

Tillamook County Transportation District

Normal Trial Balance

From 11/1/2023 Through 11/30/2023

B. C. [Signature]
1/12/2024

Account Code	Account Title	Debit Balance	Credit Balance
1001	General Checking Account #4558	441,106.36	
1006	Payroll Checking #5614	116,756.28	
1009	NW RIDES ACCOUNT #8510	905,090.75	
1011	Prop. Mgmt. Checking #7071	17,794.59	
1020	LGIP1020 #5879	1,321,212.46	
1030	LGIP1030 #5931	1,897,187.22	
1035	LGIP1035 #6518	318,295.14	
1040	Petty Cash	200.00	
Report Total		5,017,642.80	0.00
Report Difference		5,017,642.80	

Tillamook County Transportation District

Financial Statement

01 - General Fund

From 11/1/2023 Through 11/30/2023

	Current Period Actual	Current Period Budget	Current Year Actual	Total Budget	Total Budget Variance	42%
Resources						
Working Capital	3500	0.00	85,272.92	1,023,275.00	(1,023,275.00)	0.00%
Fares	4000	14,901.89	19,583.33	235,000.00	(152,375.89)	35.15%
Contract Revenue	4020	22,172.54	78,027.25	936,327.00	(754,620.66)	19.40%
Property Tax	4100	943,734.84	97,180.25	1,166,163.00	(212,462.50)	81.78%
Past Years Property Tax	4110	4,572.27	2,083.33	25,000.00	(14,089.39)	43.64%
State Timber Revenue	4120	67,183.22	30,687.08	368,245.00	(221,662.85)	39.80%
Mass Transit State Payroll Tax	4130	0.00	7,791.67	93,500.00	(11,947.68)	87.22%
Capital Grants	4210	0.00	115,436.25	1,385,235.00	(1,385,235.00)	0.00%
Grants - FTA 5311	4220	0.00	152,104.58	1,825,255.00	(1,194,829.00)	34.53%
Grants - 5311 (f)	4240	0.00	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	(26,695.00)	6.54%
Special Bus Operations	4300	0.00	88.17	1,058.00	(1,058.00)	0.00%
Miscellaneous Income	4400	57.64	7,366.75	88,401.00	(82,544.06)	6.62%
Sale of Assets - Income	4410	0.00	250.00	3,000.00	(3,000.00)	0.00%
Interest Income	4510	3,149.22	2,083.33	25,000.00	(18,229.94)	27.08%
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>1,055,771.62</u>	<u>2,263,074.03</u>	<u>8,993,365.00</u>	<u>(6,730,290.97)</u>	<u>25.16%</u>
Expenses						
Personnel Services						
Payroll: Administration	5010	30,402.51	41,039.67	492,476.00	309,851.08	37.08%
Payroll: Dispatch	5020	7,705.12	13,695.83	164,350.00	141,578.16	13.85%
Payroll: Drivers	5030	72,343.23	108,836.67	1,306,040.00	905,348.02	30.67%

Tillamook County Transportation District

Financial Statement

01 - General Fund

From 11/1/2023 Through 11/30/2023

	Current Period Actual	Current Period Budget	Current Year Actual	Total Budget	Total Budget Variance	42%
5040 Payroll: Maintenance	10,933.81	13,656.25	45,832.48	163,875.00	118,042.52	27.96%
5050 Payroll Expense	12,044.00	14,375.58	65,708.15	172,507.00	106,798.85	38.09%
5051 Payroll Healthcare	36,908.53	45,385.00	180,181.12	544,620.00	364,438.88	33.08%
5052 Payroll Retirement	3,721.04	7,461.09	24,951.83	89,533.00	64,581.17	27.86%
5053 Payroll Veba	3,034.76	3,525.00	17,089.61	42,300.00	25,210.39	40.40%
Workers Compensation Ins.	0.00	2,666.67	39,899.81	32,000.00	(7,899.81)	124.68%
Total Personnel Services	177,093.00	250,641.76	979,751.74	3,007,701.00	2,027,949.26	32.57%
Materials and Services						
5100 Professional Services	30,492.55	10,375.00	73,382.90	124,500.00	51,117.10	58.94%
5103 Planning	0.00	2,380.50	0.00	28,566.00	28,566.00	0.00%
5120 Dues & Subscriptions	99.98	895.00	6,919.90	10,740.00	3,820.10	64.43%
5140 Office Equipment R&R	0.00	308.33	0.00	3,700.00	3,700.00	0.00%
5145 Computer R&M	1,610.30	2,043.92	8,199.67	24,527.00	16,327.33	33.43%
5150 Fees & Licenses	149.98	1,872.75	21,869.41	22,473.00	603.59	97.31%
5160 Insurance	762.00	12,078.50	762.00	144,942.00	144,180.00	0.52%
5170 Office Expense	614.71	854.17	4,803.20	10,250.00	5,446.80	46.86%
5175 Board Expense	1,784.56	1,487.08	12,458.25	17,845.00	5,386.75	69.81%
5180 Operational Expense	10,158.96	3,653.17	25,397.53	43,838.00	18,440.47	57.93%
5185 Drug & Alcohol Administration	0.00	125.00	315.00	1,500.00	1,185.00	21.00%
5190 Marketing	1,554.28	6,973.75	8,460.26	83,685.00	75,224.74	10.10%
5210 Telephone Expense	1,060.11	1,347.75	6,861.62	16,173.00	9,311.38	42.42%
5220 Travel & Training	100.00	1,833.34	1,659.49	22,000.00	20,340.51	7.54%
5240 Vehicle Expense	8,549.05	12,500.00	129,002.41	150,000.00	20,997.59	86.00%
5245 Diesel & Gasoline Fuel	0.00	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	68.75	105.67	539.35	1,268.00	728.65	42.53%

Tillamook County Transportation District

Financial Statement

01 - General Fund

From 11/1/2023 Through 11/30/2023

	Current Period Actual	Current Period Budget	Current Year Actual	Total Budget	Total Budget Variance	42%
5266 Member Mileage Reimbursement	0.00	0.00	5,000.00	0.00	(5,000.00)	0.00%
5270 Mgmt/Labor Recreation Fund	290.73	332.08	1,865.79	3,985.00	2,119.21	46.82%
5281 Office Rent	3,300.00	1,075.00	3,300.00	12,900.00	9,600.00	25.58%
5285 Transit Center Maint	1,372.92	1,695.67	6,202.00	20,348.00	14,146.00	30.47%
5346 Operations Facility Maint.	150.08	350.00	2,029.28	4,200.00	2,170.72	48.31%
Total Materials and Services	62,118.96	96,136.68	420,980.81	1,153,640.00	732,659.19	36.49%
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	0.00	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	3,188.60	12,379.00	11,585.85	148,548.00	136,962.15	7.79%
Total Capital Purchases	3,188.60	194,636.08	106,074.35	2,335,633.00	2,229,558.65	4.54%
Total Capital Outlay	3,188.60	194,636.08	106,074.35	2,335,633.00	2,229,558.65	4.54%
Total Expenses	242,400.56	700,427.02	1,506,806.90	8,405,124.00	6,898,317.10	17.93%

Tillamook County Transportation District
Financial Statement

02 - Property Management Fund
From 11/1/2023 Through 11/30/2023

	Current Period Actual	Current Period Budget	Current Year Actual	Total Budget	Total Budget Variance	42%
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	6,800.00	36,000.00	(29,200.00)	18.88%
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>7,585.45</u>	<u>109,911.00</u>	<u>(102,325.55)</u>	<u>6.90%</u>
Expenses						
Materials and Services						
Professional Services	0.00	166.67	0.00	2,000.00	2,000.00	0.00%
Property Operating Expense	1,993.70	2,383.33	9,088.89	28,600.00	19,511.11	31.77%
Property Maint. & Repair	4,645.28	2,932.67	20,305.84	35,192.00	14,886.16	57.70%
Total Materials and Services	<u>6,638.98</u>	<u>5,482.67</u>	<u>29,394.73</u>	<u>65,792.00</u>	<u>36,397.27</u>	<u>44.68%</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	5,479.32	10,959.00	5,479.68	49.99%
OTIB Loan 0061	0.00	2,192.50	13,155.22	26,310.00	13,154.78	50.00%
Total Debt Service	<u>0.00</u>	<u>3,676.58</u>	<u>18,634.54</u>	<u>44,119.00</u>	<u>25,484.46</u>	<u>42.24%</u>
Capital Purchases						
Building Repair & Renovation	101,460.92	0.00	177,065.44	0.00	(177,065.44)	0.00%
Total Capital Purchases	<u>101,460.92</u>	<u>0.00</u>	<u>177,065.44</u>	<u>0.00</u>	<u>(177,065.44)</u>	<u>0.00%</u>
Total Capital Outlay	<u>101,460.92</u>	<u>3,676.58</u>	<u>195,699.98</u>	<u>44,119.00</u>	<u>(151,580.98)</u>	<u>443.57%</u>
Total Expenses	<u>108,099.90</u>	<u>9,159.25</u>	<u>225,094.71</u>	<u>109,911.00</u>	<u>(115,183.71)</u>	<u>204.80%</u>

Tillamook County Transportation District

Financial Statement

04 - Capital Reserve Fund

From 11/1/2023 Through 11/30/2023

	Current Period Actual	Current Period Budget	Current Year Actual	Total Budget	Total Budget Variance	42%
Resources						
Working Capital	3500	0.00	71,416.67	857,000.00	(857,000.00)	0.00%
Interest Income	4510	7,764.75	37,678.80	25,000.00	12,678.80	150.71%
Total Resources		<u>7,764.75</u>	<u>37,678.80</u>	<u>882,000.00</u>	<u>(844,321.20)</u>	<u>4.27%</u>
Expenses						
Materials and Services						
Fees & Licenses	5150	0.00	0.10	0.00	(0.10)	0.00%
Total Materials and Services		<u>0.00</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	73,500.00	882,000.00	882,000.00	0.00%
Total Transfers		<u>0.00</u>	<u>73,500.00</u>	<u>882,000.00</u>	<u>882,000.00</u>	<u>0.00%</u>
Total Expenses		<u>0.00</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 11/1/2023 Through 11/30/2023

	Current Period Actual	Current Period Budget	Current Year Actual	Total Budget	Total Budget Variance	42%
Resources						
Working Capital	3500	0.00	2,852.08	34,225.00	(34,225.00)	0.00%
Transfer From General Fund	4911	0.00	250.00	3,000.00	(3,000.00)	0.00%
Total Resources		0.00	3,102.08	37,225.00	(37,225.00)	0.00%
Expenses						
Transfers						
Reserve for Future Expenditure	9175	0.00	3,102.08	37,225.00	37,225.00	0.00%
Total Transfers		0.00	3,102.08	37,225.00	37,225.00	0.00%
Total Expenses		0.00	3,102.08	37,225.00	37,225.00	0.00%

Tillamook County Transportation District

Financial Statement

06 - Bus Wash Maintenance Reserve

From 11/1/2023 Through 11/30/2023

	Current Period Actual	Current Period Budget	Current Year Actual	Total Budget	Total Budget Variance	42%
Resources						
Working Capital	3500	1,928.33	0.00	23,140.00	(23,140.00)	0.00%
Total Resources	0.00	1,928.33	0.00	23,140.00	(23,140.00)	0.00%
Expenses						
Transfers						
Reserve for Future Expenditure	9175	1,928.33	0.00	23,140.00	23,140.00	0.00%
Total Transfers	0.00	1,928.33	0.00	23,140.00	23,140.00	0.00%
Total Expenses	0.00	1,928.33	0.00	23,140.00	23,140.00	0.00%

Tillamook County Transportation District

Financial Statement

08 - Northwest Oregon Transit Allia

From 11/1/2023 Through 11/30/2023

	Current Period Actual	Current Period Budget	Current Year Actual	Total Budget	Total Budget Variance	42%
Resources						
Working Capital						
NWOTA Partner Cont. Match	3500	0.00	6,666.67	80,000.00	(80,000.00)	0.00%
Transfer From General Fund	4225	0.00	15,301.33	183,616.00	(159,616.00)	13.07%
Transfer from STIF Fund	4911	0.00	100,748.00	1,208,976.00	(1,208,976.00)	0.00%
	4918	0.00	13,333.33	160,000.00	(160,000.00)	0.00%
Total Resources		<u>0.00</u>	<u>136,049.33</u>	<u>1,632,592.00</u>	<u>(1,608,592.00)</u>	<u>1.47%</u>
Expenses						
Materials and Services						
Professional Services	5100	0.00	416.67	5,000.00	1,340.50	73.19%
Administrative Support	5101	0.00	2,083.33	25,000.00	19,602.20	21.59%
Website Maintenance	5102	0.00	1,250.00	15,000.00	10,555.01	29.63%
Marketing	5190	625.00	3,333.33	40,000.00	8,866.33	77.83%
Travel & Training	5220	76.96	833.33	10,000.00	4,598.80	54.01%
Total Materials and Services		<u>701.96</u>	<u>7,916.66</u>	<u>95,000.00</u>	<u>44,962.84</u>	<u>52.67%</u>
Transfers						
Transfer to General Fund	9130	0.00	250.00	3,000.00	3,000.00	0.00%
Unappropriated Ending Fund Bal	9180	0.00	13,801.33	165,616.00	165,616.00	0.00%
Total Transfers		<u>0.00</u>	<u>14,051.33</u>	<u>168,616.00</u>	<u>168,616.00</u>	<u>0.00%</u>
Capital Outlay						
Capital Purchases						
Bus Stop Signage/Shelters	6040	0.00	114,081.33	1,368,976.00	1,368,976.00	0.00%
Total Capital Purchases		<u>0.00</u>	<u>114,081.33</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>1,368,976.00</u>	<u>1,368,976.00</u>	<u>0.00%</u>
Total Expenses		<u>701.96</u>	<u>136,049.32</u>	<u>1,632,592.00</u>	<u>1,582,554.84</u>	<u>3.06%</u>

