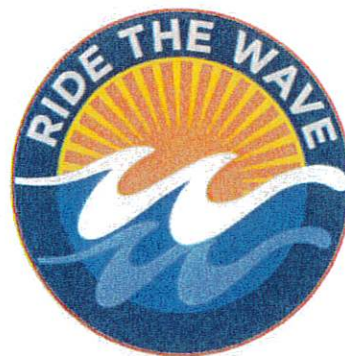


Tillamook County Transportation District  
Board of Directors  
Regular Monthly Meeting



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



Wednesday, November 20, 2024, at 6:00PM  
Transportation Building  
3600 Third Street, Tillamook, Oregon

Tillamook County Transportation District  
BOARD OF DIRECTORS – REGULAR MONTHLY MEETING

Agenda: Wednesday, November 20, 2024 @ 6:00pm

To attend by phone, please dial: +1 (253) 215-8782 Meeting ID: 863 2021 0132  
To attend virtually, please use this link: <https://us02web.zoom.us/j/86320210132>

**REGULAR MEETING**

1. Call to Order
2. Pledge of Allegiance
3. Roll Call
4. Announcements and Changes to Agenda
5. Public & Guest Comments
6. Executive Session: None

**STATE OF THE DISTRICT REPORT**

7. Financial and Grant Reports (September)
8. Service Performance Reports (September)
9. Northwest Oregon Transit Alliance (November)
10. NW Rides Brokerage
11. General Managers Report
  - a. Administration/Coordination
  - b. Planning/Development
  - c. Grant Funding
  - d. Facility/Property Management
  - e. Operations/Vehicle Maintenance
12. Miscellaneous

**CONSENT**

13. Motion to Approve the Minutes of October 16, Regular Board Meeting
14. Motion to Approve September Financial Statements
15. Motion to Reappoint Chris Kell and Ron Rush to the Transportation Advisory Committee

**ACTION ITEMS**

16. Resolution 24-17 Authorizing the General Manager to Submit 2025-2027 Federal Formula Grant Application

**DISCUSSION ITEMS**

17. Staff Comments
18. Board of Directors Comments
19. Adjournment

**UPCOMING EVENTS**

December 19, 2024 – TCTD Holiday Party

Tillamook County Transportation District  
 Normal Trial Balance  
 From 9/1/2024 Through 9/30/2024

Account Code	Account Title	Debit Balance	Credit Balance
1001	General Checking Account #4558	450,561.68	
1006	Payroll Checking #5614	26,174.39	
1009	NW RIDES ACCOUNT #8510	1,993,587.10	
1011	Prop. Mgmt. Checking #7071	8,197.89	
1012	NWOTA #4564	32,700.00	
1020	LGIP1020 #5879	618,036.41	
1030	LGIP1030 #5931	1,192,626.89	
1035	LGIP1035 #6518	80,019.35	
1040	Petty Cash	200.00	
Report Total		4,402,103.71	0.00
Report Difference		4,402,103.71	

*B. G. White*  
11/18/2024

**Tillamook County Transportation District**

Financial Statement

01 - General Fund

From 9/1/2024 Through 9/30/2024

	Current Period Actual	Current Period Budget	Current Year Actual	Total Budget	Total Budget Variance	25%
<b>Resources</b>						
Working Capital	3500	0.00	0.00	1,160,290.00	(1,160,290.00)	0.00%
Fares	4000	12,338.00	43,044.20	246,750.00	(203,705.80)	17.44%
Contract Revenue	4020	23,339.75	74,850.47	339,123.00	(264,272.53)	22.07%
Property Tax	4100	1,907.47	8,902.16	1,215,625.00	(1,206,722.84)	0.73%
Past Years Property Tax	4110	1,593.57	4,413.88	12,156.00	(7,742.12)	36.31%
Slate Timber Revenue	4120	0.00	46,254.14	213,662.00	(167,407.86)	21.64%
Mass Transit State Payroll Tax	4130	0.00	28,483.11	119,800.00	(91,316.89)	23.77%
Capital Grants	4210	0.00	0.00	1,798,000.00	(1,798,000.00)	0.00%
Grants - FTA 5311	4220	0.00	0.00	1,801,035.00	(1,801,035.00)	0.00%
Grants - COVID	4221	0.00	0.00	226,925.00	(226,925.00)	0.00%
Grants - 5311 (f)	4240	0.00	0.00	360,000.00	(360,000.00)	0.00%
Grants - 5310	4245	0.00	0.00	104,262.00	(104,262.00)	0.00%
Grants - 5305	4246	0.00	0.00	84,395.00	(84,395.00)	0.00%
Special Bus Operations	4300	0.00	0.00	500.00	(500.00)	0.00%
Miscellaneous Income	4400	84.51	84.51	13,401.00	(13,316.49)	0.63%
Sale of Assets - Income	4410	0.00	0.00	3,000.00	(3,000.00)	0.00%
Interest Income	4510	3,445.23	12,758.29	42,000.00	(29,241.71)	30.37%
Transfer from NWOTA	4917	0.00	0.00	(3,000.00)	3,000.00	0.00%
Transfer from STIF Fund	4918	0.00	0.00	(453,044.00)	453,044.00	0.00%
<b>Total Resources</b>	<u>42,708.53</u>	<u>607,073.33</u>	<u>218,790.76</u>	<u>7,284,880.00</u>	<u>(7,066,089.24)</u>	<u>3.00%</u>
<b>Expenses</b>						
Personnel Services						
Payroll: Administration	5010	33,314.87	102,031.98	541,724.00	439,692.02	18.83%
Payroll: Dispatch	5020	4,495.02	13,774.46	182,429.00	168,654.54	7.55%

**Tillamook County Transportation District**

Financial Statement

01 - General Fund

From 9/1/2024 Through 9/30/2024

	Current Period Actual	Current Period Budget	Current Year Actual	Total Budget	Total Budget Variance	25%
5030 Payroll: Drivers	71,392.48	120,808.67	205,343.85	1,449,704.00	1,244,360.15	14.16%
5040 Payroll: Maintenance	13,532.55	15,158.42	38,845.03	181,901.00	143,055.97	21.35%
5050 Payroll Expense	12,107.57	15,094.33	38,145.51	181,132.00	142,986.49	21.05%
5051 Payroll Healthcare	26,761.54	49,015.83	91,464.40	588,190.00	496,725.60	15.55%
5052 Payroll Retirement	3,523.07	7,834.17	18,097.47	94,010.00	75,912.53	19.25%
5053 Payroll Veba	3,227.04	3,701.25	9,259.85	44,415.00	35,155.15	20.84%
Workers Compensation Ins.	0.00	2,800.00	39,677.43	33,600.00	(6,077.43)	118.08%
Total Personnel Services	168,354.14	274,758.75	556,639.98	3,297,105.00	2,740,465.02	16.88%
Materials and Services						
5100 Professional Services	24,681.45	10,893.75	32,888.97	130,725.00	97,836.03	25.15%
5103 Planning	0.00	4,166.67	0.00	50,000.00	50,000.00	0.00%
5120 Dues & Subscriptions	134.98	1,542.92	5,149.56	18,515.00	13,365.44	27.81%
5140 Office Equipment R&R	254.45	323.75	763.35	3,885.00	3,121.65	19.64%
5145 Computer R&M	1,654.58	2,146.08	4,963.74	25,753.00	20,789.26	19.27%
5150 Fees & Licenses	187.00	1,966.42	5,758.90	23,597.00	17,838.10	24.40%
5160 Insurance	0.00	14,494.16	0.00	173,930.00	173,930.00	0.00%
5170 Office Expense	661.33	896.92	1,654.10	10,763.00	9,108.90	15.36%
5175 Board Expense	1,303.80	1,561.42	4,070.15	18,737.00	14,666.85	21.72%
5180 Operational Expense	4,005.54	5,085.83	8,830.26	61,030.00	52,199.74	14.46%
5185 Drug & Alcohol Administration	0.00	131.25	300.00	1,575.00	1,275.00	19.04%
5190 Marketing	1,683.63	7,322.42	3,714.68	87,869.00	84,154.32	4.22%
5210 Telephone Expense	1,068.33	2,864.33	4,413.31	34,372.00	29,958.69	12.83%
5220 Travel & Training	3,383.43	1,925.00	10,169.81	23,100.00	12,930.19	44.02%
5240 Vehicle Expense	15,505.36	18,750.00	29,521.77	225,000.00	195,478.23	13.12%
5245 Diesel & Gasoline Fuel	15,109.59	32,917.50	49,569.81	395,010.00	345,440.19	12.54%
5247 Propane Fuel	0.00	5,000.00	1,361.40	60,000.00	58,638.60	2.26%

