

Tillamook County Transportation District
Board of Directors
Regular Monthly Meeting



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



Tuesday, April 15, 2025, at 6:00PM
Transportation Building
3600 Third Street, Tillamook, Oregon

Tillamook County Transportation District
BOARD OF DIRECTORS – REGULAR MONTHLY MEETING
Agenda: Tuesday, April 15, 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. Oath of Office – New Board Director
6. Public & Guest Comments
7. Executive Session: None

STATE OF THE DISTRICT REPORT

8. Financial and Grant Reports (February) (Pgs.1-23)
9. Service Performance Reports (February) (Pgs.24-32)
10. Northwest Oregon Transit Alliance (April) (Pgs.33-34)
11. NW Rides Brokerage Report (March) (Pg. 35)
12. General Manager Report (Pgs.36-42)
13. Administration/Coordination
14. Planning/Development
15. Grant Funding
16. Facility/Property Management
17. Operations/Vehicle Maintenance
13. Miscellaneous

CONSENT

14. Motion to Approve the Minutes of March 19, 2025, Regular Board Meeting (Pgs.43-47)
15. Motion to Approve February 2025 Financial Statements
16. Motion to Reappoint Ron Rush to the Budget Committee

ACTION ITEMS

17. Resolution 25-07 Authorizing the General Manager to Execute Amendment Number 2 to ODOT Section 5311 Grant Agreement Number 35084 (Pgs.48-56)
18. Resolution 25-08 Authorizing the General Manager to Execute Amendment Number 1 to ODOT Section 5311 Grant Agreement Number 35325 (Pgs.57-62)
19. Appointment to Board of Directors – Position 4 (Expiring June 30, 2027) (Pg.63)

DISCUSSION ITEMS

20. Staff Comments
21. Board of Directors Comments
22. Adjournment

UPCOMING EVENTS

FY 2025-2026 Budget Committee Meeting – Thursday, May 15, 2025 @ 6:00 PM

Tillamook County Transportation District

Normal Trial Balance

From 2/1/2025 Through 2/28/2025

<u>Account Code</u>	<u>Account Title</u>	<u>Debit Balance</u>	<u>Credit Balance</u>
1001	General Checking Account #4558	279,231.11	
1006	Payroll Checking #5614		15,230.97
1009	NW RIDES ACCOUNT #8510	1,207,625.94	
1011	Prop. Mgmt. Checking #7071	14,144.14	
1012	NWOTA #4564	44,341.02	
1020	LGIP1020 #5879	1,334,457.71	
1030	LGIP1030 #5931	1,067,834.40	
1035	LGIP1035 #6518	117,201.98	
1040	Petty Cash	<u>200.00</u>	
Report Total		4,065,036.30	15,230.97
		<u><u> </u></u>	<u><u> </u></u>
Report Difference		<u><u>4,049,805.33</u></u>	

Tillamook County Transportation District

Financial Statement

01 - General Fund

From 2/1/2025 Through 2/28/2025

	Current Period Actual	Current Period Budget	Current Year Actual	Total Budget	Total Budget Variance	67%
Resources						
Working Capital						
Fares	3500	0.00	96,690.83	1,160,290.00	(1,160,290.00)	0.00%
Contract Revenue	4000	10,238.02	20,562.50	246,750.00	(148,561.70)	39.79%
Property Tax	4020	42,291.75	28,260.25	339,123.00	(179,622.63)	47.03%
Past Years Property Tax	4100	9,774.13	101,302.08	1,215,625.00	(74,181.03)	93.89%
State Timber Revenue	4110	1,523.25	1,013.00	12,156.00	1,181.77	109.72%
Mass Transit State Payroll Tax	4120	38,763.70	17,805.17	213,662.00	(95,477.20)	55.31%
Capital Grants	4130	0.00	9,983.33	119,800.00	(13,367.93)	88.84%
Grants - FTA 5311	4210	0.00	149,833.33	1,798,000.00	(1,723,000.00)	4.17%
Grants - COVID	4220	0.00	150,086.25	1,801,035.00	(1,624,386.00)	9.80%
Grants - 5311 (f)	4221	0.00	18,910.42	226,925.00	(226,925.00)	0.00%
Grants - 5310	4240	0.00	30,000.00	360,000.00	(360,000.00)	0.00%
Grants - 5305	4245	0.00	8,688.50	104,262.00	(38,949.00)	62.64%
Special Bus Operations	4246	0.00	7,032.92	84,395.00	(84,395.00)	0.00%
Miscellaneous Income	4300	0.00	41.67	500.00	(500.00)	0.00%
Sale of Assets - Income	4400	0.00	1,116.75	13,401.00	(13,030.15)	2.76%
Interest Income	4410	0.00	250.00	3,000.00	(3,000.00)	0.00%
Transfer From General Fund	4510	4,745.75	3,500.00	42,000.00	(4,235.96)	89.91%
Transfer from NWOTA	4911	0.00	0.00	0.00	35,320.00	0.00%
Transfer from STIF Fund	4917	0.00	(250.00)	(3,000.00)	3,000.00	0.00%
Total Resources	4918	107,336.60	(37,753.67)	(453,044.00)	453,044.00	0.00%
			2,027,504.17	7,284,880.00	(5,257,375.83)	27.83%
Expenses						
Personnel Services						
Payroll: Administration	5010	36,581.06	45,143.66	541,724.00	253,713.53	53.16%

Tillamook County Transportation District

Financial Statement

01 - General Fund

From 2/1/2025 Through 2/28/2025

	Current Period Actual	Current Period Budget	Current Year Actual	Total Budget	Total Budget Variance	67%
Payroll: Dispatch	5020 9,251.87	15,202.42	61,489.52	182,429.00	120,939.48	33.70%
Payroll: Drivers	5030 70,683.18	120,808.67	564,107.89	1,449,704.00	885,596.11	38.91%
Payroll: Maintenance	5040 11,002.23	15,158.42	107,954.16	181,901.00	73,946.84	59.34%
Payroll Expense	5050 10,553.86	15,094.33	125,278.60	181,132.00	55,853.40	69.16%
Payroll Healthcare	5051 32,926.41	49,015.83	255,729.02	588,190.00	332,460.98	43.47%
Payroll Retirement	5052 3,596.05	7,834.17	37,236.03	94,010.00	56,773.97	39.60%
Payroll Veba	5053 3,331.04	3,701.25	25,716.07	44,415.00	18,698.93	57.89%
Workers Compensation Ins.	5055 0.00	2,800.00	38,239.15	33,600.00	(4,639.15)	113.80%
Total Personnel Services	177,925.70	274,758.75	1,503,760.91	3,297,105.00	1,793,344.09	45.61%
Materials and Services						
Professional Services	5100 3,638.15	10,893.75	77,999.84	130,725.00	52,725.16	59.66%
Planning	5103 0.00	4,166.67	0.00	50,000.00	50,000.00	0.00%
Dues & Subscriptions	5120 44.98	1,542.92	21,319.04	18,515.00	(2,804.04)	115.14%
Office Equipment R&R	5140 0.00	323.75	1,356.99	3,885.00	2,528.01	34.92%
Computer R&M	5145 1,618.49	2,146.08	17,150.43	25,753.00	8,602.57	66.59%
Fees & Licenses	5150 187.00	1,966.42	35,497.48	23,597.00	(11,900.48)	150.43%
Insurance	5160 3,394.00	14,494.16	179,137.37	173,930.00	(5,207.37)	102.99%
Office Expense	5170 904.55	896.92	6,051.87	10,763.00	4,711.13	56.22%
Board Expense	5175 1,279.08	1,561.42	11,247.21	18,737.00	7,489.79	60.02%
Operational Expense	5180 2,595.35	5,085.83	27,746.29	61,030.00	33,283.71	45.46%
Drug & Alcohol Administration	5185 160.00	131.25	2,040.00	1,575.00	(465.00)	129.52%
Marketing	5190 5,192.52	7,322.42	10,798.35	87,869.00	77,070.65	12.28%
Telephone Expense	5210 1,875.14	2,864.33	10,578.17	34,372.00	23,793.83	30.77%
Travel & Training	5220 2,799.36	1,925.00	18,358.77	23,100.00	4,741.23	79.47%
Vehicle Expense	5240 12,612.10	18,750.00	85,728.62	225,000.00	139,271.38	38.10%
Diesel & Gasoline Fuel	5245 16,459.85	32,917.50	121,077.53	395,010.00	273,932.47	30.65%

Tillamook County Transportation District

Financial Statement

01 - General Fund

From 2/1/2025 Through 2/28/2025

	Current Period Actual	Current Period Budget	Current Year Actual	Total Budget	Total Budget Variance	67%
5247 Propane Fuel	0.00	5,000.00	1,408.79	60,000.00	58,591.21	2.34%
5260 Postage	59.95	110.92	848.21	1,331.00	482.79	63.72%
5266 Member Mileage Reimbursement	0.00	2,866.25	40,000.00	34,395.00	(5,605.00)	116.29%
5270 Mgmt/Labor Recreation Fund	0.00	343.25	0.00	4,119.00	4,119.00	0.00%
5285 Transit Center Maint	1,487.64	1,780.42	14,967.08	21,365.00	6,397.92	70.05%
5346 Operations Facility Maint.	293.84	367.50	2,538.80	4,410.00	1,871.20	57.56%
Total Materials and Services	54,602.00	117,456.76	685,850.84	1,409,481.00	723,630.16	48.66%
Transfers						
9150 Transfer to Vehicle Reserve	0.00	250.00	0.00	3,000.00	3,000.00	0.00%
9160 Transfer to NWOTA Fund	0.00	93,169.58	7,500.00	1,118,035.00	1,110,535.00	0.67%
9180 Unappropriated Ending Fund Bal	0.00	18,945.50	0.00	227,346.00	227,346.00	0.00%
Total Transfers	0.00	112,365.08	7,500.00	1,348,381.00	1,340,881.00	0.56%
Capital Outlay						
Capital Purchases						
6000 Bus Replacement/Addition	0.00	140,833.33	148,427.00	1,690,000.00	1,541,573.00	8.78%
6010 Van Replacement/Addition	0.00	24,333.33	0.00	292,000.00	292,000.00	0.00%
6050 Other Capital Projects	0.00	13,333.33	600.00	160,000.00	159,400.00	0.37%
Total Capital Purchases	0.00	178,499.99	149,027.00	2,142,000.00	1,992,973.00	6.96%
Total Capital Outlay	0.00	178,499.99	149,027.00	2,142,000.00	1,992,973.00	6.96%
Total Expenses	232,527.70	683,080.58	2,346,138.75	8,196,967.00	5,850,828.25	28.62%

Tillamook County Transportation District

Financial Statement

02 - Property Management Fund
From 2/1/2025 Through 2/28/2025

	Current Period Actual	Current Period Budget	Current Year Actual	Total Budget	Total Budget Variance	67%
Resources						
Working Capital	0.00	3,750.00	0.00	45,000.00	(45,000.00)	0.00%
Lease Income	0.00	3,000.00	14,300.00	36,000.00	(21,700.00)	39.72%
Lease Operational Exp Income	0.00	108.33	7,793.56	1,300.00	6,493.56	599.50%
Transfer From General Fund	0.00	(1,020.92)	0.00	(12,251.00)	12,251.00	0.00%
Total Resources	0.00	5,837.41	22,093.56	70,049.00	(47,955.44)	31.54%
Expenses						
Materials and Services						
Professional Services	0.00	166.67	0.00	2,000.00	2,000.00	0.00%
Property Operating Expense	2,916.97	2,502.50	15,657.49	30,030.00	14,372.51	52.13%
Property Maint. & Repair	3,251.06	3,079.33	57,574.56	36,952.00	(20,622.56)	155.80%
Total Materials and Services	6,168.03	5,748.50	73,232.05	68,982.00	(4,250.05)	106.16%
Capital Outlay						
Debt Service						
OTIB TVC Loan 0071	0.00	913.25	5,479.32	10,959.00	5,479.68	49.99%
OTIB Loan 0061	13,155.22	2,192.50	26,310.44	26,310.00	(0.44)	100.00%
Total Debt Service	13,155.22	3,105.75	31,789.76	37,269.00	5,479.24	85.30%
Capital Purchases						
Building Repair & Renovation	840.00	0.00	4,365.34	0.00	(4,365.34)	0.00%
Total Capital Purchases	840.00	0.00	4,365.34	0.00	(4,365.34)	0.00%
Total Capital Outlay	13,995.22	3,105.75	36,155.10	37,269.00	1,113.90	97.01%
Total Expenses	20,163.25	8,854.25	109,387.15	106,251.00	(3,136.15)	102.95%

Tillamook County Transportation District

Financial Statement

04 - Capital Reserve Fund

From 2/1/2025 Through 2/28/2025

	Current Period Actual	Current Period Budget	Current Year Actual	Total Budget	Total Budget Variance	67%
Resources						
Working Capital	0.00	107,136.42	0.00	1,285,637.00	(1,285,637.00)	0.00%
Interest Income	3,834.99	2,083.33	39,356.00	25,000.00	14,356.00	157.42%
Total Resources	3,834.99	109,219.75	39,356.00	1,310,637.00	(1,271,281.00)	3.00%
Expenses						
Materials and Services						
Fees & Licenses	0.05	0.00	0.05	0.00	(0.05)	0.00%
Total Materials and Services	0.05	0.00	0.05	0.00	(0.05)	0.00%
Transfers						
Transfer to GF Grant Match	0.00	21,246.83	0.00	254,962.00	254,962.00	0.00%
Reserve for Future Expenditure	0.00	87,972.92	0.00	1,055,675.00	1,055,675.00	0.00%
Total Transfers	0.00	109,219.75	0.00	1,310,637.00	1,310,637.00	0.00%
Total Expenses	0.05	109,219.75	0.05	1,310,637.00	1,310,636.95	0.00%

