

Tillamook County Transportation District

Normal Trial Balance

From 2/1/2024 Through 2/29/2024

<u>Account Code</u>	<u>Account Title</u>	<u>Debit Balance</u>	<u>Credit Balance</u>
1001	General Checking Account #4558	1,250,238.68	
1006	Payroll Checking #5614	17,896.92	
1009	NW RIDES ACCOUNT #8510	1,968,066.56	
1011	Prop. Mgmt. Checking #7071	45,081.78	
1012	NWOTA #4564	18,000.00	
1020	LGIP1020 #5879	1,158,342.54	
1030	LGIP1030 #5931	1,279,999.70	
1035	LGIP1035 #6518	77,610.80	
1040	Petty Cash	200.00	
Report Total		5,815,436.98	0.00
Report Difference		5,815,436.98	

B. C. Wae
4/15/2024

Tillamook County Transportation District
Financial Statement
01 - General Fund

From 2/1/2024 Through 2/29/2024

	Current Period Actual	Current Period Budget	Current Year Actual	Total Budget	Total Budget Variance	67%
Resources						
Working Capital	3500	0.00	85,272.92	1,023,275.00	(1,023,275.00)	0.00%
Fares	4000	19,286.94	19,583.33	235,000.00	(85,096.83)	63.78%
Contract Revenue	4020	18,377.75	78,027.25	936,327.00	(587,983.10)	37.20%
Property Tax	4100	11,695.89	97,180.25	1,166,163.00	(101,468.68)	91.29%
Past Years Property Tax	4110	995.34	2,083.33	25,000.00	(11,409.30)	54.36%
State Timber Revenue	4120	48,391.48	30,687.08	368,245.00	(173,271.37)	52.94%
Mass Transit State Payroll Tax	4130	0.00	7,791.67	93,500.00	13,087.11	113.99%
Capital Grants	4210	76,502.00	115,436.25	1,385,235.00	(1,308,733.00)	5.52%
Grants - FTA 5311	4220	0.00	152,104.58	1,825,255.00	(1,194,829.00)	34.53%
Grants - 5311 (f)	4240	352,000.00	70,623.42	847,481.00	(334,407.00)	60.54%
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	0.00	7,366.75	88,401.00	(81,794.06)	7.47%
Sale of Assets - Income	4410	0.00	250.00	3,000.00	(3,000.00)	0.00%
Interest Income	4510	6,102.89	2,083.33	25,000.00	497.61	101.99%
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>533,352.29</u>	<u>3,132,070.38</u>	<u>8,993,365.00</u>	<u>(5,861,294.62)</u>	<u>34.83%</u>
Expenses						
Personnel Services						
Payroll: Administration	5010	29,300.55	41,039.67	492,476.00	202,633.92	58.85%
Payroll: Dispatch	5020	3,562.65	13,695.83	164,350.00	128,070.50	22.07%
Payroll: Drivers	5030	59,288.63	108,836.67	1,306,040.00	665,337.28	49.05%

Tillamook County Transportation District

Financial Statement

01 - General Fund

From 2/1/2024 Through 2/29/2024

	Current Period Actual	Current Period Budget	Current Year Actual	Total Budget	Total Budget Variance	67%
5040 Payroll: Maintenance	8,740.03	13,656.25	83,841.15	163,875.00	80,033.85	51.16%
5050 Payroll Expense	10,797.68	14,375.58	105,662.17	172,507.00	66,844.83	61.25%
5051 Payroll Healthcare	32,469.09	45,385.00	245,608.90	544,620.00	299,011.10	45.09%
5052 Payroll Retirement	3,365.77	7,461.09	38,746.32	89,533.00	50,786.68	43.27%
5053 Payroll Veba	3,124.42	3,525.00	26,462.87	42,300.00	15,837.13	62.55%
5055 Workers Compensation Ins.	0.00	2,666.67	39,899.81	32,000.00	(7,899.81)	124.68%
Total Personnel Services	150,648.82	250,641.76	1,507,045.52	3,007,701.00	1,500,655.48	50.11%
Materials and Services						
5100 Professional Services	31,986.96	10,375.00	107,827.04	124,500.00	16,672.96	86.60%
5103 Planning	0.00	2,380.50	0.00	28,566.00	28,566.00	0.00%
5120 Dues & Subscriptions	0.00	895.00	16,468.15	10,740.00	(5,728.15)	153.33%
5140 Office Equipment R&R	0.00	308.33	0.00	3,700.00	3,700.00	0.00%
5145 Computer R&M	1,621.09	2,043.92	14,343.11	24,527.00	10,183.89	58.47%
5150 Fees & Licenses	20,802.82	1,872.75	87,029.97	22,473.00	(64,556.97)	387.26%
5160 Insurance	8,224.00	12,078.50	150,261.00	144,942.00	(5,319.00)	103.66%
5170 Office Expense	476.35	854.17	5,928.84	10,250.00	4,321.16	57.84%
5175 Board Expense	1,664.83	1,487.08	16,995.18	17,845.00	849.82	95.23%
5180 Operational Expense	1,731.92	3,653.17	32,859.99	43,838.00	10,978.01	74.95%
5185 Drug & Alcohol Administration	95.00	125.00	970.00	1,500.00	530.00	64.66%
5190 Marketing	850.00	6,973.75	9,310.26	83,685.00	74,374.74	11.12%
5210 Telephone Expense	787.79	1,347.75	10,698.01	16,173.00	5,474.99	66.14%
5220 Travel & Training	0.00	1,833.34	1,659.49	22,000.00	20,340.51	7.54%
5240 Vehicle Expense	12,685.58	12,500.00	170,587.96	150,000.00	(20,587.96)	113.72%
5245 Diesel & Gasoline Fuel	18,941.51	31,350.00	209,650.50	376,200.00	166,549.50	55.72%
5247 Propane Fuel	0.00	2,500.00	36.03	30,000.00	29,963.97	0.12%
5260 Postage	0.00	105.67	539.35	1,268.00	728.65	42.53%

Tillamook County Transportation District

Financial Statement

01 - General Fund

From 2/1/2024 Through 2/29/2024

	Current Period Actual	Current Period Budget	Current Year Actual	Total Budget	Total Budget Variance	67%
Member Mileage Reimbursement	5266	0.00	10,000.00	0.00	(10,000.00)	0.00%
Mgmt/Labor Recreation Fund	5270	0.00	1,865.79	3,985.00	2,119.21	46.82%
Office Rent	5281	0.00	3,300.00	12,900.00	9,600.00	25.58%
Transit Center Maint	5285	1,372.92	11,000.41	20,348.00	9,347.59	54.06%
Operations Facility Maint.	5346	64,668.00	67,573.25	4,200.00	(63,373.25)	1,608.88%
Total Materials and Services		165,908.77	928,904.33	1,153,640.00	224,735.67	80.52%
Transfers						
Transfer to LGIP 5931	9100	0.00	0.00	156,913.00	156,913.00	0.00%
Transfer to Vehicle Reserve	9150	0.00	0.00	3,000.00	3,000.00	0.00%
Transfer to NWOTA Fund	9160	0.00	0.00	1,208,976.00	1,208,976.00	0.00%
Unappropriated Ending Fund Bal	9180	0.00	0.00	539,261.00	539,261.00	0.00%
Total Transfers		0.00	0.00	1,908,150.00	1,908,150.00	0.00%
Capital Outlay						
Capital Purchases						
Bus Replacement/Addition	6000	0.00	508,349.08	638,649.00	130,299.92	79.59%
Van Replacement/Addition	6010	0.00	94,488.50	179,460.00	84,971.50	52.65%
Bus Stop Signage/Shelters	6040	0.00	0.00	1,368,976.00	1,368,976.00	0.00%
Other Capital Projects	6050	3,761.60	19,361.85	148,548.00	129,186.15	13.03%
Total Capital Purchases		3,761.60	622,199.43	2,335,633.00	1,713,433.57	26.64%
Total Capital Outlay		3,761.60	622,199.43	2,335,633.00	1,713,433.57	26.64%
Total Expenses		320,319.19	3,058,149.28	8,405,124.00	5,346,974.72	36.38%

Tillamook County Transportation District
Financial Statement

02 - Property Management Fund
From 2/1/2024 Through 2/29/2024

	Current Period Actual	Current Period Budget	Current Year Actual	Total Budget	Total Budget Variance	67%
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	14,300.00	36,000.00	(21,700.00)	39.72%
Lease Operational Exp Income	0.00	1,250.00	8,355.46	15,000.00	(6,644.54)	55.70%
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>22,655.46</u>	<u>109,911.00</u>	<u>(87,255.54)</u>	<u>20.61%</u>
Expenses						
Materials and Services						
Professional Services	0.00	166.67	0.00	2,000.00	2,000.00	0.00%
Property Operating Expense	3,564.39	2,383.33	17,618.72	28,600.00	10,981.28	61.60%
Property Maint. & Repair	3,018.22	2,932.67	30,196.72	35,192.00	4,995.28	85.80%
Total Materials and Services	<u>6,582.61</u>	<u>5,482.67</u>	<u>47,815.44</u>	<u>65,792.00</u>	<u>17,976.56</u>	<u>72.68%</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	13,155.22	2,192.50	26,310.44	26,310.00	(0.44)	100.00%
Total Debt Service	<u>13,155.22</u>	<u>3,676.58</u>	<u>31,789.76</u>	<u>44,119.00</u>	<u>12,329.24</u>	<u>72.05%</u>
Capital Purchases						
Building Repair & Renovation	33,328.76	0.00	210,547.20	0.00	(210,547.20)	0.00%
Total Capital Purchases	<u>33,328.76</u>	<u>0.00</u>	<u>210,547.20</u>	<u>0.00</u>	<u>(210,547.20)</u>	<u>0.00%</u>
Total Capital Outlay	<u>46,483.98</u>	<u>3,676.58</u>	<u>242,336.96</u>	<u>44,119.00</u>	<u>(198,217.96)</u>	<u>549.28%</u>
Total Expenses	<u>53,066.59</u>	<u>9,159.25</u>	<u>290,152.40</u>	<u>109,911.00</u>	<u>(180,241.40)</u>	<u>263.99%</u>

Tillamook County Transportation District

Financial Statement

04 - Capital Reserve Fund

From 2/1/2024 Through 2/29/2024

	Current Period Actual	Current Period Budget	Current Year Actual	Total Budget	Total Budget Variance	67%
Resources						
Working Capital	3500	71,416.67	0.00	857,000.00	(857,000.00)	0.00%
Interest Income	4510	2,083.33	58,700.33	25,000.00	33,700.33	234.80%
Total Resources		<u>73,500.00</u>	<u>58,700.33</u>	<u>882,000.00</u>	<u>(823,299.67)</u>	<u>6.66%</u>
Expenses						
Materials and Services						
Fees & Licenses	5150	0.00	0.15	0.00	(0.15)	0.00%
Total Materials and Services		<u>0.00</u>	<u>0.15</u>	<u>0.00</u>	<u>(0.15)</u>	<u>0.00%</u>
Transfers						
Reserve for Future Expenditure	9175	73,500.00	0.00	882,000.00	882,000.00	0.00%
Total Transfers		<u>73,500.00</u>	<u>0.00</u>	<u>882,000.00</u>	<u>882,000.00</u>	<u>0.00%</u>
Total Expenses		<u>73,500.00</u>	<u>0.15</u>	<u>882,000.00</u>	<u>881,999.85</u>	<u>0.00%</u>

Tillamook County Transportation District

Financial Statement

05 - Vehicle Purchase Reserve Fund

From 2/1/2024 Through 2/29/2024

	Current Period Actual	Current Period Budget	Current Year Actual	Total Budget	Total Budget Variance	67%
Resources						
Working Capital	0.00	2,852.08	0.00	34,225.00	(34,225.00)	0.00%
Transfer From General Fund	0.00	250.00	0.00	3,000.00	(3,000.00)	0.00%
Total Resources	<u>0.00</u>	<u>3,102.08</u>	<u>0.00</u>	<u>37,225.00</u>	<u>(37,225.00)</u>	<u>0.00%</u>
Expenses						
Transfers						
Reserve for Future Expenditure	0.00	3,102.08	0.00	37,225.00	37,225.00	0.00%
Total Transfers	<u>0.00</u>	<u>3,102.08</u>	<u>0.00</u>	<u>37,225.00</u>	<u>37,225.00</u>	<u>0.00%</u>
Total Expenses	<u>0.00</u>	<u>3,102.08</u>	<u>0.00</u>	<u>37,225.00</u>	<u>37,225.00</u>	<u>0.00%</u>

Tillamook County Transportation District

Financial Statement

06 - Bus Wash Maintenance Reserve
From 2/1/2024 Through 2/29/2024

	Current Period Actual	Current Period Budget	Current Year Actual	Total Budget	Total Budget Variance	67%
Resources						
Working Capital	0.00	1,928.33	0.00	23,140.00	(23,140.00)	0.00%
Total Resources	<u>0.00</u>	<u>1,928.33</u>	<u>0.00</u>	<u>23,140.00</u>	<u>(23,140.00)</u>	<u>0.00%</u>
Expenses						
Transfers						
Reserve for Future Expenditure	0.00	1,928.33	0.00	23,140.00	23,140.00	0.00%
Total Transfers	<u>0.00</u>	<u>1,928.33</u>	<u>0.00</u>	<u>23,140.00</u>	<u>23,140.00</u>	<u>0.00%</u>
Total Expenses	<u>0.00</u>	<u>1,928.33</u>	<u>0.00</u>	<u>23,140.00</u>	<u>23,140.00</u>	<u>0.00%</u>

Tillamook County Transportation District

Financial Statement

08 - Northwest Oregon Transit Allia
From 2/1/2024 Through 2/29/2024

	Current Period Actual	Current Period Budget	Current Year Actual	Total Budget	Total Budget Variance	67%
Resources						
Working Capital	0.00	6,666.67	0.00	80,000.00	(80,000.00)	0.00%
NWOTA Partner Cont. Match	0.00	15,301.33	36,000.00	183,616.00	(147,616.00)	19.60%
Transfer From General Fund	0.00	100,748.00	0.00	1,208,976.00	(1,208,976.00)	0.00%
Transfer from STIF Fund	0.00	13,333.33	0.00	160,000.00	(160,000.00)	0.00%
Total Resources	<u>0.00</u>	<u>136,049.33</u>	<u>36,000.00</u>	<u>1,632,592.00</u>	<u>(1,596,592.00)</u>	<u>2.21%</u>
Expenses						
Materials and Services						
Professional Services	0.00	416.67	3,659.50	5,000.00	1,340.50	73.19%
Administrative Support	0.00	2,083.33	5,397.80	25,000.00	19,602.20	21.59%
Website Maintenance	0.00	1,250.00	4,444.99	15,000.00	10,555.01	29.63%
Fees & Licenses	(57.39)	0.00	0.00	0.00	0.00	0.00%
Marketing	0.00	3,333.33	34,883.67	40,000.00	5,116.33	87.20%
Travel & Training	161.83	833.33	5,563.03	10,000.00	4,436.97	55.63%
Total Materials and Services	<u>104.44</u>	<u>7,916.66</u>	<u>53,948.99</u>	<u>95,000.00</u>	<u>41,051.01</u>	<u>56.79%</u>
Transfers						
Transfer to General Fund	0.00	250.00	0.00	3,000.00	3,000.00	0.00%
Unappropriated Ending Fund Bal	0.00	13,801.33	0.00	165,616.00	165,616.00	0.00%
Total Transfers	<u>0.00</u>	<u>14,051.33</u>	<u>0.00</u>	<u>168,616.00</u>	<u>168,616.00</u>	<u>0.00%</u>
Capital Outlay						
Capital Purchases						
Bus Stop Signage/Shelters	0.00	114,081.33	0.00	1,368,976.00	1,368,976.00	0.00%
Total Capital Purchases	<u>0.00</u>	<u>114,081.33</u>	<u>0.00</u>	<u>1,368,976.00</u>	<u>1,368,976.00</u>	<u>0.00%</u>
Total Capital Outlay	<u>0.00</u>	<u>114,081.33</u>	<u>0.00</u>	<u>1,368,976.00</u>	<u>1,368,976.00</u>	<u>0.00%</u>
Total Expenses	<u>104.44</u>	<u>136,049.32</u>	<u>53,948.99</u>	<u>1,632,592.00</u>	<u>1,578,643.01</u>	<u>3.30%</u>



