

**Tillamook County Transportation District
Board of Directors
Regular Monthly Meeting**



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



Wednesday, June 19, 2024 at 6:00PM

**Transportation Building
3600 Third Street, Tillamook, Oregon**

Tillamook County Transportation District

LB-20 General Fund: Resources

	RESOURCES		
1	Working Capital	\$ 1,160,290	Cash on hand held in LGIP Reserve earning interest
2	Fares	\$ 246,750	Bus, Dial-A-Ride and Third Party Fares
3	Contract Revenue	\$ 339,123	NWRides, Lincoln County Transit Route Extension to LC, Ride Connection
4	Past years Property Tax	\$ 12,156	This source of funding is typically based upon the past 4-year's performance, which is approx. 7%.
5	State Timber Revenue	\$ 213,662	County Treasurer estimates \$237,402 State Timber Revenue; TCTD budgets more conservatively (reduced by 10%)
6	Mass Transit State Payroll Tax	\$ 119,800	State pays in lieu of Payroll Tax on State Payrolls and is adjusted to recent year-over-year amounts received
7	Capital Grants	\$ 1,798,000	Grant 34225 1 bus. Grant 34242 for 1 bus. Grant 35328 2 buses and bus shelter. Grant 35436 3 buses.
8	Grants FTA 5311	\$ 1,801,035	NWOTA shelters grant 35084, Grant 35325 3 vans. Grant 35435 PM/Ops
9	Grants - FTA 5311 COVID	\$ 226,925	Covid Relief Grant
10	Grants - FTA 5311 (f)	\$ 360,000	NWOTA shelters grant 35606
11	Grants - 5310	\$ 104,262	Preventative Maintenance for Marie Mills and TCTD
12	Grants - 5305 (Planning) & 5302 (RVHT)	\$ 84,395	Future planning grants and RVHT Grant 35652
13	Special Bus Operation (SBO)	\$ 500	Transit services other than fixed route or dial-a-ride
14	Miscellaneous Income	\$ 13,401	SDIS Longevity credit, Rebates, Sunset Ecolane
15	Sale of Assets - Income	\$ 3,000	Sale of TCTD vehicles or other assets
16	Interest Income	\$ 42,000	LGIP interest rate is variable and estimated to be approximately
17	Transferred from STF Fund		STF Grant Revenue
18	Transfer from NWOTA	\$ 3,000	NWOTA administration as Fiscal Agent
19	Transfer from STIF	\$ 453,044	STIF Grant Revenue
20		\$ 6,981,343	
21	Current Year Property Tax	\$ 1,215,625	Per County Tax Assessor - computed based on 3% growth and 5% tax nonpayment
22	Taxes collected in year levied		Obsolete
23		\$ 8,196,968	Total Resources

FORM
LB-20

RESOURCES
General Fund

	Historical Data				REQUIREMENTS DESCRIPTION	Tillamook County Transportation District			
	Actual		Adopted Budget	GL		Budget for 2024-2025			
	Second Preceding	First Preceding	This Year	ACCT		Proposed By	Approved By	Adopted By	
	2021-2022	2022-2023	2023-2024	#		Budget Officer	Budget Committee	Governing Body	
					Beginning Fund Balance				
1	1,023,275	1,023,275	1,023,275	3500	Working Capital	1,160,290	1,160,290		1
					OTHER RESOURCES				
2	205,616	238,974	235,000	4000	Fares	246,750	246,750		2
3	924,075	992,057	936,327	4020	Contract Revenue	339,123	339,123		3
4	49,691	32,631	25,000	4110	Past Years Property Tax	12,156	12,156		4
5	162,790	227,702	368,245	4120	State Timber Revenue	213,662	213,662		5
6	99,558	127,437	93,500	4130	Mass Transit State Payroll Tax	119,800	119,800		6
7	434,989	-	1,385,235	4210	Capital Grants	1,798,000	1,798,000		7
8	987,181	319,056	1,825,255	4220	Grants - FTA 5311	1,801,035	1,801,035		8
9			-	4221	Grants -5311 COVID	226,925	226,925		9
10	333,286	160,356	847,481	4240	Grants - 5311 (f)	360,000	360,000		10
11	101,550	-	169,575	4245	Grants - 5310	104,262	104,262		11
12	5,481	1,953	28,566	4246	Grants - 5305 (Planning) & 5302 (RVHT)	84,395	84,395		12
13	-	847	1,058	4300	Special Bus Operation (SBO)	500	500		13
14	114,781	17,057	88,401	4400	Miscellaneous Income	13,401	13,401		14
15	6,500	2,390	3,000	4410	Sale of Assets - Income	3,000	3,000		15
16	6,907	31,007	25,000	4510	Interest Income	42,000	42,000		16
17	50,039	-	-	4916	Transfer from STF Fund	-	-		17
18	3,000	-	3,000	4917	Transfer from NWOTA	3,000	3,000		18
19	292,840	-	769,284	4918	Transfer from STIF Fund	453,044	453,044		19
20	\$ 4,801,559	\$ 3,174,742	\$ 7,827,202		Total resources, except taxes to be levied	\$ 6,981,343	\$ 6,981,343	\$ -	20
21		1,130,144	1,166,163	4100	Property Taxes estimated to be received	1,215,625	1,215,625		21
22	1,049,201				Taxes collected in year levied				22
23	\$ 4,801,559	\$ 4,304,886	\$ 8,993,365		TOTAL RESOURCES	\$ 8,196,968	\$ 8,196,968	\$ -	23

Tillamook County Transportation District

LB-30A TCTD Administration - General Fund

	PERSONNEL SERVICES		
1	Payroll Administration	\$ 361,984	General Manager, Finance Supervisor, Office Assistant, Admin Assistant, CSR for TC
2	Payroll Expense	\$ 56,953	Employer Taxes
3	Payroll Healthcare	\$ 68,520	Employee healthcare
4	Payroll Retirement	\$ 21,000	Employer paid retirement
5	Payroll Veba	\$ 4,725	Employer paid Veba contribution
6	Worker's Compensation Insurance	\$ 525	Workers Comp
7		\$ 513,707	Total Personnel Services
	MATERIALS and SERVICES		
8	Professional Services	\$ 112,350	ADP payroll, legal, consulting, accounting, auditors
9	Planning	\$ 50,000	Future planning and surveys for TDP and grant opportunities
10	Dues & Subscriptions	\$ 18,515	OTA, CTAA, SDAO, Chamber(s) of Commerce, NTI, APTA
11	Office Equipment R&R	\$ 3,885	Copier/Scanner/Fax Machine Lease
12	Computer R&R	\$ 17,089	Maintenance of server and computers
13	Fees & Licenses	\$ 10,997	Annual software maintenance and licensing and fees
14	Insurance	\$ 59,860	Agency liability insurance
15	Office Expenses	\$ 10,763	Office supplies, water cooler, kitchen supplies
16	Board Expenses	\$ 18,737	Board expenses: stipends, meeting supplies, meeting notices, trainings
17	Operational Expenses	\$ 13,480	Employee recognition, holiday banquet, kitchen supplies, staff/committee meals/meetings
18	Marketing & Planning	\$ 87,869	Advertising, job postings, design services, web site updates, county fair, tickets, vouchers, route guides, public outreach
19	Telephone	\$ 10,500	Phone/internet service, conference phone fees, internet and mobile devices
20	Travel & Training	\$ 12,600	Admin training, travel, mileage, parking, meals, conferences
21	Postage	\$ 1,331	Postage
22	Member Mileage Reimbursement - Vets	\$ 34,395	RVHT Veterans Grant
23	Transit Center Lease		Obsolete
24	Transit Center Maintenance	\$ 21,365	Transit Center maintenance and lawn care (garbage, water, sewer, lawn)
25		\$ 483,736	Total Materials & Services
26	Total Administrative	\$ 997,443	Total Administration Requirements

FORM
LB-30A

REQUIREMENTS SUMMARY
BY FUND, ORGANIZATIONAL UNIT OR PROGRAM
TCTD Administration - General Fund
Fund 01 Department 001

	Historical Data				REQUIREMENTS DESCRIPTION	Tillamook County Transportation District			
	Actual		Adopted Budget	GL		Budget for 2024-2025			
	Second Preceding	First Preceding	This Year	ACCT		Proposed By	Approved By	Adopted By	
	2021-2022	2022-2023	2023-2024	#		Budget Officer	Budget Committee	Governing Body	
					PERSONNEL SERVICES				
1	257,101	292,038	329,076	5010	Payroll: Administration	361,984	361,984		1
2	48,527	64,177	54,241	5050	Payroll Expense	56,953	56,953		2
3	52,156	59,791	63,444	5051	Payroll Healthcare	68,520	68,520		3
4	23,079	9,075	20,000	5052	Payroll Retirement	21,000	21,000		4
5	3,976	2,912	4,500	5053	Payroll Veba	4,725	4,725		5
6	200	176	500	5055	Worker's Compensation Insurance	525	525		6
7	\$ 385,039	\$ 428,169	\$ 471,761		TOTAL PERSONNEL SERVICES	\$ 513,707	\$ 513,707	\$ -	7
	3.5	3.5	4.25		Total Full-Time Equivalent (FTE)	4.25	4.25		
					MATERIALS AND SERVICES				
8	174,799	144,968	107,000	5100	Professional Services	112,350	112,350		8
9	26,082	-	28,566	5103	Planning	50,000	50,000		9
10	7,463	21,271	10,740	5120	Dues & Subscription	18,515	18,515		10
11	2,523	2,153	3,700	5140	Office Equipment R & R	3,885	3,885		11
12	34,243	23,671	16,275	5145	Computer R & M	17,089	17,089		12
13	2,985	10,839	10,473	5150	Fees & License	10,997	10,997		13
14	40,000	41,397	49,883	5160	Insurance	59,860	59,860		14
15	19,356	15,836	10,250	5170	Office Expenses	10,763	10,763		15
16	10,084	36,018	17,845	5175	Board Expenses	18,737	18,737		16
17	12,499	12,392	12,838	5180	Operational Expenses	13,480	13,480		17
18	20,063	24,430	83,685	5190	Marketing & Planning	87,869	87,869		18
19	10,838	10,962	10,000	5210	Telephone Expense	10,500	10,500		19
20	9,667	10,521	12,000	5220	Travel & Training	12,600	12,600		20
21	2,099	1,310	1,268	5260	Postage	1,331	1,331		21
22	5,000	18,000	-	5266	Member Mileage Reimbursement - Vets	34,395	34,395		22
23	1,400	-	-	5280	Transit Center Lease	-	-		23
24	18,262	15,812	20,348	5285	Transit Center Maint.	21,365	21,365		24
25	\$ 397,363	\$ 389,580	\$ 394,871		TOTAL MATERIALS AND SERVICES	\$ 483,736	\$ 483,736	\$ -	25
26	\$ 782,402	\$ 817,749	\$ 866,632		TOTAL REQUIREMENTS	\$ 997,443	\$ 997,443	\$ -	26

Tillamook County Transportation District

LB-30A TCTD Operations - General Fund

	PERSONNEL SERVICES		
1	Payroll Administration	\$ 179,740	Operations Superintendent and Coordinator
2	Payroll Dispatch	\$ 182,429	3.0 FTE Dispatchers
3	Payroll Drivers	\$ 1,449,704	Authorized for 18 FT, 14 PT, and Extra Board drivers.
4	Payroll Expense	\$ 114,099	Employer taxes
5	Payroll Healthcare	\$ 441,910	Employee healthcare
6	Payroll Retirement	\$ 65,135	Employer paid retirement
7	Payroll Veba	\$ 33,600	Employer paid Veba contributions
8	Worker's Compensation Insurance	\$ 31,500	Workers Comp
9		\$ 2,498,117	Total Personnel Services
	MATERIALS and SERVICES		
10	Professional Services	\$ 18,375	Ecolane Support and training. Legal services for ATU matters.
11	Computer R & M	\$ 6,977	Computer Repair & Maintenance
12	Fees & Licenses	\$ 10,500	Swiftly App annual license & maintenance fees, Ecolane annual license fees, Samsara 5G
13	Operational Expenses	\$ 40,725	Safety equipment, driver training equipment, uniforms, shop mats, employee physicals/background checks, employee appreciation program
14	Drug & Alcohol Administration	\$ 1,575	Drug & alcohol testing and administration for safety-sensitive personnel
15	Telephone Expense	\$ 22,852	2-way Radio service, tablet data plan, mobile devices
16	Office Lease		Obsolete
17	Travel & Training	\$ 5,250	Conferences, workshops, training events.
18	Management Labor Recreation Fund	\$ 4,119	TCTD & ATU Labor and Management Fund
19		\$ 110,373	Total Materials & Services
20		\$ 2,608,490	Total Operations Requirements

FORM
LB-30A

REQUIREMENTS SUMMARY
BY FUND, ORGANIZATIONAL UNIT OR PROGRAM
TCTD Operations - General Fund
Fund 01, Department 002

	Historical Data				REQUIREMENTS DESCRIPTION	Tillamook County Transportation District			
	Actual		Adopted Budget	GL		Budget for 2024-2025			
	First Preceding	First Preceding	This Year	ACCT		Proposed By	Approved By	Adopted By	
	2021-2022	2022-2023	2023-2024	#		Budget Officer	Budget Committee	Governing Body	
					PERSONNEL SERVICES				
1	134,591	149,855	163,400	5010	Payroll Admin:Operations Superintendent & Coordinator	179,740	179,740		1
2	98,647	108,319	164,350	5020	Payroll Dispatch	182,429	182,429		2
3	1,012,954	1,272,420	1,306,040	5030	Payroll Drivers	1,449,704	1,449,704		3
4	91,863	103,752	108,666	5050	Payroll Expense	114,099	114,099		4
5	317,140	371,252	409,176	5051	Payroll Healthcare	441,910	441,910		5
6	48,617	63,207	62,033	5052	Payroll Retirement	65,135	65,135		6
7	26,507	30,339	32,000	5053	Payroll Veba	33,600	33,600		7
8	28,284	17,813	30,000	5055	Worker's Compensation Insurance	31,500	31,500		8
9	\$ 1,758,603	\$ 2,116,957	\$ 2,275,665		TOTAL PERSONNEL SERVICES	\$ 2,498,117	\$ 2,498,117	\$ -	9
	28.5	29.5	34.5		Total Full-Time Equivalent (FTE)	32.5	32.5		
					MATERIALS AND SERVICES				
10	-	7,500	17,500	5100	Professional Services	18,375	18,375		10
11	6,857	6,456	6,645	5145	Computer R & M	6,977	6,977		11
12	14,040	4,882	10,000	5150	Fees & License	10,500	10,500		12
13	45,708	42,686	24,500	5180	Operational Expenses	40,725	40,725		13
14	2,240	2,315	1,500	5185	Drug & Alcohol Administration	1,575	1,575		14
15	5,315	5,436	5,573	5210	Telephone Expense	22,852	22,852		15
16		3,225	12,900	5281	Office Lease	-	-		16
17	3,977	4,226	5,000	5220	Travel & Training	5,250	5,250		17
18	3,500	1,323	3,985	5270	Management / Labor Recreation Fund	4,119	4,119		18
19	\$ 81,637	\$ 78,049	\$ 87,603		TOTAL MATERIALS AND SERVICES	\$ 110,373	\$ 110,373	\$ -	19
20	\$ 1,840,240	\$ 2,195,006	\$ 2,363,268		TOTAL REQUIREMENTS	\$ 2,608,490	\$ 2,608,490	\$ -	20

Tillamook County Transportation District

LB-30A TCTD Maintenance - General Fund

	PERSONNEL SERVICES		
1	Payroll Maintenance	\$ 181,901	2 FTE Mechanic & 1 FT Lot Attendant
2	Payroll Expense	\$ 10,080	Employer taxes
3	Payroll Healthcare	\$ 77,760	Employee healthcare
4	Payroll Retirement	\$ 7,875	Employer paid retirement
5	Payroll Veba	\$ 6,090	Employer paid Veba contributions
6	Worker's Compensation Insurance	\$ 1,575	Workers Comp
7		\$ 285,281	Total Personnel Services
	MATERIALS and SERVICES		
8	Computer R & M	\$ 1,687	Shop computers, laptops, printer and network equipment
9	Fees & Licenses	\$ 2,100	Software maintenance & license fees
10	Insurance	\$ 114,070	Fleet: buses, vans and shop truck insurance
11	Operational Expenses	\$ 6,825	Uniforms, towels, tools, bus wash supplies
12	Telephone Expenses	\$ 1,020	Mobile service for shop truck. Mobile device stipend for Mechanics
13	Travel & Training	\$ 5,250	Training, travel, mileage, parking, meals, conferences, certifications
14	Vehicle Expense	\$ 225,000	Maintenance on TCTD fleet
15	Diesel & Gasoline Fuel Expense	\$ 395,010	Fuel for TCTD fleet
16	Propane Fuel Expense	\$ 60,000	Propane for TCTD fleet
17	Operations & Facility Maintenance	\$ 4,410	Electricity and maintenance for all shelters, bus barns, bus maintenance facility
18		\$ 815,372	Total Materials & Services
19		\$ 1,100,654	Total Maintenance Requirements

FORM
LB-30A

REQUIREMENTS SUMMARY
BY FUND, ORGANIZATIONAL UNIT OR PROGRAM
TCTD Maintenance - General Fund
Fund 01 Department 003

	Historical Data				REQUIREMENTS DESCRIPTION	Tillamook County Transportation District				
	Actual		Adopted Budget			GL	Budget for 2024-2025			
	Second Preceding	First Preceding	This Year			ACCT	Proposed By	Approved By		Adopted By
	2021-2022	2022-2023	2023-2024			#	Budget Officer	Budget Committee		Governing Body
					PERSONNEL SERVICES					
1	71,514	114,389	163,875	5040	Payroll: Maintenance: Mechanics & Lot Attendant	181,901	181,901		1	
2	5,044	9,751	9,600	5050	Payroll Expense	10,080	10,080		2	
3	33,256	59,360	72,000	5051	Payroll Healthcare	77,760	77,760		3	
4	3,076	6,855	7,500	5052	Payroll Retirement	7,875	7,875		4	
5	2,916	3,886	5,800	5053	Payroll Veba	6,090	6,090		5	
6	1,183	991	1,500	5055	Worker's Compensation Insurance	1,575	1,575		6	
7	\$ 116,989	\$ 195,232	\$ 260,275		TOTAL PERSONNEL SERVICES	\$ 285,281	\$ 285,281	\$ -	7	
	2	3	3		Total Full-Time Equivalent (FTE)	3	3	3		
					MATERIALS AND SERVICES					
8	1,714	1,571	1,607	5145	Computer Repair & Maintenance	1,687	1,687		8	
9	3,412	0	2,000	5150	Fees & License	2,100	2,100		9	
10	81,051	92,108	95,059	5160	Insurance	114,070	114,070		10	
11	1,325	11,468	6,500	5180	Operational Expense	6,825	6,825		11	
12	0	0	600	5210	Telephone Expense	1,020	1,020		12	
13	217	148	5,000	5220	Travel & Training	5,250	5,250		13	
14	156,830	251,083	150,000	5240	Vehicle Expense	225,000	225,000		14	
15	362,156	385,948	376,200	5245	Diesel & Gasoline Fuel Expense	395,010	395,010		15	
16		10,864	30,000	5247	Propane Fuel Expense	60,000	60,000		16	
17	897	16,350	4,200	5346	Operations & Facility Maintenance	4,410	4,410		17	
18	\$ 607,602	\$ 769,540	\$ 671,166		TOTAL MATERIALS AND SERVICES	\$ 815,372	\$ 815,372	\$ -	18	
19	\$ 724,591	\$ 964,772	\$ 931,441		TOTAL REQUIREMENTS	\$ 1,100,654	\$ 1,100,654	\$ -	19	

Tillamook County Transportation District

LB-30B Requirements not allocated - General Fund

	MATERIALS & SERVICES		
1	Planning		Grant funded planning projects.
2	General Operating Contingency		Contingency
3	COVID Expense		Covid Relief Funds
4		\$ -	Total Materials and Services
	DEBT SERVICES		
5	OTIB Transit Center Loan	\$ -	Transit Center Loan Payments (0061 & 0071)
6		\$ -	Total Debt Services
	CAPITAL OUTLAY		
7	Bus Replacement	\$ 1,690,000	7 Buses
8	Van Replacement	\$ 292,000	3 Van
9	Computer Upgrade		Obsolete
10	Fuel Cell Triangulation Point		Obsolete
11	Bus Stop Signage & Shelters		NWOTA Partner Bus Stop Improvement Project
12	Other Capital Projects	\$ 160,000	NWOTA Partner Bus Stop Improvement Project
13		\$ 2,142,000	Total Capital Outlay
	TRANSFERS		
14	Transfer to Capital Reserve	\$ -	Transfer to Reserves from STIF
15	Transfer to Property Management Fund	\$ -	Transfer to cover expenditures in PM Fund
16	Transfer to Vehicle Purchase Reserve Fund	\$ 3,000	Current year budgeted sale of assets transferred to vehicle reserve
17	Transfer to NWOTA Fund	\$ 1,118,035	TCTD NWOTA partner contribution, 618035 grant revenue for shelters project
18		\$ 1,121,035	Total Transfers
19	Total Requirements Not Allocated to a Department	\$ 3,263,035	Capital Outlay, Transfers, Operating Contingency
20	Total Admin, Ops, Maint Depts	\$ 4,706,587	Department Totals
21	Unappropriated Ending Fund Balance	\$ 227,346	To fund expenditures from July to November that may exceed income streams and cash on hand until property tax payments arrive. 10% of department totals plus 5% contingency
22		\$ 8,196,968	Total Requirements

FORM
LB-30B

REQUIREMENTS SUMMARY
Requirements not allocated - General Fund
Fund 01 Department 000

	Historical Data				REQUIREMENTS DESCRIPTION	Tillamook County Transportation District				
	Actual		Adopted Budget			GL	Budget for 2024-2025			
	Second Preceding	First Preceding	This Year			ACCT		Approved By		Adopted By
	2021-2022	2022-2023	2023-2024			#	Budget Officer	Budget Committee		Governing Body
					MATERIALS and SERVICES					
1		\$ -	-	5103	Planning - TDP, Survey, Grant planning (to dept 001)	50,000	50,000	-	1	
2	300,000		-	5290	General Operating Contingency (to Fund 10)	100,000	100,000	-	2	
3	288,279	5,861	-	5291	COVID Expense (to 002)	226,925	226,925	-	3	
4	\$ 588,279	\$ 5,861	\$ -		TOTAL MATERIAL and SERVICES	\$ 376,925		\$ -	4	
	36.5		42.0		Total Full-Time Equivalent (FTE)	42.0	42.0	42.0		
					DEBT SERVICES NOT ALLOCATED					
5	-	-	-	5337	OTIB Transit Center Loan 0071	-	-	-	5	
6	\$ -	\$ -	\$ -		TOTAL DEBT SERVICES	\$ -	\$ -	\$ -	6	
					CAPITAL OUTLAY NOT ALLOCATED					
7	95,616	3,115	638,649	6000	Bus Replacement/Addition	1,690,000	1,690,000		7	
8	283,071	-	179,460	6010	Van Replacement/Addition	292,000	292,000		8	
9	-	709	-	6020	Computer Upgrade				9	
10	-	-	-	6021	Fuel Cell Triangulation Point				10	
11	152,940	91	1,368,976	6040	Bus Stop Signage & Shelters (to Fund 08)	958,035	958,035		11	
12	450,878	101,841	148,548	6050	Other Capital Projects	160,000	160,000		12	
13	\$ 982,505	\$ 105,756	\$ 2,335,633		TOTAL CAPITAL OUTLAY	\$ 3,100,035	\$ 2,142,000	\$ -	13	
					INTERFUND TRANSFERS					
14	400,000		156,913	9100	Transfer to Capital Reserve from STIF				14	
15	75,000	-		9110	Transfer to Property Management				15	
16	6,500	-	3,000	9150	Transfer to Vehicle Reserve	3,000	3,000		16	
17	155,731	-	1,208,976	9160	Transfer to NWOTA	1,118,035	1,118,035		17	
18	\$ 637,231	\$ -	\$ 1,368,889		TOTAL TRANSFERS	\$ 1,121,035	\$ 1,121,035	\$ -	18	
19	3,350,087	2,896,715	4,292,763		Total Requirements Not Allocated to a Department	3,019,722	3,263,035		19	
20	4,204,128	3,977,527	4,161,341		Total Admin, Ops and Maint. departments (LB-30A)	4,706,587	4,706,587		20	
21	\$ 675,093	\$ 475,835	539,261	9180	Unappropriated Ending Fund Balance	470,659	227,346		21	
22	\$ 8,229,308	\$ 7,350,077	\$ 8,993,365		TOTAL REQUIREMENTS	\$ 8,196,968	\$ 8,196,968	\$ -	22	

Tillamook County Transportation District

LB-11 Property Management - Enterprise Fund

RESOURCES			
1	Working Capital	\$ 45,000	Available networking capital
2	Lease Income	\$ 36,000	Rental income from Suites B and C
3	Lease Operational Expense Income	\$ 13,000	Operating expense income from Suites B and C
4	Transferred from General Fund	\$ 12,251	Transfer from General Fund
5	Total Resources	\$ 106,251	Total Property Management Resources
MATERIALS & SERVICES			
6	Professional Services	\$ 2,000	Legal, consulting & lease renewals
7	Property Operating Expenses	\$ 30,030	Office utility bills including: electricity, water, sewer, etc.
8	Property Maintenance/Repair	\$ 36,952	TCTD 3rd St. Office Maintenance, Lawn Maintenance
9		\$ 68,982	Total Materials & Services
DEBT SERVICE			
10	PUD Load Expense		Obsolete
11	OTIB Debt Service (TVC Purchase)	\$ 10,959	Facility Repair Loan OTIB #0071 2021-2032
12	OTIB Debt Service (Facility Repair)	\$ 26,310	Facility Repair Loan OTIB #0061 2017-2033
13		\$ 37,269	Total Debt Service
CAPITAL OUTLAY			
14	Building Repair & Renovation		Facility Repair. Gutters & Downspouts
15	Admin. Expenses - Renovation	\$ -	
16		\$ -	Total Capital Outlay
17	Reserve for Future Expenditures		Future expenditures
18	Unappropriated Ending Fund Balance		
19		\$ 106,251	Total Requirements

FORM
LB-11

PROPERTY MANAGEMENT FUND
RESOURCES AND REQUIREMENTS

Enterprise Fund

Fund 02, Department 000

This reserve fund reviewed and
reauthorized by Resolution #22-06
New Review Date of 2032.

