	04/16	0095	PACIFIC RESTAURANT TILLAMOOK OR	\$25.96	_____
04/19	04/17	6117	Amazon Prime*VZ78Q3BR3 Amzn.com/bill WA	\$12.99	_____
04/19	04/16	4183	SQ *MIKES MAC AND SANN Tillamook OR	\$13.80	_____
04/20	04/19	1830	USPS STAMPS ENDICIA 888-434-0055 DC	\$100.00	_____
04/23	04/22	1053	ENDICIA STORE 800-576-3279 CA	\$56.49	_____
			<b>Total for Account</b>	<b>4146</b>	<b>\$2,338.23</b>

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

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
<b>Purchases and Other Debits</b>					
03/25	03/24	5894	TENNANT CO 800-5538033 MN	\$590.51	_____
03/29	03/26	0171	DONUT PALACE PORTLAND OR	\$34.75	_____
04/01	03/31	4834	AMZN Mktp US*FW1ER2F33 Amzn.com/bill WA	\$880.14	_____
04/08	04/06	3897	NPI/RAM MOUNTS 206-763-8361 WA	\$97.07	_____
04/12	04/09	0023	ADAMS RIB SMOKEHOUSE SALEM OR	\$13.80	_____
04/12	04/10	8619	UBER TRIP HELP.UBER.COM CA	\$37.81	_____
04/23	04/21	0325	MCDONALD'S F12202 TILLAMOOK OR	\$6.28	_____
			<b>Total for Account</b>	<b>1 2649</b>	<b>\$1,660.36</b>


**Transactions BILLING ACCOUNT ACTIVITY**

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
<b>Payments and Other Credits</b>					
04/07	04/07	8	PAYMENT THANK YOU	\$58.64 <sub>CR</sub>	_____
04/07	04/07	8	PAYMENT THANK YOU	\$1,563.54 <sub>CR</sub>	_____
			<b>Total for Account</b>	<b>7790</b>	<b>\$1,622.18<sub>CR</sub></b>

<b>2021 Totals Year-to-Date</b>	
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	\$4,402.19	\$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](http://myaccountaccess.com)

# Tillamook County Transportation District

## MONTHLY PERFORMANCE REPORT

APR 2021

RIDERSHIP BY SERVICE TYPE	APR 2021	APR 2020	YTD FY 20-21	YTD FY 19-20	YTD % Change
<b><u>Dial-A-Ride Service</u></b>					
Tillamook County	906	450	8,218	9,708	-15.3%
NW Rides	536	177	4,782	6,577	-27.3%
<b>Dial-A-Ride Total</b>	<b>1,442</b>	<b>627</b>	<b>13,000</b>	<b>16,285</b>	<b>-20.2%</b>
<b><u>Deviated Fixed Route Service</u></b>					
Rt 1: Town Loop	2,704	1,724	26,762	34,902	-23.3%
Rt 2: Netarts/Oceanside	575	301	4,749	6,551	-27.5%
Rt 3: Manzanita/Cannon Beach	2,134	1,409	19,551	27,889	-29.9%
Rt 4: Lincoln City	871	589	7,954	13,354	-40.4%
<b>Local Fixed Rt Total</b>	<b>6,284</b>	<b>4,023</b>	<b>59,016</b>	<b>82,696</b>	<b>-28.6%</b>
<b><u>Intercity Service</u></b>					
Rt 5: Portland	459	164	4,360	7,333	-40.5%
Rt 60X: Salem	784	199	6,045	8,739	-30.8%
Rt 70X: Grand Ronde	370	36	2,837	3,942	-28.0%
<b>Inter City Total</b>	<b>1,613</b>	<b>399</b>	<b>13,242</b>	<b>20,014</b>	<b>-33.8%</b>
<b><u>Other Services</u></b>					
Tripper Routes	47	7	399	958	-58.4%
Special Bus Operations	0	0	516	1,327	-61.1%
<b>Other Services Total</b>	<b>47</b>	<b>7</b>	<b>915</b>	<b>2,285</b>	<b>-60.0%</b>
<b>TOTAL ALL SERVICES</b>	<b>9,386</b>	<b>5,056</b>	<b>86,173</b>	<b>121,280</b>	<b>-28.9%</b>

<b>ONE-WAY TRIPS BY USER GROUP</b>					
	Fixed		YTD	YTD	YTD %
USER GROUP	Route	DAR	FY 20-21	FY 19-20	Change
General (18 years to 60 years of age)	4,709	231	45,803	65,478	-30.0%
Senior/Disabled	2,600	1,154	34,576	47,097	-26.6%
Child/Youth (less than 18 years of age)	635	58	5,794	8,705	-33.4%
<b>Total</b>	<b>7,944</b>	<b>1,442</b>	<b>86,173</b>	<b>121,280</b>	<b>-28.9%</b>

<b>OTHER RIDER CATEGORIES</b>					
	Fixed		YTD	YTD	YTD %
	Route	DAR	FY 20-21	FY 19-20	Change
Ride Connection	50		587	755	-22.3%
Tillamook Bay Community College	145		1,380	2,037	-32.3%
NWOTA Visitor Pass	82		709	1,201	-41.0%
NW Rides		493	4,309	5,922	-27.2%
Helping Hands Shuttle		39	389	1,329	-70.7%

70

Tillamook County Transportation District  
Actual FY 2020/2021

Year-to-Date Statistics and Performance

Route/Run	Thru Apr 2021		5/13/2021													
	YTD Fare Revenue (\$)	YTD Passngrs	YTD Service Hours	YTD Paid Hours	YTD Service Miles	Mileage Based Costs	Hourly Based Costs (\$)	Direct Cost (\$)	Indirect Costs (\$)	Total Costs (\$)	Hourly Rate (\$)	Passngrs per Hour	Farebox Ratio	Passngr/ \$ Subsidy	Average Fare (\$)	Revenue/ Service Hour (\$)
<b>Dial-A-Ride Service</b>																
Dial-A-Ride	29,540	8,218	3,482	4,407	64,776	42,411	159,375	9,629	61,635	273,050	78.42	2.4	10.8%	0.03	3.59	8.48
NW Rides	350,576	4,782	4,974	6,543	134,333	87,952	227,656	13,754	96,022	425,384	85.52	1.0	82.4%	0.06	73.31	70.48
<b>Total DAR</b>	<b>380,115</b>	<b>13,000</b>	<b>8,456</b>	<b>10,950</b>	<b>199,109</b>	<b>130,363</b>	<b>387,031</b>	<b>23,383</b>	<b>157,657</b>	<b>698,433</b>	<b>82.60</b>	<b>1.5</b>	<b>54.4%</b>	<b>0.04</b>	<b>29.24</b>	<b>44.95</b>
<b>Deviated Route</b>																
01 Town Loop	20,173	26,762	3,814	4,334	52,013	34,055	174,561	10,546	63,894	283,056	74.22	7.0	7.1%	0.10	0.75	5.25
02 Netarts/Oceanside	5,384	4,749	2,008	2,703	44,247	28,970	91,899	5,552	36,856	163,277	81.32	2.4	3.3%	0.03	1.13	2.68
03 Manzanita	26,545	19,551	5,494	6,020	142,554	93,335	251,443	15,191	104,945	464,913	84.63	3.6	5.7%	0.04	1.36	4.83
04 Lincoln City	14,477	7,954	3,513	4,163	117,842	77,155	160,784	9,714	72,200	319,853	91.05	2.3	4.5%	0.03	1.82	4.12
<b>Total Deviated Route</b>	<b>66,579</b>	<b>59,016</b>	<b>14,828</b>	<b>17,220</b>	<b>356,655</b>	<b>233,514</b>	<b>678,687</b>	<b>41,003</b>	<b>277,895</b>	<b>1,231,100</b>	<b>83.03</b>	<b>4.0</b>	<b>5.4%</b>	<b>0.05</b>	<b>1.13</b>	<b>4.45</b>
<b>Intercity</b>																
05 Portland	41,383	4,360	2,950	3,221	94,514	61,881	143,171	8,157	59,781	272,991	92.55	1.5	15.2%	0.02	9.49	14.03
60X Salem	16,244	6,045	2,723	3,345	109,757	71,861	132,173	7,530	59,484	271,049	99.53	2.2	6.0%	0.02	2.69	5.97
70X Grand Ronde	4,545	2,837	1,747	2,194	60,748	39,773	84,772	4,830	36,310	165,685	94.86	1.6	2.7%	0.02	1.60	2.60
<b>Total Intercity</b>	<b>62,172</b>	<b>13,242</b>	<b>7,420</b>	<b>8,759</b>	<b>265,018</b>	<b>173,516</b>	<b>360,117</b>	<b>20,517</b>	<b>155,574</b>	<b>709,724</b>	<b>95.66</b>	<b>1.8</b>	<b>8.8%</b>	<b>0.02</b>	<b>4.70</b>	<b>8.38</b>
<b>Other Services</b>																
Trippers	399	399	114	261	1,212	793	5,211	315	1,841	8,160	71.68	3.5	4.9%	0.05	1.00	3.50
Special Bus Operation	0	516	224	225	2,299	1,505	10,266	620	3,612	16,004	71.35	2.3	0.0%	0.03	0.00	0.00
<b>Total Other Services</b>	<b>399</b>	<b>915</b>	<b>338</b>	<b>486</b>	<b>3,511</b>	<b>2,299</b>	<b>15,477</b>	<b>935</b>	<b>5,453</b>	<b>24,164</b>	<b>71.46</b>	<b>2.7</b>	<b>1.7%</b>	<b>0.04</b>	<b>0.44</b>	<b>1.18</b>
<b>Total TCTD Services</b>	<b>509,265</b>	<b>86,173</b>	<b>31,041</b>	<b>37,415</b>	<b>824,293</b>	<b>539,692</b>	<b>1,441,311</b>	<b>85,839</b>	<b>596,580</b>	<b>2,663,421</b>	<b>85.80</b>	<b>2.78</b>	<b>19.1%</b>	<b>0.04</b>	<b>5.91</b>	<b>16.41</b>

Total Mileage, Labor & Direct Cost 2,066,842 28.9%

72

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

Route/Run	Thru Apr 2021			Thru Apr 2021			Thru Apr 2021			Thru Apr 2021			Thru Apr 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	28,765	29,540	775	2.7%	9,708	8,218	-1,490	-15.3%	3,709	3,482	-227	-6.1%	265,856	273,050	7,194	2.7%
NW Rides	394,784	350,576	-44,209	-11.2%	6,577	4,782	-1,795	-27.3%	6,582	4,974	-1,609	-24.4%	528,051	425,384	-102,667	-19.4%
Total DAR	423,549	380,115	-43,434	-10.3%	16,285	13,000	-3,285	-20.2%	10,292	8,456	-1,836	-17.8%	793,907	698,433	-95,474	-12.0%
<u>Deviated Route</u>																
01 Town Loop	23,822	20,173	-3,649	-15.3%	34,902	26,762	-8,140	-23.3%	3,801	3,814	13	0.3%	259,493	283,056	23,563	9.1%
02 Netarts/Oceanside	7,125	5,384	-1,741	-24.4%	6,551	4,749	-1,802	-27.5%	2,001	2,008	7	0.3%	150,331	163,277	12,946	8.6%
03 Manzanita	35,862	26,545	-9,317	-26.0%	27,889	19,551	-8,338	-29.9%	5,475	5,494	18	0.3%	428,541	464,913	36,373	8.5%
04 Lincoln City	20,400	14,477	-5,923	-29.0%	13,354	7,954	-5,400	-40.4%	3,501	3,513	12	0.3%	295,923	319,853	23,930	8.1%
Total Local Fixed Route	87,209	66,579	-20,630	-23.7%	82,696	59,016	-23,680	-28.6%	14,778	14,828	50	0.3%	1,134,287	1,231,100	96,812	8.5%
<u>Intercity</u>																
05 Portland	67,996	41,383	-26,613	-39.1%	7,333	4,360	-2,973	-40.5%	2,940	2,950	10	0.3%	244,891	272,991	28,099	11.5%
60X Salem	23,542	16,244	-7,298	-31.0%	8,739	6,045	-2,694	-30.8%	2,665	2,723	58	2.2%	241,268	271,049	29,781	12.3%
70X Grand Ronde	5,622	4,545	-1,077	-19.2%	3,942	2,837	-1,105	-28.0%	1,730	1,747	16	0.9%	147,990	165,685	17,695	12.0%
Total Intercity	97,160	62,172	-34,988	-36.0%	20,014	13,242	-6,772	-33.8%	7,335	7,420	85	1.2%	634,149	709,724	75,575	11.9%
<u>Other Services</u>																
Trippers	653	399	-254	-38.9%	958	399	-559	-58.4%	148	114	-34	-22.9%	9,683	8,160	-1,523	-15.7%
Special Bus Operation	2,040	0	-2,040	-100.0%	1,327	516	-811	-61.1%	273	224	-49	-17.8%	18,595	16,004	-2,591	-13.9%
Total Other Services	2,693	399	-2,294	-85.2%	2,285	915	-1,370	-60.0%	421	338	-82	-19.6%	28,278	24,164	-4,115	-14.6%
<b>Total TCTD Services</b>	<b>610,611</b>	<b>509,265</b>	<b>-101,346</b>	<b>-16.6%</b>	<b>121,280</b>	<b>86,173</b>	<b>-35,107</b>	<b>-28.9%</b>	<b>32,825</b>	<b>31,041</b>	<b>-1,784</b>	<b>-5.4%</b>	<b>2,590,622</b>	<b>2,663,421</b>	<b>72,799</b>	<b>2.8%</b>



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

Year to Date Performance Comparison

Route/Run	Thru Apr 2021 19/20			Thru Apr 2021 20/21			Thru Apr 2021 19/20			Thru Apr 2021 20/21			Thru Apr 2021 19/20			Thru Apr 2021 20/21		
	Hourly Rate	Hourly Rate	Amount Diff	Percent Diff	Passngr /Hour	Passngr /Hour	Amount Diff	Percent Diff	Farebox Ratio	Farebox Ratio	Amount Diff	Percent Diff	Average Fare	Average Fare	Amount Diff	Percent Diff		
Dial-A-Ride Service																		
Dial-A-Ride	71.67	78.42	6.74	9.4%	2.6	2.4	-0.3	-9.8%	10.8%	10.8%	0.0%	0.0%	2.96	3.59	0.63	21.3%		
NW Rides	80.22	85.52	5.30	6.6%	1.0	1.0	0.0	-3.8%	74.8%	82.4%	7.7%	10.2%	60.02	73.31	13.29	22.1%		
Total DAR	77.14	82.60	5.46	7.1%	1.6	1.5	0.0	-2.8%	53.3%	54.4%	1.1%	2.0%	26.01	29.24	3.23	12.4%		
Deviated Route																		
01 Town Loop	68.27	74.22	5.95	8.7%	9.2	7.0	-2.2	-23.6%	9.2%	7.1%	-2.1%	-22.4%	0.68	0.75	0.07	10.4%		
02 Netarts/Oceanside	75.13	81.32	6.19	8.2%	3.3	2.4	-0.9	-27.8%	4.7%	3.3%	-1.4%	-30.4%	1.09	1.13	0.05	4.2%		
03 Manzanita	76.27	84.63	6.36	8.1%	5.1	3.6	-1.5	-30.1%	8.4%	5.7%	-2.7%	-31.8%	1.29	1.36	0.07	5.6%		
04 Lincoln City	84.53	91.05	6.53	7.7%	3.8	2.3	-1.6	-40.6%	6.9%	4.5%	-2.4%	-34.3%	1.53	1.82	0.29	19.1%		
Total Deviated Route	76.75	83.03	6.27	8.2%	5.6	4.0	-1.6	-28.9%	7.7%	5.4%	-2.3%	-29.7%	1.05	1.13	0.07	7.0%		
Intercity																		
05 Portland	83.30	92.55	9.25	11.1%	2.5	1.5	-1.0	-40.7%	27.8%	15.2%	-12.6%	-45.4%	9.27	9.49	0.22	2.4%		
60X Salem	90.54	99.53	8.99	9.9%	3.3	2.2	-1.1	-32.3%	9.8%	6.0%	-3.8%	-38.6%	2.69	2.69	-0.01	-0.2%		
70X Grand Ronde	85.53	94.86	9.33	10.9%	2.3	1.6	-0.7	-28.7%	3.8%	2.7%	-1.1%	-27.8%	1.43	1.60	0.18	12.3%		
Total Intercity	86.46	95.66	9.20	10.6%	2.7	1.8	-0.9	-34.6%	15.3%	8.8%	-6.6%	-42.8%	4.85	4.70	-0.16	-3.3%		
Other Services																		
Trippers	65.60	71.68	6.07	9.3%	6.5	3.5	-3.0	-46.0%	6.7%	4.9%	-1.9%	-27.5%	0.68	1.00	0.32	46.7%		
Special Bus Operation	68.14	71.35	3.21	4.7%	4.9	2.3	-2.6	-52.7%	11.0%	0.0%	-11.0%	-100.0%	1.54	0.00	-1.54	-100.0%		
Total Other Services	67.25	71.46	4.21	6.3%	5.4	2.7	-2.7	-50.2%	9.5%	1.7%	-7.9%	-82.7%	1.18	0.44	-0.74	-63.0%		
Total Other Services	76.92	85.80	6.88	8.7%	3.7	2.8	-0.9	-24.9%	23.6%	19.1%	-4.4%	-18.9%	5.03	5.91	0.88	17.4%		