**Tillamook County Transportation District**  
**Financial Statement**  
**01 - General Fund**  
**From 9/1/2024 Through 9/30/2024**

	Current Period Actual	Current Period Budget	Current Year Actual	Total Budget	Total Budget Variance	25%
Postage	5260	110.92	279.80	1,331.00	1,051.20	21.02%
Member Mileage Reimbursement	5266	2,866.25	0.00	34,395.00	34,395.00	0.00%
Mgmt/Labor Recreation Fund	5270	343.25	0.00	4,119.00	4,119.00	0.00%
Transit Center Maint	5285	1,780.42	3,449.81	21,365.00	17,915.19	16.14%
Operations Facility Maint.	5346	367.50	1,334.19	4,410.00	3,075.81	30.25%
<b>Total Materials and Services</b>		<b>117,456.76</b>	<b>168,193.61</b>	<b>1,409,481.00</b>	<b>1,241,287.39</b>	<b>11.93%</b>
<b>Transfers</b>						
Transfer to Vehicle Reserve	9150	250.00	0.00	3,000.00	3,000.00	0.00%
Transfer to NWOTA Fund	9160	93,169.58	0.00	1,118,035.00	1,118,035.00	0.00%
Unappropriated Ending Fund Bal	9180	18,945.50	0.00	227,346.00	227,346.00	0.00%
<b>Total Transfers</b>		<b>112,365.08</b>	<b>0.00</b>	<b>1,348,381.00</b>	<b>1,348,381.00</b>	<b>0.00%</b>
<b>Capital Outlay</b>						
<b>Capital Purchases</b>						
Bus Replacement/Addition	6000	140,833.33	0.00	1,690,000.00	1,690,000.00	0.00%
Van Replacement/Addition	6010	24,333.33	0.00	292,000.00	292,000.00	0.00%
Other Capital Projects	6050	13,333.33	600.00	160,000.00	159,400.00	0.37%
<b>Total Capital Purchases</b>		<b>178,499.99</b>	<b>600.00</b>	<b>2,142,000.00</b>	<b>2,141,400.00</b>	<b>0.03%</b>
<b>Total Capital Outlay</b>		<b>178,499.99</b>	<b>600.00</b>	<b>2,142,000.00</b>	<b>2,141,400.00</b>	<b>0.03%</b>
<b>Total Expenses</b>		<b>683,080.58</b>	<b>725,433.59</b>	<b>8,196,967.00</b>	<b>7,471,533.41</b>	<b>8.85%</b>

**Tillamook County Transportation District**  
Financial Statement

02 - Property Management Fund  
From 9/1/2024 Through 9/30/2024

	Current Period Actual	Current Period Budget	Current Year Actual	Total Budget	Total Budget Variance	25%
<b>Resources</b>						
Working Capital	3500 0.00	3,750.00	0.00	45,000.00	(45,000.00)	0.00%
Lease Income	4900 1,700.00	3,000.00	5,100.00	36,000.00	(30,900.00)	14.16%
Lease Operational Exp Income	4910 0.00	108.33	0.00	1,300.00	(1,300.00)	0.00%
Transfer From General Fund	4911 0.00	(1,020.92)	0.00	(12,251.00)	12,251.00	0.00%
<b>Total Resources</b>	<u>1,700.00</u>	<u>5,837.41</u>	<u>5,100.00</u>	<u>70,049.00</u>	<u>(64,949.00)</u>	<u>7.28%</u>
<b>Expenses</b>						
<b>Materials and Services</b>						
Professional Services	5100 0.00	166.67	0.00	2,000.00	2,000.00	0.00%
Property Operating Expense	5300 1,355.47	2,502.50	4,339.37	30,030.00	25,690.63	14.45%
Property Maint. & Repair	5340 2,701.35	3,079.33	9,910.81	36,952.00	27,041.19	26.82%
<b>Total Materials and Services</b>	<u>4,056.82</u>	<u>5,748.50</u>	<u>14,250.18</u>	<u>68,982.00</u>	<u>54,731.82</u>	<u>20.66%</u>
<b>Capital Outlay</b>						
<b>Debt Service</b>						
OTIB TVC Loan 0071	5337 0.00	913.25	0.00	10,959.00	10,959.00	0.00%
OTIB Loan 0061	5338 0.00	2,192.50	0.00	26,310.00	26,310.00	0.00%
<b>Total Debt Service</b>	<u>0.00</u>	<u>3,105.75</u>	<u>0.00</u>	<u>37,269.00</u>	<u>37,269.00</u>	<u>0.00%</u>
<b>Capital Purchases</b>						
Building Repair & Renovation	5350 0.00	0.00	2,118.34	0.00	(2,118.34)	0.00%
<b>Total Capital Purchases</b>	<u>0.00</u>	<u>0.00</u>	<u>2,118.34</u>	<u>0.00</u>	<u>(2,118.34)</u>	<u>0.00%</u>
<b>Total Capital Outlay</b>	<u>0.00</u>	<u>3,105.75</u>	<u>2,118.34</u>	<u>37,269.00</u>	<u>35,150.66</u>	<u>5.68%</u>
<b>Total Expenses</b>	<u>4,056.82</u>	<u>8,854.25</u>	<u>16,368.52</u>	<u>106,251.00</u>	<u>89,882.48</u>	<u>15.41%</u>

**Tillamook County Transportation District**  
**Financial Statement**  
**04 - Capital Reserve Fund**  
**From 9/1/2024 Through 9/30/2024**

	Current Period Actual	Current Period Budget	Current Year Actual	Total Budget	Total Budget Variance	25%
<b>Resources</b>						
Working Capital	3500	107,136.42	0.00	1,285,637.00	(1,285,637.00)	0.00%
Interest Income	4510	2,083.33	15,721.44	25,000.00	(9,278.56)	62.88%
Total Resources		109,219.75	15,721.44	1,310,637.00	(1,294,915.56)	1.20%
<b>Expenses</b>						
Transfers						
Transfer to GF Grant Match	9165	21,246.83	0.00	254,962.00	254,962.00	0.00%
Reserve for Future Expenditure	9175	87,972.92	0.00	1,055,675.00	1,055,675.00	0.00%
Total Transfers		109,219.75	0.00	1,310,637.00	1,310,637.00	0.00%
Total Expenses		109,219.75	0.00	1,310,637.00	1,310,637.00	0.00%

**Tillamook County Transportation District**

Financial Statement

05 - Vehicle Purchase Reserve Fund

From 9/1/2024 Through 9/30/2024

	Current Period Actual	Current Period Budget	Current Year Actual	Total Budget	Total Budget Variance	25%
<b>Resources</b>						
Working Capital	3500	3,102.08	0.00	37,225.00	(37,225.00)	0.00%
Transfer From General Fund	4911	(250.00)	0.00	(3,000.00)	3,000.00	0.00%
Total Resources		<u>2,852.08</u>	<u>0.00</u>	<u>34,225.00</u>	<u>(34,225.00)</u>	<u>0.00%</u>
<b>Expenses</b>						
<b>Transfers</b>						
Reserve for Future Expenditure	9175	3,352.08	0.00	40,225.00	40,225.00	0.00%
Total Transfers		<u>3,352.08</u>	<u>0.00</u>	<u>40,225.00</u>	<u>40,225.00</u>	<u>0.00%</u>
Total Expenses		<u>3,352.08</u>	<u>0.00</u>	<u>40,225.00</u>	<u>40,225.00</u>	<u>0.00%</u>

