

**Tillamook County Transportation District**  
Board of Directors Special Meeting and Executive Session  
Thursday, July 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 6:00 pm.
2. Pledge of Allegiance
3. Roll Call:

**Present**

**TCTD Board of Directors**

Mary Johnson, Board Chair (Zoom)  
Judy Riggs, Vice Chair  
Jackie Edwards, Director (Zoom)  
Linda Adler, Secretary (Zoom)  
Marty Holm, Director (Zoom)  
Gary Hanenkrat, Treasurer

**TCTD Staff**

Natalie Zuercher, Admin Assistant/ Board Clerk  
Mike Reed, Operations Superintendent/Interim General Manager  
Tabatha Welch, Financial Advisor  
Cathy Bond, NWR Brokerage Manager

**Guests**

Steve Shropshire, Jordan Ramis (Zoom)  
Arla Miller, ODOT  
Kathy Kleczek, NTO (Zoom)  
Diane Gibson, DMG Consultancy

4. Announcements and Changes to Agenda:
  - a. BC Johnson expressed the change to the consent calendar adding on to item #17 regarding May and June 2022 Service Report and removing resolution #22-20 regarding Columbia Pacific Economic District.
5. Public & Guest Comments:
  - a. Diane Gibson Staffing Analysis Presentation
  - b. Diane Gibson discussed her findings and overview of her consultancy working with TCTD staff.
  - c. Diane Gibson expressed well wishes to everyone moving forward.
  - d. Dir. Adler asked about outsourcing HR and if other companies have had luck with that.

- e. DG replied there's a company called Xenium that worked with past clients who did payroll and was onsite 2-3 days a week. Xenium new HR compliance methodology.

6. Executive Session: None

**REPORTS**

- 7. Financial Report: Finance Supervisor Welch reviewed the TCTD year-to-date financial report through June 2022.
  - a. FA Welch read the year-to-date 2022 June Financial Report.
  - b. The district has completed 100% of year but June is the last month of fiscal year, so this isn't a complete financial report.
  - c. Taxes come in till August will be back dated till June.
  - d. Fuel expense kicked up at end up year.
  - e. Dir. Hanenkrat asked about Fred Meyer's charge for \$600. FA Welch replied that she will investigate it.
  - f. Dir. Adler asked about charges in relation to marketing AA Zuercher had spent. AA Zuercher replied that the amount seen is in relation to parades and the fair.
- 8. Service Measure Performance Report: IGM/OS Reed gave the service performance report through May & June 2022.
  - a. May is seen in this month's board packet but focusing on June.
  - b. DAR is up 3%
  - c. Intercity is up at 10.2%
  - d. TBCC ridership is down but has been rebounding since classes have been back in session.
- 9. Northwest Oregon Transit Alliance: IGM/OS Reed shared updates from the last partner meeting.
  - a. Cinda Bruce was appointed as NWOTA new chair, TCTD still acts as fiscal agent.
  - b. PSA with Columbia Pacific Economic Development was going to be brought to us for June meeting but from legal obligations we were unable to fulfill.
  - c. Trillium contract, we need emergency procurement.
  - d. Region Bus Project handed off to Jeff Hazen, IGM Reed will still work with Jacob's engineering.
- 10. Planning & Development: IGM/OS Reed shared the following updates:
  - a. Summer 2021 Doug Pilant contacted Kittleson for an expansion of three runs to Portland. Proposed service expansion was supposed to take place in January and May but because needs of staffing plan are not met, we can't follow through. Board memo will be presented at August board meeting.
- 11. Grant Funding: FA Welch shared the following updates:

- a. Finishing up fiscal grants as well as starting new projects.
- b. Just finished reimbursements.
- c. We came close to projections for next fiscal year budget.
- d. Another grant in the works, we will bring to August board meeting approval.

12. Facility/Property Management: IGM/OS Reed gave the following updates:

- a. First week of August R&W Engineering will finish Transit & Admin. Building.
- b. Blue Star is helping complete the propane fueling facility.
- c. Champion Bus Stop is completed.
- d. No info on PC Bust Stop, Jacobson is proposing on budget for design.

