

Tillamook County Transportation District
Board of Directors
Regular Monthly Meeting



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



Wednesday, June 18, 2025, at 6:00PM
Transportation Building
3600 Third Street, Tillamook, Oregon

Tillamook County Transportation District
BOARD OF DIRECTORS – REGULAR MONTHLY MEETING
Agenda: Wednesday, June 18th, 2025 @ 6:00pm

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

REGULAR MEETING

1. Call to Order
2. Pledge of Allegiance
3. Roll Call
4. Announcements and Changes to Agenda
5. Public & Guest Comments
6. Executive Session: Performance Evaluations, ORS 192.660(2)(i)
7. Budget Hearing (Pgs. 1-34)

STATE OF THE DISTRICT REPORT

8. Financial and Grant Reports (April) (Pgs. 35-58)
9. Service Performance Reports (April) (Pgs. 59-67)
10. Northwest Oregon Transit Alliance (June) (Pgs. 68-70)
11. NW Rides Brokerage Report (May) (Pg. 71-72)
12. General Manager Report (Pgs. 73-74)
 - 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 May 21st, 2025, Regular Board Meeting (Pgs. 75-80)
15. Motion to Approve the Minutes of May 15, 2025, Budget Committee Meeting (Pgs. 81-83)
16. Motion to Approve April 2025 Financial Statements
17. Motion to Amend Policy 10: Directors Powers, Duties, Responsibilities, and Membership (Pgs. 84-86)
18. Motion to Amend Policy 19: Oregon Government Ethics Policy (Pgs. 87-89)

ACTION ITEMS

19. Resolution 25-13 In the Matter of Adopting the Budget, Making Appropriations, Levying Taxes, and Categorizing Taxes for FY 2025-2026 (Pgs. 90-92)
20. Resolution 25-14 Authorizing the General Manager to Execute ODOT STIF Formula Grant Agreement Number 35859 (Pgs. 93-143)
21. Resolution 25-15 Authorizing the General Manager to Execute a Personal Services Agreement with Kittelson and Associates, Inc. for the Evaluation of the District's Cost Allocation Methodology and Performance Monitoring System (Pgs. 144-157)
22. Resolution 25-16 Authorizing the General Manager to Execute a Personal Services Agreement with Kittelson and Associates, Inc. to Develop and Support the Implementation of an On-Board Rider Survey for the District (Pgs. 158-171)
23. Resolution 25-17 Authorizing the General Manager to Execute a Professional Services Agreement with Columbia Pacific Economic Development District to Provide Administrative Services for the NW Oregon Transit Alliance (Pgs. 172-178)
24. Resolution 25-18 Authorizing the General Manager to Execute a Professional Services Agreement with Madison Avenue Collective for NWOTA Website Management (Pgs. 179-189)

Next regularly scheduled meeting to be held July 16th, 2025

DISCUSSION ITEMS

- 25. ZEV Fleet Transition Plan
- 26. FY 2024-2025 Annual Report
- 27. Staff Comments
- 28. Board of Directors Comments
- 29. Adjournment

UPCOMING EVENTS

- June 14th: Tillamook Farmers Market Opening Day
- August 6th-9th: Tillamook County Fair
- November 2nd-5th: Oregon Public Transportation Conference, Bend



Tillamook County Transportation District Budget Message FY 2025-2026

Introduction

The Tillamook County Transportation District is committed to continued coordination and collaboration with local and regional partners to fulfill its mission. TCTD partners with the County of Tillamook, Tillamook Bay Community College, Marie Mills Center, Inc., CARE, Inc., and others, and supports local communities in the development of their transportation system plans. This past year TCTD enhanced its partnership and involvement with the Oregon Department of Transportation (ODOT) and the Oregon Transit Association (OTA) and continues to partner with and support the Northwest Oregon Transit Alliance (NWOTA) members. Finally, the District partners with Care Oregon and the Columbia Pacific Community Care Organization to ensure Tillamook County residents have non-emergency medical transportation to medical services throughout NW Oregon.

TCTD's proposed FY 2025-26 Budget includes grant funding to update the District's Transit Development Plan (long range plan) and to begin implementing the recently approved FY 2025-2027 Statewide Transportation Improvement Fund (STIF) Plan. Below are other highlights the TCTD plans to accomplish in the FY 2025-2026 budget year:

- Bus Stop Infrastructure Improvements in Garibaldi – courtesy FY 2025-2027 STIF Discretionary award
- NW Connector Bus Stop Access Improvement Project – Pacific City, Hebo, Waldport (NWOTA)
- Strategic Planning Effort with Board of Directors
- Operational Performance MIS Update
- On-Board Rider Survey (will support Transit Development Plan update)
- Delivery of eight (8) to ten (10) new transit vehicles depending on production schedules (DAR and Cat. B)

Budget Overview

The TCTD FY 2025-26 Budget totals \$21,028,007.00. It is comprised of the resources and requirements of the following funds: 1) General Fund; 2) Property Management; 3) Capital Reserve; 4) Vehicle Purchase Reserve; 5) Bus Wash Maintenance Reserve; 6) Special Transportation Fund (this fund merged with the STIF Fund in 2022 and will be discontinued in 2024); 7) Northwest Oregon Transit Alliance; 8) NW Rides Brokerage; and 9) STIF Program Fund (to include STIF Formula, Discretionary, Intercommunity Discretionary and STF). The District's assigned funds are designed to achieve transparency by providing a tool to assist the District as it pursues its current and future operational goals.

General Fund

The General Fund is used to account for the District's administration and operational fiscal activities except those activities required to be accounted for in another fund. The General Fund Requirements were categorized by Organizational Units in FY 2014-15 to increase transparency and aid in a better understanding of the budget document. The Organizational Units are TCTD Administration, TCTD Operations, and TCTD Maintenance. Expenses not allocated to Organizational Units have been included in the Unallocated Requirements listed on page 5B. These include grant funded projects, capital purchases, transfers made to other funds, the contingency, and unappropriated ending fund balance.

The proposed General Fund FY 2025-26 Budget resources total \$10,024,707.00 and reflects the necessary resources to administer the District's administrative and operational functions. The requirements of the General Fund are as follows: Department 001: Administrative budget is \$1,008,817.00; Department 002: Operations budget is \$2,411,671.00; Department 003: Maintenance budget is \$903,164.00 and Department 000: Unallocated is \$5,232,201.00.

In March 2024, TCTD and the Amalgamated Transit Union (ATU) successfully negotiated a new 5-year Collective Bargaining Agreement (CBA) that allowed the District to plan for reasonable increased labor costs. The current CBA expires on June 30, 2028. The District's operations and maintenance budgets reflect higher driver and dispatcher wages, and a healthcare insurance premium increase of 6% for this next fiscal year. There is an estimated 15-20% increase in casualty and loss insurance premiums. Workers' compensation is estimated to be flat with no increase. Payroll liability includes a 1% of gross wages contribution to the Paid Leave Act of Oregon benefit. The District received an FTA 5311 COVID Recovery grant in FY 2023-2024 to assist with the cost of wages and operations.

This next year TCTD will use grant funding for the capital purchase of six (6) buses and two (2) dial-a-ride vans.

Property Management Fund

The Property Management Fund is an Enterprise Fund created in 2002 by the Board of Directors to manage the lease income, operating expenses, and debt service for the real property located at 3600 Third Street in Tillamook, Oregon. In 2022, the Board reviewed and reauthorized this fund. This Fund's FY 2025-26 budget is \$288,789.

CareOregon contracts with TCTD to operate the NW Rides Medicaid non-emergency medical transportation (NEMT) brokerage. The NW Rides Brokerage began occupying Suite C in May 2025. They will contribute \$10,800 annually to the Property Management Fund for its portion of the building operating expenses and approximately \$25,200 in rental income for FY 2025-26.

Capital Reserve Fund

The Capital Reserve Fund was formed in 2004 by the Board of Directors and represents the District's commitment to having a "rainy day" fund for emergencies and to provide matching money for future capital projects. This fund's FY 2025-26 beginning balance is \$1,063,999.00. Over the next year the fund is projected to earn \$35,000 in interest and use an estimated \$304,686 in grant match funds, plus \$125,000 to the Property Management Fund for building gutters and HVAC improvements. The addition of the earned interest and transfer will result in the Capital Reserve Fund ending the next fiscal year with a balance of \$669,313.

Vehicle Purchase Reserve Fund

The Vehicle Purchase Reserve Fund was established by the Board of Directors in 2012 to track monies received from the sale of vehicles to be used towards the purchase of replacement vehicles. In 2022, the TCTD Board of Directors reviewed the fund and authorized continuation of this fund. This Fund's FY 2025-26 budget is \$47,225 that will result from the sale of surplus vehicles. This money can be used as a local match for vehicle purchases.

Bus Wash Maintenance Reserve Fund

The Bus Wash Maintenance Reserve Fund was created by the Board of Directors to set aside \$35,000 to pay for short and long-term maintenance of the bus washing facility in lieu of purchasing a maintenance contract. The District Board of Directors reviewed and approved this fund for continuance in 2017. This Fund's FY 2025-26 budget is \$23,140.

Special Transportation Fund

The Special Transportation Fund (STF) was created by the Board of Directors in 2014 to meet the STF accounting requirements specified by Oregon Administrative Rule to receive and disburse Special Transportation Fund and State Transportation Operating (STO) monies in a separate governmental fund. This Fund merged with the STIF and ended in 2024.

Northwest Oregon Transit Alliance Fund

The Northwest Oregon Transit Alliance (NWOTA) Fund was established in 2013 to receive and disperse resources associated with the partnership of the following five transit agencies: Tillamook County Transportation District, Lincoln County Transit, Sunset Empire Transportation District, Columbia County Rider, and Benton Area Transit. TCTD is the designated NWOTA Fiscal Agent and is responsible for accounting for the partner contributions and grants. The FY 2025-2026 NWOTA Budget is \$1,549,977.00. NWOTA resources will be directed to partners' marketing activities and the NW Connector website. This Fund has a major capital project for bus stop access improvements which accounts for \$1,115,467.00 in grants.

NW Rides Fund

The NW Rides Fund was established by the TCTD Board of Directors in July 2018 to manage and account for the Medicaid non-emergency medical transportation brokerage financial transactions. The NW Rides brokerage coordinates non-emergency medical transportation throughout Tillamook, Clatsop, and Columbia counties. The planned FY 2025-26 budget is \$6,448,000.00 to fund the Brokerage's call center operations and purchased transportation from the various transportation providers throughout the three-county region.

STIF Fund

In 2017 the Oregon Legislature established the Statewide Transportation Improvement Fund (STIF) to expand public transportation services throughout Oregon. STIF Formula Funds are distributed to Qualified Entities (QE) based on payroll taxes collected from employees within their respective jurisdictional boundaries. TCTD is the designated Qualified Entity for Tillamook County that must allocate and account for these funds. The TCTD Board of Directors established the STIF Fund in 2019 to receive and transfer monies from the STIF Formula, STIF Intercommunity and STIF Discretionary programs. The FY 2025-26 beginning balance is \$744,950.00 and expects to receive \$807,421.00 in STIF Formula, Intercommunity, and Discretionary monies. The STIF Formula monies will be used to fund continuation of service enhancements in the new TCTD STIF FY 2025-27 Plan. TCTD plans to transfer \$837,148.00 to the General Fund to purchase buses, fund operations, fund the low-income bus pass programs, and use as local matching funds for the purchase of buses and vans.

The Fund will receive \$29,727 in STIF monies in FY 2025-2026 to support transportation operations for the Marie Mills Center Inc. and CARE and to support public transportation services.

In January 2025, the TCTD Board of Directors approved the FY 2025-2027 STIF Plan. TCTD has been focused on implementing these service improvements and has successfully purchased buses and vans as outlined in the Plan. The approved service improvement priorities include carrying forward projects funded in the previous FY 2023-2025 STIF Plan. The FY 2025-2027 service improvement projects include:

- 1) Continuation of service to the Port of Tillamook Bay (POTB). This service began on 9/1/2021.
- 2) Continuation of evening service on the Tillamook Town Loop. This service began on 9/1/2021.
- 3) Continuation of the expanded dial-a-ride services. This service began on 7/1/2021.
- 4) Continuation of the addition to Route 5 (Tillamook to Portland) from two trips per day to three trips. This service began a third Route 5 trip on January 22, 2023, but temporarily discontinued the early AM roundtrip in May 2024.
- 5) Continuation of the Fare Reduction Program that reduced fares to youth under 18 years of age.

Conclusion

TCTD's mission, "Connecting the community through sustainable transit services," continues to be a high priority to the District. Accomplishing this mission requires TCTD to not only provide effective and efficient transportation services to the community, but also to focus available resources toward services that generate the highest return on investments, which is important for the District to compete for statewide ODOT competitive grants. TCTD also promotes a customer service-oriented culture throughout the organization through its comprehensive driver and customer service training programs.

This proposed Tillamook County Transportation District FY 2025-2026 budget represents the results of a significant effort by our management team. I am very proud of the level of internal coordination that was conducted and believe that this budget accurately reflects what we believe are our projected resources and we have identified a conservative plan for how those revenues will be expensed.

We intend to respond to any grant opportunities that become available, and if successful, these new funds will lessen the burden on our other resources. If necessary, we will amend the approved FY 2025-2026 budget to accommodate these revisions. We at the District look forward to this next fiscal year, to building new relationships and enhancing our existing partnerships, and to fulfilling our mission to connect the community and provide needed transportation options to Tillamook County and beyond.

Respectfully Submitted,

Brian Vitulli,
General Manager/Budget Officer

Tillamook County Transportation District

LB-20 General Fund: Resources

RESOURCES			
1	Working Capital	\$ 1,207,256	Cash on hand held in LGIP Reserve earning interest
2	Fares	\$ 130,100	Bus, Dial-A-Ride and Third Party Fares
3	Contract Revenue	\$ 309,677	NWRides, Lincoln County Transit Route Extension to LC, Ride Connection, PC Shuttle
4	Past years Property Tax	\$ 12,658	This source of funding is typically based upon the past 4-year's performance, which is approx. 7%.
5	State Timber Revenue	\$ 203,574	County Treasurer estimates \$237,402 State Timber Revenue; TCTD budgets more conservatively (reduced by 10%)
6	Mass Transit State Payroll Tax	\$ 112,311	State pays in lieu of Payroll Tax on State Payrolls and is adjusted to recent year-over-year amounts received
7	Capital Grants	\$ 1,451,000	Grant 34225 1 bus. Grant 34242 for 1 bus. Grant 35328 Hebo bus shelter. Grant 35436 3 buses.
8	Grants FTA 5311	\$ 774,467	Grant 35084 NWOTA shelters. Grant 35325 2 vans.
9	Grants - FTA 5311 COVID	\$ 100,000	Grant 35645 Human Services and Covid Relief
10	Grants - FTA 5311 (f)	\$ 2,946,680	Grant 35606 and 35607 NWOTA shelters & planning. Grant 35645 Human Services/Covid Relief. New capital grant for 3 buses, Ops and PM.
11	Grants - 5310	\$ 107,323	Grant 35488 Preventative Maintenance for Marie Mills and TCTD
12	Grants - 5305 (Planning)	\$ 180,000	Grant 35707 Long Range Transit Development Plan
13	Special Bus Operation (SBO)		Transit services other than fixed route or dial-a-ride
14	Miscellaneous Income	\$ 13,601	SDIS Longevity credit, Rebates, Sunset Ecolane
15	Sale of Assets - Income	\$ 10,000	Sale of TCTD vehicles or other assets
16	Interest Income	\$ 35,000	LGIP interest rate is variable and estimated to be approximately
17	Transfer from Capital Reserve	\$ 304,686	Transfer for vehicle match and coverage
18	Transfer from Vehicle Reserve	\$ 42,225	Transfer for vehicle match and coverage
19	Transfer from NWOTA	\$ 3,000	For TCTD Fiscal Agent services
20	Transfer from STIF	\$ 837,148	STIF Grant Revenue
21	Transfer from Bus Wash Reserve	\$ 18,140	Transfer for bus wash repairs and expenses
22	Current Year Property Tax	\$ 1,265,861	Per County Tax Assessor - computed based on 3% growth and 5% tax nonpayment
23	Taxes collected in year levied		Obsolete
24		\$ 10,064,707	Total Resources

RESOURCES
General Fund

FORM
LB-20

	Historical Data				Adopted Budget This Year 2024-2025	GL ACCT #	REQUIREMENTS DESCRIPTION	Tillamook County Transportation District			
	Actual		First Preceding 2023-2024	Budget for 2025-2026							
	Second Preceding 2022-2023	First Preceding 2023-2024		Proposed By Budget Officer				Approved By Budget Committee	Adopted By Governing Body		
1	1,023,275	1,023,275	1,023,275	1,160,290	3500	Working Capital	1,207,256	1,207,256		1	
OTHER RESOURCES											
2	238,974	196,869	196,869	246,750	4000	Fares	130,100	130,100		2	
3	992,057	479,779	479,779	339,123	4020	Contract Revenue	309,677	309,677		3	
4	32,631	18,505	18,505	12,156	4110	Past Years Property Tax	12,658	12,658		4	
5	227,702	287,935	287,935	213,662	4120	State Timber Revenue	203,574	203,574		5	
6	127,437	151,807	151,807	119,800	4130	Mass Transit State Payroll Tax	112,311	112,311		6	
7	-	76,502	76,502	1,798,000	4210	Capital Grants	1,451,000	1,451,000		7	
8	319,056	630,426	630,426	1,801,035	4220	Grants - FTA 5311	774,467	774,467		8	
9	160,356	177,223	177,223	226,925	4221	Grants -5311 COVID	100,000	100,000		9	
10	-	513,074	513,074	360,000	4240	Grants - 5311 (f)	2,906,680	2,946,680		10	
11	1,953	62,768	62,768	104,262	4245	Grants - 5310	107,323	107,323		11	
12	847	1,058	1,058	84,395	4246	Grants - 5304 (Planning)	180,000	180,000		12	
13	17,057	6,888	6,888	500	4300	Special Bus Operation (SBO)	-	-		13	
14	2,390	31,007	31,007	13,401	4400	Miscellaneous Income	13,601	13,601		14	
15	-	750	750	3,000	4410	Sale of Assets - Income	10,000	10,000		15	
16	-	46,326	46,326	42,000	4510	Interest Income	35,000	35,000		16	
17	-	-	-	-	4914	Transfer from Capital Reserve	304,686	304,686		17	
18	-	-	-	-	4915	Transfer from Vehicle Reserve	42,225	42,225		18	
19	-	3,000	3,000	3,000	4917	Transfer from NWOTA	3,000	3,000		19	
20	-	-	-	453,044	4918	Transfer from STIF Fund	837,148	837,148		20	
21	-	-	-	-	4920	Transfer from Bus Wash Reserve	18,140	18,140		21	
22	\$ 3,174,742	\$ 3,734,169	\$ 3,734,169	\$ 6,981,343		Total resources, except taxes to be levied	\$ 8,758,846	\$ 8,798,846	\$ -	22	
23	1,130,144	1,159,286	1,159,286	1,215,625	4100	Property Taxes estimated to be received	1,265,861	1,265,861		23	
24	\$ 4,304,886	\$ 4,893,455	\$ 4,893,455	\$ 8,196,968		TOTAL RESOURCES	\$ 10,024,707	\$ 10,084,707	\$ -	24	

Tillamook County Transportation District

LB-30A TCTD Administration - General Fund

PERSONNEL SERVICES			
1	Payroll Administration	\$ 400,989	General Manager, Finance Supervisor, Office Assistant, Admin Assistant, 1.25 CSR for TC
2	Payroll Expense	\$ 52,129	Employer Taxes
3	Payroll Healthcare	\$ 77,189	Employee healthcare
4	Payroll Retirement	\$ 23,292	Employer paid retirement
5	Payroll Veba	\$ 3,220	Employer paid Veba contribution
6	Worker's Compensation Insurance	\$ 382	Workers Comp
7		\$ 557,201	Total Personnel Services
MATERIALS and SERVICES			
8	Professional Services	\$ 53,932	ADP payroll, legal, consulting, accounting, auditors
9	Planning	\$ 200,000	Future planning and surveys for TDP and grant opportunities
10	Dues & Subscriptions	\$ 26,905	OTA, CTAA, SDAO, Chamber(s) of Commerce, NTI, APTA
11	Office Equipment R&R	\$ 1,696	Copier/Scanner/Fax Machine Lease
12	Computer R&R	\$ 14,000	Maintenance of server and computers
13	Fees & Licenses	\$ 28,950	Annual software maintenance and licensing and fees
14	Insurance	\$ 47,382	Agency liability insurance
15	Office Expenses	\$ 7,950	Office supplies, water cooler, kitchen supplies
16	Board Expenses	\$ 26,237	Board expenses: stipends, meeting supplies, meeting notices, trainings
17	Operational Expenses	\$ 9,554	Employee recognition, holiday banquet, kitchen supplies, staff/committee meals/meetings
18	Marketing & Planning	\$ 23,500	Advertising, job postings, design services, web site updates, county fair, tickets, vouchers, route guides, public outreach
19	Telephone	\$ 7,710	Phone/Internet service, conference phone fees, internet and mobile devices
20	Travel & Training	\$ 12,600	Admin training, travel, mileage, parking, meals, conferences
21	Postage	\$ 1,200	Postage
22	Member Mileage Reimbursement - Vets	\$ 40,000	RVHT Veterans Grant
23	Transit Center Maintenance	\$ -	Transit Center maintenance and lawn care (garbage, water, sewer, lawn)
24		\$ 501,616	Total Materials & Services
25	Total Administrative	\$ 1,058,817	Total Administration Requirements

REQUIREMENTS SUMMARY
BY FUND, ORGANIZATIONAL UNIT OR PROGRAM
TCTD Administration - General Fund
Fund 01 Department 001

FORM
LB-30A

	Historical Data			Adopted Budget This Year 2024-2025	GL ACCT #	REQUIREMENTS DESCRIPTION	Tillamook County Transportation District Budget for 2025-2026		
	Actual		Proposed By Budget Officer				Approved By Budget Committee	Adopted By Governing Body	
	Second Preceding 2022-2023	First Preceding 2023-2024							
1	292,038	345,213	361,984	5070	Payroll: Administration	400,989	400,989		1
2	64,177	56,524	56,953	5050	Payroll Expense	52,129	52,129		2
3	59,791	44,514	68,520	5051	Payroll Healthcare	77,189	77,189		3
4	9,075	14,467	21,000	5052	Payroll Retirement	23,292	23,292		4
5	2,912	3,586	4,725	5053	Payroll Veba	3,220	3,220		5
6	176	603	525	5055	Worker's Compensation Insurance	382	382		6
7	\$ 428,169	\$ 464,907	\$ 513,707		TOTAL PERSONNEL SERVICES	\$ 557,201	\$ 557,201	\$ 557,201	\$ -
	3.5	4.25	4.25		Total Full-Time Equivalent (FTE)	5.25	5.25	5.25	5.25
MATERIALS AND SERVICES									
8	144,968	97,360	112,350	5100	Professional Services	53,932	53,932		8
9	-	-	50,000	5103	Planning	190,000	200,000		9
10	21,271	17,495	18,515	5120	Dues & Subscription	26,905	26,905		10
11	2,153	-	3,885	5140	Office Equipment R & R	1,696	1,696		11
12	23,671	11,392	17,089	5145	Computer R & M	14,000	14,000		12
13	10,839	77,862	10,997	5150	Fees & License	28,950	28,950		13
14	41,397	49,273	59,860	5160	Insurance	47,382	47,382		14
15	15,836	10,117	10,763	5170	Office Expenses	7,950	7,950		15
16	36,018	23,972	18,737	5175	Board Expenses	26,237	26,237		16
17	12,392	9,482	13,480	5180	Operational Expenses	9,554	9,554		17
18	24,430	9,819	87,869	5190	Marketing & Planning	23,500	23,500		18
19	10,962	7,949	10,500	5210	Telephone Expense	7,710	7,710		19
20	10,521	2,520	12,600	5220	Travel & Training	12,600	12,600		20
21	1,310	846	1,331	5260	Postage	1,200	1,200		21
22	18,000	10,000	34,395	5266	Member Mileage Reimbursement - Vets	40,000	40,000		22
23	15,812	16,853	21,365	5285	Transit Center Maint.	-	-		23
24	\$ 389,580	\$ 344,940	\$ 483,736		TOTAL MATERIALS AND SERVICES	\$ 451,616	\$ 501,616	\$ 501,616	\$ -
25	\$ 817,749	\$ 809,847	\$ 997,443		TOTAL REQUIREMENTS	\$ 1,008,817	\$ 1,058,817	\$ 1,058,817	\$ -

Tillamook County Transportation District

LB-30A TCTD Operations - General Fund

	PERSONNEL SERVICES		
1	Payroll Administration	\$ 169,854	Operations Superintendent and Coordinator
2	Payroll Dispatch	\$ 170,340	3.0 FTE Dispatchers
3	Payroll Drivers	\$ 1,375,894	Authorized for 18 FT, 14 PT, and Extra Board drivers.
4	Payroll Expense	\$ 223,091	Employer taxes
5	Payroll Healthcare	\$ 263,305	Employee healthcare
6	Payroll Retirement	\$ 39,485	Employer paid retirement
7	Payroll Veba	\$ 28,092	Employer paid Veba contributions
8	Worker's Compensation Insurance	\$ 36,503	Workers Comp
9		\$ 2,306,564	Total Personnel Services
	MATERIALS and SERVICES		
10	Professional Services	\$ 45,075	Ecolane Support and training. Legal services for ATU matters. MIS planning.
11	Computer R & M	\$ 10,850	Computer Repair & Maintenance
12	Fees & Licenses	\$ 15,703	Swiftly App annual license & maintenance fees, Ecolane annual license fees, Samsara 5G
13	Operational Expenses	\$ 15,210	Safety equipment, driver training equipment, uniforms, shop mats, employee physicals/background checks, employee appreciation program
14	Drug & Alcohol Administration	\$ 2,550	Drug & alcohol testing and administration for safety-sensitive personnel
15	Telephone Expense	\$ 5,600	2-way Radio service, tablet data plan, mobile devices
16	Office Lease		Obsolete
17	Travel & Training	\$ 4,000	Conferences, workshops, training events.
18	Management Labor Recreation Fund	\$ 6,119	TCTD & ATU Labor and Management Fund
19		\$ 105,107	Total Materials & Services
20		\$ 2,411,671	Total Operations Requirements

**FORM
LB-30A**

**REQUIREMENTS SUMMARY
BY FUND, ORGANIZATIONAL UNIT OR PROGRAM**
TCTD Operations - General Fund
Fund 01, Department 002

	Historical Data			Adopted Budget This Year 2024-2025	GL ACCT #	REQUIREMENTS DESCRIPTION	Tillamook County Transportation District Budget for 2025-2026		
	Actual		Proposed By Budget Officer				Approved By Budget Committee	Adopted By Governing Body	
	First Preceding 2022-2023	First Preceding 2023-2024							
						PERSONNEL SERVICES			
1	149,855	89,602	179,740	5010	Payroll Admin:Operations Superintendent & Coordinator	169,854	169,854	169,854	1
2	108,319	54,350	182,429	5020	Payroll Dispatch	170,340	170,340	170,340	2
3	1,272,420	1,065,859	1,449,704	5030	Payroll Drivers	1,375,894	1,375,894	1,375,894	3
4	103,752	103,675	114,099	5050	Payroll Expense	223,091	223,091	223,091	4
5	371,252	306,433	441,910	5051	Payroll Healthcare	263,305	263,305	263,305	5
6	63,207	53,682	65,135	5052	Payroll Retirement	39,485	39,485	39,485	6
7	30,339	29,051	33,600	5053	Payroll Vebo	28,092	28,092	28,092	7
8	17,813	36,880	31,500	5055	Worker's Compensation Insurance	36,503	36,503	36,503	8
9	\$ 2,116,957	\$ 1,739,532	\$ 2,498,117		TOTAL PERSONNEL SERVICES	\$ 2,306,564	\$ 2,306,564	\$ 2,306,564	9
	29.5	34.5	32.5		Total Full-Time Equivalent (FTE)	37	37	37	37
						MATERIALS AND SERVICES			
10	7,500	73,023	18,375	5100	Professional Services	45,075	45,075	45,075	10
11	6,456	6,285	6,977	5145	Computer R & M	10,850	10,850	10,850	11
12	4,882	25,991	10,500	5150	Fees & License	15,703	15,703	15,703	12
13	42,686	23,171	40,725	5180	Operational Expenses	15,210	15,210	15,210	13
14	2,315	1,735	1,575	5185	Drug & Alcohol Administration	2,550	2,550	2,550	14
15	5,436	5,349	22,852	5210	Telephone Expense	5,600	5,600	5,600	15
16	3,225	3,300		5281	Office Lease	-	-	-	16
17	4,226	5,112	5,250	5220	Travel & Training	4,000	4,000	4,000	17
18	1,323	1,865	4,119	5270	Management / Labor Recreation Fund	6,119	6,119	6,119	18
19	\$ 78,049	\$ 145,831	\$ 110,373		TOTAL MATERIALS AND SERVICES	\$ 105,107	\$ 105,107	\$ 105,107	19
20	\$ 2,195,006	\$ 1,885,363	\$ 2,608,490		TOTAL REQUIREMENTS	\$ 2,411,671	\$ 2,411,671	\$ 2,411,671	20

Tillamook County Transportation District

LB-30A TCTD Maintenance - General Fund

PERSONNEL SERVICES			
1	Payroll Maintenance	\$ 191,988	2 FTE Mechanic & 1 FT Lot Attendant
2	Payroll Expense	\$ 24,958	Employer taxes
3	Payroll Healthcare	\$ 86,419	Employee healthcare
4	Payroll Retirement	\$ 12,617	Employer paid retirement
5	Payroll Veba	\$ 5,776	Employer paid Veba contributions
6	Worker's Compensation Insurance	\$ 2,381	Workers Comp
7		\$ 324,139	Total Personnel Services
MATERIALS and SERVICES			
8	Computer R & M	\$ 1,610	Shop computers, laptops, printer and network equipment
9	Fees & Licenses	\$ 3,900	Software maintenance & license fees
10	Insurance	\$ 167,989	Fleet: buses, vans and shop truck insurance
11	Operational Expenses	\$ 14,006	Uniforms, towels, tools, bus wash supplies
12	Telephone Expenses	\$ 1,020	Mobile service for shop truck. Mobile device stipend for Mechanics
13	Travel & Training	\$ 2,000	Training, travel, mileage, parking, meals, conferences, certifications
14	Vehicle Expense	\$ 175,000	Maintenance on TCTD fleet
15	Diesel & Gasoline Fuel Expense	\$ 230,000	Fuel for TCTD fleet
16	Propane Fuel Expense	\$ 30,000	Propane for TCTD fleet
17	Operations & Facility Maintenance	\$ 3,500	Electricity and maintenance for all shelters, bus barns, bus maintenance facility
18		\$ 629,025	Total Materials & Services
19		\$ 953,164	Total Maintenance Requirements

REQUIREMENTS SUMMARY
BY FUND, ORGANIZATIONAL UNIT OR PROGRAM

TCTD Maintenance - General Fund
Fund 01 Department 003

FORM
LB-30A

	Historical Data			Adopted Budget This Year 2024-2025	GL ACCT #	REQUIREMENTS DESCRIPTION	Tillamook County Transportation District		
	Actual		Budget for 2025-2026				Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body
	Second Preceding 2022-2023	First Preceding 2023-2024							
1	114,389	149,162	181,901	5040	PERSONNEL SERVICES	191,988	191,988	1	
2	9,751	14,341	10,080	5050	Payroll: Maintenance: Mechanics & Lot Attendant	24,958	24,958	2	
3	59,360	55,480	77,760	5051	Payroll Expense	86,419	86,419	3	
4	6,855	6,737	7,875	5052	Payroll Healthcare	12,617	12,617	4	
5	3,886	5,327	6,090	5053	Payroll Retirement	5,776	5,776	5	
6	991	1,811	1,575	5055	Payroll Veba	2,381	2,381	6	
7	\$ 195,232	\$ 232,858	\$ 285,281		Worker's Compensation Insurance	\$ 324,139	\$ 324,139	\$ -	
	3	3	3		TOTAL PERSONNEL SERVICES	3	3	3	
					Total Full-Time Equivalent (FTE)				
8	1,571	2,341	1,687	5145	MATERIALS AND SERVICES	1,610	1,610	8	
9	0	5,114	2,100	5150	Computer Repair & Maintenance	3,900	3,900	9	
10	92,108	100,988	114,070	5160	Fees & License	167,989	167,989	10	
11	11,468	7,685	6,825	5180	Insurance	14,006	14,006	11	
12	0	0	1,020	5270	Operational Expense	1,020	1,020	12	
13	148	836	5,250	5220	Telephone Expense	2,000	2,000	13	
14	251,083	219,012	225,000	5240	Travel & Training	175,000	175,000	14	
15	385,948	282,355	395,010	5245	Vehicle Expense	180,000	230,000	15	
16	10,864	4,488	60,000	5247	Diesel & Gasoline Fuel Expense	30,000	30,000	16	
17	16,350	3,891	4,410	5346	Propane Fuel Expense	3,500	3,500	17	
18	\$ 769,540	\$ 626,710	\$ 815,372		Operations & Facility Maintenance	\$ 579,025	\$ 629,025	\$ -	
19	\$ 964,772	\$ 859,568	\$ 1,100,654		TOTAL MATERIALS AND SERVICES	3	3	3	
					TOTAL REQUIREMENTS	\$ 903,164	\$ 953,164	\$ -	

Tillamook County Transportation District

LB-30B Requirements not allocated - General Fund

	MATERIALS & SERVICES			
1				
2		\$	-	Total Materials and Services
	DEBT SERVICES			
3		\$	-	
4		\$	-	Total Debt Services
	CAPITAL OUTLAY			
5	Bus Replacement	\$	2,549,290	8 Buses
6	Van Replacement	\$	179,460	2 Van
7	Computer/Server Upgrade	\$	15,000	Replace server
8	Bus Stop Signage & Shelters	\$	10,000	Bus Stop Improvement Project - Solar Lighting upgrade
9	Other Capital Projects	\$	60,000	Fire Alarm System for Admin Building
10		\$	2,813,750	Total Capital Outlay
	TRANSFERS			
11	Transfer to Capital Reserve	\$	-	Transfer to Reserves from STIF
12	Transfer to Property Management Fund	\$	82,789	Transfer to cover expenditures in PM Fund
13	Transfer to Vehicle Purchase Reserve Fund	\$	10,000	Current year budgeted sale of assets transferred to vehicle reserve
14	Transfer to NWOTA Fund	\$	1,115,467	TCTD NWOTA partner contribution, grant revenue for shelters project
15		\$	1,208,256	Total Transfers
16	Total Requirements Not Allocated to a Department	\$	4,022,006	Operating contingency
17	Total Admin, Ops, Maint Depts	\$	4,423,652	Department Totals
				To fund expenditures from July to November that may exceed income streams and cash on hand until property tax payments arrive. 10% of department totals plus 5% contingency
18	Unappropriated Ending Fund Balance	\$	1,619,049	
19		\$	10,064,707	Total Requirements

Tillamook County Transportation District

LB-11 Property Management - Enterprise Fund

RESOURCES			
1	Working Capital	\$ 45,000	Available networking capital
2	Lease Income	\$ 25,200	Rental income from Suites C
3	Lease Operational Expense Income	\$ 10,800	Operating expense income from Suites C
4	Transfer from General Fund	\$ 82,789	Transfer from General Fund
5	Transfer from Capital Reserve	\$ 125,000	Replace gutters and HVAC for Admin Building
6	Total Resources	\$ 288,789	Total Property Management Resources
MATERIALS & SERVICES			
7	Professional Services	\$ 2,000	Legal, consulting & lease renewals
8	Transit Center Maintenance/Repair Expenses	\$ 20,000	Transit Center maintenance
9	Property Operating Expenses	\$ 32,000	Utility bills including: electricity, water, sewer, etc.
10	Property Maintenance/Repair	\$ 78,000	Admin Building maintenance
11		\$ 132,000	Total Materials & Services
DEBT SERVICE			
12	PUD Load Expense		Obsolete
13	OTIB Debt Service (TVC Purchase)	\$ 5,479	TVC Purchase Loan OTIB #0071 2021-2032
14	OTIB Debt Service (Facility Repair)	\$ 26,310	Facility Repair Loan OTIB #0061 2017-2033
15		\$ 31,789	Total Debt Service
CAPITAL OUTLAY			
16	Building Repair & Renovation	\$ 125,000	Facility Repair: Gutters & Downspouts. HVAC
17	Admin. Expenses - Renovation	\$ -	
18		\$ 125,000	Total Capital Outlay
19	Reserve for Future Expenditures		Future expenditures
20	Unappropriated Ending Fund Balance		
21		\$ 288,789	Total Requirements

Tillamook County Transportation District

LB-11 Capital Reserve Fund

	RESOURCES		
1	Working Capital	\$ 1,063,999	The unappropriated ending fund balance from last year.
2	Transfer from General Fund		
3	Interest Income	\$ 35,000	
4	Transfer from Vehicle Purchase Reserve		
5		\$ 1,098,999	Total Resources
	REQUIREMENTS		
6	Transfer to Property Management Fund	\$ 125,000	Gutters & HVAC
7	Transfer to General Fund	\$ 304,686	Vehicle purchase and match
8	Reserved for Future Expenditures	\$ 669,313	Reserved to purchase future buses and capital equipment
9		\$ 1,098,999	Total Requirements

RESOURCES AND REQUIREMENTS
CAPITAL RESERVE FUND
Fund 04, Department 000

FORM LB-11

This reserve fund reviewed and reauthorized by Resolution #14-10 Review in Year 2034.