Tillamook County Transportation District

Financial Statement

09 - NW RIDES ACCOUNT

From 11/1/2023 Through 11/30/2023

	Current Period Actual	Current Period Budget	Current Year Actual	Total Budget	Total Budget Variance	42%
Resources						
Working Capital	0.00	8,333.33	0.00	100,000.00	(100,000.00)	0.00%
NWR Revenue	384,401.33	373,966.42	2,094,788.43	4,487,597.00	(2,392,808.57)	46.67%
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>384,401.33</u>	<u>382,366.42</u>	<u>2,094,788.43</u>	<u>4,913,397.00</u>	<u>(2,818,608.57)</u>	<u>42.63%</u>
Expenses						
Personnel Services						
Payroll: Administration	22,660.31	32,731.75	113,336.24	392,781.00	279,444.76	28.85%
Payroll: Indirect	1,039.80	1,771.25	5,199.00	21,255.00	16,056.00	24.46%
Payroll Expense	2,114.26	2,994.58	11,095.05	35,935.00	24,839.95	30.87%
Payroll Healthcare	4,474.00	8,683.50	51,248.03	104,202.00	52,953.97	49.18%
Payroll Retirement	2,688.43	2,630.17	8,971.43	31,562.00	22,590.57	28.42%
Payroll Veba	645.66	1,233.75	5,080.36	14,805.00	9,724.64	34.31%
Workers Compensation Ins.	0.00	41.67	0.00	500.00	500.00	0.00%
Total Personnel Services	<u>33,622.46</u>	<u>50,086.67</u>	<u>194,930.11</u>	<u>601,040.00</u>	<u>406,109.89</u>	<u>32.43%</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	508.90	225.00	1,786.96	2,700.00	913.04	66.18%
Computer R&M	2,199.45	1,768.08	12,057.64	21,217.00	9,159.36	56.83%
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	214.77	416.67	1,676.56	5,000.00	3,323.44	33.53%
Operational Expense	338.50	125.00	1,235.31	1,500.00	264.69	82.35%
Telephone Expense	2,589.76	1,608.33	10,109.46	19,300.00	9,190.54	52.38%

Tillamook County Transportation District

Financial Statement

09 - NW RIDES ACCOUNT

From 11/1/2023 Through 11/30/2023

	Current Period Actual	Current Period Budget	Current Year Actual	Total Budget	Total Budget Variance	42%
Travel & Training	5220	0.00	125.00	76.92	1,500.00	1,423.08
Postage	5260	9.95	41.67	19.90	500.00	480.10
Purchased Transportation	5265	19,339.00	299,235.67	953,757.82	3,590,828.00	2,637,070.18
Member Mileage Reimbursement	5266	30,000.00	13,310.42	120,000.00	159,725.00	39,725.00
Volunteer Mileage Reimburse	5267	35,714.27	10,521.92	168,229.71	126,263.00	(41,966.71)
Office Rent	5281	0.00	400.00	0.00	4,800.00	4,800.00
Property Operating Expense	5300	0.00	250.00	0.00	3,000.00	3,000.00
Total Materials and Services		90,914.60	333,375.02	1,269,970.28	4,000,500.00	2,730,529.72
Transfers						
Reserve for Future Expenditure	9175	0.00	25,988.08	0.00	311,857.00	311,857.00
Total Transfers		0.00	25,988.08	0.00	311,857.00	311,857.00
Total Expenses		124,537.06	409,449.77	1,464,900.39	4,913,397.00	3,448,496.61

Tillamook County Transportation District
Financial Statement

10 - STIF

From 11/1/2023 Through 11/30/2023

	Current Period Actual	Current Period Budget	Current Year Actual	Total Budget	Total Budget Variance	42%
Resources						
Working Capital						
3500	0.00	42,818.83	0.00	513,826.00	(513,826.00)	0.00%
STIF Formula						
4135	110,009.00	25,361.83	315,628.00	304,342.00	11,286.00	103.70%
STIF Intercommunity						
4136	0.00	11,666.67	0.00	140,000.00	(140,000.00)	0.00%
STIF Discretionary						
4137	0.00	38,504.00	0.00	462,048.00	(462,048.00)	0.00%
Interest Income						
4510	867.48	0.00	2,667.29	0.00	2,667.29	0.00%
Total Resources	110,876.48	118,351.33	318,295.29	1,420,216.00	(1,101,920.71)	22.41%
Expenses						
Materials and Services						
Fees & Licenses						
5150	0.00	0.00	0.15	0.00	(0.15)	0.00%
Total Materials and Services	0.00	0.00	0.15	0.00	(0.15)	0.00%
Special Payments						
STF Payments to Recipients						
5200	0.00	1,766.00	0.00	21,192.00	21,192.00	0.00%
STIF Payments to Recipients						
5201	0.00	1,471.75	0.00	24,861.00	24,861.00	0.00%
Total Special Payments	0.00	3,237.75	0.00	46,053.00	46,053.00	0.00%
Transfers						
Transfer to General Fund						
9130	0.00	64,107.00	0.00	769,284.00	769,284.00	0.00%
Reserve for Future Expenditure						
9175	0.00	42,818.83	0.00	513,826.00	513,826.00	0.00%
Unappropriated Ending Fund Bal						
9180	0.00	7,587.75	0.00	91,053.00	91,053.00	0.00%
Total Transfers	0.00	114,513.58	0.00	1,374,163.00	1,374,163.00	0.00%
Total Expenses	0.00	117,751.33	0.15	1,420,216.00	1,420,215.85	0.00%

Tillamook County Transportation District

Check/Voucher Register

1001 - General Checking Account #4558

From 11/1/2023 Through 11/20/2023

Docume... Number	Document Date	Transaction Amount	Payee	Transaction Description
18241	11/2/2023	0.00		
18241	11/2/2023	4,049.82	Bullard Law, P.C.	LEGAL SERVICES/ATU NEGOTIATIONS
18242	11/2/2023	0.00		
18242	11/2/2023	90.00	INNOVA LEGAL ADVISORS	SEPTEMBER PROFESSIONAL SERVICES
18243	11/2/2023	0.00		
18243	11/2/2023	2,597.89	KITTELSON & ASSOCIATES, INC.	COORDINATED PLAN GRANT 35137
18244	11/2/2023	100.00	CATHY BOND	DOT MEDICAL CARD
18245	11/2/2023	40.00	CENTURYLINK	LOCAL PHONE SERVICE 10/21-11/20/23
18246	11/2/2023	95.00	James LeNormand	DOT MEDICAL CARD
18247	11/2/2023	254.00	PACIFIC SOURCE	PACIFIC SOURCE OCTOBER 2023
18248	11/2/2023	54.49	PORTLAND GENERAL	70X ELECTRICAL 9/22-10/23/23
18249	11/2/2023	2,971.60	PLANNING SOLUTIONS	211687 TCTD KITCHEN/DISPATCH/TRANSIT
18250	11/2/2023	58.52	RANDALL BICE	DRIVER TRAINING
18251	11/2/2023	56.07	Tillamook PUD	TRANSIT ELECTRIC 9/12-10/12/23
18251	11/2/2023	47.64	Tillamook PUD	LB ELECTRIC 9/12-10/12/23
18251	11/2/2023	36.45	Tillamook PUD	SB ELECTRIC 9/12-10/12/23
18252	11/2/2023	59.95	VANIR BROADBAND, INC.	INTERNET ACESS FEE NOV 2023
18253	11/13/2023	4,465.92	HRA VEBA TRUST	AP BENEFITS 9.30.2023-HRA VEBA
18254	11/13/2023	54,444.70	SPECIAL DISTRICTS INS. SERVICE	AP BENEFITS 9.30.2023
18255	11/15/2023	744.27	ABILA	ABILA MANAGED PLAN 11/15-12/14/2023
18256	11/15/2023	619.31	ASTOUND	OCTOBER 2023
18257	11/15/2023	582.61	CINTAS	OCTOBER 2023
18258	11/15/2023	68.20	COUNTRY MEDIA	PUBLIC MEETING NOTICE
18259	11/15/2023	47.95	CRYSTAL AND SIERRA SPRINGS	WATER SERVICE OCT 2023
18260	11/15/2023	398.51	O'REILLY AUTOMOTIVE STORES	OCTOBER 2023
18261	11/15/2023	1,614.40	FleetPride, Inc.	OCTOBER 2023
18262	11/15/2023	154.72	Fred Meyer Customer Charges	OCTOBER 2023
18262	11/15/2023	693.89	Fred Meyer Customer Charges	OCTOBER 2023
18263	11/15/2023	95.00	IAN JONES	DOT MEDICAL CARD
18264	11/15/2023	1,129.79	JOHN DREESZEN	ZEB CONFERENCE
18265	11/15/2023	1,657.82	Les Schwab Tire Center	OCTOBER 2023
18266	11/15/2023	1,330.07	Marie Mills Bus Fares	JANITORIAL TVC OCT 2023
18266	11/15/2023	11.49	Marie Mills Bus Fares	JANITORIAL SUPPLIES TVC OCT 2023
18267	11/15/2023	5,222.58	DAVISON AUTO PARTS, INC.	OCTOBER 2023
18268	11/15/2023	499.98	Office Depot Credit Plan	FINANCIAL/ADMIN DESK SCANNERS
18269	11/15/2023	2,583.00	PECK RUBANOFF & HATFIELD PC	PROFESSIONAL SERVICES SEPT 2023
18270	11/15/2023	3,317.13	PREMIER TRUCK GROUP	OCTOBER 2023
18271	11/15/2023	308.75	R & W ENGINEERING, INC.	PROFESSIONAL SERVICE
18272	11/15/2023	102.73	Rosenberg Builders Supply	OCTOBER 2023
18273	11/15/2023	1,261.50	SARAH LU HEATH	ZEB CONFERENCE
18274	11/15/2023	302.70	Schetky Northwest Sales, Inc.	OCTOBER 2023
18275	11/15/2023	4,250.00	SDAO	SDAO-SDIS MEMBERSHIP DUES
18276	11/15/2023	95.00	STEVEN FERRARA	DOT MEDICAL CARD
18277	11/15/2023	42.85	TILLAMOOK CITY UTILITIES	TVC WATER 10/1-10/31/2023
18278	11/15/2023	2,187.50	TRANSIT HAPPY	OCTOBER 2023
18278	11/15/2023	14,028.00	TRANSIT HAPPY	Intersection inv#311704/Lamar inv#432879
18279	11/15/2023	13,200.00	TRILLIUM SOLUTIONS, INC.	FEES/LICENSE WEBSITE
18280	11/15/2023	4,355.23	Elan Financial Services	OCTOBER 2023
18281	11/15/2023	59.95	VANIR BROADBAND, INC.	DEC 2023 INTERNET ACESSS FEE
18282	11/15/2023	400.80	VERIZON	TABLET SERVICE SEP 27-OCT 26 2023
18283	11/15/2023	285.00	JORDAN RAMIS, PC	BOARD LEGAL FEES OCT 2023
ACH	11/20/2023	6,019.27	Elan Financial Services	UMPQUA
11.20.23				

Tillamook County Transportation District

Check/Voucher Register

1001 - General Checking Account #4558

From 11/1/2023 Through 11/20/2023

<u>Docume...</u> <u>Number</u>	<u>Document</u> <u>Date</u>	<u>Transaction</u> <u>Amount</u>	<u>Payee</u>	<u>Transaction Description</u>
Report Total		137,092.05		

Tillamook County Transportation District

Check/Voucher Register

1006 - Payroll Checking #5614

From 11/1/2023 Through 11/30/2023

Document Number	Document Date	Transaction Amount	Payee	Transaction Description
5798	11/30/2023	851.18	ATU LOCAL #757	AP DUES 11.2023
5799	11/30/2023	3,680.42	HRA VEBA TRUST	AP VEBA 11.2023
ACH AFLAC 11.23	11/30/2023	600.36	AFLAC	AP AFLAC 11.2023
Report Total		5,131.96		

Tillamook County Transportation District

Check/Voucher Register

1009 - NW RIDES ACCOUNT #8510

From 11/1/2023 Through 11/30/2023

Docume... Number	Document Date	Transaction Amount	Payee	Transaction Description
4098	11/2/2023	217.00	MEDIX AMBULANCE	NWR AFTER HOURS PHONE SERVICE
4099	11/2/2023	57.40	CENTURYLINK	LOCAL PHONE SERVICE 10/21-11/20/23
4100	11/2/2023	252.00	MEDIX AMBULANCE	NWR AFTER HOUR PHONE SERVICE
4101	11/9/2023	2,676.22	JANNA SMITH	OCT 2023 VOLUNTEER PAYMENTS
4102	11/9/2023	1,453.53	JOY WINKELHAKE	OCTOBER 2023 VOLUNTEER PAYMENTS
4103	11/9/2023	4,963.12	KANDIS LIDAY	OCTOBER 2023 VOLUNTEER PAYMENTS
4104	11/9/2023	1,107.32	LEANN CHUINARD	OCTOBER 2023 VOLUNTEER PAYMENTS
4105	11/9/2023	4,874.72	SEAN REKART	OCTOBER 2023 VOLUNTEER PAYMENTS
4106	11/9/2023	3,633.96	WILLIAM NERENBERG	OCT 2023 VOLUNTEER PAYMENT
4107	11/15/2023	1,525.59	ASTOUND	OCTOBER 2023
4108	11/15/2023	47.95	CRYSTAL AND SIERRA SPRINGS	WATER SERVICE OCT 2023
4109	11/15/2023	37.06	Fred Meyer Customer Charges	OCTOBER 2023
4110	11/15/2023	117.90	Elan Financial Services	OCTOBER 2023
4112	11/22/2023	857.10	GenXsys Solutions, LLC	DECEMBER 2023 MANAGED SERVICE FUND
4112	11/22/2023	875.00	GenXsys Solutions, LLC	DECEMBER 2023 NWR COMPUTER SUPPORT SERVICE
4112	11/22/2023	467.35	GenXsys Solutions, LLC	DECEMBER 2023 SERVER STORAGE VIRUS PLAN
4112	11/22/2023	92.50	Oregon State Police	NWR BACKGROUND CHECK
4113	11/22/2023	115.32	Office Depot Credit Plan	NOVEMBER 2023 OFFICE SUPPLIES
4114	11/22/2023	4,461.00	K & M MEDIVAN	10/1-10/7/23
4114	11/22/2023	2,994.00	K & M MEDIVAN	10/15-10/21/2023
4114	11/22/2023	6,354.00	K & M MEDIVAN	10/22-10/31/2023
4114	11/22/2023	4,421.00	K & M MEDIVAN	10/9-10/14/2023
4115	11/22/2023	26,704.00	RYANS TRANSPORTATION SERVICE	10/1-10/7/2023
4115	11/22/2023	27,284.00	RYANS TRANSPORTATION SERVICE	10/15-10/21/23
4115	11/22/2023	40,026.00	RYANS TRANSPORTATION SERVICE	10/22-10/31/2023
4115	11/22/2023	27,092.50	RYANS TRANSPORTATION SERVICE	10/8-10/14/2023
4116	11/30/2023	39,680.02	CareOregon	NWR TRUE UP Q1 2023 GAINSHARE
ACH POA 11.2023	11/30/2023	508.90	Pacific Office Automation	COPIER LEASE
Report Total		202,896.46		

