

Tillamook County Transportation District
Board of Directors Regular Monthly Meeting
Thursday, April 23, 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 6:00pm.
2. Pledge of Allegiance
3. Roll Call:

Present

TCTD Board of Directors (all Directors attended by telephone)

Judy Riggs, Board Chair
Marty Holm, Vice Chair
Gary Hanenkrat, Director
Jim Huffman, Secretary
Jackie Edwards, Director
Melissa Carlson-Swanson, Director
Linda Adler, Treasurer

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 (in person)

Absent

None.

Guest

Pat Patterson (via telephone until 6:05pm)
Kathy Klezek, Transportation Options Specialist, NW Transportation Options/SETD (via telephone)

4. Announcements and Changes to Agenda: Corrected error on Agenda Item 28, Resolution 20-08 to indicate purchase is from Schetky, not Creative Bus Sales.
5. Public & Guest Comments: Pat Patterson shared his gratitude for the Board and his concerns for the continuation of the volunteer program. He respectfully requested a letter that he had written be included in the record. Board Chair Riggs thanked him for his comments and concerns.

REPORTS

6. Financial Report: GM Doug Pilant reviewed the March 2020 financial reports. The District has now completed 75% of the Fiscal Year.
7. Service Measure Performance Report: GM Doug Pilant reviewed performance measures with the Board.

YTD Ridership overall ridership is up 3.2% over the previous year. The YTD passengers per hour are +5.7%, the cost per trip was +9.1% while the cost per hour was +15.3% and the fare box return was -12.2%.

8. Northwest Oregon Transit Alliance: GM Doug Pilant reviewed the NWOTA meeting agenda, minutes, finance report with the Board. The NWOTA Coordinating Committee discussed goals for NWOTA FY 20-21 budget. The Committee will adopt a final budget at next meeting. Marketing update – all advertising campaigns suspended until further notice. The bulk of the website trip planner improvements will be completed in May, hopefully go live in late in June. The remainder of the meeting focused on the COVID-19 funding opportunities and response Plans. Debra Smith, the Dislocated Workers Liaison for the NW Works jobs program collaborated with the partners on how to connect people who've become unemployed due to the Pandemic assistance in getting to new employment opportunities. Director Hanenkrat noted on the minutes regarding the PT driver who tested positive. GM Doug Pilant reported that is an error in the minutes that should have been corrected to say that a driver had tested for COVID and was pending a test result.
9. Planning & Development:
 - a. Cape Kiawanda Master Plan – No report.
 - b. Deviated Fixed Route/ADA Policy: Nelson Nygaard has completed their report and was prepared to present to the Board. However, since the District is going to receive a technology grant it made sense to incorporate that into the report. It was also decided the report should be presented to the management team and dispatchers for additional input before being presented to the Board. If all goes as planned the report will be presented to the Board in May.
 - c. STIF Service Alternatives Plan: Kittelson & Associates completed the technical memo that considered the passenger onboard survey results to prepare 4-5 recommended service alternatives. The next steps are to review these alternatives with the management team followed by local stakeholders for feedback.
10. Grant Funding:
 - a. STIF/STF Consolidation: No report. Will remove until next legislative session.
 - b. STIF Formula: No report.
 - c. Previous ODOT Grants: Last week the District took delivery of 2 Category B Intercity buses and this week taking delivery of 3 Category C Low Floor buses.
 - d. New ODOT Grants: ODOT completed their review process of grants that were submitted last February and March. All of the District's grant requests submitted are begin recommended for funding. In the next few weeks, the

- Oregon Transportation Commission is expected to approve ODOT's recommendation. The District should be awarded \$1.2 million to:
- i. Section 5310: Ecolane technology to purchase deviated fixed route management and preventative maintenance
 - ii. Section 5359: Intercity expansion bus and bus shelter and pullout for Champion Park Apartments
 - iii. STP Bus Replacement: Vehicle replacement grant for 3 DAR and 1 intercity bus
- e. Section 5311 CARES Act: Oregon receiving \$42 million statewide to fund unanticipated COVID-19 expenses. ODOT is taking 50% of the rural agency and distributing it by using Section 5311 formula. TCTD will be eligible to receive up to \$395,000. This week applications were distributed for the remaining 50% to be distributed on a needs-based application request. GM Doug Pilant will be looking at anticipated funding holes left after formula. This funding can be used for COVID expenses beginning as early as January 20, 2020 and goes through June 30, 2021. This funding can be used to replace lost fare revenues, COVID paid time off, Hazard Pay, additional services to implement physical distancing on buses, and capital expenses used to clean vehicles and the facility. Included in tonight's agenda an Action Item to authorized paying the District's Essential Employees an additional \$2 per hour COVID Pay, and under the Discussion Item there's a Temporary Human Services Leave Policy that will be explained in greater detail later in the meeting. These grant monies can also be used to implement socials and physical distancing strategies on the buses by implementing a maximum capacity and for cleaning costs if the building needs to be evacuated.

