

Tillamook County Transportation District
Board of Directors
Regular Monthly Meeting



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



Wednesday, February 19, 2025, at 6:00 PM
Transportation Building
3600 Third Street, Tillamook, Oregon

Tillamook County Transportation District
BOARD OF DIRECTORS – REGULAR MONTHLY MEETING
Agenda: Wednesday, February 19, 2025 @ 6:00pm

To attend by phone, please dial: +1 (253) 215-8782 Meeting ID: 814 4875 2742
To attend virtually, please use this link: <https://us02web.zoom.us/j/81448752742>

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 (December) (Pgs.1-24)
8. Service Performance Reports (December) (Pgs.25-33)
9. Northwest Oregon Transit Alliance (February) (Pgs.34-37)
10. NW Rides Brokerage
11. General Managers Report (Pgs.38-39)
 - 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 January 15, 2025, Regular Board Meeting (Pgs.40-45)
14. Motion to Approve December 2024 Financial Statements
15. Ordinance No. 2: Re-establishing and Amending Ordinance No. 2; Establishing TCTD Fare Zones, Categories, and Rates; and Establishing an Effective Date (Pgs.46-50)
16. Motion to Approve TCTD FY 2025-26 Budget Calendar (Pg.51)
17. Motion to Appoint GM Brian Vitulli as FY 2025-26 Budget Officer
18. Motion to Amend Policy 32: Reasonable Modification (Pgs.52-56)
19. Motion to Authorize General Manager to Execute Furniture Quote with National Business Furniture (Pgs.57-62)

ACTION ITEMS

20. Resolution 25-03 Authorizing the General Manager to Execute Amendment Number 4 to ODOT Section 5339 Grant Agreement Number 34225 (Pgs.63-70)
21. Resolution 25-04 Authorizing the General Manager to Execute Amendment Number 3 to ODOT Section 5311 Grant Agreement Number 34242 (Pgs.71-77)
22. Resolution 25-05 Authorizing the General Manager to Execute Amendment Number 1 to ODOT Section 5311 Grant Agreement Number 35606 (Pgs.78-87)

DISCUSSION ITEMS

23. Appointment to Board of Directors - Position 1 (Expiring June 30, 2025) (Pgs.88-89)
24. Staff Comments
25. Board of Directors Comments
26. Adjournment

UPCOMING EVENTS

Next regularly scheduled meeting to be held March 19, 2025

Tillamook County Transportation District

Normal Trial Balance

From 12/1/2024 Through 12/31/2024

<u>Account Code</u>	<u>Account Title</u>	<u>Debit Balance</u>	<u>Credit Balance</u>
1001	General Checking Account #4558	302,112.77	
1006	Payroll Checking #5614	30,658.73	
1009	NW RIDES ACCOUNT #8510	1,238,413.50	
1011	Prop. Mgmt. Checking #7071	15,294.31	
1012	NWOTA #4564	44,461.72	
1020	LGIP1020 #5879	1,492,195.02	
1030	LGIP1030 #5931	1,207,629.12	
1035	LGIP1035 #6518	116,447.34	
1040	Petty Cash	200.00	
		<hr/>	<hr/>
Report Total		4,447,412.51	0.00
		<hr/> <hr/>	<hr/> <hr/>
Report Difference		4,447,412.51	
		<hr/> <hr/>	

B. G. Wilson
2/14/25

Tillamook County Transportation District

Financial Statement

01 - General Fund

From 12/1/2024 Through 12/31/2024

	Current Period Actual	Current Period Budget	Current Year Actual	Total Budget	Total Budget Variance	50%
Resources						
Working Capital	3500	0.00	96,690.83	1,160,290.00	(1,160,290.00)	0.00%
Fares	4000	10,889.46	20,562.50	246,750.00	(170,692.59)	30.82%
Contract Revenue	4020	20,487.50	28,260.25	339,123.00	(237,793.38)	29.87%
Property Tax	4100	184,034.24	101,302.08	1,215,625.00	(130,204.78)	89.28%
Past Years Property Tax	4110	1,560.47	1,013.00	12,156.00	(2,080.79)	82.88%
State Timber Revenue	4120	0.00	17,805.17	213,662.00	(134,240.90)	37.17%
Mass Transit State Payroll Tax	4130	0.00	9,983.33	119,800.00	(47,089.47)	60.69%
Capital Grants	4210	0.00	149,833.33	1,798,000.00	(1,798,000.00)	0.00%
Grants - FTA 5311	4220	0.00	150,086.25	1,801,035.00	(1,801,035.00)	0.00%
Grants - COVID	4221	0.00	18,910.42	226,925.00	(226,925.00)	0.00%
Grants - 5311 (f)	4240	0.00	30,000.00	360,000.00	(360,000.00)	0.00%
Grants - 5310	4245	0.00	8,688.50	104,262.00	(104,262.00)	0.00%
Grants - 5305	4246	0.00	7,032.92	84,395.00	(84,395.00)	0.00%
Special Bus Operations	4300	0.00	41.67	500.00	(500.00)	0.00%
Miscellaneous Income	4400	70.38	1,116.75	13,401.00	(13,030.15)	2.76%
Sale of Assets - Income	4410	0.00	250.00	3,000.00	(3,000.00)	0.00%
Interest Income	4510	7,038.64	3,500.00	42,000.00	(14,727.20)	64.93%
Transfer From General Fund	4911	0.00	0.00	0.00	35,320.00	0.00%
Transfer from NWOTA	4917	0.00	(250.00)	(3,000.00)	3,000.00	0.00%
Transfer from STIF Fund	4918	0.00	(37,753.67)	(453,044.00)	453,044.00	0.00%
Total Resources		<u>224,080.69</u>	<u>607,073.33</u>	<u>7,284,880.00</u>	<u>(5,796,902.26)</u>	<u>20.43%</u>
Expenses						
Personnel Services						
Payroll: Administration	5010	52,311.99	45,143.66	541,724.00	296,988.77	45.17%

Tillamook County Transportation District

Financial Statement

01 - General Fund

From 12/1/2024 Through 12/31/2024

	Current Period Actual	Current Period Budget	Current Year Actual	Total Budget	Total Budget Variance	50%
5020 Payroll: Dispatch	9,177.59	15,202.42	42,853.86	182,429.00	139,575.14	23.49%
5030 Payroll: Drivers	64,487.41	120,808.67	427,503.21	1,449,704.00	1,022,200.79	29.48%
5040 Payroll: Maintenance	15,007.52	15,158.42	86,936.04	181,901.00	94,964.96	47.79%
5050 Payroll Expense	10,205.99	15,094.33	61,372.03	181,132.00	119,759.97	33.88%
5051 Payroll Healthcare	17,492.42	49,015.83	174,541.43	588,190.00	413,648.57	29.67%
5052 Payroll Retirement	3,617.07	7,834.17	30,477.03	94,010.00	63,532.97	32.41%
5053 Payroll Veba	3,151.72	3,701.25	19,143.65	44,415.00	25,271.35	43.10%
5055 Workers Compensation Ins.	0.00	2,800.00	39,677.43	33,600.00	(6,077.43)	118.08%
Total Personnel Services	175,451.71	274,758.75	1,127,239.91	3,297,105.00	2,169,865.09	34.19%
Materials and Services						
5100 Professional Services	13,842.36	10,893.75	63,692.69	130,725.00	67,032.31	48.72%
5103 Planning	0.00	4,166.67	0.00	50,000.00	50,000.00	0.00%
5120 Dues & Subscriptions	9,924.56	1,542.92	21,144.10	18,515.00	(2,629.10)	114.19%
5140 Office Equipment R&R	339.19	323.75	1,356.99	3,885.00	2,528.01	34.92%
5145 Computer R&M	1,654.58	2,146.08	13,523.45	25,753.00	12,229.55	52.51%
5150 Fees & Licenses	7,556.48	1,966.42	14,899.37	23,597.00	8,697.63	63.14%
5160 Insurance	0.00	14,494.16	(3,732.63)	173,930.00	177,662.63	(2.14)%
5170 Office Expense	1,037.91	896.92	3,971.49	10,763.00	6,791.51	36.89%
5175 Board Expense	1,446.11	1,561.42	8,400.44	18,737.00	10,336.56	44.83%
5180 Operational Expense	7,978.32	5,085.83	21,095.51	61,030.00	39,934.49	34.56%
5185 Drug & Alcohol Administration	1,300.00	131.25	1,760.00	1,575.00	(185.00)	111.74%
5190 Marketing	713.42	7,322.42	5,605.83	87,869.00	82,263.17	6.37%
5210 Telephone Expense	1,716.76	2,864.33	7,639.51	34,372.00	26,732.49	22.22%
5220 Travel & Training	943.08	1,925.00	14,572.71	23,100.00	8,527.29	63.08%
5240 Vehicle Expense	5,188.24	18,750.00	65,889.53	225,000.00	159,110.47	29.28%
5245 Diesel & Gasoline Fuel	13,958.11	32,917.50	87,650.41	395,010.00	307,359.59	22.18%

Tillamook County Transportation District

Financial Statement

01 - General Fund

From 12/1/2024 Through 12/31/2024

	Current Period Actual	Current Period Budget	Current Year Actual	Total Budget	Total Budget Variance	50%
5247 Propane Fuel	0.00	5,000.00	1,408.79	60,000.00	58,591.21	2.34%
5260 Postage	220.52	110.92	588.26	1,331.00	742.74	44.19%
5266 Member Mileage Reimbursement	10,000.00	2,866.25	20,000.00	34,395.00	14,395.00	58.14%
5270 Mgmt/Labor Recreation Fund	0.00	343.25	0.00	4,119.00	4,119.00	0.00%
5285 Transit Center Maint	2,105.65	1,780.42	11,942.10	21,365.00	9,422.90	55.89%
5346 Operations Facility Maint.	199.83	367.50	1,915.55	4,410.00	2,494.45	43.43%
Total Materials and Services	80,125.12	117,456.76	363,324.10	1,409,481.00	1,046,156.90	25.78%
Transfers						
9150 Transfer to Vehicle Reserve	0.00	250.00	0.00	3,000.00	3,000.00	0.00%
9160 Transfer to NWOTA Fund	0.00	93,169.58	0.00	1,118,035.00	1,118,035.00	0.00%
9180 Unappropriated Ending Fund Bal	0.00	18,945.50	0.00	227,346.00	227,346.00	0.00%
Total Transfers	0.00	112,365.08	0.00	1,348,381.00	1,348,381.00	0.00%
Capital Outlay						
Capital Purchases						
6000 Bus Replacement/Addition	0.00	140,833.33	0.00	1,690,000.00	1,690,000.00	0.00%
6010 Van Replacement/Addition	0.00	24,333.33	0.00	292,000.00	292,000.00	0.00%
6050 Other Capital Projects	0.00	13,333.33	600.00	160,000.00	159,400.00	0.37%
Total Capital Purchases	0.00	178,499.99	600.00	2,142,000.00	2,141,400.00	0.03%
Total Capital Outlay	0.00	178,499.99	600.00	2,142,000.00	2,141,400.00	0.03%
Total Expenses	255,576.83	683,080.58	1,491,164.01	8,196,967.00	6,705,802.99	18.19%

Tillamook County Transportation District
Financial Statement

02 - Property Management Fund
From 12/1/2024 Through 12/31/2024

	Current Period Actual	Current Period Budget	Current Year Actual	Total Budget	Total Budget Variance	50%
Resources						
Working Capital	0.00	3,750.00	0.00	45,000.00	(45,000.00)	0.00%
Lease Income	4,100.00	3,000.00	14,300.00	36,000.00	(21,700.00)	39.72%
Lease Operational Exp Income	6,786.11	108.33	6,786.11	1,300.00	5,486.11	522.00%
Transfer From General Fund	0.00	(1,020.92)	0.00	(12,251.00)	12,251.00	0.00%
Total Resources	10,886.11	5,837.41	21,086.11	70,049.00	(48,962.89)	30.10%
Expenses						
Materials and Services						
Professional Services	0.00	166.67	0.00	2,000.00	2,000.00	0.00%
Property Operating Expense	2,178.09	2,502.50	9,921.18	30,030.00	20,108.82	33.03%
Property Maint. & Repair	2,447.35	3,079.33	18,693.14	36,952.00	18,258.86	50.58%
Total Materials and Services	4,625.44	5,748.50	28,614.32	68,982.00	40,367.68	41.48%
Capital Outlay						
Debt Service						
OTIB TVC Loan 0071	0.00	913.25	5,479.32	10,959.00	5,479.68	49.99%
OTIB Loan 0061	0.00	2,192.50	13,155.22	26,310.00	13,154.78	50.00%
Total Debt Service	0.00	3,105.75	18,634.54	37,269.00	18,634.46	50.00%
Capital Purchases						
Building Repair & Renovation	0.00	0.00	3,525.34	0.00	(3,525.34)	0.00%
Total Capital Purchases	0.00	0.00	3,525.34	0.00	(3,525.34)	0.00%
Total Capital Outlay	0.00	3,105.75	22,159.88	37,269.00	15,109.12	59.46%
Total Expenses	4,625.44	8,854.25	50,774.20	106,251.00	55,476.80	47.79%

Tillamook County Transportation District
Financial Statement
04 - Capital Reserve Fund

From 12/1/2024 Through 12/31/2024

	Current Period Actual	Current Period Budget	Current Year Actual	Total Budget	Total Budget Variance	50%
Resources						
Working Capital	3500	107,136.42	0.00	1,285,637.00	(1,285,637.00)	0.00%
Interest Income	4510	2,083.33	30,723.67	25,000.00	5,723.67	122.89%
Total Resources		109,219.75	30,723.67	1,310,637.00	(1,279,913.33)	2.34%
Expenses						
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 12/1/2024 Through 12/31/2024

	Current Period Actual	Current Period Budget	Current Year Actual	Total Budget	Total Budget Variance	50%
Resources						
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>0.00</u>	<u>2,852.08</u>	<u>0.00</u>	<u>34,225.00</u>	<u>(34,225.00)</u>	<u>0.00%</u>
Expenses						
Transfers						
Reserve for Future Expenditure	9175	3,352.08	0.00	40,225.00	40,225.00	0.00%
Total Transfers	<u>0.00</u>	<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>0.00</u>	<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 12/1/2024 Through 12/31/2024

	Current Period Actual	Current Period Budget	Current Year Actual	Total Budget	Total Budget Variance	50%
Resources						
Working Capital	3500	1,928.33	0.00	23,140.00	(23,140.00)	0.00%
Total Resources	0.00	1,928.33	0.00	23,140.00	(23,140.00)	0.00%
Expenses						
Transfers						
Reserve for Future Expenditure	9175	1,928.33	0.00	23,140.00	23,140.00	0.00%
Total Transfers	0.00	1,928.33	0.00	23,140.00	23,140.00	0.00%
Total Expenses	0.00	1,928.33	0.00	23,140.00	23,140.00	0.00%

Tillamook County Transportation District

Financial Statement

08 - Northwest Oregon Transit Allia
From 12/1/2024 Through 12/31/2024

	Current Period Actual	Current Period Budget	Current Year Actual	Total Budget	Total Budget Variance	50%
Resources						
Working Capital	0.00	6,666.67	0.00	80,000.00	(80,000.00)	0.00%
NWOTA Partner Cont. Match	0.00	29,542.50	12,000.00	354,510.00	(342,510.00)	3.38%
Transfer From General Fund	0.00	(79,836.25)	0.00	(958,035.00)	958,035.00	0.00%
Transfer from STIF Fund	0.00	(13,333.33)	0.00	(160,000.00)	160,000.00	0.00%
Total Resources	<u>0.00</u>	<u>(56,960.41)</u>	<u>12,000.00</u>	<u>(683,525.00)</u>	<u>695,525.00</u>	<u>(1.76)%</u>
Expenses						
Materials and Services						
Professional Services	0.00	416.67	0.00	5,000.00	5,000.00	0.00%
Administrative Support	45.03	2,083.33	221.96	25,000.00	24,778.04	0.88%
Website Maintenance	0.00	3,333.33	16,500.00	40,000.00	23,500.00	41.25%
Marketing	0.00	416.67	0.00	5,000.00	5,000.00	0.00%
Travel & Training	0.00	0.00	611.07	0.00	(611.07)	0.00%
Total Materials and Services	<u>45.03</u>	<u>6,250.00</u>	<u>17,333.03</u>	<u>75,000.00</u>	<u>57,666.97</u>	<u>23.11%</u>
Transfers						
Transfer to General Fund	0.00	250.00	0.00	3,000.00	3,000.00	0.00%
Unappropriated Ending Fund Bal	0.00	29,709.17	0.00	356,510.00	356,510.00	0.00%
Total Transfers	<u>0.00</u>	<u>29,959.17</u>	<u>0.00</u>	<u>359,510.00</u>	<u>359,510.00</u>	<u>0.00%</u>
Capital Outlay						
Capital Purchases						
Bus Stop Signage/Shelters	0.00	79,836.25	0.00	958,035.00	958,035.00	0.00%
Other Capital Projects	0.00	13,333.33	0.00	160,000.00	160,000.00	0.00%
Total Capital Purchases	<u>0.00</u>	<u>93,169.58</u>	<u>0.00</u>	<u>1,118,035.00</u>	<u>1,118,035.00</u>	<u>0.00%</u>
Total Capital Outlay	<u>0.00</u>	<u>93,169.58</u>	<u>0.00</u>	<u>1,118,035.00</u>	<u>1,118,035.00</u>	<u>0.00%</u>
Total Expenses	<u>45.03</u>	<u>129,378.75</u>	<u>17,333.03</u>	<u>1,552,545.00</u>	<u>1,535,211.97</u>	<u>1.12%</u>

Tillamook County Transportation District
Financial Statement

09 - NW RIDES ACCOUNT

From 12/1/2024 Through 12/31/2024

	Current Period Actual	Current Period Budget	Current Year Actual	Total Budget	Total Budget Variance	50%
Resources						
Working Capital	0.00	83,333.33	0.00	1,000,000.00	(1,000,000.00)	0.00%
NWR Revenue	449,023.49	437,389.58	2,777,856.29	5,248,675.00	(2,470,818.71)	52.92%
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%
Total Resources	<u>449,023.49</u>	<u>557,242.91</u>	<u>2,777,856.29</u>	<u>6,686,915.00</u>	<u>(3,909,058.71)</u>	<u>41.54%</u>
Expenses						
Personnel Services						
Payroll: Administration	33,074.14	36,004.92	196,785.10	432,059.00	235,273.90	45.54%
Payroll: Indirect	1,039.80	1,948.42	6,758.70	23,381.00	16,622.30	28.90%
Payroll Expense	2,926.64	3,294.08	18,539.01	39,529.00	20,989.99	46.89%
Payroll Healthcare	6,512.86	9,378.17	41,038.09	112,538.00	71,499.91	36.46%
Payroll Retirement	3,538.26	2,893.17	19,407.63	34,718.00	15,310.37	55.90%
Payroll Veba	1,499.64	1,357.17	9,222.84	16,286.00	7,063.16	56.63%
Workers Compensation Ins.	0.00	43.75	0.00	525.00	525.00	0.00%
Total Personnel Services	<u>48,591.34</u>	<u>54,919.68</u>	<u>291,751.37</u>	<u>659,036.00</u>	<u>367,284.63</u>	<u>44.27%</u>
Materials and Services						
Professional Services	0.00	437.50	814.88	5,250.00	4,435.12	15.52%
Office Equipment R&R	0.00	2,500.00	1,017.80	30,000.00	28,982.20	3.39%
Computer R&M	2,243.73	1,856.50	32,033.18	22,278.00	(9,755.18)	143.78%
Fees & Licenses	0.00	5,416.67	0.00	65,000.00	65,000.00	0.00%
Insurance	6,547.00	545.58	6,547.00	6,547.00	0.00	100.00%
Office Expense	738.54	583.33	1,972.96	7,000.00	5,027.04	28.18%
Operational Expense	2,174.20	625.00	3,061.72	7,500.00	4,438.28	40.82%
Telephone Expense	4,872.19	1,854.17	15,175.00	22,250.00	7,075.00	68.20%

