

**Tillamook County Transportation District**  
Board of Directors Special Meeting  
Thursday, August 18, 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 6:02 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

Tabatha Welch, Financial Advisor

Cathy Bond, NWR Brokerage Manager

**Guests**

Matthew Kahl, Jordan Ramis (Zoom)

Arla Miller, ODOT (Zoom)

Kathy Kleczek, NTO (Zoom)

4. Announcements and Changes to Agenda:

5. Public & Guest Comments:

- a. Kathy Kleczek thanked everyone for honoring Doug with the service. It was a pleasure and honor to be there.

6. Executive Session: None

7. **PUBLIC HEARING**

- a. AA Zuercher read Ordinance #3 regarding Repulsive Odors at 6:05 PM.
- b. Ended the public hearing at 6:06 PM.

- c. Dir. Hanenkrat asked if we can't let anyone come on bus if they are obnoxious and asked reason for change.
  - i. IGM/ OS Reed replied it is because of an audit finding that was found.
  - ii. Arla Miller clarified that there are people with disabilities allergic to soaps. This would open up for an ADA lawsuit because of terminology in there. If there is legal or dangerous action that puts people at risk that's the only way to kick someone off.

## **REPORTS**

- 8. Financial Report: Finance Supervisor Welch reviewed the TCTD year-to-date financial report through July 2022.
  - a. FS Welch discussed the Year-to-date July 2022 financial report.
  - b. Completed 8% of the fiscal year.
  - c. Trolleys graphic invoice reimbursed from Tillamook Coast Visitors.
  - d. Fred Meyer charges from June asked by Hanenkrat, no charges for July.
  - e. Dir. Adler asked about July payment with website.
    - i. FA Welch replied that Sarah Lu found all of these invoices because they were a little behind. They are reconciled for fiscal year.
- 9. Service Measure Performance Report: IGM Reed gave the service performance report through July 2022.
  - a. Ridership up 26%
  - b. NWR up 1.8%, number was admitted 442 on page.
  - c. PPH 10.9% up
  - d. Fair box recovery down 22.7%
- 10. Northwest Oregon Transit Alliance: IGM Reed shared updates from the last partner meeting.
  - a. Financials are not included this month but should be included in next.
  - b. We can now sign ColPac agreement thanks to legal.
- 11. Planning & Development: IGM Reed shared the following updates:
  - a. In July operations conducted ridership survey on Hummingbird Lane. There where zero fixed route rides out of 433 trips, no passengers out in that area. September 18<sup>th</sup>, TCTD will discontinue this route.
- 12. Grant Funding:
  - a. None.
- 13. Facility/Property Management: IGM Reed gave the following updates:
  - a. Construction project, drawings not yet completed. J&J will hopefully have done by next week.
  - b. Propane facility was working great for 7 days but now back to troubleshooting.
- 14. NW Ride Brokerage: Brokerage Manager Bond shared the following updates:
  - a. Now officially fully staffed.

- b. CARE Oregon team will be here on Monday, August 22<sup>nd</sup> to give results of rider surveys.
- c. Contract Renewals will take place in Fall.
  - i. Dir. Holm asked about pushing longer contracts
  - ii. BM Bond replied that OHA is redoing rules and CARE Oregon buffs us from being involved in those rules. They only do 1-year contract with OHA and it keeps us from getting caught up in OHA drama.
  - iii. Dir. Holm expressed how interesting this unusual relationship is and it would be confidence in us and them to extend the contract. There's more risk for us with a short-term contract. Is there some other avenue? This isn't an unreasonable ask.
  - iv. BM Bond said I appreciate your regard, but I will tell you there are requirements with Portland brokerage that would be way hard for us to do. The Portland brokerage has 50 employees they have different requirements. I agree with you, we should have a more long-term relationship. We just have had 4 years and have proved ourselves with them.
  - v. Dir. Holm asked the difference between 1- and 5-year contract and is interested if we are the only 1-year contract.
  - vi. BM Bond replied that any one in a brokerage in Oregon is under a 1-year contract.