Tillamook County Transportation District

Financial Statement

05 - Vehicle Purchase Reserve Fund

From 2/1/2025 Through 2/28/2025

	Current Period Actual	Current Period Budget	Current Year Actual	Total Budget	Total Budget Variance	67%
Resources						
Working Capital	3500	3,102.08	0.00	37,225.00	(37,225.00)	0.00%
Transfer From General Fund	4911	(250.00)	0.00	(3,000.00)	3,000.00	0.00%
Total Resources	0.00	2,852.08	0.00	34,225.00	(34,225.00)	0.00%
Expenses						
Transfers						
Reserve for Future Expenditure	9175	3,352.08	0.00	40,225.00	40,225.00	0.00%
Total Transfers	0.00	3,352.08	0.00	40,225.00	40,225.00	0.00%
Total Expenses	0.00	3,352.08	0.00	40,225.00	40,225.00	0.00%

Tillamook County Transportation District
Financial Statement
06 - Bus Wash Maintenance Reserve
From 2/1/2025 Through 2/28/2025

	Current Period Actual	Current Period Budget	Current Year Actual	Total Budget	Total Budget Variance	67%
Resources						
Working Capital	3500	1,928.33	0.00	23,140.00	(23,140.00)	0.00%
Total Resources	0.00	1,928.33	0.00	23,140.00	(23,140.00)	0.00%
Expenses						
Transfers						
Reserve for Future Expenditure	9175	1,928.33	0.00	23,140.00	23,140.00	0.00%
Total Transfers	0.00	1,928.33	0.00	23,140.00	23,140.00	0.00%
Total Expenses	0.00	1,928.33	0.00	23,140.00	23,140.00	0.00%

Tillamook County Transportation District

Financial Statement

08 - Northwest Oregon Transit Allia

From 2/1/2025 Through 2/28/2025

	Current Period Actual	Current Period Budget	Current Year Actual	Total Budget	Total Budget Variance	67%
Resources						
Working Capital	3500	0.00	6,666.67	80,000.00	(80,000.00)	0.00%
NWOTA Partner Cont. Match	4225	0.00	29,542.50	354,510.00	(324,510.00)	8.46%
Transfer From General Fund	4911	0.00	(79,836.25)	(958,035.00)	965,535.00	(0.78)%
Transfer from STIF Fund	4918	0.00	(13,333.33)	(160,000.00)	160,000.00	0.00%
Total Resources		0.00	(56,960.41)	(683,525.00)	721,025.00	(5.49)%
Expenses						
Materials and Services						
Professional Services	5100	0.00	416.67	5,000.00	5,000.00	0.00%
Administrative Support	5101	0.00	2,083.33	25,000.00	24,778.04	0.88%
Website Maintenance	5102	3,300.00	3,333.33	40,000.00	16,900.00	57.75%
Marketing	5190	0.00	416.67	5,000.00	5,000.00	0.00%
Travel & Training	5220	0.00	0.00	0.00	(852.47)	0.00%
Total Materials and Services		3,300.00	6,250.00	75,000.00	50,825.57	32.23%
Transfers						
Transfer to General Fund	9130	0.00	250.00	3,000.00	3,000.00	0.00%
Unappropriated Ending Fund Bal	9180	0.00	29,709.17	356,510.00	356,510.00	0.00%
Total Transfers		0.00	29,959.17	359,510.00	359,510.00	0.00%
Capital Outlay						
Capital Purchases						
Bus Stop Signage/Shelters	6040	0.00	79,836.25	958,035.00	958,035.00	0.00%
Other Capital Projects	6050	0.00	13,333.33	160,000.00	160,000.00	0.00%
Total Capital Purchases		0.00	93,169.58	1,118,035.00	1,118,035.00	0.00%
Total Capital Outlay		0.00	93,169.58	1,118,035.00	1,118,035.00	0.00%
Total Expenses		3,300.00	129,378.75	1,552,545.00	1,528,370.57	1.56%

Tillamook County Transportation District

Financial Statement

09 - NW RIDES ACCOUNT

From 2/1/2025 Through 2/28/2025

	Current Period Actual	Current Period Budget	Current Year Actual	Total Budget	Total Budget Variance	67%
Resources						
Working Capital						
4026 NWR Revenue	476,938.58	437,389.58	3,713,244.21	5,248,675.00	(1,535,430.79)	70.74%
4027 NWR Reserve	0.00	35,333.33	11,219.93	424,000.00	(412,780.07)	2.64%
4510 Interest Income	0.00	1,186.67	0.00	14,240.00	(14,240.00)	0.00%
Total Resources	476,938.58	557,242.91	3,724,464.14	6,686,915.00	(2,962,450.86)	55.70%
Expenses						
Personnel Services						
Payroll: Administration						
5010	31,503.69	36,004.92	274,789.40	432,059.00	157,269.60	63.59%
5041 Payroll: Indirect	1,101.28	1,948.42	9,481.16	23,381.00	13,899.84	40.55%
5050 Payroll Expense	2,833.32	3,294.08	25,999.90	39,529.00	13,529.10	65.77%
5051 Payroll Healthcare	6,562.18	9,378.17	54,118.97	112,538.00	58,419.03	48.08%
5052 Payroll Retirement	3,350.66	2,893.17	26,073.70	34,718.00	8,644.30	75.10%
5053 Payroll Veba	1,454.64	1,357.17	12,132.12	16,286.00	4,153.88	74.49%
Workers Compensation Ins.	0.00	43.75	0.00	525.00	525.00	0.00%
Total Personnel Services	46,805.77	54,919.68	402,595.25	659,036.00	256,440.75	61.09%
Materials and Services						
Professional Services						
5100	0.00	437.50	814.88	5,250.00	4,435.12	15.52%
5140 Office Equipment R&R	575.96	2,500.00	1,593.76	30,000.00	28,406.24	5.31%
5145 Computer R&M	2,207.64	1,856.50	36,702.91	22,278.00	(14,424.91)	164.74%
5150 Fees & Licenses	1,500.00	5,416.67	1,500.00	65,000.00	63,500.00	2.30%
5160 Insurance	0.00	545.58	6,547.00	6,547.00	0.00	100.00%
5170 Office Expense	442.89	583.33	2,659.72	7,000.00	4,340.28	37.99%
5180 Operational Expense	216.23	625.00	3,322.95	7,500.00	4,177.05	44.30%
5210 Telephone Expense	1,816.15	1,854.17	19,222.26	22,250.00	3,027.74	86.39%

Tillamook County Transportation District

Financial Statement

09 - NW RIDES ACCOUNT

From 2/1/2025 Through 2/28/2025

	Current Period Actual	Current Period Budget	Current Year Actual	Total Budget	Total Budget Variance	67%
Travel & Training	5220	0.00	4,398.45	1,575.00	(2,823.45)	279.26%
Postage	5260	0.00	79.60	525.00	445.40	15.16%
Purchased Transportation	5265	329,420.83	2,811,835.61	4,000,000.00	1,188,164.39	70.29%
Member Mileage Reimbursement	5266	30,000.00	270,000.00	420,000.00	150,000.00	64.28%
Volunteer Mileage Reimburse	5267	33,415.85	304,822.69	600,000.00	295,177.31	50.80%
Office Rent	5281	0.00	2,400.00	15,000.00	12,600.00	16.00%
Property Operating Expense	5300	0.00	1,970.29	3,150.00	1,179.71	62.54%
Total Materials and Services		399,595.55	3,467,870.12	5,206,075.00	1,738,204.88	66.61%
Transfers						
Reserve for Future Expenditure	9175	0.00	0.00	424,000.00	424,000.00	0.00%
Unappropriated Ending Fund Bal	9180	0.00	0.00	297,805.00	297,805.00	0.00%
Total Transfers		0.00	0.00	721,805.00	721,805.00	0.00%
Capital Outlay						
Capital Purchases						
Ecolane Investment	6022	0.00	0.00	100,000.00	100,000.00	0.00%
Total Capital Purchases		0.00	0.00	100,000.00	100,000.00	0.00%
Total Capital Outlay		0.00	0.00	100,000.00	100,000.00	0.00%
Total Expenses		446,401.32	3,870,465.37	6,686,916.00	2,816,450.63	57.88%

Tillamook County Transportation District

Financial Statement

10 - STIF

From 2/1/2025 Through 2/28/2025

	Current Period Actual	Current Period Budget	Current Year Actual	Total Budget	Total Budget Variance	67%
Resources						
Working Capital	3500	0.00	14,192.50	170,310.00	(170,310.00)	0.00%
STIF Population Formula	4135	0.00	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	357.51	0.00	0.00	2,917.51	0.00%
Transfer From General Fund	4911	0.00	17,660.00	0.00	17,660.00	0.00%
Total Resources		357.51	424,624.51	981,754.00	(557,129.49)	43.25%
Expenses						
Materials and Services						
Fees & Licenses	5150	0.00	0.00	0.00	(0.05)	0.00%
Total Materials and Services		0.00	0.05	0.00	(0.05)	0.00%
Special Payments						
STIF 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		0.00	3,837.75	46,053.00	46,053.00	0.00%
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		0.00	77,975.08	935,701.00	918,041.00	1.89%
Total Expenses		0.00	81,812.83	981,754.00	964,093.95	1.80%

Tillamook County Transportation District

Check/Voucher Register

1001 - General Checking Account #4558

From 2/1/2025 Through 2/28/2025

Docume... Number	Document Date	Transaction Amount	Payee	Transaction Description
19048	2/5/2025	7,719.38	CARSON OIL CO INC	Fuel 1/2-1/15/2025
19049	2/5/2025	467.36	CATHY BOND	GFOA Conference & Training
19050	2/5/2025	7.65	CENTURYLINK	Local Fax Service 1/21-2/20/2025
19051	2/5/2025	49.44	CRYSTAL AND SIERRA SPRINGS	Water Service 1/2-1/15/2025
19052	2/5/2025	40.00	MADISON LENORMAND	Air Brake Permit Fee
19052	2/5/2025	10.00	MADISON LENORMAND	Air Brake Exam
19053	2/5/2025	68.59	Office Depot Credit Plan	2025 Calendar/Correction Pen
19053	2/5/2025	35.55	Office Depot Credit Plan	2025 Calendar/Legal Pads
19053	2/5/2025	33.09	Office Depot Credit Plan	Envelopes/Correction Tape
19053	2/5/2025	19.72	Office Depot Credit Plan	2025 Calendar
19053	2/5/2025	(23.55)	Office Depot Credit Plan	Pen Correction return
19054	2/5/2025	10.00	Parker Lenormand	Air Brake Exam
19054	2/5/2025	40.00	Parker Lenormand	Air Brake Permit Fee
19055	2/5/2025	250.00	Prevailing Communications	Mechanic Shop Radio Repeater Repair
19056	2/5/2025	275.00	Prevailing Communications	Damaged Antenna Repair Van 114
19057	2/5/2025	243.83	Tillamook PUD	Transit Electric 12/12/24-1/12/2025
19057	2/5/2025	49.13	Tillamook PUD	LB Barn Electric 12/12/24-1/12/25
19057	2/5/2025	36.45	Tillamook PUD	SB Barn Electric 12/12/24-1/12/25
19058	2/13/2025	190.00	Parker Lenormand	Dot Medical Card 10/24 and 11/23
19059	2/13/2025	12.25	TILLAMOOK FARMERS COOP	Fastners
19060	2/13/2025	292.60	BRIAN VITULLI	SDAO Conference Mileage
19061	2/13/2025	705.94	CATHY BOND	SDAO Training
19062	2/13/2025	20.00	STEVE SCHWABE	Fuel 305 Bus
19063	2/13/2025	175.46	ALSCO - Portland Linen	LPOR 3305881/3312232 Mat Service
19064	2/13/2025	655.07	ASTOUND	Phone Service 12/27/24-1/26/2025
19065	2/13/2025	9,076.13	CARSON OIL CO INC	Fuel 1/16-1/31/2025
19066	2/13/2025	60.55	City Of Tillamook	TVC Water 1/1-1/31/25
19067	2/13/2025	1,374.68	FleetPride, Inc.	ROA 1/31/2025
19068	2/13/2025	404.16	Fred Meyer Customer Charges	ROA 01/2025
19069	2/13/2025	2,728.00	Les Schwab Tire Center	ROA 1/31/2025
19070	2/13/2025	1,157.82	DAVISON AUTO PARTS, INC.	ROA January 2025
19071	2/13/2025	313.80	Tillamook Motor Co.	Invoice 168433/168514
19072	2/13/2025	400.80	VERIZON	Tablet Service 01/27-02/26/25
19073	2/19/2025	120.00	BIO-MED TESTING SERVICE, INC.	Pre-Employment/Return to Duty Testing
19074	2/19/2025	1,501.17	CINTAS	ROA 01/31/2025
19075	2/19/2025	91.94	O'REILLY AUTOMOTIVE STORES	Inv# 3805128167, 3805131211
19076	2/19/2025	19,598.00	ECOLANE USA, INC.	Annual Maintenance 10/22/24-10/22/25 Tablets
19077	2/19/2025	475.54	GenXsys Solutions, LLC	02/2025 Server Storage Virus Plan
19078	2/19/2025	1,350.82	Marie Mills Center, Inc	TVC Janitorial Services Jan 2025
19079	2/19/2025	45.00	Oregon State Police	NWR/TCTD Background Checks
19080	2/19/2025	179,476.00	SPECIAL DISTRICTS INS. SERVICE	Auto/Property Insurance 01/01/25-12/31/2025
19081	2/19/2025	238.00	WEST COAST EXHAUST	Bus Bracket Repair
19081	2/19/2025	1,047.75	WEST COAST EXHAUST	Repair Bus Floor
19081	2/19/2025	250.00	WEST COAST EXHAUST	Bus Stop Towing
19082	2/19/2025	803.80	ABILA	Abila Managed Plan 3/15-4/14/2025
19083	2/19/2025	578.00	ALL CLEAR AUDIO AND GLASS LLC	#113 New Windshield
19084	2/19/2025	44.48	CRYSTAL AND SIERRA SPRINGS	Water Service 02/07/2025
19085	2/19/2025	2,142.90	GenXsys Solutions, LLC	03/2025 Managed Service Fund
19085	2/19/2025	475.54	GenXsys Solutions, LLC	03/2025 Server Storage Virus Plan
19086	2/19/2025	1,140.00	Government Finance Officers	Finance Supervisor Training
19087	2/19/2025	258.00	Impressions In Ink Oregon	7 day Connector Passes
19088	2/19/2025	1,265.00	INNOVA LEGAL ADVISORS	ATU Legal Services
19089	2/19/2025	15.30	Office Depot Credit Plan	NWR Batteries/TCTD Mouses
19089	2/19/2025	48.25	Office Depot Credit Plan	Gate Batteries
19089	2/19/2025	46.64	Office Depot Credit Plan	Hanging Folders