Comparison FY19/20 to FY 20/21	YTD Through Apr 2021			Amount Difference	Percent Difference
	19/20	20/21	19/20		
Mileage	875,903	824,293	(51,610)	-5.9%	
Mileage Based Costs	568,104	539,692	(28,412)	-5.0%	
Hourly Based Costs	1,489,319	1,441,311	(48,008)	-3.2%	
Direct Costs	533,198	596,580	63,381	11.9%	
Overhead Costs					
Total Costs	2,590,622	2,577,583	(13,039)	-0.5%	

Special Bus Operation Calculation Cost			
Cost per mile calculation:			
Actual	Plus	10%	Hourly Rate Calculation:
45.8%	Overhead	Profit	Actual Hourly Rate \$ 38.52
Actual	Overhead	Profit	Plus Direct Costs 3.2%
Minivan			Hourly Rate \$ 39.76
Small Bus			Plus Overhead 28.9%
Coach			Hourly Rate \$ 51.24
			Plus Profit 10.0% \$ 56.37

74

# nwCONNECTOR

## Coordinating Committee Zoom Meeting

May 14, 2021

Tillamook County Transportation District

3600 3<sup>rd</sup> St

Tillamook, OR

10:00 am—12:00 pm

### Join Zoom Meeting:

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

1 253 215 8782

Meeting ID: 845 5531 8692

### Agenda

10:00— 10:05a	1. Introductions. Welcome to guests.	Doug Pilant
10:05— 10:15a	2. Consent Calendar ( <b>Action Items</b> ) <ul style="list-style-type: none"> <li>▪ April 16, 2021 Meeting Minutes (<b>Attached</b>)</li> <li>▪ April 2021 Financial Report</li> <li>▪ Ridership Tracking</li> <li>▪ Updating NWConnector Performance Measures</li> </ul>	Doug Pilant/All
10:15— 10:30a	3. NWOTA Standing Items <ul style="list-style-type: none"> <li>▪ Marketing:                 <ul style="list-style-type: none"> <li>– Visitor Pass/Information Card Update</li> <li>– Facebook Statistics</li> </ul> </li> <li>▪ Website                 <ul style="list-style-type: none"> <li>– Trip Planner Update</li> </ul> </li> </ul>	Mary Mc Trillium  Trillium
10:30— 11:30a	4. Calculating Average Passenger Miles Workshop	Doug Pilant/All
11:30— 11:45a	5. GermFogger Proposal for Disinfecting Equipment <ul style="list-style-type: none"> <li>▪ Updates</li> <li>▪ Finalize contract amount</li> </ul>	Doug Pilant/All
11:45— 12:00a	6. Other Business and Member Updates	Doug Pilant/All

### Attachments:

April 16, 2021 Meeting Minutes

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

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



NW Oregon Transit Alliance (NWOTA)  
Coordinating Committee Meeting Minutes (via Zoom)  
April 16, 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
  - Paul Lewicki—Sunset Empire Transportation District
  - Doug Pilant—Tillamook County Transportation District
  - Cynda Bruce—Lincoln County Transitb
  - Arla Miller, Ken Shonkwiler—ODOT
  - Juliet Eldred—Trillium Transit
  - Ayreann Colombo, Mary McArthur—Col-Pac EDD
2. Consent Calendar: Unanimously approved. (JD/CB)
  - March 19, 2021 Meeting Minutes—No changes.
  - March 2021 Financial Report—Changes: Quarterly administrative costs, Website maintenance costs, and Facebook marketing.
  - Ridership Performance Report—Postponed until May to be able to compare a full year of ridership pre and during pandemic.
  - Calculating Average Passenger Miles Progress—Workshop was set to be held on May 14<sup>th</sup>, and move the full board meeting to May 14<sup>th</sup> as well.
3. NWOTA Standing Items:
  - Marketing—Visitor Pass/Information Card. Coast Printing provided the following quotes:

<u>Information Card</u> —Amount 1000. 4x6, 2sided color	\$155.00
<u>Visitor Pass</u> —Amount 1000. 3.5x4 2sided color, #'d and scored	\$490.00

Partners concurred and Mary will get ordered. Partners would like to use the map in all of the shelters. Map is reprintable and scalable to any size. Gillespie can print for large size maps. A vender in Corvallis can make custom size racks for cards. Doug will send the vendor contact information to everyone.

Travel Studio is really interested in getting Car-Free Travel marketing out. There have been concerns about encouraging tourism during a pandemic. Also, interested in knowing whether capacity is an issue, for existing local riders. SETD—capacity it a big concern. People seem to be out and about more. TCTD reported a bus from Banks to the Coast being full. May have to go to consider requiring reservations for both Portland/Salem. First come first serve. ODOT—May be a little early to encourage visitor transit travel. Don't see the Governor opening up transit capacity any time soon. Still operating under restricted travel. Consensus to wait.

Mary introduced Juliet to Nan Devlin who has been running the North Coast Tourism Studio. Juliet sent out spreadsheet that included destinations reached by bus. Nan Devlin will be the source for Tillamook County destination contacts, perhaps Cape Kiwanda. Brad will be meeting with the local museum and bring this up. Also, he is recommending contacting OSU. Cynda—Recommended Yaquina Bay Lighthouse. Aquarium with 150,000 Facebook followers will be the best. May be some other historic sites. John—Will send out Juliet's spreadsheet to all Columbia



County commissioners and department heads. Will need to see if SETD has followed up with Juliet. Perhaps, Columbia River Maritime Museum. Mary check with Juliet and follow up if needed.

▪ Website Budget:

- Arla reported that ODOT will not be paying the \$7,500 for GTF5? Nor will the vendor shorten the subscription cost if a full year isn't needed.

4. GermFogger Proposal for Disinfecting Equipment

- Brad—Wasn't too sure at first. After the demo, the equipment really seems to work, even as the pandemic winds down. Demo'd the sling, backpack and the full machine that can do multiple buses at once. Found that the sling fit BAT's needs well. Do a lot of demand response, and a lot of time in between runs. Can quickly sanitize between runs. Can store in the buses. Would be great to have.
- Cynda—After seeing yesterday's demo, the large unit seemed so clunky and unnecessary. The slings seem really convenient. Have different areas where buses are parked. The back packs are pretty heavy. The slings disinfect very quickly (1 whole bus in 30 seconds). Larger machine probably is more effective but less flexible. Sanitary system is good marketing for safe transit.
- John—Concur with others regarding the larger machines and plumbing required. Makes the mobile units more appealing. Have a couple of buses that stay away from the transit center for a period of time. Could imagine getting several of the slings. Maybe a couple of batteries or two. Kind of wish the pump were a little more powerful. But demo went well, very quick.
- Paul—When started talking to Creative, there weren't many products available in a timely manner. With sling, would lose capacity of sanitation records. Although, that may not be as important as move into preventive vs survival mode. Like being able to purchase 15 of the slings for the same cost of one of the larger machines. Newer, perhaps more practical solution.
- Doug—Also disappointed that Creative didn't get their proposal in on time. GermFogger was genuinely interested in the NWConnector project. Don't want to deal with the complexities of plumbing buses. Would like to get the unit that can be moved around and do multiple buses, plus a couple of slings. Also have vehicles parked remotely that don't get to Tillamook that often, so slings would be good for them. Most of Tillamook buses come in and out of transit center and always have time between runs. Could easily sanitize the buses between runs at the Transit Center.

Total grant amount is \$187,800 and the deadline was extended through September. Record low level of flu and other transmitted viruses this year because of sanitation and masks. Can clean the Transit Center as well. Will go a long way toward promote public safety. Arla—Request a Material Safety Data Sheet (MSDS). May have riders concerned about the chemicals being used. Thad can put in touch with suppliers so will have a broader selection of chemicals being used. Next steps—Thad will circle back and see what is needed by each partner and then get a new cost estimate. Purchase of the chemicals is in the original scope for the grant. Question—Consumable parts—may want to get extras. Nozzles. Bags are reusable, but might a good idea to restock those.

Mary to contact regarding which chemicals they use. Important to partners:

- No chemical build-up
- Clean smell (no Lysol/evergreen type of smell)
- Chemical sensitivities from riders?

5. NWOTA Management Plan

- TCTD has conducted a comprehensive fare policy analysis. Attempted to simplify the existing fare structure and align with other NWOTA partners. Hopeful to use new technologies to coordinate dial-a-ride services to solve first/last mile transit needs. Looking forward to watching Sunset's and Benton/Lincolns move to automated ticketing. Hopeful that TCTD can move to mobile ticketing using the same technology.
- Tribes said they don't have staff to commit to meetings. However, because of their significant financial contribution to the Coastal Connector services they perceive themselves as ex-officio members. Potential interest in Yamhill County Transit, as they are in the center of the NWConnector system. Florence through LCOG would like to attend one of NWOTA's meetings. May be interested in becoming a member.
- Explore expectations and options to add new partners. Maybe different levels of commitment. (Pull from Management Plan) Be sure they have the same vision and same commitment.
- Big factor in success is the partners working together. Have a lot of trust and mentorship among the partners.
- Think about potential system improvements in case the Federal Infrastructure bill passes this Fall.

6. Other Business and Partner Updates

No additional updates to report.

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



**Tillamook County Transportation District**

Financial Statement

08 - Northwest Oregon Transit Allia

From 4/1/2021 Through 4/30/2021

	Current Period Actual	Current Period Budget	Current Year Actual	Total Budget	Total Budget Variance	83%
<b>Resources</b>						
Working Capital	0.00	0.00	0.00	80,000.00	(80,000.00)	0.00%
NWOTA Partner Cont. Match	9,000.00	0.00	40,500.00	42,000.00	(1,500.00)	96.42%
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%
<b>Total Resources</b>	<b>9,000.00</b>	<b>0.00</b>	<b>138,755.00</b>	<b>198,000.00</b>	<b>(59,245.00)</b>	<b>70.08%</b>
<b>Expenses</b>						
<b>Materials and Services</b>						
Professional Services	0.00	437.50	227.20	5,250.00	5,022.80	4.32%
Administrative Support	0.00	2,083.33	15,904.84	25,000.00	9,095.16	63.61%
Website Maintenance	0.00	625.00	6,500.00	7,500.00	1,000.00	86.66%
Marketing	0.00	2,916.67	3,411.00	35,000.00	31,589.00	9.74%
Website Re-Design	0.00	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%
<b>Total Materials and Services</b>	<b>0.00</b>	<b>12,729.17</b>	<b>56,386.87</b>	<b>152,750.00</b>	<b>96,363.13</b>	<b>36.91%</b>
<b>Transfers</b>						
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%
<b>Total Transfers</b>	<b>0.00</b>	<b>0.00</b>	<b>3,000.00</b>	<b>45,250.00</b>	<b>42,250.00</b>	<b>6.63%</b>
<b>Total Expenses</b>	<b>0.00</b>	<b>12,729.17</b>	<b>59,386.87</b>	<b>198,000.00</b>	<b>138,613.13</b>	<b>29.99%</b>

**MEMO TO:** TCTD BOARD OF DIRECTORS  
**FROM:** DOUG PILANT, GENERAL MANAGER  
**SUBJECT:** STATUS OF DIAL-A-RIDE SERVICES



**Issue**

Citizen requesting that TCTD offer Dial-A-Ride services to senior citizens in Tillamook County.

**Background and Findings**

1. On April 16<sup>th</sup> TCTD received a letter (included as Attachment A) from Larry Stephens “requesting dial-a-ride services be offered to senior citizens like Pat Patterson so they will have options for transportation at least once a week for necessities, etc.” on April 16, 2021.
2. The following week Mr. Stephens submitted a Letter to the Headlight Herald that was published on April 27, 2021, which has been included as Attachment B. Mr. Stephens said, “dial-a-ride services in South County have been “reduced drastically over the past several years” and then endorsed TCTD candidates (Mary Johnson and Director Adler) who were running to be elected on the campaign promise to enhance the services for Mr. Patterson and others in similar situations. Mr. Stephens then referenced his letter (Attachment A) being sent to the TCTD Board of Directors. Mr. Stephen concludes his letter by stating the TCTD Board and General Manager to seriously begin addressing this concern.
3. TCTD Operations Superintendent Brent Olson conducted an investigation to determine the reason(s) Mr. Patterson does not have access to the District’s dial-a-ride service. This research included searches for trip requests in both the Ecolane and Transit Ace scheduling and dispatching databases. The trip history search concluded:
  - a. Mr. Patterson’s profile was uploaded from Transit Ace into Ecolane on February 27, 2018. There are no records of any trip requests or trip denials since his profile data was uploaded into the Ecolane database.
  - b. The Transit Ace database revealed Mr. Patterson scheduled 4 trips in June and July of 2017. Dial-a-ride provided Mr. Patterson 2 trips while he “No Showed” the dial-a-ride drivers on the 2 remaining trip requests.
4. The TCTD dispatchers reported they have never met Mr. Patterson and said he has never called them to schedule Dial-A-Ride trips. The dispatchers reported that during the COVID-19 pandemic they are regularly scheduling trips for 5 to 10 South County residents each week. They estimate dial-a-ride provides these riders 20 to 25 trips per week. They reported their last customer living along Sand Lake Road in Tierra Del Mar was recently moved to an assisted living facility. The dispatchers said they have been able to accommodate the vast majority of all South County trip requests for the past 3-years.

5. TCTD has marketed dial-a-ride services by purchasing weekly advertisements in the Pacific City Sun for the past 3-years. The purpose of these ads is to help local residents be aware dial-a-ride service is available for a variety of trip purposes. For the past 18-months the 3 advertisements listed in Attachment C have been rotated on a weekly basis.
6. The District also periodically posts advertisements on Facebook targeted to reach South County residents to create an awareness of the dial-a-ride service.
7. The TCTD FY 2019-2021 STIF Plan allocated \$30,000 in STIF monies to fund driver benefits for both North and South County dial-a-ride services.
8. The TCTD FY 2021-2023 STIF Plan recommends continuation of funding driver payroll benefits as well as funding for additional dial-a-ride services because the South County geographic area is large with a very low population density.

### **Conclusion**

Historically South County dial-a-ride service availability was limited to volunteer driver days and hours they were willing to work. Dial-a-ride service availability was also seasonal due to them spending the winter months in Arizona or California. This lack of reliable driver availability resulted in unreliable hours and days of service in South Tillamook County. Also, some volunteers would only transport passengers with whom they had a personal relationship.

Beginning in 2012 the District began providing non-emergency medical transportation (NEMT) trips to South County riders who qualified for Medicaid. TCTD fulfilled the NEMT trips primarily with "paid" drivers. Drivers who were assigned to provide NEMT trips in South County were also assigned to also provide dial-a-ride services.

District staff then became aware of South County residents who did not qualify for Medicaid needed transportation to medical appointments in Tillamook. In order to accommodate these trips, the District began offering one-way Dial-A-Ride medical trips to Tillamook for \$12.50.

In February 2018 TCTD implemented Ecolane Demand Response "Computer Aided" Scheduling and Dispatching software. TCTD has increased dial-a-ride driver availability as demand for the service has increased.

Staff recommends implementation of the FY 2021-23 STIF Plan and continue exploring additional ways dial-a-ride services can be marketed to local residents.

**From:** Linda Adler <lindamc123@ymail.com>  
**Sent:** Friday, April 16, 2021 3:49 PM  
**To:** Doug Pilant; Jim Huffman  
**Subject:** I received a letter addressed to the board  
**Attachments:** Scan\_0009.pdf

Attached you will find a letter from a citizen of Tillamook

Larry Stephens contacted me, requested my address and now I have this letter addressed to the District.

I felt that I should forward to you to distribute, although I am the recipient, it is not addressed only to me.

Has there been any progress enhancing the Dial a ride for those that live on Sand Lake road in South County?

Just curious, anyway do with this what you think best

Linda Adler

April 12 2021

TILLAMOOK COUNTY TRANSPORTATION DISTRICT

TILLAMOOK, OREGON 97141

Dear Sirs, My name is Larry Stephens. My wife, son and I moved to Garibaldi on January of 1992. Since that time I have been very good friends with Pat Patterson. It all began because of the love of trains and due to the fact that my father worked for Southern Pacific for over 38 years, I had a passion for trains as did Pat.

Pat asked me if I would like to join the Lions Club, which I did and we worked as conductors on the "Fun Run Train, on many different occasions. When Pat and Carol had to move to Corvallis, we still stayed in touch. As you can see Pat has been a very special friend for many years and I have tried to help him promote his special interests whenever I can.

Since he has been living on Sand Lake Road, we have gone to lunch at the Bear Creek Artichoke Café. Last month we made plans to visit the café. I told him that I would pick him up at 4:PM and we would go the café for a sandwich. When I arrived at his tiny house, his red car was gone!! That really concerned me to say the least! At 97 years old, my dear friend Pat, should not be driving on that busy 101 highway!! I tried to call him and didn't get a response, so I decided to drive over to the Artichoke Café to see if perhaps he was confused and thought we were to meet at the Café. There he was sitting in his car waiting for me. Pat could easily ended up in a deadly crash with his poor hearing and eye sight.

