

Tillamook County Transportation District
Board of Directors
Regular Monthly Meeting



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



Thursday, May 18th, 2023 at 6:00PM
Transportation Building
3600 Third Street, Tillamook, Oregon

Tillamook County Transportation District

MONTHLY PERFORMANCE REPORT

March 2023

RIDERSHIP BY SERVICE TYPE	March 2023	March 2022	YTD FY 22-23	YTD FY 21-22	YTD % Change
<u>Dial-A-Ride Service</u>					
Tillamook County	876	1,093	7,687	7,928	-3.0%
NW Rides	636	596	4,839	4,456	8.6%
Dial-A-Ride Total	1,512	1,689	12,526	12,384	1.1%
<u>Deviated Fixed Route Service</u>					
Rt 1: Town Loop	3,754	3,138	31,757	25,100	26.5%
Rt 2: Netarts/Oceanside	334	235	2,302	2,969	-22.5%
Rt 3: Manzanita/Cannon Beach	1,626	1,549	12,574	13,179	-4.6%
Rt 4: Lincoln City	733	753	6,768	5,660	19.6%
Rt 6: Port of Tillamook Bay Loop	416	115	3,363	956	251.8%
Local Fixed Rt Total	6,863	5,790	56,764	47,864	18.6%
<u>Intercity Service</u>					
Rt 5: Portland	593	549	5,180	4,663	11.1%
Rt 60X: Salem	1,031	731	7,503	5,855	28.1%
Rt 70X: Grand Ronde	440	257	3,233	2,594	24.6%
Inter City Total	2,064	1,537	15,916	13,112	21.4%
<u>Other Services</u>					
Tripper Routes	29	26	153	130	17.7%
Special Bus Operations	0	0	2,608	1,125	131.8%
Other Services Total	29	26	2,761	1,255	120.0%
TOTAL ALL SERVICES	10,468	9,042	87,967	74,615	17.9%

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)	5,316	242	46,240	39,213	17.9%
Senior/Disabled	2,925	1,210	34,405	29,751	15.6%
Child/Youth	714	60	5,890	5,042	16.8%
Total	8,956	1,512	87,967	74,615	17.9%

OTHER RIDER CATEGORIES	Fixed		YTD	YTD	YTD %
	Route	DAR	FY 22-23	FY 21-22	Change
Ride Connection	83		772	708	9.0%
Tillamook Bay Community College	176		1,151	525	119.2%
NWOTA Visitor Pass	85		607	1,033	-41.2%
NW Rides		636	4,839	4,456	8.6%
Amtrak/Greyhound	79		744	993	-25.1%
Youth Free	692		1,169	N/A	

**Primary Performance Measures Report
thru March 2023**

	Passengers per Hour	Cost per Trip	Cost per Hour	Farebox Return %
<u>Dial-A-Ride</u>				
Dial-A-Ride	2.0	\$ 45.80	\$ 90.58	9.6%
NW Rides	1.0	\$ 93.89	\$ 97.97	76.9%
Total	1.5	\$ 64.38	\$ 94.60	47.5%
<u>Deviated Route</u>				
Rt 1: Town Loop	9.7	\$ 8.87	\$ 86.42	7.8%
Rt 2: Oceanside	1.6	\$ 56.43	\$ 88.06	1.9%
Rt 6: PORT	5.2	\$ 17.47	\$ 90.23	4.1%
Rt 3: Manzanita	3.6	\$ 28.14	\$ 101.05	4.4%
Rt 4: Lincoln City	2.2	\$ 50.09	\$ 107.78	3.2%
Total	4.7	\$ 20.49	\$ 96.67	4.6%
<u>Intercity</u>				
Rt 5: Portland	1.8	\$ 59.53	\$ 110.03	15.4%
Rt 60X: Salem	2.7	\$ 41.92	\$ 111.78	6.8%
Rt 70X: Grand Ronde	2.1	\$ 52.05	\$ 110.81	3.0%
Total	2.2	\$ 49.71	\$ 110.89	9.3%
<u>Other Services</u>				
Trippers	1.9	\$ 44.93	\$ 84.24	0.7%
SBO	6.7	\$ 14.83	\$ 98.66	0.0%
Total	5.8	\$ 16.50	\$ 96.18	0.1%
FY 2022-23 YTD	3.1	\$ 31.90	\$ 99.63	18.2%
FY 2021-22 YTD	2.8	\$ 34.60	\$ 96.07	20.4%
Percent Change	12.5%	-7.8%	3.7%	-11.0%

MONTHLY PERFORMANCE

Service Month	Passengers per Hour	Farebox Ratio	Operating Cost per Hour
<u>Dial-A-Ride Services</u>			
Mar-22	1.5	50.2%	93.06
Dec-22	1.5	47.0%	95.17
Jan-23	1.5	49.0%	93.62
Feb-23	1.5	48.2%	94.24
Mar-23	1.5	47.5%	94.60
<u>Deviated Fixed Routes</u>			
Mar-22	4.3	5.8%	93.46
Dec-22	4.8	5.2%	96.50
Jan-23	4.8	5.0%	94.96
Feb-23	4.7	4.7%	96.15
Mar-23	4.7	4.6%	96.67
<u>Intercity Services</u>			
Mar-22	2.0	9.3%	107.95
Dec-22	2.3	10.3%	110.86
Jan-23	2.3	10.1%	108.52
Feb-23	2.2	9.6%	110.92
Mar-23	2.2	9.3%	110.89
<u>Other Services</u>			
Mar-22	3.2	0.4%	82.84
Dec-22	6.1	0.1%	97.24
Jan-23	6.0	0.1%	95.41
Feb-23	5.9	0.1%	96.17
Mar-23	5.8	0.1%	96.18

Dial-a-Ride includes County-wide DAR, NW Rides, Veterans Transportation
 Deviated Fixed Routes: 1 Town Loop, 2 Oceanside, 3 Manzanita/Cannon Beach,
 4 Lincoln City, 6 POTB Loop
 Intercity Routes: 5 Portland, 60X Coastal Connector, 70X Salem/Grand Ronde
 Other Services: Trippers, Special Bus Operations/PC Free Shuttle

