

Tillamook County Transportation District
Board of Directors
Regular Monthly Meeting



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



Thursday, September 22, 2022 at 6:00PM
Transportation Building
3600 Third Street, Tillamook, Oregon

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

An Ordinance Establishing)	
Regulations Governing Conduct)	ORDINANCE NO. 3
On District Property)	

The Board of Directors of Tillamook County Transportation District does hereby ordain and decrees the following Ordinance:

1.05 To facilitate the purposes set forth in ORS Chapter 267, and for the safety, convenience, and comfort of District Passengers and for the protection and preservation of District property, it is necessary to establish the following rules and regulations governing use of District facilities and providing remedies for violations thereof.

1.10 **Definitions.** As used in this Ordinance, unless the context requires otherwise:

- (1) "District" means the Tillamook County Transportation District.
- (2) "District Appeals Officer" means any person designated by the District General Manager to hear appeals to Notices of Exclusion.
- (3) "District Facility" includes the District Administrative Facility, the Transit Visitor Center any other District transit bus stop, any bus passenger shelter, any District-operated parking lot or park-and-ride lot, covered areas of any bus stop, and any lands and rights of way that are owned, leased, held, or used for the purposes of providing public transportation services.
- (4) "District Transit System" means the property, equipment and improvements of whatever nature owned, leased or controlled by the District to provide public transportation for passengers or to provide for movement of people, and includes any District Vehicle and any District Facility.
- (5) The "Boarding Platform Area" of the Transit Visitor Center are designated on the attached Map. Boarding Platform Areas at bus stops within public rights-of-way are limited to eight feet from bus doors while buses are loading/unloading. Boarding Platform Areas at other locations owned/controlled by the District shall be eight feet from the curb where buses load/unload passengers.
- (6) A "shelter" is the area within the drip line of any structure located at a District bus stop that is designed or used to protect District customers from adverse weather conditions.
- (7) "District Vehicle" includes a bus, van or other vehicle used to transport passengers or a vehicle owned or operated by or on behalf of the District.
- (8) "Emergency" includes, but is not limited to, a fire on a District Vehicle or Facility, or serious physical injury to person, or threat thereof, or any apparently urgent medical need.
- (9) "Operator" means a District employee responsible for operating any District Vehicle.

- (10) "Passenger" means a person who holds a valid fare, or is otherwise authorized a free or reduced fare, and is en route on a District Vehicle, or waiting for the next available District Vehicle, to such person's destination, or a person who enters a District Facility with the intent to purchase a valid fare for transportation on the next available District Vehicle to such person's destination.
- (11) "Police Officer" shall have the meaning as defined in ORS 181.610.
- (12) "Safety and Inspector Officer" means a person other than a "Police Officer" authorized by the General Manager to demand proof of fare payment and to issue citations as provided in this ordinance.
- (13) "Supervisor" means any District employee responsible for the supervision of any District transit operation.
- (14) "Service Animal" means any animal used by a person who requires the assistance of such animal to facilitate that person's life functions, including but not limited to seeing and hearing.

1.15 **Regulations:**

- (1) **Elderly and Disabled Seating.** The seats at the front of buses are reserved for the use of disabled and senior Passengers. Non-qualifying passengers must vacate such seating upon request of any District Vehicle operator or employee.
- (2) **Smoking Prohibited.** No person shall smoke tobacco or any other substance, or carry any burning or smoldering substance, in any form, aboard a District vehicle or within the boundaries of any District transit facility; except smoking may be permitted at a District facility within any posted area designated as a "SMOKING AREA." The General Manager or her/his designee may designate appropriate areas where smoking is permitted.
- (3) **Alcohol and Drugs.** No person shall use or possess alcohol or illegal drugs on a District Vehicle or Facility, except for lawfully possessed and unopened alcoholic beverages.
- (4) **Criminal Activity.** No person shall engage in any activity prohibited by State, County or Municipal Law of Oregon while on a District vehicle, or within any District Facility or the District Transit System.
- (5) **Disorderly Conduct.** No person shall intentionally or recklessly cause inconvenience, annoyance or alarm to another by:
 - (a) Engaging in fighting, or violent, tumultuous or threatening behavior (physical or verbal), within any District Vehicle or District Facility;
 - (b) Making unreasonable noise within any District Vehicle or in any District Facilities;
 - (c) Obstructing the free movement of passengers within any District Vehicle or District Facility;
 - (d) Creating a hazardous or physically offensive condition within a District Vehicle or District Facility;
 - (e) Otherwise violate ORS 166.025 as now in effect or hereafter amended.
- (6) **Harassment.** No person shall intentionally or recklessly harass or annoy another person by:
 - (a) Subjecting such other person to offensive physical contact;

- (b) Publicly insulting such other person by abusive words or gestures in a manner intended and likely to provoke a violent response; or
 - (c) Otherwise violate ORS 166.065 as now in effect or hereafter amended.
- (7) **Threatening or Offensive Language.** No person shall intentionally or recklessly disturb, harass, or intimidate another person by means of threatening or offensive language, or obscenities in a District Vehicle or in a District Facility in such a manner as to interfere with a passenger's use and enjoyment of the transit system.
- (8) **Food and Beverages.** For the protection of public safety, no person shall bring aboard a District Vehicle any food or beverage in open containers. No person shall consume food or alcohol on any District Vehicle. Passengers on District Vehicles may consume non-alcoholic beverages only from containers with snap-on or screw-on lids.
- (9) **Littering, Spitting.** No person shall discard or deposit, other than into a trash receptacle provided for that purpose, any rubbish, trash, debris, cigarette butts, or offensive substance in or upon a District Vehicle or District Facility. No person shall spit, defecate, or urinate in or upon any District Vehicle or District Facility except in a toilet.
- (10) **Interfering with Public Transportation.** No person shall:
 - (a) Intentionally or knowingly enter unlawfully or remain unlawfully in or on a District Vehicle or District Facility;
 - (b) Intentionally or knowingly interfere with the provision or use of public transportation services by, among other things, interfering with the movement of, or access to, District Vehicles;
 - (c) While in or on a District Vehicle or District Facility, engage in disorderly conduct in the second degree as defined in ORS 166.025;
 - (d) Subject a District passenger, employee, agent or Police Officer to offensive physical contact; or
 - (e) Otherwise violate ORS 166.116 as now in effect or hereafter amended.
- (11) **Safety.**
 - (a) All passengers (except infants who are held) must wear shoes, pants/shorts and shirt, a dress, or comparable clothing on District Vehicles and in District Facilities. In addition, all passengers must cover any exposed skin that may transmit communicable disease.
 - (b) No person shall in any manner hang onto, or attach himself or herself onto any exterior part of a District Vehicle at any time. In addition, no person shall extend any portion of his or her body through any door or window of a District Vehicle.
 - (c) No person shall ride a skateboard, roller skates or in-line skates in a District Vehicle or District Facility. Passengers with in-line skates will be allowed in a District Vehicle or District Facility so long as the wheels are rendered inoperable by a device ("skate guard") designed to provide stability and traction to the user and to permit the user to walk while wearing the skates.

- (d) No person shall discharge any weapon or throw, or cause to be thrown or projected, any object at or within a District Vehicle or District Facility, or at any person on a District Vehicle or in any part of a District Facility.
 - (e) No person shall interfere, in any manner, with the safe operation or movement of any District Vehicle.
 - (f) No person shall impede or block the free movement of passengers, or otherwise disrupt the functions of the District in any District Facility Boarding Platform Area, or in any District Vehicle.
- (12) **Damaging or Defacing District Property.** No person shall:
- (a) Draw graffiti or any other writing on any District Vehicle or any other District Property; or
 - (b) In any manner damage, destroy, interfere with, or obstruct in any manner, the property, services, or facilities of the District.
- (13) **District Property.**
- (a) **Use of the District Transit System.** The Transit System is intended for the use of the District's passengers. To ensure the safety, comfort, and convenience of such passengers, no person shall impede or block the free movement of passengers, interfere with ingress and egress from District Facilities and Vehicles, intimidate or harass other passengers, or in any manner interfere with the principal transportation purpose to which the Transit System is dedicated.
 - (b) **Limited Access Areas.** To ensure the safety, comfort, and convenience of District passengers and the safe and efficient operation of the Transit System, only passengers, District personnel, and those transacting District business shall be permitted within any District administrative facility, customer service center, shelter, District Vehicle, and on any District Boarding Platform area.
 - (c) **Off-hours Closure.** All District Facilities shall be closed during non-operating hours. No person other than Police Officers, District personnel, or persons authorized by the District shall be in or about any District Facility during hours in which that District Facility is closed to the general public.
 - (d) **District's Right of Closure.** The District expressly reserves the right to close any District Facilities and exclude all access at a time and for a duration to be determined by the District Board or General Manager. Such closure may be necessary for reasons that include, but are not limited to, an emergency, natural disaster, cleaning, or repairs.
 - (e) **Damaging District Property.** No person shall damage, destroy, interfere with, or obstruct in any manner the property, services, or facilities of the District.
 - (f) **Exclusion of Non-District Vehicles.** Unless otherwise allowed by posted sign, all non-District vehicles are excluded from District Facilities. Emergency vehicles and other vehicles authorized by the District are exempt from this exclusion.

