

Tillamook County Transportation District  
Board of Directors  
Regular Monthly Meeting



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



Wednesday, August 16th, 2023 at 6:00PM

Transportation Building  
3600 Third Street, Tillamook, Oregon

# Tillamook County Transportation District

## MONTHLY PERFORMANCE REPORT

July 2023

RIDERSHIP BY SERVICE TYPE	July 2023	July 2022	YTD FY 23-24	YTD FY 22-23	YTD % Change
<b><u>Dial-A-Ride Service</u></b>					
Tillamook County	669	852	669	852	-21.5%
NW Rides	404	442	404	442	-8.6%
<b>Dial-A-Ride Total</b>	<b>1,073</b>	<b>1,294</b>	<b>1,073</b>	<b>1,294</b>	<b>-17.1%</b>
<b><u>Deviated Fixed Route Service</u></b>					
Rt 1: Town Loop	3,762	3,603	3,762	3,603	4.4%
Rt 2: Netarts/Oceanside	354	269	354	269	31.6%
Rt 3: Manzanita/Cannon Beach	2,509	1,551	2,509	1,551	61.8%
Rt 4: Lincoln City	1,469	1,069	1,469	1,069	37.4%
Rt 6: Port of Tillamook Bay Loop	389	438	389	438	-11.2%
Pacific City Free Shuttle	1,035	1,534	1,035	1,534	-32.5%
<b>Local Fixed Rt Total</b>	<b>9,518</b>	<b>8,464</b>	<b>9,518</b>	<b>8,464</b>	<b>12.5%</b>
<b><u>Intercity Service</u></b>					
Rt 5: Portland	908	778	908	778	16.7%
Rt 60X: Salem	1,425	956	1,425	956	49.1%
Rt 70X: Grand Ronde	0	361	0	361	-100.0%
<b>Inter City Total</b>	<b>2,333</b>	<b>2,095</b>	<b>2,333</b>	<b>2,095</b>	<b>11.4%</b>
<b><u>Other Services</u></b>					
Tripper Routes	4	1	4	1	300.0%
Special Bus Operations	0	22	0	22	-100.0%
<b>Other Services Total</b>	<b>4</b>	<b>23</b>	<b>4</b>	<b>23</b>	<b>-82.6%</b>
<b>TOTAL ALL SERVICES</b>	<b>12,928</b>	<b>11,876</b>	<b>12,928</b>	<b>11,876</b>	<b>8.9%</b>

ONE-WAY TRIPS BY USER GROUP					
	Fixed		YTD	YTD	YTD %
USER GROUP	Route	DAR	FY 23-24	FY 22-23	Change
General (18 years to 60 years of age)	5,575	1,087	6,662	5,654	17.8%
Senior/Disabled	3,059	1,370	4,429	3,967	11.6%
Child/Youth	716	86	802	698	14.8%
<b>Total</b>	<b>9,350</b>	<b>2,543</b>	<b>11,893</b>	<b>10,342</b>	<b>15.0%</b>
OTHER RIDER CATEGORIES					
	Fixed		YTD	YTD	YTD %
	Route	DAR	FY 23-24	FY 22-23	Change
Ride Connection	129		129	104	24.0%
Tillamook Bay Community College	283		283	34	732.4%
NWOTA Visitor Pass	156		156	80	95.0%
NW Rides		404	404	442	-8.6%
Youth Free	1,070		1,070		N/A
Amtrak	160		160	116	37.9%



# Tillamook County Transportation District

“Connecting the community through sustainable transit services.”

**DATE:** August 16, 2023  
**TO:** TCTD Board of Directors  
**FROM:** Brian Vitulli, General Manager  
**SUBJECT:** GENERAL MANAGER REPORT

## Administration/Coordination

- Internal meetings to review policies and procedures.
- NWOTA meeting to be held August 18.
- Coordinating with counsel regarding CBA negotiations.
- Route 70X is currently suspended due to lack of available drivers. Continuing to coordinate with the Public Works Director/Tribal Transportation Program Manager of the Confederated Tribes of Grand Ronde on formally discontinuing the service, but not before engaging customers of the service for feedback.
- Met with ODOT Intercity Network Coordinator on July 24 to discuss our intercity services, our NWOTA partnership, transit technology, and ways ODOT can support TCTD.
- Attended new TCTD Board Member orientation on August 2.
- Attended TCTD Board Member SDAO training on August 2.
- Attended the Oregon Transit Association’s Public Transportation Conference in Vancouver, WA. The OTA was invited to participate as part of the Washington State Public Transportation Conference, Vendor Expo, and State Rodeo for 2023.
- Invited to serve on the Oregon Transit Association’s Board of Directors as a Small Transit District representative for a two-year term starting January 2024.

## Planning & Development

- Kittelson & Associates, Inc. is continuing work on our *Coordinated Public Transit-Human Services Transportation Plan* (known as our CTP).
- Provided feedback to Amtrak for arriving and departing Route 60X (Lincoln City to Salem) buses at the Salem Amtrak Station. Several Route 60X trip times were modified to accommodate the current suspension of Route 70X.
- 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**

- Applied for the final round of ODOT COVID Recovery Fund Discretionary Grant funding on June 15, 2023. Waiting for notification of awards.

### **Facility/Property Management**

- District counsel prepared final AIA contract for approval by Board and execution (**Action Item**). Contractor provided bonds (performance and payment) and Certificate of Insurance. Following Board approval, I will issue the Notice to Proceed. Tentative project schedule:
  - TCTD Board approves contract on August 16
  - Construction potentially starts late-August or early-September
  - Substantial completion December 2023/January 2024

**Tillamook County Transportation District**  
Board of Directors Regular Monthly Meeting  
Wednesday, July 19, 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. **Oath of Office – New Board Directors:** Jim Heffernan, Thomas Fiorelli, Marni Johnston, and Jonathan Bean were sworn into office as TCTD Board of Directors.

4. **Roll Call:**

**Present**

**TCTD Board of Directors**

Mary Johnson, Board Chair  
Gary Hanenkrat, Treasurer  
Linda Adler, Secretary  
Jim Heffernan, Director  
Marni Johnston, Director  
Jonathan Bean, Director  
Thomas Fiorelli, Director (Zoom)

**TCTD Staff**

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

**Guest**

Arla Miller, ODOT  
Kathy Schwabe, Citizen  
Tyler Hellner, Citizen  
Brad Bingenheimer, Audit (Zoom)  
Will Chappell, Headlight Herald (Zoom)  
Jackie Edwards, Citizen

5. **Announcements and Changes to Agenda:** GM Vitulli announced the following changes to the agenda:

Changes to item #19. Apologized for lateness of items this month as well as last month.

6. **Public & Guest Comments:**

GM Vitulli recognized past TCTD Directors Marty Holm and Jackie Edwards for their service on the TCTD Board of Directors.

7. **Executive Session:** None

8. **Election of Officers**

Dir. Adler nominated Dir. Johnson for Chair. Dir. Johnson accepted. Dir. Johnston seconded the nomination. Dir.'s Fiorelli, Adler, Hanenkrat, Johnson, Bean, Johnston and Heffernan voted in favor of Dir. Johnson serving as Chair. Vote passes in favor of Dir. Johnson.

Dir. Adler nominated Dir. Hanenkrat. He declined.  
Dir. Hanenkrat nominated Dir. Adler for Vice Chair. Dir. Adler accepted. Dir. Johnson seconded the nomination. Dir.'s Fiorelli, Adler, Hanenkrat, Johnson, Bean, Johnston and Heffernan voted in favor of Dir. Adler serving as Vice Chair. Vote passes in favor of Dir. Adler.

Dir. Adler nominated Dir. Hanenkrat. He declined.  
Dir. Adler nominated Dir. Bean for Secretary. Dir. Bean accepted. Dir. Johnson seconded the nomination. Dir.'s Fiorelli, Adler, Hanenkrat, Johnson, Bean, Johnston and Heffernan voted in favor of Dir. Bean serving as Secretary. Vote passes in favor of Dir. Bean.

Dir. Adler nominated Dir. Johnston for Treasurer. Dir. Adler accepted. Dir. Johnson seconded the nomination. Dir.'s Fiorelli, Adler, Hanenkrat, Johnson, Bean, Johnston and Heffernan voted in favor of Dir. Adler serving as Treasurer. Vote passes in favor of Dir. Johnston.

9. **Audit Presentation**

Dir. Adler asked if anyone received the audit. FS Bond replied it's in your binder.

Brad Bingenheimer gave the results of the audit from FY 2021-22 year to the TCTD Board of Directors.

**STATE OF THE DISTRICT REPORT**

10. **Financial Report:** FS Bond provided the following up-to-date financial report:

The payroll account is in hole because payroll liabilities were paid on June 30<sup>th</sup> and posted July 1<sup>st</sup>. It will correct itself.

Dir. Adler asked why GM Vitulli didn't initial the financials. FS Bond replied that GM Vitulli didn't review these, we are working on better procedures for this.

Siletz Tribes' negative amount was because they paid TCTD twice, they asked for refund of the other one.

June financials are not the final financials. You will see them at the end of September. This is because of invoicing changes received for June. Have until August 30<sup>th</sup> to ask for reimbursements.

BC Johnson asked if we should strike June Financial approval. FS Bond said this is up to you. You wouldn't recognize they are different. You won't see this year to date financial now, this is new practice.

BC Johnson asked Dir. Hanenkrat if we should wait. Dir. Hanenkrat agreed and added that even in August it won't be year-to-date.

Dir. Adler asked FS Bond if she closed out month. Bond replied yes, but it's the end of the following month, it will close within 45 days.

When you see zeros on the check registrar it's because it's a spoiled check.

