

Tillamook County Transportation District
Board of Directors Regular Monthly Meeting
Thursday, January 21, 2021 – 6:00PM
Transportation Building
3600 Third Street, Tillamook, OR
Meeting Minutes



1. Call to Order: Board Chair James Huffman called the meeting to order at 6:02pm
2. Pledge of Allegiance
3. Roll Call:

Present

TCTD Board of Directors (all Directors attended by telephone/web)

Jim Huffman, Board Chair
Marty Holm, Vice Chair
Gary Hanenkrat, Treasurer
Judy Riggs, Director
Jackie Edwards, Director
Melissa Carlson-Swanson, Director
Linda Adler, Secretary

TCTD Staff

Doug Pilant, General Manager (via web)
Brent Olson, Superintendent (via web)
Tabatha Welch, Finance Supervisor (in person)
Cathy Bond, NW Rides Brokerage Manager (in person)
Hailey Fields, Administrative Assistant/Board Clerk (via web)

Absent

None

Guest

Arla Miller, ODOT Regional Transit Coordinator (via web)
Kathy Kleczek, NW Transportation Options (via web)
Susan Wright, Kittleson and Associates (via web)
Chris Kell, TAC Chairperson (Via web)
Carolyn Hill, public (via telephone)

4. Announcements and Changes to Agenda: None
5. Public & Guest Comments: Kathy Kleczek shared information about the “Get There Oregon” website for people to see where their transportation dollars are going as well as how much you spend/save yearly. Kathy announced that on Friday’s at 11am she hosts a Facebook Live talk show about transportation and invited board members to be a part of the upcoming February 19th show.

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6. Executive Session: None

7. Presentation of FY 2021-23 STIF Plan: Kittelson & Associates – Susan Wright

GM Doug Pilant explained that Kittelson & Associates has assisted the District by developing FY2021-23 STIF Plan the past year. He explained there have been a few changes to the plan following the December TAC and Board meetings. GM Doug Pilant explained the TAC met on January 19th and approved recommending the Board approve the Plan. GM Doug Pilant introduced Susan Wright who then shared an overview of the Plan's final draft. The final Plan expands low-income fare to the general public and student transportation, renamed the South County Dial-A-Ride service to South County enhanced transit service, and establishes a capital reserve fund and operations reserve fund. Board Chair Jim Huffman asked Susan Wright to explain why the Port of Tillamook Bay is the highest priority. She explained this project was a carryforward from the previous STIF Plan and said it remains the top priority to reduce the use of Dial-A-Ride to that area. Board Chair Huffman asked her if this is a long-term plan. Susan Wright explained unused funding from the previous planning period can be forwarded into the next funding period.

GM Doug Pilant thanked Susan Wright for all of her and her teams hard work on this project.

Director Adler asked is South County Dial-a-Ride service was a short-term service for South County. GM Doug Pilant explained the intent is to begin with a local dial-a-ride service and if there's higher demand the route could be converted to a flexible route.

8. Public Hearing: Ordinance #3 Conduct on District Property (6:26pm-6:34pm)

GM Doug Pilant shared the grammatical edits and read and explained the new Section 1.25(4): Refusal of Service section that has been added.

REPORTS

9. Financial Report: GM Doug Pilant said the District has completed 50% of the fiscal year. He explained that due to COVID the farebox return is only at 33% of what was expected. Property Taxes received are at 98%. He shared that in the first 6 months there were 3 paycheck months in July and December, which has inflated YTD payroll. Professional services at 85% while there was a large jump in vehicle repairs. GM Doug Pilant asked if there were any questions about payables. Director Hanenkrat asked about document #15981, a \$14,000 payment to 24/7 truck and auto service. Superintendent Brent Olson shared that Bus 28 had extensive frame repair work that was completed. Director Adler asked about food expenditures such as meals for a board meeting. Finance Supervisor Tabatha Welch explained that purchases meals on Board Meeting nights. GM Doug Pilant added that staff does not go home for meals and routinely remain working until after the board meetings. Director Adler asked about the large expenses for meals. Finance Supervisor Tabatha Welch explained staff meals were purchased during the lockdown to support the #TillamookTakeOut program and she said this would be paid through the COVID grant. Director Edwards shared that the boards purpose is to support the GM and the staff of TCTD and discuss policies and procedures rather than questioning small purchases. Director Hanenkrat shared that taxpayer dollars should be more of a concern. Board Chair Huffman

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explained that all expenses are published on the internet for the public to see and asked if GM Doug Pilant had anything to add. GM Doug Pilant explained that COVID is stressful for all employees and that purchasing meals builds employee morale and generates camaraderie among employees. He also explained the Chamber's #TillamookTakeout program is an opportunity for the District to support local businesses.