The point of this letter is to encourage the Tillamook County Transportation District to please offer a Dial-a-Ride service to seniors like Pat Patterson so they will have options for transportation at least once a week for the necessities, etc. There are many good hearted people in the county that would be more than willing to volunteer as drivers for Tillamook County Transportation District.

Thank you for taking the time to read about my concerns regarding our valued Senior Citizens in Tillamook County.

Respectfully, Larry Stephens





HH 4-23-07

**LETTERS TO THE EDITOR**

**Dial a Ride services needed in South County**

This letter is written by Larry Stephens with Pat Patterson regarding the need for providing Dial a Ride services in South County for those seniors such as Pat who is 97 years old who has been greatly missing dial a ride since it has been reduced drastically over the past several years. It is also a letter to support two candidates who are running for election or reelection to Tillamook Co Transportation District who are dedicated to enhancing the services for

Pat and others in similar situations. A formal letter to the TCTD Board has been sent by Larry Stephens addressing this very urgent need on behalf of Pat and others. Pat Patterson was one of the original elected Board Members of TCTD from its inception to the year 2005, who was one of the early "Friends of the Wave" who helped to form and establish the Tillamook County Transportation District. It was started after a property tax was passed for it to become a stand-alone agency to serve the needs of citizens. This was especially important for the seniors and disabled who did not have their own mode of transpor-

tation available.

As Pat had made contact with Mary Johnson with Larry to endorse her candidacy she agreed to meet him next to the Sandlake Store where Pat loves to have coffee with friends, and also where he donated an authentic Chinook Totem Pole that would soon be erected and installed at that location. They took a photo together for Mary's campaign as he enthusiastically wanted to endorse her for Position 5 for the TCTD Board and he knew she would be willing to support enhanced transportation services to South County.

■ See **LETTERS**, This Page

■ See **LETTERS**, Continued

He also knew of Linda Adler who is a neighbor in the South County and endorses her as well for reelection for position 3 on the TCTD Board as she strongly supports more services to be provided to seniors such as himself needing dial a ride or other transportation.

What was very much concerning to Larry Stephens and Mary as he arrived on the scene for taking the photos, was that Pat was so enthusiastic about meeting Mary and getting ready for the photo shoot, that Pat went ahead and drove his own vehicle down to Sandlake store to get there ahead of time instead of waiting for Larry to pick him up which Larry was hoping to do. As Pat shared more about not wanting to be housebound every day, he

did share that he really really wanted to get a dial a ride service back again where he could use it at least once a week for his own safety and good transportation. We as a group being so thankful for his wonderful time and caring support were extremely concerned for Pat's own safety and well-being. We realized we sincerely wanted for him to have safe transportation into the future as he is a treasure to us all. We hope the Transportation District Board will read our letter we have sent to the Board and the GM for TCTD to begin seriously addressing this concern.

Sincerely,

*Pat Patterson - Past Board Member TCTD  
Larry Stephens - Pat's Friend and Concerned Citizen*

■ See **LETTERS**, Page 6



## Use Dial-A-Ride to catch The Wave!

When using this service to ride The Wave, your Dial-A-Ride is free!

***Door-to-Door service available for  
Pacific City, Cloverdale, Hebo, Beaver,  
Neskowin and Tierra Del Mar***

Advance reservations recommended and can be scheduled up to two weeks in advance. Service on Dial-A-Ride is scheduled on a first-come, first-served basis.

### ***Dial-A-Ride***

*A Service of Tillamook County Transportation District*

**To schedule rides, call 503-815-8283  
Monday-Friday, 8 a.m.-5 p.m.**

For more details,  
visit [tillamookbus.com](http://tillamookbus.com).







## Use Dial-A-Ride to visit family and friends!

When using this service to ride The Wave, your Dial-A-Ride is free!

***Door-to-Door service available for  
Pacific City, Cloverdale, Hebo, Beaver,  
Neskowin and Tierra Del Mar***

Advance reservations recommended and can be scheduled  
up to two weeks in advance. Service on Dial-A-Ride  
is scheduled on a first-come, first-served basis.

### ***Dial-A-Ride***

*A Service of Tillamook County Transportation District*

**To schedule rides, call 503-815-8283  
Monday-Friday, 8 a.m.-5 p.m.**

For more details,  
visit [tillamookbus.com](http://tillamookbus.com).





## Use Dial-A-Ride to go grocery shopping!

When using this service to ride The Wave, your Dial-A-Ride is free!

***Door-to-Door service available for  
Pacific City, Cloverdale, Hebo, Beaver,  
Neskowin and Tierra Del Mar***

Advance reservations recommended and can be scheduled up to two weeks in advance. Service on Dial-A-Ride is scheduled on a first-come, first-served basis.

### ***Dial-A-Ride***

*A Service of Tillamook County Transportation District*

**To schedule rides, call 503-815-8283  
Monday-Friday, 8 a.m.-5 p.m.**

For more details,  
visit [tillamookbus.com](http://tillamookbus.com).



**Tillamook County Transportation District**  
Board of Directors Regular Monthly Meeting  
Thursday, April 22, 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 6:00pm
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  
Melissa Carlson-Swanson, Director  
Linda Adler, Secretary  
Jackie Edwards, Director

**TCTD Staff**

Doug Pilant, General Manager (in person)  
Brent Olson, Superintendent (in person)  
Tabatha Welch, Finance Supervisor (in person)  
Brandy Leamon, Office Specialist (in person)

**Absent**

Cathy Bond, NW Rides Brokerage Manager

**Guest**

Arla Miller, ODOT Regional Transit Coordinator  
Kathy Kleczek, NW Transportation Options  
Chris Kell, Public at Large

4. Announcements and Changes to Agenda: Revised agenda was distributed
5. Public & Guest Comments: none
6. Executive Session: none
7. Public Hearing opened at 6:03pm – First reading of Ordinance #21-02: Establishing TCTD Fare Zones; Fare Categories; and, an Effective Date. Two public comments were received and read into record. Public Hearing closed at 6:09pm.

**REPORTS**

*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.*



8. Financial Report: GM Doug Pilant reviewed the March 2021 financial reports. The District has completed 75% of the Fiscal Year.
9. Service Measure Performance Report: GM Doug Pilant provided an overview of the YTD operations performance measures. YTD Ridership overall has decreased -34% change over the previous year. The YTD passengers per hour are down 28.5%; the cost per trip is up 54.9% while the cost per hour was up 10.7% and the fare box recovery was down 24.1%.
10. Northwest Oregon Transit Alliance: GM Doug Pilant reviewed the NWOTA meeting agenda, minutes, and finance report with the Board. The Committee approved the FY 2021-22 NWOTA Budget and discussed the next steps for the bus sanitation project. The Coordinating Committee is scheduled a workshop meeting on May 14<sup>th</sup> to finalize the bus sanitation equipment purchase. The next Coordinating Committee monthly meeting is scheduled for Friday, May 21, 2021.
11. Planning & Development:
  - a. Cape Kiwanda Master Plan – No report.
  - b. Fare Policy: Second Reading of Ordinance #21-02 scheduled for May 20<sup>th</sup>.
  - c. Deviated Fixed Route/ADA Fare Policy – No report
  - d. Champion Park Apt – Selection of Jacobs Engineering Group by direct appointment to perform the planning and design for the bus shelter facility.
12. Grant Funding:
  - a. STIF/STF Consolidation – No report
  - b. STIF Discretionary – No report
  - c. Section 5310 – Delivery of Ford Transit in next few weeks.
  - d. Grant funding – The ODOT PTAC approved grant projects. Next step is for Oregon Transportation Commission to approve projects in May. Should have all grant agreements ready for approval in June.
13. Facility/Property Management:
  - a. HVAC system – HVAC manufacturer sent a consultant to conduct a site visit. The consultant determined an excessive amount of ammonia in the atmosphere along with salt air caused corrosion within the compressor that resulted in a failure. JNB Mechanical provided 2 options; repair the compressors or replace them. JNB Mechanical highly recommended Option #2. They reported the compressors must be removed from the foundation and completely dismantled to replace their reverse valves. JNB said once these units are dismantled, they generally have chronic issues until they are replaced. The cost to repair is \$10,154 compared to \$23,530 to replace them.
  - b. Downtown Transit Center – All documents now at title company.
  - c. Alternative Fuel Facility – Blue Star Gas has submitted their proposal. Included is a resolution on the agenda for approval. Proposal was within the grant budget.

14. NW Ride Brokerage:

- a. The "Notice to Cancel" previous BPA was sent to all NEMT providers. Columbia County has expressed an interest in being added to Ecolane as a user. This would be a win-win for the brokerage and for Columbia County.
- b. Rural Veterans Transportation Grant: From January to March there were 80 trips provided to veterans.
- c. Miscellaneous - None

**CONSENT CALENDAR**

15. Motion to Approve the Minutes of the March 18, 2021 Regular Board Meeting

16. Motion to Accept Financial and Operations Reports: March 2021

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

**ACTION ITEMS**

17. Motion to Approve Resolution #21-12 In the Matter of Declaring and Disposing surplus Property.

GM Doug Pilant explained the Resolution to the Board.

**Motion** by Director Holm to Approve Resolution #21-12 In the Matter of Declaring and Disposing surplus property. *Motion Seconded* by Director Edwards. Board Chair Huffman called for further discussion; followed by none, he called for the vote.

**MOTION PASSED**

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

18. Motion to Approve Resolution #21-13 In the Matter of Authorizing the General Manager to Execute an Agreement with Blue Star Gas to purchase Propane Fuel, Propane Equipment, Propane Facility Construction and Related Services

GM Doug Pilant explained the Resolution to the Board.

**Motion** by Director Edwards to Approve Resolution #21-13 In the Matter of Authorizing the General Manager to Execute an Agreement with Blue Star Gas to purchase propane fuel, propane equipment, propane facility construction and related services. *Motion Seconded* by Director Carlson Swanson. Board Chair Huffman called for further discussion; followed by none, he called for the vote.

**MOTION PASSED**

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

*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.*

19. Motion to Approve Resolution #21-14 in the Matter of Authorizing the General Manager to Execute a Service Agreement with Jacobs Engineering Group to plan and design the Champion Park Apartments bus shelter facility.

GM Doug Pilant explained the Resolution to the Board.

**Motion** by Director Holm to Approve Resolution #21-14 in the Matter of Authorizing the General Manager to Execute a Service Agreement with Jacobs Engineering Group to plan and design the Champion Park Apartments bus shelter facility. *Motion Secoded* by Director Carlson Swanson. Board Chair Huffman called for further discussion; followed by none, he called for the vote.

**MOTION PASSED**

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

20. Motion to authorize the General Manager to execute an agreement with JNB Mechanical, not to exceed \$25,000.00 to replace HVAC system. Discussion: Director Adler suggested inquiring if there was a warranty rider that could be purchased to cover the environmental risks. Doug said that was great idea and would request to see if this could be possible. Board Chair Huffman asked about the protectant for the equipment. Doug explained there is a sealant that would be used to protect the equipment from corrosion. Director Holm asked if the warranty would be invalidated by adding a sealant. GM Doug Pilant said he will verify that before moving forward. Hanenkrat asked if \$23,530 was the correct amount. GM Doug Pilant said this was the correct amount.

**Motion** by Director Adler Authorizing the General Manager to Execute an Agreement with JNB Mechanical, not to exceed \$25,000.00, to replace the HVAC System. *Motion Secoded* by Director Edwards. Board Chair Huffman called for further discussion; followed by none, he called for the vote.

**MOTION PASSED**

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

**DISCUSSION ITEMS**

21. Board Staff Comments/Concerns

GM Doug Pilant: Shared a joke.

Superintendent Brent Olson: None.

Finance Supervisor Tabatha Welch: Reminder of Budget Committee coming up. asked if anyone didn't receive budget to let her know so she can get them one.

NWR Brokerage Manager/Board Clerk Cathy Bond: None.

Office Specialist Brandy Leamon: None

22. Board of Directors Comments/Concerns

*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.*

Jim Huffman – None  
Judy Riggs – None  
Marty Holm – None  
Jackie Edwards – None  
Gary Hanenkrat – None  
Linda Adler – None  
Melissa Carlson-Swanson – None

**UPCOMING EVENTS**

Adjournment: Board Chair Huffman adjourned the meeting at 6:51pm.

**These minutes approved this 22<sup>nd</sup> day of April, 2021.**

ATTEST:

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

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



# TILLAMOOK COUNTY TRANSPORTATION DISTRICT TRANSPORTATION ADVISORY COMMITTEE BYLAWS

## ARTICLE 1 Name

The name of this organization shall be the Tillamook County Transportation District (TCTD) Transportation Advisory Committee (TAC).

The TAC Bylaws are established for the purpose of carrying out the statutory requirements as established under ORS 184.761, and the rules establishing the procedures and requirements for administration of the Statewide Transportation Improvement Fund as set forth under OAR Chapter 732, Division 40, and for FTA Section 5310 grant funds.

## ARTICLE 2 Definitions

The following definitions shall apply to the terms used in these bylaws and the tasks of the Transportation Advisory Committee.

**Area of Responsibility:** The geographic area for which each qualified entity is responsible to provide STIF formula fund money. For a qualified entity that is a transportation district that does not share continuous jurisdictional boundaries with a county, such as TCTD, the Area of Responsibility is the geographic area within the jurisdictional boundaries of the county or counties in which any part of the District is located.

**Bicycle and Pedestrian Advocates:** Individuals representing either organizations or standing committees associated with local governments within Tillamook County which advocate for and promote bicycle and pedestrian-related issues, goals, projects, or interests, or which exist to advise local government elected officials on matters related to bicycle and/or pedestrian traffic safety and enforcement, pathways and travel lanes, project planning and development, and promote public events.

**Employer Representative:** Any employee, supervisor, manager, or owner of a business enterprise legally operating within the boundaries of Tillamook County.

**Environmental Advocates:** Individuals representing either organizations or standing committees associated with local governments within Tillamook County which advocate for any of a wide range of environmental issues, goals, projects, or interests, or which exist to advise local government elected officials on matters related to the environment or to environmental features of public property.

**High Percentage of Low-Income Households:** A percentage of low-income households, by Census Tract, greater than the overall percentage of low-income households in Oregon, as determined by the most recent data from the U.S. Census Bureau's American Community Survey.



**Intercommunity Discretionary Fund:** Up to four percent of STIF funds to be disbursed to Public Transportation Providers through a competitive grant funding process, pursuant to ORS 184.758(1)(c).

**Local Government Representative:** An employee of a County, municipal, or special district governmental organization formed and organized under the Oregon Revised Statutes and operating within the jurisdictional boundaries of Tillamook County.

**Low-Income Household:** A household whose total income does not exceed 200% of the poverty guidelines updated periodically in the Federal Register by the U.S. Department of Health and Human Services, also known as the Federal Poverty Guidelines. The Federal Poverty Guidelines may be found at <https://www.healthcare.gov/glossary/federal-poverty-level-FPL/> and <https://www.aspe.hhs.gov/poverty-guidelines>

**Major Destination:** A well-known and commonly recognized destination within Tillamook County, which may either be at one physical location or a group of destination locations within an industry.

**Non-Profit Public Transportation Service Provider Representative:** A representative of a non-profit transportation service engaged in providing public transportation services within the County, whether or not this entity receives public transportation funding.

**Person(s) with Disabilities:** Individuals with disabilities which limit or constrain any aspect of their daily life, and may include, but is not necessarily limited to, physical, intellectual, cognitive, developmental, and/or emotional disabilities.

**Persons With Limited English Proficiency:** Persons as defined in Tillamook County's Title VI Program adopted by the Board of Directors, who did not speak English as their original language and who may have limited proficiency in either speaking or understanding written or spoken English, or both.

**Project:** A public transportation improvement activity or group of activities eligible for STIF money and a plan or proposal for which is included in a STIF Plan or in a grant application to a Qualified Entity or the Agency. Examples of project types include, but are not limited to: discrete activities, such as purchasing transit vehicles, planning, or operations; and groups of activities for a particular geographic area or new service, such as a new route that includes purchase of a transit vehicle, and maintenance and operations on the new route.

**Public Transportation Service Provider:** A Qualified Entity or a city, county, Special District, Intergovernmental Entity, or any other political subdivision of municipal or Public Corporation that provides Public Transportation Services.

**Public Transportation Service Provider Representative:** A representative of a publicly managed transportation service engaged in providing public transportation services within the County.

**Public Transportation Services:** Any form of passenger transportation by car, bus, or other conveyance, either publicly or privately owned, which provides service to the general public (not including charter, sightseeing, or exclusive school bus service) on a regular and continuing basis. Such transportation may be for purposes such as health care, shopping, education, employment, public services, personal business, or recreation.

**Qualified Entity:** A county in which no part of a Mass Transit District or Transportation District exists, a Mass Transit District, a Transportation District, or an Indian Tribe.

**Representative of Educational Institutions:** A person who is employed by or on the Board of Directors of a K-12 public school; chartered or state-licensed private K-12 school, community college, university, private college, or trade school operating within the jurisdictional boundaries of Tillamook County.

