

Tillamook County Transportation District
FY 2020-2021 TCTD Budget Committee Meeting
Thursday, May 14, 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 6:03pm
2. **Roll Call:**

Budget Committee Members Present:

Judy Riggs, Marty Holm, Gary Hanenkrat, Jim Huffman, Jackie Edwards, Melissa Carlson-Swanson, Linda Adler, Robin Taylor, Carol McAndrew, Pat Ryan, Bill Hatton, Chris Kell and Ron Rush

TCTD Staff Members Present:

General Manager Doug Pilant, Budget Officer/Finance Supervisor Tabatha Welch and NW Rides Manager/Board Clerk Cathy Bond

Committee Members Absent:

Karen Allenbrand

Guest

None

3. **Election of TCTD Budget Committee Chair for FY 2020-2021**

Motion by Carol McAndrew to appoint Marty Holm as Budget Committee Chair for FY 2020-2021. *Motion Seconded* by Director Huffman. Board Chair Judy Riggs called for further discussion; followed by none, she called for the vote.

MOTION PASSED UNANIMOUSLY

4. **Reading and acceptance of the Budget Officer's message**

Committee member Judy Riggs read the budget officer's message for FY2020-2021 into the record.

5. **Line-by-line discussion of the FY 2019-2020 budget by fund**

(1A) LB20-General Fund Resources:

Linda Adler asked if the Fares, Timber tax and Property tax should be reduced? Bill Hatton was concerned about timber tax as well. GM Doug Pilant stated the purpose of the Cares Act is to replace any lost revenue. Doug also explained the budget must reflect the pre-COVID revenue projections so that the District will be able to show full loss for Cares Act funds.

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.

(2A) LB30A TCTD Administration – General Fund

Linda Adler asked why the Planning budget was so higher than historical expenses. Tabatha Welch stated the increase was due to the STIF planning. GM Doug Pilant explained that in the next few weeks the District will receive additional invoices for planning services and that many of this year's planned expenses are being carried forward into the next Fiscal Year.

(3A) LB-30A TCTD Operations – General Fund

Tabatha Welch presented the Operations expenses and explained that volunteer expenses of \$3,000 will be moved into the Operations Expense line item. Carol McAndrew noted line 8 that zero claims shows how professional the TCTD employees and staff are, good job!

(4A) LB-30A TCTD Maintenance – General Fund

Linda Adler inquired about the line-item on line 15 Vehicle Expense. She wanted to know if the newer vehicles should result in reduced maintenance expenses. Melissa Carlson-Swanson said the new computerized vehicles would cost more to repair. GM Doug Pilant said the proposed vehicle expense is appropriate for the fleet.

(5A) LB30A TCTD Volunteers – General Fund

Moved to Operations Expense line item in the Operations Department as noted above.

(6A) LB-30B Requirements not allocated – General Fund

Linda Adler stated she believes it would be a good idea to remove the staff car, since it hadn't been purchased yet. She asked the Finance Supervisor if it is necessary to have a staff car vs. mileage reimbursement. Tabatha Welch shared that the staff car actually reduces cost over employee mileage reimbursements. It was budgeted in the current Fiscal Year and will likely be purchased by the end of the budgeted year. Linda Adler also requested that the gym equipment be removed from the budget and the District because she is concerned about the exposure to liability for the District. Committee Chair Marty Holm stated that is a matter that could be discussed at the Board meeting.

Linda Adler inquired on Line 23 operating contingencies. She wanted to know how it increased from the previously proposed budget that she reviewed at the Treasurer's meeting? Tabatha Welch explained that it was increased after all of the unknown grant resources were recorded. Linda Adler asked what the contingency fund was for? GM Doug Pilant explained that a contingency is used to set aside resources for unknown expenses. Linda Adler asked if the District actually has the money or knows where it is coming from. GM Doug Pilant stated that the fund is a reflection of money the District expects to receive.

(7A) LB-11 Property Management – Enterprise Fund

None.

(8A) LB-11 Capital Reserve Fund

None.

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(9A) LB-11 Vehicle Purchase Reserve
None.

(10A) LB-11 Bus Wash Maintenance Reserve
None.

(11A) LB-10 Special Transportation Fund
None.

(12A) LB-10 Northwest Oregon Transit Alliance – Special Fund
Budget Officer/Finance Supervisor Tabatha Welch noted correction on narrative
“Total Requirement” should be \$198,000”

(13A) LB-10 NW Rides – Special Fund
Jim Huffman asked why line 25 Purchased Transportation has increased so much and wondered how it can increase that much with COVID. GM Doug Pilant stated all the projections are pre-COVID and reminded him this was the reason for the Supplemental Budget that was approved a few months ago. GM Doug Pilant also explained the District is budget assumptions are matched with the pre-COVID trends.

(14A) LB-10 Statewide Transit Improvement Fund
Tabatha Welch noted correction to line 10, should state “transfer to general fund”. Linda Adler asked about line 10 because of changes from original to revised budget. She said historically the amount of money has not transferred. Tabatha Welch explained this is a new fund established last year and that this budget reflects the State’s budgeting requirements.

Jim Huffman said the prior brokerage was commingled operations funds with brokerage funds and wanted to know what are the safeguards. GM Doug Pilant stated there are separate funds established and that NW Rides has its own checking account. Ron Rush points out that annual audits are conducted and the auditors would review the transactions to ensure the funds are managed properly. GM Doug Pilant stated the District’s auditors reviewed the NW Rides Brokerage transactions this past year and had no findings or comments regarding the management of resources and expenses.

6. Approval of the TCTD FY 2020-2021 budget as presented or amended

Ron Rush Abstained from voting.

MOTION by Ron Rush to approve the FY 2020-2021 Tillamook County Transportation District budget and send it to the Tillamook County Transportation District Board of Directors for a public Budget Hearing, with above-noted corrections. Motion seconded by Jim Huffman. Committee Chair Marty Holm called for further discussion, followed by none, he then called for a vote.

**MOTION PASSED UNANIMOUSLY
Ron Rush Abstained**

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Marty Holm asked where the total budget number came from. Tabatha Welch explained the total is a sum of all funds budgeted together. The discrepancy was the first draft only totaled the general fund, not all funds.

MOTION by Carol McAndrew that the TCTD Budget Committee approve the 2020-2021 fiscal year budget in the amount of \$14,199,727.00. Motion seconded by Jackie Edwards. Committee Chair Marty Holm called for further discussion, followed by none, he then called for a vote.

MOTION PASSED UNANIMOUSLY

MOTION by Judy Riggs that the TCTD Budget Committee approves taxes for the 2019-2020 fiscal year at the rate of \$0.20 per \$1,000 of assessed value for operating purposes in the General Fund. Motion seconded by Jim Huffman. Committee Chair Marty Holm called for further discussion, followed by none, he then called for a vote.

MOTION PASSED UNANIMOUSLY

7. Committee Member Comments/Concerns

Linda Adler – She’s concerned about gym equipment and thinks it should be removed. She wants it discussed at a board meeting.

Marty Holm – Agrees that gym equipment should be discussed during a board meeting. Well done TCTD for doing a great job of putting this together.

Jim Huffman – He is concerned about the safety factor of the gym equipment.

UPCOMING EVENTS

8. **Adjournment:** Committee Chair Marty Holm adjourned the meeting at 7:12pm.

These minutes approved this 18th day of June 2020.

ATTEST:



Judy Riggs, Board Chair



Doug Pifant, General Manager