

**Tillamook County Transportation District**  
Board of Directors Regular Monthly Meeting  
Thursday, February 18, 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 6:03pm
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 (via web)  
Cathy Bond, NW Rides Brokerage Manager/Board Clerk (in person)

**Absent**

**Guest**

Arla Miller, ODOT Regional Transit Coordinator (via web)  
Kathy Kleczek, NW Transportation Options (via web)  
Chris Kell, TAC Committee Chair (via web)

4. Announcements and Changes to Agenda: None.
5. Public & Guest Comments: Chris Kell shared that Board Chair Huffman could receive current information about what is happening at the District by liking "The WAVE" Facebook page. Board Chair Huffman said he thinks communication should be directly between the GM and the Board Chair for District happenings.

Arla Miller said ODOT is working on next biennium grant applications and should be getting them out to agencies soon.

Kathy Kleczek shared that NW Transportation Options is working on videos to promote “car-free” traveling throughout the region. Kathy also said she’ll be on Facebook Live tomorrow morning at 10:00 am and everyone is welcome to join.

6. Public Hearing – First Reading of a revision to Ordinance #3: Conduct on District Property **6:10-6:11pm**

Brokerage Manager/Board Clerk Cathy Bond read the 1<sup>st</sup> reading of the revision of Ordinance #3 into the record.

**REPORTS**

7. Financial Report: GM Doug Pilant reviewed the January 2021 financial reports. The District has completed 58% of the Fiscal Year. He reported the Fare Revenue is only at 37%, which is trending with the lower year-to-date ridership. He noted that for the 2<sup>nd</sup> year in a row, YTD property taxes received has exceeded 100% and explained that Prior Year Taxes, Mass Transit Payroll, and STIF revenues are trending higher than expected.

8. Service Measure Performance Report: GM Doug Pilant provided an overview of the operations performance measures through January 2021. YTD Ridership is -36.4% below the previous year; YTD passengers per hour are -29%; the cost per trip was +62% while the cost per hour was +16% and the fare box recovery was -35%. The ridership statistics results are as expected, due to the impact that COVID has had on operations. Board Chair Huffman asked how the District compares to Tri-Met in regard to COVID and ridership. GM Doug Pilant said TCTD trends are consistent with other agencies of similar size in Oregon and vary depending on service type.

9. Northwest Oregon Transit Alliance: GM Doug Pilant reviewed the January 2021 NWOTA meeting agenda, minutes, finance report. The NWOTA packet is the same packet that was presented last month because the Coordinating Committee hasn’t met since the last board meeting. The February NWOTA meeting is Friday, February 19<sup>th</sup>. The meeting schedule was changed for 2021 to the 3<sup>rd</sup> Friday so that Arla Miller of ODOT could attend. GM Doug Pilant stated she is a vital part of NWOTA. Board Chair Huffman thanked Arla Miller for participating.

10. Planning & Development:

- a. Deviated Fixed Route/ADA Policy – No report
- b. STIF/STF Consolidation – No report
- c. STIF Service Alternatives Plan – No report.
- d. TCTD Fare Policy Analysis: GM Doug Pilant reported public outreach survey was completed. The survey was pushed out to riders using Transit App and then followed up with a campaign on Facebook. There were 71 responses. A random prize selection was made of all riders who participated in the survey and a picture of the winner was posted on Facebook. The survey results were as expected, with only a few areas of concern that need further discussion. A stakeholder meeting was scheduled for last week. However, participation was low, so they are rescheduling another meeting on March 2<sup>nd</sup> or 3<sup>rd</sup>. Planning to bring a report with fare policy recommendations to the March board meeting.