**Representative of Low-Income Individuals:** A person representing the needs of low-income transportation system users, and who is familiar through association with groups or individuals with special transportation needs of low-income users.

**Representative of Major Destinations:** An employee, manager or owner of a destination or representing a destination industry group, or a member of an organization which promotes tourism within Tillamook County generally.

**Representative of Persons with Disabilities:** A person or employee or volunteer of an entity representing the needs of disabled transportation system users, and who, through association with groups or individuals, or facilities serving persons with disabilities, is familiar with the special transportation needs of disabled users.

**Representative of Persons with Limited English Proficiency:** A person or employee or volunteer of an entity representing the needs of transportation system users with limited English proficiency, and who is familiar through association with neighborhood groups, local school groups, social service or non-profit agencies, with the transportation needs of limited English proficiency users.

**Senior:** Persons sixty-five (65) years of age or older.

**Senior Representative:** A person, who may also be a senior, representing the needs of senior transportation system users, and who is familiar through association with groups or individuals, or facilities serving seniors, with the special transportation needs of senior users.

**Social and Human Service Provider Representative:** A representative of a social services, human services, or health services agency operating within Tillamook County. Said agency may be a public agency, a non-profit agency, or a not-for-profit institution such as a health center.

**Social Equity Advocates:** Individuals representing either organizations or standing committees associated with local governments within Tillamook County which advocate for equity for groups of persons who may be disadvantaged due to but not limited to ethnicity; income or other economic circumstances; limited English proficiency; homelessness; citizenship status; gender identity; sexual orientation; or which exist to advise local government elected officials on matters related to equity.

**STIF Formula Fund:** Up to 90 percent of the Statewide Transportation Improvement funds to be disbursed to Qualified Entities conditioned upon the Oregon Transportation Commission's approval of a STIF Plan, pursuant to ORS 184.758(1)(a).

**STIF or Statewide Transportation Improvement Fund:** The fund established under ORS 184.751.

**STIF Plan:** A public transportation improvement plan that is approved by a Governing Body and submitted to Oregon Department of Transportation for review and approval by the Oregon Transportation Commission in order for the Qualified Entity to receive a share of the STIF Formula Fund.

**Transit Dependent User:** An individual who is dependent on public transportation for mobility due to economic reasons or due to other special transportation needs.

**Transportation Advisory Committee:** A committee formed by the Qualified Entity to advise and assist the Qualified Entity in carrying out the purposes of the STIF and prioritizing projects to be funded by STIF money received by the Qualified Entity.

### **ARTICLE 3 Function**

**Section 1. Purpose:** The TAC shall assist the Board of Directors in tasks and duties supporting local and regional transportation services funded through the State Transportation Improvement Fund (STIF) that are allocated to Tillamook County Transportation District, for distribution to Public Transportation Service Providers within and adjacent to TCTD.

**Section 2. Major Tasks:** The Advisory Committee will:

- Advise TCTD on the development process of STIF Funding Plans;
- Review the proposed distribution of FTA Section 5310 Formula Program money and make recommendations to TCTD;
- Review STIF Discretionary Grant proposals and make recommendations to TCTD;
- Review and prioritize projects proposed to receive STIF Discretionary and Intercommunity Discretionary funds with the District's area of responsibility;
- Develop a process for monitoring and evaluating projects to ensure that Public Transportation Providers that have received funds are applying the funds in accordance with and for the purposes described within their project proposal; and
- As and if requested, and in the manner directed by the Board of Directors, review and advise staff on the methodology for distribution of STIF Formula Program funds allocated to TCTD.

**Section 3. STIF Plan Duties:** The TAC will perform the tasks consistent with the administrative requirements set forth under OAR Chapter 732, Division 40:

- Hold public meetings to assist and advise staff with the development of the District's STIF Plan, including components of the Plan developed by or for other Public Transportation Service Providers within the District;
- Gather data and seek public input regarding low-income households within the District, including those within the corporate limits of municipalities within the District, and make and publish a determination of where those communities exist for purposes of guiding the STIF Plan;

- Review every project proposed for inclusion in the District's STIF Plan and determine whether to recommend inclusion or rejection of the project for the STIF Plan;
- Advise and assist staff by recommending projects to be included in the STIF Plan; the priority of each project in the Plan; and the level of project funding to be included for each project, consistent with the District's allocation process for the distribution of Formula Fund money;
- Consider the criteria established under OAR Chapter 732, Division 40 when identifying Projects for inclusion in the STIF Plan, including but not limited to: expanded service and frequency in areas with a high percentage of low-income households; improved service connections between communities; reduced fragmentation of service and closure of service gaps; maintenance of existing services; and other factors such as geographic equity;
- Advise staff regarding the opportunities to coordinate STIF funded projects in the Plan with other local or regional transportation programs and services;
- Recommend to the Board of Directors a STIF Plan which includes the prioritization of projects proposed for funding within the Plan;
- Develop processes for review and monitoring of ongoing funded projects and local Plans, which may include reporting and site visits to local public transportation providers receiving STIF project funding; and
- If appropriate, propose changes to policies or practices to ensure that the Public Transportation Service Provider has applied the monies received in accordance with and for the purposes described in the STIF Plan or project proposal, and that the project does not unduly fragment the provision of public transportation services.

## **ARTICLE 4 Membership**

**Section 1. Number, Qualifications, and Selection of Members:** The Committee shall consist of at least five (5) members appointed directly by the Board of Directors. A list of current members and the interests they represent is attached to these bylaws and will be updated as new appointments are made. Member contact information is considered private and will not be disclosed to any third party unless permission has been provided by the Committee Member.

TAC Members must meet the following criteria:

- Be knowledgeable about the public transportation needs of residents or employees located within or traveling to and from TCTD or Tillamook County.
- Be a person who is a member of or represents one or more of the following:
  - Local governments, including land use planners;
  - Public transportation service providers;
  - Non-profit entities that provide public transportation services;

- Neighboring public transportation service providers;
  - Employers;
  - Public health, social and human service providers;
  - Transit users;
  - Transit users who depend on transit for accomplishing daily activities;
  - Individuals age 65 or older;
  - People with disabilities;
  - Low-income individuals;
  - Social equity advocates;
  - Environmental advocates;
  - Bicycle and pedestrian advocates;
  - People with limited English proficiency;
  - Educational institutions; or
  - Major destinations for users of public transit.
- The TAC must include at least one member who is a member of or represents each of the following three groups: (1) low-income individuals, (2) individuals age 65 or older or people with disabilities, and (3) Public Transportation Service Providers or non-profit entities which provide public transportation services.
  - The TAC shall include members from TCTD's area of responsibility, both within and outside district boundaries.
  - The Directors will seek to appoint Committee members who represent the diverse interests, perspectives, geography, and the demographics of the District.

**Section 2. Terms of Office:** Terms shall be three (3) years. Any member may serve two (2) successive terms if reappointed by the Board of Directors. Terms begin on July 1 and end on June 30. Terms shall be staggered, with no more than three members' terms expiring each year.

**Section 3. Member Responsibilities:** All Committee members shall regularly attend meetings of the Committee and any meetings of the subcommittees to which they are appointed and shall fulfill other duties as appointed by the Chairman.

**Section 4. Termination of Membership:** The Board of Directors may remove Committee members as follows:

- Failure to attend three or more consecutive regular Committee meetings. The Board of Directors may declare a member's position vacant when the member has had three (3) unexcused absences in one year;
- When a member no longer meets the residency requirement;



- For cause following public hearing, for reasons including but not limited to commission of a felony, corruption, intentional violation of open meetings law, failure to declare a conflict of interest, or incompetence.

**Section 5. Vacancies:** The Board of Directors shall make appointments to fill vacancies as they occur. Such appointments shall be for the duration of the unexpired term of that position.

## **ARTICLE 5 Officers**

The following officers shall be elected from the Committee membership during the first meeting of each calendar year:

**Chair:** The Chair shall have the responsibility of conducting all meetings and hearings in an orderly manner. The Chair may not initiate a motion, but may second, and shall vote on each issue after the question is called. However, in the event the Chair's vote shall create a tie, the Chair shall refrain from voting.

**Vice Chair:** The Vice Chair shall be responsible for conducting the meetings and hearings in the absence of the Chair.

## **ARTICLE 6 Subcommittees**

**Section 1. Creation of Subcommittees:** The Committee shall have the power to create subcommittees with such responsibilities as the Committee directs.

**Section 2. Naming of Subcommittees:** The Chair shall appoint and charge each subcommittee with its responsibilities, shall appoint the members of the subcommittee, and shall appoint the chair of the subcommittee in the event the subcommittee consists of more than one person. The subcommittee chair shall be responsible for scheduling meetings, assigning specific tasks within the mandate of the subcommittee, and reporting to the Committee concerning the work of the subcommittee.

## **ARTICLE 7 Advisors**

The Committee and the subcommittees may call on lay citizens and professionals as advisors without voting rights to provide technical assistance, expert guidance and advice, data support and analysis, provide information for and testify in deliberations, and attend meetings to the extent deemed appropriate and approved by the Committee and the Chair.

Calling of advisors by the Committee will be coordinated by the Chair or subcommittee chairs through District staff assigned to the Committee.

## ARTICLE 8 Meetings

**Section 1. Regular Meetings:** Meetings shall be held a minimum of two times per year, but may be held more frequently to carry out the purposes of the Committee. These meetings shall be held in publicly accessible facilities, and shall take place during transit operating hours, to facilitate attendance of interested individuals.

**Section 2. Special Meetings:** Special meetings may be called by the Chair or by the Board of Directors by giving the members and the press written or verbal notice at least 24 hours before the meeting.

**Section 3. Quorum:** A simple majority of the appointed, and filled, voting membership shall constitute a quorum. All business conducted with a majority vote of the quorum shall stand as the official action of the Committee.

**Section 4. Voting:** Each Committee member shall have one vote. In the event the Chair's vote shall create a tie vote, the Chair shall refrain from voting. A Committee member shall not vote on any funding decision in which they are an applicant for funds.

**Section 5. Staff:** Administrative staff to the Committee shall be determined by the District Manager.

**Section 6. Agenda:** The Chair, with the assistance of District staff, shall prepare the agenda of items requiring Committee action, and shall add items of business as may be requested by individual Committee members and/or the Board of Directors. Agendas of all meetings shall be posted in advance as required under existing District policy and filed with the Board of Directors.

**Section 7. Notice:** All members shall be given written notice of the time, date, location, and purpose of the meetings at least three (3) days before a regular Committee meeting and written or verbal notice one (1) day before a special meeting. In the event a member is provided with less than three (3) days written notice of a regular meeting, or less than one (1) day actual notice of a special meeting, and objects to the proceedings based on a lack of adequate notice, all business conducted at that meeting shall be reconsidered at the next regular meeting or at a special meeting called with adequate notice.

**Section 8. Minutes:** Minutes recording all motions and subsequent action including the number of yes or no votes on each issue shall be taken. In addition, all conflicts of interest shall be noted. Minutes of all meetings shall be posted following all meetings as required under existing District policy and filed with the Board of Directors.

**ARTICLE 9**  
**Public Records & Meeting Law and Public Engagement**

**Section 1. Public Records and Meeting Law:** The Committee is a public body for the purposes of ORS Chapter 192 and is subject to the statutory procedures related to Oregon public records and meetings. Pursuant to OAR 732-040-0030(4)(b), written copies of Committee meeting notices, agendas, minutes, and bylaws shall be maintained for six (6) years.

**Section 2. Public Engagement:** The Committee shall strive to seek public engagement in all its deliberative processes, with particular regard to the selection of projects for inclusion and funding in the District STIF Plan. The Committee will work with District staff to publicize key meetings and hold public forums as needed to ensure maximum public access to information and public participation in priority-setting exercises.

**ARTICLE 10**  
**Parliamentary Procedure**

The current edition of Robert's Rules of Order shall govern the Committee where not inconsistent with these Bylaws or any special rules of order the Committee shall adopt.

**ARTICLE 11**  
**Conflict of Interest**

A potential or actual conflict of interest shall be declared by any member who has or may have a conflict of interest as defined by Oregon law (ORS 244.020), prior to taking any action on the matter causing the conflict. No member shall vote upon any motion which requires declaration of an actual conflict of interest.

**ARTICLE 12**  
**Bylaws and Amendments**

**Section 1. Bylaws:** The Committee shall maintain written Bylaws pursuant to OAR 732-040-0030 that that include, but are not limited to, name and purpose, number of committee members, committee membership criteria, appointment process, terms of office for the committee members, general procedures of the committee, member duties, meeting schedule, public notice requirements and engagement processes, and the STIF Plan development process and general decision-making criteria.

**Section 2. Review of Bylaws:** The Committee shall periodically review its Bylaws and update them as required, but no less frequently than every three (3) years. Committee Bylaws will be reviewed by the District Counsel and presented to the Board of Directors for adoption. The Board of Directors may also elect to review Committee Bylaws at any time.

**Section 3. Amendments:** Committee Bylaws may be amended by the Board of Directors upon its own motion. Prior to an amendment, the Board of Directors may request a recommendation from the Committee which may recommend changes at any regular meeting of the Committee by a two-thirds vote of the appointed and filled membership, provided that the recommended amendment has been submitted in writing to the Committee members no later than three days before the regular meeting.

Adopted by TILLAMOOK COUNTY TRANSPORTATION DISTRICT BOARD OF DIRECTORS on the 20<sup>th</sup> day of May 2021.

### Transportation Advisory Committee Roster

<b>Position</b>	<b>Name</b>	<b>Representing</b>	<b>Term Expires</b>
1	Ron Rush	Representative of disabled	June 30, 2021
2	Carol McAndrew	Senior citizen representative	June 30, 2021
3	Robin Taylor	Disabled/low-income person	June 30, 2021
4	Erin Skaar	Representative of low-income households	June 30, 2021
5	Stacie Zuercher	Human service provider	June 30, 2022
6	Jeff Hazen	Neighboring county public transportation provider	June 30, 2022
7	Nicholas Torres	Public health, social and human service provider	June 30, 2023
8	Chris Kell	Senior citizen representative	June 30, 2022



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

**Repealing Ordinance No. 02;** )  
**Establishing TCTD Fare Zones,** )  
**Categories, and Rates; and** )  
**Establishing an Effective Date** )                   **ORDINANCE NO. 21-02**

**WHEREAS**, Tillamook County Transportation District (“District”) is an Oregon transportation district organized under ORS Chapter 267, with the power to fix and collect charges for the use of its system; and

**WHEREAS**, the District has determined that fare zones, categories, and rates (fare structure) along with an effective date be established to make its transportation services economically sustainable; and

**WHEREAS**, the District’s Board of Directors (“Board”) adopted Ordinance No. 2 with an effective date of March 1, 2013, establishing District fare zones and fare categories; and

**WHEREAS**, fare zones, categories, and rates for transportation services shall be established by the Board from time to time by ordinance; and

**WHEREAS**, the District conducted an evaluation of its fare zones, categories, and rates, on May 20, 2021, following a public notice and public hearing the Board has determined that it is necessary to adopt Ordinance #21-02 to accomplish the District’s goals of making fares simpler and more affordable and enhancing the ability of people to travel to jobs, shopping, and other destinations across the County.

**NOW, THEREFORE, IT IS ORDAINED:**

As of the effective date of this Ordinance, Ordinance No. 2 and all prior Resolutions and motions are hereby repealed to the extent that the same are in conflict with the provisions of this Ordinance.

That within seven days after adoption of this ordinance, the enrolled ordinance shall be filed in the records of the District, and a certified copy shall be filed with the Tillamook County Clerk.

**Section 1: Transportation Fare Zones**

For the purposes of determining fare charges for transportation services:

A. The District shall consist of, and operate as a single fare zone for transportation services within Tillamook County; between Tillamook County and Lincoln County and between Tillamook County and Clatsop County; and for intercity transportation services between Tillamook and downtown Portland.

B. The District hereby establishes the following fare zones for intercity transportation services between Lincoln City, Grand Ronde, and Salem.

Zone	Description
Zone 1	Eastbound-Route 60X: Within Lincoln County Westbound-Routes 60X/70X: Salem to Rickreall
Zone 2	Eastbound-Route 60X: Lincoln County to Grand Ronde and Spirit Mountain Casino Westbound-Routes 60X/70X: Salem/Rickreall to Spirit Mountain and Grand Ronde
Zone 3	Eastbound-Route 60X: Lincoln County to Rickreall and Salem Westbound-Routes 60X/70X: Salem/Rickreall to Lincoln County

## Section 2: Fare Categories

TCTD hereby establishes the following Fare Categories for transportation services provided by or through the District.

Category	Description
Full Fare	Passengers who do not fall under any other fare category.
Child Fare	Passengers up to 12 years of age (inclusive)
Youth Fare	Passengers 13 years of age up to 18 years of age (inclusive)
Reduced Fare	Passengers age 60+ or who qualify as disabled, according to criteria of TCTD reduced fare policy. (The District plans to make low-income individuals eligible for a reduced fare after establishing an eligibility process and criteria.)
Special Program Fare	Passengers using transportation service provided under a special program offered by, through or on behalf of TCTD.

