

Tillamook County Transportation District
Board of Directors
Regular Monthly Meeting



Thursday, January 19th, 2023 at 6:00PM
Transportation Building
3600 Third Street, Tillamook, Oregon

Date	Vendor	UMPQUA BANK: CLOSING DATE 12/23/2022 Description of Transaction	Amount
CATHY BOND			
11/30/22	Fieldprint Inc	TCTD Background	\$12.50
11/30/22	Fieldprint Inc	TCTD Background	\$12.50
11/30/22	Fieldprint Inc	TCTD Background	\$12.50
12/05/22	Adobe	Computer	\$29.99
12/05/22	The Fern Café	Employee Lunch	\$37.95
12/05/22	Greyhound	NWR Member Ticket	\$54.99
12/05/22	Lindseys Lattes	Employee Meal	\$14.00
12/05/22	Endicia	Postage	\$9.95
12/06/22	Fieldprint Inc	TCTD Background	\$12.50
12/08/22	Delta Air	Training Travel	\$30.00
12/08/22	Chilis	Training Meal	\$22.25
12/08/22	McMenamins	Training Meal	\$28.25
12/09/22	Best Western	Training Travel	\$124.51
12/09/22	Burgerville	Training Meal	\$9.77
12/09/22	Blaze Pizza	Training Meal	\$20.70
12/09/22	Mojo Lakeline	Training Travel	\$7.14
12/12/22	Austin Airport	Training Travel	\$32.08
12/12/22	Hampton Inn	Training Travel	\$342.24
12/12/22	Delta Air	Training Travel	\$30.00
12/12/22	Hertz	Training Travel	\$497.48
12/12/22	Cheveron	Training Travel Fuel	\$4.51
12/12/22	Mojo Lakeline	Training Travel	\$7.14
12/12/22	Schlotzskys	Training Meal	\$15.72
12/12/22	PDX	Training Travel	\$48.00
12/12/22	Olive Garden	Training Meal	\$16.86
12/12/22	Chilis	Training Meal	\$18.18
12/12/22	Mojo Lakeline	Training Travel	\$8.14
12/12/22	Fieldprint Inc	TCTD Background	\$12.50
12/19/22	Werners	Employee Lunch	\$35.24
12/20/22	Acadelco	Parts	\$45.00
12/21/22	Fieldprint Inc	TCTD Background	\$12.50
12/22/22	Iron Mountain	Office Shred	\$156.61
12/23/22	Adobe	Computer	\$84.99
			\$1,806.69
MIKE REED			
11/25/22	Chevrolet	Parts	\$222.66
12/08/22	Amazon	Office Supplies	\$41.89
12/08/22	Amazon	Office Supplies	\$22.97
12/16/22	Amazon	Office Supplies	\$22.97
12/19/22	Lazer Trac	Parts	\$180.00
			\$490.49
NATALIE ZUERCHER			
11/25/22	Vacasa	Board Expense	\$511.57
11/25/22	VRBO	Board Expense	\$60.00
11/30/22	Zoom	Computer	\$40.00
12/02/22	Amazon	Office Supplies	\$80.82
12/02/22	Indeed	NWR Recruitment	\$430.00
12/05/22	Werners	Employee Lunch	\$83.48
12/05/22	Amazon	Office Supplies	\$6.99
12/05/22	USPS	Postage	\$50.00
12/05/22	Vistaprint	Office Supplies	\$49.39
12/06/22	Amazon	Office Supplies	\$6.94
12/14/22	Amazon	Office Supplies	\$8.68
12/15/22	Amazon	Office Supplies	\$22.45
12/16/22	Amazon	Office Supplies	\$29.57
12/16/22	La Mexicana	Employee Appreciation	\$266.00
12/16/22	Chinese Garden	Board Meeting Dinner	\$68.00
12/16/22	USPS	Postage	\$25.00
12/19/22	Endicia	Postage	\$24.99
12/19/22	Amazon	Office Supplies	\$57.61
12/19/22	Amazon	Computer	\$14.99
12/20/22	Indeed	NWR Recruitment	\$504.00
12/21/22	Amazon	Office Supplies	\$21.99
12/22/22	Safeway	Employee Appreciation	\$42.72
12/22/22	USPS	Postage	\$50.00
12/22/22	Kimmels	Employee Appreciation	\$25.98
			\$2,481.17
Charges total			\$4,778.35
Late Fees & Intrest			\$0.00
Grand Total Due			\$4,778.35

APPROVAL

DATE

December 2022 Statement

Open Date: 11/24/2022 Closing Date: 12/23/2022

Account: [REDACTED]



Visa® Company Card with Rewards

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

TILLAMOOK CNTY TRANS (CPN [REDACTED])

New Balance	\$4,778.35
Minimum Payment Due	\$48.00
Payment Due Date	01/22/2023

Activity Summary		
Previous Balance	+	\$9,307.38
Payments	-	\$9,307.38 ^{CR}
Other Credits		\$0.00
Purchases	+	\$4,778.35
Balance Transfers		\$0.00
Advances		\$0.00
Other Debits		\$0.00
Fees Charged		\$0.00
Interest Charged		\$0.00
New Balance	=	\$4,778.35
Past Due		\$0.00
Minimum Payment Due		\$48.00
Credit Line		\$10,000.00
Available Credit		\$5,221.65
Days in Billing Period		30


Reward Points	
Earned This Statement	5,417
Reward Center Balance	94,860
as of 12/22/2022	
For details, see your rewards summary.	


**Tillamook County
Transportation District**

JAN 04 2023

Account
 Address
 Approved _____

Payment Options:



 Mail payment coupon with a check

 Pay online at myaccountaccess.com

 Pay by phone 1-866-552-8855

Please detach and send coupon with check payable to: Cardmember Service [REDACTED]

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

-  to pay by phone
-  to change your address

000037331 01 SP 000638390088729 P Y

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



Account Number	[REDACTED]
Payment Due Date	1/22/2023
New Balance	\$4,778.35
Minimum Payment Due	\$48.00

Amount Enclosed \$ _____

Cardmember Service

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




Visa Business Rewards Company Card

Rewards Center Activity as of 12/22/2022	
Rewards Center Activity*	0
Rewards Center Balance	94,860

*This item includes points redeemed, expired and adjusted.

Rewards Earned	This Statement	Year to Date
Points Earned on Net Purchases	4,138	46,991
Gas, Restaurants & Telecom Double Points	1,279	11,850
Total Earned	5,417	58,841

For rewards program inquiries and redemptions, call 1-888-229-8864 from 8:00 am to 10:00 pm (CST) Monday through Friday, 8:00 am to 5:30 pm (CST) Saturday and Sunday. Automated account information is available 24 hours a day, 7 days a week.

Important Messages

Paying Interest: You have a 24 to 30 day interest-free period for Purchases provided you have paid your previous balance in full by the Payment Due Date shown on your monthly Account statement. In order to avoid additional INTEREST CHARGES on Purchases, you must pay your new balance in full by the Payment Due Date shown on the front of your monthly Account statement.

There is no interest-free period for transactions that post to the Account as Advances or Balance Transfers except as provided in any Offer Materials. Those transactions are subject to interest from the date they post to the Account until the date they are paid in full.

