

Tillamook County Transportation District
Board of Directors
Regular Monthly Meeting



Thursday, February 17, 2021 at 6:00 PM
Transportation Building
3600 Third St., Ste. A
Tillamook, Oregon

Tillamook County Transportation District

Normal Trial Balance

From 1/1/2022 Through 1/31/2022

Account Code	Account Title	Debit Balance	Credit Balance
1001	General Checking Account	385,224.88	
1006	Payroll Checking	252,434.63	
1009	NW RIDES ACCOUNT	570,302.55	
1011	Prop. Mgmt. Checking	79,751.64	
1020	LGIP - General Account	1,312,234.29	
1030	LGIP - Capital Reserve	1,347,493.79	
1040	Petty Cash	200.00	
Report Total		3,947,641.78	0.00
Report Difference		3,947,641.78	

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2-9-22

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Tillamook County Transportation District
Financial Statement

From 1/1/2022 Through 1/31/2022

	Current Period Actual	Current Period Budget	Current Year Actual	Total Budget	Total Budget Variance	58%
Resources						
Working Capital				2,975,295.00	(2,975,295.00)	0.00%
Fares	14,494.50	22,916.67	117,219.36	200,000.00	(82,780.64)	58.60%
Contract Revenue	42,565.11	70,833.33	497,636.88	750,000.00	(252,363.12)	66.35%
Property Tax	15,705.33	79,166.67	1,002,035.72	1,031,380.00	(29,344.28)	97.15%
Past Years Property Tax	2,576.25	2,916.67	14,766.46	25,000.00	(10,233.54)	59.06%
State Timber Revenue	0.00	25,000.00	56,756.43	325,000.00	(268,243.57)	17.46%
Mass Transit State Payroll Tax	0.00	7,083.33	69,133.42	85,000.00	(15,866.58)	81.33%
STIF Formula	96,984.00	0.00	289,267.00	352,308.00	(63,041.00)	82.10%
STIF Discretionary	0.00	0.00	11,968.00	888,035.00	(876,067.00)	1.34%
Capital Grants	0.00	222,384.00	34,628.00	1,009,536.00	(974,908.00)	3.43%
Grants - FTA 5311	0.00	207,139.00	411,753.00	1,280,466.00	(868,713.00)	32.15%
NWOTA Partner Cont. Match	12,000.00	0.00	36,000.00	163,121.00	(127,121.00)	22.06%
Grants - STF	16,925.00	0.00	50,775.00	67,700.00	(16,925.00)	75.00%
Grants - 5311 (f)	0.00	82,750.00	167,384.00	768,000.00	(600,616.00)	21.79%
Grants - 5310	0.00	81,100.00	55,955.00	188,527.00	(132,572.00)	29.68%
Grants - 5305	0.00	0.00	562.00	36,000.00	(35,438.00)	1.56%
Special Bus Operations	0.00	125.00	0.00	1,500.00	(1,500.00)	0.00%
Miscellaneous Income	0.00	875.00	51,995.50	10,500.00	41,495.50	495.19%
Sale of Assets - Income	0.00	0.00	6,500.00	10,000.00	(3,500.00)	65.00%
Interest Income	1,077.50	2,708.33	6,822.21	32,500.00	(25,677.79)	20.99%
OTIB TVC Loan 0071 Proceeds	0.00	0.00	50,000.00	0.00	50,000.00	0.00%
Advertising Income	0.00	83.33	0.00	1,000.00	(1,000.00)	0.00%
Lease Income	400.00	2,000.00	12,400.00	24,000.00	(11,600.00)	51.66%
Lease Operational Exp Income	1,371.87	833.33	7,535.40	10,000.00	(2,464.60)	75.35%

Monthly BOD Report w/YTD Budget & Variance

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Tillamook County Transportation District
Financial Statement

From 1/1/2022 Through 1/31/2022

	Current Period Actual	Current Period Budget	Current Year Actual	Total Budget	Total Budget Variance	58%
Transfer From General Fund	0.00	0.00	630,731.00	719,188.00	(88,457.00)	87.70%
Transfer from STF Fund	0.00	0.00	0.00	46,439.00	(46,439.00)	0.00%
Transfer from NWOTA	0.00	0.00	3,000.00	3,000.00	0.00	100.00%
Transfer from STIF Fund	0.00	0.00	7,830.00	1,340,035.00	(1,332,205.00)	0.58%
Total Resources	<u>204,099.56</u>	<u>807,914.66</u>	<u>3,592,654.38</u>	<u>12,343,530.00</u>	<u>(8,750,875.62)</u>	<u>29.11%</u>
Expenses						
Personnel Services						
Payroll: Administration	41,538.47	31,333.33	246,399.93	435,000.00	188,600.07	56.64%
Payroll: Dispatch	11,682.77	12,615.08	72,300.95	175,000.00	102,699.05	41.31%
Payroll: Drivers	121,067.79	93,333.33	732,079.02	1,500,000.00	767,920.98	48.80%
Payroll: Maintenance	8,765.23	6,250.00	41,779.88	75,000.00	33,220.12	55.70%
Payroll Expense	15,637.71	10,416.67	94,916.74	135,000.00	40,083.26	70.30%
Payroll Healthcare	28,806.01	37,916.67	219,473.88	505,000.00	285,526.12	43.46%
Payroll Retirement	6,744.51	6,291.66	43,070.30	80,500.00	37,429.70	53.50%
Payroll Veba	2,155.72	3,791.67	19,532.76	49,500.00	29,967.24	39.46%
Workers Compensation Ins.	0.00	3,750.00	29,666.92	47,000.00	17,333.08	63.12%
Total Personnel Services	<u>236,398.21</u>	<u>205,698.41</u>	<u>1,499,220.38</u>	<u>3,002,000.00</u>	<u>1,502,779.62</u>	<u>49.94%</u>
Materials and Services						
Professional Services	7,451.96	9,395.84	96,862.44	112,750.00	15,887.56	85.90%
Administrative Support	0.00	1,666.67	12,453.04	25,000.00	12,546.96	49.81%
Website Maintenance	0.00	4,195.83	22,500.00	50,350.00	27,850.00	44.68%
Planning	0.00	10,833.33	26,081.76	130,000.00	103,918.24	20.06%
Dues & Subscriptions	117.97	708.33	7,284.93	8,500.00	1,215.07	85.70%
Office Equipment R&R	236.49	333.33	1,621.62	4,000.00	2,378.38	40.54%

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Monthly BOD Report w/YTD Budget & Variance

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Tillamook County Transportation District
Financial Statement

From 1/1/2022 Through 1/31/2022

	Current Period Actual	Current Period Budget	Current Year Actual	Total Budget	Total Budget Variance	58%
5145 Computer R&M	4,256.55	2,875.00	25,574.80	39,500.00	13,925.20	64.74%
5150 Fees & Licenses	162.30	2,583.34	4,336.69	32,500.00	28,163.31	13.34%
5160 Insurance	134,318.00	83,333.33	134,318.00	120,000.00	(14,318.00)	111.93%
5170 Office Expense	3,593.63	1,250.00	12,422.87	15,000.00	2,577.13	82.81%
5175 Board Expense	517.45	1,083.33	3,392.92	13,000.00	9,607.08	26.09%
5180 Operational Expense	4,758.35	3,958.33	31,001.10	59,500.00	28,498.90	52.10%
5185 Drug & Alcohol Administration	0.00	208.33	930.00	2,500.00	1,570.00	37.20%
5190 Marketing	3,751.96	5,000.00	14,803.55	70,000.00	55,196.45	21.14%
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	9,290.30	19,420.00	10,129.70	47.83%
5220 Travel & Training	(86.90)	1,625.00	7,516.06	19,500.00	11,983.94	38.54%
5240 Vehicle Expense	1,425.12	18,750.00	97,974.02	250,000.00	152,025.98	39.18%
5245 Fuel Expense	27,539.97	20,833.33	172,098.09	330,000.00	157,901.91	52.15%
5260 Postage	280.50	166.67	1,331.34	2,000.00	668.66	66.56%
5270 Mgmt/Labor Recreation Fund	100.00	0.00	3,500.00	4,708.00	1,208.00	74.34%
5280 Transit Center Lease	0.00	0.00	1,400.00	0.00	(1,400.00)	0.00%
5285 Transit Center Maint	1,426.78	1,500.00	9,988.39	18,000.00	8,011.61	55.49%
5290 General Operating Cont.	0.00	125,000.00	0.00	300,000.00	300,000.00	0.00%
5291 COVID Expense	736.08	0.00	26,166.44	50,000.00	23,833.56	52.33%
5300 Property Operating Expense	2,914.86	2,125.00	12,522.08	26,000.00	13,477.92	48.16%
5330 Flex Lease: Fees	0.00	41.67	0.00	0.00	0.00	0.00%
5340 Property Maint. & Repair	4,483.66	2,083.33	17,910.34	25,000.00	7,089.66	71.64%
5346 Operations Facility Maint.	74.85	333.33	515.67	4,000.00	3,484.33	12.89%
Total Materials and Services	199,392.48	307,751.65	753,796.45	1,731,228.00	977,431.55	43.54%
Special Payments						

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Monthly BOD Report w/YTD Budget & Variance

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Tillamook County Transportation District
Financial Statement