11. Facility/Property Management

- a. Transit Visitors Center – The COVID pandemic has delayed the ability to complete the documentation needed to create the purchase sale agreement.
- b. Post Office Bus Stop: FTA approved categorical exclusion. Clayton is working to get the shelter installation scheduled.
- c. Alternative Fuel Facility: The consultant planning and engineering contract was awarded. The firm is preparing the categorical exclusion to send to ODOT and Federal Transit Administration for approval.

12. NW Ride Brokerage

- a. Contingency plan for brokerage employees to work from home has been created.
- b. Brokerage has only been scheduling essential trips. Governor Brown authorized non-essential trips to resume May 1st.
- c. Ecolane technology being programmed to schedule drivers and vehicles to provide Food Bank and meal delivery. It will be ready by end of this week. Director Carlson-Swanson is working with community partners on a pilot project to possible start meal delivery as soon as next week.

13. Miscellaneous

- a. OTA correspondence: GM Doug Pilant shared a letter from the OTA regarding funding and the CARES ACT.

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.

- b. Shared a thank you card from passenger Carolyn Degon.
- c. GM Doug Pilant sat on interview panel for ColPac to hire a new Executive Director to replace the retiring Executive Director. Interviewed 3 candidates and the committees first pick is being interviewed by the full ColPac Board of Directors.
- d. Board Training – Postponed until further notice.
- e. COVID. Reached out to ATU to bring remaining items to conclusion to hopefully be included in tonight's agenda. Weren't able to get a completed CBA.
- f. County Mobile Clinic – Completed the scope of work. Legal counsel and SDAO are working though the insurance details. Hoping to bring and IGA to the Board for approval at the May board meeting.
- g. County Communication Network – No report.
- h. NWACT Communication Subcommittee – No report.
- i. Amtrak Ticketing Agreement – Completed the Agreement and will present to the board later in the meeting for Board approval.
- j. COVID-19 – Reduced capacity on buses. Working on a PSA. Work from Home continues for some management team as needed.

CONSENT CALENDAR

- 14. Motion to Approve the Minutes of the March 19, 2020 Regular Board Meeting
- 15. Motion to Accept Financial and Operations Reports: March 2020

Motion by Director Edwards to adopt the Consent Calendar. *Motion Seconded* 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.

ACTION ITEMS

- 16. Resolution 20-06 In the Matter of Declaring and Disposing Surplus Vehicles and Equipment

GM Doug Pilant explained the Resolution to the Board.

Motion by Director Huffman to approve Resolution 20-06 In the Matter of Declaring and Disposing Surplus Vehicles and Equipment. *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, Edwards, Adler and Board Chair Judy Riggs.

- 17. Resolution 20-07 In the Matter of Authorizing the General Manager to Execute and Interline Ticketing Agreement with Amtrak

GM Doug Pilant explained the Resolution to the Board.

Motion by Director Carlson-Swanson to approve Resolution 20-07 In the Matter of Authorizing the General Manager to Execute and Interline Ticketing Agreement with Amtrak. *Motion Seconded* 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.

18. Resolution 20-08 In the Matter of Authorizing the General Manager to Execute an Agreement with Schetky to Purchase two (2) intercity buses

GM Doug Pilant explained the Resolution to the Board.

Motion by Director Holm to approve Resolution 20-08 In the Matter of Authorizing the General Manager to Execute an Agreement with Schetky to Purchase two (2) intercity buses. *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.

