1. Call to Order: Board Chair James Huffman called the meeting to order at 6:04pm

2. Pledge of Allegiance

3. Roll Call:
   Present
   TCTD Board of Directors (all Directors attended by telephone)
   Jim Huffman, Board Chair
   Marty Holm, Vice Chair
   Gary Hanenkrat, Treasurer
   Jackie Edwards, Director
   Melissa Carlson-Swanson, Director
   Linda Adler, Secretary

   TCTD Staff
   Doug Pitnall, General Manager (in person)
   Brent Olson, Superintendent (in person)
   Tabatha Welch, Finance Supervisor (in person)

   Absent
   Judy Riggs, Director
   Cathy Bond, NW Rides Brokerage Manager/Board Clerk

   Guest
   Arla Miller, ODOT Regional Transit Coordinator
   Kathy Kleczek, NW Transportation Options
   Chris Kell – Public at Large

4. Announcements and Changes to Agenda: None

5. Public & Guest Comments: Kathy Kleczek mentioned the Get There Oregon challenge Oct 5-18th encourages participation to earn points and prizes. Getthereoregon.com. Board Chair Huffman encouraged promotion of her program.

6. Executives Session: None
7. Financial Report: GM Doug Pilant reviewed the August 2020 financial reports. The District has completed 16% of the Fiscal Year. Director Holm requested information about the status of Mass Transit payroll tax and Director Adler asked about professional services being at 41%.

8. Service Measure Performance Report: GM Doug Pilant provided an overview of the operations performance measures. YTD Ridership overall has decreased -34.9% change over the previous year. The YTD passengers per hour are -29.0%; the cost per trip was +55.5% while the cost per hour was +12.1% and the fare box recovery was -43.7%. Director Hanenkrat asked about DAR 2019 numbers needing correction. GM Doug Pilant said correct number should be 1,971 and the correction will be reflected in next month’s report.

9. Northwest Oregon Transit Alliance: GM Doug Pilant reviewed the NWOTA meeting agenda, minutes, finance report with the Board. The September meeting had been postponed due to fires. Board Chair Huffman asked about a foundation he was part of, GM Doug Pilant wasn’t clear on what he was asking about. Board Chair Huffman will wait until the next meeting to circle back.

10. Planning & Development:
   a. Cape Kiawanda Master Plan – No report.
   c. STIF Service Alternatives Plan: Kittelson & Associates met with staff to develop Port of Tillamook Bay service alternatives. Staff will conduct time-tests for the proposed route in the next few weeks. Director Holm asked about the surveys and who was being surveyed. GM Doug Pilant said it was to social services executive director email list to the County and then to stakeholders that we do business with. Also, a link to the survey was distributed on Facebook to the District’s 800+ followers, which resulted in a lot more engagements. The survey had 209 responses.
   d. Fare Policy Analysis: Rider On/Off study being conducted. GM Doug Pilant reported a large number of riders commuting between Tillamook County and Cannon Beach. Nelson-Nygard conducted 2 focus groups that targeted social service agencies to get input on development of a new fare policy. Expecting results in October.

11. Grant Funding:
   a. STIF/STF Consolidation: No report
   b. STIF Formula: No report
   c. Section 5310 – Ford transit purchase starting production in December and will take delivery in early 2021.
   d. Section 5311 – Intercity buses have been ordered - no scheduled production date.
   e. Section 5339 – No report
   f. Submitted an ODOT Cares Act Special Needs grant for VA appts to PDX.
12. Facility/Property Management  
   a. Transit Visitors Center – The partitioning documentation approval process is back in motion after confusion between the engineering firm and Tillamook County Planning Department was resolved.  
   b. Alternative Fuel Facility: No report  
   c. Building carpet project: Obtaining quotes  

13. NW Ride Brokerage  
   a. Continuing the work with legal counsel to revise the BPA.  

14. Miscellaneous  Should we take some of these off?  
   a. County Communication Network – Plan has been completed.  

CONSENT CALENDAR  
15. Motion to Approve the Minutes of the August 20, 2020 Regular Board Meeting  
16. Motion to Accept Financial and Operations Reports: August 2020  

Motion by Director Edwards to adopt the Consent Calendar, with recommended changes. Motion Seconded by Director Holm. Board Chair Huffman called for further discussion; followed by none, he called for the vote.  

