

Tillamook County Transportation District
Board of Directors
Regular Monthly Meeting



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

Tillamook County Transportation District
 Normal Trial Balance
 From 6/1/2022 Through 6/30/2022

<u>Account Code</u>	<u>Account Title</u>	<u>Debit Balance</u>	<u>Credit Balance</u>
1001	General Checking Account	241,372.89	
1006	Payroll Checking	125,640.68	
1009	NW RIDES ACCOUNT	622,848.95	
1011	Prop. Mgmt. Checking	44,827.24	
1020	LGIP - General Account	1,084,055.70	
1030	LGIP - Capital Reserve	1,351,121.06	
1040	Petty Cash	<u>200.00</u>	
Report Total		<u>3,470,066.52</u>	<u>0.00</u>
Report Difference		<u>3,470,066.52</u>	

*7-5-22
 QW
 7-5-22
 MR*

Tillamook County Transportation District

Financial Statement

From 6/1/2022 Through 6/30/2022

	Current Period Actual	Current Period Budget	Current Year Actual	Total Budget	Total Budget Variance	100%
Resources						
Working Capital	3500	0.00	0.00	2,975,295.00	(2,975,295.00)	0.00%
Fares	4000	31,997.75	22,916.63	200,000.00	5,585.77	102.79%
Contract Revenue	4020	144,789.82	70,833.37	750,000.00	173,894.52	123.18%
Property Tax	4100	0.00	79,166.63	1,031,380.00	17,820.93	101.72%
Past Years Property Tax	4110	27,814.01	2,916.63	25,000.00	24,690.90	198.76%
State Timber Revenue	4120	0.00	25,000.00	325,000.00	(162,209.80)	50.08%
Mass Transit State Payroll Tax	4130	0.00	7,083.37	85,000.00	14,558.28	117.12%
STIF Formula	4135	0.00	0.00	352,308.00	37,673.00	110.69%
STIF Discretionary	4137	0.00	331,261.00	888,035.00	(614,032.00)	30.85%
Capital Grants	4210	0.00	222,384.00	1,009,536.00	(721,525.00)	28.52%
Grants - FTA 5311	4220	0.00	207,141.00	1,280,466.00	(434,885.00)	66.03%
NWOTA Partner Cont. Match	4225	0.00	0.00	163,121.00	(115,121.00)	29.42%
Grants - STIF	4230	0.00	16,925.00	67,700.00	0.00	100.00%
Grants - 5311 (f)	4240	0.00	82,750.00	768,000.00	(525,287.00)	31.60%
Grants - 5310	4245	0.00	81,059.00	188,527.00	(117,091.00)	37.89%
Grants - 5305	4246	0.00	0.00	36,000.00	(34,876.00)	3.12%
Special Bus Operations	4300	0.00	125.00	1,500.00	(1,500.00)	0.00%
Miscellaneous Income	4400	165.95	875.00	10,500.00	93,346.18	989.01%
Sale of Assets - Income	4410	0.00	10,000.00	10,000.00	(3,500.00)	65.00%
Interest Income	4510	1,860.95	2,708.37	32,500.00	(19,020.41)	41.47%
OTIB TVC Loan 0071 Proceeds	4514	0.00	0.00	0.00	50,000.00	0.00%
Advertising Income	4520	0.00	83.37	1,000.00	(1,000.00)	0.00%
Lease Income	4900	2,000.00	2,000.00	24,000.00	(1,600.00)	93.33%
Lease Operational Exp Income	4910	1,063.74	833.37	10,000.00	3,448.45	134.48%

Monthly BOD Report w/YTD Budget & Variance

Tillamook County Transportation District

Financial Statement

From 6/1/2022 Through 6/30/2022

	Current Period Actual	Current Period Budget	Current Year Actual	Total Budget	Total Budget Variance	100%	
Transfer From General Fund	4911	0.00	0.00	637,231.00	719,188.00	(81,957.00)	88.60%
Transfer from STF Fund	4916	0.00	0.00	50,039.00	46,439.00	3,600.00	107.75%
Transfer from NWOTA	4917	0.00	0.00	3,000.00	3,000.00	0.00	100.00%
Transfer from STIF Fund	4918	0.00	0.00	121,182.00	1,340,035.00	(1,218,853.00)	9.04%
Total Resources		<u>209,692.22</u>	<u>1,166,061.74</u>	<u>5,740,395.82</u>	<u>12,343,530.00</u>	<u>(6,603,134.18)</u>	<u>46.51%</u>
Expenses							
Personnel Services							
Payroll: Administration	5010	46,017.12	31,333.37	391,691.81	435,000.00	43,308.19	90.04%
Payroll: Dispatch	5020	7,359.14	12,615.12	98,646.69	175,000.00	76,353.31	56.36%
Payroll: Drivers	5030	51,317.31	93,333.37	1,012,953.73	1,500,000.00	487,046.27	67.53%
Payroll: Maintenance	5040	7,474.88	6,250.00	71,514.28	75,000.00	3,485.72	95.35%
Payroll Expense	5050	2,101.98	10,416.63	145,433.94	135,000.00	(10,433.94)	107.72%
Payroll Healthcare	5051	35,360.28	37,916.63	402,310.78	505,000.00	102,689.22	79.66%
Payroll Retirement	5052	5,907.01	6,291.74	74,771.84	80,500.00	5,728.16	92.88%
Payroll Veba	5053	2,971.18	3,791.63	33,399.34	49,500.00	16,100.66	67.47%
Workers Compensation Ins.	5055	0.00	5,750.00	29,666.92	47,000.00	17,333.08	63.12%
Total Personnel Services		<u>158,508.90</u>	<u>207,698.49</u>	<u>2,260,389.33</u>	<u>3,002,000.00</u>	<u>741,610.67</u>	<u>75.30%</u>
Materials and Services							
Miscellaneous Expense	5060	(160.00)	0.00	0.00	0.00	0.00	0.00%
Professional Services	5100	23,749.42	9,395.76	179,860.96	112,750.00	(67,110.96)	159.52%
Administrative Support	5101	7,501.05	1,666.63	24,416.59	25,000.00	583.41	97.66%
Website Maintenance	5102	0.00	4,195.87	28,582.30	50,350.00	21,767.70	56.76%
Planning	5103	0.00	10,833.37	26,081.76	130,000.00	103,918.24	20.06%
Dues & Subscriptions	5120	0.00	708.37	7,462.91	8,500.00	1,037.09	87.79%

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Monthly BOD Report w/YTD Budget & Variance

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Tillamook County Transportation District

Financial Statement

From 6/1/2022 Through 6/30/2022

	Current Period Actual	Current Period Budget	Current Year Actual	Total Budget	Total Budget Variance	100%
5140 Office Equipment R&R	225.22	333.37	2,522.50	4,000.00	1,477.50	63.06%
5145 Computer R&M	3,158.75	2,875.00	42,814.10	39,500.00	(3,314.10)	108.39%
5150 Fees & Licenses	486.78	2,583.26	20,169.37	32,500.00	12,330.63	62.05%
5160 Insurance	0.00	3,333.37	136,150.00	120,000.00	(16,150.00)	113.45%
5170 Office Expense	336.90	1,250.00	19,355.76	15,000.00	(4,355.76)	129.03%
5175 Board Expense	1,274.55	1,083.37	10,084.22	13,000.00	2,915.78	77.57%
5180 Operational Expense	6,193.34	3,958.37	59,532.58	59,500.00	(32.58)	100.05%
5185 Drug & Alcohol Administration	0.00	208.37	2,240.00	2,500.00	260.00	89.60%
5190 Marketing	3,126.31	5,000.00	29,238.17	70,000.00	40,761.83	41.76%
5191 Website Re-Design	0.00	6,250.00	0.00	0.00	0.00	0.00%
5210 Telephone Expense	1,282.90	1,618.37	16,152.39	19,420.00	3,267.61	83.17%
5220 Travel & Training	58.75	1,625.00	13,861.30	19,500.00	5,638.70	71.08%
5240 Vehicle Expense	7,550.45	18,750.00	156,739.25	250,000.00	93,260.75	62.69%
5245 Diesel & Gasoline Fuel	43,950.31	20,833.37	356,046.45	330,000.00	(26,046.45)	107.89%
5247 Propane Fuel	6,109.77	0.00	6,109.77	0.00	(6,109.77)	0.00%
5260 Postage	172.77	166.63	2,099.34	2,000.00	(99.34)	104.96%
5266 Member Mileage Reimbursement	0.00	0.00	5,000.00	0.00	(5,000.00)	0.00%
5270 Mgmt/Labor Recreation Fund	0.00	3,708.00	3,500.00	4,708.00	1,208.00	74.34%
5280 Transit Center Lease	0.00	0.00	1,400.00	0.00	(1,400.00)	0.00%
5285 Transit Center Maint	1,547.58	1,500.00	18,261.63	18,000.00	(261.63)	101.45%
5290 General Operating Cont.	0.00	150,000.00	0.00	0.00	0.00	0.00%
5291 COVID Expense	65,292.72	0.00	288,279.07	350,000.00	61,720.93	82.36%
5300 Property Operating Expense	1,513.65	2,125.00	21,482.62	26,000.00	4,517.38	82.62%
5330 Flex Lease: Fees	0.00	41.63	0.00	0.00	0.00	0.00%
5340 Property Maint. & Repair	948.87	2,083.37	34,793.34	25,000.00	(9,793.34)	139.17%

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Monthly BOD Report w/YTD Budget & Variance

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Tillamook County Transportation District

Financial Statement

From 6/1/2022 Through 6/30/2022

	Current Period Actual	Current Period Budget	Current Year Actual	Total Budget	Total Budget Variance	100%
5346 Operations Facility Maint.	72.39	333.37	896.86	4,000.00	3,103.14	22.42%
Total Materials and Services	174,392.48	256,459.85	1,513,133.24	1,731,228.00	218,094.76	87.40%
Special Payments						
STF Payments to Recipients	0.00	5,500.00	17,660.52	17,661.00	0.48	99.99%
STIF Payments to Recipients	0.00	0.00	6,000.00	6,000.00	0.00	100.00%
Total Special Payments	0.00	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	0.00	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	0.00	0.00	811,452.00	4,282,898.00	3,471,446.00	18.95%
Capital Outlay						
Debt Service						
PUD Loan Expense	602.95	625.00	9,897.11	7,500.00	(2,397.11)	131.96%
OTIB TVC Loan 0071	0.00	400.00	0.00	4,800.00	4,800.00	0.00%
OTIB Loan 0061	0.00	0.00	26,810.44	30,000.00	3,189.56	89.36%
Total Debt Service	602.95	1,025.00	36,707.55	42,300.00	5,592.45	86.78%
Capital Purchases						
Building Repair & Renovation	0.00	1,666.63	5,735.79	30,000.00	24,264.21	19.11%
Bus Replacement/Addition	0.00	235,000.00	95,615.72	940,000.00	844,384.28	10.17%
Van Replacement/Addition	0.00	0.00	283,071.00	390,000.00	106,929.00	72.58%

Monthly BOD Report w/YTD Budget & Variance

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Tillamook County Transportation District
Financial Statement
From 6/1/2022 Through 6/30/2022

	Current Period Actual	Current Period Budget	Current Year Actual	Total Budget	Total Budget Variance	100%
6020 Computer Upgrade	0.00	416.63	0.00	5,000.00	5,000.00	0.00%
6021 Fuel Cell Triangulation Point	0.00	6,000.00	0.00	6,000.00	6,000.00	0.00%
6040 Bus Stop Signage/Shelters	97,333.00	0.00	152,939.89	967,544.00	814,604.11	15.80%
6050 Other Capital Projects	116,516.93	65,658.25	600,773.35	922,899.00	322,125.65	65.09%
Total Capital Purchases	213,849.93	308,741.51	1,138,135.75	3,261,443.00	2,123,307.25	34.90%
Total Capital Outlay	214,452.88	309,766.51	1,174,843.30	3,303,743.00	2,128,899.70	35.56%
Total Expenses	547,354.26	779,424.85	5,783,478.39	12,343,530.00	6,560,051.61	46.85%

NWR

Tillamook County Transportation District

Financial Statement

From 6/1/2022 Through 6/30/2022

	Current Period Actual	Current Period Budget	Current Year Actual	Total Budget	Total Budget Variance	100%
Resources						
Working Capital	0.00	0.00	0.00	450,000.00	(450,000.00)	0.00%
NWR Revenue	390,356.85	333,333.37	4,312,601.10	4,000,000.00	312,601.10	107.81%
NWR Reserve	0.00	0.00	52,341.75	1,000.00	51,341.75	5,234.17%
Interest Income	0.00	0.00	0.00	400.00	(400.00)	0.00%
Total Resources	<u>390,356.85</u>	<u>333,333.37</u>	<u>4,364,942.85</u>	<u>4,451,400.00</u>	<u>(86,457.15)</u>	<u>98.06%</u>
Expenses						
Personnel Services						
Payroll: Administration	23,229.30	22,750.00	314,901.21	350,000.00	35,098.79	89.97%
Payroll: Indirect	1,560.16	833.37	14,198.46	10,000.00	(4,198.46)	141.98%
Payroll Expense	2,004.01	1,833.37	25,790.34	22,000.00	(3,790.34)	117.22%
Payroll Healthcare	4,830.59	9,583.37	107,456.26	140,000.00	32,543.74	76.75%
Payroll Retirement	1,281.20	1,375.00	16,228.12	16,500.00	271.88	98.35%
Payroll Veba	730.12	1,083.37	10,794.92	13,000.00	2,205.08	83.03%
Workers Compensation Ins.	0.00	0.00	554.75	500.00	(54.75)	110.95%
Total Personnel Services	<u>33,635.38</u>	<u>37,458.48</u>	<u>489,924.06</u>	<u>552,000.00</u>	<u>62,075.94</u>	<u>88.75%</u>
Materials and Services						
Professional Services	1,012.26	833.37	5,179.26	10,000.00	4,820.74	51.79%
Office Equipment R&R	225.22	208.37	2,758.99	2,500.00	(258.99)	110.35%
Computer R&M	1,475.00	1,250.00	10,903.21	15,000.00	4,096.79	72.68%
Fees & Licenses	24.99	1,250.00	88,737.28	163,000.00	74,262.72	54.44%
Insurance	0.00	0.00	7,734.00	0.00	(7,734.00)	0.00%
Office Expense	780.87	416.63	3,618.08	5,000.00	1,381.92	72.36%
Operational Expense	12.50	125.00	352.10	1,500.00	1,147.90	23.47%

Monthly BOD Report w/YTD Budget & Variance

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Tillamook County Transportation District
Financial Statement

From 6/1/2022 Through 6/30/2022

	Current Period Actual	Current Period Budget	Current Year Actual	Total Budget	Total Budget Variance	100%
5210 Telephone Expense	1,294.45	1,666.63	14,299.30	20,000.00	5,700.70	71.49%
5220 Travel & Training	0.00	125.00	1,631.18	1,500.00	(131.18)	108.74%
5260 Postage	9.95	83.37	465.94	1,000.00	534.06	46.59%
5265 Purchased Transportation	321,506.00	250,000.00	3,226,044.10	3,000,000.00	(226,044.10)	107.53%
5266 Member Mileage Reimbursement	0.00	15,000.00	157,233.44	180,000.00	22,766.56	87.35%
5267 Volunteer Mileage Reimburse	19,624.59	21,666.63	260,237.63	260,000.00	(237.63)	100.09%
5281 Office Rent	400.00	400.00	4,800.00	4,800.00	0.00	100.00%
Property Operating Expense	284.31	250.00	3,487.82	3,000.00	(487.82)	116.26%
5300 Total Materials and Services	346,650.14	293,275.00	3,787,482.33	3,667,300.00	(120,182.33)	103.28%
Transfers						
9180 Unappropriated Ending Fund Bal	0.00	0.00	0.00	207,100.00	207,100.00	0.00%
Total Transfers	0.00	0.00	0.00	207,100.00	207,100.00	0.00%
Capital Outlay						
Capital Purchases						
6022 Ecolane Investment	0.00	0.00	2,880.00	25,000.00	22,120.00	11.52%
Total Capital Purchases	0.00	0.00	2,880.00	25,000.00	22,120.00	11.52%
Total Capital Outlay	0.00	0.00	2,880.00	25,000.00	22,120.00	11.52%
Total Expenses	380,285.52	330,733.48	4,280,286.39	4,451,400.00	171,113.61	96.16%



Tillamook County Transportation District

Check/Voucher Register

1001 - General Checking Account

From 6/1/2022 Through 6/30/2022

Docume... Number	Docume... Date	Transaction Amount	Payee	Transaction Description
17193	6/9/2022	190.20	BAUDVILLE	MAY 2022 - RETIRMENT PLAQUES
17194	6/9/2022	530.00	BIO-MED TESTING SERVICE, INC.	MAY 2022-PRE EMPLOYMENT DRUG SCREENS
17195	6/9/2022	21,220.25	CARSON OIL CO INC	MAY 2022 FUEL
17196	6/9/2022	2,166.70	Coast Printing & Stationery	PC SHUTTLE AND ROUTE BROCHURES
17197	6/9/2022	762.83	WAVE	MAY 2022
17198	6/9/2022	153.30	COMCAST	MAY 2022
17199	6/9/2022	3,545.00	COUNTRY MEDIA	MAY 2022-RECRUITMENT COVID
17199	6/9/2022	102.30	COUNTRY MEDIA	MAY 2022 BOARD NOTICES
17200	6/9/2022	3,532.14	DMG CONSULTANCY, LTD.	MAY 2022 CONSULTING
17201	6/9/2022	628.27	Fred Meyer Customer Charges	MAY 2022
17202	6/9/2022	800.00	KDEP-FM/KTIL-FM/KTIL-AM	RECRUITMENT - COVID
17203	6/9/2022	3,736.27	LEWIS AUDIO VIDEO, INC.	VIRTUAL MEETING - COVID
17204	6/9/2022	7.67	Office Depot Credit Plan	OFFICE SUPPLIES
17204	6/9/2022	11.80	Office Depot Credit Plan	OFFICE SUPPLIES
17204	6/9/2022	(5.95)	Office Depot Credit Plan	RETURN
17205	6/9/2022	15.00	OR DEPT OF MOTOR VEHICLES	DRIVER RECORD CHECKS
17206	6/9/2022	51.92	PORTLAND GENERAL	MAY 2022
17207	6/9/2022	461.00	Prevailing Communications	RADIOS FOR BUSES
17208	6/9/2022	95.00	ROGER LEWIS	MAY 2022 CDL PHYSICAL
17209	6/9/2022	66.25	TILLAMOOK CITY UTILITIES	MAY 2022 TRANSIT CENTER
17210	6/9/2022	7,310.13	CARDMEMBER SERVICE	MAY 2022
17211	6/9/2022	49.95	VANIR BROADBAND, INC.	JUNE 2022
17212	6/9/2022	392.95	VERIZON	MAY 2022
17213	6/9/2022	375.00	ALL CLEAR AUDIO AND GLASS LLC	WINDSHIELD BUS 30
17213	6/9/2022	360.00	ALL CLEAR AUDIO AND GLASS LLC	WINDSHIELD BUS 308
17214	6/9/2022	263.96	ALSCO - Portland Linen	MAY 2022
17215	6/9/2022	236.86	ARAMARK	UNIFORMS
17216	6/9/2022	182.36	Advance Auto Parts	MAY 2022 SHOP INVENTORY
17217	6/9/2022	80.01	CINTAS	MAY 2022 MATTS AND UNIFORMS
17217	6/9/2022	73.48	CINTAS	MAY 2022 SHOP MATTS AND UNIFORMS
17218	6/9/2022	1,274.66	O'REILLY AUTOMOTIVE STORES	MAY 2022 SHOP INVENTORY
17219	6/9/2022	1,097.11	FleetPride, Inc.	MAY 2022 SHOP INVENTORY
17220	6/9/2022	368.59	Hometown Manufacturing	GONG BELL FOR TROLLEY
17221	6/9/2022	168.02	KEMPS NORTH COAST TOOLS	SHOP TOOLS
17222	6/9/2022	1,571.97	LES SCHWAB WAREHOUSE CENTER	MAY 2022 TIRES
17223	6/9/2022	3,144.37	DAVISON AUTO PARTS, INC.	MAY 2022 SHOP INVENTORY
17224	6/9/2022	128.33	Rosenberg Builders Supply	MAY 2022 SHOP SUPPLIES
17225	...7/2022	133.31	CRYSTAL AND SIERRA SPRINGS	MAY 2022 WATER
17226	...7/2022	95.00	DAVID WHEELER	CDL PHYSICAL
17227	...7/2022	50.00	Gary A. Hanenkrat	SPECIAL MEETING JUNE 14 2022
17228	...7/2022	50.00	JACKIE EDWARDS	SPECIAL MEETING JUNE 14 2022
17229	...7/2022	100.00	JEREMY BELLANTE	CDL PHYSICAL
17230	...7/2022	280.00	JORDAN RAMIS, PC	TVC GRANT
17230	...7/2022	170.00	JORDAN RAMIS, PC	LEGAL/INVESTIGATION
17231	...7/2022	50.00	JUDY RIGGS	SPECIAL MEETING JUNE 14 2022
17232	...7/2022	50.00	Linda Adler	SPECIAL MEETING JUNE 14 2022
17233	...7/2022	1,219.11	Marie Mills Center, Inc	JANITORIAL AND SUPPLIES TRANSIT CENTER
17234	...7/2022	50.00	MARTY HOLM	SPECIAL MEETING JUNE 14 2022
17235	...7/2022	50.00	MARY JOHNSON	SPECIAL MEETING JUNE 14 2022
17236	...7/2022	16.00	NEW AGE CAR WASH	MAY 2022 VAN WASHES
17237	...7/2022	68.94	Office Depot Credit Plan	JUNE 2022 OFFICE SUPPLIES
17237	...7/2022	22.11	Office Depot Credit Plan	JUNE 2022 OFFICE SUPPLIES
17237	...7/2022	5.55	Office Depot Credit Plan	JUNE 2022 OFFICE SUPPLIES

Tillamook County Transportation District

Check/Voucher Register

1001 - General Checking Account

From 6/1/2022 Through 6/30/2022

Docume... Number	Docume... Date	Transaction Amount	Payee	Transaction Description
17237	...7/2022	154.74	Office Depot Credit Plan	JUNE 2022 OFFICE SUPPLIES
17238	...7/2022	9,075.00	SINGERLEWAK LLP	AUDIT FYE 2022
17239	...3/2022	644.05	ABILA	JUNE 2022 CLOUD STORAGE
17240	...3/2022	97,333.00	ADVANCED EXCAVATION INC.	CHAMPION PARK BUS STOP GRANT 34225
17241	...3/2022	67,316.93	BLUE STAR GAS	PROPANE PROJECT GRANT 33788
17242	...3/2022	21,184.48	CARSON OIL CO INC	JUNE 2022 FUEL
17243	...3/2022	100.00	CLYDE ZELLER	CDL PHYSICAL
17244	...3/2022	3,465.00	INNOVA LEGAL ADVISORS	JUNE 2022 LEGAL
17245	...3/2022	1,333.57	KITTELSON & ASSOCIATES, INC.	COORDINATED PLAN GRANT 35137
17246	...3/2022	46.25	Oregon State Police	JUNE 2022 BACKGROUND CHECKS
17247	...3/2022	225.22	Pacific Office Automation	JUNE 2022 copier lease
17248	...3/2022	100.00	STEVE SCHWABE	CDL PHYSICAL
17249	...3/2022	99.75	Tillamook PUD	JUNE 2022 TVC
17249	...3/2022	41.64	Tillamook PUD	JUNE 2022 LARGE BUS BARN
17249	...3/2022	30.75	Tillamook PUD	JUNE 2022 SMALL BUS BARN
17250	...8/2022	7,064.30	DMG CONSULTANCY, LTD.	JUNE 2022 CONSULTING/GRANT 34998
17251	...8/2022	50.00	Gary A. Hanenkrat	JUNE 2022
17252	...8/2022	50.00	JACKIE EDWARDS	JUNE 2022
17253	...8/2022	50.00	JUDY RIGGS	JUNE 2022
17254	...8/2022	50.00	Linda Adler	JUNE 2022
17255	...8/2022	50.00	MARTY HOLM	JUNE 2022
17256	...8/2022	50.00	MARY JOHNSON	JUNE 2022
17257	...8/2022	1,075.00	NATHAN LEVIN	JULY 2022
17258	...8/2022	48,500.00	NORTHWEST LIFT	MOBILE LIFT/GRANT
17259	...8/2022	432.97	Pacific Office Automation	JUNE 2022 COPIES
17260	...8/2022	700.00	PLANNING SOLUTIONS	OFFICE, KITCHEN , DISPATCH RENOVATION/TRANSIT CENTER GRANT
17261	...8/2022	333.00	CUSTOM INK	25 year celebration/swag/grant 34998
17261	...8/2022	333.00	CUSTOM INK	25 year celebration/swag/grant 34998
17261	...8/2022	1,028.00	CUSTOM INK	25 year celebration/water bottles/grant 34998
Report Total		318,474.37		