Tillamook County Transportation District

Financial Statement

09 - NW RIDES ACCOUNT

From 2/1/2024 Through 2/29/2024

	Current Period Actual	Current Period Budget	Current Year Actual	Total Budget	Total Budget Variance	67%
Resources						
Working Capital	0.00	8,333.33	0.00	100,000.00	(100,000.00)	0.00%
NWR Revenue	568,611.67	373,966.42	3,448,675.56	4,487,597.00	(1,038,921.44)	76.84%
NWR Reserve	0.00	0.00	1,032,191.09	325,000.00	707,191.09	317.59%
Interest Income	0.00	66.67	0.00	800.00	(800.00)	0.00%
Total Resources	<u>568,611.67</u>	<u>382,366.42</u>	<u>4,480,866.65</u>	<u>4,913,397.00</u>	<u>(432,530.35)</u>	<u>91.20%</u>
Expenses						
Personnel Services						
Payroll: Administration	21,239.68	32,731.75	195,833.51	392,781.00	196,947.49	49.85%
Payroll: Indirect	1,039.80	1,771.25	8,838.30	21,255.00	12,416.70	41.58%
Payroll Expense	2,116.21	2,994.58	19,110.83	35,935.00	16,824.17	53.18%
Payroll Healthcare	7,515.30	8,683.50	81,976.37	104,202.00	22,225.63	78.67%
Payroll Retirement	2,507.14	2,630.17	16,889.70	31,562.00	14,672.30	53.51%
Payroll Veba	764.64	1,233.75	7,284.62	14,805.00	7,520.38	49.20%
Workers Compensation Ins.	0.00	41.67	0.00	500.00	500.00	0.00%
Total Personnel Services	<u>35,182.77</u>	<u>50,086.67</u>	<u>329,933.33</u>	<u>601,040.00</u>	<u>271,106.67</u>	<u>54.89%</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	0.00	225.00	2,804.76	2,700.00	(104.76)	103.88%
Computer R&M	2,210.38	1,768.08	18,701.16	21,217.00	2,515.84	88.14%
Fees & Licenses	10,000.00	4,416.67	17,780.00	53,000.00	35,220.00	33.54%
Insurance	0.00	513.92	6,547.00	6,167.00	(380.00)	106.16%
Office Expense	536.86	416.67	2,584.59	5,000.00	2,415.41	51.69%
Operational Expense	0.00	125.00	1,235.31	1,500.00	264.69	82.35%
Telephone Expense	1,578.34	1,608.33	15,134.10	19,300.00	4,165.90	78.41%

Tillamook County Transportation District

Financial Statement

09 - NW RIDES ACCOUNT

From 2/1/2024 Through 2/29/2024

	Current Period Actual	Current Period Budget	Current Year Actual	Total Budget	Total Budget Variance	67%	
Travel & Training	5220	0.00	125.00	76.92	1,500.00	1,423.08	5.12%
Postage	5260	0.00	41.67	19.90	500.00	480.10	3.98%
Purchased Transportation	5265	109,089.10	299,235.67	2,194,840.47	3,590,828.00	1,395,987.53	61.12%
Member Mileage Reimbursement	5266	30,000.00	13,310.42	210,000.00	159,725.00	(50,275.00)	131.47%
Volunteer Mileage Reimburse	5267	44,730.80	10,521.92	278,528.26	126,263.00	(152,265.26)	220.59%
Office Rent	5281	0.00	400.00	2,400.00	4,800.00	2,400.00	50.00%
Property Operating Expense	5300	0.00	250.00	2,727.65	3,000.00	272.35	90.92%
Total Materials and Services		198,145.48	333,375.02	2,754,400.12	4,000,500.00	1,246,099.88	68.85%
Transfers							
Reserve for Future Expenditure	9175	0.00	25,988.08	0.00	311,857.00	311,857.00	0.00%
Total Transfers		0.00	25,988.08	0.00	311,857.00	311,857.00	0.00%
Total Expenses		233,328.25	409,449.77	3,084,333.45	4,913,397.00	1,829,063.55	62.77%

Tillamook County Transportation District
Financial Statement

10 - STIF

From 2/1/2024 Through 2/29/2024

	Current Period Actual	Current Period Budget	Current Year Actual	Total Budget	Total Budget Variance	67%
Resources						
Working Capital	0.00	42,818.83	0.00	513,826.00	(513,826.00)	0.00%
STIF Formula	99,774.00	25,361.83	679,731.00	304,342.00	375,389.00	223.34%
STIF Intercommunity	0.00	11,666.67	0.00	140,000.00	(140,000.00)	0.00%
STIF Discretionary	0.00	38,504.00	0.00	462,048.00	(462,048.00)	0.00%
Interest Income	1,322.59	0.00	6,695.05	0.00	6,695.05	0.00%
Total Resources	<u>101,096.59</u>	<u>118,351.33</u>	<u>686,426.05</u>	<u>1,420,216.00</u>	<u>(733,789.95)</u>	<u>48.33%</u>
Expenses						
Materials and Services						
Fees & Licenses	0.00	0.00	0.25	0.00	(0.25)	0.00%
Total Materials and Services	<u>0.00</u>	<u>0.00</u>	<u>0.25</u>	<u>0.00</u>	<u>(0.25)</u>	<u>0.00%</u>
Special Payments						
STF Payments to Recipients	0.00	1,766.00	10,596.00	21,192.00	10,596.00	50.00%
STIF Payments to Recipients	0.00	1,471.75	8,830.00	24,861.00	16,031.00	35.51%
Total Special Payments	<u>0.00</u>	<u>3,237.75</u>	<u>19,426.00</u>	<u>46,053.00</u>	<u>26,627.00</u>	<u>42.18%</u>
Transfers						
Transfer to General Fund	0.00	64,107.00	0.00	769,284.00	769,284.00	0.00%
Reserve for Future Expenditure	0.00	42,818.83	0.00	513,826.00	513,826.00	0.00%
Unappropriated Ending Fund Bal	0.00	7,587.75	0.00	91,053.00	91,053.00	0.00%
Total Transfers	<u>0.00</u>	<u>114,513.58</u>	<u>0.00</u>	<u>1,374,163.00</u>	<u>1,374,163.00</u>	<u>0.00%</u>
Total Expenses	<u>0.00</u>	<u>117,751.33</u>	<u>19,426.25</u>	<u>1,420,216.00</u>	<u>1,400,789.75</u>	<u>1.37%</u>

Tillamook County Transportation District

Check/Voucher Register

1001 - General Checking Account #4558

From 2/1/2024 Through 2/29/2024

Docume... Number	Document Date	Transaction Amount	Payee	Transaction Description
18413	2/1/2024	9,483.55	CARSON OIL CO INC	12/16-12/30/2023 FUEL
18413	2/1/2024	11,070.77	CARSON OIL CO INC	12/1-12/15/2023 FUEL
18413	2/1/2024	11,167.53	CARSON OIL CO INC	11/16-11/30 FUEL
18413	2/1/2024	14,144.82	CARSON OIL CO INC	10/16-10/31/2023 FUEL
18413	2/1/2024	13,337.81	CARSON OIL CO INC	10/1-10/15/2023 FUEL
18413	2/1/2024	12,486.48	CARSON OIL CO INC	11/1-11/15/2023 FUEL
18413	2/1/2024	7,349.45	CARSON OIL CO INC	1/2-1/5/2024 FUEL
18414	2/1/2024	42.85	City Of Tillamook	TVC 12/1-12/31/2023
18415	2/1/2024	690.00	North Coast Lawn	FINAL NCL PAYMENT
18416	2/8/2024	240.30	ALSCO - Portland Linen	Mat Service 1/2-1/30/2024
18417	2/8/2024	627.89	ASTOUND	Phone Services 12/27-1/26/2024
18418	2/8/2024	36.03	BLUE STAR GAS	Fuel 10.27.2023
18419	2/8/2024	350.00	Burden's Muffler & Towing	SHOP LIFT REMOVAL
18420	2/8/2024	9,715.83	CARSON OIL CO INC	1/16-1/31/2024 Fuel
18421	2/8/2024	40.00	CENTURYLINK	Local Phone Service 12/19-1/19/2024
18422	2/8/2024	42.85	City Of Tillamook	TVC 12/1-12/31/2023
18423	2/8/2024	42.85	City Of Tillamook	TVC Water 01/1-01/31/2024
18424	2/8/2024	68.20	COUNTRY MEDIA	Public Meeting Notice 01/09/2024
18425	2/8/2024	533.16	FleetPride, Inc.	JANUARY 2024
18426	2/8/2024	1,267.50	GenXsys Solutions, LLC	Finance Computer Upgrade
18427	2/8/2024	989.41	Les Schwab Tire Center	JANUARY 2024
18428	2/8/2024	1,276.87	Marie Mills Center, Inc	Janitorial TVC Jan 2024
18429	2/8/2024	4,045.55	DAVISON AUTO PARTS, INC.	JANUARY 2024
18430	2/8/2024	82.18	ULINE	Operation Asset Labels
18431	2/8/2024	801.60	VERIZON	Tablet Service 12/27-01/06/2024
18432	2/8/2024	59.95	VANIR BROADBAND, INC.	Internet Access Fee March 2024
18433	2/13/2024	744.27	ABILA	Abila Managed Plan 2/15-3/14/2024
18434	2/13/2024	190.00	BIO-MED TESTING SERVICE, INC.	Random/Follow up Testing
18435	2/13/2024	150.87	O'REILLY AUTOMOTIVE STORES	Inv. 3805454949/5141/6875
18436	2/13/2024	128.59	ECOLUBE RECOVERY LLC	January 2024 Antifreeze/Oil Filter Recycle
18437	2/13/2024	2,100.00	Eleanor Carey	Marketing/Outreach for NW Connector
18438	2/13/2024	204.38	Fred Meyer Customer Charges	JANUARY 2024
18439	2/13/2024	23.00	MARK STRICKER	DL Upgrade Reimbursement
18440	2/13/2024	9,641.00	ADVANCED EXCAVATION INC.	BMF Lift Removal Grant 35193
18441	2/13/2024	120.00	James Skaar	DOT Medical Card
18442	2/13/2024	1,485.00	Prevailing Communications	Base Radio Antenna install/TVC/Grant 35193
18443	2/21/2024	856.40	ATU LOCAL #757	ATU DUES FEB 2024
18444	2/21/2024	3,889.06	HRA VEBA TRUST	HRA VEBA FEB 2023
18445	2/21/2024	366.50	PACIFIC SOURCE	FSA 2.2023
18446	2/21/2024	41,492.99	SPECIAL DISTRICTS INS. SERVICE	HEALTH BENEFITIS 2.2024
18447	2/26/2024	300.00	BRYAN P. FITZSIMMONS, CPA	1099 Services for FY 2023
18448	2/26/2024	541.66	CINTAS	4178982089/9681270/4180347577/1...
18449	2/26/2024	72.44	CRYSTAL AND SIERRA SPRINGS	JANUARY 2024 WATER
18450	2/26/2024	115.14	Pacific Office Automation	NWR/TCTD Copier Usage
18451	2/26/2024	595.87	PREMIER TRUCK GROUP	JANUARY 2024 BUMPER
18452	2/26/2024	141,275.00	SPECIAL DISTRICTS INS. SERVICE	2024 Liability Insurance
18453	2/26/2024	9,568.75	CARSON OIL CO INC	FEBRUARY 2024 Fuel
18454	2/26/2024	50.00	Gary A. Hanenkrat	2.21.24 Board Meeting
18455	2/26/2024	2,142.90	GenXsys Solutions, LLC	MARCH 2024 Managed Service Funds
18455	2/26/2024	478.14	GenXsys Solutions, LLC	MARCH 2024 Server Storage Virus Plan
18456	2/26/2024	50.00	Jim Heffernan	2.21.2024 Board Meeting
18457	2/26/2024	50.00	Jonathan Bean	02.21.2024 Board Meeting
18458	2/26/2024	50.00	Marni Johnston	02.19.2024 Board Meeting
18459	2/26/2024	50.00	MARY JOHNSON	2.19.2024 Board Meeting
18460	2/26/2024	50.00	Thomas Fiorelli	02.21.2024 Board Meeting