Tillamook County Transportation District

Check/Voucher Register

1001 - General Checking Account #4558

From 2/1/2025 Through 2/28/2025

Docume... Number	Document Date	Transaction Amount	Payee	Transaction Description
19089	2/19/2025	16.69	Office Depot Credit Plan	TCTD Pass Organizers
19090	2/19/2025	1,244.43	Parker Lenormand	PL FINAL CHECK 2.19.2025
19091	2/21/2025	4,785.68	HRA VEBA TRUST	HRA VEBA FEB 2025
19092	2/21/2025	957.36	ATU LOCAL #757	UNION DUES FEB 2025
19093	2/21/2025	1,379.11	MUTUAL OF OMAHA	STD/LTD/LIFE FEB 2025
19094	2/21/2025	946.32	PACIFIC SOURCE	FSA FEB 2025
19095	2/21/2025	39,111.00	SPECIAL DISTRICTS INS. SERVICE	HEALTH/DENTAL FEB 2025
19096	2/27/2025	93.00	COUNTRY MEDIA	Board Vacancy Ad
19097	2/27/2025	460.00	JORDAN RAMIS, PC	Board Legal Fees
19097	2/27/2025	8,460.00	JORDAN RAMIS, PC	Grant 35084 Planning Legal Fees
19098	2/27/2025	51.15	COUNTRY MEDIA	Board Meeting Notice
19099	2/27/2025	50.00	Gary A. Hanenkrat	2/19/2025 Board Meeting
19100	2/27/2025	50.00	Jonathan Bean	2.19.2025 Board Meeting
19101	2/27/2025	50.00	Linda Adler	2/19/2025 Board Meeting
19102	2/27/2025	50.00	Marni Johnston	2/19/2025 Board Meeting
ACH 02.18.2...	2/18/2025	2,595.47	Elan Financial Services	UMPQUA 01/2025
ACH POA 2.2025	2/15/2025	254.45	Pacific Office Automation	OFFICE LEASE
Report Total		298,465.69		

Tillamook County Transportation District

Check/Voucher Register

1006 - Payroll Checking #5614

From 2/1/2025 Through 2/28/2025

Document Number	Document Date	Transaction Amount	Payee	Transaction Description
5815	2/3/2025	1,173.55	Tony Priebe	FINAL CHECK PRIEBE
5815	2/3/2025	192.13	Tony Priebe	FINAL CHECK PRIEBE
5815	2/3/2025	320.27	Tony Priebe	FINAL CHECK PRIEBE
ACH ADP 2.25	2/14/2025	1,131.50	ADP, LLC	MONTHLY PAYROLL SERVICE FEES
ACH ADP 2.25-2	2/26/2025	437.85	ADP, LLC	PAYROLL FEES
ACH AFLAC 2.25	2/15/2025	531.06	AFLAC	AFLAC FEB 2025
WIRE ADP	2/26/2025	76,050.05	ADP, LLC	WIRE TRANSFER PAYROLL 2.26.2025
Report Total		79,836.41		

Tillamook County Transportation District

Check/Voucher Register

1009 - NW RIDES ACCOUNT #8510

From 2/1/2025 Through 2/28/2025

Docume... Number	Document Date	Transaction Amount	Payee	Transaction Description
4508	2/5/2025	18.08	CENTURYLINK	Local Fax Service 1/21-2/20/2025
4509	2/5/2025	49.44	CRYSTAL AND SIERRA SPRINGS	Water Service 1/2-1/15/2025
4510	2/5/2025	28.72	Juliene J. Deputy	Vol. Training Meal
4511	2/7/2025	3,952.10	JANNA SMITH	Vol MR 01/02-01/31/2025
4512	2/7/2025	1,389.40	JOY WINKELHAKE	Vol MR 1/2-1/31/2025
4513	2/7/2025	4,396.20	KANDIS LIDAY	Vol MR 01/02-01/31/2025
4514	2/7/2025	312.20	LEANN CHUINARD	Vol MR 01/02-01/31/2025
4515	2/7/2025	3,589.00	SEAN REKART	Vol MR 01/02-01/31/2025
4516	2/7/2025	4,370.29	TILLAMOOK CNTY TRANS. DIST.	NWR RENT/UTILITIES
4517	2/13/2025	1,463.33	ASTOUND	Phone Service 12/27/24-1/26/2025
4518	2/13/2025	14,500.00	ProCredEx	NWR Compliance Company
4518	2/13/2025	(14,500.00)	ProCredEx	NWR Compliance Company
4519	2/19/2025	475.54	GenXsys Solutions, LLC	02/2025 Server Storage Virus Plan
4520	2/19/2025	45.00	Oregon State Police	NWR/TCTD Background Checks
4521	2/19/2025	44.47	CRYSTAL AND SIERRA SPRINGS	Water Service 02/07/2025
4522	2/19/2025	875.00	GenXsys Solutions, LLC	03/2025 NWR Computer Support Services
4522	2/19/2025	857.10	GenXsys Solutions, LLC	03/2025 Managed Service Fund
4522	2/19/2025	475.54	GenXsys Solutions, LLC	03/2025 Server Storage Virus Plan
4523	2/19/2025	32.69	Office Depot Credit Plan	NWR Batteries/TCTD Mouses
4524	2/19/2025	2,584.00	AAA RIDE ASSIST	2/1-2/8/2025
4524	2/19/2025	3,399.00	AAA RIDE ASSIST	2/9-2/18/2025
4525	2/19/2025	9,861.25	COLUMBIA MEDICAL	1/19-1/25/2025
4525	2/19/2025	10,224.50	COLUMBIA MEDICAL	1/26-1/31/2025
4525	2/19/2025	10,472.00	COLUMBIA MEDICAL	2/1-2/8/2025
4525	2/19/2025	8,797.50	COLUMBIA MEDICAL	2/9-2/15/2025
4526	2/19/2025	5,126.00	DIRECT MEDICAL TRANSPORTATION	1/19-1/25/2025
4526	2/19/2025	8,991.25	DIRECT MEDICAL TRANSPORTATION	1/26-1/31/2025
4527	2/19/2025	3,157.50	K & M MEDIVAN	1/1-1/5/2025
4527	2/19/2025	9,657.00	K & M MEDIVAN	1/13-1/19/2025
4527	2/19/2025	9,385.50	K & M MEDIVAN	1/20-1/26/2025
4527	2/19/2025	11,107.50	K & M MEDIVAN	1/27-1/31/2025
4527	2/19/2025	9,084.50	K & M MEDIVAN	1/6-1/12/2025
4528	2/19/2025	7,693.50	MEDIX AMBULANCE	1/12-1/18/2025
4528	2/19/2025	5,125.50	MEDIX AMBULANCE	1/19-1/25/2025
4528	2/19/2025	6,061.50	MEDIX AMBULANCE	1/26-1/31/2025
4529	2/19/2025	13,395.80	METRO WEST	JAN 2025
4530	2/19/2025	23,152.75	QUICK CAB LLC	JAN 2025
4531	2/19/2025	15,670.26	Ride Connection Bridge	1/1-1/17/2025
4531	2/19/2025	6,203.10	Ride Connection Bridge	1/18-1/24/2025
4531	2/19/2025	6,081.95	Ride Connection Bridge	1/25-1/31/2025
4532	2/19/2025	25,104.80	RYANS TRANSPORTATION SERVICE	1/19-1/24/2025
4532	2/19/2025	32,808.80	RYANS TRANSPORTATION SERVICE	1/25-1/31/2025
4533	2/27/2025	252.00	MEDIX AMBULANCE	01/2025 NWR After Hours Service
4534	2/27/2025	4,166.50	WILLIAM NERENBERG	1/2-1/31/2025 Vol MR
ACH POA 2.2025	2/21/2025	254.45	Pacific Office Automation	OFFICE LEASE
Report Total		270,192.51		

Tillamook County Transportation District

Check/Voucher Register

1011 - Prop. Mgmt. Checking #7071

From 2/1/2025 Through 2/28/2025

Docume... Number	Document Date	Transaction Amount	Payee	Transaction Description
4730	2/5/2025	2,300.00	CHRISSY'S CLEANING SERVICE	Admin 1/1-1/29/2025-Outside Windows
4731	2/5/2025	719.00	Comco Carpet Solutions LLC	TFCC carpet cleaning space
4732	2/5/2025	2,409.06	Tillamook PUD	Admin Electric 12/12/2024-1/12/2025
4733	2/5/2025	9,988.00	Vice Construction, Inc.	Labor/Materials for TFCC space
4734	2/13/2025	220.18	City Of Tillamook	Admin Water/Sewer 1/1-1/31/2025
4735	2/13/2025	190.10	City Sanitary Service	Cardboard Recycling/Container Rent 1.5yd 1xW
4736	2/13/2025	8,925.00	METRO OVERHEAD DOOR, INC.	Repair Single Slide Gate
4737	2/19/2025	857.50	EC Electric	Power to ADA Door at TVC
4738	2/19/2025	626.06	Marie Mills Center, Inc	Admin Janitorial Services Jan 2025
4738	2/19/2025	179.80	Marie Mills Center, Inc	Admin Janitorial Supplies Jan 2025
4739	2/19/2025	11,851.00	METRO OVERHEAD DOOR, INC.	Slide Gate Operator Repair
4740	2/19/2025	1,050.00	Bob Johnsen Flooring	Labor/Materials install carpet in TFCC Space
Report Total		39,315.70		

UMPQUA BANK: CLOSING DATE 02/24/2025

Date	Vendor	Description of Transaction	Amount
CATHY BOND			
01/27/25	USPS	Postage	\$50.00
01/27/25	Language Line	NWR Phone/Interpreter	\$31.60
01/29/25	Amazon Prime	Office Supplies - Dispatch Erasable Calendar	\$40.80
01/29/25	Language Line	NWR Phone/Interpreter	\$39.50
01/31/25	Municipal Audit Payment	Audit Filing Fee - 2023 Financials	\$300.00
01/31/25	Language Line	NWR Phone/Interpreter	\$51.35
01/31/25	Language Line	NWR Phone/Interpreter	\$15.80
02/03/25	Language Line	NWR Phone/Interpreter	\$55.30
02/03/25	Language Line	NWR Phone/Interpreter	\$35.55
02/03/25	Language Line	NWR Phone/Interpreter	\$7.90
02/03/25	Endicia	NWR Membership Fee	\$9.95
02/04/25	Fieldprint	NWR Background Check	\$12.50
02/05/25	Onstar Services	Membership Fee - Shop Truck	\$15.00
02/05/25	Language Line	NWR Phone/Interpreter	\$63.20
02/05/25	Language Line	NWR Phone/Interpreter	\$11.85
02/06/25	Fieldprint	NWR Background Check	\$12.50
02/06/25	Language Line	NWR Phone/Interpreter	\$39.50
02/06/25	Language Line	NWR Phone/Interpreter	\$47.40
02/07/25	Language Line	NWR Phone/Interpreter	\$23.70
02/12/25	Amazon Prime	Maintenance- Emergency Exit Handle/Parts	\$42.93
02/12/25	Language Line	NWR Phone/Interpreter	\$47.40
02/12/25	Amazon Prime	NWR Office Expense -Window Privacy Film	\$27.99
02/12/25	SP POR-15-2338	NWR Operation Expense - New Office	\$95.16
02/13/25	Government Finance	Government Finance Officers Association Dues	\$160.00
02/13/25	Language Line	NWR Phone/Interpreter	\$63.20
02/18/25	USPS	Postage	\$50.00
02/18/25	Language Line	NWR Phone/Interpreter	\$11.85
02/18/25	Language Line	NWR Phone/Interpreter	\$23.70
02/18/25	Language Line	NWR Phone/Interpreter	\$11.85
02/18/25	Language Line	NWR Phone/Interpreter	\$15.80
02/18/25	Language Line	NWR Phone/Interpreter	\$15.80
02/18/25	Endicia	TCTD Membership Fee	\$29.99
02/18/25	Amazon Prime	TCTD Membership Fee	\$14.99
02/18/25	Onstar Services	Membership Fee-Shop Truck Wi Fi	\$11.99
02/19/25	Language Line	NWR Phone/Interpreter	\$23.70
02/24/25	Iron Mountain	Office Shredder	\$181.46
02/24/25	Adobe	Office Software	\$161.96
			\$1,853.17
BRIAN VITULLI			
01/31/25	Bay City Kitchen	NWACT Coordination - Meal	\$25.20
02/10/25	Starbucks	2025 SDAO Convention - Meal	\$19.35
02/10/25	The Stihl Whiskey	2025 SDAO Convention - Meal	\$40.00
02/11/25	Element Bend	2025 SDAO Convention-Lodging	\$91.56
02/13/25	Natl Biz Furniture	NWR Furniture New Space	\$921.82
02/21/25	La Mexicana	Board Meeting Meal	\$80.70
			\$1,178.63
MIKE REED			
01/27/25	Safeway	Operations-Employee Appreciation	\$22.90
01/29/25	USPS	Postage	\$2.20
02/18/25	The Fern	Operations - Meal	\$47.70
			\$72.80

Grand Total Due **\$3,104.60**
DATE

APPROVAL

Brian Vitulli
4/3/2025

**February 2025 Statement**

Open Date: 01/24/2025 Closing Date: 02/24/2025



Visa® Company Card with Rewards

TILLAMOOK CNTY TRANS (CPN 001469460)

New Balance	\$3,104.60
Minimum Payment Due	\$32.00
Payment Due Date	03/22/2025

Reward Points

Earned This Statement	3,332
Reward Center Balance	172,239
as of 02/23/2025	
For details, see your rewards summary.	

