

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



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



Wednesday, May 20, 2026, at 6:00PM
Transportation Building
3600 Third Street, Tillamook, Oregon



TILLAMOOK COUNTY Transportation District

Tillamook County Transportation District
BOARD OF DIRECTORS – REGULAR MONTHLY MEETING

Agenda: Wednesday, May 20, 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 (February and March) (Pgs. 1-25)
8. Service Performance Reports (March) (Pgs. 26-27)
9. Northwest Oregon Transit Alliance (Pgs. 28-30)
10. NW Rides Brokerage Report (April)
11. General Manager Report (Pgs. 31-32)
 - 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 April 15, 2026, Regular Board Meeting (Pgs. 33-37)
14. Motion to Approve February and March 2026 Financial Statements

ACTION ITEMS

15. Resolution 26-08 In the Matter of Declaring and Disposing of Surplus Property (Pg. 38)
16. Resolution 26-09 Authorizing the General Manager to Enter Into a Janitorial Services Agreement with Marie Mills Center for the Downtown Transit Center (Pgs. 39-42)
17. Resolution 26-10 Authorizing the General Manager to Enter Into a Janitorial Services Agreement with Marie Mills Center for the TCTD Administration Building (Pgs. 43-46)
18. Resolution 26-11 Authorizing the General Manager to Enter Into a Memorandum of Agreement with the Tillamook Adventist School and the Tillamook County YMCA for After School Transportation Services (Pgs. 47-54)
19. Resolution 26-12 Authorizing the General Manager to Execute Amendment Number 4 to ODOT Grant Agreement Number 35328 (Pgs. 55-63)

20. Resolution 26-13 Authorizing the General Manager to Execute Amendment Number 2 to ODOT Grant Agreement Number 35822 (Pgs. 64-71)

DISCUSSION ITEMS

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

UPCOMING EVENTS

June 6th – Tillamook Farmers Market Opening Day
June 27th – Tillamook June Dairy Parade

NEXT REGULARLY SCHEDULED MEETING

June 17, 2026



TILLAMOOK COUNTY Transportation District

MEMORANDUM

TO: TCTD Board of Directors

FROM: Charlene Pech, Finance Supervisor

DATE: April 14, 2026

SUBJECT: April 2026 Comprehensive Financial, Grant, and System Operations Update

Please find attached the monthly financial statements, recent OPTIS Provider Sub-Grant and Payment Statements, and a progress update letter from McGovern Consulting Group regarding our accounting software. This memo summarizes our current financial status, active grant portfolio, and the ongoing structural improvements being made to our fund accounting system.

1. Financial Performance Highlights

Despite ongoing system clean-up, the District's revenue streams and budget controls are performing well. Key highlights include:

- **Strong Revenue:** The General Fund has achieved 53.22% of its total budgeted resources to date. State Timber Revenue has significantly outperformed expectations, reaching 209.34% of the budget (\$426,174.38 actual vs. \$203,574.00 budgeted). Mass Transit State Payroll Tax is at 109.21% of budget. Fares are also slightly over budget at 101.50%.
- **High Interest and Miscellaneous Income:** Interest Income for the General Fund is performing at 176.36% of the budget (\$61,727.87 actual). Miscellaneous Income is exceptionally high at 2,206.94% of the budget (\$300,166.60 actual).
- **Controlled Expenditures:** Total Expenses for the General Fund are currently highly controlled at just 27.07% of the total budget (\$2,724,403.76 actual vs. \$10,064,707.00 budgeted).
- **NW RIDES Stability:** The NW RIDES Account (Fund 09) shows robust health, with Total Resources at 87.94% of the budget (\$5,670,569.18 actual). Total Expenses for this fund sit at 54.40% of the budget (\$3,507,637.11 actual).

2. Grant Funding & Reimbursement Status

We continue to actively manage our grant portfolio to ensure compliance and timely reimbursements. Based on the April 14, 2026 OPTIS reporting:

- **Total Grant Portfolio:** The District's sub-grants across various funding streams total \$8,518,827.00.
- **Reimbursements & Payments:** Total approved payments against these grants amount to \$2,217,734.00. For the FY26 payment period to date, \$944,493.00 has been paid with \$0.00 currently pending.
- **Available Capital:** We maintain a strong remaining balance of \$6,301,093.00 available to draw down.

3. Reporting Inaccuracies & System Clean-Up Progress

While our cash position and grant availability are strong, the attached financial statements currently include unposted transactions and are not yet fully accurate.

These inaccuracies are the result of legacy system configurations where the MIP system was not fully leveraged as a fund accounting solution. Specifically:

- **Fund Balance Integrity:** Due-to and due-from entries were not triggered automatically to maintain fund balance integrity. This failure resulted in inconsistencies that we are actively addressing.
- **Payroll Misallocation:** Payroll, our largest transaction stream, was not recorded to the appropriate funds at the outset. This created considerable manual effort to allocate balances and reconcile cash accounts after the initial entry.

Operational Progress & Improvements: We have partnered with McGovern Consulting Group and our external consultant, Dennis, to permanently resolve these root causes. Our recent operational wins include:

- **Standardizing Workflows:** We reviewed each revenue cycle in detail and established clear, repeatable standards for processing transactions. The team is actively using these standards to bring accounts up to date.
- **Streamlining Payroll:** We are defining a streamlined process to ensure payroll is recorded correctly from the start. This change will drastically reduce the need for manual adjustments and external calculations when employees are allocated to other funds.
- **Improved Reporting Alignment:** Productive discussions with Dennis have helped align our understanding and identified opportunities to improve the consistency and usability of reporting.
- **Database Purging:** We are currently cleaning up the chart of accounts and vendor records by removing items that have not been used in the past two years, which will reduce the likelihood of errors.

The foundation being established right now will support stronger consistency, improved financial reporting, and more efficient processes across the organization moving forward.

I am available to answer any questions the Board may have regarding the financials, our grant status, or the MIP transition project.

Tillamook County Transportation District
Financial Statement - Unposted Transactions Included In Report
01 - General Fund
From 7/1/2025 Through 6/30/2026

		Current Period Actual	Current Year Actual	Current Period Budget	Total Budget	Percent of Budget
Resources						
Working Capital	3500	945,763.00	945,763.00	1,207,256.00	1,207,256.00	78.33%
Fares	4000	132,058.81	132,058.81	130,100.00	130,100.00	101.50%
Contract Revenue	4020	61,371.25	61,371.25	309,677.00	309,677.00	19.81%
Property Tax	4100	974,732.29	974,732.29	1,265,861.00	1,265,861.00	77.00%
Past Years Property Tax	4110	3,407.06	3,407.06	12,658.00	12,658.00	26.91%
State Timber Revenue	4120	426,174.38	426,174.38	203,574.00	203,574.00	209.34%
Mass Transit State Payroll Tax	4130	122,661.44	122,661.44	112,311.00	112,311.00	109.21%
STIF Intercommunity	4136	130,937.00	130,937.00	0.00	0.00	0.00%
Capital Grants	4210	0.00	0.00	1,451,000.00	1,451,000.00	0.00%
Grants - FTA 5311	4220	575,794.00	575,794.00	774,467.00	774,467.00	74.34%
Grants - COVID	4221	22,670.00	22,670.00	100,000.00	100,000.00	22.67%
Grants - 5311 (f)	4240	0.00	0.00	2,946,680.00	2,946,680.00	0.00%
Grants - 5310	4245	20,178.00	20,178.00	107,323.00	107,323.00	18.80%
Grants - 5305	4246	31,596.00	31,596.00	180,000.00	180,000.00	17.55%
Miscellaneous Income	4400	300,166.60	300,166.60	13,601.00	13,601.00	2,206.94%
Sale of Assets - Income	4410	0.00	0.00	10,000.00	10,000.00	0.00%
Interest Income	4510	61,727.87	61,727.87	35,000.00	35,000.00	176.36%
Transfer from Capital Reserve	4914	124,875.00	124,875.00	(304,686.00)	(304,686.00)	(40.98)%
Transfer from Veh. Purch. Res.	4915	0.00	0.00	(42,225.00)	(42,225.00)	0.00%
Transfer from NWOTA	4917	0.00	0.00	(3,000.00)	(3,000.00)	0.00%
Transfer from STIF Fund	4918	139,524.00	139,524.00	(837,148.00)	(837,148.00)	(16.66)%
Transfer from BW Res	4920	0.00	0.00	(18,140.00)	(18,140.00)	0.00%
Total Resources		<u>4,073,636.70</u>	<u>4,073,636.70</u>	<u>7,654,309.00</u>	<u>7,654,309.00</u>	<u>53.22%</u>
Expenses						

Tillamook County Transportation District
Financial Statement - Unposted Transactions Included In Report
01 - General Fund
From 7/1/2025 Through 6/30/2026

		Current Period Actual	Current Year Actual	Current Period Budget	Total Budget	Percent of Budget
Personnel Services						
Payroll: Administration	5010	420,572.09	420,572.09	570,843.00	570,843.00	73.67%
Payroll: Dispatch	5020	66,618.26	66,618.26	170,340.00	170,340.00	39.10%
Payroll: Drivers	5030	506,391.14	506,391.14	1,375,894.00	1,375,894.00	36.80%
Payroll: Maintenance	5040	93,862.70	93,862.70	191,988.00	191,988.00	48.88%
Payroll Expense	5050	89,560.62	89,560.62	300,178.00	300,178.00	29.83%
Payroll Healthcare	5051	488,190.90	488,190.90	426,913.00	426,913.00	114.35%
Payroll Retirement	5052	(232.36)	(232.36)	75,394.00	75,394.00	(0.30)%
Payroll Veba	5053	13,910.20	13,910.20	37,088.00	37,088.00	37.50%
Workers Compensation Ins.	5055	12,383.69	12,383.69	39,266.00	39,266.00	31.53%
Total Personnel Services		1,691,257.24	1,691,257.24	3,187,904.00	3,187,904.00	53.05%
Materials and Services						
Professional Services	5100	98,559.04	98,559.04	99,007.00	99,007.00	99.54%
Planning	5103	14,531.12	14,531.12	200,000.00	200,000.00	7.26%
Dues & Subscriptions	5120	15,772.53	15,772.53	26,905.00	26,905.00	58.62%
Office Equipment R&R	5140	508.90	508.90	1,696.00	1,696.00	30.00%
Computer R&M	5145	14,814.26	14,814.26	26,460.00	26,460.00	55.98%
Fees & Licenses	5150	36,423.71	36,423.71	48,553.00	48,553.00	75.01%
Insurance	5160	195,146.59	195,146.59	215,371.00	215,371.00	90.60%
Office Expense	5170	6,444.02	6,444.02	7,950.00	7,950.00	81.05%
Board Expense	5175	13,557.82	13,557.82	26,237.00	26,237.00	51.67%
Operational Expense	5180	35,676.50	35,676.50	38,770.00	38,770.00	92.02%
Drug & Alcohol Administration	5185	1,860.00	1,860.00	2,550.00	2,550.00	72.94%
Marketing	5190	36,715.63	36,715.63	23,500.00	23,500.00	156.23%
Telephone Expense	5210	10,484.29	10,484.29	14,330.00	14,330.00	73.16%
Travel & Training	5220	3,620.93	3,620.93	18,600.00	18,600.00	19.46%

Tillamook County Transportation District
Financial Statement - Unposted Transactions Included In Report
01 - General Fund
From 7/1/2025 Through 6/30/2026