Tillamook County Transportation District

Check/Voucher Register

1001 - General Checking Account #4558

From 2/1/2024 Through 2/29/2024

<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		316,775.39		

Tillamook County Transportation District

Check/Voucher Register

1009 - NW RIDES ACCOUNT #8510

From 2/1/2024 Through 2/29/2024

Docume... Number	Document Date	Transaction Amount	Payee	Transaction Description
4169	2/1/2024	7,775.00	DIRECT MEDICAL TRANSPORTATION	10/22-10/31/2023
4170	2/8/2024	1,580.97	ASTOUND	Phone Services 12/27-1/26/2024
4171	2/8/2024	58.04	CENTURYLINK	Local Phone Service 12/19-1/19/2024
4172	2/8/2024	2,286.56	JANNA SMITH	VOL MR JANUARY 2024
4173	2/8/2024	1,288.21	JOY WINKELHAKE	VOL MR JANUARY 2024
4174	2/8/2024	2,749.33	KANDIS LIDAY	VOL MR JANUARY 2024
4175	2/8/2024	191.89	LEANN CHUINARD	VOL MR JANUARY 2024
4176	2/8/2024	3,760.07	SEAN REKART	VOL MR JANUARY 2024
4177	2/8/2024	2,537.81	WILLIAM NERENBERG	VOL MR JANUARY 2024
4178	2/12/2024	2,875.00	MTN RETREAT SECURE TRANSPORT	11.2023
4178	2/12/2024	625.00	MTN RETREAT SECURE TRANSPORT	12.2023
4179	2/12/2024	9,238.90	Ride Connection Bridge	11/1-11/10/2023
4179	2/12/2024	5,577.00	Ride Connection Bridge	11/11-11/17/2023
4179	2/12/2024	9,716.50	Ride Connection Bridge	11/18-11/30/2023
4179	2/12/2024	5,896.50	Ride Connection Bridge	12/1-12/8/2023
4179	2/12/2024	3,479.30	Ride Connection Bridge	12/22-12/31/2023
4179	2/12/2024	10,549.00	Ride Connection Bridge	12/9-12/22/2023
4180	2/12/2024	17,166.00	RYANS TRANSPORTATION SERVICE	11/1-11/4/2023
4180	2/12/2024	26,811.50	RYANS TRANSPORTATION SERVICE	11/12-11/18/2023
4180	2/12/2024	16,958.00	RYANS TRANSPORTATION SERVICE	11/19-11/26/2023
4180	2/12/2024	19,309.00	RYANS TRANSPORTATION SERVICE	11/27-11/30/2023
4180	2/12/2024	26,842.00	RYANS TRANSPORTATION SERVICE	11/5-11/11/2023
4180	2/12/2024	33,222.50	RYANS TRANSPORTATION SERVICE	12/1-12/9/2023
4180	2/12/2024	26,449.00	RYANS TRANSPORTATION SERVICE	12/10-12/16/2023
4180	2/12/2024	25,917.00	RYANS TRANSPORTATION SERVICE	12/17-12/23/2023
4180	2/12/2024	20,731.50	RYANS TRANSPORTATION SERVICE	12/24-12/31/2023
4181	2/12/2024	200.00	SUNSET EMPIRE TRANSIT	July 2023 Bus Passes
4181	2/12/2024	100.00	SUNSET EMPIRE TRANSIT	April 2023 Bus Passes
4181	2/12/2024	20.00	SUNSET EMPIRE TRANSIT	May 2023 Bus Pass
4181	2/12/2024	260.00	SUNSET EMPIRE TRANSIT	June 2023 Bus Passes
4181	2/12/2024	100.00	SUNSET EMPIRE TRANSIT	Oct 2023 Bus Passes
4181	2/12/2024	140.00	SUNSET EMPIRE TRANSIT	Nov 2023 Bus Passes
4181	2/12/2024	180.00	SUNSET EMPIRE TRANSIT	Dec 2023 Bus Passes
4182	2/13/2024	17,822.75	TILLAMOOK CNTY TRANS. DIST.	NWR AP TCTD
4183	2/26/2024	72.45	CRYSTAL AND SIERRA SPRINGS	JANUARY 2024 WATER
4184	2/26/2024	16.13	Pacific Office Automation	NWR/TCTD Copier Usage
4185	2/26/2024	857.10	GenXsys Solutions, LLC	MARCH 2024 Managed Service Funds
4185	2/26/2024	875.00	GenXsys Solutions, LLC	MARCH 2024 NW Rides Computer Support Service
4185	2/26/2024	478.28	GenXsys Solutions, LLC	MARCH 2024 Server Storage Virus Plan
ACH 2.15.2024	2/15/2024	508.90	Pacific Office Automation	COPIER LEASE

Report Total

305,222.19

Tillamook County Transportation District

Check/Voucher Register

1006 - Payroll Checking #5614

From 2/1/2024 Through 2/29/2024

Document Number	Document Date	Transaction Amount	Payee	Transaction Description
5807	2/8/2024	928.52	ALFRED BARRAGAN	FINAL CHECK BARRAGAN
ACH 1.2024	2/15/2024	600.36	AFLAC	AFLAC 1.2024
ACH 2.21.2024	2/21/2024	479.55	ADP, LLC	ADP W-2S
ACH 2.9.2024	2/9/2024	982.60	ADP, LLC	ADP PAYROLL FEES 2.2024
Report Total		<u>2,991.03</u>		

Tillamook County Transportation District

Check/Voucher Register

1011 - Prop. Mgmt. Checking #7071

From 2/1/2024 Through 2/29/2024

Docume... Number	Document Date	Transaction Amount	Payee	Transaction Description
4628	2/1/2024	249.08	City Of Tillamook	12/1-12/31 WATER/SEWER
4629	2/1/2024	155.00	IconiPro Security & Alarms	FIRE ALARM SYSTEM SERVICE & REPAIR
4630	2/1/2024	1,824.60	North Coast Lawn	FINAL NCL PAYMENT
4631	2/8/2024	1,537.50	CHRISSEY'S CLEANING SERVICE	Janitorial Services 1/3-1/31/2024
4632	2/8/2024	423.58	City Of Tillamook	Admin Water/Sewer 01/1-01/31/2024
4633	2/8/2024	182.80	City Sanitary Service	Cardboard Rent/Recycle/1.5 YD 1xW
4634	2/8/2024	153.00	JNB MECHANICAL, INC.	Service Call Diagnostic Fee Compressor
4635	2/8/2024	561.27	Marie Mills Center, Inc	Janitorial Service Admin Office January 2024
4635	2/8/2024	118.98	Marie Mills Center, Inc	Admin Janitorial Supplies January 2024
4636	2/13/2024	775.20	INLAND ELECTRIC, INC.	Repair ADA Door Openers
4637	2/26/2024	4,088.00	JNB MECHANICAL, INC.	Compressor Repair
Report Total		10,069.01		

UMPQUA BANK: CLOSING DATE 2/23/2024

Date	Vendor	Description of Transaction	Amount
CATHY BOND			
01/25/24	FieldPrint	NWR Background Check	\$12.50
01/29/24	FieldPrint	NWR Background Check	\$12.50
01/29/24	Endicia	Postage	\$50.00
02/01/24	FieldPrint	NWR Background Check	\$12.50
02/01/24	Language Line	NWR Phone/Interpreter	\$67.15
02/02/24	Language Line	NWR Phone/Interpreter	\$47.40
02/05/24	USPS	Shop Postage-Return	\$15.70
02/05/24	Endicia	Membership Fee/TCTD	\$9.95
02/05/24	FieldPrint	NWR Background Check	\$12.50
02/05/24	Adobe Inc	Financial Computer Software	\$29.99
02/07/24	Safeway	Staff Meal	\$38.00
02/09/24	Idville	Admin Office Supplies/ID Maker Printer Ribbon	\$122.60
02/09/24	The Home Depot	Grant 35193 - Renovation/Dishwasher	\$677.00
02/12/24	Language Line	NWR Phone/Interpreter	\$51.35
02/16/24	Endicia	Membership Fee/NWR	\$29.99
02/20/24	Onstar Services	Membership Fee-Shop Truck	\$9.99
02/20/24	Amazon Prime	Membership Fee	\$14.99
02/21/24	Language Line	NWR Phone/Interpreter	\$146.15
02/22/24	Lindsey's Lattes	Board Expense/Meal	\$6.75
02/22/24	Language Line	NWR Phone/Interpreter	\$98.75
02/22/24	Language Line	NWR Phone/Interpreter	\$51.35
02/23/24	Adobe Inc	Admin Software	\$84.99
02/23/24	Iron Mountain	Office Shredder	\$179.45
			\$1,781.55
BRIAN VITULLI			
01/29/24	Tora Sushi Lounge	Leadership Meal	\$76.05
02/09/24	Inn At Seaside Hotel	SDOS Annual Conference	\$441.00
02/12/24	The Crabby Oyster	SDOS Meal	\$30.00
			\$547.05
MIKE REED			
1/29/2024	Safeway	Staff Meal	\$27.00
2/7/2024	Amazon Prime	Operation Supplies-Large Erasable Calendar	\$22.49
2/8/2024	Safeway	Staff Meal	\$29.99
2/13/2024	ODOT DMV	Vehicle Registration	\$242.00
2/20/2024	The Home Depot	Facility Maintenance/Cash Room Shelves	\$176.76
2/21/2024	Lowes	Facility Maintenance/Cash Room Shelves	\$43.98
2/22/2024	USPS	Postage	\$9.50
2/23/2024	Werner Beef & Brew	Board Expense/Meal	\$53.02
			\$604.74
Grand Total Due			\$2,933.34

> SDAO
TW

APPROVAL

DATE

Brian Vitulli
4/8/2024

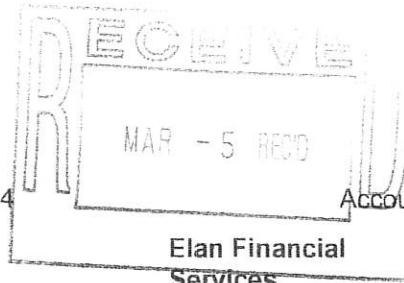


February 2024 Statement

Open Date: 01/25/2024 Closing Date: 02/23/2024



Account: Visa® Company Card with Rewards



1-866-552-8855

TILLAMOOK CNTY TRANS (CPN 001469460)

New Balance	\$115.51^{CR}
Minimum Payment Due	\$0.00
Payment Due Date	03/22/2024

Reward Points	
Earned This Statement	3,109
Reward Center Balance	161,941
as of 02/22/2024	
For details, see your rewards summary.	

Activity Summary		
Previous Balance	-	\$3,048.85 ^{CR}
Payments		\$0.00
Other Credits		\$0.00
Purchases	+	\$2,933.34
Balance Transfers		\$0.00
Advances		\$0.00
Other Debits		\$0.00
Fees Charged		\$0.00
Interest Charged		\$0.00
New Balance	=	\$115.51^{CR}
Past Due		\$0.00
Minimum Payment Due		\$0.00
Credit Line		\$10,000.00
Available Credit		\$10,115.51
Days in Billing Period		30

Payment Options:



Mail payment coupon with a check



Pay online at myaccountaccess.com



Pay by phone 1-866-552-8855

No payment is required.

CPN 001469460



Credit Balance

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

- to pay by phone
- to change your address

000042682 01 SP 000638662185246 P Y

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



Account Number:	790
Your account has a credit balance of \$115.51.	
Please DO NOT SEND a payment for this amount.	

Transactions		BOND, CATHY			Credit Limit \$2500	
Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation	
02/07	02/05	6390	SAFEWAY #2723 TILLAMOOK OR	\$38.00	_____	
02/09	02/08	3242	IDVILLE 866-438-4553 MI	\$122.60	_____	
02/09	02/07	2469	THE HOME DEPOT #4010 HILLSBORO OR	\$677.00	_____	
02/12	02/10	7247	LANGUAGE LINE, INC. 800-7526096 CA	\$51.35	_____	
02/16	02/15	5482	ENDICIA 800-576-3279 TX	\$29.99	_____	
02/20	02/16	9796	ONSTAR SERVICES 888-4ONSTAR MI	\$9.99	_____	
02/20	02/16	4737	Amazon Prime*RI90D3B82 Amzn.com/bill WA	\$14.99	_____	
02/21	02/20	1500	LANGUAGE LINE, INC. 800-7526096 CA	\$146.15	_____	
02/22	02/21	5920	SQ *LINDSEY'S LATTES Tillamook OR	\$6.75	_____	
02/22	02/21	7781	LANGUAGE LINE, INC. 800-7526096 CA	\$98.75	_____	
02/22	02/21	6809	LANGUAGE LINE, INC. 800-7526096 CA	\$51.35	_____	
02/23	02/22	8006	ADOBE INC. 408-536-6000 CA	\$84.99	_____	
02/23	02/22	2134	IRON MOUNTAIN 800-934-3453 MA	\$179.45	_____	
				\$1,781.55		

Transactions		REED, MICHAEL			Credit Limit \$3500	
Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation	
Purchases and Other Debits						
01/29	01/25	5224	SAFEWAY #2723 TILLAMOOK OR	\$27.00	_____	
02/07	02/06	3252	AMZN Mktp US*RB6KJ8M60 Amzn.com/bill WA	\$22.49	_____	
02/08	02/07	5360	FRED-MEYER #0377 TILLAMOOK OR	\$29.99	_____	
02/13	02/12	0921	ODOT DMV 503 945 5000 TILLAMOOK OR	\$242.00	_____	
02/20	02/18	9825	THE HOME DEPOT #4023 WARRENTON OR	\$176.76	_____	
02/21	02/19	8838	LOWES #01558* HILLSBORO OR	\$43.98	_____	
02/22	02/21	4901	USPS PO 4083680269 TILLAMOOK OR	\$9.50	_____	
02/23	02/22	4694	TIL*RZ WERNER BEEF&BRE TILLAMOOK OR	\$53.02	_____	
				\$604.74		

Transactions		VITULLI, BRIAN A			Credit Limit \$10000	
Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation	
Purchases and Other Debits						
01/29	01/26	0169	TORA SUSHI LOUNGE TILL TILLAMOOK OR	\$76.05	_____	
02/09	02/09	0012	INN AT SEASIDE HOTEL 185-83455316 OR	\$441.00	_____	
02/12	02/08	6668	TST* THE CRABBY OYSTER Seaside OR	\$30.00	_____	
				\$547.05		



2024 Totals Year-to-Date	
Total Fees Charged in 2024	\$0.00
Total Interest Charged in 2024	\$5.47 ^{CR}

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	\$0.00	\$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

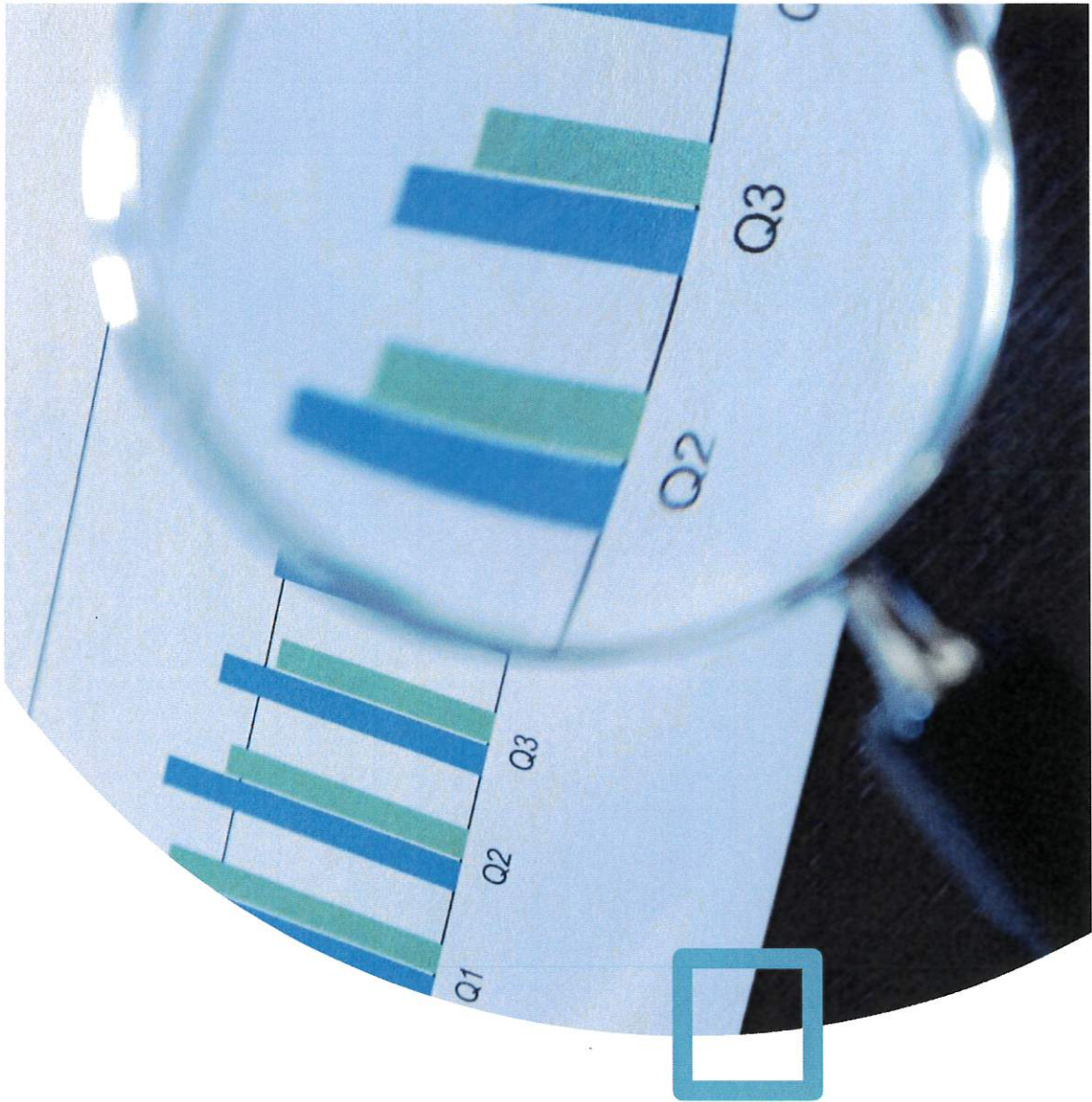
FRED MEYER CARD CHARGES - February 2024

Date	Description of Transaction	Amount
CARD #4 - CATHY BOND, FINANCE SUPERVISOR		
02/15/24	NWOTA Meal	\$ 161.83
02/15/24	Board Meal	\$ 161.83
02/29/24	CBA Lunch	\$ 119.08
02/29/24	CBA Lunch	\$ 18.47
	08.000.5220.703.00	\$ 161.83
	01.001.5175.999.00	\$ 161.83
	01.001.5180.999.00	\$ 137.55
		\$ 461.21
CARD # 5 - MARK STRICKER, OPERATIONS COORDINATOR		
02/10/24	Operation Expense -Bus Cleaning Supplies	\$ 141.68
	01.003.5180.154.00	\$ 141.68
		\$ 141.68
CARD #6 STEVEN FERRERA, MECHANIC		
02/07/24	Operation Expense -Moving Blankets	\$ 25.98
	01.002.5180.154.00	\$ 25.98
	Grand Total	\$ 628.87

