

Tillamook County Transportation District
Board of Directors Regular Monthly Meeting
Thursday, April 21, 2022 – 6:00PM
Transportation Building
3600 Third Street, Tillamook, OR
Meeting Minutes



1. Call to Order: Board Chair Mary Johnson called the meeting to order at 6:01 pm.
2. Pledge of Allegiance
3. Roll Call:

Present

TCTD Board of Directors

Mary Johnson, Board Chair
Judy Riggs, Vice Chair
Jackie Edwards, Director
Linda Adler, Secretary (ABSENT)
Marty Holm, Director (zoom)
Gary Hanenkrat, Treasurer
Melissa Carlson-Swanson, Director (zoom)

TCTD Staff

Doug Pilant, General Manager
Tabatha Welch, Finance Supervisor
Natalie Zuercher, Admin Assistant/ Board Clerk
Mike Reed, Operations Superintendent (zoom)
Cathy Bond, NW Rides Brokerage Manager (zoom)

Guests

Arla Miller, ODOT (zoom)
Kathy Kleczek, NTO (zoom)
Chris Kell, TCTD TAC (zoom)

4. Announcements and Changes to Agenda:
5. Public & Guest Comments:
6. Executive Session: Performance Evaluation ORS 192.660(2)

The TCTD Board went into executive session at 6:05 PM and returned at 7:03 PM.

Motion by Dir. Holm to approve increasing the General Manager's annual salary 4% and authorizing a \$4,000 bonus to be deposited into the GM's deferred tax retirement account.
Motion Seconded by Dir. Riggs

Motion Passed

By Directors Hanenkrat, Carlson-Swanson, Adler (ABSENT), Riggs,

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.

REPORTS

Financial Report: Finance Supervisor Welch reviewed the TCTD year-to-date financial report through March 2022. Supervisor Welch explained that TCTD has completed 75% of fiscal year and provided an overview of selected income and expenditures. Supervisor Welch noted that fuel has increased as fuel costs have gone up.

Dir. Riggs asked what the \$4,400 amount in miscellaneous income was on page 2. GM Pilant answered that it was partially insurance credits and insurance reimbursements. Supervisor Welch added that it was also Veteran's grant reimbursement.

7. Service Measure Performance Report: GM Pilant gave the YTD Service Performance Report through February 2022.
 - a. System wide YTD ridership remains flat. DAR are up 6.4% and deviated fix services are down 9%. Intercity services are showing strong increases. Route 5 Banks/North Plains and Amtrak ridership are up. TBCC is down 63.3% past couple months but now that school is open, rides are going up. GM Pilant also wanted to bring attention to DAR services, fare revenue, after fare policy changed is up 104%.
8. Northwest Oregon Transit Alliance: GM Pilant shared updates from the last partner meeting.
 - a. Partners received update on NWOTA marketing plan. NWOTA Facebook page followers continue to increase. Building Willamette Valley rider awareness of transit services to the coast. The rate of increase in Facebook page followers has been slowing down. GM Pilant explained partners postponed the marketing plan when the pandemic started. Committee spent a lot of time reviewing the plan it created. Continued conversation open trip planner costs due and decided to continue committing resources to continue with open trip planner for the next two years.
9. Planning & Development: GM Pilant shared the following updates:
 - a. Staffing plan development continues the development of operational policies and procedures. Working on coordinated plan; Kittelson & Associates completed Tech Memo #1, which is a compendium of the District's previously adopted plans. Staff has a spreadsheet survey of social service agencies that needs to be completed for the inventory of social service transportation needs and services.

10. Grant Funding:

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- a. GM Pilant reported the District's TLT grant application \$75,000 was awarded and will be used for the Downtown Transit Center renovation.

11. Facility/Property Management: GM Pilant gave the following updates:

- a. Received insurance reimbursement for the HVAC repair.
- b. The propane fueling facility is almost complete. Electrical wiring in the pump needs to be corrected and the two 2,000-gallon tanks are being shipped next week. Hopefully for the project to be completed by the end of May.
- c. Champion Bus Stop Project is scheduled to move forward beginning the first week of May. Advanced Excavation provided a project schedule and if all goes well the project will be completed by the end of June.
- d. NWOTA Bus Stop Project: Categorical exclusions were approved for the 3 buses stops. Jacob's Engineering is preparing a bid to complete the site designs, permitting and construction management.