Dir. Hanenkrat asked about charge with Tabatha Welch. FS Bond stated that we were unaware that her card was put in a membership for iFit. This is in our recreation/wellness center. This account is now in the District's name. Dir. Hanenkrat asked if charged for year. FS Bond replied yes.

Dir. Adler asked about programs iFit offers without paying \$400 a year. FS Bond said yes, we cancelled this renewal, but several staff members are using this account.

Postponed opening NWOTA account because of new signature cards that need to be completed.

Dir. Heffernan asked why the Board would sign checks. FS Bond replied all our checks are best practiced being double signed, one by a Board member.

**11. Service Measure Performance Report:** OS Reed provided the following updates:

OS Reed gave presentations of statistics performance report as well as quarter four of the fiscal year.

Dir. Johnston asked why TBCC numbers doubled. OS Reed replied that this has to do with coming out of COVID.

Arla Miller said that we see less people riding DAR (Dial-a-Ride) which is the most expensive and are taking advantage of deviated-fixed route. OS Reed added that we will see the 11-year trend you can look at in the next slideshow. We are trying to accomplish transparency.

BC Johnson asked if there is a way to track deviated-fixed routes. OS Reed replied that almost all ridership at the Port were using DAR but now those folks are using fixed-route services which captures this use of deviated-fixed route service.

Dir. Adler asked how many times a day we go to Cannon Beach. OS Reed replied with four.

Dir. Adler asked how many trips go to Lincoln City. OS Reed replied with four. Dir. Adler asked if we have potential for two more. OS Reed replied that there is a lot of consulting that goes into these changes and there isn't anything in plan for this currently.

Dir. Adler asked about maintenance in-house bringing cost down. OS Reed replied that they are total allocated costs.

Dir. Adler asked about PC buses in the report. OS Reed replied not in this report because this was established in an old system as a special bus operation. Dir. Johnston added that this is an outstanding report.

OS Reed said we adjusted 60X service to capture stops and locations that 70X was just different time windows.

Dir. Fiorelli asked if the Board can see raw data. OS Reed replied that at the end of this report we see that put together, there is raw data in each one of these.

**12. Northwest Oregon Transit Alliance:** GM Vitulli provided the following update:

In the process of reviewing Trillium Marketing contract. Looking at website updates as well.

TCTD is managing the Bus Stop Project now.

Looking forward to attend zero emissions bus conference in September, this could lead to a potential grant opportunity.

Dir. Adler asked if we just transitioned to propane. GM Vitulli replied that we haven't fully transitioned to propane.

Dir. Adler asked if this would affect the trolleys. GM Vitulli replied we haven't ordered them. Arla Miller added that they will find out more as they go.

**13. NW Rides Brokerage:** BM Deputy provided the following updates:

OHA (Oregon Health Authority) is starting redetermination of eligibility. We have \$375,000 in reserve right now.

Biannual ride summary of 6 months, 36,000 rides, 300 rides a day for mental, dental, and medical appointments.



14. **General Manager Report:** GM Vitulli provided the following updates:

**a. Administration/Coordination:**

Still attempting to schedule initial meeting date for collective bargaining agreement negotiations.

**b. Planning Development:**

Had to suspend Route 70X on June 23<sup>rd</sup>. Will do public engagement (online surveys and/or public meetings) to get community feedback on eliminating this. Don't have resources to continue to operate.

Amtrak was attempting to suspend interline agreements. ODOT (Oregon Department of Transportation) and WS (Washington State) convinced them to come back to the table. Amtrak provided proposed language for contract. Arla Miller added that we are working with Amtrak to get Amtrak and transit providers in one room to discuss and come to a conclusion that's good for everyone.

**c. Grant Funding:**

Submitted final COVID grant application. Arla Miller said we are on track to score COVID grant applications to decide awards. GM Vitulli added because of expiration on wage differential we are hoping to get additional funds to help with this.

**d. Facility/Property Development:**

Agenda Item #22 considers moving forward to select contractor for Transit Center renovation.

15. **Miscellaneous:** None.

**CONSENT CALENDAR**

- 16. Motion to Approve the Minutes of June 15th, 2023 Regular Board Meeting
- 17. Motion to Approve June Financial Statement
- 18. Motion to Approve Amended 2023 Board Meeting Calendar

Striking item #17

**Motion** by Dir. Adler to approve Amended Consent Calendar minus item #17. *Motion Seconded* by Dir. Johnson.

**Motion Passed**  
By Directors Hanenkrat, Adler, Bean  
Fiorelli, Johnston, Heffernan and Board Chair Johnson.

## **ACTION ITEMS**

### 19. Motion to Amend the TCTD Directors Powers, Duties, Responsibilities, and Membership Policy #10

Dir. Adler asked that the Board review/request proposals than have staff assist with it. Think we need to review them before picking one. GM Vitulli replied that we hired Planning Solutions for architectural plans. This is a vital service because we don't have the resources to do that. Asked if the Board usually does this. Dir. Hanenkrat said I don't have a problem with viewing proposals, but we don't have expertise to come up with the final input. GM Vitulli added that for PSA's you rely on us, in the past we have used the same consultants. This is a District/staff process. BC Johnson said it would make things slow for the District.

GM Vitulli said the outlines are changed in red. Working on getting SDAO to come offer a training onsite will assist with this. Dir. Hanenkrat said we have done this in the past. Asked what would happen if you don't attend, if it's 'required.' The Board has been responsible enough to do these trainings. In the past it has always worked best to do training here.

GM Vitulli said we can switch the wording back to 'encouraged.' But added 'per year.' Dir. Hanenkrat said I think we should leave it as 'encouraged.'

**Motion** by Dir. Hanenkrat to Amend the TCTD Directors Powers, Duties, Responsibilities, and Membership Policy #10 to 'encouraged.' *Motion* seconded by Dir. Adler.

**Motion Passed**  
By Directors Hanenkrat, Adler, Bean  
Fiorelli, Johnston, Heffernan and Board Chair Johnson.

### 20. #23-22 Authorizing Signing Authority for District Bank and Investment Accounts

**Motion** by Dir. Johnson to Approve #23-22 Authorizing Signing Authority for District Bank and Investment Accounts. *Motion* seconded by Dir. Adler.

**Motion Passed**  
By Directors Hanenkrat, Adler, Bean  
Fiorelli, Johnston, Heffernan and Board Chair Johnson.

### 21. #23-23 In the Matter of Authorizing the General Manager to Award the TCTD Transit Center and Administration Building Renovation Project to Creative Contracting, Inc.

GM Vitulli said that all we are looking for is to award the contract to them. Next month you will be authorizing execution of the contract.

**Motion** by Dir. Adler to Approve #23-23 In the Matter of Authorizing the General Manager to Award the TCTD Transit Center and Administration Building Renovation Project to Creative Contracting, Inc. *Motion* seconded by Dir. Heffernan.

**Motion Passed**

By Directors Hanenkrat, Adler, Bean  
Fiorelli, Johnston, Heffernan and Board Chair Johnson.

22. #23-24 Authorizing the General Manager to Enter into a Janitorial Services Agreement with Marie Mills Center for the Downtown Transit Center

**Motion** by Dir. Adler to Approve #23-24 Authorizing the General Manager to Enter into a Janitorial Services Agreement with Marie Mills Center for the Downtown Transit Center. *Motion* seconded by Dir. Hanenkrat.

**Motion Passed**

By Directors Hanenkrat, Adler, Bean  
Fiorelli, Johnston, Heffernan and Board Chair Johnson.

23. #23-25 Authorizing the General Manager to Enter into a Janitorial Services Agreement with Marie Mills Center for the Downtown TCTD Administrative Building

**Motion** by Dir. Adler to Approve #23-25 Authorizing the General Manager to Enter into a Janitorial Services Agreement with Marie Mills Center for the Downtown TCTD Administrative Building. *Motion* seconded by Dir. Heffernan.

**Motion Passed**

By Directors Hanenkrat, Adler, Bean  
Fiorelli, Johnston, Heffernan and Board Chair Johnson.

24. #23-26 Authorizing the General Manager to Execute ODOT STIF IC Grant Agreement No. 35588

GM Vitulli said this is for a new ODOT grant. STIF intercity agreements.

**Motion** by Dir. Adler to Approve #23-26 Authorizing the General Manager to Execute ODOT STIF IC Grant Agreement No. 35588. *Motion* seconded by Dir. Johnson.

**Motion Passed**

By Directors Hanenkrat, Adler, Bean  
Fiorelli, Johnston, Heffernan and Board Chair Johnson.

25. #23-27 Authorizing the General Manager to Execute ODOT STIF IC Grant Agreement No. 35609

GM Vitulli said this is a new grant for Route 5 to Portland.

**Motion** by Dir. Adler to Approve #23-27 Authorizing the General Manager to Execute ODOT STIF IC Grant Agreement No. 35609. *Motion* seconded by Dir. Bean.

**Motion Passed**

By Directors Hanenkrat, Adler, Bean

Fiorelli, Johnston, Heffernan and Board Chair Johnson.

26. #23-28 Authorizing the General Manager to Execute Amendment Number 1 to ODOT Section 5304 Grant Agreement No. 35137

GM Vitulli said this allows us more time to finish the *Coordinated Public Transit-Human Services Transportation Plan*.

**Motion** by Dir. Bean to Approve #23-28 Authorizing the General Manager to Execute Amendment Number 1 to ODOT Section 5304 Grant Agreement No. 35137.  
*Motion* seconded by Dir. Adler.

**Motion Passed**

By Directors Hanenkrat, Adler, Bean  
Fiorelli, Johnston, Heffernan and Board Chair Johnson.

27. #23-29 Authorizing the General Manager to Execute Amendment Number 1 to ODOT RVHT Grant Agreement No. 35344

GM Vitulli said the extension for this grant allows for continued reimbursement.

