

Tillamook County Transportation District
Board of Directors
Regular Monthly Meeting



Thursday, January 12, 2021 at 6:00
PM Transportation Building
3600 Third St., Ste. A
Tillamook, Oregon

Tillamook County Transportation District
 Normal Trial Balance
 From 11/1/2021 Through 11/30/2021

Account Code	Account Title	Debit Balance	Credit Balance
1001	General Checking Account	493,411.94	
1006	Payroll Checking	89,233.68	
1009	NW RIDES ACCOUNT	393,906.64	
1011	Prop. Mgmt. Checking	87,349.60	
1020	LGIP - General Account	1,971,951.08	
1030	LGIP - Capital Reserve	946,636.91	
1040	Petty Cash	<u>200.00</u>	
Report Total		<u>3,982,689.85</u>	<u>0.00</u>
Report Difference		<u>3,982,689.85</u>	

AW
 12-8-21
 12-16-21

Tillamook County Transportation District

Normal Trial Balance

From 11/1/2021 Through 11/30/2021

<u>Account Code</u>	<u>Account Title</u>	<u>Debit Balance</u>	<u>Credit Balance</u>
1001	General Checking Account	493,411.94	
1006	Payroll Checking	89,233.68	
1009	NW RIDES ACCOUNT	394,090.44	
1011	Prop. Mgmt. Checking	87,349.60	
1020	LGIP - General Account	1,971,951.08	
1030	LGIP - Capital Reserve	946,636.91	
1040	Petty Cash	200.00	
		<hr/>	<hr/>
Report Total		3,982,873.65	0.00
		<hr/> <hr/>	<hr/> <hr/>
Report Difference		3,982,873.65	
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Tillamook County Transportation District
Financial Statement

From 11/1/2021 Through 11/30/2021

	Current Period Actual	Current Period Budget	Current Year Actual	Total Budget	Total Budget Variance	41%
Resources						
Working Capital	3500	0.00	0.00	2,975,295.00	(2,975,295.00)	0.00%
Fares	4000	15,589.50	89,319.86	200,000.00	(110,680.14)	44.65%
Contract Revenue	4020	40,210.14	309,614.99	750,000.00	(440,385.01)	41.28%
Property Tax	4100	901,555.25	901,555.25	1,031,380.00	(129,824.75)	87.41%
Past Years Property Tax	4110	5,232.64	11,316.39	25,000.00	(13,683.61)	45.26%
State Timber Revenue	4120	56,756.43	56,756.43	325,000.00	(268,243.57)	17.46%
Mass Transit State Payroll Tax	4130	0.00	34,097.23	85,000.00	(50,902.77)	40.11%
STIF Formula	4135	0.00	192,283.00	352,308.00	(160,025.00)	54.57%
STIF Discretionary	4137	0.00	0.00	888,035.00	(888,035.00)	0.00%
Capital Grants	4210	0.00	19,580.00	1,009,536.00	(989,956.00)	1.93%
Grants - FTA 5311	4220	0.00	321,084.00	1,280,466.00	(959,382.00)	25.07%
NWOTA Partner Cont. Match	4225	0.00	24,000.00	163,121.00	(139,121.00)	14.71%
Grants - STF	4230	0.00	33,850.00	67,700.00	(33,850.00)	50.00%
Grants - 5311 (f)	4240	0.00	72,218.00	768,000.00	(695,782.00)	9.40%
Grants - 5310	4245	0.00	0.00	188,527.00	(188,527.00)	0.00%
Grants - 5304	4246	0.00	0.00	36,000.00	(36,000.00)	0.00%
Special Bus Operations	4300	0.00	0.00	1,500.00	(1,500.00)	0.00%
Miscellaneous Income	4400	836.72	43,270.50	10,500.00	32,770.50	412.10%
Sale of Assets - Income	4410	0.00	6,500.00	10,000.00	(3,500.00)	65.00%
Interest Income	4510	844.85	4,648.85	32,500.00	(27,851.15)	14.30%
Advertising Income	4520	0.00	0.00	1,000.00	(1,000.00)	0.00%
Lease Income	4900	2,000.00	10,000.00	24,000.00	(14,000.00)	41.66%
Lease Operational Exp Income	4910	1,149.96	4,838.08	10,000.00	(5,161.92)	48.38%
Transfer From General Fund	4911	143,731.00	230,731.00	719,188.00	(488,457.00)	32.08%

Monthly BOD Report w/YTD Budget & Variance

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Tillamook County Transportation District
Financial Statement

From 11/1/2021 Through 11/30/2021

	Current Period Actual	Current Period Budget	Current Year Actual	Total Budget	Total Budget Variance	41%
Transfer from STF Fund	4916	0.00	0.00	46,439.00	(46,439.00)	0.00%
Transfer from NWOTA	4917	0.00	3,000.00	3,000.00	0.00	100.00%
Transfer from STIF Fund	4918	0.00	0.00	1,340,035.00	(1,340,035.00)	0.00%
Total Resources	1,167,906.49	224,361.66	2,368,663.58	12,343,530.00	(9,974,866.42)	19.19%
Expenses						
Personnel Services						
Payroll: Administration	5010	40,997.79	31,333.33	154,908.92	280,091.08	35.61%
Payroll: Dispatch	5020	10,309.74	12,615.08	46,907.70	128,092.30	26.80%
Payroll: Drivers	5030	96,571.73	93,333.33	455,023.08	1,044,976.92	30.33%
Payroll: Maintenance	5040	3,340.82	6,250.00	26,657.85	48,342.15	35.54%
Payroll Expense	5050	12,934.50	10,416.67	60,108.52	74,891.48	44.52%
Payroll Healthcare	5051	27,664.26	37,916.67	161,313.66	343,686.34	31.94%
Payroll Retirement	5052	5,921.24	6,291.66	28,197.19	52,302.81	35.02%
Payroll Veba	5053	2,455.72	3,791.67	14,921.32	34,578.68	30.14%
Workers Compensation Ins.	5055	0.00	3,750.00	29,666.92	17,333.08	63.12%
Total Personnel Services	200,195.80	205,698.41	977,705.16	3,002,000.00	2,024,294.84	32.57%
Materials and Services						
Professional Services	5100	19,183.65	9,395.84	92,661.00	20,089.00	82.18%
Administrative Support	5101	0.00	1,666.67	7,034.29	17,965.71	28.13%
Website Maintenance	5102	22,500.00	4,195.83	22,500.00	27,850.00	44.68%
Planning	5103	0.00	10,833.33	0.00	130,000.00	0.00%
Dues & Subscriptions	5120	0.00	708.33	7,153.97	1,346.03	84.16%
Office Equipment R&R	5140	225.22	333.33	1,148.64	2,851.36	28.71%
Computer R&M	5145	2,933.00	2,875.00	17,167.09	22,332.91	43.46%

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Tillamook County Transportation District
Financial Statement

From 11/1/2021 Through 11/30/2021

	Current Period Actual	Current Period Budget	Current Year Actual	Total Budget	Total Budget Variance	41%	
Fees & Licenses	5150	759.09	2,583.34	4,094.40	32,500.00	28,405.60	12.59%
Insurance	5160	0.00	3,333.33	0.00	120,000.00	120,000.00	0.00%
Office Expense	5170	1,668.97	1,250.00	6,222.71	15,000.00	8,777.29	41.48%
Board Expense	5175	595.30	1,083.33	2,775.47	13,000.00	10,224.53	21.34%
Operational Expense	5180	4,124.30	3,958.33	19,275.77	59,500.00	40,224.23	32.39%
Drug & Alcohol Administration	5185	500.00	208.33	545.00	2,500.00	1,955.00	21.80%
Marketing	5190	4,860.65	5,000.00	8,812.24	70,000.00	61,187.76	12.58%
Website Re-Design	5191	0.00	6,250.00	0.00	0.00	0.00	0.00%
Telephone Expense	5210	1,332.90	1,618.33	6,624.50	19,420.00	12,795.50	34.11%
Travel & Training	5220	1,131.13	1,625.00	7,071.96	19,500.00	12,428.04	36.26%
Vehicle Expense	5240	26,415.01	18,750.00	80,603.87	250,000.00	169,396.13	32.24%
Fuel Expense	5245	23,099.84	20,833.33	119,815.25	330,000.00	210,184.75	36.30%
Postage	5260	319.95	166.67	945.05	2,000.00	1,054.95	47.25%
Mgmt/Labor Recreation Fund	5270	0.00	0.00	3,400.00	4,708.00	1,308.00	72.21%
Transit Center Lease	5280	0.00	0.00	1,400.00	0.00	(1,400.00)	0.00%
Transit Center Maint	5285	1,443.34	1,500.00	7,364.83	18,000.00	10,635.17	40.91%
General Operating Cont.	5290	0.00	0.00	0.00	300,000.00	300,000.00	0.00%
COVID Expense	5291	7,581.56	0.00	20,765.63	50,000.00	29,234.37	41.53%
Property Operating Expense	5300	1,864.14	2,125.00	7,110.87	26,000.00	18,889.13	27.34%
Flex Lease: Fees	5330	0.00	41.67	0.00	0.00	0.00	0.00%
Property Maint. & Repair	5340	2,167.84	2,083.33	10,933.69	25,000.00	14,066.31	43.73%
Operations Facility Maint.	5346	75.59	333.33	366.94	4,000.00	3,633.06	9.17%
Total Materials and Services		122,781.48	102,751.65	455,793.17	1,731,228.00	1,275,434.83	26.33%
Special Payments							
STF Payments to Recipients	5200	0.00	0.00	8,830.26	17,661.00	8,830.74	49.99%

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Monthly BOD Report w/YTD Budget & Variance

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Tillamook County Transportation District
Financial Statement

From 11/1/2021 Through 11/30/2021

	Current Period Actual	Current Period Budget	Current Year Actual	Total Budget	Total Budget Variance	41%
STIF Payments to Recipients	0.00	0.00	3,000.00	6,000.00	3,000.00	50.00%
Total Special Payments	0.00	0.00	11,830.26	23,661.00	11,830.74	50.00%
Transfers						
Transfer to LGIP 5931	0.00	0.00	0.00	400,000.00	400,000.00	0.00%
Transfer to Property Mgmt	0.00	0.00	75,000.00	75,000.00	0.00	100.00%
Transfer to General Fund	0.00	0.00	3,000.00	775,039.00	772,039.00	0.38%
Transfer to Vehicle Reserve	0.00	0.00	0.00	10,000.00	10,000.00	0.00%
Transfer to NWOTA Fund	143,731.00	0.00	155,731.00	852,223.00	696,492.00	18.27%
Reserve for Future Expenditure	0.00	0.00	0.00	1,296,835.00	1,296,835.00	0.00%
Unappropriated Ending Fund Bal	0.00	0.00	0.00	873,801.00	873,801.00	0.00%
Total Transfers	143,731.00	0.00	233,731.00	4,282,898.00	4,049,167.00	5.46%
Capital Outlay						
Debt Service						
PUD Loan Expense	602.58	625.00	3,423.77	7,500.00	4,076.23	45.65%
OTIB TVC Loan 0071	0.00	400.00	0.00	4,800.00	4,800.00	0.00%
OTIB Loan 0061	0.00	0.00	13,155.22	30,000.00	16,844.78	43.85%
Total Debt Service	602.58	1,025.00	16,578.99	42,300.00	25,721.01	39.19%
Capital Purchases						
Building Repair & Renovation	0.00	1,666.67	0.00	30,000.00	30,000.00	0.00%
Bus Replacement/Addition	0.00	0.00	0.00	940,000.00	940,000.00	0.00%
Van Replacement/Addition	0.00	0.00	0.00	390,000.00	390,000.00	0.00%
Computer Upgrade	0.00	416.67	0.00	5,000.00	5,000.00	0.00%
Fuel Cell Triangulation Point	0.00	0.00	0.00	6,000.00	6,000.00	0.00%
Bus Stop Signage/Shelters	3,853.75	0.00	37,578.29	967,544.00	929,965.71	3.88%
Other Capital Projects	15,001.27	65,658.25	182,081.19	922,899.00	740,817.81	19.72%

Monthly BOD Report w/YTD Budget & Variance

Tillamook County Transportation District
Financial Statement

From 11/1/2021 Through 11/30/2021

	Current Period Actual	Current Period Budget	Current Year Actual	Total Budget	Total Budget Variance	41%
Total Capital Purchases	18,855.02	67,741.59	219,659.48	3,261,443.00	3,041,783.52	6.74%
Total Capital Outlay	19,457.60	68,766.59	236,238.47	3,303,743.00	3,067,504.53	7.15%
Total Expenses	486,165.88	377,216.65	1,915,298.06	12,343,530.00	10,428,231.94	15.52%

Tillamook County Transportation District
Financial Statement
 From 11/1/2021 Through 11/30/2021



	Current Period Actual	Current Period Budget	Current Year Actual	Total Budget	Total Budget Variance	41%	
Resources							
Working Capital	3500	0.00	0.00	450,000.00	(450,000.00)	0.00%	
NWR Revenue	4026	358,832.54	1,750,507.35	4,000,000.00	(2,249,492.65)	43.76%	
NWR Reserve	4027	0.00	15,948.98	1,000.00	14,948.98	1,594.89%	
Interest Income	4510	0.00	0.00	400.00	(400.00)	0.00%	
Total Resources	<u>358,832.54</u>	<u>333,333.33</u>	<u>1,766,456.33</u>	<u>4,451,400.00</u>	<u>(2,684,943.67)</u>	<u>39.68%</u>	
Expenses							
Personnel Services							
Payroll: Administration	5010	25,348.19	22,750.00	113,882.26	350,000.00	236,117.74	32.53%
Payroll: Indirect	5041	720.00	833.33	3,960.00	10,000.00	6,040.00	39.60%
Payroll Expense	5050	2,112.32	1,833.33	8,925.88	22,000.00	13,074.12	40.57%
Payroll Healthcare	5051	8,910.15	9,583.33	44,429.86	140,000.00	95,570.14	31.73%
Payroll Retirement	5052	1,328.08	1,375.00	6,231.31	16,500.00	10,268.69	37.76%
Payroll Veba	5053	900.90	1,083.33	4,317.80	13,000.00	8,682.20	33.21%
Workers Compensation Ins.	5055	0.00	0.00	554.75	500.00	(54.75)	110.95%
Total Personnel Services	<u>39,319.64</u>	<u>37,458.32</u>	<u>182,301.86</u>	<u>552,000.00</u>	<u>369,698.14</u>	<u>33.03%</u>	
Materials and Services							
Professional Services	5100	0.00	833.33	1,923.00	10,000.00	8,077.00	19.23%
Office Equipment R&R	5140	225.22	208.33	1,148.64	2,500.00	1,351.36	45.94%
Computer R&M	5145	500.00	1,250.00	3,197.50	15,000.00	11,802.50	21.31%
Fees & Licenses	5150	16,074.27	1,250.00	52,177.04	163,000.00	110,822.96	32.01%
Office Expense	5170	393.72	416.67	1,774.08	5,000.00	3,225.92	35.48%
Operational Expense	5180	0.00	125.00	339.60	1,500.00	1,160.40	22.64%
Telephone Expense	5210	1,035.74	1,666.67	5,295.36	20,000.00	14,704.64	26.47%

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Monthly BOD Report w/YTD Budget & Variance

Tillamook County Transportation District
Financial Statement
 From 11/1/2021 Through 11/30/2021

	Current Period Actual	Current Period Budget	Current Year Actual	Total Budget	Total Budget Variance	41%
Travel & Training	5220 90.72	125.00	1,267.62	1,500.00	232.38	84.50%
Postage	5260 9.95	83.33	149.75	1,000.00	850.25	14.97%
Purchased Transportation	5265 265,946.50	250,000.00	1,261,978.21	3,000,000.00	1,738,021.79	42.06%
Member Mileage Reimbursement	5266 0.00	15,000.00	50,000.00	180,000.00	130,000.00	27.77%
Volunteer Mileage Reimburse	5267 17,831.20	21,666.67	112,562.91	260,000.00	147,437.09	43.29%
Office Rent	5281 400.00	400.00	2,000.00	4,800.00	2,800.00	41.66%
COVID Expense	5291 0.00	0.00	76.96	0.00	(76.96)	0.00%
Property Operating Expense	5300 299.31	250.00	1,307.79	3,000.00	1,692.21	43.59%
Total Materials and Services	302,806.63	293,275.00	1,495,198.46	3,667,300.00	2,172,101.54	40.77%
Transfers						
Unappropriated Ending Fund Bal	9180 0.00	0.00	0.00	207,100.00	207,100.00	0.00%
Total Transfers	0.00	0.00	0.00	207,100.00	207,100.00	0.00%
Capital Outlay						
Capital Purchases						
Ecolane Investment	6022 0.00	0.00	2,880.00	25,000.00	22,120.00	11.52%
Total Capital Purchases	0.00	0.00	2,880.00	25,000.00	22,120.00	11.52%
Total Capital Outlay	0.00	0.00	2,880.00	25,000.00	22,120.00	11.52%
Total Expenses	342,126.27	330,733.32	1,680,380.32	4,451,400.00	2,771,019.68	37.75%

Tillamook County Transportation District

Check/Voucher Register

1001 - General Checking Account

From 11/1/2021 Through 11/30/2021

Docume... Number	Docume... Date	Transaction Amount	Payee	Transaction Description
16707	.../2/2021	11,335.01	CARSON OIL CO INC	OCTOBER 2021
16708	.../2/2021	925.00	Community Transportation Assoc	2022 MEMBERSHIP DUES
16709	.../2/2021	60.32	DAVID WHEELER	MILEAGE
16709	.../2/2021	120.64	DAVID WHEELER	MILEAGE
16709	.../2/2021	30.00	DAVID WHEELER	MILEAGE
16710	.../2/2021	40.00	CENTURYLINK	OCTOBER 2021
16711	.../2/2021	50.00	Gary A. Hanenkrat	OCTOBER 2021
16712	.../2/2021	5,355.00	INNOVA LEGAL ADVISORS	OCTOBER 2021 LEGAL
16713	.../2/2021	855.10	JNB MECHANICAL, INC.	HVAC
16713	.../2/2021	47.50	JNB MECHANICAL, INC.	HVAC
16714	.../2/2021	4,331.50	JORDAN SCHRADER RAMIS, PC	OCTOBER 2021 LEGAL
16714	.../2/2021	4,935.50	JORDAN SCHRADER RAMIS, PC	OCTOBER 2021 LEGAL
16715	.../2/2021	50.00	JUDY RIGGS	OCTOBER 2021
16716	.../2/2021	6,916.29	KITTELSON & ASSOCIATES, INC.	STIF PLANNING
16716	.../2/2021	4,264.35	KITTELSON & ASSOCIATES, INC.	STIF PLANNING GRANT 35117
16717	.../2/2021	50.00	Linda Adler	OCTOBER 2021
16718	.../2/2021	50.00	MARTY HOLM	OCTOBER 2021
16719	.../2/2021	50.00	MARY JOHNSON	OCTOBER 2021
16720	.../2/2021	50.00	MELISSA CARLSON-SWANSON	OCTOBER 2021
16721	.../2/2021	115.00	North Coast Lawn	OCTOBER LANDSCAPING
16722	.../2/2021	271.12	Office Depot Credit Plan	OCTOBER 2021
16722	.../2/2021	10.62	Office Depot Credit Plan	OCTOBER 2021
16723	.../2/2021	46.25	Oregon State Police	OCTOBER 2021 BACKGROUND CHECKS
16724	.../2/2021	186.94	Pacific Office Automation	OCTOBER 2021
16725	.../2/2021	49.15	PORTLAND GENERAL	OCTOBER 2021
16726	.../2/2021	41.95	STEVEN FERRARA	TRAVEL EXPENSE
16727	.../2/2021	17.28	TILLAMOOK FARMERS COOP	OCTOBER 2021
16728	.../2/2021	41.94	Tillamook PUD	OCTOBER 2021
16728	.../2/2021	30.90	Tillamook PUD	OCTOBER 2021
16729	.../2/2021	392.95	VERIZON	OCTOBER 2021
16730	.../2/2021	100.00	VERN RESSLER	CDL PHYSICAL
16731	.../9/2021	235.92	Batteries Northwest	OCTOBER 2021
16732	.../9/2021	850.00	WAVE	OCTOBER 2021
16733	.../9/2021	106.10	COMCAST	OCTOBER 2021
16734	.../9/2021	785.75	COUNTRY MEDIA	RECRUITMENT
16735	.../9/2021	352.38	CUMMINS INC.	SHOP INVENTORY
16736	.../9/2021	30.00	DAVID WHEELER	MILEAGE
16737	.../9/2021	88.99	FleetPride, Inc.	OCTOBER 2021
16738	.../9/2021	29.25	KEMPS NORTH COAST TOOLS	SHOP TOOLS
16739	.../9/2021	1,175.00	KDEP-FM/KTIL-FM/KTIL-AM	RECRUITMENT
16740	.../9/2021	1,414.36	LES SCHWAB WAREHOUSE CENTER	OCTOBER 2021
16741	.../9/2021	4,131.83	LEWIS AUDIO VIDEO, INC.	BOARD ROOM/VIRTUAL MEETINGS/GRANT
16742	.../9/2021	1,350.64	Marie Mills Center, Inc	OCTOBER 2021 JANITORIAL
16743	.../9/2021	416.47	DAVISON AUTO PARTS, INC.	OCTOBER 2021
16744	.../9/2021	1,025.00	NATHAN LEVIN	NOVEMBER 2021
16745	.../9/2021	8.00	NEW AGE CAR WASH	OCTOBER 2021 VAN WASHES
16746	.../9/2021	3.00	OR DEPT OF MOTOR VEHICLES	DRIVER RECORDS
16747	.../9/2021	424.20	SHANNON WAKEMAN	MILEAGE/MARKETING
16748	.../9/2021	50.00	SUNFLOWER FLATS	JOHN GROVER
16749	.../9/2021	1,582.36	CARDMEMBER SERVICE	OCTOBER 2021
16750	.../9/2021	392.95	VERIZON	SEPTEMBER 2021
16751	.../7/2021	20.30	Coast Printing & Stationery	NOVEMBER 2021 OFFICE SUPPLIES
16751	.../7/2021	1,525.60	Coast Printing & Stationery	NOVEMBER 2021 ROUTE BROCHURES/ COVID
16752	.../7/2021	300.00	COURAGEOUS PROMPT RESPONSE	NOVEMBER 2021 CPR TRAINING

Tillamook County Transportation District

Check/Voucher Register

1001 - General Checking Account

From 11/1/2021 Through 11/30/2021

Docume... Number	Docume... Date	Transaction Amount	Payee	Transaction Description
16753	...7/2021	1,392.24	E C COMPANY	NOVEMBER 2021 VIRTUAL MEETINGS/COVID
16754	...7/2021	533.00	GenXsys Solutions, LLC	NOVEMBER 2021
16754	...7/2021	2,500.00	GenXsys Solutions, LLC	NOVEMBER 2021
16755	...7/2021	10,055.00	IconiPro Security & Alarms	NOVEMBER 2021 GRANT 1699 CAMERAS
16756	...7/2021	4,609.50	JORDAN SCHRADER RAMIS, PC	NOVEMBER 2021 LEGAL
16756	...7/2021	1,496.00	JORDAN SCHRADER RAMIS, PC	NOVEMBER 2021 LEGAL
16756	...7/2021	192.50	JORDAN SCHRADER RAMIS, PC	NOVEMBER 2021 LEGAL
16757	...7/2021	81.00	OR COAST BROADCAST CENTER	NOVEMBER 2021 ADVERTISING/RECRUITMENT
16758	...7/2021	46.25	Oregon State Police	NOVEMBER 2021 BACKGROUND CHECK
16759	...7/2021	225.22	Pacific Office Automation	NOVEMBER 2021 COPIER LEASE
16760	...7/2021	90.00	ROGER SAUCEDO	NOVEMBER 2021 CDL PHYSICAL
16761	...7/2021	49.95	VANIR BROADBAND, INC.	NOVEMBER 2021
16762	..8/2021	2,038.12	SUNSET EMPIRE TRANSIT	GERM FOGGER
16763	...0/2021	250.00	ABILA	ADP CLOUD STORAGE
16764	...0/2021	441.58	BENTON COUNTY TRANSPORTATION	NWOTA GERM FOGGER SOLUTION
16765	...0/2021	50.00	BIO-MED TESTING SERVICE, INC.	PRE EMPLOYMENT DRUG SCREEN
16766	...0/2021	11,942.55	CARSON OIL CO INC	OCTOBER 2021
16766	...0/2021	11,628.43	CARSON OIL CO INC	NOVEMBER 2021
16767	...0/2021	30.00	DAVID WHEELER	MILEAGE FOR I BLOCK
16767	...0/2021	60.00	DAVID WHEELER	MILEAGE FOR I BLOCK
16768	...0/2021	40.00	CENTURYLINK	NOVEMBER 2021
16769	...0/2021	120.43	Fred Meyer Customer Charges	NOVEMBER 2021
16770	...0/2021	50.00	Gary A. Hanenkrat	NOVEMBER 2021
16771	...0/2021	7,425.00	INNOVA LEGAL ADVISORS	NOVEMBER 2021 legal
16772	...0/2021	3,853.75	Jacobs Engineering Group INC	CHAMPION PARK APTS
16773	...0/2021	874.33	JNB MECHANICAL, INC.	HVAC MAINTENANCE
16774	...0/2021	50.00	JUDY RIGGS	NOVEMBER 2021
16775	...0/2021	2,344.96	KORE GROUP	FAIR SWAG - MARKETING
16775	...0/2021	1,446.40	KORE GROUP	FAIR SWAG - MARKETING
16776	...0/2021	50.00	Linda Adler	NOVEMBER 2021
16777	...0/2021	50.00	MARTY HOLM	NOVEMBER 2021 BOARD MEETING
16778	...0/2021	50.00	MARY JOHNSON	NOVEMBER 2021
16779	...0/2021	50.00	MELISSA CARLSON-SWANSON	NOVEMBER 2021
16780	...0/2021	115.00	North Coast Lawn	NOVEMBER 2021 LANDSCAPING
16781	...0/2021	1,025.00	NATHAN LEVIN	DECEMBER LEASE
16782	...0/2021	395.60	Pacific Office Automation	NOVEMBER 2021 COPIES
16783	...0/2021	59.87	PORTLAND GENERAL	NOVEMBER 2021
16784	...0/2021	250.00	PIONEER MUSEUM	FESTIVAL OF TREES SPONSORSHIP
16785	...0/2021	200.00	PLANNING SOLUTIONS	3RD ST DISPATCH PLANS
16786	...0/2021	95.00	TERRA BUCHANAN	NOVEMBER 2021 CDL
16787	...0/2021	44.47	Tillamook PUD	NOVEMBER 2021
16787	...0/2021	31.12	Tillamook PUD	NOVEMBER 2021
CRYS	...0/2021	85.00	CRYSTAL AND SIERRA SPRINGS	WATER
CRYS	...0/2021	(85.00)	CRYSTAL AND SIERRA SPRINGS	CREDIT
CRYS	...0/2021	(85.00)	CRYSTAL AND SIERRA SPRINGS	WATER
CRYS	...0/2021	85.00	CRYSTAL AND SIERRA SPRINGS	CREDIT

Report Total 123,450.68

Tillamook County Transportation District

Check/Voucher Register

1006 - Payroll Checking

From 11/1/2021 Through 11/30/2021

<u>Document Number</u>	<u>Document Date</u>	<u>Payee</u>
5670	11/2/2021	ATU LOCAL #757
5671	11/2/2021	PACIFIC SOURCE
5672	11/5/2021	HRA VEBA TRUST
5673	11/10/2021	SPECIAL DISTRICTS INS. SERVICE
5674	11/19/2021	MARTIN WATKINS
5675	11/19/2021	MADISON LENORMAND
5676	11/30/2021	ATU LOCAL #757
5677	11/30/2021	PACIFIC SOURCE

