

Tillamook County Transportation District
Board of Directors
Regular Monthly Meeting



Wednesday, September 17, 2025, at 6:00PM
Transportation Building
3600 Third Street, Tillamook, Oregon

Tillamook County Transportation District
BOARD OF DIRECTORS – REGULAR MONTHLY MEETING
Agenda: Wednesday, September 17, 2025 @ 6:00pm

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

REGULAR MEETING

1. Call to Order
2. Pledge of Allegiance
3. Roll Call
4. Announcements and Changes to Agenda
5. Public & Guest Comments
6. Executive Session: None
7. Second Reading of Ordinance No. 3: Amending Ordinance No. 3 - Establishing Regulations Governing Conduct on District Property (Pgs. 1-9)

STATE OF THE DISTRICT REPORT

8. Financial and Grant Reports (July) (Pgs.)
9. Service Performance Reports (July) (Pgs. 10-15)
10. Northwest Oregon Transit Alliance (Pgs. 16-20)
11. NW Rides Brokerage Report (August) (Pgs. 21-24)
12. General Manager Report (Pgs. 25-26)
 - 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 August 20, 2025, Regular Board Meeting (Pgs. 27-33)
15. Motion to Approve July 2025 Financial Statements

ACTION ITEMS

16. Resolution 25-30 Authorizing the General Manger to Execute Amendment Number 1 to ODOT Grant Agreement Number 35652 (Pgs. 34-41)

DISCUSSION ITEMS

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

UPCOMING EVENTS

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

- (10) "Passenger" means a person who holds a valid fare, or is otherwise authorized a free or reduced fare, and is en route on a District Vehicle, or waiting for the next available District Vehicle, to such person's destination, or a person who enters a District Facility with the intent to purchase a valid fare for transportation on the next available District Vehicle to such person's destination.
- (11) "Police Officer" shall have the meaning as defined in ORS 181.610.
- (12) "Safety and Inspector Officer" means a person other than a "Police Officer" authorized by the General Manager to demand proof of fare payment and to issue citations as provided in this ordinance.
- (13) "Supervisor" means any District employee responsible for the supervision of any District transit operation.
- (14) "Service Animal" means any animal used by a person who requires the assistance of such animal to facilitate that person's life functions, including but not limited to seeing and hearing.

1.15 **Regulations:**

- (1) **Elderly and Disabled Seating.** The seats at the front of buses are reserved for the use of disabled and senior Passengers. Non-qualifying passengers must vacate such seating upon request of any District Vehicle operator or employee.
- (2) **Smoking Prohibited.** No person shall smoke tobacco or any other substance, or carry any burning or smoldering substance, in any form, aboard a District vehicle or within the boundaries of any District transit facility; except smoking may be permitted at a District facility within any posted area designated as a "SMOKING AREA." The General Manager or her/his designee may designate appropriate areas where smoking is permitted.
- (3) **Alcohol and Drugs.** No person shall use or possess alcohol or illegal drugs on a District Vehicle or Facility, except for lawfully possessed and unopened alcoholic beverages.
- (4) **Criminal Activity.** No person shall engage in any activity prohibited by State, County or Municipal Law of Oregon while on a District vehicle, or within any District Facility or the District Transit System.
- (5) **Disorderly Conduct.** No person shall intentionally or recklessly cause inconvenience, annoyance or alarm to another by:
 - (a) Engaging in fighting, or violent, tumultuous or threatening behavior (physical or verbal), within any District Vehicle or District Facility;
 - (b) Making unreasonable noise within any District Vehicle or in any District Facilities;
 - (c) Obstructing the free movement of passengers within any District Vehicle or District Facility;
 - (d) Creating a hazardous or physically offensive condition within a District Vehicle or District Facility;
 - (e) Otherwise violate ORS 166.025 as now in effect or hereafter amended.
- (6) **Harassment.** No person shall intentionally or recklessly harass or annoy another person by:
 - (a) Subjecting such other person to offensive physical contact;

- (b) Publicly insulting such other person by abusive words or gestures in a manner intended and likely to provoke a violent response; or
 - (c) Otherwise violate ORS 166.065 as now in effect or hereafter amended.
- (7) **Threatening or Offensive Language.** No person shall intentionally or recklessly disturb, harass, or intimidate another person by means of threatening or offensive language, or obscenities in a District Vehicle or in a District Facility in such a manner as to interfere with a passenger's use and enjoyment of the transit system.
- (8) **Food and Beverages.** For the protection of public safety, no person shall bring aboard a District Vehicle any food or beverage in open containers. No person shall consume food or alcohol on any District Vehicle. Passengers on District Vehicles may consume non-alcoholic beverages only from containers with snap-on or screw-on lids.
- (9) **Littering, Spitting.** No person shall discard or deposit, other than into a trash receptacle provided for that purpose, any rubbish, trash, debris, cigarette butts, or offensive substance in or upon a District Vehicle or District Facility. No person shall spit, defecate, or urinate in or upon any District Vehicle or District Facility except in a toilet.
- (10) **Interfering with Public Transportation.** No person shall:
- (a) Intentionally or knowingly enter unlawfully or remain unlawfully in or on a District Vehicle or District Facility;
 - (b) Intentionally or knowingly interfere with the provision or use of public transportation services by, among other things, interfering with the movement of, or access to, District Vehicles;
 - (c) While in or on a District Vehicle or District Facility, engage in disorderly conduct in the second degree as defined in ORS 166.025;
 - (d) Subject a District passenger, employee, agent or Police Officer to offensive physical contact; or
 - (e) Otherwise violate ORS 166.116 as now in effect or hereafter amended.
- (11) **Safety.**
- (a) All passengers (except infants who are held) must wear shoes, pants/shorts and shirt, a dress, or comparable clothing on District Vehicles and in District Facilities. In addition, all passengers must cover any exposed skin that may transmit communicable disease.
 - (b) No person shall in any manner hang onto, or attach himself or herself onto any exterior part of a District Vehicle at any time. In addition, no person shall extend any portion of his or her body through any door or window of a District Vehicle.
 - (c) No person shall ride a skateboard, roller skates or in-line skates in a District Vehicle or District Facility. Passengers with in-line skates will be allowed in a District Vehicle or District Facility so long as the wheels are rendered inoperable by a device ("skate guard") designed to provide stability and traction to the user and to permit the user to walk while wearing the skates.
 - (d) No person shall discharge any weapon or throw, or cause to be thrown or projected, any object at or within a District Vehicle or

District Facility, or at any person on a District Vehicle or in any part of a District Facility.

- (e) No person shall interfere, in any manner, with the safe operation or movement of any District Vehicle.
 - (f) No person shall impede or block the free movement of passengers, or otherwise disrupt the functions of the District in any District Facility Boarding Platform Area, or in any District Vehicle.
- (12) **Damaging or Defacing District Property.** No person shall:
- (a) Draw graffiti or any other writing on any District Vehicle or any other District Property; or
 - (b) In any manner damage, destroy, interfere with, or obstruct in any manner, the property, services, or facilities of the District.
- (13) **District Property.**
- (a) **Use of the District Transit System.** The Transit System is intended for the use of the District's passengers. To ensure the safety, comfort, and convenience of such passengers, no person shall impede or block the free movement of passengers, interfere with ingress and egress from District Facilities and Vehicles, intimidate or harass other passengers, or in any manner interfere with the principal transportation purpose to which the Transit System is dedicated.
 - (b) **Limited Access Areas.** To ensure the safety, comfort, and convenience of District passengers and the safe and efficient operation of the Transit System, only passengers, District personnel, and those transacting District business shall be permitted within any District administrative facility, customer service center, shelter, District Vehicle, and on any District Boarding Platform area.
 - (c) **Off-hours Closure.** All District Facilities shall be closed during non-operating hours. No person other than Police Officers, District personnel, or persons authorized by the District shall be in or about any District Facility during hours in which that District Facility is closed to the general public.
 - (d) **District's Right of Closure.** The District expressly reserves the right to close any District Facilities and exclude all access at a time and for a duration to be determined by the District Board or General Manager. Such closure may be necessary for reasons that include, but are not limited to, an emergency, natural disaster, cleaning, or repairs.
 - (e) **Damaging District Property.** No person shall damage, destroy, interfere with, or obstruct in any manner the property, services, or facilities of the District.
 - (f) **Exclusion of Non-District Vehicles.** Unless otherwise allowed by posted sign, all non-District vehicles are excluded from District Facilities. Emergency vehicles and other vehicles authorized by the District are exempt from this exclusion.
 - (g) **Free Movement of District Vehicles.** No person or vehicle shall obstruct the free movement of District Vehicles while loading or

unloading Passengers, or while entering or exiting a District Facilities.