**Motion** by Dir. Adler to Approve #23-29 Authorizing the General Manager to Execute Amendment Number 1 to ODOT RVHT Grant Agreement No. 35344.  
*Motion* seconded by Dir. Johnson.

**Motion Passed**

By Directors Hanenkrat, Adler, Bean  
Fiorelli, Johnston, Heffernan and Board Chair Johnson.

## **DISCUSSION ITEMS**

### **28. Annual SDAO Board of Directors Training**

AA/BC Zuercher talked about available SDAO trainings that are offered in August and September.

Dir. Fiorelli added using the code for free on your first training. FS Bond said we can give reimbursement forms as well.

### **29. Staff Comments/Concerns:**

General Manager Vitulli: Welcome to the new members. We have a full Board now so it is a very exciting time. Remind you all that we have a photographer coming to take photos at the next meeting. All have updated Board manuals that have procedures, SDAO information, etc. Take them home and read up. Bring them back to meetings.

Operations Superintendent Reed: Acknowledged Kathy Schwabe for being present. She has stepped into a leadership role with drivers. Grateful that she is here. Kathy replied that passengers want the Board and District to know that South County is a

food desert. There is nowhere to get fresh vegetables and fruits. Adjusting trip times makes it hard. Dir. Adler heard that it's an all-day thing just to grocery shop.

Financial Supervisor Bond: Welcome Board members. Been at District for 14 years and love to see the change. It's been for the good. Great to see new Board members.

Brokerage Manager Deputy: Welcomed the new Board members. If anyone wants to learn about NWR, happy to meet with anyone.

Administrative Assistant/Board Clerk Zuercher: Tillamook County Fair is coming up, would love to see everyone volunteer in the booth. Welcomed new Board members.

### **30. Board of Directors Comments/Concerns:**

Dir. Fiorelli: Apologies that I am not there. I will be at future meetings in person. Voted affirmative on all motions. Much appreciation on going to consultant with 70X. Tribal communities face significant poverty. Encourage the Board and staff to really capture information on impact with whoever is doing this study. GM Vitulli replied that that's why we are looking forward to working with Grand Ronde Tribe consultants. We are in good hands.

Dir. Heffernan: Very proud to be a part of the District, wonderful thing for the community.

Dir. Bean: Used lots of transit systems and had an interest in this, this is a good fit for me. I hope you agree.

Dir. Adler: Looking forward to working with new Board.

Dir. Hanenkrat: Welcome new Board. Looking forward to working with you.

Board Chair Johnson: Thanks to all new Board members and staff. Thank you, Kathy, for public comment. Arla, I hope things are going well.

Dir. Johnston: Appreciate the Transportation District and what they do for my family. This will be a great experience and I hope to help the District.

Adjournment: Board Chair Johnson adjourned the meeting at 8:34 pm.

**These minutes approved this 16th day of August 2023.**

ATTEST:

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Mary Johnson, Board Chair

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Brian Vitulli, General Manager

**Tillamook County Transportation District**  
Board of Directors Work Session  
Wednesday, August 2nd, 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 6:01 pm.
2. **Pledge of Allegiance**
3. **Roll Call:**

**Present**

**TCTD Board of Directors**

Mary Johnson, Board Chair (Zoom)  
Linda Adler, Vice Chair (Zoom)  
Jim Heffernan, Director  
Marni Johnston, Treasurer  
Jonathan Bean, Secretary  
Gary Hanenkrat, Director  
Thomas Fiorelli, Director **ABSENT**

**TCTD Staff**

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

**Guest**

Mark Knudson, SDAO

4. **SDAO Board of Directors Work Session Provided by Mark Knudson**

Adjournment: Board Chair Johnson adjourned the meeting at 7:44 pm.

**These minutes approved this 16th day of August 2023.**

ATTEST:

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Mary Johnson, Board Chair

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Brian Vitulli, General Manager

Tillamook County Transportation District

Normal Trial Balance

From 7/1/2023 Through 7/31/2023

<u>Account Code</u>	<u>Account Title</u>	<u>Debit Balance</u>	<u>Credit Balance</u>
1001	General Checking Account #4558	263,942.91	
1006	Payroll Checking #5614	24,569.35	
1009	NW RIDES ACCOUNT #8510	771,130.75	
1011	Prop. Mgmt. Checking #7071	23,828.17	
1020	LGIP - General Account	162,883.21	
1030	LGIP - Capital Reserve	2,204,499.20	
1040	Petty Cash	<u>200.00</u>	
Report Total		3,451,053.59	0.00
Report Difference		<u><u>3,451,053.59</u></u>	

**Tillamook County Transportation District**

Check/Voucher Register

1001 - General Checking Account #4558

From 7/1/2023 Through 7/31/2023

Document

Number	Document Date	Transaction Amount	Payee	Transaction Description
18033	7/27/2023	1,100.00	NATHAN LEVIN	AP 70X LEASE
18034	7/28/2023	100.00	DONALD ANDERSON	DOT MED CARD RENEWAL
18035	7/31/2023	117.90	RANDALL BICE	MILEAGE REIMBURSEMENT FOR TRAINING
ACH 7.10.2023	7/10/2023	40,255.14	SAIF	SAIF WORKERS COMP 23-24
ACH 7.28.2023	7/27/2023	2,385.00	CTE	NWOTA ZEB CONFERENCE REGISTRATION
Report Total		<u>43,958.04</u>		



**Tillamook County Transportation District**

Check/Voucher Register

1006 - Payroll Checking #5614

From 7/1/2023 Through 7/31/2023

<u>Document Number</u>	<u>Document Date</u>	<u>Transaction Amount</u>	<u>Payee</u>	<u>Transaction Description</u>
5788	7/28/2023	740.63	CHRIS MOTLEY	RETURN DD CHECK
ACH 7.15.2023	7/15/2023	<u>635.72</u>	AFLAC	ACH AFLAC 7.2023
Report Total		<u>1,376.35</u>		

**Tillamook County Transportation District**

Check/Voucher Register

1009 - NW RIDES ACCOUNT #8510

From 7/1/2023 Through 7/31/2023

<u>Docume... Number</u>	<u>Document Date</u>	<u>Transaction Amount</u>	<u>Payee</u>	<u>Transaction Description</u>
4003	7/31/2023	1,868.80	AAA RIDE ASSIST	7/1-7/8/2023
4003	7/31/2023	2,395.45	AAA RIDE ASSIST	7/16-7/22/2023
4003	7/31/2023	2,789.80	AAA RIDE ASSIST	7/9-7/15/2023
4004	7/31/2023	5,959.25	COLUMBIA MEDICAL	7/1-7/8/2023
4004	7/31/2023	8,050.00	COLUMBIA MEDICAL	7/16-7/22/2023
4004	7/31/2023	11,902.00	COLUMBIA MEDICAL	7/23-7/31/2023
4004	7/31/2023	7,634.25	COLUMBIA MEDICAL	7/9-7/15/2023
4005	7/31/2023	6,268.75	COLUMBIA COUNTY RIDER	JULY 2023
4006	7/31/2023	2,284.00	K & M MEDIVAN	7/1-7/8/2023
4007	7/31/2023	13,314.50	MEDIX AMBULANCE	5/21-5/27/2023
4007	7/31/2023	10,635.00	MEDIX AMBULANCE	6/18-6/24/2023
4007	7/31/2023	13,296.00	MEDIX AMBULANCE	6/25-6/30/2023
4007	7/31/2023	12,499.50	MEDIX AMBULANCE	6/4-6/10/2023
4008	7/31/2023	5,702.90	METRO WEST	JULY 2023
4009	7/31/2023	9,126.00	Ride Connection Bridge	5/13-5/19/2023
4009	7/31/2023	11,342.40	Ride Connection Bridge	5/20-5/26/2023
4009	7/31/2023	3,670.70	Ride Connection Bridge	5/27-5/31/2023
4009	7/31/2023	11,363.90	Ride Connection Bridge	5/6-5/12/2023
4010	7/31/2023	25,766.50	RYANS TRANSPORTATION SERVICE	7/1-7/8/2023
4010	7/31/2023	28,079.00	RYANS TRANSPORTATION SERVICE	7/9-7/15/2023
4011	7/31/2023	27,208.50	TILLAMOOK CNTY TRANS. DIST.	TCTD NWR TRIPS JULY 2023
4012	7/31/2023	2,384.70	WILLAMETTE VALLEY TRANSPORT	JULY 2023
ACH 7.12.23	7/12/2023	462.00	Pacific Office Automation	ACH POA 7.2023
Report Total		224,003.90		

There were no checks written from Property Management for the Month of July 2023

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**Tillamook County Transportation District**