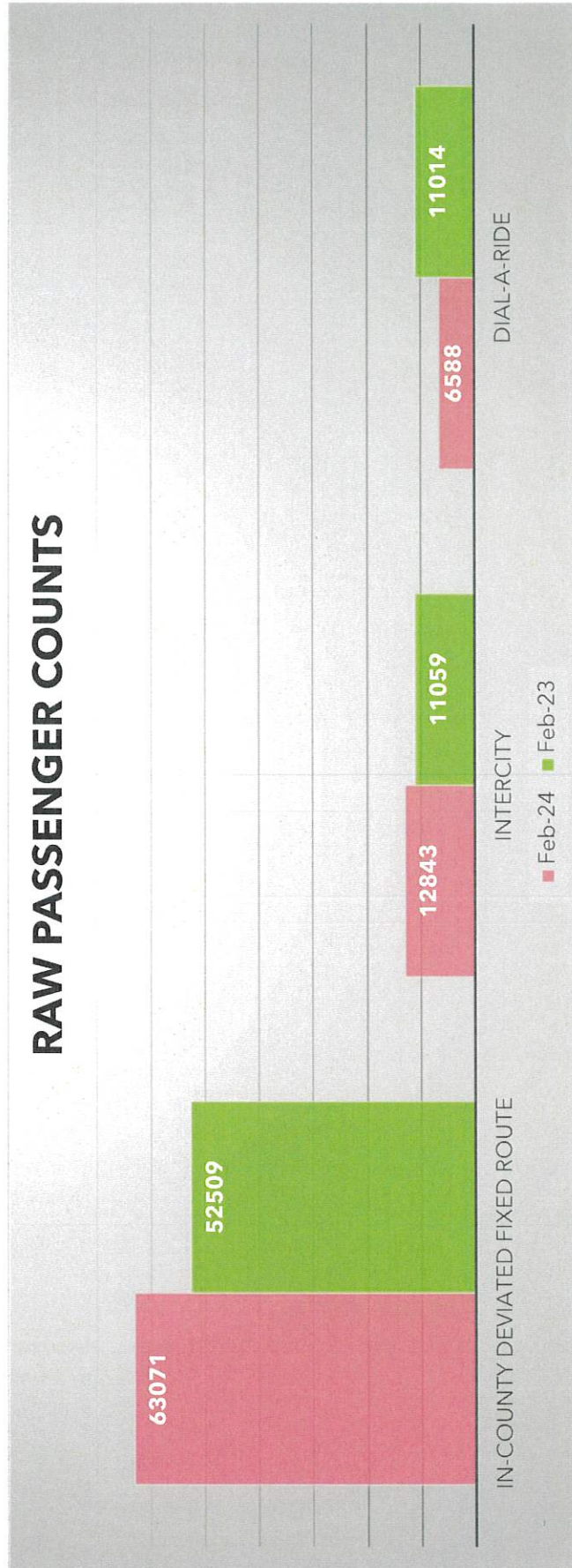
B. G. Vito
3/7/2024

TCTD Operations
Statistics &
Performance

February 2024



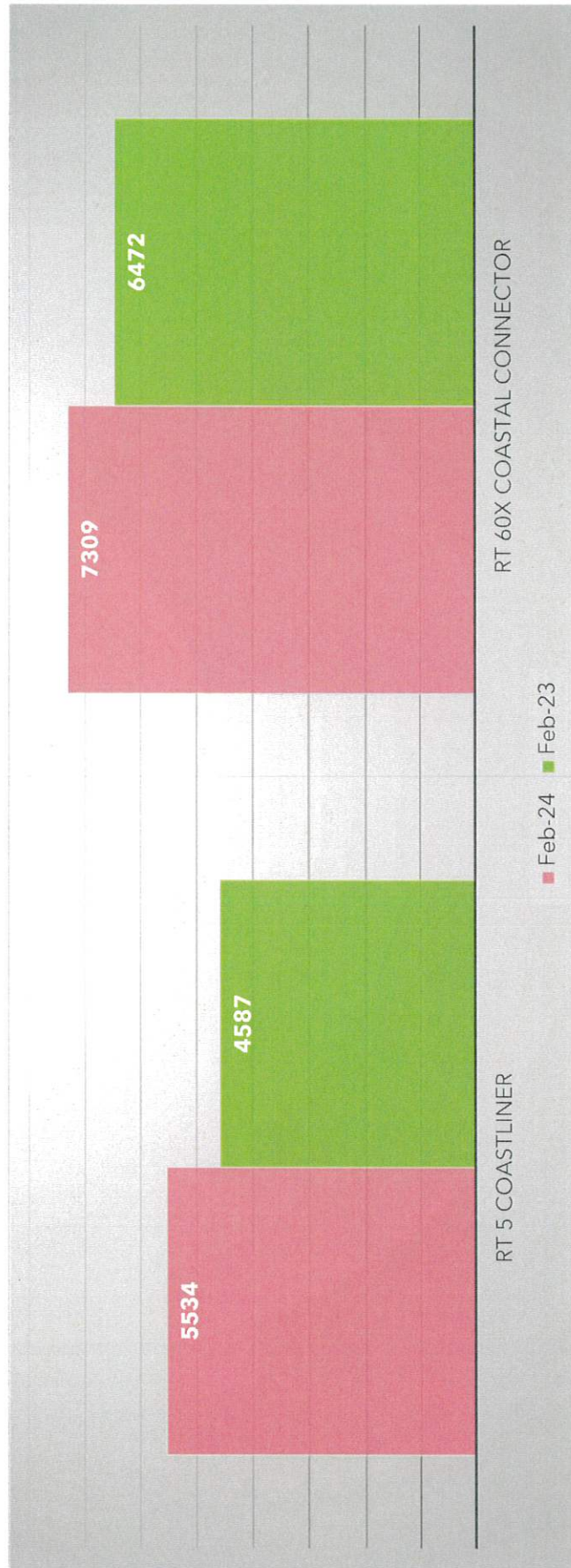
YTD COMPS BY SERVICE TYPE



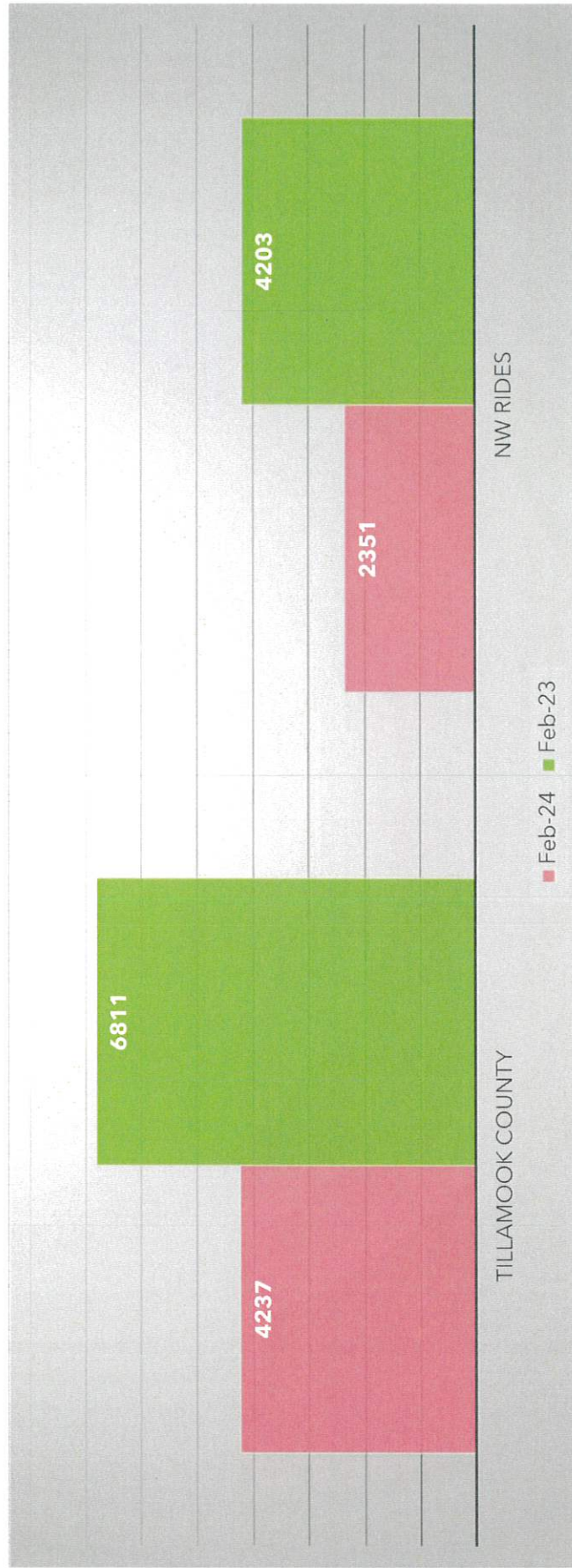
IN-COUNTY RIDERSHIP BY ROUTE YTD COMPS



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

February 2023 & February 2024



Tillamook County Transportation District

MONTHLY PERFORMANCE REPORT

February 2024

RIDERSHIP BY SERVICE TYPE

	Feb 2024	Feb 2023	YTD FY 23-24	YTD FY 22-23	YTD % Change
<u>Dial-A-Ride Service</u>					
Tillamook County	383	622	4,237	6,811	-37.8%
NW Rides	403	395	2,351	4,203	-44.1%
Dial-A-Ride Total	786	1,017	6,588	11,014	-40.2%
<u>Deviated Fixed Route Service</u>					
Rt 1: Town Loop	3,261	3,178	29,246	28,003	4.4%
Rt 2: Netarts/Oceanside	309	248	2,639	1,968	34.1%
Rt 3: Manzanita/Cannon Beach	2,034	1,381	17,097	10,948	56.2%
Rt 4: Lincoln City	946	561	9,139	6,035	51.4%
Rt 6: Port of Tillamook Bay Loop	286	371	2,883	2,947	-2.2%
Pacific City Free Shuttle	0	0	2,067	2,608	-20.7%
Local Fixed Rt Total	6,836	5,739	63,071	52,509	20.1%
<u>Intercity Service</u>					
Rt 5: Portland	540	430	5,534	4,587	20.6%
Rt 60X: Salem	0	781	7,309	6,472	12.9%
Inter City Total	540	1,211	12,843	11,059	16.1%
<u>Other Services</u>					
Tripper Routes	7	19	82	124	-33.9%
Special Bus Operations	0	0	0	0	#DIV/0!
Other Services Total	7	19	82	124	-33.9%
TOTAL ALL SERVICES	8,169	7,986	82,584	74,706	10.5%

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)	4,426	126	45,370	38,619	17.5%
Senior/Disabled	2,437	629	29,673	28,567	3.9%
Child/Youth	520	31	5,474	4,912	11.4%
Total			80,517	72,098	11.7%

OTHER RIDER CATEGORIES					
	Fixed		YTD	YTD	YTD %
	Route	DAR	FY 23-24	FY 22-23	Change
Ride Connection	68		869	689	26.1%
Tillamook Bay Community College	236		1,899	975	94.8%
NWOTA Visitor Pass	63		565	522	8.2%
NW Rides		403	2,351	4,203	-44.1%
Youth Free	860		6,944	477	1355.8%
Amtrak	42		736	665	10.7%

**Primary Performance Measures Report
thru February 2024**

	Passengers per Hour	Cost per Trip	Cost per Hour	Farebox Return %
<u>Dial-A-Ride</u>				
Dial-A-Ride	1.7	\$ 53.86	\$ 93.89	5.9%
NW Rides	1.2	\$ 89.27	\$ 107.95	63.1%
Total	1.5	\$ 66.49	\$ 100.14	33.3%
<u>Deviated Route</u>				
Rt 1: Town Loop	10.2	\$ 9.38	\$ 95.98	7.1%
Rt 2: Oceanside	1.9	\$ 52.71	\$ 99.06	1.5%
Rt 6: PORT	6.4	\$ 16.95	\$ 109.00	4.8%
Rt 3: Manzanita	4.0	\$ 28.18	\$ 113.88	2.8%
Rt 4: Lincoln City	3.3	\$ 37.68	\$ 123.11	2.2%
Total	5.2	\$ 21.16	\$ 109.12	3.4%
<u>Intercity</u>				
Rt 5: Portland	1.6	\$ 75.67	\$ 123.99	10.8%
Rt 60X: Salem	4.2	\$ 29.96	\$ 126.35	8.2%
Total	2.5	\$ 49.65	\$ 124.79	9.9%
<u>Other Services</u>				
Trippers	0.9	\$ 106.32	\$ 91.19	0.3%
SBO	#DIV/0!	#DIV/0!	#DIV/0!	0.0%
Total	0.9	\$ 106.31	\$ 91.18	0.3%
FY 2023-24 YTD	3.8	\$ 29.29	\$ 110.91	10.5%
FY 2022-23YTD	3.1	\$ 31.36	\$ 98.54	18.6%
Percent Change	20.5%	-6.6%	12.6%	-43.6%

MONTHLY PERFORMANCE

Service Month	Passengers per Hour	Farebox Ratio	Operating Cost per Hour
<u>Dial-A-Ride Services</u>			
Feb-23	1.5	48.2%	94.24
Nov-23	1.5	35.4%	88.23
Dec-23	1.5	31.9%	94.23
Jan-24	1.5	30.9%	108.26
Feb-24	1.5	33.3%	100.14
<u>Deviated Fixed Routes</u>			
Feb-23	4.7	4.7%	96.15
Nov-23	5.3	4.2%	94.26
Dec-23	5.2	3.9%	101.83
Jan-24	5.2	3.4%	109.49
Feb-24	5.2	3.4%	109.12
<u>Intercity Services</u>			
Feb-23	2.2	9.6%	110.92
Nov-23	2.8	12.0%	106.07
Dec-23	2.7	10.9%	115.34
Jan-24	2.6	9.9%	125.53
Feb-24	2.5	9.9%	124.79
<u>Other Services</u>			
Feb-23	5.9	0.1%	96.17
Nov-23	1.1	0.3%	81.80
Dec-23	0.9	0.3%	87.11
Jan-24	0.9	0.3%	91.38
Feb-24	0.9	0.3%	91.18

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

nwCONNECTOR

Coordinating Committee In-Person Meeting

April 11, 2024 | 10:00 am—12:00 pm

HYBRID

TCTD 3600 3rd Street, Tillamook









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	 Introductions		Cynda Bruce
10:05- 11:05a	 Madison Avenue Collective (MAC) Interview		Logan Hoffman
11:05— 11:15a	 Consent Calendar (Action Item) March Meeting Minutes (Attached) Financial Report	✓	Cynda Bruce/All
11:15— 11:30a	 NWOTA Standing Items Emissions/Ridership Tracking Marketing Update		Sarah Lu Heath
11:30- 11:40a	 Draft Budget Review		Brian Vitulli/All
11:45- 11:50a	 NWOTA Zero Emission Vehicle Feasibility Study		Brian Vitulli/ Sarah Lu Heath
11:50- 11:55a	 Other Business		All
11:55a – 12:00p	 Member Updates		All

Attachments:

March 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

March 8, 2024

Hybrid meeting called to order at 10:04am.