- (h) **Skateboards, In-line Skates, Bicycles.** No person shall ride a bicycle, skateboard or in-line skates at a District Facilities. Bicycles shall only be parked at a District Facility designated areas.
- (14) **Animals.** No person shall bring or carry aboard a District Vehicle, or take into a District Facility, any animal not housed in an enclosed carrying container, except for a person who requires a service animal, or a person training a service animal. In no event, however, shall any animal be allowed on a District Vehicle or at a District Facility if such animal creates a hazard to any passenger or District employee.
- (15) **Carriages and Strollers.** No person shall bring or carry aboard a District Vehicle a carriage or stroller unless such item is folded and unoccupied. Carriages and strollers must remain folded while aboard the District Vehicle.
- (16) **Packages.** Any packages or parcels brought aboard a District Vehicle must be able to be stored on and/or below one seat (if available), and must be secured so as to prevent their displacement should the Vehicle be required to make a sudden stop or sharp turn. In no event shall any package or parcel be allowed to block access to any aisle or stairway.
- (17) **Radios.** No person shall play radios, or other audio devices or musical instruments on a District Vehicle or in a District Facility, unless the sound produced thereby is only audible through earphones to the person carrying the device.
- (18) **Emergency Exit.** No person shall activate the "Emergency Exit" or alarm devise of a District Vehicle or Facility in the absence of an emergency.
- (19) **District Seats.** No person shall place his or her feet on seat cushions on any District Vehicle or in any District Facility.
- (20) **Posting Notices.** Except as otherwise allowed by District regulation, no person shall place, permit or cause to be placed any notice or advertisement upon any District Vehicle, or on any District Facility or upon any non-District vehicle without the owner's consent while the vehicle is parked at a District Facility.
- (21) **Flammable Substances.** No person shall bring aboard a District Vehicle, or take into a District Facility flammable substance, except for matches and cigarette lighters.
- (22) **Weapons.** No person, except a Police Officer, shall bring into or carry aboard a District Vehicle, or bring into a District Facility, any knife, (except a folding knife with a blade less than 3 ½ inches in length), ice pick, bow, arrow, crossbow, any explosive device or material, any instrument or weapon commonly known as a blackjack, sling shot, sand club, sandbag, sap glove or metal knuckles, etc., or any other illegal or unlawfully possessed weapon of any kind.
- (23) **Non-payment of Fare; Misuse of Bus Pass or Group Pass.**
 - (a) **Non-payment of Fare.** No person shall occupy, ride in or use, any District Vehicle unless the person has paid the applicable fare; has a valid and lawfully acquired transfer, bus pass, or group pass; or is otherwise authorized a free or reduced fare.

- (b) **Misuse of Bus Pass.** No person shall use or attempt to use a District bus pass to board or ride in a District Vehicle unless the bus pass was lawfully acquired at an authorized District outlet by or on behalf of the person. Unless otherwise transferable by the express terms of the bus pass, only the person identified on the bus pass may use such pass.
- (c) **Misuse of Group Pass.** No person shall use or attempt to use a District group pass to board or ride in a District Vehicle unless:
 - (i) The group pass was lawfully acquired at an authorized District outlet by or on behalf of the person; and
 - (ii) The group pass is used according to the terms of the applicable group pass agreement; and
 - (iii) The person is a current member of the group to whom group pass were issued pursuant to the applicable group pass agreement.
- (d) **Confiscation of Misused Bus Pass or Group Bus Pass.** Any District Vehicle operator or any Police Officer may confiscate a bus pass or group bus pass used or presented for use in violation of subsections (b) or (c) of this section.
- (e) **Nonpayment of Fare, Misuse of Bus Pass or Group Bus Pass is Theft.** Any person who violates subsection (a), (b) or (c) above, in addition to any penalties described herein, may be subject to criminal prosecution for theft of services.

1.20 **Exclusion.**

- (1) In addition to any penalties provided herein for the violation of this Ordinance, and to any penalties for the violation of the laws of the State of Oregon, any Police Officer, Safety and Inspector Officer and other persons as may be designated by the District's General Manager, may issue a Notice of Exclusion from the District Transit System to any person who violates this Ordinance. The maximum period for exclusion shall not exceed ninety (90) days. The exclusion process shall be progressive as set forth below:
 - (a) Except in cases involving imminent threats to public health and safety, a person is entitled to an initial written warning that they have violated this Ordinance prior to receiving a Notice of Exclusion.
 - (b) If a person has previously received a written warning that they have violated this Ordinance or if the violation constitutes an imminent threat to public health and safety, the District~~Except as provided in (b) below,~~shall give written Notice signed by the issuing authority ~~shall be given to that~~ person, notifying them that they have ~~who has~~ been excluded from all or part of the District Transit System. The written Notice shall specify the particular violation or reason for exclusion, places and duration of exclusion, just cause for length of exclusion, and the consequences for failure to comply with the notice. Except in cases demonstrated by just cause, the initial length of any exclusion will be one week.
 - (c) If a person has previously been excluded from the District Transit System, the District may provide a subsequent exclusion Notice for

a longer period of time, up to the maximum time allowed under this Ordinance

(bd) In order to ensure the safety, convenience, and comfort of all passengers, a District Vehicle operator may, without giving written Notice of Exclusion, direct a passenger to leave a District Vehicle, or direct a prospective passenger not to board a District Vehicle, if the operator has probable cause to conclude that such passenger is in violation of any provision of the Ordinance. Without written Notice of Exclusion, such exclusion shall be effective only for the route in progress at the time of the exclusion.

(ee) The District will ensure that no person with a disability will be refused transportation except for in circumstances where the individual is engaged in violent behavior, seriously disruptive behavior, engaged in illegal conduct, or represents a direct threat to others. The District acknowledges that certain disabilities may result in the involuntary breach of this Ordinance and therefore will review each alleged violation on a case-by-case basis.

(2) A Notice of Exclusion shall be effective immediately upon issuance and shall remain in effect until the exclusion expires, is terminated by the District, or is rendered ineffective upon appeal. Any person receiving a Notice of Exclusion may appeal in writing under the following procedures:

(a) Appeals must be in writing and are allowed at any point during suspension. Suspension lengths will be determined by the issuing party by considering due process and if the event preceding exclusion is a reoccurring offense. These determinations will be noted on the Notice of Exclusion delivered to the District Appeals Manager within ten (10) days of receipt of the Notice of Exclusion. For appeals sent by mail, timeliness shall be determined by the date postmarked.

(b) The District Appeals Officer shall review the appeal and issue a decision within ten (10) days after receipt of the appeal. He or she shall notify appellant, in writing, of the decision. The exclusion shall remain in effect during the pendency of the appeal.

(c) If the decision on appeal is in favor of the excluded person, the period of exclusion set forth in the Notice of Exclusion shall be terminated immediately. If the appellant is dissatisfied with the ruling of the District Appeals Officer, he or she may appeal to the District General Manager.

(d) Appeals to the District General Manager must be made within ten (10) days of the of the District Appeals Officer's decision can be made any time during the suspension. Appellants shall have the right to present information at a meeting open to the public, if desired, and will be notified of the date, time, and location.

(e) The District General Manager shall render a decision within fifteen (15) days after receiving the appeal. The decision by the District General Manager shall be final.

(3) Notwithstanding (2) above, at any time during the period of exclusion, a person who has received a Notice of Exclusion may apply to the District Appeals Officer for a variance to allow the person to enter upon the

District Transit System. The District Appeals Officer may, at his or her sole discretion, grant a variance if the person establishes a need to enter upon the District Transit System for reasons of employment, medical treatment or similar good cause. A variance may include such conditions as the District Appeals Officer determines will prevent future offenses.

- (4) A person excluded under this section may not enter or remain upon any part of the District Transit System from which the person is excluded during the stated period of exclusion. In addition to penalties imposed by this Ordinance, an excluded person who enters or remains upon any District Vehicle or part of the District Transit System from which the person has been excluded, may be charged with Criminal Trespass in the Second Degree, ORS 164.245, or as amended hereafter, and subjected to the penalties thereto.

1.25 **Violations and Enforcement.**

- (1) Any Police Officer, Safety and Inspector Officer, or Operator has the authority to refuse entrance on a District Vehicle or District Facility, require departure from a District Vehicle or District Facility, or to require a seating change, of any person who violates this ordinance, regardless of location and regardless of pass, transfer, ticket, or valid fare.
- (2) In addition to being excluded from the system pursuant to §1.20 of this Ordinance, any person who violates this Ordinance commits a violation as defined in ORS 153.008 to 153.025 and, upon conviction, may be punished by a fine of not more than \$250, in addition to other penalties provide by law.
- (3) Any Police Officer as well as Safety and Inspector Officer is authorized to issue citations to any person who violates any provision of this Ordinance. Safety and Inspector Officers are not Police Officers and only have the powers to arrest afforded a private person under ORS 133.225.

1.30 **Jurisdiction.** The laws of the State of Oregon, and all local laws of the jurisdiction where any infraction occurs, apply with equal force and effect to the District Transit System. Police Officers are expressly authorized to enforce all applicable State and local laws, and this Ordinance, upon the District Transit System.

1.35 **Severability.** It is hereby declared to be the legislative intent of Tillamook County Transportation District that the provisions of this Ordinance are severable, and if any provision, clause, section, or part is held illegal, invalid, or unconstitutional or inapplicable to any person or circumstance, the remaining provisions shall continue to be in force and such partial illegality, invalidity, unconstitutionality or inapplicability shall not affect or impair the application of the remaining provisions to other persons and circumstances.

