

Tillamook County Transportation District
Board of Directors
Regular Monthly Meeting



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



Thursday, April 21, 2022 at 6:00PM
Transportation Building
3600 Third Street, Tillamook, Oregon

Tillamook County Transportation District

Normal Trial Balance

From 3/1/2022 Through 3/31/2022

Account Code	Account Title	Debit Balance	Credit Balance
1001	General Checking Account	355,985.48	
1006	Payroll Checking	39,784.14	
1009	NW RIDES ACCOUNT	702,271.63	
1011	Prop. Mgmt. Checking	56,954.81	
1020	LGIP - General Account	1,248,623.63	
1030	LGIP - Capital Reserve	1,348,533.22	
1040	Petty Cash	200.00	
Report Total		3,752,352.91	0.00
Report Difference		3,752,352.91	

DP
4-5-22

QW
4-4-22

Tillamook County Transportation District

Financial Statement

From 3/1/2022 Through 3/31/2022

Resources	Current Period Actual	Current Period Budget	Current Year Actual	Total Budget	Total Budget Variance	75%
Working Capital	3500	0.00	0.00	2,975,295.00	(2,975,295.00)	0.00%
Fares	4000	14,148.00	144,341.02	200,000.00	(55,658.98)	72.17%
Contract Revenue	4020	37,501.16	579,482.19	750,000.00	(170,517.81)	77.26%
Property Tax	4100	31,834.64	1,041,257.73	1,031,380.00	9,877.73	100.95%
Past Years Property Tax	4110	2,533.80	18,360.87	25,000.00	(6,639.13)	73.44%
State Timber Revenue	4120	0.00	99,293.57	325,000.00	(225,706.43)	30.55%
Mass Transit State Payroll Tax	4130	0.00	69,133.42	85,000.00	(15,866.58)	81.33%
STIF Formula	4135	0.00	289,267.00	352,308.00	(63,041.00)	82.10%
STIF Discretionary	4137	0.00	11,968.00	888,035.00	(876,067.00)	1.34%
Capital Grants	4210	0.00	34,628.00	1,009,536.00	(974,908.00)	3.43%
Grants - FTA 5311	4220	0.00	591,202.00	1,280,466.00	(689,264.00)	46.17%
NWOTA Partner Cont. Match	4225	0.00	36,000.00	163,121.00	(127,121.00)	22.06%
Grants - STF	4230	0.00	50,775.00	67,700.00	(16,925.00)	75.00%
Grants - 5311 (f)	4240	0.00	167,384.00	768,000.00	(600,616.00)	21.79%
Grants - 5310	4245	0.00	55,955.00	188,527.00	(132,572.00)	29.68%
Grants - 5305	4246	0.00	562.00	36,000.00	(35,438.00)	1.56%
Special Bus Operations	4300	0.00	0.00	1,500.00	(1,500.00)	0.00%
Miscellaneous Income	4400	19,348.50	71,395.87	10,500.00	60,895.87	679.96%
Sale of Assets - Income	4410	0.00	0.00	10,000.00	(3,500.00)	65.00%
Interest Income	4510	1,105.98	8,855.78	32,500.00	(23,644.22)	27.24%
OTIB TVC Loan 0071 Proceeds	4514	0.00	50,000.00	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	16,400.00	24,000.00	(7,600.00)	68.33%
Lease Operational Exp Income	4910	1,227.51	10,076.35	10,000.00	76.35	100.76%

Monthly BOD Report w/YTD Budget & Variance

Tillamook County Transportation District

Financial Statement

From 3/1/2022 Through 3/31/2022

	Current Period Actual	Current Period Budget	Current Year Actual	Total Budget	Total Budget Variance	75%
Transfer From General Fund	4911	6,500.00	0.00	719,188.00	(81,957.00)	88.60%
Transfer from STF Fund	4916	0.00	0.00	46,439.00	3,600.00	107.75%
Transfer from NWOTA	4917	0.00	0.00	3,000.00	0.00	100.00%
Transfer from STIF Fund	4918	0.00	121,182.00	1,340,035.00	(1,218,853.00)	9.04%
Total Resources		<u>116,199.59</u>	<u>4,164,289.80</u>	<u>12,343,530.00</u>	<u>(8,179,240.20)</u>	<u>33.74%</u>

Expenses

Personnel Services

Payroll: Administration	5010	32,942.85	31,333.33	277,665.18	157,334.82	63.83%
Payroll: Dispatch	5020	7,565.71	12,615.08	77,761.31	97,238.69	44.43%
Payroll: Drivers	5030	82,876.29	93,333.33	796,487.45	703,512.55	53.09%
Payroll: Maintenance	5040	7,533.00	6,250.00	50,581.62	24,418.38	67.44%
Payroll Expense	5050	11,511.26	10,416.67	118,458.88	16,541.12	87.74%
Payroll Healthcare	5051	33,993.77	37,916.67	291,539.58	213,460.42	57.73%
Payroll Retirement	5052	5,332.29	6,291.66	53,629.01	26,870.99	66.61%
Payroll Veba	5053	2,541.12	3,791.67	24,315.00	25,185.00	49.12%
Workers Compensation Ins.	5055	0.00	3,750.00	29,666.92	17,333.08	63.12%
Total Personnel Services		<u>184,296.29</u>	<u>205,698.41</u>	<u>1,720,104.95</u>	<u>1,281,895.05</u>	<u>57.30%</u>

Materials and Services

Miscellaneous Expense	5060	808.26	0.00	808.26	(808.26)	0.00%
Professional Services	5100	12,402.93	9,395.84	124,838.26	(12,088.26)	110.72%
Administrative Support	5101	4,462.50	1,666.67	16,915.54	8,084.46	67.66%
Website Maintenance	5102	0.00	4,195.83	24,187.60	26,162.40	48.03%
Planning	5103	0.00	10,833.33	26,081.76	103,918.24	20.06%
Dues & Subscriptions	5120	0.00	708.33	7,447.92	1,052.08	87.62%

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Monthly BOD Report w/YTD Budget & Variance

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Tillamook County Transportation District
Financial Statement

From 3/1/2022 Through 3/31/2022

	Current Period Actual	Current Period Budget	Current Year Actual	Total Budget	Total Budget Variance	75%	
Office Equipment R&R	5140	0.00	333.33	1,846.84	4,000.00	2,153.16	46.17%
Computer R&M	5145	3,688.55	2,875.00	32,819.60	39,500.00	6,680.40	83.08%
Fees & Licenses	5150	1,836.52	2,583.34	19,222.61	32,500.00	13,277.39	59.14%
Insurance	5160	1,832.00	3,333.33	136,150.00	120,000.00	(16,150.00)	113.45%
Office Expense	5170	2,545.49	1,250.00	15,926.78	15,000.00	(926.78)	106.17%
Board Expense	5175	1,842.20	1,083.33	5,788.97	13,000.00	7,211.03	44.53%
Operational Expense	5180	4,918.47	3,958.33	38,617.85	59,500.00	20,882.15	64.90%
Drug & Alcohol Administration	5185	0.00	208.33	985.00	2,500.00	1,515.00	39.40%
Marketing	5190	1,168.56	5,000.00	18,542.22	70,000.00	51,457.78	26.48%
Website Re-Design	5191	0.00	6,250.00	0.00	0.00	0.00	0.00%
Telephone Expense	5210	1,331.62	1,618.33	12,006.17	19,420.00	7,413.83	61.82%
Travel & Training	5220	2,155.71	1,625.00	9,989.37	19,500.00	9,510.63	51.22%
Vehicle Expense	5240	10,689.31	18,750.00	119,794.83	250,000.00	130,205.17	47.91%
Fuel Expense	5245	38,539.22	20,833.33	237,354.86	330,000.00	92,645.14	71.92%
Postage	5260	168.64	166.67	1,524.98	2,000.00	475.02	76.24%
Mgmt/Labor Recreation Fund	5270	0.00	0.00	3,500.00	4,708.00	1,208.00	74.34%
Transit Center Lease	5280	0.00	0.00	1,400.00	0.00	(1,400.00)	0.00%
Transit Center Maint	5285	1,636.98	1,500.00	13,035.72	18,000.00	4,964.28	72.42%
COVID Expense	5291	6,746.48	0.00	187,195.58	350,000.00	162,804.42	53.48%
Property Operating Expense	5300	1,240.11	2,125.00	16,874.47	26,000.00	9,125.53	64.90%
Flex Lease: Fees	5330	0.00	41.67	0.00	0.00	0.00	0.00%
Property Maint. & Repair	5340	3,893.87	2,083.33	24,441.63	25,000.00	558.37	97.76%
Operations Facility Maint.	5346	79.85	333.33	677.90	4,000.00	3,322.10	16.94%
Total Materials and Services		101,987.27	102,751.65	1,097,974.72	1,731,228.00	633,253.28	63.42%
Special Payments							

Monthly BOD Report w/YTD Budget & Variance

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Tillamook County Transportation District
Financial Statement

From 3/1/2022 Through 3/31/2022

	Current Period Actual	Current Period Budget	Current Year Actual	Total Budget	Total Budget Variance	75%
STF Payments to Recipients	4,415.13	5,500.00	17,660.52	17,661.00	0.48	99.99%
STIF Payments to Recipients	1,500.00	0.00	6,000.00	6,000.00	0.00	100.00%
Total Special Payments	5,915.13	5,500.00	23,660.52	23,661.00	0.48	100.00%
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	166,391.00	775,039.00	608,648.00	21.46%
Transfer to Vehicle Reserve	6,500.00	0.00	6,500.00	10,000.00	3,500.00	65.00%
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	6,500.00	0.00	811,452.00	4,282,898.00	3,471,446.00	18.95%
Capital Outlay						
Debt Service						
PUD Loan Expense	1,963.72	625.00	7,195.23	7,500.00	304.77	95.93%
OTIB TVC Loan 0071	0.00	400.00	0.00	4,800.00	4,800.00	0.00%
OTIB Loan 0061	13,155.22	0.00	26,810.44	30,000.00	3,189.56	89.36%
Total Debt Service	15,118.94	1,025.00	34,005.67	42,300.00	8,294.33	80.39%
Capital Purchases						
Building Repair & Renovation	2,276.96	1,666.67	4,895.79	30,000.00	25,104.21	16.31%
Bus Replacement/Addition	500.00	235,000.00	94,138.00	940,000.00	845,862.00	10.01%
Van Replacement/Addition	188,714.00	0.00	188,714.00	390,000.00	201,286.00	48.38%
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	11,550.00	0.00	55,606.89	967,544.00	911,937.11	5.74%
Monthly BOD Report w/YTD Budget & Variance						

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Tillamook County Transportation District
Financial Statement
From 3/1/2022 Through 3/31/2022

	Current Period Actual	Current Period Budget	Current Year Actual	Total Budget	Total Budget Variance	75%
6050	3,043.49	65,658.25	214,988.42	922,899.00	707,910.58	23.29%
Other Capital Projects	206,084.45	302,741.59	558,343.10	3,261,443.00	2,703,099.90	17.12%
Total Capital Purchases	221,203.39	303,766.59	592,348.77	3,303,743.00	2,711,394.23	17.93%
Total Capital Outlay	519,902.08	617,716.65	4,245,540.96	12,343,530.00	8,097,989.04	34.39%
Total Expenses						

NWR

Tillamook County Transportation District

Financial Statement

From 3/1/2022 Through 3/31/2022

	Current Period Actual	Current Period Budget	Current Year Actual	Total Budget	Total Budget Variance	75%
Resources						
Working Capital						
3500	0.00	0.00	0.00	450,000.00	(450,000.00)	0.00%
NWR Revenue	368,918.36	333,333.33	3,176,193.36	4,000,000.00	(823,806.64)	79.40%
4026						
NWR Reserve	0.00	0.00	52,341.75	1,000.00	51,341.75	5,234.17%
4027						
Interest Income	0.00	0.00	0.00	400.00	(400.00)	0.00%
4510						
Total Resources	368,918.36	333,333.33	3,228,535.11	4,451,400.00	(1,222,864.89)	72.53%
Expenses						
Personnel Services						
Payroll: Administration	25,492.40	22,750.00	237,469.62	350,000.00	112,530.38	67.84%
5010						
Payroll: Indirect	1,519.66	833.33	9,517.98	10,000.00	482.02	95.17%
5041						
Payroll Expense	2,166.49	1,833.33	19,407.65	22,000.00	2,592.35	88.21%
5050						
Payroll Healthcare	9,855.42	9,583.33	82,906.27	140,000.00	57,093.73	59.21%
5051						
Payroll Retirement	1,262.20	1,375.00	12,407.68	16,500.00	4,092.32	75.19%
5052						
Payroll Veba	986.30	1,083.33	8,092.20	13,000.00	4,907.80	62.24%
5053						
Workers Compensation Ins.	0.00	0.00	554.75	500.00	(54.75)	110.95%
5055						
Total Personnel Services	41,282.47	37,458.32	370,356.15	552,000.00	181,643.85	67.09%
Materials and Services						
Professional Services	1,496.00	833.33	4,167.00	10,000.00	5,833.00	41.67%
5100						
Office Equipment R&R	236.49	208.33	2,083.33	2,500.00	416.67	83.33%
5140						
Computer R&M	951.96	1,250.00	7,078.21	15,000.00	7,921.79	47.18%
5145						
Fees & Licenses	36,410.30	1,250.00	88,662.31	163,000.00	74,337.69	54.39%
5150						
Insurance	7,734.00	0.00	7,734.00	0.00	(7,734.00)	0.00%
5160						
Office Expense	301.76	416.67	2,609.21	5,000.00	2,390.79	52.18%
5170						
Operational Expense	0.00	125.00	339.60	1,500.00	1,160.40	22.64%
5180						

Monthly BOD Report w/YTD Budget & Variance

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Tillamook County Transportation District
Financial Statement

From 3/1/2022 Through 3/31/2022

	Current Period Actual	Current Period Budget	Current Year Actual	Total Budget	Total Budget Variance	75%
Telephone Expense	5210 1,656.29	1,666.67	10,026.76	20,000.00	9,973.24	50.13%
Travel & Training	5220 0.00	125.00	1,400.14	1,500.00	99.86	93.34%
Postage	5260 0.00	83.33	336.09	1,000.00	663.91	33.60%
Purchased Transportation	5265 109,185.80	250,000.00	2,059,121.06	3,000,000.00	940,878.94	68.63%
Member Mileage Reimbursement	5266 20,000.00	15,000.00	110,000.00	180,000.00	70,000.00	61.11%
Volunteer Mileage Reimburse	5267 26,485.53	21,666.67	207,033.07	260,000.00	52,966.93	79.62%
Office Rent	5281 400.00	400.00	3,600.00	4,800.00	1,200.00	75.00%
COVID Expense	5291 (76.96)	0.00	0.00	0.00	0.00	0.00%
Property Operating Expense	5300 307.42	250.00	2,607.67	3,000.00	392.33	86.92%
Total Materials and Services	205,088.59	293,275.00	2,506,798.45	3,667,300.00	1,160,501.55	68.36%
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	246,371.06	330,733.32	2,880,034.60	4,451,400.00	1,571,365.40	64.70%



Tillamook County Transportation District

Check/Voucher Register

1001 - General Checking Account

From 3/1/2022 Through 3/31/2022

Docume... Number	Docume... Date	Transaction Amount	Payee	Transaction Description
16969	...4/2022	(93,238.00)	NORTHWEST BUS SALES, INC.	BUS 209 GRANT 34242
16972	3/7/2022	3,532.14	DMG CONSULTANCY, LTD.	STAFFING PLAN
16972	3/7/2022	3,532.14	DMG CONSULTANCY, LTD.	STAFFING PLAN
16973	3/7/2022	14,427.01	CARSON OIL CO INC	FEBRUARY 2022 FUEL
16974	3/7/2022	850.00	WAVE	FEBRUARY 2022
16975	3/7/2022	153.42	COMCAST	FEBRUARY 2022
16976	3/7/2022	872.63	COUNTRY MEDIA	FEBRUARY 2022 RECRUITMENT/COVID
16976	3/7/2022	103.85	COUNTRY MEDIA	FEBRUARY 2022
16977	3/7/2022	40.00	CENTURYLINK	FEBRUARY 2022
16978	3/7/2022	4,095.00	INNOVA LEGAL ADVISORS	FEBRUARY 2022 LEGAL
16979	3/7/2022	903.13	KITTELSON & ASSOCIATES, INC.	STIF PLANNING
16979	3/7/2022	1,035.54	KITTELSON & ASSOCIATES, INC.	RT 5 PLANNING/ GRANT 35117
16979	3/7/2022	1,322.22	KITTELSON & ASSOCIATES, INC.	Coordinated Plan Grant 35137
16980	3/7/2022	200.00	Kiwanis Clubs of Tillamook	KT DAYS ADVERTISING SPONSOR
16981	3/7/2022	400.00	KNOWLEDGE IN MOBILITY	BUS INSPECTION/ GRANT 34242
16982	3/7/2022	275.00	KDEP-FM/KTIL-FM/KTIL-AM	FEBRUARY 2022 MARKETING
16983	3/7/2022	115.00	North Coast Lawn	FEBRUARY 2022 LAWN MAINT.
16984	3/7/2022	1,050.00	NATHAN LEVIN	APRIL 2022
16985	3/7/2022	120.46	Office Depot Credit Plan	FEBRUARY 2022
16985	3/7/2022	20.38	Office Depot Credit Plan	FEBRUARY 2022
16986	3/7/2022	621.00	OR COAST BROADCAST CENTER	DRIVER RECRUITMENT/COVID
16987	3/7/2022	150.00	PC-NEST. VALLEY CHAMBER OF COM	MEMBERSHIP DUES
16988	3/7/2022	173.02	Pacific Office Automation	TCTD COPIES
16989	3/7/2022	85.65	PORTLAND GENERAL	FEBRUARY 2022 SALEM ELECTRIC
16990	3/7/2022	1,000.00	PLANNING SOLUTIONS	TCTD KITCHEN, DISPATCH, TRANSIT GRANT 35193
16990	3/7/2022	450.00	PLANNING SOLUTIONS	TCTD KITCHEN, DISPATCH, TRANSIT GRANT 35193
16991	3/7/2022	600.00	Tillamook County Fair	FEBRUARY 2022 BOOTH FEE
16992	3/7/2022	98.57	TILLAMOOK CITY UTILITIES	FEBRUARY 2022 TRANSIT
16993	3/7/2022	42.31	Tillamook PUD	FEBRUARY 2022 LARGE BUS BARN
16993	3/7/2022	40.07	Tillamook PUD	FEBRUARY 2022 SMALL BUS BARN
16994	3/8/2022	12,290.54	CARSON OIL CO INC	FEBRUARY 2022 FUEL
16995	3/8/2022	1,196.78	Marie Mills Center, Inc	FEBRUARY 2022 JANITORIAL TRANSIT CENTER
16996	3/8/2022	840.00	OTTER ROCK RADIO	FEBRUARY 2022 RECRUITMENT/COVID
16997	3/8/2022	392.95	VERIZON	FEBRUARY 2022
16998	3/9/2022	620.00	ALL CLEAR AUDIO AND GLASS LLC	BUS 106 WINDSHIELD
16999	3/9/2022	277.78	ALSCO - Portland Linen	FEBRUARY 2022 MATTS
17000	3/9/2022	74.00	CAR CARE SPECIALISTS, INC.	DEF
17001	3/9/2022	58.91	CINTAS	02/22 SHOP MATTS AND UNIFORMS
17001	3/9/2022	74.80	CINTAS	03/01 UNIFORMS AND MATTS
17002	3/9/2022	524.96	O'REILLY AUTOMOTIVE STORES	FEBRUARY 2022 SHOP INVENTORY
17003	3/9/2022	2,509.53	FleetPride, Inc.	FEBRUARY 2022 SHOP INVENTORY
17004	3/9/2022	924.00	JORDAN SCHRADER RAMIS, PC	LEGAL/INVESTIGATION
17005	3/9/2022	87.30	LUM'S AUTO CENTER, INC.	FEBRUARY 2022 SHOP INVENTORY
17006	3/9/2022	1,825.95	DAVISON AUTO PARTS, INC.	FEBRUARY 2022 SHOP INVENTORY
17007	3/9/2022	167.80	Rosenberg Builders Supply	FACILITY MAINTENANCE
17008	3/9/2022	195.69	Tillamook Motor Co.	FEBRUARY 2022 SHOP INVENTORY
17009	3/9/2022	49.95	VANIR BROADBAND, INC.	FEBRUARY 2022 INTERNET
17010	3/9/2022	1,684.79	CARDMEMBER SERVICE	FEBRUARY 2022
17011	...5/2022	644.05	ABILA	MARCH 2022 CLOUD STORAGE
17012	...5/2022	385.00	ALL CLEAR AUDIO AND GLASS LLC	JANUARY 2022 windshield for 300
17012	...5/2022	100.00	ALL CLEAR AUDIO AND GLASS LLC	ROCK CHIPS FOR 302 AND 305
17013	...5/2022	441.58	BENTON COUNTY TRANSPORTATION	NWOTA GRANT 34418