From 1/1/2022 Through 1/31/2022

	Current Period Actual	Current Period Budget	Current Year Actual	Total Budget	Total Budget Variance	58%
STF Payments to Recipients	4,415.13	0.00	13,245.39	17,661.00	4,415.61	74.99%
STIF Payments to Recipients	1,500.00	1,250.00	4,500.00	6,000.00	1,500.00	75.00%
Total Special Payments	5,915.13	1,250.00	17,745.39	23,661.00	5,915.61	75.00%
Transfers						
Transfer to LGIP 5931	0.00	0.00	400,000.00	400,000.00	0.00	100.00%
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	0.00	0.00	163,561.00	852,223.00	688,662.00	19.19%
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	0.00	0.00	641,561.00	4,282,898.00	3,641,337.00	14.98%
Capital Outlay						
Debt Service						
PUD Loan Expense	602.58	625.00	4,628.93	7,500.00	2,871.07	61.71%
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	13,655.22	30,000.00	16,344.78	45.51%
Total Debt Service	602.58	1,025.00	18,284.15	42,300.00	24,015.85	43.22%
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	235,000.00	0.00	940,000.00	940,000.00	0.00%
Van Replacement/Addition	0.00	180,000.00	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	641.39	0.00	43,712.18	967,544.00	923,831.82	4.51%

Monthly BOD Report w/YTD Budget & Variance

Tillamook County Transportation District
Financial Statement
From 1/1/2022 Through 1/31/2022

	Current Period Actual	Current Period Budget	Current Year Actual	Total Budget	Total Budget Variance	58%
6050	0.00	65,658.25	187,235.93	922,899.00	735,663.07	20.28%
Other Capital Projects	641.39	482,741.59	230,948.11	3,261,443.00	3,030,494.89	7.08%
Total Capital Purchases	1,243.97	483,766.59	249,232.26	3,303,743.00	3,054,510.74	7.54%
Total Capital Outlay	442,949.79	998,466.65	3,161,555.48	12,343,530.00	9,181,974.52	25.61%
Total Expenses						

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Tillamook County Transportation District
Financial Statement

From 1/1/2022 Through 1/31/2022

	Current Period Actual	Current Period Budget	Current Year Actual	Total Budget	Total Budget Variance	58%
Resources						
Working Capital	0.00	0.00	0.00	450,000.00	(450,000.00)	0.00%
NWR Revenue	364,473.88	333,333.33	2,475,554.53	4,000,000.00	(1,524,445.47)	61.88%
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>364,473.88</u>	<u>333,333.33</u>	<u>2,491,503.51</u>	<u>4,451,400.00</u>	<u>(1,959,896.49)</u>	<u>55.97%</u>
Expenses						
Personnel Services						
Payroll: Administration	31,897.39	22,750.00	183,739.20	350,000.00	166,260.80	52.49%
Payroll: Indirect	1,479.16	833.33	6,519.16	10,000.00	3,480.84	65.19%
Payroll Expense	2,743.70	1,833.33	14,827.58	22,000.00	7,172.42	67.39%
Payroll Healthcare	8,910.15	9,583.33	62,250.16	140,000.00	77,749.84	44.46%
Payroll Retirement	1,505.89	1,375.00	9,733.51	16,500.00	6,766.49	58.99%
Payroll Veba	900.90	1,083.33	6,119.60	13,000.00	6,880.40	47.07%
Workers Compensation Ins.	0.00	0.00	554.75	500.00	(54.75)	110.95%
Total Personnel Services	<u>47,437.19</u>	<u>37,458.32</u>	<u>283,743.96</u>	<u>552,000.00</u>	<u>268,256.04</u>	<u>51.40%</u>
Materials and Services						
Professional Services	0.00	833.33	2,671.00	10,000.00	7,329.00	26.71%
Office Equipment R&R	236.49	208.33	1,621.62	2,500.00	878.38	64.86%
Computer R&M	1,050.00	1,250.00	5,251.25	15,000.00	9,748.75	35.00%
Fees & Licenses	24.99	1,250.00	52,227.02	163,000.00	110,772.98	32.04%
Office Expense	102.48	416.67	1,992.03	5,000.00	3,007.97	39.84%
Operational Expense	0.00	125.00	339.60	1,500.00	1,160.40	22.64%
Telephone Expense	911.24	1,666.67	7,028.02	20,000.00	12,971.98	35.14%

Monthly BOD Report w/YTD Budget & Variance

Tillamook County Transportation District
Financial Statement

From 1/1/2022 Through 1/31/2022

	Current Period Actual	Current Period Budget	Current Year Actual	Total Budget	Total Budget Variance	58%
5220 Travel & Training	0.00	125.00	1,375.14	1,500.00	124.86	91.67%
5260 Postage	9.95	83.33	326.14	1,000.00	673.86	32.61%
5265 Purchased Transportation	73,795.40	250,000.00	1,578,269.16	3,000,000.00	1,421,730.84	52.60%
5266 Member Mileage Reimbursement	15,000.00	15,000.00	80,000.00	180,000.00	100,000.00	44.44%
5267 Volunteer Mileage Reimburse	17,071.56	21,666.67	156,046.33	260,000.00	103,953.67	60.01%
5281 Office Rent	400.00	400.00	2,800.00	4,800.00	2,000.00	58.33%
5291 COVID Expense	0.00	0.00	76.96	0.00	(76.96)	0.00%
5300 Property Operating Expense	334.05	250.00	1,978.42	3,000.00	1,021.58	65.94%
Total Materials and Services	108,936.16	293,275.00	1,892,002.69	3,667,300.00	1,775,297.31	51.59%
Transfers						
9180 Unappropriated Ending Fund Bal	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						
6022 Ecolane Investment	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	156,373.35	330,733.32	2,178,626.65	4,451,400.00	2,272,773.35	48.94%

Tillamook County Transportation District

Check/Voucher Register

1001 - General Checking Account

From 1/1/2022 Through 1/31/2022

Docume... Number	Docume... Date	Transaction Amount	Payee	Transaction Description
16826	1/3/2022	95.00	TERRA BUCHANAN	NOVEMBER 2021 CDL
16827	1/4/2022	250.00	ABILA	DECEMBER 2021-CLOUD STORAGE
16828	1/4/2022	979.40	ATU LOCAL #757	DECEMBER 2021
16829	1/4/2022	170.00	Burden's Muffler & Towing	DECEMBER 2021 tow van 104
16830	1/4/2022	1,500.00	Care Inc.	Q3 STIF PAYMENT
16830	1/4/2022	1,500.00	Care Inc.	Q2 STIF PAYMENT
16831	1/4/2022	12,833.70	CARSON OIL CO INC	DECEMBER 2021
16832	1/4/2022	35.00	CINTAS	DECEMBER 2021-SHOP TOWELS
16833	1/4/2022	850.00	WAVE	DECEMBER 2021
16834	1/4/2022	149.56	COMCAST	DECEMBER 2021
16835	1/4/2022	61.87	CRYSTAL AND SIERRA SPRINGS	DECEMBER 2021
16836	1/4/2022	40.00	CENTURYLINK	DECEMBER 2021
16837	1/4/2022	1,220.26	GenXsys Solutions, LLC	COMPUTER FOR CLAYTON
16837	1/4/2022	530.90	GenXsys Solutions, LLC	DECEMBER 2021
16837	1/4/2022	2,500.00	GenXsys Solutions, LLC	DECEMBER 2021
16838	1/4/2022	1,800.00	INNOVA LEGAL ADVISORS	DECEMBER 2021 LEGAL
16839	1/4/2022	624.50	Jacobs Engineering Group INC	CHAMPION PARK APTS GRANT 34225
16840	1/4/2022	3,733.00	KITTELSON & ASSOCIATES, INC.	ROUTE 5 PLANNING GRANT 35117
16841	1/4/2022	793.89	KORE GROUP	HIRING/RETENTION INCENTIVES - COVID
16842	1/4/2022	4,415.13	Marie Mills Center, Inc	Q3 STF PAYMENT
16843	1/4/2022	115.00	North Coast Lawn	DECEMBER 2021 LAWN MAINTENANCE
16844	1/4/2022	1,025.00	NATHAN LEVIN	JANUARY 2022
16845	1/4/2022	96.45	Office Depot Credit Plan	DECEMBER 2021 OFFICE SUPPLIES
16845	1/4/2022	19.12	Office Depot Credit Plan	DECEMBER 2021 OFFICE SUPPLIES
16845	1/4/2022	70.98	Office Depot Credit Plan	DECEMBER 2021 OFFICE SUPPLIES
16845	1/4/2022	72.60	Office Depot Credit Plan	DECEMBER 2021 OFFICE SUPPLIES
16845	1/4/2022	318.22	Office Depot Credit Plan	DECEMBER 2021
16845	1/4/2022	22.02	Office Depot Credit Plan	DECEMBER 2021 OFFICE SUPPLIES
16846	1/4/2022	495.50	Oregon State Police	DECEMBER 2021 BACKGROUND CHECKS
16847	1/4/2022	245.70	PACIFIC CITY SUN	DECEMBER 2021 RECRUITMENT
16847	1/4/2022	122.84	PACIFIC CITY SUN	DECEMBER 2021 RECRUITMENT
16848	1/4/2022	73.33	PORTLAND GENERAL	DECEMBER 2021
16849	1/4/2022	236.49	Pacific Office Automation	DECEMBER 2021
16850	1/4/2022	9,075.00	SINGERLEWAK LLP	FINANCIAL AUDIT FYE 2021
16851	1/4/2022	42.98	Tillamook PUD	LARGE BUS BARN
16851	1/4/2022	30.90	Tillamook PUD	SMALL BUS BARN
16853	1/4/2022	5,418.75	Columbia Pacific Economic	Q2 NWOTA
16854	...8/2022	385.00	BIO-MED TESTING SERVICE, INC.	DECEMBER 2021 EMPLOYMENT DRUG SCREENS
16855	...8/2022	11,909.17	CARSON OIL CO INC	DECEMBER 2021
16856	...8/2022	968.50	COUNTRY MEDIA	DECEMBER 2021 RECRUITMENT/COVID
16857	...8/2022	3,532.14	DMG CONSUTLANCY, LTD.	STAFFING PLAN GRANT 54998
16858	...8/2022	93.23	Fred Meyer Customer Charges	DECEMBER 2021
16859	...8/2022	725.00	KDEP-FM/KTIL-FM/KTIL-AM	DECEMBER 2021 RECRUITMENT/MARKETING
16860	...8/2022	1,196.78	Marie Mills Center, Inc	DECEMBER 2021 JANITORIAL AT TRANSIT CENTER
16861	...8/2022	621.00	OR COAST BROADCAST CENTER	DECEMBER 2021
16862	...8/2022	1,288.00	OTTER ROCK RADIO	DECEMBER 2021 RECRUITMENT/COVID
16863	...8/2022	358.15	Pacific Office Automation	DECEMBER 2021 COPIES
16864	...8/2022	58.00	SUNFLOWER FLATS	DECEMBER 2021-CLAYTON/RECOVERY
16865	...8/2022	750.00	Tillamook Chamber of Commerce	CHAMBER BANQUET
16866	...8/2022	3,914.81	CARDMEMBER SERVICE	DECEMBER 2021
16867	...8/2022	392.95	VERIZON	DECEMBER 2021
16868	...9/2022	319.90	ALSCO - Portland Linen	DECEMBER 2021 MATT SERVICE