Tillamook County Transportation District

Check/Voucher Register

1006 - Payroll Checking

From 6/1/2022 Through 6/30/2022

<u>Document Number</u>	<u>Document Date</u>	<u>Payee</u>
5714	6/3/2022	HRA VEBA TRUST
5715	6/8/2022	Gretchen Aagaard-Shively
5716	6/9/2022	SPECIAL DISTRICTS INS. SERVICE
5717	6/9/2022	PACIFIC SOURCE
5718	6/9/2022	ATU LOCAL #757
5719	6/17/2022	ATU LOCAL #757

Tillamook County Transportation District

Check/Voucher Register

1009 - NW RIDES ACCOUNT

From 6/1/2022 Through 6/30/2022

Docume... Number	Docume... Date	Transaction Amount	Payee	Transaction Description
3572	6/3/2022	1,775.65	JANNA SMITH	VOLUNTEERS
3573	6/3/2022	3,431.67	JOHN REKART JR	VOLUNTEERS
3574	6/3/2022	635.24	JOY WINKELHAKE	VOLUNTEERS
3575	6/3/2022	3,910.20	KANDIS LIDAY	VOLUNTEERS
3576	6/3/2022	397.84	LEANN CHUINARD	VOLUNTEERS
3577	6/3/2022	252.00	MEDIX AMBULANCE	NWR PHONES APRIL 2022
3578	6/3/2022	3,698.77	SEAN REKART	VOLUNTEERS
3579	6/3/2022	3,384.07	WILLIAM NERENBERG	VOLUNTEERS
3580	6/9/2022	1,123.67	WAVE	MAY 2022
3581	6/9/2022	94.30	CENTURYLINK	MAY 2022
3582	6/9/2022	59.03	Pacific Office Automation	MAY 2022 NWR COPIES
3583	6/9/2022	704.07	TILLAMOOK CNTY TRANS. DIST.	MAY 2022 RENT/UTILITIES
3584	6/9/2022	206.04	CARDMEMBER SERVICE	MAY 2022
3585	...6/2022	5,937.10	K & M MEDIVAN	PROVIDER TRANSPORTATION
3585	...6/2022	4,066.60	K & M MEDIVAN	PROVIDER TRANSPORTATION
3585	...6/2022	4,610.40	K & M MEDIVAN	PROVIDER TRANSPORTATION
3585	...6/2022	4,187.90	K & M MEDIVAN	PROVIDER TRANSPORTATION
3585	...6/2022	5,175.90	K & M MEDIVAN	PROVIDER TRANSPORTATION
3585	...6/2022	6,812.40	K & M MEDIVAN	PROVIDER TRANSPORTATION
3585	...6/2022	4,638.10	K & M MEDIVAN	PROVIDER TRANSPORTATION
3586	...6/2022	7,633.20	MEDIX AMBULANCE	PROVIDER TRANSPORTATION
3587	...6/2022	1,375.00	MTN RETREAT SECURE TRANSPORT	PROVIDER TRANSPORTATION-ANITA WALDO-SAMANTHA JONES
3587	...6/2022	750.00	MTN RETREAT SECURE TRANSPORT	PROVIDER TRANSPORTATION-STEPHAN HERMAN
3588	...6/2022	7,049.50	TILLAMOOK CNTY TRANS. DIST.	PROVIDER TRANSPORTATION
3589	...6/2022	11,162.50	TILLAMOOK CNTY TRANS. DIST.	PROVIDER TRANSPORTATION
3590	...7/2022	576.12	Office Depot Credit Plan	JUNE 2022 NWR
3591	...3/2022	2,855.65	AAA RIDE ASSIST	PROVIDER TRANSPORTATION
3592	...3/2022	8,105.50	COLUMBIA MEDICAL	PROVIDER TRANSPORTATION
3592	...3/2022	11,442.50	COLUMBIA MEDICAL	PROVIDER TRANSPORTATION
3593	...3/2022	5,650.60	MEDIX AMBULANCE	PROVIDER TRANSPORTATION
3594	...3/2022	25,176.00	RYANS TRANSPORTATION SERVICE	PROVIDER TRANSPORTATION
3594	...3/2022	33,196.00	RYANS TRANSPORTATION SERVICE	PROVIDER TRANSPORTATION
3595	...3/2022	4,531.00	SUNSET EMPIRE TRANSIT	PROVIDER TRANSPORTATION
3595	...3/2022	325.00	SUNSET EMPIRE TRANSIT	APRIL COVID MEALS
3596	...3/2022	225.22	Pacific Office Automation	JUNE 2022 copier lease
3597	...3/2022	26,793.47	TILLAMOOK CNTY TRANS. DIST.	JUNE 2022 nwr payroll
3598	...7/2022	945.38	CHRISTA ANDERSON	VOLUNTEERS
3599	...8/2022	44.77	Pacific Office Automation	JUNE 2022 NWR COPIES
Report Total		202,938.36		

Tillamook County Transportation District

Check/Voucher Register

1011 - Prop. Mgmt. Checking

From 6/1/2022 Through 6/30/2022

<u>Docume... Number</u>	<u>Docume... Date</u>	<u>Transaction Amount</u>	<u>Payee</u>	<u>Transaction Description</u>
4492	6/9/2022	300.00	CHRISSY'S CLEANING SERVICE	WELLNESS CENTER CLEAN
4493	6/9/2022	205.10	E C COMPANY	ELECTRICAL WORK ON DOORS
4494	6/9/2022	196.73	TILLAMOOK CITY UTILITIES	MAY 2022 3RD ST
4495	6/9/2022	171.75	CITY SANITARY SERVICE	MAY 2022 GARBAGE
4496	...7/2022	523.87	Marie Mills Center, Inc	JANITORIAL AT 3RD ST
4497	...3/2022	<u>1,695.77</u>	Tillamook PUD	JUNE 2022 LOAN AND ELECTRIC
Report Total		<u>3,093.22</u>		

UMPQUA BANK: CLOSING DATE 06/23/2022

Date	Vendor	Description of Transaction	Amount
DOUG PILANT			
05/27/22	Virtual Postmail.com	Postage	\$25.00
05/29/22	Zoom	Monthly Subscription	\$40.00
			\$65.00
CATHY BOND			
05/25/22	Language Line	NWR Phones	\$3.95
06/05/22	Adobe Acropro	Monthly Subscription NWR Computer	\$24.99
06/02/22	Endicia	Postage NWR	\$9.95
06/07/22	Fieldprint	NWR HR	\$12.50
			\$51.39
KENDRA VOGT			
06/10/22	Safeway	Employee Appreciation	\$11.98
06/10/22	The Fern Bakery	Employee Appreciation	\$21.24
06/16/22	First Aid Supply	Eye Wash/First Aid	\$116.28
06/17/22	Personnel Concepts	Yearly labor Law Poster	\$20.90
06/21/22	USPS	Postage	\$22.78
06/21/22	Amazon	Training Room supplies	\$6.97
06/22/22	Amazon	Training room supplies/Driver supply	\$107.14
			\$307.29
MIKE REED			
06/18/22	Amazon	Shop Inventory	\$19.23
			\$19.23
TABATHA WELCH			
05/24/22	Jack Sprats	Training/Snack	\$5.00
05/31/22	Facebook	Recruitment	\$50.00
06/02/22	PP Tillamook	Meeting/Snack	\$6.95
06/08/22	Facebook	Recruitment	\$62.02
06/13/22	USPS Stamps Endicia	Postage	\$100.00
06/14/22	HULU	Cable	\$69.99
06/15/22	Endicia	Postage	\$24.99
06/16/22	Amazon	Monthly Membership	\$14.99
06/19/22	IFIT	Wellness annual Membership	\$396.00
			\$729.94
CLAYTON NORRBOM			
05/26/22	Panda Express	Training Lunch	\$46.80
			\$46.80
NATALIE ZUERCHER			
05/25/22	Shutterfly	Office Supplies	\$4.96
06/01/22	INDEED	Recruitment	\$9.34
06/07/22	VistaPrint	Marketing	\$78.01
06/08/22	AMAZON	Marketing	\$19.99
06/11/22	INDEED	Recruitment/NWR	\$509.99
06/10/22	Tillamook Area Chamber	Recruitment	\$20.00
06/13/22	Tillamook Area Chamber	Recruitment	\$20.00
06/13/22	Tillamook Area Chamber	Recruitment	\$20.00
06/13/22	VistaPrint	Marketing	\$62.52
06/15/22	Facebook	Recruitment	\$75.00
06/17/22	Amazon	Marketing	\$11.99
06/17/22	Amazon	Marketing	\$49.90
06/17/22	Amazon	Marketing	\$399.90
06/22/22	INDEED	Recruitment/NWR	\$502.27
			\$1,783.87

STATEMENT TRUE UP

Charges total	\$3,003.52
Grand Total	\$3,003.52

APPROVAL



DATE

7-11-22



UMPQUA BANK

June 2022 Statement

Open Date: 05/26/2022 Closing Date: 06/23/2022



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

Account:

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

New Balance	\$3,003.52
Minimum Payment Due	\$31.00
Payment Due Date	07/22/2022

Reward Points	
Earned This Statement	3,172
Reward Center Balance as of 06/22/2022	65,393
For details, see your rewards summary.	

Activity Summary		
Previous Balance	+	\$7,516.17
Payments	-	\$7,516.17 ^{CR}
Other Credits		\$0.00
Purchases	+	\$3,003.52
Balance Transfers		\$0.00
Advances		\$0.00
Other Debits		\$0.00
Fees Charged		\$0.00
Interest Charged		\$0.00
New Balance	=	\$3,003.52
Past Due		\$0.00
Minimum Payment Due		\$31.00
Credit Line		\$10,000.00
Available Credit		\$6,996.48
Days in Billing Period		29

Payment Options:



Mail payment coupon with a check



Pay online at myaccountaccess.com



Pay by phone 1-866-552-8855

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



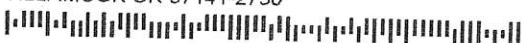
UMPQUA BANK

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

- to pay by phone
- to change your address

000036225 01 SP 000638230878961 P Y

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



Account Number	
Payment Due Date	7/22/2022
New Balance	\$3,003.52
Minimum Payment Due	\$31.00

Amount Enclosed \$ _____

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





Visa Business Rewards Company Card

Rewards Center Activity as of 06/22/2022

Rewards Center Activity*	0
Rewards Center Balance	65,393

*This item includes points redeemed, expired and adjusted.

Rewards Earned	This Statement	Year to Date
Points Earned on Net Purchases	2,834	19,701
Gas, Restaurants & Telecom Double Points	338	7,428
Total Earned	3,172	27,129

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.

SKIP THE MAILBOX. Switch to e-statements and securely access your statements online. Get started at myaccountaccess.com/paperless

Transactions PILANT, DOUGLAS Credit Limit \$5000

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
Purchases and Other Debits					
05/27	05/27	8756	VIRTUALPOSTMAIL.COM 909-235-6245 NV	\$25.00	_____
05/31	05/29	8579	ZOOM.US 888-799-9666 WWW.ZOOM.US CA	\$40.00	_____
Total for Account				\$65.00	

Transactions BOND, CATHY Credit Limit \$2500

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
Purchases and Other Debits					
05/26	05/25	0408	LANGUAGE LINE, INC. 800-7526096 CA	\$3.95	_____
06/03	06/02	7686	ENDICIA 800-576-3279 CA	\$9.95	_____
06/06	06/05	2769	ADOBE ACROPRO SUBS 408-536-6000 CA	\$24.99	_____
06/07	06/07	6028	FIELDPRINT INC 888-291-1369 PA	\$12.50	_____
Total for Account				\$51.39	

Continued on Next Page

Transactions NORRBOM, CLAYTON Credit Limit \$2500

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
Purchases and Other Debits					
05/27	05/26	8232	PANDA EXPRESS #1115 HILLSBORO OR	\$46.80	_____
Total for Account				\$46.80	

Transactions REED, MICHAEL Credit Limit \$3500

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
Purchases and Other Debits					
06/21	06/18	6435	AMZN Mktp US*C279125D3 Amzn.com/bill WA	\$19.23	_____
Total for Account				\$19.23	

Transactions WELCH, TABATHA Credit Limit \$2500

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
Purchases and Other Debits					
05/26	05/24	6864	TST* Jack Sprats Bayfr Newport OR	\$5.00	_____
06/01	05/31	7625	FACEBK WGMC9F3PP2 650-5434800 CA	\$50.00	_____
06/03	06/02	9175	PP*TILLAMOOKDU TILLAMOOK OR	\$6.95	_____
06/09	06/08	7238	FACEBK B4PJDGKPP2 650-5434800 CA	\$62.02	_____
06/14	06/13	9596	USPS STAMPS ENDICIA 888-434-0055 DC	\$100.00	_____
06/15	06/14	9016	HLU*Hulu 1934589744709 HULU.COM/BILL CA	\$69.99	_____
06/16	06/15	2788	ENDICIA 800-576-3279 CA	\$24.99	_____
06/17	06/16	8589	Amazon Prime*G08KA6P63 Amzn.com/bill WA	\$14.99	_____
06/21	06/19	8686	IFIT.COM 877-803-5332 WWW.IFIT.COM UT	\$396.00	_____
Total for Account				\$729.94	

Transactions VOGT, KENDRA Credit Limit \$2500

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
Purchases and Other Debits					
06/13	06/10	5187	SAFEWAY #2723 TILLAMOOK OR	\$11.98	_____
06/13	06/10	2295	THE FERN BAKERY TILLAMOOK OR	\$21.24	_____
06/17	06/16	0546	FIRST AID SUPPLIES ONL HTTPWWW.FIRS UT	\$116.28	_____
06/21	06/17	5633	PERSONNEL CONCEPTS 800-333-3795 CA	\$20.90	_____
06/22	06/21	5820	USPS PO 4083680269 TILLAMOOK OR	\$22.78	_____
06/22	06/21	9504	AMZN Mktp US*NH6FM0YN3 Amzn.com/bill WA	\$6.97	_____
06/23	06/22	0820	AMZN Mktp US*Z27YK12Z3 Amzn.com/bill WA	\$107.14	_____
Total for Account				\$307.29	

Continued on Next Page

30018 9/07



Transactions ZUERCHER, NATALIE Credit Limit \$2500

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
Purchases and Other Debits					
05/26	05/25	1465	SHUTTERFLY, INC. 650-610-5200 CA	\$4.96	
06/02	06/01	9209	INDEED 203-564-2400 CT	\$9.34	
06/08	06/07	5628	VISTAPRINT 866-207-4955 MA	\$78.01	
06/09	06/08	9188	AMZN Mktp US*NR9MS71D3 Amzn.com/bill WA	\$19.99	
06/13	06/11	9690	INDEED 203-564-2400 CT	\$509.99	
06/14	06/10	9873	SQ *TILLAMOOK AREA CHA gosq.com OR	\$20.00	
06/14	06/13	2466	SQ *TILLAMOOK AREA CHA gosq.com OR	\$20.00	
06/14	06/13	7325	SQ *TILLAMOOK AREA CHA gosq.com OR	\$20.00	
06/14	06/13	8065	VISTAPRINT 866-207-4955 MA	\$62.52	
06/15	06/15	0735	FACEBK B89CNFTPP2 650-5434800 CA	\$75.00	
06/17	06/17	3083	AMZN Mktp US*PJ9SU3Q53 Amzn.com/bill WA	\$11.99	
06/21	06/17	5581	AMZN Mktp US*116EH7003 Amzn.com/bill WA	\$49.90	
06/21	06/17	8937	AMZN Mktp US*118IP18B3 Amzn.com/bill WA	\$399.90	
06/23	06/22	8383	INDEED 203-564-2400 CT	\$502.27	
Total for Account				\$1,783.87	

Transactions BILLING ACCOUNT ACTIVITY

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
Payments and Other Credits					
06/13	06/13	8	PAYMENT THANK YOU	\$206.04	CR
06/13	06/13	8	PAYMENT THANK YOU	\$7,310.13	CR
Total for Account				\$7,516.17	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	13.74%	
**PURCHASES	\$3,003.52	\$0.00	YES	\$0.00	13.74%	
**ADVANCES	\$0.00	\$0.00	YES	\$0.00	25.49%	

Tillamook County Transportation District

MONTHLY PERFORMANCE REPORT

May 2022

RIDERSHIP BY SERVICE TYPE

	May 2022	May 2021	YTD FY 21-22	YTD FY 20-21	YTD % Change
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Dial-A-Ride Service

Tillamook County	783	890	9,663	9,108	6.1%
NW Rides	469	614	5,434	5,396	0.7%
Dial-A-Ride Total	1,284	1,504	15,097	14,504	4.1%

Deviated Fixed Route Service

Rt 1: Town Loop	3,306	2,437	31,559	29,199	8.1%
Rt 2A: Netarts/Oceanside	314	554	3,497	5,303	-34.1%
Rt 2B: Port of Tillamook Bay	197	0	1,295	0	#DIV/0!
Rt 3: Manzanita/Cannon Beach	1,320	2,114	15,815	21,665	-27.0%
Rt 4: Lincoln City	862	925	7,263	8,879	-18.2%
Local Fixed Rt Total	5,999	6,030	59,429	65,046	-8.6%

Intercity Service

Rt 5: Portland	612	542	5,841	4,902	19.2%
Rt 60X: Salem	690	760	7,303	6,805	7.3%
Rt 70X: Grand Ronde	326	333	3,314	3,170	4.5%
Inter City Total	1,628	1,635	16,458	14,877	10.6%

Other Services

Tripper Routes	24	42	179	441	-59.4%
Special Bus Operations	84	175	775	691	12.2%
Other Services Total	108	217	954	1,132	-15.7%

TOTAL ALL SERVICES	9,019	9,386	91,938	95,559	-3.8%
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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)	4,600	206	48,605	50,746	-4.2%
Senior/Disabled	2,529	1,027	37,557	38,371	-2.1%
Child/Youth (less than 18 years of age)	618	51	6,302	6,442	-2.2%
Total	7,735	1,284	92,464	95,559	-3.2%

OTHER RIDER CATEGORIES					
	Fixed		YTD	YTD	YTD %
	Route	DAR	FY 21-22	FY 20-21	Change
Ride Connection	95		903	688	31.3%
Tillamook Bay Community College	151		839	1,510	-44.4%
NWOTA Visitor Pass	64		1,126	780	44.4%
NW Rides		469	4,914	4,854	1.2%
Amtrak/Greyhound	76		1,201	430	179.3%

7/12/2022

05-22 RIDERSHIP REPORT.xlsx

MONTHLY PERFORMANCE

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

May-21	1.5	49.7%	90.31
Feb-22	1.4	50.0%	94.75
Mar-22	1.5	50.2%	93.06
Apr-22	1.4	50.6%	91.40
May-22	1.4	50.5%	92.36
STANDARD	1.3	65.3%	56.36

Deviated Fixed Routes

May-21	4.0	4.9%	90.84
Feb-22	4.2	5.5%	103.08
Mar-22	4.2	4.0%	95.01
Apr-22	4.3	5.8%	91.98
May-22	4.3	5.6%	93.01
STANDARD	7.0	12.4%	64.60

Intercity Services

May-21	1.8	8.2%	101.84
Feb-22	2.0	8.7%	118.87
Mar-22	2.0	9.2%	109.71
Apr-22	2.0	9.5%	106.33
May-22	2.0	9.5%	107.44
STANDARD	2.9	31.5%	72.86

Other Services

May-21	2.7	2.9%	77.93
Feb-22	3.2	0.3%	92.22
Mar-22	3.2	0.4%	84.56
Apr-22	3.2	0.4%	81.13
May-22	3.1	0.4%	82.02
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 2021/2022

Year-to-Date Statistics and Performance
 7/14/2022

Route/Run	Thru May 2022										Revenue/ Service Hour (\$)					
	YTD Fare Revenue (\$)	YTD Passngrs	YTD Service Hours	YTD Paid Hours	YTD Service Miles	Mileage Based Costs (\$)	Hourly Based Costs (\$)	Direct Cost (\$)	Indirect Costs (\$)	Total Costs (\$)		Hourly Rate (\$)	Passngrs per Hour	Farebox Ratio	Passngr/\$ Subsidy	Average Fare (\$)
Dial-A-Ride Service																
Dial-A-Ride	68,993	9,663	4,700	5,786	92,304	71,088	232,643	12,994	100,489	417,214	88.76	2.1	16.5%	0.03	7.14	14.88
NW Rides	417,669	5,432	5,741	7,082	149,762	115,339	284,150	15,871	131,783	547,143	95.30	0.9	76.3%	0.04	76.90	72.75
Total DAR	486,662	15,095	10,442	12,868	242,066	186,428	516,793	28,864	232,272	964,357	92.36	1.4	50.5%	0.03	32.24	46.61
<u>Deviated Route</u>																
01 Town Loop	28,376	31,559	4,036	4,558	59,400	45,747	199,753	11,157	81,430	338,088	83.77	7.8	8.4%	0.10	0.90	7.03
2A Netarts/Oceanside	4,487	3,497	1,479	1,640	28,730	22,127	75,217	4,089	31,547	130,979	88.54	2.4	3.4%	0.03	1.28	3.03
2B Port of Tillamook Bay	1,231	1,295	614	674	10,047	7,738	30,370	1,696	12,628	52,431	85.45	2.1	2.3%	0.03	0.95	2.01
03 Manzanita	24,539	15,815	4,333	4,807	117,224	90,280	216,844	9,571	100,479	417,174	96.29	3.7	5.9%	0.04	1.55	5.66
04 Lincoln City	13,692	7,263	3,462	3,813	116,374	89,626	172,340	8,589	85,840	356,395	102.94	2.1	3.8%	0.02	1.89	3.95
Total Deviated Route	72,325	59,429	13,924	15,491	331,774	255,517	692,624	35,102	311,924	1,295,067	93.01	4.3	5.6%	0.05	1.22	5.19
<u>Intercity</u>																
05 Portland	57,434	5,841	3,107	3,360	103,620	79,803	162,371	8,589	76,836	327,600	105.44	1.9	17.5%	0.02	9.83	18.48
60X Salem	20,654	7,303	3,185	3,783	120,447	92,763	166,453	8,805	82,243	350,263	109.97	2.3	5.9%	0.02	2.83	6.48
70X Grand Ronde	5,745	3,314	1,903	2,371	65,441	50,400	99,436	5,260	47,539	202,635	106.49	1.7	2.8%	0.02	1.73	3.02
Total Intercity	83,833	16,458	8,195	9,514	289,509	222,966	428,260	22,654	206,617	880,498	107.44	2.0	9.5%	0.02	5.09	10.23
<u>Other Services</u>																
Trippers	151	179	60	106	769	592	2,991	167	1,189	4,940	81.73	3.0	3.1%	0.04	0.84	2.50
Special Bus Operation	0	1,260	404	469	5,264	4,054	19,976	1,116	7,977	33,123	82.07	3.1	0.0%	0.04	0.00	0.00
Total Other Services	151	1,439	464	575	6,033	4,646	22,967	1,283	9,166	38,063	82.02	3.1	0.4%	0.04	0.10	0.33
Total TCTD Services	642,971	92,421	33,024	38,448	869,382	669,557	1,660,544	87,904	759,980	3,177,985	96.23	2.80	20.2%	0.04	6.96	19.47

Total Mileage, Labor & Direct Cost 2,418,005 31.4%

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

Route/Run	Thru May 2022			Thru May 2022			Thru May 2022			Thru May 2022			Thru May 2022			
	20/21 Fare Revenue	20/22 Fare Revenue	Amount Difference	Percent Difference	20/21 Passngs	20/22 Passngs	Amount Difference	Percent Difference	20/21 Service Hours	20/22 Service Hours	Amount Difference	Percent Difference	20/21 Total Cost	20/22 Total Cost	Amount Difference	Percent Difference
<u>Dial-A-Ride Service</u>																
Dial-A-Ride	32,143	68,993	36,850	114.6%	8,223	9,663	1,440	17.5%	3,561	4,700	1,139	32.0%	305,111	417,214	112,103	36.7%
NW Rides	350,576	417,669	67,093	19.1%	4,782	5,432	650	13.6%	4,974	5,741	767	15.4%	465,672	547,143	81,471	17.5%
Total DAR	382,719	486,662	103,943	27.2%	13,005	15,095	2,090	16.1%	8,535	10,442	1,907	22.3%	770,783	964,357	193,574	25.1%
<u>Deviated Route</u>																
01 Town Loop	20,173	28,376	8,203	40.7%	26,762	31,559	4,797	17.9%	3,814	4,036	222	5.8%	308,950	338,088	29,138	9.4%
2A Netarts/Oceanside	5,384	4,487	-897	-16.7%	4,749	3,497	-1,252	-26.4%	2,008	1,479	-529	-26.3%	178,562	130,979	-47,583	-26.6%
2B Port of Tillamook Bay	0	1,231	1,231	#DIV/0!	0	1,295	1,295	#DIV/0!	0	614	614	#DIV/0!	-1	52,431	52,432	#####
03 Manzanita	26,545	24,539	-2,006	-7.6%	19,551	15,815	-3,736	-19.1%	5,494	4,333	-1,161	-21.1%	508,843	417,174	-91,669	-18.0%
04 Lincoln City	14,477	13,692	-785	-5.4%	7,954	7,263	-691	-8.7%	3,513	3,462	-51	-1.4%	350,561	356,395	5,834	1.7%
Total Local Fixed Route	66,579	72,325	5,746	8.6%	59,016	59,429	413	0.7%	14,828	13,924	-904	-6.1%	1,346,916	1,295,067	-51,848	-3.8%
<u>Intercity</u>																
05 Portland	41,383	57,434	16,051	38.8%	4,360	5,841	1,481	34.0%	2,950	3,107	157	5.3%	290,184	327,600	37,416	12.9%
60X Salem	16,244	20,654	4,410	27.1%	6,045	7,303	1,258	20.8%	2,723	3,185	462	17.0%	289,127	350,263	61,136	21.1%
70X Grand Ronde	4,545	5,745	1,200	26.4%	2,837	3,314	477	16.8%	1,747	1,903	156	8.9%	176,334	202,635	26,302	14.9%
Total Intercity	62,172	83,833	21,661	34.8%	13,242	16,458	3,216	24.3%	7,420	8,195	775	10.5%	755,645	880,498	124,853	16.5%
<u>Other Services</u>																
Trippers	768	151	-617	-80.3%	399	179	-220	-55.1%	114	60	-53	-46.9%	8,897	4,940	-3,957	-44.5%
Special Bus Operation	0	0	0	#DIV/0!	516	1,260	744	144.2%	224	404	179	79.9%	17,452	33,123	15,671	89.8%
Total Other Services	768	151	-617	-80.3%	915	1,439	524	57.3%	338	464	126	37.2%	26,349	38,063	11,714	44.5%
Total TCTD Services	512,238	642,971	130,733	25.5%	86,178	92,421	6,243	7.2%	31,121	33,024	1,904	6.1%	2,899,692	3,177,985	278,292	9.6%