- (g) **Free Movement of District Vehicles.** No person or vehicle shall obstruct the free movement of District Vehicles while loading or unloading Passengers, or while entering or exiting a District Facilities.
- (h) **Skateboards, In-line Skates, Bicycles.** No person shall ride a bicycle, skateboard or in-line skates at a District Facilities. Bicycles shall only be parked at a District Facility designated areas.
- (14) **Animals.** No person shall bring or carry aboard a District Vehicle, or take into a District Facility, any animal not housed in an enclosed carrying container, except for a person who requires a service animal, or a person training a service animal. In no event, however, shall any animal be allowed on a District Vehicle or at a District Facility if such animal creates a hazard to any passenger or District employee.
- (15) **Carriages and Strollers.** No person shall bring or carry aboard a District Vehicle a carriage or stroller unless such item is folded and unoccupied. Carriages and strollers must remain folded while aboard the District Vehicle.
- (16) **Packages.** Any packages or parcels brought aboard a District Vehicle must be able to be stored on and/or below one seat (if available), and must be secured so as to prevent their displacement should the Vehicle be required to make a sudden stop or sharp turn. In no event shall any package or parcel be allowed to block access to any aisle or stairway.
- (17) **Radios.** No person shall play radios, or other audio devices or musical instruments on a District Vehicle or in a District Facility, unless the sound produced thereby is only audible through earphones to the person carrying the device.
- (18) **Emergency Exit.** No person shall activate the “Emergency Exit” or alarm devise of a District Vehicle or Facility in the absence of an emergency.
- (19) **District Seats.** No person shall place his or her feet on seat cushions on any District Vehicle or in any District Facility.
- (20) **Posting Notices.** Except as otherwise allowed by District regulation, no person shall place, permit or cause to be placed any notice or advertisement upon any District Vehicle, or on any District Facility or upon any non-District vehicle without the owner’s consent while the vehicle is parked at a District Facility.
- (21) **Flammable Substances.** No person shall bring aboard a District Vehicle, or take into a District Facility flammable substance, except for matches and cigarette lighters.
- (22) **Weapons.** No person, except a Police Officer, shall bring into or carry aboard a District Vehicle, or bring into a District Facility, any knife, (except a folding knife with a blade less than 3 ½ inches in length), ice pick, bow, arrow, crossbow, any explosive device or material, any instrument or weapon commonly known as a blackjack, sling shot, sand club, sandbag, sap glove or metal knuckles, etc., or any other illegal or unlawfully possessed weapon of any kind.
- (23) **Non-payment of Fare; Misuse of Bus Pass or Group Pass.**
- (a) **Non-payment of Fare.** No person shall occupy, ride in or use, any District Vehicle unless the person has paid the applicable fare; has

a valid and lawfully acquired transfer, bus pass, or group pass; or is otherwise authorized a free or reduced fare.

- (b) **Misuse of Bus Pass.** No person shall use or attempt to use a District bus pass to board or ride in a District Vehicle unless the bus pass was lawfully acquired at an authorized District outlet by or on behalf of the person. Unless otherwise transferable by the express terms of the bus pass, only the person identified on the bus pass may use such pass.
- (c) **Misuse of Group Pass.** No person shall use or attempt to use a District group pass to board or ride in a District Vehicle unless:
 - (i) The group pass was lawfully acquired at an authorized District outlet by or on behalf of the person; and
 - (ii) The group pass is used according to the terms of the applicable group pass agreement; and
 - (iii) The person is a current member of the group to whom group pass were issued pursuant to the applicable group pass agreement.
- (d) **Confiscation of Misused Bus Pass or Group Bus Pass.** Any District Vehicle operator or any Police Officer may confiscate a bus pass or group bus pass used or presented for use in violation of subsections (b) or (c) of this section.
- (e) **Nonpayment of Fare, Misuse of Bus Pass or Group Bus Pass is Theft.** Any person who violates subsection (a), (b) or (c) above, in addition to any penalties described herein, may be subject to criminal prosecution for theft of services.

1.20 **Exclusion.**

- (1) In addition to any penalties provided herein for the violation of this Ordinance, and to any penalties for the violation of the laws of the State of Oregon, any Police Officer, Safety and Inspector Officer and other persons as may be designated by the District's General Manager, may issue a Notice of Exclusion from the District Transit System to any person who violates this Ordinance. The maximum period for exclusion shall not exceed ninety (90) days.
 - (a) Except as provided in (b) below, written Notice signed by the issuing authority shall be given to a person who has been excluded from all or part of the District Transit System. The written Notice shall specify the particular violation or reason for exclusion, places and duration of exclusion, and the consequences for failure to comply with the notice.
 - (b) In order to ensure the safety, convenience, and comfort of all passengers, a District Vehicle operator may, without giving written Notice of Exclusion, direct a passenger to leave a District Vehicle, or direct a prospective passenger not to board a District Vehicle, if the operator has probable cause to conclude that such passenger is in violation of any provision of the Ordinance. Without written Notice of Exclusion, such exclusion shall be effective only for the route in progress at the time of the exclusion.

- (2) A Notice of Exclusion shall be effective immediately upon issuance and shall remain in effect until the exclusion expires, is terminated by the District, or is rendered ineffective upon appeal. Any person receiving a Notice of Exclusion may appeal in writing under the following procedures:
 - (a) Appeals must be in writing and delivered to the District Appeals Manager within ten (10) days of receipt of the Notice of Exclusion. For appeals sent by mail, timeliness shall be determined by the date postmarked.
 - (b) The District Appeals Officer shall review the appeal and issue a decision within ten (10) days after receipt of the appeal. He or she shall notify appellant, in writing, of the decision. The exclusion shall remain in effect during the pendency of the appeal.
 - (c) If the decision on appeal is in favor of the excluded person, the period of exclusion set forth in the Notice of Exclusion shall be terminated immediately. If the appellant is dissatisfied with the ruling of the District Appeals Officer, he or she may appeal to the District General Manager.
 - (d) Appeals to the District General Manager must be made within ten (10) days of the District Appeals Officer's decision. Appellants shall have the right to present information at a meeting open to the public, if desired, and will be notified of the date, time, and location.
 - (e) The District General Manager shall render a decision within fifteen (15) days after receiving the appeal. The decision by the District General Manager shall be final.
- (3) Notwithstanding (2) above, at any time during the period of exclusion, a person who has received a Notice of Exclusion may apply to the District Appeals Officer for a variance to allow the person to enter upon the District Transit System. The District Appeals Officer may, at his or her sole discretion, grant a variance if the person establishes a need to enter upon the District Transit System for reasons of employment, medical treatment or similar good cause. A variance may include such conditions as the District Appeals Officer determines will prevent future offenses.
- (4) A person excluded under this section may not enter or remain upon any part of the District Transit System from which the person is excluded during the stated period of exclusion. In addition to penalties imposed by this Ordinance, an excluded person who enters or remains upon any District Vehicle or part of the District Transit System from which the person has been excluded, may be charged with Criminal Trespass in the Second Degree, ORS 164.245, or as amended hereafter, and subjected to the penalties thereto.

1.25 Violations and Enforcement.

- (1) Any Police Officer, Safety and Inspector Officer, or Operator has the authority to refuse entrance on a District Vehicle or District Facility, require departure from a District Vehicle or District Facility, or to require a seating change, of any person who violates this ordinance, regardless of location and regardless of pass, transfer, ticket, or valid fare.
- (2) In addition to being excluded from the system pursuant to §1.20 of this Ordinance, any person who violates this Ordinance commits a violation as

defined in ORS 153.008 to 153.025 and, upon conviction, may be punished by a fine of not more than \$250, in addition to other penalties provide by law.

- (3) Any Police Officer as well as Safety and Inspector Officer is authorized to issue citations to any person who violates any provision of this Ordinance. Safety and Inspector Officers are not Police Officers and only have the powers to arrest afforded a private person under ORS 133.225.

1.30 **Jurisdiction.** The laws of the State of Oregon, and all local laws of the jurisdiction where any infraction occurs, apply with equal force and effect to the District Transit System. Police Officers are expressly authorized to enforce all applicable State and local laws, and this Ordinance, upon the District Transit System.

1.35 **Severability.** It is hereby declared to be the legislative intent of Tillamook County Transportation District that the provisions of this Ordinance are severable, and if any provision, clause, section, or part is held illegal, invalid, or unconstitutional or inapplicable to any person or circumstance, the remaining provisions shall continue to be in force and such partial illegality, invalidity, unconstitutionality or inapplicability shall not affect or impair the application of the remaining provisions to other persons and circumstances.

2.0 **Effective Date.** These amendments to Ordinance 3 shall become effective thirty (30) days after their adoption.

Passed and adopted by the District Board this 22nd day of September 2022 and signed by the Board Chair and Board Clerk in authentication of its passage.

TILLAMOOK COUNTY TRANSPORTATION DISTRICT

First Reading: 08/18/22

Board Chair, Mary Johnson

Second Reading: 09/22/22

Effective Date: _____

Attest:

Board Clerk, Natalie Zuercher

Tillamook County Transportation District

MONTHLY PERFORMANCE REPORT

August 2022

RIDERSHIP BY SERVICE TYPE

	August 2022	August 2021	YTD FY 22-23	YTD FY 21-22	YTD % Change
<u>Dial-A-Ride Service</u>					
Tillamook County	1,058	622	1,910	1,668	14.5%
NW Rides	531	408	973	862	12.9%
Dial-A-Ride Total	1,589	1,030	2,883	2,530	14.0%
<u>Deviated Fixed Route Service</u>					
Rt 1: Town Loop	3,436	2,763	7,039	5,762	22.2%
Rt 2A: Netarts/Oceanside	286	557	555	1,134	-51.1%
Rt 2B: Port of Tillamook Bay	442	0	880	0	#DIV/0!
Rt 3: Manzanita/Cannon Beach	1,639	2,227	3,190	4,485	-28.9%
Rt 4: Lincoln City	998	1,057	2,067	2,254	-8.3%
Local Fixed Rt Total	6,801	6,604	13,731	13,635	0.7%
<u>Intercity Service</u>					
Rt 5: Portland	710	696	1,488	1,413	5.3%
Rt 60X: Salem	1,052	759	2,008	1,523	31.8%
Rt 70X: Grand Ronde	385	335	746	691	8.0%
Inter City Total	2,147	1,790	4,242	3,627	17.0%
<u>Other Services</u>					
Tripper Routes	5	4	6	4	50.0%
Special Bus Operations	779	240	2,290	1,047	118.7%
Other Services Total	784	244	2,296	1,051	118.5%
TOTAL ALL SERVICES	11,321	9,668	23,152	20,843	11.1%

ONE-WAY TRIPS BY USER GROUP					
	Fixed		YTD	YTD	YTD %
USER GROUP	Route	DAR	FY 22-23	FY 21-22	Change
General (18 years to 60 years of age)	6,131	254	12,914	11,388	13.4%
Senior/Disabled	2,920	1,271	8,703	8,066	7.9%
Child/Youth (less than 18 years of age)	681	64	1,535	1,385	10.8%
Total	9,732	1,589	23,152	20,839	11.1%

OTHER RIDER CATEGORIES					
	Fixed		YTD	YTD	YTD %
	Route	DAR	FY 22-23	FY 21-22	Change
Ride Connection	99		203	187	8.6%
Tillamook Bay Community College	62		96	85	12.9%
NWOTA Visitor Pass	72		152	462	-67.1%
NW Rides		531	973	804	21.0%
Amtrak/Greyhound	149		281	272	3.3%