TCTD Operations Statistics & Performance

April 2023

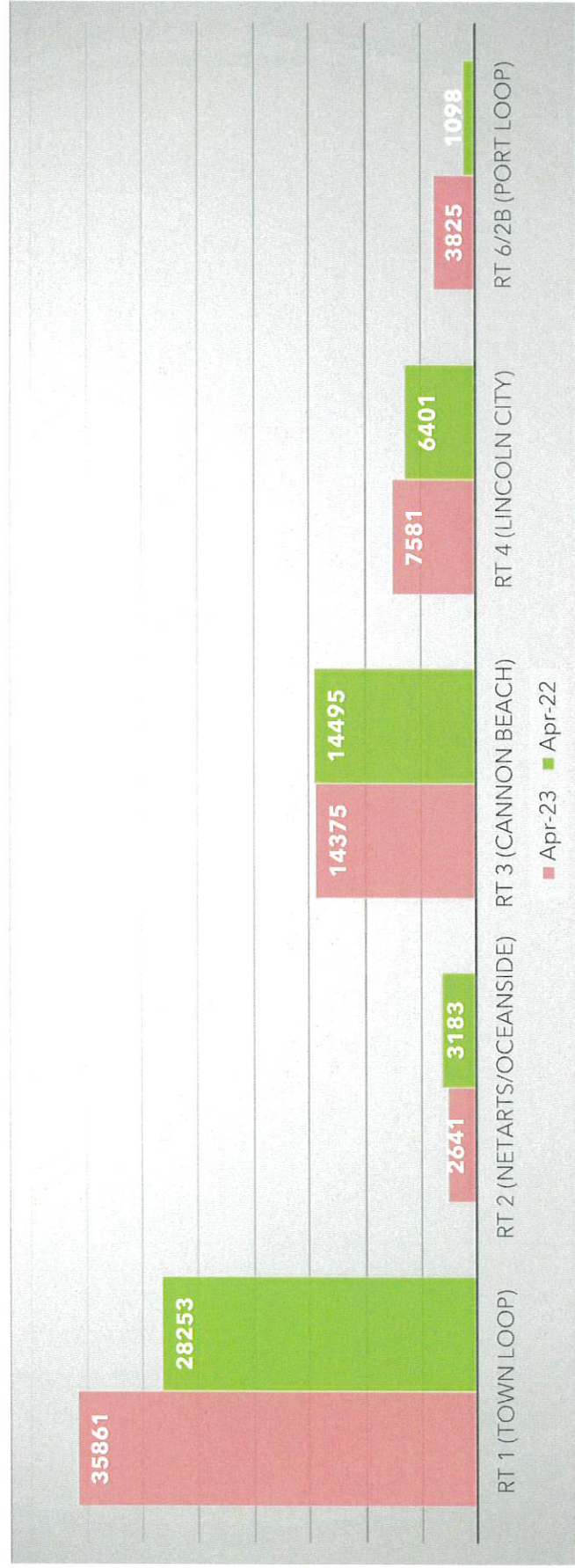


YTD COMPS BY SERVICE TYPE

RAW PASSENGER COUNTS



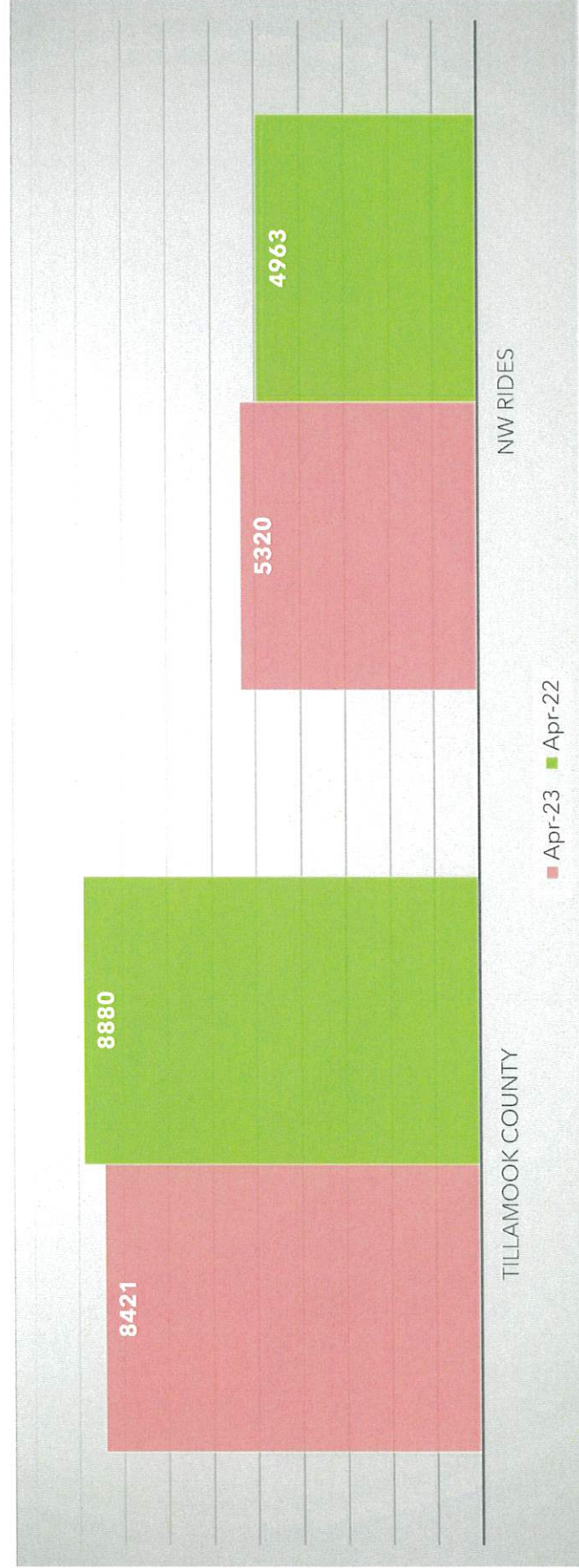
IN-COUNTY RIDERSHIP BY ROUTE YTD COMPS



INTER-CITY RIDERSHIP BY ROUTE YTD COMPS



DAR RIDERSHIP BY SERVICE TYPE YTD COMPS



PASSENGER CATEGORIES

YTD COMPS



SIX-MONTH TREND RIDERSHIP BY SERVICE TYPE




TCTD Operations
Statistics & 
Analysis
FY 2022/23 Q3

May 2023



Quarterly Passengers per Service Hour By Service Type

Jan 2019 thru March 2023



IN-COUNTY ROUTES 2019-2023 Q3 PERFORMANCE

ROUTE 1: 10,723-10,408 (-2.9%)

ROUTE 2: 1,468-840 (-42.7%)

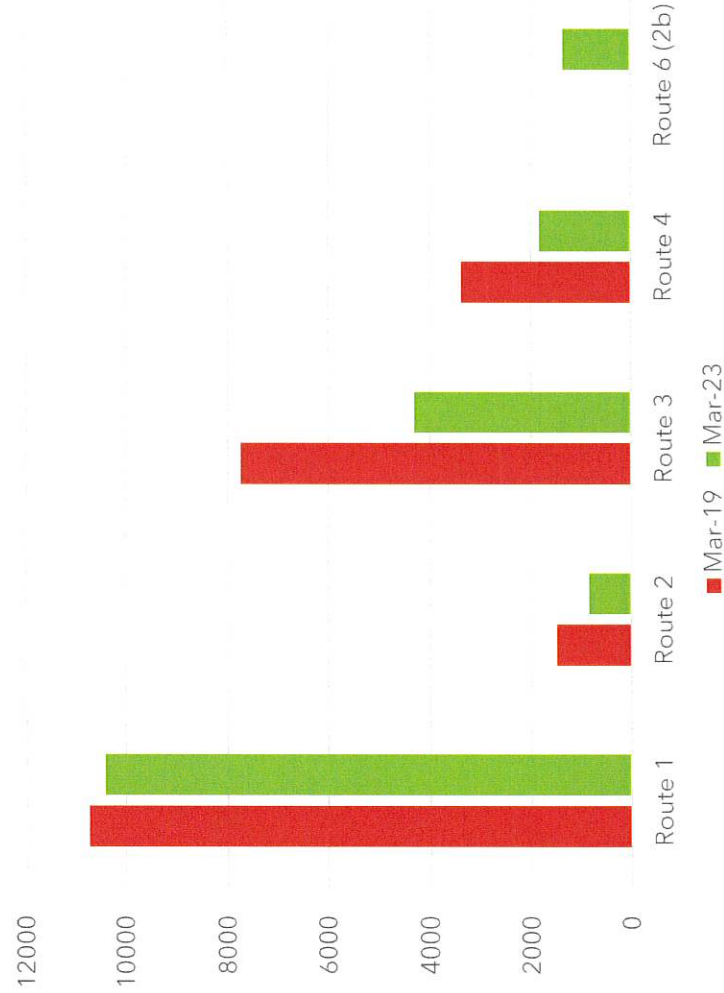
ROUTE 3: 7,724-4,293 (-44.4%)

ROUTE 4: 3,363-1,828 (-45.6%)

ROUTE 6(2B) Q1 2022-Q3 2023
96-1329 (+1,329)

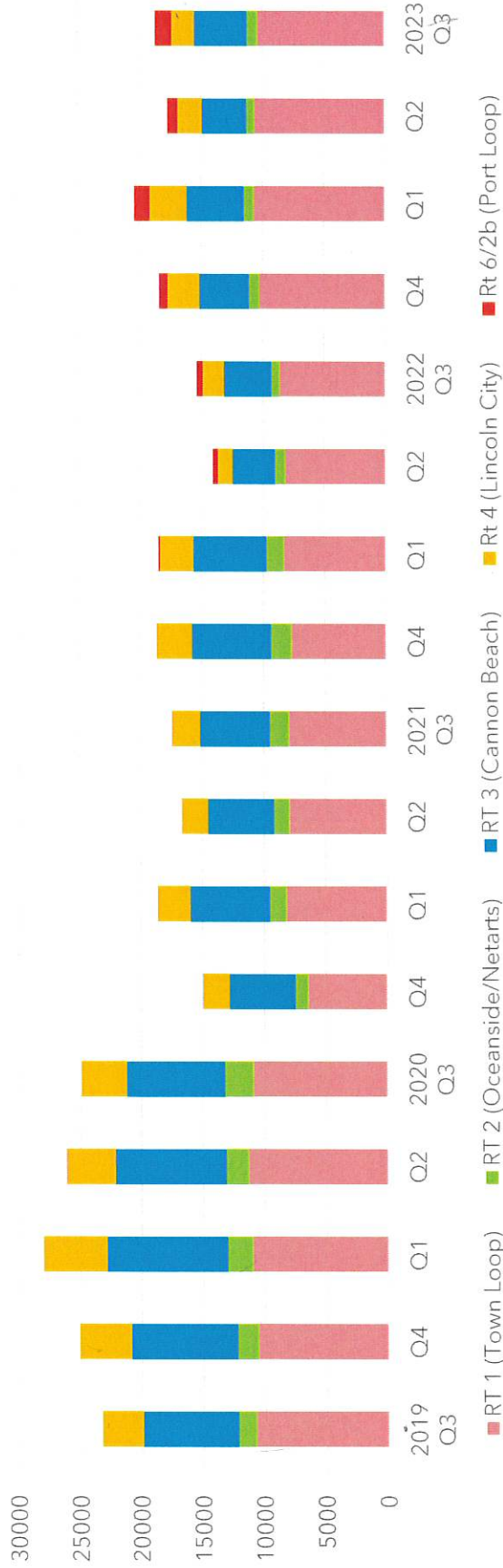
TOTALS: 23,278-17,369 (-25.3%)