2.0 **Effective Date.** These amendments to Ordinance 3 shall become effective thirty (30) days after their adoption.

Passed and adopted by the District Board this ____ day of _____, 2014
and signed by the Board Chair and Board Clerk in authentication of its passage.

TILLAMOOK COUNTY TRANSPORTATION DISTRICT

First Reading: _____

Board Chair

Second Reading: _____

Effective Date: _____

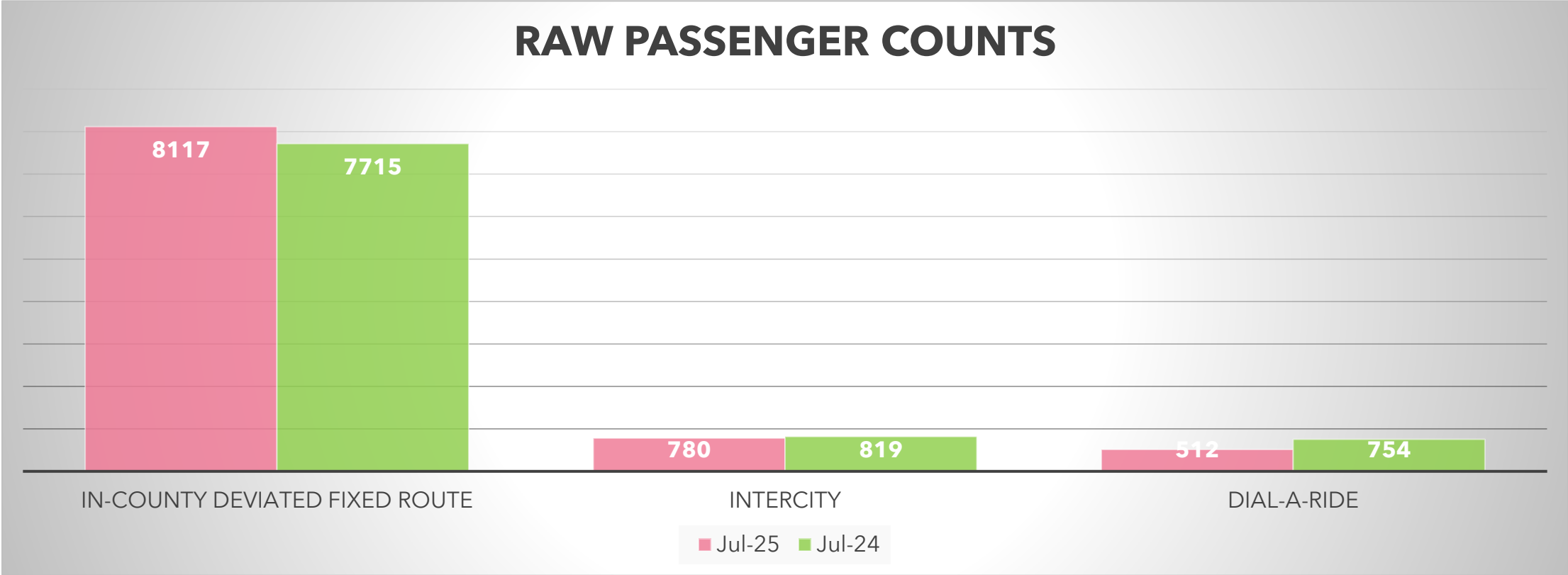
Attest:

Board Clerk

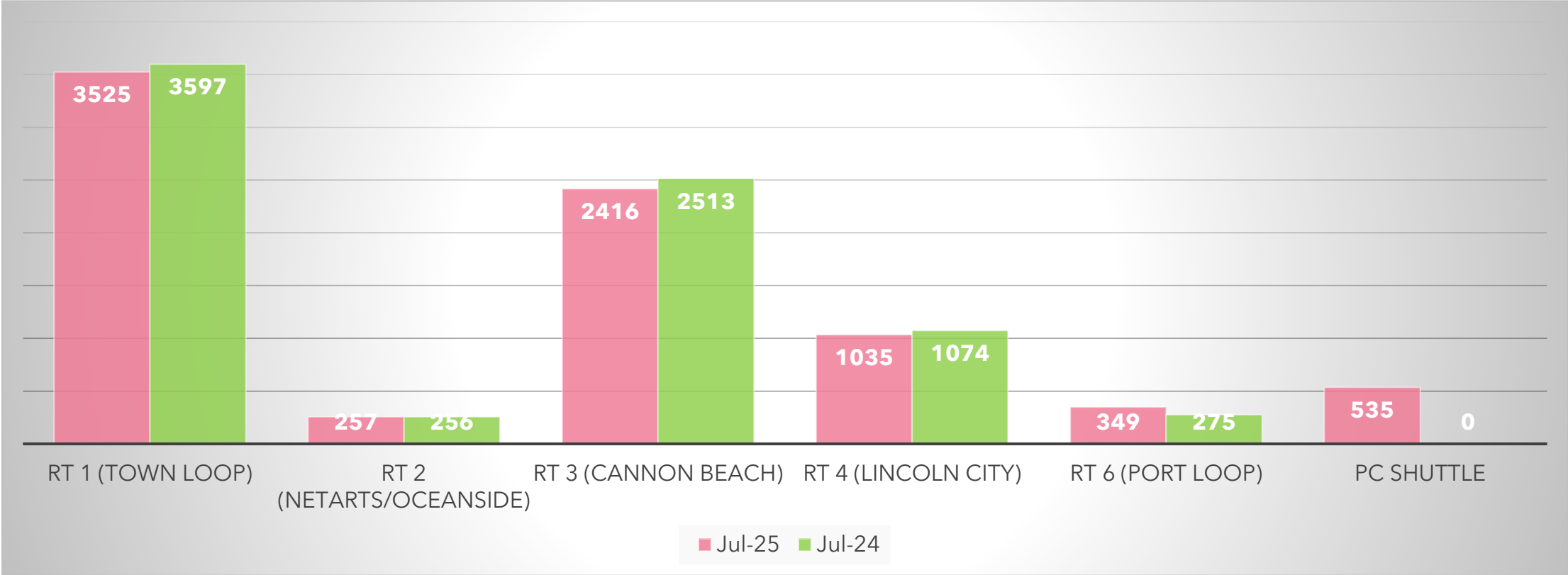
TCTD Operations
Statistics &
Performance
July 2025