Tillamook County Transportation District

Check/Voucher Register

1009 - NW RIDES ACCOUNT

From 11/1/2021 Through 11/30/2021

Docume... Number	Docume... Date	Transaction Amount	Payee	Transaction Description
3299	.../2/2021	133.28	CATHY BOND	NWR MILEAGE
3300	.../2/2021	53.89	CENTURYLINK	OCTOBER 2021
3301	.../2/2021	697.50	GenXsys Solutions, LLC	NWR COMPUTER SUPPORT
3302	.../2/2021	986.00	JORDAN SCHRADER RAMIS, PC	NWR LEGAL
3303	.../2/2021	231.00	MEDIX AMBULANCE	OCTOBER 2021
3304	.../2/2021	81.82	Pacific Office Automation	OCTOBER 2021
3305	.../2/2021	11,124.22	TILLAMOOK CNTY TRANS. DIST.	OCTOBER 2021
3306	.../2/2021	11,427.10	TILLAMOOK CNTY TRANS. DIST.	OCTOBER 2021 PAYROLL
3307	.../3/2021	91.90	CRYSTAL AND SIERRA SPRINGS	WATER
3307	.../3/2021	(91.90)	CRYSTAL AND SIERRA SPRINGS	WATER
3308	.../3/2021	2,624.12	JANNA SMITH	VOLUNTEERS
3309	.../3/2021	3,213.04	JOHN REKART JR	VOLUNTEERS
3310	.../3/2021	712.00	JOY WINKELHAKE	VOLUNTEERS
3311	.../3/2021	4,139.48	KANDIS LIDAY	VOLUNTEERS
3312	.../3/2021	1,364.32	LEANN CHUINARD	VOLUNTEERS
3313	.../3/2021	3,871.56	SEAN REKART	VOLUNTEERS
3314	.../3/2021	2,973.44	WILLIAM NERENBERG	VOLUNTEERS
3315	.../9/2021	1,641.10	AAA RIDE ASSIST	PPROVIDER TRANSPORTATION
3315	.../9/2021	2,001.35	AAA RIDE ASSIST	PPROVIDER TRANSPORTATION
3316	.../9/2021	4,003.50	COLUMBIA MEDICAL	PPROVIDER TRANSPORTATION
3316	.../9/2021	4,836.80	COLUMBIA MEDICAL	PPROVIDER TRANSPORTATION
3317	.../9/2021	3,864.00	K & M MEDIVAN	PPROVIDER TRANSPORTATION
3317	.../9/2021	5,497.40	K & M MEDIVAN	PPROVIDER TRANSPORTATION
3318	.../9/2021	5,032.00	MEDIX AMBULANCE	PPROVIDER TRANSPORTATION
3319	.../9/2021	4,681.10	METRO WEST	PPROVIDER TRANSPORTATION
3320	.../9/2021	22,048.85	RYANS TRANSPORTATION SERVICE	PPROVIDER TRANSPORTATION
3320	.../9/2021	21,333.95	RYANS TRANSPORTATION SERVICE	PPROVIDER TRANSPORTATION
3321	.../9/2021	1,213.00	SUNSET EMPIRE TRANSIT	PPROVIDER TRANSPORTATION
3321	.../9/2021	973.00	SUNSET EMPIRE TRANSIT	PPROVIDER TRANSPORTATION
3321	.../9/2021	1,670.00	SUNSET EMPIRE TRANSIT	PPROVIDER TRANSPORTATION
3321	.../9/2021	400.00	SUNSET EMPIRE TRANSIT	PPROVIDER TRANSPORTATION
3321	.../9/2021	774.00	SUNSET EMPIRE TRANSIT	PPROVIDER TRANSPORTATION
3321	.../9/2021	560.00	SUNSET EMPIRE TRANSIT	OCT BUS PASSES
3322	.../9/2021	8,676.00	TILLAMOOK CNTY TRANS. DIST.	PPROVIDER TRANSPORTATION
3323	.../9/2021	7,676.50	TILLAMOOK CNTY TRANS. DIST.	PPROVIDER TRANSPORTATION
3324	.../9/2021	53.00	WAPATO SHORES	PPROVIDER TRANSPORTATION
3324	.../9/2021	18,014.00	WAPATO SHORES	PPROVIDER TRANSPORTATION
3325	.../9/2021	1,659.75	WILLAMETTE VALLEY TRANSPORT	PPROVIDER TRANSPORTATION
3326	.../9/2021	323.60	ALSCO - Portland Linen	OCTOBER 2021
3327	.../9/2021	677.57	WAVE	OCTOBER 2021
3328	.../9/2021	10,915.48	TILLAMOOK CNTY TRANS. DIST.	OCTOBER 2021 NWR BENEFITS
3329	.../9/2021	674.40	TILLAMOOK CNTY TRANS. DIST.	OCTOBER 2021 RENT/UTILITIES
3330	.../9/2021	219.89	CARDMEMBER SERVICE	OCTOBER 2021
3331	.../7/2021	500.00	GenXsys Solutions, LLC	NOVEMBER 2021
3332	.../7/2021	225.22	Pacific Office Automation	NOVEMBER 2021 NWR COPIER LEASE
3333	.../2/2021	2,220.85	AAA RIDE ASSIST	PROVIDER TRANSPORTATION
3333	.../2/2021	1,846.35	AAA RIDE ASSIST	PROVIDER TRANSPORTATION
3334	.../2/2021	5,355.90	COLUMBIA MEDICAL	PROVIDER TRANSPORTATION
3334	.../2/2021	6,000.10	COLUMBIA MEDICAL	PROVIDER TRANSPORTATION
3335	.../2/2021	7,655.25	TILLAMOOK CNTY TRANS. DIST.	PROVIDER TRANSPORTATION
3336	.../0/2021	6,924.00	COLUMBIA COUNTY RIDER	PROVIDER TRANSPORTATION
3337	.../0/2021	6,256.40	COLUMBIA MEDICAL	PROVIDER TRANSPORTATION
3338	.../0/2021	19,712.35	RYANS TRANSPORTATION SERVICE	PROVIDER TRANSPORTATION

Tillamook County Transportation District

Check/Voucher Register

1009 - NW RIDES ACCOUNT

From 11/1/2021 Through 11/30/2021

Docume... Number	Docume... Date	Transaction Amount	Payee	Transaction Description
3338	...0/2021	18,558.10	RYANS TRANSPORTATION SERVICE	PROVIDER TRANSPORTATION
3338	...0/2021	20,882.80	RYANS TRANSPORTATION SERVICE	PROVIDER TRANSPORTATION
3339	...0/2021	16,049.28	CareOregon	Q3 2021 GAINSHARE
3340	...0/2021	90.72	CATHY BOND	NOVEMBER 2021 MILEAGE
3341	...0/2021	266.73	CRYSTAL AND SIERRA SPRINGS	NOVEMBER 2021 WATER
3342	...0/2021	107.97	CENTURYLINK	NOVEMBER 2021
3343	...0/2021	102.00	Pacific Office Automation	NOVEMBER 2021 COPIES
3344	...0/2021	14,852.83	TILLAMOOK CNTY TRANS. DIST.	NOVEMBER 2021 PAYROLL NWR
3345	...0/2021	13,327.68	TILLAMOOK CNTY TRANS. DIST.	NOVEMBER 19 NWR PAYROLL
3346	...0/2021	11,139.13	TILLAMOOK CNTY TRANS. DIST.	NOVEMBER 2021 NWR BENEFITS
CRYS	...0/2021	(91.90)	CRYSTAL AND SIERRA SPRINGS	WATER
CRYS	...0/2021	91.90	CRYSTAL AND SIERRA SPRINGS	WATER
CRYS001	...0/2021	91.90	CRYSTAL AND SIERRA SPRINGS	CREDIT
CRYS001	...0/2021	<u>(91.90)</u>	CRYSTAL AND SIERRA SPRINGS	CREDIT
Report Total		<u>325,126.67</u>		

Tillamook County Transportation District

Check/Voucher Register

1011 - Prop. Mgmt. Checking

From 11/1/2021 Through 11/30/2021

<u>Docume... Number</u>	<u>Docume... Date</u>	<u>Transaction Amount</u>	<u>Payee</u>	<u>Transaction Description</u>
4431	.../2/2021	1,125.00	CHRISSY'S CLEANING SERVICE	OCTOBER 2021
4432	.../2/2021	425.00	North Coast Lawn	OCTOBER LANDSCAPING
4433	.../2/2021	1,469.74	Tillamook PUD	OCTOBER 2021
4434	.../9/2021	523.87	Marie Mills Center, Inc	OCTOBER 2021 JANITORIAL AT 3RD STREET
4435	.../9/2021	296.04	TILLAMOOK CITY UTILITIES	OCTOBER 2021 WATER/SEWER
4436	.../9/2021	171.75	CITY SANITARY SERVICE	OCTOBER 2021 GARBAGE
4437	...0/2021	425.00	North Coast Lawn	NOVEMBER 2021 LANDSCAPING
4438	...0/2021	<u>2,067.65</u>	Tillamook PUD	NOVEMBER 2021 LOAN & ELECTRIC
Report Total		<u>6,504.05</u>		

FRED MEYER CARD CHARGES			
Date	Vendor	Description of Transaction	Amount
	DEC BOARD PACKET	NOVEMBER FINANCIALS	
		TABATHA CARD #5	
			\$ -
			\$ -
			\$ -
		SHANNON WAKEMAN CARD #3	
10/25/21		Kitchen Supplies	\$ 16.70
10/25/21		Kitchen Supplies	\$ 78.78
10/27/21		Operations/Cash room supplies	\$ 24.95
			\$ -
			\$ 120.43
		CATHY BOND CARD #4	
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
		CLAYTON NORRBOM CARD # 6	
			\$ -
			\$ -
			\$ -
		Grand Total	\$ 120.43
DATE		APPROVAL	

Date	Vendor	UMPQUA BANK: CLOSING DATE 11/23/2021 Description of Transaction	Amount
DOUG PILANT			
10/27/21	Virtual Postmail	Postage	\$25.00
10/29/21	Zoom.US	Subscription/Virtual Meeting	\$40.00
11/05/21	Werner Beef and Brew	Offsite Personnel	\$35.83
11/06/21	Fred Meyer	Office Supplies	\$109.99
			\$210.82
CATHY BOND			
11/05/21	Best Western	Credit	\$28.91
10/27/21	Language Line	Phones NWR	\$67.15
10/27/21	Language Line	Phones NWR	\$7.90
10/27/21	Language Line	Phones NWR	\$15.80
10/30/21	Language Line	Phones NWR	\$51.35
11/03/21	Fieldprint Inc	Background Check/TCTD	\$12.50
11/03/21	Fieldprint Inc	Background Check/TCTD	\$12.50
11/04/21	Fieldprint Inc	Background Check/TCTD	\$12.50
11/04/21	Fieldprint Inc	Background Check/TCTD	\$12.50
11/04/21	Fieldprint Inc	Background Check/TCTD	\$12.50
11/06/21	Endicia	Postage/NWR	\$9.95
11/05/21	Adobe Acropro Subs	Software/NWR	\$24.99
11/11/21	Language Line	Phones NWR	\$47.40
11/11/21	Language Line	Phones NWR	\$15.80
11/11/21	Language Line	Phones NWR	\$3.95
11/10/21	Language Line	Phones NWR	\$7.90
11/10/21	Language Line	Phones NWR	\$31.60
11/19/21	Fieldprint Inc	Background Check/TCTD	\$12.50
11/19/21	Fieldprint Inc	Background Check/TCTD	\$12.50
11/19/21	Fieldprint Inc	Background Check/TCTD	\$12.50
11/20/21	Fieldprint Inc	Background Check/TCTD	\$12.50
11/23/21	Fieldprint Inc	Background Check/TCTD	\$12.50
11/23/21	Adobe Creative Cloud	Software/TCTD	\$79.99
			\$459.87
SHANNON WAKEMAN			
11/01/21	Facebook	Recruitment	\$50.28
11/04/21	Amazon Prime	Masks (COVID)	\$70.00
11/04/21	Amazon Prime	Masks (COVID)	\$21.78
11/06/21	Amazon Prime	Masks (COVID)	\$140.00
11/05/21	Amazon Prime	Office Supplies	\$17.49
11/08/21	Amazon Prime	Office Supplies/Coffee Cups	\$29.95
11/08/21	Amazon Prime	Office Supplies	\$9.99
11/09/21	Amazon Prime	Office Calendar 2022	\$24.13
11/10/21	Amazon Prime	Office Supplies	\$52.12
11/11/21	Amazon Prime	Masks (COVID)	\$16.97
11/13/21	Amazon Prime	Masks (COVID)	\$9.99
11/16/21	Amazon Prime	Office Supplies	\$12.99
11/16/21	Amazon Prime	Masks (COVID)	\$26.57
11/17/21	Facebook	Recruitment (COVID)	\$113.56
11/17/21	Amazon Prime	New Hire Packets	\$73.96
11/21/21	Amazon Prime	Masks (COVID)	\$16.14
11/22/21	Tillamook County Outlet	Meetings/Snacks	\$45.00
11/24/21	Amazon Prime	2021 Holiday Employee Recognition	\$1,740.05
			\$2,470.97
MIKE REED			
10/27/21	Uline Ship Supplies	Shop Supplies	\$135.91
10/26/21	Industries Martins	Shop Tools	\$1,025.85
11/19/21	Rodeo Steakhouse	Staff Meals/Board Meeting	\$90.00
			\$1,251.76
TABATHA WELCH			
10/28/21	Crystal Sierra	Office Water - Payment on account	\$218.58
10/28/21	Crystal Sierra	Office Water - Payment on account	\$304.78
11/01/21	Indeed	Recruitment	\$112.81
11/02/21	USPS Stamps Endicia	Postage	\$100.00
11/13/21	HULU	Monthly Cable Bill for the Office	\$64.99
11/17/21	Endicia	Postage	\$24.99
11/17/21	Werner Beef and Brew	Meals/Payroll Training	\$30.90
11/20/21	Endicia	Postage	\$69.96
11/19/21	Bioskin LLC	Masks (COVID)	\$71.90
11/19/21	USPS Stamps Endicia	Postage	\$100.00
11/20/21	Amazon	Office Supplies/Mouse Pad	\$7.99
11/22/21	Baudville Inc	Office Supplies/Employee ID Badges	\$39.94
			\$1,146.84
CLAYTON NORRBOM			
10/26/21	Motel 6 Lincoln City	Hotel/Route Coverage	\$155.38
11/02/21	Motel 6 Lincoln City	Hotel/Route Coverage	\$144.26
11/03/21	Motel 6 Lincoln City	Hotel/Route Coverage	\$78.79
11/04/21	Panda Express	Training Lunch (Raylene P)	\$21.50
11/08/21	Pacific Restaurant	Training Lunch (Madison and Martin)	\$32.50
11/10/21	Motel 6 Lincoln City	Hotel/Route Coverage	\$144.98
11/10/21	Werner Beef and Brew	Training Lunch (Madison and Martin)	\$35.90
			\$613.31
		STATEMENT TRUE UP	\$20.51
		ADDITIONAL PAYMENT MADE	-
		Charges total	\$6,153.57
		Grand Total	\$6,174.08

APPROVAL

DATE

November 2021 Statement

Open Date: 10/26/2021 Closing Date: 11/24/2021

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

Account: 4

Cardmember Service ☎ 1-866-552-8855
 BUS 30 ELN 5 8 15

New Balance	\$6,174.08
Minimum Payment Due	\$62.00
Payment Due Date	12/22/2021

Reward Points	
Earned This Statement	6,403
Reward Center Balance as of 11/23/2021	30,653
For details, see your rewards summary.	

Activity Summary		
Previous Balance	+	\$1,802.25
Payments	-	\$1,802.25 ^{CR}
Other Credits	-	\$28.91 ^{CR}
Purchases	+	\$6,182.48
Balance Transfers		\$0.00
Advances		\$0.00
Other Debits		\$0.00
Fees Charged	+	\$20.51
Interest Charged		\$0.00
New Balance	=	\$6,174.08
Past Due		\$0.00
Minimum Payment Due		\$62.00
Credit Line		\$10,000.00
Available Credit		\$3,825.92
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

Account Number	
Payment Due Date	12/22/2021
New Balance	\$6,174.08
Minimum Payment Due	\$62.00

Amount Enclosed \$ _____

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

000034343 02 SP 000638013863355 P Y
 TILLAMOOK CNTY TRANS
 ACCOUNTS PAYABLE
 3600 3RD ST STE A
 TILLAMOOK OR 97141-2730

November 2021 Statement 10/26/2021 - 11/24/2021
 TILLAMOOK CNTY TRANS (CPN 001469460)

Cardmember Service

Visa Business Rewards Company Card

Rewards Center Activity as of 11/23/2021

Rewards Center Activity*	0
Rewards Center Balance	30,653

*This item includes points redeemed, expired and adjusted.

Rewards Earned	This Statement	Year to Date
Points Earned on Net Purchases	5,905	41,643
Gas, Restaurants & Telecom Double Points	498	10,011
Total Earned	6,403	51,654

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.

Transactions PILANT DOUGLAS

Credit Limit \$5000

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
Purchases and Other Debits					
10/27	10/27	0835	VIRTUALPOSTMAIL.COM 909-235-6245 CA	\$25.00	_____
11/01	10/29	8098	ZOOM.US 888-799-9666 WWW.ZOOM.US CA	\$40.00	_____
11/08	11/05	2554	WERNER GOURMET MEAT SN TILLAMOOK OR	\$35.83	_____
11/08	11/06	2108	FRED-MEYER #0377 TILLAMOOK OR	\$109.99	_____
Total for Account				\$210.82	_____

Transactions BOND CATHY

Credit Limit \$2500

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
Other Credits					
11/09	11/05	7042	BEST WESTERN HOTELS 503-2869600 OR MERCHANDISE/SERVICE RETURN	\$28.91 ^{CR}	_____
Purchases and Other Debits					
10/28	10/27	7628	LANGUAGE LINE, INC. 800-7526096 CA	\$67.15	_____

Continued on Next Page

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

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
10/28	10/27	3517	LANGUAGE LINE, INC. 800-7526096 CA	\$7.90	_____
10/28	10/27	0058	LANGUAGE LINE, INC. 800-7526096 CA	\$15.80	_____
11/01	10/30	3423	LANGUAGE LINE, INC. 800-7526096 CA	\$51.35	_____
11/03	11/03	7055	FIELDPRINT INC 888-291-1369 PA	\$12.50	_____
11/03	11/03	8865	FIELDPRINT INC 888-291-1369 PA	\$12.50	_____
11/05	11/04	1084	FIELDPRINT INC 888-291-1369 PA	\$12.50	_____
11/05	11/04	1233	FIELDPRINT INC 888-291-1369 PA	\$12.50	_____
11/05	11/04	5872	FIELDPRINT INC 888-291-1369 PA	\$12.50	_____
11/08	11/06	7232	ENDICIA 800-576-3279 CA	\$9.95	_____
11/08	11/05	5035	ADOBE ACROPRO SUBS 408-536-6000 CA	\$24.99	_____
11/12	11/11	8662	LANGUAGE LINE, INC. 800-7526096 CA	\$47.40	_____
11/12	11/11	3005	LANGUAGE LINE, INC. 800-7526096 CA	\$15.80	_____
11/12	11/11	1397	LANGUAGE LINE, INC. 800-7526096 CA	\$3.95	_____
11/12	11/10	7977	LANGUAGE LINE, INC. 800-7526096 CA	\$7.90	_____
11/12	11/10	0258	LANGUAGE LINE, INC. 800-7526096 CA	\$31.60	_____
11/19	11/19	0503	FIELDPRINT INC 888-291-1369 PA	\$12.50	_____
11/19	11/19	1014	FIELDPRINT INC 888-291-1369 PA	\$12.50	_____
11/19	11/19	3572	FIELDPRINT INC 888-291-1369 PA	\$12.50	_____
11/22	11/20	7189	FIELDPRINT INC 888-291-1369 PA	\$12.50	_____
11/23	11/23	0646	FIELDPRINT INC 888-291-1369 PA	\$12.50	_____
11/24	11/23	7616	ADOBE CREATIVE CLOUD 800-443-8158 CA	\$79.99	_____
Total for Account				\$459.87	

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

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
Purchases and Other Debits					
10/28	10/26	2456	MOTEL 6 #4172 LINCOLN CITY OR	\$155.38	_____
11/04	11/02	0943	MOTEL 6 #4172 LINCOLN CITY OR	\$144.26	_____
11/05	11/03	7299	MOTEL 6 #4172 LINCOLN CITY OR	\$78.79	_____
11/05	11/04	1461	PANDA EXPRESS #1115 HILLSBORO OR	\$21.50	_____
11/10	11/08	0214	PACIFIC RESTAURANT TILLAMOOK OR	\$32.50	_____
11/12	11/10	0134	MOTEL 6 #4172 LINCOLN CITY OR	\$144.98	_____
11/12	11/10	0239	WERNER GOURMET MEAT SN TILLAMOOK OR	\$35.90	_____
Total for Account				\$613.31	

November 2021 Statement 10/26/2021 - 11/24/2021
 TILLAMOOK CNTY TRANS (CPN 001469460)

Cardmember Service ☎ 1-866-552-8855

Transactions REED, MICHAEL Credit Limit \$3500

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
Purchases and Other Debits					
10/27	10/27	5778	ULINE *SHIP SUPPLIES 800-295-5510 WI	\$135.91	_____
10/28	10/26	3410	INDUSTRIES MARTINS FARNHAM QC	\$1,025.85	_____
11/22	11/19	3544	RODEO STEAK HOUSE - TI TILLAMOOK OR	\$90.00	_____
Total for Account				\$1,251.76	

Transactions WELCH, TABATHA Credit Limit \$2500

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
Purchases and Other Debits					
10/29	10/28	1931	WATER - COFFEE DELIVER 800-4928377 GA	\$218.58	_____
10/29	10/28	2137	WATER - COFFEE DELIVER 800-4928377 GA	\$304.78	_____
11/02	11/01	1146	INDEED 203-564-2400 CT	\$112.81	_____
11/03	11/02	2446	USPS STAMPS ENDICIA 888-434-0055 DC	\$100.00	_____
11/15	11/13	7249	HULU*Hulu 1934589741530 HULU.COM/BILL CA	\$64.99	_____
11/18	11/17	7532	ENDICIA 800-576-3279 CA	\$24.99	_____
11/19	11/17	8206	WERNER GOURMET MEAT SN TILLAMOOK OR	\$30.90	_____
11/22	11/20	7906	ENDICIA STORE 800-576-3279 CA	\$69.96	_____
11/22	11/19	8364	BIOSKIN LLC 541-4880600 OR	\$71.90	_____
11/22	11/19	1768	USPS STAMPS ENDICIA 888-434-0055 DC	\$100.00	_____
11/22	11/20	3824	AMZN Mktp US*ZH9YM2H83 Amzn.com/bill WA	\$7.99	_____
11/23	11/22	1827	BAUDVILLE INC. 800-728-0888 MI	\$39.94	_____
Total for Account				\$1,146.84	

Transactions WAKEMAN, SHANNON Credit Limit \$2500

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
Purchases and Other Debits					
11/02	11/01	3520	FACEBK VFCHY8KAC2 650-5434800 CA	\$50.28	_____
11/05	11/04	5683	AMZN Mktp US*BL5R77393 Amzn.com/bill WA	\$70.00	_____
11/05	11/04	2164	AMZN Mktp US*LP8IR4ZH3 Amzn.com/bill WA	\$21.78	_____
11/08	11/06	8791	AMZN Mktp US*428FX09E3 Amzn.com/bill WA	\$140.00	_____
11/08	11/05	5972	AMZN Mktp US*1Z9QD6413 Amzn.com/bill WA	\$17.49	_____
11/09	11/08	6080	AMZN Mktp US*OC29C34H3 Amzn.com/bill WA	\$29.95	_____
11/09	11/08	6884	AMZN Mktp US*2J8CV1X51 Amzn.com/bill WA	\$9.99	_____
11/09	11/09	8389	Amazon.com*TS7Z41HM3 Amzn.com/bill WA	\$24.13	_____
11/12	11/10	8287	AMZN Mktp US*882B31693 Amzn.com/bill WA	\$52.12	_____
11/12	11/11	7625	AMZN Mktp US*KT8KN6CW3 Amzn.com/bill WA	\$16.97	_____

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Transactions WAKEMAN, SHANNON Credit Limit \$2500

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
11/15	11/13	6853	AMZN Mktp US*IL86207R3 Amzn.com/bill WA	\$9.99	
11/17	11/16	1448	Amazon Prime*4O2J78WU3 Amzn.com/bill WA	\$12.99	
11/17	11/16	5423	AMZN MKTP US*PO0B78NK3 AMZN.COM/BILL WA	\$26.57	
11/17	11/17	7627	FACEBK *BLXWW7PAC2 fb.me/ads CA	\$113.56	
11/18	11/17	2458	AMAZON.COM*6W0MD9SD3 A AMZN.COM/BILL WA	\$73.96	
11/22	11/21	9580	AMZN MKTP US*0H3E17V63 AMZN.COM/BILL WA	\$16.14	
11/23	11/22	0301	TILLAMOOK CNTRY OUTLET BAY CITY OR	\$45.00	
11/24	11/24	6154	Amazon.com*CV4AU4YR3 Amzn.com/bill WA	\$1,740.05	
Total for Account				\$2,470.97	

Transactions BILLING ACCOUNT ACTIVITY

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
Payments and Other Credits					
11/10	11/10	8	PAYMENT THANK YOU	\$219.89	CR
11/10	11/10	8	PAYMENT THANK YOU	\$1,582.36	CR
Fees					
10/28	10/26	3410	FRGN TRANS FEE-INDUSTRIES MARTINS FA	\$20.51	
TOTAL FEES FOR THIS PERIOD				\$20.51	
Total for Account				\$1,781.74	CR

2021 Totals Year-to-Date	
Total Fees Charged in 2021	\$20.51
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	\$6,174.08	\$0.00	YES	\$0.00	12.24%	
**ADVANCES	\$0.00	\$0.00	YES	\$0.00	23.99%	

Tillamook County Transportation District
 Normal Trial Balance
 From 12/1/2021 Through 12/31/2021

Account Code	Account Title	Debit Balance	Credit Balance
1001	General Checking Account	672,638.07	
1006	Payroll Checking	11,233.49	
1009	NW RIDES ACCOUNT	420,951.97	
1011	Prop. Mgmt. Checking	87,506.66	
1020	LGIP - General Account	1,493,370.29	
1030	LGIP - Capital Reserve	1,346,998.71	
1040	Petty Cash	200.00	
Report Total		4,032,899.19	0.00
Report Difference		4,032,899.19	


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Tillamook County Transportation District
Financial Statement

From 12/1/2021 Through 12/31/2021

Resources	Current Period Actual	Current Period Budget	Current Year Actual	Total Budget	Total Budget Variance	50%
Working Capital	3500	0.00	0.00	2,975,295.00	(2,975,295.00)	0.00%
Fares	4000	13,405.00	22,916.67	200,000.00	(97,275.14)	51.36%
Contract Revenue	4020	42,647.56	70,833.33	750,000.00	(397,737.45)	46.96%
Property Tax	4100	84,775.14	79,166.67	1,031,380.00	(45,049.61)	95.63%
Past Years Property Tax	4110	873.82	2,916.67	25,000.00	(12,809.79)	48.76%
State Timber Revenue	4120	0.00	25,000.00	325,000.00	(268,243.57)	17.46%
Mass Transit State Payroll Tax	4130	35,036.19	7,083.33	85,000.00	(15,866.58)	81.33%
STIF Formula	4135	0.00	0.00	352,308.00	(160,025.00)	54.57%
STIF Discretionary	4137	7,830.00	0.00	888,035.00	(880,205.00)	0.88%
Capital Grants	4210	0.00	0.00	1,009,536.00	(989,956.00)	1.93%
Grants - FTA 5311	4220	0.00	0.00	1,280,466.00	(959,382.00)	25.07%
NWOTA Partner Cont. Match	4225	0.00	0.00	163,121.00	(139,121.00)	14.71%
Grants - STF	4230	0.00	0.00	67,700.00	(33,850.00)	50.00%
Grants - 5311 (f)	4240	0.00	0.00	768,000.00	(695,782.00)	9.40%
Grants - 5310	4245	0.00	0.00	188,527.00	(188,527.00)	0.00%
Grants - 5304	4246	0.00	0.00	36,000.00	(36,000.00)	0.00%
Special Bus Operations	4300	0.00	125.00	1,500.00	(1,500.00)	0.00%
Miscellaneous Income	4400	15.00	875.00	10,500.00	32,785.50	412.24%
Sale of Assets - Income	4410	0.00	0.00	10,000.00	(3,500.00)	65.00%
Interest Income	4510	1,095.86	2,708.33	32,500.00	(26,755.29)	17.67%
OTIB TVC Loan 0071 Proceeds	4514	50,000.00	0.00	0.00	50,000.00	0.00%
Advertising Income	4520	0.00	83.33	1,000.00	(1,000.00)	0.00%
Lease Income	4900	2,000.00	2,000.00	24,000.00	(12,000.00)	50.00%
Lease Operational Exp Income	4910	1,325.45	833.33	10,000.00	(3,836.47)	61.63%

Monthly BOD Report w/YTD Budget & Variance

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Tillamook County Transportation District
Financial Statement

From 12/1/2021 Through 12/31/2021

	Current Period Actual	Current Period Budget	Current Year Actual	Total Budget	Total Budget Variance	50%
Transfer From General Fund	4911 400,000.00	0.00	630,731.00	719,188.00	(88,457.00)	87.70%
Transfer from STF Fund	4916 0.00	0.00	0.00	46,439.00	(46,439.00)	0.00%
Transfer from NWOTA	4917 0.00	0.00	3,000.00	3,000.00	0.00	100.00%
Transfer from STIF Fund	4918 7,830.00	0.00	7,830.00	1,340,035.00	(1,332,205.00)	0.58%
Total Resources	<u>646,834.02</u>	<u>214,541.66</u>	<u>3,015,497.60</u>	<u>12,343,530.00</u>	<u>(9,328,032.40)</u>	<u>24.43%</u>
Expenses						
Personnel Services						
Payroll: Administration	5010 49,952.54	31,333.33	204,861.46	435,000.00	230,138.54	47.09%
Payroll: Dispatch	5020 13,710.48	12,615.08	60,618.18	175,000.00	114,381.82	34.63%
Payroll: Drivers	5030 155,988.15	93,333.33	611,011.23	1,500,000.00	888,988.77	40.73%
Payroll: Maintenance	5040 6,356.80	6,250.00	33,014.65	75,000.00	41,985.35	44.01%
Payroll Expense	5050 19,170.51	10,416.67	79,279.03	135,000.00	55,720.97	58.72%
Payroll Healthcare	5051 29,354.21	37,916.67	190,667.87	505,000.00	314,332.13	37.75%
Payroll Retirement	5052 8,128.60	6,291.66	36,325.79	80,500.00	44,174.21	45.12%
Payroll Veba	5053 2,455.72	3,791.67	17,377.04	49,500.00	32,122.96	35.10%
Workers Compensation Ins.	5055 0.00	3,750.00	29,666.92	47,000.00	17,333.08	63.12%
Total Personnel Services	<u>285,117.01</u>	<u>205,698.41</u>	<u>1,262,822.17</u>	<u>3,002,000.00</u>	<u>1,739,177.83</u>	<u>42.07%</u>
Materials and Services						
Professional Services	5100 18,419.53	9,395.84	111,080.53	112,750.00	1,669.47	98.51%
Administrative Support	5101 5,418.75	1,666.67	12,453.04	25,000.00	12,546.96	49.81%
Website Maintenance	5102 0.00	4,195.83	22,500.00	50,350.00	27,850.00	44.68%
Planning	5103 0.00	10,833.33	0.00	130,000.00	130,000.00	0.00%
Dues & Subscriptions	5120 12.99	708.33	7,166.96	8,500.00	1,333.04	84.31%
Office Equipment R&R	5140 236.49	333.33	1,385.13	4,000.00	2,614.87	34.62%