Tillamook County Transportation District

Financial Statement

09 - NW RIDES ACCOUNT

From 12/1/2024 Through 12/31/2024

	Current Period Actual	Current Period Budget	Current Year Actual	Total Budget	Total Budget Variance	50%
5220 Travel & Training	482.00	131.25	4,369.73	1,575.00	(2,794.73)	277.44%
5260 Postage	19.90	43.75	59.70	525.00	465.30	11.37%
5265 Purchased Transportation	355,841.73	333,333.33	2,094,792.02	4,000,000.00	1,905,207.98	52.36%
5266 Member Mileage Reimbursement	30,000.00	35,000.00	180,000.00	420,000.00	240,000.00	42.85%
5267 Volunteer Mileage Reimburse	35,540.09	50,000.00	213,601.44	600,000.00	386,398.56	35.60%
5281 Office Rent	2,400.00	1,250.00	2,400.00	15,000.00	12,600.00	16.00%
5300 Property Operating Expense	1,970.29	262.50	1,970.29	3,150.00	1,179.71	62.54%
Total Materials and Services	442,829.67	433,839.58	2,557,815.72	5,206,075.00	2,648,259.28	49.13%
Transfers						
9175 Reserve for Future Expenditure	0.00	35,333.33	0.00	424,000.00	424,000.00	0.00%
9180 Unappropriated Ending Fund Bal	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						
6022 Ecolane Investment	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	491,421.01	557,243.00	2,849,567.09	6,686,916.00	3,837,348.91	42.61%

Tillamook County Transportation District
Financial Statement

10 - STIF

From 12/1/2024 Through 12/31/2024

	Current Period Actual	Current Period Budget	Current Year Actual	Total Budget	Total Budget Variance	50%
Resources						
Working Capital	0.00	14,192.50	0.00	170,310.00	(170,310.00)	0.00%
STIF Formula	0.00	37,753.67	273,052.00	453,044.00	(179,992.00)	60.27%
STIF Intercommunity	0.00	29,866.67	0.00	358,400.00	(358,400.00)	0.00%
Interest Income	404.10	0.00	2,162.87	0.00	2,162.87	0.00%
Transfer From General Fund	0.00	0.00	17,660.00	0.00	17,660.00	0.00%
Total Resources	<u>404.10</u>	<u>81,812.84</u>	<u>292,874.87</u>	<u>981,754.00</u>	<u>(688,879.13)</u>	<u>29.83%</u>
Expenses						
Materials and Services						
Fees & Licenses	0.05	0.00	0.05	0.00	(0.05)	0.00%
Total Materials and Services	<u>0.05</u>	<u>0.00</u>	<u>0.05</u>	<u>0.00</u>	<u>(0.05)</u>	<u>0.00%</u>
Special Payments						
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%
Total Special Payments	<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>
Transfers						
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%
Transfer to STIF	0.00	0.00	17,660.00	0.00	(17,660.00)	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%
Total Transfers	<u>0.00</u>	<u>77,975.08</u>	<u>17,660.00</u>	<u>935,701.00</u>	<u>918,041.00</u>	<u>1.89%</u>
Total Expenses	<u>0.05</u>	<u>81,812.83</u>	<u>17,660.05</u>	<u>981,754.00</u>	<u>964,093.95</u>	<u>1.80%</u>

Tillamook County Transportation District

Check/Voucher Register

1001 - General Checking Account #4558

From 12/1/2024 Through 12/31/2024

Docume... Number	Document Date	Transaction Amount	Payee	Transaction Description
18946	12/12/2024	51.15	COUNTRY MEDIA	Public Meeting Notice
18947	12/12/2024	5,250.00	SDAO	SDAO-SDIS Membership Dues
18948	12/12/2024	120.00	BIO-MED TESTING SERVICE, INC.	TCTD/NWR Pre Employment Testing
18949	12/12/2024	47.39	BLUE STAR GAS	Propane Auto Gas
18950	12/12/2024	7,506.12	CARSON OIL CO INC	Fuel 11/1-11/15/2024
18951	12/12/2024	40.00	CENTURYLINK	Local Phone Service 11/21-12/20/2024
18952	12/12/2024	48.85	City Of Tillamook	TVC WATER 11/1-11/30/2024
18953	12/12/2024	55.96	CRYSTAL AND SIERRA SPRINGS	Water Service 10/31-11/14/2024
18954	12/12/2024	50.00	Gary A. Hanenkrat	Board Meeting 11/20/2024
18955	12/12/2024	50.00	Jonathan Bean	Board Meeting 11/20/2024
18956	12/12/2024	45.95	Kirsten Brown	Notary Stamp and Book
18957	12/12/2024	2,703.50	Les Schwab Tire Center	POA Statement Dated 12.1.2024
18958	12/12/2024	50.00	Linda Adler	Board Meeting 11/20/2024
18959	12/12/2024	3,300.00	Madison Ave Collective	December 2024 NW Connector Website
18960	12/12/2024	1,407.10	Marie Mills Center, Inc	TVC Janitorial Services Nov. 2024
18961	12/12/2024	50.00	Marni Johnston	Board Meeting 11/20/2024
18962	12/12/2024	122.58	Office Depot Credit Plan	Office Supplies TCTD/NWR Copy Paper
18962	12/12/2024	23.69	Office Depot Credit Plan	Operation Coordinator Coat Rack
18962	12/12/2024	120.00	Office Depot Credit Plan	TCTD Office Supplies/Toner
18962	12/12/2024	88.26	Office Depot Credit Plan	Office Supplies/Paper, Batteries, Coffee Creamer
18962	12/12/2024	20.29	Office Depot Credit Plan	Office Supplies/Sugar Packets
18962	12/12/2024	49.19	Office Depot Credit Plan	Office Supplies/Snacks
18963	12/12/2024	168.63	Rosenberg Builders Supply	POA Statement dated 11/25/2024
18964	12/12/2024	50.00	Thomas Fiorelli	Board Meeting 11/20/2024
18965	12/12/2024	115.23	Tillamook PUD	Transit Electric 10/12-11/12/2024
18965	12/12/2024	48.23	Tillamook PUD	LB Barn Electric 10/12-11/12/2024
18965	12/12/2024	36.37	Tillamook PUD	SB Barn Electric 10/12/2024-11/12/2024
18966	12/12/2024	400.80	VERIZON	Tablet Service 10/27-11/26/2024
18967	12/27/2024	908.96	ATU LOCAL #757	ATU DUES 12.2024
18968	12/27/2024	4,651.36	HRA VEBA TRUST	JV RETIREMENT 12.27.2024
18968	12/27/2024	(4,651.36)	HRA VEBA TRUST	JV RETIREMENT 12.27.2024
18968	12/27/2024	4,651.36	HRA VEBA TRUST	HRA VEBA 12.27.2024
18969	12/31/2024	4,785.24	DAVISON AUTO PARTS, INC.	CLOSING 11/25/2024
18970	12/31/2024	26.63	Office Depot Credit Plan	TRAINING SUPPLIES
18970	12/31/2024	59.55	Office Depot Credit Plan	OFFICE SUPPLIES
18970	12/31/2024	17.88	Office Depot Credit Plan	OFFICE SUPPLIES
18971	12/31/2024	6,433.05	CARSON OIL CO INC	FUEL
18972	12/31/2024	1,012.86	CINTAS	UNIFORMS
18973	12/31/2024	346.46	Rosenberg Builders Supply	AP 12.31.2024
18974	12/31/2024	2,843.34	Fred Meyer Customer Charges	ROA
18975	12/31/2024	360.60	CATHY BOND	REIMBURSEMENT-HOLIDAY FOOD
18976	12/31/2024	87.44	CRYSTAL AND SIERRA SPRINGS	WATER SERVICE
18977	12/31/2024	120.00	DENNIS COLE, II	MEDICAL CARD REIMBURSEMENT
18978	12/31/2024	5,945.81	PREMIER TRUCK GROUP	ROA
18979	12/31/2024	115.23	Tillamook PUD	ROA 12.2024
18979	12/31/2024	48.23	Tillamook PUD	ROA 12.2024
18979	12/31/2024	36.37	Tillamook PUD	ROA 12.2024
ACH 12.2024	12/23/2024	1,435.92	Elan Financial Services	AP UMPQUA 12.2024
ACH 12.27-2	12/27/2024	1,190.00	W.W. Grainger, Inc.	TCTD MAILBOX
ACH 12.27.24	12/27/2024	5,405.10	MUTUAL OF OMAHA	AP STD/LTD/PLO Q4 2024
ACH CC 11.2024	12/24/2024	1,435.92	Elan Financial Services	11/24-12/24/2024

Tillamook County Transportation District

Check/Voucher Register

1001 - General Checking Account #4558

From 12/1/2024 Through 12/31/2024

Docume... Number	Document Date	Transaction Amount	Payee	Transaction Description
ACH CC 11.2024	12/24/2024	92.00	Elan Financial Services	11/24-12/24/2024
ACH CC 11.2024	12/24/2024	1,646.30	Elan Financial Services	11/24-12/24/2024
ACH MO Q4-24	12/9/2024	3,830.57	MUTUAL OF OMAHA	PLO Q4-2024
ACH MO Q4-24.2	12/27/2024	713.87	MUTUAL OF OMAHA	PLO ADJUSTED
ACH ODR 12.19	12/19/2024	735.64	OREGON DEPART OF REV OTC	OR DEPT OF REVENUE Q4 2024
ACH PO 12.15	12/15/2024	254.45	Pacific Office Automation	OFFICE COPIER LEASE
ACH PO 12.9	12/9/2024	84.74	Pacific Office Automation	OFFICE COPIER TAX 2024
ACH SAMSA... 25	12/31/2024	7,102.58	SAMSARA INC	BUS TRACKING SOFTWARE ANNUAL RENEWAL 2025
ACH ZOOM 1.24	12/31/2024	40.00	ZOOM VIDEO COMMUNICATIONS INC	ZOOM SERVICE JAN 2024
ACH ZOOM 12.24	12/2/2024	40.00	ZOOM VIDEO COMMUNICATIONS INC	ZOOM ACCOUNT
Report Total		73,825.39		

Tillamook County Transportation District

Check/Voucher Register

1006 - Payroll Checking #5614

From 12/1/2024 Through 12/31/2024

<u>Document Number</u>	<u>Document Date</u>	<u>Transaction Amount</u>	<u>Payee</u>	<u>Transaction Description</u>
5813	12/12/2024	1,624.59	Dave Pisanich	FINAL CHECK PISANICH
5814	12/17/2024	261.67	Jose Hernandez Alvarez	MANUAL CHECK HERNANDEZ
ACH ADP	12/20/2024	1,321.05	ADP, LLC	PAYROLL SERVICE FEES
ACH AFLAC	12/18/2024	<u>600.36</u>	AFLAC	BANK REC PR 12.2024
Report Total		<u>3,807.67</u>		

Tillamook County Transportation District

Check/Voucher Register

1009 - NW RIDES ACCOUNT #8510

From 12/1/2024 Through 12/31/2024

Docume... Number	Document Date	Transaction Amount	Payee	Transaction Description
4442	12/31/2024	21,874.89	CareOregon	NWR Q4 2023 GAINSHARE
4443	12/12/2024	45.00	BIO-MED TESTING SERVICE, INC.	TCTD/NWR Pre Employment Testing
4444	12/12/2024	58.51	CENTURYLINK	Local Phone Service 11/21-12/20/2024
4445	12/12/2024	55.96	CRYSTAL AND SIERRA SPRINGS	Water Service 10/31-11/14/2024
4446	12/12/2024	3,905.35	JANNA SMITH	Volunteer MR 11/1-11/30/2024
4447	12/12/2024	322.39	JOY WINKELHAKE	Volunteer MR 11/1-11/30/2024
4448	12/12/2024	51.35	Julienne J. Deputy	Thanksgiving Meal/NWR
4449	12/12/2024	4,824.61	KANDIS LIDAY	Volunteer MR 11/1-11/30/2024
4450	12/12/2024	853.86	LEANN CHUINARD	Volunteer MR 11/1-11/30/2024
4451	12/12/2024	39.97	Office Depot Credit Plan	Office Supplies TCTD/NWR Copy Paper
4451	12/12/2024	33.56	Office Depot Credit Plan	NWR Office Supplies - Keyboard/Mouse
4452	12/12/2024	3,455.39	SEAN REKART	Volunteer MR 11/1-11/30/2024
4453	12/31/2024	2,298.70	AAA RIDE ASSIST	11/17-11/23/2024
4453	12/31/2024	2,145.45	AAA RIDE ASSIST	11/24-11/30/2024
4453	12/31/2024	3,385.00	AAA RIDE ASSIST	12/1-12/7/2024
4453	12/31/2024	3,628.00	AAA RIDE ASSIST	12/8-12/14/2024
4453	12/31/2024	449.00	AAA RIDE ASSIST	VEHICLE CLEANING UNIT
4454	12/31/2024	13,013.00	COLUMBIA MEDICAL	11/17-11/23/2024
4454	12/31/2024	9,626.50	COLUMBIA MEDICAL	11/24-11/30/2024
4454	12/31/2024	10,312.75	COLUMBIA MEDICAL	12/1-12/7/2024
4454	12/31/2024	6,682.17	COLUMBIA MEDICAL	VEHICLE COST SHARE
4455	12/31/2024	4,527.00	COLUMBIA COUNTY RIDER	11.2024
4456	12/31/2024	4,499.75	DIRECT MEDICAL TRANSPORTATION	12/8-12/14/2024
4456	12/31/2024	3,539.25	DIRECT MEDICAL TRANSPORTATION	12/15-12/21/2024
4456	12/31/2024	5,681.50	DIRECT MEDICAL TRANSPORTATION	12/1-12/7/2024
4456	12/31/2024	3,439.75	DIRECT MEDICAL TRANSPORTATION	11/24-11/30/2024
4456	12/31/2024	4,582.75	DIRECT MEDICAL TRANSPORTATION	11/17-11/23/2024
4457	12/31/2024	465.86	K & M MEDIVAN	DRIVER UNIFORMS BOTTOMS
4457	12/31/2024	1,892.58	K & M MEDIVAN	DRIVER UNIFORMS TOPS
4457	12/31/2024	6,506.70	K & M MEDIVAN	11/4-11/10/2024
4457	12/31/2024	4,567.00	K & M MEDIVAN	11/25-11/30/2024
4457	12/31/2024	7,234.00	K & M MEDIVAN	11/18-11/24/2024
4457	12/31/2024	5,607.10	K & M MEDIVAN	11/11-11/17/2024
4457	12/31/2024	1,057.00	K & M MEDIVAN	11/1-11/3/2024
4458	12/31/2024	10,586.00	MEDIX AMBULANCE	12/1-12/7/2024
4458	12/31/2024	5,711.50	MEDIX AMBULANCE	11/24-11/30/2024
4459	12/31/2024	17,029.10	METRO WEST	11.2024
4460	12/31/2024	35.92	QUICK CAB LLC	CAMERA CARDS
4460	12/31/2024	19,098.75	QUICK CAB LLC	11/2024
4461	12/31/2024	6,057.30	Ride Connection Bridge	11/9-11/15/2024
4461	12/31/2024	3,751.80	Ride Connection Bridge	11/23-11/30/2024
4461	12/31/2024	6,084.85	Ride Connection Bridge	11/16-11/22/2024
4461	12/31/2024	7,279.00	Ride Connection Bridge	11/1-11/8/2024
4462	12/31/2024	21,319.00	RYANS TRANSPORTATION SERVICE	11/24-11/30/2024
4462	12/31/2024	29,178.40	RYANS TRANSPORTATION SERVICE	12/1-12/7/2024
4462	12/31/2024	28,660.80	RYANS TRANSPORTATION SERVICE	11/17-11/23/2024
4462	12/31/2024	5,371.60	RYANS TRANSPORTATION SERVICE	11/1-11/2/2024

Tillamook County Transportation District

Check/Voucher Register

1009 - NW RIDES ACCOUNT #8510

From 12/1/2024 Through 12/31/2024

Docume... Number	Document Date	Transaction Amount	Payee	Transaction Description
4462	12/31/2024	27,885.00	RYANS TRANSPORTATION SERVICE	10/20-10/26/2024
4463	12/31/2024	383.00	SUNSET EMPIRE TRANSIT	10.2024
4463	12/31/2024	260.00	SUNSET EMPIRE TRANSIT	BUS PASSES 11.2024
4464	12/31/2024	20,295.50	TILLAMOOK CNTY TRANS. DIST.	10.2024
4465	12/31/2024	1,802.75	WILLAMETTE VALLEY TRANSPORT	11.2024
4466	12/31/2024	932.93	AAA RIDE ASSIST	TABLET AND DASHCAM
4467	12/31/2024	87.45	CRYSTAL AND SIERRA SPRINGS	WATER SERVICE
4468	12/31/2024	6,547.00	TRAVELERS	CYBER SECURITY ANNUAL RENEWAL
4469	12/31/2024	500.00	MEDIX AMBULANCE	AH PHONE SERVICES
ACH 12.2024-9	12/23/2024	1,646.30	Elan Financial Services	AP UMPQUA 12.2024-09
ACH PS 12.10	12/10/2024	84.74	Pacific Office Automation	LEASE TAX
ACH PS 12.17	12/17/2024	254.45	Pacific Office Automation	COPIER LEASE
Report Total		361,504.79		

Tillamook County Transportation District

Check/Voucher Register


1011 - Prop. Mgmt. Checking #7071

From 12/1/2024 Through 12/31/2024

Docume... Number	Document Date	Transaction Amount	Payee	Transaction Description
4719	12/12/2024	1,962.50	CHRISSEY'S CLEANING SERVICE	Admin. Janitorial Services 11/1-11/11/2024
4720	12/12/2024	324.88	City Of Tillamook	Admin Water/Sewer 11/1-11/30/2024
4721	12/12/2024	190.10	City Sanitary Service	Cardboard Container Rent/Cardboard Recycling
4722	12/12/2024	626.06	Marie Mills Center, Inc	Janitorial Service Nov 2024
4722	12/12/2024	179.80	Marie Mills Center, Inc	Janitorial Supplies Nov. 2024
4723	12/12/2024	1,425.36	Tillamook PUD	Admin Electric 10/14-11/12/2024
4724	12/31/2024	1,387.50	CHRISSEY'S CLEANING SERVICE	JANITORIAL
4725	12/31/2024	1,425.36	Tillamook PUD	ROA 12.2024
ACH 12.2024-2	12/23/2024	92.00	Elan Financial Services	AP UMPQUA 12.2024.02
Report Total		7,613.56		

FRED MEYER CARD CHARGES - 12/01-12/31/2024

Date	Description of Transaction	Amount
CARD #3 - KERI BROWN, ADMIN ASSISTANT		
10/31/24	Duplicate Payment	\$ (180.35)
12/12/24	Operation Expense - Training Room Snacks	\$ 92.89
12/12/24	NWOTA Meal	\$ 14.46
12/13/24	NWOTA Meal	\$ 30.57
12/18/24	Board Expense - Meeting Meal	\$ 5.78
12/18/24	Board Expense - Meeting Meal	\$ 41.16
12/19/24	Operation Expense - Holiday Meal	\$ 85.24
	08-000-5101-999-00	\$ 45.03
	01-001-5175-999-00	\$ 46.94
	01-001-5180-999-00	\$ (2.22)
	Total	\$ 89.75
CARD #4 - CATHY BOND, FINANCE SUPERVISOR		
12/18/24	Operation Expense - Holiday Meal	\$ 125.94
12/22/25	Operation Expense - Holiday Meal	\$ 20.05
	01-001-5180-999-00	\$ 145.99
	Total	\$ 145.99
CARD #6 - CRISTEL SCOTT, OPERATIONS COORDINATOR		
12/08/24	Operation Expense - Holiday Meal	\$ 135.40
12/14/24	Operation Expense - Holiday Meal	\$ 35.98
	01-001-5180-999-00	\$ 171.38
	Total	\$ 171.38
	Grand Total	\$ 407.12
DATE	APPROVAL	


 1/24/2025

UMPQUA BANK: CLOSING DATE 12/23/2024

Date	Vendor	Description of Transaction	Amount
CATHY BOND			
11/27/24	Language Line	NWR Phone/Interpreter	\$27.65
11/29/24	Language Line	NWR Phone/Interpreter	\$19.75
11/29/24	Language Line	NWR Phone/Interpreter	\$19.75
12/02/24	Language Line	NWR Phone/Interpreter	\$27.65
12/03/24	Endicia	NWR Membership Fee	\$9.95
12/05/24	Fieldprint	TCTD Background Check	\$12.50
12/05/24	Fieldprint	TCTD Background Check	\$12.50
12/06/24	Fieldprint	TCTD Background Check	\$12.50
12/06/24	Language Line	NWR Phone/Interpreter	\$39.50
12/09/24	Onstar Services	Membership Fee - Shop Truck	\$15.00
12/09/24	Fieldprint	TCTD Background Check	\$12.50
12/12/24	Chefstore	TCTD Holiday Party	\$62.73
12/16/24	Endicia	Postage	\$100.00
12/16/24	Costsco	TCTD Holiday Party	\$283.75
12/16/24	La Mexicana	NWOTA Meal	\$120.70
12/16/24	Endicia	TCTD Membership Fee	\$29.99
12/17/24	Amazon Prime	Membership Fee	\$14.99
12/17/24	Onstar Services	Membership Fee - Shop Truck Wi Fi	\$9.99
12/18/24	Language Line	NWR Phone/Interpreter	\$47.40
12/18/24	Language Line	NWR Phone/Interpreter	\$35.55
12/19/24	Language Line	NWR Phone/Interpreter	\$19.75
12/19/24	Language Line	NWR Phone/Interpreter	\$11.85
12/23/24	Iron Mountain	Office Shredder	\$181.05
12/23/24	Safeway	TCTD Holiday Party	\$78.00
12/23/24	Adobe Inc	Office Software	\$161.96
			\$1,366.96
BRIAN VITULLI			
12/09/24	Starbucks	Business Meeting/Meal	\$7.65
12/09/24	City of Portland	Business Meeting./Parking	\$3.70
12/09/24	City of Portland	Business Meeting/Parking	\$3.70
12/13/24	Pink Peaches Espresso	NW Oregon Area Commission Transp./Meal	\$7.75
12/19/24	Cvent.com	SDAO Conference	\$230.00
			\$252.80
MIKE REED			
12/04/24	Ecoguard Pest	Facility Maintenance	\$92.00
12/05/24	Grainger	Courier Box	\$1,696.27
12/11/24	Grainger	Courier Box Return	\$1,696.27
12/18/24	ODOT DMV	DMV Title Fee - Van	\$132.00
12/23/24	Safeway	DAR Van Fuel	\$85.88
			\$309.88
Charge Totals			\$1,929.64
Late Fees & Intrest			\$87.58
Grand Total Due			\$2,017.22
DATE			

APPROVAL

B. Vitulli
1/24/2025

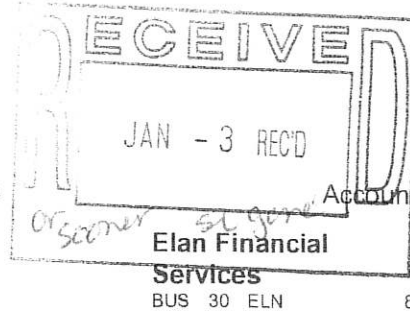


December 2024 Statement

Open Date: 11/26/2024 Closing Date: 12/23/2024



Account: Visa® Company Card with Rewards



1-866-552-8855

TILLAMOOK CNTY TRANS (CPN 001469460)

New Balance	\$2,017.22
Minimum Payment Due	\$107.00
Payment Due Date	01/22/2025

Reward Points	
Earned This Statement	2,166
Reward Center Balance as of 12/22/2024	181,583
For details, see your rewards summary.	