*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.*

## 11. Grant Funding:

- a. FY2021-23 STF/Section 5310 Formula – Completed the project development planning process for both grant funding programs. TAC completed their review and prioritization of projects and voted to recommend the board approve the projects. Grant deadline is March 1<sup>st</sup>.
- b. 5310 Discretionary – Last month Board approved the sole source purchase of Ecolane Interactive Voice Response technology and there's a resolution on the meeting agenda for the board to approve amendment to the Ecolane license agreement.
- c. Section 5311 – Procurement process completed to purchase 1 intercity bus, 1 dial-a-ride bus, and 2 dial-a-ride vans are on the agenda for approval.
- d. Section 5339 – Procurement process completed to purchase 1 intercity bus; 2 dial-a-ride vans are on the agenda for approval.
- e. Section 5304 and Section 5311 applications are due to be submitted to ODOT by March 1, 2021

## 12. Facility/Property Management

- a. Downtown Transit Center – The purchase is still in escrow. There was a need to amend the reversion language of the title report. Needed clarifying language on how the property would be returned to the City in the event the District decides to move out of the transit center. Hopeful this transaction will be completed by the end of March.
- b. Alternative Fuel Facility – Blue Star Gas conducted a site review to prepare a contract for planning, construction, conversion and the supply of propane. Hopefully there will be a contract to present for approval at the March board meeting. Board Chair Huffman asked if they were onsite. GM Doug Pilant confirmed they were onsite. GM Doug Pilant is going to check with TPUD to see if the project qualifies for energy tax credits. Board Chair Huffman asked if Director Holm had any input. Director Holm said GM Doug Pilant Finance Supervisor Tabatha Welch know the PUD contacts and can get questions answered. GM Doug Pilant said the District received a good amount of energy credits with our HVAC system and hopefully there might be an opportunity for portions of this project to receive credits.

## 13. NW Ride Brokerage

- a. GM Doug Pilant reported that work is continuing with the District's legal counsel to finalize the revisions of the BPA and are planning to notify providers after April 1<sup>st</sup>.
- b. Care Oregon has asked the District to update the Criminal Background Policy to include NW Rides. The request has been sent to the District's legal counsel for review. Expect to bring a revised policy to the board for approval in March.
- c. Tillamook County Veterans Service Officer Nick Torres and Brokerage Manager Cathy Bond are working together on rolling out the Veterans Rural Healthcare Transportation Grant. They are scheduled to talk about the program on the Tillamook Today radio show at 9:30am on Tuesday 2/23 to share information to the community and veterans.

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- d. There is a resolution to facilitate gainshare transactions on the agenda for approval.

14. Miscellaneous

- a. GM Doug Pilant explained there is a budget committee vacancy due to a member resigning due to health reasons. Board Chair Huffman asked how people would get this information. GM Doug Pilant said the position is being advertised on the District's website, the Tillamook County Pioneer and Headlight Herald. Applications will be presented at the March Board meeting.

**CONSENT CALENDAR**

15. Motion to Approve the Minutes of the January 21, 2021 Regular Board Meeting

16. Motion to Accept Financial and Operations Reports: January 2021

Board Chair Huffman asked if board members had any corrections to the minutes. Board Chair Huffman said he wanted a statement added to the minutes that said when the email was sent out by staff about setting up District emails that he called Director Hanenkrat who stated he did not want a District email account. Board Chair Huffman said he also wanted to add a statement to the minutes that he said he sent a reply to that email saying he and Director Hanenkrat did not want District email accounts.

**Motion** by Director Adler to adopt the Consent Calendar, with noted changes to the minutes. *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, Riggs,  
Edwards, Adler and Board Chair Huffman.

**ACTION ITEMS**

17. Motion to Approve Resolution # 21-02 In the Matter of Accepting the TAC FY2021-23 STF Funding Plan Recommendation

GM Doug Pilant explained the Resolution to the Board. GM Doug Pilant asked TAC Committee Chair Chris Kell if she had any further comments. Chris reported the committee was very happy with and supportive of how the projects were laid out.

**Motion** by Director Riggs to Approve Resolution # 21-02 In the Matter of Accepting the TAC FY2021-23 STF Funding Plan Recommendation. *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, Riggs,  
Edwards, Adler and Board Chair Huffman.