In Attendance: Cynda Bruce, John Dreeszen, Cody Franz, Sarah Lu Heath, Logan Hoffman, Craig Johnston, Arla Miller, Prue Ruby, and Brian Vitulli.

Consent Calendar: Minutes and financials were reviewed; John Dreeszen moved to accept and Craig Johnston seconded. The motion passed unanimously.

Marketing Update: Things are going very well. It was noted that marketing costs and renewing Transit Happy's contract should be under consideration.

Website Development: Logan Hoffman and Prue Ruby joined the meeting on behalf of Madison Avenue Collective (MAC), NWOTA's new website management firm. They provided updates on the state of our website transition and outlined changes in interactive map visuals. The group discussed real time data systems available that could provide better, automated updates to the website. Upcoming tasks to host a focus group for website user experience and training for NWOTA member staffers were discussed. The website will also be audited for security and ADA accessibility.

MAC will join NWOTA again next month for an in-depth interview with the members regarding the long-term goals for the website. It was noted that being able to purchase tickets online would be a good improvement.

FY 2024/2025 Budget: Cathy Bond was out of the office; this item was postponed to the April meeting. It was noted that we should review the local matches needed to meet the terms of our ODOT Bus Stop Project funding.

Bus Stop Project Update: The group discussed the siting of the Hebo bus stop. It was determined the RFP services requested for the entire project should include DCE/CE for the Hebo bus stop, additional design, material acquisition, environmental and ODOT permitting, and project management duties over the general contractor.



Tillamook County Transportation District

"Connecting the community through sustainable transit services"

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

Administration/Coordination

- Participating in the Tillamook Education Consortium countywide spring exploratory sessions in March, April,, and May. Presenting information to students on what the Tillamook County Transportation District is, who we are, what we do, how we're governed and funded, and who and where we serve. Also sharing what employment opportunities are available at the District.
- Attended the OTA Board meeting on April 2.
- Hosted and attended the monthly NWOTA meeting on April 12.
- Met with Board Treasurer to discuss FY 2024-2025 District budget preparations.
- Attended NREL (National Renewable Energy Lab) Electric Transit User Group on April 15.

Planning & Development

- On April 10, I was interviewed by a consulting firm tasked with conducting assessments of individual and organizational leaders within Tillamook County community networks. This is part of a Tillamook County Health and Human Services Department effort to gather information to inform its programming to better serve our community and improve access to essential health care services.

Grant Funding

- In response to ODOT's 2024-2026 Mid-Cycle Discretionary Grant Solicitation, submitted a 5339 grant application requesting \$200,000 to develop a Zero Emission Vehicle Feasibility Study for all NWOTA partners; and a 5304 application requesting \$225,000 to update the District's Transit Development Plan. If successful, the grant period would be from October 1, 2024 to June 30, 2026.
- As a member of the NREL (National Renewable Energy Lab) Electric Transit User Group, I learned of a zero local match grant opportunity through the Clean Bus Planning Awards Program that could be an alternative funding source to develop the Zero Emission Vehicle

Feasibility Study. Coordinating with ColPac EDD and NREL staff to develop an application for consideration. If funded, the NWOTA partners intend to develop a Zero Emission Vehicle Feasibility Study that identifies and analyzes agency needs, evaluates current and future ZEV technologies and available vehicles, identifies potential funding sources, and recommends (if feasible) a pathway for the alliance to transition toward zero emission operations.

- Received notification from ODOT that our RVHT (Rural Veterans Healthcare Transportation) grant was funded for \$68,790.

Facility/Property Management

- Renovations to the TCTD Transit Center and Administration building are nearly at the substantial completion phase. Met with architect on April 10 to conduct a walk-through of all project locations and developed a punch list of tasks to be completed.
- Ribbon cutting is still tentatively planned for Monday, May 6.

Operations/Vehicle Maintenance

- Signed-on to a letter (pages 3-4) in support of the pending Buy America waiver request for the all-electric minibus. More competition is needed in the small bus marketplace and this effort will encourage more manufacturers to onshore their production. A minibus vehicle such as this could be a great fit for rural agencies like TCTD who are pursuing zero emission alternatives.
- With full ratification of the new collective bargaining agreement, the Operations Superintendent is rolling out a series of Operation Bulletins meant to inform Operations personnel of some of the changes to the CBA, and intended to remind them of proper practices, procedures, and expectations that are to be adhered to at all times in carrying out the mission of the District.
- Met with Tillamook Bay Community College staff to discuss their campus expansion plans and how to best incorporate the Route 1 (Town Loop) bus stop into their design.



March 25, 2024

The Honorable Pete Buttigieg
Secretary
U.S. Department of Transportation
1200 New Jersey Avenue, SE
Washington, DC 20590

The Honorable Livia Shmavonian
Director, Made in America Office
Office of Management and Budget
725 17th St NW
Washington, DC 20500

Dear Secretary Buttigieg and Director Shmavonian:

We are writing in strong support and timely consideration of a temporary and targeted Buy America waiver request submitted to the Federal Transit Administration (FTA). Sixteen transit systems from five states have submitted non-availability and public interest waiver requests for an all-electric minibus, the e-JEST. It's critical that these requests receive timely consideration to ensure these transit systems and others across the country can continue to provide timely, reliable, and quality service in the face of a growing crisis in the small bus marketplace. It's been six months since the initial waiver submission and these systems, along with hundreds of others, are in desperate need of new buses.

The cutaway marketplace is experiencing significant challenges, including long delivery times and significant cost increases. Making matters worse, El Dorado National-California (ENC) recently announced it will be exiting the cutaway market by winding down its manufacturing by the end of the year. The consolidation in the small bus marketplace is going to have serious and profound consequences on daily operations which invariably will lead to service disruptions and increasing safety issues.

The e-JEST is a purpose-built all-electric minibus with a 12-15 year useful life and can be delivered in three to six months. Functionally, the e-JEST is a good fit for the transit trend line of increasing zero emission vehicles in rural areas, on-demand and paratransit operations.

Providing a temporary waiver for a bus like the e-JEST will incentivize future domestic manufacturing in the United States and create hundreds of American jobs. If granted a temporary waiver, Karsan Automotive - the manufacturer of the e-JEST - and Damera Bus - the North American dealer - have committed to meet the 70% domestic content and final assembly requirements of Buy America within two years. The e-JEST already has 30% American content and will be incorporating battery packs made by One Battery in Michigan, which will immediately increase domestic content to over 50% and invest in the U.S. battery marketplace.

Thus, we feel it is appropriate and within the spirit of Buy America to provide a temporary waiver to incentivize domestic manufacturing, production, and use of these needed vehicles to American transit systems. Incorporating these vehicles into U.S. fleets will allow our transit systems to meet important climate objectives, improve competition, alleviate the strain on the supply chain and provide the service capabilities needed by our transit riding public. As such, we respectfully request a limited duration, general non-availability and public interest waiver for low entrance, 20-foot, zero-emission minibuses.

Thank you for your time and consideration.

Sincerely,

Scott Bogren,
Executive Director
Community Transportation Association of America

Corey Aldridge
CEO & General Manager
Mountain Line
Missoula, MT

Jameson Auten
Chief Executive Officer
LTD Transit
Eugene, OR

Jeff Arndt
Chief Executive Officer
VIA Metropolitan Transit
San Antonio, TX

Edgar Benning
General Manager
MTA Flint
Flint, MI

Julia Castillo
Executive Director
HIRTA
Urbandale, IA

Elaine Clegg
Executive Director,
Valley Regional Transit,
Boise, ID

James Gee
Director of Public Transportation
RTC Washoe
Reno, NV

Shawn Donaghy
President
The Bus Coalition

Todd Morrow
Executive Director
Island Transit
Coupeville, WA

Jeff Nelson
General Manager
Quad Cities MetroLink
Moline, IL

Doug Roelfs
General Manager
Greater Peoria Mass Transit District
Peoria, IL

Bob Ruzinsky
CEO
Dayton RTA
Dayton, OH

Rob Stephens
Chief Operating Officer
Transit Authority of River City
Louisville, KY

Miguel Velázquez
CEO
Regional Transportation Service
Rochester, NY

Tillamook County Transportation District
Board of Directors Regular Monthly Meeting
Wednesday, March 20, 2024 – 6:00PM
Transportation Building
3600 Third Street, Tillamook, OR
Meeting Minutes



1. **Call to Order:** Vice Chair Adler called the meeting to order at 6:00 pm.

2. **Pledge of Allegiance**

3. **Roll Call:**

Present

TCTD Board of Directors

Linda Adler, Vice Chair
Gary Hanenkrat, Director
Jim Heffernan, Director
Marni Johnston, Treasurer (Virtual)
Jonathan Bean, Secretary
Thomas Fiorelli, Director (Virtual)

Absent

TCTD Board of Directors

Mary Johnson, Board Chair

TCTD Staff

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

Guest

John Cline, Citizen
Steve Schwabe, Citizen
Tyler Hellner, Citizen

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

5. **Public & Guest Comments:**

Tyler Hellner read a statement regarding his support for the District. On behalf of the staff, he would like to take partial accountability for the morale and issues over the last 12 months. Asked the public for forgiveness. Tyler believes everyone shares the expectation of the mission statement.

John Cline shared that he's been here a long time. It's important to him that the District continues to be sustainable. He doesn't know what the solution is to attract more employees. Wages are fair but there needs to be something to keep people here. He knows they need more drivers. Dir. Adler asked if as a driver is there a specific issue? John says all businesses seem understaffed. He wants the District to find a way to stand out and be a place to work. He is concerned that drivers would come train here and move on.

6. Executive Session: None

STATE OF THE DISTRICT REPORT

- 7. Financial Report:** FS Bond presented financials for January 2024 included in Board packet pages 1-26.
- 8. Service Measure Performance Report:** OS Reed provided service statistics and performance measures for the month of January 2024 included in Board packet pages 27-37.

Dir. Adler asked how 60x affects intercity services. OS Reed explained intercity is services outside of the County. Route 5 is currently the only intercity service being performed. Dir. Adler asked if Cannon Beach is considered intercity? OS Reed confirmed that Cannon Beach and Lincoln City are not considered intercity. Dir. Heffernan asked about how on-time performance is measured. OS Reed explained and added information about things that would effect on-time performance. Dir. Adler added that deviations will effect on-time performance as well.

- 9. Northwest Oregon Transit Alliance:** GM Vitulli provided the following updates included in Board packet pages 38-40.

GM Vitulli reviewed the NWOTA meeting. Good progress is being made on the website transition. Once complete, they will form a focus group of customers and users to test the effectiveness of the new site and make any recommended changes.

- 10. NW Rides Brokerage:** BM Deputy provided the following updates:
 - a. BM Deputy reports a new CSR will be starting next week.
 - b. Ride Statistics for Feb 2024: 4860 calls, 6027 trips. Dialysis update: 3 to Astoria, 1 Lincoln City, 1 Forest Grove. May have 1 new member. This is an ongoing process.
- 11. General Manager Report:** GM Vitulli provided the following updates included in Board packet pages 41-43 (see GM Report in packet for details):
 - a. **Administration/Coordination**
 - b. **Planning Development** – GM Vitulli reports that he has shared the PC shuttle limitations to the County and provided three potential options. Dir. Adler asked if they are ok with limitations. GM Vitulli said they are ok with limitations.

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.

However, he shared it is unlikely that the District will be able to cover this year's season due to driver shortages.

- c. **Grant Funding**
- d. **Facility/Property Development**
- e. **Operations and Vehicle Maintenance**

Dir. Adler asked about driver shortage and if school bus drivers can be considered. OS Reed and GM Vitulli stated they consider them always. The District is going to hiring events, advertising, doing what we can to attract potential candidates.

GM Vitulli discussed the issue on Facebook last Saturday. A driver called out in the middle of her shift and did not notify a supervisor in time for another driver to fill the remainder of her shift. This is a direct result of driver shortages and why it has become necessary to further reduce services. There will be a new shift bid this Friday (March 22). This bid is necessary to implement the reduction of services starting on March 31st. The reduction will affect the following: Route 1 (cancelling last trip of the day at 7pm); Route 6 POTB (going from 4 to 3 trips per day); Route 2 (cutting down to 2 trips a day); Routes 3 and 4 will remain the same; Route 5 (cancelling the first early trip of the day). The intention is that the reductions are temporary.

12. Miscellaneous: None.

CONSENT CALENDAR

- 13. Motion to Approve the Minutes of February 21, 2024, Regular Board Meeting
- 14. Motion to Approve January 2024 Financial Statement

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

Motion Passed

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

ACTION ITEMS

- 15. Resolution #24-07 Approving the TCTD Coordinated Human Services Public Transportation Plan
 - a. GM Vitulli explained the project. Staff from Kittelson & Associates presented the TCTD Coordinated Human Services Public Transportation Plan (CTP) to Board.
 - b. There was discussion on the demographic analysis section of the Plan, particularly about poverty levels and youth population figures in the County. The rates identified appeared skewed as to what is perceived. The data come from the US Census Bureau and are presented as block groups, so the statistics presented for some of these census designated places

(unincorporated areas) may appear skewed because many of these areas may have been included in the Tillamook County values.

- c. Kittelson staff explained the differences between the CTP and the Transit Development Plan (TDP). The CTP focuses on seniors and human services in the entire County and a full set of needs, priorities, and strategies. The TDP is focused on fixed route bus services and Dial-A-Ride, and their coordination.

Motion by Dir. Bean to approve Resolution #24-07 Approving the TCTD Coordinated Human Services Public Transportation Plan. *Motion Seconded* by Dir. Heffernan.

Motion Passed

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

DISCUSSION ITEMS

16. Staff Comments/Concerns:

General Manager Vitulli - No comments.