Tillamook County Transportation District

Check/Voucher Register

1011 - Prop. Mgmt. Checking #7071

From 11/1/2023 Through 11/30/2023

<u>Docume...</u> <u>Number</u>	<u>Document</u> <u>Date</u>	<u>Transaction</u> <u>Amount</u>	<u>Payee</u>	<u>Transaction Description</u>
4604	11/2/2023	1,575.00	CHRISSY'S CLEANING SERVICE	JANITORIAL SERVICES 10/1-10/31/2023
4605	11/2/2023	56,700.43	CREATIVE CONTRACTING	GRANT 35193
4606	11/2/2023	867.50	Tillamook PUD	ADMIN ELECTRIC 9/12-10/12/23
4607	11/15/2023	182.80	City Sanitary Service	10/1-10/31/23 CARDBOARD RENT/RECYCLE 1.5YD 1XW
4608	11/15/2023	561.27	Marie Mills Bus Fares	JANITORIAL ADMIN OFFICE 10.2023
4608	11/15/2023	49.79	Marie Mills Bus Fares	ADMIN JANITORIAL SUPPLIES OCT 2023
4609	11/15/2023	60.26	Rosenberg Builders Supply	OCTOBER 2023
4610	11/15/2023	406.13	TILLAMOOK CITY UTILITIES	10/1-10/31/23 WATER/ SEWER
4612	11/22/2023	<u>650.00</u>	IconiPro Security & Alarms	ANNUAL FIRE ALARM EXPECTATION
Report Total		<u>61,053.18</u>		

Tillamook County Transportation District
Financial Statement
01 - General Fund

From 11/1/2023 Through 11/30/2023

	Current Period Actual	Current Period Budget	Current Year Actual	Total Budget	Total Budget Variance	42%
Resources						
Working Capital	3500	0.00	85,272.92	1,023,275.00	(1,023,275.00)	0.00%
Fares	4000	14,901.89	19,583.33	235,000.00	(152,375.89)	35.15%
Contract Revenue	4020	22,172.54	78,027.25	936,327.00	(754,620.66)	19.40%
Property Tax	4100	943,734.84	97,180.25	1,166,163.00	(212,462.50)	81.78%
Past Years Property Tax	4110	4,572.27	2,083.33	25,000.00	(14,089.39)	43.64%
State Timber Revenue	4120	67,183.22	30,687.08	368,245.00	(221,662.85)	39.80%
Mass Transit State Payroll Tax	4130	0.00	7,791.67	93,500.00	(11,947.68)	87.22%
Capital Grants	4210	0.00	115,436.25	1,385,235.00	(1,385,235.00)	0.00%
Grants - FTA 5311	4220	0.00	152,104.58	1,825,255.00	(1,194,829.00)	34.53%
Grants - 5311 (f)	4240	0.00	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	(26,695.00)	6.54%
Special Bus Operations	4300	0.00	88.17	1,058.00	(1,058.00)	0.00%
Miscellaneous Income	4400	57.64	7,366.75	88,401.00	(82,544.06)	6.62%
Sale of Assets - Income	4410	0.00	250.00	3,000.00	(3,000.00)	0.00%
Interest Income	4510	3,149.22	2,083.33	25,000.00	(18,229.94)	27.08%
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>1,055,771.62</u>	<u>2,263,074.03</u>	<u>8,993,365.00</u>	<u>(6,730,290.97)</u>	<u>25.16%</u>
Expenses						
Personnel Services						
Payroll: Administration	5010	30,402.51	41,039.67	492,476.00	309,851.08	37.08%
Payroll: Dispatch	5020	7,705.12	13,695.83	164,350.00	141,578.16	13.85%
Payroll: Drivers	5030	72,343.23	108,836.67	1,306,040.00	905,348.02	30.67%

#NAME?

Date

Vendor

UMPQUA BANK: CLOSING DATE 11/24/2023

Description of Transaction

Amount

CATHY BOND

10/26/23	Language Line	NWR Phone/Interpreter	\$55.30
10/30/23	Language Line	NWR Phone/Interpreter	\$11.85
10/30/23	Language Line	NWR Phone/Interpreter	\$90.85
10/30/23	Language Line	NWR Phone/Interpreter	\$15.80
10/30/23	Language Line	NWR Phone/Interpreter	\$19.75
11/01/23	Language Line	NWR Phone/Interpreter	\$15.80
11/01/23	Language Line	NWR Phone/Interpreter	\$94.80
11/03/23	Language Line	NWR Phone/Interpreter	\$39.50
11/03/23	Endicia	NWR Postage	\$9.95
11/06/23	Adobe Inc	Financial Computer Software	\$29.99
11/08/23	Language Line	NWR Phone/Interpreter	\$39.50
11/13/23	Language Line	NWR Phone/Interpreter	\$63.20
11/13/23	FieldPrint	NWR Background Check	\$12.50
11/13/23	Language Line	NWR Phone/Interpreter	\$39.50
11/15/23	FieldPrint	TCTD Background Check	\$12.50
11/16/23	Onstar Data Plan AT&T	Onstar Activation	\$15.00
11/20/23	Amazon Prime	Subscription	\$14.99
11/22/23	Language Line	NWR Phone/Interpreter	\$7.90
11/22/23	Endicia	Operations Expense+A1:D43-Shelving	\$29.99
11/22/23	Iron Mountain	Office-Shredder	\$183.46
11/22/23	Amazon	Operation Supplies-Storage Containers	\$168.00
11/24/23	Positive Promotions	TCTD Holiday Gifts	\$885.59
11/24/23	Adobe Inc	Admin Computer Software	\$84.99
			\$1,940.71

BRIAN VITULLI

11/06/23	Home Depot	Operation Expense-Shelving	\$2,902.56
11/06/23	Home Depot	Operation Expense-Shelving	\$26.91
11/15/23	Marias Taqueria	CBA Meeting Meal	\$39.60

\$2,915.25**MIKE REED**

10/25/2023	Acadelco TDS	Maintenance Program	\$45.00
11/9/2023	Fred Meyer	Operation Expense-Shelving	\$129.99
11/13/2023	Werner Beef & Brew	TCTD Lunch	\$99.94
11/14/2023	USPS	Postage	\$9.95
11/15/2023	Averill Recycling	Dump Fee	\$32.84
11/15/2023	Home Depot	Operations Expense-Shelving	\$541.10
11/16/2023	Averill Recycling	Dump Fee	\$35.13
11/24/2023	USPS	Postage	\$8.80

\$902.75**NATALIE ZUERCHER**

10/27/23	Indeed	Recruitment	\$512.23
10/30/23	Zoom	Membership Dues	\$40.00
11/02/23	Indeed	Recruitment	\$120.00
11/02/23	Indeed	Recruitment	\$285.65
11/06/23	CANVA	Graphics	\$119.99
11/08/23	Indeed	Recruitment	\$516.41
11/13/23	Endicia	Postage	\$50.00

\$1,644.28**Grand Total Due****\$7,402.99**

APPROVAL

DATE

 10/18/2023



UMPQUA BANK

November 2023 Statement

Open Date: 10/24/2023 Closing Date: 11/24/2023



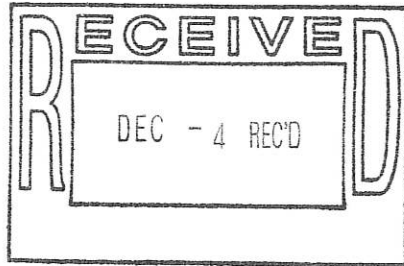
Visa® Company Card with Rewards

TILLAMOOK CNTY TRANS (CPN 001469460)

New Balance	\$5,856.85
Minimum Payment Due	\$59.00
Payment Due Date	12/22/2023

Reward Points

Earned This Statement	5,959
Reward Center Balance as of 11/23/2023	152,911
For details, see your rewards summary.	



Page 1 of 4

Account: 7790

**Elan Financial
Services**

BUS 30 ELN

1-866-552-8855

8

15

Activity Summary

Previous Balance	+	\$4,473.13
Payments	-	\$6,019.27 ^{CR}
Other Credits	-	\$26.91 ^{CR}
Purchases	+	\$7,429.90
Balance Transfers		\$0.00
Advances		\$0.00
Other Debits		\$0.00
Fees Charged		\$0.00
Interest Charged		\$0.00

New Balance	=	\$5,856.85
Past Due		\$0.00
Minimum Payment Due		\$59.00
Credit Line		\$10,000.00
Available Credit		\$4,143.15
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



UMPQUA BANK

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

- to pay by phone
- to change your address

000041670 01 SP 000638602604202 P Y

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

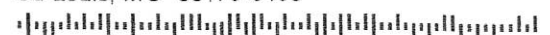


Account Number	790
Payment Due Date	12/22/2023
New Balance	\$5,856.85
Minimum Payment Due	\$59.00

Amount Enclosed \$ _____

Elan Financial Services

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





November 2023 Statement 10/24/2023 - 11/24/2023

TILLAMOOK CNTY TRANS (CPN 001469460)

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Elan Financial Services 1-866-552-8855



Visa Business Rewards Company Card

Rewards Center Activity as of 11/23/2023

Rewards Center Activity*	0
Rewards Center Balance	152,911

*This item includes points redeemed, expired and adjusted.

Rewards Earned	This Statement	Year to Date
Points Earned on Net Purchases	5,560	48,020
Gas, Restaurants & Telecom Double Points	399	8,073
FIRST USE BONUS	0	2,500
Total Earned	5,959	58,593

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					
10/26	10/25	4355	LANGUAGE LINE, INC. 800-7526096 CA	\$55.30	
10/30	10/27	4825	LANGUAGE LINE, INC. 800-7526096 CA	\$11.85	
10/30	10/28	6792	LANGUAGE LINE, INC. 800-7526096 CA	\$90.85	
10/30	10/28	7772	LANGUAGE LINE, INC. 800-7526096 CA	\$15.80	
10/30	10/28	7936	LANGUAGE LINE, INC. 800-7526096 CA	\$19.75	
11/01	10/31	8655	LANGUAGE LINE, INC. 800-7526096 CA	\$15.80	
11/01	10/31	7193	LANGUAGE LINE, INC. 800-7526096 CA	\$94.80	
11/03	11/02	8400	LANGUAGE LINE, INC. 800-7526096 CA	\$39.50	
11/03	11/02	5794	ENDICIA 800-576-3279 TX	\$9.95	
11/06	11/04	5675	ADOBE INC. 408-536-6000 CA	\$29.99	
11/08	11/07	8592	LANGUAGE LINE, INC. 800-7526096 CA	\$39.50	
11/13	11/10	0121	LANGUAGE LINE, INC. 800-7526096 CA	\$63.20	
11/13	11/11	4313	FIELDPRINT INC 888-291-1369 PA	\$12.50	
11/13	11/11	8089	LANGUAGE LINE, INC. 800-7526096 CA	\$39.50	
11/15	11/15	8113	FIELDPRINT INC 888-291-1369 PA	\$12.50	

Continued on Next Page



November 2023 Statement 10/24/2023 - 11/24/2023

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TILLAMOOK CNTY TRANS (CPN 001469460)

Elan Financial Services

1-866-552-8855

Transactions		BOND, CATHY		Credit Limit \$2500	
Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
11/16	11/15	7303	ONSTAR DATA PLAN AT&T 888-466-7827 TX	\$15.00	_____
11/20	11/19	8109	Amazon Prime*MR8IR5RH3 Amzn.com/bill WA	\$14.99	_____
11/22	11/21	2263	LANGUAGE LINE, INC. 800-7526096 CA	\$7.90	_____
11/22	11/21	3429	ENDICIA 800-576-3279 TX	\$29.99	_____
11/22	11/21	6725	IRON MOUNTAIN 800-934-3453 MA	\$183.46	_____
11/22	11/21	1964	AMZN Mktg US*MU8683BN3 Amzn.com/bill WA	\$168.00	_____
11/24	11/22	1097	POSITIVE PROMOTIONS 800-6352666 NY	\$885.59	_____
11/24	11/22	5886	ADOBE *CREATIVE CLOUD 408-536-6000 CA	\$84.99	_____
			Total for Account	\$1,940.71	

Transactions		REED, MICHAEL		Credit Limit \$3500	
Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
Purchases and Other Debits					
10/25	10/24	8075	ACDELCO TDS 800-825-5886 MI	\$45.00	_____
11/09	11/08	8678	FRED-MEYER #0377 TILLAMOOK OR	\$129.99	_____
11/13	11/10	2387	TIL*RZ WERNER BEEF&BRE TILLAMOOK OR	\$99.94	_____
11/14	11/13	9934	USPS PO 4083680269 TILLAMOOK OR	\$9.95	_____
11/15	11/14	0602	AVERILL RECYCLING TILLAMOOK OR	\$32.84	_____
11/15	11/13	2090	THE HOME DEPOT #4010 HILLSBORO OR	\$541.10	_____
11/16	11/15	3204	AVERILL RECYCLING TILLAMOOK OR	\$35.13	_____
11/24	11/22	5919	USPS PO 4083680269 TILLAMOOK OR	\$8.80	_____
			Total for Account	\$902.75	

Transactions		ZUERCHER, NATALIE		Credit Limit \$2500	
Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
Purchases and Other Debits					
10/27	10/26	6041	Indeed Jobs 800-4625842 TX	\$512.23	_____
10/30	10/29	2981	ZOOM.US 888-799-9666 WWW.ZOOM.US CA	\$40.00	_____
11/02	11/01	0043	Indeed Jobs 800-4625842 TX	\$120.00	_____
11/02	11/01	7045	Indeed Jobs 800-4625842 TX	\$285.65	_____
11/06	11/04	7951	CANVA* I03959-47207901 HTTPSCANVA.CO DE	\$119.99	_____
11/08	11/08	0049	Indeed Jobs 800-4625842 TX	\$516.41	_____
11/13	11/10	7901	USPS STAMPS ENDICIA 888-434-0055 DC	\$50.00	_____
			Total for Account	\$1,644.28	



November 2023 Statement 10/24/2023 - 11/24/2023

Page 4 of 4

TILLAMOOK CNTY TRANS (CPN 001469460)

Elan Financial Services 1-866-552-8855

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

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
Other Credits					
11/06	11/02	7556	THE HOME DEPOT #4023 WARRENTON OR MERCHANDISE/SERVICE RETURN	\$26.91	CR
Purchases and Other Debits					
11/06	11/02	7486	THE HOME DEPOT #4023 WARRENTON OR	\$2,902.56	
11/15	11/14	3421	SQ *MARIAS TAQUERIA TILLAMOOK OR	\$39.60	
			Total for Account	9476	\$2,915.25