Tillamook County Transportation District

MONTHLY PERFORMANCE REPORT

June 2022

RIDERSHIP BY SERVICE TYPE	June 2022	June 2021	YTD FY 21-22	YTD FY 20-21	YTD % Change
<u>Dial-A-Ride Service</u>					
Tillamook County	854	959	10,517	10,001	5.2%
NW Rides	464	536	5,898	5,932	-0.6%
Dial-A-Ride Total	1,318	1,495	16,415	15,933	3.0%
<u>Deviated Fixed Route Service</u>					
Rt 1: Town Loop	3,800	2,578	35,359	31,777	11.3%
Rt 2A: Netarts/Oceanside	317	532	3,814	5,835	-34.6%
Rt 2B: Port of Tillamook Bay	322	0	1,617	0	#DIV/0!
Rt 3: Manzanita/Cannon Beach	1,390	2,159	17,205	23,824	-27.8%
Rt 4: Lincoln City	966	1,057	8,229	9,936	-17.2%
Local Fixed Rt Total	6,795	6,326	66,224	71,372	-7.2%
<u>Intercity Service</u>					
Rt 5: Portland	662	671	6,503	5,573	16.7%
Rt 60X: Salem	790	734	8,093	7,539	7.3%
Rt 70X: Grand Ronde	395	326	3,709	3,496	6.1%
Inter City Total	1,847	1,731	18,305	16,608	10.2%
<u>Other Services</u>					
Tripper Routes	10	4	189	445	-57.5%
Special Bus Operations	407	424	1,182	1,115	6.0%
Other Services Total	417	428	1,371	1,560	-12.1%
TOTAL ALL SERVICES	10,377	9,980	102,315	105,473	-3.0%

ONE-WAY TRIPS BY USER GROUP					
	Fixed		YTD	YTD	YTD %
USER GROUP	Route	DAR	FY 21-22	FY 20-21	Change
General (18 years to 60 years of age)	5,203	211	54,019	56,010	-3.6%
Senior/Disabled	2,855	1,054	41,466	42,376	-2.1%
Child/Youth (less than 18 years of age)	690	53	7,045	7,086	-0.6%
Total	9,059	1,318	102,530	105,472	-2.8%
OTHER RIDER CATEGORIES					
	Fixed		YTD	YTD	YTD %
	Route	DAR	FY 21-22	FY 20-21	Change
Ride Connection	105		1,008	797	26.5%
Tillamook Bay Community College	99		938	1,619	-42.1%
NWOTA Visitor Pass	115		1,241	938	32.3%
NW Rides		464	5,378	5,351	0.5%
Amtrak/Greyhound	88		1,289	468	175.4%

MONTHLY PERFORMANCE

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

May-21	1.5	44.8%	99.99
Mar-22	1.5	50.2%	94.75
Apr-22	1.4	50.6%	93.06
May-22	1.4	50.5%	91.40
Jun-22	1.4	51.9%	92.36
STANDARD	1.3	65.3%	56.36

Deviated Fixed Routes

Jun-21	4.0	4.5%	100.57
Mar-22	4.2	4.0%	103.08
Apr-22	4.3	5.8%	95.01
May-22	4.3	5.6%	91.98
Jun-22	4.3	5.6%	93.01
STANDARD	7.0	12.4%	64.60

Intercity Services

Jun-21	1.8	7.4%	112.69
Mar-22	2.0	9.2%	118.87
Apr-22	2.0	9.5%	109.71
May-22	2.0	9.5%	106.33
Jun-22	2.0	9.7%	107.44
STANDARD	2.9	31.5%	72.86

Other Services

Jun-21	2.7	2.6%	86.36
Mar-22	3.2	0.4%	92.22
Apr-22	3.2	0.4%	84.56
May-22	3.1	0.4%	81.13
Jun-22	3.1	0.3%	82.02
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 2021/2022

Year-to-Date Statistics and Performance

Route/Run	Thru June 2022										Revenue/Service Hour (\$)					
	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 (\$)
Dial-A-Ride Service																
Dial-A-Ride	82,616	10,517	5,154	6,328	101,582	79,252	248,580	14,081	110,764	452,677	87.82	2.0	18.3%	0.03	7.86	16.03
NW Rides	455,022	5,896	6,178	7,631	161,223	125,782	297,958	16,878	142,741	583,358	94.42	1.0	78.0%	0.05	77.18	73.65
Total DAR	537,638	16,413	11,333	13,959	262,805	205,033	546,538	30,958	253,505	1,036,035	91.42	1.4	51.9%	0.03	32.76	47.44
<u>Deviated Route</u>																
01 Town Loop	30,677	35,359	4,401	4,958	64,584	50,387	212,264	12,023	88,982	363,656	82.62	8.0	8.4%	0.11	0.87	6.97
2A Netarts/Oceanside	4,817	3,814	1,644	1,780	31,226	24,362	79,300	4,492	35,036	143,190	87.08	2.3	3.4%	0.03	1.26	2.93
2B Port of Tillamook Bay	1,464	1,617	691	759	11,331	8,840	33,311	1,887	14,265	58,303	84.41	2.3	2.5%	0.03	0.91	2.12
03 Manzanita	26,372	17,205	4,685	5,199	126,950	99,043	228,331	10,419	109,430	447,222	95.46	3.7	5.9%	0.04	1.53	5.63
04 Lincoln City	15,305	8,229	3,814	4,192	128,161	99,988	185,082	9,267	95,352	389,688	102.18	2.2	3.9%	0.02	1.86	4.01
Total Deviated Route	78,635	66,224	15,235	16,887	362,251	282,619	738,288	38,087	343,065	1,402,059	92.03	4.3	5.6%	0.05	1.19	5.16
<u>Intercity</u>																
05 Portland	63,647	6,503	3,392	3,678	113,040	88,191	172,858	9,267	84,568	354,884	104.62	1.9	17.9%	0.02	9.79	18.76
60X Salem	22,827	8,093	3,496	4,134	131,186	102,348	178,127	9,549	90,862	380,886	108.96	2.3	6.0%	0.02	2.82	6.53
70X Grand Ronde	6,350	3,709	2,052	2,554	70,483	54,989	104,578	5,606	51,692	216,865	105.67	1.8	2.9%	0.02	1.71	3.09
Total Intercity	92,824	18,305	8,940	10,367	314,710	245,528	455,563	24,422	227,122	952,635	106.56	2.0	9.7%	0.02	5.07	10.38
<u>Other Services</u>																
Trippers	159	189	69	118	874	682	3,320	188	1,356	5,546	80.57	2.7	2.9%	0.04	0.84	2.31
Special Bus Operation	0	1,667	536	651	7,366	5,747	25,831	1,463	10,703	43,743	81.67	3.1	0.0%	0.04	0.00	0.00
Total Other Services	159	1,856	604	769	8,240	6,429	29,151	1,651	12,059	49,290	81.55	3.1	0.3%	0.04	0.09	0.26
Total TCTD Services	709,256	102,798	36,112	41,982	948,006	739,608	1,769,540	95,118	835,751	3,440,018	95.26	2.85	20.6%	0.04	6.90	19.64

Total Mileage, Labor & Direct Cost 2,604,266 32.1%

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

Year-Over-Year Comparison

Route/Run	Thru June 2022			Thru June 2022			Thru June 2022			Thru June 2022			Thru June 2022			
	20/21 Fare Revenue	20/22 Fare Revenue	Amount Difference	Percent Difference	20/21 Passngs	20/22 Passngs	Amount Difference	Percent Difference	20/21 Service Hours	20/22 Service Hours	Amount Difference	Percent Difference	20/21 Total Cost	20/22 Total Cost	Amount Difference	Percent Difference
<u>Dial-A-Ride Service</u>																
Dial-A-Ride	32,143	82,616	50,473	157.0%	8,223	10,517	2,294	27.9%	3,561	5,154	1,593	44.7%	337,901	452,677	114,775	34.0%
NW Rides	350,576	455,022	104,446	29.8%	4,782	5,896	1,114	23.3%	4,974	6,178	1,204	24.2%	515,465	583,358	67,893	13.2%
Total DAR	382,719	537,638	154,919	40.5%	13,005	16,413	3,408	26.2%	8,535	11,333	2,798	32.8%	853,366	1,036,035	182,668	21.4%
<u>Deviated Route</u>																
01 Town Loop	20,173	30,677	10,504	52.1%	26,762	35,359	8,597	32.1%	3,814	4,401	588	15.4%	342,266	363,656	21,389	6.2%
2A Netarts/Oceanside	5,384	4,817	-567	-10.5%	4,749	3,814	-935	-19.7%	2,008	1,644	-364	-18.1%	197,711	143,190	-54,520	-27.6%
2B Port of Tillamook Bay	0	1,464	1,464	#DIV/0!	0	1,617	1,617	#DIV/0!	0	691	691	#DIV/0!	-1	58,303	58,304	#####
03 Manzanita	26,545	26,372	-173	-0.7%	19,551	17,205	-2,346	-12.0%	5,494	4,685	-808	-14.7%	563,284	447,222	-116,063	-20.6%
04 Lincoln City	14,477	15,305	828	5.7%	7,954	8,229	275	3.5%	3,513	3,814	301	8.6%	387,919	389,688	1,768	0.5%
Total Local Fixed Route	66,579	78,635	12,056	18.1%	59,016	66,224	7,208	12.2%	14,828	15,235	407	2.7%	1,491,180	1,402,059	-89,121	-6.0%
<u>Intercity</u>																
05 Portland	41,383	63,647	22,264	53.8%	4,360	6,503	2,143	49.2%	2,950	3,392	442	15.0%	321,131	354,884	33,753	10.5%
60X Salem	16,244	22,827	6,583	40.5%	6,045	8,093	2,048	33.9%	2,723	3,496	772	28.4%	319,844	380,886	61,042	19.1%
70X Grand Ronde	4,545	6,350	1,805	39.7%	2,837	3,709	872	30.7%	1,747	2,052	306	17.5%	195,114	216,865	21,752	11.1%
Total Intercity	62,172	92,824	30,652	49.3%	13,242	18,305	5,063	38.2%	7,420	8,940	1,520	20.5%	836,088	952,635	116,547	13.9%
<u>Other Services</u>																
Trippers	768	159	-609	-79.3%	399	189	-210	-52.6%	114	69	-45	-39.5%	9,859	5,546	-4,312	-43.7%
Special Bus Operation	0	0	0	#DIV/0!	516	1,667	1,151	223.1%	224	536	311	138.8%	19,339	43,743	24,404	126.2%
Total Other Services	768	159	-609	-79.3%	915	1,856	941	102.8%	338	604	266	78.8%	29,198	49,290	20,092	68.8%
Total TCTD Services	512,238	709,256	197,018	38.5%	86,178	102,798	16,620	19.3%	31,121	36,112	4,991	16.0%	3,209,832	3,440,018	230,186	7.2%

Tillamook County Transportation District
FY2021 to FY 21/22

Year to Date Performance Comparison

Route/Run	Thru June 2022 20/21			Thru June 2022 20/22			Thru June 2022 20/21			Thru June 2022 20/22						
	Hourly Rate	Hourly Rate	Amount Diff	Percent Diff	Passngr /Hour	Passngr /Hour	Amount Diff	Percent Diff	Farebox Ratio	Farebox Ratio	Amount Diff	Percent Diff	Average Fare	Average Fare	Amount Diff	Percent Diff
<u>Dial-A-Ride Service</u>																
Dial-A-Ride	94.89	87.82	-7.06	-7.4%	2.3	2.0	-0.3	-11.6%	9.5%	18.3%	8.7%	91.9%	3.91	7.86	3.95	101.0%
NW Rides	103.64	94.42	-9.21	-8.9%	1.0	1.0	0.0	-0.7%	68.0%	78.0%	10.0%	14.7%	73.31	77.18	3.87	5.3%
Total DAR	99.99	91.42	-8.56	-8.6%	1.5	1.4	-0.1	-5.0%	44.8%	51.9%	7.0%	15.7%	29.43	32.76	3.33	11.3%
<u>Deviated Route</u>																
01 Town Loop	89.74	82.62	-7.12	-7.9%	7.0	8.0	1.0	14.5%	5.9%	8.4%	2.5%	43.1%	0.75	0.87	0.11	15.1%
2A Nelarts/Oceanside	98.47	87.08	-11.39	-11.6%	2.4	2.3	0.0	-1.9%	2.7%	3.4%	0.6%	23.5%	1.13	1.26	0.13	11.4%
2B Port of Tillamook	#DIV/0!	84.41	#DIV/0!	#DIV/0!	#DIV/0!	2.3	#DIV/0!	#DIV/0!	0.0%	2.5%	2.5%	#DIV/0!	#DIV/0!	0.91	#DIV/0!	#DIV/0!
03 Manzanita	102.54	95.46	-7.08	-6.9%	3.6	3.7	0.1	3.2%	4.7%	5.9%	1.2%	25.1%	1.36	1.53	0.18	12.9%
04 Lincoln City	110.43	102.18	-8.25	-7.5%	2.3	2.2	-0.1	-4.7%	3.7%	3.9%	0.2%	5.2%	1.82	1.86	0.04	2.2%
Total Deviated Route	100.57	92.03	-8.54	-8.5%	4.0	4.3	0.4	9.2%	4.5%	5.6%	1.1%	25.6%	1.13	1.19	0.06	5.3%
<u>Intercity</u>																
05 Portland	108.87	104.62	-4.24	-3.9%	1.5	1.9	0.4	29.7%	12.9%	17.9%	5.0%	39.2%	9.49	9.79	0.30	3.1%
60X Salem	117.45	108.96	-8.49	-7.2%	2.2	2.3	0.1	4.3%	5.1%	6.0%	0.9%	18.0%	2.69	2.82	0.13	5.0%
70X Grand Ronde	111.71	105.67	-6.04	-5.4%	1.6	1.8	0.2	11.3%	2.3%	2.9%	0.6%	25.7%	1.60	1.71	0.11	6.9%
Total Intercity	112.69	106.56	-6.13	-5.4%	1.8	2.0	0.3	14.7%	7.4%	9.7%	2.3%	31.0%	4.70	5.07	0.38	8.0%
<u>Other Services</u>																
Trippers	86.63	80.57	-6.06	-7.0%	3.5	2.7	-0.8	-21.7%	7.8%	2.9%	-4.9%	-63.2%	1.92	0.84	-1.08	-56.3%
Special Bus Operation	86.22	81.67	-4.55	-5.3%	2.3	3.1	0.8	35.3%	0.0%	0.0%	0.0%	#DIV/0!	0.00	0.00	0.00	#DIV/0!
Total Other Services	86.36	81.55	-4.81	-5.6%	2.7	3.1	0.4	13.5%	2.6%	0.3%	-2.3%	-87.7%	0.84	0.09	-0.75	-89.8%
Total Other Services	103.14	95.26	-7.88	-7.6%	2.8	2.8	0.1	2.8%	16.0%	20.6%	4.7%	29.2%	5.94	6.90	0.96	16.1%

Comparison FY2021 to FY 21/22	YTD Through June 2022			Percent Difference
	19/20	20/21	20/22	
Mileage	825,711	948,006	122,295	14.8%
Mileage Based Costs	662,028	739,608	77,580	11.7%
Hourly Based Costs	1,814,834	1,769,540	(45,295)	-2.5%
Direct Costs	732,969	835,751	102,782	14.0%
Overhead Costs	-	-	-	-
Total Costs	3,209,832	3,344,899	135,067	4.2%

Special Bus Operation Calculation Cost		Hourly Rate Calculation:	
Cost per mile calculation:	Plus 45.8%	Actual Hourly Rate	\$ 42.15
	Actual Overhead	Plus Direct Costs	2.8%
	Profit	Hourly Rate	\$ 43.32
		Plus Overhead	32.1%
		Hourly Rate	\$ 57.22
		Plus Profit	10.0%
			\$ 62.94

nwCONNECTOR

Coordinating Committee **Hybrid** Meeting

July 15, 2022

10:00 am—12:00 pm

Tillamook County Transit District Office

3600 3rd Street, Tillamook OR





Join Zoom Meeting:

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

Call In: 1 253 215 8782

Meeting ID: 875 5229 0259

Agenda

10:00— 10:15a	1. Introductions. Welcome to guests.	Cynda Bruce
10:15— 10:35a	2. Consent Calendar (Action Item) <ul style="list-style-type: none">  June Meeting Minutes (Attached)  Financial Report  Ridership Tracking 	Cynda Bruce/All
10:35— 10:50a	3. NWOTA Standing Items <ul style="list-style-type: none">  Marketing Report 	Juliet Eldred
10:50- 11:05a	4. Bus Stop Project Update	Jeff Hazen
11:05- 11:30p	5. Other Business Updates on memorials for Doug Discuss Workplan	All
11:30a – 12:00p	6. Member Updates	All

Attachments:

June 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.

www.nwconnector.org



Tillamook County Transportation District
Financial Statement

08 - Northwest Oregon Transit Allia
From 5/1/2022 Through 5/31/2022

	Current Period Actual	Current Period Budget	Current Year Actual	Total Budget	Total Budget Variance	100%
Resources						
Working Capital	0.00	0.00	0.00	65,000.00	(65,000.00)	0.00%
NWOTA Partner Cont. Match	12,000.00	9,820.00	48,000.00	163,121.00	(115,121.00)	29.42%
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	<u>12,000.00</u>	<u>9,820.00</u>	<u>211,561.00</u>	<u>1,080,344.00</u>	<u>(868,783.00)</u>	<u>19.58%</u>
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	16,915.54	25,000.00	8,084.46	67.66%
Website Maintenance	0.00	4,195.83	28,582.30	50,350.00	21,767.70	56.76%
Marketing	0.00	3,333.33	9,175.11	40,000.00	30,824.89	22.93%
Website Re-Design	0.00	6,250.00	0.00	0.00	0.00	0.00%
Total Materials and Services	<u>0.00</u>	<u>15,883.33</u>	<u>57,129.55</u>	<u>120,600.00</u>	<u>63,470.45</u>	<u>47.37%</u>
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	<u>0.00</u>	<u>0.00</u>	<u>3,000.00</u>	<u>4,400.00</u>	<u>1,400.00</u>	<u>68.18%</u>
Capital Outlay						
Capital Purchases						
Bus Stop Signage/Shelters	0.00	0.00	0.00	767,544.00	767,544.00	0.00%
Other Capital Projects	0.00	0.00	149,894.87	187,800.00	37,905.13	79.81%
Total Capital Purchases	<u>0.00</u>	<u>0.00</u>	<u>149,894.87</u>	<u>955,344.00</u>	<u>805,449.13</u>	<u>15.69%</u>

Monthly BOD Report w/YTD Budget & Variance

Tillamook County Transportation District
Financial Statement

08 - Northwest Oregon Transit Allia
 From 5/1/2022 Through 5/31/2022

	Current Period Actual	Current Period Budget	Current Year Actual	Total Budget	Total Budget Variance	100%
Total Capital Outlay	0.00	0.00	149,894.87	955,344.00	805,449.13	15.69%
Total Expenses	0.00	15,883.33	210,024.42	1,080,344.00	870,319.58	19.44%

Tillamook County Transportation District
Financial Statement

08 - Northwest Oregon Transit Allia
 From 6/1/2022 Through 6/30/2022

	Current Period Actual	Current Period Budget	Current Year Actual	Total Budget	Total Budget Variance	100%
Resources						
Working Capital						
3500	0.00	0.00	0.00	65,000.00	(65,000.00)	0.00%
NWOTA Partner Cont. Match	0.00	0.00	48,000.00	163,121.00	(115,121.00)	29.42%
4225						
Transfer From General Fund	0.00	0.00	155,731.00	234,188.00	(78,457.00)	66.49%
4911						
Transfer from STIF Fund	0.00	0.00	7,830.00	618,035.00	(610,205.00)	1.26%
4918						
Total Resources	<u>0.00</u>	<u>0.00</u>	<u>211,561.00</u>	<u>1,080,344.00</u>	<u>(868,783.00)</u>	<u>19.58%</u>
Expenses						
Materials and Services						
Professional Services	0.00	437.50	2,456.60	5,250.00	2,793.40	46.79%
5100						
Administrative Support	7,501.05	1,666.63	24,416.59	25,000.00	583.41	97.66%
5101						
Website Maintenance	0.00	4,195.87	28,582.30	50,350.00	21,767.70	56.76%
5102						
Marketing	0.00	3,333.37	9,175.11	40,000.00	30,824.89	22.93%
5190						
Website Re-Design	0.00	6,250.00	0.00	0.00	0.00	0.00%
5191						
Total Materials and Services	<u>7,501.05</u>	<u>15,883.37</u>	<u>64,630.60</u>	<u>120,600.00</u>	<u>55,969.40</u>	<u>53.59%</u>
Transfers						
Transfer to General Fund	0.00	0.00	3,000.00	3,000.00	0.00	100.00%
9130						
Unappropriated Ending Fund Bal	0.00	0.00	0.00	1,400.00	1,400.00	0.00%
9180						
Total Transfers	<u>0.00</u>	<u>0.00</u>	<u>3,000.00</u>	<u>4,400.00</u>	<u>1,400.00</u>	<u>68.18%</u>
Capital Outlay						
Capital Purchases						
Bus Stop Signage/Shelters	0.00	0.00	0.00	767,544.00	767,544.00	0.00%
6040						
Other Capital Projects	0.00	0.00	149,894.87	187,800.00	37,905.13	79.81%
6050						
Total Capital Purchases	<u>0.00</u>	<u>0.00</u>	<u>149,894.87</u>	<u>955,344.00</u>	<u>805,449.13</u>	<u>15.69%</u>

Monthly BOD Report w/YTD Budget & Variance

Date: 7/15/22 12:46:41 PM

Page: 1

Tillamook County Transportation District
Financial Statement

08 - Northwest Oregon Transit Allia
 From 6/1/2022 Through 6/30/2022

	Current Period Actual	Current Period Budget	Current Year Actual	Total Budget	Total Budget Variance	100%
Total Capital Outlay	0.00	0.00	149,894.87	955,344.00	805,449.13	15.69%
Total Expenses	7,501.05	15,883.37	217,525.47	1,080,344.00	862,818.53	20.13%

NWOTA Minutes

June 14, 2022

This meeting was scheduled due to lack of quorum on the regularly scheduled Friday, June 10 meeting.

Meeting was called to order at 11:02am. In attendance: Arla Miller, Jeff Hazen, Cynda Bruce, Brad Dillingham, John Dreezen, Sarah Lu Heath, Chris Perry.

Updates – Doug Pilant passed away. Membership recognized his remarkable service and generous demeanor.

Review of Trillium Proposals – Chris Perry, Principal with Trillium, proposed an alternative scope of work for the website contract. Largely due to a contractor's choice to not support the next version of open trip planner software, alternative planning tool options for the website were presented. It was also noted that market conditions and the ITS4US project have not developed as anticipated. The work we have done will moth balled until favorable conditions are in place to re-launch.

A motion to accept the adjusted scope of work was put forth by Jeff Hazen and seconded by John Dreezen; it passed unanimously.

Chris Perry also offered an opportunity to answer questions on the previously provided marketing plan before departing the meeting.

Jeff Hazen made a motion to appoint Cynda Bruce as Chairperson for NWOTA; the motion passed unanimously.

Discussion of the marketing proposal found that agencies can best handle community outreach internally. A motion to approve the marketing proposal without Task 2, reallocating those dollars to Task 1, was made by Jeff Hazen and seconded by John Dreezen; the motion passed unanimously.

Meeting adjourned at 11:58am.