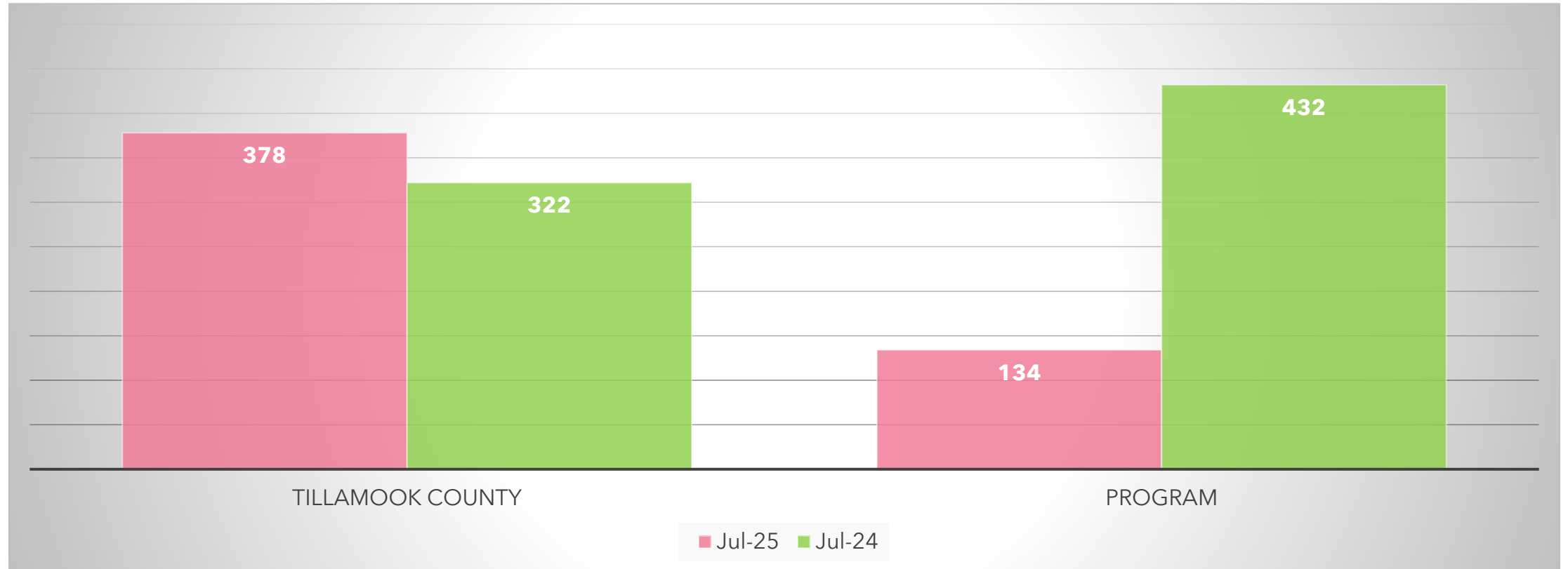
YTD COMPS BY SERVICE TYPE



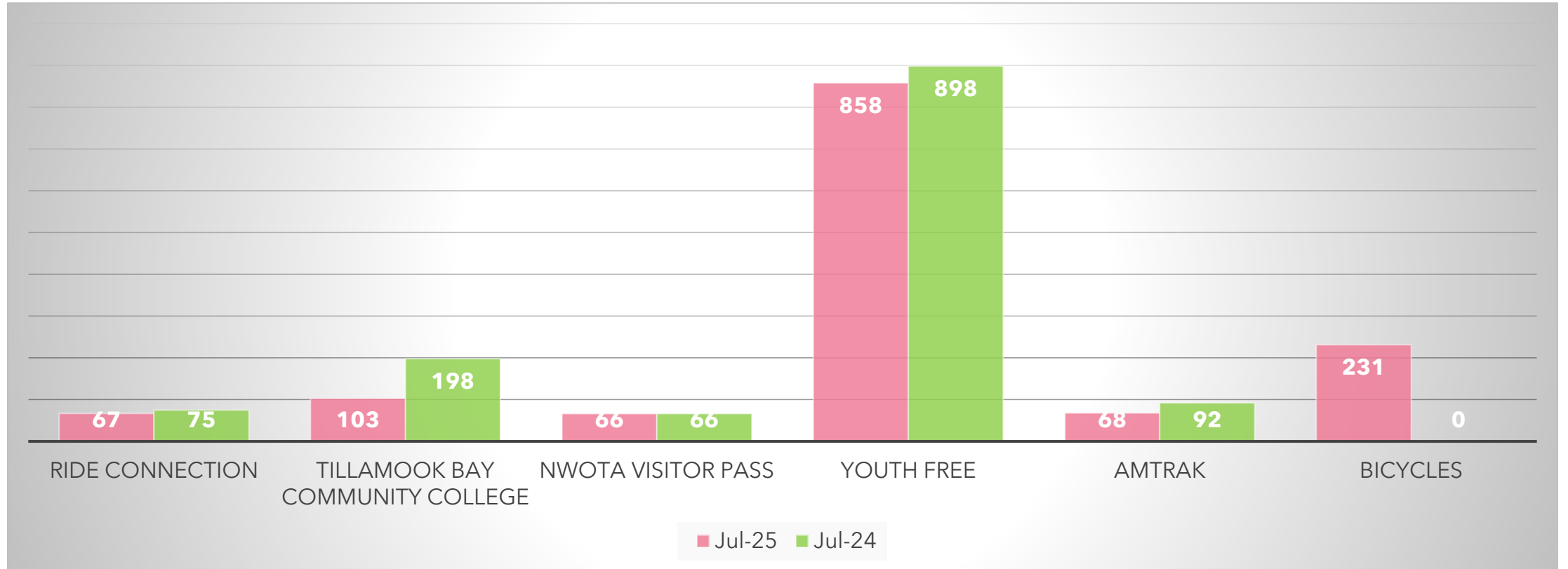
IN-COUNTY RIDERSHIP BY ROUTE YTD COMPS



DAR RIDERSHIP BY SERVICE TYPE YTD COMPS



PASSENGER CATEGORIES YTD COMPS



Tillamook County Transportation District

MONTHLY PERFORMANCE REPORT

July 2025

RIDERSHIP BY SERVICE TYPE

	July 2025	July 2024	YTD FY 25-26	YTD FY 24-25	YTD % Change
<u>Dial-A-Ride Service</u>					
Tillamook County Program	378	322	378	322	17.4%
Dial-A-Ride Total	512	754	512	754	-32.1%

Deviated Fixed Route Service

Rt 1: Town Loop	3,525	3,597	3,525	3,597	-2.0%
Rt 2: Netarts/Oceanside	257	256	257	256	0.4%
Rt 3: Manzanita/Cannon Beach	2,416	2,513	2,416	2,513	-3.9%
Rt 4: Lincoln City	1,035	1,074	1,035	1,074	-3.6%
Rt 6: Port of Tillamook Bay Loop	349	275	349	275	26.9%
Pacific City Free Shuttle	535	0	535	0	100.0%
Local Fixed Rt Total	8,117	7,715	8,117	7,715	5.2%

Intercity Service

Rt 5: Portland	780	819	780	819	-4.8%
Inter City Total	780	819	780	819	-4.8%

TOTAL ALL SERVICES	9,409	9,288	9,409	9,288	1.3%
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ONE-WAY TRIPS BY USER GROUP (Allocated)					
	Fixed		YTD	YTD	YTD %
USER GROUP	Route	DAR	FY 25-26	FY 24-25	Change
General (18 years to 60 years of age)	5,323	82	5,099	5,260	-3.1%
Senior/Disabled	2,924	410	3,169	3,392	-6.6%
Child/Youth	650	20	606	636	-4.7%
Total	8,897	512	8,874	9,288	-4.5%

OTHER RIDER CATEGORIES					
	Fixed		YTD	YTD	YTD %
	Route	DAR	FY 25-26	FY 24-25	Change
Ride Connection	67		67	75	-10.7%
Tillamook Bay Community College	103		103	198	-48.0%
NWOTA Visitor Pass	66		66	66	0.0%
NW Rides		104	104	N/A	N/A
Youth Free	858		858	898	-4.5%
Amtrak	68		68	92	-26.1%
Bicycles	231		231	N/A	N/A

nwCONNECTOR

Coordinating Committee In-Person Meeting

September 12, 2025 | 10:00a - Noon

Tillamook County Transportation District

3600 3rd 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 - 10:30a	 Consent Calendar June & July Meeting Minutes Financial Report Emissions/Ridership Tracking Bus Stop Project Update	✓	Cynda Bruce/All
10:30-11:00a	 Website Update Review Swiftly Status Updates	✓	Logan Hoffman
11:00-11:10a	 Oregon Public Transportation Conference		Brian Vitulli
11:10-11:20a	 Oregon Sustainability Board		Cynda Bruce
11:20-11:30a	 Statewide Transportation Bill	✓	All
11:30-11:45a	 Route 3 (Tillamook-Manzanita/Cannon Beach) Routing Change		Brian Vitulli
11:45-12:00p	 Member Updates		All

Attachments:

June & July Meeting Minutes
Ridership/Passenger Mile Tracking

Meetings are open to the public and accommodations will be provided to persons with disabilities. If a sign language interpreter is needed, please call Sarah Lu Heath at 971.328.2877 at least 48 hours prior to the meeting.

www.nwconnector.org



NWOTA Meeting Minutes

June 10, 2025

Meeting was called to order at 10:06am.

In attendance: Cynda Bruce, Cody Franz, Sarah Lu Heath, Arla Miller, Brian Vitulli, and Chris Wheatley.

Regular Items:

Minutes were reviewed with no changes. Financials were reviewed with outstanding questions. The motion to accept both was made by Brian Vitulli and seconded by Chris Wheatley, it passed unanimously.

Bus Stop Project Update: The RFP is complete and will be sent to three qualified firms in June with proposals due in July. If the plan proceeds as anticipated, the project will be completed in the summer of 2026.

Website Management Agreement: The alliance discussed the renewal of Madison Avenue Collective's agreement to manage web development and hosting services. Three options were reviewed: a basic hosting agreement, hosting plus brand-new website, hosting and marketing plan.

After reviewing costs, it was agreed that NWOTA will contract with MAC for basic hosting services for FY26, retain the savings in NWOTA's budget, and build a new website in FY27. The motion to approve a contract renewal with MAC for \$16,500 to cover website hosting, transit alerts, with related basic management and development was made by Brian Vitulli and seconded by Chris Wheatley, it passed unanimously.

Transportation Options Coordinator Update: Sarah Lu shared updates on the program, including that ODOT approved the Letter of Interest and has requested a Scope of Work as the next step. The alliance discussed ways to collaborate with this new ColPac program.

Recommendations included improving inter-agency connections throughout the region, coordinating inter-modal connections, marketing and communications on behalf of NWConnector, construction mitigation, and last-mile transportation options including walkable communities.

TRIP Legislation Updates: Alliance members shared their advocacy efforts to retain or increase the Statewide Transit Tax. At this time, it's included in the page with a modest increase.

Updates: TCTD has been working with OCVA to coordinate passenger services for OCVA's North Coast Shuttle pilot project. After the second weekend of service, the two routes

garnered 40 riders. TCTD published their Annual Report, highlighting successes, collaborations, and important data.

CCR is focusing on marketing and outreach. They are also collaborating with River City Transit in Longview, WA to connect services in Rainier, OR. This coordination between agencies will allow passengers originating in Longview to connect in Rainier and travel to Portland. Connections will be made twice each morning and twice each evening.