Activity Summary		
Previous Balance	+	\$3,174.22
Payments	-	\$3,174.22CR
Other Credits	-	\$1,696.27CR
Purchases	+	\$3,625.91
Balance Transfers		\$0.00
Advances		\$0.00
Other Debits		\$0.00
Fees Charged	+	\$39.00
Interest Charged	+	\$48.58
New Balance	=	\$2,017.22
Past Due		\$0.00
Minimum Payment Due		\$107.00
Credit Line		\$10,000.00
Available Credit		\$7,982.78
Days in Billing Period		28

Payment Options:



Mail payment coupon with a check



Pay online at myaccountaccess.com



Pay by phone 1-866-552-8855

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



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

- to pay by phone
- to change your address

000045739 01 SP 000638875058974 P Y

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



Account Number	7790
Payment Due Date	1/22/2025
New Balance	\$2,017.22
Minimum Payment Due	\$107.00

Amount Enclosed \$ _____

Elan Financial Services

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




Visa Business Rewards Company Card

Rewards Center Activity as of 12/22/2024	
Rewards Center Activity*	0
Rewards Center Balance	181,583

*This item includes points redeemed, expired and adjusted.

Rewards Earned	This Statement	Year to Date
Points Earned on Net Purchases	1,692	43,986
Gas, Restaurants & Telecom Double Points	474	6,267
Total Earned	2,166	50,253

Points Expiring on 12/31/2024: 14176

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

Important Messages

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

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

Transactions BOND, CATHY Credit Limit \$2500

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
Purchases and Other Debits					
11/27	11/26	8730	LANGUAGE LINE, INC. 800-7526096 CA	\$27.65	_____
11/29	11/27	9148	LANGUAGE LINE, INC. 800-7526096 CA	\$19.75	_____
11/29	11/27	9013	LANGUAGE LINE, INC. 800-7526096 CA	\$19.75	_____
12/02	11/28	4167	LANGUAGE LINE, INC. 800-7526096 CA	\$27.65	_____
12/03	12/02	5210	ENDICIA 800-576-3279 TX	\$9.95	_____
12/05	12/05	1289	FIELDPRINT 888-291-1369 PA	\$12.50	_____
12/05	12/05	1933	FIELDPRINT 888-291-1369 PA	\$12.50	_____
12/06	12/06	7105	FIELDPRINT 888-291-1369 PA	\$12.50	_____
12/06	12/05	2073	LANGUAGE LINE, INC. 800-7526096 CA	\$39.50	_____
12/09	12/06	2880	ONSTAR DATA PLAN AT&T 888-466-7827 TX	\$15.00	_____
12/09	12/08	1701	FIELDPRINT 888-291-1369 PA	\$12.50	_____
12/12	12/11	3206	CHEFSTORE 7540 ALOHA OR	\$62.73	_____
12/16	12/13	0602	USPS STAMPS ENDICIA 888-434-0055 DC	\$100.00	_____
12/16	12/14	4641	COSTCO WHSE #0692 HILLSBORO OR	\$283.75	_____
12/16	12/13	4825	LA MEXICANA RESTAURANT TILLAMOOK OR	\$120.70	_____

Continued on Next Page



December 2024 Statement 11/26/2024 - 12/23/2024
 TILLAMOOK CNTY TRANS (CPN 001469460)

Page 3 of 4

Elan Financial Services (1-866-552-8855

Transactions		BOND,CATHY			Credit Limit \$2500	
Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation	
12/16	12/15	8765	ENDICIA 800-576-3279 TX	\$29.99	_____	
12/17	12/16	0368	Amazon Prime*Z17UB4FD1 Amzn.com/bill WA	\$14.99	_____	
12/17	12/16	1045	OnStar, LLC 888-4667827 MI	\$9.99	_____	
12/18	12/17	8989	LANGUAGE LINE, INC. 800-7526096 CA	\$47.40	_____	
12/18	12/17	4252	LANGUAGE LINE, INC. 800-7526096 CA	\$35.55	_____	
12/19	12/18	8915	LANGUAGE LINE, INC. 800-7526096 CA	\$19.75	_____	
12/19	12/18	3709	LANGUAGE LINE, INC. 800-7526096 CA	\$11.85	_____	
12/23	12/20	8745	BTS*IRONMOUNTAIN 470-792-4840 MA	\$181.05	_____	
12/23	12/19	2677	SAFEWAY #2723 TILLAMOOK OR	\$78.00	_____	
12/23	12/22	5051	ADOBE *ADOBE 408-536-6000 CA	\$161.96	_____	
			Total for Account	2022	\$1,366.96	

Transactions		REED,MICHAEL			Credit Limit \$3500	
Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation	
Other Credits						
12/11	12/06	7870	GRAINGER 800-4724643 IL MERCHANDISE/SERVICE RETURN	\$1,696.27	CR _____	
Purchases and Other Debits						
12/04	12/03	0017	ECOGUARD PEST OREGON 503-4332847 OR	\$92.00	_____	
12/05	12/04	4501	GRAINGER 800-4724643 IL	\$1,696.27	_____	
12/18	12/17	5706	ODOT DMV 503 945 5000 TILLAMOOK OR	\$132.00	_____	
12/23	12/20	2276	SAFEWAY FUEL2627 ASTORIA OR	\$85.88	_____	
			Total for Account	9595	\$309.88	

Transactions		VITULLI,BRIAN A			Credit Limit \$10000	
Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation	
Purchases and Other Debits						
12/09	12/05	8808	STARBUCKS STORE 00467 PORTLAND OR	\$7.65	_____	
12/09	12/05	6368	CITY OF PORTLAND DEPT PORTLAND OR	\$3.70	_____	
12/09	12/05	9650	CITY OF PORTLAND DEPT PORTLAND OR	\$3.70	_____	
12/13	12/12	4512	SQ *PINK PEACHES ESPRE Scappoose OR	\$7.75	_____	
12/19	12/18	0255	CVENT* 2025 SDAO ANNUA WWW.CVENT.COM VA	\$230.00	_____	
			Total for Account	9476	\$252.80	


Transactions BILLING ACCOUNT ACTIVITY

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
Payments and Other Credits					
12/23	12/23		PAYMENT THANK YOU	\$3,174.22	CR
Fees					
12/23	12/22		LATE FEE - PAYMENT DUE ON 12/22	\$39.00	
			TOTAL FEES FOR THIS PERIOD	\$39.00	
Interest Charged					
12/23			INTEREST CHARGE ON PURCHASES	\$48.58	
			TOTAL INTEREST FOR THIS PERIOD	\$48.58	
			Total for Account -	7790	\$3,086.64 CR

2024 Totals Year-to-Date	
Total Fees Charged in 2024	\$39.00
Total Interest Charged in 2024	\$43.07

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	16.49%	
**PURCHASES	\$2,017.22	\$3,841.13	YES	\$48.58	16.49%	
**ADVANCES	\$0.00	\$0.00	YES	\$0.00	28.24%	

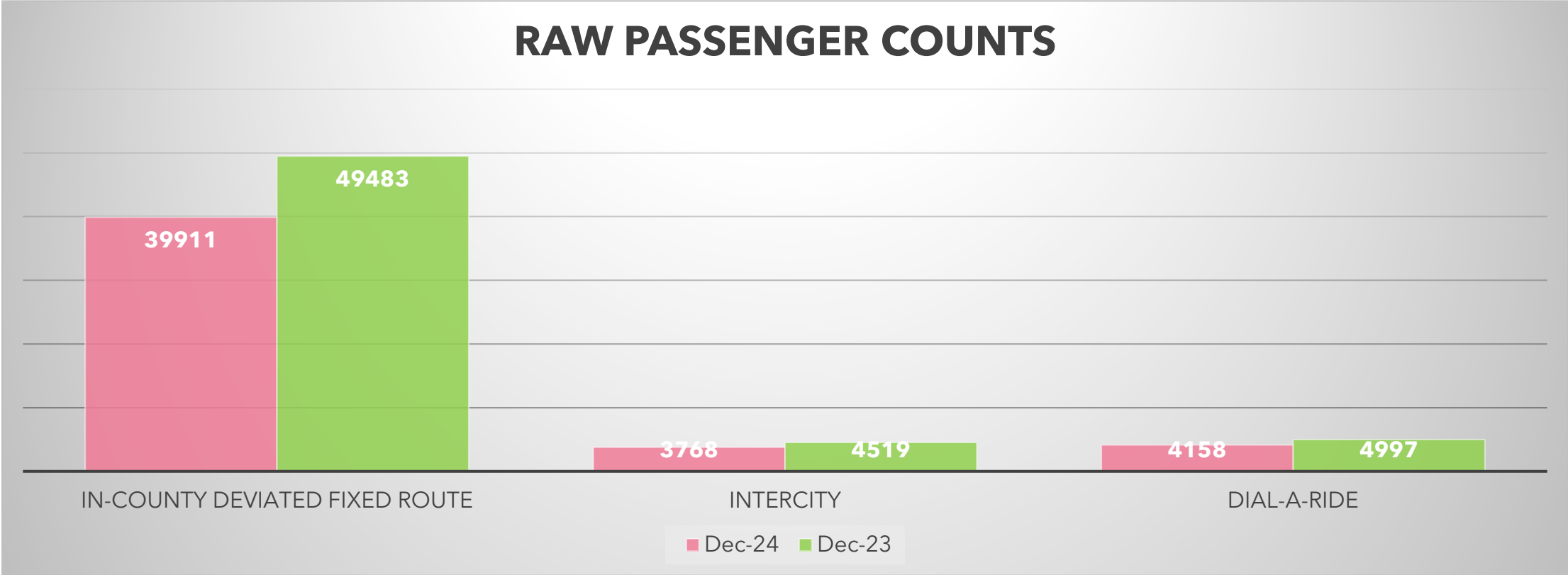
Contact Us

 Phone 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
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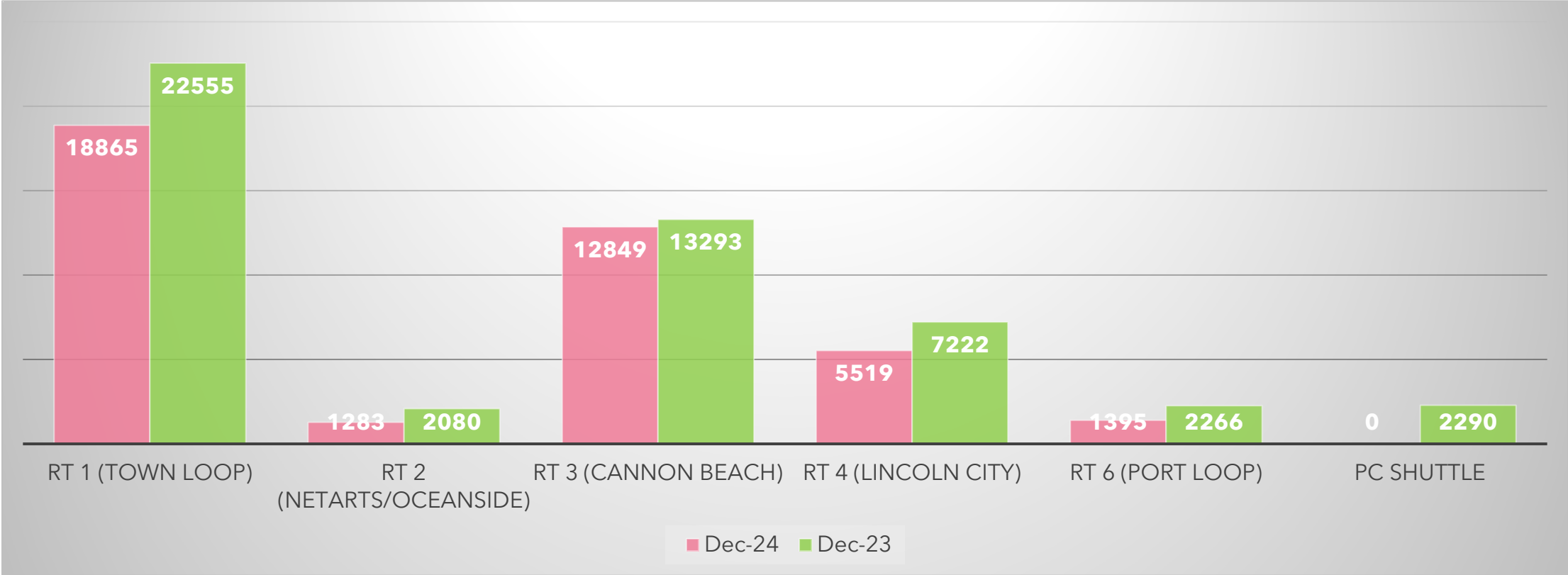
TCTD Operations
Statistics &
Performance
December 2024



