

Tillamook County Transportation District

Normal Trial Balance

From 9/1/2023 Through 9/30/2023

<u>Account Code</u>	<u>Account Title</u>	<u>Debit Balance</u>	<u>Credit Balance</u>
1001	General Checking Account #4558	1,211,632.74	
1006	Payroll Checking #5614	6,047.06	
1009	NW RIDES ACCOUNT #8510	926,915.65	
1011	Prop. Mgmt. Checking #7071	14,032.09	
1020	LGIP1020 #5879	251,691.10	
1030	LGIP1030 #5931	1,881,587.75	
1035	LGIP1035 #6518	206,558.57	
1040	Petty Cash	200.00	
Report Total		4,498,664.96	0.00
Report Difference		4,498,664.96	

BV 11/13/2023

Tillamook County Transportation District

Financial Statement

01 - General Fund

From 9/1/2023 Through 9/30/2023

	Current Period Actual	Current Period Budget	Current Year Actual	Total Budget	Total Budget Variance	25%
Resources						
Working Capital	3500	0.00	85,272.92	1,023,275.00	(1,023,275.00)	0.00%
Fares	4000	14,969.41	19,583.33	235,000.00	(189,401.07)	19.40%
Contract Revenue	4020	15,678.50	78,027.25	936,327.00	(874,898.25)	6.56%
Property Tax	4100	1,867.51	97,180.25	1,166,163.00	(1,156,960.54)	0.78%
Past Years Property Tax	4110	1,429.84	2,083.33	25,000.00	(19,266.46)	22.93%
State Timber Revenue	4120	0.00	30,687.08	368,245.00	(288,846.07)	21.56%
Mass Transit State Payroll Tax	4130	0.00	7,791.67	93,500.00	(60,220.92)	35.59%
Capital Grants	4210	0.00	115,436.25	1,385,235.00	(1,385,235.00)	0.00%
Grants - FTA 5311	4220	630,426.00	152,104.58	1,825,255.00	(1,194,829.00)	34.53%
Grants - 5311 (f)	4240	161,074.00	70,623.42	847,481.00	(686,407.00)	19.00%
Grants - 5310	4245	0.00	14,131.25	169,575.00	(169,575.00)	0.00%
Grants - 5305	4246	0.00	2,380.50	28,566.00	(28,566.00)	0.00%
Special Bus Operations	4300	0.00	88.17	1,058.00	(1,058.00)	0.00%
Miscellaneous Income	4400	5,539.23	7,366.75	88,401.00	(82,601.70)	6.56%
Sale of Assets - Income	4410	0.00	250.00	3,000.00	(3,000.00)	0.00%
Interest Income	4510	949.23	2,083.33	25,000.00	(22,562.09)	9.75%
Transfer from NWOTA	4917	0.00	250.00	3,000.00	(3,000.00)	0.00%
Transfer from STIF Fund	4918	0.00	64,107.00	769,284.00	(769,284.00)	0.00%
Total Resources	<u>831,933.72</u>	<u>749,447.08</u>	<u>1,034,378.90</u>	<u>8,993,365.00</u>	<u>(7,958,986.10)</u>	<u>11.50%</u>
Expenses						
Personnel Services						
Payroll: Administration	5010	36,420.77	41,039.67	492,476.00	374,981.68	23.85%
Payroll: Dispatch	5020	4,055.33	13,695.83	164,350.00	152,300.40	7.33%
Payroll: Drivers	5030	84,804.08	108,836.67	1,306,040.00	1,051,257.94	19.50%

Tillamook County Transportation District

Financial Statement

01 - General Fund

From 9/1/2023 Through 9/30/2023

	Current Period Actual	Current Period Budget	Current Year Actual	Total Budget	Total Budget Variance	25%
5040 Payroll: Maintenance	11,052.34	13,656.25	24,932.00	163,875.00	138,943.00	15.21%
5050 Payroll Expense	12,376.34	14,375.58	36,357.12	172,507.00	136,149.88	21.07%
5051 Payroll Healthcare	44,417.77	45,385.00	105,446.53	544,620.00	439,173.47	19.36%
5052 Payroll Retirement	5,826.01	7,461.09	17,466.62	89,533.00	72,066.38	19.50%
5053 Payroll Veiba	3,303.44	3,525.00	10,840.77	42,300.00	31,459.23	25.62%
Workers Compensation Ins.	0.00	2,666.67	39,899.81	32,000.00	(7,899.81)	124.68%
Total Personnel Services	202,256.08	250,641.76	619,268.83	3,007,701.00	2,388,432.17	20.59%
Materials and Services						
5100 Professional Services	12,813.53	10,375.00	40,698.48	124,500.00	83,801.52	32.68%
5103 Planning	0.00	2,380.50	0.00	28,566.00	28,566.00	0.00%
5120 Dues & Subscriptions	404.98	895.00	2,484.94	10,740.00	8,255.06	23.13%
5140 Office Equipment R&R	0.00	308.33	0.00	3,700.00	3,700.00	0.00%
5145 Computer R&M	1,609.70	2,043.92	4,979.07	24,527.00	19,547.93	20.30%
5150 Fees & Licenses	114.98	1,872.75	8,369.45	22,473.00	14,103.55	37.24%
5160 Insurance	0.00	12,078.50	0.00	144,942.00	144,942.00	0.00%
5170 Office Expense	999.46	854.17	3,155.96	10,250.00	7,094.04	30.78%
5175 Board Expense	2,001.52	1,487.08	6,343.82	17,845.00	11,501.18	35.54%
5180 Operational Expense	3,374.62	3,653.17	12,952.93	43,838.00	30,885.07	29.54%
5185 Drug & Alcohol Administration	0.00	125.00	315.00	1,500.00	1,185.00	21.00%
5190 Marketing	945.00	6,973.75	5,799.99	83,685.00	77,885.01	6.93%
5210 Telephone Expense	1,120.81	1,347.75	4,621.50	16,173.00	11,551.50	28.57%
5220 Travel & Training	280.79	1,833.34	1,276.15	22,000.00	20,723.85	5.80%
5240 Vehicle Expense	23,922.13	12,500.00	107,616.71	150,000.00	42,383.29	71.74%
5245 Diesel & Gasoline Fuel	33,224.29	31,350.00	101,952.75	376,200.00	274,247.25	27.10%
5247 Propane Fuel	0.00	2,500.00	0.00	30,000.00	30,000.00	0.00%
5260 Postage	100.00	105.67	238.70	1,268.00	1,029.30	18.82%

MONTHLY BOARD REPORTING - ALL ACCOUNTS

Tillamook County Transportation District

Financial Statement

01 - General Fund

From 9/1/2023 Through 9/30/2023

	Current Period Actual	Current Period Budget	Current Year Actual	Total Budget	Total Budget Variance	25%
5266 Member Mileage Reimbursement	5,000.00	0.00	5,000.00	0.00	(5,000.00)	0.00%
5270 Mgmt/Labor Recreation Fund	107.00	332.08	1,575.06	3,985.00	2,409.94	39.52%
5281 Office Rent	0.00	1,075.00	0.00	12,900.00	12,900.00	0.00%
5285 Transit Center Maint	626.58	1,695.67	3,444.67	20,348.00	16,903.33	16.92%
5346 Operations Facility Maint.	871.82	350.00	1,739.04	4,200.00	2,460.96	41.40%
Total Materials and Services	87,517.21	96,136.68	312,564.22	1,153,640.00	841,075.78	27.09%
Transfers						
9100 Transfer to LGIP 5931	0.00	13,076.08	0.00	156,913.00	156,913.00	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%
9180 Unappropriated Ending Fund Bal	0.00	44,938.42	0.00	539,261.00	539,261.00	0.00%
Total Transfers	0.00	159,012.50	0.00	1,908,150.00	1,908,150.00	0.00%
Capital Outlay						
Capital Purchases						
6000 Bus Replacement/Addition	0.00	53,220.75	0.00	638,649.00	638,649.00	0.00%
6010 Van Replacement/Addition	94,488.50	14,955.00	94,488.50	179,460.00	84,971.50	52.65%
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	4,028.65	12,379.00	4,778.65	148,548.00	143,769.35	3.21%
Total Capital Purchases	98,517.15	194,636.08	99,267.15	2,335,633.00	2,236,365.85	4.25%
Total Capital Outlay	98,517.15	194,636.08	99,267.15	2,335,633.00	2,236,365.85	4.25%
Total Expenses	388,290.44	700,427.02	1,031,100.20	8,405,124.00	7,374,023.80	12.27%

Tillamook County Transportation District

Financial Statement

02 - Property Management Fund

From 9/1/2023 Through 9/30/2023

	Current Period Actual	Current Period Budget	Current Year Actual	Total Budget	Total Budget Variance	25%
Resources						
Working Capital	0.00	3,750.00	0.00	45,000.00	(45,000.00)	0.00%
Lease Income	1,700.00	3,000.00	3,400.00	36,000.00	(32,600.00)	9.44%
Lease Operational Exp Income	0.00	1,250.00	785.45	15,000.00	(14,214.55)	5.23%
Transfer From General Fund	0.00	1,159.25	0.00	13,911.00	(13,911.00)	0.00%
Total Resources	<u>1,700.00</u>	<u>9,159.25</u>	<u>4,185.45</u>	<u>109,911.00</u>	<u>(105,725.55)</u>	<u>3.81%</u>
Expenses						
Materials and Services						
Professional Services	0.00	166.67	0.00	2,000.00	2,000.00	0.00%
Property Operating Expense	1,449.95	2,383.33	4,988.76	28,600.00	23,611.24	17.44%
Property Maint. & Repair	3,501.41	2,932.67	13,414.24	35,192.00	21,777.76	38.11%
Total Materials and Services	<u>4,951.36</u>	<u>5,482.67</u>	<u>18,403.00</u>	<u>65,792.00</u>	<u>47,389.00</u>	<u>27.97%</u>
Capital Outlay						
Debt Service						
PUD Loan Expense	0.00	570.83	0.00	6,850.00	6,850.00	0.00%
OTIB TVC Loan 0071	0.00	913.25	0.00	10,959.00	10,959.00	0.00%
OTIB Loan 0061	13,155.22	2,192.50	13,155.22	26,310.00	13,154.78	50.00%
Total Debt Service	<u>13,155.22</u>	<u>3,676.58</u>	<u>13,155.22</u>	<u>44,119.00</u>	<u>30,963.78</u>	<u>29.82%</u>
Capital Purchases						
Building Repair & Renovation	18,904.09	0.00	18,904.09	0.00	(18,904.09)	0.00%
Total Capital Purchases	<u>18,904.09</u>	<u>0.00</u>	<u>18,904.09</u>	<u>0.00</u>	<u>(18,904.09)</u>	<u>0.00%</u>
Total Capital Outlay	<u>32,059.31</u>	<u>3,676.58</u>	<u>32,059.31</u>	<u>44,119.00</u>	<u>12,059.69</u>	<u>72.67%</u>
Total Expenses	<u>37,010.67</u>	<u>9,159.25</u>	<u>50,462.31</u>	<u>109,911.00</u>	<u>59,448.69</u>	<u>45.91%</u>