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Tillamook County Transportation District
Financial Statement

From 12/1/2021 Through 12/31/2021

	Current Period Actual	Current Period Budget	Current Year Actual	Total Budget	Total Budget Variance	50%
5145 Computer R&M	4,151.16	2,875.00	21,318.25	39,500.00	18,181.75	53.97%
5150 Fees & Licenses	79.99	2,583.34	4,174.39	32,500.00	28,325.61	12.84%
5160 Insurance	0.00	3,333.33	0.00	120,000.00	120,000.00	0.00%
5170 Office Expense	2,592.47	1,250.00	8,815.18	15,000.00	6,184.82	58.76%
5175 Board Expense	100.00	1,083.33	2,875.47	13,000.00	10,124.53	22.11%
5180 Operational Expense	6,440.43	3,958.33	25,716.20	59,500.00	33,783.80	43.22%
5185 Drug & Alcohol Administration	385.00	208.33	930.00	2,500.00	1,570.00	37.20%
5190 Marketing	1,888.35	5,000.00	10,700.59	70,000.00	59,299.41	15.28%
5191 Website Re-Design	0.00	6,250.00	0.00	0.00	0.00	0.00%
5210 Telephone Expense	1,332.90	1,618.33	7,957.40	19,420.00	11,462.60	40.97%
5220 Travel & Training	531.00	1,625.00	7,602.96	19,500.00	11,897.04	38.98%
5240 Vehicle Expense	8,571.15	18,750.00	89,175.02	250,000.00	160,824.98	35.67%
5245 Fuel Expense	24,742.87	20,833.33	144,558.12	330,000.00	185,441.88	43.80%
5260 Postage	105.79	166.67	1,050.84	2,000.00	949.16	52.54%
5270 Mgmt/Labor Recreation Fund	0.00	0.00	3,400.00	4,708.00	1,308.00	72.21%
5280 Transit Center Lease	0.00	0.00	1,400.00	0.00	(1,400.00)	0.00%
5285 Transit Center Maint	1,196.78	1,500.00	8,561.61	18,000.00	9,438.39	47.56%
5290 General Operating Cont.	0.00	0.00	0.00	300,000.00	300,000.00	0.00%
5291 COVID Expense	4,350.47	0.00	25,116.10	50,000.00	24,883.90	50.23%
5300 Property Operating Expense	2,496.35	2,125.00	9,607.22	26,000.00	16,392.78	36.95%
5330 Flex Lease: Fees	0.00	41.67	0.00	0.00	0.00	0.00%
5340 Property Maint. & Repair	2,492.99	2,083.33	13,426.68	25,000.00	11,573.32	53.70%
5346 Operations Facility Maint.	73.88	333.33	440.82	4,000.00	3,559.18	11.02%
Total Materials and Services	85,619.34	102,751.65	541,412.51	1,731,228.00	1,189,815.49	31.27%
Special Payments						

Monthly BOD Report w/YTD Budget & Variance

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Tillamook County Transportation District
Financial Statement

From 12/1/2021 Through 12/31/2021

	Current Period Actual	Current Period Budget	Current Year Actual	Total Budget	Total Budget Variance	50%
STF Payments to Recipients	5200 0.00	5,500.00	8,830.26	17,661.00	8,830.74	49.99%
STIF Payments to Recipients	5201 0.00	0.00	3,000.00	6,000.00	3,000.00	50.00%
Total Special Payments	0.00	5,500.00	11,830.26	23,661.00	11,830.74	50.00%
Transfers						
Transfer to LGIP 5931	9100 400,000.00	0.00	400,000.00	400,000.00	0.00	100.00%
Transfer to Property Mgmt	9110 0.00	0.00	75,000.00	75,000.00	0.00	100.00%
Transfer to General Fund	9130 0.00	0.00	3,000.00	775,039.00	772,039.00	0.38%
Transfer to Vehicle Reserve	9150 0.00	0.00	0.00	10,000.00	10,000.00	0.00%
Transfer to NWOTA Fund	9160 7,830.00	0.00	163,561.00	852,223.00	688,662.00	19.19%
Reserve for Future Expenditure	9175 0.00	0.00	0.00	1,296,835.00	1,296,835.00	0.00%
Unappropriated Ending Fund Bal	9180 0.00	0.00	0.00	873,801.00	873,801.00	0.00%
Total Transfers	407,830.00	0.00	641,561.00	4,282,898.00	3,641,337.00	14.98%
Capital Outlay						
Debt Service						
PUD Loan Expense	5325 602.58	625.00	4,026.35	7,500.00	3,473.65	53.68%
OTIB TVC Loan 0071	5337 0.00	400.00	0.00	4,800.00	4,800.00	0.00%
OTIB Loan 0061	5338 500.00	0.00	13,655.22	30,000.00	16,344.78	45.51%
Total Debt Service	1,102.58	1,025.00	17,681.57	42,300.00	24,618.43	41.80%
Capital Purchases						
Building Repair & Renovation	5350 0.00	1,666.67	0.00	30,000.00	30,000.00	0.00%
Bus Replacement/Addition	6000 0.00	0.00	0.00	940,000.00	940,000.00	0.00%
Van Replacement/Addition	6010 0.00	0.00	0.00	390,000.00	390,000.00	0.00%
Computer Upgrade	6020 0.00	416.67	0.00	5,000.00	5,000.00	0.00%
Fuel Cell Triangulation Point	6021 0.00	0.00	0.00	6,000.00	6,000.00	0.00%
Bus Stop Signage/Shelters	6040 624.50	150,000.00	38,202.79	967,544.00	929,341.21	3.94%

Monthly BOD Report w/YTD Budget & Variance

Tillamook County Transportation District
Financial Statement

From 12/1/2021 Through 12/31/2021

	Current Period Actual	Current Period Budget	Current Year Actual	Total Budget	Total Budget Variance	50%
6050	5,154.74	65,658.25	187,235.93	922,899.00	735,663.07	20.28%
Other Capital Projects	5,779.24	217,741.59	225,438.72	3,261,443.00	3,036,004.28	6.91%
Total Capital Purchases	6,881.82	218,766.59	243,120.29	3,303,743.00	3,060,622.71	7.36%
Total Capital Outlay	785,448.17	532,716.65	2,700,746.23	12,343,530.00	9,642,783.77	21.88%
Total Expenses						

Amend

Tillamook County Transportation District
Financial Statement

From 12/1/2021 Through 12/31/2021

	Current Period Actual	Current Period Budget	Current Year Actual	Total Budget	Total Budget Variance	50%
Resources						
Working Capital	0.00	0.00	0.00	450,000.00	(450,000.00)	0.00%
NWR Revenue	360,573.30	333,333.33	2,111,080.65	4,000,000.00	(1,888,919.35)	52.77%
NWR Reserve	0.00	0.00	15,948.98	1,000.00	14,948.98	1,594.89%
Interest Income	0.00	0.00	0.00	400.00	(400.00)	0.00%
Total Resources	<u>360,573.30</u>	<u>333,333.33</u>	<u>2,127,029.63</u>	<u>4,451,400.00</u>	<u>(2,324,370.37)</u>	<u>47.78%</u>
Expenses						
Personnel Services						
Payroll: Administration	37,959.55	22,750.00	151,841.81	350,000.00	198,158.19	43.38%
Payroll: Indirect	1,080.00	833.33	5,040.00	10,000.00	4,960.00	50.40%
Payroll Expense	3,158.00	1,833.33	12,083.88	22,000.00	9,916.12	54.92%
Payroll Healthcare	8,910.15	9,583.33	53,340.01	140,000.00	86,659.99	38.10%
Payroll Retirement	1,996.31	1,375.00	8,227.62	16,500.00	8,272.38	49.86%
Payroll Veba	900.90	1,083.33	5,218.70	13,000.00	7,781.30	40.14%
Workers Compensation Ins.	0.00	0.00	554.75	500.00	(54.75)	110.95%
Total Personnel Services	<u>54,004.91</u>	<u>37,458.32</u>	<u>236,306.77</u>	<u>552,000.00</u>	<u>315,693.23</u>	<u>42.81%</u>
Materials and Services						
Professional Services	0.00	833.33	1,923.00	10,000.00	8,077.00	19.23%
Office Equipment R&R	236.49	208.33	1,385.13	2,500.00	1,114.87	55.40%
Computer R&M	1,003.75	1,250.00	4,201.25	15,000.00	10,798.75	28.00%
Fees & Licenses	24.99	1,250.00	52,202.03	163,000.00	110,797.97	32.02%
Office Expense	115.47	416.67	1,889.55	5,000.00	3,110.45	37.79%
Operational Expense	0.00	125.00	339.60	1,500.00	1,160.40	22.64%
Telephone Expense	821.42	1,666.67	6,116.78	20,000.00	13,883.22	30.58%

Monthly BOD Report w/YTD Budget & Variance

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Tillamook County Transportation District

Financial Statement

From 12/1/2021 Through 12/31/2021

	Current Period Actual	Current Period Budget	Current Year Actual	Total Budget	Total Budget Variance	50%	
Travel & Training	5220	107.52	125.00	1,375.14	1,500.00	124.86	91.67%
Postage	5260	166.44	83.33	316.19	1,000.00	683.81	31.61%
Purchased Transportation	5265	242,495.55	250,000.00	1,504,473.76	3,000,000.00	1,495,526.24	50.14%
Member Mileage Reimbursement	5266	15,000.00	15,000.00	65,000.00	180,000.00	115,000.00	36.11%
Volunteer Mileage Reimburse	5267	26,411.86	21,666.67	138,974.77	260,000.00	121,025.23	53.45%
Office Rent	5281	400.00	400.00	2,400.00	4,800.00	2,400.00	50.00%
COVID Expense	5291	0.00	0.00	76.96	0.00	(76.96)	0.00%
Property Operating Expense	5300	336.58	250.00	1,644.37	3,000.00	1,355.63	54.81%
Total Materials and Services		287,120.07	293,275.00	1,782,318.53	3,667,300.00	1,884,981.47	48.60%
Transfers							
Unappropriated Ending Fund Bal	9180	0.00	0.00	0.00	207,100.00	207,100.00	0.00%
Total Transfers		0.00	0.00	0.00	207,100.00	207,100.00	0.00%
Capital Outlay							
Capital Purchases							
Ecolane Investment	6022	0.00	0.00	2,880.00	25,000.00	22,120.00	11.52%
Total Capital Purchases		0.00	0.00	2,880.00	25,000.00	22,120.00	11.52%
Total Capital Outlay		0.00	0.00	2,880.00	25,000.00	22,120.00	11.52%
Total Expenses		341,124.98	330,733.32	2,021,505.30	4,451,400.00	2,429,894.70	45.41%

Tillamook County Transportation District

Check/Voucher Register

1001 - General Checking Account

From 12/1/2021 Through 12/31/2021

Docume... Number	Docume... Date	Transaction Amount	Payee	Transaction Description
16788	.../6/2021	682.06	LEWIS AUDIO VIDEO, INC.	CONTRACT WORK DEPOSIT - VIRTUAL MTG
16788	.../6/2021	4,472.68	LEWIS AUDIO VIDEO, INC.	CONTRACT WORK DEPOSIT / VIRTUAL MTG
16789	.../6/2021	95.00	SEWARD WHITFIELD	CDL PHYSICAL
16790	.../6/2021	95.00	TYLER HELLNER	DECEMBER 2021
16791	...0/2021	11,471.41	CARSON OIL CO INC	NOVEMBER 2021
16792	...0/2021	850.00	WAVE	NOVEMBER 2021
16793	...0/2021	106.10	COMCAST	NOVEMBER 2021
16794	...0/2021	2,210.00	COUNTRY MEDIA	NOVEMBER 2021 RECRUITMENT/COVID
16794	...0/2021	195.30	COUNTRY MEDIA	NOVEMBER 2021 MEETING NOTICES
16795	...0/2021	395.60	Fred Meyer Customer Charges	NOVEMBER 2021 CARD CHARGES
16796	...0/2021	95.00	GARY BARCLAY	CDL PHYSICAL
16797	...0/2021	658.59	GOVERNMENT ETHICS COMM UNIT 24	ANNUAL BILLING GOV ETHICS
16798	...0/2021	731.50	JORDAN SCHRADER RAMIS, PC	NOVEMBER 2021 LEGAL
16798	...0/2021	3,536.00	JORDAN SCHRADER RAMIS, PC	NOVEMBER 2021 LEGAL
16799	...0/2021	2,075.00	KDEP-FM/KTIL-FM/KTIL-AM	NOVEMBER 2021 RECRUITMENT / MARKETING
16800	...0/2021	95.00	MADISON LENORMAND	CDL PHYSICAL
16801	...0/2021	1,328.34	Marie Mills Center, Inc	NOVEMBER 2021 JANITORIAL
16802	...0/2021	284.29	MOREL INK	GENERAL INFO BUSINESS CARDS
16803	...0/2021	35.59	Office Depot Credit Plan	NOVEMBER 2021
16803	...0/2021	48.34	Office Depot Credit Plan	NOVEMBER 2021
16803	...0/2021	20.42	Office Depot Credit Plan	NOVEMBER 2021
16803	...0/2021	163.64	Office Depot Credit Plan	NOVEMBER 2021
16803	...0/2021	36.70	Office Depot Credit Plan	NOVEMBER 2021
16804	...0/2021	21.00	OR DEPT OF MOTOR VEHICLES	NOVEMBER 2021 DRIVING RECORDS
16805	...0/2021	840.00	OTTER ROCK RADIO	RECRUITMENT/COVID
16806	...0/2021	113.00	SUNFLOWER FLATS	NOVEMBER 2021 EMPLOYEE/SYMPATHY
16807	...0/2021	7,500.00	TRILLIUM SOLUTIONS, INC.	JULY - SEPT 2021
16807	...0/2021	7,500.00	TRILLIUM SOLUTIONS, INC.	OCTOBER - DEC 2021
16807	...0/2021	7,500.00	TRILLIUM SOLUTIONS, INC.	JANUARY - MARCH 2022
16808	...0/2021	5,890.29	CARDMEMBER SERVICE	NOVEMBER 2021
16809	...0/2021	49.95	VANIR BROADBAND, INC.	DECEMBER 2021
16810	...0/2021	392.95	VERIZON	NOVEMBER 2021 TABLET DATA
16811	...0/2021	621.00	OR COAST BROADCAST CENTER	recruitment ads
16812	...0/2021	38.55	STEVEN FARNES	meal bus shuttle
16812	...0/2021	(38.55)	STEVEN FARNES	meal bus shuttle
16813	...3/2021	323.60	ALSCO - Portland Linen	NOVEMBER 2021 MATT SERVICE
16814	...3/2021	114.46	Batteries Northwest	NOVEMBER 2021 BATTERIES
16815	...3/2021	450.00	BIO-MED TESTING SERVICE, INC.	NOVEMBER 2021 DRUG SCREENS
16816	...3/2021	70.81	CAR CARE SPECIALISTS, INC.	NOVEMBER 2021 DEF
16817	...3/2021	153.97	Advance Auto Parts	NOVEMBER 2021
16818	...3/2021	60.49	O'REILLY AUTOMOTIVE STORES	NOVEMBER 2021 SHOP INVENTORY
16819	...3/2021	1,342.80	EB TOOLS LLC	NOVEMBER 2021 SHOP TOOLS
16820	...3/2021	160.16	FleetPride, Inc.	NOVEMBER 2021 SHOP INVENTORY
16821	...3/2021	20,748.72	LES SCHWAB WAREHOUSE CENTER	NOVEMBER 2021 TIRES
16822	...3/2021	2,240.53	DAVISON AUTO PARTS, INC.	NOVEMBER 2021 SHOP INVENTORY
16823	...3/2021	38.55	STEVEN FERRARA	MEAL/BUS SHUTTLE
16824	...3/2021	6.60	TILLAMOOK DIESEL REPAIR	NOVEMBER 2021 SHOP INVENTORY
16825	...5/2021	3,142.52	LUM'S AUTO CENTER, INC.	INV 563324 TRANSMISSION

Report Total

88,962.96

Tillamook County Transportation District

Check/Voucher Register

1006 - Payroll Checking

From 12/1/2021 Through 12/31/2021

<u>Document Number</u>	<u>Document Date</u>	<u>Payee</u>
5678	12/2/2021	TOMMIE HUFFMAN
5679	12/3/2021	MADISON LENORMAND
5680	12/10/2021	SPECIAL DISTRICTS INS. SERVICE
5681	12/10/2021	HRA VEBA TRUST

Tillamook County Transportation District

Check/Voucher Register

1009 - NW RIDES ACCOUNT

From 12/1/2021 Through 12/31/2021

Docume... Number	Docume... Date	Transaction Amount	Payee	Transaction Description
3347	.../8/2021	2,485.75	AAA RIDE ASSIST	Provider Transportation
3347	.../8/2021	1,065.55	AAA RIDE ASSIST	Provider Transportation
3347	.../8/2021	1,280.15	AAA RIDE ASSIST	Provider transportation
3348	.../8/2021	2,945.68	JANNA SMITH	VOLUNTEERS
3349	.../8/2021	2,934.04	JOHN REKART JR	VOLUNTEERS
3350	.../8/2021	701.20	JOY WINKELHAKE	VOLUNTEERS
3351	.../8/2021	5,520.10	COLUMBIA MEDICAL	Provider Transportation
3351	.../8/2021	4,133.40	COLUMBIA MEDICAL	Provider transportation
3352	.../8/2021	5,712.00	K & M MEDIVAN	Provider Transportation
3352	.../8/2021	3,736.30	K & M MEDIVAN	Provider Transportation
3352	.../8/2021	3,543.20	K & M MEDIVAN	Provider Transportation
3352	.../8/2021	5,585.20	K & M MEDIVAN	Provider Transportation
3352	.../8/2021	4,952.90	K & M MEDIVAN	Provider Transportation
3353	.../8/2021	3,938.36	KANDIS LIDAY	VOLUNTEERS
3354	.../8/2021	1,350.24	LEANN CHUINARD	VOLUNTEERS
3355	.../8/2021	5,215.00	MEDIX AMBULANCE	Provider Transportation
3355	.../8/2021	3,674.00	MEDIX AMBULANCE	Provider Transportation
3355	.../8/2021	4,532.00	MEDIX AMBULANCE	Provider Transportation
3355	.../8/2021	4,107.00	MEDIX AMBULANCE	Provider Transportation
3355	.../8/2021	5,176.00	MEDIX AMBULANCE	Provider Transportation
3355	.../8/2021	4,946.00	MEDIX AMBULANCE	Provider Transportation
3355	.../8/2021	204.00	MEDIX AMBULANCE	Provider Transportation
3356	.../8/2021	4,074.60	METRO WEST	Provider Transportation
3357	.../8/2021	23,467.40	RYANS TRANSPORTATION SERVICE	Provider Transportation
3357	.../8/2021	13,271.55	RYANS TRANSPORTATION SERVICE	Provider transportation
3358	.../8/2021	3,302.08	SEAN REKART	VOLUNTEERS
3359	.../8/2021	125.00	SUNSET EMPIRE TRANSIT	Provider Transportation
3359	.../8/2021	2,301.00	SUNSET EMPIRE TRANSIT	Provider Transportation
3359	.../8/2021	225.00	SUNSET EMPIRE TRANSIT	Provider Transportation
3359	.../8/2021	982.00	SUNSET EMPIRE TRANSIT	Provider Transportation
3359	.../8/2021	1,401.00	SUNSET EMPIRE TRANSIT	Provider Transportation
3359	.../8/2021	760.00	SUNSET EMPIRE TRANSIT	Provider transportation
3360	.../8/2021	6,085.50	TILLAMOOK CNTY TRANS. DIST.	Provider transportation
3361	.../8/2021	8,349.00	TILLAMOOK CNTY TRANS. DIST.	Provider Transportation
3362	.../8/2021	10,114.50	TILLAMOOK CNTY TRANS. DIST.	Provider Transportation
3363	.../8/2021	36,679.40	WAPATO SHORES	Provider Transportation
3364	.../8/2021	4,630.25	WILLAMETTE VALLEY TRANSPORT	Provider Transportation
3365	.../8/2021	2,659.60	WILLIAM NERENBERG	VOLUNTEERS
3366	.../8/2021	9,693.75	TILLAMOOK CNTY TRANS. DIST.	PROVIDER TRANSPORTATION
3367	...0/2021	678.92	WAVE	NOVEMBER 2021
3368	...0/2021	24.99	Fred Meyer Customer Charges	NOVEMBER 2021 CARD CHARGES
3369	...0/2021	13,582.16	TILLAMOOK CNTY TRANS. DIST.	DECEMBER 3 PAYROLL
3370	...0/2021	699.31	TILLAMOOK CNTY TRANS. DIST.	NOVEMBER 2021 RENT/UTILITIES
3371	...0/2021	283.79	CARDMEMBER SERVICE	NOVEMBER 2021
3372	...1/2021	2,521.10	AAA RIDE ASSIST	PROVIDER TRANSPORTATION
3373	...1/2021	4,775.60	COLUMBIA MEDICAL	PROVIDER TRANSPORTATION
3373	...1/2021	5,923.40	COLUMBIA MEDICAL	PROVIDER TRANSPORTATION
3374	...1/2021	2,492.70	K & M MEDIVAN	PROVIDER TRANSPORTATION
3374	...1/2021	4,920.90	K & M MEDIVAN	PROVIDER TRANSPORTATION
3375	...1/2021	2,247.00	MEDIX AMBULANCE	PROVIDER TRANSPORTATION
3375	...1/2021	4,523.00	MEDIX AMBULANCE	PROVIDER TRANSPORTATION
3376	...1/2021	19,778.45	RYANS TRANSPORTATION SERVICE	PROVIDER TRANSPORTATION
3377	...1/2021	14,343.55	WAPATO SHORES	PROVIDER TRANSPORTATION
3378	...1/2021	29.00	MEDIX AMBULANCE	PROVIDER TRANSPORTATION

Tillamook County Transportation District

Check/Voucher Register

1009 - NW RIDES ACCOUNT

From 12/1/2021 Through 12/31/2021

<u>Docume... Number</u>	<u>Docume... Date</u>	<u>Transaction Amount</u>	<u>Payee</u>	<u>Transaction Description</u>
3379	...1/2021	593.75	MTN RETREAT SECURE TRANSPORT	PROVIDER TRANSPORTATION
3380	...1/2021	5,795.50	COLUMBIA COUNTY RIDER	PROVIDER TRANSPORTATION
3381	...1/2021	2,104.00	MEDIX AMBULANCE	PROVIDER TRANSPORTATION
3382	...1/2021	19,534.95	RYANS TRANSPORTATION SERVICE	PROVIDER TRANSPORTATION
Report Total		<u>310,711.77</u>		

Tillamook County Transportation District

Check/Voucher Register

1011 - Prop. Mgmt. Checking

From 12/1/2021 Through 12/31/2021

<u>Docume... Number</u>	<u>Docume... Date</u>	<u>Transaction Amount</u>	<u>Payee</u>	<u>Transaction Description</u>
4439	.../6/2021	200.00	CHRISSY'S CLEANING SERVICE	NOVEMBER 2021
4439	.../6/2021	1,000.00	CHRISSY'S CLEANING SERVICE	NOVEMBER 2021
4440	...0/2021	542.84	Marie Mills Center, Inc	NOVEMBER 2021 JANITORIAL
4441	...0/2021	227.32	TILLAMOOK CITY UTILITIES	NOVEMBER 2021
4442	...0/2021	171.75	CITY SANITARY SERVICE	NOVEMBER 2021
4443	...6/2021	500.00	Oregon Department of Transport	OTIB0071 LOAN FEE TRANSIT VISITOR CENTER
Report Total		2,641.91		

FRED MEYER CARD CHARGES			
Date	Vendor	Description of Transaction	Amount
	JAN BOARD PACKET	DECEMBER FINANCIALS	
		TABATHA CARD #5	
12/20/21		Holiday Gift Wrap	\$ 8.37
			\$ -
			\$ 8.37
		SHANNON WAKEMAN CARD #3	
11/19/21		MARKETING	\$ 10.36
12/10/21		Holiday Gift Wrap	\$ 50.00
12/15/21		Employee Appreciation	\$ 24.50
			\$ -
			\$ 84.86
		CATHY BOND CARD #4	
			\$ -
			\$ -
			\$ -
		CLAYTON NORRBOM CARD # 6	
11/21/21			
		Grand Total	\$ 93.23
DATE		APPROVAL	

UMPQUA BANK: CLOSING DATE 12/23/2021

Date	Vendor	Description of Transaction	Amount
DOUG PILANT			
11/27/21	Fred Meyer	Employee Appreciation	\$52.05
11/27/21	Fred Meyer	Office Supplies	\$77.96
11/27/21	Virtual postmail.com	Postage	\$25.00
11/29/21	Zoom	Virtual Meetings	\$40.00
12/15/21	Lums Auto Center	Shop Supplies	\$87.30
12/16/21	Tora Sushi	Meeting with Marty	\$38.90
			\$321.21
CATHY BOND			
11/24/21	Iron Mountain	Office Shredding	\$101.17
12/02/21	Endicia	Postage NWR	\$9.95
12/05/21	Adobe Acropro	Software NWR	\$24.99
12/11/21	Language Line	Phones NWR	\$23.70
12/10/21	Usps Stamp Endicia	Postage NWR	\$100.00
12/13/21	Endicia Store	Postage NWR	\$56.49
12/14/21	Language Line	Phones NWR	\$39.50
12/15/21	Fieldprint	Backround check TCTD	\$12.50
12/16/21	Fieldprint	Backround check TCTD	\$12.50
12/22/21	Iron Mountain	Office Shredding	\$102.12
12/23/21	Adobe Creative Cloud	Software TCTD	\$79.99
			\$562.91
SHANNON WAKEMAN			
12/02/21	Lindsey's Latte's	Employee Appreciation	\$20.00
12/04/21	Amazon Prime	Employee Appreciation/Covid funds	\$55.98
12/07/21	Facebook	Recruitment service tech	\$75.00
12/09/21	Coast Printing	Office Supplies	\$13.50
12/10/21	USPS Stamps Endicia	Postage	\$55.80
12/10/21	Online River LLC	Operation's supplies	\$1,088.40
12/15/21	Event 2022 SDAO	SDAO Registrations	\$285.00
12/16/21	Amazon Prime	Office supplies	\$59.35
12/16/21	Facebook	Recruitment service tech	\$39.50
12/17/21	Amazon Prime	Marketing	\$99.99
12/17/21	Amazon Prime	Subscription	\$12.99
			\$1,805.51
MIKE REED			
11/23/21	Rosenberg Builders	Commercial toilet seat	\$28.13
12/15/21	Amazon	Bus 207 Parts	\$151.22
12/16/21	Amazon	Bus 303 Parts	\$32.27
			\$211.62
TABATHA WELCH			
11/30/21	Baudville Inc	Employee Badge Cards	\$67.83
11/30/21	PP Tillamook	Audit (Coffee)	\$7.70
11/30/21	Werner Gourmet Meat	Audit Lunch	\$12.00
12/01/21	INDEED	Recruitment	\$78.31
12/02/21	Werner Gourmet Meat	Kendra's Birthday luncheon	\$81.01
12/02/21	Sunflower Flats	Employee recognition (Kendra)	\$50.90
12/06/21	Fredpryor Careertrack	Kendra (Excel Course)	\$149.00
12/08/21	Amazon	Board Room Fridge	\$299.99
12/09/21	Fat Dog Pizza	Meals/Meeting Tabatha Kendra Shannon	\$38.40
12/10/21	Fred Meyer	Christmas (Employees)	\$55.44
12/10/21	Amazon	Meeting Room snacks	\$12.88
12/13/21	HULU	Monthly Subscription	\$64.99
12/15/21	Endicia	Postage	\$24.99
12/21/21	Amazon	Employee Masks	\$324.75
			\$1,268.19
CLAYTON NORRBOM			
			\$0.00
STATEMENT TRUE UP			
ADDITIONAL PAYMENT MADE			-
Charges total			\$4,169.44
Grand Total			\$4,169.44

APPROVAL

DATE

December 2021 Statement

Open Date: 11/25/2021 Closing Date: 12/24/2021


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

Account:

Cardmember Service
 BUS 30 ELN 8

 1-866-552-8855
 15

New Balance	\$4,169.44
Minimum Payment Due	\$42.00
Payment Due Date	01/22/2022

Reward Points

Earned This Statement	4,380
Reward Center Balance	37,056
as of 12/23/2021	
For details, see your rewards summary.	