	Historical Data					Tillamook County Transportation District			
	Actual	Actual	Adopted	GL	Description	Budget for 2024-2025			
	Second Preceding	First Preceding	Budget This	ACCT	Resources and Requirements	Proposed By	Approved By	Adopted By	
	2021-2022	2022-2023	2023-2024	#		Budget Officer	Budget Committee	Governing Body	
					RESOURCES				
1	45,000	45,000	45,000	3500	Working Capital	45,000	45,000		1
2	36,000	25,700	36,000	4900	Lease Income	36,000	36,000		2
3	13,448	8,965	15,000	4910	Lease Operational Expense Income	13,000	13,000		3
4	125,000	29,000	13,911	4911	Transferred from General Fund	12,251	12,251		4
5	\$ 219,448	\$ 108,665	\$ 109,911		TOTAL RESOURCES	\$ 106,251	\$ 106,251	\$ -	5
					MATERIALS & SERVICES				
6	-		2,000	5100	Professional Services	2,000	2,000		6
7	21,483	24,510	28,600	5300	Property Operating Expenses	30,030	30,030		7
8	34,793	41,669	35,192	5340	Property Maintenance/Repair Expenses	36,952	36,952		8
9	\$ 56,276	\$ 66,179	\$ 65,792		TOTAL MATERIALS & SERVICES	\$ 68,982	\$ 68,982	\$ -	9
					DEBT SERVICE				
10	9,897	5,086	6,850	5325	PUD Loan Expense				10
11		5,477	10,959	5337	OTIB Debt Service loan 0071	10,959	10,959		11
12	26,810	26,310	26,310	5338	OTIB Debt Service loan 0061	26,310	26,310		12
13	\$ 36,707	\$ 36,873	\$ 44,119		TOTAL DEBT SERVICE	\$ 37,269	\$ 37,269	\$ -	13
					CAPITAL OUTLAY				
14	5,736	9,299	-	5350	Building Repair & Renovation	-	-	-	14
15	42,443			5351	Admin. Expenses - Renovation				15
16	\$ 48,179	\$ 9,299	\$ -		TOTAL CAPITAL OUTLAY	\$ -	\$ -	\$ -	16
17	-			9175	Reserve for Future Expenditures				17
18	12,129	-		9180	Unappropriated Ending Fund Balance				18
19	\$ 153,291	\$ 112,351	\$ 109,911		TOTAL REQUIREMENTS	\$ 106,251	\$ 106,251	\$ -	19

Tillamook County Transportation District

LB-11 Capital Reserve Fund

RESOURCES			
1	Working Capital	\$ 1,285,637	The unappropriated ending fund balance from last year.
2	Transferred from General Fund		
3	Interest Income	\$ 25,000	
4	Transferred from Vehicle Purchase Reserve	\$ -	
5			
6		\$ 1,310,637	Total Resources
REQUIREMENTS			
7	Transfer to Property Management Fund	\$ -	
8	Transfer to General Fund	\$ 254,962	
9	Reserved for Future Expenditures	\$ 1,055,675	Reserved to purchase future buses and capital equipment
10		\$ 1,310,637	Total Requirements

**FORM
LB-11**

RESOURCES AND REQUIREMENTS

CAPITAL RESERVE FUND

Fund 04, Department 000

This reserve fund reviewed and
reauthorized by Resolution #14-10
Review in Year 2034.

	Historical Data					Tillamook County Transportation District			
	Actual	Actual	Adopted	GL	Description	Budget for 2024-2025			
	Second Preceding	First Preceding	Budget This	ACCT	Resources and Requirements	Proposed By	Approved By	Adopted By	
	2021-2022	2022-2023	2023-2024	#		Budget Officer	Budget Committee	Governing Body	
					RESOURCES				
1	857,000	857,000	857,000	3500	Working Capital	1,285,637	1,285,637		1
2	400,000			4911	Transferred from General Fund				2
3	6,573	25,000	25,000	4510	Interest Income	25,000	25,000		3
4	-			4915	Transferred from vehicle purchase reserve				4
5									5
6	\$ 1,263,573	\$ 882,000	\$ 882,000		TOTAL RESOURCES	\$ 1,310,637	\$ 1,310,637	\$ -	6
					REQUIREMENTS				
7				9130	Transfer to Property Management Fund				7
8				9165	Transfer to General Fund-Grant Match	254,962	254,962		8
9	1,263,573	882,000	882,000	9175	Reserved For Future Expenditures	1,055,675	1,055,675		9
10	\$ 1,263,573	\$ 882,000	\$ 882,000		TOTAL REQUIREMENTS	\$ 1,310,637	\$ 1,310,637	\$ -	10

Tillamook County Transportation District

LB-11 Vehicle Purchase Reserve

RESOURCES			
1	Working Capital	\$ 37,225	This money is in the LGIP earning interest
2	Transferred from General Fund	\$ 3,000	Gain on Sale of Assets set aside for future vehicle purchases.
3			
4		\$ 40,225	Total Resources
REQUIREMENTS			
5	Transfer to General Fund	\$ -	
6	Transfer to Capital Reserve	\$ -	
7	Reserved for Future Expenditures	\$ 40,225	Match used for Future Vehicle Purchases.
8		\$ 40,225	Total Requirements

**FORM
LB-11**

RESOURCES AND REQUIREMENTS
VEHICLE PURCHASE RESERVE
Fund 05, Department 000

This reserve fund reviewed and
reauthorized by Resolution #22-05
Review in Year 2032.

Historical Data					Tillamook County Transportation District			
	Actual	Actual	Adopted	GL	Description	Budget for 2024-2025		
	Second Preceding	First Preceding	Budget This	ACCT	Resources and Requirements	Proposed By	Approved By	Adopted By
	2021-2022	2022-2023	2023-2024	#		Budget Officer	Budget Committee	Governing Body
					RESOURCES			
1	37,225	37,225	34,225	3500	Working Capital	37,225	37,225	1
2		-	3,000	4911	Transferred from General Fund	3,000	3,000	2
3								3
4	\$ 37,225	\$ 37,225	\$ 37,225		TOTAL RESOURCES	\$ 40,225	\$ 40,225	\$ - 4
					REQUIREMENTS			
5	-			9100	Transfer to General Fund			5
6		-	-	9130	Transfer to Capital Reserve	-	-	- 6
7	37,225	37,225	37,225	9175	Reserved For Future Expenditures	40,225	40,225	7
8	\$ 37,225	\$ 37,225	\$ 37,225		TOTAL REQUIREMENTS	\$ 40,225	\$ 40,225	\$ - 8

Tillamook County Transportation District

LB-11 Bus Wash Maintenance Reserve

RESOURCES			
1	Working Capital	\$ 23,140	This money is in the LGIP earning interest
2	Transferred from General Fund	\$ -	
3	Transferred from Capital Reserve	\$ -	
4			
5		\$ 23,140	Total Resources
REQUIREMENTS			
6	Transfer to General Fund	\$ -	
7	Reserve for Future Expenditures	\$ 23,140	To be used towards bus wash maintenance and repair
8		\$ 23,140	Total Requirements

**FORM
LB-11**

RESOURCES AND REQUIREMENTS
BUS WASH MAINTENANCE RESERVE
Fund 06, Department 000

This reserve fund reviewed and
reauthorized by Resolution #12-09
Review in Year 2032.

Historical Data					Tillamook County Transportation District			
	Actual	Actual	Adopted	GL	Description	Budget for 2024-2025		
	Second Preceding	First Preceding	Budget This	ACCT	Resources and Requirements	Proposed By	Approved By	Adopted By
	2021-2022	2022-2023	2023-2024	#		Budget Officer	Budget Committee	Governing Body
					RESOURCES			
1	23,140	23,140	23,140	3500	Working Capital	23,140	23,140	
2		-		4911	Transferred from General Fund			
3				4914	Transferred from Capital Reserve			
4								
5	\$ 23,140	\$ 23,140	\$ 23,140		TOTAL RESOURCES	\$ 23,140	\$ 23,140	\$ -
					REQUIREMENTS			
6	-	-	-	9130	Transfer to General Fund	-	-	-
7	23,140	23,140	23,140	9175	Reserved For Future Expenditures	23,140	23,140	
8	\$ 23,140	\$ 23,140	\$ 23,140		TOTAL REQUIREMENTS	\$ 23,140	\$ 23,140	\$ -

Tillamook County Transportation District

LB-10 Special Transportation Fund

	RESOURCES		
1	Working Capital	\$ -	The unappropriated ending fund balance from last year.
2	Grants - STF		Revenue from Special Transportation Fund
3	Grants - STF Discretionary	\$ -	
4			
5		\$ -	Total Resources
	SPECIAL PAYMENTS		
6	Payment to STF Recipient: CARE	\$ -	
7	Payments to STF Recipient: Marie Mills		Marie Mills Center transportation program operations support
8			
9		\$ -	Total Special Payments
	TRANSFERS		
10	Transfer to General Fund		TCTD transit operations support
11	Transfer to NWOTA		
12		\$ -	Total Transfers
13	Unappropriated Ending Fund Balance		
14		\$ -	Total Requirements

**SPECIAL FUND
RESOURCES AND REQUIREMENTS**

Special Transportation Fund

Fund 07, Department 000

This Fund is merging with STIF. This Fund can sunset in the next review.
Review in Year 2024.

**FORM
LB-10**

	Historical Data					Tillamook County Transportation District			
	Actual	Actual	Adopted	GL	DESCRIPTION RESOURCES AND REQUIREMENTS	Budget for 2023-2024			
	Second Preceding	First Preceding	Budget This	ACCT		Proposed By	Approved By	Adopted By	
	2021-2022	2022-2023	2023-2024	#		Budget Officer	Budget Committee	Governing Body	
					RESOURCES				
1	67,700			3500	Working Capital	-			1
2		67,700		4230	Grants - STF				2
3				4231	Grants -STF Discretionary	-			3
4									4
5	\$ 67,700	\$ 67,700	\$ -		TOTAL RESOURCES	\$ -	\$ -	\$ -	5
					SPECIAL PAYMENTS				
6	17,661	-	-	5200	STF Payments to Recipients: CARE	-			6
7	-	17,661		5200	STF Payments to Recipients: Marie Mills				7
8									8
9	\$ 17,661	\$ 17,661	\$ -		TOTAL SPECIAL PAYMENTS	\$ -	\$ -	\$ -	9
					TRANSFERS				
10	50,039	50,039		9130	Transfer to General Fund				10
11				9160	Transfer to NWOTA				11
12	\$ 50,039	\$ 50,039	\$ -		TOTAL TRANSFERS	\$ -	\$ -	\$ -	12
13				9180	Unappropriated Ending Fund Balance	-			13
14	\$ 67,700	\$ 67,700	\$ -		TOTAL REQUIREMENTS	\$ -	\$ -	\$ -	14

Tillamook County Transportation District

LB-10 Northwest Oregon Transit Alliance - Special Fund

Line	RESOURCES		
1	Working Capital	80,000	Networking capital
2	NWOTA Partner Revenue - Benton County	15,000	Administration, joint marketing, planning and signage
3	NWOTA Partner Revenue - Columbia County Rider	15,000	Administration, joint marketing, planning and signage
4	NWOTA Partner Revenue - Lincoln County Transit	154,755	Administration, joint marketing, planning and Bus stop project
5	NWOTA Partner Revenue - Sunset Empire Trans. Dist.	15,000	Administration, joint marketing, planning and signage
6	NWOTA Partner Revenue - Tillamook County Trans. Dist.	154,755	Administration, joint marketing, planning and Bus stop project
7	Miscellaneous Income	-	
8	Transfer From GF Grant Revenue	958,035	Bus stop projects
9	Transfer from STF Fund		
10	Transfer from STIF Fund	160,000	Grant #35607 Waldport, PC shelter and planning
11		\$ 1,552,545	Total Resources
	MATERIALS & SERVICES		
12	Professional Services	5,000	
13	Administrative Support	25,000	Administrative support Col-Pac
14	Website Maintenance	40,000	Alerts
15	Marketing	5,000	Annual marketing reserve (\$1k per partner)
16	Travel & Training	-	Conferences
17		\$ 75,000	Total Materials & Services
	CAPITAL		
18	Bus Stop Signage/Shelters/Planning	958,035	Grant #35084 (\$598,035) and #35606 (\$360k)
19	Other Capital Projects-STIF grant	160,000	Grant #35607 Waldport, PC shelter and planning
20		\$ 1,118,035	Total Capital
	TRANSFERS		
21	Transfer to General Fund	3,000	TCTD Administration
22		\$ 3,000	Total Transfers
23	Reserve for Future Expenditures		
24	Unappropriated Ending Fund Balance	\$ 356,510	
25		\$ 1,552,545	Total Requirements

**FORM
LB-10**

**NWOTA
SPECIAL FUND
RESOURCES AND REQUIREMENTS**

Fiscal Agent - TCTD
Fund 08, Department 000

This fund was established by
Resolution #14-13
Review in Year 2034.

	Historical Data				DESCRIPTION RESOURCES AND REQUIREMENTS	Tillamook County Transportation District			
	Actual	Actual	Adopted	GL		Budget for 2024-2025			
	Second Preceding	First Preceding	Budget This	ACCT		Proposed by	Approved By	Adopted By	
	2021-2022	2022-2023	2023-2024	#		Budget Officer	Budget Committee	Governing Body	
					RESOURCES				
1	80,000	80,000	80,000	3500	Working Capital	80,000	80,000		1
2	12,000	12,000	12,000	4225	NWOTA Partner Revenue - Benton County	15,000	15,000		2
3	12,000	12,000	12,000	4225	NWOTA Partner Revenue - Columbia County Rider	15,000	15,000		3
4	12,000	12,000	73,808	4225	NWOTA Partner Revenue - Lincoln County Transit	154,755	154,755		4
5	12,000	12,000	12,000	4225	NWOTA Partner Revenue - Sunset Empire Trans. Dist.	15,000	15,000		5
6			73,808	4225	NWOTA Partner Revenue - Tillamook County Trans. Dist.	154,755	154,755		6
7				4400	Miscellaneous Income				7
8	155,731	-	1,208,976	4911	Transfer from GF - Grant Revenue	958,035	958,035		8
9				4916	Transfer from STF Fund				9
10	10,398		160,000	4918	Transfer from STIF - Grant Revenue	160,000	160,000		10
11	\$ 294,129	\$ 128,000	\$ 1,632,592		TOTAL RESOURCES	\$ 1,552,545	\$ 1,552,545	\$ -	11
					MATERIALS and SERVICES				
12	2,457	475	5,000	5100	Professional Services	5,000	5,000		12
13	24,417	16,680	25,000	5101	Administrative Support	25,000	25,000		13
14	48,357	18,892	15,000	5102	Website Maintenance	40,000	40,000		14
15	16,044	4,209	40,000	5190	Marketing	5,000	5,000		15
16	-	184	10,000	5220	Travel & Training				16
17	\$ 91,275	\$ 40,440	\$ 95,000		TOTAL MATERIALS and SERVICES	\$ 75,000	\$ 75,000	\$ -	17
					CAPITAL				
18	3,210	-	1,368,976	6040	Bus Stop Signage/Shelters/Planning	958,035	958,035		20
19	149,895	-		6050	Other Capital Projects	160,000	160,000		21
20	\$ 153,105	\$ -	\$ 1,368,976		TOTAL CAPITAL	\$ 1,118,035	\$ 1,118,035	\$ -	22
					TRANSFERS				
21	3,000	-	3,000	9130	Transfer to GF-TCTD Administration	3,000	3,000		21
22	\$ 3,000	\$ -	\$ 3,000		TOTAL TRANSFERS	\$ 3,000	\$ 3,000	\$ -	22
23	\$ 46,749	\$ 87,560	-	9175	Reserve for Future Expenditures	-	-	-	25
24			165,616	9180	Unappropriated Ending Fund Balance	356,510	356,510	-	24
25	\$ 294,129	\$ 128,000	\$ 1,632,592		TOTAL REQUIREMENTS	\$ 1,552,545	\$ 1,552,545	\$ -	25

Tillamook County Transportation District
LB-10 NW RIDES - Special Fund

Line	RESOURCES		
1	Working Capital	1,000,000	Networking capital - CPCCO investment
2	NWR Revenue	5,248,675	Operations revenue from Care Oregon
3	NWR Reserve	424,000	Reserve Account
4	Interest Income	14,240	Interest from NWR Reserve
5		\$ 6,686,915	Total Resources
	PERSONNEL SERVICES		
6	Payroll: Admin	432,059	9 FTE: 1 manager, 1 supervisor, 1 dispatcher, 4 csr, 1 compliance, 1 Office Assist
7	Payroll: Indirect	23,381	Admin support 10% wages Finance Supervisor and Office Specialist
8	Payroll Expense	39,529	Employer taxes
9	Payroll Healthcare	112,538	Employee healthcare
10	Payroll Retirement	34,718	Employer paid retirement
11	Payroll: Veba	16,286	Employer paid Veba contributions
12	Workers Comp	525	Workers Comp
13		659,036	Total Personnel Services
	MATERIALS & SERVICES		
14	Professional Services	5,250	ADP, legal, consulting, accounting, auditors, etc.
15	Office Equipment R&R	30,000	Copier/scanner/fax machine lease
16	Computer R&M	22,278	Maintenance of server and computers
17	Fees & License	65,000	Annual software license and fees/Ecolane. Gainshare due to CCO
18	Insurance	6,547	Cyber Security Policy
19	Office Expenses	7,000	Office supplies such as paper, pens, water, coffee, binders, etc.
20	Operational Expenses	7,500	Employee recognition, holiday banquet, kitchen supplies, meetings
21	Telephone Expense	22,250	Brokerage telephone and internet service
22	Travel & Training	1,575	Training, travel, mileage, parking, meals, conferences
23	Postage	525	Postage
24	Purchased Transportation	4,000,000	Payments to private and public NEMT transportation providers
25	Member Mileage Reimbursement	420,000	Member mileage reimbursement
26	Volunteer Mileage Reimburse	600,000	Volunteer mileage and travel reimbursement
27	Office Rent	15,000	Office space
28	Property Operating Expense	3,150	Brokerage portion of facility operating expenses
29		5,206,075	Total Materials and Services
	CAPITAL PURCHASES		
30	Ecolane Investment	100,000	Quality Improvement Program - Tablets, signage
31	Other Capital		
32		100,000	Total Capital Purchases
33	Reserve for Future Expenditures	424,000	Funds in LGIP reserves
34	Unappropriated Ending Fund Balance	297,805	
35		\$ 6,686,915	Total Requirements

FORM
LB-10

**NW RIDES
SPECIAL FUND
RESOURCES AND REQUIREMENTS**
Fund 09, Department 000

This fund was established by
Resolution #18-14
Review in Year 2028.

	Historical Data				DESCRIPTION RESOURCES AND REQUIREMENTS	Tillamook County Transportation District			
	Actual	Actual	Adopted	GL		Budget for 2024-2025			
	Second Preceding	First Preceding	Budget This	ACCT		Proposed by	Approved By	Adopted By	
	2021-2022	2022-2023	2023-2024	#		Budget Officer	Budget Committee	Governing Body	
					RESOURCES				
1	100,000	100,000	100,000	3500	Working Capital	1,000,000	1,000,000		1
2	4,312,601	4,397,789	4,487,597	4026	NWR Revenue	5,248,675	5,248,675		2
3	52,342	45,174	325,000	4027	NWR Reserve	424,000	424,000		3
4			800	4510	Interest Income	14,240	14,240		4
5	\$ 4,464,943	\$ 4,542,963	\$ 4,913,397		TOTAL RESOURCES	\$ 6,686,915	\$ 6,686,915	\$ -	5
		7.5	9.0		Total Full-Time Equivalent (FTE)	9.0	9.0	9.0	
					PERSONNEL SERVICES				
6	31,401	326,577	392,781	5010	Payroll: Administration	432,059	432,059		6
7	14,198	16,443	21,255	5041	Payroll: Indirect	23,381	23,381		7
8	25,790	31,733	35,935	5050	Payroll Expense	39,529	39,529		8
9	107,456	98,980	104,202	5051	Payroll Healthcare	112,538	112,538		9
10	16,228	12,826	31,562	5052	Payroll Retirement	34,718	34,718		10
11	10,795	7,988	14,805	5053	Payroll Veba	16,286	16,286		11
12	555	500	500	5055	Workers Comp	525	525		12
13	\$ 206,423	\$ 495,047	\$ 601,040		TOTAL PERSONNEL SERVICES	\$ 659,035	\$ 659,035	\$ -	13
					MATERIALS and SERVICES				
14	5,179	840	5,000	5100	Professional Services	5,250	5,250		14
15	2,759	1,911	2,700	5140	Office Equipment R&R	30,000	30,000		15
16	10,903	23,899	21,217	5145	Computer R&M	22,278	22,278		16
17	88,737	41,572	53,000	5150	Fees & License	65,000	65,000		17
18	7,734	-	6,167	5160	Insurance - Cyber Security	6,547	6,547		18
19	3,618	5,870	5,000	5170	Office Expenses	7,000	7,000		19
20	352	4,470	1,500	5180	Operational Expenses	7,500	7,500		20
21	14,299	26,696	19,300	5210	Telephone Expense	22,250	22,250		21
22	1,631	398	1,500	5220	Travel & Training	1,575	1,575		22
23	466	50	500	5260	Postage	525	525		23
24	3,226,724	3,689,807	3,590,828	5265	Purchased Transportation	4,000,000	4,000,000		24
25	157,913	155,195	159,725	5266	Member Mileage Reimbursement	420,000	420,000		25
26	260,238	345,219	126,263	5267	Volunteer Mileage Reimburse	600,000	600,000		26
27	4,800	4,800	4,800	5281	Office Rent	15,000	15,000		27
28	3,488	557	3,000	5300	Property Operating Expense	3,150	3,150		28
29	\$ 3,788,841	\$ 4,301,284	\$ 4,000,500		TOTAL MATERIALS AND SERVICES	\$ 5,206,075	\$ 5,206,075	\$ -	29
					CAPITAL				
30	2,880	-	-	6022	Quality Improvement Program - tablets, signage	100,000	100,000	-	30
31				6050	other capital				31
32	\$ 2,880	\$ -	\$ -		TOTAL CAPITAL	\$ 100,000	\$ 100,000	\$ -	32
33	\$ 259,699	350,000	311,857	9175	Reserve for Future Expenditures	424,000	424,000		33
34	207,100			9180	Unappropriated Ending Fund Balance	297,805	297,805		34
35	\$ 4,464,943	\$ 5,146,331	\$ 4,913,397		TOTAL REQUIREMENTS	\$ 6,686,915	\$ 6,686,915	\$ -	35

Tillamook County Transportation District

LB-10 Statewide Transportation Improvement Fund

	RESOURCES		
1	Working Capital	\$ 170,310	Beginning Balance
2	STIF Formula (Population)	\$ 78,696	STIF formula grant revenue
3	STIF Formula (Payroll)	\$ 374,348	STIF formula grant revenue
4	STIF Intercommunity	\$ 358,400	STIF Intercommunity
5	STIF Discretionary	\$ -	STIF Discretionary
6		\$ 981,754	Total Resources
	SPECIAL PAYMENTS		
7	STIF Payments to Sub-Recipients: CARE	\$ 7,200	CARE (20) monthly discount bus passes for low income families
8	STIF Payments to Sub-Recipients: Marie Mills	\$ 17,661	Marie Mills operations support
9	STF Payments to Sub-Recipient: Marie Mills	\$ 21,192	Marie Mills STF pass through for discounted bus services/voucher program
10		\$ 46,053	Total Special Payments
	TRANSFERS		
11	Transfer to General Fund	\$ 609,284	TCTD transit operations support and capital local matching funds
12	Transfer to NWOTA	\$ 160,000	Transfer to NWOTA
13		\$ 769,284	Total Transfers
14	Reserve for future Expenditure	\$ 88,465	
15	Unappropriated Ending Fund Balance	\$ 77,952	
16		\$ 981,754	Total Requirements

FORM
LB-10

**SPECIAL REVENUE FUND
RESOURCES AND REQUIREMENTS**

STIF FUND
Fund 10, Department 000

This fund was established by
Resolution #18-24
Review in Year 2029.

	Historical Data					Tillamook County Transportation District			
	Actual	Actual	Adopted	GL	DESCRIPTION RESOURCES AND REQUIREMENTS	Budget for 2024-2025			
	Second Preceding	First Preceding	Budget This	ACCT		Proposed By	Approved By	Adopted By	
	2021-2022	2022-2023	2023-2024	#		Budget Officer	Budget Committee	Governing Body	
					RESOURCES				
1	513,826	750,000	513,826	3500	Working Capital	170,310	170,310		1
2	389,981	333,589	304,342	4135	STIF Formula (Population)	78,696	78,696		2
3				4135	STIF Formula (Payroll)	374,348	374,348		3
4	-		140,000	4136	STIF Intercommunity	358,400	358,400		4
5	14,526		462,048	4137	STIF Discretionary	-	-		5
6	\$ 918,333	\$ 1,083,589	\$ 1,420,216		TOTAL RESOURCES	\$ 981,754	\$ 981,754	\$ -	6
					Special Payments				
7	6,000	6,000	7,200	5201	STIF Payments to Recipients: CARE	7,200	7,200		7
8			17,661	5201	STIF Payments to Recipients: Marie Mills	17,661	17,661		8
9			21,192	5200	STF Payments to Sub-Recipients: Marie Mills	21,192	21,192		9
10	\$ 6,000	\$ 6,000	\$ 46,053		Total Special Payments	\$ 46,053	\$ 46,053	\$ -	10
					TRANSFERS				
11	292,840		769,284	9130	Transfer to General Fund	609,284	609,284		11
12	10,398			9160	Transfer to NWOTA	160,000	160,000		12
13	\$ 303,238	\$ -	\$ 769,284		TOTAL TRANSFERS	\$ 769,284	\$ 769,284	\$ -	13
14	200,000	300,000	513,826	9175	Reserve for future Expenditure	88,465	88,465		14
15	409,095	777,589	91,053	9180	Unappropriated Ending Fund Balance	77,952	77,952		15
16	\$ 918,333	\$ 1,083,589	\$ 1,420,216		TOTAL REQUIREMENTS	\$ 981,754	\$ 981,754	\$ -	16

Tillamook County Transportation District

Motion of the TCTD Budget Committee to approve the FY 2024-2025 Tillamook County Transportation District budget and send it to the Tillamook County Transportation District Board of Directors for a public Budget Hearing.

Motion of the TCTD Budget Committee recommending Board approval of the FY 2024-2025 budget in the amount of \$18,898,435.00

Motion of the TCTD Budget Committee recommending board approval of receipt of taxes for FY 2024-2025 at the current rate of \$0.20 per \$1,000 (\$1,215,625) of assessed value for operating purposes in the General Fund.

Motion of the TCTD Budget Committee recommending the continuation of Fund 04 (Capital Reserve) and Fund 08 (NWOTA) and the discontinuation of Fund 07 (STF).

