

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



Dial-A-Ride

A Service of Tillamook County Transportation District



**Wednesday, January 21, 2026, at 6:00PM
Transportation Building
3600 Third Street, Tillamook, Oregon**

Tillamook County Transportation District
BOARD OF DIRECTORS – REGULAR MONTHLY MEETING
Agenda: Wednesday, January 21, 2026 @ 6:00pm

To attend by phone, please dial: +1 (253) 215-8782 Meeting ID: 880 8898 5392
To attend virtually, please use this link: <https://us02web.zoom.us/j/88088985392>

REGULAR MEETING

1. Call to Order
2. Pledge of Allegiance
3. Roll Call
4. Announcements, Changes to Agenda, Agenda Approval
5. Public & Guest Comments
6. Executive Session: None

STATE OF THE DISTRICT REPORT

7. Financial and Grant Reports (November) (Pgs. 1-30)
8. Service Performance Reports (November) (Pgs. 31-36)
9. Northwest Oregon Transit Alliance (Pgs. 37-39)
10. NW Rides Brokerage Report (December) (Pgs. 40-42)
11. General Manager Report (Pgs. 43-48)
 - a. Administration/Coordination
 - b. Planning/Development
 - c. Grant Funding
 - d. Facility/Property Management
 - e. Operations/Vehicle Maintenance
12. Miscellaneous

CONSENT

13. Motion to Approve the Minutes of December 17, 2025, Regular Board Meeting (Pgs. 49-53)
14. Motion to Approve November 2025 Financial Statements
15. Motion to Approve the TCTD FY 2026-27 Budget Calendar (Pg. 54)
16. Motion to Appoint GM Brian Vitulli as FY 2026-27 Budget Officer

ACTION ITEMS

17. Resolution 26-01 In the Matter of Amending the TCTD Administrative Staffing Plan by Establishing a Brokerage NEMT Credentialing Specialist Position for NW Rides (Pg. 55)
18. Resolution 26-02 Authorizing the General Manager to Execute Amendment Number 3 to ODOT Grant Agreement Number 35328 (Pgs. 56-64)

DISCUSSION ITEMS

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

UPCOMING EVENTS

2026 SDAO Annual Conference, February 6-8, Seaside, OR

Tillamook County Transportation District

Normal Trial Balance

From 11/1/2025 Through 11/30/2025

Account Code	Account Title	Debit Balance	Credit Balance
1001	General Checking Account #4558		519,693.69
1006	Payroll Checking #5614		107,892.01
1009	NW RIDES ACCOUNT #8510		780,175.50
1011	Prop. Mgmt. Checking #7071		35,346.50
1012	NWOTA #4564		34,777.99
1020	LGIP1020 #5879	90,136.55	
1030	LGIP1030 #5931	16,879.72	
1035	LGIP1035 #6518	1,573.50	
Report Total		<u>108,589.77</u>	<u>1,477,885.69</u>
Report Difference			<u>1,369,295.92</u>

Brian VCB
1/21/2026

Tillamook County Transportation District
 Financial Statement - Unposted Transactions Included In Report
 01 - General Fund
 From 11/1/2025 Through 11/30/2025

	Current Period Actual	Current Period Budget	Current Year Actual	Total Budget	41%
Resources					
Working Capital	3500	0.00	100,604.67	0.00	1,207,256.00
Fares	4000	8,774.50	10,841.67	89,431.49	130,100.00
Contract Revenue	4020	7,955.25	25,806.42	22,098.75	309,677.00
Property Tax	4100	0.00	105,488.42	11,122.96	1,265,861.00
Past Years Property Tax	4110	0.00	1,054.83	3,407.06	12,658.00
State Timber Revenue	4120	0.00	16,964.50	127,684.04	203,574.00
Mass Transit State Payroll Tax	4130	0.00	9,359.25	77,872.43	112,311.00
STIF Intercommunity	4136	0.00	0.00	130,937.00	69,33%
Capital Grants	4210	0.00	120,916.67	0.00	0.00%
Grants - FTA 5311	4220	0.00	64,538.92	0.00	1,451,000.00
Grants - COVID	4221	0.00	8,333.33	0.00	100,000.00
Grants - 5311 (f)	4240	0.00	245,556.67	0.00	2,946,680.00
Grants - 5310	4245	0.00	8,943.58	0.00	107,323.00
Grants - 5305	4246	0.00	15,000.00	31,595.00	180,000.00
Miscellaneous Income	4400	0.00	1,133.42	300,166.60	13,601.00
Sale of Assets - Income	4410	0.00	833.33	0.00	10,000.00
Interest Income	4510	0.00	2,916.67	29,055.84	35,000.00
Transfer from Capital Reserve	4914	0.00	0.00	0.00	(304,686.00)
Transfer from Veh. Purch. Res.	4915	0.00	0.00	0.00	(42,225.00)
Transfer from NWOTA	4917	0.00	(250.00)	0.00	(3,000.00)
Transfer from STIF Fund	4918	0.00	(69,762.33)	0.00	(837,148.00)
Transfer from BW Res	4920	0.00	0.00	0.00	(18,140.00)
Total Resources		16,729.75	668,280.02	823,372.17	7,654,309.00
Expenses					

Tillamook County Transportation District
Financial Statement - Unposted Transactions Included In Report
01 - General Fund
From 11/1/2025 Through 11/30/2025

	<u>Current Period Actual</u>	<u>Current Period Budget</u>	<u>Current Year Actual</u>	<u>Total Budget</u>	<u>41%</u>
Personnel Services					
Payroll: Administration	5010	67,169.74	47,570.25	298,766.79	570,843.00
Payroll: Dispatch	5020	8,698.54	14,195.00	53,268.08	170,340.00
Payroll: Drivers	5030	72,037.88	114,657.83	382,573.62	1,375,894.00
Payroll: Maintenance	5040	14,029.79	15,999.00	77,491.74	191,988.00
Payroll Expense	5050	13,835.26	25,014.83	67,923.21	300,178.00
Payroll Healthcare	5051	86,725.34	35,576.08	264,006.32	426,913.00
Payroll Retirement	5052	(392.67)	6,282.84	12,654.32	75,394.00
Payroll Veba	5053	0.00	3,090.66	13,910.20	37,088.00
Workers Compensation Ins.	5055	(1,407.00)	3,272.17	12,383.69	39,266.00
Total Personnel Services		<u>260,696.88</u>	<u>265,658.66</u>	<u>1,182,977.97</u>	<u>3,187,904.00</u>
Materials and Services					
Professional Services	5100	21,711.80	8,250.58	83,605.14	99,007.00
Planning	5103	3,120.66	16,666.67	10,638.56	200,000.00
Dues & Subscriptions	5120	5,455.99	2,242.08	8,669.95	26,905.00
Office Equipment R&R	5140	0.00	141.33	0.00	1,696.00
Computer R&M	5145	1,638.81	2,205.01	8,112.77	26,460.00
Fees & Licenses	5150	19,624.99	4,046.08	24,700.24	48,553.00
Insurance	5160	0.00	17,947.58	0.00	215,371.00
Office Expense	5170	750.60	662.50	4,849.68	7,950.00
Board Expense	5175	1,859.35	2,186.42	7,826.29	26,237.00
Operational Expense	5180	2,867.05	3,230.84	15,733.43	38,770.00
Drug & Alcohol Administration	5185	0.00	212.50	1,080.00	2,550.00
Marketing	5190	2,477.74	1,958.33	7,837.47	23,500.00
Telephone Expense	5210	1,068.15	1,194.17	6,222.42	14,330.00
Travel & Training	5220	1,121.59	1,550.00	3,325.08	18,600.00

Tillamook County Transportation District
Financial Statement - Unposted Transactions Included In Report
01 - General Fund
From 11/1/2025 Through 11/30/2025

	<u>Current Period Actual</u>	<u>Current Period Budget</u>	<u>Current Year Actual</u>	<u>Total Budget</u>	<u>41%</u>
Vehicle Expense	5240	6,389.55	14,583.33	38,111.08	175,000.00 21.77%
Diesel & Gasoline Fuel	5245	15,720.38	19,166.67	86,137.99	230,000.00 37.45%
Propane Fuel	5247	0.00	2,500.00	65.14	30,000.00 0.21%
Postage	5260	60.99	100.00	416.65	1,200.00 34.72%
Member Mileage Reimbursement	5266	0.00	3,333.33	10,000.00	40,000.00 25.00%
Volunteer Mileage Reimburse	5267	48.93	0.00	48.93	0.00 0.00%
Mgmt/Labor Recreation Fund	5270	0.00	509.92	5,942.73	6,119.00 97.11%
Transit Center Maint	5285	0.00	0.00	153.76	0.00 0.00%
Property Maint. & Repair	5340	280.62	0.00	708.62	0.00 0.00%
Operations Facility Maint.	5346	5,157.00	291.67	5,567.04	3,500.00 159.05%
Total Materials and Services		89,354.20	102,979.01	329,752.97	1,235,748.00 26.68%
Transfers					
Transfer to Property Mgmt	9110	0.00	0.00	82,789.00	0.00%
Transfer to Vehicle Reserve	9150	0.00	833.33	0.00	10,000.00 0.00%
Transfer to NWOTA Fund	9160	0.00	92,955.58	0.00	1,115,467.00 0.00%
Unappropriated Ending Fund Bal	9180	0.00	134,920.75	0.00	1,619,049.00 0.00%
Total Transfers		0.00	228,709.66	0.00	2,827,305.00 0.00%
Capital Outlay					
Capital Purchases					
Bus Replacement/Addition	6000	0.00	212,440.83	0.00	2,549,290.00 0.00%
Van Replacement/Addition	6010	0.00	14,955.00	0.00	179,460.00 0.00%
Computer Upgrade	6020	0.00	0.00	15,000.00	0.00%
Bus Stop Signage/Shelters	6040	0.00	0.00	10,000.00	0.00%
Other Capital Projects	6050	7,023.53	5,000.00	11,005.22	60,000.00 18.34%
Total Capital Purchases		7,023.53	232,395.83	11,005.22	2,813,750.00 0.39%
Total Capital Outlay		7,023.53	232,395.83	11,005.22	2,813,750.00 0.39%

Tillamook County Transportation District

Financial Statement - Unposted Transactions Included In Report

01 - General Fund

From 11/1/2025 Through 11/30/2025

	Current Period Actual	Current Period Budget	Current Year Actual	Total Budget	41%
Total Expenses	<u>357,074.61</u>	<u>829,743.16</u>	<u>1,523,736.16</u>	<u>10,064,707.00</u>	<u>15.14%</u>

Tillamook County Transportation District
Financial Statement - Unposted Transactions Included In Report
02 - Property Management Fund
From 11/1/2025 Through 11/30/2025

	Current Period Actual	Current Period Budget	Current Year Actual	Total Budget	41%
Resources					
Working Capital	3500	0.00	3,750.00	0.00	45,000.00
Lease Income	4900	0.00	2,100.00	0.00	25,200.00
Lease Operational Exp Income	4910	0.00	900.00	0.00	10,800.00
Transfer From General Fund	4911	0.00	(6,899.08)	0.00	(82,789.00)
Transfer From Capital Improvem	4913	0.00	0.00	0.00	(125,000.00)
Total Resources	=====	0.00	(149.08)	0.00	(126,789.00)
Expenses					
Materials and Services					
Professional Services	5100	0.00	166.67	0.00	2,000.00
Transit Center Maint	5285	1,919.76	0.00	10,378.82	20,000.00
Property Operating Expense	5300	9,565.65	6,500.00	17,633.96	78,000.00
Property Maint & Repair	5340	2,580.57	2,666.67	10,075.57	32,000.00
Total Materials and Services	14,065.98	9,333.34	38,088.35	132,000.00	28.85%
Capital Outlay					
Debt Service					
OTIB TVC Loan 0071	5337	0.00	456.58	5,479.32	5,479.00
OTIB Loan 0061	5338	0.00	2,192.50	13,155.22	26,310.00
Total Debt Service	0.00	2,649.08	18,634.54	31,789.00	58.62%
Capital Purchases					
Building Repair & Renovation	5350	0.00	0.00	5,052.56	125,000.00
Total Capital Purchases	0.00	0.00	5,052.56	125,000.00	4.04%
Total Capital Outlay	0.00	2,649.08	23,687.10	156,789.00	15.11%
Total Expenses	14,065.98	11,982.42	61,775.45	288,789.00	21.39%