Activity Summary

Previous Balance	+	\$6,174.08
Payments	-	\$6,174.08 ^{CR}
Other Credits		\$0.00
Purchases	+	\$4,169.44
Balance Transfers		\$0.00
Advances		\$0.00
Other Debits		\$0.00
Fees Charged		\$0.00
Interest Charged		\$0.00
New Balance	=	\$4,169.44
Past Due		\$0.00
Minimum Payment Due		\$42.00
Credit Line		\$10,000.00
Available Credit		\$5,830.56
Days in Billing Period		30

Payment Options:

 Mail payment coupon
 with a check

 Pay online at
myaccountaccess.com

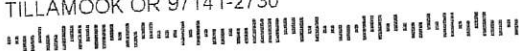
 Pay by phone
 1-866-552-8855

 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

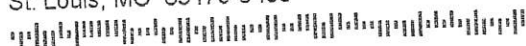
000034111 01 SP 000638046606322 P Y

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


Account Number	
Payment Due Date	1/22/2022
New Balance	\$4,169.44
Minimum Payment Due	\$42.00

Amount Enclosed \$ _____

Cardmember Service

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




Visa Business Rewards Company Card

Rewards Center Activity as of 12/23/2021

Rewards Center Activity*	0
Rewards Center Balance	37,056

*This item includes points redeemed, expired and adjusted.

Rewards Earned	This Statement	Year to Date
Points Earned on Net Purchases	3,960	45,603
Gas, Restaurants & Telecom Double Points	420	10,431
Total Earned	4,380	56,034

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.

Transactions PILANT, DOUGLAS Credit Limit \$5000

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
Purchases and Other Debits					
11/29	11/27	7029	FRED-MEYER #0377 TILLAMOOK OR	\$52.05	_____
11/29	11/27	7102	FRED-MEYER #0377 TILLAMOOK OR	\$77.96	_____
11/29	11/27	6834	VIRTUALPOSTMAIL.COM 909-235-6245 CA	\$25.00	_____
11/30	11/29	3358	ZOOM.US 888-799-9666 WWW.ZOOM.US CA	\$40.00	_____
12/16	12/15	0053	LUMS AUTO CENTER INC 503-8611144 OR	\$87.30	_____
12/17	12/16	1358	TORA SUSHI LOUNGE TILL TILLAMOOK OR	\$38.90	_____
Total for Account				\$321.21	

Transactions BOND, CATHY Credit Limit \$2500

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
Purchases and Other Debits					
11/26	11/24	0965	IRON MOUNTAIN 800-934-3453 MA	\$101.17	_____
12/03	12/02	8092	ENDICIA 800-576-3279 CA	\$9.95	_____

Continued on Next Page

Transactions		BOND, CATHY		Credit Limit \$2500	
Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
12/06	12/05	0900	ADOBE ACROPRO SUBS 408-536-6000 CA	\$24.99	_____
12/13	12/11	0843	LANGUAGE LINE, INC. 800-7526096 CA	\$23.70	_____
12/13	12/10	9029	USPS STAMPS ENDICIA 888-434-0055 DC	\$100.00	_____
12/14	12/13	2563	ENDICIA STORE 800-576-3279 CA	\$56.49	_____
12/15	12/14	7413	LANGUAGE LINE, INC. 800-7526096 CA	\$39.50	_____
12/15	12/15	8019	FIELDPRINT INC 888-291-1369 PA	\$12.50	_____
12/16	12/16	6814	FIELDPRINT INC 888-291-1369 PA	\$12.50	_____
12/23	12/22	7216	IRON MOUNTAIN 800-934-3453 MA	\$102.12	_____
12/24	12/23	7062	ADOBE CREATIVE CLOUD 800-443-8158 CA	\$79.99	_____
Total for Account				\$562.91	

Transactions		REED, MICHAEL		Credit Limit \$3500	
Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
Purchases and Other Debits					
11/26	11/23	5452	ROSENBERG BUILDERS SUP TILLAMOOK OR	\$28.13	_____
12/16	12/15	7904	AMZN Mktp US*787R39PX3 Amzn.com/bill WA	\$151.22	_____
12/17	12/16	9055	AMZN Mktp US*SL3F297J3 Amzn.com/bill WA	\$32.27	_____
Total for Account				\$211.62	

Transactions		WELGH, TABATHA		Credit Limit \$2500	
Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
Purchases and Other Debits					
12/01	11/30	8995	BAUDVILLE INC. 800-728-0888 MI	\$67.83	_____
12/01	11/30	0538	PP*TILLAMOOKDU TILLAMOOK OR	\$7.70	_____
12/02	11/30	6871	WERNER GOURMET MEAT SN TILLAMOOK OR	\$12.00	_____
12/02	12/01	3134	INDEED 203-564-2400 CT	\$78.31	_____
12/06	12/02	1282	WERNER GOURMET MEAT SN TILLAMOOK OR	\$81.01	_____
12/06	12/02	4530	TLF*SUNFLOWER FLATS FL TILLAMOOK OR	\$50.90	_____
12/07	12/06	8518	FREDPRYOR CAREERTRACK 800-5563012 KS	\$149.00	_____
12/09	12/08	4703	AMZN Mktp US*WC69H96P3 Amzn.com/bill WA	\$299.99	_____
12/10	12/09	6624	SQ *FAT DOG PIZZA TILLAMOOK OR	\$38.40	_____
12/13	12/10	9010	FRED-MEYER #0377 TILLAMOOK OR	\$55.44	_____
12/13	12/10	2786	Amazon.com*RO43F0CW3 Amzn.com/bill WA	\$12.88	_____
12/14	12/13	8883	HLU*Hulu 1934589749019 HULU.COM/BILL CA	\$64.99	_____
12/16	12/15	9266	ENDICIA 800-576-3279 CA	\$24.99	_____
12/22	12/21	6081	AMZN Mktp US*7Z03Q1PK3 Amzn.com/bill WA	\$324.75	_____
Total for Account				\$1,268.19	

Continued on Next Page



December 2021 Statement 11/25/2021 - 12/24/2021
TILLAMOOK CNTY TRANS (CPN 001469460)

Cardmember Service

1-866-552-8855



Transactions WAKEMAN, SHANNON Credit Limit \$2500

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
Purchases and Other Debits					
12/03	12/02	8599	SQ *LINDSEY'S LATTES Tillamook OR	\$20.00	_____
12/06	12/04	7908	AMZN Mktp US*XP4SF87J3 Amzn.com/bill WA	\$55.98	_____
12/08	12/07	8696	FACEBK *CQLBZ9KAC2 fb.me/ads CA	\$75.00	_____
12/10	12/09	3723	COAST PRINTING & STATI TILLAMOOK OR	\$13.50	_____
12/13	12/10	8421	USPS PO 4083680269 TILLAMOOK OR	\$55.80	_____
12/13	12/10	3168	ONLINE RIVER LLC 203-8015900 CT	\$1,088.40	_____
12/16	12/15	3472	EVENT* 2022 SDAO ANNUA WWW.CVENT.COM VA	\$285.00	_____
12/17	12/16	2976	AMAZON.COM*QJ6Y47CQ3 A AMZN.COM/BILL WA	\$59.35	_____
12/17	12/16	7077	FACEBK *TKR4U8T9C2 fb.me/ads CA	\$39.50	_____
12/20	12/17	5276	AMZN Mktp US*QL6I73D13 Amzn.com/bill WA	\$99.99	_____
12/20	12/17	0672	Amazon Prime*M56KN3T03 Amzn.com/bill WA	\$12.99	_____
Total for Account				\$1,805.51	

Transactions BILLING ACCOUNT ACTIVITY

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
Payments and Other Credits					
12/13	12/13	8	PAYMENT THANK YOU	\$283.79CR	_____
12/13	12/13	8	PAYMENT THANK YOU	\$5,890.29CR	_____
Total for Account				\$6,174.08CR	

2021 Totals Year-to-Date	
Total Fees Charged in 2021	\$20.51
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	\$4,169.44	\$0.00	YES	\$0.00	12.24%	
**ADVANCES	\$0.00	\$0.00	YES	\$0.00	23.99%	

Tillamook County Transportation District

MONTHLY PERFORMANCE REPORT

NOV 2021

RIDERSHIP BY SERVICE TYPE

	NOV 2021	NOV 2020	YTD FY 21-22	YTD FY 20-21	YTD % Change
<u>Dial-A-Ride Service</u>					
Tillamook County	844	803	4,075	4,269	-4.5%
NW Rides	419	398	2,320	2,067	12.2%
Dial-A-Ride Total	1,263	1,201	6,395	6,336	0.9%
<u>Deviated Fixed Route Service</u>					
Rt 1: Town Loop	2,656	2,467	13,724	13,446	2.1%
Rt 2A: Netarts/Oceanside	294	409	2,001	2,270	-11.9%
Rt 2B: Port of Tillamook Bay	140	0	324	0	#DIV/0!
Rt 3: Manzanita/Cannon Beach	1,020	1,674	8,220	10,076	-18.4%
Rt 4: Lincoln City	398	702	3,555	4,149	-14.3%
Local Fixed Rt Total	4,508	5,252	27,824	29,941	-7.1%
<u>Intercity Service</u>					
Rt 5: Portland	480	385	2,810	2,378	18.2%
Rt 60X: Salem	593	523	3,359	2,847	18.0%
Rt 70X: Grand Ronde	292	237	1,541	1,372	12.3%
Inter City Total	1,365	1,145	7,710	6,597	16.9%
<u>Other Services</u>					
Tripper Routes	21	46	59	176	-66.5%
Special Bus Operations	0	0	1,125	516	118.0%
Other Services Total	21	46	1,184	692	71.1%
TOTAL ALL SERVICES	7,157	7,644	43,113	43,566	-1.0%

ONE-WAY TRIPS BY USER GROUP					
	Fixed		YTD	YTD	YTD %
USER GROUP	Route	DAR	FY 21-22	FY 20-21	Change
General (18 years to 60 years of age)	3,537	202	22,911	23,444	-2.3%
Senior/Disabled	1,952	1,010	17,204	17,069	0.8%
Child/Youth (less than 18 years of age)	487	51	2,998	3,054	-1.8%
Total	5,976	1,263	43,113	43,566	-1.0%
OTHER RIDER CATEGORIES					
	Fixed		YTD	YTD	YTD %
	Route	DAR	FY 21-22	FY 20-21	Change
Ride Connection	78		407	309	31.7%
Tillamook Bay Community College	43		208	675	-69.2%
NWOTA Visitor Pass	81		866	428	102.3%
NW Rides		409	2,148	1,561	37.6%
Amtrak/Greyhound	105		613	261	134.9%

1/14/2022

11-21 RIDERSHIP REPORT.xlsx

MONTHLY PERFORMANCE

Service Month	Passengers per Hour	Farebox Ratio	Operating Cost per Hour
------------------	------------------------	------------------	-------------------------------

Dial-A-Ride Services

Oct-20	1.5	43.1%	82.10
Jul-21	1.5	50.0%	92.70
Aug-21	1.5	55.2%	88.30
Sep-21	1.5	55.2%	88.30
Oct-21	1.5	56.7%	86.44
STANDARD	1.3	65.3%	56.36

Deviated Fixed Routes

Oct-20	4.0	5.0%	82.93
Jul-21	4.6	8.9%	105.72
Aug-21	4.5	7.4%	93.29
Sep-21	4.4	7.7%	88.14
Oct-21	4.4	7.3%	86.47
STANDARD	7.0	12.4%	64.60

Intercity Services

Oct-20	1.8	9.8%	90.40
Jul-21	2.4	11.7%	119.02
Aug-21	2.4	12.8%	106.02
Sep-21	2.3	12.0%	100.09
Oct-21	2.1	11.8%	98.17
STANDARD	2.9	31.5%	72.86

Other Services

Oct-20	2.6	0.7%	74.28
Jul-21	4.1	0.0%	97.20
Aug-21	3.4	0.0%	84.47
Sep-21	3.3	1.0%	79.95
Oct-21	3.3	1.0%	78.64
STANDARD	6.9	10.7%	67.00

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

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

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

Other Services: Trippers, Special Bus Operations/PC Free Shuttle

Tillamook County Transportation District
Actual FY 2020/2021 **Year-to-Date Statistics and Performance**

Route/Run	Thru Nov 2021		12/16/2021													
	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 (\$)
<u>Dial-A-Ride Service</u>																
Dial-A-Ride	29,231	4,075	1,826	2,232	37,380	23,193	93,231	5,793	38,767	160,983	88.19	2.2	18.2%	0.03	7.17	16.01
NW Rides	183,100	2,320	2,476	3,007	66,508	41,266	126,468	7,858	55,698	231,289	93.40	0.9	79.2%	0.05	78.92	73.94
Total DAR	212,331	6,395	4,302	5,239	103,888	64,459	219,699	13,650	94,464	392,272	91.19	1.5	54.1%	0.04	33.20	49.36
<u>Deviated Route</u>																
01 Town Loop	14,267	13,724	1,858	2,135	27,562	17,101	94,880	5,895	37,390	155,267	83.58	7.4	9.2%	0.10	1.04	7.68
2A Netarts/Oceanside	2,837	2,001	675	863	14,784	9,173	34,453	2,141	14,516	60,283	89.36	3.0	4.7%	0.03	1.42	4.21
2B Port of Tillamook Bay	251	324	180	198	2,889	1,793	9,193	571	3,665	15,221	84.56	1.8	1.6%	0.02	0.77	1.39
03 Manzanita	13,684	8,220	2,207	2,473	58,750	36,453	114,948	4,781	49,540	205,721	93.20	3.7	6.7%	0.04	1.66	6.20
04 Lincoln City	7,758	3,555	1,507	1,721	50,716	31,468	77,198	4,527	35,904	149,097	98.96	2.4	5.2%	0.03	2.18	5.15
Total Deviated Route	38,797	27,824	6,426	7,390	154,701	95,987	330,672	17,914	141,016	585,589	91.13	4.3	6.6%	0.05	1.39	6.04
<u>Intercity</u>																
05 Portland	28,439	2,810	1,427	1,527	47,414	29,419	77,384	4,527	33,878	145,208	101.79	2.0	19.6%	0.02	10.12	19.93
60X Salem	10,131	3,359	1,389	1,706	55,620	34,510	75,355	4,408	34,849	149,123	107.34	2.4	6.8%	0.02	3.02	7.29
70X Grand Ronde	2,699	1,541	877	1,102	30,515	18,934	47,593	2,784	21,102	90,413	103.05	1.8	3.0%	0.02	1.75	3.08
Total Intercity	41,269	7,710	3,693	4,336	133,549	82,863	200,333	11,719	89,829	384,744	104.18	2.1	10.7%	0.02	5.35	11.17
<u>Other Services</u>																
Trippers	63	59	18	39	244	151	932	58	361	1,502	82.33	3.2	4.2%	0.04	1.07	3.45
Special Bus Operation	0	1,125	345	394	4,588	2,847	17,604	1,094	6,833	28,378	82.33	3.3	0.0%	0.04	0.00	0.00
Total Other Services	63	1,184	363	432	4,832	2,998	18,536	1,152	7,194	29,880	82.33	3.3	0.2%	0.04	0.05	0.17
Total TCTD Services	292,460	43,113	14,784	17,397	396,970	246,308	769,239	44,435	332,503	1,392,484	94.19	2.92	21.0%	0.04	6.78	19.78
Total Mileage, Labor & Direct Cost										1,059,982						
Total Mileage, Labor & Direct Cost										31.4%						

Tillamook County Transportation District **Year-Over-Year Comparison**
FY20/21 to FY 21/22

Route/Run	Thru Nov 2021			Thru Nov 2021			Thru Nov 2021			Thru Nov 2021			Thru Nov 2021							
	20/21	20/22	Amount Difference	Percent Difference	20/21	20/22	Passngrs	Amount Difference	Percent Difference	20/21	20/22	Service Hours	Amount Difference	Percent Difference	20/21	20/22	Total Cost	Amount Difference	Percent Difference	
<u>Dial-A-Ride Service</u>																				
Dial-A-Ride	14,935	29,231	14,296	95.7%	4,269	4,075	-194	-4.5%	1,942	1,826	-116	-6.0%	153,946	160,983	7,037	4.6%				
NW Rides	132,545	183,100	50,555	38.1%	2,067	2,320	253	12.2%	2,227	2,476	249	11.2%	186,334	231,289	44,955	22.8%				
Total DAR	147,480	212,331	64,851	44.0%	6,336	6,395	59	0.9%	4,169	4,302	133	3.2%	342,280	392,272	49,992	14.6%				
<u>Deviated Route</u>																				
01 Town Loop	8,657	14,267	5,610	64.8%	13,446	13,724	278	2.1%	1,926	1,858	-68	-3.5%	146,882	155,267	8,385	5.7%				
2A Netarts/Oceanside	2,432	2,837	405	16.7%	2,270	2,001	-269	-11.9%	1,014	675	-339	-33.5%	82,775	60,283	-22,493	-27.2%				
2B Port of Tillamook Bay	0	251	251	#DIV/0!	0	324	324	#DIV/0!	0	180	180	#DIV/0!	0	15,221	15,221	#DIV/0!				
03 Manzanita	12,935	13,684	749	5.8%	10,076	8,220	-1,856	-18.4%	2,774	2,207	-567	-20.4%	233,432	205,721	-27,711	-11.9%				
04 Lincoln City	7,211	7,758	547	7.6%	4,149	3,555	-594	-14.3%	1,774	1,507	-267	-15.1%	157,887	149,097	-8,790	-5.6%				
Total Local Fixed Route	31,235	38,797	7,562	24.2%	29,941	27,824	-2,117	-7.1%	7,488	6,426	-1,062	-14.2%	620,976	585,589	-35,387	-5.7%				
<u>Intercity</u>																				
05 Portland	21,833	28,439	6,606	30.3%	2,378	2,810	432	18.2%	1,490	1,427	-63	-4.2%	131,146	145,208	14,061	10.7%				
60X Salem	9,153	10,131	978	10.7%	2,847	3,359	512	18.0%	1,380	1,389	9	0.7%	128,794	149,123	20,330	15.8%				
70X Grand Ronde	2,317	2,699	382	16.5%	1,372	1,541	169	12.3%	886	877	-8	-0.9%	79,521	90,413	10,892	13.7%				
Total Intercity	33,303	41,269	7,966	23.9%	6,597	7,710	1,113	16.9%	3,755	3,693	-62	-1.7%	339,461	384,744	45,283	13.3%				
<u>Other Services</u>																				
Trippers	133	63	-70	-52.6%	176	59	-117	-66.5%	44	18	-26	-58.8%	3,332	1,502	-1,830	-54.9%				
Special Bus Operation	0	0	0	#DIV/0!	516	1,125	609	118.0%	224	345	120	53.7%	16,619	28,378	11,759	70.8%				
Total Other Services	133	63	-70	-52.6%	692	1,184	492	71.1%	269	363	94	35.1%	19,951	29,880	9,928	49.8%				
Total TCTD Services	212,151	292,460	80,309	37.9%	43,566	43,113	-453	-1.0%	15,681	14,784	-897	-5.7%	1,322,668	1,392,484	69,816	5.3%				

Tillamook County Transportation District
FY20/21 to FY 21/22

Year to Date Performance Comparison

Route/Run	Thru Nov 2021			Thru Nov 2021			Thru Nov 2021			Thru Nov 2021			
	20/21	Hourly Rate	Amount Diff	20/21	Passngr /Hour	Amount Diff	20/21	Farebox Ratio	Amount Diff	20/21	Average Fare	Amount Diff	Percent Diff
Dial-A-Ride Service													
Dial-A-Ride	79.28	88.19	8.91	11.2%	2.2	0.0	1.5%	9.7%	18.2%	8.5%	3.50	3.67	105.0%
NW Rides	84.56	93.40	8.84	10.5%	0.9	0.0	0.9%	70.4%	79.2%	8.8%	64.12	14.80	23.1%
Total DAR	82.10	91.19	9.09	11.1%	1.5	0.0	-2.2%	43.1%	54.1%	11.0%	23.28	9.93	42.6%
Deviated Route													
01 Town Loop	76.27	83.58	7.31	9.6%	7.0	0.4	5.8%	5.9%	9.2%	3.3%	0.64	1.04	61.5%
2A Netarts/Oceanside	81.64	89.36	7.72	9.5%	2.2	0.7	32.5%	2.9%	4.7%	1.8%	1.07	1.42	32.3%
2B Port of Tillamook	#DIV/0!	84.56	#DIV/0!	#DIV/0!	1.8	#DIV/0!	#DIV/0!	#DIV/0!	1.6%	#DIV/0!	#DIV/0!	0.77	#DIV/0!
03 Manzanita	84.14	93.20	9.06	10.8%	3.6	0.1	2.5%	5.5%	6.7%	1.1%	1.28	1.66	29.7%
04 Lincoln City	89.01	98.96	9.96	11.2%	2.3	0.0	0.9%	4.6%	5.2%	0.6%	1.74	2.18	25.6%
Total Deviated Route	82.93	91.13	8.19	9.9%	4.0	0.3	8.3%	5.0%	6.6%	1.6%	1.04	1.39	33.7%
Intercity													
05 Portland	88.04	101.79	13.74	15.6%	1.6	0.4	23.4%	16.6%	19.6%	2.9%	9.18	10.12	10.2%
60X Salem	93.33	107.34	14.02	15.0%	2.1	0.4	17.2%	7.1%	6.8%	-0.3%	3.21	3.02	-6.2%
70X Grand Ronde	89.79	103.05	13.25	14.8%	1.5	0.2	13.4%	2.9%	3.0%	0.1%	1.69	1.75	3.7%
Total Intercity	90.40	104.18	13.78	15.2%	1.8	0.3	18.8%	9.8%	10.7%	0.9%	5.05	5.35	6.0%
Other Services													
Trippers	75.22	82.33	7.11	9.5%	4.0	-0.7	-18.6%	4.0%	4.2%	0.2%	0.76	1.07	41.3%
Special Bus Operation	74.09	82.33	8.23	11.1%	2.3	1.0	41.9%	0.0%	0.0%	0.0%	0.00	0.00	#DIV/0!
Total Other Services	74.28	82.33	8.05	10.8%	2.6	0.7	26.6%	0.7%	0.2%	-0.5%	0.19	0.05	-72.3%
Total Other Services	84.35	94.19	9.84	11.7%	2.8	0.1	5.0%	16.0%	21.0%	5.0%	4.87	6.78	39.3%

Comparison FY20/21 to FY 21/22	YTD Through Nov 2021		
	Description	Amount	Percent Difference
Mileage	19/20 411,952	20/21 396,970	(14,982) -3.6%
Mileage Based Costs	200,807	246,308	45,500 22.7%
Hourly Based Costs	806,838	769,239	(37,599) -4.7%
Direct Costs	315,023	332,503	17,480 5.5%
Overhead Costs			
Total Costs	1,322,668	1,348,050	25,381 1.9%

Special Bus Operation Calculation Cost		
Cost per mile calculation:	Plus	Hourly Rate Calculation:
	45.8%	Actual Hourly Rate \$ 44.22
	Actual Overhead	Plus Direct Costs 3.2%
Minivan		Hourly Rate \$ 45.63
Small Bus		Plus Overhead 31.4%
Coach		Hourly Rate \$ 59.94
		Plus Profit 10.0% \$ 65.94

nwCONNECTOR

Coordinating Committee **Zoom** Meeting

January 14, 2022

10:00 am—12:00 pm







Join Zoom Meeting:

<https://us02web.zoom.us/j/87552290259>

Call In: 1 253 215 8782

Meeting ID: 875 5229 0259

Agenda

10:00— 10:05a	1. Introductions. Welcome to guests.	Doug Pilant
10:05— 10:25a	2. Consent Calendar (Action Items)  December Meeting Minutes (Attached)  2021 Financial Report  Ridership Tracking	Doug Pilant/All
10:15— 11:00a	3. NWOTA Standing Items  Marketing Report  Open Trip Planner Discussion  Bus Stop Project	Juliet Eldred All
11:00— 11:15a	4. Micro Transit Updates	Doug Pilant
11:15— 11:45a	5. Other Business and Member Updates	All

Attachments:

November Meeting Minutes
 Ridership/Passenger Mile Tracking
 Financial Report

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 Sarah Lu Heath at 971.328.2877 at least 48 hours prior to the meeting.

www.nwconnector.org



NWOTA Meeting Minutes
December 10, 2021

Introductions, opened at 10:06a

Attendees: Jeff Hazen, Doug Pilant, Cynda Bruce, John Dreeszen, Juliet Eldred, Chris Perry

Consent Calendar: Motion to approve from Jeff Hazen, seconded by Cynda Bruce; approved.

November 12 meeting minutes

November 2021 Financial Statement

Ridership Tracking

NWOTA Standing Items

Marketing: Facebook likes are up; ads are running through the end of the year; one ad directs folks directly to NWConnector website. We should be able to look at website traffic numbers at February meeting.

TCTD will have route changes to announce in January to be promoted.

Open Trip Planner

Notes from December 6 meeting with Trillium were reviewed.

Funding for future fiscal years was discussed. ***Enhancing Mobility & Innovation*** grant supports complete trips for all travelers through the Federal Transportation Agency.

Jeff suggests the cost of hosting and the lack of competition could be a session at an upcoming conference. The group would like to continue to support this important work.

Arla has been making inquiries as well but has yet to find a good funding match.

Micro Transit Updates

The OTP should be supporting micro transit, noted a positive for the program.

Ecolane has two programs in CA that run microtransit programs using the mobile app.

Mileage plus fee is working quite well in Tillamook; Columbia Co is still investigating.

Via is an option that Clatsop is investigating.

It's noted that agencies without a CDL requirement have a waitlist of individuals wanting to work for them.

Other Business and Member Updates

Bus Stop/ Pedestrian Access Project update: coastal zone review has underway, Arla will remind them in January. Next step is design. We'll need a Design RFP as it's above \$250k threshold. RFP should include both design and construction.

Question on Bus Stop project contributions, should Tabetha invoice agencies? Hold for now. Once we have RFP process and bids, we'll have concrete numbers and will seek contributions.

Jeff Hazen went to CTA conference and reports that NWOTA was highlighted for website best practices. Folks were also interested in OTP.

Human services coordinated plan recently approved for SETD.

Jeff will start training in prisons by January! This program is now called Returning Citizen. Training will start in Powder River in eastern Orego. Then hopefully Coffee Creek women's prison. Baker Technical Institute is leading Good Jobs Challenge grant app for state-wide implementation of Returning Citizen across CDL industries.

John Dreeszen reports on Columbia Co: Planning shop improvements and keeping a close eye on labor. Right on the edge of decreasing service. Looking ahead to contracts for next fiscal year.

Tillamook Co shops are also reorganizing and TCTD is excited to be training new drivers. Hiring bonus paid over several months, a referral bonus, and a retention bonus for drivers. 25th anniversary is next year and planning is underway. Propane refueling project is underway. Will be adding back route services in January.

Arla, Sarah Hackett and another ODOT rep will meet in the new year to discuss OTP hosting costs. Vehicle purchase agreements will likely be amended to cover additional costs. Arla will be out of office Dec 17-31st. Jennifer Boardman will provide coverage while she's away.