Jan/March 2019 & Jan/March 2023



IN-COUNTY RIDERSHIP BY ROUTE

Jan 2019 thru March 2023

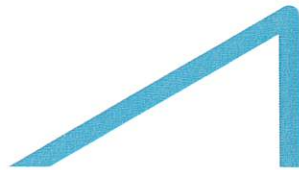
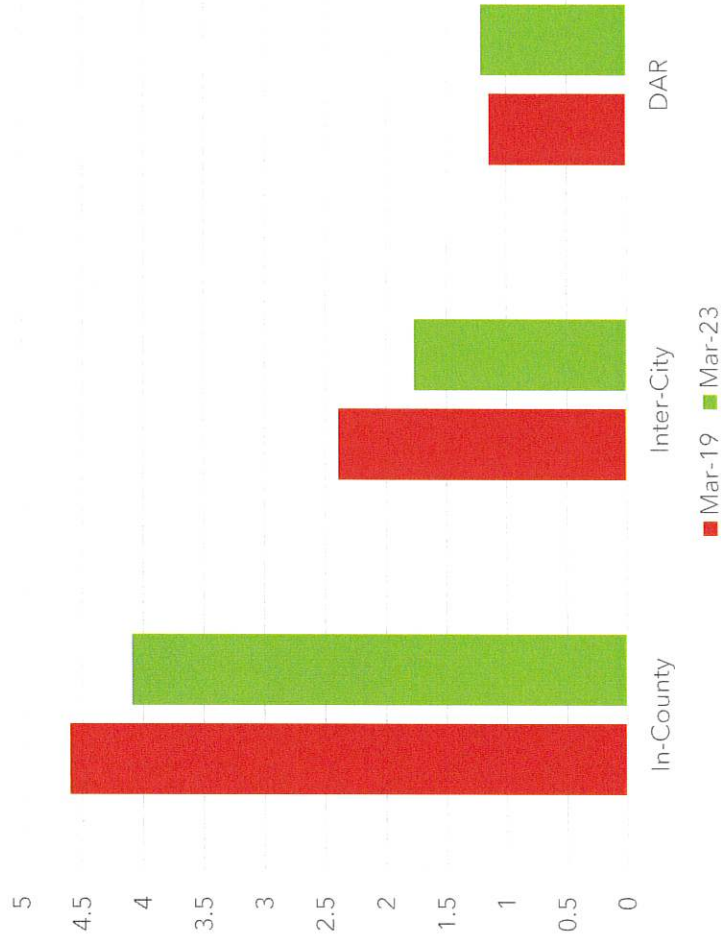


**Passengers/Hr by
Service Type
2019-2023 Q3
PERFORMANCE**

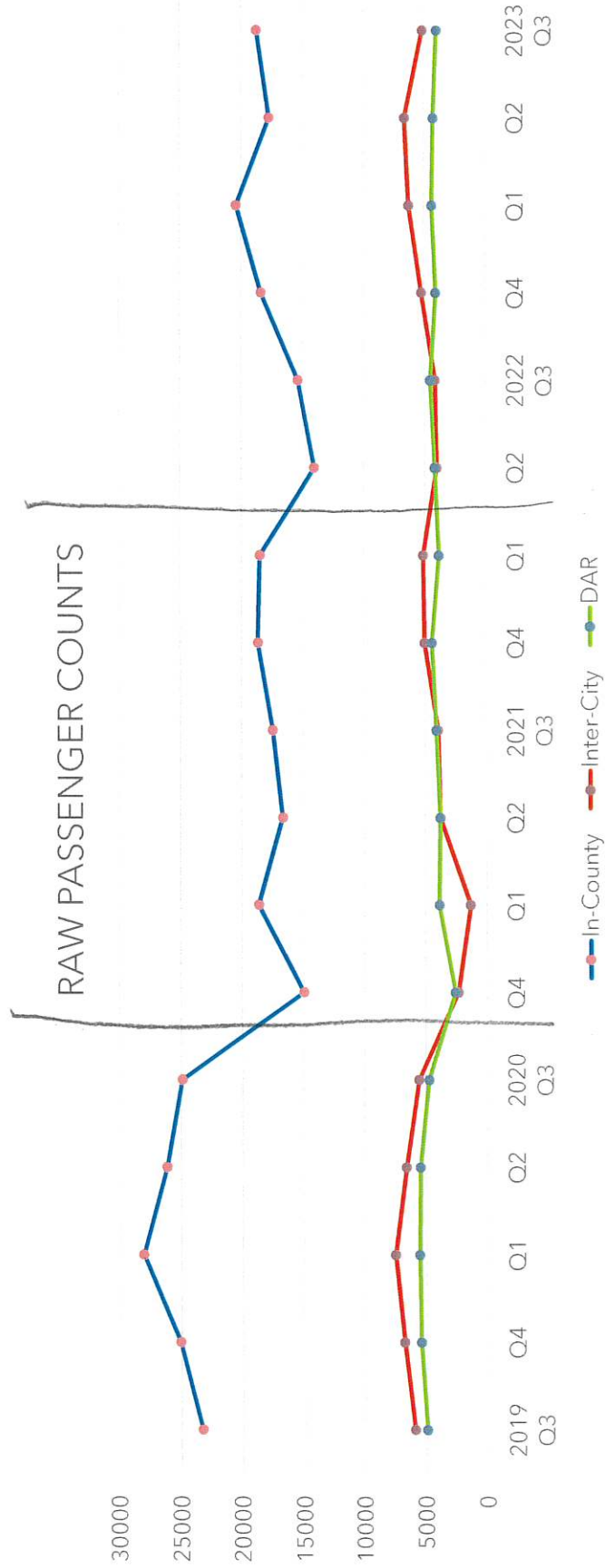
In-County: 4.60-4.09 (-11.0%)
 Inter-City: 2.39-1.77 (-25.9%)
 DAR: 1.14-1.21 (+6.1%)

TOTALS: 8.13-7.07 (-13.0%)