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

- a. July 30<sup>th</sup> celebrating 4 years at NWR, thanked board for their support in this.
- b. Veterans grant is starting to take off, COVID halted this at first. Veterans are being reimbursed and we want to work on marketing to draw in more veterans in the future.
- c. Offered a CSR position and will be fully staffed for the first time in two years.

14. Miscellaneous:

- a. IGM/OS Reed discussed audit findings in November 2022 in ordinances regarding district conduct. Will start a public hearing next month.

#### **CONSENT CALENDAR**

15. Motion to Approve the Minutes of May 19, 2022, Regular Board Meeting

16. Motion to Approve the Minutes of June 23, 2022 Regular Board Meeting

17. Motion to Accept the TCTD June 2022 Financial and May & June 2022 Service Report

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

#### **Motion Passed**

By Directors Hanenkrat, Adler, Riggs,  
Holm, Edwards, and Board Chair Johnson.

#### **ACTION ITEMS**

18. Motion to Approve Resolution #22-19 In the Matter of Authorizing the Interim General Manager to Execute ODOT Section 5311 Grant #35325 to Take Purchase of two (2) Category E Dial-A-Ride Vans and one (1) Small Dial-A-Ride Bus

- a. IGM/OS Reed said Doug was working alongside Arla on this so he doesn't have too much knowledge with this.

**Motion** by Dir. Holm to Motion to Approve Resolution #22-19 In the Matter of Authorizing the Interim General Manager to Execute ODOT Section 5311 Grant #35325

to Take Purchase of two (2) Category E Dial-A-Ride Vans and one (1) Small Dial-A-Ride Bus. *Motion Seconded* by Dir. Edwards.

**Motion Passed**

By Directors Hanenkrat, Adler, Riggs, Holm, Edwards, and Board Chair Johnson.

19. In the Matter of Approving Resolution Pending #22-20 In the Matter of Authorizing the Interim General Manager to Execute a Services Contract with Trillium Solutions, Inc. for NWOTA Website Maintenance
- a. IGM/OS Reed said It's a continuation of same contract just for the new fiscal year.
  - b. Steve Shropshire said we have an emergency document that needs to be signed due to Doug's passing, this continues trillium support service. Otherwise, we must treat this an intermediate procurement with two additional bids. We are confident this meets procurement statue to move forward tonight.

**Motion** by Dir. Edwards to Approve Resolution Pending #22-21 In the Matter of Authorizing the Interim General Manager to Execute a Services Contract with Trillium Solutions, Inc. for NWOTA Website Maintenance. *Motion Seconded* by Dir. Riggs.

**Motion Passed**

By Directors Hanenkrat, Adler, Riggs, Holm, Edwards, and Board Chair Johnson.

**DISCUSSION ITEMS**

20. Recruitment Agency

- a. BC Johnson expressed gratitude towards Dir. Adler for her work on this.
- b. Dir. Adler expressed similarities in recruitment companies, SDAO doesn't do as much in being aggressive. The last two companies came from Heidi, I like them they are responsive. I think it's a good idea we select one and plan.
- c. Dir. Holm thanked Dir. Adler and is aware of Prothman and their work focuses on special districts. Prothman is successful and professional.
- d. BC Johnson agreed with choosing Prothman, noticed that they seem aggressive with recruitment. SDAO has better connections with who they are looking for, but we need to look for aggressive.
- e. Dir. Adler said recruitment companies offer guarantees.
- f. Dir. Holm expressed fear that SDAO will not provide depth of service, don't know how much work they'd do.
- g. Dir. Edwards realized that Dir. Holm is in the workforce so if he sees Prothman, he will know. Thought Acuman was a good organization though.
- h. BC Johnson replied Acuman cost would be higher and is steep compared to Prothman.

**Motion** by Dir. Adler to approve Prothman as the recruitment agency for recruitment of a General Manager at Tillamook County Transportation District. *Motion Seconded* by Dir. Edwards.