Tillamook County Transportation District

Check/Voucher Register

1001 - General Checking Account

From 3/1/2022 Through 3/31/2022

Docume... Number	Docume... Date	Transaction Amount	Payee	Transaction Description
17013	...5/2022	(441.58)	BENTON COUNTY TRANSPORTATION	NWOTA GRANT 34418
17014	...5/2022	1,520.12	BLUE STAR GAS	PROPANE
17015	...5/2022	1,500.00	Care Inc.	Q4 STIF PAYMENT
17016	...5/2022	174.49	Advance Auto Parts	FEB 2022 SHOP INVENTORY
17017	...5/2022	18,068.32	CARSON OIL CO INC	MARCH 2022 FUEL
17018	...5/2022	58.35	CINTAS	03/08/22 SHOP TOWELS, MATS AND UNIFORMS
17018	...5/2022	74.80	CINTAS	03/15/22 SHOP TOWELS, MATS AND UNIFORMS
17019	...5/2022	143.25	Coast Printing & Stationery	MARCH 2022 BUS TICKETS
17019	...5/2022	17.80	Coast Printing & Stationery	MARCH 2022 COMMENT CARDS
17020	...5/2022	65.77	CRYSTAL AND SIERRA SPRINGS	MARCH 2022 WATER
17021	...5/2022	50.00	Gary A. Hanenkrat	MARCH 2022
17022	...5/2022	788.55	GenXsys Solutions, LLC	MARCH 2022 COMPUTER SUPPORT
17022	...5/2022	3,000.00	GenXsys Solutions, LLC	MARCH 2022
17023	...5/2022	11,550.00	Handi-Hut, Inc.	CHAMPION PARK BUS SHELTER GRANT 34225
17024	...5/2022	900.00	INNOVA LEGAL ADVISORS	MARCH 2022 LEGAL
17025	...5/2022	50.00	JACKIE EDWARDS	MARCH 2022
17026	...5/2022	50.00	JUDY RIGGS	MARCH 2022
17027	...5/2022	500.00	KNOWLEDGE IN MOBILITY	INSPECTION VAN #111 AND #112
17028	...5/2022	3,229.86	LEWIS AUDIO VIDEO, INC.	TRAINING ROOM SET UP
17029	...5/2022	3,043.49	LINCOLN COUNTY TRANSIT	NWOTA GRANT 34418
17030	...5/2022	50.00	Linda Adler	MARCH 2022
17031	...5/2022	4,415.13	Marie Mills Center, Inc	Q4 STIF PAYMENT
17032	...5/2022	50.00	MARTY HOLM	MARCH 2022
17033	...5/2022	50.00	MARY JOHNSON	MARCH 2022
17034	...5/2022	50.00	MELISSA CARLSON-SWANSON	MARCH 2022
17035	...5/2022	95.00	MICHAEL THOMPSON	MARCH 2022 CDL
17036	...5/2022	1,377.53	MOREL INK	BUS PASSES
17036	...5/2022	89.69	MOREL INK	BUSINESS CARDS NATALIE ZUERCHER
17037	...5/2022	1,050.00	NATHAN LEVIN	APRIL 2022
17038	...5/2022	6.50	Office Depot Credit Plan	MARCH 2022
17038	...5/2022	167.52	Office Depot Credit Plan	MARCH 2022
17038	...5/2022	36.70	Office Depot Credit Plan	MARCH 2022
17038	...5/2022	10.40	Office Depot Credit Plan	MARCH 2022
17039	...5/2022	236.49	Pacific Office Automation	MARCH 2022
17040	...5/2022	95.00	Richard Swanson	MARCH 2022 CDL
17041	...5/2022	94,357.00	Schetky Northwest Sales, Inc.	VAN 111 GRANT 34242
17041	...5/2022	94,357.00	Schetky Northwest Sales, Inc.	VAN 112 GRANT 34242
17042	...5/2022	3,211.00	SPECIAL DISTRICTS INS. SERVICE	2022 LIABILITY
17043	...5/2022	40.82	Tillamook PUD	ELECTRIC
17043	...5/2022	39.03	Tillamook PUD	ELECTRIC
17043	...5/2022	129.43	Tillamook PUD	MARCH 2022 TRANSIT CENTER
17044	...5/2022	884.07	TRILLIUM SOLUTIONS, INC.	NWOTA MARKETING

Report Total 213,578.43

Tillamook County Transportation District

Check/Voucher Register

1006 - Payroll Checking

From 3/1/2022 Through 3/31/2022

<u>Document Number</u>	<u>Document Date</u>	<u>Payee</u>
5697	3/7/2022	SPECIAL DISTRICTS INS. SERVICE
5698	3/7/2022	PACIFIC SOURCE
5699	3/9/2022	HRA VEBA TRUST
5700	3/22/2022	SHANNON WAKEMAN
5701	3/28/2022	RICK ROGERS
5702	3/31/2022	ATU LOCAL #757

Tillamook County Transportation District

Check/Voucher Register

1009 - NW RIDES ACCOUNT

From 3/1/2022 Through 3/31/2022

Docume... Number	Docume... Date	Transaction Amount	Payee	Transaction Description
3300	...1/2022	(53.89)	CENTURYLINK	OCTOBER 2021
3469	3/7/2022	696.72	WAVE	FEBRUARY 2022
3470	3/7/2022	52.73	CENTURYLINK	FEBRUARY 2022
3471	3/7/2022	875.00	GenXsys Solutions, LLC	FEBRUARY 2022
3472	3/7/2022	56.43	Office Depot Credit Plan	FEBRUARY 2022
3473	3/7/2022	45,329.72	TILLAMOOK CNTY TRANS. DIST.	FEBRUARY 2022 PAYROLL AND BENEFITS
3474	3/8/2022	721.83	TILLAMOOK CNTY TRANS. DIST.	FEBRUARY 2022 RENT AND UTILITIES
3475	3/8/2022	2,046.40	JANNA SMITH	NWR VOLUNTEERS
3476	3/8/2022	2,796.00	JOHN REKART JR	NWR VOLUNTEERS
3477	3/8/2022	473.52	JOY WINKELHAKE	NWR VOLUNTEERS
3478	3/8/2022	3,256.20	KANDIS LIDAY	NWR VOLUNTEERS
3479	3/8/2022	1,147.70	LEANN CHUINARD	NWR VOLUNTEERS
3480	3/8/2022	2,016.00	SEAN REKART	NWR VOLUNTEERS
3481	3/8/2022	2,765.39	WILLIAM NERENBERG	NWR VOLUNTEERS
3482	3/9/2022	258.94	CARDMEMBER SERVICE	FEBRUARY 2022
3483	...5/2022	10,130.00	TILLAMOOK CNTY TRANS. DIST.	PROVIDER TRANSPORTATION
3484	...5/2022	8,249.50	TILLAMOOK CNTY TRANS. DIST.	PROVIDER TRANSPORTATION
3485	...5/2022	9,230.00	TILLAMOOK CNTY TRANS. DIST.	insurance and legal
3486	...5/2022	35,385.31	CareOregon	Q4 NWR GAINSHARE 2022
3487	...5/2022	80.00	CRYSTAL AND SIERRA SPRINGS	MARCH 2022 WATER
3488	...5/2022	875.00	GenXsys Solutions, LLC	NWR COMPUTER MANAGEMENT
3489	...5/2022	52.92	Pacific Office Automation	MARCH 2022
3490	...5/2022	236.49	Pacific Office Automation	MARCH 2022
3491	...5/2022	14,651.50	TILLAMOOK CNTY TRANS. DIST.	NWR MARCH 11 2022
3492	...5/2022	14,527.05	TILLAMOOK CNTY TRANS. DIST.	NWR 032522
Report Total		155,856.46		

Tillamook County Transportation District

Check/Voucher Register
 1011 - Prop. Mgmt. Checking
 From 3/1/2022 Through 3/31/2022

Docume... Number	Docume... Date	Transaction Amount	Payee	Transaction Description
4460	3/7/2022	1,125.00	CHRISSY'S CLEANING SERVICE	FEBRUARY 2022
4461	3/7/2022	541.22	E C COMPANY	FEBRUARY 2022 EXIT LIGHTS
4462	3/7/2022	425.00	North Coast Lawn	FEBRUARY 2022 LAWN MAINT.
4463	3/7/2022	13,155.22	Oregon Department of Transport	OTIB LOAN PAYMENT 0061
4464	3/7/2022	450.66	TILLAMOOK CITY UTILITIES	FEBRUARY 2022
4465	3/7/2022	2,942.45	Tillamook PUD	FEBRUARY 2022 LOAN/ELECTRIC
4466	3/7/2022	171.75	CITY SANITARY SERVICE	FEBRUARY 2022 GARBAGE
4467	3/8/2022	22.33	Marie Mills Center, Inc	FEBRUARY 2022 JANITORIAL AT 3RD ST
4467	3/8/2022	523.87	Marie Mills Center, Inc	FEBRUARY 2022 JANITORIAL AT 3RD ST
4468	3/9/2022	150.00	CARDMEMBER SERVICE	FEBRUARY 2022
4469	...5/2022	2,276.96	JNB MECHANICAL, INC.	HVAC SERVICE
4470	...5/2022	<u>2,566.30</u>	Tillamook PUD	MARCH 2022 LOAN AND ELECTRIC
Report Total		<u>24,350.76</u>		


Date	Vendor	Description of Transaction	Amount
UMPQUA BANK: CLOSING DATE 03/23/2022			
DOUG PILANT			
02/27/22	Virtual postmail.com	Postage	\$25.00
02/28/22	Zoom	Virtual Meetings	\$40.00
03/03/22	Café On Hawk Creek	Meeting/Off-Site Personnel	\$84.50
03/10/22	Sand Dollar	Meeting/Off-Site Personnel	\$28.80
03/18/22	Amazon	Policy Books - Training	\$180.00
			\$358.30
CATHY BOND			
02/23/22	Iron Mountain	Shredding	\$102.12
02/23/22	Adobe Creative Cloud	Monthly Subscription	\$79.99
03/02/22	Endicia	Postage	\$9.95
03/05/22	Adobe Acropro	NWR Monthly Subscription	\$24.99
03/12/22	Language Line	NWR Phones	\$31.60
03/12/22	Fieldprint	Background Checks	\$12.50
03/15/22	PayPal	NWR Computers	\$6.00
03/22/22	Tillamook Grocery Outlet	NWR Office Supplies	\$67.94
03/23/22	Iron Mountain	Shredding	\$102.48
03/23/22	Adobe Creative Cloud	TCTD Monthly Subscription	\$79.99
			\$517.56
SHANNON WAKEMAN			
03/01/22	Tillamook County Pioneer	Advertising	\$30.00
03/01/22	Lindsey's Lattes	Employee Appreciation	\$160.00
03/07/22	Fred Meyer	Employee Appreciation	\$25.00
03/11/22	Roby's	Employee Break Room Fridge	\$1,155.96
03/16/22	Facebook	Marketing	\$48.64
03/17/22	Amazon Prime	Monthly Subscription	\$12.99
03/17/22	Tillamook Bowling Lane	Board Meeting Dinner	\$36.25
03/21/22	Blue Heron	Marketing	\$50.00
03/22/22	USPS	Postage	\$8.70
			\$1,527.54
MIKE REED			
02/24/22	ODOT DMV	Vehicle Registration	\$101.00
03/17/22	ODOT DMV	Vehicle Registration	\$391.50
03/21/22	Donn Averill Recycling	Recycling Fees	\$61.92
			\$554.42
TABATHA WELCH			
02/25/22	Academy Sports	Disputing charges	\$35.96
02/26/22	Avenue Online	Disputing charges	\$186.19
02/26/22	Amazon	Office Supplies	\$27.29
02/26/22	Avenue Online	Disputing charges	\$234.90
02/26/22	Avenue Online	Disputing charges	\$150.94
02/26/22	Avenue Online	Disputing charges	\$62.15
02/26/22	Avenue Online	Disputing charges	\$138.12
03/01/22	Indeed	Recruitment(Lot Attendant)	\$144.80
03/01/22	Amazon	Meeting Room supplies	\$113.11
03/01/22	Amazon	Meeting Room supplies	\$20.57
03/02/22	Amazon	Office Supplies	\$14.40
03/02/22	USPS Stamps Endicia	Postage	\$100.00
03/02/22	Amazon	Employee Break Room Supplies	\$26.50
03/03/22	Amazon	Monitor for Board Room/Board Meetings	\$169.99
03/05/22	Amazon	Office Supplies	\$26.13
03/13/22	HULU	Monthly Subscription	\$69.99
03/14/22	Amazon	Employee Appreciation	\$3.54
03/10/22	Alaska Air	Training/Travel	\$577.59
03/10/22	Alaska Air	Training/Travel	\$577.59
03/14/22	Safeway	Employee Appreciation	\$4.99
03/15/22	Endicia	Postage	\$24.99
03/15/22	Werner Brew	Meeting/Off-Site Personnel	\$45.93
03/20/22	Amazon	Meeting Room supplies	\$17.55
03/19/22	Amazon	Employee Appreciation	\$71.80
03/17/22	Safeway	Employee Appreciation	\$4.99
03/17/22	Werner Brew	Meals/Meeting	\$25.00
03/21/22	Amazon	Meeting Room supplies	\$16.98
03/22/22	Mikes Mac Shack	Meals/Meeting	\$15.00
			\$2,906.99
STATEMENT TRUE UP			\$0.12 fees
Charges total			\$5,864.81
Grand Total			\$5,864.93

APPROVAL

DATE

March 2022 Statement

Open Date: 02/24/2022 Closing Date: 03/24/2022


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

Account:

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

New Balance	\$5,864.93
Minimum Payment Due	\$59.00
Payment Due Date	04/22/2022

Reward Points	
Earned This Statement	6,264
Reward Center Balance as of 03/23/2022	47,919
For details, see your rewards summary.	

Activity Summary		
Previous Balance	+	\$2,093.73
Payments	-	\$2,093.73 ^{CR}
Other Credits		\$0.00
Purchases	+	\$5,864.81
Balance Transfers		\$0.00
Advances		\$0.00
Other Debits		\$0.00
Fees Charged	+	\$0.12
Interest Charged		\$0.00
New Balance	=	\$5,864.93
Past Due		\$0.00
Minimum Payment Due		\$59.00
Credit Line		\$10,000.00
Available Credit		\$4,135.07
Days in Billing Period		29

Payment Options:

 Mail payment coupon
with a check

 Pay online at
myaccountaccess.com

 Pay by phone
1-866-552-8855

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

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

- (to pay by phone
- (to change your address

000034795 01 SP 000638140001024 P Y

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


Account Number	
Payment Due Date	4/22/2022
New Balance	\$5,864.93
Minimum Payment Due	\$59.00

Amount Enclosed \$ _____

Cardmember Service

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


Visa Business Rewards Company Card
Rewards Center Activity as of 03/23/2022

Rewards Center Activity*	0
Rewards Center Balance	47,919

*This item includes points redeemed, expired and adjusted.

Rewards Earned	This Statement	Year to Date
Points Earned on Net Purchases	5,467	9,924
Gas, Restaurants & Telecom Double Points	797	2,823
Total Earned	6,264	12,747

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.

PAY TAXES WITH YOUR CARD. It's a fast, easy and secure way to pay your federal and state taxes. **FAST** - Pay instantly online. **EASY** - Your payment is processed right away and confirmed with an electronic receipt. **SECURE** - No worries about your payment getting lost or stolen in the mail. **REWARDING** - You will earn points for every net dollar you pay on your taxes with your card. Learn more at officialpayments.com.

Transactions PILANT, DOUGLAS Credit Limit \$5000

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
Purchases and Other Debits					
02/28	02/27	0039	VIRTUALPOSTMAIL.COM 909-235-6245 CA	\$25.00	_____
03/01	02/28	9724	ZOOM.US 888-799-9666 WWW.ZOOM.US CA	\$40.00	_____
03/07	03/03	9623	CAFE ON HAWK CREEK 503-3924400 OR	\$84.50	_____
03/11	03/10	0066	SAND DOLLAR LLC ROCKAWAY BEAC OR	\$28.80	_____
03/18	03/18	8906	Amazon.com*1N7Y064E0 Amzn.com/bill WA	\$180.00	_____
Total for Account				\$358.30	_____

Transactions BOND, CATHY Credit Limit \$2500

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
Purchases and Other Debits					
02/24	02/23	2707	IRON MOUNTAIN 800-934-3453 MA	\$102.12	_____
02/24	02/23	5300	ADOBE CREATIVE CLOUD 800-443-8158 CA	\$79.99	_____

Continued on Next Page

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

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
03/03	03/02	9524	ENDICIA 800-576-3279 CA	\$9.95	_____
03/07	03/05	8121	ADOBE ACROPRO SUBS 408-536-6000 CA	\$24.99	_____
03/14	03/12	2981	LANGUAGE LINE, INC. 800-7526096 CA	\$31.60	_____
03/14	03/12	4115	FIELDPRINT INC 888-291-1369 PA	\$12.50	_____
03/16	03/15	8910	PAYPAL *VERTEXSHARE 4029357733 HK	\$6.00	_____
03/23	03/22	4438	TILLAMOOK GROCERY O NEHALEM OR	\$67.94	_____
03/24	03/23	7022	IRON MOUNTAIN 800-934-3453 MA	\$102.48	_____
03/24	03/23	6648	ADOBE CREATIVE CLOUD 800-443-8158 CA	\$79.99	_____
Total for Account				\$517.56	

Transactions **REED,MICHAEL** **Credit Limit \$3500**

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
Purchases and Other Debits					
02/28	02/24	1067	ODOT DMV 503 945 5000 TILLAMOOK OR	\$101.00	_____
03/21	03/17	2732	ODOT DMV 503 945 5000 TILLAMOOK OR	\$391.50	_____
03/22	03/21	0406	DON G AVERILL RECYCLIN TILLAMOOK OR	\$61.92	_____
Total for Account				\$554.42	

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

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
Purchases and Other Debits					
02/25	02/25	8470	ACADEMY SPORTS + OUTDO 281-646-5564 TX	\$35.96	_____
02/28	02/26	1877	AVENUE ONLINE 888-843-2836 NJ	\$186.19	_____
02/28	02/26	9131	AMAZON.COM*1I82B44L2 A AMZN.COM/BILL WA	\$27.29	_____
02/28	02/26	5516	AVENUE ONLINE 888-843-2836 NJ	\$234.90	_____
02/28	02/26	4163	AVENUE ONLINE 8888432836 NJ	\$150.94	_____
02/28	02/26	1162	AVENUE ONLINE 888-843-2836 NJ	\$62.15	_____
02/28	02/26	6495	AVENUE ONLINE 888-843-2836 NJ	\$138.12	_____
03/02	03/01	2257	INDEED 203-564-2400 CT	\$144.80	_____
03/02	03/01	6340	AMZN Mktp US*1I6S845T2 Amzn.com/bill WA	\$113.11	_____
03/02	03/01	1243	AMZN Mktp US*1W9XM20X1 Amzn.com/bill WA	\$20.57	_____
03/02	03/02	2500	AMZN Mktp US*1I49G4BL2 Amzn.com/bill WA	\$14.40	_____
03/03	03/02	8652	USPS STAMPS ENDICIA 888-434-0055 DC	\$100.00	_____
03/03	03/02	6932	AMZN Mktp US*1I71J76F2 Amzn.com/bill WA	\$26.50	_____
03/03	03/03	4674	Amazon.com*1I1FF2DB2 Amzn.com/bill WA	\$169.99	_____
03/07	03/05	2377	AMAZON.COM*1I7T79YE2 A AMZN.COM/BILL WA	\$26.13	_____
03/14	03/13	6543	HLU*Hulu 1934589740496 HULU.COM/BILL CA	\$69.99	_____

Continued on Next Page

Transactions WELCH, TABATHA Credit Limit \$2500

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
03/14	03/14	5317	AMAZON.COM*1Z6EW1LW2 A AMZN.COM/BILL WA	\$3.54	_____
03/14	03/10	5422	ALASKA AI0272131317542 SEATTLE WA WELCH/TABATHA 05/11/22 PORTLAND ORE TO SAN FRANCISC SAN FRANCISC TO PORTLAND ORE	\$577.59	_____
03/14	03/10	5430	ALASKA AI0272131317543 SEATTLE WA VOGT/KENDRA 05/11/22 PORTLAND ORE TO SAN FRANCISC SAN FRANCISC TO PORTLAND ORE	\$577.59	_____
03/16	03/14	7226	SAFEWAY #2723 TILLAMOOK OR	\$4.99	_____
03/16	03/15	4041	ENDICIA 800-576-3279 CA	\$24.99	_____
03/17	03/15	2272	WERNER GOURMET MEAT SN TILLAMOOK OR	\$45.93	_____
03/21	03/20	5856	AMZN Mktp US*1N5MJ62P1 Amzn.com/bill WA	\$17.55	_____
03/21	03/19	0085	AMZN Mktp US*1Z45N4U82 Amzn.com/bill WA	\$71.80	_____
03/21	03/17	2538	SAFEWAY #2723 TILLAMOOK OR	\$4.99	_____
03/21	03/17	3261	WERNER GOURMET MEAT SN TILLAMOOK OR	\$25.00	_____
03/22	03/21	9256	AMZN Mktp US*1N8MS3X40 Amzn.com/bill WA	\$16.98	_____
03/23	03/22	2358	SQ *MIKES MAC AND SANN Tillamook OR	\$15.00	_____
Total for Account				\$2,906.99	

Transactions WAKEMAN, SHANNON Credit Limit \$2500

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
Purchases and Other Debits					
03/02	03/01	4584	IN *TILLAMOOK COUNTY P 503-7417695 OR	\$30.00	_____
03/02	03/01	7635	SQ *LINDSEY'S LATTES Tillamook OR	\$160.00	_____
03/08	03/07	2328	FRED-MEYER #0377 TILLAMOOK OR	\$25.00	_____
03/14	03/11	2765	ROBY'S TILLAMOOK FURNI TILLAMOOK OR	\$1,155.96	_____
03/17	03/16	9513	FACEBK *KD4EHPAC2 fb.me/ads CA	\$48.64	_____
03/17	03/17	5362	Amazon Prime*1Z9PM9502 Amzn.com/bill WA	\$12.99	_____
03/18	03/17	0234	TILLAMOOK BOWLING LANE TILLAMOOK OR	\$36.25	_____
03/22	03/21	1117	BLUE HERON FRENCH CHEE TILLAMOOK OR	\$50.00	_____
03/23	03/22	7024	USPS PO 4083680269 TILLAMOOK OR	\$8.70	_____
Total for Account				\$1,527.54	

Transactions BILLING ACCOUNT ACTIVITY

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
Payments and Other Credits					
03/10	03/10	8	PAYMENT THANK YOU	\$258.94	CR _____
03/10	03/10	8	PAYMENT THANK YOU	\$1,684.79	CR _____

Continued on Next Page

Transactions BILLING ACCOUNT ACTIVITY

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
03/10	03/10	8	PAYMENT THANK YOU	\$150.00 _{CR}	_____
Fees					
03/16	03/15	8910	FRGN TRANS FEE-PAYPAL *VERTEXSHARE 40	\$0.12	_____
				TOTAL FEES FOR THIS PERIOD	\$0.12
				Total for Account	\$2,093.61_{CR}

2022 Totals Year-to-Date	
Total Fees Charged in 2022	\$3.66
Total Interest Charged in 2022	\$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	12.49%	
**PURCHASES	\$5,864.93	\$0.00	YES	\$0.00	12.49%	
**ADVANCES	\$0.00	\$0.00	YES	\$0.00	24.24%	

Contact Us
 **Phone**

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

Questions

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

Mail payment coupon with a check

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

Online
myaccountaccess.com

Tillamook County Transportation District

MONTHLY PERFORMANCE REPORT

FEB 2022

RIDERSHIP BY SERVICE TYPE	FEB 2022	FEB 2021	YTD FY 21-22	YTD FY 20-21	YTD % Change
<u>Dial-A-Ride Service</u>					
Tillamook County	893	755	6,835	6,412	6.6%
NW Rides	522	581	3,860	3,642	6.0%
Dial-A-Ride Total	1,415	1,336	10,695	10,054	6.4%