Tillamook County Transportation District

Financial Statement

04 - Capital Reserve Fund

From 9/1/2023 Through 9/30/2023

	Current Period Actual	Current Period Budget	Current Year Actual	Total Budget	Total Budget Variance	25%
Resources						
Working Capital	3500	0.00	0.00	857,000.00	(857,000.00)	0.00%
Interest Income	4510	7,133.20	22,079.33	25,000.00	(2,920.67)	88.31%
Total Resources		<u>7,133.20</u>	<u>22,079.33</u>	<u>882,000.00</u>	<u>(859,920.67)</u>	<u>2.50%</u>
Expenses						
Materials and Services						
Fees & Licenses	5150	0.10	0.10	0.00	(0.10)	0.00%
Total Materials and Services		<u>0.10</u>	<u>0.10</u>	<u>0.00</u>	<u>(0.10)</u>	<u>0.00%</u>
Transfers						
Reserve for Future Expenditure	9175	0.00	0.00	882,000.00	882,000.00	0.00%
Total Transfers		<u>0.00</u>	<u>0.00</u>	<u>882,000.00</u>	<u>882,000.00</u>	<u>0.00%</u>
Total Expenses		<u>0.10</u>	<u>0.10</u>	<u>882,000.00</u>	<u>881,999.90</u>	<u>0.00%</u>

Tillamook County Transportation District

Financial Statement

05 - Vehicle Purchase Reserve Fund
From 9/1/2023 Through 9/30/2023

	Current Period Actual	Current Period Budget	Current Year Actual	Total Budget	Total Budget Variance	25%
Resources						
Working Capital	3500	2,852.08	0.00	34,225.00	(34,225.00)	0.00%
Transfer From General Fund	4911	250.00	0.00	3,000.00	(3,000.00)	0.00%
Total Resources	<u>0.00</u>	<u>3,102.08</u>	<u>0.00</u>	<u>37,225.00</u>	<u>(37,225.00)</u>	<u>0.00%</u>
Expenses						
Transfers						
Reserve for Future Expenditure	9175	3,102.08	0.00	37,225.00	37,225.00	0.00%
Total Transfers	<u>0.00</u>	<u>3,102.08</u>	<u>0.00</u>	<u>37,225.00</u>	<u>37,225.00</u>	<u>0.00%</u>
Total Expenses	<u>0.00</u>	<u>3,102.08</u>	<u>0.00</u>	<u>37,225.00</u>	<u>37,225.00</u>	<u>0.00%</u>

Tillamook County Transportation District

Financial Statement

06 - Bus Wash Maintenance Reserve
From 9/1/2023 Through 9/30/2023

	Current Period Actual	Current Period Budget	Current Year Actual	Total Budget	Total Budget Variance	25%
Resources						
Working Capital	0.00	1,928.33	0.00	23,140.00	(23,140.00)	0.00%
Total Resources	<u>0.00</u>	<u>1,928.33</u>	<u>0.00</u>	<u>23,140.00</u>	<u>(23,140.00)</u>	<u>0.00%</u>
Expenses						
Transfers						
Reserve for Future Expenditure	0.00	1,928.33	0.00	23,140.00	23,140.00	0.00%
Total Transfers	<u>0.00</u>	<u>1,928.33</u>	<u>0.00</u>	<u>23,140.00</u>	<u>23,140.00</u>	<u>0.00%</u>
Total Expenses	<u>0.00</u>	<u>1,928.33</u>	<u>0.00</u>	<u>23,140.00</u>	<u>23,140.00</u>	<u>0.00%</u>

Tillamook County Transportation District

Financial Statement

08 - Northwest Oregon Transit Allia
From 9/1/2023 Through 9/30/2023

	Current Period Actual	Current Period Budget	Current Year Actual	Total Budget	Total Budget Variance	25%
Resources						
Working Capital	0.00	6,666.67	0.00	80,000.00	(80,000.00)	0.00%
NWOTA Partner Cont. Match	0.00	15,301.33	12,000.00	183,616.00	(171,616.00)	6.53%
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%
Total Resources	<u>0.00</u>	<u>136,049.33</u>	<u>12,000.00</u>	<u>1,632,592.00</u>	<u>(1,620,592.00)</u>	<u>0.74%</u>
Expenses						
Materials and Services						
Professional Services	237.50	416.67	1,757.50	5,000.00	3,242.50	35.15%
Administrative Support	0.00	2,083.33	5,397.80	25,000.00	19,602.20	21.59%
Website Maintenance	2,444.99	1,250.00	2,444.99	15,000.00	12,555.01	16.29%
Marketing	0.00	3,333.33	0.00	40,000.00	40,000.00	0.00%
Travel & Training	188.23	833.33	2,778.23	10,000.00	7,221.77	27.78%
Total Materials and Services	<u>2,870.72</u>	<u>7,916.66</u>	<u>12,378.52</u>	<u>95,000.00</u>	<u>82,621.48</u>	<u>13.03%</u>
Transfers						
Transfer to General Fund	0.00	250.00	0.00	3,000.00	3,000.00	0.00%
Unappropriated Ending Fund Bal	0.00	13,801.33	0.00	165,616.00	165,616.00	0.00%
Total Transfers	<u>0.00</u>	<u>14,051.33</u>	<u>0.00</u>	<u>168,616.00</u>	<u>168,616.00</u>	<u>0.00%</u>
Capital Outlay						
Capital Purchases						
Bus Stop Signage/Shelters	0.00	114,081.33	0.00	1,368,976.00	1,368,976.00	0.00%
Total Capital Purchases	<u>0.00</u>	<u>114,081.33</u>	<u>0.00</u>	<u>1,368,976.00</u>	<u>1,368,976.00</u>	<u>0.00%</u>
Total Capital Outlay	<u>0.00</u>	<u>114,081.33</u>	<u>0.00</u>	<u>1,368,976.00</u>	<u>1,368,976.00</u>	<u>0.00%</u>
Total Expenses	<u>2,870.72</u>	<u>136,049.32</u>	<u>12,378.52</u>	<u>1,632,592.00</u>	<u>1,620,213.48</u>	<u>0.76%</u>

Tillamook County Transportation District

Financial Statement

09 - NW RIDES ACCOUNT

From 9/1/2023 Through 9/30/2023

	Current Period Actual	Current Period Budget	Current Year Actual	Total Budget	Total Budget Variance	25%
Resources						
Working Capital	0.00	8,333.33	0.00	100,000.00	(100,000.00)	0.00%
NWR Revenue	431,154.20	373,966.42	1,284,160.07	4,487,597.00	(3,203,436.93)	28.61%
NWR Reserve	0.00	0.00	0.00	325,000.00	(325,000.00)	0.00%
Interest Income	0.00	66.67	0.00	800.00	(800.00)	0.00%
Total Resources	<u>431,154.20</u>	<u>382,366.42</u>	<u>1,284,160.07</u>	<u>4,913,397.00</u>	<u>(3,629,236.93)</u>	<u>26.14%</u>
Expenses						
Personnel Services						
Payroll: Administration	25,464.52	32,731.75	69,986.34	392,781.00	322,794.66	17.81%
Payroll: Indirect	1,039.80	1,771.25	3,119.40	21,255.00	18,135.60	14.67%
Payroll Expense	2,207.06	2,994.58	7,153.19	35,935.00	28,781.81	19.90%
Payroll Healthcare	8,304.39	8,683.50	39,258.73	104,202.00	64,943.27	37.67%
Payroll Retirement	1,216.26	2,630.17	3,614.76	31,562.00	27,947.24	11.45%
Payroll Veaba	1,162.18	1,233.75	3,639.04	14,805.00	11,165.96	24.57%
Workers Compensation Ins.	0.00	41.67	0.00	500.00	500.00	0.00%
Total Personnel Services	<u>39,394.21</u>	<u>50,086.67</u>	<u>126,771.46</u>	<u>601,040.00</u>	<u>474,268.54</u>	<u>21.09%</u>
Materials and Services						
Professional Services	0.00	416.67	1,020.00	5,000.00	3,980.00	20.40%
Office Equipment R&R	769.16	225.00	769.16	2,700.00	1,930.84	28.48%
Computer R&M	2,201.25	1,768.08	7,658.74	21,217.00	13,558.26	36.09%
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	728.37	416.67	1,370.22	5,000.00	3,629.78	27.40%
Operational Expense	123.75	125.00	742.25	1,500.00	757.75	49.48%
Telephone Expense	2,272.19	1,608.33	5,601.76	19,300.00	13,698.24	29.02%

MONTHLY BOARD REPORTING - ALL ACCOUNTS

Tillamook County Transportation District

Financial Statement

09 - NW RIDES ACCOUNT

From 9/1/2023 Through 9/30/2023

	Current Period Actual	Current Period Budget	Current Year Actual	Total Budget	Total Budget Variance	25%
5220 Travel & Training	0.00	125.00	76.92	1,500.00	1,423.08	5.12%
5260 Postage	0.00	41.67	0.00	500.00	500.00	0.00%
5265 Purchased Transportation	262,632.20	299,235.67	795,082.32	3,590,828.00	2,795,745.68	22.14%
5266 Member Mileage Reimbursement	30,000.00	13,310.42	60,000.00	159,725.00	99,725.00	37.56%
5267 Volunteer Mileage Reimburse	37,751.26	10,521.92	93,806.57	126,263.00	32,456.43	74.29%
5281 Office Rent	0.00	400.00	0.00	4,800.00	4,800.00	0.00%
5300 Property Operating Expense	0.00	250.00	0.00	3,000.00	3,000.00	0.00%
Total Materials and Services	336,478.18	333,375.02	966,127.94	4,000,500.00	3,034,372.06	24.15%
Transfers						
9175 Reserve for Future Expenditure	0.00	25,988.08	0.00	311,857.00	311,857.00	0.00%
Total Transfers	0.00	25,988.08	0.00	311,857.00	311,857.00	0.00%
Total Expenses	375,872.39	409,449.77	1,092,899.40	4,913,397.00	3,820,497.60	22.24%

Tillamook County Transportation District

Financial Statement

10 - STIF

From 9/1/2023 Through 9/30/2023

	Current Period Actual	Current Period Budget	Current Year Actual	Total Budget	Total Budget Variance	25%
Resources						
Working Capital	0.00	42,818.83	0.00	513,826.00	(513,826.00)	0.00%
STIF Formula	0.00	25,361.83	205,619.00	304,342.00	(98,723.00)	67.56%
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%
Interest Income	783.07	0.00	783.07	0.00	783.07	0.00%
Total Resources	<u>783.07</u>	<u>118,351.33</u>	<u>206,402.07</u>	<u>1,420,216.00</u>	<u>(1,213,813.93)</u>	<u>14.53%</u>
Expenses						
Materials and Services						
Fees & Licenses	0.15	0.00	0.15	0.00	(0.15)	0.00%
Total Materials and Services	<u>0.15</u>	<u>0.00</u>	<u>0.15</u>	<u>0.00</u>	<u>(0.15)</u>	<u>0.00%</u>
Special Payments						
STF Payments to Recipients	0.00	1,766.00	0.00	21,192.00	21,192.00	0.00%
STIF Payments to Recipients	0.00	1,471.75	0.00	24,861.00	24,861.00	0.00%
Total Special Payments	<u>0.00</u>	<u>3,237.75</u>	<u>0.00</u>	<u>46,053.00</u>	<u>46,053.00</u>	<u>0.00%</u>
Transfers						
Transfer to General Fund	0.00	64,107.00	0.00	769,284.00	769,284.00	0.00%
Reserve for Future Expenditure	0.00	42,818.83	0.00	513,826.00	513,826.00	0.00%
Unappropriated Ending Fund Bal	0.00	7,587.75	0.00	91,053.00	91,053.00	0.00%
Total Transfers	<u>0.00</u>	<u>114,513.58</u>	<u>0.00</u>	<u>1,374,163.00</u>	<u>1,374,163.00</u>	<u>0.00%</u>
Total Expenses	<u>0.15</u>	<u>117,751.33</u>	<u>0.15</u>	<u>1,420,216.00</u>	<u>1,420,215.85</u>	<u>0.00%</u>