Tillamook County Transportation District

Check/Voucher Register

1001 - General Checking Account

From 1/1/2022 Through 1/31/2022

Docume... Number	Docume... Date	Transaction Amount	Payee	Transaction Description
16869	...9/2022	420.00	Burden's Muffler & Towing	DECEMBER 2021 VEHICLE TOWS
16870	...9/2022	134.24	CAR CARE SPECIALISTS, INC.	DECEMBER 2021 DEF
16871	...9/2022	60.66	Advance Auto Parts	DECEMBER 2021 SHOP INVENTORY
16871	...9/2022	39.88	Advance Auto Parts	DECEMBER 2021 SHOP INVENTORY
16872	...9/2022	86.65	CINTAS	SHOP SUPPLIES/MATTS
16873	...9/2022	83.94	O'REILLY AUTOMOTIVE STORES	DECEMBER 2021 DEF
16874	...9/2022	296.19	FleetPride, Inc.	DECEMBER 2021 SHOP INVENTORY
16875	...9/2022	4,299.79	LES SCHWAB WAREHOUSE CENTER	DECEMBER 2021 TIRES
16876	...9/2022	997.70	DAVISON AUTO PARTS, INC.	DECEMBER 2021 SHOP INVENTORY
16877	...9/2022	389.10	PREMIER TRUCK GROUP	DECEMBER 2021 SHOP INVENTORY
16878	...9/2022	14.06	Rosenberg Builders Supply	DECEMBER 2021 OFFICE SUPPLIES
16879	...9/2022	126,584.00	SPECIAL DISTRICTS INS. SERVICE	2022 LIABILITY INSURANCE
16880	...9/2022	165.00	Tillamook Motor Co.	DECEMBER 2021 BUS 105 ANNUAL INSPECTION
16881	...9/2022	100.00	ROBERT R KENNEY	COMPANY PICNIC VENUE DEPOSIT
16882	...9/2022	124.00	Petty Cash Clerk	PETTY CASH
16883	...1/2022	250.00	ABILA	JANUARY 2022 cloud storage
16884	...1/2022	385.00	ALL CLEAR AUDIO AND GLASS LLC	JANUARY 2022 windshield for 300
16884	...1/2022	100.00	ALL CLEAR AUDIO AND GLASS LLC	ROCK CHIPS FOR 302 AND 305
16885	...1/2022	235.92	Batteries Northwest	JANUARY 2022 BATTERIES
16886	...1/2022	298.58	Advance Auto Parts	DECEMBER 2021
16887	...1/2022	13,210.96	CARSON OIL CO INC	JANUARY 2022 FUEL
16888	...1/2022	120.00	CHRIS MOTLEY	DECEMBER 2021 CDL PHYSICAL
16889	...1/2022	103.07	CINTAS	JANUARY 2022 matts and uniforms
16889	...1/2022	35.00	CINTAS	shop uniforms and shop towels/supplies
16889	...1/2022	103.07	CINTAS	JANUARY 2022 matts and uniforms/supplies
16889	...1/2022	50.75	CINTAS	JANUARY 2022 shop uniforms/towels/supplies
16890	...1/2022	68.50	DEBBIE GRAHAM	FUEL REIMBURSEMENT
16891	...1/2022	219.90	EB TOOLS LLC	shop tools
16892	...1/2022	50.00	Gary A. Hanenkrat	JANUARY 2022
16893	...1/2022	656.55	GenXsys Solutions, LLC	JANUARY 2022 COMPUTER SUPPORT
16893	...1/2022	2,500.00	GenXsys Solutions, LLC	JANUARY 2022 COMPUTER SUPPORT
16893	...1/2022	1,200.00	GenXsys Solutions, LLC	JANUARY 2022 COMPUTER SUPPORT
16894	...1/2022	641.39	GISI MARKETING GROUP	BUS SHELTER SIGNAGE
16895	...1/2022	1,575.00	INNOVA LEGAL ADVISORS	JANUARY 2022 LEGAL
16896	...1/2022	50.00	JACKIE EDWARDS	JANUARY 2022
16897	...1/2022	2,059.00	Jacobs Engineering Group INC	CHAMPION PARK BUST STOP GRANT 34225
16898	...1/2022	5,155.00	JORDAN SCHRADER RAMIS, PC	DECEMBER 2021 LEGAL/CHAMPION PARK
16899	...1/2022	50.00	JUDY RIGGS	JANUARY 2022
16900	...1/2022	2,065.71	KITTELSON & ASSOCIATES, INC.	RT 5 PLANNING / GRANT 35117
16900	...1/2022	334.22	KITTELSON & ASSOCIATES, INC.	ROUTE 5 PLAN GRANT 35117
16900	...1/2022	701.55	KITTELSON & ASSOCIATES, INC.	COORDINATED PLAN GRANT 35137
16901	...1/2022	50.00	Linda Adler	JANUARY 2022
16902	...1/2022	95.00	MARTIN WATKINS	JANUARY 2022 CDL PHYSICAL
16903	...1/2022	50.00	MARTY HOLM	JANUARY 2022
16904	...1/2022	50.00	MARY JOHNSON	JANUARY 2022
16905	...1/2022	50.00	MELISSA CARLSON-SWANSON	JANUARY 2022
16906	...1/2022	12.72	Office Depot Credit Plan	JANUARY 2022
16906	...1/2022	357.42	Office Depot Credit Plan	JANUARY 2022 TONER SUPPLIES
16906	...1/2022	159.11	Office Depot Credit Plan	JANUARY 2022
16906	...1/2022	41.20	Office Depot Credit Plan	JANUARY 2022
16907	...1/2022	138.75	Oregon State Police	JANUARY 2022 BACKGROUND CHECKS

Tillamook County Transportation District

Check/Voucher Register
1001 - General Checking Account
From 1/1/2022 Through 1/31/2022

<u>Docume... Number</u>	<u>Docume... Date</u>	<u>Transaction Amount</u>	<u>Payee</u>	<u>Transaction Description</u>
16908	...1/2022	665.26	PACIFIC CITY SUN	DECEMBER 2021
16909	...1/2022	236.49	Pacific Office Automation	JANUARY 2022
16910	...1/2022	43.28	Tillamook PUD	JANUARY 2022 LARGE BUS BARN
16910	...1/2022	31.57	Tillamook PUD	JANUARY 2022 SMALL BUS BARN
16911	...1/2022	49.95	VANIR BROADBAND, INC.	JANUARY 2022
16912	...1/2022	188.80	WEST COAST EXHAUST	DECEMBER 2021 BUS 204 EXHAUST PIPE
Report Total		<u>246,309.65</u>		

Tillamook County Transportation District

Check/Voucher Register

1006 - Payroll Checking

From 1/1/2022 Through 1/31/2022

<u>Document Number</u>	<u>Document Date</u>	<u>Payee</u>
5682	1/4/2022	PACIFIC SOURCE
5683	1/14/2022	DONALD ANDERSON
5684	1/18/2022	SPECIAL DISTRICTS INS. SERVICE
5685	1/18/2022	HRA VEBA TRUST
5686	1/19/2022	CLAYTON NORRBOM
5688	1/20/2022	TABATHA WELCH
5689	1/27/2022	DAVID WHEELER