Financial Statement

From 7/1/2023 Through 7/31/2023

	Current Period Actual	Current Period Budget	Current Year Actual	Total Budget	Total Budget Variance	8%
<b>Resources</b>						
Working Capital	0.00	208,038.83	0.00	2,496,466.00	(2,496,466.00)	0.00%
Fares	13,088.21	19,583.33	13,088.21	235,000.00	(221,911.79)	5.57%
Contract Revenue	27,208.50	78,027.25	27,208.50	936,327.00	(909,118.50)	2.91%
Property Tax	5,020.28	97,180.25	5,020.28	1,166,163.00	(1,161,142.72)	0.43%
Past Years Property Tax	2,309.86	2,083.33	2,309.86	25,000.00	(22,690.14)	9.24%
State Timber Revenue	0.00	30,687.08	0.00	368,245.00	(368,245.00)	0.00%
Mass Transit State Payroll Tax	33,279.08	7,791.67	33,279.08	93,500.00	(60,220.92)	35.59%
STIF Formula	0.00	25,361.83	0.00	304,342.00	(304,342.00)	0.00%
STIF Intercommunity	0.00	11,666.67	0.00	140,000.00	(140,000.00)	0.00%
STIF Discretionary	0.00	38,504.00	0.00	462,048.00	(462,048.00)	0.00%
Capital Grants	0.00	115,436.25	0.00	1,385,235.00	(1,385,235.00)	0.00%
Grants - FTA 5311	0.00	152,104.58	0.00	1,825,255.00	(1,825,255.00)	0.00%
Grants - STF	0.00	0.00	0.00	0.00	0.00	0.00%
Grants - 5311 (f)	0.00	70,623.42	0.00	847,481.00	(847,481.00)	0.00%
Grants - 5310	0.00	14,131.25	0.00	169,575.00	(169,575.00)	0.00%
Grants - 5305	0.00	2,380.50	0.00	28,566.00	(28,566.00)	0.00%
Special Bus Operations	0.00	88.17	0.00	1,058.00	(1,058.00)	0.00%
Miscellaneous Income	167.08	7,366.75	167.08	88,401.00	(88,233.92)	0.19%
Sale of Assets - Income	0.00	250.00	0.00	3,000.00	(3,000.00)	0.00%
Interest Income	8,352.22	4,166.66	8,352.22	50,000.00	(41,647.78)	16.70%
Lease Income	1,700.00	3,000.00	1,700.00	36,000.00	(34,300.00)	4.72%
Lease Operational Exp Income	0.00	1,250.00	0.00	15,000.00	(15,000.00)	0.00%
Transfer From General Fund	0.00	(1,409.25)	0.00	16,911.00	(16,911.00)	0.00%
Transfer from NWOTA	0.00	(250.00)	0.00	3,000.00	(3,000.00)	0.00%
Transfer from STIF Fund	0.00	(64,107.00)	0.00	769,284.00	(769,284.00)	0.00%
<b>Total Resources</b>	<u>91,125.23</u>	<u>823,955.57</u>	<u>91,125.23</u>	<u>11,465,857.00</u>	<u>(11,374,731.77)</u>	<u>0.79%</u>
<b>Expenses</b>						
Personnel Services						
Payroll: Administration	43,486.85	41,039.67	43,486.85	492,476.00	448,989.15	8.83%
Payroll: Dispatch	4,201.24	13,695.83	4,201.24	164,350.00	160,148.76	2.56%
Payroll: Drivers	89,131.04	108,836.67	89,131.04	1,306,040.00	1,216,908.96	6.82%
Payroll: Maintenance	6,742.04	13,656.25	6,742.04	163,875.00	157,132.96	4.11%
Payroll Expense	12,226.90	14,375.58	12,226.90	172,507.00	160,280.10	7.09%
Payroll Healthcare	31,887.10	45,385.00	31,887.10	544,620.00	512,732.90	5.85%

**Tillamook County Transportation District**

Financial Statement

From 7/1/2023 Through 7/31/2023

	Current Period Actual	Current Period Budget	Current Year Actual	Total Budget	Total Budget Variance	8%
5052	5,725.96	7,461.09	5,725.96	89,533.00	83,807.04	6.40%
5053	2,926.28	3,525.00	2,926.28	42,300.00	39,373.72	6.92%
5055	39,899.81	2,666.67	39,899.81	32,000.00	(7,899.81)	124.69%
Total Personnel Services	<u>236,227.22</u>	<u>250,641.76</u>	<u>236,227.22</u>	<u>3,007,701.00</u>	<u>2,771,473.78</u>	<u>7.85%</u>
Materials and Services						
5100	13,902.09	10,541.67	13,902.09	126,500.00	112,597.91	10.99%
5103	0.00	2,380.50	0.00	28,566.00	28,566.00	0.00%
5120	84.98	895.00	84.98	10,740.00	10,655.02	0.79%
5140	0.00	308.33	0.00	3,700.00	3,700.00	0.00%
5145	1,609.70	2,043.92	1,609.70	24,527.00	22,917.30	6.56%
5150	115.03	1,872.75	115.03	22,473.00	22,357.97	0.51%
5160	0.00	12,078.50	0.00	144,942.00	144,942.00	0.00%
5170	1,385.97	854.17	1,385.97	10,250.00	8,864.03	13.52%
5175	1,746.53	1,487.08	1,746.53	17,845.00	16,098.47	9.79%
5180	1,202.23	3,653.17	1,202.23	43,838.00	42,635.77	2.74%
5185	0.00	125.00	0.00	1,500.00	1,500.00	0.00%
5190	4,419.99	6,973.75	4,419.99	83,685.00	79,265.01	5.28%
5210	1,748.41	1,347.75	1,748.41	16,173.00	14,424.59	10.81%
5220	174.18	1,833.34	174.18	22,000.00	21,825.82	0.79%
5240	27,223.25	12,500.00	27,223.25	150,000.00	122,776.75	18.15%
5245	32,226.71	31,350.00	32,226.71	376,200.00	343,973.29	8.57%
5247	0.00	2,500.00	0.00	30,000.00	30,000.00	0.00%
5260	138.70	105.67	138.70	1,268.00	1,129.30	10.94%
5270	0.00	332.08	0.00	3,985.00	3,985.00	0.00%
5281	0.00	1,075.00	0.00	12,900.00	12,900.00	0.00%
5285	1,395.38	1,695.67	1,395.38	20,348.00	18,952.62	6.86%
5300	1,416.09	2,383.33	1,416.09	28,600.00	27,183.91	4.95%
5340	6,104.68	2,932.67	6,104.68	35,192.00	29,087.32	17.35%
5346	680.74	350.00	680.74	4,200.00	3,519.26	16.21%
Total Materials and Services	<u>95,574.66</u>	<u>101,619.35</u>	<u>95,574.66</u>	<u>1,219,432.00</u>	<u>1,123,857.34</u>	<u>7.84%</u>
Special Payments						
5200	0.00	1,766.00	0.00	21,192.00	21,192.00	0.00%
5201	0.00	3,271.75	0.00	24,861.00	24,861.00	0.00%
Total Special Payments	<u>0.00</u>	<u>5,037.75</u>	<u>0.00</u>	<u>46,053.00</u>	<u>46,053.00</u>	<u>0.00%</u>

**Tillamook County Transportation District**

Financial Statement

From 7/1/2023 Through 7/31/2023

	Current Period Actual	Current Period Budget	Current Year Actual	Total Budget	Total Budget Variance	8%
<b>Transfers</b>						
9100 Transfer to LGIP 5931	0.00	13,076.08	0.00	156,913.00	156,913.00	0.00%
9110 Transfer to Property Mgmt	0.00	0.00	0.00	0.00	0.00	0.00%
9130 Transfer to General Fund	0.00	64,107.00	0.00	769,284.00	769,284.00	0.00%
9150 Transfer to Vehicle Reserve	0.00	250.00	0.00	3,000.00	3,000.00	0.00%
9160 Transfer to NWOTA Fund	0.00	100,748.00	0.00	1,208,976.00	1,208,976.00	0.00%
9175 Reserve for Future Expenditure	0.00	121,349.24	0.00	1,456,191.00	1,456,191.00	0.00%
9180 Unappropriated Ending Fund Bal	0.00	52,526.17	0.00	630,314.00	630,314.00	0.00%
Total Transfers	0.00	352,056.49	0.00	4,224,678.00	4,224,678.00	0.00%
<b>Capital Outlay</b>						
<b>Debt Service</b>						
5325 PUD Loan Expense	0.00	570.83	0.00	6,850.00	6,850.00	0.00%
5337 OTIB TVC Loan 0071	0.00	913.25	0.00	10,959.00	10,959.00	0.00%
5338 OTIB Loan 0061	0.00	2,192.50	0.00	26,310.00	26,310.00	0.00%
Total Debt Service	0.00	3,676.58	0.00	44,119.00	44,119.00	0.00%
<b>Capital Purchases</b>						
5350 Building Repair & Renovation	0.00	0.00	0.00	0.00	0.00	0.00%
6000 Bus Replacement/Addition	0.00	53,220.75	0.00	638,649.00	638,649.00	0.00%
6010 Van Replacement/Addition	0.00	14,955.00	0.00	179,460.00	179,460.00	0.00%
6040 Bus Stop Signage/Shelters	0.00	114,081.33	0.00	1,368,976.00	1,368,976.00	0.00%
6050 Other Capital Projects	450.00	12,379.00	450.00	148,548.00	148,098.00	0.30%
Total Capital Purchases	450.00	194,636.08	450.00	2,335,633.00	2,335,183.00	0.02%
Total Capital Outlay	450.00	198,312.66	450.00	2,379,752.00	2,379,302.00	0.03%
Total Expenses	332,251.88	907,668.01	332,251.88	10,877,616.00	9,936,403.12	3.05%