Tillamook County Transportation District

Check/Voucher Register

1001 - General Checking Account #4558

From 9/1/2023 Through 9/30/2023

Docume... Number	Document Date	Transaction Amount	Payee	Transaction Description
18136	9/8/2023	450.00	Bullard Law, P.C.	LEGAL SERVICES/ATU NEGOTIATIONS
18137	9/8/2023	798.88	KITTELSON & ASSOCIATES, INC.	COORDINATED PLAN GRANT 35137/WORK COMPLETED JULY 2023
18138	9/8/2023	220.08	ALSCO - Portland Linen	MAT SERVICE INV 3054360,3061819/8035
18139	9/8/2023	615.81	ASTOUND	PHONE SERVICES 7/27-8/26/23
18140	9/8/2023	485.00	Burden's Muffler & Towing	TOW BUS #301
18140	9/8/2023	250.00	Burden's Muffler & Towing	TOW BUS #30
18141	9/8/2023	40.00	CENTURYLINK	08/21-09/20/2023 PHONE SERVICE
18142	9/8/2023	42.85	City Of Tillamook	TVC WATER 8/1-8/31/23
18143	9/8/2023	697.31	O'REILLY AUTOMOTIVE STORES	AUGUST 2023 PARTS
18144	9/8/2023	225.00	INNOVA LEGAL ADVISORS	Legal Services
18145	9/8/2023	75.00	Jim Heffernan	BOARD TRAINING 8.22.2023
18146	9/8/2023	4,380.89	Les Schwab Tire Center	MAINTENANCE 7/17-8/23/2023
18147	9/8/2023	3,318.45	DAVISON AUTO PARTS, INC.	7/25-8/25/23 PARTS
18148	9/8/2023	123.56	NORTHSIDE FORD	PART
18149	9/8/2023	40.07	Office Depot Credit Plan	OFFICE SUPPLIES
18149	9/8/2023	10.99	Office Depot Credit Plan	OFFICE SUPPLIES
18150	9/8/2023	55.80	PORTLAND GENERAL	70X ELECTRICAL 7/24-8/23/23
18151	9/8/2023	300.00	PLANNING SOLUTIONS	TCTD/KITCHEN/DISPATCH/TRANSIT GRANT 35193
18152	9/8/2023	10,585.68	PREMIER TRUCK GROUP	AUGUST 2023 SERVICES
18153	9/8/2023	51.95	Rosenberg Builders Supply	7/28-8/22 PARTS/LAWN MAINTENANCE
18154	9/8/2023	75.00	Thomas Fiorelli	BOARD TRAINING 8.22.2023
18155	9/8/2023	400.80	VERIZON	TABLET SERVICES 7/27-8/26/2023
18156	9/13/2023	1,680.00	Coast Printing & Stationery	BROCHURES
18157	9/13/2023	65.10	COUNTRY MEDIA	Public Meeting Notice
18157	9/13/2023	435.00	COUNTRY MEDIA	INV 650076/650186/650187
18158	9/13/2023	1,200.00	DEBBIE D'S	ATU PICNIC
18159	9/13/2023	268.06	KATHLEEN SCHWABE	ATU PICNIC
18160	9/13/2023	977.62	Elan Financial Services	August 2023
18161	9/20/2023	289.00	ALL CLEAR AUDIO AND GLASS LLC	UPPER CENTER GLASS TINT #305
18162	9/20/2023	907.72	ATU LOCAL #757	UNION DUES SEPTEMBER 2023
18163	9/20/2023	20,040.42	CARSON OIL CO INC	FUEL 08.16-08.31.2023
18164	9/20/2023	492.88	CINTAS	AUGUST 2023 UNIFORMS/SHOP SUPPLIES
18165	9/20/2023	65.95	CRYSTAL AND SIERRA SPRINGS	AUGUST 2023 WATER
18166	9/20/2023	2,588.48	JORDAN RAMIS, PC	AUGUST 2023 LEGAL SERVICES/GRANT 35193
18167	9/20/2023	1,330.07	Marie Mills Bus Fares	JANITORIAL TVC AUGUST 2023
18167	9/20/2023	49.79	Marie Mills Bus Fares	JANITORIAL SUPPLIES TVC AUG 2023
18168	9/20/2023	400.00	NICHOLE CROSSLEY PHOTOGRAPHY	AUGUST 2023 BOARD PHOTOS
18169	9/20/2023	145.25	Oregon State Police	AUGUST 2023
18170	9/20/2023	256.55	Pacific Office Automation	NWR/TCTD USAGE METER 8.9-9-9-2023
18171	9/20/2023	301.71	Schetky Northwest Sales, Inc.	ROA AUGUST 2023
18172	9/20/2023	4,207.43	TILLAMOOK DIESEL REPAIR	AUGUST 2023 VEHICLE MAINTENANCE
18172	9/20/2023	710.22	TILLAMOOK DIESEL REPAIR	AUGUST 2023 VEHICLE MAINTENANCE
18172	9/20/2023	2,002.89	TILLAMOOK DIESEL REPAIR	AUGUST 2023 VEHICLE MAINTENANCE
18172	9/20/2023	943.21	TILLAMOOK DIESEL REPAIR	AUGUST 2023 VEHICLE MAINTENANCE
18173	9/21/2023	415.00	ALL CLEAR AUDIO AND GLASS LLC	WINDSHIELD #205
18173	9/21/2023	445.00	ALL CLEAR AUDIO AND GLASS LLC	WINDSHIELD #306
18174	9/21/2023	687.95	APW DISTRIBUTING	SHOP FURNANCE MAINTENANCE
18175	9/21/2023	260.00	BIO-MED TESTING SERVICE, INC.	AUGUST 2023 PRE EMPLOYMENT TEST
18176	9/21/2023	17,065.56	CARSON OIL CO INC	FUEL 9/1-9/15/2023
18177	9/21/2023	70.00	COUNTRY MEDIA	1 YEAR SUBSCRIPTION/6297
18178	9/21/2023	715.83	Fred Meyer Customer Charges	SEPTEMBER 2023 ACCT#56793

Tillamook County Transportation District

Check/Voucher Register

1001 - General Checking Account #4558

From 9/1/2023 Through 9/30/2023

<u>Docume... Number</u>	<u>Document Date</u>	<u>Transaction Amount</u>	<u>Payee</u>	<u>Transaction Description</u>
18178	9/21/2023	144.39	Fred Meyer Customer Charges	SEPTEMBER 2023 ACCT#56793
18179	9/21/2023	2,142.90	GenXsys Solutions, LLC	SEPTEMBER 2023 MANAGED SERVICE FUND
18179	9/21/2023	466.75	GenXsys Solutions, LLC	SEPTEMBER 2023 SERVER STORAGE VIRUS PLAN
18180	9/21/2023	332.50	JORDAN RAMIS, PC	SEPTEMBER 2023 BOARD LEGAL FEES
18181	9/21/2023	1,100.00	NATHAN LEVIN	OCTOBER 2023 LEASE 70X
18182	9/21/2023	24.98	Office Depot Credit Plan	OFFICE SUPPLIES/ENVELOPES
18182	9/21/2023	57.36	Office Depot Credit Plan	OFFICE SUPPLIES/SANITIZER
18182	9/21/2023	103.77	Office Depot Credit Plan	OFFICE SUPPLIES/TISSUE/FACE MASKS/COFFEE
18183	9/21/2023	505.68	PACIFIC SOURCE	SEPTEMBER 2023 PACIFIC SOURCE
18184	9/21/2023	810.00	Tillamook Chamber of Commerce	1/2 PAGE AD/VENTURE GUIDE
18184	9/21/2023	<u>250.00</u>	Tillamook Chamber of Commerce	2023-24 MEMBERSHIP DUES
Report Total		<u>88,198.14</u>		

Tillamook County Transportation District

Check/Voucher Register

1006 - Payroll Checking #5614

From 9/1/2023 Through 9/30/2023

<u>Document Number</u>	<u>Document Date</u>	<u>Transaction Amount</u>	<u>Payee</u>	<u>Transaction Description</u>
5789	9/19/2023	1,066.05	CHRISTINA CHEESEMAN	MANUAL CHECK 9.19.23
5790	9/20/2023	2,015.21	PAUL NORTON	FINAL CHECK 9.20.23
5791	9/30/2023	4,465.92	HRA VEBA TRUST	AP PAYROLL 9.2023 HRA VEBA
5792	9/30/2023	54,444.70	SPECIAL DISTRICTS INS. SERVICE	AP PAYROLL 9.2023-HEALTH BENEFITS
ACH ADP 9.15	9/15/2023	1,568.35	ADP, LLC	ADP SERVICE FEES 9.2023
ACH AFLAC 9.15	9/15/2023	600.36	AFLAC	AFLAC 9.2023
Report Total		<u>64,160.59</u>		

Tillamook County Transportation District

Check/Voucher Register

1009 - NW RIDES ACCOUNT #8510

From 9/1/2023 Through 9/30/2023

Docume... Number	Document Date	Transaction Amount	Payee	Transaction Description
4036	9/1/2023	0.00		
4037	9/1/2023	0.00		
4038	9/1/2023	0.00		
4039	9/1/2023	0.00		
4040	9/1/2023	0.00		
4041	9/1/2023	2,365.40	JANNA SMITH	VOLUNTEERS
4042	9/1/2023	1,188.87	JOY WINKELHAKE	VOLUNTEERS
4043	9/1/2023	5,562.66	KANDIS LIDAY	VOLUNTEERS
4044	9/1/2023	739.72	LEANN CHUINARD	VOLUNTEERS
4045	9/1/2023	4,417.76	SEAN REKART	VOLUNTEERS
4046	9/1/2023	4,551.35	BROOKE ANDERSON	AUG 2023
4047	9/8/2023	1,510.92	ASTOUND	PHONE SERVICES 7/27-8/26/23
4048	9/8/2023	55.72	CENTURYLINK	08/21-09/20/2023 PHONE SERVICE
4049	9/8/2023	1,059.69	IconiPro Security & Alarms	WORK DONE FOR NWR CONFERENCE RM OFFICE
4050	9/8/2023	225.00	INNOVA LEGAL ADVISORS	Legal Services
4051	9/20/2023	65.95	CRYSTAL AND SIERRA SPRINGS	AUGUST 2023 WATER
4052	9/20/2023	158.50	Oregon State Police	AUGUST 2023
4053	9/20/2023	34.36	Pacific Office Automation	NWR/TCTD USAGE METER 8.9-9-9-2023
4054	9/21/2023	135.00	BIO-MED TESTING SERVICE, INC.	AUGUST 2023 PRE EMPLOYMENT TEST
4055	9/21/2023	857.10	GenXsys Solutions, LLC	SEPTEMBER 2023 MANAGED SERVICE FUND
4055	9/21/2023	875.00	GenXsys Solutions, LLC	SEPTEMBER 2023-NW COMPUTER SUPPORT SERVICE
4055	9/21/2023	469.15	GenXsys Solutions, LLC	SEPTEMBER 2023 SERVER STORAGE VIRUS PLAN
4056	9/21/2023	518.47	JANNA SMITH	NWR AUG 2023
4057	9/21/2023	4,790.00	K & M MEDIVAN	7/16-7/22/2023
4057	9/21/2023	5,543.00	K & M MEDIVAN	7/23-7/31/2023
4057	9/21/2023	4,180.80	K & M MEDIVAN	7/9-7/15/2023
4057	9/21/2023	2,902.00	K & M MEDIVAN	NWR AUG 2023
4057	9/21/2023	4,896.60	K & M MEDIVAN	8/13-8/19/2023
4057	9/21/2023	3,558.00	K & M MEDIVAN	8/20-8/26/2023
4057	9/21/2023	3,347.00	K & M MEDIVAN	8/27-8/31/2023
4057	9/21/2023	4,114.00	K & M MEDIVAN	8/6-8/12/2023
4058	9/30/2023	3,193.55	AAA RIDE ASSIST	9.1-9.9.2023
4058	9/30/2023	2,668.85	AAA RIDE ASSIST	9.10-9.16.2023
4058	9/30/2023	2,680.45	AAA RIDE ASSIST	9.17-9.23.2023
4058	9/30/2023	2,548.15	AAA RIDE ASSIST	9.24-9.30.2023
4059	9/30/2023	5,387.00	COLUMBIA COUNTY RIDER	SEPT 2023
4060	9/30/2023	2,160.00	DIRECT MEDICAL TRANSPORTATION	9.1-9.7.2023
4060	9/30/2023	3,992.50	DIRECT MEDICAL TRANSPORTATION	9.8-9.14.2023
4060	9/30/2023	5,730.00	DIRECT MEDICAL TRANSPORTATION	9.15-9.21.2023
4061	9/30/2023	7,098.00	RYANS TRANSPORTATION SERVICE	9.1-9.2.2023
4061	9/30/2023	25,480.00	RYANS TRANSPORTATION SERVICE	9.3-9.9.2023
4061	9/30/2023	28,775.50	RYANS TRANSPORTATION SERVICE	9.10-9.16.2023
4061	9/30/2023	27,275.00	RYANS TRANSPORTATION SERVICE	9.17-9.23.2023
4061	9/30/2023	29,140.00	RYANS TRANSPORTATION SERVICE	9.24-9.30.2023
4062	9/30/2023	4,530.30	Ride Connection Bridge	9.1-9.8.2023