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

06 - Bus Wash Maintenance Reserve  
 From 9/1/2024 Through 9/30/2024

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

**Tillamook County Transportation District**  
Financial Statement

08 - Northwest Oregon Transit Allia  
From 9/1/2024 Through 9/30/2024

	Current Period Actual	Current Period Budget	Current Year Actual	Total Budget	Total Budget Variance	25%
<b>Resources</b>						
Working Capital	3500	6,666.67	0.00	80,000.00	(80,000.00)	0.00%
NWOTA Partner Cont. Match	4225	29,542.50	12,000.00	354,510.00	(342,510.00)	3.38%
Transfer From General Fund	4911	(79,836.25)	0.00	(958,035.00)	958,035.00	0.00%
Transfer from STIF Fund	4918	(13,333.33)	0.00	(160,000.00)	160,000.00	0.00%
<b>Total Resources</b>	<b>12,000.00</b>	<b>(56,960.41)</b>	<b>12,000.00</b>	<b>(683,525.00)</b>	<b>695,525.00</b>	<b>(1.76)%</b>
<b>Expenses</b>						
<b>Materials and Services</b>						
Professional Services	5100	416.67	0.00	5,000.00	5,000.00	0.00%
Administrative Support	5101	2,083.33	49.28	25,000.00	24,950.72	0.19%
Website Maintenance	5102	3,333.33	9,900.00	40,000.00	30,100.00	24.75%
Marketing	5190	416.67	0.00	5,000.00	5,000.00	0.00%
Travel & Training	5220	0.00	491.93	0.00	(491.93)	0.00%
<b>Total Materials and Services</b>	<b>3,496.28</b>	<b>6,250.00</b>	<b>10,441.21</b>	<b>75,000.00</b>	<b>64,558.79</b>	<b>13.92%</b>
<b>Transfers</b>						
Transfer to General Fund	9130	250.00	0.00	3,000.00	3,000.00	0.00%
Unappropriated Ending Fund Bal	9180	29,709.17	0.00	356,510.00	356,510.00	0.00%
<b>Total Transfers</b>	<b>0.00</b>	<b>29,959.17</b>	<b>0.00</b>	<b>359,510.00</b>	<b>359,510.00</b>	<b>0.00%</b>
<b>Capital Outlay</b>						
<b>Capital Purchases</b>						
Bus Stop Signage/Shelters	6040	79,836.25	0.00	958,035.00	958,035.00	0.00%
Other Capital Projects	6050	13,333.33	0.00	160,000.00	160,000.00	0.00%
<b>Total Capital Purchases</b>	<b>0.00</b>	<b>93,169.58</b>	<b>0.00</b>	<b>1,118,035.00</b>	<b>1,118,035.00</b>	<b>0.00%</b>
<b>Total Capital Outlay</b>	<b>0.00</b>	<b>93,169.58</b>	<b>0.00</b>	<b>1,118,035.00</b>	<b>1,118,035.00</b>	<b>0.00%</b>
<b>Total Expenses</b>	<b>3,496.28</b>	<b>129,378.75</b>	<b>10,441.21</b>	<b>1,552,545.00</b>	<b>1,542,103.79</b>	<b>0.67%</b>

**Tillamook County Transportation District**  
Financial Statement

**09 - NW RIDES ACCOUNT**

From 9/1/2024 Through 9/30/2024

	Current Period Actual	Current Period Budget	Current Year Actual	Total Budget	Total Budget Variance	25%
<b>Resources</b>						
Working Capital	0.00	83,333.33	0.00	1,000,000.00	(1,000,000.00)	0.00%
NWR Revenue	467,190.08	437,389.58	1,388,111.99	5,248,675.00	(3,860,563.01)	26.44%
NWR Reserve	0.00	35,333.33	0.00	424,000.00	(424,000.00)	0.00%
Interest Income	0.00	1,186.67	0.00	14,240.00	(14,240.00)	0.00%
<b>Total Resources</b>	<u>467,190.08</u>	<u>557,242.91</u>	<u>1,388,111.99</u>	<u>6,686,915.00</u>	<u>(5,298,803.01)</u>	<u>20.76%</u>
<b>Expenses</b>						
<b>Personnel Services</b>						
Payroll: Administration	29,640.83	36,004.92	87,605.17	432,059.00	344,453.83	20.27%
Payroll: Indirect	1,039.80	1,948.42	3,119.40	23,381.00	20,261.60	13.34%
Payroll Expense	3,195.37	3,294.08	9,306.90	39,529.00	30,222.10	23.54%
Payroll Healthcare	6,427.10	9,378.17	21,637.51	112,538.00	90,900.49	19.22%
Payroll Retirement	2,881.34	2,893.17	8,521.33	34,718.00	26,196.67	24.54%
Payroll Veba	1,154.64	1,357.17	3,163.92	16,286.00	13,122.08	19.42%
Workers Compensation Ins.	0.00	43.75	0.00	525.00	525.00	0.00%
<b>Total Personnel Services</b>	<u>44,339.08</u>	<u>54,919.68</u>	<u>133,354.23</u>	<u>659,036.00</u>	<u>525,681.77</u>	<u>20.23%</u>
<b>Materials and Services</b>						
Professional Services	0.00	437.50	814.88	5,250.00	4,435.12	15.52%
Office Equipment R&R	254.45	2,500.00	763.35	30,000.00	29,236.65	2.54%
Computer R&M	3,852.48	1,856.50	8,339.94	22,278.00	13,938.06	37.43%
Fees & Licenses	0.00	5,416.67	0.00	65,000.00	65,000.00	0.00%
Insurance	0.00	545.58	0.00	6,547.00	6,547.00	0.00%
Office Expense	218.66	583.33	984.61	7,000.00	6,015.39	14.06%
Operational Expense	127.69	625.00	742.31	7,500.00	6,757.69	9.89%
Telephone Expense	2,280.30	1,854.17	6,958.46	22,250.00	15,291.54	31.27%

MONTHLY BOARD REPORTING - ALL ACCOUNTS

**Tillamook County Transportation District**  
Financial Statement

**09 - NW RIDES ACCOUNT**

From 9/1/2024 Through 9/30/2024

	Current Period Actual	Current Period Budget	Current Year Actual	Total Budget	Total Budget Variance	25%
Travel & Training	5220 737.09	131.25	937.42	1,575.00	637.58	59.51%
Postage	5260 9.95	43.75	29.85	525.00	495.15	5.68%
Purchased Transportation	5265 220,726.63	333,333.33	819,483.72	4,000,000.00	3,180,516.28	20.48%
Member Mileage Reimbursement	5266 30,000.00	35,000.00	90,000.00	420,000.00	330,000.00	21.42%
Volunteer Mileage Reimburse	5267 34,403.06	50,000.00	106,785.07	600,000.00	493,214.93	17.79%
Office Rent	5281 0.00	1,250.00	0.00	15,000.00	15,000.00	0.00%
Property Operating Expense	5300 0.00	262.50	0.00	3,150.00	3,150.00	0.00%
Total Materials and Services	292,610.31	433,839.58	1,035,839.61	5,206,075.00	4,170,235.39	19.90%
Transfers						
Reserve for Future Expenditure	9175 0.00	35,333.33	0.00	424,000.00	424,000.00	0.00%
Unappropriated Ending Fund Bal	9180 0.00	24,817.08	0.00	297,805.00	297,805.00	0.00%
Total Transfers	0.00	60,150.41	0.00	721,805.00	721,805.00	0.00%
Capital Outlay						
Capital Purchases						
Ecolane Investment	6022 0.00	8,333.33	0.00	100,000.00	100,000.00	0.00%
Total Capital Purchases	0.00	8,333.33	0.00	100,000.00	100,000.00	0.00%
Total Capital Outlay	0.00	8,333.33	0.00	100,000.00	100,000.00	0.00%
Total Expenses	336,949.39	557,243.00	1,169,193.84	6,686,916.00	5,517,722.16	17.48%

