

Tillamook County Transportation District
Board of Directors Regular Monthly Meeting
Thursday, August 20, 2020 – 6:00PM
Transportation Building
3600 Third Street, Tillamook, OR
Meeting Minutes



1. Call to Order: Board Chair James Huffman 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)

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

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

None.

Guest

Jeff Hazen, Executive Director, Sunset Empire Transportation District
Arla Miller, ODOT Regional Transit Coordinator
Kathy Kleczek, NW Transportation Options

4. Announcements and Changes to Agenda: None
5. Public & Guest Comments:
None
6. Executives Session – Labor Negotiations ORS 192.660(2)(d)
6:11pm – 6:28pm
The following motions was made as a result of Executive Session.

Motion by Director Carlson-Swanson to approve Resolution 20-23 In the Matter of Authorizing the GM to Execute ATU Collective Bargaining Agreement for the period 2019-2023. *Motion Secinded* by Director Riggs. Board Chair Huffman called for further discussion; followed by none, he called for the vote.

MOTION PASSED

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

REPORTS

7. Financial Report: GM Doug Pilant reviewed the July 2020 financial reports. The District has now completed 8% of the Fiscal Year. Mass Transit State Payroll Tax Account 4130 will be moved to prior fiscal year. Payroll is high because there were 3 payrolls in July. Director Adler asked about the legal advisor's fees. GM Doug Pilant stated it is related to a harassment investigation.
8. Service Measure Performance Report: GM Doug Pilant reviewed performance measures with the Board. YTD Ridership overall has decreased -34.9% change over the previous year. The YTD passengers per hour are -29.0%, the cost per trip was +92.0% while the cost per hour was +37.0% and the fare box return was -55.0%. All of the numbers are COVID related. Director Hanenkrat asked if the reduced NW Rides has created a need to lay anyone off. GM Doug Pilant stated that all drivers are very busy and there is no need to lay anyone off.
9. Northwest Oregon Transit Alliance: GM Doug Pilant reviewed the NWOTA meeting agenda, minutes, finance report with the Board. All partners have now adopted the restated IGA and Management Plan. ODOT will manage the bus stop projects for procurement and engineering designs similar to how they manage the NW transit access plans. NWOTA submitted joint CARES Act requests to purchase additional sanitization equipment. Grant agreements should be ready in September for Board approval.
10. Planning & Development:
 - a. Cape Kiawanda Master Plan – No report.
 - b. Deviated Fixed Route/ADA Policy: Nelson Nygaard kick off meeting was held in early August. They have the data, and another meeting has been scheduled soon.
 - c. STIF Service Alternatives Plan: Kittelson & Associates worked with staff and revised the Port of Tillamook Bay service alternatives. The staff believes there is a good plan and next week the District will begin the test runs. The online survey for community at large is completed. There were 210 responses on Facebook, which was a great response compared to the last online survey that only produced approximately 30 surveys.
11. Grant Funding:
 - a. STIF/STF Consolidation: STIF discretionary starts in September.
 - b. STIF Formula: No report.
 - c. Section 5310 – None.
 - d. Section 5311 – None.

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- e. Section 5339 – None.
- f. ODOT Cares Act Special Needs grant for VA appts to PDX. Cathy is working on this grant.

12. Facility/Property Management

- a. Transit Visitors Center – There's a Resolution later in meeting for Board approval. This will amend the ODOT Connect Oregon grant that paid for the Transit Visitors Center building. The original agreement was between ODOT/City of Tillamook/TCTD. The amendment will remove the City of Tillamook from the grant agreement and the District will be solely responsible. There are new ADA requirements inserted as well. The purchase sale agreement is completed. The partitioning documentation is still at the Tillamook County Planning Department.
- b. Alternative Fuel Facility: Market research on size of tank needed is complete. Soil samples resulted in a requirement to do some excavating to add proper fill.
- c. Director Holm asked about the Cloverdale parking plan. GM Doug Pilant reached out to Tillamook County's chief of staff and she has not had time to work on the project. The pandemic slowed down progress on the IGA. Board Chair Huffman asked if there is an expiration on the IGA. One of the grants does expire but Tillamook County's attorney will deal with solving that issue.
- d. Board Chair Huffman asked how the sidewalk turned out? GM Doug Pilant shared that the Board can look at the Wave's Facebook page to see the photos of the completed project. Board Chair Huffman asked if it improved the wellness program. GM Doug Pilant stated employees use the fitness path, the sidewalk project was for employees to have safe access to the office from the park and ride parking lot.