Historical Data				GL	Description	Tillamook County Transportation District		
Actual	Actual First Preceding	Adopted Budget This	Budget for 2025-2026					
2022-2023	2023-2024	2024-2025	ACCT #	Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body		
1	857,000	1,285,637	3500	Working Capital	1,063,999	1,063,999	1	
2			4911	Transferred from General Fund			2	
3	25,000	25,000	4510	Interest Income	35,000	35,000	3	
4			4915	Transferred from vehicle purchase reserve			4	
5	\$ 882,000	\$ 937,179		TOTAL RESOURCES	\$ 1,098,999	\$ 1,098,999	5	\$ -
				REQUIREMENTS				
6			9130	Transfer to Property Management Fund	125,000	125,000	6	
7		254,962	9165	Transfer to General Fund-Vehicle purchase & match	304,686	304,686	7	
8	882,000	1,055,675	9175	Reserved For Future Expenditures	669,313	669,313	8	
9	\$ 882,000	\$ 882,000		TOTAL REQUIREMENTS	\$ 1,098,999	\$ 1,098,999	9	\$ -

Tillamook County Transportation District

LB-11 Vehicle Purchase Reserve

	RESOURCES		
1	Working Capital	\$ 37,225	This money is in the LGIP earning interest
2	Transferred from General Fund	\$ 10,000	Gain on Sale of Assets set aside for future vehicle purchases.
3		\$ 47,225	Total Resources
	REQUIREMENTS		
4	Transfer to General Fund	\$ 42,225	
5	Reserved for Future Expenditures	\$ 5,000	Match used for Future Vehicle Purchases.
6		\$ 47,225	Total Requirements

Tillamook County Transportation District

LB-11 Bus Wash Maintenance Reserve

RESOURCES			
1	Working Capital	\$ 23,140	This money is in the LGIP earning interest
2	Transferred from General Fund	\$ -	
3		\$ 23,140	Total Resources
REQUIREMENTS			
4	Transfer to General Fund	\$ 18,140	
5	Reserve for Future Expenditures	\$ 5,000	To be used towards bus wash maintenance and repair
6		\$ 23,140	Total Requirements

**RESOURCES AND REQUIREMENTS
BUS WASH MAINTENANCE RESERVE**

Fund 06, Department 000

**FORM
LB-11**

This reserve fund reviewed and
reauthorized by Resolution #12-09
Review in Year 2032.

Historical Data				Tillamook County Transportation District Budget for 2025-2026				
Actual	Actual	Adopted	GL	Proposed By	Approved By	Adopted By		
Second Preceding	First Preceding	Budget This	ACCT	Budget Officer	Budget Committee	Governing Body		
2022-2023	2023-2024	2024-2025	#					
				RESOURCES				
1	23,140	23,140	3500	23,140	23,140		1	
2	-		4911				2	
3	\$ 23,140	\$ 23,140		\$ 23,140	\$ 23,140	\$ -	3	
				REQUIREMENTS				
4	-	-	9130	18,140	18,140	-	4	
5	23,140	23,140	9175	5,000	5,000		5	
6	\$ 23,140	\$ 23,140		\$ 23,140	\$ 23,140	\$ -	6	

Tillamook County Transportation District

LB-10 Special Transportation Fund

	RESOURCES			
1	Working Capital	\$	-	The unappropriated ending fund balance from last year.
2	Grants - STF			Revenue from Special Transportation Fund
3	Grants - STF Discretionary	\$	-	
4				
5		\$	-	Total Resources
	SPECIAL PAYMENTS			
6	Payment to STF Recipient: CARE	\$	-	
7	Payments to STF Recipient: Marie Mills			Marie Mills Center transportation program operations support
8				
9		\$	-	Total Special Payments
	TRANSFERS			
10	Transfer to General Fund			TCTD transit operations support
11	Transfer to NWOTA			
12		\$	-	Total Transfers
13	Unappropriated Ending Fund Balance			
14		\$	-	Total Requirements

Tillamook County Transportation District

LB-10 Northwest Oregon Transit Alliance - Special Fund

Line	RESOURCES		
1	Working Capital	80,000	Networking capital
2	NWOTA Partner Revenue - Benton County	15,000	Administration, joint marketing, planning and signage
3	NWOTA Partner Revenue - Columbia County Rider	15,000	Administration, joint marketing, planning and signage
4	NWOTA Partner Revenue - Lincoln County Transit	154,755	Administration, joint marketing, planning and Bus stop project
5	NWOTA Partner Revenue - Sunset Empire Trans. Dist.	15,000	Administration, joint marketing, planning and signage
6	NWOTA Partner Revenue - Tillamook County Trans. Dist.	154,755	Administration, joint marketing, planning and Bus stop project
7	Miscellaneous Income		
8	Transfer From GF Grant Revenue	1,115,467	Bus stop projects
9	Transfer from STIF Fund		Grant #35607 Waldport, PC shelter and planning
10		\$ 1,549,977	Total Resources
	MATERIALS & SERVICES		
11	Professional Services	4,000	
12	Administrative Support	25,000	Administrative support Col-Pac
13	Website Maintenance	40,000	Alerts
14	Marketing	5,000	Annual marketing reserve (\$1k per partner)
15	Travel & Training	1,000	Conferences
16		\$ 75,000	Total Materials & Services
	CAPITAL		
17	Bus Stop Signage/Shelters/Planning	1,115,467	Grant #35084 (\$598,035) and #35606 (\$360k)
18	Other Capital Projects-STIF grant		Grant #35607 Waldport, PC shelter and planning
19		\$ 1,115,467	Total Capital
	TRANSFERS		
20	Transfer to General Fund	3,000	TCTD Administration
21		\$ 3,000	Total Transfers
22	Reserve for Future Expenditures		
23	Unappropriated Ending Fund Balance	\$ 366,510	
24		\$ 1,549,977	Total Requirements

**NWOTA
SPECIAL FUND
RESOURCES AND REQUIREMENTS**

Fiscal Agent - TCTD
Fund 08, Department 000

**FORM
LB-10**

This fund was established by
Resolution #14-13
Review in Year 2034.

Historical Data				Tillamook County Transportation District			
Second Preceding 2022-2023	Actual First Preceding 2023-2024	Adopted Budget This 2024-2025	GL ACCT #	Budget for 2025-2026		Adopted By Governing Body	
				Proposed by Budget Officer	Approved By Budget Committee		
RESOURCES							
1	80,000	80,000	3500	Working Capital	80,000	80,000	1
2	12,000	12,000	4225	NWOTA Partner Revenue - Benton County	15,000	15,000	2
3	12,000	12,000	4225	NWOTA Partner Revenue - Columbia County Rider	15,000	15,000	3
4	12,000	12,000	4225	NWOTA Partner Revenue - Lincoln County Transit	154,755	154,755	4
5	12,000	12,000	4225	NWOTA Partner Revenue - Sunset Empire Trans. Dist.	15,000	15,000	5
6		12,000	4225	NWOTA Partner Revenue - Tillamook County Trans. Dist.	154,755	154,755	6
7			4400	Miscellaneous Income	-	-	7
8	-	-	4911	Transfer from GF - Grant Revenue	1,115,467	1,115,467	8
9	-	-	4918	Transfer from STIF - Grant Revenue			9
10	\$ 128,000	\$ 140,000		TOTAL RESOURCES	\$ 1,549,977	\$ 1,549,977	\$ -
MATERIALS and SERVICES							
11	475	3,659	5100	Professional Services	4,000	4,000	11
12	16,680	16,412	5101	Administrative Support	25,000	25,000	12
13	18,892	44,945	5102	Website Maintenance	40,000	40,000	13
14	4,209	39,843	5190	Marketing	5,000	5,000	14
15	184	5,920	5220	Travel & Training	1,000	1,000	15
16	\$ 40,440	\$ 110,779		TOTAL MATERIALS and SERVICES	\$ 75,000	\$ 75,000	\$ -
CAPITAL							
17	-	-	6040	Bus Stop Signage/Shelters/Planning	1,115,467	1,115,467	17
18	-	-	6050	Other Capital Projects			18
19	\$ -	\$ -		TOTAL CAPITAL	\$ 1,115,467	\$ 1,115,467	\$ -
TRANSFERS							
20	-	3,000	9130	Transfer to GF-TCTD Administration	3,000	3,000	20
21	\$ -	\$ 3,000		TOTAL TRANSFERS	\$ 3,000	\$ 3,000	\$ -
22	\$ 87,560	-	9175	Reserve for Future Expenditures	-	-	-
23	26,221	356,510	9180	Unappropriated Ending Fund Balance	356,510	356,510	-
24	\$ 128,000	\$ 140,000		TOTAL REQUIREMENTS	\$ 1,549,977	\$ 1,549,977	\$ -

Tillamook County Transportation District
 LB-10 NW RIDES - Special Fund

Line	RESOURCES		
1	Working Capital	888,000	Networking capital - CPCCO investment
2	NWR Revenue	5,100,000	Operations revenue from Care Oregon
3	NWR Reserve	460,000	Reserve Account
4	Interest Income		Interest from NWR Reserve
5		\$ 6,448,000	Total Resources
PERSONNEL SERVICES			
6	Payroll: Admin	555,100	10 FTE: 1 manager, 1 supervisor, 1 dispatcher, 5 csr, 1 compliance, 1 Office Assist
7	Payroll: Indirect	15,730	Admin support 10% wages Finance Supervisor and Office Specialist
8	Payroll Expense	72,163	Employer taxes
9	Payroll Healthcare	88,578	Employee healthcare
10	Payroll Retirement	12,617	Employer paid retirement
11	Payroll: Veba	17,400	Employer paid Veba contributions
12	Workers Comp	412	Workers Comp
13		762,000	Total Personnel Services
MATERIALS & SERVICES			
14	Professional Services	37,269	ADP, legal, consulting, accounting, auditors, etc.
15	Office Equipment R&R	1,992	Copier/scanner/fax machine lease
16	Computer R&M	48,638	Maintenance of server and computers
17	Fees & License	60,000	Annual software license and fees/Ecolane. Gainshare due to CCO
18	Insurance	8,184	Cyber Security Policy
19	Office Expenses	5,000	Office supplies such as paper, pens, water, coffee, binders, etc.
20	Operational Expenses	7,000	Employee recognition, holiday banquet, kitchen supplies, meetings
21	Telephone Expense	24,028	Brokerage telephone and internet service
22	Travel & Training	9,000	Training, travel, mileage, parking, meals, conferences
23	Postage	250	Postage
24	Purchased Transportation	3,541,795	Payments to private and public NEMT transportation providers
25	Member Mileage Reimbursement	300,000	Member mileage reimbursement
26	Volunteer Mileage Reimburse	357,000	Volunteer mileage and travel reimbursement
27	Office Rent	25,200	Office space
28	Property Operating Expense	10,800	Brokerage portion of facility operating expenses
29		4,436,156	Total Materials and Services
CAPITAL PURCHASES			
30	Ecolane Investment		Quality Improvement Program - Tablets, signage
31	Other Capital		
32		-	Total Capital Purchases
33	Reserve for Future Expenditures	428,000	Funds in LGIP reserves
34	Unappropriated Ending Fund Balance	821,844	
35		\$ 6,448,000	Total Requirements

**FORM
LB-10**

**NW RIDES
SPECIAL FUND
RESOURCES AND REQUIREMENTS**
Fund 09, Department 000

This fund was established by
Resolution # 18-14
Review in Year 2028.

Historical Data				Tillamook County Transportation District			
Actual Second Preceding 2022-2023	Actual First Preceding 2023-2024	Adopted Budget This 2024-2025	GL ACCT #	Budget for 2025-2026		Adopted By Governing Body	
				Proposed by Budget Officer	Approved By Budget Committee		
				RESOURCES			
1	100,000	1,000,000	3500	888,000	888,000	1	
2	4,397,789	5,277,964	4026	5,100,000	5,100,000	2	
3	45,174	1,054,059	4027	460,000	460,000	3	
4	800	14,240	4510			4	
5	4,542,963	6,432,823		6,448,000	6,448,000	5	
7.5	9.0	9.0		10.0	10.0	10.0	
				PERSONNEL SERVICES			
6	326,577	432,059	5010	555,100	555,100	6	
7	16,443	23,381	5041	15,730	15,730	7	
8	31,733	39,529	5050	72,163	72,163	8	
9	98,980	78,427	5051	88,578	88,578	9	
10	12,826	34,718	5052	12,617	12,617	10	
11	7,988	16,286	5053	17,400	17,400	11	
12	500	525	5055	412	412	12	
13	495,047	659,035		762,000	762,000	13	
				MATERIALS and SERVICES			
14	840	1,020	5100	37,269	37,269	14	
15	1,911	4,353	5140	1,992	1,992	15	
16	23,899	28,251	5145	48,638	48,638	16	
17	41,572	35,560	5150	60,000	60,000	17	
18	-	6,547	5160	8,184	8,184	18	
19	5,870	6,471	5170	5,000	5,000	19	
20	4,470	1,697	5180	7,000	7,000	20	
21	26,696	24,296	5210	24,028	24,028	21	
22	398	151	5220	9,000	9,000	22	
23	50	139	5260	250	250	23	
24	3,689,807	3,773,031	5265	3,541,795	3,541,795	24	
25	155,195	360,479	5266	300,000	300,000	25	
26	345,219	435,819	5267	357,000	357,000	26	
27	4,800	4,800	5281	25,200	25,200	27	
28	557	4,824	5300	10,800	10,800	28	
29	4,301,284	4,687,438		4,436,156	4,436,156	29	
				CAPITAL			
30	-	-	6022			30	
31	-	-	6050			31	
32	-	-				32	
33	350,000	311,857	9175	428,000	428,000	33	
34		297,805	9180	821,844	821,844	34	
35	5,146,331	5,515,700		6,448,000	6,448,000	35	

Tillamook County Transportation District

LB-10 Statewide Transportation Improvement Fund

RESOURCES				
1	Working Capital	\$	744,950	Beginning Balance
2	STIF Formula (Population)	\$	406,337	STIF formula grant revenue
3	STIF Formula (Payroll)	\$	82,687	STIF formula grant revenue
4	STIF Intercommunity	\$	246,400	STIF Intercommunity
5	STIF Discretionary	\$	71,997	STIF Discretionary
6		\$	5,000	Interest Income
7		\$	1,557,371	Total Resources
SPECIAL PAYMENTS				
8	STIF Payments to Sub-Recipients: CARE	\$	4,800	CARE (20) monthly discount bus passes for low income families
9	STIF Payments to Sub-Recipients: Marie Mills	\$	24,927	Marie Mills operations support
10		\$	29,727	Total Special Payments
TRANSFERS				
11	Transfer to General Fund	\$	837,148	TCTD transit operations support and capital local matching funds
12	Transfer to NWOTA			Transfer to NWOTA
13		\$	837,148	Total Transfers
14	Reserve for future Expenditure	\$	200,000	
15	Unappropriated Ending Fund Balance	\$	490,496	
16		\$	1,557,371	Total Requirements

**SPECIAL REVENUE FUND
RESOURCES AND REQUIREMENTS**

STIF FUND

Fund 10, Department 000

**FORM
LB-10**

This fund was established by
Resolution #18-24
Review in Year 2029.

	Historical Data				GL ACCT #	DESCRIPTION RESOURCES AND REQUIREMENTS	Tillamook County Transportation District		
	Actual Second Preceding 2022-2023	Actual First Preceding 2023-2024	Adopted Budget This 2024-2025	Budget for 2025-2026					
				Proposed By Budget Officer			Approved By Budget Committee	Adopted By Governing Body	
						RESOURCES			
1	750,000	513,826	170,310	3500	Working Capital	744,950	744,950		1
2			374,348	4134	STIF Formula (Payroll)	406,337	406,337		2
3	333,589	809,780	78,696	4135	STIF Formula (Population)	82,687	82,687		3
4			358,400	4136	STIF Intercommunity	246,400	246,400		4
5				4137	STIF Discretionary	71,997	71,997		5
6		8,049		4510	Interest Income	5,000	5,000		6
7	\$ 1,083,589	\$ 1,323,606	\$ 981,754		TOTAL RESOURCES	\$ 1,557,371	\$ 1,557,371	\$ -	7
					Special Payments				
8		21,192	21,192	5200	STIF Payments to Sub-Recipients: Marie Mills	24,927	24,927		8
9	6,000	17,600	7,200	5201	STIF Payments to Recipients: CARE	4,800	4,800		9
10	\$ 6,000	\$ 38,792	\$ 28,392		Total Special Payments	\$ 29,727	\$ 29,727	\$ -	10
					TRANSFERS				
11			609,284	9130	Transfer to General Fund	837,148	837,148		11
12			160,000	9160	Transfer to NWOTA				12
13	\$ -	\$ -	\$ 769,284		TOTAL TRANSFERS	\$ 837,148	\$ 837,148	\$ -	13
14	300,000	513,826	88,465	9175	Reserve for future Expenditure	200,000	200,000		14
15	777,589	91,053	77,952	9180	Unappropriated Ending Fund Balance	490,496	490,496		15
16	\$ 1,083,589	\$ 643,671	\$ 964,093		TOTAL REQUIREMENTS	\$ 1,557,371	\$ 1,557,371	\$ -	16

Summary of Interfund Transfers

Transfers Out:		Transfers In:	
#	Fund	Amount	Fund
1	General Fund (01)	\$ 82,789	Property Management (02)
2	General Fund (01)	\$ 1,115,467	NWOTA (08)
3	General Fund (01)	\$ 10,000	Vehicle Reserve (05)
4	Capital Reserve (04)	\$ 304,686	General Fund (01)
5	Capital Reserve (04)	\$ 125,000	Property Management (02)
6	Vehicle Reserve (05)	\$ 42,225	General Fund (01)
7	Bus Wash Reserve (06)	\$ 18,140	General Fund (01)
8	NWOTA (08)	\$ 3,000	General Fund (01)
9	STIF (10)	\$ 837,148	General Fund (01)
		<u>\$ 2,538,455</u>	<u>\$ 2,538,455</u>

- 1 General Fund to Property Management to cover expenses
- 2 General Fund to NWOTA for bus stop access capital projects
- 3 General Fund to Vehicle Reserve for future expenditures
- 4 Capital Reserve to General Fund for vehicle purchases
- 5 Capital Reserve to Property Management for Alarm & HVAC
- 6 Vehicle Reserve to General Fund for vehicle purchase match
- 7 Bus Wash Reserve to General Fund for bus wash maintenance
- 8 NWOTA to General Fund for Fiscal Agent Fee
- 9 STIF to General Fund for operations expenses

REQUIREMENTS BY FUND

Fund	Personnel Services	Materials & Services	Capital Outlay	Debt Service	Special Payments	Transfers out	Total Expenditures	Unallocated	Reserved for Future Expenditures	Unappropriated/ Ending Fund Balance	Total Requirements
General Fund											
Administrative Operations	\$ 557,201	\$ 501,616					\$ 1,058,817				\$ 1,058,817
Maintenance	\$ 2,306,564	\$ 105,107					\$ 2,411,671				\$ 2,411,671
Non-Department	\$ 324,139	\$ 629,025					\$ 953,164				\$ 953,164
Total General Fund	\$ 3,187,904	\$ 1,235,748	\$ 2,813,750	\$ -	\$ -	\$ 1,208,256	\$ 5,939,347	\$ 4,022,006	\$ -	\$ 1,619,049	\$ 10,964,707
Property Mgmt Fund											
Administration Bldg	\$ -	\$ 112,000	\$ 125,000	\$ 31,789							\$ 268,789
Transit Center	\$ -	\$ 20,000									\$ 20,000
Total Property Mgmt Fund	\$ -	\$ 132,000	\$ 125,000	\$ 31,789	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 288,789
NWOTA Fund											
Total NWOTA Fund	\$ -	\$ 75,000	\$ 1,115,467	\$ -	\$ -	\$ 3,000	\$ -	\$ -	\$ -	\$ 356,510	\$ 1,549,977
NW Rides Fund											
Total NW Rides Fund	\$ 762,000	\$ 4,436,156	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 428,000	\$ 821,844	\$ 6,448,000
STIF Fund											
Total STIF Fund	\$ -	\$ -	\$ -	\$ -	\$ 29,727	\$ 837,148	\$ -	\$ -	\$ 200,000	\$ 490,496	\$ 1,557,371
Reserve Funds											
Capital Vehicle	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 429,686	\$ -	\$ -	\$ 669,313	\$ -	\$ 1,098,999
Bus Wash	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 42,225	\$ -	\$ -	\$ 5,000	\$ -	\$ 47,225
Total Reserve Funds	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 490,051	\$ -	\$ -	\$ 679,313	\$ -	\$ 1,169,364
Total of All Funds	\$ 3,949,904	\$ 5,878,904	\$ 4,054,217	\$ 31,789	\$ 29,727	\$ 2,538,455	\$ 5,939,347	\$ 4,022,006	\$ 1,307,313	\$ 3,287,899	\$ 21,078,208

Tillamook County Transportation District

Motion of the TCTD Budget Committee to approve the FY 2025-2026 Tillamook County Transportation District budget and send it to the Tillamook County Transportation District Board of Directors for a public Budget Hearing.

Motion of the TCTD Budget Committee recommending Board approval of the FY 2025-2026 budget in the amount of \$21,078,208.00

Motion of the TCTD Budget Committee recommending board approval of receipt of taxes for FY 2025-2026 at the current rate of \$0.20 per \$1,000 (\$1,265,861) of assessed value for operating purposes in the General Fund.

Tillamook County Transportation District

Normal Trial Balance

From 4/1/2025 Through 4/30/2025

<u>Account Code</u>	<u>Account Title</u>	<u>Debit Balance</u>	<u>Credit Balance</u>
1001	General Checking Account #4558	142,405.08	
1006	Payroll Checking #5614	65,553.10	
1009	NW RIDES ACCOUNT #8510	1,223,945.77	
1011	Prop. Mgmt. Checking #7071	26,645.62	
1012	NWOTA #4564	52,332.62	
1020	LGIP1020 #5879	1,577,321.36	
1030	LGIP1030 #5931	1,076,090.64	
1035	LGIP1035 #6518	117,971.61	
1040	Petty Cash	200.00	
Report Total		4,282,465.80	0.00
Report Difference		4,282,465.80	


 6/13/2025

Tillamook County Transportation District

Financial Statement

01 - General Fund

From 4/1/2025 Through 4/30/2025

	Current Period Actual	Current Period Budget	Current Year Actual	Total Budget	Total Budget Variance	83%
Resources						
3500 Working Capital	0.00	96,690.83	0.00	1,160,290.00	(1,160,290.00)	0.00%
4000 Fares	9,646.87	20,562.50	118,577.83	246,750.00	(128,172.17)	48.05%
4020 Contract Revenue	24,216.54	28,260.25	214,616.57	339,123.00	(124,506.43)	63.28%
4100 Property Tax	6,615.31	101,302.08	1,191,689.47	1,215,625.00	(23,935.53)	98.03%
4110 Past Years Property Tax	1,520.73	1,013.00	16,630.42	12,156.00	4,474.42	136.80%
4120 State Timber Revenue	0.00	17,805.17	118,184.80	213,662.00	(95,477.20)	55.31%
4130 Mass Transit State Payroll Tax	59,555.80	9,983.33	165,987.87	119,800.00	46,187.87	138.55%
4210 Capital Grants	0.00	149,833.33	75,000.00	1,798,000.00	(1,723,000.00)	4.17%
4220 Grants - FTA 5311	0.00	150,086.25	176,649.00	1,801,035.00	(1,624,386.00)	9.80%
4221 Grants - COVID	0.00	18,910.42	180,270.00	226,925.00	(46,655.00)	79.44%
4240 Grants - 5311 (f)	0.00	30,000.00	0.00	360,000.00	(360,000.00)	0.00%
4245 Grants - 5310	0.00	8,688.50	165,547.00	104,262.00	61,285.00	158.77%
4246 Grants - 5305	0.00	7,032.92	0.00	84,395.00	(84,395.00)	0.00%
4300 Special Bus Operations	0.00	41.67	0.00	500.00	(500.00)	0.00%
4400 Miscellaneous Income	0.00	1,116.75	417.11	13,401.00	(12,983.89)	3.11%
4410 Sale of Assets - Income	4,075.00	250.00	11,650.00	3,000.00	8,650.00	388.33%
4510 Interest Income	5,159.67	3,500.00	47,487.58	42,000.00	5,487.58	113.06%
4911 Transfer From General Fund	0.00	0.00	35,320.00	0.00	35,320.00	0.00%
4917 Transfer from NWOTA	0.00	(250.00)	3,000.00	(3,000.00)	6,000.00	(100.00)%
4918 Transfer from STIF Fund	0.00	(37,753.67)	0.00	(453,044.00)	453,044.00	0.00%
Total Resources	110,789.92	607,073.33	2,521,027.65	7,284,880.00	(4,763,852.35)	34.61%
Expenses						
5010 Personnel Services	37,752.31	45,143.66	362,520.54	541,724.00	179,203.46	66.91%
Payroll: Administration						

Tillamook County Transportation District

Financial Statement

01 - General Fund

From 4/1/2025 Through 4/30/2025

	Current Period Actual	Current Period Budget	Current Year Actual	Total Budget	Total Budget Variance	83%
5020 Payroll: Dispatch	8,528.99	15,202.42	77,958.26	182,429.00	104,470.74	42.73%
5030 Payroll: Drivers	63,584.78	120,808.67	692,253.31	1,449,704.00	757,450.69	47.75%
5040 Payroll: Maintenance	11,206.60	15,158.42	129,419.72	181,901.00	52,481.28	71.14%
5050 Payroll Expense	5,874.06	15,094.33	142,534.08	181,132.00	38,597.92	78.69%
5051 Payroll Healthcare	30,983.56	49,015.83	318,854.25	588,190.00	269,335.75	54.20%
5052 Payroll Retirement	3,230.29	7,834.17	58,426.83	94,010.00	35,583.17	62.14%
5053 Payroll Vebo	3,031.04	3,701.25	34,882.79	44,415.00	9,532.21	78.53%
5055 Workers Compensation Ins.	0.00	2,800.00	37,827.38	33,600.00	(4,227.38)	112.58%
Total Personnel Services	164,191.63	274,758.75	1,854,677.16	3,297,105.00	1,442,427.84	56.25%
Materials and Services						
5100 Professional Services	12,860.80	10,893.75	95,388.74	130,725.00	35,336.26	72.96%
5103 Planning	0.00	4,166.67	0.00	50,000.00	50,000.00	0.00%
5120 Dues & Subscriptions	0.00	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	20,387.41	25,753.00	5,365.59	79.16%
5150 Fees & Licenses	16,661.59	1,966.42	52,916.97	23,597.00	(29,319.97)	224.25%
5160 Insurance	1,000.00	14,494.16	180,137.37	173,930.00	(6,207.37)	103.56%
5170 Office Expense	963.46	896.92	8,087.14	10,763.00	2,675.86	75.13%
5175 Board Expense	3,392.78	1,561.42	16,276.45	18,737.00	2,460.55	86.86%
5180 Operational Expense	1,087.45	5,085.83	31,299.83	61,030.00	29,730.17	51.28%
5185 Drug & Alcohol Administration	0.00	131.25	2,260.00	1,575.00	(685.00)	143.49%
5190 Marketing	1,880.00	7,322.42	13,873.35	87,869.00	73,995.65	15.78%
5210 Telephone Expense	1,061.64	2,864.33	13,507.33	34,372.00	20,864.67	39.29%
5220 Travel & Training	56.70	1,925.00	18,673.42	23,100.00	4,426.58	80.83%
5240 Vehicle Expense	3,054.14	18,750.00	101,542.84	225,000.00	123,457.16	45.13%
5245 Diesel & Gasoline Fuel	16,712.46	32,917.50	155,475.11	395,010.00	239,534.89	39.35%

Tillamook County Transportation District

Financial Statement

01 - General Fund

From 4/1/2025 Through 4/30/2025

	Current Period Actual	Current Period Budget	Current Year Actual	Total Budget	Total Budget Variance	83%
5247 Propane Fuel	0.00	5,000.00	1,408.79	60,000.00	58,591.21	2.34%
5260 Postage	0.00	110.92	1,036.27	1,331.00	294.73	77.85%
5266 Member Mileage Reimbursement	0.00	2,866.25	40,000.00	34,395.00	(5,605.00)	116.29%
5270 Mgmt/Labor Recreation Fund	0.00	343.25	0.00	4,119.00	4,119.00	0.00%
5285 Transit Center Maint	1,593.62	1,780.42	18,036.74	21,365.00	3,328.26	84.42%
5340 Property Maint. & Repair	0.00	0.00	25.00	0.00	(25.00)	0.00%
5346 Operations Facility Maint.	203.71	367.50	2,953.46	4,410.00	1,456.54	66.97%
Total Materials and Services	62,146.84	117,456.76	796,441.23	1,409,481.00	613,039.77	56.51%
Transfers						
9150 Transfer to Vehicle Reserve	0.00	250.00	0.00	3,000.00	3,000.00	0.00%
9160 Transfer to NWOTA Fund	0.00	93,169.58	7,500.00	1,118,035.00	1,110,535.00	0.67%
9180 Unappropriated Ending Fund Bal	0.00	18,945.50	0.00	227,346.00	227,346.00	0.00%
Total Transfers	0.00	112,365.08	7,500.00	1,348,381.00	1,340,881.00	0.56%
Capital Outlay						
Capital Purchases						
6000 Bus Replacement/Addition	0.00	140,833.33	148,427.00	1,690,000.00	1,541,573.00	8.78%
6010 Van Replacement/Addition	0.00	24,333.33	0.00	292,000.00	292,000.00	0.00%
6050 Other Capital Projects	0.00	13,333.33	600.00	160,000.00	159,400.00	0.37%
Total Capital Purchases	0.00	178,499.99	149,027.00	2,142,000.00	1,992,973.00	6.96%
Total Capital Outlay	0.00	178,499.99	149,027.00	2,142,000.00	1,992,973.00	6.96%
Total Expenses	226,338.47	683,080.58	2,807,645.39	8,196,967.00	5,389,321.61	34.25%

Tillamook County Transportation District

Financial Statement

02 - Property Management Fund
From 4/1/2025 Through 4/30/2025

	Current Period Actual	Current Period Budget	Current Year Actual	Total Budget	Total Budget Variance	83%
Resources						
Working Capital	0.00	3,750.00	0.00	45,000.00	(45,000.00)	0.00%
Lease Income	0.00	3,000.00	14,300.00	36,000.00	(21,700.00)	39.72%
Lease Operational Exp Income	0.00	108.33	7,793.56	1,300.00	6,493.56	599.50%
Transfer From General Fund	0.00	(1,020.92)	0.00	(12,251.00)	12,251.00	0.00%
Total Resources	0.00	5,837.41	22,093.56	70,049.00	(47,955.44)	31.54%
Expenses						
Materials and Services						
Professional Services	0.00	166.67	0.00	2,000.00	2,000.00	0.00%
Property Operating Expense	2,420.71	2,502.50	20,429.17	30,030.00	9,600.83	68.02%
Property Maint. & Repair	4,235.43	3,079.33	71,109.75	36,952.00	(34,157.75)	192.43%
Total Materials and Services	6,656.14	5,748.50	91,538.92	68,982.00	(22,556.92)	132.70%
Capital Outlay						
Debt Service						
OTIB TVC Loan 0071	0.00	913.25	5,479.32	10,959.00	5,479.68	49.99%
OTIB Loan 0061	0.00	2,192.50	26,310.44	26,310.00	(0.44)	100.00%
Total Debt Service	0.00	3,105.75	31,789.76	37,269.00	5,479.24	85.30%
Capital Purchases						
Building Repair & Renovation	0.00	0.00	9,265.34	0.00	(9,265.34)	0.00%
Total Capital Purchases	0.00	0.00	9,265.34	0.00	(9,265.34)	0.00%
Total Capital Outlay	0.00	3,105.75	41,055.10	37,269.00	(3,786.10)	110.16%
Total Expenses	6,656.14	8,854.25	132,594.02	106,251.00	(26,343.02)	124.79%

Tillamook County Transportation District

Financial Statement

04 - Capital Reserve Fund

From 4/1/2025 Through 4/30/2025

	Current Period Actual	Current Period Budget	Current Year Actual	Total Budget	Total Budget Variance	83%
Resources						
Working Capital	3500	107,136.42	0.00	1,285,637.00	(1,285,637.00)	0.00%
Interest Income	4510	2,083.33	47,612.24	25,000.00	22,612.24	190.44%
Total Resources	<u>4,053.18</u>	<u>109,219.75</u>	<u>47,612.24</u>	<u>1,310,637.00</u>	<u>(1,263,024.76)</u>	<u>3.63%</u>
Expenses						
Materials and Services	5150	0.00	0.05	0.00	(0.05)	0.00%
Fees & Licenses		0.00	0.05	0.00	(0.05)	0.00%
Total Materials and Services						
Transfers	9165	21,246.83	0.00	254,962.00	254,962.00	0.00%
Transfer to GF Grant Match	9175	87,972.92	0.00	1,055,675.00	1,055,675.00	0.00%
Reserve for Future Expenditure		109,219.75	0.00	1,310,637.00	1,310,637.00	0.00%
Total Transfers	<u>0.00</u>	<u>109,219.75</u>	<u>0.05</u>	<u>1,310,637.00</u>	<u>1,310,636.95</u>	<u>0.00%</u>
Total Expenses						

Tillamook County Transportation District

Financial Statement

05 - Vehicle Purchase Reserve Fund
From 4/1/2025 Through 4/30/2025

	Current Period Actual	Current Period Budget	Current Year Actual	Total Budget	Total Budget Variance	83%
Resources						
Working Capital	3500	3,102.08	0.00	37,225.00	(37,225.00)	0.00%
Transfer From General Fund	4911	(250.00)	0.00	(3,000.00)	3,000.00	0.00%
Total Resources	0.00	2,852.08	0.00	34,225.00	(34,225.00)	0.00%
Expenses						
Transfers						
Reserve for Future Expenditure	9175	3,352.08	0.00	40,225.00	40,225.00	0.00%
Total Transfers	0.00	3,352.08	0.00	40,225.00	40,225.00	0.00%
Total Expenses	0.00	3,352.08	0.00	40,225.00	40,225.00	0.00%

Tillamook County Transportation District

Financial Statement

06 - Bus Wash Maintenance Reserve
From 4/1/2025 Through 4/30/2025

	Current Period Actual	Current Period Budget	Current Year Actual	Total Budget	Total Budget Variance	83%
Resources						
Working Capital	3500	1,928.33	0.00	23,140.00	(23,140.00)	0.00%
Total Resources	0.00	1,928.33	0.00	23,140.00	(23,140.00)	0.00%
Expenses						
Transfers						
Reserve for Future Expenditure	9175	1,928.33	0.00	23,140.00	23,140.00	0.00%
Total Transfers	0.00	1,928.33	0.00	23,140.00	23,140.00	0.00%
Total Expenses	0.00	1,928.33	0.00	23,140.00	23,140.00	0.00%

Tillamook County Transportation District

Financial Statement

08 - Northwest Oregon Transit Allia
From 4/1/2025 Through 4/30/2025

	Current Period Actual	Current Period Budget	Current Year Actual	Total Budget	Total Budget Variance	83%
Resources						
Working Capital	0.00	6,666.67	0.00	80,000.00	(80,000.00)	0.00%
NWOTA Partner Cont. Match	0.00	29,542.50	45,000.00	354,510.00	(309,510.00)	12.69%
Transfer From General Fund	0.00	(79,836.25)	7,500.00	(958,035.00)	965,535.00	(0.78)%
Transfer from STIF Fund	0.00	(13,333.33)	0.00	(160,000.00)	160,000.00	0.00%
Total Resources	0.00	(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%
Administrative Support	0.00	2,083.33	221.96	25,000.00	24,778.04	0.88%
Website Maintenance	3,300.00	3,333.33	29,700.00	40,000.00	10,300.00	74.25%
Marketing	0.00	416.67	0.00	5,000.00	5,000.00	0.00%
Travel & Training	0.00	0.00	960.87	0.00	(960.87)	0.00%
Total Materials and Services	3,300.00	6,250.00	30,882.83	75,000.00	44,117.17	41.18%
Transfers						
Transfer to General Fund	0.00	250.00	3,000.00	3,000.00	0.00	100.00%
Unappropriated Ending Fund Bal	0.00	29,709.17	0.00	356,510.00	356,510.00	0.00%
Total Transfers	0.00	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%
Other Capital Projects	0.00	13,333.33	0.00	160,000.00	160,000.00	0.00%
Total Capital Purchases	0.00	93,169.58	0.00	1,118,035.00	1,118,035.00	0.00%
Total Capital Outlay	0.00	93,169.58	0.00	1,118,035.00	1,118,035.00	0.00%
Total Expenses	3,300.00	129,378.75	33,882.83	1,552,545.00	1,518,662.17	2.18%

MONTHLY BOARD REPORTING - ALL ACCOUNTS

Tillamook County Transportation District

Financial Statement

09 - NW RIDES ACCOUNT

From 4/1/2025 Through 4/30/2025

	Current Period Actual	Current Period Budget	Current Year Actual	Total Budget	Total Budget Variance	83%
Resources						
Working Capital	0.00	83,333.33	0.00	1,000,000.00	(1,000,000.00)	0.00%
4026 NWR Revenue	476,172.61	437,389.58	4,663,320.05	5,248,675.00	(585,354.95)	88.84%
4027 NWR Reserve	0.00	35,333.33	11,219.93	424,000.00	(412,780.07)	2.64%
4510 Interest Income	0.00	1,186.67	0.00	14,240.00	(14,240.00)	0.00%
Total Resources	<u>476,172.61</u>	<u>557,242.91</u>	<u>4,674,539.98</u>	<u>6,686,915.00</u>	<u>(2,012,375.02)</u>	<u>69.91%</u>
Expenses						
Personnel Services						
Payroll: Administration	31,545.36	36,004.92	337,451.36	432,059.00	94,607.64	78.10%
5041 Payroll: Indirect	1,101.28	1,948.42	11,683.72	23,381.00	11,697.28	49.97%
5050 Payroll Expense	2,524.46	3,294.08	30,024.88	39,529.00	9,504.12	75.95%
5051 Payroll Healthcare	6,521.58	9,378.17	66,127.18	112,538.00	46,410.82	58.75%
5052 Payroll Retirement	3,293.30	2,893.17	18,094.31	34,718.00	16,623.69	52.11%
5053 Payroll Veba	1,454.64	1,357.17	11,936.76	16,286.00	4,349.24	73.29%
Workers Compensation Ins.	0.00	43.75	411.77	525.00	113.23	78.43%
Total Personnel Services	<u>46,440.62</u>	<u>54,919.68</u>	<u>475,729.98</u>	<u>659,036.00</u>	<u>183,306.02</u>	<u>72.19%</u>
Materials and Services						
Professional Services	4,040.00	437.50	37,894.88	5,250.00	(32,644.88)	721.80%
5140 Office Equipment R&R	97.50	2,500.00	1,691.26	30,000.00	28,308.74	5.63%
5145 Computer R&M	4,189.92	1,856.50	43,100.47	22,278.00	(20,822.47)	193.46%
5150 Fees & Licenses	0.00	5,416.67	1,500.00	65,000.00	63,500.00	2.30%
5160 Insurance	0.00	545.58	6,547.00	6,547.00	0.00	100.00%
5170 Office Expense	733.06	583.33	3,886.61	7,000.00	3,113.39	55.52%
5180 Operational Expense	94.93	625.00	4,166.98	7,500.00	3,333.02	55.55%
5210 Telephone Expense	2,002.53	1,854.17	23,155.93	22,250.00	(905.93)	104.07%