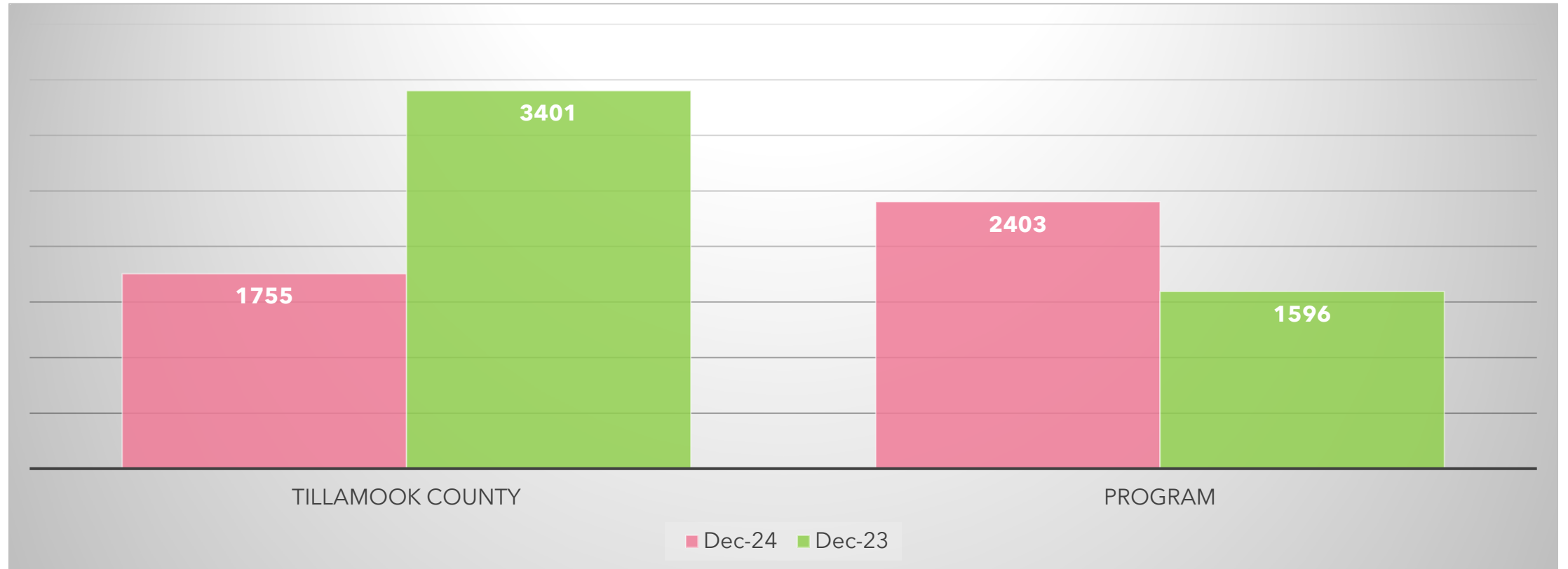
YTD COMPS BY SERVICE TYPE



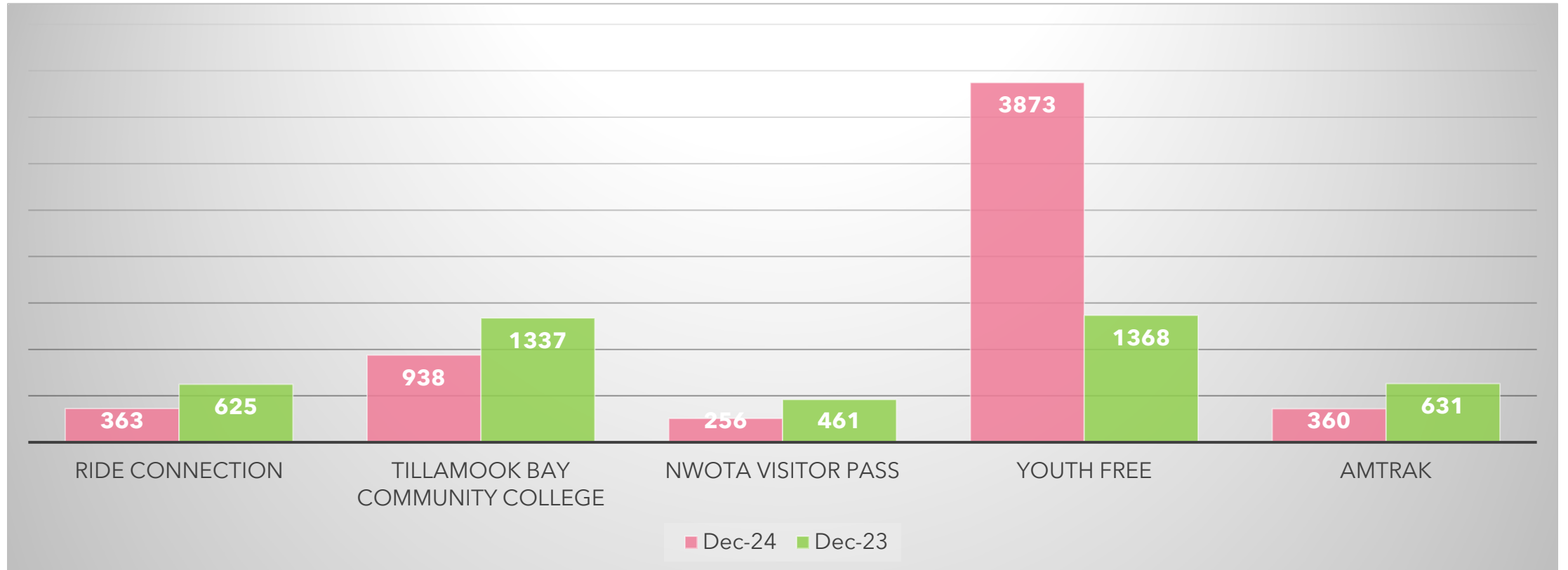
IN-COUNTY RIDERSHIP BY ROUTE YTD COMPS



DAR RIDERSHIP BY SERVICE TYPE YTD COMPS

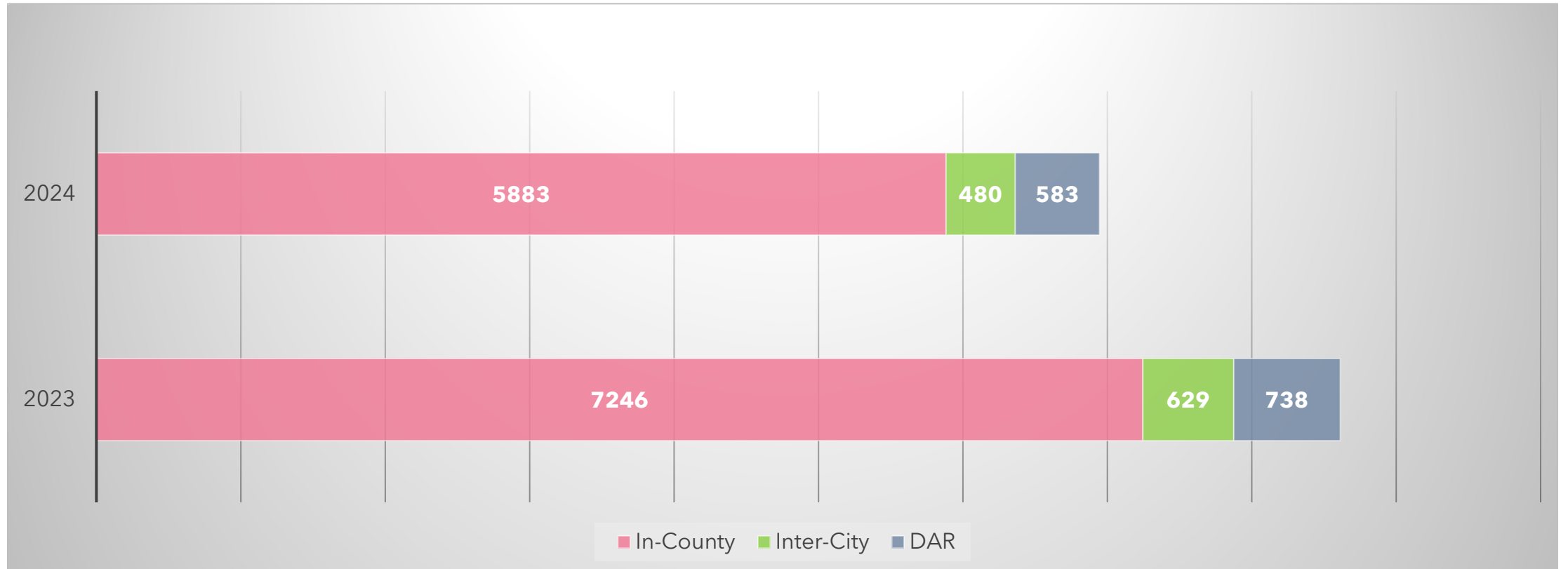


PASSENGER CATEGORIES YTD COMPS



TOTAL SERVICES RIDERSHIP

December 2024 & December 2023



**Primary Performance Measures Report
thru Dec 2024**

	Passengers per Hour	Cost per Trip	Cost per Hour	Farebox Return %
<u>Dial-A-Ride</u>				
Dial-A-Ride	1.8	\$ 69.23	\$ 122.36	11.0%
NW Rides	1.2	\$ 106.52	\$ 132.75	57.1%
Total	1.4	\$ 90.78	\$ 129.22	42.3%
<u>Deviated Route</u>				
Rt 1: Town Loop	10.7	\$ 11.55	\$ 124.15	5.4%
Rt 2: Oceanside	3.4	\$ 37.02	\$ 127.01	1.9%
Rt 6: PORT	6.2	\$ 21.89	\$ 136.22	8.8%
Rt 3: Manzanita	8.2	\$ 20.94	\$ 171.20	2.4%
Rt 4: Lincoln City	3.0	\$ 50.34	\$ 149.28	0.9%
Total	6.9	\$ 21.12	\$ 145.67	2.9%
<u>Intercity</u>				
Rt 5: Portland	2.2	\$ 70.34	\$ 151.66	11.9%
FY 2024-25 YTD	4.6	\$ 31.05	\$ 142.07	14.5%
FY 2023-24YTD	3.9	\$ 26.67	\$ 104.14	11.4%
Percent Change	17.2%	16.4%	36.4%	27.0%

MONTHLY PERFORMANCE

Service Month	Passengers per Hour	Farebox Ratio	Operating Cost per Hour
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Dial-A-Ride Services

Dec-23	1.5	31.9%	94.23
Sep-24	1.4	48.5%	119.15
Oct-24	1.4	46.6%	119.15
Nov-24	1.4	42.3%	125.50
Dec-24	1.4	42.3%	129.22

Deviated Fixed Routes

Dec-23	5.2	3.9%	101.83
Sep-24	7	3.3%	132.78
Oct-24	6.6	3.0%	131.78
Nov-24	6.7	2.8%	141.44
Dec-24	6.9	2.9%	145.67

Intercity Services

Dec-23	2.7	10.9%	115.34
Sep-24	2.6	15.4%	139.67
Oct-24	2.4	14.4%	140.54
Nov-24	2.3	12.6%	148.98
Dec-24	2.2	11.9%	151.66

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

Tillamook County Transportation District

MONTHLY PERFORMANCE REPORT

December 2024

RIDERSHIP BY SERVICE TYPE

	Dec 2024	Dec 2023	YTD FY 24-25	YTD FY 23-24	YTD % Change
<u>Dial-A-Ride Service</u>					
Tillamook County Program	207	510	1,755	3,401	-48.4%
	376	228	2,403	1,596	50.6%
Dial-A-Ride Total	583	738	4,158	4,997	-16.8%

Deviated Fixed Route Service

Rt 1: Town Loop	2,894	3,691	18,865	22,555	-16.4%
Rt 2: Netarts/Oceanside	171	276	1,283	2,080	-38.3%
Rt 3: Manzanita/Cannon Beach	1,906	1,962	12,849	13,293	-3.3%
Rt 4: Lincoln City	704	995	5,519	7,222	-23.6%
Rt 6: Port of Tillamook Bay Loop	208	322	1,395	2,266	-38.4%
Pacific City Free Shuttle	0	0	0	2,067	-100.0%
Local Fixed Rt Total	5,883	7,246	39,911	49,483	-19.3%

Intercity Service

Rt 5: Portland	480	629	3,768	4,519	-16.6%
Inter City Total	480	629	3,768	4,519	-16.6%

TOTAL ALL SERVICES	6,946	8,613	47,837	58,999	-18.9%
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ONE-WAY TRIPS BY USER GROUP (Allocated)					
	Fixed		YTD	YTD	YTD %
USER GROUP	Route	DAR	FY 24-25	FY 23-24	Change
General (18 years to 60 years of age)	3,818	93	26,873	32,085	-16.2%
Senior/Disabled	2,100	466	17,740	20,956	-15.3%
Child/Youth	445	24	3,224	3,890	-17.1%
Total	6,363	583	47,837	56,932	-16.0%

OTHER RIDER CATEGORIES					
	Fixed		YTD	YTD	YTD %
	Route	DAR	FY 24-25	FY 23-24	Change
Ride Connection	35		363	724	-49.9%
Tillamook Bay Community College	137		938	1,428	-34.3%
NWOTA Visitor Pass Program	21		256	472	-45.8%
		376	2,403	1,596	50.6%
Youth Free	483		3,873	5,381	-28.0%
Amtrak	45		360	666	-45.9%

nwCONNECTOR

Coordinating Committee In-Person Meeting

February 14, 2025 | 10:00 am—12:00 pm

ALL 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) January Meeting Minutes Financial Report	✓	Cynda Bruce/All
10:10-10:30a	 NWOTA Standing Items Emissions/Ridership Tracking Website Updates: - Swiftly Updates - Branding Updates - Token Transit		Sarah Lu Heath
10:30-10:40a	 E-Bike Policy Discussion	✓	All
11:00-11:10a	 Bus Stop Project Update		Brian Vitulli
11:10-11:20a	 Zero Emission Vehicle Feasibility Study		Brian Vitulli/ Sarah Lu Heath
11:20-11:35a	 OCVA Service Pilot Proposal Update		All
11:35 – 11:45a	 CWRides Collaboration		Charlene Peche All
11:45-11:50a	 New Business Travel Oregon Letter of Intent		All
11:50a-12:00p	 Member Updates		All

Attachments:

January Meeting Minutes

Ridership/Passenger Mile Tracking

www.nwconnector.org



nwCONNECTOR

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.

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NWOTA Meeting Minutes

January 10, 2025

Hybrid meeting called to order at 10:08am.

In attendance: Debbie Boothe-Schmidt, Cynda Bruce, John Dreeszen, Cody Franz, Sarah Lu Heath, Brian Vitulli, and Chris Wheatley.

The meeting began with well-deserved recognition of John Dreeszen's service to Columbia County Rider and his retirement. This will be John's last NWOTA meeting. In February, Chris Wheatley will take over as Director of CCR.

Standing Items:

Website Updates: MAC Collective joined the meeting to discuss updates to nwconnector.org's accessibility features. MAC's recommendations were accepted and applauded. Sarah Lu Heath updated the group on a meeting she coordinated between MAC and Swiftly. After the meeting all API access requests will be renewed. With staff from both agencies working directly together, the real time tracking should be available in the next several weeks.

Marketing Update: Sarah Lu Heath is working on a letter of intent application to Travel Oregon to support NWConnector services marketing and advertising. Motion to approve full application if invited was made by Brian Vitulli, seconded by John Dreeszen, and passed unanimously.

Ridership & Emissions tracking were reviewed.

Consent Calendar: Minutes and financials were reviewed. Motion to accept was made by John Dreeszen, seconded by Brian Vitulli and passed unanimously.

E-Bike Policy Discussion: Agencies noted further research needed for most concise language and the need for driver training for updated policy. Cody Franz recommended we look at Lane County Transit's policy as a good example.

Bus Stop Project: Brian Vitulli shared that he continues to work with Jordan Ramis on the RFP. He expects a draft will go to the group for review within a few days.

Zero Emission Vehicle Feasibility Study: Sarah Lu Heath provided updates: agencies are wrapping up data fulfillment for Gannett Fleming consultants. The next topic for the consultants will be the statewide procurement process. Video calls are scheduled with agencies that couldn't otherwise provide electrical and power information.

Other Business: TCTD and SETD shared that the Oregon Coast Visitor's Association request shared transit center use and to add new transit services to the region is ongoing. There are concerns about impacts off adding uncoordinated services to corridors already served by public transit.

Member Updates: TCTD STIF Formula planning is underway. They are seeking new buses with propane capabilities and two trolleys to serve as Pacific City and Tillamook circulators. They have also upgraded facilities at the Transit Center to include a new ADA accessible doorway.

CCR is working on the leadership transition, with John Dreeszen's last day at the end of January. Chris Wheatley has been attending NWOTA and we welcome him as the permanent representative for the Columbia County Rider. Chris has been working with staff to improve social media presence. This has included outreach regarding employment opportunities, garnering two interviews to take place soon.

SETD have received approval from their TAC and Board of Directors for their STIF plan. This includes a one year micro transit pilot. They are have employment opportunities for drivers and a HR professional.

Cody Franz with ODOT reminded everyone that STIF applications are due January 16th. He also shared the good news that ODOT is filling many positions within their agency.

Meeting was adjourned at 11:55am.



Tillamook County Transportation District

“Connecting the community through sustainable transit services”

DATE: February 19, 2025
TO: TCTD Board of Directors
FROM: Brian Vitulli, General Manager
SUBJECT: GENERAL MANAGER REPORT

Administration/Coordination

- Served on the Maintenance and Operations Workgroup of the Oregon Legislature’s Joint Committee on Transportation. The group had pre-session discussions to address 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. Final Workgroup meeting was held on January 16.
- ODOT’s Compliance Site Review was conducted on January 29th and 30th. Final report is pending, but feedback from ODOT and their compliance consultant team is very favorable.
- Attended OTA Legislative Briefing event on February 4.
- Attended OTA Legislative Committee meeting on February 5.
- Attended 2025 SDAO Annual Conference February 6-9 in Bend, OR.
- Attended OTA Board of Directors meeting on February 11.
- Attended NWACT meeting on February 13.
- NWOTA meeting held on February 14.

Planning & Development

- The Zero Emission Vehicle Feasibility Study is continuing. Data collection has been completed and the consultant team is proceeding with analysis and document development. Project coordination meeting held on January 30.
- The phase 1 Request for Qualifications is nearly complete for the NWOTA Bus Stop Access Project. Phase 1 tasks include final design and obtaining permits for the three locations (Pacific City, Hebo, Waldport), and a NEPA analysis of the Hebo location. The District will then seek responses from three qualified firms and proceed with contracting.
- Met with consultants from Destination Management Advisors on January 24 regarding the OCVA’s pilot shuttle proposal to operate duplicative service from Beaverton to Tillamook to Cannon Beach, Seaside, and Astoria. Also met with NWOTA partners regarding this issue.

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. ODOT recommended approval of both projects to the Public Transportation Advisory Committee (PTAC). PTAC approved funding for both projects – 100% of ask for the fire alarm system and \$71,997 (out of \$80,000) for bus stop infrastructure in Garibaldi. Oregon Transportation Commission consideration is scheduled for March 3, 2025.
- Submitted Federal Formula (5310 & 5311) grant applications to ODOT on November 20, 2024. Funding will be used for preventive maintenance, capital vehicle purchases, and operations. Marie Mills Center, Inc. submitted for 5310 funds through the District as the lead agency. Their award will be used for preventive maintenance of their fleet. PTAC consideration is scheduled for March 3, 2025.
- FY 2025-2027 Statewide Transportation Improvement Fund (STIF) Formula Funding Plan application was submitted to ODOT on January 16, 2025 to cover the period July 1, 2025 through June 30, 2027. (The Board of Directors approved this Plan at January 2025 meeting.) On February 10, TCTD received notification from ODOT that its FY 2025-2027 STIF Plan was reviewed and determined to be complete with no changes. ODOT will recommend it to the Public Transportation Advisory Committee for approval at their April meeting. Final approval to be considered by the Oregon Transportation Commission at their May meeting.

Facility/Property Management

- ADA controller installed on January 16 at the Transit Center to allow the westside doors to be fully ADA accessible. (Board approved contract at December 2024 meeting.)
- Transit Center exterior / platform cleaning occurs weekly and on an as-needed basis.
- NW Rides Brokerage expansion is progressing rapidly.

Operations/Vehicle Maintenance

- Request for Quotes for four new Category B buses issued on January 2, 2025. Vendor responses were due on January 24, 2025, but delayed due to clarification of Altoona testing requirements of gas engine Category B vehicles with propane conversion.
- Two new category B buses will enter production once all components are ordered. These vehicles are long overdue, but progress is being made.
- Two heavy-duty Category B trolley-replica buses are in the procurement process.
- Two Category E1 DAR vans are currently being manufactured. These vehicles are long overdue.

Tillamook County Transportation District
Board of Directors Regular Monthly Meeting
Wednesday, January 15, 2025 – 6:00PM
Transportation Building
3600 Third Street, Tillamook, OR
Meeting Minutes



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

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

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, Admin Assistant/Board Clerk

Guest

Arla Miller, ODOT
David McCall, Citizen
John Cline, Citizen

4. **Announcements and Changes to Agenda:** Added to Item 9: November 2024 Monthly Service Performance Report; added Item 17: Resolution 25-02 Adopting the FY 2025-2027 STIF Formula Fund Plan and Authorizing the General Manager to Submit the FY 2025-2027 STIF Formula Fund Plan Application

5. **Public & Guest Comments:** David McCall let everyone know that GM Vitulli went above and beyond when his (David) City vehicle broke down. GM Vitulli stayed until the tow truck driver came, which was about an hour and a half later and gave him a ride back to town.

6. **Executive Session:** None.

- 7. Second Reading of Ordinance No. 2: Re-establishing and Amending Ordinance No. 2; Establishing TCTD Fare Zones, Categories, and Rates; and Establishing an Effective Date.**

STATE OF THE DISTRICT REPORT

- 8. Financial and Grant Report:** FS Bond reviewed the November 2024 financials included in the Board packet pages 6-31.

Director Hanenkrat asked about item 18924 on page 7 regarding Quick Cab LLC charge, questioned why it wasn't charged to NW Rides Brokerage. FS Bond explained that it was a fee for service for a dialysis patient.

Director Adler asked why NW Rides doesn't cover this. FS Bond said that TCTD will pay, but ODOT and Care Oregon will help offset the cost once the Dialysis Clinic is open. Until then, it will continue to be covered under TCTD's human services grant.

Director Fiorelli stated that he appreciates what the District does for dialysis patients and asked who Ryan's Transportation Service is. FS Bond explained that he has many employees that work for him and many vehicles in the network.

Director Adler stated that the NW Rides Ecolane training should have been for NW Rides only. FS Bond stated that she does the financial reporting for deviated fixed-route, DAR, and NW Rides including volunteer services, and is a super-user of this software. This professional development opportunity allowed her to increase her knowledge of Ecolane, as well as receive a Manager and Executive Director Training certificate.

- 9. Service Measure Performance Report:** OS Reed provided service statistics and performance measures for the month of November 2024 and are included in the Board packet pages 32-40.

Director Fiorelli asked that with Ordinance 2 being amended, will there be a significant difference in fare revenue. OS Reed stated that fare revenue would not be impacted because it was primarily being amended to remove discontinued services such as intercity Routes 60x and 70x. TCTD is going to start tracking bicycles carried on vehicles and will make the process easy for drivers. Starting in April, farebox reporting will be a different process, with STIF funding being incorporated to help with the reduced fare recovery.

- 10. Northwest Oregon Transit Alliance:** GM Vitulli provided updates on the January meeting, with details included in the Board packet pages 41-43.

Director Fiorelli asked if he would be able to see the letter that NWOTA is submitting to OCVA's proposal. GM Vitulli stated that NWOTA has not yet submitted a letter. Director Fiorelli stated that he has confidence in the NWOTA team to make the right decision.

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

- a. Reviewed ride statistics for 2023 vs 2024 Calendar Year.
- b. The rides that were provided were 51,002 in 2024 over 47,033 in 2023. Mileage reimbursement rides were 17,761 in 2024 over 17,373 in 2023. Volunteer rides were 7,774 in 2024 over 6,586 in 2023.
- c. Providers had an increase of approximately 4000 rides in 2024. Mileage reimbursement increased by a little under 400 rides. Volunteers performed 1,208 more rides in 2024, than 2023.
- d. Miles driven by providers were 1,164,232 in 2024 over 1,119,237 in 2023. Mileage reimbursement miles were 766,388 in 2024 over 740,170 in 2023. Volunteer miles in 2024 were 341,697 over 284,528 in 2023.
- e. Providers had an increase of approximately 45,000 miles in 2024. Mileage reimbursement increased by a little over 26,000 miles. Volunteers drove over 57,000 miles further in 2024.
- f. Tillamook Family Counseling Center has moved out of their office, and we are working with vendors for the build-out of that space for NW Rides.