Tillamook County Transportation District

Check/Voucher Register

1009 - NW RIDES ACCOUNT #8510

From 9/1/2023 Through 9/30/2023

<u>Docume... Number</u>	<u>Document Date</u>	<u>Transaction Amount</u>	<u>Payee</u>	<u>Transaction Description</u>
4063	9/30/2023	1,356.10	WILLAMETTE VALLEY TRANSPORT	SEPT 2023
ACH 9.15	9/15/2023	<u>301.35</u>	Pacific Office Automation	AP ACH POA 9.2023
Report Total		<u>210,438.77</u>		

Tillamook County Transportation District

Check/Voucher Register

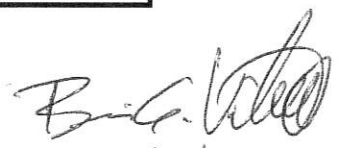
1011 - Prop. Mgmt. Checking #7071

From 9/1/2023 Through 9/30/2023

<u>Docume... Number</u>	<u>Document Date</u>	<u>Transaction Amount</u>	<u>Payee</u>	<u>Transaction Description</u>
4589	9/8/2023	2,462.50	CHRISSEY'S CLEANING SERVICE	JANITORIAL SERVICES/WINDOWS 8/1-8/31/2023
4590	9/8/2023	493.38	City Of Tillamook	WATER/SEWER 8/1-8/31/2023
4591	9/8/2023	182.80	City Sanitary Service	8/1-8/31/23 CARDBOARD RENT/RECYCLE/1.5 YD 1XW
4592	9/8/2023	283.38	Rosenberg Builders Supply	7/28-8/22 PARTS/LAWN MAINTENANCE
4593	9/20/2023	561.27	Marie Mills Bus Fares	JANITORIAL ADMIN OFFICE AUGUST 2023
4594	9/21/2023	13,155.22	Oregon Department of Transport	LOAN OTIB 0061 FACILITY REPAIR/RENOVATION
Report Total		17,138.55		

FRED MEYER CARD CHARGES - September 2023

Date	Description of Transaction	Amount
CARD #3 - NATALIE ZUERCHER, ADMIN ASSISTANT		
09/07/23	NWOTA Meal	\$ 144.39
09/07/23	Office Supplies/Pop - Water	\$ 70.04
	08.000.5220.703.00	\$ 144.39 ✓
	01.001.5170.999.00	\$ 70.04 ✓
CARD #4 - CATHY BOND, FINANCE SUPERVISOR		
	01-001-5170-999-00	\$ -
CARD # 5 - MARK STRICKER, OPERATIONS COORDINATOR		
09/05/23	Operation Expense -	
09/05/23	Operation Expense -	
	01.002.5180.154.00	\$ 183.01
CARD #6 STEVEN FERRERA, MECHANIC		
08/14/23	Operation Expense -Cord Set/Tower Fan	\$ 107.97 ✓
08/22/23	Operation Expense -Computer Cable/Surge Protector	\$ 74.97 ✓
08/22/23	Operation Expense - Printer	\$ 59.99 ✓
09/01/23	Operation Expense - Computer Mouse/Keyboard	\$ 40.98 ✓
09/08/23	Operation Expense - Sharpie/Filing Kit	\$ 54.94 ✓
09/08/23	Operation Expense - Dock Station/Letter Tray/Filing Folders	\$ 123.93 ✓
	01.002.5180.154.00	\$ 462.78
	Grand Total	\$ 860.22
DATE	APPROVAL	


 9/20/2023

UMPQUA BANK: CLOSING DATE 9/25/2023

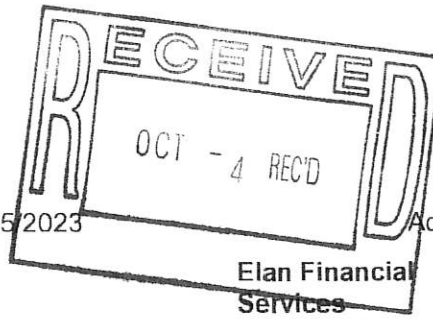
Date	Vendor	Description of Transaction	Amount
CATHY BOND			
08/28/23	Field Print	TCTD Finger Print	\$12.50
08/30/23	Field Print	NWR Finger Print	\$12.50
08/31/23	Language Line	NWR Phone/Interpreter	\$47.40
08/31/23	Language Line	NWR Phone/Interpreter	\$35.55
09/05/23	The Fern Café	NWR Meals	\$65.00
09/05/23	Endicia	NWR Postage	\$9.95
09/05/23	Adobe	Financial Computer Software	\$29.99
09/07/23	Language Line	NWR Phone/Interpreter	\$35.55
09/07/23	Language Line	NWR Phone/Interpreter	\$23.70
09/08/23	Language Line	NWR Phone/Interpreter	\$31.60
09/11/23	Language Line	NWR Phone/Interpreter	\$39.50
09/11/23	Language Line	NWR Phone/Interpreter	\$35.55
09/14/23	Language Line	NWR Phone/Interpreter	\$35.55
09/14/23	Language Line	NWR Phone/Interpreter	\$3.95
09/14/23	Language Line	NWR Phone/Interpreter	\$31.60
09/15/23	Language Line	NWR Phone/Interpreter	\$63.20
09/18/23	Language Line	NWR Phone/Interpreter	\$15.80
09/18/23	Language Line	NWR Phone/Interpreter	\$47.40
09/21/23	Language Line	NWR Phone/Interpreter	\$19.75
09/22/23	Safeway	TCTD Meals	\$76.98
09/21/23	Iron Mountain	Shredder	\$176.64
09/25/23	Language Line	NWR Phone/Interpreter	\$11.85
09/25/23	Adobe	Admin. Computer Software	\$84.99
09/25/23	Costco	Office Supplies/Holiday Cards	\$25.98
			\$972.48
BRIAN VITULLI			
09/07/23	Alaska Airline	Zero Emmission Bus Conference	\$280.79
09/22/23	GoDaddy	Domain Broker Service/Website	\$69.99
			\$350.78
MIKE REED			
8/25/2023	Grainger	Facility Maintenance/Electronic Lock	\$241.51
8/28/2023	Papa Murphy	Operation Lunch	\$52.90
8/28/2023	Papa Murphy	Operation Lunch	\$52.90
8/28/2023	Main Street Pizza	Operation Lunch	\$71.19
9/8/2023	Amazon	Operation Supplies/Wall Erasable Calendar	\$24.90
9/11/2023	Fred Meyer	Operation Supplies/Cable-Mirror Holder	\$42.98
9/18/2023	Onlinecomponentscom	Vehicle Parts/Sensors	\$556.59
9/18/2023	ODOT DMV	Vehicle Registration	\$131.50
			\$1,068.67
NATALIE ZUERCHER			
08/30/23	Amazon	NWR Office Supplies/Desktop Reference System	\$123.04
08/30/23	Zoom	Subscription	\$40.00
08/31/23	Costco.Com	NWR Office Supplies/Keyboard, Mouse	\$119.98
08/31/23	Amzaon	NWR Office Supplies/Mouse	\$29.69
08/31/23	Amazon	Board Expense/Engraved Plate for Picture	\$12.00
09/05/23	Costco Shutterfly	Board Expense/ Photos	\$25.47
09/06/23	Endicia	Postage	\$50.00
09/06/23	4Imprint Inc	Office Supplies/Lanyard	\$298.86
09/11/23	All Gift Frames	Board Expense/Photo Frame	\$55.00
09/11/23	Werner Beef & Brew	NWOTA Meal	\$43.84
09/11/23	Amazon	Operation Supplies/Hanging Folders	\$22.99
09/11/23	Amazon	Operation Supplies/Hanging Folders	\$22.99
09/11/23	The Fern Café	ATU Meal	\$107.00
09/18/23	Endicia	Subscription	\$29.99
09/18/23	Amazon	Subscription	\$14.99
09/18/23	Amazon	NWR Office Supplies/Web Cam	\$19.90
09/22/23	Endicia	Postage	\$50.00
09/22/23	La Mexicana	Board Meeting Meal	\$65.30
			\$1,131.04
Grand Total Due			\$3,522.97

APPROVAL



Grand Total Due

DATE 10/10/2023



September 2023 Statement

Open Date: 08/25/2023 Closing Date: 09/25/2023

Account: 4



Visa® Company Card with Rewards

Elan Financial Services

1-866-552-8855

TILLAMOOK CNTY TRANS (CPN 001469460)

BUS 30 ELN

8

15

New Balance	\$3,522.97
Minimum Payment Due	\$36.00
Payment Due Date	10/22/2023

Reward Points	
Earned This Statement	3,984
Reward Center Balance as of 09/24/2023	143,919
For details, see your rewards summary.	

Activity Summary		
Previous Balance	+	\$977.62
Payments	-	\$977.62 ^{CR}
Other Credits	-	\$52.90 ^{CR}
Purchases	+	\$3,575.87
Balance Transfers		\$0.00
Advances		\$0.00
Other Debits		\$0.00
Fees Charged		\$0.00
Interest Charged		\$0.00
New Balance	=	\$3,522.97
Past Due		\$0.00
Minimum Payment Due		\$36.00
Credit Line		\$10,000.00
Available Credit		\$6,477.03
Days in Billing Period		32

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 09/24/2023	
Rewards Center Activity*	0
Rewards Center Balance	143,919

*This item includes points redeemed, expired and adjusted.