18. Motion to Approve Resolution # 21-03 In the Matter of Accepting the TAC FY2021-23 Section 5310 Funding Plan Recommendation

GM Doug Pilant explained the Resolution to the Board.

**Motion** by Director Holm to Approve Resolution # 21-03 In the Matter of Accepting the TAC FY2021-23 Section 5310 Funding Plan Recommendation. *Motion Secoded* 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, Riggs,  
Edwards, Adler and Board Chair Huffman.

19. Motion to Approve Resolution # 21-04 In the Matter of Authorizing the GM to Execute a Contract with Schetky NW Bus Sales to Purchase 2 Category B Intercity Buses

GM Doug Pilant explained the Resolution to the Board. Director Holm asked if the total was for both buses combined. GM Doug Pilant stated the total is for both buses.

**Motion** by Director Holm to Approve Resolution # 21-04 In the Matter of Authorizing the GM to Execute a Contract with Schetky NW Bus Sales to Purchase 2 Category B Intercity Buses. *Motion Secoded* 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, Riggs,  
Edwards, Adler and Board Chair Huffman.

20. Motion to Approve Resolution # 21-05 In the Matter of Authorizing the GM to Execute a Contract with NW Bus Sales to Purchase 1 Category D Dial-a-Ride Bus

GM Doug Pilant explained the Resolution to the Board. Director Hanenkrat asked if this is a gasoline powered bus. GM Doug Pilant explained the bus was being ordered as a gasoline bus but would be converted to propane prior to delivery. NW Bus Sales has a contract agreement with Blue Star Gas to convert vehicles from gasoline to propane. Director Hanenkrat asked if there would be an additional cost for that conversion. GM Doug Pilant said the conversion is included in the price.

**Motion** by Director Edwards to Approve Resolution # 21-05 In the Matter of Authorizing the GM to Execute a Contract with NW Bus Sales to Purchase 1 Category D Dial-a-Ride Bus. *Motion Secoded* 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.

21. Motion to Approve Resolution # 21-06 In the Matter of Authorizing the GM to Execute a Contract with Schetky NW Bus Sales to Purchase 4 Category E Dial-a-Ride Vans

GM Doug Pilant explained the Resolution to the Board. These vans will also be converted to propane prior to delivery. Director Adler asked if the vans were for Central and North Counties or will they be used in South County as well. GM Doug Pilant states they will serve the entire County. Director Adler asked if they would be used for Dial-A-Ride and not for NW Rides. GM Doug Pilant stated they will be used interchangeably for all services throughout the District. Board Chair Huffman asked if a van will be placed in Cloverdale or anywhere down South. GM Doug Pilant said he was working with hospital about parking a vehicle at Bay Shore Medical Clinic near Pacific City but COVID slowed down the process. Board Chair Huffman wants to help push it through if GM Doug Pilant would let him help.

**Motion** by Director Edwards to Approve Resolution # 21-06 In the Matter of Authorizing the GM to Execute a Contract with Schetky NW Bus Sales to Purchase 4 Category E Dial-a-Ride Vans. *Motion Secoded* 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.

22. Motion to Approve Resolution # 21-07 In the Matter of Authorizing the GM to Execute a Amendment #5 to the Ecolane USA License Agreement to Purchase Interactive Voice Response Module

GM Doug Pilant explained the Resolution to the Board. Director Adler asked if the District is paying for it or is NW Rides. GM Doug Pilant said this was being purchased with a Section 5310 as a mobility management grant.

**Motion** by Director Carlson-Swanson to Approve Resolution # 21-07 In the Matter of Authorizing the GM to Execute an Amendment to the Ecolane USA License Agreement to Purchase Interactive Voice Response Module. *Motion Secoded* 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.

