

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



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



**Wednesday, March 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, March 19, 2025 @ 6:00pm**

**To attend by phone, please dial: +1 (253) 215-8782 Meeting ID: 874 4875 2742**  
**To attend virtually, please use this link: <https://us02web.zoom.us/j/87448752742>**

**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 (January) (Pgs. 1-24)
8. Service Performance Reports (January) (Pgs. 25-33)
9. Northwest Oregon Transit Alliance (March) (Pgs. 34-37)
10. NW Rides Brokerage (Pgs. 38-40)
11. General Managers Report (Pgs. 41-42)
  - 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 February 19, 2025 Regular Board Meeting (Pgs. 43-48)
14. Motion to Approve January 2025 Financial Statements
15. Motion to Appoint FY 25-26 Budget Committee Members (Pgs. 49-51)

**ACTION ITEMS**

16. Resolution 25-06 Authorizing the General Manager to Execute Amendment Number 4 to ODOT Section 5339 Grant Agreement Number 34225 (Pgs. 52-61)
17. Appointment to Board of Directors – Position 1 (Expiring June 30, 2025) (Pgs. 62-63)

**DISCUSSION ITEMS**

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

**UPCOMING EVENTS**

**Tillamook County Transportation District**

Normal Trial Balance

From 1/1/2025 Through 1/31/2025

<u>Account Code</u>	<u>Account Title</u>	<u>Debit Balance</u>	<u>Credit Balance</u>
1001	General Checking Account #4558	479,954.30 ✓	
1006	Payroll Checking #5614		15,708.74 ✓
1009	NW RIDES ACCOUNT #8510	1,097,685.64 ✓	
1011	Prop. Mgmt. Checking #7071	22,273.73 ✓	
1012	NWOTA #4564	44,341.02 ✓	
1020	LGIP1020 #5879	1,279,650.93 ✓	
1030	LGIP1030 #5931	1,063,999.46 ✓	
1035	LGIP1035 #6518	116,844.47 ✓	
1040	Petty Cash	200.00	
Report Total		4,104,949.55	15,708.74
Report Difference		4,089,240.81	

*B. G. Vital*  
3/10/2025

# Tillamook County Transportation District

## Financial Statement

### 01 - General Fund

From 1/1/2025 Through 1/31/2025

	Current Period Actual	Current Period Budget	Current Year Actual	Total Budget	Total Budget Variance	58%
<b>Resources</b>						
Working Capital	3500	0.00	96,690.83	1,160,290.00	(1,160,290.00)	0.00%
Fares	4000	11,892.87	20,562.50	246,750.00	(158,799.72)	35.64%
Contract Revenue	4020	15,879.00	28,260.25	339,123.00	(221,914.38)	34.56%
Property Tax	4100	46,249.62	101,302.08	1,215,625.00	(83,955.16)	93.09%
Past Years Property Tax	4110	1,739.31	1,013.00	12,156.00	(341.48)	97.19%
State Timber Revenue	4120	0.00	17,805.17	213,662.00	(134,240.90)	37.17%
Mass Transit State Payroll Tax	4130	33,721.54	9,983.33	119,800.00	(13,367.93)	88.84%
Capital Grants	4210	75,000.00	149,833.33	1,798,000.00	(1,723,000.00)	4.17%
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	0.00	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	5,745.49	3,500.00	42,000.00	(8,981.71)	78.61%
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%
<b>Total Resources</b>	<b>190,227.83</b>	<b>607,073.33</b>	<b>1,678,205.57</b>	<b>7,284,880.00</b>	<b>(5,606,674.43)</b>	<b>23.04%</b>
<b>Expenses</b>						
Personnel Services						
Payroll: Administration	5010	37,609.62	45,143.66	541,724.00	259,379.15	52.11%



# Tillamook County Transportation District

## Financial Statement

### 01 - General Fund

From 1/1/2025 Through 1/31/2025

		Current Period Actual	Current Period Budget	Current Year Actual	Total Budget	Total Budget Variance	58%
Payroll: Dispatch Payroll: Drivers Payroll: Maintenance Payroll Expense Payroll Healthcare Payroll Retirement Payroll Veba Workers Compensation Ins. Total Personnel Services	5020	9,383.79	15,202.42	52,237.65	182,429.00	130,191.35	28.63%
	5030	65,921.50	120,808.67	493,424.71	1,449,704.00	956,279.29	34.03%
	5040	10,015.89	15,158.42	96,951.93	181,901.00	84,949.07	53.29%
	5050	54,864.02	15,094.33	116,236.05	181,132.00	64,895.95	64.17%
	5051	33,063.41	49,015.83	207,604.84	588,190.00	380,585.16	35.29%
	5052	3,162.95	7,834.17	33,639.98	94,010.00	60,370.02	35.78%
	5053	3,241.38	3,701.25	22,385.03	44,415.00	22,029.97	50.39%
	5055	(1,438.28)	2,800.00	38,239.15	33,600.00	(4,639.15)	113.80%
		215,824.28	274,758.75	1,343,064.19	3,297,105.00	1,954,040.81	40.73%
Materials and Services Professional Services Planning Dues & Subscriptions Office Equipment R&R Computer R&M Fees & Licenses Insurance Office Expense Board Expense Operational Expense Drug & Alcohol Administration Marketing Telephone Expense Travel & Training Vehicle Expense Diesel & Gasoline Fuel	5100	10,669.00	10,893.75	74,361.69	130,725.00	56,363.31	56.88%
	5103	0.00	4,166.67	0.00	50,000.00	50,000.00	0.00%
	5120	129.96	1,542.92	21,274.06	18,515.00	(2,759.06)	114.90%
	5140	0.00	323.75	1,356.99	3,885.00	2,528.01	34.92%
	5145	2,008.49	2,146.08	15,531.94	25,753.00	10,221.06	60.31%
	5150	20,411.11	1,966.42	35,310.48	23,597.00	(11,713.48)	149.63%
	5160	179,476.00	14,494.16	175,743.37	173,930.00	(1,813.37)	101.04%
	5170	1,175.83	896.92	5,147.32	10,763.00	5,615.68	47.82%
	5175	1,567.69	1,561.42	9,968.13	18,737.00	8,768.87	53.20%
	5180	4,055.43	5,085.83	25,150.94	61,030.00	35,879.06	41.21%
	5185	120.00	131.25	1,880.00	1,575.00	(305.00)	119.36%
	5190	0.00	7,322.42	5,605.83	87,869.00	82,263.17	6.37%
	5210	1,063.52	2,864.33	8,703.03	34,372.00	25,668.97	25.32%
	5220	986.70	1,925.00	15,559.41	23,100.00	7,540.59	67.35%
	5240	7,226.99	18,750.00	73,116.52	225,000.00	151,883.48	32.49%
	5245	16,967.27	32,917.50	104,617.68	395,010.00	290,392.32	26.48%

# Tillamook County Transportation District

## Financial Statement

### 01 - General Fund

From 1/1/2025 Through 1/31/2025

	Current Period Actual	Current Period Budget	Current Year Actual	Total Budget	Total Budget Variance	58%
Propane Fuel	5247	0.00	1,408.79	60,000.00	58,591.21	2.34%
Postage	5260	200.00	788.26	1,331.00	542.74	59.22%
Member Mileage Reimbursement	5266	20,000.00	40,000.00	34,395.00	(5,605.00)	116.29%
Mgmt/Labor Recreation Fund	5270	0.00	0.00	4,119.00	4,119.00	0.00%
Transit Center Maint	5285	1,537.34	13,479.44	21,365.00	7,885.56	63.09%
Operations Facility Maint.	5346	329.41	2,244.96	4,410.00	2,165.04	50.90%
Total Materials and Services		267,924.74	631,248.84	1,409,481.00	778,232.16	44.79%
Transfers						
Transfer to Vehicle Reserve	9150	0.00	0.00	3,000.00	3,000.00	0.00%
Transfer to NWOTA Fund	9160	0.00	7,500.00	1,118,035.00	1,110,535.00	0.67%
Unappropriated Ending Fund Bal	9180	0.00	0.00	227,346.00	227,346.00	0.00%
Total Transfers		0.00	7,500.00	1,348,381.00	1,340,881.00	0.56%
Capital Outlay						
Capital Purchases						
Bus Replacement/Addition	6000	148,427.00	148,427.00	1,690,000.00	1,541,573.00	8.78%
Van Replacement/Addition	6010	0.00	0.00	292,000.00	292,000.00	0.00%
Other Capital Projects	6050	0.00	600.00	160,000.00	159,400.00	0.37%
Total Capital Purchases		148,427.00	149,027.00	2,142,000.00	1,992,973.00	6.96%
Total Capital Outlay		148,427.00	149,027.00	2,142,000.00	1,992,973.00	6.96%
Total Expenses		632,176.02	2,130,840.03	8,196,967.00	6,066,126.97	26.00%

# Tillamook County Transportation District

## Financial Statement

02 - Property Management Fund  
From 1/1/2025 Through 1/31/2025

	Current Period Actual	Current Period Budget	Current Year Actual	Total Budget	Total Budget Variance	58%
<b>Resources</b>						
Working Capital	3500	0.00	3,750.00	45,000.00	(45,000.00)	0.00%
Lease Income	4900	0.00	14,300.00	36,000.00	(21,700.00)	39.72%
Lease Operational Exp Income	4910	1,007.45	7,793.56	1,300.00	6,493.56	599.50%
Transfer From General Fund	4911	0.00	0.00	(12,251.00)	12,251.00	0.00%
Total Resources		<u>1,007.45</u>	<u>22,093.56</u>	<u>70,049.00</u>	<u>(47,955.44)</u>	<u>31.54%</u>
<b>Expenses</b>						
<b>Materials and Services</b>						
Professional Services	5100	0.00	166.67	2,000.00	2,000.00	0.00%
Property Operating Expense	5300	2,819.34	2,502.50	30,030.00	17,289.48	42.42%
Property Maint. & Repair	5340	35,630.36	3,079.33	36,952.00	(17,371.50)	147.01%
Total Materials and Services		<u>38,449.70</u>	<u>5,748.50</u>	<u>68,982.00</u>	<u>1,917.98</u>	<u>97.22%</u>
<b>Capital Outlay</b>						
<b>Debt Service</b>						
OTIB TVC Loan 0071	5337	0.00	913.25	10,959.00	5,479.68	49.99%
OTIB Loan 0061	5338	0.00	2,192.50	26,310.00	13,154.78	50.00%
Total Debt Service		<u>0.00</u>	<u>3,105.75</u>	<u>37,269.00</u>	<u>18,634.46</u>	<u>50.00%</u>
<b>Capital Purchases</b>						
Building Repair & Renovation	5350	0.00	0.00	0.00	(3,525.34)	0.00%
Total Capital Purchases		<u>0.00</u>	<u>3,525.34</u>	<u>0.00</u>	<u>(3,525.34)</u>	<u>0.00%</u>
Total Capital Outlay		<u>0.00</u>	<u>22,159.88</u>	<u>37,269.00</u>	<u>15,109.12</u>	<u>59.46%</u>
Total Expenses		<u>38,449.70</u>	<u>89,223.90</u>	<u>106,251.00</u>	<u>17,027.10</u>	<u>83.97%</u>

# Tillamook County Transportation District

## Financial Statement

### 04 - Capital Reserve Fund

From 1/1/2025 Through 1/31/2025

	Current Period Actual	Current Period Budget	Current Year Actual	Total Budget	Total Budget Variance	58%
<b>Resources</b>						
Working Capital	3500	0.00	107,136.42	1,285,637.00	(1,285,637.00)	0.00%
Interest Income	4510	4,797.34	2,083.33	25,000.00	10,521.01	142.08%
Total Resources		4,797.34	109,219.75	1,310,637.00	(1,275,115.99)	2.71%
<b>Expenses</b>						
Transfers						
Transfer to GF Grant Match	9165	0.00	21,246.83	254,962.00	254,962.00	0.00%
Reserve for Future Expenditure	9175	0.00	87,972.92	1,055,675.00	1,055,675.00	0.00%
Total Transfers		0.00	109,219.75	1,310,637.00	1,310,637.00	0.00%
Total Expenses		0.00	109,219.75	1,310,637.00	1,310,637.00	0.00%

# Tillamook County Transportation District

## Financial Statement

### 05 - Vehicle Purchase Reserve Fund

From 1/1/2025 Through 1/31/2025

	Current Period Actual	Current Period Budget	Current Year Actual	Total Budget	Total Budget Variance	58%
<b>Resources</b>						
Working Capital	3500	0.00	3,102.08	37,225.00	(37,225.00)	0.00%
Transfer From General Fund	4911	0.00	(250.00)	(3,000.00)	3,000.00	0.00%
Total Resources		0.00	2,852.08	34,225.00	(34,225.00)	0.00%
<b>Expenses</b>						
Transfers						
Reserve for Future Expenditure	9175	0.00	3,352.08	40,225.00	40,225.00	0.00%
Total Transfers		0.00	3,352.08	40,225.00	40,225.00	0.00%
Total Expenses		0.00	3,352.08	40,225.00	40,225.00	0.00%