Transactions BILLING ACCOUNT ACTIVITY

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
Payments and Other Credits					
11/17	11/17		PAYMENT THANK YOU	\$6,019.27	CR
			Total for Account	7790	\$6,019.27

2023 Totals Year-to-Date

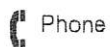
Total Fees Charged in 2023	\$39.00
Total Interest Charged in 2023	\$86.75

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	\$5,856.85	\$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

FRED MEYER CARD CHARGES - November 2023		
Date	Description of Transaction	Amount
CARD #4 - CATHY BOND, FINANCE SUPERVISOR		
11/17/23	NWOTA Meal	\$ 76.96
11/21/23	ATU Meeting	\$ 285.73
11/21/23	ATU Meeting	\$ 5.00
	08.000.5220.703.00	\$ 76.96
	01.002.5270.999.07	\$ 290.73
		\$ 367.69
CARD # 5 - MARK STRICKER, OPERATIONS COORDINATOR		
11/06/23	Operation Expense -Bus Cleaning Supplies	\$ 142.93
	01.003.5180.154.00	\$ 142.93
		\$ 142.93
CARD #6 STEVEN FERRERA, MECHANIC		
11/17/23	Operation Expense - Dock Station/PC Mouse	\$ 100.98
11/27/23	Operation Expense -Ink Cartridges	\$ 52.98
	01.002.5180.154.00	\$ 153.96
	Grand Total	\$ 664.58