Transactions BOND CATHY Credit Limit \$2500

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
Purchases and Other Debits					
11/30	11/30	1514	FIELDPRINT INC 888-291-1369 PA	\$12.50	_____
11/30	11/30	1761	FIELDPRINT INC 888-291-1369 PA	\$12.50	_____
11/30	11/30	6937	FIELDPRINT INC 888-291-1369 PA	\$12.50	_____
12/05	12/04	4657	ADOBE *ACROPRO SUBS 408-536-6000 CA	\$29.99	_____
12/05	12/02	9711	CKE*The Fern Cafe ECOM 503-8424133 OR	\$37.95	_____
12/05	12/02	3678	GREYHOUND LINES CNP 214-849-8966 TX	\$54.99	_____
12/05	12/02	5883	SQ *LINDSEY'S LATTES Tillamook OR	\$14.00	_____
12/05	12/02	4796	ENDICIA 800-576-3279 TX	\$9.95	_____
12/06	12/06	2041	FIELDPRINT INC 888-291-1369 PA	\$12.50	_____
12/08	12/07	6535	DELTA AIRBaggage Fee PORTLAND OR	\$30.00	_____
12/08	12/07	8752	CHILI'S LAKELINE CEDAR PARK TX	\$22.25	_____
12/08	12/07	4521	MCMENAMINS PUB 205 PORTLAND OR	\$28.25	_____
12/09	12/07	3815	BEST WESTERN PLUS AIRP PORTLAND OR	\$124.51	_____
12/09	12/07	6981	BURGERVILLE - 46 - PDX PORTLAND OR	\$9.77	_____
12/09	12/08	2040	BLAZE PIZZA #1090 AUSTIN TX	\$20.70	_____
12/09	12/08	9583	SQ *MOJO LAKELINE Austin TX	\$7.14	_____

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Transactions		BOND, CATHY			Credit Limit	\$2500
Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation	
12/12	12/10	9901	AUSTIN AIRPORT-F&B AUSTIN TX	\$32.08	_____	
12/12	12/10	9124	HAMPTON INNS AUSTIN TX	\$342.24	_____	
12/12	12/10	1696	DELTA AIRBaggage Fee AUSTIN TX	\$30.00	_____	
12/12	12/10	0626	HERTZ #0443020 AUSTIN TX	\$497.48	_____	
12/12	12/10	2510	CHEVRON 0210509 AUSTIN TX	\$4.51	_____	
12/12	12/10	6757	SQ *MOJO LAKELINE Austin TX	\$7.14	_____	
12/12	12/10	3316	SCHLOTZSKY'S 1108 AUSTIN TX	\$15.72	_____	
12/12	12/11	4076	PDX AIRPORT PARKING PORTLAND OR	\$48.00	_____	
12/12	12/08	0063	OLIVE GARDEN 0021537 AUSTIN TX	\$16.86	_____	
12/12	12/09	0484	CHILI'S LAKELINE CEDAR PARK TX	\$18.18	_____	
12/12	12/09	3988	SQ *MOJO LAKELINE Austin TX	\$8.14	_____	
12/12	12/10	7303	FIELDPRINT INC 888-291-1369 PA	\$12.50	_____	
12/19	12/15	7169	WERNER GOURMET MEAT SN TILLAMOOK OR	\$35.24	_____	
12/20	12/19	5297	ACDELCO TDS 800-825-5886 MI	\$45.00	_____	
12/21	12/21	1874	FIELDPRINT INC 888-291-1369 PA	\$12.50	_____	
12/22	12/21	5067	IRON MOUNTAIN 800-934-3453 MA	\$156.61	_____	
12/23	12/22	2230	ADOBE *CREATIVE CLOUD 408-536-6000 CA	\$84.99	_____	
Total for Account [REDACTED]				\$1,806.69		

Transactions		REED, MICHAEL			Credit Limit	\$3500
Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation	
Purchases and Other Debits						
11/25	11/23	8991	CHEVROLET OCEAN CREST 503-8613366 OR	\$222.66	_____	
12/08	12/07	5521	AMZN Mktp US*4M4XW0Y63 Amzn.com/bill WA	\$41.89	_____	
12/08	12/07	2748	AMZN Mktp US*E72YU9WA3 Amzn.com/bill WA	\$22.97	_____	
12/16	12/16	1216	AMZN Mktp US*LS9B19R63 Amzn.com/bill WA	\$22.97	_____	
12/19	12/15	3089	LAZER TRAC PORTLAND OR	\$180.00	_____	
Total for Account [REDACTED]				\$490.49		

Transactions		ZUERCHER, NATALIE			Credit Limit	\$2500
Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation	
Purchases and Other Debits						
11/25	11/23	3678	VACASA LLC 888-261-0092 OR	\$511.57	_____	
11/25	11/23	2635	Vrbo Fee 512-759-0902 TX	\$60.00	_____	
11/30	11/29	7561	ZOOM.US 888-799-9666 WWW.ZOOM.US CA	\$40.00	_____	
12/02	12/01	3153	Amazon.com*QC9VB7GT3 Amzn.com/bill WA	\$80.82	_____	
12/02	12/01	7226	ONLINE JOB ADS INDEED 512-4595300 TX	\$430.00	_____	

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TILLAMOOK CNTY TRANS (CPN [REDACTED])

Cardmember Service

1-866-552-8855


Transactions ZUERCHER, NATALIE Credit Limit \$2500

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
12/05	12/01	4018	WERNER GOURMET MEAT SN TILLAMOOK OR	\$83.48	_____
12/05	12/02	8682	AMZN Mktp US*K07DV52Y3 Amzn.com/bill WA	\$6.99	_____
12/05	12/02	1778	USPS STAMPS ENDICIA 888-434-0055 DC	\$50.00	_____
12/05	12/02	7554	VISTAPRINT 866-207-4955 MA	\$49.39	_____
12/05	12/02	5654	Amazon.com*AN3J148Z3 Amzn.com/bill WA	\$6.94	_____
12/06	12/06	5112	Amazon.com*IJ4TL2OP3 Amzn.com/bill WA	\$8.68	_____
12/14	12/13	3930	AMAZON.COM*SA3NE76V3 A AMZN.COM/BILL WA	\$22.45	_____
12/15	12/14	1179	AMAZON.COM*DZ51E5AX3 A AMZN.COM/BILL WA	\$29.57	_____
12/16	12/14	4654	LA MEXICANA RESTAURANT TILLAMOOK OR	\$266.00	_____
12/16	12/15	2439	CHINESE GARDEN RESTAUR TILLAMOOK OR	\$68.00	_____
12/16	12/15	0114	USPS STAMPS ENDICIA 888-434-0055 DC	\$25.00	_____
12/16	12/15	9557	ENDICIA 800-576-3279 TX	\$24.99	_____
12/19	12/17	6255	AMZN Mktp US*W50WC6BC3 Amzn.com/bill WA	\$57.61	_____
12/19	12/16	5919	Amazon Prime*PI4D97FD3 Amzn.com/bill WA	\$14.99	_____
12/20	12/20	3521	ONLINE JOB ADS INDEED 512-4595300 TX	\$504.00	_____
12/21	12/20	6239	AMZN Mktp US*I462P2H73 Amzn.com/bill WA	\$21.99	_____
12/22	12/20	3390	SAFEWAY #2723 TILLAMOOK OR	\$42.72	_____
12/22	12/21	5282	USPS STAMPS ENDICIA 888-434-0055 DC	\$50.00	_____
12/22	12/21	0209	KIMMELS TRUE VALUE TILLAMOOK OR	\$25.98	_____
Total for Account [REDACTED]				\$2,481.17	

Transactions BILLING ACCOUNT ACTIVITY

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
Payments and Other Credits					
11/28	11/28		PAYMENT THANK YOU	\$2,002.15CR	_____
11/29	11/29		PAYMENT THANK YOU	\$7,305.23CR	_____
Total for Account [REDACTED]				\$9,307.38CR	