# Tillamook County Transportation District

## Financial Statement

06 - Bus Wash Maintenance Reserve  
From 1/1/2025 Through 1/31/2025

	Current Period Actual	Current Period Budget	Current Year Actual	Total Budget	Total Budget Variance	58%
Resources						
Working Capital	3500	0.00	1,928.33	23,140.00	(23,140.00)	0.00%
Total Resources		0.00	1,928.33	23,140.00	(23,140.00)	0.00%
Expenses						
Transfers						
Reserve for Future Expenditure	9175	0.00	1,928.33	23,140.00	23,140.00	0.00%
Total Transfers		0.00	1,928.33	23,140.00	23,140.00	0.00%
Total Expenses		0.00	1,928.33	23,140.00	23,140.00	0.00%



# Tillamook County Transportation District

## Financial Statement

08 - Northwest Oregon Transit Allia  
From 1/1/2025 Through 1/31/2025

	Current Period Actual	Current Period Budget	Current Year Actual	Total Budget	Total Budget Variance	58%
<b>Resources</b>						
Working Capital						
3500	0.00	6,666.67	0.00	80,000.00	(80,000.00)	0.00%
4225	0.00	29,542.50	30,000.00	354,510.00	(324,510.00)	8.46%
NWOTA Partner Cont. Match						
4911	0.00	(79,836.25)	7,500.00	(958,035.00)	965,535.00	(0.78)%
Transfer From General Fund						
4918	0.00	(13,333.33)	0.00	(160,000.00)	160,000.00	0.00%
Transfer from STIF Fund						
Total Resources	0.00	(56,960.41)	37,500.00	(683,525.00)	721,025.00	(5.49)%
<b>Expenses</b>						
Materials and Services						
Professional Services						
5100	0.00	416.67	0.00	5,000.00	5,000.00	0.00%
Administrative Support						
5101	0.00	2,083.33	221.96	25,000.00	24,778.04	0.88%
Website Maintenance						
5102	3,300.00	3,333.33	19,800.00	40,000.00	20,200.00	49.50%
Marketing						
5190	0.00	416.67	0.00	5,000.00	5,000.00	0.00%
Travel & Training						
5220	241.40	0.00	852.47	0.00	(852.47)	0.00%
Total Materials and Services	3,541.40	6,250.00	20,874.43	75,000.00	54,125.57	27.83%
<b>Transfers</b>						
Transfer to General Fund						
9130	0.00	250.00	0.00	3,000.00	3,000.00	0.00%
Unappropriated Ending Fund Bal						
9180	0.00	29,709.17	0.00	356,510.00	356,510.00	0.00%
Total Transfers	0.00	29,959.17	0.00	359,510.00	359,510.00	0.00%
<b>Capital Outlay</b>						
Capital Purchases						
Bus Stop Signage/Shelters						
6040	0.00	79,836.25	0.00	958,035.00	958,035.00	0.00%
Other Capital Projects						
6050	0.00	13,333.33	0.00	160,000.00	160,000.00	0.00%
Total Capital Purchases	0.00	93,169.58	0.00	1,118,035.00	1,118,035.00	0.00%
Total Capital Outlay	0.00	93,169.58	0.00	1,118,035.00	1,118,035.00	0.00%
Total Expenses	3,541.40	129,378.75	20,874.43	1,552,545.00	1,531,670.57	1.34%

# Tillamook County Transportation District

## Financial Statement

### 09 - NW RIDES ACCOUNT

From 1/1/2025 Through 1/31/2025

	Current Period Actual	Current Period Budget	Current Year Actual	Total Budget	Total Budget Variance	58%
<b>Resources</b>						
Working Capital						
3500	0.00	83,333.33	0.00	1,000,000.00	(1,000,000.00)	0.00%
NWR Revenue	469,669.27	437,389.58	3,247,525.56	5,248,675.00	(2,001,149.44)	61.87%
4026						
NWR Reserve	0.00	35,333.33	0.00	424,000.00	(424,000.00)	0.00%
4027						
Interest Income	0.00	1,186.67	0.00	14,240.00	(14,240.00)	0.00%
4510						
Total Resources	469,669.27	557,242.91	3,247,525.56	6,686,915.00	(3,439,389.44)	48.57%
<b>Expenses</b>						
<b>Personnel Services</b>						
Payroll: Administration						
5010	31,302.84	36,004.92	228,087.94	432,059.00	203,971.06	52.79%
5041	1,101.28	1,948.42	7,859.98	23,381.00	15,521.02	33.61%
Payroll: Indirect						
5050	3,116.26	3,294.08	21,655.27	39,529.00	17,873.73	54.78%
Payroll Expense						
5051	6,518.70	9,378.17	47,556.79	112,538.00	64,981.21	42.25%
Payroll Healthcare						
5052	3,315.41	2,893.17	22,723.04	34,718.00	11,994.96	65.45%
Payroll Retirement						
5053	1,454.64	1,357.17	10,677.48	16,286.00	5,608.52	65.56%
Payroll Veba						
Workers Compensation Ins.						
5055	0.00	43.75	0.00	525.00	525.00	0.00%
Total Personnel Services	46,809.13	54,919.68	338,560.50	659,036.00	320,475.50	51.37%
<b>Materials and Services</b>						
Professional Services						
5100	0.00	437.50	814.88	5,250.00	4,435.12	15.52%
Office Equipment R&R						
5140	0.00	2,500.00	1,017.80	30,000.00	28,982.20	3.39%
Computer R&M	2,462.09	1,856.50	34,495.27	22,278.00	(12,217.27)	154.84%
5145						
Fees & Licenses	0.00	5,416.67	0.00	65,000.00	65,000.00	0.00%
5150						
Insurance	0.00	545.58	6,547.00	6,547.00	0.00	100.00%
5160						
Office Expense	243.87	583.33	2,216.83	7,000.00	4,783.17	31.66%
5170						
Operational Expense	45.00	625.00	3,106.72	7,500.00	4,393.28	41.42%
5180						
Telephone Expense	2,231.11	1,854.17	17,406.11	22,250.00	4,843.89	78.22%
5210						

# Tillamook County Transportation District

## Financial Statement

### 09 - NW RIDES ACCOUNT

From 1/1/2025 Through 1/31/2025

		Current Period Actual	Current Period Budget	Current Year Actual	Total Budget	Total Budget Variance	58%
Travel & Training	5220	28.72	131.25	4,398.45	1,575.00	(2,823.45)	279.26%
	5260	19.90	43.75	79.60	525.00	445.40	15.16%
	5265	342,810.11	333,333.33	2,437,602.13	4,000,000.00	1,562,397.87	60.94%
	5266	60,000.00	35,000.00	240,000.00	420,000.00	180,000.00	57.14%
	5267	57,805.40	50,000.00	271,406.84	600,000.00	328,593.16	45.23%
	5281	0.00	1,250.00	2,400.00	15,000.00	12,600.00	16.00%
	5300	0.00	262.50	1,970.29	3,150.00	1,179.71	62.54%
Total Materials and Services		465,646.20	433,839.58	3,023,461.92	5,206,075.00	2,182,613.08	58.08%
Transfers							
Reserve for Future Expenditure		0.00	35,333.33	0.00	424,000.00	424,000.00	0.00%
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							
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		512,455.33	557,243.00	3,362,022.42	6,686,916.00	3,324,893.58	50.28%

**Tillamook County Transportation District**  
Financial Statement

10 - STIF

From 1/1/2025 Through 1/31/2025

	Current Period Actual	Current Period Budget	Current Year Actual	Total Budget	Total Budget Variance	58%
<b>Resources</b>						
Working Capital	3500	0.00	14,192.50	170,310.00	(170,310.00)	0.00%
STIF Formula	4135	130,995.00	37,753.67	453,044.00	(48,997.00)	89.18%
STIF Intercommunity	4136	0.00	29,866.67	358,400.00	(358,400.00)	0.00%
Interest Income	4510	397.13	0.00	0.00	2,560.00	0.00%
Transfer From General Fund	4911	0.00	17,660.00	0.00	17,660.00	0.00%
Total Resources		<u>131,392.13</u>	<u>424,267.00</u>	<u>981,754.00</u>	<u>(557,487.00)</u>	<u>43.22%</u>
<b>Expenses</b>						
Materials and Services						
Fees & Licenses	5150	0.00	0.00	0.00	(0.05)	0.00%
Total Materials and Services		<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	5200	0.00	1,766.00	21,192.00	21,192.00	0.00%
STIF Payments to Recipients	5201	0.00	2,071.75	24,861.00	24,861.00	0.00%
Total Special Payments		<u>0.00</u>	<u>3,837.75</u>	<u>46,053.00</u>	<u>46,053.00</u>	<u>0.00%</u>
Transfers						
Transfer to General Fund	9130	0.00	50,773.67	609,284.00	609,284.00	0.00%
Transfer to NWOTA Fund	9160	0.00	13,333.33	160,000.00	160,000.00	0.00%
Transfer to STIF	9170	0.00	0.00	0.00	(17,660.00)	0.00%
Reserve for Future Expenditure	9175	0.00	7,372.08	88,465.00	88,465.00	0.00%
Unappropriated Ending Fund Bal	9180	0.00	6,496.00	77,952.00	77,952.00	0.00%
Total Transfers		<u>0.00</u>	<u>77,975.08</u>	<u>935,701.00</u>	<u>918,041.00</u>	<u>1.89%</u>
Total Expenses		<u>0.00</u>	<u>81,812.83</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 1/1/2025 Through 1/31/2025

Docume... Number	Document Date	Transaction Amount	Payee	Transaction Description
18980	1/13/2025	803.81	ABILA	Abilia Managed Plan 1/15-2/14/2025
18981	1/13/2025	665.48	ASTOUND	Phone Service 10/27-11/26/2024
18982	1/13/2025	109.00	Brian Wagner	DOT Medical Card
18983	1/13/2025	6,702.17	CARSON OIL CO INC	Fuel 11/16-11/30/2024
18984	1/13/2025	8.38	CENTURYLINK	Local Fax Service 12/21/24-1/20/2025
18985	1/13/2025	60.55	City Of Tillamook	TVC Water 12/1-12/31/2024
18986	1/13/2025	10.00	CLYDE ZELLER	Air Brake Upgrade Exam
18987	1/13/2025	511.63	GenXsys Solutions, LLC	01/2025 Server Storage Virus Plan
18987	1/13/2025	2,142.90	GenXsys Solutions, LLC	01/2025 Managed Service Fund
18988	1/13/2025	1,760.00	INNOVA LEGAL ADVISORS	ATU Legal Services
18989	1/13/2025	10.00	JOHN CLINE	Air Brake Exam
18989	1/13/2025	40.00	JOHN CLINE	Air Brake Permit Fee
18990	1/13/2025	95.00	John Grover	DOT Medical Card
18991	1/13/2025	249.99	Office Depot Credit Plan	GM Scanner
18991	1/13/2025	7.33	Office Depot Credit Plan	TCTD Office Supplies
18991	1/13/2025	210.99	Office Depot Credit Plan	Office Supplies
18992	1/13/2025	638.00	Prevailing Communications	Build/Install Base Radio at TVC
18993	1/13/2025	520.00	Prevailing Communications	Install Radio Bus 210
18994	1/13/2025	5,485.00	SINGERLEWAK LLP	Progress Audit Billing
18995	1/13/2025	10.00	STEVE SCHWABE	Air Brake Upgrade Exam
18995	1/13/2025	40.00	STEVE SCHWABE	Air Brake Upgrade Permit Feet
18996	1/15/2025	406.93	ALSCO - Portland Linen	Nov/Dec Mat Service
18997	1/15/2025	642.10	ASTOUND	Phone Service 11/27-12/26/24
18998	1/15/2025	1,300.00	BIO-MED TESTING SERVICE, INC.	TCTD Pre Employment/Random Testing
18999	1/15/2025	1,190.16	CINTAS	Uniforms 12.2024
19000	1/15/2025	92.62	O'REILLY AUTOMOTIVE STORES	POA 206855 12/28/2024
19001	1/15/2025	411.54	Les Schwab Tire Center	POA CB-000017252
19002	1/15/2025	1,407.10	Marie Mills Foundation	TVC Janitorial Services
19003	1/15/2025	1,761.73	DAVISON AUTO PARTS, INC.	POA December 2024
19004	1/15/2025	122.20	Pacific Office Automation	NWR/TCTD Copier Usage 11/9-12/9/2024
19005	1/15/2025	1,713.67	PREMIER TRUCK GROUP	POA #81911660 12/30/2024
19006	1/15/2025	42.57	Schetky Northwest Sales, Inc.	Brackets
19007	1/15/2025	9,834.60	SWIFTLY	GPS Annual Fee 1/4/25-1/31/26
19008	1/15/2025	400.80	VERIZON	Tablet Service 11/27-12/26/2024
19009	1/21/2025	1,195.81	MUTUAL OF OMAHA	AP STD/LTD/LIFE BENEFITS DEC 2024
19010	1/21/2025	39,111.00	SPECIAL DISTRICTS INS. SERVICE	AP HEALTH BENEFITS DEC 2024
19011	1/24/2025	7,255.94	CARSON OIL CO INC	Fuel 12/16-12/31/2024
19012	1/24/2025	85.25	COUNTRY MEDIA	Public Meeting Notice 11.12.2024
19012	1/24/2025	48.05	COUNTRY MEDIA	Public Meeting Notice 11.12.2024
19013	1/24/2025	45.03	Fred Meyer Customer Charges	ROA December 2024
19013	1/24/2025	362.09	Fred Meyer Customer Charges	ROA December 2024
19014	1/24/2025	50.00	Gary A. Hanenkrat	Board Meeting 12.18.2024
19015	1/24/2025	1,540.00	INNOVA LEGAL ADVISORS	ATU Legal Services
19016	1/24/2025	50.00	Jonathan Bean	Board Meeting 12.18.2024
19017	1/24/2025	1,882.50	JORDAN RAMIS, PC	Board Legal Fees
19017	1/24/2025	1,050.00	JORDAN RAMIS, PC	Grant Planning 35084 Legal Fees
19018	1/24/2025	50.00	Marni Johnston	Board Meeting 12.18.2024
19019	1/24/2025	287.40	NORTHWEST BUS SALES, INC.	Bus AirLift Dominator Air Bag
19020	1/24/2025	204.75	Oregon State Police	TCTD Background Checks
19021	1/24/2025	50.00	Thomas Fiorelli	Board Meeting 12.18.2024
19022	1/24/2025	803.80	ABILA	Abila Managed Plan 2/15-3/14/2025
19023	1/24/2025	40.00	CLYDE ZELLER	Air Brake Permit Fee
19024	1/24/2025	60.45	COUNTRY MEDIA	Public Meeting Notice 1.7.25
19024	1/24/2025	52.70	COUNTRY MEDIA	Public Meeting Notice 1.7.25
19025	1/24/2025	50.00	Gary A. Hanenkrat	Board Meeting 1.15.2025
19026	1/24/2025	195.00	GenXsys Solutions, LLC	Admin. Asst. Computer/Printer Repair

