

Tillamook County Transportation District
Board of Directors Regular Monthly Meeting
Thursday, June 18, 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 6:01pm.
2. Pledge of Allegiance
3. Roll Call:

Present

TCTD Board of Directors (all Directors attended by telephone)

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

TCTD Staff

Doug Pilant, General Manager (in person)
Brent Olson, Superintendent (in person)
Cathy Bond, NW Rides Brokerage Manager/Board Clerk (in person)
Tabatha Welch, Finance Supervisor (in person)

Absent

Marty Holm, Vice Chair

Guest

Danielle Amaya, TCTD Dispatcher
Kathy Klezak, NW Transportation Options

4. Announcements and Changes to Agenda: None.
5. Public & Guest Comments: Danielle Amaya shared employee information regarding the Wellness Center.

Director Huffman wanted to be sure Pat Patterson's concerns about volunteers was in the record. Board Clerk Cathy Bond stated that his letter, and Director Huffman's letter, is attached to the April board meeting and the online board packet is available at the nwconnector.org/Tillamook website.

Kathy Kleczek shared information regarding a regional transportation options challenge called Getthereoregon.org for bike rider challenge. If anyone has questions,

she will be happy to assist with logging on or getting information. Director Huffman thanked Kathy for all she does. Director Adler thanked her too.

6. Executives Session – Labor Negotiations ORS 192.660(2)(d)
6:06pm – 6:39pm
There were no motions as a result of Executive Session.
7. Public Hearing to received public comment on the TCTD FY 2020-21 Budget
6:43pm – 6:43pm
Jim Huffman asked that Pat Patterson's comments regarding the volunteer program be considered. There were no further comments.

REPORTS

8. Financial Report: GM Doug Pilant provided an overview of the May 2020 financial reports. He reported the District has completed 92% of the fiscal year. Additional timber tax revenue was received. Doug reported that five (5) buses were received and explained the transaction is on Page 10, line item 6000. Director Hanenkrat mentioned that it was his understanding wellness center equipment wouldn't be purchased until further discussion. Finance Supervisor Tabatha Welch explained these expenses were for the current fiscal year. GM Doug Pilant said this equipment was budgeted and it was his understanding there would be a discussion about purchasing equipment for the next fiscal year. Director Huffman asked what were the purposes of the meal expenses? Finance Supervisor Tabatha Welch explained that during the stay-at-home order the District provided staff meals once a week for employees to support the employees and local businesses. She explained these expenses would be recovered through COVID reimbursement. Director Huffman thanked her for the explanation. Director Hanenkrat asked if everyone came together to eat. Superintendent Brent Olson explained that all meals were individually packaged and taken by employees throughout the day as they started or ended shifts. Director Adler asked what is the breakdown is for the NordicTrack expenses. Director Hanenkrat noted his stipend check only had one signature and thought the Board should approve a change in check signing process. Finance Supervisor Tabatha Welch and GM Doug Pilant explained the District and bank policy does not specifically state two signatures being required. Director Carlson-Swanson, who worked for a bank for years, stated it is not a banking requirement and is up to customers to implement their specific policy.
9. Service Measure Performance Report: GM Doug Pilant reviewed performance measures with the Board. GM Doug Pilant said the additional COVID expenses and low ridership has negatively affected all performance measures.
10. Northwest Oregon Transit Alliance: GM Doug Pilant reviewed the NWOTA meeting agenda, minutes, finance report with the Board. He explained the trip planner project is on schedule. All 5 agencies will be attending online training for the customer service alert. The goal is for the website to go live mid-July. Trillium has dedicated a person to this project for technical support. The group is discussing a group purchase for vehicle sanitation systems. Paul Lewicki from Sunset Transit is leading the NWOTA

application development. If successful, there will be a grant agreement in the August board meeting.