NW Connector
Work Plan

Progress to Date: January 2020

CONNECTOR ACTION PLAN		Lead	Action Items	Target Completion	Progress to Date
GOAL 1: IMPROVE RIDER ACCESS AND CONVENIENCE					
1A	Develop a trip planning tool for the Connector website.	NWOTA		2020	Trip Planning tool completed. Website received a 2018 RTAP best website award. Rider and travel industry partners evaluations of the planning tool recommended extending out the time frame (beyond Google's six month scheduling window.) NTOTA has received funding to implement open trip planning formatting on the NWConnector website and has contracted to have this completed by June 2020.
1B	Agree on major stops and amenities to be installed with Enhance funding.	ODOT Liaison	Implement a Transit Access Study	2019	Completed
1C	Provide branded shelters, timetables, and other amenities at each major Connector stop location by 2025.	TCTD		In phases, as grant funding allows, by 2025	Signage has been updated with the new NWConnector graphics
1D	Develop consistent passenger comfort standards for bicycles, animals, luggage, food, and drink.	All		2021	Completed policy on Transporting Animals, finalizing Transporting Bikes and Holiday Schedules policies
1E	Implement an automated phone information system specific to the Connector.	SETD		2018	Updated website resolved need

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

CONNECTOR ACTION PLAN		Lead	Action Items	Target Completion	Progress to Date
2D	Connect with local visitor attractions that can offer off-season discounts.	Connector staff	Include strategies in annual marketing plan	2019, ongoing	Added trip ideas and local events to website 2020 marketing campaign is adding travel itineraries
2E	Provide a website that is easy and intuitive for customers to use.	Consultant		2018	Complete
2F	Work with Travel Oregon to include the Connector in their “Seven Wonders of Oregon” marketing program.	Connector staff	Include Travel Oregon in the annual marketing plan.	2017, ongoing	Advertising in Travel Guide Listed in Transportation Options on TravelOregon website 2020 participating in the North Coast’s “Car-Free” travel campaign
2G	Provide presentations to update regional and statewide groups upon completion of the Management Plan	TCTD	Prepare a 10-minute power point presentation. Work with ODOT Liaison to get on the Oregon Transportation Commission agenda.	2017, ongoing	Multiple presentations have been prepared and used. Maintaining an archive for future use.
2F	Increase brand and system awareness	All Partners	Update and increase NWConnector signage	2018—2020	New signage has been installed. 2020 Marketing campaign is reinforcing NWConnector brand.
GOAL 3: IMPROVE REGIONAL SERVICE DELIVERY					
3A	Develop coordinated timetables for Connector service.	CCR	Convene the subcommittee to review and update the original regional timetable prepared for the Connector pilot program.	2017, with quarterly review and update	Completed without using a sub-committee
3B	Coordinate transfer times between Connector service and local service.	Committee of Partner Reps		Ongoing	Happening without using a sub-committee

CONNECTOR ACTION PLAN					Lead	Action Items	Target Completion	Progress to Date
3C	Increase frequencies and service levels on valley to coast corridors (Hwy 6, 20, 30).	LCT			2022	Happening on Hwy 6 and 30 routes		
3D	Expand the Connector system into Yamhill County.	TCTD	IGA and Management Plan needs to be adopted first		2019	In progress		
3E	Open a dialogue with other transit services such as Amtrak and POINT (starting with the Cascades POINT) to share service and visitor pass information and discuss ways to coordinate transfer times.	BCT			2017	In progress		
3F	Standardize data collection practices of Connector members.	NWOTA staff	Obtain monthly operational data from each member, using the data reporting template		2017; ongoing monthly	Completed, but making some adjustments to match NWConnector routes		
		All	Look at adding automatic data collection technologies for the region, including equipment maintenance and data management.		Implement by 2019; ongoing thereafter	CCR, SETD, TCTD and LCT are all using Swiftly real-time software		

CONNECTOR ACTION PLAN		Lead	Action Items	Target Completion	Progress to Date
GOAL 4: INCREASE ORGANIZATIONAL AND FINANCIAL STABILITY					
4A	Look for opportunities to jointly procure equipment, stop amenities, consulting services, and other major purchases.	Connector Partners		Ongoing, beginning in 2017	Completed/In Progress: <ul style="list-style-type: none"> Joint website Transit Access Study Management Plan Real time bus tracking on al4 partners systems
4B	Complete a detailed study to look for additional regional operational cost efficiencies by 2020.	ODOT Liaison		2020	Not Started
4C	Investigate NWConnector revenue generators	NW Connector Staff	Consider advertising or sponsorships on shelters	2019	Not Started
4D	Develop a regional policies and procedures manual and establish initial policies for topic areas recommended in the management plan.	BCT		2021	Completed policy on Transporting Animals, working on Holiday Schedules and Transporting Bikes policies
4E	Reach out to the Oregon Transit Association (OTA) for assistance in lobbying for regional coordination funding.	LCT (TCTD co-leader)		2017	Liaisoning with OTA
4F	Convene representatives from each partner agency's board to discuss potential management strategies and resolve barriers to the IGA.	TCTD		2017	IGA has been approved by all partners except Benton County

CONNECTOR ACTION PLAN		Lead	Action Items	Target Completion	Progress to Date
4G	Consider establishing a advisory group for the NWConnector system	All Partners	Work with the Tribes to see if there is interest in participating on a NWConnector Advisory Committee. Look at the potential for combining STIP and NWOTA meetings	2019	Discussion stage to date
GOAL 5: ENHANCE COMMUNITY LIVABILITY					
5A	Develop an implementation plan for a marketing concept similar to Sonoma County's "Transit to Trails" program and build a page for it on the Connector website.	Media Consultant	Trip Ideas and Events	2018	Completed
5B	On an annual basis, reach out to local community agencies, such as senior centers, to demonstrate how to ride the Connector.	Public Involvement Coordinator Connector Partners		Annually	Not started
5C	Partner with local jurisdictions to integrate the Connector into local planning and development approval processes.	All Members	<ul style="list-style-type: none"> Contact planning directors at each local agency within the service area and ask to be notified when new developments are proposed. Review new development proposals and coordinate with local planning directors to make appropriate transit improvements a condition of development. 	2018; ongoing thereafter	Partially being done

CONNECTOR ACTION PLAN			
	Lead	Action Items	Target Completion
5D	Increase utilization of the NWConnector system by low income riders: Reduced fares, identifying routes with low-income ridership	<ul style="list-style-type: none"> Potential incentives: Reduced fares, increasing coverage of routes with low-income ridership, bus passes for employees challenged to find housing affordable close to their employment. Investigate last mile trips, may be more cost effective to do Dial-a-Ride 	2018; ongoing thereafter
			Partially being done

Tillamook County Transportation District
Board of Directors Regular Monthly Meeting
Thursday, May 19, 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 6:01 pm.
2. Pledge of Allegiance
3. Roll Call:

Present

TCTD Board of Directors

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

TCTD Staff

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

Guests

Kathy Kleczek, NTO (Zoom)
Thomas Fiorell (Zoom)
Heidi Mason, Innova (Zoom)

4. Announcements and Changes to Agenda:
 - a. GM Pilant said that Resolution #22-16 has been added to Agenda.
5. Public & Guest Comments:
 - a. Kathy Kleczek explained that Van Pool is back due to employees having a hard time getting to their job site and that Van Pool doesn't take away from public transit.
6. Presentation: Heidi Mason, Innova Legal Advisors- Proposed "TCTD Personnel Policies & Employee Handbook" Recommended Changes
 - a. Heidi presented the work that was done with the TCTD handbook with updates. Leadership met with Heidi to update these changes but also follow guidelines.
 - b. PTO model is the biggest change that was made with the employee handbook.

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

- i. Dir. Holm expressed concern about the proposed sick time being a liability to the district due to the big number for PTO that was included in this proposal and how the growth of PTO can build rapidly he wants to see a two-part policy on this.
 - ii. Dir. Hanenkrat discussed his concerns on employees having this sick time and how he wants to see employees have this dedicated sick time available.
 - iii. Dir. Carlson-Swanson expressed concerns about employees not having enough sick time in case of a catastrophic illness but also talked about how the sick time proposed can affect employee behavior making it so that employees don't want to take that time off.
 - iv. Dir. Adler talked about how employees should take their time off but was concerned about the funding that comes with PTO.
 - v. GM Pilant provided information that we currently have 240 hours of time that can be accrued as well as 500 hours sick time and that the max accrual under PTO is 400 hours.
- c. Emergency Leave Pool
- i. Dir. Holm expressed that this is tricky and it's not always anonymous in small organizations therefore use caution with something like this.
 - ii. FA Welch said that union and administrative employee breakdown are different with this.
 - iii. Dir. Alder said we need to bring an HR person back on board for the HR department and that the HR department is something we need to come back to as a board. GM Pilant expressed that we are working on things and satisfied with progress made, we will come to board when needed.
 - iv. Johnson asked if the complaints we get now are manageable with staff we have.
 - v. Dir. Carlson-Swanson expressed the HR department is going beyond scope of work and this is a General Manager task.
 - vi. Dir. Riggs asked about bringing in different proposals or options on PTO and Emergency leave policy.

7. Executive Session: None

REPORTS

8. Financial Report: Finance Supervisor Welch reviewed the TCTD year-to-date financial report through April 2022.
 - a. FA Welch pointed out we completed 83% of year.
 - b. Dir. Adler asked for further explanation of who was eating and what the meal was about within financials. FA Welch replied that they are listed in personnel.
9. Service Measure Performance Report: GM Pilant gave the YTD Service Performance Report through April 2022.
 - a. GM Pilant discussed how ridership remains flat, DAR is up 1.7%, TBCC is down 58.8% but with school in session ridership is going up, NWR is up 4.8%,

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

- intercity services are up 13.6%, passengers per hour are up 1.2%, cost per trip is up 10.2%, and fare box recovery is up 8.2%.
10. Northwest Oregon Transit Alliance: GM Pilant shared updates from the last partner meeting.
 - a. GM Pilant said that it was great having everyone in the same room and that coordinating committee didn't reach consensus regarding marketing goals.
 - b. GM Pilant provided updates on the construction of the three bus stops in PC, Warrenton, and Waldport.
 11. Planning & Development: GM Pilant shared the following updates:
 - a. Consultant has completed memorandum 2 for coordinated plan updating demographics of study but will need to focus on completing social services the next few months.
 12. Grant Funding:
 - a. GM Pilant said that ODOT announced their discretionary grants and TCTD has grants awarded.
 13. Facility/Property Management: GM Pilant gave the following updates:
 - a. Process has begun to complete design work for the Transit Center.
 - b. With the delivery of two 2,000-gallon tanks next weeks the Propane Facility will be finalized.
 - c. Advanced Excavation has been making great progress with Champion Park Apartments project.
 - d. Awaiting Jacobs Engineering proposal for PC bus stop.
 14. NW Ride Brokerage: Brokerage Manager Bond shared the following updates:
 - a. BM Bond said that NWR is in the process of recruiting Customer Service Representatives.
 - b. BM Bond explained that the annual audit process has begun for 2021-22.
 - c. BM Bond said that she will be working with GM Pilant as well as CARE Oregon to have Disaster Recovery Plan finalized.
 15. Miscellaneous:
 - a. GM Pilant reported the delivery of TCTD's fourth propane vehicle.
 - b. GM Pilant discussed meeting with John Mercier of the Confederate Tribes of Grande Ronde's Transit Tribal Program to get familiar with program.
 - c. Dir. Hanenkrat asked for an update on the employee investigation regarding the complaint with board. Chair Johnson replied that everything is complete but will touch base.

CONSENT CALENDAR

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

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

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

Motion Passed

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

ACTION ITEMS

18. Motion to Approve the Recommended Changes to the TCTD Personnel Policies and Employee Handbook Effective July 1, 2022

a. BC Johnson discussed how this will be approved at June's board meeting.

19. In the Matter of Approving Resolution #22-13 Authorizing the General Manager to Execute a Personnel Services Agreement not to Exceed \$20,000 with Chrissy's Cleaning for Janitorial Services

a. GM Pilant said that this is for the entire Administrative Building for one year.

Motion by Dir. Adler to approve Motion to Approve Resolution #22-13 Authorizing the General Manager to Execute a Personnel Services Agreement not to Exceed \$20,000 with Chrissy's Cleaning for Janitorial Services: Training Curriculum for Drivers. *Motion Seconded* by Dir. Hanenkrat

Motion Passed

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

20. In the Matter of Approving Resolution #22-14 Authorizing the General Manager to Execute a Tillamook Coast Visitors Association TLT Grant Agreement No. FY2022-TLTCF-TCTD in the amount of \$75,000.

a. GM Pilant explained how this Transit Lodging Tax Grant for renovation of the Transit Center is going towards installation of HVAC.

b. Dir. Adler asked if this was the \$75,000 in miscellaneous within the FY 2022-2023 budget. FA Welch replied that we are unsure because we don't have budget in front of us.

Motion by Dir. Holm to Approve Resolution #22-14 Authorizing the General Manager to Execute a Tillamook Coast Visitors Association TLT Grant Agreement No. FY2022-TLTCF-TCTD in the amount of \$75,000. *Motion Seconded* by Dir. Johnson

Motion Passed

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

21. In the Matter of Approving Resolution #22-15 Authorizing the General Manager to Execute and Agreement to Purchase two (2) Category B Buses from Schetkey NW Bus Sales.
- a. GM Pilant said that we are happy to have gotten through this procurement process because we desperately need busses.

Motion by Dir. Carlson-Swanson to Approve Resolution #22-15 Authorizing the General Manager to Execute and Agreement to Purchase two (2) Category B Buses from Schetkey NW Bus Sales. *Motion Seconded* by Dir. Holm

Motion Passed

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

22. In the Matter of Approving Resolution #22-16 Authorizing the General Manager to Execute an Agreement with the State of Oregon, acting by and through its Department of Transportation Rail and Public Transit Division
- a. GM Pilant said that this is for the rural Veterans Transportation Program.
 - b. Dir. Holm asked if this was a continuation of what was done before. GM Pilant replied yes and that this is the money to keep us going with this program.

Motion by Dir. Holm to Approve Resolution #22-16 Authorizing the General Manager to Execute an Agreement with the State of Oregon, acting by and through its Department of Transportation Rail and Public Transit Division. *Motion Seconded* by Dir. Edwards

Motion Passed

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

DISCUSSION ITEMS

23. Staff Comments/Concerns:

GM Pilant: Thanked the board for volunteering every month to keep us going. Told us all a paper joke.

Operations Superintendent Reed: No comment.

Finance Supervisor Welch: No Comment.

NW Rides Brokerage Manager Bond: No Comment.

Administrative Assistant Zuercher: No Comment.

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

24. Board of Directors Comments/Concerns:

Board Chair Johnson: Thanked everyone and is excited to see things moving forward with the employee handbook.

Dir. Riggs: Appreciates Mis and is sad to see her go. Thanked Tabatha again for her great work on the budget.

Dir. Adler: Thanked Tabatha for all her work. Asked Kathy about Van Pool. Thanked everyone.

Dir. Hanenkrat: No Comment.

Dir. Carlson-Swanson: Thanked everyone for all their hard work and dedication with transportation in Tillamook County. Expressed that she will be moving out of the County and this is her last meeting. Appreciates all the wonderful things that are happening in the district.

Dir. Holm: Thanked all for the fantastic budget workshop last week. It's a collaboration and it looks great along with very good discussions. Getting lots of questions about the trolley.

Dir. Holm asked about trolley reservations. GM Pilant replied that we have to comply with FTA rules but it is something we are working on.

Dir. Edwards: Thanked staff for keeping everything running so well so the board doesn't have to worry. It's nice to know we have a great staff.

25. Adjournment: Board Chair Mary Johnson adjourned the meeting at 7:32 pm.

These minutes approved this 21st day of July 2022.

ATTEST:

Mary Johnson, Board Chair

Mike Reed, Interim General Manager

Tillamook County Transportation District
Board of Directors Regular Monthly Meeting
Thursday, June 23, 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

TCTD Staff

Tabatha Welch, Finance Supervisor
Natalie Zuercher, Admin Assistant/ Board Clerk
Mike Reed, Operations Superintendent/ Interim General Manager
Cathy Bond, NW Rides Brokerage Manager

Guests

Arla Miller, ODOT (zoom)
Kathy Kleczek, NTO (zoom)
Heidi Mason, TCTD Legal Team

4. Announcements and Changes to Agenda:
5. Public & Guest Comments:
 - a. Arla Miller: On behalf of ODOT we are sorry for loss of Doug, he was respected and humbled transit manager. ODOT has funded renovations for transit center and we would like to propose the transit center be named the "Douglas Pilant Transit Center."
6. Executive Session: ORS 192.660 (2A) Consider the Employment of a Public Officer, Employee, Staff Member, or Individual and ORS 192(2)(f) to consider information or records that are exempt by law from public inspection.
 - a. The Board went into Executive Session at 6:04 PM and came out of Executive Session at 7:23 PM.

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

Motion by Dir. Adler to Motion to Make Mary Johnson a Liaison for Compensation and Decisions Directing to the General Manager. *Motion Seconded* by Dir. Holm.

Motion Passed

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

PUBLIC HEARING

7. Public Hearing to Receive Comment on the TCTD FY 2022-23 Budget
 - a. None

REPORTS

8. Financial Report: Finance Supervisor Welch reviewed the TCTD year-to-date financial report through May 2022.
 - a. FA Welch gave the year-to-date May 2022 Financial Report.
 - b. BC Johnson asked about the OTIB TVC Loan and asked if it's still coming in as a resource.
 - c. FA Welch said it's a one-time resource.

CONSENT CALENDAR

9. Motion to Approve the Minutes of May 10, 2022 Budget Committee Meeting
 - a. BC Zuercher explained Revision for date of approval.
10. Motion to Approve the minutes of June 14, 2022 Special Meeting and Executive Session
 - a. BC Zuercher explained Revision for taking of Mis Carlson Swanson.
11. Motion to Accept the TCTD May 2022 Financial Reports

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

Motion Passed

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

ACTION ITEMS

12. Motion to Approve the Recommended Changes to the TCTD Personnel Policies and Employee Handbook Effective July 1, 2022.
 - a. OS/IGM Reed discussed the revision and removal of the PTO from the handbook.

Motion by Dir. Edwards to Motion to Approve the Recommended Changes to the TCTD Personnel Policies and Employee Handbook Effective July 1, 2022: Providing Charter Services. *Motion Seconded* by Dir. Riggs

Motion Passed

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

13. Motion to Approve an Agreement to Hire and Staff a Recruitment Agency for TCTD
a. BC Johnson discussed the removal of this item from the consent calendar.

14. In the Matter of Approving Resolution #22-17 In the Matter of Adopting the Budget, Making Appropriations, Levying Taxes, and Categorizing Taxes for FY 2022-23.
a. FA Welch discussed a clerical error recorded for total of budget and reported it corrected at \$15,961,699.
b. Dir. Adler asked if this is regarding audit and FA Welch replied that this has to do with budget.

Motion by Dir. Holm to approve Motion to Approve Resolution #22-17 In the Matter of Adopting the Budget, Making Appropriations, Levying Taxes, and Categorizing Taxes for FY 2022-23. *Motion Seconded* by Dir. Riggs.

Motion Passed

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

15. In the Matter of Approving Resolution #22-18 in the Matter of Updating Umpqua Signature Cards

Motion by Dir. Riggs to Approve Resolution #22-18 in the Matter of Updating Umpqua Signature Cards. *Motion Seconded* by Dir. Adler

Motion Passed

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

DISCUSSION ITEMS

16. Staff Comments/Concerns: None

GM/Operations Superintendent Reed: None

Finance Supervisor Welch: None

NW Rides Brokerage Manager Bond: None

Administrative Assistant Zuercher: None

17. Board of Directors Comments/Concerns:

Board Chair Johnson: None

Dir. Riggs: None

Dir. Adler: Asked about annual reports, had her placed as treasurer when Gary is treasurer, asked if we can repair it.

- a. FA Welch answered that it's not worth the time and cost to fix, titles are not required we just need the names.
- b. Dir Adler praised the fabulous idea that we name the transit center after Doug, thanked Arla, and asked about a memorial service for Doug.
- c. BC Johnson answered that we need to provide parameters for cost to give us a direction for where and what kind of celebration it is.
- d. FA welch discussed going to Pacific Restaurant and talked to owner about costs, dates, and an estimation of about 75 attendees.
- e. Dir. Holm said we should expect more than 75 people.
- f. BC Johnson asked what the staff would enjoy the most, what would Doug want.
- g. BM Bond explained that Doug was 100% transit, he lived and breathed this agency, he gave his life to it. We all known Doug as a friend of transit. To honor and respect him, we should do something here at the transit office. I expect a lot of community, business, and transit people to attend. He loved the community these past 10 years. Pacific Restaurant concerns me because of this being a business type of thing. It should be about the district.
- h. Dir. Adler expressed that Cathy's event planning and catering is phenomenal.
- i. Dir. Edwards agreed on Dir. Adler's statement.
- j. Dir. Adler asked if we could do a live stream for this memorial.
- k. BM Bond said absolutely, Doug's family won't be here but its important we do a memorial on his benefit. His family would be more than happy to share his memorial video with us. I will help, we can all pull this in the admin office.
- l. BM Bond explained that this would benefit drivers especially during their lunch break in having the memorial here. That doing something at this district is great for people who didn't know him too well. We also need to give enough time to tell people so they can plan.

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

- m. Dir. Adler asked to assist this event on many levels due to her catering experience.
- n. BM Bond replied that those who want to help should be encouraged to. We should cater this but not put a burden on anyone.
- o. BC Johnson said she will work with Mike and staff for discussion on budget and approval.
- p. Arla explained that a Friday would be a good date for the memorial, you will see transit agencies come together in support of Doug and his career no matter what they have happening. Any other day of the week could be difficult.
- q. BM Bond asked if Friday, August 5th works for anyone.
- r. Dir. Holm said that a budget shouldn't be board approved, we just need to honor Doug. He was a great person and great leader.
- s. BM Bond explained that this whole community embraced Doug and they would want to come pay their respects.
- t. Dir. Adler said she wants to see everyone come together and wants to change relationship with a few people.

Dir. Hanenkrat: None

Dir. Holm: None

Dir. Edwards: None

18. Adjournment: Board Chair Mary Johnson adjourned the meeting at 7:56 pm.

These minutes approved this 21st day of July 2022.

ATTEST:

Mary Johnson, Board Chair

Mike Reed, Interim General Manager

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

Authorizing the Interim General Manager to Execute ODOT Section 5311 Grant Agreement No. 35325) **RESOLUTION NO. 22-19**
)
)

WHEREAS, the Tillamook County Transportation District (TCTD) has received a grant from Oregon Department of Transportation (“ODOT”) under section 5311 of the Federal Transit Act of 1964, as amended, which grant is memorialized in ODOT Grant Agreement No. 35325; and

WHEREAS, the Oregon Department of Transportation (ODOT) has allocated Section 5311 funding to the Tillamook County Transportation District for capital purposes; and

WHEREAS, the Tillamook County Transportation District wishes to fund the purchase of: (2) Category E Dial-A-Ride Vans; and (1) Small Dial-A-Ride Bus: and

WHEREAS, the Tillamook County Transportation District has received a section 5311 grant from ODOT in the amount of \$296,109.00 for purposes of funding the aforementioned capital expenses during the period of July 1, 2022 through June 30, 2023, which grant is memorialized in ODOT Grant Agreement No. 35325;

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

the Interim General Manager is authorized to execute and file ODOT Grant Agreement No. 35325 in the amount of \$296,109.00 on behalf of the Tillamook County Transportation District for the purchase of transit vehicles during fiscal years July 1, 2022 through June 30, 2023

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

ATTEST:

By: _____
Mary Johnson, Board Chair

By: _____
Mike Reed, Interim General Manager

PUBLIC TRANSPORTATION DIVISION
OREGON DEPARTMENT OF TRANSPORTATION

This Agreement is made and entered into by and between the **State of Oregon**, acting by and through its Department of Transportation, Public Transportation Division, hereinafter referred to as "State," and **Tillamook County Transportation District**, hereinafter referred to as "Recipient," and collectively referred to as the "Parties."

AGREEMENT

1. **Effective Date.** This Agreement shall become effective on the later of **July 1, 2022** or the date when this Agreement is fully executed and approved as required by applicable law. Unless otherwise terminated or extended, Grant Funds under this Agreement shall be available for Project Costs incurred on or before **June 30, 2025** (the "Expiration Date"). No Grant Funds are available for any expenditures after the Expiration Date. State's obligation to disburse Grant Funds under this Agreement shall end as provided in Section 10 of this Agreement.
2. **Agreement Documents.** This Agreement consists of this document and the following documents, all of which are attached hereto and incorporated herein by reference:

Exhibit A: Project Description and Budget

Exhibit B: Financial Information

Exhibit C: Subagreement Insurance Requirements and Recipient Insurance Requirements

Exhibit D: Summary of Federal Requirements, incorporating by reference Annual List of Certifications and Assurances for Federal Transit Administration Grants and Cooperative Agreements ("Certifications and Assurances") and Federal Transit Administration Master Agreement

Exhibit E: Information required by 2 CFR 200.332(a), may be accessed at <https://www.oregon.gov/odot/RPTD/Pages/index.aspx>, Oregon Public Transit Information System (OPTIS), as the information becomes available

In the event of a conflict between two or more of the documents comprising this Agreement, the language in the document with the highest precedence shall control. The precedence of each of the documents comprising this Agreement is as follows, listed from highest precedence to lowest precedence: Exhibit D; Exhibit E; this Agreement without Exhibits; Exhibit A; Exhibit B; Exhibit C.