2022 Totals Year-to-Date

Total Fees Charged in 2022	\$81.66
Total Interest Charged in 2022	\$156.09

FRED MEYER CARD CHARGES - 12/01-12/31/2022

Date	Description of Transaction	Amount
	CARD #3 - NATALIE ZUERCHER, ADMIN ASSISTANT	
12/08/22	GM Candidate Meet & Greet	\$ 110.64
12/13/22	Employee Appreciation: Retirement Party	\$16.02
12/13/22	Employee Appreciation: Retirement Gift	\$ 3.48
		\$ 130.14
	CARD #4 - CATHY BOND, NWR BROKERAGE MANAGER	
12/18/22	Employee Appreciation: Christmas Party	\$ 243.68
12/19/22	Employee Appreciation: Christmas Party	\$ 7.99
12/19/22	Employee Appreciation: Christmas Party	\$ 130.51
12/19/2022	Employee Appreciation: Christmas Party	\$ 1,500.00
12/20/2022	Employee Appreciation: Christmas Party	\$ 150.72
12/21/22	Employee Appreciation: Christmas Party	\$ 213.18
		\$ 2,246.08
	CARD # 5 - MARK STRICKER, OPERATIONS COORDINATOR	
	CARD #6 - CLAYTON NORRBOM, OPERATIONS COORDINATOR	
DATE		
		\$130.14
	Grand Total	\$2,246.08
		\$2,376.22
	APPROVAL	

NWOTA Minutes

Monday, November 14, 2022

In Attendance: Cynda Bruce, Brad Dillingham, Jeff Hazen, Sarah Lu Heath, Arla Miller, Natalie Zuercher

Consent Calendar Reviewed: No changes to the minutes. Financials were not provided at this meeting. Ridership and emissions calculator were reviewed. A motion to approve the consent agenda was made by Jeff Hazen and seconded by Brad Dillingham; the motion passed unanimously.

Marketing Update: Trillium's amended proposal was reviewed by the group. Motion to accept the proposal and move forward with a contract was made by Jeff Hazen, seconded by Brad Dillingham, and passed unanimously.

Web Services: No update was provided by Trillium.

Bus Stop Update: The RFP for additional design is anticipated to be released in December. Total STIF Discretion funding available compared to requests was reviewed. Nearly twice as many dollars are requested than are available.

Token Transit Discussion: All agencies except TCTD have been using Token Transit to meeting demand for cashless transactions. There are also benefits to economically disadvantaged riders to purchase passes. In order to provide the network wide multi-day passes, TCTD would need to institute token transit. Natalie commented that bringing Token Transit online is a priority for the organization.

The group also noted that folks are finding options to purchase the multi-day pass with little trouble.

Other Business: Website usability was discussed; one area to update hyperlinks and one place to update graphics were noted. The group also discussed a possible agenda for December and decided the meeting could be cancelled.

Updates:

Lincoln County noted that the ODOT review of their website is coming up. Grant writing is a significant priority this time of year.

Benton County noted it anticipated several interested parties for their STIF advisory committee but received very few applications.

Sunset Empire noted their strategic plan has been completed. They are also working on extending the Lower Columbia Connector route.

Tillamook County reported that a member of their board resigned. Also that work continues to identify a Director for the district.

ODOT reported that a large part of their focus is on the STIF process.

Meeting adjourned 11:36am.

nwCONNECTOR

Coordinating Committee Virtual Meeting

January 13, 2023
10:00 am—12:00 pm

VIRTUAL ONLY

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	Cynda Bruce
10:15— 10:35a	2. Consent Calendar (Action Item) ✚ November Meeting Minutes (Attached) ✚ Financial Report ✚ Ridership Tracking	Cynda Bruce/All
10:35— 10:50a	3. NWOTA Standing Items ✚ Marketing Update – Pending contract ✚ Website Update	Sarah Lu Heath
10:50- 11:05a	4. STIF Update	Arla Miller/All
11:20- 11:30p	5. Other Business	All
11:30a – 12:00p	6. Member Updates	All

Attachments:

November 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.

Tillamook County Transportation District
Board of Directors Special Meeting
Thursday, December 15, 2022 – 6:00PM
Transportation Building
3600 Third Street, Tillamook, OR
Meeting Minutes



1. **Call to Order:** Board Chair Mary Johnson called the meeting to order at 6:00 pm.

2. **Pledge of Allegiance**

3. **Roll Call:**

Present

TCTD Board of Directors

Mary Johnson, Board Chair
Jackie Edwards, Director
Linda Adler, Secretary
Marty Holm, Vice Chair
Gary Hanenkrat, Treasurer

TCTD Staff

Natalie Zuercher, Admin Assistant/ Board Clerk
Mike Reed, IGM/Operations Superintendent
Cathy Bond, Finance Supervisor
Jules Hooter, NWR Brokerage Manager

Guests

Kathy Kleczek, NWTO
San Sunowen, CARE Oregon
Gary Milliman, Prothman
Brian Vitulli, Citizen

4. **Announcements and Changes to Agenda:**

- a. IGM Reed announced Jules Hooter as Brokerage Manager. Been working with Cathy. Brokerage Coordinator position is open.

5. **Public & Guest Comments:**

- a. **None.**

6. **Executive Session:** ORS 192.660 (2)(A) Employment of Public Officers, Employees, and Agents

- a. The TCTD Board of Directors entered executive session at 6:03 PM and came out of executive session at 6:42 PM.

Motion by Dir. Holm to Authorize Gary Milliman from Prothman to continue negotiations as well as proceed into Letter of Intent. Motion Seconded by Dir. Adler

Motion Passed

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

REPORTS

7. Financial Report: FS Bond Reviewed the TCTD year-to-date financial report.

- a. Brought Aug. and Sep. at last meeting, not approved without further review. Given financials, today were given new Sep. financials. Corrected percentage because working with auditor, didn't change last fiscal year to new fiscal year. It included last fiscal year, what was uploaded was incorrect. Four things that have happened that are different. First is Fares, the original one didn't include an extra \$4.50. Page 3, three other corrections that affected Sep. financials. There was a correction to Visa bill. Received FLEET invoice its for First Aid Kits. Another FLEET invoice for parts. They all came in together but showed up late. Those are changes.
- b. October, no changes to these financials. 33% through fiscal year. Used right fiscal year. Apologized for being late was in training. Doing good so far. Current on payables. Monitoring Tabatha's email but stuff may get lost.
- c. Have reviewed and made decision to not keep on with certain subscriptions. Decrease in expenses.
- d. Dir. Holm mentioned interest income is good.
 - i. FS Bond said payroll tax came in good as well. Hit \$43,000.
 - ii. Dir. Holm said it doesn't change percentage. It just must be more robust workforce.
 - iii. IGM/OS Reed said the difference is unemployment levels. Because of pandemic.
 - iv. FS Bond said NWR is on track. Everything is at 33%.
- e. When it comes to checks, Susan is done now, she was helpful. Susan and I agree transaction descriptions need to be better.
- f. Visa and FM Bill not in this packet because they where in last. We hope to line things up.
- g. Training from Abila has helped me. In process of financial audit. They have been agreeable.
- h. Dir. Holm asked if they changed their name.
 - i. FS Bond said its SingerLewak now.
- i. There will be some adjustments since ADP takes some out before payroll. Has to do with payroll liabilities.
- j. When adjustments are done will bring you a list of these adjustments.
- k. Dir. Holm asked about them presenting to board.
 - i. BC Johnson replied she thinks in December.
 - ii. Dir. Holm said they present audit financial statement; would expect this to happen again.
- l. Dir. Adler thanked Cathy.