Jan/March 2019 & Jan/March 2023



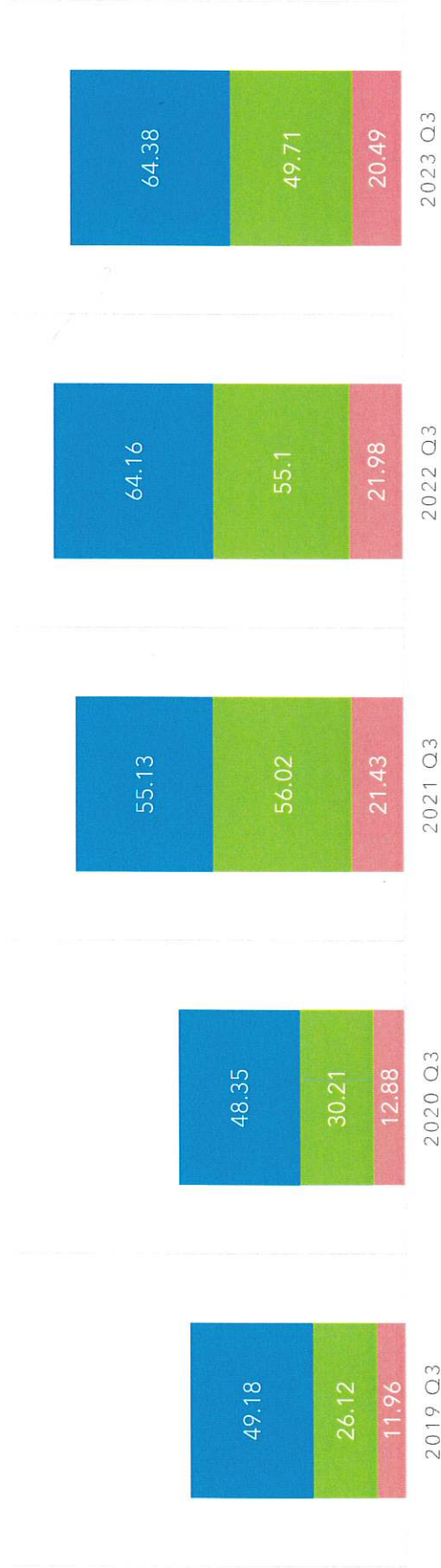
QUARTERLY RIDERSHIP BY SERVICE TYPE



FY 2022/23 YTD Quarterly Cost Per **TRIP** by Service Type

JAN 2019 THRU MARCH 2023

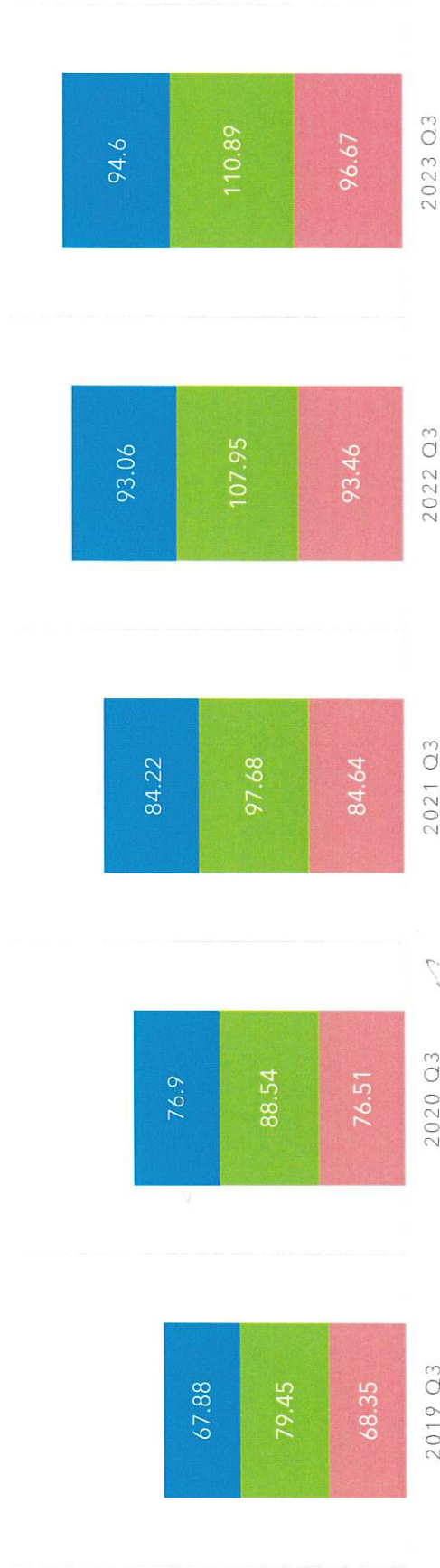
■ In-County ■ Inter-City ■ DAR



FY 2022/23 YTD Quarterly Cost Per HOUR by Service Type

JAN 2019 THRU MARCH 2023

■ In-County ■ Inter-City ■ DAR

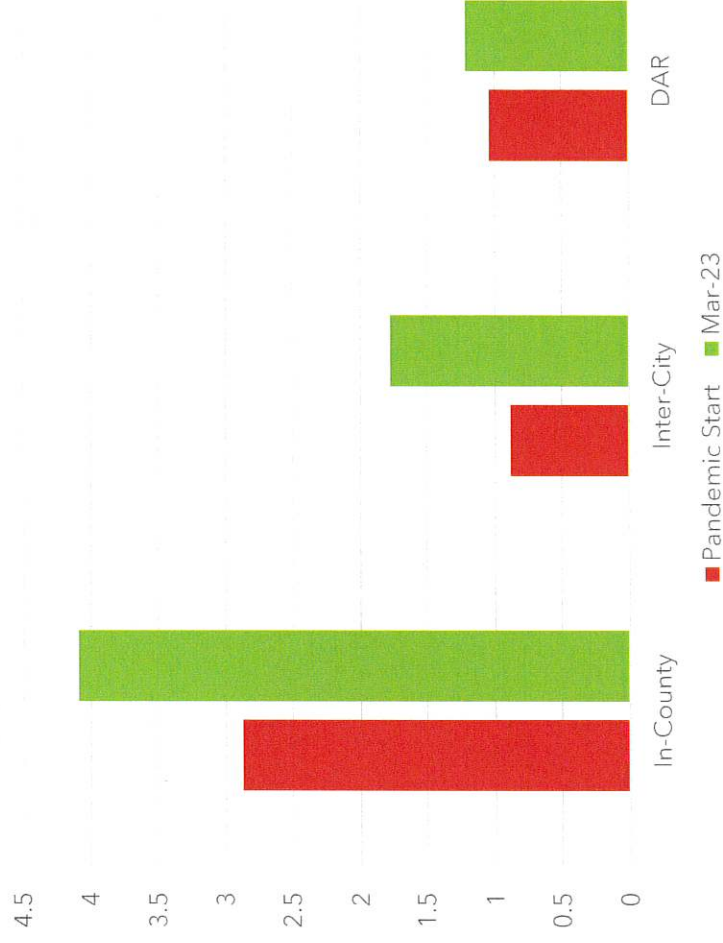


**Passengers/Hr by
Service Type
PANDEMIC RECOVERY
2019/20 Q4 VS 2022-23 Q3
(Current)**

In-County: 2.87-4.09 (+42.5%)
Inter-City: 0.88-1.77 (+101.1%)
DAR: 1.04-1.21 (+16.3%)

TOTALS: 4.79-7.07 (+47.6%)

April/June 2019 & Jan/March 2023



Dial-A-Ride Ridership by Service Type

Jan 2019 thru March 2023

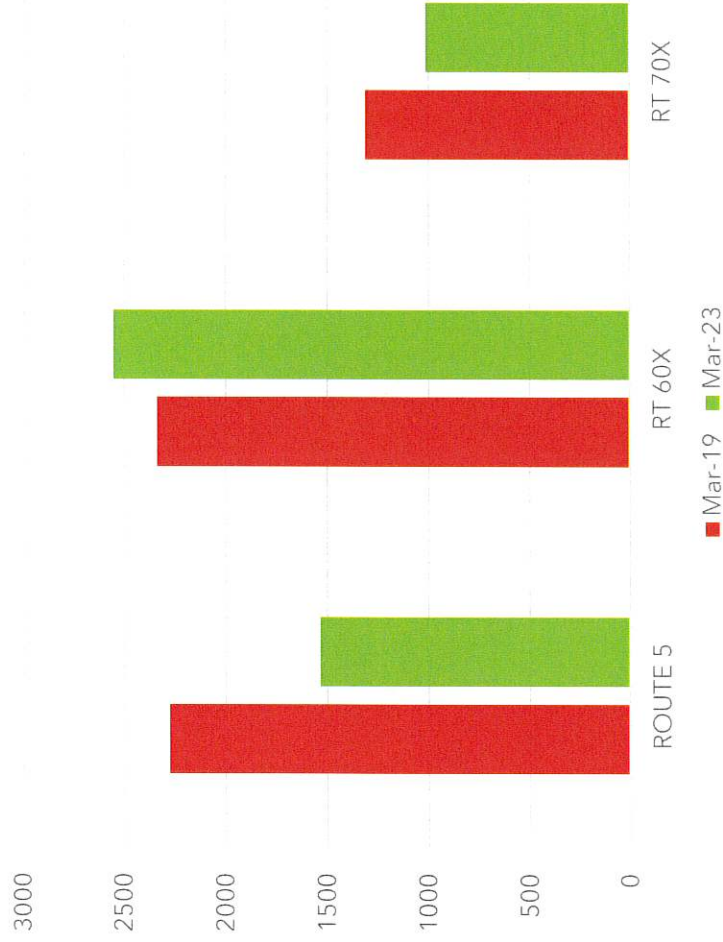


INTER-CITY ROUTES 2019-2023 Q3 PERFORMANCE

ROUTE 5: 2,278-1,533 (-32.7%)
 RT 60X: 2,339-2,552 (+9.1%)
 RT 70X: 1,312-1,014 (-22.7%)