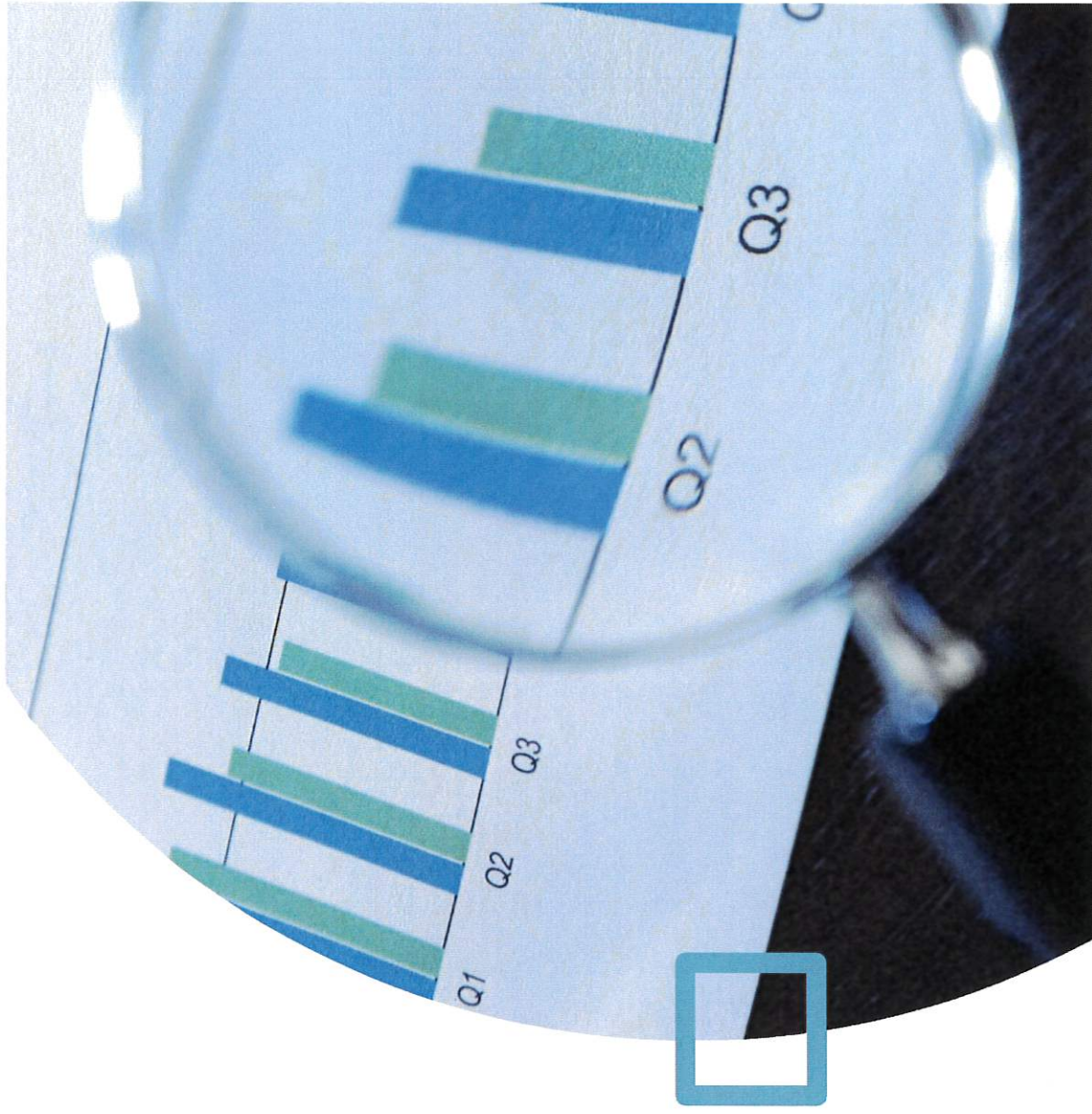
ENTERED

B. G. V. [Signature]
12/18/2023

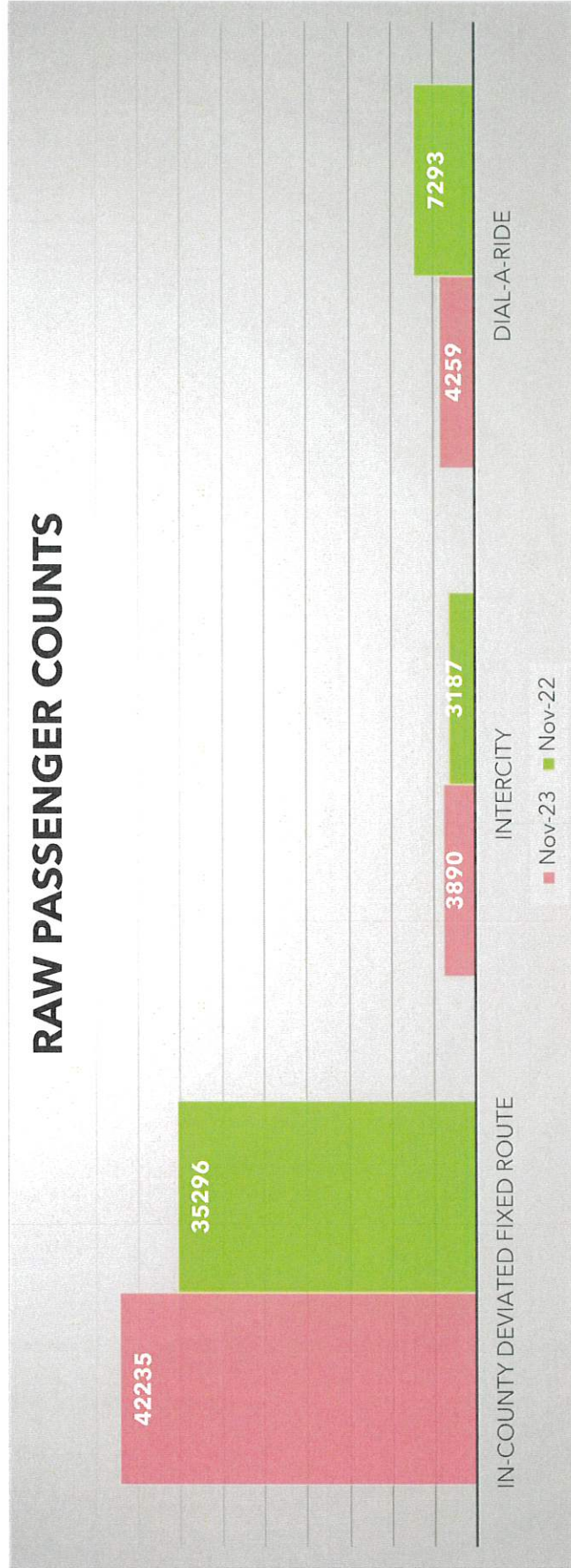


TCTD Operations Statistics & Performance

November 2023



YTD COMPS BY SERVICE TYPE



IN-COUNTY RIDERSHIP BY ROUTE

YTD COMPS



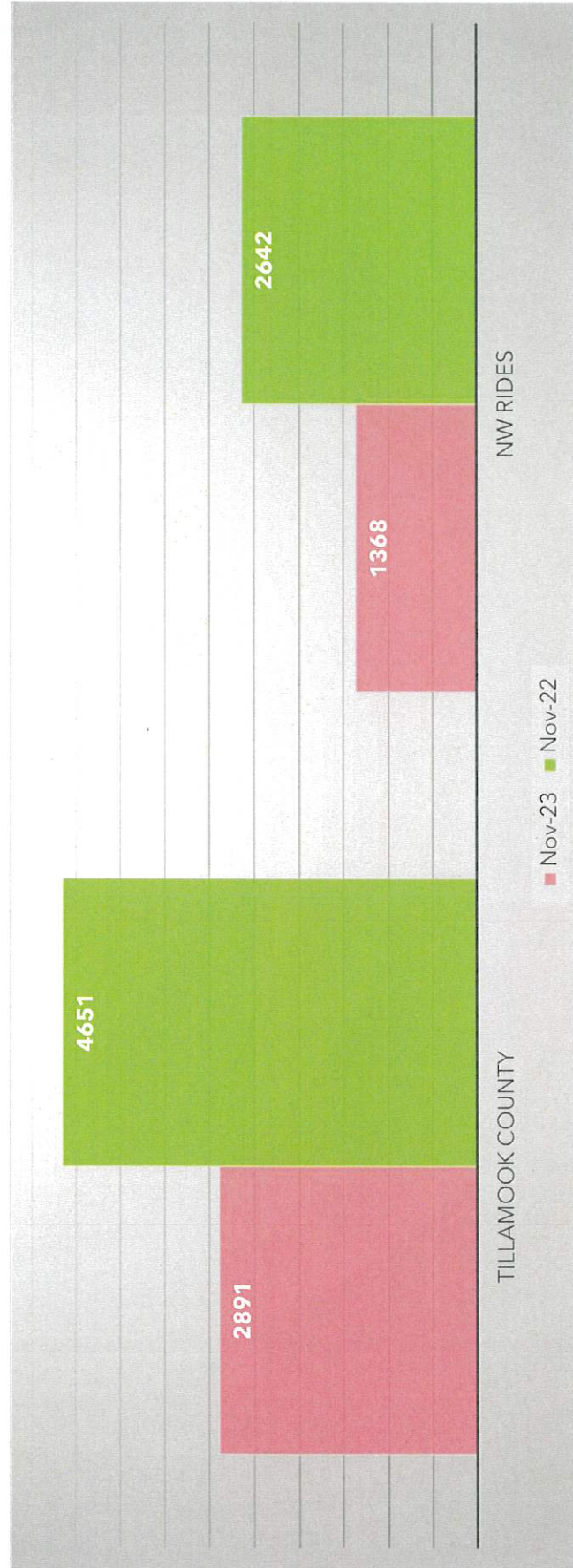
INTER-CITY RIDERSHIP BY ROUTE

YTD COMPS



DAR RIDERSHIP BY SERVICE TYPE

YTD COMPS

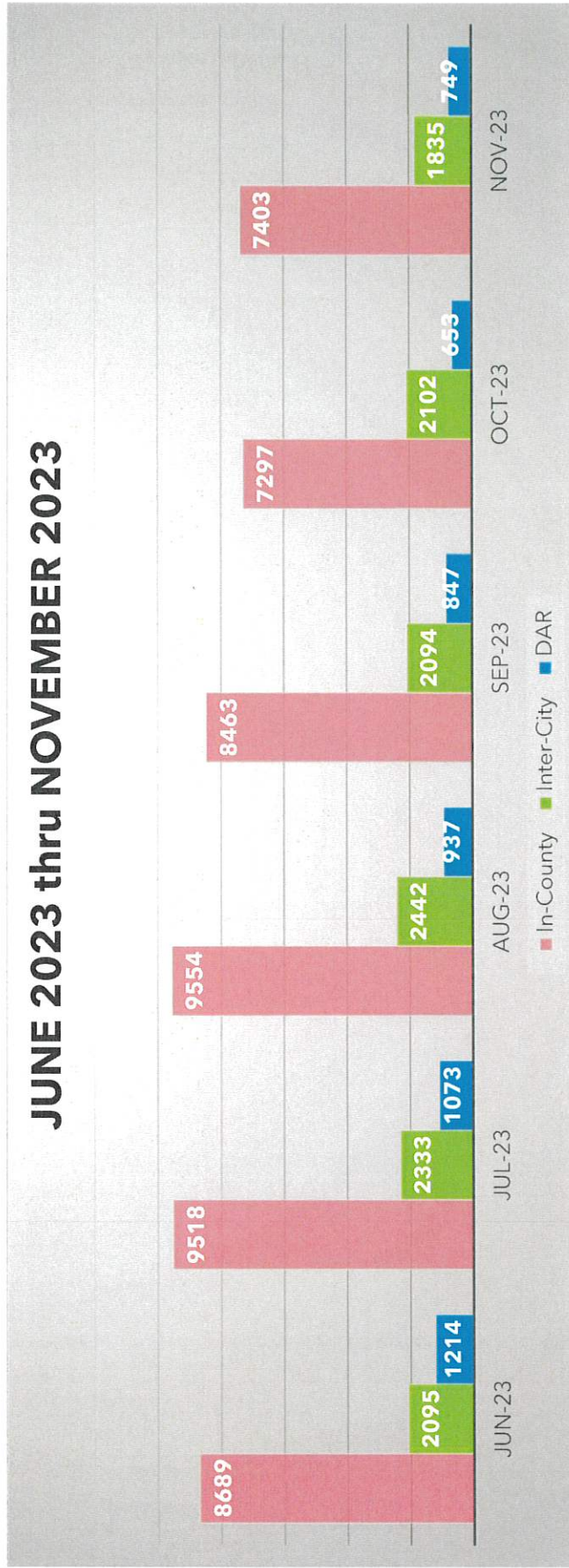


PASSENGER CATEGORIES

YTD COMPS

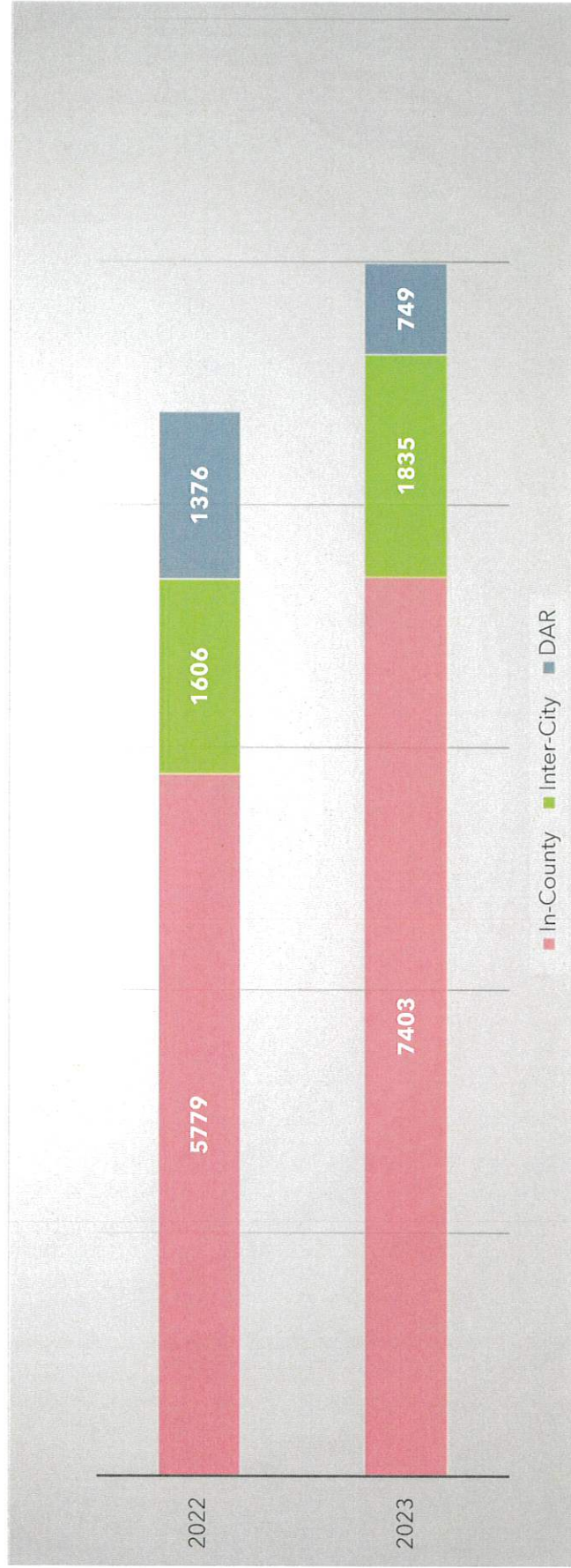


SIX-MONTH TREND RIDERSHIP BY SERVICE TYPE



TOTAL SERVICES RIDERSHIP

November 2022 & November 2023



Tillamook County Transportation District

MONTHLY PERFORMANCE REPORT

November 2023

RIDERSHIP BY SERVICE TYPE

	Nov 2023	Nov 2022	YTD FY 23-24	YTD FY 22-23	YTD % Change
<u>Dial-A-Ride Service</u>					
Tillamook County	500	845	2,891	4,651	-37.8%
NW Rides	249	531	1,368	2,642	-48.2%
Dial-A-Ride Total	749	1,376	4,259	7,293	-41.6%
<u>Deviated Fixed Route Service</u>					
Rt 1: Town Loop	3,686	3,508	18,864	18,004	4.8%
Rt 2: Netarts/Oceanside	362	233	1,804	1,252	44.1%
Rt 3: Manzanita/Cannon Beach	1,916	1,187	11,331	7,278	55.7%
Rt 4: Lincoln City	1,057	633	6,225	4,395	41.6%
Rt 6: Port of Tillamook Bay Loop	382	218	1,944	1,759	10.5%
Pacific City Free Shuttle	0	0	2,067	2,608	-20.7%
Local Fixed Rt Total	7,403	5,779	42,235	35,296	19.7%
<u>Intercity Service</u>					
Rt 5: Portland	631	494	3,890	3,187	22.1%
Rt 60X: Salem	1,204	716	6,916	4,568	51.4%
Inter City Total	1,835	1,210	10,806	7,755	39.3%
<u>Other Services</u>					
Tripper Routes	10	13	65	63	3.2%
Special Bus Operations	0	0	0	0	#DIV/0!
Other Services Total	10	13	65	63	3.2%
TOTAL ALL SERVICES	9,997	8,378	57,365	50,407	13.8%

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)	5,509	120	31,272	25,618	22.1%
Senior/Disabled	3,026	599	20,255	18,936	7.0%
Child/Youth	713	30	3,771	3,245	16.2%
Total	9,248	749	55,298	47,799	15.7%
OTHER RIDER CATEGORIES					
	Fixed		YTD	YTD	YTD %
	Route	DAR	FY 23-24	FY 22-23	Change
Ride Connection	107		625	463	35.0%
Tillamook Bay Community College	238		1,337	625	113.9%
NWOTA Visitor Pass	17		461	307	50.2%
NW Rides		249	1,368	2,578	-46.9%
Youth Free	783		4,529		N/A
Amtrak	94		631	506	24.7%

MONTHLY PERFORMANCE

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

Dial-A-Ride Services

Nov-22	1.5	50.5%	88.03
Aug-23	1.6	39.6%	96.15
Sep-23	1.6	37.2%	95.67
Oct-23	1.5	36.9%	90.55
Nov-23	1.5	35.4%	

Deviated Fixed Routes

Nov-22	4.9	5.8%	88.95
Aug-23	5.5	4.1%	101.07
Sep-23	5.5	4.0%	101.46
Oct-23	5.3	4.1%	96.35
Nov-23	5.3	4.2%	94.26

Intercity Services

Nov-22	2.5	11.9%	107.75
Aug-23	3.1	12.3%	116.67
Sep-23	3	12.2%	110.98
Oct-23	2.9	12.0%	109.17
Nov-23	2.8	12.0%	106.07

Other Services

Nov-22	6.1	0.1%	89.82
Aug-23	0.4	0.0%	85.63
Sep-23	0.5	0.1%	85.44
Oct-23	1.1	0.2%	82.71
Nov-23	1.1	0.3%	81.80

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 November 2023**

	Passengers per Hour	Cost per Trip	Cost per Hour	Farebox Return %
<u>Dial-A-Ride</u>				
Dial-A-Ride	1.8	\$ 47.79	\$ 83.70	6.5%
NW Rides	1.2	\$ 80.52	\$ 94.65	71.7%
Total	1.5	\$ 58.30	\$ 88.23	35.4%
<u>Deviated Route</u>				
Rt 1: Town Loop	10.4	\$ 8.21	\$ 85.20	8.5%
Rt 2: Oceanside	2.0	\$ 43.29	\$ 87.38	1.9%
Rt 6: PORT	6.8	\$ 13.88	\$ 94.40	6.3%
Rt 3: Manzanita	4.2	\$ 23.23	\$ 97.84	3.7%
Rt 4: Lincoln City	3.5	\$ 29.82	\$ 104.35	3.0%
Total	5.3	\$ 17.76	\$ 94.26	4.2%
<u>Intercity</u>				
Rt 5: Portland	1.8	\$ 58.66	\$ 105.35	13.6%
Rt 60X: Salem	4.3	\$ 25.16	\$ 107.02	9.8%
Total	2.8	\$ 37.22	\$ 106.07	12.0%
<u>Other Services</u>				
Trippers	1.1	\$ 76.53	\$ 81.82	0.3%
SBO	#DIV/0!	#DIV/0!	#DIV/0!	0.0%
Total	1.1	\$ 76.52	\$ 81.80	0.3%
FY 2023-24 YTD	3.9	\$ 24.50	\$ 96.11	11.9%
FY 2022-23YTD	3.3	\$ 27.63	\$ 91.13	20.6%
Percent Change	18.9%	-11.3%	5.5%	-42.1%

The Tillamook County Transportation District Board of Directors is presented monthly with a set of service performance statistics in both "raw data" and infographic format. Additionally, the Board receives quarterly reporting to better capture long-term trends and financial liabilities of each service. This document should be used as a helpful guide for TCTD Directors, staff, and committee members to understand how service performance is measured as well as insight into how those statistics educate and inform operational planning and decisions

Monthly Performance Report/Ridership by Service Type

This report is issued each month and contains comparable statistics for year-to-date (YTD) and monthly specific ridership data. For example; January 2024 reporting will include ridership comparisons for January 2024 vs January 2023, and 2024 YTD vs 2023 YTD. It is important to note that YTD statistics are based on TCTD fiscal year which runs July 1 thru June 30. These comparable statistics are itemized by service type and are route specific. Each category is measured on YTD% change to give a rough estimation of "performance" comparable to the previous fiscal year.

Included in the report is a section titled "One-Way Trips By User Group." The numbers represented here are *allocated* percentages to aid grant reporting and are accurate only to the allocated amount for each funding purpose.

Additionally, this report provides ridership statistics for specific rider categories that TCTD needs to measure for various reasons and that the Board may find informative as to "who" is riding and "why". The raw data found in this document is the supporting source material for all of the infographics used in the TCTD Operations Statistics and Performance monthly presentations.

Primary Performance Measures Report

The Primary Performance Measures Report is specifically designed to quantify the cost and efficiency of the service plan. In order to correctly understand this data, the reader should be familiar with the following metrics:

1. Total YTD Cost Allocation

The sum of Administrative, Operations, and Maintenance expenses YTD

2. Direct Allocation

The % of Total Cost Allocation distributed to each service either by mileage, hours, or ride share

3. **Fare Revenue**

Any District revenue collected from the passenger. This can be at time of ride, through a pass or voucher, or invoiced for special bus operation

4. **Service Hours**

Total number of hours spent to complete each route or service type

5. **Service Miles**

Total number of miles spent to complete each route or service type

The five metrics listed above are used to calculate the Primary Performance Measures detailed on the report. The report is segmented into the categories of Dial-A-Ride (DAR), In-County Deviated Fixed Route, Intercity, and Other Services. The four Primary Measures and their meaning are:

1. **Passengers per Hour**

YTD passengers divided by YTD service hours. This measures how many riders are using a particular service based only on the number of hours used to complete the service.

EXAMPLE: If it takes 100 hours to complete the service plan for the route, and the route produces 500 rides, the number in this column will be 5.0

2. **Cost per Trip**

Total YTD Direct Allocation divided by YTD passengers. This measures the cost per passenger utilization of the service. Helpful for understanding how *efficient* services and routes are when compared to one another

3. **Cost per Hour**

Total YTD Direct Allocation divided by YTD service hours. This measures the raw cost for time spent on each service, irrespective of passenger utilization. Used to calculate the cost impacts of expansion or reduction of services and routes.

4. **Farebox Return %**

YTD Fare Revenue divided by YTD Direct Cost Allocation. This measures the amount of total allocated cost recovered through fare revenues for that route or service.

Understanding Service Reports and Drawing Conclusions

When deciphering the relative performance of two or more services in relation to one another, consideration should be given to all 4 measures as they show value in different but overlapping areas. The Primary Performance Measures Report is a companion document to the Monthly Performance Report as both rely on the other to provide important *context* for judging performance vs. value. To illustrate this, please see the example comparison of In-County Rt 3 & Rt 4 below:

Rt 3:	4.3 Pass/Hr	\$23.24 Cost/Trip	\$100.51 Cost/Hr	3.7% Fare Recovery
Rt 4:	3.6 Pass/Hr	\$30.01 Cost/Trip	\$107.73 Cost/Hr	3.0% Fare Recovery

This example comparison reveals part of the overall picture of operating service at TCTD. The primary indication is a higher operational efficiency for Rt 3 vs Rt 4. Naturally the Cost per Trip will decrease as the ridership increases on any given route; however, the Cost per Hour is tied exclusively to service hours, direct allocation, and mileage costs. A route that runs for one hour but travels 40 miles will cost more per hour than a route that runs the same amount of time but only travels 30 miles. This discrepancy is why one metric alone cannot be relied upon to provide the whole picture of operational performance and why the TCTD Board is presented with multiple reports and measurements on a monthly and quarterly basis.

The Passengers per Hour measurement can be interpreted as ridership *demand* for a service, but not necessarily reflective of *need*. For instance, although the population served by Rt 3 is triple in size of that served by Rt 4, the residents utilizing Rt 4 live in a food desert (along with other considerations) and therefore *need* affordable, frequent access to groceries and other services. The same logic can also be applied while interpreting costs per trip or costs per hour.

Other factors should be taken into account as well when viewing YTD statistics, such as service changes, fare policy changes, allocated cost increases, etc. Although the metrics outlined above are not the only measurements of service used by TCTD staff, they are the most important to understanding the performance of District operations and most suitable for public communication.

Further questions about service performance metrics are welcome to be directed to the General Manager.

nwCONNECTOR

Coordinating Committee In-Person Meeting

January 12, 2024 | 10:00 am—12:00 pm

VIRTUAL

Join Zoom Meeting:

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

Call In: 1 253 215 8782

Meeting ID: 875 5229 0259

Agenda

10:00— 10:05a	1. Introductions		Cynda Bruce
10:05— 10:20a	2. Consent Calendar (Action Item) ✚ December Meeting Minutes (Attached) ✚ Financial Report	✓	Cynda Bruce/All
10:20— 10:30a	3. NWOTA Standing Items ✚ Emissions/Ridership Tracking ✚ Marketing Update		Sarah Lu Heath
10:30- 10:45a	4. Website Updates Chose contractor	✓	Sarah Lu Heath
10:45- 11:15a	5. Driver Recruitment & Training		Heather DeSart, Aylee Rhea, Diana Nish
11:15- 11:45a	6. Decarbonization/Alternatives Fuels Study ✚ Draft Scope of Work		All
11:45- 11:50a	7. Other Business		All
11:50a – 12:00p	8. Member Updates		All

Attachments:

December 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

December 8, 2023

Hybrid meeting called to order at 10:06am.

In Attendance: Cynda Bruce, Jonathan Bean, Brad Dillingham, John Dreeszen, Sarah Lu Heath, Craig Johnston, Arla Miller, and Brian Vitulli.

The group welcomed Jonathan Bean, TCTD board member to the meeting.

Consent Calendar: The minutes were reviewed and it was noted that Jennifer Geissler needed to be attended to November's meeting attendees. With that change recognized, Brian Vitulli made a motion to accept the consent calendar and John Dreeszen seconded; passed unanimously.

Web Services Update: Sarah Lu Heath shared that NWOTA received three responses to the RFQ for a new webservices agency. Interviews will be scheduled before the holiday break. The issue of LCT's GTFS data will be managed by ODOT directly.