8. **Service Measure Performance Report: IGM/OS Reed gave the service performance report.**
 - a. Since last board meeting, taken NTD reporting, STIF Discretionary reporting with financial audit. Some of those deadlines are hard deadlines.
 - b. Not presenting November tonight. Next month, we will have November and December for you.
 - c. Financials go along with the PR for October.
9. **Northwest Oregon Transit Alliance: IGM/OS Reed shared updates from the last partner meeting.**
 - a. No meeting, postponed till January.
10. **Planning & Development: IGM/OS Reed shared the following updates:**
 - a. Nothing new to report. Moving forward with Service Expansion on Jan 22nd. New fare policy. We are honoring tokens, tickets, passes into future if someone still has them.
 - b. No zones moving forward. Goes by route. Communication will go out to this.
11. **Grant Funding: IGM/OS Reed gave the following updates:**
 - a. Nothing new.
12. **Facility/Property Management: IGM/OS Reed gave the following updates:**
 - a. Operations Coordinator and I are working with City Manager to improve the homeless situation by Transit Center. Working with Lieutenant Troxel on this issue. Have a plan moving forward. Communication with district and police department will be of importance.
13. **NW Ride Brokerage: BM Hooter gave the following updates:**
 - a. FS Bond explained that San Sunowen is here to explain CARE contract. This project that I started with CARE and Jules has part in helping with this.
 - b. San SunOwen explained the annual renewal of the CARE contract. OHA as contract manager. They where a little delayed till October. Had legal members out with illness. Contract draft is not ready yet. General changes, not a lot of scope of work changes. Changes to Oregon administrative rules. Hoping to get to draft in the next week to send out. Prioritize to give it to you sooner. This is our timeline.
 - c. FS Bond explained the process the execution of the contract.
 - d. Dir. Holm asked about another annual renewal. If there's 3-5 longer term agreements, we can have in place.
 - i. San SunOwen replied that we would prefer to enter into a lengthy agreement but because of OHA dynamic situation, we are same situation. We are seeing a lot of changes in different areas, legislative bodies passing down to OHA which has restricted us to move forward in that regard. For 2022, less changes than in past for NEMT services. The annual renewal is to protect and preserve for anticipation of changes going into new year. Hope to continue this.
 - e. Dir. Holm asked about significant changes with contract itself.
 - i. San SunOwen said not in the contract just in the CCO to OHA contract which slowed us down. Big changes in physical health and we don't have a lot of Federal to State alliance on these.

- f. FS Bond added that CARE coordination is putting all organizations under one umbrella.

14. **Miscellaneous:**

- a. None

CONSENT CALENDAR

- 15. Motion to Approve the Minutes of November 17, 2022 Regular Board Meeting
- 16. Motion to Approve the Minutes of November 16, 2022 Executive Session Meeting
- 17. Motion to Approve the Minutes of November 9, 2022 Executive Session Meeting
- 18. Motion to Approve the TCTD September and October 2022 Financial Reports and October 2022 Service Report
- 19. Motion to Approve the TCTD Annual Board Meeting Schedule for 2023

Motion by Dir. Edwards to approve Consent Calendar as amended. *Motion Seconded* by BC Johnson.

Motion Passed

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

ACTION ITEMS

- 20. Resolution #22-27 In the Matter of Authorizing the Interim General Manager to Execute a Contract with Trillium Solutions Inc. to Create a NWOTA Marketing Plan
 - a. Reed explained this resolution with NWOTA partnership to help promote connector service. There were two bids and partners asked us to move forward with Trillium.

Motion by Dir. Holm to Motion to Approve Resolution #22-27 In the Matter of Authorizing the Interim General Manager to Execute a Contract with Trillium Solutions Inc. to Create a NWOTA Marketing Plan. *Motion Seconded* by Dir. Edwards.

Motion Passed

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

DISCUSSION ITEMS

21. Staff Comments/Concerns:

Operations Superintendent/Interim General Manager Reed: Appreciate the staff. Call on Jules to welcoming to team. 2022 has been a hell of a year and happy to put in rearview mirror. I feel stronger coming out of the other side. Cathy has been helping us and grounding. Cannot show gratitude to Cathy enough. Natalie is doing a wonderful job. Appreciate the board, lets keeping the ball rolling.

Financial Supervisor Bond: Share sentiment that Mike has. The board is important to us, and transparency is also important to us. Have a lot of faith in the board and go in the right direction. Can't believe it's been 6 months since Doug passed.

Administrative Assistant Zuercher: Talked about Christmas festivities around the office with the staff.

NWR Brokerage Manager Hooter: None.

22. Board of Directors Comments/Concerns:

Board Chair Johnson: Happy Holidays to everyone. Thank you all for all you do.

Dir. Adler: Happy Holidays to everyone, thank you Brian. You are going above and beyond.

Dir. Edwards: Agree with Gary and Marty, with staff, I am so impressed that everyone's appreciative with one another. Sure, things get stressed at times. Appreciate the board.

Dir. Hanenkrat: Thanked everyone for hard work.

Dir. Holm: Its continually impressive to see the work put in with COVID. Looking at Performance Report we are seeing a little bit of normalcy. Partnership with TBCC is valuable.

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

These minutes approved this 19th day of January 2023.

ATTEST:

Mary Johnson, Board Chair

Mike Reed, Interim General Manager

Tillamook County Transportation District
Board of Directors Executive Session Meeting
Friday, December 9, 2022 – 2:00PM
Transportation Building
3600 Third Street, Tillamook, OR



Meeting Minutes

1. Call to Order: Board Chair Mary Johnson called the meeting to order at 2:00 pm.
2. Pledge of Allegiance
3. Roll Call:

Present

TCTD Board of Directors

Mary Johnson, Board Chair
Jackie Edwards, Director
Linda Adler, Secretary
Marty Holm, Director
Gary Hanenkrat, Treasurer

TCTD Staff

Natalie Zuercher, Admin Assistant/ Board Clerk
Mike Reed, Operations Superintendent/IGM
Cathy Bond, Financial Supervisor

Guests

Heidi Mason, TCTD Legal Team

4. Executive Session:
 - A) Executive Session: Consider the Employment of a Public Officer, Employee, Staff Member, or Individual Agent, authorized under ORS 192.660 (2)(A).
 - i. The TCTD Board of Directors went into Executive Session at 2:00 PM and came out of Executive Session at 3:08 PM.

DISCUSSION ITEMS

5. Staff Comments/Concerns: None.

IGM/Operations Superintendent Reed:

NW Rides Brokerage Manager Bond:

Administrative Assistant Zuercher:

6. Board of Directors Comments/Concerns: None.
Board Chair Johnson:

Dir. Adler:

Dir. Hanenkrat:

Dir. Holm:

Dir. Edwards:

7. Adjournment: Board Chair Mary Johnson adjourned the meeting at 3:08 pm.

These minutes approved this 19th day of January 2023.