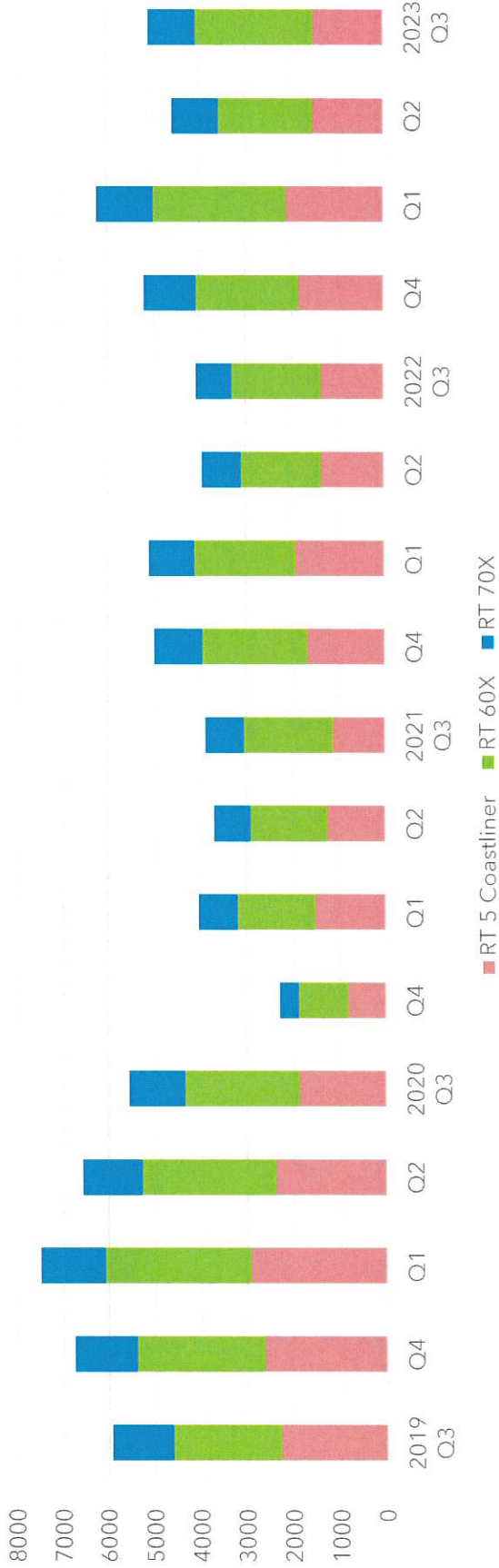
TOTALS: 5,929-5,099 (-14%)

Jan/March 2019 & Jan/March 2023



INTER-CITY RIDERSHIP BY ROUTE

Jan 2019 thru March 2023



NWOTA Meeting Minutes

April 14, 2023

Called to order at 10:08am

In attendance: Cynda Bruce, John Dreeszen, Juliet Eldred, Sarah Lu Heath, Leslie Langley, Arla Miller, Mary Parker, and Brian Vitulli.

Carbon Reduction Program: Rye Baerg from ODOT presented information about the new Carbon Reduction Program that is currently open for applications and will reopen one more time next spring. Arla inquired if this program could support projects related to TCTD's propane fleet and Rye confirmed that it could. The group also discussed options for hydrogen buses considering electric models can't currently handle the regions terrain or distances. Arla also mentioned that planning funds are available through the 5304 program. The group decided to discuss the possibility of applying for planning funds for a feasibility study looking at hydrogen production and fleet for the NWOTA region. This item will be on the May agenda.

Marketing Update: Juliet from Trillium presented a review of the marketing plan that will begin shortly.

Website Update: Juliet from Trillium presented a review of changes made to the website in their shortly ending contract.

Consent Calendar Reviewed: Minutes were reviewed. Financials will provided in an email after the meeting. Move to approve the consent calendar was made by John Dreeszen and seconded by Brian Vitulli, Mary Park abstained, it passed unanimously.

Transit Access Plan: The group reviewed the bus stop plans laid out the Transit Access Plan. The feasibility of projects across the region have changed in the last several years.

Columbia County: Stop #1 is the priority and currently has funding. Stops #2, 3, 4 are no longer feasible.

Tillamook County: Stops #14 and #15 are priority and currently have funding. The next stops to be delivered should be Stops #12 and #13 in Rockaway Beach.

Lincoln County: Stop #20 is priority and currently has funding. Stops #18 and #19 currently have funding requests awaiting notification.

Benton County: Stop #24 is the priority. All other stops are no longer feasible.

Other Business: Membership reviewed the budget and proposed a draft for the TCTD board to consider.

Member Updates: Arla Miller mentioned that Amtrak has abruptly terminated interline agreements affecting other transit agencies. ODOT is looking for solutions.

Meeting was adjourned at 12:15p.

nwCONNECTOR

Coordinating Committee Hybrid Meeting

May 12, 2023; 10:00 am—12:00 pm

VIRTUAL

Join Zoom Meeting:

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

Call In: 1 253 215 8782

Meeting ID: 875 5229 0259

Agenda

10:00— 10:05a	1. Introductions	Cynda Bruce
10:05— 10:20a	2. Consent Calendar (Action Item) ✚ March Meeting Minutes (Attached) ✚ Financial Report ✚ Ridership Tracking	Cynda Bruce/All
10:20— 10:30a	3. NWOTA Standing Items ✚ Marketing Update – Pending contract	Sarah Lu Heath
10:30- 11:15a	4. Updates on SETD	All
11:15- 11:30a	5. 5304 Funds for Hydrogen Feasibility Study	All
11:30- 11:35p	6. Other Business	All
11:35a – 12:00p	7. Member Updates	All

Attachments:

April 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
“Connecting the community through sustainable transit services”

DATE: May 18, 2023
TO: TCTD Board of Directors
FROM: Brian Vitulli, General Manager
SUBJECT: GENERAL MANAGER REPORT

Administration/Coordination

- Our membership request and application with the American Public Transportation Association has been accepted.
- Checking into status of membership with the Community Transportation Association of America (CTAA).
- Internal meetings to review policies and procedures.
- Attended the PC | Woods Parking Advisory Committee meeting on April 24.
- Hosted/attended May 3 special NWOTA meeting to discuss Sunset Empire Transportation District situation.
- Attended May 3 special Board meeting.
- Attended ODOT’s Transit Providers Quarterly Meeting in Eugene on May 9.
- TCTD staffed the Touch-a-Truck event on Laurel Avenue on May 9 with the trolley and a fixed-route vehicle.
- Attended May 10 special Board meeting.
- Attended Northwest Oregon Area Commission on Transportation (NWACT) meeting on May 11.
- Attended Budget Committee meeting on May 11.
- Attended the virtual May 12 NWOTA meeting.

Planning & Development

- Met with Kittelson & Associates, Inc. on May 15 to provide feedback on Memo 1 of our *Coordinated Public Transit-Human Services Transportation Plan* (known as our CTP) that was provided to us in March 2022. This was necessary to ensure that conditions didn’t change and that the material in Memo 1 is still relevant.
- Meeting internally to discuss details for May 26 start-up date for seasonal Pacific City Shuttle service. (Also shared details of the 2023 seasonal service with the PC | Woods Parking Advisory Committee on April 24.)

- Continuing to monitor Sunset Empire Transportation District’s resumption of service and distributing that information to our customers and employees. SETD’s Route 101 service from Astoria to Cannon Beach resumed on Monday, May 15, where connections can be made to TCTD’s Route 3 service to Cannon Beach.

Grant Funding

- Contacted the Tillamook Coast Visitors Association regarding eligibility requirements for their tourism signage grant. No response as of yet; will reach out again.
- Coordinating with City of Tillamook Police Department to gauge interest in partnering for the *FY 2023 Law Enforcement Agency De-Escalation Grant* opportunity. De-escalation grants provide funding to state and local agencies to establish internal de-escalation, implicit bias, and duty to intervene training programs, purchase of VR/AR de-escalation training technology to support and maintain officers’ de-escalation techniques. No response as of yet.
- Investigating a potential grant opportunity through the State’s 2023 Transportation and Growth Management (TGM) Program Planning Grant to fund an update to the District’s *Transit Development Plan (TDP)*. Our current TDP was adopted by the Board of Directors in August 2016 and the effort to begin the update has been identified in the FY 2023-2024 Annual Budget. Applications are due July 27, 2023 and award announcements will be mailed in September. The TGM program is a joint effort of two state agencies: the Oregon Department of Transportation and the Oregon Department of Land Conservation and Development. TGM grants are awarded on an annual basis and provide planning resources to help Oregon jurisdictions address transportation, land use, and growth management issues in their communities. The District’s TDP update appears to be eligible for funding under this program.
- Continuing to investigate the feasibility of applying for the final round of funding through ODOT’s COVID Recovery Fund Discretionary Grant cycle. An information session on this opportunity was held on May 17 - staff attended.