**Motion Passed**

By Directors Hanenkrat, Adler, Riggs, Holm, Edwards, and Board Chair Johnson.

21. Board Vacancy

- a. BC Johnson discussed conversations with Mis-Carlson Swanson on recommendation of TJ Fiorelli for new board chair. If we want to advertise, we can but we should move forward with filling that seat.
- b. Dir. Holm expressed concerns of the new board member not having historical knowledge and having them fill this role too help hire a GM would be hard. I recommend that we wait.
- c. BC Johnson replied that it makes sense, but county commissioners will fill seat for us.
- d. Dir. Hanenkrat said county commissioners will fill seat if we can't agree on filling the seat. Would like to see an ad in the paper for this.
- e. BC Johnson said we should move forward with advertising.
- f. BM Bond said there's a concern about putting this chair on election. You can stay vacant for period of time but there's a criteria. We should circle back.
- g. Steve Shropshire replied there's no transportation statue. County commissioners would not intervene unless asked to do so. Statue says if board can't reach agreement or if vacancy creates lack of forum that's when they come in play. You have time, this is in your hands. You can appoint up till next election.
- h. Dir. Riggs added that election is next June.
- i. Steve Shropshire said if the election occurs for the full term to follow you don't have to have two different elections.
- j. Dir. Holm added that we need to hire a GM and then fill the seat. Not expected to be a drawn-out vacancy. The risk is that we don't have an odd number, if we make decisions, it could problematic.
- k. Dir. Edwards said in a way we take a while to get things taken care of, I am with Dir. Hanenkrat on advertising to find someone. Prothman can work on GM process while we search for new board member.
- l. BC Johnson replied let's move forward for advertising with position, when we get applications, we can review and move forward.

22. HR Department

- a. BC Johnson said this came up in the last meeting and Diane's report. There has been a discussion if this is for the board or GM position. Asked for input on this.
- b. Steve Shropshire replied that this rises to level of board decision to fiscal impact. You'd want this to be a board decision.

- c. Holm disagrees, this would overstep our responsibilities, our only responsibility is to hire GM.
- d. Steve Shropshire added that hiring or firing of staff has to do with administrative staff. Given your unique situation the board should take it up on its own if its urgent.
- e. Adler asked IGM/OS Reed what would make things easier. IGM/OS Reed replied he doesn't feel confident to speak on HR matters.
- f. Dir. Hanenkrat said we need to wait for the new GM on this matter. Dir. Edwards agreed with Hanenkrat, it's been under Tabatha and she's doing a fine job. I don't see any problems; everything is under control.
- g. IGM/OS Reed said that though Diane brought up opportunities for improvement, the house isn't burning down we are in a moment of transition we need to stay consistent in this moment.
- h. BC Johnson said lets table this discussion.

### 23. TAC Committee Board Vacancy

- a. BC Johnson said we have 3 individuals terms expiring in the end of June Chris Kell, Jeff Hazen and Brook Wyntergreen you can serve two consecutive terms, this is their second term. We have three seats that will need filled. Have staff look into that. Reached out to someone who is interested in this role and they are interested. Curious to advertise.
- b. Dir. Hanenkrat said at least one ad in the paper would be justified.
- c. BC Johnson said if the staff would get that going, we will look into see if theses individuals will want to serve again.
- d. Arla Miller said with STIF improvement funds you have to have a service provider outside of district on board, that's where Jeff Hazen comes in.
- e. Dir. Holm asked if this individual has option to term serve longer. Arla replied you can ask Cinda Bruce if she would like to be on board to fulfill STIF.
- f. BC Johnson will send bylaws to TAC committee, so everyone knows requirements. When looking at bylaws there isn't a way around two terms.
- g. Steve Shropshire said there needs to be people representing certain groups, we need someone serving each group in committee. I don't see specific statement that we need to have a member on transit agency. BC Johnson replied reinstating Article 4 of TAC committee bylaws.
- h. Steve Shropshire asked about statute or bylaws. Arla Miller replied that it's in statute.