		Current Period Actual	Current Year Actual	Current Period Budget	Total Budget	Percent of Budget
Vehicle Expense	5240	69,187.72	69,187.72	175,000.00	175,000.00	39.53%
Diesel & Gasoline Fuel	5245	152,115.83	152,115.83	230,000.00	230,000.00	66.13%
Propane Fuel	5247	65.14	65.14	30,000.00	30,000.00	0.21%
Postage	5260	416.65	416.65	1,200.00	1,200.00	34.72%
Member Mileage Reimbursement	5266	27,200.00	27,200.00	40,000.00	40,000.00	68.00%
Volunteer Mileage Reimburse	5267	48.93	48.93	0.00	0.00	0.00%
Mgmt/Labor Recreation Fund	5270	5,942.73	5,942.73	6,119.00	6,119.00	97.11%
Transit Center Maint	5285	153.76	153.76	0.00	0.00	0.00%
Property Maint. & Repair	5340	708.62	708.62	0.00	0.00	0.00%
Operations Facility Maint.	5346	5,982.60	5,982.60	3,500.00	3,500.00	170.93%
Total Materials and Services		745,937.32	745,937.32	1,235,748.00	1,235,748.00	60.36%
Transfers						
Transfer to Property Mgmt	9110	0.00	0.00	82,789.00	82,789.00	0.00%
Transfer to Vehicle Reserve	9150	0.00	0.00	10,000.00	10,000.00	0.00%
Transfer to NWOTA Fund	9160	0.00	0.00	1,115,467.00	1,115,467.00	0.00%
Unappropriated Ending Fund Bal	9180	0.00	0.00	1,619,049.00	1,619,049.00	0.00%
Total Transfers		0.00	0.00	2,827,305.00	2,827,305.00	0.00%
Capital Outlay						
Capital Purchases						
Bus Replacement/Addition	6000	0.00	0.00	2,549,290.00	2,549,290.00	0.00%
Van Replacement/Addition	6010	217,909.72	217,909.72	179,460.00	179,460.00	121.42%
Computer Upgrade	6020	0.00	0.00	15,000.00	15,000.00	0.00%
Bus Stop Signage/Shelters	6040	0.00	0.00	10,000.00	10,000.00	0.00%
Other Capital Projects	6050	69,299.48	69,299.48	60,000.00	60,000.00	115.49%
Total Capital Purchases		287,209.20	287,209.20	2,813,750.00	2,813,750.00	10.21%
Total Capital Outlay		287,209.20	287,209.20	2,813,750.00	2,813,750.00	10.21%

Tillamook County Transportation District
 Financial Statement - Unposted Transactions Included In Report
 01 - General Fund
 From 7/1/2025 Through 6/30/2026

	<u>Current Period Actual</u>	<u>Current Year Actual</u>	<u>Current Period Budget</u>	<u>Total Budget</u>	<u>Percent of Budget</u>
Total Expenses	<u>2,724,403.76</u>	<u>2,724,403.76</u>	<u>10,064,707.00</u>	<u>10,064,707.00</u>	<u>27.07%</u>

Tillamook County Transportation District
Financial Statement - Unposted Transactions Included In Report
02 - Property Management Fund
From 7/1/2025 Through 6/30/2026

		Current Period Actual	Current Year Actual	Current Period Budget	Total Budget	Percent of Budget
Resources						
Working Capital	3500	0.00	0.00	45,000.00	45,000.00	0.00%
Lease Income	4900	0.00	0.00	25,200.00	25,200.00	0.00%
Lease Operational Exp Income	4910	0.00	0.00	10,800.00	10,800.00	0.00%
Transfer From General Fund	4911	0.00	0.00	(82,789.00)	(82,789.00)	0.00%
Transfer From Capital Improvem	4913	0.00	0.00	(125,000.00)	(125,000.00)	0.00%
Total Resources		<u>0.00</u>	<u>0.00</u>	<u>(126,789.00)</u>	<u>(126,789.00)</u>	<u>0.00%</u>
Expenses						
Materials and Services						
Professional Services	5100	0.00	0.00	2,000.00	2,000.00	0.00%
Transit Center Maint	5285	23,559.82	23,559.82	20,000.00	20,000.00	117.79%
Property Operating Expense	5300	76,451.34	76,451.34	78,000.00	78,000.00	98.01%
Property Maint. & Repair	5340	21,120.57	21,120.57	32,000.00	32,000.00	66.00%
Total Materials and Services		<u>121,131.73</u>	<u>121,131.73</u>	<u>132,000.00</u>	<u>132,000.00</u>	<u>91.77%</u>
Capital Outlay						
Debt Service						
OTIB TVC Loan 0071	5337	5,479.32	5,479.32	5,479.00	5,479.00	100.00%
OTIB Loan 0061	5338	26,310.44	26,310.44	26,310.00	26,310.00	100.00%
Total Debt Service		<u>31,789.76</u>	<u>31,789.76</u>	<u>31,789.00</u>	<u>31,789.00</u>	<u>100.00%</u>
Capital Purchases						
Building Repair & Renovation	5350	16,682.56	16,682.56	125,000.00	125,000.00	13.34%
Total Capital Purchases		<u>16,682.56</u>	<u>16,682.56</u>	<u>125,000.00</u>	<u>125,000.00</u>	<u>13.35%</u>
Total Capital Outlay		<u>48,472.32</u>	<u>48,472.32</u>	<u>156,789.00</u>	<u>156,789.00</u>	<u>30.92%</u>
Total Expenses		<u>169,604.05</u>	<u>169,604.05</u>	<u>288,789.00</u>	<u>288,789.00</u>	<u>58.73%</u>

Tillamook County Transportation District
Financial Statement - Unposted Transactions Included In Report
04 - Capital Reserve Fund
From 7/1/2025 Through 6/30/2026

		<u>Current Period Actual</u>	<u>Current Year Actual</u>	<u>Current Period Budget</u>	<u>Total Budget</u>	<u>Percent of Budget</u>
Resources						
Working Capital	3500	0.00	0.00	1,063,999.00	1,063,999.00	0.00%
Interest Income	4510	31,226.99	31,226.99	35,000.00	35,000.00	89.21%
Total Resources		<u>31,226.99</u>	<u>31,226.99</u>	<u>1,098,999.00</u>	<u>1,098,999.00</u>	<u>2.84%</u>
Expenses						
Transfers						
Transfer to General Fund	9130	124,875.00	124,875.00	125,000.00	125,000.00	99.90%
Transfer to GF Grant Match	9165	0.00	0.00	304,686.00	304,686.00	0.00%
Reserve for Future Expenditure	9175	0.00	0.00	669,313.00	669,313.00	0.00%
Total Transfers		<u>124,875.00</u>	<u>124,875.00</u>	<u>1,098,999.00</u>	<u>1,098,999.00</u>	<u>11.36%</u>
Total Expenses		<u>124,875.00</u>	<u>124,875.00</u>	<u>1,098,999.00</u>	<u>1,098,999.00</u>	<u>11.36%</u>

Tillamook County Transportation District
Financial Statement - Unposted Transactions Included In Report
05 - Vehicle Purchase Reserve Fund
From 7/1/2025 Through 6/30/2026

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

Tillamook County Transportation District
Financial Statement - Unposted Transactions Included In Report
06 - Bus Wash Maintenance Reserve
From 7/1/2025 Through 6/30/2026

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

Tillamook County Transportation District
Financial Statement - Unposted Transactions Included In Report
08 - Northwest Oregon Transit Allia
From 7/1/2025 Through 6/30/2026

		Current Period Actual	Current Year Actual	Current Period Budget	Total Budget	Percent of Budget
Resources						
Working Capital	3500	0.00	0.00	80,000.00	80,000.00	0.00%
NWOTA Partner Cont. Match	4225	15,000.00	15,000.00	354,510.00	354,510.00	4.23%
Transfer From General Fund	4911	0.00	0.00	(1,115,467.00)	(1,115,467.00)	0.00%
Total Resources		<u>15,000.00</u>	<u>15,000.00</u>	<u>(680,957.00)</u>	<u>(680,957.00)</u>	<u>(2.20)%</u>
Expenses						
Materials and Services						
Professional Services	5100	0.00	0.00	4,000.00	4,000.00	0.00%
Administrative Support	5101	7,477.68	7,477.68	25,000.00	25,000.00	29.91%
Website Maintenance	5102	9,925.00	9,925.00	40,000.00	40,000.00	24.81%
Marketing	5190	0.00	0.00	5,000.00	5,000.00	0.00%
Travel & Training	5220	0.00	0.00	1,000.00	1,000.00	0.00%
Total Materials and Services		<u>17,402.68</u>	<u>17,402.68</u>	<u>75,000.00</u>	<u>75,000.00</u>	<u>23.20%</u>
Transfers						
Transfer to General Fund	9130	0.00	0.00	3,000.00	3,000.00	0.00%
Unappropriated Ending Fund Bal	9180	0.00	0.00	356,510.00	356,510.00	0.00%
Total Transfers		<u>0.00</u>	<u>0.00</u>	<u>359,510.00</u>	<u>359,510.00</u>	<u>0.00%</u>
Capital Outlay						
Capital Purchases						
Bus Stop Signage/Shelters	6040	61,011.80	61,011.80	1,115,467.00	1,115,467.00	5.46%
Total Capital Purchases		<u>61,011.80</u>	<u>61,011.80</u>	<u>1,115,467.00</u>	<u>1,115,467.00</u>	<u>5.47%</u>
Total Capital Outlay		<u>61,011.80</u>	<u>61,011.80</u>	<u>1,115,467.00</u>	<u>1,115,467.00</u>	<u>5.47%</u>
Total Expenses		<u>78,414.48</u>	<u>78,414.48</u>	<u>1,549,977.00</u>	<u>1,549,977.00</u>	<u>5.06%</u>

Tillamook County Transportation District
Financial Statement - Unposted Transactions Included In Report
09 - NW RIDES ACCOUNT
From 7/1/2025 Through 6/30/2026

		Current Period Actual	Current Year Actual	Current Period Budget	Total Budget	Percent of Budget
Resources						
Working Capital	3500	0.00	0.00	888,000.00	888,000.00	0.00%
Contract Revenue	4020	1,885,949.92	1,885,949.92	0.00	0.00	0.00%
NWR Revenue	4026	3,315,003.26	3,315,003.26	5,100,000.00	5,100,000.00	65.00%
NWR Reserve	4027	469,616.00	469,616.00	460,000.00	460,000.00	102.09%
Total Resources		<u>5,670,569.18</u>	<u>5,670,569.18</u>	<u>6,448,000.00</u>	<u>6,448,000.00</u>	<u>87.94%</u>
Expenses						
Personnel Services						
Payroll: Administration	5010	161,628.16	161,628.16	555,100.00	555,100.00	29.11%
Payroll: Indirect	5041	5,343.46	5,343.46	15,730.00	15,730.00	33.96%
Payroll Expense	5050	15,021.10	15,021.10	72,163.00	72,163.00	20.81%
Payroll Healthcare	5051	32,151.74	32,151.74	88,578.00	88,578.00	36.29%
Payroll Retirement	5052	14,602.41	14,602.41	12,617.00	12,617.00	115.73%
Payroll Veba	5053	14,143.91	14,143.91	17,400.00	17,400.00	81.28%
Workers Compensation Ins.	5055	719.50	719.50	412.00	412.00	174.63%
Total Personnel Services		<u>243,610.28</u>	<u>243,610.28</u>	<u>762,000.00</u>	<u>762,000.00</u>	<u>31.97%</u>
Materials and Services						
Professional Services	5100	33,735.00	33,735.00	37,269.00	37,269.00	90.51%
Office Equipment R&R	5140	254.45	254.45	1,992.00	1,992.00	12.77%
Computer R&M	5145	19,095.36	19,095.36	48,638.00	48,638.00	39.26%
Fees & Licenses	5150	5,577.59	5,577.59	60,000.00	60,000.00	9.29%
Insurance	5160	6,547.00	6,547.00	8,184.00	8,184.00	79.99%
Office Expense	5170	2,349.86	2,349.86	5,000.00	5,000.00	46.99%
Operational Expense	5180	512.25	512.25	7,000.00	7,000.00	7.31%
Telephone Expense	5210	16,104.79	16,104.79	24,028.00	24,028.00	67.02%

Tillamook County Transportation District
Financial Statement - Unposted Transactions Included In Report
09 - NW RIDES ACCOUNT
From 7/1/2025 Through 6/30/2026

		Current Period Actual	Current Year Actual	Current Period Budget	Total Budget	Percent of Budget
Travel & Training	5220	0.00	0.00	9,000.00	9,000.00	0.00%
Postage	5260	50,000.00	50,000.00	250.00	250.00	20,000.00%
Purchased Transportation	5265	2,849,028.27	2,849,028.27	3,541,795.00	3,541,795.00	80.44%
Member Mileage Reimbursement	5266	91,794.00	91,794.00	300,000.00	300,000.00	30.59%
Volunteer Mileage Reimburse	5267	189,028.26	189,028.26	357,000.00	357,000.00	52.94%
Office Rent	5281	0.00	0.00	25,200.00	25,200.00	0.00%
Property Operating Expense	5300	0.00	0.00	10,800.00	10,800.00	0.00%
Total Materials and Services		<u>3,264,026.83</u>	<u>3,264,026.83</u>	<u>4,436,156.00</u>	<u>4,436,156.00</u>	<u>73.58%</u>
Transfers						
Reserve for Future Expenditure	9175	0.00	0.00	428,000.00	428,000.00	0.00%
Unappropriated Ending Fund Bal	9180	0.00	0.00	821,844.00	821,844.00	0.00%
Total Transfers		<u>0.00</u>	<u>0.00</u>	<u>1,249,844.00</u>	<u>1,249,844.00</u>	<u>0.00%</u>
Total Expenses		<u><u>3,507,637.11</u></u>	<u><u>3,507,637.11</u></u>	<u><u>6,448,000.00</u></u>	<u><u>6,448,000.00</u></u>	<u><u>54.40%</u></u>