Tillamook County Transportation District

Financial Statement - Unposted Transactions Included In Report

04 - Capital Reserve Fund

From 11/1/2025 Through 11/30/2025

	Current Period Actual	Current Period Budget	Current Year Actual	Total Budget	41%
Resources					
Working Capital	3500	0.00	88,666.58	0.00	1,063,999.00 0.00%
Interest Income	4510	0.00	2,916.67	8,489.56	35,000.00 24.25%
Total Resources		<u><u>0.00</u></u>	<u><u>91,583.25</u></u>	<u><u>8,489.56</u></u>	<u><u>1,098,999.00</u></u> 0.77%
Expenses					
Transfers					
Transfer to General Fund	9130	0.00	0.00	125,000.00	0.00%
Transfer to GF Grant Match	9165	0.00	25,390.50	304,686.00	0.00%
Reserve for Future Expenditure	9175	0.00	55,776.08	669,313.00	0.00%
Total Transfers		<u><u>0.00</u></u>	<u><u>81,166.58</u></u>	<u><u>0.00</u></u>	<u><u>1,098,999.00</u></u> 0.00%
Total Expenses		<u><u>0.00</u></u>	<u><u>81,166.58</u></u>	<u><u>0.00</u></u>	<u><u>1,098,999.00</u></u> 0.00%

Tillamook County Transportation District

Financial Statement - Unposted Transactions Included In Report

05 - Vehicle Purchase Reserve Fund

From 11/1/2025 Through 11/30/2025

	Current Period Actual	Current Period Budget	Current Year Actual	Total Budget	41%
Resources					
Working Capital	3500	0.00	3,102.08	0.00	37,225.00 0.00%
Transfer From General Fund	4911	0.00	(833.33)	0.00	(10,000.00) 0.00%
Total Resources	<u><u>0.00</u></u>	<u><u>2,268.75</u></u>	<u><u>0.00</u></u>	<u><u>27,225.00</u></u>	<u><u>0.00%</u></u>
Expenses					
Transfers					
Transfer to LGIP 5931	9100	0.00	0.00	42,225.00	0.00%
Reserve for Future Expenditure	9175	0.00	416.67	0.00	5,000.00 0.00%
Total Transfers	<u><u>0.00</u></u>	<u><u>416.67</u></u>	<u><u>0.00</u></u>	<u><u>47,225.00</u></u>	<u><u>0.00%</u></u>
Total Expenses	<u><u>0.00</u></u>	<u><u>416.67</u></u>	<u><u>0.00</u></u>	<u><u>47,225.00</u></u>	<u><u>0.00%</u></u>

Tillamook County Transportation District

Financial Statement - Unposted Transactions Included In Report

06 - Bus Wash Maintenance Reserve

From 11/1/2025 Through 11/30/2025

	Current Period Actual	Current Period Budget	Current Year Actual	Total Budget	41%
Resources					
Working Capital	3500	0.00	1,928.33	0.00	23,140.00
Total Resources		<u><u>0.00</u></u>	<u><u>1,928.33</u></u>	<u><u>0.00</u></u>	<u><u>23,140.00</u></u>
Expenses					
Transfers					
Transfer to General Fund	9130	0.00	0.00	18,140.00	0.00%
Reserve for Future Expenditure	9175	<u><u>0.00</u></u>	<u><u>416.67</u></u>	<u><u>0.00</u></u>	<u><u>5,000.00</u></u>
Total Transfers		<u><u>0.00</u></u>	<u><u>416.67</u></u>	<u><u>0.00</u></u>	<u><u>23,140.00</u></u>
Total Expenses		<u><u>0.00</u></u>	<u><u>416.67</u></u>	<u><u>0.00</u></u>	<u><u>23,140.00</u></u>

Tillamook County Transportation District
 Financial Statement - Unposted Transactions Included In Report
 08 - Northwest Oregon Transit Allia
 From 11/1/2025 Through 11/30/2025

	Current Period Actual	Current Period Budget	Current Year Actual	Total Budget	41%
Resources					
Working Capital	3500	0.00	6,666.67	0.00	0.00%
NWOTA Partner Cont. Match	4225	0.00	29,542.50	15,000.00	354,510.00
Transfer From General Fund	4911	0.00	(92,955.58)	0.00	(1,115,467.00)
Total Resources		<u>0.00</u>	<u>(56,746.41)</u>	<u>15,000.00</u>	<u>(680,957.00)</u>
Expenses					
Materials and Services					
Professional Services	5100	0.00	333.33	0.00	4,000.00
Administrative Support	5101	0.00	2,083.33	3,485.00	25,000.00
Website Maintenance	5102	1,250.00	3,333.33	4,925.00	40,000.00
Marketing	5190	0.00	416.67	0.00	5,000.00
Travel & Training	5220	0.00	0.00	1,000.00	0.00%
Total Materials and Services		<u>1,250.00</u>	<u>6,166.66</u>	<u>8,410.00</u>	<u>75,000.00</u>
Transfers					
Transfer to General Fund	9130	0.00	250.00	0.00	3,000.00
Unappropriated Ending Fund Bal	9180	<u>0.00</u>	<u>29,709.17</u>	<u>0.00</u>	<u>356,510.00</u>
Total Transfers		<u>0.00</u>	<u>29,959.17</u>	<u>0.00</u>	<u>359,510.00</u>
Capital Outlay					
Capital Purchases					
Bus Stop Signage/Shelters	6040	<u>9,020.71</u>	<u>92,955.58</u>	<u>15,679.22</u>	<u>1,115,467.00</u>
Total Capital Purchases		<u>9,020.71</u>	<u>92,955.58</u>	<u>15,679.22</u>	<u>1,115,467.00</u>
Total Capital Outlay		<u>9,020.71</u>	<u>92,955.58</u>	<u>15,679.22</u>	<u>1,115,467.00</u>
Total Expenses		<u>10,270.71</u>	<u>129,081.41</u>	<u>24,089.22</u>	<u>1,549,977.00</u>

Tillamook County Transportation District
Financial Statement - Unposted Transactions Included In Report
09 - NW RIDES ACCOUNT
From 11/1/2025 Through 11/30/2025

	Current Period Actual	Current Period Budget	Current Year Actual	Total Budget	
Resources					41%
Working Capital	3500	0.00	74,000.00	0.00	0.00%
NWR Revenue	4026	0.00	425,000.00	1,425,452.18	27.95%
NWR Reserve	4027	0.00	38,333.33	0.00	0.00%
Total Resources	0.00	537,333.33	1,425,452.18	6,448,000.00	22.11%
 Expenses					
Personnel Services					
Payroll: Administration	5010	17,162.82	46,258.33	140,304.99	555,100.00
Payroll: Indirect	5041	550.64	1,310.83	4,405.12	15,730.00
Payroll Expense	5050	1,365.94	6,013.58	13,621.03	72,163.00
Payroll Healthcare	5051	0.00	7,381.50	32,151.74	88,578.00
Payroll Retirement	5052	0.00	1,051.42	14,602.41	12,617.00
Payroll Veba	5053	0.00	1,450.00	5,574.14	115.73%
Workers Compensation Ins.	5055	0.00	34.33	0.00	32.03%
Total Personnel Services	19,079.40	63,499.99	210,659.43	412.00	0.00%
Materials and Services					
Professional Services	5100	4,606.00	3,105.75	20,822.60	37,269.00
Office Equipment R&R	5140	0.00	166.00	0.00	1,992.00
Computer R&M	5145	2,227.96	4,053.17	11,058.52	48,638.00
Fees & Licenses	5150	0.00	5,000.00	1,500.00	60,000.00
Insurance	5160	0.00	682.00	0.00	8,184.00
Office Expense	5170	90.19	416.67	1,286.89	5,000.00
Operational Expense	5180	0.00	583.33	214.71	7,000.00
Telephone Expense	5210	2,129.74	2,002.33	9,029.07	24,028.00
Travel & Training	5220	0.00	750.00	0.00	9,000.00
					0.00%

Tillamook County Transportation District

Financial Statement - Unposted Transactions Included In Report

09 - NW RIDES ACCOUNT

From 11/1/2025 Through 11/30/2025

	<u>Current Period Actual</u>	<u>Current Period Budget</u>	<u>Current Year Actual</u>	<u>Total Budget</u>	<u>41%</u>
Postage	5260	0.00	20.83	0.00	0.00%
Purchased Transportation	5265	360,778.81	295,149.58	1,805,909.92	50.98%
Member Mileage Reimbursement	5266	0.00	25,000.00	91,794.00	30.59%
Volunteer Mileage Reimburse	5267	12,520.10	29,750.00	132,515.80	37.11%
Office Rent	5281	0.00	2,100.00	0.00	0.00%
Property Operating Expense	5300	0.00	900.00	0.00	0.00%
Total Materials and Services		<u>382,352.80</u>	<u>369,679.66</u>	<u>2,074,131.51</u>	<u>4.436,156.00</u>
Transfers					46.76%
Reserve for Future Expenditure	9175	0.00	35,666.67	428,000.00	0.00%
Unappropriated Ending Fund Bal	9180	<u>0.00</u>	<u>68,487.00</u>	<u>821,844.00</u>	<u>0.00%</u>
Total Transfers		<u>0.00</u>	<u>104,153.67</u>	<u>1,249,844.00</u>	<u>0.00%</u>
Total Expenses		<u><u>401,432.20</u></u>	<u><u>537,333.32</u></u>	<u><u>2,284,790.94</u></u>	<u><u>6,448,000.00</u></u>
					<u><u>35.43%</u></u>

Tillamook County Transportation District
Financial Statement - Unposted Transactions Included In Report
10 - STIF

From 11/1/2025 Through 11/30/2025

	<u>Current Period Actual</u>	<u>Current Period Budget</u>	<u>Current Year Actual</u>	<u>Total Budget</u>	<u>41%</u>
Resources					
Working Capital	3500	0.00	62,079.17	0.00	744,950.00
STIF Payroll Formula	4134	0.00	0.00	190,566.00	406,337.00
STIF Population Formula	4135	0.00	6,890.58	43,654.00	82,687.00
STIF Intercommunity	4136	0.00	20,533.33	0.00	246,400.00
STIF Discretionary	4137	0.00	0.00	0.00	71,997.00
Interest Income	4510	0.00	791.38	5,000.00	15.82%
Total Resources	<u>0.00</u>	<u>89,503.08</u>	<u>235,011.38</u>	<u>1,557,371.00</u>	<u>15.09%</u>
Expenses					
Special Payments					
STIF Payments to Recipients	5200	0.00	0.00	24,927.00	0.00%
STIF Payments to Recipients	5201	<u>0.00</u>	<u>400.00</u>	<u>0.00</u>	<u>0.00%</u>
Total Special Payments	<u>0.00</u>	<u>400.00</u>	<u>0.00</u>	<u>29,727.00</u>	<u>0.00%</u>
Transfers					
Transfer to General Fund	9130	0.00	69,762.33	0.00	837,148.00
Reserve for Future Expenditure	9175	0.00	16,666.67	0.00	200,000.00
Unappropriated Ending Fund Bal	9180	<u>0.00</u>	<u>40,874.67</u>	<u>0.00</u>	<u>490,496.00</u>
Total Transfers	<u>0.00</u>	<u>127,303.67</u>	<u>0.00</u>	<u>1,527,644.00</u>	<u>0.00%</u>
Total Expenses	<u>0.00</u>	<u>127,703.67</u>	<u>0.00</u>	<u>1,557,371.00</u>	<u>0.00%</u>