15. Miscellaneous:

**CONSENT CALENDAR**

- 16. Motion to Approve the Minutes of July 21, 2022, Regular Board Meeting
- 17. Motion to Accept the TCTD July 2022 Financial and July 2022 Service Report
- 18. Motion to Approve TCTD Occupational Health and Safety Plan Policy
- 19. Motion to Authorize the Interim General Manager to Postpone Service Expansion
  - a. IGM/OS Reed said the state of Oregon requires we carry OSHA language for heat and work-related illness, they provided a template for us to enter our language into.
  - b. IGM/OS Reed explained that the service expansion is something we are unprepared to do at this time. This is about driver numbers. We don't want to commit if we are unable to fulfill.

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

**Motion Passed**

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

**ACTION ITEMS**

20. Motion to Approve Resolution #22-21 In the Matter of Authorizing the Interim General Manager to Execute ODOT Section 5339 Grant #35328 to Fund the Purchase of (2) two Transit Trolley Vehicles and the Design, Construction, and Shelter of the Hebo Bus Stop and the Renovation of the Downtown Transit Center
- a. Dir. Adler doesn't approve purchases of trolleys, we don't run them enough and we should hold off on this.
    - i. Dir. Holm explained how the trolleys are not just for Pacific City Shuttle.
    - ii. IGM/OS Reed said the trolleys won't run on intercity service; they are for in town things such as SBO's.
    - iii. Dir. Adler replied it was a great deal with the first trolley but taxpayer dollars with the other ones should be the next GM responsibility.
  - b. BC Johnson asked Arla Miller about grant execution times.
    - i. Arla Miller replied that she assumed Doug brought it forward for a purpose. You cannot rent these trolleys out specifically.
  - c. BC Johnson asked about the current trolleys and their use.
    - i. Arla Miller said these ones (trolleys) are fine.
  - d. Dir. Adler asked about the trolley we have currently and if it's federally funded.
    - i. Arla Miller said this one is not currently, but these next ones would be.
  - e. Dir. Holm asked about shuttle services with these trolleys, but the project title should be changed on page 76 of packet. It currently states that these trolleys are purchased for PC shuttle service.
    - i. Arla Miller replied that we can't amend that because of the way the grant was applied for.
  - f. Dir. Hanenkrat said we need a plan for these trolleys, and we don't have enough drivers now.
    - i. IGM/OS said these trolleys are not an expansion of the service, these are replacements for broken down vehicles.
    - ii. Dir. Hanenkrat asked about the vehicles in PC Shuttle service and asked 3 days a week.
    - iii. IGM/OS replied yes.
  - g. Dir. Hanenkrat expressed that the trolleys are not being used enough.
    - i. Dir. Edwards said if the trolleys are purchased, they will be used more and more. The promo on this is incredible for the district, its apart of this district, I think we could make use of them.
    - ii. Dir. Hanenkrat asked what the use would be for the trolleys.
    - iii. Dir. Edwards said we wouldn't know till we used them; I don't think Doug would ask for them for no reason.
  - h. Dir. Holm said we approved this as a part of the budget, we looked at this several months ago. This was a part of one of the line items.
    - i. FA Welch replied yes.
  - i. Dir. Adler asked Arla Miller if we can make this grant for regular busses instead of just in PC. I think two more is over kill and is a waste of taxpayer dollars without a plan.
    - i. Arla Miller replied we can amend it but I can get the document to BC Johnson to see what they were intended for.

- j. Holm said these trolleys would be widely used and one is not enough. I don't agree that we wouldn't be using these. We need to change the use.
  - i. Adler replied that 3 is too many and its excessive and a bit much.
- k. Dir. Edwards said this is all well planned out and we are at the finish line of approving it.
  - i. Dir. Adler replied that she is questioning the planning out of it.
  - ii. Dir. Edwards said Doug planned things out thoroughly, this isn't new to us.
  - iii. Dir. Hanenkrat said when we approved this it had to do with events, but we were just told we can't put these in events.
  - iv. FA Welch said we can swap the trolleys based on service of events on the intended use.
- l. IGM/OS Reed explained trolleys expanded on the coast feed the growth of the district. We have made commitments to PC with the trolley. That would be a huge rug pulled out from under them to take it away.
  - i. Dir. Hanenkrat said if you look at it, the trolley will only be used for three months.
  - ii. IGM/OS Reed said the ridership on the trolley is through the roof.
- m. Dir. Riggs discussed the pricing on busses in comparison to the trolley.
  - i. Dir. Hanenkrat replied that its taxpayer money.
- n. BC Johnson said she chatted with Doug on the behalf of wheeler, as a City Manager and was interested in the trolley for the summer months. I think this agreement needs to be amended. Let's table it so that we can broaden it.
  - i. Dir. Holm said we need to change the PC language in it.
- o. Dir. Adler interjected that a bus is more practical, that's our industry.
  - i. IGM/OS Reed replied that the trolley is a bus.
- p. Dir. Holm said we will use it for more than 3 months out of the year. There is a need especially in summer, the support we provide is necessary.