Tillamook County Transportation District

Check/Voucher Register

1009 - NW RIDES ACCOUNT

From 1/1/2022 Through 1/31/2022

Docume... Number	Docume... Date	Transaction Amount	Payee	Transaction Description
3383	1/4/2022	2,348.95	AAA RIDE ASSIST	PROVIDER TRANSPORTATION
3384	1/4/2022	4,322.00	MEDIX AMBULANCE	PROVIDER TRANSPORTATION
3384	1/4/2022	4,252.00	MEDIX AMBULANCE	PROVIDER TRANSPORTATION
3385	1/4/2022	17,925.15	RYANS TRANSPORTATION SERVICE	PROVIDER TRANSPORTATION
3386	1/4/2022	1,702.00	SUNSET EMPIRE TRANSIT	PROVIDER TRANSPORTATION
3386	1/4/2022	1,607.00	SUNSET EMPIRE TRANSIT	PROVIDER TRANSPORTATION
3387	1/4/2022	9,817.75	TILLAMOOK CNTY TRANS. DIST.	PROVIDER TRANSPORTATION
3388	1/4/2022	9,374.50	TILLAMOOK CNTY TRANS. DIST.	PROVIDER TRANSPORTATION
3389	1/4/2022	8,321.60	WAPATO SHORES	PROVIDER TRANSPORTATION
3389	1/4/2022	6,239.70	WAPATO SHORES	PROVIDER TRANSPORTATION
3390	1/4/2022	107.52	CATHY BOND	NWR MILEAGE
3391	1/4/2022	696.05	WAVE	DECEMBER 2021
3392	1/4/2022	50.00	CRYSTAL AND SIERRA SPRINGS	DECEMBER 2021
3393	1/4/2022	62.17	CENTURYLINK	DECEMBER 2021
3394	1/4/2022	500.00	GenXsys Solutions, LLC	DECEMBER 2021
3395	1/4/2022	236.49	Pacific Office Automation	DECEMBER 2021
3396	1/4/2022	40,422.99	TILLAMOOK CNTY TRANS. DIST.	DECEMBER 2021 PAYROLL AND BENEFITS
3397	...0/2022	0.00		
3398	...0/2022	0.00		
3399	...0/2022	783.84	CHRISTA HALL	NWR VOLUNTEERS
3400	...0/2022	1,968.48	JANNA SMITH	NWR VOLUNTEERS
3401	...0/2022	3,189.72	JOHN REKART JR	NWR VOLUNTEERS
3402	...0/2022	328.16	JOY WINKELHAKE	NWR VOLUNTEERS
3403	...0/2022	4,101.49	KANDIS LIDAY	NWR VOLUNTEERS
3404	...0/2022	1,941.20	LEANN CHUINARD	NWR VOLUNTEERS
3405	...0/2022	1,044.84	MARJORIE ESTERLY	NWR VOLUNTEERS
3406	...0/2022	2,657.61	SEAN REKART	NWR VOLUNTEERS
3407	...0/2022	2,396.52	WILLIAM NERENBERG	NWR VOLUNTEERS
3408	...3/2022	1,448.90	AAA RIDE ASSIST	PROVIDER TRANSPORTATION
3409	...3/2022	4,515.00	COLUMBIA COUNTY RIDER	PROVIDER TRANSPORTATION
3410	...3/2022	4,152.90	COLUMBIA MEDICAL	PROVIDER TRANSPORTATION
3410	...3/2022	2,434.90	COLUMBIA MEDICAL	PROVIDER TRANSPORTATION
3411	...3/2022	5,123.00	K & M MEDIVAN	PROVIDER TRANSPORTATION
3411	...3/2022	3,180.30	K & M MEDIVAN	PROVIDER TRANSPORTATION
3412	...3/2022	173.00	MEDIX AMBULANCE	PROVIDER TRANSPORTATION
3412	...3/2022	3,102.00	MEDIX AMBULANCE	PROVIDER TRANSPORTATION
3413	...3/2022	3,529.00	METRO WEST	PROVIDER TRANSPORTATION
3414	...3/2022	18,639.25	RYANS TRANSPORTATION SERVICE	PROVIDER TRANSPORTATION
3415	...3/2022	650.00	SUNSET EMPIRE TRANSIT	PROVIDER TRANSPORTATION
3415	...3/2022	1,278.00	SUNSET EMPIRE TRANSIT	PROVIDER TRANSPORTATION
3415	...3/2022	540.00	SUNSET EMPIRE TRANSIT	PROVIDER TRANSPORTATION DEC BUS PASSES
3416	...3/2022	137.00	TILLAMOOK CNTY TRANS. DIST.	PROVIDER TRANSPORTATION
3417	...3/2022	8,959.25	TILLAMOOK CNTY TRANS. DIST.	PROVIDER TRANSPORTATION
3418	...3/2022	4,026.25	TILLAMOOK CNTY TRANS. DIST.	PROVIDER TRANSPORTATION
3419	...3/2022	3,955.15	WAPATO SHORES	PROVIDER TRANSPORTATION
3420	...3/2022	4,286.75	WILLAMETTE VALLEY TRANSPORT	PROVIDER TRANSPORTATION
3421	...8/2022	503.75	GenXsys Solutions, LLC	DECEMBER 2021 COMPUTER SUPPORT NWR
3422	...8/2022	65.47	Pacific Office Automation	DECEMBER 2021 NWR COPIES
3423	...8/2022	736.58	TILLAMOOK CNTY TRANS. DIST.	DECEMBER 2021 RENT /UTILITIES
3424	...8/2022	254.63	CARDMEMBER SERVICE	DECEMBER 2021
3425	...1/2022	500.00	GenXsys Solutions, LLC	JANUARY 2022 COMPUTER SUPPORT
3425	...1/2022	550.00	GenXsys Solutions, LLC	JANUARY 2022 COMPUTER SUPPORT

Tillamook County Transportation District

Check/Voucher Register

1009 - NW RIDES ACCOUNT

From 1/1/2022 Through 1/31/2022

<u>Docume... Number</u>	<u>Docume... Date</u>	<u>Transaction Amount</u>	<u>Payee</u>	<u>Transaction Description</u>
3426	...1/2022	748.00	JORDAN SCHRADER RAMIS, PC	NWR LEGAL
3427	...1/2022	<u>236.49</u>	Pacific Office Automation	JANUARY 2022
Report Total		<u>200,123.30</u>		

Tillamook County Transportation District

Check/Voucher Register

1011 - Prop. Mgmt. Checking

From 1/1/2022 Through 1/31/2022

<u>Docume...</u> <u>Number</u>	<u>Docume...</u> <u>Date</u>	<u>Transaction</u> <u>Amount</u>	<u>Payee</u>	<u>Transaction Description</u>
4444	1/4/2022	425.00	North Coast Lawn	DECEMBER 2021 LAWN MAINTENANCE
4445	1/4/2022	296.04	TILLAMOOK CITY UTILITIES	DECEMBER 2021
4446	1/4/2022	2,631.14	Tillamook PUD	DECEMBER 2021 LOAN/ELECTRIC
4447	1/4/2022	1,350.00	CHRISSY'S CLEANING SERVICE	DECEMBER 2021
4447	1/4/2022	(1,350.00)	CHRISSY'S CLEANING SERVICE	DECEMBER 2021
4448	1/4/2022	1,350.00	CHRISSY'S CLEANING SERVICE	DECEMBER 2021
4449	...8/2022	602.99	Marie Mills Center, Inc	DECEMBER 2021 JANITORIAL AT 3RD ST
4450	...8/2022	171.75	CITY SANITARY SERVICE	DECEMBER 2021 GARBAGE
4451	...1/2022	2,468.00	RICH HOME SERVICES, LLC	GUTTERS CLEANING AT 3RD STREET
4452	...1/2022	<u>3,135.55</u>	Tillamook PUD	JANUARY 2022 LOAN AND ELECTRIC
Report Total		<u>11,080.47</u>		

Date	Vendor	Umpqua Bank: Closing Date 12/23/2021 Description of Transaction	Amount
DOUG PILANT			
12/27/21	Virtual postmail.com	Postage	\$25.00
12/29/21	Zoom	Virtual Meetings	\$40.00
01/18/22	Parkside Restaurant	Meeting (Judy)	\$36.60
			\$101.60
CATHY BOND			
12/29/21	Fieldprint	Background Chekcs	\$12.50
01/02/22	Endicia	NWR Postage	\$9.95
01/05/22	Language Line	NWR Phones	\$23.70
01/05/22	Adobe Acropro Subs	Software - NWR	\$24.99
01/11/22	Language Line	NWR Phones	\$35.55
01/11/22	Language Line	NWR Phones	\$31.60
01/19/22	Language Line	NWR Phones	\$43.45
01/23/22	Adobe Creative Cloud	Software - TCTD	\$79.99
01/22/22	Iron Mountain	Office Shredding	\$102.48
			\$364.21
SHANNON WAKEMAN			
01/11/22	SDAO Event	Credit	\$115.00
01/19/22	SDAO Event	Credit	\$95.00
12/30/21	Facebook	Marketing	\$75.00
01/07/22	Traducta	Marketing	\$177.36
01/13/22	USPS	Postage	\$55.50
01/13/22	Facebook	Recruitment (Service Tech) and Marketing	\$75.00
01/16/22	Amazon Prime	Subscription	\$12.99
01/16/22	Facebook	Marketing	\$11.49
01/13/22	Safeway	Employee Appreciation	\$30.00
01/14/22	Main Street Pizza	Employee Appreciation shift bid luncheon	\$288.45
01/23/22	Facebook	Recruitment (Service Tech)	\$75.00
01/20/22	LA Mexicana Restaurant	Board Meeting Dinner (Tabatha, Shannon, Doug)	\$67.45
			\$658.24
MIKE REED			
01/11/22	Rosenberg Builders	Credit	\$104.44
01/11/22	Rosenberg Builders	Building Maintenance	\$104.44
01/11/22	Rosenberg Builders	Building Maintenance	\$24.09
01/13/22	Samsara	Vehicle Expense/5G	\$294.00
01/25/22	Amazon	Shop Tools	\$162.67
			\$480.76
TABATHA WELCH			
01/01/22	Indeed	Marketing	\$117.29
01/03/22	MF Blouin (Online)	Office Supplies	\$63.64
01/03/22	The Fern Café	Administrative Staff Meeting	\$86.50
01/04/22	Baudville Inc	Employee Badges	\$119.30
01/04/22	Crystal Plus Awards	10 Year Award (Doug)	\$194.56
01/09/22	Amazon	Driver Cleaning Supplies	\$49.29
01/08/22	Amazon	Face masks/Covid	\$420.00
01/07/22	USPS Stamps Endicia	Postage	\$100.00
01/12/22	Amazon	Employee break room supplies	\$38.00
01/13/22	HULU	Monthly Subscription	\$69.99
01/18/22	Amazon	Office Supplies	\$28.79
01/15/22	Endicia	Monthly Subscription	\$24.99
01/18/22	Amazon	Covid Tests	\$99.00
01/18/22	Amazon	Covid Tests	\$99.00
01/20/22	USPS Stamps Endicia	Postage	\$100.00
01/21/22	Aatrix Software	1099 Processing	\$162.30
			\$1,772.65
CLAYTON NORRBOM			
			\$0.00
STATEMENT TRUE UP			\$3.54 FEE
ADDITIONAL PAYMENT MADE			
Charges total			\$3,377.46
Grand Total			\$3,381.00

APPROVAL

DATE



UMPQUA BANK

January 2022 Statement

Open Date: 12/25/2021 Closing Date: 01/25/2022

Account:



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

Cardmember Service
BUS 30 ELN 8

1-866-552-8855
15

New Balance	\$3,381.00
Minimum Payment Due	\$34.00
Payment Due Date	02/22/2022

Reward Points	
Earned This Statement	3,966
Reward Center Balance	41,436
as of 01/24/2022	
For details, see your rewards summary.	