Page 1 of 4

Account: 7790

**Elan Financial
Services**

BUS 30 ELN



1-866-552-8855

8

15

Activity Summary

Previous Balance	+	\$2,595.47
Payments	-	\$2,595.47 ^{CR}
Other Credits		\$0.00
Purchases	+	\$3,104.60
Balance Transfers		\$0.00
Advances		\$0.00
Other Debits		\$0.00
Fees Charged		\$0.00
Interest Charged		\$0.00

New Balance	=	\$3,104.60
Past Due		\$0.00
Minimum Payment Due		\$32.00
Credit Line		\$10,000.00
Available Credit		\$6,895.40
Days in Billing Period		32

**Tillamook County
Transportation District****MAR 04 2025**Account CP
Account _____
Approval _____**Payment Options:**Mail payment coupon
with a checkPay online at
myaccountaccess.comPay by phone
1-866-552-8855

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



604

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

- to pay by phone
- to change your address

000045727 01 SP 000638923755367 P Y

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

Account Number	7790
Payment Due Date	3/22/2025
New Balance	\$3,104.60
Minimum Payment Due	\$32.00

Amount Enclosed \$ _____

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

February 2025 Statement 01/24/2025 - 02/24/2025

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 02/23/2025

Rewards Center Activity*	0
Rewards Center Balance	172,239

*This item includes points redeemed, expired and adjusted.

Rewards Earned	This Statement	Year to Date
Points Earned on Net Purchases	2,876	5,400
Gas, Restaurants & Telecom Double Points	456	598
Total Earned	3,332	5,998

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.

REMINDER: Effective April 22, 2025, important rewards program updates are coming to your account. The November 2024 statement included detailed information on these changes. For information visit the Rewards Center in Online Account Access or the Mobile App. Please contact Cardmember Service number on the back of your card for questions about redeeming Rewards or card benefits. We accept relay calls.

IMPORTANT MESSAGE FOR CARDMEMBERS IMPACTED BY WILDFIRES
For Cardmembers in areas impacted by damage from the Los Angeles wildfires, please know that we are here to help. Simply contact Cardmember Service at the number on this statement, or on the back of your credit card, if you have questions regarding account assistance that may be available to you.

Transactions BOND, CATHY Credit Limit \$2500

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
Purchases and Other Debits					
01/27	01/24	0294	USPS STAMPS ENDICIA 888-434-0055 DC	\$50.00	_____
01/27	01/24	6676	LANGUAGE LINE, INC. 800-7526096 CA	\$31.60	_____
01/29	01/29	9621	AMAZON MKTPL*Z79886GA2 Amzn.com/bill WA	\$40.80	_____
01/29	01/28	5537	LANGUAGE LINE, INC. 800-7526096 CA	\$39.50	_____
01/31	01/30	2410	MUNICIPAL AUDIT PAYMEN 503-9860523 OR	\$300.00	_____
01/31	01/30	8324	LANGUAGE LINE, INC. 800-7526096 CA	\$51.35	_____

Continued on Next Page



February 2025 Statement 01/24/2025 - 02/24/2025
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
01/31	01/30	3481	LANGUAGE LINE, INC.	800-7526096	CA	\$15.80	_____
02/03	01/31	8704	LANGUAGE LINE, INC.	800-7526096	CA	\$55.30	_____
02/03	01/31	5903	LANGUAGE LINE, INC.	800-7526096	CA	\$35.55	_____
02/03	02/01	4452	LANGUAGE LINE, INC.	800-7526096	CA	\$7.90	_____
02/03	02/02	6028	ENDICIA	800-576-3279	TX	\$9.95	_____
02/04	02/04	4021	FIELDPRINT	888-291-1369	PA	\$12.50	_____
02/05	02/04	6249	ONSTAR DATA PLAN AT&T	888-466-7827	TX	\$15.00	_____
02/05	02/04	5297	LANGUAGE LINE, INC.	800-7526096	CA	\$63.20	_____
02/05	02/04	8539	LANGUAGE LINE, INC.	800-7526096	CA	\$11.85	_____
02/06	02/06	1315	FIELDPRINT	888-291-1369	PA	\$12.50	_____
02/06	02/05	7299	LANGUAGE LINE, INC.	800-7526096	CA	\$39.50	_____
02/06	02/05	4469	LANGUAGE LINE, INC.	800-7526096	CA	\$47.40	_____
02/07	02/06	2253	LANGUAGE LINE, INC.	800-7526096	CA	\$23.70	_____
02/12	02/11	1421	AMAZON MKTPL*WD6TY7GE3	Amzn.com/bill	WA	\$42.93	_____
02/12	02/11	1369	LANGUAGE LINE, INC.	800-7526096	CA	\$47.40	_____
02/12	02/11	7781	AMAZON MKTPL*000AI9YE3	Amzn.com/bill	WA	\$27.99	_____
02/12	02/12	3486	SP POR-15 - 2338	POR15.COM	NY	\$95.16	_____
02/13	02/11	7934	GOVERNMENT FINANCE OFF	CHICAGO	IL	\$160.00	_____
02/13	02/12	1845	LANGUAGE LINE, INC.	800-7526096	CA	\$63.20	_____
02/18	02/14	2725	USPS STAMPS ENDICIA	888-434-0055	DC	\$50.00	_____
02/18	02/14	0078	LANGUAGE LINE, INC.	800-7526096	CA	\$11.85	_____
02/18	02/14	0057	LANGUAGE LINE, INC.	800-7526096	CA	\$23.70	_____
02/18	02/14	9298	LANGUAGE LINE, INC.	800-7526096	CA	\$11.85	_____
02/18	02/14	0659	LANGUAGE LINE, INC.	800-7526096	CA	\$15.80	_____
02/18	02/14	9671	LANGUAGE LINE, INC.	800-7526096	CA	\$15.80	_____
02/18	02/15	3769	ENDICIA	800-576-3279	TX	\$29.99	_____
02/18	02/16	2228	Amazon Prime*7G7A57Y43	Amzn.com/bill	WA	\$14.99	_____
02/18	02/16	4068	OnStar, LLC	888-4667827	MI	\$11.99	_____
02/19	02/18	0819	LANGUAGE LINE, INC.	800-7526096	CA	\$23.70	_____
02/24	02/21	5059	BTS*IRONMOUNTAIN	470-792-4840	MA	\$181.46	_____
02/24	02/22	9253	ADOBE *ADOBE	408-536-6000	CA	\$161.96	_____
Total for Account			2022			\$1,853.17	

Transactions		REED, MICHAEL				Credit Limit \$3500	
Post Date	Trans Date	Ref #	Transaction Description			Amount	Notation
Purchases and Other Debits							
01/27	01/24	7663	SAFEWAY #2723	TILLAMOOK	OR	\$22.90	_____
01/29	01/28	6272	USPS PO 4083680269	TILLAMOOK	OR	\$2.20	_____

Continued on Next Page

February 2025 Statement 01/24/2025 - 02/24/2025

Page 4 of 4

TILLAMOOK CNTY TRANS (CPN 001469460)

Elan Financial Services

1-866-552-8855



Transactions		REED, MICHAEL			Credit Limit \$3500	
Post Date	Trans Date	Ref #	Transaction Description		Amount	Notation
02/18	02/17	6636	THE FERN CAFE AND LOUN TILLAMOOK OR		\$47.70	
			Total for Account		9595	\$72.80

Transactions		VITULLI, BRIAN A				Credit Limit \$10000	
Post Date	Trans Date	Ref #	Transaction Description			Amount	Notation
Purchases and Other Debits							
01/31	01/30	4671	SQ *BAY CITY KITCHEN	Bay City	OR	\$25.20	_____
02/10	02/06	9783	STARBUCKS 61160	SALEM	OR	\$19.35	_____
02/10	02/06	9587	SQ *THE STIHL WHISKEY	Bend	OR	\$40.00	_____
02/11	02/09	5443	ELEMENT BEND	BEND	OR	\$91.56	_____
02/13	02/12	9483	NBF*NATL BIZ FURNITURE	800-626-6060	WI	\$921.82	_____
02/21	02/19	0789	LA MEXICANA RESTAURANT	TILLAMOOK	OR	\$80.70	_____
			Total for Account		9476	\$1,178.63	

Transactions		BILLING ACCOUNT ACTIVITY				
Post Date	Trans Date	Ref #	Transaction Description		Amount	Notation
Payments and Other Credits						
02/18	02/18		PAYMENT THANK YOU		\$2,595.47	CR
			Total for Account		7790	\$2,595.47
					CR	

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	\$3,104.60	\$0.00	YES	\$0.00	16.49%	
**ADVANCES	\$0.00	\$0.00	YES	\$0.00	28.24%	

FRED MEYER CARD CHARGES - 02/3-02/28/2025

Date	Description of Transaction	Amount
	CARD #3 - KERI BROWN, ADMIN ASSISTANT	
02/10/25	Board Expense - Pop	\$ 27.98
	01-001-5175-999.00	\$ 27.98
02/10/25	Office Expense - Kitchen Supplies	\$ 136.57
	01-003-5180-999-00	\$ 136.57
	Total	\$ 164.55
	CARD #4 CATHY BOND, FINANCE SUPERVISOR	
02/04/25	NWR Office Equipment - TV's for New Office	\$ 575.96
	09-000-5140-999-09	\$ 575.96
		\$ 575.96
	Grand Total	\$ 740.51
DATE	APPROVAL	