Tillamook County Transportation District

Check/Voucher Register

1001 - General Checking Account #4558

From 11/1/2025 Through 11/30/2025

Docum... Number	Document Date	Transaction Amount	Payee	Transaction Description
19490	11/7/2025	70.00	Niccolas Austin Gage Matney	Commercial Driver Exam/Permit Fee
19491	11/7/2025	946.32	PACIFIC SOURCE	P00623 11/1-11/30/2025
19492	11/7/2025	10,417.34	ABILA	Abila Managed Plan 10/15/25-10/14/26
19493	11/7/2025	182.78	ALSCO - Portland Linen	Mat Service 10/2025 LPOR3441900/LPOR3449557
19494	11/7/2025	7.69	CENTURYLINK	Local Fax 10/21-11/20/2025
19495	11/7/2025	720.20	Coast Printing & Stationery	Signs/Posters
19496	11/7/2025	267.75	Impressions In Ink Oregon	3 Day Connector Passes
19497	11/7/2025	90.64	Office Depot Credit Plan	TCTD/NWR Office Supplies
19497	11/7/2025	24.99	Office Depot Credit Plan	File Folders/Calendar
19497	11/7/2025	169.09	Office Depot Credit Plan	NWR/TCTD Office Supplies
19497	11/7/2025	17.35	Office Depot Credit Plan	TCTD Office Supplies
19498	11/7/2025	400.80	VERIZON	Tablet Service 9/27-10/26/2025
19499	11/14/2025	774.02	Miranda White	Final Check M.W. 11/14/2025
19500	11/14/2025	660.69	ASTOUND	Phone Service 9/27-10/26/2025
19501	11/14/2025	300.00	BIO-MED TESTING SERVICE, INC.	TCTD Pre Employment Testing
19502	11/14/2025	29.70	BRIAN VITULLI	Mpact Conference Bike Rental
19502	11/14/2025	296.10	BRIAN VITULLI	Mileage OPT Conference
19503	11/14/2025	8,892.21	CARSON OIL CO INC	Fuel 10/16-10/31/2025
19504	11/14/2025	298.04	Fred Meyer Customer Charges	POA #56793
19505	11/14/2025	2,922.16	Les Schwab Tire Center	POA #17252 Oct. 2025
19506	11/14/2025	100.00	Marie Mills Foundation	Marie Mills Bronze Donation
19507	11/14/2025	2,519.61	DAVISON AUTO PARTS, INC.	POA 28177 October 2025
19508	11/14/2025	77.92	Office Depot Credit Plan	Planner/Driver Training Binders/Tabs
19509	11/14/2025	225.00	Oregon State Police	TCTD Background Checks
19510	11/14/2025	903.83	PREMIER TRUCK GROUP	Sensor/Core Deposit
19511	11/14/2025	151.34	Rosenberg Builders Supply	POA # 58615 October 2025
19512	11/14/2025	270.00	Tillamook County Fair	Fair Tickets 2025 for Booth Volunteers
19513	11/19/2025	65.14	BLUE STAR GAS	Propane Fuel
19514	11/19/2025	3,000.03	CINTAS	POA Account# 19858580 10/2025
19515	11/19/2025	102.00	COUNTRY MEDIA	Salute to First Responders Ad
19516	11/19/2025	1,890.00	JORDAN RAMIS, PC	Bus Stop Improvement Grant 35084/TDP Update Grant 35707
19517	11/19/2025	120.00	Michael Jurca	DOT Medical Card
19518	11/19/2025	154.28	Pacific Office Automation	NWR/TCTD Copier Usage 10/9-11/9/2025
19519	11/19/2025	495.86	GenXsys Solutions, LLC	11/2025 SErver Storage Virus Plan
19519	11/19/2025	2,142.90	GenXsys Solutions, LLC	11/2025 Managed Service Fund
19520	11/19/2025	4,286.00	IconiPro Security & Alarms	Shop Fire Alarm 20% Deposit
19521	11/19/2025	1,000.00	KNOWLEDGE IN MOBILITY	2 Van Inspections Grant#35325
19522	11/19/2025	40.00	MARK STRICKER	Permit Fee
19523	11/26/2025	4,245.00	INNOVA LEGAL ADVISORS	ATU Legal Services
19524	11/26/2025	3,981.69	Jacobs Engineering Group INC	Grant #35328-Hebo Bus Improve/Grant # 35084 NWOTA Shelters
19525	11/26/2025	1,515.58	KITTELSON & ASSOCIATES, INC.	TCTD Rider Survey
19526	11/26/2025	761.52	ATU LOCAL #757	ATU Dues 11.2025
19527	11/26/2025	8,052.05	CARSON OIL CO INC	Fuel 11/1-11/16/2025
19528	11/26/2025	50.00	David McCall	11/19/25 Board Meeting
19529	11/26/2025	50.00	Eric Sappington	11/19/25 Board Meeting
19530	11/26/2025	50.00	Gary A. Hanenkrat	11/19/25 Board Meeting
19531	11/26/2025	120.00	John Grover	ODOT Medical Card
19532	11/26/2025	50.00	Jonathan Bean	11/19/25 Board Meeting
19533	11/26/2025	50.00	Kirsten Brown	Kitchen 30 PC Buffet
19534	11/26/2025	50.00	Marni Johnston	11/19/25 Board Meeting
19535	11/26/2025	50.00	Nan Devlin	11/19/2025 Board Meeting
19536	11/26/2025	69.75	Office Depot Credit Plan	Coffee/Coco
19536	11/26/2025	201.35	Office Depot Credit Plan	Kitchen Supplies/Tissue

Tillamook County Transportation District

Check/Voucher Register

1001 - General Checking Account #4558

From 11/1/2025 Through 11/30/2025

Docum... Number	Document Date	Transaction Amount	Payee	Transaction Description
19536	11/26/2025	13.48	Office Depot Credit Plan	Ant Bait/Glass Tape
19537	11/26/2025	250.00	TILLAMOOK PIONEER	Festival of Trees Donation
19538	11/26/2025	58.57	Tillamook PUD	LB Electric 10/12-11/12/2025
19538	11/26/2025	45.48	Tillamook PUD	SB Electric 10/12-11/12/2025
19539	11/26/2025	50.00	VERN RESSLER	11/19/25 Board Meeting
ACH 10.2025	11/30/2025	2,157.92	Elan Financial Services	Columbia Bank CC 9/25-10/23/25
Report Total		<u><u>66,904.17</u></u>		

Tillamook County Transportation District

Check/Voucher Register

1001 - General Checking Account #4558

From 11/1/2025 Through 11/30/2025

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19519	11/19/2025	2,142.90	GenXsys Solutions, LLC	11/2025 Managed Service Fund
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19524	11/26/2025	3,981.69	Jacobs Engineering Group INC	Grant #35328-Hebo Bus Improve/Grant # 35084 NWOTA Shelters
19525	11/26/2025	1,515.58	KITTELSON & ASSOCIATES, INC.	TCTD Rider Survey
19526	11/26/2025	761.52	ATU LOCAL #757	ATU Dues 11.2025
19527	11/26/2025	8,052.05	CARSON OIL CO INC	Fuel 11/1-11/16/2025
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19531	11/26/2025	120.00	John Grover	ODOT Medical Card
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19533	11/26/2025	50.00	Kirsten Brown	Kitchen 30 PC Buffet
19534	11/26/2025	50.00	Marni Johnston	11/19/25 Board Meeting
19535	11/26/2025	50.00	Nan Devlin	11/19/2025 Board Meeting
19536	11/26/2025	69.75	Office Depot Credit Plan	Coffee/Coco
19536	11/26/2025	201.35	Office Depot Credit Plan	Kitchen Supplies/Tissue

Tillamook County Transportation District

Check/Voucher Register

1001 - General Checking Account #4558

From 11/1/2025 Through 11/30/2025

Docum... Number	Document Date	Transaction Amount	Payee	Transaction Description
19536	11/26/2025	13.48	Office Depot Credit Plan	Ant Bait/Glass Tape
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19538	11/26/2025	58.57	Tillamook PUD	LB Electric 10/12-11/12/2025
19538	11/26/2025	45.48	Tillamook PUD	SB Electric 10/12-11/12/2025
19539	11/26/2025	50.00	VERN RESSLER	11/19/25 Board Meeting
ACH 10.2025	11/30/2025	2,157.92	Elan Financial Services	Columbia Bank CC 9/25-10/23/25

Tillamook County Transportation District

Check/Voucher Register

1009 - NW RIDES ACCOUNT #8510

From 11/1/2025 Through 11/30/2025

Docum... Number	Document Date	Transaction Amount	Payee	Transaction Description
4774	11/6/2025	3,211.80	JANNA SMITH	Volunteer MR 10/2025
4775	11/6/2025	4,889.70	KANDIS LIDAY	Volunteer MR 10/2025
4776	11/6/2025	293.30	LEANN CHUINARD	Volunteer MR 10/2025
4777	11/6/2025	3,336.30	SEAN REKART	Volunteer MR 10/2025
4778	11/6/2025	2,755.50	WILLIAM NERENBERG	Volunteer MR 10/2025
4779	11/7/2025	7.69	CENTURYLINK	Local Fax 10/21-11/20/2025
4780	11/7/2025	12.53	Linguava Interpreters	NWR Interpreter Services
4781	11/7/2025	23.12	Office Depot Credit Plan	TCTD/NWR Office Supplies
4781	11/7/2025	4.29	Office Depot Credit Plan	NWR Binder Clips
4781	11/7/2025	11.13	Office Depot Credit Plan	NWR/TCTD Office Supplies
4782	11/14/2025	1,525.24	ASTOUND	Phone Service 9/27-10/26/2025
4783	11/14/2025	4,040.00	Essential Credential Exchange	NWR Compliance Company
4784	11/19/2025	2,314.50	AAA RIDE ASSIST	10/1-10/4/2025
4784	11/19/2025	2,498.00	AAA RIDE ASSIST	10/12-10/18/2025
4784	11/19/2025	3,371.00	AAA RIDE ASSIST	10/19-10/25/2025
4784	11/19/2025	2,805.50	AAA RIDE ASSIST	10/26-10/31/2025
4784	11/19/2025	3,073.50	AAA RIDE ASSIST	10/5-10/11/2025
4784	11/19/2025	47.50	AAA RIDE ASSIST	9/7-9/13/2025
4785	11/19/2025	5,452.50	COLUMBIA MEDICAL	10/1-10/4/2025
4785	11/19/2025	8,382.50	COLUMBIA MEDICAL	10/12-10/18/2025
4785	11/19/2025	9,320.00	COLUMBIA MEDICAL	10/19-10/25/2025
4785	11/19/2025	10,942.50	COLUMBIA MEDICAL	10/26-10/31/2025
4785	11/19/2025	10,622.50	COLUMBIA MEDICAL	10/5-10/11/2025
4786	11/19/2025	1,794.25	DIRECT MEDICAL TRANSPORTATION	10/1-10/4/2025
4786	11/19/2025	4,673.50	DIRECT MEDICAL TRANSPORTATION	10/12-10/18/2025
4786	11/19/2025	3,711.00	DIRECT MEDICAL TRANSPORTATION	10/19-10/25/2025
4786	11/19/2025	4,642.75	DIRECT MEDICAL TRANSPORTATION	10/26-10/31/2025
4786	11/19/2025	3,133.00	DIRECT MEDICAL TRANSPORTATION	10/5-10/11/2025
4787	11/19/2025	4,973.00	K & M MEDIVAN	10/1-10/5/2025
4787	11/19/2025	10,912.00	K & M MEDIVAN	10/13-10/19/2025
4787	11/19/2025	10,556.50	K & M MEDIVAN	KM 10/20-10/26/2025
4787	11/19/2025	11,760.00	K & M MEDIVAN	10/27-10/31/2025
4787	11/19/2025	8,174.00	K & M MEDIVAN	10/6-10/12/2025
4787	11/19/2025	8,981.00	K & M MEDIVAN	8/25-8/31/2025
4787	11/19/2025	18,303.00	K & M MEDIVAN	9/22-9/30/2025
4788	11/19/2025	5,243.00	MEDIX AMBULANCE	10.2025 PROVIDERS
4788	11/19/2025	6,646.00	MEDIX AMBULANCE	10/12-10/18/2025
4788	11/19/2025	11,123.00	MEDIX AMBULANCE	10/19-10/25/2025
4788	11/19/2025	10,508.50	MEDIX AMBULANCE	10/26-10/31/2025
4788	11/19/2025	5,597.00	MEDIX AMBULANCE	10/5-10/11/2025
4788	11/19/2025	5,167.00	MEDIX AMBULANCE	8/24-8/31/2025
4789	11/19/2025	41,236.60	METRO WEST	MW 10.2025
4790	11/19/2025	608.00	Pac Tac Protective Solutions	Secure Transport 25-092602
4791	11/19/2025	37,812.50	QUICK CAB LLC	10.2025 PROVIDERS
4792	11/19/2025	13,234.20	RYANS TRANSPORTATION SERVICE	10/1-10/4/2025
4792	11/19/2025	20,619.00	RYANS TRANSPORTATION SERVICE	10/12-10/18/2025
4792	11/19/2025	24,191.20	RYANS TRANSPORTATION SERVICE	10/19-10/25/2025
4792	11/19/2025	24,609.20	RYANS TRANSPORTATION SERVICE	10/26-10/31/2025