12. General Manager Report: GM Vitulli provided the following updates included in Board packet pages 44-45 (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**

Director Hanenkrat asked how many more drivers are needed to be able to restore services. GM Vitulli stated we would need to have at least 5 to 10 more drivers. OS Reed stated that we need 4 to restore where we were before reducing services. We used to have 5 full-time Dial-A-Ride drivers, and now we have part-time drivers working full-time hours. Reinstating Sunday service would not be advisable at this time.

Director Adler asked when the Transit Center will be open. GM Vitulli stated we currently have the Transit Center staffed on Friday and Saturday, but we need to fill the vacancy for a customer service representative. Until that happens, the Transit Center will remain open only on those days. Director Adler asked if there was any thought about operating the trolley in Pacific City in 2025. GM Vitulli stated that is the intent, but it will be determined by the number of new drivers.

Director Fiorelli commended the work on studying the feasibility of operating zero emission vehicles and how we are transitioning the fleet by purchasing new vehicles to operate using propane(LPG). Regarding the 16 new employees, did the District pay for training for their CDL only to have them leave to work somewhere else. GM Vitulli stated that we have 8 remaining employees, 1 left for a different position, some could not pass the medical portion of the CDL requirement, and others no longer remain due to other issues. There are 3 that are trained and now performing DAR services. Director Fiorelli asked if 50% retention is average. GM Vitulli stated

that number is reasonable considering the employee market in this area. FS Bond stated that only 1 driver received their CDL but then left. OS Reed stated that he is responsible for hiring and with the new training program everyone will have the same training. The District is placing an emphasis on who we hire, do they line up with our Mission. The new drivers that are coming through feel confident and are a good fit to succeed with the District.

GM Vitulli stated that the Dialysis Clinic is still not operational as shared with the community in November and December. As we all wait for its opening, TCTD is still providing patients with transportation to travel outside of Tillamook County for treatments. GM Vitulli will reach out again for an update.

13. Miscellaneous: None.

CONSENT CALENDAR

14. Motion by Director Fiorelli to Approve the Minutes of December 18, 2024, Regular Board Meeting. Seconded by Director Hanenkrat.

Motion Passed

By Directors Bean, Fiorelli, Hanenkrat, and Johnston.
Director Adler and Chair Johnson recused themselves,
as they were not at the meeting.

15. Motion by Director Fiorelli to Approve November Financial Statements. Seconded by Director Bean.

Motion Passed

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

ACTION ITEMS

16. Motion by Director Fiorelli to Approve Resolution 25-01 Authorizing the General Manager to Execute ODOT Section 5304 Grant Agreement No. 35707. Seconded by Chair Johnson.

Motion Passed

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

17. Motion by Director Fiorelli to Approve Resolution 25-02 Adopting the FY 2025-2027 STIF Formula Fund Plan and Authorizing the General Manager to Submit the FY 2025-2027 STIF Formula Fund Plan Application. Seconded by Director Adler.

Motion Passed

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

DISCUSSION ITEMS

18. Board Vacancy – Position 1:

The Board discussed whether to proceed with filling the current Board vacancy by seeking applications or waiting until the May 2025 election. Director Hanenkrat stated to wait until the May election. Director Fiorelli and Adler agreed. Director Adler stated that it will have to be put onto the ballot form. Chair Johnson stated to leave it open until the May Elections. Director Fiorelli and Director Hanenkrat both agreed.

Director Bean stated that if the Board seeks to fill the vacancy, it could be a good opportunity for the new member to test their role before deciding whether to place their name on the May ballot. With May elections they wouldn't start until July.

Director Fiorelli stated that with Chair Johnson back that he doesn't anticipate there will be issues seeking a quorum, so waiting until the election should not be an issue.

Chair Johnson stated that there would be no harm in posting notice that the District is seeking candidates for the vacant Board position. Director Adler agreed. Director Fiorelli stated that he would not oppose it. The Board instructed GM Vitulli to start the application process for vacant Board Position 1.

19. Staff Comments:

General Manager Vitulli: Stated that the February meeting will have two ODOT grant agreements for consideration and thanked everyone for their support.

Operations Superintendent Reed: None

Finance Supervisor Bond: Stated that the holiday employee party was a great success. Thanked everyone who came to help. Drivers were surprised to see OS Reed, GM Vitulli and FS Bond come in so early to serve them breakfast. Operations Coordinator Cristel Scott was announced as the 2024 Employee of the Year. Ms. Scott provides operations assistance and is the primary trainer for all drivers. She began her career with TCTD as a Transit Driver before becoming a Dispatcher, and is currently the Operations Coordinator.

Brokerage Manager Deputy: Stated Happy 2025 and looking forward to a positive and productive New Year.

Admin Assistant Brown: None

20. Board of Directors Comments:

Chair Johnson: None

Vice Chair Adler: Stated Happy New Year.

Dir. Hanenkrat: None

Dir. Johnston: Thanked FS Bond for the party, it was a great time and good food. Happy New Year.

Dir. Bean: None.

Dir. Fiorelli: Announced that his work is taking him out of state for periods of time but will maintain his residency here in Tillamook County. Wants to retain his seat on the Board of Directors.

21. Adjournment: Board Chair Johnson adjourned the meeting at 7:49 pm.

These minutes were approved this 19th day of February 2025.

ATTEST:

Mary Johnson, Board Chair

Brian Vitulli, General Manager

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

Re-establishing and Amending)	
Ordinance No. 2;)	
Establishing TCTD Fare Zones,)	
Categories, and Rates; and)	ORDINANCE NO. 2
Establishing an Effective Date)	

WHEREAS, Tillamook County Transportation District (“District”) is an Oregon transportation district organized under ORS Chapter 267, with the power to fix and collect charges for the use of its system; and

WHEREAS, the District has determined that in order to make its transportation services economically sustainable, it needs to update its fare zones, categories, and rates (collectively, the “Fare Structure”); and

WHEREAS, the District’s Board of Directors (“Board”) adopted Ordinance No. 2 with an effective date of March 1, 2013, establishing District fare zones and fare categories; and

WHEREAS, the Board adopted Ordinance No. 21-02 with an effective date of July 1, 2021, repealing Ordinance No. 2 and establishing District fare zones and fare categories; and

WHEREAS, the Fare Structure for transportation services shall be established by the Board from time to time by ordinance; and

WHEREAS, the District conducted an evaluation of its Fare Structure on May 20, 2021, following a public notice and public hearing; and

WHEREAS, the District discontinued intercity 70X services between Salem and Grande Ronde on June 23, 2023, and discontinued intercity 60X services between Lincon City and Salem on December 10, 2023; and

WHEREAS, the Board has determined that it is necessary to repeal Ordinance No. 21-02 and to re-adopt and amend Ordinance No. 2 to accomplish the District’s goals of making fares simpler and more affordable and enhancing the ability of people to travel to jobs, shopping, and other destinations within the District’s system and to update the Fare Structure.

NOW, THEREFORE, IT IS ORDAINED:

As of the effective date of this Ordinance, Ordinance No. 21-02 and all prior resolutions, policies, and motions relating to the District’s Fare Structure are hereby repealed.

That within seven days after adoption of this ordinance, the enrolled ordinance shall be filed in the records of the District, and a certified copy shall be filed with the Tillamook County Clerk.

Section 1: Transportation Fare Zones

For the purposes of determining fare charges for transportation services:

A. The District shall consist of, and operate as a single fare zone for transportation services within Tillamook County; between Tillamook County and Lincoln County and between Tillamook County and Clatsop County; and for intercity transportation services between Tillamook and downtown Portland.

Section 2: Fare Categories

TCTD hereby establishes the following Fare Categories for transportation services provided by or through the District.

Category	Description
Full Fare	Passengers who do not fall under any other fare category.
Child Fare	Passengers up to 12 years of age (inclusive)
Youth Fare	Passengers 13 years of age up to 18 years of age (inclusive)
Reduced Fare	Passengers age 60+ or who qualify as disabled, according to criteria of TCTD reduced fare policy.
Special Program Fare	Passengers using transportation service provided under a special program offered by, through or on behalf of TCTD.

Section 3: Fare Rates

The fares for each Fare Category are hereby established as the Fares listed on Attachment A, "TCTD Fare Rates by Passenger Category," which is incorporated by this reference.

Section 4: Modifications to Fare Rates

The fares for each Fare Category in Attachment A may be modified by Resolution of the District Board.

Section 5: Effective Date

The effective date of Ordinance No. 2 will be February 19, 2025

Passed and adopted by the District Board this 19th day of February 2025 and signed by the Board Chair and Board Clerk in authentication of its passage.

TILLAMOOK COUNTY TRANSPORTATION DISTRICT

First Reading: December 18, 2024

Second Reading: January 15, 2025

Effective Date: February 19, 2025

Board Chair, Mary Johnson

Attest:

Board Clerk, Keri Brown

ATTACHMENT A
TCTD Fare Structure and Rates by Passenger Category

	Full Fare	Reduced Fare	Child/Youth Fare*
Tillamook County Routes (Deviated Fixed Routes)			
Single Fare (per route)	\$1.00	\$0.50	Free
Day Pass	\$3.00	\$1.50	Free
Monthly Pass	\$30.00	\$20.00	Free
Single Fare with Deviation	\$2.00	\$1.50	N/A
Deviation 10-Trip Pass	\$10.00	N/A	N/A
Dial-A-Ride			
Single Fare up to 5 miles	\$4.00	\$2.00	\$2.00
Per additional mile beyond 5 miles	\$0.50	\$0.50	\$0.50
Intercity Route 5 (Portland Coastliner)			
Single Fare	\$15.00	N/A	\$7.50
10-Trip Pass	\$120.00	N/A	\$60.00
Special Programs			
3-Day NWOTA Visitor Pass	\$25.00	N/A	N/A
7-Day NWOTA Visitor Pass	\$30.00	N/A	N/A

* The first two children age 0-12 are free on Dial-A-Ride and intercity routes with a paying adult.

Child/Youth Fare and Reduced Fare Criteria

Children and youth age 0-18 are not charged a fare for fixed-route trips within Tillamook County (including connections to Lincoln City and Cannon Beach), not including deviation trips, which are charged a reduced fare.

The first two children age 0-12 are not charged a fare when accompanied by a paying adult. Additional children age 0-12, and youth (age 13-18), are eligible for a reduced fare on Dial-A-Ride and intercity routes.

Youth age 13-18 may be asked to show a middle or high school student identification card (or alternative) for age verification.

Passengers who have a long or short-term disability or are 60 years of age or older, are eligible for the Reduced Fare.

TCTD Employees, Board Members and State of Oregon Public Transit Employees

TCTD employees, spouses and dependents are eligible to ride The Wave fixed routes free with District authorized identification. Employees who have retired after five (5) years or more in good standing are eligible to ride The Wave fixed routes free with District authorized identification.

TCTD Board Members, spouses and dependents are eligible to ride The Wave fixed routes free with District authorized identification. TCTD Board Members who have served on the board for at least one (1) year are eligible to ride The Wave fixed routes for free with District authorized identification. Board Members removed from office by

recall or convicted of a crime related to their service on the Board are not eligible for this benefit.

Employees of public transit agencies in the State of Oregon are eligible to ride fixed route services free with valid identification issued by such an agency.

Special Programs

Group Pass Programs will be negotiated on a case-by-case basis with public or private entities.

Veterans may ride all deviated fixed routes free of charge on Veterans Day with a valid VA ID Card.

Dial-A-Ride to Fixed Route Transfers

In-county Dial-A-Ride passengers requesting rides for the purpose of transfer onto any fixed route services will be provided such transportation free of charge, provided that the transfer is to the nearest fixed route bus stop. Transfers to any other location within the District's system will be provided at standard Dial-A-Ride rates.

**Tillamook County Transportation District
Budget Calendar
FY 2025 – 2026**

**February 19, 2025
@ Board Meeting**

Appoint Budget Officer

March 19, 2025
@ Board Meeting

Appoint New Budget Committee Members (if necessary)

April 9, 2025

Review Draft Budget with Treasurer

April 16, 2025
@ Board Meeting

Distribute Draft Budget to Board

April 16, 2025

Distribute Draft Budget to Budget Committee

**April 22, 2025
(due 4/16/25)**

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

**May 6, 2025
(due 4/30/25)**

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

**May 14, 2025
@ 6:00pm**

Budget Committee Meeting Present budget message and comprehensive outline of the proposed 2025-2026 budget. Public comment will be taken. Next budget meeting (if necessary) will be scheduled at this meeting.

**May 27, 2025
(due 5/21/25)**

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

**June 18, 2025
@ Board Meeting**

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

June 27, 2025

Deadline to Certify the 2025-26 Tax Levy to the County Assessor. Deliver two copies each of the Tax Certification LB-50 form & Resolution Adopting the Budget.

June 27, 2025

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

June 27, 2025

Submit final document to ODOT. Email to: ODOTPTDReporting@odot.oregon.gov

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

TILLAMOOK COUNTY TRANSPORTATION DISTRICT POLICY

REASONABLE MODIFICATION	Number: 32
Adopted by the Board of Directors on July 16, 2015 Effective <u>Last reviewed: February 19, 2025</u> July 17, 2015	Pages: 5

1. Purpose

The purpose of this reasonable modification policy is to ensure that Tillamook County Transportation District (TCTD) offers people with disabilities equal access to public transportation services to be in full compliance with the provisions of the Title II of the American with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973.

2. Policy

TCTD is committed to providing qualified individuals with disabilities opportunity to have equal access to all programs, services and activities by:

1. Recognizing that individuals with disabilities may need reasonable modification to policies and procedures.
2. Adhering to all applicable federal and state laws, regulations and guidelines with respect to providing reasonable modifications
3. Not discriminate on the basis of disability in admission to, participation in, or receipt of services and benefits under any transit program or activity.
4. Take appropriate steps to ensure that persons with disabilities have an equal opportunity to participate.

3. Reasonable Modifications

A reasonable modification is a change or exception to a policy, practice, or procedure that allows disabled individuals to have equal access to programs, services, and activities. TCTD will make reasonable modifications to policies, practices and procedures when necessary to ensure access to transit services for qualified individuals with disabilities, unless:

1. Making the accommodation would fundamentally alter the nature of the public transportation service.

2. Making the accommodation would create a direct threat to the health or safety of others including passengers.
3. The individual with a disability is able to fully use the TCTD's service without the accommodation being made.

For the purposes of this section, the term reasonable accommodation shall be interpreted in a manner consistent with the term "reasonable modifications" as set forth in the Americans with Disabilities Act title II regulations at 28 CFR 35.130(b)(7), and not as it is defined or interpreted for the purposes of employment discrimination under title I of the ADA (42 U.S.C. 12111–12112) and its implementing regulations at 29 CFR part 1630.

4. Eligibility Criteria

An individual is eligible to be considered to receive a reasonable modification if that individual has: a physical or mental impairment that substantially limits one or more of the major life activities of such individual; a record of such impairment; or been regarded as having such impairment.

5. Requests for Reasonable Modifications

TCTD shall make information about how to contact the District to make requests for reasonable modifications readily available to the public through its website and rider policy guidelines and follow these procedures in taking requests:

1. Individuals requesting modifications shall describe what they need in order to use the service.
2. Individuals requesting modifications are not required to use the term "reasonable modification" when making a request. Personnel at TCTD will determine if the request represents a reasonable modification and proceed in accommodating the request accordingly.
3. Whenever feasible, TCTD requests that individuals make such requests for modifications in advance if it is possible to do so before TCTD is expected to provide the modified service.
4. Where a request for modification cannot practicably be made and determined in advance (*e.g.*, because of a condition or barrier at the destination of a paratransit, demand response, or fixed route trip of which the individual with a disability was unaware until arriving), operating personnel shall make a determination of whether the modification should be provided at the time of the request. Operating personnel may consult

with TCTD's management before making a determination to grant or deny the request.

Requests for accommodation may be made either orally or in writing. The reasonable accommodation process begins as soon as the request for accommodation is made.

The request can be submitted in any written format. Alternative means of filing a request, such as personal interviews, phone calls, or taped requests, will be made available for persons with disabilities if unable to communicate their request in writing or upon request.

6. Interactive Process

When a request for accommodation is made, TCTD and the individual requesting an accommodation must engage in a good faith interactive process to determine what, if any accommodation shall be provided. The individual and the District must communicate with each other about the request, the process for determining whether an accommodation will be provided, and the potential accommodations. Communication is a priority throughout the entire process.

7. Time Frame for Processing Requests and Providing Reasonable Modification

TCTD will process requests for reasonable accommodation and then provide accommodations, where appropriate, in as short a time frame as reasonably possible. The District recognizes, however, that the time necessary to process a request will depend on the nature of the accommodation(s) requested and whether it is necessary to obtain supporting information.

8. Granting a Reasonable Modification Request

As soon as TCTD determines that a reasonable accommodation will be provided, that decision shall be immediately communicated to the individual. This notice must be in writing in order to maintain the required information for reporting purposes. Upon request, alternative means of response will be provided.

In choosing among alternatives for meeting nondiscrimination and accessibility requirements with respect to new, altered, or existing facilities, or designated or specified transportation services, the District shall give priority to those methods that offer services, programs, and activities to qualified individuals with disabilities

in the most integrated setting appropriate to the needs of individuals with disabilities.

9. Denying a Reasonable Modification Request

As soon as TCTD determines that a request for reasonable accommodation will be denied, the District will communicate the basis for the decision in writing to the individual requesting the modification. The explanation for the denial will clearly state:

1. the specific reasons for the denial;
2. any alternative accommodation that may create the same access to transit services as requested by the individual; and
3. the opportunity to file a complaint relative to the TCTD's decision on the request.

10. Complaint Process

The TCTD process for investigating and tracking complaints from qualified individuals includes procedures to be posted on the District's website and will be provided to any individual where the TCTD has denied a request for accommodation. The process and any forms necessary to file a complaint are readily available from the web. Alternative means of filing complaints, such as personal interviews, phone calls, or taped requests, will be made available for persons with disabilities if unable to communicate their request in writing or upon request.

Any person who believes she or he has been discriminated against in obtaining a reasonable modification may file a complaint by completing and submitting a TCTD Reasonable Modification Complaint Form. The District will begin investigating the complaint no more than 30 days after receipt. Once a completed complaint is received the complainant will be sent an acknowledgement of receipt. If more information is needed to resolve the complaint, the District may contact the complainant. The complainant has 30 business days from the date of the letter to send requested information to TCTD.

If TCTD is not contacted by the complainant or does not receive the additional information within 30 business days, the District may administratively close the complaint. A complaint may be administratively closed also if the complainant no longer wishes to pursue their case.

After the District investigates the complaint, a decision will be rendered in writing to the complainant. TCTD will issue either a Letter of Closure or Letter of Finding.

1. *Letter of Finding* – This letter will summarize the complaint, any interviews conducted regarding the complaint, and explain what actions will be taken by TCTD to address the complaint.
2. *Letter of Closure* – This letter will explain why TCTD has determined that the complaint does not merit accommodation under the Americans with Disabilities Act and that the complaint will be closed.

If the complainant disagrees with the District's decision an opportunity to appeal the decision may be pursued provided the complainant files notice of appeal within 21 days of the initial decision.

In the event of appeal, the complainant will be granted all due process, including the ability to present additional evidence, present the case in person during an appeal hearing, and to be represented by counsel.

11. Designated Employee

TCTD shall designate one official within the organization responsible for processing reasonable modification requests and handling complaints. This individual is:

~~Doug Pilant~~, General Manager
3600 3rd Street
Tillamook, OR 97141
503-842-8283
dpilantinfo@tillamookbus.com

12. Record Retention

TCTD will maintain all records related to reasonable modification requests and denials as per the District's Documents and Records Retention Policy #11 in accordance to OAR 166-150-0005.