Activity Summary		
Previous Balance	+	\$4,169.44
Payments	-	\$4,169.44CR
Other Credits	-	\$314.44CR
Purchases	+	\$3,691.90
Balance Transfers		\$0.00
Advances		\$0.00
Other Debits		\$0.00
Fees Charged	+	\$3.54
Interest Charged		\$0.00
New Balance	=	\$3,381.00
Past Due		\$0.00
Minimum Payment Due		\$34.00
Credit Line		\$10,000.00
Available Credit		\$6,619.00
Days in Billing Period		32

Payment Options:



Mail payment coupon with a check



Pay online at myaccountaccess.com



Pay by phone 1-866-552-8855

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



UMPQUA BANK

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

to pay by phone
to change your address

000034711 01 SP 000638077292399 P Y

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



Account Number	
Payment Due Date	2/22/2022
New Balance	\$3,381.00
Minimum Payment Due	\$34.00

Amount Enclosed \$ _____

Cardmember Service

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





Visa Business Rewards Company Card

Rewards Center Activity as of 01/24/2022

Rewards Center Activity*	0
Rewards Center Balance	41,436

*This item includes points redeemed, expired and adjusted.

Rewards Earned	This Statement	Year to Date
Points Earned on Net Purchases	2,788	2,788
Gas, Restaurants & Telecom Double Points	1,178	1,178
Total Earned	3,966	3,966

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.

NEW MAIL STANDARDS

USPS adds delivery time for some mail

To avoid possible delays, download the mobile app or create an online banking account to pay your bills, switch to paperless documents, and enroll in account alerts.

Learn more at card.myaccountaccess.com

Transactions PILANT, DOUGLAS Credit Limit \$5000

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
Purchases and Other Debits					
12/27	12/27	4416	VIRTUALPOSTMAIL.COM 909-235-6245 CA	\$25.00	_____
12/30	12/29	5238	ZOOM.US 888-799-9666 WWW.ZOOM.US CA	\$40.00	_____
01/19	01/18	5574	TST* PARKSIDE RESTAURA GARIBALDI OR	\$36.60	_____
Total for Account				\$101.60	

Transactions BOND, CATHY Credit Limit \$2500

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

Continued on Next Page

Transactions		BOND, CATHY		Credit Limit	\$2500
Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
12/29	12/29	1287	FIELDPRINT INC 888-291-1369 PA	\$12.50	_____
01/03	01/02	2379	ENDICIA 800-576-3279 CA	\$9.95	_____
01/06	01/05	5154	LANGUAGE LINE, INC. 800-7526096 CA	\$23.70	_____
01/06	01/05	2882	ADOBE ACROPRO SUBS 408-536-6000 CA	\$24.99	_____
01/12	01/11	6663	LANGUAGE LINE, INC. 800-7526096 CA	\$35.55	_____
01/12	01/11	8722	LANGUAGE LINE, INC. 800-7526096 CA	\$31.60	_____
01/20	01/19	0240	LANGUAGE LINE, INC. 800-7526096 CA	\$43.45	_____
01/24	01/23	2455	ADOBE CREATIVE CLOUD 800-443-8158 CA	\$79.99	_____
01/24	01/22	7339	IRON MOUNTAIN 800-934-3453 MA	\$102.48	_____
Total for Account				\$364.21	

Transactions		REED, MICHAEL		Credit Limit	\$3500
Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
Other Credits					
01/13	01/11	4136	ROSENBERG BUILDERS SUP TILLAMOOK OR MERCHANDISE/SERVICE RETURN	\$104.44	CR _____
Purchases and Other Debits					
01/13	01/11	4263	ROSENBERG BUILDERS SUP TILLAMOOK OR	\$104.44	_____
01/13	01/11	5088	ROSENBERG BUILDERS SUP TILLAMOOK OR	\$24.09	_____
01/14	01/13	3172	SAMSARA HTTPSWWW.SAMS CA	\$294.00	_____
01/25	01/25	4543	Amazon.com*036ZY4UX3 Amzn.com/bill WA	\$162.67	_____
Total for Account				\$480.76	

Transactions		WELCH, TABATHA		Credit Limit	\$2500
Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
Purchases and Other Debits					
01/03	01/01	6416	INDEED 203-564-2400 CT	\$117.29	_____
01/04	01/03	7536	MF BLOUIN (ONLINE) 603-742-0104 NH	\$63.64	_____
01/04	01/03	4973	THE FERN CAFE TILLAMOOK OR	\$86.50	_____
01/05	01/04	3721	BAUDVILLE INC. 800-728-0888 MI	\$119.30	_____
01/05	01/04	5413	CRYSTALPLUS AWARDS 888-779-8803 CA	\$194.56	_____
01/10	01/09	7907	AMAZON.COM*VK4WX6FW3 A AMZN.COM/BILL WA	\$49.29	_____
01/10	01/08	7633	AMZN Mktp US*HV6T85AC3 Amzn.com/bill WA	\$420.00	_____
01/10	01/07	1338	USPS STAMPS ENDICIA 888-434-0055 DC	\$100.00	_____
01/13	01/12	9550	AMZN Mktp US*8C7QV6NL3 Amzn.com/bill WA	\$38.00	_____
01/14	01/13	8739	HLU*Hulu 1934589746829 HULU.COM/BILL CA	\$69.99	_____
01/18	01/18	5891	AMZN Mktp US*FD1H64NF3 Amzn.com/bill WA	\$28.79	_____

Continued on Next Page



Transactions WELCH, TABATHA Credit Limit \$2500

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
01/18	01/15	6474	ENDICIA 800-576-3279 CA	\$24.99	_____
01/19	01/18	7275	AMZN Mktp US*NI5M81RW3 Amzn.com/bill WA	\$99.00	_____
01/19	01/18	4499	AMZN Mktp US*NU1YK8IX3 Amzn.com/bill WA	\$99.00	_____
01/21	01/20	9408	USPS STAMPS ENDICIA 888-434-0055 DC	\$100.00	_____
01/24	01/21	5720	AATRIX SOFTWARE 701-746-6814 ND	\$162.30	_____
Total for Account				\$1,772.65	

Transactions WAKEMAN, SHANNON Credit Limit \$2500

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
Other Credits					
01/24	01/11	0457	EVENT* 2022 SDAO ANNUA WWW.CVENT.COM VA MERCHANDISE/SERVICE RETURN	\$115.00	CR _____
01/24	01/19	9053	EVENT* 2022 SDAO ANNUA WWW.CVENT.COM VA MERCHANDISE/SERVICE RETURN	\$95.00	CR _____
Purchases and Other Debits					
12/31	12/30	4111	FACEBK *PFATW9BAC2 fb.me/ads CA	\$75.00	_____
01/10	01/07	9615	TRADUCTA SAINTE-JULIE QC	\$177.36	_____
01/14	01/13	4603	USPS PO 4083680269 TILLAMOOK OR	\$55.50	_____
01/14	01/13	3083	FACEBK *UYJU6A7AC2 fb.me/ads CA	\$75.00	_____
01/18	01/16	6074	Amazon Prime*5U2CC9XS3 Amzn.com/bill WA	\$12.99	_____
01/18	01/16	5521	FACEBK *3EHJEAFAC2 fb.me/ads CA	\$11.49	_____
01/18	01/13	5357	SAFEWAY #2723 TILLAMOOK OR	\$30.00	_____
01/18	01/14	8600	MAIN STREET PIZZA TILLAMOOK OR	\$288.45	_____
01/24	01/23	1012	FACEBK *M2KLXA3AC2 fb.me/ads CA	\$75.00	_____
01/24	01/20	7758	LA MEXICANA RESTAURANT TILLAMOOK OR	\$67.45	_____
Total for Account				\$658.24	

Transactions BILLING ACCOUNT ACTIVITY

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
Payments and Other Credits					
01/19	01/19	8	PAYMENT THANK YOU	\$254.63	CR _____
01/19	01/19	8	PAYMENT THANK YOU	\$3,914.81	CR _____
Fees					
01/10	01/07	9615	FRGN TRANS FEE-TRADUCTA SA	\$3.54	_____
TOTAL FEES FOR THIS PERIOD				\$3.54	
Total for Account				\$4,165.90	CR

Continued on Next Page

Tillamook County Transportation District

MONTHLY PERFORMANCE REPORT

DEC 2021

RIDERSHIP BY SERVICE TYPE

	DEC 2021	DEC 2020	YTD FY 21-22	YTD FY 20-21	YTD % Change
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Dial-A-Ride Service

Tillamook County	1,026	695	5,101	4,964	2.8%
NW Rides	485	501	2,805	2,568	9.2%
Dial-A-Ride Total	1,511	1,196	7,906	7,532	5.0%