BAT experienced the highest Coast to Valley ridership on record this May.

ODOT shared that federal agreements would be going out soon.

Meeting adjourned at 12:10pm.

NWOTA Meeting Minutes

July 18, 2025

Meeting was called to order at 1:22pm at the Sunset Empire Transportation District.

In attendance: Debbie Boothe-Schmidt, Cynda Bruce, David Carr, Sarah Lu Heath, Arla Miller, Charlene Pech, and Chris Wheatley.

Regular Items: Minutes and financial statement review was held for review until next meeting.

Website Updates: Sarah Lu shared about the on-going work with MAC regarding mobile and desktop views, the interactive map, and real-time tracking. These projects are on-going and will hopefully be completed within the next few months.

Federal & State Funding Discussion: The group discussed the potential insecurity of FTA 5311 funding due to Oregon's status as a sanctuary state. At this time, there is little known about how this scenario will play out.

At the state level, it was shared at ODOT layoffs could affect nine transit employees. This number includes four finance staff, which could potentially slow down ODOT's reimbursements to agencies.

Drivers & Open Positions: The group discussed staffing levels. Generally speaking it sounds like there is more interest from job seekers than in the last few years. CDL training is still a barrier for some.

Member Updates:

CCR shared that their summer community events calendar is packed and the season is going well. They are also working on updating bus stop signage and adding Wi-Fi to their Portland routes.

SETD's new Executive Director David Carr shared his excitement about the agency after three weeks on the job. Currently focused on finances and setting up a successful tenure.

LCT shared information about slowing ridership during the OSU break which is anticipated to rebound when the next term begins.

BAT shared that the Highway 99 pilot project funding was confirmed and development is underway. The route is anticipated to open in early autumn. Internally the organization is working on their operations manual.

The meeting was adjourned at 2:47pm.

NW Rides- August

Total:

5,906 Trips

170,109 Miles

Volunteers:

468 Trips

24,257 Miles

Mileage

Reimbursement:

1,506 Trips

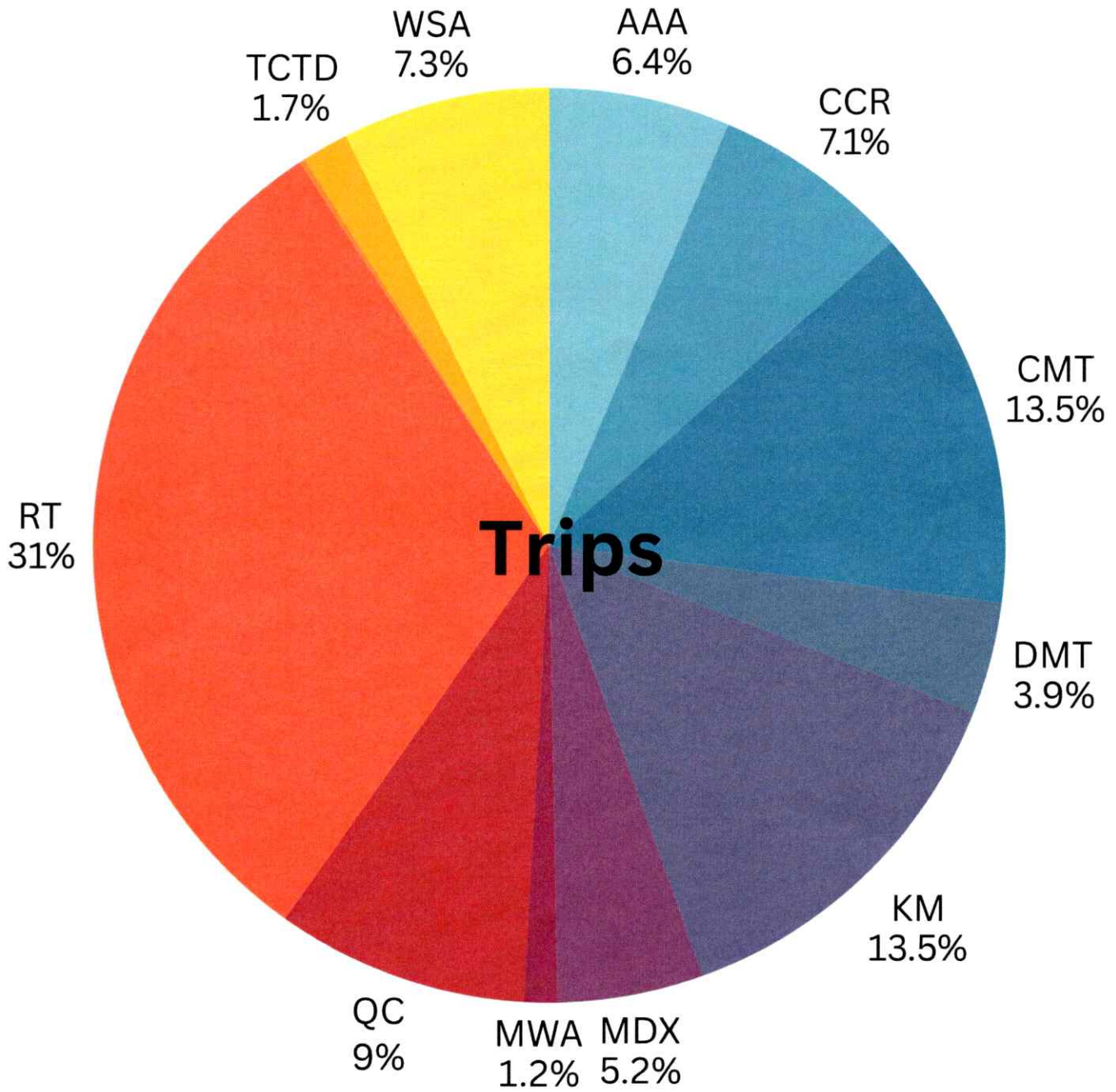
61,537 Miles

Providers:

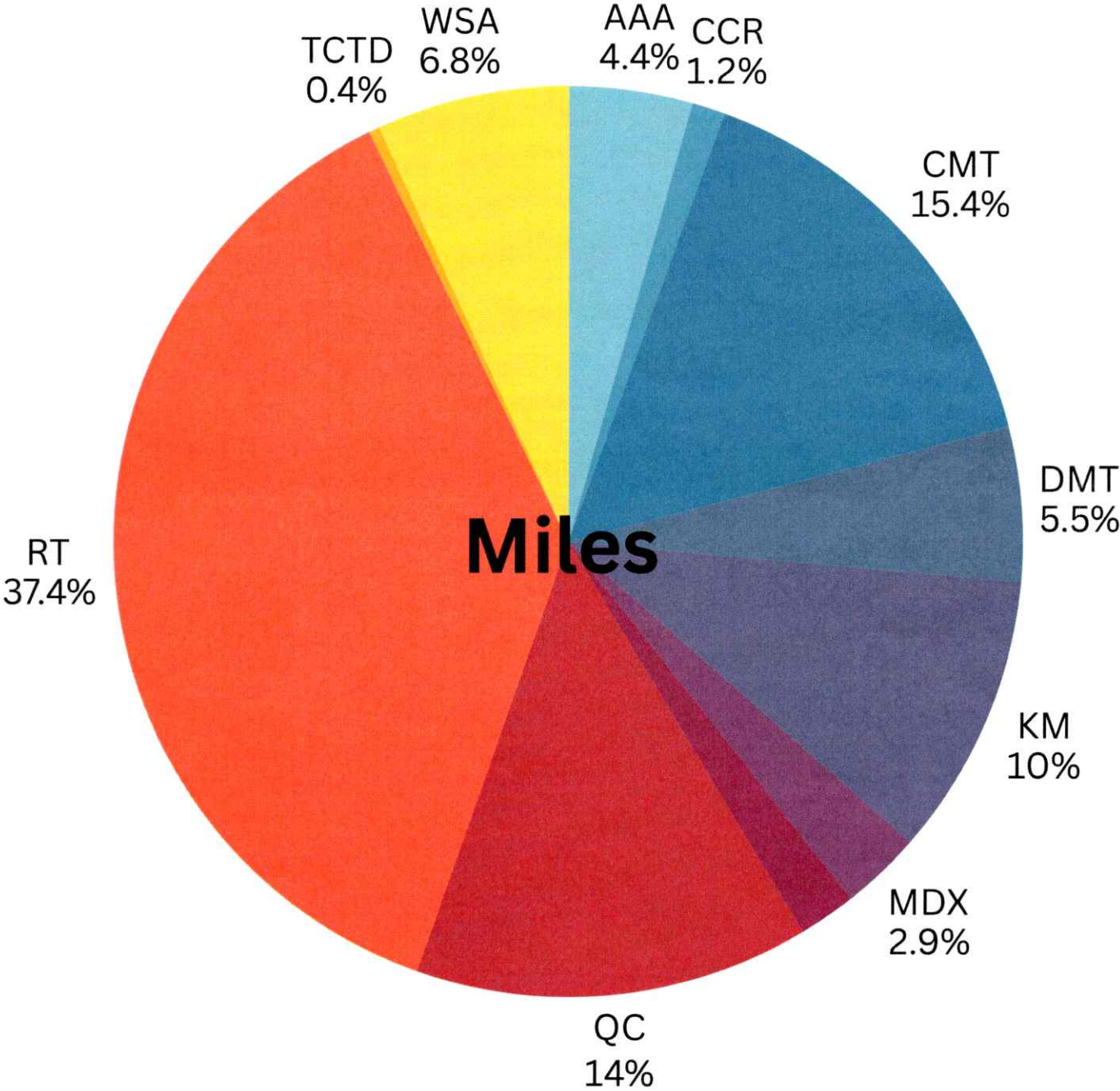
3,932 Trips

84,315 Miles

Providers Break Down



Providers Break Down



Provider Legend:

AAA: AAA Ride Assist

CCR: Columbia County Rider

CMT: Columbia Medical Transport

DMT: Direct Medical Transport

KM: K&M Medivan

MDX: Medix Ambulance

MWA: Metro West Ambulance

QC: Quick Cab

RT: Ryans Transportation

SETD: Sunset Empire Transit District

TCTD: Tillamook County Transit District

WSA: Wapato Shores Accessible

WVT: Willamette Valley Transport



Tillamook County Transportation District

"Connecting the community through sustainable transit services"

DATE: September 17, 2025
TO: TCTD Board of Directors
FROM: Brian Vitulli, General Manager
SUBJECT: GENERAL MANAGER REPORT

Administration/Coordination

- On August 25, testified in Salem before the Legislature's Joint Interim Committee on Transportation Funding in support of an increase to the Statewide Transportation Improvement Fund Program.
- Attended OTA Board meeting on September 9.
- Attended OTA Conference Program Committee meeting on September 10.
- Attended the PC | Woods Parking Advisory Committee meeting on August 26.
- Working with community partners and employment agencies/employee placement organizations to recruit transit drivers.
- Upon approval by the TCTD Board of Directors at the August 20, 2025 meeting, the MOA between TCTD, the YMCA, and the Tillamook Adventist School was fully executed and service began on September 2.
- Attended NWOTA meeting on September 12.
- Attended opening session of new TBCC CDL class on September 15 to discuss employment opportunities at the District.
- Attended Access to Care Committee meeting on September 17.

Planning & Development

- Ongoing coordination with consultant team to discuss the District's Cost Allocation Methodology and Performance Monitoring System project.
- Attended CHNA/CHIP workshop #3 on September 4.
- Met with consultant team that developed the Zero Emission Fleet Transition Plan on September 5 to discuss upcoming joint presentation of the project in December.
- After approval by the TCTD Board of Directors at the August 20, 2025 meeting, PSA with Jacobs Engineering, Inc. was fully executed. This NW Connector Bus Stop Access Project includes final design and permitting for three locations (Pacific City, Hebo, Waldport), and a NEPA analysis of the Hebo location. The project will then proceed with construction.

Grant Funding

- Upon approval of grant agreement 35915 by the TCTD Board of Directors at the August 20, 2025 meeting, submitted project details to ODOT's Permitting Office. Funds will be used to purchase and install bus stop infrastructure at six locations on U.S. 101 in Garibaldi.

Facility/Property Management

- Transit Center exterior / platform cleaning occurs weekly and on an as-needed basis.

Operations/Vehicle Maintenance

- Four new Category B buses have completed the procurement process and have been ordered. Preliminary delivery date is January 30, 2026.
- 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 are scheduled for delivery in October 2025.

Tillamook County Transportation District
Board of Directors Regular Monthly Meeting
Wednesday, August 20, 2025 – 6:00PM
Transportation Building
3600 Third Street, Tillamook, OR
Meeting Minutes



1. **Call to Order:** Board Chair Bean called the meeting to order at 6:00 pm.

2. **Pledge of Allegiance**

3. **Roll Call:**

Present

TCTD Board of Directors

Gary Hanenkrat, Director
Marni Johnston, Treasurer
Jonathan Bean, Chair
David McCall, Vice-Chair
Nan Devlin, Secretary
Eric Sappington, Director
Vern Ressler, Director

Absent

TCTD Board of Directors

None

TCTD Staff

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

Guest

Jerry Bond, Citizen
Arla Miller, ODOT Public Transit
John Cline, Citizen

4. **Announcements and Changes to Agenda:**

GM Vitulli requests that Consent Item 20: Motion to Authorize the General Manager to Execute Garibaldi Bus Stop Infrastructure Quote with Brasco International, Inc. be moved from the Consent Calendar and considered after all Action Items are considered.

5. **Public & Guest Comments:**

John Cline expressed gratitude to Cathy Bond for her years of dedicated service to the District. Glad things are looking up for the District.

6. **Executive Session:** None.
7. **First Reading of Ordinance No. 3: Amending Ordinance No. 3 – Establishing Regulations Governing Conduct on District Property.**

Director McCall asked if the reading of Ordinance No. 3: Amending Ordinance No. 3 – Establishing Regulations Governing Conduct on District Property had to be read in its entirety. GM Vitulli said that Counsel stated it does not have to be in its entirety, just the amended sections.

STATE OF THE DISTRICT REPORT

8. **Financial and Grant Report:** Financials for June 2025 are included in the Board packet pages 10-34.
9. **Service Performance Reports:** Statistics for June 2025 are included in the Board packet pages 35-43.

Director Devlin asked why the passenger count is down compared to last year. OS Reed stated the ridership is down due to the discontinuation of 70x in July 2023, 60x in December 2023, the March 2024 service reductions, and the May 2024 Sunday service reduction. Routes 3 and 4 have been on a steady increase.

Director McCall asked if it was possible to break down further to show the comparison in the services. Trying to get a better understanding on cost per trip and cost per hour of how services are down. OS Reed stated that yes it could be broken down further and explained how trips are determined.

10. **Northwest Oregon Transit Alliance:** (August meeting cancelled).
11. **NW Rides Brokerage:** Statistics for July 2025 are included in the Board packet page 44-45.

Brokerage Manager Deputy gave an update on the dialysis center in Tillamook. The new center in Tillamook is taking about 2 patients a month, which brings the number of patients going out of town to approximately ten.

Director Johnston asked how many trips a day are provided by NW Rides. Brokerage Manager Deputy stated approximately 250 to 330 trips a day (20% Tillamook County, 40% each for Clatsop and Columbia County).

12. **General Manager Report:** Updates included in Board packet pages 46-47 (see GM Report in packet for details):
 - a. **Administration/Coordination**
 - b. **Planning Development**

- c. Grant Funding
- d. Facility/Property Development
- e. Operations and Vehicle Maintenance

Director McCall asked about North Coast Express ridership. GM Vitulli stated he was provided with a first-year summary report but has yet to review. OCVA did share that the North route to Cannon Beach, Seaside, and Astoria was performing slightly better than the South route to Tillamook, Rockaway Beach, Cannon Bach, Seaside, and Astoria.

13. Miscellaneous: None.

CONSENT CALENDAR

14. Motion to Approve the Minutes of July 16, 2025, Regular Board Meeting

Motion by Director McCall to Approve the Minutes of July 16, 2025, Regular Board Meeting. Seconded by Director Johnston.

Motion Passed

By Chair Bean, Directors Ressler, Hanenkrat, Sappington, Johnston, McCall, and Devlin.

15. Motion to Approve June 2025 Financial Statements

Motion by Director McCall to Approve June 2025 Financial Statement. Seconded by Director Johnston.

Motion Passed

By Chair Bean, Directors Ressler, Hanenkrat, Sappington, Johnston, McCall, and Devlin.

16. Motion to Amend Policy 19: Oregon Government Ethics Policy

Motion by Director McCall to Amend Policy 19: Oregon Government Ethics Policy. Seconded by Director Johnston.

Motion Passed

By Chair Bean, Directors Ressler, Hanenkrat, Sappington, Johnston, McCall, and Devlin.

17. Motion to Amend Policy 21: Purchase Orders

Director McCall asked how often the purchase amount could be over \$10,000. He is concerned about operations, having to potentially wait 3 or 4 weeks to get Board approval on a purchase. Would it be better to increase the spending authority of the GM to prevent any possible delays? FS Bond stated that the spending threshold is set by the District's Procurement policy. When it comes to how often purchase orders are issued, it depends on the vendor. For example, ODOT requires PO's for the purchase of District assets, such as buses and vans. The only requirement is that we issue PO's when required by the vendor.

Motion by Director McCall to Amend Policy 21: Purchase Orders. Seconded by Director Johnston.

Motion Passed

By Chair Bean, Directors Ressler, Hanenkrat, Sappington, Johnston, McCall, and Devlin.

18. Motion to Amend Policy 23: Facility Maintenance Plan

Motion by Director McCall to Amend Policy 23: Facility Maintenance Plan. Seconded by Director Johnston.

