

Tillamook County Transportation District
Board of Directors Regular Monthly Meeting
Thursday, March 19, 2020 – 6:00PM
Transportation Building
3600 Third Street, Tillamook, OR
Meeting Minutes



1. Call to Order: Board Chair Judy Riggs called the meeting to order at 6:02pm. The Board Chair read instructions on how the meeting would be conducted.

2. Pledge of Allegiance

3. Roll Call:

Present

TCTD Board of Directors

Judy Riggs, Board Chair (in person)

Marty Holm, Vice Chair (via telephone)

Gary Hanenkrat, Director (via telephone)

Jim Huffman, Secretary (via telephone)

Jackie Edwards, Director (via telephone)

Melissa Carlson-Swanson, Director (via telephone at 6:12pm)

Linda Adler, Treasurer (via telephone)

TCTD Staff

Doug Pilant, General Manager (via telephone)

Brent Olson, Superintendent (via telephone)

Cathy Bond, NW Rides Brokerage Manager/Board Clerk (in person)

Tabatha Welch, Finance Supervisor (via telephone)

Absent

None.

Guest

None.

4. Announcements and Changes to Agenda: None.

5. Public & Guest Comments: None.

6. Supplemental Budget Hearing – Opened and closed at 6:06pm. No public present.

REPORTS

7. Financial Report: GM Doug Pilant reviewed the February 2020 financial reports. The District has now completed 66% of the Fiscal Year.

8. Service Measure Performance Report: GM Doug Pilant reviewed performance measures with the Board.

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.

YTD Ridership overall is up 5.7% over the previous year. The YTD passengers per hour are +5.8%, the cost per trip was +7.6% while the cost per hour was +13.9% and the fare box return was -11.0%.

9. Northwest Oregon Transit Alliance: GM Doug Pilant reviewed the NWOTA meeting agenda, minutes, finance report with the Board. They received an update to their marketing package and started the marketing campaign in March. The remainder of the meeting focused on the COVID-19 pandemic.

10. Planning & Development:

- a. Cape Kiawanda Master Plan – No report.
- b. Deviated Fixed Route/ADA Policy: Nelson Nygaard continues working on analysis of the Deviated Fixed Route policy and procedures and looking at the District's ADA requirements. Will plan to provide findings at the April meeting.
- c. STIF service alternative plan. Onboard surveys have been completed and the consultant is preparing an analysis of this survey. Due to the COVID-19 pandemic the stakeholder outreach meetings will be scheduled at a later date.

11. Grant Funding – all planned grant applications were complete and submitted.

- a. STIF/STF Consolidation: Since the Legislature convened prematurely a lot of the State's business didn't happen and that includes the STIF/STF consolidation did not happen. The OTA lobbyists are preparing to work on this during next year's long session.
- b. STIF Formula: No report.
- c. Previous Grants:

12. Facility/Property Management

- a. Transit Visitors Center – Continue waiting for the property description documents from the Tillamook County Planning Department. Draft purchase sale agreement has been prepared.
- b. Low Voltage Project – The training room upgrade has been scheduled and will be the last project for this year.
- c. Building Signage Project – Has been completed.
- d. Post Office Bus Stop: Board of Commissions approved the easement to allow the construction of a sheltered bus stop. The Categorical Exclusion document has been submitted to ODOT and the FTA. Once approved the contractor can complete the project. The Project's grant expires June 30, 2020 and Arla Miller was able to get the District a 1-year extension to finish the project.
- e. Alternative Fuel option – Concluded procurement for consultant to perform the design. The consultant planning and engineering contract on Agenda for approval.

13. NW Ride Brokerage

- a. Brokerage Manager Cathy Bond gave an update regarding the COVID-19 pandemic and the impact on the Brokerage.

14. Miscellaneous

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- a. Board Training – Postponed until further notice.
- b. April Board Meeting will be conducted via teleconference.
- c. Union Negotiations – Meetings scheduled for March 25th and March 26th.
- d. County Mobile Clinic – Waiting for County to provide proposed scope of work.
- e. County Communication Network – No report.
- f. NWACT Communication Subcommittee – No report.
- g. Greyhound Interline Agreement – Amendment agreement complete for Salem to Lincoln City service.
- h. Amtrak Ticketing Agreement – Working through the Oregon Tort Claim amendments to the Agreement.
- i. COVID-19 – Staff prepared a TCTD Contagious Virus Plan to review with the Board later in the meeting. Preparing a COVID-19 news link on the website for communicating press releases and other public notices. Staff will meet regularly to determine to update the Response Plan. Currently OHA has not recommended transit service to be stopped since transit services are an essential service. The District is cleaning up to 75% of the fleet daily, all vehicles cleaned every other day. Drivers and staff cleaning touchpoints on the vehicles and facilities throughout the day. Director Huffman asked if the drivers have protective gloves for cleaning. GM Doug Pilant stated that drivers have protective gear available to them that includes gloves. Masks have been ordered and are on a back-order status.