Total of Funds by Page	
Resources	\$8,196,968.00
PM	\$106,251.00
CR	\$1,310,637.00
VR	\$40,225.00
BW	\$23,140.00
NWOTA	\$1,552,545.00
NWR	\$6,686,915.00
STIF	\$981,754.00
Total	\$18,898,435.00

Tillamook County Transportation District

Normal Trial Balance

From 4/1/2024 Through 4/30/2024

<u>Account Code</u>	<u>Account Title</u>	<u>Debit Balance</u>	<u>Credit Balance</u>
1001	General Checking Account #4558	627,889.74	
1006	Payroll Checking #5614	7,377.49	
1009	NW RIDES ACCOUNT #8510	1,899,155.07	
1011	Prop. Mgmt. Checking #7071		6,911.26
1012	NWOTA #4564	14,700.00	
1020	LGIP1020 #5879	1,271,011.37	
1030	LGIP1030 #5931	1,291,117.01	
1035	LGIP1035 #6518	78,284.69	
1040	Petty Cash	200.00	
Report Total		5,189,735.37	6,911.26
Report Difference		5,182,824.11	

B. G. Chubb
6/13/2024

Tillamook County Transportation District

Financial Statement

01 - General Fund

From 4/1/2024 Through 4/30/2024

		Current Period Actual	Current Period Budget	Current Year Actual	Total Budget	Total Budget Variance	83%
Resources							
Working Capital	3500	0.00	85,272.92	0.00	1,023,275.00	(1,023,275.00)	0.00%
Fares	4000	13,523.22	19,583.33	172,763.07	235,000.00	(62,236.93)	73.51%
Contract Revenue	4020	2,357.04	78,027.25	384,543.95	936,327.00	(551,783.05)	41.06%
Property Tax	4100	8,237.04	97,180.25	1,118,592.78	1,166,163.00	(47,570.22)	95.92%
Past Years Property Tax	4110	1,118.65	2,083.33	16,285.23	25,000.00	(8,714.77)	65.14%
State Timber Revenue	4120	0.00	30,687.08	194,973.63	368,245.00	(173,271.37)	52.94%
Mass Transit State Payroll Tax	4130	45,220.07	7,791.67	151,807.18	93,500.00	58,307.18	162.36%
Capital Grants	4210	0.00	115,436.25	76,502.00	1,385,235.00	(1,308,733.00)	5.52%
Grants - FTA 5311	4220	0.00	152,104.58	630,426.00	1,825,255.00	(1,194,829.00)	34.53%
Grants - 5311 (f)	4240	0.00	70,623.42	513,074.00	847,481.00	(334,407.00)	60.54%
Grants - 5310	4245	0.00	14,131.25	0.00	169,575.00	(169,575.00)	0.00%
Grants - 5305	4246	0.00	2,380.50	1,871.00	28,566.00	(26,695.00)	6.54%
Special Bus Operations	4300	0.00	88.17	0.00	1,058.00	(1,058.00)	0.00%
Miscellaneous Income	4400	0.00	7,366.75	6,677.40	88,401.00	(81,723.60)	7.55%
Sale of Assets - Income	4410	0.00	250.00	750.00	3,000.00	(2,250.00)	25.00%
Interest Income	4510	5,377.80	2,083.33	36,282.97	25,000.00	11,282.97	145.13%
Transfer from NWOTA	4917	0.00	250.00	0.00	3,000.00	(3,000.00)	0.00%
Transfer from STIF Fund	4918	0.00	64,107.00	0.00	769,284.00	(769,284.00)	0.00%
Total Resources		<u>75,833.82</u>	<u>749,447.08</u>	<u>3,304,549.21</u>	<u>8,993,365.00</u>	<u>(5,688,815.79)</u>	<u>36.74%</u>
Expenses							
Personnel Services							
Payroll: Administration	5010	31,149.08	41,039.67	357,739.86	492,476.00	134,736.14	72.64%
Payroll: Dispatch	5020	0.00	13,695.83	45,001.11	164,350.00	119,348.89	27.38%
Payroll: Drivers	5030	80,007.39	108,836.67	891,743.74	1,306,040.00	414,296.26	68.27%

Tillamook County Transportation District
Financial Statement
01 - General Fund
From 4/1/2024 Through 4/30/2024

		Current Period Actual	Current Period Budget	Current Year Actual	Total Budget	Total Budget Variance	83%
Payroll: Maintenance	5040	12,942.86	13,656.25	117,657.34	163,875.00	46,217.66	71.79%
Payroll Expense	5050	12,951.87	14,375.58	143,702.08	172,507.00	28,804.92	83.30%
Payroll Healthcare	5051	34,772.62	45,385.00	315,036.38	544,620.00	229,583.62	57.84%
Payroll Retirement	5052	4,743.41	7,461.09	51,656.94	89,533.00	37,876.06	57.69%
Payroll Veba	5053	2,822.50	3,525.00	32,319.79	42,300.00	9,980.21	76.40%
Workers Compensation Ins.	5055	0.00	2,666.67	39,899.81	32,000.00	(7,899.81)	124.68%
Total Personnel Services		179,389.73	250,641.76	1,994,757.05	3,007,701.00	1,012,943.95	66.32%
Materials and Services							
Professional Services	5100	8,640.71	10,375.00	124,615.41	124,500.00	(115.41)	100.09%
Planning	5103	0.00	2,380.50	0.00	28,566.00	28,566.00	0.00%
Dues & Subscriptions	5120	24.94	895.00	17,393.03	10,740.00	(6,653.03)	161.94%
Office Equipment R&R	5140	0.00	308.33	0.00	3,700.00	3,700.00	0.00%
Computer R&M	5145	1,635.03	2,043.92	18,384.37	24,527.00	6,142.63	74.95%
Fees & Licenses	5150	15,339.85	1,872.75	102,819.72	22,473.00	(80,346.72)	457.52%
Insurance	5160	0.00	12,078.50	150,261.00	144,942.00	(5,319.00)	103.66%
Office Expense	5170	1,191.62	854.17	8,450.65	10,250.00	1,799.35	82.44%
Board Expense	5175	3,117.86	1,487.08	21,632.35	17,845.00	(3,787.35)	121.22%
Operational Expense	5180	5,308.44	3,653.17	40,140.31	43,838.00	3,697.69	91.56%
Drug & Alcohol Administration	5185	300.00	125.00	1,270.00	1,500.00	230.00	84.66%
Marketing	5190	259.97	6,973.75	9,819.23	83,685.00	73,865.77	11.73%
Telephone Expense	5210	1,070.91	1,347.75	13,037.17	16,173.00	3,135.83	80.61%
Travel & Training	5220	2,709.25	1,833.34	5,182.24	22,000.00	16,817.76	23.55%
Vehicle Expense	5240	13,117.45	12,500.00	202,410.48	150,000.00	(52,410.48)	134.94%
Diesel & Gasoline Fuel	5245	18,917.16	31,350.00	249,965.89	376,200.00	126,234.11	66.44%
Propane Fuel	5247	4,072.41	2,500.00	4,108.44	30,000.00	25,891.56	13.69%
Postage	5260	105.50	105.67	744.85	1,268.00	523.15	58.74%

Tillamook County Transportation District

Financial Statement

01 - General Fund

From 4/1/2024 Through 4/30/2024

		Current Period Actual	Current Period Budget	Current Year Actual	Total Budget	Total Budget Variance	83%
Member Mileage Reimbursement	5266	10,000.00	0.00	20,000.00	0.00	(20,000.00)	0.00%
Mgmt/Labor Recreation Fund	5270	0.00	332.08	1,865.79	3,985.00	2,119.21	46.82%
Office Rent	5281	0.00	1,075.00	3,300.00	12,900.00	9,600.00	25.58%
Transit Center Maint	5285	2,201.63	1,695.67	14,633.70	20,348.00	5,714.30	71.91%
Operations Facility Maint.	5346	168.73	350.00	3,505.95	4,200.00	694.05	83.47%
Total Materials and Services		88,181.46	96,136.68	1,013,540.58	1,153,640.00	140,099.42	87.86%
Transfers							
Transfer to LGIP 5931	9100	0.00	13,076.08	0.00	156,913.00	156,913.00	0.00%
Transfer to Vehicle Reserve	9150	0.00	250.00	0.00	3,000.00	3,000.00	0.00%
Transfer to NWOTA Fund	9160	0.00	100,748.00	0.00	1,208,976.00	1,208,976.00	0.00%
Unappropriated Ending Fund Bal	9180	0.00	44,938.42	0.00	539,261.00	539,261.00	0.00%
Total Transfers		0.00	159,012.50	0.00	1,908,150.00	1,908,150.00	0.00%
Capital Outlay							
Capital Purchases							
Bus Replacement/Addition	6000	0.00	53,220.75	508,349.08	638,649.00	130,299.92	79.59%
Van Replacement/Addition	6010	0.00	14,955.00	94,488.50	179,460.00	84,971.50	52.65%
Bus Stop Signage/Shelters	6040	0.00	114,081.33	0.00	1,368,976.00	1,368,976.00	0.00%
Other Capital Projects	6050	2,002.50	12,379.00	87,712.43	148,548.00	60,835.57	59.04%
Total Capital Purchases		2,002.50	194,636.08	690,550.01	2,335,633.00	1,645,082.99	29.57%
Total Capital Outlay		2,002.50	194,636.08	690,550.01	2,335,633.00	1,645,082.99	29.57%
Total Expenses		269,573.69	700,427.02	3,698,847.64	8,405,124.00	4,706,276.36	44.01%

Tillamook County Transportation District
Financial Statement
02 - Property Management Fund
From 4/1/2024 Through 4/30/2024

		Current Period Actual	Current Period Budget	Current Year Actual	Total Budget	Total Budget Variance	83%
Resources							
Working Capital	3500	0.00	3,750.00	0.00	45,000.00	(45,000.00)	0.00%
Lease Income	4900	4,200.00	3,000.00	21,400.00	36,000.00	(14,600.00)	59.44%
Lease Operational Exp Income	4910	0.00	1,250.00	12,245.05	15,000.00	(2,754.95)	81.63%
Transfer From General Fund	4911	0.00	1,159.25	0.00	13,911.00	(13,911.00)	0.00%
Total Resources		<u>4,200.00</u>	<u>9,159.25</u>	<u>33,645.05</u>	<u>109,911.00</u>	<u>(76,265.95)</u>	<u>30.61%</u>
Expenses							
Materials and Services							
Professional Services	5100	0.00	166.67	0.00	2,000.00	2,000.00	0.00%
Property Operating Expense	5300	1,780.29	2,383.33	21,896.44	28,600.00	6,703.56	76.56%
Property Maint. & Repair	5340	2,330.87	2,932.67	35,627.18	35,192.00	(435.18)	101.23%
Total Materials and Services		<u>4,111.16</u>	<u>5,482.67</u>	<u>57,523.62</u>	<u>65,792.00</u>	<u>8,268.38</u>	<u>87.43%</u>
Capital Outlay							
Debt Service							
PUD Loan Expense	5325	0.00	570.83	0.00	6,850.00	6,850.00	0.00%
OTIB TVC Loan 0071	5337	0.00	913.25	5,479.32	10,959.00	5,479.68	49.99%
OTIB Loan 0061	5338	0.00	2,192.50	26,310.44	26,310.00	(0.44)	100.00%
Total Debt Service		<u>0.00</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	5350	1,541.08	0.00	244,960.50	0.00	(244,960.50)	0.00%
Total Capital Purchases		<u>1,541.08</u>	<u>0.00</u>	<u>244,960.50</u>	<u>0.00</u>	<u>(244,960.50)</u>	<u>0.00%</u>
Total Capital Outlay		<u>1,541.08</u>	<u>3,676.58</u>	<u>276,750.26</u>	<u>44,119.00</u>	<u>(232,631.26)</u>	<u>627.28%</u>
Total Expenses		<u>5,652.24</u>	<u>9,159.25</u>	<u>334,273.88</u>	<u>109,911.00</u>	<u>(224,362.88)</u>	<u>304.13%</u>

Tillamook County Transportation District

Financial Statement

04 - Capital Reserve Fund

From 4/1/2024 Through 4/30/2024

		<u>Current Period Actual</u>	<u>Current Period Budget</u>	<u>Current Year Actual</u>	<u>Total Budget</u>	<u>Total Budget Variance</u>	<u>83%</u>
Resources							
Working Capital	3500	0.00	71,416.67	0.00	857,000.00	(857,000.00)	0.00%
Interest Income	4510	5,479.77	2,083.33	69,817.69	25,000.00	44,817.69	279.27%
Total Resources		<u>5,479.77</u>	<u>73,500.00</u>	<u>69,817.69</u>	<u>882,000.00</u>	<u>(812,182.31)</u>	<u>7.92%</u>
Expenses							
Materials and Services							
Fees & Licenses	5150	0.00	0.00	0.20	0.00	(0.20)	0.00%
Total Materials and Services		0.00	0.00	0.20	0.00	(0.20)	0.00%
Transfers							
Reserve for Future Expenditure	9175	0.00	73,500.00	0.00	882,000.00	882,000.00	0.00%
Total Transfers		0.00	73,500.00	0.00	882,000.00	882,000.00	0.00%
Total Expenses		<u>0.00</u>	<u>73,500.00</u>	<u>0.20</u>	<u>882,000.00</u>	<u>881,999.80</u>	<u>0.00%</u>

Tillamook County Transportation District
Financial Statement
05 - Vehicle Purchase Reserve Fund
From 4/1/2024 Through 4/30/2024

		Current Period Actual	Current Period Budget	Current Year Actual	Total Budget	Total Budget Variance	83%
Resources							
Working Capital	3500	0.00	2,852.08	0.00	34,225.00	(34,225.00)	0.00%
Transfer From General Fund	4911	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	9175	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 4/1/2024 Through 4/30/2024

		Current Period Actual	Current Period Budget	Current Year Actual	Total Budget	Total Budget Variance	83%
Resources							
Working Capital	3500	<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 Resources		<u><u>0.00</u></u>	<u><u>1,928.33</u></u>	<u><u>0.00</u></u>	<u><u>23,140.00</u></u>	<u><u>(23,140.00)</u></u>	<u><u>0.00%</u></u>
Expenses							
Transfers							
Reserve for Future Expenditure	9175	<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 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><u>0.00</u></u>	<u><u>1,928.33</u></u>	<u><u>0.00</u></u>	<u><u>23,140.00</u></u>	<u><u>23,140.00</u></u>	<u><u>0.00%</u></u>

Tillamook County Transportation District

Financial Statement

08 - Northwest Oregon Transit Allia

From 4/1/2024 Through 4/30/2024

		Current Period Actual	Current Period Budget	Current Year Actual	Total Budget	Total Budget Variance	83%
Resources							
Working Capital	3500	0.00	6,666.67	0.00	80,000.00	(80,000.00)	0.00%
NWOTA Partner Cont. Match	4225	0.00	15,301.33	48,000.00	183,616.00	(135,616.00)	26.14%
Transfer From General Fund	4911	0.00	100,748.00	0.00	1,208,976.00	(1,208,976.00)	0.00%
Transfer from STIF Fund	4918	0.00	13,333.33	0.00	160,000.00	(160,000.00)	0.00%
Total Resources		<u>0.00</u>	<u>136,049.33</u>	<u>48,000.00</u>	<u>1,632,592.00</u>	<u>(1,584,592.00)</u>	<u>2.94%</u>
Expenses							
Materials and Services							
Professional Services	5100	0.00	416.67	3,659.50	5,000.00	1,340.50	73.19%
Administrative Support	5101	564.31	2,083.33	5,962.11	25,000.00	19,037.89	23.84%
Website Maintenance	5102	3,300.00	1,250.00	17,044.99	15,000.00	(2,044.99)	113.63%
Marketing	5190	0.00	3,333.33	34,883.67	40,000.00	5,116.33	87.20%
NWOTA Expense	5195	99.42	0.00	219.78	0.00	(219.78)	0.00%
Travel & Training	5220	0.00	833.33	5,563.03	10,000.00	4,436.97	55.63%
Total Materials and Services		<u>3,963.73</u>	<u>7,916.66</u>	<u>67,333.08</u>	<u>95,000.00</u>	<u>27,666.92</u>	<u>70.88%</u>
Transfers							
Transfer to General Fund	9130	0.00	250.00	0.00	3,000.00	3,000.00	0.00%
Unappropriated Ending Fund Bal	9180	0.00	13,801.33	0.00	165,616.00	165,616.00	0.00%
Total Transfers		<u>0.00</u>	<u>14,051.33</u>	<u>0.00</u>	<u>168,616.00</u>	<u>168,616.00</u>	<u>0.00%</u>
Capital Outlay							
Capital Purchases							
Bus Stop Signage/Shelters	6040	0.00	114,081.33	0.00	1,368,976.00	1,368,976.00	0.00%
Total Capital Purchases		<u>0.00</u>	<u>114,081.33</u>	<u>0.00</u>	<u>1,368,976.00</u>	<u>1,368,976.00</u>	<u>0.00%</u>
Total Capital Outlay		<u>0.00</u>	<u>114,081.33</u>	<u>0.00</u>	<u>1,368,976.00</u>	<u>1,368,976.00</u>	<u>0.00%</u>
Total Expenses		<u>3,963.73</u>	<u>136,049.32</u>	<u>67,333.08</u>	<u>1,632,592.00</u>	<u>1,565,258.92</u>	<u>4.12%</u>

Tillamook County Transportation District

Financial Statement

09 - NW RIDES ACCOUNT

From 4/1/2024 Through 4/30/2024

		Current Period Actual	Current Period Budget	Current Year Actual	Total Budget	Total Budget Variance	83%
Resources							
Working Capital	3500	0.00	8,333.33	0.00	100,000.00	(100,000.00)	0.00%
NWR Revenue	4026	470,675.53	373,966.42	4,394,762.90	4,487,597.00	(92,834.10)	97.93%
NWR Reserve	4027	0.00	0.00	1,032,191.09	325,000.00	707,191.09	317.59%
Interest Income	4510	0.00	66.67	0.00	800.00	(800.00)	0.00%
Total Resources		<u>470,675.53</u>	<u>382,366.42</u>	<u>5,426,953.99</u>	<u>4,913,397.00</u>	<u>513,556.99</u>	<u>110.45%</u>
Expenses							
Personnel Services							
Payroll: Administration	5010	26,500.93	32,731.75	243,826.83	392,781.00	148,954.17	62.07%
Payroll: Indirect	5041	1,039.80	1,771.25	10,917.90	21,255.00	10,337.10	51.36%
Payroll Expense	5050	2,651.27	2,994.58	23,904.10	35,935.00	12,030.90	66.52%
Payroll Healthcare	5051	394.68	8,683.50	89,886.35	104,202.00	14,315.65	86.26%
Payroll Retirement	5052	2,611.01	2,630.17	21,896.73	31,562.00	9,665.27	69.37%
Payroll Veba	5053	764.64	1,233.75	8,813.90	14,805.00	5,991.10	59.53%
Workers Compensation Ins.	5055	0.00	41.67	0.00	500.00	500.00	0.00%
Total Personnel Services		<u>33,962.33</u>	<u>50,086.67</u>	<u>399,245.81</u>	<u>601,040.00</u>	<u>201,794.19</u>	<u>66.43%</u>
Materials and Services							
Professional Services	5100	0.00	416.67	1,020.00	5,000.00	3,980.00	20.40%
Office Equipment R&R	5140	0.00	225.00	2,804.76	2,700.00	(104.76)	103.88%
Computer R&M	5145	2,224.19	1,768.08	23,150.74	21,217.00	(1,933.74)	109.11%
Fees & Licenses	5150	5,500.00	4,416.67	23,280.00	53,000.00	29,720.00	43.92%
Insurance	5160	0.00	513.92	6,547.00	6,167.00	(380.00)	106.16%
Office Expense	5170	313.91	416.67	4,074.14	5,000.00	925.86	81.48%
Operational Expense	5180	90.00	125.00	1,521.75	1,500.00	(21.75)	101.45%
Telephone Expense	5210	2,220.84	1,608.33	19,293.29	19,300.00	6.71	99.96%

Tillamook County Transportation District
Financial Statement
09 - NW RIDES ACCOUNT
From 4/1/2024 Through 4/30/2024

		Current Period Actual	Current Period Budget	Current Year Actual	Total Budget	Total Budget Variance	83%
Travel & Training	5220	0.00	125.00	76.92	1,500.00	1,423.08	5.12%
Postage	5260	29.99	41.67	79.88	500.00	420.12	15.97%
Purchased Transportation	5265	20,042.00	299,235.67	2,420,146.71	3,590,828.00	1,170,681.29	67.39%
Member Mileage Reimbursement	5266	30,479.17	13,310.42	270,479.17	159,725.00	(110,754.17)	169.34%
Volunteer Mileage Reimburse	5267	33,238.80	10,521.92	345,203.45	126,263.00	(218,940.45)	273.40%
Office Rent	5281	400.00	400.00	4,000.00	4,800.00	800.00	83.33%
Property Operating Expense	5300	0.00	250.00	3,792.33	3,000.00	(792.33)	126.41%
Total Materials and Services		94,538.90	333,375.02	3,125,470.14	4,000,500.00	875,029.86	78.13%
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		128,501.23	409,449.77	3,524,715.95	4,913,397.00	1,388,681.05	71.74%

Tillamook County Transportation District

Financial Statement

10 - STIF

From 4/1/2024 Through 4/30/2024

		Current Period Actual	Current Period Budget	Current Year Actual	Total Budget	Total Budget Variance	83%
Resources							
Working Capital	3500	0.00	42,818.83	0.00	513,826.00	(513,826.00)	0.00%
STIF Formula	4135	130,049.00	25,361.83	809,780.00	304,342.00	505,438.00	266.07%
STIF Intercommunity	4136	0.00	11,666.67	0.00	140,000.00	(140,000.00)	0.00%
STIF Discretionary	4137	0.00	38,504.00	0.00	462,048.00	(462,048.00)	0.00%
Interest Income	4510	332.26	0.00	7,369.14	0.00	7,369.14	0.00%
Total Resources		<u>130,381.26</u>	<u>118,351.33</u>	<u>817,149.14</u>	<u>1,420,216.00</u>	<u>(603,066.86)</u>	<u>57.54%</u>
Expenses							
Materials and Services							
Fees & Licenses	5150	0.00	0.00	0.45	0.00	(0.45)	0.00%
Total Materials and Services		0.00	0.00	0.45	0.00	(0.45)	0.00%
Special Payments							
STF Payments to Recipients	5200	0.00	1,766.00	15,894.00	21,192.00	5,298.00	75.00%
STIF Payments to Recipients	5201	0.00	3,271.75	13,245.00	24,861.00	11,616.00	53.27%
Total Special Payments		0.00	5,037.75	29,139.00	46,053.00	16,914.00	63.27%
Transfers							
Transfer to General Fund	9130	0.00	64,107.00	0.00	769,284.00	769,284.00	0.00%
Reserve for Future Expenditure	9175	0.00	42,818.83	0.00	513,826.00	513,826.00	0.00%
Unappropriated Ending Fund Bal	9180	0.00	7,587.75	0.00	91,053.00	91,053.00	0.00%
Total Transfers		0.00	114,513.58	0.00	1,374,163.00	1,374,163.00	0.00%
Total Expenses		<u>0.00</u>	<u>119,551.33</u>	<u>29,139.45</u>	<u>1,420,216.00</u>	<u>1,391,076.55</u>	<u>2.05%</u>

FRED MEYER CARD CHARGES - April 2024

Date	Description of Transaction	Amount
CARD #4 - CATHY BOND, FINANCE SUPERVISOR		
04/03/24	Office Supplies - Keyboard/Mouse Training Room Computer	\$ 20.99
04/08/24	Office Supplies - 4 Port Hub/PC Accessory Finance Computer	\$ 35.98
04/16/24	Board Meeting-Staff Meal	\$ 60.64
04/17/24	Office Supplies - Budget Binders	\$ 136.15
	01.001.5170.999.00	\$ 193.12
	01.001.5175.999.00	\$ 60.64
		\$ 253.76
CARD #6 STEVEN FERRERA, MECHANIC		
4/9/2024	Operation Expense-Computer Accessory Maintenance	\$ 14.99
04/16/24	Operation Expense -Sheet Protectors Maintenance	\$ 12.03
	01.002.5180.154.00	\$ 27.02
	Grand Total	\$ 280.78

B. G. U. S.
5/15/2024

ENTERED 

UMPQUA BANK: CLOSING DATE 4/23/2024

Date	Vendor	Description of Transaction	Amount
CATHY BOND			
03/28/24	Language Line	NWR Phone/Interpreter	\$23.70
03/28/24	Language Line	NWR Phone/Interpreter	\$15.80
03/29/24	Language Line	NWR Phone/Interpreter	\$47.40
03/29/24	Safeway	Employee Lunch	\$63.33
04/01/24	Language Line	NWR Phone/Interpreter	\$31.60
04/01/24	Language Line	NWR Phone/Interpreter	\$27.65
04/01/24	Language Line	NWR Phone/Interpreter	\$23.70
04/01/24	Language Line	NWR Phone/Interpreter	\$51.35
04/03/24	Language Line	NWR Phone/Interpreter	\$43.45
04/03/24	Endicia	Membership Fee/TCTD	\$9.95
04/05/24	Adobe	Financial Computer Software	\$29.99
04/05/24	Language Line	NWR Phone/Interpreter	\$19.75
04/05/24	Language Line	NWR Phone/Interpreter	\$27.65
04/09/24	Language Line	NWR Phone/Interpreter	\$35.55
04/09/24	Language Line	NWR Phone/Interpreter	\$39.50
04/11/24	Onstar Services	Membership Fee-Shop Truck	\$15.00
04/11/24	Language Line	NWR Phone/Interpreter	\$19.75
04/11/24	Language Line	NWR Phone/Interpreter	\$35.55
04/15/24	Amazon Prime	Now Hiring Signs	\$259.97
04/15/24	Endicia	Membership Fee/NWR	\$29.99
04/16/24	USPS Endicia	Postage	\$50.00
04/16/24	Onstar Services	Membership Fee-Shop Truck	\$9.99
04/16/24	Amazon Prime	Membership Fee	\$14.99
04/17/24	Language Line	NWR Phone/Interpreter	\$27.65
04/17/24	Language Line	NWR Phone/Interpreter	\$27.65
04/18/24	Language Line	NWR Phone/Interpreter	\$43.45
04/19/24	USPS	Postage	\$55.50
04/22/24	Language Line	NWR Phone/Interpreter	\$19.75
04/21/24	Iron Mountain	Office Shredder	\$179.06
04/22/24	Adobe Inc	Admin Computer Software	\$84.99
			\$1,363.66
BRIAN VITULLI			
04/03/24	Blue Star Espresso	Spring Explanatory Session Nestucca HS	\$9.25
04/10/24	Werner Beef & Brew	Budget Meeting	\$43.53
04/12/24	Werner Beef & Brew	Nwota Lunch	\$33.18
04/12/24	Safeway	NWOTA Meeting	\$66.24
04/17/24	cashiers@pdx.edu	Board Officials Leadership Boot Camp	\$510.00
04/22/24	MIPCon	Abila Training	\$2,190.00
			\$2,852.20
MIKE REED			
3/26/2024	Fred Meyer	PC Cable	\$29.99
3/27/2024	Adobe	Superintendent Software	\$239.88
3/27/2024	Traxda	Vehicle Inventory Parts	\$168.02
4/18/2024	Averill Recycling	Lawn Maintenance	\$10.00
4/18/2024	Fred Meyer	Cleaning Supplies	\$63.13
			\$511.02
Grand Total Due			\$4,726.88

APPROVAL



DATE

5/7/2024



April 2024 Statement

Open Date: 03/27/2024 Closing Date: 04/23/2024



Visa® Company Card with Rewards

TILLAMOOK CNTY TRANS (CPN 001469460)

New Balance	\$4,611.37
Minimum Payment Due	\$47.00
Payment Due Date	05/22/2024

Reward Points

Earned This Statement	4,838
Reward Center Balance	169,314
as of 04/22/2024	
For details, see your rewards summary.	

Page 1 of 4

Account: 7790

Elan Financial
Services

BUS 30 ELN

1-866-552-8855

8

15

Activity Summary

Previous Balance	+	\$3,508.99
Payments	-	\$3,624.50 ^{CR}
Other Credits		\$0.00
Purchases	+	\$4,726.88
Balance Transfers		\$0.00
Advances		\$0.00
Other Debits		\$0.00
Fees Charged		\$0.00
Interest Charged		\$0.00

New Balance	=	\$4,611.37
Past Due		\$0.00
Minimum Payment Due		\$47.00
Credit Line		\$10,000.00
Available Credit		\$5,388.63
Days in Billing Period		28

Payment Options:



Mail payment coupon
with a check



Pay online at
myaccountaccess.com



Pay by phone
1-866-552-8855

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

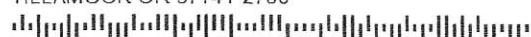


24-Hour Elan Financial Services: 1-866-552-8855

to pay by phone
to change your address

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

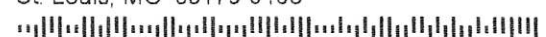


Account Number	7790
Payment Due Date	5/22/2024
New Balance	\$4,611.37
Minimum Payment Due	\$47.00

Amount Enclosed \$

Elan Financial Services

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



April 2024 Statement 03/27/2024 - 04/23/2024

Page 2 of 4

TILLAMOOK CNTY TRANS (CPN 001469460)

Elan Financial Services

1-866-552-8855


Visa Business Rewards Company Card
Rewards Center Activity as of 04/22/2024

Rewards Center Activity*	0
Rewards Center Balance	169,314

*This item includes points redeemed, expired and adjusted.

Rewards Earned	This Statement	Year to Date
Points Earned on Net Purchases	4,616	11,451
Gas, Restaurants & Telecom Double Points	222	1,945
Total Earned	4,838	13,396

Points Expiring on 06/30/2024: 10808

For rewards program inquiries and redemptions, call 1-888-229-8864 from 8:00 am to 10:00 pm (CST) Monday through Friday, 8:00 am to 5:30 pm (CST) Saturday and Sunday. Automated account information is available 24 hours a day, 7 days a week.

Important Messages

Paying Interest: You have a 24 to 30 day interest-free period for Purchases provided you have paid your previous balance in full by the Payment Due Date shown on your monthly Account statement. In order to avoid additional INTEREST CHARGES on Purchases, you must pay your new balance in full by the Payment Due Date shown on the front of your monthly Account statement.

There is no interest-free period for transactions that post to the Account as Advances or Balance Transfers except as provided in any Offer Materials. Those transactions are subject to interest from the date they post to the Account until the date they are paid in full.

Transactions	BOND, CATHY	Credit Limit \$2500
---------------------	-------------	---------------------

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
Purchases and Other Debits					
03/29	03/28	3261	LANGUAGE LINE, INC. 800-7526096 CA	\$23.70	_____
03/29	03/28	4208	LANGUAGE LINE, INC. 800-7526096 CA	\$15.80	_____
03/29	03/28	2648	LANGUAGE LINE, INC. 800-7526096 CA	\$47.40	_____
03/29	03/27	5457	SAFEWAY #2723 TILLAMOOK OR	\$63.33	_____
04/01	03/29	7321	LANGUAGE LINE, INC. 800-7526096 CA	\$31.60	_____
04/01	03/29	0703	LANGUAGE LINE, INC. 800-7526096 CA	\$27.65	_____
04/01	03/29	8770	LANGUAGE LINE, INC. 800-7526096 CA	\$23.70	_____
04/01	03/29	5200	LANGUAGE LINE, INC. 800-7526096 CA	\$51.35	_____
04/03	04/02	5277	LANGUAGE LINE, INC. 800-7526096 CA	\$43.45	_____
04/03	04/02	4202	ENDICIA 800-576-3279 TX	\$9.95	_____
04/05	04/04	8224	ADOBE INC. 408-536-6000 CA	\$29.99	_____
04/08	04/05	2694	LANGUAGE LINE, INC. 800-7526096 CA	\$19.75	_____
04/08	04/05	2542	LANGUAGE LINE, INC. 800-7526096 CA	\$27.65	_____
04/10	04/09	8961	LANGUAGE LINE, INC. 800-7526096 CA	\$35.55	_____
04/10	04/09	9851	LANGUAGE LINE, INC. 800-7526096 CA	\$39.50	_____

Continued on Next Page



April 2024 Statement 03/27/2024 - 04/23/2024
TILLAMOOK CNTY TRANS (CPN 001469460)

Page 3 of 4
Elan Financial Services 1-866-552-8855

Transactions		BOND, CATHY		Credit Limit \$2500	
Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
04/11	04/10	0508	ONSTAR DATA PLAN AT&T 888-466-7827 TX	\$15.00	_____
04/11	04/10	8036	LANGUAGE LINE, INC. 800-7526096 CA	\$19.75	_____
04/11	04/10	6727	LANGUAGE LINE, INC. 800-7526096 CA	\$35.55	_____
04/16	04/15	1264	AMZN Mktp US*QG5G69YA3 Amzn.com/bill WA	\$259.97	_____
04/16	04/15	4808	ENDICIA 800-576-3279 TX	\$29.99	_____
04/17	04/16	8768	USPS STAMPS ENDICIA 888-434-0055 DC	\$50.00	_____
04/17	04/16	5886	ONSTAR SERVICES 888-4ONSTAR MI	\$9.99	_____
04/17	04/16	7282	Amazon Prime*MO9ON1HF3 Amzn.com/bill WA	\$14.99	_____
04/18	04/17	0214	LANGUAGE LINE, INC. 800-7526096 CA	\$27.65	_____
04/18	04/17	4874	LANGUAGE LINE, INC. 800-7526096 CA	\$27.65	_____
04/19	04/18	3971	LANGUAGE LINE, INC. 800-7526096 CA	\$43.45	_____
04/22	04/19	5206	USPS PO 4083680269 TILLAMOOK OR	\$55.50	_____
04/22	04/19	6255	LANGUAGE LINE, INC. 800-7526096 CA	\$19.75	_____
04/22	04/21	1674	IRON MOUNTAIN 800-934-3453 MA	\$179.06	_____
04/23	04/22	1548	ADOBE *ADOBE 408-536-6000 CA	\$84.99	_____
Total for Account			2022	\$1,363.66	

Transactions		REED, MICHAEL		Credit Limit \$3500	
Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
Purchases and Other Debits					
03/27	03/26	3958	FRED-MEYER #0377 TILLAMOOK OR	\$29.99	_____
03/27	03/26	4958	ADOBE *ADOBE 408-536-6000 CA	\$239.88	_____
03/28	03/27	7574	TRAXDA LLC TRAXDA.COM AZ	\$168.02	_____
04/19	04/18	5090	AVERILL RECYCLING TILLAMOOK OR	\$10.00	_____
04/19	04/18	3742	FRED-MEYER #0377 TILLAMOOK OR	\$63.13	_____
Total for Account			9595	\$511.02	

Transactions		VITULLI, BRIAN A		Credit Limit \$10000	
Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
Purchases and Other Debits					
04/04	04/03	5299	BLUE STAR ESPRESSO 503-8420011 OR	\$9.25	_____
04/12	04/11	8269	TIL*RZ WERNER BEEF&BRE TILLAMOOK OR	\$43.53	_____
04/15	04/13	3996	TIL*RZ WERNER BEEF&BRE TILLAMOOK OR	\$33.18	_____
04/15	04/12	5017	SAFEWAY #2723 TILLAMOOK OR	\$66.24	_____
04/18	04/17	7751	PSU CASHIERS OFFCE 090 PORTLAND OR	\$510.00	_____
04/23	04/22	0407	MIPCONFREGISTERCC NPSOL.COM CA	\$2,190.00	_____
Total for Account			9476	\$2,852.20	

Continued on Next Page



April 2024 Statement 03/27/2024 - 04/23/2024
TILLAMOOK CNTY TRANS (CPN 001469460)

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Elan Financial Services 1-866-552-8855



Transactions BILLING ACCOUNT ACTIVITY

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
Payments and Other Credits					
04/22	04/18	0069	PAYMENT THANK YOU	\$418.74CR	
04/22	04/18	0069	PAYMENT THANK YOU	\$360.00CR	
04/22	04/18	0069	PAYMENT THANK YOU	\$2,845.76CR	
Total for Account			7790	\$3,624.50CR	

2024 Totals Year-to-Date

Total Fees Charged in 2024	\$0.00
Total Interest Charged in 2024	\$5.47CR

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	\$4,611.37	\$0.00	YES	\$0.00	17.49%	
**ADVANCES	\$0.00	\$0.00	YES	\$0.00	29.24%	

Contact Us



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



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



Mail payment coupon
with a check

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



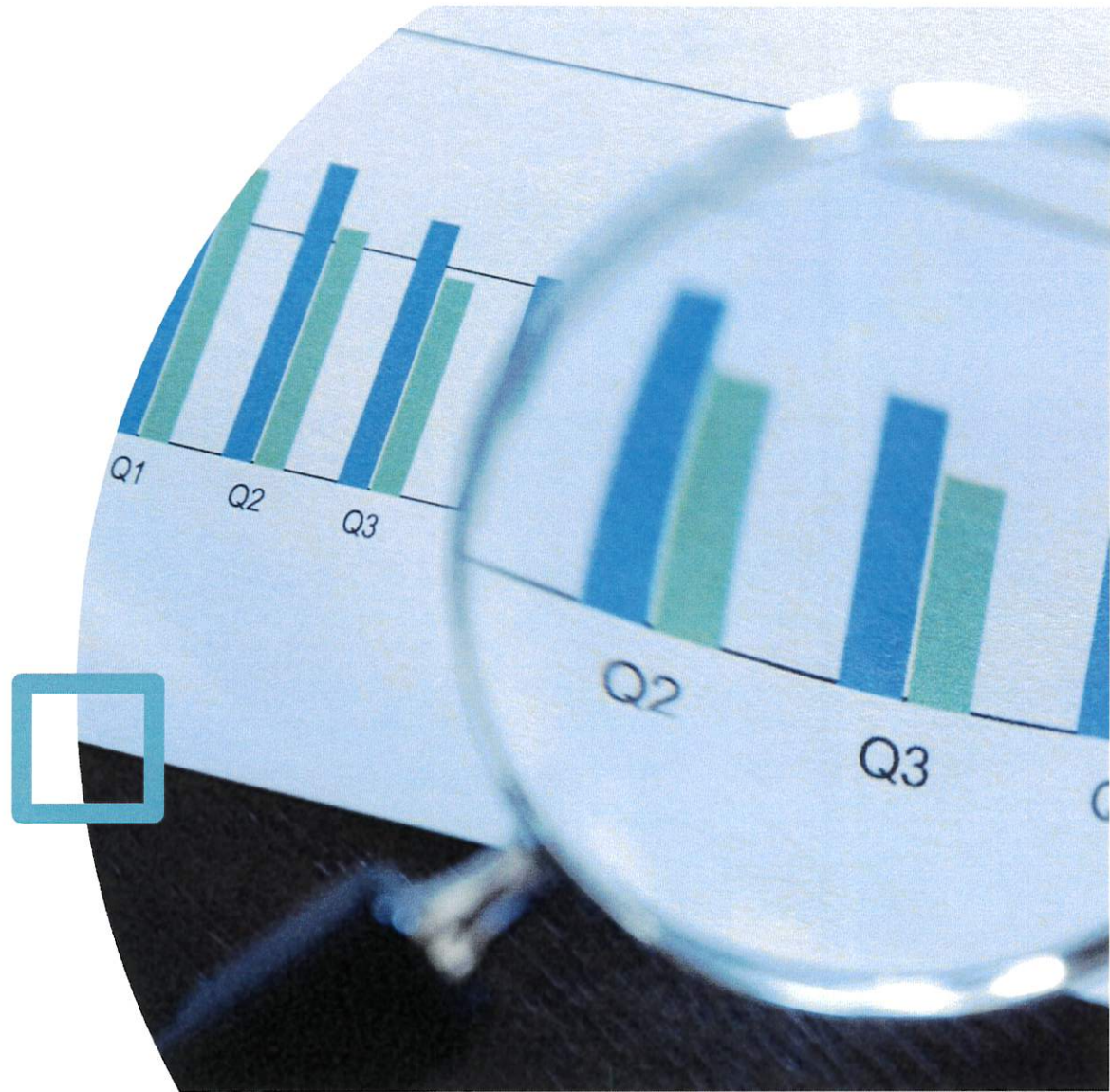
Online
myaccountaccess.com



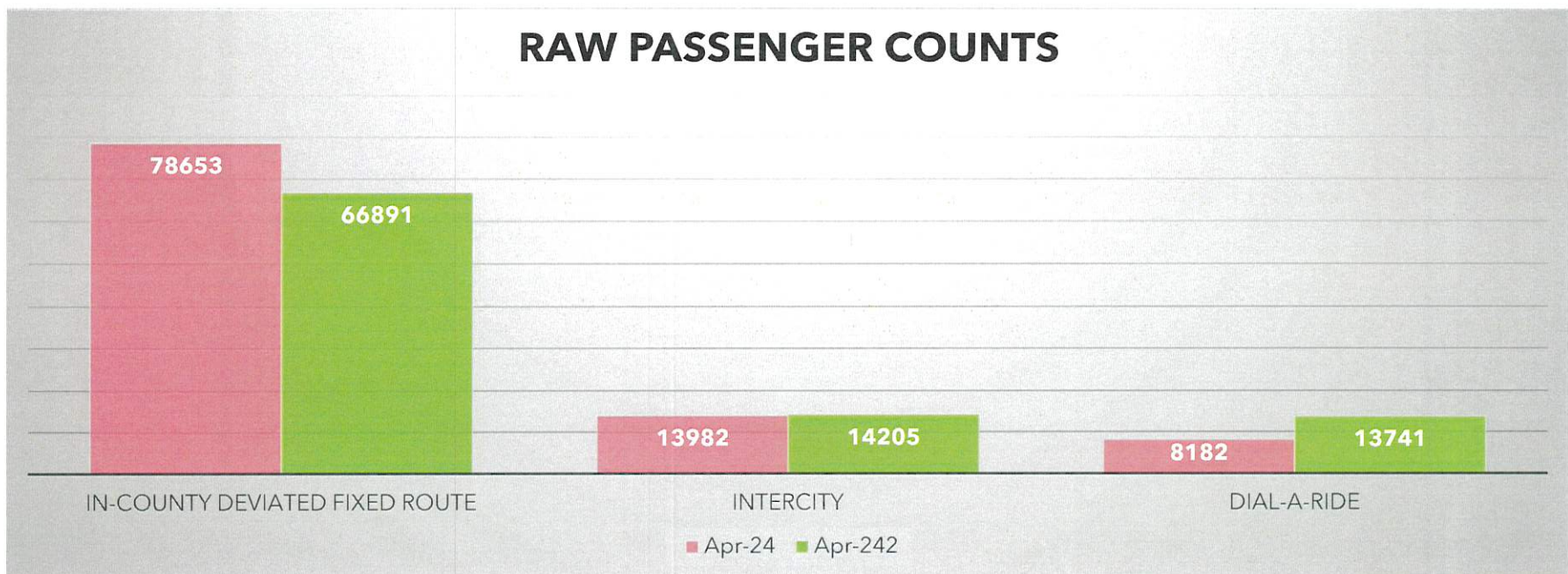
TCTD Operations

Statistics & Performance

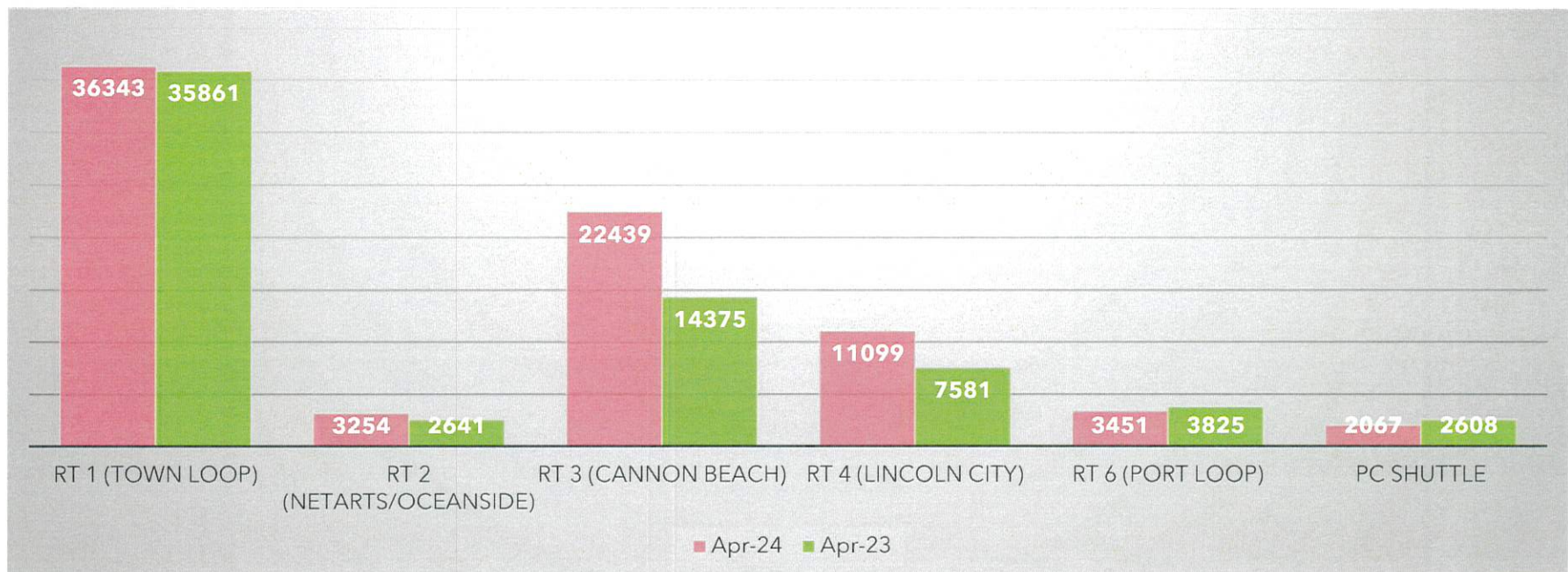
April 2024



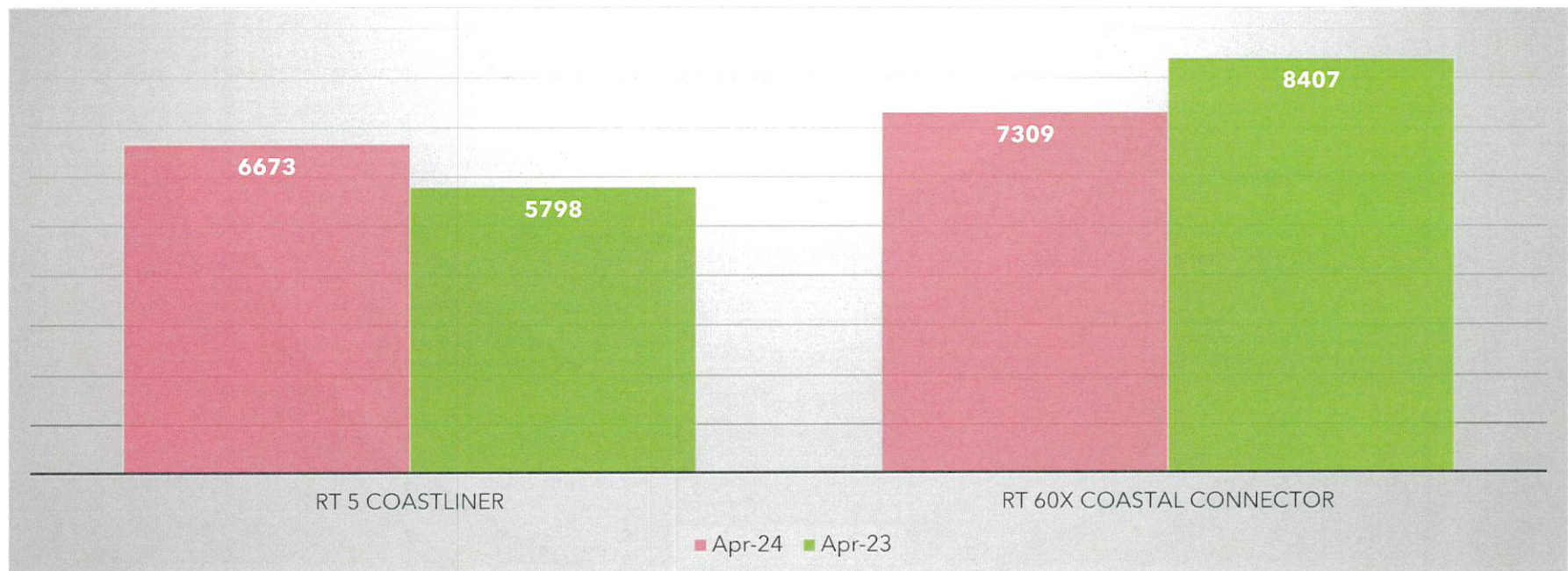
YTD COMPS BY SERVICE TYPE



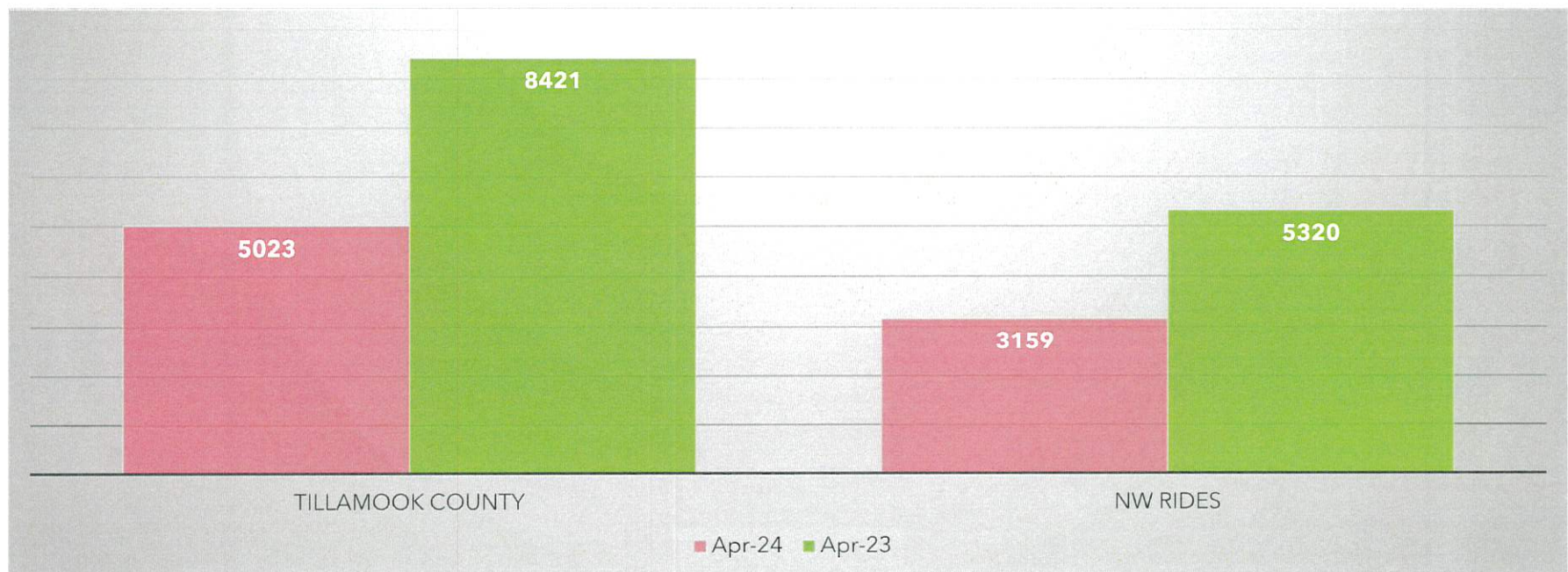
IN-COUNTY RIDERSHIP BY ROUTE YTD COMPS



INTER-CITY RIDERSHIP BY ROUTE YTD COMPS

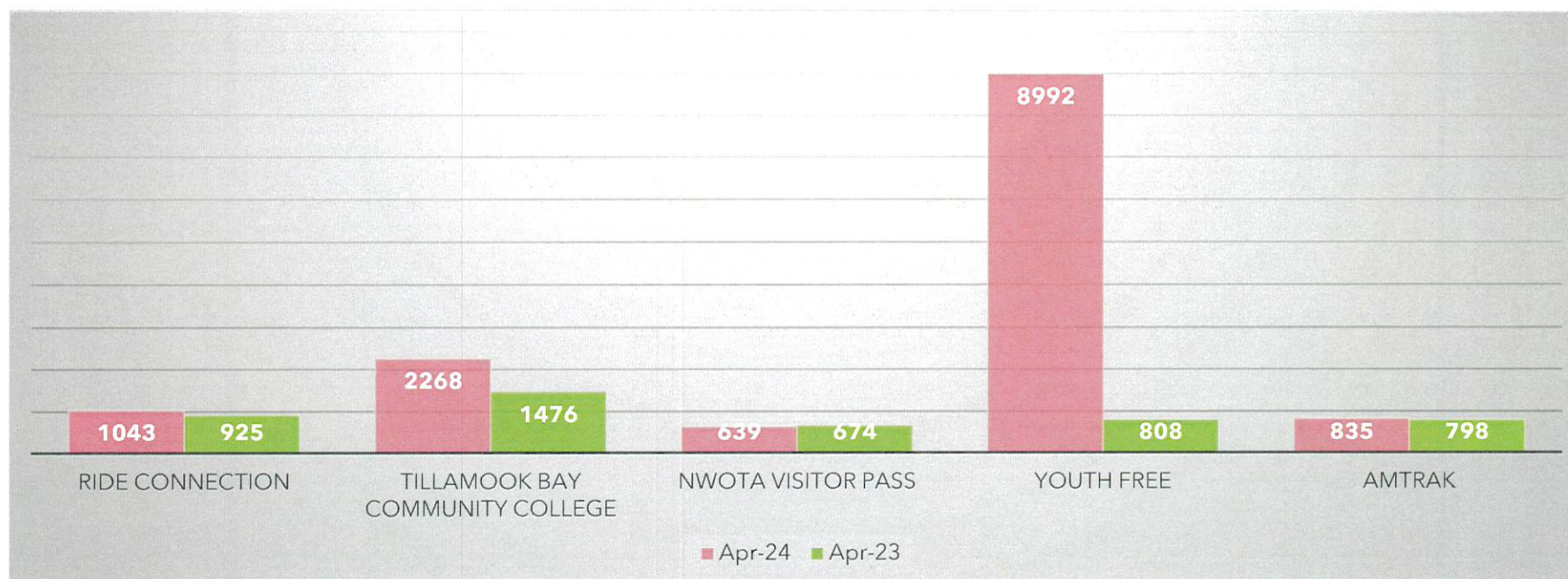


DAR RIDERSHIP BY SERVICE TYPE YTD COMPS

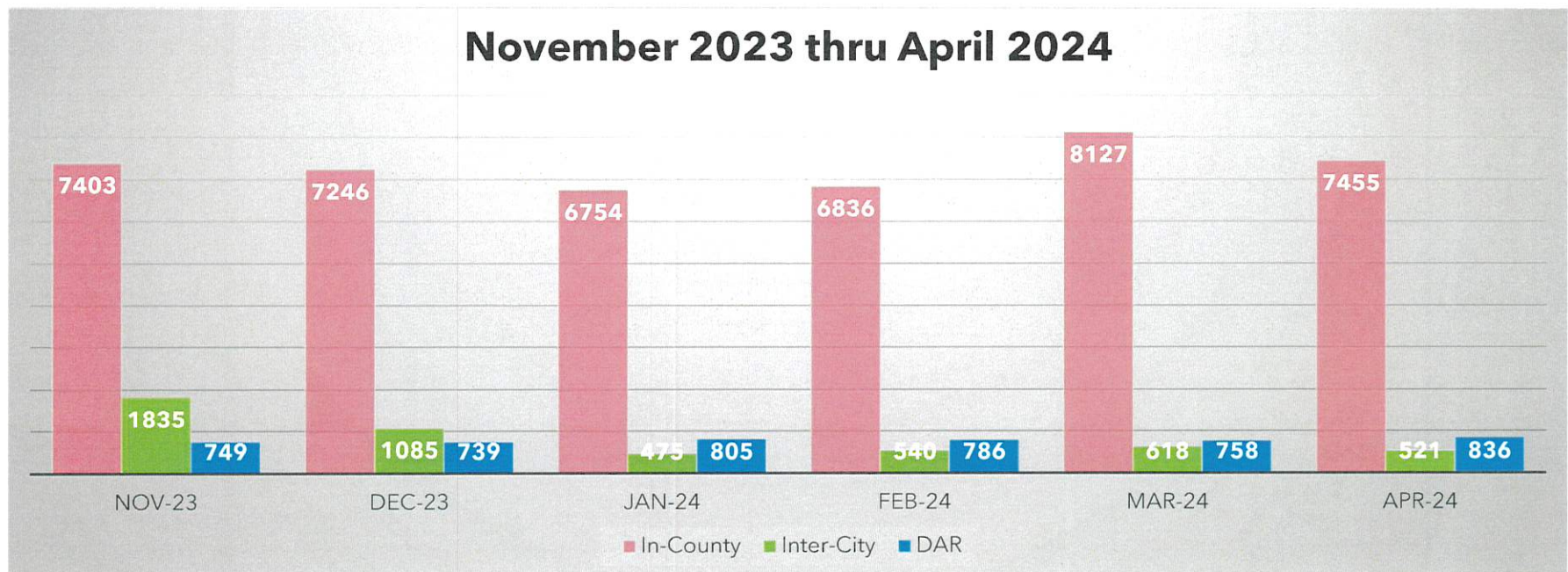


PASSENGER CATEGORIES

YTD COMPS

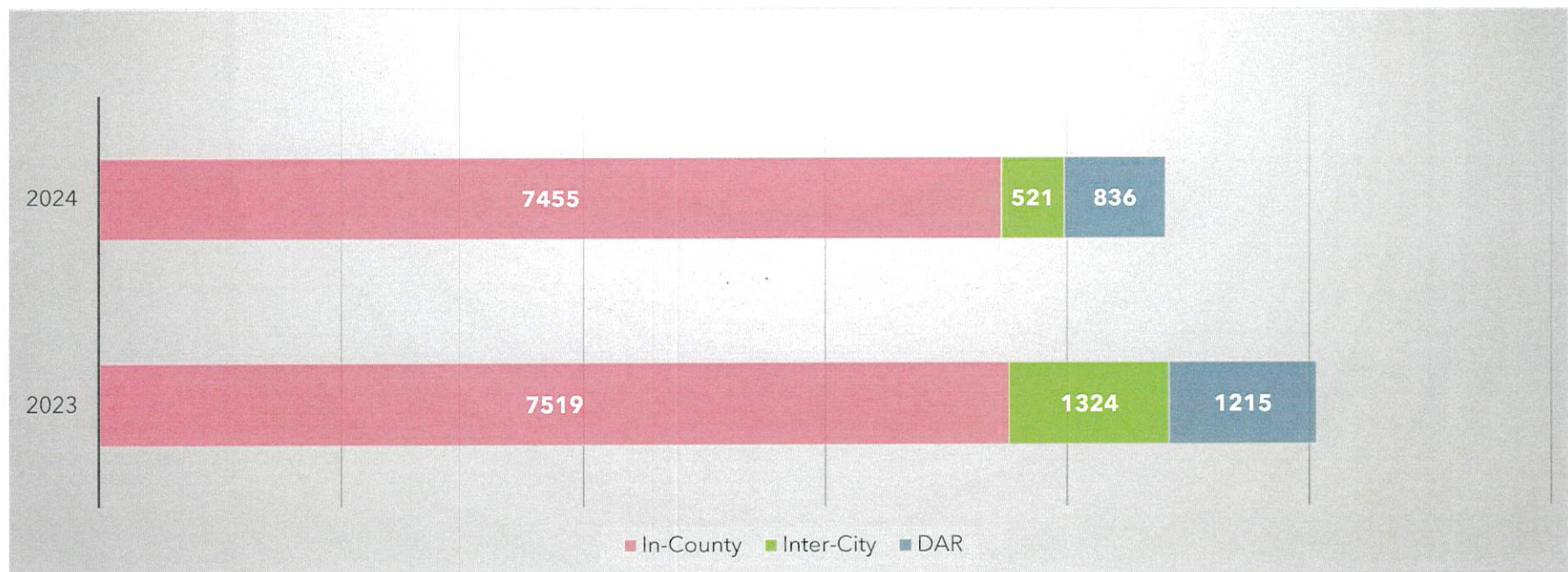


SIX-MONTH TREND RIDERSHIP BY SERVICE TYPE



TOTAL SERVICES RIDERSHIP

April 2024 & April 2023



Tillamook County Transportation District

MONTHLY PERFORMANCE REPORT

April 2024

RIDERSHIP BY SERVICE TYPE

	April 2024	April 2023	YTD FY 23-24	YTD FY 22-23	YTD % Change
<u>Dial-A-Ride Service</u>					
Tillamook County	400	734	5,023	8,421	-40.4%
NW Rides	436	481	3,159	5,320	-40.6%
Dial-A-Ride Total	836	1,215	8,182	13,741	-40.5%
<u>Deviated Fixed Route Service</u>					
Rt 1: Town Loop	3,542	4,104	36,343	35,861	1.3%
Rt 2: Netarts/Oceanside	217	339	3,254	2,641	23.2%
Rt 3: Manzanita/Cannon Beach	2,577	1,801	22,439	14,375	56.1%
Rt 4: Lincoln City	895	813	11,099	7,581	46.4%
Rt 6: Port of Tillamook Bay Loop	224	462	3,451	3,825	-9.8%
Pacific City Free Shuttle	0	0	2,067	2,608	-20.7%
Local Fixed Rt Total	7,455	7,519	78,653	66,891	17.6%
<u>Intercity Service</u>					
Rt 5: Portland	521	566	6,673	5,798	15.1%
Rt 60X: Salem	0	758	7,309	8,407	-13.1%
Inter City Total	521	1,324	13,982	14,205	-1.6%
<u>Other Services</u>					
Tripper Routes	3	24	98	175	-44.0%
Special Bus Operations	0	51	10	51	-80.4%
Other Services Total	3	75	108	226	-52.2%
TOTAL ALL SERVICES	8,815	10,133	100,925	95,063	6.2%

ONE-WAY TRIPS BY USER GROUP					
	Fixed		YTD	YTD	YTD %
USER GROUP	Route	DAR	FY 23-24	FY 22-23	Change
General (18 years to 60 years of age)	4,786	134	55,659	49,643	12.1%
Senior/Disabled	2,633	699	36,473	36,449	0.1%
Child/Youth	560	33	6,716	6,312	6.4%
Total			98,858	92,455	6.9%
OTHER RIDER CATEGORIES					
	Fixed		YTD	YTD	YTD %
	Route	DAR	FY 23-24	FY 22-23	Change
Ride Connection	91		1,043	925	12.8%
Tillamook Bay Community College	198		2,268	1,476	53.7%
NWOTA Visitor Pass	41		639	674	-5.2%
NW Rides		436	3,159	5,320	-40.6%
Youth Free	970		8,992	808	1012.9%
Amtrak	36		835	798	4.6%

Primary Performance Measures Report thru April 2024

	Passengers per Hour	Cost per Trip	Cost per Hour	Farebox Return %
<u>Dial-A-Ride</u>				
Dial-A-Ride	1.8	\$ 55.69	\$ 98.65	6.3%
NW Rides	1.2	\$ 93.99	\$ 111.60	53.1%
Total	1.5	\$ 70.48	\$ 104.92	30.4%
<u>Deviated Route</u>				
Rt 1: Town Loop	10.2	\$ 9.78	\$ 99.88	6.6%
Rt 2: Oceanside	2.0	\$ 52.37	\$ 102.85	1.5%
Rt 6: PORT	6.1	\$ 18.35	\$ 112.44	4.8%
Rt 3: Manzanita	4.2	\$ 27.72	\$ 117.15	2.8%
Rt 4: Lincoln City	3.2	\$ 39.87	\$ 126.04	2.1%
Total	5.2	\$ 21.64	\$ 112.77	3.3%
<u>Intercity</u>				
Rt 5: Portland	1.6	\$ 78.10	\$ 126.99	10.3%
Rt 60X: Salem	4.2	\$ 30.65	\$ 129.27	8.0%
Total	2.4	\$ 53.30	\$ 127.66	9.6%
<u>Other Services</u>				
Trippers	0.8	\$ 116.65	\$ 95.26	0.3%
SBO	#DIV/0!	#DIV/0!	#DIV/0!	0.0%
Total	0.8	\$ 116.64	\$ 95.26	0.3%
FY 2023-24 YTD	3.8	\$ 30.08	\$ 114.34	10.0%
FY 2022-23YTD	3.1	\$ 31.12	\$ 97.61	18.1%
Percent Change	21.2%	-3.3%	17.1%	-45.0%

MONTHLY PERFORMANCE

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

Dial-A-Ride Services

Apr-23	1.5	48.2%	93.23
Jan-24	1.5	30.9%	108.26
Feb-24	1.5	33.3%	100.14
Mar-24	1.5	30.2%	103.27
Apr-24	1.5	30.4%	104.92

Deviated Fixed Routes

Apr-23	4.8	4.5%	95.50
Jan-24	5.2	3.4%	109.49
Feb-24	5.2	3.4%	109.12
Mar-24	5.2	3.3%	111.44
Apr-24	5.2	3.3%	112.77

Intercity Services

Apr-23	2.2	9.3%	109.02
Jan-24	2.6	9.9%	125.53
Feb-24	2.5	9.9%	124.79
Mar-24	2.3	9.1%	126.68
Apr-24	2.4	9.6%	127.66

Other Services

Apr-23	5.7	0.1%	94.52
Jan-24	0.9	0.3%	91.38
Feb-24	0.9	0.3%	91.18
Mar-24	0.9	0.3%	94.11
Apr-24	0.8	0.3%	95.26

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

June 14, 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— 10:15a	 Consent Calendar (Action Item) May Meeting Minutes (Attached) Financial Report	✓	Cynda Bruce/All
10:15— 10:45a	 NWOTA Standing Items Emissions/Ridership Tracking Marketing Update Website Update		Sarah Lu Heath
10:45- 10:50a	 NWOTA Zero Emission Vehicle Feasibility Study		Brian Vitulli/ Sarah Lu Heath
11:30- 11:35a	 Other Business Bus Stop Project ODOT Mobility Grants		All
11:35a – 12:00p	 Member Updates		All

Attachments:

May 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

May 3, 2024

Hybrid meeting called to order at 10:05am.

In attendance: Cynda Bruce, El Carey, John Dreeszen, Cody Franz, Sarah Lu Heath, Craig Johnston, and Brian Vitulli.

At the top of the meeting, Brian Vitulli asked for an agenda item under Other Business to share updates on services. Sarah Lu Heath made a request to invite El Carey of Transit Happy to present under NWOTA Standing Items regarding the marketing update.

Consent Calendar: The minutes and financial statements were reviewed. Brian Vitulli made a motion to approve, Craig Johnston seconded the motion which passed unanimously.

El Carey of Transit Happy joined the group virtually to highlight her accomplishments and upcoming plans as a mid-contract review. The next step in the marketing plan is to order local radio spots. The group commended El's proactive nature and successful social media engagements.

Draft Budget Review: The group reviewed TCTD's proposed budget for NWOTA. The group approved increasing the Partner Contribution to \$15,000 for the 2024/2025 budget. The motion was originally passed at the April meeting and confirmed the full amount allotted would be required at this meeting.

NWOTA Zero Emission Vehicle Feasibility Study: Sarah Lu Heath shared that Mike Jones, Program Lead for the Clean Bus Planning Award, will award technical assistance to all five NWOTA agencies. Deliverables will be a regional feasibility study to determine the best alternative, low-carbon energy for our fleets and transition plans for each agency. NWOTA is awaiting award documents and timelines.

Marketing Funding Opportunities: With \$5,000 in matching funds in the budget, provided via member contributions, Sarah Lu Heath will be looking for applicable grants to support NWConnector marketing efforts.

Member Updates:

LCT: Incident of bus theft which was recovered nearby shortly after being taken.

SETD: Submitted amended STIF plan. The agency recently restarted the Warrenton route. And, the budget committee underwent training before the first budget meeting. Both went well.

TCTD: Service reductions are required due to lack of drivers. On May 12th services will be cut to Monday-Saturday, excepting service to Portland on Sunday. Monday, May 6th is the ribbon cutting to celebrate the completion of renovations for the Doug Pilant Transit Center. TCTD will also be hosting PTAC on the same day.

CCR: Vanpool marketing is underway. A large bus originally ordered in 2021 will be arriving by the end of June.

Meeting was adjourned at 12:13pm.



Tillamook County Transportation District

"Connecting the community through sustainable transit services"

DATE: June 19, 2024
TO: TCTD Board of Directors
FROM: Brian Vitulli, General Manager
SUBJECT: GENERAL MANAGER REPORT

Administration/Coordination

- The District welcomes seven new employees five drivers, an administrative assistant, and a dispatcher for the NW Rides brokerage. Recruitment efforts are continuing at a high level.
- Met with Goodwill Job Connect representative on May 16 to discuss employee recruitment opportunities.
- On May 17, met with Cherriots General Manager/CEO to discuss upcoming legislative Joint Committee on Transportation roadshows happening in Portland and Tillamook.
- Met with NWOTA marketing consultant to discuss employee recruitment strategies on May 28.
- Attended SDAO Transit Networking Meeting on May 29.
- Attended APTA webinar on 'Employee Retention: Resources to Build Skills & Boost Morale.'
- Attended June 4 Oregon Transit Association Board meeting and met with members to discuss details of the Joint Committee on Transportation's June 4th roadshow in Portland and the June 18th event in Tillamook.
- Operations Superintendent and Finance Supervisor attended the SDAO Human Resources Regional Training in Newport on June 4.
- Finance Supervisor and Office Assistant attended the June 6th Annual Municipal Client Meeting hosted by our audit firm, Singer Lewak.
- Hosted and attended NWOTA meeting on June 14.
- Attended ODOT Quarterly Region 2A Transit Provider Roundtable meeting on June 11.
- Attended June 13 NWACT meeting at Port of Tillamook Bay.
- Attended NREL Electric Transit User Group meeting on June 17.
- Joint Committee on Transportation Roadshow in Tillamook County on June 18. Provided transportation for site visits, attended roundtable discussion with regional stakeholders, and testified at the evening public hearing.
- Reviewing and revising website material as needed.
- Numerous meetings with counsel to discuss various District issues.

Planning & Development

- The 2024 Transportation and Growth Management (TGM) grant application packet was released on Monday, May 6. TGM planning grant funds will be sought through this program to update the District's Transit Development Plan, which is eight years old. Applications are due July 31 and awards are expected to be announced in September.

Grant Funding

- In early May, we learned that our project will be fully funded by the CBPA Program to allow the NWOTA partners to work with a consultant team to develop a Zero Emission Vehicle Feasibility Study. This Study will identify and analyze agency needs, evaluate current and future ZEV technologies and available vehicles, identify potential funding sources for implementation, and recommend (if feasible) a pathway for the alliance to transition toward zero emission vehicle operations.
- Developing procurement materials for NWOTA Bus Stop Access Project.

Facility/Property Management

- Collaborated with City of Tillamook Public Works staff to move the bus stop at Tillamook County Community Health Centers on Pacific Avenue to a better location and to designate a No-Parking zone. This will aid bus operations and limit parking conflicts.
- Provided additional information to SDIS representative regarding District facilities assessment.

Operations/Vehicle Maintenance

- With full ratification of the new collective bargaining agreement, District management is rolling out a series of Operation Bulletins meant to inform Operations personnel of 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.
- Five recently hired drivers began their transit driver training on June 5. Training is expected to last between four and six weeks. Regular updates on their progress will be shared on social media.
- Beginning vehicle procurement process for new transit buses.

Tillamook County Transportation District
Board of Directors Regular Monthly Meeting
Wednesday, May 15, 2024 – 6:00PM
Transportation Building
3600 Third Street, Tillamook, OR
Meeting Minutes



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

2. **Pledge of Allegiance**

3. **Roll Call:**

Present

TCTD Board of Directors

Mary Johnson, Board Chair
Linda Adler, Vice Chair
Gary Hanenkrat, Director
Marni Johnston, Treasurer
Jonathan Bean, Secretary
Thomas Fiorelli, Director

Absent

TCTD Board of Directors

None

TCTD Staff

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

Guest

Jerry Bond, Citizen
Jim Heffernan, Citizen
Kirsten Brown, Citizen

4. **Announcements and Changes to Agenda:** Resolution 24-08, replace title on agenda to match title from resolution document.

5. **Public & Guest Comments:**

Board Chair Johnson made a statement that any public comments will be limited to items on the agenda only. Note the Agenda item and share your comments as it relates to that item.

Jim Heffernan asked if he was going to be allowed to read his statement. Board Chair Johnson said comments will need to pertain only to an item from the Agenda.

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.

Executive Session: 6:04pm – 7:04pm

The Board convened for the purpose of Performance Evaluations, ORS 192.660(2)(i).

As a result of executive session, no motion was made.

STATE OF THE DISTRICT REPORT

6. **Financial Report:** FS Bond presented financials for March 2024 included in Board packet pages 1-24.
7. **Service Measure Performance Report:** OS Reed provided service statistics and performance measures for the month of March 2024 included in Board packet pages 40-50.
8. **Northwest Oregon Transit Alliance:** GM Vitulli provided the following updates included in Board packet pages 25-26. Dir. Fiorelli was interested in the marketing results. He shared that in his profession that demographic finding is generally the case.
9. **NW Rides Brokerage:** BM Deputy provided the following updates:
 - a. Ride Statistics for April 2024: 6,673 calls; 2,560 provider rides; 70,433 miles and 2,227 hours of service.
 - b. Brokerage staff is discussing and educating members about the bus pass options available.
 - c. Shared an email from Hal McMahan thanking everyone at NW Rides for doing a great job with the Veteran's mileage reimbursements. He is a 92-year-old Korean War Vet.

Dir. Johnston asked BM Deputy if the call center operates 7 days a week. BM Deputy stated the call center operates Monday through Friday, 8am to 5pm. Dir. Adler asked how many people answer calls. BM Deputy stated there are six employees available to answer calls.

10. **General Manager Report:** GM Vitulli provided the following updates included in Board packet pages 27-29 (see GM Report in packet for details):
 - a. **Administration/Coordination**
 - b. **Planning Development**
 - c. **Grant Funding**
 - d. **Facility/Property Development**
 - e. **Operations and Vehicle Maintenance**

Dir. Adler stated that during the Transit Center ribbon cutting there was a comment made about the lack of ADA access to the Transit Center. She asked if there would be a change to access. GM said the renovation project scope of work did not include

an upgrade for ADA access. He is working to identify potential vendors who could perform that work.

11. Miscellaneous: None.

CONSENT CALENDAR

12. Motion to Approve the Minutes of April 17, 2024, Regular Board Meeting

13. Motion to Approve March 2024 Financial Statement

14. Motion to Appoint TAC Committee Member

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

Motion Passed

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

ACTION ITEMS

15. Resolution 24-08 In the Matter of Adopting a Revised Administrative Employee Compensation Plan for the District

GM reviewed Resolution 24-08. Dir. Johnston asked who did the comparables. GM stated Innova Legal. BC Johnson requested to have the Board review annually since there is no COLA in the admin wages. If we need a policy to formalize an annual review of the administrative employee compensation plan, she hoped that would be adopted. Dir. Johnston asked if there is COLA too. GM Vitulli said there is no COLA.

Motion by Dir. Johnston to approve Resolution 24-08 In the Matter of Adopting a Revised Administrative Employee Compensation Plan for the District. *Motion Seconded* by Board Chair Johnson.

Motion Passed

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

DISCUSSION ITEMS

16. Staff Comments:

General Manager Vitulli – None.

Operations Superintendent Reed – None.

Brokerage Manager Deputy – None.

Finance Supervisor Bond – Thanked Directors Adler, Bean and Fiorelli for attending the Transit Center dedication. Doug Pilant's children attended the ribbon cutting and they were honored to see their dad's life work reflected in such a nice dedication of

the Transit Center. Was encouraged with all the support and positive feedback on Facebook and other media outlets.

17. Board of Directors Comments:

Dir. Adler – Thank you to GM for all his work. She understands it is trial by fire and that he is doing a good job. She hopes he is enjoying the job. GM Vitulli stated he is enjoying the job.

Dir. Hanenkrat – None.

Dir. Fiorelli – Thanked administration for all the work. He knows the good communication coming from the District is helping with community concerns. He loves the 'Now Hiring' flags in front of the property. Kudos for job fair representation. He loves retired drivers, especially Jim. He comes because he loves it. Maybe recruitment targeting our retired community members may benefit the District. Maybe a billboard. Humbly provided suggestions.

Dir. Johnston – None.

Dir. Bean – None.

Board Chair – She commented on the legal memo handed out regarding Board vacancies. The District does not currently have a policy regarding the process for filling Board vacancies, so she asked GM Vitulli to prepare a draft policy for consideration at the next Board meeting. Dir. Adler thinks it's a great idea and thinks there should be an application on the website and advertise. GM shared that it may be an amendment to the current Directors Powers, Duties, Responsibilities and Membership policy.

Dir. Fiorelli suggests uploading District policies on Office 365. Dir. Adler asked to have the website updated with past Board packets and/or put on Office 365. GM Vitulli shared that the website vendor is continuing to work on updating the past Board packet page.

Adjournment: Board Chair Johnson adjourned the meeting at 8:03pm.

These minutes approved this 15th day of May 2024.

ATTEST:

Mary Johnson, Board Chair

Brian Vitulli, General Manager

Tillamook County Transportation District
FY 2024-2025 TCTD Budget Committee Meeting
Wednesday, May 8, 2024- 6:00PM
Transportation Building
3600 Third Street, Tillamook, OR
Meeting Minutes



1. **Call to Order:**

Budget Officer Brian Vitulli called the meeting to order at 6:04PM

2. **Roll Call:**

TCTD Board Members Present:

Mary Johnson, TCTD Board Chair **Absent**
Linda Adler, TCTD Board Director **Via Zoom**
Gary Hanenkrat, TCTD Board Director
Marni Johnston, TCTD Board Director
Jonathan Bean, TCTD Board Director
Thomas Fiorelli, TCTD Board Director **Absent**

TCTD Budget Committee Members Present:

Chris Kell, TCTD Budget Committee
Justin Aufdermauer, TCTD Budget Committee **Absent**
Ron Rush, TCTD Budget Committee
Tamra Perman, TCTD Budget Committee
Debbie Van Winkle, TCTD Budget Committee **Absent**

TCTD Staff Members Present:

Brian Vitulli, General Manager/Budget Officer
Cathy Bond, Finance Supervisor
Jules Hooter, NW Brokerage Manager
Mike Reed, Operations Superintendent **Absent**

Guests:

Jim Heffernan
Anita Redheart

3. **Public Comments and/or Concerns**

Anita Redheart said she is attending out of curiosity and would like to be of assistance if she can. She is concerned about service cuts and ADA access for locations such as Golden Eagle Apartments and other apartments on the Town Loop (Route 1).

4. **Election of TCTD Budget Committee Chair for FY 2024-2025:**

Motion by Committee Member Marni Johnston to appoint Ron Rush as Budget Committee Chair for FY 2024-2025. *Motion Seconded* by Committee Member Jonathan Bean.

Motion Passed Unanimously

5. **Reading and acceptance of the Budget Officer's message:**

Budget Officer Brian Vitulli read the Budget Officer's message for FY 2024-2025 into the record.

6. **Line-by-line discussion of the FY 2024-2025 budget by fund:**

(1B) LB20- General Fund Resources

No changes or comments.

(2B) LB30A TCTD Administration - General Fund

FS Bond noted an increase in line item 5120 as it relates to membership dues and line item 5160 due to updated information from the insurance provider indicating a 7% increase in property and casualty coverage.

Regarding Fund 01, Dept. 001: Dir. Adler asked if line items 5145 and 5170 may be budgeted a little low. FS Bond said she would double check the numbers.

(3B) LB-30A TCTD Operations - General Fund

FS Bond noted an increase in line item 5210. The internet company that provides two-way radio coverage has left the area so coverage will have to be built out and will need some capital outlay. Our provider is looking for ways to make the service sustainable and not rely on the equipment from other agencies.

(4B) LB-30A TCTD Maintenance - General Fund

FS Bond noted an increase in line item 5160 due to updated information from the insurance provider indicating a 7% increase in property and casualty coverage.

(5B) LB-30A TCTD Not Allocated - General Fund

FS Bond noted that since this is the Not Allocated fund, Total Transfers and Unappropriated Ending Fund Balance will be adjusted after all other line items are finalized.

(6B) LB-11 Property Management - Enterprise Fund

No changes or comments.

(7B) LB-11 Capital Reserve Fund

This fund is up for review and will need to be reauthorized to continue.

(8B) LB-11 Vehicle Purchase Reserve

No changes or comments.

(9B) LB-11 Bus Wash Maintenance Reserve

No changes or comments.

(10B) LB-10 Special Transportation Fund

This fund was merged with STIF at the end of FY22-23. This fund was up for review this year and will be discontinued this FY.

(11B) LB-10 Northwest Oregon Transit Alliance - Special Fund

FS Bond noted changes to the partner contributions. The partners agreed to add an extra \$1,000 each to be added to line item 5190 for a total of \$5,000 to be held in reserve for marketing. FS Bond also explained that TCTD and Lincoln County have a larger partner contribution due to the capital bus stop improvement projects. These revisions also changed line item 9180 Unappropriated Ending Fund Balance. This fund is up for review and will need to be reauthorized to continue.

(12B) LB-10 NW Rides - Special Fund

Dir. Johnston asked if line item 5140 was correct. FS Bond noted that NW Rides will need to replace most of the computer equipment this year. All of it was purchased in 2018 and has exceeded its useful life. Also includes expansion of NW Rides staff.

(13B) LB-10 Statewide Transportation Improvement Fund

No changes or comments.

7. **Approval of the TCTD FY 2024-2025 budget as presented or amended:**

MOTION by Committee Member Jonathan Bean to approve the FY 2024-2025 Tillamook County Transportation District budget, with noted review of items 5145 and 5170 on 2B, and send it to the Tillamook County Transportation District Board of Directors for a public Budget Hearing. *Motion seconded* by Committee Member Chris Kell.

MOTION PASSED UNANIMOUSLY

MOTION by Committee Member Chris Kell that the Tillamook County Transportation District Budget Committee approves the 2024-2025 fiscal year budget in the amount of \$18,898,435. *Motion seconded* by Committee Member Tamra Perman.

MOTION PASSED UNANIMOUSLY

MOTION by Committee Member Gary Hanenkrat that the Tillamook County Transportation District Budget Committee approves taxes for the 2024-2025 fiscal year at the rate of \$0.20 per \$1,000 (\$1,215,625) of assessed value for operating purposes in the General Fund. *Motion seconded* by Committee Member Jonathan Bean.

MOTION PASSED UNANIMOUSLY

MOTION by Committee Member Jonathan Bean that the Tillamook County Transportation District Budget Committee approves the continuation of the Capital Reserve Fund 04 and NWOTA Fund 08. The committee approves the discontinuation of the Special Transportation Fund 07 (STF). *Motion seconded* by Committee Member Gary Hanenkrat.

MOTION PASSED UNANIMOUSLY

8. Committee Member Comments/ Concerns

Dir. Johnson: Absent.

Dir. Adler: Good job.

Dir. Hanenkrat: None.

Dir. Bean: Good job.

Dir. Johnston: Thanked GM Vitulli and FS Bond for their hard work.

CM Perman: None.

CM Van Winkle: Absent.

CM Kell: Good job.

CM Aufdermauer: Absent.

CM Rush: Good job.

9. Adjournment:

Committee Chair Ron Rush adjourned the meeting at 7:49PM.

These minutes are approved on this 19th day of June, 2024.

Attest:

Mary Johnson, Board Chair

Brian Vitulli, General Manager

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

**In the Matter of Adopting the
Budget, Making Appropriations,
Levying Taxes, and Categorizing
Taxes for FY 2024-2025**

)
)
)
)

RESOLUTION NO. 24-09

WHEREAS, pursuant to the requirements of ORS 294, the Board of Directors of the Tillamook County Transportation District is required to adopt a budget and make appropriations for the District for FY 2024-2025; and

WHEREAS, on May 8, 2024, following public notice and a public hearing, the TCTD Budget Committee approved the FY 2024-2025 budget and recommended adoption by the Board of Directors.

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

MAKING APPROPRIATIONS

Section 1: The Board of Directors of the Tillamook County Transportation District hereby adopts the budget for Fiscal Year 2024-2025, in the total of \$18,898,435. This budget is now on file at the District office in Tillamook, Oregon.

Section 2: The amounts shown below on the following page are hereby appropriated for the Fiscal Year beginning July 1, 2024 and for the following purposes:

TOTAL APPROPRIATIONS FOR FY 2024-25

General Fund		Bus Wash Maint. Reserve Fund	
Administration	997,443	Transfers	0
Operations	2,608,490	Total	\$23,140
Maintenance	1,100,654		
		NW Oregon Transit Alliance	
Unallocated		Materials & Services	75,000
Debt Services	0	Special Payments	3,000
Capital Outlay	2,142,000	Capital Outlay	1,118,035
Transfers	1,121,035	Contingency	356,510
Contingency	227,346	Total	\$ 1,552,545
Total	\$ 8,196,968		
		NW Rides	
Property Management Fund		Personnel Services	659,035
Materials & Services	68,982	Materials & Services	5,206,075
Debt Service	37,269	Capital Outlay	100,000
Capital Outlay	0	Contingency	721,805
Total	\$106,251	Total	\$ 6,686,915
Capital Reserve Fund		STIF	
Transfers	0	Special Payments	46,053
Total	\$1,310,637	Transfers	769,284
		Contingency	166,417
Vehicle Purchase Reserve		Total	\$ 981,754
Transfers	0		
Total	\$40,225		
Total Appropriations, All Funds:			\$ 12,789,320.00
Unappropriated and Reserve Funds:			\$ 6,109,115.00
Total Adopted Budget:			\$ 18,898,435.00

IMPOSING THE TAX

Section 3: The following ad valorem property taxes are hereby imposed upon the assessed value of all taxable property within the District for tax year 2023-2024 at the rate of \$0.200 per \$1,000 of assessed value for permanent rate tax.

CATEGORIZING THE TAX

Section 4: The Board of Directors of Tillamook County Transportation District hereby categorize the taxes as follows:

General Government Limitation
 Permanent Rate Tax: \$0.20/\$1,000
 Local Option Tax: none

Excluded from Limitation
 \$0.00

Section 5: That the Budget Officer, in accordance with ORS 294.458(3), shall file with the county assessor two copies each of the notice required under ORS 310.060; two copies of a statement confirming the ad valorem property taxes approved by the budget committee; and two copies each of this resolution to adopt the budget, make the appropriations, and itemize, categorize, and certify the taxes.

APPROVED AND ADOPTED by the Tillamook County Transportation District Board of Directors this 19th day of June 2024 by the following votes:

ATTEST: Aye _____ Nay _____ Abstain _____ Absent _____

By: _____ By: _____
Mary Johnson, Board Chair Brian Vitulli, General Manager

Motion passed/failed by show of hands:

Mary Johnson
Gary Hanenkrat
Jonathan Bean
Thomas Fiorelli
Marni Johnston
Linda Adler

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

**Authorizing the General Manager to)
Execute a Personal Services Agreement)
with Chrissy's Cleaning Service)**

RESOLUTION NO. 24-10

WHEREAS, Tillamook County Transportation District is in need of Janitorial Services that were described and advertised for public bid on March 4, 2022, by the District's Invitation to Bid (ITB); and

WHEREAS, Chrissy's Cleaning Service is a qualified contractor and desires to provide such services, and submitted a bid attached hereto as Exhibit A; and

WHEREAS, based on the quote received, the District recommends purchasing Janitorial Services from Chrissy's Cleaning Services; and

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

Authorizes the General Manager to execute a Janitorial Services Agreement with Chrissy's Cleaning Services in an amount not to exceed \$32,000 per year through June 30, 2025.

INTRODUCED AND ADOPTED this 19th day of June 2024.

ATTEST:

By: _____
Mary Johnson, Board Chair

By: _____
Brian Vitulli, General Manager

PROFESSIONAL SERVICES CONTRACT

This contract for professional services is entered into by and between TILLAMOOK COUNTY TRANSPORTATION DISTRICT, a special district of the State of Oregon, hereinafter referred to as DISTRICT, and **Chrissy's Cleaning Services**, hereinafter called the CONTRACTOR to provide the services described in the District's Invitation to Bid (ITB) issued March 4, 2022, and the Proposal Response, which by this reference hereby made part of and incorporated herein. The following provisions shall comprise this contract:

I. SCOPE

This Contract covers the personal services as described in ITB and the Proposal Response. Work shall be performed in accordance with a schedule approved by TCTD. The CONTRACTOR shall meet the highest standards prevalent in the industry or business most closely involved in providing the appropriate goods or services. The Contract shall commence upon contract execution on July 1, 2024 and continue through June 30, 2025.

II. COMPENSATION

A. TCTD agrees to compensate the CONTRACTOR on a fee-for-services basis as detailed in this Contract. Invoices submitted for payment in connection with this Contract shall be properly documented and shall indicate pertinent DISTRICT contract and/or purchase order numbers. All charges shall be billed monthly and will be paid net 10 days from receipt of invoice. The maximum compensation authorized under this Contract shall not exceed **\$32,000**.

B. The CONTRACTOR is engaged hereby as an independent contractor and will be so deemed for purposes of the following:

1. The CONTRACTOR will be solely responsible for payment of any Federal or State taxes required as a result of this Contract.

2. This Contract is not intended to entitle the CONTRACTOR to any benefits generally granted to DISTRICT employees. Without limitation, but by way of illustration, the benefits which are not intended to be extended by this Contract to the CONTRACTOR are vacation, holiday and sick leave, other leaves with pay, tenure, medical and dental coverage, life and disability insurance, overtime, Social Security, Workers' Compensation, unemployment compensation, or retirement benefits (except insofar as benefits are otherwise required by law if the CONTRACTOR is presently a member of the Oregon Public Employees Retirement System).

3. If the CONTRACTOR has the assistance of other persons in the performance of this Contract, and the CONTRACTOR is a subject employer, the CONTRACTOR shall qualify and remain qualified for the term of this contract as an insured employer under Oregon Revised Statutes ("ORS") Chapter 656.

C. The CONTRACTOR certifies that, at present, he or she, if an individual is not a program, TCTD, or Federal employee.

D. The CONTRACTOR, if an individual, certifies that he or she is not a member of the Oregon Public Employees Retirement System.

III. FEDERAL CONTRACT SPECIAL CONDITIONS

A. Failure to Perform

TCTD may, subject to the provisions of paragraph (4) below, by written notice of default to the Contractor, terminate the whole or any part of this contract in any one of the following circumstances.

1. If the Contractor fails to make delivery of the supplies or to perform the services within the time specified herein or any extension thereof; or
2. If the Contractor fails to perform any of the other provisions of this contract, or so fails to make progress as to endanger performance of this contract in accordance with its terms, and in either of these two circumstances does not cure such failures within a period of ten (10) days (or such longer period as TCTD may authorize in writing) after receipt of notice from TCTD specifying such failure. CONTRACTOR'S failure to perform the scope of work identified or failure to meet established performance standards shall be subject to consequences that include but are not limited to:
 - Reducing or withholding payment;
 - Requiring the CONTRACTOR to perform, at the CONTRACTORS expense, additional work necessary to perform the identified scope of work or meet the established performance standards; or
 - Declaring a default, terminating the contract and seeking damages and other relief under the terms of the contract or other applicable law.
3. In the event TCTD terminates this contract in whole, or in part, as provided in paragraph (2) above of this clause, TCTD may procure, upon such terms and in such manner as TCTD may deem appropriate, supplies or services similar to those terminated, and the Contractor shall be liable to TCTD for any excess costs for such similar supplies or services; provided, that the Contractor shall continue the performance of this contract to the extent not terminated under the provisions of this clause.
4. The Contractor shall not be liable for any excess costs if the failure to perform the contract arises out of causes beyond the control of and without the fault or negligence of the Contractor. Such causes may include, but are not restricted to, acts of God or of the public enemy, acts of TCTD in either its sovereign or contractual capacity, fires, floods, epidemics, quarantine restrictions, strikes, freight embargoes and unusually severe weather; but, in every case, the failure to perform must be beyond the control of the Contractor and without the Contractor's fault or negligence. The Contractor shall not be liable for excess costs for failure to perform, unless the supplies or services to be furnished were obtainable from other sources in sufficient time to permit the Contractor to meet the required performance schedule.

5. The rights and remedies of TCTD provided in this clause shall not be exclusive and are in addition to any other rights and remedies provided by law or under this contract.
6. As used in this contract, the terms "subcontractor" and "subcontractors" mean subcontractor(s) at any tier.

B. Termination for Convenience

This contract may be terminated by either party upon at least thirty (30) days written notice to the other.

C. Compliance with Applicable Law

Contractor shall comply with all federal, state and local statutes, regulations, administrative rules, executive orders, ordinances and other laws applicable to the Services under the Contract, in effect at the time the Contract is executed and as may be amended, revised, enacted or adopted thereafter. Changes in these legal requirements after the execution of the Contract may or may not be the basis for modifications to Contractor's schedule, scope and fee, depending on a reasonable assessment of the nature of the change, the extent to which the change was anticipated by Contractor or the Parties, and other circumstances then existing.

Without limiting the generality of the foregoing, Contractor expressly agrees to comply with: (i) Title VI of the Civil Rights Act of 1964; (ii) Section V of the Rehabilitation Act of 1973; (iii) the Americans with Disabilities Act of 1990, (iv) Section 306 of the Clean Air Act (42 U.S.C. 1857 (h)); (v) Section 508 of the Clean Water Act (33 U.S.C. 1368); (vi) Executive Order 11738; EPA regulations (40 CFR part 15) and ORS 659.425; (vii) Copeland Anti-Kickback Act (18 U.S.C. 874) as supplemented in Department of Labor regulations (29 CFR Part 3); (viii) Executive Order 11246 entitled Equal Employment Opportunity as amended by Executive Order 11375 and as supplemented in 41CFR chapter 60; (ix) Davis-Bacon Act (40 U.S.C. 3141-3148) as supplemented in Department of Labor regulations (29 CFR Part 5), (x) Sections 103 and 107 of the Contract Work Hours and Safety Standards Act (40 U.S.C. 327-330) as supplemented by Department of Labor regulations (29 CFR Part 5); (xi) Energy Policy and Conservation Act (pub.L. 94-163, 89 Stat. 871); (xii) all regulations and administrative rules established pursuant to the foregoing laws; and (xiii) all other applicable requirements of federal and state civil rights and rehabilitation statutes, rules and regulations.

DISTRICT's performance under the Contract is conditioned upon Contractor's compliance with, and Contractor shall comply with, the obligations applicable to public contracts and intended for contractors under ORS 279C.520 and 279C.530, which are incorporated by reference herein.

If conflicts are discovered among federal, state and local statutes, regulations, administrative rules, executive orders, ordinances and other laws applicable to the

Services under the Contract, Contractor shall in writing request TCTD to resolve the conflict. Contractor shall specify if the conflict(s) create a problem for the design or other Services required under the Contract.

D. Reporting Requirements

Contractor shall comply with the reporting requirements of TCTD including but not limited to Progress, Status and Performance reports necessary to support progress payments or cost reimbursements.

E. Records Maintenance; Access.

Contractor, and its Subcontractors, shall maintain all fiscal records relating to the Contract in accordance with generally accepted accounting principles. In addition, Contractor shall maintain all other records pertinent to the Contract and the Project and shall do so in such a manner as to clearly document Contractor's performance.

TCTD and the federal government and their duly authorized representatives shall have access, and Contractor shall permit the aforementioned entities and individual's access, to such fiscal records and other books, documents, papers, plans and writings of Contractor that are pertinent to the Contract to perform examinations and audits and make excerpts and transcripts.

Contractor shall retain and keep accessible all such fiscal records, books, documents, papers, plans, and writings for a minimum of 3 years, or such longer period as may be required by applicable law, following final payment and expiration or termination of the Contract, or until the conclusion of any audit, controversy or litigation arising out of or related to the Contract, whichever date is later.

F. Patents; Copy Rights; Rights in Data

Any discovery or invention that arises during the course of the contract shall be reported to TCTD. The Contractor shall promptly disclose inventions to TCTD, within 2 months, after the inventor discloses it in writing to the Contractors personnel responsible for patent matters. The rights in the invention/discovery shall be allocated consistent with "Government Patent Policy" and FAR Part 27. The Contractor shall comply with the requirements and regulations for Copy Rights and Rights in Data pursuant to FAR Part 27.

IV. CONSTRAINTS

The CONTRACTOR agrees:

A. If the services to be provided pursuant to this Contract are professional and/or consultative, the CONTRACTOR shall not delegate the responsibility for providing those services to any other individual or agency.

B. Pursuant to the requirements of ORS 279B.020 and 279B.220 through 279B.235 and Article XI, Section 10, of the Oregon Constitution, the following terms and conditions are made a part of this Contract:

1. CONTRACTOR shall:

- a. Make payments promptly, as due, to all persons supplying to the CONTRACTOR labor or materials for the prosecution of the work provided for in this Contract.
- b. Pay all contributions or amounts due the Industrial Accident Fund from such CONTRACTOR or subcontractor incurred in the performance of this Contract.
- c. Not permit any lien or claim to be filed or prosecuted against TCTD on account of any labor or material furnished.

2. If the CONTRACTOR fails, neglects or refuses to make prompt payment of any claim for labor or services furnished to the CONTRACTOR or a subcontractor by any person in connection with this Contract as such claim becomes due, the proper officer representing TCTD may pay such claim to the person furnishing the labor or services and charge the amount of the payment against funds due or to become due the CONTRACTOR by reason of this Contract.

3. The CONTRACTOR shall pay employees for work in accordance with ORS 279B.020 and ORS 279B.235, which is incorporated herein by this reference.

All subject employers working under the contract are either employers that will comply with ORS 656.017 or employers that are exempt under ORS 656.126.

4. The CONTRACTOR shall promptly, as due, make payment to any person or copartnership, association or corporation furnishing medical, surgical and hospital care or other needed care and attention incident to sickness and injury to the employees of the CONTRACTOR, of all sums which the CONTRACTOR agrees to pay for such services and all moneys and sums which the CONTRACTOR collected or deducted from the wages of the CONTRACTOR'S employees pursuant to any law, contract or agreement for the purpose of providing or paying for such services.

5. This Contract is expressly subject to the debt limitation of Oregon counties set forth in Article XI, Section 10, of the Oregon Constitution, and is contingent upon funds being appropriated therefore. Any provisions herein which would conflict with law are deemed inoperative to that extent.

6. The CONTRACTOR agrees to indemnify, hold harmless and defend TCTD, its officers, commissioners, agents and employees from and against all claims and actions, and all expenses incidental to the investigation and defense thereof (including attorney's fees), arising out of or based upon damage or injuries

to persons or property caused by the errors, omissions, fault or negligence of the CONTRACTOR or the CONTRACTOR'S employees or agents.

7. The CONTRACTOR'S failure to perform the scope of work identified or failure to meet established performance standards shall be subject to consequences that include, but are not limited to:

- a. Reducing or withholding payment;
- b. Requiring the CONTRACTOR to perform, at the CONTRACTOR'S expense, additional work necessary to perform the identified scope of work or meet the established performance standards; or
- c. Declaring a default, terminating the Contract and seeking damages and other relief under the terms of the Contract or other applicable law.

8 All subject employers working under the Contract are either employers that will comply with ORS 656.017 or employers that are exempt under ORS 656.126.

V. **OWNERSHIP**

Upon fulfillment of the Contract Terms, DISTRICT will have legal title to, and rights to use the entirety of the documents, images, and data used to create the plan, (collectively referred to as "the work") without limitation. This includes the right to use the work in contexts including, but not limited to: (1) public relations, press releases, or publicity; (2) re-use or modification of the work; and (3) use as a teaching aid or continuing education tool.

VI. **INSURANCE REQUIREMENTS**

A. **COMMERCIAL GENERAL LIABILITY**

☒ Required by DISTRICT ☐ Not required by DISTRICT

The CONTRACTOR agrees to furnish TCTD evidence of commercial general liability insurance in the amount of not less than \$1,000,000 combined single limit per occurrence/\$1,000,000 general annual aggregate for personal injury and property damage for the protection of TCTD, its officers, commissioners, agents and employees against liability for damages because of personal injury, bodily injury, death or damage to property, including loss of use thereof, in any way related to this Contract. The general aggregate shall apply separately to this project / location. TCTD, at its option, may require a complete copy of the above policy.

B. **AUTOMOBILE LIABILITY**

☒ Required by DISTRICT ☐ Not required by DISTRICT

The CONTRACTOR agrees to furnish TCTD evidence of business automobile liability insurance in the amount of not less than \$1,000,000 combined single limit for bodily injury and property damage for the protection of TCTD, its officers,

commissioners, agents and employees against liability for damages because of bodily injury, death or damage to property, including loss of use thereof in any way related to this Contract. TCTD, at its option, may require a complete copy of the above policy.

C. PROFESSIONAL LIABILITY

☐ Required by TCTD

☒ Not required by TCTD

D. POLLUTION LIABILITY INSURANCE

☐ Required by TCTD

☒ Not required by TCTD

E. Such insurance shall provide sixty (60) days written notice to TCTD in the event of a cancellation or material change and include a statement that no act on the part of the insured shall affect the coverage afforded to TCTD under this insurance. This policy(s) shall be primary insurance as respects to TCTD. Any insurance or self-insurance maintained by TCTD shall be excess and shall not contribute to it.

F. If the CONTRACTOR has the assistance of other persons in the performance of this contract, and the CONTRACTOR is a subject employer, the CONTRACTOR agrees to qualify and remain qualified for the term of this contract as an insured employer under ORS 656. The CONTRACTOR shall maintain employer's liability insurance with limits of \$100,000 for each accident, \$100,000 per disease for each employee, and \$500,000 each minimum policy limit.

G. If any other required liability insurance is arranged on a "claims made" basis, "tail" coverage will be required at the completion of this Contract for a duration of thirty-six (36) months or the maximum time period the CONTRACTOR'S insurer will provide "tail" coverage as subscribed, whichever is greater, or continuous "claims made" liability coverage for thirty-six (36) months following the contract completion. Continuous "claims made" coverage will be acceptable in lieu of "tail" coverage, provided its retroactive date is on or before the effective date of this Contract.

H. The insurance, other than the Workers' Compensation, Professional liability and Pollution liability insurance, shall include TCTD as an additional insured. Proof of insurance must include a copy of the endorsement showing TCTD as a scheduled insured.

I. CONTRACTOR shall require that all of its subcontractors of any tier provide insurance coverage (including additional insured provisions) and limits identical to the insurance required of the Contractor under this Contract, unless this requirement is expressly modified or waived by TCTD.

VII. SUBCONTRACTS

The CONTRACTOR shall be responsible to TCTD for the actions of persons and firms performing subcontract work. The CONTRACTOR certifies that the CONTRACTOR has not discriminated and will not discriminate against any minority, women or emerging small business enterprise in obtaining any subcontract.

VII. TERMINATION - AMENDMENT

A. This Contract may be terminated by either party upon at least thirty (30) days written notice to the other.

B. This Contract and any amendments to this contract will not be effective until approved in writing by an authorized representative of the Tillamook County Transportation District, acting as fiscal agent for the TCTD.

C. This Contract supersedes and cancels any prior contracts between the parties hereto for similar services.

The undersigned, by its signature, agrees to perform the scope of work as described in the Contract documents and meet the performance standards set forth therein. By their signatures below, the parties to this contract agree to the terms, conditions, and content expressed herein.

Chrissy's Cleaning Service
PO Box 81
Garibaldi, OR 97118

Tillamook County Transportation District
3600 Third Street, Suite A
Tillamook, OR 97141

By:

By:

Authorized Signature

Authorized Signature

Name/Title (Printed)

Name/Title (Printed)

Date

Date

EXHIBIT A
DISTRICT ITB AND CONTRACTOR PROPOSAL

EXHIBIT B
INSURANCE CERTIFICATES
(to be supplied at the time of contract execution)

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

**Authorizing the General Manager)
to Enter into a Janitorial Services)
Agreement with Marie Mills Center)
for the Downtown Transit Center)**

RESOLUTION NO. 24-11

WHEREAS, Tillamook County Transportation District (TCTD) seeks to contract for the provision of janitorial services at the Tillamook Downtown Transit Center; and

WHEREAS, Marie Mills Center, Inc. is a qualified contractor to provide such services; and

WHEREAS, Marie Mills Center, Inc. is recognized by the Oregon Department of Administrative Services as a Qualified Rehabilitation Facility for purposes of public contracting; and

WHEREAS, the District wishes to enter into a contract with Marie Mills Center, Inc. for the performance of janitorial services as outlined on the Janitorial Services Agreement Exhibit A; and

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

that the Tillamook County Transportation District Board of Directors authorizes the General Manager to Execute this annual Janitorial Service Agreement in an amount not to exceed \$16,885.15 with Marie Mills Center for janitorial services at the Tillamook Downtown Transit Center.

INTRODUCED AND ADOPTED this 19th day of June 2024.

ATTEST:

By: _____
Mary Johnson, Board Chair

By: _____
Brian Vitulli, General Manager

Marie Mills Center, Inc.

Vocational & Residential Services

Serving Tillamook County Since 1969



We Build Abilities

1800 Front Street, Tillamook, Oregon 97141 • (503) 842-2539 • Fax (503) 842-8028

www.mariemillscenter.com

JANITORIAL SERVICES AGREEMENT

**To: Tillamook County Transportation District
3600 Third Street
Tillamook OR 97141**

**Date: May 9, 2024
Telephone: 503-815-8283
Cristel Scott**

This agreement is between MARIE MILLS CENTER INC., and Tillamook County Transit District (Transit Center). Marie Mills Center will furnish all materials and perform all labor necessary to complete the tasks indicated:

SEE EXHIBIT "A" FOR SCOPE OF WORK

All other duties will be on an as needed basis at a cost agreed upon by both parties.

This contract will be in effect from July 1, 2024 to June 30, 2025 and may be terminated by either party upon thirty day's written notice.

All of the above work to be completed in a substantial and workmanlike manner in accordance with standard practices TCTD shall pay One Thousand Four Hundred Seven and 10/100 dollars (\$1,407.10) per month (6 days per week) for services performed. The total cost of this agreement shall not exceed **Total annual cost of \$16,885.15**

Tillamook County Transportation District will make payment by the fifteenth (15th) day of the month following the completion of each month's services; services for a portion of a month will be prorated. If account balance is in arrears, advance payment may be required before further services are provided. Past due accounts may be charged interest at the rate of 1.5% of the Past Due amount per month.

Any alteration or deviation from the above term or specifications must be mutually agreed to, in writing, by the parties.

** Except as provided below, or as otherwise provided by applicable law, Contractor shall defend and indemnify TCTD and its officers, employees, and agents from all claims arising from the Services, including claims arising from injury to any person or damage to property; breach of this Contract by Contractor; or violation of applicable law by Contractor. Contractor will not be responsible for claims resulting solely from the negligence or other wrongful acts or omissions of TCTD or TCTD's officers, employees, or agents.

** Contractor is a "subject employer" as defined in ORS 656.005 and shall comply with ORS 656.017. Contractor shall provide workers' compensation coverage for "subject workers" employed to perform the Services. Before performing any Services, Contractor shall provide a certificate of insurance for workers' compensation coverage or other proof of coverage or certify that no subject workers will perform Services.

** At all times while Contractor is performing Services at the Premises, Contractor shall, at Contractor's expense, maintain in force a commercial general liability policy and a comprehensive automobile liability policy. The coverage under each policy must be equal to or greater than the limits for claims made under the Oregon Tort Claims Act with minimum coverage of \$2,000,000 per occurrence (combined single limit for bodily injury and property damage claims) or \$1,000,000 per occurrence for bodily injury and \$600,000 per occurrence for property damage. TCTD and TCTD's officers, employees, and agents will be named as additional insureds on an endorsement to each policy.

In the event either party files suit to enforce any term of this agreement, reasonable attorney fees and costs shall be paid to the prevailing party, including any attorney fees and costs incurred in any appellate proceeding.

Acceptance and participation are the same for everyone without regard to race, color, national origin, sex, or handicap.



MARIE MILLS CENTER, INC.

5/9/2024

Marie Mills Center, Inc. Representative

Date

ACCEPTANCE

You are hereby authorized to furnish all materials and labor required to complete the work mentioned in the above agreement; for which the undersigned agrees to pay the amount mentioned in said agreement, and according to the terms thereof.

Company Representative

Date

Print Name

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

**Authorizing the General Manager)
to Enter into a Janitorial Services)
Agreement with Marie Mills Center)
for the TCTD Administrative Building)**

RESOLUTION NO. 24-12

WHEREAS, Tillamook County Transportation District (TCTD) seeks to contract for the provision of janitorial services at the District's administrative and operations offices; and

WHEREAS, Marie Mills Center, Inc. is a qualified contractor to provide such services; and

WHEREAS, Marie Mills Center, Inc. is recognized by the Oregon Department of Administrative Services as a Qualified Rehabilitation Facility for purposes of public contracting; and

WHEREAS, the District wishes to enter into a contract with Marie Mills Center, Inc. for the performance of janitorial services outlined on the Janitorial Services Agreement Attachment A; and

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

that the Tillamook County Transportation District Board of Directors authorizes the General Manager to Execute this annual Janitorial Service Agreement in an amount not to exceed \$7,512.75 to Marie Mills Center for janitorial services at the TCTD administrative and operations building.

INTRODUCED AND ADOPTED this 19th day of June 2024.

ATTEST:

By: _____
Mary Johnson, Board Chair

By: _____
Brian Vitulli, General Manager

Marie Mills Center, Inc.

Vocational & Residential Services

Serving Tillamook County Since 1969



We Build Abilities

1800 Front Street, Tillamook, Oregon 97141 • (503) 842-2539 • Fax (503) 842-8028

JANITORIAL SERVICES AGREEMENT

**To: Tillamook County Transportation District
3600 Third Street
Tillamook OR 97141**

**Date: May 9, 2024
Telephone: 503-815-8283
Cristel Scott**

This agreement is between **MARIE MILLS CENTER INC.** and **Tillamook County Transportation District**. Marie Mills Center will furnish all materials and perform all labor necessary to complete the tasks as indicated:

SEE EXHIBIT "A" FOR SCOPE OF WORK

All other duties will be on an as needed basis as agreed upon by both parties.

This contract will be in effect from **July 1, 2024** to **June 30, 2025** and may be terminated by either party upon thirty-day written notice.

All the above work to be completed in a substantial and workmanlike manner in accordance with standard practices for the sum of **Six Hundred Twenty-Six and 06/100 dollars (\$626.06)** per month. The total cost of this agreement will not exceed total annual cost of **\$7,512.75**

Tillamook County Transportation District will make payment by the fifteenth (15th) day of the month following the completion of each month's services; services for a portion of a month will be prorated. If account balance is in arrears, advance payment may be required before further services are provided. Past due accounts may be charged interest at the rate of 1.5% of the Past Due amount per month.

Any alteration or deviation from the above terms or specifications must be mutually agreed to, in writing, by the parties.

**** Except as provided below, or as otherwise provided by applicable law, Contractor shall defend and indemnify TCTD and its officers, employees, and agents from all claims arising from the Services, including claims arising from injury to any person or damage to property; breach of this Contract by Contractor; or violation of applicable law by Contractor. Contractor will not be responsible for claims resulting solely from the negligence or other wrongful acts or omissions of TCTD or TCTD's officers, employees, or agents.**

** Contractor is a "subject employer" as defined in ORS 656.005 and shall comply with ORS 656.017. Contractor shall provide workers' compensation coverage for "subject workers" employed to perform the Services. Before performing any Services, Contractor shall provide a certificate of insurance for workers' compensation coverage or other proof of coverage or certify that no subject workers will perform Services.

** At all times while Contractor is performing Services at the Premises, Contractor shall, at Contractor's expense, maintain in force a commercial general liability policy and a comprehensive automobile liability policy. The coverage under each policy must be equal to or greater than the limits for claims made under the Oregon Tort Claims Act with minimum coverage of \$2,000,000 per occurrence (combined single limit for bodily injury and property damage claims) or \$1,000,000 per occurrence for bodily injury and \$600,000 per occurrence for property damage. TCTD and TCTD's officers, employees, and agents will be named as additional insureds on an endorsement to each policy.

In the event either party files suit to enforce any term of this agreement, reasonable attorney fees and costs shall be paid to the prevailing party, including any attorney fees and costs incurred in any appellate proceeding.

Acceptance and participation are the same for everyone without regard to race, color, national origin, sex, or handicap.

MARIE MILLS CENTER, INC.



5/9/2024

Marie Mills Center, Inc. Representative

Date

ACCEPTANCE

You are hereby authorized to furnish all materials and labor required to complete the work mentioned in the above agreement; for which the undersigned agrees to pay the amount mentioned in said agreement, and according to the terms thereof.

Company Representative

Date

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

**Authorizing the General Manager)
to Execute a Professional Services)
Contract Amendment with Madison)
Ave. Collective for NWOTA Website)
Management)**

RESOLUTION NO. 24-13

WHEREAS, the Northwest Oregon Transit Alliance (“NWOTA”) Coordinating Committee was previously awarded a Statewide Transportation Improvement Fund Discretionary grant from the Oregon Department of Transportation to create a NWOTA website to market and brand regional coordinated transit services (the “Website”); and

WHEREAS, Tillamook County Transportation District (“TCTD”) serves as fiscal agent for NWOTA; and

WHEREAS, in December 2023, TCTD and its NWOTA partners conducted a Request for Qualifications (“RFQ”) process to select a consultant to manage the transition from the previous vendor and to provide website hosting, maintenance, and support services for the NWOTA website; and

WHEREAS, TCTD and its partners selected Madison Ave. Collective, the preferred vendor out of three (3) respondents to the RFQ, as the consultant for this work; and

WHEREAS, TCTD and Madison Ave. Collective acknowledged the original term of the PSC would be until June 30, 2024, and upon satisfactory completion of the contract tasks, the contract would be extended for one year.

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

that the Board authorizes the TCTD General Manager to execute a professional services contract not to exceed \$39,600 with Madison Ave. Collective to provide NWOTA with website hosting, maintenance, and support services.

INTRODUCED AND ADOPTED this 19th day of June 2024.

ATTEST:

By: _____
Mary Johnson, Board Chair

By: _____
Brian Vitulli, General Manager

AMENDMENT TO PROFESSIONAL SERVICES CONTRACT

This Amendment amends the PROFESSIONAL SERVICES CONTRACT (PSC) between TILLAMOOK COUNTY TRANSPORTATION DISTRICT (TCTD) and MAC COLLECTIVE (MAC) executed by MAC on February 5, 2024 and TCTD on February 21, 2024 for software and website services for the NW Connector website.

The parties acknowledge that the original Term of the PSC was to run between February 15, 2024 and June 30, 2024 as an initial performance period and that upon satisfactory completion of contract tasks, the contract would be extended. This order of operations was published during the competitive RFP process.

Exhibit A is a website work plan to be undertaken during this extension. Exhibit B is Scope of Work detailing costs and services. Payment for work undertaken during this one-year extension shall not exceed \$39,600.

Therefore, the parties hereby agree to extend the completion date for the PSC to June 30, 2025.

All other terms and conditions of the PSC shall remain in full force and effect.

IT IS SO AGREED:

MAC COLLECTIVE

BY:

Authorized Signature

Date: _____

TILLAMOOK COUNTY TRANSPORTATION DISTRICT

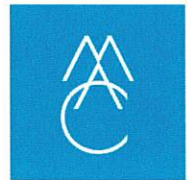
BY:

Authorized Signature

Date: _____

June 10, 2024

MADISON AVE. COLLECTIVE



459 SW Madison Ave.
Corvallis, Oregon 97333

www.madcollective.com

NWConnector: 2024-25 Website Work Plan

Overview

As part of Madison Ave Collective's initial scope of work with NWOTA, MAC, in partnership with NWOTA is adopting the following Work Plan to dictate work activities for the next 12 months (July 1, 2024 - June 30, 2025) through an extension of the initial contract.

This work plan has been developed based on an evaluation of NWOTA's strategic goals, a comprehensive audit of the current website, and interviews and focus groups with NWOTA's internal and external stakeholders through a Discovery exercise.

Goals and User Needs

Both internal and external stakeholders have stated that the future vision for NWConnector should be a website that provides a seamless rider experience across all transit systems in Northwest Oregon.

This requires updates to systems and technology, such as real-time bus tracking hardware and software, and greater integration of these tools into the website itself.

This also requires cooperation between all transit systems to align their technologies in ways that simplify the experience for bus riders transitioning from one system to another, such as a unified fare purchasing system like Transit Token.

The final human hurdle to accomplishing this goal is the designation of needed staff hours to keep systems and equipment up to date in relation to schedule and route changes.

In working towards the desired rider experience, NWOTA has identified the following priorities for further development on the NWConnector website over the next 12 months.

1. Client Training and Improved Editor Experience
2. Improved Service Alert Functionality
3. Accessibility Compliance
4. Real Time Bus Tracking
5. Transit Token

Please note that several of these goals, such as real time bus tracking, require task completion by NWOTA prior to development implementation on the NWConnector site by MAC. MAC is not liable for failure to complete any of these goals within the term of this contract if NWOTA does not complete the necessary prerequisite tasks on a reasonable timeline.

Work Plan

In understanding these goals, the following work plan will guide our work together over the next year.

Standard Services

MAC will complete or provide the following services on an ongoing as-needed basis through the term of our contract:

1. Hosting

We'll provide hosting services for the NW Connector website on the Dreamhost VPS platform, including appropriate storage, memory, and bandwidth to support unlimited traffic.

2. Security

MAC will provide and maintain the following security measures to help ensure uptime and data security.



- SSL/TLS Certificate
- Application Level Firewall
- Server level security provided by Dreamhost
- Security Header Implementation
- Content Distribution Network provided through CloudFlare
- DDoS mitigation services provided through CloudFlare

3. Ongoing Website Monitoring & Maintenance

We'll provide ongoing support of your website, providing the following standard services:

- Updating core code (WordPress) and plugins as needed
- Applying WordPress and plugin security patches
- Maintaining routine site backups (daily, weekly, monthly)
- Troubleshooting of malfunctioning core functionality
- Updating PHP versions and associated code as necessary
- Updating database versions and associated code as needed
- Communication with WPEngine, when necessary, to troubleshoot server configuration, security, and downtime issues.

4. Reporting

MAC will provide monthly website reporting on updates made to the website as well as site analytics through GA4 through a written report. As necessary, MAC will attend monthly NWOTA meetings to provide verbal reporting and answer questions.

Website Improvements

With additional hours built into our maintenance and support contract for the coming year, MAC intends to complete the following website improvements:

1. **Client Training and Improved Editor Experience** - NWOTA administrators need to be able to edit content easily on the NWConnector website. It's important to note that given the legacy build of the current website, there are limited improvements MAC can make to the



editor experience. However, MAC can provide ongoing training to NWOTA administrators to help them feel more comfortable using the website. **ESTIMATED HOURS: 5-10**

2. **Service Alerts** - Improve the Service Alert functionality on the current site by adding the following functionality:

- a. On the interactive map - Pulled in from RT-GTFS feeds*
- b. On the site homepage - Alert block built into homepage design
- c. On individual system-level pages - Alert bar at top of page; Alert block built into page design

ESTIMATED HOURS: 20-30

**Requires RT-GTFS implementation by transit agencies*

3. **Accessibility** - The site currently has significant WCAG 2.2 Compliance concerns. These issues should be remediated to bring the website into compliance with federal regulations for web accessibility. **ESTIMATED HOURS: 20-30**

4. **Real Time Bus Tracking** - Riders need to be able to find their bus at any time. MAC will build real time bus tracking into the interactive map while also using this data for service alerts.* **ESTIMATED HOURS: 20-30**

**Requires RT-GTFS implementation by transit agencies*

5. **Transit Token Implementation** - Fully implement Transit Token services across all transit systems on NWConnector^; Promote this on the site as the preferred method to purchase fares for NWConnector routes. **ESTIMATED HOURS: 5-10**

^Requires Transit Token implementation by transit agencies

6. **Add Map Options Pins** - To help riders navigate from one transit system to another, add the following pin options to the interactive map:

- a. Park & Ride lot locations
- b. TriMet Max connection points, particularly for the Tillamook routes
- c. Point Bus stops



- d. Amtrak stations
- e. Public restroom locations

ESTIMATED HOURS: 10-15

7. **Event & Trip Feature Updates** - Remove current functionality for upcoming events and trip ideas. Instead just link to tourism agencies -

<https://traveloregon.com/places-to-go/regions/oregon-coast/> **ESTIMATED HOURS: 5-10**

Long-term Recommendations

MAC's long-term recommendation to NWOTA is to consider a comprehensive rebuild of the NWConnector website. There are opportunities for usability improvements for both riders and site administrators/editors that can't be accomplished with the site's current legacy information architecture (IA), UX/UI design, and technical stack.



Scope of Work

Website Hosting, Maintenance, and Support

June 11, 2024

Primary Contact

Logan Hoffman
logan@madcollective.com
541.971.4113 x711 (office)
303.921.1726 (cell)

Secondary Contact

Jeff Jimerson
jeff@madcollective.com
541.971.4113 x701 (office)
541.971.0407 (cell)

Agency Mailing Address

459 SW Madison Ave.
Corvallis, OR 97333



MADISON AVE. COLLECTIVE

madcollective.com

Introduction

Thank you for inviting Madison Ave. Collective (MAC) to provide you with this scope of work for website hosting, maintenance, and support for the nwconnector.org website. This scope of work will provide you with routine monitoring, software updates, and technical support as well as monthly website reporting (updates and analytics) for 12 months starting July 1, 2024 and ending June 30, 2025. This proposal describes the services, terms, and cost of the maintenance and support plan.

About Madison Ave. Collective

For more than 15 years, Madison Ave. Collective (MAC) has been helping community-focused organizations and institutions overcome complex challenges with inclusive and strategic branding and digital solutions. Clients including community colleges, government agencies, and community health organizations work with us to ensure their communication is clear and distinct, and their digital tools are user-focused, accessible, and intuitive so they can achieve broad and long-lasting impact.

Whether you're rallying your organization around a brand refresh, building a new website, or starting from scratch with your marketing efforts, we can offer expert guidance and end-to-end solutions to connect you to the communities you serve.



Scope of Work / Project Approach

Our **Website Hosting, Maintenance and Support Plan** includes:

- **Hosting for the website on a 3rd party hosting service** (Dreamhost VPS).
 - Includes up to 4 GB RAM, 120 GB SSD Storage, and unlimited traffic.
 - Includes SSL Certificate for website security.
 - Automated server-level notifications of any downtime issues with the website.
- **Ongoing monitoring and maintenance**, including:
 - Updating core code (WordPress) and plugins^{^^^} as needed
 - Applying WordPress and plugin security patches
 - Maintaining routine site backups (daily, weekly, monthly)
 - Troubleshooting of malfunctioning core functionality
 - Updating PHP versions and associated code as necessary
 - Updating database versions and associated code as needed
 - Communication with Dreamhost, when necessary, to troubleshoot server configuration, security, and downtime issues.
 - Monthly website reporting on updates made to the website as well as site analytics through GA4.

^{^^^} Please note that unless specifically itemized, this contract does not include the cost of licensing for any plugins or third party integrations being utilized on your site. The client is responsible for these additional costs if necessary.

- **On-Call Support & Development Services** – In order to provide you the level of service required while also establishing a flexible contract that allows us to address issues/concerns as we work to continual improvement of the website, MAC will provide NWOTA with 120 hours of On-Call Support & Development Services over the length of the contract (July 1, 2024 - June 30, 2025). These hours can be used for any of the following:
 - Additional client training on how to maintain and edit the hosted website.
 - Developing requested training materials and process documentation.
 - Updating GTFS data on the site when routes and schedules change.
 - Troubleshooting and improving functionality on the interactive map, such as real time bus tracking.
 - Improving the service alerts functionality.



- Improving WCAG accessibility compliance.
- Integration of Transit Token for bus fares.
- Other website changes and improvements (design, development, content) which can be accomplished in the allotted time.
- Auditing and remediation services (SEO, WCAG compliance, etc)

If additional hours are needed, they can be added to this retainer at our standard hourly rate of \$175/hr.



Service Level Agreement

We provide a point of contact for any problems or questions that come up. Emergency situations, such as website down or pages displaying improperly, will get our priority attention. We do not have a 24x7 staff, but we make every effort to respond promptly to requests. We typically respond to emergencies within 1–2 hours (weekdays) or 12–24 hours (weekends). You can expect a response to all non-emergency communications within two business days. Minor updates are typically completed within 2–5 business days; larger projects must be scheduled.



General Terms & Conditions

General Terms: This proposal covers services as described only, and includes estimates of time and costs based on all information available prior to project start. Outside costs such as equipment rental and artwork licenses, if any, will be estimated separately. If any work is anticipated to exceed estimated costs as outlined in this proposal, Madison Ave. Collective (MAC) will obtain Client approval before proceeding with the work; alternatively, Client may decide not to include said work. Project status and approval meetings will be scheduled weekly or on an "as-needed" basis throughout the project.

Payment: MAC will invoice monthly, with \$3,300 being invoiced on the first business day of each month for the term of the contract. Additional hours are billed at our standard rate (\$175/hour). Late accounts could cause project work to be discontinued until the account is brought current. This estimate is valid for up to 60 days. Any additional Client-requested work outside the scope of this proposal would be billed additionally on a time-and-materials basis at standard hourly rates.

Renewal: This agreement will become effective on July 1, 2024 and will expire on June 30, 2025. The agreement can be renewed on a year-to-year annual basis with agreement from both parties.

Intellectual Property: All products relating to work performed by us under this engagement will remain our property until payment for services is received in full. Upon receipt of payment in full, all rights to final deliverables will be automatically transferred to the Client without the necessity of further action. The MAC Transit Plugin is a proprietary solution, and MAC retains the rights to all code and intellectual property related to the MAC Transit Plugin. Working files and creative concepts not accepted or purchased will remain MAC property. MAC reserves the right to use work samples in online and print portfolios. The Client must be the copyright holder for all materials supplied to MAC, or have permission to use the materials from the copyright holder. MAC is not responsible for any copyright violations. The Client shall indemnify the designer against all claims and expenses, including reasonable attorney's fees, due to uses for which no release was requested in writing or for the uses that exceed authority granted by release.

Termination: This agreement can be terminated by either party at the conclusion of the contract year with prior notification. In the event of cancellation of this order, MAC will charge for work already completed and for any extraneous expenses that have accumulated up to the cancellation date.

Limitation of Liability and Dispute Resolution: Client agrees that it shall not hold the MAC or its agents or employees liable for any incidental or consequential damages that arise from the Client's failure to perform any aspect of the project in a timely manner, or that result from causes reasonably beyond the control of the MAC or its agents or employees. In no event shall the MAC be liable for indirect, incidental, or consequential damages, including, without limitation, loss of profits or interruption of business. Any disputes arising out of this agreement shall be submitted before a mutually agreed-upon arbitrator pursuant to the rules of the American Arbitration Association.



Proposal Pricing

SERVICE DESCRIPTION	COST
Annual Website Hosting, Maintenance, & Support Plan July 1, 2024-June 30, 2025; Renews Annually	\$39,600
Total	\$39,600



Agreement & Next Steps

This agreement, along with attached documents (if any), is the complete understanding between the parties regarding the subject matter. Any changes must be agreed upon, in writing, by both parties. Your acceptance of this proposal authorizes MAC to proceed with the scope of work as described above.

Next Steps

1. **Accept this proposal** by signing below.
2. **After you've accepted this proposal we'll send you an invoice via email.** You can make payment with either a check or a credit card.
3. **Our technical project manager, Lars Faye, will reach out to you.** Lars will be your primary point of contact for all website updates and maintenance-related needs. If you ever have questions or need help, he can be reached at support@madcollective.com.



Jeff Jimerson
Principal | Madison Ave. Collective

Brian Vitulli, General Manager | Tillamook County
Transportation District

We look forward to continuing to work with you!



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

**Authorizing the General Manager to)
Execute a Services Agreement with)
IconiPro for an Access Control)
System for the TCTD Transit Center)**

RESOLUTION NO. 24-14

WHEREAS, the Tillamook County Transportation District ("TCTD") has recently completed renovations at the Transit Center located at 204 Laurel Avenue in the City of Tillamook, Oregon; and

WHEREAS, TCTD intends to staff the Transit Center at times during system operating hours and strives to provide a safe and secure environment for its employees, customers, and property, and proposes installing an access control system to accomplish that; and

WHEREAS, in February, March, and April 2024 TCTD conducted a competitive quote process to select a company to provide an access control system; and

WHEREAS, TCTD received quotes from three vendors capable of providing an access control system in the TCTD Transit Center; and

WHEREAS, IconiPro's proposal and quote best meets TCTD's requirements and is the most cost effective.

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

that the Board authorizes the TCTD General Manager to execute a services agreement not to exceed \$11,630 with IconiPro for the purchase of an access control system for the TCTD Transit Center.

INTRODUCED AND ADOPTED this 19th day of June 2024.

ATTEST:

By: _____
Mary Johnson, Board Chair

By: _____
Brian Vitulli, General Manager

IconiPro Security & Alarms
PO Box 935
38209 Brooten Road, Suite B, Pacific City, OR 97135
Tel (503) 965-7555 Fax (503) 965-7556 [Pacific City]
Tel (541) 994-3050 [Lincoln City]
Tel (541) 264-2911 [Newport]
www.iconipro.com



Customer Information Form (CIF)
Account #: AN107-0565

Tillamook County Transportation District
3600 3rd Street
Suite A
Tillamook, OR 97141

Mailing Address (if different):

Email address: finance@tillamookbus.com

() Yes, I want to receive my invoices via email

() Contact me to set up autopay using a credit/debit card or e-check.

Protected Premises:
204 Laurel Ave
Tillamook, OR 97141

Site Phone: 503-842-2315

Contact List: To notify you for billing and scheduling purposes.

Name

Phone Number

Phone Number Type
(cell, work, alt. residence, etc.)

1.

2.

3.

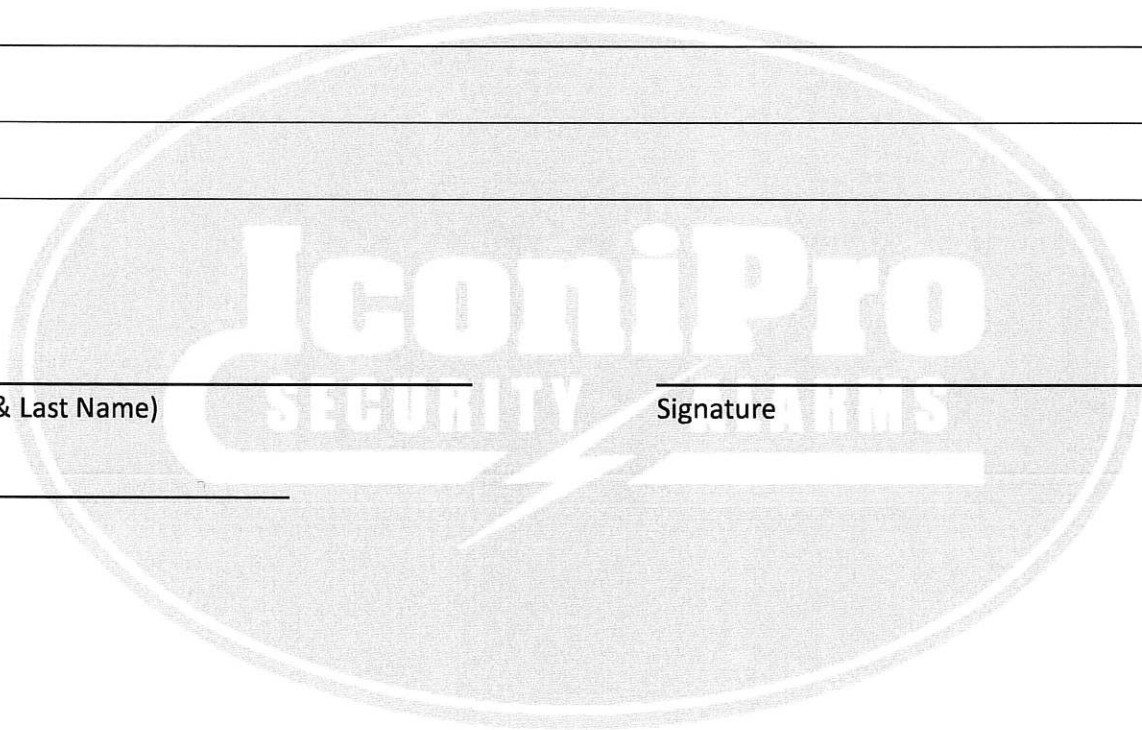
Questions & Comments:

Please utilize the space provided below or email the IconiPro Team at cs@iconipro.com for any questions and/or comments.

(First & Last Name)

Signature

Date



BCD: CLE 494
CCB: 216433

ICONIPRO SECURITY & ALARMS
38209 Brooten Road, Suite B
P.O. Box 935, Pacific City, Oregon 97135
Voice: (503) 965-7555 • (541) 994-3050 • (541) 264-2911
(866) 965-7555 • Fax: (503) 965-7556
www.iconipro.com

SERVICES AGREEMENT

TYPE OF SYSTEMS—Check all that apply:

- ☐ RESIDENTIAL ☒ COMMERCIAL
☒ NEW SYSTEM INSTALLATION ☐ REPROGRAMMING EXISTING SYSTEM
☒ INTERACTIVE DEVICES ☒ AUTOMATION ☒ ACCESS CONTROL (not monitored)
☐ STRUCTURED CABLING ☐ AUDIO / VIDEO ☐ VIDEO DOORBELL ☐ OTHER: _____

This Installation and Services Agreement is entered into on 4/23/2024, by and between Tillamook County Transportation District ("you," "your") and Oregon Coast Integrated Solutions, LLC dba IconiPro, an Oregon limited liability company ("we," "us," "our").

YOUR INFORMATION

Name on Account: Tillamook County Transportation District
Contact Person: _____
Premises Address: 204 Laurel Ave Tillamook, OR 97141
Billing Address (if different from above): 3600 3rd Street Suite A Tillamook, OR 97141
Phone: _____ Cell Phone: _____ Email: mreed@tillamookbus.com
Owner (if different from above): _____

1. Installation.

1.1 New System. We will install or cause to be installed the equipment contained in our Proposal ("System") at your premises identified above ("Premises"). If selected, we will also connect your System to our monitoring center or an independent monitoring center that we select ("Monitoring Center").

1.2 Reprogramming of Existing System. We will reprogram or provide service and repair to the System previously installed and described in the Proposal at your Premises described above. If necessary, we will install or cause to be installed a communicator or a control panel, which contains a communicator; or install or cause to be installed other equipment or components contained in the Proposal. If selected, we will also connect your existing System to our Monitoring Center. **All existing equipment, components, or wiring that we connect to is not covered by our Limited Warranty, and unless specifically requested and paid for by you, the existing equipment, components, or wiring will not be tested or inspected by us. We are not responsible for components or equipment not installed by us even if we connect to it.**

1.3 Start Date. This Agreement must be accepted within 20 days from the date on its face, or we may withdraw it. Receiving equipment at our offices so that System installation may begin or starting the installation of wiring at the Premises constitutes substantial commencement of the work to be performed under this Agreement. Upon completion of a fire System installation, we will provide you with all documents as required by the authority having jurisdiction and applicable law, unless otherwise indicated.

2. Scope of Work; Proposal. Our scope of work is contained in our Proposal dated 4/23/2024, attached here as Attachment A and is part of this Agreement ("Proposal"), and does not include electrical work or asbestos abatement. We may remove the yard signs and window stickers provided at any time. **You chose the System or service. Additional, different, or higher levels of protection and service were discussed with you and are available from us at an additional cost.** Unless the Proposal requires code compliance, if your System includes smoke or heat detectors, you understand that the number and placement of those devices may not comply with applicable code or legal requirements or standards, and are not intended to be a part of a formal fire alarm system, which is available at additional cost. You have sole responsibility for complying with all codes, laws, and standards that may apply to these devices. Any detection devices that we install do not replace the need for 110v smoke alarms, if any, and you should contact a qualified electrician for assistance with those devices.

3. Payments; Installation; Services.

3.1 Installation. For all installation, labor, equipment, or materials provided or installed under this Agreement as contained in the Proposal, you will pay us a total sum of \$ 11,630.00 payable as indicated below no later than ten days from the date of our invoice.

Installation Summary: ProDataKey Cloud Node with battery backup, ProDataKey Red1 Controller, 2 Electrified Crash Bars, 2 Electric Transfer Hinges, 1 Relay Interface to Security System, and 1 Manual Switch for Locking/Unlocking the electrified doors from inside the Transit Center office.

A. Payment upon Completion of Our Work (System operational): \$ 11,630.00

3.2 Payment. You are responsible for keeping all payment information current. By selecting ACH or credit card payments below, you authorize periodic charges to your bank account or credit card, without recourse, for the amounts indicated above for installation, programming, monitoring, or other services to be rendered in the future. If we make an error, our only responsibility is to correct the error when we receive notice from you. You must not hold back or delay payment because of inclement or lack of suitable weather, while waiting for official building inspections, or for any other reason whatsoever. We may not start to monitor the System or provide other services until the installation price or other payment due is paid in full. For our residential customers—**No finance charge or cost of credit is associated with this Agreement.**

Monitoring; Term; Services.

3.3 Cloud Software Services. For cloud software services selected, you will pay us the sum of \$ 14.00 per month billed quarterly in advance beginning on the first day of the month following the month in which services begin. You must pay the prorated fees for the month in which services begin. We may increase monitoring or other service fees as contained in Paragraph 24.

3.4 Cloud Software Term. The original term of this Agreement is (3) three years, and the Agreement automatically renews for successive one-year periods unless either party notifies the other in writing of its intent to terminate no less than 30 days before the original or renewal term ends. Unless you are a residential customer who has sold their home, moving from your Premises does not relieve you of your obligations under this Agreement.

☐ _____ ACH Selected / ☐ _____ Credit Card Selected

4. DISCLAIMER OF WARRANTIES; LIABILITY; CONSEQUENTIAL DAMAGES. Our obligation to provide the System or any other services arises solely out of this Agreement, and not through any other means. We do not represent or warrant that the System or service may not be compromised or by-passed; will detect or prevent all burglaries, hold-ups, personal emergencies, fires, smoke or water damage, or otherwise; or that it will in all cases perform as intended, or provide the protection or convenience for which it was installed or intended. We or our agents or employees made no representations or warranties, express or implied, as to any matter whatsoever, including without limitation, our services, the condition of the equipment, its merchantability, its fitness for any particular purpose, or noninfringement or title. **All implied warranties of merchantability or fitness for a particular purpose are expressly excluded from this Agreement.** You did not rely on any advertisement, representation, or warranty, express or implied. Any information provided or promise does not create an express warranty, and will be considered expressions of personal opinion only. If we were to have any liability greater than that agreed to by you in Paragraphs 5, 28, and 29 of this Agreement, we could not and would not provide the System or service, and we could not provide the System or service at the rates contained here. The Limited Warranty provided in this Agreement gives you specific legal rights. We are not liable for special, consequential, or incidental damages. Some states do not allow the exclusion or the limitation of consequential or incidental damages, so the above limitations or exclusions may not apply to you.

5. LIMITATION OF LIABILITY.

5.1 No Guarantee. We and our divisions or affiliates are not insurers of your real or personal property, data, or the personal safety or property of anyone on your Premises. This Agreement is not an insurance policy or a substitute for an insurance policy. You must obtain all property, life, health, disability, business interruption, or other necessary insurance. The payments required are based solely upon the value of the System or service, and not on the value of your real or personal property or data, or the property of others located in or on your Premises. We make no guarantee or warranty, including an implied warranty of merchantability or fitness, that the System or services will prevent or avoid occurrences or the consequences of occurrences, that the System or services is designed to detect or avert. It is impractical and extremely difficult to determine in advance (a) the value of your real or personal property or data, or the property of others kept on your Premises, that may be lost, stolen, or damaged if the System or service does not operate properly; (b) the response time of the Monitoring Center, if any, emergency personnel, or guard service, if any; (c) what portion, if any, of a loss, damage, personal injury, or death would be proximately caused by our failure to perform or our active or passive negligence; or (d) whether a camera or access control system would detect or prevent unauthorized intrusions or activities.

5.2 Amount of Liability. If we or our agents or employees are found liable for loss, damage, injury, or death of any kind whatsoever from our failure to perform any of our obligations under this Agreement; failure of the System, equipment, or service in any manner; product liability; breach of warranty; tort; or our active or passive negligence, then our liability is limited to (1) \$1,500, or (2) a sum equal to 12 months of monitoring fees at the time of the incident or, if the System is not monitored, 10% of the Contract Price, whichever is less. This is not a penalty. This is your only remedy regardless of the legal theory used to find us liable.

5.3 More Protection. You may obtain a higher limitation of liability by paying an additional periodic charge. If you elect this option, a rider will be attached to this Agreement stating the terms and amount of the limited liability and the additional periodic charge. Even if a rider is provided to you, we are not your insurer.