**Motion** by Dir. Holm to Motion to Approve Resolution #22-21 In the Matter of Authorizing the Interim General Manager to Execute ODOT Section 5339 Grant #35328 with amendment to remove PC Shuttle Language to Fund the Purchase of (2) two Transit Trolley Vehicles and the Design, Construction, and Shelter of the Hebo Bus Stop and the Renovation of the Downtown Transit Center. *Motion Seconded* by Dir. Riggs.

**Motion Passed**

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

21. Motion to Approve Resolution #22-22 In the Matter of Authorizing the Interim General Manager to Execute a Professional Services Agreement with Columbia Pacific Economic Development District on Behalf of NWOTA

- a. IGM/OS Reed said this is the ColPac agreement we have been working on since last board meeting.

- b. Matthew Kahl expressed that this contract originally had to go to bid, based on discussion this can be on sole source. The resolution is to approve the sole source as well as sole source termination and findings.
- c. Matthew Kahl Referred to the sole source included in the board packet.
- d. Matthew Kahl expressed that because of the dollar amount, the public doesn't need to be notified of findings beforehand. Resolution along with service agreement in packet.

**Motion** by Dir. Riggs to Motion to Approve Resolution #22-22 In the Matter of Authorizing the Interim General Manager to Execute a Professional Services Agreement with Columbia Pacific Economic Development District on Behalf of NWOTA. *Motion Seconded* by Dir. Holm.

**Motion Passed**

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

22. In the Matter of Approving Resolution #22-23 in the Matter of Authorizing the Interim General Manager to Adopt a Revised Operations Coordinator Compensation Plan for the District.
- a. IGM/OS Reed said admin positions have gone under view with compensation. This got put on back burner, but Doug had recently been working on it. We are bringing this to you because we need this position filled before GM is filled. A few more of these will come on later.
  - b. Dir. Hanenkrat asked what the salary range is now.
    - i. FA Welch replierd said its 15-21.

**Motion** by Dir. Riggs to Approve Resolution #22-23 in the Matter of Authorizing the Interim General Manager to Adopt a Revised Operations Coordinator Compensation Plan for the District *Motion Seconded* by Dir. Edwards.

**Motion Passed**

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

**DISCUSSION ITEMS**

23. Staff Comments/Concerns:

Operations Superintendent/Interim General Manager Reed: None

Finance Supervisor Welch: None

NW Rides Brokerage Manager Bond: Thank you to the board for trusting me with Doug's memorial. We had a tragedy before, so thank you to all that helped. Reflected on goals of the district, under Doug, we did a lot of things together. I gladly worked beside Doug because we worked well together. To honor him, I intend to apply for the General Manager position at the district. I have full faith in the board that they will do what's best for the district. I am not campaigning.

Administrative Assistant Zuercher: Thank you for the help with the fair.

24. Board of Directors Comments/Concerns:

Board Chair Johnson: None

Dir. Riggs: Agreed with everyone on memorial. It was interesting to talk to Doug's son. The food was fabulous from Pacific Restaurant. I last minute volunteered at the fair since we are in the middle of hiring city manager. Cathy was on a tractor when I first got there.

Dir. Adler: Great job with Doug's memorial Cathy. It was nice to chat with you Mike. Nice seeing you all.