**Tillamook County Transportation District**

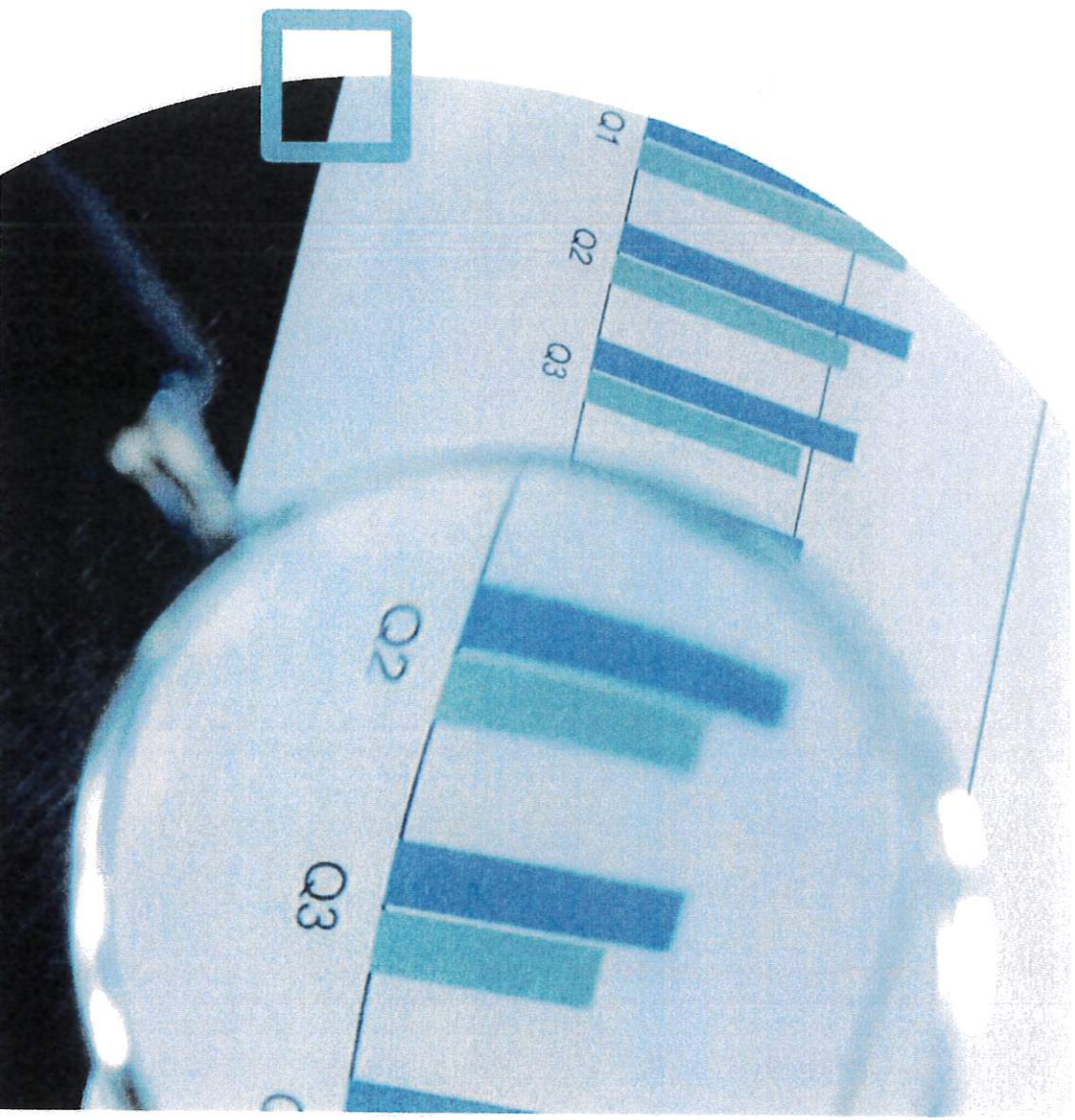
Financial Statement

10 - STIF

From 9/1/2024 Through 9/30/2024

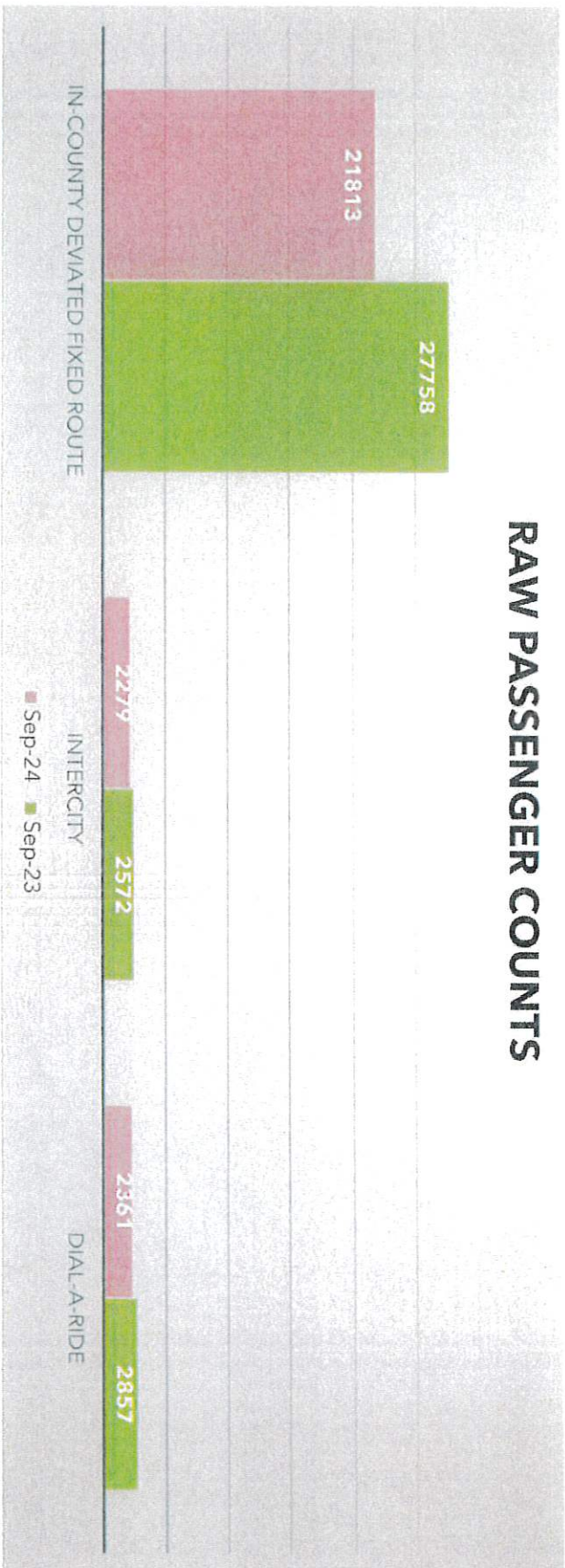
	Current Period Actual	Current Period Budget	Current Year Actual	Total Budget	Total Budget Variance	25%
<b>Resources</b>						
Working Capital	0.00	14,192.50	0.00	170,310.00	(170,310.00)	0.00%
STIF Formula	0.00	37,753.67	118,437.00	453,044.00	(334,607.00)	26.14%
STIF Intercommunity	0.00	29,866.67	0.00	358,400.00	(358,400.00)	0.00%
Interest Income	346.02	0.00	1,054.83	0.00	1,054.83	0.00%
<b>Total Resources</b>	<u>346.02</u>	<u>81,812.84</u>	<u>119,491.83</u>	<u>981,754.00</u>	<u>(862,262.17)</u>	<u>12.17%</u>
<b>Expenses</b>						
<b>Special Payments</b>						
STF Payments to Recipients	0.00	1,766.00	0.00	21,192.00	21,192.00	0.00%
STIF Payments to Recipients	0.00	2,071.75	0.00	24,861.00	24,861.00	0.00%
<b>Total Special Payments</b>	<u>0.00</u>	<u>3,837.75</u>	<u>0.00</u>	<u>46,053.00</u>	<u>46,053.00</u>	<u>0.00%</u>
<b>Transfers</b>						
Transfer to General Fund	0.00	50,773.67	0.00	609,284.00	609,284.00	0.00%
Transfer to NWOTA Fund	0.00	13,333.33	0.00	160,000.00	160,000.00	0.00%
Reserve for Future Expenditure	0.00	7,372.08	0.00	88,465.00	88,465.00	0.00%
Unappropriated Ending Fund Bal	0.00	6,496.00	0.00	77,952.00	77,952.00	0.00%
<b>Total Transfers</b>	<u>0.00</u>	<u>77,975.08</u>	<u>0.00</u>	<u>935,701.00</u>	<u>935,701.00</u>	<u>0.00%</u>
<b>Total Expenses</b>	<u>0.00</u>	<u>81,812.83</u>	<u>0.00</u>	<u>981,754.00</u>	<u>981,754.00</u>	<u>0.00%</u>