Tillamook County Transportation District
Financial Statement - Unposted Transactions Included In Report
10 - STIF
From 7/1/2025 Through 6/30/2026

		<u>Current Period Actual</u>	<u>Current Year Actual</u>	<u>Current Period Budget</u>	<u>Total Budget</u>	<u>Percent of Budget</u>
Resources						
Working Capital	3500	0.00	0.00	744,950.00	744,950.00	0.00%
STIF Payroll Formula	4134	288,980.00	288,980.00	406,337.00	406,337.00	71.11%
STIF Population Formula	4135	65,481.00	65,481.00	82,687.00	82,687.00	79.19%
STIF Intercommunity	4136	0.00	0.00	246,400.00	246,400.00	0.00%
STIF Discretionary	4137	0.00	0.00	71,997.00	71,997.00	0.00%
Interest Income	4510	2,910.93	2,910.93	5,000.00	5,000.00	58.21%
Total Resources		<u>357,371.93</u>	<u>357,371.93</u>	<u>1,557,371.00</u>	<u>1,557,371.00</u>	<u>22.95%</u>
Expenses						
Special Payments						
STIF Payments to Recipients	5200	6,358.00	6,358.00	24,927.00	24,927.00	25.50%
STIF Payments to Recipients	5201	0.00	0.00	4,800.00	4,800.00	0.00%
Total Special Payments		<u>6,358.00</u>	<u>6,358.00</u>	<u>29,727.00</u>	<u>29,727.00</u>	<u>21.39%</u>
Transfers						
Transfer to General Fund	9130	139,524.00	139,524.00	837,148.00	837,148.00	16.66%
Reserve for Future Expenditure	9175	0.00	0.00	200,000.00	200,000.00	0.00%
Unappropriated Ending Fund Bal	9180	0.00	0.00	490,496.00	490,496.00	0.00%
Total Transfers		<u>139,524.00</u>	<u>139,524.00</u>	<u>1,527,644.00</u>	<u>1,527,644.00</u>	<u>9.13%</u>
Total Expenses		<u>145,882.00</u>	<u>145,882.00</u>	<u>1,557,371.00</u>	<u>1,557,371.00</u>	<u>9.37%</u>

COLUMBIA BANK: CLOSING DATE 02/23/2026

		Description of Transaction	Amount
Date	Vendor	CHARLENE PECH	
01/30/26	Stamps.com	TCTD Postage	\$50.00
02/06/26	Blue Heron	Door Prize 2026 SDAO Convention	\$65.95
02/09/26	Inn at Seaside Hotel	2026 SDAO Convention Lodging	\$138.15
02/10/26	Adobe Inc	Office Software	\$22.28
02/11/26	Adobe Inc	NWR Office Software	\$45.81
02/17/26	Stamps.com	TCTD Postage Membership Fees	\$30.99
02/17/26	Iron Mountain	Office Shredder	\$593.28
02/19/26	La Providencia	Board Meeting Meal	\$76.56
02/20/26	Stamps.com	NWR Postage	\$50.00
02/23/26	Adobe Inc	Office Software	\$350.83
			\$1,423.85
		BRIAN VITULLI	
01/27/26	La Providencia	Stakeholder Meeting	\$11.00
02/02/26	Fieldprint	Background	\$12.50
02/04/26	Sq Ike Box	Travel Meal - OTA Board Meeting	\$8.50
02/04/26	Salem Parking Meters	Travel Parking - OTA Board Meeting	\$4.50
02/04/26	Sq Capitol Coffee	Travel Meal - OTA Board Meeting	\$7.00
02/06/26	River Inn Hotel	2026 SDAO Convention Lodging	\$488.93
02/06/26	Inn at Seaside Hotel	2026 SDAO Convention Lodging	\$322.52
02/09/26	Divine Grounds Coffee	Travel Meal - 2026 SDAO Convention	\$6.00
01/15/26	Onstar Services	Membership Fee-Shop Truck Wi Fi	\$11.99
			\$872.94
		MIKE REED	
			\$0.00
		Grand Total Due	\$2,296.79

APPROVAL



DATE

4/10/2026



February 2026 Statement

Open Date: 01/24/2026 Closing Date: 02/23/2026

Page 1 of 3
Account Ending in: ##### 7790

Visa® Company Card with Rewards

Elan Financial
Services

1-866-552-8855

BUS 30 ELN 1 15

TILLAMOOK CNTY TRANS (CPN 001469460)

New Balance	\$2,296.79
Minimum Payment Due	\$23.00
Payment Due Date	03/22/2026
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 30.74%	

Reward Points	
Earned This Statement	2,405
Reward Center Balance as of 02/23/2026	155,897
For details, see your rewards summary.	

Activity Summary	
Previous Balance	+ \$2,788.99
Payments	- \$2,788.99 ^{CR}
Other Credits	\$0.00
Purchases	+ \$2,296.79
Balance Transfers	\$0.00
Advances	\$0.00
Other Debits	\$0.00
Fees Charged	\$0.00
Interest Charged	\$0.00
New Balance	= \$2,296.79
Past Due	\$0.00
Minimum Payment Due	\$23.00
Credit Line	\$10,000.00
Available Credit	\$7,703.21
Days in Billing Period	31

00011656 23311 0001-0002 DUSB20DD022426179460 001 0004613 UB26SSOME

Tillamook County
Transportation District

MAR 02 2026

Account
Account
Approval

Payment Options:



Mail payment coupon
with a check



Pay online at
myaccountaccess.com



Pay by phone
1-866-552-8855

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



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

- to pay by phone
- to change your address

000011656MUSB20DD022426179466 01 10000000 046413 002



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

Account Ending in	##### 7790
Payment Due Date	3/22/2026
New Balance	\$2,296.79
Minimum Payment Due	\$23.00

Amount Enclosed \$ _____

Elan Financial Services

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





February 2026 Statement 01/24/2026 - 02/23/2026
TILLAMOOK CNTY TRANS (CPN 001469460)

Elan Financial Services 1-866-552-8855

Visa Business Rewards Company Card

Rewards Center Activity as of 02/23/2026	
Rewards Center Activity*	0
Rewards Center Balance	155,897

*This item includes points redeemed, expired and adjusted.

Rewards Earned	This Statement	Year to Date
Points Earned on Net Purchases	2,187	4,591
Gas, Restaurants & Telecom Double Points	218	505
Total Earned	2,405	5,096

Points Expiring on 03/31/2026: 10599

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 VITULLI, BRIAN A Credit Limit \$10000

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
Purchases and Other Debits					
01/27	01/26	3362	LA PROVIDENCIA TILLAMOOK OR	\$11.00	_____
02/02	01/31	2488	FIELDPRINT 888-291-1369 PA	\$12.50	_____
02/04	02/03	9797	SQ *IKE BOX Salem OR	\$8.50	_____
02/04	02/03	0899	SALEM PARKING METERS SALEM OR	\$4.50	_____
02/04	02/03	5315	SQ *CAPITOL COFFEE & D Portland OR	\$7.00	_____
02/06	02/05	4294	RIVER INN HOTEL WWW.RIVERINNA OR FOLIO: ch3xzk5a5y1vy86lq	\$488.93	_____
02/06	02/05	2926	INN AT SEASIDE HOTEL WWW.INNATSEAS OR FOLIO: ch3xpkb5a5y0g0ln	\$322.52	_____
02/09	02/08	9407	DIVINE GROUNDS COFFEE 178-15833699 OR	\$6.00	_____
02/17	02/16	7087	OnStar, LLC 888-4667827 MI	\$11.99	_____
Total for Account ##### 2946				\$872.94	_____

00011696 23312 0002 0002 DUSEB200DD22426179481 00 L 00046413 UBS2SSONME

00011656 23312 0002-0002 DUSB200D022426179481 00 L 00046413 US26SOWME

Transactions PECH CHARLENE Credit Limit \$3500

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
Purchases and Other Debits					
01/30	01/29	2376	STAMPS.COM 888-434-0055 DC	\$50.00	_____
02/06	02/05	8777	BLUE HERON FRENCH CHEE TILLAMOOK OR	\$65.95	_____
02/09	02/07	7446	INN AT SEASIDE HOTEL WWW.INNATSEAS OR FOLIO:ch3yywk55a5y1y7yhr	\$138.15	_____
02/10	02/09	3228	Adobe Inc 800-8336687 CA	\$22.28	_____
02/11	02/10	1073	Adobe Inc 800-8336687 CA	\$45.81	_____
02/17	02/15	1075	Stamps.com 512-8864006 CA	\$30.99	_____
02/17	02/16	0484	BTS*IRONMOUNTAINLLC 800-899-4766 PA	\$593.28	_____
02/19	02/18	2867	LA PROVIDENCIA TILLAMOOK OR	\$76.56	_____
02/20	02/19	2282	STAMPS.COM 888-434-0055 DC	\$50.00	_____
02/23	02/22	3072	Adobe Inc 800-8336687 CA	\$350.83	_____
Total for Account ##### ##### ##### 3633				\$1,423.85	

Transactions BILLING ACCOUNT ACTIVITY

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
Payments and Other Credits					
02/20	02/20		PAYMENT THANK YOU	\$2,788.99CR	_____
Total for Account ##### ##### ##### 7790				\$2,788.99CR	

2026 Totals Year-to-Date	
Total Fees Charged in 2026	\$0.00
Total Interest Charged in 2026	\$0.00

Interest Charge Calculation

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

**APR for current and future transactions.

Balance Type	Balance By Type	Balance Subject to Interest Rate	Variable	Interest Charge	Annual Percentage Rate	Expires with Statement
**BALANCE TRANSFER	\$0.00	\$0.00	YES	\$0.00	15.74%	
**PURCHASES	\$2,296.79	\$0.00	YES	\$0.00	15.74%	
**ADVANCES	\$0.00	\$0.00	YES	\$0.00	27.49%	

FRED MEYER CARD CHARGES - 02/02-02/27/2026

Date	Description of Transaction	Amount
	CARD #3 - KERI BROWN, ADMIN ASSISTANT	
	NO CHARGES	
	01-002-5180-999-00	\$ -
	01-001-5180-999-00	\$ -
	Total	\$ -
	Grand Total	\$ -
DATE	APPROVAL	



Date: April 14, 2026

Client Name: Tillamook County Transportation District

Subject: Tillamook - MIP Fund Accounting Progress Update

Good day,

I am writing to share an update on the progress we have made working with Charlene and Sue over the past several weeks. This period has been productive, and we wanted to share our progress and the current state of operations.

One initial challenge we identified was the lack of consistent standards and limited communication during prior transition periods. To address this, we worked closely with the team to review each revenue cycle in detail and establish clear, repeatable standards for processing transactions. Since implementing these standards, the team has been able to record transactions to bring accounts up to date.

In parallel, we focused on resolving ongoing bank reconciliation issues. Our analysis shows the system hasn't been fully leveraged as a fund accounting solution. Specifically, due-to and due-from entries were not being triggered automatically to maintain fund balance integrity. This has led to some inconsistencies, and we are actively addressing them. We have made meaningful progress in identifying root causes and continue to work through these methodically.

A significant area for improvement has been payroll processing, which accounts for your largest transaction stream. Previously, payroll was not recorded to the appropriate funds at the outset, resulting in considerable manual effort after initial entry to properly allocate balances and reconcile cash accounts. We are defining a streamlined process that will ensure payroll is recorded correctly from the start. This change will improve reporting accuracy, maintain proper fund balances, and significantly reduce the need for manual adjustments and external calculations, particularly when employees are allocated to other funds. This represents a major operational improvement for the team.



Additionally, we met with your external consultant, Dennis, to discuss challenges related to validation balances and reconciliation reporting. These discussions have helped with aligning understanding and identifying opportunities to improve consistency and usability of reporting for both internal and external stakeholders.

We are also in the process of cleaning up the chart of accounts and vendor records by removing items that have not been used in the past two years. This effort will reduce the likelihood of errors and improve overall team efficiency moving forward.

Overall, the progress made in recent weeks represents a series of meaningful wins. While there is still work ahead, the foundation being established will support stronger consistency, improved financial reporting, and more efficient processes across the organization.