23. Motion to Approve Resolution # 21-08 In the Matter of Authorizing the GM to Execute a Service Agreement with Carson Oil Company for the Purchase of Fuels and Lubricants

GM Doug Pilant explained the Resolution to the Board.

**Motion** by Director Holm to Approve Resolution # 21-08 In the Matter of Authorizing the GM to Execute a Service Agreement with Carson Oil Company for the Purchase of Fuels and Lubricants. *Motion Secoded* 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, Riggs,  
Edwards, Adler and Board Chair Huffman.

24. Motion to Approve Resolution # 21-09 In the Matter of Appropriating Monies Between  
NW Rides FY2020-2021 Budget Line Items to Facility CPCCO Gainshare Payments

GM Doug Pilant explained the Resolution to the Board. Director Hanenkrat said he thinks Brokerage Manger Cathy Bond is spending a lot of time on TCTD work and wants to know if the District is paying a portion of her wages. GM Doug Pilant said he wasn't sure if Cathy's time working on District business is material. He said it would be easy to record her time and have the District pay the portion of her time working on District business.

**Motion** by Director Edwards to Approve Resolution # 21-09 In the Matter of Appropriating Monies Between NW Rides FY2020-2021 Budget Line Items to Facility CPCCO Gainshare Payments. *Motion Secinded* 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.

**DISCUSSION ITEMS**

25. Staff Comments/Concerns

GM Doug Pilant: He shared his gift for his birthday from his daughter Hannah. Turns out his gift was news that a grandchild is coming! He was congratulated by the board and staff. He shared his other gift of a photo taken by dispatcher Daniell Amaya that was printed onto a canvas as a gift from District staff. The original picture is on The WAVE Facebook page.

Finance Supervisor Tabatha Welch: Doug shared that Tabatha had a birthday.

Operations Superintendent Brent Olson: He shared how the drivers did a great job during the inclement weather event. Some intercity trips had to be cancelled on Saturday due to highway closures. He is very proud of the drivers. Board Chair Huffman said to tell all the drivers' "good job".

NWR Brokerage Manager/Board Clerk Cathy Bond: None.

26. Board of Directors Comments/Concerns

Jim Huffman – Ditto to Marty and Judy's comments about treacherous conditions. He asked that Doug and Brent let the drivers know that the Board appreciates them. He would like the Board to sign a thank you card. GM Doug Pilant said staff can make that happen.

Judy Riggs – She was in Salem where her son lost power. The damage has resulted in the possibility of his house being without power for 3 or 4 weeks. While driving over and back, she was thinking about TCTD drivers and what they go through, especially Salem.

Marty Holm – He also acknowledged the District and their continued service during inclement weather. As a rider, he knows how valuable the services are and it is nice to hear how the drivers rise to the occasion year in and year out. He asked that Doug and Brent be sure to thank the drivers.

Jackie Edwards – Noticed there was no executive session. The Board may consider having the meetings live or taped by Jane Scott similar to the Tillamook County Board of Commissioners' meetings. This will ensure we know what is being planned from one meeting to the next, like the promise of the GM's review. Board Chair Huffman said he spoke with GM Doug Pilant and is postponing to March. She does not want it to be like last year where it kept getting put off. She is concerned about accountability. Board Chair Huffman assured her it will be on the March board meeting agenda.

Gary Hanenkrat – None, wished everyone to have a good evening.

Linda Adler – Not tonight, have a good evening.

Melissa Carlson-Swanson – Great to hear that Doug got time with family and sharing his picture. Thanked the crew for all the safe driving. Thanked everyone for the smooth meeting and being mindful so everyone could be allowed to talk and hear. Board Chair Huffman attended a meeting that Mis presented called Prevention and said he was really impressed.

Adjournment: Board Chair Huffman adjourned the meeting at 7:18pm.

**These minutes approved this 18<sup>th</sup> day of March, 2020.**

ATTEST:

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James Huffman, Board Chair

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Doug Pilant, General Manager