**Tillamook County Transportation District**

Check/Voucher Register

1001 - General Checking Account #4558

From 1/1/2025 Through 1/31/2025

Docume... Number	Document Date	Transaction Amount	Payee	Transaction Description
19026	1/24/2025	2,142.90	GenXsys Solutions, LLC	02/2025 Managed Service Fund
19026	1/24/2025	195.00	GenXsys Solutions, LLC	Dispatch Computer/Printer Repair
19027	1/24/2025	40.00	James Carlile	Air Brake Permit Fee
19027	1/24/2025	10.00	James Carlile	Air Brake Exam
19028	1/24/2025	50.00	Jonathan Bean	Board Meeting 1.15.2025
19029	1/24/2025	50.00	Linda Adler	Board Meeting 1.15.2025
19030	1/24/2025	50.00	Marni Johnston	Board Meeting 1.15.2025
19031	1/24/2025	50.00	MARY JOHNSON	Board Meeting 1.15.2025
19032	1/24/2025	79.94	Office Depot Credit Plan	TCTD Copier Paper
19032	1/24/2025	86.80	Office Depot Credit Plan	Latching Clipboards for TCTD Drivers
19032	1/24/2025	22.47	Office Depot Credit Plan	Superintendent 2025 Calendar
19033	1/24/2025	245.25	Pacific Office Automation	NWR/TCTD Copier Usage 12/9/24-1/9/25
19034	1/24/2025	50.00	Thomas Fiorelli	Board Meeting 1.15.2025
19035	1/27/2025	148,427.00	NORTHWEST BUS SALES, INC.	BUS 210
19036	1/27/2025	33.00	Oregon State Police	NWR/TCTD Background Checks
19036	1/27/2025	46.25	Oregon State Police	TCTD/NWR Background Check
19036	1/27/2025	323.75	Oregon State Police	NWR/TCTD Background Check
19036	1/27/2025	92.50	Oregon State Police	NWR/TCTD Background Check
19036	1/27/2025	138.75	Oregon State Police	TCTD/NWR Background Check
19037	1/27/2025	13.74	BRIAN VITULLI	ODOT Region 2 Transit Meeting
19038	1/27/2025	125.97	IconiPro Security & Alarms	TVC Security Services 2/1-4/30/2025
19039	1/27/2025	40.00	James LeNormand	Air Brake Permit Fee
19039	1/27/2025	10.00	James LeNormand	Air Brake Exam
19040	1/27/2025	3,300.00	Madison Ave Collective	January 2025 NW Connector Website
19041	1/27/2025	1,472.63	MUTUAL OF OMAHA	AP STD/LTD/LIFE BENEFITS JAN 2025
19042	1/27/2025	566.50	PACIFIC SOURCE	AP BENEFITS JAN 2025
19043	1/27/2025	39,111.00	SPECIAL DISTRICTS INS. SERVICE	AP HEALTH BENEFITS JAN 2025
19044	1/27/2025	0.00		
19045	1/24/2025	4,696.02	HRA VEBA TRUST	HRA VEBA 1.2025
19046	1/24/2025	957.36	ATU LOCAL #757	UNION DUES 1.2025
19047	1/27/2025	946.32	PACIFIC SOURCE	AP FSA JAN 2025
ACH 01.2025	1/17/2025	1,545.72	Elan Financial Services	ACH 01.2025
ACH CC 12.2024	1/17/2025	1,545.72	Elan Financial Services	ACH CREDIT CARD 12.2024
ACH CC 12.2024	1/17/2025	120.70	Elan Financial Services	ACH CREDIT CARD 12.2024
ACH CC 12.2024	1/17/2025	258.80	Elan Financial Services	ACH CREDIT CARD 12.2024
ACH CC 12.2024	1/17/2025	92.00	Elan Financial Services	ACH CREDIT CARD 12.2024
ACH POA	1/15/2025	254.45	Pacific Office Automation	OFFICE COPIER LEASE
ACH ZOOM 1.25	1/29/2025	40.00	ZOOM VIDEO COMMUNICATIONS INC	ZOOM MONTHLY SUBSCRIPTION
Report Total		301,106.56		



**Tillamook County Transportation District**

Check/Voucher Register

1006 - Payroll Checking #5614

From 1/1/2025 Through 1/31/2025

<u>Document Number</u>	<u>Document Date</u>	<u>Transaction Amount</u>	<u>Payee</u>	<u>Transaction Description</u>
ACH ADP 1.2025	1/10/2025	945.20	ADP, LLC	ADP MONTHLY SERVICE FEES
ACH AFLAC 1.25	1/15/2025	531.06	AFLAC	AFLAC JAN 2025
Report Total		1,476.26		

**Tillamook County Transportation District**

Check/Voucher Register

1009 - NW RIDES ACCOUNT #8510

From 1/1/2025 Through 1/31/2025

Docume... Number	Document Date	Transaction Amount	Payee	Transaction Description
4470	1/13/2025	1,591.43	ASTOUND	Phone Service 10/27-11/26/2024
4471	1/13/2025	25.00	CENTURYLINK	Local Fax Service 12/21/24-1/20/2025
4472	1/13/2025	511.63	GenXsys Solutions, LLC	01/2025 Server Storage Virus Plan
4472	1/13/2025	875.00	GenXsys Solutions, LLC	01/2025 NWR Computer Support Services
4472	1/13/2025	857.10	GenXsys Solutions, LLC	01/2025 Managed Service Fund
4473	1/13/2025	3,668.61	JANNA SMITH	Vol. MR 12/1-12/31/2024
4474	1/13/2025	645.85	JOY WINKELHAKE	Vol MR 12/1-12/31/2024
4475	1/13/2025	4,459.73	KANDIS LIDAY	Vol MR 12/1-12/31/2024
4476	1/13/2025	1,188.44	LEANN CHUINARD	Vol MR 12/1-12/31/2024
4477	1/13/2025	46.25	Oregon State Police	NWR Background Check
4478	1/13/2025	4,135.50	SEAN REKART	Vol MR 12/1-12/31/2025
4479	1/15/2025	1,461.26	ASTOUND	Phone Service 11/27-12/26/24
4480	1/15/2025	74.86	Pacific Office Automation	NWR/TCTD Copier Usage 11/9-12/9/2024
4481	1/15/2025	4,070.00	AAA RIDE ASSIST	12/22-12/31/2024
4481	1/15/2025	28.00	AAA RIDE ASSIST	CORRECTED 12/1-12/14/2024
4482	1/15/2025	11,506.00	COLUMBIA MEDICAL	12/15-12/21/2024
4482	1/15/2025	8,188.25	COLUMBIA MEDICAL	12/22-12/28/2024
4482	1/15/2025	5,073.50	COLUMBIA MEDICAL	12/29-12/31/2024
4482	1/15/2025	11,601.75	COLUMBIA MEDICAL	12/8-12/14/2024
4483	1/15/2025	5,467.00	COLUMBIA COUNTY RIDER	12/1-12/31/2024
4484	1/15/2025	5,419.35	DIRECT MEDICAL TRANSPORTATION	12/22-12/31/2024
4485	1/15/2025	8,321.50	K & M MEDIVAN	12/1-12/8/2024
4485	1/15/2025	10,405.50	K & M MEDIVAN	12/16-12/22/2024
4485	1/15/2025	5,099.00	K & M MEDIVAN	12/23-12/31/2024
4485	1/15/2025	10,253.50	K & M MEDIVAN	12/9-12/15/2024
4486	1/15/2025	6,653.50	MEDIX AMBULANCE	12/15-12/21/2024
4486	1/15/2025	6,992.00	MEDIX AMBULANCE	12/22-12/28/2024
4486	1/15/2025	3,525.00	MEDIX AMBULANCE	12/29-12/31/2024
4486	1/15/2025	8,083.00	MEDIX AMBULANCE	12/8-12/14/2024
4487	1/15/2025	18,391.90	METRO WEST	12/1-12/31/2024
4488	1/15/2025	18,503.00	QUICK CAB LLC	12/1-12/31/2024
4489	1/15/2025	8,305.63	Ride Connection Bridge	10/13-10/18/2024
4489	1/15/2025	14,622.49	Ride Connection Bridge	10/19-10/31/2024
4489	1/15/2025	11,151.13	Ride Connection Bridge	12/1-12/6/2024
4489	1/15/2025	8,107.90	Ride Connection Bridge	12/14-12/20/2024
4489	1/15/2025	6,702.48	Ride Connection Bridge	12/21-12/31/2024
4489	1/15/2025	9,521.53	Ride Connection Bridge	12/7-12/13/2024
4490	1/15/2025	330.00	Ronald McDonald House	12/1-12/31/2024
4491	1/15/2025	29,742.60	RYANS TRANSPORTATION SERVICE	12/15-12/21/2024
4491	1/15/2025	19,216.40	RYANS TRANSPORTATION SERVICE	12/22-12/28/2024
4491	1/15/2025	11,051.00	RYANS TRANSPORTATION SERVICE	12/29-12/31/2024
4491	1/15/2025	28,609.80	RYANS TRANSPORTATION SERVICE	12/8-12/14/2024
4492	1/15/2025	464.00	SUNSET EMPIRE TRANSIT	11/1-11/30/2024
4492	1/15/2025	217.00	SUNSET EMPIRE TRANSIT	12/1-12/31/2024
4492	1/15/2025	300.00	SUNSET EMPIRE TRANSIT	BUS PASSES 12.2024
4493	1/15/2025	15,879.00	TILLAMOOK CNTY TRANS. DIST.	11/1-11/30/2024
4494	1/15/2025	585.00	TRAVIS CROSS GUEST HOUSE	12/1-12/31/2024
4495	1/15/2025	1,491.95	WILLAMETTE VALLEY TRANSPORT	12/1-12/31/2024
4496	1/24/2025	246.00	MEDIX AMBULANCE	November 2024 NWR After Hours Services