Tillamook County Transportation District

Check/Voucher Register

1009 - NW RIDES ACCOUNT #8510

From 11/1/2025 Through 11/30/2025

Docum... Number	Document Date	Transaction Amount	Payee	Transaction Description
4792	11/19/2025	22,966.80	RYANS TRANSPORTATION SERVICE	10/5-10/11/2025
4793	11/19/2025	100.00	SUNSET EMPIRE TRANSIT	September 2024 Bus Passes
4793	11/19/2025	380.00	SUNSET EMPIRE TRANSIT	January 2025 Bus Passes
4793	11/19/2025	300.00	SUNSET EMPIRE TRANSIT	February Bus Passes
4793	11/19/2025	340.00	SUNSET EMPIRE TRANSIT	March 2025 Bus Passes
4793	11/19/2025	380.00	SUNSET EMPIRE TRANSIT	July 2025 Bus Passes
4793	11/19/2025	420.00	SUNSET EMPIRE TRANSIT	August 2025 Bus Passes
4793	11/19/2025	171.00	SUNSET EMPIRE TRANSIT	9/1-9/30/2025
4794	11/19/2025	6,274.25	TILLAMOOK CNTY TRANS. DIST.	July 2025
4794	11/19/2025	2,399.00	TILLAMOOK CNTY TRANS. DIST.	August 2025
4794	11/19/2025	5,470.25	TILLAMOOK CNTY TRANS. DIST.	September 2025
4795	11/19/2025	267.70	WILLAMETTE VALLEY TRANSPORT	October 2025
4795	11/19/2025	776.35	WILLAMETTE VALLEY TRANSPORT	September 2025
4796	11/19/2025	14.32	Linguava Interpreters	NWR Interpreter Services
4797	11/19/2025	69.00	Pacific Office Automation	NWR/TCTD Copier Usage 10/9-11/9/2025
4798	11/19/2025	875.00	GenXsys Solutions, LLC	11/2025 NWR Computer Support Services
4798	11/19/2025	495.86	GenXsys Solutions, LLC	11/2025 SErver Storage Virus Plan
4798	11/19/2025	857.10	GenXsys Solutions, LLC	11/2025 Managed Service Fund
4799	11/26/2025	113.20	INNOVA LEGAL ADVISORS	ATU Legal Services
4800	11/26/2025	252.00	MEDIX AMBULANCE	NWR October 2025 After Hours Phones
4801	11/26/2025	10,000.00	COLUMBIA MEDICAL	Reimbursement for Vehicle Purchase

Tillamook County Transportation District

Check/Voucher Register

1011 - Prop. Mgmt. Checking #7071

From 11/1/2025 Through 11/30/2025

Docum... Number	Document Date	Transaction Amount	Payee	Transaction Description
4809	11/7/2025	1,762.50	CHRISSEY'S CLEANING SERVICE	Admin Janitorial Services 10/2025
4810	11/7/2025	289.98	City Of Tillamook	Admin Water 10/1-10/31/2025
4811	11/7/2025	79.96	City Of Tillamook	TVC Water 10/1-10/31/2025
4812	11/7/2025	190.10	City Sanitary Service	Cardboard Rent/Recycling 1.5YD 1XW
4813	11/7/2025	170.00	EC Electric	Handicapped Door Repair
4814	11/14/2025	1,451.00	Marie Mills Center, Inc	TVC Janitorial Services 10/2025
4814	11/14/2025	639.00	Marie Mills Center, Inc	Admin Janitorial Services 10/2025
4814	11/14/2025	201.23	Marie Mills Center, Inc	Admin Janitorial Supplies 10/2025
4815	11/14/2025	20.09	Rosenberg Builders Supply	POA # 58615 October 2025
4816	11/19/2025	6,613.00	IconiPro Security & Alarms	Admin 20% Fire Alarm Deposit
4817	11/26/2025	135.01	Tillamook PUD	TVC Electric 10/12-11/12/2025
4817	11/26/2025	1,533.27	Tillamook PUD	Admin Electric 10/12-11/12/2025

Tillamook County Transportation District

Check/Voucher Register

1012 - NWOTA #4564

From 11/1/2025 Through 11/30/2025

<u>Docum... Number</u>	<u>Document Date</u>	<u>Transaction Amount</u>	<u>Payee</u>	<u>Transaction Description</u>
3012	11/7/2025	3,485.00	Columbia Pacific Economic	July 2025-9/30/2025 NWOTA Admin Services
3013	11/19/2025	1,250.00	Madison Ave Collective	NW Website Hosting Maintenance
3014	11/26/2025	6,658.51	Jacobs Engineering Group INC	Grant #35328-Hebo Bus Improve/Grant # 35084 NWOTA Shelters
Report Total		<u>521,454.45</u>		

UMPQUA BANK: CLOSING DATE 11/24/2025

Date	Vendor	Description of Transaction	Amount
10/24/25	Stamps.com	Postage	\$50.00
10/29/25	Fieldprint	TCTD Background Check	\$12.50
10/31/25	Fieldprint	TCTD Background Check	\$12.50
11/03/25	Onstar Services	Membership Fee - Shop Truck	\$15.00
11/03/25	Stamps.com	NWR Postage Membership Fees	\$10.99
11/04/25	Adobe Inc	Office Software	\$15.19
11/06/25	Amazon	NWR Volunteer Christmas Gifts	\$28.99
11/06/25	Amazon	NWR Volunteer Christmas Gifts	\$79.97
11/07/25	Amazon	TCTD Driver Appreciation	\$14.98
11/07/25	Amazon	NWR Volunteer Christmas Gifts	\$23.98
11/07/25	Amazon	NWR Volunteer Christmas Gifts	\$94.99
11/10/25	Amazon	TCTD Driver Appreciation	\$24.97
11/12/25	Amazon	TCTD Driver Appreciation	\$10.48
11/13/25	Stamps.com	Postage	\$50.00
11/12/25	Stamps.com	TCTD Postage Membership Fees	\$30.99
11/24/25	Iron Mountain	Office Shredder	\$194.74
			\$670.27
		BRIAN VITULLI	
10/28/25	SQ Love Vernona	Travel Meal - MPact Transit Conference	\$17.99
10/28/25	4 Imprint	TCTD Driver Appreciation	\$593.88
10/29/25	Hilton Portland	Travel Meal - Mpact Transit Conference	\$8.50
10/29/25	Thai Peacock	Travel Meal - Mpact Transit Conference	\$19.20
10/30/25	Deschutes Brewery	Travel Meal - Mpact Transit Conference	\$25.80
10/31/25	Hilton Portland	Travel Meal - Mpact Transit Conference	\$8.00
10/31/25	Hilton Hotel	Travel Lodging - Mpact Lodging	\$570.71
10/31/25	Hilton Portland	Travel Meal - Mpact Transit Conference	\$34.00
10/31/25	1000 Broadway	Travel Meal - Mpact Transit Conference	\$48.00
11/06/25	Philadelphia's Steak	Travel Meal - OPTC Conference	\$23.04
11/06/25	Sq Ike Box	Travel Meal - OPTC Conference	\$8.50
11/06/25	SQ Sisters Coffee	Travel Meal - OPTC Conference	\$8.75
11/07/25	Riverhouse	Travel Lodging - OPTC Conference	\$584.16
11/17/25	Safeway	NWOTA Meal	\$18.48
11/17/25	Werner Beef Brew	NWOTA Meal	\$34.68
11/17/25	Amazon	TCTD Driver Appreciation	\$15.99
11/17/25	Onstar Services	Membership Fee-Shop Truck Wi Fi	\$11.99
11/20/25	LA Providencia	Board Meeting Meal	\$64.08
11/20/25	Fieldprint	TCTD Background Check	\$12.50
11/21/25	Positive Promotions	Employee Appreciation - Christmas Gifts	\$774.48
11/24/25	Adobe Inc	Office Software	\$195.95
			\$3,078.68
		MIKE REED	
10/24/25	Ecoguard Pest Oregon	Facility Maintenance - Spray	\$149.00
10/27/25	TCCA Farm Store	Operation - Uniform	\$49.99
10/27/25	USPS	Postage	\$3.96
10/31/25	Transport Wisdom	Operation - CDL Test	\$260.00
11/07/25	Vista Print	Marketing - Tri Fold Brochures	\$214.98
11/14/25	Averill Recycling	Property Maintenance - Lawn Debris	\$25.00
11/17/25	Flagship One	Vehicle Expense - Engine Computer	\$349.99
11/24/25	Ecoguard Pest Oregon	Facility Maintenance - Spray	\$149.00
			\$1,201.92
		Grand Total Due	\$4,950.87
		DATE	

APPROVAL

B-G. Vitulli
1/16/2026

**November 2025 Statement**

Open Date: 10/24/2025 Closing Date: 11/24/2025

Visa® Company Card with Rewards

TILLAMOOK CNTY TRANS (CPN 001469460)

00008587 22889 0001-0003 DUSB20DD112525140545 001 00046185 UEB288SOME

New Balance	\$4,950.87
Minimum Payment Due	\$50.00
Payment Due Date	12/22/2025

Late Payment Warning: If we do not receive your minimum payment by the date listed above, you may have to pay up to a \$41.00 Late Fee and your APRs may be increased up to the Penalty APR of 30.99%.

Reward Points

Earned This Statement	5,414
Reward Center Balance as of 11/24/2025	157,626

For details, see your rewards summary.

Elan Financial
Services

BUS 30 ELN 1

1-866-552-8855

15

Activity Summary

Previous Balance	+	\$2,157.92
Payments	-	\$2,157.92
Other Credits		\$0.00
Purchases	+	\$4,950.87
Balance Transfers		\$0.00
Advances		\$0.00
Other Debits		\$0.00
Fees Charged		\$0.00
Interest Charged		\$0.00
New Balance	=	\$4,950.87
Past Due		\$0.00
Minimum Payment Due		\$50.00
Credit Line		\$10,000.00
Available Credit		\$5,049.13
Days in Billing Period		32

Tillamook County
Transportation District

DEC 02 2025

Account
Account
Approval**Payment Options:**Mail payment coupon
with a checkPay online at
myaccountaccess.comPay by phone
1-866-552-8855

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



00479851005350779000000050000004950879

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

- 📞 . to pay by phone
- 📍 . to change your address

000008587 MUSB20DD112525140535 01 10000000 046185 003



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

Account Ending in	##### ##### ##### 7790
Payment Due Date	12/22/2025
New Balance	\$4,950.87
Minimum Payment Due	\$50.00

Amount Enclosed \$ _____

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



November 2025 Statement 10/24/2025 - 11/24/2025
 TILLAMOOK CNTY TRANS (CPN 001469460)

Elan Financial Services

Page 2 of 4
 1-866-552-8855

Visa Business Rewards Company Card

Rewards Center Activity as of 11/24/2025

Rewards Center Activity*	0
Rewards Center Balance	157,626

*This item includes points redeemed, expired and adjusted.

Rewards Earned	This Statement	Year to Date
Points Earned on Net Purchases	4,487	30,712
Gas, Restaurants & Telecom Double Points	927	6,268
Total Earned	5,414	36,980

Points Expiring on 12/31/2025: 15328

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					
10/24	10/23	9788	STAMPS.COM 888-434-0055 DC	\$50.00	_____
10/29	10/29	1214	FIELDPRINT 888-291-1369 PA	\$12.50	_____
10/31	10/31	1319	FIELDPRINT 888-291-1369 PA	\$12.50	_____
11/03	11/01	2705	ONSTAR DATA PLAN AT&T 888-466-7827 TX	\$15.00	_____
11/03	11/02	3041	Stamps.com 512-8864006 CA	\$10.99	_____
11/04	11/03	3033	Adobe Inc 800-8336687 CA	\$15.19	_____
11/06	11/06	9065	AMAZON MARK* NK4191SD2 AMAZON.COM/MA WA	\$28.99	_____
11/06	11/06	6575	AMAZON MARK* BT7AB0N10 AMAZON.COM/MA WA	\$79.97	_____
11/07	11/06	6556	AMAZON MKTPL*BT2O990V0 Amzn.com/bill WA	\$14.98	_____
11/07	11/06	9018	AMAZON MARK* BT0Q71TL1 AMAZON.COM/MA WA	\$23.98	_____
11/07	11/06	7801	AMAZON MARK* NK9AP77Z2 AMAZON.COM/MA WA	\$94.99	_____
11/10	11/08	9228	AMAZON MARK* BT4878HG0 AMAZON.COM/MA WA	\$24.97	_____
11/12	11/10	7628	AMAZON MKTPL*BT6JX4U20 Amzn.com/bill WA	\$10.48	_____
11/13	11/12	5587	STAMPS.COM 888-434-0055 DC	\$50.00	_____
11/17	11/15	8046	Stamps.com 512-8864006 CA	\$30.99	_____

Continued on Next Page



November 2025 Statement 10/24/2025 - 11/24/2025

TILLAMOOK CNTY TRANS (CPN 001469460)

Elan Financial Services

Page 3 of 4
1-866-552-8855**Transactions** BOND,CATHY **Credit Limit** \$2500

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
11/24	11/20	7110	BTS*IRONMOUNTAINLLC 800-899-4766 PA	\$194.74	_____
Total for Account ##### ##### ##### 2022				\$670.27	_____