ATTEST:

Mary Johnson, Board Chair

Mike Reed, Interim General Manager

DRAFT

Tillamook County Transportation District

Board of Directors Special Meeting
Friday, December 9, 2022 – 1:00PM
Transportation Building
3600 Third Street, Tillamook, OR



Meeting Minutes

1. Call to Order: Board Chair Mary Johnson called the meeting to order at 1:00pm.
2. Pledge of Allegiance
3. Roll Call:
 - Present**
 - TCTD Board of Directors**
 - Mary Johnson, Board Chair
 - Jackie Edwards, Director
 - Linda Adler, Secretary
 - Marty Holm, Director
 - Gary Hanenkrat, Treasurer
 - TCTD Staff**
 - Natalie Zuercher, Admin Assistant/ Board Clerk
 - Mike Reed, Operations Superintendent/IGM
 - Cathy Bond, Financial Supervisor
 - Guests**
 - Brian Vitulli, Citizen
 - Heidi Mason, TCTD Legal Team
4. Roundtable Discussion:
 - a. Brian Vitulli discussed his meeting with Mike Reed as well as his tour around Tillamook County Transportation District.
 - b. Brian Vitulli expressed how impressed he was with NWOTA. As well as the beauty of the facility.
 - c. Dir. Holm talked about the growth that has happened within the district and how its helped and made a big difference.
 - d. IGM/OS Reed talked about the renovations and remodel of everything within the district.
 - e. Dir. Holm explained the purchase of the transit center in downtown Tillamook.
 - f. Brian Vitulli said him and Mike Reed discussed some of the future of the district.
 - g. IGM/OS Reed discussed his conversations with Brian Vitulli and giving him the information of the district. Things that make TCTD unique and service offerings. Gave him a picture of what the district has been like for the past few months. Showed him the Tillamook Town Loop and Oceanside Routes.
 - h. Die. Holm discussed the train that is currently in motion here on the coast.
 - i. Dir. Adler asked Brian Vitulli about conflict style resolution.

1. Brian Vitulli responded that the root is to provide service and get along with respecting others. Come to resolution of putting conflict aside and work together to continue to meet those goals. That's what we need to strive for. Meet with both sides of the conflict to move forward. Hold joint meetings to resolve the conflict. The organization comes first.
- ii. BC Johnson asked about going through district and seeing improvements or changes.
 1. Brian Vitulli responded that the renovations with the Transit Center, that's the first thing that customers see. Have an inviting space that functions well, already well on that path. Asked Mike about flag stops, need to have those. Traffic volumes and space are accommodating to this. The stops are far apart, having the opportunity to flag the bus down is inviting to the customer, want to serve them in the best way. Nothing else comes to mind. Based on resources available, services available are connected but if there's a way to add 30-minute service on a Sunday. It's all about how you balance your resources. It's a well-run system.
- iii. Dir. Holm discussed being on board for 12 years and the growth that he has seen with the district.
- iv. Dir. Hanenkrat expressed how service was limited. With great employees and managers built what we have.
- v. Dir. Edwards expressed how people care about the district that work within it.
- vi. Dir. Hanenkrat expressed that you don't have to be friends with the people you work with, but you do need to respect them.
- vii. Dir. Holm talked about why he joined the board as well as the services that TCTD provides being able to be there for the people.
- viii. Dir. Adler recommended beaches for Brian Vitulli to visit.
- ix. Dir. Hanenkrat asked if Brian has looked around the community since it is so small. It's a slow and easy life here.
- x. Brian Vitulli responded that Colorado Springs is growing and has changed in the 14 years. This lifestyle here makes me very excited with the combination of the water and mountains. Its two hours to get to where I want to mountain bike, and everything is already here for me. Planning on looking more around tonight. My partner is concerned about being too far out. Wants a neighborhood.
- xi. Dir. Adler replied that there are neighborhoods that are closer.
- xii. Dir. Hanenkrat discussed communities and housing developments in the area as well as not much shopping.
- xiii. Dir. Adler recommended Pacific City to visit.
- xiv. Dir. Edwards recommended Manzanita to visit.
- xv. Dir. Holm discussed the full time living of people in the area as well as full time residents in the area. There's a lot of choices of how you want and where you want to live. There's activity in downtown Tillamook all summer long.
- xvi. Dir. Hanenkrat discussed Chamber events that take place in town.

- xvii. Dir. Holm discussed breweries that are in the area that have world attention and are famous. Gave insights on products that are famous on the coast. For such a small area, there's a lot of stuff.
 - 1. Brian Vitulli said he's been taking it all in and Mike Reed has answered a lot of questions. Thankful for the opportunity to come out and meet in person. Asked about Skiing areas.
 - 2. Dir. Adler replied Mt. Hood.
 - 3. Dir. Holm replied an hour east of Portland. As well as discussing other ski resorts around the area.
 - 4. Dir. Adler discussed skiing and snow activities.
- xviii. Brian Vitulli asked about mountain biking trails.
 - 1. Dir. Holm replied a lot of single track and HWY 6. As well as logging roads.
 - 2. The board discussed all the trails and areas to mountain bike in the Tillamook County area.
 - 3. BC Johnson said if you love outdoors, there isn't a better place to live. With hunting, fishing, hiking. I think it's a wonderful place to live, it can be remote, the community is wonderful, and you get absorbed quickly. People bend over backwards to help you succeed here. Everyone talks to each other. I hope that gives you a piece of mind.
- xix. Dir. Holm discussed traveling outside of Tillamook and what it has to offer.
- xx. IGM/OS Reed added that Astoria has a lot to offer too.
- xxi. BC Johnson said there isn't a ton of restaurants that stay open late.
- xxii. Dir. Holm talked about technology being up to date here.
- xxiii. Dir. Hanenkrat discussed communities and areas that can be long term if need be. Drive around in the community a little bit goes in the outskirts.
- xxiv. Dir. Holm discussed identifying vacation rentals on the coast.
- xxv. Dir. Hanenkrat asked Brian Vitulli if he's been involved with negotiations.
 - 1. Brian Vitulli replied not really, with were working now, all services are contracted out. Handled negotiations with Union. It's done outside of the facility.
 - 2. Dir. Hanenkrat added that the GM has a hand in some of these. You have a smaller network to work with.
- xxvi. Brian Vitulli asked if the board gets involved with the union.
 - 1. Dir. Hanenkrat says no but doesn't know why we haven't.
 - 2. Dir. Adler said we can always change. We are here for you and want to give you tools to succeed.
- xxvii. Dir. Holm asked Brian Vitulli how much time he had to talk with Cathy for NWR brokerage.
 - 1. Brian Vitulli said we had a 15-minute phone call, didn't get a whole lot into the details. Mike filled me in.
- xxviii. Dir. Holm asked about his familiarity with the NWR Brokerage.

1. Brian Vitulli said he's not too familiar, we have service providers in our region deal with this. Process where I have been has been failing miserably. It seems like it's working well here.
 2. Dir. Holm discussed NWR and where its validity has been within TCTD as well as contracts that NWR has.
 3. FS Bond discussed the importance with NWR brokerage as well as the budget and riders that goes into this partnership. CARE Oregon's partnership is important in this.
 4. Brian Vitulli added meeting Jules in the brokerage.
- xxix. Dir. Edwards said that it was good to hear Brian's response with handling conflict. I am very impressed with that.

DISCUSSION ITEMS

5. Staff Comments/Concerns: None.

IGM/Operations Superintendent Reed:

NW Rides Brokerage Manager Bond:

Administrative Assistant Zuercher:

6. Board of Directors Comments/Concerns: None.
Board Chair Johnson:

Dir. Adler:

Dir. Hanenkrat:

Dir. Holm:

Dir. Edwards:

7. Adjournment: Board Chair Mary Johnson adjourned the meeting at 1:50 pm.

These minutes approved this 19th day of January 2023

ATTEST:

Mary Johnson, Board Chair

Mike Reed, Interim General Manager

Tillamook County Transportation District
Board of Directors Special Meeting and Executive Session
Wednesday, December 21, 2022 – 4:00PM
Transportation Building
3600 Third Street, Tillamook, OR
Meeting Minutes



1. **Call to Order:** Board Chair Mary Johnson called the meeting to order at 4:00 pm.