10. Service Measure Performance Report:

GM Doug Pilant reported YTD ridership is down 61%. Ride Connection service ridership is -36% while TBCC -38%, Visitor Pass -58%, and Helping Hands Shuttle is -66%. The YTD monthly performance and quarterly performance report were included. Passengers per hour -29%, Cost per hour +25%, Fare box recovery -49%.

11. Northwest Oregon Transit Alliance:

GM Doug Pilant reported that beginning in January 2021, all future NWOTA meetings have been moved to the 3rd Friday of each month. GM Doug Pilant reported that the coordinating committee had a workshop on January 8th focused on mobile and online ticketing options, and an overview on how OpenStreetMap can be tailored improve riders' access to bus stops. In the meeting packet, January 15th coordinating committee meeting agenda, December meeting minutes, January 8th workshop meeting notes and December finance report. GM Doug Pilant said he be working on the sanitizing equipment procurement process.

12. Planning & Development:

- a. Deviated Fixed Route/ADA Policy – No report
- b. Fare Policy Analysis – Collaborating with Nelson Nygaard and Transit App to conduct a public outreach process. Using online survey through rider smart phones, conducting a Facebook campaign to encourage more surveys, and distributing flyers on buses. Hope to conduct a stakeholder meeting in February to review fare policy recommendations. Board Chair Huffman asked that Admin Assistant Hailey Fields send out the link to the board so that they can share this information with people who ride. Superintendent Brent Olson shared that buses' reader boards have advertisement to download the Transit App.
- c. STIF FY2021-23 Plan – TAC met on January 19th to review and approve the Plan. A Resolution has been included on tonight's agenda for Board approval. The FY2021-23 Plan must be submitted to ODOT by February 1st.
- d. STF and Section 5310 Plans – This will be the last STF application process since its being merged into the STIF program. The TAC will meet on February 9th to review the STF and Section 5310 funding plans and will bring their recommendations to the Board in February for approval. These applications are due on March 1st.

13. Grant Funding:

- a. Rural Veterans Transportation Grant – Grant is fully executed. Brokerage Manager Cathy Bond and Veterans' Service Officer Nick Torres are working together to implement the project.

- b. 5310 Discretionary – Grant money left over to purchase the Ecolane interactive voice response module. Using Sole Source purchase method, which is also on tonight’s agenda for approval by the Board.
- c. Section 5311 – Intercity bus bids were due today. Expect to have ready for Board approval at the February meeting.
- d. Section 5339 – Expecting to receive bids in the next couple of weeks. If everything goes as planned, we will be bringing recommendations to the February meeting for the Board to approve. Director Hanenkrat asked if these buses will be propane powered. GM Doug Pilant shared that the vans and small buses will be, but the larger coaches will not. He also shared that we will be converting some of the fleet to propane and most of the fleet will be replaced with propane powered engines. Board Chair Huffman asked about where the buses will fuel, GM Doug Pilant explained the District will be building its own fueling station on District property.
- e. STF, Section 5310 Formula, and Section 5311 applications are due to be submitted to ODOT by March 1, 2021.

14. Facility/Property Management

- a. Transit Visitors Center – The purchase is in escrow and expected to close by the end of March.
- b. Alternative Fuel Facility – Staff has collected the necessary information to move forward with a contract with Blue Star Gas to assist in development of the propane fueling station site plan, construction, vehicle conversion and purchase of propane fuel. A sole source document has been included on the Agenda for approval by the Board.
- c. Building carpet project – The carpet project has been completed.

15. NW Ride Brokerage

- a. GM Doug Pilant reported District received feedback from CareOregon on the BPA.
- b. Brokerage Manager Cathy Bond shared that 11 of her drivers were vaccinated at Tillamook Hospital, and the remaining 6 who wanted to receive it, are getting it tomorrow.
- c. GM Doug Pilant shared that Veteran’s Hospitals are now establishing times to provide COVID Vaccines to veterans. NW Rides will be working on a way to help Veterans get to the vaccine locations.