# TCTD Operations Statistics & Performance September 2024

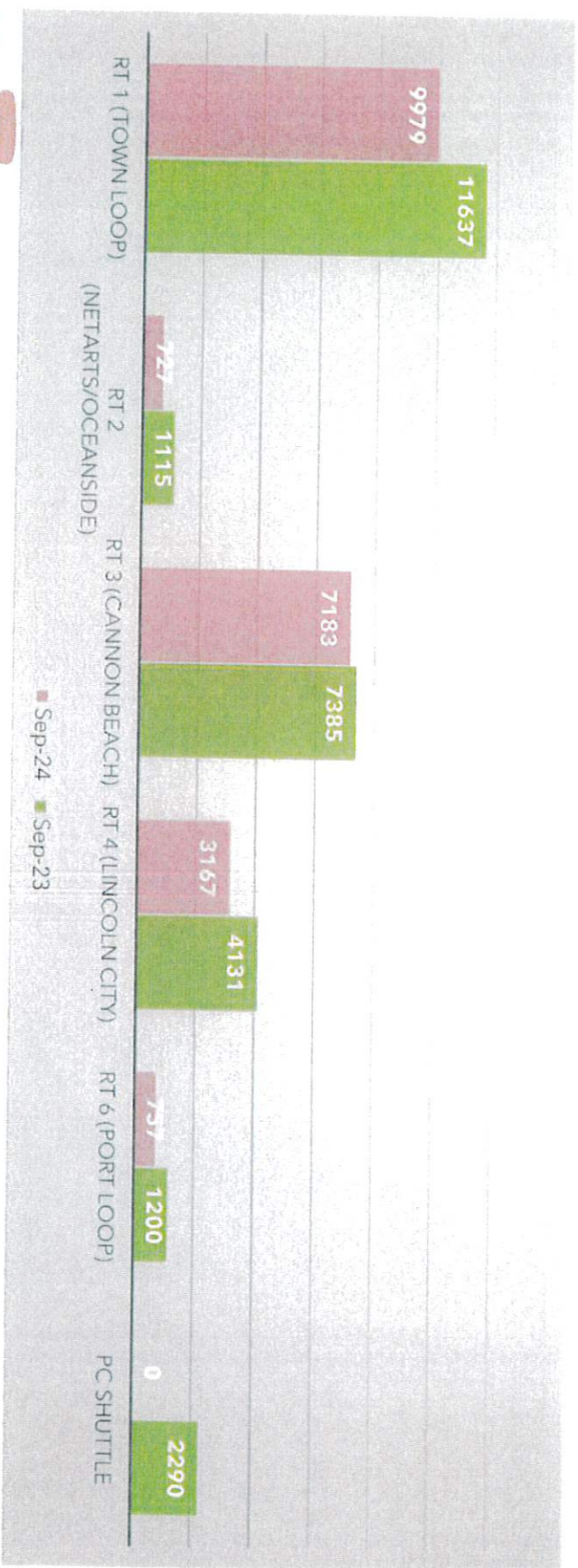


# YTD COMPS BY SERVICE TYPE

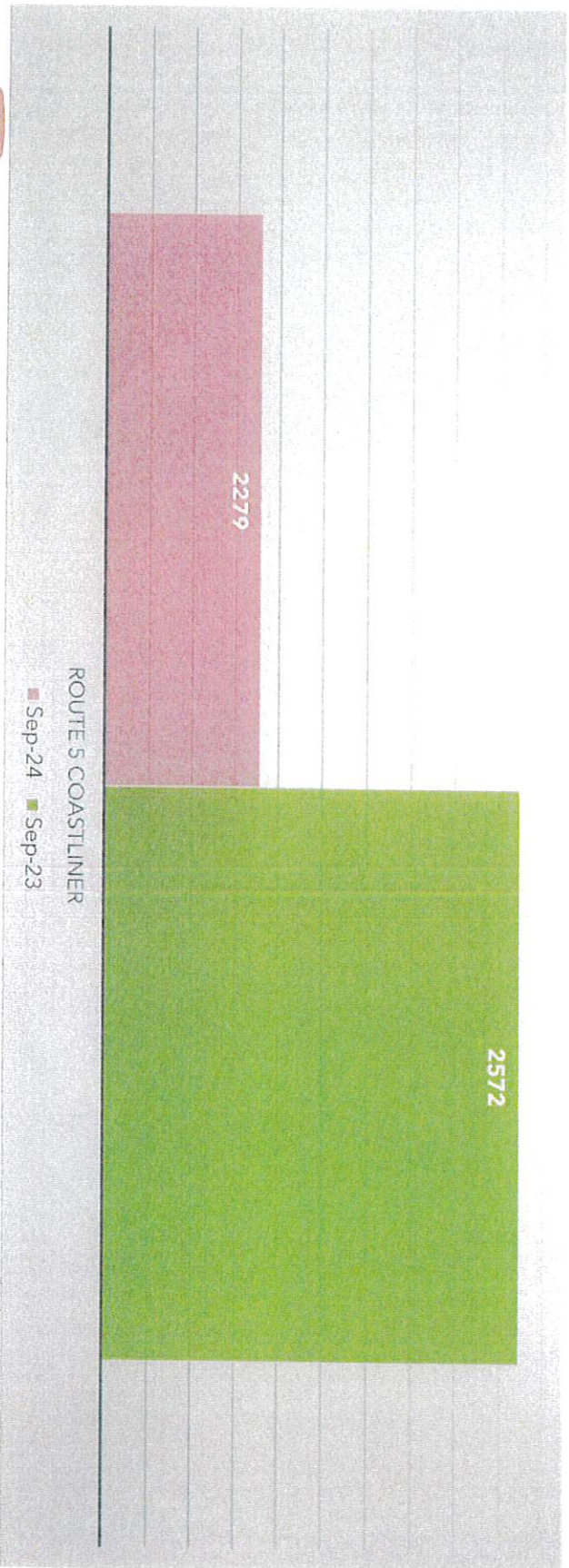
## RAW PASSENGER COUNTS



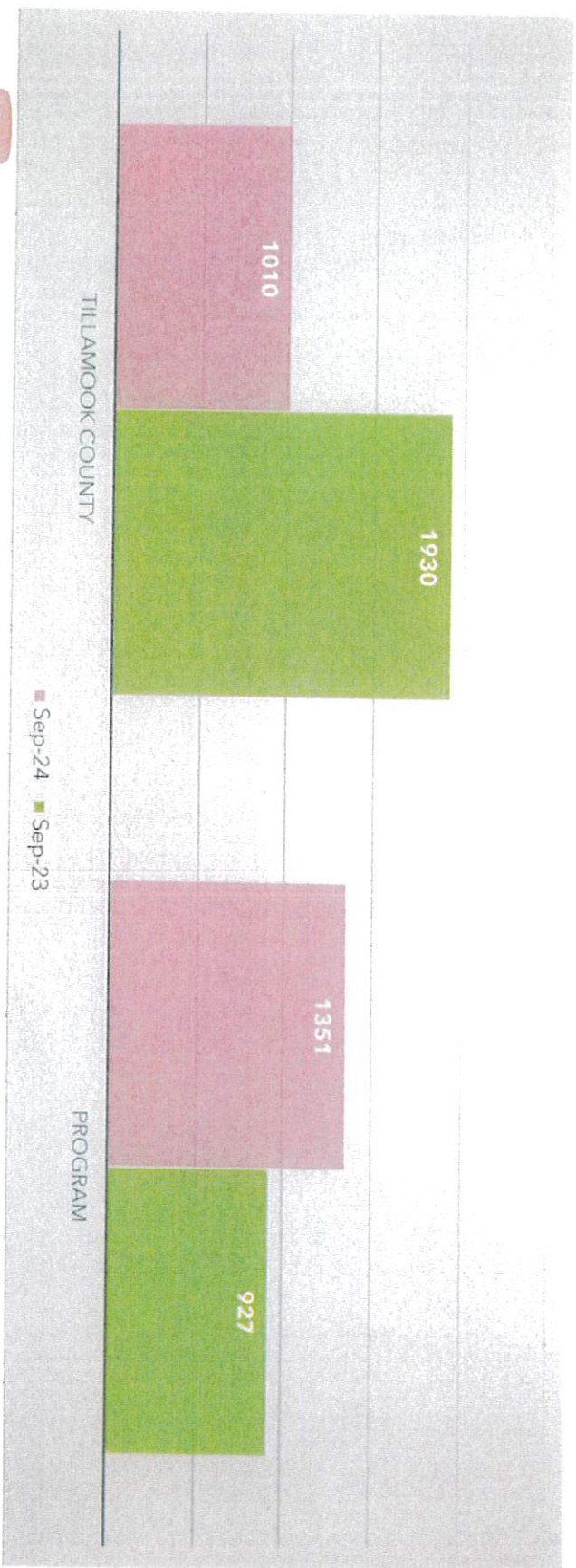
# IN-COUNTY RIDERSHIP BY ROUTE YTD COMPS



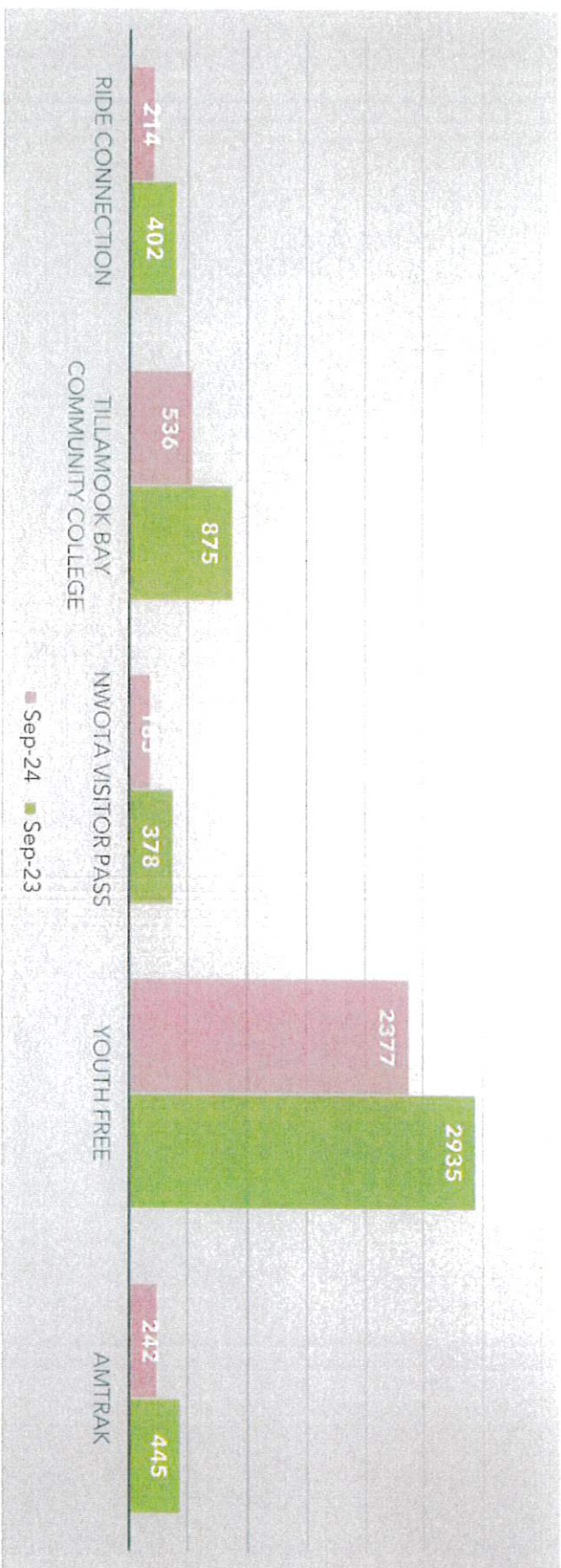
# INTER-CITY RIDERSHIP BY ROUTE YTD COMPS



# DAR RIDERSHIP BY SERVICE TYPE YTD COMPS

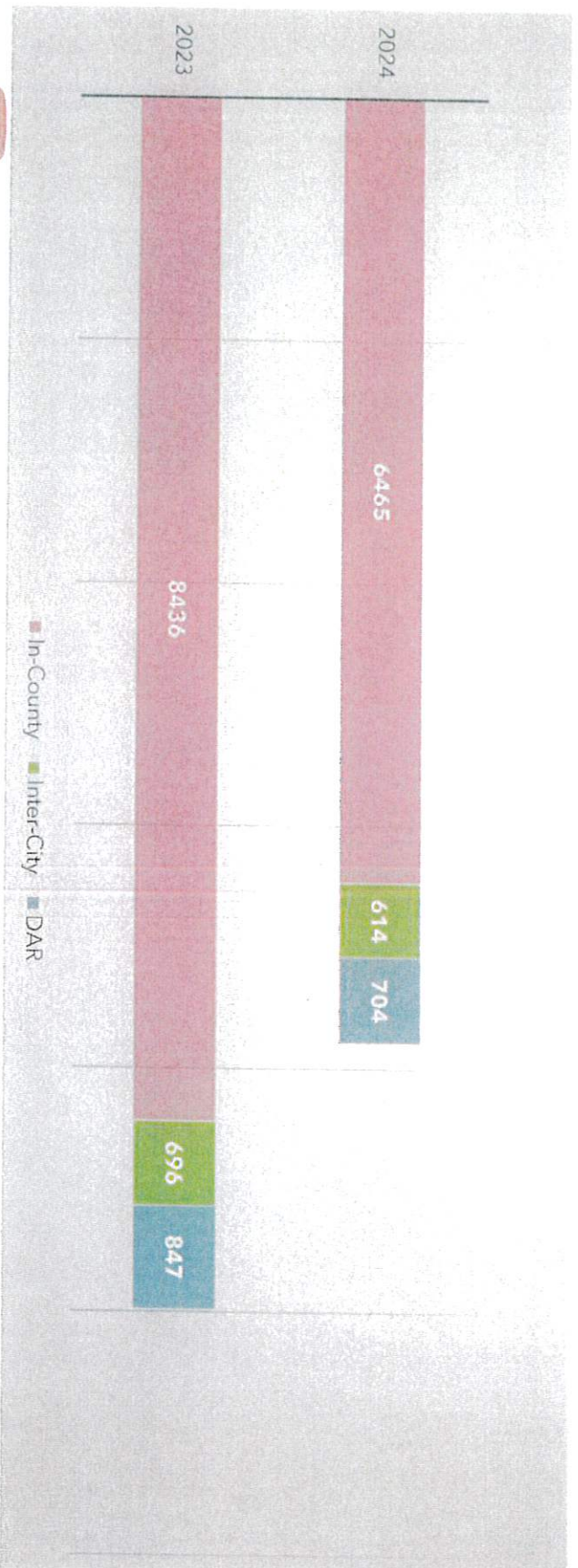


# PASSENGER CATEGORIES YTD COMPS



# TOTAL SERVICES RIDERSHIP

## September 2024 & September 2023



# Tillamook County Transportation District

## MONTHLY PERFORMANCE REPORT

September 2024

### RIDERSHIP BY SERVICE TYPE

	Sep 2024	Sep 2023	YTD FY 24-25	YTD FY 23-24	YTD % Change
<b><u>Dial-A-Ride Service</u></b>					
Tillamook County Program	307	601	1,010	1,930	-47.7%
	397	246	1,351	927	45.7%
<b>Dial-A-Ride Total</b>	<b>704</b>	<b>847</b>	<b>2,361</b>	<b>2,857</b>	<b>-17.4%</b>
<b><u>Deviated Fixed Route Service</u></b>					
Rt 1: Town Loop	2,870	3,907	9,979	11,637	-14.2%
Rt 2: Netarts/Oceanside	209	367	727	1,115	-34.8%
Rt 3: Manzanita/Cannon Beach	2,152	2,159	7,183	7,385	-2.7%
Rt 4: Lincoln City	1,008	1,332	3,167	4,131	-23.3%