12. NW Ride Brokerage: Brokerage Manager Bond shared the following updates:

- a. Phone system is officially implemented and has got good feedback. It has been good after a few hiccups in the beginning. Reported that a brokerage employee gave notice because of the lack of housing and is planning to move back to South Carolina.

13. Miscellaneous:

- a. GM Pilant reported he made arrangements for Heidi Mason to attend the May board meeting to present the proposed employee handbook changes to be presented to the Board.
- b. GM Pilant reported delivery of 4th propane powered vehicle will happen soon. He reported there are supply chain issues clogging up production of vehicles. No chassis or vin for 2 intercity buses ordered in January 2020. Changes in bus industry means no propane powered transit buses, which means we must bid on for diesel powered buses.
- c. GM Pilant explained the lack of new vehicles means the average age and mileage of the fleet will increase and it will be more costly to maintain them too..
- d. GM Pilant said he wanted the board to know he received an email request from a board member requesting the District's electronic copy of the budget. A PDF version of the budget will be loaded onto the TCTD website.

Dir. Hanenkrat asked if the board member was asking for just the electronic one. BC Johnson explained that there was confusion of what the board member was asking for. GM Pilant asked how Dir. Holm handled budgets at TPUD. Dir. Holm replied that PUD provides budget committee members with a PDF copy. GM Pilant replied that he agreed PDF versions are appropriate but not working documents.

CONSENT CALENDAR

14. Motion to Approve the Minutes of March 17, 2022, Regular Board Meeting

15. Motion to Accept the TCTD February 2022 Financial Reports and February 2022 Service Reports

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Dir. Hanenkrat explained that there was a mistake on minutes, and he didn't attend by zoom like it showed. AA Zuercher explained that she will fix it for next minutes.

Motion by Dir. Riggs to approve Consent Calendar. *Motion Seconded* by Dir. Holm

Motion Passed

By Directors Hanenkrat, Carlson-Swanson, Adler (ABSENT), Riggs, Holm, Edwards, and Board Chair Johnson.

ACTION ITEMS

16. Motion to Approve the Revised TCTD Policy #4: Providing Charter Services

GM Pilant explained the amended TCTD Charter Policy #4 was done with legal counsel assistance. He said the next steps are for staff to develop a procedure to implement the Policy's exemption process.

Motion by Dir. Holm to Motion to Approve the Revised TCTD Policy #4: Providing Charter Services. *Motion Seconded* by Dir. Riggs

Motion Passed

By Directors Hanenkrat, Adler (ABSENT), Carlson-Swanson, Riggs, Holm, Edwards, and Board Chair Johnson.

17. Motion to Approve the Revised TCTD Policy #29: Training Curriculum for Drivers.

GM Pilant explained the TCTD Policy #29 Training Curriculum for Drivers was done to ensure the TCTD training program meets the requirements of the Federal Motor Carrier Safety Administration's driver training program requirements.

Dir. Riggs asked if this helps having extra training for CDL. GM Pilant explained TCTD training has always met the standards but since the FMCS organizes their training requirements differently that TCTD revised its program to reflect the FMCS training requirements.

Motion by Dir. Edwards to approve Motion to Approve the Revised TCTD Policy #29: Training Curriculum for Drivers. *Motion Seconded* by Dir. Riggs.

Motion Passed

By Directors Hanenkrat, Carlson-Swanson, Adler (ABSENT), Riggs, Holm, Edwards, and Board Chair Johnson.

18. In the Matter of Approving Resolution #22-09 Authorizing the General Manager to Execute a Personal Service Agreement with North Coast Lawn to Provide Lawn Service at the TCTD Administrative Center and Downtown Transit Center.

GM Pilant explained that every few years the TCTD must bid for landscaping services. Two companies submitted bids and North Coast Lawn's bid was the most competitive bid received. The North Coast Lawn agreement is a 3-year contract to not exceed \$33,000.

Dir. Riggs asked if this is who TCTD has been using currently. GM Pilant replied, yes.

Motion by Dir. Riggs to Approve Resolution #22-09 Authorizing the General Manager to Execute a Personal Service Agreement with North Coast Lawn to Provide Lawn Service at the TCTD Administrative Center and Downtown Transit Center. *Motion Seconded* by Dir. Holm.