CONSENT CALENDAR

15. Motion to Approve the Minutes of the February 20, 2020 Regular Board Meeting
16. Motion to Accept Financial and Operations Reports: February 2020

Motion by Director Holm to adopt the Consent Calendar, with noted correction to the Treasurer position. *Motion Seconded* by Director Huffman. Board Chair Judy Riggs called for further discussion; followed by none, she called for the vote.

MOTION PASSED

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

ACTION ITEMS

17. Resolution 20-03 In the Matter of Adopting the Supplemental Budget and Making Appropriations for the Fiscal Year 2019-2020 NW Rides Brokerage

GM Doug Pilant explained the Resolution to the Board. Finance Supervisor Tabatha Welch explained due to a lack of historical data, NW Rides expenses are trending at more than 10% above previously budgeted amounts.

Motion by Director Huffman to approve Resolution 20-03 In the Matter of Adopting the Supplemental Budget and Making Appropriations for the Fiscal Year 2019-2020 NW Rides Brokerage. *Motion Seconded* by Director Carlson-Swanson. Board Chair Judy Riggs called for further discussion; followed by none, she called for the vote.

MOTION PASSED

By Directors Hanenkrat, Holm, Huffman, Carlson-Swanson,

18. Resolution 20-04 In the Matter of Authorizing the General Manager to Execute a Personal Services Agreement with Planning Solutions Inc. for Architectural and Engineering Services

GM Doug Pilant explained the Resolution to the Board. Director Huffman asked how much it would save the District in fuel cost. GM Doug Pilant estimated approximately 30% cost savings.

Motion by Director Holm to approve Resolution 20-04 In the Matter of Authorizing the General Manager to Execute a Personal Services Agreement with Planning Solutions Inc. for Architectural and Engineering Services. *Motion Secoded* by Director Edwards. Board Chair Judy Riggs called for further discussion; followed by none, she called for the vote.

MOTION PASSED

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

19. Resolution 20-05 In the Matter of Authorizing the General Manager to Execute an Agreement with the Port of Tillamook Bay for space to temporarily store surplus vehicles

GM Doug Pilant explained the Resolution to the Board. Director Adler asked if the area is secure. Board Chair Judy Riggs explained the buses would be stored inside the Air Museum.

Motion by Director Huffman to approve Resolution 20-05 In the Matter of Authorizing the General Manager to Execute an Agreement with the Port of Tillamook Bay for space to temporarily store surplus vehicles. *Motion Secoded* by Director Holm. Board Chair Judy Riggs called for further discussion; followed by none, she called for the vote.

MOTION PASSED

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

20. Motion to Adopt the TCTD Contagious Virus Response Plan

GM Doug Pilant explained the Motion to the Board. Director Adler asked about page 60, asking who represents the Human Resources department. GM Doug Pilant stated it was himself and Tabatha Welch. Director Adler asked about the phone list for contacts. GM Doug Pilant stated that is part of the Emergency Plan. Director Hanenkrat asked about page 63, item (4)(b) where second bullet point regarding disinfectant soap assigned to Finance Department. GM Doug Pilant stated that should've been assigned to operations personnel and will be corrected.

Motion by Director Carlson-Swanson to Adopt the TCTD Contagious Virus Response Plan. *Motion Seconded* by Director Edwards. Board Chair Judy Riggs called for further discussion; followed by none, she called for the vote.

MOTION PASSED

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

DISCUSSION ITEMS

21. Staff Comments/Concerns

GM Doug Pilant: The IGA to provide the County with drivers for the Mobile Clinic will be on the April agenda for approval.

Superintendent Brent Olson: None.

Finance Supervisor Tabatha Welch: None.

NWR Brokerage Manager/Board Clerk Cathy Bond: Advised the Board about where to get up-to-date COVID-19 information on our website.

22. Board of Directors Comments/Concerns

Jim Huffman – If anyone plans to attend SDAO trainings, you can sign up with SDAO as a board member. He highly recommends getting involved.

Judy Riggs – Thanked everyone and staff for putting the Board meeting together. She appreciates all the District does. Good luck to Mis Carlson-Swanson and the Foodbank.

Marty Holm – Thanked everyone for their hard work. He thinks the plans that are in place are helpful and would like to stay updated as well.

Jackie Edwards – Agrees with Marty and thanks everyone for coordinating a phone meeting.

Gary Hanenkrat – Keep them informed of any major changes.

Linda Adler – Thanked Cathy Bond for arranging this phone meeting.

Melissa Carlson-Swanson – As part of an essential service entity, she appreciates what the District is doing. The foodbank, pantry and meal sites are still operational and essential service and be sure to let everyone know that the services are still available to everyone. Tillamook County COVID Volunteers on Facebook if you want to help.

UPCOMING EVENTS

Board Training - TBD

Adjournment: Board Chair Riggs adjourned the meeting at 6:57pm.

These minutes approved this 23rd day of April, 2020.

ATTEST:



Judy Riggs, Board Chair



Doug Pilant, General Manager

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