Rt 6: Port of Tillamook Bay Loop	226	427	757	1,200	-36.9%
Pacific City Free Shuttle	0	271	0	2,290	-100.0%
<b>Local Fixed Rt Total</b>	<b>6,465</b>	<b>8,463</b>	<b>21,813</b>	<b>27,758</b>	<b>-21.4%</b>
<b><u>Intercity Service</u></b>					
Rt 5: Portland	614	696	2,279	2,572	-11.4%
<b>Inter City Total</b>	<b>614</b>	<b>696</b>	<b>2,279</b>	<b>2,572</b>	<b>-11.4%</b>

<b>TOTAL ALL SERVICES</b>	<b>7,783</b>	<b>10,006</b>	<b>26,453</b>	<b>33,187</b>	<b>-20.3%</b>
---------------------------	--------------	---------------	---------------	---------------	---------------

<b>ONE-WAY TRIPS BY USER GROUP (Allocated)</b>					
	Fixed		YTD	YTD	YTD %
USER GROUP	Route	DAR	FY 24-25	FY 23-24	Change
General (18 years to 60 years of age)	4,247	113	14,833	17,353	-14.5%
Senior/Disabled	2,336	563	9,839	11,436	-14.0%
Child/Youth	496	28	1,781	2,109	-15.5%
<b>Total</b>	<b>7,079</b>	<b>704</b>	<b>26,453</b>	<b>30,897</b>	<b>-14.4%</b>

<b>OTHER RIDER CATEGORIES</b>					
	Fixed		YTD	YTD	YTD %
	Route	DAR	FY 24-25	FY 23-24	Change
Ride Connection	54		214	402	-46.8%
Tillamook Bay Community College	168		536	875	-38.7%
NWOTA Visitor Pass Program	47		185	378	-51.1%
Youth Free		397	1,351	927	45.7%
Amtrak	561		2,377	2,935	-19.0%
	78		242	445	-45.6%