Deviated Fixed Route Service

Rt 1: Town Loop	2,743	2,657	16,467	16,103	2.3%
Rt 2A: Netarts/Oceanside	287	346	2,288	2,616	-12.5%
Rt 2B: Port of Tillamook Bay	152	0	476	0	#DIV/0!
Rt 3: Manzanita/Cannon Beach	1,129	1,710	9,349	11,786	-20.7%
Rt 4: Lincoln City	372	629	3,927	4,778	-17.8%
Local Fixed Rt Total	4,683	5,342	32,507	35,283	-7.9%

Intercity Service

Rt 5: Portland	485	393	3,295	2,771	18.9%
Rt 60X: Salem	560	493	3,919	3,340	17.3%
Rt 70X: Grand Ronde	283	263	1,824	1,635	11.6%
Inter City Total	1,328	1,149	9,038	7,746	16.7%

Other Services

Tripper Routes	9	34	68	210	-67.6%
Special Bus Operations	0	0	1,125	516	118.0%
Other Services Total	9	34	1,193	726	64.3%

TOTAL ALL SERVICES	7,531	7,721	50,644	51,287	-1.3%
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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)	3,620	242	26,761	27,561	-2.9%
Senior/Disabled	1,994	1,209	20,400	20,134	1.3%
Child/Youth (less than 18 years of age)	488	60	3,483	3,592	-3.0%
Total	6,102	1,511	50,644	51,287	-1.3%

OTHER RIDER CATEGORIES	Fixed		YTD	YTD	YTD %
	Route	DAR	FY 21-22	FY 20-21	Change
Ride Connection	82		489	354	38.1%
Tillamook Bay Community College	19		227	789	-71.2%
NWOTA Visitor Pass	51		917	485	89.1%
NW Rides		415	2,662	2,288	16.3%
Amtrak/Greyhound	126		739	319	131.7%

2/11/2022

12-21 RIDERSHIP REPORT.xlsx

Tillamook County Transportation District

Actual FY 2020/2021

Year-to-Date Statistics and Performance

1/26/2022

Route/Run	Thru Dec 2021	YTD Fare Revenue (\$)	YTD Passngs	YTD Service Hours	YTD Paid Hours	YTD Service Miles	Mileage Based Costs	Hourly Based Costs (\$)	Direct Cost (\$)	Indirect Costs (\$)	Total Costs (\$)	Hourly Rate (\$)	Passngs per Hour	Farebox Ratio	Passngr/\$ Subsidy	Average Fare (\$)	Revenue/Service Hour (\$)	
<u>Dial-A-Ride Service</u>																		
Dial-A-Ride	35,484	5,101	2,340	2,873	46,637	28,255	128,694	7,998	50,566	215,512	92.11	2.2	16.5%	0.03	6.96	15.17		
NW Rides	221,631	2,805	3,058	3,758	81,297	49,253	168,212	10,454	69,872	297,791	97.37	0.9	74.4%	0.04	79.01	72.47		
Total DAR	257,115	7,906	5,398	6,631	127,934	77,508	296,906	18,451	120,438	513,303	95.09	1.5	50.1%	0.03	32.52	47.63		
<u>Deviated Route</u>																		
01 Town Loop	17,157	16,467	2,215	2,549	33,178	20,101	121,818	7,570	45,828	195,317	88.19	7.4	8.8%	0.09	1.04	7.75		
2A Netarts/Oceanside	3,193	2,288	762	965	16,674	10,102	41,889	2,603	16,736	71,331	93.66	3.0	4.5%	0.03	1.40	4.19		
2B Port of Tillamook Bay	446	476	240	264	3,852	2,334	13,200	820	5,013	21,367	89.03	2.0	2.1%	0.02	0.94	1.86		
03 Manzanita	15,530	9,349	2,566	2,832	68,545	41,528	143,846	6,042	58,681	250,097	97.48	3.6	6.2%	0.04	1.66	6.05		
04 Lincoln City	8,495	3,927	1,768	1,982	59,530	36,066	97,485	5,778	42,713	182,042	102.99	2.2	4.7%	0.02	2.16	4.81		
Total Deviated Route	44,821	32,507	7,550	8,592	181,779	110,130	418,240	22,814	168,970	720,154	95.39	4.3	6.2%	0.05	1.38	5.94		
<u>Intercity</u>																		
05 Portland	33,101	3,295	1,691	1,791	56,520	34,242	98,758	5,778	40,773	179,552	106.21	1.9	18.4%	0.02	10.05	19.58		
60X Salem	11,476	3,919	1,665	2,045	66,744	40,437	97,280	5,692	42,219	185,627	111.47	2.4	6.2%	0.02	2.93	6.89		
70X Grand Ronde	3,256	1,824	1,066	1,339	37,075	22,462	62,275	3,644	25,977	114,357	107.28	1.7	2.8%	0.02	1.79	3.05		
Total Intercity	47,833	9,038	4,422	5,176	160,339	97,141	258,313	15,114	108,969	479,536	108.45	2.0	10.0%	0.02	5.29	10.82		
<u>Other Services</u>																		
Trippers	75	68	22	45	289	175	1,185	74	438	1,872	86.90	3.2	4.0%	0.04	1.10	3.48		
Special Bus Operation	0	1,125	345	394	4,588	2,780	18,959	1,178	7,025	29,942	86.86	3.3	0.0%	0.04	0.00	0.00		
Total Other Services	75	1,193	366	439	4,877	2,955	20,144	1,252	7,463	31,814	86.87	3.3	0.2%	0.04	0.06	0.20		
Total TCTD Services	349,844	50,644	17,736	20,837	474,929	287,733	993,602	57,631	405,840	1,744,807	98.38	2.86	20.1%	0.04	6.91	19.73		

Total Mileage, Labor & Direct Cost 1,338,966 30.3%

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

Year-Over-Year Comparison

Route/Run	Thru Dec 2021			Thru Dec 2021			Thru Dec 2021			Thru Dec 2021			Thru Dec 2021			
	20/21	20/22	Amount Difference	Percent Difference	20/21	20/22	Amount Difference	Percent Difference	20/21	20/22	Amount Difference	Percent Difference	20/21	20/22	Amount Difference	Percent Difference
<u>Dial-A-Ride Service</u>																
Dial-A-Ride	17,916	35,484	17,568	98.1%	4,964	5,101	137	2.8%	2,264	2,340	76	3.3%	189,692	215,512	25,820	13.6%
NW Rides	175,431	221,631	46,200	26.3%	2,568	2,805	237	9.2%	2,734	3,058	324	11.9%	248,088	297,791	49,703	20.0%
Total DAR	193,347	257,115	63,768	33.0%	7,532	7,906	374	5.0%	4,998	5,398	400	8.0%	437,780	513,303	75,523	17.3%
<u>Deviated Route</u>																
01 Town Loop	10,297	17,157	6,860	66.6%	16,103	16,467	364	2.3%	2,306	2,215	-91	-4.0%	184,146	195,317	11,171	6.1%
2A Netarts/Oceanside	2,747	3,193	446	16.2%	2,616	2,288	-328	-12.5%	1,214	762	-452	-37.3%	105,322	71,331	-33,992	-32.3%
2B Port of Tillamook Bay	0	446	446	#DIV/0!	0	476	476	#DIV/0!	0	240	240	#DIV/0!	0	21,367	21,367	#DIV/0!
03 Manzanita	15,090	15,530	440	2.9%	11,786	9,349	-2,437	-20.7%	3,322	2,566	-756	-22.8%	298,857	250,097	-48,760	-16.3%
04 Lincoln City	8,283	8,495	212	2.6%	4,778	3,927	-851	-17.8%	2,124	1,768	-356	-16.8%	204,359	182,042	-22,317	-10.9%
Total Local Fixed Route	36,417	44,821	8,404	23.1%	35,283	32,507	-2,776	-7.9%	8,966	7,550	-1,416	-15.8%	792,684	720,154	-72,530	-9.1%
<u>Intercity</u>																
05 Portland	25,483	33,101	7,618	29.9%	2,771	3,295	524	18.9%	1,784	1,691	-93	-5.2%	169,399	179,552	10,152	6.0%
60X Salem	10,510	11,476	966	9.2%	3,340	3,919	579	17.3%	1,647	1,665	18	1.1%	167,588	185,627	18,039	10.8%
70X Grand Ronde	2,754	3,256	502	18.2%	1,635	1,824	189	11.6%	1,058	1,066	8	0.8%	102,846	114,357	11,511	11.2%
Total Intercity	38,747	47,833	9,086	23.4%	7,746	9,038	1,292	16.7%	4,488	4,422	-66	-1.5%	439,834	479,536	39,702	9.0%
<u>Other Services</u>																
Trippers	162	75	-87	-53.7%	210	68	-142	-67.6%	54	22	-32	-60.0%	4,228	1,872	-2,356	-55.7%
Special Bus Operation	0	0	0	#DIV/0!	516	1,125	609	118.0%	224	345	120	53.7%	17,286	29,942	12,656	73.2%
Total Other Services	162	75	-87	-53.7%	726	1,193	467	64.3%	278	366	88	31.6%	21,514	31,814	10,299	47.9%
Total TCTD Services	268,673	349,844	81,171	30.2%	51,287	50,644	-643	-1.3%	18,730	17,736	-995	-5.3%	1,691,813	1,744,507	52,994	3.1%

MONTHLY PERFORMANCE

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

Dec-20	1.5	44.2%	87.59
Sep-21	1.5	55.2%	88.30
Oct-21	1.5	55.2%	88.30
Nov-21	1.5	56.7%	86.44
Dec-21	1.5	56.7%	86.44
STANDARD	1.3	65.3%	56.36