11. Planning & Development:

- a. Cape Kiawanda Master Plan – No report.
- b. Deviated Fixed Route/ADA Policy: GM Doug Pilant said he included a resolution to approve modification of the Nelson-Nygaard contract later on the to perform a system-wide fare policy analysis. This analysis will simplify the District's fare policy. The goal is to have this completed prior to programming the District's in the Ecolane for Deviated Fixed Route module.
- c. STIF Service Alternatives Plan: Kittelson & Associates met with staff to develop new service alternatives. The consultants are now preparing an online survey to gather further public input. The goal is for this phase of the project to be completed by the end of July. Kittelson also met with staff to develop a list of projects for the next round of STIF funding.

12. Grant Funding: ODOT will be publishing the next biennial grant schedule in September.

- a. STIF/STF Consolidation: No report.
- b. STIF Formula: No report.
- c. Section 5310 – waiting for Ford Transit van.
- d. Section 5339 – Grant for approval later in meeting.

13. Facility/Property Management

- a. Transit Visitors Center – Received documents needed to work with the City to complete the purchase sale agreement. Partitioning still in progress.
- b. Post Office Bus Stop: Shelter installation has begun, and the new shelter should be in place next week.
- c. Alternative Fuel Facility: Working on architectural and engineering plans. Soil samples next step.

14. NW Ride Brokerage

- a. Working with legal counsel to revise the BPA. After operating for 2 years, the brokerage is adapting the BPA to the current business practices.
- b. OHA is requiring a lot more data collection for actual trips. The brokerage is purchasing additional licenses to fulfill the requirement of providers to be on tablets.
- c. Brokerage Manager Cathy Bond participated in CalACT webinar as a presenter on "Turning a Crisis into Creative Services with Technology".

15. Miscellaneous

- a. ATU – Update covered during executive session.
- b. Board Training – Postponed until further notice.
- c. County Mobile Clinic – No report.
- d. County Communication Network – Survey results were released regarding prioritizing for each agency. Federal Engineering will release a draft in July and reconvene the group on communication options.
- e. NWACTION Communication Subcommittee – No report.

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- f. COVID-19 – The impact has been significant on ridership. GM Doug Pilant shared that transit is getting a bad reputation nationwide and reported the new trends were people moving out of the cities to less dense locations, they want to want to drive their own cars, work from home. This could become a long-term trend that will have a negative impact on transit. It could be a long time before transit recovers.

Director Hanenkrat asked if there was any progress on administrative positions. GM Doug Pilant reported that interviews were scheduled for both positions the following week.

Director Adler asked about a note on the NWOTA report regarding adding service to Vernonia. She asked who would add that route? GM Doug Pilant said this was a service that was discussed by Columbia County. Director Adler asked if the Board would be able to participate in Trillium training. GM Doug Pilant stated it would not be appropriate for the Board to participate.

CONSENT CALENDAR

16. Motion to Approve the Minutes of the May 14, 2020 Budget Committee Meeting

17. Motion to Approve the Minutes of the May 21, 2020 Regular Board Meeting

18. Motion to Accept Financial and Operations Reports: May 2020

Director Hanenkrat asked if Chris Kell and Bill Hatton attended budget meeting. Board Clerk Cathy Bond stated she double-checked the attendance sheet and confirmed attendance of Bill Hatton and Chris Kell and would correct the minutes to reflect their attendance. Superintendent Brent Olson reported the purchase of a staff car. Director Adler asked if the money budgeted for the car could be subtracted from the next fiscal year budget. GM Doug Pilant shared photos of the area around the southeast corner of the Bus Maintenance Facility where employees walk through the mud and landscaping area to access the employee parking lot. He explained the money budgeted to purchase the car could be used to complete a sidewalk. GM Doug Pilant explained that an employee recently tripped there and sustained an injury.

Motion by Director Edwards to adopt the Consent Calendar, with noted correction regarding budget attendance. *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, Huffman, Carlson-Swanson,
Edwards, Adler and Board Chair Judy Riggs.

Director Holm absent.