Tillamook County Transportation District

Financial Statement

09 - NW RIDES ACCOUNT

From 4/1/2025 Through 4/30/2025

	Current Period Actual	Current Period Budget	Current Year Actual	Total Budget	Total Budget Variance	83%
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	558,686.10	3,637,062.91	4,000,000.00	362,937.09	90.92%
Member Mileage Reimbursement	5266	60,000.00	360,000.00	420,000.00	60,000.00	85.71%
Volunteer Mileage Reimburse	5267	56,870.80	396,249.49	600,000.00	203,750.51	66.04%
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		686,714.84	4,524,103.87	5,206,075.00	681,971.13	86.90%
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		733,155.46	4,999,833.85	6,686,916.00	1,687,082.15	74.77%

Tillamook County Transportation District

Financial Statement

10 - STIF

From 4/1/2025 Through 4/30/2025

	Current Period Actual	Current Period Budget	Current Year Actual	Total Budget	Total Budget Variance	83%
Resources						
Working Capital	0.00	14,192.50	0.00	170,310.00	(170,310.00)	0.00%
STIF Population Formula	139,925.00	37,753.67	543,972.00	453,044.00	90,928.00	120.07%
STIF Intercommunity	0.00	29,866.67	0.00	358,400.00	(358,400.00)	0.00%
Interest Income	377.83	0.00	3,687.14	0.00	3,687.14	0.00%
Transfer From General Fund	0.00	0.00	17,660.00	0.00	17,660.00	0.00%
Total Resources	<u>140,302.83</u>	<u>81,812.84</u>	<u>565,319.14</u>	<u>981,754.00</u>	<u>(416,434.86)</u>	<u>57.58%</u>
Expenses						
Materials and Services	0.00	0.00	0.05	0.00	(0.05)	0.00%
Fees & Licenses	0.00	0.00	0.05	0.00	(0.05)	0.00%
Total Materials and Services						
Special Payments	0.00	1,766.00	0.00	21,192.00	21,192.00	0.00%
STF Payments to Recipients	0.00	2,071.75	8,830.00	24,861.00	16,031.00	35.51%
STIF Payments to Recipients	0.00	3,837.75	8,830.00	46,053.00	37,223.00	19.17%
Total Special Payments						
Transfers	0.00	50,773.67	0.00	609,284.00	609,284.00	0.00%
Transfer to General Fund	0.00	13,333.33	0.00	160,000.00	160,000.00	0.00%
Transfer to NWOTA Fund	0.00	0.00	17,660.00	0.00	(17,660.00)	0.00%
Transfer to STIF	0.00	7,372.08	0.00	88,465.00	88,465.00	0.00%
Reserve for Future Expenditure	0.00	6,496.00	0.00	77,952.00	77,952.00	0.00%
Unappropriated Ending Fund Bal	0.00	77,975.08	17,660.00	935,701.00	918,041.00	1.89%
Total Transfers	<u>0.00</u>	<u>81,812.83</u>	<u>26,490.05</u>	<u>981,754.00</u>	<u>955,263.95</u>	<u>2.70%</u>

Tillamook County Transportation District

Check/Voucher Register

1001 - General Checking Account #4558

From 4/1/2025 Through 4/30/2025

Docume... Number	Document Date	Transaction Amount	Payee	Transaction Description
18811	4/7/2025	0.00		
18812	4/7/2025	0.00		
18813	4/7/2025	0.00		
18814	4/7/2025	0.00		
18815	4/7/2025	0.00		
18816	4/7/2025	0.00		
18817	4/7/2025	0.00		
19154	4/8/2025	125.97	IconiPro Security & Alarms	TVC Security Services 5/1-7/31/2025
19155	4/8/2025	650.00	Tillamook County Fair	Aug 6-8 2025 Fair Booth
19156	4/8/2025	173.06	ALSCO - Portland Linen	Mat Service Inv# LPOR3331395 & 3337849
19157	4/8/2025	656.97	ASTOUND	Phone Service 02/27-03/26/2025
19158	4/8/2025	9,287.22	CARSON OIL CO INC	Fuel 03/16-03/31/2025
19159	4/8/2025	48.85	City Of Tillamook	TVC Water 03/01-03/31/2025
19160	4/8/2025	113.80	Fred Meyer Customer Charges	POA 03/2025
19161	4/8/2025	3,988.54	Les Schwab Tire Center	POA CB-000017252 March 2025
19162	4/8/2025	3,874.12	DAVISON AUTO PARTS, INC.	POA March 2025
19163	4/8/2025	62.59	Office Depot Credit Plan	Office Supplies/Coffee, Creamer
19164	4/8/2025	4,361.74	PREMIER TRUCK GROUP	Inv# 819275683 & 819275794
19165	4/8/2025	375.00	Prevailing Communications	Radio Repair 301&302/Battery replace repeater in shop
19166	4/8/2025	169.02	Rosenberg Builders Supply	POA Acct#58615 March 2025
19167	4/8/2025	50.00	SUNFLOWER FLATS	Employee Condolence Flowers
19168	4/8/2025	150.00	Tillamook Motor Co.	PCM Reprogramed
19169	4/8/2025	400.80	VERIZON	Tablet Service 2/27-3/26/2025
19170	4/15/2025	220.00	BIO-MED TESTING SERVICE, INC.	TCTD Random Testing
19171	4/15/2025	683.98	CINTAS	Uniforms/Shop Supplies
19172	4/15/2025	180.00	COUNTRY MEDIA	Inv# 744683 and 746621
19173	4/15/2025	30.49	O'REILLY AUTOMOTIVE STORES	Hose Clamp Kit
19174	4/15/2025	345.00	JORDAN RAMIS, PC	Board Legal Fees
19175	4/15/2025	1,407.10	Marie Mills Center, Inc	TVC Janitorial Services March 2025
19176	4/15/2025	(28.45)	Office Depot Credit Plan	Board Manual Dividers
19176	4/15/2025	(27.63)	Office Depot Credit Plan	Board Manual Binder
19176	4/15/2025	(9.83)	Office Depot Credit Plan	Gel Pens
19176	4/15/2025	(63.26)	Office Depot Credit Plan	Board Manual Binder
19176	4/15/2025	(22.76)	Office Depot Credit Plan	Board Manual Dividers
19176	4/15/2025	28.45	Office Depot Credit Plan	Board Manual Dividers
19176	4/15/2025	27.63	Office Depot Credit Plan	Board Manual Binder
19176	4/15/2025	9.83	Office Depot Credit Plan	Gel Pens
19176	4/15/2025	63.26	Office Depot Credit Plan	Board Manual Binder
19176	4/15/2025	22.76	Office Depot Credit Plan	Board Manual Dividers
19177	4/15/2025	65.95	CRYSTAL AND SIERRA SPRINGS	Water Service 3/16-4/15/2025
19178	4/15/2025	50.00	Marni Johnston	Budget Treasurer's Meeting 4.9.2025
19179	4/15/2025	780.00	TILLAMOOK PIONEER	Sidebar Ad
19180	4/15/2025	889.68	ATU LOCAL #757	AP PAYROLL 4.2025
19181	4/15/2025	4,485.68	HRA VEBA TRUST	HRA VEBA 4.2025
19182	4/15/2025	1,445.66	MUTUAL OF OMAHA	LIFE/STD/LTD
19183	4/15/2025	946.32	PACIFIC SOURCE	FSA MARCH 2025
19184	4/15/2025	37,061.00	SPECIAL DISTRICTS INS. SERVICE	HEALTH, DENTAL BENEFITS
19185	4/15/2025	342.65	UNITED STATES TREASURY	941 PAYROLL TAX Q4 2024
19186	4/24/2025	440.00	INNOVA LEGAL ADVISORS	ATU Legal Fees
19187	4/24/2025	8,656.48	CARSON OIL CO INC	Fuel 04/1-4/15/2025
19188	4/24/2025	89.90	COUNTRY MEDIA	Board App. 4/1-4/8/2025
19188	4/24/2025	51.15	COUNTRY MEDIA	Public Meeting Notice 4/8/2025
19189	4/24/2025	50.00	David McCall	Board Meeting 04/15/2025
19190	4/24/2025	14,960.00	ECOLANE USA, INC.	DRT License for Tablets 4/1/2025 - 3/31/2026

Tillamook County Transportation District

Check/Voucher Register

1001 - General Checking Account #4558

From 4/1/2025 Through 4/30/2025

Docume... Number	Document Date	Transaction Amount	Payee	Transaction Description
19191	4/24/2025	50.00	Gary A. Hanenkrat	Board Meeting 4/15/2025
19192	4/24/2025	2,142.90	GenXsys Solutions, LLC	May 2025 Managed Service Fund
19192	4/24/2025	475.54	GenXsys Solutions, LLC	May 2025 Server Storage Virus Plan
19193	4/24/2025	120.00	JOHN CLINE	DOT Medical Card
19194	4/24/2025	50.00	Jonathan Bean	Board Meeting 04/15/2025
19195	4/24/2025	56.70	Kirsten Brown	Mileage delivering Budget Binders
19196	4/24/2025	50.00	Linda Adler	Board Meeting 4/15/2025
19197	4/24/2025	50.00	Marni Johnston	Board Meeting 4/15/2025
19198	4/24/2025	50.00	MARY JOHNSON	Board Meeting 4/15/2025
19199	4/24/2025	79.94	Office Depot Credit Plan	TCTD Copy Paper
19200	4/24/2025	151.85	Pacific Office Automation	NWR/TCTD Copier Usage 3/9-4/9/2025
19201	4/24/2025	4,200.00	SINGERLEWAK LLP	Audit Progress Billing
19202	4/24/2025	118.58	Tillamook PUD	May 2025 Transit Electric 03/12-04/12/2025
19202	4/24/2025	48.38	Tillamook PUD	LB Barn Electric 03/12-04/12/2025
19202	4/24/2025	36.75	Tillamook PUD	SB Barn Electric 03/12-04/12/2025
ACH POA 4.2025	4/15/2025	254.45	Pacific Office Automation	OFFICE LEASE 4.2025
ACH ZOOM 2025	4/29/2025	1,288.50	ZOOM VIDEO COMMUNICATIONS INC	ZOOM ANNUAL RENEWAL 2025
Report Total		106,892.31		

Tillamook County Transportation District

Check/Voucher Register

1006 - Payroll Checking #5614

From 4/1/2025 Through 4/30/2025

<u>Document Number</u>	<u>Document Date</u>	<u>Transaction Amount</u>	<u>Payee</u>	<u>Transaction Description</u>
ACH ADP 4.2025	4/30/2025	1,262.00	ADP, LLC	MONTHLY PAYROLL SERVICE AND FEES
ACH AFLAC 4.25	4/15/2025	531.06	AFLAC	AFLAC 4.2025
Report Total		1,793.06		

Tillamook County Transportation District

Check/Voucher Register

1009 - NW RIDES ACCOUNT #8510

From 4/1/2025 Through 4/30/2025

Docume... Number	Document Date	Transaction Amount	Payee	Transaction Description
4571	4/8/2025	1,488.72	ASTOUND	Phone Service 02/27-03/26/2025
4572	4/8/2025	16.22	Fred Meyer Customer Charges	POA 03/2025
4573	4/8/2025	3,474.00	JANNA SMITH	Vol MR 03/01-03/31/2025
4574	4/8/2025	762.60	JOY WINKELHAKE	Vol MR 03/01-03/31/2025
4575	4/8/2025	4,159.10	KANDIS LIDAY	Vol MR 3/3-3/31/2025
4576	4/8/2025	679.20	LEANN CHUINARD	Vol MR 3/1-3/31/2025
4577	4/8/2025	33.00	Oregon State Police	NWR Background Check
4578	4/8/2025	4,040.00	Essential Credential Exchange	NWR Compliance Monthly Sub Fee
4579	4/8/2025	716.10	Rosenberg Builders Supply	POA Acct#58615 March 2025
4580	4/8/2025	4,115.20	SEAN REKART	Vol MR 3/3-3/31/2025
4581	4/15/2025	65.95	CRYSTAL AND SIERRA SPRINGS	Water Service 3/16-4/15/2025
4582	4/15/2025	2,025.50	AAA RIDE ASSIST	1/19-1/31/2025
4582	4/15/2025	3,310.00	AAA RIDE ASSIST	3/1-3/8/2025
4582	4/15/2025	4,312.00	AAA RIDE ASSIST	3/16-3/22/2025
4582	4/15/2025	4,632.50	AAA RIDE ASSIST	3/23-3/31/2025
4582	4/15/2025	3,286.50	AAA RIDE ASSIST	3/9-3/15/2025
4583	4/15/2025	10,878.50	COLUMBIA MEDICAL	3/1-3/8/2025
4583	4/15/2025	11,592.00	COLUMBIA MEDICAL	3/16-3/22/2025
4583	4/15/2025	12,483.00	COLUMBIA MEDICAL	3/23-3/31/2025
4583	4/15/2025	11,054.50	COLUMBIA MEDICAL	3/9-3/15/2025
4584	4/15/2025	6,552.00	COLUMBIA COUNTY RIDER	3.2025
4585	4/15/2025	6,688.50	DIRECT MEDICAL TRANSPORTATION	3/1-3/8/2025
4585	4/15/2025	8,440.00	DIRECT MEDICAL TRANSPORTATION	3/9-3/15/2025
4586	4/15/2025	8,094.00	MEDIX AMBULANCE	3/1-3/8/2025
4586	4/15/2025	7,626.00	MEDIX AMBULANCE	3/16-3/22/2025
4586	4/15/2025	8,839.50	MEDIX AMBULANCE	3/23-3/31/2025
4586	4/15/2025	9,629.50	MEDIX AMBULANCE	3/9-3/15/2025
4587	4/15/2025	10,749.40	Ride Connection Bridge	3/1-3/8/2025
4587	4/15/2025	15,089.55	Ride Connection Bridge	3/9-3/21/2025
4587	4/15/2025	11,060.00	Ride Connection Bridge	4/9-4/15/2023
4588	4/15/2025	2,266.00	Ronald McDonald House	1/1/2025
4589	4/15/2025	29,434.20	RYANS TRANSPORTATION SERVICE	3/1-3/8/2025
4589	4/15/2025	31,102.00	RYANS TRANSPORTATION SERVICE	3/16-3/22/2025
4589	4/15/2025	28,641.80	RYANS TRANSPORTATION SERVICE	3/9-3/15/2025
4590	4/15/2025	18,169.25	TILLAMOOK CNTY TRANS. DIST.	2/1-2/28/2025
4591	4/15/2025	585.00	TRAVIS CROSS GUEST HOUSE	1/2025
4592	4/24/2025	1,365.90	WILLIAM NERENBERG	Vol. MR 3/1-3/31/2025
4593	4/24/2025	875.00	GenXsys Solutions, LLC	May 2025 NWR Computer Support Services
4593	4/24/2025	857.10	GenXsys Solutions, LLC	May 2025 Managed Service Fund
4593	4/24/2025	475.54	GenXsys Solutions, LLC	May 2025 Server Storage Virus Plan
4594	4/24/2025	243.00	MEDIX AMBULANCE	03/2025 NWR After Hours Service
4595	4/24/2025	25.89	Office Depot Credit Plan	NWR Ribbon
4596	4/24/2025	72.78	Pacific Office Automation	NWR/TCTD Copier Usage 3/9-4/9/2025
ACH POA 4.2025	4/15/2025	254.45	Pacific Office Automation	COPIER LEASE
Report Total		290,260.95		

Tillamook County Transportation District

Check/Voucher Register

1011 - Prop. Mgmt. Checking #7071

From 4/1/2025 Through 4/30/2025

Docume... Number	Document Date	Transaction Amount	Payee	Transaction Description
4750	4/8/2025	1,587.50	CHRISSY'S CLEANING SERVICE	Admin Janitorial Service 03/05-03/29/2025
4751	4/8/2025	255.08	City Of Tillamook	Admin Water 03/01-03/31/2025
4752	4/8/2025	190.10	City Sanitary Service	Cardboard Container Rent/Recycling 1.5yd 1xw
4753	4/8/2025	933.50	EC Electric	Labor/Materials NWR New Space
4754	4/8/2025	1,272.90	JNB MECHANICAL, INC.	Heating Unit Repairs
4755	4/15/2025	4,900.00	EC Electric	Electrical Work Bus Barns/Shop
4756	4/15/2025	626.06	Marie Mills Center, Inc	Admin Janitorial Service March 2025
4756	4/15/2025	179.80	Marie Mills Center, Inc	Admin Janitorial Supplies March 2025
4757	4/24/2025	1,821.99	Tillamook PUD	Admin Electric 3/12-4/12/2025
4758	4/24/2025	1,020.00	Vice Construction, Inc.	Labor/Materials Ceiling Panels TFCC Space
Report Total		12,786.93		

Tillamook County Transportation District

Check/Voucher Register

1012 - NWOTA #4564

From 4/1/2025 Through 4/30/2025

<u>Docume... Number</u>	<u>Document Date</u>	<u>Transaction Amount</u>	<u>Payee</u>	<u>Transaction Description</u>
3003	4/8/2025	3,300.00	Madison Ave Collective	April 2025 NW Connector Website
3004	4/8/2025	<u>108.40</u>	Fred Meyer Customer Charges	POA 03/2025
Report Total		<u>3,408.40</u>		

UMPQUA BANK: CLOSING DATE 04/25/2025

Date	Vendor	Description of Transaction	Amount
CATHY BOND			
03/26/25	Amazon	Marketing - Now Hiring Sign	\$79.99
03/26/25	Amazon	TCTD NetStamp Rolls	\$65.99
03/27/25	Endicia	TCTD Postage	\$50.00
03/28/25	Language Line	NWR Phone/Interpreter	\$19.75
03/28/25	Amazon	NWR Digital Office Locks	\$720.00
04/03/25	Endicia	NWR Postage Membership Fee	\$10.99
04/07/25	Language Line	NWR Phone/Interpreter	\$27.65
04/07/25	Onstar Services	Membership Fee - Shop Truck	\$15.00
04/09/25	Language Line	NWR Phone/Interpreter	\$55.30
04/15/25	Amazon	NWR Cubicle Coat Hooks	\$23.98
04/16/25	Amazon	NWR Canvas Photo Frames	\$185.94
04/16/25	Language Line	NWR Phone/Interpreter	\$55.30
04/16/25	Endicia	TCTD Postage Member Fees	\$30.99
04/16/25	El Trio Loco 3	Operation Meal - Budget Meeting w/Treasurer	\$58.00
04/17/25	Endicia	TCTD Postage	\$50.00
04/17/25	Amazon	NWR Computer Supplies	\$169.90
04/17/25	Onstar Services	Membership Fee-Shop Truck Wi Fi	\$11.99
04/17/25	Amazon	NWR Computer Supplies	\$107.88
04/17/25	Werner Beef Brew	Board Meeting Meal	\$68.20
04/21/25	Language Line	NWR Phone/Interpreter	\$27.65
04/21/25	Hobby Lobby	NWR Greeting Cards	\$61.93
04/21/25	The Home Depot	NWR Ceiling Tiles	\$72.30
04/21/25	Iron Mountain	Office Shredder	\$180.65
			\$2,149.38
BRIAN VITULLI			
04/02/25	Ike Box	Transit Day at the Capital - Meal	\$7.50
04/02/25	Salem Parking Meters	Transit Day at the Capital - Parking	\$12.10
04/07/25	Current Bar & Lounge	Operations - Meal	\$9.00
04/10/25	Five Rivers Coffee	Operations - Meal	\$14.10
04/15/25	Zazzle	NWR Canvas Art Work	\$123.03
			\$165.73
MIKE REED			
04/07/25	Averill Recycling	Lawn Maintenance	\$25.00
04/09/25	Ecoguard Pest	Facility Maintenance	\$92.00
			\$117.00
Grand Total Due			\$2,432.11
DATE			

APPROVAL

Brian Vitulli
6/5/2025



April 2025 Statement
Open Date: 03/26/2025 Closing Date: 04/23/2025

Page 1 of 4
Account: 7790

Visa® Company Card with Rewards

Elan Financial Services
BUS 30 ELN 1

1-866-552-8855
15

TILLAMOOK CNTY TRANS (CPN 001469460)

New Balance	\$2,432.11
Minimum Payment Due	\$25.00
Payment Due Date	05/22/2025

Reward Points	
Earned This Statement	2,603
Reward Center Balance as of 04/22/2025	165,651
For details, see your rewards summary.	

Activity Summary		
Previous Balance	+	\$2,622.37
Payments	-	\$2,622.37 ^{CR}
Other Credits		\$0.00
Purchases	+	\$2,432.11
Balance Transfers		\$0.00
Advances		\$0.00
Other Debits		\$0.00
Fees Charged		\$0.00
Interest Charged		\$0.00
New Balance	=	\$2,432.11
Past Due		\$0.00
Minimum Payment Due		\$25.00
Credit Line		\$10,000.00
Available Credit		\$7,567.89
Days in Billing Period		29

Tillamook County
Transportation District

MAY 02 2025

Account
Account
Approval

00008632 22075 0001-0003 DUSB20DD042425049390 00 L 00046216 URS55QME

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

000008632 MUSB20DD042425049379 01 10000000 046216 003



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

Account Number	7790
Payment Due Date	5/22/2025
New Balance	\$2,432.11
Minimum Payment Due	\$25.00

Amount Enclosed \$ _____

Elan Financial Services

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





April 2025 Statement 03/26/2025 - 04/23/2025
 TILLAMOOK CNTY TRANS (CPN 001469460)

Page 2 of 4
 Elan Financial Services 1-866-552-8855

Visa Business Rewards Company Card

Rewards Center Activity as of 04/22/2025	
Rewards Center Activity*	-12,747
Rewards Center Balance	165,651

*This item includes points redeemed, expired and adjusted.

Rewards Earned	This Statement	Year to Date
Points Earned on Net Purchases	2,260	10,078
Gas, Restaurants & Telecom Double Points	343	1,350
Total Earned	2,603	11,428

Points Expiring on 06/30/2025: 14382

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

Important Messages

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

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

Transactions BOND,CATHY Credit Limit \$2500

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
Purchases and Other Debits					
03/26	03/25	7507	AMAZON MKTPL*2A4I34NZ3 Amzn.com/bill WA	\$79.99	_____
03/26	03/25	5350	AMAZON MKTPL*WP9U95J83 Amzn.com/bill WA	\$65.99	_____
03/27	03/26	8054	USPS STAMPS ENDICIA 888-434-0055 DC	\$50.00	_____
03/28	03/27	0059	LANGUAGE LINE, INC. 800-7526096 CA	\$19.75	_____
03/28	03/27	1710	AMAZON MKTPL*8U6Q92V23 Amzn.com/bill WA	\$720.00	_____
04/03	04/02	2011	ENDICIA 800-576-3279 TX	\$10.99	_____
04/07	04/04	1211	LANGUAGE LINE, INC. 800-7526096 CA	\$27.65	_____
04/07	04/05	7465	ONSTAR DATA PLAN AT&T 888-466-7827 TX	\$15.00	_____
04/09	04/08	6322	LANGUAGE LINE, INC. 800-7526096 CA	\$55.30	_____
04/15	04/14	0992	AMAZON MKTPL*NU8OM4D43 Amzn.com/bill WA	\$23.98	_____
04/16	04/15	2957	AMAZON MKTPL*AY0DN2073 Amzn.com/bill WA	\$185.94	_____
04/16	04/15	3744	LANGUAGE LINE, INC. 800-7526096 CA	\$55.30	_____
04/16	04/15	9551	ENDICIA 800-576-3279 TX	\$30.99	_____
04/16	04/15	2036	El Trio Loco 3 Rockway Beach OR	\$58.00	_____
04/17	04/16	1085	USPS STAMPS ENDICIA 888-434-0055 DC	\$50.00	_____

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April 2025 Statement 03/26/2025 - 04/23/2025
 TILLAMOOK CNTY TRANS (CPN 001469460)

Page 3 of 4
 Elan Financial Services (1-866-552-8851

00008632 22076 0002-0003 DUSB20DD042425049390 00 L 00046216 UBZSSOME

Transactions BOND,CATHY Credit Limit \$2500

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
04/17	04/16	1885	AMAZON MKTPL*TX32X4EW3 Amzn.com/bill WA	\$169.90	_____
04/17	04/16	8029	OnStar, LLC 888-4667827 MI	\$11.99	_____
04/17	04/16	6348	AMAZON MKTPL*8T9Y19OC3 Amzn.com/bill WA	\$107.88	_____
04/17	04/16	1039	Werner Beef Brew Tillamook OR	\$68.20	_____
04/21	04/18	9938	LANGUAGE LINE, INC. 800-7526096 CA	\$27.65	_____
04/21	04/18	3466	HOBBY-LOBBY #1002 PORTLAND OR	\$61.93	_____
04/21	04/18	6427	THE HOME DEPOT #4018 BEAVERTON OR	\$72.30	_____
04/21	04/20	9923	BTS*IRONMOUNTAIN 470-792-4840 MA	\$180.65	_____
			Total for Account	2022	\$2,149.38

Transactions REED,MICHAEL Credit Limit \$3500

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
Purchases and Other Debits					
04/07	04/04	4858	AVERILL RECYCLING TILLAMOOK OR	\$25.00	_____
04/09	04/08	0010	ECOGUARD PEST OREGON 503-4332847 OR	\$92.00	_____
			Total for Account	9595	\$117.00

Transactions VITULLI,BRIAN A Credit Limit \$10000

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
Purchases and Other Debits					
04/02	04/01	0984	SQ *IKE BOX Salem OR	\$7.50	_____
04/02	04/01	6177	SALEM PARKING METERS SALEM OR	\$12.10	_____
04/07	04/04	2322	SQ *CURRENT BAR & LOUN OCEANSIDE OR	\$9.00	_____
04/10	04/09	9736	SQ *FIVE RIVERS COFFEE Tillamook OR	\$14.10	_____
04/15	04/15	9160	ZAZZLE INC 888-892-9953 CA	\$123.03	_____
			Total for Account	9476	\$165.73

Transactions BILLING ACCOUNT ACTIVITY

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
Payments and Other Credits					
04/16	04/16		PAYMENT THANK YOU	\$2,622.37	CR _____
			Total for Account	7790	\$2,622.37

2025 Totals Year-to-Date	
Total Fees Charged in 2025	\$0.00
Total Interest Charged in 2025	\$0.00

Continued on Next Page



00008632 22077 0003-0003 DUS820DD042425049390 00 L 00046216 UB2SSOME

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	\$2,432.11	\$0.00	YES	\$0.00	16.49%	
**ADVANCES	\$0.00	\$0.00	YES	\$0.00	28.24%	

Contact Us



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



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



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 - 4/1-4/23/2025

Date	Description of Transaction	Amount
CARD #3 - KERI BROWN, ADMIN ASSISTANT		
04/22/25	TCTD Office Expense - Surge Protectors	\$ 67.80
04/22/25	TCTD Office Expense - Surge Protectors	\$ 67.28
04/23/25	NWR Office Expense - Surge Protectors	\$ 283.90
	09-000-5170-999-09	\$ 135.08
	01-001-5170-999-00	\$ 283.90
	Total	\$ 418.98
CARD #4 - CATHY BOND, FINANCE SUPERVISOR		
4/22/25	NWR Office Expense - Binders	\$ 25.74
4/22/25	NWR Operation Expense - Meal - Install IT w/GenXsys	\$ 34.89
4/22/25	NWR Office Expense - Copier Router Box	\$ 24.99
	09-000-5170-999-09	\$ 50.73
	09-000-5180-999-09	\$ 34.89
	Total	\$ 85.62
CARD #6 - CRISTEL SCOTT, OPERATIONS COORDINATOR		
04/17/25	Operation Expense -Bus Cleaning Supplies	\$ 131.25
	01-001-5180-999-00	\$ 131.25
	Total	\$ 131.25
	Grand Total	\$ 635.85
DATE	APPROVAL	

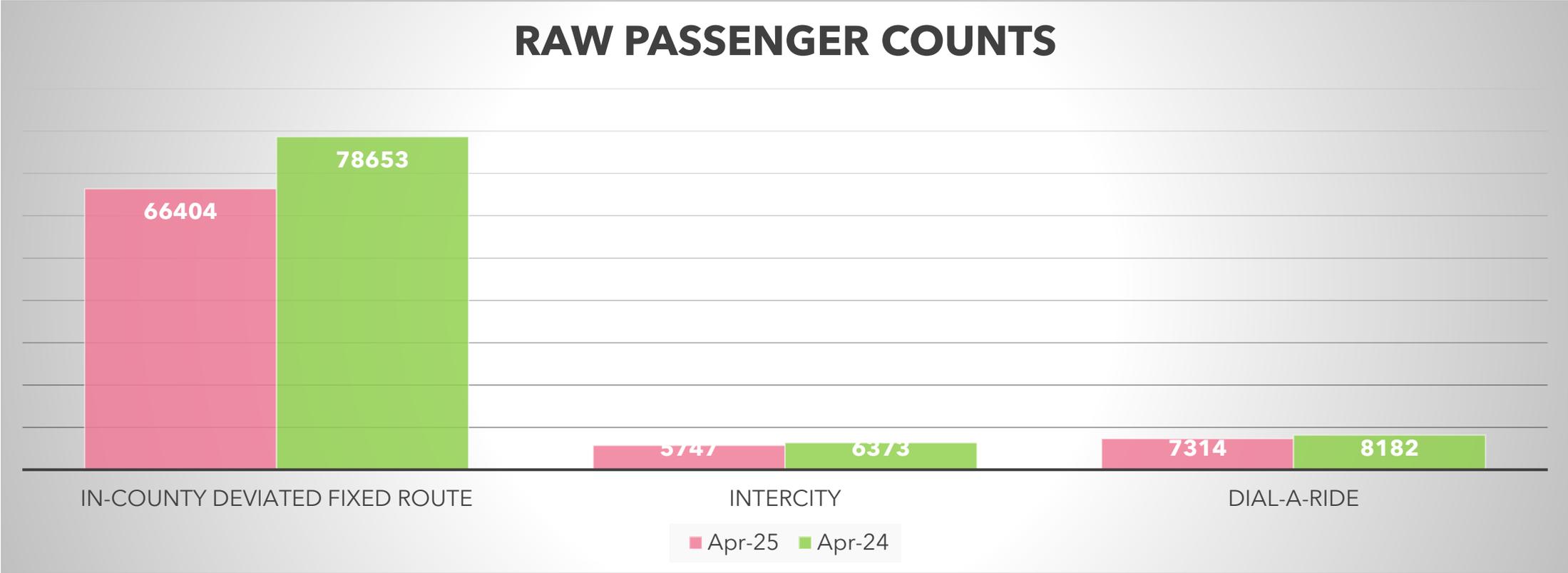
B. G. Vito
5/16/2025

ENTERED (SD)

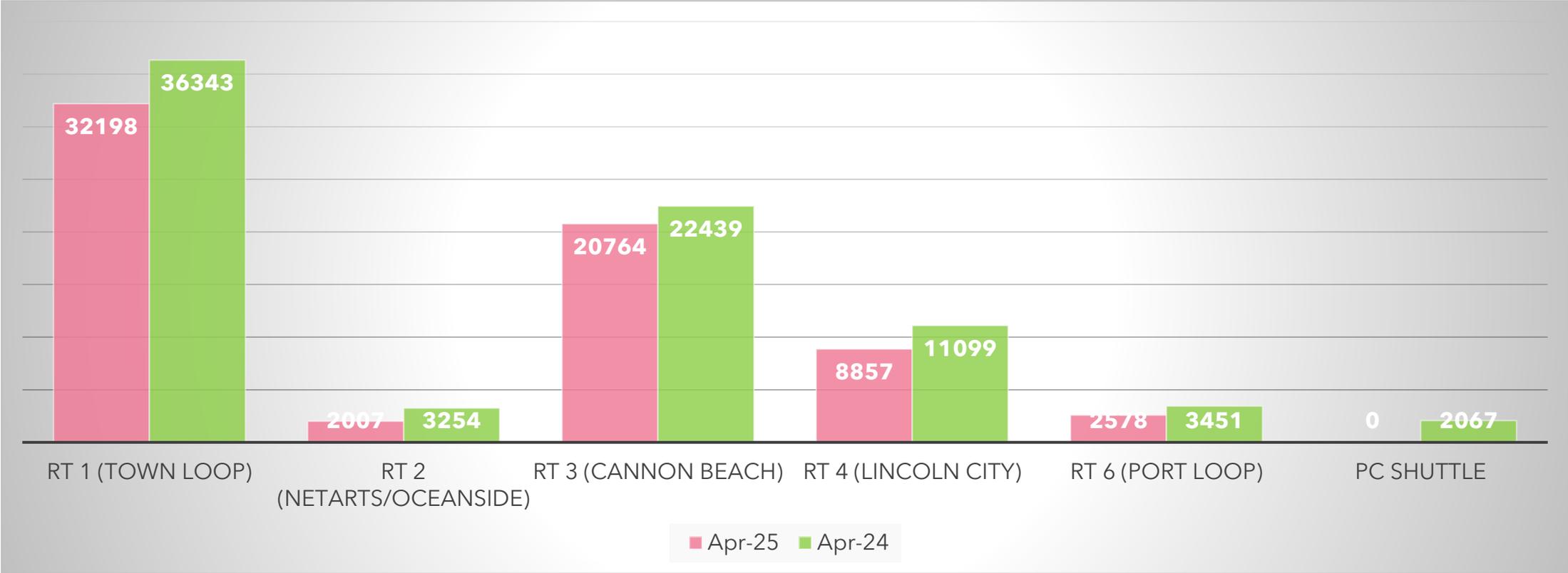
TCTD Operations
Statistics &
Performance
April 2025



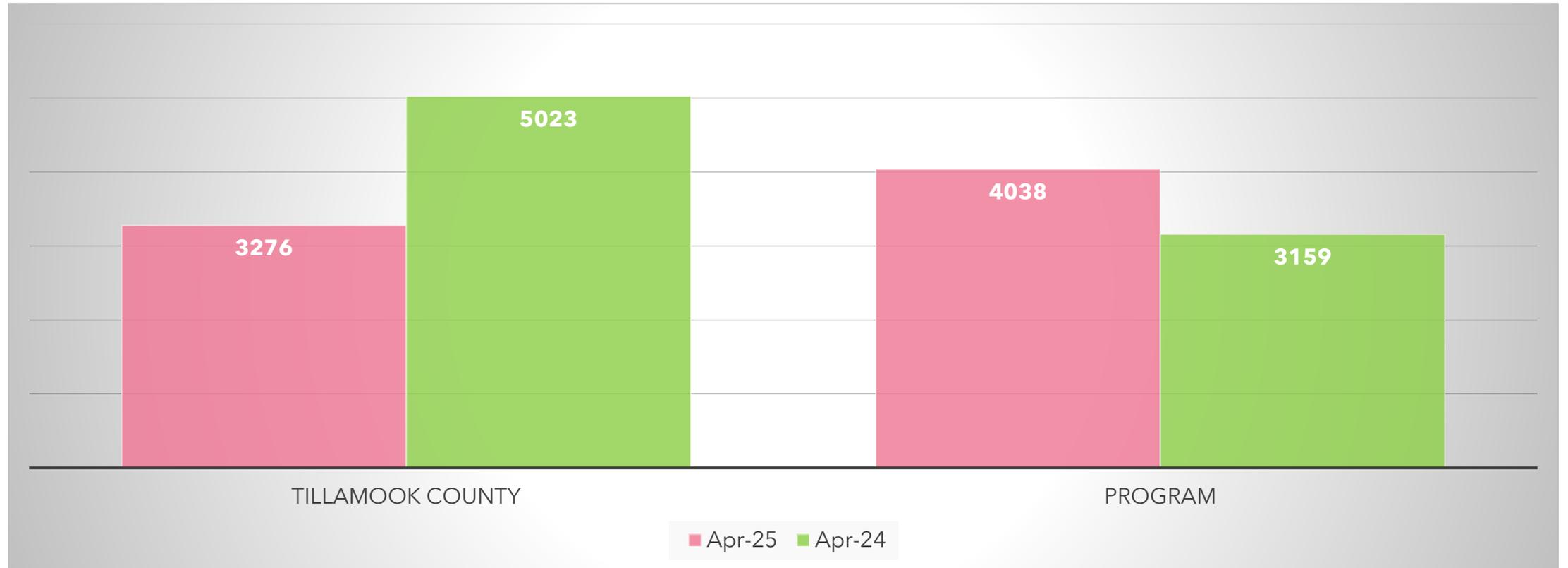
YTD COMPS BY SERVICE TYPE



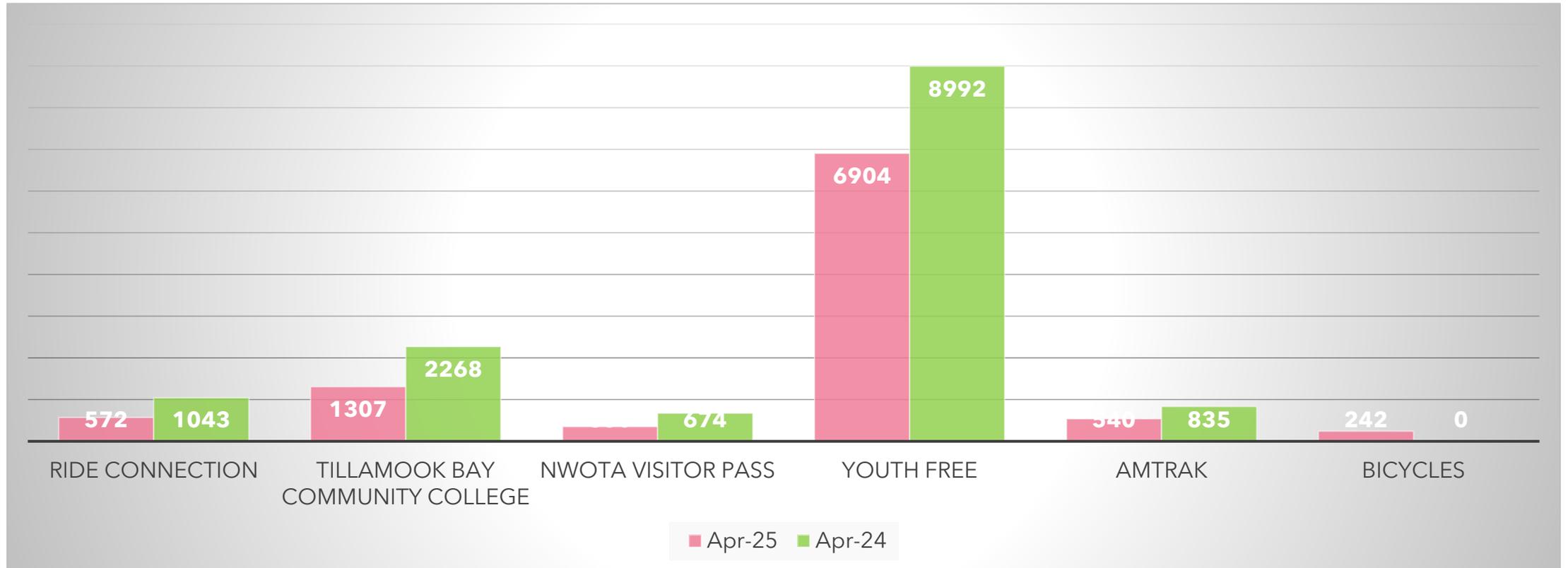
IN-COUNTY RIDERSHIP BY ROUTE YTD COMPS



DAR RIDERSHIP BY SERVICE TYPE YTD COMPS

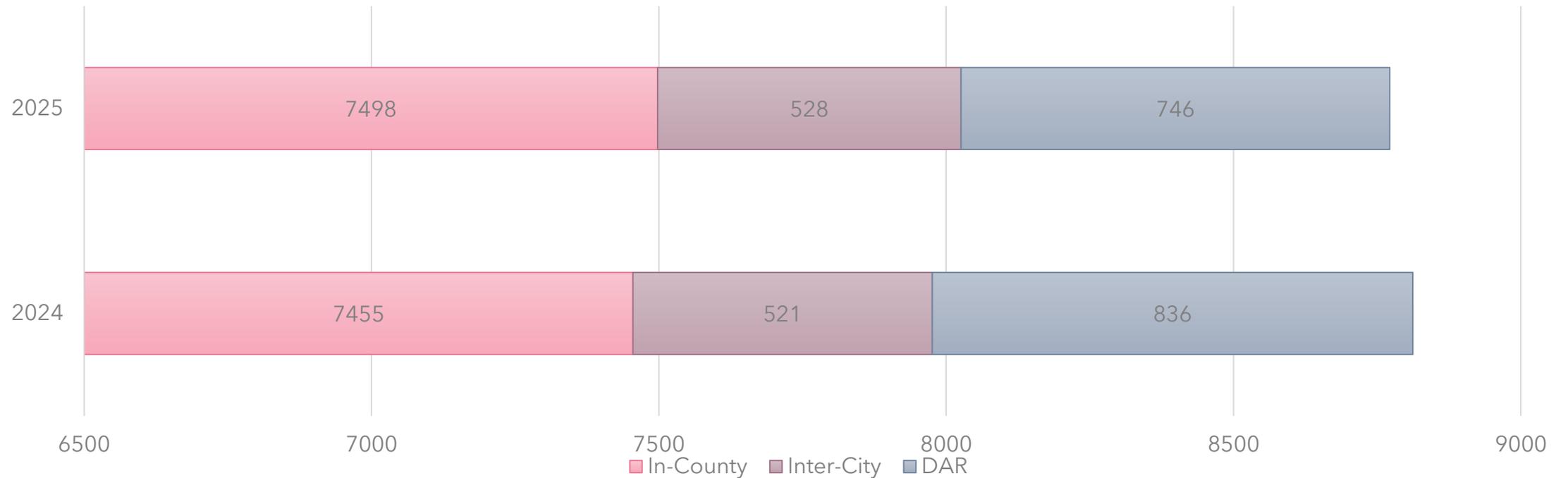


PASSENGER CATEGORIES YTD COMPS



TOTAL SERVICES RIDERSHIP

April 2025 & April 2024



Tillamook County Transportation District

MONTHLY PERFORMANCE REPORT

April 2025

RIDERSHIP BY SERVICE TYPE

	April 2025	April 2024	YTD FY 24-25	YTD FY 23-24	YTD % Change
<u>Dial-A-Ride Service</u>					
Tillamook County Program	335	400	3,276	5,023	-34.8%
Dial-A-Ride Total	746	836	7,314	8,182	-10.6%