National Business Furniture
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Milwaukee, WI 53214

Service: 800-626-6060
Fax: 800-329-9349
www.NBF.com

Clay Carpenter
Account Executive, Commercial Interiors Division
OR/ SW Washington
503-260-7652





January 31, 2025

TILLAMOOK COUNTY TRANSPORTATION DIS
CATHY BOND
3600 3RD ST STE A
TILLAMOOK, OR 97141
Phone: (503) 842-0500
Fax:

TILLAMOOK COUNTY TRANSPORTATION
JULIENE DEPUTY
3600 3RD ST STE A
TILLAMOOK, OR 97141-2730
Phone: (503) 354-8085
Fax: (503) 815-2834


Quote QL342212 v(1)

Tillamook County, NW Rides, NEMT Facility Furniture, WITH Delivery & Installation

<u>Qty</u>	<u>Description</u>	<u>Options</u>	<u>List Price</u>	<u>Price Each</u>	<u>Ext. Price</u>
Office 2					
1	3 Stage Height Adjustable Table Base, 24"D C-Leg, Corner Post	FIN: Silver	\$2,375.00	\$778.05	\$778.05
1	23x40x70x23 Left Extended Curved Corner WS TOP ONLY, for use with My-Hite base within Workstation Application	LAM: Bark\PVC: Bark\ 	\$1,017.00	\$333.17	\$333.17
1	23"D x 30"W Interra WS TOP ONLY, Cross Grain, for use with My-Hite base within Workstation Application		\$422.00	\$138.25	\$138.25
1	Anti-Sag Bar, 42" wide		\$124.00	\$40.62	\$40.62
1	Flat bracket - Pair, for MY-HITE WORKSURFACE EXTENSION		\$40.00	\$13.10	\$13.10
1	Box/File Pedestal Mobile	FIN: Silver\Bar Pull, Metal Finish	\$940.00	\$307.94	\$307.94
1	36"W ROUND TOP for Conference table, TOP ONLY (order base separately)	Bark M23\PVC: Bark	\$638.00	\$209.01	\$209.01
1	Table Base with (3) legs, INSET, for use with ROUND Table Top (30- 42"W only)	FIN: Silver	\$1,205.00	\$394.76	\$394.76
1	File with Cabinet #30630 	Warm Ash Laminate/Frosted Glass Doors/Brushed Nickel Frame	\$1,758.00	\$860.34	\$860.34
2	Nesting Mesh  Chair	Grey Mesh Back/Grey Fabric Seat/Silver Frar 	\$998.00	\$178.96	<u>\$357.92</u>
				Subtotal	\$3,433.16

Copy Area

1	Storage Cabinet w/Solid Doors	Warm Ash Laminate/Brushed Nickel Accents	\$689.00	\$336.18	<u>\$336.18</u>
				Subtotal	\$336.18
Office 3					
1	3 Stage Height Adjustable Table Base, 24"D C-Leg, Corner Post	FIN: Silver	\$2,375.00	\$778.05	\$778.05
1	23x40x70x23 Left Extended Curved Corner WS TOP ONLY, for use with My-Hite base within Workstation Application	LAM: Bark\PVC: Bark\Does Not Apply	\$1,017.00	\$333.17	\$333.17
1	23"D x 30"W Interra WS TOP ONLY, Cross Grain, for use with My-Hite base within Workstation Application	LAM: Bark\PVC: Bark	\$422.00	\$138.25	\$138.25
1	Anti-Sag Bar, 42" wide		\$124.00	\$40.62	\$40.62
1	Flat bracket - Pair, for MY-HITE WORKSURFACE EXTENSION		\$40.00	\$13.10	\$13.10
1	Box/File Pedestal Mobile	FIN: Silver\Bar Pull, Metal Finish	\$940.00	\$307.94	\$307.94
1	Open Bookcase	Warm Ash	\$459.00	\$223.86	\$223.86
1	File with Cabinet	Warm Ash Laminate/Frosted Glass Doors/Brushed Nickel Frame	\$1,758.00	\$860.34	<u>\$860.34</u>
				Subtotal	\$2,695.33
Office 4					
2	3 Stage Height Adjustable Table Base, 24"D C-Leg, Corner Post	FIN: Silver	\$4,750.00	\$778.05	\$1,556.10
1	23x40x70x23 Left Extended Curved Corner WS TOP ONLY, for use with My-Hite base within Workstation Application	LAM: Bark\PVC: Bark\Does Not Apply	\$1,017.00	\$333.17	\$333.17
1	23x40x70x23 Right Extended Curved Corner WS TOP ONLY, for use with My-Hite base within Workstation Application	LAM: Bark\PVC: Bark\Does Not Apply	\$1,017.00	\$333.17	\$333.17
2	23"D x 24"W Interra WS TOP ONLY, Cross Grain, for use with My-Hite base within Workstation Application	LAM: Bark\PVC: Bark	\$736.00	\$120.56	\$241.12
2	Anti-Sag Bar, 42" wide		\$248.00	\$40.62	\$81.24
2	Flat bracket - Pair, for MY-HITE WORKSURFACE EXTENSION		\$80.00	\$13.10	\$26.20
2	Box/File Pedestal Mobile	FIN: Silver\Bar Pull, Metal Finish	\$1,880.00	\$307.94	\$615.88
2	Open Bookcase	Warm Ash	\$918.00	\$223.86	\$447.72

2	Two Drawer Lateral File		Warm Ash Laminate/Brushed Nickel Handles	\$2,058.00	\$373.62	<u>\$747.24</u>
					Subtotal	\$4,381.84

Office 5

1	3 Stage Height Adjustable Table Base, 24"D C-Leg, Corner Post	FIN: Silver		\$2,375.00	\$778.05	\$778.05
1	23x40x70x23 Left Extended Curved Corner WS TOP ONLY, for use with My-Hite base within Workstation Application	LAM: Bark\PVC: Bark\Does Not Apply		\$1,017.00	\$333.17	\$333.17
1	23"D x 24"W Interra WS TOP ONLY, Cross Grain, for use with My-Hite base within Workstation Application	LAM: Bark\PVC: Bark		\$368.00	\$120.56	\$120.56
1	Anti-Sag Bar, 42" wide			\$124.00	\$40.62	\$40.62
1	Flat bracket - Pair, for MY-HITE WORKSURFACE EXTENSION			\$40.00	\$13.10	\$13.10
1	Box/File Pedestal Mobile	FIN: Silver\Bar Pull, Metal Finish		\$940.00	\$307.94	\$307.94
1	File with Cabinet	Warm Ash Laminate/Frosted Glass Doors/Brushed Nickel Frame		\$1,758.00	\$860.34	<u>\$860.34</u>
					Subtotal	\$2,453.78

Training/ Conference 7

1	Buffet Credenza	Warm Ash Laminate/Brushed Nickel Accents		\$908.00	\$598.26	\$598.26
1	File with Cabinet	Warm Ash Laminate/Frosted Glass Doors/Brushed Nickel Frame		\$1,758.00	\$860.34	\$860.34
12	Nesting Mesh Training Chair	Grey Mesh Back/Grey Fabric Seat/Silver Frame		\$5,988.00	\$178.96	<u>\$2,147.52</u>
					Subtotal	\$3,606.12

Supervisor Stations/ Team Space

2	48"H Wall Start	FINISH: Silver		\$220.00	\$36.04	\$72.08
2	Draw Rod, 48"H			\$64.00	\$10.48	\$20.96
2	48"H Same Height Draw Rod			\$64.00	\$10.48	\$20.96
3	53"H 2-Way 90 Deg Connector Hard Surface	FINISH: Silver		\$636.00	\$69.45	\$208.35
4	67"H 3-Way 90 Deg Connector Hard Surface	FINISH: Silver		\$1,220.00	\$99.92	\$399.68
2	67"H 4-Way 90 Deg Connector Hard Surface	FINISH: Silver		\$714.00	\$116.95	\$233.90

2	67"H 3-Way 120 Deg Connector Post Hard Surface	FINISH: Silver	\$808.00	\$132.35	\$264.70
2	67"H Ceiling POWER Entry, Internal Direct Connect, 4 Circuit	BASE: Silver\FINISH: Silver	\$1,972.00	\$323.01	\$646.02
14	53"H Finished End	FINISH: Silver	\$1,344.00	\$31.45	\$440.30
12	14" Finished End Change of Height, For Connector	FINISH: Silver	\$1,152.00	\$31.45	\$377.40
14	24"W x 53"H Monolithic panel, fabric covered, partial glazed, non- powered	FINISH: Silver\GLASS: Clear\BASE: Silver\FAB 1: Group 1 Friant Collection\SIDE 1 FABRIC: Journey Odyssey\FAB 2: Group 1 Friant Collection\SIDE 2 FABRIC: Journev Odsvssev	\$11,676.00	\$273.22	\$3,825.08
					
			PF801-5 ODYSSEY	M23 BARK	
1	30"W x 53"H Monolithic panel, fabric covered, partial glazed, non- powered	FINISH: Silver\GLASS: Clear\BASE: Silver\FAB 1: Group 1 Friant Collection\SIDE 1 FABRIC: Journey Odyssey\FAB 2: Group 1 Friant Collection\SIDE 2 FABRIC: Journev Odsvssev	\$904.00	\$296.15	\$296.15
4	36"W x 53"H Monolithic panel, fabric covered, partial glazed, non- powered	FINISH: Silver\GLASS: Clear\BASE: Silver\FAB 1: Group 1 Friant Collection\SIDE 1 FABRIC: Journey Odyssey\FAB 2: Group 1 Friant Collection\SIDE 2 FABRIC: Journev Odsvssev	\$4,332.00	\$354.79	\$1,419.16
6	48"W x 67"H Monolithic panel, fabric covered, partial glazed, powered	FINISH: Silver\GLASS: Clear\BASE: Silver\FAB 1: Group 1 Friant Collection\SIDE 1 FABRIC: Journey Odyssey\FAB 2: Group 1 Friant Collection\SIDE 2 FABRIC: Journev Odsvssev	\$9,192.00	\$501.88	\$3,011.28
4	4 Circuit Receptacle, Circuit A	FINISH: Silver	\$156.00	\$12.78	\$51.12
4	4 Circuit Receptacle, Circuit B	FINISH: Silver	\$156.00	\$12.78	\$51.12
4	4 Circuit Receptacle, Circuit C	FINISH: Silver	\$156.00	\$12.78	\$51.12
4	Pass-Through Festoon 23", 4 Circuit		\$508.00	\$41.61	\$166.44

6	23x46x46x23 Interra 120-90 Deg Corner WS TOP ONLY, for use with My-Hite base within Workstation Application	LAM: Arctic\PVC: Arctic\Does Not Apply	\$7,782.00	\$424.90	\$2,549.40
6	3 Stage Height Adjustable Table Base, C-Leg, for Use on a 24Dx48W, 120 Degree WS	Silver	\$15,000.00	\$819.00	\$4,914.00
2	23x40x70x23 Right Extended Curved Corner WS TOP ONLY, for use with My-Hite base within Workstation Application	LAM: Bark\PVC: Bark\Does Not Apply	\$2,034.00	\$333.17	\$666.34
2	23"D x 30"W Interra WS TOP ONLY, Cross Grain, for use with My-Hite base within Workstation Application	LAM: Bark\PVC: Bark	\$844.00	\$138.25	\$276.50
2	3 Stage Height Adjustable Table Base, 24"D C-Leg, Corner Post	FIN: Silver	\$4,750.00	\$778.05	\$1,556.10
2	Flat bracket - Pair, for MY-HITE WORKSURFACE EXTENSION		\$80.00	\$13.10	\$26.20
2	Anti-Sag Bar, 42" wide		\$248.00	\$40.62	\$81.24
8	Box/File Pedestal Mobile	FIN: Silver\Bar Pull, Metal Finish	\$7,520.00	\$307.94	\$2,463.52
2	Storage Cabinet w/Glass Doors	Warm Ash Laminate/Brushed Nickel Accents/Glass Doors	\$1,458.00	\$336.18	\$672.36
1	Two Drawer Lateral File	Warm Ash Laminate/Brushed Nickel Handles	\$1,029.00	\$373.62	<u>\$373.62</u>



NOTE: FINISH COLORS CAN BE REVISED WITH NO CHANGE IN QUOTED PRICING

Subtotal	\$25,135.10
Subtotal	\$42,041.51
Design Services / Project Management	\$0.00
Shipping	\$1,775.84
Installation	\$5,865.00
Sales Tax	\$0.00

Project Total \$49,682.35

DELIVERY LEVEL - INSIDE DELIVERY, INSTALLATION AND DEBRIS REMOVAL

*Changes in quantity may result in price change
 *All products have a Limited Lifetime warranty
 Customer: Your local sales associate is Clay Carpenter

DELIVERY LEVEL - INSIDE DELIVERY, INSTALLATION AND DEBRIS REMOVAL

YOUR ORDER IS MADE-TO-ORDER AND NON-RETURNABLE.

Clay Carpenter
Account Executive, Commercial Interiors Division
OR/ SW Washington
503-260-7652

SIGNATURE REQUIRED- SIGNATURE DENOTES APPROVAL OF QUOTE, PAYMENT TERMS AND FURNITURE LAYOUT DRAWINGS.

We are asking for a deposit of \$0.00 to place this order today.

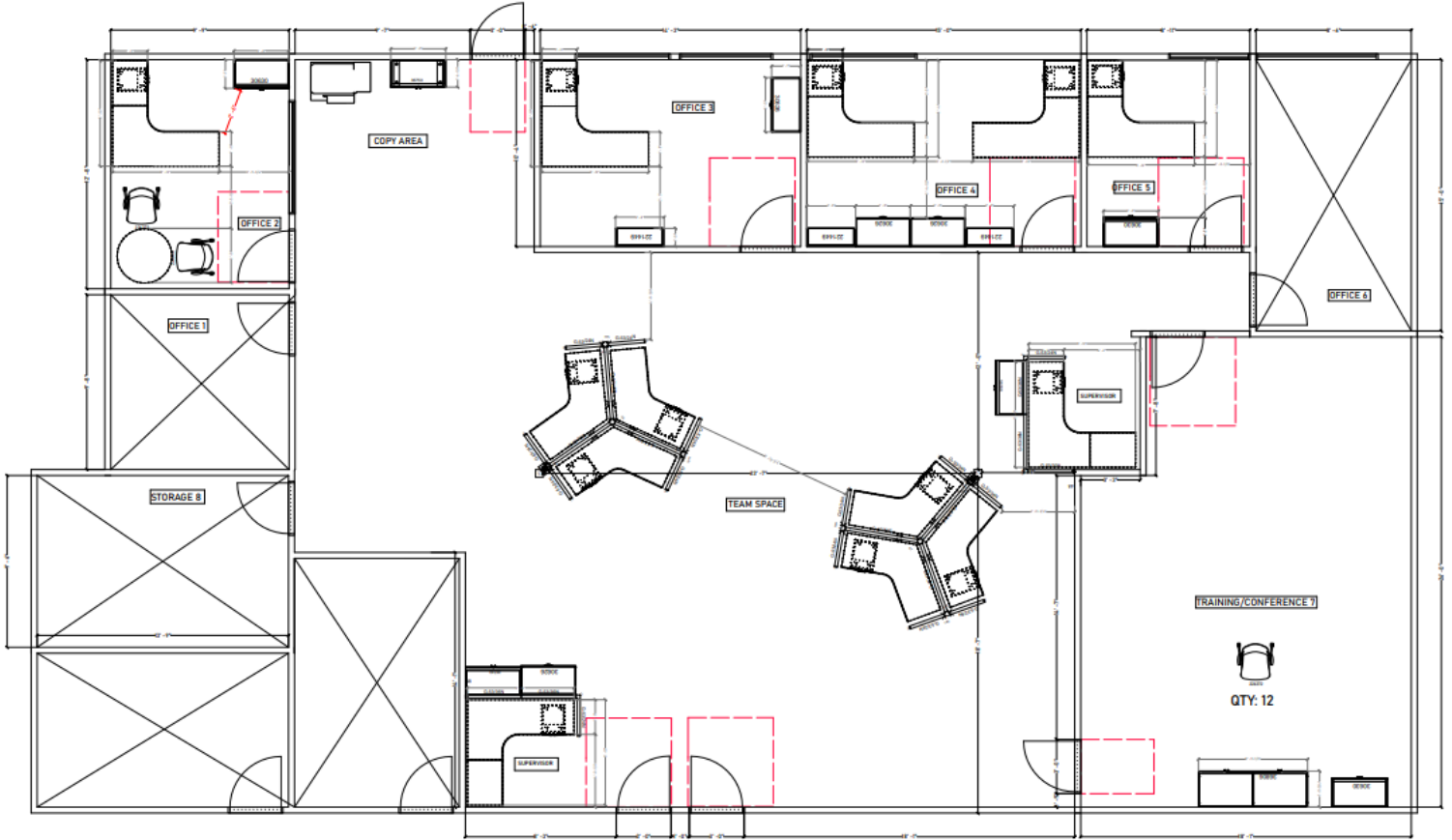
You will be invoiced for the balance of \$49,682.35 when the final products ship. Payment is due according to our terms of Net 30 days from date of invoice unless other special arrangements have been made.

In the event of any problems at the time of installation, you may reserve the final 10% of the balance until resolution. After resolution, the final balance will be due within 1 week of completion of the work.

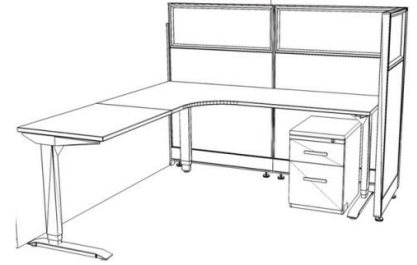
X

2D DRAWINGS

See Drawings PDF for more detail



3D Selected Views



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

**Authorizing the General Manager)
to Execute Amendment Number 4)
to ODOT Section 5339 Grant)
Agreement Number 34225)**

RESOLUTION NO. 25-03

WHEREAS, the Tillamook County Transportation District (“District”) has received a grant from the Oregon Department of Transportation (“ODOT”) under Section 5339 of the Federal Transit Act of 1964, as amended, for vehicle purchases; and

WHEREAS, on June 20, 2020, the District entered into ODOT Grant Agreement No. 34225, memorializing a grant in the total amount of \$443,000; however, for Amendment Number 4, the grant amount is \$170,000; and

WHEREAS, on June 30, 2023, the District and ODOT mutually agreed to modify Exhibit A to extend the Grant Agreement period to June 30, 2025 to allow for the District to purchase one, expansion Class B transit vehicle with a useful life of ten years or 350,000 miles; and

WHEREAS, the District and ODOT mutually desire to modify Exhibit A to extend the Grant Agreement period to December 31, 2025 to allow for the District to purchase one, expansion Class B transit vehicle with a useful life of ten years or 350,000 miles; and

WHEREAS, the District Board of Directors wishes to authorize the General Manager to execute Amendment Number 4 to extend the Grant Agreement period to December 31, 2025 to allow for the District to purchase one, expansion Class B transit vehicle with a useful life of ten years or 350,000 miles.

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

that the General Manager is hereby authorized to accept and execute Amendment Number 4 to ODOT Grant Agreement No. 34225 in the amount of \$170,000 on behalf of the Tillamook County Transportation District, to purchase one, expansion Class B transit vehicle by December 31, 2025.

INTRODUCED AND ADOPTED this 19th day of February 2025.

ATTEST:

By: _____
Mary Johnson, Board Chair

By: _____
Brian Vitulli, General Manager

AMENDMENT NUMBER 4
ODOT GRANT AGREEMENT NO. 34225
Tillamook County Transportation District

The **State of Oregon**, acting by and through its Department of Transportation, hereinafter referred to as **State**, and **Tillamook County Transportation District**, hereinafter referred to as **Recipient**, entered into an Agreement on **June 20, 2020**, Amendment 1 (one) on **January 21, 2021**, and Amendment 2 (two) on **April 19, 2022**, and Amendment 3 (three) on **June 30, 2023**. Said Agreement is to secure financial assistance to complete the activities described in Exhibit A.

It has now been determined by **State** and **Recipient** that the Agreement referenced above, although remaining in full force and effect, shall be amended to revise Exhibit A and extend the Agreement period.

Exhibit A shall be deleted in its entirety and replaced with the attached Revised Exhibit A. All references to "Exhibit A" shall hereinafter be referred to as "Revised Exhibit A."

1. **Effective Date.** This Agreement shall become effective on the later of **July 1, 2020** or the date when this Agreement is fully executed and approved as required by applicable law. Unless otherwise terminated or extended, Grant Funds under this Agreement shall be available for Project Costs incurred on or before **June 30, 2022** (Expiration Date). No Grant Funds are available for any expenditures after the Expiration Date. State's obligation to disburse Grant Funds under this Agreement shall end as provided in Section 10 of this Agreement.

Shall be deleted in its entirety and replaced with the following:

1. **Effective Date.** This Agreement shall become effective on the later of **July 1, 2020** or the date when this Agreement is fully executed and approved as required by applicable law. Unless otherwise terminated or extended, Grant Funds under this Agreement shall be available for Project Costs incurred on or before **December 31, 2025** (Expiration Date). No Grant Funds are available for any expenditures after the Expiration Date. State's obligation to disburse Grant Funds under this Agreement shall end as provided in Section 10 of this Agreement.