## Section 3: Fare Rates

The fares for each Fare Category are hereby established as the Fares listed on Attachment A, "TCTD Fare Rates by Passenger Category," which is incorporated by this reference.

## Section 4: Modifications to Fare Rates

The fares for each Fare Category in Attachment A may be modified by Resolution of the District Board.

## Section 5: Effective Date

The effective date of TCTD Ordinance No. 21-02 will be July 1, 2021

Passed and adopted by the District Board this 20<sup>th</sup> day of May 2021 and signed by the Board Chair and Board Secretary in authentication of its passage.

## TILLAMOOK COUNTY TRANSPORTATION DISTRICT

First Reading: April 22, 2021

\_\_\_\_\_  
Board Chair

Second Reading: May 20, 2021

Effective Date: July 1, 2021

\_\_\_\_\_  
Board Secretary

**ATTACHMENT A**  
**TCTD Fare Structure and Rates by Passenger Category**

	Full Fare	Reduced Fare	Child/Youth Fare*
<b>Tillamook County Routes (Deviated Fixed Routes)</b>			
Single Fare (per route)**	\$1.00	\$0.50	Free
Day Pass**	\$3.00	\$1.50	Free
Monthly Pass**	\$30.00	\$20.00	Free
Single Fare with Deviation	\$2.00	\$1.50	N/A
Deviation 10-Trip Pass	\$10.00	N/A	N/A
<b>Dial-A-Ride</b>			
Single Fare up to 5 miles	\$4.00	\$2.00	\$2.00
Per additional mile beyond 5 miles	\$0.50	\$0.50	\$0.50
<b>Intercity Route 5 (Portland Coastliner)</b>			
Single Fare	\$15.00	N/A	\$7.50
10-Trip Pass	\$120.00	N/A	\$60.00
<b>Intercity Routes 60X/70X (Coastal Connector)</b>			
1 Zone	\$1.50	\$0.75	\$0.75
2 Zones	\$3.00	\$1.50	\$1.50
3 Zones	\$6.00	\$3.00	\$3.00
10 Trip Pass, 1-2 Zone	\$27	\$12	\$12
10 Trip Pass, 3 Zone	\$54	\$27	\$27
<b>Special Programs</b>			
3-Day NWOTA Visitor Pass	\$25.00	N/A	N/A
7-Day NWOTA Visitor Pass	\$30.00	N/A	N/A

\* The first two children age 0-12 are free on Dial-A-Ride and intercity routes with a paying adult.

\*\* Additional charge for a route deviation.

**Child/Youth Fare and Reduced Fare Criteria**

Children and youth age 0-18 are not charged a fare for fixed-route trips within Tillamook County (including connections to Lincoln City and Cannon Beach), not including deviation trips, which are charged a reduced fare.

The first two children age 0-12 are not charged a fare when accompanied by a paying adult. Additional children age 0-12, and youth (age 13-18), are eligible for a reduced fare on Dial-A-Ride and intercity routes.

Youth age 13-18 may be asked to show a middle or high school student identification card (or alternative) for age verification.

Passengers who have a long or short-term disability or are 60 years of age or older, are eligible for the Reduced Fare. The District plans to make low-income individuals eligible for a reduced fare after establishing an eligibility process and criteria.

## **TCTD Employees, Board Members and State of Oregon Public Transit Employees**

TCTD employees, spouses and dependents are eligible to ride The Wave fixed routes free with District authorized identification. Employees who have retired after five (5) years or more in good standing are eligible to ride The Wave fixed routes free with District authorized identification.

TCTD Board Members, spouses and dependents are eligible to ride The Wave fixed routes free with District authorized identification. TCTD Board Members who have served on the board for at least one (1) year are eligible to ride The Wave fixed routes for free. Board Members removed from office by recall or convicted of a crime related to their service on the Board are not eligible for this benefit.

Employees of public transit agencies in the State of Oregon are eligible to ride free with valid identification.

### **Special Programs**

Group Pass Programs will be negotiated on a case-by-case basis with public or private entities.

Veterans may ride all deviated fixed routes free of charge on Veterans Day with a valid VA ID Card.

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

**Authorizing the General Manager )  
to Execute a STIF Formula )  
Agreement with CARE, Inc. for a )  
Low Income Bus Pass Program )**

**RESOLUTION NO. 21-15**

**WHEREAS**, Tillamook County Transportation District (TCTD) is the designated Qualified Entity (QE) for Tillamook County and receives and distributes Statewide Transportation Improvement Fund (STIF) formula program monies; and

**WHEREAS**, the Transportation Advisory Committee convened on January 21, 2021 to review proposed projects and determined the CARE, Inc. Low Income Bus Pass Program to be an eligible activity in the District's Fiscal Year 2021-23 STIF Plan; and

**WHEREAS**, the TCTD Board accepted the Transportation Advisory Committee's recommendations and approved by Resolution 21-01 on January 21, 2021; and,

**WHEREAS**, it is necessary to execute the attached agreement with CARE, Inc. regarding the use of Statewide Transportation Improvement Fund monies;

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

that the Tillamook County Transportation District Board of Directors authorizes a total award of up to \$12,000 to CARE, Inc. for the provision of bus passes to Tillamook County individuals residing in households at or below 200% of the federal poverty threshold; and

that the Tillamook County Transportation District Board of Directors hereby authorizes the General Manager to execute the STIF Formula Agreement for the CARE, Inc. Low Income Bus Pass Program on behalf of the District.

INTRODUCED AND ADOPTED this 20<sup>th</sup> day of May 2021.

ATTEST:

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

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



**COMMUNITY ACTION RESOURCES ENTERPRISE, INC.  
STATEWIDE TRANSPORTATION IMPROVEMENT FUND (STIF)  
FORMULA AGREEMENT**

This Agreement is made and entered into by and between Community Action Resources Enterprise, Inc. ("CARE"), an Oregon non-profit corporation, and the Tillamook County Transportation District ("TCTD"), a political subdivision of the State of Oregon, hereinafter collectively referred to as "the Parties." CARE and TCTD intend to contract for Statewide Transportation Improvement Fund ("STIF") Formula Funds pursuant to OAR 732-042-0005.

In consideration of the mutual covenants and agreements contained herein, the Parties agree as follows:

1. **STATEMENT OF WORK.** CARE will utilize STIF funds to provide bus passes to Tillamook County residents living in households below 200% of the federal poverty level. Specifically, CARE will provide transit vouchers to clients for their use to purchase a monthly bus pass. CARE anticipates serving 240 clients per year through this award. CARE agrees to comply with all reporting conditions described in Exhibit A, attached hereto and made part of this Agreement.
2. **CONSIDERATION.** TCTD will award CARE Inc. up to \$12,000 for the purchase of regular and reduced bus passes described above in the statement of work. Use of funds shall be consistent with the above Statement of Work. Payment shall be made in eight (8) quarterly installments of \$1,500, upon receipt and approval of the quarterly report and supporting documentation.
3. **TERM.** This Agreement is effective from July 1, 2021 through June 30, 2023.
4. **CONTRACT DOCUMENTS.** The following documents are incorporated into and made part of this Agreement:
  - a. Reporting conditions, attached as Exhibit A
  - b. Reporting form, attached as Exhibit B
5. **SUBCONTRACTS.** CARE shall not enter into any subcontracts for the performance of any part of this Agreement without the review and approval of the District's Transportation Advisory Committee and approval of the TCTD General Manager.
6. **DUAL PAYMENT.** CARE shall not be entitled to compensation or any other form of duplicate, overlapping, or multiple payments for the same work performed under this contract from any other source.
7. **AMENDMENTS.** The terms of this Agreement shall not be waived, altered, modified, supplemented, or amended unless the Parties jointly agree, in writing.

8. **TERMINATION.** The Agreement may be terminated by mutual consent of both Parties, or by either Party upon 30-day notice, in writing, and delivered by certified mail or in person. Any such termination of this Agreement shall be without prejudice to any obligation or liabilities of either party already accrued before such termination. TCTD may terminate this Agreement, in whole or in part, effective upon delivery of written notice to CARE, or at such later date as may be established by TCTD, under any of the following conditions:
  - a. If CARE fails to provide services called for by this Agreement within the time specified herein or any extension granted by TCTD.
  - b. If CARE fails to perform any of the other provisions of this Agreement, or so fails to pursue the work as to endanger performance of this Agreement in accordance with its terms, and after receipt of written notice from TCTD fails to correct such failures within ten (10) days or such longer period as TCTD may authorize.
  - c. If any license or certification required by law or regulation to be held by CARE to provide services required by this Agreement is for any reason denied, revoked, or not renewed.
  - d. CARE is in default under any provision of this Agreement.
9. **REMEDIES.** The rights and remedies of TCTD provided in this Agreement related to defaults by CARE shall not be exclusive and are in addition to any other rights and remedies provided by law or under this Agreement.
10. **ACCESS TO RECORDS.** TCTD, the Secretary of State's Office of the State of Oregon, the Public Transit Division of the Oregon Department of Transportation, or their duly authorized representatives shall have access to the books, documents, papers, and records of CARE which are related to the performance of this contract for the purpose of conducting an audit or examination, and obtaining excerpts and transcripts.
11. **WORKERS' COMPENSATION.** CARE shall comply with ORS 656.017 which requires them to provide workers' compensation coverage for all their subject workers. CARE shall provide proof of compliance with Oregon Workers' Compensation law by providing TCTD with a copy of Notice of Compliance or similar document.
12. **INDEMNIFICATION.** CARE shall indemnify, defend, save, and hold harmless the TCTD, the Public Transit Division of the Oregon Department of Transportation, and their respective officers, agents, employees, and members, from all claims, actions, liabilities, damages, losses, or expenses, including attorneys' fees, arising from a tort, as now or hereafter defined in ORS 30.260, caused, or alleged to be caused, in whole or in part, by the negligent or willful acts or omissions of CARE or any of CARE's officers, agents, employees, or subcontractors ("Claims"). It is the specific intention of the parties that the State shall, in all instances, except for

Claims arising solely from the negligent or willful acts or omissions of the State, be indemnified by CARE from and against all claims.

13.INSURANCE. CARE covenants that it has, and will retain throughout the term of this Agreement, insurance coverage consistent with the requirements of ODOT.

14.NONDISCRIMINATION. CARE agrees to comply with all applicable requirements of federal and state civil rights and rehabilitation statutes, rules, and regulations.

15.WAIVER. The failure of TCTD to enforce any provision of this contract shall not constitute a waiver by TCTD of that or any other provision.

16.ASSIGNMENT. CARE shall not assign or transfer its interest in this Agreement without the express written consent of TCTD.

17.ENTIRE AGREEMENT. This Agreement supersedes all prior oral or written agreements between CARE and TCTD regarding this proposal. It represents the entire agreement between the Parties. Time is of the essence in all terms, provision, covenants, and conditions of this Agreement.

18.SEVERABILITY. Should any clause or section of this Agreement be declared by a court to be void or voidable, the remainder of the Agreement shall remain in full force and effect.

19.JURISDICTION. This Agreement is executed in the State of Oregon, and is subject to Oregon law and jurisdiction. Venue shall be in Tillamook County, Oregon, unless otherwise agreed by the Parties.

20.LEGAL REPRESENTATION. In entering into this agreement, each Party has relied solely upon the advice of their own attorney. Each Party has had the opportunity to consult with counsel or now waives that right. Each Party represents and warrants to the other that they are fully satisfied with the representation received from their respective attorneys.

21.NOTICES. The Parties must send any notices, invoices, or other written communications required by this Agreement through the United States Mail, first-class postage paid, or personally delivered to the addresses below. Any notice required or permitted under this Agreement shall be effective when actually delivered or three days after the date postmarked if sent by United States Mail.

TCTD  
Attn: Doug Pilant, General Manager  
3600 3rd St, Ste A  
Tillamook, OR 97141

CARE, Inc.  
Attn: Peter Starkey, Executive Director  
2310 First St, Ste 2  
Tillamook, OR 97141

22. DISPUTE RESOLUTION. The parties agree to attempt to resolve any disputes relating to this Agreement by taking the following steps:

- a. In-person meeting between General Manager of TCTD and Executive Director of CARE.
- b. In-person meeting between two members of TCTD's Board of Directors and CARE's Board of Directors

The Parties may agree to mediate at any stage of the dispute resolution process. The Parties may have legal assistance at any of the meetings in this process.

Each Party represents to the other by their signatures below that each has read, understands, and agrees to all covenants, terms, and conditions of this Agreement; each Party represents to the other to have the actual and/or apparent authority to bind their respective legal persons, corporate or otherwise.

TCTD

CARE, Inc.

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

\_\_\_\_\_  
Peter Starkey, Executive Director

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

## Exhibit A

Reporting Conditions in the Agreement between CARE, INC. and TILLAMOOK COUNTY TRANSPORTATION DISTRICT for Statewide Transportation Improvement Fund ("STIF") formula funding will be as follows:

CARE, Inc. will distribute vouchers to individuals to purchase regular or discount bus passes to Tillamook County residents who CARE Inc. has determined are members of low-income households (below 200% of the federal poverty guidelines). TCTD conducted a low-income household analysis and concluded that 40% of all Tillamook County households meet this threshold. This study concluded that 21% of low-income households are in south Tillamook County; 32% are in north Tillamook County; while 47% of low-income households meeting the poverty guidelines are within the greater Tillamook area.

CARE, Inc. will make quarterly reports to TCTD using the form attached as Exhibit B. Reporting periods are July through September, October through November, January through March, and April through June. Reports must include:

1. Number of vouchers during the reporting period, by voucher type
2. Total dollar value of each type of voucher issued during the reporting period
3. Total dollar value of all vouchers issued during the reporting period
4. Certification that all vouchers issued during the reporting period were issued to individuals eligible for services through CARE, Inc.

Reports will be sent to TCTD within 30 days of the end of the quarter being reported. The District's Quarterly Report will include the report provided by CARE, Inc. and will be sent to ODOT within 45 days of the end of the quarter being reported.



**Exhibit B**

[insert reporting form here]

## CARE, Inc. STIF Quarterly Report

Reporting Period: \_\_\_\_\_

	Full fare	Reduced fare	Day pass	Portland Route 5	Deviated-Fixed Route Pass	Dial-A-Ride Pass	Totals
Number of vouchers issued							
Total dollar value of vouchers issued, by type							
Grand total of all vouchers issued							

I hereby certify that all vouchers issued during this reporting period were issued to individuals eligible for services through CARE, Inc.

Signature of Certifying Official: \_\_\_\_\_

Printed Name of Certifying Official: \_\_\_\_\_

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

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

**Authorizing the General Manager )  
to Enter into a Janitorial Services )  
Agreement with Marie Mills Center )  
for the Downtown Transit Center )**

**RESOLUTION NO. 21-16**

**WHEREAS**, Tillamook County Transportation District (TCTD) seeks to contract for the provision of janitorial services at the Tillamook Downtown Transit Center; and

**WHEREAS**, Marie Mills Center, Inc. is a qualified contractor to provide such services; and

**WHEREAS**, Marie Mills Center, Inc. is recognized by the Oregon Department of Administrative Services as a Qualified Rehabilitation Facility for purposes of public contracting; and

**WHEREAS**, the District wishes to enter into a contract with Marie Mills Center, Inc. for the performance of janitorial services as outlined on the Janitorial Services Agreement Exhibit A; and

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

that the Tillamook County Transportation District Board of Directors authorizes the General Manager to Execute a Janitorial Service Agreement in the amount of \$15,546.21 with Marie Mills Center for janitorial services at the Tillamook Downtown Transit Center.

INTRODUCED AND ADOPTED this 20<sup>th</sup> day of May 2021.

ATTEST:

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

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

# Marie Mills Center, Inc.

Vocational & Residential Services

Serving Tillamook County Since 1969



We Build Abilities

1800 Front Street, Tillamook, Oregon 97141 • (503) 842-2539 • Fax (503) 842-8028  
www.mariemillscenter.com

## JANITORIAL SERVICES AGREEMENT

To: Tillamook County Transportation District  
3600 Third Street  
Tillamook OR 97141

Date: April 19, 2021  
Telephone: 503-815-8283

This agreement is between MARIE MILLS CENTER INC., and Tillamook County Transit District (Transit Center). Marie Mills Center will furnish all materials and perform all labor necessary to complete the tasks indicated:

### SEE EXHIBIT "A" FOR SCOPE OF WORK

All other duties will be on an as needed basis at a cost agreed upon by both parties.

This contract will be in effect from July 1, 2021 to June 30, 2022 and may be terminated by either party upon thirty day's written notice.

All of the above work to be completed in a substantial and workmanlike manner in accordance with standard practices TCTD shall pay One Thousand One Hundred Ninety-six dollars and 78/100 (\$1,196.78) per month during the months of December, January, February (six days per week); AND, One Thousand Three Hundred Twenty-eight dollars and 43/100 (\$1328.43) during the months of March through November (7 days per week) for services performed. The total cost of this agreement shall not exceed **Total annual cost of \$15,546.21.**

Tillamook County Transportation District will make payment by the fifteenth (15th) day of the month following the completion of each month's services; services for a portion of a month will be prorated. If account balance is in arrears, advance payment may be required before further services are provided. Past due accounts may be charged interest at the rate of 1.5% of the Past Due amount per month.

