

Tillamook County Transportation District
Board of Directors
Regular Monthly Meeting



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



Wednesday, May 21st, 2025, at 6:00PM
Transportation Building
3600 Third Street, Tillamook, Oregon

**Tillamook County Transportation District
BOARD OF DIRECTORS – REGULAR MONTHLY MEETING
Agenda: Wednesday, May 21st, 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: Performance Evaluations, ORS 192.660(2)(i)

STATE OF THE DISTRICT REPORT

8. Financial and Grant Reports (March) (Pgs. 1-18)
9. Service Performance Reports (March) (Pgs. 19-27)
10. Northwest Oregon Transit Alliance (May) (Pgs. 28-29)
11. NW Rides Brokerage Report (April) (Pg. 30)
12. General Manager Report (Pgs. 31-32)
 - a. Administration/Coordination
 - b. Planning/Development
 - c. Grant Funding
 - d. Facility/Property Management
 - e. Operations/Vehicle Maintenance
13. Miscellaneous

CONSENT

14. Motion to Approve the Minutes of April 15, 2025, Regular Board Meeting (Pgs. 33-36)
15. Motion to Approve March 2025 Financial Statements
16. Motion to Amend Policy 12: Drug and Alcohol Policy (Pgs. 37-45)

ACTION ITEMS

17. Resolution 25-09 Authorizing the General Manager to Execute Amendment Number 2 to ODOT Section 5339 Grant Agreement Number 35328 (Pgs. 46-55)
18. Resolution 25-10 Authorizing the General Manager to Enter Into an Intergovernmental Agreement with the County of Tillamook for 2025 Pacific City Shuttle Services (Pgs. 56-61)
19. Resolution 25-11 Adopting a Revised Administrative Employee Compensation Plan for the District (Pgs. 62-63)
20. Resolution 25-12 Authorizing the General Manager to Enter Into a Memorandum of Understanding with the Oregon Coast Visitors Association Regarding the North Coast Express (Pgs. 64-71)

DISCUSSION ITEMS

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

UPCOMING EVENTS

June 14th: Tillamook Farmers Market Opening Day

August 6th-9th: Tillamook County Fair

November 2nd-5th: Oregon Public Transportation Conference, Bend

Next regularly scheduled meeting to be held June 18, 2025

Tillamook County Transportation District

Normal Trial Balance

From 3/1/2025 Through 3/31/2025

| <u>Account Code</u> | <u>Account Title</u> | <u>Debit Balance</u> | <u>Credit Balance</u> |
|---------------------|--------------------------------|----------------------|-----------------------|
| 1001 | General Checking Account #4558 | 510,740.49 | |
| 1006 | Payroll Checking #5614 | | 17,243.74 |
| 1009 | NW RIDES ACCOUNT #8510 | 1,184,474.73 | |
| 1011 | Prop. Mgmt. Checking #7071 | 14,432.55 | |
| 1012 | NWOTA #4564 | 46,741.02 | |
| 1020 | LGIP1020 #5879 | 1,304,469.95 | |
| 1030 | LGIP1030 #5931 | 1,072,037.46 | |
| 1035 | LGIP1035 #6518 | 117,593.78 | |
| 1040 | Petty Cash | 200.00 | |
| | | <hr/> | <hr/> |
| Report Total | | 4,250,689.98 | 17,243.74 |
| | | <hr/> | <hr/> |
| Report Difference | | 4,233,446.24 | |
| | | <hr/> | |

R. G. [Signature]
5/16/2025

Tillamook County Transportation District

Financial Statement

01 - General Fund

From 3/1/2025 Through 3/31/2025

| | Current Period Actual | Current Period Budget | Current Year Actual | Total Budget | Total Budget Variance | 75% |
|--------------------------------|--------------------------|--------------------------|------------------------|---------------------|--------------------------|---------------|
| Resources | | | | | | |
| Working Capital | 3500 | 0.00 | 96,690.83 | 1,160,290.00 | (1,160,290.00) | 0.00% |
| Fares | 4000 | 10,742.66 | 20,562.50 | 246,750.00 | (137,819.04) | 44.14% |
| Contract Revenue | 4020 | 18,169.25 | 28,260.25 | 339,123.00 | (161,453.38) | 52.39% |
| Property Tax | 4100 | 43,630.19 | 101,302.08 | 1,215,625.00 | (30,550.84) | 97.48% |
| Past Years Property Tax | 4110 | 1,771.92 | 1,013.00 | 12,156.00 | 2,953.69 | 124.29% |
| State Timber Revenue | 4120 | 0.00 | 17,805.17 | 213,662.00 | (95,477.20) | 55.31% |
| Mass Transit State Payroll Tax | 4130 | 0.00 | 9,983.33 | 119,800.00 | (13,367.93) | 88.84% |
| Capital Grants | 4210 | 0.00 | 149,833.33 | 1,798,000.00 | (1,723,000.00) | 4.17% |
| Grants - FTA 5311 | 4220 | 0.00 | 150,086.25 | 1,801,035.00 | (1,624,386.00) | 9.80% |
| Grants - COVID | 4221 | 113,777.00 | 18,910.42 | 226,925.00 | (46,655.00) | 79.44% |
| Grants - 5311 (f) | 4240 | 0.00 | 30,000.00 | 360,000.00 | (360,000.00) | 0.00% |
| Grants - 5310 | 4245 | 79,610.00 | 8,688.50 | 104,262.00 | 61,285.00 | 158.77% |
| Grants - 5305 | 4246 | 0.00 | 7,032.92 | 84,395.00 | (84,395.00) | 0.00% |
| Special Bus Operations | 4300 | 0.00 | 41.67 | 500.00 | (500.00) | 0.00% |
| Miscellaneous Income | 4400 | 46.26 | 1,116.75 | 13,401.00 | (12,983.89) | 3.11% |
| Sale of Assets - Income | 4410 | 7,575.00 | 250.00 | 3,000.00 | 4,575.00 | 252.50% |
| Interest Income | 4510 | 4,563.87 | 3,500.00 | 42,000.00 | 327.91 | 100.78% |
| Transfer From General Fund | 4911 | 0.00 | 0.00 | 0.00 | 35,320.00 | 0.00% |
| Transfer from NWOTA | 4917 | 3,000.00 | (250.00) | (3,000.00) | 6,000.00 | (100.00)% |
| Transfer from STIF Fund | 4918 | 0.00 | (37,753.67) | (453,044.00) | 453,044.00 | 0.00% |
| Total Resources | | <u>282,886.15</u> | <u>607,073.33</u> | <u>7,284,880.00</u> | <u>(4,887,372.68)</u> | <u>32.91%</u> |
| Expenses | | | | | | |
| Personnel Services | 5010 | 36,757.76 | 45,143.66 | 541,724.00 | 216,955.77 | 59.95% |
| Payroll: Administration | | | 324,768.23 | | | |

Tillamook County Transportation District

Financial Statement

01 - General Fund

From 3/1/2025 Through 3/31/2025

| | Current Period Actual | Current Period Budget | Current Year Actual | Total Budget | Total Budget Variance | 75% |
|------------------------------------|--------------------------|--------------------------|------------------------|--------------|--------------------------|---------|
| 5020 Payroll: Dispatch | 7,939.75 | 15,202.42 | 69,429.27 | 182,429.00 | 112,999.73 | 38.05% |
| 5030 Payroll: Drivers | 64,560.64 | 120,808.67 | 628,668.53 | 1,449,704.00 | 821,035.47 | 43.36% |
| 5040 Payroll: Maintenance | 10,258.96 | 15,158.42 | 118,213.12 | 181,901.00 | 63,687.88 | 64.98% |
| 5050 Payroll Expense | 11,381.42 | 15,094.33 | 136,660.02 | 181,132.00 | 44,471.98 | 75.44% |
| 5051 Payroll Healthcare | 32,141.67 | 49,015.83 | 287,870.69 | 588,190.00 | 300,319.31 | 48.94% |
| 5052 Payroll Retirement | 17,960.51 | 7,834.17 | 55,196.54 | 94,010.00 | 38,813.46 | 58.71% |
| 5053 Payroll Veba | 6,135.68 | 3,701.25 | 31,851.75 | 44,415.00 | 12,563.25 | 71.71% |
| 5055 Workers Compensation Ins. | (411.77) | 2,800.00 | 37,827.38 | 33,600.00 | (4,227.38) | 112.58% |
| Total Personnel Services | 186,724.62 | 274,758.75 | 1,690,485.53 | 3,297,105.00 | 1,606,619.47 | 51.27% |
| Materials and Services | | | | | | |
| 5100 Professional Services | 4,528.10 | 10,893.75 | 82,527.94 | 130,725.00 | 48,197.06 | 63.13% |
| 5103 Planning | 0.00 | 4,166.67 | 0.00 | 50,000.00 | 50,000.00 | 0.00% |
| 5120 Dues & Subscriptions | 478.98 | 1,542.92 | 21,798.02 | 18,515.00 | (3,283.02) | 117.73% |
| 5140 Office Equipment R&R | 0.00 | 323.75 | 1,356.99 | 3,885.00 | 2,528.01 | 34.92% |
| 5145 Computer R&M | 1,618.49 | 2,146.08 | 18,768.92 | 25,753.00 | 6,984.08 | 72.88% |
| 5150 Fees & Licenses | 757.90 | 1,966.42 | 36,255.38 | 23,597.00 | (12,658.38) | 153.64% |
| 5160 Insurance | 0.00 | 14,494.16 | 179,137.37 | 173,930.00 | (5,207.37) | 102.99% |
| 5170 Office Expense | 1,071.81 | 896.92 | 7,123.68 | 10,763.00 | 3,639.32 | 66.18% |
| 5175 Board Expense | 1,636.46 | 1,561.42 | 12,883.67 | 18,737.00 | 5,853.33 | 68.76% |
| 5180 Operational Expense | 2,466.09 | 5,085.83 | 30,212.38 | 61,030.00 | 30,817.62 | 49.50% |
| 5185 Drug & Alcohol Administration | 220.00 | 131.25 | 2,260.00 | 1,575.00 | (685.00) | 143.49% |
| 5190 Marketing | 1,195.00 | 7,322.42 | 11,993.35 | 87,869.00 | 75,875.65 | 13.64% |
| 5210 Telephone Expense | 1,867.52 | 2,864.33 | 12,445.69 | 34,372.00 | 21,926.31 | 36.20% |
| 5220 Travel & Training | 257.95 | 1,925.00 | 18,616.72 | 23,100.00 | 4,483.28 | 80.59% |
| 5240 Vehicle Expense | 12,760.08 | 18,750.00 | 98,488.70 | 225,000.00 | 126,511.30 | 43.77% |
| 5245 Diesel & Gasoline Fuel | 17,685.12 | 32,917.50 | 138,762.65 | 395,010.00 | 256,247.35 | 35.12% |

Tillamook County Transportation District

Financial Statement

01 - General Fund

From 3/1/2025 Through 3/31/2025

| | Current Period Actual | Current Period Budget | Current Year Actual | Total Budget | Total Budget Variance | 75% |
|--------------------------------|--------------------------|--------------------------|------------------------|--------------|--------------------------|---------|
| Propane Fuel | 5247 | 0.00 | 1,408.79 | 60,000.00 | 58,591.21 | 2.34% |
| Postage | 5260 | 188.06 | 1,036.27 | 1,331.00 | 294.73 | 77.85% |
| Member Mileage Reimbursement | 5266 | 0.00 | 40,000.00 | 34,395.00 | (5,605.00) | 116.29% |
| Mgmt/Labor Recreation Fund | 5270 | 0.00 | 0.00 | 4,119.00 | 4,119.00 | 0.00% |
| Transit Center Maint | 5285 | 1,476.04 | 16,443.12 | 21,365.00 | 4,921.88 | 76.96% |
| Property Maint. & Repair | 5340 | 25.00 | 25.00 | 0.00 | (25.00) | 0.00% |
| Operations Facility Maint. | 5346 | 210.95 | 2,749.75 | 4,410.00 | 1,660.25 | 62.35% |
| Total Materials and Services | | 48,443.55 | 734,294.39 | 1,409,481.00 | 675,186.61 | 52.10% |
| Transfers | | | | | | |
| Transfer to Vehicle Reserve | 9150 | 0.00 | 0.00 | 3,000.00 | 3,000.00 | 0.00% |
| Transfer to NWOTA Fund | 9160 | 0.00 | 7,500.00 | 1,118,035.00 | 1,110,535.00 | 0.67% |
| Unappropriated Ending Fund Bal | 9180 | 0.00 | 0.00 | 227,346.00 | 227,346.00 | 0.00% |
| Total Transfers | | 0.00 | 7,500.00 | 1,348,381.00 | 1,340,881.00 | 0.56% |
| Capital Outlay | | | | | | |
| Capital Purchases | | | | | | |
| Bus Replacement/Addition | 6000 | 0.00 | 148,427.00 | 1,690,000.00 | 1,541,573.00 | 8.78% |
| Van Replacement/Addition | 6010 | 0.00 | 0.00 | 292,000.00 | 292,000.00 | 0.00% |
| Other Capital Projects | 6050 | 0.00 | 600.00 | 160,000.00 | 159,400.00 | 0.37% |
| Total Capital Purchases | | 0.00 | 149,027.00 | 2,142,000.00 | 1,992,973.00 | 6.96% |
| Total Capital Outlay | | 0.00 | 149,027.00 | 2,142,000.00 | 1,992,973.00 | 6.96% |
| Total Expenses | | 235,168.17 | 2,581,306.92 | 8,196,967.00 | 5,615,660.08 | 31.49% |

Tillamook County Transportation District

Financial Statement

02 - Property Management Fund

From 3/1/2025 Through 3/31/2025

| | Current Period Actual | Current Period Budget | Current Year Actual | Total Budget | Total Budget Variance | 75% |
|------------------------------|--------------------------|--------------------------|------------------------|--------------|--------------------------|---------|
| Resources | | | | | | |
| Working Capital | | | | | | |
| Lease Income | 3500 | 0.00 | 3,750.00 | 45,000.00 | (45,000.00) | 0.00% |
| Lease Operational Exp Income | 4900 | 0.00 | 14,300.00 | 36,000.00 | (21,700.00) | 39.72% |
| Transfer From General Fund | 4910 | 0.00 | 7,793.56 | 1,300.00 | 6,493.56 | 599.50% |
| | 4911 | 0.00 | 0.00 | (12,251.00) | 12,251.00 | 0.00% |
| Total Resources | | 0.00 | 22,093.56 | 70,049.00 | (47,955.44) | 31.54% |
| Expenses | | | | | | |
| Materials and Services | | | | | | |
| Professional Services | 5100 | 0.00 | 166.67 | 2,000.00 | 2,000.00 | 0.00% |
| Property Operating Expense | 5300 | 2,350.97 | 2,502.50 | 30,030.00 | 12,021.54 | 59.96% |
| Property Maint. & Repair | 5340 | 9,299.76 | 3,079.33 | 36,952.00 | (29,922.32) | 180.97% |
| Total Materials and Services | | 11,650.73 | 5,748.50 | 68,982.00 | (15,900.78) | 123.05% |
| Capital Outlay | | | | | | |
| Debt Service | | | | | | |
| OTIB TVC Loan 0071 | 5337 | 0.00 | 913.25 | 10,959.00 | 5,479.68 | 49.99% |
| OTIB Loan 0061 | 5338 | 0.00 | 2,192.50 | 26,310.00 | (0.44) | 100.00% |
| Total Debt Service | | 0.00 | 3,105.75 | 37,269.00 | 5,479.24 | 85.30% |
| Capital Purchases | | | | | | |
| Building Repair & Renovation | 5350 | 4,900.00 | 0.00 | 0.00 | (9,265.34) | 0.00% |
| Total Capital Purchases | | 4,900.00 | 0.00 | 0.00 | (9,265.34) | 0.00% |
| Total Capital Outlay | | 4,900.00 | 3,105.75 | 37,269.00 | (3,786.10) | 110.16% |
| Total Expenses | | 16,550.73 | 8,854.25 | 106,251.00 | (19,686.88) | 118.53% |