If you have any questions or would like to discuss these updates in more detail, please do not hesitate to reach out. I would be happy to schedule time to review this further.

Sincerely,

Dennis McGovern

McGovern Consulting Group

Your MIP Accounting Software Consultant and Training Firm

Tillamook County Transportation District Grant Status Report

Fiscal Period	Provider Name Status	Sub-Grant# Project Type	Sub-Grant Amt	Approved Payments	Amt Available	Last Payment Date	Effective Date	Expiration Date Extended	Funds
2019-2021	Tillamook County Transportation District Active	34225 Capital	\$443,000.00	\$272,968.00	\$170,032.00	02/21/2024	07/01/2020	06/30/2026 2025-2027	5339
		34242 Capital	\$430,704.00	\$242,271.00	\$188,433.00	04/28/2022	07/01/2020	06/30/2026 2025-2027	5311
			\$873,704.00	\$515,239.00	\$358,465.00				
2021-2023	Tillamook County Transportation District Active	35084 Capital, Operating	\$598,035.00	\$2,568.00	\$595,467.00	08/09/2022	07/01/2021	06/30/2027 2025-2027	5311
		35116 Capital, Operating	\$486,500.00	\$462,601.00	\$23,899.00	02/21/2024	07/01/2021	06/30/2026 2025-2027	5311
		35117 Capital, Operating, Planning	\$686,000.00	\$543,848.00	\$142,152.00	02/21/2024	07/01/2021	06/30/2026 2025-2027	5311
		35328 Capital	\$508,000.00	\$60,000.00	\$448,000.00	02/13/2025	07/01/2022	06/30/2027 2025-2027	5339
			\$2,278,535.00	\$1,069,017.00	\$1,209,518.00				
2023-2025	Tillamook County Transportation District Active	35436 Capital	\$982,581.00	\$0.00	\$982,581.00		07/01/2023	06/30/2027 2025-2027	5311
		35588 State STIF	\$246,400.00	\$0.00	\$246,400.00		07/01/2023	06/30/2027 2025-2027	STATE
		35606 Capital	\$360,000.00	\$0.00	\$360,000.00		07/01/2023	06/30/2027 2025-2027	5311
		35607 Capital, Planning	\$160,000.00	\$0.00	\$160,000.00		07/01/2023	06/30/2027 2025-2027	STATE
		35707 Planning	\$180,000.00	\$0.00	\$180,000.00		12/16/2024	09/30/2027 2025-2027	5305
			\$1,928,981.00	\$0.00	\$1,928,981.00				
2025-2027	Marie Mills Center, Inc. Active	35764 Capital	\$12,000.00	\$5,768.00	\$6,232.00	02/17/2026	07/01/2025	06/30/2027	5310
	Tillamook County Transportation District Active	35780 Capital	\$192,602.00	\$94,424.00	\$98,178.00	04/10/2026	07/01/2025	06/30/2027	5310
		35822 Capital	\$1,081,533.00	\$0.00	\$1,081,533.00		07/01/2025	06/30/2029	5311

FY26 Grant Status Report Continued

Fiscal Period	Provider Name Status	Sub-Grant# Project Type	Sub-Grant Amt	Approved Payments	Amt Available	Last Payment Date	Effective Date	Expiration Date Extended	Funds
		35823 Operating	\$669,861.00	\$50,075.00	\$619,786.00	02/11/2026	07/01/2025	06/30/2027	5311
		35859 State STIF	\$1,081,140.00	\$483,211.00	\$597,929.00	04/10/2026	07/01/2025	06/30/2027	STIF
		35884 Operating	\$328,474.00	\$0.00	\$328,474.00		07/01/2025	06/30/2026	5311
		35915 Capital	\$71,997.00	\$0.00	\$71,997.00		07/01/2025	06/30/2029	STATE
			\$3,437,607.00	\$633,478.00	\$2,804,129.00				
			Total \$8,518,827.00	Total \$2,217,734.00	Total \$6,301,093.00				

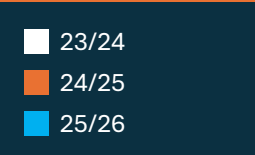
FY26 Grant Payment Statement

Provider Name	Fiscal Period	Sub-Grant#	Qtr	Paid Amt	Payment Pending	Invoice Date	Check Date	Remit Advice	Fund	CFDA	Payment No		
Marie Mills Center, Inc.	2025-2027	35764	Qtr 1	\$2,293.00		01/16/2026	01/28/2026	35764 FY26 Q1 5310 STBG PM	5310	20.513	252724889		
			Qtr 2	\$3,475.00		02/11/2026	02/17/2026	35764 FY26 Q2 5310 STBG PM	5310	20.513	252725073		
				\$5,768.00	\$0.00								
Tillamook County Transportation District	2025-2027	35645	Qtr 1	\$113,000.00		04/01/2026	04/03/2026	35645 FY26 Q1 5311/5311(f) Ops	5311	20.509	252725019		
			Qtr 2	\$158,015.00		04/07/2026	04/10/2026	35645 FY26 Q2 5311/5311(f) Ops	5311	20.509	252725020		
		35652	Qtr 1	\$22,670.00		02/17/2026	02/19/2026	35652 FY26 Q1 RVHT MM	STATE			252725137	
			Qtr 2	\$17,330.00		04/01/2026	04/03/2026	35652 FY26 Q2 RVHT MM	STATE			252725139	
		35780	Qtr 1	\$47,212.00		03/14/2026	03/18/2026	35780 FY26 Q1 5310 STBG PM	5310	20.513		252725021	
			Qtr 2	\$47,212.00		04/07/2026	04/10/2026	35780 FY26 Q2 5310 STBG PM	5310	20.513		252725022	
		35823	Qtr 1	\$10,781.00		02/08/2026	02/11/2026	35823 FY26 Q1 5311 Ops PM	5311	20.509		252724786	
			Qtr 1	\$39,294.00		02/08/2026	02/11/2026	35823 FY26 Q1 5311 Ops PM	5311	20.509		252724786	
		35859	Qtr 1	\$21,827.00		07/10/2025	07/21/2025	STIF Formula Population FY26 Q1 35859	STIF				252723792
			Qtr 1	\$94,198.00		07/10/2025	07/28/2025	STIF Formula Payroll FY26 Q1 35859	STIF				252723804
			Qtr 2	\$21,827.00		10/09/2025	10/16/2025	STIF Formula Population FY26 Q2 35859	STIF				252724447
			Qtr 2	\$96,368.00		10/10/2025	10/16/2025	STIF Formula Payroll FY26 Q2 35859	STIF				252724459
			Qtr 3	\$21,827.00		01/12/2026	01/15/2026	STIF Formula Population FY26 Q3 35859	STIF				252724882
			Qtr 3	\$98,414.00		01/12/2026	01/15/2026	STIF Formula Payroll FY26 Q3 35859	STIF				252724913
			Qtr 4	\$21,827.00		04/06/2026	04/07/2026	STIF Formula Population FY26 Q4 35859	STIF				252725265
		Qtr 4	\$106,923.00		04/07/2026	04/10/2026	STIF Formula Payroll FY26 Q4 35859	STIF				252725296	
						\$938,725.00	\$0.00						
				Total \$944,493.00	Total \$0.00								



Netarts/Oceanside

Route 2



Connecting the Community Through Sustainable Transit Services

20 Years

5 departures each day serving connections at the Tillamook Transit Center. Connects with other routes for access to important services in Tillamook

Serving Stops At

Tillamook Adventist Hospital

Along with clinics and Urgent Care

Tillamook Transit Center

Connecting riders from Netarts & Oceanside to all other TCTD deviated fixed route services

Tillamook Library

Bilyeu Avenue (Netarts)

Netarts Post Office

Oceanside

Flag-Stop Locations at:

Netarts Bay RV Resort

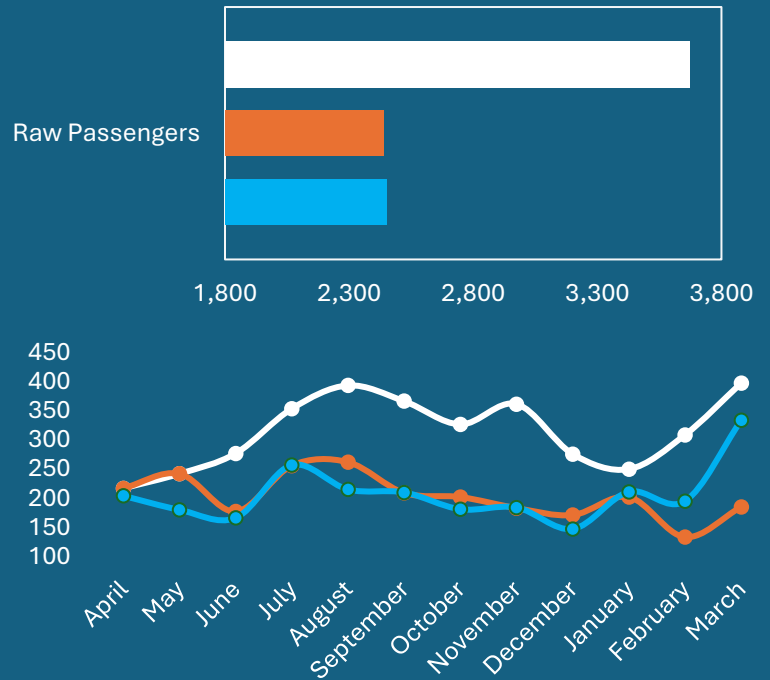
Big Spruce RV Park

Ocean Highlands

Hillsdale St

Happy Camp

Ridership (Prior 3 years)

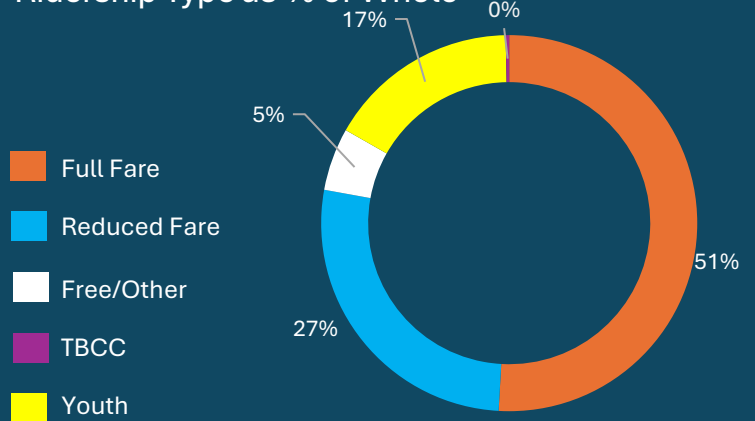


Route Description

This route serves the towns of Netarts and Oceanside, as well as surrounding neighborhoods via flag stop 7 days a week, with departures from the Tillamook Transit Center at 7:30am, 10:30am, 1:00pm, 3:00pm, and 5:00pm.

Rt 2 is one of the more scenic routes operated by TCTD, offering riders breathtaking views of Netarts Bay, Happy Camp, and the cliffsides of Oceanside. Vital route to healthcare and groceries to residents of these communities.

Ridership Type as % of Whole



Route running in Current Format Since 2006

...of note

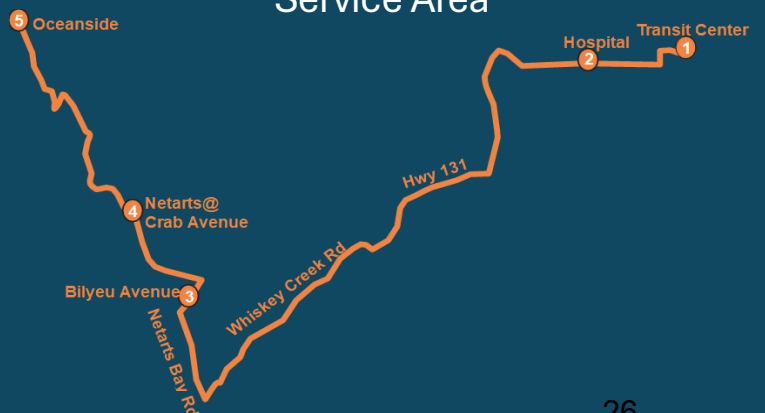
Ridership has been slowly decreasing since 2015 in this area, due in large part to a housing market that has increasingly moved towards vacation rentals and 2nd homes and away from primary residences. Small variances in ridership also reflect in large percentage swings attributable to lower overall boardings.