Deviated Fixed Route Service

Rt 1: Town Loop	3,814	3,542	32,198	36,343	-11.4%
Rt 2: Netarts/Oceanside	204	217	2,007	3,254	-38.3%
Rt 3: Manzanita/Cannon Beach	2,266	2,577	20,764	22,439	-7.5%
Rt 4: Lincoln City	846	895	8,857	11,099	-20.2%
Rt 6: Port of Tillamook Bay Loop	368	224	2,578	3,451	-25.3%
Pacific City Free Shuttle	0	0	0	2,067	-100.0%
Local Fixed Rt Total	7,498	7,455	66,404	78,653	-15.6%

Intercity Service

Rt 5: Portland	528	521	5,747	6,373	-9.8%
Inter City Total	528	521	5,747	6,373	-9.8%

TOTAL ALL SERVICES	8,772	8,812	79,465	93,208	-14.7%
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ONE-WAY TRIPS BY USER GROUP (Allocated)					
	Fixed		YTD	YTD	YTD %
USER GROUP	Route	DAR	FY 24-25	FY 23-24	Change
General (18 years to 60 years of age)	4,816	119	44,461	51,289	-13.3%
Senior/Disabled	2,649	597	29,661	33,628	-11.8%
Child/Youth	562	30	5,343	6,224	-14.2%
Total	8,027	746	79,465	91,141	-12.8%

OTHER RIDER CATEGORIES					
	Fixed		YTD	YTD	YTD %
	Route	DAR	FY 24-25	FY 23-24	Change
Ride Connection	59		572	1,043	-45.2%
Tillamook Bay Community College	135		1,307	2,268	-42.4%
NWOTA Visitor Pass Program	32		350	674	-48.1%
Youth Free		411	4,038	3,159	27.8%
Amtrak	866		6,904	8,992	-23.2%
Bicycles	34		540	835	-35.3%
	113		242	N/A	N/A

**Primary Performance Measures Report
thru April 2025**

	Passengers per Hour	Cost per Trip	Cost per Hour	Farebox Return %
<u>Dial-A-Ride</u>				
Dial-A-Ride	1.8	\$ 67.98	\$ 121.12	10.5%
NW Rides	1.3	\$ 104.90	\$ 135.87	53.4%
Total	1.5	\$ 88.36	\$ 130.40	38.6%
<u>Deviated Route</u>				
Rt 1: Town Loop	11.1	\$ 10.94	\$ 121.79	5.4%
Rt 2: Oceanside	3.3	\$ 38.63	\$ 125.81	1.8%
Rt 6: PORT	7.0	\$ 19.89	\$ 138.80	7.7%
Rt 3: Manzanita	4.9	\$ 30.61	\$ 150.52	1.7%
Rt 4: Lincoln City	2.9	\$ 54.43	\$ 157.22	1.0%
Total	5.9	\$ 24.08	\$ 143.17	2.5%
<u>Intercity</u>				
Rt 5: Portland	2.0	\$ 79.85	\$ 159.46	9.6%
FY 2024-25 YTD	4.2	\$ 34.03	\$ 142.30	12.3%
FY 2023-24YTD	3.8	\$ 29.97	\$ 113.16	10.7%
Percent Change	10.8%	13.5%	25.8%	15.4%

MONTHLY PERFORMANCE

Service Month	Passengers per Hour	Farebox Return %	Cost per Hour
<u>Dial-A-Ride Services</u>			
Apr-24	1.5	30.4%	104.92
Jan-25	1.4	38.9%	138.63
Feb-25	1.5	39.8%	131.54
Mar-25	1.5	38.6%	132.28
Apr-25	1.5	38.6%	130.40
<u>Deviated Fixed Routes</u>			
Apr-24	5.2	3.3%	112.77
Jan-25	6	2.4%	154.46
Feb-25	5.9	2.5%	145.56
Mar-25	5.9	2.5%	146.67
Apr-25	5.9	2.5%	143.17
<u>Intercity Services</u>			
Apr-24	1.6	10.3%	127.66
Jan-25	2.1	10.2%	170.14
Feb-25	2	10.2%	161.02
Mar-25	2	9.6%	163.49
Apr-25	2	9.6%	159.46

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

nwCONNECTOR

Coordinating Committee In-Person Meeting

June 13, 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	 Consent Calendar May Meeting Minutes Financial Report Emissions/Ridership Tracking Bus Stop Project Update	✓	Cynda Bruce/All
10:45-11:00a	 Website Management Agreement MAC FY25 Work Plan Decision	✓	Sarah Lu Heath
11:00-11:40a	 Transportation Options Coordinator		Sarah Lu Heath/All
11:40-11:45p	 TRIP Legislation Updates	✓	Cynda Bruce
11:45-12:00p	 Member Updates		All

Attachments:

May Meeting Minutes

Ridership/Passenger Mile Tracking

FY25 MAC Work Plan Proposals (3)

Transportation Options Coordinator SOW examples (2)

Meetings are open to the public and accommodation 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

May 9, 2025

Meeting called to order at 10:03a.

Attendees: Erik Belmont, Debbie Boothe-Schmidt, Cynda Bruce, Cody Franz, Sarah Lu Heath, Logan Hoffman, Tracy McDonald, Arla Miller, Circe Toruellas, Maria Tyne, Brian Vitulli, Chris Wheatley, and Tao Xue.

Zero Emission Fleet Transition Plan: Circe, Erik, Maria, and Tao presented Gannett Fleming's findings from the Zero Emissions Fleet Transition Plan. There was a request for an executive summary presentation at the Northwest ACT; Sarah Lu will follow-up.

NWOTA accepted the study and thanked Mike Jones of the Clean Bus Program and Gannett Fleming for their work.

Website Management: The contract with Madison Avenue Collection is up for renewal. Logan Hoffman joined NWOTA to discuss upcoming objectives for the group. It was requested that MAC provide proposals for a website management and marketing scope and a website redesign scope for further consideration. Priorities and costs of each proposal will be considered and decided upon at the next meeting.

Consent Calendar:

April Meeting Minutes and the NWOTA Financial Reports were reviewed by the group. A motion to accept was made by Brian Vitulli, seconded by Chris Wheatley, and approved unanimously.

Emissions/Ridership Tracking metrics were reviewed.

Bus Stop Project Update: Brian Vitulli shared that the TCTD Board is reviewing the RFQ. He also shared that the grant project deadlines have been extended. The first funding deadline is now December 31, 2026.

NWOTA FY26 Budget: The proposed FY26 budget was reviewed. It was noted that \$5,000 in unused marketing funds from FY25 should carry over to FY26. These funds come from partner contributions. It was requested that line items for Working Capital and Ending Balance be confirmed. A motion to approve the budget was made by Debbie Boothe-Schmidt, seconded by Brian Vitulli, and passed unanimously.

NWOTA Administration Contract Review: Sarah Lu presented the ColPac contract for administration services renewal for discussion. Neither party requested changes, and it was agreed to make required updates to renew. Sarah Lu will provide the contract for TCTD's final approval.

Round Table Updates:

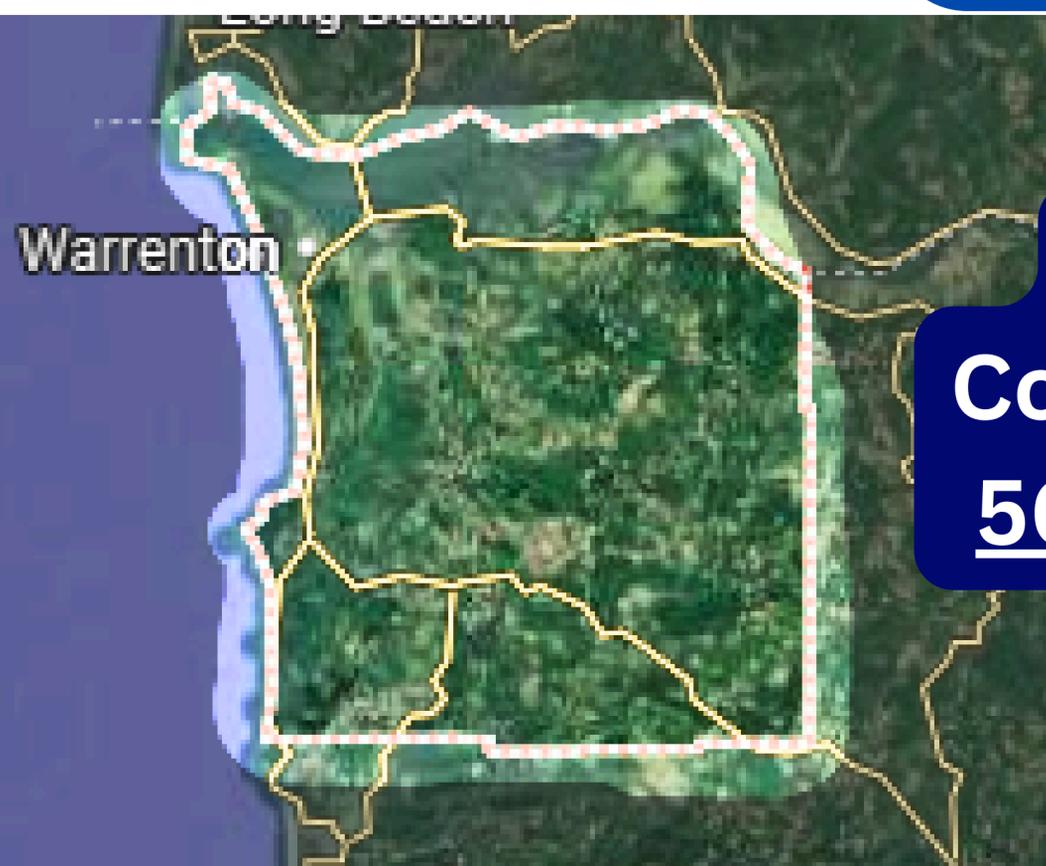
SETD is moving forward in the hiring process to on-board a new Executive Director. It was also shared that their Operations Manager would be on leave until July.

TCTD shared that they are developing an annual report with the help of Transit Happy. They also shared that they are coordinating a MOU with OCVA for their seasonal shuttle and that the Pacific City Shuttle would return again for the summer.

LCT shared that they are in budgeting season while also seeking to hire additional drivers.

The meeting was adjourned at 1:12pm.

NW Rides May 2025



**2,262 Clatsop
County Client Trips
56,353 Total Miles**



**2,096 Columbia
County Client Trips
52,221 Total Miles**



**638 Tillamook County
Client Trips
24,462 Total Miles**



**NO Fixed Address Trips
1,728 Trips
54,673 Miles**

Providers:

4,432 Trips

91,094 Miles

Mileage

Reimbursement:

1,791 Trips

70,000 Miles

Volunteers:

621 Trips

30,889 Miles

Total:

6,844 Trips

191,983 Miles



Tillamook County Transportation District

“Connecting the community through sustainable transit services”

DATE: June 18, 2025
TO: TCTD Board of Directors
FROM: Brian Vitulli, General Manager
SUBJECT: GENERAL MANAGER REPORT

Administration/Coordination

- Attended OTA Legislative Committee meeting on May 28th, and June 11th.
- 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 May 27.
- Working with community partners and employment agencies/employee placement organizations to recruit transit drivers.
- Testified to the Legislature’s Joint Committee on Transportation Reinvestment on June 11 to highlight the benefits of the Statewide Transportation Improvement Fund program and to recommend an increase in the employee payroll tax.
- Attended SDAO special district marketing / public relations training on May 22.
- Attended SDAO Transit Networking meeting on May 28.
- Attended OTA Board meeting on June 3.
- Attended Board of County Commissioners meeting on June 11 to present PC Shuttle IGA.
- Attended NW ACT meeting held on June 12.
- Attended NWOTA meeting held on June 13.
- Attended Access to Care Committee meeting on June 18.

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 Fleet Transition Plan final report was recently delivered and will be discussed at the June 2025 Board meeting.
- The procurement for the NW Connector Bus Stop Access Project was forwarded to three qualified firms on Monday, June 16, 2025. Tasks include final design and obtaining permits for the three locations (Pacific City, Hebo, Waldport), and a NEPA analysis of the Hebo location. The project will then proceed with construction.

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 not awarded.
- 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. Final approval was given by the Oregon Transportation Commission at their May 2025 meeting. (The Board of Directors will consider grant agreement approval under Agenda Item 20.)

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 and delivery is expected by late summer 2026.
- Two Category E1 DAR vans are being manufactured and will be delivered in 2025.

Tillamook County Transportation District
Board of Directors Regular Monthly Meeting
Wednesday, May 21, 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 6:00 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
David McCall, Director
Nan Devlin, Director (via Zoom)

Absent

TCTD Board of Directors

TCTD Staff

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

Guest

Arla Miller, ODOT Public Transportation Division
John Cline, Citizen
Jerry Bond, Citizen
Jim LeNormand, Citizen
Parker LeNormand, Citizen
Madison LeNormand, Citizen
Tyler Hellner, ATU Representative
Kathy Schwabe, Citizen
Steve Schwabe, ATU Representative
Henry Beasley, ATU Vice President
Vicki Raine, Citizen
Vern Ressler, Citizen
Jose Hernandez, Citizen
Kevin Kelly, Citizen
Andres Garcia, Citizen

Lorie Beeler, Citizen (via Zoom)
Bruce Hansen, ATU President (via Zoom)
Rick Dietz, Citizen (via Zoom)
Cyndi Dietz, Citizen (via Zoom)
Will Chappell, Headlight Hearld, (via Zoom)

4. Announcements and Changes to Agenda: None

5. Oath of Office – New Board Director: Vice Chair Adler conducted the oath of office for new Director, Nan Devlin.

6. Public & Guest Comments:

Board Chair Johnson made a statement that all public comments will be limited to 3 minutes each.

Henry Beasley made public comments regarding the shift bids and asked the Board who they can complain to regarding Administrative staff. Vice Chair Adler stated that the Board does not get into Administrative issues. Director Johnston stated that the Board is here to discuss the items on the agenda.

Tyler Hellner made public comments regarding not having a meeting to discuss the shift bids.

Kathy Schwabe made a public comment regarding past drivers who have left the District.

Bruce Hansen made public comments that drivers serve the public and the Board comes together to make decisions.

Jose Hernandez made a public comment that no one would listen to him during his time as a driver regarding his medical issues.

Vicki Raine made a public comment that during her employment she had offered training ideas to help with current training.

John Cline made a public comment that Tyler is having issues and both sides need to improve communication.

Director McCall asked when the shift bid will go into effect. GM Vitulli answered that the bid will take effect on May 25th.

7. Executive Session: 6:39pm – 7:49pm

There were no motions as a result of executive session.

Due to the time constraints, Chair Johnson made a decision to skip the State of the District report. She asked if there were any questions from the Board about any of those items before moving to the consent calendar. There were no questions from the Board.

STATE OF THE DISTRICT REPORT

8. **Financial and Grant Report:** Updates for the month of March 2025 are included in the Board packet pages 1-18.
9. **Service Performance Reports:** Updates for the month of March 2025 are included in the Board packet pages 19-27.
10. **Northwest Oregon Transit Alliance:** Updates for the month of May 2025 are included in the Board packet pages 28-29.
11. **NW Rides Brokerage:** Updates for the month of April 2025 are included in the Board packet page 30.
12. **General Manager Report:** Updates included in Board packet pages 31-32 (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 Hanenkrat to Approve the Amended Minutes of April 15, 2025, Regular Board Meeting. Seconded by Director Bean.

Motion Passed
By Chair Johnson, Directors Bean, Hanenkrat, Johnston, McCall, Devlin and Vice Chair Adler.
15. Motion by Director Hanenkrat to Approve March 2025 Financial Statements. Seconded by Director Bean.

Motion Passed
By Chair Johnson, Directors Bean, Hanenkrat, Johnston, McCall, Devlin and Vice Chair Adler.
16. Motion by Director Hanenkrat to Amend Policy 12: Drug and Alcohol Policy. Seconded by Director Bean.

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

ACTION ITEMS

17. Resolution 25-09 Authorizing the General Manager to Execute Amendment Number 2 to ODOT Section 5339 Grand Agreement Number 35328

Motion by Director McCall to Approve Resolution 25-09 Authorizing the General Manager to Execute Amendment Number 2 to ODOT Section 5339 Grant Agreement Number 35328. Seconded by Vice Chair Adler.

Motion Passed

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

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

Vice Chair Adler asked the cost to run the Pacific Shuttle service. GM Vitulli stated in 2023 it was \$90 an hour, when it operated Friday, Saturday and Sunday, with two drivers and 30-minute frequency. In the 2025 season, we will be operating every 60 minutes on Saturdays and Sundays and on Memorial, Independence, and Labor Days. Vice Chair Adler asked if it was more feasible to reinstate Sunday service rather than the Pacific Shuttle Service. GM Vitulli stated that we currently do not have enough drivers to reinstate Sunday service. The District continues to collaborate with the Pacific City/Woods Parking Advisory Committee with parking and congestion management solutions for those communities.

Director McCall asked if the holidays are included in the cost for Saturday and Sunday. GM Vitulli stated yes. Director McCall asked when the new dialysis center opens, will that allow more drivers to do other service. OS Reed said it would allow for more Dial-A-Ride and demand response capacity but still would not allow for the reinstatement of in-County Sunday service.

Motion by Director Bean to Approve Resolution 25-10 Authorizing the General Manager to Enter Into an Intergovernmental Agreement with the County of Tillamook for 2025 Pacific City Shuttle Services. Seconded by Director Devlin.

Motion Passed

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

19. Resolution 25-11 Adopting a Revised Administrative Employee Compensation Plan for the District

Motion by Chair Johnson to Approve Resolution 25-11 Adopting a Revised Administrative Employee Compensation Plan for the District. Seconded by Director Johnston.

Motion Passed

By Chair Johnson, Directors Bean, Hanenkrat,

Johnston, McCall, Devlin and Vice Chair Adler.

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

Vice Chair Adler asked about the cost of reimbursement for riding the District service. GM Vitulli stated that the District would be reimbursed \$1.00 for each NCE ticket holder who transfers to the TCTD system. Vice Chair Adler asked if it was the same amount if they use the Route 4 service. OS Reed stated that it would cost \$15 to ride the Route 5 service to Portland. Vice Chair Adler stated to amend the Memorandum of Understanding between TCTD and the Oregon Coast Visitors Association regarding the North Coast Express, section 5.B.3 to state the standard fare of whatever service is used, as opposed to the standard fare of \$1.00.

Chair Johnson asked if North Coast Express was going to be servicing the District's stops. GM Vitulli stated the Tillamook Creamery would be the only one.

Chair Johnston asked if this would impact the District's federal funding. GM Vitulli stated that he didn't think it would have a significant impact. It is hoped that the District will attract new customers as they can ride Route 5 from Portland instead. Director Devlin said the route 5 service can be used for day trippers.

Motion by Vice Chair Adler to Approve 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. Seconded by Director McCall.

Motion Passed

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

DISCUSSION ITEMS

21. Staff Comments:

General Manager Vitulli: None

Operations Superintendent Reed: None

Finance Supervisor Bond: Tonight, the Board meeting was very disappointing. Working for the District for over 15 years feels that this is a family and it is difficult after several members of the District were criticized. As administrative staff, we just have to take it and turn the cheek because we are unable to rebut the lies and mistruths that have happened.

Brokerage Manager Deputy: None

Admin Assistant Brown: None

22. Board of Directors Comments:

Chair Johnson: Thank Director Devlin for joining the Board.

Vice Chair Adler: Happy Memorial Day Weekend.

Dir. Hanenkrat: Thinks that the people need to have a place to vent.

Dir. Johnston: None.

Dir. Bean: None

Dir. McCall: Thanked Cathy for her comments.

23. Adjournment: Board Chair Johnson adjourned the meeting at 8:30pm.

These minutes were approved this 18th day of June 2025.

ATTEST:

Mary Johnson, Board Chair

Brian Vitulli, General Manager

Tillamook County Transportation District
FY 2025-2026 TCTD Budget Committee Meeting
Wednesday, May 15, 2025- 6:00PM
Transportation Building
3600 Third Street, Tillamook, OR
Meeting Minutes



1. **Call to Order:**

Board Vice Chair Adler called the meeting to order at 6:01 PM.

2. **Pledge of Allegiance**

3. **Roll Call:**

TCTD Board Members Present:

Gary Hanenkrat, TCTD Board Director
Marni Johnston, TCTD Board Director
Linda Adler, TCTD Board Director (Virtual)
David McCall, TCTD Board Director
Nan Devlin, TCTD Board Director

TCTD Budget Committee Members Present:

Chris Kell, TCTD Budget Committee
Ron Rush, TCTD Budget Committee (Virtual)
Tamra Perman, TCTD Budget Committee (Virtual)
Justin Aufdermauer, TCTD Budget Committee
Marlie Jo Burdick, TCTD Budget Committee
Dustin Burdick, TCTD Budget Committee
Kathy Pesterfield, TCTD Budget Committee

TCTD Staff Members Present:

Brian Vitulli, General Manager/Budget Officer
Cathy Bond, Finance Supervisor
Jules Hooter, NW Brokerage Manager
Mike Reed, Operations Superintendent
Sue Lewis, Office Assistant
Keri Brown, Administrative Assistant

Absent:

Mary Johnson, TCTD Board Chair
Jonathan Bean, TCTD Board Director

Guests:

None

4. **Public Comments and/or Concerns**

None.

5. **Election of TCTD Budget Committee Chair for FY 2025-2026:**
Motion by Director Johnston to appoint Ron Rush as Budget Committee Chair for FY 2025-2026. *Motion Seconded* by Committee Member Aufdermauer.
Motion Passed Unanimously

6. **Reading of the Budget Officer's message.**
Budget Officer/General Manager Brian Vitulli read the budget officer's message for FY 2025-2026 into the record.

7. **Line-by-line discussion of the FY 2025-2026 budget by fund:**

(1B) LB20- General Fund Resources

(2B) LB30A TCTD Administration- General Fund

(3B) LB-30A TCTD Operations- General Fund

(4B) LB-30A TCTD Maintenance- General Fund

(5B) LB-30A Requirements not allocated- General Fund

(6B) LB-11 Property Management- Enterprise Fund

(7B) LB-11 Capital Reserve Fund

(8B) LB-11 Vehicle Purchase Reserve

(9B) LB-11 Bus Wash Maintenance Reserve

(10B) LB-10 Special Transportation Fund

(11B) LB-10 Northwest Oregon Transit Alliance - Special Fund

(12B) LB-10 NW Rides - Special Fund

(13B) LB-10 Statewide Transit Improvement Fund

8. **Motion for approval of the TCTD FY 2025-2026 budget as presented or amended:**

RESTATED MOTION

MOTION by Committee Member Aufdermauer to approve the FY 2025-2026 Tillamook County Transportation District budget and send it to the Tillamook County Transportation District Board of Directors for a public Budget Hearing with the following changes:

- 1. Increase Fund 01, Dept 001, GL 5103 Planning from \$190,000 to \$200,000;
- 2. Increase Fund 01, Dept 001, GL 5266 Member Mileage Reimbursement – Vets from \$0 to \$40,000. The District received notice of additional funding for that program; and
- 3. Increase Fund 01, Dept 003, GL 5245 Diesel & Gasoline Fuel Expense to build a larger contingency for unexpected fuel costs.

Motion seconded by Director Johnston.

MOTION PASSED UNANIMOUSLY

MOTION by Committee Member Aufdermauer that the Tillamook County Transportation District Budget Committee approve the 2025-2026 fiscal year budget in the amount of \$21,078,208.00. *Motion seconded* by Director McCall.

MOTION PASSED UNANIMOUSLY

MOTION by Committee Member Aufdermauer that the Tillamook County Transportation District Budget Committee approve taxes for the 2025-2026 fiscal year at the rate of \$0.20 per \$1,000 (\$1,265,861) of assessed value for operating purposes in the General Fund. *Motion seconded* by Director McCall.

MOTION PASSED UNANIMOUSLY

9. Committee Member Comments/ Concerns

Director Johnston: Commended the staff for a great job on the budget, especially all the work from Finance Supervisor Cathy Bond.

GM Vitulli: Thanked Board and Committee.

10. Adjournment:

Committee Chair Ron Rush adjourned the meeting at 7:58 PM.

These minutes are approved on this 18th day of June, 2025.

Attest:

Mary Johnson, Board Chair

Brian Vitulli, General Manager

TILLAMOOK COUNTY TRANSPORTATION DISTRICT POLICY

DIRECTORS POWERS, DUTIES, RESPONSIBILITIES, AND MEMBERSHIP	Number: 10
Adopted by the Board of Directors on January 13, 2005 Last Reviewed: June 18, 2025	Pages: <u>23</u>

Purpose

The purpose of this policy is to specify the requirements for membership on the Board of Directors and the responsibilities of the position as an elected official.

Positions and Terms

1. The Board of Directors of the District ~~shall consist~~ of seven (7) members serving staggered four (4) year terms, ~~following term adjustments as prescribed in HB2853.~~
2. The Tillamook County Clerk's office provides for each Board member to be identified by a position number. When a Board member is elected or appointed, that person fills the specific position number of that person's predecessor. Position numbers shall be transferred to the successors of each Board member.
3. All Board members shall serve at large.
4. At the Board's first meeting after July 1 each year, the Board shall choose a chairperson for the ensuing year. The chairperson is the Board's presiding officer and has whatever additional functions the Board prescribes. ORS 267.540(3).

Election of Board Members

The election of Board members shall be conducted as provided by ORS Chapter 255.

Term of Office

Except where the Board is filling a vacancy on the Board, terms of office shall start on July 1 following the election.

Oath of Office

Each newly elected ~~or appointed~~ Board member ~~may~~ shall take an oath of office at the a regularly scheduled, ~~monthly~~ July board meeting following the election. Each newly appointed Board member shall take an oath of office at the Board meeting at which they are appointed or at the first regularly scheduled Board meeting following their appointment.

Qualifications

Pursuant to ORS 198.115 and this policy, Board members may not be an employee of the ~~transportation d~~istrict ~~as provided in ORS 198.115, and this shall take effect in accordance with this statute.~~ No person ~~shall be is~~ eligible to be a Board member who is not at the time of election or appointment a primary resident of Tillamook County. No person elected or appointed to the Board shall be seated unless such person meets the qualifications as stated above. If questions exist regarding the eligibility of any

candidate, the Board ~~shall~~must obtain an opinion from legal counsel before seating such person.

Maintenance of Eligibility

Board members must maintain their eligibility throughout the term of office. For example, as residency is an eligibility requirement, a ~~Board member~~director who moves out of the District during the term of office must resign ~~his or her~~that person's position.

Vacancies

~~As per~~ ORS 198.320, provides that vacancies on the Board shall be filled by appointment by a majority of the remaining members of the Board. The period of service of a person appointed to fill a vacancy ~~shall expires~~ on June 30 after the next District election at which a successor is elected to fill the remainder of the term.

Meeting the Needs of the District

It is the policy of the TCTD Board of Directors to exercise those powers granted to it, and to carry out those duties assigned to it by law, in such a way as to best meet the needs of the public.

Primary Responsibilities

The TCTD Board of Directors has the following primary responsibilities:

- ~~To a~~Adopt the annual budget;
- Create and interpret District policies;
- Hire the District's General Manager; and
- Serve as its contract review board.

Formulation and Interpretation of District ~~Ordinances and Policies~~

The most important activity of the Board is the formulation and interpretation of District ordinances and policies. The Board shall ~~establish policy~~undertake such efforts, reserving to itself all authority and responsibility not expressly assigned to other District officers and personnel.

Emergency ~~ies~~ Staff Vacancies

The Board may appoint members of the Board to temporarily fill District staff positions in an emergency situation. The Board must declare the lack of staff an emergency and set forth time limits of the appointment(s).

Board Members Authorized by Official Board Action Only

No individual Board member may speak for or act on behalf of the Board or District, except as authorized to do so by official Board action as recorded in the District's official minutes, guidelines, or policies~~of the District~~.

Access to District Facilities

Board members shall only access the District's facilities during regular business office hours (8 a.m. to 5 p.m. Monday - Friday), or otherwise at times when public meetings or other official events are occurring within those facilities.

Ethical Standards

As elected officials, Board members are subject to the requirements of the Oregon Government Ethics Law set forth in ORS Chapter 224 and OAR Chapter 199. Board members ~~act as~~ are elected representatives of the District's citizens ~~of the District~~. Therefore, Board members shall adhere to the highest ethical standards in the conduct of District business.

Board Member Education

In order to effectively carry out their duties, Board members should be adequately informed. All Board members must comply with ORS 192.700(2)(a), which requires that every member of a governing body of a public body with total expenditures for a fiscal year of \$1 million or more shall attend or view public meetings training prepared by or approved by the Oregon Government Ethics Commission at least once during the member's term of office. In addition, Board members are encouraged to attend at least one (1) conference and/or other training program as the Board may authorize per year.

Public Accountability

Board members need to keep the public informed on all District matters, make decisions based on the transportation needs of the public, spend the District's money with prudence and trust, and place the needs of the public above the ambitions of the Board or the District.

Board Member Compensation

Board members will be paid a \$50 stipend per meeting for attendance at public meetings convened for the purpose of conducting TCTD business, pursuant to ORS 198.190. If food, beverage, or related items are provided to Board members as part of such public meetings, the per person value of the food, beverage, or related items shall be deducted from the \$50 stipend. Such compensation shall not be deemed lucrative. Board members shall be reimbursed for their actual and reasonable travel and other expenses incurred in the performance of official District duties.

Removal; Recall

Board members are not subject to removal by the Board. However, a Board member is subject to recall under the process set forth in ORS 249.865 to 249.877.

Biennial Report

The District Board shall report biennially to the Legislature on the activities of the District as required by ORS 267.540(5).

TILLAMOOK COUNTY TRANSPORTATION DISTRICT POLICY

OREGON GOVERNMENT ETHICS POLICY	Number: 19
Adopted by the Board of Directors on June 23, 2016 Last Reviewed: June 18, 2025	Pages: 3

Purpose

The purpose of the Oregon Government Ethics Policy is to establish ethical standards of conduct for all district public officials in accordance with Oregon Government Ethics law.

The Oregon Government Ethics law applies to all elected and appointed officials, employees and volunteers. The Law prohibits the use of public office for financial gain, requires public disclosure of financial conflicts of interest, and limits gifts that an official may receive per calendar year.

Financial Gain

Each public official is prohibited from using the position as a public official to receive certain financial benefits or avoid financial detriments if the opportunity would not otherwise be available but for the position held by the public official. In addition, each public official is prohibited from using or attempting to use the official position to obtain financial benefits for a relative or a member of the public official's household, or for a business with which the public official, a relative, or a member of the public official's household is associated.

The following is a list of financial benefits that may be received. These include:

- Official compensation
- Reimbursement of expenses
- Honorarium
- Unsolicited awards for professional achievement
- Some gifts

For the purpose of this policy, pursuant to ORS 198.190, official compensation for elected members of the District's Board of Directors is limited to \$50 for each day or portion thereof on which they are performing services as a member of the governing body. This includes direct financial remuneration as well as benefits with monetary value such as food, beverages, or other related items, which the District may provide as part of any public meeting, team building activity, or social reception. (For further information regarding District-provided food and beverage, see Oregon Government Ethics Commission Advisory Opinion 25-126A dated May 9, 2025.)

Gifts

No public official shall solicit or receive any gift(s) with a total value of more than \$50 in a calendar year from any single source who could reasonably be known to have a financial interest in the official actions of that public official. A gift is defined as something of value given to a public official, for which the official does not pay an equal value. Gifts of entertainment are included in the \$50 gift limit.

This does not mean that an official cannot receive any gifts. The law only restricts gifts from sources that have an administrative or legislative interest in the public official's actions, and does allow the public official to receive up to \$50 worth of gifts from each source in a calendar year. The law does not limit gifts from relatives or members of the household of a public official.

Conflict of Interest

Oregon Government Ethics law identifies and defines two types of conflicts of interest: actual conflict of interest and potential conflict of interest. The difference between an actual conflict of interest and a potential conflict of interest is determined by the words "would" and "could". For example:

1. A public official is met with an **actual** conflict of interest when the public official participates in action that **would** affect the financial interest of the official, the official's relative or a business with which the official or a relative of the official is associated.
2. A public official is met with a **potential** conflict of interest when the public official participates in action that **could** affect the financial interest of the official, a relative of that official or a business with which the official or the relative of that official is associated.

A public official must announce or disclose the nature of any conflict of interest prior to taking any action on the matter. The public official's ability to participate in the decision is dependent on the type of conflict declared:

- Potential Conflict of Interest: Following the public announcement, the public official may participate in official action on the issue that gave rise to the conflict of interest.
- Actual Conflict of Interest: Following the public announcement, the public official must refrain from further participation in official action on the issue that gave rise to the conflict of interest.

If a public official is met with an actual conflict of interest and the public official's vote is necessary to meet the minimum number of votes required for official action, the public official may vote. The public official must make the required announcement and refrain from any discussion, but may participate in the vote required for official action by the governing body. These circumstances do not often occur. This provision does not apply in situations where there are insufficient votes because of a member's absence when the governing body is convened. Rather, it applies in circumstances when all members

of the governing body are present and the number of members who must refrain due to actual conflicts of interest make it impossible for the governing body to take official action.

Guidance

Public officials seeking guidance related to this Policy may contact the General Manager or the Oregon Government Ethics Commission.

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

**In the Matter of Adopting the)
Budget, Making Appropriations,)
Levying Taxes, and Categorizing)
Taxes for FY 2025-2026)**

RESOLUTION NO. 25-13

WHEREAS, pursuant to the requirements of ORS 294, the Board of Directors of the Tillamook County Transportation District is required to adopt a budget and make appropriations for the District for FY 2025-2026; and

WHEREAS, on June 18, 2025, following public notice and a public hearing, the TCTD Budget Committee approved the FY 2025-2026 budget and recommended adoption by the Board of Directors.

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

MAKING APPROPRIATIONS

Section 1: The Board of Directors of the Tillamook County Transportation District hereby adopts the budget for Fiscal Year 2025-2026, in the total of \$21,078,208. This budget is now on file at the District office in Tillamook, Oregon.