NWOTA Page on Website: The group discussed if we should add or build out a page on the website to discuss the Alliance's mission, accomplishments, and statistics. It was decided that Sarah Lu should draft content including the emissions tracking data, benefits of being a transit user, and a brief annual report. Relevant presentation slides may also be incorporated.

2024 NWOTA Goal Setting: Members discussed project and challenges and noted several goals for alliance:

- Successful, speedy website transition to a new agency
 - Complete updates to maps and archives
- Publishing 'NW Transit Access Plan Bus Stops' RFP for final design and construction
- Funding a Decarbonization/Alternative Fuels Feasibility Study & Transition Plan
- Successful completion and continuation of web and transit based advertising and marketing

The group discussed funding strategies for the Decarbonization/Alternative Fuels study and will investigate ODOT 5304 fundings, the USDOT Lo/No grant, and the Innovative Mobility grant.

The group discussed using STIF funding to provide matching-funds for the study. Chair Cynda Bruce recommended each agency look at what that would mean for their STIF planning. Arla Miller pointed out that the earliest funds could be allocated would be 2026.

Brian Vitulli expressed the need to determine the cost of the study. He volunteered to engage the OTA, Arla Miller will reach out to CTRAN in Vancouver, and John Dreeszen will reach out to University of Montana.

Other Business: Sarah Lu Heath updated the group on ColPac's interest in changing the allocation of the state-wide transit tax. Currently, the allocation is based employer's address, taking funding away from rural residents and their local transit providers.

Member Updates:

BAT: Brad Dillingham announced that he will be leaving his current position and will join SMART in Wilsonville. Currently he is working on better coordinating the Coast to Vally route with LCT to address connection improvements.

CCR: New vehicles have been wrapped and one additional non-CDL driver hired.

TCTD: Contract negotiations continue. Staff will be receiving training on financial management this month. They are also forming the Technical Advisory Committee to support the development of their transportation plan.

SETD: New financial policies have been approved by the board. Arla Miller was able to identify unspent grant funds for the district that will be able to provide four new vehicles.

LCT: Working on the Coast to Valley route to better support Amtrak connections.

The meeting was adjourned at 12:20pm.

Tillamook County Transportation District

Financial Statement

08 - Northwest Oregon Transit Allia

From 11/1/2023 Through 11/30/2023

	Current Period Actual	Current Period Budget	Current Year Actual	Total Budget	Total Budget Variance	33%
Resources						
Working Capital						
3500	0.00	6,666.67	0.00	80,000.00	(80,000.00)	0.00%
NWOTA Partner Cont. Match						
4225	0.00	15,301.33	12,000.00	183,616.00	(171,616.00)	6.53%
Transfer From General Fund						
4911	0.00	100,748.00	0.00	1,208,976.00	(1,208,976.00)	0.00%
Transfer from STIF Fund						
4918	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						
5100	0.00	416.67	3,659.50	5,000.00	1,340.50	73.19%
Administrative Support						
5101	0.00	2,083.33	5,397.80	25,000.00	19,602.20	21.59%
Website Maintenance						
5102	0.00	1,250.00	4,444.99	15,000.00	10,555.01	29.63%
Marketing						
5190	625.00	3,333.33	31,133.67	40,000.00	8,866.33	77.83%
Travel & Training						
5220	76.96	833.33	5,401.20	10,000.00	4,598.80	54.01%
Total Materials and Services	<u>701.96</u>	<u>7,916.66</u>	<u>50,037.16</u>	<u>95,000.00</u>	<u>44,962.84</u>	<u>52.67%</u>
Transfers						
Transfer to General Fund						
9130	0.00	250.00	0.00	3,000.00	3,000.00	0.00%
Unappropriated Ending Fund Bal						
9180	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/Shellers						
6040	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>701.96</u>	<u>136,049.32</u>	<u>50,037.16</u>	<u>1,632,592.00</u>	<u>1,582,554.84</u>	<u>3.06%</u>

Date: 1/5/24 05:16:29 PM

MONTHLY BOARD REPORTING - ALL ACCOUNTS

Page: 8



Quote

From **Trillium Solutions, Inc.**
 310 SW 4th Ave, Suite 1100
 Portland, OR 97204
 (503) 567-8422 ext. 6
 sales@trilliumtransit.com

Quote For **Tillamook County Transportation District**
 3600 3rd St A
 Tillamook, OR 97141

Number **195**
 Issue Date 12/22/2023

Subject [NWOTA] Website hosting and support, Interactive Map, HTML Timetables, Transit Alerts subscriptions - 8 months:
 (07/01/2023 - 02/29/2024)

Item Type	Description	Quantity	Unit Price	Amount
008 - Website Hosting	Website hosting - 8 months: (07/01/2023 - 02/29/2024)	1.00	\$1,000.00 USD	\$1,000.00 USD
008 - Website Hosting	Website support/content management support - 8 months: (07/01/2023 - 02/29/2024)	1.00	\$2,000.00 USD	\$2,000.00 USD
003 - Interactive Map	Interactive Map software subscription and support - 8 months: (07/01/2023 - 02/29/2024)	1.00	\$2,000.00 USD	\$2,000.00 USD
004 - Transit Alerts	Transit Alerts software subscription and support - 8 months: (07/01/2023 - 02/29/2024)	1.00	\$2,000.00 USD	\$2,000.00 USD
015 - GTFS-to-HTML	GTFS-to-HTML timetables support - 8 months: (07/01/2023 - 02/29/2024)	1.00	\$5,000.00 USD	\$5,000.00 USD

Quote Total \$12,000.00 USD

Notes

All products are offered on a subscription basis. Terms of Service for your subscription can be found on our website:
<https://trilliumtransit.com/legal/>.

Website Hosting & Support : Trillium provides complete CMS support, meaning that we will answer any and all agency questions about how to maintain and edit the hosted website over the term of our support contract, and as needed provide customized training for new staff members (or refreshes for current staff), suggested process documents, etc. to further aid in our client's ongoing use of the website.

Interactive Map : Trillium's Interactive Map software was developed to display GTFS data through a draggable, clickable, zoomable interface that is both visually pleasing and useful in a way that static maps like PDF files cannot be. The Interactive Map software will be customized to implement design and content for NWOTA/Tillamook County Transportation District. This content may include route alignments, stop locations and information, Dial-a-Ride service areas, and real-time arrival estimates (as available and accessible through other systems, like AVL/ITS).

Transit Alerts : Transit Alerts leverages the GTFS-realtime specification to provide up-to-date service alerts along with your agency's GTFS data in Google Maps and other online trip planning applications. Alerts can be generated system wide and at route and stop level. Enabling and disabling of common alerts are available. Transit Alerts supports the setup of alerts to go live and disappear ahead of time

(sunrise/sunset). Trillium will host and support real-time service alerts in GTFS-realtime (protobuf), JSON via Trillium's GTFS API, and text format for NWOTA/Tillamook County Transportation District.

GTFS-to-HTML Timetables : Trillium converts transit data in GTFS format into accessible, user-friendly HTML schedules. When you export an updated GTFS feed, Trillium updates the timetables for your website. Automating HTML schedule generation makes it easy to keep schedules up to date when data changes and reduces the likelihood of errors.

Invoice No.INVTR00222 - Original

Bill To:

Tillamook County Transportation District
3600 3rd St A
Tillamook, OR 97141
United States

Invoice Date : 08/03/2023
Due Date : 09/02/2023
Payment Terms : Net 30

ATTN:

#	Description	Qty	Price	Periods	Subtotal
1	Annual website hosting	1	\$1	12	\$1,500.00
2	Annual website support/content management support	1	\$1	12	\$3,000.00
3	Annual Interactive Map software subscription and support	1	\$1	12	\$3,000.00
4	Annual Transit Alerts software subscription and support	1	\$1	12	\$3,000.00
5	Annual GTFS-to-HTML timetables Transit Alerts support	1	\$1	12	\$7,500.00

Total before Vat : \$18,000.00

VAT 0.00% : \$0.00

Total : \$18,000.00

Comments : Recurring hosting, support, Interactive Map, and Transit Alerts subscription for nworegontransit.org (07/01/2023 - 06/30/2024)

Wire Instructions:

Bank Name: HSBC Bank USA NA
Account Number: 914027573
Routing Number: 021001088

ACH Instructions:

Bank Name: HSBC Bank USA NA
Account Number: 914027573
Routing Number: 022000020

Trillium solutions Inc
610 SW Broadway Suite 310
Portland OR 97205
United States

If you have any questions concerning
this invoice please contact us at:



Tillamook County Transportation District

"Connecting the community through sustainable transit services"

DATE: January 17, 2024
TO: TCTD Board of Directors
FROM: Brian Vitulli, General Manager
SUBJECT: GENERAL MANAGER REPORT

Administration/Coordination

- Continuing to engage with our partners (Confederated Tribes of Grand Ronde & Confederated Tribes of Siletz Indians, ODOT) and Cherriots to discuss finding another provider.
- Internal meetings to review policies and procedures.
- Attempting to fill Administrative Assistant position.
- Fourth CBA negotiating session held on December 20. Fifth session held on January 16.
- Attended NWOTA meeting on January 12.
 - On December 18, met with NWOTA partners to review and evaluate website manager vendor proposals.
 - On January 4, interviewed two of the three vendors who proposed.
 - At January 12 meeting, made recommendation for preferred vendor and to move toward contracting.
- Invited by ODOT Public Transportation Division Administrator to be on a interview panel to interview and select the new Transit Operations Manager for the Division.
- Attended the OTA Board meeting on January 9.
- Sought quotes as part of a competitive procurement process for the purchase of an additional mobile four-column lift for the bus maintenance facility. The Board of Directors will consider award of this contract to the preferred vendor under agenda item 17.

Planning & Development

- With Kittelson & Associates, Inc., hosted a TAC and stakeholder meeting on December 13 to present progress and receive feedback for our *Coordinated Public Transit-Human Services Transportation Plan* (known as our CTP). Received additional feedback from an interested organization on December 28. Plan draft is expected early in 2024, with consideration by the TAC and Board occurring soon after.

Grant Funding

- Submitted a full application for ODOT's Rural Veterans Healthcare Transportation grant on December 31. The District was awarded partial funding from a LOI submitted in September. This is funding for the preservation of our existing project, as we have received funding for this program the past two years.
- ODOT recently released an advanced notice of funding for the 2024-2026 Mid-Cycle Discretionary Grant Solicitation. Funding is available for capital, operations, and planning. The grant agreement period is from October 1, 2024, to June 30, 2026, for most awards. The solicitation opened on January 4, 2024, and the application deadline is March 12, 2024.

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 February 2024.
 - 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.
- On November 28, the District received two new Class B Champion Defender 32' transit buses. The vendor is still working through the items identified during the inspection process, so the vehicles are currently not in service.
- Recently approved order and floorplan for two 36' Champion Defender transit buses for production in 2024.



Oregon

Tina Kotek, Governor

Department of Consumer and Business Services
Oregon Occupational Safety & Health Division (OR-OSHA)
350 Winter Street NE, Room 430
PO Box 14480
Salem, OR 97309-0405
Phone: 503-378-3272
Toll Free: 1-800-922-2689
Fax: 503-947-7461
www.orosha.org

Tillamook County Transportation District
3600 3rd St Ste A
Tillamook, OR 97141

Inspection Number: 317734376(13)
Optional Report Number: B5509-001-24
Employer Number: 8419384-001
Inspection Date(s): 10/04/2023-11/13/2023

The Oregon Occupational Safety and Health Division (OR-OSHA) conducted an inspection of your workplace located at 3600 3rd St Ste A, Tillamook, OR 97141. The inspection was to determine if safety or health hazards were present which could cause injury or illness to your employees. Violations of safety and/or health rules were found during this inspection and the citation is enclosed.

In addition, the OR-OSHA representative noted certain conditions which are listed in the following page, which could cause injuries and/or illnesses. Although it is not mandatory to correct them at this time, if the work process, operation, exposure, etc., changes, these conditions could be cited as violations during future inspections. By initiating corrective measures, you could reduce the high cost of human suffering associated with work-related injuries and illnesses.

There may be other hazards present which were not apparent at the time of the inspection. If you need assistance in identifying and/or eliminating health or safety hazards consultative and training services are available to you at no cost through OR-OSHA by calling (503) 378-3272.

Your continuing effort to identify and eliminate work-related hazards is appreciated.

 for:

Ronald L. Haverkost
OR-OSHA Salem Field Office
1340 Tandem Ave NE, Suite 160
Salem, OR 97301-8080
503-378-3274
ronald.l.haverkost@dcbs.oregon.gov

NOTICE

Employer Name: Tillamook County Transportation District
Employer ID No: 8419384-001
Inspection Number: 317734376(13)
Optional Rpt Num: B5509-001-24

THE FOLLOWING IS A LIST OF CONDITIONS WHICH COULD CAUSE WORK-RELATED INJURIES OR ILLNESSES TO EMPLOYEES. ALTHOUGH NOT MANDATORY AT THIS TIME THE OREGON OCCUPATIONAL SAFETY AND HEALTH DIVISION ENCOURAGES YOU TO INITIATE CORRECTIVE MEASURES FOR THESE PROBLEM AREAS IN THE INTEREST OF REDUCING THE HIGH COST AND HUMAN SUFFERING ASSOCIATED WITH WORK-RELATED INJURIES AND ILLNESSES.

Item 02 OAR 437-002-0156 (1) thru (10) Heat Illness Prevention

02 (code related) HAZARD LETTER

Employer Name: Tillamook County Transportation District

Inspection #: 317734376

Rule: OAR 437-002-0156

Oregon OSHA recently conducted a complaint based inspection at your business, Tillamook County Transportation District, on October 4th, 2023 at your workplace located at 3600 3rd St. Tillamook, OR. 97141. The purpose of this letter is to remind management to remain diligent in their efforts to protect employee health and safety.

Deficiencies with the employer's heat illness prevention were found during the inspection but citations were not issued because a heat index of 80 degrees Fahrenheit or greater was not observed.

Every year, dozens of workers die and thousands more become ill while working in extreme heat or humid conditions. Older age, certain illnesses, and medications increase the risk. There are a range of heat illnesses and they can affect anyone, regardless of age or physical condition.

Heat Illness Prevention standards found in OAR 437-004-1131 (construction) and OAR 437-002-0156 (general industry) address the following: access to shade; drinking water; high heat practices which also include the development of work/rest schedules for certain temperature thresholds; emergency medical and actions plans; acclimatization plan; heat illness prevention plan; supervisor and employee training; and training documentation.

In general, this standard applies whenever an employee performs work activities, whether in indoor or outdoor environments, where the heat index (apparent temperature) equals or exceeds 80 degrees Fahrenheit. When the heat index equals or exceeds 90 degrees Fahrenheit additional high heat precautions also apply. Please refer to the specific standards for detailed requirements associated with the summary below.