2. **Pledge of Allegiance**

3. **Roll Call:**

Present

TCTD Board of Directors

Mary Johnson, Board Chair
Jackie Edwards, Director
Linda Adler, Secretary
Marty Holm, Vice Chair
Gary Hanenkrat, Treasurer

TCTD Staff

Natalie Zuercher, Admin Assistant/ Board Clerk
Mike Reed, IGM/Operations Superintendent
Cathy Bond, Financial Supervisor

Guests

Will Cheppell, Tillamook Headlight Herald
Brian Vitulli, Citizen
Steve Shropshire, Legal Council (Jordan Ramis)

4. **Executive Session:** ORS 192.660 (2)(A) Employment of Public Officers, Employees, and Agents

- a. The TCTD Board of Directors entered executive session at 4:03 PM and came out of executive session at 4:13 PM.

Motion by Dir. Adler to accept Brian Vitulli as our next General Manager based on the terms of the Letter of Intent dated December 19th, 2022. Motion Seconded by Dir. Holm.

Motion Passed

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

- a. Dir. Adler offered help to Brian Vitulli.
 - a. Brian Vitulli thanked the board.
 - b. Dir. Holm welcomed Brian aboard.
 - c. BC Johnson offered support and help to Brian Vitulli.

DISCUSSION ITEMS

20. Staff Comments/Concerns:

Operations Superintendent/Interim General Manager Reed: Thanked board for help with this. Congrats on the hire, excited for it. Next few days will be sticky for weather for us. Possibly be canceling routes in the next couple days due to ice storm.

Financial Supervisor Bond: None

Administrative Assistant Zuercher: None

NWR Brokerage Manager Hooter: None

21. Board of Directors Comments/Concerns:

Board Chair Johnson: None

Dir. Adler: None

Dir. Edwards: None

Dir. Hanenkrat: None

Dir. Holm: None

Adjournment: Board Chair Johnson adjourned the meeting at 4:18 pm.

These minutes approved this 19th day of January 2023.

ATTEST:

Mary Johnson, Board Chair

Mike Reed, Interim General Manager



Tillamook County Transportation District
Board of Directors Application

Name of Applicant: **Nathan "Finn" Findling**

Street Address:

Mailing Address:

Home Phone:

Cell Phone:

Email Address:

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

Marketer / Owner - Finn Squared, LLC

Previous Employment

Internet Marketing Specialist - Golden Technologies (2010)

Social Media Manager & SEO Specialists - Livemercial (2006, 2008-2009)

Prior Governmental Experience (elected or appointed)

Planning Commission. City of Garibaldi, OR (Current Chair)

Member, PAC Advisory Committee. ODOT / US 101 downtown Garibaldi project

Prior Board Service Experience, other than governmental

Other Community Affiliations

I admin the local Pokemon GO online group. It sounds crazy, but there are hundreds of players, ranging from local leaders to those on services. Tourists find us, too.

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

If yes, please describe:

Sparsely populated, spaced over 1,300 sq. mi. Second homes, lack of heavy rail, and telecommute culture has increased the income gap, making public transportation vital

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

1) My baby twins are Tillamook County "blue bloods." Living in Garibaldi, their friends from school will be spaced from Bay City to Wheeler. 2) I have friends who are on special services whose mental health is affected the Wave's schedule. 3) See what more we can provide to the smallest cities and unincorporated areas



Tillamook County Transportation District
Board of Directors Application

Name of Applicant: **Marni Johnston**

Street Address: [REDACTED]

Mailing Address: [REDACTED]

Home Phone: [REDACTED] Cell Phone: [REDACTED]

Email Address: [REDACTED]

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

Previous Employment
City of Cannon Beach, City of Rockaway Beach, NKN School District 56

Prior Governmental Experience (elected or appointed)
I have worked in local government finance for over a decade.

Prior Board Service Experience, other than governmental
Rockaway Beach Special Olympics (formerly), Tillamook County Tourism Advisory Committee Member

Other Community Affiliations
I have been a lifelong resident of Tillamook County. Prior to my children's graduations from school, I helped with numerous NKN 56 fundraising efforts.

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

If yes, please describe:
My oldest son has a disability and does not drive. He relies on the WAVE bus for transportation several times each week. We are very grateful for this service for it allows him to work a steady job and gives him independence.

Why do you wish to serve on the TCTD Board of Directors?
I heard that there was a board vacancy, and I am always happy to help out in our community. I do have a genuine interest in the transportation needs of the north Tillamook county citizens, particularly those who must rely upon the Wave (disabled and/or impoverished citizens).



Tillamook County Transportation District
Board of Directors Application

Name of Applicant:

Street Address:

Mailing Address:

Home Phone:

Cell Phone:

Email Address:

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

Previous Employment

Prior Governmental Experience (elected or appointed)

Prior Board Service Experience, other than governmental

Other Community Affiliations

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

If yes, please describe:

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

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

**ESTABLISHING A SALARY RANGE)
FOR GENERAL MANAGER POSITION) **RESOLUTION NO. 23-01****

WHEREAS, Tillamook County Transportation District (TCTD) desires to hire the most qualified individuals for open TCTD positions; and

WHEREAS, TCTD does not currently have a policy setting for the salary range for certain TCTD positions, including TCTD General Manager; and

WHEREAS, the Tillamook County Transportation District Board of Directors (Board) desires to hire a new General Manager.

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

the Board establishes the annual salary range of \$105,000 to \$120,000 for the TCTD's General Manager position.

INTRODUCED AND ADOPTED this 19th day of January, 2023.

ATTEST:

By: _____
Mary Johnson, Board Chair

By: _____
Mike Reed, Interim General Manager

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

**AUTHORIZING THE INTERIM)
GENERAL MANAGER TO SUBMIT) RESOLUTION NO. 23-02
POPULATION-BASED FUNDS SUB-)
RECIPIENT APPLICATION FY 2023-25)**

WHEREAS, with the passage of House Bill 2017 in 2017, the Oregon Legislature established the Statewide Transportation Improvement Fund (STIF) to finance investments and improvements in public transportation services, as described in ORS 184.751 et seq. and OAR Chapter 732, Division 040; and

WHEREAS, with the passage of Senate Bill 1601 in 2020, the Oregon Legislature consolidated the STIF funding program with the Special Transportation Fund (STF) funding program, which merged funds from the Elderly and Disabled Special Transportation Fund to the STIF funding program; and

WHEREAS, pursuant to ORS 184.758(2)(a) and OAR 732-040-0005(33), 90 percent of STIF funds shall be allocated to Qualified Entities conditioned upon Oregon Transportation Committee (OTC) approval of the Qualified Entity’s STIF Plan (STIF Formula Funds); and

WHEREAS, pursuant to ORS 184.758(3) and ORS 184.758(5), a portion of the allocation of STIF Formula Funds is split between Population-Based Formula and Payroll Based Formula, respectively; and

WHEREAS, pursuant to ORS 184.758(7), to be eligible to receive STIF Formula Funds, a Qualified Entity shall prepare and submit a public transportation improvement plan (STIF Plan) under OAR 732-040-0005(35), to OTC;

WHEREAS, pursuant to ORS 184.761, an advisory committee appointed by the governing body of each Qualified Entity shall advise and assist the governing body in prioritizing plans or projects to be funded from the STIF Formula Funds; and

WHEREAS, pursuant to ORS 184.752(2)(c), Tillamook County Transportation District (TCTD) is a Qualified Entity based on its status as a transportation district organized under ORS 267.510 to 267.650; and

WHEREAS, the TCTD Advisory Committee, duly appointed by the TCTD Board of Directors, has advised and assisted TCTD in prioritizing plans and projects to be funded from STIF Formula Funds; and

WHEREAS, the 2023-2025 STIF Plan includes projects previously identified in TCTD's other local transportation plans, progress on which has been contingent on the receipt of additional funding; and

WHEREAS, the TCTD Advisory Committee reviewed and approved public transportation service provider's, Marie Mills Center, Inc., Population-Based Funds Subrecipient Application FY 2023-25 for an award of \$35,321.00, attached hereto as Exhibit A, which proposes the use of STIF Population-Based Formula Funds for transportation services for intellectually and developmentally disabled individuals.