Performance Metrics

- 71.4%** Decrease in overall ridership over 10yr period
- 3.2** Passengers per revenue hour, more than Rt 4 and half of Rt 6
- 2.6%** Lowest ridership share of any TCTD service Fixed Rt or Demand Response

Service Area



TILLAMOOK COUNTY TRANSPORTATION DISTRICT

MONTHLY PERFORMANCE REPORT

March 2026

RIDERSHIP BY SERVICE TYPE	March 2026	March 2025	YTD FY 25-26	YTD FY 24-25	YTD % Change	5-YTD % Trend
<u>In-County Deviated Fixed Route</u>						
Route 1: Tillamook Town Loop	3,831	3,402	30,832	28,384	8.6%	28.2%
Route 2: Netarts/Oceanside	334	185	1,934	1,803	7.3%	-53.7%
Route 3: Manzanita/Cannon Beach	2,645	1,850	20,024	18,498	8.2%	15.0%
Route 4: Lincoln City	928	931	6,911	8,011	-13.7%	-2.4%
Route 6: Port of Tillamook Bay	572	371	3,147	2,310	36.2%	N/A
Pacific City Shuttle (Seasonal)	0	0	1,135	0	100.0%	119.9%
In-County Total	8,310	6,739	63,983	59,006	8.43%	21.34%
<u>Intercity Service</u>						
Route 5: Portland/Banks/N. Plains	668	547	5,482	5,219	5.0%	40.5%
Intercity Total	668	547	5,482	5,219	5.04%	40.53%
<u>Demand Response Services</u>						
Tillamook County Dial-A-Ride	433	464	3,255	2,941	10.7%	-55.5%
Program/Provider Service	295	435	2,447	3,627	-32.5%	-42.4%
Demand Response Total	728	899	5,702	6,568	-13.19%	-50.66%
TOTAL ALL SERVICES	9,706	8,185	75,167	70,793	6.18%	8.84%

RIDERSHIP CATEGORIES	Fixed Route	Demand Response	YTD FY 25-26	YTD FY 24-25	YTD % Change	5-YTD % Change
Ride Connection	75		404	513	-21.2%	-30.4%
Tillamook Bay Community College	185		1,724	1,172	47.1%	43.9%
NWOTA Visitor Pass	39		484	318	52.2%	-20.9%
NW Rides Provider Trips		310	1,724	3,053	-43.5%	-56.8%
Youth Free Fare	801		6,154	6,038	1.9%	N/A
Amtrak Interline Tickets	65		720	506	42.3%	N/A
Bicycles	42		1,028	N/A	N/A	N/A
Full Fare Fixed Route	3,306		24,497	N/A	N/A	N/A
Reduced Fare Fixed Route	3,855		30,403	N/A	N/A	N/A
Regular Monthly Pass Ridership	948		6,977	N/A	N/A	N/A
Reduced Monthly Pass Ridership	2,398		18,307	N/A	N/A	N/A
Dial-A-Ride (Regular)		40	299	312	-4.2%	-69.3%
Dial-A-Ride (Senior)		173	1,651	1,250	32.1%	-43.5%
Dial-A-Ride (Disabled)		218	1,547	1,493	3.6%	-37.0%
RVHT Veterans Provider Trips		85	710	310	129.0%	N/A

nwCONNECTOR

Coordinating Committee In-Person Meeting







May 8, 2026 | 10:00 – 11:00a

VIRTUAL

Join Zoom Meeting: <https://us02web.zoom.us/j/87552290259>

Call In: 1 253 215 8782 Meeting ID: 875 5229 0259

Agenda

10:00-10:05a	 Introductions		Brian Vitulli
10:05 - 10:20a	 Consent Calendar April Meeting Minutes Emissions/Ridership Tracking Website Report Bus Stop Project Update	✓	Brian Vitulli/All
10:20-10:30a	 Visitor Passes & Marketing		All
10:30-10:40a	 ODOT 5310 & 5311 Deadlines		Arla Miller
10:40-10:50a	 Transportation Options		Sarah Lu Heath/All
10:50-11:00a	 Member Updates		All

Attachments:

April 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.



nwCONNECTOR

Coordinating Committee In-Person Meeting

April 10, 2026 | 10:00a - Noon

Tillamook County Transportation District

3600 3rd St, Tillamook OR 97141

Minutes

✚ Introductions

✚ Consent Calendar

January Meeting Minutes were reviewed with no changes.

Financial Report was not available for review. Brian Vitulli shared that TCTD is working through audits with an outside firm. He anticipates that financials will be available again in the next couple of months. TCTD will be reviewing a draft budget at their May Budget Committee meeting.

Emissions/Ridership Tracking was reviewed. It was noted that historical data was used to create an Earth Day campaign for Facebook highlighting the positive impacts of regional transit ridership.

Website Updates

Reviewed the 2025 website year-in-review metrics developed by MAC. This report will be compiled annually and used as benchmark for marketing and outreach impact. Cody Franz asked if we could include a bounce rate metric. Sarah Lu Heath will follow-up with MAC for that request.

As the group prepares to undertake the complete redesign of the website there was a discussion about stakeholders. It was agreed that agency directors would be the lead stakeholders for the project. Sunset Empire Transportation District requested a presentation on NWOTA for their Board regarding the successes of the group.

Bus Stop Project Update

Brian Vitulli shared that the consultant is past 60% design for the stops. TCTD and ODOT have reviewed the plans. NEPA analysis is under review by FTA. FTA approval is expected by May.

Preliminary cost estimates: Waldport \$155k for construction/installation/completion.

Pacific City \$61k. Hebo at \$49k. Hebo is less expensive because the ROW is constricted to only a pad and light pole. It is currently expected that awarded grants will cover the project costs. It is expected that bus stops will be fully constructed by the end of the calendar year. NWOTA staff will plan ribbon cuttings and press for openings.

Update NWConnector assets (passes and map): MAC is updating graphics and the group will get to review the updated map before printing.

www.nwconnector.org



nwCONNECTOR

Motion to approve Consent Calendar was made by Chris Wheatley and seconded by David Carr.

FY26-27 Budget Discussion

No changes to NWOTA admin budget or website budget. Savings from FY26 will be used as downpayment for MAC's work on the new website, the balance will be funded by member contributions without raising those costs.

Summary of 2026 Oregon Transit Association Board of Directors Retreat

Brian Vitulli shared that the OTA held a Board Retreat on Tuesday, April 7th in Rockaway Beach. The gathering included updates from Legislative Team. ODOT representatives were in attendance and provided updates.

Discussed outreach strategy leading into the 2027 legislative session including the needs to be quickly responsive to data requests from elected officials and the need to share the impacts of rural transit services. They also discussed Board and dues structure for the OTA.

Transportation Options: Review RFQs

The group reviewed responses to ColPac's RFQ and discussed backgrounds of each of the three respondents. Brian Vitully shared that he would be happy with any, and mentioned Transit Happy was a great partner to NWOTA for previous work.

Future NWOTA Meetings

The alliance discussed meeting cadence and decided to hold In-person meetings in the odd months, and potentially rotating locations to other partners' properties. In alternating months, the group will meet virtually for one hour.

Member Updates

TCTD will be receiving an updated monument sign for its main Administrative campus on Third Street. They are also creating 'how to ride' brochures regarding pets, bikes etc. Grant applications are also underway. Two new dial-a-ride vans were delivered and expect to have additional buses added to the fleet in the coming months. These buses were originally ordered to be delivered years previously, but the supplier has been constrained since the pandemic.

SETD Good newspaper article on SETD, open positions for drivers.

CCR Bunny Bus was a success, lots of people taking rides to Easter event. They also recently completed their ODOT compliance review with fewer findings than the last review. Ridership is increasing so much so that they have doubled their ticket order for Line One. Chris attributed the increase in ridership to more dial-a-ride riders and folks taking more fixed route rides. CCR has been outreaching to home school groups and others.



TILLAMOOK COUNTY Transportation District

DATE: May 20, 2026
TO: TCTD Board of Directors
FROM: Brian Vitulli, General Manager
SUBJECT: GENERAL MANAGER REPORT

Administration/Coordination

- Attended the ODOT Region 2 Roundtable meeting on April 16.
- Attended the Tillamook Chamber's Mornings on Main gatherings on April 21 and May 19.
- Attended the Sunset Empire Transportation District Transportation Advisory Committee meeting on April 24.
- Attended the OTA Executive Committee meeting on April 29.
- Met with representatives of the Salmonberry Trail Foundation and OCVA on April 29 and 30 to discuss trail alignments in Tillamook and a grant proposal to fund four sections of the Oregon Coast Trail, including one in Netarts.
- Attended the OTA Board of Directors meeting in Salem on May 5.
- A SDAO representative visited the District on May 8 to do ergonomic assessments for several employees and to provide training for Safety Committee members.
- Attended NWOTA meeting on May 8.
- Attended OTA Executive Committee meetings on May 14th and 20th.
- Attended OTA Program Committee meeting on May 20.

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 NEPA task was recently submitted to the FTA for review and the 60% design review was just completed. Phase II of the project will then proceed with construction scheduled for completion in late fall 2026. On March 20, met with project consultant and District counsel regarding development of the construction bid package.

Grant Funding

- Submitted pre-application for ODOT's Competitive Grant Program – Phase I, for two heavy-duty transit buses and two Dial-A-Ride vans.
- Submitted pre-application for ODOT's Competitive Grant Program – Phase II, for continued operational support.
- Submitted pre-application for 5310 Federal Formula funds for preventive maintenance. Funding will also be allocated to the Marie Mills Center as a subrecipient to assist their transportation program. This project will be considered by the TAC and Board in June for a recommendation and approval to submit the final application by July 16, 2026.
- Submitted pre-application for 5311 Federal Formula funds for administrative support and operations. The final application is due by July 16, 2026.
- Received a \$350,000 Rural Veterans Healthcare Transportation grant from ODOT's Public Transportation Division.
- 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.

Operations / Vehicles / 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!
- On April 9, direct Route 1 (Town Loop) service was reinstated to the TBCC campus and to a new transit shelter constructed by TBCC as part of their new Administration & Health Sciences Building project.
- Traveled to Federal Way, WA to inspect two, pre-owned trolley-replica buses to purchase.

Tillamook County Transportation District
Board of Directors Regular Monthly Meeting
Wednesday, April 15, 2026 – 6:00PM
Transportation Building
3600 Third Street, Tillamook, OR
Meeting Minutes



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

2. **Pledge of Allegiance**

3. **Roll Call:**

Present

TCTD Board of Directors

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

Absent

TCTD Board of Directors

None

TCTD Staff

Brian Vitulli, General Manager
Charlene Pech, Finance Supervisor
Sue Lewis, Office Assistant
Jacquelyn Puett, Brokerage Manager
Michael Reed, Operations Superintendent
Keri Brown, Admin Assistant/Board Clerk

Guest

Arla Miller, ODOT Public Transportation Division
Jim LeNormand, Public
Tyler Hellner, ATU Representative
Parker LeNormand, Public
Madison LeNormand, Public (via Zoom)

4. **Announcements and Changes to Agenda**

GM Vitulli introduced Jacquelyn Puett as the new NW Rides NEMT Brokerage Manager for the District.

Director McCall stated that the revised TCTD Budget Calendar FY 2026 – 2027 was not added to the Consent Agenda. GM Vitulli requested the revised Budget Calendar be added to the Consent Agenda as item 15.

Motion by Director McCall to Approve to add the revised Budget Calendar to the Consent Agenda. Seconded by Director Devlin.

Motion Passed

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

5. Public & Guest Comments:

Tyler Hellner provided public comment to address grievances that he witnessed at the March Board meeting.

6. Executive Session: None.

STATE OF THE DISTRICT REPORT

7. Financial and Grant Reports: Updates for the month of February 2026 are included in the Board packet pages 1-27.

GM Vitulli made a statement that there is a two-page letter from Dennis McGovern from the McGovern Consulting Group, he is one of the professionals that has engaged to assist with accounting and budgeting for the District. The letter does explain what the finance team has been working through the last six to seven months.

Director Johnston requested not to approve the Financial and Grant Reports for February 2026 until the next Board of Directors meeting in May.

Director McCall asked if the Financial and Grant Reports is more than the month of February. FS Pech stated the report is for February and it shows the year to date and the status of the current budget.

8. Service Performance Reports: Statistics for February 2026 are included in the Board packet page 28-29.

Director Devlin asked if there would be an increase in ridership with the expansion of the Tillamook Bay Community College Campus. OS Reed stated it would provide better accessibility for customers traveling to and from the campus.