Tillamook County Transportation District

Financial Statement

04 - Capital Reserve Fund

From 3/1/2025 Through 3/31/2025

| | Current Period Actual | Current Period Budget | Current Year Actual | Total Budget | Total Budget Variance | 75% |
|--------------------------------|--------------------------|--------------------------|------------------------|---------------------|--------------------------|--------------|
| Resources | | | | | | |
| Working Capital | 3500 | 0.00 | 107,136.42 | 1,285,637.00 | (1,285,637.00) | 0.00% |
| Interest Income | 4510 | 4,203.06 | 2,083.33 | 25,000.00 | 18,559.06 | 174.23% |
| Total Resources | | <u>4,203.06</u> | <u>109,219.75</u> | <u>1,310,637.00</u> | <u>(1,267,077.94)</u> | <u>3.32%</u> |
| Expenses | | | | | | |
| Materials and Services | | | | | | |
| Fees & Licenses | 5150 | 0.00 | 0.00 | 0.00 | (0.05) | 0.00% |
| Total Materials and Services | | <u>0.00</u> | <u>0.00</u> | <u>0.00</u> | <u>(0.05)</u> | <u>0.00%</u> |
| Transfers | | | | | | |
| Transfer to GF Grant Match | 9165 | 0.00 | 21,246.83 | 254,962.00 | 254,962.00 | 0.00% |
| Reserve for Future Expenditure | 9175 | 0.00 | 87,972.92 | 1,055,675.00 | 1,055,675.00 | 0.00% |
| Total Transfers | | <u>0.00</u> | <u>109,219.75</u> | <u>1,310,637.00</u> | <u>1,310,637.00</u> | <u>0.00%</u> |
| Total Expenses | | <u>0.00</u> | <u>109,219.75</u> | <u>1,310,637.00</u> | <u>1,310,636.95</u> | <u>0.00%</u> |

Tillamook County Transportation District

Financial Statement

05 - Vehicle Purchase Reserve Fund

From 3/1/2025 Through 3/31/2025

| | Current Period Actual | Current Period Budget | Current Year Actual | Total Budget | Total Budget Variance | 75% |
|--------------------------------|--------------------------|--------------------------|------------------------|--------------|--------------------------|-------|
| Resources | | | | | | |
| Working Capital | 3500 | 0.00 | 3,102.08 | 37,225.00 | (37,225.00) | 0.00% |
| Transfer From General Fund | 4911 | 0.00 | (250.00) | (3,000.00) | 3,000.00 | 0.00% |
| Total Resources | | 0.00 | 2,852.08 | 34,225.00 | (34,225.00) | 0.00% |
| Expenses | | | | | | |
| Transfers | | | | | | |
| Reserve for Future Expenditure | 9175 | 0.00 | 3,352.08 | 40,225.00 | 40,225.00 | 0.00% |
| Total Transfers | | 0.00 | 3,352.08 | 40,225.00 | 40,225.00 | 0.00% |
| Total Expenses | | 0.00 | 3,352.08 | 40,225.00 | 40,225.00 | 0.00% |

Tillamook County Transportation District

Financial Statement

06 - Bus Wash Maintenance Reserve

From 3/1/2025 Through 3/31/2025

| | Current Period Actual | Current Period Budget | Current Year Actual | Total Budget | Total Budget Variance | 75% |
|--------------------------------|--------------------------|--------------------------|------------------------|--------------|--------------------------|-------|
| Resources | | | | | | |
| Working Capital | 3500 | 0.00 | 1,928.33 | 23,140.00 | (23,140.00) | 0.00% |
| Total Resources | | 0.00 | 1,928.33 | 23,140.00 | (23,140.00) | 0.00% |
| Expenses | | | | | | |
| Transfers | | | | | | |
| Reserve for Future Expenditure | 9175 | 0.00 | 1,928.33 | 23,140.00 | 23,140.00 | 0.00% |
| Total Transfers | | 0.00 | 1,928.33 | 23,140.00 | 23,140.00 | 0.00% |
| Total Expenses | | 0.00 | 1,928.33 | 23,140.00 | 23,140.00 | 0.00% |

Tillamook County Transportation District

Financial Statement

08 - Northwest Oregon Transit Allia

From 3/1/2025 Through 3/31/2025

| | Current Period Actual | Current Period Budget | Current Year Actual | Total Budget | Total Budget Variance | 75% |
|------------------------------|--------------------------|--------------------------|------------------------|--------------|--------------------------|---------|
| Resources | | | | | | |
| Working Capital | | | | | | |
| 3500 | 0.00 | 6,666.67 | 0.00 | 80,000.00 | (80,000.00) | 0.00% |
| 4225 | 15,000.00 | 29,542.50 | 45,000.00 | 354,510.00 | (309,510.00) | 12.69% |
| 4911 | 0.00 | (79,836.25) | 7,500.00 | (958,035.00) | 965,535.00 | (0.78)% |
| 4918 | 0.00 | (13,333.33) | 0.00 | (160,000.00) | 160,000.00 | 0.00% |
| Total Resources | 15,000.00 | (56,960.41) | 52,500.00 | (683,525.00) | 736,025.00 | (7.68)% |
| Expenses | | | | | | |
| Materials and Services | | | | | | |
| Professional Services | 0.00 | 416.67 | 0.00 | 5,000.00 | 5,000.00 | 0.00% |
| 5101 | 0.00 | 2,083.33 | 221.96 | 25,000.00 | 24,778.04 | 0.88% |
| 5102 | 3,300.00 | 3,333.33 | 26,400.00 | 40,000.00 | 13,600.00 | 66.00% |
| 5190 | 0.00 | 416.67 | 0.00 | 5,000.00 | 5,000.00 | 0.00% |
| 5220 | 108.40 | 0.00 | 960.87 | 0.00 | (960.87) | 0.00% |
| Total Materials and Services | 3,408.40 | 6,250.00 | 27,582.83 | 75,000.00 | 47,417.17 | 36.78% |
| Transfers | | | | | | |
| Transfer to General Fund | 3,000.00 | 250.00 | 3,000.00 | 3,000.00 | 0.00 | 100.00% |
| 9180 | 0.00 | 29,709.17 | 0.00 | 356,510.00 | 356,510.00 | 0.00% |
| Total Transfers | 3,000.00 | 29,959.17 | 3,000.00 | 359,510.00 | 356,510.00 | 0.83% |
| Capital Outlay | | | | | | |
| Capital Purchases | | | | | | |
| Bus Stop Signage/Shelters | 0.00 | 79,836.25 | 0.00 | 958,035.00 | 958,035.00 | 0.00% |
| 6050 | 0.00 | 13,333.33 | 0.00 | 160,000.00 | 160,000.00 | 0.00% |
| Other Capital Projects | 0.00 | 93,169.58 | 0.00 | 1,118,035.00 | 1,118,035.00 | 0.00% |
| Total Capital Purchases | 0.00 | 93,169.58 | 0.00 | 1,118,035.00 | 1,118,035.00 | 0.00% |
| Total Capital Outlay | 0.00 | 93,169.58 | 0.00 | 1,118,035.00 | 1,118,035.00 | 0.00% |
| Total Expenses | 6,408.40 | 129,378.75 | 30,582.83 | 1,552,545.00 | 1,521,962.17 | 1.97% |

Tillamook County Transportation District

Financial Statement

09 - NW RIDES ACCOUNT

From 3/1/2025 Through 3/31/2025

| | Current Period Actual | Current Period Budget | Current Year Actual | Total Budget | Total Budget Variance | 75% |
|-------------------------------|--------------------------|--------------------------|------------------------|---------------------|--------------------------|---------------|
| Resources | | | | | | |
| Working Capital | 3500 | 0.00 | 83,333.33 | 1,000,000.00 | (1,000,000.00) | 0.00% |
| NWR Revenue | 4026 | 473,903.23 | 437,389.58 | 5,248,675.00 | (1,061,527.56) | 79.77% |
| NWR Reserve | 4027 | 0.00 | 35,333.33 | 424,000.00 | (412,780.07) | 2.64% |
| Interest Income | 4510 | 0.00 | 1,186.67 | 14,240.00 | (14,240.00) | 0.00% |
| Total Resources | | <u>473,903.23</u> | <u>4,198,367.37</u> | <u>6,686,915.00</u> | <u>(2,488,547.63)</u> | <u>62.78%</u> |
| Expenses | | | | | | |
| Personnel Services | | | | | | |
| Payroll: Administration | 5010 | 31,116.60 | 36,004.92 | 432,059.00 | 126,153.00 | 70.80% |
| Payroll: Indirect | 5041 | 1,101.28 | 1,948.42 | 23,381.00 | 12,798.56 | 45.26% |
| Payroll Expense | 5050 | 1,500.52 | 3,294.08 | 39,529.00 | 12,028.58 | 69.57% |
| Payroll Healthcare | 5051 | 5,486.63 | 9,378.17 | 112,538.00 | 52,932.40 | 52.96% |
| Payroll Retirement | 5052 | (11,272.69) | 2,893.17 | 34,718.00 | 19,916.99 | 42.63% |
| Payroll Veba | 5053 | (1,650.00) | 1,357.17 | 16,286.00 | 5,803.88 | 64.36% |
| Workers Compensation Ins. | 5055 | 411.77 | 43.75 | 525.00 | 113.23 | 78.43% |
| Total Personnel Services | | <u>26,694.11</u> | <u>429,289.36</u> | <u>659,036.00</u> | <u>229,746.64</u> | <u>65.14%</u> |
| Materials and Services | | | | | | |
| Professional Services | 5100 | 33,040.00 | 437.50 | 5,250.00 | (28,604.88) | 644.85% |
| Office Equipment R&R | 5140 | 0.00 | 2,500.00 | 30,000.00 | 28,406.24 | 5.31% |
| Computer R&M | 5145 | 2,207.64 | 1,856.50 | 22,278.00 | (16,632.55) | 174.65% |
| Fees & Licenses | 5150 | 0.00 | 5,416.67 | 65,000.00 | 63,500.00 | 2.30% |
| Insurance | 5160 | 0.00 | 545.58 | 6,547.00 | 0.00 | 100.00% |
| Office Expense | 5170 | 493.83 | 583.33 | 7,000.00 | 3,846.45 | 45.05% |
| Operational Expense | 5180 | 749.10 | 625.00 | 7,500.00 | 3,427.95 | 54.29% |
| Telephone Expense | 5210 | 1,931.14 | 1,854.17 | 22,250.00 | 1,096.60 | 95.07% |

Tillamook County Transportation District

Financial Statement

09 - NW RIDES ACCOUNT

From 3/1/2025 Through 3/31/2025

| | Current Period Actual | Current Period Budget | Current Year Actual | Total Budget | Total Budget Variance | 75% |
|--------------------------------|--------------------------|--------------------------|------------------------|--------------|--------------------------|---------|
| 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 | 248,371.95 | 3,078,376.81 | 4,000,000.00 | 921,623.19 | 76.95% |
| Member Mileage Reimbursement | 5266 | 30,000.00 | 300,000.00 | 420,000.00 | 120,000.00 | 71.42% |
| Volunteer Mileage Reimburse | 5267 | 34,556.00 | 339,378.69 | 600,000.00 | 260,621.31 | 56.56% |
| 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 | | 351,349.66 | 3,837,389.03 | 5,206,075.00 | 1,368,685.97 | 73.71% |
| 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 | | 378,043.77 | 4,266,678.39 | 6,686,916.00 | 2,420,237.61 | 63.81% |

Tillamook County Transportation District

Financial Statement

10 - STIF

From 3/1/2025 Through 3/31/2025

| | Current Period Actual | Current Period Budget | Current Year Actual | Total Budget | Total Budget Variance | 75% |
|--------------------------------|--------------------------|--------------------------|------------------------|--------------|--------------------------|--------|
| Resources | | | | | | |
| Working Capital | | | | | | |
| 3500 | 0.00 | 14,192.50 | 0.00 | 170,310.00 | (170,310.00) | 0.00% |
| 4135 | 0.00 | 37,753.67 | 404,047.00 | 453,044.00 | (48,997.00) | 89.18% |
| 4136 | 0.00 | 29,866.67 | 0.00 | 358,400.00 | (358,400.00) | 0.00% |
| 4510 | 391.80 | 0.00 | 3,309.31 | 0.00 | 3,309.31 | 0.00% |
| 4911 | 0.00 | 0.00 | 17,660.00 | 0.00 | 17,660.00 | 0.00% |
| Transfer From General Fund | | | | | | |
| | 391.80 | 81,812.84 | 425,016.31 | 981,754.00 | (556,737.69) | 43.29% |
| Total Resources | | | | | | |
| | | | | | | |
| Expenses | | | | | | |
| Materials and Services | | | | | | |
| Fees & Licenses | | | | | | |
| 5150 | 0.00 | 0.00 | 0.05 | 0.00 | (0.05) | 0.00% |
| Total Materials and Services | 0.00 | 0.00 | 0.05 | 0.00 | (0.05) | 0.00% |
| Special Payments | | | | | | |
| STF Payments to Recipients | | | | | | |
| 5200 | 0.00 | 1,766.00 | 0.00 | 21,192.00 | 21,192.00 | 0.00% |
| 5201 | 8,830.00 | 2,071.75 | 8,830.00 | 24,861.00 | 16,031.00 | 35.51% |
| Total Special Payments | 8,830.00 | 3,837.75 | 8,830.00 | 46,053.00 | 37,223.00 | 19.17% |
| Transfers | | | | | | |
| Transfer to General Fund | | | | | | |
| 9130 | 0.00 | 50,773.67 | 0.00 | 609,284.00 | 609,284.00 | 0.00% |
| Transfer to NWOTA Fund | | | | | | |
| 9160 | 0.00 | 13,333.33 | 0.00 | 160,000.00 | 160,000.00 | 0.00% |
| Transfer to STIF | | | | | | |
| 9170 | 0.00 | 0.00 | 17,660.00 | 0.00 | (17,660.00) | 0.00% |
| Reserve for Future Expenditure | | | | | | |
| 9175 | 0.00 | 7,372.08 | 0.00 | 88,465.00 | 88,465.00 | 0.00% |
| Unappropriated Ending Fund Bal | | | | | | |
| 9180 | 0.00 | 6,496.00 | 0.00 | 77,952.00 | 77,952.00 | 0.00% |
| Total Transfers | 0.00 | 77,975.08 | 17,660.00 | 935,701.00 | 918,041.00 | 1.89% |
| Total Expenses | 8,830.00 | 81,812.83 | 26,490.05 | 981,754.00 | 955,263.95 | 2.70% |