16. Miscellaneous

- a. Vaccination for TCTD staff – 17 interested employees are on Tillamook Hospital’s list, and the District is next to receive vaccinations once they get another “lot” of doses. Board Chair Huffman asked how long this will take. GM Doug Pilant shared that it is a 2-dose system, that requires staggering the drivers in the event they experience side effects and need to stay home.

CONSENT CALENDAR

17. Motion to Approve the Minutes of the December 17, 2020 Regular Board Meeting

18. Motion to Accept Financial and Operations Reports: December 2020

19. Motion to appoint Finance Supervisor Tabatha Welch as FY2021-22 Budget Officer

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GM Doug Pilant provided an overview of Consent Calendar items that need approval.

Motion by Director Edwards to adopt the Consent Calendar, with noted changes to the minutes. *Motion Seconded* by Director Carlson-Swanson. Board Chair Huffman called for further discussion; followed by none, he called for the vote.

MOTION PASSED

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

ACTION ITEMS

20. Motion to Approve Resolution #21-01 in the Matter of adopting the TCTD STIF FY2021-23 Plan

GM Doug Pilant explained the Resolution to the Board.

Director Adler asked about reducing service to Port of Tillamook Bay and adding trips on Route 4. She explained that she is hesitant about 6 trips to the Port. GM Doug Pilant explained service to the Port was the Plan's highest ranked service enhancement project. GM Doug Pilant explained there are a lot of dial-a-ride trips originating from Trask River Trailer Park, the County Corrections and Helping Hands. He believes this project's 6 trips per day is a good starting point and should result in a great return on investment. GM Doug Pilant also explained the STIF Plan must be submitted to ODOT by February 1st and if the Board changes the TAC's recommended priorities it would trigger a process that would take months to resolve and delay the District's funding.

Motion by Director Holm to Approve Resolution 21-01 in the Matter of Adopting TCTD STIF FY2021-23 Plan and authorize the GM to submit the Plan to ODOT. *Motion Seconded* by Director Riggs. Board Chair Huffman called for further discussion; followed by none, he called for the vote.

MOTION PASSED

By Directors Hanenkrat, Holm, Carlson-Swanson, Riggs,
Edwards, and Board Chair Huffman.
Nay by Linda Adler

21. Motion to Approve Sole Source Determination for Propane Consulting Services, propane fueling station construction, bus/van conversion to use propane, and propane tank sale and supply of propane

GM Doug Pilant explained the Resolution to the Board.

Motion by Director Carlson-Swanson to Approve Sole Source Determination for Propane Consulting Services, propane fueling station construction, bus/van conversion to use propane, and propane tank sale and supply of propane fuel. *Motion Seconded* by Director Riggs. Board Chair Huffman called for further discussion; followed by none, he called for the vote.

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MOTION PASSED

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

22. Motion to Approve the ATU Memorandum of Understanding for employees access to the COVID-19 Vaccine.

GM Doug Pilant explained that this MOU is consistent with the District's COVID response plan by providing COVID vaccine to employees free of charge. The MOU also provides an agreement on how to manage individuals who experience side effects preventing them from driving safely.

Motion by Director Edwards to Approve the ATU Memorandum of Understanding for employees access to the COVID-19 Vaccine. *Motion Seconded* by Director Adler. Board Chair Huffman called for further discussion; followed by none, he called for the vote.

MOTION PASSED

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

23. Motion to Approve sole source determination and written finding is to support the sole source acquisition of Interactive Voice Response (IVR) technology for automated customer callback software application service

GM Doug Pilant explained this technology will provide dial-a-ride and deviated fixed route riders' reminders about their scheduled rides by text or telephone calls. GM Doug Pilant explained this will enhance customer service and improve service productivity.

Board Chair Huffman asked about the use of texting. GM Doug Pilant explained how the IVR technology will contact people by text or phone call with reminders about their scheduled trips.

Motion by Director Carlson-Swanson to Approve sole source determination and written finding is to support the sole source acquisition of Interactive Voice Response (IVR) technology for automated customer callback software application service from Ecolane. *Motion Seconded* by Director Riggs. Board Chair Huffman called for further discussion; followed by none, he called for the vote.