Deviated Fixed Route Service

Rt 1: Town Loop	2,786	2,510	21,962	21,146	3.9%
Rt 2A: Netarts/Oceanside	215	482	2,734	3,599	-24.0%
Rt 2B: Port of Tillamook Bay	203	0	841	0	#DIV/0!
Rt 3: Manzanita/Cannon Beach	1,216	1,715	11,630	15,342	-24.2%
Rt 4: Lincoln City	553	715	4,907	6,242	-21.4%
Local Fixed Rt Total	4,973	5,422	42,074	46,329	-9.2%

Intercity Service

Rt 5: Portland	444	340	4,114	3,472	18.5%
Rt 60X: Salem	593	538	5,124	4,494	14.0%
Rt 70X: Grand Ronde	249	273	2,337	2,166	7.9%
Inter City Total	1,286	1,151	11,575	10,132	14.2%

Other Services

Tripper Routes	25	53	104	308	-66.2%
Special Bus Operations	0	0	1,125	506	122.3%
Other Services Total	25	53	1,229	814	51.0%

TOTAL ALL SERVICES	7,699	7,962	65,573	67,329	-2.6%
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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)	3,770	226	34,473	36,081	-4.5%
Senior/Disabled	2,082	1,132	26,640	26,521	0.4%
Child/Youth (less than 18 years of age)	513	57	4,460	4,726	-5.6%
Total	6,366	1,415	65,573	67,329	-2.6%

OTHER RIDER CATEGORIES	Fixed		YTD	YTD	YTD %
	Route	DAR	FY 21-22	FY 20-21	Change
Ride Connection	84		645	418	54.3%
Tillamook Bay Community College	110		402	919	-56.3%
NWOTA Visitor Pass	31		991	523	89.5%
NW Rides		458	3,487	3,299	5.7%
Amtrak/Greyhound	82		885	469	88.7%

3/18/2022

02-22 RIDERSHIP REPORT.xlsx

MONTHLY PERFORMANCE

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

Feb-20	1.5	50.6%	86.05
Nov-21	1.5	56.7%	86.44
Dec-21	1.5	56.7%	86.44
Jan-21	1.5	46.1%	102.61
Feb-21	1.4	50.0%	94.75
STANDARD	1.3	65.3%	56.36

Deviated Fixed Routes

Feb-20	3.9	4.6%	86.63
Nov-21	4.4	7.3%	86.47
Dec-21	4.4	7.3%	86.47
Jan-21	4.2	5.5%	103.08
Feb-21	4.2	4.0%	95.01
STANDARD	7.0	12.4%	64.60

Intercity Services

Feb-20	1.7	8.5%	97.18
Nov-21	2.1	11.8%	98.17
Dec-21	2.1	11.8%	98.17
Jan-21	2.0	8.7%	118.87
Feb-21	2.0	9.2%	109.71
STANDARD	2.9	31.5%	72.86

Other Services

Feb-20	2.7	1.1%	74.16
Nov-21	3.3	1.0%	78.64
Dec-21	3.3	1.0%	78.64
Jan-21	3.2	0.3%	92.22
Feb-21	3.2	0.4%	84.56
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

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

Route/Run	Thru Feb 2022				3/14/2022												
	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	47,938	6,835	3,192	3,963	63,773	47,129	162,864	9,490	71,413	290,896	91.13	2.1	16.5%	0.03	7.01	15.02	
NW Rides	301,556	3,860	4,191	5,181	111,021	82,045	213,840	12,460	100,326	408,672	97.50	0.9	73.8%	0.04	78.12	71.95	
Total DAR	349,494	10,695	7,384	9,144	174,794	129,175	376,705	21,950	171,739	699,568	94.75	1.4	50.0%	0.03	32.68	47.33	
<u>Deviated Route</u>																	
01 Town Loop	21,262	21,962	2,915	3,332	43,502	32,149	148,737	8,667	61,674	251,226	86.18	7.5	8.5%	0.10	0.97	7.29	
2A Netarts/Oceanside	3,677	2,734	1,026	1,209	21,076	15,575	52,346	3,050	23,091	94,062	91.68	2.7	3.9%	0.03	1.34	3.58	
2B Port of Tillamook Bay	866	841	377	415	6,109	4,515	19,239	1,121	8,093	32,968	87.43	2.2	2.6%	0.03	1.03	2.30	
03 Manzanita	18,706	11,630	3,252	3,603	87,397	64,587	168,469	7,087	78,135	318,278	97.89	3.6	5.9%	0.04	1.61	5.75	
04 Lincoln City	9,944	4,907	2,384	2,651	80,227	59,288	122,079	6,639	61,171	249,177	104.52	2.1	4.0%	0.02	2.03	4.17	
Total Deviated Route	54,455	42,074	9,954	11,210	238,312	176,115	510,870	26,564	232,163	945,712	95.01	4.2	5.8%	0.05	1.29	5.47	
<u>Intercity</u>																	
05 Portland	40,646	4,114	2,233	2,385	74,732	55,228	120,569	6,639	57,199	239,634	107.31	1.8	17.0%	0.02	9.88	18.20	
60X Salem	14,672	5,124	2,254	2,730	88,231	65,204	121,714	6,702	60,817	254,436	112.87	2.3	5.8%	0.02	2.86	6.51	
70X Grand Ronde	4,175	2,337	1,405	1,759	48,636	35,942	75,847	4,176	36,372	152,338	108.44	1.7	2.7%	0.02	1.79	2.97	
Total Intercity	59,493	11,575	5,892	6,874	211,599	156,374	318,130	17,516	154,388	646,409	109.71	2.0	9.2%	0.02	5.14	10.10	
<u>Other Services</u>																	
Trippers	114	104	39	76	514	380	2,012	117	815	3,325	84.30	2.6	3.4%	0.03	1.10	2.89	
Special Bus Operation	0	1,125	345	394	4,588	3,391	17,586	1,025	7,158	29,159	84.59	3.3	0.0%	0.04	0.00	0.00	
Total Other Services	114	1,229	384	469	5,102	3,770	19,599	1,142	7,973	32,484	84.56	3.2	0.4%	0.04	0.09	0.30	
Total TCTD Services	463,556	65,573	23,614	27,697	629,807	465,434	1,225,303	67,172	566,264	2,324,172	98.42	2.78	19.9%	0.04	7.07	19.63	
										Total Mileage, Labor & Direct Cost		1,757,909		32.2%			

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

Year-Over-Year Comparison

Route/Run	Thru Feb 2022			Thru Feb 2022			Thru Feb 2022			Thru Feb 2022			Thru Feb 2022			
	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	23,391	47,938	24,547	104.9%	6,412	6,835	423	6.6%	2,800	3,192	392	14.0%	228,501	290,896	62,395	27.3%
NW Rides	265,582	301,556	35,974	13.5%	3,642	3,860	218	6.0%	3,832	4,191	359	9.4%	342,225	408,672	66,447	19.4%
Total DAR	288,973	349,494	60,521	20.9%	10,054	10,695	641	6.4%	6,632	7,384	751	11.3%	570,726	699,568	128,842	22.6%
<u>Deviated Route</u>																
01 Town Loop	13,262	21,262	8,000	60.3%	21,146	21,962	816	3.9%	3,041	2,915	-126	-4.1%	234,796	251,226	16,431	7.0%
2A Netarts/Oceanside	3,623	3,677	54	1.5%	3,599	2,734	-865	-24.0%	1,601	1,026	-575	-35.9%	135,773	94,062	-41,711	-30.7%
2B Port of Tillamook Bay	0	866	866	#DIV/0!	0	841	841	#DIV/0!	0	377	377	#DIV/0!	-1	32,968	32,969	#####
03 Manzanita	19,387	18,706	-681	-3.5%	15,342	11,630	-3,712	-24.2%	4,380	3,252	-1,129	-25.8%	386,989	318,278	-68,711	-17.8%
04 Lincoln City	10,680	9,944	-736	-6.9%	6,242	4,907	-1,335	-21.4%	2,801	2,384	-417	-14.9%	266,708	249,177	-17,531	-6.6%
Total Local Fixed Route	46,952	54,455	7,503	16.0%	46,329	42,074	-4,255	-9.2%	11,823	9,954	-1,869	-15.8%	1,024,265	945,712	-78,553	-7.7%
<u>Intercity</u>																
05 Portland	31,889	40,646	8,757	27.5%	3,472	4,114	642	18.5%	2,352	2,233	-119	-5.1%	220,758	239,634	18,876	8.6%
60X Salem	13,469	14,672	1,203	8.9%	4,494	5,124	630	14.0%	2,162	2,254	92	4.3%	219,086	254,436	35,351	16.1%
70X Grand Ronde	3,644	4,175	531	14.6%	2,166	2,337	171	7.9%	1,386	1,405	19	1.4%	133,504	152,338	18,834	14.1%
Total Intercity	49,002	59,493	10,491	21.4%	10,132	11,575	1,443	14.2%	5,900	5,892	-8	-0.1%	573,347	646,409	73,062	12.7%
<u>Other Services</u>																
Trippers	255	114	-141	-55.3%	308	104	-204	-66.2%	85	39	-46	-53.8%	6,329	3,325	-3,004	-47.5%
Special Bus Operation	0	0	0	#DIV/0!	516	1,125	609	118.0%	224	345	120	53.7%	16,630	29,159	12,529	75.3%
Total Other Services	255	114	-141	-55.3%	824	1,229	405	49.2%	310	384	75	24.1%	22,959	32,484	9,525	41.5%
Total TCTD Services	385,182	463,556	78,374	20.3%	67,339	65,573	-1,766	-2.6%	24,665	23,614	-1,051	-4.3%	2,191,297	2,324,172	132,876	6.1%

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

Year to Date Performance Comparison

Route/Run	Thru Feb 2022			Thru Feb 2022			Thru Feb 2022			Thru Feb 2022			Thru Feb 2022						
	20/21	Hourly Rate	Amount Diff	20/22	Passngr /Hour	Amount Diff	20/21	Farebox Ratio	Amount Diff	20/21	Farebox Ratio	Amount Diff	20/21	Average Fare	Amount Diff	20/22	Average Fare	Amount Diff	Percent Diff
Dial-A-Ride Service																			
Dial-A-Ride	81.60	91.13	9.53	11.7%	2.3	2.1	-0.1	-6.5%	10.2%	16.5%	6.2%	61.0%	3.65	7.01	3.37	92.3%			
NW Rides	89.31	97.50	8.20	9.2%	1.0	0.9	0.0	-3.1%	77.6%	73.8%	-3.8%	-4.9%	72.92	78.12	5.20	7.1%			
Total DAR	86.05	94.75	8.70	10.1%	1.5	1.4	-0.1	-4.4%	50.6%	50.0%	-0.7%	-1.3%	28.74	32.68	3.94	13.7%			
Deviated Route																			
01 Town Loop	77.21	86.18	8.96	11.6%	7.0	7.5	0.6	8.3%	5.6%	8.5%	2.8%	49.8%	0.63	0.97	0.34	54.4%			
2A Netarts/Oceanside	84.81	91.68	6.87	8.1%	2.2	2.7	0.4	18.5%	2.7%	3.9%	1.2%	46.5%	1.01	1.34	0.34	33.6%			
2B Port of Tillamook	#DIV/0!	87.43	#DIV/0!	#DIV/0!	#DIV/0!	2.2	#DIV/0!	#DIV/0!	0.0%	2.8%	2.6%	#DIV/0!	#DIV/0!	1.03	#DIV/0!	#DIV/0!			
03 Manzanita	88.35	97.89	9.54	10.8%	3.5	3.6	0.1	2.1%	5.0%	5.9%	0.9%	17.3%	1.26	1.61	0.34	27.3%			
04 Lincoln City	95.22	104.52	9.30	9.8%	2.2	2.1	-0.2	-7.6%	4.0%	4.0%	0.0%	-0.3%	1.71	2.03	0.32	18.4%			
Total Deviated Route	86.63	95.01	8.38	9.7%	3.9	4.2	0.3	7.9%	4.6%	5.8%	1.2%	25.6%	1.01	1.29	0.28	27.7%			
Intercity																			
05 Portland	93.86	107.31	13.45	14.3%	1.5	1.8	0.4	24.8%	14.4%	17.0%	2.5%	17.4%	9.18	9.88	0.70	7.6%			
60X Salem	101.33	112.87	11.53	11.4%	2.1	2.3	0.2	9.4%	6.1%	5.8%	-0.4%	-6.2%	3.00	2.86	-0.13	-4.5%			
70X Grand Ronde	96.34	108.44	12.10	12.6%	1.6	1.7	0.1	6.4%	2.7%	2.7%	0.0%	0.4%	1.68	1.79	0.10	6.2%			
Total Intercity	97.18	109.71	12.53	12.9%	1.7	2.0	0.2	14.4%	8.5%	9.2%	0.7%	7.7%	4.84	5.14	0.30	6.3%			
Other Services																			
Trippers	74.20	84.30	10.10	13.6%	3.6	2.6	-1.0	-27.0%	4.0%	3.4%	-0.6%	-14.9%	0.83	1.10	0.27	32.4%			
Special Bus Operation	74.14	84.59	10.45	14.1%	2.3	3.3	1.0	41.9%	0.0%	0.0%	0.0%	#DIV/0!	0.00	0.00	0.00	#DIV/0!			
Total Other Services	74.16	84.56	10.41	14.0%	2.7	3.2	0.5	20.2%	1.1%	0.4%	-0.8%	-68.4%	0.31	0.09	-0.22	-70.0%			
Total Other Services	88.84	98.42	9.58	10.8%	2.7	2.8	0.0	1.7%	17.6%	19.9%	2.4%	13.5%	5.72	7.07	1.35	23.6%			

Description	YTD Through Feb 2022		
	19/20	20/21	Percent Difference
Mileage	653,511	629,807	(23,704) -3.6%
Mileage Based Costs	455,570	465,434	9,863 2.2%
Hourly Based Costs	1,233,121	1,225,303	(7,817) -0.6%
Direct Costs	502,606	566,264	63,658 12.7%
Overhead Costs			
Total Costs	2,191,297	2,257,000	65,704 3.0%

Special Bus Operation Calculation Cost			
Cost per mile calculation:	Actual	Plus Overhead	Plus Profit
Actual Hourly Rate	\$ 44.24		
Plus Direct Costs		\$ 2.9%	
Hourly Rate	\$ 45.52		
Plus Overhead		\$ 32.2%	
Hourly Rate	\$ 60.18		
Plus Profit		\$ 10.0%	\$ 66.20

Coordinating Committee Zoom Meeting

April 8, 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 Piant
10:05— 10:25a	2. Consent Calendar (Action Items) 📎 March Meeting Minutes (Attached) 📎 Financial Report 📎 Ridership Tracking	Doug Piant/All
10:25— 11:15a	3. NWOTA Standing Items 📎 Marketing Report & Proposal 📎 Open Trip Planner Update 📎 Bus Stop Project Update	Juliet Eldred Chris Perry Doug Piant
11:15 – 11:35a	4. FY 2022-2023 Budget Drafting	All
11:35- 11:45a	5. FMCSA Driver Training Requirements	All
11:45- 12:00p	6. Other Business and Member Updates	All

Attachments:

March Meeting Minutes
Ridership/Passenger Mile Tracking

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.

Northwest Oregon Transit Alliance
Friday, March 11, 2022 Meeting Minutes

Attending: Doug Pilant, Arla Miller, Juliet Eldred, Brad Dillingham, Chris Perry, John Dreezen, Cynda Bruce, Jeff Hazen, Sarah Lu Heath.

Meeting called to order 10:07a by Doug Pilant.

Consent Calendar: Minutes were reviewed with a typo noted. Finances were reviewed without comment. Ridership/Performance tracking was reviewed with a glitch to be forwarded to Carole Richardson for correction. Consent agenda motion to approve by John Dreezen and seconded by Brad Dillingham.

Marketing Report: provided by Juliet Eldred.

Open Trip Planner Update: Chris Perry reviewed Trillium's proposed scope of work and budget for FY22/23. Options for lowering hosting costs were discussed.

Budget Drafting: Discussion of Trillium's proposal and recognition that most agencies are delayed by external auditor delays. It was also noted that the bus stop project funding would carry over and costs are likely to be higher due to inflation. Also, any remaining reimbursable expenses from the sanitation grant needed to be turned in by March 31. Doug offered to prepare a draft budget for the April meeting.

The group also agreed to restart marketing efforts previously on hold due to the pandemic. A request for Trillium to provide an updated marketing proposal will be sent.

FMSCA Driver Training: SETD is on the registry of certified trainers and TCTD is working towards that goal.

Bicycle Policy: No updates needed. Brief note on policy should be added to the website.

Other Business & Member Updates: Lincoln and Benton counties have started to book Amtrak connections; collaboration on the process has been helpful. Driver shortages are still problematic. TCTD planning to implement Route 5 expansion and now have enough drivers to reinstate suspended services in May.

The meeting was adjourned at 12:12pm.

Tillamook County Transportation District
Financial Statement

From 3/1/2022 Through 3/31/2022

	Current Period Actual	Current Period Budget	Current Year Actual	Total Budget	Total Budget Variance	75%
Resources						
Working Capital	0.00	0.00	0.00	65,000.00	(65,000.00)	0.00%
NWOTA Partner Cont. Match	0.00	0.00	36,000.00	163,121.00	(127,121.00)	22.06%
Transfer From General Fund	0.00	0.00	155,731.00	234,188.00	(78,457.00)	66.49%
Transfer from STIF Fund	0.00	0.00	7,830.00	618,035.00	(610,205.00)	1.26%
Total Resources	0.00	0.00	199,561.00	1,080,344.00	(880,783.00)	18.47%
Expenses						
Materials and Services						
Professional Services	0.00	437.50	2,456.60	5,250.00	2,793.40	46.79%
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	24,187.60	50,350.00	26,162.40	48.03%
Marketing	884.07	3,333.33	4,541.90	40,000.00	35,458.10	11.35%
Website Re-Design	0.00	6,250.00	0.00	0.00	0.00	0.00%
Total Materials and Services	884.07	15,883.33	43,639.14	120,600.00	76,960.86	36.19%
Transfers						
Transfer to General Fund	0.00	0.00	3,000.00	3,000.00	0.00	100.00%
Unappropriated Ending Fund Bal	0.00	0.00	0.00	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	0.00	0.00	0.00	767,544.00	767,544.00	0.00%
Other Capital Projects	3,043.49	0.00	149,894.87	187,800.00	37,906.51	79.81%
Total Capital Purchases	3,043.49	0.00	149,894.87	955,344.00	805,449.13	15.69%
Total Capital Outlay	3,043.49	0.00	149,894.87	955,344.00	805,449.13	15.69%

Monthly BOD Report w/YTD Budget & Variance

Tillamook County Transportation District

Financial Statement

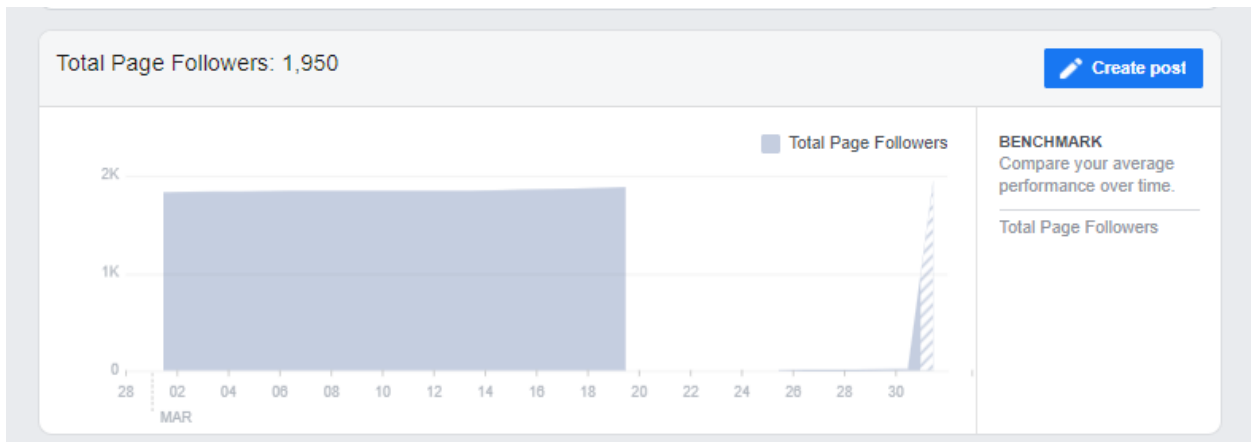
From 3/1/2022 Through 3/31/2022

Current Period Actual	Current Period Budget	Current Year Actual	Total Budget	Total Budget Variance	75%
<u>3,927.56</u>	<u>15,883.33</u>	<u>196,534.01</u>	<u>1,080,344.00</u>	<u>883,809.99</u>	<u>18.19%</u>
Total Expenses					

NW Connector Facebook Metrics: March 2022

Page Followers

Page Followers as of 03/31/22: 1,950
Page Followers as of 03/03/22: 1,871
Page Followers as of 02/09/22: 1,793
Page Followers as of 01/10/22: 1,713
Page Followers as of 12/07/21: 1,579
Page Followers as of 11/09/21: 1,449
Page Followers as of 10/06/21: 1,382
Page Followers as of 9/09/21: 1,296
Page Followers as of 7/26/21: 1,063
Page Followers as of 6/17/21: 950
Page followers as of 5/21/21: 733
Page Followers as of 4.15.21: 395
Page followers as of 3.17.21: 348
Page followers as of 2.17.21 (before paid promotion): 305



Ad #1: Promoting Facebook Page

Running from 03/14 through 04/13 at \$10/day

nw NW Connector
November 23 at 1:13 PM · 🌐

The NW Connector's five transit agencies can get you to destinations across Northwest Oregon, including Portland, Tillamook, Astoria, Newport, Corvallis, and more!
Visit our page to learn more about how you can use our services.

NW Connector
The NW Connector is a coordinated regional transit system that includes 5 transit agencies i...

👍❤️ 110 2 Comments

👍 Like 💬 Comment ➦ Share

Performance

\$168.67 spent over 17 days.

Page Likes	Reach	6,080
76	Cost per Page Like	\$2.22

Activity

Post engagement	151
Page likes	76
Post reactions	68
Link clicks	64
Post shares	13
Post saves	5
Post comments	1

See Less ^

Audience

This ad reached 6,080 people in your audience.