B-C-UKO
5/15/2025

| | | UMPQUA BANK: CLOSING DATE 03/25/2025 | |
|------------------------|----------------------|--------------------------------------|-------------------|
| Date | Vendor | Description of Transaction | Amount |
| CATHY BOND | | | |
| 02/27/25 | Amazon | TCTD Monthly Membership Fee Credit | \$14.99 |
| 02/27/25 | Amazon | TCTD Annual Subscription | \$139.00 |
| 02/28/25 | Language Line | NWR Phone/Interpreter | \$11.85 |
| 03/03/25 | Safeway | NWR Employee Condolence Flowers | \$39.98 |
| 03/03/25 | Language Line | NWR Phone/Interpreter | \$39.50 |
| 03/03/25 | Canva | TCTD Annual Subscription | \$120.00 |
| 03/03/25 | Endicia | NWR Membership Fee | \$9.95 |
| 03/03/25 | Fieldprint | NWR Background Check | \$12.50 |
| 03/06/25 | Language Line | NWR Phone/Interpreter | \$31.60 |
| 03/07/25 | Onstar Services | Membership Fee - Shop Truck | \$15.00 |
| 03/10/25 | Language Line | NWR Phone/Interpreter | \$67.15 |
| 03/12/25 | Language Line | NWR Phone/Interpreter | \$7.90 |
| 03/12/25 | Language Line | NWR Phone/Interpreter | \$3.95 |
| 03/12/25 | Language Line | NWR Phone/Interpreter | \$47.40 |
| 03/12/25 | Language Line | NWR Phone/Interpreter | \$43.45 |
| 03/13/25 | USPS | Postage | \$10.10 |
| 03/13/25 | Endicia | Postage | \$50.00 |
| 03/13/25 | Language Line | NWR Phone/Interpreter | \$35.55 |
| 03/14/25 | Language Line | NWR Phone/Interpreter | \$19.75 |
| 03/17/25 | Endicia | TCTD Membership Fee | \$29.99 |
| 03/17/25 | Onstar Services | Membership Fee-Shop Truck Wi Fi | \$11.99 |
| 03/19/25 | Language Line | NWR Phone/Interpreter | \$27.65 |
| 03/20/25 | Language Line | NWR Phone/Interpreter | \$7.90 |
| 03/20/25 | Language Line | NWR Phone/Interpreter | \$31.60 |
| 03/20/25 | Language Line | NWR Phone/Interpreter | \$55.30 |
| 03/20/25 | Werner Beef Brew | Board Meeting Meal | \$73.43 |
| 03/21/25 | Language Line | NWR Phone/Interpreter | \$3.95 |
| 03/21/25 | Language Line | NWR Phone/Interpreter | \$23.70 |
| 03/21/25 | Language Line | NWR Phone/Interpreter | \$11.85 |
| 03/21/25 | Language Line | NWR Phone/Interpreter | \$94.80 |
| 03/24/25 | Iron Mountain | Office Shredder | \$182.79 |
| 03/24/25 | Adobe | Office Software | \$161.96 |
| 03/24/25 | Language Line | NWR Phone/Interpreter | \$51.35 |
| | | | \$1,457.90 |
| BRIAN VITULLI | | | |
| 03/10/25 | GOTPRINT.Com | Marketing - Ride the Wave Stickers | \$131.06 |
| 03/13/25 | Jersey Mikes | Legislative JCT Hearing - Meal | \$23.08 |
| 03/13/25 | Salem Parking Meters | Legislative JCT Hearing - Parking | \$2.60 |
| 03/14/25 | Jandy Oyster Company | Operations - Meal | \$18.00 |
| 03/17/25 | Werner Beef Brew | NWOTA - Meal | \$56.18 |
| 03/19/25 | Current Bar & Lounge | Operations - Meal | \$18.75 |
| 03/25/25 | Vistaprint | Marketing - Route Brochures | \$883.94 |
| | | | \$1,133.61 |
| MIKE REED | | | |
| 03/04/25 | Averill Recycling | Lawn Maintenance | \$25.00 |
| 03/10/25 | USPS | Postage | \$5.86 |
| | | | \$30.86 |
| Grand Total Due | | | \$2,622.37 |
| DATE | | | |

APPROVAL



March 2025 Statement

Open Date: 02/25/2025 Closing Date: 03/25/2025



Visa® Company Card with Rewards

TILLAMOOK CNTY TRANS (CPN 001469460)

| | |
|----------------------------|-------------------|
| New Balance | \$2,622.37 |
| Minimum Payment Due | \$27.00 |
| Payment Due Date | 04/22/2025 |

| | |
|--|---------|
| Reward Points | |
| Earned This Statement | 2,827 |
| Reward Center Balance | 175,571 |
| as of 03/24/2025 | |
| For details, see your rewards summary. | |

Page 1 of 4

Account: 7790

**Elan Financial
Services**

BUS 30 ELN

1-866-552-8855

15

Activity Summary

| | | |
|-------------------|---|--------------------------|
| Previous Balance | + | \$3,104.60 |
| Payments | - | \$3,104.60 ^{CR} |
| Other Credits | - | \$14.99 ^{CR} |
| Purchases | + | \$2,637.36 |
| Balance Transfers | | \$0.00 |
| Advances | | \$0.00 |
| Other Debits | | \$0.00 |
| Fees Charged | | \$0.00 |
| Interest Charged | | \$0.00 |

| | | |
|----------------------------|----------|-------------------|
| New Balance | = | \$2,622.37 |
| Past Due | | \$0.00 |
| Minimum Payment Due | | \$27.00 |
| Credit Line | | \$10,000.00 |
| Available Credit | | \$7,377.63 |
| Days in Billing Period | | 29 |

**Tillamook County
Transportation District**

MAR 31 2025

Account _____
Account _____
Approval _____

Payment Options:



Mail payment coupon
with a check



Pay online at
myaccountaccess.com



Pay by phone
1-866-552-8855

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



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

☎ . to pay by phone
☎ . to change your address

000047249 01 SP 000638946418177 P Y

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

| | |
|---------------------|------------|
| Account Number | 1 7790 |
| Payment Due Date | 4/22/2025 |
| New Balance | \$2,622.37 |
| Minimum Payment Due | \$27.00 |

Amount Enclosed \$ _____

Elan Financial Services

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



March 2025 Statement 02/25/2025 - 03/25/2025

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 03/24/2025

| | |
|--------------------------|---------|
| Rewards Center Activity* | 0 |
| Rewards Center Balance | 175,571 |

*This item includes points redeemed, expired and adjusted.

| Rewards Earned | This Statement | Year to Date |
|--|----------------|--------------|
| Points Earned on Net Purchases | 2,418 | 7,818 |
| Gas, Restaurants & Telecom Double Points | 409 | 1,007 |
| Total Earned | 2,827 | 8,825 |

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.

| Transactions | | BOND, CATHY | | Credit Limit \$2500 | |
|-----------------------------------|------------|-------------|--|---------------------|----------|
| Post Date | Trans Date | Ref # | Transaction Description | Amount | Notation |
| Other Credits | | | | | |
| 02/27 | 02/26 | 7349 | AMAZON PRIME PMTS Amzn.com/bill WA MERCHANDISE/SERVICE RETURN | \$14.99CR | _____ |
| Purchases and Other Debits | | | | | |
| 02/27 | 02/26 | 1838 | AMAZON PRIME*KE7M49BU3 Amzn.com/bill WA | \$139.00 | _____ |
| 02/28 | 02/27 | 5337 | LANGUAGE LINE, INC. 800-7526096 CA | \$11.85 | _____ |
| 03/03 | 02/27 | 4683 | SAFEWAY #2723 TILLAMOOK OR | \$39.98 | _____ |
| 03/03 | 02/28 | 3359 | LANGUAGE LINE, INC. 800-7526096 CA | \$39.50 | _____ |
| 03/03 | 03/01 | 5792 | CANVA* I04442-59183720 CANVA.COM DE | \$120.00 | _____ |
| 03/03 | 03/02 | 8849 | ENDICIA 800-576-3279 TX | \$9.95 | _____ |
| 03/03 | 03/02 | 4951 | FIELDPRINT 888-291-1369 PA | \$12.50 | _____ |
| 03/06 | 03/05 | 1077 | LANGUAGE LINE, INC. 800-7526096 CA | \$31.60 | _____ |
| 03/07 | 03/06 | 1946 | ONSTAR DATA PLAN AT&T 888-466-7827 TX | \$15.00 | _____ |
| 03/10 | 03/08 | 3127 | LANGUAGE LINE, INC. 800-7526096 CA | \$67.15 | _____ |
| 03/12 | 03/11 | 4961 | LANGUAGE LINE, INC. 800-7526096 CA | \$7.90 | _____ |
| 03/12 | 03/11 | 0430 | LANGUAGE LINE, INC. 800-7526096 CA | \$3.95 | _____ |

Continued on Next Page



March 2025 Statement 02/25/2025 - 03/25/2025
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 |
| 03/12 | 03/11 | 7344 | LANGUAGE LINE, INC. 800-7526096 CA | \$47.40 | _____ |
| 03/12 | 03/11 | 4032 | LANGUAGE LINE, INC. 800-7526096 CA | \$43.45 | _____ |
| 03/13 | 03/12 | 5856 | USPS PO 4083680269 TILLAMOOK OR | \$10.10 | _____ |
| 03/13 | 03/12 | 3061 | USPS STAMPS ENDICIA 888-434-0055 DC | \$50.00 | _____ |
| 03/13 | 03/12 | 7078 | LANGUAGE LINE, INC. 800-7526096 CA | \$35.55 | _____ |
| 03/14 | 03/13 | 7575 | LANGUAGE LINE, INC. 800-7526096 CA | \$19.75 | _____ |
| 03/17 | 03/15 | 8829 | ENDICIA 800-576-3279 TX | \$29.99 | _____ |
| 03/17 | 03/16 | 1022 | OnStar, LLC 888-4667827 MI | \$11.99 | _____ |
| 03/19 | 03/18 | 1878 | LANGUAGE LINE, INC. 800-7526096 CA | \$27.65 | _____ |
| 03/20 | 03/19 | 0601 | LANGUAGE LINE, INC. 800-7526096 CA | \$7.90 | _____ |
| 03/20 | 03/19 | 1059 | LANGUAGE LINE, INC. 800-7526096 CA | \$31.60 | _____ |
| 03/20 | 03/19 | 8504 | LANGUAGE LINE, INC. 800-7526096 CA | \$55.30 | _____ |
| 03/20 | 03/20 | 3032 | Werner Beef Brew Tillamook OR | \$73.43 | _____ |
| 03/21 | 03/20 | 4332 | LANGUAGE LINE, INC. 800-7526096 CA | \$3.95 | _____ |
| 03/21 | 03/20 | 2241 | LANGUAGE LINE, INC. 800-7526096 CA | \$23.70 | _____ |
| 03/21 | 03/20 | 7224 | LANGUAGE LINE, INC. 800-7526096 CA | \$11.85 | _____ |
| 03/21 | 03/20 | 3231 | LANGUAGE LINE, INC. 800-7526096 CA | \$94.80 | _____ |
| 03/24 | 03/21 | 9538 | BTS*IRONMOUNTAIN 470-792-4840 MA | \$182.79 | _____ |
| 03/24 | 03/22 | 4073 | ADOBE *ADOBE 408-536-6000 CA | \$161.96 | _____ |
| 03/24 | 03/22 | 2948 | LANGUAGE LINE, INC. 800-7526096 CA | \$51.35 | _____ |
| Total for Account | | | 2022 | \$1,457.90 | |

| Transactions | | REED,MICHAEL | | Credit Limit \$3500 | |
|----------------------------|------------|--------------|---------------------------------|---------------------|----------|
| Post Date | Trans Date | Ref # | Transaction Description | Amount | Notation |
| Purchases and Other Debits | | | | | |
| 03/04 | 03/03 | 1081 | AVERILL RECYCLING TILLAMOOK OR | \$25.00 | _____ |
| 03/10 | 03/07 | 3487 | USPS PO 4083680269 TILLAMOOK OR | \$5.86 | _____ |
| Total for Account | | | i 9595 | \$30.86 | |

| Transactions | | VITULLI,BRIAN A | | Credit Limit \$10000 | |
|----------------------------|------------|-----------------|-----------------------------------|----------------------|----------|
| Post Date | Trans Date | Ref # | Transaction Description | Amount | Notation |
| Purchases and Other Debits | | | | | |
| 03/10 | 03/08 | 9789 | GOTPRINT.COM 818-252-3000 CA | \$131.06 | _____ |
| 03/13 | 03/11 | 8019 | JERSEY MIKES 32018 SALEM OR | \$23.08 | _____ |
| 03/13 | 03/11 | 7596 | SALEM PARKING METERS SALEM OR | \$2.60 | _____ |
| 03/14 | 03/12 | 7559 | JANDY OYSTER COMPANY TILLAMOOK OR | \$18.00 | _____ |
| 03/17 | 03/14 | 2030 | Werner Beef Brew Tillamook OR | \$56.18 | _____ |

Continued on Next Page



March 2025 Statement 02/25/2025 - 03/25/2025
TILLAMOOK CNTY TRANS (CPN 001469460)

Elan Financial Services 1-866-552-8855

Page 4 of 4



Transactions VITULLI, BRIAN A

Credit Limit \$10000

| Post Date | Trans Date | Ref # | Transaction Description | Amount | Notation |
|-----------|------------|-------|-------------------------------------|----------|------------|
| 03/19 | 03/18 | 0836 | SQ *CURRENT BAR & LOUN OCEANSIDE OR | \$18.75 | _____ |
| 03/25 | 03/24 | 1559 | VISTAPRINT 866-207-4955 MA | \$883.94 | _____ |
| | | | Total for Account | 1 9476 | \$1,133.61 |