This Amendment may be executed in several counterparts (facsimile or otherwise) all of which when taken together shall constitute one agreement binding on all Parties, notwithstanding that all Parties are not signatories to the same counterpart. Each copy of this Amendment so executed shall constitute an original.

THE PARTIES, by execution of this Agreement, hereby acknowledge that their signing representatives have read this Agreement, understand it, and agree to be bound by its terms and conditions.

SIGNATURE PAGE TO FOLLOW

Tillamook County Transportation District,
by and through its

By _____
(Legally designated representative)

Name _____
(printed)

Date _____

By _____

Name _____
(printed)

Date _____

APPROVED AS TO LEGAL SUFFICIENCY

(If required in local process)

By _____
Recipient's Legal Counsel

Date _____

Recipient Contact:

Brian Vitulli
3600 Third Street, Suite A
Tillamook, OR 97141-0188
1 (503) 842-3115
bvitulli@tillamookbus.com

State Contact:

Arla Miller
555 13th Street NE
Salem, OR 97301-4179
1 (503) 949-5415
Arla.MILLER@odot.state.or.us

Signed Agreement Return Address: ODOTPTDReporting@odot.oregon.gov

State of Oregon, by and through its
Department of Transportation

By _____
Suzanne Carlson
Public Transportation Division Administrator

Date _____

APPROVAL RECOMMENDED

By _____ Arla Miller

Date _____ 01/13/2025

APPROVED AS TO LEGAL SUFFICIENCY

(For funding over \$250,000)

Amendment changes to this Agreement are within the scope of the original or previously amended version; therefore, legal sufficiency review is exempt under OAR 137-045-0050(2).

**Revised Exhibit A
 Project Description and Budget**

Project Description/Statement of Work

Project Title: 2020-22 R2A 5339 Tillamook County Transportation Dist. 34225 <i>Champion Park Apartments Bus Stop Shelter Project.</i>				
	Total	Grant Amount	Local Match	Match Type(s)
P-19-3290-01 Item #1: Passenger Shelters				
	\$150,000.00	\$120,000.00	\$30,000.00	Local
Sub Total	\$150,000.00	\$120,000.00	\$30,000.00	
Project Title: 2020-22 Tillamook County TD 34225 <i>Vehicle Expansion.</i>				
	Total	Grant Amount	Local Match	Match Type(s)
P-19-3291-01 Item #1: Bus STD 35ft				
	\$200,000.00	\$170,000.00	\$30,000.00	Local
P-19-3291-02 Item #1: Vans				
	\$180,000.00	\$153,000.00	\$27,000.00	Local
Sub Total	\$380,000.00	\$323,000.00	\$57,000.00	
Grand Total	\$530,000.00	\$443,000.00	\$87,000.00	

1. PROJECT DESCRIPTION

VEHICLE PURCHASE

Purchase 1 transit vehicle as follows: useful life - 10 years or 350,000 miles; approximate length - 30 to 35 feet; estimated number of seats - 25 to 35; estimated number of ADA securement stations - 2; fuel type - propane.

Purchase 2 transit vehicles as follows: useful life - 4 years or 100,000 miles; approximate length - less than 20 feet; estimated number of seats - 9; estimated number of ADA securement stations - 2; fuel type - gasoline.

Purchase includes all equipment and supplies necessary to put the vehicles into service.

SHELTERS, SIGNS, AND AMENITIES

Provides funding to design, construct, purchase, and install approximately 1 bus passenger shelter, 1 bus route sign including sign post, a bus pull out zone, and a shelter pad large enough to accommodate bicycle parking. Also provides funding to install a sidewalk to the nearby apartment complex to support the transportation needs of the general public and seniors and individuals with disabilities. The purpose of this project is to provide shelter from weather, passenger amenities such as benches for the comfort and convenience of riders, and signage for transit route information.

Eligible expenses are: associated services, permits, permissions, and equipment needed to put the passenger shelter, sign, and amenities into service; costs incurred from the procurement process; delivery charges; and post-delivery inspections. Architecture, design, engineering, planning, and preparation services and permits, clearly needed to proceed with the project, are eligible reimbursable expenses.

A National Environmental Policy Act environmental assessment may or may not be required for this project, depending on its complexity. A Documented Categorical Exclusion or Categorical Exclusion worksheet must be submitted to State, and approved by the Federal Transit Administration, prior to any ground disturbance. This award is contingent on approval of the worksheet. Any project expenses incurred will not be reimbursed if the project's required worksheet is not approved.

2. PROJECT DELIVERABLES, SCHEDULE and USE

VEHICLE PURCHASE

All purchases and installations must be completed prior to the expiration date of this Agreement.

*RFP/IFB Issue Date: February 10, 2021
Contract Award Date: February 24, 2021
Initial Delivery Date: March 15, 2022
Final Delivery Date: December 17, 2025
Contract Completion Date: December 31, 2025*

For vehicles procured using State Price Agreement contracts managed by the Oregon Department of Administrative Services, all vehicle orders will be reviewed and approved by State prior to submission to selected vendor. State is responsible for submitting vehicle orders to selected vendor. If Recipient does not purchase from the State Price Agreement contracts managed by the Oregon Department of Administrative Services, Requests for Proposals to procure the vehicles must be reviewed by State prior to solicitation for bids. All vehicle orders will be reviewed by State prior to submission to the selected vendor.

This Agreement provides funding to purchase a passenger transportation vehicles to be used to provide public transportation service. Public transportation service is defined as service to the general public or special populations such as seniors and individuals with disabilities. Recipient may use the vehicles to coordinate public and human service transportation services with other agencies. Recipient will not lease the vehicles to another agency without the permission of State.

State will retain title to the vehicles as primary security interest holder as long as the vehicles remain in public transportation service. Recipient must request permission from State to release title for disposal when planning to sell or transfer a vehicle which has exceeded the minimum useful standard for age or mileage, and must notify State when actual disposal has been completed. Recipient must request permission from State in advance to transfer or otherwise dispose of a vehicle prior to its meeting federal useful life standards. Recipient must request permission from State to release title for changes.

Recipient will create and maintain a vehicle maintenance plan that utilizes the original equipment manufacturer (OEM) requirements for each vehicle and meets FTA transit asset management requirements in 49 CFR 625. Recipient will provide State a copy of the plan upon request.

SHELTERS, SIGNS, AND AMENITIES

Recipient will submit a site plan and associated map(s) showing shelter, sign, and amenity locations. Recipient will submit certification attesting to any applicable permits, inspections, or other requirements prior to final payment. State may perform an on-site inspection or request photos of installations prior to final payment.

By accepting federal funds, Recipient certifies that the project will meet all Americans with Disabilities Act requirements as set forth in 49 CFR parts 27, 37, and 38.

By accepting the terms and conditions of this Agreement, Recipient agrees to file with their local jurisdiction, a restrictive covenant on any property deed and submit a copy to State. Proof of the restrictive covenant filing must be received by State in order for final payment to be released. Recipient agrees to complete and submit to State a facilities maintenance plan compliant with FTA Transit Asset Management rules 49 CFR part 625 prior to requesting reimbursement for project activities under this Agreement.

All purchases, installations, and construction must be completed prior to the expiration date of this Agreement. If an extension for time is required, a request must be received by State at least 45 days prior to the expiration date.

*Expected project start date: July 1, 2020.
Expected project completion date: June 30, 2022.*

3. PROJECT ACCOUNTING and MATCHING FUNDING

Recipient will subtract income from fares, tickets, and passes whether pre-paid or post-paid, from the gross operating expenses of the service. Under this Agreement, State will bear the sum remaining after the amount of Recipient's required share of local matching funds is subtracted from the total project expenses. Recipient may not count the same costs twice if they have multiple agreements for which these costs may be eligible.

Recipient will provide matching funding from non-federal source(s). Sources of funding that may be used as matching funding for this Agreement include State transit funds, local funds, service contract revenue, advertisement income, other earned income, cash donations, and other verifiable in-kind contributions that are integral to the project budget. Recipient may not use passenger fares as matching funding. Administration and facility contributions are documented by percentage of contribution directly attributed to the project.

Purchases or charges that are otherwise paid for in other agreements or contracts are excluded.

VEHICLE PURCHASE

Eligible expenses that may be charged to this Agreement include grant administration, the cost of the procurement process, delivery charges and post-delivery inspections. Aftermarket equipment, graphics and other items directly associated with these vehicles and required to put the vehicles into service are eligible. Purchase of an extended warranty is an eligible expense; however, the eligible warranty shall not exceed the defined useful life of the vehicles. Licensing and other post-delivery expenses are not eligible for reimbursement.

SHELTERS, SIGNS, AND AMENITIES

Receipt of federal funds for construction projects requires that labor must be paid at the prevailing wage as prescribed by the Davis-Bacon Act.

4. REPORTING and INVOICING REQUIREMENTS

VEHICLE PURCHASE

Recipient will provide reporting information as prescribed by State on the vehicles purchased under this Agreement as long as the vehicles remain in public transportation service.

Recipient will submit a request for reimbursement in a format provided by State. Reimbursement requests must include the following: a cover letter and copies of all invoices associated with expenses identified for reimbursement, and pre-award and post-delivery certification forms documenting compliance to Altoona bus testing, Federal Motor Vehicle Safety Standards, Buy America, and Disadvantaged Business Enterprise requirements.

SHELTERS, SIGNS, AND AMENITIES

Recipient agrees to assess and report the condition of facility and all capital assets within the facility. Recipient will report as prescribed by State on shelters, signs, and amenities purchased or constructed under this Agreement as long as they remain in use for public transportation service.

Copies of invoices for vendor charges must be submitted with reimbursement requests. In-house charges may be documented in a spreadsheet or with copies of timesheets showing time specifically associated with the project. In addition, Recipient must submit a cover letter or summary of the total expenses for work performed.

Expenses incurred will not be reimbursed if the project's scope is changed or altered without the necessary approval and amendment by State.

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

**Authorizing the General Manager)
to Execute Amendment Number 3)
to ODOT Section 5311 Grant)
Agreement Number 34242)**

RESOLUTION NO. 25-04

WHEREAS, the Tillamook County Transportation District (“District”) has received a grant from the Oregon Department of Transportation (“ODOT”) under Section 5311 of the Federal Transit Act of 1964, as amended, for vehicle purchases; and

WHEREAS, on July 23, 2020, the District entered into ODOT Grant Agreement No. 34242, memorializing a grant in the total amount of \$430,704; however, for Amendment Number 3, the grant amount is \$188,433; and

WHEREAS, on December 20, 2023, the District and ODOT mutually agreed to modify Exhibit A to extend the Grant Agreement period to June 30, 2025 to allow for the District to purchase one, replacement Class B transit vehicle with a useful life of ten years or 350,000 miles; and

WHEREAS, the District and ODOT mutually desire to modify Exhibit A to extend the Grant Agreement period to December 31, 2025 to allow for the District to purchase one, replacement Class B transit vehicle with a useful life of ten years or 350,000 miles; and

WHEREAS, the District Board of Directors wishes to authorize the General Manager to execute Amendment Number 3 to extend the Grant Agreement period to December 31, 2025 to allow for the District to purchase one, replacement Class B transit vehicle with a useful life of ten years or 350,000 miles.

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

that the General Manager is hereby authorized to accept and execute Amendment Number 3 to ODOT Grant Agreement No. 34242 in the amount of \$188,433 on behalf of the Tillamook County Transportation District, to purchase one, replacement Class B transit vehicle by December 31, 2025.

INTRODUCED AND ADOPTED this 19th day of February 2025.

ATTEST:

By: _____
Mary Johnson, Board Chair

By: _____
Brian Vitulli, General Manager

AMENDMENT NUMBER 3
ODOT GRANT AGREEMENT NO. 34242
Tillamook County Transportation District

The **State of Oregon**, acting by and through its Department of Transportation, hereinafter referred to as **State**, and **Tillamook County Transportation District**, hereinafter referred to as **Recipient**, entered into an Agreement on **July 27, 2020**, Amendment 1 (one) on **March 3, 2022**, and Amendment 2 (two) on **November 16, 2023**. Said Agreement is to secure financial assistance to complete the activities described in Exhibit A. It has now been determined by **State** and **Recipient** that the Agreement referenced above, although remaining in full force and effect, shall be amended to revise Exhibit A and extend the Agreement period.

Exhibit A shall be deleted in its entirety and replaced with the attached Revised Exhibit A. All references to "Exhibit A" shall hereinafter be referred to as "Revised Exhibit A."

Page 1, Agreement, Paragraph 1, which reads:

1. **Effective Date.** This Agreement shall become effective on the later of **July 1, 2020** or the date when this Agreement is fully executed and approved as required by applicable law. Unless otherwise terminated or extended, Grant Funds under this Agreement shall be available for Project Costs incurred on or before **June 30, 2022** (Expiration Date). No Grant Funds are available for any expenditures after the Expiration Date. State's obligation to disburse Grant Funds under this Agreement shall end as provided in Section 10 of this Agreement.

Shall be deleted in its entirety and replaced with the following:

1. **Effective Date.** This Agreement shall become effective on the later of **July 1, 2020** or the date when this Agreement is fully executed and approved as required by applicable law. Unless otherwise terminated or extended, Grant Funds under this Agreement shall be available for Project Costs incurred on or before **December 31, 2025** (Expiration Date). No Grant Funds are available for any expenditures after the Expiration Date. State's obligation to disburse Grant Funds under this Agreement shall end as provided in Section 10 of this Agreement.

This Amendment may be executed in several counterparts (facsimile or otherwise) all of which when taken together shall constitute one agreement binding on all Parties, notwithstanding that all Parties are not signatories to the same counterpart. Each copy of this Amendment so executed shall constitute an original.

THE PARTIES, by execution of this Agreement, hereby acknowledge that their signing representatives have read this Agreement, understand it, and agree to be bound by its terms and conditions.

SIGNATURE PAGE TO FOLLOW

Tillamook County Transportation District,
by and through its

By _____
(Legally designated representative)

Name _____
(printed)

Date _____

By _____

Name _____
(printed)

Date _____

APPROVED AS TO LEGAL SUFFICIENCY

(If required in local process)

By _____
Recipient's Legal Counsel

Date _____

Recipient Contact:

Brian Vitulli
3600 Third Street, Suite A
Tillamook, OR 97141-0188
1 (503) 842-3115
bvitulli@tillamookbus.com

State Contact:

Arla Miller
355 Capitol Street NE, MS 11
Salem, OR 97301
1 (503) 861-2798
Arla.MILLER@odot.state.or.us

Signed Agreement Return Address: ODOTPTDReporting@odot.oregon.gov

State of Oregon, by and through its
Department of Transportation

By _____
Suzanne Carlson
Public Transportation Division Administrator

Date _____

APPROVAL RECOMMENDED

By _____ Arla Miller

Date _____ 01/13/2025

APPROVED AS TO LEGAL SUFFICIENCY

(For funding over \$250,000)

Amendment changes to this Agreement are within the scope of the original or previously amended version; therefore, legal sufficiency review is exempt under OAR 137-045-0050(2).

**Revised Exhibit A
 Project Description and Budget**

Project Description/Statement of Work

Project Title: STP Tillamook County Transportation District 34242				
<i>Vehicle Replacement</i>				
	Total	Grant Amount	Local Match	Match Type(s)
P-19-3312-01 Item #1: Bus STD 35ft				
	\$210,000.00	\$188,433.00	\$21,567.00	Local
P-19-3312-02 Item #1: Bus < 30ft				
	\$90,000.00	\$80,757.00	\$9,243.00	Local
P-19-3312-03 Item #1: Vans				
	\$180,000.00	\$161,514.00	\$18,486.00	Local
Sub Total	\$480,000.00	\$430,704.00	\$49,296.00	
Grand Total	\$480,000.00	\$430,704.00	\$49,296.00	

1. PROJECT DESCRIPTION

Purchase 1 transit vehicle as follows: useful life - 10 years or 350,000 miles; approximate length: 30 to 35 feet; estimated number of seats - 28; estimated number of ADA securement stations - 2; fuel type - Propane.

Purchase 1 transit vehicle as follows: useful life - 5 years or 150,000 miles; approximate length - 20 to 25 feet; estimated number of seats - 14; estimated number of ADA securement stations - 3; fuel type - gasoline.

Purchase 2 transit vehicles as follows: useful life - 4 years or 100,000 miles; approximate length - less than 20 feet; estimated number of seats - 9; estimated number of ADA securement stations - 2; fuel type - gasoline.

Purchase includes all equipment and supplies necessary to put the vehicles into service.

The following vehicles have been approved for replacement in this Agreement:

- 1. OPTIS No. V001395; 2013 Champion Defender; 1FVACWDUXDHFJ3377.*
- 2. OPTIS No. V001478; 2014 Chevrolet Goshen; 1GB3G3BG1E1159667 .*
- 3. OPTIS No. V001476; 2014 Dodge Caravan; 2C7WDGBG5ER319735.*
- 4. OPTIS No. V001477; 2014 Dodge Caravan; 2C7WDGBG2ER319739.*

2. PROJECT DELIVERABLES, SCHEDULE and USE

All purchases and installations must be completed prior to the expiration date of this Agreement.

*RFP/IFB Issue Date: February 10, 2021
 Contract Award Date: February 24, 2021
 Initial Delivery Date: March 15, 2022
 Final Delivery Date: December 17, 2025
 Contract Completion Date: December 31, 2025*

For vehicles procured using State Price Agreement contracts managed by the Oregon Department of Administrative Services, all vehicle orders will be reviewed and approved by State prior to submission to selected vendor. State is responsible for submitting vehicle orders to selected vendor. If Recipient does not purchase from the State Price Agreement contracts managed by the Oregon Department of Administrative Services, Requests for Proposals to procure the vehicles must be reviewed by State prior to solicitation for bids. All vehicle orders

will be reviewed by State prior to submission to the selected vendor.

This Agreement provides funding to purchase passenger transportation vehicles to be used to provide public transportation service. Public transportation service is defined as service to the general public or special populations such as seniors and individuals with disabilities. Recipient may use the vehicles to coordinate public and human service transportation services with other agencies. Recipient will not lease the vehicles to another agency without the permission of State.

State will retain title to the vehicles as primary security interest holder as long as the vehicles remain in public transportation service. Recipient must request permission from State to release title for disposal when planning to sell or transfer a vehicle which has exceeded the minimum useful standard for age or mileage, and must notify State when actual disposal has been completed. Recipient must request permission from State in advance to transfer or otherwise dispose of a vehicle prior to its meeting federal useful life standards. Recipient must request permission from State to release title for changes.

Recipient will create and maintain a vehicle maintenance plan that utilizes the original equipment manufacturer (OEM) maintenance requirements for each vehicle and which meets FTA transit asset management requirements in 49 CFR 625. Recipient will provide State a copy of the maintenance plan upon request.

3. PROJECT ACCOUNTING and MATCHING FUNDING

Eligible expenses that may be charged to this Agreement include grant administration, the cost of the procurement process, delivery charges and post-delivery inspections. Aftermarket equipment, graphics and other items directly associated with these vehicles and required to put the vehicles into service are eligible. Purchase of an extended warranty is an eligible expense; however, the eligible warranty shall not exceed the defined useful life of the vehicles. Licensing and other post-delivery expenses are not eligible for reimbursement.

Recipient will provide matching funding from non-federal source(s). Sources of funding that may be used as matching funding for this Agreement include State grant funds, local funds, service contract revenue, advertisement income, other earned income, cash donations, and other verifiable in-kind contributions that are integral to the project budget. Recipient may not use passenger fares as matching funding.

Recipient will subtract income from fares, tickets, and passes whether pre-paid or post-paid, from the gross operating expenses of the service. Under this Agreement, State will bear the sum remaining after the amount of Recipient's required share of local matching funds is subtracted from the total project expenses. Recipient may not count the same costs twice if they have multiple agreements for which these costs may be eligible.

4. REPORTING and INVOICING REQUIREMENTS

Recipient will provide reporting information as prescribed by State on the vehicles purchased under this Agreement as long as the vehicles remain in public transportation service. Recipient will submit a request for reimbursement in a format provided by State. Reimbursement requests must include the following: a cover letter, copies of all invoices associated with expenses identified for reimbursement, and pre-award and post-delivery certification forms documenting compliance to Altoona bus testing, Federal Motor Vehicle Safety Standards, Buy America, and Disadvantaged Business Enterprise requirements.