Director McCall would like to thank OS Reed for the Service Performance Reports as it provides more information from different perspectives and with color visuals. OS Reed stated that he wanted the Board Directors to be more informed and provided with more understandable information.

9. Northwest Oregon Transit Alliance: Updates for April 2026 are included in the Board packet pages 30-44.

10. NW Rides Brokerage: Statistics for March 2026 are included in the Board packet page 45-46.

Director Hanenkrat asked with the increasing cost for fuel, would it effect ridership. Brokerage Manager Puett stated that the Brokerage would possibly have an increase in demand for services.

Director McCall asked if the mileage reimbursement is set at the IRS rate or does it change depending on the fuel price. Brokerage Manager Puett stated that the mileage reimbursement program is a Medicaid negotiated rate. Not everyone that receives Medicaid has transportation, so this program is a great alternative for the community.

11. General Manager Report: Updates included in Board packet pages 47-49 (see GM Report in packet for details):

- a. **Administration/Coordination**
- b. **Planning Development**
- c. **Grant Funding**
- d. **Facility/Property Development**
- e. **Operations and Vehicle Maintenance**

Director McCall asked if the funds that were received for the Rural Veterans Healthcare Transportation grant are comparable to last year. GM Vitulli stated that the District received a significant amount over the last grant cycle.

12. Miscellaneous: None

CONSENT CALENDAR

13. Motion to Approve the Minutes of March 18, 2026, Regular Board Meeting

14. Motion to Postpone Approving the February 2026 Financial Statement

15. Motion to Approve the TCTD Budget Calendar FY 2026-2027

Motion by Director Johnston to Approve the Minutes of March 18, 2026, Regular Board Meeting, Postpone Approving the February 2026 Financial Statement and Approve TCTD Budget Calendar FY 2026-2027. Seconded by Director McCall.

Motion Passed

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

ACTION ITEMS

16. Resolution 26-06 Authorizing the General Manager to Execute Amendment Number 1 to ODOT Grant Agreement Number 35707.

Motion by Director McCall to Approve Resolution 26-06 Authorizing the General Manager to Execute Amendment Number 1 to ODOT Grant Agreement Number 35707. Seconded by Director Devlin.

Motion Passed

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

17. Resolution 26-07 Authorizing the General Manager to Enter Into an Intergovernmental Agreement (IGA) With the County of Tillamook for the 2026 Pacific City Shuttle Service.

Director McCall asked when approval would be made with the Intergovernmental Agreement with the County of Tillamook for the Pacific City Shuttle Service. GM Vitulli stated he believed it would be before the end of May, before the Pacific City Shuttle Services would start.

Director Devlin stated that the funds for the Pacific City Shuttle Services would be from the Transient Lodging Tax.

Motion by Director McCall to Approve Resolution 26-07 Authorizing the General Manager to Enter Into an Intergovernmental Agreement (IGA) With the County of Tillamook for the 2026 Pacific City Shuttle Service. Seconded by Director Devlin.

Motion Passed

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

DISCUSSION ITEMS

18. Staff Comments

General Manager Vitulli: Thanked the Board for their support.

Operations Superintendent Reed: None.

Admin Assistant Brown: None.

Finance Supervisor Pech: Welcome Jacquie.

Office Assistant Lewis: Welcome Jacquie.

19. Board of Directors' Comments

Dir. Hanenkrat: Welcomed Jacquie to the District.

Dir. Devlin: Welcomed Jacquie also.

Dir. Ressler: Concur in welcoming Jacquie.

Dir. Sappington: Back together again with Jacquie.

Dir. Johnston: Stated that the Board packet looks great and it has great information.

Dir. McCall: None.

Chair Bean: Welcomed Jacquie.

20. Adjournment: Board Chair Bean adjourned the meeting at 6:57pm.

These minutes were approved on this 20th of May 2026.

ATTEST:

Jonathan Bean, Board Chair

Brian Vitulli, General Manager

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

**In the Matter of Declaring
and Disposing of Surplus
Property**)
)
)

RESOLUTION NO. 26-08

WHEREAS, Resolution 16-05 provides the Board of Directors of the Tillamook County Transportation District to, by resolution, declare District property as surplus and authorize the means by which the District General Manager may dispose of the property; and

WHEREAS, the Board of Directors has determined that the listed property has met its useful life, and this property should be declared surplus property; and,

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

that the Tillamook County Transportation District Board of Directors declares the following equipment as surplus property and directs the General Manager to dispose of it as he determines appropriate and most advantageous to the District or community at large.

- #110: 2020 Ford Transit Van, VIN 1FBVU4XG3LKB54557
- #111: 2021 Ford Transit Van, VIN 1FDVU4X80MKA75543
- #112: 2021 Ford Transit Van, VIN 1FDVU4X84MKA75545
- #113: 2021 Ford Transit Van, VIN 1FDVU4X82MKA75544
- #205: 2019 Chevrolet Arboc Bus, VIN 1HA6GUBB6KNO11873
- #206: 2019 Chevrolet Arboc Bus, VIN 1HA6GUBB9KNO11785
- #207: 2019 Chevrolet Arboc Bus, VIN 1HA6GUBBOKNO11920
- #302: 2017 Freightliner Champion Bus, VIN 1FVACWDU6HHHZ2431
- #303: 2017 Freightliner Champion Bus, VIN 1FVACWDU8HHHZ2432
- #304: 2018 Freightliner Champion Bus, VIN 1FVACWFDXJHJY3178
- #305: 2020 Freightliner Champion Bus, VIN 4UZADRFD2LCME6538
- #306: 2020 Freightliner Champion Bus, VIN 4UZADRFD4LCME6539

INTRODUCED AND ADOPTED this 20th day of May, 2026.

ATTEST:

By: _____
Johnathan Bean, Board Chair

By: _____
Brian Vitulli, General Manager

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

**Authorizing the General Manager)
to Enter into a Janitorial Services)
Agreement with Marie Mills Center)
for the Downtown Transit Center)**

RESOLUTION NO. 26-09

WHEREAS, Tillamook County Transportation District (TCTD) seeks to contract for the provision of janitorial services at the Tillamook Downtown Transit Center; and

WHEREAS, Marie Mills Center, Inc. is a qualified contractor to provide such services; and

WHEREAS, Marie Mills Center, Inc. is recognized by the Oregon Department of Administrative Services as a Qualified Rehabilitation Facility for purposes of public contracting; and

WHEREAS, the District wishes to enter into a contract with Marie Mills Center, Inc. for the performance of janitorial services as outlined on the Janitorial Services Agreement Exhibit A; and

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

That the Tillamook County Transportation District Board of Directors authorizes the General Manager to Execute this annual Janitorial Service Agreement in an amount not to exceed \$17,592.00 (\$1,466 per month) with Marie Mills Center for janitorial services at the Tillamook Downtown Transit Center for FY 2026-2027.

INTRODUCED AND ADOPTED this 20th day of May 2026.

ATTEST:

By: _____
Jonathan Bean, Board Chair

By: _____
Brian Vitulli, General Manager

Marie Mills Center, Inc.

Vocational & Residential Services

Serving Tillamook County Since 1969



W e B u i l d A b i l i t i e s

1800 Front Street, Tillamook, Oregon 97141 • (503) 842-2539 • Fax (503) 842-8028

www.mariemillscenter.com

JANITORIAL SERVICES AGREEMENT

**To: Tillamook County Transportation District
3600 Third Street
Tillamook OR 97141**

**Date: April 30, 2026
Telephone: 503-815-8283
Brian Vitulli**

This agreement is between MARIE MILLS CENTER INC., and Tillamook County Transit District (Transit Center). Marie Mills Center will furnish all materials and perform all labor necessary to complete the tasks indicated:

SEE EXHIBIT "A" FOR SCOPE OF WORK

All other duties will be on an as needed basis at a cost agreed upon by both parties.

This contract will be in effect from July 1, 2026 to June 30, 2027 and may be terminated by either party upon thirty day's written notice.

All of the above work to be completed in a substantial and workmanlike manner in accordance with standard practices TCTD shall pay One Thousand Four Hundred Sixty-six and 00/100 dollars (\$1,466.00) per month (6 days per week) for services performed.

Tillamook County Transportation District will make payment by the fifteenth (15th) day of the month following the completion of each month's services; services for a portion of a month will be prorated. If account balance is in arrears, advance payment may be required before further services are provided. Past due accounts may be charged interest at the rate of 1.5% of the Past Due amount per month.

Any alteration or deviation from the above term or specifications must be mutually agreed to, in writing, by the parties.

** Except as provided below, or as otherwise provided by applicable law, Contractor shall defend and indemnify TCTD and its officers, employees, and agents from all claims arising from the Services, including claims arising from injury to any person or damage to property; breach of this Contract by Contractor; or violation of applicable law by Contractor. Contractor will not be responsible for claims resulting solely from the negligence or other wrongful acts or omissions of TCTD or TCTD's officers, employees, or agents.

** Contractor is a "subject employer" as defined in ORS 656.005 and shall comply with ORS 656.017. Contractor shall provide workers' compensation coverage for "subject workers" employed to perform the Services. Before performing any Services, Contractor shall provide a certificate of insurance for workers' compensation coverage or other proof of coverage or certify that no subject workers will perform Services.

** At all times while Contractor is performing Services at the Premises, Contractor shall, at Contractor's expense, maintain in force a commercial general liability policy and a comprehensive automobile liability policy. The coverage under each policy must be equal to or greater than the limits for claims made under the Oregon Tort Claims Act with minimum coverage of \$2,000,000 per occurrence (combined single limit for bodily injury and property damage claims) or \$1,000,000 per occurrence for bodily injury and \$600,000 per occurrence for property damage. TCTD and TCTD's officers, employees, and agents will be named as additional insureds on an endorsement to each policy.

In the event either party files suit to enforce any term of this agreement, reasonable attorney fees and costs shall be paid to the prevailing party, including any attorney fees and costs incurred in any appellate proceeding.

Acceptance and participation are the same for everyone without regard to race, color, national origin, sex, or handicap.

MARIE MILLS CENTER, INC.



4/30/2026

Marie Mills Center, Inc. Representative

Date

ACCEPTANCE

You are hereby authorized to furnish all materials and labor required to complete the work mentioned in the above agreement; for which the undersigned agrees to pay the amount mentioned in said agreement, and according to the terms thereof.

Company Representative

Date

Print Name

TCTD TRANSIT CENTER

Statement of Work

ORDINARY CLEANING:

TRANSIT CENTER

Sunday through FRIDAY (6 days weekly)

Clean, Sanitize(including walls and floors), sweep & mop floors, and restock restrooms in two bathrooms

Dust windowsills and other flat surfaces

Wipe down seats in waiting area

Sweep and mop all resilient floors

Empty Trash (two cans outside also)

Clean all glass doors

PERIODICS:

***ONE TIME PER WEEK**

CLEAN OFFICE:

Empty trash

Vacuum Carpet

Dust Flat surfaces (do not move papers on desk)

***ONE TIME PER MONTH**

WINDOWS

CLEAN ALL GLASS WINDOWS AND DOORS INSIDE AND OUTSIDE UP TO 8 FEET

4/30/2026

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

**Authorizing the General Manager)
to Enter into a Janitorial Services)
Agreement with Marie Mills Center)
for the TCTD Administrative Building)**

RESOLUTION NO. 26-10

WHEREAS, Tillamook County Transportation District (TCTD) seeks to contract for the provision of janitorial services at the District’s administrative and operations offices; and

WHEREAS, Marie Mills Center, Inc. is a qualified contractor to provide such services; and

WHEREAS, Marie Mills Center, Inc. is recognized by the Oregon Department of Administrative Services as a Qualified Rehabilitation Facility for purposes of public contracting; and

WHEREAS, the District wishes to enter into a contract with Marie Mills Center, Inc. for the performance of janitorial services outlined on the Janitorial Services Agreement Attachment A; and

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

That the Tillamook County Transportation District Board of Directors authorizes the General Manager to Execute this annual Janitorial Service Agreement in an amount not to exceed \$7,764.00 (\$647 per month) to Marie Mills Center for janitorial services at the TCTD administrative and operations building for FY 2026-2027.

INTRODUCED AND ADOPTED this 20th day of May 2026.

ATTEST:

By: _____
Jonathan Bean, Board Chair

By: _____
Brian Vitulli, General Manager

Marie Mills Center, Inc.