Rewards Earned	This Statement	Year to Date
Points Earned on Net Purchases	3,060	38,520
Gas, Restaurants & Telecom Double Points	924	6,606
FIRST USE BONUS	0	2,500
Total Earned	3,984	47,626

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					
08/28	08/26	5763	FIELDPRINT INC 888-291-1369 PA	\$12.50	_____
08/30	08/30	5218	FIELDPRINT INC 888-291-1369 PA	\$12.50	_____
08/31	08/30	5003	LANGUAGE LINE, INC. 800-7526096 CA	\$47.40	_____
08/31	08/30	4357	LANGUAGE LINE, INC. 800-7526096 CA	\$35.55	_____
09/05	09/01	0225	THE FERN CAFE AND LOUN TILLAMOOK OR	\$65.00	_____
09/05	09/02	8474	ENDICIA 800-576-3279 TX	\$9.95	_____
09/05	09/04	8427	ADOBE *ACROPRO SUBS 408-536-6000 CA	\$29.99	_____
09/07	09/06	9189	LANGUAGE LINE, INC. 800-7526096 CA	\$35.55	_____
09/07	09/06	9319	LANGUAGE LINE, INC. 800-7526096 CA	\$23.70	_____
09/08	09/07	0139	LANGUAGE LINE, INC. 800-7526096 CA	\$31.60	_____
09/11	09/09	3546	LANGUAGE LINE, INC. 800-7526096 CA	\$39.50	_____
09/11	09/09	5409	LANGUAGE LINE, INC. 800-7526096 CA	\$35.55	_____
09/14	09/13	8476	LANGUAGE LINE, INC. 800-7526096 CA	\$35.55	_____
09/14	09/13	5341	LANGUAGE LINE, INC. 800-7526096 CA	\$3.95	_____
09/14	09/13	2538	LANGUAGE LINE, INC. 800-7526096 CA	\$31.60	_____

Continued on Next Page

Transactions		BOND, CATHY			Credit Limit	\$2500
Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation	
09/15	09/14	1197	LANGUAGE LINE, INC. 800-7526096 CA	\$63.20	_____	
09/18	09/16	1115	LANGUAGE LINE, INC. 800-7526096 CA	\$15.80	_____	
09/18	09/16	7309	LANGUAGE LINE, INC. 800-7526096 CA	\$47.40	_____	
09/21	09/20	1025	LANGUAGE LINE, INC. 800-7526096 CA	\$19.75	_____	
09/22	09/20	6566	SAFEWAY #2723 TILLAMOOK OR	\$76.98	_____	
09/22	09/21	6868	IRON MOUNTAIN 800-934-3453 MA	\$176.64	_____	
09/25	09/22	0750	LANGUAGE LINE, INC. 800-7526096 CA	\$11.85	_____	
09/25	09/22	9049	ADOBE *CREATIVE CLOUD 408-536-6000 CA	\$84.99	_____	
09/25	09/24	6763	COSTCO WHSE #0111 TIGARD OR	\$25.98	_____	
Total for Account*				\$972.48		

Transactions		REED, MICHAEL			Credit Limit	\$3500
Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation	
Other Credits						
08/28	08/25	1542	PAPA MURPHY'S OR010 OL TILLAMOOK OR MERCHANDISE/SERVICE RETURN	\$52.90CR	_____	
Purchases and Other Debits						
08/25	08/24	7996	GRAINGER 877-2022594 IL	\$241.51	_____	
08/28	08/25	1547	PAPA MURPHY'S OR010 OL olo.com OR	\$52.90	_____	
08/28	08/25	7591	MAIN STREET PIZZA TILLAMOOK OR	\$71.19	_____	
09/08	09/07	9304	AMZN Mktp US*TR1MS8FN2 Amzn.com/bill WA	\$24.90	_____	
09/11	09/08	9131	FRED-MEYER #0377 TILLAMOOK OR	\$42.98	_____	
09/18	09/14	0126	ONLINECOMPONENTSCOM 602-6853900 AZ	\$556.59	_____	
09/18	09/15	9080	ODOT DMV 503 945 5000 TILLAMOOK OR	\$131.50	_____	
Total for Account				\$1,068.67		

Transactions		ZUERCHER, NATALIE			Credit Limit	\$2500
Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation	
Purchases and Other Debits						
08/30	08/30	0555	AMZN Mktp US*T378G1VV1 Amzn.com/bill WA	\$123.04	_____	
08/30	08/29	1045	ZOOM.US 888-799-9666 WWW.ZOOM.US CA	\$40.00	_____	
08/31	08/30	1305	WWW COSTCO COM 800-955-2292 WA	\$119.98	_____	
08/31	08/30	8396	AMZN Mktp US*T30604H41 Amzn.com/bill WA	\$29.69	_____	
08/31	08/30	7612	AMZN Mktp US*T37N64RV2 Amzn.com/bill WA	\$12.00	_____	
09/05	09/01	7790	SHUTTERFLY, INC. 650-610-5200 CA	\$25.47	_____	
09/06	09/05	4490	USPS STAMPS ENDICIA 888-434-0055 DC	\$50.00	_____	
09/06	09/05	4346	4IMPRINT, INC 4IMPRINT.COM WI	\$298.86	_____	


Transactions ZUERCHER, NATALIE Credit Limit \$2500

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
09/11	09/08	7302	SP ALLGIFTFRAMES.COM ALLGIFTFRAMES CA	\$55.00	_____
09/11	09/09	3992	TIL*RZ WERNER BEEF&BRE TILLAMOOK OR	\$43.84	_____
09/11	09/10	4503	AMZN MKTP US*TR33K6CF1 AMZN.COM/BILL WA	\$22.99	_____
09/11	09/10	7685	AMZN Mktp US*TR6KK4MM2 Amzn.com/bill WA	\$22.99	_____
09/13	09/11	3240	THE FERN CAFE AND LOUN TILLAMOOK OR	\$107.00	_____
09/18	09/15	9189	ENDICIA 800-576-3279 TX	\$29.99	_____
09/18	09/17	3375	Amazon Prime*TR8W72911 Amzn.com/bill WA	\$14.99	_____
09/18	09/17	7682	AMAZON.COM*TX1F50130 SEATTLE WA	\$19.90	_____
09/22	09/21	9450	USPS STAMPS ENDICIA 888-434-0055 DC	\$50.00	_____
09/22	09/20	9964	LA MEXICANA RESTAURANT TILLAMOOK OR	\$65.30	_____
Total for Account				\$1,131.04	

Transactions VITULLI, BRIAN A Credit Limit \$10000

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
Purchases and Other Debits					
09/07	09/05	4349	ALASKA A10278017947592 SEATTLE WA VITULLI/BRIAN 09/25/23 PORTLAND ORE TO SAN DIEGO SAN DIEGO TO PORTLAND ORE	\$280.79	_____
09/22	09/21	2113	DNH*GODADDY.COM 480-5058855 AZ	\$69.99	_____
Total for Account				\$350.78	

Transactions BILLING ACCOUNT ACTIVITY

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
Payments and Other Credits					
09/20	09/18	0238	PAYMENT THANK YOU	\$977.62CR	_____
Total for Account				\$977.62CR	

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	17.49%	
**PURCHASES	\$3,522.97	\$0.00	YES	\$0.00	17.49%	
**ADVANCES	\$0.00	\$0.00	YES	\$0.00	29.24%	

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



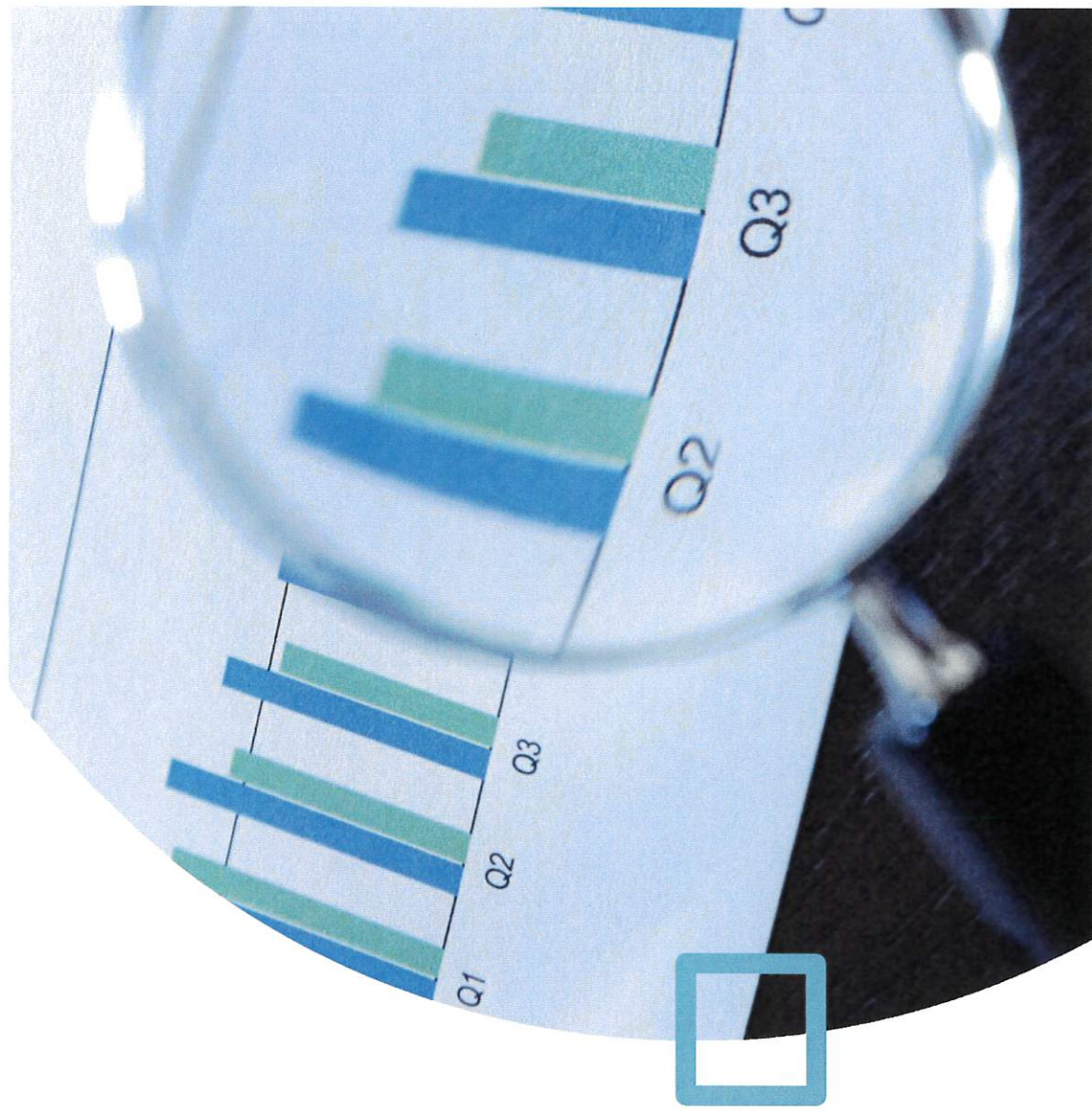
Mail payment coupon with a check
Elan Financial Services
P.O. Box 790408
St. Louis, MO 63179-0408