Month	Days Operated	Monthly Trips	Monthly Hours	Trips/ Hour
May21	4	175	46.6	3.8
Jun21	12	424	125.8	3.4
Jul21	14	803	197.1	4.1
Aug21	13	240	112.3	2.1
Sep21	4	65	32.3	2.0
Total	47	1,707	514.1	3.3

Month	Days Operated	Monthly Trips	Monthly Hours	Trips/ Hour
May22	4	157	46.6	3.4
Jun22	12	522	125.8	4.1
Jul22	16	1534	168.1	9.1
Aug22	12	779	125.8	6.2
Sep22	4	318	32.3	9.8
Total	48	3,310	498.6	6.6

*4 days (September 2-5) to be included when completed

May 2022 KPI (YTD COMP)

- TPH down -9%
- 18 less trips taken
- Very wet Memorial Day weekend (same days and rev hours comp to 2021)

June 2022 KPI (YTD COMP)

- TPH up +21%
- 98 more trips taken
- Heavy usage on seen on Trolley Service

July 2022 KPI (YTD COMP)

- TPH up +122%
- 731 more trips taken
- Extra day due to service on Holiday

August 2022 KPI (YTD COMP)

- TPH up +195%
- 539 more trips taken
- One less day due to weekend calendar

Annual COMP

Ridership +1,603, TPH + 100%

nwCONNECTOR

Coordinating Committee **Hybrid** Meeting

September 9, 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"> ✚ August 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 Update 	Sarah Lu Heath
10:50- 11:05a	4. Bus Stop Project Update	Jeff Hazen
11:05- 11:20a	5. Contracts Update	Tabatha Welch
11:20- 11:30p	6. Other Business	All
11:30a – 12:00p	7. Member Updates	All

Attachments:

August 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



**NW Connector
Management Work Plan**

Progress to Date: September 2022

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.	SETD		2017	Completed
1B	Agree on major stops and amenities to be installed with Enhance funding.	ODOT Liaison	Hire consultant. Complete Transit Access Study	2023	Completed In progress
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	Updating signage
1D	Develop consistent passenger comfort standards for bicycles, animals, luggage, food, and drink.	BAT		Complete	Completed policy on Transporting Animals, working on Transporting Bikes and Holiday Schedules policies
1E	Implement an automated phone information system specific to the Connector.	SETD		2018	Updated website appears to be resolving need
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 	2018	Completed

CONNECTOR ACTION PLAN		Lead	Action Items	Target Completion	Progress to Date
			<ul style="list-style-type: none"> on transit options, provide bike 'n ride information on the NW Connector website. 		
	Implement Bike'n'Ride program	SETD	<ul style="list-style-type: none"> Bike repair stations Cycling tourism investigation 	2023	Jeff Hazen is working with long distance cyclists for feedback
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
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	On-going
2D	Connect with local visitor attractions that can offer off-season discounts.	Connector staff	Include strategies in annual marketing plan	2019	Added trip ideas and local events to website
2E	Provide a website that is easy and intuitive for customers to use.	Consultant		2018	Complete

CONNECTOR ACTION PLAN		Lead	Action Items	Target Completion	Progress to Date
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	Advertising in Travel Guide Listed in Transportation Options on TravelOregon website
2G	Provide presentations to update regional and statewide groups upon completion of the Management Plan	TCTD	Prepare a 10-minute PowerPoint presentation. Work with ODOT Liaison to get on the Oregon Transportation Commission agenda.	2022 or 2023	Multiple presentations have been prepared and used. Maintaining an archive for future use. Target Oregon Public Transit Conference when it returns to in-person.
2F	Increase brand and system awareness	All Partners	Update and increase NWConnector signage	2018–2019	In progress
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
3C	Increase frequencies and service levels on valley to coast corridors (Hwy 6, 20, 30).	LCT		2022	Funding is secured for Hwy 20 Coast to Valley Express expansion. We will implement when CDL drivers are available.
3D	Expand the Connector system into Yamhill County.	TCTD	IGA and Management Plan needs to be adopted first	2019	In progress

CONNECTOR ACTION PLAN		Lead	Action Items	Target Completion	Progress to Date
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.	BAT		2017	Amtrak interline agreements are enacted.
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
		CCR	Look at adding automatic data collection technologies for the region, including equipment maintenance and data management.	Implement by 2019; ongoing thereafter	Not started
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 (Swiftly) on all 4 Coast 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

CONNECTOR ACTION PLAN		Lead	Action Items	Target Completion	Progress to Date
4D	Develop a regional policies and procedures manual, and establish initial policies for topic areas recommended in the management plan.	BAT		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; Tracking new funding coming online for regional coordination
4F	Convene representatives from each partner agency's board to discuss potential management strategies and resolve barriers to the IGA.	TCTD (LCT to provide current draft IGA)		2017	IGA is in place.
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

CONNECTOR ACTION PLAN		Lead	Action Items	Target Completion	Progress 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. 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. 	2018; ongoing thereafter	Partially being done
5D	Increase utilization of the NWConnector system by low income riders: Reduced fares, identifying routes with low-income ridership			2018; ongoing thereafter	Partially being done; Coast to Valley Expressed has reduced fares

CONNECTOR ACTION PLAN				
	Lead	Action Items	Target Completion	Progress to Date
		<ul style="list-style-type: none"> Investigate last mile trips, may be more cost effective to do Dial-a-Ride 		

NWOTA Meeting Minutes
August 11, 2022

In attendance: Cynda Bruce, Brad Dillingham, John Dreezen, Jeff Hazen, Sarah Lu Heath, Mike Reed, Tabatha Welch

Meeting minutes from July and financial statements reviewed. Jeff Hazen moved to approved, John Dreezen seconded; motion passed unanimously.

Bus Stop Update:

Jeff Hazen provided updates on conversations with Jacobs and the potential need for additional design work. There is concern that inflation will put the cost of the project significantly overbudget and may require additional funding. Additionally, more information is sought for procurement regulations if prices increase. Due to changes in the plan, there is no vote to proceed.

Update on Contracts:

Web services contract will not need to go out to bid. In the future, we would like to sign two year contracts to be more efficient.

Other Business:

Discussion of updates needed to the NWOTA Work Plan.

Member Updates:

BAT: Contractors are needing encouragement to continue disinfectant protocols.

CCR: Agency staff is performing well and are now county employees. The agency is looking at the possibility of a advisory committee and seeks examples of bylaws.

ODOT: STIF and STF programs are being combined and bylaw drafting is underway. Transit tax issues are plaguing several municipalities with growing concern from affected agencies outside of Metro.

TCTD: Agency continues to recover after the loss of Doug Pilant.

SETD: Agency has been selected as a pilot of ODOT's net zero program and are seeking a consultant for the project. Jennifer has replaced Paul Lewicki after his retirement.

LCT: No updates.

Meeting adjourned at 12:08pm.

Tillamook County Transportation District

Financial Statement

08 - Northwest Oregon Transit Allia

From 7/1/2022 Through 7/31/2022

	Current Period Actual	Current Period Budget	Current Year Actual	Total Budget	Total Budget Variance	.08%
Resources						
Working Capital						
3500	0.00	80,000.00	0.00	80,000.00	(80,000.00)	0.00%
NWOTA Partner Cont. Match						
4225	12,000.00	0.00	12,000.00	170,121.00	(158,121.00)	7.05%
Transfer From General Fund						
4911	0.00	667,923.00	0.00	667,923.00	(667,923.00)	0.00%
Total Resources	<u>12,000.00</u>	<u>747,923.00</u>	<u>12,000.00</u>	<u>918,044.00</u>	<u>(906,044.00)</u>	<u>1.31%</u>
Expenses						
Materials and Services						
Professional Services						
5100	0.00	416.67	0.00	5,000.00	5,000.00	0.00%
Administrative Support						
5101	0.00	6,666.67	0.00	25,000.00	25,000.00	0.00%
Website Maintenance						
5102	0.00	3,833.33	0.00	46,000.00	46,000.00	0.00%
Marketing						
5190	0.00	3,333.33	0.00	40,000.00	40,000.00	0.00%
Total Materials and Services	<u>0.00</u>	<u>14,250.00</u>	<u>0.00</u>	<u>116,000.00</u>	<u>116,000.00</u>	<u>0.00%</u>
Transfers						
Transfer to General Fund						
9130	0.00	3,000.00	0.00	3,000.00	3,000.00	0.00%
Unappropriated Ending Fund Bal						
9180	0.00	31,500.00	0.00	31,500.00	31,500.00	0.00%
Total Transfers	<u>0.00</u>	<u>34,500.00</u>	<u>0.00</u>	<u>34,500.00</u>	<u>34,500.00</u>	<u>0.00%</u>
Capital Outlay						
Capital Purchases						
Bus Stop Signage/Shelters						
6040	0.00	767,544.00	0.00	767,544.00	767,544.00	0.00%
Total Capital Purchases	<u>0.00</u>	<u>767,544.00</u>	<u>0.00</u>	<u>767,544.00</u>	<u>767,544.00</u>	<u>0.00%</u>
Total Capital Outlay	<u>0.00</u>	<u>767,544.00</u>	<u>0.00</u>	<u>767,544.00</u>	<u>767,544.00</u>	<u>0.00%</u>
Total Expenses	<u>0.00</u>	<u>816,294.00</u>	<u>0.00</u>	<u>918,044.00</u>	<u>918,044.00</u>	<u>0.00%</u>

Date: 8/8/22 04:13:38 PM

Monthly BOD Report w/YTD Budget & Variance

Page: 1

Tillamook County Transportation District
Board of Directors Special Meeting
Thursday, August 18, 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 6:02 pm.

2. Pledge of Allegiance

3. Roll Call:

Present

TCTD Board of Directors

Mary Johnson, Board Chair (Zoom)

Judy Riggs, Vice Chair

Jackie Edwards, Director (Zoom)

Linda Adler, Secretary (Zoom)

Marty Holm, Director (Zoom)

Gary Hanenkrat, Treasurer

TCTD Staff

Natalie Zuercher, Admin Assistant/ Board Clerk

Mike Reed, Operations Superintendent

Tabatha Welch, Financial Advisor

Cathy Bond, NWR Brokerage Manager

Guests

Matthew Kahl, Jordan Ramis (Zoom)

Arla Miller, ODOT (Zoom)

Kathy Kleczek, NTO (Zoom)

4. Announcements and Changes to Agenda:

5. Public & Guest Comments:

- a. Kathy Kleczek thanked everyone for honoring Doug with the service. It was a pleasure and honor to be there.