3. **Project Cost; Grant Funds; Match.** The total project cost is estimated at **\$330,000.00**. In accordance with the terms and conditions of this Agreement, State shall provide Recipient an amount not to exceed **\$296,109.00** (the "Grant Funds") for eligible costs described in Section 6.a. hereof. Recipient shall provide matching funds for all Project Costs as described in Exhibit A. Recipient will be responsible for all Project Costs not covered by the Grant Funds.
4. **Project.** The Grant Funds shall be used solely for the project described in Exhibit A (the "Project") and shall not be used for any other purpose. No Grant Funds will be disbursed for any changes to the Project unless such changes are approved by State by amendment pursuant to Section 11.a hereof.
5. **Progress Reports.** Recipient shall submit quarterly progress reports to State no later than 45 days after the close of each quarterly reporting period. Reporting periods are July through September, October through December, January through March, and April through June. Reports must be in a format acceptable to State and must be entered into the Oregon Public Transit Information System (OPTIS), which may be accessed at <https://www.oregon.gov/odot/RPTD/Pages/index.aspx>. If Recipient is unable to access OPTIS, reports must be sent to ODOTPTDReporting@odot.state.or.us. Reports shall include a statement of revenues and expenditures for each quarter, including documentation of local match contributions and expenditures. State reserves the right to request such additional information as may be

necessary to comply with federal or state reporting requirements.

6. Disbursement and Recovery of Grant Funds.

- a. **Disbursement Generally.** State shall reimburse eligible costs incurred in carrying out the Project, up to the Grant Funds amount provided in Section 3. Reimbursements shall be made by State within 30 days of State's approval of a request for reimbursement from Recipient using a format that is acceptable to State. Requests for reimbursement must be entered into OPTIS or sent to ODOTPTDReporting@odot.state.or.us. Eligible costs are the reasonable and necessary costs incurred by Recipient, or under a subagreement described in Section 9 of this Agreement, in performance of the Project and that are not excluded from reimbursement by State, either by this Agreement or by exclusion as a result of financial review or audit.
- b. **Conditions Precedent to Disbursement.** State's obligation to disburse Grant Funds to Recipient is subject to satisfaction, with respect to each disbursement, of each of the following conditions precedent:
 - i. State has received funding, appropriations, limitations, allotments or other expenditure authority sufficient to allow State, in the exercise of its reasonable administrative discretion, to make the disbursement.
 - ii. Recipient is in compliance with the terms of this Agreement including, without limitation, Exhibit D and the requirements incorporated by reference in Exhibit D.
 - iii. Recipient's representations and warranties set forth in Section 7 hereof are true and correct on the date of disbursement with the same effect as though made on the date of disbursement.
 - iv. Recipient has provided to State a request for reimbursement using a format that is acceptable to and approved by State. Recipient must submit its final request for reimbursement following completion of the Project and no later than 60 days after the Expiration Date. Failure to submit the final request for reimbursement within 60 days after the Expiration Date could result in non-payment.
- c. **Recovery of Grant Funds.**
 - i. Recovery of Misexpended Funds or Nonexpended Funds. Any Grant Funds disbursed to Recipient under this Agreement that are either (i) disbursed but unexpended as of the Expiration Date ("Unexpended Funds") or (ii) expended in violation or contravention of one or more of the provisions of this Agreement ("Misexpended Funds") must be returned to State. Recipient shall return all Misexpended Funds to State no later than 15 days after State's written demand. Recipient shall return all Unexpended Funds to State within 15 days after the earlier of expiration or termination of this Agreement.
 - ii. Recovery of Funds upon Termination. If this Agreement is terminated under either Section 10(a)(i) or Section 10(a)(v) below, Recipient shall return to State all funds disbursed to Recipient within 15 days after State's written demand for the same.

7. Representations and Warranties of Recipient. Recipient represents and warrants to State as follows:

- a. **Organization and Authority.** Recipient is duly organized and validly existing under the laws of the State of Oregon and is eligible to receive the Grant Funds. Recipient has full power, authority, and legal right to make this Agreement and to incur and perform its obligations hereunder, and the making and performance by Recipient of this Agreement (1) have been duly authorized by all necessary action of Recipient and (2) do not and will not violate any provision of any applicable law, rule, regulation, or order of any court, regulatory commission, board, or other administrative agency or any provision of Recipient's Articles of Incorporation or Bylaws, if applicable, (3) do not and will not result in the breach of, or constitute a default or require any consent under any other agreement or instrument to which Recipient is a party or by which Recipient or any of its properties may be bound or affected. No authorization, consent, license, approval of, filing or registration with or notification to any governmental body or regulatory or supervisory authority is required for the execution, delivery or performance by Recipient

of this Agreement.

- b. **Binding Obligation.** This Agreement has been duly executed and delivered by Recipient and constitutes a legal, valid and binding obligation of Recipient, enforceable in accordance with its terms subject to the laws of bankruptcy, insolvency, or other similar laws affecting the enforcement of creditors' rights generally.
- c. **No Solicitation.** Recipient's officers, employees, and agents shall neither solicit nor accept gratuities, favors, or any item of monetary value from contractors, potential contractors, or parties to subagreements, except as permitted by applicable law. No member or delegate to the Congress of the United States or State of Oregon employee shall be admitted to any share or part of this Agreement or any benefit arising therefrom.
- d. **No Debarment.** Neither Recipient nor its principals is presently debarred, suspended, or voluntarily excluded from this federally-assisted transaction, or proposed for debarment, declared ineligible or voluntarily excluded from participating in this Agreement by any state or federal agency. Recipient agrees to notify State immediately if it is debarred, suspended or otherwise excluded from this federally-assisted transaction for any reason or if circumstances change that may affect this status, including without limitation upon any relevant indictments or convictions of crimes.

The warranties set in this section are in addition to, and not in lieu of, any other warranties set forth in this Agreement or implied by law.

8. **Records Maintenance and Access; Audit.**

- a. **Records, Access to Records and Facilities.** Recipient shall make and retain proper and complete books of record and account and maintain all fiscal records related to this Agreement and the Project in accordance with all applicable generally accepted accounting principles, generally accepted governmental auditing standards and state minimum standards for audits of municipal corporations. Recipient shall require that each of its subrecipients and subcontractors complies with these requirements. State, the Secretary of State of the State of Oregon (Secretary), the United States Department of Transportation (USDOT), the Federal Transit Administration (FTA) and their duly authorized representatives shall have access to the books, documents, papers and records of Recipient that are directly related to this Agreement, the funds provided hereunder, or the Project for the purpose of making audits and examinations. In addition, State, the Secretary, USDOT, FTA and their duly authorized representatives may make and retain excerpts, copies, and transcriptions of the foregoing books, documents, papers, and records. Recipient shall permit authorized representatives of State, the Secretary, USDOT and FTA to perform site reviews of the Project, and to inspect all vehicles, real property, facilities and equipment purchased by Recipient as part of the Project, and any transportation services rendered by Recipient.
- b. **Retention of Records.** Recipient shall retain and keep accessible all books, documents, papers, and records that are directly related to this Agreement, including, without limitation, records relating to capital assets funded by this Agreement, the Grant Funds or the Project for a minimum of six (6) years, or such longer period as may be required by other provisions of this Agreement or applicable law, following the Expiration Date. If there are unresolved audit questions at the end of the six-year period, Recipient shall retain the records until the questions are resolved.
- c. **Expenditure Records.** Recipient shall document the expenditure of all Grant Funds disbursed by State under this Agreement. Recipient shall create and maintain all expenditure records in accordance with generally accepted accounting principles and in sufficient detail to permit State to verify how the Grant Funds were expended.
- d. **Audit Requirements.**
 - i. Recipients receiving federal funds in excess of \$750,000 are subject to audit conducted in accordance with the provisions of 2 CFR part 200, subpart F. Recipient, if subject to this requirement, shall at Recipient's own expense submit to State, Public Transportation Division, 555 13th Street NE, Suite 3, Salem, Oregon, 97301-4179 or to ODOTPTDReporting@odot.state.or.us, a copy of, or electronic link to, its annual audit subject to this requirement covering the funds expended under this Agreement and shall submit or cause to be submitted, the annual audit

of any subrecipient(s), contractor(s), or subcontractor(s) of Recipient responsible for the financial management of funds received under this Agreement.

- ii. Recipient shall indemnify, save, protect and hold harmless State from the cost of any audits or special investigations performed by the Secretary with respect to the funds expended under this Agreement. Recipient acknowledges and agrees that any audit costs incurred by Recipient as a result of allegations of fraud, waste or abuse are ineligible for reimbursement under this or any other agreement between Recipient and State.

This Section 8 shall survive any expiration or termination of this Agreement.

9. Recipient Subagreements and Procurements

- a. **Subagreements.** Recipient may enter into agreements with sub-recipients, contractors or subcontractors (collectively, "subagreements") for performance of the Project.

- i. All subagreements must be in writing executed by Recipient and must incorporate and pass through all of the applicable requirements of this Agreement to the other party or parties to the subagreement(s). Use of a subagreement does not relieve Recipient of its responsibilities under this Agreement.
- ii. Recipient shall require all of its contractors performing work under this Agreement to name State as a third-party beneficiary of Recipient's subagreement with the contractor and to name State as an additional or "dual" obligee on contractors' payment and performance bonds.
- iii. Recipient shall provide State with a copy of any signed subagreement, as well as any other purchasing or contracting documentation, upon request by State. This paragraph 9.a.iii. shall survive expiration or termination of this Agreement.
- iv. Recipient must report to State any material breach of a term or condition of a subagreement within ten (10) days of Recipient discovering the breach.

- b. Recipient shall review the *Best Practices Procurement Manual*, a technical assistance manual prepared by the FTA, available on the FTA website: www.fta.dot.gov/grants/13054_6037.html

- c. **Subagreement indemnity; insurance**

- i. ***Recipient's subagreement(s) shall require the other party to such subagreements(s) that is not a unit of local government as defined in ORS 190.003, if any, to indemnify, defend, save and hold harmless State and its officers, employees and agents from and against any and all claims, actions, liabilities, damages, losses, or expenses, including attorneys' fees, arising from a tort, as now or hereafter defined in ORS 30.260, caused, or alleged to be caused, in whole or in part, by the negligent or willful acts or omissions of the other party to Recipient's subagreement or any of such party's officers, agents, employees or subcontractors ("Claims"). It is the specific intention of the Parties that the State shall, in all instances, except for Claims arising solely from the negligent or willful acts or omissions of the State, be indemnified by the other party to Recipient's subagreement(s) from and against any and all Claims.***
- ii. **Any such indemnification shall also provide that neither Recipient's subrecipient(s), contractor(s) nor subcontractor(s) (collectively "Subrecipients"), nor any attorney engaged by Recipient's Subrecipient(s), shall defend any claim in the name of the State or any agency of the State of Oregon, nor purport to act as legal representative of the State of Oregon or any of its agencies, without the prior written consent of the Oregon Attorney General. The State may, at any time at its election, assume its own defense and settlement in the event that it determines that Recipient's Subrecipient is prohibited from defending State or that Recipient's Subrecipient is not adequately defending State's interests, or that an important governmental principle is at issue or that it is in the best interests of State to do so. State reserves all rights to**

pursue claims it may have against Recipient's Subrecipient if State elects to assume its own defense.

- iii. Recipient shall require the other party, or parties, to each of its subagreements that are not units of local government as defined in ORS 190.003 to obtain and maintain insurance requirements provided in Exhibit C to this Agreement. Recipient may specify insurance requirements of its contractor(s) above the minimum insurance requirements specified in Exhibit C. Recipient shall verify its contractor(s) meet the insurance requirements in Exhibit C.
- d. **Procurements.** Recipient shall make purchases of any equipment, materials, or services for the Project under procedures that comply with Oregon law, as applicable, including all applicable provisions of the Oregon Public Contracting Code and rules, and in conformance to FTA Circular 4220.1F, Third Party Contracting Requirements including:
 - i. All applicable clauses required by federal statute, executive orders and their implementing regulations are included in each competitive procurement;
 - ii. All procurement transactions are conducted in a manner providing full and open competition;
 - iii. Procurements exclude the use of statutorily or administratively imposed in-state or geographic preference in the evaluation of bids or proposals (with exception of locally controlled licensing requirements);
 - iv. Construction, architectural and engineering procurements are based on Brooks Act procedures unless the procurement is subject to ORS 279C.100 to 279C.125.
- e. **Additional requirements**
 - i. Recipient shall comply with 49 CFR sections 37.77(c) and 37.105 regarding "Certification of Equivalent Service" when purchasing vehicles under this Agreement. If non-accessible vehicles, as defined by the Americans with Disabilities Act, are being purchased for use by a public entity in demand responsive service for the general public, Recipient will certify to State at the time of applying for a project that, when viewed in its entirety, the demand responsive service offered to persons with disabilities, including persons who use wheelchairs, meets the standard of equivalent service.
 - ii. Recipient shall comply with 49 CFR 663 regarding pre-award and post-delivery reviews. Every Recipient purchasing rolling stock or facilities under this Agreement must certify to State that a pre-award and post-delivery review has been conducted in accordance with ODOT requirements. This review ensures compliance to bid specifications including, but not limited to, FTA requirements, State requirements, and Federal Motor Carrier Safety Standards, as applicable to the type of project. Each Recipient's certification must include assurance that required documents have been received from manufacturers or vendors of products, or from both, and that Recipient possesses such documents. Acceptable certification forms are available from State. Recipient must provide certification forms to State when reimbursement is requested for vehicles. For facilities projects, Recipient must provide pre-award certifications to State at time of first payment, and post-delivery certifications upon completion of the post-delivery review, and in no event later than with Recipient's request for final payment.
 - iii. Recipient shall comply with 49 CFR 604 in the provision of any charter service provided with vehicles, facilities, or equipment acquired with FTA assistance under this Agreement.
 - iv. Recipient shall submit an annual vehicle inspection report to State for any vehicle purchased under this Agreement. Vehicle inspections shall be conducted by a vehicle maintenance technician certified by a nationally recognized organization in the field of vehicle service and maintenance. Reports covering required areas of inspection shall be submitted on forms provided by State.
 - v. All drivers of vehicles purchased with FTA funds under this Agreement must complete a standard defensive driving course before operating an FTA-funded vehicle, and are advised to complete a standard defensive driving course before

- operating a State-funded vehicle.
- vi. Recipient shall maintain all vehicles, equipment, and facilities purchased under this Agreement in good condition per manufacturer's recommendations. Recipients are required to develop preventive maintenance plans for all rolling stock and facilities and to provide the plans to State upon request.
 - vii. Recipient shall be the owner of the property for facility construction projects and of vehicles purchased under this Agreement. Such ownership shall be recorded on real property deeds for facility construction projects and on vehicle titles. If Recipient contracts the operation of vehicles to a third party, then the third party may be shown as the owner or lessee with Recipient listed as the second security interest holder or lessor. In all cases, Oregon Department of Transportation, Public Transportation Division shall be shown as the first security interest holder on vehicle titles. If Recipient fails to show Oregon Department of Transportation, Public Transportation Division as the first security interest holder, Recipient shall pay any expenses to re-submit the necessary documents to Oregon Department of Transportation, Driver and Motor Vehicle Services (DMV). If a vehicle is damaged or destroyed at any time when Recipient fails to show Oregon Department of Transportation, Public Transportation Division, as the first security interest holder, Recipient shall be liable to State for any damage in an amount in the same manner as if Oregon Department of Transportation, Public Transportation Division, were shown as the first security interest holder.
 - viii. Recipient shall bear the cost of insuring assets purchased under this Agreement.
 - ix. Recipient shall file a restrictive covenant with the property deed for all construction projects and purchases of real estate, with the exception of passenger shelters, amenities, and right-of-way infrastructure improvements. The restrictive covenant will limit the use of the building and property to the stated purpose specified in the statement of work associated with this Agreement.
 - x. Recipient shall complete all purchases, including installation, and all construction of capital assets funded under this Agreement prior to the Expiration Date of this Agreement. If local circumstances prevent purchase, installation, or construction by the specified date, Recipient will notify State in writing of the circumstances regarding the delay. Such notification must be received at least forty-five (45) days prior to the expiration of the Agreement. Agreement amendment for time will be considered in extenuating circumstances.
- f. **Conflict of Interest.** Recipient's public officials shall comply with Oregon's government ethics laws, ORS 244.010 et seq., as those laws may be subsequently amended.

10. Termination

- a. **Termination by State.** State may terminate this Agreement effective upon delivery of written notice of termination to Recipient, or at such later date as may be established by State in such written notice, if:
- i. Recipient fails to perform the Project within the time specified herein or any extension thereof or commencement, continuation or timely completion of the Project by Recipient is, for any reason, rendered improbable, impossible, or illegal; or
 - ii. State fails to receive funding, appropriations, limitations or other expenditure authority sufficient to allow State, in the exercise of its reasonable administrative discretion, to continue to make payments for performance of this Agreement; or
 - iii. Federal or state laws, rules, regulations or guidelines are modified or interpreted in such a way that the Project is no longer allowable or no longer eligible for funding under this Agreement; or
 - iv. The Project would not produce results commensurate with the further expenditure of funds; or
 - v. Recipient takes any action pertaining to this Agreement without the approval of State and which under the provisions of this Agreement would have required the

approval of State.

- b. **Termination by Recipient.** Recipient may terminate this Agreement effective upon delivery of written notice of termination to State, or at such later date as may be established by Recipient in such written notice, if:
 - i. The requisite local funding to continue the Project becomes unavailable to Recipient; or
 - ii. Federal or state laws, rules, regulations or guidelines are modified or interpreted in such a way that the Project is no longer allowable or no longer eligible for funding under this Agreement.
- c. **Termination by Either Party.** Either Party may terminate this Agreement upon at least ten days' notice to the other Party and failure of the other Party to cure within the period provided in the notice, if the other Party fails to comply with any of the terms of this Agreement.

11. General Provisions

- a. **Amendments.** This Agreement may be amended or extended only by a written instrument signed by both Parties and approved as required by applicable law.
- b. **Contribution.**
 - i. If any third party makes any claim or brings any action, suit or proceeding alleging a tort as now or hereafter defined in ORS 30.260 ("Third Party Claim") against State or Recipient with respect to which the other Party may have liability, the notified Party must promptly notify the other Party in writing of the Third Party Claim and deliver to the other Party a copy of the claim, process, and all legal pleadings with respect to the Third Party Claim. Each Party is entitled to participate in the defense of a Third Party Claim, and to defend a Third Party Claim with counsel of its own choosing. Receipt by a Party of the notice and copies required in this paragraph and meaningful opportunity for the Party to participate in the investigation, defense and settlement of the Third Party Claim with counsel of its own choosing are conditions precedent to that Party's liability with respect to the Third Party Claim.
 - ii. Except as otherwise provided in Paragraph 11.c below, with respect to a Third Party Claim for which State is jointly liable with Recipient (or would be if joined in the Third Party Claim), State shall contribute to the amount of expenses (including attorneys' fees), judgments, fines and amounts paid in settlement actually and reasonably incurred and paid or payable by Recipient in such proportion as is appropriate to reflect the relative fault of the State on the one hand and of the Recipient on the other hand in connection with the events which resulted in such expenses, judgments, fines or settlement amounts, as well as any other relevant equitable considerations. The relative fault of State on the one hand and of Recipient on the other hand shall be determined by reference to, among other things, the Parties' relative intent, knowledge, access to information and opportunity to correct or prevent the circumstances resulting in such expenses, judgments, fines or settlement amounts. State's contribution amount in any instance is capped to the same extent it would have been capped under Oregon law, including the Oregon Tort Claims Act, ORS 30.260 to 30.300, if State had sole liability in the proceeding.
 - iii. Except as otherwise provided in Paragraph 11.c below, with respect to a Third Party Claim for which Recipient is jointly liable with State (or would be if joined in the Third Party Claim), Recipient shall contribute to the amount of expenses (including attorneys' fees), judgments, fines and amounts paid in settlement actually and reasonably incurred and paid or payable by State in such proportion as is appropriate to reflect the relative fault of Recipient on the one hand and of State on the other hand in connection with the events which resulted in such expenses, judgments, fines or settlement amounts, as well as any other relevant equitable considerations. The relative fault of Recipient on the one hand and of State on the other hand shall be determined by reference to, among other things, the Parties' relative intent, knowledge, access to information and opportunity to correct or prevent the circumstances resulting in such expenses, judgments, fines

or settlement amounts. Recipient's contribution amount in any instance is capped to the same extent it would have been capped under Oregon law, including the Oregon Tort Claims Act, ORS 30.260 to 30.300, if it had sole liability in the proceeding.

c. Indemnification.

- i. Subject to any limitations imposed by State law and the Oregon Constitution, Recipient agrees to the following contract-related indemnification for all projects authorized under this Agreement:
- ii. Where Recipient contracts for services or performs project management for a project, Recipient shall accept all responsibility, defend lawsuits, indemnify, and hold State harmless, for all contract-related claims and suits. This includes but is not limited to all contract claims or suits brought by any contractor, whether arising out of the contractor's work, Recipient's supervision of any individual project or contract, or Recipient's failure to comply with the terms of this Agreement.

Sections 11.b and 11.c shall survive termination of this Agreement.

- d. **Insurance.** Recipient shall meet the insurance requirements within Exhibit C.
- e. **Dispute Resolution.** The Parties shall attempt in good faith to resolve any dispute arising out of this Agreement. In addition, the Parties may agree to utilize a jointly selected mediator or arbitrator (for non-binding arbitration) to resolve the dispute short of litigation.
- f. **Responsibility for Grant Funds.** Any recipient of Grant Funds, pursuant to this Agreement with State, shall assume sole liability for that recipient's breach of the conditions of this Agreement, and shall, upon recipient's breach of conditions that requires State to return funds to the FTA, hold harmless and indemnify State for an amount equal to the funds received under this Agreement; or if legal limitations apply to the indemnification ability of the recipient of Grant Funds, the indemnification amount shall be the maximum amount of funds available for expenditure, including any available contingency funds or other available non-appropriated funds, up to the amount received under this Agreement.
- g. **Duplicate Payment.** Recipient is not entitled to compensation or any other form of duplicate, overlapping or multiple payments for the same work performed under this Agreement from any agency of the State of Oregon or the United States of America or any other party, organization or individual.
- h. **No Third Party Beneficiaries.** State and Recipient are the only Parties to this Agreement and are the only Parties entitled to enforce its terms. Nothing in this Agreement gives, is intended to give, or shall be construed to give or provide any benefit or right, whether directly or indirectly, to a third person unless such a third person is individually identified by name herein and expressly described as an intended beneficiary of the terms of this Agreement.

Recipient acknowledges and agrees that the Federal Government, absent express written consent by the Federal Government, is not a party to this Agreement and shall not be subject to any obligations or liabilities to the Recipient, contractor or any other party (whether or not a party to the Agreement) pertaining to any matter resulting from the this Agreement.

- i. **Notices.** Except as otherwise expressly provided in this Agreement, any communications between the Parties hereto or notices to be given hereunder shall be given in writing by personal delivery, facsimile, email, or mailing the same, postage prepaid, to Recipient Contact or State Contact at the address or number set forth on the signature page of this Agreement, or to such other addresses or numbers as either Party may hereafter indicate pursuant to this subsection. Any communication or notice personally delivered shall be deemed to be given when actually delivered. Any communication or notice delivered by facsimile shall be deemed to be given when receipt of the transmission is generated by the transmitting machine, and to be effective against State, such facsimile transmission must be confirmed by telephone notice to State Contact. Any communication by email shall be deemed to be given when the

recipient of the email acknowledges receipt of the email. Any communication or notice mailed shall be deemed to be given when received.

- j. **Governing Law, Consent to Jurisdiction.** This Agreement shall be governed by and construed in accordance with the laws of the State of Oregon without regard to principles of conflicts of law. Any claim, action, suit or proceeding (collectively, "Claim") between State (or any other agency or department of the State of Oregon) and Recipient that arises from or relates to this Agreement shall be brought and conducted solely and exclusively within the Circuit Court of Marion County in the State of Oregon. In no event shall this section be construed as a waiver by the State of Oregon of any form of defense or immunity, whether sovereign immunity, governmental immunity, immunity based on the eleventh amendment to the Constitution of the United States or otherwise, from any Claim or from the jurisdiction of any court. EACH PARTY HEREBY CONSENTS TO THE EXCLUSIVE JURISDICTION OF SUCH COURT, WAIVES ANY OBJECTION TO VENUE, AND WAIVES ANY CLAIM THAT SUCH FORUM IS AN INCONVENIENT FORUM.
- k. **Compliance with Law.** Recipient shall comply with all federal, state and local laws, regulations, executive orders and ordinances applicable to the Agreement or to the implementation of the Project, as applicable to Recipient, including without limitation as described in Exhibit D. Without limiting the generality of the foregoing, Recipient expressly agrees to comply with (i) Title VI of Civil Rights Act of 1964; (ii) Title V and Section 504 of the Rehabilitation Act of 1973; (iii) the Americans with Disabilities Act of 1990 and ORS 659A.142; (iv) all regulations and administrative rules established pursuant to the foregoing laws; and (v) all other applicable requirements of federal and state civil rights and rehabilitation statutes, rules and regulations.
- l. **Independent Contractor.** Recipient shall perform the Project as an independent contractor and not as an agent or employee of State. Recipient has no right or authority to incur or create any obligation for or legally bind State in any way. State cannot and will not control the means or manner by which Recipient performs the Project, except as specifically set forth in this Agreement. Recipient is responsible for determining the appropriate means and manner of performing the Project. Recipient acknowledges and agrees that Recipient is not an "officer", "employee", or "agent" of State, as those terms are used in ORS 30.265, and shall not make representations to third parties to the contrary.
- m. **Severability.** If any term or provision of this Agreement is declared by a court of competent jurisdiction to be illegal or in conflict with any law, the validity of the remaining terms and provisions shall not be affected, and the rights and obligations of the Parties shall be construed and enforced as if this Agreement did not contain the particular term or provision held to be invalid.
- n. **Counterparts.** This Agreement may be executed in two or more counterparts (by facsimile or otherwise), each of which is an original and all of which together are deemed one agreement binding on all Parties, notwithstanding that all Parties are not signatories to the same counterpart.
- o. **Integration and Waiver.** This Agreement, including all Exhibits, constitutes the entire agreement between the Parties on the subject matter hereof. There are no understandings, agreements, or representations, oral or written, not specified herein regarding this Agreement. The delay or failure of either Party to enforce any provision of this Agreement shall not constitute a waiver by that Party of that or any other provision. Recipient, by the signature below of its authorized representative, hereby acknowledges that it has read this Agreement, understands it, and agrees to be bound by its terms and conditions.
- p. **Survival.** The following provisions survive termination of this Agreement: Sections 6.c., 8 and 11.