Section 2: The amounts shown below on the following page are hereby appropriated for the Fiscal Year beginning July 1, 2025 and for the following purposes:

TOTAL APPROPRIATIONS FOR FY 2025-26			
General Fund		Bus Wash Maint. Reserve Fund	
Administration	1,058,817	Transfers	18,140
Operations	2,411,671	Contingency	5,000
Maintenance	953,164	Total	\$23,140
Unallocated		NW Oregon Transit Alliance	
Debt Services	0	Materials & Services	75,000
Capital Outlay	2,813,750	Special Payments	3,000
Transfers	1,208,256	Capital Outlay	1,115,467
Contingency	1,619,049	Contingency	356,510
Total	\$10,064,707	Total	\$ 1,549,977
Property Management Fund		NW Rides	
Materials & Services	132,000	Personnel Services	762,000
Debt Service	31,789	Materials & Services	4,436,156
Capital Outlay	125,000	Capital Outlay	0
Total	\$288,789	Contingency	1,249,844
Capital Reserve Fund		STIF	
Transfers	429,686	Special Payments	29,727
Contingency	669,313	Transfers	837,148
Total	\$1,098,999	Contingency	690,496
Vehicle Purchase Reserve		Total	
Transfers	42,225		\$ 1,557,371
Contingency	5,000		
Total	\$47,225		
Total Appropriations, All Funds:			\$ 16,482,996.00
Unappropriated and Reserve Funds:			\$ 4,595,212.00
Total Adopted Budget:			\$ 21,078,208.00

IMPOSING THE TAX

Section 3: The following ad valorem property taxes are hereby imposed upon the assessed value of all taxable property within the District for tax year 2025-2026 at the rate of \$0.200 per \$1,000 of assessed value for permanent rate tax.

CATEGORIZING THE TAX

Section 4: The Board of Directors of Tillamook County Transportation District hereby categorize the taxes as follows:

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

**Authorizing the General Manager)
to Execute ODOT STIF Formula)
Grant Agreement Number 35859)**

RESOLUTION NO. 25-14

WHEREAS, with the passage of House Bill 2017 in 2017, the Oregon Legislature established the Statewide Transportation Improvement Fund (STIF) to expand, improve, and maintain public transportation services in Oregon, as described in the rules in OAR Chapter 732, Divisions 040, 042, and 044; and

WHEREAS, the Tillamook County Transportation District (“District”) has received a grant from the Oregon Department of Transportation (“ODOT”) STIF Formula Program under authority of ORS 184.766(2), to expand, improve, and maintain District public transportation services as outlined in the OTC-approved STIF Plan; and

WHEREAS, STIF Formula Program funding will be directed toward implementing the projects identified in the OTC-approved STIF Plan; and

WHEREAS, the District Board of Directors wishes to authorize the General Manager to execute ODOT Grant Agreement No. 35859 in the amount of \$1,197,837 on behalf of the Tillamook County Transportation District, to comply with all terms of its OTC-approved STIF Plan, and to complete the Projects, tasks and outcome measures consistent with the expenditure estimates, as described in Section 6.

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 ODOT Grant Agreement No. 35859 in the amount of \$1,197,837 on behalf of the Tillamook County Transportation District, to comply with all terms of its OTC-approved STIF Plan, and shall complete the Projects, tasks and outcome measures described in Section 6 of the STIF Plan consistent with the expenditure estimates, also described in Section 6, for the period July 1, 2025 through June 30, 2027.

INTRODUCED AND ADOPTED this 18th day of June 2025.

ATTEST:

By: _____
Mary Johnson, Board Chair

By: _____
Brian Vitulli, General Manager

PUBLIC TRANSPORTATION DIVISION
OREGON DEPARTMENT OF TRANSPORTATION

STIF FORMULA PROGRAM

This Grant Agreement ("Agreement") is made and entered into by and between the **State of Oregon**, acting by and through its Department of Transportation, Public Transportation Division, hereinafter referred to as "State," and **Tillamook County Transportation District**, acting by and through its Governing Body, hereinafter referred to as "Recipient," and collectively referred to as the "Parties." Recipient is a "Qualified Entity" as that term is defined in ORS 184.752(2).

AGREEMENT

1. **Authority.** ORS 184.766(2).
2. **Effective Date.** This Agreement shall become effective on the later of **July 1, 2025** 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 eligible project costs incurred on or after the Effective Date and on or before **June 30, 2027** (the "Expiration Date").
3. **Agreement Documents.** This Agreement consists of this document and the following documents, all of which are attached hereto and incorporated herein by reference:

Exhibit A: Project Description

Exhibit B: Financial Information

Exhibit C: Contractor Insurance Requirements

Exhibit D: Approved Statewide Transportation Improvement Fund (STIF) Plan

In the event of a conflict between two or more of the documents comprising this Agreement, the language in the document with the highest precedence shall control. The precedence of each of the documents comprising this Agreement is as follows, listed from highest precedence to lowest precedence: this Agreement without Exhibits; Exhibit A; Exhibit D; Exhibit B; Exhibit C.

4. **Grant Funds; STIF Plan Maximum; Reserve Payment.** In accordance with the terms and conditions of this agreement and applicable administrative rules:
 - a. State will provide Recipient with up to an amount of funds ("Grant Funds") not to exceed the lesser of:
 - i. The total amount of Grant Funds calculated using the methods described in OAR 732-042-0010(4) ("QE Allocation"); or
 - ii. \$1,197,837.00, which is the amount of total funding sought in Recipient's STIF Plan, as that term is defined in OAR-732-040-0005(35), and approved by the OTC ("STIF Plan Maximum").
 - b. If the QE Allocation exceeds the STIF Plan Maximum, ODOT will hold in reserve an amount of Grant Funds that equals the difference between the QE Allocation and the STIF Plan Maximum ("Reserve Payment"). Recipient will receive the Reserve Payment at the beginning of the next biennium, after its STIF plan for the next biennium is approved by OTC, as part of its first quarterly disbursement. The Reserve Payment will count towards the maximum Grant Funds available to Recipient under its OTC-approved STIF plan for the next biennium.
5. **Project.** The Grant Funds shall be used solely for the project(s) described in Exhibit A (the "Project") and shall not be used for any other purpose.
6. **Progress Reports.** Recipient shall submit quarterly progress reports ("Reports") to State no later than forty-five (45) days after the close of each quarterly reporting period. Reporting

periods are July through September, October through December, January through March, and April through June. Reports must be in a format acceptable to State and must be entered into the Oregon Public Transit Information System (OPTIS), which may be accessed at <https://www.oregon.gov/odot/RPTD/Pages/optis.aspx>. Reports shall include a statement of revenues and expenditures for each quarter, project progress, and measures achieved. State reserves the right to request such additional information as may be necessary to comply with federal or state reporting requirements.

7. Disbursement and Recovery of Grant Funds.

Disbursement Generally. During the 2025-2027 biennium, State shall make quarterly installment payments of the Grant Funds to Recipient within sixty (60) days of the beginning of each calendar quarter described in Section 5. State shall determine the amount of each quarterly payment based on the amount of Grant Funds divided by the number of calendar quarters for which payments are scheduled to be made, with any adjustments as may be determined by State if Grant Funds are adjusted as provided in Section 4.

a. **Conditions Precedent to Disbursement.** State's obligation to disburse funds to Recipient is subject to satisfaction, with respect to each disbursement, of each of the following conditions precedent:

- i. State has received funding, appropriations, limitations, allotments or other expenditure authority sufficient to allow State, in the exercise of its reasonable administrative discretion, to make the disbursement.
- ii. Recipient is in compliance with the terms of this Agreement, Recipient's STIF Plan, STIF program administrative rules (OAR chapter 732, divisions 40 and 42) and STIF statutes (ORS 184.751-184.766).
- iii. Recipient's representations and warranties set forth in Section 8 hereof are true and correct on the date of disbursement with the same effect as though made on the date of disbursement.
- iv. Any audit findings relating to Recipient's use of Grant Funds under this Agreement or any other agreement with State have been resolved.

b. Recovery of Grant Funds

- i. **Recovery of Misexpended Grant Funds.** Any Grant Funds disbursed to Recipient under this Agreement that are expended in violation or contravention of one or more of the provisions of this Agreement, Recipient's STIF plan, STIF program administrative rules (OAR chapter 732, divisions 40 and 42) or STIF statutes (ORS 184.751-.766) ("Misexpended Grant Funds") must be returned to State. Recipient shall return all Misexpended Grant Funds to State no later than fifteen (15) days after State's written demand.
- ii. **Recovery of Grant Funds upon Termination.** If this Agreement is terminated under either Section 10(a)(i) or Section 10(a)(v) below, Recipient shall return to State all funds disbursed to Recipient within 15 days after State's written demand for the same.
- iii. **Recovery of Grant Funds for Violation of Agreement.** Pursuant to ORS 184.766(2), Recipient shall repay, in full, distributions paid to Recipient, if the Oregon Transportation Commission determines that Recipient has failed to meet or comply with any terms or conditions of this Agreement, Recipient's STIF plan, STIF program administrative rules (OAR chapter 732, divisions 40 and 42) or STIF statutes (ORS 184.751-.766).

8. Representations and Warranties of Recipient. Recipient represents and warrants to State as follows:

a. **Organization and Authority.** Recipient is duly organized and validly existing under the laws of the State of Oregon and is eligible to receive the funds. Recipient has full power, authority, and legal right to make this Agreement and to incur and perform its obligations hereunder, and the making and performance by Recipient of this Agreement

(1) have been duly authorized by all necessary action of Recipient and (2) do not and will not violate any provision of any applicable law, rule, regulation, or order of any court, regulatory commission, board, or other administrative agency or any provision of Recipient's Articles of Incorporation or Bylaws, if applicable, (3) do not and will not result in the breach of, or constitute a default or require any consent under any other agreement or instrument to which Recipient is a party or by which Recipient or any of its properties may be bound or affected. No authorization, consent, license, approval of, filing or registration with or notification to any governmental body or regulatory or supervisory authority is required for the execution, delivery or performance by Recipient of this Agreement.

- b. **Binding Obligation.** This Agreement has been duly executed and delivered by Recipient and constitutes a legal, valid and binding obligation of Recipient, enforceable in accordance with its terms subject to the laws of bankruptcy, insolvency, or other similar laws affecting the enforcement of creditors' rights generally.
- c. **No Solicitation.** Recipient's officers, employees, and agents shall neither solicit nor accept gratuities, favors, or any item of monetary value from contractors, potential contractors, or parties to subcontracts, except as permitted by applicable law. No member or delegate to the Congress of the United States or State of Oregon employee shall be admitted to any share or part of this Agreement or any benefit arising therefrom.
- d. **No Debarment.** Neither Recipient nor its principals is presently debarred, suspended, or voluntarily excluded from any federally-assisted transaction, or proposed for debarment, declared ineligible or voluntarily excluded from participating in this Agreement by any state or federal agency. Recipient agrees to notify State immediately if it is debarred, suspended or otherwise excluded by any state or federal agency or if circumstances change that may affect this status, including without limitation upon any relevant indictments or convictions of crimes.

The warranties set in this section are in addition to, and not in lieu of, any other warranties set forth in this Agreement or implied by law.

9. **Records Maintenance and Access; Audit.**

- a. **Records, Access to Records and Facilities.** Recipient shall make and retain proper and complete books of record and account and maintain all fiscal records related to this Agreement and the Project in accordance with all applicable generally accepted accounting principles, generally accepted governmental auditing standards and state minimum standards for audits of municipal corporations. Recipient shall require that each of its subrecipients and contractors complies with these requirements. State, the Secretary of State of the State of Oregon ("Secretary") and their duly authorized representatives shall have access to the books, documents, papers and records of Recipient that are directly related to this Agreement, the Grant Funds provided hereunder, or the Project for the purpose of making audits and examinations. In addition, State, the Secretary, and their duly authorized representatives may make and retain excerpts, copies, and transcriptions of the foregoing books, documents, papers, and records. Recipient shall permit authorized representatives of State and the Secretary to perform site reviews of the Project, and to inspect all vehicles, real property, facilities and equipment purchased by Recipient as part of the Project, and any transportation services rendered by Recipient.
- b. **Retention of Records.** Recipient shall retain and keep accessible all books, documents, papers, and records that are directly related to this Agreement, including, without limitation, records relating to capital assets funded by this Agreement, the Grant Funds or the Project for a minimum of six (6) years, or such longer period as may be required by other provisions of this Agreement or applicable law, following the Expiration Date. If there are unresolved audit questions at the end of the six (6) year period, Recipient shall retain the records until the questions are resolved.
- c. **Expenditure Records.** Recipient shall document the expenditure of all Grant Funds disbursed by State under this Agreement. Recipient shall create and maintain all expenditure records in accordance with generally accepted accounting principles and in

sufficient detail to permit State to verify how the Grant Funds were expended.

d. Audit Requirements.

- i. Recipient shall comply with the audit and compliance review requirements set out in OAR 732-040-0015 and, at Recipient's own expense, submit to State, Public Transportation Division, 355 Capitol Street N.E., MS43, Salem, Oregon, 97301-4179 or ODOTPTDreporting@odot.oregon.gov, a copy of, or electronic link to, any annual audit covering the Grant Funds expended under this Agreement by Recipient or a party to any contract with Recipient, as well as the annual audit of any subrecipient(s), contractor(s), or subcontractor(s) of Recipient responsible for the financial management of Grant Funds received under this Agreement.
- ii. Recipient shall save, protect and hold harmless State from the cost of any audits or special investigations performed by the Secretary with respect to the Grant Funds expended under this Agreement. Recipient acknowledges and agrees that any audit costs incurred by Recipient as a result of allegations of fraud, waste or abuse are ineligible for reimbursement under this or any other agreement between Recipient and State.
- iii. Recipient shall provide State with documentation of compliance with ODOT's STIF Agreed Upon Procedures (AUP) for audits. Documentation of compliance with ODOT's STIF AUP for audits is due 30 days after the Recipient's receipt of the auditor's final report of the Recipient's annual audit, or by a date established by rule, each year this agreement is in effect.

This Section 9 shall survive any expiration or termination of this Agreement.

10. Recipient Contracts and Procurements

Recipient may enter into contracts with subrecipients or contractors ("contractor") for performance of the Project. If Recipient enters into a contract, Recipient agrees to comply with the following:

a. Contracts.

- i. All contracts must be in writing, executed by Recipient and must incorporate and pass through all of the applicable requirements of this Agreement to the other party or parties to the contract(s). Use of a contract does not relieve Recipient of its responsibilities under this Agreement.
- ii. Recipient shall require all of its contractors performing work under this Agreement to name State as a third-party beneficiary of Recipient's contract with the contractor.
- iii. Recipient shall require its construction contractor to submit a performance bond and payment bond to Recipient for an amount equal to or greater than the estimated cost of the construction contract price. Recipient shall require its construction contractor to name State as an additional or dual obligee on construction contractors' performance and payment bonds.
- iv. Recipient shall provide State with a copy of any signed contract, as well as any other purchasing or contracting documentation, upon request by State. This subparagraph shall survive expiration or termination of this Agreement.
- v. Recipient must report to State any material breach of a term or condition of a contract within ten (10) days of Recipient discovering the breach.

b. Contract Indemnification.

- i. **Recipient's contracts(s) shall require the other party to such contract(s) that is not a unit of local government as defined in ORS 190.003, if any, to indemnify, defend, save and hold harmless the State of Oregon, the Oregon Transportation Commission, and the Oregon Department of Transportation and their officers, members, employees and agents from and against any and all claims, actions, liabilities, damages, losses, cost or expenses, including attorneys' fees, of any nature whatsoever resulting from arising out of or related to, in whole or in part, the negligent or willful acts or omissions of the other party to Recipient's contract or any of such**

party's officers, agents, employees or subcontractors ("Claims"). It is the specific intention of the Parties that the State shall, in all instances, except for Claims arising solely from the negligent or willful acts or omissions of the State, be indemnified by the other party to Recipient's contract(s) from and against any and all Claims.

- ii. **Any such indemnification shall also provide that neither Recipient's subrecipient(s), contractor(s) nor subcontractor(s) (collectively "Contractor"), nor any attorney engaged by Recipient's contractor(s), shall defend any claim in the name of the State or any agency of the State of Oregon, nor purport to act as legal representative of the State of Oregon or any of its agencies, without the prior written consent of the Oregon Attorney General. The State may, at any time at its election, assume its own defense and settlement in the event that it determines that Recipient's contractor is prohibited from defending State or that Recipient's contractor is not adequately defending State's interests, or that an important governmental principle is at issue or that it is in the best interests of State to do so. State reserves all rights to pursue claims it may have against Recipient's contractor if the State of Oregon elects to assume its own defense.**
 - iii. Recipient shall include provisions in each of its contracts requiring its contractor(s) to comply with the indemnification requirements within this Contract Indemnification section.
- c. Contractor Insurance.**
- i. Recipient shall require its contractors(s) to meet the minimum insurance requirements provided in Exhibit C. Recipient shall perform a risk assessment for the work to be performed under its contract(s) and may specify insurance requirements of its contractor(s) above the minimum insurance requirements specified in Exhibit C. Recipient shall verify its contractor(s) meet the insurance requirements in Exhibit C.
 - ii. Recipient shall require its contractor(s) to require and verify that all subcontractors carry insurance coverage deemed appropriate based on the risk of the subcontracted work.
 - iii. Recipient shall include provisions in each of its contrast requiring its contractor(s) to comply with the insurance requirements within this Contract Insurance section.
- d. Procurements.** Recipient shall make purchases of any equipment, materials, or services for the Project under procedures that comply with Oregon law, including all applicable provisions of the Oregon Public Contracting Code, Oregon Revised Statutes (ORS) 279 A, B and C, and rules, ensuring that all procurement transactions are conducted in a manner providing full and open competition. In addition, the Recipient shall:
- i. obtain approval from State, prior to solicitation, of any procurements for rolling stock, facilities and personal services for any amount, and all procurements for an amount greater than \$100,000.
- e. Conflicts of Interest.** Recipient's public officials shall comply with Oregon's government ethics laws, ORS 244.010 et seq., as those laws may be subsequently amended.

11. Termination and Additional Remedies

- a. **Termination by State.** State may terminate this Agreement effective upon delivery of written notice of termination to Recipient, or at such later date as may be established by State in such written notice, under any of the following circumstances:
 - i. If Recipient fails to perform the Project within the time specified in this Agreement or any extension thereof or commencement, continuation or timely completion of the Project by Recipient is, for any reason, rendered improbable, impossible, or illegal;
 - ii. State fails to receive funding, appropriations, limitations or other expenditure authority sufficient to allow State, in the exercise of its reasonable administrative

- discretion, to continue to make payments for performance of this Agreement;
- iii. If Federal or state laws, rules, regulations or guidelines are modified or interpreted in such a way that the Project is no longer allowable or no longer eligible for funding under this Agreement;
 - iv. If the Project would not produce results commensurate with the further expenditure of Grant Funds;
 - v. If Recipient has failed to comply with: (a) any provision of this Agreement, (b) Recipient's STIF plan, (c) STIF program administrative rules (OAR chapter 732, divisions 40 and 42) or (d) STIF statutes (ORS 184.751-184.766); or
 - vi. If Recipient takes any action pertaining to this Agreement without the approval of State and which under the provisions of this Agreement would have required the approval of State.
- b. **Additional Remedies Available to the State.** If Recipient has failed to comply with any provision of this Agreement, Recipient's STIF plan, STIF program administrative rules (OAR chapter 732, divisions 40 and 42) or STIF statutes (ORS 184.751-184.766) or takes any action pertaining to this Agreement without the approval of State and which under the provisions of this Agreement would have required the approval of State, then State may, in its sole discretion, impose remedies in addition to or in lieu of termination under Section 10.a.(v) and 10.a.(vi) above. Such remedies include, without limitation, (i) imposing additional reporting requirements on Recipient; (ii) withholding further distribution of Grant Funds; and (iii) the partial or full recovery of Grant Funds already distributed to Recipient.
- c. **Termination by Recipient.** Recipient may terminate this Agreement effective upon delivery of written notice of termination to State, or at such later date as may be established by Recipient in such written notice:
- i. Upon notification to State of its desire to withdraw from eligibility to receive the Grant Funds and providing to State a reason acceptable to State for the withdrawal; or
 - ii. If federal or state laws, rules, regulations or guidelines are modified or interpreted in such a way that the Project is no longer allowable or no longer eligible for funding under this Agreement.
- d. **Termination by Either Party.** Either Party may terminate this Agreement upon at least ten (10) days' notice to the other Party and failure of the other Party to cure within the period provided in the notice, if the other Party fails to comply with any of the terms of this Agreement.

12. General Provisions

- a. **Contribution.** For purposes of this Section 12.a., the term "State" means "the State of Oregon, the Oregon Transportation Commission, the Oregon Department of Transportation, and their respective officers, members, agents, and employees."
- i. If any third party makes any claim or brings any action, suit or proceeding alleging a tort as now or hereafter defined in ORS 30.260 ("Third Party Claim") against State or Recipient with respect to which the other Party may have liability, the notified Party must promptly notify the other Party in writing of the Third Party Claim and deliver to the other Party a copy of the claim, process, and all legal pleadings with respect to the Third Party Claim. Each Party is entitled to participate in the defense of a Third Party Claim, and to defend a Third Party Claim with counsel of its own choosing. Receipt by a Party of the notice and copies required in this paragraph and meaningful opportunity for the Party to participate in the investigation, defense and settlement of the Third Party Claim with counsel of its own choosing are conditions precedent to that Party's liability with respect to the Third Party Claim.
 - ii. With respect to a Third Party Claim for which State is jointly liable with Recipient (or would be if joined in the Third Party Claim), State shall contribute to the amount of expenses (including attorneys' fees), judgments, fines and amounts paid in settlement actually and reasonably incurred and paid or payable by Recipient in such proportion as is appropriate to reflect the relative fault of the State on the

one hand and of the Recipient on the other hand in connection with the events which resulted in such expenses, judgments, fines or settlement amounts, as well as any other relevant equitable considerations. The relative fault of State on the one hand and of Recipient on the other hand shall be determined by reference to, among other things, the Parties' relative intent, knowledge, access to information and opportunity to correct or prevent the circumstances resulting in such expenses, judgments, fines or settlement amounts. State's contribution amount in any instance is capped to the same extent it would have been capped under Oregon law, including the Oregon Tort Claims Act, ORS 30.260 to 30.300, if State had sole liability in the proceeding.

- iii. With respect to a Third Party Claim for which Recipient is jointly liable with State (or would be if joined in the Third Party Claim), Recipient shall contribute to the amount of expenses (including attorneys' fees), judgments, fines and amounts paid in settlement actually and reasonably incurred and paid or payable by State in such proportion as is appropriate to reflect the relative fault of Recipient on the one hand and of State on the other hand in connection with the events which resulted in such expenses, judgments, fines or settlement amounts, as well as any other relevant equitable considerations. The relative fault of Recipient on the one hand and of State on the other hand shall be determined by reference to, among other things, the Parties' relative intent, knowledge, access to information and opportunity to correct or prevent the circumstances resulting in such expenses, judgments, fines or settlement amounts. Recipient's contribution amount in any instance is capped to the same extent it would have been capped under Oregon law, including the Oregon Tort Claims Act, ORS 30.260 to 30.300, if it had sole liability in the proceeding.
- iv. This Contribution Section shall survive termination of this Agreement.
- b. **Insurance; Workers' Compensation and Employer's Liability.** All employers, including Recipient, that employ subject workers, as defined in ORS 656.027, shall comply with ORS 656.017 and shall provide Workers' Compensation insurance coverage for those workers, unless they meet the requirement for an exemption under ORS 656.126(2). The coverage shall include Employer's Liability insurance with limits not less than \$500,000 each accident. Recipient shall ensure that each of its contractor(s) complies with these requirements.
- c. **Duplicate Payment.** Recipient is not entitled to compensation or any other form of duplicate, overlapping or multiple payments for the same work performed under this Agreement from any agency of the State of Oregon or the United States of America or any other party, organization or individual.
- d. **No Third-Party Beneficiaries.** State and Recipient are the only Parties to this Agreement and are the only Parties entitled to enforce its terms. Nothing in this Agreement gives, is intended to give, or shall be construed to give or provide any benefit or right, whether directly or indirectly, to a third person unless such a third person is individually identified by name herein and expressly described as an intended beneficiary of the terms of this Agreement.
- e. **Notices.** Except as otherwise expressly provided in this Agreement, any communications between the Parties hereto or notices to be given hereunder shall be given in writing by personal delivery, facsimile, email, or mailing the same, postage prepaid, to Recipient Contact or State Contact at the address or number set forth on the signature page of this Agreement, or to such other addresses or numbers as either Party may hereafter indicate pursuant to this section. Any communication or notice personally delivered shall be deemed to be given when actually delivered. Any communication or notice delivered by facsimile shall be deemed to be given when receipt of the transmission is generated by the transmitting machine, and to be effective against State, such facsimile transmission must be confirmed by telephone notice to State Contact. Any communication by email shall be deemed to be given when the recipient of the email acknowledges receipt of the email. Any communication or notice mailed shall be deemed to be given when received.
- f. **Governing Law, Consent to Jurisdiction.** This Agreement shall be governed by and construed in accordance with the laws of the State of Oregon without regard to principles

of conflicts of law. Any claim, action, suit or proceeding (collectively, "Claim") between State (or any other agency or department of the State of Oregon) and Recipient that arises from or relates to this Agreement shall be brought and conducted solely and exclusively within the Circuit Court of Marion County in the State of Oregon. In no event shall this section be construed as a waiver by the State of Oregon of any form of defense or immunity, whether sovereign immunity, governmental immunity, immunity based on the eleventh amendment to the Constitution of the United States or otherwise, from any Claim or from the jurisdiction of any court. EACH PARTY HEREBY CONSENTS TO THE EXCLUSIVE JURISDICTION OF SUCH COURT, WAIVES ANY OBJECTION TO VENUE, AND WAIVES ANY CLAIM THAT SUCH FORUM IS AN INCONVENIENT FORUM.

- g. **Compliance with Law.** Recipient shall comply with all federal, state and local laws, regulations, executive orders and ordinances applicable to the Agreement or to the implementation of the Project, as applicable to Recipient. Without limiting the generality of the foregoing, Recipient expressly agrees to comply with (i) Title VI of Civil Rights Act of 1964; (ii) Title V and Section 504 of the Rehabilitation Act of 1973; (iii) the Americans with Disabilities Act of 1990 and ORS 659A.142; (iv) all regulations and administrative rules established pursuant to the foregoing laws; and (v) all other applicable requirements of federal and state civil rights and rehabilitation statutes, rules and regulations.
- h. **Dispute Resolution.** The Parties shall attempt in good faith to resolve any dispute arising out of this Agreement. In addition, the Parties may agree to utilize a jointly selected mediator or arbitrator (for non-binding arbitration) to resolve the dispute short of litigation.
- i. **Independent Contractor.** Recipient shall perform the Project as an independent contractor and not as an agent or employee of State. Recipient has no right or authority to incur or create any obligation for or legally bind State in any way. State cannot and will not control the means or manner by which Recipient performs the Project, except as specifically set forth in this Agreement. Recipient is responsible for determining the appropriate means and manner of performing the Project. Recipient acknowledges and agrees that Recipient is not an "officer", "employee", or "agent" of State, as those terms are used in ORS 30.265, and shall not make representations to third parties to the contrary.
- j. **Severability.** If any term or provision of this Agreement 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 Agreement did not contain the particular term or provision held to be invalid.
- k. **Counterparts.** This Agreement may be executed in two or more counterparts (by facsimile or otherwise), each of which is an original and all of which together are deemed one agreement binding on all Parties, notwithstanding that all Parties are not signatories to the same counterpart.
- l. **Integration and Waiver.** This Agreement, including all Exhibits, 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 Agreement. The delay or failure of either Party to enforce any provision of this Agreement shall not constitute a waiver by that Party of that or any other provision. Recipient, by the signature below of its authorized representative, hereby acknowledges that it has read this Agreement, understands it, and agrees to be bound by its terms and conditions.
- m. **Survival.** The following provisions survive termination of this Agreement: Sections 7.b, 9, 12, and any Sections that by their nature survive termination.
- n. **Electronic Signatures.** Signatures showing on PDF documents, including but not limited to PDF copies of the Agreement, Work Orders, and amendments, submitted or exchanged via email are "Electronic Signatures" under ORS Chapter 84 and bind the signing Party and are intended to be and can be relied upon by the Parties. State reserves the right at any time to require the submission of the hard copy originals of any documents.

The Parties, by execution of this Agreement, hereby acknowledge that each Party has read this Agreement, understands it, and agrees to be bound by its terms and conditions.

SIGNATURE PAGE TO FOLLOW

Tillamook County Transportation District,
by and through its

By _____
(Legally designated representative)

Name _____
(printed)

Date _____

By _____

Name _____
(printed)

Date _____

APPROVED AS TO LEGAL SUFFICIENCY

(If required in local process)

By _____
Recipient's Legal Counsel

Date _____

Recipient Contact:

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

State Contact:

Arla Miller
355 Capitol St NE, MS43
Salem, OR 97301
1 (503) 949-5415
Arla.MILLER@odot.state.or.us

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

State of Oregon, by and through its
Department of Transportation

By _____
Suzanne Carlson
Public Transportation Division Administrator

Date _____

APPROVAL RECOMMENDED

By _____ Drew Orr

Date _____ 06/06/2025

APPROVED AS TO LEGAL SUFFICIENCY

(For funding over \$250,000)

By _____
Assistant Attorney General

Name _____ Nina R. Englander by email
(printed)

Date _____ 06/04/2025

EXHIBIT A
Project Description

Project Description

Recipient shall comply with all terms of its OTC-approved STIF Plan, a copy of which is Exhibit D to this Agreement and shall complete the Projects, tasks and outcomes measures described in Section 6 of the STIF Plan ("Section 6") consistent with the expenditure estimates, also described in Section 6.

EXHIBIT B
FINANCIAL INFORMATION

This Agreement is financed by the funding source indicated below:

State Program STIF: ORS 184.758 through ORS 184.766 and OAR Chapter 732, Divisions 040, 042, and 044.	State Funding Agency Oregon Department of Transportation 355 Capitol St. N.E. Salem, OR 97301-3871		
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Administered By Public Transportation Division 355 Capitol St NE, MS43 Salem, OR 97301
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EXHIBIT C

Insurance Requirements

Contractor Insurance Requirements

1. GENERAL.

- a. Recipient shall require in its contracts with entities that are not units of local government as defined in ORS 190.003 (if any) that its subrecipients or contractors ("contractor"): i) obtain insurance specified in this Exhibit under TYPES AND AMOUNTS and meeting the requirements under ADDITIONAL INSURED, "TAIL" COVERAGE, NOTICE OF CANCELLATION OR CHANGE, and CERTIFICATES OF INSURANCE before performance under the contract commences, and ii) maintain the insurance in full force throughout the duration of the contract. The insurance must be provided by insurance companies or entities that are authorized to transact the business of insurance and issue coverage in the state of Oregon and that are acceptable to the Recipient. Recipient shall not authorize work to begin under contracts until the insurance is in full force. Thereafter, Recipient shall monitor continued compliance with the insurance requirements on an annual or more frequent basis. Recipient shall incorporate appropriate provisions in the contract permitting it to enforce compliance with the insurance requirements and shall take all reasonable steps to enforce such compliance. In no event shall Recipient permit work under a contract when Recipient is aware that the contractor is not in compliance with the insurance requirements. All references to "contractor" in this Exhibit refer to Recipient's contractor(s) as identified in this Paragraph 1.a.
- b. The insurance specified below is a minimum requirement that the Recipient shall require each of its contractors to meet, and shall include such requirement in each of Recipient's contracts with its contractors. Recipient may determine insurance types and amounts in excess of the minimum requirement as deemed appropriate based on the risks of the work outlined within the contract.
- c. Recipient shall require each of its contractors to require that all of its subcontractors carry insurance coverage that the contractor deems appropriate based on the risks of the subcontracted work. Recipient's contractors shall obtain proof of the required insurance coverages, as applicable, from any subcontractor providing services related to the subcontractor contract(s).

2. TYPES AND AMOUNTS.

- a. **WORKERS' COMPENSATION AND EMPLOYER'S LIABILITY.**
All employers, including Recipient's contractors, that employ subject workers, as defined in ORS 656.027, shall comply with ORS 656.017 and shall provide Workers' Compensation insurance coverage for those workers, unless they meet the requirement for an exemption under ORS 656.126(2). The coverage shall include Employer's Liability insurance with limits not less than \$500,000 each accident. **Recipient's contractors shall require compliance with these requirements in each of their subcontractor contracts.**
- b. **COMMERCIAL GENERAL LIABILITY.**
Commercial General Liability insurance shall be issued on an occurrence basis covering bodily injury and property damage and shall include personal and advertising injury liability, products and completed operations, and contractual liability coverage. When work to be performed includes operations or activity within 50 feet of any railroad property, bridge, trestle, track, roadbed, tunnel, underpass or crossing, the Recipient's contractors shall provide the Contractual Liability - Railroads CG 24 17 endorsement, or equivalent, on the Commercial General Liability policy.

Amounts below are a minimum requirement as determined by State:

Prime construction contractor: Coverage shall be written on an occurrence basis in an

amount of not less than **\$1,000,000** per occurrence. Annual aggregate limit shall not be less than **\$2,000,000**.

Other contractor(s): Coverage shall be written on an occurrence basis in an amount of not less than **\$1,000,000** per occurrence. Annual aggregate limit shall not be less than **\$2,000,000**.

c. **AUTOMOBILE LIABILITY.**

Automobile Liability insurance covering business-related automobile use covering all owned, non-owned, or hired vehicles for bodily injury and property. Amount below is a minimum requirement as determined by State: Coverage shall be written with a combined single limit of not less than **\$1,000,000**.

d. **EXCESS/UMBRELLA LIABILITY.**

A combination of primary and Excess/Umbrella Liability insurance may be used to meet the minimum required limits of insurance. If any Excess/Umbrella Liability policies are in place, they must be on a true "following form" or broader coverage basis, with coverage at least as broad as provided on the underlying insurance.

e. **ADDITIONAL INSURED.**

The liability coverages, except Professional Liability and Workers' Compensation/Employer's Liability, if included, must endorse the **"State of Oregon, the Oregon Transportation Commission and the Oregon Department of Transportation, and their respective officers, members, agents and employees"** as an **endorsed** Additional Insured but only with respect to the contractor's activities to be performed under the contract. Coverage shall be primary and noncontributory with any other insurance and self-insurance.

Additional Insured Endorsements on the Commercial General Liability shall be written on ISO Form CG 20 10 07 04, or equivalent, with respect to liability arising out of ongoing operations and ISO Form CG 20 37 07 04, or equivalent, with respect to liability arising out of completed operations.

Additional Insured Endorsements shall be submitted with the certificate(s) of insurance and must be acceptable to the Recipient.

f. **"TAIL" COVERAGE.**

If any of the required insurance policies is on a "claims made" basis, such as Professional Liability insurance or Pollution Liability insurance, the contractor shall maintain either "tail" coverage or continuous "claims made" liability coverage, provided the effective date of the continuous "claims made" coverage is on or before the effective date of the contract, for a minimum of twenty-four (24) months following the later of : (i) the contractor's completion and Recipient's acceptance of all services required under the contract or, (ii) the expiration of all warranty periods provided under the contract. Notwithstanding the foregoing twenty-four (24) month requirement, if the contractor elects to maintain "tail" coverage and if the maximum time period "tail" coverage reasonably available in the marketplace is less than the twenty-four (24) month period described above, then the contractor may request and State may grant approval of the maximum "tail" coverage period reasonably available in the marketplace. If State approval is granted, the contractor shall maintain "tail" coverage for the maximum time period that "tail" coverage is reasonably available in the marketplace.

3. **NOTICE OF CANCELLATION OR CHANGE.**

The contractor or its insurer must provide thirty (30) days' written notice to Recipient before cancellation of, material change to, potential exhaustion of aggregate limits of, or non-renewal of the required insurance coverage(s).

4. **CERTIFICATE(S) OF INSURANCE.**

Recipient shall obtain from the contractor a certificate(s) of insurance for all required insurance before the contractor performs under the contract. The certificate(s) or an attached endorsement must endorse: i) **"State of Oregon, the Oregon Transportation Commission and the Oregon Department of Transportation, and their respective officers, members, agents and employees"** as an **endorsed** Additional Insured in regards to the Commercial General Liability and Automobile Liability policies and ii) that all

liability insurance coverages shall be primary and noncontributory with any other insurance and self-insurance, with exception of Professional Liability and Workers' Compensation/ Employer's Liability.

The Recipient shall immediately notify State of any change in insurance coverage.

Exhibit D

See attached OTC Approved STIF Plan 2025-27

1. Qualified Entity
- 1.2 Sub-Recipients in STIF Plan
2. Advisory Committees
- 2.1 Advisory Committee Website
3. Local Plan Compliance
- 3.1 Existing Local Plans from which project(s) are derived.
- 3.2 Local Plan Requirements
4. Accountability
- 4.1 Accountability methods
- 4.2 Sub-Allocation method
- 4.3 High Percentage of Low-Income Households
5. STIF Plan Period and Adoption
- 5.1 Period Covered by STIF Plan
- 5.2 STIF Plan Adoption
6. Projects
- 6.1 Project Detail Entry
- 6.1.1 Project Scope
- 6.1.2 Expenditure Estimates
- 6.2 Allocations of STIF funds by project
- 6.3 Oregon Public Transportation Plan Goals
- 6.4 Project Summary
7. STIF Plan Summary



STIF Plan 2025-27

For alternative formats / accessibility questions please reach out to: The Regional Transit Coordinator in your region or Brian Roth: brian.roth@odot.oregon.gov

1. Qualified Entity

Qualified Entity Name

Tillamook County Transportation District

Qualified Entity Address

3600 Third Street, Suite A, Tillamook, Oregon 97141

STIF Plan Contact Name

Brian Vitulli

STIF Plan Contact Title

General Manager

STIF Plan Contact Email

bvitulli@tillamookbus.com

STIF Plan Contact Phone Number

(503) 842-3115

Employer Identification Number (EIN)

931235175

Will any of the projects in this STIF Plan use funds jointly managed with one or more other Qualified Entities?

No

1.2 Sub-Recipients in STIF Plan

Provider 1

Are any Sub-Recipients included in this STIF Plan?

Yes

Provider Name

Marie Mills Center, Inc

Sub-Recipient Contact Name

Cindy Green

Sub-Recipient Contact Title

Executive Director

Sub-Recipient Phone Number

(503) 842-2539

Sub-Recipient Email

cindy@mariemillscenter.com

Sub-Recipient Type

Nonprofit Transit Provider

Sub-Recipient Employer Identification Number (EIN)

930594367

Sub-Recipient Website

www.mariemillscenter.com

2. Advisory Committees

2.1 Advisory Committee Website

By checking this box, I agree that all the requirements for Advisory Committees set out in OARs 732-040-0030, 732-040-0035 and 732-042-0020 have been met, including, but not limited to the following:

Yes

- The Advisory Committee is guided by written bylaws that contain all the information required in OAR 732-040-0030(5)(a).
- The Advisory Committee's bylaws, meeting notices, and meeting minutes have been made available to the public in a reasonable and timely manner and are retained for the period required by Oregon public records laws.
- The Advisory Committee has the membership composition required by OAR 732-040-0035.
- For all Projects submitted as part of this application and/or any sub-recipient application, the Advisory Committee has engaged in the review process described by OAR 732-042-0020, to recommend approval or rejection of all proposed Projects and to recommend prioritization of approved Projects.