**Tillamook County Transportation District**

Check/Voucher Register

1009 - NW RIDES ACCOUNT #8510

From 1/1/2025 Through 1/31/2025

Docume... Number	Document Date	Transaction Amount	Payee	Transaction Description
4496	1/24/2025	245.00	MEDIX AMBULANCE	December 2024 NWR After Hours
4497	1/24/2025	1,441.96	WILLIAM NERENBERG	Vol Reimbursement 12/2/2024-12/31/2024
4498	1/24/2025	857.10	GenXsys Solutions, LLC	02/2025 Managed Service Fund
4498	1/24/2025	875.00	GenXsys Solutions, LLC	02/2025 NWR Compiter Support Services
4499	1/24/2025	102.56	Office Depot Credit Plan	NWR Vol Binder Supplies
4500	1/24/2025	91.87	Pacific Office Automation	NWR/TCTD Copier Usage 12/9/24-1/9/25
4501	1/27/2025	223.11	Office Depot Credit Plan	NWR Office Supplies
4501	1/27/2025	13.93	Office Depot Credit Plan	2025 Deskpadd Calendar
4502	1/27/2025	92.50	Oregon State Police	NWR Background Check
4502	1/27/2025	79.25	Oregon State Police	NWR/TCTD Background Checks
4502	1/27/2025	79.25	Oregon State Police	NWR Background Check
4502	1/27/2025	92.50	Oregon State Police	TCTD/NWR Background Check
4502	1/27/2025	46.25	Oregon State Police	NWR/TCTD Background Check
4502	1/27/2025	46.25	Oregon State Police	NWR/TCTD Background Check
4502	1/27/2025	204.75	Oregon State Police	TCTD/NWR Background Check
4503	1/27/2025	1,422.50	AAA RIDE ASSIST	AAA 1/1-1/4/2025
4503	1/27/2025	3,658.00	AAA RIDE ASSIST	AAA 1/12-1/18/2025
4503	1/27/2025	3,505.50	AAA RIDE ASSIST	AAA 1/5-1/11/2025
4504	1/27/2025	3,339.50	COLUMBIA MEDICAL	CM 1/1-1/4/2025
4504	1/27/2025	10,582.50	COLUMBIA MEDICAL	CM 1/12-1/18/2025
4504	1/27/2025	10,954.00	COLUMBIA MEDICAL	CM 1/5-1/11/2025
4505	1/27/2025	1,813.75	DIRECT MEDICAL TRANSPORTATION	DM 1/1-1/4/2025
4505	1/27/2025	6,661.50	DIRECT MEDICAL TRANSPORTATION	DM 1/12-1/18/2025
4505	1/27/2025	4,225.00	DIRECT MEDICAL TRANSPORTATION	DM 1/5-1/11/2025
4506	1/27/2025	2,737.50	MEDIX AMBULANCE	MDX 1/1-1/4/2025
4506	1/27/2025	7,344.00	MEDIX AMBULANCE	MDX 1/5-1/11/2025
4507	1/27/2025	10,937.60	RYANS TRANSPORTATION SERVICE	RT 1/1-1/4/2025
4507	1/27/2025	28,874.00	RYANS TRANSPORTATION SERVICE	RT 1/12-1/18/2025
4507	1/27/2025	28,861.80	RYANS TRANSPORTATION SERVICE	RT 1/5-1/11/2025
ACH 01.2025...	1/17/2025	258.80	Elan Financial Services	AP ACH 01.2025.09
ACH POA 1.2025	1/15/2025	254.45	Pacific Office Automation	OFFICE LEASE
Report Total		463,588.00		

**Tillamook County Transportation District**

Check/Voucher Register

1011 - Prop. Mgmt. Checking #7071

From 1/1/2025 Through 1/31/2025

<u>Docume...</u> <u>Number</u>	<u>Document</u> <u>Date</u>	<u>Transaction</u> <u>Amount</u>	<u>Payee</u>	<u>Transaction Description</u>
4726	1/13/2025	237.63	City Of Tillamook	Admin Water/Sewer 12/1-12/31/2024
4727	1/13/2025	190.10	City Sanitary Service	Cardboard Recycling/Container Rent 1.5yd 1xw
4728	1/15/2025	325.00	American Backflow & Plumbing	Backflow Rebuild Labor/Service Call
4729	1/15/2025	626.06	Marie Mills Foundation	Admin Janitorial Services Dec 2024
4729	1/15/2025	249.79	Marie Mills Foundation	Admin Janitorial Supplies Dec 2024
ACH 01.2025...	1/17/2025	92.00	Elan Financial Services	AP ACH 01.2025-02
Report Total		1,720.58		

FRED MEYER CARD CHARGES - 01/02-01/31/2025

Date	Description of Transaction	Amount
	<b>CARD #3 - KERI BROWN, ADMIN ASSISTANT</b>	
01/10/25	Operation Expense - Employee Appreciation	\$ 63.87
01/15/25	Board Expense - Meeting Meal	\$ 7.34
01/28/25	Operation Expense - ODOT Meeting	\$ 37.99
01/28/25	Office Expense - Office Supplies	\$ 28.78
01/29/25	Operation Expense -ODOT Meeting	\$ 266.18
	01-001-5175-999-00	\$ 7.34
	01-001-5180-999-00	\$ 368.04
	01-001-5170-999-00	\$ 28.78
	<b>Total</b>	<b>\$ 404.16</b>
	<b>Grand Total</b>	<b>\$ 404.16</b>
<b>DATE</b>	<b>APPROVAL</b>	

ENTERED 50  
  
 2/10/2025

**UMPQUA BANK: CLOSING DATE 01/23/2025**

Date	Vendor	Description of Transaction	Amount
		<b>CATHY BOND</b>	
12/26/25	Language Line	NWR Phone/Interpreter	\$63.20
12/27/25	Fieldprint	TCTD Background Check	\$12.50
12/30/25	Fieldprint	TCTD Background Check	\$12.50
12/30/25	Language Line	NWR Phone/Interpreter	\$51.35
12/30/25	Language Line	NWR Phone/Interpreter	\$51.35
12/30/25	Language Line	NWR Phone/Interpreter	\$27.65
01/02/25	Language Line	NWR Phone/Interpreter	\$31.60
01/02/25	Amazon Prime	Privacy Window Film - Cash Room Door	\$26.95
01/03/25	Endicia	NWR Membership Fee	\$9.95
01/06/25	Onstar Services	Membership Fee - Shop Truck	\$15.00
01/06/25	Language Line	NWR Phone/Interpreter	\$35.55
01/06/25	Language Line	NWR Phone/Interpreter	\$31.60
01/06/25	Language Line	NWR Phone/Interpreter	\$23.70
01/06/25	Language Line	NWR Phone/Interpreter	\$35.55
01/06/25	Language Line	NWR Phone/Interpreter	\$86.90
01/06/25	Language Line	NWR Phone/Interpreter	\$39.50
01/08/25	Language Line	NWR Phone/Interpreter	\$11.85
01/09/25	Fieldprint	NWR Background Check	\$12.50
01/09/25	Endicia	Postage	\$50.00
01/09/25	Language Line	NWR Phone/Interpreter	\$39.50
01/10/25	Amazon Prime	Office Supplies - Appointment Planner	\$19.96
01/10/25	Safeway	Employee Condolence Flowers	\$49.99
01/13/25	Language Line	NWR Phone/Interpreter	\$39.50
01/16/25	Endicia	TCTD Membership Fee	\$29.99
01/17/25	Amazon Prime	Membership fee	\$14.99
01/17/25	Language Line	NWR Phone/Interpreter	\$19.75
01/17/25	Onstar Services	Membership Fee-Shop Truck Wi Fi	\$9.99
01/21/25	IronMountain	Office Shredder	\$182.12
01/23/25	Adobe Inc	Office Software	\$161.96
01/23/25	Language Line	NWR Phone/Interpreter	\$47.40
01/23/25	Language Line	NWR Phone/Interpreter	\$35.55
01/23/25	Language Line	NWR Phone/Interpreter	\$19.75
01/23/25	Language Line	NWR Phone/Interpreter	\$7.90
01/23/25	Language Line	NWR Phone/Interpreter	\$59.25
01/23/25	Language Line	NWR Phone/Interpreter	\$51.35
			<b>\$1,418.15</b>
		<b>BRIAN VITULLI</b>	
12/26/25	Cvent.com	2025 SDAO Convention	\$230.00
12/27/25	Element Bend	Training - Lodging	\$430.82
01/10/25	Baudville Inc.	Employee of the year Plaque	\$118.26
			<b>\$779.08</b>
		<b>MIKE REED</b>	
01/09/25	Uline	Operations - Safety Vests	\$342.06
01/13/25	Werner Beef & Brew	Operations - Meal	\$56.18
			<b>\$398.24</b>
		<b>Grand Total Due</b>	<b>\$2,595.47</b>
		DATE	

APPROVAL

*Brian Vitulli*  
3/13/2025





January 2025 Statement

Open Date: 12/24/2024 Closing Date: 01/23/2025



Visa® Company Card with Rewards

TILLAMOOK CNTY TRANS (CPN 001469460)

New Balance	\$2,595.47
Minimum Payment Due	\$26.00
Payment Due Date	02/22/2025

Reward Points

Earned This Statement	2,666
Reward Center Balance	169,573
as of 01/22/2025	
For details, see your rewards summary.	

Page 1 of 4

Account: 7790

Elan Financial  
Services

BUS 30 ELN

68

15

1-866-552-8855

Activity Summary

Previous Balance	+	\$2,017.22
Payments	-	\$2,017.22 <sup>CR</sup>
Other Credits		\$0.00
Purchases	+	\$2,595.47
Balance Transfers		\$0.00
Advances		\$0.00
Other Debits		\$0.00
Fees Charged		\$0.00
Interest Charged		\$0.00

New Balance	=	\$2,595.47
Past Due		\$0.00
Minimum Payment Due		\$26.00
Credit Line		\$10,000.00
Available Credit		\$7,404.53
Days in Billing Period		31

Tillamook County  
Transportation District

FEB 03 2025

Account \_\_\_\_\_  
Account \_\_\_\_\_  
Approval \_\_\_\_\_

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

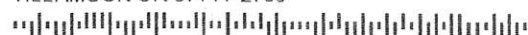


24-Hour Elan Financial Services: 1-866-552-8855

to pay by phone  
to change your address

000045923 01 SP 000638900188349 P Y

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

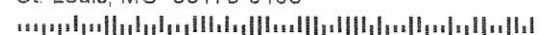


Account Number	7790
Payment Due Date	2/22/2025
New Balance	\$2,595.47
Minimum Payment Due	\$26.00

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

Elan Financial Services

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



January 2025 Statement 12/24/2024 - 01/23/2025

Page 2 of 4

TILLAMOOK CNTY TRANS (CPN 001469460)

Elan Financial Services 1-866-552-8855


**Visa Business Rewards Company Card**
**Rewards Center Activity as of 01/22/2025**

Rewards Center Activity*	-14,176
Rewards Center Balance	169,573

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

Rewards Earned	This Statement	Year to Date
Points Earned on Net Purchases	2,524	2,524
Gas, Restaurants & Telecom Double Points	142	142
<b>Total Earned</b>	<b>2,666</b>	<b>2,666</b>

Points Expiring on 03/31/2025: 12747

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.

**IMPORTANT NOTICE:** Please see the enclosed insert for changes being made to the late fees and returned payment fees on your account.

Transactions		BOND, CATHY			Credit Limit \$2500	
Post Date	Trans Date	Ref #	Transaction Description		Amount	Notation
Purchases and Other Debits						
12/26	12/24	8432	LANGUAGE LINE, INC. 800-7526096 CA		\$63.20	_____
12/27	12/27	3516	FIELDPRINT 888-291-1369 PA		\$12.50	_____
12/30	12/28	2198	FIELDPRINT 888-291-1369 PA		\$12.50	_____
12/30	12/27	5904	LANGUAGE LINE, INC. 800-7526096 CA		\$51.35	_____
12/30	12/28	9563	LANGUAGE LINE, INC. 800-7526096 CA		\$51.35	_____
12/30	12/28	1083	LANGUAGE LINE, INC. 800-7526096 CA		\$27.65	_____
01/02	12/31	3250	LANGUAGE LINE, INC. 800-7526096 CA		\$31.60	_____
01/02	01/01	7099	AMZN Mktp US*ZP7LQ5IL2 Amzn.com/bill WA		\$26.95	_____
01/03	01/02	9530	ENDICIA 800-576-3279 TX		\$9.95	_____
01/06	01/05	2356	ONSTAR DATA PLAN AT&T 888-466-7827 TX		\$15.00	_____
01/06	01/04	6621	LANGUAGE LINE, INC. 800-7526096 CA		\$35.55	_____
01/06	01/04	2198	LANGUAGE LINE, INC. 800-7526096 CA		\$31.60	_____
01/06	01/04	1810	LANGUAGE LINE, INC. 800-7526096 CA		\$23.70	_____

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January 2025 Statement 12/24/2024 - 01/23/2025  
TILLAMOOK CNTY TRANS (CPN 001469460)

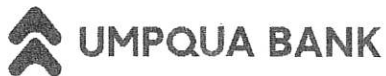
Page 3 of 4  
Elan Financial Services 1-866-552-8855