The Parties, by execution of this Agreement, hereby acknowledge that each Party has read this Agreement, understands it, and agrees to be bound by its terms and conditions.

The Oregon Transportation Commission on October 20, 2010, approved Delegation Order Number OTC-01, which authorizes the Director of the Oregon Department of Transportation to administer programs related to public transit.

On March 1, 2012, the Director approved Delegation Order Number DIR-04, which delegates the authority to approve this Agreement to the Public Transportation Division Administrator.

SIGNATURE PAGE TO FOLLOW

Tillamook County Transportation District,
by and through its

By _____
(Legally designated representative)

Name _____
(printed)

Date _____

By _____

Name _____
(printed)

Date _____

APPROVED AS TO LEGAL SUFFICIENCY

(If required in local process)

By _____
Recipient's Legal Counsel

Date _____

Recipient Contact:

Mike Reed
3600 Third Street, Suite A
Tillamook, OR 97141-0188
1 (503) 815-8283
mreed@tillamookbus.com

State Contact:

Arla Miller
555 13th Street NE
Salem, OR 97301-4179
1 (503) 949-5415
Arla.MILLER@odot.state.or.us

Signed Agreement Return Address: ODOTPTDReporting@odot.state.or.us

State of Oregon, by and through its
Department of Transportation

By _____
Karyn Criswell
Public Transportation Division Administrator

Date _____

APPROVAL RECOMMENDED

By _____ Arla Miller

Date _____ 07/06/2022

APPROVED AS TO LEGAL SUFFICIENCY

(For funding over \$150,000)

By _____
Assistant Attorney General

Name _____ Sam Zeigler by email
(printed)

Date _____ 05/21/2021

EXHIBIT A

Project Description and Budget

Project Description/Statement of Work

Project Title: STBG Tillamook County TD 35325				
<i>Replace 2 Category E modified minivans and 1 small bus used to provide the TCTD dial-a-ride service</i>				
P-21-1848-01 Item #1: Vans				
	Total	Grant Amount	Local Match	Match Type(s)
	\$200,000.00	\$179,460.00	\$20,540.00	State Funds
P-21-1848-01 Item #2: Bus < 30ft				
	\$130,000.00	\$116,649.00	\$13,351.00	State Funds
Sub Total	\$330,000.00	\$296,109.00	\$33,891.00	
Grand Total	\$330,000.00	\$296,109.00	\$33,891.00	

1. PROJECT DESCRIPTION

Purchase 2 transit vehicles as follows: useful life: 4 years and 100,000 miles; approximate length: 20 feet; estimated number of seats: 7; estimated number of ADA securement stations: 3; fuel type: propane.

Purchase 1 transit vehicles as follows: useful life: 5 years and 150,000 miles; approximate length: 22 feet; estimated number of seats: 14; estimated number of ADA securement stations: 2; fuel type: propane.

Purchase includes all equipment and supplies necessary to put the vehicles into service.

The following vehicles have been approved for replacement in this Agreement:

- 1. V001700; 2016/Dodge/Caravan; 2C7WDGBG9GR262362.*
- 2. V001701; 2016/Dodge/Caravan; 2C7WDGBG9GR313732.*
- 3. V001653; 2015/Chevrolet/Goshen; 1GB3GSBG1G1189474.*

2. PROJECT DELIVERABLES, SCHEDULE and USE

All purchases and installations must be completed prior to the expiration date of this Agreement.

*Expected order date: July 1, 2022.
 Expected delivery date: June 30, 2025.*

For vehicles procured using State Price Agreement contracts managed by the Oregon Department of Administrative Services, all vehicle orders will be reviewed and approved by State prior to submission to selected vendor. State is responsible for submitting vehicle orders to selected vendor. If Recipient does not purchase from the State Price Agreement contracts managed by the Oregon Department of Administrative Services, Requests for Proposals to procure the vehicles must be reviewed by State prior to solicitation for bids. All vehicle orders will be reviewed by State prior to submission to the selected vendor.

This Agreement provides funding to purchase passenger transportation vehicles to be used to provide public transportation service. Public transportation service is defined as service to the general public or special populations such as seniors and individuals with disabilities. Recipient may use the vehicles to coordinate public and human service transportation services with other agencies. Recipient will not lease the vehicles to another agency without the permission of State.

State will retain title to the vehicles as primary security interest holder as long as the vehicles remain in public transportation service. Recipient must request permission from State to release

title for disposal when planning to sell or transfer a vehicle which has exceeded the minimum useful standard for age or mileage, and must notify State when actual disposal has been completed. Recipient must request permission from State in advance to transfer or otherwise dispose of a vehicle prior to its meeting federal useful life standards. Recipient must request permission from State to release title for changes.

Recipient will create and maintain a vehicle maintenance plan that utilizes the original equipment manufacturer (OEM) maintenance requirements for each vehicle and meets FTA transit asset management requirements in 49 CFR 625. Recipient will follow the plan to ensure each vehicle is maintained in a state of good repair. Recipient will provide State a copy of the maintenance plan upon request.

3. PROJECT ACCOUNTING and MATCHING FUNDING

Eligible expenses that may be charged to this Agreement include grant administration, the cost of the procurement process, delivery charges and post-delivery inspections. Aftermarket equipment, graphics and other items directly associated with these vehicles and required to put the vehicles into service are eligible. Purchase of an extended warranty is an eligible expense; however, the eligible warranty shall not exceed the defined useful life of the vehicles. Licensing and other post-delivery expenses are not eligible for reimbursement.

Recipient will provide matching funding from non-federal source(s). Sources of funding that may be used as matching funding for this Agreement include Special Transportation Formula Funds, local funds, service contract revenue, advertisement income, other earned income, cash donations, and other verifiable in-kind contributions that are integral to the project budget. Recipient may not use passenger fares as matching funding.

Recipient will subtract income from fares, tickets, and passes whether pre-paid or post-paid, from the gross operating expenses of the service. Under this Agreement, State will bear the sum remaining after the amount of Recipient's required share of local matching funds is subtracted from the total project expenses. Recipient may not count the same costs twice if they have multiple agreements for which these costs may be eligible.

4. REPORTING and INVOICING REQUIREMENTS

Recipient will provide reporting information as prescribed by State on the vehicles purchased under this Agreement as long as the vehicles remain in public transportation service. Recipient will submit a request for reimbursement in a format provided by State. Reimbursement requests must include the following: a cover letter and copies of all invoices associated with expenses identified for reimbursement. Pre-award and post-delivery certification forms documenting compliance to Altoona bus testing, Federal Motor Vehicle Safety Standards, Buy America, and Disadvantaged Business Enterprise requirements.

EXHIBIT B
FINANCIAL INFORMATION

The information below will assist auditors to prepare a report in compliance with the requirements of 2 CFR part 200, subpart F.

This Agreement is financed by the funding source indicated below:

Federal Program 49 U.S.C. 5311	Federal Funding Agency U.S. Department of Transportation Federal Transit Administration 915 Second Avenue, Suite 3142 Seattle, WA 98174	CFDA Number 20.509 (5311)	Total Federal Funding \$296,109.00
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Administered By Public Transportation Division 555 13th Street NE Salem, OR 97301-4179
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EXHIBIT C

Insurance Requirements

Subagreement Insurance Requirements

GENERAL.

Recipient shall require in its first tier subagreements with entities that are not units of local government as defined in ORS 190.003, if any, to: i) obtain insurance specified under TYPES AND AMOUNTS and meeting the requirements under ADDITIONAL INSURED, "TAIL" COVERAGE, NOTICE OF CANCELLATION OR CHANGE, and CERTIFICATES OF INSURANCE before performance under the subagreement commences, and ii) maintain the insurance in full force throughout the duration of the subagreement. The insurance must be provided by insurance companies or entities that are authorized to transact the business of insurance and issue coverage in the State of Oregon and that are acceptable to State. Recipient shall not authorize work to begin under subagreements until the insurance is in full force. Thereafter, Recipient shall monitor continued compliance with the insurance requirements on an annual or more frequent basis. Recipient shall incorporate appropriate provisions in the subagreement permitting it to enforce compliance with the insurance requirements and shall take all reasonable steps to enforce such compliance. In no event shall Recipient permit work under a subagreement when Recipient is aware that the contractor is not in compliance with the insurance requirements. As used in this section, "first tier" means a subagreement in which the Recipient is a Party.

TYPES AND AMOUNTS.

WORKERS COMPENSATION.

All employers, including Contractor, that employ subject workers, as defined in ORS 656.027, shall comply with ORS 656.017 and shall provide **Workers' Compensation Insurance** coverage for those workers, unless they meet the requirement for an exemption under ORS 656.126(2). The coverage shall include Employer's Liability Insurance with limits not less than \$500,000 each accident. **Contractor shall require compliance with these requirements in each of its subcontractor contracts.**

COMMERCIAL GENERAL LIABILITY.

Commercial General Liability Insurance shall be issued on an occurrence basis covering bodily injury and property damage and shall include personal and advertising injury liability, products and completed operations, and contractual liability coverage. When work to be performed includes operations or activity within 50 feet of any railroad property, bridge, trestle, track, roadbed, tunnel, underpass or crossing, the Contractor shall provide the Contractual Liability - Railroads CG 24 17 endorsement, or equivalent, on the Commercial General Liability policy. Amounts below are a minimum requirement as determined by State:

Coverage shall be written on an occurrence basis in an amount of not less than **\$1,000,000** per occurrence.

Annual aggregate limit shall not be less than **\$2,000,000**.

AUTOMOBILE LIABILITY.

Automobile Liability Insurance covering Contractor's business-related automobile use covering all owned, non-owned, or hired vehicles for bodily injury and property. Amount below is a minimum requirement as determined by State:

Coverage shall be written with a combined single limit of not less than **\$1,000,000**.

This coverage may be written in combination with the Commercial General Liability Insurance (with separate limits for Commercial General Liability and Automobile Liability).

EXCESS/UMBRELLA LIABILITY.

A combination of primary and Excess/Umbrella Liability Insurance may be used to meet the required limits of insurance.

ADDITIONAL INSURED.

The liability insurance coverages, except Professional Liability or Workers' Compensation/Employer's Liability, if included, must include the **"State of Oregon, the Oregon Transportation Commission and the Department of Transportation, and their respective officers, members, agents and employees"** as an **endorsed** Additional Insured but only with respect to the contractor's activities to be performed under the Subagreement. Coverage shall be primary and non-contributory with any other insurance and self-insurance.

Additional Insured Endorsements on the Commercial General Liability shall be written on ISO Form CG 20 10 07 04, or equivalent, with respect to liability arising out of ongoing operations and ISO Form CG 20 37 07 04, or equivalent, with respect to liability arising out of completed operations. Additional Insured Endorsements shall be submitted with the Certificate(s) of Insurance and must be acceptable to the Recipient.

"TAIL" COVERAGE.

If any of the required insurance policies is on a "claims made" basis, such as professional liability insurance or pollution liability insurance, the contractor shall maintain either "tail" coverage or continuous "claims made" liability coverage, provided the effective date of the continuous "claims made" coverage is on or before the effective date of the Subagreement, for a minimum of twenty-four (24) months following the later of : (i) the contractor's completion and Recipient's acceptance of all Services required under the Subagreement or, (ii) the expiration of all warranty periods provided under the Subagreement. Notwithstanding the foregoing twenty-four (24) month requirement, if the contractor elects to maintain "tail" coverage and if the maximum time period "tail" coverage reasonably available in the marketplace is less than the twenty-four (24) month period described above, then the contractor may request and State may grant approval of the maximum "tail " coverage period reasonably available in the marketplace. If State approval is granted, the contractor shall maintain "tail" coverage for the maximum time period that "tail" coverage is reasonably available in the marketplace.

NOTICE OF CANCELLATION OR CHANGE.

The contractor or its insurer must provide thirty (30) days' written notice to Recipient before cancellation of, material change to, potential exhaustion of aggregate limits of, or non-renewal of the required insurance coverage(s). **The Recipient shall immediately notify State of any change in insurance coverage.**

CERTIFICATE(S) OF INSURANCE.

Recipient shall obtain from the contractor a certificate(s) of insurance for all required insurance before the contractor performs under the Subcontract. The certificate(s) or an attached endorsement must specify: i) all entities and individuals who are endorsed on the policy as Additional Insured and ii) for insurance on a "claims made" basis, the extended reporting period applicable to "tail" or continuous "claims made" coverage.

Recipient Insurance Requirements

GENERAL.

Recipient shall: i) obtain at the Recipient's expense the insurance specified under TYPES AND AMOUNTS and meeting the requirements under ADDITIONAL INSURED, "TAIL" COVERAGE, NOTICE OF CANCELLATION OR CHANGE, and CERTIFICATES OF INSURANCE before performance under this Agreement commences, and ii) maintain the insurance in full force and at its own expense throughout the duration of this Agreement. Recipient shall obtain the following insurance from insurance companies or entities that are authorized to transact the business of insurance and issue coverage in the State of Oregon and that are acceptable to State. Coverage shall be primary and non-contributory with any other insurance and self-insurance with the exception of Professional Liability and Workers' Compensation. Recipient shall pay for all deductibles, self-insurance retention and self-insurance, if any.

INSURANCE REQUIREMENT REVIEW.

Recipient agrees to periodic review of insurance requirements by State under this Agreement and to provide updated requirements as mutually agreed upon by Recipient and State.

TYPES AND AMOUNTS.

WORKERS COMPENSATION.

All employers, including Recipient, that employ subject workers, as defined in ORS 656.027, shall comply with ORS 656.017 and shall provide **Workers' Compensation Insurance** coverage for those workers, unless they meet the requirement for an exemption under ORS 656.126(2). The coverage shall include Employers liability insurance with coverage limits of not less than \$500,000 must be included.

COMMERCIAL GENERAL LIABILITY.

Commercial General Liability Insurance shall be issued on an occurrence basis covering bodily injury, death, and property damage and shall include personal and advertising injury liability, products and completed operations and contractual liability coverage. When work to be performed includes operations or activity within 50 feet of any railroad property, bridge, trestle, track, roadbed, tunnel, underpass or crossing, the Contractor shall provide the Contractual Liability - Railroads CG 24 17 endorsement, or equivalent, on the Commercial General Liability policy. Commercial General Liability Insurance shall not be less than the following amounts as determined by State:

Coverage shall be written on an occurrence basis in an amount of not less than **\$1,000,000** per occurrence.

Annual aggregate limit shall not be less than **\$2,000,000**.

AUTOMOBILE LIABILITY.

Automobile Liability Insurance covering business-related automobile use on all owned, non-owned or hired vehicles for bodily injury and property. Automobile Liability Insurance shall not be less than the following amount as determined by State:

Coverage shall be written with a combined single limit of not less than **\$1,000,000**.

This coverage may be written in combination with the Commercial General Liability Insurance (with separate limits for Commercial General Liability and Automobile Liability).

EXCESS/UMBRELLA LIABILITY.

A combination of primary and Excess/Umbrella Liability Insurance may be used to meet the required limits of insurance.

ADDITIONAL INSURED.

The liability insurance coverages, except Professional Liability or Workers' Compensation/ Employer's Liability, if included, must include the **"State of Oregon, the Oregon Transportation Commission and the Department of Transportation, and their respective officers, members, agents and employees"** as an **endorsed** Additional Insured but only with respect to the Recipient's activities to be performed under this Agreement. Coverage shall be primary and non-contributory with any other insurance and self-insurance.

Additional Insured Endorsements on the Commercial General Liability shall be written on ISO Form CG 20 10 07 04, or equivalent, with respect to liability arising out of ongoing operations and ISO Form CG 20 37 07 04, or equivalent, with respect to liability arising out of completed operations. Additional Insured Endorsements shall be submitted with the Certificate(s) of Insurance and must be acceptable to the Recipient.

"TAIL" COVERAGE.

If any of the required insurance policies is on a "claims made" basis, such as professional liability insurance, Recipient shall maintain either "tail" coverage or continuous "claims made" liability

coverage, provided the effective date of the continuous "claims made" coverage is on or before the effective date of this Agreement, for a minimum of 24 months following the later of: (i) Recipient's completion and State's acceptance of all Services required under this Agreement or, (ii) the expiration of all warranty periods provided under this Agreement. Notwithstanding the foregoing 24-month requirement, if Recipient elects to maintain "tail" coverage and if the maximum time period "tail" coverage reasonably available in the marketplace is less than the 24-month period described above, then Recipient may request and State may grant approval of the maximum "tail" coverage period reasonably available in the marketplace. If State approval is granted, Recipient shall maintain "tail" coverage for the maximum time period that "tail" coverage is reasonably available in the marketplace.

NOTICE OF CANCELLATION OR CHANGE.

Recipient or its insurer must provide 30 days' written notice to State before cancellation of, material change to, potential exhaustion of aggregate limits of, or non-renewal of the required insurance coverage(s).

CERTIFICATE(S) OF INSURANCE.

State shall obtain from Recipient a certificate(s) of insurance for all required insurance before the effective date of this Agreement. The certificate(s) or an attached endorsement must specify: i) all entities and individuals who are endorsed on the policy as Additional Insured and ii) for insurance on a "claims made" basis, the extended reporting period applicable to "tail" or continuous "claims made" coverage.

STATE ACCEPTANCE.

All insurance providers are subject to State acceptance. If requested by State, Recipient shall provide complete copies of insurance policies, endorsements, self-insurance documents and related insurance documents to State's representatives responsible for verification of the insurance coverages required under this **Exhibit C**.

EXHIBIT D

Summary of Federal Requirements and Incorporating by Reference Annual List of Certifications and Assurances for FTA Grants and Cooperative Agreements ("Certifications and Assurances") and Federal Transit Administration Master Agreement ("Master Agreement")

Recipient and Recipient's subrecipient(s), contractor(s), or subcontractor(s), at any tier, if any, must comply with all applicable federal requirements contained in the Certifications and Assurances available at www.transit.dot.gov. The Certifications and Assurances, including as they may be changed during the term of this Agreement, are by this reference incorporated herein.

Recipient further agrees to comply with all applicable requirements included in the Master Agreement that is signed and attested to by State. This Master Agreement is incorporated by reference and made part of this Agreement. Said Master Agreement is available upon request from State by calling (503) 986-3300, or at www.transit.dot.gov. Without limiting the foregoing, the following is a summary of some requirements applicable to transactions covered by this Agreement and the funds described in Exhibit A:

1. Recipient shall comply with Title VI of the Civil Rights Act of 1964 (78 State 252, 42 U.S.C. § 2000d) and the regulations of the United States Department of Transportation (49 CFR 21, Subtitle A). Recipient shall exclude no person on the grounds of race, religion, color, sex, age, national origin, or disability from the benefits of aid received under this Agreement. Recipient will report to State on at least an annual basis the following information: any active lawsuits or complaints, including dates, summary of allegation, status of lawsuit or complaint including whether the Parties entered into a consent decree.
2. Recipient shall comply with FTA regulations in Title 49 CFR 27 Nondiscrimination on the Basis of Disability in Programs or Activities Receiving Federal Financial Assistance which implements the Rehabilitation Act of 1973, as amended, the Americans with Disabilities Act of 1990, 49 CFR 37, and 49 CFR 38.
3. Recipient shall not discriminate on the basis of race, color, national origin, or sex in the award and performance of any USDOT-assisted contract or in the administration of its DBE program or the requirements of 49 CFR Part 26. Recipient shall take all necessary and reasonable steps under 49 CFR Part 26 to ensure nondiscrimination in the award and administration of USDOT-assisted contracts. Recipient's DBE program, if applicable, as required by 49 CFR part 26 and as approved by USDOT, is incorporated by reference in this agreement. Implementation of this program is a legal obligation and failure to carry out its terms shall be treated as a violation of this agreement. Upon notification to State of its failure to carry out its approved program, the Department may impose sanctions as provided for under part 26 and may, in appropriate cases, refer the matter for enforcement under 18 U.S.C. 1001 and/or the Program Fraud Civil Remedies Act of 1986 (31 U.S.C. 3801 et seq.).
4. Recipient must include the following language in each subagreement Recipient signs with a subcontractor or subrecipient:

The contractor, subrecipient or subcontractor shall not discriminate on the basis of race, color, national origin, or sex in the performance of this Agreement. The contractor, subrecipient, or subcontractor shall carry out applicable requirements of 49 CFR Part 26 in the award and administration of USDOT-assisted contracts. Failure by the contractor, subrecipient, or subcontractor to carry out these requirements is a material breach of this contract, which may result in the termination of this contract or such other remedy as Recipient deems appropriate.

5. Recipient and contractors receiving in excess of \$100,000 in federal funds, other than Indian tribes, must certify to State that they have not and will not use federal funds to pay for influencing or attempting to influence an officer or employee of any federal department or Agency, a member of Congress, or an employee of a member of Congress in connection with obtaining any federal grant, cooperative agreement or any other federal award. If non-federal

funds have been used to support lobbying activities in connection with the Project, Recipient shall complete Standard Form LLL, Disclosure Form to Report Lobbying and submit the form to State at the end of each calendar quarter in which there occurs an event that requires disclosure. Restrictions on lobbying do not apply to influencing policy decisions. Examples of prohibited activities include seeking support for a particular application or bid and seeking a congressional earmark.

BEFORE THE BOARD OF DIRECTORS
OF THE
TILLAMOOK COUNTY TRANSPORTATION DISTRICT

You will find 5 proposals from various employment firms to assist with the hiring of the next general manger.

The standard rate for executive recruitment fee is approx. \$20,000

They will assist with everything from start to finish. They will work with us to create the job description, develop a timeline, marketing and implementation, collect and review resumes, assist us with the interview process and negotiations.

Expenses tend to include travel for them as well as candidates, additional advertising (local newspapers, direct mail, printed materials) and background checks.

SDAO

They are not a recruiting service; they are a consulting service.

We are an active member.

Rate will not exceed \$5,000.00 Plus expenses

Prothman Executive Recruitment

<https://www.prothman.com/default.aspx>

Recruitment is what they do.

Full package \$18,500 plus expenses

WBCP

<https://wbcpinc.com/>

Recruitment is what they do.

Full Package is \$24,900 plus expenses (smaller packages available)

Acuman Executive Search

<https://www.acumenexecutivesearch.com/>

Referral from Inova Legal Advisors

25% of the new hire's 1st year salary

Jensen Strategies

<https://www.jensenstrategies.com/>

Referral from Inova Legal advisors

Full Package is \$28,000 plus expenses estimated to be around \$5,000

Tillamook County Transportation District Board of Directors,

Special Districts Association of Oregon, through their Consulting Services Program, routinely assists special districts with Chief Executive Officer (CEO) recruitment and hiring processes.

The assistance provided by SDAO is based on the needs and desires of each individual special district's board of directors and may include all aspects from recruitment to final contract negotiations with the final candidate. The purpose of this letter is to provide board members with a general outline of the recruitment and hiring process for your next CEO.

It is important that the board of directors of a special district include the following when developing plans for an executive recruitment and hiring process.

1. Develop/review a clear and concise job description for the position, outlining minimum standards, expectations, and performance evaluation process. (Public Session)
2. Review/develop benefit package for position. (Public Session)
3. Determine recruitment/hiring process to be conducted. (Public Session)
4. Determine selection/screening process: (Public Session)
5. Contract for assistance with process or conduct entire process internally.
6. Open the position and require an introductory letter with attached résumé and application.
7. Review resumes to ensure candidate meets minimum standards outlined in job description.
8. All applications and resumes reviewed by individual board members.
9. Apply appropriate scoring throughout the recruitment process
10. Perform reference checks on selected semifinalists.
11. Board interviews of finalists (may be done in Executive Session per ORS 192.660 if steps 1- 4 were done in Public Session).
12. Contingent job offer presented to final candidate. (Public Process)
13. Complete background check/medical/physical/technical confirmations completed.
14. Contract negotiations, tentative agreement.
15. Contract approved by board of directors. (Public Process)
16. Press release developed and released that announces new hiring and start date.