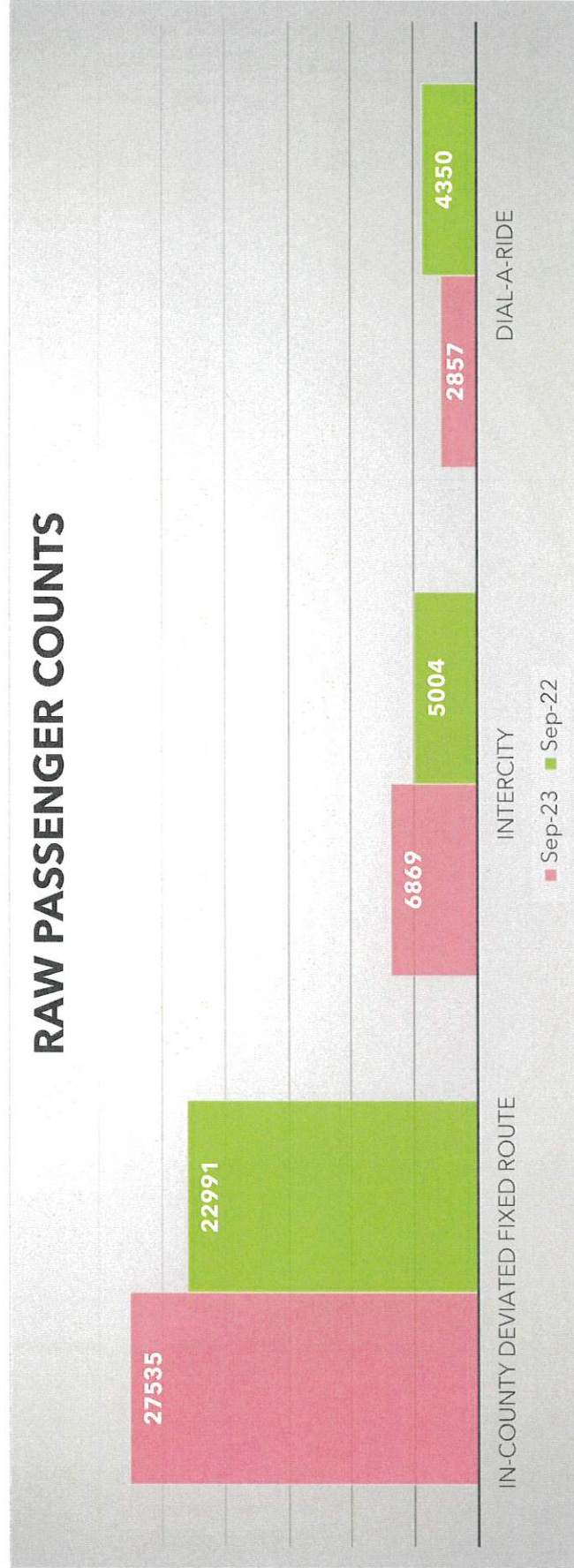
Online
myaccountaccess.com

**TCTD Operations
Statistics &
Performance**

September 2023



YTD COMPS BY SERVICE TYPE



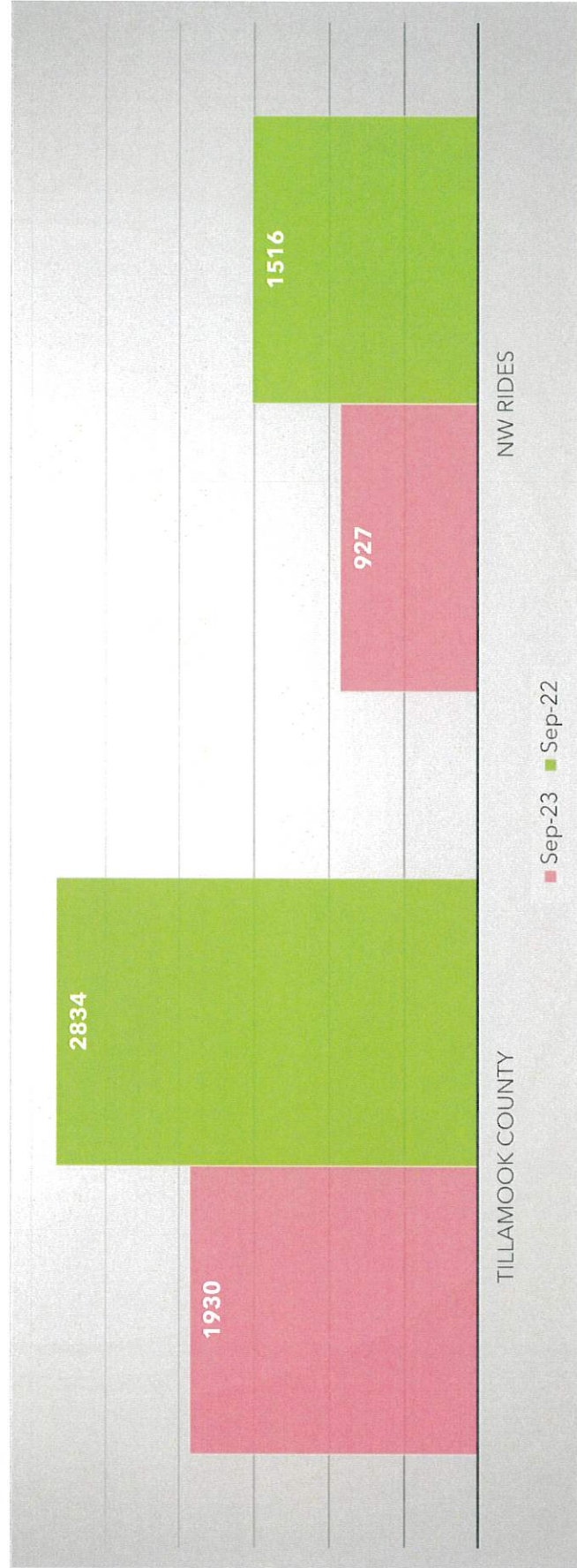
IN-COUNTY RIDERSHIP BY ROUTE YTD COMPS



INTER-CITY RIDERSHIP BY ROUTE YTD COMPS

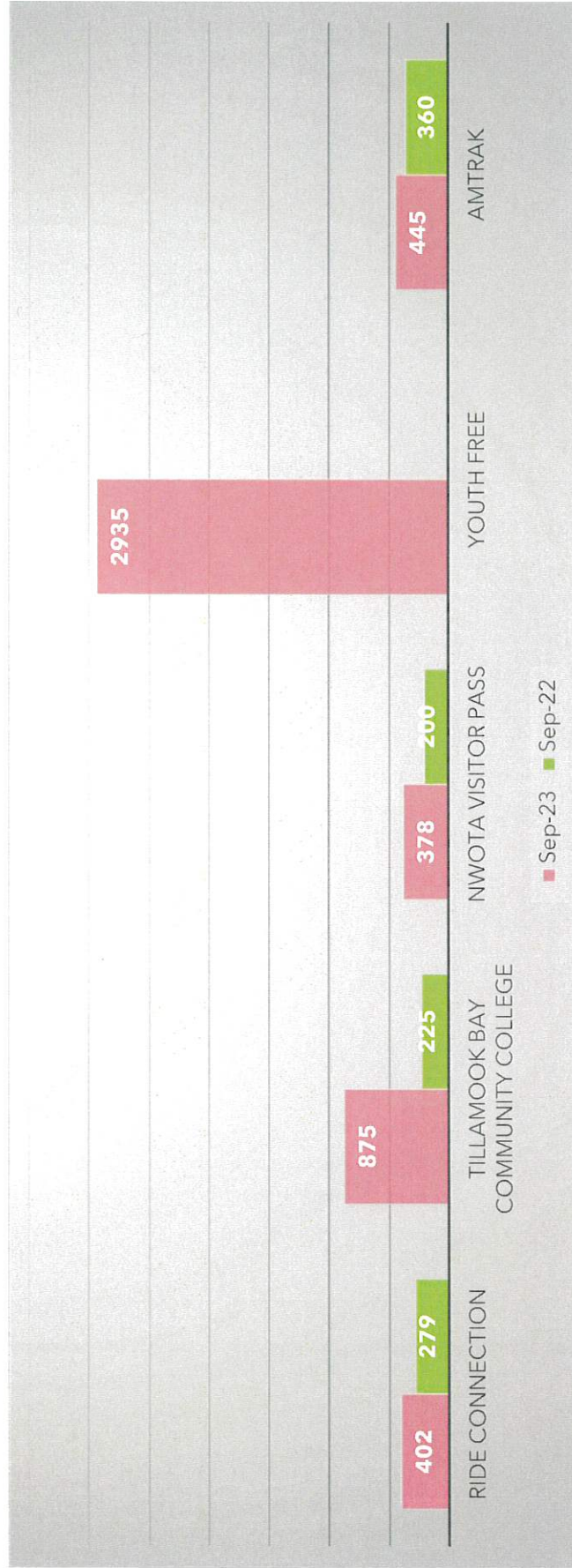


DAR RIDERSHIP BY SERVICE TYPE YTD COMPS

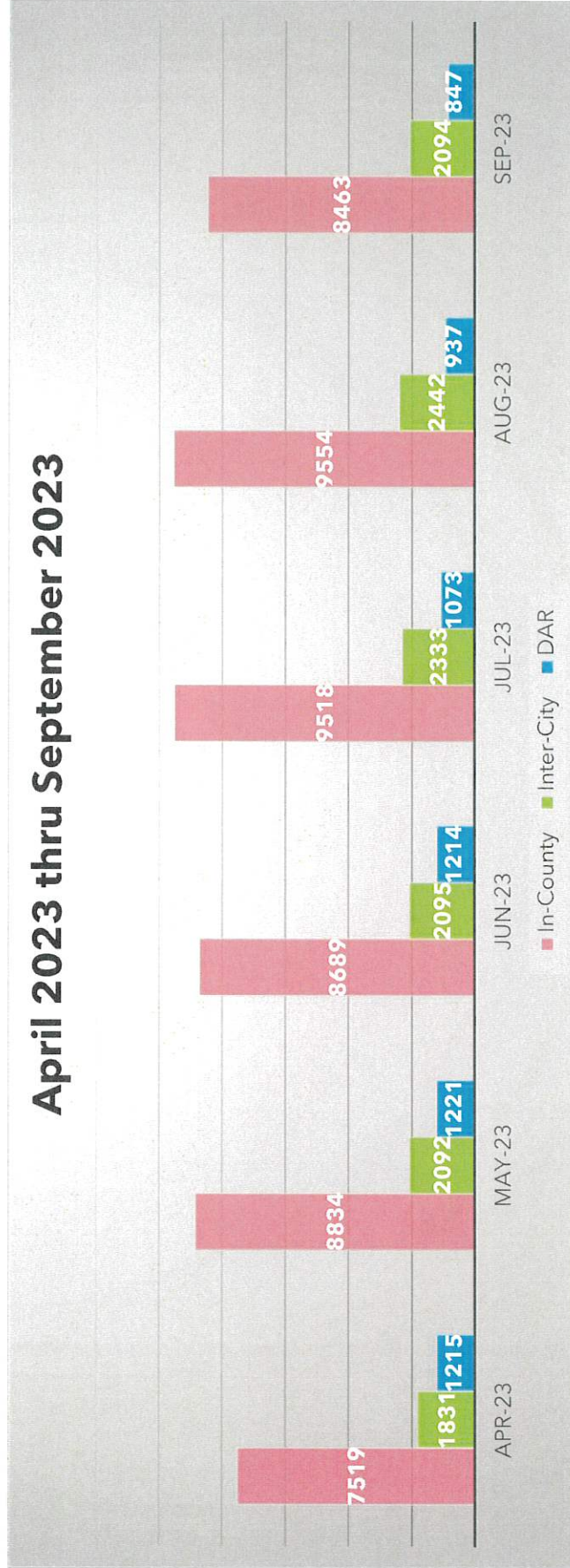


PASSENGER CATEGORIES

YTD COMPS



SIX-MONTH TREND RIDERSHIP BY SERVICE TYPE



TOTAL SERVICES RIDERSHIP September 2023 & September 2022



Tillamook County Transportation District

MONTHLY PERFORMANCE REPORT

September 2023

RIDERSHIP BY SERVICE TYPE

	Sept 2023	Sept 2022	YTD FY 23-24	YTD FY 22-23	YTD % Change
<u>Dial-A-Ride Service</u>					
Tillamook County	601	924	1,930	2,834	-31.9%
NW Rides	246	543	927	1,516	-38.9%
Dial-A-Ride Total	847	1,467	2,857	4,350	-34.3%
<u>Deviated Fixed Route Service</u>					
Rt 1: Town Loop	3,907	3,677	11,637	10,716	8.6%
Rt 2: Netarts/Oceanside	367	242	1,115	797	39.9%
Rt 3: Manzanita/Cannon Beach	2,159	1,476	7,385	4,666	58.3%
Rt 4: Lincoln City	1,332	896	4,131	2,963	39.4%
Rt 6: Port of Tillamook Bay Loop	427	361	1,200	1,241	-3.3%
Pacific City Free Shuttle	271	318	2,067	2,608	-20.7%
Local Fixed Rt Total	8,463	6,970	27,535	22,991	19.8%
<u>Intercity Service</u>					
Rt 5: Portland	696	623	2,572	2,111	21.8%
Rt 60X: Salem	1,398	885	4,297	2,893	48.5%
Inter City Total	2,094	1,508	6,869	5,004	37.3%
<u>Other Services</u>					
Tripper Routes	11	21	20	27	-25.9%
Special Bus Operations	0	0	0	0	#DIV/0!
Other Services Total	11	21	20	27	-25.9%
TOTAL ALL SERVICES	11,415	9,966	37,281	32,372	15.2%