- a. Wanted to talk about moving forward with Prothman. They have asked about signing bonus and relocation packages. Asked Tabatha to email his salary.
  - a. Dir. Holm replied that Prothmans prime contact is the board chair.
  - b. Dir. Adler said it has been me up until now.
  - c. BC Johnson said Linda has been doing a great job.
  - d. Dir. Adler said I want to get the ball rolling; the last communication was today.
  - e. FA Welch said what's needed is a wage salary, I cannot provide that information.
  - f. Dir. Adler said we need to know where we were to move forward.
  - g. FA Welch said we would be hiring someone on at Doug's salary at 12 years.
- b. Dir. Riggs asked about Doug's salary range.
  - a. FA Welch said there isn't one.
  - b. BC Johnson said they are looking for provided salary based on budget.
    - a. Dir. Holm said I don't think it's a problem to provide Doug's salary.
- c. Dir. Adler said I want to hear what the board wants. I like to get back to them tomorrow.

- a. FA Welch said she was asked about what salary we want to provide the GM.
- b. Dir. Adler replied the question is what is in the budget now.
- c. Dir. Hanenkrat said this is a negotiation.
- d. FA Welch said that is what I was afraid of.
- e. Dir. Holm said we are in a public meeting right now; we shouldn't be providing this salary. We need to let Prothman get through their initial start. This isn't the right time to discuss the specifics with an offer. This is a potential ES discussion.
- d. Dir. Adler discussed a SDAO GM job offer she found. Asked about throwing these numbers out as salary range.
  - a. BC Johnson said she would like to provide Doug's salary to get a salary range. This can be an ES for the next meeting. I agree with Marty this is an ES. As far as other perks for recruitment, this falls under Tabatha with budget. If it's not in budget, we can't offer it.
- e. Dir. Adler asked if we should make a future date, Prothman is waiting for us.
- f. BM Bond said Heidi Mason worked with Doug on all pay range scales.
- g. Matthew Kahl said ES with a public employment officer, this vacancy must be advertised. That's when that ES can be held. The authority to hold that ES doesn't apply to salary in connection with hiring of officer where this talk is going.
- h. Matthew Kahl said the idea based upon the budget is where you go if you want to go higher or lower.
- i. BC Johnson asked if we could 192.660(F) with the ES.
  - a. Matthew Kahl said he doesn't believe it would fall under that.
- j. Dir. Riggs asked about salary dependent on experience with the wording, until we meet these people. When Doug first started, he was under paid. I don't want to scare anyone off. I think Prothman can come up with some language.
  - a. Dir. Holm said this pay is negotiable, we have said numbers in this public meeting that may be perceived. This is a different position that we have. We don't need to look in every little detail. We need to supply Prothman with pay so they can tell us if we are completely out of line. No reason to put a number on the table right now.
- k. BC Johnson said are we moving forward with Prothman and salary range.
  - a. Dir. Holm said I don't think we should do that; I don't believe we have done that 12 years ago, counties are different than us. We don't have to operate in a certain fashion. We need to know what we can or can't afford but based on experience.
- l. Dir. Adler we will wait till ES with Prothman to discuss these things.
- m. Dir. Hanenkrat asked if we are sharing Doug's salary with Prothman.
  - a. Dir. Holm said once recruitment starts then we will do an ES.
- n. Dir. Adler said Prothman was asking what we want to offer.
  - a. BC Johnson said we will move forward with that. For any additional incentives we don't need to include that in ad. Asked Tabatha to provide numbers where we fall with budget.

- b. FA Welch replied that Dir. Holm made a great point, the wiggle room with budget has to do with vacancy of the GM.
- c. Dir. Hanenkrat asked if we give Prothman a figure, are they recruiting with that.
- d. BC Johnson replied no that Prothman will provide us with salary range.
  - i. IGM/OD Reed said you need to make that clear with Prothman because of email he got.

Dir. Hanenkrat: I think it was a great job on everyone's part, this whole crew is doing a great job.

Dir. Holm: Appreciate what staff and Cathy put together for Doug's memorial. It was so well done. I am glad I was there, and Cathy was able to find those words to describe Doug. You did a great memorialization.

Dir. Edwards: Agreed with Marty, it was a beautiful service, thank you Cathy. Doug would be very humbled.

Adjournment: Board Chair Johnson adjourned the meeting at 7:26 pm.

**These minutes approved this 22<sup>nd</sup> day of September 2022.**

ATTEST:

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Mary Johnson, Board Chair

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Mike Reed, Interim General Manager