Transactions REED,MICHAEL **Credit Limit** \$3500

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
Purchases and Other Debits					
10/24	10/23	0015	ECOGUARD PEST OREGON 503-4332847 OR	\$149.00	_____
10/27	10/24	4015	TILLAMOOK COUNTY CREAM TILLAMOOK OR	\$49.99	_____
10/27	10/24	5354	USPS PO 4083680269 TILLAMOOK OR	\$3.96	_____
10/31	10/30	3611	IN *TRANSPORT WISDOM, 503-2741614 OR	\$260.00	_____
11/07	11/06	1036	VISTAPRINT 866-207-4955 MA	\$214.98	_____
11/14	11/13	2566	AVERILL RECYCLING TILLAMOOK OR	\$25.00	_____
11/17	11/14	1459	FLAGSHIP ONE 516-7662223 NY	\$349.99	_____
11/24	11/23	0010	ECOGUARD PEST OREGON 503-4332847 OR	\$149.00	_____
Total for Account ##### ##### ##### 9595				\$1,201.92	_____

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

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
Purchases and Other Debits					
10/28	10/27	1131	SQ *LOVE VERONA PORTLAND OR	\$17.99	_____
10/28	10/27	1190	4IMPRINT, INC 4IMPRINT.COM WI	\$593.88	_____
10/29	10/27	1524	HILTON PORTLAND THE MA PORTLAND OR	\$8.50	_____
10/29	10/28	3016	TST* THAI PEACOCK PORTLAND OR	\$19.20	_____
10/30	10/28	2591	TST*DESCHUTES BREWERY Portland OR	\$25.80	_____
10/31	10/29	6029	HILTON PORTLAND THE MA PORTLAND OR	\$8.00	_____
10/31	10/29	1132	HILTON HOTELS PORTLAND OR FOLIO: 424004	\$570.71	_____
10/31	10/29	6925	HILTON PORTLAND FB PORTLAND OR	\$34.00	_____
10/31	10/29	8231	1000 BROADWAY PORTLAND OR	\$48.00	_____
11/06	11/05	7392	PHILADELPHIA'S STEAKS SISTERS OR	\$23.04	_____
11/06	11/05	8032	SQ *IKE BOX Salem OR	\$8.50	_____
11/06	11/05	0680	SQ *SISTERS COFFEE COM Sisters OR	\$8.75	_____
11/07	11/05	6012	RIVERHOUSE ON THE DESC BEND OR FOLIO: 0000002141	\$584.16	_____
11/17	11/14	2025	SAFEWAY #2723 TILLAMOOK OR	\$18.48	_____
11/17	11/14	2219	Werner Beef Brew Tillamook OR	\$34.68	_____
11/17	11/16	4696	AMAZON MKTPL*B83G62RL1 Amzn.com/bill WA	\$15.99	_____
11/17	11/16	7210	OnStar, LLC 888-4667827 MI	\$11.99	_____

Continued on Next Page

00008587 22890 0002-0003 DUSB20D112525140545.00.L 00046185 UB288SOME



November 2025 Statement 10/24/2025 - 11/24/2025
TILLAMOOK CNTY TRNS (CPN 001469460)

Elan Financial Services

Page 4 of 4
1-866-552-8855

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

00008587/22891/0003-0003 DUSB200D112525140545 00 L 00046185 UBB285OME

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
11/20	11/19	4560	LA PROVIDENCIA TILLAMOOK OR	\$64.08	_____
11/20	11/20	0236	FIELDPRINT 888-291-1369 PA	\$12.50	_____
11/21	11/20	6721	POSITIVE PROMOTIONS 800-6352666 NY	\$774.48	_____
11/24	11/22	6065	Adobe Inc San Jose CA	\$195.95	_____
Total for Account ##### ##### ##### 2946				\$3,078.68	

Transactions BILLING ACCOUNT ACTIVITY

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
Payments and Other Credits					
11/20	11/20		PAYMENT THANK YOU	\$2,157.92CR	_____
Total for Account ##### ##### ##### 7790				\$2,157.92CR	

2025 Totals Year-to-Date

Total Fees Charged in 2025	\$0.00
Total Interest Charged in 2025	\$65.03

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	15.99%	
**PURCHASES	\$4,950.87	\$0.00	YES	\$0.00	15.99%	
**ADVANCES	\$0.00	\$0.00	YES	\$0.00	27.74%	

Contact Us



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



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



Mail payment coupon with a check
Elan Financial Services
P.O. Box 790408
St. Louis, MO 63179-0408



Online
myaccountaccess.com

FRED MEYER CARD CHARGES - 11/16-12/15/2025

Date	Description of Transaction	Amount
	CARD #3 - KERI BROWN, ADMIN ASSISTANT	
10/14/25	Transit Center - Coffee	\$ -
10/14/25	Operation Expense - Training Room Snacks	\$ -
10/28/25	Transit Center - Creamer	\$ -
10/28/25	Operation Expense - Training Room Snacks	\$ -
10/29/25	Marketing Expense - Trolley Halloween Decoration	\$ -
	01-001-5180-999-00	\$ -
	01-001-5190-999-00	\$ -
	Total	\$ -
	CARD # 6 - CRISTEL SCOTT, OPERATIONS COORDINATOR	
10/16/25	TCTD Office Expense - E-Dry Erase Board/E-Magnet	\$ -
	01-001-5170-999-00	\$ -
	Total	\$ -
	Grand Total	\$ -
DATE	APPROVAL	

Tillamook County Transportation District
 Normal Trial Balance
 09 - NW RIDES ACCOUNT
 000 - Other
 From 11/1/2025 Through 11/30/2025

Account Code	Account Title	Debit Balance	Credit Balance
4026	NWR Revenue		1,425,452.18
5010	Payroll: Administration	140,304.99	
5041	Payroll: Indirect	4,405.12	
5050	Payroll Expense	13,621.03	
5051	Payroll Healthcare	32,151.74	
5052	Payroll Retirement	14,602.41	
5053	Payroll Veba	5,574.14	
5100	Professional Services	20,822.60	
5145	Computer R&M	11,058.52	
5150	Fees & Licenses	1,500.00	
5170	Office Expense	1,286.89	
5180	Operational Expense	214.71	
5210	Telephone Expense	9,029.07	
5265	Purchased Transportation	1,805,909.92	
5266	Member Mileage Reimbursement	91,794.00	
5267	Volunteer Mileage Reimburse	132,515.80	
	Total 09 - NW RIDES ACCOUNT	2,284,790.94	2,284,790.94

Tillamook County Transportation District
Normal Trial Balance
10 - STIF
No Dept/Program Code
From 11/1/2025 Through 11/30/2025

<u>Account Code</u>	<u>Account Title</u>	<u>Debit Balance</u>	<u>Credit Balance</u>
1001	General Checking Account #4558	116,025.00	
1035	LGIP1035 #6518	791.38	
1605	Accounts Receivable	0.00	

Tillamook County Transportation District

Normal Trial Balance

10 - STIF

000 - Other

From 11/1/2025 Through 11/30/2025

Account Code	Account Title	Debit Balance	Credit Balance
4134	STIF Payroll Formula		94,198.00
4135	STIF Population Formula		21,827.00
4510	Interest Income		791.38
	Total 10 - STIF	116,816.38	
Report Total		4,404,552.42	4,404,552.42
Report Difference		0.00	