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)	1,216	136	19,861	16,038	23.8%
Senior/Disabled	662	678	12,965	11,709	10.7%
Child/Youth	220	34	2,388	2,017	18.4%
Total	2,098	848	35,214	29,764	18.3%

OTHER RIDER CATEGORIES					
	Fixed		YTD	YTD	YTD %
	Route	DAR	FY 23-24	FY 22-23	Change
Ride Connection	133		402	279	44.1%
Tillamook Bay Community College	333		875	225	288.9%
NWOTA Visitor Pass	74		378	200	89.0%
NW Rides		246	927	1,516	-38.9%
Youth Free	739		2,935		N/A
Amtrak	121		445	360	23.6%

**Primary Performance Measures Report
thru September 2023**

	Passengers per Hour	Cost per Trip	Cost per Hour	Farebox Return %
<u>Dial-A-Ride</u>				
Dial-A-Ride	1.8	\$ 48.41	\$ 88.11	6.1%
NW Rides	1.2	\$ 88.11	\$ 106.07	72.9%
Total	1.6	\$ 61.29	\$ 95.67	37.2%
<u>Deviated Route</u>				
Rt 1: Town Loop	10.6	\$ 8.51	\$ 89.98	8.3%
Rt 2: Oceanside	2.1	\$ 45.06	\$ 92.88	2.0%
Rt 6: PORT	6.9	\$ 14.73	\$ 102.23	5.6%
Rt 3: Manzanita	4.5	\$ 23.55	\$ 106.82	3.7%
Rt 4: Lincoln City	3.8	\$ 30.10	\$ 115.49	3.0%
Total	5.5	\$ 18.46	\$ 101.46	4.0%
<u>Intercity</u>				
Rt 5: Portland	2.0	\$ 59.16	\$ 116.07	13.2%
Rt 60X: Salem	4.4	\$ 23.87	\$ 104.21	10.8%
Total	3.0	\$ 37.08	\$ 110.98	12.2%
<u>Other Services</u>				
Trippers	0.5	\$ 157.27	\$ 85.47	0.1%
SBO	#DIV/0!	#DIV/0!	#DIV/0!	0.0%
Total	0.5	\$ 157.22	\$ 85.44	0.1%
FY 2023-24 YTD	4.1	\$ 25.25	\$ 102.62	12.4%
FY 2022-23YTD	3.4	\$ 27.33	\$ 94.02	19.8%
Percent Change	18.1%	-7.6%	9.1%	-37.5%

MONTHLY PERFORMANCE

Service Month	Passengers per Hour	Farebox Ratio	Operating Cost per Hour
---------------	---------------------	---------------	-------------------------

Dial-A-Ride Services

Sep-22	1.5	48.7%	92.25
Jun-23	1.5	47.1%	95.35
Jul-23	1.5	35.7%	113.72
Aug-23	1.6	39.6%	96.15
Sep-23	1.6	37.2%	95.67

Deviated Fixed Routes

Sep-22	4.9	4.6%	94.45
Jun-23	4.9	4.4%	97.90
Jul-23	6.7	4.3%	106.73
Aug-23	5.5	4.1%	101.07
Sep-23	5.5	4.0%	101.46

Intercity Services

Sep-22	2.2	9.3%	107.55
Jun-23	2.2	9.1%	111.67
Jul-23	3.2	11.1%	135.13
Aug-23	3.1	12.3%	116.67
Sep-23	3	12.2%	110.98

Other Services

Sep-22	6.0	0.1%	92.71
Jun-23	4.9	0.1%	94.73
Jul-23	0.3	0.0%	101.53
Aug-23	0.4	0.0%	85.63
Sep-23	0.5	0.1%	85.44

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

nwCONNECTOR

Coordinating Committee In-Person Meeting
November 17, 2023; 10:00 am—12:00 pm

HYBRID
Tillamook County Transit District
3600 3rd Street, Tillamook OR

Join Zoom Meeting:
<https://us02web.zoom.us/j/87552290259>

Call In: 1 253 215 8782
Meeting ID: 875 5229 0259

Agenda

10:00— 10:05a	1. Introductions		Cynda Bruce
10:05— 10:20a	2. Consent Calendar (Action Item) <ul style="list-style-type: none"> 📎 October Meeting Minutes (Attached) 📎 Financial Report 	✓	Cynda Bruce/All
10:20— 10:25a	3. NWOTA Standing Items <ul style="list-style-type: none"> 📎 Ridership Tracking 		Sarah Lu Heath
10:45- 11:15a	4. Web Services Update		Sarah Lu Heath
11:15- 11:30a	5. Bus Stop Project Update		Brian Vitulli
11:30- 11:35a	6. Recurring Meeting Date		Sarah Lu Heath
11:35- 11:45a	7. Other Business		All
11:45a – 12:00p	8. Member Updates		All

Attachments:

October Meeting Minutes
Ridership/Passenger Mile Tracking

NWOTA meetings are open to the public and accommodations will be provided to persons with disabilities. If a sign language interpreter is needed, please call Sarah Lu Heath at 971.328.2877 at least 48 hours prior to the meeting.

www.nwconnector.org



NWOTA Meeting Minutes

October 13, 2023

Hybrid meeting called to order at 10:04am.

In Attendance: Cathy Bond, Cynda Bruce, Brad Dillingham, John Dreeszen, Jennifer Geissler, Sarah Lu Heath, and Natalie Zuercher.

Consent Calendar: Financials, minutes, and ridership/emissions were reviewed. Adoption was motioned by John Dreeszen and seconded by Brad Dillingham, passed unanimously.

ZEB Conference Report: John Dreeszen provided a report from the Zero Emissions Bus Conference saying that electric vehicles has more concerns than anticipated and hydrogen vehicles have been operating longer than thought. The group discussed applying for a feasibility study in the first half of 2024. It was also noted that the Woodburn Transit District skipped a feasibility study and used a Lo/No Grant to acquire an electric bus and charging equipment.

Web Domain Issue: Cathy Bond affirmed that the GoDaddy broker says the domain was purchased in renewed in 2016 and will remain in that renewers ownership until 2028. The current owner is demanding \$10,000 to sell the domain. John Dreeszen informed the group that Mazedur Houssain emailed Columbia County demanding links to his site, www.nworegontransit.org be removed from any county websites.

The group discussed where the www.nworegontransit.org domain is referenced. Most agencies only have print/web materials with that address. SETD applied the domain name on their buses (about 23) and shelters (about 20).

The group reviewed the scope of work for an RFQ to be sent to at least contractors to take over website management for the alliance.

Cost per Mile Equation: John Dreeszen provided his 'cost per mile' equation for costing transit routes at the request of another alliance member. The group reviewed and discussed the inputs.

Other Business: The group discussed an incident wherein there was a passenger-to-passenger assault on a transit vehicle and what trainings needed to be provided to drivers for those situations.

The group also discussed availability to meet on November 10th as it is the observed Veterans Day Holiday. The group decided to move the November meeting to November 17th.

Member Updates:

TCTD: Shared information regarding an incident of a bus hitting an elk. Union negotiations continue. An OSHA visit revealed no issues of concern.

BAT: NTB reporting is underway. They recently launched Via software.

SETD: New executive director has been hired, Craig Johnston, coming from Basin Transit in Klamath Falls and has a November 1 start date. SETD will also be restoring the Astoria loop and Seaside to Cannon Beach route.

LCT: Focusing on driver safety, training, and hiring.

CCR: Completed NTB training.

Meeting was adjourned at 12:22pm.



Tillamook County Transportation District

"Connecting the community through sustainable transit services"

DATE: November 15, 2023
TO: TCTD Board of Directors
FROM: Brian Vitulli, General Manager
SUBJECT: GENERAL MANAGER REPORT

Administration/Coordination

- Internal meetings to review policies and procedures.
- Attended annual trainings for drivers.
- Interviewing for the open Administrative Assistant position.
- Forwarded to the Oregon Transit Association (OTA), a list of District and community benefits made possible by the increase in Statewide Transportation Improvement Fund (STIF) funding from H.B. 2017. In anticipation of an enhanced transportation package being considered during the 2025 legislative session, the OTA asked for agencies' top three success/transit improvements that resulted from the influx of new revenue from the STIF (e.g. expanded frequency, new buses, expanded routes).
- Coordinating with counsel regarding CBA negotiations.
- On September 7, met with the Public Works Director/Tribal Transportation Program Manager of the Confederated Tribes of Grand Ronde to discuss status of Route 70X. The route is still currently suspended due to lack of available drivers. Will continue coordinating with them to formally discontinue the service, but not before engaging customers of the service for feedback.
- NWOTA partners are moving forward with usage of the nwconnector.org website domain, as the nworegontransit.org domain is still being held hostage.
- Attended the ODOT Public Transit Advisory Committee meeting on November 6.
- Attended the Oregon Transit Association Board meeting on November 7.
- Attended the ODOT Quarterly Transit Provider meeting on November 8.
- Attended the required ODOT Grant Management Training on November 9.
- Attended the NWACT meeting on November 9.
- Completed SDAO Best Practices training on Safety Management: Emergency Actions Plans. This entitles the District to a 10% reduction on its insurance policy.

Planning & Development

- Attended a Remix training workshop at ODOT's Salem headquarters on October 24. Remix is a public transportation planning software platform used to design, evaluate, and test proposed system changes.
- Working with Kittelson & Associates, Inc. to schedule a stakeholder meeting to present progress and receive feedback for our *Coordinated Public Transit-Human Services Transportation Plan* (known as our CTP).
- Sunset Empire Transportation District has restored some transit service and the new Executive Director has recently started his tenure.

Grant Funding

- Submitted a grant application to the SDAO through their Safety and Security Grant Program for additional security enhancements to the Transit Center.
- Submitted a Letter of Interest (LOI) for ODOT's Rural Veterans Healthcare Transportation grant on September 11, and recently notified of partial funding approval. This is funding for the preservation of our existing project, as we have received funding for this program the past two years. We have been invited to submit a full application to outline any potential changes that could support additional funding. The deadline to submit has been extended to December 31, 2023 at 11:45 AM.

Facility/Property Management

- Renovations to TCTD Transit Center are continuing. Administration building renovations commence on November 13 on the Dispatch and breakroom areas. Substantial completion of all tasks scheduled for December 2023.
 - Attending bi-monthly project management meetings with contractor and PM consultant.