Transactions		BOND, CATHY			Credit Limit \$2500	
Post Date	Trans Date	Ref #	Transaction Description		Amount	Notation
01/06	01/04	6674	LANGUAGE LINE, INC.	800-7526096 CA	\$35.55	_____
01/06	01/04	6060	LANGUAGE LINE, INC.	800-7526096 CA	\$86.90	_____
01/06	01/04	5195	LANGUAGE LINE, INC.	800-7526096 CA	\$39.50	_____
01/08	01/07	5100	LANGUAGE LINE, INC.	800-7526096 CA	\$11.85	_____
01/09	01/09	9937	FIELDPRINT	888-291-1369 PA	\$12.50	_____
01/09	01/08	7993	USPS STAMPS ENDICIA	888-434-0055 DC	\$50.00	_____
01/09	01/08	1921	LANGUAGE LINE, INC.	800-7526096 CA	\$39.50	_____
01/10	01/10	5705	AMZN Mktg US*ZD8V30870	Amzn.com/bill WA	\$19.96	_____
01/10	01/08	5134	SAFEWAY #2723	TILLAMOOK OR	\$49.99	_____
01/13	01/11	6827	LANGUAGE LINE, INC.	800-7526096 CA	\$39.50	_____
01/16	01/15	8027	ENDICIA	800-576-3279 TX	\$29.99	_____
01/17	01/16	6867	Amazon Prime*Z50NR7OF1	Amzn.com/bill WA	\$14.99	_____
01/17	01/16	1353	LANGUAGE LINE, INC.	800-7526096 CA	\$19.75	_____
01/17	01/16	9037	OnStar, LLC	888-4667827 MI	\$9.99	_____
01/21	01/20	1182	BTS*IRONMOUNTAIN	470-792-4840 MA	\$182.12	_____
01/23	01/22	6670	ADOBE *ADOBE	408-536-6000 CA	\$161.96	_____
01/23	01/22	0689	LANGUAGE LINE, INC.	800-7526096 CA	\$47.40	_____
01/23	01/22	9580	LANGUAGE LINE, INC.	800-7526096 CA	\$35.55	_____
01/23	01/22	6338	LANGUAGE LINE, INC.	800-7526096 CA	\$19.75	_____
01/23	01/22	7798	LANGUAGE LINE, INC.	800-7526096 CA	\$7.90	_____
01/23	01/22	3374	LANGUAGE LINE, INC.	800-7526096 CA	\$59.25	_____
01/23	01/22	2038	LANGUAGE LINE, INC.	800-7526096 CA	\$51.35	_____
Total for Account			2022		\$1,418.15	

Transactions		REED, MICHAEL			Credit Limit \$3500	
Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation	
Purchases and Other Debits						
01/09	01/09	7016	ULINE *SHIP SUPPLIES 800-295-5510 WI	\$342.06	_____	
01/13	01/11	6827	TIL*RZ WERNER BEEF&BRE TILLAMOOK OR	\$56.18	_____	
Total for Account			9595	\$398.24		

Transactions		VITULLI BRIAN A			Credit Limit \$10000		
Post Date	Trans Date	Ref #	Transaction Description			Amount	Notation
Purchases and Other Debits							
12/26	12/24	1982	CVENT* 2025 SDAO ANNUA WWW.CVENT.COM VA			\$230.00	_____
12/27	12/25	8756	ELEMENT BEND	BEND	OR	\$430.82	_____
01/10	01/09	6458	BAUDVILLE INC. 800-728-0888 MI			\$118.26	_____

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January 2025 Statement 12/24/2024 - 01/23/2025

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TILLAMOOK CNTY TRANS (CPN 001469460)

Elan Financial Services ( 1-866-552-8855

**Transactions** VITULLI, BRIAN A Credit Limit \$10000

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
			Total for Account	9476	\$779.08

**Transactions** BILLING ACCOUNT ACTIVITY

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
			<b>Payments and Other Credits</b>		
01/17	01/17		PAYMENT THANK YOU	\$2,017.22CR	
			Total for Account	17790	\$2,017.22CR

**2025 Totals Year-to-Date**

Total Fees Charged in 2025	\$0.00
Total Interest Charged in 2025	\$0.00

**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	\$2,595.47	\$0.00	YES	\$0.00	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 58125-6353Mail payment coupon  
with a checkElan Financial Services  
P.O. Box 790408  
St. Louis, MO 63179-0408