**Tillamook County Transportation District**  
 Financial Statement  
 08 - Northwest Oregon Transit Alliance

From 7/1/2023 Through 7/31/2023

	Current Period Actual	Current Period Budget	Current Year Actual	Total Budget	Total Budget Variance	8%
<b>Resources</b>						
Working Capital	0.00	6,666.67	0.00	80,000.00	(80,000.00)	0.00%
NWOTA Partner Cont. Match	12,000.00	15,301.33	12,000.00	183,616.00	(171,616.00)	6.54%
Transfer From General Fund	0.00	(100,748.00)	0.00	1,208,976.00	(1,208,976.00)	0.00%
Transfer from STIF Fund	0.00	(13,333.33)	0.00	160,000.00	(160,000.00)	0.00%
<b>Total Resources</b>	<u>12,000.00</u>	<u>(92,113.33)</u>	<u>12,000.00</u>	<u>1,632,592.00</u>	<u>(1,620,592.00)</u>	<u>0.74%</u>
<b>Expenses</b>						
Materials and Services	0.00	416.67	0.00	5,000.00	5,000.00	0.00%
Professional Services	5,397.80	2,083.33	5,397.80	25,000.00	19,602.20	21.59%
Administrative Support	0.00	1,250.00	0.00	15,000.00	15,000.00	0.00%
Website Maintenance	0.00	3,333.33	0.00	40,000.00	40,000.00	0.00%
Marketing	2,590.00	833.33	2,590.00	10,000.00	7,410.00	25.90%
Travel & Training	7,987.80	7,916.66	7,987.80	95,000.00	108,012.20	8.41%
<b>Total Materials and Services</b>						
Transfers	0.00	250.00	0.00	3,000.00	3,000.00	0.00%
Transfer to General Fund	0.00	13,801.33	0.00	165,616.00	31,500.00	0.00%
Unappropriated Ending Fund Bal	0.00	14,051.33	0.00	168,616.00	34,500.00	0.00%
<b>Total Transfers</b>						
Capital Outlay	0.00	114,081.33	0.00	1,368,976.00	767,544.00	0.00%
Capital Purchases	0.00	114,081.33	0.00	1,368,976.00	767,544.00	0.00%
Bus Stop Signage/Shelters	0.00	114,081.33	0.00	1,368,976.00	767,544.00	0.00%
<b>Total Capital Purchases</b>						
Total Capital Outlay	<u>7,987.80</u>	<u>136,049.32</u>	<u>7,987.80</u>	<u>1,632,592.00</u>	<u>910,056.20</u>	<u>0.49%</u>

**Tillamook County Transportation District**  
Financial Statement

From 7/1/2023 Through 7/31/2023

	Current Period Actual	Current Period Budget	Current Year Actual	Total Budget	Total Budget Variance	8%
<b>Resources</b>						
Working Capital	0.00	8,333.33	0.00	100,000.00	(100,000.00)	0
NWR Revenue	423,909.54	373,966.42	423,909.54	4,487,597.00	(4,487,597.00)	9.45%
NWR Reserve	0.00	325,000.00	0.00	325,000.00	(325,000.00)	0
Interest Income	0.00	66.67	0.00	800.00	(800.00)	0
<b>Total Resources</b>	<u>423,909.54</u>	<u>707,366.42</u>	<u>423,909.54</u>	<u>4,913,397.00</u>	<u>(4,913,397.00)</u>	<u>8.63%</u>
<b>Expenses</b>						
<b>Personnel Services</b>						
Payroll: Administration	22,464.74	32,731.75	22,464.74	392,781.00	370,316.26	5.72%
Payroll: Indirect	1,039.80	1,771.25	1,039.80	21,255.00	20,215.20	4.89%
Payroll Expense	3,040.02	2,994.58	3,040.02	35,935.00	32,894.98	8.46%
Payroll Healthcare	12,236.00	8,683.50	12,236.00	104,202.00	91,966.00	11.74%
Payroll Retirement	1,268.78	2,630.17	1,268.78	31,562.00	30,293.22	4.02%
Payroll Veba	585.70	1,233.75	585.70	14,805.00	14,219.30	3.96%
Workers Compensation Ins.	0.00	41.67	0.00	500.00	500.00	0.00%
<b>Total Personnel Services</b>	<u>40,635.04</u>	<u>50,086.67</u>	<u>40,635.04</u>	<u>601,040.00</u>	<u>560,404.96</u>	<u>6.76%</u>
<b>Materials and Services</b>						
Professional Services	795.00	416.67	795.00	5,000.00	4,205.00	15.90%
Office Equipment R&R	0.00	225.00	0.00	2,700.00	2,700.00	0.00%
Computer R&M	2,198.85	1,768.08	2,198.85	21,217.00	19,018.15	10.36%
Fees & Licenses	0.00	4,416.67	0.00	53,000.00	53,000.00	0.00%
Insurance	0.00	513.92	0.00	6,167.00	6,167.00	0.00%
Office Expense	520.35	416.67	520.35	5,000.00	4,479.65	10.41%
Operational Expense	50.00	125.00	50.00	1,500.00	1,450.00	3.33%
Telephone Expense	1,524.93	1,608.33	1,524.93	19,300.00	17,775.07	7.90%
Travel & Training	0.00	125.00	0.00	1,500.00	1,500.00	0.00%
Postage	0.00	41.67	0.00	500.00	500.00	0.00%
Purchased Transportation	138,293.90	299,235.67	138,293.90	3,590,828.00	3,452,534.10	3.85%
Member Mileage Reimbursement	0.00	13,310.42	0.00	159,725.00	159,725.00	0.00%
Volunteer Mileage Reimburse	16,711.08	10,521.92	16,711.08	126,263.00	109,551.92	13.24%
Office Rent	0.00	400.00	0.00	4,800.00	4,800.00	0.00%
Property Operating Expense	0.00	250.00	0.00	3,000.00	3,000.00	0.00%
<b>Total Materials and Services</b>	<u>160,094.11</u>	<u>333,375.02</u>	<u>160,094.11</u>	<u>4,000,500.00</u>	<u>3,840,405.89</u>	<u>4.00%</u>

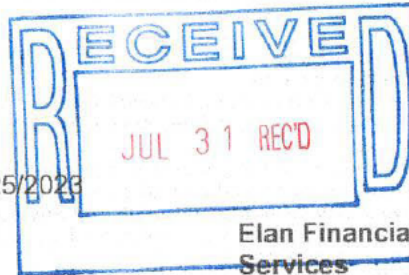


**Tillamook County Transportation District**

Financial Statement

From 7/1/2023 Through 7/31/2023

	Current Period Actual	Current Period Budget	Current Year Actual	Total Budget	Total Budget Variance	8%
Transfers						
Reserve for Future Expenditure	0.00	25,988.08	0.00	311,857.00	311,857.00	0.00%
Total Transfers	<u>0.00</u>	<u>25,988.08</u>	<u>0.00</u>	<u>4,601,540.00</u>	<u>4,601,540.00</u>	<u>0.00%</u>
Total Expenses	<u>200,729.15</u>	<u>409,449.77</u>	<u>200,729.15</u>	<u>4,913,397.00</u>	<u>4,712,667.85</u>	<u>4.09%</u>



**July 2023 Statement**

Open Date: 06/24/2023 Closing Date: 07/25/2023



Visa® Company Card with Rewards

Account: [REDACTED]

**Elan Financial Services**

1-866-552-8855

TILLAMOOK CNTY TRANS [REDACTED]

BUS 30 ELN

5 8

15

<b>New Balance</b>	<b>\$5,851.45</b>
<b>Minimum Payment Due</b>	<b>\$59.00</b>
<b>Payment Due Date</b>	<b>08/22/2023</b>

<b>Reward Points</b>	
Earned This Statement	6,043
Reward Center Balance as of 07/24/2023	132,874
For details, see your rewards summary.	

**Activity Summary**

Previous Balance	+	\$7,090.85
Payments	-	\$7,090.85 <sup>CR</sup>
Other Credits	-	\$169.20 <sup>CR</sup>
Purchases	+	\$6,020.65
Balance Transfers		\$0.00
Advances		\$0.00
Other Debits		\$0.00
Fees Charged		\$0.00
Interest Charged		\$0.00
<b>New Balance</b>	=	<b>\$5,851.45</b>
<b>Past Due</b>		<b>\$0.00</b>
<b>Minimum Payment Due</b>		<b>\$59.00</b>
Credit Line		\$10,000.00
Available Credit		\$4,148.55
Days in Billing Period		32

**Payment Options:**



Mail payment coupon with a check



Pay online at [myaccountaccess.com](http://myaccountaccess.com)



Pay by phone 1-866-552-8855

Please detach and send coupon with check payable to: Elan Financial Services CPN 001469460



24-Hour Elan Financial Services: 1-866-552-8855

- to pay by phone
- to change your address



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



Account Number	[REDACTED]
Payment Due Date	8/22/2023
New Balance	\$5,851.45
Minimum Payment Due	\$59.00

Amount Enclosed \$ \_\_\_\_\_

**Elan Financial Services**

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



July 2023 Statement 06/24/2023 - 07/25/2023

Page 2 of 4

TILLAMOOK CNTY TRANS [REDACTED]

Elan Financial Services ( 1-866-552-8855


**Visa Business Rewards Company Card**
**Rewards Center Activity as of 07/24/2023**

Rewards Center Activity*	0
Rewards Center Balance	132,874

\*This item includes points redeemed, expired and adjusted.