Facility/Property Management

- With Planning Solutions, Inc., hosted pre-bid meeting on May 3 for the Transit Center and administrative office renovations project. Three contractors/one sub-contractor attended. Project schedule states:
 - Bids due May 17/bid opening later in the day
 - Construction starts May 29
 - Substantial completion December 22, 2023

Tillamook County Transportation District
Board of Directors Regular Monthly Meeting
Thursday, April 20, 2023 – 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
Gary Hanenkrat, Treasurer
Linda Adler, Secretary (Zoom)
Marty Holm, Director
Jackie Edwards, Director

TCTD Staff

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

Guest

Jim Heffernan, Citizen
Tyler Hellner, Citizen
Kathy Kleczek, NWTO
Jeremy Mills, Citizen

4. **Announcements and Changes to Agenda:** GM Vitulli announced the following changes to the agenda: None.
5. **Public & Guest Comments:**

Jim Heffernan stated that he is riding buses and becoming more familiar with the services. He expressed how impressed he is with the District.

6. **Executive Session:** None

STATE OF THE DISTRICT REPORT

7. **Financial Report:** FS Bond gave the following up-to-date financial report:

Financials are now caught up. February shows we are 60% of the way through the fiscal year. Total resources are low but improving each month. Accomplished big reimbursement request. We are under budget, total expense is low.

NWR is receiving more income, that's an effect of them not doing a redetermination under OHA. Per member per month, membership is up. Very significant increase. BC Johnson asked about redetermination. FS Bond replied OHA uses this to determine if you can have Oregon Health Plan. You must be within the 200% poverty level. Membership is low. Material expenses are high because of redoing all the hard drives.

March shows us that we are 75% of the way through fiscal year, in completion of third quarter. Doing reimbursements again. Negative number on working capital line item 3500 is a repair to the bus wash facility, had to replace the computer. Had a reserve fund for this. Came out last week and got the bus wash recalibrated. We are trending low right now. OTIB loan is at 95% because of payments that need to be made for the entire year.

NWR at 75%, personnel services have dropped. Big change with overbudget here because of member mileage reimbursement and volunteer mileage reimbursement. Mileage rate went up. This is not yet a concern. Will assess this at the end of April.

Dir. Adler suggested including more detail with explanations under Fred Meyer card. FS Bond replied absolutely, Sue did the credit card breakdown apologize for not having more detail, didn't look at this.

BC Johnson asked about District financials and loan total. Cathy said this is a percentage of budgeted total amount, this is why numbers are different. This is because of how they fall on the due date. Clarified these line items and amounts for the Board.

Dir. Holm asked about signature cards. FS Bond replied that they are already signed.

Dir. Holm asked about NWR accounts if its separate from everything else. FS Bond replied yes, what is from NWR to LGIP is the NWR reserve money. LGIP is savings account, holding for all reserve accounts. The only money that transfers is the NWR reserve money but no operations money.

BC Johnson asked about money coming in from PC Shuttle. FS Bond replied that the deposit would be under fares. It came April 7th or 8th, will be in April financials.

Financial Auditors have come and gone. Have completed onsite review. Everything looks good. They will be here in June to present the audit packet.

FS Bond asked if Dir. Adler would be here for the May meeting. Dir. Adler replied that she will not. Dir. Holm asked if this audit is for the last fiscal year, FS Bond replied yes.

8. **Service Measure Performance Report:** OS Reed gave the following updates:

Only received February report, will have March and April reports next month. We should start seeing jumps in ridership with CPT (Cost Per Trip) and CPM (Cost Per Mile). Due to inclement weather, had to cancel 6 days of service. Haven't seen weather like this in the County before. We are overperforming in every category YTD (Year-to-Date). TBCC is still rebounding. NWOTA Visitor Passes numbers are down but recovering. NWR ridership is up. Greyhound is no longer in Salem and limited service, close to zero ridership in the future with Greyhound. The new ridership category has to do with youth in-county free rides.

Expect recovery ratio to go down because of the new fare policy. Routes 1, 6, and 3 are the highest performing per hour. Expect to see CPT (Cost Per Trip) drop through the fiscal year as ridership grows. CPT is down 20% and CPH (Cost Per Hour) is down 11% with increased ridership.

Dir. Adler asked about parameters for youth being free. OS Reed responded that 18 and under ride free in-county services with a discounted rate on Route 5. FS Bond clarified that the first two kids on Route 5 ride free, 18 and under are discounted.

Dir. Holm asked about comparison to 2019 and OS Reed replied that this comparison is coming. Dir. Holm expressed wanting to see if our ridership is growing or declining. OS Reed said on page 40, Route 3 during service reduction we moved number of trips, you can see the rebound in this.

GM Vitulli said that we are working on data visualization techniques and will be presenting the service performance information that way in the future.

9. **Northwest Oregon Transit Alliance:** GM Vitulli gave the following update:

Representative from ODOT presented two upcoming funding opportunities: Carbon Reduction Program grant and Diesel Emissions grant.

The CRP funds are available as part of the Bipartisan Infrastructure Law or the purchase of zero emission vehicles and service delivery alternatives that help improve air quality. \$13 million is available for this funding round. Talked about potentially applying for a feasibility study looking at a transition to hydrogen-powered vehicles and a generation and filling station. Battery electric buses (BEBs) aren't the best alternative for TCTD and the NWOTA partners due to the high number of miles operated and the limited battery range. Refilling with hydrogen is quicker and there are not range issues as with BEBs. There are many benefits to hydrogen fuel for use in transit vehicles. Many transit properties in California and throughout the U.S. are heavily invested in this and some are producing hydrogen onsite. The NWOTA partners are continuing to discuss and looking into the eligibility requirements of these grant programs.

The Oregon Department of Environmental Quality is currently reviewing the first two years of the Diesel Emissions grant program that aims to get older diesel vehicles off the road. Numerous organizations received funding in the first round of this program.

Update from Trillium on website updates that have been completed.

The NW Oregon Access Improvement Project was completed in 2019 for all NWOTA partners. Page 5 of plan, map of NWOTA territory. Six locations were identified (Hebo and PC already funded) and the partners were asked which stops should be prioritized for the next round of funding.

BC Johnson asked about stops that got removed (Stop #s 5, 16, and 17. GM Vitulli responded that these stops were removed during the planning process because they didn't meet certain criteria.

10. NW Rides Brokerage: BM Hooter gave the following updates:

Happy to report that the brokerage is 90% staffed, and that we have a great team. Looking for a compliance person. Pushing up to 300 rides per day.

11. General Manager Report: GM Vitulli provided the following updates:

a. Administration/Coordination:

Hosted and attended April NWOTA meeting.

Attended ODOT 2024-2027 STIP open house looking at their 3-year implementation plan, how to spend federal and state transportation dollars. Items being considered are implementing the national electric vehicle infrastructure charging station infrastructure, completing design of intersection enhancement warning project, Rehabilitation of bridge on HWY 101, bridge replacement, intersection safety on HWY 6 (Wilson River loop), upgrading and installing new barriers. Accepting comments through April 28th.

Met with Ride Connection representatives as well as reengaging with OTA. Looking into transportation advocacy organizations to be a part of. This is great for future involvement. These are good organizations to be connected to for national, state, and regional transit information

Looking at revising policies and procedures. Will be bringing those to you in the future.

Pleased with budget planning and all the work and cooperation that has gone into it.

b. Planning Development:

Will see this on item #15. Kittleson plan needs to get restarted.

Planning has begun for PC Shuttle this Summer.

Met with ODOT partners who are working on Hwy 101 project. Roadway improvement in Garibaldi area will improve bus stop conditions in this area. They are doing the design and construction and we will install shelters

PTD feedback to ODOT, Astoria to Portland to coordinate services in Cannon Beach. It's impossible to make all services connect properly but are working on this with Route 3.

c. Grant Funding:

Looking at eligibility requirements for a Tillamook Coast Visitors Association tourism signage grant. Looks like we are eligible for this. We don't want to take money from those that have a need, but this could be a good opportunity to place new signage at a newly renovated Transit Center.