MOTION PASSED

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

Director Carlson-Swanson requested to Board Chair Huffman if she could add items to the discussion regarding lunch expenditures and continue the discussion regarding email. Board Chair Huffman allowed her to make her comment. She shared that District employees are essential workers who do not have the option to work from home. The benefit to these workers is far greater than the money spent by TCTD to provide lunch to its employees. Director Riggs added that providing meals also helps the community and local businesses, which is also important.

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DISCUSSION ITEMS

24. Email Preferences

Board Chair Huffman explained that initially he was fine about board members having District email accounts. He said Directors Adler and Hanenkrat have asked not to have District email accounts due to the difficulties they are experiencing. Board Chair Huffman proposed that board members express their email choice. Board members requesting email to be sent to their personal email addresses: Directors Hanenkrat, Adler and Huffman. Director Edwards said she wanted to hear from GM Doug Pilant about the ramifications of using a personal versus District email account. GM Doug Pilant explained that during his tenure several people from other Districts, SDAO and legal counsel have asked if the District understands the risks of using personal email accounts to conduct District business. GM Doug Pilant reported he investigated this issue with legal counsel to understand the risks. He said they provided a legal memorandum explaining the risks. GM Doug Pilant said several months ago he learned that some board members wanted to receive their board packets sooner. After discussing board packet distribution with staff, it was determined board packets could be reliably sent to District emails on the day the packet was produced. Therefore, staff created District email accounts for board members. After learning some board members wanted use personal email he again consulted with the District's legal counsel. They suggested the District create a form that board member would sign giving staff permission to give out personal email addresses to the public and agree to turn over their personal email accounts when the District receives a public record request for email records. Board Chair Huffman said SDAO has 12 members of their board who choose to use their personal emails. Director Hanenkrat said if the District is requiring him to have a District email account, would the District provide him with internet service and hardware to access it? Director Edwards said she was very private and concerned about her personal email being subject to a public records request. Board Chair Huffman asked who wants a District email. The following board members requested correspondence to District email accounts: Directors Edwards and Riggs. Director Carlson-Swanson stated she will accept her email correspondence in whatever way the District prefers to send it. Director Holm said he had already created a separate email account for District business when he was elected to the Board and prefers to continue using that account. Board Chair Huffman said board members should not use their personal email addresses for anything that they would not share in a meeting. GM Doug Pilant said board members should also remember to consider the privacy of email from their constituents.

25. Staff Comments/Concerns

Doug Pilant – Happy 2021! After 9 years, my favorite part of the board meeting is the pledge of allegiance. Doing the people's business is motivating. Thanked the Board members and TAC member Chris Kell for being a part of the TAC. Grateful for everyone's time because the District can't do its business without everyone's participation.

Brent Olson – 2021 is going to be better than 2020!

Tabatha Welch – This is the time of year the Oregon Dept of Revenue schedules its annual budget law classes. If anyone is interested in learning about local budget law, I can share the class information.

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Hailey Fields – Happy New Year! Thank you for your continued patience.

Cathy Bond– Happy Anniversary to Doug, Saturday will be 9 years, and we have learned and grew so much and I am so honored to serve under you.

26. Board of Directors Comments/Concerns

Jackie Edwards – We had no executive session, but 2 people said we would be doing a GM review. Perhaps in February?

Mis Carlson-Swanson – I want to acknowledge the process, 10 months ago when we started meeting virtually, we thought it would be temporary and it clearly hasn't been. Being accommodating to those on the phone has been nice. Some things to consider, not talking over each other and cutting people off, pausing long enough after asking if there are any questions to let people unmute and share their contributions. She is happy to share tips and tricks for Zoom meetings with the staff and Board. Happy anniversary Doug! Thank you everyone!

Judy Riggs- Thank you Mis for your comments and also Happy Birthday to Doug on January 30!

Linda Adler – The STIF advisory committee was a bit disappointing. I would like to see South County get more attention. Happy anniversary Doug.

Jim Huffman – I hear Mis' comments and am looking forward to not having virtual meetings. I would like to know more ahead of time when great things happen, and to get things in the mail sooner.

UPCOMING EVENTS

Board Training – TBD

SDAO Conference –

February 3-4, 2020. Go to <https://www.sdao.com/annual-conference> to attend.

Adjournment: Board Chair Huffman adjourned the meeting at 8:17pm.

These minutes approved this 18th day of February, 2021.

ATTEST:

James Huffman, Board Chair

Doug Pilant, General Manager