 3/14/2025
 ENTERED 



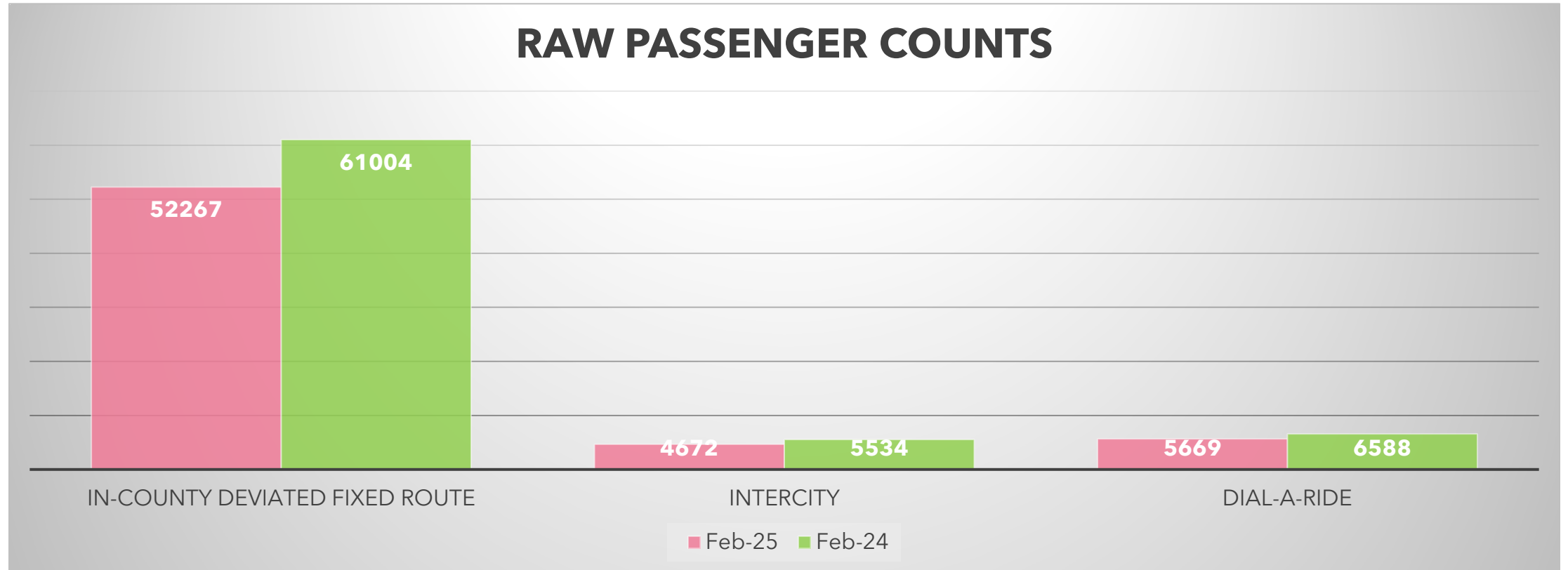
TCTD Operations

Statistics & Performance

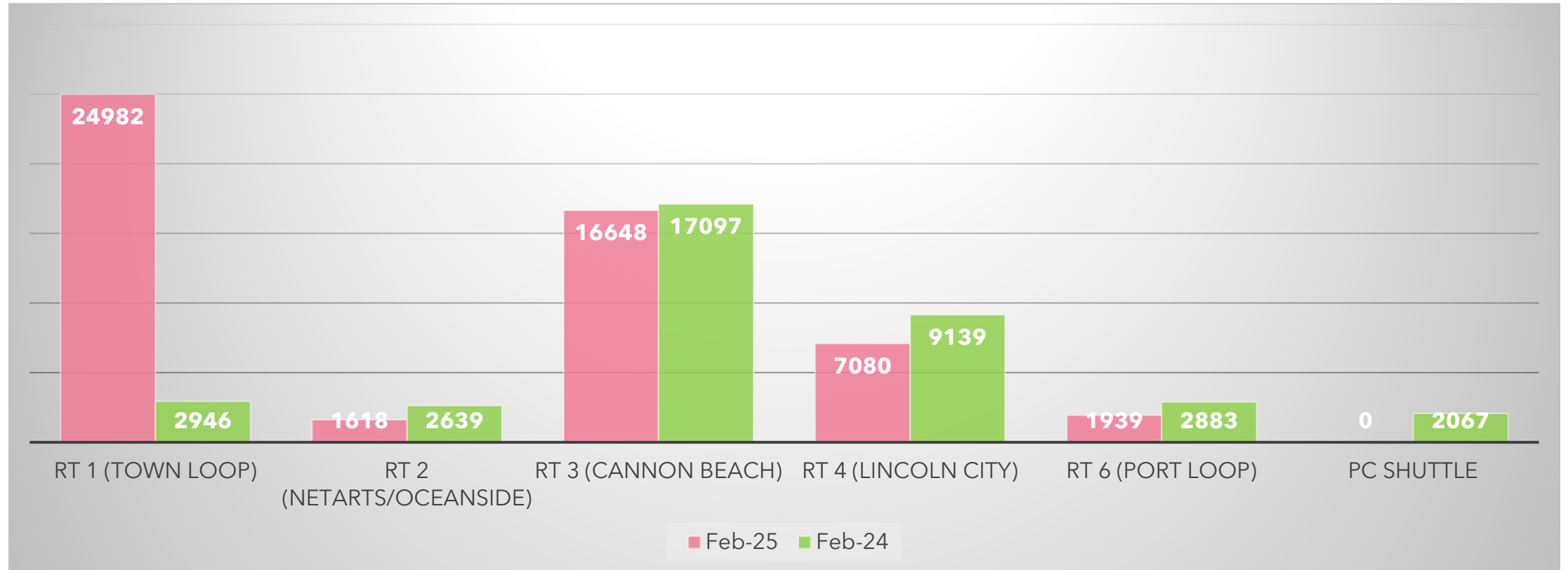
February 2025



YTD COMPS BY SERVICE TYPE

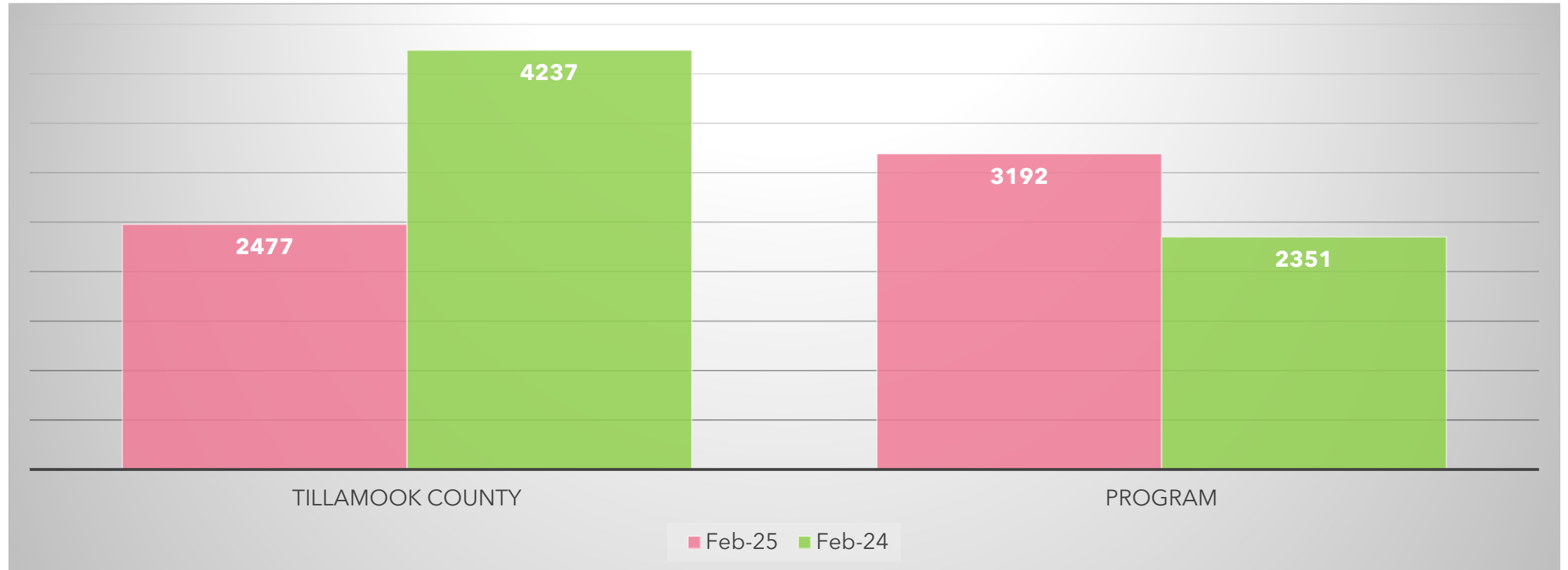


IN-COUNTY RIDERSHIP BY ROUTE YTD COMPS



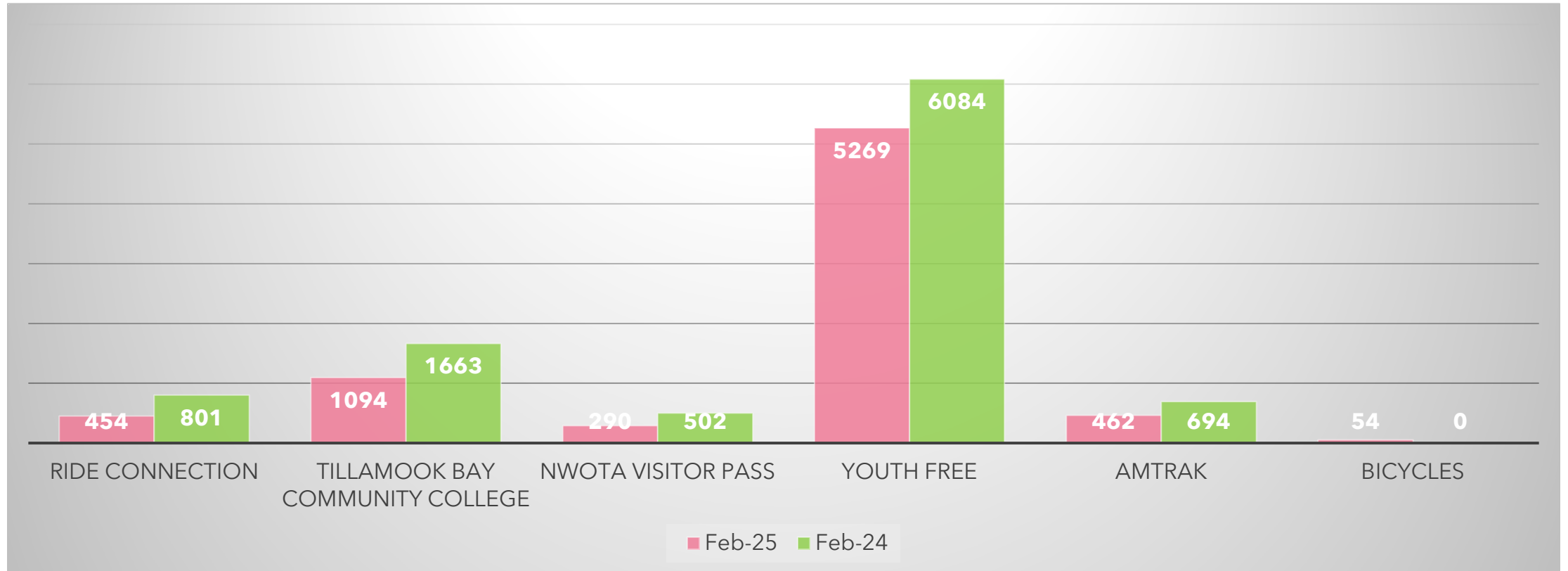
DAR RIDERSHIP BY SERVICE TYPE

YTD COMPS



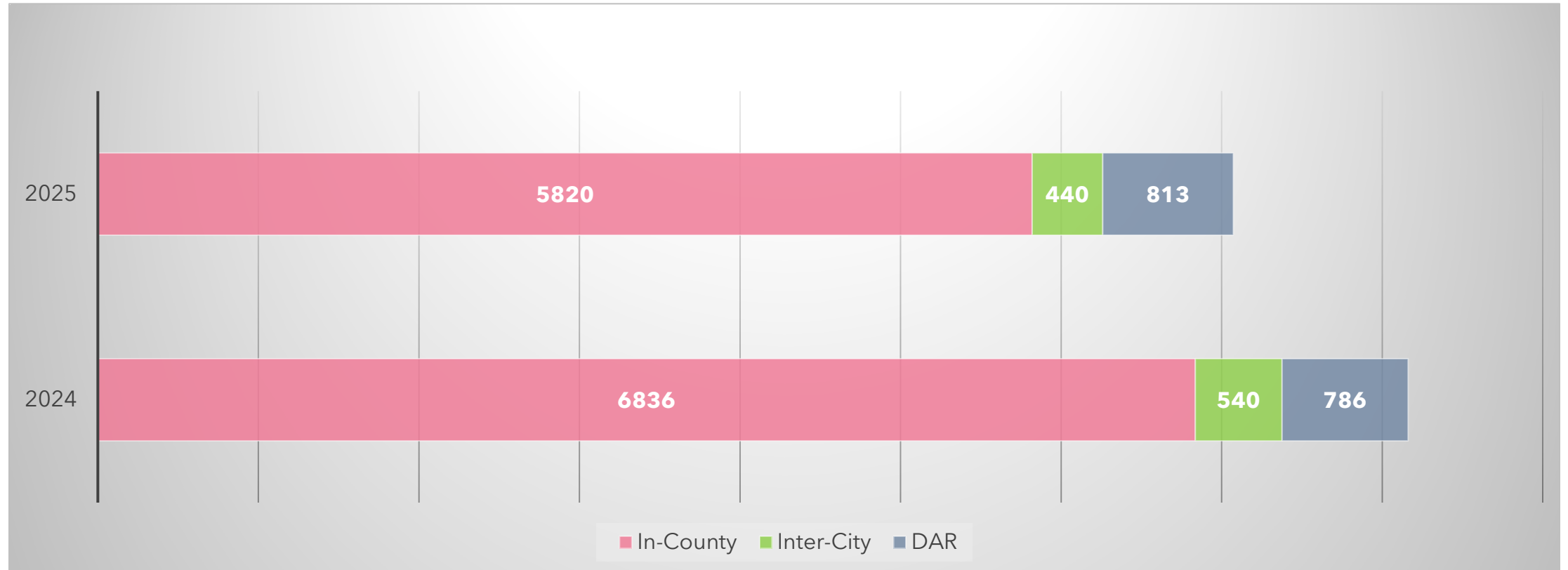
PASSENGER CATEGORIES

YTD COMPS



TOTAL SERVICES RIDERSHIP

February 2025 & February 2024



Tillamook County Transportation District

MONTHLY PERFORMANCE REPORT

February 2025

RIDERSHIP BY SERVICE TYPE

	Feb 2025	Feb 2024	YTD FY 24-25	YTD FY 23-24	YTD % Change
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Dial-A-Ride Service

Tillamook County	383	383	2,477	4,237	-41.5%
Program	430	403	3,192	2,351	35.8%
Dial-A-Ride Total	813	786	5,669	6,588	-13.9%

Deviated Fixed Route Service

Rt 1: Town Loop	2,984	3,261	24,982	29,246	-14.6%
Rt 2: Netarts/Oceanside	133	309	1,618	2,639	-38.7%
Rt 3: Manzanita/Cannon Beach	1,679	2,034	16,648	17,097	-2.6%
Rt 4: Lincoln City	733	946	7,080	9,139	-22.5%
Rt 6: Port of Tillamook Bay Loop	291	286	1,939	2,883	-32.7%
Pacific City Free Shuttle	0	0	0	2,067	-100.0%
Local Fixed Rt Total	5,820	6,836	52,267	63,071	-17.1%

Intercity Service

Rt 5: Portland	440	540	4,672	5,534	-15.6%
Inter City Total	440	540	4,672	5,534	-15.6%

TOTAL ALL SERVICES	7,073	8,162	62,608	75,193	-16.7%
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ONE-WAY TRIPS BY USER GROUP (Allocated)					
	Fixed		YTD	YTD	YTD %
USER GROUP	Route	DAR	FY 24-25	FY 23-24	Change
General (18 years to 60 years of age)	3,756	130	35,070	41,142	-14.8%
Senior/Disabled	2,066	650	23,325	26,991	-13.6%
Child/Youth	438	33	4,212	4,994	-15.6%
Total	6,260	813	62,608	73,126	-14.4%

OTHER RIDER CATEGORIES					
	Fixed		YTD	YTD	YTD %
	Route	DAR	FY 24-25	FY 23-24	Change
Ride Connection	45		454	801	-43.3%
Tillamook Bay Community College	65		1,094	1,663	-34.2%
NWOTA Visitor Pass	22		290	502	-42.2%
Program		430	3,192	2,351	35.8%
Youth Free	763		5,269	6,084	-13.4%
Amtrak	45		462	694	-33.4%
Bicycles	54		54	N/A	#VALUE!