19. Resolution 20-09 In the Matter of Authorizing the General Manager to Pay all TCTD Essential Employees the COVID-19 Compensation and Execute MOU between TCTD and ATU

GM Doug Pilant explained the Resolution to the Board. The more established transit agencies with represented employees throughout Oregon announced at the end of March that they would start paying their frontline employees hazard pay. TCTD received an email from the ATU liaison pointing out that employees at these agencies were receiving hazard pay and they were requesting to also receive this pay. GM Doug Pilant reached out to ATU and negotiated an MOU. Since Care Oregon deemed brokerage employees as essential so the resolution extends this pay to them too. The effective date is March 23rd through May 2nd or order until the order is lifted. Director Alder asked if the District can fund this additional pay. GM Doug Pilant stated the CARES Act covers this additional cost. Director Holm asked if this prompted some actual work with CBA negotiations. GM Doug Pilant reported that he and the District's legal counsel reached out to ATU to see if could be possible to finish the CBA but were unable to get a draft completed in time for tonight's Board meeting.

Motion by Director Huffman to approve Resolution 20-09 In the Matter of Authorizing the General Manager to Pay all TCTD Essential Employees the COVID-19 Compensation and Execute MOU between TCTD and ATU. *Motion Seconded* 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 Policy No. 25 Communications and Computer Resources Policy

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.

GM Doug Pilant explained the Motion to the Board. Updated due to the Work from Home plan for checking District equipment out to employees.

Motion by Director Adler to Adopt Policy No. 25 Communications and Computer Resources Policy. *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, Edwards, Adler and Board Chair Judy Riggs.

DISCUSSION ITEMS

21. CARES Act Temporary Human Resources Policy. GM Doug Pilant explained the purpose of creating this temporary human services policy was to bring to the employees' answers to their questions about what the provisions of the CARES Act mean to employee benefits and how the District was going to apply the new Law. The management staff invested several days developing this into a policy. This was distributed to all employees and has gone a long way to ensure them the District recognized their additional benefits and a plan to administer benefits during the pandemic. This policy is intended to be a working document and will be effective through December 31, 2020, which matches the CARES Act timeline. Board Chair Riggs and Director Adler commended staff for the work they did and the message it sends employees.

22. Staff Comments/Concerns

GM Doug Pilant: Reminiscenced about retired driver Cliff Derrick. He later received a call from Ronny Fox doing a perfect imitation of Cliff. We all missed Cliff. Director Huffman asked how old he is. GM Doug Pilant stated maybe mid-70s.

Superintendent Brent Olson: None.

Finance Supervisor Tabatha Welch: None.

NWR Brokerage Manager/Board Clerk Cathy Bond: Thankful we have been able to continue offering this essential service and was glad to see we finally made the ODOT sign by Rosenberg's. Dispatcher Daniell Amaya posted a picture on Facebook.

23. Board of Directors Comments/Concerns

Jim Huffman – Appreciated Pat Patterson attending during guest comments. Pat would like to encourage using volunteers. He thinks it's important to keep volunteer program for citizens. Shared Commissioner Yamamota's concerns about pandemic and people getting laid off and being unable to pay their property taxes. Director Huffman remembered how volunteers "Friends of the Wave" helped get the original tax base. He wants his letter regarding this matter to be put in the record. He wants his concerns for the volunteer program considered during the budget process. Thanked Judy for being friends with Pat.

Judy Riggs – Thanked everyone for the great job! Really proud of everyone. Exciting to see the buses rolling down the road. Thanked Doug, Brent and Cathy for keeping operations going. Thanked Tabatha for keeping the finances in order.

Marty Holm – Thanked everyone at the District for continuing the service for those who can and need the bus service. Keep doing what your doing! Well done!

Jackie Edwards – Thanked everyone at District for all the work they are doing from home and office to continue the service and the board meetings. She's proud of our District.

Gary Hanenkrat – Appreciated everyone's good work.

Linda Adler – Kudos for using NW Rides to help with the Food Bank.

Melissa Carlson-Swanson – Thanked District for putting the policy in place for essential workers to help alleviate stress and fear. Appreciates the work and those who show up and continue providing services. Really impressed with the collaboration and creative work being done to meet the community's needs. Everyone be safe and stay well.

Guest Kathy Klelzek – She misses her visits. Will come out to visit soon!

UPCOMING EVENTS

Board Training - TBD

Adjournment: Board Chair Riggs adjourned the meeting at 7:08pm.

These minutes approved this 21st day of May, 2020.

ATTEST:



Judy Riggs, Board Chair



Doug Pilant, General Manager