People Placements Locations

61.5% Women 38.5% Men

Audience details

Location - living in
United States: Astoria (+25 mi), Corvallis (+25 mi), Lincoln City (+25 mi), Newport (+25 mi), Portland (+50 mi), Salem (+25 mi), Tillamook (+25 mi) Oregon

Age
18 - 65+

People who match
Interests: Outdoors, transit, Bus, Free public transport, Public transport or Trekking, Hiking, Walking.... Education level: High school grad, Associate degree or Some high school and Industry: Food and Restaurants, Community and Social Services, Farming, Fishing and Forestry or Transportation and Moving

Edit Audience

Ad #2: Promoting NW Connector Website

Running from 03/14 through 04/13 at \$10/day

NW Connector
December 5 at 3:35 PM · 🌐

From the Oregon Coast to your daily commute, the NW Connector's five member agencies will get you where you need to go, serving key destinations in Newport, Corvallis, Astoria, Albany, Oceanside and more!

Visit our website to learn more about our services and plan your trip today.

From the **coast...** ...to your **commute**

We're here to get you there.

nwCONNECTOR

NWOREGONTRANSIT.ORG
NW Connector – The Northwest Oregon Transit Alliance [Learn more](#)

👍 4 3 Shares

Performance

\$168.47 spent over 17 days.

Link clicks	Reach	11,466
311	Cost per Link Click	\$0.54

Activity

Post engagement	386
Link clicks	311
Post reactions	54
Post saves	10
Post shares	7
Post comments	4

[See Less](#) ^

Audience

This ad reached **11,466** people in your audience.

People Placements Locations

53.5% Women 46.5% Men

Age Group	Percentage
13-17	~1%
18-24	~2%
25-34	~3%
35-44	~4%
45-54	~5%
55-64	~10%
65+	~30%

Audience details

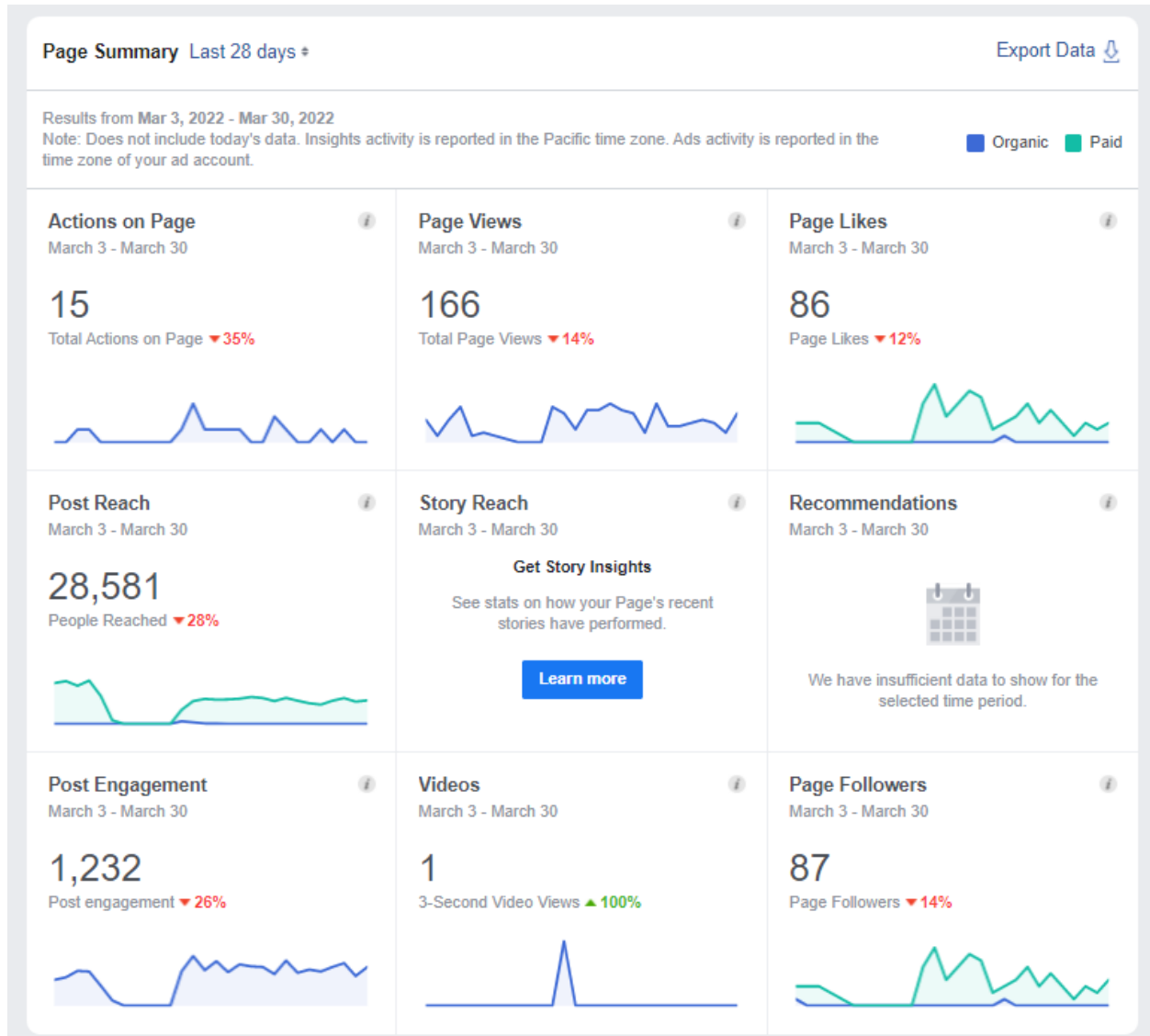
Location - living in
United States: Astoria (+25 mi), Corvallis (+25 mi), Lincoln City (+25 mi), Newport (+25 mi), Portland (+50 mi), Salem (+25 mi), Tillamook (+25 mi) Oregon

Age
18 - 65+

People who match
Interests: Outdoors, transit, Bus, Free public transport, Public transport or Trekking, Hiking, Walking.... Education level: High school grad, Associate degree or Some high school and Industry: Food and Restaurants, Community and Social Services, Farming, Fishing and Forestry or Transportation and Moving

[Edit Audience](#)

Additional Metrics



nwCONNECTOR



Marketing Recommendations for FY 2019/20



Transit Routes Used:

MAX

- To Downtown Portland to catch bus at Salmon & 5th

CC Rider

- Portland to St. Helens
- St. Helens to Rainier

Sunset Empire Transit District

- Rainier to Astoria
- Astoria to Seaside
- Seaside to Cannon Beach

Tillamook County Transit

- Cannon Beach to Tillamook
- Local Tillamook routes
- Tillamook to Lincoln City

Lincoln County Transit

- Lincoln City to Newport

Coast to Valley Express

- Newport to Corvallis

Albany Transit

- Corvallis to Albany Amtrak

Bolt Bus

- Albany to Portland

CUSTOMER EXPERIENCE REVIEW

The five transit agencies that make up NOWTA and the Northwest Connector network provide reliable, friendly transit service. This consultant rode 10 routes during a three day tour of the area.

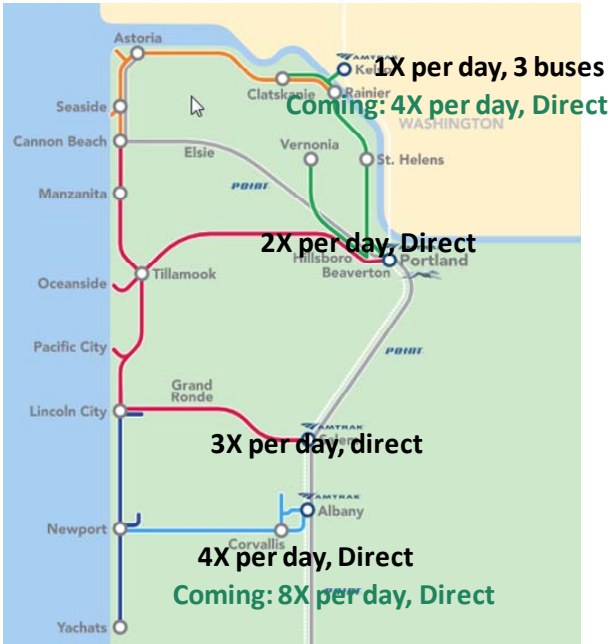
- Every bus arrived as scheduled.
- Vehicles were clean and well maintained.
- Connections worked as planned (though a few required a longer wait than might be ideal for a visitor).
- Drivers were courteous, though some were unfamiliar with the visitor pass and how to handle it.
- The on-bus environment was pleasant, with ridership that included a variety of demographic groups – locals, tourists and travelers. Quite a few people were traveling with bicycles.
- The Trip Planner allowed me to plan my trip throughout the region, though a glitch was found with one segment and has since been corrected.
- The Transit App was very helpful, providing real-time info where available and schedule information in other locations.

My initial boarding in Portland might have been a little daunting for an inexperienced rider. I chose to board at the downtown (Salmon and 5th) stop rather than Amtrak, because I had stayed overnight downtown (as a visitor might). I arrived at Salmon and 5th to find a very nice Trimet stop but no indication that it was used by CC Rider. I wandered down the block and found a CC Rider sandwich sign closer to 6th. It was not visible from the Trimet stop. Once I found it, I felt more confident I was in the right place, though it included no information other than the system logo. Note: When I returned to Portland, I visited the stop at Union Station and found it to be much better signed.

I had planned to purchase a three-day visitor pass and had \$25 in cash. When I boarded the CC Rider bus, I was told (by the driver trainer/dispatcher who was on board) that the driver did not sell the pass on the bus as promised on the website. I was told that I needed to purchase it after I arrived at the Transit Center in St. Helens. So I paid a \$6.00 fare to get to the point where I could buy the \$25 pass. From a visitor point of view, this is now a \$31 3-day pass and not quite as good a deal.

In marketing to visitors, NWOTA is seeking to attract a steady stream of first-time riders. Providing a consistent experience at every step of the trip is critical to success.

nwCONNECTOR



PLANNED SERVICE ENHANCEMENTS

When organizing the customer experience review, the most challenging trip segment was getting from Portland to Astoria. This required three buses and was only possible once a day and only on weekdays. A rider not committed to using the NWConnector routes would have probably chosen to use the Northwest Point service even though it would be more expensive and would not accept the visitor pass.

This issue will be remedied in the near term when SETD initiates direct service between Astoria and Portland. People in Portland who wish to visit the coast will then have six direct options each day - four trips to Astoria and two to Tillamook.

An increase in service frequency is also planned for the more southern route from Newport to Corvallis and Albany. The frequency of the Coast to Valley Express will increase from 4 round trips per day, to eight.

Residents of Salem will continue to have three round trips per day to Lincoln City.

With the service improvements, the NWConnector network will be significantly more robust. It will be possible to reach the Coast from any of the three origin cities with a single bus. With the exception of the Portland to Tillamook route, travelers will be able to make a same-day round trip. This provides a cost-effective option for city residents who simply want to escape for "a day at the beach."

The addition of a third round trip to the Tillamook route would make day-trip travel on that route also possible. This would be more attractive both to visitors and to local residents traveling to Portland for personal business.

With the implementation of the planned improvements, it is recommended that NWOTA take a very straightforward approach to marketing the network. The image at the left is NOT a recommended advertisement. But it is an example of the kind of very direct messaging which will allow residents of Portland, Salem and Corvallis/Albany to see exactly what the NWConnector has to offer them.

Direct Bus Service PORTLAND TO THE OREGON COAST 6X EVERYDAY

\$25
3-Day
Pass

Direct to Astoria & Tillamook
Connect to Cannon Beach & Lincoln City

nwCONNECTOR

NWConnector.org

MARKETING RECOMMENDATIONS FOR NWCONNECTOR.ORG

BRANDING

IMPROVE CONSISTENCY OF BRANDING ON VEHICLES, BUS STOPS AND LITERATURE.

While the NWConnector is made up of five individual transit systems, it is being branded/ marketed as a single network. For riders responding to an ad or the website, it will be important that they see the NWConnector branding consistently throughout their trip in order to have confidence that they are in the “right place.”

Bus Stop Signage

This begins at the bus stop in the origin city where they board. Bus stop signage in Portland, Salem and Corvallis will be critical to starting each trip off on the right foot.

As can be seen in the photos at the left, work is needed to improve the consistency of bus stop information. Each “origin city” bus stop should include:

- NWConnector logo signage (new logo)
- NWConnector.org web address
- Bus stop sign for individual transit systems with contact info

Ideally, where possible, the stops would also include the departure times for NWConnector trips and the NWConnector Map.

Key stops to be addressed include boarding locations in origin cities and major connection points:

- Portland Union Station
- Salem Amtrak/Greyhound
- Downtown Salem Transit Mall
- Corvallis Transit Center
- Albany Amtrak Station
- Astoria Transit Center
- Tillamook Transit Center
- Chinook Winds (Lincoln City)
- Cannon Beach Midtown
- Newport City Hall



Portland Union Station



Portland - Salmon & 5th



Corvallis Transit Center



Vehicles

Each of the five transit agencies which make up the NWConnector has its own distinct branding, as is appropriate. However, this can be confusing for a rider who has found their way to the network via the website or in response to an ad, and is unsure if the bus that arrives is “their bus.”

This worry can be alleviated by placing the NWConnector logo in a secondary but highly visible location on each vehicle that is part of the network. The photo of the wave bus at the left is an ideal example of co-branding. The placement of a NWConnector logo decal on the window near the passenger door makes it clear to the rider that this bus is part of the network. The SETD bus in the lower photo is not co-branded, but could easily use the same approach, as could the buses of all of the NWOTA systems. This is particularly key for the routes which are included on the NWConnector map.

Literature

Including the NWConnector branding and map on local passenger guides serves a somewhat different purpose. It lets local riders know that the individual system is part of a larger network which gives them access to more destinations along the coast and inland. If visitors pick up the guides along the way, it also reinforces the fact that they are traveling on the NWConnector network.

As soon as practical, all systems should bring the branding on their local materials up-to-date with the new NWConnector logo, web address and map.

60X + 70X BUS FARES

1 zone	\$1.00
2 zones	\$3.00
3 zones	\$6.00

Drivers accept cash only for exact fare.

Reduced Fares

First Child (6-11)	Free
Additional Child (6-11)	
Youth (6-18)	
Senior (65+)	
Persons with disabilities	1/2 Fare

60X - ride free with Grand Ronde or Siletz Tribal ID
70X - ride free with Grand Ronde Tribe ID only

Your Ticket TO THE Oregon Coast!

COAST TO VALLEY EXPRESS

Get out of your car! Take the Coast to Valley Express to experience northwest Oregon -- and help our environment at the same time.

Buses travel between Albany, Corvallis and Newport and serve communities along State Highway 26. Buses have a two bike capacity and are ADA accessible with a wheelchair lift.

Ask your driver for other coastal bus schedules, or visit: www.nwconnector.net

NORTH & NORTHWEST

OXO CONNECTOR
get on it!

North by Northwest Connector is an alliance of transit agencies committed to providing seamless service between northwest Oregon communities.

The NW Connector runs daily round trip buses from Portland, Salem and Corvallis to the Oregon Coast from Yachats to Astoria. Three and seven day passes with unlimited free transfers up and down the scenic coast from Astoria to Yachats are available from the driver. All buses are equipped with bike racks.

Plan your trip at: www.nwconnector.net

bus schedules

leave your car | take your bike

Lincoln County Transit links: Lincoln City, Rose Lodge, Depoe Bay, Newport, Toledo, Siletz, Waldport, and Yachats.

Beyond Lincoln County Transit is part of the North by Northwest Connector system, you can travel the coast from Astoria to Yachats. And, aboard the Coast to Valley Express, you can travel from Newport to Corvallis to Albany -- where you can connect to Amtrak.

NORTH & NORTHWEST

OXO CONNECTOR
get on it!

a two-county alliance helping you to the places you want to go.

Effective: Summer 2015

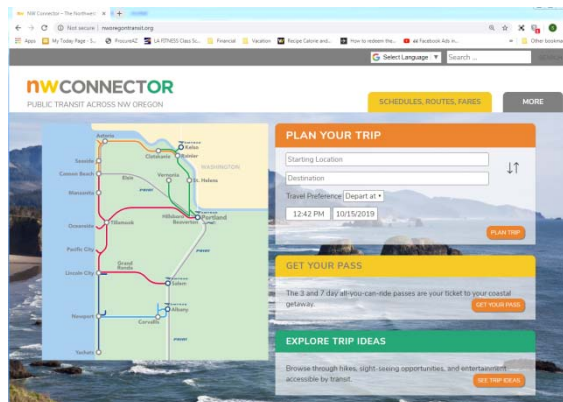
LOWER COLUMBIA CONNECTOR
Astoria, Seaside, Newport, Clifton and Astoria

Route	Frequency	Start/End
1	Hourly	Astoria to Seaside
2	Hourly	Seaside to Newport
3	Hourly	Newport to Clifton
4	Hourly	Clifton to Astoria

PACIFIC CONNECTOR
Astoria, Seaside, Newport, Clifton and Astoria

Route	Frequency	Start/End
1	Hourly	Astoria to Seaside
2	Hourly	Seaside to Newport
3	Hourly	Newport to Clifton
4	Hourly	Clifton to Astoria

WEBSITE/PASSENGER INFO



NWOTA is well aware that effective, easy to use passenger information is at the core of attracting new riders to a transit service. Establishment of the NWConnector website insured that potential riders could easily plan trips to and along the coast without having to access multiple information sources.

CONTINUE TO ENHANCE WEBSITE FOR USABILITY

Trillium is continuing to make NWConnector.org more usable with enhancements to the trip planner function and the overall content.

- Explore Trip Ideas was recently updated with new events listings. More events should be added on an ongoing basis to keep the calendar up to date and interesting.
- Trillium has plans to develop and implement an OpenTripPlanner to replace the Google Trip Planner on the website. This trip planner will be customized to include all transit options provided by NWOTA (not just fixed routes), and allow for trip planning months into the future.



CONTINUE TO UTILIZE THE NWCONNECTOR MAP AT MAJOR BUS STOPS

The NWConnector Map, used as a shelter poster or smaller poster is an excellent marketing tool that should be used as broadly as possible. At bus stops, it allows passengers to see where they are and can go from here. On bulletin boards at local venues (e.g. visitor centers, grocery stores, and social service offices) it can provide inexpensive promotional value by building awareness of the network of routes and the places they go.

As the network continues to grow more robust and the map is updated, NWOTA might consider adding frequency notes. For example highlight the number of round trips per day between Portland and Astoria, Portland and Tillamook, Salem and Lincoln City and Corvallis/Albany and Newport. This will allow potential riders to see that they have many options for travel.



FARES AND FARE MEDIA

The 3-Day and 7-Day visitor passes, sold on the buses, have been the primary fare media promoted by NWOTA. While these are effective fare marketing tools, there are opportunities to build on this foundation.

UPDATE PAPER TICKETS

The paper tickets need to be updated to reflect the revised logo. At this time, they might be redesigned to be twice the current size, folded over. This would have two advantages.

- The inside space could be used to include a small version of the system map, giving riders easy reference to the overall system.
- It would make the pass somewhat more sturdy, to hold up to 3 day or a week of being pulled in and out of pockets.

It goes without saying that it is extremely important that all NWConnector bus drivers sell the passes and be familiar with how to accept them, as this is what the website promises visitors.

MOBILE TICKETING

The current system of selling passes on the bus requires that visitors pay cash and have the exact amount. Tourists often travel with little cash and are used to paying for everything with a credit card or their Smartphone. To make the system easier for users to access, NWOTA should consider the establishment of a mobile ticketing platform for the NWConnector routes.

Some ticketing platforms can be implemented quickly and with no cost up front, but take a 10% commission on sales. For the short term, NWOTA might consider implementing one of these options to be promoted during the 2019/20 campaign.

- Token Transit
- Hopthru

It should be noted that the mobile ticketing arena is in a state of transition. It is recommended that NWOTA limit any contractual arrangement to 12 months and reevaluate its options at that time.

CONSIDER FAMILY FARE

Another fare related consideration is the implementation of a family fare to make transit travel to the coast affordable and attractive for families with children.

- One easy approach is to amend the Visitor Pass policy such that children under 6 and one child 6-12 or 6-15, ride free with each adult pass,. Additional older children would need to buy another pass (each pass would be good for two additional older kids).
- Another more complex approach would be to actually create a Family Pass Package (e.g. \$50 for 3-days, \$100 for 7-days) that would be good for two adults and up to a certain number of children (e.g. 2 to 4) under a specific age (e.g. 12 or 16)..

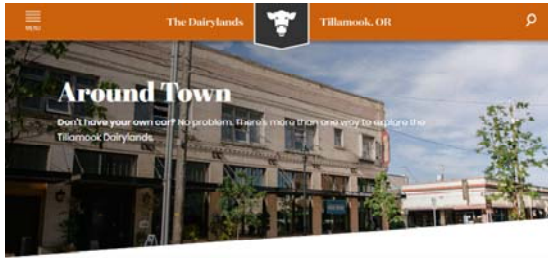


ESTABLISH TICKETING AGREEMENTS WITH AMTRAK AND GREYHOUND

Tillamook County Transit is currently working to establish ticketing agreements with Amtrak and/or Greyhound such that passengers would be able to purchase tickets to Coastal Oregon destinations. The final leg of the trip would be provided by the NWConnector.

YARTS, the transit agency which serves Yosemite National Park, has been very successful with a similar Amtrak agreement from Merced, CA.

Amtrak is heavily used by international travelers. Having such agreements for travel from the Amtrak and/or Greyhound stations in Portland, Salem and Albany could be an excellent tool for marketing the NWConnector system more broadly.



GREAT WAYS TO GO FROM A TO B

With several transportation options at your disposal, nothing can stand in your way from enjoying all that Tillamook has to offer. The NW Connector bus service connects passengers to cities and villages all over the county as well as Portland, Salem, Lincoln City and more. Or rent a car and drive yourself.



www.GoTillamook.com



MAPS

One for each community of Astoria and Warrenton, these visitor maps show major roads, attractions and important sites making it very easy to find your way an while in town or to plot out your visit while in planning stages.

Astoria Visitor Map

Warrenton Visitor Map

HOW TO GET HERE

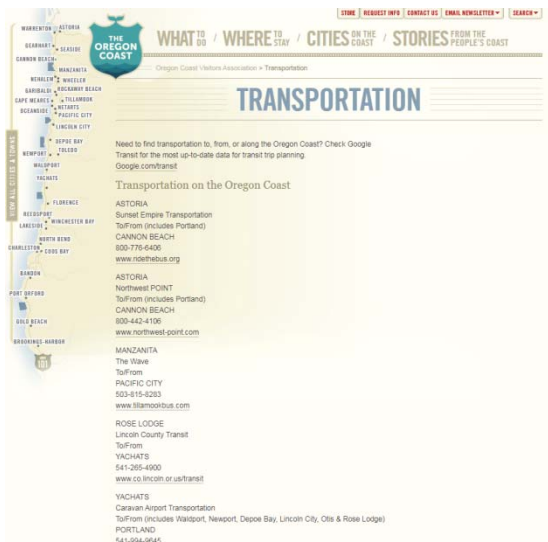
Use Google Maps to find directions from your starting point.