Operations Superintendent Reed – Dialysis transportation that the District is now providing due to the Tillamook dialysis center closure has been tough to operate. It is putting a strain on the other services. TCTD and NWR are doing their best to cover those services and it is very concerning that the District is being blamed for something out of its control. The new website is exciting, especially trip planning. Also very excited to have Cristel Scott as the new Operations Coordinator. It is a vital job and now leaves the dispatcher role open so she will have to cover both duties until we get dispatchers hired. He believes OC Scott is a key to the reset button.

Brokerage Manager Deputy – She agrees with OS Reed that OC Scott is an asset and the District is going in a great direction.

Operations Coordinator Scott – She has been enjoying the new job and is very excited about the future. GM Vitulli told the Board that she started out as a driver before moving to a dispatcher and has been here for a year and a half.

Finance Supervisor Bond – Congrats to OC Scott. Shared that the District held a kickoff luncheon for the new CBA and everyone seemed to really be enjoying themselves. After 14 years at the District, she's seen many seasons and this was a rough one to get through. But, we are built on a strong foundation and the future of the District is looking bright.

17. Board of Directors Comments/Concerns:

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

Dir. Adler - Great ideas from Dir. Fiorelli regarding survey. Thanked everyone and welcomed OC Scott. We live in a small county and people talk, it must be hard for everyone to do the work they do and she appreciates all their time.

Dir. Hanenkrat - Asked if dialysis people can go together for a shared ride. BM Deputy said most rides cannot be together because their locations and times do not align. Some volunteers are helping transport the ambulatory clients. They currently have one wheelchair client that needs an ADA accessible vehicle. Forest Grove isn't too hard because there are many other trips going and they can be shared rides. The Lincoln City client is doing mileage reimbursement under a veterans grant. People need to accept that medical services can be very limited in this area. GM Vitulli shared that Senator Wyden was in town and a large group attended to bring up the dialysis center closure issue. They are looking for solutions too.

Dir. Bean – None.

Dir. Heffernan – Driver shortage is a big deal. He would like to sell the picture to the public of bus driving as a good job. He says the service is like Cheers, where everyone knows your name. Asked John Cline for email so they could discuss ideas, John said he doesn't have one. He knows the District is cutting service because of driver shortage. Dir. Heffernan said the wage is competitive now so that should help draw some interest. Dir. Hanenkrat states it may not be money.

Dir. Johnston - Thanks everyone, great meeting. Everything seems to be moving in a good direction. She's excited about GM Vitulli presenting information about the District to the local high schools.

Dir. Fiorelli - District jumped into a political issue regarding the dialysis center closure. The negative comments the District is getting because of that closure is concerning. The Board is responsible for making sure the community understands what the District is doing. Consider some PR about the extraordinary work for our community and put the "problem" back on U.S. Renal Care. They say transportation is resolved; it is not. The Board needs to support staff. We need drivers and retention. He is working on a concept with Chair Johnson to develop an ad-hoc committee within the BOD to develop an employee satisfaction survey, to be conducted perhaps semi-annually.

Adjournment: Vice Chair Adler adjourned the meeting at 8:00pm.

These minutes approved this 17th day of April 2024.

ATTEST:

Mary Johnson, Board Chair

Brian Vitulli, General Manager

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



Tillamook County Transportation District
"Connecting the community through sustainable transit services"

**BUDGET COMMITTEE
MEMBER APPLICATION**

Name Tamra Perman

Address [REDACTED] Sandlake Rd

City Cloverdale State OR Zip 97112

Home/Cell Phone [REDACTED] Work Phone [REDACTED]

Email [REDACTED]@gmail.com

Occupation (if applicable) Owner/Operator J Andy Oyster Co

Community Affiliations / Interests
TBCC Board of Directors → 2017 - present
TPWD Board of Directors → ^{Jan} 2024 appointed

The TCTD Budget Committee is required to meet to evaluate and approve an annual budget in accordance to Oregon's Public Budget Law. Your appointment to the committee is for a 3-year term. Meetings are held at the TCTD Administrative Office.

Signature J Perman Date 4/12/24

TILLAMOOK COUNTY TRANSPORTATION DISTRICT POLICY

PUBLIC MEETINGS	Number: 33
Adopted by the Board of Directors on July 16, 2015 Last reviewed: December <u>April</u> 17, 2024 0	Pages: 19

Compliance with Law

All meetings will be conducted in accordance with the Oregon Public Meetings Law, ORS 192.610 *et seq*, attached as **Exhibit 1**. This Public Meetings Policy is compliant with the Oregon Public Meetings law in effect on the date the policy was adopted by the Board of Directors. Should the Oregon Public Meetings law be amended or revised, those amendments or revisions take precedence over any portion of this policy with which they may be in conflict.

Applicability

This policy applies to all public meetings of District bodies, including but not limited to meetings of the Board of Directors of the District, and to any meetings of committees, subcommittees, or advisory groups appointed by the Board if such subcommittees or advisory groups normally have a quorum requirement, take votes, and form recommendations as a body for presentation to the Board of Directors.

Training

All District personnel, including board members, will receive training on Oregon public meetings and public records laws within 90 days of election or hire, and at least annually thereafter.

Preparation for Board Meetings

- A. Meeting Notice: Public notice of Board Meetings shall be provided on the timeline specified in ORS 192.640. The notice will meet the requirements set forth in Section VI. below.
- B. Distribution of Materials to Board Members: The proposed Agenda, General Manager's Report, and supporting documents should be made available to each member of the Board of Directors at least four (4) days prior to any regularly scheduled Board meeting.
- C. Distribution of Agenda to the Public: The proposed Agenda will simultaneously be distributed to all District offices and other facilities, local and other news media, and posted at one or more locations convenient for review by District personnel and the public. In addition, the proposed Agenda will be posted to the District web site, and a link thereto will be included in the meeting notice.

Board Meeting Agenda

- A. The General Manager will draft the Agenda and confers with the Board Chair. The Agenda typically includes:
 - 1. Regular Meeting (including Executive Session, if any)
 - 2. General Manager's Report
 - 3. Consent Agenda
 - 4. Action Items
 - 5. Discussion Items
- B. Sample meeting notices, agendas, and scripts are available on the TCTD server at:
shared: O: Administration/Board.

Notice and Location of Meetings

- A. Location of Meetings: All meetings will be held within the geographic boundaries of the District. No meeting will be held in any place where discrimination on the basis of race, creed, color, sex, sexual orientation, age, national origin, or disability is practiced. All meetings will be held in places accessible to individuals with disabilities.
- B. Meetings Held by Means of Telephone or Electronic Communication: Meetings held by telephone or other electronic communication are subject to the Public Meetings Law. When telephone or other electronic means of communication is used and the meeting is not an executive session, the Board will make available to the public at least one place where, or at least one electronic means by which, the public can listen to the communication at the time it occurs. A place provided may be a place where no member of the Board is present.
- C. Regular Meetings: The Board will hold regular monthly meetings on the third Thursday of each month, unless otherwise noted on the Annual Board Meeting Schedule. Such meetings will be held at 3600 Third Street, Suite A, Tillamook, Oregon, at 6:00 p.m., or at such other places and times as the Board may designate from time to time.
- D. Special Meetings: The Board will hold special meetings at the request of the Board Chair or any three members of the Board. If the Board Chair is absent from the District, special board meetings may be held at the request of the Vice-Chair. No special meeting will be held upon less than 24 hours' public notice.
- E. Emergency Meetings: Emergency meetings may be held at the request of persons entitled to call special meetings, upon less than 24 hours' notice in situations where an actual emergency exists. An actual emergency exists where there are objective circumstances which, in the judgment of the person or persons calling the meeting, create a real and substantial risk of harm to the District which would be substantially increased if the Board were to delay in order to give 24 hours' notice before conducting the meeting. The convenience of Board members is not grounds for calling an emergency meeting.

At the beginning of any emergency meeting, the Director or Directors calling such meeting will recite the reasons for calling such meeting, and the reasons the meeting could not have been delayed in order to give at least 24 hours' notice, which reasons will be noted in the minutes. The Board will then determine if the reasons are sufficient to hold an emergency meeting and, if not, will immediately adjourn such meeting. Only business related directly to the emergency will be conducted at an emergency meeting.

- F. Notice of Meetings: Notice of the date, time, place, and a list of the principal subjects anticipated to be considered shall be given for all meetings. In addition, the notice should provide the name and telephone number of a person at the district to contact to request an interpreter for the hearing impaired or for other communication aids. The notice must be reasonably calculated to provide actual notice to the persons, including news media, who have requested notice. The list of subjects anticipated to be considered must be specific enough for members of the public to recognize items in which they have an interest. For regular meetings, the notice will include a link to the meeting agenda, and will be sent to all Board members, local media, and to all persons or other media representatives having requested notice in writing of every meeting. The agenda will also be posted at the following locations within the District: Tillamook County Courthouse, Tillamook County Library and Tillamook County Transportation District office.

Written notice will also be sent to any persons who the District knows may have a special interest in a particular action, unless such notification would be unduly burdensome or expensive. For special meetings, press releases will be issued or phone calls made to wire services and other media, and interested persons will be notified by mail or telephone. For emergency meetings, the District will attempt to contact local media and other interested persons by telephone to inform them of the meeting.

- G. Executive Sessions: Notice for meetings called only to hold executive sessions will be given in the same manner as notice for regular, special and emergency meetings set forth above, except that the notice need only indicate the general subject matter to be considered at the executive session, but it will also set forth the statutory basis for calling the executive session.

H. Interpreters for the Hearing Impaired:

- The District will make a good faith effort to have an interpreter for hearing impaired persons provided at any regularly scheduled meeting if the person requesting the interpreter has given the District at least 48 hours' notice of the request, provided the name of the requester, the requester's sign language preference, and any other relevant information which the District may require. "Good faith efforts" will include contacting the Oregon Disabilities Commission, or other state or local agencies that maintain a list of qualified interpreters.
- If a meeting is held upon less than 48 hours' notice, the District will make reasonable efforts to have an interpreter present.

- The requirement for an interpreter does not apply to emergency meetings.
- The Board Clerk will be responsible for developing and maintaining a list of qualified interpreters and will have the responsibility for making the required good faith effort to arrange for attendance of an interpreter at any meeting for which an interpreter is requested.

Board Meeting Conduct

- A. Presiding Officer: The Board Chair will preside at Board meetings. In the Board Chair's absence, the Vice-Chair will preside. If both the Board Chair and Vice-Chair are absent, any other member of the Board may preside.
- B. Authority to Conduct Meetings: The Board Chair or other presiding officer at any Board meeting will have full authority to conduct the meeting. Meetings will be conducted in such a manner as to provide a full and fair opportunity for discussion of the issues in an efficient and timely manner. Any decision of the Board Chair or other presiding officer at the meeting may be overridden by a majority vote of the Board.
- C. Public Participation: If public participation is to be a part of the meeting, the presiding officer may regulate the order and length of appearances, and limit appearances to presentations of relevant points. Persons failing to comply with the reasonable rules of conduct outlined by the presiding officer, or causing any disturbance, may be asked or required to leave. Upon failure to do so, such persons become trespassers.
- D. Electronic Equipment: The authority to control the meetings of the District Board extends to control over equipment such as cameras, tape recorders, digital recorders, and microphones. The presiding officer will inform persons attending any meeting of the District Board of reasonable rules necessary to assure an orderly and safe meeting. If a meeting is being recorded, the presiding officer will so inform persons attending the meeting before the meeting begins. The physical comfort and safety of members of the Board and the public attending the meeting will be of primary concern in formulating such rules.
- E. Recording of Votes: Votes will be recorded. Any member may request that his or her vote be changed, if such request is made prior to consideration of the next order of business.
- F. Quorum Requisites: Four members shall constitute a quorum.
- G. Voting Requirements: Unless otherwise required by statute or District rule, all votes will be by simple majority. If only a quorum is present, a unanimous vote shall be required to take final action.
- H. Vote Explanations: At the time of voting, members of the Board may make a statement indicating the reason for their vote or abstention.
- I. Conflict of Interest/Ex Parte Contacts:

1. Conflicts of Interest. Conflicts of interest may be actual or potential.

a) Actual Conflicts of Interest:

1. "Actual conflict of interest" means any action or any decision or recommendation by a person acting in a capacity as a public official, the effect of which would be to the private pecuniary benefit or detriment of the person or the person's relative or any business with which the person or a relative of the person is associated unless the pecuniary benefit or detriment arises out of circumstances described in paragraph b. below.
2. In the event of an actual conflict of interest, a member of the Board will announce publicly the nature of the actual conflict and refrain from participating in any discussion or debate on the issue out of which the actual conflict arises or from voting on the issue. If the Board member's vote is necessary to meet a requirement of a minimum number of votes to take official action, the Board member will be eligible to vote, but not to participate in any discussion or debate on the issue out of which the actual conflict arises.

b) Potential conflict of interest.

1. "Potential conflict of interest" means any action or any decision or recommendation by a person acting in a capacity as a public official, the effect of which could be to the private pecuniary benefit or detriment of the person or the person's relative, or a business with which the person or the person's relative is associated, unless the pecuniary benefit or detriment arises out of the circumstances listed in ORS 244.020(13), attached as **Exhibit 2**.
 2. In the event of a potential conflict of interest, a member of the Board will announce publicly the nature of the potential conflict prior to taking any action thereon in the capacity of a public official.
2. Ex Parte Contacts. In the event any member of the Board has had any ex parte contact in a quasi-judicial matter, the member will declare such contact prior to participating in discussion on the matter.

J. Adjournment:

The meeting will be adjourned by a majority vote or as a result of the loss of a quorum.

Executive Sessions

- A. Notice: Notice for meetings called only to hold executive sessions will be given in the same manner as notice for regular, special and emergency meetings set forth above, and will state the statutory basis for calling the executive session.
- B. No Final Decisions: The Board will not make any final decisions during any executive session. This prohibition, however, does not prohibit full discussion of Board members' views during executive sessions.
- C. Purposes: Executive sessions will be held only for the purposes listed in ORS 192.660, which is included in **Exhibit 1**.
- D. Conduct of Executive Session: The Board Chair or other presiding officer will announce the statutory authority for the executive session before going into closed session. Once the executive session has been convened, the Board Chair will direct any representatives of the news media who are present not to report certain specified information from the executive session. In general, the extent of the non-disclosure requirement should be no broader than the public interest requires, and the news media will ordinarily be allowed to report the general topic of discussion in the executive session. Board members, staff and other persons present will not discuss or disclose executive session proceedings outside of the executive session without prior authorization of the Board as a whole.

Minutes of Board Meetings

- A. Written Minutes: The Board will keep written minutes of all its meetings in accordance with the requirements of ORS 192.650. Minutes of public meetings will include at least the following information:
 - 1. All members of the Board present.
 - 2. All motions, proposals, resolutions, orders, ordinances and measures proposed and their disposition.
 - 3. Results of all votes, including the vote of each member by name.
 - 4. The substance of any discussion on any matter.
 - 5. Subject to ORS 192.410 - 192.505 relating to public records, a reference to any document discussed at the meeting.
- B. Digital Recordings of Public Session: [The Board will make digital recordings of all Board meetings when the Board meets in public session. Those recordings may be audio only or may also include video. The digital recordings will not take the place of the official written minutes, but will be archived in the District's records.](#)
- B-C. Minutes of Executive Session: Minutes of executive sessions will be kept separately from minutes of public meetings. Minutes of executive sessions may be kept either in writing, in the same manner as minutes of public sessions, or by digital recording. If minutes of an executive session are kept by digital recording, written minutes are not required, unless otherwise provided by law.