Primary Performance Measures Report thru Feb 2025

	Passengers per Hour	Cost per Trip	Cost per Hour	Farebox Return %
<u>Dial-A-Ride</u>				
Dial-A-Ride	1.8	\$ 68.29	\$ 121.87	10.4%
NW Rides	1.3	\$ 107.46	\$ 136.90	54.4%
Total	1.5	\$ 90.35	\$ 131.54	39.8%
<u>Deviated Route</u>				
Rt 1: Town Loop	10.8	\$ 11.44	\$ 123.88	5.5%
Rt 2: Oceanside	3.3	\$ 38.85	\$ 127.87	1.8%
Rt 6: PORT	6.6	\$ 21.39	\$ 140.74	8.1%
Rt 3: Manzanita	5.1	\$ 30.35	\$ 153.86	1.7%
Rt 4: Lincoln City	2.9	\$ 54.93	\$ 158.99	0.9%
Total	5.9	\$ 24.57	\$ 145.56	2.5%
<u>Intercity</u>				
Rt 5: Portland	2.0	\$ 79.22	\$ 161.02	10.2%
FY 2024-25 YTD	4.2	\$ 34.61	\$ 144.29	12.7%
FY 2023-24YTD	3.8	\$ 29.18	\$ 111.25	11.0%
Percent Change	9.4%	18.6%	29.7%	15.1%

MONTHLY PERFORMANCE

Service Month	Passengers per Hour	Farebox Return %	Cost per Hour
<u>Dial-A-Ride Services</u>			
Feb-24	1.5	33.1%	100.85
Nov-24	1.4	42.3%	125.50
Dec-24	1.4	42.3%	129.22
Jan-25	1.4	38.9%	138.63
Feb-25	1.5	39.8%	131.54
<u>Deviated Fixed Routes</u>			
Feb-24	5.2	4.4%	110.54
Nov-24	6.7	2.8%	141.44
Dec-24	6.9	2.9%	145.67
Jan-25	6	2.4%	154.46
Feb-25	5.9	2.5%	145.56
<u>Intercity Services</u>			
Feb-24	2.7	9.4%	111.25
Nov-24	2.3	12.6%	148.98
Dec-24	2.2	11.9%	151.66
Jan-25	2.1	10.2%	170.14
Feb-25	2	10.2%	161.02

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

April 11, 2025 | 10:00 am—12:00 pm

VIRTUAL









Join Zoom Meeting:

<https://us02web.zoom.us/j/87552290259>

Call In: 1 253 215 8782

Meeting ID: 875 5229 0259

Agenda

10:00-10:05a	 Introductions		Cynda Bruce
10:05-10:45a	 Zero Emissions Study Draft Report Overview		Erik Belmont Gannett Fleming
10:45 - 10:55a	 Consent Calendar (Action Item) March Meeting Minutes Financial Report	✓	Cynda Bruce/All
10:55-11:10a	 NWOTA Standing Items Emissions/Ridership Tracking Website Updates: - Swiftly Updates		Sarah Lu Heath All
11:10-11:30a	 E-Bike Policy Discussion	✓	All
11:30-11:35a	 Bus Stop Project Update		Brian Vitulli
11:35-11:45a	 New Business		All
11:45a-12:00p	 Member Updates		All

Attachments:

March 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.

www.nwconnector.org



NWOTA Meeting Minutes

March 14, 2025

Virtual meeting called to order at 10:04a.

In attendance: Debbie Boothe-Schmidt, Cynda Bruce, Tracy Dorsey, Cody Franz, Sarah Lu Heath, Circe Torruellas, Brian Vitulli, and Chris Wheatley.

Zero Emission Vehicle Feasibility Study: Tracy Dorsey and Circe Torruellas from Gannett Fleming joined the meeting to review facilities for several of the agencies. Information about driving patterns, building configuration, and parking habits were provided to the consulting team.

Consent Calendar: Minutes were reviewed and name spelling errors corrected. Financials were reviewed. Sarah Lu inquired about the difference in Working Capital and the NWOTA bank statement. Cathy Bond came into the meeting and answered that the discrepancy needed further investigation and is a carry over from the staff transition. It was also noted that the budget needed to be corrected in Web Services to show \$40,000 annual expense and Marketing to show \$5,000 annual expense.

A motion to accept the minutes and financials with amendments was made by Brian Vitulli, seconded by Debbie Boothe-Schmidt and passed unanimously.

Standing Items: MAC website report was included in the packet. The branding update was completed. The MAC team is now looking at what next steps should be taken to further leverage these new assets.

Real-time tracking progress was updated. Swiftly equipment continues to be problematic. Mike Reed from TCTD joined the conversation and shared their positive experiences with Samsara which can provide the APIs that MAC needs to provide real-time tracking on nwconnector.org.

E-Bike Policy Discussion: The group reviewed possible amendments that were borrowed from Lane County Transit. It was noted that we should include a rule against charging e-bikes onboard transit vehicles. It was also requested that the term 'personal electronic vehicle' be adopted to cover myriad machines. While there are pros and cons to addressing weight, it was concluded to retain a 55 pound weight limit.

Bus Stop Project: Brian shared the Jordan Ramis has received comments on the RFP draft. Once they're incorporated, the RFP will be shared with qualified firms.

CW Rides Collaboration: Sarah Lu shared highlights from an informal meeting that she and Charlene Pech attended to discuss opportunities with Matthew Lehman and Justin Peterson of the Cascades West COG.

Other Business: None.

Member Updates:

SETD is seeking qualified candidates for the Executive Director and Human Resources positions.

TCTD shared that they provided testimony in support of STIF funding at the JC Transportation & Infrastructure. Additionally, they are procuring several new vehicles.

LCT is working on their STIF audits.

The meeting was adjourned 12:27pm.

NW RIDES

MARCH

PROVIDERS

TRIPS=4,635

MILES = 102,385

VOLUNTEERS

TRIPS= 559

MILES = 27,901

MILEAGE

REIMBURSEMENT

TRIPS= 1,645

MILES= 66,629

TOTAL

TRIPS= 6,839

MILES= 196,915



Tillamook County Transportation District

"Connecting the community through sustainable transit services"

DATE: April 15, 2025
TO: TCTD Board of Directors
FROM: Brian Vitulli, General Manager
SUBJECT: GENERAL MANAGER REPORT

Administration/Coordination

- The March 25, 2025 Headlight Herald included a featured article highlighting the great work being done by the District to assist dialysis patients accessing life sustaining care since the U.S. Renal Care facility in Tillamook closed over one year ago. (See page 3.)
- On March 26, the Tillamook County Transportation District was presented a Certificate of Appreciation by the Tillamook County Board of Commissioners for our service to dialysis patients over the past year. (See page 4.)
- Attended OTA Legislative Committee meeting on April 2.
- Internal budget development meetings occurring regularly.
- Career Exploration Sessions started on April 2 at Nestucca High School. These sessions occur every week and travel to all three high schools through May.
- Attended OTA Board of Directors meeting in Salem on April 1. Also participated in OTA-led Transit Day at the Capital where transit leaders and advocates met with legislators to highlight the benefits of the Statewide Transportation Improvement Fund program and to discuss an increase in the employee payroll tax over the next four biennia through 2033.
- Attended ODOT Public Transportation Advisory Committee meeting on April 8.
- Attended ODOT Region 2 Roundtable meeting on April 10.
- Attended Northwest Area Commission on Transportation (NWACT) meeting on April 10.
- NWOTA meeting held on April 11.

Planning & Development

- Attended ODOT's Priority Bus Network Study meeting on March 26.
- The Zero Emission Vehicle Feasibility Study is continuing. The consultant team is proceeding with analysis and document development. Project coordination meeting held on March 27.
- The phase 1 Request for Qualifications for the NWOTA Bus Stop Access Project is being finalized before release. 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 Oregon Coast Visitor Association staff on April 9 regarding the OCVA's 2025 pilot shuttle.

Grant Funding

- Submitted two, ODOT STIF-Discretionary grant applications for 1) New fire alarm system for administration building and vehicle maintenance facility, and 2) Shelters for enhanced bus stop infrastructure constructed as part of the U.S. 101 upgrade project in Garibaldi. ODOT recommended approval of both projects to the Public Transportation Advisory Committee (PTAC). PTAC approved funding for both projects – 100% of ask for the fire alarm system and \$71,997 (out of \$80,000) for bus stop infrastructure in Garibaldi. Oregon Transportation Commission consideration is scheduled for March 3, 2025. 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 April 8, the Public Transportation Advisory Committee approved all STIF Plans at their April meeting. Final approval to be considered by the Oregon Transportation Commission at their May meeting.

Facility/Property Management

- Transit Center exterior / platform cleaning occurs weekly and on an as-needed basis.
- NW Rides Brokerage expansion is progressing.

Operations/Vehicle Maintenance

- During week of April 7, assisted the North County Recreation District during their parking lot resurfacing project by serving three satellite parking locations in Nehalem. (See page 5.)
- New Request for Quotes for four new Category B buses closed on April 11, 2025.
- Two new category B buses are being manufactured and will be delivered in 2025.
- Two heavy-duty Category B trolley-replica buses have been ordered.
- Two Category E1 DAR vans are being manufactured and will be delivered in 2025.

TCTD steps up for dialysis patients

[Will Chappell Headlight Editor](#) Mar 26, 2025 Updated Mar 31, 2025



TCTD driver Jeremy Bellante assists Martin Boge into a district van for his ride to dialysis treatment in Forest Grove on March 17.

Courtesy Tillamook County Transportation District

Since last year's closure of the dialysis clinic in Tillamook, the Tillamook County Transportation District has provided or paid for more than \$200,000 in transportation costs to get patients to Lincoln City, Astoria and Forest Grove for life sustaining care.

Tillamook County Transportation District (TCTD) General Manager Brian Vitulli said that coordinating the 115,000 miles of transportation has been a complex logistical dance for district staff.

"It's like conducting an orchestra, really," Vitulli said, "it's just the amount of coordination and the amount of teamwork that goes on here is incredible."

Even before the February 2024 closure of the U.S. Renal Care dialysis center in Tillamook, TCTD provided rides to their thrice weekly dialysis appointments through four different programs. But when U.S. Renal Care made the decision to shutter the center, they did not communicate with the district to help establish a plan to get patients to their new centers in Lincoln City, Astoria or Forest Grove.

“That caught us very much by surprise, you know, that the clinic could just pull out of town like that and there not be any kind of plan for how to care for those patients or transport those patients to other centers,” Vitulli said.

However, district staff buckled down and tackled the transportation task by relying on the programs that were already making patient transport possible, according to Vitulli. Those programs include the Northwest Rides Nonemergency Medical Transportation Brokerage, the district’s in-house dial-a-ride program, grants received to transport veterans and reimbursement to patient family members.

The brokerage, run by the Columbia Pacific Coordinated Care Organization, covers Tillamook, Clatsop and Columbia Counties and relies on a network of volunteer drivers to transport Medicaid- and Oregon-Health-Plan-eligible patients to medical appointments. Vitulli said that the brokerage was covering just over 50% of the rides.

A further 40% of rides are being provided by TCTD’s dial-a-ride program, which has put a strain on that program’s capacity, according to Vitulli. For the most part, patients’ dialysis treatment schedules have not been coordinated and the long travel times to the clinics have largely meant that drivers stay for the duration of the three-and-a-half to five-hour treatment.

“It’s way outside of our service area and it doesn’t make sense for us to bring that driver back in a lot of cases,” Vitulli said, “so pretty much, you know, the vehicle and that driver is busy for that entire time transporting them there and then transporting them back.”

District dispatchers have done their best to coordinate other rides for the drivers in areas of the county closer to the dialysis centers, but that has been difficult. Vitulli said that dialysis transport was requiring two to four drivers’ time on an average day, constraining the program’s ability to serve other community members.

“This is the reason we’re at our capacity,” Vitulli said, “because we’re not able to provide as much dial-a-ride service because we’re providing a life-sustaining service for people who have no other way to get there.”

Vitulli said that the program would be able to expand capacity again once the Tillamook dialysis center reopens. He also noted that the district faces persistent driver shortages and is looking to hire new employees, adding that they paid for training.

Veterans are also transported by the dial-a-ride program, with the costs for their transport are offset by grants from the federal government.

The final piece of the transportation equation comes from patient family members who are reimbursed by the district for their mileage.

Overall, Vitulli said the district has helped with transport or reimbursement for an average of 11 or 12 patients weekly, ranging up to 16 in some weeks.