Please include a link to an Advisory Committee Website.

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

If some or all of the information required by OARs 732-040-0030, 732-040-0035 and 732-042-0020 is not available on a website, please upload any additional documentation showing how you met the Advisory Committee requirements and how the Advisory Committee's bylaws, meeting notices, and meeting minutes are made available to the public.

Did the QE's Advisory Committee or Governing Body convene an optional work group as outlined in OAR 732-040-0030?

Yes

Please upload meeting minutes showing that the Advisory Committee considered input from the optional work group.

TAC Meeting Minutes 1.08.2025 FINAL.pdf

TAC Meeting Minutes 1.14.2025 FINAL.pdf

3. Local Plan Compliance

3.1 Existing Local Plans from which project(s) are derived.

Local Plan 1		
Local Plan Name	Governing Body that adopted	Plan Adoption Date
TCTD Coordinated Transportation Plan	Local Plan TCTD Board of Directors	3/20/2024
Local Plan Web Address		

<https://nwconnector.org/tctd-plans/>

Upload copy of Local Plan if it is not available on a website.

26944_CoordinatedTransportationPlan_Final.pdf

3.2 Local Plan requirements

I agree that the Local Plan(s), either separately or together, contain all of the information required by OAR 732-040-0005(19).

Yes

4. Accountability

4.1 Accountability methods

Qualified Entity Accountability: By checking this box, I affirm that all of the necessary policies and procedures are in place to provide reasonable assurance that compliance of the Qualified Entity with OAR 732, Divisions 40 and 42 is met, and to achieve the goals and outcomes specified in this STIF Plan, including, but not limited to: program and financial management, operations management, procurement, use and maintenance of equipment, records retention, compliance with state and federal laws, civil rights, and compliance with ADA.

Yes

Sub-Recipient Accountability: By checking this box, I affirm that all of the necessary policies and procedures are in place to provide reasonable assurance that compliance of all Sub-Recipients with OAR 732, Divisions 40 and 42 is met to achieve the goals and outcomes specified in this STIF Plan, address deficiencies in Sub-Recipient performance, and to provide reasonable assurance that the Qualified Entity can accomplish the applicable requirements of these rules, including but not limited to: audit and compliance requirements, accounting requirements, capital asset requirements, and reporting requirements.

Yes

4.2 Sub-Allocation method

By checking this box, I affirm that all data used to develop the sub-allocation method was shared with each Public Transportation Service Provider and other potential sub-recipients, as relevant.

Yes

Describe the Qualified Entity's method for sub-allocating STIF Formula Fund moneys and the collaborative process used to work with Public Transportation Service Providers and other potential Sub-Recipients, as relevant, to develop the sub-allocation method.

The Tillamook County Transportation District collaborates with the local nonprofit, Marie Milles Center, Inc., to sub-allocate STIF Formula Funds for operating support for transportation services for intellectually and developmentally disabled individuals. The requested sub-allocation amount is based on need, not on an allocation formula or method.

Upload Response

4.3 High Percentage of Low-Income Households

Explain how the STIF Plan defines and identifies communities with a high percentage of Low-Income Households.

The Tillamook County Transportation District's STIF Plan defines and identifies communities with a high percentage of low-income households by identifying: A percentage of low-income households, by Census

Tract, greater than the overall percentage of low-income households in Oregon, as determined by the most recent data from the U.S. Census Bureau’s American Community Survey.

Upload Response

5. STIF Plan Period and Adoption

5.1 Period Covered By STIF Plan

Provide start and end dates for projects proposed for funding in this STIF Plan. The earliest possible start date is July 1, 2025.

Start Date: 7/1/2025	End Date 6/30/2027
--------------------------------	------------------------------

5.2 STIF Plan Adoption

STIF Plan Advisory Committee recommendation date 1/14/2025	STIF Plan Governing Body adoption date 1/15/2025
--	--

Website where Governing Body adoption document is located
<https://nwconnector.org/agencies/tillamook-county-transportation-district/>

Upload Governing Body adoption document if website is unavailable.

Did the Governing Body modify the Advisory Committee's recommended STIF Plan?
No

6. Projects

You may upload Sub-Recipient Project Applications instead of manually entering the information for each sub-recipient. All uploaded Sub-Recipient Project Applications must have been submitted to the Qualified Entity’s STIF Advisory Committee, approved by the Qualified Entity’s Governing Body, and will be part of the Qualified Entity’s STIF Plan.

In addition to this, any Qualified Entities with their own Projects may enter that information directly into the STIF Plan, or may choose to upload their own Sub-Recipient Project Application. In all cases, you cannot split information for a single entity between the STIF Plan and an uploaded Sub-Recipient Project Application. All project information for a given entity must be contained either solely within the Sub-Recipient Project Application or STIF Plan itself.

Important note: If you’d like to use this optional upload feature, please enter the total amount from each Sub-Recipient Project Application in the conditional boxes that will appear below (this information can be found in the last section of the Sub-Recipient Project Application). This will ensure that the sum of all Qualified Entity and sub-recipient projects are included in STIF Plan section 7. STIF Plan Summary.

Would you like to upload any approved Sub-Recipient Project Applications for this STIF Plan?
No

6.1 Project Detail Entry

Project 1

Qualified Entity or Sub-Recipient Name

Marie Mills Center, Inc.

Project Name

Operating Support for MMCI Transportation Services

Project Description

Marie Mills Center is requesting \$50,862.00 in operating support for transportation services for intellectually and developmentally disabled individuals served in the 2025/27 biennium. The support MMCI includes transportation services for up to 85 Intellectually and Developmentally Disabled adults to access various sites such as community employment sites, day program sites, medical services, ancillary services, general community access for recreation, shopping, etc. Our agency uses up to 9 vehicles for various transportation needs of those in our program traveling approximately 80,000 miles annually. Medical related transportation of intellectually and developmentally disabled individuals is a large part of our transportation supports as evidenced by our average of 500 to 600 medically related trips annually.

Project using planned carry forward funding:

Do you plan to set aside funding that you receive during this biennium to pay for expenses related to this project in a future biennium?

No

Percent of project budget in district

100%

How much of the Project budget will be used to improve or expand services, and how much will be used to maintain existing services?

Improve or Expand Service

100%

Maintain Service

0%

Local Plan from which this project is derived:

Coordinated Transportation Plan

Local Plan page

number

41-44

Multi-Phase Project

Is your project part of a larger, multi-phase project?

No

6.1.1 Project Scope

Task 1

Task Description

Operation costs to transport Intellectual and Developmentally Disabled (I/DD) individuals in the community.

Is this task supporting services for older adults and people with disabilities?

Yes

Is this task supporting a pedestrian or bike project with a physical or functional relationship to public transit?

No

Category

Operations 30.09.00 (State Operating Assistance)

Specify the mode that this task will support.

Demand Response

Operations Task Category

Task Category Amount

\$50,862.00

6.1.2 Expenditure Estimates

Enter estimates of all expenditures for activities in this task denoting both fund source and fiscal year of expenditure.

“Federal,” “Other State,” “Local,” and “Other Funds” categories may be used for funding other than STIF funding that is allocated to this task, including when STIF money is being used as matching funds for another funding source.

“Prior Biennia STIF Funds” refers to “old” STIF money. It includes any unspent STIF money that you received during the 2023-2025 biennium (including any unspent program reserves), which you are carrying forward for use during the 2025-2027 biennium. It does not include interest earned on STIF money during the 2023-2025 biennium, which should be listed as “Prior Biennia Interest Accrued,” for use during the 2025-2027 biennium.

Expenditures by Fund Source and Fiscal Year

Fund Type	FY 2026	FY 2027	FY 2028	FY 2029	Total
STIF Population Funds	\$4,167.00	\$4,167.00			\$8,334.00
STIF Payroll Funds	\$20,760.00	\$21,768.00			\$42,528.00
Federal	\$0.00	\$0.00			\$0.00
Other State	\$0.00	\$0.00			\$0.00
Local	\$0.00	\$0.00			\$0.00
Other Funds	\$0.00	\$0.00			\$0.00
Prior Biennia STIF Funds	\$0.00	\$0.00			\$0.00

Prior Biennia Interest Accrued	\$0.00	\$0.00			\$0.00
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	\$24,927.00	\$25,935.00	\$0.00	\$0.00	\$50,862.00
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By checking this box, I confirm that this task is only funded by STIF.
Yes

Check this box if you are using STIF funding in this task as a match another source of funding. Please make sure you have indicated that information in your task description above in section 6.1.1.
No

6.1.3 Outcome Measures

Minimum required measures for operations tasks

Revenue Miles	Revenue Hours	Rides
160,000	3,600.00	3,200

Number of people with access to transit (within 1/2 mile of transit stop for fixed route)
85

Number of Low-Income Households with access to transit (within 1/2 mile of transit stop for fixed route)
85

Number of new shared stops with other transit providers (reducing fragmentation in transit services)
0

Is this project supporting student transportation?
No

Outcome Measures

Outcome Measure 1

Outcome Measures for Older Adults and People with Disabilities

Revenue Miles	Revenue Hours	Rides
160,000	3,600.00	3,200

Other Measure
Low-Income Fares Provided

Number of Units:
1

6.2 Allocation of STIF funds by project

Please identify what percentage of this STIF project budget is allocated to each of the criteria listed below by fiscal year.

Note: More information about requirements for criterion #7 can be found in [OAR 732-042-0015\(3\)\(j\)](#). More information about requirements for criterion #8 can be found in [OAR 732-042-0010\(1\)\(a\)](#).

STIF Criteria

1. Increased frequency of bus service to areas with a high percentage of Low-Income Households.
2. Expansion of bus routes and bus services to serve areas with a high percentage of Low-Income Households.
3. Fund the implementation of programs to reduce fares for public transportation in communities with a high percentage of Low-Income Households.
4. Procurement of low or no emission buses for use in areas with 200,000 or more.
5. The improvement in the frequency and reliability of service between communities inside and outside of the Qualified Entity’s service area.
6. Coordination between Public Transportation Service Providers to reduce fragmentation in the provision of transportation services.
7. Implementation of programs to provide student transit service for students in grades 9-12.
8. Services for older adults and people with disabilities.

FY 2026 STIF Total **FY 2027 STIF Total**
 \$24,927.00 \$25,935.00

Fund Allocation (Must not exceed 100% per criterion per fiscal year)

Criterion	FY 2026	FY 2027	FY 2028	FY 2029
Criterion 1	0.0%	0.0%		
Criterion 2	0.0%	0.0%		
Criterion 3	0.0%	0.0%		
Criterion 4	0.0%	0.0%		
Criterion 5	0.0%	0.0%		
Criterion 6	0.0%	0.0%		
Criterion 7	0.0%	0.0%		

Criterion 8	100.0%	100.0%		
	100.00%	100.00%	0.00%	0.00%

6.3 Oregon Public Transportation Plan Goals

- Select the OPTP goals that apply to your STIF Plan Projects.
- Goal 1 Mobility: Public Transportation User Experience
 - Goal 2: Accessibility and Connectivity
 - Goal 3: Community Livability and Economic Vitality
 - Goal 4: Equity
 - Goal 5: Health
 - Goal 6: Safety and Security
 - Goal 9: Funding and Strategic Investment
 - Goal 10: Communication, Collaboration, and Coordination

6.4 Project Summary

Project Name
Operating Support for MMCI Transportation Services

STIF Project Grand Total	Amount in District	Amount out of District
\$50,862.00	\$50,862.00	\$0.00
FY 2026 STIF Project Total	FY 2027 STIF Project Total	
\$24,927.00	\$25,935.00	

Funds Supporting Student Transportation

FY 2026 STIF Funds supporting student transportation	FY 2027 STIF Funds supporting student transportation
\$0.00	\$0.00
FY 2026 percent of STIF Funds supporting student transportation	FY 2027 percent of STIF Funds supporting student transportation
0%	0%

Funds Supporting Older and Disabled Persons Transportation

FY 2026 STIF Funds supporting older and disabled persons transportation	FY 2027 STIF Funds supporting older and disabled persons transportation
\$24,927.00	\$25,935.00

FY 2026 percent of STIF Funds supporting older and disabled persons transportation	FY 2027 percent of STIF Funds supporting older and disabled persons transportation
100%	100%

Funds from Previous Biennia "Old Money"

FY 2026 STIF Funds from Previous Cycle	FY 2027 STIF Funds from Previous Cycle
\$0.00	\$0.00

Project 2

Qualified Entity or Sub-Recipient Name
Tillamook County Transportation District

Project Name
Continuation of Enhanced Dial-A-Ride Services

Project Description
Fund payroll benefits for two drivers to provide general public dial-a-ride transit services in the northern and southern geographic areas of Tillamook County.

Project using planned carry forward funding:

Do you plan to set aside funding that you receive during this biennium to pay for expenses related to this project in a future biennium?
No

Percent of project budget in district
100%

How much of the Project budget will be used to improve or expand services, and how much will be used to maintain existing services?

Improve or Expand Service	Maintain Service
20%	80%

Please explain why all or part of this project is maintaining an existing service
This is to maintain the expanded service of enhanced Dial-A-Ride. Dial-A-Ride service within Tillamook County is an essential need that residents rely on for work, school, medical, shopping, and socialization purposes.

Local Plan from which this project is derived:
Coordinated Transportation Plan

Local Plan page number
54-55

Multi-Phase Project

Is your project part of a larger, multi-phase project?

No

6.1.1 Project Scope

Task 1

Task Description

Provide general public dial-a-ride transportation services within the northern and southern geographic areas of Tillamook County. Additional funding programmed to this service will enable the District to serve more individuals.

Is this task supporting services for older adults and people with disabilities?

Yes

Is this task supporting a pedestrian or bike project with a physical or functional relationship to public transit?

No

Category

Operations 30.09.00 (State Operating Assistance)

Specify the mode that this task will support.

Demand Response

Operations Task Category

Task Category Amount

\$244,349.00

6.1.2 Expenditure Estimates

Enter estimates of all expenditures for activities in this task denoting both fund source and fiscal year of expenditure.

“Federal,” “Other State,” “Local,” and “Other Funds” categories may be used for funding other than STIF funding that is allocated to this task, including when STIF money is being used as matching funds for another funding source.

“Prior Biennia STIF Funds” refers to “old” STIF money. It includes any unspent STIF money that you received during the 2023-2025 biennium (including any unspent program reserves), which you are carrying forward for use during the 2025-2027 biennium. It does not include interest earned on STIF money during the 2023-2025 biennium, which should be listed as “Prior Biennia Interest Accrued,” for use during the 2025-2027 biennium.

Expenditures by Fund Source and Fiscal Year

Fund Type	FY 2026	FY 2027	FY 2028	FY 2029	Total
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STIF Population Funds	\$122,174.00	\$122,175.00		\$244,349.00
STIF Payroll Funds	\$0.00	\$0.00		\$0.00
Federal	\$0.00	\$0.00		\$0.00
Other State	\$0.00	\$0.00		\$0.00
Local	\$0.00	\$0.00		\$0.00
Other Funds	\$0.00	\$0.00		\$0.00
Prior Biennia STIF Funds	\$15,000.00	\$15,000.00		\$30,000.00
Prior Biennia Interest Accrued	\$2,162.87	\$0.00		\$2,162.87
	\$139,336.87	\$137,175.00	\$0.00	\$0.00
				\$276,511.87

By checking this box, I confirm that this task is only funded by STIF.

Yes

Check this box if you are using STIF funding in this task as a match another source of funding. Please make sure you have indicated that information in your task description above in section 6.1.1.

No

6.1.3 Outcome Measures

Minimum required measures for operations tasks

Revenue Miles

100,000

Revenue Hours

4,000.00

Rides

6,000

Number of people with access to transit (within ½ mile of transit stop for fixed route)

8,450

Number of Low-Income Households with access to transit (within ½ mile of transit stop for fixed route)

8,450

Number of new shared stops with other transit providers (reducing fragmentation in transit services)

0

Is this project supporting student transportation?

Yes

Choose at least one

Operations

Number of students in grades 9-12 attending a school served by transit

Operations - Demand Response

Number of students in grades 9-12 served by demand response

Number of students in grades 9-12 attending a school served by transit

1,290

Number of students in grades 9-12 served by demand response

1,290

Outcome Measures

Outcome Measure 1

Outcome Measures for Older Adults and People with Disabilities

Revenue Miles	Revenue Hours	Rides
100,000	4,000.00	6,000

Other Measure

Low-Income Fares Provided

Number of Units:

1

6.2 Allocation of STIF funds by project

Please identify what percentage of this STIF project budget is allocated to each of the criteria listed below by fiscal year.

Note: More information about requirements for criterion #7 can be found in [OAR 732-042-0015\(3\)\(j\)](#). More information about requirements for criterion #8 can be found in [OAR 732-042-0010\(1\)\(a\)](#).

STIF Criteria

1. Increased frequency of bus service to areas with a high percentage of Low-Income Households.
2. Expansion of bus routes and bus services to serve areas with a high percentage of Low-Income Households.
3. Fund the implementation of programs to reduce fares for public transportation in communities with a high percentage of Low-Income Households.

4. Procurement of low or no emission buses for use in areas with 200,000 or more.
5. The improvement in the frequency and reliability of service between communities inside and outside of the Qualified Entity's service area.
6. Coordination between Public Transportation Service Providers to reduce fragmentation in the provision of transportation services.
7. Implementation of programs to provide student transit service for students in grades 9-12.
8. Services for older adults and people with disabilities.

FY 2026 STIF Total **FY 2027 STIF Total**
 \$139,336.87 \$137,175.00

Fund Allocation (Must not exceed 100% per criterion per fiscal year)

Criterion	FY 2026	FY 2027	FY 2028	FY 2029
Criterion 1	0.0%	0.0%		
Criterion 2	0.0%	0.0%		
Criterion 3	0.0%	0.0%		
Criterion 4	0.0%	0.0%		
Criterion 5	0.0%	0.0%		
Criterion 6	0.0%	0.0%		
Criterion 7	5.0%	5.0%		
Criterion 8	95.0%	95.0%		
	100.00%	100.00%	0.00%	0.00%

6.3 Oregon Public Transportation Plan Goals

Select the OPTP goals that apply to your STIF Plan Projects.

- Goal 1 Mobility: Public Transportation User Experience
- Goal 2: Accessibility and Connectivity
- Goal 3: Community Livability and Economic Vitality
- Goal 4: Equity
- Goal 5: Health
- Goal 6: Safety and Security
- Goal 7: Environmental Sustainability
- Goal 8: Land Use
- Goal 9: Funding and Strategic Investment
- Goal 10: Communication, Collaboration, and Coordination

6.4 Project Summary

Project Name

Continuation of Enhanced Dial-A-Ride Services

STIF Project Grand Total	Amount in District	Amount out of District
\$276,511.87	\$276,511.87	\$0.00
FY 2026 STIF Project Total	FY 2027 STIF Project Total	
\$139,336.87	\$137,175.00	

Funds Supporting Student Transportation

FY 2026 STIF Funds supporting student transportation	FY 2027 STIF Funds supporting student transportation
\$6,966.84	\$6,858.75
FY 2026 percent of STIF Funds supporting student transportation	FY 2027 percent of STIF Funds supporting student transportation
5%	5%

Funds Supporting Older and Disabled Persons Transportation

FY 2026 STIF Funds supporting older and disabled persons transportation	FY 2027 STIF Funds supporting older and disabled persons transportation
\$132,370.03	\$130,316.25
FY 2026 percent of STIF Funds supporting older and disabled persons transportation	FY 2027 percent of STIF Funds supporting older and disabled persons transportation
95%	95%

Funds from Previous Biennia "Old Money"

FY 2026 STIF Funds from Previous Cycle	FY 2027 STIF Funds from Previous Cycle
\$17,162.87	\$15,000.00

Project 3

Qualified Entity or Sub-Recipient Name

Tillamook County Transportation District

Project Name

Continuation of Reduced Fare Program

Project Description

TCTD intends to continue the elimination of fixed route fare zones and the reduction of the base full fare to \$1.00 per trip; the elimination of fares for students in grades seven (7) through twelve (12); and providing CARE Inc. with at least 20 regular and reduced monthly bus passes to be given out to individuals who live in low-income households.

Project using planned carry forward funding:

Do you plan to set aside funding that you receive during this biennium to pay for expenses related to this project in a future biennium?

No

Percent of project budget in district

100%

How much of the Project budget will be used to improve or expand services, and how much will be used to maintain existing services?

Improve or Expand Service

20%

Maintain Service

80%

Please explain why all or part of this project is maintaining an existing service

Stable fare policies are important to transit riders, particularly those living with a fixed or low income. TCTD intends to continue the elimination of fixed route fare zones and the reduction of the base full fare to \$1.00 per trip; the elimination of fares for students in grades seven (7) through twelve (12); and providing CARE Inc. with at least 20 regular and reduced monthly bus passes to be given out to individuals who live in low-income households.

Local Plan from which this project is derived:

Coordinated Transportation Plan

Local Plan page

number

54-55

Multi-Phase Project

Is your project part of a larger, multi-phase project?

No

6.1.1 Project Scope

Task 1

Task Description

Fixed route fare zones will continue to be eliminated, and base full fare will continue to be \$1.00 per trip for everyone except students in grades seven (7) through twelve (12). Distribute up to 20 regular and

reduced bus passes to individuals living in low-income households. Eliminate fares for students in grades seven (7) through twelve (12).

Is this task supporting services for older adults and people with disabilities?

Yes

Is this task supporting a pedestrian or bike project with a physical or functional relationship to public transit?

No

Category

Operations 30.09.00 (State Operating Assistance)

Specify the mode that this task will support.

Fixed Route

Operations Task Category

Task Category Amount

\$88,800.00

6.1.2 Expenditure Estimates

Enter estimates of all expenditures for activities in this task denoting both fund source and fiscal year of expenditure.

“Federal,” “Other State,” “Local,” and “Other Funds” categories may be used for funding other than STIF funding that is allocated to this task, including when STIF money is being used as matching funds for another funding source.

“Prior Biennia STIF Funds” refers to “old” STIF money. It includes any unspent STIF money that you received during the 2023-2025 biennium (including any unspent program reserves), which you are carrying forward for use during the 2025-2027 biennium. It does not include interest earned on STIF money during the 2023-2025 biennium, which should be listed as “Prior Biennia Interest Accrued,” for use during the 2025-2027 biennium.

Expenditures by Fund Source and Fiscal Year

Fund Type	FY 2026	FY 2027	FY 2028	FY 2029	Total
STIF Population Funds	\$44,400.00	\$44,400.00			\$88,800.00
STIF Payroll Funds	\$0.00	\$0.00			\$0.00
Federal	\$0.00	\$0.00			\$0.00
Other State	\$0.00	\$0.00			\$0.00
Local	\$0.00	\$0.00			\$0.00

Other Funds	\$0.00	\$0.00		\$0.00
Prior Biennia STIF Funds	\$12,500.00	\$12,500.00		\$25,000.00
Prior Biennia Interest Accrued	\$0.00	\$0.00		\$0.00
	\$56,900.00	\$56,900.00	\$0.00	\$0.00
				\$113,800.00

By checking this box, I confirm that this task is only funded by STIF.

Yes

Check this box if you are using STIF funding in this task as a match another source of funding. Please make sure you have indicated that information in your task description above in section 6.1.1.

No

6.1.3 Outcome Measures

Minimum required measures for operations tasks

Revenue Miles
25,000

Revenue Hours
7,500.00

Rides
15,000

Number of people with access to transit (within ½ mile of transit stop for fixed route)
20,500

Number of Low-Income Households with access to transit (within ½ mile of transit stop for fixed route)
8,450

Number of new shared stops with other transit providers (reducing fragmentation in transit services)
0

Is this project supporting student transportation?
Yes

Choose at least one

Operations

Number of students in grades 9-12 with free or reduced fare transit pass

Number of students in grades 9-12 with free or reduced fare transit pass
1,280

Outcome Measures

Outcome Measure 1

Outcome Measures for Older Adults and People with

Disabilities

Revenue Miles

25,000

Revenue Hours

7,500.00

Rides

15,000

Other Measure

Low-Income Fares Provided

Number of Units:

1

6.2 Allocation of STIF funds by project

Please identify what percentage of this STIF project budget is allocated to each of the criteria listed below by fiscal year.

Note: More information about requirements for criterion #7 can be found in [OAR 732-042-0015\(3\)\(j\)](#). More information about requirements for criterion #8 can be found in [OAR 732-042-0010\(1\)\(a\)](#).

STIF Criteria

1. Increased frequency of bus service to areas with a high percentage of Low-Income Households.
2. Expansion of bus routes and bus services to serve areas with a high percentage of Low-Income Households.
3. Fund the implementation of programs to reduce fares for public transportation in communities with a high percentage of Low-Income Households.
4. Procurement of low or no emission buses for use in areas with 200,000 or more.
5. The improvement in the frequency and reliability of service between communities inside and outside of the Qualified Entity's service area.
6. Coordination between Public Transportation Service Providers to reduce fragmentation in the provision of transportation services.
7. Implementation of programs to provide student transit service for students in grades 9-12.
8. Services for older adults and people with disabilities.

FY 2026 STIF Total

\$56,900.00

FY 2027 STIF Total

\$56,900.00

Fund Allocation (Must not exceed 100% per criterion per fiscal year)

Criterion	FY 2026	FY 2027	FY 2028	FY 2029
Criterion 1	0.0%	0.0%		

Criterion 2	0.0%	0.0%		
Criterion 3	25.0%	25.0%		
Criterion 4	0.0%	0.0%		
Criterion 5	0.0%	0.0%		
Criterion 6	0.0%	0.0%		
Criterion 7	50.0%	50.0%		
Criterion 8	25.0%	25.0%		
	100.00%	100.00%	0.00%	0.00%

6.3 Oregon Public Transportation Plan Goals

Select the OPTP goals that apply to your STIF Plan Projects.

- Goal 1 Mobility: Public Transportation User Experience
- Goal 2: Accessibility and Connectivity
- Goal 3: Community Livability and Economic Vitality
- Goal 4: Equity
- Goal 5: Health
- Goal 6: Safety and Security
- Goal 7: Environmental Sustainability
- Goal 8: Land Use
- Goal 9: Funding and Strategic Investment
- Goal 10: Communication, Collaboration, and Coordination

6.4 Project Summary

Project Name

Continuation of Reduced Fare Program

STIF Project Grand Total	Amount in District	Amount out of District
\$113,800.00	\$113,800.00	\$0.00

FY 2026 STIF Project Total	FY 2027 STIF Project Total
\$56,900.00	\$56,900.00

Funds Supporting Student Transportation

FY 2026 STIF Funds supporting student transportation	FY 2027 STIF Funds supporting student transportation
\$28,450.00	\$28,450.00

FY 2026 percent of STIF **FY 2027 percent of**

Funds supporting student transportation
50%

STIF Funds supporting student transportation
50%

Funds Supporting Older and Disabled Persons Transportation

FY 2026 STIF Funds supporting older and disabled persons transportation
\$14,225.00

FY 2027 STIF Funds supporting older and disabled persons transportation
\$14,225.00

FY 2026 percent of STIF Funds supporting older and disabled persons transportation
25%

FY 2027 percent of STIF Funds supporting older and disabled persons transportation
25%

Funds from Previous Biennia "Old Money"

FY 2026 STIF Funds from Previous Cycle
\$12,500.00

FY 2027 STIF Funds from Previous Cycle
\$12,500.00

Project 4

Qualified Entity or Sub-Recipient Name

Tillamook County Transportation District

Project Name

Continuation of Fixed Route Service Enhancements

Project Description

This project continues established Route 6 fixed route service to the Port of Tillamook Bay; continues the Tillamook Town Loop (Route 1) fixed route service to provide one additional hour of evening service; and increases Route 5 (Tillamook to Portland) intercity bus service from two (2) to three (3) roundtrips per day.

Project using planned carry forward funding:

Do you plan to set aside funding that you receive during this biennium to pay for expenses related to this project in a future biennium?

No

Percent of project budget in district

100%

How much of the Project budget will be used to improve or

expand services, and how much will be used to maintain existing services?

Improve or Expand Service
20%

Maintain Service
80%

Please explain why all or part of this project is maintaining an existing service

Funding for this project will ensure continued operations of the expanded fixed route service enhancements established in previous funding cycles.

Local Plan from which this project is derived:
Coordinated Transportation Plan

Local Plan page number
54-55

Multi-Phase Project

Is your project part of a larger, multi-phase project?

No

6.1.1 Project Scope

Task 1

Task Description

Continue Route 6 service to the Port of Tillamook Bay (POTB) via southwest Tillamook, Trask River Road, Long Prairie Road, and Port of Tillamook Bay. Continue operating one additional hour of evening service on the Tillamook Town Loop (Route 1) to provide service until approximately 7:45 PM. Continue operating one additional roundtrip on Route 5 (Tillamook to Portland). Continue providing service on certain holidays to reduce the number of days that transit service is not provided.

Is this task supporting services for older adults and people with disabilities?

Yes

Is this task supporting a pedestrian or bike project with a physical or functional relationship to public transit?

No

Category

Operations 30.09.00 (State Operating Assistance)

Specify the mode that this task will support.

Fixed Route

Operations Task Category

Task Category Amount

\$300,000.00

6.1.2 Expenditure Estimates

Enter estimates of all expenditures for activities in this task denoting both fund source and fiscal year of

expenditure.

“Federal,” “Other State,” “Local,” and “Other Funds” categories may be used for funding other than STIF funding that is allocated to this task, including when STIF money is being used as matching funds for another funding source.

“Prior Biennia STIF Funds” refers to “old” STIF money. It includes any unspent STIF money that you received during the 2023-2025 biennium (including any unspent program reserves), which you are carrying forward for use during the 2025-2027 biennium. It does not include interest earned on STIF money during the 2023-2025 biennium, which should be listed as “Prior Biennia Interest Accrued,” for use during the 2025-2027 biennium.

Expenditures by Fund Source and Fiscal Year

Fund Type	FY 2026	FY 2027	FY 2028	FY 2029	Total
STIF Population Funds	\$150,000.00	\$150,000.00			\$300,000.00
STIF Payroll Funds	\$0.00	\$0.00			\$0.00
Federal	\$0.00	\$0.00			\$0.00
Other State	\$0.00	\$0.00			\$0.00
Local	\$0.00	\$0.00			\$0.00
Other Funds	\$0.00	\$0.00			\$0.00
Prior Biennia STIF Funds	\$60,000.00	\$60,000.00			\$120,000.00
Prior Biennia Interest Accrued	\$0.00	\$0.00			\$0.00
	\$210,000.00	\$210,000.00	\$0.00	\$0.00	\$420,000.00

By checking this box, I confirm that this task is only funded by STIF.

Yes

Check this box if you are using STIF funding in this task as a match another source of funding. Please make sure you have indicated that information in your task description above in section 6.1.1.

No

6.1.3 Outcome Measures

Minimum required measures for operations tasks

Revenue Miles

Revenue Hours

Rides

Note: More information about requirements for criterion #7 can be found in [OAR 732-042-0015\(3\)\(j\)](#). More information about requirements for criterion #8 can be found in [OAR 732-042-0010\(1\)\(a\)](#).

STIF Criteria

1. Increased frequency of bus service to areas with a high percentage of Low-Income Households.
2. Expansion of bus routes and bus services to serve areas with a high percentage of Low-Income Households.
3. Fund the implementation of programs to reduce fares for public transportation in communities with a high percentage of Low-Income Households.
4. Procurement of low or no emission buses for use in areas with 200,000 or more.
5. The improvement in the frequency and reliability of service between communities inside and outside of the Qualified Entity’s service area.
6. Coordination between Public Transportation Service Providers to reduce fragmentation in the provision of transportation services.
7. Implementation of programs to provide student transit service for students in grades 9-12.
8. Services for older adults and people with disabilities.

FY 2026 STIF Total **FY 2027 STIF Total**
 \$210,000.00 \$210,000.00

Fund Allocation (Must not exceed 100% per criterion per fiscal year)

Criterion	FY 2026	FY 2027	FY 2028	FY 2029
Criterion 1	25.0%	25.0%		
Criterion 2	0.0%	0.0%		
Criterion 3	0.0%	0.0%		
Criterion 4	0.0%	0.0%		
Criterion 5	25.0%	25.0%		
Criterion 6	0.0%	0.0%		
Criterion 7	25.0%	25.0%		
Criterion 8	25.0%	25.0%		
	100.00%	100.00%	0.00%	0.00%

6.3 Oregon Public Transportation Plan Goals

Select the OPTP goals that apply to your STIF Plan Projects.

- Goal 1 Mobility: Public Transportation User Experience
- Goal 2: Accessibility and Connectivity
- Goal 3: Community Livability and Economic Vitality
- Goal 4: Equity
- Goal 5: Health
- Goal 6: Safety and Security
- Goal 7: Environmental Sustainability
- Goal 8: Land Use
- Goal 9: Funding and Strategic Investment
- Goal 10: Communication, Collaboration, and Coordination

6.4 Project Summary

Project Name

Continuation of Fixed Route Service Enhancements

STIF Project Grand Total	Amount in District	Amount out of District
\$420,000.00	\$420,000.00	\$0.00
FY 2026 STIF Project Total	FY 2027 STIF Project Total	
\$210,000.00	\$210,000.00	

Funds Supporting Student Transportation

FY 2026 STIF Funds supporting student transportation	FY 2027 STIF Funds supporting student transportation
\$52,500.00	\$52,500.00
FY 2026 percent of STIF Funds supporting student transportation	FY 2027 percent of STIF Funds supporting student transportation
25%	25%

Funds Supporting Older and Disabled Persons Transportation

FY 2026 STIF Funds supporting older and disabled persons transportation	FY 2027 STIF Funds supporting older and disabled persons transportation
\$52,500.00	\$52,500.00
FY 2026 percent of STIF	FY 2027 percent of

Funds supporting older and disabled persons transportation
25%

STIF Funds supporting older and disabled persons transportation
25%

Funds from Previous Biennia "Old Money"

FY 2026 STIF Funds from Previous Cycle
\$60,000.00

FY 2027 STIF Funds from Previous Cycle
\$60,000.00

Project 5

Qualified Entity or Sub-Recipient Name
Tillamook County Transportation District

Project Name
Capital / Operating / Planning Contingency

Project Description
This project will put aside funds for unexpected and unforeseen operating events, such as increases in fuel costs or driver recruitment efforts. This project will put aside funds for unexpected and unforeseen capital events, such as increased vehicle costs or facilities maintenance. This project will put aside funds for planning projects of opportunity, such as a Board requested strategic planning process or District marketing and rebranding effort, or continued analyses or studies on ZEV implementation.

Project using planned carry forward funding:

Do you plan to set aside funding that you receive during this biennium to pay for expenses related to this project in a future biennium?
No

Percent of project budget in district
100%

How much of the Project budget will be used to improve or expand services, and how much will be used to maintain existing services?

Improve or Expand Service
100%

Maintain Service
0%

Local Plan from which this project is derived:
Coordinated Transportation Plan

Local Plan page number
54-55

Multi-Phase Project

Is your project part of a larger, multi-phase project?

No

6.1.1 Project Scope

Task 1

Task Description

Fund unexpected and unforeseen operating and capital increases, and planning activities that present themselves as projects of opportunity.

Is this task supporting services for older adults and people with disabilities?

No

Is this task supporting a pedestrian or bike project with a physical or functional relationship to public transit?

No

Category

Program Reserve/Contingency 11.73.00

Program Reserve/Contingency Task Category

Task Category Amount

\$513,826.00

6.1.2 Expenditure Estimates

Enter estimates of all expenditures for activities in this task denoting both fund source and fiscal year of expenditure.

“Federal,” “Other State,” “Local,” and “Other Funds” categories may be used for funding other than STIF funding that is allocated to this task, including when STIF money is being used as matching funds for another funding source.

“Prior Biennia STIF Funds” refers to “old” STIF money. It includes any unspent STIF money that you received during the 2023-2025 biennium (including any unspent program reserves), which you are carrying forward for use during the 2025-2027 biennium. It does not include interest earned on STIF money during the 2023-2025 biennium, which should be listed as “Prior Biennia Interest Accrued,” for use during the 2025-2027 biennium.

Expenditures by Fund Source and Fiscal Year

Fund Type	FY 2026	FY 2027	FY 2028	FY 2029	Total
STIF Population Funds	\$256,913.00	\$256,913.00			\$513,826.00
STIF Payroll Funds	\$0.00	\$0.00			\$0.00

Federal	\$0.00	\$0.00	\$0.00
Other State	\$0.00	\$0.00	\$0.00
Local	\$0.00	\$0.00	\$0.00
Other Funds	\$0.00	\$0.00	\$0.00
Prior Biennia STIF Funds	\$12,500.00	\$12,500.00	\$25,000.00
Prior Biennia Interest Accrued	\$0.00	\$0.00	\$0.00
	\$269,413.00	\$269,413.00	\$0.00
			\$0.00
			\$538,826.00

By checking this box, I confirm that this task is only funded by STIF.

Yes

Check this box if you are using STIF funding in this task as a match another source of funding. Please make sure you have indicated that information in your task description above in section 6.1.1.

No

6.1.3 Outcome Measures

Outcome Measures

Outcome Measure 1

All Project Types

Other Measure

Reserve Funds Created

Number of Units:

1

6.2 Allocation of STIF funds by project

Please identify what percentage of this STIF project budget is allocated to each of the criteria listed below by fiscal year.

Note: More information about requirements for criterion #7 can be found in [OAR 732-042-0015\(3\)\(j\)](#). More information about requirements for criterion #8 can be found in [OAR 732-042-0010\(1\)\(a\)](#).

STIF Criteria

1. Increased frequency of bus service to areas with a high percentage of Low-Income Households.

2. Expansion of bus routes and bus services to serve areas with a high percentage of Low-Income Households.
3. Fund the implementation of programs to reduce fares for public transportation in communities with a high percentage of Low-Income Households.
4. Procurement of low or no emission buses for use in areas with 200,000 or more.
5. The improvement in the frequency and reliability of service between communities inside and outside of the Qualified Entity's service area.
6. Coordination between Public Transportation Service Providers to reduce fragmentation in the provision of transportation services.
7. Implementation of programs to provide student transit service for students in grades 9-12.
8. Services for older adults and people with disabilities.