Deviated Fixed Routes

Dec-20	3.9	4.6%	88.41
Sep-21	4.5	7.4%	93.29
Oct-21	4.4	7.7%	88.14
Nov-21	4.4	7.3%	86.47
Dec-21	4.4	7.3%	86.47
STANDARD	7.0	12.4%	64.60

Intercity Services

Dec-20	1.7	8.8%	98.00
Sep-21	2.4	12.8%	106.02
Oct-21	2.3	12.0%	100.09
Nov-21	2.1	11.8%	98.17
Dec-21	2.1	11.8%	98.17
STANDARD	2.9	31.5%	72.86

Other Services

Dec-20	2.6	0.8%	77.33
Sep-21	3.4	0.0%	84.47
Oct-21	3.3	1.0%	79.95
Nov-21	3.3	1.0%	78.64
Dec-21	3.3	1.0%	78.64
STANDARD	6.9	10.7%	67.00

Dial-a-Ride includes County-wide DAR, NW Rides, Veterans Transportation
 Deviated Fixed Routes: 1 Town Loop, 2A Oceanside, 2B POTB, 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

nwCONNECTOR

Coordinating Committee Zoom Meeting

February 10, 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) <ul style="list-style-type: none">  January Meeting Minutes (Attached)  Financial Report  Ridership Tracking 	Doug Pilant/All
10:25— 11:15a	3. NWOTA Standing Items <ul style="list-style-type: none">  Marketing Report  Open Trip Planner Discussion  Bus Stop Project 	Juliet Eldred Thomas Craig Doug Pilant
11:15 – 11:30a	4. FMCSA Driver Training Requirements	All
11:30- 11:40a	5. Micro Transit Updates	All
11:40- 12:00p	6. Other Business and Member Updates	All

Attachments:

January 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 January 14, 2022

Doug Pilant called the following members and guests to order at 10:03am:

Arla Miller, Cynda Bruce, John Dreezen, Paul Lewicki, Juliet Eldridge, Brad Dillingham and Shannon Wakefield.

Consent Calendar:

Minutes and Financials were reviewed, and Cynda moved to approve without changes, Brad seconded the motion. Approval was unanimously.

Standing Items:

Marketing Report: the NW Connector Facebook page continues to gain followers. Two ads are currently running; one targeted at gaining page likes and one targeted to get website views. TCTD offered content suggestion of adding back previously curtailed services and offering information in Spanish.

Open Trip Planner: Arla provided update on meeting with Sarah Hackett and Frank Thomas on the ITS4US project, as they are also struggling to understand the open trip planner. In discussing upcoming contract, the group would like clarity on ownership of the software product. It is noted that when we built our website framework, which is now used in MCEDD, had an intended purpose of state-wide value. The group would also like expectations around KPI's to hit before we see cost in hosting decrease as well as customer recommendations and list of other hosting options.

Bus Stop Project: Arla reports that DLCD provided a 'no-issues' letter which was been forwarded to FTA. With FTA approval, we can break ground. Next steps include a competitive bid process for design and build. Doug will draft a timeline of activities to get through the process and into construction.

Micro Transit Updates:

SETD is looking to have staff lead a pilot project to test micro transit options. It's noted that best practice is to have micro-transit 'feed' longer routes, not to supplant longer routes. CCR has achieved efficiencies by working directly with constituents to coordinate specialized trips several times a week for special needs. Labor shortages continue to be a challenge. It was noted that using vehicles that do not require a CDL may remove a barrier to achieving an adequate pool of drivers.

Network Updates:

SETD: Continues to run at reduced services to instability within the labor market. Recently promoted from within and was able hire a replacement operations manager as well. They're also starting to use Swiftly to help manage timing. Noted that they are working on

understanding the new requirements for driver training which sparked conversation and a request to put a discussion of this trainer requirement in the next agenda.

ODOT: CARES Act funding opportunity is posted with applications due in May. Applicants must have spent at least 60% of their relief funds to apply. Review process will include a mix of people so writing your narrative to be approachable to the layman is important.

LTC: Also dealing with labor issues and therefore seeking funding to cover driver training from Heather DeSaart. May also be looking at service reductions if labor picture doesn't change fairly soon.

CCR: Currently onboarded a new bilingual assistant. Also had a one-time influx of capital from expired business energy tax credit program that provided funding for shop equipment and other physical plant needs. Notes that staffing contract will be up for negotiation soon.

BAT: Notes that contract with staffing agency will be up for renewal soon as well. Brad seeks input/recommendations for standards to share regarding paratransit.

TCTD: In good personnel news, Doug has hired nine new drivers and has been able to add back some services. They also broke ground on a new propane fueling station and have five new propane vehicles that will be delivered in the near future. Working on installing new 5G GPS trackers in vehicles to improve the accuracy of using Swiftly to track and record vehicles. Unfortunately the hoist in the shop broke and needed to be replaced. Also working on a customer service staffing plan along with some team building work.

The group also discussed and decided to move our November meeting to November 18, 2022 to avoid conflicts with the Veterans Day holiday.

Tillamook County Transportation District
Financial Statement

From 1/1/2022 Through 1/31/2022

	Current Period Actual	Current Period Budget	Current Year Actual	Total Budget	Total Budget Variance	58%
Resources						
Working Capital						
3500	0.00	0.00	0.00	65,000.00	(65,000.00)	0.00%
4225	12,000.00	0.00	36,000.00	163,121.00	(127,121.00)	22.06%
4911	0.00	0.00	155,731.00	234,188.00	(78,457.00)	66.49%
4918	0.00	0.00	7,830.00	618,035.00	(610,205.00)	1.26%
Total Resources	<u>12,000.00</u>	<u>0.00</u>	<u>199,561.00</u>	<u>1,080,344.00</u>	<u>(880,783.00)</u>	<u>18.47%</u>
Expenses						
Materials and Services						
5100	0.00	437.50	2,456.60	5,250.00	2,793.40	46.79%
5101	0.00	1,666.67	12,453.04	25,000.00	12,546.96	49.81%
5102	0.00	4,195.83	22,500.00	50,350.00	27,850.00	44.68%
5190	2,945.82	3,333.33	2,945.82	40,000.00	37,054.18	7.36%
5191	0.00	6,250.00	0.00	0.00	0.00	0.00%
Total Materials and Services	<u>2,945.82</u>	<u>15,883.33</u>	<u>40,355.46</u>	<u>120,600.00</u>	<u>80,244.54</u>	<u>33.46%</u>
Transfers						
9130	0.00	0.00	3,000.00	3,000.00	0.00	100.00%
9180	0.00	0.00	0.00	1,400.00	1,400.00	0.00%
Total Transfers	<u>0.00</u>	<u>0.00</u>	<u>3,000.00</u>	<u>4,400.00</u>	<u>1,400.00</u>	<u>68.18%</u>
Capital Outlay						
Capital Purchases						
6040	0.00	0.00	0.00	767,544.00	767,544.00	0.00%
6050	0.00	0.00	146,851.38	187,800.00	40,948.62	78.19%
Total Capital Purchases	<u>0.00</u>	<u>0.00</u>	<u>146,851.38</u>	<u>955,344.00</u>	<u>808,492.62</u>	<u>15.37%</u>
Total Capital Outlay	<u>0.00</u>	<u>0.00</u>	<u>146,851.38</u>	<u>955,344.00</u>	<u>808,492.62</u>	<u>15.37%</u>

Monthly BOD Report w/YTD Budget & Variance

NWOTA

Tillamook County Transportation District
Financial Statement
From 1/1/2022 Through 1/31/2022

	Current Period Actual	Current Period Budget	Current Year Actual	Total Budget	Total Budget Variance	58%
Total Expenses	<u>2,945.82</u>	<u>15,883.33</u>	<u>190,206.84</u>	<u>1,080,344.00</u>	<u>890,137.16</u>	<u>17.61%</u>

Tillamook County Transportation District
Board of Directors Regular Monthly Meeting
Thursday, January 20, 2022 – 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 6:04 pm.
2. Pledge of Allegiance
3. Roll Call:

Present

TCTD Board of Directors

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

TCTD Staff

Doug Pilant, General Manager
Tabatha Welch, Finance Supervisor
Shannon Wakeman, Admin Assistant/ Board Clerk
Mike Reed, Operations Superintendent

Absent

Cathy Bond, NW Rides Brokerage Manager

Guest

Elizabeth Rosso, General Counsel, Jordan Ramis
Kathy Kleczek, NW Transportation Options

4. Announcements and Changes to Agenda: A revised agenda was distributed prior to the meeting which included a discussion item for Tillamook Public Radio.
5. Public & Guest Comments:
 - a. Kathy Kleczek let the group know that the conference is still on but has shifted to be 100% virtual. The fees have been waived. She encourages all to attend. Register on the SDAO website.
6. Executive Session: None

REPORTS

7. Financial Report: Finance Supervisor Tabatha Welch reviewed the TCTD year-to-date financial report thru December 2021.

Dir. Adler asked if all the contributions from all NWOTA partners have been received. Finance Supervisor Welch responded that she believes all partners are current, and the most recent quarter's billing just went out. *Later in the meeting FS Welch updated the group that she had checked and all partners are paid current.*

8. Service Measure Performance Report: GM Pilant gave the service performance report through November 2021 and shared that the report has been modified to record Route 2B.

Dir. Hanenkrat asked if the dates were correct. GM Pilant responded that the months were not updated and would be corrected.

9. Northwest Oregon Transit Alliance: GM Pilant shared updates from the alliance. The last meeting's discussion was dedicated to the marketing plan, development, and the design phase of the 3 new bus shelters. Committee members also discussed how each partner is coping with the driver shortage.