Transactions BILLING ACCOUNT ACTIVITY

| Post Date | Trans Date | Ref # | Transaction Description | Amount | Notation |
|-----------------------------------|------------|-------|-------------------------|--------------|--------------|
| Payments and Other Credits | | | | | |
| 03/14 | 03/14 | | PAYMENT THANK YOU | \$3,104.60CR | _____ |
| | | | Total for Account | 7790 | \$3,104.60CR |

2025 Totals Year-to-Date

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

Interest Charge Calculation

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

**APR for current and future transactions.

| Balance Type | Balance By Type | Balance Subject to Interest Rate | Variable | Interest Charge | Annual Percentage Rate | Expires with Statement |
|--------------------|-----------------|----------------------------------|----------|-----------------|------------------------|------------------------|
| **BALANCE TRANSFER | \$0.00 | \$0.00 | YES | \$0.00 | 16.49% | |
| **PURCHASES | \$2,622.37 | \$0.00 | YES | \$0.00 | 16.49% | |
| **ADVANCES | \$0.00 | \$0.00 | YES | \$0.00 | 28.24% | |

Contact Us



Voice: 1-866-552-8855
TDD: 1-888-352-6455
Fax: 1-866-807-9053



Questions

Elan Financial Services
P.O. Box 6353
Fargo, ND 58125-6353



Mail payment coupon
with a check

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



Online

myaccountaccess.com

FRED MEYER CARD CHARGES - 03/3-03/31/2025

| Date | Description of Transaction | Amount |
|-------------|---|------------------|
| | CARD #3 - KERI BROWN, ADMIN ASSISTANT | |
| 03/13/25 | NWOTA - Meal | \$ 108.40 |
| | 08-000-5220-703-00 | \$ 108.40 |
| 03/13/25 | NWR - Office Expense | \$ 16.22 |
| | 09-000-5170-999-09 | \$ 16.22 |
| | Total | \$ 124.62 |
| | CARD # 6 - CRISTEL SCOTT, OPERATIONS COORDINATOR | |
| 03/21/25 | Operation Expense -Bus Cleaning Supplies | \$ 113.80 |
| | 01.003.5180.154.00 | \$ 113.80 |
| | | \$ 113.80 |
| | Grand Total | \$ 238.42 |
| DATE | APPROVAL | |

B. G. V. (Signature)
4/8/2025

ENTERED (SU)