FY 2026 STIF Total **FY 2027 STIF Total**
 \$269,413.00 \$269,413.00

Fund Allocation (Must not exceed 100% per criterion per fiscal year)

Criterion	FY 2026	FY 2027	FY 2028	FY 2029
Criterion 1	0.0%	0.0%		
Criterion 2	0.0%	0.0%		
Criterion 3	0.0%	0.0%		
Criterion 4	0.0%	0.0%		
Criterion 5	100.0%	100.0%		
Criterion 6	0.0%	0.0%		
Criterion 7	0.0%	0.0%		
Criterion 8	0.0%	0.0%		
	100.00%	100.00%	0.00%	0.00%

6.3 Oregon Public Transportation Plan Goals

Select the OPTP goals that apply to your STIF Plan Projects.

- Goal 1 Mobility: Public Transportation User Experience
- Goal 2: Accessibility and Connectivity
- Goal 3: Community Livability and Economic Vitality
- Goal 6: Safety and Security

6.4 Project Summary

Project Name

Capital / Operating / Planning Contingency

STIF Project Grand Total	Amount in District	Amount out of District
\$538,826.00	\$538,826.00	\$0.00
FY 2026 STIF Project Total	FY 2027 STIF Project Total	
\$269,413.00	\$269,413.00	

Funds Supporting Student Transportation

FY 2026 STIF Funds supporting student transportation	FY 2027 STIF Funds supporting student transportation
\$0.00	\$0.00
FY 2026 percent of STIF Funds supporting student transportation	FY 2027 percent of STIF Funds supporting student transportation
0%	0%

Funds Supporting Older and Disabled Persons Transportation

FY 2026 STIF Funds supporting older and disabled persons transportation	FY 2027 STIF Funds supporting older and disabled persons transportation
\$0.00	\$0.00
FY 2026 percent of STIF Funds supporting older and disabled persons transportation	FY 2027 percent of STIF Funds supporting older and disabled persons transportation
0%	0%

Funds from Previous Biennia "Old Money"

FY 2026 STIF Funds from Previous Cycle	FY 2027 STIF Funds from Previous Cycle
\$12,500.00	\$12,500.00

7. STIF Plan Summary

STIF Plan Grand Total	Planned Carry Forward Total	Amount in District	Amount out of District
\$1,399,999.87	\$0.00	\$1,399,999.87	\$0.00

STIF Plan Total (Plan Maximum)
\$1,197,837.00

FY 2026 Total Prior Biennia Funds	FY 2027 Total Prior Biennia Funds
\$102,162.87	\$100,000.00

FY 2026 Total STIF Funds	FY 2027 Total STIF Funds
\$700,576.87	\$699,423.00

FY 2026 Total STIF Funds from Sub-Recipient Applications	FY 2027 Total STIF Funds from Sub-Recipient Applications
\$0.00	\$0.00

FY 2026 Student STIF Funds	FY 2027 Student STIF Funds
\$87,916.84	\$87,808.75

FY 2026 Percent of STIF Funds supporting student transportation	FY 2027 Percent of STIF Funds supporting student transportation
12.55%	12.55%

Unless it is not practicable, each year, the percentage of STIF Funds supporting student transportation must equal or exceed 1% of the FY Total STIF Funds.

FY 2026 Older and Disabled Persons STIF Funds	FY 2027 Older and Disabled Persons STIF Funds
\$224,022.03	\$222,976.25

FY 2026 Percent of STIF Funds supporting older and disabled persons transportation	FY 2027 Percent of STIF Funds supporting older and disabled persons transportation
31.98%	

31.88%

The amount of STIF Funds that support transit services for Older and Disabled Persons. This amount must equal or exceed the Qualified Entity's allocation of population-based formula funds.

Effective Date

This STIF Plan shall become effective as of the date it is approved by the Oregon Transportation Commission and it shall terminate as of the end date specified in Section 5 of the approved STIF Plan.

Signature

This STIF Plan serves as a legally binding agreement between the Qualified Entity and the State of Oregon, acting by and through its Department of Transportation.

Download the signature page here:

[**STIF Plan Signature Page**](#)

Upload signature page here.

Subrecipient Project Application-Marie Mills Center, Inc.pdf

STIF Plan signature page_TCTD.pdf

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

**Authorizing the General Manager to)
Execute a Personal Services)
Agreement with Kittelson &)
Associates, Inc. for the Review and)
Evaluation of the District's Cost)
Allocation Methodology and)
Performance Monitoring System)**

RESOLUTION NO. 25-15

WHEREAS, Tillamook County Transportation District is in need of personal services for the review and evaluation of the District's cost allocation methodology and performance monitoring system; and

WHEREAS, Kittelson & Associates, Inc. is a qualified contractor and desires to provide such services, and submitted a quote attached hereto as Exhibit C; and

WHEREAS, based on the quote received, the District recommends purchasing services to review and evaluate the District's cost allocation methodology and performance monitoring system from Kittelson & Associates, Inc.; and

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

that the General Manager is hereby authorized to execute a Personal Services Agreement with Kittleson & Associates, Inc. for the review and evaluation of the District's cost allocation methodology and performance monitoring system in an amount not to exceed \$9,911.

INTRODUCED AND ADOPTED this 18th day of June 2025.

ATTEST:

By: _____
Mary Johnson, Board Chair

By: _____
Brian Vitulli, General Manager

PERSONAL SERVICES AGREEMENT

This PERSONAL SERVICES AGREEMENT (this “Agreement”) is made and entered into by and between the **Tillamook County Transportation District** (the “District”), an Oregon transportation district, and Kittelson & Associates, Inc. (“Contractor”).

RECITALS

A. The District is in need of personal services for review of District’s cost allocation model, and Contractor represents that it is qualified and prepared to provide such services.

B. The purpose of this Agreement is to establish the services to be provided by Contractor and the compensation and terms for such services.

AGREEMENT

1. Engagement. The District hereby engages Contractor to provide services (“Services”) related for review of District’s cost allocation model, and Contractor accepts such engagement. The principal contact for Contractor shall be Susan Wright, Senior Principal Engineer, phone 503-535-7432.

2. Scope of Work. The duties and responsibilities of Contractor, including a schedule of performance, shall be as described in Attachment A attached hereto and incorporated herein by reference.

3. Term. Subject to the termination provisions of Section 10 of this Agreement, this Agreement shall commence once executed by both parties and shall terminate on August 31, 2025. The District reserves the exclusive right to extend the contract for a period of two (2) years in one (1) year increments. Such extensions shall be in writing with terms acceptable to both parties. Any increase in compensation for the extended term shall be as agreed to by the parties but shall not exceed five percent (5%) of the then-current fees.

4. Compensation. The terms of compensation for the initial term shall be as provided in Attachment C.

5. Payment.

5.1 The District agrees to pay Contractor for and in consideration of the faithful performance of the Services, and Contractor agrees to accept from the District as and for compensation for the faithful performance of the Services, the fees outlined in Attachment C, except that the hourly fee shall include all local travel, local telephone expense, computer expense, and routine document copying. Reimbursable expenses shall be billed at cost without markup and shall include travel and related expenses in compliance with the District’s travel and expense policy, reproduction of documents or reports with prior written approval, and long-distance telephone expenses. Contractor’s cost for approved sub-consultants may be

marked up a maximum of five percent (5%) by Contractor for management and handling expenses.

5.2 Contractor shall make and keep reasonable records of work performed pursuant to this Agreement and shall provide detailed monthly billings to the District. Following approval by the District Administrator, billings shall be paid in full within thirty (30) days of receipt thereof. The District shall notify Contractor of any disputed amount within fifteen (15) days from receipt of the invoice, give reasons for the objection, and promptly pay the undisputed amount. Disputed amounts may be withheld without penalty or interest pending resolution of the dispute.

5.3 The District may suspend or withhold payments if Contractor fails to comply with any requirement of this Agreement.

5.4 Contractor is engaged by the District as an independent contractor in accordance with the standards prescribed in ORS 670.600. Contractor shall not be entitled to any benefits that are provided by the District to District employees.

5.5 Any provision of this Agreement that is held by a court to create an obligation that violates the debt limitation provision of Article XI, Section 9 of the Oregon Constitution shall be void. The District's obligation to make payments under this Agreement is conditioned upon appropriation of funds.

6. Document Ownership. Contractor shall retain all common law, statutory and other reserved rights, including copyrights, in all work products, including, but not limited to, documents, drawings, papers, computer programs and photographs, performed or produced by Contractor for the benefit of the District under this Agreement, except that all copies of such plans, designs, calculations and other documents and renditions provided to District shall become the property of District who may use them without Contractor's further permission for any lawful purpose related to the project. Upon execution of this agreement, Contractor grants to District an irrevocable, nonexclusive license to use Contractor's work products created through its services for the project. The license granted under this section permits District to authorize its contractors, subcontractors of any tier, consultants, subconsultants of any tier, and material or equipment suppliers, to reproduce applicable portions of the work products in performing services for the project. Any unauthorized use of Contractor's work product for purposes unrelated to the project shall be at District's sole risk and without liability to Contractor.

7. Notices. All notices, bills and payments shall be made in writing and may be given by personal delivery or by mail. Notices, bills and payments sent by mail should be addressed as follows:

DISTRICT: Tillamook County Transportation District
Attn: Brian Vitulli, General Manager
Transportation Building
3600 Third Street, Suite A
Tillamook, OR 97141

CONTRACTOR: Kittleson & Associates, Inc.
Attn: Susan Wright, Senior Principal Engineer
851 SW 6th Avenue, Suite 600
Portland, OR 97204 .

When so addressed, such notices, bills and payments shall be deemed given upon deposit in the United States mail, postage-prepaid.

8. Standard of Care. Contractor shall comply with the applicable professional standard of care in the performance of the Services. Contractor shall prepare materials and deliverables in accordance with generally accepted standards of professional practice for the intended use of the project.

9. Insurance.

9.1 At all times during the term of this Agreement, Contractor shall carry, maintain and keep in full force and effect a policy or policies of insurance as specified in Attachment B attached hereto and incorporated herein by reference.

9.2 All insurance policies shall provide that the insurance coverage shall not be canceled or reduced by the insurance carrier without thirty (30) days' prior written notice to the District. Contractor agrees that it will not cancel or reduce said insurance coverage without the written permission of District.

9.3 Contractor agrees that if it does not keep the aforesaid insurance in full force and effect, the District may either immediately terminate this Agreement or, if insurance is available at a reasonable cost, the District may take out the necessary insurance and pay, at Contractor's expense, the premium thereon. If the District procures such insurance, the District may charge the cost against any moneys due Contractor hereunder or for any other contract.

9.4 At all times during the term of this Agreement, Contractor shall maintain on file with the District a Certificate of Insurance or a copy of actual policies acceptable to the District showing that the aforesaid policies are in effect in the required coverages. The policies shall contain an endorsement naming the District, its council members, officers, employees and agents, as additional insureds (except for the professional liability and workers' compensation insurance).

9.5 The insurance provided by Contractor shall be primary to any coverage available to the District. The insurance policies (other than workers' compensation) shall include provisions for waiver of subrogation. Contractor shall be responsible for any deductible amounts outlined in such policies.

10. Termination.

10.1 Termination for Cause. District may terminate this Agreement effective upon delivery of written notice to Contractor under any of the following conditions:

10.1.1 If District funding from federal, state, local, or other sources is not obtained and continued at levels sufficient to allow for the purchase of the indicated quantity of service. This Agreement may be modified to accommodate a reduction in funding.

10.1.2 If Federal or State regulations or guidelines are modified, changed, or interpreted in such a way that the services are no longer allowable or appropriate for purchase under this Agreement.

10.1.3 If any license or certificate required by law or regulation to be held by Contractor, its subcontractors, agents, and employees to provide the services required by this Agreement is for any reason denied, suspended, revoked, or not renewed.

10.1.4 If Contractor becomes insolvent, if a voluntary or an involuntary petition in bankruptcy is filed by or against Contractor, if a receiver or trustee is appointed for Contractor, or if there is an assignment for the benefit of creditors of Contractor.

10.1.5 If Contractor is in breach of this Agreement, and such breach is not remedied as contemplated by Section 10.2 of the Agreement.

10.2 Breach of Agreement

10.2.1 Contractor shall remedy any breach of this Agreement within the shortest reasonable time after Contractor first has actual notice of the breach or District notifies Contractor of the breach, whichever is earlier. If Contractor fails to remedy a breach within three (3) working days of its actual notice or receipt of written notice from the District, District may terminate that part of the Agreement affected by the breach upon written notice to Contractor, may obtain substitute services in a reasonable manner, and may recover from Contractor the amount by which the price for those substitute services exceeds the price for the same services under this Agreement.

10.2.2 If the breach is material and Contractor fails to remedy the breach within three (3) working days of receipt of written notice from the District, District may declare Contractor in default, terminate this Agreement and pursue any remedy available for a default.

10.2.3 Pending a decision to terminate all or part of this Agreement, District unilaterally may order Contractor to suspend all or part of the services under this Agreement. If District terminates all or part of the Agreement pursuant to this Section 10.2, Contractor shall be entitled to compensation only for services rendered prior to the date of termination, but not for any services rendered after District ordered suspension of those services. If District suspends certain services under this Agreement and later orders Contractor to resume those services after determining Contractor was not at fault, Contractor shall be entitled to reasonable damages actually incurred, if any, as a result of the suspension.

10.2.4 In the event of termination of this Agreement due to the fault of the Contractor, District may immediately cease payment to Contractor, and when the breach is remedied, District may recover from Contractor the amount by which the price for those substitute services exceeds the price for the same services under this Agreement, along with any additional amounts for loss and damage caused to the District by the breach, and withhold such amounts from amounts owed by District to Contractor. If the amount due Contractor is insufficient to cover District's damages due to the breach, Contractor shall tender the balance to District upon demand.

10.3 Termination for Convenience. District may terminate all or part of this Agreement at any time for its own convenience by providing three (3) days written notice to Contractor. Upon termination under this paragraph, Contractor shall be entitled to compensation for all services properly rendered prior to the termination, including Contractor's and sub consultants reasonable costs actually incurred in closing out the Agreement. In no instance shall Contractor be entitled to overhead or profit on work not performed.

11. No Third-Party Rights. This Agreement shall not create any rights in or inure to the benefit of any parties other than the District and Contractor.

12. Modification. Any modification of the provisions of this Agreement shall be set forth in writing and signed by the parties.

13. Waiver. A waiver by a party of any breach by the other shall not be deemed to be a waiver of any subsequent breach. All waivers shall be done in writing.

14. Indemnification.

14.1 Liability of Contractor for Claims Other Than Professional Liability. For claims for other than professional liability, Contractor shall defend, save and hold harmless District, its officers, agents and employees from all damages, demands, claims, suits, or actions of whatsoever nature, including intentional acts, resulting from or arising out of the activities or omissions of Contractor, its subcontractors, sub-consultants, agents or employees under this Agreement. A claim for other than professional responsibility is a claim made against the District in which the District's alleged liability results from an act or omission by Contractor unrelated to the quality of professional services provided by Contractor.

14.2 Liability of Contractor for Claims for Professional Liability. For claims for professional liability, Contractor shall save, and hold harmless District, its officers, agents and employees, from all claims, suits, or actions arising out of the professional negligent acts, errors or omissions of Contractor, its subcontractors, sub-consultants, agents or employees in the performance of professional services under this Agreement. A claim for professional responsibility is a claim made against the District in which the District's alleged liability results directly from the quality of the professional services provided by Contractor, regardless of the type of claim made against the District.

14.3 Contractor and the officers, employees, agents and subcontractors of Contractor are not agents of the District, as those terms are used in ORS 30.265.

15. Governing Laws. This Agreement shall be governed by the laws of the State of Oregon.

16. Compliance with Law.

16.1 Contractor shall comply with all applicable federal, state and local statutes, ordinances, administrative rules, regulations and other legal requirements in performance of this Agreement.

16.2 Contractor shall pay promptly, as due, all persons supplying labor or materials for the prosecution of the services provided for in the Agreement and shall be responsible for such payment of all persons supplying such labor or material to any subcontractor.

16.3 Contractor shall promptly pay all contributions or amounts due the Industrial Accident Fund from such Contractor or subcontractor incurred in the performance of the Agreement.

16.4 Contractor shall not permit any lien or claim to be filed or prosecuted against the District or its property on account of any labor or material furnished and agrees to assume responsibility for satisfaction of any such lien or claim so filed or prosecuted.

16.5 Contractor and any subcontractor shall pay to the Department of Revenue all sums withheld from employees pursuant to ORS 316.617.

16.6 If Contractor fails, neglects or refuses to make prompt payment of any claim for labor or materials furnished to the Contractor or a subcontractor by any person in connection with the Agreement as such claim becomes due, the District may pay such claim to the persons furnishing the labor or material and charge the amount of payment against funds due or to become due Contractor by reason of the Agreement. The payment of a claim in the manner authorized hereby shall not relieve the Contractor from his/her or its obligation with respect to any unpaid claim. If the District is unable to determine the validity of any claim for labor or material furnished, the District may withhold from any current payment due Contractor an amount equal to said claim until its validity is determined and the claim, if valid, is paid.

16.7 If the Contractor fails, neglects or refuses to pay a person that provides labor or materials in connection with the Agreement within 30 days after receiving payment from the District, the Contractor owes the person the amount due plus interest charges that begin at the end of the 10-day period within which payment is due and that end upon final payment, unless payment is subject to a good faith dispute. The rate of interest on the amount due is nine percent per annum. The amount of interest may not be waived.

16.8 Contractor shall promptly, as due, make payment to any person,

copartnership, association, or corporation, furnishing medical, surgical and hospital care or other needed care and attention, incident to sickness or injury, to employees of such Contractor, of all sums which the Contractor agrees to pay for such services and all monies and sums which the Contractor collected or deducted from the wages of employees pursuant to any law, contract or agreement for the purpose of providing or paying for such service.

16.9 No person may not be employed for more than 10 hours in any one day, or 40 hours in any one week, except in cases of necessity, emergency or when the public policy absolutely requires it, and in such cases the Contractor shall pay the contractor's employees who work under the public contract at least time and a half for all overtime the employees work in excess of 40 hours in any one week, except for employees under a personal services public contract who are excluded under ORS 653.010 to 653.261 or under 29 U.S.C. 201 to 209 from receiving overtime.

16.10 The Contractor must give notice to employees who work on this Agreement in writing, either at the time of hire or before commencement of work on the Agreement, or by posting a notice in a location frequented by employees, of the number of hours per day and the days per week that the employees may be required to work.

16.11 All subject employers working under the Contractor are either employers that will comply with ORS 656.017, or employers that are exempt under ORS 656.126.

16.12 All sums due the State Unemployment Compensation Fund from the Contractor or any subcontractor in connection with the performance of the Agreement shall be promptly so paid.

16.13 Contractor certifies compliance with all applicable Oregon tax laws, in accordance with ORS 305.385.

16.14 Contractor certifies that it has not and will not discriminate against a subcontractor in awarding a subcontract because the subcontractor is a disadvantaged business enterprise, a minority-owned business, a woman-owned business, a business that a service-disabled veteran owns or an emerging small business that is certified under ORS 200.055. Without limiting the foregoing, Contractor expressly agrees to comply with: (i) Title VI of the Civil Rights Act of 1964; (ii) Section V of the Rehabilitation Act of 1973; (iii) the Americans with Disabilities Act of 1990, (iv) ORS 659.425, (v) all regulations and administrative rules established pursuant to those laws; and (vi) all other applicable requirements of federal and state civil rights and rehabilitation statutes, rules and regulations.

16.15 The Contractor represents and warrants that Contractor (i) is not currently an employee of the federal government or the State of Oregon, and (ii) meets the specific independent contractor standards of ORS 670.600.

16.16 If Contractor is a foreign contractor as defined in ORS 279A.120, Contractor shall comply with that section and the District must satisfy itself that the requirements of ORS 279A.120 have been complied with by Contractor before District issues

final payment under this agreement.

16.17 If this Contract exceeds \$50,000, is not otherwise exempt, and includes work subject to prevailing wage, Contractor shall comply with ORS 279C.838, ORS 279C.840, and federal law.

16.18 Contractor shall not provide or offer to provide any appreciable pecuniary or material benefit to any officer or employee of District in connection with this Agreement in violation of ORS chapter 244.

16.19 Contractor shall ensure that any lawn and landscape maintenance, if applicable, shall contain a condition requiring the contractor to salvage, recycle, compost or mulch yard waste material at an approved site, if feasible and cost-effective.

16.20 Contractor is a “subject employer,” as defined in ORS 656.005, and shall comply with ORS 656.017.

16.21 Contractor shall not discriminate against any employee or applicant for employment because of race, color, religion, sex, sexual orientation, gender, age, national origin, physical or mental disability, or disabled veteran or veteran status in violation of state or federal laws.

16.22 Any other condition or clause required by law to be in this Agreement shall be considered included by this reference.

17. Confidentiality. Contractor shall maintain the confidentiality, both external and internal, of that confidential information to which it is exposed by reason of this Agreement. Contractor warrants that its employees assigned to this Agreement shall maintain necessary confidentiality.

18. Publicity. Contractor shall not use any data, pictures, or other representations of the District in its external advertising, marketing programs, or other promotional efforts except with prior specific written authorization from the District.

19. Succession. This Agreement shall inure to the benefit of and shall be binding upon each of the parties hereto and such parties’ partners, successors, executors, administrators and assigns.

20. Assignment. This Agreement shall not be assigned by Contractor without the express written consent of the District. Contractor shall not assign Contractor’s interest in this Agreement or enter into subcontracts for any part of the Services without the prior written consent of the District.

21. Mediation/Dispute Resolution

21.1 Should any dispute arise between the parties to this Agreement it is agreed that such dispute will be submitted to a mediator prior to any arbitration or litigation, and the parties hereby expressly agree that no claim or dispute arising under the terms of this Agreement shall be resolved other than first through mediation and, only in the event said mediation efforts fail, through litigation or binding arbitration. The parties shall exercise good faith efforts to select a mediator who shall be compensated equally by both parties. Mediation will be conducted in the District, unless both parties agree in writing otherwise. If arbitration is selected by the parties, the parties shall exercise good faith efforts to select an arbitrator who shall be compensated equally by both parties. Venue for any arbitration shall be the City of Tillamook. Venue for any litigation shall be the Circuit Court for Tillamook County.

22. Attorney Fees. If legal action is commenced in connection with this Agreement, the prevailing party in such action shall be entitled to recover its reasonable attorney fees, expert fees and costs incurred therein at arbitration, trial and on appeal.

23. Records, Inspection and Audit by the District.

23.1 Contractor shall retain all books, documents, papers, and records that are directly pertinent to this Agreement for at least three years after District makes final payment on this Agreement and all other pending matters are closed.

23.2 Services provided by Contractor and Contractor's performance data, financial records, and other similar documents and records of Contractor that pertain, or may pertain, to the Services under this Agreement shall be open for inspection by the District or its agents at any reasonable time during business hours. Upon request, copies of records or documents shall be provided to the District free of charge.

23.3 The District shall have the right to inspect and audit Contractor's financial records pertaining to the Services under this Agreement at any time during the term of this Agreement or within three (3) years after District makes final payment on this Agreement and all other pending matters are closed.

23.4 This Section 23 is not intended to limit the right of the District to make inspections or audits as provided by law or administrative rule.

24. Force Majeure. Neither District nor Contractor shall be considered in default because of any delays in completion and responsibilities hereunder due to causes beyond the control and without fault or negligence on the part of the parties so disenabled, including but not restricted to, an act of God or of a public enemy, civil unrest, volcano, earthquake, fire, flood, epidemic, quarantine restriction, area-wide strike, freight embargo, unusually severe weather or delay of subcontractor or supplies due to such cause; provided that the parties so disenabled shall within ten days from the beginning of such delay, notify the other party in writing of the cause of delay and its probable extent. Such notification shall not be the basis for a claim for additional compensation. Each party shall, however, make all reasonable efforts to remove or eliminate such a cause of delay or default and shall, upon cessation of the cause, diligently pursue performance of its obligation under the Agreement.

25. Entire Agreement. This Agreement contains the entire agreement between the parties and supersedes all prior written or oral discussions or agreements regarding the Services described herein.

26. Severance. If any provision of this Agreement is held to be invalid, it will not affect the validity of any other provision. This Agreement will be construed as if the invalid provision had never been included.

IN WITNESS WHEREOF, the District has caused this Agreement to be executed by its duly authorized undersigned agent, and Contractor has executed this Agreement on the date written below.

DISTRICT:

**TILLAMOOK COUNTY
TRANSPORTATION DISTRICT**

Board Meeting Date: _____

Signature: _____

Print: _____

Title: _____

Date: _____

CONTRACTOR:

KITTELSON & ASSOCIATES, INC.

Signature: _____

Print: _____

Title: _____

Date: _____

APPROVED AS TO FORM:

By: _____

District Attorney

ATTACHMENT A Scope of Work

TCTD Cost Allocation and PM Review

The Tillamook County Transportation District (TCTD) has requested Kittelson & Associates, Inc. (Consultant) to review and evaluate the district's cost allocation methodology and performance monitoring system. The objective is to better understand the factors contributing to increasing hourly service costs and to improve TCTD's ability to monitor and communicate system performance.

The Consultant will review TCTD's monthly and annual performance reports, identify key trends over the past several years, and summarize the findings in a clear, reader-friendly format. Additionally, the Consultant will review the cost allocation methodology and help the agency visualize and interpret cost drivers more effectively.

1. PROJECT SCHEDULE

Services will commence upon written authorization from TCTD. The anticipated duration is 13 weeks.

2. SCOPE OF WORK

Tasks/Deliverables

- **Task 1 – Evaluate Cost Allocation Approach**
 - Review existing cost allocation model used by TCTD.
 - Identify key cost components and potential drivers of cost increases.
 - Recommend adjustments or alternative approaches.
- **Task 2 – Review Monthly and Annual Performance Reports**
 - Coordinate with TCTD to confirm performance monitoring goals and data needs.
 - Review historical monthly and annual performance reports.
 - Identify system trends over the past several years by service type.
 - Summarize key findings in a reader-friendly format.

**ATTACHMENT B
INSURANCE REQUIREMENTS**

Contractor and its subcontractors shall maintain insurance acceptable to the District in full force and effect throughout the term of this Contract. It is agreed that any insurance maintained by the District shall apply in excess of, and not contribute toward, insurance provided by Contractor. The policy or policies of insurance maintained by Contractor and its subcontractors shall provide at least the following limits and coverage:

TYPE OF INSURANCE	LIMITS OF LIABILITY		REQUIRED FOR THIS CONTRACT
General Liability	Each occurrence	\$1,000,000	YES
	General Aggregate	\$2,000,000	
	Products/Comp Ops Aggregate	\$2,000,000	
	Personal and Advertising Injury	\$1,000,000 w/umbrella or \$1,500,000 w/o umbrella	
Please indicate if Claims Made or Occurrence			
Automobile Liability	Combined Single – covering any vehicle used on District business	\$2,000,000	YES
Workers' Compensation	Per Oregon State Statutes If workers compensation is not applicable please initial here _____. State the reason it is not applicable: _____		YES
Professional Liability	Per occurrence	\$500,000 or per contract	YES
	Annual Aggregate	\$500,000 or per contract	

Contractor's general liability and automobile liability insurance must be evidenced by certificates from the insurers. The policies shall name the District, its officers, agents and employees, as additional insureds and shall provide the District with a thirty (30)-day notice of cancellation. Workers' compensation insurance must be evidenced by a certificate from the insurer. The certificate need not name the District as an additional insured, but must list the District as a certificate holder and provide a thirty (30)-day notice of cancellation to the District. Professional liability insurance must be evidenced by a certificate from the insurer. The certificate need not name the District as an additional insured.

Certificates of Insurance shall be forwarded to:

Brian Vitulli, General Manager
Tillamook County Transportation District
Transportation Building
3600 Third Street, Suite A
Tillamook, OR 97141

Contractor agrees to deposit with the District, at the time the executed Contract is returned, Certificates of Insurance and Binders of Insurance if the policy is new or has expired, sufficient to satisfy the District that the insurance provisions of this Agreement have been complied with and to keep such insurance in effect and the certificates and/or binders thereof on deposit with the District during the entire term of this Agreement. Such certificates and/or binders must be delivered prior to commencement of the Services.

The procuring of such required insurance shall not be construed to limit Contractor's liability hereunder. Notwithstanding said insurance, Contractor shall be obligated for the total amount of any damage, injury or loss caused by negligence or neglect connected with this Agreement.

ATTACHMENT C Terms of Compensation

COMPENSATION

The Consultant will complete the Scope of Services outlined in this Agreement for a lump-sum fee of **\$9,911**. A detailed budget estimate is attached. The Consultant will submit a single invoice upon project completion.

Project Budget Form

Project Name: TCTC Cost Allocation and PM Review
 Project Manager: Susan Wright
 KAI Project Number: 31696
 Date: Apr 25, 2025

LABOR ESTIMATE - TCTC Cost Allocation and PM Review										
Task	Task	Staff	Wright, Susan	Banerjee, Sutapa	Purser, Krista	Sommerville, Jon			WORK TASK/ TASK HOURS	WORK TASK/ TASK COST
		Initials	SLV	SXB	KZP	JS				
Task # - Subtotal			0	0	0	0	0	0	0	\$0
001	Evaluate Cost Allocation Approach									
	2.1 Review existing cost allocation model		2		4				6	\$1,292
	2.2 Recommend changes or alternatives		2		2				4	\$916
	2.3 Document recommendations				4				4	\$752
	Reimbursable Expense								0	\$0
Task #001 - Subtotal			4	0	10	0	0	0	14	\$2,960
002	Review Monthly and Annual Performance Reports									
	1.1 Kickoff coordination with TCTD		1	1					2	\$401
	1.2 Obtain and review historical reports		1	2					3	\$532
	1.3 Identify trends and gaps		2	6					8	\$1,326
	1.4 Draft performance summary		4	10		15			29	\$4,692
	Reimbursable Expense								0	\$0
Task #002 - Subtotal			8	19	0	15	0	0	42	\$6,951
TOTAL HOURS			12	19	10	15	0	0		
LABOR RATE			\$270.00	\$131.00	\$188.00	\$153.48	\$286.00			
LABOR COST			\$3,240	\$2,489	\$1,880	\$2,302	\$0			
									TOTAL HOURS	56
									TOTAL LABOR	\$9,911

Rates shown above are for budgeting purposes only.
 Additional staff may be billed at the time services are performed with approved rates/classifications, up to the not-to-exceed fee estimate total.

TOTAL REIMBURSABLES	\$0
TOTAL KAI FEES	\$9,911
TOTAL SUB FEES	\$0
TOTAL PROJECT BUDGET	\$9,911

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

**Authorizing the General Manager to)
Execute a Personal Services)
Agreement with Kittelson &)
Associates, Inc. to Develop and)
Support the Implementation of an)
On-Board Rider Survey for the District)**

RESOLUTION NO. 25-16

WHEREAS, Tillamook County Transportation District is in need of personal services for the development and implementation support for an on-board rider survey; and

WHEREAS, Kittelson & Associates, Inc. is a qualified contractor and desires to provide such services, and submitted a quote attached hereto as Exhibit C; and

WHEREAS, based on the quote received, the District recommends purchasing services for the development and implementation support for an on-board rider survey for the District from Kittelson & Associates, Inc.; and

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

that the General Manager is hereby authorized to execute a Personal Services Agreement with Kittleson & Associates, Inc. for the development and implementation support for an on-board rider survey for the District in an amount not to exceed \$9,969.

INTRODUCED AND ADOPTED this 18th day of June 2025.

ATTEST:

By: _____
Mary Johnson, Board Chair

By: _____
Brian Vitulli, General Manager

PERSONAL SERVICES AGREEMENT

This PERSONAL SERVICES AGREEMENT (this “Agreement”) is made and entered into by and between the **Tillamook County Transportation District** (the “District”), an Oregon transportation district, and Kittelson & Associates, Inc. (“Contractor”).

RECITALS

- A.** The District is in need of personal services for on-board rider survey, and Contractor represents that it is qualified and prepared to provide such services.
- B.** The purpose of this Agreement is to establish the services to be provided by Contractor and the compensation and terms for such services.

AGREEMENT

- 1. Engagement.** The District hereby engages Contractor to provide services (“Services”) related to on-board rider survey, and Contractor accepts such engagement. The principal contact for Contractor shall be Susan Wright, Senior Principal Engineer, phone 503-535-7432.
- 2. Scope of Work.** The duties and responsibilities of Contractor, including a schedule of performance, shall be as described in Attachment A attached hereto and incorporated herein by reference.
- 3. Term.** Subject to the termination provisions of Section 10 of this Agreement, this Agreement shall commence once executed by both parties and shall terminate on December 31, 2025. The District reserves the exclusive right to extend the contract for a period of two (2) years in one (1) year increments. Such extensions shall be in writing with terms acceptable to both parties. Any increase in compensation for the extended term shall be as agreed to by the parties but shall not exceed five percent (5%) of the then-current fees.
- 4. Compensation.** The terms of compensation for the initial term shall be as provided in Attachment C.
- 5. Payment.**
- 5.1** The District agrees to pay Contractor for and in consideration of the faithful performance of the Services, and Contractor agrees to accept from the District as and for compensation for the faithful performance of the Services, the fees outlined in Attachment C, except that the hourly fee shall include all local travel, local telephone expense, computer expense, and routine document copying. Reimbursable expenses shall be billed at cost without markup and shall include travel and related expenses in compliance with the District’s travel and expense policy, reproduction of documents or reports with prior written approval, and long-distance telephone expenses. Contractor’s cost for approved sub-consultants may be

marked up a maximum of five percent (5%) by Contractor for management and handling expenses.

5.2 Contractor shall make and keep reasonable records of work performed pursuant to this Agreement and shall provide detailed monthly billings to the District. Following approval by the District Administrator, billings shall be paid in full within thirty (30) days of receipt thereof. The District shall notify Contractor of any disputed amount within fifteen (15) days from receipt of the invoice, give reasons for the objection, and promptly pay the undisputed amount. Disputed amounts may be withheld without penalty or interest pending resolution of the dispute.

5.3 The District may suspend or withhold payments if Contractor fails to comply with any requirement of this Agreement.

5.4 Contractor is engaged by the District as an independent contractor in accordance with the standards prescribed in ORS 670.600. Contractor shall not be entitled to any benefits that are provided by the District to District employees.

5.5 Any provision of this Agreement that is held by a court to create an obligation that violates the debt limitation provision of Article XI, Section 9 of the Oregon Constitution shall be void. The District's obligation to make payments under this Agreement is conditioned upon appropriation of funds.

6. Document Ownership. Contractor shall retain all common law, statutory and other reserved rights, including copyrights, in all work products, including, but not limited to, documents, drawings, papers, computer programs and photographs, performed or produced by Contractor for the benefit of the District under this Agreement, except that all copies of such plans, designs, calculations and other documents and renditions provided to District shall become the property of District who may use them without Contractor's further permission for any lawful purpose related to the project. Upon execution of this agreement, Contractor grants to District an irrevocable, nonexclusive license to use Contractor's work products created through its services for the project. The license granted under this section permits District to authorize its contractors, subcontractors of any tier, consultants, subconsultants of any tier, and material or equipment suppliers, to reproduce applicable portions of the work products in performing services for the project. Any unauthorized use of Contractor's work product for purposes unrelated to the project shall be at District's sole risk and without liability to Contractor.

7. Notices. All notices, bills and payments shall be made in writing and may be given by personal delivery or by mail. Notices, bills and payments sent by mail should be addressed as follows:

DISTRICT: Tillamook County Transportation District
Attn: Brian Vitulli, General Manager
Transportation Building
3600 Third Street, Suite A
Tillamook, OR 97141

CONTRACTOR: Kittleson & Associates, Inc.
Attn: Susan Wright, Senior Principal Engineer
851 SW 6th Avenue, Suite 600
Portland, OR 97204 .

When so addressed, such notices, bills and payments shall be deemed given upon deposit in the United States mail, postage-prepaid.

8. Standard of Care. Contractor shall comply with the applicable professional standard of care in the performance of the Services. Contractor shall prepare materials and deliverables in accordance with generally accepted standards of professional practice for the intended use of the project.

9. Insurance.

9.1 At all times during the term of this Agreement, Contractor shall carry, maintain and keep in full force and effect a policy or policies of insurance as specified in Attachment B attached hereto and incorporated herein by reference.

9.2 All insurance policies shall provide that the insurance coverage shall not be canceled or reduced by the insurance carrier without thirty (30) days' prior written notice to the District. Contractor agrees that it will not cancel or reduce said insurance coverage without the written permission of District.

9.3 Contractor agrees that if it does not keep the aforesaid insurance in full force and effect, the District may either immediately terminate this Agreement or, if insurance is available at a reasonable cost, the District may take out the necessary insurance and pay, at Contractor's expense, the premium thereon. If the District procures such insurance, the District may charge the cost against any moneys due Contractor hereunder or for any other contract.

9.4 At all times during the term of this Agreement, Contractor shall maintain on file with the District a Certificate of Insurance or a copy of actual policies acceptable to the District showing that the aforesaid policies are in effect in the required coverages. The policies shall contain an endorsement naming the District, its council members, officers, employees and agents, as additional insureds (except for the professional liability and workers' compensation insurance).

9.5 The insurance provided by Contractor shall be primary to any coverage available to the District. The insurance policies (other than workers' compensation) shall include provisions for waiver of subrogation. Contractor shall be responsible for any deductible amounts outlined in such policies.

10. Termination.

10.1 Termination for Cause. District may terminate this Agreement effective upon delivery of written notice to Contractor under any of the following conditions:

10.1.1 If District funding from federal, state, local, or other sources is not obtained and continued at levels sufficient to allow for the purchase of the indicated quantity of service. This Agreement may be modified to accommodate a reduction in funding.

10.1.2 If Federal or State regulations or guidelines are modified, changed, or interpreted in such a way that the services are no longer allowable or appropriate for purchase under this Agreement.

10.1.3 If any license or certificate required by law or regulation to be held by Contractor, its subcontractors, agents, and employees to provide the services required by this Agreement is for any reason denied, suspended, revoked, or not renewed.

10.1.4 If Contractor becomes insolvent, if a voluntary or an involuntary petition in bankruptcy is filed by or against Contractor, if a receiver or trustee is appointed for Contractor, or if there is an assignment for the benefit of creditors of Contractor.

10.1.5 If Contractor is in breach of this Agreement, and such breach is not remedied as contemplated by Section 10.2 of the Agreement.

10.2 Breach of Agreement

10.2.1 Contractor shall remedy any breach of this Agreement within the shortest reasonable time after Contractor first has actual notice of the breach or District notifies Contractor of the breach, whichever is earlier. If Contractor fails to remedy a breach within three (3) working days of its actual notice or receipt of written notice from the District, District may terminate that part of the Agreement affected by the breach upon written notice to Contractor, may obtain substitute services in a reasonable manner, and may recover from Contractor the amount by which the price for those substitute services exceeds the price for the same services under this Agreement.