Requirements when heat index equals or exceeds 80 degrees Fahrenheit.

Written Heat illness prevention plan. Develop, implement, and maintain an effective heat illness prevention plan in writing. The plan must be made available at the worksite to employees and to Oregon OSHA upon request. The plan must contain specific information found in the standard.

Shade. Establish and maintain one or more shade areas that are immediately and readily available to exposed employees that are outdoors.

Drinking water. Ensure that a sufficient supply of drinking water is immediately and readily available to exposed employees at all times, at no cost.

Supervisor and employee training. Provide understandable heat illness prevention training to all employees, including new employees, supervisory and non-supervisory employees, and do so in a manner that facilitates employee feedback. Such training must be provided annually before employees begin work that should reasonably be anticipated to expose them to the risk of heat illness, and include specific topics found in the standard.

Training documentation. Verify compliance with section (9) by preparing and maintaining written or electronic training records that can be provided to Oregon OSHA upon request.

Emergency medical plan. Your Emergency Medical Plan must address employee exposure to excessive heat, in accordance with OAR 437-002-0161(4). When employers are performing Construction activities, they must also comply with 29 CFR 1926.50. For those employers that fall under Division 7 Forest activities, they must comply with OAR 437-007-0220. These plans must address the types medical situations that employees could encounter, including those conditions relating to excessive heat exposure.

Requirements when heat index equals or exceeds 90 degrees Fahrenheit.

Develop and implement a written heat illness prevention rest/break schedule. This protects employees exposed to a heat index equal to or greater than 90 degrees Fahrenheit. Employers must choose and implement only one of the three options found in the standard.

Acclimatization plan. Develop and implement an acclimatization plan and procedures in writing.

Communication with supervisor. Ensure adequate communication to a supervisor which is readily understood by all employees, by voice, electronic, or other equally effective means, so that employees at the worksite can contact a supervisor at any time, when necessary. An electronic device, such as a cell phone, may be used for this purpose only if reception in the area is constant and reliable.

You must also implement one or more of the following to promptly identify any employee suspected of experiencing heat-related illness:

- (A) Regular communication with employees working alone, such as by radio, cellular phone, or other alternative means;
- (B) Create a mandatory buddy system; or
- (C) Implement other equally-effective means of observation or communication.

Emergency Medical Services. Designate and equip one or more employees at each worksite as authorized to call for emergency medical services, and allow other employees to call for emergency services when designated employees are not immediately available; such a practice supplements existing requirement to ensure that emergency medical care is immediately available in all workplaces, as required by OAR 437-002-0161(4), 29 CFR 1910.50, or OAR 437-007-0220. Emergency medical plan. Your Emergency Medical Plan must address employee exposure to excessive heat, in accordance with OAR 437-002-0161(4). When employers are performing Construction activities, they must also comply with 29 CFR 1926.50. For those employers that fall under Division 7 Forest activities, they must comply with OAR 437-007-0220. These plans must address the types medical situations that employees could encounter, including those conditions relating to excessive heat exposure.

During future inspections, if deficiencies with your heat illness prevention program are found, the company may be cited and penalties assessed.

Additional assistance in evaluating workplace hazards and the effectiveness of your control methods is available through your workers' compensation carrier, Oregon OSHA

Consultative Services at (503) 373-7819, or a private industrial hygiene company. A useful resource for information related to heat illness prevention, including recommended practices, can be found on our website osha.oregon.gov under the A-Z topic list.

Your cooperation during the course of this inspection was appreciated. If you have any questions, please contact me at 503-378-3274.

Oregon Department of Consumer and Business Services

Oregon Occupational Safety and Health Division (Oregon OSHA)

1340 Tandem Ave NE, Suite 160

Salem, OR 97301-8080

Phone: 503-378-3274



Citation and Notification of Penalty

To:

Mary Johnson, Board Chair
Tillamook County Transportation District
3600 3rd St Ste A
Tillamook, OR 97141

Inspection Number: 317734376(13)

Inspection Date(s): 10/04/2023-11/13/2023

Issuance Date: 11/29/2023

Optional Rpt Num: B5509-001-24

Employer ID No: 8419384-001

Inspection Site:

3600 3rd St Ste A
Tillamook, OR 97141

The violation(s) described in this Citation and Notification of Penalty is (are) alleged to have occurred on or about the day(s) the inspection was made unless otherwise indicated.

In the interest of assuring a safe and healthy workplace, the Oregon Occupational Safety and Health Division (Oregon OSHA) conducted an inspection at a workplace under your control. During this inspection, violations of the Oregon Safe Employment Act and occupational health and/or safety rules were found.

This citation lists the violations and a date by which they must be corrected. If you are not able to correct the violations by the correction date, you must apply for an extension of the correction date by following the instructions outlined later in this citation. Oregon laws require that under certain conditions violations of occupational safety and health rules carry a civil penalty. If penalties have been assessed on this citation, they have been computed in conformity with Oregon Administrative Rules, Chapter 437, Division 1. If you want to appeal this citation, file your request for hearing within 30 calendar days as outlined on the next page. If you choose not to appeal this citation, it becomes a final order 30 calendar days after receiving it. You must abate the violations referred to in this Citation by the dates listed, and pay the proposed penalties.

An effective Safety and Health program not only assures the correction of cited violations, it also requires actions to prevent violations from recurring. Through continued cooperation of employers, employees and Oregon OSHA, a safe and healthful workplace for all Oregon employees can be achieved.

Renee Stapleton, Administrator
Oregon OSHA

Posting - The law requires that a copy of this Citation and Notification of Penalty be posted immediately in a prominent place at or near the location of the violation(s) cited herein, or, if it is not practicable because of the nature of the employer's operations, where it will be readily observable by all affected employees. This Citation must remain posted until the violation(s) cited has (have) been abated, or for 3 working days (excluding weekends and holidays), whichever is longer.

Penalty PAYMENT - Penalties are due 20 days after the citation becomes final order (which is 30 days after receipt of this citation, unless appealed). Either make your check or money order payable to "Department of Consumer & Business Services (DCBS)", and mail to **DCBS, Fiscal Services Section, PO Box 14610, Salem OR 97309-0445**, or pay online at <http://osha.oregon.gov/rules/enf/Pages/citations.aspx#req>. Please include the Inspection Number on the remittance and return a copy of the invoice with payment. Oregon OSHA does not agree to any restrictions or conditions or endorsements put on any check or money order for less than the full amount due, and will cash the check or money order as if they do not exist.

Employer APPEAL Rights - To appeal a citation, you must clearly state in writing that you are requesting a hearing on the citation and specify the alleged violation(s) contested and the grounds upon which you consider the citation, proposed penalty(ies), or correction period to be unlawful. The request for an appeal must be filed within **30** calendar days of receipt of the citation. You can file an appeal in writing or on-line at <http://osha.oregon.gov/rules/enf/Pages/citations.aspx#req>. An appeal is considered filed on the date of the postmark, if mailed, or on the date of receipt if transmitted by other means. If mailed, the appeal letter should be sent to: **Oregon OSHA, PO Box 14480, Salem OR 97309-0405**.

A request for an informal conference alone is not an appeal of a citation, and any unresolved issues discussed at an informal conference will not be forwarded for appeal unless there is a timely request for hearing filed. **If you do not request a hearing within the required time frame, this citation will become a final order that is not subject to review by any agency or court.**

IMPORTANT NOTE: Appealing a serious violation or the reasonableness of the correction date does not automatically extend the correction date. You may apply for an extension of the correction date through Oregon OSHA or request an expedited hearing on the issue of the correction date with the Workers' Compensation Board Hearings Division (Oregon Revised Statute 654.078(6)).

Letter of Corrective Action - You are required to complete and mail the enclosed Letter of Corrective Action to the appropriate field office on or before the latest correction date on the citation. Please provide a detailed explanation and supporting documentation (if necessary), such as drawings or photographs of corrected violations, purchase or work orders, air sampling results, etc.

EXTENSION of Correction Date - To apply for an extension for correcting a violation, go online to submit a written request to <http://osha.oregon.gov/rules/enf/Pages/citations.aspx#req>, or submit a written request to the **office listed on the "Letter of Corrective Action"** and include:

- (1) Employer name and address.
- (2) The location of the place of employment.
- (3) The inspection number and optional report number.
- (4) The violation number for which the extension is sought.
- (5) The reason for the request.
- (6) All available interim steps being taken to safeguard employees against the cited hazard during the requested extended correction period.
- (7) The date by which you propose to complete the correction.
- (8) A statement that a copy of the request for extension has been posted as required by OAR 437-001-0275(2)(d) and (j) or for at least 10 days, whichever is longer; and, if appropriate, provided to the authorized representative of affected employees; and, certification of the date upon which the posting or service was made.

Your request must be postmarked or received by the Department no later than the correction date of the violation for which the extension is sought.

Employer Discrimination Unlawful - The law prohibits discrimination by an employer against an employee for filing a complaint or for exercising any rights under this Act. An employee who believes that he/she has been discriminated against may file a complaint with the Bureau of Labor & Industries (BOLI) no later than 90 days after the discrimination occurred.

Notice to Employees - The law gives an employee or his/her representative the opportunity to object to any abatement date set for a violation if he/she believes the date is unreasonable. The objection letter must be mailed to Oregon OSHA and postmarked within 30 calendar days of the receipt by the employer of this Citation and Notification of Penalty.

Adopting Federal Rules by Reference - Whenever federal rules have been adopted by reference, the federal rule number has been noted in the citation. If information is needed regarding the Oregon standard, contact the Oregon OSHA field office addressed at the top of the first page of this citation.

Posting on the Internet - Federal OSHA publishes information on all inspections and citation activity on the Internet under the provisions of the Electronic Freedom of Information Act. The information related to your inspection will be available not sooner than 30 calendar days after the Citation Issuance Date. You are encouraged to review the information concerning your establishment at www.osha.gov. If you have any dispute with the accuracy of the information displayed, please contact this office.

If you would like to discuss this citation, call the Oregon OSHA office in your area:

Portland 503-229-5910

Salem 503-378-3274

Medford 541-776-6030

Eugene 541-686-7562

Bend 541-388-6066

Oregon OSHA

Oregon Department of Consumer and Business Services

Inspection Number: 317734376(13)

Inspection Date(s): 10/04/2023-11/13/2023

Issuance Date: 11/29/2023



Citation and Notification of Penalty

Optional Rpt Num: B5509-001-24

Company Name: Tillamook County Transportation District

Inspection Site: 3600 3rd St Ste A Tillamook, OR 97141

Citation 1 Item 1 Type of Violation: **Serious**

OAR 437-001-0765(1): The employer did not establish and administer an effective safety committee or hold effective safety meetings as defined by these rules:

a) On October 04, 2023, at the Tillamook County Transportation District located at 3600 3rd St., the employer had not ensured that a safety committee, as defined by Oregon Administrative Rule 437-001-0765(2) through (9), for the approximately 52 employees and management to communicate and evaluate workplace safety and health issues had been administered. The employer did not ensure that the safety committee meetings were conducted at least monthly as described in Oregon Administrative Rule 437-001-0765(5). This company is in operation 7 days a week, employing bus drivers, mechanics, and lot attendants.

Date by Which Violation Must be Abated: 12/23/2023

Proposed Penalty: \$180.00

Citation 2 Item 2 Type of Violation: **Other than Serious**

OAR 437-001-0700(14)(a): The OSHA 300 and 300A Summary forms were not kept on a calendar year basis:

a) On October 4, 2023, at the Tillamook County Transportation District, located at 3600 3rd St. Tillamook, OR. 97141, the employer was not keeping the required OR-OSHA injury and illness (OSHA 300/300A) records for the requested last 3 years.

THIS VIOLATION WAS COMPLIED WITH AT THE TIME OF INSPECTION

Proposed Penalty: \$100.00

Total Proposed Penalty: \$280.00

Brian Vitulli

From: SDAO News <eNews@sdao.com>
Sent: Thursday, January 11, 2024 8:51 AM
To: Brian Vitulli
Subject: Public Meetings Law Training Requirement – Update

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

If this e-mail does not display properly or if you have difficulty opening any links, click here to open the [online version](#).

 *send to a friend*



PUBLIC MEETINGS LAW TRAINING REQUIREMENT UPDATE

On January 1, 2024, HB 2805 went into effect adding a new mandatory public meetings training requirement for every member of a governing body of a public body with total expenditures of \$1 million or more per fiscal year. These governing body members must receive Public Meetings Law training at least once during their term of office.

The Oregon Government Ethics Commission (OGE) planned to begin providing Public Meetings Law trainings this month. We recently shared in our weekly email update that they had added these webinars to their website with information about how to register. Unfortunately, the webinars have been removed from their site and are no longer available.

We recently learned that OGE has delayed the review and approval of the Public Meetings Law trainings offered by outside agencies, including SDAO, until later this year. While you can continue to take our trainings on this topic, they will not fulfill the training requirement because they have not yet been approved by OGE.

It's important to note that only trainings reviewed and approved by OGEC will fulfill the training requirement. However, the training requirement **does not need to be satisfied immediately**. It only needs to be completed once per term.

We will continue to keep you updated and will notify you as soon as we know about the availability of OGEC trainings and the approval of SDAO trainings.

If you would like to receive updates on OGEC's Public Meetings Law trainings, you can sign up for OGEC's Public Meetings Law trainings email list on OGEC's website at: <https://www.oregon.gov/ogec/Public-Meetings-Law/Pages/Training-Review.aspx>

To ensure you receive emails from us, please add the domain @sdao.com to your white list.

Click [here](#) to unsubscribe from Trainings

[Manage your email preferences](#)

Tillamook County Transportation District
Board of Directors Regular Monthly Meeting
Wednesday, December 20, 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
Gary Hanenkrat, Director
Linda Adler, Vice Chair
Marni Johnston, Treasurer
Jonathan Bean, Secretary
Thomas Fiorelli, Director

Absent

TCTD Board of Directors

Jim Heffernan, Director

TCTD Staff

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

Guest

San SunOwen, CPCCO
Mae Pfeil, CPCCO
Arla Miller, ODOT Public Transportation Division, Regional Transit Coordinator
Tyler Hellner, Citizen
Shirley Block, President ATU (left at executive session)
Eb Block, Citizen (left at executive session)
Kevin Kinoshita, Vice President ATU (left at executive session)
Jim LeNormand, Citizen
Madison LeNormand, Citizen
Kathy Schwabe, Citizen
Gretchen Aagaard-Shivley, Citizen (left at executive session)
Jeremy Mills, Citizen

4. **Announcements and Changes to Agenda:** None.