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

**Authorizing the General Manager)
to Execute Amendment Number 1)
to ODOT Section 5311 Grant)
Agreement Number 35606)**

RESOLUTION NO. 25-05

WHEREAS, the Tillamook County Transportation District (“District”) has received a grant from the Oregon Department of Transportation (“ODOT”) under Section 5311 of the Federal Transit Act of 1964, as amended, which grant is memorialized in ODOT Grant Agreement No. 35606; and

WHEREAS, on September 21, 2023, the District entered into ODOT Grant Agreement No. 35606, memorializing a grant in the total amount of \$360,000; and

WHEREAS, ODOT allocated funding to the District to design, purchase, construct, and install, approximately two bus passenger shelters, two bus route signs including signposts, and two amenities to support the transportation needs of the general public and seniors and individuals with disabilities; and

WHEREAS, the District and ODOT mutually desire to modify Exhibit A to extend the Grant Agreement period to June 30, 2027 to allow for the District to design, purchase, construct, and install, approximately two bus passenger shelters, two bus route signs including signposts, and two amenities to support the transportation needs of the general public and seniors and individuals with disabilities; and

WHEREAS, the District Board of Directors wishes to authorize the General Manager to execute Amendment Number 1 to ODOT Grant Agreement No. 35606 in the amount of \$360,000 on behalf of the District to design and install approximately two bus stop facilities.

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

that the General Manager is hereby authorized to accept and execute Amendment Number 1 to ODOT Grant Agreement No. 35606 in the amount of \$360,000 on behalf of the Tillamook County Transportation District, to design and install approximately two bus stop facilities by June 30, 2027.

INTRODUCED AND ADOPTED this 19th day of February 2025.

ATTEST:

By: _____
Mary Johnson, Board Chair

By: _____
Brian Vitulli, General Manager

AMENDMENT NUMBER 1
ODOT GRANT AGREEMENT NO. 35606
Tillamook County Transportation District

The **State of Oregon**, acting by and through its Department of Transportation, hereinafter referred to as **State**, and **Tillamook County Transportation District**, hereinafter referred to as **Recipient**, entered into an Agreement on **September 21, 2023**. Said Agreement is to secure financial assistance to complete the activities described in Exhibit A.

It has now been determined by **State** and **Recipient** that the Agreement referenced above, although remaining in full force and effect, shall be amended to extend the Agreement period.

Page 1, Agreement, Paragraph 1, which reads:

1. **Effective Date.** This Agreement shall become effective on the later of **July 1, 2023** or the date when this Agreement is fully executed and approved as required by applicable law. Unless otherwise terminated or extended, Grant Funds under this Agreement shall be available for Project Costs incurred on or before **June 30, 2025** (the "Expiration Date"). No Grant Funds are available for any expenditures after the Expiration Date. State's obligation to disburse Grant Funds under this Agreement shall end as provided in Section 10 of this Agreement.

Shall be deleted in its entirety and replaced with the following:

1. **Effective Date.** This Agreement shall become effective on the later of **September 21, 2023** or the date when this Agreement is fully executed and approved as required by applicable law. Unless otherwise terminated or extended, Grant Funds under this Agreement shall be available for Project Costs incurred on or before **June 30, 2027** (the "Expiration Date"). No Grant Funds are available for any expenditures after the Expiration Date. State's obligation to disburse Grant Funds under this Agreement shall end as provided in Section 10 of this Agreement.

This Amendment may be executed in several counterparts (facsimile or otherwise) all of which when taken together shall constitute one agreement binding on all Parties, notwithstanding that all Parties are not signatories to the same counterpart. Each copy of this Amendment so executed shall constitute an original.

THE PARTIES, by execution of this Agreement, hereby acknowledge that their signing representatives have read this Agreement, understand it, and agree to be bound by its terms and conditions.

SIGNATURE PAGE TO FOLLOW

Tillamook County Transportation District,
by and through its

By _____
(Legally designated representative)

Name _____
(printed)

Date _____

By _____

Name _____
(printed)

Date _____

APPROVED AS TO LEGAL SUFFICIENCY

(If required in local process)

By _____
Recipient's Legal Counsel

Date _____

Recipient Contact:

Brian Vitulli
3600 Third Street, Suite A
Tillamook, OR 97141-0188
1 (503) 842-3115
bvitulli@tillamookbus.com

State Contact:

Arla Miller
555 13th Street NE
Salem, OR 97301-4179
1 (503) 949-5415
Arla.MILLER@odot.state.or.us

Signed Agreement Return Address: ODOTPTDReporting@odot.oregon.gov

State of Oregon, by and through its
Department of Transportation

By _____
Suzanne Carlson
Public Transportation Division Administrator

Date _____

APPROVAL RECOMMENDED

By _____ Arla Miller

Date _____ 02/11/2025

APPROVED AS TO LEGAL SUFFICIENCY

(For funding over \$250,000)

By _____
Assistant Attorney General

Name _____ Nina R. Englander by email
(printed)

Date _____ 11/12/2024

Revised Exhibit A
Project Description and Budget

Project Description/Statement of Work

Project Title: 5311(f) Tillamook County Transportation District 35606 <i>NW Connector Passenger Shelters</i>				
	Total	Grant Amount	Local Match	Match Type(s)
P-23-3857-01 Item #1: Passenger Shelters				
	\$450,000.00	\$360,000.00	\$90,000.00	State
Sub Total	\$450,000.00	\$360,000.00	\$90,000.00	
Grand Total	\$450,000.00	\$360,000.00	\$90,000.00	

1. BACKGROUND

In the 2017 legislative session, the Oregon Legislature passed House Bill 2017, the Statewide Transportation Improvement Fund (STIF). The bill designated nine percent of the total funds appropriated to be awarded to eligible Public Transportation Service Providers (PTSPs) based on a competitive grant process. This nine percent is divided into a five-percent share for STIF Discretionary projects and a four-percent share for STIF Intercommunity Discretionary projects.

The STIF Discretionary fund is a flexible fund source that aims to expand or improve public transportation services by supporting projects that create new service routes, adopt enhanced forms of technology and data collection, maintain transit fleets in a state of good repair, and advance the equity and sustainability of transportation in the state.

The STIF Intercommunity Discretionary fund is housed with FTA Section 5311(f) funds under the "Statewide Transit Network Program." The purpose of the Statewide Transit Network Program is to support projects that enhance Oregon's statewide fixed route transit network by investing in key transit hubs, closing gaps between two or more communities, improving access to and from transit for pedestrians and bicyclists, improving collaboration and coordination between agencies that results in functional benefits, or other activities that improve the function of the overall transit network and serve the interests of more than one transit agency.

This Agreement describes the duties and responsibilities of State and Recipient in the management and proper use of STIF funds or 5311(f) funds and the associated reporting requirements.

2. PROJECT DESCRIPTION

This Agreement provides continued funding from previous 5311(f) award Agreement 35084 to design, purchase, construct and install, approximately two bus passenger shelters, two bus route signs including signposts, and two amenities to support the transportation needs of the general public and seniors and individuals with disabilities. The stops in this project are located in Lincoln County at Rays Market in Waldport Lat/Long 44.42964,-124.06047 and Tillamook County in Pacific City Alder Street and Cape Kiwanda Drive Lat/Long 45.21498,-123.96963.

The purpose of the project is to provide shelter from weather, passenger amenities such as benches for the comfort and convenience of riders, and signage for transit route information.

Eligible expenses are: associated services, permits, permissions, and equipment needed to put the passenger shelters, signs, and amenities into service; costs incurred from the procurement process; delivery charges; and post-delivery inspections. Architecture, Design, Engineering, Planning, and Preparation services and permits, clearly needed to proceed with the project, are eligible reimbursable expenses.

A Documented Categorical Exclusion worksheet or Categorical Exclusion worksheet may be submitted to State to establish a historical benchmark. State-funded shelters, signs, or amenities projects must comply with state and local procurement and construction rules. This project supports intercity transit service, which is characterized by infrequent stops, not being designed primarily for commuters, and the use of vehicles with the capacity to carry passenger luggage. The supported service makes meaningful connections to the larger transit network where possible. The supported service route covers a one-way distance of at least 20 miles or closes a vital gap in the statewide transit network.

3. PROJECT DELIVERABLES, TASKS and SCHEDULE

Recipient will submit final design, site plans and associated maps showing shelter, sign, and amenity locations. Recipient will submit certification attesting to any applicable permits, inspections, or other requirements prior to final payment. State may perform an on-site inspection or request photos of installations prior to final payment.

a. Recipient shall procure and hire a consultant to finalize design work of stop projects.

b. Recipient shall procure, and hire a general contractor/project manager who will be able to perform or supervise the following:

- Project Management*
- Final design consultation with consultant, and ODOT Development and Review.*
- Work with local cities, or ODOT for all construction permits, as well right of way permits.*
- Construction and construction oversight, to stay on time and budget.*

c. Recipient shall contact local jurisdictions to confirm stop locations, design of stops, and that stops are agreeable between transit agencies, and local jurisdictions. Recipient shall send local jurisdictions agreeability to State for files. State shall transmit agreeability of local jurisdictions to contractor completing Documented Categorical Exclusion for Federal Transit Administration for approval.

d. Recipient shall require Project Manager/Contractor to work with ODOT Senior Transportation Planner, from Region 2, Astoria for assistance in Right of Way permitting where applicable.

e. Recipient shall require Project Manager/Contractor to submit reports to Recipient regarding progress of project. Recipient shall work with Project Manager/Contractor to determine if weekly, bi-weekly, or monthly reports are acceptable.

f. Recipient shall attach reports submitted by Project Manager/Contractor quarterly to reimbursement for this agreement.

By accepting funds, Recipient certifies that the project will meet all Americans with Disabilities Act requirements as set forth in 49 CFR parts 27, 37, and 38.

Recipient will submit final photographs of completed project, at time of final submission of reimbursement.

All purchases, installations, and construction must be completed prior to the expiration date of this Agreement. If an extension for time is required, a request must be received by State at least 45 days prior to the expiration date.

Expected project start date: July 1, 2023.

Expected project completion date: June 30, 2027.

Federal applications require the following milestones to be reported and updated every quarter.

Buildings/Shelters/Stops Locations

Warrenton 46.147463-123.91225

Pacific City 45.214911-123.969506

Waldport 44.429674-124.060063

Construction of shelters, stops, building need milestones

*RFP/IFB Issue Date: February 14, 2025
Contract Award Date: February 28, 2025
Initial Delivery Date: June 30, 2026
Final Delivery Date: May 31, 2027
Contract Completion Date: June 30, 2027*

Recipient, in the performance of this Project, shall document steps taken to improve accessibility of public transportation for vulnerable populations and/or historically marginalized communities. Vulnerable populations include low-income individuals or households, veterans, Tribal communities or groups, individuals of age 65 and older, individuals with disabilities, and individuals with limited English proficiency. Information on this topic shall be provided to State through reporting.

4. PROJECT ACCOUNTING and MATCHING FUNDING

Recipient retains authority over costs and allocations of STIF funds within the guidelines established by Oregon Revised Statutes (ORS) 184.751 through 184.758 and Oregon Administrative Rules (OAR) Chapter 732.

Eligible matching fund sources for this Agreement include Special Transportation Formula Funds, local funds, service contract revenue, advertisement income, other earned income, cash donations, and other verifiable in-kind contributions that are integral to the project budget. Recipient may not use passenger fares as match. Administration and facility contributions are documented by percentage of contribution directly attributed to the project.

Recipient will subtract income from fares, tickets, and passes whether pre-paid or post-paid, from the gross operating expenses of the service. The required local match share will be subtracted from the project expenses to determine the Agreement share of the project expense.

Receipt of federal funds for construction projects requires that labor must be paid at the prevailing wage as prescribed by the Davis-Bacon Act.

Purchases or charges that are otherwise paid for in other agreements or contracts are excluded.

SPENDING PLAN

State's obligation to disburse Grant funds to Recipient under this agreement is contingent upon the availability of appropriated funds from which payment can be made. Therefore, Grant Funds shall be disbursed according to the following disbursement schedule. This schedule is based on the standard Agreement term of two fiscal years, each running from July 1 through June 30.

Disbursement Schedule

First year maximum disbursement: no more than 50 percent of the total grant amount regardless of the amount of any reimbursement request. A partial payment may be made by State if Recipient requests more than this amount in the first fiscal year period.

Second year maximum disbursement: no more than 50 percent of the total grant amount plus any remaining portion from the first fiscal year.

Operations projects have a 50 percent match requirement. All other project types have a 20 percent match requirement.

5. REPORTING AND INVOICING REQUIREMENTS

Recipient agrees to assess and report the condition of facility and all capital assets within the facility. Recipient will report as prescribed by State on shelters, signs, and amenities purchased or constructed under this Agreement as long as they remain in use for public transportation service.

Copies of invoices for vendor charges must be submitted with reimbursement requests. In-house charges may be documented in a spreadsheet or with copies of timesheets showing time specifically associated with the project. In addition, Recipient must submit a cover letter or summary of the total expenses for work performed.

Expenses incurred will not be reimbursed if the project's scope is changed or altered without the necessary approval and amendment by State.

Recipient shall confirm the eligibility of any Sub-Recipient prior to distributing STIF moneys and entering into an agreement with the Sub-Recipient. Recipient shall ensure that Sub-Recipients maintain eligibility throughout the project period. Recipient shall provide State with copies of agreement(s) made with Sub-Recipients within 30 days of execution of those agreements.

Per OAR 732-044-0040(1)(a), Recipient shall report on Project progress, outcomes achieved, and expenditures of discretionary STIF funds by itself and its Sub-Recipients. Failure to use STIF funds towards achievement of identified project deliverables may result in the cessation of funding to Recipient for the remainder of the Agreement period.

Project Progress Reporting

Recipient shall report Project progress quarterly through the Oregon Public Transit Information System (OPTIS) Agency Periodic Report (APR) and shall include a brief status update for each deliverable. Project reporting should align with project deliverables identified in this Agreement. State will use reporting information to assess Recipient's progress by comparing task-based expenditures to progress on deliverables.

Outcomes Achieved Reporting

Recipient shall report outcomes achieved through project performance. Continued funding under this Agreement is contingent upon reporting of outcomes achieved.

On a quarterly basis, in addition to continuing required elements in the APR, Recipient shall complete a short narrative describing outcomes achieved in performance of the Project. For the final quarter of the biennium, Recipient shall report on quarterly outcomes achieved as well as summarize outcomes achieved over the duration of the Agreement. Recipient shall provide additional information on outcomes achieved when and where directed to do so by State in reporting guidance.

Recipient shall update construction milestones on a quarterly basis.

Outcomes achieved are defined in State's program guidance and that guidance provides State's expectations surrounding all reporting requirements. For detailed instructions on quarterly, annual, and biennial reporting, refer to State's STIF Discretionary/STN Reporting Guidance document.

Expenditures

Expenditures of STIF Discretionary funds will be tracked in OPTIS. Recipient must submit reimbursement requests in OPTIS to receive reimbursement for Project expenditures.

FOR CAPITAL ASSET AGREEMENTS:

Recipient shall ensure Satisfactory Continuing Control of capital assets, including real property, purchased in whole or part under this Agreement while the capital assets are being used for public transportation purposes. Satisfactory Continuing Control means the legal assurance that a capital asset will remain available to be used for its originally-authorized purpose throughout its useful life or until disposition.

An inventory of capital assets purchased in whole or in part with STIF funds will be created by State in the OPTIS asset register. The inventory will include a description of the capital asset,

the date of purchase, the date put into public transportation service, the purchase price, the amount of STIF funds contributed to the purchase, the source of other funds, the authorized use per this agreement, the Recipient or Sub-Recipient using the capital asset (Owner/Operator), and the condition of the asset. Recipient shall report quarterly on all capital assets through the OPTIS APR, providing information relevant to purchased capital assets, including but not limited to, asset condition, and vehicle mileage.

Recipient shall request authorization from State for the sale, transfer, or other disposition of any Capital Asset purchased under this Agreement and shall report the amount of proceeds, if any, from the sale to State. Capital asset useful life standards shall be the same as those outlined by the Federal Transit Administration.

Recipient will provide reporting information as prescribed by State on the capital asset purchases under this Agreement as long as the capital asset remain in public transportation service.

Reimbursement requests for capital assets must include the following: a cover letter and copies of all invoices associated with expenses identified for reimbursement. Where a vehicle asset will be partially funded with federal funds, Recipient shall submit pre-award and post-delivery certification forms documenting compliance to Altoona bus testing, Federal Motor Vehicle Safety Standards, Buy America, and Disadvantaged Business enterprise requirements.

Reporting on Mitigation of Tax Impacts to Low-income Populations

Per OAR 732-040-0025(1), Qualified Entities receiving STIF funds shall submit a report on any actions taken by any PTSP located within the area of the Qualified Entity to mitigate the impact of the STIF tax on passengers who reside in low-income communities. This report must be submitted no later than 60 days after the end of each fiscal year in which the Qualified Entity receives STIF funds.

If Recipient is a Qualified Entity, Recipient shall submit this report as instructed separately from this Agreement and shall attach all responses submitted to Recipient by PTSPs receiving STIF discretionary funds that detail actions taken by those PTSPs.



TILLAMOOK COUNTY TRANSPORTATION DISTRICT

3600 Third Street, Suite A, Tillamook, OR 97141

(503) 815-8283, Fax (503) 815-8005

<https://nwconnector.org/agencies/tillamook-county-transportation-district/>

APPLICATION FOR BOARD OF DIRECTORS SEAT

Tillamook County Transportation District Board of Directors consists of seven (7) elected members, each of whom serves a four (4) year term. Directors receive no compensation, with the exception of some pre-authorized training classes and/or seminars, which include reimbursement for meals and mileage, and a stipend for public meeting attendance.

Commitment for this position includes attending regular business meetings that are held on the 3rd Wednesday of every month at 6:00 pm, as well as budget meetings, special meetings, and workshops called by the Board.

The term of this position expires on June 30, 2025, and the person appointed by the Board of Directors to serve in this position must apply to the District no later than Friday, February 7, 2025.

APPLICANT NAME David McCall
Please print

MAILING ADDRESS [REDACTED]
(Street, Route, P.O. Box Number)
Bay City OR 97107
City State Zip

PHYSICAL ADDRESS same
Street Address

TELEPHONE/FAX (503) [REDACTED]

REASONS FOR APPLYING I have long admired the mission of TCTD, and especially the amazing ability to network with various organizations in our community and provide quality, reliable service throughout Tillamook County. I feel I can contribute positively to continuing this mission.

EXPERIENCE YOU HAVE WHICH WOULD BE OF BENEFIT TO THE DISTRICT:
I have been working with local governments for most of my career. I worked for Tillamook County for eleven years, and for the City of Bay City for 1.5 years. I was also an elected City Councilor and Mayor. Through these roles I am quite familiar with Oregon budget laws, as well as public procedure.

I affirm that I am a registered elector of Tillamook County, Oregon.

[Signature]
APPLICANT SIGNATURE

1/21/2025
DATE SIGNED



TILLAMOOK COUNTY TRANSPORTATION DISTRICT

3600 Third Street, Suite A, Tillamook, OR 97141
(503) 815-8283, Fax (503) 815-8005

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Commitment for this position includes attending regular business meetings that are held on the 3rd Wednesday of every month at 6:00 pm, as well as budget meetings, special meetings, and workshops called by the Board.

The term of this position expires on June 30, 2025, and the person appointed by the Board of Directors to serve in this position must apply to the District no later than Friday, February 7, 2025.

APPLICANT NAME J a m e s H e f f e r n a n
Please print

MAILING ADDRESS [REDACTED]
(Street, Route, P.O. Box Number)

Tillamook OR 97141
City State Zip

PHYSICAL ADDRESS same as mailing address
Street Address

TELEPHONE/FAX 503-[REDACTED] (landline) [REDACTED] (cell)

REASONS FOR APPLYING I love the mission of the District and miss being on the board. Resigning from the board was a foolish move on my part. My e-mail barrage after resigning was worse than foolish. I am truly sorry I did it. No matter what, it won't happen again.

EXPERIENCE YOU HAVE WHICH WOULD BE OF BENEFIT TO THE DISTRICT:
46 years residence in the county and 10 month on the Tillamook County Transit District board.

I affirm that I am a registered elector of Tillamook County, Oregon.

James Heffernan
APPLICANT SIGNATURE

1-27-2025
DATE SIGNED