Motion Passed

By Chair Bean, Directors Ressler, Hanenkrat, Sappington, Johnston, McCall, and Devlin

19. Motion to Approve Revisions to TCTD Personnel Policies & Employee Handbook

Motion by Director McCall to Approve Revisions to TCTD Personnel Policies & Employee Handbook, with noted changes. Seconded by Director Johnston.

Motion Passed

By Chair Bean, Directors Ressler, Hanenkrat, Sappington, Johnston, McCall, and Devlin

20. Motion to Authorize the General Manager to Execute Garibaldi Bus Stop Infrastructure Quote with Brasco International, Inc.

This item is moved to the end of Action Items.

ACTION ITEMS

21. Resolution 25-27 Authorizing Signing Authority for the District's Umpqua Bank and LGIP Investment Accounts

FS Bond stated that once the Board approves Resolution 25-27 Authorizing Signing Authority for the District's Umpqua Bank and LGIP Investment Accounts, the bank will prepare signature cards and come to next month's Board meeting so everyone can sign at once.

Motion by Director Devlin to Approve Resolution 25-27 Authorizing Signing Authority for the District's Umpqua Bank and LGIP Investment Accounts. Seconded by Director Hanenkrat.

Motion Passed

By Chair Bean, Directors Ressler, Hanenkrat, Sappington, Johnston, McCall, and Devlin.

22. Resolution 25-28 Authorizing the General Manager to Execute ODOT STIF Discretionary Grand Agreement Number 35915

Motion by Director McCall to Approve Resolution 25-28 Authorizing the General Manager to Execute ODOT STIF Discretionary Grant Agreement Number 35915. Seconded by Director Devlin.

Motion Passed

By Chair Bean, Directors Ressler, Hanenkrat, Sappington, Johnston, McCall, and Devlin.

23. Resolution 25-29 Authorizing the General Manager to Enter Into a Professional Services Agreement with Jacobs Engineering Group, Inc. for the NW Connector Bus Stop Access Project

Motion by Director Devlin to Approve Resolution 25-29 Authorizing the General Manager to Enter Into a Professional Services Agreement with Jacobs Engineering Group, Inc. for the NW Connector Bus Stop Access Project. Seconded by Director Sappington.

Motion Passed

By Chair Bean, Directors Ressler, Hanenkrat, Sappington, Johnston, McCall, and Devlin.

20. Moved from Consent Calendar

Motion to Authorize the General Manager to Execute Garibaldi Bus Stop Infrastructure Quote with Brasco International, Inc.

Director McCall asked why there were only two shelters when there are six stops in Garibaldi. GM Vitulli stated that there are only two bus stop pads that have space for shelters. The other four stops will have signs, benches and bike racks.

Motion by Director McCall to Authorize the General Manager to Execute Garibaldi Bus Stop Infrastructure Quote with Brasco International, Inc. Seconded by Director Devlin.

Motion Passed

By Chair Bean, Directors Ressler, Hanenkrat, Sappington, Johnston, McCall, and Devlin.

DISCUSSION ITEMS

24. Staff Comments

General Manager Vitulli: Advised the Board that Chair Bean is going for training to SDAO training on the 23rd in Astoria. He will reach out to SDAO to see if they will come to the District for an all-Board of Directors training. He shared that Cathy last day is this Friday and that she will continue to work with the District in a limited capacity until a replacement is hired and trained. She has been working with Sue (Office Assistant) to help transition duties and workflow. Everyone is invited to come on Friday for a luncheon for Cathy.

Finance Supervisor Bond: Stated that she is really excited to start something new but still has separation anxiety. It will be difficult leaving, but she will continue to support

the District. She shared that Brian was a great choice as GM for the District, and the Board of Directors did a great job of selecting him. GM Vitulli has done a wonderful job of helping the District recover.

Brokerage Manager Deputy: Stated that it has been a great opportunity working with Cathy - her kindness and support has helped her through the rough times in life. She is excited for her.

Operations Superintendent Reed: Stated that he has worked with Cathy for just a couple of years and thanked her for her support during the transition from the GM passing to a new GM being onboarded. He thanked Arla, the Board, and Cathy for the support.

Admin Assistant Brown: Stated she's only been with the District for a little over a year and thanked Cathy for her support and help.

ODOT Regional Transit Coordinator Arla Miller: Stated that she has worked with Cathy since 2010 and feels like they are sisters. She will be missed.

27. Board of Directors' Comments

Dir. Hanenkrat: Stated it has been a pleasure working with Cathy.

Dir. Ressler: Stated it has been a pleasure working with Cathy.

Dir. Devlin: Stated that the first time meeting Cathy was at the 2025 Budget Committee meeting and it was the best budget meeting that she has ever been to.

Dir. Sappington: Stated that he hasn't known Cathy very long but has been a pleasure and is very glad to be on the Board of Directors.

Dir. Johnston: Stated how much we all love Cathy. She also thanked John Cline for coming to every meeting, and how valuable his input is.

Dir. McCall: Stated he is glad that Cathy will remain a part of the community and be available. He shared his experience riding the Route 5 bus to Portland a few weeks ago. He was impressed how easy it was to purchase a ticket using the app. On his travels to Norway, he stated he really saw firsthand how advanced their transit system is, from electric ferries to electric buses. While walking down the street, he even saw electric semi-trucks! Hoping that the District will continue discussions regarding electric vehicles.

Chair Bean: Stated that he has enjoyed working with Cathy. He shared how much he enjoyed the Fair this year, from tagging out people movers to helping in the booth. He hopes to see everyone at the luncheon on Friday for FS Bond.

28. Adjournment: Board Chair Bean adjourned the meeting at 7:36 pm.

These minutes were approved on this 17th of September 2025.

ATTEST:

Jonathan Bean, Board Chair

Brian Vitulli, General Manager

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

**Authorizing the General Manager)
to Execute Amendment Number 1)
to ODOT Grant Agreement Number)
35652)**

RESOLUTION NO. 25-30

WHEREAS, the Tillamook County Transportation District (“District”) received a grant from the Oregon Department of Transportation (“ODOT”) for veterans’ healthcare transportation service in and around Tillamook County, transfer coordination with Disabled American Veterans access service, and access to veterans’ healthcare in Portland, Salem, Lincoln Cty, and at Camp Rilea; and

WHEREAS, on March 11, 2024, the District entered into ODOT Grant Agreement No. 35652, memorializing a grant in the amount of \$68,790; however, for Amendment Number 1, the amount has been increased to \$108,790 and the effective date has been extended from June 30, 2025 to December 31, 2025; and

WHEREAS, the District and ODOT mutually desire to modify the agreement to increase the grant amount and extend the effective date; and

WHEREAS, the District Board of Directors wishes to authorize the General Manager to execute Amendment Number 1 to increase the grant amount to \$108,790 and extend the effective date to December 31, 2025.

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

that the General Manager is hereby authorized to accept and execute Amendment Number 1 to ODOT Grant Agreement No. 35652 in the amount of \$108,790 on behalf of the Tillamook County Transportation District, and that the effective date has been extended to December 31, 2025.

INTRODUCED AND ADOPTED this 17th day of September 2025.

ATTEST:

By: _____
Jonathan Bean, Board Chair

By: _____
Brian Vitulli, General Manager

AMENDMENT NUMBER 1
ODOT GRANT AGREEMENT NO. 35652
Tillamook County Transportation District

The **State of Oregon**, acting by and through its Department of Transportation, hereinafter referred to as **State**, and **Tillamook County Transportation District**, hereinafter referred to as **Recipient**, entered into an Agreement on **March 11, 2024**. Said Agreement is to secure financial assistance to complete the activities described in Exhibit A.

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

Page 1, Agreement, Paragraph 1, which reads:

1. **Effective Date.** This Agreement shall become effective on the later of **November 17, 2023** or the date when this Agreement is fully executed and approved as required by applicable law. Unless otherwise terminated or extended, grant funds under this Agreement shall be available for project costs incurred on or before **June 30, 2025** (the "Expiration Date"). No grant funds are available for any expenditures after the Expiration Date. State's obligation to disburse grant funds under this Agreement shall end as provided in Section 10 of this Agreement.

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

1. **Effective Date.** This Agreement shall become effective on the later of **November 17, 2023** or the date when this Agreement is fully executed and approved as required by applicable law. Unless otherwise terminated or extended, grant funds under this Agreement shall be available for project costs incurred on or before **December 31, 2025** (the "Expiration Date"). No grant funds are available for any expenditures after the Expiration Date. State's obligation to disburse grant funds under this Agreement shall end as provided in Section 10 of this Agreement.

Page 1, Agreement, Paragraph 3, which reads:

3. **Project Cost; Grant Funds.** State shall provide Recipient an amount not to exceed **\$68,790.00** (the "Grant Funds"). Recipient acknowledges and agrees that State may change the amount of funds available under this Agreement, based on availability of funds and other factors as determined by State, upon notification to Recipient in accordance with Section 11.g of this agreement. Recipient will be responsible for all Project costs not covered by the Grant Funds.