TCTD Operations

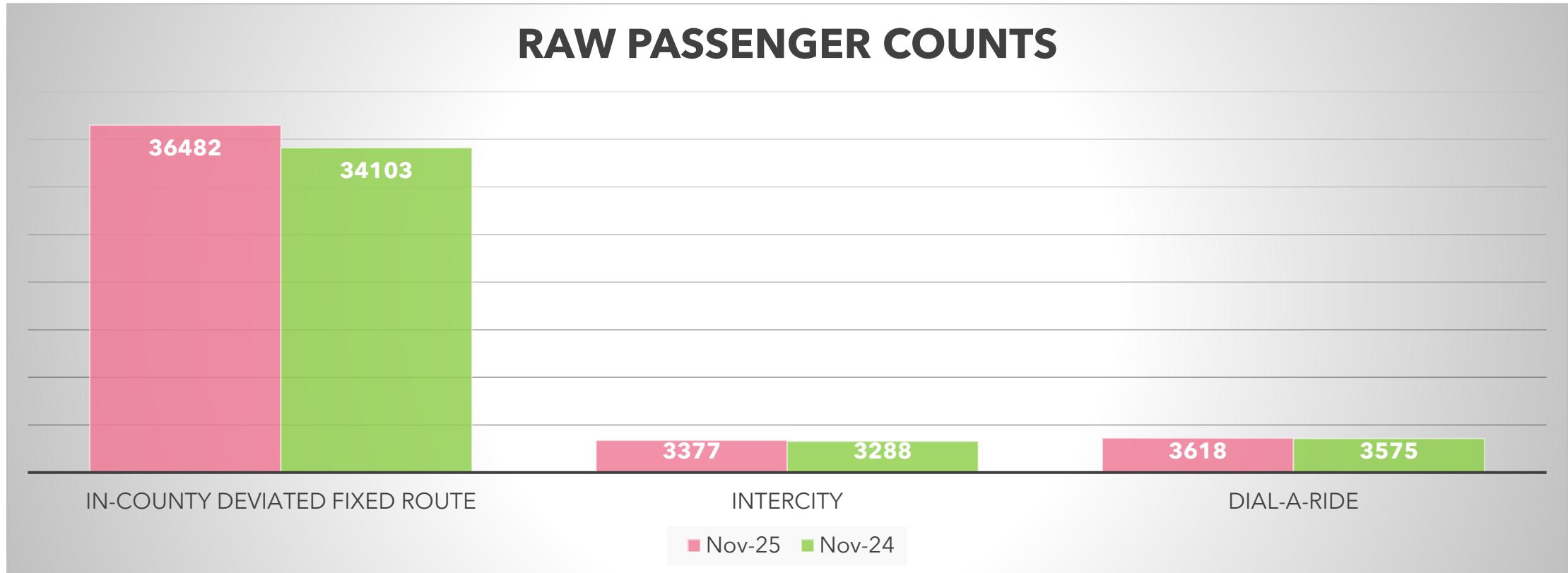
Statistics & Performance

November 2025

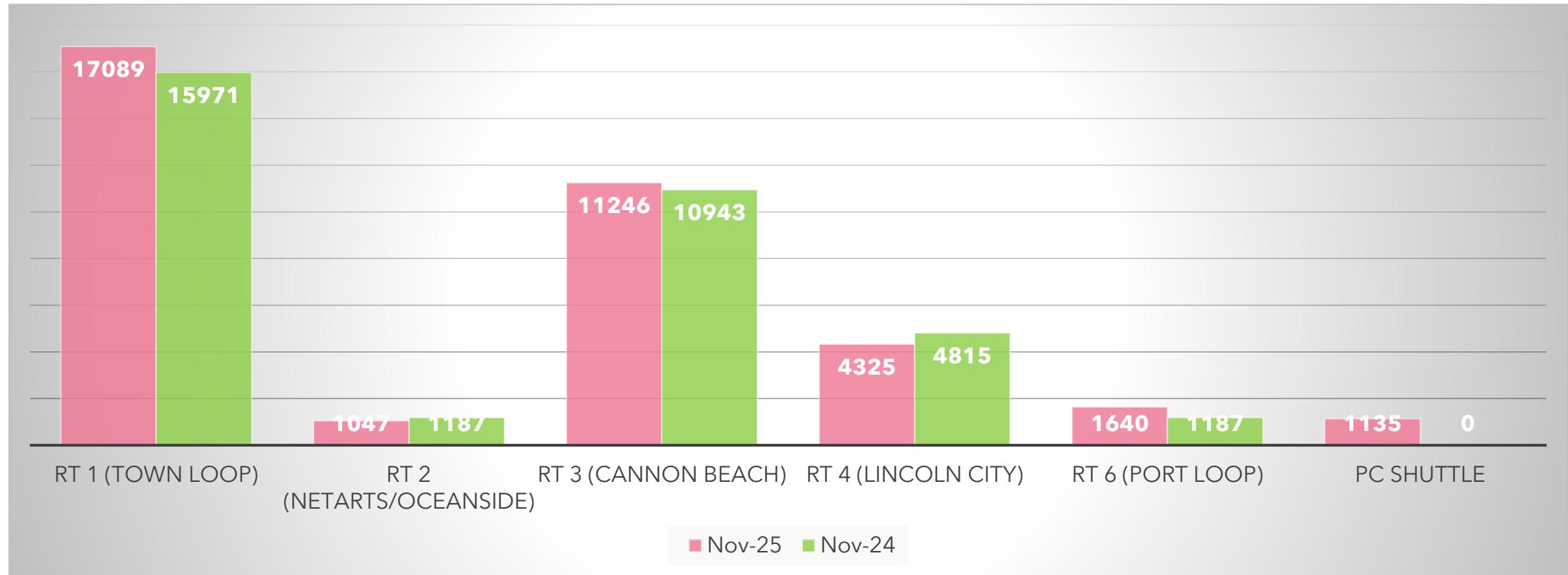


YTD COMPS BY SERVICE TYPE

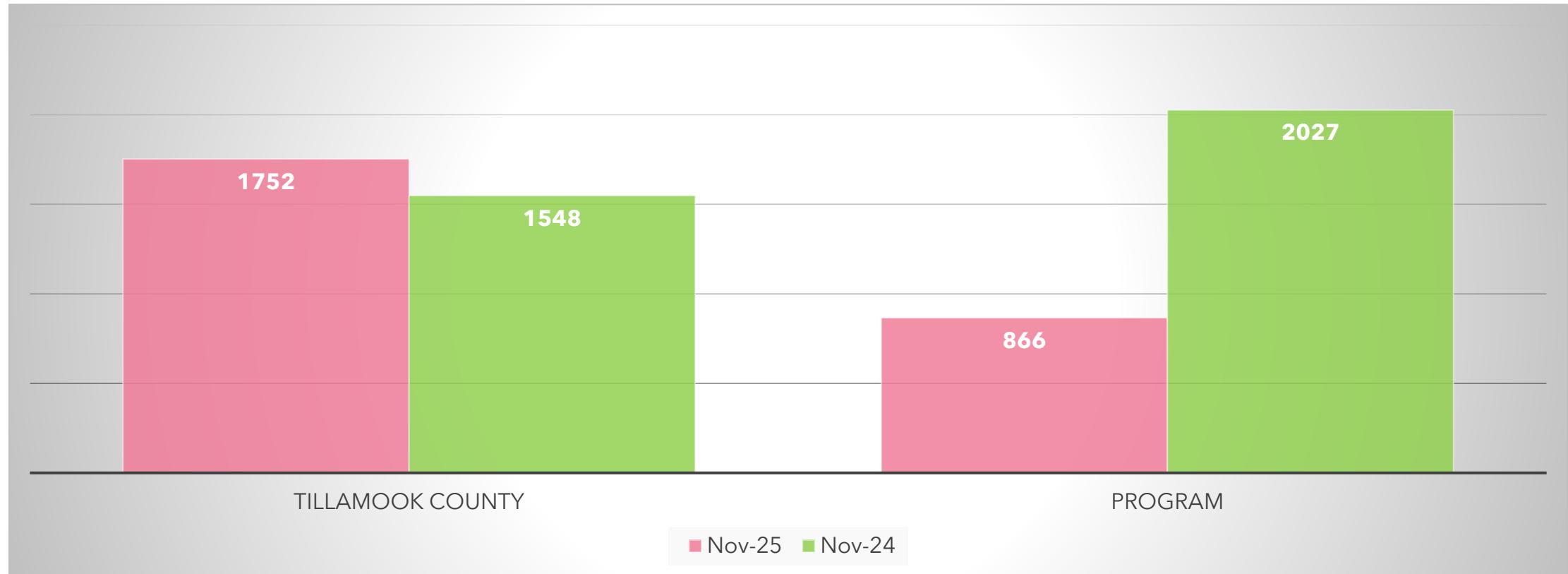
RAW PASSENGER COUNTS



IN-COUNTY RIDERSHIP BY ROUTE YTD COMPS

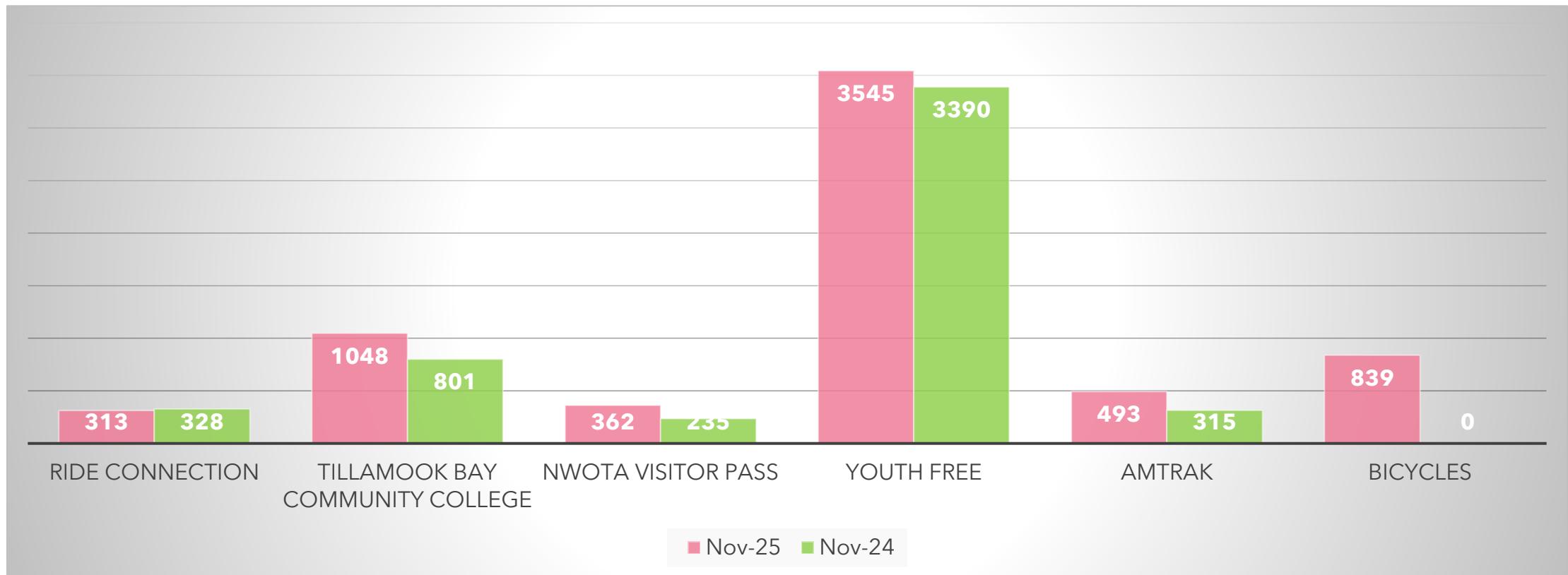


DAR RIDERSHIP BY SERVICE TYPE YTD COMPS



PASSENGER CATEGORIES

YTD COMPS



Tillamook County Transportation District

MONTHLY PERFORMANCE REPORT

November 2025

RIDERSHIP BY SERVICE TYPE	Nov 2025	Nov 2024	YTD FY 25-26	YTD FY 24-25	YTD % Change
<u>Dial-A-Ride Service</u>					
Tillamook County Program	344	265	1,752	1,548	13.2%
Dial-A-Ride Total	539	549	2,618	3,575	-26.8%
<u>Deviated Fixed Route Service</u>					
Rt 1: Town Loop	3,150	2,820	17,089	15,971	7.0%
Rt 2: Netarts/Oceanside	184	183	1,047	1,187	-11.8%
Rt 3: Manzanita/Cannon Beach	1,809	1,772	11,246	10,943	2.8%
Rt 4: Lincoln City	686	795	4,325	4,815	-10.2%
Rt 6: Port of Tillamook Bay Loop	252	173	1,640	1,187	38.2%
Pacific City Free Shuttle	0	0	1,135	0	100.0%
Local Fixed Rt Total	6,081	5,743	36,482	34,103	7.0%
<u>Intercity Service</u>					
Rt 5: Portland	554	460	3,377	3,288	2.7%
Inter City Total	554	460	3,377	3,288	2.7%
TOTAL ALL SERVICES	7,174	6,752	42,477	40,966	3.7%
<u>ONE-WAY TRIPS BY USER GROUP (Allocated)</u>					
USER GROUP	Fixed Route	DAR	YTD FY 25-26	YTD FY 24-25	YTD % Change
General (18 years to 60 years of age)	3,981	86	23,653	23,096	2.4%
Senior/Disabled	2,190	431	14,873	15,070	-1.3%
Child/Youth	464	22	2,815	2,800	0.6%
Total	6,635	539	41,342	40,966	0.9%
<u>OTHER RIDER CATEGORIES</u>					
OTHER RIDER CATEGORIES	Fixed Route	DAR	YTD FY 25-26	YTD FY 24-25	YTD % Change
Ride Connection	40		313	328	-4.6%
Tillamook Bay Community College	223		1,048	801	30.8%
NWOTA Visitor Pass	17		362	235	54.0%
NW Rides		123	526	N/A	N/A
Youth Free	532		3,545	3,390	4.6%
Amtrak	43		493	315	56.5%
Bicycles	118		839	N/A	N/A

nWCONNECTOR

Coordinating Committee In-Person Meeting

January 9, 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 December Meeting Minutes Financial Report Emissions/Ridership Tracking Bus Stop Project Update	✓	Cynda Bruce/All
10:30- 10:40a	▪ NWConnector Enhancements Implementation • Survey Responses		All
10:40- 10:45a	▪ 2026 NWOTA President	✓	Cynda Bruce/All
10:45- 11:20a	▪ Pre-planning New Website Development		Logan Hoffman MAC
11:20- 11:50	▪ 2026 NWOTA Work Review & Approval	✓	All
11:50- 12:00p	▪ Member Updates		All

Attachments:

December 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

December 12, 2026

The meeting was held virtually. In attendance: David Carr, Cynda Bruce, Cody Franz, Sarah Lu Heath, Arla Miller, Jillian Trinkhaus, Brian Vitulli and Chris Wheatley.

During the introductions, Jillian Trinkhaus shared an update regarding Benton Area Transit with the group. The NWOTA facing position will be moving to the County and a job posting for the open position will be posted in January. Until the job is filled, it is likely that Gary Stockhoff will be the representative attending NWOTA meetings.

Regular Items:

October meeting minutes and the Connector Performance calculator were reviewed.

Bus Stop Update: TCTD expects to review the 30% design plans with Jacobs Engineering in December. The stop in Hebo will be redesigned to ensure the construction and facilities remain only in the public right-of-way. This redesign will result in a stop that includes two seats and a solar powered light.

Acceptance of regular items was moved by Brian Vitualli and seconded by Chris Wheatley. It passed unanimously.

Northwest Connector Enhancements:

TCTD will use CARES Act funding to hire MAC to update the shelter maps, visitor passes, and related print materials. The group was reminded a needs-survey was sent out to determine print volume.

Visitor Passes usage, pricing, and tracking was discussed. Cynda Bruce made a motion to update Visitor Pass fare structure to offer only 7 Day Passes at \$30 per pass. Brian Vitulli seconded the motion and it passed unanimously.

The group also discussed NWConnector Route timing and how some trips are offered on the website. EG: the nwconnector.org interactive map routes an Astoria to Yachats trip through Portland. Further investigation and discussion is warranted.

STIF Amendments & Rural Veterans Healthcare Transportation Grant:

Arla Miller shared information and answered questions regarding both of these programs. At this time, it is expected that the increase in the Statewide Transit Tax will not be collected in calendar year 2026 as a voter referendum is expected.

Both TCTD and SETD submitted letters of interest to the Rural Veterans Healthcare Transportation program. The formal application period is expected to open in early 2026.

2026 NWOTA Work Plan

The group reviewed a draft work plan submitted by Sarah Lu Heath for the 2026 calendar year. Several minor changes were discussed. The updated draft will be provided for final review and adoption at the January board meeting.

Member Updates:

ODOT: Arla reminded folks that the federal Department of Transportation will be reviewing compliance for federal pass-through funding with agencies across the state.

TCTD: Brian shared that recently hired drivers are performing well and several have been trained for their Class B CDL licenses.

SETD: Several drivers have left the district giving SETD the opportunity to hire a new cohort. They are seeing high quality applicants and are working on hiring full and part time drivers to build a bullpen to better manage sick and vacation leave.

SETD is working with Clatsop Community College to provide free fare passes for students and the City Councils to develop emergency response agreements.

The meeting adjourned at 12:08pm.