Meeting adjourned at 12:10p

Tillamook County Transportation District

Financial Statement

08 - Northwest Oregon Transit Allia
From 12/1/2021 Through 12/31/2021

	Current Period Actual	Current Period Budget	Current Year Actual	Total Budget	Total Budget Variance	50%
Resources						
Working Capital						
3500	0.00	0.00	0.00	65,000.00	(65,000.00)	0.00%
NWOTA Partner Cont. Match						
4225	0.00	0.00	24,000.00	163,121.00	(139,121.00)	14.71%
Transfer From General Fund						
4911	0.00	0.00	155,731.00	234,188.00	(78,457.00)	66.49%
Transfer from STIF Fund						
4918	7,830.00	0.00	7,830.00	618,035.00	(610,205.00)	1.26%
Total Resources	7,830.00	0.00	187,561.00	1,080,344.00	(892,783.00)	17.36%
Expenses						
Materials and Services						
Professional Services						
5100	0.00	437.50	2,456.60	5,250.00	2,793.40	46.79%
Administrative Support						
5101	5,418.75	1,666.67	12,453.04	25,000.00	12,546.96	49.81%
Website Maintenance						
5102	0.00	4,195.83	22,500.00	50,350.00	27,850.00	44.68%
Marketing						
5190	0.00	3,333.33	0.00	40,000.00	40,000.00	0.00%
Website Re-Design						
5191	0.00	6,250.00	0.00	0.00	0.00	0.00%
Total Materials and Services	5,418.75	15,883.33	37,409.64	120,600.00	83,190.36	31.02%
Transfers						
Transfer to General Fund						
9130	0.00	0.00	3,000.00	3,000.00	0.00	100.00%
Unappropriated Ending Fund Bal						
9180	0.00	0.00	0.00	1,400.00	1,400.00	0.00%
Total Transfers	0.00	0.00	3,000.00	4,400.00	1,400.00	68.18%
Capital Outlay						
Capital Purchases						
Bus Stop Signage/Shelters						
6040	0.00	0.00	0.00	767,544.00	767,544.00	0.00%
Other Capital Projects						
6050	0.00	0.00	146,851.38	187,800.00	40,948.62	78.19%
Total Capital Purchases	0.00	0.00	146,851.38	955,344.00	808,492.62	15.37%

Monthly BOD Report w/YTD Budget & Variance

Page: 1

Date: 1/6/22 12:12:42 PM

Tillamook County Transportation District

Financial Statement

08 - Northwest Oregon Transit Allia
From 12/1/2021 Through 12/31/2021

	Current Period Actual	Current Period Budget	Current Year Actual	Total Budget	Total Budget Variance	50%
Total Capital Outlay	0.00	0.00	146,851.38	955,344.00	808,492.62	15.37%
Total Expenses	5,418.75	15,883.33	187,261.02	1,080,344.00	893,082.98	17.33%

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Tillamook County Transportation District
Board of Directors Regular Monthly Meeting
Thursday, November 18, 2021 – 6:00PM
Transportation Building
3600 Third Street, Tillamook, OR
Meeting Minutes



1. Call to Order: Board Chair Mary Johnson called the meeting to order at 6:02pm.
2. Pledge of Allegiance
3. Roll Call:

Present

TCTD Board of Directors

Mary Johnson, Board Chair (zoom)
Judy Riggs, Vice Chair
Gary Hanenkrat, Treasurer (zoom)
Linda Adler, Secretary (zoom)
Melissa Carlson-Swanson, Director (zoom)
Marty Holm, Director

TCTD Staff

Doug Pilant, General Manager
Tabatha Welch, Finance Supervisor
Cathy Bond, NW Rides Brokerage Manager (zoom)
Shannon Wakeman, Admin Assistant/ Board Clerk
Mike Reed, Operations Superintendent

Guest

Elizabeth Rosso, General Counsel, Jordan Ramis
Heidi Mason, Human Resources Counsel, Innova
Peter Hicks, General Counsel, Jordan Ramis
Jackie Edwards, citizen
Arla Miller, ODOT
Chris Kell, TCTD TAC Chairperson
San SunOwen, CareOregon
Kathy Kleczek, NW Transportation Options

4. Announcements and Changes to Agenda: Revised agenda was distributed to include a discussion on a shop lift.
5. Public & Guest Comments:
 - a. San SunOwen from Care OR shared how proud and appreciative her organization is for the partnership they have with the NW Rides Brokerage. She shared minor updates and changes from OHA that impact the CCO and reported that ridership is comparable to pre-pandemic numbers. She also expressed her admiration for the Brokerage's move to the Ecolane software.

6. Executive Session: The Board, General Manager and TCTD staff went into Executive Session at approximately 6:14pm for the purpose of discussing labor negotiations, as authorized under ORS 192.660(2)(d) and for the purpose of consulting with Legal Counsel, as authorized under ORS 192.660(2)(h). Members of the News Media were permitted to attend but are unable to report on anything that was discussed in the Executive Session that is protected under this statute.

The regular session resumed at 6:34pm. Following Executive Session:

Motion made by Dir. Holm authorizing the General Manager to Execute an MOA between TCTD and ATU Local 757 to establish a Mechanic Position. *Motion seconded* by Dir. Riggs.

Motion Passed

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

REPORTS

7. Financial Report: Finance Supervisor Tabatha Welch reviewed the TCTD year-to-date financial reports through October 2021.
Dir. Adler asked why there was no description of transactions on page 11 in the packet. FS Welch responded that since that is payroll, no specific details are listed.
8. Service Measure Performance Report: GM Pilant gave the service performance report.
Dir. Adler asked when statistics for the new Port route would be shown. GM Pilant responded that Rt. 2A and 2B are currently combined statistics and will be separated soon when time allows. He added that 2B, the Port Run, is seeing the expected growth for a new route, and that the best evaluation of the route's success will come after 18-24 months.
9. Northwest Oregon Transit Alliance: GM Pilant reported that the last meeting of the partners was dedicated to discussion on customer service technology to facilitate fare payments, and micro transit strategies that would help mitigate the driver shortage. He also mentioned that the Germ Fogger purchase is complete and that partners are now purchasing chemicals.
10. Planning & Development: GM Pilant shared the following updates:
 - a. Champion Park Apartments: General Counsel is working on construction bidding documents, which are expected to be completed in the next month.
 - b. Route 5 "Coastliner" planning: A meeting will soon be scheduled to review the first draft of the technical memo that has been prepared by the consultant.
 - c. Coordinated Human Services Plan: The Personal Services Agreement is on tonight's agenda to approve.
 - d. Customer Service Strategies Staffing Plan: The Personal Services Agreement is on tonight's agenda to approve.

- e. PC Bus Stop : Met with Cape Kiawanda Master Plan Consultants to ensure good fit and placement. Now on to completion of a categorical exclusion.
 - f. Confederated Tribes of Grand Ronde : Kim Rogers passed away suddenly. Tribe is determining next steps for moving forward.
11. Grant Funding: GM Pilant indicated that NW Rides Brokerage Manager Cathy Bond would give an update on an application for a Rural Veterans Healthcare Transportation Grant during her NW Rides report.
12. Facility/Property Management:
- a. Transit Center: GM Pilant shared a meeting is being scheduled with the architect to begin the design process.
 - b. Propane Facility: GM Pilant shared that there is a change order on the agenda under action items to add a water line to the fueling island, which will increase safety and reduce driver hours, for an estimated savings of \$21,000-\$28,000 per year.
13. NW Ride Brokerage:
- a. NW Rides Brokerage Manager Bond thanked San SunOwen for attending the meeting, and shared that this is the first true partnership of its kind.
 - b. Transportation Advisory Committee recently approved the Rural Veterans Healthcare Transportation Grant application in the amount of \$62,000. This is a continuation of the same grant received in 2020, which was for \$50,000. This funding allows local veterans to access medical care at VA clinics and hospitals throughout the region, and the Brokerage worked closely with Tillamook Veterans Services on the grant.
 - c. The NEMT delegate agreement with Care OR is on the agenda under action items, as well as a motion to approve after-hours service with Commercial Communication Systems. They have partnered with the Brokerage since it began in 2018. NWRBM Bond shared that there may be other providers, but that this agreement is just to formalize their working relationship, does not present any increased costs, and that CCS has been a great partner.
14. Miscellaneous:
- a. GM Pilant shared that the hiring and retention bonuses that were approved last month have already made a tremendous impact, and complimented staff on developing new outreach methods and tools for getting quicker responses and applications submitted.

CONSENT CALENDAR

15. Motion to Approve the Minutes of October 21, 2021 Regular Board Meeting

16. Motion to Accept the TCTD October 2021 Financial and Service Reports

Dir. Riggs noted a change to page 29 of the Board Packet, where the vote in favor of Mary Johnson as Board Chair is mentioned twice.

Motion by Dir. Riggs to approve Consent Calendar with noted change. *Motion Seconded* by Dir. Holm.

Motion Passed

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

ACTION ITEMS

17. Motion to Approve Resolution # 21-40 Authorizing the General Manager to Execute a 2022 Non-Emergent Medical Transportation Services Delegation Agreement and Business Associate Agreement

Dir. Adler asked why this was just a one-year agreement. San SunOwen explained the annual changes to the OHA make agreements longer than 1 year infeasible, and affirmed the term does not indicate the length of relationship that is desired between CareOregon and the District.

Motion by Dir. Adler to Approve Resolution # 21-40 Authorizing the General Manager to Execute a 2022 Non-Emergent Medical Transportation Services Delegation Agreement and Business Associate Agreement. *Motion Seconded* by Dir. Carlson-Swanson.

Motion Passed

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

18. Motion to Approve Resolution # 21-41 Authorizing the General Manager to Execute a Service Agreement with Kittelson & Associates to Complete a Coordinated Human Services Transportation Plan

Dir. Adler asked if there had been a competing proposal received. GM Pilant responded that there had been another proposal received, and that an evaluation committee of TAC members and staff had determined through a scoring system that the Kittelson proposal best met the needs of the District. Dir. Adler asked why information was withheld from the Board. GM Pilant responded that the intent hadn't been to withhold information and that the scoring sheets were included in the Board packet. Dir. Adler said that the rubric makes no sense to her and that she can't approve the resolution without all of the information.

Motion by Dir. Holm to Approve Resolution # 21-41 Authorizing the General Manager to Execute a Service Agreement with Kittelson & Associates to Complete a Coordinated Human Services Transportation Plan. *Motion Seconded* by Dir. Riggs

Motion Passed

Directors Hanenkrat, Carlson-Swanson, Riggs, Holm, Board Chair Johnson voted in favor of the resolution. Director Adler voted opposed.

19. Motion to Approve Resolution # 21-42 Authorizing the General Manager to Execute a Service Agreement with DMG Consultancy, LTD to Complete a Customer Service Staffing Plan

Dir. Adler expressed that she has the same concerns that she had with the previous resolution. She also indicated that she had contacted SDAO and that they could provide a staff and Board evaluation for the District for \$4,500. GM Pilant explained that this is a systems planning analysis, which is different than what SDAO could

provide, at least for that amount. Dir. Riggs added that the DMG proposal was the lower of the two bids received.

Motion by Dir. Riggs to Approve Resolution # 21-42 Authorizing the General Manager to Execute a Service Agreement with DMG Consultancy, LTD to Complete a Customer Service Staffing Plan. *Motion Seconded* by Dir. Holm.

Motion Passed

Directors Hanenkrat, Carlson-Swanson, Riggs, Holm,
Board Chair Johnson voted in favor of the resolution.
Director Adler voted opposed.

20. Motion to authorize the General Manager to Execute a Change Order to the Blue Star Gas to install a water line to the propane fueling island.

Dir. Hanenkrat asked if there was a drain near the proposed island. GM Pilant responded yes, and that it drains to a swale. Dir. Hanenkrat asked if that was sufficient. GM Pilant explained that the county had already approved it.

Motion by Dir. Carlson-Swanson to authorize the General Manager to Execute a Change Order to the Blue Star Gas to install a water line to the propane fueling island. *Motion Seconded* by Board Chair Johnson.

Motion Passed

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

21. Motion to Approve the Sound, Video, or Digital Recording of All TCTD Public Meetings.

Dir. Hanenkrat expressed his concern and couldn't remember why the District had stopped recording meetings formerly. GM Pilant explained that the technology used previously had been extremely difficult to use and unreliable, but advancements made since then make this an easy process to record and store. Dir. Hanenkrat expressed that he thinks he remembers different reasons. Dir. Holm said that he doesn't find it necessary to record meetings.

Dir. Riggs indicated that the City [of Garibaldi] records and posts to the website to allow for more community members to hear the meeting. She added that having the recordings helps with future research needs.

Board Chair Johnson said she feels it provides an increased level of transparency to public, and that recording public meetings seems to be becoming the way of the future. She added that the motion includes all public meetings, so Board members who may be unable to attend TAC meetings, etc... could view them at a later date. She added that she doesn't see a reason not to record them.

Dir. Carlson-Swanson requested that, should the motion carry, that it be clear when the recording is on.

Motion by Board Chair Johnson to Approve the Sound, Video, or Digital Recording of All TCTD Public Meetings. *Motion Seconded* by Dir. Riggs.

Motion Failed for Lack of Majority

Directors Carlson-Swanson, Riggs, and

Board Chair Johnson voted in favor of the resolution.
Directors Adler, Hanenkrat, and Holm voted opposed.

22. Motion to Authorize the General Manager to Execute an Agreement with Commercial Communications Systems for After Hours Answering Services for NW Rides.

Dir. Adler asked if the District has been using this company all along. NWRBM Bond responded yes. Dir. Adler asked if the service would also cover holidays. NWRBM Bond responded yes and she will make sure that language is added to the agreement.

Motion by Dir. Adler to Authorize the General Manager to Execute an Agreement with Commercial Communications Systems for After Hours Answering Services for NW Rides.
Motion Seconded by Dir. Carlson-Swanson.

Motion Passed

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

DISCUSSION ITEMS

23. Board Position #6 Vacancy

GM Pilant explained the Board Memo to the Board, indicating that applications for the vacant position could be solicited between November 29 and early January, in order to have the applications ready for Board review at the January meeting.

Dir. Holm asked if the position could be filled sooner than the January meeting.

Dir. Adler asked if this timeline was feasible since filling the TAC had taken four months.

Dir. Hanenkrat said he doesn't have a problem with it.

Dir. Adler said the application [*attached to minutes*] looks fine and asked if the appointment could be made at the February meeting.

Dir. Carlson-Swanson responded that she felt January would be fine.

Dir. Holm asked if an appointment could be made right away he would like to nominate former Board Member Jackie Edwards.

Motion by Dir. Holm to appoint Jackie Edwards to vacant position #6. *Motion Seconded* by Dir. Riggs.

Motion Passed

Directors Hanenkrat, Carlson-Swanson, Riggs, Holm, Board Chair Johnson voted in favor of the resolution.

Director Adler voted opposed.

24. Public Records Request Fee Waiver

Dir. Adler apologized for her error of semantics and clarified that she would like the records free of charge, so she would like to make the request as a Board Member. Board Chair Johnson asked if this meant all of the Directors would get the requested documents. GM Pilant responded yes, and that a presentation to discuss the documents would be prepared for the January Board Meeting.

Dir. Riggs added that she has never had a problem paying for public records requests she has made, even when she's been a governing member of the public body she is requesting documents from.

Dir. Adler stated that she had just wanted to see the documents to see if anything was worth bringing to the Board's attention.

Dir. Adler asked if she could pick up the documents next week. Staff responded that the documents would be included for all in the next Board packet, as the request is now being made as a Board Member.

25. Shop Lift

GM Pilant explained the hoist that lifts buses in the shop has failed. The pump that makes the lift rise and lower has failed and is no longer available. GM Pilant explained there is an upgraded pump that can be purchased for \$43,000 but due to supply chain issues a date for its arrival cannot be determined. GM Pilant explained the cost a new four-post mobile lift would be \$48,000. GM Pilant said a 4-post lift could be purchased and delivered within 3 to 4 months and recommended moving forward with the purchase of a four-post lift while budgeting the lift repair in the next fiscal year budget.

Motion by Dir. Riggs to purchase a new four-post mobile bus lift. *Motion Seconded* by Dir. Holm.

Motion Passed

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

26. December Board Meeting

GM Pilant explained that he would like to cancel the December Board Meeting to allow staff time to recover from the previous several months of long hours and extra work, and to focus on Operations.

Motion by Dir. Carlson-Swanson to cancel the December meeting of the TCTD Board of Directors. *Motion Seconded* by Dir. Riggs.

Motion Passed

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

Board Chair Johnson asked when Jackie Edwards was to be sworn in. It was determined it could happen immediately. **Board Chair Johnson swore Director Edwards in** using the official TCTD Oath of Office.

Dir. Carlson-Swanson invited guest Kathy Kleczek to share the information she had posted in the chat about the upcoming SDAO conference. Kathy shared that the conference will take place in person with a virtual attendance option. It will be held February 10-13 in Eugene and she encouraged everyone who is able to attend.

27. Staff Comments/Concerns:

GM Pilant: Welcomed Dir. Edwards back to the Board and shared a story from his early days as a bus driver that had happened around Christmas.

Operations Superintendent Reed: Thanked the Board for their swift approval of the shop lift.

Finance Supervisor Welch: Welcomed Dir. Edwards back to the Board.

NW Rides Brokerage Manager Bond: Welcomed Dir. Edwards back and thanked the Board for approving another delegate agreement.

Administrative Assistant Wakeman: Thanked the Board for approving the hiring and retention packages at last month's meeting and stated that it is already having a big impact on recruitment efforts. She also shared the planned holiday celebration activities with the Board.

28. Board of Directors Comments/Concerns:

Dir. Carlson-Swanson: Welcomed Director Edwards back to the Board and shared that she's happy the hiring and retention package is working. She wished everyone happy and safe holidays.

Dir. Holm: Shared that it is wonderful to be back in person and that it's important to have everyone meet in person. He welcomed back Dir. Edwards. He thanked staff for their hard work and said that he's happy to hear the District is already getting results from the recruitment and retention plan.

Dir. Adler: Thanked everyone and wished them a happy and safe new year.

Dir. Hanenkrat: Thanked staff for their hard work and wished everyone the best through the holidays.

Board Chair Johnson: Shared that staff has had a difficult few weeks but admires them for putting the District before themselves. She is happy to hear of the plans for holiday engagement. She is looking forward to being back in person in January and welcomed Dir. Edwards.

Dir. Riggs: Welcomed Dir. Edwards back. She said that being in person felt like old times and creates a better atmosphere. She shared that she comes into the District offices regularly to sign checks and that everyone is doing an awesome job and that staff is upbeat and positive, and clearly takes pride in doing their jobs.

Dir. Edwards: Thanked everyone and said being back on the Board feels like coming home.

Adjournment: Board Chair Johnson adjourned the meeting at 8:11pm.

These minutes approved this 20th day of January 2022.

ATTEST:

Mary Johnson, Board Chair

Douglas Pilant, General Manager

TILLAMOOK COUNTY TRANSPORTATION DISTRICT POLICY

DOCUMENT & RECORDS RETENTION SCHEDULE	Number: 11
Adopted by the Board of Directors on August 14, 2003 Last reviewed: January 20, 2022	Pages: 9

The purpose of this schedule is to ensure that necessary records and documents are adequately protected and maintained and to ensure that records that are no longer needed or of no value are discarded at the appropriate time. Requests for changes or deviations should be made to the Board.

This schedule applies to all physical and electronic records generated in the course of the organization’s operations. In the event of a governmental audit, investigation, or pending litigation, record disposal may be suspended at the direction of the Board.

The following is a list of relevant federal and state records retention provisions that apply to Tillamook County Transportation District.

MEDICARE ADVANTAGE PROGRAM (42 C.F.R. 422.504(d)(2)(iii))*

Federal income tax or informational returns	Current CareOregon Coordinated Care Organization (“CCO”) contract period plus 10 prior contract periods
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MANAGED CARE (42 C.F.R. 438.3(u))*

Enrollee grievance and appeal records	10 years
Rate development base data	10 years
Medical loss ratio (“MLR”) reports	10 years
Data, information, and documentation pertaining to: encounter data; base data for certification of actuarial soundness; data for determining MLR compliance; risk insolvency data; documentation of compliance with state availability and accessibility requirements; information on ownership and control from subcontractors; and annual reports of overpayment recoveries (42 C.F.R. 438.604)	10 years
Documents pertaining to the source, content, and timing of certification of data, information, and documentation submitted to CareOregon (42 C.F.R. 438.606)	10 years
Program integrity documentation (42 C.F.R. 438.608)	10 years

Documentation of prohibited affiliations (42 C.F.R. 438.610)	10 years
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FINANCIAL, CLINICAL, AND OTHER RECORDS (OAR 410-120-1360)*

Clinical records	10 years
Records documenting service provided, number of services or items comprising the service provided, extent of service provided, dates on which service is provided, and individual providing the service	10 years
NW Rides financial records, including documentation of charges, identity of other payment resources pursued, date and amount of all debit or credit billing transactions, and support for appropriateness of amount billed and paid	10 years

COORDINATED CARE ORGANIZATION 2022 HEALTH PLAN SERVICES CONTRACT:*

Records of NW Rides member and provider complaints (appeals, grievances) and disposition of these complaints	10 years
NW Rides Compliance Program records, to include privacy, security, and HIPAA compliance activities and related documents	10 years
Fraud, Waste, and Abuse (“FWA”) investigation records	10 years
Privacy and security policies and procedures and any corresponding revisions	10 years
Notice of Privacy Practices, including any revisions of the notice	10 years
CareOregon contracts, Business Associate Agreements (“BAAs”), data use agreements, conflicts of interest statements, and confidentiality agreements with other organizations or individuals	10 years
NW Rides contracts and leases (after expiration)	10 years
Records of HIPAA, privacy, and security and compliance training of NW Rides employees, contractors, and subcontractors. These records will include training materials, attendance rosters, and pre- and post-training tests.	10 years

ADMINISTRATIVE RECORDS (OAR 166-150-0005)

Activity and Room Scheduling Records	1 year
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Activity Reports, General	2 years
Advertising and Promotion (Non-State Fair)	2 years
Annual Reports	Permanent
Audit Records, Internal	10 years
Calendars and Scheduling Records	1 year
Citizen Awards	6 years
Communication Logs	1 year
Contracts, Leases and Agreements	Construction contract records: 10 years after substantial completion Collective bargaining contract records: Permanent Other contracts, leases and agreements: 6 years after expiration
Correspondence	File and retain w/associated files
Fax Reports	3 years if used for billing; 1 year for all others
Intergovernmental Agreements	Significant and historic agreements: permanent; 6 years from expiration for all others
Key and keycard records	Access and entry logs: 3 years; 2 years from key turn-in for all others
Mailing Lists	Until superseded or obsolete
Meeting Records, Governing body	Minutes, agendas, resolutions, indexes, and exhibits: Permanent; Executive Session minutes: 10 years; Audio/Video recordings: 1 year after minutes approved; Other records and exhibits not pertinent to minutes: 5 years
Meeting records, Staff	2 years
Mitigation Program Records	Adopted plans: permanent; Other records: life of structure
News/Press Releases	Policy/historic: permanent; Routine: 2 years
Notary Public Log Books	7 years after commission expires
Organizational records	2 years after superseded
Planning Records	Mission statements and plans: 20 years; All others: 5 years
Policy/Procedure Guidelines and Manuals	Routine clerical: 2 years after suspended or obsolete; Construction/engineering projects: 10 years after substantial completion; 1 copy of all others: permanent
Policy statements and directives	20 years after superseded or obsolete
Postal records	3 years
Professional membership records	3 years
Public Notice Records	3 years

Publications	Policy/historic: permanent; All others: until superseded or obsolete
Reports and studies	5 years
Requests and complaints	2 years after last action
Resolutions	Permanent
Routing and job control records	1 year
Security records	2 years
Seminar and Conference records, agency-sponsored	Significant program records: 5 years; Enrollment and attendance records: 2 years; All others: 1 year
Seminar and Conference Record, Non-Agency Sponsored	2 years
Special District Charters	Permanent
Special District Codes	Permanent
Special District Ordinances	Permanent
Special Event and Celebration Records	Records documenting significant aspects of the event: Permanent; All others: 2 years after event
Surveys, Polls and Questionnaires	Summary reports and abstracts: 3 years; All others: until summary report completed or 3 years (whichever is sooner)
Work Orders	County personnel: 1 year; Outside vendors: 3 years
Work Schedules and Assignments	5 years

BUILDING (OAR 166-150-0020)

Building Activity Records	Annual summary reports: permanent; All others: 2 years
Building board of appeals records	Minutes, agendas, resolutions, indexes, and exhibits: Permanent; Audio/Video: 1 year after minutes approved; Other records and exhibits not pertinent to minutes: 5 years
Building code violation records	10 years after last action
Building inspection records	Final inspections: life of structure; All others: 2 years
Building permit applications	If permit issued: 2 years; If no permit issued: 180 days
Building permits	Completed structure: life of structure; Demolition permit: 10 years after demolition; All others: 2 years after revoked or expired
Building plans, nonresidential blueprints	If permit issued and structure completed: 10 years after

	substantial completion; If no permit issued: 180 days; If permit issued but structure not started, completed, or permit expired: 180 days after expiration date
Building plans, publicly-owned structures	If permit issued and structure complete: life of structure; If no permit issued: 180 days; If permit issued but structure not started, completed, or permit expired: 180 days after expiration date
Certificates of occupancy certificates	Life of structure
Registered contractor lists	Until superseded or obsolete
Unsafe building records	5 years after final action

EQUIPMENT AND PROPERTY RECORDS (OAR 166-150-0105)

Building Records	Life of structure
Damaged/Stolen property records	4 years
Deed instruments	Recorded: until no longer owned; Unrecorded: permanent
Deeds to Agency-owned land	3 years or no longer owned
Easements	Recorded: until no longer owned; Unrecorded: permanent
Fuel records	2 years
Equipment calibration records	Life of equipment
Equipment maintenance records	1 year after disposal of equipment
Property dedication records	Permanent
Property disposition records	3 years after disposition of property
Property vacation records	Permanent
Real property transaction records	10 years after substantial completion
Technical manuals, specifications, and warranties	Manuals: until disposition of vehicle or equipment; Warranties: until expired
Vehicle maintenance and repair records	2 years after disposition of vehicle
Vehicle title and registration records	Title: Until vehicle is sold or disposed of; Registration: until superseded or disposition of vehicle
Vehicle usage and expense records	3 years

FINANCIAL RECORDS (OAR 166-150-0110)

Accounts Payable records	3 years
Accounts Receivable records	3 years after collected or deemed uncollectable
Audit reports	Permanent
Balance status and projection reports	3 years
Bond records (Employee)	6 years after expiration
Budget (Adopted) records	2 years

Budget preparation records	2 years
Check conversion records	Original paper instruments: 120 days, destroy; ACH transaction/IRD: 6 years, destroy
Competitive bid records	Accepted bids for construction/alteration/repair of improvement to real property: 10 years after substantial completion; Other accepted bids: 6 years after bid awarded or canceled; Rejected bids and bid exemptions: 2 years after bid awarded or canceled
Credit and Debit receipts	36 months after transaction, destroy
Credit slips	3 years after credit expired or redeemed
Financial impact analysis records	3 years
Financial reports	Annual reports: permanent; All others: 3 years
General ledgers	Year end ledgers: 10 years; All others: 3 years
Gift and contribution records	For conditional gifts, contributions, and donations: see Contracts, Leases, and Agreements in Administrative Records section above; All others: 3 years
Grant records	Significant grants: permanent; Purchase/disposal of real property: 10 years after substantial completion, or 3 years after disposal, or as specified in agreement, whichever is longer; Other grant records: 3 years after annual or final expenditure report submitted and approved, or as specified in agreement, whichever is longer; Unsuccessful grants: 1 year after rejection/withdrawal
Improvement records, administrative and financial	Records of project cost: 3 years after disposal or replacement of facility, structure, or system; all other improvements: 10 years after substantial completion
Inventory records	Capitalized assets: 3 years after disposal or replacement; Expendable property: 3 years or until superseded, whichever is longer
Petty cash fund records	3 years
Purchasing records	3 years
Signature Authorization Records	6 years after superseded or expired
Subsidiary ledgers, journals and registers	Year end payroll register: 75 years; Trust fund ledgers: 3 years after fund closed; All others: 3 years
Travel records, employee	3 years
Unclaimed property report records	3 years after property is remitted to Department of State Lands

Vendor lists	Until superseded or obsolete
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INFORMATION AND RECORDS MANAGEMENT RECORDS (OAR 166-150-0125)

Computer system maintenance records	System or component repair or service: life of system or component; Regular or essential records backup: 1 year after superseded or obsolete
Computer system program documentation	Migration plan: until superseded or obsolete; All others: 1 year after system superseded or obsolete
Computer system security records	3 years after superseded
Computer system Wiring Records	Current + previous version
Filing system records	3 years after superseded or abolished
Forms development records	Until superseded or obsolete
Information service subscription records	3 years
Information system planning & development records	Implemented: life of system; Unimplemented: 3 years
Microfilm and Imaging Quality Control records	Same as related microfilm or digital images
Records management records	Destruction: permanent; Records Retention Schedules: 5 years after superseded; All others: 5 years
Software management records	2 years after disposal/upgrade
Telecommunications system management records	Repair/service: 4 years; All others: 1 year after system superseded or obsolete
User support records	1 year

PAYROLL RECORDS (OAR 166-150-0155)

Deduction Authorization records	3 years after superseded, terminated, or employee separation
Deduction registers	State and federal taxes: 5 years; All others: 3 years
Employee time records	4 years
Federal and state tax records	Grant related: see Grant records in Financial section above; All others: 4 years
Garnishment records	3 years after resolution
Leave applications	3 years
Leave balance reports	Year end balance reports: 75 years after date of hire; All others: 4 years

Payroll Administrative reports	3 years
Payroll registers	Year end or month end registers: 75 years; All others: 3 years
Unemployment compensation claim records	3 years
Unemployment reports	3 years
Wage and tax statements	5 years
Withholding allowance certificates	5 years after superseded or employee separates

PERSONNEL RECORDS (OAR 166-150-0160)

Affirmative action records	Plans/updates/policy statements: permanent; All others: 3 years
Benefits continuation records	3 years after separation or eligibility expires
Collective bargaining records	Contracts/minutes: 75 years after contract expires; All others: 6 years after contract expires
Comparable worth study records	Final study/report: permanent; All others: 5 years
Criminal background check records	Log: until superseded or obsolete; All others: 90 days
Disciplinary Action records	Investigations resulting in termination: 10 years after employee separates; Investigations resulting in disciplinary action or exoneration: 3 years after resolution; Unfounded investigations: 3 years
Drug testing records (Non-USDOT only)	Positive results: 5 years; Negative results: 1 year
Employee benefit records	Year end leave balance reports or official copy of retirement enrollment record: 75 years after date of hire; All others: 3 years after separation or eligibility expires
Employee medical records	Hazard exposure records: 30 years after separation; All others: 6 years after separation
Employee personnel records	Letters of reprimand/notices of disciplinary action: 3 years; All others: 6 years after separation
Employee recognition records	6 years
Employee suggestion award records	Adopted suggestions: 2 years; Not adopted suggestions: 1 year
Employee eligibility verification forms (I-9)	3 years after date of hire or 1 year after separation, whichever is longer
Equal Employment Opportunity compliance records	3 years

Equal employment opportunity complaint records	3 years after final decision issued
Equal Employment Opportunity policy development records	Plans/updates/policy statements: permanent; All others: 3 years
Grievance and complaint records	3 years
Hazard exposure records	30 years after separation
Hearing test records	Until employee separation
Layoff records	3 years
Photo identification records	Until superseded or obsolete
Position description, classification and compensation records	3 years after superseded or obsolete
Recruitment and Selection records	Announcements, position descriptions and creation of test/rating scale: 10 years; Unsolicited applications and resumes: 3 months Unsuccessful applications and all others: 3 years after position filled or recruitment cancelled
Training program records	Significant program: 5 years; Enrollment and attendance records: 2 years; All others: 1 year
Volunteer Program Records	5 years
Volunteer Worker records	3 years after separation

RISK MANAGMENT RECORDS (OAR 166-150-0200)

Contractor liability insurance verification records	Improvement project: 10 years after substantial completion; All others: 6 years after expiration
Contractor performance bond records	Improvement project: 10 years after substantial completion; All others: 6 years after expiration
Hazard communication program records	75 years after superseded or obsolete
Hazardous substance employer survey records	Until superseded or obsolete
Incident reports	5 years
Injury reports	If claim filed: see Liability Claims records, below; If no claim filed: 3 years
Insurance fund claims	5 years
Insurance policy records	Group employee health/life, property and liability: 75 years after expiration if no claims pending; Other insurance: 6 years after expiration if no claims pending
Liability Claims records	If action taken: 10 years after case closed, dismissed, or date of last action; If no action taken: 3 years
Liability Waivers records	3 years

Master material safety data records	Until superseded or obsolete
Occupational injury and illness records	6 years
Personnel accident incident reports	10 years after case closed
Property damage records	If litigated: 10 years after case closed or dismissed, or date of last action; If not litigated: 3 years after date of last action
Risk factor evaluation records	4 years
Safety inspection and compliance records	10 years
Safety program records	Policies/plans/procedures: 5 years after superseded or obsolete; Inspection reports/evaluations/recommendations: 10 years; Committee minutes, exhibits, and agendas.: 3 years; All other records: 5 years
State accident insurance fund (SAIF) claim records	6 years after claim closed
State accident insurance fund (SAIF) injury reports	1 year
Vehicle Accident records	If litigated: 10 years after case closed or dismissed, or date of last action; If not litigated: 3 years
Workers' Compensation Claim records	Records describing injury/illness: see Employee medical records section, above; All others: 6 years after claim closed or final action
Workers' Compensation program records	6 years

TREASURER/CONTROLLER (OAR 166-150-0210)

Bancroft bond records	Bond receipts: 2 years; All others: 2 years after final payment, redemption, sale, or action
Bank transaction records	3 years
Bond expenditure reports	3 years
Bonds and coupons, paid	3 years
Bonds issued register	3 years after final payment
Investment records	3 years
Revenue sharing records	3 years
Tax turnover records	See Financial Records Section, above
Trust fund records	Records not duplicated elsewhere: 3 years after fund closed

*These provisions are applicable to Tillamook County Transportation District through the CareOregon CCO Health Plan Services Contract, Delegate Agreement, and BAA with NW Rides. CareOregon requires records to be maintained for the longer of 10 years or the period required by applicable federal and state law.