6. Executive Session: None

7. **PUBLIC HEARING**

- a. AA Zuercher read Ordinance #3 regarding Repulsive Odors at 6:05 PM.
- b. Ended the public hearing at 6:06 PM.

- c. Dir. Hanenkrat asked if we can't let anyone come on bus if they are obnoxious and asked reason for change.
 - i. IGM/ OS Reed replied it is because of an audit finding that was found.
 - ii. Arla Miller clarified that there are people with disabilities allergic to soaps. This would open up for an ADA lawsuit because of terminology in there. If there is legal or dangerous action that puts people at risk that's the only way to kick someone off.

REPORTS

- 8. Financial Report: Finance Supervisor Welch reviewed the TCTD year-to-date financial report through July 2022.
 - a. FS Welch discussed the Year-to-date July 2022 financial report.
 - b. Completed 8% of the fiscal year.
 - c. Trolleys graphic invoice reimbursed from Tillamook Coast Visitors.
 - d. Fred Meyer charges from June asked by Hanenkrat, no charges for July.
 - e. Dir. Adler asked about July payment with website.
 - i. FA Welch replied that Sarah Lu found all of these invoices because they were a little behind. They are reconciled for fiscal year.
- 9. Service Measure Performance Report: IGM Reed gave the service performance report through July 2022.
 - a. Ridership up 26%
 - b. NWR up 1.8%, number was admitted 442 on page.
 - c. PPH 10.9% up
 - d. Fair box recovery down 22.7%
- 10. Northwest Oregon Transit Alliance: IGM Reed shared updates from the last partner meeting.
 - a. Financials are not included this month but should be included in next.
 - b. We can now sign ColPac agreement thanks to legal.
- 11. Planning & Development: IGM Reed shared the following updates:
 - a. In July operations conducted ridership survey on Hummingbird Lane. There where zero fixed route rides out of 433 trips, no passengers out in that area. September 18th, TCTD will discontinue this route.
- 12. Grant Funding:
 - a. None.
- 13. Facility/Property Management: IGM Reed gave the following updates:
 - a. Construction project, drawings not yet completed. J&J will hopefully have done by next week.
 - b. Propane facility was working great for 7 days but now back to troubleshooting.
- 14. NW Ride Brokerage: Brokerage Manager Bond shared the following updates:
 - a. Now officially fully staffed.

- b. CARE Oregon team will be here on Monday, August 22nd to give results of rider surveys.
- c. Contract Renewals will take place in Fall.
 - i. Dir. Holm asked about pushing longer contracts
 - ii. BM Bond replied that OHA is redoing rules and CARE Oregon buffs us from being involved in those rules. They only do 1-year contract with OHA and it keeps us from getting caught up in OHA drama.
 - iii. Dir. Holm expressed how interesting this unusual relationship is and it would be confidence in us and them to extend the contract. There's more risk for us with a short-term contract. Is there some other avenue? This isn't an unreasonable ask.
 - iv. BM Bond said I appreciate your regard, but I will tell you there are requirements with Portland brokerage that would be way hard for us to do. The Portland brokerage has 50 employees they have different requirements. I agree with you, we should have a more long-term relationship. We just have had 4 years and have proved ourselves with them.
 - v. Dir. Holm asked the difference between 1- and 5-year contract and is interested if we are the only 1-year contract.
 - vi. BM Bond replied that any one in a brokerage in Oregon is under a 1-year contract.

15. Miscellaneous:

CONSENT CALENDAR

- 16. Motion to Approve the Minutes of July 21, 2022, Regular Board Meeting
- 17. Motion to Accept the TCTD July 2022 Financial and July 2022 Service Report
- 18. Motion to Approve TCTD Occupational Health and Safety Plan Policy
- 19. Motion to Authorize the Interim General Manager to Postpone Service Expansion
 - a. IGM/OS Reed said the state of Oregon requires we carry OSHA language for heat and work-related illness, they provided a template for us to enter our language into.
 - b. IGM/OS Reed explained that the service expansion is something we are unprepared to do at this time. This is about driver numbers. We don't want to commit if we are unable to fulfill.

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

Motion Passed

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

ACTION ITEMS

20. Motion to Approve Resolution #22-21 In the Matter of Authorizing the Interim General Manager to Execute ODOT Section 5339 Grant #35328 to Fund the Purchase of (2) two Transit Trolley Vehicles and the Design, Construction, and Shelter of the Hebo Bus Stop and the Renovation of the Downtown Transit Center
- a. Dir. Adler doesn't approve purchases of trolleys, we don't run them enough and we should hold off on this.
 - i. Dir. Holm explained how the trolleys are not just for Pacific City Shuttle.
 - ii. IGM/OS Reed said the trolleys won't run on intercity service; they are for in town things such as SBO's.
 - iii. Dir. Adler replied it was a great deal with the first trolley but taxpayer dollars with the other ones should be the next GM responsibility.
 - b. BC Johnson asked Arla Miller about grant execution times.
 - i. Arla Miller replied that she assumed Doug brought it forward for a purpose. You cannot rent these trolleys out specifically.
 - c. BC Johnson asked about the current trolleys and their use.
 - i. Arla Miller said these ones (trolleys) are fine.
 - d. Dir. Adler asked about the trolley we have currently and if it's federally funded.
 - i. Arla Miller said this one is not currently, but these next ones would be.
 - e. Dir. Holm asked about shuttle services with these trolleys, but the project title should be changed on page 76 of packet. It currently states that these trolleys are purchased for PC shuttle service.
 - i. Arla Miller replied that we can't amend that because of the way the grant was applied for.
 - f. Dir. Hanenkrat said we need a plan for these trolleys, and we don't have enough drivers now.
 - i. IGM/OS said these trolleys are not an expansion of the service, these are replacements for broken down vehicles.
 - ii. Dir. Hanenkrat asked about the vehicles in PC Shuttle service and asked 3 days a week.
 - iii. IGM/OS replied yes.
 - g. Dir. Hanenkrat expressed that the trolleys are not being used enough.
 - i. Dir. Edwards said if the trolleys are purchased, they will be used more and more. The promo on this is incredible for the district, its apart of this district, I think we could make use of them.
 - ii. Dir. Hanenkrat asked what the use would be for the trolleys.
 - iii. Dir. Edwards said we wouldn't know till we used them; I don't think Doug would ask for them for no reason.
 - h. Dir. Holm said we approved this as a part of the budget, we looked at this several months ago. This was a part of one of the line items.
 - i. FA Welch replied yes.
 - i. Dir. Adler asked Arla Miller if we can make this grant for regular busses instead of just in PC. I think two more is over kill and is a waste of taxpayer dollars without a plan.
 - i. Arla Miller replied we can amend it but I can get the document to BC Johnson to see what they were intended for.

- j. Holm said these trolleys would be widely used and one is not enough. I don't agree that we wouldn't be using these. We need to change the use.
 - i. Adler replied that 3 is too many and its excessive and a bit much.
- k. Dir. Edwards said this is all well planned out and we are at the finish line of approving it.
 - i. Dir. Adler replied that she is questioning the planning out of it.
 - ii. Dir. Edwards said Doug planned things out thoroughly, this isn't new to us.
 - iii. Dir. Hanenkrat said when we approved this it had to do with events, but we were just told we can't put these in events.
 - iv. FA Welch said we can swap the trolleys based on service of events on the intended use.
- l. IGM/OS Reed explained trolleys expanded on the coast feed the growth of the district. We have made commitments to PC with the trolley. That would be a huge rug pulled out from under them to take it away.
 - i. Dir. Hanenkrat said if you look at it, the trolley will only be used for three months.
 - ii. IGM/OS Reed said the ridership on the trolley is through the roof.
- m. Dir. Riggs discussed the pricing on busses in comparison to the trolley.
 - i. Dir. Hanenkrat replied that its taxpayer money.
- n. BC Johnson said she chatted with Doug on the behalf of wheeler, as a City Manager and was interested in the trolley for the summer months. I think this agreement needs to be amended. Let's table it so that we can broaden it.
 - i. Dir. Holm said we need to change the PC language in it.
- o. Dir. Adler interjected that a bus is more practical, that's our industry.
 - i. IGM/OS Reed replied that the trolley is a bus.
- p. Dir. Holm said we will use it for more than 3 months out of the year. There is a need especially in summer, the support we provide is necessary.

Motion by Dir. Holm to Motion to Approve Resolution #22-21 In the Matter of Authorizing the Interim General Manager to Execute ODOT Section 5339 Grant #35328 with amendment to remove PC Shuttle Language to Fund the Purchase of (2) two Transit Trolley Vehicles and the Design, Construction, and Shelter of the Hebo Bus Stop and the Renovation of the Downtown Transit Center. *Motion Seconded* by Dir. Riggs.

Motion Passed

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

21. Motion to Approve Resolution #22-22 In the Matter of Authorizing the Interim General Manager to Execute a Professional Services Agreement with Columbia Pacific Economic Development District on Behalf of NWOTA

- a. IGM/OS Reed said this is the ColPac agreement we have been working on since last board meeting.

- b. Matthew Kahl expressed that this contract originally had to go to bid, based on discussion this can be on sole source. The resolution is to approve the sole source as well as sole source termination and findings.
- c. Matthew Kahl Referred to the sole source included in the board packet.
- d. Matthew Kahl expressed that because of the dollar amount, the public doesn't need to be notified of findings beforehand. Resolution along with service agreement in packet.

Motion by Dir. Riggs to Motion to Approve Resolution #22-22 In the Matter of Authorizing the Interim General Manager to Execute a Professional Services Agreement with Columbia Pacific Economic Development District on Behalf of NWOTA. *Motion Seconded* by Dir. Holm.

Motion Passed

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

22. In the Matter of Approving Resolution #22-23 in the Matter of Authorizing the Interim General Manager to Adopt a Revised Operations Coordinator Compensation Plan for the District.
- a. IGM/OS Reed said admin positions have gone under view with compensation. This got put on back burner, but Doug had recently been working on it. We are bringing this to you because we need this position filled before GM is filled. A few more of these will come on later.
 - b. Dir. Hanenkrat asked what the salary range is now.
 - i. FA Welch replierd said its 15-21.