ACTION ITEMS

19. Resolution 20-13 In the Matter of Adopting the Budget, Making Appropriations, Levying Taxes, and Categorizing Taxes for FY 2020-21

GM Doug Pilant explained the Resolution to the Board. Director Adler noted her name needs to be added to the bottom of the Resolution. Finance Supervisor Tabatha Welch affirmed she would correct the Resolution prior to it being signed. Director Adler asked

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to be more specific about what the discretionary fund will be used to purchase. Finance Supervisor Tabatha Welch asked her if she was referring to the contingency fund? GM Doug Pilant explained what a contingency fund is used for and shared the example of health care increase last year and how the contingency fund was used as the expense was unforeseen. Financial Supervisor Tabatha Welch explained how it is reflected in the budget. Director Adler suggested that the District should be conservative based on the COVID issues and budget more fiscally responsible. GM Doug Pilant shared a further example of the expense associated with bargaining and service alternatives as expenses that may be covered with contingency money. GM Doug Pilant explained the Oregon Department of Revenue conducts several budget law classes and suggested Director Adler attend some of these classes to obtain a better understanding of local government budget process. Director Huffman agreed that training would be helpful and that she may be able to get that through SDAO. Finance Supervisor Tabatha Welch gave a great example that an unforeseen expense would be the recent COVID pandemic. Director Adler asked if there would be an increase in income to pay for the contingency fund. Financial Supervisor Tabatha Welch explained income is a separate issue not related to the contingency fund. Board Chair Riggs further explained that the fund is there to cover unexpected expenses, which is why it is a contingency fund. If it is earmarked in a specific category, you can't spend it on an unforeseen expense. Board Chair Riggs further supported the idea of Director Adler getting budget training to help her better understand the budget process.

Director Huffman asked for funding to be added to the volunteer line item in order for him to vote aye on the motion. Board Chair Riggs stated he is unable to put conditions on a motion and needs to vote aye, nay or abstain.

Motion by Director Edwards to approve Resolution 20-13 In the Matter of Adopting the Budget, Making Appropriations, Levying Taxes, and Categorizing Taxes for FY 2020-21. *Motion Seconded* by Director Hanenkrat. Board Chair Judy Riggs called for further discussion; followed by none, she called for the vote.

MOTION PASSED

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

20. Resolution 20-14 In the Matter of Authorizing the GM to Execute a Janitorial Services Agreement with Marie Mills Center for the TCTD Administrative Building

GM Doug Pilant explained the Resolution to the Board. Director Carlson-Swanson asked if Marie Mills has been cleaning during COVID. GM Doug Pilant stated they had not been cleaning the administrative building. He said they continued to provide paper supplies. They will start cleaning administrative building in July.

Motion by Director Carlson-Swanson to approve Resolution 20-14 In the Matter of Authorizing the GM to Execute a Janitorial Services Agreement with Marie Mills Center for the

TCTD Administrative Building. *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, Huffman, Carlson-Swanson,
Edwards, Adler and Board Chair Judy Riggs.
Director Holm absent.

21. Resolution 20-15 In the Matter of Authorizing the GM to Execute a Janitorial Services Agreement with Marie Mills Center for the Downtown Transit Visitor Center

GM Doug Pilant explained the Resolution to the Board.

Motion by Director Huffman to approve Resolution 20-15 In the Matter of Authorizing the GM to Execute a Janitorial Services Agreement with Marie Mills Center for the Downtown Transit Visitor Center. *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, Huffman, Carlson-Swanson,
Edwards, Adler and Board Chair Judy Riggs.
Director Holm absent.

22. Resolution 20-16 In the Matter of Authorizing the GM to Execute an Amended Personal Services Agreement with Kittelson & Associates thru December 31, 2020

GM Doug Pilant explained the Resolution to the Board. COVID delayed this projects completion date triggering an amendment to extend completion date.

Motion by Director Edwards to approve Resolution 20-16 In the Matter of Authorizing the GM to Execute an Amended Personal Services Agreement with Kittelson & Associates thru December 31, 2020. *Motion Seconded* by Director Hanenkrat. Board Chair Judy Riggs called for further discussion; followed by none, she called for the vote.