NW Rides 2025

NW Rides Trips Provided

Providers

51,540

MR

21,532

Volunteers

6,752

2025 Total Trips= 79,644

NW Rides 2025

NW Rides Miles Driven

Providers

1,099,574

MR

864,140.40

Volunteers

341,050.60

2025 Total Miles Driven= 2,304,765

NW Rides Call Center

257 Working Days

ANSWERED 52,108 Calls

4 CSR's \approx 13,027 calls *per* person

\approx 203 calls *per* business day



Tillamook County Transportation District

"Connecting the community through sustainable transit services"

DATE: January 21, 2026
TO: TCTD Board of Directors
FROM: Brian Vitulli, General Manager
SUBJECT: GENERAL MANAGER REPORT

Administration/Coordination

- Nominated for the ***Business of the Year*** Community Award to be presented on Saturday, January 24, 2026 at the Tillamook Chamber Community Awards Banquet! (See attachments 1 & 2.)
- Working with community partners and employment agencies/employee placement organizations to recruit transit drivers.
- Attended Oregon Transit Association Board on January 6. I was elected to be Board President for the 2026-2028 term.
- Attended NWOTA meeting on January 9. I was elected to be NWOTA President.
- Attended Oregon Transit Association Conference Program Committee meeting on January 14 to begin planning for November 2026 Oregon Public Transportation Conference in Seaside.
- On January 20, attended the *Mornings on Main* gathering hosted by the Tillamook Chamber.
- Attended the ODOT Region 2 Transit Roundtable on January 15.
- Interview with OPB reporter on December 17 regarding the transportation bill and the potential referendum's impact on service and planned projects. Provided statement to Portland media following Governor's call to repeal HB 3991.
- On January 13, 2026, attended a meeting of the House Interim Committee on Transportation and spoke on behalf of the Oregon Transit Association and transit providers statewide, to support Legislative Concept 257 (LC 257) which will be presented as a bill to the Oregon Legislative Assembly during the 2026 Regular Session. LC 257 calls for the establishment of a 'Transit Funding Task Force to determine funding level needed to maintain adequate transit service statewide and to allow for growth over time and to explore funding mechanisms necessary to achieve necessary funding.' 21 members shall be appointed by the Governor, Senate President, and Speaker. It would direct the Task Force to develop and submit a report to transportation committees by December 2026.
- On December 9, recorded the ***Rural Routes to Zero: Electrifying Transit Across Northwest Oregon*** webcast with consultant team as part of the GFT | Insights program. See bit.ly/4oOhU8j to view.

Planning & Development

- Finalizing the scope of work for the procurement package of the Transit Development Plan. Intending for RFP to be released within the next month, and firm selection and contracting completed in March. Project is funded with a \$180,000 federal planning grant.
- Work on the NW Connector Bus Stop Access Project is continuing. This 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 with completion expected in October 2026.

Grant Funding

- A Letter of Intent (LOI) was submitted to ODOT's Public Transportation Division on November 10 for continued RVHT (Rural Veterans Health Transportation) funding. Based on the LOI, ODOT may choose to award funds to preservation projects directly. If not, full applications will be required by late December 2025 / early 2026.
- Two applications for funding were submitted to the SDAO's Safety and Security Grant Program for additional security cameras and a new fire alarm system for the Administration and Vehicle Maintenance buildings.
- The purchase and installation of bus stop infrastructure at six locations on U.S. 101 in Garibaldi has been granted approval by ODOT's Permitting Office. Sign-off by the local municipality has occurred. Products have been ordered and are awaiting delivery.

Facility/Property Management

- Transit Center exterior / platform cleaning occurs weekly and on an as-needed basis.
- Fire alarm system upgrade project for the Administration building and Vehicle Maintenance facility is continuing.

Operations/Vehicle Maintenance

- **Implemented systemwide service enhancements on Sunday, January 18, 2026!** The District has restored all transit service that was temporarily discontinued in March and May of 2024 due to the shortage of available drivers. It has also added more trips to Routes 2 and 6 and expanded Dial-A-Ride capacity throughout Tillamook County. This has been a monumental effort involving numerous components and could not have been accomplished without the entire District team! The communities in our District once again have transit service seven days a week! (See attachments 3 & 4.)

Tillamook County Transportation District



Tillamook Area Chamber of Commerce · Following

Andrei Krylov · Medieval Celtic Battle Song for Lute

Kicking Off the Community Award Nominees with the line up our our Business
of the Year!!

... See more

45

28

8

10

...

Meet the Community Awards Business and Small Business of the Year Nominees

The excitement is building for the Tillamook Chamber of Commerce's Community Awards Banquet and auction. This January tradition serves as a moment to pause and honor the people and projects that define our county's unique character.

The 2026 Community Awards span five categories; Business of the Year, Small Business of the Year, Development Project of the Year, Program of the Year, and Citizen of the Year, each representing the tireless work and community spirit that keep Tillamook thriving.

The award winners are selected by a dedicated committee of past recipients and community leaders. Award winners will be announced at the Community Awards Banquet on Saturday, January 24th, 2026, at the Tillamook County Fairgrounds. In the weeks leading up to the banquet, we will be sharing the nominees and stories of their impact.

Thank you to all who took the time to nominate a local business. Let's meet the nominees for this year's Business (10+ employees) and Small Business of the Year...

Nominees for Business of the Year:

Haltiner Heating and Sheet Metal is a long-standing, family-owned business in Tillamook that provides much more than essential heating and cooling services. They are known for exceptional customer care and a deep-rooted commitment to the community's well-being. By consistently supporting local schools, youth sports, and outreach programs, they invest in the next generation. Their dedication ensures that residents stay safe and comfortable year-round, reflecting a true spirit of service and local pride.

Pacific Restaurant has become a key gathering place in Tillamook that demonstrates a dedication to the local quality of life and community spirit. Beyond providing exceptional dining and expanded service hours, they host local causes through fundraisers like "Shop With a Cop" and the annual Charity Drive. By mentoring young workers and hosting civic groups like Rotary, the restaurant fosters long-term growth and connection, ensuring a vibrant, welcoming atmosphere for every resident and visitor.

Sand Dollar Restaurant and Lounge provides a reliable and welcoming presence by remaining open seven days a week for locals and visitors alike. Their deep commitment to the region is reflected in their "local first" philosophy, prioritizing partnerships with area vendors to keep the economy strong. More than just a local staple, they bring vitality to the coast through consistent excellence and a deep-rooted dedication to Tillamook County's long-term growth.

Tillamook County Transportation District (TCTD) is a vital pillar of local infrastructure that drives regional economic success by providing nearly 110,000 annual trips. TCTD acts as a critical bridge to the workforce, connecting employees to jobs and students to education across 1,100 square miles. By investing in sustainable transit and ensuring reliable access to commerce and healthcare, including life-sustaining medical transportation, they provide the essential mobility that sustains Tillamook's long-term growth and community resilience.

Tillamook Grocery Outlet is more than just a place to shop; it serves as a helpful resource for local families looking to make their household budgets go a little further. By providing affordable, high-quality groceries and maintaining a supportive, team-oriented workplace, the owners and staff demonstrate a profound care for their community. Their dedication to local charity's, food donations and job creation fosters an environment where both the community and local families can continue to grow together.

TILLAMOOK COUNTY TRANSPORTATION DISTRICT Service Improvements!!!

Beginning Sunday January 18th, 2026

- **Reinstatement of seven day a week transit service**
- **Added Dial-A-Ride capacity**
- **Overall 25%+ service hours increase!**
- **Direct Route 3 service to the new Nehalem Bay Health Center in Wheeler**
- **40% more trips on Route 2 (Netarts-Oceanside) and Route 6 (Port of Tillamook Bay)**
- **Reinstatement of the 4:55 AM Route 5 roundtrip to/from Portland (transfer to TriMet's Red Line at Sunset Transit Center in Beaverton for car-free travel to PDX)**



1-800-815-8283

www.TillamookBus.com



nwconnector.org



Follow us at: [Facebook/Tillamookbus](https://www.facebook.com/Tillamookbus)



TILLAMOOK COUNTY TRANSPORTATION DISTRICT 7 DAY SERVICE!!!

Coming January 18th, 2026

**NEW ROUTE
TIMES FOR
ROUTE 2
ROUTE 3
ROUTE 4
ROUTE 5
&
ROUTE 6**



1-800-815-8283

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Tillamook County Transportation District
Board of Directors Regular Monthly Meeting
Wednesday, December 17, 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 pm.

2. Pledge of Allegiance

3. Roll Call:

Present

TCTD Board of Directors

Gary Hanenkrat, Director
Marni Johnston, Treasurer
Jonathan Bean, Chair
David McCall, Director
Vern Ressler, Director

Absent

TCTD Board of Directors

Nan Devlin, Director
Eric Sappington, Director

TCTD Staff

Brian Vitulli, General Manager
Charlene Pech, Finance Supervisor
Michael Reed, Operations Superintendent (via Zoom)
Keri Brown, Admin Assistant/Board Clerk

Guest

John Cline, Citizen

4. Announcements and Changes to Agenda

GM Vitulli presented on behalf of the District, a holiday gift to the Board members and thanked everyone for their support.

Motion by Director McCall to Approve Announcements and Changes to Agenda.
Seconded by Director Hanenkrat.

Motion Passed

By Chair Bean, Directors Ressler,
Hanenkrat, Johnston, McCall

5. Public & Guest Comments:

John Cline made a public comment that the gentleman that did the Board Director training at the November meeting showed what goes into being a Director, and wanted to thank them for what they do. Thanked Brian and the staff that the District is going in a good direction.

6. Executive Session: None.

STATE OF THE DISTRICT REPORT

- 7. Financial and Grant Report:** Financials for October 2025 are included in the Board packet pages 1-22.
- 8. Service Performance Reports:** Statistics for October 2025 are included in the Board packet pages 23-28.

Director Mcall asked if last year and current year is comparable. GM Vitulli stated yes.

- 9. Northwest Oregon Transit Alliance:** Updates for November 2025 are included in the Board packet pages 29-31.

- 10. NW Rides Brokerage:** Statistics for September 2025 are included in the Board packet page 32-34.

- 11. General Manager Report:** Updates included in Board packet pages 35-36 (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 Bean asked where the Hebo stop was located. GM Vitulli stated that it is northbound on U.S. 101 at the Three Rivers Village Mobile Home Park and S Hebo Lane. Director Ressler stated that there is nothing at that location now, so good job.

12. Miscellaneous

FS Pech stated that there are signature cards for Columbia Bank to be signed after the Board meeting.

CONSENT CALENDAR

13. Motion to Approve the Minutes of November 19, 2025, Regular Board Meeting

Motion by Director McCall to Approve the Minutes of November 19, 2025, Regular Board Meeting. Seconded by Director Johnston.

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

Motion Passed
By Chair Bean, Directors Ressler,
Hanenkrat, Johnston, McCall

14. Motion to Approve October 2025 Financial Statements

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

Motion Passed
By Chair Bean, Directors Ressler,
Hanenkrat, Johnston, McCall

ACTION ITEMS

15. Resolution 25-32 Authorizing the General Manager to Execute Amendment Number 5 to ODOT Grant Agreement Number 34225

Director McCall asked why there is a difference in grant dollar amount on June 20, 2020, to current grant amount. GM Vitulli stated it is what is remaining on the grant.

Motion by Director Johnston to Approve Resolution 25-32 Authorizing the General Manager to Execute Amendment Number 5 to ODOT Grant Agreement Number 34225. Seconded by Director McCall.

Motion Passed
By Chair Bean, Directors Ressler,
Hanenkrat, Johnston, McCall

16. Resolution 25-33 Authorizing the General Manager to Execute Amendment Number 4 to ODOT Grant Agreement Number 34242

Motion by Director McCall to Approve Resolution 25-33 Authorizing the General Manager to Execute Amendment Number 4 to ODOT Grant Agreement Number 34242. Seconded by Director Hanenkrat.

Motion Passed
By Chair Bean, Directors Ressler,
Hanenkrat, Johnston, McCall

17. Resolution 25-34 Authorizing the General Manager to Execute Amendment Number 2 to ODOT Grant Agreement Number 35606

Motion by Director McCall to Approve Resolution 25-34 Authorizing the General Manager to Execute Amendment Number 2 to ODOT Grant Agreement Number 35606. Seconded by Director Ressler.

Motion Passed
By Chair Bean, Directors Ressler,
Hanenkrat, Johnston, McCall

DISCUSSION ITEMS

18. Updated Policy Development List

GM Vitulli stated that as discussed at last month's Board meeting, Director McCall mentioned that there were several policies that have old effective dates on them. Policies are current but will continue to collaborate with counsel for updates. Director Johnston asked if the draft check-in/check-out reporting policy was new. GM Vitulli stated that it has been on the policy list for some time but it is not an active policy, and it will be struck from the list.

19. Staff Comments

General Manager Vitulli: As stated last month, Director McCall asked for an update of House Bill 3991 and the referendum on the upcoming ballot. GM Vitulli stated that the Department of Revenue on Monday announced that the collection of new taxes in 2026 will be paused, due to an adequate number of required signatures that were collected in order to create a referendum to suspend the gas tax increase, vehicle fee hikes, and employee payroll tax increase for transit. Need to have bipartisan efforts to find sustainable funding solutions before the 2026 election. Oregon voters in 2026 will decide and will likely be rejected. House Bill 3991 only provided for a two-year increase of employee payroll tax, so agencies are left to prioritize one-time improvements rather than service increases.