**Primary Performance Measures Report  
thru Sept 2024**

	Passengers per Hour	Cost per Trip	Cost per Hour	Farebox Return %
<b><u>Dial-A-Ride</u></b>				
Dial-A-Ride	1.7	\$ 65.14	\$ 112.87	10.9%
NW Rides	1.2	\$ 99.56	\$ 122.48	66.8%
<b>Total</b>	<b>1.4</b>	<b>\$ 84.83</b>	<b>\$ 119.15</b>	<b>48.5%</b>
<b><u>Deviated Route</u></b>				
Rt 1: Town Loop	11.3	\$ 10.18	\$ 114.98	6.2%
Rt 2: Oceanside	3.9	\$ 30.46	\$ 117.71	2.0%
Rt 6: PORT	6.7	\$ 18.85	\$ 126.53	9.7%
Rt 3: Manzanita	7.2	\$ 20.38	\$ 146.14	2.6%
Rt 4: Lincoln City	3.4	\$ 41.11	\$ 139.05	1.4%
<b>Total</b>	<b>7.0</b>	<b>\$ 19.01</b>	<b>\$ 132.78</b>	<b>3.3%</b>
<b><u>Intercity</u></b>				
Rt 5: Portland	2.6	\$ 53.75	\$ 139.67	15.4%
<b>FY 2024-25 YTD</b>	<b>4.7</b>	<b>\$ 27.87</b>	<b>\$ 129.81</b>	<b>17.6%</b>
<b>FY 2023-24YTD</b>	<b>4.1</b>	<b>\$ 25.15</b>	<b>\$ 103.91</b>	<b>13.6%</b>
<b>Percent Change</b>	<b>12.7%</b>	<b>10.8%</b>	<b>24.9%</b>	<b>29.3%</b>

## MONTHLY PERFORMANCE

Service Month	Passengers per Hour	Farebox Ratio	Operating Cost per Hour
<b><u>Dial-A-Ride Services</u></b>			
Sep-23	1.6	37.1%	96.06
Jun-24	1.5	32.0%	107.10
Jul-24	1.4	38.8%	129.56
Aug-24	1.5	42.6%	105.45
Sep-24	1.4	48.5%	119.15
<b><u>Deviated Fixed Routes</u></b>			
Sep-23	5.8	6.8%	103.19
Jun-24	5.3	3.2%	115.23
Jul-24	6.5	2.8%	140.23
Aug-24	6.4	3.6%	112.68
Sep-24	7	3.3%	132.78
<b><u>Intercity Services</u></b>			
Sep-23	3.3	10.3%	110.53
Jun-24	2.5	9.2%	127.21
Jul-24	2.8	20.9%	106.24
Aug-24	2.8	26.7%	88.32
Sep-24	2.6	15.4%	139.67

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

# nwCONNECTOR

Coordinating Committee In-Person Meeting  
November 8, 2024 | 10:00 am—12:00 pm

**VIRTUAL**

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

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

## Agenda

10:00-10:05a	📌 Introductions		Cynda Bruce
10:05 - 10:10a	📌 Consent Calendar (Action Item) October Meeting Minutes (Attached) Financial Report	✓	Cynda Bruce/All
10:10-10:30a	📌 NWOTA Standing Items Emissions/Ridership Tracking Website Updates: - Swiftly Updates - Accessibility Report		Sarah Lu Heath All
10:30-11:00a	📌 E-Bike Policy Discussion		All
11:00-11:10a	📌 Bus Stop Project Update		Brian Vitulli
11:10-11:30a	📌 Zero Emission Vehicle Feasibility Study - Operational Information Request		Brian Vitulli/ Sarah Lu Heath
11:30-11:45	📌 OCVA Service Pilot Proposal		Brian Vitulli/ Craig Johnson
11:45-11:50a	📌 New Business		All
11:50a-12:00p	📌 Member Updates		All

### Attachments:

October Meeting Minutes  
Ridership/Passenger Mile Tracking

OTA 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**

**October 10, 2024**

Hybrid meeting called to order at 10:06am.

**In attendance:** Cynda Bruce, John Dreeszen, Sarah Lu Heath, Craig Johnston, Arla Miller, Charlene Pech, Brian Vitulli, and Chris Wheatley.

**Consent Calendar:** There was a correction on the minutes: The TCTD grant applications have been submitted but awards have not been announced. On the financials, there was a question about an entry under travel which is likely intended to be covered in administration.

A motion to approve consent items with changes was made by Brian Vitulli and seconded by John Dreeszen, the motion carried unanimously.

**Standing Items:** The Emission Tracking sheet was reviewed. The group discussed the status of acquiring Swiftly data for real-time tracking on nwconnector.org. No one has been able to acquire the necessary data at this time.

**STIF Discretionary Update:** Arla Miller provided an update on the process of STIF Discretionary grant application review, noting that three NWOTA agencies had been present the day before at the Northwest Area Commission on Transportation. State-wide there were 91 applications totaling over \$61 million of requests. There is \$25 million available for grant making.

**E-Bike Policy Discussion:** The group discussed next steps for developing an e-bike policy. It was agreed that Sarah Lu Heath would research a few transit agencies policies for the group to review at the next meeting.

**Bus Stop Project:** Brian Vitulli provided an update stating that TCTD counsel has provided a draft professional services agreement. There will be a competitive procurement process to acquire a design-build firm to manage the project.

**Zero Emission Vehicle Feasibility Study:** The group is awaiting final scope from the CBPA.

**Other Business:** Brian Vitulli requested feedback from the group regarding a proposal from the Oregon Coast Visitors Association. OCVA is proposing a pilot program to duplicate NWConnector service from the Sunset Transit Center in Beaverton to Tillamook and from Tillamook to Astoria.

Craig Johnston made a motion to oppose this proposal as presented, Brian Vitulli seconded that motion, it passed unanimously.

### **Member Updates:**

**TCTD:** Brian Vitulli shared his positive experience from attending the Transform Conference. He also noted that he will be serving on the JCT Maintenance and Operations Taskforce to help inform the 2025 Legislative session.

**SETD:** Craig Johnston shared that Sunset Empire is focused on grant writing and working on their annual audit.

Meeting was adjourned at 12:10pm.



# Tillamook County Transportation District

*"Connecting the community through sustainable transit services"*

---

**DATE:** November 20, 2024  
**TO:** TCTD Board of Directors  
**FROM:** Brian Vitulli, General Manager  
**SUBJECT:** GENERAL MANAGER REPORT

## Administration/Coordination

- Attended the OTA Program Committee meeting on October 17 to continue planning for the 2024 Oregon Public Transportation Conference.
- Serving on the Maintenance and Operations Workgroup of the Oregon Legislature's Joint Committee on Transportation to continue pre-session discussions that work toward addressing the pressing need for stable funding tools and multimodal investment to maintain and improve the transportation system and ensure safety and accessibility for all Oregonians. I will be joined by representatives from business organizations, environmental advocacy groups, transportation workers and builders, and local jurisdictions to provide input on priorities and preferred funding tools and multimodal investments. All Workgroups will consider safety, funding, environment, and equity as key components in their discussions and recommendations. This is a great opportunity to help shape Oregon's multimodal transportation system and improve its safety and functionality for future generations. Attended first four Workgroup meetings on October 15, October 22, November 12, and November 19.
- Attended the OTA Executive Committee meeting on October 22<sup>nd</sup> and November 19<sup>th</sup> to discuss the above-mentioned Maintenance and Operations Workgroup for the JCT.
- Attended 2024 Oregon Public Transportation Conference October 27–30.
- Met with ATU, Local 757 administration on November 1.
- NWOTA meeting was held on November 8.
- Attended Oregon Transit Association Board meeting on November 5.
- Attended the SDAO Transit Networking Committee meeting on November 20.
- Reviewing and revising website material as needed.

### **Planning & Development**

- Clean Bus Planning Award Program project kick-off meeting was held on October 31<sup>st</sup> regarding the ZEV Feasibility Study.
- Developing procurement materials for NWOTA Bus Stop Access Project.

### **Grant Funding**

- Submitted two, ODOT STIF-Discretionary grant applications for 1) New fire alarm system for administration building and vehicle maintenance facility, and 2) Shelters for enhanced bus stop infrastructure constructed as part of the U.S. 101 upgrade project in Garibaldi. Oregon Transportation Commission approval is scheduled for March 3, 2025.
- The TCTD Transportation Advisory Committee (TAC) met on October 23<sup>rd</sup> to provide feedback on the two STIF-Discretionary grant applications submitted by the District. This was a necessary step to provide comments of support as a Qualified Entity (QE). QE Comments were provided by the deadline.
- NWACT comments on the District's STIF-Discretionary grant applications were provided by the deadline.
- Met with the TCTD TAC on November 13 to seek input and a recommendation for upcoming Federal Formula grant applications.

### **Facility/Property Management**

- Remaining renovation tasks are being completed at the Transit Center.

### **Operations/Vehicle Maintenance**

- New DAR vehicle build is nearing completion and delivery is expected in the next month.
- Existing drivers are currently being rotated through their required annual training.
- Working with our vehicle camera system vendor on upgrades.
- Beginning vehicle procurement process for new transit buses.