Any alteration or deviation from the above term or specifications must be mutually agreed to, in writing, by the parties.

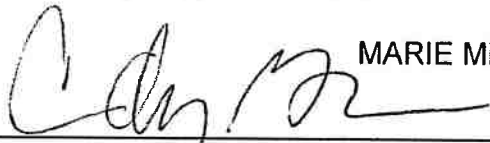
\*\* Except as provided below, or as otherwise provided by applicable law, Contractor shall defend and indemnify TCTD and its officers, employees, and agents from all claims arising from the Services, including claims arising from injury to any person or damage to property; breach of this Contract by Contractor; or violation of applicable law by Contractor. Contractor will not be responsible for claims resulting solely from the negligence or other wrongful acts or omissions of TCTD or TCTD's officers, employees, or agents.

\*\* Contractor is a "subject employer" as defined in ORS 656.005 and shall comply with ORS 656.017. Contractor shall provide workers' compensation coverage for "subject workers" employed to perform the Services. Before performing any Services, Contractor shall provide a certificate of insurance for workers' compensation coverage or other proof of coverage or certify that no subject workers will perform Services.

\*\* At all times while Contractor is performing Services at the Premises, Contractor shall, at Contractor's expense, maintain in force a commercial general liability policy and a comprehensive automobile liability policy. The coverage under each policy must be equal to or greater than the limits for claims made under the Oregon Tort Claims Act with minimum coverage of \$2,000,000 per occurrence (combined single limit for bodily injury and property damage claims) or \$1,000,000 per occurrence for bodily injury and \$600,000 per occurrence for property damage. TCTD and TCTD's officers, employees, and agents will be named as additional insureds on an endorsement to each policy.

In the event either party files suit to enforce any term of this agreement, reasonable attorney fees and costs shall be paid to the prevailing party, including any attorney fees and costs incurred in any appellate proceeding.

Acceptance and participation are the same for everyone without regard to race, color, national origin, sex, or handicap.

  
\_\_\_\_\_  
Marie Mills Center, Inc. Representative

MARIE MILLS CENTER, INC.

4/19/21  
\_\_\_\_\_  
Date

ACCEPTANCE

You are hereby authorized to furnish all materials and labor required to complete the work mentioned in the above agreement; for which the undersigned agrees to pay the amount mentioned in said agreement, and according to the terms thereof.

\_\_\_\_\_  
Company Representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name



# TCTD TRANSIT CENTER

## JOB COMPONENTS

### **TRANSIT CENTER**

*MONDAY THRU SATURDAY (DEC. JAN. FEB.)*

MONDAY THRU SUNDAY (MARCH THRU November)

- Clean, Sanitize, sweep & mop floors, and restock restrooms (including walls and floors) in two bathrooms
- Dust windowsills and other flat surfaces
- Wipe down seats in waiting area
- Sweep and mop all resilient floors
- Empty Trash
- Clean all glass doors

### **ONE TIME PER WEEK**

*CLEAN OFFICE:*

- Empty trash
- Vacuum Carpet
- Dust Flat surfaces (do not move papers on desk)

### **ONE TIME PER MONTH**

*WINDOWS*

CLEAN ALL GLASS WINDOWS AND DOORS INSIDE AND OUTSIDE UP TO 8 FEET

UPDATED 5/9/19

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

**Authorizing the General Manager )  
to Enter into a Janitorial Services )  
Agreement with Marie Mills Center )  
for the TCTD Administrative Building )**

**RESOLUTION NO. 21-17**

**WHEREAS**, Tillamook County Transportation District (TCTD) seeks to contract for the provision of janitorial services at the District's administrative and operations offices; and

**WHEREAS**, Marie Mills Center, Inc. is a qualified contractor to provide such services; and

**WHEREAS**, Marie Mills Center, Inc. is recognized by the Oregon Department of Administrative Services as a Qualified Rehabilitation Facility for purposes of public contracting; and

**WHEREAS**, the District wishes to enter into a contract with Marie Mills Center, Inc. for the performance of janitorial services outlined on the Janitorial Services Agreement Attachment A; and

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

that the Tillamook County Transportation District Board of Directors authorizes the General Manager to Execute a Janitorial Service Agreement in the amount of \$6,286.44 to Marie Mills Center for janitorial services at the TCTD administrative and operations building.

INTRODUCED AND ADOPTED this 20<sup>th</sup> day of May 2021.

ATTEST:

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

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

# Marie Mills Center, Inc.

## Vocational & Residential Services

Serving Tillamook County Since 1969



We Build Abilities

1800 Front Street, Tillamook, Oregon 97141 · (503) 842-2539 · Fax (503) 842-8028

### JANITORIAL SERVICES AGREEMENT

**To: Tillamook County Transportation District  
3600 Third Street  
Tillamook OR 97141**

**Date: April 23, 2021  
Telephone: 503-815-8283**

This agreement is between MARIE MILLS CENTER INC. and Tillamook County Transportation District. Marie Mills Center will furnish all materials and perform all labor necessary to complete the tasks as indicated:

#### **SEE EXHIBIT "A" FOR SCOPE OF WORK**

All other duties will be on an as needed basis as agreed upon by both parties.

This contract will be in effect from July 1, 2021 to June 30, 2022 and may be terminated by either party upon thirty-day written notice.

All the above work to be completed in a substantial and workmanlike manner in accordance with standard practices for the sum of Five Hundred Twenty-three Dollars and 87/100 (\$523.87) dollars per month. The total cost of this agreement will not exceed total annual cost of \$6286.44.

Tillamook County Transportation District will make payment by the fifteenth (15th) day of the month following the completion of each month's services; services for a portion of a month will be prorated. If account balance is in arrears, advance payment may be required before further services are provided. Past due accounts may be charged interest at the rate of 1.5% of the Past Due amount per month.

Any alteration or deviation from the above terms or specifications must be mutually agreed to, in writing, by the parties.

\*\* Except as provided below, or as otherwise provided by applicable law, Contractor shall defend and indemnify TCTD and its officers, employees, and agents from all claims arising from the Services, including claims arising from injury to any person or damage to property; breach of this Contract by Contractor; or violation of applicable law by Contractor. Contractor will not be responsible for claims resulting solely from the negligence or other wrongful acts or omissions of TCTD or TCTD's officers, employees, or agents.

\*\* Contractor is a "subject employer" as defined in ORS 656.005 and shall comply with ORS 656.017. Contractor shall provide workers' compensation coverage for "subject workers" employed to perform the Services. Before performing any Services, Contractor shall provide a certificate of insurance for workers' compensation coverage or other proof of coverage or certify that no subject workers will perform Services.

\*\* At all times while Contractor is performing Services at the Premises, Contractor shall, at Contractor's expense, maintain in force a commercial general liability policy and a comprehensive automobile liability policy. The coverage under each policy must be equal to or greater than the limits for claims made under the Oregon Tort Claims Act with minimum coverage of \$2,000,000 per occurrence (combined single limit for bodily injury and property damage claims) or \$1,000,000 per occurrence for bodily injury and \$600,000 per occurrence for property damage. TCTD and TCTD's officers, employees, and agents will be named as additional insureds on an endorsement to each policy.

In the event either party files suit to enforce any term of this agreement, reasonable attorney fees and costs shall be paid to the prevailing party, including any attorney fees and costs incurred in any appellate proceeding.

Acceptance and participation are the same for everyone without regard to race, color, national origin, sex, or handicap.

  
\_\_\_\_\_  
Marie Mills Center, Inc. Representative

MARIE MILLS CENTER, INC.

4/23/21  
Date

#### ACCEPTANCE

You are hereby authorized to furnish all materials and labor required to complete the work mentioned in the above agreement; for which the undersigned agrees to pay the amount mentioned in said agreement, and according to the terms thereof.

\_\_\_\_\_  
Company Representative

\_\_\_\_\_  
Date

# TCTD

## JOB COMPONENTS

### **OFFICE BUILDING**

#### *FRIDAY*

Empty Trash and restock paper products and soap restrooms in TCTD office area  
Vacuum all carpeted areas including TCTD offices (if unlocked), Main conference room (if unlocked),  
Dust windowsills and other flat surfaces (papers on desks will not be moved or disturbed)  
Empty Trash

### **PUBLIC AREA**

#### *FRIDAY*

Public Restrooms – Empty Trash and restock paper products and soap  
Vacuum Conference room near (janitorial room), Foyer, Lobby and Hall Public area  
Dust windowsills and other flat surfaces

### **OFFICE BUILDING**

#### *WEDNESDAY*

TCTD Office -- Restrooms – Empty Trash and restock paper products and soap

### **PUBLIC AREA**

#### *WEDNESDAY*

Public Restrooms – Empty Trash and restock paper products and soap

### **EXTRAS**

STRIP AND WAX TCTD 2 OFFICE AREA BATHROOMS (January, April, July, October)  
SCRUB RESTROOM FLOORS IN HALLWAY (March, June, Sept, and Dec )

STRIP AND WAX LUNCHROOM FLOOR (one time per year in June)

UPDATED 4/23/2021



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

**Approving an Intergovernmental Agreement Between TCTD and Columbia County for Shared Use and Funding of Ecolane DRT Software** )  
)  
)  
)  
)

**RESOLUTION NO. 21-18**

**WHEREAS**, ORS 190.010 authorizes a unit of local government to enter into a written intergovernmental agreement with any other unit of local government for the performance of any or all functions and activities that a party to the agreement has the authority to perform; and

**WHEREAS**, the agreement may provide for the performance of a function or activity by one of the parties for any other party; and

**WHEREAS**, Tillamook County Transportation District (TCTD) provides demand response service transportation in Tillamook County, including dial-a-ride and non-emergent medical transport (NEMT); and

**WHEREAS**, TCTD uses Ecolane DRT software (the "Ecolane Software") under license from Ecolane USA Inc. to schedule, dispatch, track, and report on TCTD's demand response service transportation; and

**WHEREAS**, TCTD also operates the NW Rides NEMT brokerage, through which TCTD subcontracts NEMT trips for Columbia Pacific CCO members living in Clatsop, Columbia, and Tillamook Counties; and

**WHEREAS**, TCTD has allocated one or more TCTD Ecolane Software sublicenses to several subcontractors of the NW Rides NEMT brokerage, enabling subcontracted drivers to use tablets running the Ecolane Software mobile module to receive and process NEMT trip assignments in real-time; and

**WHEREAS**, Columbia County provides demand response service transportation in Clatsop County, including dial-a-ride and NEMT services; and

**WHEREAS**, Columbia County is a subcontractor of the NW Rides NEMT brokerage; and

**WHEREAS**, Columbia County does not currently have any TCTD Ecolane Software sublicenses, which means that Columbia County processes its NEMT trip assignments through Ecolane USA Inc.'s web portal; and

**WHEREAS**, TCTD and Columbia County (collectively, the "Districts") provide demand response service transportation to many of the same clients; and

**WHEREAS**, the Districts have determined that it would serve the interests of the public, and result in considerable cost savings, for Columbia County to use the Ecolane Software to support the delivery of Columbia County's demand response service transportation in Columbia County; and

**WHEREAS**, TCTD has determined that Columbia County can be added as a named user of TCTD's Ecolane Software License Agreement to enable Columbia County to use the Ecolane Software to schedule, dispatch, track, and report on Columbia County's non-NEMT demand response service transportation in Columbia County; and

**WHEREAS**, TCTD also wishes to allocate four TCTD Ecolane Software sublicenses to Columbia County to enable Columbia County's drivers to receive and process trip assignments using the Ecolane Software in real-time for NEMT and non-NEMT demand response service transportation alike; and

**WHEREAS**, Columbia County wishes to enter into a cost share arrangement with TCTD to fund the use of the Ecolane Software in exchange for being added as a named user to TCTD's Ecolane Software License Agreement; and

**WHEREAS**, it is the desire of the Districts to enter into an agreement that sets forth the terms that will govern the Districts with regard to their shared use and funding of the Ecolane Software; and

**WHEREAS**, such terms are set forth in the "Intergovernmental Agreement between Tillamook County Transportation District and Columbia County for Shared Use and Funding of Ecolane DRT Software," attached hereto as Exhibit A; and

**WHEREAS**, the TCTD Board of Directors has considered such intergovernmental agreement and finds it in the best interest of TCTD to adopt it.

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

1. The Board approves the "Intergovernmental Agreement between Tillamook County Transportation District and Columbia County for Shared Use and Funding of Ecolane DRT Software;" and
2. The Board authorizes the General Manager to act on behalf of TCTD in the execution of the intergovernmental agreement and take all actions necessary to perform TCTD's obligations under the agreement.

INTRODUCED AND ADOPTED this 20<sup>th</sup> day of May 2021.

ATTEST:

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

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

**EXHIBIT A**  
**INTERGOVERNMENTAL AGREEMENT**

## INTERGOVERNMENTAL AGREEMENT

### BETWEEN TILLAMOOK COUNTY TRANSPORTATION DISTRICT AND COLUMBIA COUNTY

#### FOR SHARED USE AND FUNDING OF ECOLANE DRT SOFTWARE

This Intergovernmental Agreement (hereinafter "Agreement") is entered into as of this \_\_\_\_ day of \_\_\_\_\_, 2021, between TILLAMOOK COUNTY TRANSPORTATION DISTRICT (hereinafter "TCTD") and COLUMBIA COUNTY (hereinafter "CCR") (collectively, the "Parties"), both acting as political subdivisions of the state of Oregon under the authority of ORS 198.010 et seq. and transportation districts organized under ORS 267.510 et seq.

#### RECITALS

- A. ORS 190.010 authorizes a unit of local government to enter into a written intergovernmental agreement with any other unit of local government for the performance of any or all functions and activities that a party to the agreement has the authority to perform. The agreement may provide for the performance of a function or activity by one of the parties for any other party.
- B. TCTD provides demand response service transportation in Tillamook County, including dial-a-ride and non-emergent medical transport (NEMT).
- C. TCTD uses Ecolane DRT software (the "Ecolane Software") under a Software License & Services Agreement with an effective date of July 31, 2017 (as subsequently amended) between TCTD and Ecolane USA Inc. (the "Ecolane License Agreement") to schedule, dispatch, track, and report on TCTD's demand response service transportation.
- D. TCTD also operates the NW Rides NEMT brokerage, through which TCTD subcontracts NEMT trips for Columbia Pacific CCO members living in Clatsop, Columbia, and Tillamook Counties.
- E. TCTD has allocated one or more TCTD Ecolane Software sublicenses to several subcontractors of the NW Rides NEMT brokerage, enabling subcontracted drivers to use tablets running the Ecolane Software mobile module to receive and process NEMT trip assignments in real-time.
- F. CCR provides demand response service transportation in Columbia County, including Dial-a-Ride, NEMT, and Deviated Fixed Route services.
- G. CCR is a subcontractor of the NW Rides NEMT brokerage.
- H. CCR does not currently have any TCTD Ecolane Software sublicenses. CCR

processes its NEMT trip assignments through Ecolane USA Inc.'s web portal.

- I. TCTD and CCR provide demand response service transportation to many of the same clients.
- J. The Parties have determined that it would serve the interests of the public, and result in considerable cost savings, for CCR to use the Ecolane Software to support the delivery of CCR's demand response service transportation in Columbia County.
- K. TCTD has determined that CCR can be added as a named user of the Ecolane License Agreement to enable CCR to use the Ecolane Software to schedule, dispatch, track, and report on CCR's non-NEMT demand response service transportation in Columbia County.
- L. TCTD also wishes to allocate four TCTD Ecolane Software sublicenses to CCR to enable CCR's drivers to receive and process trip assignments in real-time for both NEMT and non-NEMT demand response service transportation.
- M. CCR wishes to enter into a cost share arrangement with TCTD to fund the use of the Ecolane Software in exchange for being added as a named user to the Ecolane License Agreement.
- N. It is the desire of the Parties to enter into an agreement that sets forth the terms that will govern the Parties with regard to their shared use and funding of the Ecolane Software.

## **AGREEMENT**

NOW, THEREFORE, the premise being in general as stated in the foregoing recitals, and in mutual consideration of the terms, conditions and covenants as set forth below, the Parties hereto agree as follows:

### **1. PROJECT DESCRIPTION**

- 1.1 CCR will be added as a named user of the Ecolane License Agreement, attached hereto as Exhibit A. This will enable use of the Ecolane Software by CCR system administrators to schedule, dispatch, track, and report on non-NEMT demand response service transportation in Columbia County. CCR will receive Ecolane Software training, go-live support, and ongoing product support from Ecolane USA Inc.
- 1.2 CCR will be allocated four (4) TCTD Ecolane Software sublicenses, enabling CCR drivers to accept the following types of trip assignments using tablets running the Ecolane mobile module:



1.2.1 NEMT trips as assigned by the NW Rides NEMT brokerage; and

1.2.2 Non-NEMT trips as assigned by CCR system administrators.

## **2. TERM OF AGREEMENT**

2.1 The term of the Agreement shall be from the date of execution until February 27, 2023, with the option to renew or extend such term upon the mutual written agreement of the Parties.