BY CAR

Astoria and Warrenton are about two hours from Portland and three hours from Seattle.

BY BUS

www.TravelAstoria.com



www.VisittheOregonCoast.com

PROMOTIONAL PARTNERSHIPS & SOCIAL MEDIA

Many organizations are promoting travel to the Oregon Coast – communities, chambers of commerce, tourism bureaus, destinations, hotels and events. Most of these have websites and social media pages with much broader audiences than that of NWConnector.org. The members of NWOTA each need to ask key promoters within their own service area to promote the use of the NWConnector network to reach their destination.

NWCONNECTOR.ORG LINK ON PARTNER WEBSITES

Websites for organizations that promote tourism on the NW Oregon Coast should be asked to include a link to NWConnector.org on their websites – potentially on the “Directions” or “How to Get Here” page. Images at the left are from three of several websites which already has such a link. In many cases these point to the individual transit system page. They would be more effective for tourists if they pointed to the NWConnector.org homepage so that the trip planner and map are immediately visible.¹ Following is a starter list of target websites – many of which already have transit links that simply needed to be updated.

- GoTillamook.com (in place, redirect to trip planner)
- TravelAstoria.com (Directions, redirect to trip planner)
- Tillamookcoast.com
- VisittheOregonCoast.com (in place, redirect to trip planner)
- DiscoverNewport.com (has link, needs to be redirected)
- Hatfield Visitor Center – seagrant.oregonstate.edu/visitor-center (Coast to Valley schedule)

¹ Many of these external links are pointed the individual agency’s site name that was in use before the NWConnector site was created (e.g. ridethebus.org or tillamookbus.com). These old site names are currently redirected to the new agency page. To quickly update many of these links, NWOTA agencies could change the redirect settings for their old site names to instead go to the NWConnector homepage.

ESTABLISH AND MAINTAIN NWCONNECTOR FACEBOOK FAN PAGE

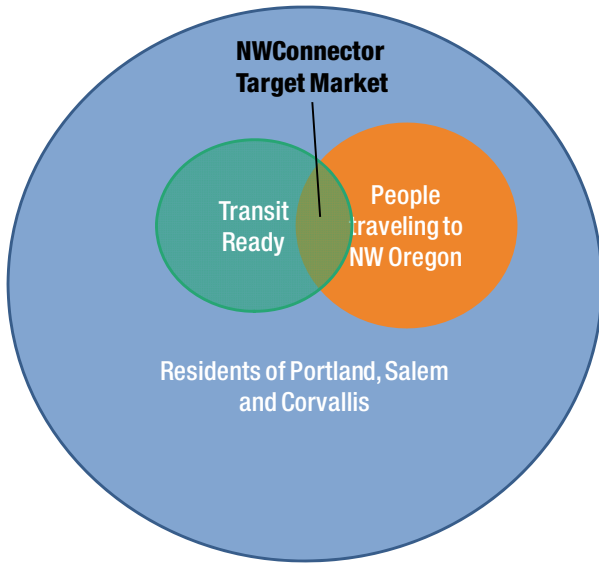
While the individual transit systems have Facebook pages which they use for various purposes, the NWConnector currently has no social media presence. In order to implement the Facebook advertising discussed in the next section, it will be necessary to establish a Fan Page for the NWConnector. However, this is also recommended for a number of other reasons.

- It will provide another means for those who have visited the website to engage with NWOTA.
- It will allow NWOTA to post upcoming events that are occurring on the coast and can be reached via the NWConnector network.
- It will provide a platform for posting seasonal trip itineraries (discussed in more detail later).
- It will provide a channel for interacting with the Facebook pages of coastal communities, stakeholders and destinations which reach significant audiences: For Example:
 - The Oregon Coast (142K followers)
 - Oregon Coast Aquarium (110K followers)
 - Blue Heron French Cheese Company (12K followers)
 - Travel Astoria-Warrenton (12K followers)
 - Tillamook County Pioneer (12K followers)
 - Rockaway Beach Visitors Info Center (6K followers)
 - Cycle Oregon (15K followers)



ASK PROMOTIONAL PARTNERS TO LIKE AND REPOST NWCONNECTOR CONTENT

A key in effectively utilizing the NWConnector Facebook page will be to engage local promotional partners (communities, tourism bureaus, destinations and events) to like the page and to repost items that are relevant to their own audiences. For example, if the NWConnector posts an item about using the bus to get to the Summer Kite Festival in Lincoln City, it might be reposted by the Kite Festival and Lincoln City Oregon Coast Facebook pages to reach a much broader audience.



PROMOTE NWCONNECTOR TO POTENTIAL VISITORS

At the heart of the NWOTA alliance is the desire to promote use of the NWConnector by visitors traveling to the coast from Portland or other origin cities. However, advertising to the broad audience of Portland or Salem residents or all coastal visitors is quite expensive, with the majority of exposure “wasted” on those with little likelihood of using the NWConnector. This plan proposes a more targeted approach to marketing the network through a combination of transit advertising and social media to reach audiences that have at least one of two characteristics:

- They are transit ready - that is they are already transit users or follow their local transit agencies on social media.
- They have indicated interest in coastal travel by liking Facebook pages associated with the Oregon coast.

IMPLEMENT ON-TRANSIT ADVERTISING CAMPAIGN IN PORTLAND, SALEM AND CORVALLIS

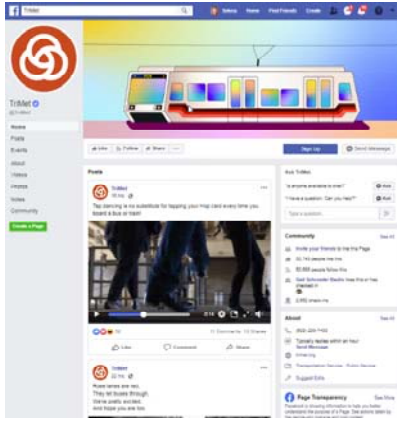
On-bus and on-train advertising is a cost effective way of reaching residents of Portland, Salem and Corvallis who are already transit users. Many of the riders on TriMet, Cherriots and CTS are young, active and likely to view the coast as a desirable destination for a day trip or weekend getaway. However they are more likely than the general population to be open to the idea of riding a bus to get there affordably.

The proposed budget for the plan allocates approximately \$15,000 to on-train and on-bus advertising. Two thirds of this would be spent in Portland - on MAX and TriMet - and the remaining third in Salem and Corvallis. For this budget NWOTA can implement a 6 month campaign which includes:

- Michelangelo Ads (24" X 48") on 60 TriMet trains and buses
- Overhead Ads (11" X 28") on 30 Cherriots
- Overhead Ads (11" X 28") on 10 CTS buses

The objective of the ads would be to use a combination of appealing destination photos and straightforward messaging to make the target audience aware that transit to the coast is available, affordable and can be accessed through NWConnector.org.





UTILIZE ON-LINE ADVERTISING TO REACH TARGETED AUDIENCES

Facebook advertising works by allowing the advertiser to target viewers based on their “interests” – derived from the Facebook pages they interact with, like and follow. We propose to advertise to an audience with the overlapping interests of “Oregon Coast” or specific coastal destinations and “Public Transit.”

Google search ads work by showing text ads at the top of Google Search results when someone searches for specific key words, such as Oregon Coast, Oregon Coast Aquarium, Transportation to Oregon Coast, etc.



Both of these advertising approaches would allow NWOTA to reach individuals with the potential to use the NWConnector network. Since our campaign is focused on building awareness of the services and associating NWConnector with the idea of traveling to the coast, it is recommended that the campaign initially utilize Facebook ads.

Facebook ads allow for the use of images of coastal destinations and the NWConnector logo, rather than just text. Viewers attracted by the images will click on the ad and be taken to the NWConnector.org homepage or a specific landing page on the website. Google Analytics can be used to track their activity on the site.

The response to specific messages can also be tracked, allowing NWOTA to see the measureable results of its advertising.



UTILIZE BUS BACK ADS ON NWCONNECTOR BUSES TO BUILD AWARENESS IN “ORIGIN” CITIES

Advertising decals on the backs of NWConnector buses which serve Portland, Salem and Corvallis can build awareness for where those buses go and the fact that there is direct bus service to the coast. These could mirror the messages/images that are included in the transit advertising campaign discussed above.



CREATIVE APPROACH

STRAIGHTFORWARD MESSAGING

The creative approach we propose for both the on-board and social media advertising is to use a combination of stock photography of coastal destinations with straightforward messages about the bus service - using words like “direct,” “car-free,” and “low-cost” that will tell our target audience exactly what NWConnector has to offer them. The primary objective of each ad will be to get them to visit NWConnector.org so that they can learn more and plan a trip.

SAMPLE ITINERARIES BASED ON CUSTOMER SEGMENT PROFILES

An approach which we believe will complement the straightforward messaging is to create sample itineraries for particular target segments to show them how they can use the NWConnector for a fun getaway. The itineraries will have names that will appeal to particular groups.

- Day Trippers - A Car-Free Day at the Beach
- Young Couples - Romantic Ride to the Coast
- Families - Car-free Family Fun
- Bikers/Hikers - Car-Free Coastal Adventure
- Event Goers - Festival Fun with no parking required
- Boomers - Bed, Breakfast and Beach - no car required

The itineraries will be added to the website, but can also be used as a landing page for some social media ads, and featured as posts on the NWConnector Facebook page.

ADVERTISING TO LOCAL RESIDENTS

While this marketing plan focuses on attracting visitors to use the NWConnector, the core ridership market for each of the five NWOTA systems is made up of local residents who rely on public transit for day-to-day local transportation needs and/or trips to the “city” for work, college, shopping, medical care or longer distance travel.

Following are three strategies for supporting and building this core ridership base.

BOLD, CONSISTENT BRANDING

Branding is marketing at its most basic – how you identify your service and everything associated with it through name, logo and packaging. Vehicles and bus stops are in essence a transit system’s “packaging” and its most important branding tools. They are seen by thousands of people every day.

Bold branding of buses and bus stops has three advantages:

- It offers immediate and constant communication that transit service is available. This is relevant both for local residents and the more transient tourist population.
- It turns necessary capital expenditures into highly effective marketing tools with long term communications value – hence it is an extremely cost effective marketing approach.
- It offers the potential to create an image that is upbeat, is consistent with the local character and positions transit as part of the Coastal experience.

The NWOTA members have embraced bold branding for the NWConnector network and to varying degrees for their local transit services. This is just a reminder of the importance of that strategy.

EASY TO UNDERSTAND PASSENGER INFO

Effective passenger information is at the very core of transit marketing and NWOTA’s systems have recognized this. The establishment of NWConnector has been a boon to all five systems as it provides an easy trip planning/mapping platform for riders, as well as individual pages for each transit agency. When directing passengers to the website for transit information, the home page – NWConnector.org – is the appropriate destination.

The Transit App which is now active in the region is another excellent passenger information tool for regular riders – providing real-time info where available, and schedule

information otherwise. I was pleased to see it promoted on vehicles and at bus shelters.

However, printed passenger information continues to be relevant to many local riders.

- System maps (to allow riders to see where they can go and which routes are relevant)
- Timetables to provide schedule information
- Basic how-to-ride info including local fares and fare media.

Printed guides should also reference the fact that each system is part of the NWConnector network and direct riders to the website for info about regional services.

EVERY DOOR DIRECT MAIL WITH FREE RIDE OFFER

NWOTA's systems currently use a mix of print and radio advertising to promote local services. In conjunction with the upcoming service improvements, another medium offers the potential to provide more measurable response.

Every Door Direct Mail (EDDM) is a product of the United States Postal Service. It allows for the mailing of oversized post cards (up to legal size) to all households within a defined geographic area (postal carrier routes or post offices) which can be selected using their mapping tool. No mailing list or address labels are required and the mailing cost is \$.187 per piece.

The post cards should be bright and eye-catching (so they make an impact immediately upon being taken from the mailbox). They can deliver:

- Promotional messages (photos, graphics and text)
- Targeted passenger information (e.g. system map)
- Free ride coupon (to provide a measurable response)

The image at the left shows the front and back of a mailer used for a rural transit agency in Barstow, CA. It offered the potential riders 5 free days passes,, provided a system map of routes in the area and included information about using Google Maps for trip planning.

EDDM could be an excellent tool for promoting new and improved services such as new weekend service or more frequent intercity trips.



NWConnector Marketing Budget FY 2019-20

	Timing	Budget
Transit Marketing: Customer Experience Review and Development of Marketing Plan	October	\$10,000
Transit Marketing: Creation of Marketing Tools	Nov-Jan	\$5,000
Trillium: Marketing Support & Implementation of Facebook Advertising and Social Media	October-June	\$10,000
Transit Advertising		
Lamar Advertising: Trimet	Feb-Aug	\$10,400
Stott Advertising: Salem	Mar-July	\$2,640
Printing of Signs for Local Use		\$800
Facebook Advertising	Feb-June	\$10,000
Contingency		\$1,160
Total Budget		\$50,000

Tillamook County Transportation District
Board of Directors Regular Monthly Meeting
Thursday, March 17, 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 6:00 pm.
2. Pledge of Allegiance
3. Roll Call:

Present

TCTD Board of Directors

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

TCTD Staff

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

Guests

Arla Miller, ODOT
Chris Kell, TCTD TAC
Kathy Kleczek, NTO
Ashley, Headlight Herald
Natalie Zuercher, TCTD

4. Announcements and Changes to Agenda: GM Pilant indicated that an error on the agenda and that tonight's financial report will be for February 2022.
5. Public & Guest Comments:
 - a. Kathy Kleczek invited people to tune in to the Northwest Transportation Options show tomorrow at 11am on Facebook and YouTube. They will be discussing Transportation Employee Appreciation Day, which is March 18.
 - b. Arla Miller- On behalf of ODOT, she thanked all transit workers, especially during COVID times, outstanding job, especially Doug and team.
 - c. Chris Kell- TCTD knocked it out of park on trolley purchase, town is so excited. Also, the TCTD Facebook has been a success within the community.

6. Executive Session: None

REPORTS

7. Financial Report: Finance Supervisor Welch reviewed the TCTD year-to-date financial report through February 2022.

Supervisor Welch added that the percentage of the year completed should be corrected 66% on each page.

8. Service Measure Performance Report: GM Pilant gave the service performance report through January 2022.

Dir. Adler asked if the District is back to running a full schedule now. GM Pilant responded not yet, but the plan is to be back to a full schedule in May.

9. Northwest Oregon Transit Alliance: GM Pilant shared updates from the last partner meeting. Their discussion continued about problems getting a host and support for the website's open trip planner platform. The new website hosting company went out of business. As a result, open trip planner hosting will continue to be a higher cost until a different option can be found. Currently discussing pros and cons of supporting open trip planner versus Google Transit. Returning to Google Transit means that people who are planning trips to the coast more than 60 days out would not be able to. Also, GTFS flex technology allows riders to see available Dial A Ride options, which in some cases is more convenient for travelers to use. The group also discussed FMCSA driver training changes that went into effect in February, which will make hiring new drivers more challenging. TCTD and SETD have both become qualified to be registered in national registry, next steps are putting together training program to meet criteria and get certified.

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

- a. The kickoff meeting for Coordinated Human Services Public Transportation Plan (CTP) was held last week. Dir. Carlson-Swanson invited GM Pilant to attend county wide social services directors meeting and provide committee with overview of purpose and intent of CTP and invite their engagement. GM Pilant will be meeting with consultant to modify scope of work and change public outreach plan and engage the community in more of small group sessions.

11. Grant Funding:

- a. AA Wakeman submitted TLT grant for additional money for the Transit Center renovation. Application has moved to next round for consideration, and we will know mid-April.

12. Facility/Property Management: GM Pilant gave the following updates:

- a. Received estimate from engineering firm and architectural firm for a revised scope of work to make additional changes at the transit center. These changes will include reconfiguring existing space to eliminate blind spots and create a

more welcoming environment. Plans also include updating technology and installing an HVAC system.

- b. Propane fueling facility is almost complete. The wrong fuel card programming technology was sent, correct system should arrive next week. Permanent tanks will arrive soon. Hoping to have full project completed in May.
- c. Champion Park Apartment bus stop project has gone out to bid to six local construction companies. Received one bid from Advanced Excavation Company. The shelter is currently being shipped and should arrive soon.
- d. NWOTA Project is still waiting for categorical exclusion from FTA. In the meantime, design work has started at three bus stops.

13. NW Ride Brokerage: Brokerage Manager Bond shared the following updates:

- a. Fully implemented new phone system has provided enhanced customer service for contact center. The new update now includes recording on all calls, great coaching tool, and new menu options to streamline calls and prioritization. System will close audit observation from Oregon Health Authority.
- b. TCTD also has new phone system, but menu options haven't changed yet, will be starting that soon. This new system will save District money.

14. Miscellaneous:

- a. Took delivery of three propane powered vehicles in last several days, one small bus and two Ford Transits. One more Ford Transit will be arriving in 2-3 weeks, then waiting for rest of vehicles ordered 14 months ago. Vehicles have the option to use gas or propane.

Dir. Holm asked about the difference in range for propane versus gas vehicles. GM Pilant explained that on propane vehicles will get fewer miles to the gallon, but fuel cost is significantly less. Also, because propane burns more cleanly there will be less wear and tear on vehicles.

- b. The employee handbook has not been revised since 2015. TCTD staff has been working with Heidi Mason to integrate all recent employment laws and regulations, remove crossovers and redundancies from Collective Bargaining Agreement. The District will also be moving to a new PTO leave program to combine sick and vacation. Hoping to have revised handbook ready for Board approval in May or June for July 1st implementation.

Board Chair Johnson asked if Heidi was the one who helped with the Recruitment and Retention Plan. GM Pilant answered yes.

Dir. Holm asked if the PTO switch has already taken effect with union employees. GM Pilant explained that this change is just for administrative and brokerage staff, not union employees.

Dir. Adler asked when we'll receive the financial audit for 2020-2021. GM Pilant said he doesn't know and said the auditors requested and received a 3rd extension.

CONSENT CALENDAR

15. Motion to Approve the Minutes of February 17, 2022, Regular Board Meeting
16. Motion to Accept the TCTD February 2022 Financial and January 2022 Service Reports

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

Motion Passed

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

ACTION ITEMS

17. Motion to Reappoint Chris Kell and Appoint Richard Mounce and Justin Aufdermauer to the TCTD Budget Committee.

Dir. Adler expressed that she would prefer not to take advice from Chris Kell and pointed out that she's lost the last three elections. She questioned that since Justin is her grandson wouldn't that be unethical?

Dir. Riggs expressed that Chris Kell has come to every Board meeting. She's been very involved and active within the District. Dir. Riggs pointed out that there needs to be more professionalism displayed by the Board and encouraged Board members to put being professional over personality differences.

Dir. Edwards added that Chris Kell is very knowledgeable and has served the District before, she has never received any complaints about Mrs. Kell, and expressed that she does a good job. She recommends continuing with Mrs. Kell.

Dir. Adler said her experiences with Mrs. Kell have been more than negative. She'd like to appoint the other two candidates and leave one seat open.

Motion by Dir. Riggs to Reappoint Chris Kell and Appoint Richard Mounce and Justin Aufdermauer to the TCTD Budget Committee. *Motion Seconded* by Dir. Edwards.

Dir. Hanenkrat asked if all three can be approved as one group. Board Chair Johnson responded yes.

Motion Passed

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

18. Resolution #22-07 In the Matter of Approving Award of Construction Contract to Advanced Excavation Inc. for Champion Park Apartment Complex Transit Stop Improvements Projects

Dir. Adler asked if we could extend the time frame to receive a more competitive bid. BC Johnson asked what the average cost was for a similar project. GM Pilant answered that he budgeted \$95,000 for project. Dir. Holm said Advanced Excavation is an excellent company.

Motion by Dir. Holm to approve Resolution #22-07 In the Matter of Approving Award of Construction Contract to Advanced Excavation Inc. for Champion Park Apartment Complex Transit Stop Improvements Projects. *Motion Seconded* by Dir. Riggs.

Motion Passed

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

19. Resolution #22-08 In the Matter of Declaring and Surplus Property and Authorizing the General Manager to Dispose of the Vehicles in Most Advantageous Manner

GM stated that there are currently four buses and four vans that the District wishes to declare as surplus property and make room for new vehicles. Dir. Holm added it's a good time to get residual value out of them. Dir. Hanenkrat asked how the District disposes of them? GM Pilant said through a competitive process, advertising, and possibly some direct sales to prior partners. The vans all exceed useful life by two or three years and many miles. Dir. Holm asked if the District has considered donating them. GM Pilant expressed that he would not recommend donating these because the maintenance cost would be too high.

Motion by Dir. Riggs to Approve Resolution #22-08 In the Matter of Declaring and Surplus Property and Authorizing the General Manager to Dispose of the Vehicles in Most Advantageous Manner. *Motion Seconded* by Dir. Holm.

Motion Passed

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

DISCUSSION ITEMS

20. Staff Comments/Concerns:

GM Pilant: Expressed his regret that ODOT has lost a few icons within the community in the last month.

Operations Superintendent Reed: No Comment

Finance Supervisor Welch: No Comment

NW Rides Brokerage Manager Bond: Thanked GM Pilant for supporting crazy projects, like the phone project. She has enjoyed working ten years beside him.

Administrative Assistant Wakeman: Thanked District staff, GM Pilant, and the Board and said she has enjoyed working with everyone.

21. Board of Directors Comments/Concerns:

Board Chair Johnson: Going to miss Shannon but welcomed Natalie. Wished Tabatha luck with the budget. Shared relief with Cathy that the phone system is completed. Thanked the team.

Dir. Riggs: Shared that the Crab Races are over and they raised \$21,000. Thanked District for the donated bus pass. Reminded the Board that the General Manager evaluation needs to be completed ASAP. Thanked Shannon for her hard work along with Cathy for the phone system.

Dir. Adler: Wished everyone a Happy St. Patrick's Day. Thanked Cathy for work on phone system as well as Shannon for all her hard work. Asked that the Board be consulted on Trolley purchases before including in the budget.

Dir. Hanenkrat: No comment

Dir. Carlson-Swanson: Welcomed Natalie and wished Shannon the best as well as thanked her for her hard work.