Motion by Dir. Riggs to Approve Resolution #22-23 in the Matter of Authorizing the Interim General Manager to Adopt a Revised Operations Coordinator Compensation Plan for the District *Motion Seconded* by Dir. Edwards.

Motion Passed

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

DISCUSSION ITEMS

23. Staff Comments/Concerns:

Operations Superintendent/Interim General Manager Reed: None

Finance Supervisor Welch: None

NW Rides Brokerage Manager Bond: Thank you to the board for trusting me with Doug's memorial. We had a tragedy before, so thank you to all that helped. Reflected on goals of the district, under Doug, we did a lot of things together. I gladly worked beside Doug because we worked well together. To honor him, I intend to apply for the General Manager position at the district. I have full faith in the board that they will do what's best for the district. I am not campaigning.

Administrative Assistant Zuercher: Thank you for the help with the fair.

24. Board of Directors Comments/Concerns:

Board Chair Johnson: None

Dir. Riggs: Agreed with everyone on memorial. It was interesting to talk to Doug's son. The food was fabulous from Pacific Restaurant. I last minute volunteered at the fair since we are in the middle of hiring city manager. Cathy was on a tractor when I first got there.

Dir. Adler: Great job with Doug's memorial Cathy. It was nice to chat with you Mike. Nice seeing you all.

- a. Wanted to talk about moving forward with Prothman. They have asked about signing bonus and relocation packages. Asked Tabatha to email his salary.
 - a. Dir. Holm replied that Prothmans prime contact is the board chair.
 - b. Dir. Adler said it has been me up until now.
 - c. BC Johnson said Linda has been doing a great job.
 - d. Dir. Adler said I want to get the ball rolling; the last communication was today.
 - e. FA Welch said what's needed is a wage salary, I cannot provide that information.
 - f. Dir. Adler said we need to know where we were to move forward.
 - g. FA Welch said we would be hiring someone on at Doug's salary at 12 years.
- b. Dir. Riggs asked about Doug's salary range.
 - a. FA Welch said there isn't one.
 - b. BC Johnson said they are looking for provided salary based on budget.
 - a. Dir. Holm said I don't think it's a problem to provide Doug's salary.
- c. Dir. Adler said I want to hear what the board wants. I like to get back to them tomorrow.

- a. FA Welch said she was asked about what salary we want to provide the GM.
- b. Dir. Adler replied the question is what is in the budget now.
- c. Dir. Hanenkrat said this is a negotiation.
- d. FA Welch said that is what I was afraid of.
- e. Dir. Holm said we are in a public meeting right now; we shouldn't be providing this salary. We need to let Prothman get through their initial start. This isn't the right time to discuss the specifics with an offer. This is a potential ES discussion.
- d. Dir. Adler discussed a SDAO GM job offer she found. Asked about throwing these numbers out as salary range.
 - a. BC Johnson said she would like to provide Doug's salary to get a salary range. This can be an ES for the next meeting. I agree with Marty this is an ES. As far as other perks for recruitment, this falls under Tabatha with budget. If it's not in budget, we can't offer it.
- e. Dir. Adler asked if we should make a future date, Prothman is waiting for us.
- f. BM Bond said Heidi Mason worked with Doug on all pay range scales.
- g. Matthew Kahl said ES with a public employment officer, this vacancy must be advertised. That's when that ES can be held. The authority to hold that ES doesn't apply to salary in connection with hiring of officer where this talk is going.
- h. Matthew Kahl said the idea based upon the budget is where you go if you want to go higher or lower.
- i. BC Johnson asked if we could 192.660(F) with the ES.
 - a. Matthew Kahl said he doesn't believe it would fall under that.
- j. Dir. Riggs asked about salary dependent on experience with the wording, until we meet these people. When Doug first started, he was under paid. I don't want to scare anyone off. I think Prothman can come up with some language.
 - a. Dir. Holm said this pay is negotiable, we have said numbers in this public meeting that may be perceived. This is a different position that we have. We don't need to look in every little detail. We need to supply Prothman with pay so they can tell us if we are completely out of line. No reason to put a number on the table right now.
- k. BC Johnson said are we moving forward with Prothman and salary range.
 - a. Dir. Holm said I don't think we should do that; I don't believe we have done that 12 years ago, counties are different than us. We don't have to operate in a certain fashion. We need to know what we can or can't afford but based on experience.
- l. Dir. Adler we will wait till ES with Prothman to discuss these things.
- m. Dir. Hanenkrat asked if we are sharing Doug's salary with Prothman.
 - a. Dir. Holm said once recruitment starts then we will do an ES.
- n. Dir. Adler said Prothman was asking what we want to offer.
 - a. BC Johnson said we will move forward with that. For any additional incentives we don't need to include that in ad. Asked Tabatha to provide numbers where we fall with budget.

- b. FA Welch replied that Dir. Holm made a great point, the wiggle room with budget has to do with vacancy of the GM.
- c. Dir. Hanenkrat asked if we give Prothman a figure, are they recruiting with that.
- d. BC Johnson replied no that Prothman will provide us with salary range.
 - i. IGM/OD Reed said you need to make that clear with Prothman because of email he got.

Dir. Hanenkrat: I think it was a great job on everyone's part, this whole crew is doing a great job.

Dir. Holm: Appreciate what staff and Cathy put together for Doug's memorial. It was so well done. I am glad I was there, and Cathy was able to find those words to describe Doug. You did a great memorialization.

Dir. Edwards: Agreed with Marty, it was a beautiful service, thank you Cathy. Doug would be very humbled.

Adjournment: Board Chair Johnson adjourned the meeting at 7:26 pm.

These minutes approved this 22nd day of September 2022.

ATTEST:

Mary Johnson, Board Chair

Mike Reed, Interim General Manager

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

Authorizing the General)
Manager to Execute ODOT)
Section 5311(f) Grant Agreement)
No. 35117 for Intercity Services)

RESOLUTION NO. 22-24

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

WHEREAS, ODOT allocated funding to the District for intercity transit services between Tillamook and Portland, vehicle preventative maintenance, and capital equipment purchases; and

WHEREAS, the District wishes to accept ODOT Grant Agreement No. 35117 to fund intercity services, preventative maintenance, and capital needs for the intercity route between Tillamook and Portland.

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

that the General Manager is authorized to execute ODOT Grant Agreement No. 35117 in the amount of \$491,000 on behalf of the Tillamook County Transportation District, to provide intercity services and preventative maintenance and to purchase capital equipment.

INTRODUCED AND ADOPTED this 22nd day of September 2022.

ATTEST:

By: _____
Mary Johnson, Board Chair

By: _____
Mike Reed, Interim General Manager

AMENDMENT NUMBER 3
ODOT GRANT AGREEMENT NO. 35117
Tillamook County Transportation District

The **State of Oregon**, acting by and through its Department of Transportation, hereinafter referred to as **State**, and **Tillamook County Transportation District**, hereinafter referred to as **Recipient**, entered into an Agreement on **June 22, 2021**, Amendment 1 (one) on **August 4, 2021**, and Amendment 2 (two) on **December 17, 2021**. Said Agreement is to secure financial assistance to complete the activities described in Exhibit A.

It has now been determined by **State** and **Recipient** that the Agreement referenced above, although remaining in full force and effect, shall be amended to revise Exhibit A.

Exhibit A shall be deleted in its entirety and replaced with the attached Revised Exhibit A. All references to "Exhibit A" shall hereinafter be referred to as "Revised Exhibit A."

This Amendment may be executed in several counterparts (facsimile or otherwise) all of which when taken together shall constitute one agreement binding on all Parties, notwithstanding that all Parties are not signatories to the same counterpart. Each copy of this Amendment so executed shall constitute an original.

THE PARTIES, by execution of this Agreement, hereby acknowledge that their signing representatives have read this Agreement, understand it, and agree to be bound by its terms and conditions.

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) 8158283
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 _____ 08/01/2022

APPROVED AS TO LEGAL SUFFICIENCY

(For funding over \$150,000)

Amendment changes to this Agreement are within the scope of the original or previously amended version; therefore, legal sufficiency review is exempt under OAR 137-045-0050(2).

**Revised Exhibit A
 Project Description and Budget**

Project Description/Statement of Work

Project Title: 5311(f) Tillamook County Transportation District 35117				
<i>Coastliner - Tillamook to Portland Intercity Service.</i>				
P-21-3536-01 Item #1: Bus STD 35ft				
	Total	Grant Amount	Local Match	Match Type(s)
	\$220,000.00	\$176,000.00	\$44,000.00	Local
P-21-3536-02 Item #1: General Development/Comprehensive Planning				
	Total	Grant Amount	Local Match	Match Type(s)
	\$15,000.00	\$12,000.00	\$3,000.00	Local
P-21-3536-03 Item #2: 50% Federal Share				
	\$852,000.00	\$426,000.00	\$426,000.00	Local
P-21-3536-04 Item #1: Preventive Maintenance				
	Total	Grant Amount	Local Match	Match Type(s)
	\$90,000.00	\$72,000.00	\$18,000.00	Local
Sub Total	\$1,177,000.00	\$686,000.00	\$491,000.00	
Grand Total	\$1,177,000.00	\$686,000.00	\$491,000.00	

1. BACKGROUND

In the 2017 legislative session, the Oregon Legislature passed House Bill 2017, the Statewide Transportation Improvement Fund (STIF). The bill designated nine percent of the total funds appropriated to be awarded to eligible Public Transportation Service Providers (PTSPs) based on a competitive grant process. This nine percent is divided into a five-percent share for STIF Discretionary projects and a four-percent share for STIF Intercommunity Discretionary projects.

The STIF Discretionary fund is a flexible fund source that aims to expand or improve public transportation services by supporting projects that create new service routes, adopt enhanced forms of technology and data collection, maintain transit fleets in a state of good repair, and advance the equity and sustainability of transportation in the state.

The STIF Intercommunity Discretionary fund is housed with FTA Section 5311(f) funds under the "Statewide Transit Network Program." The purpose of the Statewide Transit Network Program is to support projects that enhance Oregon's statewide fixed route transit network by investing in key transit hubs, closing gaps between two or more communities, improving access to and from transit for pedestrians and bicyclists, improving collaboration and coordination between agencies that results in functional benefits, or other activities that improve the function of the overall transit network and serve the interests of more than one transit agency.