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

3. **Project Cost; Grant Funds.** State shall provide Recipient an amount not to exceed **\$108,790.00** (the "Grant Funds"). Recipient acknowledges and agrees that State may change the amount of funds available under this Agreement, based on availability of funds and other factors as determined by State, upon notification to Recipient in accordance with Section 11.g of this agreement. Recipient will be responsible for all Project costs not covered by the Grant Funds.

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

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

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

SIGNATURE PAGE TO FOLLOW

Tillamook County Transportation District,
by and through its

By _____
(Legally designated representative)

Name _____
(printed)

Date _____

By _____

Name _____
(printed)

Date _____

APPROVED AS TO LEGAL SUFFICIENCY

(If required in local process)

By _____
Recipient's Legal Counsel

Date _____

Recipient Contact:

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

State Contact:

Arla Miller
355 Capitol Street NE, MS 43
Salem, OR 37301
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 _____ Hope Estes

Date _____ 09/08/2025

APPROVED AS TO LEGAL SUFFICIENCY

(For funding over \$250,000)

N/A

Revised Exhibit A
Project Description and Budget

Project Description/Statement of Work

Project Title: RVHT Tillamook County Transportation District 35652				
<i>Preserves TCTD's veterans' healthcare transportation service in and around Tillamook County, transfer coordination with Disabled American Veterans access services, and access to veteran's healthcare in Portland, Salem, Lincoln City, and at Camp Rilea.</i>				
	Total	Grant Amount	Local Match	Match Type(s)
P-23-6048-01 Item #1: Mobility Management - 5302(a)(1)(L)				
	\$108,790.00	\$108,790.00	\$0.00	
Sub Total	\$108,790.00	\$108,790.00	\$0.00	
Grand Total	\$108,790.00	\$108,790.00	\$0.00	

1. BACKGROUND

Mobility management is an approach for managing and delivering coordinated transportation services to customers, including seniors, people with disabilities, and individuals with lower incomes. Mobility management focuses on meeting individual customer needs through a wide range of transportation options and service providers. It also focuses on coordinating these services and providers to achieve a more efficient transportation service delivery system. Mobility managers serve as policy coordinators, operations service brokers, and customer travel navigators. As policy coordinators, mobility managers help communities develop coordination plans, programs, and policies, and build local partnerships. They also work to promote land-use policies that favor transit-oriented development, public transportation, and pedestrian access. As brokers, they coordinate transportation services among all customer groups, service providers, and funding agencies. And, as travel navigators, they work with human service agencies and/or workforce centers that coordinate the travel and trip planning needs of individuals who receive human service program assistance.

Mobility management activities eligible for funding include:

- *Operating transportation brokerages to coordinate service providers, funding resources, and customer needs;*
- *Coordinating transportation services for seniors, individuals with disabilities, and individuals with low incomes;*
- *Supporting local partnerships that coordinate transportation services;*
- *Staffing the development and implementation of coordination plans;*
- *Providing travel training and trip planning activities for customers;*
- *Developing and operating traveler call centers to coordinate travel information, manage eligibility requirements, and arrange customer travel; and*
- *Planning and implementing the acquisition of intelligent transportation technologies to operate a coordinated system.*

2. PROJECT DESCRIPTION

This Agreement provides up to \$68,790 in funding to provide public transit and travel orientation and associated services to veterans seeking healthcare that improves the reach, efficiency, and affordability of public transportation as a service option. Operation of public transit service and fare free options for veterans will conform to the schedule, geography, and modes regularly offered by the Recipient, on an in-district and out-of-district basis.

Mobility management projects include planning, training, and management activities for improving coordination among public transportation service providers, including human service agencies and private providers. These projects build coordination among existing public transportation agencies and increase service options that would not otherwise be available.

Recipient will oversee and monitor the services and performance of any consultants or contractors used in the project.

3. PROJECT DELIVERABLES, TASKS and SCHEDULE

To the extent possible, Recipient (and contractors, as applicable), will coordinate the delivery of transportation services with other public and private transportation providers to enhance regional services and to avoid duplication of services. Coordinated service may be made available to a variety of potential users.

Recipient may amend the service design at any time in accordance with local demand, funding issues, or other situations that require service to be changed. Recipient will inform State if there is a change in the service funded by this Agreement.

Recipient will market the services in culturally appropriate ways. Marketing and promotional activities should be focused on incentivizing ridership through inclusive customer engagement techniques. Activities may include marketing strategies, marketing campaigns, and creating marketing materials. Recipient may use key performance indicators in marketing the service. Recipient is strongly encouraged to take advantage of the veterans' outreach and engagement technical support available through the State's Rural Veterans Healthcare Transportation (RVHT) partnership with Rogue Valley Transportation District's (RVTD) GoVets program.

Recipient is encouraged to set realistic goals and establish measurable outcomes for this project. Goals and outcomes can be related to rides provided to seniors and persons with disabilities, number of rides transitioned from demand responsive to fixed route transit through mobility management efforts, hours of public transportation services to low-income households at the 200 percent poverty threshold, and overall ridership. They can also be related to environmental justice goals. Progress meeting established goals and outcomes should be shared in Recipient's agency periodic report.

Projected ridership goals for the biennium as established in the Recipient's competitive Letter of Interest and/or application are:

*Veteran Rides: 2,750
Veteran Revenue Service Hours: 0
Veteran Revenue Service Miles: 130,000*

Ridership is the actual or estimated one-way passenger trips provided to the target population. A passenger trip is a unit of service counted each time a passenger enters the vehicle, is transported and then exits the vehicle. Each different destination constitutes a passenger trip.

Recipient will provide education to veteran services providers, healthcare providers, state and county services, colleges, and other organizations and support events to attract veterans to educate them on transit services.

a. TASK ONE: For the purposes of this agreement, Outreach Events are planned engagement by Provider's staff with the public (or directly with groups of veterans and/or their support service providers) where an awareness of RVHT services is promoted. Veterans Contacted is an unduplicated count. Veterans Receiving Mobility Management Travel Support includes activities such as travel orientation for a veteran (or group of veterans) on the basic information needed to successfully make use of services offered by the Recipient and its partners under the RVHT program; Travel Training such as hands-on assistance of the Recipient's staff (or volunteers, or partners) to familiarize a veteran (or group of veterans) with using services offered by the Recipient and its partners under the RVHT program; assistance with trip planning an itinerary support, and other mobility management investments in a veteran's public transit traveling proficiency.

This project may also be used to develop and/or support partnerships and connections via the Oregon POINT intercommunity bus line system.

The goal of this project is to preserve access services as developed and delivered under the previous funding cycle while promoting awareness of access opportunities available to veterans.

Estimated Completion Date: September 30, 2025

PROJECT PERFORMANCE MEASURES

The following measure(s) are established to evaluate the effectiveness of the project:

Outreach Events: 5

New Veterans Contacted: 350

New Veterans Receiving Mobility Management Travel Support: 180

4. PROJECT ACCOUNTING and MATCHING FUNDING

Generally accepted accounting principles and Recipient's own accounting system determine those costs that are to be accounted for as gross operating expenses. The contractor may use capital equipment funded from USDOT- or State-source grants when performing services rendered through a contract funded by this Agreement. Depreciation of capital equipment funded from USDOT- or State-source grants is not an eligible expense.

Recipient shall not use this award to replace, substitute, or otherwise supplant resources it has historically committed (or may otherwise commit) to the work being funded. Recipient may use this award to preserve, continue, or restart work that has previously been funded by RVHT.

RVHT pays the fully allocated cost of a veteran's trip (or the veteran's proportion of a shared ride trip). Recipient may not charge a veteran a fare or any form of co-pay for services reimbursed by the RVHT program. A veteran may make a donation if the Recipient is configured to receive one, however, such a Recipient shall not solicit a donation in any manner from a veteran in relation to a trip being reimbursed by the RVHT program.

Eligible mobility management expenses are administrative or planning costs to develop new projects and do not include capital costs other than durable equipment, supplies, or the cost of operating public transportation services. Incidental durable equipment is an eligible expense up to \$4,999.00 of the total project cost.

This program does not require local match.

Recipient is granted pre-award authority under this agreement for eligible expenses beginning October 1, 2023.

5. REPORTING and INVOICING REQUIREMENTS

Recipient shall complete an RVHT report for each quarter that reimbursement is requested using the report linked below (unless and/or until it is replaced by the State with a new version):

<https://www.cognitofrms.com/ODOT2/RuralVeteransHealthcareTransportationReport>

Upon submission of the report linked above, Recipient will receive a copy to attach to the RVHT Reimbursement Request in the Oregon Public Transit Information System. Regional Transit Coordinators will NOT approve RVHT Reimbursement Requests unless this report is attached.

Recipient will request reimbursement for covered expenses incurred during each period as prescribed by State. Copies of invoices must be submitted for all vendor charges. In-house charges must be documented showing time specifically associated with the project.

Photographs of public transportation activities, and related operations, are encouraged to memorialize the achievement of project deliverables.

Revised 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		Total State Funding \$108,790.00
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Administered By Public Transportation Division 355 Capitol Street NE, MS 43 Salem, OR 37301