## **3. TCTD OBLIGATIONS**

3.1 TCTD shall assign to CCR, for CCR's exclusive use, four (5) TCTD Ecolane Software sublicenses to enable CCR drivers to access the Ecolane Software mobile module to accept trip assignments using tablet-type devices.

3.2 Upon receipt of funds from CCR consistent with Section 5.1 [Services] of this Agreement, TCTD shall direct Ecolane USA Inc. to add CCR as a named user of the Ecolane License Agreement.

3.3 TCTD shall serve as the primary contact for all correspondence with Ecolane USA Inc. related to CCR's use of the Ecolane License Agreement unless otherwise agreed to in writing by the Parties.

## **4. CCR OBLIGATIONS**

4.1 CCR shall make payments to TCTD according to the terms in Section 5 [PAYMENT].

4.2 As a condition of being added as a named user of the Ecolane License Agreement, CCR agrees to abide by all terms of use as set forth therein.

4.3 CCR shall respond promptly to information requests from TCTD and Ecolane USA Inc. to enable configuration and support of CCR's use of the Ecolane Software.

4.4 CCR shall coordinate with Ecolane USA Inc. to identify a mutually acceptable time for Ecolane Software training and go-live.

4.5 CCR shall be solely responsible for all costs associated with purchasing tablets, data plans, and mounting hardware sufficient to enable CCR's drivers to operate the Ecolane Software.

4.6 CCR shall be solely responsible for providing one or more computers sufficient to enable CCR system administrators to use the Ecolane Software to assign trips to CCR drivers.

- 4.7 CCR acknowledges and agrees that:
- 4.7.1 CCR is solely responsible for providing and ensuring the proper training of its drivers, owners, or operators in the operation of motor vehicles in conjunction with the use or operation of the Ecolane Software; and
  - 4.7.2 Neither TCTD nor Ecolane USA Inc. are responsible for any claim or action including costs arising out of the use or misuse of any motor vehicle operated by CCR in conjunction with or separate from the use of the Ecolane Software, including any personal injury or property damage claim or action.
- 4.8 CCR acknowledges and agrees that, notwithstanding the addition of CCR as a named user of the Ecolane Software, TCTD shall remain the sole licensee for purposes of enforcing, negotiating, or amending any provision of the Ecolane License Agreement. CCR may not act as TCTD's agent or representative in any communications or actions related to the Ecolane Software.
- 4.9 CCR acknowledges and agrees that its failure to comply with the terms of this Agreement and with the terms of the Ecolane License Agreement shall constitute grounds for termination of this Agreement and revocation of CCR's use of the Ecolane Software.

## 5. PAYMENT

- 5.1 Services. Within 60 days after the execution date of this Agreement, CCR shall pay \$4,950.00 to TCTD to cover TCTD's direct costs to add CCR as a named user of the Ecolane License Agreement. Such direct costs will be billed to TCTD by Ecolane USA Inc. for remote setup, training, and project management costs.
- 5.2 Annual Licensing Costs. On or before July 1st of each year during the term of this Agreement, CCR shall pay TCTD a portion of TCTD's annual Ecolane Software licensing costs.
- 5.2.1 Provided CCR does not purchase additional TCTD Ecolane Software sublicenses pursuant to Section 5.3 [Additional Sublicenses], CCR's portion of TCTD's annual Ecolane Software licensing costs is deemed to be \$2,626.20.
  - 5.2.2 If CCR purchases additional TCTD Ecolane Software sublicenses pursuant to Section 5.3, CCR shall bear at its sole expense the additional annual Ecolane Software licensing costs associated with such sublicenses. CCR's additional annual Ecolane Software licensing costs shall be due TCTD at the time of CCR's acceptance of Ecolane USA Inc.'s price quote as described in Section 5.3.

- 5.3 Additional Sublicenses. Should CCR determine that it wishes to acquire additional TCTD Ecolane Software sublicenses, CCR shall notify TCTD of such interest in writing. Upon receiving such notice, TCTD shall request a price quote from Ecolane USA Inc. and shall provide such price quote to CCR for its review and acceptance. Upon CCR's written acceptance of the price quote, CCR shall pay TCTD the amount stated in the price quote, at which time TCTD shall place the order with Ecolane USA Inc. to purchase the stated number of additional TCTD Ecolane sublicenses on CCR's behalf.

## 6. GENERAL PROVISIONS

### 6.1 LAWS OF OREGON

The parties shall comply with all applicable laws and regulations regarding the handling and expenditure of public funds. This Agreement shall be construed and enforced in accordance with the laws of the State of Oregon. All relevant provisions required by ORS Chapter 279A and 279C to be included in public contracts are incorporated and made a part of this Agreement as if fully set forth herein.

### 6.2 DEFAULT

Time is of essence in the performance of the Agreement. Either party shall be deemed to be in default if it fails to comply with any provisions of this Agreement. The non-defaulting party shall provide the other party with written notice of default and allow thirty (30) days within which to cure the defect.

### 6.3 INDEMNIFICATION

This Agreement is for the benefit of the Parties only. Each party agrees to defend, indemnify, and hold harmless the other party, and its officers, employees, and agents, from and against all claims, demands and causes of actions and suits of any kind or nature for personal injury, death, or damage to property on account of or arising out of services performed, the omissions of services or in any way resulting from the negligent or wrongful acts or omissions of the indemnifying party and its officers, employees and agents. To the extent applicable, the above indemnification is subject to and shall not exceed the limits of liability of the Oregon Tort Claims Act (ORS 30.260 through 30.300).

In addition, CCR agrees to defend, indemnify, and hold harmless Ecolane USA Inc. from any claim or action including costs arising out of the use or misuse of any motor vehicle operated by CCR in conjunction with or separate from the use of the Ecolane Software, including any personal injury or property damage claim or action. To the extent applicable, the above

indemnification is subject to and shall not exceed the limits of liability of the Oregon Tort Claims Act (ORS 30.260 through 30.300).

#### 6.4 MODIFICATION OF AGREEMENT

This Agreement may be modified or amended only upon the mutual written agreement of the Parties. No waiver, consent, modification or change of terms of this Agreement shall be binding unless in writing and signed by both parties.

#### 6.5 TERMINATION

This Agreement may be terminated at any time upon the mutual written consent of both Parties, or ninety (90) days after one party provides written notice to the other party. CCR will lose all access privileges to the Ecolane Software on the termination date unless otherwise agreed to in writing by both Parties. CCR shall be eligible to receive a prorated refund from TCTD for the unused portion of CCR's payment for annual Ecolane Software licensing costs, calculated according to the number of days remaining from the termination date to the end of the annual license period on February 27, and subject to the following conditions:

6.5.1 For a payment made by CCR pursuant to Section 5.2.1, TCTD shall issue CCR a prorated refund of this payment within sixty (60) days after the termination date.

6.5.2 For a payment made by CCR pursuant to Section 5.2.2, TCTD agrees to submit a request to Ecolane USA Inc. for a prorated refund of this payment. TCTD's obligation to issue CCR a prorated refund of a payment made pursuant to Section 5.2.2 shall be contingent on TCTD's receipt of a refund in like amount from Ecolane USA Inc.

#### 6.6 WAIVER

No provision of this Agreement may be waived except in writing by the party granting a waiver of compliance with this Agreement. A waiver shall not constitute a waiver of any other provision nor shall any one waiver constitute a continuing waiver. Failure to enforce any provision of this Agreement shall not operate as a waiver of such provision of any other provision.

#### 6.7 DISPUTE RESOLUTION

The parties shall attempt to informally resolve any dispute concerning any party's performance or decisions under this Agreement, or regarding the terms, conditions or meaning of this Agreement. A neutral third party may be used if the Parties agree to facilitate these negotiations, with the Parties sharing equally in the cost of a neutral third party. In the event of an impasse



in the resolution of any dispute, the issue shall be submitted to the governing bodies of both Parties for a recommendation or resolution.

#### 6.8 REMEDIES

Subject to the provisions in Section 6.7 [DISPUTE RESOLUTION], either party may institute legal action to cure, correct, or remedy any default, to enforce any covenant or agreement herein, or to enjoin any threatened or attempted violation of this Agreement. All legal actions shall be initiated in Tillamook County Circuit Court. The Parties, by signature of their authorized representatives below, consent to the personal jurisdiction of that court.

#### 6.9 ATTORNEY FEES

In the event any suit or action is brought by either party to enforce the terms of this Agreement, the losing party agrees to pay such sum as the trial court may adjudge reasonable attorney fees and costs of such suit or action to be allowed the prevailing party in such suit or action and upon any appeal therefrom.

#### 6.10 EXCUSED PERFORMANCE

In addition to the specific provisions of this Agreement, performance by any party shall not be in default where delay or default is due to war, insurrection, strikes, walkouts, riots, floods, drought, earthquakes, fires, casualties, acts of God, governmental restrictions imposed or mandated by governmental entities other than the parties, enactment of conflicting state or federal laws or regulations, new or supplementary environmental regulation, litigation or similar bases for excused performance that are not within the reasonable control to the party to be excused.

#### 6.11 SEVERABILITY

If any term or provision of the Agreement is declared by a court of competent jurisdiction to be illegal or in conflict with any law, the validity of the remaining terms and provisions shall not be affected, and the rights and obligations of the Parties shall be construed and enforced as if the Agreement did not contain the particular term or provision held to be invalid.

#### 6.12 INTEGRATION

This Agreement sets forth the entire understanding between the Parties with respect to the subject matter of this Agreement, and supersedes any and all prior understandings and agreements, whether written or oral, between the Parties with respect to such subject matter.



6.13 NON-AGENCY RELATIONSHIP

Nothing in this Agreement is to be interpreted as creating or constituting an agency relationship between the Parties. Each party remains separate, and neither party assumes the debts, obligations or liability of the other by entering into this Agreement. Each party is solely responsible for carrying out its duties and functions in accordance with all applicable laws and regulations.

6.14 NO THIRD PARTY BENEFICIARIES

Except as specifically set forth in Section 6.3 [INDEMNIFICATION], The Parties are the only parties to this Agreement and are the only parties entitled to enforce its terms. Nothing in this Agreement gives, is intended to give, or shall be construed to give or provide any benefit or right, whether directly, or indirectly, or otherwise, to third persons unless such third persons are individually identified by name herein and expressly described as intended beneficiaries of the terms of this Agreement.

6.15 CONTACT PERSONS

The Parties hereby designate the following persons as the individuals having primary responsibility for the administration of this Agreement, and the persons designated to receive notice provided for herein. Either party may change its designated contact person by written notice to the other party.

TCTD: Tillamook County Transportation District  
Name: Doug Pilant  
Title: General Manager  
Address: 3600 3rd Street, Suite A  
Tillamook, Oregon 97141  
Telephone: (503) 842-3115  
Fax: (503) 815-2834  
Email: [dpilant@tillamookbus.com](mailto:dpilant@tillamookbus.com)

CCR: Columbia County  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone: \_\_\_\_\_  
Fax: \_\_\_\_\_  
Email: \_\_\_\_\_

6.16 SIGNATURES

This Agreement may be executed in one or more counterparts, each is deemed an original, and they are all the same Agreement.

6.17 EFFECTIVE DATE

This Agreement takes effect on the date the final party signs below.

IN WITNESS WHEREOF, the Parties have executed this Agreement on the dates set forth below.

**TILLAMOOK COUNTY  
TRANSPORTATION DISTRICT**

**COLUMBIA COUNTY**

By \_\_\_\_\_  
Name:  
Its: Board Chair

By \_\_\_\_\_  
Name:  
Its:

Date \_\_\_\_\_

Date \_\_\_\_\_

By \_\_\_\_\_  
Name: Doug Pilant  
Its: General Manager

By \_\_\_\_\_  
Name: John Dreezen  
Its: Transit Manager

Date \_\_\_\_\_

Date \_\_\_\_\_

**APPROVED AS TO FORM**

**APPROVED AS TO FORM**

By \_\_\_\_\_  
Tillamook County Transportation District  
Counsel

By \_\_\_\_\_  
Columbia County Counsel

**EXHIBIT A**  
**ECOLANE LICENSE AGREEMENT**  
**AMENDMENT NO. 6**

**AMENDMENT NO. 6**  
**to the**  
**Software License & Services Agreement**  
**Between**  
**Ecolane USA, Inc.**  
**And**  
**Tillamook County Transportation District (Licensee)**

THIS AMENDMENT NO. 6 to the Software License & Services (“Agreement”) dated June 30, 2017, is effective May 21, 2021 (“Effective Date”) between Ecolane USA Inc. (“Licensor”) and Tillamook County Transportation District (“Licensee”).

WHEREAS, Licensee would like to add on to its current contract with Amendment 6, effective May 21, 2021, with licenses that are listed below and the services that are entailed with maintaining these licenses, and Licensor is willing to provide such services.

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

1. Licensor agrees to add on the additional 5 licenses and services for the cost of \$24,950.00 USD as shown in Exhibit A, to Licensee’s current contract dated June 30, 2017.
2. Licensee agrees to pay an annual maintenance fee for the 5 licenses, equal to \$4,000.00 USD as shown in Exhibit A, when due per after 1 year from the date of this Amendment.
3. All other terms and conditions of the Agreement, as amended herein, shall remain in full force and effect. Capitalized terms used herein and not otherwise defined shall have the meaning given to them in the Agreement.
4. This Amendment may be executed in several counterparts, each of which shall be deemed an original, but all of which counterparts collectively shall constitute one (1) instrument representing this Amendment between the parties. In the event that any signature is delivered by facsimile transmission or by e-mail delivery of a ".pdf" format data file, such signature shall create a valid and binding obligation of the party executing (or on whose behalf such signature is executed) with the same force and effect as if such facsimile or ".pdf" signature page were an original thereof.
5. This amendment and the original agreement shall automatically renew annually unless otherwise specified and mutually agreed upon by both parties.

*[Remainder of page intentionally left blank.]*

**IN WITNESS WHEREOF**, each Party has caused this Software License & Services Agreement to be executed by its authorized representative to be effective as of the Effective Date first written above.

**Ecolane USA Inc.**

**Tillamook County Transportation District  
(Licensee)**

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

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

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

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

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

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

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

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



## Exhibit A



### Price Quote

Ecolane | 940 W Valley Rd, Suite 1400 | Wayne, PA 19087  
 944-ECO-LANE | 610-312-0033 | SALES@ECOLANE.COM

DATE 04/30/2021	TRANSIT AGENCY NAME Tillamook Transit	ADDRESS 3600 Third St., Suite A	CITY, STATE ZIP Tillamook, OR 97141
PROJECT Columbia	ATTENTION Doug Pilant	PHONE 503-815-8283	E-MAIL <a href="mailto:dpilant@tillamookbus.com">dpilant@tillamookbus.com</a>
Ambassador Rex Clark	E-MAIL <a href="mailto:rex.clark@ecolane.com">rex.clark@ecolane.com</a>	PHONE 530-363-1414	PRICING TERMS <b>75% due at system set up, 20% due at completion of training, 5% due at system acceptance. Annual due 1 yr. from contract signing.</b>
DAYS PRICING IS VALID FOR 120	DATE PRICE EXPIRES 08/28/2021		

#### Initial Licenses

QUANTITY	DESCRIPTION	UNIT PRICE	AMOUNT
5	Ecolane DRT/MDT Software License (per vehicle) (unlimited users)	\$4,000.00	\$20,000.00
1	Map data for Service Area - Tillamook brokerage counties	Included	Included
<i>Initial licenses subtotal</i>			\$20,000.00

#### Services

QUANTITY	DESCRIPTION	UNIT PRICE	AMOUNT
5	Remote set up of Ecolane DRT and MDT software (8 hr. work days), includes remote training and project management	\$990.00	\$4,950.00
<i>Services subtotal</i>			\$4,950.00

#### Annual Licensing Year 1

QUANTITY	DESCRIPTION	UNIT PRICE	AMOUNT
1	All Inclusive Annual Licensing plan includes support for all licenses listed above and all items below	Included	Included
	Hosting Costs		Included
	Server Maintenance		Included
	24/7/365 Support via web, email and phone		Included
	Map Updates		Included
	Upgrades** and Updates		Included
	Free monthly webinar training and access to Ahal Idea portal to help drive functionality for new development for Ecolane and its customers		Included
	Access to Learning Management System (LMS), Ecolane University for all staff for self-paced web-based training		Included
<i>Annual licensing year 1 subtotal</i>			Included

<b>SUBTOTAL</b>		<b>\$24,950.00</b>
<i>Annual licensing for years 2-5 includes all services listed above in Annual Licensing for year 1. Costs for years 2-5 are indicated below.</i>		<b>TOTAL SYSTEM PURCHASE COSTS FOR YEAR 1</b>
		<b>\$24,950.00</b>
<b>Annual licensing will be held at this rate for as long as your agency is an Ecolane customer. (Based on originally purchased solution. Does not include changes to 3rd party charges or data plans)</b>		<b>ANNUAL COST FOR YEARS 2-5 (per year)</b>
		<b>\$4,000.00</b>

04/30/2021

Date

  
James Stec, Vice President, Business Development

THIS PROPOSAL INCLUDES THE CONDITIONS NOTED:

Implementation/Training assumes 8 hrs. per day on-site excluding weekends and holidays.  
 All prices are in US dollars. All applicable sales/use taxes are additional and payment of such is the sole responsibility of the purchaser.  
 Customer may purchase Android tablets and airtime for Tablets through cellular provider. Prices for tablets range from \$0 to \$499 depending on carrier. Please coordinate your cellular provider/tablets with Ecolane prior to ordering hardware.  
 \*Data plan does not include web browsing, etc. 2GB data plan is more than sufficient for the Ecolane Touchscreen MDT Software and Navigation. Agency is responsible for data plan and any overages unless otherwise noted.  
 \*\*Upgrade and webinar training is included for upgrades, additional on site or new employee training is charged at Refresher Training rate plus travel as applicable.  
 \*\*\* All license costs include annual hosting, support & licensing fees due 1 year from contract signing set at: 20%

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

**Approving the Amendment to the )  
TCTD Ecolane DRT Software License )  
Agreement to Add Columbia County )  
as a Named User )**

**RESOLUTION NO. 21-19**

**WHEREAS**, ORS 190.010 authorizes a unit of local government to enter into a written intergovernmental agreement with any other unit of local government for the performance of any or all functions and activities that a party to the agreement has the authority to perform; and

**WHEREAS**, the agreement may provide for the performance of a function or activity by one of the parties for any other party; and

**WHEREAS**, Tillamook County Transportation District (TCTD) provides demand response service transportation in Tillamook County, including dial-a-ride and non-emergent medical transport (NEMT); and

**WHEREAS**, TCTD uses Ecolane DRT software (the "Ecolane Software") under license from Ecolane USA Inc. to schedule, dispatch, track, and report on TCTD's demand response service transportation; and

**WHEREAS**, TCTD also operates the NW Rides NEMT brokerage, through which TCTD subcontracts NEMT trips for Columbia Pacific CCO members living in Clatsop, Columbia, and Tillamook Counties; and

**WHEREAS**, TCTD has allocated one or more TCTD Ecolane Software sublicenses to several subcontractors of the NW Rides NEMT brokerage, enabling subcontracted drivers to use tablets running the Ecolane Software mobile module to receive and process NEMT trip assignments in real-time; and

**WHEREAS**, Columbia County provides demand response service transportation in Columbia County, including dial-a-ride and NEMT services; and

**WHEREAS**, Columbia County is a subcontractor of the NW Rides NEMT brokerage; and

**WHEREAS**, Columbia County does not currently have any TCTD Ecolane Software sublicenses, which means that Columbia County's sole option is to process its NEMT trip assignments through Ecolane USA Inc.'s web portal; and

**WHEREAS**, TCTD and Columbia County (collectively, the "Districts") provide demand response service transportation to many of the same clients; and

**WHEREAS**, the Districts have determined that it would serve the interests of the public, and result in considerable cost savings, for Columbia County to use the Ecolane Software to support the delivery of SETD's demand response service transportation in Columbia County; and

**WHEREAS**, TCTD has determined that Columbia County can be added as a named user of TCTD's Ecolane License Agreement to enable Columbia County to use the Ecolane Software to schedule, dispatch, track, and report on Columbia County's non-NEMT demand response service transportation in Columbia County; and

**WHEREAS**, Columbia County wishes to enter into a cost share arrangement with TCTD to fund the use of the Ecolane Software in exchange for being added as a named user to TCTD's Ecolane Software License Agreement; and

**WHEREAS**, TCTD's Ecolane Software License Agreement must be amended to allow Columbia County to be added as a named user; and

**WHEREAS**, TCTD has negotiated such amendment with Ecolane USA Inc. in "Amendment No. 2 to the Software License & Services Agreement Between Ecolane USA Inc. and Tillamook County Transportation District" ("Amendment"), attached hereto as Exhibit A; and

**WHEREAS**, the TCTD Board of Directors has considered the Amendment and finds it in the best interest of TCTD to adopt it.

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

1. The Board approves the terms and conditions set forth in and adopts the "Amendment No. 6 to the Software License & Services Agreement Between Ecolane USA Inc. and Tillamook County Transportation District;" and
2. The Board authorizes the General Manager to act on behalf of TCTD in the execution of the Amendment.

INTRODUCED AND ADOPTED this 20<sup>th</sup> day of 2021.

ATTEST:

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

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

**EXHIBIT A**  
**AMENDMENT**

**AMENDMENT NO. 6**  
**to the**  
**Software License & Services Agreement**  
**Between**  
**Ecolane USA, Inc.**  
**And**

**Tillamook County Transportation District (Licensee)**

THIS AMENDMENT NO. 6 to the Software License & Services ("Agreement") dated June 30, 2017, is effective May 21, 2021 ("Effective Date") between Ecolane USA Inc. ("Licensor") and Tillamook County Transportation District ("Licensee").

WHEREAS, Licensee would like to add on to its current contract with Amendment 6, effective May 21, 2021, with licenses that are listed below and the services that are entailed with maintaining these licenses, and Licensor is willing to provide such services.

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

1. Licensor agrees to add on the additional 5 licenses and services for the cost of \$24,950.00 USD as shown in Exhibit A, to Licensee's current contract dated June 30, 2017.
2. Licensee agrees to pay an annual maintenance fee for the 5 licenses, equal to \$4,000.00 USD as shown in Exhibit A, when due per after 1 year from the date of this Amendment.
3. All other terms and conditions of the Agreement, as amended herein, shall remain in full force and effect. Capitalized terms used herein and not otherwise defined shall have the meaning given to them in the Agreement.
4. This Amendment may be executed in several counterparts, each of which shall be deemed an original, but all of which counterparts collectively shall constitute one (1) instrument representing this Amendment between the parties. In the event that any signature is delivered by facsimile transmission or by e-mail delivery of a ".pdf" format data file, such signature shall create a valid and binding obligation of the party executing (or on whose behalf such signature is executed) with the same force and effect as if such facsimile or ".pdf" signature page were an original thereof.
5. This amendment and the original agreement shall automatically renew annually unless otherwise specified and mutually agreed upon by both parties.

*[Remainder of page intentionally left blank.]*

**IN WITNESS WHEREOF**, each Party has caused this Software License & Services Agreement to be executed by its authorized representative to be effective as of the Effective Date first written above.

**Ecolane USA Inc.**

**Tillamook County Transportation District  
(Licensee)**

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

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

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

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

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

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

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

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



## Exhibit A



### Price Quote

Ecolane | 940 W Valley Rd, Suite 1400 | Wayne, PA 19087  
 844-ECO-LANE | 610-312-0033 | SALES@ECOLANE.COM

DATE 04/30/2021	TRANSIT AGENCY NAME Tillamook Transit	ADDRESS 3600 Third St., Suite A	CITY, STATE ZIP Tillamook, OR 97141
PROJECT Columbia	ATTENTION Doug Pilant	PHONE 503-815-8283	E-MAIL dpilant@tillamookbus.com
Ambassador Rex Clark	E-MAIL <a href="mailto:rex.clark@ecolane.com">rex.clark@ecolane.com</a>	PHONE 530-383-1414	PRICING TERMS <b>75% due at system set up, 20% due at completion of training, 5% due at system acceptance. Annual due 1 yr. from contract signing.</b>
DAYS PRICING IS VALID FOR 120	DATE PRICE EXPIRES 08/28/2021		

#### Initial Licenses

QUANTITY	DESCRIPTION	UNIT PRICE	AMOUNT
5	Ecolane DRT/MDT Software License (per vehicle) (unlimited users)	\$4,000.00	\$20,000.00
1	Map data for Service Area - Tillamook brokerage counties	Included	Included
<i>Initial licenses subtotal</i>			\$20,000.00

#### Services

QUANTITY	DESCRIPTION	UNIT PRICE	AMOUNT
5	Remote set up of Ecolane DRT and MDT software (8 hr. work days), includes remote training and project management	\$990.00	\$4,950.00
<i>Services subtotal</i>			\$4,950.00

#### Annual Licensing Year 1

QUANTITY	DESCRIPTION	UNIT PRICE	AMOUNT
1	All Inclusive Annual Licensing plan includes support for all licenses listed above and all items below	Included	Included
	Hosting Costs		Included
	Server Maintenance		Included
	24/7/365 Support via web, email and phone		Included
	Map Updates		Included
	Upgrades** and Updates		Included
	Free monthly webinar training and access to Aha! Idea portal to help drive functionality for new development for Ecolane and its customers		Included
	Access to Learning Management System (LMS), Ecolane University for all staff for self-paced web-based training		Included
<i>Annual licensing year 1 subtotal</i>			<i>Included</i>

SUBTOTAL \$24,950.00

**Annual licensing for years 2-5 includes all services listed above in Annual Licensing for year 1. Costs for years 2-5 are indicated below.**


**TOTAL SYSTEM PURCHASE COSTS FOR YEAR 1** \$24,950.00

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

**ANNUAL COST FOR YEARS 2-5 (per year)** \$4,000.00

04/30/2021

Date

  
James Stec, Vice President, Business Development

**THIS PROPOSAL INCLUDES THE CONDITIONS NOTED:**

Implementation/Training assumes 8 hrs. per day on-site excluding weekends and holidays  
 All prices are in US dollars. All applicable sales/use taxes are additional and payment of such is the sole responsibility of the purchaser  
 Customer may purchase Android tablets and airtime for Tablets through cellular provider. Prices for tablets range from \$0 to \$499 depending on carrier. Please coordinate your cellular provider/tablets with Ecolane prior to ordering hardware.  
 \*Data plan does not include web browsing, etc. 2GB data plan is more than sufficient for the Ecolane Touchscreen MDT Software and Navigation. Agency is responsible for data plan and any overages unless otherwise noted.  
 \*\*Upgrade and webinar training is included for upgrades, additional on site or new employee training is charged at Refresher Training rate plus travel as applicable  
 \*\*\* All license costs include annual hosting, support & licensing fees due 1 year from contract signing set at 20%.

145

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

**Authorizing the General  
Manager to Execute a Contract  
with Portland Kettle Works to  
Purchase Bus Sanitation Equipment** )  
)  
)  
)

**RESOLUTION NO. 21-20**

**WHEREAS**, the Northwest Oregon Transit Alliance (NWOTA) Coordinating Committee wishes to jointly purchase vehicle and facility sanitation equipment in response to the COVID-19 pandemic; and

**WHEREAS**, Tillamook County Transportation District (TCTD) serves as fiscal agent for NWOTA; and

**WHEREAS**, the District conducted a RFQ process on behalf of NWOTA to select a qualified company that manufactures and distributes sanitation equipment; and

**WHEREAS**, the District selected Portland Kettle Works to purchase the sanitation equipment; and

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

that the Board authorizes the General Manager to execute a contract not to exceed \$141,666 with Portland Kettle Works to purchase the vehicle and facility sanitation equipment.

INTRODUCED AND ADOPTED this 20<sup>th</sup> day of August 2021.

ATTEST:

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

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



# GERM-FOGGER

## THE EVOLUTION OF PUBLIC SANITATION

### Quote Details

Quote #:	TBBXC-7QVJT-S9CN2-X9D44	Deal ID:	05/19/2021
Create Date:	May 19, 2021	Prepared By:	Olivia Venderby
Expire Date:	May 19, 2021	Email:	olivia@germ-fogger.com

Bill To:

Ship To:

Billing Address:

Shipping Address:

2401 NW 22nd Avenue Portland, Oregon 97210 | Main: 503.236.4500 | FAX: 503.468.6662

Billing Contact:

[Signer.FirstName] [Signer.LastName]

Phone #: [Signer.Phone]

Email: [Signer.Email]

Shipping Contact:

[Signer.FirstName] [Signer.LastName]



Phone #: [Signer.Phone]


Email: [Signer.Email]

**Germ Fogger Systems**

Price QTY Total

**Germ Fogger Spraying Units**

	<p><input checked="" type="checkbox"/> <b>Germ-Fogger Backpack</b></p> <p>Germ-Fogger™ Backpack is a state of the art cordless disinfecting system that employs electrostatic vortecular™ spray control for more consistent application of EPA registered disinfecting agents. Uniquely designed for comfort and ease of use, Germ-Fogger Backpack is perfect in precise application challenges and for bulk disinfecting of floors, wall, countertops and all high touch surfaces. Ideal in the era of COVID-19, an operator with a Germ-Fogger™ Backpack unit can disinfect thousands of square feet of surfaces in record time.</p> <ul style="list-style-type: none"> <li>• Two (2) Quick Disconnect Tips</li> </ul> <p><b>Link to product info:</b>  <a href="https://www.germ-fogger.com/germ-fogger-backpack-product-information/">https://www.germ-fogger.com/germ-fogger-backpack-product-information/</a></p>	<p>\$1,599.00</p>	<p>1</p>	<p>\$1,599.00</p>
	<p><input checked="" type="checkbox"/> <b>Germ-Fogger Shoulder Sling</b></p> <p>Germ-Fogger™ Shoulder Sling is a state of the art cordless disinfecting system that employs electrostatic vortecular™ spray control for more consistent application of EPA registered disinfecting agents. Uniquely designed for comfort and ease of use, Germ-Fogger Shoulder Sling is perfect in precise application challenges and for bulk disinfecting of floors, wall, countertops and all high touch surfaces. Ideal in the era of COVID-19, an operator with a Germ-Fogger™ Shoulder Sling unit can disinfect thousands of square feet of surfaces in record time.</p> <ul style="list-style-type: none"> <li>• Two (2) Quick Disconnect Tips</li> </ul> <p><b>Link to product info:</b>  <a href="https://www.germ-fogger.com/germ-fogger-shoulder-sling-product-information/">https://www.germ-fogger.com/germ-fogger-shoulder-sling-product-information/</a></p>	<p>\$999.00</p>	<p>110</p>	<p>\$109,890.00</p>

	<input checked="" type="checkbox"/> <b>Germ-Fogger - 005 Cart</b> <b>Germ-Fogger 005</b> is a fully equipped system, with everything you need (except disinfectant) to begin spraying. Package includes: <ul style="list-style-type: none"> <li>• Germ Fogger Power Pack</li> <li>• One (1) 50' hose and Application Wand</li> <li>• Two (2) Quick Disconnect Tips</li> <li>• One (1) GF-CT5 gallon chemical tank</li> </ul> <p><b>Link to product info:</b>  <a href="https://www.germ-fogger.com/gf-005-product-information/">https://www.germ-fogger.com/gf-005-product-information/</a></p>	\$5,990.00	2	\$11,980.00
-----------------------------------------------------------------------------------	--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	------------	---	-------------

**Subtotal \$123,469.00**

**Total \$123,469.00**



Germ Fogger Accessories	Price	QTY	Subtotal
<input checked="" type="checkbox"/> Germ-Fogger Spare/Replacement Tip Germ-Fogger brass replacement tip with integrated filter and quick-disconnect fitting for simple and fast installation on Germ Fogger wand.	\$60.00	189	\$11,340.00
<input checked="" type="checkbox"/> Germ-Fogger Disinfecting Agent Chemical Bladder Bag	\$11.00	159	\$1,749.00
<input checked="" type="checkbox"/> Germ-Fogger Sling Replacement Hose	\$35.00	10	\$350.00
<input checked="" type="checkbox"/> Germ-Fogger 50 Foot Extension Hose Germ-Fogger 50' Extension Hose with Quick-Disconnect ends for rapid installation. Extends your spraying distance by 2x	\$275.00	2	\$550.00
<input checked="" type="checkbox"/> Germ-Fogger 5-Gallon Chemical Storage Tank Spare 5-gallon rapid exchange chemical tank. Keeps the job moving rapidly as chemicals can be pre-mixed and tank exchanged on Germ-Fogger power pack in less than one minute.	\$155.00	2	\$310.00
<input checked="" type="checkbox"/> Germ-Fogger GF-HMS Hose Management System Accessory cart to manage hoses, tanks, and spraying tips Includes: <ul style="list-style-type: none"> <li>• One cart frame with holder for one 50gallon GF-KEG</li> <li>• One hose reel for up to 300 feet of application spray hose</li> <li>• Clip holder for up to six GF-TIP spray tips</li> </ul>	\$1,450.00	2	\$2,900.00
<input checked="" type="checkbox"/> Germ-Fogger 005 Expansion Wand Kit Germ-Fogger Expansion Wand Kit Assembly Including: <ul style="list-style-type: none"> <li>• Spare wand</li> <li>• 50 foot hose</li> <li>• Quick-disconnect hose fittings</li> <li>• Two (2) Quick Disconnect tip</li> </ul>	\$499.00	2	\$998.00

Subtotal **\$18,197.00**

**Total \$18,197.00**

Shipping	Price	QTY	Subtotal
TBD	\$0.00	0	\$0.00

Subtotal **\$0.00**

**Total \$0.00**

Quote Total as Configured	\$141,666.00
---------------------------	--------------

**Terms and Conditions:**

Full payment required before production. See link for warranty info. Credit card orders can be placed on our website for fastest processing and delivery. Financing available [Germ-Fogger Finance Application](#)

<https://www.germ-fogger.com/germ-fogger-warranty/>

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signer Name (Print)

\_\_\_\_\_  
Signer Title (Print)