5. **Public & Guest Comments:** 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.

6. **Executive Session:** 6:05pm -6:55pm
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 and FS Bond.

There were no motions as a result of executive session.

STATE OF THE DISTRICT REPORT

7. **Financial Report:** FS Bond October 2023 included in board packet pages 1-24.
8. **Service Measure Performance Report:** OS Reed provided service statistics and performance measures for the Quarter (July-Sept 2023) and monthly for October 2023 included in Board packet pages 25-47.
9. **Northwest Oregon Transit Alliance:** GM Vitulli provided the following updates included in Board packet pages 48-53.

Last meeting was held December 8, 2023. NWOTA is seeking a new web services provider. They have received three proposals and further interviews will be scheduled. Will hopefully select a provider in January. They discussed 2024 goal setting and how to manage future projects. ODOT released notification for funding opportunities that open in 2024 and there are a few projects that will be submitted. Submissions are due late March 2024.

Minutes should be corrected to say November 17, 2023, not November 9, 2023.

Dir. Adler: will SETD get their bus stop project back. GM Vitulli answered no.

10. **NW Rides Brokerage:** BM Deputy provided the following updates:
 - a. Delegate Agreements are being presented later in the meeting.
 - b. YTD Ridership statistics through 12/15/2023:
 - i. Trips Completed: 90,040 (includes providers and M/R)
 - ii. Average trip length: 29.8 miles
 - iii. Total distance travelled: 1,3587,499 miles
11. **General Manager Report:** GM Vitulli provided the following updates included in Board packet pages 54-56 (see GM Report in packet for details):
 - a. **Administration/Coordination** - NWACT is looking for members. They would like to possibly add members from the TCTD Board if there are any Board members interested. It is an advisory role, and it would be great to have more transit advocates.
 - b. **Planning Development**
 - c. **Grant Funding**
 - d. **Facility/Property Development**
 - e. **Operations and Vehicle Maintenance**

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.

Chair Johnson asked if we need more TAC committee members. GM Vitulli stated there is always room for more members.

Chair Johnson asked if the ODOT grant mentioned in his report is separate from our formula funds. GM Vitulli stated they are separate.

12. **Miscellaneous:** Notification of Completion of ODOT SEFA & Single Audit for FY Ending June 30, 2022, included in Board packet pages 57-74.

CONSENT CALENDAR

13. Motion to Approve the Minutes of November 15, 2023, Regular Board Meeting
14. Motion to Approve October 2023 Financial Statement
15. Motion to Approve TCTD 2024 Board of Directors Calendar
16. Motion to Authorize the General Manager to Execute 2023 Care Oregon Non-Emergent Medical Transportation Services Delegation Agreement Amendment
17. Motion to Authorize General Manager to Execute 2024 Care Oregon Non-Emergent Medical Transportation Services Delegation Agreement
18. Motion to Authorize the General Manager to Establish an Office Assistant Position for NW Rides
19. Motion to Approve Policy 13: Emergency Prevention and Action Plan
20. Motion to Approve TAC Committee Appointment

San SunOwen discussed the 2024 Delegation Agreement and the changes. This is an annual agreement. NW Rides has showed member utilization is rebounding and the CPCCO is increasing the per member per month ("PMPM") from \$10.18 PMPM to \$12.25 PMPM. There has also been a member mileage increase (last changed in the 1990s) from .25 cents per mile to .44 cents per mile. It is a percentage of the GSA per diem.

Regarding the 2023 Agreement Amendment, CPCCO has identified \$1 million to reinvest into the NW Rides program. It amends the baseline retro back to the beginning of 2023.

Mae Pfeil thanked the Board for their support and shared that transportation is a big barrier for members. This benefit is important and appreciates the work NW Rides does to meet their members' needs.

GM Vitulli apologized for keeping San and Mae late. Item 18 to add an Office Assistant to the NW Rides program is tied to this increased utilization.

GM Vitulli explained that Policy 13 is the addition of language to include NW Rides into the Plan.

GM Vitulli shared that John Dreeszen's application to join the TAC Committee is to replace the former Executive Director of SETD.

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

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.

Motion Passed

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

ACTION ITEMS

21. Resolution 23-33 Authorizing the General Manager to Enter Into an Intergovernmental Agreement with the County of Tillamook for the 2023 Pacific City Shuttle Operating Year

Dir. Adler asked the cost per day and the cost for the whole year annual. GM Vitulli stated the fully allocated cost for the year is \$70k. She thinks the County should pay for all of the services. She believes it would be paid by TLT and parking fees. As a taxpayer, she doesn't think that the District should pay for any of the services. GM Vitulli explained this is an agreement made with the County and the District for the 2023 season and allows us to invoice them for those services. This will be a template for future services. He believes it should be looked into in greater detail prior to agreeing to any future services. It's a great transportation service so he is interested in working with the County to find funding to cover this service. Dir. Adler asked how many vehicles are used to provide the services. GM Vitulli states two vehicles. Chair Johnson asked if the District is committed to the 2024 season. GM Vitulli states the District is not committed to the 2024 season as of yet.

Dir. Johnston is confused by the date, looks like the IGA should have been done prior to the 2023 season. GM Vitulli agrees and will not be providing any further services without a new IGA. Dir. Adler asked if the District could go back and ask for more for the 2023 season. GM Vitulli said no. Dir. Hanenkrat thinks we should approve this and move forward regarding future services.

OS Reed stated he did discuss with Board as the Interim GM in November of 2022 and the Board committed to continue for the 2023 season. Since July 2023, the District is now reporting actual ridership and cost utilization.

22. **Motion** by Dir. Fiorelli to approve Resolution 23-33 Authorizing the General Manager to Enter Into an Intergovernmental Agreement with the County of Tillamook for the 2023 Pacific City Shuttle Operating Year. *Motion Seconded* by Dir. Johnston.

Motion Passed

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

23. Resolution 23-34 Authorizing the General Manager to Execute ODOT 5311 Grant Agreement No. 34242

GM Vitulli states this item is an amendment extending the Agreement expiration date to June 30, 2025 in order to allow time for final vehicle delivery.

24. **Motion** by Dir. Bean to approve Resolution 23-34 Authorizing the General Manager to Execute ODOT 5311 Grant Agreement No. 34242. *Motion Seconded* by Dir. Adler.

Motion Passed

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

25. Resolution 23-35 Authorizing the General Manager to Extend the Deadline of the Services Contract with Kittelson & Associates for the Coordinated Human Services Transportation Plan

GM Vitulli states the Resolution is extending the contract deadline.

26. **Motion** by Dir. Adler to approve Resolution 23-35 Authorizing the General Manager to Extend the Deadline of the Services Contract with Kittelson & Associates for the Coordinated Human Services Transportation Plan. *Motion Seconded* by Dir. Bean.

Motion Passed

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

DISCUSSION ITEMS

27. Staff Comments/Concerns:

General Manager Vitulli: Thanked the Board for their support. Happy holidays.

Operations Superintendent Reed: Merry Christmas and happy new year. See you in January.

Financial Supervisor Bond: None.

Brokerage Manager Deputy: Thanked the Board for their support of NW Rides and happy holidays.

28. Board of Directors Comments/Concerns:

Dir. Fiorelli: His bus ride last week was cancelled due to flooding. He plans to ride on the 1st and 2nd Tuesdays in January. Wants the District to focus on public services above and beyond prioritizing services like 60x/70x and what it means to provide services to the community.

Dir. Heffernan: Absent.

Dir. Bean: Wished everyone happy holidays.

Dir. Adler: Thanked the drivers for coming. Wished everyone Merry Christmas and Happy new year.

Dir. Hanenkrat: Wished everyone happy holidays.

Dir. Johnston: Wished everyone Merry Christmas. With the shortage of drivers, she wanted to share news about \$1M grant for Nestucca Valley. They are going to offer some trade school type programs and wondered if it would be a good opportunity to encourage future bus drivers and maybe get involved in that program.

Adjournment: Board Chair Johnson adjourned the meeting at 8:32 pm.

These minutes approved this 17th day of January 2024.

ATTEST:

Mary Johnson, Board Chair

Brian Vitulli, General Manager

**Tillamook County Transportation District
Budget Calendar
FY 2024 – 2025**

**January 17, 2024
@ Board Meeting**

March 20, 2024
@ Board Meeting

April 10, 2024

April 17, 2024
@ Board Meeting

April 17, 2024

**April 16, 2024
(due 4/10/24)**

**April 30, 2024
(due 4/24/24)**

**May 8, 2024
@ 6:00pm**

**May 28, 2024
(due 5/22/24)**

**June 19, 2024
@ Board Meeting**

June 28, 2024

June 28, 2024

Appoint Budget Officer

Appoint New Budget Committee Members (if necessary)

Review Draft Budget with Treasurer

Distribute Draft Budget to Board

Distribute Draft Budget to Budget Committee

Publish 1st Notice of Budget Committee Meeting (*no more than 30 days prior to meeting.*) The Notice must contain the date, time and location of the first budget committee meeting scheduled for receiving the proposed budget, hearing the budget message, and taking questions and comments from the public. Notice will be posted in the newspaper and on the District's website. Notice must contain website address.

Publish 2st Notice of Budget Committee Meeting (*no less than 5 days prior to meeting.*) The Notice must contain the date, time and location of the first budget committee meeting scheduled for receiving the proposed budget, hearing the budget message, and taking questions and comments from the public. Notice will be posted in the newspaper and on the District's website. Notice must contain website address.

Budget Committee Meeting Present budget message and comprehensive outline of the proposed 2024-2025 budget. Public comment will be taken. Next budget meeting (if necessary) will be scheduled at this meeting.

Publish Notice of Budget Hearing & LB-1 (*No more than 30, no less than 5 days prior to budget hearing.*) At the same time you publish the budget summary, you must also publish a notice of the budget hearing. The hearing notice gives the place and time of the hearing (ORS 294.438, renumbered from 294.416). The same publication methods described for the notice of budget committee meeting are used: Unlike the notice of budget committee meeting, if the hearing notice is by newspaper, only one publication is required and there is no internet publication option. The Notice must include Forms LB-1.

Budget Public Hearing Hold public hearing on the budget as approved by the budget committee. Expenditure adjustments, if any, are restricted to \$5,000 or 10%, whichever is greater, of the amount approved for each fund by the budget committee. Board adopts budget by resolution to appropriate funds and impose and categorize taxes.

Deadline to Certify the 2024-25 Tax Levy to the County Assessor. Deliver two copies each of the Tax Certification LB-50 form & Resolution Adopting the Budget.

Deliver a complete Budget document to Tillamook County Clerk Office. Resolution only unless requested by Clerk's office.

*Please note that
bolded action items are
required by budget law

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

**Authorizing the General Manager to)
Execute a Contract with Northwest)
Lift & Equipment LLC for a)
Four-Post Mobile Column Lift)**

RESOLUTION NO. 24-01

WHEREAS, the Tillamook County Transportation District ("TCTD") has received a grant from the Oregon Department of Transportation ("ODOT") under Section 5310 of the Federal Transit Act of 1964, as amended, which grant is memorialized in ODOT Grant Agreement No. 35193; and

WHEREAS, TCTD has received a grant from ODOT under Section 5310 of the Federal Transit Act of 1964, as amended, which grant is memorialized in ODOT Grant Agreement No. 35193; and

WHEREAS, by Resolution No. 21-24, the TCTD Board of Directors authorized the General Manager to execute ODOT Grant Agreement No. 35193; and

WHEREAS, one of the authorized uses of the funding allocated to TCTD by ODOT Grant Agreement No. 35193 is the purchase of capital equipment; and

WHEREAS, TCTD operates a fleet of Dial-A-Ride vans and cutaway buses to provide a variety of public transportation services; and

WHEREAS, TCTD has a three-bay Bus Maintenance Facility ("BMF") to maintain the District's vehicle fleet; and

WHEREAS, in December 2021 and January 2022 TCTD conducted a Request for Quotation ("RFQ") process to select a company to provide a mobile four- column lift; and

WHEREAS, the only company that responded to the RFQ was Northwest Lift & Equipment LLC ("NW Lift"); and

WHEREAS, NW Lift & Equipment's proposal meets TCTD's requirements; and

WHEREAS, in early 2022 TCTD entered into a contract with NW Lift & Equipment for the purchase of a mobile four- column lift system; and

WHEREAS, TCTD would like to purchase an additional mobile four-column lift to increase its capacity to maintain its fleet and perform major repairs in all three bays in the BMF; and

WHEREAS, in November 2023 TCTD conducted a competitive quote process to select a company to provide an additional mobile four-column lift; and

WHEREAS, TCTD received quotes from two vendors capable of providing a mobile four-column lift to increase its capacity to maintain its fleet and perform major repairs in all three bays in the BMF; and

WHEREAS, NW Lift & Equipment's product and quote best meets TCTD's requirements; and

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

that the Board authorizes the TCTD General Manager to execute a contract not to exceed \$54,835 with Northwest Lift & Equipment LLC for the purchase of a mobile four-column lift system for the TCTD Bus Maintenance Facility.

INTRODUCED AND ADOPTED this 17th day of January 2024.

ATTEST:

By: _____
Mary Johnson, Board Chair

By: _____
Brian Vitulli, General Manager

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

**In the Matter of Declaring
and Disposing of Surplus
Property**

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RESOLUTION NO. 24-02

WHEREAS, Resolution 16-05 provides the Board of Directors of the Tillamook County Transportation District to, by resolution, declare District property as surplus and authorize the means by which the District General Manager may dispose of the property; and

WHEREAS, the Board of Directors has determined that the listed property has met its useful life, and this property should be declared surplus property; and,

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

that the Tillamook County Transportation District Board of Directors declares the following equipment as surplus property and directs the General Manager to dispose of it as he determines appropriate and most advantageous to the District or community at large.

- #106: 2017 Ford Transit, VIN#1FTBW3XM8HKA85087
- #107: 2017 Ford Transit, VIN#1FTBW3MXHKA85088
- #110: 2019 Ford Transit, VIN# 1FBVU4XG3LKB54557
- #202: 2014 Chevrolet Goshen, VIN# 1GB3G3BG1E1159667
- #203: 2016 Chevrolet Arboc, VIN# 1GB6G5BG6F1263789
- #300: 2013 Champion Defender, VIN# 1FVACWDUXDHFJ3377
- #301: 2014 Glavel Freightliner, VIN# 4UZADRDU6ECFU3691

INTRODUCED AND ADOPTED this 17th day of January 2024.

ATTEST:

By: _____
Mary Johnson, Board Chair

By: _____
Brian Vitulli, General Manager