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

**Authorizing the General Manager to)
Execute a Contract with Northwest)
Lift & Equipment LLC for a)
Four-Post Mobile Column Lift)**

RESOLUTION NO. 22-01

WHEREAS, the Tillamook County Transportation District (“TCTD”) has received a grant from the Oregon Department of Transportation (“ODOT”) under Section 5311 of the Federal Transit Act of 1964, as amended, which grant is memorialized in ODOT Grant Agreement No. 35117; and

WHEREAS, by Resolution No. 21-32 the District Board of Directors authorized the General Manager to execute ODOT Grant Agreement No. 35117 and

WHEREAS, TCTD has received a grant from ODOT under Section 5310 of the Federal Transit Act of 1964, as amended, which grant is memorialized in ODOT Grant Agreement No. 35193; and

WHEREAS, by Resolution No. 21-24, the TCTD Board of Directors authorized the General Manager to execute ODOT Grant Agreement No. 35193; and

WHEREAS, one of the authorized uses of the funding allocated to TCTD by ODOT Grant Agreement Nos. 35117 and 35193 is the purchase of capital equipment; and

WHEREAS, TCTD operates a fleet of 32 vans and cutaway buses to provide a variety of public transportation services; and

WHEREAS, TCTD has a 3-bay Bus Maintenance Facility (“BMF”) to maintain the District’s 32-vehicle fleet; and

WHEREAS, TCTD would like to purchase a mobile 4-post lift to increase its capacity to maintain its fleet and perform major repairs in 2 of the 3 bays in the BMF; and

WHEREAS, in December 2021 and January 2022 TCTD conducted a Request for Quotation (“RFQ”) process to select a company to provide a mobile 4-post lift; and

WHEREAS, the only company that responded to the RFQ was Northwest Lift & Equipment LLC (“NW Lift”); and

WHEREAS, NW Lift’s proposal meets TCTD’s requirements; and

WHEREAS, TCTD wishes to enter into a contract with NW Lift for the purchase of a mobile 4-Column Lift System.

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

that the Board authorizes the TCTD General Manager to execute a contract not to exceed \$48,500 with Northwest Lift & Equipment LLC for the purchase of a mobile 4-Column Lift System for the TCTD Bus Maintenance Facility.

INTRODUCED AND ADOPTED this 20th day of January 2022.

ATTEST:

By: _____
Mary Johnson, Board Chair

By: _____
Douglas Pilant, General Manager



Northwest Lift & Equipment LLC

5075 SW River Road Hillsboro, OR 97123
Office: 503-515-8161
Cell: 503-267-1498

RFQ – TCTD BMF

January 12, 2022

Submitted: 1-11-22

RFQ Submittal Package includes:

- (1) Cover Letter & explanation of meeting criteria
- (2) Quotation price per NASPO Contract – includes delivery schedule
- (3) Lift Brochure with RFQ requirements highlighted for verification
- (4) Vendor Experience and References
- (5) Lift Spec Sheet (technical information)
- (6) Lift O&M Manual (technical information)



Northwest Lift & Equipment LLC

5075 SW River Road Hillsboro, OR 97123

Office: 503-515-8161

Cell: 503-267-1498

January 11, 2022

Tillamook County Transportation Dept.
3600 3rd St. Suite A
Tillamook, OR 97141

RE: RFQ TCTD BMF

Dear Doug,

Thank you for your recent RFQ for (4) mobile column lifts. It is our pleasure to offer our Stertil-Koni wireless mobile columns to add to your already installed Stertil-Koni ECO Lift. As you will see in the following RFQ submittal package our wireless mobile column lifts meet the required criteria as listed in the RFQ. I have highlighted these required criteria on our brochure for your ease of access and reference. In addition to the required criteria, our mobile columns offer a wide variety of options that exceed most of our competitors, such as our patented Ebright control system. We are certain you will find our mobile columns offer the same safe, efficient, outstanding performance that our ECO lift has offered for the last decade. We appreciate this opportunity and look forward to serving you in the future.

Sincerely,

Kayla D Fay
Kayla Fay, Owner



Northwest Lift & Equipment LLC

5075 SW River Road Hillsboro, OR 97123

Office: 503-515-8161

Cell: 503-267-1498

January 11, 2022

Tillamook County Transportation Dept.
3600 3rd St. Suite A
Tillamook, OR 97141
Attn: Doug Pilant

Dear Doug,

Thank you for choosing Northwest Lift & Equipment for your equipment needs. Per your request, we are pleased to offer our Stertil-Koni Wireless Mobile Column lifts per the NASPO Contract # 05316 as follows:

1—Set of 4 ST-1085-2FWA wireless mobile columns with 74,000 lbs. total lifting capacity per set of 4, 18,500 lbs. per column, wired 24 volts DC, with fixed wheels, adjustable forks, and a 7" control box on every column with our patented Ebright control system:

YOUR NASPO COST: \$ 48,500.00

Equipment is quoted FOB your location.

Delivery is approximately 60 – 90 days ARO. Terms are Net 30. Price includes commissioning of the lifts, load testing with a customer-furnished vehicle, training all personnel on safe and correct operation of the lifts, and training all facility maintenance personnel on proper care and troubleshooting of the lifts. A forklift is required for offloading the equipment from the freight truck if applicable.

Doug, thank you for your interest in our Stertil-Koni Heavy Duty Lifts. Should you require further information, please do not hesitate to contact us at 503-515-8161 or by email Kayla@nwlift.com.

Sincerely,

Kayla D Fay

Kayla Fay

Northwest Lift & Equipment

RFQ-BMF January 12, 2022

MOBILE COLUMN LIFT

ST 1085 - ~~ST 1100~~

Capacity 18,500 lbs.
~~or 22,000 lbs.~~

steril[®]
KONN



 **ebright**
SMART CONTROL SYSTEM



STERIL
SUPERIOR SOLUTIONS

Superior Solutions



The Stertil Group provides customized and technically advanced lifting solutions for heavy-duty customers worldwide, as well as the best possible after-sales service from factory trained local partners. These superior solutions are conceived, developed and implemented by a team of specialized professionals with unique experience. Thanks to its quality people, its total in-house production process and its international organization, Stertil-Koni is the world leader in the field of heavy-duty vehicle lifting systems.

Wireless...

Our wireless mobile column lifts with the ebright Smart Control System represent the latest in mobile column lifting technology. Using the innovative ID key, you can connect up to 32 columns in a single lift set. In most cases, the special deep cycle batteries only need to be recharged every two weeks. No time is wasted connecting up cables and the mechanic has maximum access to the vehicle, without any tripping hazards.

Wireless mobile column lifts with **ebright Smart Control System**



TOUCH SCREEN



WIRELESS



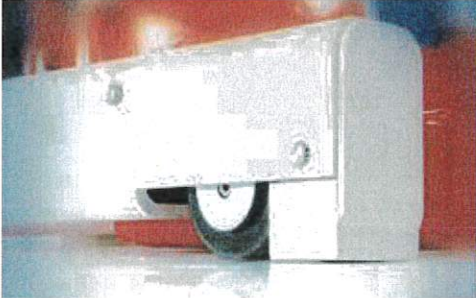
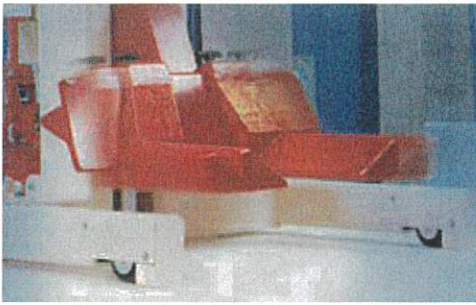
~~... or cabled, it's up to you~~

~~If you predominantly work in a fixed location the cabled mobile column lifts could be the best solution for you. This setup offers the possibility to connect up to 32 columns in a single lift set. All interconnection cables are equipped with heavy-duty plugs at both ends. Both the wireless and the cabled column lifts are equipped with a control panel on each individual column. Columns can be operated individually, in pairs or simultaneously as a complete set with the touch of a button. Each column can therefore be used at any given location.~~

Full color touch screen control

The revolutionary **ebright Smart Control System** combines intuitive ease of use with maximum visual information about the lifting process. The main advantages:

- 7" full color touch screen, works even when wearing gloves
- User-configured options, such as choice of language, safety warnings and scheduled maintenance notifications
- All relevant information available at a glance
- Customizable ID-Key to prevent unauthorized operation
- Wireless Mesh network for optimal connectivity



Reliable hydraulic technology

- Extended column life and minimal maintenance thanks to low-friction design
- Stringent testing before leaving the factory
- Manual lowering in case of a power outage
- Maximum protection of the cylinder and seal against damage

Adjustable pick-up forks

ST 1085 mobile column lifts have a fork length of 14", ideal for picking up a variety of vehicles, including vehicles with super single tires in a safe and secure manner. The fork length for the ST 1100 mobile column lift is 12". Both models can handle wheels with rim diameters from R12 to R22.5 with an adjustable fork that is easy to move manually and includes a mechanical lock.

Retractable wheels

Both the wireless and the cabled mobile column lifts are available with retractable wheels. This unique Stertil-Koni design is the best available on the market. This prevents high point loading on the floor and reduces the floor surface pressure by a factor of 10. The system is fast, efficient, very stable and extremely reliable.

Adjustable lowering speed

If you need to lower the vehicle more slowly for precision placement of under carriage components, this is easily done with a single touch.



Power supply

The Stertil-Koni wireless mobile column lifts operate on 24 VDC and are easily recharged by means of a 110 VAC wall receptacle. The Stertil-Koni cabled mobile column lifts operate on three phase at 208/230, 460/480 and 575 VAC, as well as single phase at 220 VAC.

Fast lifting and lowering

The ST 1085 and ST 1100 only take 94 seconds to reach its maximum lifting height of 73". This makes them one of the fastest mobile column lifts in the world.

Well thought out in all aspects



**32
MAX**

MAX 32 LINKED
COLUMNS



ADJUSTABLE
LOWERING SPEED



OVERLOAD
PROTECTION



UNIQUE
SYNCHRONIZATION
SYSTEM

Easy to move

Stertil-Koni mobile column lifts are indeed mobile, thanks to the synthetic roller wheels and hydraulic pallet jack mechanism with patented overload protection.

Safe working space

As an extra safety feature, we have also designed ample working space between the column and the vehicle. This ensures that the vehicle will not come into contact with the column in the event of sagging vehicle suspension.

Unique synchronization

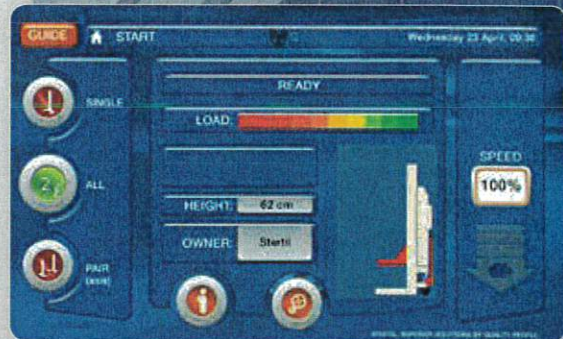
The synchronization system is activated at a height difference of just 9/16". This ensures a safe and smooth lifting and lowering cycle, even in cases where the distribution of the vehicle weight is extremely uneven.

Lifetime guarantee

The innovative synthetic runner wheels within the column come with a lifetime parts guarantee.



- High resolution 7" touch screen
- Intuitive controls



ebright Features

SMART CONTROL SYSTEM

- High resolution 7" touch screen
- Owner/User configurable system with user ID key
 - Individual user settings for setting language and units of measure
 - Protection against unauthorized use, thanks to personalized ID key
- Maintenance notifications
- Visual display of maximum programmable lifting height
- Warning and failure information
- Operation manual available on-screen

- Tracking of specific operations and information codes
- Intuitive controls with actual data about the lift:
 - Indication for Single, All or Pair operation mode
 - Information about how many columns are in the set (up to 32 columns)
 - Actual lifting height displayed
 - Lowering speed can be manually adjusted on the touch screen
 - Battery status information
 - Customizable ID-Key to prevent unauthorized operation
- Wireless Mesh network with continuous active channel search offering optimal connectivity

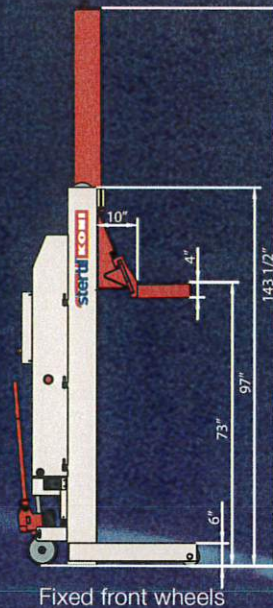
Everything under control



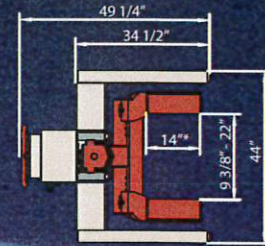
Overview of ST 1085 – ST 1100 models	ebright wireless ST 1085-FWA ST 1100-FWA	ebright wireless ST 1085-RWA ST 1100-RWA	ebright cabled ST 1085-FSA ST 1100-FSA	ebright cabled ST 1085-RSA ST 1100-RSA
ebright Smart Control System with a control box on each individual mobile column	●	●	●	●
Touch screen with important information about the system e.g. lifting height, operation mode	●	●	●	●
Wireless Mesh network with continuous active channel search offering optimal connectivity	●	●		
These columns utilize a power outlet in the workshop and communicate with each other via interconnecting cables			●	●
Adjustable lowering speed for slow or normal lowering	●	●	●	●
Hydraulic pallet truck mechanism with patented overload protection	●	●	●	●
14"-long adjustable fork, suitable for super single tires	ST 1085	ST 1085	ST 1085	ST 1085
12"-long adjustable fork	ST 1100	ST 1100	ST 1100	ST 1100
Fixed synthetic wheels that reduce the floor surface pressure	●	●	●	●
Retractable synthetic wheels integrated into the base frame, for 10x less floor pressure		●		●

Technical specifications

- Lifting capacity: 18,500 lbs. ~~or 22,000 lbs.~~
- Lift system: hydraulic lifting system with microprocessor-controlled synchronization
- Lifting height: maximum 73", automatic stop at the highest position
- Lifting time: 94 seconds
- Motor rating: 3 hp / 4 hp per column (Cabled/Wireless)
- Weight: 1,350 lbs per column (Wireless)
- Column lift height: 97"



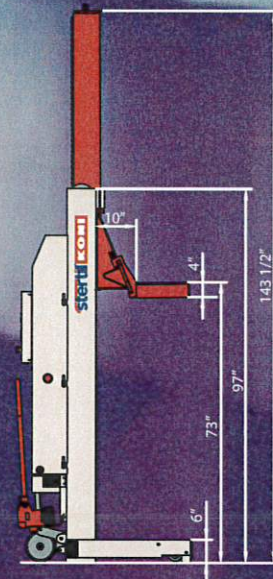
Fixed front wheels



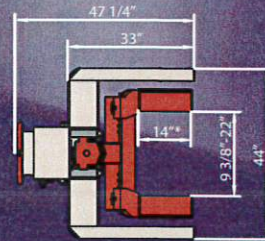
Adjustable forks

Highest safety requirements

- ANSI/ALI-ALCTV certified (USA), CSA certified (Canada), CE certified (Europe)
- Independent mechanical locking system engages at 5" above finished floor. Locking pawl engaged by gravity. The locking system is always active, even when the column is turned off
- Locking profile with locking increments of just 1 3/8"
- Synchronization between the mobile lifting columns starts at a height difference of 9/16"
- Automatic overload protection
- Low voltage control panel with emergency stop
- Each column is equipped with hold-to-run push buttons
- Each individual mobile lifting column is tested prior to leaving the factory
- Splash-proof electrical system (IP 65).



Retractable front wheels



Adjustable forks

* For the ST 1100: 12"

Accessories & options

Steril-Koni offers an extensive package of accessories & options tailored to fit your specific needs.

More information?

For more information about the ST 1085, ST 1100, or any of Steril-Koni's other top products, please do not hesitate to contact us. We will be pleased to assist you.



Steril-Koni U.S.A. Inc.
200 Log Canoe Circle
Stevensville, Maryland 21666
Tel. 410-643-9001
Toll free 800-336-6637
Fax 410-643-8901
www.steril-koni.com
lifts@steril-koni.com

Facebook SterilKoniUSA Instagram @SterilKoniUSA

a member of the Steril Group

Experience

David Fay, co-owner of Northwest Lift, has a substantial background in the vehicle maintenance world. In addition to various preparatory jobs in his youth such as general contractor, semi-truck driver, and facility maintenance at OHSU, he worked as the lead maintenance manager for Dick Hannah's service departments for several years. In 2009, he was introduced to heavy-duty vehicle maintenance and heavy-duty vehicle lifts, where he became the lead technician, installer, and salesman for Stertil-Koni lifts throughout the Pacific Northwest. David, and his wife Kayla, became the **exclusive** distributors for Stertil-Koni equipment in 2016 servicing Oregon, Washington, Idaho, Montana, Wyoming, and Alaska. Since then, Northwest Lift has maintained a strong presence in the heavy-duty market, continually refining their skills, training, and overall customer satisfaction.

References

Customer	Contact Name	Phone #	Equipment	Type	Sold Date
Henderson's Line Up	Robert Henderson	541-218-0264	ST-1085-2FWA	Wireless	2017, 2021
Northwest Navigator	Joe Gillis	503-285-3000	ST-1085-2FWA	Wireless	2018
King County Metro	Elie Kourdahi	206-477-2420	ST-1085-2FWA	Wireless	2017, 2020
Pierce Transit	Bill Serenbetz	253-581-8051	ST-1085-3FWA	Wireless	2014
TriMet	Joe Comstock	503-318-8501	ST-1085-2FWA	Wireless	2019, 2020, 2021

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

**Authorizing the General Manager)
to Purchase a 2018 Hometown Trolley)
from Coos County Area Transit for the)
purpose of Special Bus Operations)**

RESOLUTION NO. 22-02

WHEREAS, Tillamook County Transportation District ("TCTD") has identified opportunities for enhanced community engagement and earned income strategies related to the ownership and operation of a trolley; and

WHEREAS, Coos County Area Transit has listed a 2018 Hometown Trolley Carriage for sale; and

WHEREAS, TCTD submitted an offer to Coos County Area Transit to purchase the listed 2018 Hometown Trolley Carriage for \$24,709; and

WHEREAS, Coos County Area Transit has accepted TCTD's offer to purchase the listed 2018 Hometown Trolley Carriage for \$24,709.

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

that the Board authorizes the TCTD General Manager to purchase a 2018 Hometown Trolley from Coos County Area Transit for the purpose of Special Bus Operations, for an amount not to exceed \$24,709.

INTRODUCED AND ADOPTED this 20th day of January 2022.

ATTEST:

By: _____
Mary Johnson, Board Chair

By: _____
Douglas Pilant, General Manager

TO: BOARD OF DIRECTORS
FROM: SHANNON WAKEMAN, ADMINISTRATIVE ASSISTANT
THRU: DOUG PILANT, GENERAL MANAGER
SUBJECT: PURCHASE TROLLEY FOR SPECIAL BUS OPERATIONS

Issue

Shall the Tillamook County Transportation District (TCTD) Board of Directors authorize the General Manager to purchase a trolley for use in Special Bus Operation (SBO) services?

Background and Findings

1. TCTD staff has identified opportunities for enhanced community engagement and new revenue opportunities through the ownership and operation of a fully enclosed or an open-air trolley. These opportunities include but are not limited to participation in local parades; new branding and increased excitement for the Pacific City Shuttle service; Tillamook County Commissioner elected official and dignitary day-trip shuttles; Pacific City – Nestucca Chamber of Commerce Birding and Blues Festival shuttle; Garibaldi Days Christmas Light celebration and Cloverdale Clover Days celebration; and private tours.
2. Coos County Area Transit (CCAT) recently listed their 2018 Hometown Trolley Carriage for sale. The Trolley was a grant funded purchase by CCAT for \$165,020 in 2018. CCAT’s local matching funds for this purchase was \$16,909.
3. TCTD staff inspected the Hometown Trolley and determined it is in excellent condition with only 11,800 miles. The trolley is on a low floor chassis with an ADA accessible ramp and has a seating capacity of 21 passengers and is suitable to meeting the District’s enhanced community engagement goals when being used to perform SBO functions.
4. Purchasing this trolley will replace one of the District’s two dedicated SBO buses. The two Category D buses are 2014 Ford Champion low floor buses and have 257,000 and 268,000 miles. Both buses are in poor condition and have exceeded their useful life expectancy of 5 years and 150,000 miles.
5. The District’s General Manager made an offer, contingent upon TCTD Board approval, to purchase this trolley for \$24,709. CCAT accepted the terms of the GM’s offer.
6. The TCTD offer reimburses CCAT for their \$16,909 local matching funds to purchase the trolley and provided them an additional \$7,500.

7. Since trolleys cannot be purchased off the ODOT State Price Agreement, staff estimates it will cost TCTD between \$2,500 to \$5,000 for consulting fees to develop the vehicle procurement specifications and legal fees to conduct the procurement process. A market analysis concluded a new trolley would cost at least \$175,000, which is an additional \$10,000 over what CCAT paid in 2019. It was with this in mind that the GM offered CCAT \$24,709, an amount that includes their local match funds plus \$7,500.

Recommendation

Staff recommends authorizing the General Manager to purchase the 2018 Hometown Trolley from Coos County Area Transit for an amount not to exceed \$24,709, for the purpose of Special Bus Operations services.



Coos County Area Transit
 Service District
 2810 Ocean Boulevard
 Coos Bay, OR 97420
 (541) 267-7111
 FAX (541) 267-0393
 www.CoosTransit.org

INVOICE

PROVIDER/AGENCY NAME: COOS COUNTY AREA TRANSIT SERVICE DISTRICT
FISCAL YEAR OF REQUEST: 2018-2019 **QUARTER or MONTH:** 3RD QTR (JAN 1, 2019 TO MARCH)

	5311STP 32857						
ADMINISTRATIVE EXPENSES							TOTAL
Labor (Salary and Fringe Benefits)							
Administrative Office Space Costs							
Employee Training and Certification (Admin. Staff)							
Marketing and Public Involvement							
Agency Liability Insurance							
Administrative Contracted Services							
Drug and Alcohol Test Administration							
Travel							
Durable Equipment Less than \$5,000							
Other Administrative Expenses (list)							
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
OPERATING EXPENSES							TOTAL
Labor (Salary and Fringe Benefits)							
Employee Training and Certification (Operations Staff)							
Vehicle Preventive Maintenance							
Vehicle Accident Repair							
Tires (non-capital)							
Fuel and Oil							
Spare Parts (not included in Preventive Maintenance)							
Transit Service Contracts							
Operations and Passenger Facility Maintenance							
Vehicle and Facility Insurance							
Durable Equipment Less than \$5,000							
Other Operating Expenses (list)							
CAPITAL (TROLLEY)	147,736.00						
TOTAL OPERATING EXPENSES	\$ 147,736.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Farebox Revenue Allocated to Grant	\$ -						
Other Reductions in Grant Eligible Expense Amount	\$ -						
(Total - Farebox - Other) NET OPERATING EXPENSE	\$ 147,736.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
(Total Administration + Total Net Operating) TOTAL EXPENSE	\$ 147,736.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
MATCHING FUNDS (ENTER SOURCE BELOW)							
A. STF	9,909.00						
B. CITY OF COOS BAY	7,000.00						
C.							
D.							
	\$ 16,909.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
SERVICE DATA							
CATEGORY		FIXED ROUTE	OTHER THAN FIXED ROUTE	TOTAL			
REVENUE OPERATION HOURS							
REVENUE SERVICE MILEAGE							
REVENUE OPERATION HOURS							
REVENUE SERVICE MILEAGE							



Creative Bus Sales

INVOICE

Invoice # 1532611

Date: 3/8/2019

Sold To:

COOS COUNTY TRANSIT
2810 OCEAN BLVD SE
COOS BAY OR 97420

Ship To:

COOS COUNTY TRANSIT
2810 OCEAN BLVD SE
COOS BAY OR 97420

Quantity	Ordered	Cust #	PO #	Ship Date	Terms
1	9/12/2018	000547	CCAT-2018-01		Net 30

Unit #	Item Description	Price
70416	2018 HOMETOWN TROLLEY CARRIAGE 1HA6GVBG8JN002155	\$165,020.00

Taxable Amount \$165,020.00
 Sales Tax Rate 0.500%
 Tax Per Unit \$825.10

Total Price per Unit	\$165,020.00
Doc Prep Fee	\$0.00
Sales Tax	\$825.10
Est. DMV Fees per Unit	\$0.00
DMV Electronic Filing	\$0.00
Tire Fee	\$0.00
Delivery Fee	\$0.00
Total Invoice Per	\$165,845.10
Unit Quantity	1
Total Invoice Amount	\$165,845.10
Less Credits:	
Trade In Vehicle	\$0.00
Deposit Received	\$0.00
Rebates	\$1,200.00

AMOUNT DUE:	\$164,645.10
--------------------	---------------------

Remit Payment To:
 CREATIVE BUS SALES, INC.
 14740 RAMONA AVENUE
 CHINO CA 91710

WIRE TRANSFER: BBVA Compass Bank - ACCT #: 6759120270 - ABA #: 321170538 - SWIFT Address: CPASUS44
 ACH: BBVA Compass Bank - ACCT #: 6759120270 - ABA #: 321170538



Coos County Area Transit
Service District
2810 Ocean Boulevard
Coos Bay, OR 97420
(541) 267-7111
FAX (541) 267-0393

March 14, 2019

Jennifer Boardman
Regional Transit Coordinator, Region 3
ODOT Rail and Public Transit Division
555 13th St. NE
Salem, OR 97301-4179

RE: Vehicle reimbursement request

Dear Ms. Boardman,

Coos County Area Transit received delivery of one vehicles and is requesting reimbursement in the amount of \$147,736.00 for the purchase of these vehicles. The following information is provided as requested:

- The total coast of the purchase was \$164,645.00
- There was a rebate of \$1,200 .00
- The rebates have been deducted from the total amount listed above
- This reimbursement request is from ODOT Agreement # 32857
- The vehicles were accepted by CCAT on 3/11/2019
- The vehicles have not yet been put into service a
- The source of local matching funds for this purchase is STF agreement #31995 in the amount of \$9,909.00, and City of Coos Bay for the amount of \$7,000.00
- Copies of invoices for all expenses claimed are enclosed
- DMV license and title registration expenses are not included
- The required Pre-award and Post-delivery certification for each vehicle is enclosed

Please advise me if there is anything else required to process this request.

