

**Tillamook County Transportation District**  
Board of Directors Regular Monthly Meeting  
Thursday, May 21, 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**

Oren Eshel, Senior Associate, Nelson\Nygaard

4. Announcements and Changes to Agenda: None.
5. Public & Guest Comments: None.
6. Oren Eshel, Nelson-Nygaard – TCTD Deviated Fixed Route Policy Analysis  
GM Doug Pilant introduced Oren Eshel to the Board. Oren Eshel presented the research and findings of the analysis and potential policy adjustments that will enhance the deviated fixed route and dial-a-ride service options.

Director Huffman asked if what Oren knows about volunteers in other areas. Is it possible to keep looking at keeping a volunteer component to offset expenses? Oren said it is a cost-effective strategy that it can be tailored for volunteers to the extent that

volunteers are available. Judy suggested that if the Board had further thoughts to reach out to Doug.

Judy reminded everyone to hold their question until the end of the GM report.

## **REPORTS**

7. Financial Report: GM Doug Pilant reviewed the April 2020 financial reports. The District has now completed 83% of the Fiscal Year. Director Hanenkrat asked if DAR provides NW Ride trips and if so, how does the District get paid. GM Doug Pilant explained the process. Finance Supervisor Tabatha Welch explained the check register for NWR was actually for February. She will provide a new report for April next month.
8. Service Measure Performance Report: GM Doug Pilant reviewed performance measures with the Board.

YTD Ridership overall ridership is down -2.7% over the previous year. The YTD passengers per hour are +2.1%, the cost per trip was +19.3% while the cost per hour was +21.7% and the fare box return was -20.4%.

9. Northwest Oregon Transit Alliance: GM Doug Pilant reviewed the NWOTA meeting agenda, minutes, finance report with the Board. The budget was approved for the upcoming fiscal year. Trip planner project is on schedule, with the bulk of the work being done in May and June. Will finish off project in the first six months of the next fiscal year. He noted the document regarding disinfecting equipment for the vehicles. This machine presented is for disinfecting on a larger scale. They are going to do a group purchase and apply for an ODOT special needs project to purchase the equipment. SETD is leading the procurement process, hoping to submit by the June board meeting. Discussed how they will implement the OHA Specific Guidance for Transit Agencies handout attached. Working on purchase of sanitizing equipment and signage throughout the system.
10. Planning & Development:
  - a. Cape Kiawanda Master Plan – No report.
  - b. Deviated Fixed Route/ADA Policy: Nelson Nygaard presented their report earlier in the meeting.
  - c. STIF Service Alternatives Plan: Kittelson & Associates completed the technical memo that considered the passenger onboard survey results to prepare recommended service improvement alternatives. Staff has met twice to review service alternative concepts that came out of the rider outreach. Staff also evaluated plans and put a list of projects that should be considered. Next step is a stakeholder outreach over the next couple months. Fare policy will be reviewed before implementing Ecolane as well.
11. Grant Funding:
  - a. STIF/STF Consolidation: No report.
  - b. STIF Formula: No report.

- c. Previous ODOT Grants: Took delivery of 5 buses. All have been placed into service. A Ford Transit van is delayed due to plant closure.
- d. New ODOT Grants: Will have some grants available for approval in June.
- e. Section 5311 CARES Act: GM Doug Pilant explained the purpose of the CARES Act funding and said approval for this grant is on agenda for later in meeting.

#### 12. Facility/Property Management

- a. Transit Visitors Center – Still awaiting documents for purchase. Loan documents are complete.
- b. Post Office Bus Stop: Clayton scheduled the shelter installation scheduled.
- c. Alternative Fuel Facility: The firm categorical exclusion was approved ODOT and Federal Transit Administration is approval. Next steps are soil samples, working on architectural and electrical plans.

#### 13. NW Ride Brokerage

- a. Trips are improving.
- b. Cathy and Doug conducted an analysis of Delegate Agreement. This analysis helped identify what the brokerage staffing needs are and supported the Brokerage Coordinator position being presented later in the meeting.
- c. Ecolane technology programming is complete for Food Bank and meal delivery.
- d. Working on BPA review with attorneys.
- e. Linda Adler asked if the brokerage manager position will still be in place. GM Doug Pilant explained Cathy will remain the brokerage manager and oversee the brokerage as described in the administration staffing plan and the brokerage supervisor position would manage the day-to-day operations to lighten Cathy's load so she can focus on higher level brokerage activities. GM Doug Pilant then explained the purpose of the 2 new office positions.

#### 14. Miscellaneous

- a. ATU – Meeting on May 7<sup>th</sup>. Follow up meeting is scheduled for Friday, May 22<sup>nd</sup>. Staff worked on a break policy that they will present at the meeting tomorrow.
- b. Board Training – Postponed until further notice.
- c. County Mobile Clinic – Completed the scope of work. Legal counsel and SDAO are working though the insurance details.
- d. County Communication Network – Participated in a small survey.
- e. NWACT Communication Subcommittee – No report.
- f. COVID-19 – Reduced capacity on buses. Working on a PSA. Work from Home continues for some management team as needed. Shared OHA Transit Guidelines the current status of COVID-19 on transit.
- g. Timber County class action lawsuit – Some documents were received regarding the class action suit and the law firms will receive 15% of the total.