C.D. Disclosure of Executive Session Matters:

If disclosure of material in the executive session minutes would be inconsistent with the purpose for which the executive session was held, the material may be withheld from disclosure. No executive session minutes may be disclosed without prior authorization of the Board.

D.E. Retention: Any tape-digital recordings or written minutes of public Board meetings or executive sessions will be retained by the District until such time as their disposal is authorized by rule or specific authorization of the State Archivist pursuant to ORS 192.105.

E.F. Availability to the Public: Written minutes of public sessions will be made available to the public within a reasonable time after the meeting.

Minutes of Committee Meetings

Minutes of committees, subcommittees, or advisory groups within the scope of the Oregon Public Meetings law will be kept according to the “Minutes of Board Meetings” Section A above. Digital recordings of those meetings will be kept according to the “Minutes of Board Meetings” Section B above.

Serial Meetings

No meeting of the Board or of any committees, subcommittees, or advisory groups within the scope of the Oregon Public Meetings law will be allowed to occur in a manner that violates the prohibition against “serial meetings” contained in the Oregon Public Meetings Law. A prohibited serial meeting includes participation by members of a public body in a group communication over a period of time to deliberate on a matter that is or may come before the public body. “Deliberation” includes any discussion or communication that is part of a decision-making process. This includes all emails, text messages, and verbal communication, including those made through an intermediary or those using personal accounts. See definitions in ORS 192.610.

EXHIBIT 1

ORS 192.610

Definitions for ORS 192.610 to 192.690

1. (1) "Convening" means:

(a) Gathering in a physical location;

(b) Using electronic, video or telephonic technology to be able to communicate contemporaneously among participants;

(c) Using serial electronic written communication among participants; or

(d) Using an intermediary to communicate among participants.

2. "Decision" means any determination, action, vote or final disposition upon a motion, proposal, resolution, order, ordinance or measure on which a vote of a governing body is required, at any meeting at which a quorum is present.

1-3. "Deliberation" means discussion or communication that is part of a decision-making process.

2-4. "Executive session" means any meeting or part of a meeting of a governing body which is closed to certain persons for deliberation on certain matters.

3-5. "Governing body" means the members of any public body which consists of two or more members, with the authority to make decisions for or recommendations to a public body on policy or administration.

4-6. "Public body" means the state, any regional council, county, city or district, or any municipal or public corporation, or any board, department, commission, council, bureau, committee or subcommittee or advisory group or any other agency thereof.

5-7. "Meeting" means the convening of a governing body of a public body for which a quorum is required in order to make a decision or to deliberate toward a decision on any matter. "Meeting" does not include any on-site inspection of any project or program. "Meeting" also does not include the attendance of members of a governing body at any national, regional or state association to which the public body or the members belong. [1973 c.172 §2; 1979 c.644 §1; 2023 c.417 §1]

ORS 192.620

Policy

The Oregon form of government requires an informed public aware of the deliberations and decisions of governing bodies and the information upon which such decisions were made. It is the intent of ORS 192.610 (Definitions for ORS 192.610 to 192.690) to 192.690 (Exceptions to ORS 192.610 to 192.690) that decisions of governing bodies be arrived at openly. [1973 c.172 §1]

ORS 192.630

Meetings of governing body to be open to public; location of meetings; accommodation for person with disability; interpreters

1. All meetings of the governing body of a public body shall be open to the public and all persons shall be permitted to attend any meeting except as otherwise provided by ORS 192.610 (Definitions for ORS 192.610 to 192.690) to 192.690 (Exceptions to ORS 192.610 to 192.690).
2. A quorum of a governing body may not meet in private for the purpose of deciding on or deliberating toward a decision on any matter except as otherwise provided by ORS 192.610 (Definitions for ORS 192.610 to 192.690) to 192.690 (Exceptions to ORS 192.610 to 192.690).
3. A governing body may not hold a meeting at any place where discrimination on the basis of race, color, creed, sex, sexual orientation, [gender identity](#), national origin, age or disability is practiced. However, the fact that organizations with restricted membership hold meetings at the place does not restrict its use by a public body if use of the place by a restricted membership organization is not the primary purpose of the place or its predominant use.
4. (A) Meetings of the governing body of a public body shall be held:
 - a. Within the geographic boundaries over which the public body has jurisdiction;
 - b. At the administrative headquarters of the public body;
 - c. At the nearest practical location; or
 - d. If the public body is a state, county, city or special district entity, within Indian country of a federally recognized Oregon Indian tribe that is within the geographic boundaries of this state. For purposes of this subparagraph, "Indian country" has the meaning given that term in 18 U.S.C. 1151.(B) Training sessions may be held outside the jurisdiction as long as no deliberations toward a decision are involved.
(C) A joint meeting of two or more governing bodies or of one or more governing bodies and the elected officials of one or more federally recognized Oregon Indian tribes shall be held within the geographic boundaries over which one of the participating public bodies or one of the Oregon Indian tribes has jurisdiction or at the nearest practical location.
(D) Meetings may be held in locations other than those described in this subsection in the event of an actual emergency necessitating immediate action.
5. (A) It is discrimination on the basis of disability for a governing body of a public body to meet in a place inaccessible to persons with disabilities, or, upon request of a person who is deaf or hard of hearing, to fail to make a good faith effort to have an interpreter for persons who are deaf or hard of hearing provided at a regularly scheduled meeting. The sole remedy for discrimination on the basis of disability shall be as provided in ORS 192.680 (Enforcement of ORS 192.610 to 192.690).
(B) The person requesting the interpreter shall give the governing body at least 48 hours' notice of the request for an interpreter, shall provide the name of the requester, sign language preference and any other relevant information the governing body may request.

- (C) If a meeting is held upon less than 48 hours' notice, reasonable effort shall be made to have an interpreter present, but the requirement for an interpreter does not apply to emergency meetings.
- (D) If certification of interpreters occurs under state or federal law, the Oregon Health Authority or other state or local agency shall try to refer only certified interpreters to governing bodies for purposes of this subsection.
- (E) As used in this subsection, "good faith effort" includes, but is not limited to, contacting the department or other state or local agency that maintains a list of qualified interpreters and arranging for the referral of one or more qualified interpreters to provide interpreter services. [1973 c.172 §3; 1979 c.644 §2; 1989 c.1019 §1; 1995 c.626 §1; 2003 c.14 §95; 2005 c.663 §12; 2007 c.70 §52; 2007 c.100 §21; 2009 c.595 §173; 2017 c.482 §1; 2019 c.286 §1; [2021 c.367 §12](#)]

ORS 192.640

Public notice required; special notice for executive sessions or special or emergency meetings

1. The governing body of a public body shall provide for and give public notice, reasonably calculated to give actual notice to interested persons including news media which have requested notice, of the time and place for holding regular meetings. The notice shall also include a list of the principal subjects anticipated to be considered at the meeting, but this requirement shall not limit the ability of a governing body to consider additional subjects.
2. If an executive session only will be held, the notice shall be given to the members of the governing body, to the general public and to news media which have requested notice, stating the specific provision of law authorizing the executive session.
3. No special meeting shall be held without at least 24 hours' notice to the members of the governing body, the news media which have requested notice and the general public. In case of an actual emergency, a meeting may be held upon such notice as is appropriate to the circumstances, but the minutes for such a meeting shall describe the emergency justifying less than 24 hours' notice. [1973 c.172 §4; 1979 c.644 §3; 1981 c.182 §1]

ORS 192.650

Recording or written minutes required; content; fees

1. The governing body of a public body shall provide for the sound, video or digital recording or the taking of written minutes of all its meetings. Neither a full transcript nor a full recording of the meeting is required, except as otherwise provided by law, but the written minutes or recording must give a true reflection of the matters discussed at the meeting and the views of the participants. All minutes or recordings shall be available to the public within a reasonable time after the meeting, and shall include at least the following information:
 - (A) All members of the governing body present;
 - (B) All motions, proposals, resolutions, orders, ordinances and measures proposed and their disposition;

(C) The results of all votes and, except for public bodies consisting of more than 25 members unless requested by a member of that body, the vote of each member by name;

(D) The substance of any discussion on any matter; and

(E) Subject to ORS 192.311 (Definitions for ORS 192.311 to 192.478) to 192.478 (Exemption for Judicial Department) relating to public records, a reference to any document discussed at the meeting.

2. Minutes of executive sessions shall be kept in accordance with subsection (1) of this section. However, the minutes of a hearing held under ORS 332.061 (Hearing to expel minor students or to examine confidential records) shall contain only the material not excluded under ORS 332.061 (Hearing to expel minor students or to examine confidential records) (2). Instead of written minutes, a record of any executive session may be kept in the form of a sound or video tape or digital recording, which need not be transcribed unless otherwise provided by law. If the disclosure of certain material is inconsistent with the purpose for which a meeting under ORS 192.660 (Executive sessions permitted on certain matters) is authorized to be held, that material may be excluded from disclosure. However, excluded materials are authorized to be examined privately by a court in any legal action and the court shall determine their admissibility.
3. A reference in minutes or a recording to a document discussed at a meeting of a governing body of a public body does not affect the status of the document under ORS 192.311 (Definitions for ORS 192.311 to 192.478) to 192.478 (Exemption for Judicial Department).
4. A public body may charge a person a fee under ORS 192.324 (Copies or inspection of public records) for the preparation of a transcript from a recording. [1973 c.172 §5; 1975 c.664 §1; 1979 c.644 §4; 1999 c.59 §44; 2003 c.803 §14]

ORS 192.660

Executive sessions permitted on certain matters; procedures, news media representatives' attendance; limits

1. ORS 192.610 (Definitions for ORS 192.610 to 192.690) to 192.690 (Exceptions to ORS 192.610 to 192.690) do not prevent the governing body of a public body from holding executive session during a regular, special or emergency meeting, after the presiding officer has identified the authorization under ORS 192.610 (Definitions for ORS 192.610 to 192.690) to 192.690 (Exceptions to ORS 192.610 to 192.690) for holding the executive session.
2. The governing body of a public body may hold an executive session:
 - (a) To consider the employment of a public officer, employee, staff member or individual agent.
 - (b) To consider the dismissal or disciplining of, or to hear complaints or charges brought against, a public officer, employee, staff member or individual agent who does not request an open hearing.
 - (c) To consider matters pertaining to the function of the medical staff of a public hospital licensed pursuant to ORS 441.015 (Licensing of facilities and health maintenance organizations) to 441.087 (General inspection of long term care facility) including, but not limited to, all clinical

committees, executive, credentials, utilization review, peer review committees and all other matters relating to medical competency in the hospital.

(d) To conduct deliberations with persons designated by the governing body to carry on labor negotiations.

(e) To conduct deliberations with persons designated by the governing body to negotiate real property transactions.

(f) To consider information or records that are exempt by law from public inspection.

(g) To consider preliminary negotiations involving matters of trade or commerce in which the governing body is in competition with governing bodies in other states or nations.

(h) To consult with counsel concerning the legal rights and duties of a public body with regard to current litigation or litigation likely to be filed.

(i) To review and evaluate the employment-related performance of the chief executive officer of any public body, a public officer, employee or staff member who does not request an open hearing.

(j) To carry on negotiations under ORS chapter 293 with private persons or businesses regarding proposed acquisition, exchange or liquidation of public investments.

(k) To consider matters relating to school safety or a plan that responds to safety threats made toward a school.

(l) If the governing body is a health professional regulatory board, to consider information obtained as part of an investigation of licensee or applicant conduct.

(m) If the governing body is the State Landscape Architect Board, or an advisory committee to the board, to consider information obtained as part of an investigation of registrant or applicant conduct.

(n) To discuss information about review or approval of programs relating to the security of any of the following:

(A) A nuclear-powered thermal power plant or nuclear installation.

(B) Transportation of radioactive material derived from or destined for a nuclear-fueled thermal power plant or nuclear installation.

(C) Generation, storage or conveyance of:

(i) Electricity;

(ii) Gas in liquefied or gaseous form;

(iii) Hazardous substances as defined in ORS 453.005 (Definitions for ORS 453.005 to 453.135) (7)(a), (b) and (d);

(iv) Petroleum products;

(v) Sewage; or

(vi) Water.

(D) Telecommunication systems, including cellular, wireless or radio systems.

(E) Data transmissions by whatever means provided.

(o) To consider matters relating to the safety of the governing body and of public body staff and volunteers and the security of public body facilities and meeting spaces.

(p) To consider matters relating to cyber security infrastructure and responses to cyber security threats.

3. Labor negotiations shall be conducted in open meetings unless negotiators for both sides request that negotiations be conducted in executive session. Labor negotiations conducted in executive session are not subject to the notification requirements of ORS 192.640 (Public notice required).
4. Representatives of the news media shall be allowed to attend executive sessions other than those held under subsection (2)(d) of this section relating to labor negotiations or executive session held pursuant to ORS 332.061 (Hearing to expel minor students or to examine confidential records) (2) but the governing body may require that specified information be undisclosed.
5. When a governing body convenes an executive session under subsection (2)(h) of this section relating to conferring with counsel on current litigation or litigation likely to be filed, the governing body shall bar any member of the news media from attending the executive session if the member of the news media is a party to the litigation or is an employee, agent or contractor of a news media organization that is a party to the litigation.
6. No executive session may be held for the purpose of taking any final action or making any final decision.
7. The exception granted by subsection (2)(a) of this section does not apply to:
 - (a) The filling of a vacancy in an elective office.
 - (b) The filling of a vacancy on any public committee, commission or other advisory group.
 - (c) The consideration of general employment policies.
 - (d) The employment of the chief executive officer, other public officers, employees and staff members of a public body unless:
 - (A) The public body has advertised the vacancy;
 - (B) The public body has adopted regular hiring procedures;
 - (C) In the case of an officer, the public has had the opportunity to comment on the employment of the officer; and
 - (D) In the case of a chief executive officer, the governing body has adopted hiring standards, criteria and policy directives in meetings open to the public in which the public has had the opportunity to comment on the standards, criteria and policy directives.
8. A governing body may not use an executive session for purposes of evaluating a chief executive officer or other officer, employee or staff member to conduct a general evaluation of an agency goal, objective or operation or any directive to personnel concerning agency goals, objectives, operations or programs.
9. Notwithstanding subsections (2) and (6) of this section and ORS 192.650 (Recording or written minutes required):

(a) ORS 676.175 (Complaints and investigations confidential) governs the public disclosure of minutes, transcripts or recordings relating to the substance and disposition of licensee or applicant conduct investigated by a health professional regulatory board.

(b) ORS 671.338 (Confidentiality of application, examination and investigatory information) governs the public disclosure of minutes, transcripts or recordings relating to the substance and disposition of registrant or applicant conduct investigated by the State Landscape Architect Board or an advisory committee to the board.

10. Any person may submit to the Oregon Government Ethics Commission:

(a) A written request for the commission to issue and publish a commission advisory opinion under ORS 244.280 on the application of this section to any actual or hypothetical circumstance;

(b) A written request for the executive director of the Oregon Government Ethics Commission to issue and publish a staff advisory opinion under ORS 244.282 on the application of this section to any actual or hypothetical circumstance; or

(c) A written or oral request for the executive director or other staff of the commission to issue written or oral staff advice under ORS 244.284 on the application of this section to any actual or hypothetical circumstance.