Online

myaccountaccess.com



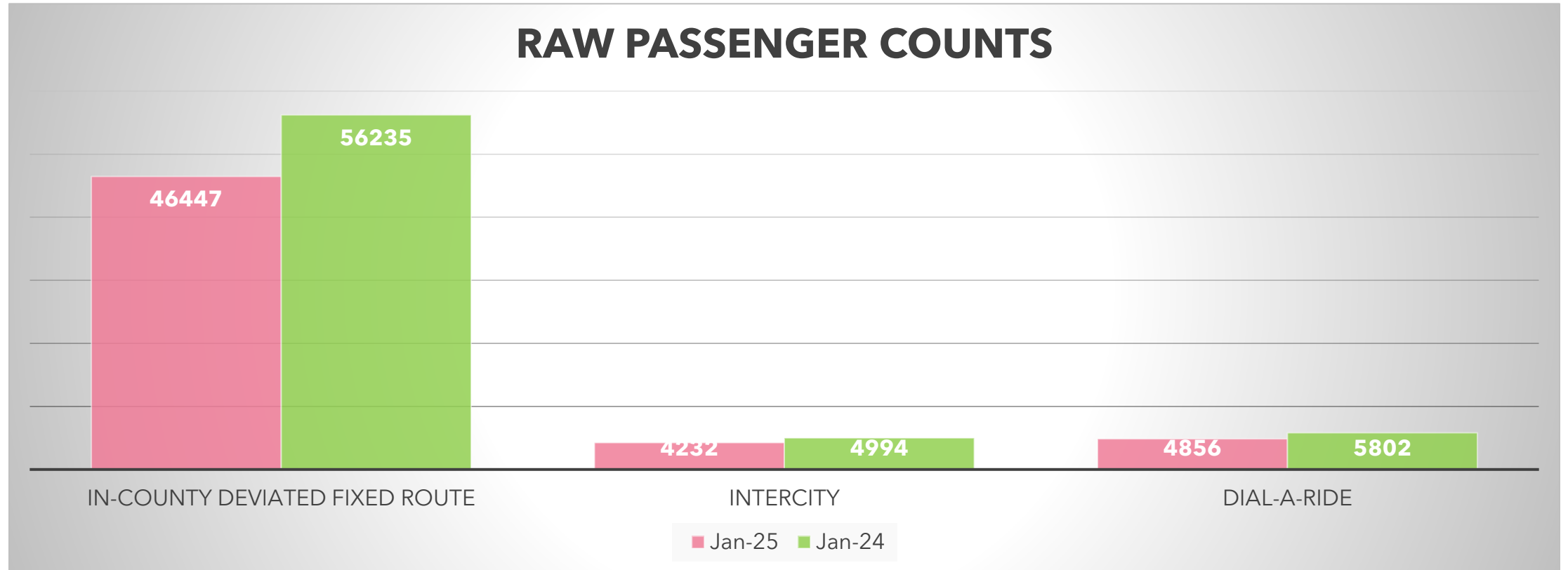
# **TCTD Operations**

## Statistics & Performance

### January 2025



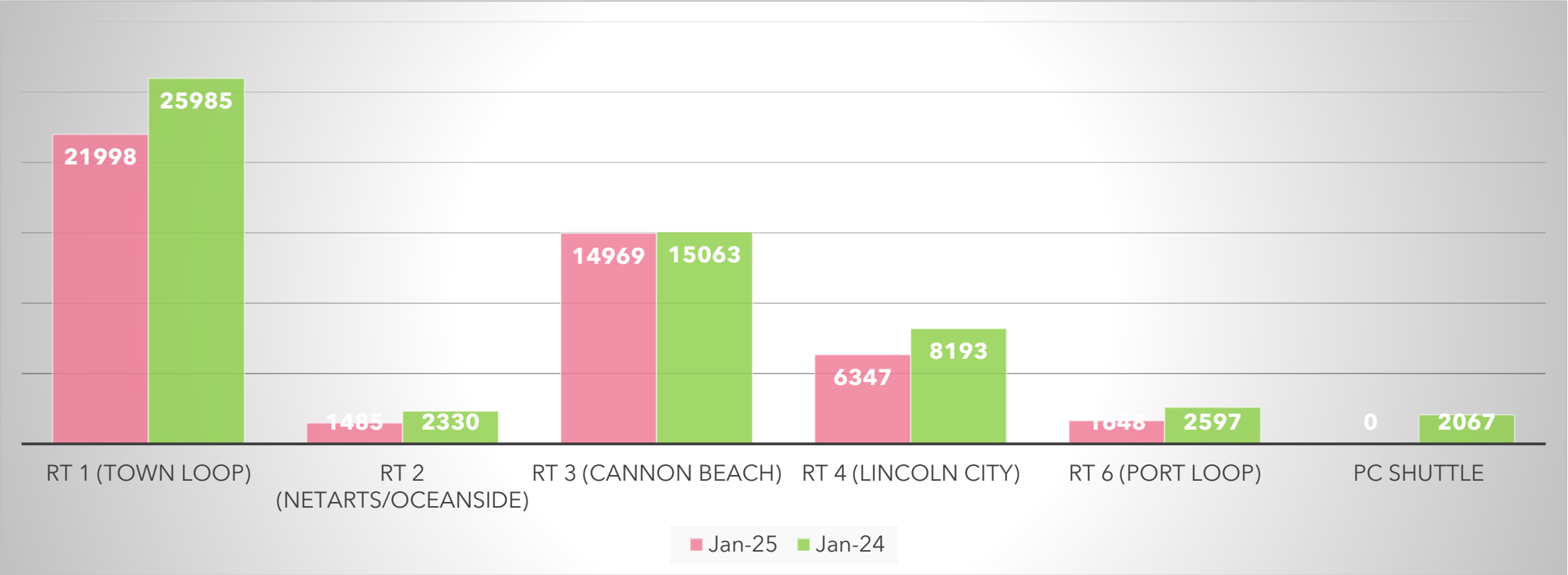
# YTD COMPS BY SERVICE TYPE





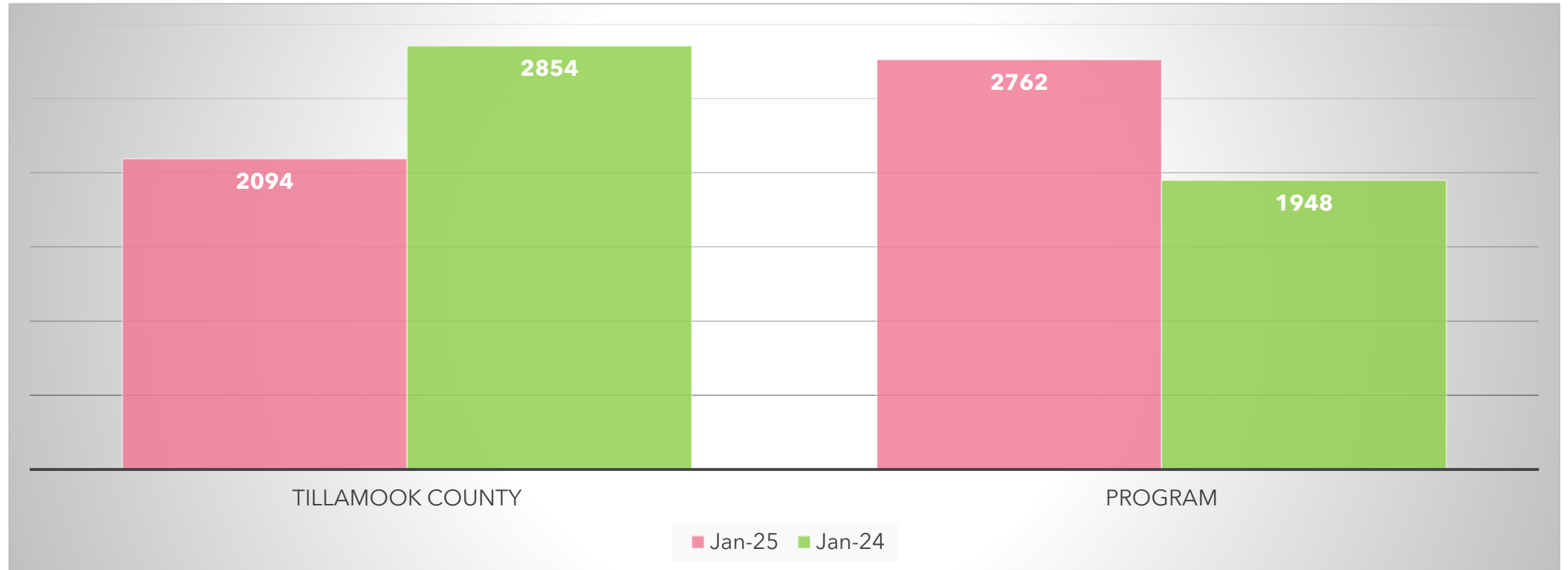
# IN-COUNTY RIDERSHIP BY ROUTE

## YTD COMPS



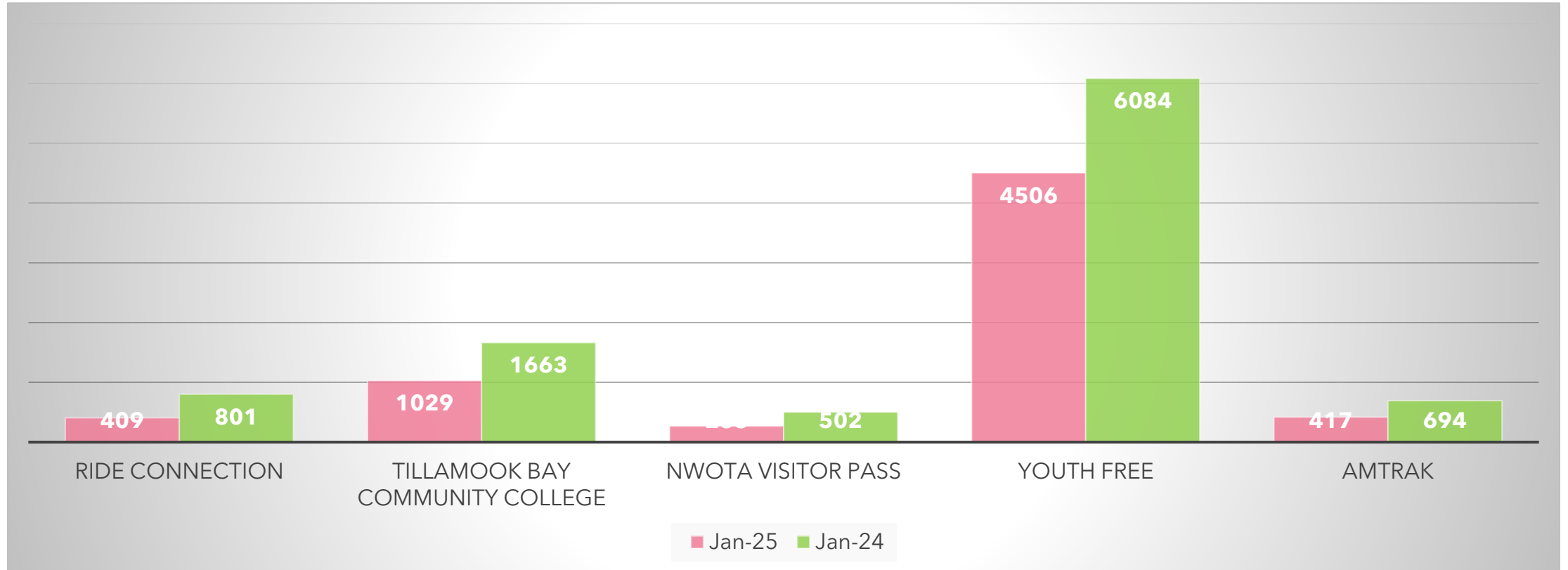
# DAR RIDERSHIP BY SERVICE TYPE

## YTD COMPS



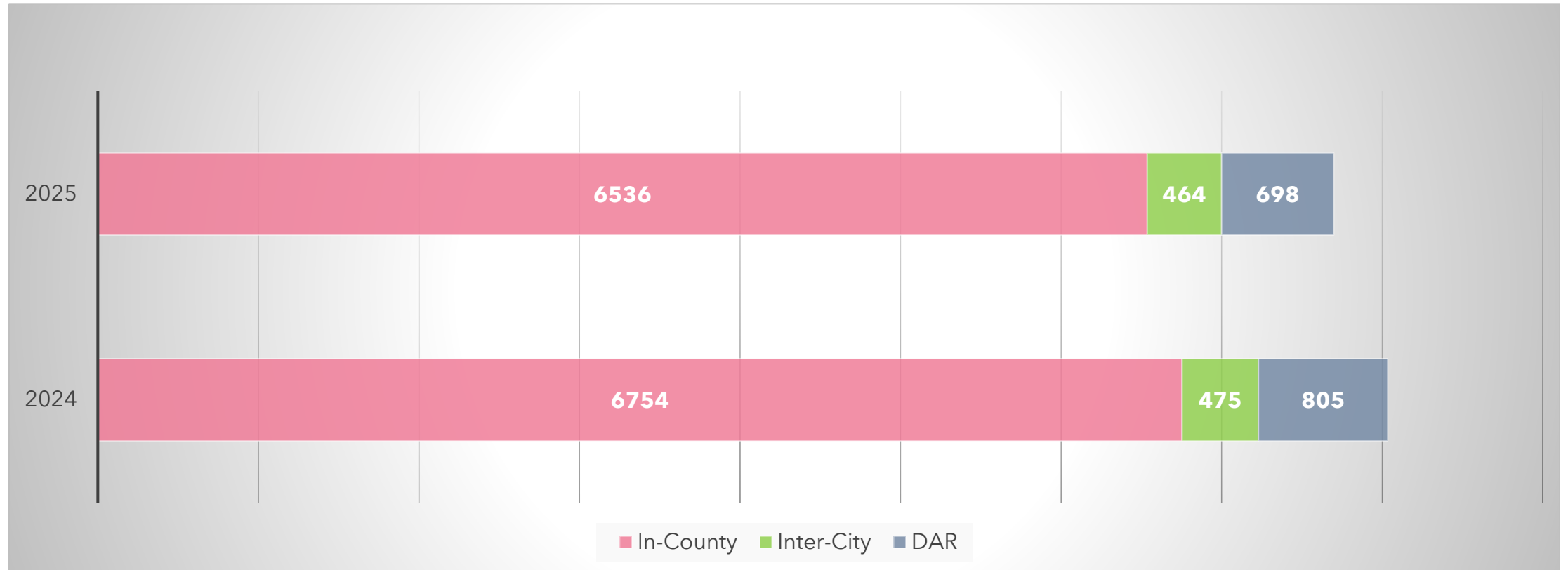
# PASSENGER CATEGORIES

## YTD COMPS



# TOTAL SERVICES RIDERSHIP

## January 2025 & January 2024



# Tillamook County Transportation District

## MONTHLY PERFORMANCE REPORT

January 2025

RIDERSHIP BY SERVICE TYPE	Jan 2025	Jan 2024	YTD FY 24-25	YTD FY 23-24	YTD % Change
<b><u>Dial-A-Ride Service</u></b>					
Tillamook County	339	453	2,094	3,854	-45.7%
Program	359	352	2,762	1,948	41.8%
<b>Dial-A-Ride Total</b>	<b>698</b>	<b>805</b>	<b>4,856</b>	<b>5,802</b>	<b>-16.3%</b>

### **Deviated Fixed Route Service**

Rt 1: Town Loop	3,133	3,430	21,998	25,985	-15.3%
Rt 2: Netarts/Oceanside	202	250	1,485	2,330	-36.3%
Rt 3: Manzanita/Cannon Beach	2,120	1,770	14,969	15,063	-0.6%
Rt 4: Lincoln City	828	973	6,347	8,193	-22.5%
Rt 6: Port of Tillamook Bay Loop	253	331	1,648	2,597	-36.5%
Pacific City Free Shuttle	0	0	0	2,067	-100.0%
<b>Local Fixed Rt Total</b>	<b>6,536</b>	<b>6,754</b>	<b>46,447</b>	<b>56,235</b>	<b>-17.4%</b>

### **Intercity Service**

Rt 5: Portland	464	475	4,232	4,994	-15.3%
<b>Inter City Total</b>	<b>464</b>	<b>475</b>	<b>4,232</b>	<b>4,994</b>	<b>-15.3%</b>

<b>TOTAL ALL SERVICES</b>	<b>7,698</b>	<b>8,034</b>	<b>55,535</b>	<b>67,031</b>	<b>-17.2%</b>
---------------------------	--------------	--------------	---------------	---------------	---------------

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)	4,200	112	31,184	36,571	-14.7%
Senior/Disabled	2,310	558	20,609	23,956	-14.0%
Child/Youth	490	28	3,742	4,437	-15.7%
<b>Total</b>	<b>7,000</b>	<b>698</b>	<b>55,535</b>	<b>64,964</b>	<b>-14.5%</b>
OTHER RIDER CATEGORIES					
	Fixed		YTD	YTD	YTD %
	Route	DAR	FY 24-25	FY 23-24	Change
Ride Connection	46		409	801	-48.9%
Tillamook Bay Community College	91		1,029	1,663	-38.1%
NWOTA Visitor Pass	12		268	502	-46.6%
Program		359		1,948	-100.0%
Youth Free	633		4,506	6,084	-25.9%
Amtrak	57		417	694	-39.9%

# **Primary Performance Measures Report** **thru Jan 2025**

	<b>Passengers per Hour</b>	<b>Cost per Trip</b>	<b>Cost per Hour</b>	<b>Farebox Return %</b>
<b><u>Dial-A-Ride</u></b>				
Dial-A-Ride	1.8	\$ 72.59	\$ 128.32	9.8%
NW Rides	1.2	\$ 115.56	\$ 144.15	52.7%
<b>Total</b>	<b>1.4</b>	<b>\$ 97.03</b>	<b>\$ 138.63</b>	<b>38.9%</b>
<b><u>Deviated Route</u></b>				
Rt 1: Town Loop	10.8	\$ 12.15	\$ 130.82	5.2%
Rt 2: Oceanside	3.4	\$ 39.59	\$ 135.10	1.7%
Rt 6: PORT	6.3	\$ 23.57	\$ 148.93	8.0%
Rt 3: Manzanita	5.2	\$ 31.35	\$ 164.12	1.6%
Rt 4: Lincoln City	2.9	\$ 57.50	\$ 168.55	0.9%
<b>Total</b>	<b>6.0</b>	<b>\$ 25.82</b>	<b>\$ 154.46</b>	<b>2.4%</b>
<b><u>Intercity</u></b>				
Rt 5: Portland	2.1	\$ 81.71	\$ 170.14	10.2%
<b>FY 2024-25 YTD</b>	<b>4.2</b>	<b>\$ 36.30</b>	<b>\$ 152.80</b>	<b>12.3%</b>
<b>FY 2023-24YTD</b>	<b>3.9</b>	<b>\$ 32.51</b>	<b>\$ 126.95</b>	<b>9.4%</b>
<b>Percent Change</b>	<b>7.8%</b>	<b>11.7%</b>	<b>20.4%</b>	<b>31.1%</b>

## MONTHLY PERFORMANCE

Service Month	Passengers per Hour	Farebox Return %	Cost per Hour
<b><u>Dial-A-Ride Services</u></b>			
Jan-24	1.5	30.9%	108.26
Oct-24	1.4	46.6%	119.15
Nov-24	1.4	42.3%	125.50
Dec-24	1.4	42.3%	129.22
Jan-25	1.4	38.9%	138.63
<b><u>Deviated Fixed Routes</u></b>			
Jan-24	5.2	3.4%	109.49
Oct-24	6.6	3.0%	131.78
Nov-24	6.7	2.8%	141.44
Dec-24	6.9	2.9%	145.67
Jan-25	6	2.4%	154.46
<b><u>Intercity Services</u></b>			
Jan-24	2.6	9.9%	125.53
Oct-24	2.4	14.4%	140.54
Nov-24	2.3	12.6%	148.98
Dec-24	2.2	11.9%	151.66
Jan-25	2.1	10.2%	170.14

Dial-a-Ride includes County-wide DAR, NW Rides, Veterans Transportation  
 Deviated Fixed Routes: 1 Town Loop, 2 Oceanside, 3 Manzanita/Cannon Beach,  
 4 Lincoln City, 6 POTB Loop  
 Intercity Routes: 5 Portland

# nwCONNECTOR

## Coordinating Committee In-Person Meeting

March 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
	 Zero Emissions Study Facility Reviews		Tracy Dorsey
10:05 - 10:10a	 Consent Calendar ( <b>Action Item</b> ) January Meeting Minutes Financial Report	✓	Cynda Bruce/All
10:10-10:30a	 NWOTA Standing Items Emissions/Ridership Tracking Website Updates: - Swiftly Updates – Individual agency meetings with Swiftly? - 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	 Annual Plan Update		Sarah Lu Heath
11:20-11:35a			All
11:35 – 11:45a	 CWRides Collaboration		Charlene Peché All
11:45-11:50a	 New Business		All

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# nwCONNECTOR

11:50a- 12:00p	 Member Updates		All
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**Attachments:**

January Meeting Minutes

Ridership/Passenger Mile Tracking

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.

NWOTA Meeting Minutes  
February 14, 2025

Virtual meeting called to order at 10:02am.

In attendance: Deann Garcia and Jamie Law from MAD Collective, Cynda Bruce, Debbie Booth-Schmidt, Sarah Lu Heath, Charlen Peché, and Chris Wheatley.

Standing Items:

Website Updates: Deann Garcia and Jamie Law from MAD Collective shared updated brand concepts including updating color scheme, patterns, and icons. These updated assets can be used by all agencies when creating NWConnector content. MAD will work on next steps for implementation and share a plan with NWOTA.

Swiftly Updates: a test site is available for the website, however not all vehicles are transmitting location. BAT and LCT are working with Swiftly to improve data availability.

The discussion of token transit and online fare sales will resume after the real-time tracking issues are solved.

Consent Calendar: Minutes were reviewed and a motion to accept was made by Debbie Boothe-Schmidt and seconded by Chris Wheatley. The motion passed unanimously.

Financials were not available for review.

Ridership numbers were reviewed. It was noted that BAT needs to update their fuel type and Sarah Lu Heath will assist with that.

E-Bike Policy Discussion: The group reviewed the e-bike policy from Lane County. It was decided the group would wait for final adoption until March to ensure all five agencies were able to review, discuss, and approve.

Bus Stop Project: This item was tabled until March.