TILLAMOOK COUNTY BOARD OF COMMISSIONERS

Erin Skaar - Paul Fournier - Mary Faith Bell

BOARD MEETING

Wednesday, March 26, 2025, 9:00 AM

Join In Person:

County Courthouse, Board of Commissioners' Meeting Room 106, 201 Laurel Avenue, Tillamook

Join Virtually:

tillamookcounty.gov/bocc/page/meetings-agendas-minutes or 1-971-254-3149, ID: 866 914 607#

Additional viewing options are available at tctvonline.com. Closed captioning and translation options are available for recorded videos at www.youtube.com/@tillamookcounty1434.

More detailed [meeting instructions](#) are available at tillamookcounty.gov/bocc/page/meetings-agendas-minutes. Call 503-842-1814 or send an email to helpdesk@tillamookcounty.gov regarding any meeting technical issues.

CALL TO ORDER

1. Welcome & Request to Sign Guest List
2. Pledge of Allegiance
3. Public Comment
4. Non-Agenda Items: **Agenda Items 12 and 13 are Postponed**

LEGISLATIVE - ADMINISTRATIVE

5. Discussion Concerning a Certificate of Appreciation to Tillamook County Transportation District Volunteers and Staff for Service to Dialysis Patients/Commissioner Paul Fournier
6. Consideration of a Designation of Agent Resolution for Randy Thorpe, Emergency Management Director, to Act as Agent in Obtaining Financial Assistance from Federal Mitigation Grant Programs/Randy Thorpe, Director, Emergency Management
7. Consideration of a Designation of Agent Resolution for Chris Laity, Public Works Director, to Act as Agent in Obtaining Financial Assistance from Federal Mitigation Grant Programs/Randy Thorpe, Director, Emergency Management
8. Consideration of Joint Funding Agreement #25YFJFA021 with the United States Department of the Interior, United States Geological Survey for Water Source Investigations/Randy Thorpe, Director, Emergency Management

9. Consideration of a Prevailing Wage Rate Contract for Construction with Pacific Fence & Wire for the Netarts Community Park Fence Installation Project/Dan Keyes, Director, Parks
10. Consideration of a Prevailing Wage Rate Contract for Construction with S-C Paving Company for the Netarts Community Park Paving Project/Dan Keyes, Director, Parks
11. Consideration of an Order in the Matter of the Vacation of an Unnamed Alley in the Community of Oceanside, Tillamook County, Oregon/Jasper Lind, Engineering Technician, Public Works
12. Consideration of an Order in the Matter of Adopting a Supplemental Budget for Fiscal Year 2024-2025 and Appropriating Funds/Shawn Blanchard, Treasurer

AGENDA ITEM POSTPONED

13. Consideration of a Resolution in the Matter of Transferring Funds from Departmental Appropriations to Contingency and Reducing Spending Authority in Fiscal Year 2024/2025 Due to State Timber Revenue Shortfalls/Shawn Blanchard, Treasurer

AGENDA ITEM POSTPONED

14. Consideration of Modification #2 to Personal Services Agreement #6596 with Trupp HR Inc. for the Job Reclassification Study/Rachel Hagerty, Chief Administrative Officer
15. Board Concerns

OTHER MEETINGS AND ANNOUNCEMENTS

The Commissioners will attend a Tillamook Lightwave meeting on **Tuesday, March 25, 2025** at **9:30 a.m.** The meeting will be held at the Tillamook PUD in the Carl Rawe Meeting Room, Tillamook.

The Commissioners will hold a Board Briefing on **Wednesday, March 26, 2025** at **2:00 p.m.** to discuss weekly Commissioner updates. The meeting will be held in the Board of Commissioners' Meeting Room 106 in the Tillamook County Courthouse, 201 Laurel Avenue, Tillamook. The teleconference number is 1-971-254-3149, Conference ID: 866 914 607#.

ADJOURN



*The mission of
North County Recreation
District is to promote the
educational, recreational,
social and physical
well-being of the entire
north Tillamook County
community by offering
activities for all
ages and abilities in an
inviting environment.*

**Aquatics | Fitness
Activities for Adults
Performing Arts Center
Rex Champ Ball Field
Youth Center**

**PO Box 207
36155 9th Street
Nehalem OR 97131**

**855.444.6273
www.ncrd.org**

FOR IMMEDIATE RELEASE

4/7/25

CONTACT: Justin Smith, Executive Director, 855-444-6273

Laura Swanson, Communications/Outreach, 503-939-5416 cell

NCRD PARKING LOT CLOSURE UPDATE: PREPPING MONDAY APRIL 7, TUESDAY APRIL 8, PAVING LATER IN THE WEEK

(Nehalem, OR – April 7, 2025)

Currently, Monday morning April 7th, parking lots are open at NCRD, and likely parking lots will be open tomorrow, Tuesday April 8th. The contractors are preparing for the paving which will hopefully happen later this week – Thursday April 10th and will impact all the parking areas.

During the closures, patrons are asked to park at the downtown Nehalem parking lot, at the pickleball courts or the Nehalem Bay Methodist Church – and the WAVE bus will provide free rides to NCRD.

When the parking lots are closed, look for the signage at the parking areas. The Tillamook County Transportation District/The Wave Route 3 bus will provide a fare-free deviation as it travels north and south through Nehalem. Each trip will travel off route to serve the pickleball courts, the parking lot at Hwy. 101 and 7th Street, and the Nehalem Methodist Church lots and take customers to NCRD; then pick up at NCRD and reverse the extra stops along the route. Look for the sandwich boards in each location for the WAVE NCRD bus. Patrons should be at the lots a few minutes before those scheduled times and can board for free after telling the driver they wish to go to NCRD.

Here are the times each Route 3 trip is scheduled to be in Nehalem: 5:53a, 6:15, 8:58, 10:00, 10:58, 12:00noon, 1:38p, 2:00p, 3:28p, 4:30p, 7:13p and 8:15p

A reminder that NCRD is still an active construction zone – no parking in the lower lot by the new aquatics center, and obey all NO PARKING signage. Please bring your patience with you when parking at NCRD and be respectful of the neighbors by not blocking driveways or entrances. If you can carpool to classes or events, please do so to lessen the impacts. Do not utilize the City rights-of-way as parking spaces, especially on the east side of 9th Street. There are cones and signage, please do not remove the cones/signage, and obey the restrictions.

There are likely to be some changes to the paving schedule and we may have to close the parking lots to accommodate equipment, and preparations for the paving and striping.

“We appreciate the patience – we’ll say it again – of our patrons and our neighbors as we negotiate the final stages of the construction of the new Aquatics Center,” said Justin Smith, Executive Director.

If you have questions, please call 855-444-6273, or go to www.ncrd.org.

Tillamook County Transportation District
Board of Directors Regular Monthly Meeting
Wednesday, March 19, 2025 – 6:00PM
Transportation Building
3600 Third Street, Tillamook, OR
Meeting Minutes



1. Call to Order: Board Chair Johnson called the meeting to order at 6:05 pm.

2. Pledge of Allegiance

3. Roll Call:

Present

TCTD Board of Directors

Mary Johnson, Board Chair (via Zoom)
Gary Hanenkrat, Director
Marni Johnston, Treasurer
Jonathan Bean, Secretary

Absent

TCTD Board of Directors

Linda Adler, Vice Chair

TCTD Staff

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

Guest

Jeremy Mills, Citizen
David McCall, Citizen
John Cline, Citizen

4. Announcements and Changes to Agenda: Director Fiorelli resigned.

5. Public & Guest Comments: Jeremy Mills stated that the bus stops are not accurate on the schedules that are posted and to have someone correct them. John Cline wanted to thank the Board members and administration staff for being here.

6. Executive Session: None.

STATE OF THE DISTRICT REPORT

7. Financial and Grant Report: FS Bond reviewed the January 2025 financials included in the Board packet pages 1-24.

Director Johnson asked for Director Adler about the NW Rides Account and why there is no interest income. FS Bond stated that it is not an interest bearing account. Director Johnson asked for Director Adler about the Operation expense – ODOT meeting from page 19. FS Bond responded that the charge is from the ODOT Compliance Site Review for two days. Director Johnson asked for Director Adler about the charge from page 20 for Operations meal. OS Reed responded that it was a business lunch.

- 8. Service Measure Performance Report:** OS Reed provided service statistics and performance measures for the month of January 2025 and are included in the Board packet pages 25-33.

GM Vitulli stated that the ridership statistics still show negative numbers due to the service reduction in March 2024 and Sunday service suspension in May 2025. In a couple of months there will be a true comparison.

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

- 10. NW Rides Brokerage:** FS Bond provided updates for the month of February 2025 and are included in the Board packet pages 38-40.

FS Bond stated that IT will be installing necessary networking infrastructure in early April and furniture for the brokerage will be delivered by mid-April. Anticipate operating in the new space by the end of April 2025.

- 11. General Manager Report:** GM Vitulli provided the following updates included in Board packet pages 41-42 (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 Johnston asked if the STIF fund and billion-dollar account error will have any effect on TCTD. GM Vitulli stated that it is unclear and will share update if necessary.

- 12. Miscellaneous:** None.

CONSENT CALENDAR

- 13.** Motion by Director Bean to Approve the Minutes of February 19, 2025, Regular Board Meeting with noted correction on top of page 45. Seconded by Director Johnston.

Motion Passed

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

- 14.** Motion by Director Johnston to Approve January 2025 Financial Statements.
Seconded by Director Bean.

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

Motion Passed

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

- 15. Motion by Chair Johnson to Appoint FY 25-26 Budget Committee Members.**
Seconded by Director Johnston.

Motion Passed

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

ACTION ITEMS

- 16. Resolution 25-06 Authorizing the General Manager to Execute Amendment Number 1 to ODOT Section 5339 Grant Agreement Number 35328.**

Chair Johnson asked for Director Adler why the change in fuel type from propane back to diesel. GM Vitulli stated that it was due to the unavailability of a propane Class B trolley and also the lack of Altoona testing being done on such a vehicle. The heavier-duty Class B trolley is currently only manufactured with a diesel engine.

Director Hanenkrat asked about air brakes and will the drivers need to have their CDL upgraded. GM Vitulli stated yes that new drivers were trained for and currently hold a Class B CDL. In the next few months, the majority of the current drivers will be upgraded.

Motion by Director to Bean to Approve Resolution 25-06 Authorizing the General Manager to Execute Amendment Number 1 to ODOT Section 5339 Grant Agreement No. 35328. Seconded by Director Hanenkrat.

Motion Passed

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

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

Chair Johnson stated that this is an Action Item to fill the vacant Position 1 seat on the Board of Directors.

Director Johnston stated that she appreciates the willingness of the applicants to be on the Board of Directors. This has been a Discussion Item for two months, in January and February.

Chair Johnson stated that she knows David McCall professionally, how he conducts business, and that he does attend meetings. She added that she respects James Heffernan, but does not feel that reappointment is warranted.

Director Hanenkrat stated that James Heffernan has filed for Position 1.

Motion by Director Johnston to Appoint Mr. David McCall to the Board of Directors – Position 1 (Expiring June 30, 2025). Seconded by Chair Johnson.

Motion Passed

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

DISCUSSION ITEMS

18. Staff Comments:

General Manager Vitulli: Stated that the District will advertise for the newly vacated Board of Directors - Position 4 seat, and will add it as an Action Item for the next Board meeting.

Operations Superintendent Reed: None

Finance Supervisor Bond: Stated that she appreciates GM Vitulli supporting the Transportation District and doing an interview with the Headlight Herald regarding the dialysis center and how the District stepped up to provide transportation services for dialysis patients. FS Bond added that when she went to Sunset Empire Transportation District to assist on an interview panel for a new employee, she was told how much they respect GM Vitulli's professionalism.

Brokerage Manager Deputy: Absent

Admin Assistant Brown: None

19. Board of Directors Comments:

Chair Johnson: Stated that she will not be able to attend the April 16th meeting. Welcomed David McCall and appreciates his service. Thanked the staff for all they do.

Vice Chair Adler: Absent

Dir. Hanenkrat: Stated to advertise for Board of Directors Position 4, and to take action in April.

Dir. Johnston: Stated that she has seen some social media where people don't understand the service trade-off from the Dial-A-Ride service to help the dialysis customers and the impact. GM Vitulli made that point during the Headlight Herald article. Dir. Johnston said with Director Fiorelli resigning, there will be two months of schedule conflicts for her and Chair Johnson on April 16th and May 14th. GM Vitulli responded that staff will follow up by offering alternative dates for the April Board meeting and the May Budget Committee meeting.

Dir. Bean: Stated his wife took the Route 5 service and that the bus had a flat tire. He said she was impressed with the response by District employees and that she felt very safe.

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

Dir. Fiorelli: Absent

20. Adjournment: Board Chair Johnson adjourned the meeting at 7:16 pm.

These minutes were approved this 15th day of April 2025.

ATTEST:

Mary Johnson, Board Chair

Brian Vitulli, General Manager

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

**Authorizing the General Manager)
to Execute Amendment Number 2)
to ODOT Section 5311 Grant)
Agreement Number 35084)**

RESOLUTION NO. 25-07

WHEREAS, the Northwest Oregon Transit Alliance (NWOTA) Coordinating Committee wishes to create Americans with Disabilities Act (ADA)-accessible infrastructure for established stops along the NW Connector route, and support local transit routes; and

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

WHEREAS, the District has received a grant from the Oregon Department of Transportation (ODOT) under Section 5311 of the Federal Transit Act of 1964, as amended, which grant is memorialized in ODOT Grant Agreement No. 35084; and

WHEREAS, on July 29, 2021, the District entered into ODOT Grant Agreement No. 35084, memorializing a grant in the amount of \$598,035; and on October 10, 2024, both parties executed Amendment Number 1; and

WHEREAS, ODOT allocated funding to the District for the design, purchase, construction, and installation of approximately three bus passenger shelters, three bus route signs including sign posts, and three amenities to support the transportation needs of the general public and seniors and individuals with disabilities; and

WHEREAS, the District and ODOT mutually desire to modify Exhibit A to extend the Grant Agreement period to June 30, 2027 to allow for the District to carry out the abovementioned activities; and

WHEREAS, the District Board of Directors wishes to authorize the General Manager to execute Amendment Number 2 to ODOT Grant Agreement Number 35084 to extend the Grant Agreement period to June 30, 2027 to allow the District to create ADA-accessible infrastructure as herein described.