Dir. Adler asked about the future funding for enhanced mobility functions, and if that referred to the website. GM Pilant responded that there have been some changes in the program, the extent of which is currently unknown, and said a guest speaker will meeting with the partners at next month's meeting. Dir. Adler asked if uncovered expenses would be the sole responsibility of TCTD as the fiscal agent. GM Pilant responded no that all the partners share the responsibility equally.

10. Planning & Development: GM Pilant shared the following updates:

- a. Champion Park- The Jacobson Engineering lead engineer has returned to work from an injury and is preparing to sign-off the bid package. Expect to begin procurement in the next few weeks. Still having supply chain issues on sourcing a shelter.
- b. Route 5 Coastliner- met with stakeholders last week and discussed pros and cons and various service options. Anticipate final report soon. Hopeful this new service can be implemented in May.
- c. Coordinated Plan- District staff is working with Kittelson to schedule a kickoff meeting.
- d. Staffing Plan kicked off in December.
- e. Nehalem Bay Transportation System Plan- GM Pilant sat in, along with Board Chair Johnson. Discussed need to move downtown Wheeler bus stop.

11. Grant Funding: GM shared that the past several weeks and the next several weeks have been and will be spent on grant writing, primarily for fleet replacement and a new bus stop at Hebo, as well as additional funding for mobility management aspects of staffing plan.

12. Facility/Property Management:

- a. Transit Center: GM Pilant shared that the team has been meeting with the design architect, and is wrapping up design phase.
- b. Propane Facility: GM Pilant hopes to have photos to share next month of progress on fuel island. Contractors broke ground this month and are locating all needed

underground electrical, water and fuel infrastructure. Hopeful the facility will be ready to by March or April.

- c. Pacific City Bus Stop: GM Pilant shared that NWOTA partners are beginning procurement process to select engineer to do design for Pacific City bus stop and other NWOTA bus shelters.

13. NW Ride Brokerage: GM Pilant shared the following updates:

- a. NW Rides resumed taking reservations January 3.
- b. An additional CSR has been hired and started January 4.
- c. Working with CARE OR to develop letter of agreement to begin offering additional medical-type and wellness transportation.
- d. Tonight's action items include motion to amend Records Retention Policy #11 to meet Oregon Health Authority requirements.
- e. Also on tonight's agenda is a resolution to amend agreement with GenXsys to provide support for additional services and workstations.

14. Miscellaneous:

- a. Consent Calendar includes motion to appoint Tabatha Welch Budget Officer for 2022-2023 fiscal year.
- b. Effective February 7, 2022, FMCSA will be requiring entry level driver training must be completed before drivers can earn their CDL. This could be problematic for driver recruitment and onboarding. Course is expensive and many prospective hires will likely be unable to afford the class. Dir. Hanenkrat asked if all drivers needed a CDL. GM Pilant responded affirmatively and explained that all of our drivers must be able to drive all TCTD vehicles. Dir. Hanenkrat asked which class of CDL our drivers are required to have. Operations Superintendent Reed responded that the classes go by gross vehicle weight, and we currently do not currently have any vehicles of a weight requiring more than a Class C.
- c. Update on a terminated employee who had filed a grievance. The union notified the District the grievance has been dropped.
- d. Shop lift is on the agenda for approval. Products from 5 different companies were considered, but only one company offered a wireless system and met the requirements of the bid.
- e. Trolley: GM has been looking for a trolley for special bus operations. Last fall, a 2013 Hometown Trolley with 171,000 miles became available in Las Vegas for a cost of \$60,000. While negotiating another company wanted to purchase it so we ended the negotiations. A few days later a 2018 Hometown Trolley became available from Coos County Transit Area with on 11,800 miles. They accepted TCTD's conditional offer for \$24,709. On agenda as an action item.

CONSENT CALENDAR

- 15. Motion to Approve the Minutes of November 18, 2021, Regular Board Meeting
- 16. Motion to Accept the TCTD November and December 2021 Financial and Service Reports
- 17. Motion to Appoint Tabatha Welch as FY 2022-2023 Budget Officer

Dir. Adler commented that minutes are lengthy. She is feeling a bit harassed.

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

Motion Passed

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

ACTION ITEMS

18. Motion to Amend Records Retention Policy #11 to include Oregon Health Authority Requirements.

Motion by Dir. Adler to Motion to Amend Records Retention Policy #11 to include Oregon Health Authority Requirements. *Motion Seconded* by Dir. Holm.

Motion Passed

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

19. Resolution #22-01: In the Matter of Authorizing the General Manager to Purchase a Mobile 4-Column Lift from NW Lift & Equipment LLC in the Amount of \$48,500

Dir. Adler asked if there were 5 other bids. GM Pilant responded that it was sent to 5 different companies and only one responded, because the others didn't meet the bid specification to have wireless technology. Dir. Adler asked if this was important. GM Pilant explained it was important to shop safety to avoid having cables on the ground.

Motion by Dir. Holm to Approve Resolution #22-01: In the Matter of Authorizing the General Manager to Purchase a Mobile 4-Column Lift from NW Lift & Equipment LLC in the Amount of \$48,500. *Motion Seconded* by Dir. Riggs

Motion Passed

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

20. Resolution #22-02: In the Matter of Authorizing the General Manager to Purchase a Hometown Trolley from Coos County Area Transit in the Amount of \$24,709

Dir. Hanenkrat asked about the reasons Coos County wanted to sell the trolley. GM explained they no longer have CDL drivers, and this vehicle requires a CDL. This will allow them to have money to purchase used DAR vehicles from Rogue Valley.

Motion by Dir. Riggs to Approve Resolution #22-02: In the Matter of Authorizing the General Manager to Purchase a Hometown Trolley from Coos County Area Transit in the Amount of \$24,709. *Motion Seconded* by Dir. Carlson-Swanson.

Motion Passed

By Directors Hanenkrat, Carlson-Swanson, Adler, Riggs,

Holm, Edwards, and Board Chair Johnson.

21. Resolution #22-03: In the Matter of Authorizing the General Manager to add NW Rides Brokerage Computers to the GenXsys Solutions Maintenance Service Agreement

Dir. Adler asked for clarification- 8 at-home work spaces- are they all located in Oregon? GM Pilant responded yes.

Motion by Dir. Holm to Approve Resolution #22-03: In the Matter of Authorizing the General Manager to add NW Rides Brokerage Computers to the GenXsys Solutions Maintenance Service Agreement. *Motion Seconded* by Dir. Adler.

Motion Passed

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

DISCUSSION ITEMS

22. Public Records Request: Helping Hands and Pacific City Shuttle

As noted at November board meeting, other Board Members had expressed interest in viewing the documents, plus included customer feedback and a letter to the TC commissioners.

Dir. Adler stated that it would be nice to have PC Shuttle serve Sand Lake area.

23. Tillamook County Public Radio Safety Plan

GM Pilant summarized the efforts made by a committee to review Tillamook Public Radio regarding radio safety, and that they have decided to move forward a governance structure and funding plan that receives most support. It would be best to schedule a special board meeting when the Project's leaders can be present to walk board through various governance alternatives and funding plans. The County agreed to a February special meeting. Dir. Adler asked to have as much information as possible available ahead of time to acquaint themselves with the project.

24. Staff Comments/Concerns:

GM Pilant: All new drivers have completed training. 2 have been unable to complete CDL testing but will still get seniority dates.

Operations Superintendent Reed: Very successful shift bid last Friday. Have been working towards this plan since August with new driver recruitment and planning. Compensation plan helped. 175 shifts per week- only 5 uncovered. Thanked Board for support.

Dir. Adler asked if this meant the return of the full bus schedule. Reed responded additional Route 2A and 2B and Route 4, plus Route 3 were added to this schedule. Deep bench now to prepare more service reinstatements in May.

Finance Supervisor Welch: Missed everyone last month but appreciated the break.

Administrative Assistant Wakeman: Asked Board to contact her for help registering for SDAO conference. Shared that printed materials are now available in English and Spanish.

25. Board of Directors Comments/Concerns:

Dir. Carlson-Swanson: Added on to thanks for weather battling, hard work.

Dir. Holm: Thanks for the work during the snow days. Huge benefit to community.

Dir. Adler: Wished happy new year, kudos to all dealing with weather.

Dir. Hanenkrat: Thank everyone for hard work, wished all the best.

Board Chair Johnson: Thanked everyone for being here. Looking forward to being in person. Thanked staff for their work.

Dir. Riggs: Missed bad weather, snowed in in Redmond. Learned how to use tire chains.

Dir. Edwards: Glad to be back, so much respect for District.

Adjournment: Board Chair Johnson adjourned the meeting at 7:10pm.

These minutes approved this 17th day of February 2022.

ATTEST:

Mary Johnson, Board Chair

Douglas Pilant, General Manager

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

**Authorizing the Transfer of)
Appropriations from the Contingency)
Line Item 5291 to the COVID Expense)
Line Item 5291)**

RESOLUTION NO. 22-04

WHEREAS, the Tillamook County Transportation District (“District”) adopted a budget for Fiscal Year 2021-2022; and

WHEREAS, the District had additional COVID-19 relief expenses in the amounts enumerated below; and

WHEREAS, ORS 294.463 authorizes the transfer of general operating contingency appropriations that in the aggregate do not exceed 15% of the total appropriations of the fund without the necessity of a supplemental budget; and

WHEREAS, the amount being transferred does not exceed 15% of the total appropriations.

NOW, THEREFORE, BE IT RESOLVED by the Tillamook County Transportation District Board of Directors that the 2021-2022 budget appropriations are amended as follows:

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

General Fund Contingency GL 5291	-\$300,000
General Fund Covid Expense GL 5291	+\$300,000

INTRODUCED AND ADOPTED this 17th day of February 2022.

ATTEST:

By: _____
Mary Johnson, Board Chair

By: _____
Douglas Pilant, General Manager