Rewards Earned	This Statement	Year to Date
Points Earned on Net Purchases	5,661	30,790
Gas, Restaurants & Telecom Double Points	382	5,350
FIRST USE BONUS	0	2,500
<b>Total Earned</b>	<b>6,043</b>	<b>38,640</b>

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
<b>Purchases and Other Debits</b>					
06/28	06/27	6568	LANGUAGE LINE, INC. 800-7526096 CA	\$11.85	_____
07/03	07/02	7572	ENDICIA 800-576-3279 TX	\$9.95	_____
07/05	07/04	1277	ADOBE *ACROPRO SUBS 408-536-6000 CA	\$29.99	_____
07/05	07/04	3617	FIELDPRINT INC 888-291-1369 PA	\$12.50	_____
07/11	07/11	0977	FIELDPRINT INC 888-291-1369 PA	\$12.50	_____
07/13	07/11	7343	SAFEWAY #2723 TILLAMOOK OR	\$96.98	_____
07/13	07/13	5502	FIELDPRINT INC 888-291-1369 PA	\$12.50	_____
07/13	07/13	7650	FIELDPRINT INC 888-291-1369 PA	\$12.50	_____
07/17	07/15	8182	FIELDPRINT INC 888-291-1369 PA	\$12.50	_____
07/18	07/18	6794	FIELDPRINT INC 888-291-1369 PA	\$12.50	_____
07/20	07/19	9017	USPS PO 4083680269 TILLAMOOK OR	\$28.75	_____
07/24	07/22	7744	ADOBE *CREATIVE CLOUD 408-536-6000 CA	\$84.99	_____
07/24	07/22	7978	IRON MOUNTAIN 800-934-3453 MA	\$339.14	_____
<b>Total for Account</b> [REDACTED]				<b>\$676.65</b>	_____

Continued on Next Page

Transactions		REED, MICHAEL		Credit Limit \$3500	
Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
<b>Purchases and Other Debits</b>					
06/27	06/26	0257	ADAM'S RIB SMOKEHOUSE SALEM OR	\$44.28	_____
06/27	06/26	0740	BLUE STAR ESPRESSO 503-8420011 OR	\$12.00	_____
07/17	07/14	1597	AMZN MKTP US*W20EF7GO3 AMZN.COM/BILL WA	\$23.95	_____
07/21	07/20	9726	AMZN Mktp US*QD55G0SI3 Amzn.com/bill WA	\$41.25	_____
Total for Account [REDACTED]				\$121.48	

Transactions		ZUERCHER, NATALIE		Credit Limit \$2500	
Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
<b>Other Credits</b>					
07/13	07/12	3331	CUSTOMINK LLC 8002934232 VA MERCHANDISE/SERVICE RETURN	\$169.20	CR _____
<b>Purchases and Other Debits</b>					
06/26	06/23	1124	AMAZON.COM*RZ9BL0JS3 A AMZN.COM/BILL WA	\$14.29	_____
06/26	06/23	5417	USPS STAMPS ENDICIA 888-434-0055 DC	\$50.00	_____
06/28	06/27	1195	Amazon.com*VI0ZW6463 Amzn.com/bill WA	\$119.76	_____
06/28	06/27	7932	Amazon.com*BH6JS2JA3 Amzn.com/bill WA	\$71.10	_____
06/30	06/29	7356	ZOOM.US 888-799-9666 WWW.ZOOM.US CA	\$40.00	_____
07/03	07/01	3821	Indeed Jobs 512-4595300 TX	\$275.20	_____
07/07	07/06	0477	VISTAPRINT 866-207-4955 MA	\$152.39	_____
07/10	07/07	1256	AMZN Mktp US*HO0MU9243 Amzn.com/bill WA	\$168.83	_____
07/10	07/07	7121	AMZN Mktp US*3Y8FO70C3 Amzn.com/bill WA	\$6.98	_____
07/10	07/08	5875	SHUTTERFLY, INC. 650-610-5200 CA	\$122.48	_____
07/11	07/10	1485	VISTAPRINT 866-207-4955 MA	\$49.39	_____
07/12	07/11	5530	CUSTOMINK LLC 800-293-4232 VA	\$821.24	_____
07/13	07/12	4219	SOS OR COMM REGISTRY 503-9860523 OR	\$40.00	_____
07/14	07/13	1746	USPS STAMPS ENDICIA 888-434-0055 DC	\$50.00	_____
07/14	07/13	9418	AMZN Mktp US*969H73AD3 Amzn.com/bill WA	\$69.99	_____
07/17	07/17	2118	Amazon Prime*UC5L22KC3 Amzn.com/bill WA	\$14.99	_____
07/17	07/15	3727	Indeed Jobs 800-4625842 TX	\$581.00	_____
07/17	07/15	5289	ENDICIA 800-576-3279 TX	\$29.99	_____
07/17	07/14	3005	AMZN Mktp US*FA6EM2WR3 Amzn.com/bill WA	\$28.78	_____
07/17	07/14	2461	AMZN MKTP US*2I3QK39D3 AMZN.COM/BILL WA	\$7.99	_____
07/19	07/18	2769	Amazon.com*VO99F80Z3 Amzn.com/bill WA	\$6.59	_____
07/20	07/20	3168	AMAZON.COM*VN98V4MW3 A AMZN.COM/BILL WA	\$5.99	_____
07/21	07/20	6157	4IMPRINT, INC 4IMPRINT.COM WI	\$448.26	_____
07/21	07/20	6618	Amazon.com*VV9KF6UN3 Amzn.com/bill WA	\$31.49	_____
07/24	07/21	3820	Indeed Jobs 800-4625842 TX	\$537.06	_____

Continued on Next Page


**Transactions** ZUERCHER, NATALIE Credit Limit \$2500

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
07/25	07/24	7270	VISTAPRINT 866-207-4955 MA	\$195.07	_____
07/25	07/24	4683	4IMPRINT, INC 4IMPRINT.COM WI	\$1,039.26	_____
<b>Total for Account</b> [REDACTED]				<b>\$4,808.92</b>	

**Transactions** VITULLI, BRIAN A Credit Limit \$10000

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
<b>Purchases and Other Debits</b>					
07/07	07/06	5969	SQ *MARIAS TAQUERIA TILLAMOOK OR	\$35.40	_____
07/20	07/19	2340	EVENT* BOARD MEMBER DU WWW.CVENT.COM VA	\$150.00	_____
07/21	07/19	9226	THE FERN CAFE AND LOUN TILLAMOOK OR	\$59.00	_____
<b>Total for Account</b> [REDACTED]				<b>\$244.40</b>	

**Transactions** BILLING ACCOUNT ACTIVITY

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
<b>Payments and Other Credits</b>					
07/19	07/17	0053	PAYMENT THANK YOU	\$52.65CR	_____
07/19	07/17	0053	PAYMENT THANK YOU	\$7,038.20CR	_____
<b>Total for Account</b> [REDACTED]				<b>\$7,090.85CR</b>	

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	17.24%	
**PURCHASES	\$5,851.45	\$0.00	YES	\$0.00	17.24%	
**ADVANCES	\$0.00	\$0.00	YES	\$0.00	28.99%	

UMPQUA BANK: CLOSING DATE 7/25/2023

Date	Vendor	Description of Transaction	Amount
<b>CATHY BOND</b>			
06/28/23	Language Line	NWR Phones/Interpreter	\$11.85
07/03/23	Endicia	Postage	\$9.95
07/05/23	Adobe	Financial Computer Software	\$29.99
07/05/23	Field Print	TCTD Finger Print	\$12.50
07/11/23	Field Print	TCTD Finger Print	\$12.50
07/13/23	Safeway	Meals-July Birthdays	\$96.98
07/13/23	Field Print	NWR Finger Print	\$12.50
07/13/23	Field Print	NWR Finger Print	\$12.50
07/17/23	Field Print	NWR Finger Print	\$12.50
07/18/23	Field Print	NWR Finger Print	\$12.50
07/20/23	USPS	Postage-Operations	\$28.75
07/24/23	Adobe	Admin. Computer Software	\$84.99
06/22/23	Iron Mountain	Shredder	\$339.14
			<b>\$676.65</b>
<b>BRIAN VITULLI</b>			
07/07/23	Marias Taqueria	NWOTA Meeting Meal	\$35.40
07/20/23	Cvent, Inc	Board Member Training	\$150.00
07/21/23	The Fern	Board Meeting Meal	\$59.00
			<b>\$244.40</b>
<b>MIKE REED</b>			
06/27/23	Adam's Rib Smokehouse	Operations Meal	\$44.28
06/27/23	Blue Star Espresso	Operations Meal	\$12.00
07/17/23	Amazon	Operation Supplies/Chair Wheels	\$23.95
07/21/23	Amazon	Operations Supplies/Absorbent Powder	\$41.25
			<b>\$121.48</b>
<b>NATALIE ZUERCHER</b>			
06/26/23	Amazon	NWR Office Supplies/Dry Erase Markers	\$14.29
06/26/23	Endicia	Postage	\$50.00
06/28/23	Amazon	Office Supplies/Snacks	\$119.76
06/28/23	Amazon	Operation Supplies/USB Charger	\$71.10
06/30/23	Zoom	Membership Dues	\$40.00
07/03/23	Indeed Jobs	Recruitment	\$275.20
07/07/23	VistaPrint	Marketing/Fair	\$152.39
07/10/23	Amazon	Marketing/Fair	\$168.83
07/10/23	Amazon	Marketing/Fair	\$6.98
07/10/23	Shutterfly	Board Expense	\$122.48
07/11/23	VistaPrint	Office Supplies/Return Address Labels	\$49.39
07/12/23	CustomInk	Marketing/Fair	\$821.24
07/13/23	CustomInk	Marketing/Fair	<b>\$169.20</b>
07/13/23	SOS OR Comm Registry	Office Expense/Notary Application Fee	\$40.00
07/14/23	Endicia	Postage	\$50.00
07/14/23	Amazon	Marketing/Fair	\$69.99
07/17/23	Amazon	Membership Dues	\$14.99
07/17/23	Indeed Jobs	Recruitment	\$581.00
07/17/23	Endicia	Membership Dues	\$29.99
07/17/23	Amazon	Office Expense/Notary Supplies	\$28.78
07/17/23	Amazon	Marketing/Fair	\$7.99
07/19/23	Amazon	NWR Office Supplies/Dry Erase Markers	\$6.59
07/20/23	Amazon	Marketing/Fair	\$5.99
07/21/23	4Imprint	Marketing/Fair	\$448.26
07/21/23	Amazon	NWR Office Supplies/Kleenex	\$31.49
07/24/23	Indeed Jobs	Recruitment	\$537.06
07/25/23	VistaPrint	Operation Expense/Window Decals	\$195.07
07/25/23	4Imprint	Marketing/Fair	\$1,039.26
			<b>\$4,808.92</b>
<b>Charges total</b>			<b>\$5,851.45</b>
<b>Grand Total Due</b>			<b>\$5,851.45</b>