DOJ grant to train police departments in de-escalation techniques. Emailed the City of Tillamook Police Chief but haven't heard a response yet. Could be an interesting joint project. Thanked Mary for forwarding this grant opportunity to us.

Placed an order for 2 DAR vehicles, will receive at the end of the year.

d. Facility/Property Development:

Contacted Planning Solutions regarding a restart of the Transit Center/Admin Bldg. renovation. Significant activity has occurred in the past month. Plans were submitted to the City. Ads are running in Portland papers and the Headlight Herald to notify contractors. Proposals are due in mid-May. We should begin this project in June. Good to get these moving again.

FS Bond explained discussion with Arla Miller, said we are extending grant for Transit Center so we can utilize it.

12. **Miscellaneous:** None.

CONSENT CALENDAR

13. Motion to Approve the Minutes of March 16, 2023 Regular Board Meeting

14. Motion to Approve the February and March Financials FY 2022-23

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

Motion Passed

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

ACTION ITEMS

15. Resolution #23-08: Authorizing the General Manager to Extend Deadline of the Services Contract with Kittleson & Associates for the Coordinated Human Services Transportation Plan

GM Vitulli explained that this is a contract extension that will allow for the completion of this plan; but there is no change in budget. They can complete the scope of services for the amount that they are contracted for. They did work on existing conditions and a demographic analysis, but work stopped on the plan late last summer and the contract expired in December. The scope of work and new schedule is included to review. It is a \$44,000 contract and there is approximately \$31,000 to finish this.

Dir. Holm asked if there needs to be a new deadline in place for this before. GM Vitulli responded with a December 31st, 2023 deadline. Dir. Holm asked that this be added to the resolution.

Motion by Dir. Holm to Approve Resolution #23-08: Authorizing the General Manager to Extend Deadline of the Services Contract with Kittleson & Associates for the Coordinated Human Services Transportation Plan to December 31st, 2023. *Motion* seconded by Dir. Johnson.

Motion Passed

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

DISCUSSION ITEMS

16. Budget Committee Applications:

FS Bond said we have five current Budget Committee members but the governing body positions need to match the number of Board members. It was recommended that these positions match in number.

Motion by Dir. Holm to appoint Tyler Hellner and Jim Heffernan to positions on the TCTD Budget Committee. Motion seconded by Dir. Edwards.

TCTD Board thanked the new members for serving.

17. Staff Comments/Concerns:

General Manager Vitulli: It's been a great experience. Almost all moved in.

Operations Superintendent Reed: Remind the board we have a lot of great people that drive for the District. Dealing with bad weather, those folks handle that with great professionalism.

Financial Supervisor Bond: Budget process is going well and will be a great resource to the community. Got great feedback from the County, Arla Miller, CC Rider. Amazing support in transit community. It will be fun. Thank you for the opportunity.

Brokerage Manager Hooter: Thanked admin and Board for support of NWR.

Administrative Assistant Zuercher: Been great to be back to normal and working as a team.

18. Board of Directors Comments/Concerns:

Dir. Holm: Asked about Timber Tax. FS Bond said the projection is surprisingly high. I reached out to get this information for the budget.

Dir. Adler: Nice to see everyone, hoping for sunshine.

Dir. Hanenkrat: Nothing

Board Chair Johnson: Thanked everyone for joining. Thanked Brian, happy things are going well.

Dir. Edwards: Thank you to everyone for all your work.

Adjournment: Board Chair Johnson adjourned the meeting at 7:14pm.

These minutes approved this 19th day of May 2023.

ATTEST:

Mary Johnson, Board Chair

Brian Vitulli, General Manager

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

**In the Matter of Establishing an)
Umpqua Bank Checking Account)
for NWOTA)**

RESOLUTION NO. 23-10

WHEREAS, Tillamook County Transportation District (District) has agreed to assume responsibility to be the Fiscal Agent for NWOTA (Northwest Oregon Transit Alliance), including all duties as Administrator and requirements under the existing IGA; and

WHEREAS, on June 16, 2014 the NWOTA Coordinating Committee approved establishing TCTD as the Fiscal Agent; and

WHEREAS, the TCTD Board of Directors hereby accepted the designation as Fiscal Agent for NWOTA for the purpose of business continuity and ongoing financial management, subject to final approval of the amended and restated IGA by the governing boards of the parties to NWOTA; and

WHEREAS, the District's Board of Directors recognizes the need to establish a separate Umpqua Bank checking account to record and manage the NWOTA account; and

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

That by adoption of Resolution 23-10 the Board authorizes the General Manager to establish a separate Umpqua Bank checking account to record and manage the NWOTA Fund.

INTRODUCED AND ADOPTED this 18th day of May 2023.

EFFECTIVE date of May 18th, 2023.

ATTEST:

By: _____
Mary Johnson, Board Chair

By: _____
Brian Vitulli, General Manager



April 2023 Statement

Open Date: 03/24/2023 Closing Date: 04/24/2023

Account: [REDACTED]



Visa® Company Card with Rewards

Elan Financial Services

1-866-552-8855

BUS 30 ELN

78

15

TILLAMOOK CNTY TRANS (CPN [REDACTED])

New Balance	\$5,543.26
Minimum Payment Due	\$56.00
Payment Due Date	05/22/2023

Reward Points	
Earned This Statement	8,493
Reward Center Balance	110,876
as of 04/24/2023	
For details, see your rewards summary.	

Activity Summary

Previous Balance	+	\$4,349.84
Payments	-	\$4,349.84 ^{CR}
Other Credits	-	\$36.89 ^{CR}
Purchases	+	\$5,580.15
Balance Transfers		\$0.00
Advances		\$0.00
Other Debits		\$0.00
Fees Charged		\$0.00
Interest Charged		\$0.00
New Balance	=	\$5,543.26
Past Due		\$0.00
Minimum Payment Due		\$56.00
Credit Line		\$10,000.00
Available Credit		\$4,456.74
Days in Billing Period		32



ENTERED

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: Elan Financial Services

CPN 001469460


Visa Business Rewards Company Card

Rewards Center Activity as of 04/24/2023	
Rewards Center Activity*	0
Rewards Center Balance	110,876

*This item includes points redeemed, expired and adjusted.

Rewards Earned	This Statement	Year to Date
Points Earned on Net Purchases	5,095	14,624
Gas, Restaurants & Telecom Double Points	898	1,968
FIRST USE BONUS	2,500	2,500
Total Earned	8,493	19,092

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					
04/03	04/02	0529	ENDICIA 800-576-3279 TX	\$9.95	_____
04/05	04/04	3689	ADOBE *ACROPRO SUBS 408-536-6000 CA	\$29.99	_____
04/06	04/05	6902	LANGUAGE LINE, INC. 800-7526096 CA	\$23.70	_____
04/07	04/06	4881	LANGUAGE LINE, INC. 800-7526096 CA	\$63.20	_____
04/10	04/07	9077	Microsoft*Store 425-6816830 WA	\$299.99	_____
04/11	04/07	6074	Microsoft*Store 425-6816830 WA	\$1,700.97	_____
04/17	04/14	1826	LANGUAGE LINE, INC. 800-7526096 CA	\$19.75	_____
04/17	04/14	8771	LANGUAGE LINE, INC. 800-7526096 CA	\$19.75	_____
04/24	04/22	5443	ADOBE *CREATIVE CLOUD 408-536-6000 CA	\$84.99	_____
04/24	04/21	2808	IRON MOUNTAIN 800-934-3453 MA	\$152.35	_____
Total for Account [REDACTED]				\$2,404.64	

Transactions		REED MICHAEL		Credit Limit \$3500	
Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
Purchases and Other Debits					
04/19	04/18	9604	Amazon.com*HV6GT6TC2 Amzn.com/bill WA	\$399.99	_____
04/19	04/19	3187	Amazon.com*HV5N846H0 Amzn.com/bill WA	\$409.13	_____
04/19	04/19	8965	Amazon.com*HV2RI3AC2 Amzn.com/bill WA	\$67.52	_____
04/24	04/21	4760	Amazon.com*HV5WD89L1 Amzn.com/bill WA	\$685.43	_____
Total for Account [REDACTED]				\$1,562.07	