This Agreement describes the duties and responsibilities of State and Recipient in the management and proper use of STIF funds or 5311(f) funds and the associated reporting requirements.

2. PROJECT DESCRIPTION

Operations

This Agreement funds an intercity project to continue to operate a much needed service for the coastal community of Tillamook and surrounding communities.

The intercity project enhances the statewide transit network by continuing to provide service known as the Coastliner from the Tillamook coastal community to Portland, with stops in Banks, North Plains, Hillsboro, Beaverton, and downtown Portland. With connections to Ride Connection, TriMet, Amtrak, and Greyhound. There are interline agreements in place with Amtrak and Greyhound.

This project supports intercity transit service, which is characterized by infrequent stops, not being designed primarily for commuters, and the use of vehicles with the capacity to carry passenger luggage. The supported service makes meaningful connections to the larger transit network where possible. The supported service route covers a one-way distance of at least 20 miles or closes a vital gap in the statewide transit network.

This service will run between Tillamook and Portland and has planned stops at the following locations: Banks, North Plains, Hillsboro, Beaverton, and downtown Portland. The service will run adding an additional run this biennium 3 times a day, 7 days a week.

Vehicle Expansion

Purchase 1 transit vehicles as follows: useful life - 10 years and 350,000 miles; approximate length - 30 feet; estimated number of seats - 25-30; estimated number of ADA securement stations - 2; fuel type - diesel.

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

Preventive Maintenance

Provide funding for preventive maintenance on vehicles in the provision of public transportation. Proper maintenance ensures assets are kept in good condition per manufacturer's recommendations and that safety standards are met.

Preventive maintenance reimbursed in this Agreement is for assets used in the provision of public transportation services for the general public, seniors, or individuals with disabilities. This Agreement does not provide for maintenance on staff vehicles, vehicles used for business of Recipient, or maintenance vehicles.

Planning

This Agreement provides funding for hiring a planning consultant to support District staff in finding the maximum number of Amtrak/Greyhound interline connections. And, the planning consultant will also support Tillamook County Transportation District staff by facilitating conversations with Washington County and Ride Connection stakeholders to ensure enhanced Coastliner service meets Tillamook County's needs, as well as the residents living in Banks and North Plains.

PROJECT DELIVERABLES, TASKS and SCHEDULE

Operations

The service, schedule, days, hours, and service type will be designed to meet the needs of the target population as determined by Recipient and program type, in consultation with the operator of service, the affected community members, and stakeholders identified by Recipient.

All services provided must be open to the general public and marketed as general public service.

To the extent possible, Recipient (and contractors, as applicable), will coordinate the delivery of transportation services with other public and private transportation providers to enhance regional services and to avoid duplication of services. Coordinated service may be made available to a variety of potential users.

Recipient may amend the service design at any time in accordance with local demand, funding issues, or other situations that require service to be changed. Recipient will inform State if there is a change in the service funded by this Agreement.

Recipient will market the services in culturally appropriate ways. Marketing and promotional activities should be focused on incentivizing ridership through inclusive customer engagement techniques. Activities may include marketing strategies, marketing campaigns, and creating marketing materials. Recipient may use key performance indicators in marketing the service.

Recipient is encouraged to set realistic goals and establish measurable outcomes for this project. Goals and outcomes can be related to rides provided to seniors and persons with disabilities, number of rides transitioned from demand responsive to fixed route transit through mobility management efforts, hours of public transportation services to low-income households at the 200 percent poverty threshold, and overall ridership. They can also be related to Environmental Justice goals. Progress meeting established goals and outcomes should be shared in Recipient's agency periodic report.

Recipient shall engage in a good faith effort to generate program income to help defray program costs. If program income is generated from federally-funded projects, that income must be reported on the agency periodic report.

Recipient, in the performance of this Project, shall document steps taken to improve accessibility of public transportation for vulnerable populations and/or historically marginalized communities. Vulnerable populations include low-income individuals or households, veterans, Tribal communities or groups, individuals of age 65 and older, individuals with disabilities, and individuals with limited English proficiency. Information on this topic shall be provided to State through reporting.

Recipient, if operating fixed route or deviated fixed route transit service, shall create and maintain current GTFS data describing the service. (This can be supported by State's GTFS contractor.) GTFS data should be updated in advance of system changes to allow trip planners to stay current.

5311(f)-supported services shall serve key transit hubs and stops operated or used by for-profit/national transit providers where practical unless explicitly exempted by State. 5311(f)-supported service providers shall enter into interline agreements with Greyhound and Amtrak where practical unless explicitly exempted by State.

Vehicle Expansion

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

*Estimated order date: August 31, 2021.
Estimated delivery date: June 30, 2023.*

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 vehicle 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 a passenger transportation vehicle 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 vehicle to coordinate public and human service transportation services with other agencies. Recipient will not lease the vehicle to another agency without the permission of State.

State will retain title to the vehicle as primary security interest holder as long as the vehicle remains 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) 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 plan upon request.

Preventive Maintenance

All preventive maintenance tasks must be completed prior to the expiration date of this Agreement.

Preventive maintenance expenses include activities, supplies, materials, labor, services, and associated costs required to preserve or extend the functionality and serviceability of the asset in a cost effective manner. Preventive maintenance includes, but is not limited to the following: oil changes; engine tune-ups; tire purchases; tire maintenance; annual vehicle inspections; scheduled or routine maintenance; and associated parts, supplies, and labor.

Preventive maintenance under this Agreement does not include repairs resulting from motor vehicle accidents covered by insurance, repairs on vehicles or components under warranty, or repairs which are paid for in other agreements or contracts.

Recipient must provide to State a plan for proposed preventive maintenance, unless a plan is already on file with State. Reimbursement requests must match the activities or purchases described in Recipient's plan.

A major component replacement (such as an engine or transmission), that keeps an asset within useful life (overhaul), or extends the useful life (rebuild) may be eligible for reimbursement under this Agreement, pending verification of conformance to Recipient's adopted maintenance plan and requirements detailed in Federal Transit Administration Circular 5010.1E (Award Management Requirements), Chapter IV.

A vehicle must meet at least 40 percent of its useful life to be considered for an overhaul. Recipient must obtain pre-approval from State prior to any vehicle overhaul. Vehicle rebuilds must extend the useful life of the vehicle by at least four years.

If local circumstances change, for example, vehicle type or asset disposition, Recipient's maintenance plan must be updated to reflect that change and submitted to State within 90 days of the change.

Planning

Recipient, in coordination with its regional transit coordinator, will conduct a procurement for a planning consultant, or use internal staff where sufficient planning capacity exists, to produce a plan that includes the following elements:

a) TASK ONE: Amtrak Greyhound Interline Connections

- a. Identify maximum connections to interline with Amtrak/Greyhound*
- b. Assess ridership numbers to see if there will be any unintentional harm to riders if schedules are changed to meet interline connections.*
- c. Perform public outreach to get input for any substantial schedule changes to maximize interline connections. This can be done onboard Coastliner, and or through social media, website, Transit Application, etc.*
- d. Assess compiled information for the best way forward to achieving connections, while serving the current transit riders.*
- e. Notify traveling public, and connecting agencies, as soon as possible of schedule changes that are going to happen, along with the date*

b) TASK TWO: Washington County and Ride Connection Stakeholder Conversation

- a. Through collaboration assess if enhanced Coastliner service meets Washington County residents in Banks and North Plains*
- b. Public Outreach to identify needs, if unclear from collaboration meeting.*
- c. Determine the service that will require long-term financial planning*
- d. Produce marketing materials*
- e. Identify fund source(s)*

c) *TASK THREE: Implementation Plan*

Describe the implementation plan(s) and include timelines and milestones for completion of tasks.

d) *TASK FOUR: Public Participation Documentation*

Public participation can be in the form of surveying, public meetings, and meetings with stakeholder groups. Participation may include the following: transportation providers, riders, social and governmental stakeholders, and representatives of Title VI populations (i.e., low-income and minority groups, veterans, seniors and individuals with disabilities.)

Documentation of public participation could include survey results, meeting minutes, media content, reports, advertisements and other visual and written forms of community engagement.

Modifications to Project Objectives or Service:

Recipients receiving operating or mobility management funding for fixed route service shall provide adequate public notice of impending service changes. State shall be included in the first entities notified of any impending service changes. Cause for such notification shall include, but not be limited to, changes to route stops, route frequency, or the primary vehicle used for the service as well as Recipient's inability to maintain interline agreements made with other public transportation service providers. Service changes determined to significantly impede Recipient's ability to achieve objectives and deliverables identified in this Agreement may result in loss or reduction of project funding.

Modifications to projects funded with 5311(f) funds must continue to provide significant benefit to the statewide transit network and meet the definition of intercity service or risk loss or reduction of project funding.

3. PROJECT ACCOUNTING and MATCHING FUNDING

Recipient retains authority over costs and allocations of STIF funds within the guidelines established by Oregon Revised Statutes (ORS) 184.751 through 184.758 and Oregon Administrative Rules (OAR) Chapter 732.

Generally accepted accounting principles and Recipient's own accounting system determine those costs that are to be accounted for as gross operating expenses. The contractor may use capital equipment funded from USDOT- or State-source grants when performing services rendered through a contract funded by this Agreement. Depreciation of capital equipment funded from USDOT- or State-source grants is not an eligible expense.

Program income that may be used as Recipient's matching funds for this Agreement includes service contract revenue, advertisement and other earned income, other local funds, cash donations, and other verifiable in-kind contributions integral to the project budget. In-kind contributions claimed as matching funds must be properly documented and reported to State. Recipient may not use passenger fares as matching funds.

Recipient will subtract revenue from fares, tickets and passes, either pre-paid or post-paid, from the gross operating expense of the service. Administrative expenses are reimbursable as operating expenses.

Operations projects have a 50 percent match requirement. All other project types have a 20 percent match requirement.