10.2.2 If the breach is material and Contractor fails to remedy the breach within three (3) working days of receipt of written notice from the District, District may declare Contractor in default, terminate this Agreement and pursue any remedy available for a default.

10.2.3 Pending a decision to terminate all or part of this Agreement, District unilaterally may order Contractor to suspend all or part of the services under this Agreement. If District terminates all or part of the Agreement pursuant to this Section 10.2, Contractor shall be entitled to compensation only for services rendered prior to the date of termination, but not for any services rendered after District ordered suspension of those services. If District suspends certain services under this Agreement and later orders Contractor to resume those services after determining Contractor was not at fault, Contractor shall be entitled to reasonable damages actually incurred, if any, as a result of the suspension.

10.2.4 In the event of termination of this Agreement due to the fault of the Contractor, District may immediately cease payment to Contractor, and when the breach is remedied, District may recover from Contractor the amount by which the price for those substitute services exceeds the price for the same services under this Agreement, along with any additional amounts for loss and damage caused to the District by the breach, and withhold such amounts from amounts owed by District to Contractor. If the amount due Contractor is insufficient to cover District's damages due to the breach, Contractor shall tender the balance to District upon demand.

10.3 Termination for Convenience. District may terminate all or part of this Agreement at any time for its own convenience by providing three (3) days written notice to Contractor. Upon termination under this paragraph, Contractor shall be entitled to compensation for all services properly rendered prior to the termination, including Contractor's and sub consultants reasonable costs actually incurred in closing out the Agreement. In no instance shall Contractor be entitled to overhead or profit on work not performed.

11. No Third-Party Rights. This Agreement shall not create any rights in or inure to the benefit of any parties other than the District and Contractor.

12. Modification. Any modification of the provisions of this Agreement shall be set forth in writing and signed by the parties.

13. Waiver. A waiver by a party of any breach by the other shall not be deemed to be a waiver of any subsequent breach. All waivers shall be done in writing.

14. Indemnification.

14.1 Liability of Contractor for Claims Other Than Professional Liability. For claims for other than professional liability, Contractor shall defend, save and hold harmless District, its officers, agents and employees from all damages, demands, claims, suits, or actions of whatsoever nature, including intentional acts, resulting from or arising out of the activities or omissions of Contractor, its subcontractors, sub-consultants, agents or employees under this Agreement. A claim for other than professional responsibility is a claim made against the District in which the District's alleged liability results from an act or omission by Contractor unrelated to the quality of professional services provided by Contractor.

14.2 Liability of Contractor for Claims for Professional Liability. For claims for professional liability, Contractor shall save, and hold harmless District, its officers, agents and employees, from all claims, suits, or actions arising out of the professional negligent acts, errors or omissions of Contractor, its subcontractors, sub-consultants, agents or employees in the performance of professional services under this Agreement. A claim for professional responsibility is a claim made against the District in which the District's alleged liability results directly from the quality of the professional services provided by Contractor, regardless of the type of claim made against the District.

14.3 Contractor and the officers, employees, agents and subcontractors of Contractor are not agents of the District, as those terms are used in ORS 30.265.

15. Governing Laws. This Agreement shall be governed by the laws of the State of Oregon.

16. Compliance with Law.

16.1 Contractor shall comply with all applicable federal, state and local statutes, ordinances, administrative rules, regulations and other legal requirements in performance of this Agreement.

16.2 Contractor shall pay promptly, as due, all persons supplying labor or materials for the prosecution of the services provided for in the Agreement and shall be responsible for such payment of all persons supplying such labor or material to any subcontractor.

16.3 Contractor shall promptly pay all contributions or amounts due the Industrial Accident Fund from such Contractor or subcontractor incurred in the performance of the Agreement.

16.4 Contractor shall not permit any lien or claim to be filed or prosecuted against the District or its property on account of any labor or material furnished and agrees to assume responsibility for satisfaction of any such lien or claim so filed or prosecuted.

16.5 Contractor and any subcontractor shall pay to the Department of Revenue all sums withheld from employees pursuant to ORS 316.617.

16.6 If Contractor fails, neglects or refuses to make prompt payment of any claim for labor or materials furnished to the Contractor or a subcontractor by any person in connection with the Agreement as such claim becomes due, the District may pay such claim to the persons furnishing the labor or material and charge the amount of payment against funds due or to become due Contractor by reason of the Agreement. The payment of a claim in the manner authorized hereby shall not relieve the Contractor from his/her or its obligation with respect to any unpaid claim. If the District is unable to determine the validity of any claim for labor or material furnished, the District may withhold from any current payment due Contractor an amount equal to said claim until its validity is determined and the claim, if valid, is paid.

16.7 If the Contractor fails, neglects or refuses to pay a person that provides labor or materials in connection with the Agreement within 30 days after receiving payment from the District, the Contractor owes the person the amount due plus interest charges that begin at the end of the 10-day period within which payment is due and that end upon final payment, unless payment is subject to a good faith dispute. The rate of interest on the amount due is nine percent per annum. The amount of interest may not be waived.

16.8 Contractor shall promptly, as due, make payment to any person,

copartnership, association, or corporation, furnishing medical, surgical and hospital care or other needed care and attention, incident to sickness or injury, to employees of such Contractor, of all sums which the Contractor agrees to pay for such services and all monies and sums which the Contractor collected or deducted from the wages of employees pursuant to any law, contract or agreement for the purpose of providing or paying for such service.

16.9 No person may not be employed for more than 10 hours in any one day, or 40 hours in any one week, except in cases of necessity, emergency or when the public policy absolutely requires it, and in such cases the Contractor shall pay the contractor's employees who work under the public contract at least time and a half for all overtime the employees work in excess of 40 hours in any one week, except for employees under a personal services public contract who are excluded under ORS 653.010 to 653.261 or under 29 U.S.C. 201 to 209 from receiving overtime.

16.10 The Contractor must give notice to employees who work on this Agreement in writing, either at the time of hire or before commencement of work on the Agreement, or by posting a notice in a location frequented by employees, of the number of hours per day and the days per week that the employees may be required to work.

16.11 All subject employers working under the Contractor are either employers that will comply with ORS 656.017, or employers that are exempt under ORS 656.126.

16.12 All sums due the State Unemployment Compensation Fund from the Contractor or any subcontractor in connection with the performance of the Agreement shall be promptly so paid.

16.13 Contractor certifies compliance with all applicable Oregon tax laws, in accordance with ORS 305.385.

16.14 Contractor certifies that it has not and will not discriminate against a subcontractor in awarding a subcontract because the subcontractor is a disadvantaged business enterprise, a minority-owned business, a woman-owned business, a business that a service-disabled veteran owns or an emerging small business that is certified under ORS 200.055. Without limiting the foregoing, Contractor expressly agrees to comply with: (i) Title VI of the Civil Rights Act of 1964; (ii) Section V of the Rehabilitation Act of 1973; (iii) the Americans with Disabilities Act of 1990, (iv) ORS 659.425, (v) all regulations and administrative rules established pursuant to those laws; and (vi) all other applicable requirements of federal and state civil rights and rehabilitation statutes, rules and regulations.

16.15 The Contractor represents and warrants that Contractor (i) is not currently an employee of the federal government or the State of Oregon, and (ii) meets the specific independent contractor standards of ORS 670.600.

16.16 If Contractor is a foreign contractor as defined in ORS 279A.120, Contractor shall comply with that section and the District must satisfy itself that the requirements of ORS 279A.120 have been complied with by Contractor before District issues

final payment under this agreement.

16.17 If this Contract exceeds \$50,000, is not otherwise exempt, and includes work subject to prevailing wage, Contractor shall comply with ORS 279C.838, ORS 279C.840, and federal law.

16.18 Contractor shall not provide or offer to provide any appreciable pecuniary or material benefit to any officer or employee of District in connection with this Agreement in violation of ORS chapter 244.

16.19 Contractor shall ensure that any lawn and landscape maintenance, if applicable, shall contain a condition requiring the contractor to salvage, recycle, compost or mulch yard waste material at an approved site, if feasible and cost-effective.

16.20 Contractor is a “subject employer,” as defined in ORS 656.005, and shall comply with ORS 656.017.

16.21 Contractor shall not discriminate against any employee or applicant for employment because of race, color, religion, sex, sexual orientation, gender, age, national origin, physical or mental disability, or disabled veteran or veteran status in violation of state or federal laws.

16.22 Any other condition or clause required by law to be in this Agreement shall be considered included by this reference.

17. Confidentiality. Contractor shall maintain the confidentiality, both external and internal, of that confidential information to which it is exposed by reason of this Agreement. Contractor warrants that its employees assigned to this Agreement shall maintain necessary confidentiality.

18. Publicity. Contractor shall not use any data, pictures, or other representations of the District in its external advertising, marketing programs, or other promotional efforts except with prior specific written authorization from the District.

19. Succession. This Agreement shall inure to the benefit of and shall be binding upon each of the parties hereto and such parties’ partners, successors, executors, administrators and assigns.

20. Assignment. This Agreement shall not be assigned by Contractor without the express written consent of the District. Contractor shall not assign Contractor’s interest in this Agreement or enter into subcontracts for any part of the Services without the prior written consent of the District.

21. Mediation/Dispute Resolution

21.1 Should any dispute arise between the parties to this Agreement it is agreed that such dispute will be submitted to a mediator prior to any arbitration or litigation, and the parties hereby expressly agree that no claim or dispute arising under the terms of this Agreement shall be resolved other than first through mediation and, only in the event said mediation efforts fail, through litigation or binding arbitration. The parties shall exercise good faith efforts to select a mediator who shall be compensated equally by both parties. Mediation will be conducted in the District, unless both parties agree in writing otherwise. If arbitration is selected by the parties, the parties shall exercise good faith efforts to select an arbitrator who shall be compensated equally by both parties. Venue for any arbitration shall be the City of Tillamook. Venue for any litigation shall be the Circuit Court for Tillamook County.

22. Attorney Fees. If legal action is commenced in connection with this Agreement, the prevailing party in such action shall be entitled to recover its reasonable attorney fees, expert fees and costs incurred therein at arbitration, trial and on appeal.

23. Records, Inspection and Audit by the District.

23.1 Contractor shall retain all books, documents, papers, and records that are directly pertinent to this Agreement for at least three years after District makes final payment on this Agreement and all other pending matters are closed.

23.2 Services provided by Contractor and Contractor's performance data, financial records, and other similar documents and records of Contractor that pertain, or may pertain, to the Services under this Agreement shall be open for inspection by the District or its agents at any reasonable time during business hours. Upon request, copies of records or documents shall be provided to the District free of charge.

23.3 The District shall have the right to inspect and audit Contractor's financial records pertaining to the Services under this Agreement at any time during the term of this Agreement or within three (3) years after District makes final payment on this Agreement and all other pending matters are closed.

23.4 This Section 23 is not intended to limit the right of the District to make inspections or audits as provided by law or administrative rule.

24. Force Majeure. Neither District nor Contractor shall be considered in default because of any delays in completion and responsibilities hereunder due to causes beyond the control and without fault or negligence on the part of the parties so disenabled, including but not restricted to, an act of God or of a public enemy, civil unrest, volcano, earthquake, fire, flood, epidemic, quarantine restriction, area-wide strike, freight embargo, unusually severe weather or delay of subcontractor or supplies due to such cause; provided that the parties so disenabled shall within ten days from the beginning of such delay, notify the other party in writing of the cause of delay and its probable extent. Such notification shall not be the basis for a claim for additional compensation. Each party shall, however, make all reasonable efforts to remove or eliminate such a cause of delay or default and shall, upon cessation of the cause, diligently pursue performance of its obligation under the Agreement.

25. Entire Agreement. This Agreement contains the entire agreement between the parties and supersedes all prior written or oral discussions or agreements regarding the Services described herein.

26. Severance. If any provision of this Agreement is held to be invalid, it will not affect the validity of any other provision. This Agreement will be construed as if the invalid provision had never been included.

IN WITNESS WHEREOF, the District has caused this Agreement to be executed by its duly authorized undersigned agent, and Contractor has executed this Agreement on the date written below.

DISTRICT:

**TILLAMOOK COUNTY
TRANSPORTATION DISTRICT**

Board Meeting Date: _____

Signature: _____

Print: _____

Title: _____

Date: _____

CONTRACTOR:

KITTELSON & ASSOCIATES, INC.

Signature: _____

Print: _____

Title: _____

Date: _____

APPROVED AS TO FORM:

By: _____

District Attorney

ATTACHMENT A
Scope of Work

TCTD Rider Survey

The Tillamook County Transportation District (TCTD) has requested Kittelson & Associates, Inc. (Consultant) to develop and support the implementation of a rider survey to collect origin-destination (O-D) travel data. The goal of this effort is to better understand travel patterns on TCTD's fixed-route and deviated fixed-route services (excluding dial-a-ride services). The Consultant will design a survey instrument and collaborate with TCTD to determine the most effective data collection strategy. Options for data collection may include TCTD drivers, volunteers, interns, or a third-party data collection vendor such as Quality Counts. The Consultant will also develop both a printable and an online version of the survey, optimized for smartphone and tablets. Upon completion of data collection, the Consultant will summarize and analyze the results and present them in an accessible and digestible format.

1. PROJECT SCHEDULE

Services will commence upon written authorization to proceed. The anticipated project duration is 12 weeks. The schedule may be extended upon request by TCTD, if needed.

2. SCOPE OF WORK

Tasks/Deliverables

Task 1 – Develop On-Board Transit Rider O-D Survey

- Coordinate with TCTD to confirm goals, survey content, and data needs.
- Design a rider survey to collect origin-destination data for TCTD's fixed-route and deviated fixed-route services.
- Summarize data collection approach alternatives utilizing available staff, volunteers, interns, or a third-party provider such as Quality Counts.

Task 2 – Design and Format Survey Materials

- Create a user-friendly, printable version of the survey suitable for on-board distribution.

Develop an electronic version of the survey compatible with smart phones, tablets or other mobile devices for use in data collection and/or data entry of paper surveys.

**ATTACHMENT B
INSURANCE REQUIREMENTS**

Contractor and its subcontractors shall maintain insurance acceptable to the District in full force and effect throughout the term of this Contract. It is agreed that any insurance maintained by the District shall apply in excess of, and not contribute toward, insurance provided by Contractor. The policy or policies of insurance maintained by Contractor and its subcontractors shall provide at least the following limits and coverage:

TYPE OF INSURANCE	LIMITS OF LIABILITY		REQUIRED FOR THIS CONTRACT
General Liability	Each occurrence	\$1,000,000	YES
	General Aggregate	\$2,000,000	
	Products/Comp Ops Aggregate	\$2,000,000	
	Personal and Advertising Injury	\$1,000,000 w/umbrella or \$1,500,000 w/o umbrella	
Please indicate if Claims Made or Occurrence			
Automobile Liability	Combined Single – covering any vehicle used on District business	\$2,000,000	YES
Workers' Compensation	Per Oregon State Statutes If workers compensation is not applicable please initial here _____. State the reason it is not applicable: _____		YES
Professional Liability	Per occurrence	\$500,000 or per contract	YES
	Annual Aggregate	\$500,000 or per contract	

Contractor's general liability and automobile liability insurance must be evidenced by certificates from the insurers. The policies shall name the District, its officers, agents and employees, as additional insureds and shall provide the District with a thirty (30)-day notice of cancellation. Workers' compensation insurance must be evidenced by a certificate from the insurer. The certificate need not name the District as an additional insured, but must list the District as a certificate holder and provide a thirty (30)-day notice of cancellation to the District. Professional liability insurance must be evidenced by a certificate from the insurer. The certificate need not name the District as an additional insured.

Certificates of Insurance shall be forwarded to:

Brian Vitulli, General Manager
Tillamook County Transportation District
Transportation Building
3600 Third Street, Suite A
Tillamook, OR 97141

Contractor agrees to deposit with the District, at the time the executed Contract is returned, Certificates of Insurance and Binders of Insurance if the policy is new or has expired, sufficient to satisfy the District that the insurance provisions of this Agreement have been complied with and to keep such insurance in effect and the certificates and/or binders thereof on deposit with the District during the entire term of this Agreement. Such certificates and/or binders must be delivered prior to commencement of the Services.

The procuring of such required insurance shall not be construed to limit Contractor's liability hereunder. Notwithstanding said insurance, Contractor shall be obligated for the total amount of any damage, injury or loss caused by negligence or neglect connected with this Agreement.

ATTACHMENT C Terms of Compensation

COMPENSATION

The Consultant will complete the Scope of Services outlined in this Agreement for a lump-sum fee of **\$9,990**. A detailed budget estimate is attached. The Consultant will submit a single invoice upon project completion.

Project Budget Form

Project Name: TCTD Rider Survey
 Project Manager: Susan Wright
 KAI Project Number: 31697
 Date: Apr 25, 2025

LABOR ESTIMATE - TCTD Rider Survey

Task	Staff Classification Initials	Wright, Susan	Banerjee, Subho	Purser, Krista					WORK TASK/ TASK HOURS	WORK TASK/ TASK COST
		Sr. Principal Engineer SLV	Transportation Analyst SXB	Senior Engineer KZP						
001	Develop On-Board Transit Rider O-D Survey									
	1.1. Project kickoff meeting with TCTD staff	1	1						2	\$401
	1.2. Review existing route information and data needs	1	4						5	\$794
	1.3. Develop draft survey questions and response formats	1	12	4					17	\$2,594
	1.4. Coordinate review and feedback with TCTD	1	2						3	\$532
	1.5. Finalize survey instrument	1	4	2					7	\$1,170
	1.6. Identify and evaluate data collection options (drivers, volunteers, interns, quality Counts)	1	2						3	\$532
	1.7. Document data collection plan and logistics		6						6	\$786
	Reimbursable Expense								0	\$0
	Task #001 - Subtotal	6	31	6	0	0	0	0	43	\$6,809
002	Format Survey into a Handout Form									
	2.1. Design layout for printable survey (consider readability and accessibility)	1	10						11	\$1,580
	2.2. Develop online survey form (e.g., using Google Forms, SurveyMonkey, etc.)	1	10						11	\$1,580
	Reimbursable Expense								0	\$0
	Task #002 - Subtotal	2	20	0	0	0	0	0	22	\$3,160
TOTAL HOURS		8	51	6	0	0	0	0	65	
LABOR RATE		\$270.00	\$131.00	\$188.00						
LABOR COST		\$2,160	\$6,681	\$1,128	\$0	\$0	\$0	\$0		

Rates shown above are for budgeting purposes only.
 Additional staff may be billed at the time services are performed with approved rates/classifications, up to the not-to-exceed fee estimate total.

TOTAL REIMBURSABLES	\$0
TOTAL KAI FEES	\$9,969
TOTAL SUB FEES	\$0
TOTAL PROJECT BUDGET	\$9,969

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

**Authorizing the General Manager to)
Execute a Professional Services)
Agreement with the Columbia Pacific)
Economic Development District to)
Provide Administrative Services for the)
Northwest Oregon Transit Alliance)**

RESOLUTION NO. 25-17

WHEREAS, the Tillamook County Transportation District is the fiscal agent for the NW Oregon Transit Alliance (NWOTA) and is authorized to enter into contracts on behalf of NWOTA: and

WHEREAS, the Columbia Pacific Economic Development District (Col Pac), a non- profit corporation, has provided administrative services to NWOTA; and

WHEREAS, Col-Pac is uniquely qualified to provide services to NWOTA based on Col Pac's familiarity with the planning and development of the NWOTA project, NWOTA's planning and marketing goals and objectives, familiarity with the NW Oregon Area Commission on Transportation (NWACT) and ODOT Area Region 1 transportation project planning and funding processes and procedures; and

WHEREAS, the District has determined that the services Col Pac provides to NWOTA are only available from one source; and

WHEREAS, the District wishes to enter into a sole-source contract with Col Pac and finds the terms of the contract are advantageous to NWOTA and the District.

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

that the General Manager is hereby authorized to enter into a Professional Services Agreement with Columbia Pacific Economic Development District, on behalf of and as the fiscal agent for NWOTA, to provide administrative services to NWOTA for a term of two years, expiring June 30, 2027, and at a cost not to exceed \$50,000.

INTRODUCED AND ADOPTED this 18th day of June 2025.

ATTEST:

By: _____
Mary Johnson, Board Chair

By: _____
Brian Vitulli, General Manager

PROFESSIONAL SERVICES AGREEMENT

This Agreement is made and entered into by and between the Tillamook County Transportation District, hereinafter called "TCTD", serving as Fiscal Agent for the NW Oregon Transit Alliance, and Columbia Pacific Economic Development District, a non-profit corporation of the State of Oregon, PO Box 1535, St Helens, OR 97051, hereinafter referred to as "Contractor" to provide administrative services for the NW Oregon Transit Alliance.

WITNESSETH:

IT IS HEREBY AGREED by and between the parties above-mentioned for and in consideration of the mutual promises hereinafter stated as follows:

1. Effective Date: This Agreement is effective July 1, 2025.
2. Term: The term of this Agreement will be through June 30, 2027.
3. Contractor's Services. Contractor agrees to provide the services described in the Contractor's Scope of Services, a copy of which is attached hereto, labeled Exhibit "A" and incorporated herein by this reference. In case of conflict between Contractor's Scope of Services and this Agreement, this Agreement shall control.
4. Consideration. The total amount of this Agreement shall not exceed \$50,000. Contractor shall invoice no more frequently than monthly for work performed at \$85/hour and expenses incurred at cost.
5. Permits-Licenses. Unless otherwise specified, Contractor shall procure all permits and licenses, pay all charges and fees and give all notices necessary for performance of this Agreement prior to commencement of work.
6. Compliance with Codes and Standards. It shall be the Contractor's responsibility to demonstrate compliance with all applicable building, health and sanitation laws and codes, and with all other applicable Federal, State and local acts, statutes, ordinances, regulations, provisions and rules.
7. Agreement Representatives. Agreement representatives for this Agreement shall be:

Tillamook County Transportation District
Brian Vitulli
3600 Third Street, Suite A
Tillamook, OR 97141

Columbia Pacific EDD
Sarah Lu Heath
PO Box 1535
St Helens, OR 97051

All written correspondence shall be sent to the above addresses when written notification is necessary. Agreement representatives can be changed by providing written notice to the other party at the address listed.

8. Termination. This Agreement may be terminated by TCTD or Contractor upon thirty (30) days written notice to the other party. In the event Contractor fails to perform the work in a manner satisfactory to TCTD or is in breach of this Agreement, this Agreement may be terminated upon notice from TCTD and a 10-day opportunity to cure. All costs incurred and fees earned by Contractor prior to that termination date shall be paid by TCTD not to exceed the maximum amount stated above and decreased by any additional costs incurred by TCTD to correct the work performed.

9. Independent Contractor. Contractor is engaged hereby as an independent contractor, and will be so deemed for the following purposes:
 - A. Contractor will be solely responsible for payment of any Federal or State taxes required as a result of the Agreement.
 - B. This Agreement is not intended to entitle Contractor to any benefits generally granted to TCTD employees. Without limitation, but by way of illustration, the benefits which are not intended to be extended by the Agreement to the Contractor are vacation, holiday and sick leave, other leaves with pay, tenure, medical and dental coverage, life and compensation, unemployment compensation, or retirement benefits (except insofar as benefits are otherwise required by law if the Contractor is presently a member of the Public Employees Retirement System).
 - C. Contractor, its subcontractors, if any, and all employers working under this Agreement are subject employers under the Oregon workers' compensation law and shall comply with ORS 656.017, which requires them to provide workers' compensation coverage for all their subject workers.
10. Non-Assignment. Contractor shall not assign, subcontract or delegate the responsibility for providing services hereunder to any other person, firm or corporation without the express written permission of TCTD.
11. Reports. Contractor shall provide TCTD with monthly reports about the progress of the project with the information as prescribed by TCTD through the NW Oregon Connector Alliance.
12. Statutory Provisions. Pursuant to the requirements of ORS 279B.220, the following terms and conditions are made a part of this Agreement:
 - A. Contractor shall:
 - (1) Make payments promptly, as due, to all persons supplying to Contractor labor or materials for the prosecution of the work provided for in this Agreement.
 - (2) Pay all contributions or amounts due the Industrial Accident Fund from such contractor or subcontractor incurred in the performance of this Agreement.
 - (3) Not permit any lien or claim to be filed or prosecuted against TCTD on account of any labor or material furnished.
 - (4) Pay to the Department of Revenue all sums withheld from employees pursuant to ORS 316.167.
 - B. If Contractor fails, neglects or refuses to make prompt payment of any claim for labor or services furnished to Contractor or a subcontractor by any person in connection with this Agreement as such claim becomes due, ColPac may pay such claim to the person furnishing the labor or services and charge the amount the payment against funds due or to become due Contractor by reason of this Agreement.
 - C. Any laborer employed for more than forty (40) hours in any one week shall be paid at least time and one-half for all overtime in excess of forty (40) hours a week, except individuals who are excluded under ORS 653.010 to 653.268 or under 29 U.S.C., Sections 201 to 209, from receiving overtime.

13. Hold Harmless. Contractor shall be responsible for any and all injury to any and all persons or property caused directly or indirectly by reason of any error, omission or other negligence by Contractor in the performance of this Agreement; and further agrees to indemnify, hold harmless and defend TCTD, its officers, agents, elected officials, and employees from and against all claims, suits, actions, damages, costs, losses and expenses in any manner resulting from, arising out of, or connected with any such injury.
14. Contractor Not An Agent of TCTD. It is agreed by and between the parties that Contractor is not carrying out a function on behalf of TCTD, and TCTD does not have the right of direction or control of the manner in which Contractor delivers services under this Agreement, and does not exercise any control over the activities of Contractor.
15. Partnership. TCTD is not, by virtue of this Agreement, a partner or joint venturer with Contractor in connection with activities carried on under this Agreement, and shall have no obligation with respect to Contractor's debts or any other liabilities of each and every nature.
16. Insurance. At all times during the term of this Agreement, Contractor shall, at Contractor's expense, maintain in force a commercial general liability policy and a comprehensive automobile liability policy. The coverage under each policy must be equal to or greater than the limits for claims made under the Oregon Tort Claims Act with minimum coverage of \$2,000,000 per occurrence (combined single limit for bodily injury and property damage claims) or \$1,000,000 per occurrence for bodily injury and \$600,000 per occurrence for property damage. TCTD and TCTO's officers, employees, and agents will be named as additional insureds on an endorsement to each policy. Contractor shall notify TCTD immediately upon notification to Contractor that any insurance coverage required by this paragraph will be canceled, not renewed or modified in any way.
17. Non-Discrimination. Contractor agrees that no person shall, on the grounds of race, color, creed, national origin, sex, marital status, US military veteran status, disability, sexual orientation, or age, suffer discrimination in the performance of this Agreement when employed by Contractor.
18. Attorney's Fees. In the event an action, suit or proceeding, including appeal therefrom, is brought for failure to observe any of the terms of this Agreement, each party shall be responsible for their own attorney's fees, expenses, costs and disbursement for said action, suit, proceeding or appeal.
19. Non-Waiver. The failure of TCTD to enforce any provision of the Agreement shall not constitute a waiver by TCTD of that or any other provision of the Agreement.
20. Time of the Essence. The parties agree that time is of the essence in this Agreement.
21. Choice of Law. This Agreement shall be governed by the laws of the State of Oregon.
22. Venue. This Agreement shall be in the district or circuit courts of the State of Oregon for Tillamook County, located in Tillamook, Oregon.
23. Severability. If any provision of this Agreement is for any reason held invalid or unconstitutional by any court of competent jurisdiction, such portion shall be deemed a separate, distinct and independent provision and such holdings shall not affect the validity of the remaining portions hereof.
24. Entire Agreement. THIS AGREEMENT (INCLUDING EXHIBIT A) CONSTITUTES THE ENTIRE AGREEMENT BETWEEN THE PARTIES. NO WAIVER, CONSENT, MODIFICATION OR CHANGE OR TERMS OF THIS AGREEMENT SHALL BIND EITHER PARTY UNLESS IN WRITING AND SIGNED BY BOTH PARTIES. SUCH WAIVER, CONSENT, MODIFICATION OR CHANGE, IF MADE, SHALL BE EFFECTIVE ONLY IN THE

SPECIFIC INSTANCE AND FOR THE SPECIFIC PURPOSE GIVEN. THERE ARE NO UNDERSTANDINGS, AGREEMENTS, OR REPRESENTATIONS, ORAL OR WRITTEN, NOT SPECIFIED HEREIN REGARDING THIS AGREEMENT. CONTRACTOR, BY THE SIGNATURE OF ITS AUTHORIZED REPRESENTATIVE(S) BELOW, HEREBY ACKNOWLEDGES THAT HE/SHE HAS READ THIS AGREEMENT, UNDERSTANDS IT AND AGREES TO BE BOUND BY ITS TERMS AND CONDITIONS.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be duly executed as of the dates set forth below their respective signatures.

Tillamook County Transportation District (TCTD)

Columbia Pacific EDD (CONTRACTOR)

By _____
Brian Vitulli, General Manager
3600 Third St. Suite A
Tillamook, OR 97141

By _____
Sarah Lu Heath, Executive Director
PO Box 1535
St Helens, OR 97051

Taxpayer ID: 93-1178553

Date: _____

Date: _____

EXHIBIT A
Scope of Work

In conjunction with the NW Oregon Transit Alliance (NWOTA) funding partners, Contractor shall be responsible for completing the following NWOTA administrative activities:

1. Manage NWOTA Board meetings, administrative matters and public communications
2. Manage NWOTA professional services and grant contracts
3. Manage NWOTA strategic planning
4. In conjunction with NWOTA funding partners, assist in developing and writing new grant applications and/or funding proposals.

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

**Authorizing the General Manager)
to Execute a Professional Services)
Agreement with Madison Ave. Collective)
for NWOTA Website Management)**

RESOLUTION NO. 25-18

WHEREAS, the Northwest Oregon Transit Alliance (“NWOTA”) Coordinating Committee was previously awarded a Statewide Transportation Improvement Fund Discretionary grant from the Oregon Department of Transportation to create a NWOTA website to market and brand regional coordinated transit services (the “Website”); and

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

WHEREAS, in December 2023, TCTD and its NWOTA partners conducted a Request for Qualifications (“RFQ”) process to select a consultant to manage the transition from the previous vendor and to provide website hosting, maintenance, and support services for the NWOTA website; and

WHEREAS, TCTD and its partners selected Madison Ave. Collective, the preferred vendor out of three (3) respondents to the RFQ, as the consultant for this work; and

WHEREAS, TCTD and its partners wishes to continue the relationship with Madison Ave. Collective, to provide routine monitoring, software updates, technical support, and monthly reporting (updates and analytics) for the NWOTA website for the period July 1, 2025 through June 30, 2026.

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

that the Board authorizes the TCTD General Manager to execute a professional services contract not to exceed \$16,500 with Madison Ave. Collective to provide routine monitoring, software updates, technical support, and monthly reporting for the NWOTA website.

INTRODUCED AND ADOPTED this 18th day of June 2025.

ATTEST:

By: _____
Mary Johnson, Board Chair

By: _____
Brian Vitulli, General Manager

Scope of Work

2025-2026 Website Management

June 4, 2025

Primary Contact

Logan Hoffman
logan@madcollective.com
541.971.4113 x711 (office)
303.921.1726 (cell)

Secondary Contact

Jeff Jimerson
jeff@madcollective.com
541.971.4113 x701 (office)
541.971.0407 (cell)

Agency Mailing Address

459 SW Madison Ave.
Corvallis, OR 97333



MADISON AVE. COLLECTIVE

madcollective.com

Introduction

Thank you for inviting Madison Ave. Collective (MAC) to provide you with this scope of work for website management (hosting, maintenance, and support) for the nwconnector.org. This scope of work will provide you with routine monitoring, software updates, and technical support for your website as well as monthly website reporting (updates and analytics) for 12 months starting July 1, 2025 and ending June 30, 2026. This proposal describes the services, terms, and cost of the maintenance and support plan.

About Madison Ave. Collective

For more than 16 years, Madison Ave. Collective (MAC) has been helping community-focused organizations and institutions overcome complex challenges with inclusive and strategic branding and digital solutions. Clients including community colleges, government agencies, and community health organizations work with us to ensure their communication is clear and distinct, and their digital tools are user-focused, accessible, and intuitive so they can achieve broad and long-lasting impact.

Whether you're rallying your organization around a brand refresh, building a new website, or starting from scratch with your marketing efforts, we can offer expert guidance and end-to-end solutions to connect you to the communities you serve.



Scope of Work / Project Approach

MAC will pursue the following efforts on behalf of NWOTA.

Website Management

Our **Website Management** for nwconnector.org includes:

- **Hosting for the website on a 3rd party hosting service** (Dreamhost VPS).
 - Includes up to 4 GB RAM, 120 GB SSD Storage, and unlimited traffic.
 - Includes SSL Certificate for website security.
 - Automated server-level notifications of any downtime issues with the website.
- **Ongoing monitoring and maintenance**, including:
 - Updating core code (WordPress) and plugins^{^^^} as needed
 - Applying WordPress and plugin security patches
 - Maintaining routine site backups (daily, weekly, monthly)
 - Troubleshooting of malfunctioning core functionality
 - Updating PHP versions and associated code as necessary
 - Updating database versions and associated code as needed
 - Communication with Dreamhost, when necessary, to troubleshoot server configuration, security, and downtime issues.
 - Monthly website reporting on updates made to the website as well as site analytics through GA4.

^{^^^} Please note that unless specifically itemized, this contract does not include the cost of licensing for any plugins or third party integrations being utilized on your site. The client is responsible for these additional costs if necessary.

- **MAC Transit Navigator Licensing & Updates** - MAC Transit Navigator is the mapping tool developed by MAC that is currently leveraged on your website to provide all interactive transit map functionalities. It provides easy trip planning and real-time transit tracking functionality to riders by leveraging GTFS and GTFS-RT data in an interface that perfectly matches your brand's look-and-feel. Our ongoing Website Management services include licensing for this product, which includes:
 - Software maintenance, patching, and versioning to ensure compatibility with WordPress updates.
 - Automated monthly GTFS feed updates (or up to 3 times per month, as requested).



- Annual Client Training (1 hour) to review features and functions of the software and how to use it.
- Direct support contact for issue remediation.
- \$200 monthly credit for Google Maps API usage (28,500 map loads per month for no charge). **Note:** Additional charges may apply if this quota is exceeded. Rates set by and paid directly to Google through a Google Maps API account.

Creative Services Retainer

Under this agreement, up to 30 hours can roll forward to this agreement from NWOTA's 2024-2025 agreement with Madison Ave. Collective, and can be used at any time during the 2025-2026 agreement term. The final number of hours to roll forward will be determined at the start of the contract term based on remaining hours in NWOTA's 2024-2025 agreement with Madison Ave. Collective. The hours can be used for any strategic, management, and creative services provided by MAC including branding, marketing, web development, and project management necessary to complete any web development needs that can be completed within the allotted time.



Service Level Agreement

We provide a point of contact for any problems or questions that come up. Emergency situations, such as website down or pages displaying improperly, will get our priority attention. We do not have a 24x7 staff, but we make every effort to respond promptly to requests. We typically respond to emergencies within 1–2 hours (weekdays) or 12–24 hours (weekends). You can expect a response to all non-emergency communications within two business days. Minor updates are typically completed within 2–5 business days; larger projects must be scheduled.



General Terms & Conditions

General Terms: This proposal covers services as described only, and includes estimates of time and costs based on all information available prior to project start. Outside costs such as equipment rental and artwork licenses, if any, will be estimated separately. If any work is anticipated to exceed estimated costs as outlined in this proposal, Madison Ave. Collective (MAC) will obtain Client approval before proceeding with the work; alternatively, Client may decide not to include said work. Project status and approval meetings will be scheduled weekly or on an “as-needed” basis throughout the project.

Payment: MAC will invoice monthly, with an initial invoice on July 1, 2025 for \$2,750 and 11 additional invoices of \$1,250 being invoiced on the first business day of each month for the term of the contract. Additional hours are billed at our standard rate (\$190/hour). Late accounts could cause project work to be discontinued until the account is brought current. This estimate is valid for up to 60 days. Any additional Client-requested work outside the scope of this proposal would be billed additionally on a time-and-materials basis at standard hourly rates.

Renewal: This agreement will become effective on July 1, 2025 and will expire on June 30, 2026. The agreement can be renewed on a year-to-year annual basis with agreement from both parties.

Intellectual Property: All products relating to work performed by us under this engagement will remain our property until payment for services is received in full. Upon receipt of payment in full, all rights to final deliverables will be automatically transferred to the Client without the necessity of further action. The MAC Transit Navigator is a proprietary solution, and MAC retains the rights to all code and intellectual property related to the MAC Transit Navigator. Working files and creative concepts not accepted or purchased will remain MAC property. MAC reserves the right to use work samples in online and print portfolios. The Client must be the copyright holder for all materials supplied to MAC, or have permission to use the materials from the copyright holder. MAC is not responsible for any copyright violations. The Client shall indemnify the designer against all claims and expenses, including reasonable attorney’s fees, due to uses for which no release was requested in writing or for the uses that exceed authority granted by release.

Termination: This agreement can be terminated by either party at the conclusion of the contract year with prior notification. In the event of cancellation of this order, MAC will charge for work already completed and for any extraneous expenses that have accumulated up to the cancellation date.



Limitation of Liability and Dispute Resolution: Client agrees that it shall not hold the MAC or its agents or employees liable for any incidental or consequential damages that arise from the Client's failure to perform any aspect of the project in a timely manner, or that result from causes reasonably beyond the control of the MAC or its agents or employees. In no event shall the MAC be liable for indirect, incidental, or consequential damages, including, without limitation, loss of profits or interruption of business. Any disputes arising out of this agreement shall be submitted before a mutually agreed-upon arbitrator pursuant to the rules of the American Arbitration Association.



Proposal Pricing

SERVICE DESCRIPTION	COST
Website Management July 1, 2025-June 30, 2026	\$16,500
Total	\$16,500



Agreement & Next Steps

This agreement, along with attached documents (if any), is the complete understanding between the parties regarding the subject matter. Any changes must be agreed upon, in writing, by both parties. Your acceptance of this proposal authorizes MAC to proceed with the scope of work as described above.

Next Steps

1. **Accept this proposal** by signing below.
2. **After you've accepted this proposal we'll send you an invoice via email.** You can make payment with either a check or a credit card.
3. **Our technical project manager, Lars Faye, will reach out to you.** Lars will be your primary point of contact for all website updates and maintenance-related needs. If you ever have questions or need help, he can be reached at support@madcollective.com.



Jeff Jimerson
Principal | Madison Ave. Collective

Brian Vitulli, General Manager | Tillamook County
Transportation District

We look forward to continuing to work with you!