APPROVAL



DATE 8-11-23

FRED MEYER CARD CHARGES July 2023

Date	Description of Transaction	Amount
	<b>CARD #3 - NATALIE ZUERCHER, ADMIN ASSISTANT</b>	
07/13/23	NWOTA MEAL	\$ 169.60
	08.000.5195.703.00	
	<i>5280</i>	
		\$ 169.60
	<b>CARD #4 - CATHY BOND, FINANCE SUPERVISOR</b>	
	01-001-5170-999-00	
		\$ -
	<b>CARD # 5 - MARK STRICKER, OPERATIONS COORDINATOR</b>	
	01.002.5180.999.00	
	01.002.5180.999.00	\$ -
	<b>CARD #6 STEVEN FERRERA, MECHANIC</b>	
	01.003.5180.999.00	
	01.003.5180.999.00	\$ -
	<b>Grand Total</b>	\$ 169.60
<b>DATE</b>	<b>APPROVAL</b>	

*Changed  
8/13/23  
11:35 AM*

*Bruce G. Utter  
8/13/2023*

## MONTHLY PERFORMANCE

Service Month	Passengers per Hour	Farebox Ratio	Operating Cost per Hour
<b><u>Dial-A-Ride Services</u></b>			
Jul-22	1.5	37.8%	120.90
Apr-23	1.5	48.2%	93.23
May-23	1.5	48.7%	92.25
Jun-23	1.5	47.1%	95.35
Jul-23	1.5	35.7%	113.72
<b><u>Deviated Fixed Routes</u></b>			
Jul-22	5.1	4.2%	120.07
Apr-23	4.8	4.5%	95.50
May-23	4.9	4.6%	94.45
Jun-23	4.9	4.4%	97.90
Jul-23	6.7	4.3%	106.73
<b><u>Intercity Services</u></b>			
Jul-22	2.6	10.0%	135.83
Apr-23	2.2	9.3%	109.02
May-23	2.2	9.3%	107.55
Jun-23	2.2	9.1%	111.67
Jul-23	3.2	11.1%	135.13
<b><u>Other Services</u></b>			
Jul-22	6.2	0.0%	118.21
Apr-23	5.7	0.1%	94.52
May-23	6.0	0.1%	92.71
Jun-23	4.9	0.1%	94.73
Jul-23	0.3	0.0%	101.53

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

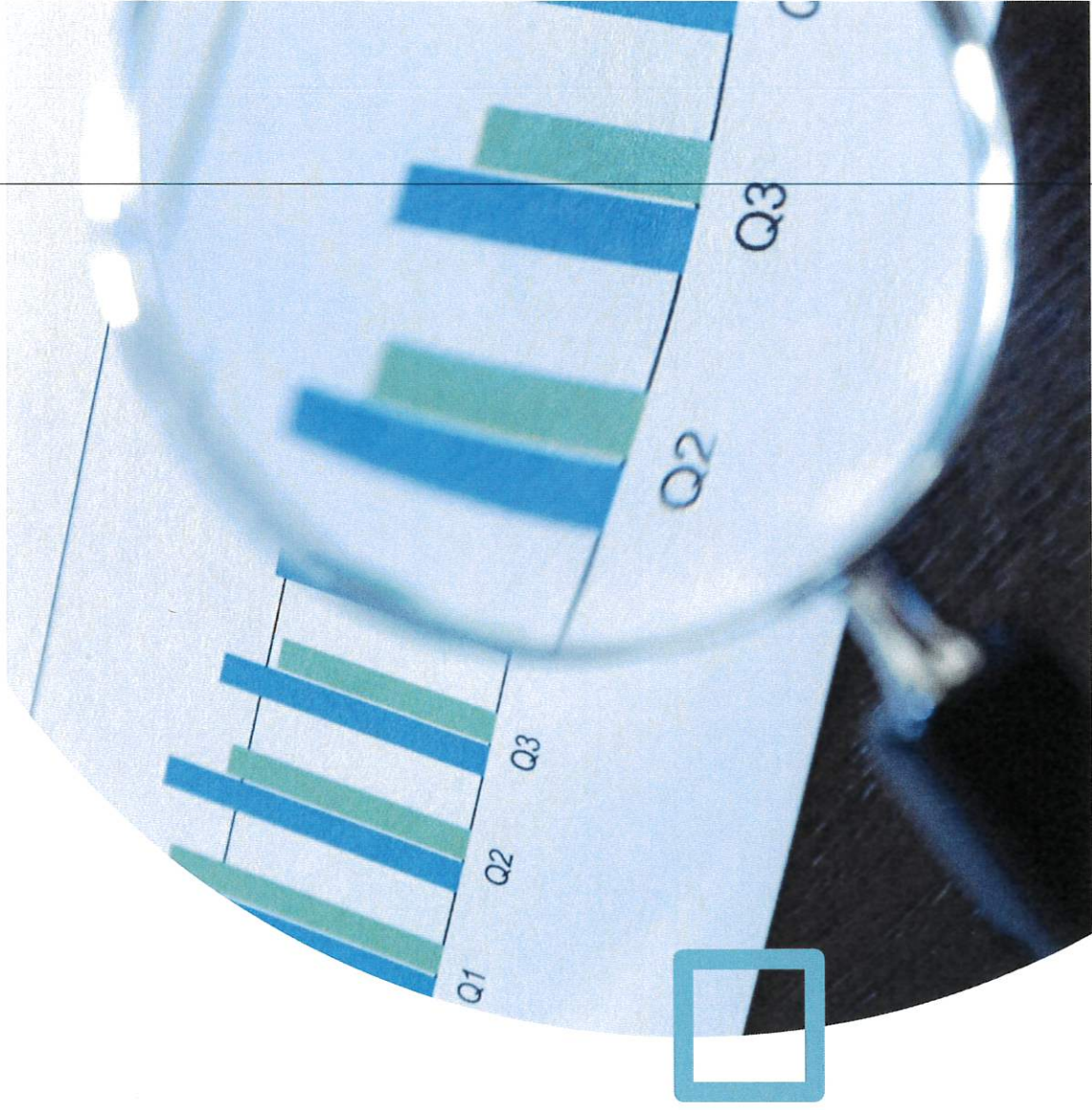


**Primary Performance Measures Report  
thru July 2023**

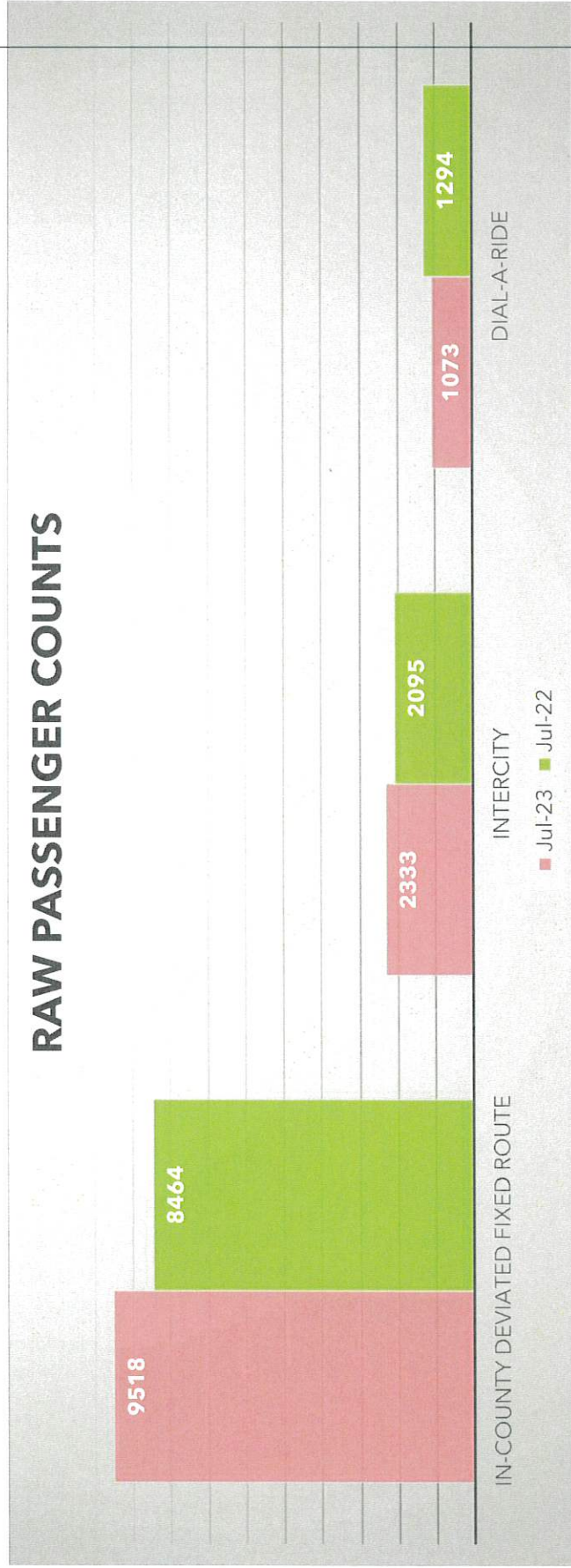
	Passengers per Hour	Cost per Trip	Cost per Hour	Farebox Return %
<b><u>Dial-A-Ride</u></b>				
Dial-A-Ride	1.6	\$ 62.57	\$ 99.67	4.3%
NW Rides	1.4	\$ 97.88	\$ 133.66	68.8%
<b>Total</b>	<b>1.5</b>	<b>\$ 75.87</b>	<b>\$ 113.72</b>	<b>35.7%</b>
<b><u>Deviated Route</u></b>				
Rt 1: Town Loop	10.8	\$ 9.81	\$ 106.45	6.9%
Rt 2: Oceanside	2.1	\$ 52.75	\$ 109.51	1.5%
Rt 6: PORT	7.1	\$ 16.73	\$ 119.39	4.0%
Rt 3: Manzanita	4.9	\$ 17.80	\$ 86.99	4.7%
Rt 4: Lincoln City	4.3	\$ 30.83	\$ 133.44	2.9%
<b>Total</b>	<b>6.7</b>	<b>\$ 15.97</b>	<b>\$ 106.73</b>	<b>4.3%</b>
<b><u>Intercity</u></b>				
Rt 5: Portland	2.2	\$ 61.04	\$ 134.12	12.7%
Rt 60X: Salem	4.6	\$ 29.71	\$ 136.47	8.9%
<b>Total</b>	<b>3.2</b>	<b>\$ 41.91</b>	<b>\$ 135.13</b>	<b>11.1%</b>
<b><u>Other Services</u></b>				
Trippers	0.3	\$ 304.85	\$ 101.62	0.0%
SBO	#DIV/0!	#DIV/0!	#DIV/0!	0.0%
<b>Total</b>	<b>0.3</b>	<b>\$ 304.60</b>	<b>\$ 101.53</b>	<b>0.0%</b>
<b>FY 2023-24 YTD</b>	<b>4.5</b>	<b>\$ 25.71</b>	<b>\$ 115.59</b>	<b>13.9%</b>
<b>FY 2022-23YTD</b>	<b>3.6</b>	<b>\$ 34.09</b>	<b>\$ 123.08</b>	<b>14.5%</b>
<b>Percent Change</b>	<b>24.5%</b>	<b>-24.6%</b>	<b>-6.1%</b>	<b>-3.6%</b>