Zero Emission Vehicle Feasibility Study: Sarah Lu Heath provided a brief update on the study and noted the next group check-in.

OCVA Pilot Proposal: The group discussed OCVA's comments made at the NWACT meeting on February 13. The group agreed that it was an unproductive conversation and NWOTA's concerns were not addressed.

The group found there are two outstanding questions they would like to discuss with OCVA.

- 1) Why is Highway 30 not being considered as there is no service on this corridor and CCR is more willing to take on a long-term project than SETD.
- 2) Will there be an opportunity to align schedule to prevent additional customer leakage?

It was also noted that while OCVA made note of SETD's support for the project provided by Kathy Kleczek, she was not employed by SETD at the cited time and never had the authority to provide an official SETD position. The SETD board of directors is opposed to the proposed pilot.

Charlene Pech shared her experience with a pilot project in Benton County that is now being taken over by ODOT. As they already provide a charter bus experience via The Point on Highway 26, it's unlikely the pilot on that corridor would be taken over.

Other Business: None.

Member Updates: LCT is working on audits and budgets. SETD continues recruitment efforts for a new Executive Director. CCR is working on operations and administrative streamlining. They are also reviewing their vanpool numbers after starting the new program. BAT is updating the schedule for the Coast to Valley and looking at best practices for managing contractors.

Meeting was adjourned at 11:45am.

# Volunteers



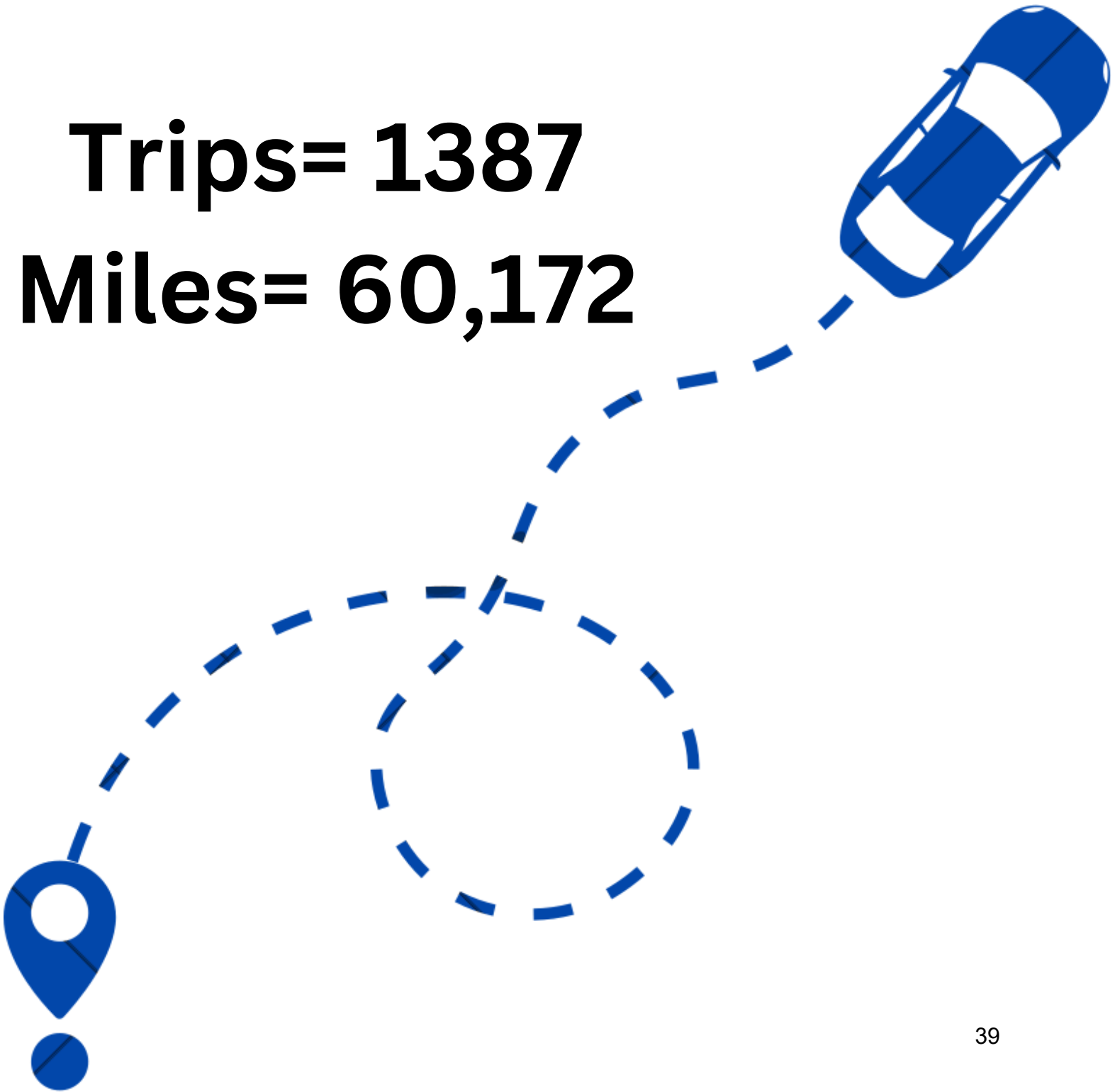
16 Volunteers

**Trips= 409**

**Miles= 19,237**

# Mileage Reimbursement

**Trips= 1387**  
**Miles= 60,172**



# Providers



Clatsop County: AAA Ride Assist, K&M Medivan, Ryans Transportation, Sunset Empire, Direct Medical, Medix

Columbia County: Columbia Medical, CC Rider, Wapato Shores, Direct Medical, Ryans Transportation

Tillamook County: TCTD, Quick Cab

Portland: Metro West, Willamette Valley

**Trips= 3,744**  
**Miles= 86,309**



## Tillamook County Transportation District

*"Connecting the community through sustainable transit services"*

---

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

### Administration/Coordination

- On March 11, as part of the Oregon Transit Association, testified to the Oregon Legislature's Joint Committee on Transportation on the benefits of the Statewide Transportation Improvement Fund (STIF) Program and the benefits seen throughout Tillamook County.
- Attended the Sunset Empire TD TAC meetings on February 21 and March 13.
- Attended OTA Legislative Committee meeting on February 21.
- Attended Tillamook County Town Hall with Representative Bonamici and Senator Merkley at Neah-Kah-Nie High School on February 22.
- Attended PC/Woods Parking Advisory Committee meeting on February 25.
- Attended OTA Board of Directors meeting on March 4.
- NWOTA meeting held on March 14.

### Planning & Development

- Attended ODOT Priority Intercity Bus Network Study meeting on February 26.
- 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 meetings held on February 27 and March 14.
- 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

- With FS Bond, attended ODOT Grant Management Training on February 26.

- 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. Learned in late February that the FTA deemed the Fire Alarm application not eligible.
- 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 April 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**

- Drop-down electrical access was installed in Vehicle Maintenance Facility to allow mobile vehicle lift charging.
- Transit Center exterior / platform cleaning occurs weekly and on an as-needed basis.
- NW Rides Brokerage expansion is progressing.
- Completed several tree trimming projects around Administration Building and Transit Center.

### **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, February 19, 2025 – 6:00PM  
Transportation Building  
3600 Third Street, Tillamook, OR  
**Meeting Minutes**



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

**2. Pledge of Allegiance**

**3. Roll Call:**

**Present**

**TCTD Board of Directors**

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

**Absent**

**TCTD Board of Directors**

Mary Johnson, Board Chair  
Thomas Fiorelli, Director

**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:** None.

**5. Public & Guest Comments:** John Cline stated that he knows everyone is talking about the Dialysis Clinic still not operational and wanted to see if maybe the Board of Directors could do something. GM Vitulli stated that he has reached out and there is still uncertainty around when it will open. Director Hanenkrat asked how many patients we are providing with transportation to travel outside of Tillamook County for treatments. GM Vitulli stated 11 to 12 patients.

**6. Executive Session:** None.

## **STATE OF THE DISTRICT REPORT**

- 7. Financial and Grant Report:** FS Bond reviewed the December 2024 financials included in the Board packet pages 1-24.

Director Adler asked about item 5247 on page 3 regarding the Propane Fuel, questioned why the balance is so low. FS Bond responded that the invoice possibly came in too late for the billing process, but we do have 2 large propane storage tanks outside.

- 8. Service Measure Performance Report:** OS Reed provided service statistics and performance measures for the month of December 2024 and are included in the Board packet pages 25-33.

Director Johnston asked about page 28 regarding the difference between Tillamook County and Program. OS Reed responded that Tillamook County is a Dial-A-Ride service that allows passengers to request pick-up and drop-off services by phone. It can be used for travel to medical appointments, employment, school and shopping. The Program is NW Rides, Dialysis trips and Veterans program for non-emergency medical transportation

- 9. Northwest Oregon Transit Alliance:** GM Vitulli provided updates on the February 2025 meeting, with details included in the Board packet pages 34-37.

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

- a. Total trips provided in 2024 are 76,557. Volunteers are at 7,794, mileage reimbursement riders are 17,761 and Providers is 51,002.
- b. Miles driven are 1,972,317 in 2024. Volunteer mileage is 341,697, mileage reimbursement is 466,388 and Providers is 1,164,232.
- c. Total trip cost is \$4,623,062 in 2024. Volunteers are \$226,743, mileage reimbursement is \$341,342 and Providers is \$4,054,977.
- d. Tillamook Family Counseling Center has moved out of their office and IT is coming in March to get the lines set up to move in April.

Director Johnston asked if NW Rides is actively seeking volunteers. BM Deputy stated yes that they are always looking for volunteers through DHS.

Director Adler asked if there are volunteers in Tillamook. BM Deputy stated only through NW Rides.

- 11. General Manager Report:** GM Vitulli provided the following updates included in Board packet pages 38-39 (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 Adler asked if there were any updates from the Oregon Coast Visitors Association for the North Coast Shuttle service. GM Vitulli provided a summary of the pilot shuttle discussion from the February 13<sup>th</sup> NWACT meeting. David McCall added that the discussion with OCVA was not a favorable interaction. NWACT Commissioner Betsy Johnson asked OCVA about funding plans to operate the service and was told that there will be private funding. Arla Miller from ODOT was asked if OCVA applied for state funding, Arla Miller stated yes but did not believe they were awarded funding.

- 12. Miscellaneous:** GM Vitulli provided that the full-time Customer Service Representative position for the Transit Center has been posted to the NW Connector website, the Headlight Herald, and Tillamook County Pioneer.

### **CONSENT CALENDAR**

- 13.** Motion by Director Hanenkrat to Approve the Minutes of January 15, 2025, Regular Board Meeting. Seconded by Director Bean.

**Motion Passed**

By Directors Bean, Adler, Hanenkrat, and Johnston.

Director Fiorelli and  
Chair Johnson absent.

- 14.** Motion by Director Hanenkrat to Approve December Financial Statements.  
Seconded by Director Bean.

**Motion Passed**

By Directors Bean, Adler, Hanenkrat, and Johnston.

Director Fiorelli and  
Chair Johnson absent.

- 15.** Motion by Director Hanenkrat to Approve Ordinance No. 2: Re-establishing and Amending Ordinance No. 2; Establishing TCTD Fare Zones, Categories, and Rates; and Establishing an Effective Date. Seconded by Director Bean.

**Motion Passed**

By Directors Bean, Adler, Hanenkrat, and Johnston.

Director Fiorelli and  
Chair Johnson absent.

- 16.** Motion by Director Hanenkrat to Approve TCTD FY 2025-26 Budget Calendar.  
Seconded by Director Bean.

**Motion Passed**

By Directors Bean, Adler, Hanenkrat, and Johnston.

Director Fiorelli and  
Chair Johnson absent.

17. Motion by Director Hanenkrat to Appoint GM Brian Vitulli as FY 2025-26 Budget Officer. Seconded by Director Bean.

**Motion Passed**

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

18. Motion by Director Hanenkrat to Amend Policy 32: Reasonable Modification. Seconded by Director Bean.

**Motion Passed**

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

19. Motion by Director Hanenkrat to Authorize General Manager to Execute Furniture Quote with National Business Furniture. Seconded by Director Bean.

**Motion Passed**

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

**ACTION ITEMS**

20. Motion by Director Johnston to Approve Resolution 25-03 Authorizing the General Manager to Execute Amendment Number 4 to ODOT Section 5339 Grant Agreement No. 34225. Seconded by Director Hanenkrat.

**Motion Passed**

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

21. Motion by Director Johnston to Approve Resolution 25-04 Authorizing the General Manager to Execute Amendment Number 3 to ODOT Section 5311 Grant Agreement No. 34242. Seconded by Director Bean.

**Motion Passed**

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

- 22.** Motion by Director Bean to Approve Resolution 25-05 Authorizing the General Manager to Execute Amendment Number 1 to ODOT Section 5311 Grant Agreement No. 35606. Seconded by Director Johnston.

**Motion Passed**

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

**DISCUSSION ITEMS**

- 23.** Appointment to Board of Directors - Position 1 (Expiring June 30, 2025).