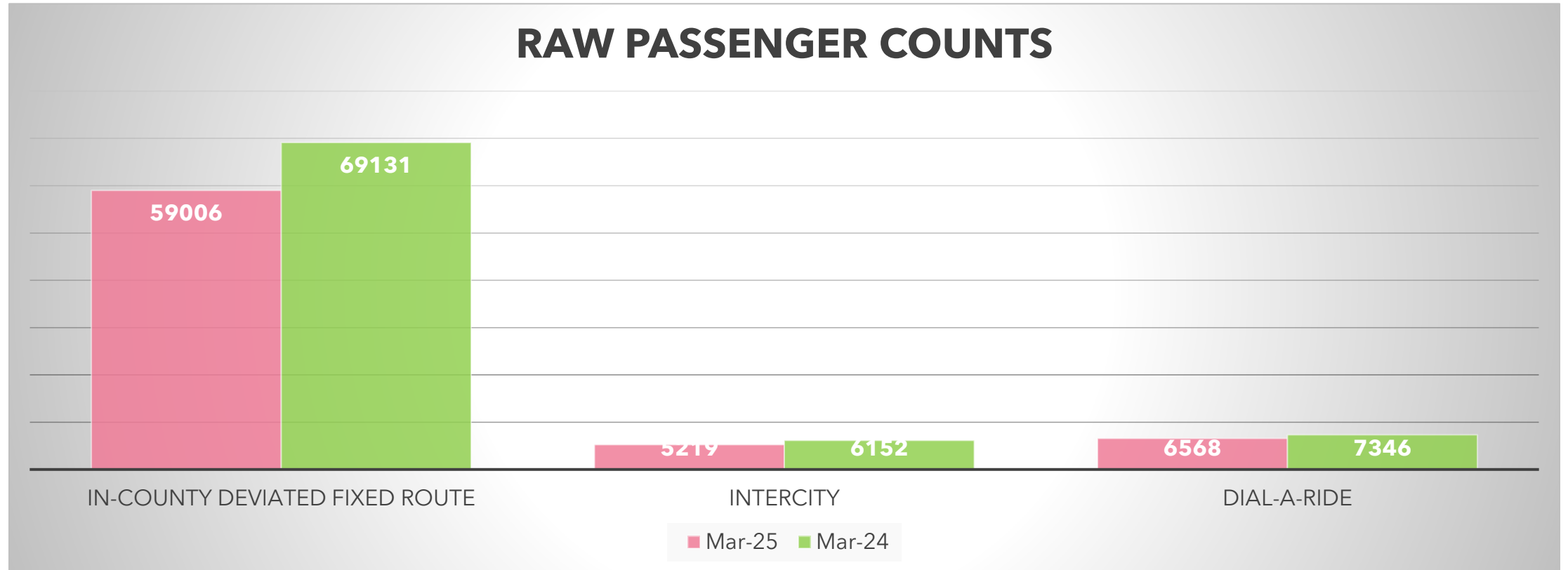
TCTD Operations

Statistics & Performance

March 2025

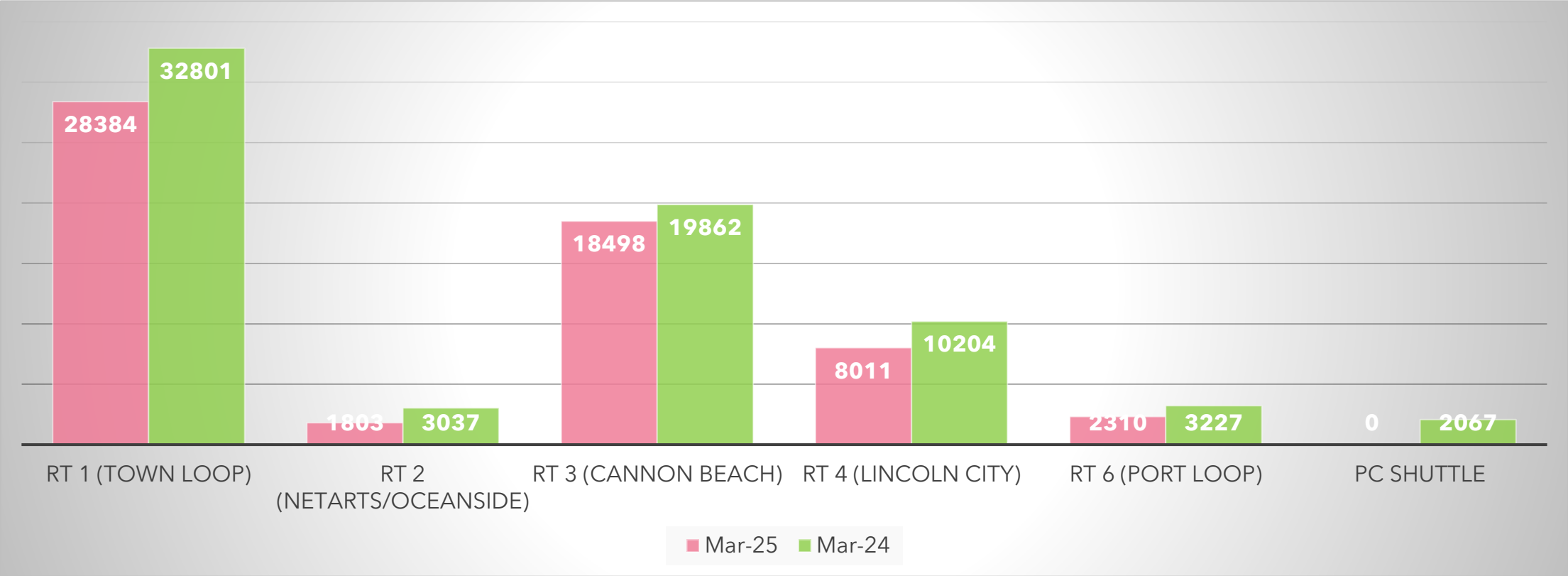


YTD COMPS BY SERVICE TYPE



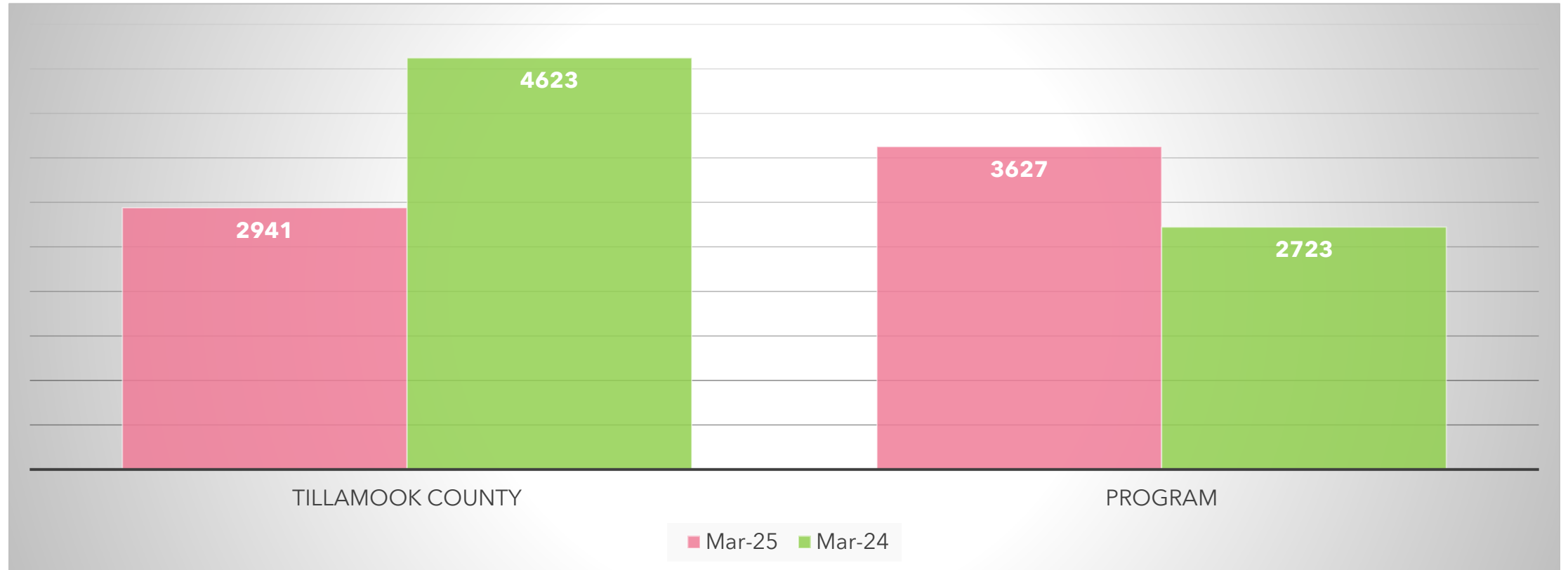
IN-COUNTY RIDERSHIP BY ROUTE

YTD COMPS



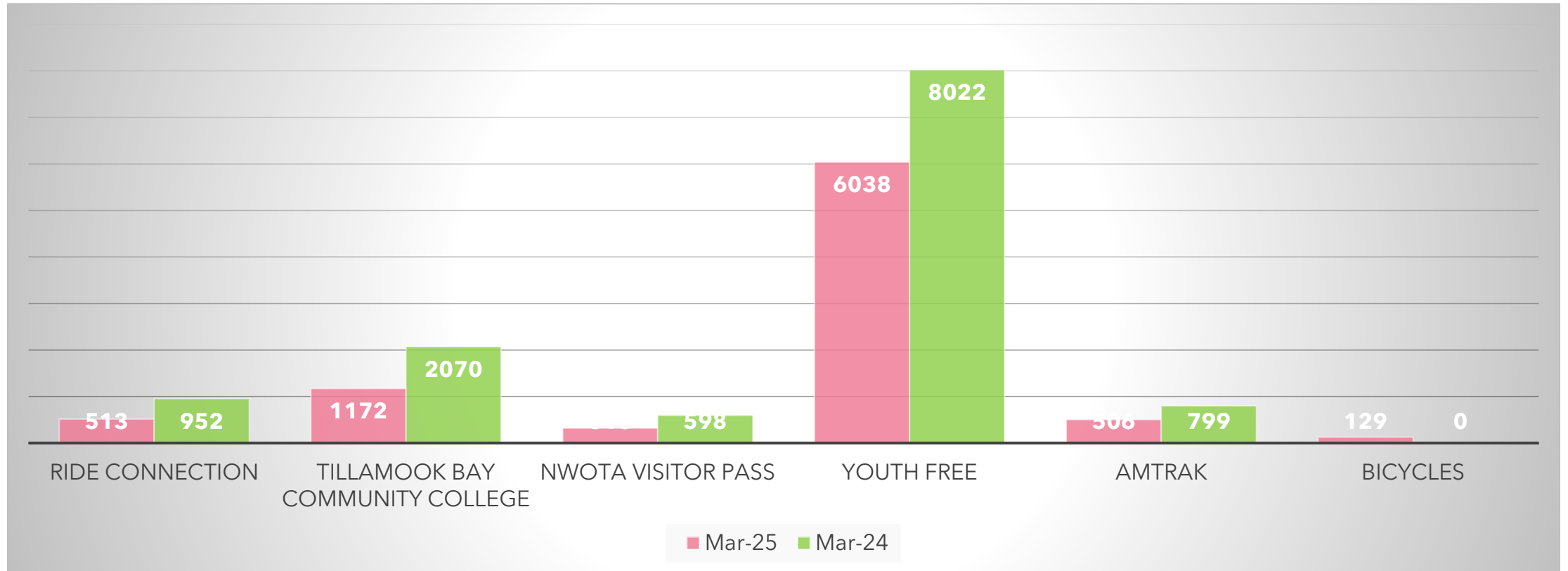
DAR RIDERSHIP BY SERVICE TYPE

YTD COMPS



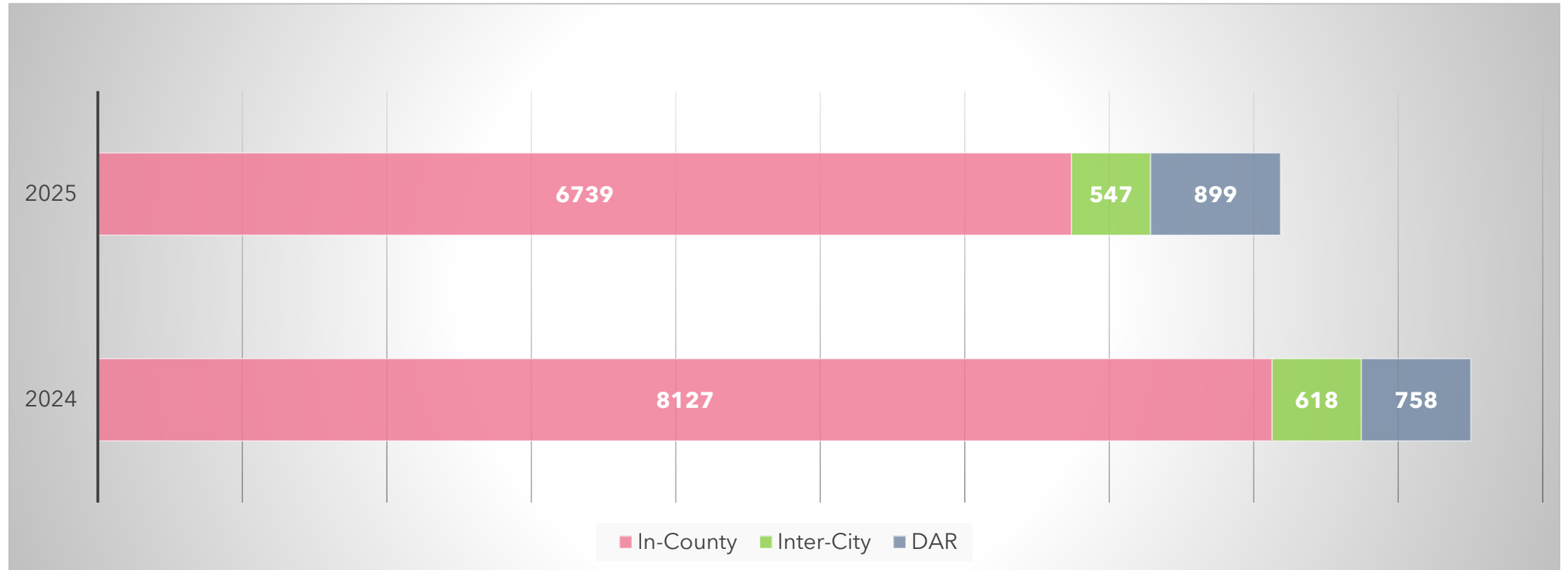
PASSENGER CATEGORIES

YTD COMPS



TOTAL SERVICES RIDERSHIP

February 2025 & February 2024



Tillamook County Transportation District

MONTHLY PERFORMANCE REPORT

March 2025

RIDERSHIP BY SERVICE TYPE

| | March 2025 | March 2024 | YTD FY 24-25 | YTD FY 23-24 | YTD % Change |
|--|---------------|---------------|-----------------|-----------------|-----------------|
|--|---------------|---------------|-----------------|-----------------|-----------------|

Dial-A-Ride Service

| | | | | | |
|--------------------------|------------|------------|--------------|--------------|---------------|
| Tillamook County | 464 | 386 | 2,941 | 4,623 | -36.4% |
| Program | 435 | 372 | 3,627 | 2,723 | 33.2% |
| Dial-A-Ride Total | 899 | 758 | 6,568 | 7,346 | -10.6% |

Deviated Fixed Route Service

| | | | | | |
|----------------------------------|--------------|--------------|---------------|---------------|---------------|
| Rt 1: Town Loop | 3,402 | 3,555 | 28,384 | 32,801 | -13.5% |
| Rt 2: Netarts/Oceanside | 185 | 398 | 1,803 | 3,037 | -40.6% |
| Rt 3: Manzanita/Cannon Beach | 1,850 | 2,765 | 18,498 | 19,862 | -6.9% |
| Rt 4: Lincoln City | 931 | 1,065 | 8,011 | 10,204 | -21.5% |
| Rt 6: Port of Tillamook Bay Loop | 371 | 344 | 2,310 | 3,227 | -28.4% |
| Pacific City Free Shuttle | 0 | 0 | 0 | 0 | #DIV/0! |
| Local Fixed Rt Total | 6,739 | 8,127 | 59,006 | 69,131 | -14.6% |

Intercity Service

| | | | | | |
|-------------------------|------------|------------|--------------|--------------|---------------|
| Rt 5: Portland | 547 | 618 | 5,219 | 6,152 | -15.2% |
| Inter City Total | 547 | 618 | 5,219 | 6,152 | -15.2% |

| | | | | | |
|---------------------------|--------------|--------------|---------------|---------------|---------------|
| TOTAL ALL SERVICES | 8,185 | 9,503 | 70,793 | 82,629 | -14.3% |
|---------------------------|--------------|--------------|---------------|---------------|---------------|

| ONE-WAY TRIPS BY USER GROUP (Allocated) | | | | | |
|---|--------------|------------|---------------|---------------|---------------|
| | Fixed | | YTD | YTD | YTD % |
| USER GROUP | Route | DAR | FY 24-25 | FY 23-24 | Change |
| General (18 years to 60 years of age) | 4,372 | 144 | 39,586 | 46,529 | -14.9% |
| Senior/Disabled | 2,402 | 719 | 26,449 | 30,456 | -13.2% |
| Child/Youth | 510 | 36 | 4,758 | 5,644 | -15.7% |
| Total | 7,284 | 899 | 70,793 | 82,629 | -14.3% |

| OTHER RIDER CATEGORIES | | | | | |
|---------------------------------|-------|-----|----------|----------|--------|
| | Fixed | | YTD | YTD | YTD % |
| | Route | DAR | FY 24-25 | FY 23-24 | Change |
| Ride Connection | 59 | | 513 | 952 | -46.1% |
| Tillamook Bay Community College | 78 | | 1,172 | 2,070 | -43.4% |
| NWOTA Visitor Pass | 28 | | 318 | 598 | -46.8% |
| Program | | 435 | 3,627 | 2,351 | 54.3% |
| Youth Free | 769 | | 6,038 | 8,022 | -24.7% |
| Amtrak | 44 | | 506 | 799 | -36.7% |
| Bicycles | 75 | | 129 | N/A | N/A |

MONTHLY PERFORMANCE

| Service Month | Passengers per Hour | Farebox Return % | Cost per Hour |
|------------------|------------------------|---------------------|------------------|
|------------------|------------------------|---------------------|------------------|

Dial-A-Ride Services

| | | | |
|--------|-----|-------|--------|
| Mar-24 | 1.5 | 30.2% | 103.27 |
| Dec-24 | 1.4 | 42.3% | 129.22 |
| Jan-25 | 1.4 | 38.9% | 138.63 |
| Feb-25 | 1.5 | 39.8% | 131.54 |
| Mar-25 | 1.5 | 38.6% | 132.28 |

Deviated Fixed Routes

| | | | |
|--------|-----|------|--------|
| Mar-24 | 5.2 | 3.3% | 111.44 |
| Dec-24 | 5.9 | 2.9% | 145.67 |
| Jan-25 | 6 | 2.4% | 154.46 |
| Feb-25 | 5.9 | 2.5% | 145.56 |
| Mar-25 | 5.9 | 2.5% | 146.67 |

Intercity Services

| | | | |
|--------|-----|-------|--------|
| Mar-24 | 2.3 | 9.1% | 126.68 |
| Dec-24 | 2.2 | 11.9% | 151.66 |
| Jan-25 | 2.1 | 10.2% | 170.14 |
| Feb-25 | 2 | 10.2% | 161.02 |
| Mar-25 | 2 | 9.6% | 163.49 |

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

**Primary Performance Measures Report
thru March 2025**

| | Passengers per Hour | Cost per Trip | Cost per Hour | Farebox Return % |
|------------------------------|--------------------------------|--------------------------|--------------------------|-----------------------------|
| <u>Dial-A-Ride</u> | | | | |
| Dial-A-Ride | 1.8 | \$ 68.73 | \$ 122.15 | 10.3% |
| NW Rides | 1.3 | \$ 107.95 | \$ 138.19 | 53.2% |
| Total | 1.5 | \$ 90.39 | \$ 132.28 | 38.6% |
| <u>Deviated Route</u> | | | | |
| Rt 1: Town Loop | 10.9 | \$ 11.29 | \$ 123.47 | 5.4% |
| Rt 2: Oceanside | 3.3 | \$ 39.17 | \$ 127.79 | 1.8% |
| Rt 6: PORT | 7.0 | \$ 20.33 | \$ 141.74 | 7.7% |
| Rt 3: Manzanita | 4.9 | \$ 31.39 | \$ 155.06 | 1.7% |
| Rt 4: Lincoln City | 2.9 | \$ 55.46 | \$ 161.53 | 0.9% |
| Total | 5.9 | \$ 24.79 | \$ 146.67 | 2.5% |
| <u>Intercity</u> | | | | |
| Rt 5: Portland | 2.0 | \$ 81.23 | \$ 163.49 | 9.6% |
| FY 2024-25 YTD | 4.2 | \$ 35.04 | \$ 145.44 | 12.3% |
| FY 2023-24YTD | 3.8 | \$ 30.23 | \$ 113.58 | 10.5% |
| Percent Change | 10.5% | 15.9% | 28.0% | 17.1% |

nwCONNECTOR

Coordinating Committee In-Person Meeting

May 9, 2025 | 10:00 am—12:00 pm

Tillamook County Transportation District

3600 Third Street, Tillamook OR








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 | | Circe Torruellas Erik Belmont |
| 10:45 - 10:55a |  Consent Calendar March Meeting Minutes Financial Report Emissions/Ridership Tracking Bus Stop Project Update | ✓ | Cynda Bruce/All |
| 10:55-11:40a |  Website Management - MAC FY25 Work Plan Update - MAC FY26 Work Plan Development | | Logan Hoffman |
| 11:40-11:50a |  NWOTA FY26 Budget | ✓ | All |
| 11:50-12:00p |  NWOTA Administration Contract Review | ✓ | Cynda Bruce |
| 12:00p |  Member Updates | | All |

Attachments:

April Meeting Minutes
Ridership/Passenger Mile Tracking
FY25 MAC Work Plan
Draft FY26 Budget
Draft ColPac/NWOTA Administration Contract

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

April 11, 2025

Virtual meeting called to order at 10:05a.

Attendees: Cathy Bond, Debbie Boothe-Schmidt, Cynda Bruce, Cody Franz, Sarah Lu Heath, Charlene Pech, and Chris Wheatley.

Zero Emission Fleet Transition Plan: removed from agenda; to be reviewed in May.

Consent Calendar: Financials including a draft FY26 budget were presented and reviewed. Minutes were also presented and reviewed. It was noted on the draft budget that the unappropriated ending balance and working capital figures should be confirmed. Motion by Debbie Boothe-Schmidt to pass the consent calendar was seconded by Charlene Pech and passed unanimously.

NWOTA Standing Items:

Emissions and ridership tracking were reviewed. Monthly website report was reviewed. Swiftly updates were provided by LCT and BAT. Work continues to update and install necessary equipment to provide real-time tracking APIs.

E-Bike Policy Discussion: After reviewing the latest policy revisions, Charlene Pech moved to adopt the updates to the NWConnector regarding e-bikes. Chris Wheatley seconded the motion and it passed unanimously.

Bus Stop Project Update: removed from agenda; to receive update in May.

Round Table Updates:

SETD continues their search for a new executive director and will host a public meet and greet in April with four candidates. They were successful in hiring a new HR manager. SETD is also working to deploy grant funds from Seaside Hospital to provide microtransit service.

BAT shared information about a new service operating on 99W. They are also reviewing options to move to a self-perform service model.

LCT is working on annual budgets and updating Swiftly and related equipment on their vehicles.

CCR is working to hire a bus washer and on-call driver well as budgeting and preparing for a summer full of special events.

The meeting was adjourned at 11:08am.

NW RIDES

APRIL

Providers

4,833 Trips
106,121 Miles

Volunteers

662 Trips
30,959 Miles

Mileage

Reimbursement

1,961 Trips
76,257 Miles

Total

7,456 Trips
213,337 Miles



Tillamook County Transportation District

"Connecting the community through sustainable transit services"

DATE: May 21, 2025
TO: TCTD Board of Directors
FROM: Brian Vitulli, General Manager
SUBJECT: GENERAL MANAGER REPORT

Administration/Coordination

- Attended OTA Legislative Committee meeting on April 16th, 30th, May 6th, and 14th.
- Attended OTA Program Committee meeting on April 17.
- Attended the Tillamook PUD Community Partners luncheon on April 22.
- Internal budget development meetings occurring regularly / Attended May 15th Budget Committee meeting.
- 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 the PC | Woods Parking Advisory Committee meeting on April 29.
- Attended Tillamook County Community Health Improvement Planning workshop on May 1.
- Working with community partners and employment agencies/employee placement organizations to recruit transit drivers.
- The District (and trolley) participated in the Touch-a-Truck event on Laurel Street on May 6.
- The District participated in the Tillamook High School career fair on May 8.
- NWOTA meeting held on May 9.
- Attended OTA Board of Directors meeting in Salem on May 13 and 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 Division Procurement training on May 14.
- Attended Budget Committee meeting on May 15.
- Attended ODOT Public Transportation Division NEPA training on May 21.

Planning & Development

- Attended the Tillamook County Transportation System Plan kick-off meeting on April 22. I am serving as a Planning Advisory Committee member.
- The Zero Emission Vehicle Feasibility Study is continuing. Final report was recently delivered and will be presented to the Board at the June 2025 meeting.

- The procurement for the NW Connector Bus Stop Access Project is being finalized. 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.

Grant Funding

- The Oregon Transportation Commission approved \$72,000 in ODOT STIF-Discretionary funding for the District's bus stop infrastructure project in Garibaldi. The application for a new fire alarm system for the administration building and vehicle maintenance facility was deemed ineligible by the Federal Transit Administration and funding was not awarded. I have sent correspondence to ODOT requesting further consideration of this application and await a response from the Division Administrator.
- 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 recommended approval in 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 was given by the Oregon Transportation Commission at their May 2025 meeting.

Facility/Property Management

- Transit Center exterior / platform cleaning occurs weekly and on an as-needed basis.
- NW Rides Brokerage expansion is complete. An open house will be held in July 2025.

Operations/Vehicle Maintenance

- Four new Category B buses have completed the procurement process and have been ordered. Awaiting delivery date.
- Two new category B buses are being manufactured and will be delivered in late 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.

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



1. Call to Order: Board Chair Johnson called the meeting to order at 6:04 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
Linda Adler, Vice Chair (via Zoom)
David McCall, Director

Absent

TCTD Board of Directors

TCTD Staff

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

Guest

John Cline, Citizen

4. Announcements and Changes to Agenda: None

5. Oath of Office – New Board Director: Director Bean conducted the oath of office for new Director, David McCall.

6. Public & Guest Comments: John Cline appreciates the administration staff for helping during illness from staff being out.

7. Executive Session: None.

STATE OF THE DISTRICT REPORT

8. Financial and Grant Report: FS Bond reviewed the February 2025 financials included in the Board packet pages 1-23.

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.