**Tillamook County Transportation District**  
Board of Directors Regular Monthly Meeting  
Wednesday, October 16, 2024 – 6:00PM  
Transportation Building  
3600 Third Street, Tillamook, OR  
**Meeting Minutes**



1. **Call to Order:** Vice Chair Alder called the meeting to order at 6:01 pm.

2. **Pledge of Allegiance**

3. **Roll Call:**

**Present**

**TCTD Board of Directors**

Gary Hanenkrat, Director  
Marni Johnston, Treasurer  
Jonathan Bean, Secretary  
Thomas Fiorelli, Director (via Zoom)  
Linda Adler, Vice Chair

**Absent**

**TCTD Board of Directors**

Mary Johnson, Board Chair

**TCTD Staff**

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

**Guest**

Vicki Raine, Citizen  
Jim Hefferman, Citizen  
John Cline, Citizen  
Arla Miller, ODOT  
Jose Hernandez, Citizen  
Brian, Citizen

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

5. **Public & Guest Comments:**

John Cline shared how he sees management is working hard to run the District. He sees a lot of extra work being done to keep the services running. As a person who transports, he hears the negativity and sees it on social media. He said he has been a driver for many years and knows how things work. It's not easy to find the right people to do this work. They either leave the area, can't adapt to the work or can't follow the rules and regulations.

Jim Hefferman said that maybe John Cline has a point but maybe not. Jim said maybe he draws the negativity out of people, but he believes the proof is the result of how many drivers have been lost and in service impacts.

6. **Executive Session:** NONE

**STATE OF THE DISTRICT REPORT**

7. **Financial and Grant Report:** FS Bond reviewed the July & August 2024 financials included in the Board packet pages 1-46. Dir. Fiorelli noted that timber tax is high and wondered if that would be the trend. FS Bond said the estimates from the state are usually conservative and then the District budgets conservative as well in order to prepare for low returns. Dir. Fiorelli also asked about the interest rate on the Capital Reserve Fund. FS Bond said the LGIP interest rate has increased since the budget.

8. **Service Measure Performance Report:** OS Reed provided service statistics and performance measures for the months of July & August 2024 which are included in the Board packet pages 47-59.

Dir. Fiorelli suggested that it would be helpful to look at the prior year or 2 before COVID to see how the numbers have rebounded and when the rebound started. He would also like the graphs to be the same instead of a pie chart and to do the line chart.

Dir. Johnston asked if there was a way to drill down to distinguish between local riders and vacationers. OS Reed said there is no feasible way to distinguish between local riders and vacationers, as there is no resource for automatic trackers like the bigger transit agencies. TCTD ridership tracking relies on drivers to do hand counts on paper, so that data is not currently being collected. Dir. Fiorelli said that he has been to other smaller agencies and there are some affordable technology options out there for ridership tracking. Dir. Johnston said she was so surprised at how many persons with disabilities and veterans use the service. She didn't realize there were so many, and it really shows how badly the services are needed.

9. **Northwest Oregon Transit Alliance:** GM Vitulli provided the following updates included in the Board packet pages 60-66. Dir. Johnston asked if the drivers put the bicycles in the bike holder on the front of the bus or if the riders load them? GM Vitulli stated that the riders are generally responsible for putting them on. E-Bikes are more commonly used now, and the NWOTA partners are looking into options and learning what other agencies are doing. They want to ensure they are consistent across the partners' services. Issues are the weight limits of the bike racks. Dir. Johnson asked if there is a way to keep track of how many people are using any type of bicycle when riding. Dir. Alder stated that she would imagine E-Bikes could be hard on the equipment/bike racks.

Dir. Hanenkrat asked if the new DAR bus will be gas or propane. GM Vitulli confirmed it will be dual fuel, both propane and gasoline.

10. **NW Rides Brokerage:** BM Deputy provided the following updates:
- a. Reviewed ride statistics for September 2024.
  - b. Ridership Statistics (not including mileage reimbursement/FFS/Veterans Grant Rides) - Rides provided: 4,740; Miles driven: 119,255. Just for a mental picture this is equal to almost 5 times around the Earth.
11. **General Manager Report:** GM Vitulli provided the following updates included in Board packet pages 67-68 (see GM Report in packet for details):
- a. **Administration/Coordination**
  - b. **Planning Development**
  - c. **Grant Funding**
  - d. **Facility/Property Development**
  - e. **Operations and Vehicle Maintenance**
12. **Miscellaneous:** None.

### CONSENT CALENDAR

13. Motion by Dir. Hanenkrat to Approve the Minutes of September 18, Regular Board Meeting. Seconded by Dir. Johnston.

**Motion Passed**

By Directors Bean, Fiorelli, Johnston  
and Vice Chair Adler.  
Chair Johnson absent.

14. Motion by Dir. Hanenkrat to Approve July & August Financial Statement. Motion Seconded by Dir. Johnston.

**Motion Passed**

By Directors Bean, Fiorelli, Johnston  
and Vice Chair Adler.  
Chair Johnson absent.

### ACTION ITEMS

None

### DISCUSSION ITEMS

15. **Staff Comments/Concerns:**

General Manager Vitulli – None.  
Operations Superintendent Reed – None.  
Brokerage Manager Deputy – None.  
Admin Assistant Brown – None.  
Finance Supervisor Bond – Thanked GM Vitulli and the Board for supporting professional growth at the District. She and Office Assistant Sue Lewis attended an Abila Conference for accounting software and found it very useful and informative.

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

Chair Johnson – Absent.

*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.*

Vice Chair Adler – Thanked everyone for coming. Asked that an email be resent to remind Directors to do the Board training for the SDAO Best Practices due on November 1<sup>st</sup>. FS Bond confirmed that reminder emails are being sent.

Dir. Hanenkrat – None.

Dir. Johnston – None.

Dir. Bean – None.

Dir. Fiorelli – None.

17. **Adjournment:** Board Vice Chair Alder adjourned the meeting at 7:06 pm.

**These minutes were approved this 20<sup>th</sup> day of November 2024.**

ATTEST:

\_\_\_\_\_  
Linda Adler, Board Vice Chair

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

BEFORE THE BOARD OF DIRECTORS  
OF THE  
TILLAMOOK COUNTY TRANSPORTATION DISTRICT

AUTHORIZING THE GENERAL	)	
MANAGER TO SUBMIT 2025-2027	)	RESOLUTION NO. 24-17
FEDERAL FORMULA GRANT	)	
APPLICATION	)	

**WHEREAS**, the U. S. Department of Transportation is authorized to make grants to states through the Federal Transit Administration to support capital/operating assistance projects for public transportation systems under Section 5310 (FTA C 9070.1H) and Section 5311 (FTA C 9040.1H); and

**WHEREAS**, the Oregon Department of Transportation (ODOT) has been designated by the Governor of the State of Oregon to administer Section 5310 grants for Enhanced Mobility of Seniors and Individuals with Disabilities; and

**WHEREAS**, ODOT has been designated by the Governor of the State of Oregon to administer Section 5311 Formula Grants for Rural Areas; and

**WHEREAS**, Tillamook County Transportation District (TCTD) desires to apply for Section 5310 financial assistance to provide funding for Capital Preventive Vehicle Maintenance for demand response and deviated fixed route service vehicles serving seniors and individuals with disabilities, as well as the general public; and

**WHEREAS**, TCTD desires to apply for Section 5311 financial assistance for Capital Preventive Vehicle Maintenance, Capital Vehicle Purchases, and Operating costs, all for demand response and deviated fixed route services for seniors and individuals with disabilities, as well as the general public; and

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

the Board authorizes the General Manager to file and execute an application on behalf of Tillamook County Transportation District with the Oregon Department of Transportation to aid in the financing of capital/operating assistance projects pursuant to Section 5310 (FTA C 9070.1H), as amended, in the amount of \$204,602.00; and be it further

RESOLVED that the Board authorizes the General Manager to file and execute applications on behalf of Tillamook County Transportation District with the Oregon Department of Transportation to aid in the financing of capital/operating assistance projects pursuant to Section 5311 (FTA C 9040.1H), as amended, in the amount of \$2,079,868.00; and be it further

RESOLVED that the General Manager or designee is authorized to execute and file all certifications of assurances, contracts or agreements or any other document required by Oregon Department of Transportation; and be it further

RESOLVED that the General Manager or designee is authorized to provide additional information as Oregon Department of Transportation may require in connection with the application for Section 5310 and Section 5311 projects; and be it further

RESOLVED that the General Manager or designee is authorized to submit and approve request for reimbursement of funds from the Oregon Department of Transportation for the Section 5310 and Section 5311 project(s).

INTRODUCED AND ADOPTED this 20<sup>th</sup> day of November 2024.

ATTEST:

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

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