Dir. Holm: Trolley is getting a lot of attention, haven't heard from this many people since stagecoach wrap and cow wrap. Lots of excitement within the community.

Dir. Edwards: Need to plan for Doug's review. Thanked Shannon. Thanked Cathy. Loves the trolleys. Lots of good things here.

Adjournment: Board Chair Johnson adjourned the meeting at 6:58 pm.

These minutes approved this 21st day of April 2022.

ATTEST:

Mary Johnson, Board Chair

Douglas Pilant, General Manager

TILLAMOOK COUNTY TRANSPORTATION DISTRICT POLICY

PROVIDING CHARTER SERVICES	Number: 4
Adopted by the Board of Directors on February 8, 2001 Reviewed: April 21, 2022	Pages: 4

Purpose

The purpose of this policy is to ensure compliance with Federal transit laws regarding the operation of charter services and to ensure such services do not result in unauthorized competition by recipients or subrecipients of Federal financial assistance with private charter operators.

Definitions

“Charter Service” means, but does not include demand response service to individuals:

- 1) Transportation provided by a recipient at the request of a third party for the exclusive use of a bus or van for a negotiated price. The following features may be characteristic of charter service:
 - a) A third party pays the transit provider a negotiated price for the group;
 - b) Any fares charged to individual members of the group are collected by a third party;
 - c) The service is not part of the transit provider’s regularly scheduled service, or is offered for a limited period of time; or
 - d) A third party determines the origin and destination of the trip as well as scheduling; or
- 2) Transportation provided by a recipient to the public for events or functions that occur on an irregular basis or for a limited duration and:
 - a) A premium fare is charged that is greater than the usual or customary fixed route fare; or
 - b) The service is paid for in whole or in part by a third party.

“Charter Bus Service Rule” means 49 CFR 604, which implements 49 U.S.C. 5323(d), protecting private charter operators from unauthorized competition from FTA grant recipients/subrecipients.

“Demand response” means any non-fixed route system of transporting individuals that requires advanced scheduling by the customer, including services provided by public entities, nonprofits, and private providers.

“Federal Transit Laws” means 49 U.S.C. 5301 et seq., and includes 23 U.S.C. 103(e)(4), 142(a), and 142(c), when used to provide assistance to public transit agencies for purchasing buses and vans.

“FTA” means the Federal Transit Administration.

“General Manager” means the person serving as General Manager of the District or designee.

“Geographic Service Area” means the entire area in which a recipient is authorized to provide public transportation service under appropriate local, state, and Federal law.

“Government Official” means an individual elected or appointed at the local, state, or Federal level.

“Qualified Human Service Organization” or “QHSO” means an organization that serves persons who qualify for human service or transportation-related programs or services due to disability, income, or advanced age.

“Recipient” means an agency or entity that receives Federal financial assistance, either directly or indirectly, under the Federal Transit Laws. This term does not include third-party contractors who use non-FTA funded vehicles.

“Registered Charter Provider” means a private charter operator that wants to receive notice of charter service requests directed to recipients and has registered on FTA’s charter registration web site.

“Section 5311” means 49 U.S.C. 5311, the federal program providing grants to assist states and local governmental authorities in financing capital, operating, planning, and job access and reverse commute projects, associated with providing public transportation in rural areas.

“Sub-recipient” means a state or local governmental authority, a nonprofit organization, or operator of public transportation or intercity bus service that receives federal transit program grant funds indirectly through a recipient.

Compliance

The Tillamook County Transportation District, as a Section 5311 sub-recipient, is prohibited from using federally-funded equipment or facilities to provide charter service, unless the charter service is provided in accordance with one of the exceptions set forth in the Charter Bus Service Rule.

The Charter Bus Service Rule does not apply in the following conditions, for which the District may provide charter services:

- 1) To a sub-recipient transporting its employees, other transit system employees, transit management officials, transit contractors and bidders, government officials and their contractors and officials:
 - i) To or from transit facilities or projects within its geographic service area or proposed geographic service area for the purpose of conducting oversight functions such as inspection, evaluation, or review, or

- ii) For emergency preparedness planning and operations.
- 2) To a sub-recipient in a nonurbanized area transporting its employees, other transit system employees, transit management officials, and transit contractors and bidders to or from transit training outside its geographic service area.
- 3) To a sub-recipient, for actions directly responding to an emergency declared by the President, governor, or mayor or in an emergency requiring immediate action prior to a formal declaration.

Exceptions

There are limited exceptions provided for in Federal Transit Laws under which the District may provide charter services. The District may:

- 1) Provide charter services to government officials on official government business, for no more than 80 hours annually, as long as the charter service is in the District's geographical service area and the District does not generate revenue. Under this exception, there must be at least one government official, currently holding office, on the trip.
- 2) Provide charter services to a QHSO for serving individuals with mobility limitations, disabilities, or low income.
- 3) Lease its vehicles and drivers to a Registered Charter Provider only when the Registered Charter Provider has received a request for charter services which exceeds the capacity of its owned vehicles, and it has exhausted any available vehicles from other Registered Charter Providers in its geographic service area.
- 4) Provide charter services when no Registered Charter Providers respond to a notice emailed by the District to all Registered Charter Providers in the District's geographic service area. The District may not provide the charter service if any Registered Charter Provider responds to the notice indicating an interest to provide the identified charter service. A sample email Notice of Charter Service Request is attached hereto as Exhibit A.
- 5) Provide charter services directly to an interested customer if the District has a formal agreement with all Registered Charter Providers in the District's geographical service area.
- 6) Petition FTA's Administrator to authorize additional exceptions to the general exceptions, including:
 - i) Events of regional or national significance;
 - ii) Hardship; or
 - iii) Unique and time sensitive events that are in the public's interest.

The District shall complete and submit the petition form, attached hereto as Exhibit B, to docket FTA-2007-0022 at <http://www.regulations.gov>.

Any exception granted by the Administrator to the District under the petition process shall be effective only for the specific event identified in the petition.

Fee Structure

The District will charge for charter services. The cost for charter services must at least cover the cost of providing the charter service. General Manager is responsible for submitting price quotes to interested persons and organizations.

For charter services for government officials or qualified human service organizations, payment of fees is due within thirty (30) days of the service. For all other charter services, a fifty percent (50%) deposit must be paid prior to the commencement of the charter service. The remaining balance must be remitted within ten (10) days of completion of the charter service.

Operations

Charter services must be booked at least forty (40) days in advance whenever an exception is required. All other trips must be booked at least two (2) weeks in advance and will be contingent upon the availability of District vehicle(s) and personnel.

Document Retention and Reporting

The District shall retain all notices and records in an electronic format for a period of at least three (3) years from the date of service.

The District shall submit the records on the FTA's charter registration website thirty (30) days after the end of each calendar quarter. The District may include all charter services provided during the calendar quarter on a single document.

The District shall submit the records on the Oregon Department of Transportation's reporting website within the same thirty (30) day period.

Exhibit A

Sample Email Notice of Charter Service Request

NOTICE OF CHARTER SERVICE REQUEST

CUSTOMER NAME:	DATE(S) OF SERVICE:
ADDRESS:	ESTIMATED NUMBER OF PASSENGERS:
PHONE NUMBER:	EQUIPMENT REQUEST:
EMAIL ADDRESS:	IF APPROPRIATE, PER CAPITA FARE CHARGED:
CONTACT PERSON:	
TRIP ITINERARY	

Exhibit B

Form for Petition to Administrator



Form for Petition to the Administrator

A recipient may petition the Administrator for an exception to the charter service regulations to provide charter service directly to a customer for:

- Events of regional or national significance;
- Hardship (only for non-urbanized areas under 50,000 in population or small urbanized areas under 200,000 in population); or
- Unique and time sensitive events (e.g., funerals of local, regional, or national significance) that are in the interest of the public.

Please fill out the form, print it and submit to docket FTA-2007-0022 at <http://www.regulations.gov>. Failure to submit to the docket will mean that FTA cannot consider your request.

1. Please provide the date(s) and a description of the event. If you need more room please attached a separate sheet of paper with the additional information.

Enter information here.

2. Please select the type of equipment requested.

- Bus
- Van
- Both

Please describe the type of service requested.

Enter information here.

3. Please list the anticipated number of charter service hours needed for the event.

Enter information here.

4. Please list the anticipated number of vehicles and duration of the event.

Enter information here.

*** Please keep in mind that **ALL** field are required. Failure to provide the requested information could result in a delay in the processing time of your request.

5. Please read these instructions carefully as a failure to complete this section will result in an incomplete petition and, thus FTA cannot consider your petition. Select the type of petition you are filing.

- Event of Regional or National Significance
- Hardship
- Unique and Time Sensitive Event

- For an event of regional or national significance, please include a description of how registered charter providers were consulted, how registered charter providers will be utilized in providing the charter service, a certification that the recipient has exhausted all of the registered charter providers in its geographic service area, and submit the petition at least 90 days before the first day of the event. Failure to include actual contact, not planned contact, with registered charter providers will make your petition incomplete and thus, will not be considered by FTA.
- For a hardship request, a petition is only available if the registered charter provider has deadhead time that exceeds total trip time from initial pickup to final drop-off, including wait time. Please provide information indicating total deadhead time that would exceed total trip time.
- For unique and time sensitive events, please describe why the event is unique or time sensitive and how providing the charter service would be in the public's interest. One time only events such as a funeral or Papal visit are unique. Events that occur every year are NOT unique.

Enter information here.

2016-02-01 12:13:26

signature

Name
Title
Mailing Address Line 1
Mailing Address Line 2
Telephone
E-mail

*** Please keep in mind that ALL field are required. Failure to provide the requested information could result in a delay in the processing time of your request.

TILLAMOOK COUNTY TRANSPORTATION DISTRICT POLICY

Policy: CHARTER OPERATIONS SERVICES POLICY	Number: 4
Adopted by the Board of Directors on February 8, 2001 ** Effective: February 8, 2001 **	Pages: — 2

Purpose:

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~~The purpose of this policy is to ensure compliance with Federal transit laws regarding the operation of charter services and to ensure such services do not result in unauthorized competition by recipients or subrecipients of Federal financial assistance with private charter operators. This policy is in reference to the Federal Transportation Administration (FTA) regulations covering Charter Operations to ensure that as a District receiving Section 5311 funding and using federally funded equipment or facilities, we do not unfairly take charter bus business away from local, privately operated charter companies.~~

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Definitions:

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"Charter Service" means, but does not include demand response service to individuals,:

- 1) Transportation provided by a recipient at the request of a third party for the exclusive use of a bus or van for a negotiated price. The following features may be characteristic of charter service:
 - a) A third party pays the transit provider a negotiated price for the group;
 - b) Any fares charged to individual members of the group are collected by a third party;
 - c) The service is not part of the transit provider's regularly scheduled service, or is offered for a limited period of time; or
 - d) A third party determines the origin and destination of the trip as well as scheduling; or
- 2) Transportation provided by a recipient to the public for events or functions that occur on an irregular basis or for a limited duration and:
 - a) A premium fare is charged that is greater than the usual or customary fixed route fare; or
 - b) The service is paid for in whole or in part by a third party.

"Charter Bus Service Rule" means 49 CFR 604, which implements 49 U.S.C. 5323(d), protecting private charter operators from unauthorized competition from FTA grant recipients/subrecipients.

"Demand response" means any non-fixed route system of transporting individuals that requires advanced scheduling by the customer, including services provided by public entities, nonprofits, and private providers.

"Federal Transit Laws" means 49 U.S.C. 5301 et seq., and includes 23 U.S.C. 103(e)(4), 142(a), and 142(c), when used to provide assistance to public transit agencies for purchasing buses and vans.

"FTA" means the Federal Transit Administration.

"General Manager" means the person serving as General Manager of the District or designee.

"Geographic Service Area" means the entire area in which a recipient is authorized to provide public transportation service under appropriate local, state, and Federal law.

"Government Official" means an individual elected or appointed at the local, state, or Federal level.

"Qualified Human Service Organization" or "QHSO" means an organization that serves persons who qualify for human service or transportation-related programs or services due to disability, income, or advanced age.

"Recipient" means an agency or entity that receives Federal financial assistance, either directly or indirectly, under the Federal Transit Laws. This term does not include third-party contractors who use non-FTA funded vehicles.

"Registered Charter Provider" means a private charter operator that wants to receive notice of charter service requests directed to recipients and has registered on FTA's charter registration web site.

"Section 5311" means 49 U.S.C. 5311, the federal program providing grants to assist states and local governmental authorities in financing capital, operating, planning, and job access and reverse commute projects, associated with providing public transportation in rural areas.

"Sub-recipient" means a state or local governmental authority, a nonprofit organization, or operator of public transportation or intercity bus service that receives federal transit program grant funds indirectly through a recipient.

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Compliance:

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–The Tillamook County Transportation District, as a Section 5311 sub-recipient, and is prohibited from using federally-funded equipment or facilities to provide charter service, unless the charter service is provided in accordance with one of the exceptions set forth in the Charter Bus Service Rule, except on an incidental basis and then only when one or more of the seven exceptions set forth in the charter service regulation in 49CFR Section 604.9(b) apply.

The Charter Bus Service Rule does not apply in the following conditions, for which the District may provide charter services:

- 1) To a sub-recipient transporting its employees, other transit system employees, transit management officials, transit contractors and bidders, government officials and their contractors and officials:
 - i) To or from transit facilities or projects within its geographic service area or proposed geographic service area for the purpose of conducting oversight functions such as inspection, evaluation, or review, or
 - ii) For emergency preparedness planning and operations.
- 2) To a sub-recipient in a nonurbanized area transporting its employees, other transit system employees, transit management officials, and transit contractors and bidders to or from transit training outside its geographic service area.
- 3) To a sub-recipient, for actions directly responding to an emergency declared by the President, governor, or mayor or in an emergency requiring immediate action prior to a formal declaration.

~~Annual Public Process to locate Local Private Operators: Exception 1, under FTA charter service regulations stipulate that a Section 5311 sub-recipient may provide incidental charter service if it determines on an annual basis that there are no private charter operators willing and able to provide the service. The sub-recipient must conduct an annual public participation process, review evidence submitted by private operators, and make a determination that there are no willing and able private operators to provide the service.~~

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~~The determination process must include a published notice that describes the charter service that the sub-recipient proposes to provide. The notice must instruct any operator who wishes to be considered willing and able to submit a statement of its desire and capability to provide the proposed service and proof of its legal authority. The notice must also be sent to known local private operators and to bus industry trade associations. Any evidence submitted to the sub-recipient must be reviewed within 30 days. Within 60 days, the sub-recipient must notify each private charter operator who submitted evidence of the results of the review.~~

~~If no willing and able private charter operators exist, the sub-recipient may provide charter service for that year. If at least one willing and able private charter operator exists, the sub-recipient may only provide charter service under one of the other allowable exceptions.~~

Allowable Exceptions:

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~~There are six other exceptions under limited exceptions provided for in Federal Transit Laws F-FTA charter service regulations under which the TCTD the District may provide charter operations services. The District may:~~

- 1) Exception 2: The TCTD may provide charter services to government officials on official government business, for no more than 80 hours annually, as long as

the charter service is in the District's geographical service area and the District does not generate revenue. Under this exception, there must be at least one government official, currently holding office, on the trip.

~~vehicles or services to a private operator to satisfy a capacity need or a need for accessible service. An agreement must be entered into by the TCTD and the private operator for the specific service. The TCTD cannot enter an agreement directly with the charter customer. The private operator would be responsible for the equipment while it is provided for the service, and all incidental costs must be recovered.~~

~~Exception 3: The TCTD may provide incidental charter service directly to the customer if the service offered by willing and able operator(s) creates a financial hardship on the customer. Hardships may be caused by state required minimum durations or deadheading charges when the distance between the charter origin and the location of the private operator is significant. The TCTD must petition the FTA Regional Administrator for approval, and allow at least 30 days to respond.~~

~~Exception 4: The TCTD may petition the FTA Regional Administrator to provide incidental charter service directly to customers for special events, at least 90 days prior to the event.~~

~~Exception 5: The TCTD may contract to provide incidental charter service directly to a government entity or private, non-profit organization that is exempt from taxation if one of the following conditions apply: a) a significant number of disabled persons will be passengers on the charter trip b) the entity is a qualified social service agency c) or the entity receives public welfare assistance funds for the purpose of transportation.~~

~~Exception 6: The TCTD may contract with a government or private, non-profit organization after obtaining a certification from the entity that: the entity is exempt from taxation, more than 50% of the passengers on the charter trip will be elderly, the charter trip is consistent with the function and purpose of the organization, and the trip will be organized and operated in compliance with Title VI of the Civil Rights Act and Section 5332 of the Federal Transit Act.~~

- 2) Provide charter services to a QHSO for serving individuals with mobility limitations, disabilities, or low income.
- 3) Lease its vehicles and drivers to a Registered Charter Provider only when the Registered Charter Provider has received a request for charter services which exceeds the capacity of its owned vehicles and it has exhausted any available vehicles from other Registered Charter Providers in its geographic service area.

4) Provide charter services when no Registered Charter Providers respond to a notice emailed by the District to all Registered Charter Providers in the District's geographic service area. The District may not provide the charter service if any Registered Charter Provider responds to the notice indicating an interest to provide the identified charter service. A sample email Notice of Charter Service Request is attached hereto as Exhibit A.

4)5) ~~Exception 7: The TCTD may provide incidental charter services directly to the an interested customer if it the District has a formal executed a formal agreement with all private Registered Charter Providers in the District's geographical service area charter operators determined to be willing and able to provide service. The agreement must specifically allow the particular type of charter trip.~~

6) The TCTD may Petition FTA's Administrator to authorize additional exceptions to the general exceptions, including:

- i) Events of regional or national significance;
- ii) Hardship; or
- iii) Unique and time sensitive events that are in the public's interest.

The District shall complete and submit the petition form, attached hereto as Exhibit B, to docket FTA-2007-0022 at <http://www.regulations.gov>.

Any exception granted by the Administrator to the District under the petition process shall be effective only for the specific event identified in the petition.

~~provide incidental charter service directly to the customer if the service offered by willing and able operator(s) creates a financial hardship on the customer. Hardships may be caused by state required minimum durations or deadheading charges when the distance between the charter origin and the location of the private operator is significant. The TCTD must petition the FTA Regional Administrator for approval, and allow at least 30 days to respond.~~

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The TCTD may petition the FTA Regional Administrator to provide incidental charter service directly to customers for special events, at least 90 days prior to the event.

Charter Services Fee Structure:

The District TCTD will charge for charter services. The cost to for customers of charter services must at least cover the cost of providing the charter service. The General Manager is responsible for submitting price quotes to interested persons and

~~organizations. The TCTD may offer services open to the general public that operate along existing service routes or areas, and under those conditions will not be considered to be a charter.~~

For charter services for government officials or qualified human service organizations, payment of fees is due within thirty (30) days of the service. For all other charter services, a fifty percent (50%) deposit must be paid prior to the commencement of the charter service. The remaining balance must be remitted within ten (10) days of completion of the charter service.

10.4 Charter Operations:

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~~Charter services must be booked at least forty (40) days in advance whenever an FTA approval exception is required. All other trips must be booked at least two (2) weeks in advance and will be contingent upon the availability of a District vehicle(s) and personnel. Payment by government or non-profit organizations is due within 30 days of the service. All other customers must pay 50% in advance of the trip and remit the remaining 50% within ten days of the service.~~

Document Retention and Reporting

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The District shall retain all notices and records in an electronic format for a period of at least three (3) years from the date of service.

The District shall submit the records on the FTA's charter registration website thirty (30) days after the end of each calendar quarter. The District may include all charter services provided during the calendar quarter on a single document.

The District shall submit the records on the Oregon Department of Transportation's reporting website within the same thirty (30) day period.

Exhibit A

Sample Email Notice of Charter Service Request

Exhibit B

Form for Petition to Administrator

TILLAMOOK COUNTY TRANSPORTATION DISTRICT POLICY

TRAINING CURRICULUM FOR DRIVERS	Number: 29
Adopted by the Board of Directors on February 28, 2013 Reviewed: April 21, 2022	Pages: 3

POLICY STATEMENT

Tillamook County Transportation District (“TCTD”) requires all TCTD drivers to successfully complete the TCTD Training Program, to include FMCSA Entry Level Driver Training (“ELDT”) requirements. Transit Drivers will be required to complete the following curriculums: 1) TCTD Employee Orientation; 2) USDOT Theory and Behind-the-Wheel ELDT Program; 3) Passenger Assistance and Safe Service (PASS) training; and, 4) Defensive Driver Training. Employees must successfully pass all exams with at least 80% and must demonstrate they can successfully implement all TCTD operations policies and procedures.