Director McCall inquired about the percentage of past years' property tax. FS Bond responded that budget amount is an estimate and is trending above.

- 9. Service Performance Reports:** OS Reed provided service statistics and performance measures for the month of February 2025 and are included in the Board packet pages 24-32.

Director Hanenkrat asked if last year's numbers are due to Sunday service being reduced. OS Reed stated that the comparison is 7 day a week service compared to 6 day a week service. Service reductions were in March and May 2024.

Director Johnson asked when the service will be back to 7 days a week. GM Vitulli stated that it is estimated to be in September 2025, contingent on hiring additional transit drivers.

- 10. Northwest Oregon Transit Alliance:** GM Vitulli provided updates on the April 2025 meeting, with details included in the Board packet pages 33-34.

- 11. NW Rides Brokerage:** Updates for the month of March 2025 are included in the Board packet page 35.

- 12. General Manager Report:** GM Vitulli provided the following updates included in Board packet pages 36-42 (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**

- 13. Miscellaneous:** None.

CONSENT CALENDAR

- 14.** Motion by Director Johnston to Approve the Amended Minutes of March 19, 2025, Regular Board Meeting. Seconded by Director Bean.

Motion Passed

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

- 15.** Motion by Director Adler to Approve February 2025 Financial Statements. Seconded by Chair Johnson.

Motion Passed

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

16. Motion by Director Adler to Reappoint Ron Rush to the Budge Committee.
Seconded by Chair Johnson.

Motion Passed

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

ACTION ITEMS

17. Motion by Director Johnston to Approve Resolution 25-07 Authorizing the General Manager to Execute Amendment Number 2 to ODOT Section 5311 Grant Agreement Number 35084. Seconded by Director McCall.

Motion Passed

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

18. Motion by Director Bean to Approve Resolution 25-08 Authorizing the General Manager to Execute Amendment Number 1 to ODOT Section 5311 Grant Agreement Number 35325. Seconded by Director Hanenkrat.

Motion Passed

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

19. Motion by Director Johnston to Appoint Ms. Nan Devlin to Board of Directors – Position 4 (Expiring June 30, 2027). Seconded by Director McCall.

Motion Passed

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

DISCUSSION ITEMS

20. Staff Comments:

General Manager Vitulli: None

Operations Superintendent Reed: None

Finance Supervisor Bond: Wanted to thank Director Johnston for helping with the financial budget and the administrative staff and drivers helping with staff being out ill.

Brokerage Manager Deputy: Absent

Admin Assistant Brown: None

21. Board of Directors Comments:

Chair Johnson: Welcome Director McCall to the position and appreciate everyone.

Vice Chair Adler: Thanked Director McCall for asking Eric Swanson with Adventist Health Tillamook to provide dialysis center updates to the public.

Dir. Hanenkrat: None

Dir. Johnston: Appreciates Ron Rush's reappointment to the Budget Committee.

Dir. Bean: None

Dir. McCall: Thanked GM Vitulli for the Headlight Hearld article and the Tillamook County Board of Commissioners for their acknowledgement to TCTD for being unsung heroes for those seeking dialysis treatment. This public outreach helps keep TCTD in front of the community and helps the public stay informed. Director McCall stated that last week, Eric Swanson (AH-Tillamook) was on the KTIL Tillamook Today show and has committed to giving weekly updates about the dialysis center.

22. Adjournment: Board Chair Johnson adjourned the meeting at 6:45 pm.

These minutes were approved this 21st day of May 2025.

ATTEST:

Mary Johnson, Board Chair

Brian Vitulli, General Manager

TILLAMOOK COUNTY TRANSPORTATION DISTRICT

| | |
|---|-------------------|
| DRUG AND ALCOHOL POLICY | Number: 12 |
| Adopted by the Board of Directors on November 20, 2008 Last Reviewed: December-May 21 19, 20 25 19 | Pages: 8 |

Commented [RP1]: Revise this date

Purpose of Policy

This policy complies with 49 CFR Part 655, as amended and 49 CFR Part 40, as amended. Copies of Parts 655 and 40 are available in the drug and alcohol program manager's office and can be found on the internet at the Federal Transit Administration (FTA) Drug and Alcohol Program website <http://transit-safety.fta.dot.gov/DrugAndAlcohol/>.

All covered employees are required to submit to drug and alcohol tests as a condition of employment in accordance with 49 CFR Part 655.

Portions of this policy are not FTA-mandated, but reflect Tillamook County Transportation District's policy. These additional provisions are identified by **bold text**.

In addition, DOT has published 49 CFR Part 32, implementing the Drug-Free Workplace Act of 1988, which requires the establishment of drug-free workplace policies and the reporting of certain drug-related offenses to the FTA.

All Tillamook County Transportation District employees are subject to the provisions of the Drug-Free Workplace Act of 1988.

The unlawful manufacture, distribution, dispensation, possession or use of a controlled substance is prohibited in the covered workplace. An employee who is convicted of any criminal drug statute for a violation occurring in the workplace shall notify Operations Superintendent no later than five days after such conviction.

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Covered Employees

This policy applies to every person, including an applicant or transferee, who performs or will perform a "safety-sensitive function" as defined in Part 655, section 655.4.

You are a covered employee if you perform any of the following:

- Operating a revenue service vehicle, in or out of revenue service
- Operating a non-revenue vehicle requiring a commercial driver's license
- Controlling movement or dispatch of a revenue service vehicle
- Maintaining (including repairs, overhaul and rebuilding) of a revenue service vehicle or equipment used in revenue service
- Carrying a firearm for security purposes

See Attachment A for a list of covered positions by job title.

Prohibited Behavior

Use of illegal drugs is prohibited at all times. ~~All covered employees are prohibited from reporting for duty or remaining on duty any time there is a quantifiable presence of a prohibited drug in the body at or above the minimum thresholds defined in Part 40.~~ Prohibited drugs include:

- marijuana
- cocaine
- phencyclidine (PCP)
- opioids
- amphetamines

All covered employees are prohibited from performing or continuing to perform safety-sensitive functions while having an alcohol concentration of 0.04 or greater.

All covered employees are prohibited from consuming alcohol while performing safety-sensitive job functions or while on-call to perform safety-sensitive job functions. If an on-call employee has consumed alcohol, they must acknowledge the use of alcohol at the time that they are called to report for duty. If the on-call employee claims the ability to perform his or her safety-sensitive function, he or she must take an alcohol test with a result of less than 0.02 prior to performance.

All covered employees are prohibited from consuming alcohol within four (4) hours prior to the performance of safety-sensitive job functions.

All covered employees required to take a post-accident test are prohibited from consuming alcohol for eight (8) hours following involvement in an accident or until he or she submits to the post-accident drug and alcohol test, whichever occurs first.

Consequences for Violations

Following a positive drug or alcohol (BAC at or above 0.04) test result or test refusal, the employee will be immediately removed from safety-sensitive duty and ~~referred to a Substance Abuse Professional, provided with contact information for Substance Abuse Professionals (SAPs).~~

Following a BAC of 0.02 or greater, but less than 0.04, the employee will be immediately removed from safety-sensitive duties until the start of their next regularly scheduled duty period (for not less than eight hours)~~for at least eight hours~~ unless a retest results in the employee's alcohol concentration being less than 0.02.

Zero Tolerance

Per Tillamook County Transportation District policy, any employee who tests positive for drugs or alcohol (BAC at or above 0.04) or refuses to test will be referred to a Substance Abuse Professional (SAP) **and terminated from employment.**

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Circumstances for Testing

Pre-Employment Testing

A negative pre-employment drug test result is required before an employee can first perform safety-sensitive functions. If a pre-employment test is cancelled, the individual will be required to undergo another test and successfully pass with a verified negative result before performing safety-sensitive functions.

If a covered employee has not performed a safety-sensitive function for 90 or more consecutive calendar days, and has not been in the random testing pool during that time, the employee must take and pass a pre-employment test before he or she can return to a safety-sensitive function.

A covered employee or applicant who has previously failed or refused a DOT ~~pre-employment~~ drug and/or alcohol test must provide proof of having successfully completed a referral, evaluation, and treatment plan meeting DOT requirements.

Reasonable Suspicion Testing

All covered employees shall be subject to a drug and/or alcohol test when Tillamook County Transportation District has reasonable suspicion to believe that the covered employee has used a prohibited drug and/or engaged in alcohol misuse. A reasonable suspicion referral for testing will be made by a trained supervisor or other trained company official on the basis of specific, contemporaneous, articulable observations concerning the appearance, behavior, speech, or body odors of the covered employee.

Covered employees may be subject to reasonable suspicion drug testing any time while on duty. Covered employees may be subject to reasonable suspicion alcohol testing while the employee is performing safety-sensitive functions, just before the employee is to perform safety-sensitive functions, or just after the employee has ceased performing such functions.

Post-Accident Testing

Covered employees shall be subject to post-accident drug and alcohol testing under the following circumstances:

Fatal Accidents

As soon as practicable following an accident involving the loss of a human life, drug and alcohol tests will be conducted on each surviving covered employee operating the public transportation vehicle at the time of the accident. In addition, any other covered employee whose performance could have contributed to the accident, as determined by Tillamook County Transportation District using the best information available at the time of the decision, will be tested.

Non-fatal Accidents

As soon as practicable following an accident not involving the loss of a human life, drug and alcohol tests will be conducted on each covered employee

operating the public transportation vehicle at the time of the accident if at least one of the following conditions is met:

- (1) The accident results in injuries requiring immediate medical treatment away from the scene, unless the covered employee can be completely discounted as a contributing factor to the accident
- (2) One or more vehicles incurs disabling damage and must be towed away from the scene, unless the covered employee can be completely discounted as a contributing factor to the accident
- (3) The vehicle is a rail car, trolley car or bus, or vessel, and is removed from operation, unless the covered employee can be completely discounted as a contributing factor to the accident

Commented [RP2]: Unless the agency has vehicles or vessels of this type, remove this section.

In addition, any other covered employee whose performance could have contributed to the accident, as determined by Tillamook County Transportation District using the best information available at the time of the decision, will be tested.

A covered employee subject to post-accident testing must remain readily available, or it is considered a refusal to test. Nothing in this section shall be construed to require the delay of necessary medical attention for the injured following an accident or to prohibit a covered employee from leaving the scene of an accident for the period necessary to obtain assistance in responding to the accident or to obtain necessary emergency medical care.

Random Testing

Random drug and alcohol tests are unannounced and unpredictable, and the dates for administering random tests are spread reasonably throughout the calendar year. Random testing will be conducted at all times of the day when safety-sensitive functions are performed.

Testing rates will meet or exceed the minimum annual percentage rate set each year by the FTA administrator. The current year testing rates can be viewed online at www.transportation.gov/odapc/random-testing-rates.

The selection of employees for random drug and alcohol testing will be made by a scientifically valid method, such as a random number table or a computer-based random number generator. Under the selection process used, each covered employee will have an equal chance of being tested each time selections are made.

A covered employee may only be randomly tested for alcohol misuse while the employee is performing safety-sensitive functions, just before the employee is to perform safety-sensitive functions, or just after the employee has ceased performing such functions. A covered employee may be randomly tested for prohibited drug use anytime while on duty.

Each covered employee who is notified of selection for random drug or random alcohol testing must immediately proceed to the designated testing site.

Random Testing – End of Shift

Random testing may occur anytime an employee is on duty so long as the employee is notified prior to the end of the shift. Employees who provide advance, verifiable notice of scheduled medical or child care commitments will be random drug tested no later than three hours before the end of their shift and random alcohol tested no later than 30 minutes before the end of their shift. Verifiable documentation of a previously scheduled medical or child care commitment, for the period immediately following an employee's shift, must be provided at least **30 minutes** before the end of the shift.

Testing Procedures

All FTA drug and alcohol testing will be conducted in accordance with 49 CFR Part 40, as amended.

Dilute Urine Specimen

If there is a negative dilute test result, Tillamook County Transportation District will conduct one additional retest. The result of the second test will be the test of record.

Dilute negative results with a creatinine level greater than or equal to 2 mg/dL but less than or equal to 5 mg/dL require an immediate recollection under direct observation (see 49 CFR Part 40, section 40.67).

Split Specimen Test

In the event of a verified positive test result, or a verified adulterated or substituted result, the employee can request that the split specimen be tested at a second laboratory. Tillamook County Transportation District guarantees that the split specimen test will be conducted in a timely fashion.

Test Refusals

As a covered employee, you have refused to test if you:

- (1) Fail to appear for any test (except a pre-employment test) within a reasonable time, as determined by Tillamook County Transportation District.
- (2) Fail to remain at the testing site until the testing process is complete. An employee who leaves the testing site before the testing process commences for a pre-employment test has not refused to test.
- (3) Fail to attempt to provide a ~~breath or urine~~ specimen for a drug or alcohol test. An employee who does not provide a ~~urine or breath~~ specimen because he or she has left the testing site before the testing process commenced for a pre-employment test has not refused to test.

- (4) In the case of a directly-observed or monitored urine drug collection, fail to permit monitoring or observation of your provision of a specimen.
- (5) Fail to provide a sufficient ~~quantity of urine or breath~~[specimen for a drug or alcohol test](#) without a valid medical explanation.
- (6) Fail or decline to take a second test as directed by the collector or Tillamook County Transportation District for drug testing.
- (7) Fail to undergo a medical evaluation as required by the MRO or Tillamook County Transportation District's Designated Employer Representative (DER).
- (8) Fail to cooperate with any part of the testing process.
- (9) Fail to follow an observer's instructions to raise and lower clothing and turn around during a directly-observed [urine drug](#) test.
- (10) Possess or wear a prosthetic or other device used to tamper with the collection process.
- (11) Admit to the adulteration or substitution of a specimen to the collector or MRO.
- (12) Refuse to sign the certification at Step 2 of the Alcohol Testing Form (ATF).
- (13) Fail to remain readily available following an accident.

As a covered employee, if the MRO reports that you have a verified adulterated or substituted test result, you have refused to take a drug test.

As a covered employee, if you refuse to take a drug and/or alcohol test, you incur the same consequences as testing positive and will be immediately removed from performing safety-sensitive functions, and ~~referred to a SAP~~[provided with contact information for SAPs](#).

Prescription Drug Use

The appropriate use of legally prescribed drugs and non-prescription medications is not prohibited. However, the use of any substance which carries a warning label that indicates that mental functioning, motor skills, or judgment may be adversely affected must be reported to Operations Superintendent. Medical advice should be sought, as appropriate, while taking such medication and before performing safety-sensitive duties.

Contact Person

For questions about Tillamook County Transportation District's anti-drug and alcohol misuse program, contact Operations Superintendent or Operations Coordinator.