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

the Board authorizes the Interim General Manager to submit the Population-Based Funds Recipient Application FY 2023-25 on behalf of Marie Mills Center, Inc. to the Oregon Department of Transportation.

INTRODUCED AND ADOPTED this 19th day of January, 2023.

ATTEST:

By: _____
Mary Johnson, Board Chair

By: _____
Mike Reed, Interim General
Manager

EXHIBIT A

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

**ADOPTING THE 2023-2025 STIF PLAN)
AND AUTHORIZING THE INTERIM)
GENERAL MANAGER TO SUBMIT) RESOLUTION NO. 23-03
APPLICATION FOR STIF FORMULA)
FUNDS)**

WHEREAS, with the passage of House Bill 2017 in 2017, the Oregon Legislature established the Statewide Transportation Improvement Fund (STIF) to finance investments and improvements in public transportation services, as described in ORS 184.751 et seq. and OAR Chapter 732, Division 040; and

WHEREAS, with the passage of Senate Bill 1601 in 2020, the Oregon Legislature consolidated the STIF funding program with the Special Transportation Fund (STF) funding program, which merged funds from the Elderly and Disabled Special Transportation Fund to the STIF funding program; and

WHEREAS, pursuant to ORS 184.758(2)(a) and OAR 732-040-0005(33), 90 percent of STIF funds shall be allocated to Qualified Entities conditioned upon Oregon Transportation Committee (OTC) approval of the Qualified Entity's STIF Plan (STIF Formula Funds); and

WHEREAS, pursuant to ORS 184.758(3) and ORS 184.758(5), a portion of the allocation of STIF Formula Funds is split between Population-Based Formula and Payroll Based Formula, respectively; and

WHEREAS, pursuant to ORS 184.758(7), to be eligible to receive STIF Formula Funds, a Qualified Entity shall prepare and submit a public transportation improvement plan (STIF Plan) under OAR 732-040-0005(35), to OTC; and

WHEREAS, pursuant to ORS 184.758(8), the STIF Plan must include, at a minimum, the following:

- (a) For each proposed project, the amount of moneys from the percentage distribution that would be allocated to the project to fund the following:
 - (A) Increased frequency of bus service schedules in communities with a high percentage of low-income households;
 - (B) Procurement of buses that are powered by natural gas or electricity for use in areas with a population of 200,000 or more;

(C) Implementation of programs to reduce fares for public transportation in communities with a high percentage of low-income households;

(D) Expansion of bus routes and bus services to reach communities with a high percentage of low-income households;

(E) Improvement in the frequency and reliability of service connections between communities inside and outside of the qualified entity's service area;

(F) Coordination between public transportation service providers to reduce fragmentation in the provision of transportation services;

(G) Implementation of programs to provide student transit services for students in grades 9 through 12; and

(H) Services for older adults and people with disabilities.

(b) For the current fiscal year, a summary of any plans and project proposals approved by an advisory committee under ORS 184.761; and

(c) If a qualified entity was a recipient of a percentage distribution in the preceding fiscal year, the amount of moneys received from the distribution that were allocated to a project for the purposes described under paragraph (a) of this subsection; and

WHEREAS, pursuant to ORS 184.761, an advisory committee appointed by the governing body of each Qualified Entity shall advise and assist the governing body in prioritizing plans or projects to be funded from the STIF Formula Funds; and

WHEREAS, pursuant to ORS 184.752(2)(c), Tillamook County Transportation District (TCTD) is a Qualified Entity based on its status as a transportation district organized under ORS 267.510 to 267.650; and

WHEREAS, TCTD has developed a STIF Plan, known as the 2023-2025 STIF Plan, attached hereto as Exhibit A, which proposes the use of STIF Formula Funds for public transportation projects in fiscal years 2023, 2024, and 2025; and

WHEREAS, the 2023-2025 STIF Plan contains the elements required by ORS 184.758(8); and

WHEREAS, the TCTD Advisory Committee, duly appointed by the TCTD Board of Directors, has advised and assisted TCTD in prioritizing plans and projects to be funded from STIF Formula Funds; and

WHEREAS, the 2023-2025 STIF Plan includes projects previously identified in TCTD's other local transportation plans, progress on which has been contingent on the receipt of additional funding; and

WHEREAS, the TCTD Advisory Committee reviewed and approved the Population-Based Funds Subrecipient Application FY 2023-25 for an award of \$35,321.00, as submitted by public transportation service provider Marie Mills Center, Inc.; and

WHEREAS, the 2023-2025 STIF Plan seeks up to \$1,384,895.60 of available STIF Formula Funds; and

WHEREAS, the TCTD Board of Directors has considered the 2023-2025 STIF Plan, and finds it in the best interest of the District to adopt it.

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

the Board adopts the 2023-2025 STIF Plan, and authorizes the Interim General Manager to submit TCTD's application for STIF Formula Funds, together with all required documentation, to the Oregon Department of Transportation.

INTRODUCED AND ADOPTED this 19th day of January, 2023.

ATTEST:

By: _____
Mary Johnson, Board Chair

By: _____
Mike Reed, Interim General
Manager

EXHIBIT A

Tillamook County Transportation District
Transportation Advisory Committee
Tuesday, January 17, 2023 – 11 AM
Meeting Minutes



1. **Call to Order:** Committee Chair Chris Kell called the meeting to order at 11:03am.
2. **Introductions:**
 - Mike Reed, Interim General Manager/Operations Superintendent
 - Natalie Zuercher, Administrative Assistant/TAC Clerk
 - Chris Kell, Committee Chair
 - Ross Tomlin, Committee Member (ABSENT)
 - Brook Wyntergreen, Committee Member (ABSENT)
 - Sonya Kazen, Committee Member
 - Mary McGinnis, Committee Member
 - Ron Rush, Committee Member
 - Nick Torres, Committee Member
 - Jeff Hazen, Committee Member

Guests:

 - Arla Miller, ODOT
 - Cindy Green, Citizen (Marie Mills)
3. **Announcements/Comments**
 - a. IGM/OS Reed announced the passing of Carol McAndrew on the 26th of December. She worked with transit and had a passion for the committee.
 - i. CC Kell added that she will be missed.
4. **Approval of October 18, 2022 Meeting Minutes**
 - a. CM Kazen asked for acronyms on the next meeting minutes as well as changes to Page 1, Page 2, and Page 6. Asked if the deadlines are still the same.
 - i. IGM/OS Reed replied that these deadlines were pushed back.