Sincerely,

Sergio Gamino
General Manager



Oregon

Kate Brown, Governor

Department of Transportation
Driver and Motor Vehicle Services
1905 Lana Avenue NE
Salem, OR 97314
www.OregonDMV.com
(503) 945-5000

Letter ID L0001654954

Date Issued 22-Mar-2019

COOS CNTY AREA TRANSIT SVC DIST
93781 NEWPORT LN
COOS BAY OR 97420

Vehicle Registration Card

This is your registration card. It must be carried in your vehicle at all times. If this registration is for a motor vehicle, you must carry proof of liability insurance (e.g., insurance card) in the vehicle at all times. Your vehicle must be covered by liability insurance and you must continue to comply with financial responsibility requirements (e.g., insurance) for your vehicle until the registration expires or the vehicle is transferred.

If you sell or transfer your interest in this vehicle: Oregon law requires you to notify DMV within 10 days of the date of sale or transfer of an Oregon-titled vehicle. You can notify DMV of a vehicle sale or transfer on the DMV website at www.oregondmv.com or by completing a Notice of Sale or Transfer of a vehicle, Form 735-6890, and returning it to DMV by mail at the address above or at a DMV office. This notice is not a release of interest. The title must be submitted to DMV for transfer of ownership.

OREGON

COMMERCIAL BUS REGISTRATION

PLATE NUMBER E277220	STICKER NUMBER N/A	TITLE NUMBER OR0000280690	ISSUE DATE 03/22/2019	EXPIRATION DATE PERMANENT	EQUIPMENT NUMBER
YEAR 2018	MAKE CHEV	STYLE BU	MODEL EXP	FUEL TYPE FLEX FUEL	VEHICLE IDENTIFICATION NUMBER 1HA6GVBG8JN002155
TITLE BRANDS OWNER/LESSEE COOS CNTY AREA TRANSIT SVC DIST			- NONE -		ODOMETER READING 2692
					ODOMETER DATE 03/11/2019
ODOMETER MESSAGE					

RESIDENCE ADDRESS
93781 NEWPORT LN
COOS BAY OR 97420

COUNTY OF RESIDENCE
COOS

COUNTY OF USE

CERTIFICATE OF ORIGIN FOR A VEHICLE



DATE 09.07.18 INVOICE NO. 002622 70410
 VEHICLE IDENTIFICATION NO. 1HA66V8JN002155
 YEAR 2018 MAKE Double K, Inc./Hometown Trolley
 BODY TYPE Bus SHIPPING WEIGHT 11680
 H.P. (S.A.E.) 50.9 G.V.W.P. 16700 NO. CYLS. 08
 SERIES OR MODEL Carriage

I, the undersigned authorized representative of the company, firm or corporation named below, hereby certify that the new vehicle described above is the property of the said company, firm or corporation and is transferred on the above date and under the Invoice Number indicated to the following distributor or dealer.

NAME OF DISTRIBUTOR, DEALER, ETC.

Creative Bus Sales
 14740 Ramona Ave.
 Chino, CA 91710

It is further certified that this was the first transfer of such new vehicle in ordinary trade and commerce.

DOUBLE K, INC.

Kushira Pineda

BY: _____ (AGENT)
 (SIGNATURE OF AUTHORIZED REPRESENTATIVE)

750 INDUSTRIAL PARKWAY
 CRANDON, WISCONSIN 54520

CITY - STATE

0000414

CERTIFICATE OF ORIGIN FOR A VEHICLE



4886

RBLPD019

INVOICE NO.
1AD43795847

DATE
01/30/18

VEHICLE IDENTIFICATION NO.
1HAGGVBG8JN002155

YEAR
2018

MAKE
CHEVROLET

BODY TYPE
EXPRESS INCOMPLETE VAN
HP (S.A.E.)
50.9
G.V.W.R.
14200

SHIPPING WEIGHT
5075
SERIES OR MODEL
CG33903

N.T.R.
1

P.O. NUMBER LEE

I, the undersigned authorized representative of the company, firm or corporation named below, hereby certify that the new vehicle described above is the property of the said company, firm or corporation and is transferred on the above date and under the Invoice Number indicated to the following distributor or dealer

NAME OF DISTRIBUTOR, DEALER ETC.

MOLLE CHEVROLET, INC.
411 MOCK
BLUE SPRINGS MO 64014-2512

05559 VRTFW9

It is further certified that this was the first transfer of such new vehicle in ordinary trade and commerce.

* THIS VEHICLE *
* HAS A *
* 50-STATE *
* EMISSION *
* SYSTEM *

GENERAL MOTORS LLC

BY: *J. J. Harbois*

(SIGNATURE OF AUTHORIZED REPRESENTATIVE) (AGENT)

G77783176

DETROIT MI 48243-1114

CITY - STATE

GM 521 REV 10-05

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

**Authorizing the General Manager)
to Execute a Services Contract with)
GenXsys Solutions LLC for Additional)
Information Technology Services)**

RESOLUTION NO. 22-03

WHEREAS, in August 2018 Tillamook County Transportation District (“TCTD”) entered into an agreement with GenXsys Solutions LLC (“GenXsys”) to provide TCTD with Information Technology Services through September 30, 2022; and

WHEREAS, TCTD has added 13 workstations to serve the NW Rides Brokerage; and

WHEREAS, the 13 additional workstations require maintenance and support; and

WHEREAS, TCTD and GenXsys desire to amend their August 2018 agreement to bring the 13 additional workstations within the scope of the agreement at a cost not to exceed \$875 per month.

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

that the Board authorizes the TCTD General Manager to execute a Maintenance and Managed Services Agreement not to exceed \$875 per month with GenXsys Solutions LLC to provide maintenance and support for the additional 13 NW Rides workstations.

INTRODUCED AND ADOPTED this 20th day of January 2022.

ATTEST:

By: _____
Mary Johnson, Board Chair

By: _____
Douglas Pilant, General Manager



MAINTENANCE & MANAGED SERVICES AGREEMENT

THIS MAINTENANCE & MANAGED SERVICES AGREEMENT ("Agreement") is entered into as of this 1st day of , 2021 (the "Effective Date") between GenXsys Solutions LLC ("Provider"), with its principal place of business located at 411 NE Avery Street, Ste B, Newport, Oregon, 97365 and Tillamook County Transportation District ("Client"), with its principal place of business located at 3600 Third St. Ste. A Tillamook, OR 97141_____

RECITALS

WHEREAS, Provider is engaged in the business of providing services involving the maintenance of computer networks;

WHEREAS, Client desires to retain Provider to perform the services set forth in this Agreement.

NOW, THEREFORE, Provider and Client agree as follows:

1. Scope of Services

Provider will perform such network maintenance and support services as are set forth in Exhibit A (Managed Services).

2. Price and Payment

Client will pay Provider for the Managed Services at the price set forth in Exhibit A. The price set forth in this Agreement does not include any sales, use, service, or similar taxes that may be payable by reason of the provision of the Managed Services, and Client will pay all such taxes which may become due in connection with the Services.

3. Term and Termination

Unless terminated as provided herein, this Agreement will extend for a period of one (1) year and will automatically renew from year to year thereafter. Provider may terminate this Agreement without cause upon (30) days written notice from date of this Agreement, and Client may terminate this Agreement upon sixty (90) days written notice from date of this Agreement. In the event of termination by either party without cause, Client will pay Provider for all of the services performed up to the date of termination. Either party may terminate this Agreement upon written notice for breach, provided, however, that the terminating party has given the other party at least ten (90) days written notice of and the opportunity to cure the breach. Termination for breach will not alter or affect the terminating party's right to exercise any other remedies for breach. Provider has the right to terminate Agreement upon fifteen (10) days of non-payment by Client.

4. Obligations of Client

A. Client will immediately notify Provider upon learning of any significant problem with the performance of Client's network.

B. Client will cooperate with Provider in connection with its performance of the Managed Services by providing access to Client's physical premises as reasonably necessary from time to time.

C. Client will, from time to time, purchase such software and hardware as may be reasonably necessary for the effective operation of its network.

Confidentiality: The information contained in this document is private and confidential. You may not disclose this information to anyone without the explicit consent of GenXsys Solutions LLC.

D. Client will be solely responsible for performing the day-to-day tasks associated with changing out backup media and verifying tapes are inserted or drives are plugged in and running for nightly and/or weekly backups.

E. Client will notify Provider within ten (10) business days regarding any change in the identity of client's contact.

5. Confidential Information

A. All information relating to Client that is known to be confidential or proprietary, or which is clearly marked as such, will be held in confidence by Provider and will not be disclosed or used by Provider except to the extent that such disclosure or use is reasonably necessary to the performance of Managed Services.

B. All information relating to Provider that is known to be confidential or proprietary, or which is clearly marked as such, will be held in confidence by Client and will not be disclosed or used by Client except to the extent that such disclosure or use is reasonably necessary to the performance of Client's duties and obligations under this Agreement.

C. These obligations of confidentiality will extend for a period of one (1) year after the termination of this Agreement, but will not apply with respect to information that is independently developed by the parties, lawfully becomes a part of the public domain, or of which the parties gained knowledge or possession free of any confidentiality obligation.

6. Warranty and Disclaimer

Client acknowledges that no computer system or software can be made completely stable or secure, and that Provider cannot guarantee the stability, safety or security of client's network or data. Provider warrants that the Managed Services will be provided in a workmanlike manner, and in conformity with generally prevailing industry standards and the time frame, if any, set forth in the description of Managed Services herein. Client is solely responsible for implementing and monitoring appropriate operational and security procedures, and for making appropriate backup copies of all data. THIS WARRANTY IS EXCLUSIVE AND IS IN LIEU OF ALL OTHER WARRANTIES, WHETHER EXPRESS OR IMPLIED, INCLUDING WITHOUT LIMITATION ANY WARRANTIES OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE AND ANY ORAL OR WRITTEN REPRESENTATIONS, PROPOSALS OR STATEMENTS MADE ON OR PRIOR TO THE EFFECTIVE DATE OF THIS AGREEMENT.

7. Limitation of Liability

In no event will Provider be liable for any loss of profit or revenue by Client, or for any other consequential, incidental, indirect or economic damages incurred or suffered by Client arising as a result of or related to Managed Services, whether in contract, tort, or otherwise, even if Client has advised of the possibility of such loss or damages. In no event will Provider be liable for any loss of data that may occur, regardless of the cause of such loss of data. The total liability of Provider for all claims of any kind arising as a result of or related to this Agreement, or to any act or omission of Provider, whether in contract, tort or otherwise, will not exceed an amount equal to the amount actually paid by Client to Provider for the Managed Services during the twelve (12) month period preceding the date the claim arises.

8. Indemnification

Client will indemnify and hold Provider harmless against any claims by third parties, including all costs, expenses and attorneys' fees incurred by Provider therein, arising out of or in connection with Client's performance under or breach of this Agreement.

9. Relation of Parties

The performance by Provider of its duties and obligations under this Agreement will be that of an independent contractor, and nothing herein will create or imply an agency relationship between Provider and Client, nor will this Agreement be deemed to constitute a joint venture or partnership between the parties.

10. Non-assignment

Except as otherwise provided in this Paragraph 11, neither party shall assign, delegate or otherwise transfer this Agreement or its obligations under this Agreement, in whole or in part, without the prior written consent of the other party. Notwithstanding the foregoing, either party may, without the necessity of obtaining the other party's consent, assign its interest in and to the Agreement to: (i) any entity acquiring such party, whether by merger or through purchase of substantially all the assets of such party; (ii) a lender as an asset securing indebtedness; or (iii) an entity controlled by, controlling or under common control with such party; provided, that in the event of a transfer to an affiliate under Subsection (iii), the transferring party shall continue to remain liable for the obligations under the Agreement.

11. Arbitration

Any dispute arising under this Agreement will be subject to binding arbitration by a single Arbitrator with the American Arbitration Association (AAA), in accordance with its relevant industry rules, if any. The parties agree that this Agreement will be governed by and construed and interpreted in accordance with the laws of the State of Oregon. The arbitration will be held in Oregon. Judgment on any award rendered by the Arbitrator may be entered in any Court of competent jurisdiction.

12. Attorneys' Fees

If any litigation or arbitration is necessary to enforce the terms of this Agreement, the prevailing party will be entitled to recover reasonable attorneys' fees and costs from the other party.

13. Severability

If any term of this Agreement is found to be unenforceable or contrary to law, it will be modified to the least extent necessary to make it enforceable, and the remaining portions of this Agreement will remain in full force and effect.

14. Force Majeure

Neither party will be held responsible for any delay or failure in performance of any part of this Agreement to the extent that such delay is caused by events or circumstances beyond the delayed party's reasonable control.

15. No Waiver

The waiver by either party of any breach of covenant will not be construed to be a waiver of any succeeding breach or any other covenant. All waivers must be in writing, and signed by the party waiving its rights. This Agreement may be modified only by a written instrument executed by authorized representatives of the parties hereto.

16. Entire Agreement

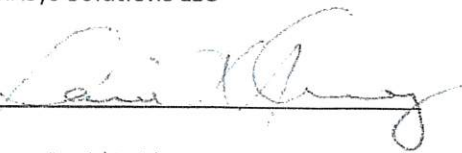
This Agreement constitutes the entire Agreement between the parties with respect to its subject matter, and supersedes all prior Agreements, proposals, negotiations, representations or communications relating to the subject matter. Both parties acknowledge that they have not been induced to enter into this Agreement by any representations or promises not specifically stated herein.

Confidentiality: The information contained in this document is private and confidential. You may not disclose this information to anyone without the explicit consent of GenXsys Solutions LLC.

IN WITNESS WHEREOF, the parties have executed this Agreement by their duly authorized representatives.

PROVIDER:

GenXsys Solutions LLC

By: 

Name: David X Alvarez _____

Title: CEO _____

Date: 12/1/2021 _____

CLIENT:

Tillamook County Transportation District

By _____

Name: _____

Title: _____

Date: _____

[The remainder of this page is intentionally left blank.]

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EXHIBIT A: MANAGED SERVICES

TABLE OF CONTENT

- Preamble
- 1.0 Gold Managed Maintenance, Support & Security
- 2.0 Platinum Managed Maintenance, Support, Security, Security Training, Full Service
- 3.0 Pricing

PREAMBLE

This statement of work for our Managed Services accompanies an Agreement that has been executed by the parties. All statements of fact contained in this statement of work for our Managed Services are subject to the terms and conditions set forth in such Agreement. The terms and conditions set forth in the Agreement control in the event of any inconsistency between such terms and conditions and the matters set forth in this statement of work for our Managed Services.

1.0 Gold Managed Maintenance, Support & Security:

- 1.1 **Initial Setup** –A remote monitoring agent will be installed on each computer covered under this Agreement. Client agrees to leave each computer in the ON position, in order to allow Provider access to perform remote Managed Services.
- 1.2 **Phone & Remote Support** – Provider can often resolve common issues over the phone typically within the first fifteen (15-30) minutes of a call. If a computer issue cannot be resolved immediately, Client will be billed in fifteen (15) minute increments after an hour's time per device at the hourly rate of \$155/hr.
- 1.3 **Helpdesk/Support** – Each computer covered under this Agreement will have access to Helpdesk and support by emailing msp@genxsys.com
- 1.4 **24/7/365 Monitoring** – Each computer covered under this Agreement shall be monitored for up to date security patches, health checks, virus software & updated definitions, system resources, and overall system health.
- 1.5 **Antivirus Software & Virus Definition Updates** – Antivirus is included for each computer covered under this Agreement and will be installed as part of each Managed Service Plan. Virus definition updates will be installed regularly.
- 1.6 **Windows Patch Management** –Windows Hotfixes, Critical Updates, Service Packs, Software Updates and Monthly Malicious Removal software will be deployed on a daily and weekly basis, to each computer covered under this Agreement.
- 1.7 **Hard Disk Space & Health** –Hard disk space & health on each computer will be monitored weekly for each computer covered under this Agreement. Provider shall perform weekly cleanup of junk files, temporary internet files, disk cleanup, disk fragmentation and monitor disk space and usage on internal drives.
- 1.8 **Monthly System Health Report Email** – Client will automatically be emailed a monthly health report of their network. This report shows the overall health of the Client's network and areas that need attention.

Confidentiality: The information contained in this document is private and confidential. You may not disclose this information to anyone without the explicit consent of GenXsys Solutions LLC.

1.9 Emergency Response Fee – In situations that require the immediate attention of an IT Technician and/or a site visit after hours (5PM-8AM, weekends and holidays, an additional fee of \$155 per hour will be added to the hourly rate of \$155/hour under this service plan.

1.10 *Firewall Management (Included in Platinum) – Firewall management is a separate add-on subscription. Genxsys takes security seriously and our goal is to make sure your firewall is managed, updated and secure. Should the client model and version be outdated we will make recommendations to ensure that it is up to date and listed in compromised devices. The coverage for monthly subscription entails firmware updates, configuration changes (i.e. port forwarding, remote access, UTM subscription management, hardware to hardware vpn setup). VPN setup for users is billed at hourly rates.

1.11 UPS Management – Server or Servers covered under this Agreement, which have an Uninterruptible Power Supply installed and if the UPS model interfaces with the server. Will be monitored using the installed interface provided by UPS manufacturer. The internal batteries have a limited life and will need to be replaced when they no longer hold a charge. Client is responsible for hardware and labor costs.

1.12 Network Monitoring – Network status includes monitoring of: Event Logs, Exchange Server status, RAID array status and occasional software updates. In the event that there is an error found. Provider will remediate errors as they occur and/or notify client should additional work fall outside the scope of this Agreement and require additional cost.

1.13 Vendor Liaison – There will be times that vendors need to work with an IT Administrator for consulting. Line-of-Business Applications or resolving a network issue. Provider will interact with vendors that need a system configuration change, update, and/or upgrade. On major upgrades Client and Provider shall discuss scope of project and whether the costs of such upgrade are covered by this Agreement.

1.14 M365

2.0 Platinum Managed Maintenance, Support, Security, Security Training, Full Service

2.1 All Gold Maintenance, Support and Security included under Platinum MSA (Master Service Agreement)

2.2 Security Audits: Create and manage security audits for files, folders, and users. Abide by HIPPA and PCI compliance guidelines to prevent the unauthorized access to Client's Server. Monitor vulnerable ports and weak passwords, automated log offs from inactive or idle workstations. Each business has different needs and will be addressed accordingly.

2.3 Hardware and Software Audits - Our monitoring software helps make sure that users are using compatible versions of day to day applications. Examples are: Internet Explorer, Adobe Flash, Adobe Reader, Google Chrome, Java, etc. Provider will occasionally push updates to each workstation covered under Agreement in order to help maintain network at peak performance. Hardware audits will be ran periodically to ensure all workstations meet minimum system requirements for future software updates.

2.4 Network Administration –

- I. **Active Directory:** Provider will manage existing and new users, creating email accounts, disabling, or removing old users. Create Organizational Units, Distribution Groups and Security Groups and policies, as necessary.
- II. **DHCP:** Manage assigned IP addresses and IP Pools. Create IP Reservations for printers and/or devices needing a static IP address.
- III. **NTFS File/Folder Permissions:** Assign file and folder security for sensitive information per Client request and as necessary.
- IV. **Exchange:** Create, Delete and Manage user email accounts and organization's information store as necessary for on-premise Microsoft Exchange and Office 365.

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- V. **Shared Resources:** Create, Delete and manage shared files, folders, and printers along with permissions set by Client and as necessary.
- VI. **M365 Administration:** If your organization subscribes to M365/Hosted Exchange, Genxsys will manage users (Creation, Deletion, Archive, etc.)

2.5 Disaster Prevention & Recovery – Customized plan includes managing and verifying daily backups, integrity of backups, and quarterly data recovery tests. Data recovery tests are performed as practice for both Client and Provider in case of a real emergency in the event of data loss, as well as to test data integrity. Clients have the option of local backups using 3rd party software which they are responsible for cost of upgrades or we also offer offsite backups at a cost of \$0.15/GB/mo or \$235/TB/mo of which management is included.

2.6 Quarterly Review – Each quarter Provider will review network performance and address problems with Client. At this time both Provider and Client can discuss and resolve questions and/or concerns. A report for each system covered under this Agreement will be provided for review by Client.

2.7 Firewall Management and Monitoring: Manage firewall access, port forwarding, vlan and vpn configurations. Create and manage policies for inbound and outbound traffic. Monitoring of key points of Client network, high CPU and RAM usage, internal processes and network access. Client and staff will notify Provider of additional software installs which might otherwise cause internal network problems and are not deemed business essential. Such software consists of P2P software like uTorrent, BitTorrent, BitComet, FrostWire, etc. Should these programs be installed on Client network from the effective date of this Agreement? Provider reserves the right to uninstall each instance of software found.

2.8 Emergency Response Fee – In situations that require the immediate attention of an IT Technician and/or a site visit after hours (5PM-8AM, weekends and holidays, an additional fee of \$155 per hour will be added to the hourly rate of \$155/hour under this service plan.

2.9 FULL SERVICE- Under a full-service contract, all devices covered under this MSA will be covered in the event of malware/virus removal, operating system failures, replacement of failed hardware and replacement and setup (client is responsible for hardware cost), software installations. Full Service also includes Security Training.

[The remainder of this page is intentionally left blank.]

3.0 Pricing

3.1 Gold Managed Maintenance, Support & Security

# Physical Servers	_____ @ \$200/month	\$ _____
#VM Servers	_____ @ \$100/month	\$ _____
#Workstations	<u>5</u> @ \$55/month	\$ <u>275</u>
#VM Workstations	_____ @ \$55/month	\$ _____
	Monthly Total	\$ <u>275</u>

3.2 Platinum Managed Maintenance, Support, Security, Security Training, Full Service

# Physical Servers	_____ @ \$250/month	\$ _____
#VM Servers	_____ @ \$125/month	\$ _____
#Workstations	<u>8</u> @ \$75/month	\$ <u>600</u>
#VM Workstations	_____ @ \$75/month	\$ _____
	Monthly Total	\$ <u>600</u>
	Grand Total	\$ <u>875</u>

[The remainder of this page is intentionally left blank.]

TO: BOARD OF DIRECTORS
FROM: SHANNON WAKEMAN, ADMINISTRATIVE ASSISTANT
THRU: DOUG PILANT, GENERAL MANAGER
SUBJECT: HISTORY OF PACIFIC CITY SHUTTLE PROGRAM AND HELPING HANDS PARTNERSHIP, AS RELATED TO DIRECTOR ADLER PUBLIC RECORDS REQUEST

Issue

At the November 18, 2021 regular meeting of the TCTD Board of Directors, the Directors requested a presentation of documents requested by Director Adler related to the Pacific City Shuttle and the Helping Hands projects.

Background and Findings

1. In October of 2021, TCTD staff received a public records request from Mrs. Linda Adler, as a private citizen, for the following documents:
 - a. Any and all agreements, over the past 5 years, between Helping Hands and TCTD
 - b. Any and all agreements over the past 5 years regarding the Pacific City Shuttle bus
 - c. All financial records that relate to these two entities

2. Staff prepared the requested documents and notified Mrs. Adler of the associated fee, as provided in Policy #20- Public Records Request. Mrs. Adler then requested the fees as well as any future fees for public records request be waived. Due to the nature of the request, General Manager Pilant deferred the matter to the Board.

3. At the November 18, 2021 regular meeting of the TCTD Board of Directors, staff recommended the Board of Directors not waive the fees associated with Mrs. Adler's request due to it also waiving all future fees. During this discussion, Director Adler indicated that she would like to make the request as a Director and other Directors also expressed interest in having the information presented at a future meeting. Since the request would result in a presentation of the documents to the full Board at a public meeting, there would be no fees associated with the items.

4. In December of 2021, TCTD staff was contacted by Mrs. Adler indicating that she would pay the fees associated with the Public Records Request as a private citizen, in order to obtain the documents before the next meeting of the Board of Directors. Payment was received on December 15 and the requested documents were sent electronically, as requested, on the same day.

5. Staff has attached the documents related to this Public Records Request to this memorandum to the Board, to satisfy the interests of the full Board by allowing the opportunity to review the documents, as requested.

6. The attached documents include the correspondence and documents sent to Mrs. Adler. These include: the July 2017 Board Minutes authorizing the General Manager to execute a Letter of Agreement with Helping Hands, the Letter of Agreement between TCTD and Helping Hands, as well as revenue received from Helping Hands for payment of shuttle services. In addition, documents include financials related to the operation of the Pacific City Shuttle, a Board Memo outlining the history of the Shuttle's development, and Resolution 16-22, authorizing the execution of the Long Range Transit Development Plan, which included partnering with Tillamook County and the Pacific City community in the development and implementation of the Cape Kiawanda Master Plan's Parking Management element. The full Long Range Transit Development Plan can be publicly accessed on the TCTD website. The Cape Kiawanda Master Plan and Parking Management Plan can be publicly accessed on the Tillamook County website.

7. Staff has also included supplemental information, including compliments received from patrons of the Pacific City Shuttle, as well as a memo to the Tillamook County Board of Commissioners which outlined the 2021 Shuttle's performance.

Recommendation

Staff submits the attached documents to the full Board of Directors for review and discussion of the history of the Pacific City Shuttle program and the partnership with Helping Hands.

AGREEMENT TO OPERATE SHUTTLE BUS SERVICE

This Agreement to Operate Shuttle Bus Service (this "Agreement") is made effective as of July 17, 2017 ("Effective Date") by and between Helping Hands Outreach Re-entry ("Helping Hands") and Tillamook County Transportation District ("TCTD") (each a "Party" or collectively, "Parties").

1. Services.

TCTD will provide shuttle service twice per day, Monday through Friday, between the Helping Hands facility at the Port of Tillamook Bay (POTB), Oregon to the Tillamook Transit Center. The first trip will depart the Helping Hands facility at 9:00AM to the Tillamook Transit Center. The second trip will depart the Tillamook Transit Center at 5:00PM for Helping Hands facility at the POTB (the "Services"). TCTD reserves the right, in its sole discretion, to alter or not provide the Services on holidays.

TCTD agrees to employ sufficient persons, vehicles and equipment to provide the Services in a safe, prompt, efficient and businesslike manner in compliance with all applicable laws, rules and regulations, including services required for customers with disabilities.

2. Compensation.

In consideration for the Services performed by TCTD, Helping Hands will pay TCTD \$25 per trip. TCTD shall provide monthly invoices to Helping Hands and TCTD shall remit payment, in full, within 30 days after receipt of the invoice.

3. Control and Expenses.

TCTD shall have exclusive control and direction of the performance of the Services. TCTD assumes all costs and expenses of whatever nature in connection with the provision of Services, including drivers, use and maintenance of buses, and more particularly but without limiting the generality of the foregoing, repairs, fuel, oil, fines, taxes, license plates and all wages, including those expenses incidental to operation of the Services.

4. Term.

This Agreement shall remain in effect until January 31, 2018. Notwithstanding the foregoing, either Party may terminate this Agreement at any time by providing 30 days' prior written notice to the other Party. TCTD may terminate this Agreement upon 10 days' notice to Helping Hands and failure of Helping Hands to cure within the period provided in the notice if Helping Hands fails to comply with any of the terms of this Agreement.

5. Amendments.


This Agreement may only be amended or modified in a writing signed by both parties.

6. Counterparts.

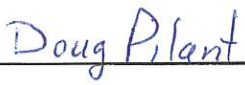
This Agreement may be executed in counterparts, each of which so executed shall be deemed to be an original, and shall together constitute one and the same agreement.

In Witness Whereof, the parties hereto execute this Agreement by their duly authorized representatives on the date set forth above.