Motion Passed

By Directors Hanenkrat, Carlson-Swanson, Adler (ABSENT), Riggs, Holm, Edwards, and Board Chair Johnson.

19. In the Matter of Approving Resolution #22-10 Authorizing the General Manager to Execute a Contract with R&W Engineering for Electrical and Mechanical Engineering Services.

GM Pilant explained this personal services agreement is for mechanical and electrical engineering services to complete the design of the Facility and Transit Center Renovation Project. This agreement is not to exceed \$23,500.

Motion by Dir. Holm to Approve Resolution #22-10 Authorizing the General Manager to Execute a Contract with R&W Engineering for Electrical and Mechanical Engineering Services. *Motion Seconded* by Dir. Carlson-Swanson.

Motion Passed

By Directors Hanenkrat, Carlson-Swanson, Adler (ABSENT), Riggs, Holm, Edwards, and Board Chair Johnson.

20. In the Matter of Approving Resolution #22-11 Authorizing the General Manager to Execute a Contract with Marie Mills Center, Inc. for Janitorial Services at the Downtown Transit Center.

GM Pilant Marie Mills is a qualified rehabilitation facility and has a state formula to determine the rates they charge for the janitorial services they perform.

Motion by Dir. Edwards to Approving Resolution #22-11 Authorizing the General Manager to Execute a Contract with Marie Mills Center, Inc. for janitorial services at the Downtown Transit Center. *Motion Seconded* by Dir. Riggs.

Motion Passed

By Directors Hanenkrat, Carlson-Swanson, Adler (ABSENT), Riggs, Holm, Edwards, and Board Chair Johnson.

21. In the Matter of Approving Resolution #22-12 Authorizing the General Manager to Execute a Contract with Marie Mills Center, Inc. for janitorial services at the TCTD Administration and Operations Facility.

GM Pilant explained this is the same process as previous Marie Mills janitorial services bid. Dir. Riggs asked if we must do both because they are two different facilities. GM Pilant replied, yes.

Motion by Dir. Riggs of Approving Resolution #22-12 Authorizing the General Manager to Execute a Contract with Marie Mills Center, Inc. for Janitorial Services at the TCTD Administration and Operations Facility. *Motion Seconded* by Dir. Carlson-Swanson.

Motion Passed

By Directors Hanenkrat, Carlson-Swanson, Adler (ABSENT), Riggs, Holm, Edwards, and Board Chair Johnson.

DISCUSSION ITEMS

22. Staff Comments/Concerns:

GM Pilant: Wanted to thank everyone for their support and thanked staff for all the hard work getting through all the unique challenges faced this past year. Told knock-knock joke.

Operations Superintendent Reed: No jokes so nothing.

Finance Supervisor Welch: No comment.

NW Rides Brokerage Manager Bond: Told an easter joke. Thanked the board for supporting Doug and giving him a raise.

Administrative Assistant Zuercher: Thanked board for being understanding with transition to Administrative Assistant position.

23. Board of Directors Comments/Concerns:

Board Chair Johnson: No comment.

Dir. Riggs: It's been awesome seeing Doug and his growth with the district. Thanked him.

Dir. Adler: (ABSENT)

Dir. Hanenkrat: Thanked everyone for all that they do. Asked about mask requirement. GM Pilant explained that at this time we're not enforcing it.

A. Miller explained that FTA decided they were going with judges in turning down mandate. Department of justice may decide differently.

Dir. Carlson-Swanson: Thanked Doug for 10 wonderful years and thanked staff for consistent and strong work. Explained she has been remote attendee, it's easier with zoom. This has been the best hybrid format she has experienced

Dir. Holm: Agreed with Mis, the virtual meeting technology has been very well done. It's important that things get looked over. Thanked us for having flexibility, better than calling in on phone. Thanked Doug for 10 great years.

Dir. Edwards: Had a good productive meeting and it's nice to see everyone. It's nice to be together as a group again. Thanked Doug for work. Thanked Cathy for recognizing Doug's work.

Adjournment: Board Chair Johnson adjourned the meeting at 8:00 pm.

These minutes approved this 19th day of May 2022.

ATTEST:

Mary Johnson, Board Chair

Douglas Pilant, General Manager