### 24. Staff Comments/Concerns:

Operations Superintendent/Interim General Manager Reed: Past couple months have been hard on us all. Cathy's support has been valuable to me. Tabatha's transition from working with Doug hasn't been easy, she's been putting pieces together. Clayton has been cleaning cobwebs to make district look nice, he works hard and is supportive to me and my job. Natalie is still learning her position here and has gone the extra mile to make sure this agenda and board meeting happens. Thank you to the staff, the board needs to know that.

Finance Supervisor Welch: Told a joke she found from Doug on a sticky note in his office.

NW Rides Brokerage Manager Bond: First month was hard for us, we didn't know what to do. We had a great staff meeting and focus on work instead of the hurt and pain we were experiencing. Mike has stepped up a lot. We all pulled back together, and we are stronger together as a team. I assure I never wanted to be GM; I want what's best for the district. If I know it, I will share it, whatever keeps us afloat.

- A. Updated on Doug's Memorial Service, Tabatha, Kendra, Natalie, and I, have worked hard. It's been a part of our healing process; I think it's a good idea to do this here and share pictures and laughter. Thank you to the board for having us do this. Showed the prepared order of service that was created for Doug. We have pulled it all together we are proud of what we have done.
- B. Presented a rough draft picture of the Transit Center dedicated to Doug. Asked if we are naming it the Douglas W Pilant Transit Center. Architect needs to know since he is working on the outside now.
- C. Dir. Adler asked about taking down "Visitor Center". BM Bond replied that this is here because we used to share this building with the Chamber. With them opening their own building, we are only going to be a transit center to my understanding.
- D. IGM/OS Reed confirmed it was Doug's wish to get "Visitors Center" taken off of the building changing it to "Tillamook Transit Center".
- E. Dir. Hanenkrat asked if we should run this by the city. BM Bond agreed that its neighborly to do so.
- F. BM added the whole block was dedicated to Mildred Davy. I think we should keep this plaque. John Davy her husband also has a plaque by the tree next to the transit center. We are considering a companion monument, turn it into something nice.
- G. Dir. Adler asked about putting plaques on side of the Transit Center doors. BM Bond replied we should take plaque of building if dedicating it to Doug.
- H. Dir. Riggs expressed that she liked what was shown.

Administrative Assistant Zuercher: Talked about Fair Booth sign-ups and updated on the Farmers Market 25<sup>th</sup> Anniversary celebration event on Saturday July, 30<sup>th</sup>.

25. Board of Directors Comments/Concerns:

Board Chair Johnson: Congrats to Cathy for getting fully staffed and 4 years in. I appreciate you and Tabatha supporting Mike in his role. Very happy to see everything moving forward. Thanked Natalie for getting the board together. Thanked the board.

Dir. Riggs: I also want to echo what everyone's saying about the staff. It's nice to cry together and share memories together. What's the most heartwarming to me is to see everyone coming together as a team. Mary you stepped in too and I appreciate your leadership. Linda, I want to thank you, you did a phenomenal job on finding these resources for us.

Dir. Adler: Since we are going forward for Prothman, I will contact them, but they want to Zoom interview for profiles for all of us. Asked about planning this.

A. Dir. Edwards said maybe before next board meeting.

B. Dir. Adler discussed how we will try to get this moving; Prothman will give us great guidance. It was great seeing everyone. Great job to all the staff. You're doing awesome.

Dir. Hanenkrat: Would like to thank all the staff, when you pull it all together you can do the impossible.

Dir. Holm: It's a very difficult time, it's hard to wrap around that Doug's gone. Thank you for keeping the busses rolling. Things that are happening around here are going to be a great way to respect him. Thank you everybody for what you are doing and continue to do.

Dir. Edwards: Reiterate what Mary and Linda said, thank you to staff, the fact you're coming together and working together is phenomenal. I appreciate everyone reaching out to one another.

Adjournment: Board Chair Johnson adjourned the meeting at 7:59 pm.

**These minutes approved this 18th day of August 2022.**

ATTEST:

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Mary Johnson, Board Chair

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Mike Reed, Interim General Manager