GM Vitulli stated that with additional bus drivers hired and trained, the next shift bid happening in January will allow the District to reestablish seven-day a week service, as well as add back the discontinued services that were reduced in March and May 2024, including more trips for Route 2 and Route 6. Director Hanenkrat asked if all routes will operate seven-day service. GM Vitulli stated yes and added that an additional roundtrip for Route 5 to Portland will be included. Thank you for your patience and your support.

Admin Assistant Brown: None.

Finance Supervisor Pech: None

Operations Superintendent Reed: None.

20. Board of Directors' Comments

Dir. Hanenkrat: None.

Dir. Devlin: Absent.

Dir. Ressler: Looking forward to the ride to Lincoln City.

Dir. Sappington: Absent.

Dir. Johnston: Happy Holidays everyone and know it has been a couple of bumpy years but must thank GM Vitulli for hanging in and appreciate everyone for their support.

Dir. McCall: Thank everyone for showing up in the weather we are having and with all the road closures happening. Glad to hear that none of the buses are stuck or in harms way. Tip of the hat to the drivers and to the people helping the drivers to make sure that drivers and passengers are safe. General Manager Vitulli stated that OS Reed and OC Scott are up incredibly early in the morning checking weather reports and tides to make sure that drivers can get through.

Chair Bean: Good news that we are going to be able to get back to seven-day service. Enjoy your holiday and be safe. GM Vitulli let everyone know about the Holiday Party tomorrow from 10am to 2pm.

21. Adjournment: Board Chair Bean adjourned the meeting at 6:51pm.

These minutes were approved on this 21st of January 2026.

ATTEST:

Jonathan Bean, Board Chair

Brian Vitulli, General Manager

**Tillamook County Transportation District
Budget Calendar
FY 2026 – 2027**

January 21, 2026 @ Board Meeting	Appoint Budget Officer
February 18, 2026 @ Board Meeting	Appoint New Budget Committee Members (if necessary)
March 11, 2026	Review Draft Budget with Treasurer
March 18, 2026 @ Board Meeting	Distribute Draft Budget to Board
March 18, 2026	Distribute Draft Budget to Budget Committee
March 17, 2026 (due 3/11/26)	Publish 1st Notice of Budget Committee Meeting (<i>no more than 30 days prior to meeting.</i>) The Notice must contain the date, time and location of the first budget committee meeting scheduled for receiving the proposed budget, hearing the budget message, and taking questions and comments from the public. Notice will be posted in the newspaper and on the District's website. Notice must contain website address.
March 31, 2026 (due 3/25/26)	Publish 2nd Notice of Budget Committee Meeting (<i>no less than 5 days prior to meeting.</i>) The Notice must contain the date, time and location of the first budget committee meeting scheduled for receiving the proposed budget, hearing the budget message, and taking questions and comments from the public. Notice will be posted in the newspaper and on the District's website. Notice must contain website address.
April 8. 2026 @ 6:00pm	Budget Committee Meeting Present budget message and comprehensive outline of the proposed 2026-2027 budget. Public comment will be taken. Next budget meeting (if necessary) will be scheduled at this meeting.
April 28, 2026 (due 4/22/26)	Publish Notice of Budget Hearing & LB-1 (<i>No more than 30, no less than 5 days prior to budget hearing.</i>) At the same time you publish the budget summary, you must also publish a notice of the budget hearing. The hearing notice gives the place and time of the hearing (ORS 294.438, renumbered from 294.416). The same publication methods described for the notice of budget committee meeting are used: Unlike the notice of budget committee meeting, if the hearing notice is by newspaper, only one publication is required and there is no internet publication option. The Notice must include Forms LB-1.
May 20, 2026 @ Board Meeting	Budget Public Hearing Hold public hearing on the budget as approved by the budget committee. Expenditure adjustments, if any, are restricted to \$5,000 or 10%, whichever is greater, of the amount approved for each fund by the budget committee. Board adopts budget by resolution to appropriate funds and impose and categorize taxes.
June 26, 2026	Deadline to Certify the 2026-27 Tax Levy to the County Assessor. Deliver two copies each of the Tax Certification LB-50 form & Resolution Adopting the Budget.
June 26, 2026	Deliver a complete Budget document to Tillamook County Clerk Office. Resolution only unless requested by Clerk's office.
June 26, 2026	Submit final document to ODOT. Email to: ODOTPTDReporting@odot.oregon.gov

***Please note that
bolded action items are
required by budget law**

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

**In the Matter of Amending)
the TCTD Administrative)
Staffing Plan by Establishing a)
Brokerage NEMT Credentialing)
Specialist Position for NW Rides)**

RESOLUTION NO. 26-01

WHEREAS, the Board of Directors for the Tillamook County Transportation District has the authority to authorize employee positions; and

WHEREAS, the Board seeks to authorize employee positions which most efficiently and effectively staff the District's administrative functions; and

WHEREAS, the District wishes to amend the TCTD Administrative Staffing Plan by establishing a Brokerage NEMT Credentialing Specialist position; and,

WHEREAS, it is concurrently necessary to adjust the wages and salary ranges for the NW Rides Office Assistant position; and,

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

1. The Board authorizes the amendment of the TCTD Administrative Staffing Plan to include a Brokerage NEMT Credentialing Specialist position.
2. Effective February 1, 2026, the Board establishes the following compensation schedule for the Brokerage NEMT Credentialing Specialist and NW Rides Office Assistant positions:

Position	Salary/Wage Range
Brokerage NEMT Credentialing Specialist	\$18.00 to \$25.00
NW Rides Office Assistant	\$18.00 to \$25.00

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

INTRODUCED AND ADOPTED this 21st day of January, 2026.

ATTEST:

By: _____
Jonathan Bean, Board Chair

By: _____
Brian Vitulli, General Manager

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

**Authorizing the General Manager)
to Execute Amendment Number 3)
to ODOT Section 5339 Grant)
Agreement Number 35328)**

RESOLUTION NO. 26-02

WHEREAS, the Tillamook County Transportation District (“District”) has received a grant from the Oregon Department of Transportation (“ODOT”) under Section 5339 of the Federal Transit Act of 1964, as amended, for expansion vehicle purchase, design, shelter, and construction of the Hebo Bus Stop, and Downtown Transit Center Renovation; and

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

WHEREAS, the District and ODOT mutually desire to extend the grant period expiration date from June 30, 2026 to June 30, 2027 to allow for the delivery of two Class B trolley-replica buses; and

WHEREAS, the District Board of Directors wishes to authorize the General Manager to execute Amendment Number 3 to extend the grant period expiration date from June 30, 2026 to June 30, 2027 to allow for the delivery of two Class B trolley-replica buses.

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 3 to ODOT Grant Agreement No. 35328 in the amount of \$340,000 on behalf of the Tillamook County Transportation District, to extend the grant period expiration date from June 30, 2026 to June 30, 2027 to allow for the delivery of two Class B trolley-replica buses.

INTRODUCED AND ADOPTED this 21st day of January 2026.

ATTEST:

By: _____
Jonathan Bean, Board Chair

By: _____
Brian Vitulli, General Manager

AMENDMENT NUMBER 3
ODOT GRANT AGREEMENT NO. 35328
Tillamook County Transportation District

The **State of Oregon**, acting by and through its Department of Transportation, hereinafter referred to as **State**, and **Tillamook County Transportation District**, hereinafter referred to as **Recipient**, entered into an Agreement on **August 30, 2022**, Amendment 1 (one) on **March 5, 2025**, and Amendment 2 (two) on **May 6, 2025**. Said Agreement is to secure financial assistance to complete the activities described in Exhibit A.

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

Page 1, Agreement, Paragraph 1, which reads:

1. Effective Date. This Agreement shall become effective on the later of **July 1, 2022** or the date when this Agreement is fully executed and approved as required by applicable law. Unless otherwise terminated or extended, Grant Funds under this Agreement shall be available for Project Costs incurred on or before **June 30, 2026**. No Grant Funds are available for any expenditures after the Expiration Date. State's obligation to disburse Grant Funds under this Agreement shall end as provided in Section 10 of this Agreement.

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

1. Effective Date. This Agreement shall become effective on the later of **July 1, 2022** or the date when this Agreement is fully executed and approved as required by applicable law. Unless otherwise terminated or extended, Grant Funds under this Agreement shall be available for Project Costs incurred on or before **June 30, 2027**. No Grant Funds are available for any expenditures after the Expiration Date. State's obligation to disburse Grant Funds under this Agreement shall end as provided in Section 10 of this Agreement.

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

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

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

SIGNATURE PAGE TO FOLLOW

Tillamook County Transportation District,
by and through its

By _____
(Legally designated representative)

Name _____
(printed)

Date _____

By _____

Name _____
(printed)

Date _____

APPROVED AS TO LEGAL SUFFICIENCY

(If required in local process)

By _____
Recipient's Legal Counsel

Date _____

Recipient Contact:

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

State Contact:

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

State of Oregon, by and through its
Department of Transportation

By _____
Suzanne Carlson
Public Transportation Division Administrator

Date _____

APPROVAL RECOMMENDED

By _____ Arla Miller

Date 01/12/2026

APPROVED AS TO LEGAL SUFFICIENCY

(For funding over \$250,000)

By _____
Assistant Attorney General

Name _____ Sam Zeigler by email
(printed)

Date 07/15/2022

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

Revised Exhibit A
Project Description and Budget

Project Description/Statement of Work

Project Title: 5339 Tillamook County Transportation District 35328
Purchase two (2) trolleys.

FTA funding Category A. Project ready to execute or has been executed. Funds available for reimbursement.

	Total	Grant Amount	Local Match	Match Type(s)
P-21-1824-01 Item #1: Bus Trolley STD				
	\$400,000.00	\$340,000.00	\$60,000.00	Local
Sub Total	\$400,000.00	\$340,000.00	\$60,000.00	

Project Title: 5339 Tillamook County Transportation District 35328
Design and construct Hebo Bus Stop

FTA funding Category B. Project identified not ready to execute. Funds not available until the FTA concurs in writing that the environmental review process is complete, FTA grant execution, and subgrant agreement revision to release funds for reimbursement.

	Total	Grant Amount	Local Match	Match Type(s)
P-21-1825-01 Item #1: Passenger Shelters				
	\$135,000.00	\$108,000.00	\$27,000.00	Local
Sub Total	\$135,000.00	\$108,000.00	\$27,000.00	

Project Title: 5339 Tillamook County Transportation District 35328
Downtown Transit Center Renovation

Project Completed. Funds Exhausted.

	Total	Grant Amount	Local Match	Match Type(s)
P-21-1826-01 Item #1: Terminal, Bus				
	\$75,000.00	\$60,000.00	\$15,000.00	Local
Sub Total	\$75,000.00	\$60,000.00	\$15,000.00	
Grand Total		\$610,000.00	\$508,000.00	\$102,000.00

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

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

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

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

1. PROJECT DESCRIPTION

Vehicle Expansion

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

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

Hebo Bus Stop Design, Shelter, and Construction

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

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

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

Downtown Transit Center Renovation

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

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

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

2. PROJECT DELIVERABLES, SCHEDULE and USE

Vehicle Expansion

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

RFP/IFB Issue Date July 1, 2025

Contract Award Date July 31, 2025

Initial Delivery Date October 31, 2025

Final Delivery Date April 30, 2027

Contract Completion Date June 30, 2027

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

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

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

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

Hebo Bus Stop Design, Shelter, and Construction

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

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

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

*Prepare Categorical Exclusion January 15, 2026
Estimated FTA Concurrence March 31, 2026
RFP/IFB Issue Date July 1, 2025
Contract Award Date July 31, 2026
Initial Delivery Date October 31, 2026
Final Delivery Date April 30, 2027
Contract Completion Date June 30, 2027*

Downtown Transit Center Renovation

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

Recipient will hire a professional project manager as part of the project, if current staff does

not have experience in managing complex construction projects. Project management costs are eligible for reimbursement in this Agreement.

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

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

3. PROJECT ACCOUNTING and MATCHING FUNDING

Vehicle Expansion

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

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

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

Hebo Bus Stop Design, Shelter, and Construction

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

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

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

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

Downtown Transit Center Renovation

In-kind matching funding is allowed for labor and other donated equipment, materials, and

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

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

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

4. REPORTING and INVOICING REQUIREMENTS

Vehicle Expansion

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

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

Hebo Bus Stop Design, Shelter, and Construction

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

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

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

Downtown Transit Center Renovation

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

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