Operations/Vehicle Maintenance

- Making substantial progress in vehicle maintenance facility regarding inventory control and organization.
- Two, new category B buses have been delivered to Portland and are awaiting inspection. Delivery to the district could be by late November.

Tillamook County Transportation District
Board of Directors Regular Monthly Meeting
Wednesday, October 18, 2023 – 6:00PM
Transportation Building
3600 Third Street, Tillamook, OR
Meeting Minutes



1. **Call to Order:** Board Chair 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 (via ZOOM)
Gary Hanenkrat, Director
Linda Adler, Vice Chair
Jim Heffernan, Director
Marni Johnston, Treasurer
Jonathan Bean, Secretary
Thomas Fiorelli, Director

TCTD Staff

Brian Vitulli, General Manager
Cathy Bond, Finance Supervisor
Jules Deputy, Brokerage Manager
Michael Reed, Operations Superintendent/Interim Board Clerk

Guest

Tyler Hellner, Citizen
Will Chappel, Headlight Herald
Clayton Norrbom, Citizen
Jim LeNormand, Citizen
Madison LeNormand, Citizen
Parker LeNormand, Citizen
Jose Hernandez, Citizen
Bobbi Jo Hernandez, Citizen
Seward Whitfield, Citizen
Michael Thompson, Citizen
Steve Schwabe, Citizen
John Cline, Citizen
Vern Ressler, Citizen

4. **Announcements and Changes to Agenda:** Chair Johnson announced the following changes to the agenda:

Executive Session moved to item #5 on agenda, Public and Guest Comments moved to #6

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

GM Vitulli announces the resignation of Board Clerk Natalie Zuercher

5. **Executive Session:** 6:04pm-6:29pm

Convened under ORS 192.660(2)(d) to discuss labor negotiations, all guests and media excluded, attended by all board members present as well as GM Vitulli, OS Reed, FS Bond, BM Deputy.

There were no motions as a result of executive session.

6. **Public & Guest Comments:**

Chair Johnson cites ORS regarding performance comments in executive sessions.

Tyler Hellner makes public comments regarding drivers and asks the Board what they can do to lighten the load on drivers.

John Cline makes public comments regarding history of District and future direction of District, makes comments on investment in training/drivers, speaks about bonuses.

Vern Ressler makes public comments regarding his vet status and how he cannot get a ride to Vancouver due to driver shortage.

Seward Whitfield makes public comments that he is about ready to quit his job, thinks folks quit due to low morale.

STATE OF THE DISTRICT REPORT

7. **Financial Report:** FS Bond provided the final (pre-audit) June 2023 Financial and Grant Report as found on Board packet pages 1-15. Pages 16-22 payables for August 2023. August financials begin on page 23-40. Delivers comments regarding proper coding vs budget for next audit cycle. FS Bond went through each fund and offered detailed explanation for finances vs budget. No questions from Board.

8. **Service Measure Performance Report:** OS Reed provided service statistics and performance measures for the month of August 2023 as referenced on Board packet pages 41-51.

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

Attended zero emission bus conference in San Diego with Northwest Oregon Transit Alliance partners, next year it will be held in Philadelphia, gave updates on how that impacts TCTD and NWOTA partners. Updates Board on web domain issues, moving forward with nwconnector.org website.

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

Dir. Adler asks questions regarding propane facility, answered by GM Vitulli about timelines for implementation with propane.

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

Shared Q3 stats with the Board including 4400 calls answers in July, 4700 in August, 4900 calls in September. Hired 2 new employees to start on Oct 30th. Gives updates on drivers and providers. 12891 rides completed by volunteers in the last quarter.

Dir. Adler asks about where volunteers come from, which county.

Dir. Johnston asks about how they were recruited.

11. **General Manager Report:** GM Vitulli provided the following updates from Board packet pages 44-45 (see GM Report in packet for details):

- a. **Administration/Coordination**
- b. **Planning Development**
- c. **Grant Funding**
- d. **Facility/Property Development**
- e. **Operations and Vehicle Maintenance**

12. **Miscellaneous:** None.

CONSENT CALENDAR

13. Motion to Approve the Minutes of September 20, 2023 Regular Board Meeting

14. Motion to Approve August 2023 Financial Statement

15. Motion to Approve June 2023 Final Pre-Audit Financial Statement

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

Motion Passed

By Directors Hanenkrat, Adler, Bean
Fiorelli, Johnston, and Heffernan.

Board Chair Johnson (**Abstaining on Motion to Approve June 2023 Financials**)

ACTION ITEMS - NONE

16. **DISCUSSION ITEMS**

Staff Comments/Concerns:

General Manager Vitulli: None

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

Operations Superintendent Reed: None.

Financial Supervisor Bond: Thanks drivers for their attendance at meeting and acknowledges their efforts.

Brokerage Manager Deputy: None

17. Board of Directors Comments/Concerns:

Dir. Fiorelli: Thanks drivers and staff for giving input tonight. Makes statements regarding his history with transit planning. Looking forward to Oregon Active Transportation Summit in May. Encourages drivers to speak with him when he rides the bus.

Dir. Heffernan: Proud of District and the drivers are a big reason why he is proud of it.

Dir. Bean: Thanks the drivers, calls out drivers in attendance who he has rode with.

Dir. Adler: Thanks drivers for showing up, sharing, and acknowledges shortages.

Dir. Hanenkrat: Thanks all employees, drivers and staff.

Board Chair Johnson: Encourages drivers to bring concerns to Board, thanks District staff and calls out FS Bond specifically.

Dir. Johnston: Glad to see drivers and is thankful to staff.

Adjournment: Board Chair Johnson adjourned the meeting at 7:30 pm.

These minutes approved this 15th day of November 2023.

ATTEST:

Mary Johnson, Board Chair

Brian Vitulli, General Manager

TILLAMOOK COUNTY TRANSPORTATION DISTRICT POLICY

BUSINESS CREDIT CARD POLICY	Number: 3
Adopted by the Board of Directors on January 15, 2009 Last Reviewed: <u>November 15, 2023</u>	Pages: 1

Deleted: October 25, 2019

Purpose: TCTD credit card spending authority.

Credit Limit: The TCTD authorized credit card limit is \$25,000.

Deleted: 10,000

Approved User(s): The General Manager is the primary designated credit card holder. The General Manager may designate additional credit card users at his or her discretion.

Personal Use: Personal use of the District's Credit Cards is prohibited.

Receipts: Receipts must be turned into the finance department upon request. The finance department will reconcile the monthly statement and provide a monthly report to the Board.

General: In the event of a lost or stolen credit card, the user must report to the financial Institution and General Manager immediately upon discovery of loss.

Separation: Upon separation of employment, an authorized credit card user must return the card to the District along with a financial reconciliation of all expenditures prior to departing.

**TCTD Business Credit Card Policy
CERTIFICATE OF RECEIPT**

I, _____, certify that I have received a copy of the **TCTD Business Credit Card Policy** dated November 15, 2023. I understand that it is my responsibility to read and ask questions if necessary, regarding the Policy. I accept responsibility for understanding and complying with the District's policies.

Deleted: October 25, 2019

Employee Signature

Date

TILLAMOOK COUNTY TRANSPORTATION DISTRICT POLICY

CUSTOMER FEEDBACK	Number: 35
Adopted by the Board of Directors on * Last reviewed:	Pages: 3

PURPOSE: The purpose of this policy is to outline the Tillamook County Transportation District's (TCTD) customer feedback process to document customer feedback that is positive, negative, or neutral in nature.

SCOPE: This policy applies to all Tillamook County Transportation District (TCTD) employees who receive customer feedback (compliments and complaints) that are positive, negative, or neutral in nature.

POLICY:

1. TCTD General Manager

TCTD General Manager is responsible for initiating and approving District Policies and Procedures.

2. TCTD Administrative Assistant

TCTD Administrative Assistant is responsible for coordinating with the General Manager to maintain document control on all TCTD Policies and Procedures.

3. TCTD Operations Superintendent and/or Operations Coordinator

TCTD Operations Superintendent and/or Operations Coordinator are responsible for coordinating with the General Manager on all customer feedback forms received as soon as possible.

4. TCTD Other Administration Personnel

- a. TCTD Personnel who manage and supervise other employees must ensure those employees are trained in, understand, and comply with all TCTD Policies and Procedures.
- b. All training in TCTD Policies and Procedures must be documented, and training records forwarded to HR as appropriate.

5. Definitions

- a. **TCTD Customers** are users of the public transportation services provided by the District (The Wave) throughout northwest Oregon. Services include general public Dial-A-Ride, local deviated fixed route bus services, intercity and commuter bus services, and non-emergency medical transportation services.
- b. **Customer Feedback** is information provided by TCTD customers about the TCTD public transportation services and/or TCTD personnel providing those services. Customer feedback can be positive, negative, neutral, or general in nature. It can be received in a variety of ways, including but not limited to TCTD website, TCTD Facebook, email, phone call, letter, customer comment card, face-to-face conversation, or other means.

6. Customer Feedback (Compliment)

- a. Customer feedback documents received via USPS will be hand-delivered to the General Manager as soon as possible.
- b. The General Manager will review and coordinate with the department most affected by the customer feedback.
- c. For each customer feedback document received (letter, customer comment card, etc.), the Admin Assistant will create a service record in Ecolane. Ecolane automatically assigns a sequential service number to the new service record.
- d. The Admin Assistant will ensure a response in the form of a TCTD Post Card, email or phone call will be sent to the customer within 7 days. TCTD must have customer contact information in order to respond.
- e. All customer feedback documents must be scanned into Ecolane and attached to the appropriate service record. After scanning, the customer feedback document(s) can be shredded.
- f. After all actions have been completed, close out the service record in Ecolane.
- g. The status of open/closed customer feedback items will be reviewed on a weekly basis in the TCTD Staff Meeting.

7. Customer Feedback (Complaint)

- a. Customer feedback documents received via USPS will be hand-delivered to the General Manager as soon as possible.
- b. The General Manager will review and coordinate with the department most affected by the customer feedback.
- c. For each customer feedback document received (letter, customer comment card, etc.), the Admin Assistant will create a service record in Ecolane. Ecolane automatically assigns a sequential service number to the new service record.
- d. The Administrative Assistant will notify General Manager, Operations Superintendent and Operations Coordinator via email and **as soon as possible**, of any complaints received. Notification must be made no later than end of day it was received.

- e. The Operations Superintendent or designee is responsible to initiate a phone call to complainant as soon as possible to:
 - 1. Acknowledge receipt of complaint
 - 2. Verify details and safety status
 - 3. Confirm TCTD will provide a written response within 7 days
- f. The Operations Superintendent or designee is responsible to initiate an investigation, gather data and maintain confidentiality.
 - 1. Coordinate with General Manager to determine need for legal counsel
 - 2. Review data, communication records, documents, tablets, video
 - 3. Contact and speak with passengers, driver, and other witnesses as appropriate.
- g. The Operations Superintendent or designee is responsible to identify, and document causes and corrective actions.
 - 1. Notify any internal employees that may be impacted by the cause or corrective actions.
 - 2. Document cause of investigation and corrective action to be taken, any follow-up and date corrective action must be completed.
- h. The Operations Superintendent is responsible to ensure a written response (using complaint response Form Letter) is sent to the customer within 7 days. TCTD must have customer contact information to be able to respond.
- i. All customer feedback documents must be scanned into Ecolane and attached to the appropriate service record. After scanning, the customer feedback document(s) can be shredded.
- j. After all actions have been completed, the service record is closed out in Ecolane.
- k. On a weekly basis report on the status of open/closed customer feedback items.

Acknowledgement

I have received a copy of the Customer Feedback policy. I have read and understand the policy.

(Print your name)

(Signature)

(Date)