Attachment A

Covered Positions

- Transit Drivers
- Fleet Maintenance Mechanic
- Service Technician
- Operations Superintendent
- Operations Coordinator
- Utility Attendant
- Dispatcher

**TCTD Revised Drug & Alcohol Policy
CERTIFICATE OF RECEIPT**

I, _____, certify that I have received a copy of the **TCTD Revised Drug & Alcohol Policy with an effective date of December 19, 2019**. I understand that it is my responsibility to read and ask questions, if necessary, regarding the Policy. I accept responsibility for understanding and complying with the District's policies.

Employee Signature

Date

**ACKNOWLEDGEMENT
OF
EMPLOYER'S DRUG AND ALCOHOL TESTING POLICY**

I, _____, the undersigned, hereby
(Print Full Name)

acknowledge that I have received a copy of the anti-drug and alcohol misuse program policy mandated by the U.S. Department of Transportation, Federal Transit Administration for all covered employees who perform a safety-sensitive function. I understand this policy is required by 49 CFR Part 655, as amended, and has been duly adopted by the governing board of the employer. Any provisions contained herein which are not required by 49 CFR Part 655, as amended, that have been imposed solely on the authority of the employer are designated as such in the policy document.

I further understand that receipt of this policy constitutes a legal notification of the contents, and that it is my responsibility to become familiar with and adhere to all provisions contained therein. I will seek and get clarification for any questions concerning the provisions contained in the policy. I also understand that compliance with all provisions contained in the policy is a condition of employment.

I further understand that the information contained in the approved policy dated _____, is subject to change, and that any such changes, or addendum, shall be disseminated in a manner consistent with the provision of 49 CFR Part 655, as amended.

Signature of Employee

Date

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

**Authorizing the General Manager)
to Execute Amendment Number 2)
to ODOT Section 5339 Grant)
Agreement Number 35328)**

RESOLUTION NO. 25-09

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

WHEREAS, on August 30, 2022, the District entered into ODOT Grant Agreement Number 35328, memorializing a grant in the total amount of \$508,000; however for Amendment Number 2, the amount is \$448,000; and

WHEREAS, the District and ODOT mutually desire to modify Exhibit A to extend the Grant Agreement period to December 31, 2026 to allow for the District to purchase two, Category B trolley replica buses and to design and construct the Hebo bus stop; and

WHEREAS, the District Board of Directors wishes to authorize the General Manager to execute Amendment Number 2 to Grant Agreement Number 35328 to extend the Grant Agreement period to December 31, 2026 to allow the District to purchase two, Category B trolley replica buses and to design and construct the Hebo bus stop.

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 Number 35328 in the amount of \$448,000 on behalf of the Tillamook County Transportation District to purchase two, Category B trolley replica buses and to design and construct the Hebo bus stop by December 31, 2026.

INTRODUCED AND ADOPTED this 21st day of May 2025.

ATTEST:

By: _____
Mary Johnson, Board Chair

By: _____
Brian Vitulli, General Manager

AMENDMENT NUMBER 2
ODOT GRANT AGREEMENT NO. 35328
Tillamook County Transportation District

The **State of Oregon**, acting by and through its Department of Transportation, hereinafter referred to as **State**, and **Tillamook County Transportation District**, hereinafter referred to as **Recipient**, entered into an Agreement on **August 30, 2022** and Amendment 1 (one) on **March 5, 2025**. 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, revise Exhibit A and Exhibit B.

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, 2026** (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, 2026** (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."

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

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
General Manager

By Brian Vitulli
(Legally designated representative)

Name Brian Vitulli
(printed)

Date April 22, 2025

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) 815-8283
bvitulli@tillamookbus.com

State Contact:

Arla Miller
355 Capitol St NE, MS43
Salem, OR 97301-4179
1 (503) 949-5415
Arla.MILLER@odot.oregon.gov

State of Oregon, by and through its
Department of Transportation

By Andrea DURBIN
Andrea DURBIN (Apr 22, 2025 15:37 PDT)

Suzanne Carlson
Public Transportation Division Administrator

Date 04/22/2025

APPROVAL RECOMMENDED

By Arla Miller

Date 04/14/2025

APPROVED AS TO LEGAL SUFFICIENCY

(For funding over \$250,000)

By _____
Assistant Attorney General

Name Sam Zeigler by email
(printed)

Date 07/15/2022

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

Revised Exhibit A
Project Description and Budget

Project Description/Statement of Work

| | | | | |
|---|---------------------|---------------------|---------------------|---------------|
| Project Title: 5339 Tillamook County Transportation District 35328 <i>Purchase two (2) trolleys.</i> <i>FTA funding Category A. Project ready to execute or has been executed. Funds available for reimbursement.</i> | | | | |
| | Total | Grant Amount | Local Match | Match Type(s) |
| P-21-1824-01 Item #1: Bus Trolley STD | | | | |
| | \$400,000.00 | \$340,000.00 | \$60,000.00 | Local |
| Sub Total | \$400,000.00 | \$340,000.00 | \$60,000.00 | |
| Project Title: 5339 Tillamook County Transportation District 35328 <i>Design and construct Hebo Bus Stop</i> <i>FTA funding Category B. Project identified not ready to execute. Funds not available until the FTA concurs in writing that the environmental review process is complete, FTA grant execution, and subgrant agreement amendment execution to release funds for reimbursement.</i> | | | | |
| | Total | Grant Amount | Local Match | Match Type(s) |
| P-21-1825-01 Item #1: Passenger Shelters | | | | |
| | \$135,000.00 | \$108,000.00 | \$27,000.00 | Local |
| Sub Total | \$135,000.00 | \$108,000.00 | \$27,000.00 | |
| Project Title: 5339 Tillamook County Transportation District 35328 <i>Downtown Transit Center Renovation</i> <i>Project Completed. Funds Exhausted.</i> | | | | |
| | Total | Grant Amount | Local Match | Match Type(s) |
| P-21-1826-01 Item #1: Terminal, Bus | | | | |
| | \$75,000.00 | \$60,000.00 | \$15,000.00 | Local |
| Sub Total | \$75,000.00 | \$60,000.00 | \$15,000.00 | |
| Grand Total | \$610,000.00 | \$508,000.00 | \$102,000.00 | |

The requirements of the National Environmental Policy Act (NEPA) and all other applicable federal environmental laws (e.g., the Endangered Species Act, the Clean Water Act, the National Historic Preservation Act) apply to all projects that receive FTA funds (directly or through the State). The process of addressing compliance with NEPA and all other applicable federal environmental laws is referred to as the environmental review process. For any project receiving FTA funds, subrecipients are responsible for coordinating with ODOT prior to incurring any costs or conducting any project-related activities to confirm requirements for complying with the environmental review process. The subrecipient is responsible for submitting all documentation required to comply with the environmental review process to ODOT for approval by the FTA.

The following activities cannot proceed until the FTA concurs in writing that the environmental review process is complete per 23 CFR 771.113(a)(1):

- final design activities (design beyond 30%).
- property acquisition (includes purchase discussions with property owners that imply or are explicitly binding).
- purchase of construction materials (including EV chargers and bus shelters) or rolling stock,
- project construction activities (including construction, alteration, or repair [including dredging, excavating, and painting] of buildings, structures, or other real property).

Proceeding with any of these activities prior to FTA concurrence that the environmental review process is complete may deem the entire project ineligible to receive federal funding.

1. PROJECT DESCRIPTION

Vehicle Expansion

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

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

Hebo Bus Stop Design, Shelter, and Construction

This Agreement provides funding to design purchase and construct, approximately one bus passenger shelter, located at 45.229375, -123.863025 including one bus route sign including sign posts, and the following amenities: benches, trash receptacles, bike rack, bike repair station, and infrastructure to comply with ADA accessibility requirements to support the public transportation needs of the general public and seniors and individuals with disabilities. The purpose of the project is to provide shelter from weather, procure and install passenger amenities such as benches, bike racks, bike repair station for the comfort and convenience of riders, and procure and install signage for transit route information.

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

A Documented Categorical Exclusion worksheet or Categorical Exclusion worksheet must be submitted to State, and must be approved by the Federal Transit Administration for all federally-funded projects, prior to any ground disturbance. This award is contingent on approval of the worksheet. Any project expenses incurred will not be reimbursed if the project's required worksheet is not approved.

Downtown Transit Center Renovation

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

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

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

2. PROJECT DELIVERABLES, SCHEDULE and USE

Vehicle Expansion

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

*RFP/IFB Issue Date March 31, 2025
Contract Award Date April 18, 2025*

*Initial Delivery Date August 31, 2026
Final Delivery Date September 30, 2026
Contract Completion Date December 31, 2026*

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

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

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

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

Hebo Bus Stop Design, Shelter, and Construction

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

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

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

*RFP/IFB Issue Date April 3, 2025
Contract Award Date May 1, 2025
Initial Delivery Date June 30, 2026
Final Delivery Date December 31, 2026*

Downtown Transit Center Renovation

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

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

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

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

3. PROJECT ACCOUNTING and MATCHING FUNDING

Vehicle Expansion

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

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

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

Hebo Bus Stop Design, Shelter, and Construction

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

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

Recipient will subtract income from fares, tickets, and passes whether pre-paid or post-paid, from the gross operating expenses of the service. The required local match share will be subtracted from the project expenses to determine the Agreement share of the project expense. Generally accepted accounting principles and Recipient's accounting system determine those costs that are to be accounted for as gross operating expenses.

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

Downtown Transit Center Renovation

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

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

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

4. REPORTING and INVOICING REQUIREMENTS

Vehicle Expansion

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

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

Hebo Bus Stop Design, Shelter, and Construction

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

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

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

Downtown Transit Center Renovation

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

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

Revised Exhibit B

FINANCIAL INFORMATION

The information below will assist auditors to prepare a report in compliance with the requirements of 2 CFR part 200, subpart F.

This Agreement is financed by the funding source indicated below:

| | | | |
|--|--|--|---|
| Federal Program 49 U.S.C. Section 5339 | Federal Funding Agency U.S. Department of Transportation Federal Transit Administration 915 Second Avenue, Suite 3142 Seattle, WA 98174 | CFDA Number 20.526 (5339) | Total Federal Funding \$508,000.00 |
|--|--|--|---|

Administered By

Public Transportation Division
355 Capitol St NE, MS43
Salem, OR 97301-4179

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

**Authorizing the General Manager to)
Enter Into an Intergovernmental)
Agreement (IGA) With the County of)
Tillamook for 2025 Pacific City)
Shuttle Services)**

RESOLUTION NO. 25-10

WHEREAS, the Tillamook County Transportation District owns and operates a regional public transportation system network of buses that serve communities within and without Tillamook County and that represents vital links to other public transportation system networks in northwest Oregon; and

WHEREAS, Tillamook County and the District have worked cooperatively in the past toward improved transportation services within the County; and

WHEREAS, the County and the District participate in the Pacific City/Woods Parking Advisory Committee, which guides the destination management efforts in the unincorporated areas of the Pacific City and Woods; and

WHEREAS, the District currently provides the Pacific City Shuttle, a seasonal transit service that operates an approximately seven-mile route seven to eight hours per day, on Saturday and Sunday from Memorial Day weekend through Labor Day weekend; and

WHEREAS, the District operates this transit route that serves as a key destination management/parking management tool to help meet the mobility needs of residents, businesses, and visitors in this community; and

WHEREAS, the County is willing to provide \$25,000 in financial support for the operation of this service for 2025.

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

That the Board authorizes the General Manager to enter into an Intergovernmental Agreement with the County of Tillamook for 2025 Pacific City Shuttle services.

INTRODUCED AND ADOPTED this 21st day of May 2025.

ATTEST:

By: _____
Mary Johnson, Board Chair

By: _____
Brian Vitulli, General Manager

INTERGOVERNMENTAL AGREEMENT
between
TILLAMOOK COUNTY and TILLAMOOK COUNTY TRANSPORTATION DISTRICT

This Agreement is made and entered into, in duplicate originals, this _____ day of _____, 2025, by and between Tillamook County, a political subdivision of the State of Oregon, hereinafter referred to as “COUNTY” and the Tillamook County Transportation District, an Oregon Special District, hereinafter referred to as “DISTRICT”.

RECITALS

- A. Whereas, DISTRICT owns and operates a public transportation network of buses that serves communities within and outside of Tillamook County.
- B. Whereas, COUNTY and DISTRICT participate in the Pacific City/Woods Parking Advisory Committee (PAC), which guides the destination management efforts in the unincorporated areas of the Pacific City and Woods.
- C. Whereas, DISTRICT currently provides the Pacific City Shuttle, a seasonal transit service that operates an approximately seven-mile route seven to eight hours per day, on Saturday and Sunday from Memorial Day weekend through Labor Day weekend.
- D. Whereas, DISTRICT operates this transit route that serves as a key destination management/parking management tool to help meet the mobility needs of residents, businesses, and visitors in this community.
- E. Whereas, COUNTY is willing to provide \$25,000 in financial support for the operation of this service for 2025.

WITNESSETH

NOW THEREFORE, IT IS HEREBY agreed by and between the parties as follows: the mutual promises of each party are given in exchange and as consideration for the promises of the other party.

Section 1.0 DISTRICT’S RIGHTS, DUTIES AND OBLIGATIONS

- 1.1 DISTRICT will collaborate with COUNTY as a partner in the PAC for details related to the Pacific City Shuttle, such as operating season, operating days, number of trips, and marketing and promotional opportunities.

- 1.2 DISTRICT will provide staff expertise, support, and resources to ensure the Pacific City Shuttle operates as agreed upon. Operation of the Pacific City Shuttle is contingent on the DISTRICT having an adequate number of drivers.

Section 2.0 COUNTY'S RIGHTS, DUTIES AND OBLIGATIONS

- 2.1 COUNTY will collaborate with DISTRICT as a partner in the PAC for details related to the Pacific City Shuttle, such as operating season, operating days, number of trips, and marketing and promotional opportunities.
- 2.2 Upon receipt of an invoice and subject to available funding, COUNTY will reimburse DISTRICT \$25,000 to offset the 2025 operating costs.

Section 3.0 INSURANCE

- 3.1 Each party agrees to maintain insurance sufficient to meet sums specified by ORS 30.270.

Section 4.0 LIABILITY; INDEMNIFICATION

- 4.1 Each party shall indemnify and hold harmless the other party from all claims, costs, damages, or expenses of any kind, including attorneys' fees and other costs and expenses of litigation, for personal or property damage arising out of that party's performance required by this Agreement. It is the intent of this section that each party assumes any and all liability for its respective torts, errors and omissions.

Section 5.0 EFFECTIVE DATE

- 5.1 This Agreement shall take effect on May 1, 2025.

Section 6.0 TERM

- 6.1 The term of this Agreement shall cover the 2025 operating season of the Pacific City Shuttle, from May 24, 2025 through September 1, 2025 and be in force and effect until terminated pursuant to the provision of Section 7.0 of this Agreement.