Transactions		ZUERCHER,NATALIE		Credit Limit \$2500	
Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
Purchases and Other Debits					
03/24	03/23	7786	AMZN Mktp US*H70C24CF2 Amzn.com/bill WA	\$8.99	_____
03/30	03/29	6018	ZOOM.US 888-799-9666 WWW.ZOOM.US CA	\$40.00	_____
04/03	04/01	3725	ONLINE JOB ADS INDEED 512-4595300 TX	\$255.00	_____
04/04	04/03	1565	SQ *RECESS FOOD TRU 877-417-4551 OR	\$68.40	_____
04/05	04/05	2710	ULINE *SHIP SUPPLIES 800-295-5510 WI	\$77.73	_____
04/06	04/05	0307	AMAZON.COM*HS1CR5PR1 A AMZN.COM/BILL WA	\$77.98	_____
04/07	04/06	8312	USPS STAMPS ENDICIA 888-434-0055 DC	\$50.00	_____
04/07	04/06	7081	AMZN MKTP US*HS9JP3A22 AMZN.COM/BILL WA	\$71.55	_____
04/10	04/08	8160	Amazon.com*HS2HR65E2 Amzn.com/bill WA	\$59.90	_____
04/14	04/13	2889	AMAZON.COM*HJ3RD8MY1 A AMZN.COM/BILL WA	\$92.72	_____
04/17	04/15	6274	LA MEXICANA RESTAURANT TILLAMOOK OR	\$88.70	_____
04/17	04/16	0411	Amazon Prime*HV1V68EX0 Amzn.com/bill WA	\$14.99	_____
04/17	04/15	5997	AMZN Mktp US*HJ3WA4652 Amzn.com/bill WA	\$17.98	_____
04/17	04/15	8255	ENDICIA 800-576-3279 TX	\$24.99	_____
04/17	04/14	5667	AMZN Mktp US*HJ2ZQ3832 Amzn.com/bill WA	\$39.19	_____
04/18	04/17	2153	USPS STAMPS ENDICIA 888-434-0055 DC	\$50.00	_____
04/24	04/23	5010	AMZN Mktp US*HV4ZR9WY2 Amzn.com/bill WA	\$6.99	_____
04/24	04/21	5583	TIL*RZ WERNER BEEF&BRE TILLAMOOK OR	\$61.22	_____
Total for Account [REDACTED]				\$1,106.33	

Transactions		VITULLI BRIAN A		Credit Limit \$10000	
Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
Other Credits					
04/17	04/13	1457	NAPA- DAVISON AUTO PAR TILLAMOOK OR MERCHANDISE/SERVICE RETURN	\$36.89	CR _____
Purchases and Other Debits					
04/14	04/12	3587	SHELL OIL 57443147509 MILWAUKIE OR	\$26.99	_____


Transactions VITULLI BRIAN A Credit Limit \$10000

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
04/14	04/12	8599	SHELL OIL 57443147509 MILWAUKIE OR	\$130.69	_____
04/14	04/12	0631	BUSTERS TEXAS STYLE BB MILWAUKIE OR	\$32.85	_____
04/14	04/12	3200	NAPA STORE 3715072 PORTLAND OR	\$306.58	_____
04/17	04/14	2133	SAFEWAY #2723 TILLAMOOK OR	\$10.00	_____
Total for Account [REDACTED]				\$470.22	

Transactions BILLING ACCOUNT ACTIVITY

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
Payments and Other Credits					
04/21	04/20	0009	PAYMENT THANK YOU	\$4,216.19CR	_____
04/21	04/20	0009	PAYMENT THANK YOU	\$133.65CR	_____
Total for Account [REDACTED]				\$4,349.84CR	

2023 Totals Year-to-Date

Total Fees Charged in 2023	\$39.00
Total Interest Charged in 2023	\$86.75

Interest Charge Calculation

Your Annual Percentage Rate (APR) is the annual interest rate on your account.

**APR for current and future transactions.

Balance Type	Balance By Type	Balance Subject to Interest Rate	Variable	Interest Charge	Annual Percentage Rate	Expires with Statement
**BALANCE TRANSFER	\$0.00	\$0.00	YES	\$0.00	16.99%	
**PURCHASES	\$5,543.26	\$0.00	YES	\$0.00	16.99%	
**ADVANCES	\$0.00	\$0.00	YES	\$0.00	28.74%	

Contact Us


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



Questions

Elan Financial Services
P.O. Box 6353
Fargo, ND 58125-6353



Mail payment coupon
with a check

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



Online

myaccountaccess.com

UMPQUA BANK: CLOSING DATE 4/24/2023

Date	Vendor	Description of Transaction	Amount
CATHY BOND			
04/03/23	Endicia	Postage	\$9.95
04/05/23	Adobe	Financial Supervisor Software	\$29.99
04/06/23	Language Line Inc	NW Phones/Interpreter	\$23.70
04/07/23	Language Line Inc	NW Phones/Interpreter	\$63.20
04/10/23	Microsoft Store	General Manager Computer	\$299.99
04/11/23	Microsoft Store	General Manager Computer	\$1,700.97
04/17/23	Language Line Inc	NW Phones/Interpreter	\$39.50
04/24/23	Adobe	Admin. Asst. Software	\$84.99
04/24/23	Iron Mountain	Office Shredder	\$152.35
			\$2,404.64
BRIAN VITULLI			
04/14/23	Shell Oil	Shop Truck Fuel	\$26.99
04/14/23	Shell Oil	Shop Truck Fuel	\$130.69
04/14/23	Busters BB	Meal	\$32.85
04/14/23	Napa	Shop Truck Trailer Parts	\$306.58
04/14/23	Napa	Shop Truck/Trailer Parts Return	\$36.89
04/17/23	Safeway	NWOTA Meeting Meals	\$10.00
			\$470.22
MIKE REED			
04/19/23	Amazon	Shop Truck Parts	\$399.99
04/19/23	Amazon	Shop Truck Parts	\$409.13
04/19/23	Amazon	Operation Supplies/Brochure Holder	\$67.52
04/24/23	Amazon	Shop Truck Parts	\$685.43
			\$1,562.07
NATALIE ZUERCHER			
03/24/23	Amazon	Office Supplies/Gloves	\$8.99
03/30/23	Zoom	Computer Software	\$40.00
04/03/23	Indeed	Recruitment	\$255.00
04/04/23	Recess Food Truck	Board Meeting Meal	\$68.40
04/05/23	Uline	Operation Supplies/Handle Bags	\$77.73
04/06/23	Amazon	Operation Supplies/Container Bins	\$77.98
04/07/23	Endicia	Postage	\$50.00
04/07/23	Amazon	NWR Office/Computer Supplies	\$71.55
04/10/23	Amazon	Office Supplies/Coffee	\$59.90
04/14/23	Amazon	Office Snacks	\$92.72
04/17/23	La Mexicana	NWOTA Meeting Meal	\$88.70
04/17/23	Amazon	Amazon Monthly Sub.	\$14.99
04/17/23	Amazon	Office Supplies/Snacks	\$17.98
04/17/23	Endicia	Postage	\$24.99
04/17/23	Amazon	Operation Cleaning Supplies	\$39.19
04/18/23	Endicia	Postage	\$50.00
04/24/23	Amazon	Office Supplies	\$6.99
04/24/23	Werner Beef & Brew	Board Meeting Meal	\$61.22
			\$1,106.33
Charges total			\$5,543.26
Late Fees & Intrest			
Grand Total Due			\$5,543.26

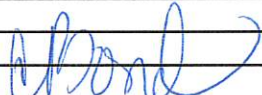
APPROVAL



DATE

5/15/2023

FRED MEYER CARD CHARGES - 4/1-4/30/2023

Date	Description of Transaction	Amount
CARD #3 - NATALIE ZUERCHER, ADMIN ASSISTANT		
04/12/23	Nwota Meeting	\$ 100.57
		\$ 100.57
CARD #4 - CATHY BOND, FINANCE SUPERVISOR		
		\$ -
CARD # 5 - MARK STRICKER, OPERATIONS COORDINATOR		
04/14/23	Operations cleaning supplies	\$ 106.83
04/14/23	Operations expense/clip boards	\$ 77.97
04/18/23	Operations cleaning supplies	\$ 42.37
		\$ 227.17
CARD #6 STEVEN FERRERA, MECHANIC		
04/01/23	Operations expense/storage box/shelves	\$ 138.99
		\$ 138.99
	Grand Total	\$ 466.73
DATE	APPROVAL	
5/15/2023		

5/15/2023