The list above is intended to be a check list that may not include all aspects of the hiring process desired by any specific board of directors. SDAO has attempted to include those steps necessary to help boards determine a process that is appropriate for its organization and the community it serves.

The Consulting Services Program of SDAO is willing to facilitate and assist member districts with the process if desired. Please email us for more information sdaoconsultingservices@sdao.com. We look forward to hearing from you.

**Special Districts Association of Oregon
Consulting Services Program
Management Recruitment Facilitation Process**

1. Meet with Board and/or search committee to discuss process:
 - Is Job Description up to date? (HR Answers and/or SDAO HR)
 - Is position benefit package up to date? (Equal pay analysis)
 - Develop process timeline.
 - Determine travel reimbursement for candidates
 - Determine if a Background check will be required (Bio-Med)
 - Discuss how evaluation points will be applied
 - Assist District with development of interview/selection process for semi-finalist
2. Develop position recruitment announcement.
3. Place recruitment announcement on SDAO web site and other free association web sites applicable to the District.
 - Help District determine recruitment advertising methods, paid site, and newspapers etc. applicable for their District. (District Cost)
5. Receive letters of interest and resumes at SDAO Tigard office.
 - Collect
 - Review to ensure completeness
 - Apply Veteran Preference Points
 - Prepare for distribution to Board/Search Committee
6. Meet with Board/Search Committee to screen candidates and select semi-finalist.
 - Board to evaluate and rate candidates
 - Collect evaluations and apply appropriate points (SDAO)
 - Invite selected candidate to interview process (SDAO or District)
 - Contact the candidates that did not move forward to the interview process (SDAO or District)
7. Facilitate interview/selection process at site determined by District Board.
8. Assist Board with final selection of new District Manager
 - Background check as requested (Bio-Med)
 - Arrange site visits if required
9. Assist Board and/or search committee with on-boarding new employee

**Proposal to provide
recruitment services for the
Tillamook County Transportation District's
next
General Manager**

Leadership is Key to the Sustainability of Any Organization

*Character, integrity, and the commitment of a leader inspires
those in the workplace to go the extra mile and can greatly influence
the team's success in achieving its objectives.*

Finding great leaders is what we do!

***P*ROTHMAN**

Executive Recruitment

Interim Staffing. Application Software. Job Board.

STATEMENT OF QUALIFICATIONS

ABOUT PROTHMAN

Prothman specializes in providing national and regional executive recruitment services to cities, counties, districts, and other governmental agencies throughout the western United States. Founded in 2001, Prothman has become an industry leader known and respected for outstanding customer service, quality candidate pools, and our knowledge of local government.

OUR EXPERTISE

Recruitment Knowledge and Experience: The Prothman team has conducted over 600 recruitments and interim placements. We have read and screened over 16,000 resumes, and we have personally interviewed over 8,000 semifinalist candidates. We know how to read between the lines, filter the fluff, and drill down to the qualities and experiences required to be a good manager.

Firsthand Knowledge of Local Government: Every Prothman team member has worked in local government. Our talented consultants have a cumulative 175 years in local government service, with expertise ranging from organization management, police and fire management, human resources, finance, public works and elected official public service.

OUR PROVEN PROCESS

Clients and candidates continually tell us that we have the best process and client service in the industry. The tenure of our placements is among the best in the industry because we understand that "fit" is the most important part of the process; not just fit within the organization, but fit within the community, as well.

OUR GUARANTEE

We are confident in our ability to recruit an experienced and qualified candidate who will be the perfect "fit" for your organization. Should the selected finalist leave the position or be terminated for cause within one year from the employment date, we will conduct a replacement search with no additional professional fee.

CONTACT INFORMATION

Owner / CEO: Sonja Prothman - sonja@prothman.com, 206.368.0050
371 NE Gilman Blvd., Suite 310, Issaquah, WA 98027
www.prothman.com
www.prothman-jobboard.com
Submittal Date: June 27, 2022

COMMITMENT TO PROVIDE SERVICE

Prothman commits to performing all services represented in this proposal.

AVAILABILITY, COMMUNICATION & SCHEDULE

We are ready to start when you are!

One of our first tasks will be to coordinate and commit to a schedule. Then, we protect your dates on a master schedule to assure we never miss a commitment. We provide you with our cell phone numbers so that you have direct access to your lead consultant and support staff, and we will communicate and update you as often as you desire. Our recruitments take approximately 10-14 weeks to complete, depending on the scope and direction from the client. You can expect approximately: 2-3 weeks for stakeholder interviews and profile development and approval, 5-6 weeks for recruitment, 2-3 weeks for screening and interviewing, and 2-3 weeks for coordinating final interviews.

SAMPLE SCHEDULE

Blue highlighted / bolded events represent meetings with the client.

Date	Topic
Weeks of June 27 & July 5, 2022	Meet via Zoom or in person for stakeholder interviews. Gather information for position profile. Send profile for review and edits.
July 11, 2022	Post Profile and Start Advertising
July 18, 2022	Send Direct Mail
August 14, 2022	Application Closing Date
Weeks of August 15 & 22, 2022	Prothman screens applications & interviews top 6 - 12 candidates
August 29, 30 or 31, 2022	Work Session in person or via Zoom to review semifinalists and pick finalists, and design final interviews
Week of September 12 or 19, 2022	Travel to Tillamook for Final Interview Process

EXECUTIVE SUMMARY

Prothman has been in the business of finding highly qualified candidates for placement in local government organizations of various sizes with varying political ideologies for 20 years. We have worked for small organizations like Yachats, Oregon, population 800, to Medina, Washington, population 3,400, to large counties like King County, Washington, population 2+ million. We understand politics, council and board dynamics and community passion, and we are experts in facilitating. We have designed our recruitment process so that all stakeholders are included, listened to, and treated with respect. Our company takes pride in and stakes its reputation on finding qualified candidates who are the right "fit" for our clients.

COVID-19 Experience: We have successfully completed many recruitments during the current pandemic and social distancing regulations. We have implemented many levels of Zoom meetings with the client, including work sessions and final interviews with boards. We have held final interviews via Zoom to narrow the candidates down to the top one or two to be invited for a personal onsite interview. We have had a final candidate chosen based solely on the Zoom interviews and we have also had boards narrow it down to one final candidate to bring in for in-person interviews based on the Zoom interviews. We have also had final interviews where all candidates were on site and social distancing parameters and masks were adhered to. There is no cookie cutter here; we work with you to address your concerns and comfort level with social distancing and we provide a process that supports your needs.

PROPOSED SCOPE OF WORK

1. Develop a Tailored Recruitment Strategy

Project Review

The first step will be to:

- ◆ Review the scope of work and project schedule
- ◆ Review compensation and decide if a salary survey is needed

Information Gathering and Research (*Soliciting Input*)

We will travel to Tillamook or meet via Zoom and spend as much time as it takes to learn everything we can about your organization. Our goal is to thoroughly understand the values and culture of your organization, as well as the preferred qualifications you desire in your next General Manager. We will:

- ◆ Meet with the Board
- ◆ Meet with District staff
- ◆ Meet with member organizations
- ◆ Meet with other stakeholders, as directed
- ◆ Review all documents related to the position

Position Profile Development (*Identifying the Ideal Candidate*)

We will develop a profile of your ideal candidate. Once the Position Profile is written and approved, it will serve as the foundation for our determination of a candidate's "fit" within the organization and community. Profiles include the following:

- ◆ **A description of the ideal candidate's qualifications**
- ◆ **Organization-specific information**
- ◆ **Community-specific information**
- ◆ **Compensation package details**
- ◆ **Information on how to apply**

2. Identify, Target, and Recruit Viable Candidates

Outreach and Advertising Strategy (*Locating Qualified Candidates*)

We recognize that often the best candidates are not actively looking for a new position- this is the person we want to reach and recruit. We have an aggressive recruitment strategy which involves the following:

- ◆ **Print and Internet-based Ads** placed nationally in professional publications, journals and on related websites.
- ◆ **Targeted Direct Mail Brochures** sent directly to hundreds of highly qualified transportation/transit management professionals who are not actively searching for a new position.
- ◆ **Focused Candidate Outreach** via personal emails and networking from our database of management professionals.
- ◆ **Posting the Position Profile on Prothman's Facebook and LinkedIn pages, and on the Prothman website**, which receives over five thousand visits per week from potential candidates.

3. Conduct Preliminary Screening

Candidate Screening (*Narrowing the Field*)

Once the application deadline has passed, we will conduct an extensive candidate review designed to gather detailed information on the leading candidates. The screening process has 3 key steps:

- 1) **Application Review:** Using the Position Profile as our guide, we will screen the candidates for qualifications based on the resumes, applications, and supplemental question responses (to determine a candidate's writing skills, analytical abilities, and communication style). After the initial screening, we take the yes's and maybe's and complete a second screening where we take a much deeper look into the training, work history and qualifications of each candidate.
- 2) **Internet Publication Background Search:** We conduct an internet publication search on all semifinalist candidates prior to their interviews. If we find anything out of the ordinary, we discuss this during the initial interview and bring this information to you.
- 3) **Personal Interviews:** We will conduct in-depth videoconference or in-person interviews with the top 6 to 12 candidates. During the interviews, we ask the technical questions to gauge their competency, and just as importantly, we design our interviews to measure the candidate's fit within your organization.

Candidate Presentation (*Choosing the Finalists*)

We will prepare and send to you electronically each candidate's application materials and the results of the personal interviews and publication search. **We will meet in person or via Zoom** and advise you of the candidates meeting the qualifications, our knowledge of them, and their strengths and weaknesses relative to fit within your organization. We will give you our recommendations and then work with you to identify the top 3 to 6 candidates to invite to the final interviews. We will discuss the planning and design of the final interview process during this meeting.

4. Prepare Materials and Process for Final Interviews

Final Interview Process (Selecting the Right Candidate)

The design of the final interviews is an integral component towards making sure that all stakeholders have the opportunity to learn as much as possible about each candidate.

- ◆ **Elements of the design process include:**
 - **Deciding on the Structure of the Interviews**
We will tailor the interview process to fit your needs. It may involve using various interview panels and an evening reception.
 - **Deciding on Candidate Travel Expenses**
We will help you identify which expenses your organization wishes to cover.
 - **Identifying Interview Panel Participants & Panel Facilitators**
We will work with you to identify the participants of different interview panels.

- ◆ **Background Checks**
Background checks include the following:
 - **References**
We conduct 6-8 reference checks on each candidate. We ask each candidate to provide names of their supervisors, subordinates, and peers for the last several years.
 - **Education Verification, Criminal History, Driving Record and Sex Offender Check**
We contract with Sterling for all background checks.

- ◆ **Candidate Travel Coordination**
After you have identified the travel expenses you wish to cover, we work with the candidates to organize the most cost-effective travel arrangements.

- ◆ **Final Interview Packets**
The Final Interview Packets include suggested interview questions, as well as the candidates' resumes and supplemental question responses. Each panel member will be provided a packet.

- ◆ **Final Interviews with Candidates**
We will travel to Tillamook and facilitate the interviews. The interview process usually begins with a morning briefing where schedule and process will be discussed with all those involved in the interviews. Each candidate will then go through a series of one-hour interview sessions, with an hour break for lunch.

- ◆ **Panelists & Decision Makers Debrief:** After the interviews are complete, we will facilitate a debrief with all panel participants where the panel facilitators will report their panel's view of the strengths and weaknesses of each candidate interviewed.

- ◆ **Candidate Evaluation Session:** After the debrief, we will facilitate the evaluation process, help the decision makers come to consensus, discuss next steps, and organize any additional candidate referencing or research if needed.

- ◆ **Facilitate Employment Agreement:** Once the top candidate has been selected, we will offer any assistance needed in developing a letter of offer and negotiating terms of the employment agreement.

FEE, EXPENSES & GUARANTEE

Professional Fee

The fee for a full recruitment with a one-year guarantee is \$18,500. The professional fee covers all Prothman staff time required to conduct the recruitment. This includes all correspondence and all on-site meetings with the client, writing and placing the recruitment ads, development of the candidate profile, creating and processing invitation letters, reviewing resumes, coordinating and conducting semifinalist interviews, coordinating and attending finalist interviews, coordinating candidate travel, conducting background checks and professional references on the finalist candidates and all other search related tasks required to successfully complete the recruitment.

Professional fees are billed in three equal installments throughout the recruitment, one at the beginning, at the halfway point, and upon completion.

Expenses

Expenses vary depending on the design and geographical scope of the recruitment. We do not mark up expenses and work diligently to keep expenses at a minimum and keep records of all expenditures. Tillamook County Transportation District will be responsible for reimbursing expenses Prothman incurs on your behalf for each recruitment. Expenses include:

- Trade journal, LinkedIn Boost, and associated website advertising (approx. \$1,400 - 1,700)
- Diversity Site Advertising, if requested (approx. \$600 - \$1,800)
- Direct mail announcements (\$1,600)
- Printing of materials (approx. \$100 - 200)
- Consultant travel: mileage at IRS rate, travel time at \$45 per hour, lodging when needed (approx. \$600 - 900 per trip)
- Background checks performed by Sterling (approx. \$170 per candidate)

Expenses are billed monthly.

Other Expenses

Candidate travel: We cannot approximate candidate travel expenses because they vary depending on the number of candidates, how far the candidates travel, length of stay, if spouses are included, etc. If you wish, we will coordinate and forward to your organization the candidates' travel receipts for direct reimbursement to the candidates.

Warranty

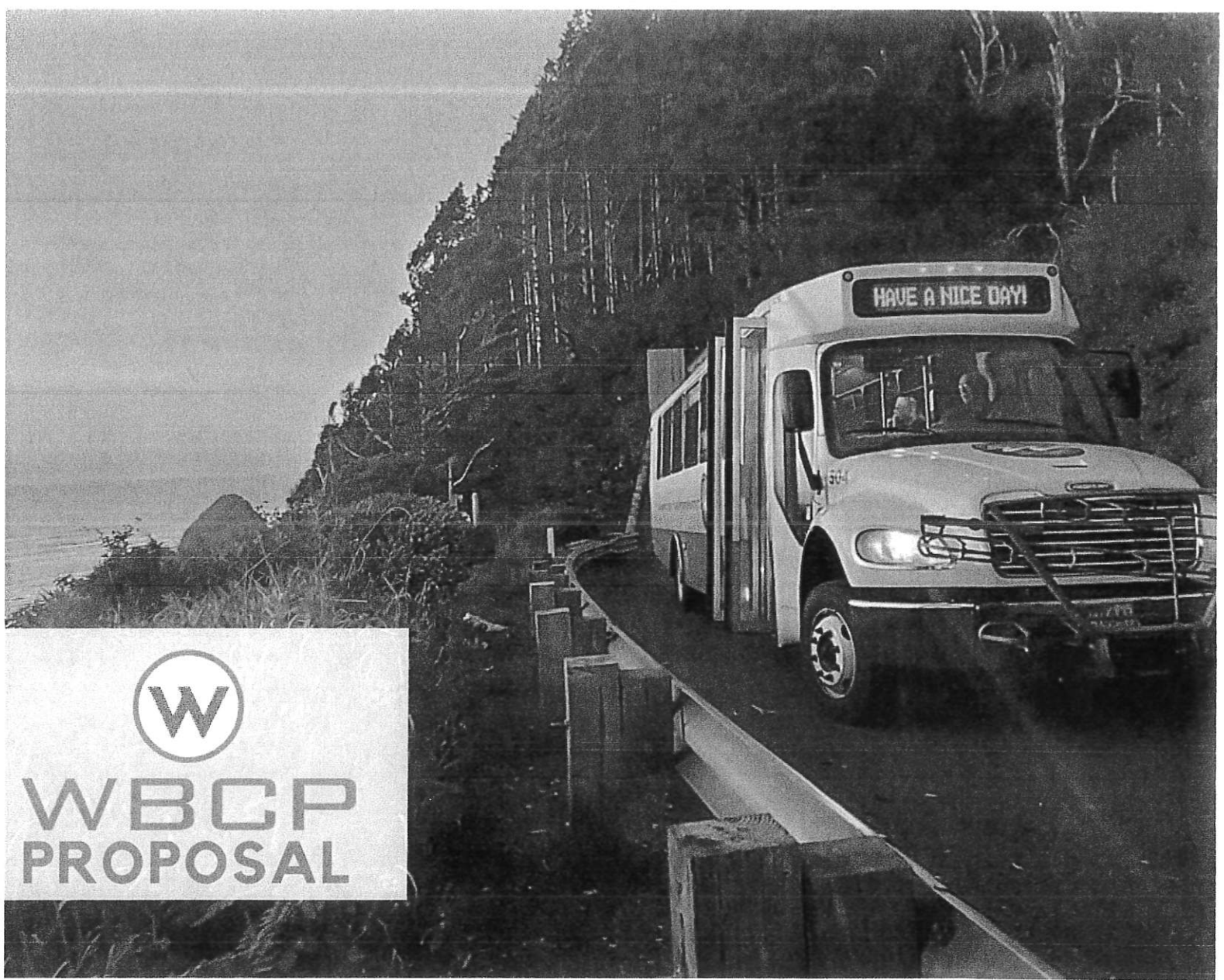
Repeat the Recruitment: If you follow the main phases of our process and a top candidate is not chosen, we will repeat the recruitment once with no additional professional fee, the only cost to you would be for the expenses.

Guarantee

If you follow the main phases of our process and the selected finalist is terminated for cause or resigns within one year from the employment date, we will conduct one replacement search with no additional professional fee, the only cost to you would be the expenses.

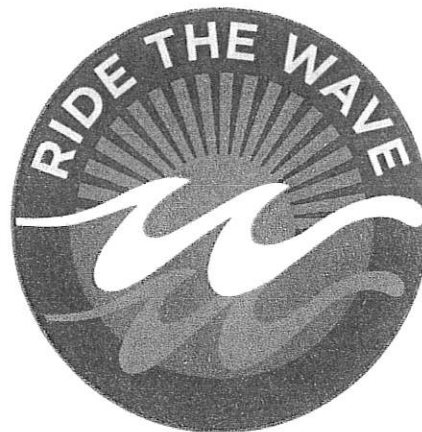
Cancellation

You have the right to cancel the search at any time. Your only obligation would be the fees and expenses incurred prior to cancellation.



**WBCP
PROPOSAL**

RECRUITMENT SERVICES FOR



GENERAL MANAGER

JUNE 29, 2022

I. INTRODUCTION.....

June 29, 2022

Linda Adler
Board Secretary
3600 Third Street, Suite A
Tillamook, Oregon 97141



RE: Executive Recruitment Services – General Manager

It is our pleasure to submit this proposal for recruitment services to secure your ideal candidate to serve as the General Manager for the Tillamook County Transportation District. We trust our proposal will showcase our client-focused recruitment process and will act as a testament that we are passionate about what we do.

It has been proven that great employees are looking for great employers, not just a paycheck. WBCP provides a broader perspective to recruitment services – going beyond securing the ideal candidate – we brand your organization as an employer of choice. We use eye-catching marketing materials, innovative search practices, and responsive and respectful communications with your applicants and stakeholders. **We guarantee we will fill your position and guarantee that placement for 18 months.** We provide a fair and equal recruitment process that also focuses on attracting ethnic and gender-diverse applicant pools.

WBCP is talented at working with you to identify the strengths, challenges, and opportunities of this job, ideal candidates, and your community and organizational culture. WBCP will work with your stakeholders to design a recruitment strategy that will include a customized engagement process. We will have a series of meetings, discussions, stakeholder interviews, and survey(s) to get to know you, the organization, community, culture, and the staff that the future General Manager will lead.

My team of 14 professional staff and I have experience filling Transit and General Manager positions, with clients across several states, and we are currently engaged in a General Manager search for Los Angeles County Internal Services Department (ITS).

Sam Sackman, WBCP’s Vice President, and/or I will be the lead on this recruitment. I have over 20 years of experience in executive search services, six years of which were working for the County of Orange, and I have owned and operated WBCP since 2004. Sam Sackman lives and works out of our Bay Area and Sacramento offices and spent the latter part of her career working directly for Valley Water in the Chief Executive Office gaining a deep understanding of the inner workings of government operations and executive-level positions. WBCP has offices in Oregon, Washington, and California, including three offices in the South Bay Area, the Greater Sacramento Area, and Central California.

I. INTRODUCTION.....

WBCP, Inc. staff are experts in the virtual recruitment process. We are providing these services seamlessly and will be able to effectively support a virtual recruitment process or coordinate COVID-compliant in-person interviews and/or hybrid virtual and/or in-person interviews; WBCP is willing to travel during COVID.

Recruiting top talent has become the number-one topic amongst administrators. New and innovative recruitment strategies are critical to identifying and securing candidates with a deep understanding of how to assess and meet community needs and address future challenges. WBCP understands the complexity of community leadership, and we are prepared to provide a thorough, complete, and fair recruitment process to provide a diverse applicant pool. **Upon our 2021 year-end review, we found that over the last three years, 62% of our applicants and 56% of candidates placed in leadership positions with our clients came from diverse backgrounds.** In fact, because of our ability to reach diverse applicant pools, we were hired by two national Latino organizations to recruit for an Executive Director and other leadership positions: Latino Public Broadcasting and Radio Bilingüe (two of the largest Latino national nonprofit organization in the U.S.).

Clients choose our firm over others because of our ability to work with your support staff and stakeholder group (including boards, appointed/elected officials, and engaged constituents), manage all details of a recruitment process, and secure great candidates. Our dedication and commitment to the client are complemented by our deep understanding and ability to effectively navigate challenging political climates.

Our clients have great things to say about the quality of the service we provide and the amazing candidates we find them, In fact, many of our clients are return customers. Please feel comfortable reaching out to these organizations to get their feedback directly.

Lastly, I love what I do, and I am passionate about finding exceptional candidates who are also passionate about serving others. My staff and I are driven and desire to exceed client expectations. I appreciate your consideration in retaining our services and hope to have an opportunity to work with you in the future.

Best Regards,



Wendi Brown | Founder/President, WBCP, INC.

wendi@wbcpinc.com | 541-664-0376

www.wbcpinc.com

DIVERSITY

56%

of WBCP candidates placed in leadership positions come from a diverse background

VI. RECRUITMENT STRATEGY / PHASES.....

WBCP knows how to customize your search strategy to meet your unique recruitment needs. We customize your recruitment based on the specific needs, target audience and challenges for each recruitment; however below is a baseline approach for most recruitments.

CLIENT & STAKEHOLDER MEETINGS

We require the Client and/or Search Committee, and other stakeholders identified by the Client, be involved in the initial and final phases of this recruitment. These are critical phases to ensure we obtain a clear sense of the priorities and the successful hire of the right candidate. WBCP will meet with various stakeholders as warranted by the Client and the level of the position in the organization. These meetings will allow us an opportunity to gather information and gain knowledge about the organization, community, and unique aspects of the recruitment to design the ideal candidate professional profile, advertising materials, and strategic approach



PHASE I

FEEDBACK OUTCOME / TIMELINE DEVELOPMENT

Following the Client/stakeholder meetings, we will develop a detailed timeline for the recruitment along with a proposed advertising plan for approval.

CREATIVE DEVELOPMENT

Immediately following the client feedback activities, we will draft the competencies for the recruitment and advertising material/recruitment brochure for the Client's review. This information will summarize what was learned from Client-related interviews and will be used to advertise the opening.

MARKETING STRATEGY & IMPLEMENTATION

WBCP will execute a customized marketing/ad plan once the job announcement is created. An ad plan could include the following (based on assumptions), and will be customized based on information gathered in Phase I:

ONLINE ADVERTISING – Including local and national job boards, associations, social media, and other industry-related job postings targeting ideal candidates; job boards that reach a desired geographic area and reach a diverse ethnicity.

E-DIRECT MAIL ADVERTISING – including WBCP's current database of potential applicants, we have access to other professional lists and will source more lists through associations, contacts, etc.

SOURCING/HEAD HUNTING – WBCP will contact individuals targeted and generate new contacts through referrals made by respected sources.

WBCP is a LinkedIn recruiter and we have access to over 350 million profiles via LinkedIn to assist us in targeting ideal candidates.



PHASE II

COMMUNICATION WITH CLIENT

We will provide weekly updates on the progress of this search unless the client prefers more or less frequent communications. We tailor our communications in accordance with our Client's needs.

VI. RECRUITMENT STRATEGY / PHASES.....

RESUME ASSESSMENT

WBCP will review resumes as they are received and/or at the close of the recruitment. Those candidates determined to be the most highly qualified will be selected for a screening interview.

SCREENING INTERVIEWS / REPORT TO CLIENT

WBCP does not restrict the number of applicants or candidates to be screened.

Rather, we interview candidates who meet our ideal candidate criteria; frequently this group amounts to 20 candidates, or on average 20% of the applicant pool. Following the completion of the phone screen interviews, we will develop a report/recommended shortlist of candidates, which includes: resumes, cover letters, and a one-page profile summary of candidate's professional history, including a brief overview of WBCP's assessment and the results of their phone screen. We will meet with the selection committee/Client to review this report and select candidates for interviews. In this meeting, we will review the recruitment plan and discuss the final stages of the selection process.



COMMUNICATION WITH CANDIDATES

WBCP will take responsibility for communicating with the applicants/candidates during each phase of the search process and Client should refer any inquiries from potential or existing applicants directly to WBCP.