ORIENTATION

- History of TCTD
- Mission and Vision
- Service Philosophy and Goals
- CDL Requirements and Instruction
- Review Training Curriculum
- Review TCTD Employee Handbook
- Review TCTD Occupational Health and Safety (“OHS”) Plan
- Review TCTD Emergency Prevention and Action Plan
- Review TCTD Operations Manual
- Review TCTD Preventative Maintenance Plan

THEORY TRAINING CURRICULUM

Basic Operations

- B1.1.1 Orientation - Types of vehicles and safety features
- B1.1.2 Control Systems/Dashboard
- B1.1.3 Pre and Post Vehicle Inspections
- B1.1.4 Basic Controls
- B1.1.5 Shifting/Operating Transmissions
- B1.1.6 Backing and Docking

Safe Operating Procedures

- B1.2.1 Visual Search - Blind Spots and Danger Zones
- B1.2.2 Communication
- B1.2.3 Distracted Driving
- B1.2.4 Speed Management
- B1.2.5 Space Management
- B1.2.6 Night Operation
- B1.2.7 Extreme Driving Condition - Unexpected Hazards

Advanced Operating Practices

- B1.3.1 Hazard Perception

- B1.3.2 Skid Control/Recovery, Jackknifing, and Other Emergencies
- B1.3.3 Railroad-Highway Grade Crossings

Vehicle Systems and Reporting Malfunctions

- B1.4.1 Identification and Diagnosis of Malfunctions
- B1.4.2 Roadside Inspection
- B1.4.3 Maintenance

Non-Driving Activities

- B1.5.1 Handling and Documenting Cargo
- B1.5.2 Environmental Compliance Issues - (TCTD OHS Plan)
- B1.5.3 Hours of Service Requirements
- B1.5.4 Fatigue and Wellness Awareness
- B1.5.5 Post-Crash Procedures - Driver Responsibilities
- B1.5.6 External Communications - 2-Way Radio Communication
- B1.5.7 Whistleblower/Coercion - (TCTD Employee Handbook)
- B1.5.8 Trip Planning - Service Area and Route Information
- B1.5.9 Drugs/Alcohol - (TCTD FTA Drug and Alcohol Policy)
- B1.5.10 Medical Requirements - (TCTD Employee Handbook)

PASSENGER THEORY TRAINING

- C1.1 Post-Crash Procedures
- C1.2 Other Emergency Procedures - Passenger Evacuation Plan(s), Accident Scene Assistance and Control, and Safety Equipment
- C1.3 Vehicle Orientation
- C1.4 Pre-Trip, Enroute, and Post-Trip Vehicle Inspection
- C1.5 Fueling
- C1.6 Idling
- C1.7 Baggage and/or Cargo Management
- C1.8 Passenger Safety Awareness Briefing - 7 Emergency Management Steps
- C1.9 Passenger Management - Fares and Collection Procedures
- C1.10 Americans With Disabilities Act (ADA)
- C1.11 Hours of Service (HOS) Requirements
- C1.12 Safety Belt - Approaching/Departing Stops Passenger Loading/Unloading & Securement, Wheelchair Securement, Lap and Shoulder Belts, Passenger "Transfer" Techniques
- C1.13 Distracted Driving
- C1.14 Railroad (RR)-Highway Grade Crossings and Drawbridges
- C1.15 Weigh Stations
- C1.16 Security and Crime
- C1.17 Roadside Inspections
- C1.18 Penalties and Fines

BEHIND-THE-WHEEL TRAINING (BTW)

- C2.1 Vehicle Orientation
- B2.1/C2.2 Pre-trip, Enroute, Post trip Inspection
- B3.1 Vehicle Controls
- B2.2 Straight Line Backing
- B2.3 Alley Dock Backing (45/90 Degree)
- B2.4 Off-Set Backing
- B2.5 Parallel Parking Blind Side
- B2.6 Parallel Parking Sight Side

B3.2 Shifting/Transmission
B3.3 Communications/Signaling
B3.4 Visual Search
B3.5 Speed and Space Management
B3.6 Safe Driver Behavior
B3.7 Hours of Service (HOS) Requirements
B3.8 Hazard Perception
B3.9/C2.6 Railroad (RR) - Highway Grade Crossing
B3.10 Night Operation
B3.11 Extreme Driving Conditions
B3.12 Skid Control/Recovery, Jackknifing and Other Emergencies
C2.3 Baggage and/or Cargo Management
C2.4 Passenger Safety Awareness Briefing
C2.5 Passenger Management

TILLAMOOK COUNTY TRANSPORTATION DISTRICT POLICY

TRANSIT DRIVER TRAINING CURRICULUM	Number: 29
Adopted by the Board of Directors on February 28, 2013 Reviewed: April 21, 2022	Pages: 3

POLICY STATEMENT

Tillamook County Transportation District (“TCTD”) requires all TCTD drivers to successfully complete the ~~80-hour~~ TCTD Training Program, [to include FMCSA Entry Level Driver Training \(“ELDT”\) requirements](#). Transit Drivers will be required to complete the following curriculums: 1) TCTD Employee Orientation; 2) USDOT ~~Transportation Safety Institute (TSI) Transit Vehicle Operator Training Program Theory and Behind-the-Wheel ELDT Program~~; 3) ~~Community Transportation Association of America (CTAA) Passenger Assistance and Safe Service (PASS) training~~; and, 4) ~~SMITH System Defensive Driver Training~~. Employees must successfully pass all exams with at least a 780% and must demonstrate they can successfully implement all TCTD operations policies and procedures.

CLASSROOM TRAINING CURRICULUM

Orientation 2 hours

~~History of TCTD~~
~~Mission and Vision~~
~~Service Philosophy and Goals~~
~~CDL Instruction (when required)~~
~~Review Training Curriculum~~
~~Review TCTD Employee Handbook~~

Occupational Health and Safety 1 hour

~~TCTD Occupational Health & Safety Plan~~
~~Employee “Right to Know” – Material Safety Data Sheets~~
~~Safety Committee~~
~~Evacuation Plan~~

Customer Relations – Use TSI/PASS Curriculum 2 hours

~~What is “Public Relations?”~~
~~Who Are our “Customers?”~~
~~Driver Attitude and Conflict Resolution~~
~~—— Have a Nice Day Video~~
~~Empathy and Sensitivity~~

Drug and Alcohol Abuse Prevention 1 hour

~~Overview of TCTD Policy~~
~~Substances and Alcohol Use and Testing~~

Americans with Disabilities Act (ADA) 4 hours

- Overview of the Act — Use CTAA PASS Materials
- Overview of Policies & Procedures

General Information — Use TCTD Operations Manual ————— 3 hours

- Service Area Familiarization
- Route Information
- Fares and Collection Procedures
- Forms and Reports
 - Incident Reports
 - Accident Reports
 - Vehicle Condition Reports
 - Pre and Post Vehicle Inspection Report
 - Rider and Fare Collection Policy

Emergency Management — Use TSI Curriculum ————— 4 hours

- Emergency Equipment and Use
- Accident Procedures: Driver Responsibilities
- Passenger Evacuation Plan(s)
- Accident Scene Assistance and Control
- Red Cross/American Heart Association First Aid and CPR
- Blood Borne Pathogens Exposure Plan
- First Warning: Transit Security Video
- Seven Emergency Management Steps

Vehicle Familiarization — Use TSI Curriculum ————— 3 hours

- Vehicle Types
- Blind Spots and Danger Zones
- Vehicle Components and Safety Equipment
- 2 – Way Radio Communication
- Pre and Post Vehicle Inspections
- Preventive Maintenance Plan — Use TCTD PM Plan

Defensive Driving — Use SMITH System Curriculum ————— 6 hours

- SMITH System Classroom — The 5 Keys
- Drive Narratives
- SMITH System Classroom
 - There’s A Better Way — How to Avoid Backing
 - Resolving the Debate — Proper Following Distance

Passenger Loading/Unloading & Securement ————— 8 hours

- Approaching/Departing Stops — Use TSI Curriculum
- Insuring Passenger Safety
- Wheelchair Lift Operations
- Wheelchair Securement
- Applying Empathy and Sensitivity — Use PASS Curriculum
 - Special Needs Passengers
 - Behavior Problems
 - Passenger Assistance Techniques
 - Pre and Post Vehicle Inspection Report
 - Rider and Fare Collection Forms
- Special Needs Passengers Procedures
 - Passenger Responsibilities

- Wheelchair Lift Operation
- Passenger Loading/Unloading
- Wheelchair Securement and Retractors
- Lap and Shoulder Belts
- Passenger “Transfer” Techniques

Operating Procedures – Use TSI Curriculum **1 hour**

- Approaching/Departing Stops
 - Designated Stops
 - Flag Stops
- Recognizing Hazardous Conditions

BEHIND-THE-WHEEL TRAINING (BTW)

Vehicle Operator Training **45 hours**

- Standard Operating Procedures
- Vehicle Safety Features
- Driving Fundamentals
 - Turning — Backing — Parking
 - Shifting and Speed Control
 - Lane Usage — Maintaining SAFE Operating Conditions
 - Safe Driving Methods in Urban, Rural and Residential
 - Unexpected Hazards
 - Defensive Driving
 - Unexpected Hazards
 - Ride-a-longs and driving

FINAL APPRAISAL

Class Review

- TSI Classroom Quizzes
- Classroom Review
- BTW Road Test and Evaluation
- Completion of Driver Training Record
- PASS Classroom Exam

ORIENTATION

- History of TCTD
- Mission and Vision
- Service Philosophy and Goals
- CDL Requirements and Instruction
- Review Training Curriculum
- Review TCTD Employee Handbook
- Review TCTD Occupational Health and Safety (“OHS”) Plan
- Review TCTD Emergency Prevention and Action Plan
- Review TCTD Operations Manual
- Review TCTD Preventative Maintenance Plan

THEORY TRAINING CURRICULUM

Basic Operations

- B1.1.1 Orientation - Types of vehicles and safety features

- [B1.1.2 Control Systems/Dashboard](#)
- [B1.1.3 Pre and Post Vehicle Inspections](#)
- [B1.1.4 Basic Controls](#)
- [B1.1.5 Shifting/Operating Transmissions](#)
- [B1.1.6 Backing and Docking](#)

Safe Operating Procedures

- [B1.2.1 Visual Search - Blind Spots and Danger Zones](#)
- [B1.2.2 Communication](#)
- [B1.2.3 Distracted Driving](#)
- [B1.2.4 Speed Management](#)
- [B1.2.5 Space Management](#)
- [B1.2.6 Night Operation](#)
- [B1.2.7 Extreme Driving Condition - Unexpected Hazards](#)

Advanced Operating Practices

- [B1.3.1 Hazard Perception](#)
- [B1.3.2 Skid Control/Recovery, Jackknifing, and Other Emergencies](#)
- [B1.3.3 Railroad-Highway Grade Crossings](#)

Vehicle Systems and Reporting Malfunctions

- [B1.4.1 Identification and Diagnosis of Malfunctions](#)
- [B1.4.2 Roadside Inspection](#)
- [B1.4.3 Maintenance](#)

Non-Driving Activities

- [B1.5.1 Handling and Documenting Cargo](#)
- [B1.5.2 Environmental Compliance Issues - \(TCTD OHS Plan\)](#)
- [B1.5.3 Hours of Service Requirements](#)
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PASSENGER THEORY TRAINING

- [C1.1 Post-Crash Procedures](#)
- [C1.2 Other Emergency Procedures - Passenger Evacuation Plan\(s\), Accident Scene Assistance and Control, and Safety Equipment](#)
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- [C1.11 Hours of Service \(HOS\) Requirements](#)

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BEHIND-THE-WHEEL TRAINING (BTW)

C2.1 Vehicle Orientation
B2.1/C2.2 Pre-trip, Enroute, Post trip Inspection
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B2.6 Parallel Parking Sight Side
B3.2 Shifting/Transmission
B3.3 Communications/Signaling
B3.4 Visual Search
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C2.3 Baggage and/or Cargo Management
C2.4 Passenger Safety Awareness Briefing
C2.5 Passenger Management

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

**Authorizing the General Manager)
to Manager to Execute a Personal)
Services Agreement with North)
Coast Lawn Services)**

RESOLUTION NO. 22-09

WHEREAS, the Tillamook County Transportation District is in need of landscaping services, as those described and advertised for public bid on March 4, 2022, by Invitation to Bid (ITB); and

WHEREAS, Contractor is qualified and desires to provide such services, and submitted a bid attached hereto as Attachment A, and incorporated herein by reference, to perform such services in response to the District's ITB; and

WHEREAS, the District wishes to enter into a contract with North Coast Lawn for a three-year contract to perform landscape maintenance services.

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

that the Board authorizes the General Manager to enter into a three-year contract not to exceed \$33,000 with North Coast Lawn Services to perform landscape maintenance services at the TCTD Administrative Facility and Downtown Transit Center.

INTRODUCED AND ADOPTED this 21st day of April 2022.

ATTEST:

By: _____
Mary Johnson, Board Chair

By: _____
Douglas Pilant, General Manager

PROFESSIONAL SERVICES CONTRACT

This contract for professional services is entered into by and between TILLAMOOK COUNTY TRANSPORTATION DISTRICT, a special district of the State of Oregon, hereinafter referred to as DISTRICT, and **North Coast Lawn Services**, hereinafter called the CONTRACTOR to provide the services described in the District's Invitation to Bid (ITB) issued March 4, 2022, which by this reference are hereby made part of and incorporated herein. The following provisions shall comprise this contract:

I. SCOPE

This Contract covers the personal services as described in ITB and the Proposal Response. Work shall be performed in accordance with a schedule approved by TCTD. The CONTRACTOR shall meet the highest standards prevalent in the industry or business most closely involved in providing the appropriate goods or services. The Contract shall commence upon contract execution on July 1, 2022 and continue through June 30, 2025.

II. COMPENSATION

A. TCTD agrees to compensate the CONTRACTOR on a fee-for-services basis as detailed in this Contract. Invoices submitted for payment in connection with this Contract shall be properly documented and shall indicate pertinent DISTRICT contract and/or purchase order numbers. All charges shall be billed monthly and will be paid net 30 days from receipt of invoice. The maximum compensation authorized under this Contract shall not exceed **\$33,000**.

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

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

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

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

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

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

III. FEDERAL CONTRACT SPECIAL CONDITIONS

A. Failure to Perform

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

1. If the Contractor fails to make delivery of the supplies or to perform the services within the time specified herein or any extension thereof; or
2. If the Contractor fails to perform any of the other provisions of this contract, or so fails to make progress as to endanger performance of this contract in accordance with its terms, and in either of these two circumstances does not cure such failures within a period of ten (10) days (or such longer period as TCTD may authorize in writing) after receipt of notice from TCTD specifying such failure. CONTRACTOR'S failure to perform the scope of work identified or failure to meet established performance standards shall be subject to consequences that include but are not limited to:
 - Reducing or withholding payment;
 - Requiring the CONTRACTOR to perform, at the CONTRACTORS expense, additional work necessary to perform the identified scope of work or meet the established performance standards; or
 - Declaring a default, terminating the contract and seeking damages and other relief under the terms of the contract or other applicable law.
3. In the event TCTD terminates this contract in whole, or in part, as provided in paragraph (2) above of this clause, TCTD may procure, upon such terms and in such manner as TCTD may deem appropriate, supplies or services similar to those terminated, and the Contractor shall be liable to TCTD for any excess costs for such similar supplies or services; provided, that the Contractor shall continue the performance of this contract to the extent not terminated under the provisions of this clause.
4. The Contractor shall not be liable for any excess costs if the failure to perform the contract arises out of causes beyond the control of and without the fault or negligence of the Contractor. Such causes may include, but are not restricted to, acts of God or of the public enemy, acts of TCTD in either its sovereign or contractual capacity, fires, floods, epidemics, quarantine restrictions, strikes, freight embargoes and unusually severe weather; but, in every case, the failure to perform must be beyond the control of the Contractor and without the Contractor's fault or negligence. The Contractor shall not be liable for excess costs for failure to perform, unless the supplies or services to be furnished were obtainable from other sources in sufficient time to permit the Contractor to meet the required performance schedule.

5. The rights and remedies of TCTD provided in this clause shall not be exclusive and are in addition to any other rights and remedies provided by law or under this contract.
6. As used in this contract, the terms "subcontractor" and "subcontractors" mean subcontractor(s) at any tier.

B. Termination for Convenience

This contract may be terminated by either party upon at least thirty (30) days written notice to the other.

C. Compliance with Applicable Law

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

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

DISTRICT's performance under the Contract is conditioned upon Contractor's compliance with, and Contractor shall comply with, the obligations applicable to public contracts and intended for contractors under ORS 279C.520 and 279C.530, which are incorporated by reference herein.

If conflicts are discovered among federal, state and local statutes, regulations, administrative rules, executive orders, ordinances and other laws applicable to the

Services under the Contract, Contractor shall in writing request TCTD to resolve the conflict. Contractor shall specify if the conflict(s) create a problem for the design or other Services required under the Contract.

D. Reporting Requirements

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

E. Records Maintenance; Access.

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

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

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

F. Patents; Copy Rights; Rights in Data

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

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

IV. CONSTRAINTS

The CONTRACTOR agrees:

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

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

1. CONTRACTOR shall:

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

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

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

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

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

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

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

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

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

to persons or property caused by the errors, omissions, fault or negligence of the CONTRACTOR or the CONTRACTOR'S employees or agents.

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

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

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

V. OWNERSHIP

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

VI. INSURANCE REQUIREMENTS

A. COMMERCIAL GENERAL LIABILITY

Required by DISTRICT Not required by DISTRICT

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

B. AUTOMOBILE LIABILITY

Required by DISTRICT Not required by DISTRICT

The CONTRACTOR agrees to furnish TCTD evidence of business automobile liability insurance in the amount of not less than \$1,000,000 combined single limit for bodily injury and property damage for the protection of TCTD, its officers,

commissioners, agents and employees against liability for damages because of bodily injury, death or damage to property, including loss of use thereof in any way related to this Contract. TCTD, at its option, may require a complete copy of the above policy.

C. PROFESSIONAL LIABILITY

Required by TCTD

Not required by TCTD

D. POLLUTION LIABILITY INSURANCE

Required by TCTD

Not required by TCTD

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

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

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

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

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

VII. SUBCONTRACTS

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

VII. TERMINATION - AMENDMENT

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

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

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

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

North Coast Lawn
PO Box 1002
Tillamook, OR 97141

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

By:

By:

Authorized Signature

Authorized Signature

Name/Title (Printed)

Name/Title (Printed)

Date

Date

Telephone/Fax Number

CCB License # (if applicable)

EXHIBIT A
DISTRICT ITB AND CONTRACTOR PROPOSAL



rec'd
3-10-22 SW

Tillamook County Transportation District

"Connecting the community through sustainable transit services"

March 4, 2022

Request for Informal Bids For Landscaping Services

Project: This informal bid process is for the purpose of collecting price quotes to provide landscaping maintenance and lawn care services for Tillamook County Transportation District's administrative and operations center located at 3600 3rd Street, Tillamook, OR 97141; and, the Tillamook Transit Center located at 204 Laurel Avenue, Tillamook, OR 97141. Accepting informal bids/price quotes on the following work:

Lawn Service:	December to February March April to September October to November	Monthly Bi-weekly Weekly Bi-weekly
	MONTHLY COST: \$ <u>540 -</u>	
Weed Control:	March to September: October to February:	Spray, pull weeds, rake out beds Bi-weekly Spray, pull weeds, rake out beds Monthly
	MONTHLY COST: \$ <u>INCLUDED</u>	
Broadleaf Weeds:	Spray turf areas	Ongoing
	MONTHLY COST: \$ <u>INCLUDED</u>	
Spring Clean-Up:	February	Cleanup, rake out beds, apply pre-emergent weed controller
	MONTHLY COST: \$ <u>INCLUDED</u>	
Fertilizer:	May, August and November	
	MONTHLY COST: \$ <u>INCLUDED</u>	
Trimming:	June, October	All plant material
	MONTHLY COST: \$ <u>INCLUDED</u>	
Summary of Monthly Costs:		
Total Monthly Cost – 3600 3 rd Street Facility:	\$ <u>425</u>	
Total Monthly Cost – Transit Visitor Center:	\$ <u>115</u>	

These additional scheduled services may be changed or re-scheduled due to weather conditions

Bark Dust:	Mid-May:	Transit Visitor Center	\$ 110 PER YARD (25.30)
		TCTD Operations Facility:	\$ 110 PER YARD (6)

Timeline: All price quotes must be received by TCTD by 5:00pm March 25, 2022. The TCTD Board of Directors will award the work on April 21, 2022 and after notification is given to all bidders the work will be awarded April 22. The company authorized to perform the work may begin work after July 1, 2022.

Please direct all questions and walk-through requests to Shannon Wakeman, Administrative Assistant, by email at swakeman@tillamookbus.com or by telephone at 503-815-8283.

EXHIBIT B
INSURANCE CERTIFICATES
(to be supplied at the time of contract execution)

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

**In the Matter of Authorizing the)
General Manager to Enter into a)
Contract with R&W Engineering, Inc.)
For Electrical and Engineering Services)**

RESOLUTION NO. 22-10

WHEREAS, the Tillamook County Transportation District (the "District") has a need for electrical and mechanical engineering services as part of the District's Administrative Operations Facility and Downtown Transit Center Renovation Plan (the "Plan"); and

WHEREAS, R&W Engineering, Inc. desires to contract with the District to provide the desired electrical and mechanical engineering services for the Plan; and

WHEREAS, the District finds R&W Engineering, Inc. to be qualified and experienced engineers; and

WHEREAS, the District's Public Contracting Rules and Procedures, and ORS 279C.110(10), allows the direct appointment for personal services contracts for architectural, engineering, photogrammetric mapping, transportation planning or land surveying services if the total contract amount is less than \$100,000; and

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

The General Manager is authorized to enter into a Personal Services Agreement with R&W Engineering, Inc., in an amount not to exceed \$23,050, to provide electrical and mechanical engineering services for the District's Administrative Operations Facility and Downtown Transit Center Renovation Plan.

INTRODUCED AND ADOPTED this 21st day of April, 2022.

ATTEST:

By: _____
Mary Johnson, Board Chair

By: _____
Douglas Pilant, General Manager

PROFESSIONAL SERVICES CONTRACT

This contract for professional services is entered into by and between **TILLAMOOK COUNTY TRANSPORTATION DISTRICT**, a special district of the State of Oregon, hereinafter referred to as TCTD, and **R&W Engineering Inc.**, hereinafter called the CONTRACTOR to provide the services described in the Scope of Work (Exhibit A), which by this reference is hereby made part of and incorporated herein. The following provisions shall comprise this contract:

I. SCOPE

This Contract covers the personal services as described in the Proposed Response. Work shall be performed in accordance with a schedule approved by TCTD. The CONTRACTOR shall perform the services under this Contract with the care and skill used by members of CONTRACTOR'S profession practicing under similar circumstances at the same time and in the same locale. CONTRACTOR makes no warranties, expressed or implied, under this Contract or otherwise in connection with CONTRACTOR'S services. The Contract shall commence upon contract execution and continue through December 31, 2022.

II. COMPENSATION

A. TCTD agrees to compensate the CONTRACTOR on a fee-for-services basis as detailed in this Contract. Invoices submitted for payment in connection with this Contract shall be properly documented and shall indicate pertinent DISTRICT contract and/or purchase order numbers. All charges shall be billed monthly and will be paid net 30 days from receipt of invoice. The maximum compensation authorized under this Contract shall not exceed **\$23,050**.

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

- 1** The CONTRACTOR will be solely responsible for payment of any Federal or State taxes required as a result of this Contract.
- 2.** This Contract is not intended to entitle the CONTRACTOR to any benefits generally granted to DISTRICT employees. Without limitation, but by way of illustration, the benefits which are not intended to be extended by this Contract to the CONTRACTOR are vacation, holiday and sick leave, other leaves with pay, tenure, medical and dental coverage, life and disability insurance, overtime, Social Security, Workers' Compensation, unemployment compensation, or retirement benefits (except insofar as benefits are otherwise required by law if the CONTRACTOR is presently a member of the Oregon Public Employees Retirement System).
- 3.** If the CONTRACTOR has the assistance of other persons in the performance of this Contract, and the CONTRACTOR is a subject employer, the CONTRACTOR shall qualify and remain qualified for the term of this contract as an insured employer under Oregon Revised Statutes ("ORS") Chapter 656.