Vocational & Residential Services

Serving Tillamook County Since 1969



W e B u i l d A b i l i t i e s

1800 Front Street, Tillamook, Oregon 97141 • (503) 842-2539 • Fax (503) 842-8028

JANITORIAL SERVICES AGREEMENT

**To: Tillamook County Transportation District
3600 Third Street
Tillamook OR 97141**

**Date: April 30, 2026
Telephone: 503-815-8283
Brian Vitulli**

This agreement is between MARIE MILLS CENTER INC. and Tillamook County Transportation District. Marie Mills Center will furnish all materials and perform all labor necessary to complete the tasks as indicated:

SEE EXHIBIT "A" FOR SCOPE OF WORK

All other duties will be on an as needed basis as agreed upon by both parties.

This contract will be in effect from July 1, 2026 to June 30, 2027 and may be terminated by either party upon thirty-day written notice.

All the above work to be completed in a substantial and workmanlike manner in accordance with standard practices for the sum of Six Hundred Forty-seven and 00/100 dollars (\$647.00) per month.

Tillamook County Transportation District will make payment by the fifteenth (15th) day of the month following the completion of each month's services; services for a portion of a month will be prorated. If account balance is in arrears, advance payment may be required before further services are provided. Past due accounts may be charged interest at the rate of 1.5% of the Past Due amount per month.

Any alteration or deviation from the above terms or specifications must be mutually agreed to, in writing, by the parties.

** Except as provided below, or as otherwise provided by applicable law, Contractor shall defend and indemnify TCTD and its officers, employees, and agents from all claims arising from the Services, including claims arising from injury to any person or damage to property; breach of this Contract by Contractor; or violation of applicable law by Contractor. Contractor will not be responsible for claims resulting solely from the negligence or other wrongful acts or omissions of TCTD or TCTD's officers, employees, or agents.

** Contractor is a "subject employer" as defined in ORS 656.005 and shall comply with ORS 656.017. Contractor shall provide workers' compensation coverage for "subject workers" employed to perform the Services. Before performing any Services, Contractor shall provide a certificate of insurance for workers' compensation coverage or other proof of coverage or certify that no subject workers will perform Services.

** At all times while Contractor is performing Services at the Premises, Contractor shall, at Contractor's expense, maintain in force a commercial general liability policy and a comprehensive automobile liability policy. The coverage under each policy must be equal to or greater than the limits for claims made under the Oregon Tort Claims Act with minimum coverage of \$2,000,000 per occurrence (combined single limit for bodily injury and property damage claims) or \$1,000,000 per occurrence for bodily injury and \$600,000 per occurrence for property damage. TCTD and TCTD's officers, employees, and agents will be named as additional insureds on an endorsement to each policy.

In the event either party files suit to enforce any term of this agreement, reasonable attorney fees and costs shall be paid to the prevailing party, including any attorney fees and costs incurred in any appellate proceeding.

Acceptance and participation are the same for everyone without regard to race, color, national origin, sex, or handicap.

MARIE MILLS CENTER, INC.



4/30/2026

Marie Mills Center, Inc. Representative

Date

ACCEPTANCE

You are hereby authorized to furnish all materials and labor required to complete the work mentioned in the above agreement; for which the undersigned agrees to pay the amount mentioned in said agreement, and according to the terms thereof.

Company Representative

Date

TCTD

STATEMENT OF WORK

ORDINARY CLEANING:

OFFICE BUILDING

FRIDAY

Empty Trash and restock paper products and soap restrooms in TCTD office area
Vacuum all carpeted areas including TCTD offices (if unlocked), Main conference room (if unlocked),
Dust windowsills and other flat surfaces (papers on desks will not be moved or disturbed)
Empty Trash in Lunchroom.

PUBLIC AREA

FRIDAY

2 Public Restrooms – Empty Trash and restock paper products and soap
Vacuum Conference room near (janitorial room), Foyer, Lobby and Hall Public area
Dust windowsills and other flat surfaces

OFFICE BUILDING

WEDNESDAY

2 TCTD Office -- Restrooms – Empty Trash and restock paper products and soap

PUBLIC AREA

WEDNESDAY

2 Public Restrooms – Empty Trash and restock paper products and soap

MAKE SURE THAT JANITORIAL DOOR IS LOCKED

PERIODICS:

EXTRAS

As needed and costs will be agreed upon by both parties.

4/30/2026

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

**Authorizing the General Manager to)
Enter Into a Memorandum of)
Agreement (MOA) with Tillamook) RESOLUTION NO. 26-11
Adventist School and Tillamook)
County Family YMCA for After-)
School Transportation Services)**

WHEREAS, the Tillamook County Transportation District (“District”) owns and operates a regional public transportation system network; and

WHEREAS, the Tillamook County Family YMCA (“YMCA”) operates an after-school program for area children; and

WHEREAS, the Tillamook Adventist School (“School”) has students who participate in the YMCA after-school program and who require transportation from the School’s facility to the YMCA’s facility; and

WHEREAS, the District, as a public service, desires to provide dedicated transportation service from the School’s facility to the YMCA’s facility; and

WHEREAS, the District desires to provide such service on a reduced fare basis.

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

That the Board authorizes the General Manager to enter into a Memorandum of Agreement with the School and YMCA for the 2026-2027 school year in the form attached hereto.

INTRODUCED AND ADOPTED this 20th day of May 2026.

ATTEST:

By: _____
Jonathan Bean, Board Chair

By: _____
Brian Vitulli, General Manager

Memorandum of Agreement

between
Tillamook County Transportation District
and
Tillamook Adventist School
and
Tillamook County Family YMCA

regarding
After-School Transportation for the 2026-2027 School Year



1. Introduction

The Tillamook County Transportation District ("TCTD"), Tillamook Adventist School ("School"), and Tillamook County Family YMCA ("YMCA") wish to enter into an agreement to provide one-way transportation from the School facility to the YMCA facility from Monday through Friday during the 2026-2027 school year.

2. Purpose

The purpose of this Memorandum of Agreement ("MOA") is to establish the roles and responsibilities of the parties to ensure safe and coordinated after-school transportation and transition for students from the School facility to the YMCA facility.

3. Parties

- A.** TCTD is a transportation district organized under Oregon Revised Statutes chapter 267.
- B.** School operates under an assumed business name registered with the Oregon Secretary of State by the Oregon Conference of Seventh-Day Adventists, an Oregon nonprofit corporation.
- C.** YMCA is an Oregon nonprofit corporation.

4. Methods of Cooperation

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

5. Term

The term of this MOA is the duration of the 2026-2027 school year, which begins on August 27, 2026, and which ends on June 8, 2027. The term may be extended by mutual agreement of the parties, which must be executed in writing at least 90 days prior to the start of any subsequent school year.

6. Rights, Roles, and Responsibilities

A. Tillamook County Transit District

- 1)** TCTD will provide bus transportation from the School facility to the YMCA facility through use of TCTD's 14-seat Dial-A-Ride vehicle ("Ride Service").
- 2)** TCTD will pick up students from the School facility located at 4300 12th St., Tillamook, OR 97141, at 3:10 p.m. Monday through Thursday and at 12:10 p.m. on Friday.
- 3)** TCTD will transport students safely to the front entrance of the YMCA facility, located at 610 Stillwell Ave., Tillamook, OR 97141.
- 4)** TCTD's driver will wait at the drop off point until a designated YMCA staff member is present to receive the students.
- 5)** TCTD may exclude any child from the Ride Service who fails to adhere to TCTD's safe riding guidelines, as outlined in Regulations (1) through (12) under Section 1.15 of attached Ordinance 3.

B. Tillamook Adventist School

- 1) School will ensure that participating students are ready for pickup at 3:10 p.m. Monday through Thursday, and 12:10 p.m. on Friday.
- 2) School will supervise students until they board the bus.
- 3) School will educate the students on TCTD's safe riding guidelines, as outlined in Regulations (1) through (12) under Section 1.15 of attached Ordinance 3.
- 4) School will prepare a release form acceptable to the other parties allowing children using the Ride Service who are not enrolled in YMCA aftercare to leave the YMCA premises after drop-off ("Release Form"). School will then obtain parent or guardian signatures on the Release Form and provide a signed copy to the other parties.

C. Tillamook YMCA

- 1) YMCA will have a staff member present at the YMCA facility front entrance at the time of drop-off to meet arriving children.
- 2) YMCA will escort students enrolled in YMCA aftercare into the facility and ensure they are checked in appropriately.

7. Children Not Enrolled in YMCA Aftercare

Any child not enrolled in YMCA aftercare will be allowed to leave the YMCA premises, provided that the child's parent or guardian has provided a signed Release Form to School, which School has provided to the other parties. School is solely responsible for any and all indemnity obligations associated with such non-enrolled children.

8. Fare for Ride Service

TCTD will provide the Ride Service at the fare of \$1.00 per student per ride. TCTD will invoice School monthly for payment.

9. Non-School Dates

TCTD will not provide Ride Service on dates when School is not in session. Those dates are as follows:

- o September 4, 2026 (Friday)
- o September 7, 2026 (Monday)
- o September 21, 2026 (Monday)
- o October 5, 2026 (Monday)
- o October 26, 2026 (Monday)
- o November 2, 2026 (Monday)
- o November 23-27, 2026 (Thanksgiving Week)
- o December 21, 2026 – January 1, 2027 (Christmas Break)
- o January 18-19, 2027 (Monday, Tuesday)
- o February 15, 2027 (Monday)

- February 22, 2027 (Monday)
- March 22-26, 2027 (Spring Break)
- April 12-13, 2027 (Monday, Tuesday)
- May 3, 2027 (Monday)
- May 31, 2027 (Monday)

10. General Terms

- A. Termination.** This MOA may be terminated by any of the parties upon 30 days' written notice to the other parties.
- B. No Third Party Beneficiaries.** TCTD, School, and YMCA are the only parties to this MOA and are the only parties entitled to enforce its terms. Nothing in this MOA gives, is intended to give, or may be construed to give or provide any benefit or right, whether directly or indirectly or otherwise, to any third parties.
- C. Indemnification.** Subject to the limits of the Oregon Tort Claims Act and the Oregon Constitution, each party releases and shall indemnify, hold harmless, and defend the other parties, their elected officials, officers, employees, and agents ("Indemnified Parties") from and against any and all non-party claims and costs, including costs of defense, claims, liability, judgments, or awards of damages asserted or arising directly or indirectly from, on account of, or in connection with any error, omission, or act of negligence by the indemnifying party, its elected or appointed officials, officers, agents, or employees in the performance of its responsibilities under this MOA. Each party agrees to promptly notify the other parties of the filing of any claim that the notifying party believes is covered by this section's indemnity obligations and shall not settle such claim without prior consent of the other parties, which consent will not be unreasonably withheld. The Indemnified Parties have the right to participate in the defense of said claim to the extent of their own interests. Appropriate personnel of the Indemnified Parties shall cooperate and participate in legal proceedings if requested by the indemnifying party, and/or required by a court of competent jurisdiction.
- D. Insurance.** During the term of this MOA, the parties shall maintain in effect a commercial general liability insurance policy (or its equivalent) covering their indemnity obligations under this MOA, with coverage limits of no less than \$2,000,000 for bodily injury and property damage per occurrence, \$2,000,000 annual aggregate, and umbrella or excess liability insurance with limits of \$5,000,000 per occurrence and \$5,000,000 aggregate. These amounts are not intended to limit the parties' indemnity obligations under the Indemnification section above.
- E. Dispute Resolution.** The undersigned representatives of each party affirm that they have entered into this MOA in good faith. Each party agrees that it will discharge its obligations under this MOA in good faith. The parties agree that they will work together and will endeavor to accomplish the purposes and goals of this MOA in a manner that serves the best interests of the public. In the event of any dispute or disagreement in the implementation of this MOA, the parties will resolve the matter amicably by consultation or negotiation in the spirit of cordiality and mutual respect, beginning with the designated representatives of each entity involved in the dispute. If a dispute is not resolved within five business days of an

issue being formally raised by one of the parties, the dispute will be referred by the representatives to executive staff for the entities, who will endeavor in good faith to resolve the dispute. If all informal dispute resolution attempts are unsuccessful, the parties may file suit in the Circuit Court for Tillamook County, Oregon.

- F. Notices.** Written notice to any party must be given in writing by personal delivery, email, or mailing the same, postage prepaid at the address or number set forth below. Any communication or notice personally delivered will be deemed to be given when actually delivered. Any communication by email will be deemed to be given when the recipient of the email personally acknowledges receipt of the email. Any notice mailed is considered received three days after the date it is deposited in the U.S. Mail.