MOTION PASSED

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

23. Resolution 20-17 In the Matter of Authorizing the GM to Execute a Planning Services Agreement with Nelson-Nygaard to Conduct a System-wide Fare Policy Analysis

GM Doug Pilant explained the Resolution to the Board. Director Huffman asked what the choices are that are being considered for change. GM Doug Pilant explained the goal is to simplify the fare policy. A fare analysis is needed prior to making recommended changes. Once the changes are adopted they will be programmed into the Ecolane Deviated Fixed Route Ecolane technology to be implemented. It will be more efficient to do the fare analysis prior to implementation. Director Adler noted the other firms bids and asked if there were other bids to consider. GM Doug Pilant stated Nelson Nygaard is preferred because they have already performed dial-a-ride fare analysis for the District

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and were very familiar with the existing deviated fixed route system. Nelson Nygaard is also bringing a highly skilled and knowledgeable consultant to the project who specializes in transit fare analysis. Director Huffman said it would be good to know her experience. Board Chair Judy Riggs pointed out to Director Huffman that her biography is in the board packet and starts on page 78.

Motion by Director Huffman to approve Resolution 20-17 In the Matter of Authorizing the GM to Execute a Planning Services Agreement with Nelson-Nygaard to Conduct a System-wide Fare Policy Analysis. *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, Huffman, Carlson-Swanson,
Edwards, Adler and Board Chair Judy Riggs.
Director Holm absent.

24. Resolution 20-18 In the Matter of Authorizing the GM to Execute ODOT Section 5339 Grant Agreement No. 34225

GM Doug Pilant explained the Resolution to the Board. This grant covers an Intercity bus, 2 Dial-A-Ride vehicles and a bus shelter at Champion Park Apartments.

Motion by Director Carlson-Swanson to approve Resolution 20-18 In the Matter of Authorizing the GM to Execute ODOT Section 5339 Grant Agreement No. 34225. *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, Huffman, Carlson-Swanson,
Edwards, Adler and Board Chair Judy Riggs.
Director Holm absent.

DISCUSSION ITEMS

25. Staff Comments/Concerns

GM Doug Pilant: Thanked everyone for their patience with communication over the phone for Board meetings. It can be challenging, and he appreciates everyone making it happen. First time he has been in person with staff and is amazed watching Board Clerk Cathy keep this meeting going. Board Chair Judy Riggs thanked Cathy as well.

Superintendent Brent Olson: None.

Finance Supervisor Tabatha Welch: None.

NWR Brokerage Manager/Board Clerk Cathy Bond: Enjoyed having a meal with the staff for the first time in four months.

26. Board of Directors Comments/Concerns

Jim Huffman – Director Hanenkrat has a good point. Overall communication between management and Board has been outstanding and all management pitched in. Heard from a person close to him in Lincoln County who lost a family member so it's very personal. He appreciates the efforts the staff makes to keep everyone safe. He

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thanked SDAO and shared that there was an article regarding the conference in the SDAO newsletter. SDAO shared that the federal government is supporting transit. Important to keep connected to SDAO. He's going to think about Director Holm and his wife. Can the Board gather a card for him and his family? It was agreed to have the HR department send flowers.

Judy Riggs – Was able to participate in the Pacific City parking management meeting on behalf of District. They are looking forward to the partnership with the District. She thinks it's a feather in the District's cap that we are participating in that project. She also thanked everyone for patience regarding meetings. She looks forward to things being better in the future.

Marty Holm – Absent.

Jackie Edwards – Agrees it can be difficult and thanked everyone.

Gary Hanenkrat – Thanked everyone and hoped for a real Board meeting soon.

Linda Adler – Agrees the Board should send flowers to Director Holm.

Melissa Carlson-Swanson – Thanked Cathy Bond for participating with CalACT and for showing great leadership on behalf of the District. She has also benefited from Cathy's leadership and is proud. Recognizes COVID is challenging. She is thankful all Board and staff work hard to keep transit accessible for everyone.

UPCOMING EVENTS

Board Training - TBD

Adjournment: Board Chair Riggs adjourned the meeting at 8:02pm.

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

ATTEST:


James Huffman, Board Chair


Doug Pilant, General Manager