**HELPING HANDS OUTREACH
RE-ENTRY**

By: 
Title: CEO Helping Hands
Date: 7-19-17

**TILLAMOOK COUNTY
TRANSPORTATION DISTRICT**

By: 
Title: General Manager
Date: 7-21-17

Tillamook County Transportation District

Customer Activity

From 7/1/2017 Through 10/31/2021

Customer Name	Effective Date	Original Invoice Number	Receipts
Helping Hands	7/17/2017	july hh	0.00
Helping Hands	8/31/2017	AUG HH	0.00
Helping Hands	8/31/2017	july hh	550.00
Helping Hands	9/18/2017	AUG HH	1,150.00
Helping Hands	9/30/2017	SEPT HH	0.00
Helping Hands	10/18/2017	SEPT HH	1,050.00
Helping Hands	10/31/2017	OCT HH	0.00
Helping Hands	11/30/2017	NOV HH	0.00
Helping Hands	12/15/2017	OCT HH	1,100.00
Helping Hands	12/31/2017	DEC HH	0.00
Helping Hands	1/2/2018	NOV HH	1,050.00
Helping Hands	1/31/2018	jan18 HH	0.00
Helping Hands	1/31/2018	jan18 HH001	0.00
Helping Hands	2/8/2018	DEC HH	1,000.00
Helping Hands	2/28/2018	feb 18 HH	0.00
Helping Hands	3/6/2018	jan18 HH	1,100.00
Helping Hands	3/16/2018	feb 18 HH	1,000.00
Helping Hands	3/16/2018	jan18 HH001	50.00
Helping Hands	3/31/2018	MARCH 18 HH	0.00
Helping Hands	4/30/2018	APR 18 HH	0.00
Helping Hands	5/18/2018	APR 18 HH	1,050.00
Helping Hands	5/31/2018	MAY 18 HH	0.00
Helping Hands	6/30/2018	june 18 HH	0.00
Helping Hands	6/30/2018	MAY 18 HH	1,100.00
Helping Hands	7/20/2018	june 18 HH	1,050.00
Helping Hands	7/31/2018	july 18 HH	0.00
Helping Hands	8/30/2018	july 18 HH	1,050.00
Helping Hands	8/31/2018	aug 18 HH	0.00
Helping Hands	9/25/2018	aug 18 HH	1,150.00
Helping Hands	9/30/2018	sept 18 HH	0.00
Helping Hands	10/25/2018	sept 18 HH	1,000.00
Helping Hands	10/31/2018	OCT 18 HH	0.00
Helping Hands	11/28/2018	OCT 18 HH	1,150.00

Tillamook County Transportation District

Customer Activity

From 7/1/2017 Through 10/31/2021

Customer Name	Effective Date	Original Invoice Number	Receipts
Helping Hands	11/30/2018	nov 18 hh	0.00
Helping Hands	12/31/2018	dec 18 HH	0.00
Helping Hands	1/30/2019	SBO	0.00
Helping Hands	1/31/2019	JAN19HH	0.00
Helping Hands	2/6/2019	dec 18 HH	1,000.00
Helping Hands	2/27/2019	JAN19HH	1,200.00
Helping Hands	2/27/2019	SBO	83.62
Helping Hands	2/28/2019	feb 2019.20	0.00
Helping Hands	3/14/2019	nov 18 hh	1,100.00
Helping Hands	3/29/2019	feb 2019.20	1,000.00
Helping Hands	3/31/2019	HH MARCH 19	0.00
Helping Hands	4/12/2019	HH MARCH 19	1,050.00
Helping Hands	4/30/2019	HH APR 19	0.00
Helping Hands	5/31/2019	hh may 19	0.00
Helping Hands	6/7/2019	HH APR 19	1,050.00
Helping Hands	6/7/2019	hh may 19	1,100.00
Helping Hands	6/30/2019	063019...	0.00
Helping Hands	7/31/2019	073120...	0.00
Helping Hands	8/6/2019	063019...	950.00
Helping Hands	8/30/2019	073120...	1,200.00
Helping Hands	8/31/2019	080120...	0.00
Helping Hands	9/26/2019	080120...	1,050.00
Helping Hands	9/30/2019	093020...	0.00
Helping Hands	10/22/2019	093020...	1,000.00
Helping Hands	10/31/2019	103119...	0.00
Helping Hands	11/27/2019	103119...	1,150.00
Helping Hands	11/30/2019	113019...	0.00
Helping Hands	12/31/2019	123119...	0.00
Helping Hands	1/31/2020	013120...	0.00
Helping Hands	2/14/2020	123119...	1,050.00
Helping Hands	2/29/2020	022920...	0.00
Helping Hands	3/6/2020	013120...	1,200.00
Helping Hands	3/26/2020	022920...	1,000.00
Helping Hands	3/31/2020	033120...	0.00
Helping Hands	4/17/2020	033120...	1,100.00
Helping Hands	4/30/2020	043020...	0.00
Helping Hands	5/27/2020	043020...	1,100.00
Helping Hands	5/31/2020	053120...	0.00

Tillamook County Transportation District

Customer Activity

From 7/1/2017 Through 10/31/2021

Customer Name	Effective Date	Original Invoice Number	Receipts
Helping Hands	6/4/2020	113019...	1,000.00
Helping Hands	6/24/2020	053120...	1,000.00
Helping Hands	6/30/2020	063020...	0.00
Helping Hands	7/28/2020	063020...	1,100.00
Helping Hands	7/31/2020	HH.JUL...	0.00
Helping Hands	8/31/2020	HH.AUG...	0.00
Helping Hands	9/8/2020	HH.JUL...	1,150.00
Helping Hands	9/18/2020	HH.AUG...	1,050.00
Helping Hands	9/30/2020	HH.SEP...	0.00
Helping Hands	10/30/2020	HH.SEP...	1,100.00
Helping Hands	10/31/2020	HH OCT 2020	0.00
Helping Hands	11/24/2020	HH OCT 2020	1,100.00
Helping Hands	11/30/2020	HH NOV 20	0.00
Helping Hands	12/31/2020	DEC 2020.28	0.00
Helping Hands	1/30/2021	DEC 2020.28	1,100.00
Helping Hands	1/31/2021	JAN.20...	0.00
Helping Hands	2/28/2021	HH FEB 21	0.00
Helping Hands	3/1/2021	JAN.20...	1,000.00
Helping Hands	3/10/2021	HH NOV 20	1,000.00
Helping Hands	3/18/2021	HH FEB 21	1,000.00
Helping Hands	3/31/2021	033121.8	0.00
Helping Hands	4/23/2021	033121.8	1,150.00
Helping Hands	4/30/2021	043021...	0.00
Helping Hands	5/31/2021	MAY 2021.18	0.00
Helping Hands	6/10/2021	043021...	1,100.00
Helping Hands	6/30/2021	063021...	0.00
Helping Hands	7/15/2021	063021...	1,100.00
Helping Hands	7/15/2021	MAY 2021.18	1,000.00
Helping Hands	7/31/2021	july.202...	0.00
Helping Hands	8/31/2021	August2...	0.00
Helping Hands	9/14/2021	july.202...	1,100.00
Helping Hands	9/30/2021	SEPT 2021.14	0.00
Transaction Total			<u>51,033.62</u>

Report
Opening/Current
Balance

Tillamook County Transportation District
Customer Activity
From 7/1/2017 Through 10/31/2021

<u>Customer Name</u>	<u>Effective Date</u>	<u>Original Invoice Number</u>	<u>Receipts</u>
Report Transaction Totals			51,033.62
			<hr/>
Report Current Balances			<hr/> <hr/>

Tillamook County Transportation District
Board of Directors Regular Monthly Meeting
Thursday, July 20, 2017 – 6:30PM
Transportation Building
3600 Third Street, Tillamook, OR
Meeting Minutes



1. Call to Order: Board Chair Judy Riggs called the meeting to order at 6:31pm
2. Pledge of Allegiance
3. Roll Call:

Present

TCTD Board of Directors

Judy Riggs, Board Chair
Gary Hanenkrat, Director
Merrienne Hoffman, Director
Marty Holm, Vice Chair
Jackie Edwards, Director
Jim Huffman, Treasurer

TCTD Staff

Doug Pilant, General Manager
Ronny Fox, Transit Supervisor
Tabatha Welch, Accounting Specialist
Cathy Bond, HR Specialist/Board Clerk
Clayton Norrbom, Operations Coordinator

Absent

Cara Mico, Director

Guest

None.

4. Announcements and Changes to Agenda: Added Resolution 17-22 Authorizing up to \$200,00 in local matching funds to be used towards an Oregon Department of Transportation (ODOT) Section 5339 Bus and Facilities Infrastructure Program Grant Application.
5. GM Doug Pilant introduced Clayton Norrbom as the new operations coordinator.
6. Oath of Office for Director Hoffman. Board Chair Judy Riggs swore Director Hoffman into office as a Director to Tillamook County Transportation District.
7. Election of Officers for Fiscal Year 2017-18

Board Chair

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.

Director Huffman nominated Director Riggs as Board Chair.

Motion by Director Huffman to nominate Director Riggs as Board Chair. *Motion Seconded* by Director Hoffman. Board Chair Judy Riggs called for further discussion; followed by none, she called for the vote.

MOTION PASSED

By Directors Hanenkrat, Edwards, Hoffman, Holm, Huffman
and Board Chair Judy Riggs.
Director Mico Absent.

Vice Chair

Motion by Director Riggs to nominate Director Holm as Vice Chair. *Motion Seconded* by Director Edwards. Board Chair Judy Riggs called for further discussion; followed by none, she called for the vote.

MOTION PASSED

By Directors Hanenkrat, Edwards, Hoffman, Holm, Huffman
and Board Chair Judy Riggs.
Director Mico Absent.

Secretary

Motion by Director Holm to nominate Director Huffman as Secretary. *Motion Seconded* by Director Hoffman. Board Chair Judy Riggs called for further discussion; followed by none, she called for the vote.

MOTION PASSED

By Directors Hanenkrat, Edwards, Hoffman, Holm, Huffman
and Board Chair Judy Riggs.
Director Mico Absent.

Treasurer

Motion by Director Edwards to nominate Director Hanenkrat as Treasurer. *Motion Seconded* by Director Huffman. Board Chair Judy Riggs called for further discussion; followed by none, she called for the vote.

MOTION PASSED

By Directors Hanenkrat, Edwards, Hoffman, Holm, Huffman
and Board Chair Judy Riggs.
Director Mico Absent.

8. Public & Guest Comments: None.

****Executive Session** 6:43pm – 8:23pm**

Board Chair Judy Riggs read aloud the following information:

The Tillamook County Transportation District Board of Directors will now meet in executive session for the purpose of discussion specific to Performance Evaluation of Public Officers and Employees, ORS 192.660(2)(i). Representatives of the news media and designated staff shall be allowed to attend the executive session. All other members of the audience are asked to leave the room. Representatives of the news media are specially directed not to report on any of the deliberations during the executive session, except to state the general subject of the session as previously announced. No decisions will be made during executive session.

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.

There were no motions as a result of executive session.

REPORTS

9. Information: General Managers Report:

- a. Financial Report: GM Doug Pilant reviewed the June 2017 financial reports. The District is 100% through the fiscal year. Contract Revenue will end approximately 32% over what was budgeted. Director Holm asked how the District receives more than 100% of property tax. GM Doug Pilant explained that each November the District receives property tax revenue projection from Tillamook County Assessor's Office. The District then applies an Oregon Department of Revenue formula to establish the final projection. The District budgets conservatively to ensure the actual revenue received meets or exceeds the actual projection.
- b. Serviced Performance Report: TCTD establish a new annual system-wide ridership record of 145,135 trip. FY 2016-17 ridership was +2.0% over the previous year while passenger per hour was -3.3%. The YTD cost per trip was +7.3% while the cost per hour was +3.8%, and the fare box return was -0.02%.
- c. Northwest Oregon Transit Alliance: GM Doug Pilant reviewed the NWOTA meeting agenda, minutes, finance report with the Board. GM Doug Pilant reported the Coordinating Committee primarily discussed the new website and customer service training. Cathy bond will be traveling to provide customer service training for the NWOTA partners. The District will be reimbursed for Cathy's time through a NWOTA Mobility Management grant. The group is planning to start meeting face-to-face each month beginning in September. Columbia and Benton counties have scheduled public hearings for the NWOTA Management Plan adoption which will be followed by their respective county board of commissioners adopting the plan.
- d. Planning & Development:
 - i. Intercity service enhancement plan. GM Doug Pilant reported he met with both Cherriots and the Confederated Tribes of the Grand Ronde to discuss the service between Salem and Grand Ronde. The District expressed concerns it could not implement a well thought out plan before September. Therefore, Cherriots agreed to operate the service between Salem and Grand Ronde until January 1, 2018. Next month an amendment will be presented for the Board to extend current services until December 31, 2017.
- e. Grant Funding:
 - i. STF: It has been reported ODOT may consider a supplemental STF funding to make-up for reductions.
 - ii. GM Doug Pilant explained that HB2017 was a bipartisan Bill that was unanimously approved by the Oregon Legislature. It is now awaiting Governor's signature. The Governor has until August 18th to sign the Bill into Law. This Bill will enact a statewide employee payroll tax that will become available for distribution in January 2019. TCTD will be eligible for about \$357,000 in 2019 and \$811,000 over the following Biennium. Over the course of the 10 years the District could receive up to \$4.1

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.

- million dollars. All entities have to prepare operations plans that demonstrate increased service and will need have to be approved by the Oregon Transportation Commission. Since the District has a Long-Range Transportation Development Plan it is well positioned to receive the funds. GM Doug Pilant is assisting Grand Ronde with their plan to help them receive their funding, since it will potentially pass through to pay for the services we will provide.
- iii. Later in the meeting the board will be introduced to a resolution to dedicated local matching monies towards a Section 5339 grant application to expand the fleet to provide new services.
- f. Facility/Property Management:
- i. Phase one of construction to add office space has begun. The first phase will be completed by mid to late October.
 - ii. GM Doug Pilant reported he had a discussion with Valerie Schumann that Frank Hannah-Williams who is the Executive Director for the Tillamook Family Counseling Center is considering a proposal to lease the vacant office space.
- g. Miscellaneous:
- i. Abila A/R: Purchased and installed. Training in progress. H/R module training is complete and the District is getting closer to web based timesheets.
 - ii. ITS: GM Doug Pilant is continuing his work on ITS services. He has learned new information that he is pursuing to consider migrating all of the District's software applications to a cloud based solution.
 - iii. Scheduling and Dispatching Software: GM Doug Pilant traveled to The Dalles and Hood River to observe the Ecolane software in action. Both of these transit programs have a similar transit environment. A resolution has been included on tonight's agenda to move forward with the purchase of the Ecolane software.

CONSENT CALENDAR

- 10. Motion: Approval of Minutes of June 22, 2017 Board Meeting
- 11. Motion: Acceptance of Financial Report: June 2017

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

MOTION PASSED

By Directors Hanenkrat, Edwards, Hoffman, Holm, Huffman
and Board Chair Judy Riggs.
Director Mico Absent.

ACTION ITEMS

- 12. Resolution 17-19 Authorizing the General Manager to purchase two (2) Dodge Caravans from Creative Bus Sales

GM Doug Pilant explained the Resolution to the Board.

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

Motion by Director Huffman Authorizing the General Manager to purchase two (2) Dodge Caravans from Creative Bus Sales. *Motion Secoded* by Director Holm. Board Chair Judy Riggs called for further discussion; followed by none, she called for the vote.

MOTION PASSED

By Directors Hanenkrat, Edwards, Holm, Hoffman, Huffman
and Board Chair Judy Riggs.
Director Mico absent.

13. Resolution 17-20 Authorizing the General Manager to purchase one (1) Freightliner Bus from Western Bus Sales

GM Doug Pilant explained the Resolution to the Board.

Motion by Director Holm Authorizing the General Manager to purchase one (1) Freightliner Bus from Western Bus Sales. *Motion Secoded* by Director Edwards. Board Chair Judy Riggs called for further discussion; followed by none, she called for the vote.

MOTION PASSED

By Directors Hanenkrat, Edwards, Holm, Hoffman, Huffman
and Board Chair Judy Riggs.
Director Mico absent.

14. Resolution 17-21 Authorizing the General Manager to Execute a Service Agreement with Ecolane USA, Inc. to purchase the Ecolane Scheduling and Dispatching Software and 5-year License Agreement

GM Doug Pilant explained the Resolution to the Board. He clarified that this will be a 5-year agreement and the 5 years doesn't start until it is fully operational.

Motion by Director Holm Authorizing the General Manager to Execute a Service Agreement with Ecolane USA, Inc. to purchase the Ecolane Scheduling and Dispatching Software and 5-year License Agreement. *Motion Secoded* by Director Huffman. Board Chair Judy Riggs called for further discussion; followed by none, she called for the vote.

MOTION PASSED

By Directors Hanenkrat, Edwards, Holm, Hoffman, Huffman
and Board Chair Judy Riggs.
Director Mico absent.

15. Resolution 17-22 Authorizing Application for an Oregon Department of Transportation (ODOT) Section 5339 Grant

GM Doug Pilant explained the Resolution to the Board. Director Huffman asked what expansion buses are? GM Doug Pilant stated we will need more buses in order to expand the services with the extra investment funding.

Motion by Director Edwards Authorizing \$200,000 in local matching funds to be applied towards an Oregon Department of Transportation (ODOT) Section 5339 Bus and Facilities Infrastructure Program Grant. *Motion Secoded* by Director Huffman. Board Chair Judy Riggs called for further discussion; followed by none, she called for the vote.

MOTION PASSED

By Directors Hanenkrat, Edwards, Holm, Hoffman, Huffman
and Board Chair Judy Riggs.
Director Mico absent.

16. Motion to Authorize the General Manager to Execute a Letter of Agreement with Helping Hands Re-Entry Program to provide two (2) daily trips between the Transit Visitor Center and Helping Hands Facility

GM Doug Pilant explained the Motion to the Board. There was a general question and answer discussion.

Motion by Director Edwards Authorize the General Manager to Execute a Letter of Agreement with Helping Hands Re-Entry Program to provide two (2) daily trips between the Transit Visitor Center and Helping Hands Facility. *Motion Secoded* by Director Hanenkrat. Board Chair Judy Riggs called for further discussion; followed by none, she called for the vote.

MOTION PASSED

By Directors Hanenkrat, Edwards, Hoffman voted aye.
and Board Chair Judy Riggs.
Director Holm and Huffman voted nay.
Director Mico absent.

DISCUSSION ITEMS

17. TCTD Outdoor Lighting Repair & Replacement – GM Doug Pilant reported that all of the District's outdoor perimeter flood lights are not working. Superintendent Ronny Fox solicited bids from 3 vendors. During this process Ronny discovered in a discussion with TPUD the District would be eligible for an energy rebate if the District replaced the outdoor lighting with LED lights. GM Doug Pilant also discovered the District would be eligible for a loan from TPUD that would be repaid with the cost savings. GM Doug Pilant will update the bids and bring a resolution to the Board for approval in August. Staff hopes to have the project completed before the days get shorter.

18. Staff Comments/Concerns

GM Doug Pilant: No comments.

Transit Superintendent Ronny Fox: Shared an incident that occurred at the Chinook Winds Casino bus stop in Lincoln City.

Accounting Specialist Tabatha Welch: Asked about the Fair sign-up status.

HR Specialist Clerk Cathy Bond: Offered sign-up sheet for Directors to volunteer at the Tillamook County Fair.

Operations Coordinator Clayton Norrbom: was not present at time of comments.

19. 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.

Gary Hanenkrat – None.

Jim Huffman – Also talked about past director Graves and noted he had a birthday as well.

Merrienne Hoffman – Complimented Cathy Bond for her participation in the Eclipse planning meeting in Pacific City.

Judy Riggs – Shared a thank you card from Diamond Art Jewelers for trophy support.

Care Mico – Absent.

Marty Holm – None.

Jackie Edwards – Shared about a neighbor raving about our bus services. Past member Graves fell and broke his hip. She wanted to share that information with the board.

UPCOMING EVENTS

Adjournment: Board Chair Judy Riggs adjourned the meeting at 9:44pm.

These minutes approved this 17th Day of August 2017.

ATTEST:



Judy Riggs, Board Chair



Doug Pilant, General Manager

MEMO TO: BOARD OF DIRECTORS
FROM: DOUG PILANT, GENERAL MANAGER
SUBJECT: PACIFIC CITY FREE SHUTTLE

Issue

The purpose of this Memo is to provide the Board of Directors an overview, status report and purpose of the Pacific City Free Shuttle.

Background and Findings

- 1) In early 2013, the District's Board of Director's and staff met to create a Strategic Plan to identify strategic priorities for the District to pursue. One of the priorities was to increase the District's presence in south Tillamook County.
- 2) In late 2013, Tillamook County Commissioner Tim Josi contacted GM Doug Pilant to request his attendance at a south Tillamook County stakeholder meeting at the Nestucca Fire Department in Hebo. Commissioner Josi specifically requested that I listen, observe and identify an opportunity for the District to assist the residents of south Tillamook County.
- 3) In 2014, Tillamook County hired the consulting firm (Cogan Owens & Greene) to lead a planning process to develop strategies to mitigate tourism related traffic and parking congestion in the Pacific City-Woods area. Throughout the planning process, transit shuttle service that circulated around Pacific City-Woods was identified as a strategy to manage traffic congestion and parking. This planning effort led to the creation of the Cape Kiawanda Master Plan that was adopted by the Tillamook County Board of Commissioners in September 2016. The Plan included a recommendation to establish a parking management plan.
- 4) In 2014, former Pacific City-Nestucca Valley Chamber of Commerce President and TCTD Board Member, Merrienne Hoffman requested the District to provide shuttle service in Pacific City during the annual Dory Day's celebration.
- 5) The Dory Day's shuttle was well received by the local community and visitors and enjoyed strong ridership. This resulted in the District continuing to provide the Dory Day's shuttle service the following 3 years.
- 6) In August 2016, the TCTD Board of Directors adopted the District's Long-Range Transit Development Plan (LRTDP), which included the action-item to "analyze and implement the recommendations from the Cape Kiawanda Master Plan" to establish a shuttle service that assists in the implementation of that Plan.
- 7) In 2016, Tillamook County contracted with Kittelson & Associates to conduct a planning process to establish a parking management plan. The Parking Management Plan, which has been included as Attachment A, includes a variety of "demand management" strategies to manage traffic and parking throughout

the PC-Woods area. A transit shuttle service was identified and prioritized as a demand management strategy to manage parking and traffic congestion.

- 8) In the Spring of 2018, TCTD worked with Kittelson & Associates to establish an operations and marketing plan to establish the current Pacific City Free Shuttle service. The Free Shuttle service is now in its third year of operation. The PC Shuttle costs about \$15,000 per year.

Summary of Findings

The 2013 TCTD strategic planning process identified the need for the District to increase its presence in the south Tillamook County area. Commissioner Josi and former TCTD Board Member Merrienne Hoffman provided the District opportunities to become involved in the south County region. The District's involvement in the development of the Cape Kiawanda Master Plan and subsequent Parking Management Plan provided the District an opportunity to provide the Pacific City-Woods community with a demand management strategy to help alleviate the negative impact of crowded parking and traffic congestion. The parking management plan includes charging out-of-town guests with parking fees that will eventually be used to fund the shuttle service. The shuttle service has elevated TCTD's visibility and public perception among stakeholders and the PC-Woods community.

Staff Recommendations

Staff recommends the continuation of implementation of the 2013 Strategic Planning objective to increase presence in south county which has resulted in a meaningful transit service the District could provide the Pacific City-Woods community and has resulted in immeasurable positive public relations and good will.



Pacific City Shuttle Expenses and Reimbursements

<u>Date/Year</u>	<u>Vender</u>	<u>Amount</u>	<u>Description</u>
2018			
6/19/2018	Kittelson	(\$8,000.00)	PC Shuttle operations plan, marketing, material design
6/19/2018	Kittelson	(\$2,000.00)	PC Shuttle bus stop sign permit application
6/30/2018	Coast Printing	(\$772.60)	PC Shuttle brochure and poster printing
2019			
5/31/2019	Coast Printing	(\$387.20)	PC Shuttle posters and brochures
6/30/2019	Kittelson	(\$300.00)	PC Shuttle brochure updates
2020			
6/30/2020	Gillespie Graphics	(\$2,869.22)	PC Shuttle bus graphics
6/30/2020	Coast Printing	(\$281.90)	PC Shuttle brochures
8/27/2020	Tillamook County	\$3,151.12	PC Shuttle marketing and bus graphics reimbursement
2021			
5/31/2021	Coast Printing	(\$366.25)	PC Shuttle brochures
6/30/2021	Kittelson	(\$7,500.00)	PC Shuttle operations plan update marketing, materials design, update bus. stop permit application
10/18/2021	Tillamook County	\$11,000.00	PC Shuttle support

CP-21-010

Doug Pilant

From: Shannon Wakeman
Sent: Monday, August 16, 2021 9:11 AM
To: Mike Reed; Clayton Norrbom; Doug Pilant
Subject: FW: New submission from TCTD Feedback Form

FYI- some good news!

Let me know if you would like me to do the success notes, or if you will be taking care of it.



Shannon Wakeman
Administrative Assistant
Tillamook County Transportation District
503-354-8079

From: wordpress@nworegontransit.org <wordpress@nworegontransit.org>
Sent: Friday, August 13, 2021 6:45 PM
To: Feedback <feedback@tillamookbus.com>
Subject: New submission from TCTD Feedback Form

Your Name

Bill Siewert

Your Email

w.e.siewert@juno.com

What kind of feedback would you like to submit?

Compliment

How would you categorize your feedback?

Customer Service

Your Message

My wife & I were Oregon Park hosts, at Sitka Sedge, North of Pacific City, during the month of July. After arriving, we drove into Pacific City & realized what a traffic nightmare it was. We were told that your bus service ran Friday, Saturday & Sunday, so we decided to try it out. On our first trip, the driver was Debbie Brown. She ask where we needed to go, so we let her know were new to town and were trying to figure out Pacific City & Woods, so we would know where different businesses were, without fighting the traffic.. She pointed out different businesses as we "took the tour".

After that we were able to ride & know where we wanted to go. We rode with 2 other drivers during the month, but only learned Chet's name, but all of the drivers were courteous & always asked were we would like to depart. We were glad to have your service, for the month that we served at Sitka Sedge State Natural area.

Thank You
Bill & Anita Siewert
Caldwell Idaho

Debbie Graham

Chad

Dear Commissioners,

The Pacific City Shuttle wrapped up its third year of service. This summer, the Shuttle operated from Memorial Day weekend through Labor Day weekend, and included Monday service on both Memorial Day and Labor Day. 2021 saw an expansion of the Shuttle service area that extended the route to Sitka Sedge State Natural Area and to Brooten Road and Stephen Avenue. Also, the Shuttle operated 30-minute service during the peak driving hours for most of the summer.

The enhanced service resulted in 158% ridership increase from the previous year. This year's service plan also resulted in an impressive 3.3 riders per hour. To give you some context, the Tillamook Town Loop bus route averages 6.9 riders per hour while the North County Route 3 (TCTD's second most productive route) service averages 3.6 riders per hour. At 3.3 riders per hour, within a rural low population density area demonstrated the Shuttle was well used especially during the months when the Shuttle operation 30-minute service. Meanwhile, productivity dropped from 4.1 passengers per hour in July to 2.1 passengers per hour when the District began experiencing a severe driver shortage. A summary of the 2021 PC Shuttle ridership and statistical information are provided in the table below:

Month	Days Operated	Monthly Trips	Monthly Hours	Trips/ Hour
May	4	175	46.6	3.8
Jun	12	424	125.8	3.4
Jul	14	803	197.1	4.1
Aug*	13	240	112.3	2.1
Sep*	4	65	32.3	2.0
Total	47	1,707	514.1	3.3

Due to unforeseen COVID-related driver shortages, service was reduced was to 1-hour shuttle service beginning August 13 through September 6

As you know, the Pacific City Free Shuttle was created as a Demand Management Tool as part of the Pacific City-Woods Parking Management Plan (PMP) that was developed in 2019. The PMP seeks to reduce the traffic impacts those communities face during the heavily trafficked summer months. Other aspects of the PMP have begun to be implemented, including Pay-to-Park enforcement in several parking facilities throughout the communities. In 2021, Shuttle service was increased during peak demand hours on Saturdays and Sundays from trips every 60-minutes to every 30-minutes in an effort to boost the ease and convenience of using the Shuttle. This was made possible by putting a second vehicle on the route, which also helped increase rider capacity of the route (COVID spacing restrictions limit shuttle occupancy to roughly 8 passengers until mid-August, when restrictions were eased).

It's also important to note the following factors that affected ridership. In June 70% of ridership were on two of the four weekends that were sunny and warm while 30% of the ridership were on were wet and cloudy weekends. This suggests that beach-going tourists may be sensitive to the weather and demonstrates PC Shuttle was a valuable tool when more tourists are in town. Also, the Fourth of July

weekend saw a record 266 rides during the Shuttle's three days of service. Finally, please note that due to COVID, TCTD experienced a severe driver shortage that resulted in hourly service during the final three weeks of August and Labor Day weekend. The hourly service resulted in 2.1 trips per hour during August and September.

The cost to operate this year's expanded PC Shuttle service was approximately \$40,000. Tillamook County agreed to contribute \$11,000 while TCTD contributed \$12,000 from its general fund. The CARES Act funded the balance \$17,000 of the service which enabled TCTD to increase the frequency of service to expand available seats in order to mitigate the COVID peak passenger capacity standard. The District intends to continue using CARES Act funding for the Shuttle through June 2023.

Meanwhile, the TCTD Board of Directors adopted the "TCTD Long Range Transit Development Plan" (LRTDP) in 2016 and includes supporting the development of the PC Shuttle. While a majority of Board of Directors support this program, that might not always be the case in the future. Therefore, I would like to take the necessary steps to discuss the formalization of the District's partnership with the County (and Visit Tillamook Coast) to continue fulfilling the mission of the PC Shuttle.

As we look to the future, I'd like to mention a few suggestions to further enhance Shuttle's service. There have been suggestions to expand the service to Whalen Island and use trolley buses in lieu of transit buses. I agree that extending service to Whalen Island would increase the services footprint by connecting an additional parking area thus creating the possibility of reducing automobiles traveling to/from Pacific City. Next, people are attracted to and like trolleys. Using trolleys in lieu of buses would enhance the out-of-town visitors experience and be an incentive to for people to leave their vehicles parked. These are a few ideas being tossed around that could enhance the success of the program's goal to manage parking.

Thank you for your partnership,

Douglas Pilant,
General Manager