Director Holm commented it sounds like there are resources available for COVID relief. He shared the SDAO funds that are out there as well. GM Doug Pilant said the District didn't have a large enough expense to warrant submitting an application this round but has considered buying some used Gillig buses with those

*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.*

funds if available. Director Holm mentioned some labor costs dealing with the cost associated and may be covered as the District is looking to expand some services. There is a second round of application options for July. GM Doug is interested in knowing what Director Holm may know about these funds and would like to talk with him outside of board meeting.

Director Hanenkrat asked what the status on recruitment of the 2 admin positions is. Would those positions allow Cathy to work full time for the Brokerage? Director Adler asked if the District could wait on these positions. GM Doug Pilant said we cannot wait because there is work needed to be done. Director Edwards stated she sees that the District always uses caution and thinks they should continue with the admin recruitment. Director Hanenkrat asked if the brokerage manager should not be involved in operations. GM Doug Pilant said technically no, but the CCO has been flexible to our organization being small and that staff wears a lot of hats. Linda asked why Brent isn't helping. GM stated Brent is designated to work on District operations, not brokerage. Director Huffman stated the brokerage should be separate, but it seems to be blended together. GM Doug Pilant stated the operations and brokerage are separated and added that we have a lot of work not being completed while we are trying to be fully staffed. Doug explained the COVID pandemic has slowed down the recruitment process. Director Huffman asked if getting those 2 positions would take over the administrative work being done. Board Chair Judy Riggs asked to finish anymore GM Report questions and discuss to the brokerage later in the meeting. Director Holm asked what the status of a long-term contract is and why we can't get a 5-year contract. Brokerage Manager Cathy Bond and GM Doug Pilant explained that while the CCO is negotiation with the Oregon Health Authority (OHA) they don't want to have a delegate agreement that passes down unwanted OHA requirements. Director Huffman said we have to avoid conflict of interest and get the responsibilities separated.

### **CONSENT CALENDAR**

- 15. Motion to Approve the Minutes of the April 23, 2020 Regular Board Meeting
- 16. Motion to Accept Financial and Operations Reports: April 2020

**Motion** by Director Adler to adopt the Consent Calendar. *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.

### **ACTION ITEMS**

- 17. Resolution 20-10 In the Matter of Amending the TCTD Administrative Staffing Plan to establish a NW Rides Brokerage Coordinator Position

GM Doug Pilant explained the Resolution to the Board. This position will be the daily supervisor and subject matter expert inside the brokerage. Director Holm asked to clarify



Superintendent Brent Olson: His meeting with the next longest tenured driver went well and the driver looks forward to coming back to work. He will miss John too. He is a great guy and he always told Brent he didn't win a million dollars in Lincoln City so they will have to come back to work the next day.

Finance Supervisor Tabatha Welch: None.

NWR Brokerage Manager/Board Clerk Cathy Bond: Shared her sentiment from John and assured the Board there would be a retirement party for him as soon as able.

21. Board of Directors Comments/Concerns

Jim Huffman – He will miss John Magnano and wants to send him a card. Recalls with he was newly elected, and he had a lot of fun with John. He introduced John to Tim Josi and told Tim he wanted to stay a driver, not interested in running for any political positions.

Judy Riggs – Good job with all the hard work despite all the restriction. She is really impressed with the assistance to the food bank. Good job on the budget Tabatha.

Marty Holm – Thanked everyone for all the work. Thanked Tabatha for all the budget work. Seeing how valuable our District is, don't let the numbers drag you down. What we, and all of you do, for hard work. Thank you all. In the words of Def Leppard, "Better to burn out than to fade away".

Jackie Edwards – None.

Gary Hanenkraft – None.

Linda Adler – Thank you all your work during COVID. Still wants to discuss the gym and consider amending the budget regarding the gym at the June board meeting.

Melissa Carlson-Swanson – Reiterate professionalism and joy of District helping the Foodbank during this crisis. She appreciated all the work from everyone up to the day of need, and how well it went to make the call and get the food delivered. She can't express how much she enjoyed the drivers and the collaboration. Cathy Bond stated the employees were Superintendent Brent Olson and dispatcher Danielle Amaya and the drivers were Gary Peterson and Jeremy Bellante.

**UPCOMING EVENTS**

Board Training - TBD

Adjournment: Board Chair Riggs adjourned the meeting at 7:40pm.

**These minutes approved this 18<sup>th</sup> day of June, 2020.**

ATTEST:

  
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Judy Riggs, Board Chair

  
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Doug Pilant, General Manager