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 2 to ODOT Grant Agreement No. 35084 in the amount of \$598,035 on behalf of the Tillamook County Transportation District, to provide approximately three bus passenger shelters, three bus route signs including sign posts, and three amenities to support the transportation needs of the general public and seniors and individuals with disabilities.

INTRODUCED AND ADOPTED this 15th day of April 2025.

ATTEST:

By: _____
Mary Johnson, Board Chair

By: _____
Brian Vitulli, General Manager

AMENDMENT NUMBER 2
ODOT GRANT AGREEMENT NO. 35084
Tillamook County Transportation District

The **State of Oregon**, acting by and through its Department of Transportation, hereinafter referred to as **State**, and **Tillamook County Transportation District**, hereinafter referred to as **Recipient**, entered into an Agreement on **July 29, 2021** and Amendment 1 (one) on **October 10, 2024**. Said Agreement is to secure financial assistance to complete the activities described in Exhibit A.

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

Page 1, Agreement, Paragraph 1, which reads:

1. **Effective Date.** This Agreement shall become effective on the later of **July 29, 2021** or the date when this Agreement is fully executed and approved as required by applicable law. Unless otherwise terminated or extended, Grant Funds under this Agreement shall be available for Project Costs incurred on or before **June 30, 2025** (the "Expiration Date"). No Grant Funds are available for any expenditures after the Expiration Date. State's obligation to disburse Grant Funds under this Agreement shall end as provided in Section 10 of this Agreement.

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

1. **Effective Date.** This Agreement shall become effective on the later of **July 29, 2021** or the date when this Agreement is fully executed and approved as required by applicable law. Unless otherwise terminated or extended, Grant Funds under this Agreement shall be available for Project Costs incurred on or before **June 30, 2027** (the "Expiration Date"). No Grant Funds are available for any expenditures after the Expiration Date. State's obligation to disburse Grant Funds under this Agreement shall end as provided in Section 10 of this Agreement.

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 _____

Recipient Contact:

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

State Contact:

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

State of Oregon, by and through its
Department of Transportation

By _____
Suzanne Carlson
Public Transportation Division Administrator

Date _____

APPROVAL RECOMMENDED

By _____ Arla Miller

Date _____ 03/25/2025

APPROVED AS TO LEGAL SUFFICIENCY

(For funding over \$250,000)

By _____
Assistant Attorney General

Name _____ Sam Zeigler by email
(printed)

Date _____ 05/21/2021

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

Revised Exhibit A
Project Description and Budget

Project Description/Statement of Work

Project Title: 5311 Tillamook County Transportation District 35084 <i>NWConnector Transit Access Project: Phase 2 -- Construction.</i>				
	Total	Grant Amount	Local Match	Match Type(s)
P-21-3499-01 Item #1: Passenger Shelters				
	\$727,544.00	\$582,035.00	\$145,509.00	Local
P-21-3499-02 Item #1: Project Admin.				
	\$20,000.00	\$16,000.00	\$4,000.00	Local
Sub Total	\$747,544.00	\$598,035.00	\$149,509.00	
Grand Total	\$747,544.00	\$598,035.00	\$149,509.00	

1. BACKGROUND

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

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

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

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

2. PROJECT DESCRIPTION

Provide funding to design, purchase, construct and install, approximately three bus passenger shelters, three bus route signs including sign posts, and three amenities to support the transportation needs of the general public and seniors and individuals with disabilities. The stops in this project are located in Lincoln County at Rays Market in Waldport Lat/Long 44.42964,-124.06047 and Tillamook County in Pacific City Alder Street and Cape Kiwanda Drive Lat/Long 45.21498,-123.96963.

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

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

A Documented Categorical Exclusion worksheet or Categorical Exclusion worksheet may be submitted to State to establish a historical benchmark. State-funded shelters, signs, or amenities projects must comply with state and local procurement and construction rules.

PROJECT DELIVERABLES, TASKS and SCHEDULE

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

- a. Recipient shall procure, and hire a consultant to finalize design work of stop projects.*
- b. Recipient shall procure, and hire a general contractor/project manager who will be able to perform or supervise the following:*
 - Project Management*
 - Final design consultation with consultant, and ODOT Development and Review.*
 - Work with local cities, or ODOT for all construction permits, as well right of way permits.*
 - Construction and construction oversight, to stay on time and budget.*
- c. Recipient shall contact local jurisdictions to confirm stop locations, design of stops, and that stops are agreeable between transit agencies, and local jurisdictions. Recipient shall send local jurisdictions agreeability to State for files. State shall transmit agreeability of local jurisdictions to contractor completing Documented Categorical Exclusion for Federal Transit Administration for approval.*
- d. Recipient shall require Project Manager/Contractor to work with ODOT Senior Transportation Planner, from Region 2, Astoria for assistance in Right of Way permitting where applicable.*
- e. Recipient shall require Project Manager/Contractor to submit reports to Recipient regarding progress of project. Recipient shall work with Project Manager/Contractor to determine if weekly, bi-weekly, or monthly reports are acceptable.*
- f. Recipient shall attach reports submitted by Project Manager/Contractor quarterly to reimbursement for this agreement.*

By accepting funds, Recipient certifies that the project will meet all Americans with Disabilities Act requirements as set forth in 49 CFR parts 27, 37, and 38. Recipient will submit final photographs of completed project, at time of final submission of reimbursement.

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

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

3. PROJECT ACCOUNTING and MATCHING FUNDING

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

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

documented by percentage of contribution directly attributed to the project.

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

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

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

4. REPORTING AND INVOICING REQUIREMENTS

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

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

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

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

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

Project Progress Reporting

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

Outcomes Achieved Reporting

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

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

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

Expenditures

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

FOR CAPITAL ASSET AGREEMENTS:

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

An inventory of capital assets purchased in whole or in part with STIF funds will be created by State in the OPTIS asset register. The inventory will include a description of the capital asset, the date of purchase, the date put into public transportation service, the purchase price, the amount of STIF funds contributed to the purchase, the source of other funds, the authorized use per this agreement, the Recipient or Sub-Recipient using the capital asset (Owner/Operator), and the condition of the asset. Recipient shall report quarterly on all capital assets through the OPTIS APR, providing information relevant to purchased capital assets, including but not limited to, asset condition, and vehicle mileage.

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

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

Reimbursement requests for capital assets must include the following: a cover letter and copies of all invoices associated with expenses identified for reimbursement.

Reporting on Mitigation of Tax Impacts to Low-income Populations

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

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

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

**Authorizing the General Manager)
to Execute Amendment Number 1)
to ODOT Section 5311 Grant)
Agreement Number 35325)**

RESOLUTION NO. 25-08

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

WHEREAS, on August 2, 2022, the District entered into ODOT Grant Agreement Number 35325, memorializing a grant in the total amount of \$296,109; however for Amendment Number 1, the grant amount is \$179,460; and

WHEREAS, the District and ODOT mutually desire to modify Exhibit A to extend the Grant Agreement period to December 31, 2025 to allow for the District to purchase two, Category E Dial-A-Ride vehicles with a useful life of four years or 100,000 miles; and

WHEREAS, the District Board of Directors wishes to authorize the General Manager to execute Amendment Number 1 to Grant Agreement Number 35325 to extend the Grant Agreement period to December 31, 2025 to allow the District to purchase two, Category E Dial-A-Ride vehicles with a useful life of four years or 100,000 miles.

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

that the General Manager is hereby authorized to accept and execute Amendment Number 1 to ODOT Grant Agreement Number 35325 in the amount of \$179,460 on behalf of the Tillamook County Transportation District to purchase two, Category E Dial-A-Ride vehicles by December 31, 2025.

INTRODUCED AND ADOPTED this 15th day of April 2025.

ATTEST:

By: _____
Mary Johnson, Board Chair

By: _____
Brian Vitulli, General Manager

AMENDMENT NUMBER 1
ODOT GRANT AGREEMENT NO. 35325
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 2, 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 extend the Agreement period and revise Exhibit A.

Page 1, Agreement, Paragraph 1, which reads:

1. **Effective Date.** This Agreement shall become effective on the later of **July 1, 2022** or the date when this Agreement is fully executed and approved as required by applicable law. Unless otherwise terminated or extended, Grant Funds under this Agreement shall be available for Project Costs incurred on or before **June 30, 2025** (the "Expiration Date"). No Grant Funds are available for any expenditures after the Expiration Date. State's obligation to disburse Grant Funds under this Agreement shall end as provided in Section 10 of this Agreement.

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

1. **Effective Date.** This Agreement shall become effective on the later of **July 1, 2022** or the date when this Agreement is fully executed and approved as required by applicable law. Unless otherwise terminated or extended, Grant Funds under this Agreement shall be available for Project Costs incurred on or before **December 31, 2025** (the "Expiration Date"). No Grant Funds are available for any expenditures after the Expiration Date. State's obligation to disburse Grant Funds under this Agreement shall end as provided in Section 10 of this Agreement.

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 _____

Recipient Contact:

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

State Contact:

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

State of Oregon, by and through its
Department of Transportation

By _____
Suzanne Carlson
Public Transportation Division Administrator

Date _____

APPROVAL RECOMMENDED

By _____ Arla Miller

Date _____ 03/27/2025

APPROVED AS TO LEGAL SUFFICIENCY

(For funding over \$250,000)

By _____
Assistant Attorney General

Name _____ Sam Zeigler by email
(printed)

Date _____ 05/21/2021

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

Revised Exhibit A
Project Description and Budget

Project Description/Statement of Work

Project Title: STBG Tillamook County TD 35325 <i>Replace 2 Category E modified minivans and 1 small bus used to provide the TCTD dial-a-ride service</i>				
	Total	Grant Amount	Local Match	Match Type(s)
P-21-1848-01 Item #1: Vans				
	\$200,000.00	\$179,460.00	\$20,540.00	State
P-21-1848-01 Item #2: Bus < 30ft				
	\$130,000.00	\$116,649.00	\$13,351.00	State
Sub Total	\$330,000.00	\$296,109.00	\$33,891.00	
Grand Total	\$330,000.00	\$296,109.00	\$33,891.00	

1. PROJECT DESCRIPTION

Purchase 2 transit vehicles as follows: useful life: 4 years and 100,000 miles; approximate length: 20 feet; estimated number of seats: 7; estimated number of ADA securement stations: 3; fuel type: propane.

Purchase 1 transit vehicles as follows: useful life: 5 years and 150,000 miles; approximate length: 22 feet; estimated number of seats: 14; estimated number of ADA securement stations: 2; fuel type: propane.

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

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

- 1. V001700; 2016/Dodge/Caravan; 2C7WDGBG9GR262362.*
- 2. V001701; 2016/Dodge/Caravan; 2C7WDGBG9GR313732.*
- 3. V001653; 2015/Chevrolet/Goshen; 1GB3GSBG1G1189474.*

2. PROJECT DELIVERABLES, SCHEDULE and USE

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

Expected order date: July 1, 2022

Expected delivery date: December 31, 2025

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

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

State will retain title to the vehicles as primary security interest holder as long as the vehicles

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

Recipient will create and maintain a vehicle maintenance plan that utilizes the original equipment manufacturer (OEM) maintenance requirements for each vehicle and 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 maintenance plan upon request.

3. PROJECT ACCOUNTING and MATCHING FUNDING

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

Recipient will provide matching funding from non-federal source(s). Sources of funding that may be used as matching funding for this Agreement include 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.

4. REPORTING and INVOICING REQUIREMENTS

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



TILLAMOOK COUNTY TRANSPORTATION DISTRICT

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

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

APPLICATION FOR BOARD OF DIRECTORS SEAT

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

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

This term of this position expires on June 30, 2027, and the person appointed by the Board of Directors to serve in this position must apply to the District no later than Thursday, April 10, 2025.

APPLICANT NAME NAN DEVLIN
Please print

MAILING ADDRESS [REDACTED]
(Street, Route, P.O. Box Number)
MANZANITA OR 97130
City State Zip

PHYSICAL ADDRESS [REDACTED] NEHALEM 97131
Street Address

TELEPHONE/FAX [REDACTED]

REASONS FOR APPLYING I AM A STRONG BELIEVER AND LIFE-LONG USER OF MASS TRANSPORTATION, EVEN WHEN I TRAVEL. (AND MY GRANDFATHER WAS A CABLE CAR CONDUCTOR IN PORTLAND!)

EXPERIENCE YOU HAVE WHICH WOULD BE OF BENEFIT TO THE DISTRICT:
AS THE TOURISM DIRECTOR IN THE COUNTY, I MEET REGULARLY WITH RESIDENTS AND BUSINESS OWNERS WHO OFTEN EXPRESS A DESIRE FOR MORE PUBLIC TRANSPORTATION. I WANT TO HELP IN ANY WAY I CAN TO SUPPORT TCTD.

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

Nan Devlin
APPLICANT SIGNATURE

03/25/2025
DATE SIGNED