TCTD:

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

School:

c/o Matthew Hunter, Principal
4300 12th St.
Tillamook OR 97141
email: principal@tillamookadventistschool.org

YMCA:

c/o Steve Claus, Chief Executive Officer
610 Stillwell Ave.
Tillamook OR 97141
email: sclaus@tillamookymca.org

- G. Limitations.** Except as otherwise expressly identified in this MOA, no party may act on any other's behalf or obligate other parties in contract, debt, or otherwise. The parties are and will remain separate entities, and no partnership, joint venture, or agency relationship is created by this MOA.
- H. Severability.** If any term or provision of this MOA is declared by a court of competent jurisdiction to be illegal or in conflict with any law, the validity of the remaining terms and provisions will not be affected, and the rights and obligations of the parties will be construed and enforced as if this MOA did not contain the particular term or provision held to be invalid.
- I. Integration and Waiver.** This MOA constitutes the entire agreement between the parties on the subject matter of the MOA. There are no understandings, agreements, or representations, oral or written, not specified in this MOA regarding the subject matter of this MOA. The delay or failure of either party to enforce any provision of this MOA will not constitute a waiver by that party of that or any other provision. Each party, by the signature below of its authorized representative, hereby acknowledges that it has read this MOA, understands it, and agrees to be bound by its terms and conditions.

- J. Counterparts.** This MOA may be executed in counterparts, including through use of a service such as DocuSign and transmitted electronically, each of which is an original and all of which together are deemed one agreement binding on both parties, notwithstanding that all parties are not signatories to the same counterpart.
- K. Authority.** Each party affirms that it has the authority to enter into this MOA and to perform the obligations contained in this MOA. The signatory for each party further affirms that such person has the authority to bind that party to the terms of this MOA.
- L. Effective Date.** This MOA becomes effective on the date when this MOA is fully executed and approved as required by applicable law.

[Signature page follows]

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

**TILLAMOOK COUNTY
TRANSPORTATION DISTRICT**

Signature: _____

Date: May 20, 2026 _____

Name: Brian Vitulli _____

Title: General Manager _____

TILLAMOOK ADVENTIST SCHOOL

Signature: _____

Date: May 20, 2026 _____

Name: Matthew Hunter _____

Title: Principal _____

TILLAMOOK COUNTY FAMILY YMCA

Signature: _____

Date: May 20, 2026 _____

Name: Steve Claus _____

Title: Chief Executive Officer _____

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

**Authorizing the General Manager)
to Execute Amendment Number 4)
to ODOT Section 5339 Grant)
Agreement Number 35328)**

RESOLUTION NO. 26-12

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 4, this only pertains to the expansion vehicle purchase grant amount of \$340,000; and

WHEREAS, the District and ODOT mutually desire to revise the vehicle category from B to C for a useful life of seven years and/or 200,000 miles to allow for the delivery of two, trolley-replica buses; and

WHEREAS, the District Board of Directors wishes to authorize the General Manager to execute Amendment Number 4 to revise the vehicle category from B to C for a useful life of seven years and/or 200,000 miles to allow for the delivery of two, 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 4 to ODOT Grant Agreement No. 35328 in the amount of \$340,000 on behalf of the Tillamook County Transportation District, to revise the vehicle category from B to C for a useful life of seven years and/or 200,000 miles to allow for the delivery of two, trolley-replica buses.

INTRODUCED AND ADOPTED this 20th day of May 2026.

ATTEST:

By: _____
Jonathan Bean, Board Chair

By: _____
Brian Vitulli, General Manager

AMENDMENT NUMBER 4
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**, and Amendment 3 (three) on **January 13, 2026**. 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 revise Exhibit A.

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

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

State of Oregon, by and through its
Department of Transportation

By _____
Suzanne Carlson
Public Transportation Division Administrator

Date _____

APPROVAL RECOMMENDED

By _____ Arla Miller

Date _____ 04/20/2026

APPROVED AS TO LEGAL SUFFICIENCY

(For funding over \$250,000)

By _____
Assistant Attorney General

Name _____ Sam Zeigler by email
(printed)

Date _____ 07/15/2022

**Revised Exhibit A
 Project Description and Budget**

Project Description/Statement of Work

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

1. PROJECT DESCRIPTION

Vehicle Expansion

Purchase 2 transit trolley vehicles as follows: useful life - 7 years and 200,000 miles; approximate length - 29 feet; estimated number of seats - 26-28; 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 June 1, 2026

Contract Award Date June 30, 2026

Initial Delivery Date August 15, 2026

Final Delivery Date November 30, 2026

Contract Completion Date December 31, 2026

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

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

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

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

Hebo Bus Stop Design, Shelter, and Construction

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

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

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

*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.

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

**Authorizing the General Manager)
to Execute Amendment Number 2)
to ODOT Grant Agreement)
Number 35822)**

RESOLUTION NO. 26-13

WHEREAS, the Tillamook County Transportation District (“District”) has received a grant from the Oregon Department of Transportation (“ODOT”) under Section 5311 of the Federal Transit Act of 1964, as amended, which grant is memorialized in ODOT Grant Agreement No. 35822; and

WHEREAS, ODOT allocated funding to the District to purchase three, category B, replacement vehicles; and

WHEREAS, on July 11, 2025, the District entered into ODOT Grant Agreement No. 35822, memorializing a grant in the total amount of \$1,081,533; and

WHEREAS, on March 9, 2026, the District and ODOT mutually agreed through Amendment Number 1 to modify the agreement to reduce the number of vehicles purchased from three to two without changing the grant amount; and

WHEREAS, the District and ODOT mutually desire to modify the agreement to change the ALI (Associated Line Item) from “Bus 30ft’ to ‘Bus Trolley STD.’ The grant amount does not change under Amendment 2; and

WHEREAS, the District Board of Directors wishes to authorize the General Manager to execute Amendment Number 2 to ODOT Grant Agreement No. 35822 on behalf of the District, to change the ALI (Associated Line Item) from “Bus 30ft’ to ‘Bus Trolley STD.’

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

that the General Manager is hereby authorized to accept and execute Amendment Number 2 to ODOT Grant Agreement No. 35822 on behalf of the Tillamook County Transportation District, to change the ALI (Associated Line Item) from “Bus 30ft’ to ‘Bus Trolley STD.’

INTRODUCED AND ADOPTED this 20th day of May 2026.

ATTEST:

By: _____
Jonathan Bean, Board Chair

By: _____
Brian Vitulli, General Manager

AMENDMENT NUMBER 2
ODOT GRANT AGREEMENT NO. 35822
Tillamook County Transportation District

The **State of Oregon**, acting by and through its Department of Transportation, hereinafter referred to as **State**, and **Tillamook County Transportation District**, hereinafter referred to as **Recipient**, entered into an Agreement on **July 11, 2025** and Amendment 1 (one) on **March 9, 2026**. 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 revise Exhibit A.

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

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

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

SIGNATURE PAGE TO FOLLOW

Tillamook County Transportation District,
by and through its

By _____
(Legally designated representative)

Name _____
(printed)

Date _____

By _____

Name _____
(printed)

Date _____

APPROVED AS TO LEGAL SUFFICIENCY

(If required in local process)

By _____
Recipient's Legal Counsel

Date _____

Recipient Contact:

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

State Contact:

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

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

State of Oregon, by and through its
Department of Transportation

By _____
Suzanne Carlson
Public Transportation Division Administrator

Date _____

APPROVAL RECOMMENDED

By _____ Arla Miller

Date _____ 04/29/2026

APPROVED AS TO LEGAL SUFFICIENCY

(For funding over \$250,000)

By _____
Assistant Attorney General

Name _____ Nina R. Englander by email
(printed)

Date _____ 06/25/2025

**Revised Exhibit A
 Project Description and Budget**

Project Description/Statement of Work

Project Title: 5311 Tillamook County Transportation District 35822				
	Total	Grant Amount	Local Match	Match Type(s)
Sub Total	\$0.00	\$0.00	\$0.00	
Project Title: 5311 Tillamook County Transportation District 35822				
<i>Purchase two replacement vehicles</i>				
<i>FTA funding Category B. Project identified not ready to execute. Funds not available until FTA grant execution and subgrant agreement revision to release funds for reimbursement.</i>				
	Total	Grant Amount	Local Match	Match Type(s)
P-25-6230-01 Item #3: Bus Trolley STD				
	\$602,660.00	\$540,766.00	\$61,894.00	Local
P-25-6230-01 Item #4: Bus Trolley STD				
	\$602,660.00	\$540,767.00	\$61,893.00	Local
Sub Total	\$1,205,320.00	\$1,081,533.00	\$123,787.00	
Grand Total	\$1,205,320.00	\$1,081,533.00	\$123,787.00	

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

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.

Funding under this Agreement is for the purchase of 2 Category B Trolleys transit vehicles as follows:

Useful life - 10 years or 350,000 miles; approximate length - 29 feet; estimated number of seats - 20; estimated number of ADA securement stations - 3; fuel type - diesel.

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

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

- a. V001654; 2015/Arboc/Spirit of Mobility; 1GB6G5BG6F1263789.*
- b. V002877; 2020 Arboc/Spirit of Mobility; 1HA6GUBB6KN011873.*

2. PROJECT DELIVERABLES, TASKS and SCHEDULE

All purchases and installations must be completed prior to the expiration date of this Agreement. Vehicles should be ordered no later than six months after the execution of the agreement and may not be considered for any type of extension if not ordered at least one year prior to the execution of the grant agreement. Every effort should be made to order the vehicles in a timely manner to ensure they are received prior to the expiration date of the agreement.

Location where vehicles will be stored: 3600 Third Street, Tillamook, Oregon.

Milestones

- Dates for each task*
- o Start Date July 1, 2025*
- o RFP/IFB Issue Date March 31, 2025*
- o Contract Award Date May 22, 2025*
- o Initial Delivery Date December 1, 2026*
- o Final Delivery Date February 2, 2027*
- o Contract Completion Date May 30, 2027*

For federally funded 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 vendors. State is responsible for submitting vehicle purchase 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 quotes to procure the vehicles must be reviewed by State prior to submitting for bid.

State will retain title to the vehicles as primary security interest holder for as long as the vehicles remains in public transportation service. Recipient is required to report on all vehicles that are purchased with state or federal funding until disposition of the vehicle. Recipient must request permission from State to release title for disposal when planning to sell or transfer a vehicle and must notify State when actual disposal has been completed. Vehicles must exceed the minimum useful standard for age or mileage before State will release title. 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 maintenance requirements for each vehicle and meets Federal Transit Administration transit asset management requirements in 49 CFR Part 625. Recipient will follow the plan to ensure each vehicle is maintained in a state of good repair. Recipient will provide State a copy of the maintenance plan upon request.

3. PROJECT ACCOUNTING and MATCHING FUNDING

Eligible expenses that may be charged to this Agreement include grant administration, the

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

Recipient will provide matching funding from non-federal sources. Sources of funding that may be used as matching funding for this Agreement include, Statewide Transportation Improvement 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 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. State's obligation to reimburse Project costs is contingent upon Recipient first paying or otherwise contributing its minimum match amount set forth in this Exhibit A. Recipient may not count the same costs twice if they have multiple agreements for which these costs may be eligible.

4. REPORTING and INVOICING REQUIREMENTS

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

Recipient will submit a request for reimbursement in a format provided by State. Reimbursement requests must include:

- The required agency cover letter (instructions found on PTD website), must be attached and include all of the following information:*
- Grant agreement number*
- Total cost of all items submitted for reimbursement on the vehicle (vendor purchase order plus any after-market additions to the vehicle), including the .5% vehicle use tax*
- Total passenger capacity/number of ADA stations/total passenger capacity with ADA stations deployed*
- Declaration of whether or not any rebates were given on price and if they are deducted from the reimbursement request*
- Date of acceptance of the vehicle (list if more than one vehicle)*
- Date vehicle was put into active transit service (list if more than one vehicle)*
- Source of matching funds*
- Declaration that vehicle license and title registration expenses are not included in the costs submitted for reimbursement*
- Declaration that a copy of each required document listed on the Pre-Award and Post-Delivery Vehicle Purchase Certification form is physically on file in the subrecipient's vehicle procurement file for each vehicle being purchased*
- Subrecipients should not attach invoices that are not directly related to the expenses that are requested on the reimbursement request document.*
- copies of all invoices associated with expenses identified for reimbursement. Also required are 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.*

Recipient is required to create, update and maintain an equipment maintenance plan for equipment valued at \$50,000 or more, including non-rolling stock vehicles and shop equipment.

Recipient shall service all vehicles according to the current maintenance plan.