Vehicle Expansion

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 this vehicle and required to put

the vehicle 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 vehicle. 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

Operations

Recipient will request reimbursement for covered expenses incurred during each period as prescribed by State. Copies of invoices must be submitted for all vendor charges. In-house charges must be documented showing time specifically associated with the project. In addition, Recipient must regularly provide a summary of the work performed pursuant to this Agreement in its agency periodic report. Photographs of public transportation activities, and related operations, are encouraged to memorialize the achievement of project deliverables.

5311(f) fund recipients are also expected to adhere to STIF reporting processes, where practical.

Recipient shall confirm the eligibility of any Sub-Recipient prior to distributing STIF moneys and entering into an agreement with the Sub-Recipient. Recipient shall ensure that Sub-Recipients maintain eligibility throughout the project period. Recipient shall provide State with copies of agreement(s) made with Sub-Recipients within 30 days of execution of those agreements.

Per OAR 732-044-0040(1)(a), Recipient shall report on Project progress, outcomes achieved, and expenditures of discretionary STIF funds by itself and its Sub-Recipients. Failure to use STIF funds towards achievement of identified project deliverables may result in the cessation of funding to Recipient for the remainder of the Agreement period.

Vehicle Expansion

Recipient will provide reporting information as prescribed by State on the vehicle purchased under this Agreement as long as the vehicle remains 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, and a pre-award and post-delivery certification form documenting compliance to Altoona bus testing, Federal Motor Vehicle Safety Standards, Buy America, and Disadvantaged Business Enterprise requirements.

Preventive Maintenance

Recipient will request reimbursement for covered expenses incurred during each period as prescribed by State and described in Recipient's submitted preventive maintenance plan for this Agreement. Recipient must maintain and provide supporting documents detailing the total expenses for allowable maintenance activities incurred during the period. Recipient may list costs on a form provided by State, or provide vendor invoices.

Planning

Recipient will request reimbursement for covered expenses incurred during each period as prescribed by State. Copies of invoices must be submitted for all products, services, and vendor charges. In-house charges must be documented showing time specifically associated with the project. In addition, Recipient must provide a summary of the work performed to date pursuant to this Agreement in each agency periodic report. Photographs of the planning process are encouraged to memorialize the achievement of project deliverables, if applicable.

Recipient will submit a draft or final plan, as appropriate, before final payment will be made by State.

Project Progress Reporting

Recipient shall report Project progress quarterly through the Oregon Public Transit Information System (OPTIS) Agency Periodic Report (APR) and shall include a brief status update for each deliverable. Project reporting should align with project deliverables identified in this Agreement. State will use reporting information to assess Recipient's progress by comparing task-based expenditures to progress on deliverables.

Outcomes Achieved Reporting

Recipient shall report outcomes achieved through project performance. Continued funding under this Agreement is contingent upon reporting of outcomes achieved.

On a quarterly basis, in addition to continuing required elements in the APR, Recipient shall complete a short narrative describing outcomes achieved in performance of the Project. For the final quarter of the biennium, Recipient shall report on quarterly outcomes achieved as well as summarize outcomes achieved over the duration of the Agreement. Recipient shall provide additional information on outcomes achieved when and where directed to do so by State in reporting guidance.

Outcomes achieved are defined in State's program guidance and that guidance provides State's expectations surrounding all reporting requirements. For detailed instructions on quarterly, annual, and biennial reporting, refer to State's STIF Discretionary/STN Reporting Guidance document.

Recipients of operating, mobility management, or any STIF Discretionary, STIF Intercommunity Discretionary, or 5311(f) funds associated with a specific transportation service shall report on several key project outcomes related to that service.

On a quarterly basis, Recipient shall report in the APR the overall service costs, revenue miles, revenue hours, and ridership for the service associated with this Agreement. Recipient shall also report the fare revenue, contract revenue, and any other revenue collected as a result of the service.

Expenditures

Expenditures of STIF Discretionary funds will be tracked in OPTIS. Recipient must submit reimbursement requests in OPTIS to receive reimbursement for Project expenditures.

FOR CAPITAL ASSET AGREEMENTS:

Recipient shall ensure Satisfactory Continuing Control of capital assets, including real property, purchased in whole or part under this Agreement while the capital assets are being used for public transportation purposes. Satisfactory Continuing Control means the legal assurance that a capital asset will remain available to be used for its originally-authorized purpose throughout its useful life or until disposition.

An inventory of capital assets purchased in whole or in part with STIF funds will be created by State in the OPTIS asset register. The inventory will include a description of the capital asset, the date of purchase, the date put into public transportation service, the purchase price, the amount of STIF funds contributed to the purchase, the source of other funds, the authorized use per this agreement, the Recipient or Sub-Recipient using the capital asset (Owner/Operator),

and the condition of the asset. Recipient shall report quarterly on all capital assets through the OPTIS APR, providing information relevant to purchased capital assets, including but not limited to, asset condition, and vehicle mileage.

Recipient shall request authorization from State for the sale, transfer, or other disposition of any Capital Asset purchased under this Agreement and shall report the amount of proceeds, if any, from the sale to State. Capital asset useful life standards shall be the same as those outlined by the Federal Transit Administration.

Recipient will provide reporting information as prescribed by State on the capital asset purchases under this Agreement as long as the capital asset remain in public transportation service.

Reimbursement requests for capital assets must include the following: a cover letter and copies of all invoices associated with expenses identified for reimbursement. Where a vehicle asset will be partially funded with federal funds, Recipient shall submit 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.



Tillamook County Transportation District

Connecting the community through sustainable transit services

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Transportation Advisory Committee Member Application

Full Name:

Street Address:

City:

State:

Zip:

Mailing Address, if different:

City:

State:

Zip:

Phone (Daytime):

Phone: (Evenings):

Email:

Occupation:

The Transportation Advisory Committee (“TAC”) is established for the purpose of carrying out the statutory requirements of the Tillamook County Transportation District (“TCTD”) as set forth in ORS 184.761 and OAR 732-040-0035. The TAC will advise and assist TCTD in carrying out the purposes of the Statewide Transportation Improvement Fund (“STIF”) and prioritizing projects to be funded by the STIF moneys received by TCTD. The TAC may also advise TCTD regarding the opportunities to coordinate STIF funded projects with other local or regional transportation programs and services to improve transportation service delivery and reduce gaps in service.

To be eligible to serve, members must be knowledgeable about the public transportation needs of the residents or employees located within or traveling to or from TCTD’s service area and be a person who is a member of or represents one or more of the following groups. Please identify the category you believe you represent. You may select more than one category.

- Bicycle and pedestrian advocates
- Educational institutions
- Employers
- Environmental advocates
- Individuals aged 65 and older
- Local governments, including land use planners
- Low-income individuals
- Major destinations for users of public transit
- Neighboring public transportation service providers

- Non-profit entities which provide public transportation
- People with disabilities
- People with limited English proficiency
- Public health, social and human service providers
- Public Transportation Service Providers
- Social equity advocates
- Transit users
- Transit users who depend on transit for accomplishing daily activities

Are you knowledgeable about the public transportation needs of residents or employees located within or traveling to and from Tillamook County? YES NO If yes, please describe:

Why do you want to serve on the TAC? Please provide a response of your personal and/or professional background as it applies to the position(s) you wish to be considered for on the TAC.

Please list your community affiliations interests:

The Transportation Advisory Committee is required to meet at least two times each year. Your appointment to the committee is for a three-year term. Do you agree to fulfill the requirements of the TAC?

YES NO

Signature:

Date:

Printed Name:

PLEASE RETURN YOUR COMPLETED, SIGNED APPLICATION TO:

Tillamook County Transportation District TAC
Attn: Administrative Assistant
3600 Third St, Suite A, Tillamook, OR 97141
Phone: 503-815-8283
Email: nzuercher@tillamookbus.com

Completion of this section is **VOLUNTARY**. The information you provide will be used for Title VI purposes only. Tillamook County Transportation District (“TCTD”) operates its programs without regard to race, color, religion, sex, sexual orientation, national origin, marital status, age, disability, or income status in accordance with Title VI of the Civil Rights Act, ORS Chapter 659A or other applicable law.

Race/Ethnic Status:

White (*Not Hispanic or Latino*): A person having origins in any of the original peoples of Europe, North Africa, or the Middle East.

Black or African American (*Not Hispanic or Latino*): A person having origins in any of the black racial groups of Africa.

Hispanic or Latino: A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin regardless of race.

Asian (*Not Hispanic or Latino*): A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent, including for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand and Vietnam.

Native Hawaiian or other Pacific Islanders (*Not Hispanic or Latino*): A person having origins in any of the peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

American Indian or Alaskan Native (*Not Hispanic or Latino*): A person having origins in any of the original peoples of North and South America (including Central America), and who maintains a tribal affiliation or community recognition.

Two or More Races (*Not Hispanic or Latino*): A person who identifies with two or more race/ethnic categories named above.

Signature:

Date:



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From: Brook Wyntergreen <brook@tillamooksoco.com>
Sent: Thursday, August 4, 2022 2:49:41 PM
To: Mike Reed <mreed@tillamookbus.com>
Subject: Re: TCTD TAC Committee Interest

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you know the content is safe.

Yes, absolutely. I am interested in continuing my service, although, it will only be my 2nd year, not 3rd (and I believed I was serving a 2-year term in general). Either way, the PC Shuttle and alternate modes of transportation continue to be high priorities for me. I appreciate the consideration!
Best,
Brook

Brook Wyntergreen

M 503.764.5842
tillamookcoast.com/southcounty

On Thu, Aug 4, 2022 at 8:32 AM Mike Reed <mreed@tillamookbus.com> wrote:

Brook,

We spoke a couple weeks ago regarding your status on the TAC, and you expressed interest in serving another 3yr term on the committee. I am putting together some information for consideration by the board of directors for this year's appointments. Would you mind sending me an email response stating your interest in continuing your service on the committee? (This way I have it in writing)

Thanks!



Mike Reed
Operations Superintendent
Tillamook County Transportation District
503-842-3118



Tillamook County Transportation District

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Transportation Advisory Committee Member Application

Full Name: Brook Wyntergreen

Street Address: [REDACTED]

City: [REDACTED] **State:** [REDACTED] **Zip:** [REDACTED]

Mailing Address, if different: [REDACTED]

City: [REDACTED] **State:** [REDACTED] **Zip:** [REDACTED]

Phone (Daytime): [REDACTED] **Phone (Evenings):** [REDACTED]

Email: [REDACTED] **Occupation:** South County Destination Manager

The Transportation Advisory Committee ("TAC") is established for the purpose of carrying out the statutory requirements of the Tillamook County Transportation District ("TCTD") as set forth in ORS 184.761 and OAR 732-040-0035. The TAC will advise and assist TCTD in carrying out the purposes of the Statewide Transportation Improvement Fund ("STIF") and prioritizing projects to be funded by the STIF moneys received by TCTD. The TAC may also advise TCTD regarding the opportunities to coordinate STIF funded projects with other local or regional transportation programs and services to improve transportation service delivery and reduce gaps in service.