MOTION PASSED  
   By Directors Hanenkrat, Holm, Carlson-Swanson, Edwards, Adler and Board Chair Huffman.  
   Director Riggs absent.  

ACTION ITEMS  
17. Motion to approve determination, findings and sole source acquisition of an additional 12 licenses and related services for Ecolane fixed route/flex deviated route software system along with self-service trip booking mobile app and SMS text messaging for Tillamook County Transportation District  

GM Doug Pilant explained the Resolution to the Board.  

Motion by Director Holm to approve determination, findings and sole source acquisition of an additional 12 licenses and related services for Ecolane fixed route/flex deviated route software system along with self-service trip booking mobile app and SMS text messaging for Tillamook County Transportation District. Motion Seconded by Director Edwards. Board Chair Huffman called for further discussion; followed by none, he called for the vote.  

MOTION PASSED  
   By Directors Hanenkrat, Holm, Carlson-Swanson, Edwards, Adler and Board Chair Huffman.  
   Director Riggs absent.  

18. Resolution 20-24 in the Matter of Amending TCTD Policy No. 26 – FTA/ODOT PROCUREMENT POLICY that increases the micro procurement limit to the current FTA/ODOT approved level of $10,000; the small purchase limit to the current
FTA/ODOT limit of $250,000; to change the protest period for award notice to 7 days to align with the default period required by law, and miscellaneous changes to clarify the policy requirements.

GM Doug Pilant explained the Resolution to the Board. Director Adler asked what the current amount was. GM Doug Pilant stated $175,000 is the current amount, which was amended after the audit 3 years ago. Director Hanenkrat wanted to confirm that this will bring our policy up to FTA/ODOT policy standards. GM Doug Pilant explained this meets FTA/ODOT standards and reduces our administration costs.

Motion by Director Edwards to approve Resolution 20-24 in the Matter of Amending TCTD Policy No. 26 – FTA/ODOT PROCUREMENT POLICY that increases the micro procurement limit to the current FTA/ODOT approved level of $10,000; the small purchase limit to the current FTA/ODOT limit of $250,000; to change the protest period for award notice to 7 days to align with the default period required by law, and miscellaneous changes to clarify the policy requirements. Motion Seconded by Director Holm. Board Chair Huffman called for further discussion; followed by none, he called for the vote.

MOTION PASSED
By Directors Hanenkrat, Holm, Carlson-Swanson, Edwards, Adler and Board Chair Huffman.
Director Riggs absent.

19. Resolution 20-25 in the Matter of Amending TCTD Policy No. 21 – Purchase Order Policy to provide a purchase order number when required by a third party to make purchases

GM Doug Pilant explained the Resolution to the Board.

Motion by Director Holm to approve Resolution 20-25 in the Matter of Amending TCTD Policy No. 21 – Purchase Order Policy to provide a purchase order number when required by a third party to make purchases. Motion Seconded by Director Edwards. Board Chair Huffman called for further discussion; followed by none, he called for the vote.

MOTION PASSED
By Directors Hanenkrat, Holm, Carlson-Swanson, Edwards, Adler and Board Chair Huffman.
Director Riggs absent.

DISCUSSION ITEMS
20. Board Staff Comments/Concerns
GM Doug Pilant: None.
Superintendent Brent Olson: None.
Finance Supervisor Tabatha Welch: None.
NWR Brokerage Manager/Board Clerk Cathy Bond: Absent.

21. Board of Directors Comments/Concerns

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

UPCOMING EVENTS
Board Training - TBD

Adjournment: Board Chair Huffman adjourned the meeting at 7:05pm.

These minutes approved this 22nd day of October, 2020.

ATTEST:

James Huffman, Board Chair

Doug Pilant, General Manager