Motion by Jeff Hazen to Approve October 18, 2022 Meeting Minutes as corrected.
Motion seconded by Ron Rush. Unanimously approved.
5. **Discussion Regarding Review of 5310 and 5311 Applications for STIF Formula Plan**
 - a. IGM/OS Reed said this committee doesn't approve 5311, this is a mistake. Turning this over to Jeff and Arla. Most appropriate to speak to this work product. Spoke with Jeff on action.
 - b. Arla Miller thanked TAC on revising the 5310 and STIF funding.
 - c. CM Hazen discussed the STIF (Statewide Transportation Improvement Fund) Formula Plan and gave some background information regarding the history of this. Talked about how this was a game changer for transit with expanding services. 5310 has enhanced mobility for those with disabilities.

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

- d. Arla Miller explained that the last biennium STIF (Statewide Transportation Improvement Fund) and STF (Special Transportation Fund) Oregon legislators consolidated those two programs together. STF is population based and STIF is payroll based. No general funds from STIF, use that money for STF. How to combine these funds with intent for each program whole. Will make it complicated in applications and reporting. Without new GM (General Manager) on board and being close on time, discussed continuation of services that were done in 21-23 biennium that committee and Doug worked on with DAR (Dial-a-Ride), rate fare program, and fixed route enhancements. More in operating and contingency operations. Human Services Coordinated Plan that needs to be reviewed and updated every 5 years. In review when Doug passed and hasn't been completed. Susie from Kittleson can get done but need funds. Doug put more money in STIF for coordinated plan, wasn't enough funds. Money put in for CSP (Coordinated Services Plan) in STIF formula if not able to get 5304 agreement extended (Agreement 35137). Estimate carryover funds from last biennium. From reporting, \$374,000 in November but more reporting needed, estimated low instead of high. Asked by finance department to add 20% more for 5310 and 5311. Total split between two contingency funds. Will have to be ranked but will enter after.
- i. CM Rush asked if STIF and 5310 has to be ranked.
 1. Arla Miller replied STIF has to be ranked 5310 doesn't.
 - ii. CM Hazen said he has suggested rankings. The first three are continuation, that's most important.
 1. CM Rush added that the district is top priority.
 - iii. CM Hazen said #4 is Marie Mills, #5 is Coordinated Services Plan, and #6 is Capital Contingency.
 1. CM Rush replied that's very reasonable.
 - iv. CM Kazen asked about completion of the Coordinated Services Plan.
 1. IGM/OS Reed replied that either way it won't be completed. It just needs to be funded.
 2. CM Hazen said CSP (Coordinated Services Plan) is very important. The word coordinated is crucial. How can we coordinate with others to provide transportation services needed.
 - v. CM Rush added that Marie Mills wasn't in there, but to serve a specific area.
 - vi. CM Hazen said these projects need to be born from a plan to stay updated.
 - vii. CM McGinnis asked about the operations within Marie Mills.
 1. CM Rush replied that CARE in the past provided transit support.
 2. IGM/OS said the application provides more info.
 - viii. CM Hazen said if you look on the spreadsheets under column C in comparison to column H there's a difference that needs to be put into this plan. Mike and I think to put this under operating contingency. Went through pandemic, didn't budget for that. My recommendation would be to add this under operating contingency.
 - ix. IGM/OS Reed said we have over a million in capital reserve for district that's why that was listed at least important.

- x. CM Rush noticed no application for CARE, they have been applying for assistance.
 - 1. CM Hazen said it won't be considered if not applied for at time of open application.
 - 2. CM Hazen added you might want to check with CARE for communication. What if they submitted.
 - 3. CM Hazen said Arla Miller would have seen it.

Priority List:

(#1 Continued of Enhanced Dial-A-Ride Services, #2 Continuation of TCTD Reduced Fare Program, #3 TCTD Fixed Route Service Enhancements, #4 Marie Mills Operations, #5 Additional Funds to Complete Coordinated Plan, #Operations Contingency, and #7 Capital Contingency)

Motion by Ron Rush to Approve the priority list and add extra money to operation Contingency. *Motion* seconded by Mary McGinnis. Unanimously approved.

Subrecipient Applications:

- a. Arla Miller asked about the numbering list with projects. Asked about the carry over to operating contingency.
 - a. CM Hazen clarified this information
- a. CM Rush said this application, what we project had a budget with it. Budgeted for 6 vehicles, project total \$9,000. Pretty straightforward. Didn't request assistance for services this go around. Our people have been accessing other sources of support.
- b. CM Hazen asked Arla about spreadsheet with addition of 20% for total. Asked if Marie Mills got bumped by this 20%.
 - a. Arla Miller said they are in there for what they applied for.
- c. CM Rush said the district needs to come first. Think its sufficient what's in place.
- d. Arla Miller said DR (Demand Response) is Deviated Fixed Route. Doug used this fund for Preventive Maintenance and Marie Mills. In application we have those two-split out by service type which is frustrating. Therefore, its split on here.
- e. CM Hazen said its important for people to understand with 5310 its enhanced mobility for seniors and people with disabilities. This is an allowable cost and important for us to fund PM (Preventative Maintenance) program.
 - a. Arla Miller added that you don't have to rank these.
- f. CM Kazen said I thought you didn't want to add 20%.
 - a. Arla Miller replied 20% is added to total allocation. With Marie Mills, the rest of allocation goes to TCTD (Tillamook County Transportation District).
 - b. CM Hazen added that in those lines it includes that bump.

Motion by Mary McGinnis to approve the three applications TCTD 5310. *Motion* seconded by Jeff Hazen. Passed unanimously with abstention from Ron Rush.

6. Other Business

- a. CM Rush asked about new GM (General Manager).
 - i. IGM/OS Reed replied his name is Brian Vitulli from Colorado Springs. Grant funding is his specialty. Starts Feb. 6th. You guys will be reached out to when appropriate.
 - j. CC Kell clarified that we will wait to hear from him for next meeting.
- b. IGM/OS Reed said this has been in process since November, his start date isn't till Feb. He has wonderful support system with NWOTA and Arla. Our district is unique with NWOTA. Jeff got here an hour early to help us with all of this. Arla Miller has put in a lot of work on our behalf. Lots of gratitude to Arla and committee what has gone into work product.
- c. CC Kell replied I appreciate IGM reaching out to say "help me."
- d. CM Rush added that these partnerships and relationships help us get through, we are a team.
 - i. CM Hazen said it's really all about relationships. We have best in Oregon with agencies.
- e. The committee thanked Arla Miller.
- f. IGM/OS Reed discussed the NWOTA meeting last week, thanked for patience and helping hold down fort. This meeting came last minute, we are playing catch up. Traumatic events in last 8 months came at time of biennium funding. Most credit goes to Staff. Thanked Arla and Jeff. Good framework around us.
- g. CM McGinnis said as a bus rider, thank you and thank you to staff. We didn't know on ground that this scrambling is going on.
- h. CM Hazen thanked Natalie Zuercher for keeping things together.
- i. CM McGinnis asked about new GM (General Manager) at Board Meeting.
- j. IGM/OS Reed said he will attend virtually but will be here for February Board Meeting.
- k. Arla Miller said what you voted on needs to go to the board this week for approval. The STIF formula, 5310 and 5311. Friday I will work and make sure it all gets together.
- l. CC Kell thanked Arla.
- m. CM Kazen requested that the minutes have priority list.
- n. CC Kell thanked the team.

7. Future Meetings

- a. None.

8. Adjourn

Chair Kell adjourned the meeting at 11:45am.

These minutes approved this _____ day of _____.

ATTEST:

Chris Kell, Committee Chair

Mike Reed, Interim General Manager

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