To be eligible to serve, members must be knowledgeable about the public transportation needs of the residents or employees located within or traveling to or from TCTD's service area and be a person who is a member of or represents one or more of the following groups. Please identify the category you believe you represent. You may select more than one category.

- | | |
|--|---|
| <input checked="" type="checkbox"/> Bicycle and pedestrian advocates | <input type="checkbox"/> Non-profit entities which provide public transportation |
| <input type="checkbox"/> Educational institutions | <input type="checkbox"/> People with disabilities |
| <input type="checkbox"/> Employers | <input type="checkbox"/> People with limited English proficiency |
| <input type="checkbox"/> Environmental advocates | <input type="checkbox"/> Public health, social and human service providers |
| <input type="checkbox"/> Individuals aged 65 and older | <input type="checkbox"/> Public Transportation Service Providers |
| <input checked="" type="checkbox"/> Local governments, including land use planners | <input type="checkbox"/> Social equity advocates |
| <input type="checkbox"/> Low-income individuals | <input type="checkbox"/> Transit users |
| <input checked="" type="checkbox"/> Major destinations for users of public transit | <input type="checkbox"/> Transit users who depend on transit for accomplishing daily activities |
| <input type="checkbox"/> Neighboring public transportation service providers | |

Are you knowledgeable about the public transportation needs of residents or employees located within or traveling to and from Tillamook County? YES NO If yes, please describe:

As a resident of Pacific City and Destination Manager for South Tillamook County through Visit Tillamook Coast, I am keenly aware and involved with transportation needs of both locals and visitors. I have worked with TCTD and Tillamook County for the 2021 peak season in Pacific City | Woods to promote ridership of the PC Shuttle. I facilitate the Parking Advisory Committee's monthly meetings to discuss transportation options and tourism management at Cape Kiwanda and surrounding areas. In 2022, I will be managing the Tillamook County Wayside Project in Cloverdale.

Why do you want to serve on the TAC? Please provide a response of your personal and/or professional background as it applies to the position(s) you wish to be considered for on the TAC.

I have an undergraduate degree in architecture and masters in business administration. My education and professional experience have been focused on community development, planning, and the built environment. I am extremely passionate about alternate and public modes of transportation from an environmental and socioeconomic standpoint. I believe that our County is at a pivotal moment: we are interacting with more remote workers; people who are leaving cities and moving to more rural areas; and growing tourism, favoring outdoor spaces and local supply chains. The possibility of designing a robust alternative transportation system is critically important and I would very much like to be a part of the conversation.

Please list your community affiliations interests:

PC|Woods Parking Advisory Committee - Committee Coordinator / Facilitator
South Tillamook County Emergency Volunteer Corps - CERT volunteer
PC|Woods Tsunami Wayfinding / Public Outreach & Education - Committee Member

The Transportation Advisory Committee is required to meet at least two times each year. Your appointment to the committee is for a three-year term. Do you agree to fulfill the requirements of the TAC?

YES NO

Signature: Brook Wyntergreen

Date: 8/7/21

Printed Name: Brook Wyntergreen

PLEASE RETURN YOUR COMPLETED, SIGNED APPLICATION TO:

Tillamook County Transportation District TAC
Attn: General Manager
3600 Third St, Suite A, Tillamook, OR 97141
Phone: 503-815-8283
Email: DPilant@tillamookbus.com

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Race/Ethnic Status:

- White** (*Not Hispanic or Latino*): A person having origins in any of the original peoples of Europe, North Africa, or the Middle East.
- Black or African American** (*Not Hispanic or Latino*): A person having origins in any of the black racial groups of Africa.
- Hispanic or Latino**: A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin regardless of race.
- Asian** (*Not Hispanic or Latino*): A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent, including for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand and Vietnam.
- Native Hawaiian or other Pacific Islanders** (*Not Hispanic or Latino*): A person having origins in any of the peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
- American Indian or Alaskan Native** (*Not Hispanic or Latino*): A person having origins in any of the original peoples of North and South America (including Central America), and who maintains a tribal affiliation or community recognition.
- Two or More Races** (*Not Hispanic or Latino*): A person who identifies with two or more race/ethnic categories named above.

Signature: Date:



Tillamook County Transportation District

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Transportation Advisory Committee Member Application

Full Name: Sonya Kazen

Street Address: [REDACTED]

City: [REDACTED] **State:** [REDACTED] **Zip:** [REDACTED]

Mailing Address, if different: [REDACTED]

City: [REDACTED] **State:** [REDACTED] **Zip:** [REDACTED]

Phone (Daytime): [REDACTED] **Phone (Evenings):** [REDACTED]

Email: [REDACTED] **Occupation:** retired (transportation planner ODOT)

The Transportation Advisory Committee ("TAC") is established for the purpose of carrying out the statutory requirements of the Tillamook County Transportation District ("TCTD") as set forth in ORS 184.761 and OAR 732-040-0035. The TAC will advise and assist TCTD in carrying out the purposes of the Statewide Transportation Improvement Fund ("STIF") and prioritizing projects to be funded by the STIF moneys received by TCTD. The TAC may also advise TCTD regarding the opportunities to coordinate STIF funded projects with other local or regional transportation programs and services to improve transportation service delivery and reduce gaps in service.

To be eligible to serve, members must be knowledgeable about the public transportation needs of the residents or employees located within or traveling to or from TCTD's service area and be a person who is a member of or represents one or more of the following groups. Please identify the category you believe you represent. You may select more than one category.

- | | |
|--|---|
| <input checked="" type="checkbox"/> Bicycle and pedestrian advocates | <input type="checkbox"/> Non-profit entities which provide public transportation |
| <input type="checkbox"/> Educational institutions | <input type="checkbox"/> People with disabilities |
| <input type="checkbox"/> Employers | <input type="checkbox"/> People with limited English proficiency |
| <input checked="" type="checkbox"/> Environmental advocates | <input type="checkbox"/> Public health, social and human service providers |
| <input checked="" type="checkbox"/> Individuals aged 65 and older | <input type="checkbox"/> Public Transportation Service Providers |
| <input type="checkbox"/> Local governments, including land use planners | <input checked="" type="checkbox"/> Social equity advocates |
| <input checked="" type="checkbox"/> Low-income individuals | <input type="checkbox"/> Transit users |
| <input type="checkbox"/> Major destinations for users of public transit | <input type="checkbox"/> Transit users who depend on transit for accomplishing daily activities |
| <input type="checkbox"/> Neighboring public transportation service providers | |

Are you knowledgeable about the public transportation needs of residents or employees located within or traveling to and from Tillamook County? YES NO If yes, please describe:

Before I moved to Tillamook, I utilized the WAVE to travel between Portland and Tillamook. Now that I live in South County, I no longer take the WAVE because of the infrequency of service which is inconvenient for shopping, dr visits etc. There are many low income and seniors here who can't drive for financial or health reasons. Dial-a-ride, while an important, prioritizes medical appts and necessitates advanced planning and wait times. The lack of frequent service makes irt difficult for employees to utilize transit.

Why do you want to serve on the TAC? Please provide a response of your personal and/or professional background as it applies to the position(s) you wish to be considered for on the TAC.

As a transportation planner w/ODOT Region 1 for 18 years, I worked with local jurisdictions to develop transportation system and area plans that included transit elements, bike-pedestrian access to transit and streetscape designs to support these alternative modes of travel. I also conducted development review for properties adjacent to state highways considering site and access impacts for cyclists, walkers and transit riders and providers.

I briefly served on the district's STIP committee which meets infrequently. I felt it was not a good fit for me; I typically am a winter "rain bird" and no Zoom option was available.

Please list your community affiliations interests:

I am a senior, and have seen the issues that arise when elders are no longer able to drive. The local clinic does not provide info about Dial-a-Ride services that I am aware of. The transportation challenges facing low income residents are significant. I have a lifelong interest in environmental preservation/protection and am concerned about the impact of gas and diesel-powered vehicles on air and water quality.

The Transportation Advisory Committee is required to meet at least two times each year. Your appointment to the committee is for a three-year term. Do you agree to fulfill the requirements of the TAC?

YES NO

Signature:

Sonyia Kezer

Date:

August 4, 2022

Printed Name:

Sonyia Kezer

PLEASE RETURN YOUR COMPLETED, SIGNED APPLICATION TO:

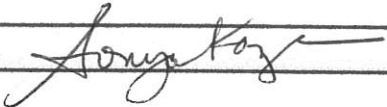
Tillamook County Transportation District TAC
Attn: Administrative Assistant
3600 Third St, Suite A, Tillamook, OR 97141
Phone: 503-815-8283
Email: nzuercher@tillamookbus.com

Completion of this section is **VOLUNTARY**. The information you provide will be used for Title VI purposes only. Tillamook County Transportation District ("TCTD") operates its programs without regard to race, color, religion, sex, sexual orientation, national origin, marital status, age, disability, or income status in accordance with Title VI of the Civil Rights Act, ORS Chapter 659A or other applicable law.

Race/Ethnic Status:

- White** (*Not Hispanic or Latino*): A person having origins in any of the original peoples of Europe, North Africa, or the Middle East.
- Black or African American** (*Not Hispanic or Latino*): A person having origins in any of the black racial groups of Africa.
- Hispanic or Latino**: A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin regardless of race.
- Asian** (*Not Hispanic or Latino*): A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent, including for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand and Vietnam.
- Native Hawaiian or other Pacific Islanders** (*Not Hispanic or Latino*): A person having origins in any of the peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
- American Indian or Alaskan Native** (*Not Hispanic or Latino*): A person having origins in any of the original peoples of North and South America (including Central America), and who maintains a tribal affiliation or community recognition.
- Two or More Races** (*Not Hispanic or Latino*): A person who identifies with two or more race/ethnic categories named above.

Signature:



Date:

