

Tillamook County Transportation District  
 Normal Trial Balance  
 From 5/1/2024 Through 5/31/2024

Account Code	Account Title	Debit Balance	Credit Balance
1001	General Checking Account #4558	684,614.62	
1006	Payroll Checking #5614	105,434.07	
1009	NW RIDES ACCOUNT #8510	2,049,865.07	
1011	Prop. Mgmt. Checking #7071	44,456.61	
1012	NWOTA #4564	23,700.00	
1020	LGIP1020 #5879	977,274.03	
1030	LGIP1030 #5931	1,171,911.99	
1035	LGIP1035 #6518	78,629.48	
1040	Petty Cash	200.00	
Report Total		5,136,085.87	0.00
Report Difference		5,136,085.87	

*B. G. [Signature]*  
7/12/2024

**Tillamook County Transportation District**  
Financial Statement

01 - General Fund

From 5/1/2024 Through 5/31/2024

	Current Period Actual	Current Period Budget	Current Year Actual	Total Budget	Total Budget Variance	92%
<b>Resources</b>						
3500 Working Capital	0.00	85,272.92	0.00	1,023,275.00	(1,023,275.00)	0.00%
4000 Fares	12,345.58	19,583.33	185,108.65	235,000.00	(49,891.35)	78.76%
4020 Contract Revenue	70.00	78,027.25	384,613.95	936,327.00	(551,713.05)	41.07%
4100 Property Tax	6,887.11	97,180.25	1,125,479.89	1,166,163.00	(40,683.11)	96.51%
4110 Past Years Property Tax	759.20	2,083.33	17,044.43	25,000.00	(7,955.57)	68.17%
4120 State Timber Revenue	92,961.40	30,687.08	287,935.03	368,245.00	(80,309.97)	78.19%
4130 Mass Transit State Payroll Tax	0.00	7,791.67	151,807.18	93,500.00	58,307.18	162.36%
4210 Capital Grants	0.00	115,436.25	76,502.00	1,385,235.00	(1,308,733.00)	5.52%
4220 Grants - FTA 5311	0.00	152,104.58	630,426.00	1,825,255.00	(1,194,829.00)	34.53%
4240 Grants - 5311 (f)	0.00	70,623.42	513,074.00	847,481.00	(334,407.00)	60.54%
4245 Grants - 5310	0.00	14,131.25	0.00	169,575.00	(169,575.00)	0.00%
4246 Grants - 5305	0.00	2,380.50	1,871.00	28,566.00	(26,695.00)	6.54%
4300 Special Bus Operations	0.00	88.17	0.00	1,058.00	(1,058.00)	0.00%
4400 Miscellaneous Income	0.00	7,366.75	6,677.40	88,401.00	(81,723.60)	7.55%
4410 Sale of Assets - Income	0.00	250.00	750.00	3,000.00	(2,250.00)	25.00%
4510 Interest Income	5,654.95	2,083.33	41,937.92	25,000.00	16,937.92	167.75%
4917 Transfer from NWOTA	0.00	250.00	0.00	3,000.00	(3,000.00)	0.00%
4918 Transfer from STIF Fund	0.00	64,107.00	0.00	769,284.00	(769,284.00)	0.00%
<b>Total Resources</b>	<b>118,678.24</b>	<b>749,447.08</b>	<b>3,423,227.45</b>	<b>8,993,365.00</b>	<b>(5,570,137.55)</b>	<b>38.06%</b>
<b>Expenses</b>						
Personnel Services						
5010 Payroll: Administration	45,486.95	41,039.67	403,226.81	492,476.00	89,249.19	81.87%
5020 Payroll: Dispatch	1,961.87	13,695.83	46,962.98	164,350.00	117,387.02	28.57%
5030 Payroll: Drivers	100,605.24	108,836.67	992,348.98	1,306,040.00	313,691.02	75.98%

**Tillamook County Transportation District**

Financial Statement

01 - General Fund

From 5/1/2024 Through 5/31/2024

	Current Period Actual	Current Period Budget	Current Year Actual	Total Budget	Total Budget Variance	92%
Payroll: Maintenance	5040 18,655.39	13,656.25	136,312.73	163,875.00	27,562.27	83.18%
Payroll Expense	5050 23,476.17	14,375.58	167,178.25	172,507.00	5,328.75	96.91%
Payroll Healthcare	5051 39,643.84	45,385.00	354,680.22	544,620.00	189,939.78	65.12%
Payroll Retirement	5052 9,808.89	7,461.09	61,465.83	89,533.00	28,067.17	68.65%
Payroll Veba	5053 3,632.14	3,525.00	35,951.93	42,300.00	6,348.07	84.99%
Workers Compensation Ins.	5055 0.00	2,666.67	39,899.81	32,000.00	(7,899.81)	124.68%
<b>Total Personnel Services</b>	243,270.49	250,641.76	2,238,027.54	3,007,701.00	769,673.46	74.41%
Materials and Services						
Professional Services	5100 12,108.16	10,375.00	136,723.57	124,500.00	(12,223.57)	109.81%
Planning	5103 0.00	2,380.50	0.00	28,566.00	28,566.00	0.00%
Dues & Subscriptions	5120 24.94	895.00	17,417.97	10,740.00	(6,677.97)	162.17%
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	20,019.40	24,527.00	4,507.60	81.62%
Fees & Licenses	5150 (193.46)	1,872.75	102,626.26	22,473.00	(80,153.26)	456.66%
Insurance	5160 0.00	12,078.50	150,261.00	144,942.00	(5,319.00)	103.66%
Office Expense	5170 1,182.33	854.17	9,632.98	10,250.00	617.02	93.98%
Board Expense	5175 1,647.30	1,487.08	23,279.65	17,845.00	(5,434.65)	130.45%
Operational Expense	5180 3,982.60	3,653.17	44,122.91	43,838.00	(284.91)	100.64%
Drug & Alcohol Administration	5185 370.00	125.00	1,640.00	1,500.00	(140.00)	109.33%
Marketing	5190 0.00	6,973.75	9,819.23	83,685.00	73,865.77	11.73%
Telephone Expense	5210 1,061.04	1,347.75	14,098.21	16,173.00	2,074.79	87.17%
Travel & Training	5220 482.52	1,833.34	5,664.76	22,000.00	16,335.24	25.74%
Vehicle Expense	5240 9,086.05	12,500.00	211,496.53	150,000.00	(61,496.53)	140.99%
Diesel & Gasoline Fuel	5245 17,183.77	31,350.00	267,149.66	376,200.00	109,050.34	71.01%
Propane Fuel	5247 379.82	2,500.00	4,488.26	30,000.00	25,511.74	14.96%
Postage	5260 50.00	105.67	794.85	1,268.00	473.15	62.68%

**Tillamook County Transportation District**

Financial Statement

01 - General Fund

From 5/1/2024 Through 5/31/2024

	Current Period Actual	Current Period Budget	Current Year Actual	Total Budget	Total Budget Variance	92%
Member Mileage Reimbursement	5266	15,000.00	0.00	35,000.00	0.00	0.00%
Mgmt/Labor Recreation Fund	5270	0.00	332.08	1,865.79	3,985.00	46.82%
Office Rent	5281	0.00	1,075.00	3,300.00	12,900.00	25.58%
Transit Center Maint	5285	2,471.87	1,695.67	17,105.57	20,348.00	84.06%
Operations Facility Maint.	5346	174.84	350.00	3,680.79	519.21	87.63%
<b>Total Materials and Services</b>		66,646.81	96,136.68	1,153,640.00	73,452.61	93.63%
<b>Transfers</b>						
Transfer to LGIP 5931	9100	0.00	13,076.08	0.00	156,913.00	0.00%
Transfer to Property Mgmt	9110	149,573.00	0.00	149,573.00	(149,573.00)	0.00%
Transfer to Vehicle Reserve	9150	0.00	250.00	0.00	3,000.00	0.00%
Transfer to NWOTA Fund	9160	0.00	100,748.00	0.00	1,208,976.00	0.00%
Unappropriated Ending Fund Bal	9180	0.00	44,938.42	0.00	539,261.00	0.00%
<b>Total Transfers</b>		149,573.00	159,012.50	149,573.00	1,758,577.00	7.84%
<b>Capital Outlay</b>						
<b>Capital Purchases</b>						
Bus Replacement/Addition	6000	0.00	53,220.75	508,349.08	638,649.00	79.59%
Van Replacement/Addition	6010	0.00	14,955.00	94,488.50	179,460.00	52.65%
Bus Stop Signage/Shelters	6040	0.00	114,081.33	0.00	1,368,976.00	0.00%
Other Capital Projects	6050	1,582.50	12,379.00	89,294.93	148,548.00	60.11%
<b>Total Capital Purchases</b>		1,582.50	194,636.08	692,132.51	2,335,633.00	29.63%
<b>Total Capital Outlay</b>		1,582.50	194,636.08	692,132.51	1,643,500.49	29.63%
<b>Total Expenses</b>		461,072.80	700,427.02	4,159,920.44	8,405,124.00	49.49%

**Tillamook County Transportation District**  
**Financial Statement**

02 - Property Management Fund  
 From 5/1/2024 Through 5/31/2024

	Current Period Actual	Current Period Budget	Current Year Actual	Total Budget /	Total Budget Variance	92%
<b>Resources</b>						
Working Capital	3500	0.00	3,750.00	45,000.00	(45,000.00)	0.00%
Lease Income	4900	0.00	3,000.00	36,000.00	(14,600.00)	59.44%
Lease Operational Exp Income	4910	0.00	1,250.00	15,000.00	(2,754.95)	81.63%
Transfer From General Fund	4911	25,000.00	1,159.25	13,911.00	11,089.00	179.71%
Transfer from Capital Reserve	4914	124,573.00	0.00	0.00	124,573.00	0.00%
<b>Total Resources</b>		<u>149,573.00</u>	<u>183,218.05</u>	<u>109,911.00</u>	<u>73,307.05</u>	<u>166.70%</u>
<b>Expenses</b>						
<b>Materials and Services</b>						
Professional Services	5100	0.00	166.67	2,000.00	2,000.00	0.00%
Property Operating Expense	5300	1,507.55	2,383.33	28,600.00	5,196.01	81.83%
Property Maint. & Repair	5340	3,433.19	2,932.67	35,192.00	(3,868.37)	110.99%
<b>Total Materials and Services</b>		<u>4,940.74</u>	<u>62,464.36</u>	<u>65,792.00</u>	<u>3,327.64</u>	<u>94.94%</u>
<b>Capital Outlay</b>						
<b>Debt Service</b>						
PUD Loan Expense	5325	0.00	570.83	6,850.00	6,850.00	0.00%
OTIB TVC Loan 0071	5337	0.00	913.25	10,959.00	5,479.68	49.99%
OTIB Loan 0061	5338	0.00	2,192.50	26,310.00	(0.44)	100.00%
<b>Total Debt Service</b>		<u>0.00</u>	<u>31,789.76</u>	<u>44,119.00</u>	<u>12,329.24</u>	<u>72.05%</u>
<b>Capital Purchases</b>						
Building Repair & Renovation	5350	91,841.09	0.00	0.00	(336,801.59)	0.00%
<b>Total Capital Purchases</b>		<u>91,841.09</u>	<u>336,801.59</u>	<u>0.00</u>	<u>(336,801.59)</u>	<u>0.00%</u>
<b>Total Capital Outlay</b>		<u>91,841.09</u>	<u>368,591.35</u>	<u>44,119.00</u>	<u>(324,472.35)</u>	<u>835.45%</u>
<b>Total Expenses</b>		<u>96,781.83</u>	<u>431,055.71</u>	<u>109,911.00</u>	<u>(321,144.71)</u>	<u>392.19%</u>

**Tillamook County Transportation District**

**Financial Statement**

**04 - Capital Reserve Fund**

From 5/1/2024 Through 5/31/2024

	Current Period Actual	Current Period Budget	Current Year Actual	Total Budget	Total Budget Variance	92%
<b>Resources</b>						
Working Capital	3500	71,416.67	0.00	857,000.00	(857,000.00)	0.00%
Interest Income	4510	2,083.33	75,185.67	25,000.00	50,185.67	300.74%
<b>Total Resources</b>	<u>5,367.98</u>	<u>73,500.00</u>	<u>75,185.67</u>	<u>882,000.00</u>	<u>(806,814.33)</u>	<u>8.52%</u>
<b>Expenses</b>						
Materials and Services						
Fees & Licenses	5150	0.00	0.20	0.00	(0.20)	0.00%
<b>Total Materials and Services</b>	<u>0.00</u>	<u>0.00</u>	<u>0.20</u>	<u>0.00</u>	<u>(0.20)</u>	<u>0.00%</u>
Transfers						
Reserve for Future Expenditure	9175	73,500.00	0.00	882,000.00	882,000.00	0.00%
<b>Total Transfers</b>	<u>0.00</u>	<u>73,500.00</u>	<u>0.00</u>	<u>882,000.00</u>	<u>882,000.00</u>	<u>0.00%</u>
<b>Total Expenses</b>	<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 5/1/2024 Through 5/31/2024

	Current Period Actual	Current Period Budget	Current Year Actual	Total Budget	Total Budget Variance	92%
<b>Resources</b>						
Working Capital	0.00	2,852.08	0.00	34,225.00	(34,225.00)	0.00%
Transfer From General Fund	0.00	250.00	0.00	3,000.00	(3,000.00)	0.00%
Total Resources	0.00	3,102.08	0.00	37,225.00	(37,225.00)	0.00%
<b>Expenses</b>						
Transfers						
Reserve for Future Expenditure	0.00	3,102.08	0.00	37,225.00	37,225.00	0.00%
Total Transfers	0.00	3,102.08	0.00	37,225.00	37,225.00	0.00%
Total Expenses	0.00	3,102.08	0.00	37,225.00	37,225.00	0.00%

**Tillamook County Transportation District**  
**Financial Statement**  
**06 - Bus Wash Maintenance Reserve**  
**From 5/1/2024 Through 5/31/2024**

	Current Period Actual	Current Period Budget	Current Year Actual	Total Budget	Total Budget Variance	92%
<b>Resources</b>						
Working Capital	3500	1,928.33	0.00	23,140.00	(23,140.00)	0.00%
Total Resources	<u>0.00</u>	<u>1,928.33</u>	<u>0.00</u>	<u>23,140.00</u>	<u>(23,140.00)</u>	<u>0.00%</u>
<b>Expenses</b>						
Transfers						
Reserve for Future Expenditure	9175	1,928.33	0.00	23,140.00	23,140.00	0.00%
Total Transfers	<u>0.00</u>	<u>1,928.33</u>	<u>0.00</u>	<u>23,140.00</u>	<u>23,140.00</u>	<u>0.00%</u>
Total Expenses	<u>0.00</u>	<u>1,928.33</u>	<u>0.00</u>	<u>23,140.00</u>	<u>23,140.00</u>	<u>0.00%</u>



**Tillamook County Transportation District**

Financial Statement

08 - Northwest Oregon Transit Allia  
From 5/1/2024 Through 5/31/2024

	Current Period Actual	Current Period Budget	Current Year Actual	Total Budget	Total Budget Variance	92%
<b>Resources</b>						
Working Capital	0.00	6,666.67	0.00	80,000.00	(80,000.00)	0.00%
NWOTA Partner Cont. Match	0.00	15,301.33	48,000.00	183,616.00	(135,616.00)	26.14%
Transfer From General Fund	0.00	100,748.00	0.00	1,208,976.00	(1,208,976.00)	0.00%
Transfer from STIF Fund	0.00	13,333.33	0.00	160,000.00	(160,000.00)	0.00%
<b>Total Resources</b>	<u>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>
<b>Expenses</b>						
<b>Materials and Services</b>						
Professional Services	0.00	416.67	3,659.50	5,000.00	1,340.50	73.19%
Administrative Support	0.00	2,083.33	5,962.11	25,000.00	19,037.89	23.84%
Website Maintenance	3,300.00	1,250.00	20,344.99	15,000.00	(5,344.99)	135.63%
Marketing	0.00	3,333.33	34,883.67	40,000.00	5,116.33	87.20%
NWOTA Expense	0.00	0.00	219.78	0.00	(219.78)	0.00%
Travel & Training	137.65	833.33	5,700.68	10,000.00	4,299.32	57.00%
<b>Total Materials and Services</b>	<u>3,437.65</u>	<u>7,916.66</u>	<u>70,770.73</u>	<u>95,000.00</u>	<u>24,229.27</u>	<u>74.50%</u>
<b>Transfers</b>						
Transfer to General Fund	0.00	250.00	0.00	3,000.00	3,000.00	0.00%
Unappropriated Ending Fund Bal	0.00	13,801.33	0.00	165,616.00	165,616.00	0.00%
<b>Total Transfers</b>	<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>
<b>Capital Outlay</b>						
<b>Capital Purchases</b>						
Bus Stop Signage/Shelters	0.00	114,081.33	0.00	1,368,976.00	1,368,976.00	0.00%
<b>Total Capital Purchases</b>	<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>
<b>Total Capital Outlay</b>	<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>
<b>Total Expenses</b>	<u>3,437.65</u>	<u>136,049.32</u>	<u>70,770.73</u>	<u>1,632,592.00</u>	<u>1,561,821.27</u>	<u>4.33%</u>

MONTHLY BOARD REPORTING - ALL ACCOUNTS

**Tillamook County Transportation District**

Financial Statement

09 - NW RIDES ACCOUNT

From 5/1/2024 Through 5/31/2024

	Current Period Actual	Current Period Budget	Current Year Actual	Total Budget	Total Budget Variance	92%
<b>Resources</b>						
Working Capital	3500	0.00	8,333.33	100,000.00	(100,000.00)	0.00%
NWR Revenue	4026	465,312.41	373,966.42	4,487,597.00	372,478.31	108.30%
NWR Reserve	4027	0.00	0.00	325,000.00	707,191.09	317.59%
Interest Income	4510	0.00	66.67	800.00	(800.00)	0.00%
<b>Total Resources</b>		<u>465,312.41</u>	<u>5,892,266.40</u>	<u>4,913,397.00</u>	<u>978,869.40</u>	<u>119.92%</u>
<b>Expenses</b>						
<b>Personnel Services</b>						
Payroll: Administration	5010	40,046.50	32,731.75	392,781.00	108,907.67	72.27%
Payroll: Indirect	5041	1,559.70	1,771.25	21,255.00	8,777.40	58.70%
Payroll Expense	5050	4,029.25	2,994.58	35,935.00	8,001.65	77.73%
Payroll Healthcare	5051	0.00	8,683.50	104,202.00	14,315.65	86.26%
Payroll Retirement	5052	0.00	2,630.17	31,562.00	9,665.27	69.37%
Payroll Veba	5053	0.00	1,233.75	14,805.00	5,991.10	59.53%
Workers Compensation Ins.	5055	0.00	41.67	500.00	500.00	0.00%
<b>Total Personnel Services</b>		<u>45,635.45</u>	<u>444,881.26</u>	<u>601,040.00</u>	<u>156,158.74</u>	<u>74.02%</u>
<b>Materials and Services</b>						
Professional Services	5100	0.00	416.67	5,000.00	3,980.00	20.40%
Office Equipment R&R	5140	0.00	225.00	2,700.00	(104.76)	103.88%
Computer R&M	5145	2,224.19	1,768.08	21,217.00	(4,157.93)	119.59%
Fees & Licenses	5150	0.00	4,416.67	53,000.00	29,720.00	43.92%
Insurance	5160	0.00	513.92	6,167.00	(380.00)	106.16%
Office Expense	5170	751.95	416.67	5,000.00	173.91	96.52%
Operational Expense	5180	117.98	125.00	1,500.00	(139.73)	109.31%
Telephone Expense	5210	2,515.15	1,608.33	19,300.00	(2,508.44)	112.99%

MONTHLY BOARD REPORTING - ALL ACCOUNTS

**Tillamook County Transportation District**  
**Financial Statement**

**09 - NW RIDES ACCOUNT**

From 5/1/2024 Through 5/31/2024

	Current Period Actual	Current Period Budget	Current Year Actual	Total Budget	Total Budget Variance	92%
Travel & Training	0.00	125.00	76.92	1,500.00	1,423.08	5.12%
Postage	29.99	41.67	109.87	500.00	390.13	21.97%
Purchased Transportation	52,178.25	299,235.67	2,665,299.86	3,590,828.00	925,528.14	74.22%
Member Mileage Reimbursement	60,000.00	13,310.42	330,479.17	159,725.00	(170,754.17)	206.90%
Volunteer Mileage Reimburse	55,249.96	10,521.92	400,453.41	126,263.00	(274,190.41)	317.15%
Office Rent	400.00	400.00	4,400.00	4,800.00	400.00	91.66%
Property Operating Expense	0.00	250.00	3,792.33	3,000.00	(792.33)	126.41%
Total Materials and Services	173,467.47	333,375.02	3,491,912.51	4,000,500.00	508,587.49	87.29%
Transfers						
Reserve for Future Expenditure	0.00	25,988.08	0.00	311,857.00	311,857.00	0.00%
Total Transfers	0.00	25,988.08	0.00	311,857.00	311,857.00	0.00%
Total Expenses	219,102.92	409,449.77	3,936,793.77	4,913,397.00	976,603.23	80.12%

**Tillamook County Transportation District**  
Financial Statement

10 - STIF

From 5/1/2024 Through 5/31/2024

	Current Period Actual	Current Period Budget	Current Year Actual	Total Budget	Total Budget Variance	92%
<b>Resources</b>						
Working Capital	0.00	42,818.83	0.00	513,826.00	(513,826.00)	0.00%
STIF Formula	0.00	25,361.83	809,780.00	304,342.00	505,438.00	266.07%
STIF Intercommunity	0.00	11,666.67	0.00	140,000.00	(140,000.00)	0.00%
STIF Discretionary	0.00	38,504.00	0.00	462,048.00	(462,048.00)	0.00%
Interest Income	344.79	0.00	7,713.93	0.00	7,713.93	0.00%
<b>Total Resources</b>	<b>344.79</b>	<b>118,351.33</b>	<b>817,493.93</b>	<b>1,420,216.00</b>	<b>(602,722.07)</b>	<b>57.56%</b>
<b>Expenses</b>						
<b>Materials and Services</b>						
Fees & Licenses	0.00	0.00	0.45	0.00	(0.45)	0.00%
<b>Total Materials and Services</b>	<b>0.00</b>	<b>0.00</b>	<b>0.45</b>	<b>0.00</b>	<b>(0.45)</b>	<b>0.00%</b>
<b>Special Payments</b>						
STF Payments to Recipients	0.00	1,766.00	15,894.00	21,192.00	5,298.00	75.00%
STIF Payments to Recipients	0.00	1,471.75	13,245.00	24,861.00	11,616.00	53.27%
<b>Total Special Payments</b>	<b>0.00</b>	<b>3,237.75</b>	<b>29,139.00</b>	<b>46,053.00</b>	<b>16,914.00</b>	<b>63.27%</b>
<b>Transfers</b>						
Transfer to General Fund	0.00	64,107.00	0.00	769,284.00	769,284.00	0.00%
Reserve for Future Expenditure	0.00	42,818.83	0.00	513,826.00	513,826.00	0.00%
Unappropriated Ending Fund Bal	0.00	7,587.75	0.00	91,053.00	91,053.00	0.00%
<b>Total Transfers</b>	<b>0.00</b>	<b>114,513.58</b>	<b>0.00</b>	<b>1,374,163.00</b>	<b>1,374,163.00</b>	<b>0.00%</b>
<b>Total Expenses</b>	<b>0.00</b>	<b>117,751.33</b>	<b>29,139.45</b>	<b>1,420,216.00</b>	<b>1,391,076.55</b>	<b>2.05%</b>

UMPQUA BANK: CLOSING DATE 5/23/2024

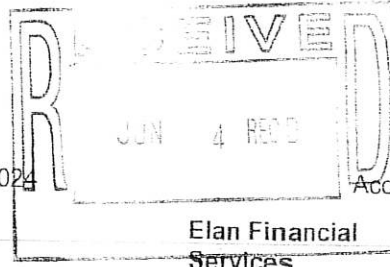
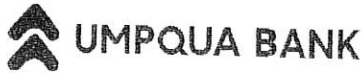
Date	Vendor	Description of Transaction	Amount
		<b>CATHY BOND</b>	
04/24/24	Grainger	Admin Building US/Oregon Flag	\$204.92
04/24/24	Amazon Prime	Operation/Docking Station Shop Computer	\$35.99
04/24/24	Language Line	NWR Phone/Interpreter	\$47.40
04/25/24	Amazon Prime	NW Rides/Office Supplies	\$55.03
04/25/24	Cvent	Human Resource Training	\$75.00
04/25/24	Language Line	NWR Phone/Interpreter	\$55.30
04/25/24	Language Line	NWR Phone/Interpreter	\$23.70
04/25/24	Language Line	NWR Phone/Interpreter	\$47.40
04/25/24	Language Line	NWR Phone/Interpreter	\$63.20
04/25/24	Amazon Prime	NW Rides/Office Supplies	\$56.78
04/26/24	Vista Print	Admin Business Cards	\$191.95
04/26/24	Amazon Prime	TCTD Server Back Up	\$304.36
04/26/24	Park MGM	Office Assistant Abilia Training	\$146.26
04/26/24	Park MGM	Financial Manager Abilia Training	\$146.26
04/26/24	Language Line	NWR Phone/Interpreter	\$7.90
04/26/24	Language Line	NWR Phone/Interpreter	\$55.30
04/26/24	Language Line	NWR Phone/Interpreter	\$3.95
04/26/24	Language Line	NWR Phone/Interpreter	\$15.80
04/26/24	Language Line	NWR Phone/Interpreter	\$19.75
04/29/24	Amazon Prime	TVC Ribbon Cutting Ceremony	\$50.99
04/29/24	Amazon Prime	NW Rides/Office Supplies	\$19.99
04/30/24	Fieldprint	TCTD Background Check	\$12.50
05/01/24	Language Line	NWR Phone/Interpreter	\$15.80
05/02/24	Language Line	NWR Phone/Interpreter	\$19.75
05/03/24	Language Line	NWR Phone/Interpreter	\$11.85
05/03/24	Language Line	NWR Phone/Interpreter	\$39.50
05/03/24	Language Line	NWR Phone/Interpreter	\$3.95
05/03/24	Language Line	NWR Phone/Interpreter	\$23.70
05/03/24	Language Line	NWR Phone/Interpreter	\$90.85
05/03/24	Endicia	Membership Fee/TCTD	\$9.95
05/06/24	Language Line	NWR Phone/Interpreter	\$3.95
05/06/24	Adobe Inc	Financial Computer Software	\$29.99
05/06/24	Language Line	NWR Phone/Interpreter	\$59.25
05/08/24	Language Line	NWR Phone/Interpreter	\$71.10
05/09/24	Nani Papa'a	Budget Meeting Staff Meal	\$50.40
05/20/24	Endicia	Postage	\$50.00
05/10/24	Language Line	NWR Phone/Interpreter	\$31.60
05/13/24	Onstar Services	Membership Fee-Shop Truck	\$15.00
05/13/24	VistaPrint	NW Rides/Volunteer Vehicle Signs	\$117.98
05/13/24	Amazon Prime	NW Rides/Office Supplies	\$72.61
05/15/24	Language Line	NWR Phone/Interpreter	\$43.45
05/16/24	Fieldprint	TCTD Background Check	\$12.50
05/16/24	Language Line	NWR Phone/Interpreter	\$31.60
05/16/24	Language Line	NWR Phone/Interpreter	\$55.30
05/16/24	Language Line	NWR Phone/Interpreter	\$31.60
05/16/24	Endicia	Membership Fee/NWR	\$29.99
05/17/24	Fieldprint	TCTD Background Check	\$12.50
05/17/24	Amazon Prime	Membership Fee	\$14.99
05/17/24	Language Line	NWR Phone/Interpreter	\$31.60
05/17/24	Onstar Services	Membership Fee-Shop Truck Wi Fi	\$9.99
05/20/24	Language Line	NWR Phone/Interpreter	\$19.75
05/20/24	Language Line	NWR Phone/Interpreter	\$19.75
05/20/24	Language Line	NWR Phone/Interpreter	\$15.80
05/20/24	Language Line	NWR Phone/Interpreter	\$15.80
05/20/24	Adobe Inc	Admin Assist Software Retro	\$11.61
05/20/24	Fieldprint	TCTD Background Check	\$12.50
05/20/24	Fieldprint	TCTD Background Check	\$12.50
05/21/24	Amazon Crystal Plus	Employee Recognition - 10 Year	\$501.45
05/22/24	Fieldprint	TCTD Background Check	\$12.50
05/22/24	Iron Mountain	Office Shredder	\$179.06
05/23/24	Adobe Inc	Admin Computer Software	\$156.96
			<b>\$3,588.16</b>

		<b>BRIAN VITULLI</b>	
04/30/24	VistaPrint	Rt 1-6 Brochures	\$1,315.93
05/02/24	Safeway	Tillamook Radio Meeting	\$6.15
05/03/24	Fred Meyer	Admin. Building - Landscaping	\$104.91
			<b>\$1,426.99</b>
		<b>MIKE REED</b>	
05/03/24	Averill Recycling	Lawn Maintenance	\$10.43
05/20/24	Uline	Safety Vest/Signs	\$437.92
05/20/24	Cvent	Human Resource Training	\$75.00
05/20/24	La Mexicana Restaurant	Operation/Lunch	\$41.16
05/22/24	Blue Star Espresso	Operation/Lunch	\$12.50
05/22/24	Tora Sushi Lounge	Operation/Lunch	\$45.48
			<b>\$622.49</b>
	<b>CREDITS</b>		
05/20/24	Adobe Inc	Computer Software Merge Credits	\$205.61
05/21/24	Amazon Crystal Plus	Employee Recognition - 10 Year Discount	\$41.70
05/20/24	Adobe Inc	Computer Software Merge Credits	\$194.41
05/20/24	Adobe Inc	Computer Software Merge Credits	\$16.99
			<b>\$458.71</b>
		<b>Grand Total Due</b>	<b>\$5,178.93</b>
		<b>OVERPAYMENT DUE TO CREDIT</b>	<b>\$115.51</b>
			<b>\$5,063.42</b>

APPROVAL

DATE

*Brian Vitulli*  
7/10/2024



May 2024 Statement

Open Date: 04/24/2024 Closing Date: 05/23/2024

Page 1 of 5



Visa® Company Card with Rewards

Account:

7790

Elan Financial Services

1-866-552-8855

TILLAMOOK CNTY TRANS (CPN 001469460)

BUS 30 ELN

8

15

<b>New Balance</b>	<b>\$5,063.42</b>
<b>Minimum Payment Due</b>	<b>\$51.00</b>
<b>Payment Due Date</b>	<b>06/22/2024</b>

<b>Reward Points</b>	
Earned This Statement	5,343
Reward Center Balance as of 05/22/2024	174,152
For details, see your rewards summary.	

<b>Activity Summary</b>		
Previous Balance	+	\$4,611.37
Payments	-	\$4,726.88CR
Other Credits	-	\$458.71CR
Purchases	+	\$5,637.64
Balance Transfers		\$0.00
Advances		\$0.00
Other Debits		\$0.00
Fees Charged		\$0.00
Interest Charged		\$0.00
<b>New Balance</b>	=	<b>\$5,063.42</b>
<b>Past Due</b>		<b>\$0.00</b>
<b>Minimum Payment Due</b>		<b>\$51.00</b>
Credit Line		\$10,000.00
Available Credit		\$4,936.58
Days in Billing Period		30

Payment Options:



Mail payment coupon with a check

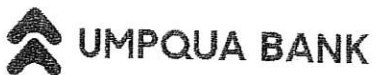


Pay online at myaccountaccess.com



Pay by phone 1-866-552-8855

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



3424

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

- to pay by phone
- to change your address

Account Number	7790
Payment Due Date	6/22/2024
New Balance	\$5,063.42
Minimum Payment Due	\$51.00

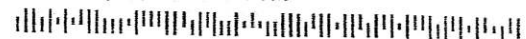
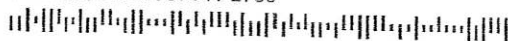
Amount Enclosed \$ \_\_\_\_\_

000043689 01 SP 000638723292474 P Y

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

Elan Financial Services

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





May 2024 Statement 04/24/2024 - 05/23/2024  
TILLAMOOK CNTY TRANS (CPN 001469460)

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Visa Business Rewards Company Card

<b>Rewards Center Activity as of 05/22/2024</b>	
Rewards Center Activity*	0
Rewards Center Balance	174,152

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

Rewards Earned	This Statement	Year to Date
Points Earned on Net Purchases	5,014	16,465
Gas, Restaurants & Telecom Double Points	329	2,274
<b>Total Earned</b>	<b>5,343</b>	<b>18,739</b>

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

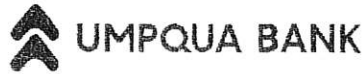
Paying Interest: You have a 24 to 30 day interest-free period for Purchases provided you have paid your previous balance in full by the Payment Due Date shown on your monthly Account statement. In order to avoid additional INTEREST CHARGES on Purchases, you must pay your new balance in full by the Payment 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
<b>Other Credits</b>					
05/20	05/17	2548	ADOBE INC. 4085366000 CA MERCHANDISE/SERVICE RETURN	\$194.41	CR
05/20	05/17	9205	ADOBE INC. 4085366000 CA MERCHANDISE/SERVICE RETURN	\$16.99	CR
05/21	05/20	8802	AMZ*Crystal Plus 888-779-8803 WA MERCHANDISE/SERVICE RETURN	\$41.70	CR
<b>Purchases and Other Debits</b>					
04/24	04/23	2856	GRAINGER 877-2022594 IL	\$204.92	
04/24	04/23	3116	AMZN Mktp US*XK2SU9JQ3 Amzn.com/bill WA	\$35.99	
04/24	04/23	1136	LANGUAGE LINE, INC. 800-7526096 CA	\$47.40	
04/25	04/24	6962	AMZN Mktp US*RP8BX4PX3 Amzn.com/bill WA	\$55.03	
04/25	04/24	6642	CVENT* 2024 SDAO HUMAN WWW.CVENT.COM VA	\$75.00	
04/25	04/24	9060	LANGUAGE LINE, INC. 800-7526096 CA	\$55.30	
04/25	04/24	4631	LANGUAGE LINE, INC. 800-7526096 CA	\$23.70	
04/25	04/24	9530	LANGUAGE LINE, INC. 800-7526096 CA	\$47.40	
04/25	04/24	9221	LANGUAGE LINE, INC. 800-7526096 CA	\$63.20	

Continued on Next Page





May 2024 Statement 04/24/2024 - 05/23/2024  
 TILLAMOOK CNTY TRANS (CPN 001469460)

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 Elan Financial Services 1-866-552-8855

Transactions BOND CATHY Credit Limit \$2500

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
04/25	04/24	6198	AMZN Mktp US*ED0Y41Q53 Amzn.com/bill WA	\$56.78	_____
04/26	04/26	2592	VISTAPRINT 866-207-4955 MA	\$191.95	_____
04/26	04/25	8807	Amazon.com*BC6CO0OB3 Amzn.com/bill WA	\$304.36	_____
04/26	04/24	7431	PARK MGM/NOMAD-ADV DEP 877-880-0880 NV	\$146.26	_____
04/26	04/24	7449	PARK MGM/NOMAD-ADV DEP 877-880-0880 NV	\$146.26	_____
04/26	04/25	0078	LANGUAGE LINE, INC 800-7526096 CA	\$7.90	_____
04/26	04/25	4618	LANGUAGE LINE, INC 800-7526096 CA	\$55.30	_____
04/26	04/25	1332	LANGUAGE LINE, INC 800-7526096 CA	\$3.95	_____
04/26	04/25	3239	LANGUAGE LINE, INC 800-7526096 CA	\$15.80	_____
04/26	04/25	3755	LANGUAGE LINE, INC 800-7526096 CA	\$19.75	_____
04/29	04/26	9750	AMZN Mktp US*558ZG14Y3 Amzn.com/bill WA	\$50.99	_____
04/29	04/27	1498	AMZN Mktp US*0A9Y26VZ3 Amzn.com/bill WA	\$19.99	_____
04/30	04/30	7118	FIELDPRINT INC 888-291-1369 PA	\$12.50	_____
05/01	04/30	8953	LANGUAGE LINE, INC 800-7526096 CA	\$15.80	_____
05/02	05/01	8087	LANGUAGE LINE, INC 800-7526096 CA	\$19.75	_____
05/03	05/02	5233	LANGUAGE LINE, INC 800-7526096 CA	\$11.85	_____
05/03	05/02	7098	LANGUAGE LINE, INC 800-7526096 CA	\$39.50	_____
05/03	05/02	2195	LANGUAGE LINE, INC 800-7526096 CA	\$3.95	_____
05/03	05/02	9497	LANGUAGE LINE, INC 800-7526096 CA	\$23.70	_____
05/03	05/02	3810	LANGUAGE LINE, INC 800-7526096 CA	\$90.85	_____
05/03	05/02	9176	ENDICIA 800-576-3279 TX	\$9.95	_____
05/06	05/03	5502	LANGUAGE LINE, INC 800-7526096 CA	\$3.95	_____
05/06	05/04	5072	ADOBE INC. 408-536-6000 CA	\$29.99	_____
05/06	05/04	0292	LANGUAGE LINE, INC 800-7526096 CA	\$59.25	_____
05/08	05/07	4458	LANGUAGE LINE, INC 800-7526096 CA	\$71.10	_____
05/09	05/08	0373	NANI PAPA'A TILLAMOOK OR	\$50.40	_____
05/10	05/09	2629	USPS STAMPS ENDICIA 888-434-0055 DC	\$50.00	_____
05/10	05/09	5622	LANGUAGE LINE, INC 800-7526096 CA	\$31.60	_____
05/13	05/10	5286	ONSTAR DATA PLAN AT&T 888-466-7827 TX	\$15.00	_____
05/13	05/10	1095	VISTAPRINT 866-207-4955 MA	\$117.98	_____
05/13	05/11	8455	AMZN Mktp US*XO32V4363 Amzn.com/bill WA	\$72.61	_____
05/15	05/14	9729	LANGUAGE LINE, INC 800-7526096 CA	\$43.45	_____
05/16	05/16	7997	FIELDPRINT INC 888-291-1369 PA	\$12.50	_____
05/16	05/16	0389	LANGUAGE LINE, INC 800-7526096 CA	\$31.60	_____
05/16	05/15	3041	LANGUAGE LINE, INC 800-7526096 CA	\$55.30	_____
05/16	05/15	1863	LANGUAGE LINE, INC 800-7526096 CA	\$31.60	_____
05/16	05/15	3626	ENDICIA 800-576-3279 TX	\$29.99	_____
05/17	05/17	7101	FIELDPRINT INC 888-291-1369 PA	\$12.50	_____
05/17	05/16	6898	Amazon Prime*241JT3CX3 Amzn.com/bill WA	\$14.99	_____
05/17	05/16	4435	LANGUAGE LINE, INC 800-7526096 CA	\$31.60	_____

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May 2024 Statement 04/24/2024 - 05/23/2024  
 TILLAMOOK CNTY TRANS (CPN 001469460)

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Elan Financial Services 1-866-552-8855



Transactions		BOND, CATHY			Credit Limit	\$2500
Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation	
05/17	05/16	4052	OnStar, LLC 888-4667827 MI	\$9.99	_____	
05/20	05/17	4575	LANGUAGE LINE, INC. 800-7526096 CA	\$19.75	_____	
05/20	05/17	9954	LANGUAGE LINE, INC. 800-7526096 CA	\$19.75	_____	
05/20	05/17	0465	LANGUAGE LINE, INC. 800-7526096 CA	\$15.80	_____	
05/20	05/17	1423	LANGUAGE LINE, INC. 800-7526096 CA	\$15.80	_____	
05/20	05/17	7165	ADOBE *ADOBE 408-536-6000 CA	\$11.61	_____	
05/20	05/19	0040	FIELDPRINT INC 888-291-1369 PA	\$12.50	_____	
05/20	05/20	0252	FIELDPRINT INC 888-291-1369 PA	\$12.50	_____	
05/21	05/20	6947	AMZ*Crystal Plus 888-779-8803 CA	\$501.45	_____	
05/22	05/22	7608	FIELDPRINT INC 888-291-1369 PA	\$12.50	_____	
05/22	05/21	9375	IRON MOUNTAIN 800-934-3453 MA	\$179.06	_____	
05/23	05/22	4701	ADOBE *ADOBE 408-536-6000 CA	\$156.96	_____	
			<b>Total for Account</b>		<b>1 2022</b>	<b>\$3,335.06</b>

Transactions		REED, MICHAEL			Credit Limit	\$3500
Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation	
<b>Other Credits</b>						
05/20	05/17	5861	ADOBE *ADOBE 4085366000 CA MERCHANDISE/SERVICE RETURN	\$205.61	CR _____	
<b>Purchases and Other Debits</b>						
05/03	05/02	0621	AVERILL RECYCLING TILLAMOOK OR	\$10.43	_____	
05/20	05/18	9440	ULINE *SHIP SUPPLIES 800-295-5510 WI	\$437.92	_____	
05/20	05/17	0799	CVENT* 2024 SDAO HUMAN WWW.CVENT.COM VA	\$75.00	_____	
05/20	05/17	9175	LA MEXICANA RESTAURANT TILLAMOOK OR	\$41.16	_____	
05/22	05/21	8221	BLUE STAR ESPRESSO 503-8420011 OR	\$12.50	_____	
05/22	05/21	0040	TORA SUSHI LOUNGE TILL TILLAMOOK OR	\$45.48	_____	
			<b>Total for Account</b>		<b>395</b>	<b>\$416.88</b>

Transactions		VITULLI, BRIAN A			Credit Limit	\$10000
Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation	
<b>Purchases and Other Debits</b>						
04/30	04/29	7592	VISTAPRINT 866-207-4955 MA	\$1,315.93	_____	
05/02	04/30	9174	SAFEWAY #2723 TILLAMOOK OR	\$6.15	_____	
05/03	05/02	8003	FRED-MEYER #0377 TILLAMOOK OR	\$104.91	_____	
			<b>Total for Account</b>		<b>9476</b>	<b>\$1,426.99</b>

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May 2024 Statement 04/24/2024 - 05/23/2024  
 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
<b>Payments and Other Credits</b>					
05/15	05/14	0054	PAYMENT THANK YOU	\$4,125.99	CR
05/15	05/14	0054	PAYMENT THANK YOU	\$590.89	CR
05/15	05/14	0054	PAYMENT THANK YOU	\$10.00	CR
			<b>Total for Account</b>	<b>\$4,726.88</b>	

2024 Totals Year-to-Date	
Total Fees Charged in 2024	\$0.00
Total Interest Charged in 2024	\$5.47

**Interest Charge Calculation**

Your Annual Percentage Rate (APR) is the annual interest rate on your account.

\*\*APR for current and future transactions.

Balance Type	Balance By Type	Balance Subject to Interest Rate	Variable	Interest Charge	Annual Percentage Rate	Expires with Statement
**BALANCE TRANSFER	\$0.00	\$0.00	YES	\$0.00	17.49%	
**PURCHASES	\$5,063.42	\$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

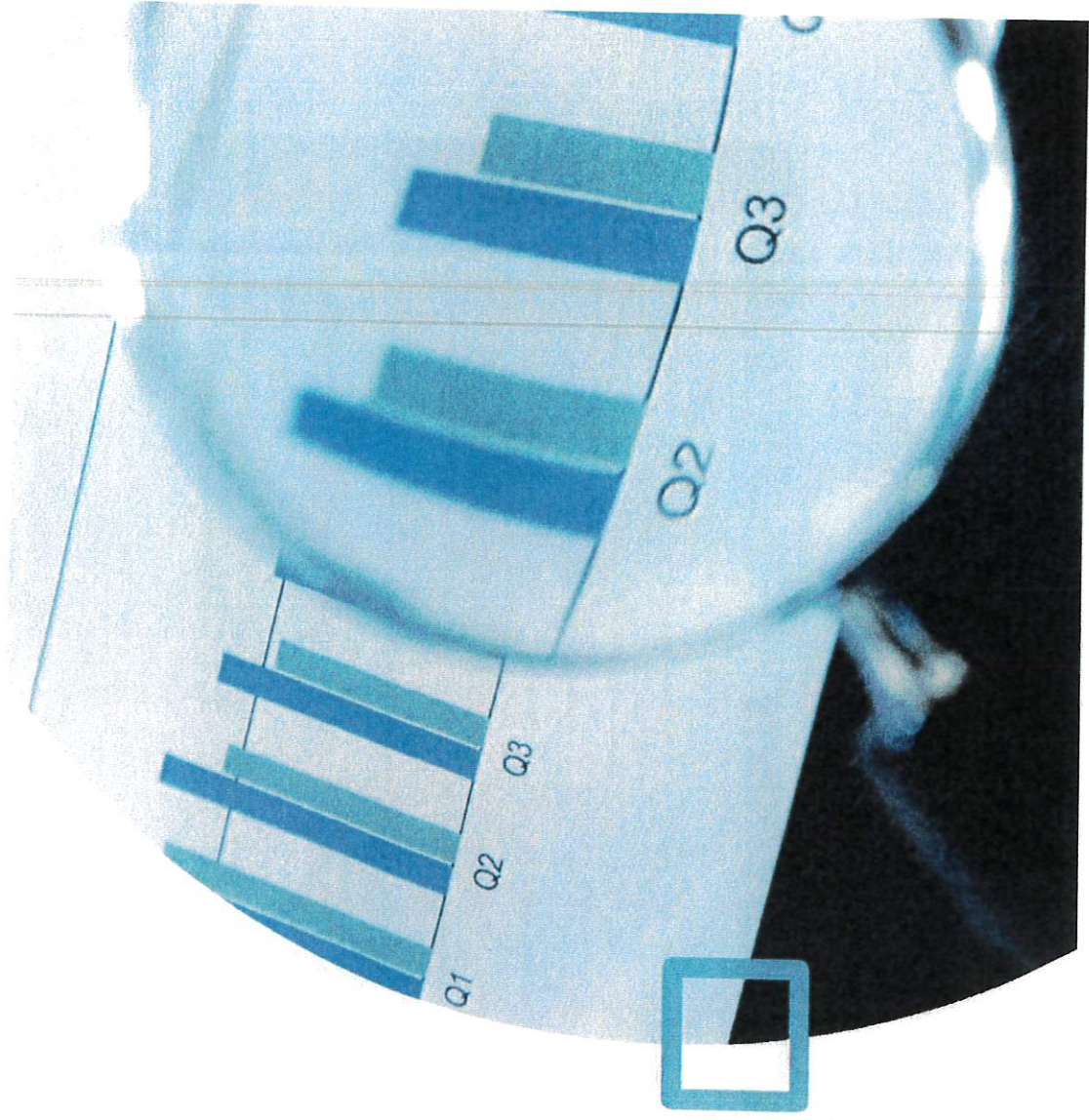


**Online**  
[myaccountaccess.com](http://myaccountaccess.com)

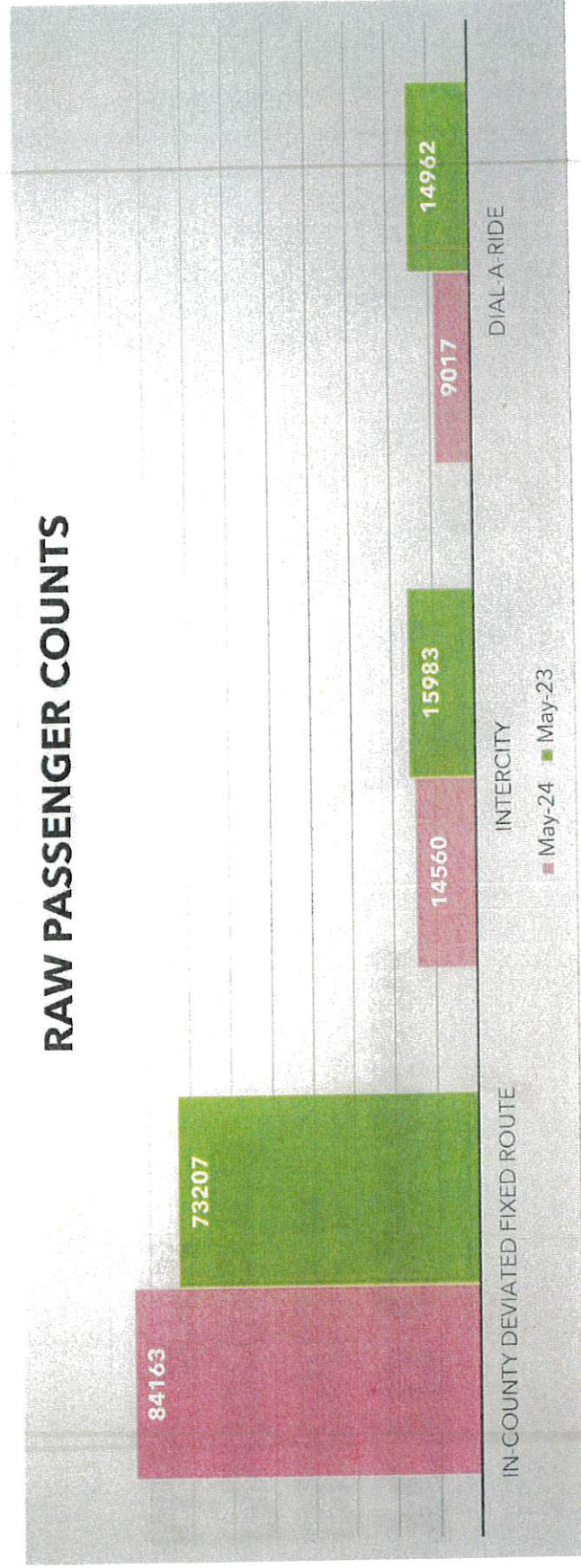
FRED MEYER CARD CHARGES - May 2024		
Date	Description of Transaction	Amount
<b>CARD #4 - CATHY BOND, FINANCE SUPERVISOR</b>		
05/03/24	NWOTA Meal	\$ 137.65
05/05/24	PTAC Meal	\$ 40.00
05/08/24	Employee Recognition - Cristel Birthday	\$ 41.97
05/15/24	Board Meal	\$ 50.45
	08.000.5220.703.00	\$ 137.65
	01-001-5220-703-00	\$ 40.00
	01-002-5180-999-00	\$ 41.97
	01.001.5175.999.00	\$ 50.45
		\$ 270.07
<b>CARD #6 STEVEN FERRERA, MECHANIC</b>		
4/9/2024	Operation Expense-Batteries	\$ 29.98
	01.002.5180.154.00	\$ 29.98
	<b>Grand Total</b>	\$ <b>300.05</b>

ENTERED <sup>(80)</sup>  
*B. G. W. (Signature)*  
 6/6/2024

**TCTD Operations**  
Statistics &  
Performance  
May 2024



# YTD COMPS BY SERVICE TYPE



# IN-COUNTY RIDERSHIP BY ROUTE YTD COMPS



# INTER-CITY RIDERSHIP BY ROUTE YTD COMPS

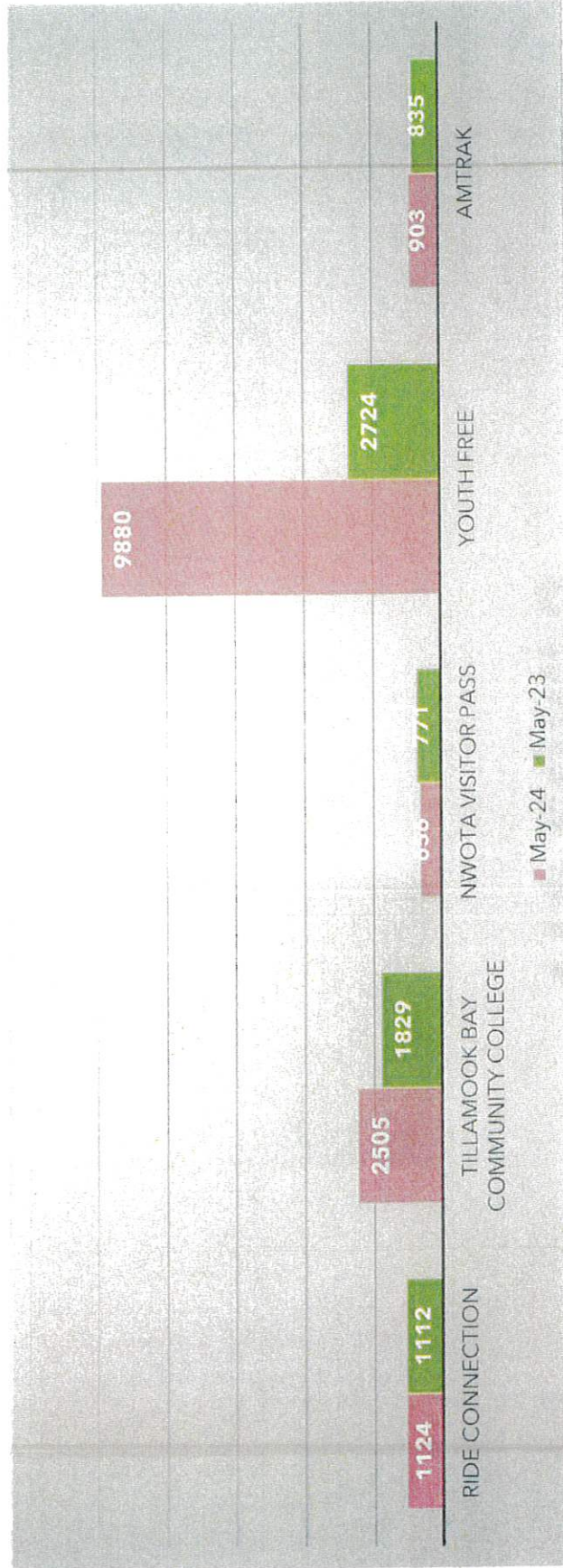




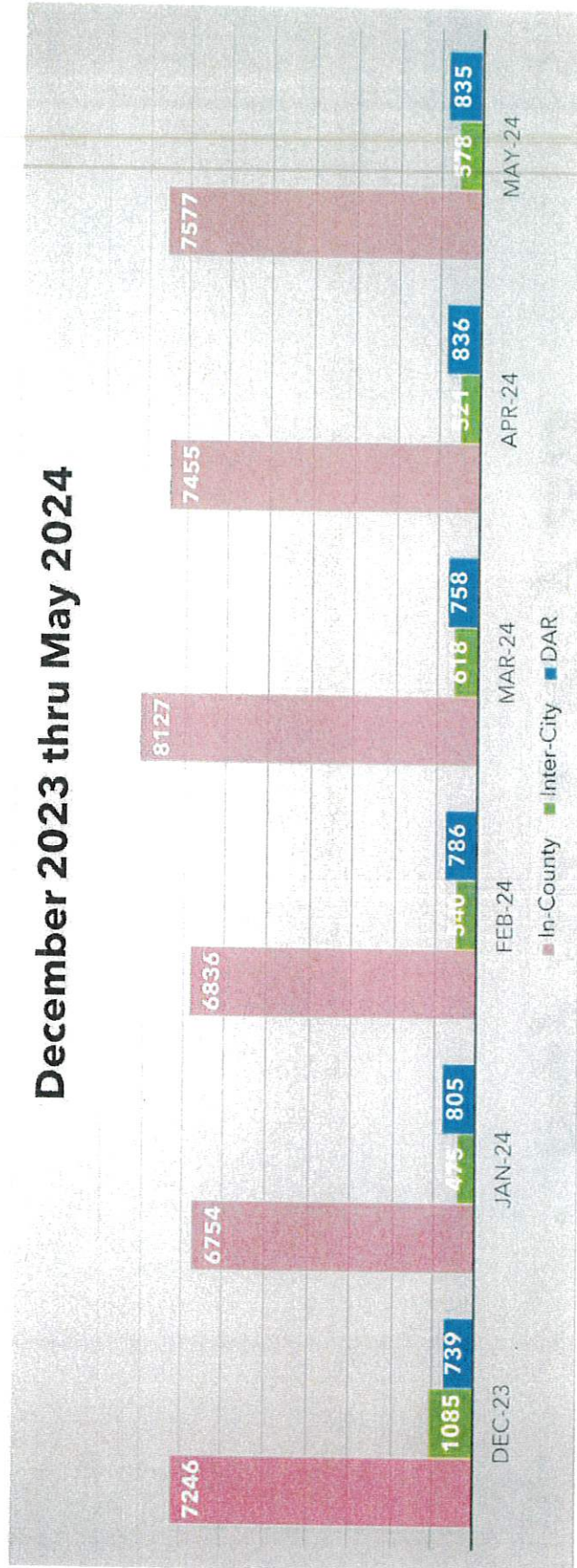
# DAR RIDERSHIP BY SERVICE TYPE YTD COMPS



# PASSENGER CATEGORIES YTD COMPS



# SIX-MONTH TREND RIDERSHIP BY SERVICE TYPE



# TOTAL SERVICES RIDERSHIP May 2024 & May 2023



# Tillamook County Transportation District

## MONTHLY PERFORMANCE REPORT

May 2024

### RIDERSHIP BY SERVICE TYPE

	May 2024	May 2023	YTD FY 23-24	YTD FY 22-23	YTD % Change
<b><u>Dial-A-Ride Service</u></b>					
Tillamook County	408	774	5,431	9,195	-40.9%
NW Rides	427	447	3,586	5,767	-37.8%
<b>Dial-A-Ride Total</b>	<b>835</b>	<b>1,221</b>	<b>9,017</b>	<b>14,962</b>	<b>-39.7%</b>
<b><u>Deviated Fixed Route Service</u></b>					
Rt 1: Town Loop	3,592	4,376	39,935	40,237	-0.8%
Rt 2: Netarts/Oceanside	242	387	3,496	3,028	15.5%
Rt 3: Manzanita/Cannon Beach	2,610	2,124	25,049	16,499	51.8%
Rt 4: Lincoln City	853	1,197	11,952	8,778	36.2%
Rt 6: Port of Tillamook Bay Loop	280	520	3,731	4,345	-14.1%
Pacific City Free Shuttle	0	520	0	320	-100.0%
<b>Local Fixed Rt Total</b>	<b>7,577</b>	<b>9,124</b>	<b>84,163</b>	<b>73,207</b>	<b>15.0%</b>
<b><u>Intercity Service</u></b>					
Rt 5: Portland	578	771	7,251	6,569	10.4%
Rt 60X: Salem	0	1,007	7,309	9,414	-22.4%
<b>Inter City Total</b>	<b>578</b>	<b>1,778</b>	<b>14,560</b>	<b>15,983</b>	<b>-8.9%</b>
<b><u>Other Services</u></b>					
Tripper Routes	6	25	104	200	-48.0%
Special Bus Operations	0	0	0	0	#DIV/0!
<b>Other Services Total</b>	<b>6</b>	<b>25</b>	<b>104</b>	<b>200</b>	<b>-48.0%</b>
<b>TOTAL ALL SERVICES</b>	<b>8,996</b>	<b>12,148</b>	<b>107,844</b>	<b>104,352</b>	<b>3.3%</b>

<b>ONE-WAY TRIPS BY USER GROUP</b>					
	Fixed		YTD	YTD	YTD %
USER GROUP	Route	DAR	FY 23-24	FY 22-23	Change
General (18 years to 60 years of age)	4,894	134	60,687	56,099	8.2%
Senior/Disabled	2,694	668	39,834	40,815	-2.4%
Child/Youth	574	33	7,323	7,118	2.9%
<b>Total</b>	<b>8,162</b>	<b>835</b>	<b>107,844</b>	<b>104,032</b>	<b>3.7%</b>
<b>OTHER RIDER CATEGORIES</b>					
	Fixed		YTD	YTD	YTD %
	Route	DAR	FY 23-24	FY 22-23	Change
Ride Connection	81		1,124	1,112	1.1%
Tillamook Bay Community College	237		2,505	1,829	37.0%
NWOTA Visitor Pass	17		656	771	-14.9%
NW Rides		427	3,586	5,767	-37.8%
Youth Free	888		9,880	2,724	262.7%
Amtrak	68		903	835	8.1%

## MONTHLY PERFORMANCE

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

**Dial-A-Ride Services**

May-23	1.5	48.7%	92.95
Feb-24	1.5	33.3%	100.14
Mar-24	1.5	30.2%	103.27
Apr-24	1.5	30.4%	104.92
May-24	1.5	31.4%	106.68

**Deviated Fixed Routes**

May-23	4.9	4.6%	94.45
Feb-24	5.2	3.4%	109.12
Mar-24	5.2	3.3%	111.44
Apr-24	5.2	3.3%	112.77
May-24	5.3	3.2%	114.47

**Intercity Services**

May-23	2.2	9.3%	107.55
Feb-24	2.5	9.9%	124.79
Mar-24	2.3	9.1%	126.68
Apr-24	2.4	9.6%	127.66
May-24	2.4	9.6%	129.08

**Other Services**

May-23	0.9	0.3%	92.71
Feb-24	0.9	0.3%	91.18
Mar-24	0.9	0.3%	94.11
Apr-24	0.8	0.3%	95.26
May-24	0.8	0.5%	96.94

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

## MONTHLY PERFORMANCE

Service Month	Passengers per Hour	Farebox Ratio	Operating Cost per Hour
<b><u>Dial-A-Ride Services</u></b>			
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 Intercity Routes: 5 Portland, 60X Coastal Connector, 70X Salem/Grand Ronde  
 Other Services: Trippers, Special Bus Operations

# nwCONNECTOR

## Coordinating Committee In-Person Meeting

August 9, 2024 | 10:00 am—12:00 pm

### HYBRID

TCTD 3600 3<sup>rd</sup> 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— 10:10a	✚ Consent Calendar ( <b>Action Item</b> ) May Meeting Minutes (Attached) Financial Report	✓	Cynda Bruce/All
10:10— 10:40a	✚ NWOTA Standing Items Emissions/Ridership Tracking Marketing Update Website Update and 2024/25 Development		Sarah Lu Heath Logan Hoffman
10:40- 11:10a	✚ Marketing Opportunities Potential Washington County Collaboration Discussion of On-Transit Advertising		All
11:10- 11:45a	✚ NWOTA Updates & Other Business Bus Stop Project Zero Emission Vehicle Feasibility Study		All
11:45a – 12:00p	✚ Member Updates		All

### Attachments:

July 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](http://www.nwconnector.org)





## **NWOTA Meeting Minutes**

**July 11, 2024**

Hybrid meeting called to order at 10:00am.

**In attendance:** Keri Brown, Cynda Bruce, John Dreeszen, Jennifer Geisler, Cody Franz, Sarah Lu Heath, Arla Miller.

**Consent Calendar:** Minutes and financials were approved; motioned by Brian Vitulli and seconded by John Dreeszen.

**Draft Budget Review:** Emissions tracking, marketing updates, and website updates were reviewed from the meeting packet. Ridership on the Coast to Valley continues to grow in part because of OSU Newport and Amtrack interline agreements. Website APIs were updated by Lars Faye and Sarah Lu Heath. Lars has also been working the Brian Vitulli on Sunday specific notices.

**STIF Allocation and Increase:** Group discussed the Columbia County shortfall of funding based on loss of commuter revenue. OTA's interest in increasing the statewide transit tax was also reviewed.

**Bus Stop Project:** Stops in Waldport, Hebo, and Pacific City have funding for upgrades. TCTD will publish information to retain a consultant for design and construction.

Grant numbers and project completion dates are:

Grant 35084 for Pacific City and Waldport; Completion June 30, 2025

Grant 35606; Completion June 30, 2025

Grant 35235 for Hebo; Completion June 30, 2026

Grant 35607; Completion June 30, 2027

**NWOTA Zero Emission Vehicle Feasibility Study:** The Clean Bus Project is still scoping the project for the alliance.

### **Member Updates:**

**BAT:** Recruitment for operations position is scheduling interviews. Coast to Valley ridership is up by more than 60% over pre-pandemic level. Soon a 99W pilot project to provide service between McMinnville and Junction City will be begin. Grande Ronde will restart 60x service in partnership with Pacific Crest Bus Lines.

**TCTD:** The district is looking to acquire a trolley for Tillamook City loop. Successful recruiting has led to onboarding and training several new drivers.

**SETD:** Summer ridership is increasing. The district is working on purchasing four vehicles to replace existing paratransit vehicles. Now active duty military and veterans can ride SETD for free.

**CCR:** Working carefully to manage summer leave requests with limited staff. Work continues to illuminate a path to recovering lost resident tax revenue in the STIF allocation.

**LCT:** Work continues to recruit additional drivers.

Meeting was adjourned at 12:12pm.

**Tillamook County Transportation District**

**Financial Statement**

**08 - Northwest Oregon Transit Allia**

**From 6/1/2024 Through 6/30/2024**

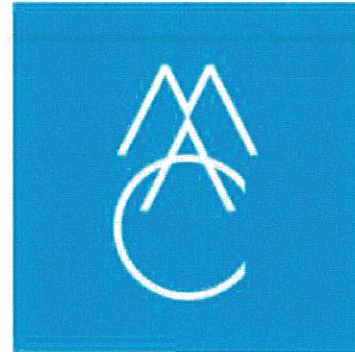
	Current Period Actual	Current Period Budget	Current Year Actual	Total Budget	Total Budget Variance	92%
<b>Resources</b>						
Working Capital	0.00	6,666.63	0.00	80,000.00	(80,000.00)	0.00%
NWOTA Partner Cont. Match	0.00	15,301.37	48,000.00	183,616.00	(135,616.00)	26.14%
Transfer From General Fund	0.00	100,748.00	0.00	1,208,976.00	(1,208,976.00)	0.00%
Transfer from STIF Fund	0.00	13,333.37	0.00	160,000.00	(160,000.00)	0.00%
<b>Total Resources</b>	<b>0.00</b>	<b>136,049.37</b>	<b>48,000.00</b>	<b>1,632,592.00</b>	<b>(1,584,592.00)</b>	<b>2.94%</b>
<b>Expenses</b>						
<b>Materials and Services</b>						
Professional Services	0.00	416.63	3,659.50	5,000.00	1,340.50	73.19%
Administrative Support	10,450.00	2,083.37	16,412.11	25,000.00	8,587.89	65.64%
Website Maintenance	24,600.00	1,250.00	44,944.99	15,000.00	(29,944.99)	299.63%
Marketing	4,959.13	3,333.37	39,842.80	40,000.00	157.20	99.60%
NWOTA Expense	0.00	0.00	219.78	0.00	(219.78)	0.00%
Travel & Training	0.00	833.37	5,700.68	10,000.00	4,299.32	57.00%
<b>Total Materials and Services</b>	<b>40,009.13</b>	<b>7,916.74</b>	<b>110,779.86</b>	<b>95,000.00</b>	<b>(15,779.86)</b>	<b>116.61%</b>
<b>Transfers</b>						
Transfer to General Fund	0.00	250.00	0.00	3,000.00	3,000.00	0.00%
Unappropriated Ending Fund Bal	0.00	13,801.37	0.00	165,616.00	165,616.00	0.00%
<b>Total Transfers</b>	<b>0.00</b>	<b>14,051.37</b>	<b>0.00</b>	<b>168,616.00</b>	<b>168,616.00</b>	<b>0.00%</b>
<b>Capital Outlay</b>						
<b>Capital Purchases</b>						
Bus Stop Signage/Shelters	0.00	114,081.37	0.00	1,368,976.00	1,368,976.00	0.00%
<b>Total Capital Purchases</b>	<b>0.00</b>	<b>114,081.37</b>	<b>0.00</b>	<b>1,368,976.00</b>	<b>1,368,976.00</b>	<b>0.00%</b>
<b>Total Capital Outlay</b>	<b>0.00</b>	<b>114,081.37</b>	<b>0.00</b>	<b>1,368,976.00</b>	<b>1,368,976.00</b>	<b>0.00%</b>
<b>Total Expenses</b>	<b>40,009.13</b>	<b>136,049.48</b>	<b>110,779.86</b>	<b>1,632,592.00</b>	<b>1,521,812.14</b>	<b>6.79%</b>



## Website Maintenance Report

<https://nwconnector.org/>

2024-07-01 - 2024-07-31



**MAC Technical Project Manager**

Lars Faye

[lars@madcollective.com](mailto:lars@madcollective.com)

**MADISON AVE. COLLECTIVE**

459 SW Madison Ave. Corvallis, Oregon

97330

(541) 971-4113

[www.madcollective.com](http://www.madcollective.com)

# OVERVIEW



Website: <https://nwconnector.org/>  
IP Address: 104.21.84.113  
WordPress Version: 6.6.1



## UPDATES

Updates performed: 9



## BACKUPS

Backups created: 98; Latest one on: 2024-08-01 17:42



## ANALYTICS

4.7% average increase in sessions in the previous period

# ✓ UPDATES



Total updates performed: **9**  
2024-07-01 to 2024-07-31

## OVERVIEW

Plugin updates  
**7**

Theme updates  
**1**

WordPress updates  
**1**

## UPDATES HISTORY (1/2)

Plugin name	Plugin version	Date
Advanced Custom Fields PRO	6.3.3 → 6.3.4	2024-07-22
TablePress	2.3.2 → 2.4	2024-07-22
Rank Math SEO	1.0.222 → 1.0.223	2024-07-22
PublishPress Future	3.4.0.1 → 3.4.2	2024-07-22
OptinMonster	2.16.2 → 2.16.4	2024-07-22
Events Manager	6.4.9 → 6.4.10.2	2024-07-22
Akismet Anti-spam: Spam Protection	5.3.2 → 5.3.3	2024-07-22

## UPDATES HISTORY (2/2)

Theme name	Theme version	Date
Twenty Twenty-Four	1.1 → 1.2	2024-07-22

WordPress	WordPress version	Date
-	6.5.5 → 6.6	2024-07-22

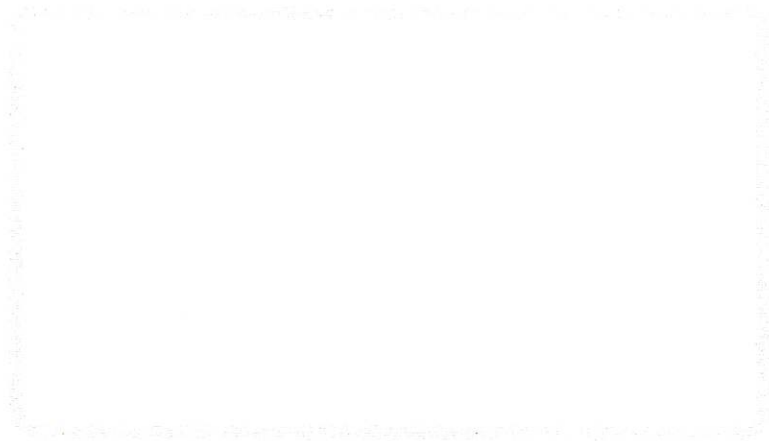
# ✓ BACKUPS



Backups created: **32**  
2024-07-01 to 2024-07-31

Total backups available: **98**

## LATEST BACKUPS



Backup size  
5068.31MB



WordPress version  
6.6.1



Active Theme  
NWConnector v1.2



Active Plugins  
16



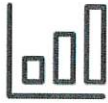
Published posts  
174



Approved comments  
0

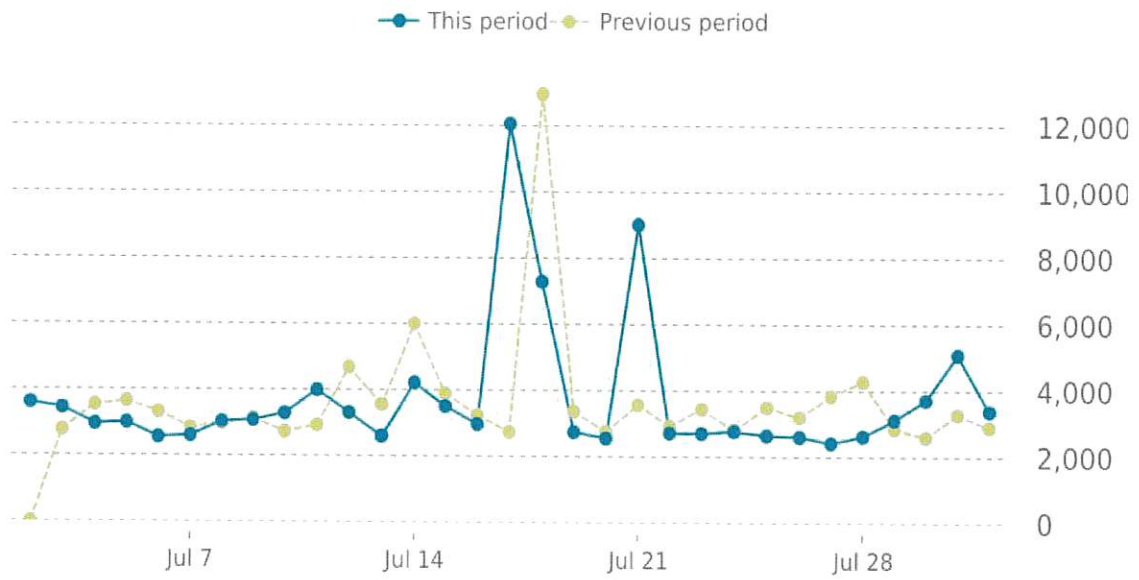


# ✓ ANALYTICS



Traffic up by: **4.7%**  
2024-07-01 to 2024-07-31

## SESSIONS





# Tillamook County Transportation District

*"Connecting the community through sustainable transit services"*

---

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

## **Administration/Coordination**

- The District recently hired three more drivers. This is in addition to the seven new employees (five drivers, an administrative assistant, and a NW Rides brokerage dispatcher) hired within the last two months. Recruitment efforts are continuing at a high level.
- Attended OTA Program Committee to discuss October conference sessions and keynote speakers.
- Attended July 16 Oregon Transit Association Board meeting and met with members to discuss feedback from the Joint Committee on Transportation's June 4<sup>th</sup> roadshow in Portland and the June 18<sup>th</sup> event in Tillamook. The JCT's next stops are in Albany on July 16 and Eugene on July 17.
- Attended the Tillamook County Community Health Centers Project Assessment meeting on July 11 to update stakeholders on the results of the partner interviews phase of the project.
- Hosted and attended NWOTA meeting on July 12.
- 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. CBPA Program staff are still working through the contracting phase.

- Developing procurement materials for NWOTA Bus Stop Access Project.

### **Facility/Property Management**

- Access control system is being scheduled for installation at the Transit Center. (Contract was approved at June 19 meeting.)

### **Operations/Vehicle Maintenance**

- Five recently hired drivers began their transit driver training on June 5. Training is expected to last between four and six weeks. Two are currently driving and serving our customers.
- Beginning vehicle procurement process for new transit buses.



# Tillamook County Transportation District

“Connecting the community through sustainable transit services”

---

**DATE:** August 21, 2024  
**TO:** TCTD Board of Directors  
**FROM:** Brian Vitulli, General Manager  
**SUBJECT:** GENERAL MANAGER REPORT

## Administration/Coordination

- Over the past two months, the District has hired 11 drivers, an administrative assistant, and a NW Rides brokerage dispatcher. Recruitment and training efforts are continuing at a high level.
- Attended July 17 APTA webinar on *Transit Worker Safety & Security: Impact on Recruitment, Retention, & Employee Morale*.
- Over the past several months, staff have attended professional development/training activities on: *Cultivating Understanding Through Meaningful Conversations; Human Resources Regional Training; Board of Directors and Management Staff Training; Suicide and Mental Health Crisis Intervention on Transit; Board Roles and the Importance of Board Training; Adobe Illustrator CC - Essentials Training Course; Adobe Illustrator Master Class*.
- Attended OTA Program Committee meetings on July 18 and August 15 to discuss October OTA Annual Conference sessions and keynote speakers.
- Attended August 7 Oregon Transit Association Board meeting and met with members to discuss feedback from the Joint Committee on Transportation’s July 16<sup>th</sup> roadshow in Albany and July 17 event in Eugene. Recent JCT stops were in Coos Bay on August 7 and Medford on August 8.
- Attended the SDAO Conference & Education Committee meeting on July 30 to discuss evaluation feedback from the 2024 SDAO Annual Conference, session proposals for the 2025 Annual Conference, and potential keynote speakers.
- Hosted and attended NWOTA meeting on August 9.
- Reviewing and revising website material as needed.
- Meeting with counsel to discuss various District issues.

## Planning & Development

- Developing procurement materials for NWOTA Bus Stop Access Project.

- Newly approved *Coordinated Public Transit-Human Services Transportation Plan (CTP)* has been posted on the District website.

### **Grant Funding**

- On July 29, 2024, submitted three, ODOT STIF-Discretionary Letters of Intent (LOI) for 1) Transit Development Plan update, 2) New fire alarm system for administration building and vehicle maintenance facility, and 3) Shelters for enhanced bus stop infrastructure constructed as part of the U.S. 101 upgrade project in Garibaldi. Full grant applications are due September 5, 2024.
- 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. CBPA Program staff are still working through the contracting phase.
- Notified on August 15<sup>th</sup> that our Section 5304: Statewide Transportation Planning grant application was fully funded. This will allow the District to update the eight year old Transit Development Plan. Only \$300,000 was available statewide and the District's allocation represents nearly 70% of the awarded funds. (Refer to page 3 of report for summary.)

### **Facility/Property Management**

- Transit Center access control system is scheduled for installation on August 29-30. (Contract was approved at June 19 meeting.)

### **Operations/Vehicle Maintenance**

- Five drivers began their transit driver training on June 5. One fully credentialed driver was hired, trained, and is currently driving. Three newly hired drivers began training on July 31 and two recently hired drivers began their training on August 12.
- Existing drivers are currently being rotated through their required annual training.
- Beginning vehicle procurement process for new transit buses.
- On July 12, Operations staff assisted with the emergency transportation of 38 individuals from an immobilized charter bus on U.S. Route 101, south of Short Sands Beach near the entrance of Oswald West State Park. Staff diverted a Route 3 vehicle that was in the area to shuttle the passengers to Manzanita. Our Route 3 driver performed admirably.

**ODOT Public Transportation Division Mid-Cycle Discretionary Grant Awards**  
August 2024

<b>Section 5304: Statewide Transportation Planning</b>				
<b>Applicant</b>	<b>Project Title</b>	<b>Total Project Cost</b>	<b>Grant Request</b>	<b>Award</b>
Baker County	Baker County Transportation System Plan Update	\$50,000	\$40,000	\$40,000
Basin Transit Service Transportation District	Coordinated Human Services Public Transportation Plans	\$50,000	\$40,000	\$40,000
Tillamook County Transportation District	TCTD Transit Development Plan Update	\$225,000	\$180,000	\$180,000
<b>Totals</b>		<b>\$275,000</b>	<b>\$260,000</b>	<b>\$260,000</b>

**Tillamook County Transportation District**  
Board of Directors Regular Monthly Meeting  
Wednesday, June 19, 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 (via Zoom)
- Gary Hanenkrat, Director
- Marni Johnston, Treasurer (via Zoom)
- Linda Adler, Vice Chair (via Zoom)
- Jonathan Bean, Secretary
- Thomas Fiorelli, Director (via Zoom)

**Absent**

**TCTD Board of Directors**

None

**TCTD Staff**

- Brian Vitulli, General Manager
- Cathy Bond, Finance Supervisor
- Jules Deputy, Brokerage Manager
- Michael Reed, Operations Superintendent
- Keri Brown, Administrative Assistant/Board Clerk

**Guest**

- Jerry Bond, Citizen
- Jim Heffernan, Citizen
- John Cline, Citizen

4. **Announcements and Changes to Agenda:** Added Item 17: Motion to Amend Policy 10: Directors Powers, Duties, Responsibilities, and Membership. Renumbered all other items.

5. **Public & Guest Comments:**

Jim Heffernan let everyone know that he intends to keep the operations of the District transparent whether you like it or not. John Cline said there is negativity in the county that is poisoning the driver's pool. The District has been good to him for a long time, and he is good to the District.

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

**6. Executive Session:** 6:04pm – 6:21pm

As a result of the executive session, the following motion was made.

**Motion** by Dir. Johnston to increase the GM's wages 10% effective 7/1/2024. *Motion Seconded* by Dir. Fiorelli.

**Motion Passed**

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

**7. Budget Hearing:** 6:22pm – 6:28pm

FS Bond pointed out changes on the Unallocated page.

Director Adler asked about office lease and equipment for NW Rides. FS Bond explained that NW Rides will be expanding in January 2025 and there will be some greater needs and purchases regarding office equipment.

**STATE OF THE DISTRICT REPORT**

**8. Financial Report:** FS Bond April 2024 included in Board packet pages 28-45. Director Adler asked about the Umpqua charge for GM Vitulli for Board officials leadership boot camp. GM Vitulli shared it was the SDAO training that Directors Adler and Bean and GM attended.

**9. Service Measure Performance Report:** OS Reed provided service statistics and performance measures for the month of March 2024 included in Board packet pages 46-56. Dir. Fiorelli noticed 2024 above or to the left and asked why the data is presented in that order. OS Reed explained that he generally shows it in the current year, then past year. Dir. Fiorelli noted youth Free is high and wondered why. OS Reed explained in January 2023 started a new fare reduction in which youth ride free.

**10. Northwest Oregon Transit Alliance:** GM Vitulli provided the following updates included in Board packet pages 57-58.

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

- a. Ride Statistics for May 2024: 4,292 calls; 2,367 provider rides; 66,484 miles.
- b. They hired a new dispatcher that started on 6/13/2024.
- c. Now utilizing the far conference room for the brokerage expansion. Three employees now have workstations.

**12. General Manager Report:** GM Vitulli provided the following updates included in Board packet pages 59-60 (see GM Report in packet for details):

- a. **Administration/Coordination**
- b. **Planning Development**
- c. **Grant Funding**

*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.*



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

Dir. Adler said she was at the JTC meeting and thought that GM Vitulli and BC Johnson did a great job.

**13. Miscellaneous:** None.

**CONSENT CALENDAR**

BC Johnson requested each item on the consent calendar be addressed separately.

**14.** Motion by Dir. Bean to Approve the Minutes of May 15, 2024, Regular Board Meeting. *Motion Seconded* by Dir. Johnson.

**Motion Passed**

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

**15.** Motion by Dir Johnston to Approve the Minutes of the May 8, 2024, Budget Committee Meeting. *Motion Seconded* by Dir. Bean

**Motion Passed**

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

**16.** Motion by Dir. Johnston to Approve April 2024 Financial Statement. *Motion Seconded* by Dir. Bean.

**Motion Passed**

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

**17.** Motion to Amend Policy 10: Directors Powers, Duties, Responsibilities and Membership

Dir. Adler concerned about TC criminal court. She wants it to be the county commissioner.

GM Vitulli stated that policy 10, page 117 cited ORS and that verbiage is consistent with the current ORS.

Dir. Hanenkrat said in the past it may go to commissions. Sometimes the commissions are considered the circuit court.

Dir. Johnston asked legal counsel to check and confirm that the language is correct.

Dir. Fiorelli said the ORS cited is consistent with the ORS and believed the language is correct.

After a discussion regarding the section on Vacancies, this item was **Tabled**.

*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.*

**ACTION ITEMS**

**18. Resolution 24-09 In the Matter of Adopting the Budget, Making Appropriations, Levying Taxes, and Categorizing Taxes for FY 2024-2025**

**Motion** by Dir. Bean to approve Resolution 24-09 In the Matter of Adopting the Budget, Making Appropriations, Levying Taxes, and Categorizing Taxes for FY 2024-2025. *Motion Secended* by Dir. Hanenkrat.

**Motion Passed**

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

**19. Resolution 24-10 In the Matter of Authorizing the GM to Execute a Personal Services Agreement with Chrissy's Cleaning Service**

**Motion** by Dir. Bean to approve Resolution 24-10 In the Matter of Authorizing the GM to Execute a Personal Services Agreement with Chrissy's Cleaning Service. *Motion Secended* by Dir. Fiorelli.

**Motion Passed**

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

**20. Resolution 24-11 In the Matter of Authorizing the GM to Enter into a Janitorial Services Agreement with Marie Mills Center for the Downtown Transit Center**

**Motion** by Dir. Fiorelli to approve Resolution 24-11 In the Matter of Authorizing the GM to Enter into a Janitorial Services Agreement with Marie Mills Center for the Downtown Transit Center. *Motion Secended* by Dir. Adler.

**Motion Passed**

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

**21. Resolution 24-12 In the Matter of Authorizing the GM to Enter into a Janitorial Services Agreement with Marie Mills Center for the TCTD Administration Building**

**Motion** by Dir. Adler to approve Resolution 24-12 In the Matter of Authorizing the GM to Enter into a Janitorial Services Agreement with Marie Mills Center for the TCTD Administration Building. *Motion Secended* by Dir. Hanenkrat.

**Motion Passed**

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

**22. Resolution 24-13 In the Matter of Authorizing the GM to Execute a Professional Services Contract Amendment with Madison Ave. Collective for NWOTA Website Management**

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

**Motion** by Dir. Bean to approve Resolution 24-13 In the Matter of Authorizing the GM to Execute a Professional Services Contract Amendment with Madison Ave. Collective for NWOTA Website Management. *Motion Seconded* by Dir. Fiorelli.

Dir. Fiorelli asked if there are previous website traffic measurements available to compare. GM Vitulli said he will look into and believes we can get previous traffic reports.

**Motion Passed**

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

**23. Resolution 24-14 In the Matter of Authorizing the GM to Execute a Services Agreement with IconiPro for an Access Control System for the TCTD Transit Center**

**Motion** by Dir. Bean to approve Resolution 24-14 In the Matter of Authorizing the GM to Execute a Services Agreement with IconiPro for an Access Control System for the TCTD Transit Center. *Motion Seconded* by Dir. Adler.

GM Vitulli shared the contract is a not to exceed total. There were two other vendors who responded. One provided a bid, one declined to bid.

**Motion Passed**

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

**DISCUSSION ITEMS**

**24. Staff Comments/Concerns:**

General Manager Vitulli – Thank you for your confidence in me.

Operations Superintendent Reed – Look at page 52, this is why the performance measures reports are formatted accordingly. Attended CTAA expo this month. It was nice to hear how other agencies are doing and are encouraged. Thank you for the opportunity in professional development. Excited about the new training program we have started.

Admin Assistant Brown – Enjoys being here!

Brokerage Manager Deputy – Welcome to Keri. Thanked the Board for their support and professionalism.

Finance Supervisor Bond – Thanked all the Board for their work to get the Budget adopted this year.

**25. Board of Directors Comments/Concerns:**

Dir. Adler – Asked when is the TC opening? GM Vitulli said we want to be able to staff it before opening to the public. Currently open during Farmers Market until we get another dispatcher. With new hires, will service be restored? GM explained the training process to the Board. The goal is to restore service but is dependent on more drivers.

Dir. Hanenkrat – None.

Dir. Fiorelli – Focus attention on staff. OS thank you for your report update, feel free to change or keep. Cathy excellent work on the budget. Impressive. GM your leadership is very appreciated, and Tillamook County is fortunate to have you. A bright future ahead!

Dir. Johnston – Thanked Cathy for all the hard work and looking forward to meeting new hires.

Dir. Bean – Good news to hear about hiring and training to provide better service. Personal plea to other Board members regarding the County Fair and the booth. He encourages other members to participate. FS Bond shared that the Fair will have other volunteers.

Board Chair Johnson – Seconds Dir. Fiorelli and is happy for Jules that NWR is getting a little more room.

Adjournment: Board Chair Johnson adjourned the meeting at 7:24pm.

**These minutes approved this 21<sup>st</sup> day of August 2024.**

ATTEST:

\_\_\_\_\_  
Mary Johnson, Board Chair

\_\_\_\_\_  
Brian Vitulli, General Manager

**CAREOREGON**  
**FIRST AMENDMENT TO**  
**NONEMERGENT MEDICAL TRANSPORTATION**  
**SERVICES DELEGATION AGREEMENT**

This First Amendment to the Nonemergent Medical Transportation Services Delegation Agreement (“Amendment”) is between CareOregon, Inc., an Oregon nonprofit corporation (“CareOregon”), and Tillamook County Transportation District (“Delegate”).

**RECITALS**

- A. The parties entered into the following Agreement: Nonemergent Medical Transportation Services Delegation Agreement effective January 1, 2024 (“Agreement”).
- B. Effective July 1, 2024, OHA has launched the Oregon Health Plan Bridge - Basic Health Program (“BHP”). CareOregon has entered into an Oregon Health Plan Bridge - Basic Health Program Health Plan Services Contract with OHA to act as the Coordinated Care Organization for certain BHP members. CareOregon in turn seeks to delegate nonemergent medical transportation (“NEMT”) services for BHP members to Delegate.
- C. The parties desire to amend the Agreement to add NEMT services for BHP members for the period July 1, 2024 to December 31, 2024.

**AMENDMENT**

- A. **Amendment(s).** Effective July 1, 2024, the Agreement is amended as follows:
  - 1. Recital B shall be deleted in their entirety and replaced with the following.
    - B. CareOregon is the sole member of Columbia Pacific CCO, LLC (“CCO”), which has entered into a Health Plan Services Contract, Coordinated Care Organizations Contract, Non-Medicaid Health Plan Services Contract and Oregon Health Plan Bridge - Basic Health Program Health Plan Services Contract, intentionally referred to in the singular in this Contract as the “CCO Contract”, with the State of Oregon, acting by and through its Oregon Health Authority (“OHA”);
  - 2. Exhibit B, Section 3.i is amended to add the following paragraph at the end of the section:

Subcontractor agrees to comply with all Applicable Laws, including, without limitation, all Medicaid laws, rules, regulations, all federal laws, rules, and regulations governing Basic Health Programs, and all Oregon state laws, rules, and regulations governing OHP Bridge – Basic Health Program, as well as all applicable sub-regulatory guidance and contract provisions.

B. **Other Provisions.** Except as modified hereby, the Agreement shall remain in full force and effect.

C. **Signatures.** This Agreement may be signed in counterparts. Delivery of an executed signature page of this Agreement by fax or by electronic transmission of a PDF file will be effective as delivery of a manually executed counterpart of this Agreement.

**CAREOREGON, INC.**

**TILLAMOOK COUNTY  
TRANSPORTATION DISTRICT**

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

Name: Teresa Learn

Name: \_\_\_\_\_

Title: Chief Financial Officer

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

## TILLAMOOK COUNTY TRANSPORTATION DISTRICT POLICY

<b>DIRECTORS POWERS, DUTIES, RESPONSIBILITIES, AND MEMBERSHIP</b>	<b>Number: 10</b>
Adopted by the Board of Directors on January 13, 2005 Last Reviewed: <del>July 19, 2023</del> <u>August 21, 2024</u>	<b>Pages: 23</b>

### **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.

**TILLAMOOK COUNTY TRANSPORTATION DISTRICT POLICY**

<b>Annual Wage Analysis</b>	<b>Number: 37</b>
Adopted by the Board of Directors on August 21, 2024 Last reviewed: August 21, 2024	<b>Pages: 1</b>

- A. The Board has the authority to set wages and salaries for the District.
- B. The Board recognizes that wages and salaries are established for the Amalgamated Transit Union Local 757 (“ATU”) represented District employees through negotiation with the ATU. The Collective Bargaining Agreement (“CBA”) includes the wage ranges for each represented District employee. The wages and salaries for represented District employees are adjusted each year based on the negotiated CBA.
- C. The wages and salaries of non-represented employees are not adjusted or reviewed each year presently. Therefore, the Board shall:
  - 1. During the annual budget review cycle, the Board shall review the wage and salary ranges for the non-represented District employees.
  - 2. The Board may adjust or modify the wage ranges for all or any non-represented District employee classification to ensure equity and fairness within the District pay plan.
  - 3. The Board shall consider the recommendations of the General Manager when making decisions on adjustment or modification of any or all non-represented District employees’ wage and salary ranges.
  - 4. Board adjustments or modifications to the non-represented District employees wage and salary ranges shall become effective at the beginning of the new fiscal year, which is July 1<sup>st</sup>. The Board may delay or declare a different effective date for adjustment or modification of the wage ranges in its sole discretion.
  - 5. The General Manager wage and salary range is not subject to this policy. The Board may review and adjust the General Manager’s wage and salary range pursuant to Board Policy 38.

**TILLAMOOK COUNTY TRANSPORTATION DISTRICT POLICY**

<b>Annual Review of General Manager and Wage Analysis</b>	<b>Number: 38</b>
Adopted by the Board of Directors on August 21, 2024 Last reviewed: August 21, 2024	<b>Pages: 1</b>

- A. The Board has the authority to set wages and salaries for the District.
- B. The Board recognizes that wages and salaries are established for the Amalgamated Transit Union Local 757 (“ATU”) represented District employees through negotiation with the ATU. The Collective Bargaining Agreement (“CBA”) includes the wage ranges for each represented District employee. The wages and salaries for represented District employees are adjusted each year based on the negotiated CBA.
- C. The wages and salaries of non-represented employees are adjusted or reviewed each year pursuant to Board Policy 37.
- D. The General Manager’s salary and wage range are not reviewed and adjusted each year presently. Therefore, the Board shall:
  - 1. During the annual budget review cycle, the Board shall review the wage and salary range for the General Manager.
  - 2. The Board may adjust or modify the wage range for the General Manager to ensure equity and fairness within the District pay plan.
  - 3. The Board may consider the recommendations of the General Manager when making decisions on adjustment or modification of the General Manager’s wage and salary range. The Board may request that a wage survey for General Managers’ or an equivalent be conducted of other public transportation entities when considering an adjustment or modification to the General Manager’s salary.
  - 4. Board adjustments or modifications to the General Manager’s wage and salary range shall become effective at the beginning of the new fiscal year, which is July 1<sup>st</sup>. The Board may delay or declare a different effective date for adjustment or modification of the wage range in its sole discretion.
- E. The General Manager shall be evaluated each year, at or near the anniversary of their hire date. Such a performance review is to be conducted by the Board Chair, which will include feedback obtained through interviews with the Board of Directors and Executive Staff. The General Manager’s performance review may be suspended, in the sole discretion of the Board Chair.

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

**Authorizing the General Manager to Execute ) RESOLUTION NO. 24-15  
a Facility Use Agreement Between Tillamook )  
County Transportation District and Tillamook )  
Area Chamber of Commerce )**

**WHEREAS**, the Tillamook County Transportation District, an ORS Chapter 267 transportation district ("TCTD") is the owner of the real property located at 204 Laurel Avenue, Tillamook, OR 97141 ("Property"), which includes TCTD's Transit Center ("Transit Center"); and

**WHEREAS**, the Tillamook Area Chamber of Commerce, an Oregon public benefit nonpublic corporation ("Chamber") manages the Tillamook Farmers Market ("Market") on Laurel Avenue between Highway 6 and Third Street in downtown Tillamook, which typically operates from June through September annually; and

**WHEREAS**, TCTD desires to make available and provide access to certain space within the Transit Center to the Chamber to facilitate the Chamber's management and operation of the Market, subject to the terms and conditions set forth in the Facility Use Agreement attached as **Exhibit A**.

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

the General Manager is authorized to execute the Facility Use Agreement, a copy of which is attached hereto as **Exhibit A**.

INTRODUCED AND ADOPTED this 21<sup>st</sup> day of August 2024.

**ATTEST:**

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

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

## FACILITY USE AGREEMENT

This Facility Use Agreement ("Agreement") is entered into as of \_\_\_\_\_ ("Effective Date"), by and between the Tillamook County Transportation District, an ORS Chapter 267 transportation district ("TCTD"), and the Tillamook Area Chamber of Commerce, an Oregon public benefit nonpublic corporation ("Chamber") (collectively referred to as the "Parties" and individually as a "Party").

### RECITALS

- A. TCTD is the owner of the real property located at 204 Laurel Avenue, Tillamook, OR 97141 ("Property"), which includes TCTD's Transit Center ("Transit Center").
- B. The Chamber manages the Tillamook Farmers Market ("Market") on Laurel Avenue between Highway 6 and Third Street in downtown Tillamook, which typically operates from June through September annually.
- C. TCTD desires to make available and provide access to certain space within the Transit Center to the Chamber to facilitate the Chamber's management and operation of the Market, subject to the terms and conditions set forth in this Agreement.

### AGREEMENT

In consideration of the mutual benefits set forth below, the Parties agree as follows:

- 1. **Grant of Use.** TCTD grants to the Chamber, and the Chamber accepts the grant from TCTD, the right to use the Property and Transit Center pursuant to the following terms and conditions.
- 2. **Term.** The term ("Term") of this Agreement commences on the Effective Date and continues for three years, unless earlier terminated or extended.
- 3. **Fee.**
  - a. **Annual Payment.** The Chamber will pay TCTD the amount of Two Hundred Dollars (\$200) per Season for the use of the Property and Transit Center ("Fee"). For purposes of this Agreement, a Season is defined as between June 1<sup>st</sup> and September 30<sup>th</sup> of a calendar year (the "Fee"). The Chamber shall pay the Fee by delivering it to TCTD at the address of 3600 3<sup>rd</sup> Street, Suite A, Tillamook, OR 97141.
  - b. **Booth Space.** In addition to the Fee, TCTD has a right to occasionally staff its own booth in the space directly in front of the Transit Center eastside doors for community engagement purposes at no cost.
- 4. **Use of Property and Transit Center.**
  - a. **Restrooms.** The Chamber, and invitees and attendees of the Market, are permitted to use the public restrooms located within the Transit Center during the operating hours of the Market. TCTD will provide the Chamber with keys to the Transit Center. The Chamber will be responsible for locking and unlocking the

Transit Center before and after the Market. In the event the keys to the Transit Center are lost by the Chamber, the Chamber will be solely responsible for any and all costs associated with rekeying the Transit Center.

- b. Electrical Panels.** The Chamber is permitted to use the electrical panels on the Property during the operating hours of the Market. TCTD will provide the Chamber with keys to the electrical lock boxes. The Chamber will be responsible for locking and unlocking the lock boxes before and after the Market. In the event the keys to the lock boxes are lost by the Chamber, the Chamber will be solely responsible for any and all costs associated with rekeying the lock boxes.
  - c. Lawn Area.** Subject to subsection 4(d) below, the public may have access to the grassy lawn portion of the Property in front of the Transit Center.
  - d. Right of Removal.** Without limiting any of TCTD's other rights, TCTD reserves the right to remove any person from the Property and the Transit Center if TCTD determines that the person's conduct is improper or may jeopardize the operation or safety of the Transit Center, damage any property located within the Transit Center, or damage the Property.
- 5. Road Closure & Routes.** During the Market, 2<sup>nd</sup> Street is blocked at Pacific, closing the eastbound lane. Laurel is also closed between 1<sup>st</sup> and 3<sup>rd</sup> Streets. All buses come in the 3<sup>rd</sup> Street entrance to the Transit Center and exit onto Pacific during the Market. The westbound side of 2<sup>nd</sup> Street will be kept open for buses to exit the Transit Center on 2<sup>nd</sup> street and turn onto Pacific. During Market operations (including setup and breakdown) the Chamber is responsible for setting up and taking down all traffic barricades needed to redirect the normal flow of traffic.
- 6. Environmental.**
- a. Definition.** "Hazardous Material" means any substance, waste or material which is deemed hazardous, toxic, radioactive, pollutant or a contaminant, under any federal, state or local statute, law, ordinance, rule, regulation or judicial or administrative order or decision, now or hereafter in effect.
  - b. No Hazardous Materials.** The Chamber shall not cause or permit any Hazardous Material to be brought upon, kept or used in or about the Transit Center by its agents, contractors, or invitees without first obtaining TCTD's written consent.
  - c. Liability.** The Chamber shall be liable to TCTD for any and all clean-up costs and any and all other charges, fees, and penalties imposed by any governmental authority with respect to the Chamber's use, disposal, release, transportation, generation, and/or sale of Hazardous Materials or other waste materials in or about the Property or Transit Center. The Chamber shall indemnify, defend and hold harmless TCTD, its officers, employees, and agents, from and against any claims, actions, liabilities, damages, losses, or expenses, including attorneys' fees, arising from the Chamber's use, disposal, release, transportation, generation and/or sale of Hazardous Materials or other waste materials in or about the Property or Transit Center.

7. **Indemnification.** In no event shall TCTD be liable for any use by the Chamber or by the Chamber's invitees, or for any loss, claim, damage, or liability of whatsoever kind or nature that may arise in connection with this Agreement. The Chamber will defend, indemnify, and hold harmless TCTD from and against any claims, actions, liabilities, damages, losses, or expenses, including attorney fees, for any injury to any person or damage to or loss of property occurring in, on, or about the Property or Transit Center, except to the extent such damage is caused by an intentional act, omission, or negligence of TCTD or its employees.
8. **Insurance.** During the Term, the Chamber shall maintain commercial general liability insurance coverage for bodily injury and property damage, with a combined single limit of not less than One Million and 00/100 Dollars (\$1,000,000.00) per occurrence with a Two Million and 00/100 Dollars (\$2,000,000.00) aggregate limit. The policy must list TCTD as an additional insured party. The Chamber will provide TCTD with satisfactory certificates of insurance upon request, evidencing the required coverages.
9. **Termination without Cause.** Each Party may terminate this Agreement by providing no less than thirty (30) calendar days' written notice to the other Party. In the event such termination occurs during a Season, the Chamber will not be entitled to the refund of the Fee.
10. **Termination for Cause.** If (i) the Chamber fails to pay the Fee due within thirty (30) days after TCTD has given written notice of such default to the Chamber, or (ii) the Chamber breaches any provision of this Agreement and fails to cure the breach within thirty (30) days after TCTD has given the Chamber written notice specifying the nature of the breach, then TCTD may terminate this Agreement on the termination date specified in the notice. TCTD may extend the cure period beyond thirty (30) days if TCTD determines that the breach cannot reasonably be cured within thirty (30) days.
11. **Notices.** All notices given under this Agreement must be in writing and will be deemed given (a) when delivered in person; (b) three (3) days after having been sent by U.S. mail registered or certified mail; postage prepaid, return receipt requested; (c) one (1) day after deposit with a commercial overnight courier with confirmed verification of delivery, or (d) when delivered via electronic mail, and addressed as follows:

If to TCTD:                   3600 3<sup>rd</sup> Street, Suite A  
                                       Tillamook, OR 97141  
                                       Attn: Brian Vitulli  
                                       Email: bvitulli@tillamookbus.com

If to the Chamber:       208 Main Street  
                                       Tillamook, OR 97141  
                                       Attn: Justin Aufdermauer  
                                       Email: justin@tillamookchamber.org

Either Party may change its notice address by giving notice as provided above.

## 12. General Provisions

- a. **Assignment.** The Chamber shall not assign or transfer its rights or obligations under this Agreement without the prior written consent of TCTD.

- b. **Severability.** If a court of competent jurisdiction determines that any provision of this Agreement is invalid, void, or illegal, it will in no way affect, impair, or invalidate any other provision of this Agreement.
- c. **Governing Law; Venue.** Disputes. This Agreement will be governed by and construed in accordance with the law of the State of Oregon without application of any choice of law. Venue for a civil suit will be the Oregon State Circuit Court of Tillamook County or the Federal District Court of the District of Oregon.
- d. **Dispute Resolution.** If a claim, controversy, complaint, or dispute (“Dispute”) arises out of or relates to this Agreement the Parties will use good faith efforts to resolve the Dispute by informal discussion before entering into formal legal proceedings.
- e. **Attorney Fees and Costs.** If a Party initiates legal action to enforce or interpret any of the terms of this Agreement or enforce any right arising out of or in any way connected with this Agreement, the prevailing Party will shall be entitled to recover from the other Party its actual attorney fees both at trial and on appeal of such legal action, in addition to all other sums provided by law, including actual paralegal fees and expert witness fees.
- f. **Waiver.** Failure of either Party at any time to require performance of any provision of this Agreement will not limit the Party’s right to enforce the provision, nor will any waiver of any breach of any provision be a waiver of any succeeding breach of the provision or a waiver of the provision itself, or any other provision.
- g. **Amendment.** No modification or amendment of any provision of this Agreement will be valid or binding for any purpose unless in writing and duly executed by authorized representatives of the Parties.
- h. **Entire Agreement.** This Agreement constitutes the full and entire understanding and agreement between the Parties with respect to the subject matter of this Agreement, and supersedes all prior understandings, negotiations, and prior and contemporaneous agreements between the Parties with respect to the subject matter of this Agreement.
- i. **Authority.** The signatories below represent that they have the full power, right, and authority to enter into and perform their obligations under this Agreement, and this Agreement constitutes the legal, valid, and binding obligation of each Party enforceable against that Party in accordance with its terms.
- j. **Counterparts.** This Agreement may be signed in counterparts.



Each of the Parties to this Agreement warrants that it has full authority and legal right to execute and deliver, and to perform its obligations under, this Agreement.

AGREED TO BY:

**TCTD**

**Chamber**

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

By: \_\_\_\_\_  
Justin Aufdermauer, Executive Director/CEO

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

**Authorizing the General Manager to )  
Amend the TCTD Administrative )  
Staffing Plan to Include an Additional )  
Customer Service Representative )  
Position )**

**RESOLUTION NO. 24-16**

**WHEREAS**, the Board of Directors for the Tillamook County Transportation District has the authority to authorize employee positions; and

**WHEREAS**, the Board seeks to authorize employee positions which most efficiently and effectively staff the District's administrative functions; and

**WHEREAS**, TCTD engaged Heidi Mason, PHR / SPHR to conduct an analysis of the District's existing staff duties and responsibilities and assist in the development of a revised administrative staffing plan; and

**WHEREAS**, the District wishes to amend the TCTD Administrative Staffing Plan by establishing an additional Customer Service Representative position; and,

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

the General Manager is authorized to amend the TCTD Administrative Staffing Plan to include an additional Customer Service Representative position.

INTRODUCED AND ADOPTED this 21<sup>st</sup> day of August 2024.

ATTEST:

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

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



**Deadline: November 1, 2024**



# 2024 BEST PRACTICES PROGRAM

*Your district can receive up to a 10% discount on your 2025 general liability, auto liability and property insurance contributions. There are five opportunities to earn 2% towards your total discount.*

*These opportunities include the following:*

## 1. AFFILIATE ORGANIZATION MEMBERSHIP | CREDIT: 2%

You will receive a 2% credit for being a member of any of the following affiliated organizations:

- Cemetery Association of Oregon
- Oregon APCO-NENA
- Oregon Association of Chiefs of Police
- Oregon Association of Clean Water Agencies
- Oregon Association of Conservation Districts
- Oregon Association of Hospitals and Health Systems
- Oregon Association of Water Utilities
- Oregon Economic Development District Association
- Oregon Fire Chiefs Association
- Oregon Fire District Directors Association
- Oregon Library Association
- Oregon Mosquito and Vector Control Association
- Oregon People's Utility Districts Association
- Oregon PRIMA
- Oregon Public Ports Association
- Oregon Recreation and Park Association
- Oregon Rural Health Association
- Oregon Transit Association
- Oregon Water Resources Congress

## 2. PUBLIC MEETING POLICY | CREDIT: 2%

In order to receive the 2% credit, your district must have adopted or have a current policy in regards to public meetings. This policy must meet the new legislative requirements that went into effect January 1, 2024. A sample policy will be available in the SDAO Resource Library at [www.sdaoresourcelibrary.com](http://www.sdaoresourcelibrary.com) in the spring.

## 3. PUBLIC MEETING CHECKLIST | CREDIT: 2%

To receive credit in this category, you must complete the self-evaluation checklist that is available within the Best Practices Survey. The survey will open online at [www.sdis.org](http://www.sdis.org) in the spring. An announcement will be sent to all members when it is ready to be accessed.

## 4. SDAO/SDIS TRAINING | CREDIT: 2%

At least one (1) representative of the district must complete an SDAO/SDIS training of the following listed options:

- Any SDAO Board, Human Resources, or Risk Management Regional Training
- SDAO Annual Conference
- Metro Breakfast
- Board Practices Assessment Training

For an up-to-date list of the current scheduled SDAO/SDIS trainings please visit:

<https://www.sdao.com/calendar>

## 5. PUBLIC MEETING TRAINING (ONLINE) | CREDIT: 2%

ALL members of the Board of Directors of the district must complete the public meeting training offered on Vector Solutions (formerly SafePersonnel). The training will be available towards the end of spring 2024. Notifications will be sent out once the training is live on the Vector Solutions/SafePersonnel training sites. This training will be located in the course library under the SDIS custom course tab.

If your district has already set up their training website with Vector Solutions and you are looking to complete trainings, please contact your district's management team for information on creating your login. If you have forgotten your district's training website address or your login information, please contact Vector Solutions at **800-434-0154**.

If you have not set up your district's personalized training website and would be the district contact for the site, please email [memberservices@sdao.com](mailto:memberservices@sdao.com) and send us your name, district name, contact phone number and email address.

## RECIEVING CREDIT

To receive credit, a district representative must complete the Best Practices survey (located online on the SDIS Insurance Site) and click the Save button at the upper right-hand corner of the screen. Credit will only be awarded in a category when a box within that section is checked. If you cannot answer "yes" to at least one question within that category, credit will not be recorded. Your district will be notified by email this spring when the survey becomes available online. The survey must be submitted by a district representative who will verify completion of the credit requirements within the survey. Training credits taken by members are not automatically updated in the Best Practices Survey and must be manually checked off by the member. Please note, each district is responsible for completing their own survey online. The deadline to complete the survey is November 1, 2024.

If you have any questions regarding the Best Practices Program or need help completing it online, please contact Jaime Keeling at [jkeeling@sdao.com](mailto:jkeeling@sdao.com) or **800.285.5461 ext. 122**



# BEST PRACTICES - ONLINE PUBLIC MEETING TRAINING

*Now Available*

## **Best Practices - Online Public Meeting Training Now Available**

In our weekly update last week, we announced that our online public meetings law training has been released on your district's Vector Solutions online training site. After receiving feedback from members who were unable to find the training, we promptly worked with Vector Solutions to make the training visible. Please review the updated instructions below for accessing the training.

To be eligible to receive the 2% Public Meeting Training credit on your district's 2025 insurance contributions for general liability, auto liability, and property coverage, all board members from your district must complete this training.

Important: As of now, this training does NOT meet the requirement for public meetings law training outlined in HB 2805. The State of Oregon has not yet started approving trainings, but they plan to do so early next year. Once our training receives approval, participants who complete it after the approval date will be eligible for credit through the state.

### **Complete the Public Meetings Law Training**

To complete the training, log in to your district's Vector Solutions site and click on Extra Training. Once there, click on the Special Districts Insurance Services category and choose Public Meetings Law. You may also utilize the search bar and search for the training there.

If you have any questions, please contact **Member Services** at [memberservices@sdao.com](mailto:memberservices@sdao.com).

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