SELECTION PROCESS

WBCP will design and administer an appropriate final selection process based on the needs of the Client (tailored to the need and recruitment). WBCP will facilitate the invitation and coordination of these meetings/interviews and provide additional assessment tools/recommendations such as interview questions, writing and presentation exercises, problem solving scenarios, etc.

COMMUNICATION WITH CLIENT

Following the interviews and the Client's top candidate(s) selection, we will assist the Client with facilitating a thorough background and reference check. A typical approach includes a review of federal, state, and local criminal background checks and academic verification by a licensed background agency. Reference checks are conducted over the phone by a senior consultant and a final report is provided to the Client. References are completed on candidate(s) being considered after initial/panel interviews.



NEGOTIATIONS

Once the client reviews and is comfortable with the findings in the background and reference report, we are available to assist with negotiations on compensation, benefits, start date, and other transition details.

PLEASE NOTE: Due to COVID-19 Guidelines, WBCP, Inc. is committed to providing services listed herein, typically these services are executed in-person, however, we will facilitate all services virtually as needed and have successfully managed many virtual and hybrid interviews (partial in person/part virtual) since March 2020 for our clients.

VII. SCOPE OF WORK.....

- Facilitate initial kick-off meeting with Client and other meetings that may include Executive Leadership, staff, community, and other stakeholders to assist with identifying the ideal candidate profile.
- Assist Client hiring authority/stakeholders in modifying the job description (as needed), and develop a recruitment announcement, marketing material, and advertising plan for the recruitment.
- Attend all other meetings and engagements as needed or identified by the Client.
- Implement advertising plan including: publication, headhunting, direct mail, and other online and email marketing efforts.
- Provide timely updates and progress reports to the client regarding search services; every two weeks or as Client identifies is needed.
- Preliminary internet searches will be conducted on recommended candidates.
- Coordinate interview panel(s) as needed, or coordinate this process with Client.
- Receive and review applicants and screen those applicants to identify top candidates. Top screened paper applicants will be video/phone screened by recruiter to identify the key competencies (technical and interpersonal) to assist in identifying the top group of candidates who will be recommended at the Client/WBCP shortlist meeting.
- Facilitate shortlist meeting with Client – review and select candidates who will be invited to interview.
- Coordinate invitations to candidates.
- Develop interview questions and other selection details to meet specific needs and identify key competencies of candidates.
- Facilitate interviews with panel(s).
- Background and reference checks will be conducted with candidates who are identified as final candidates after initial Client interviews have been conducted. Background checks will typically include the following: criminal (local, state, and federal), education, credit, social security. References will be conducted based on a 360-degree perspective and will include staff, peers, and superiors. Onsite background services are available at an additional fee (see fees for details)
- Facilitate offer and negotiations with selected candidate; as directed by Client.



VIII. RECRUITMENT TIMELINE.....

*BELOW IS A SAMPLE OF AN EXECUTIVE SEARCH TIMELINE THAT
WBCP WILL CUSTOMIZE FOR THIS RECRUITMENT*

Week 1:

- Secure services with search firm, WBCP, Inc.
- WBCP: review search parameters and recruiting processes with Client
 - Interview with hiring authority and other stakeholders for competencies
 - Identification of advertising venues and ideal candidate prospects
 - Calls, meetings, or coordination with other stakeholders for information gathering

Weeks 1 + 2:

- Develop and approvals: recruitment process, deadlines, ad plan and strategy, recruitment timeline and brochure
- Print coordination (if applicable)

Weeks 2 + 3:

- **OPEN RECRUITMENT:** Implement marketing plan and direct mail (if applicable)
- Secure panel member calendars
- Timeline may be extended if direct mail piece is included (i.e., print/postage)
- Finalize panel members and interview logistics and invitations to panel members

Weeks 4, 5, + 6:

- Receive applications –Collect and source applicants will continue until recruitment closes

Weeks 7 + 8:

- **CLOSE RECRUITMENT AND ADVERTISING**
- Conduct initial phone screen to identify short list of candidates
- Preliminary check on short list candidates (Google search)
- Candidate profiles developed and short list recommendations to client

Weeks 9 + 10:

- **MEETING - Client confirms selection of candidates to be advanced to panel interviews**
- Finalize questions, presentation, in-basket (as determined)
- Coordinates invitations with selected top candidates (short list)
- Produce panel candidate interview packets

Weeks 10 + 11:

- WBCP facilitates interview process – Interview process will be customized based on client and community needs:
 - **Day 1: Panel Interviews Conducted; Day 2: 2nd Interviews with executive leaders;**
 - 3rd interviews may be scheduled as needed with Boards/Commissions, etc.;
 - As needed schedule staff and/or community discussions/meetings

Week 12:

- WBCP conducts background and reference checks (backgrounds may be conducted by Client if current contract exists)
- WBCP conducts full reference checks for candidate(s) selected for Board/Commission interviews; or when Client is interested in making an offer

NEGOTIATIONS / HIRE:

- Hire date to accommodate possible candidate relocation
- Client (WBCP available to assist in process) conducts offer and facilitates salary negotiations with preferred candidate

XI. COST PROPOSAL.....

WBCP will not limit the number of hours we work on a recruitment, rather we charge a flat rate and will spend the time necessary to ensure we are successful. Consulting fees will be billed in thirds at the beginning, middle (shortlist selection) and end of the recruitment process. For out-of-scope work, we charge an hourly rate of \$175.

SERVICE COST PER RECRUITMENT GENERAL MANAGER

Description of Services/Deliverables:	Inclusive Rate per Recruitment:
<p><u>Consulting Services:</u> Phases I-IV in the proposal's scope of work</p>	<p>\$24,900 (not to exceed)</p>
<p><u>Expenses:</u> Includes travel to client location (up to 2 trips), or document shipping fees/delivery charges to facilitate virtual meetings, advertising (may include print and postage), brochure design (flat fee of \$950.00 for graphic design), panel packet content, delivery charges, fees for background and reference checks, may include fee for one additional consultant to travel (and related expenses) and facilitate an additional panel for one day.</p>	<p>\$5,500 - \$7,500 (not to exceed)</p>

ADDITIONAL BACKGROUND SERVICES AVAILABLE – *these services can be added to the package if desired*

Onsite Investigative Background Services: In addition to the background reports, education verification, credit report and reference checks, which are included in the expenses above, WBCP also offers onsite investigative background services. If the client wishes to conduct a background check that includes an onsite visit by a trained private investigator and former Police Chief (similar to a police background check) please contact our office for an estimate for these services.

WBCP RECRUITMENT SERVICES

OPTION 1

PARTIAL RECRUITMENT

ADVERTISING & HEADHUNTING

Consulting Services:
\$4,900

CONSULTING SERVICES INCLUDE:

- Hiring authority and stakeholder meetings (up to 2 hours for community/employee engagement)
- Develop ideal candidate profile & recruitment timeline
- Produce recruitment announcement
- Produce and implement advertising campaign
- Headhunt (LinkedIn, past lists, databases, associations, etc.)
- Implement direct mail campaign (as needed)

Plus expenses: Between **\$3,000 - \$4,500** for the advertising plan and creative brochure

Does not include:

- Travel to client location
- Interview panel coordination
- Background or reference checks
- 18-month guarantee

OPTION 2

PARTIAL RECRUITMENT

UP TO INTERVIEWS

Consulting Services:
\$16,900

CONSULTING SERVICES INCLUDE:

Everything in Option 1, plus...

- Hiring authority and stakeholder meetings (up to 8 hours for community/employee engagement)
- Application screening
- Shortlist recommendations
- Produce recommended selection assessment tools
- Coordinate candidate scheduling and invitations to interview

Plus expenses: Between **\$3,000 - \$4,900** for the advertising plan and creative brochure

Does not include:

- Travel to client location
- Interview panel coordination
- Background or reference checks
- 18-month guarantee

OPTION 3

FULL SEARCH SERVICES

Consulting Services:
\$24,900

CONSULTING SERVICES INCLUDE:

Everything in Option 2, plus...

- Hiring authority and stakeholder meetings (up to 2 days of community/employee engagement)
- Panel coordination & interview facilitation
- Background and reference checks
- Virtual and/or in-person interviews (travel up to 2 trips) to client location
- 18-month guarantee

Plus expenses: Between **\$5,500 - \$7,500** for the advertising plan and creative brochure; travel expenses; shipping; multiple panel facilitation, etc.

www.wbcpsc.com

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Sam Sackman, Vice President
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HOURLY RECRUITMENT SERVICES

SENIOR RECRUITMENT
CONSULTING SERVICES

\$175/hour



Tillamook County Transportation District



We Listen. We Care. We Deliver.

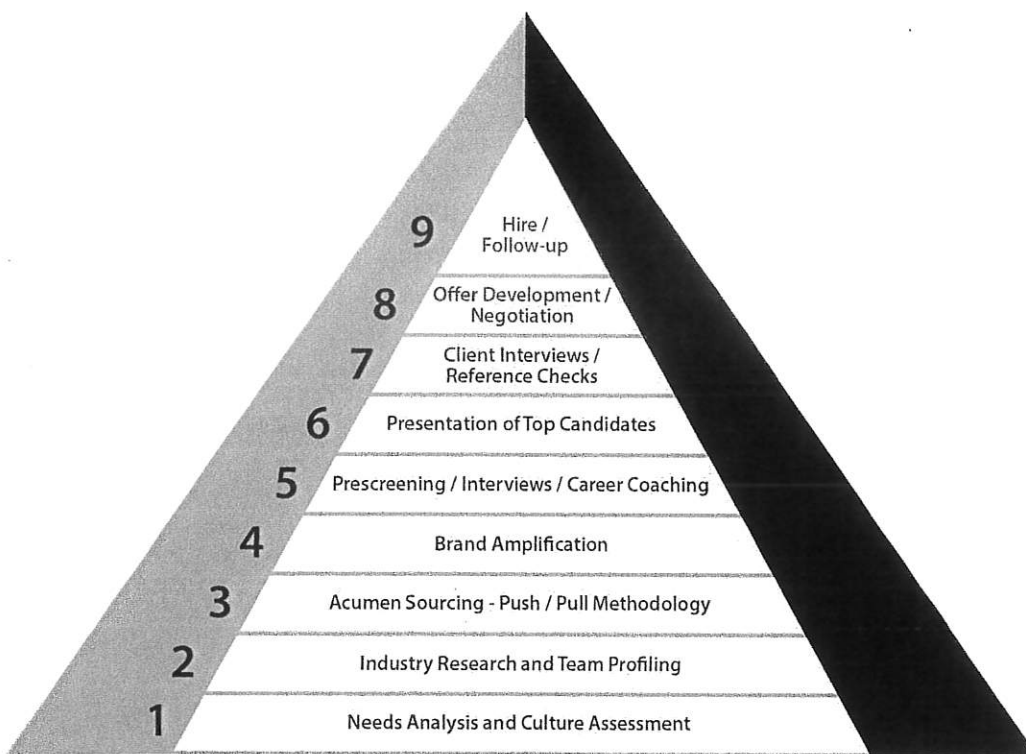
Suzanne Hanifin, Founder & President
Suzanne@AcumenExecutiveSearch.com
503.430.0294
www.AcumenExecutiveSearch.com

Acumen’s Proven Consultative Recruiting Process

Acumen’s unique, customized search process points to our success and our client’s success. We provide a level of customization no other employment website or staffing franchise can provide. We spend hours interviewing and assessing the right candidates for you. We will tell you the good, the bad, and the ugly upfront so you know what to expect long before the work begins. Because we follow this process without exception, we tend to screen out versus interview in. What this means is that our clients receive the highest level of candidates that have both the skillsets required and the cultural fit needed to be successful.

How Acumen works:

Acumen’s 9-Step Methodology



Step 1/Week 1-2: Needs Analysis and Culture Assessment - interviewing current executives and key staff.

Step 2/Week 1-2: Industry Research and team profiling report

Step 3/Week 2-3: Acumen Sourcing – Push/Pull Methodology

Step 4/Week 3-6: Brand Amplification

Step 5/Week 4-6: Prescreening/Acumen Interviews/Career Coaching

Step 6/Week 7: Presentation of Top Candidates

Step 7/Week 8: Client Interviews/Reference Checks

Step 8/Week 8: Offer Development/Negotiation – Offer, acceptance, on-boarding plan, start date

Step 9: Hire/Follow up

Acumen Executive Search

Suzanne Hanifin | Suzanne@AcumenExecutiveSearch.com | 503.430.0294

www.AcumenExecutiveSearch.com

Cost

The search fee of twenty-five percent (25%) of the anticipated first year's salary will be billed under the retained agreement. Acumen's fee is based upon first year salary only. Acumen will negotiate between the chosen candidate and our client's total compensation package, and any additional compensation required by the candidate - to include new hire bonus, base salary, deferred comp, and any bonus monies put to the new hire offer for accepting the position to a given candidate.

Acumen's fee covers all professional fees, expenses, and advertising. Additional costs as they pertain to the search at the client's request, e.g., background and/or credit checks, travel expenses for finalists, will be discussed with and agreed to prior to its occurrence. Details of additional costs will be submitted with the final invoice.

Acumen's Guarantee

If, within ninety (90) days, it becomes necessary to terminate and replace a selected candidate, Acumen will conduct a search for the replacement without additional placement fees. Expenses incurred during the replacement search will be invoiced.

The replacement guarantee consists of Acumen recruiting a suitable and qualified replacement for the position with no additional placement fee charged. Acumen will exclusively conduct the replacement search, whereby any and all candidates will be referred to Acumen for appropriate screening and consideration.

This guarantee will not apply if employment terminates as a result of a layoff, elimination of position, reorganization, hostile takeover, sale of company or a significant change in essential job functions. Additionally, the guarantee will not apply if payment is not made on the timeline outlined above.

Acumen will work each search to completion, unless mid-course changes are judged to be so significant that, in reality, a brand-new search needs to be initiated. Billing and expense adjustments may be justified at that time.

Acumen observes the laws in force relating to employment in each of the countries and jurisdictions in which we work. Acumen refers quality candidates without regard to race, color, religion, sex, sexual preference, age, national origin, disability, or other protected characteristics.

Project Scope

Overview: Our objective is to help you select the best candidate to serve as the General Manager for the Tillamook County Transportation District. Our recruitments are structured to attract a wide range of qualified applicants, who we vet using our administrative experience and our knowledge of your districts's needs to present you with the best possible candidates for the position. We commit to working in close partnership with the Tillamook County Transportation District (District) (TCTD), following a process designed to make the best use of your time and resources.

The following scope of work is designed to follow these parameters. The final scope will be revised, if needed, to meet the specific needs of the District.

Phase 1: Start-up / Candidate Profile Development

1.1 Start-up meeting: We will begin the recruitment by meeting via Zoom with the designated District representatives to refine the project scope. The proposed process and timeline will be amended as necessary, respecting any scheduling considerations or special requests. This initial phase will also include collaboration to define the geographic and professional breadth of the recruitment, and identify the key stakeholders who will help inform the candidate profile development.

Deliverables: Zoom meeting with designated District staff, final project scope and timeline, geographic and professional refinement, and determination of key stakeholders.

1.2 Stakeholder Interviews: Our team will conduct Zoom interviews with the TCTD Board members and key management staff to gather background information on major issues facing the District and initial perspectives on what the District is looking for in its next General Manager. In our experience, the individual interviews provide highly valuable qualitative information that can help us find the best candidates for your District's needs.

Deliberables: Up to 12 stakeholder interviews.

1.3 Background Research: We will familiarize ourselves with any key documents (plans, financial information, etc.) as well as the culture and values of both the organization and the community.

Deliverables: Jensen Strategies' understanding of the Tillamook County Transportation District.

- 1.4 Stakeholder Meetings and Surveys:** We will facilitate one external stakeholder Zoom meeting open to the public to receive input and to meet Oregon legal requirements. We will also conduct an internal stakeholder online survey for District staff. Our team will seek an open and dynamic exchange of ideas to capture the full range of attributes TCTD would like to see in its next General Manager. We also have the ability to provide Spanish written and verbal translation services for these surveys and meetings. District staff will be responsible for promoting the Zoom meeting(s) and/or surveys.

Deliverables: One Zoom meeting open to the public and an online survey for staff input.

- 1.5 Initial Candidate Profile Draft:** Drawing upon the input gathered from our interviews, stakeholder meeting(s) and surveys, we will develop a draft candidate profile containing the knowledge, skills, abilities, education, and work experience desired for the position, as well as more intangible traits such as management approach and personality. Also, based on our research and information gathered, we will prepare policy priorities and hiring procedures consistent with the requirements of ORS 192.660.

Deliverables: Candidate profile initial draft.

- 1.6 Draft Finalization:** We will discuss our draft candidate profile with the designated District representative(s), as desired, to validate and finalize the draft in advance of meeting with the Board. These discussions will take place over conference calls and/or Zoom meetings.

Deliverables: Conference calls and/or Zoom meetings as necessary to finalize the candidate profile draft. Final draft of candidate profile.

- 1.7 Review and Adoption of Candidate Profile and Hiring Process:** We will attend a Board work session to present the draft profile including a discussion of any changes/alterations. Following the work session, we will make any changes desired by the Board, and will submit the final profile and hiring process for formal Board approval.

Deliverables: Participation in one Board work session. Preparation of official candidate profile and hiring process for Board adoption.

Phase 2: Position Advertisement

- 2.1 Recruitment Brochure Development:** Upon Board formal adoption of the hiring process and candidate profile, consistent with the requirements of ORS 192.660, our team will develop a professional, comprehensive recruitment brochure designed to attract the highest quality applicants. Organization-specific information will be incorporated into the brochure, including an overview of department functions/services, staff size, budgetary information, and current challenges and policy priorities. Community information will be added, including a description of the environment with quality of life details, economic highlights such as important industries and major employers, and a listing of public agencies with overlapping jurisdiction. The brochure will conclude with position compensation information, including salary and benefits package, as well as information on how to apply for the position and the recruitment timeline.

Deliverables: Development of one recruitment brochure in PDF format.

- 2.2 Position Advertisement:** We will execute a comprehensive position advertisement process designed to attract a variety of qualified and well-suited candidates. Our approach will be multi-faceted, and will include advertising the position on high-profile managerial and specialization-specific websites, within professional publications and periodicals, with venues that reach out to diverse candidate populations, and in other forums as appropriate. We will also directly contact qualified managers within our extensive professional network to inform them of the opening.

Deliverables: Multi-faceted advertisement approach. Proactive contact of qualified planning professionals.

Phase 3: Candidate Screening

We will carefully vet all submitted applications, conduct in-depth interview processes, and provide the District with all the information necessary to make the best choice for finalists and the successful candidate. We will also maintain written contact with candidates to keep them updated on the recruitment process.

- 3.1 Initial Application Screening:** Candidates will provide a resume, a cover letter, and a Jensen Strategies supplementary application form. We will review applications against the adopted General Manager Profile, remove all non-responsive applications, and determine which candidates best fit the District's needs.

Deliverables: Initial application screening.

3.2 Semi-Finalist Zoom Interviews: We will conduct preliminary Zoom interviews with the candidates who best fit the candidate profile, as well as all veterans who meet the position's minimum qualifications (as required by Oregon law). In preparation for the interviews, we will conduct an internet search regarding each candidate, to identify any high profile work-related media.

Deliverables: Preliminary Zoom interviews and internet research for up to 10 candidates.

3.3 Recommendation of Finalists: We will attend an executive session of the Board in-person to present the results of our initial review process and recommendations of up to four finalists. For transparency purposes, we will provide briefing notebooks with information on all the candidates we interviewed. During the session we will answer Board questions and assist in facilitating a discussion to help them reach consensus on up to four finalists. Subsequently, the Board will announce the finalists in a regular business meeting or by press release after we notify the selected candidates and receive permission for public disclosure of their candidacy.

Deliverables: Recommendation of up to four finalist candidates with supporting information on all candidates interviewed by Zoom. Attendance, presentation, and facilitation at a Board executive session. Board consensus on up to four finalists.

3.4 Background Checks on Finalists: We will work with our partner, Legal Locator Service (www.legallocatorservice.com), to perform comprehensive background checks on all finalists. Background checks will include at a minimum:

- County criminal searches
- State criminal searches
- Federal criminal searches
- National criminal database searches
- Sex offender searches
- Motor vehicle searches
- Education/degree verification
- Employment verification
- Credit checks
- Civil litigation

Deliverables: Identification of any concerning issues found during background checks of up to four candidates.

- 3.5 Reference Checks on Finalists:** We will take the necessary time to vet the candidates with the references they provide, as well as other knowledgeable contacts we may be aware of, asking incisive questions to gain a comprehensive understanding of their abilities as managers and potential fit for the District.

Deliverables: Reference check summaries for up to four finalists.

- 3.6 Finalist Receptions:** Prior to the final interviews, two in-person receptions will be held to provide opportunities to interact with the finalists, ask them questions, and form general impressions of the candidates. The first reception will be open to the District staff, and the second reception will be open to members of the public. At both receptions, attendees will be provided an opportunity to provide feedback concerning their impressions of the finalists, to inform the Board's final selection process. As noted before, we have the optional resources to provide Spanish translation for the meetings and feedback surveys. The District will be responsible for promoting both receptions.

Deliverables: Coordination, development, and implementation of two virtual or in-person finalist receptions. Feedback survey for participants.

- 3.7 Finalist Interviews:** Finalists will be interviewed in-person by three panels consisting of (1) the TCTD Board, (2) a panel of local government administrators from other jurisdictions, and (3) a community panel representing diverse interests. An optional TCTD managers' panel can be added if desired. Panelists will receive an informational packet containing interview guidelines, questions, and comprehensive information on each finalist. After panel interviews have been completed, we will summarize the findings and recommendations to be shared during Board deliberations and selection.

Deliverables: Coordinating, orienting, and providing briefing materials for the finalist panels. Moderate panel interviews. Written summaries of the feedback and observations from panel interviews and receptions if relevant.

- 3.8 Board Deliberations and Selection:** The Board will convene in executive session. At the session, we will provide summary material on all input received during the finalist interview process, references, and background checks. We will facilitate the Board's discussion in identifying their selected candidate.

Deliverables: Attendance, presentation, and facilitation at Board executive session to reach consensus on a selected candidate.

Phase 4: Contract Negotiations

- 4.1 As requested by the District, we will assist in the contract negotiations with the selected candidate. We recommend the District's Attorney lead the negotiations.

Deliverables: Assistance provided to the District in contract negotiations, not to exceed four hours.

ADJUSTMENTS TO RECRUITMENT PROCESS

Jensen Strategies is dedicated to providing a recruitment process that meets the District's expectations and produces an outcome that generates wide support. We commit to working closely with the District and are more than willing to adjust our process as needed to meet the specific needs of TCTD.

Professional Liability Insurance

Jensen Strategies carries a professional liability insurance policy through The Hanover Insurance Group in the amount of \$2 million.

Proposed Timeline

The following schedule is only a sample time frame. The consultant will work with the District to develop a schedule that meets its needs.

Date	Actions
Week 1	Start-up meeting with District to finalize scope and timeline
Weeks 2 and 3	Stakeholder interviews Virtual public input meeting Staff online survey
Week 4	Initial candidate profile draft and finalization
Week 5	Board work session re: draft candidate profile and hiring process
Week 6	District official adoption of candidate profile/hiring process
Week 7	Recruitment brochure development
Weeks 8 - 11	Position advertisement
Week 12	Initial application screening
Week 13	Preliminary Zoom interviews
Week 14	Recommendation and selection of finalists
Weeks 15 - 17	Background/reference checks on finalists
Week 18	Finalist receptions, interviews, and selection

Project Budget

Professional Fee: Jensen Strategies' fees includes all staff time, meetings and communication with the District, preparation of documents and advertisements, candidate profile development, application screening, communications with candidates, interviews, reference checks, candidate travel coordination, preparation/facilitation/moderation of stakeholder meetings and interview panels, and other tasks related to the recruitment. Travel time will be billed at half of the team member's fee. Our professional fees for the approach offered is:

Professional Fees: \$28,000

Direct Expenses: Expenses are the responsibility of the District. Whenever possible, we will wait for your approval before incurring expenses. Though we tailor each recruitment to our clients' individual needs, expense items typically include:

- Fees for nationally advertising the position online and in publications (typically less than \$2,000)
- Background checks for finalists (typically less than \$1,000 for up to four finalists)
- Document printing and binders (typically less than \$300)
- Graphic art design (typically less than \$1,000)
- Consultant travel expenses (mileage charged at current IRS mileage rate, lodging at no more than \$200/night/person, \$55 daily per diem per person, if overnight is required)

Estimated expenses for this recruitment are \$5,000 plus any out of state candidate travel and lodging expenses if relevant. The optional managers' panel and/or translation services, are not included in this estimate.

Jensen Strategies will submit invoices to the District on a monthly basis for services rendered, with payment due in 30 days.



Tillamook County Transportation District
Board of Directors Application

Name of Applicant:

Street Address:

Mailing Address:

Home Phone:

Cell Phone:

Email Address:

Present Employment (If not presently employed, enter "N/A" or "Retired")

Previous Employment

Prior Governmental Experience (elected or appointed)

Prior Board Service Experience, other than governmental

Other Community Affiliations

Are you knowledgeable about the public transportation needs of resident or employees located within or traveling to and from Tillamook County? Yes No

If yes, please describe:

Why do you wish to serve on the TCTD Board of Directors?