~~10.11.~~ Notwithstanding ORS 244.290 (General duties of commission), the Oregon Government Ethics Commission may not adopt rules that establish what entities are considered representatives of the news media that are entitled to attend executive sessions under subsection (4) of this section. [1973 c.172 §6; 1975 c.664 §2; 1979 c.644 §5; 1981 c.302 §1; 1983 c.453 §1; 1985 c.657 §2; 1995 c.779 §1; 1997 c.173 §1; 1997 c.594 §1; 1997 c.791 §9; 2001 c.950 §10; 2003 c.524 §4; 2005 c.22 §134; 2007 c.602 §11; 2009 c.792 §32; 2015 c.421 §2; 2015 c.666 §3; 2018 c.50 §11; 2021 c.264 §4; 2023 c.252 §1]

ORS 192.670

Meetings by means of telephone or electronic communication

1. Any meeting, including an executive session, of a governing body of a public body which is held through the use of telephone or other electronic communication shall be conducted in accordance with ORS 192.610 (Definitions for ORS 192.610 to 192.690) to 192.690 (Exceptions to ORS 192.610 to 192.690).

2. When telephone or other electronic means of communication is used and the meeting is not an executive session, the governing body of the public body shall make available to the public at least one place where, or at least one electronic means by which, the public can listen to the communication at the time it occurs. A place provided may be a place where no member of the governing body of the public body is present. [~~1973 c.172 §7; 1979 c.361 §1; 2011 c.272 §2~~]

3. All meetings held by a governing body of a public body, excluding executive sessions, must provide to members of the general public, to the extent reasonably possible, an opportunity to:

(a) Access and attend the meeting by telephone, video or other electronic or virtual means;

(b) If in-person oral testimony is allowed, submit during the meeting oral testimony by telephone, video or other electronic or virtual means; and

(c) If in-person written testimony is allowed, submit written testimony, including by electronic mail or other electronic means, so that the governing body is able to consider the submitted testimony in a timely manner.

4. The provisions of subsection (3) of this section:

(a) Apply to hearings under ORS 197.763, 215.402 to 215.438 and 215.700 to 215.780 regardless of whether a governing body or governing body's designee, including a hearings officer, conducts the hearing; and

(b) Do not apply to contested case hearings under ORS chapter 183. [1973 c.172 §7; 1979 c.361 §1; 2011 c.272 §2; 2021 c.228 §1]

ORS 192.672

State board or commission meetings through telephone or electronic means; compensation and reimbursement

1. A state board or commission may meet through telephone or other electronic means in accordance with ORS 192.610 (Definitions for ORS 192.610 to 192.690) to 192.690 (Exceptions to ORS 192.610 to 192.690).

2. (a) Notwithstanding ORS 171.072 (Salary of members and presiding officers) or 292.495 (Compensation and expenses of members of state boards and commissions), a member of a state board or commission who attends a meeting through telephone or other electronic means is not entitled to compensation or reimbursement for expenses for attending the meeting.

—(b) A state board or commission may compensate or reimburse a member, other than a member who is a member of the Legislative Assembly, who attends a meeting through telephone or other electronic means as provided in ORS 292.495 (Compensation and expenses of members of state boards and commissions) at the discretion of the board or commission.

3. (a) A state board or commission that meets through telephone or other electronic means in accordance with ORS 192.610 to 192.705 shall record and promptly publish the meeting on a publicly accessible website or hosting service, so that members of the public may without charge:

(A) Observe a recording of the meeting if the meeting was conducted through videoconferencing technology; or

(B) Listen to a recording of the meeting if the meeting was conducted through teleconferencing technology that did not include video capabilities.

(b) The requirement that a meeting be published under this subsection does not apply to that portion of a state board or commission meeting that was lawfully held in executive session under ORS 192.660 or other law.

(c) The requirement to record and publish meetings under this subsection applies to any state board or commission that is within the executive department, as defined in ORS 174.112, and whose members are subject to Senate confirmation under ORS 171.562 and 171.565. [2011 c.272 §1; 2023 c.565 §1]

Note: 192.672 (State board or commission meetings through telephone or electronic means) was enacted into law by the Legislative Assembly but was not added to or made a part of ORS chapter 192 or any series therein by legislative action. See Preface to Oregon Revised Statutes for further explanation.

ORS 192.680

Enforcement of ORS 192.610 to 192.690; effect of violation on validity of decision of governing body; liability of members

1. A decision made by a governing body of a public body in violation of ORS 192.610 (Definitions for ORS 192.610 to 192.690) to 192.690 (Exceptions to ORS 192.610 to 192.690) shall be voidable. The decision shall not be voided if the governing body of the public body reinstates the decision while in compliance with ORS 192.610 (Definitions for ORS 192.610 to 192.690) to 192.690 (Exceptions to ORS 192.610 to 192.690). A decision that is reinstated is effective from the date of its initial adoption.
2. Any person affected by a decision of a governing body of a public body may commence a suit in the circuit court for the county in which the governing body ordinarily meets, for the purpose of requiring compliance with, or the prevention of violations of ORS 192.610 (Definitions for ORS 192.610 to 192.690) to 192.690 (Exceptions to ORS 192.610 to 192.690), by members of the governing body, or to determine the applicability of ORS 192.610 (Definitions for ORS 192.610 to 192.690) to 192.690 (Exceptions to ORS 192.610 to 192.690) to matters or decisions of the governing body.
3. Notwithstanding subsection (1) of this section, if the court finds that the public body made a decision while in violation of ORS 192.610 (Definitions for ORS 192.610 to 192.690) to 192.690 (Exceptions to ORS 192.610 to 192.690), the court shall void the decision of the governing body if the court finds that the violation was the result of intentional disregard of the law or willful misconduct by a quorum of the members of the governing body, unless other equitable relief is available. The court may order such equitable relief as it deems appropriate in the circumstances. The court may order payment to a successful plaintiff in a suit brought under this section of reasonable attorney fees at trial and on appeal, by the governing body, or public body of which it is a part or to which it reports.
4. If the court makes a finding that a violation of ORS 192.610 (Definitions for ORS 192.610 to 192.690) to 192.690 (Exceptions to ORS 192.610 to 192.690) has occurred under subsection (2) of this section and that the violation is the result of willful misconduct by any member or members of the governing body, that member or members shall be jointly and severally liable to the governing body or the public body of which it is a part for the amount paid by the body under subsection (3) of this section.
5. Any suit brought under subsection (2) of this section must be commenced within 60 days following the date that the decision becomes public record.
6. The provisions of this section shall be the exclusive remedy for an alleged violation of ORS 192.610 (Definitions for ORS 192.610 to 192.690) to 192.690 (Exceptions to ORS 192.610 to 192.690), except that this subsection does not apply to proceedings of the Oregon Government Ethics Commission. [1973 c.172 §8; 1975 c.664 §3; 1979 c.644 §6; 1981 c.897 §42; 1983 c.453 §2; 1989 c.544 §1; 2023 c.417 §8]

ORS 192.685

Additional enforcement of alleged violations of ORS 192.660

1. Notwithstanding ORS 192.680 (Enforcement of ORS 192.610 to 192.690), complaints of violations of ~~ORS 192.660 (Executive sessions permitted on certain matters)~~ any provision of ORS 192.610 to 192.690 alleged to have been committed by public officials may be made to the Oregon Government Ethics Commission for review and investigation as provided by ORS 244.260 (Complaint and adjudicatory process) and for possible imposition of civil penalties as provided by ORS 244.350 (Civil penalties).
2. A complainant may not file a complaint with the commission under this section unless the complainant has complied with the written grievance procedures described in section 5 of this 2023 Act and:
 - (a) Has received a response from the public body that denies that a violation of ORS 192.610 to 192.690 occurred;
 - (b) Has received a response from the public body that admits that a violation of ORS 192.610 to 192.690 occurred that the public body has failed to take adequate steps to cure; or
 - (c) Has not received a response from the public body within the time prescribed for a response under section 5 of this 2023 Act.
3. A complainant shall submit documentation of the complainant's actions taken under section 5 of this 2023 Act and the public body's response as described in subsection (2) of this section, if any. The commission shall dismiss any complaint filed under this section that does not satisfy the requirements of subsection (2) of this section.
- 2.4. If a complaint satisfies the requirements of subsection (2) of this section, the commission may interview witnesses, review minutes and other records and may obtain and consider any other information pertaining to ~~executive sessions meetings~~ of the governing body of a public body for purposes of determining whether a violation of ~~ORS 192.660 (Executive sessions permitted on certain matters)~~ ORS 192.610 to 192.690 occurred. Information related to an executive session conducted for a purpose authorized by ORS 192.660 (Executive sessions permitted on certain matters) shall be made available to the Oregon Government Ethics Commission for its investigation but shall be excluded from public disclosure.
- 3.5. If the commission chooses not to pursue a complaint of a violation brought under subsection (1) of this section at any time before conclusion of a contested case hearing, the public official against whom the complaint was brought may be entitled to reimbursement of reasonable costs and attorney fees by the public body to which the official's governing body has authority to make recommendations or for which the official's governing body has authority to make decisions. [1993 c.743 §28; 2023 c.417 §6]

ORS 192.690

Exceptions to ORS 192.610 to 192.690

1. ORS 192.610 (Definitions for ORS 192.610 to 192.690) to 192.690 (Exceptions to ORS 192.610 to 192.690) do not apply to ~~(a) the~~ Deliberations of the Psychiatric Security Review Board, or the State Board of Parole and Post-Prison Supervision; ~~(b) the review by~~ Deliberations of state agencies conducting hearings on contested cases in accordance with the provisions of ORS chapter 183; ~~(c) the review by~~ Deliberations of the Workers' Compensation Board or the Employment Appeals Board of similar hearings on contested cases; ~~(d) Meetings of~~ Meetings of the state lawyers assistance committee operating under the provisions of ORS 9.568 (State lawyers assistance committee); ~~(e) meetings of~~ Meetings of the personal and practice management assistance committees operating under the provisions of ORS 9.568 (State lawyers assistance committee); ~~(f) Meetings of~~ Meetings of the county child abuse multidisciplinary teams required to review child abuse cases in accordance with the provisions of ORS 418.747 (County teams for investigation); ~~(g) Meetings of~~ Meetings of the child fatality review teams required to review child fatalities in accordance with the provisions of ORS 418.785 (Child fatality review teams); ~~(h) Meetings of~~ Meetings of the peer review committees in accordance with the provisions of ORS 441.055 (Health care facility medical staff and bylaws); ~~(i) Mediation~~ Mediation conducted under ORS 36.252 (Agricultural mediation services coordinated by State Department of Agriculture) to 36.268 (Provision of mediation services contingent on funding); ~~(j) Any~~ Any judicial proceeding; ~~(k) Meetings of~~ Meetings of the Oregon Health and Science University Board of Directors or its designated committee regarding candidates for the position of president of the university or regarding sensitive business, financial or commercial matters of the university not customarily provided to competitors related to financings, mergers, acquisitions or joint ventures or related to the sale or other disposition of, or substantial change in use of, significant real or personal property, or related to health system strategies; ~~(L) or~~ or ~~to~~ to Oregon Health and Science University faculty or staff committee meetings; ~~(m) Communications between or among members of a governing body that are:~~ Communications between or among members of a governing body that are: (A) Purely factual or educational in nature and that convey no deliberation or decision on any matter that might reasonably come before the governing body; (B) Not related to any matter that, at any time, could reasonably be foreseen to come before the governing body for deliberation and decision; or (C) Nonsubstantive in nature, such as communication relating to scheduling, leaves of absence and other similar matters.
2. Because of the grave risk to public health and safety that would be posed by misappropriation or misapplication of information considered during such review and approval, ORS 192.610 (Definitions for ORS 192.610 to 192.690) to 192.690 (Exceptions to ORS 192.610 to 192.690) shall not apply to review and approval of security programs by the Energy Facility Siting Council pursuant to ORS 469.530 (Review and approval of security programs). [1973 c.172 §9; 1975 c.606 §41b; 1977 c.380 §19; 1981 c.354 §3; 1983 c.617 §4; 1987 c.850 §3; 1989 c.6 §18; 1989 c.967 §§12,14; 1991 c.451 §3; 1993 c.18 §33; 1993 c.318 §§3,4; 1995 c.36 §§1,2; 1995 c.162 §§62b,62c; 1999 c.59 §§45a,46a; 1999 c.155 §4; 1999 c.171 §§4,5; 1999 c.291 §§25,26; 2005 c.347 §5; 2005 c.562 §23; 2007 c.796 §8; 2009 c.697 §11; 2011 c.708 §26; 2017 c.442 §25; 2019 c.141 §12; 2023 c.417 §2]

EXHIBIT 2

ORS 244.020 (13)

Definitions

13. "Potential conflict of interest" means any action or any decision or recommendation by a person acting in a capacity as a public official, the effect of which could be to the private pecuniary benefit or detriment of the person or the person's relative, or a business with which the person or the person's relative is associated, unless the pecuniary benefit or detriment arises out of the following:
- (a) An interest or membership in a particular business, industry, occupation or other class required by law as a prerequisite to the holding by the person of the office or position.
 - (b) Any action in the person's official capacity which would affect to the same degree a class consisting of all inhabitants of the state, or a smaller class consisting of an industry, occupation or other group including one of which or in which the person, or the person's relative or business with which the person or the person's relative is associated, is a member or is engaged.
 - (c) Membership in or membership on the board of directors of a nonprofit corporation that is tax-exempt under section 501(c) of the Internal Revenue Code.

TILLAMOOK COUNTY TRANSPORTATION DISTRICT POLICY

Disposal of Surplus Property	Number: 36
Adopted by the Board of Directors on April 17, 2024 Last reviewed: April 17, 2024	Pages: 1

The purpose of this policy is to establish an efficient and effective method for disposal of the District's surplus property. This policy does not include real property disposal.

Surplus property is defined as any personal property of the District that has been determined by the Board of Directors or its designee as being of no use or value to the District.

The General Manager or their designee may dispose of surplus property as follows: The General Manager will submit a request to the Board of Directors for a declaration that certain property is of no further use or value to the District. The Board of Directors will, by resolution, declare such property "surplus" and authorize the means by which the General Manager may dispose of the property, including granting the General Manager discretion to dispose of the property in any appropriate manner. The Board of Directors may require the General Manager to obtain an appraisal of the property prior to disposition.

Surplus property may be disposed of in the manner that is most advantageous to the District or the community at large, including, but not limited to, the following:

- (a) **Public Auction.** Auctions must be sufficiently advertised in the manner that is most likely to obtain a competitive bidding pool for the property. Employees of the District may purchase surplus property from the District only at an advertised auction, and only if the employee submits the highest bid for the property.
- (b) **Donation.** Surplus property may be donated or sold to any nonprofit organization, and any other local government, or any state or federal program created to dispose of surplus property.
- (c) **Disposal.** Surplus property determined to be of insufficient value to merit auction or donation may be disposed of in any appropriate manner.

If the item is sold or transferred, the receiving individual or party must sign an "As-Is/Where-Is" Statement, Release, and Liability Waiver. If the District is responsible for the delivery or transfer of the item, it must obtain the signature of the individual or party receiving the item on the form and forward the form to the District Secretary for filing.