Director Johnston stated that it is wonderful to serve on the Board of Directors.

Director Adler stated that she doesn't know David McCall very well but does know James Heffernan as he served on the Board before after he was elected. She stated that she supports appointing James Heffernan to the vacant position because he was originally a member.

Director Hanenkrat stated that he thinks James Heffernan will do a good job as he knows what to expect as he served before.

Director Johnston stated that even though James Heffernan served before, he caused problems and resigned. She would support the appointment of David McCall to the vacant position.

Director Hanenkrat and Director Johnston had further discussion and agreed to wait for all Board members to be present.

Director Bean stated that he would support appointing David McCall to the vacant position, but agreed to wait until all Board members are present.

**24. Staff Comments:**

General Manager Vitulli: None

Operations Superintendent Reed: None

Finance Supervisor Bond: Stated that the SDAO Annual Conference meeting had good sessions focused on Cybersecurity.

Brokerage Manager Deputy: None

Admin Assistant Brown: None

**25. Board of Directors Comments:**

Chair Johnson: Absent

Vice Chair Adler: None

Dir. Hanenkrat: None

Dir. Johnston: Stated that she is very cautious about Cybersecurity with the agencies she works for.

Dir. Bean: None

Dir. Fiorelli: Absent

**26. Adjournment:** Board Vice Chair adjourned the meeting at 7:15 pm.

**These minutes were approved this 19th day of March 2025.**

ATTEST:

---

Mary Johnson, Board Chair

---

Brian Vitulli, General Manager



## Tillamook County Transportation District

"Connecting the community through sustainable transit services"

### BUDGET COMMITTEE

#### MEMBER APPLICATION

Name Marlie-Jo Burdick

Address



City Tillamook

State OR

Zip 97141

Home/Cell Phone



Work Phone

Email



Occupation (if applicable)

Office Manager / Teacher

Community Affiliations / Interests

Ocean Breeze Baptist Church  
AFS ColPac - Student Exchange

Reading / Gardening  
Spending time with family

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

Signature

Marlie-Jo Burdick

Date

2/26/25



## Tillamook County Transportation District

"Connecting the community through sustainable transit services"

### BUDGET COMMITTEE MEMBER APPLICATION

Name Dustin Berdick

Address  
[REDACTED]

City Tillamook State OR Zip 97141

Home/Cell Phone [REDACTED] Work Phone

Email [REDACTED]

Occupation (if applicable)  
Contractor

Community Affiliations / Interests  
Fernie water board member

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

Signature [Signature] Date 26 Feb 2025





## Tillamook County Transportation District

"Connecting the community through sustainable transit services"

### BUDGET COMMITTEE

#### MEMBER APPLICATION

Name

Kathy Jo Pesterfield

Address

[REDACTED]

City

Tillamook

State

OR

Zip

97141

Home/Cell Phone

Work Phone

[REDACTED]

Email

[REDACTED]

Occupation (if applicable)

OR Dept Fish & Wildlife Office Specialist II

Community Affiliations / Interests

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

Signature

Kathy Jo Pesterfield

Date

3/7/25

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

**Authorizing the General Manager        )  
to Execute Amendment Number 1        )  
to ODOT Section 5339 Grant            )  
Agreement Number 35328                )**

**RESOLUTION NO. 25-06**

**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 expansion vehicle purchase, design, shelter, and construction of the Hebo Bus Stop, and Downtown Transit Center Renovation; and

**WHEREAS**, on August 30, 2022, the District entered into ODOT Grant Agreement No. 35328, memorializing a grant in the amount of \$508,000; however, for Amendment Number 1, this only pertains to the expansion vehicle purchase grant amount of \$340,000; and

**WHEREAS**, the District and ODOT mutually desire to modify Exhibit A to upgrade the vehicle category from Class C to Class B with a useful life of ten years or 350,000 miles and to change the fuel type from propane to diesel; and

**WHEREAS**, the District Board of Directors wishes to authorize the General Manager to execute Amendment Number 1 to upgrade the vehicle category from Class C to Class B with a useful life of ten years or 350,000 miles and to change the fuel type from propane to diesel.

**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. 35328 in the amount of \$340,000 on behalf of the Tillamook County Transportation District, to purchase two, expansion Class B trolley replica transit vehicles by June 30, 2026.

INTRODUCED AND ADOPTED this 19<sup>th</sup> day of March 2025.

ATTEST:

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

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

AMENDMENT NUMBER 1  
ODOT GRANT AGREEMENT NO. 35328  
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 **August 30, 2022**. 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.

**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."**

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 \_\_\_\_\_

**State of Oregon,** by and through its  
Department of Transportation

By \_\_\_\_\_  
Suzanne Carlson  
Public Transportation Division Administrator

Date \_\_\_\_\_

**APPROVAL RECOMMENDED**

By \_\_\_\_\_ Arla Miller

Date \_\_\_\_\_ 03/03/2025

**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

**Recipient Contact:**

Mike Reed  
3600 Third Street, Suite A  
Tillamook, OR 97141-0188  
1 (503) 8158283  
mreed@tillamookbus.com

Brian Vitulli  
3600 Third Street, Suite A  
Tillamook, OR 97141-0188  
1 (503) 815-8283  
bvitulli@tillamookbus.com

**State Contact:**

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

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

**Revised Exhibit A**  
**Project Description and Budget**

**Project Description/Statement of Work**

<b>Project Title: 5339 Tillamook County Transportation District 35328</b> <i>Purchase two (2) trolleys.</i>				
	Total	Grant Amount	Local Match	Match Type(s)
<b>P-21-1824-01 Item #1: Bus Trolley STD</b>				
	\$400,000.00	\$340,000.00	\$60,000.00	Local
<b>Sub Total</b>	\$400,000.00	\$340,000.00	\$60,000.00	
<b>Project Title: 5339 Tillamook County Transportation District 35328</b> <i>Design and construct Hebo Bus Stop</i>				
	Total	Grant Amount	Local Match	Match Type(s)
<b>P-21-1825-01 Item #1: Passenger Shelters</b>				
	\$135,000.00	\$108,000.00	\$27,000.00	Local
<b>Sub Total</b>	\$135,000.00	\$108,000.00	\$27,000.00	
<b>Project Title: 5339 Tillamook County Transportation District 35328</b> <i>Downtown Transit Center Renovation</i>				
	Total	Grant Amount	Local Match	Match Type(s)
<b>P-21-1826-01 Item #1: Terminal, Bus</b>				
	\$75,000.00	\$60,000.00	\$15,000.00	Local
<b>Sub Total</b>	\$75,000.00	\$60,000.00	\$15,000.00	
<b>Grand Total</b>	<b>\$610,000.00</b>	<b>\$508,000.00</b>	<b>\$102,000.00</b>	

**1. PROJECT DESCRIPTION**

*Vehicle Expansion*

*Purchase 2 transit trolley vehicles as follows: useful life - 10 years and 350,000 miles; approximate length - 35 feet; estimated number of seats - 25-35; estimated number of ADA securement stations - 2; fuel type - diesel.*

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

*Hebo Bus Stop Design, Shelter, and Construction*

*This Agreement provides funding to design purchase and construct, approximately one bus passenger shelter, one bus route sign including sign posts, and the following amenities: benches, trash receptacles, bike rack, bike repair station, and infrastructure to comply with ADA accessibility requirements to support the public transportation needs of the general public and seniors and individuals with disabilities. The purpose of the project is to provide shelter from weather, procure and install passenger amenities such as benches, bike racks, bike repair station for the comfort and convenience of riders, and procure and install signage for transit route information.*

*Eligible expenses are: associated services, permits, permissions, and equipment, infrastructure needed to put the passenger shelter, route sign, benches, trash receptacles, bike rack, bike repair station, and infrastructure 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 must be submitted to State, and must be approved by the Federal Transit Administration for all federally-funded projects, 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.*

#### *Downtown Transit Center Renovation*

*Renovate a transit facility located at 204 Laurel Avenue, Tillamook, Oregon 97141 to support the transportation needs of the general public, seniors, and individuals with disabilities. The purpose of the facility is for dispatch and customer service offices, customer waiting area, customer information center, wall mounted electronic current route and schedule information to enhance access to public transportation.*

*Facility Construction and Installation of Amenities and Equipment: Associated services and equipment clearly needed to put the facility into service, costs incurred from the procurement process, delivery charges, and post-delivery inspections are included in the reimbursable expenses associated with this Agreement.*

*Architecture, Design, Engineering, Planning, and Preparation: Associated services and permits clearly needed to proceed with the project are included in the reimbursable expenses associated with this Agreement.*

## *2. PROJECT DELIVERABLES, SCHEDULE and USE*

#### *Vehicle Expansion*

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

*RFP/IFB Issue Date February 28, 2025  
Contract Award Date March 21, 2025  
Initial Delivery Date March 31, 2026  
Final Delivery Date May 29, 2026  
Contract Completion Date June 30, 2026*

*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 remains 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 follow the plan to ensure each vehicle is maintained in a state of good repair. Recipient will provide State a copy of the plan upon request.*



#### *Hebo Bus Stop Design, Shelter, and Construction*

*Recipient will submit a description and list for shelter location. Recipient will submit certification attesting to fulfillment of any applicable permitting, inspections, or other requirements prior to final payment. An on-site inspection or photo documentation of installations is required prior to final payment.*

*By accepting federal or state 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.*

*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: October 1, 2022.*

*Expected project completion date: June 30, 2026.*

#### *Downtown Transit Center Renovation*

*Recipient will submit a site plan and a narrative describing the proposed project, as well as a map or drawing showing placement of any signs, and other structures included in the project. Recipient will submit certification attesting that all applicable federal, state and local environmental and regulatory permitting requirements have been met. The certification shall include a list of applicable environmental documentation and permits, permitting or regulatory authority, and date of acceptance or approval. This list includes but is not limited to land use and building permits, inspections, and occupancy permits, as applicable. Either an on-site visual walk-through by State staff or photos of installations must be provided. These deliverables must be completed prior to final payment.*

*Recipient will hire a professional project manager as part of the project, if current staff does not have experience in managing complex construction projects. Project management costs are eligible for reimbursement in this Agreement.*

*Recipient agrees to update and maintain a facilities maintenance plan compliant with FTA Transit Asset Management rules 49 CFR part 625. Facilities Maintenance plan shall include, but not be limited to, all major components of the facility and the associated maintenance schedules for those components. Recipient shall supply State with the facility maintenance plan upon request.*

*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.*

### **3. PROJECT ACCOUNTING and MATCHING FUNDING**

#### *Vehicle Expansion*

*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 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 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.*

#### *Hebo Bus Stop Design, Shelter, and Construction*

*The service provider may use capital items funded under USDOT- or State-source agreements when performing services rendered through a contract or sub-agreement funded by this Agreement. Depreciation of capital items funded under USDOT- or State-source grants is not an eligible expense.*

*Eligible matching fund sources for this Agreement include Statewide Transportation Improvement Formula Fund, Special Transportation Formula Fund, 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. Generally accepted accounting principles and Recipient's accounting system determine those costs that are to be accounted for as gross operating expenses.*

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

#### *Downtown Transit Center Renovation*

*In-kind matching funding is allowed for labor and other donated equipment, materials, and services if otherwise allowed and not used as matching funding for any other agreement or contract. In-kind contributions must be documented with the date and value of the contribution. Administration and facility contributions are documented by percentage of contribution directly attributed to the project.*

*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.*

## **4. REPORTING and INVOICING REQUIREMENTS**

#### *Vehicle Expansion*

*Recipient will provide reporting information as prescribed by State on the vehicles purchased under this Agreement as long as the vehicles remains 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 a pre-award and post-delivery certification form documenting compliance to Altoona bus testing, Federal Motor Vehicle Safety Standards, Buy America, and Disadvantaged Business Enterprise requirements.*

#### *Hebo Bus Stop Design, Shelter, and Construction*

*Recipient will request reimbursement for covered expenses incurred during each period as prescribed by State. Copies of invoices must be submitted for all vendor charges. In-house charges must be documented showing time specifically associated with the project. In addition, Recipient must provide a cover letter or summary of the work performed pursuant to this Agreement in each Agency Periodic Report. Before and after photographs of the project are encouraged to memorialize the achievement of deliverables and may be submitted with the final*

*report.*

*Recipient will report as prescribed by State on assets purchased or constructed under this Agreement as long as they remain in use for public transportation service.*

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

#### *Downtown Transit Center Renovation*

*Recipient will provide reporting information as prescribed by State on structure renovated and any purchased items to place the facility into service under this Agreement as long as they remain in use for public transportation service. Procurement and construction files must be retained by Recipient for as long as the structure remains in use, plus three years after disposal.*

*Recipient will request reimbursement for covered expenses incurred during each period as prescribed by State. Copies of invoices must be submitted for all vendor charges. In-house charges must be documented showing time specifically associated with the project. In addition, Recipient must submit a cover letter or summary of the total expenses for work performed with each reimbursement request. Site visits or photographs of construction progress may be required in order to receive reimbursement for project deliverables.*



## 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 3<sup>rd</sup> 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





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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