**TCTD Operations**  
Statistics &  
Performance

July 2023



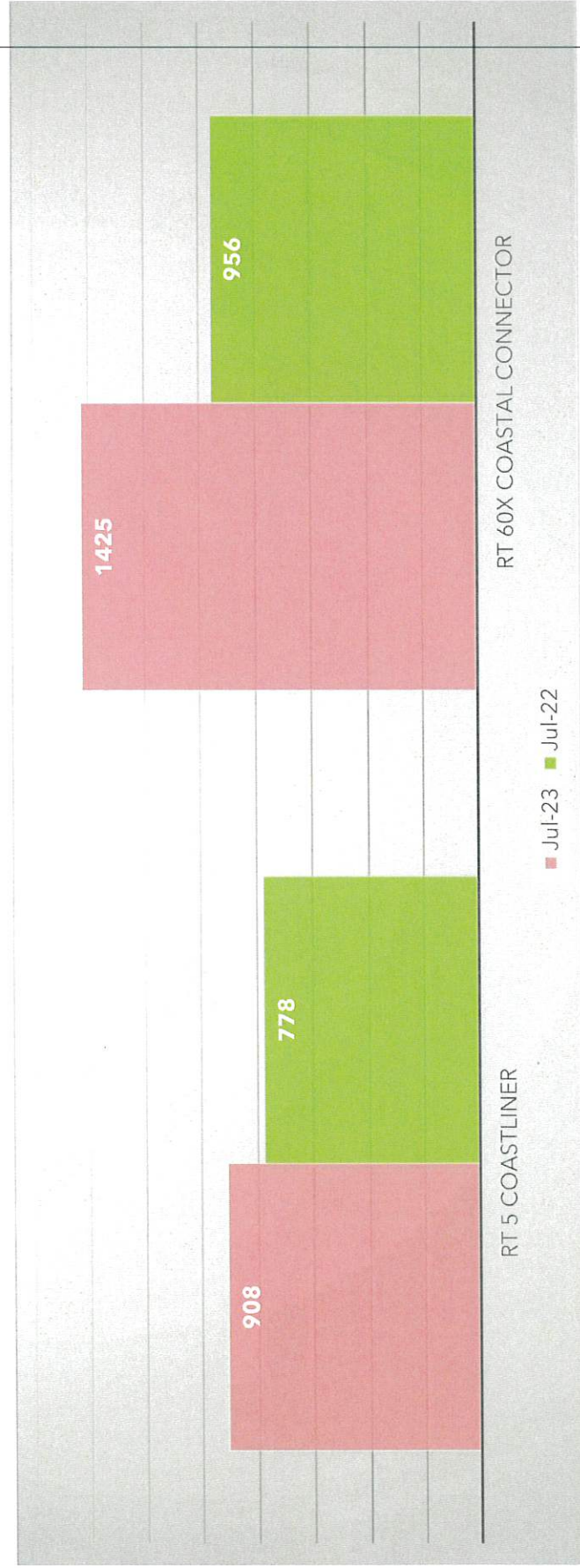
# YTD COMPS BY SERVICE TYPE



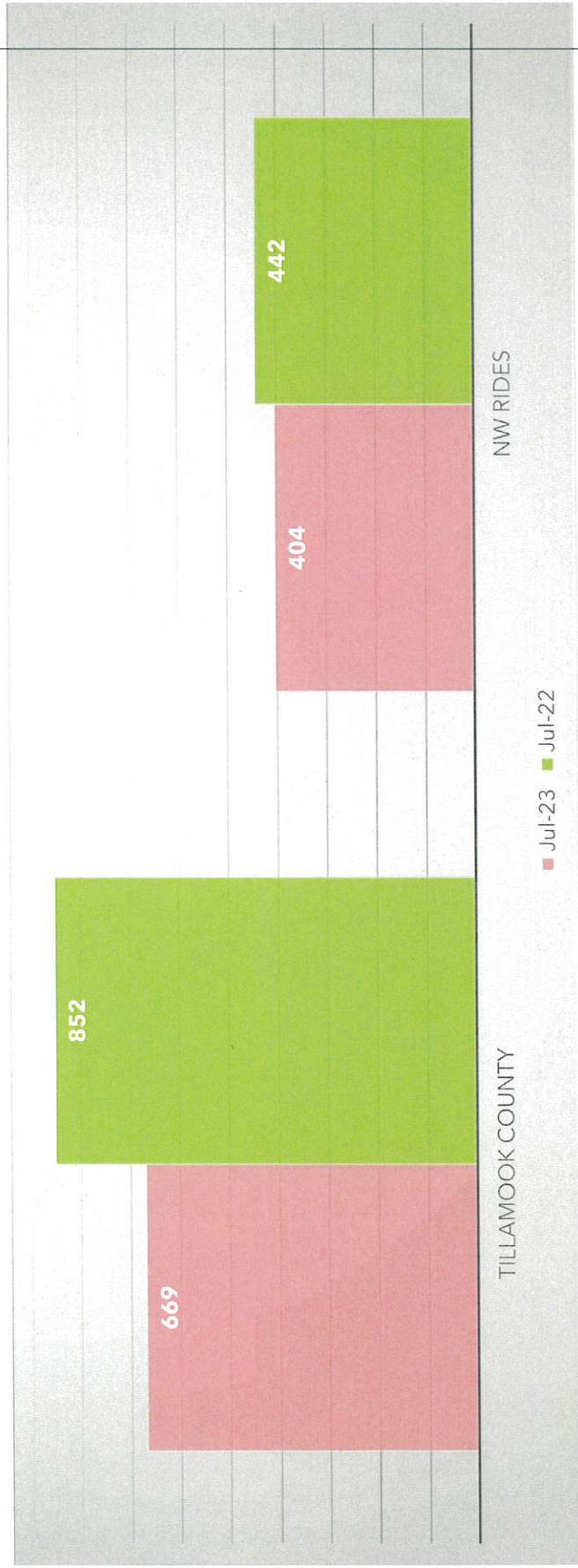
# IN-COUNTY RIDERSHIP BY ROUTE YTD COMPS



# 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





# TOTAL SERVICES RIDERSHIP JULY 2023 & JULY 2022



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

**In the Matter of Authorizing the )  
General Manager to Enter into a )  
Contract with Creative Contracting, )  
Inc. for the TCTD Transit Center and )  
Administration Building Renovation )  
Project )**

**RESOLUTION NO. 23-30**

**WHEREAS**, the Tillamook County Transportation District (“District”) is an Oregon special district which is subject to Oregon’s public contracting laws; and

**WHEREAS**, three grants have been received to renovate two (2) District facilities, with the District administering those funds while Planning Solutions Architecture, Inc. will administer the project; and

**WHEREAS**, the Board of Directors also serves as the Contract Review Board for the District; and

**WHEREAS**, on April 20, 2023, the District issued an Invitation to Bid to obtain a general contractor to remodel the administration building at 3600 Third Street and the Transit Center at 204 Laurel Street, both in Tillamook, OR, with bids due by May 17, 2023 at 2:00 PM PST; and

**WHEREAS**, the District received three (3) bids from qualified contracting vendors; and

**WHEREAS**, the General Manager and District counsel have found the bid to be responsive and the contractor responsible; and

**WHEREAS**, the General Manager of and legal counsel for the District approve of the award of contract to Creative Contracting, Inc. in the amount of \$249,998; and

**WHEREAS**, the General Manager of and legal counsel for the District approve of the current form of the contract and recommend its approval to District;

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

that the District Board of Directors, acting as the Contract Review Board, approves entering into the Standard Form of Agreement between Owner and Contractor with Creative Contracting, Inc. attached hereto for the TCTD Transit Center and Administration Building Renovation Project in the amount of \$249,998. The General Manager is authorized to execute the Agreement on behalf of the District.

INTRODUCED AND ADOPTED this 16<sup>th</sup> day of August 2023.

ATTEST:

By: \_\_\_\_\_  
Mary Johnson, Board Chair

By: \_\_\_\_\_  
Brian Vitulli, General Manager