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

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

III. FEDERAL CONTRACT SPECIAL CONDITIONS

A. Failure to Perform

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

1. If the Contractor fails to make delivery of the supplies or to perform the services within the time specified herein or any extension thereof; or
2. If the Contractor fails to perform any of the other provisions of this contract, or so fails to make progress as to endanger performance of this contract in accordance with its terms, and in either of these two circumstances does not cure such failures within a period of ten (10) days (or such longer period as TCTD may authorize in writing) after receipt of notice from TCTD specifying such failure. CONTRACTOR'S failure to perform the scope of work identified or failure to meet established performance standards shall be subject to consequences that include but are not limited to:
 - Reducing or withholding payment;
 - Requiring the CONTRACTOR to perform, at the CONTRACTORS expense, additional work necessary to perform the identified scope of work or meet the established performance standards; or
 - Declaring a default, terminating the contract and seeking damages and other relief under the terms of the contract or other applicable law.
3. In the event TCTD terminates this contract in whole, or in part, as provided in paragraph (2) above of this clause, TCTD may procure, upon such terms and in such manner as TCTD may deem appropriate, supplies or services similar to those terminated, and the Contractor shall be liable to TCTD for any excess costs for such similar supplies or services; provided, that the Contractor shall continue the performance of this contract to the extent not terminated under the provisions of this clause.
4. The Contractor shall not be liable for any excess costs if the failure to perform the contract arises out of causes beyond the control of and without the fault or negligence of the Contractor. Such causes may include, but are not restricted to, acts of God or of the public enemy, acts of TCTD in either its sovereign or contractual capacity, fires, floods, epidemics, quarantine restrictions, strikes, freight embargoes and unusually severe weather; but, in every case, the failure to perform must be beyond the control of the Contractor and without the Contractor's fault or negligence. The Contractor shall not be liable for

excess costs for failure to perform, unless the supplies or services to be furnished were obtainable from other sources in sufficient time to permit the Contractor to meet the required performance schedule.

5. The rights and remedies of TCTD provided in this clause shall not be exclusive and are in addition to any other rights and remedies provided by law or under this contract.
6. As used in this contract, the terms "subcontractor" and "subcontractors" mean subcontractor(s) at any tier.

B. Termination for Convenience

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

C. Compliance with Applicable Law

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

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

DISTRICT's performance under the Contract is conditioned upon Contractor's compliance with, and Contractor shall comply with, the obligations applicable to public contracts and intended for contractors under ORS 279C.520 and 279C.530, which are incorporated by reference herein.

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

D. Reporting Requirements

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

E. Records Maintenance; Access.

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

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

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

F. Patents; Copy Rights; Rights in Data

Any discovery or invention that arises during the course of the contract shall be reported to TCTD. The Contractor shall promptly disclose inventions to TCTD, within 2 months, after the inventor discloses it in writing to the Contractors personnel responsible for patent matters. The rights in the invention/discovery shall be allocated consistent with "Government Patent Policy" and FAR Part 27. The Contractor shall comply with the requirements and regulations for Copy Rights and Rights in Data pursuant to FAR Part 27.

IV. CONSTRAINTS

The CONTRACTOR agrees:

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

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

- 1.** CONTRACTOR shall:
 - a.** Make payments promptly, as due, to all persons supplying to the CONTRACTOR labor or materials for the prosecution of the work provided for in this Contract.
 - b.** Pay all contributions or amounts due the Industrial Accident Fund from such CONTRACTOR or subcontractor incurred in the performance of this Contract.
 - c.** Not permit any lien or claim to be filed or prosecuted against TCTD on account of any labor or material furnished.

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

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

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

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

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

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

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

a. Reducing or withholding payment;

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

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

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

V. OWNERSHIP

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

VI. INSURANCE REQUIREMENTS

A. COMMERCIAL GENERAL LIABILITY

Required by DISTRICT Not required by DISTRICT

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

B. AUTOMOBILE LIABILITY

Required by DISTRICT Not required by DISTRICT

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

C. PROFESSIONAL LIABILITY

Required by TCTD Not required by TCTD

D. POLLUTION LIABILITY INSURANCE

Required by TCTD Not required by TCTD

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

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

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

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

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

VII. SUBCONTRACTS

The CONTRACTOR shall be responsible to TCTD for the actions of persons and firms performing subcontract work. The CONTRACTOR certifies that the CONTRACTOR

has not discriminated and will not discriminate against any minority, women or emerging small business enterprise in obtaining any subcontract.

VII. TERMINATION - AMENDMENT

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

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

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

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

R&W Engineering Inc.
9615 Allen Blvd. #107
Beaverton, OR 9005

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

By:

By:

Authorized Signature

Authorized Signature

Name/Title (Printed)

Name/Title (Printed)

Date

Date

Telephone/Fax Number

CCB License # (if applicable)

**EXHIBIT A
SCOPE OF WORK**



March 1, 2022

906.P22.002

Planning Solutions
4400 NE 77th Ave., Suite 275
Vancouver, WA 98662

Attention: Mark DiLoreto

Subject: TCTD – Headquarters – Revised Proposal

Dear Mark:

R&W Engineering, Inc. is pleased to provide you with the following proposal for professional mechanical and electrical engineering services. We have included our scope of work, fee proposal, rate schedule and standard terms and conditions for your use. We look forward to the opportunity to work with you on this project.

Project Understanding:

Project Location: Tillamook, OR

Project Description: This project is for two buildings being remodeled. The first is the Headquarters building for the completion of the design begun several years ago to include a new Break Room and Dispatch Room. This will include plumbing, HVAC, power, and lighting design. The second is for the Transit Center to modify the interior space arrangement for a small transit center building previously designed by R&W. This will include HVAC (possibly adding air conditioning), lighting and power modifications. There are no planned changes to the plumbing for the Transit Center. One street light at the Transit Center will be included in the design

Client Contact: Email from Mark DiLoreto to Ed Carlisle on 1/26/22 with 1 pdf attachment: 2022 TCTD Modifications.pdf.

Scope of Work:

1. Mechanical
 - 1.1. Complete one (1) site visit during design to refamiliarize ourselves with the existing building and conditions.

- 1.2. Perform computer heat gain and loss HVAC load calculations to determine the capability of the existing equipment and required new ductwork and air distribution.
 - 1.3. Provide design and drawings for HVAC systems including ductwork, equipment, and layout.
 - 1.4. Provide equipment schedules for new HVAC equipment.
 - 1.5. Provide domestic hot and cold-water design and drawings to a point of connection to existing services. This will include fixture schedules, pipe routing and water heater sizing.
 - 1.6. Provide waste and vent design and drawings to a point of connection to existing services.
 - 1.7. Provide Mechanical Specification in a format approved by the architect.
 - 1.8. Provide required Mechanical Energy Code Compliance documentation.
 - 1.9. Provide performance specification for fire sprinkler system modifications if required.
 - 1.10. Attendance at two (2) design coordination meetings to be held via teleconference.
2. Electrical
- 2.1. Complete one (1) site visit during design to refamiliarize ourselves with the existing building and conditions.
 - 2.2. Provide design and drawings to add one (1) street light at the Transit Center.
 - 2.3. Provide design and drawings for interior lighting.
 - 2.4. Provide design and drawings for electrical power to outlets and equipment.
 - 2.5. Provide a One Line power distribution diagram.
 - 2.6. Provide details and schedules as required for bidding and construction.
 - 2.7. Provide drawings indicating telephone and data outlet locations, based on information from others and conduit paths.
 - 2.8. Provide Electrical Specifications in a format approved by the architect.
 - 2.9. Provide performance specification only for fire alarm system, if required.

- 2.10. Provide required Electrical system lighting Energy Code Compliance documentation.
 - 2.11. Attendance at two (2) design coordination meetings to be held via teleconference.
3. Services During Construction
- 3.1. Review contractor material and shop drawing submittals.
 - 3.2. Respond to contractor questions, when submitted in a formal RFI format, during construction.
 - 3.1. Perform the following site visits during the construction phase and provide Site Visit Reports to include the final punch list:
 - A. Final Walk-through

Deliverables:

Documents will be issued at the following milestones:

- 1. 50%
- 2. 90%
- 3. Final

Assumptions/Exclusions:

- 1. Any item not specifically listed in the Scope is not part of the scope for the project. Any request for services not specifically listed in the scope will be considered additional services.
- 2. This is a single project covering two separate buildings. The scope and fee are based on all work, both design and construction, proceeding concurrently. All deliverables, including invoicing, will be a single set for both buildings. All meetings and site visits, both design and construction, will be for both buildings.
- 3. All printing, copying and reproduction of documents for permitting, bidding and any purpose other than client review of R&W work progress will be done by others.
- 4. Project backgrounds (building, site, etc.) will be provided to R&W in an electronic format compatible with AutoCAD.
- 5. The fee listed assumes a single and continuous design effort for a building or project similar to that described in the Project Understanding. Any changes to

the building, building background, program, use, etc. that occur after substantial completion of the design for the building, or any portion of the building will constitute additional services. Any stopping of work or "shelving" of the project and restarting work will constitute additional services.

6. All interior and exterior paths of egress will be determined by others and clearly defined on plans for R&W's use in defining required egress lighting.
7. There are many items beyond R&W's control that affect R&W services for the project it is assumed if any of the following occur R&W will be entitled to extension of schedule and additional service fees:
 - a. Change in instructions or approvals given by the client, owner or architect that necessitate revisions to any documents.
 - b. Enactment or revisions of codes, laws or regulations or official interpretations which necessitate changes to any previously prepared documents.
 - c. Decisions of the client, owner or architect not rendered in a timely manner.
 - d. Significant changes in the project including, but not limited to, size, quality, complexity, schedule, budget, or procurement method.
 - e. Evaluation of proposals, including the preparation or revision of documents, and provision of other services in connection with Change Orders, Value Engineering or Construction Change Directives.
 - f. Providing consultation concerning replacement of work resulting from fire or other causes during construction.
 - g. Failure of performance on the part of the client, owner, or architect.
 - h. Evaluation of an extensive number of claims submitted by the client, owner or architect or others in connection with the project.
 - i. Preparation for and attendance at public hearings, dispute resolution proceedings of legal proceedings except where R&W is a party thereto.
 - j. Evaluation of substitutions or value engineering proposals and documents for alternate bids or proposal requests proposed by the client, contractor, owner, or architect.
 - k. Change in the project understanding information contained in the proposal.
 - l. Construction Administration services provided 60 days after the date of the final punch list.
8. No work will begin on any additional services until new schedule and additional fee is negotiated and a contract modification is signed.

9. Preparation of construction cost estimates has not been included.

Fee Proposal:

R&W Engineering, Inc. proposes to provide the services listed above on a time and material, not to exceed without prior authorization basis. The fees shall be as listed in the summary below.

Mechanical.....	\$8,480.00
Electrical.....	\$7,490.00
Services During Construction.....	\$7,080.00
Total Fee	\$23,050.00

Terms shall be as stated in the attached Standard Terms and Conditions dated 1/5/21. The enclosed billing rates shall be considered as our standard rates for time and material work and any hourly work agreed to beyond the defined project scope. Our standard rates shall be subject to annual revision. To initiate this letter agreement, please sign below and return a copy to our office.

Project Billing Setup:

Upon signed contract, please indicate your preferred invoicing method, if no method is selected, invoicing will default to email only:

- Email Invoice sent to: markd@planningsolutionsinc.com
- Mail Hardcopy to: 4400 NE 77th Avenue, Suite 275 | Vancouver, WA 98662
- Both Email and Hardcopy Invoice to above confirmed contacts

Please feel free to call with any questions that you might have. Again, we look forward to working with you on this project.



2022.03.01 08:18:48-08'00'

Edward A. Carlisle, P.E.
R&W Engineering, Inc.

Planning Solutions _____ Date



R&W accepts credit cards for payment of services. Our system will accept American Express, Visa, Master Card, and Discover.
Enclosures: Rate Schedule and Standard Terms and Conditions



2022 HOURLY BILLING RATES

PRINCIPAL_____	\$205.00/hr
PROJECT MANAGER _____	\$185.00/hr
SENIOR ENGINEER II _____	\$170.00/hr
SENIOR ENGINEER I _____	\$137.00/hr
ENGINEER _____	\$125.00/hr
SENIOR TECHNICIAN II _____	\$132.00/hr
SENIOR TECHNICIAN I _____	\$105.00/hr
TECHNICIAN/DESIGNER _____	\$95.00/hr
PROJECT SUPPORT _____	\$80.00/hr
CLERICAL _____	\$53.00/hr
MILEAGE _____	IRS ALLOWABLE EXPENSES PLUS 10%
OTHER EXPENSES _____	COST PLUS 10%

Expires: December 31, 2022



STANDARD TERMS AND CONDITIONS

January 5, 2021

The following terms and conditions are intended for incorporation by reference into quotations and agreements, orders, or authorizations for professional services ("Agreement") entered into between R&W Engineering, Inc. (R&W) and the Client.

1. R&W professional services consist of and are limited to those services performed enumerated in the Agreement. R&W's services shall be performed consistent with and limited to the professional skill and care ordinarily provided by consultants practicing in the same or similar locality under the same or similar circumstances ("Standard of Care"). R&W shall perform its services as expeditiously as is consistent with professional skill and care and the orderly progress of the Project. Such Standard of Care is not a warranty or guarantee, and R&W shall have no such obligation.
2. Additional services, over and above those stated in the Agreement, may be provided if authorized or confirmed by the Client and will be paid for by the Client as provided below unless otherwise specifically provided in the Agreement. Such services will be charged at R&W's standard rates in effect when performed. Costs will be reimbursed according to R&W's standard reimbursement rates in effect when incurred, and if no rate is in effect, at R&W's cost plus the standard markup on such costs. R&W will provide the Client with a statement of its current standard rates upon request.
3. The Client will provide full information as to the Client's requirements for the project as may be requested by R&W from time to time. R&W will notify Client of errors and/or discrepancies in such information to the extent they are actually identified, but otherwise shall be entitled to rely on the adequacy and accuracy of information provided by the Client. The Client will examine and respond promptly to R&W's submittals and inquiries and will provide prompt written notice to R&W whenever the Client observes or otherwise learns of any defect in the services performed by R&W or in the work performed appurtenant to such services.
4. All documents, including drawings and specifications, provided by R&W are instruments of service with respect to the particular project for which they are provided, and R&W shall retain its ownership and property interest in such documents whether or not the project is completed. The Client may make, distribute, and retain such copies as are reasonably necessary for information and reference in connection with the construction, use, and occupancy of the particular project for which the documents are provided. Such documents are not intended or represented to be suitable for re-use by the Client or by others for any other purpose. Any additional use or re-use, without the written consent of R&W, shall be at the Client's sole risk and without liability or legal exposure to R&W or its subconsultants and the Client shall indemnify and hold harmless R&W and its subconsultants from all claims, damages, losses, and expenses, including attorneys' fees arising out of or resulting from such use.
5. To the maximum extent permitted by law, the Client agrees to limit the total aggregate liability of R&W and its subconsultants for the Client's damages arising out of services performed with respect to any project to the sum of \$10,000 or to R&W's total fee for services rendered on such project, whichever is greater. This limitation shall apply regardless of the cause of action or legal theory pleaded or asserted.

6. Unless specifically stated otherwise in the Agreement, the following payment provisions shall apply. The initial deposit, if any, shall be retained and credited to the final payment due under the Agreement. R&W will invoice the Client as services are performed. Invoices are payable upon receipt and the Client shall not backcharge or withhold payment from R&W for any reason without R&W's specific written consent. Client has no right to withhold payment of any amounts due and owing as a set-off of any alleged claims against R&W. In the event R&W has to engage a collector or attorney, pursue collections, or file a lien to secure payment, Client will be responsible for all costs and fees associated with such activities regardless of whether suit or action is instituted. Invoices unpaid after thirty (30) days are delinquent and shall bear interest at the rate of one and one-half percent (1.5%) per month, or the maximum amount allowed by law, whichever is less, until paid. Failure to pay R&W's invoices within sixty (60) days of the due date will be considered a material breach, and R&W may terminate its services upon notice in writing to Client. R&W shall have no responsibility to provide deliverables or respond to requests for information from Client or any governing authority until amount owed is paid in full. R&W will not be responsible for any claims or damages which may arise as a result of Engineer exercising any of its rights in this paragraph.
7. R&W and the Client agree that any dispute arising under or related to the Agreement will be submitted to a mediator agreed to by both parties as soon as such dispute arises and, in any event, prior to commencement of arbitration or litigation. Such mediation shall occur at a place mutually convenient to the parties and the mediation fee and expenses shall be shared equally by the parties who agree to exercise their best efforts in good faith to resolve all disputes in mediation.
8. R&W will have the option to enforce payment of delinquent accounts by suit or action in a court of law or by arbitration. All other complaints, disputes and/or controversies that may arise out of or in connection with the agreement, order, or authorization, or services performed pursuant to such agreement, order, or authorization, including claims which might be pleaded or urged in a counterclaim or setoff in any action to enforce payment, shall be finally resolved by arbitration under the laws of the State of Oregon and in accordance with the Construction Industry Arbitration Rules of the American Arbitration Association. The decision of the arbitrator shall be final and binding upon the parties.
9. The Agreement shall be governed by the laws of the State of Oregon. R&W and the Client consent to the exclusive jurisdiction and venue of the State and Federal courts of Oregon.
10. Neither R&W nor the Client shall assign, sublet, or transfer any rights under or interest in this Agreement without the written consent of the other. Nothing contained in this paragraph shall prevent R&W from employing such independent professional associates and subconsultants as R&W may deem appropriate to assist in the performance of services. Further, nothing under this Agreement shall be construed to give any rights or benefits in this Agreement to anyone other than R&W and the Client. All duties and responsibilities undertaken pursuant to this Agreement will be for the sole and exclusive benefit of the Client and R&W and not for the benefit of any other party.
11. To the extent caused by the negligence or willful misconduct of either Party or those under its control and direction associated with this project, such Party shall indemnify and hold harmless the other Party from any and all third-party suits, claims, liabilities, or losses arising out of such negligence or willful misconduct.

**EXHIBIT B
INSURANCE CERTIFICATES**

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

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

RESOLUTION NO. 22-11

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

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

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

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

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

that the Tillamook County Transportation District Board of Directors authorizes the General Manager to Execute a Janitorial Service Agreement in the amount of \$16,422.11 with Marie Mills Center for janitorial services at the Tillamook Downtown Transit Center.

INTRODUCED AND ADOPTED this 21st day of April 2022.

ATTEST:

By: _____
Mary Johnson, Board Chair

By: _____
Doug Pilant, General Manager

Marie Mills Center, Inc.

Vocational & Residential Services

Serving Tillamook County Since 1969



We Build Abilities

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

www.mariemillscenter.com

JANITORIAL SERVICES AGREEMENT

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

Date: April 14, 2022
Telephone: 503-815-8283

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

SEE EXHIBIT "A" FOR SCOPE OF WORK

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

This contract will be in effect from July 1, 2022 to June 30, 2023 and may be terminated by either party upon thirty day's written notice.

All of the above work to be completed in a substantial and workmanlike manner in accordance with standard practices TCTD shall pay One Thousand Two Hundred Fifty-six dollars and 75/100 (\$1,256.75) per month during the months of December, January, February (six days per week); AND, One Thousand Four Hundred Five dollars and 76/100 (\$1405.76) during the months of March through November (7 days per week) for services performed. The total cost of this agreement shall not exceed **Total annual cost of \$16422.11.**

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

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

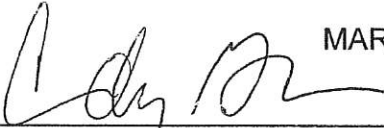
** Except as provided below, or as otherwise provided by applicable law, Contractor shall defend and indemnify TCTD and its officers, employees, and agents from all claims arising from the Services, including claims arising from injury to any person or damage to property; breach of this Contract by Contractor;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

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

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

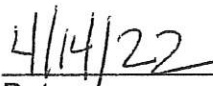
In the event either party files suit to enforce any term of this agreement, reasonable attorney fees and costs shall be paid to the prevailing party, including any attorney fees and costs incurred in any appellate proceeding.

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



Marie Mills Center, Inc. Representative

MARIE MILLS CENTER, INC.



Date

ACCEPTANCE

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

Company Representative

Date

Print Name

TCTD TRANSIT CENTER

JOB COMPONENTS

TRANSIT CENTER

MONDAY THRU SATURDAY (DEC. JAN. FEB.)

MONDAY THRU SUNDAY (MARCH THRU November)

Clean, Sanitize, sweep & mop floors, and restock restrooms (including walls and floors) in two bathrooms

Dust windowsills and other flat surfaces

Wipe down seats in waiting area

Sweep and mop all resilient floors

Empty Trash

Clean all glass doors

ONE TIME PER WEEK

CLEAN OFFICE:

Empty trash

Vacuum Carpet

Dust Flat surfaces (do not move papers on desk)

ONE TIME PER MONTH

WINDOWS

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

UPDATED 5/9/19

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

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

RESOLUTION NO. 22-12

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

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

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

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

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

that the Tillamook County Transportation District Board of Directors authorizes the General Manager to Execute a Janitorial Service Agreement in the amount of \$6,325.81 to Marie Mills Center for janitorial services at the TCTD administrative and operations building.

INTRODUCED AND ADOPTED this 21st day of April 2022.

ATTEST:

By: _____
Mary Johnson, Board Chair

By: _____
Doug Pilant, General Manager

Marie Mills Center, Inc.

Vocational & Residential Services

Serving Tillamook County Since 1969



We Build Abilities

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

JANITORIAL SERVICES AGREEMENT

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

**Date: April 14, 2022
Telephone: 503-815-8283**

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

SEE EXHIBIT "A" FOR SCOPE OF WORK

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

This contract will be in effect from July 1, 2022 to June 30, 2023 and may be terminated by either party upon thirty-day written notice.

All the above work to be completed in a substantial and workmanlike manner in accordance with standard practices for the sum of Five Hundred Twenty-seven Dollars and 15/100 (\$527.15) dollars per month. The total cost of this agreement will not exceed total annual cost of \$6325.81.

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

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

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

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

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

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

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



Marie Mills Center, Inc. Representative

MARIE MILLS CENTER, INC.

4/14/22
Date

ACCEPTANCE

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

Company Representative

Date

TCTD

JOB COMPONENTS

OFFICE BUILDING

FRIDAY

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

PUBLIC AREA

FRIDAY

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

OFFICE BUILDING

WEDNESDAY

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

PUBLIC AREA

WEDNESDAY

Public Restrooms – Empty Trash and restock paper products and soap

EXTRAS

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

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

UPDATED 4/23/2021