6. Extra or Change-Order Work. You will not require us to perform extra or change-order work without providing written authorization before the commencement of any work covered by the change order. Extra work or change orders become part of this Agreement once the order is prepared in writing and signed by both parties. Change orders must describe the scope of the extra work or change, the cost to be added or subtracted from the Agreement, and the effect the order will have on the progress payments. The failure to comply with these requirements does not preclude recovery of compensation for work we performed based upon legal or equitable remedies designed to prevent unjust enrichment.

7. Access and Preparation; Hazards. You will allow us to enter the Premises to install the System or provide service, and will provide uninterrupted access. You accepted our Proposal and in doing so, approved the locations where the System devices will be placed. We will try to conceal all wires, but the existing structure or other obstructions may require some of the wires to be visible. You authorize us to make any preparation such as drilling holes, driving nails, making attachments, or doing other things necessary for installation or service of the System. Before installation begins, you must inform us where not to drill or expose because of pipes, wires, equipment, or hazardous materials. Unless so informed, we will decide where to drill holes and install equipment. We will use reasonable care to avoid concealed items, but have no way to determine with certainty if any exist. All costs to repair or replace pipes, wires, equipment, walls, ceilings, floors, or furnishings are your sole responsibility. We are not liable for property damage, personal injury, illness, or other loss due to water intrusion, including without limitation, mold, or rot. If asbestos or other hazardous materials are found during installation, we will stop all work until you, at your sole expense, obtain clearance from a licensed asbestos or hazardous waste removal contractor that no danger exists. We are not liable for the discovery of or exposure to asbestos or other hazardous materials.

8. Service and Repair; Limited Warranty; After-Warranty Service.

15.1 Call. Call us at the number above to request service or repair. Service and repairs are usually performed as soon as reasonably possible.

15.2 Warranty Service. If the System does not operate properly, we will, upon your request and without cost to you, provide one year of labor to make all repairs and replace parts for two years from the date the System installation is complete. As limited in the preceding sentence, our service and repair includes parts and labor for repairs necessitated by ordinary wear and tear, **excluding equipment not installed by us even if we connect to it, batteries, security screens, hard drives, storage media, or other disposable items.** The Limited Warranty also excludes any malfunction or damage caused by accident, misuse, acts of God, birds, rodents, or other animals, programming, components, or equipment installed by anyone other than us even if we connect to it. You must pay for the excluded items at our then current rates for parts and labor and a one-hour minimum service call fee. If anyone other than an authorized company representative attempts the repair, service, programming, or modification of any portion of the System, the Limited Warranty ends immediately, and is of no force. After-warranty service and repair is provided as you request on a time-and-materials basis at our then current rates for parts and labor and a one-hour minimum service call fee. Removal and replacement of obsolete equipment or obsolete or unsupported communication pathways will be at your sole expense. **Payment must be made upon completion of the work.**

15.3 Repair or Replace; Remote Access; Hours; Liability. We may, in our sole discretion, either repair or replace the part, and may substitute new or reconditioned materials of equal quality at the time of replacement, and we may keep any parts replaced. If the repair costs exceed the replacement cost, we may replace the defective equipment with new or reconditioned equipment substantially equivalent to or with comparable features as the existing equipment, if available. The replacement equipment may have a higher or lower selling price than the original equipment you have. We may program, alter, or repair the System remotely, and you will allow us access to do so. Service is provided between the hours of 9:00 a.m. to 4:00 p.m., Monday through Friday, excluding holidays. Emergency service is available at all other times at our then current premium labor rate with a one-hour minimum service call fee. We are not responsible for loss, damage, or injury while the System is under repair or is awaiting parts. Any repair, service, replacement, or additional services or equipment provided by us after the initial installation or programming of the System,

whether covered by the Limited Warranty or otherwise, is governed by this Agreement, in particular Paragraphs 4, 5, 28, and 29, which limit our liability.

9. Your Duties as to System Use; Battery and Device Replacement; Monitoring or System Permits.

9.1 Test. Immediately before securing your Premises, you or others using the System must carefully and properly set the security System. You must properly test the System *at least* monthly. If the System does not operate properly or if there is a power failure or are other interruptions at your Premises, you must notify us immediately.

9.2 Batteries; Carbon Monoxide Detectors. If your System uses wireless battery-operated devices, you must replace the batteries when the System emits a low-battery signal or *at least* every two years or according to the manufacturer's instructions. If you have carbon monoxide detectors, you must replace them *at least* every three years or according to the manufacturer's instructions. You may also call us. We will replace the batteries or the carbon monoxide detectors at your expense at our then current rates for parts and labor plus a one-hour minimum service call fee plus travel. If you fail to replace the batteries, or if the batteries are low or dead, the System will not function properly.

9.3 Power; Environment. You must provide 24-hour electrical service and electrical outlets for the System. You must provide the proper environment for the System as reasonably requested. You must immediately notify us of the installation of DSL, BPL, Voice over Internet Protocol ("VoIP"), or other internet-based telephone service.

9.4 Permits; Notification. Monitoring may be subject to permit fees. Unless otherwise required by law, obtaining and maintaining an alarm permit is your sole responsibility. You are solely responsible for paying for all monitoring, alarm, or system permits, licenses, or fees imposed by authorities having jurisdiction necessary for the use and operation of the System, and all other charges or fees imposed. You are solely responsible for determining whether the city, county, or governmental subdivision in which the Premises are located has or may later have statutes or ordinances requiring that you obtain and maintain a license or permit for the System. Unless you have a valid alarm-user permit or license, which must be kept current and active as required, certain emergency personnel will not respond to an alarm signal. In order to request an emergency response, we must know your permit number. Until you obtain, at your expense, all necessary permits or licenses, and provide us with the license or permit number, we may not be able to notify emergency personnel of an alarm activation.

9.5 Access Control. Unless otherwise specifically agreed to in writing, you are solely responsible for updating and maintaining the access control schedule for a physically-controlled area or zone, including holidays; naming, adding, editing, and managing doors, elevators, or floors; creating, updating, and maintaining access credentials, including PINs and a database of all credentials issued, including proximity cards, magnetic stripe cards, smart cards, and mobile credentials; viewing or retrieving video clips, if any, associated with access events; sending emails or text messages to select administrators upon the occurrence of various access events; and retrieving reports.

9.6 Indemnity. You must defend and indemnify us from any claim made by another alarm company regarding its contract with you.

10. Interactive Services; Compatible Devices. If you selected interactive security services, you may receive customized emails, text messages, push notifications, or alerts about System signals or images, if any, on your computer, tablet, smart phone, or other mobile device. You understand that these types of messages may fail to reach their intended destination or may arrive too late to be of any use for a variety of reasons, including settings on your devices. You will have access to the remote server provided by us or others. Certain wireless, remote access, or interactive security or automation services require a compatible computer, tablet, smart phone, or other mobile device with internet and email access. Not all devices will work with these services, and you must provide your own devices at your sole expense, and keep them charged. You understand that we have no control over your devices, or your internet, email, text message, or push notification access. Cellular data providers may charge additional fees for accessing the System or automation system on wireless devices, and we have no liability for data usage in excess of your plan. These charges are your sole responsibility.

11. Network or Server Vulnerability; Liability. You are solely responsible for the integrity and security of your data, software, devices, computer system, networks, servers, and other equipment. You are also solely responsible for limiting access to your wireless systems or VPN, changing the default password, updating firmware and software routinely, and securing access to the System or software with regularly updated pass code protection, credentials, lockout codes, or encryption software. We are not liable for any loss, damage, or injury arising out of or relating to any unauthorized or improper access to or use of your System or data. Your System or wireless devices may be connected to the internet. You understand that we do not operate or control the internet, that all devices may not meet encryption standard specifications, and that viruses, worms, trojan horses, denial of service, or other malicious or undesirable data, code, software, attacks, hackers, or users may attempt to access or damage your data, devices, computers, and networks. We are not liable for such activities. We do not guarantee that the System or service will meet your requirements, that the service will be uninterrupted or error-free, or that encryption algorithms, associated keys, and other security measures will be secure or effective. You must notify us immediately if you upgrade your operating system or make any changes to your file mapping, or your System or devices are unable to access the internet or network service.

12. Automation. If you selected automation components and related services, you understand that the automation system, products, and services are separate from the monitoring of the security or fire devices, and are to provide you solely with the convenience of being able to remotely, for example, lock and unlock your doors; control your lights; manage your thermostats; and, if selected, receive certain email, push notifications, or text messages from your automation system through high-speed internet, radio, or cellular service to your internet-connected computer, tablet, smart phone, or other mobile device. You will have access to the remote server provided by us or others. We will not receive any signals from the automation system, and we will not notify anyone, including emergency personnel, in response to any alerts you may receive from the automation system unless you also selected the required monitoring. For continuous power, automation products must be plugged into an electrical outlet that is not controlled by a light switch. We are not liable for any failure of the heating or cooling systems, lighting, or other products to operate after we install the automation products or system, or for data transmission failure or unauthorized access, or loss, damage, personal injury, or death arising out of or resulting from the failure of these devices. You understand that the installation of an automation system may void your manufacturer's warranty on certain office or other products, and you accept full responsibility.

13. Your Plans and Specifications; Authorities Having Jurisdiction. If the System is installed, changed, or replaced according to your plans and specifications, you must pay for all costs incurred for any work necessitated by errors in the plans provided. You are solely responsible for all costs necessitated by changes in the regulations or standards of any authority having jurisdiction, including the interpretation of the regulations and standards. You will promptly pay us for the cost of any changes to the Proposal under this Agreement that may be requested by the owner of the Premises if you are not the owner, or any authorities having jurisdiction, including building and safety departments, local fire or electrical departments, insurance companies, homeowners associations, or any other federal, state, or local agency.

14. Acceptance of Installation. After the System is installed, we will inspect the System together. Any error or omission in the design, construction, or installation of the System must be brought to our attention in writing within 15 days after completion of installation. The installation is totally satisfactory to and accepted by you after 15 days.

15. Risk of Loss. You agree that the System remains personal property after installation and does not become a fixture. If you fail to pay for the System or our work in full, you must allow us to enter the Premises and remove all or any portion of the System, and recover all damages to which we are entitled. You grant us a security interest in the System and we may file a UCC-1 Financing Statement. Removal of the System is without prejudice to the collection of all sums due under this Agreement. After installation begins, you bear the entire risk of loss for the components or equipment. If the System is removed for any reason, we are not obligated to restore the Premises to its original condition or to redecorate the Premises.

16. Delay in Installation; Interruption, Suspension, or Cancellation of Service. We are not liable for any delay in the installation, monitoring, repair, or the provision of any other services, or for the consequences of delay, or for any interruption of the System's operation caused, in whole or in part, because of compliance with any law,

request, or order of any authority having jurisdiction, or because of any act or event, whether foreseen or unforeseen, including without limitation, war; terrorist attack or activity; military action; riots; strikes; lockouts; fires; floods; storms; ice; earthquakes; drought; tornado; explosion; interruption or unavailability of product, fuel, power, labor, or transportation facilities; interruption or unavailability of telephone, cable, radio, cellular, internet, satellite, or other transmission or communication services; hacking, denial of service, or other malicious attacks; acts of God; other unforeseen event; or for any other similar or dissimilar reason or cause, regardless of origin, beyond our reasonable control, whether on a region-wide or nationwide basis. We are not required to provide installation, repair, monitoring, or any other services to you while any of these causes or the aftermath of these causes exist. If services are suspended for these reasons, you must continue to pay under the terms of this Agreement. If the Monitoring Center or your Premises or equipment are destroyed by fire or other catastrophe, are so substantially damaged that it is impractical to continue service, or if the Monitoring Center or we are unable to render service, this Agreement may be suspended without notice.

17. Change in Rates. After the first 12 months of monitoring, we may increase the monitoring or service fees by no more than five percent at any time, but not more than once in any 12-month period, and upon giving you 30-days' prior written notice. At any time, we may increase the monitoring or service fees to reflect increases in federal, state, and local taxes, utility charges, including telephone company charges, and municipal fees and charges, which are imposed on us and which relate to the services provided under this Agreement. You will pay all increased monitoring or service fees.

18. Default; Interest. Any of the following constitute your default under this Agreement: (a) failure to pay any amount provided in this Agreement within ten days after the same is due; (b) failure to communicate or cooperate with us, including being disrespectful or abusive, or comply with our reasonable requests; (c) failure to perform any other obligations under this Agreement within ten days after written request; (d) failure to timely and properly inspect and test, repair, or update your System; or (e) you become a debtor in a bankruptcy proceeding. If you default, we may immediately discontinue all work or services, and accelerate and recover 75% of all amounts to become due under this Agreement for monitoring and all other sums to which we are entitled. If any payment due is more than ten days late, you will pay simple interest on each past due payment in the amount of 18% per year calculated on a 360-day year (periodic rate of 1% per month or the maximum amount allowed by law) until the balance is paid in full.

19. Notices. Except for rate increases, all notices regarding this Agreement must be in writing and may be served by personal delivery; a nationally-recognized overnight courier with all delivery charges provided for; or certified mail, return-receipt requested and regular mail with postage prepaid, to the addresses set forth in this Agreement or to any other address provided by one party to the other from time to time in writing.

20. Information and Privacy; Recording; Consent. We may monitor or electronically record video and audio related to monitored activity at your Premises, as well as conversations with you, emergency service providers, and law enforcement or fire department personnel in connection with employee training, quality control, or the provision of services. **You consent to this.** Privacy cannot be guaranteed on telephone, cable, wireless, computer, internet, or other systems. We are not liable to you for any claims or damages that may result from a lack of privacy experienced. **You consent to us** (a) using information about your location or you to administer services, offer you new products or services, enforce the terms of this Agreement, prevent fraud, and respond to regulatory and legal requirements; (b) providing information or recordings about you or your Premises, including personal information about individuals employed by you or who visit your Premises, to law enforcement or fire service personnel, and our subcontractors or assignees for the purpose of providing services or in response to a subpoena, law enforcement or fire department request, or other legal process; and (c) using and sharing aggregate customer information and statistics that do not include information that identifies you or any individuals specifically. We may contact you by telephone, facsimile, email, text messages, or other internet facilities, with respect to the System or services we provide under this Agreement, and new system or service offerings that we may make available in the future.

21. Assignment; Rights of Subcontractors. We may assign this Agreement to any person or entity without notice to you. Without our prior written consent, you must not assign your rights under or transfer this Agreement, and any attempted assignment is void. We may subcontract any of the work or services to be performed under this Agreement, including monitoring, without notice to you. This Agreement, in particular Paragraphs 4, 5, and 29, protects our subcontractors, Monitoring Center, other service providers, or manufacturers in the same way that the paragraphs protect us.

22. Third Party Indemnification; Subrogation. You must immediately defend and indemnify us against all claims brought by others, including personal injury, tort, negligence, property damage, or death. This provision applies to all claims regardless of cause, including our or the System's performance or failure to perform; defects in products, design, installation, activation, or service; negligence; tort; warranty; contribution; indemnification; or strict products liability. You release us from all claims, whether the claims are made by or through you, including your insurance company or other parties.

23. Time to Bring Suit; Venue; Governing Law. Any lawsuit or other legal proceeding arising out of or relating to this Agreement, whether based upon contract, tort, negligence, or otherwise, must be brought no later than one year from the date of the event which caused the loss, damage, injury, or death. This Agreement is made and entered into in Tillamook County, Oregon. Any legal proceeding arising out of or relating to this Agreement must be brought in Tillamook County, Oregon. Oregon law applies to this Agreement regardless of choice-of-law rules.

24. Survival. Paragraphs 4, 5, 28, 29, and 30 survive the termination of this Agreement.

25. Entire Agreement. This Agreement is the final and exclusive expression of the entire agreement between us, and may be different than or conflict with our previous discussions. No other agreements, representations, or warranties, express or implied, oral or written, have been made by any party to the other with respect to this Agreement. All prior discussions, or oral or written agreements, or proposals are merged into and superseded by this Agreement. This is an integrated agreement. All oral changes are void and all changes must be in writing signed by both parties.

26. Enforceability; Waiver; Interpretation; Construction. If any part of this Agreement is void, the remaining portions of the Agreement remain enforceable. No waiver of a breach of any term or condition of this Agreement is a waiver of any succeeding breach. The captions are for convenience of reference only and have no force in the interpretation or construction of this Agreement. Each term of this Agreement is a condition to be fully performed. The rule of construction that ambiguities are resolved against the drafting party does not apply in interpreting this Agreement.

27. Authorized Signatories; Duplicate. The individuals signing this Agreement are authorized signatories, and have the full power to enter into this Agreement, and to make the representations and warranties contained in this Agreement. Delivery of the signed Agreement by facsimile or other electronic means is as binding as delivery of an originally-signed Agreement. This Agreement and all documents arising out of or relating to this Agreement may be delivered, stored, or reproduced by electronic or mechanical means. An electronic version of this Agreement is legally equivalent to the original for all purposes, including litigation.

Acceptance and Signatures Follow

ACCEPTANCE

You read this Agreement before signing it and the prices and terms in this Agreement are satisfactory. You understood and accepted this Agreement, in particular Paragraphs 4, 5, 21, and 23, which set forth our maximum liability if there is any loss, damage, or injury to you or any third party. You may obtain a higher liability limit by paying an additional periodic charge. Our residential customers received a completed copy of this Agreement, Electronic Contract Authorization, two copies of the Notice of Buyer's Right to Cancel, Information Notice to Owner

about Construction Liens, and Notice of Procedure Regarding Residential Construction Arbitrations and Lawsuits. You were advised that there are additional, different, or higher levels of protection and service available. The System or services provided are based upon your specific request, approval, and cost considerations, for which you must hold us harmless. All terms on the other pages or attachments are a part of this Agreement.

For our residential customers only—You, the buyer, may cancel this transaction at any time prior to midnight of the third business day after the date of this transaction. See the attached notice of buyer's right to cancel for an explanation of the right to cancel.

<p>YOU</p> <p>Dated: _____</p> <p>_____</p> <p>Print Your Name / Title</p> <p><input type="checkbox"/> Owner <input type="checkbox"/> Tenant</p> <p><input type="checkbox"/> Corporation <input type="checkbox"/> LLC <input type="checkbox"/> Partnership <input type="checkbox"/> Sole Owner</p> <p>Your Signature: _____</p>	<p>ICONIPRO</p> <p>Dated: <u>5/1/2024</u></p> <p>_____</p> <p><i>Mariah Surat</i></p> <p>Authorized Company Representative</p>
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Unless we either (1) approve it in writing by an authorized company representative, or (2) begin installation or monitoring, this Agreement is not binding upon us. If we do not approve the Agreement, our sole liability is to refund the amount paid to us when you signed the Agreement. Not receiving a copy signed by us does not make this Agreement unenforceable.

*****Attachment A is the Proposal and is a part of this Agreement.*****

April 23, 2024

Emailed to: mreed@tillamookbus.com

Tillamook County Transportation District
RE: Downtown Station
Tillamook, OR 97141

Mike,

It has been fun to see what the District has done to that building. The remodel is making that building much more inviting and functional. Based on my site visit and our discussions, we propose the following access control system for that building:

- (1) ProDataKey Cloud Node with battery backup.
 - This is the brains of the system, which controls the system and interfaces with the cloud-based system.
 - With this in place, you can create schedules for automatically locking/unlocking doors, alleviating the cost of having someone going down there in person to lock/unlock the public space.
 - Programming for the building can be done offsite, anytime. Should there be an after-hours event, the staff at the main office can manually override the normal schedule or pre-program the system for that event.
 - The Cloud Node will also power one of the doors' electrified hardware.
 - We will require internet access to our controller for the remote interface.

- (1) ProDataKey Red1 Controller to control the second door.
 - The controller also powers one of the doors' electrified hardware.
- (2) Electrified crash bars, one on each set of double doors.
 - These units will prevent people from entering the building when locked but will still allow for egress from the inside.
 - The second door of each set of double doors would need to remain locked from the outside.
 - This will direct all traffic entering through the managed doors.
 - It would have no effect on people trying to leave the space.
- (2) Electric transfer hinges, allowing power to go through the hinge to the electrified hardware.
- (1) Relay interface to the security alarm system.
 - When a panic button is activated on the security alarm system, it will override the active state of the open doors and lock them.
- (1) Manual switch for locking/unlocking the electrified doors from inside the transit center office.
 - This will be a simple toggle switch that can be easily switched on/off by staff to manually override the system's schedule.

Parts, permit, installation, and programming will be \$11,630.00 monthly access control service being \$14.00. We will require a signed contract for the installation with the balance due upon completion. This would be a very basic system with manual activation and control of the doors locked/unlocked state.

In addition to the base, we can provide the following:

- We can add a third door to the system, accessing the office for keyless entry for an additional \$2,500.00 and an additional \$7.00 a month for the access control remote hosting. It would entail the following:
 - (1) ProDataKey expander board for controlling the new doors electrified hardware.
 - (1) Electric strike on the office exterior door.
 - (1) ProDataKey card reader on the exterior of the building for gaining access into the office.
 - (1) 25-pack of cards for keyless entry into the office.
- We can add a card reader outside either set of double doors for keyless entry into the common space after hours for an additional \$475.00.

All our installations also come with a two-year part and one-year labor guarantee. We appreciate you looking to support a local business for all your fire alarm, video surveillance, security alarm, access control and low voltage cabling needs. Should you have any questions, or need additional information, please do not hesitate to call.

Warm Regards,

Glenn Gillas

Glenn Gillas, Project Manager

From: [Blue Horizons Technical Solutions Inc](#)
To: [Brian Vitulli](#)
Cc: clinej@bhts.net
Subject: Estimate 2605 from Blue Horizons Technical Solutions Inc
Date: Tuesday, March 5, 2024 2:27:49 PM
Attachments: [Estimate_2605_from_Blue_Horizons_Technical_Solutions_Inc.pdf](#)

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

Brian,

Please review the attached estimate. This estimate is in regards to installing access control hardware for the Tillamook County Transportation District. All hardware comes with a 1-year manufacturer warranty and all labor comes with a 1-year warranty. We greatly appreciate the opportunity to work with you on this project. Please let us know if you have any quesitons.

Thanks for your consideration!

Best regards,
Jeremy

Jeremy Cline
clinej@bhts.net
Blue Horizons Technical Solutions Inc
971.990.9301

----- Estimate Summary -----
Estimate # : 2605
Estimate Date: 03/05/2024
Expiration Date: 04/04/2024
Total: \$15,430.28
The complete version has been provided as an attachment to this email.

Blue Horizons Technical Solutions Inc

1982 NE 25th Ave Ste 14

Hillsboro, OR 97124-5929

+1 5039393633

clinej@bhhs.net

**ADDRESS**

Brian Vitulli

Tillamook County Transportation

District

3600 Third St.

Suite A.

Tillamook, Oregon 97141

SHIP TO

Brian Vitulli

Tillamook County Transportation

District

3600 Third St.

Suite A.

Tillamook, Oregon 97141

Estimate 2605**DATE 03/05/2024****EXPIRATION DATE 04/04/2024**

DATE	ACTIVITY	AMOUNT
	SUBCONT	15,430.28
	(1) Access control power supply - LSP	
	(2) Electrified Crash Bars - Von Duprin	
	(2) Electrified Transfer Hinges - Von Duprin	
	(1) Relay Interface - Camden CX33.	
	(1) Manual Switch for Locking/Unlocking Doors	

Labor provided by low-volt journeyman LEA electricians for the installation and configuration of the above mentioned devices into the access contrly system., 1 @ \$15,430.28

TOTAL \$15,430.28

Accepted By

Accepted Date

From: Mike Goff <mgoff@tcbmanagement.com>
Sent: Wednesday, February 28, 2024 9:12 AM
To: Cathy Bond <cbond@tillamookbus.com>
Subject: Re: Quote for Transit Center Security System

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

Thank you for reaching out to us with a quote for the alarm system with panic buttons. We appreciate your interest in our security services.

However, after reviewing the information, we regret to inform you that your company is located outside of our current service area. Therefore, we will not be able to assist with this project.

We apologize for any inconvenience this may cause and wish you the best of luck with your endeavors. We would recommend you contact Iconipro who is well versed in these types of services.

Best Regards



Mike Goff

Main Office 541.265.5265 | Fax 1.888.811.8865

4909 S. Coast Hwy Suite #1 Box 2 | South Beach, OR. 97366

Email mgoff@tcbmanagement.com | Dispatch 541.574.2828

www.tcbmanagement.com

TILLAMOOK COUNTY TRANSPORTATION DISTRICT POLICY

DIRECTORS POWERS, DUTIES, RESPONSIBILITIES, AND MEMBERSHIP	Number: 10
Adopted by the Board of Directors on January 13, 2005 Last Reviewed: July 19, 2023	Pages: 23

Purpose

The purpose of this policy is to specify the requirements for membership on the Board of Directors and the responsibilities of the position as an elected official.

Positions and Terms

1. The Board of Directors of the District shall consist of seven (07) members serving staggered four (04) year terms, following term adjustments as prescribed in HB2853.
2. The Tillamook County Clerk's office provides for each Board member to be identified by a position number. Position numbers shall be transferred to the successors of each Board member.
3. All Board members shall serve at large.

Election of Board Members

The election of board members shall be conducted as provided by ORS Chapter 255.

Term of Office

Except where the Board is filling a vacancy on the Board, terms of office shall start on July 1 following the election.

Oath of Office

Each newly elected or appointed Board member may take an oath of office at a regularly scheduled, monthly board meeting.

Qualifications

Board members may not be an employee of the transportation district as provided in ORS 198.115, and this shall take effect in accordance with this statute. No person shall be eligible to be a board member who is not at the time of election or appointment a primary resident of Tillamook County. No person elected or appointed to the Board shall be seated unless such person meets the qualifications as stated above. If questions exist regarding the eligibility of any candidate, the Board shall obtain an opinion from legal counsel before seating such person.

Maintenance of Eligibility

Board members must maintain their eligibility throughout the term of office. For example, as residency is an eligibility requirement, a director who moves out of the district during the term of office must resign his or her position.

Vacancies

As per ORS 198.320, vacancies on the Board shall be filled by appointment by a majority of the remaining members of the Board. If a majority of the membership of the Board is vacant or if a majority of the Board cannot agree, the vacancies shall be filled promptly by the Tillamook County Circuit Court. The period of service of a person appointed to fill a vacancy shall expire on June 30 after the next regular District election at which a successor is elected to fill the remainder of the term. If the term for which the appointment was made expires June 30 after the election of the successor, the successor shall be elected to a full term. In either case, the successor shall take office July 1 next following the election.

Meeting the Needs of the District

It is the policy of the TCTD Board of Directors to exercise those powers granted to it, and to carry out those duties assigned to it by law, in such a way as to best meet the needs of the public.

Primary Responsibilities

The TCTD Board of Directors has the following primary responsibilities:

- To adopt the annual budget;
- Create and interpret District policies;
- Hire the District's General Manager; and
- Serve as its contract review board.

Formulation and Interpretation of District Policy

The most important activity of the Board is the formulation and interpretation of District policies. The Board shall establish policy, reserving to itself all authority and responsibility not expressly assigned to other District officers and personnel.

Emergencies

The Board may appoint members of the Board to temporarily fill District staff positions in an emergency situation. The Board must declare the lack of staff an emergency and set forth time limits of the appointments.

Board Members Authorized By Official Board Action Only

No individual board member may speak for or act on behalf of the Board or District, except as authorized to do so by official Board action as recorded in the official minutes, guidelines, or policies of the District.

Ethical Standards

Board members act as representatives of the citizens of the District. Therefore, board members shall adhere to the highest ethical standards in the conduct of District business.

Board Member Education

In order to effectively carry out their duties, board members should be adequately informed. Members are encouraged to attend at least one (1) conference and/or other training program as the Board may authorize per year.

Public Accountability

Board members need to keep the public informed on all District matters, make decisions based on the transportation needs of the public, spend the District's money with prudence and trust, and place the needs of the public above the ambitions of the Board or the District.

Board Member Compensation

Members will be paid a \$50 stipend per meeting for attendance at public meetings convened for the purpose of conducting TCTD business, pursuant to ORS 198.190. Such compensation shall not be deemed lucrative. Board members shall be reimbursed for their actual and reasonable travel and other expenses incurred in the performance of official District duties.