Section 7.0 TERMINATION

- 7.1 Termination of this agreement may occur if:
 - 7.1.1 The parties mutually consent to termination in writing.
 - 7.1.2 Any party breaches any duty, term or condition of this Agreement and does not cure the breach within thirty (30) days of written notice.
 - 7.1.3 Either party commits a fraud or misrepresentation upon the other party.
 - 7.1.4 Either party gives sixty (60) days' written notice.

Section 8.0 GENERAL PROVISIONS

8.1 WAIVER; MODIFICATION

8.1.1. Failure by COUNTY and/or DISTRICT to enforce any provision of this Agreement does not constitute COUNTY's and/or DISTRICT's continuing waiver of that provision, any other provision or of the entire Agreement. The rights and duties under this Agreement shall not be modified, delegated, transferred or assigned, except upon the written-signed consent of both parties.

8.2 ATTORNEYS' FEES

8.2.1 Attorney fees, costs and disbursements necessary to enforce this Agreement through mediation, arbitration and/or litigation, including appeals, shall be awarded to the prevailing party, unless otherwise specified herein or agreed.

8.3 LEGAL REPRESENTATION

8.3.1 In entering into this Agreement, each party has relied solely upon the advice of their own attorney. Each party has had the opportunity to consult with counsel or now waives that right. Each party represents and warrants to the other that they are fully satisfied with the representation received from their respective attorneys.

8.4 NOTICES

8.4.1. Any notice required or permitted under this Agreement shall be in writing and deemed given when:

8.4.1.1 actually delivered, or

8.4.1.2 three (3) days after deposit in United States certified mail, postage prepaid, addressed to the other party at their last known address.

8.5 LANGUAGE

8.5.1 The headings of the Agreement paragraphs are intended for information only and shall not be used to interpret paragraph contents. All masculine, feminine and neuter genders are interchangeable. All singular and plural nouns are interchangeable, unless the context requires otherwise.

8.6 INTEGRATION

8.6.1. This Agreement represents the entire Agreement between the parties. Time is of the essence in all terms, provisions, covenants and conditions in this Agreement.

8.7 SAVINGS

8.7.1. Should any clause or section of this Agreement be declared by a Court to be void or voidable, the remainder of this Agreement shall remain in full force and effect.

8.8 JURISDICTION; LAW

8.8.1. This Agreement is executed in the State of Oregon and is subject to Tillamook County and Oregon law and jurisdiction. Venue shall be in Tillamook County, Oregon, unless otherwise agreed by the parties.

IN WITNESS WHEREOF, COUNTY and DISTRICT have executed this Agreement on the date first above written.

TILLAMOOK COUNTY

TILLAMOOK COUNTY
TRANSPORTATION DISTRICT

Dated

Dated

Erin D. Skaar
Chair, Board of Commissioners

Brian Vitulli
General Manager

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

**In the Matter of Adopting
a Revised Administrative
Employee Compensation
Plan for the District**

)
)
)
)

RESOLUTION NO. 25-11

WHEREAS, the Board of Directors for the Tillamook County Transportation District has the budget authority to set wages and salaries for the District; and

WHEREAS, the District adopted Resolution No. 19-35 on October 24, 2019, establishing a new administrative employee staffing plan, creating new positions, and reclassifying several existing positions; and

WHEREAS, the District further adopted Resolution No. 19-36 to establish wages and salaries effective January 1, 2020 for each new position created by Resolution No. 19-35; and

WHEREAS, the District later adopted Resolution No. 20-11 to establish a Brokerage Coordinator position and set a wage range for the new position; and

WHEREAS, it is necessary to adjust the salary ranges for all active administrative employee positions; and

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

1. Effective July 1, 2025, the Board establishes the following compensation schedule for the following District administrative employee positions:

| Position | Annual Salary Range | Hourly Equivalent |
|---------------------------|----------------------------|--------------------------|
| Administrative Assistant | \$36,627.76 - \$53,939.60 | \$17.61 - \$25.93 |
| Office Assistant | \$38,480.00 - \$58,240.00 | \$18.50 - \$28.00 |
| NW Rides Office Assistant | \$34,367.84 - \$50,528.40 | \$16.52 - \$24.29 |
| Financial Supervisor | \$59,696.00 - \$98,839.52 | \$28.70 - \$47.52 |
| Brokerage Manager | \$59,696.00 - \$98,839.52 | \$28.70 - \$47.52 |
| Brokerage Coordinator | \$44,772.00 - \$63,960.00 | \$21.53 - \$30.75 |
| Brokerage CSR | \$36,627.76 - \$50,528.40 | \$17.61 - \$24.29 |
| Operations Superintendent | \$59,696.00 - \$98,839.52 | \$28.70 - \$47.52 |
| Operations Coordinator | \$51,168.00 - \$76,943.88 | \$24.60 - \$36.99 |
| Transit Center CSR | \$34,367.84 - \$50,528.40 | \$16.52 - \$24.29 |

2. The General Manager of the District shall take all steps necessary to implement this Resolution.

INTRODUCED AND ADOPTED this 21st day of May, 2025.

ATTEST:

By: _____
Mary Johnson, Board Chair

By: _____
Brian Vitulli, General Manager

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

**Authorizing the General Manager to)
Enter Into a Memorandum of)
Understanding (MOU) With the)
Oregon Coast Visitors Association)
Regarding the North Coast Express)**

RESOLUTION NO. 25-12

WHEREAS, the Tillamook County Transportation District owns and operates a regional public transportation system network of buses that serve communities within and without Tillamook County and that represents vital links to other public transportation system networks in northwest Oregon; and

WHEREAS, the Oregon Coast Visitors Association will provide a pilot express public transit service from Beaverton to stops in Tillamook, Rockaway Beach, Cannon Beach, Seaside, and Astoria;

WHEREAS, the Association and the District have worked to establish a framework for cooperatively addressing the goals of the North Coast Express; and

WHEREAS, the Association plans to operate the North Coast Express on Fridays, Saturdays, and Sundays between Memorial Day and Labor Day on a trial basis for the 2025 and 2026 operating seasons; and

WHEREAS, the Association and the District believe that North Coast Express customers would benefit from access to the District's transit services and wish to collaborate on a fare reimbursement arrangement for usage of the District's services and data collection and information sharing efforts to assist with the evaluation of the north Coast Express during the pilot period.

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

That the Board authorizes the General Manager to enter into a Memorandum of Understanding with the Oregon Coast Visitors Association regarding the North Coast Express.

INTRODUCED AND ADOPTED this 21st day of May 2025.

ATTEST:

By: _____
Mary Johnson, Board Chair

By: _____
Brian Vitulli, General Manager

Memorandum of Understanding

**between
Tillamook County Transportation District and
the Oregon Coast Visitors Association**

**regarding the
the North Coast Express Project**



1. Introduction

The Tillamook County Transportation District (“TCTD”) and the Oregon Coast Visitors Association (“OCVA”) are entering into a collaborative bus service project. The Project is commonly referred to as the North Coast Express (“NCE” or “Project”). The Project will provide new public transit services in the form of express bus service from Beaverton to Tillamook, Rockaway Beach, Cannon Beach, Seaside, and Astoria that operates between Memorial Day and Labor Day on Fridays, Saturdays, and Sundays on a trial basis. The parties believe that individuals arriving to the TCTD service area on the North Coast Express would benefit from access to TCTD’s services. In addition, the parties wish to collaborate on data collection and sharing to assist with the evaluation of the Project during and after the trial period.

2. Purpose

The purpose of this Memorandum of Understanding (MOU) is to establish a framework for cooperatively addressing the goals of the North Coast Express project.

3. Methods of Cooperation

Each Party to this MOU is a separate entity responsible for establishing its own policies and procedures, except where specifically discussed in this MOU.

4. Term

The term of this MOU will run through the 2025 and 2026 operating seasons, ending on November 30, 2026, to allow adequate time for final ridership data reporting and final operational assessments. The term may be extended by mutual agreement of the parties, which must be executed in writing at least 90 days prior to the expiration of the current term.

5. Rights, Roles, and Responsibilities

A. Tillamook County Transit District

- 1)** TCTD will honor an NCE ticket as a valid form of ticket to ride regularly scheduled buses within the TCTD system on the date shown on the NCE ticket.
- 2)** TCTD will track the number of rides provided to NCE ticket holders and report that data to OCVA on a monthly basis. The data will be delivered as an operational report on the number of trips provided, estimated number of passengers served, and similar information necessary to show the level of cross-over usage of the TCTD system by NCE passengers.
- 3)** TCTD will coordinate with OCVA by providing OCVA with TCTD route information and other materials that the parties agree would be helpful in promoting. This does not include an obligation for TCTD to expend any funds that are not already allocated for such activities as of the Effective Date.

- 4) TCTD will meet with OCVA for bi-weekly or monthly (as appropriate) Project coordination meetings during NCE operating months to discuss operation and improvement of the Project, including sharing performance-related information, operational issues, concerns, and feedback.
- 5) In the operation of TCTD's transit system, TCTD will comply with all applicable federal, state, and local laws.

B. Oregon Coast Visitors Association

- 1) OCVA will be solely responsible for operating and funding the NCE.
- 2) OCVA shall obtain all necessary authorization or approvals to provide a bus stop location at the Tillamook Creamery and signage as necessary to effectively provide the NCE services. This may include the use of existing transit facilities and signage.
- 3) OCVA will reimburse TCTD on a monthly basis, the standard fare of \$1.00 for each NCE ticket holder who transferred to the TCTD system. As outlined in 5.A.2. above, and in order for OCVA to accurately calculate the proper reimbursement amount, TCTD will provide ridership data to OCVA on a monthly basis showing the number of cross-over usage.
- 4) OCVA will collect ridership data throughout the duration of the Project and share that data with TCTD. The data will be delivered as an operational report on the number of trips provided, number of passengers served, and similar information.
- 5) OCVA will coordinate with TCTD in gathering additional information and formatting any data collected to demonstrate the utility and value of the Project and to support potential future TCTD applications for state or federal funding to establish formal transit services between the Portland metropolitan area and the TCTD service area.
- 6) OCVA will market the NCE, including riders' ability to connect and use the TCTD bus system for travel within the TCTD service area.
- 7) OCVA will meet with TCTD for bi-weekly Project coordination meetings to discuss operation and improvement of the Project, including sharing performance-related information, operational issues, concerns, and feedback.
- 8) In the operation of the NCE, OCVA will comply with all applicable federal, state, and local laws.

6. General Terms

- A. Termination.** This MOU may be immediately terminated by mutual consent of the Parties. If either Party wishes to terminate its participation in the Project, it may do so upon 90 days' written notice to the other Party.

- B. No Third Party Beneficiaries.** TCTD and OCVA are the only parties to this MOU and are the only parties entitled to enforce its terms. Nothing in this MOU gives, is intended to give, or may be construed to give or provide any benefit or right, whether directly or indirectly or otherwise, to any third parties.
- C. Indemnification.** Subject to the limits of the Oregon Tort Claims Act and the Oregon Constitution, each party releases and shall indemnify, hold harmless, and defend the other party, its elected officials, officers, employees, and agents from and against any and all costs, including costs of defense, claims, liability, judgments or awards of damages asserted or arising directly or indirectly from, on account of, or in connection with any error, omission, or act of negligence by the party, its elected or appointed officials, officers, agents, or employees in the performance of its responsibilities under this MOU. Each party agrees to promptly notify the other party of the filing of any claim which the notifying party believes is covered by the indemnity recited in this Section and shall not settle such claim without prior consent of the other party, which consent will not be unreasonably withheld. The indemnified party shall have the right to participate in the defense of said claim to the extent of its own interest. Appropriate personnel of the indemnified party shall cooperate and participate in legal proceedings if requested by the indemnifying party, and/or required by a court of competent jurisdiction.
- D. Dispute Resolution:** The undersigned representatives of each party affirm that they have entered into this MOU in good faith. Each party agrees that it will discharge its obligations under this MOU in good faith. The parties agree that they will work together and will endeavor to accomplish the purposes and goals of this MOU in a manner that serves the best interests of the public. In the event of any dispute or disagreement in the implementation of this MOU, the parties will resolve the matter amicably by consultation or negotiation in the spirit of cordiality and mutual respect, beginning with the designated representatives of each entity involved in the dispute. If a dispute is not resolved within five business days of an issue being formally raised by one of the parties, the dispute will be referred by the representatives to executive staff for the entities, who will endeavor in good faith to resolve the dispute. If all informal dispute resolution attempts are unsuccessful, the parties may file suit in the Circuit Court for Tillamook County, Oregon.
- E. Notices.** Written notice to either party must be given in writing by personal delivery, email, or mailing the same, postage prepaid at the address or number set forth below. Any communication or notice personally delivered will be deemed to be given when actually delivered. Any communication by email will be deemed to be given when the recipient of the email personally acknowledges receipt of the email. Any notice mailed shall be deemed to be received three days after the date it is deposited in the U.S. Mail.

TCTD:

c/o Brian Vitulli, General Manager
3600 Third St Ste A
Tillamook OR 97141
Email: bvitulli@tillamookbus.com

OCVA:

c/o Marcus Hinz, Executive Director

PO Box 940

Tillamook, Oregon 97141

Email: director@thepeoplescoast.com

- F. Limitations.** Except as otherwise expressly identified in this MOU, no party may act on the other's behalf or obligate the other party in contract, debt or otherwise. The parties are and will remain separate entities, and no partnership, joint venture, or agency relationship is created by this MOU.
- G. Severability.** If any term or provision of this MOU is declared by a court of competent jurisdiction to be illegal or in conflict with any law, the validity of the remaining terms and provisions shall not be affected, and the rights and obligations of the parties shall be construed and enforced as if this MOU did not contain the particular term or provision held to be invalid.
- H. Integration and Waiver.** This MOU, including its Exhibit, constitutes the entire agreement between the parties on the subject matter hereof. There are no understandings, agreements, or representations, oral or written, not specified herein regarding this MOU. The delay or failure of either party to enforce any provision of this MOU shall not constitute a waiver by that party of that or any other provision. Each party, by the signature below of its authorized representative, hereby acknowledges that it has read this MOU, understands it, and agrees to be bound by its terms and conditions.
- I. Counterparts.** This MOU may be executed in counterparts, including through use of a service such as DocuSign and transmitted electronically, each of which is an original and all of which together are deemed one agreement binding on both parties, notwithstanding that both parties are not signatories to the same counterpart.
- J. Effective Date.** This MOU shall become effective on the date when this MOU is fully executed and approved as required by applicable law.

[Signature page follows]

WE THE UNDERSIGNED PARTIES AGREE TO BE BOUND BY THIS MEMORANDUM OF UNDERSTANDING.

**TILLAMOOK COUNTY
TRANSPORTATION DISTRICT**

Signature: _____

Date: _____

Name: _____

Title: _____

**OREGON COAST VISITORS
ASSOCIATION**

Signature: _____

Date: _____

Name: _____

Title: _____