13. NW Ride Brokerage

- a. Continuing the work with legal counsel to revise the BPA. To make sure all the components are included from the new Delegate Agreement with CCO, this will likely take a few more months to complete.
- b. Brokerage ended the quarter with a profit of \$128k. GM Doug Pilant shared that the COVID reimbursement program will cover the technology purchased in preparation as outlined in the District's Contagious Virus Response Plan.
- c. Brokerage Manager Cathy Bond is working with Care Oregon to prepare a standard practices NEMT manual that will ultimately be used throughout the state.

14. Miscellaneous

- a. ATU – Report given during executive session. Resolution passed.
- b. Board Training – Postponed until further notice.
- c. County Mobile Clinic – None.
- d. County Communication Network – None.
- e. Oregon OSHA infection disease committee – None.
- f. NWACT Communication Subcommittee – None.
- g. COVID-19 – People are feeling more confident and mask wearing has become a more accepting practice for riders. Most people are very grateful for the bus. Board Chair Huffman asked if the District provides masks. GM Doug Pilant

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stated masks and shields have been given to all drivers and they do make them available to passengers if needed.

Director Hanenkrat asked about status of hiring process of Administrative Assistant/Board Clerk positions. GM Doug Pilant stated we re-opened the position and also posted Indeed.com. There has been a good response and staff is working on review. Director Hanenkrat stated it needs to be filled soon so that Brokerage Manager Cathy Bond can be relieved of Board Clerk duties and focus on the brokerage.

Director Hanenkrat asked why nominees were not allowed to vote for themselves. GM Doug Pilant checked in with legal counsel and learned there are no hard-fast rules, there is no precedence and it is highly irregular. Director Hanenkrat stated that if you look at the minutes of past meetings, the votes are unanimous so they have been voting for themselves in past meetings. Board Chair Huffman states he wants to allow all board members to vote. He further believes it should be a choice as to whether you vote for yourself. Board Chair Huffman wants to vote unless it's a conflict of interest and do this moving forward. No decision was made by the board on this matter.

- h. Contagious Virus Response Plan – The updated Plan is available on the District's website.
- i. Public Records and meeting policies. GM Doug Pilant stated that some board members have expressed wanting to receive the board packets sooner. The District's current board policy is to receive the board packets 4 days prior to the meeting. Upon review, the best way to meet that timeline and overcome issues with other email services not accepting large files was to set up business emails for each Director. This also brought up concerns regarding public records so a review is in progress and any suggested changes to the policy will be brought before the Board for adoption at a later meeting.
- j. Oregon Workplace Fairness Act. There is a motion later in the agenda to adopt a new harassment policy for the law that goes into law October 1, 2020. SDAO offers a 2% discount for review of this policy. The drafts are provided in the board packet. GM Doug Pilant explained the document to the Board. Virtual training will be available for board members.

CONSENT CALENDAR

15. Motion to Approve the Minutes of the July 23, 2020 Regular Board Meeting

16. Motion to Accept Financial and Operations Reports: July 2020

Director Huffman stated Board Chair Huffman asked for delay, should say Director Huffman. Correct Board Chair elected by Holm. Correct Board Chair Judy Riggs adjourning, should be Board Chair Huffman. Director Adler, page 2 under 7, Board chair Riggs, should read Board Chair Huffman. And same motion for Hanenkrat for treasurer, should say Board Chair Huffman. Page 3, top. Board Chair Riggs for further discussion, should read Board Chair Huffman. Board Chair Huffman stated when he welcomed Kathy Kleczek he wants minutes to reflect that he supports her program being a future agenda item.

Motion by Director Holm to adopt the Consent Calendar, with recommended changes. *Motion Secinded* by Director Adler. Board Chair Huffman called for further discussion; followed by none, he called for the vote.

MOTION PASSED

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

ACTION ITEMS

17. Motion to Adopt the Updated Version of Policy 2(b) in its Entirety of the TCTD Personnel Policies and Employee Handbook

GM Doug Pilant explained the Resolution to the Board.

Motion by Director Holm to Adopt the Updated Version of Policy 2(b) in its Entirety of the TCTD Personnel Policies and Employee Handbook. *Motion Secinded* by Director Adler. Board Chair Huffman called for further discussion; followed by none, he called for the vote.

MOTION PASSED

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

18. Resolution 20-22 In the Matter of Authorizing the GM to Execute Amendment No. 2 of the ODOT Connect Oregon Grant No. 23511

GM Doug Pilant explained the Resolution to the Board. Director Edwards pointed out that the signature date needs to be changed from July to August.

Motion by Director Edwards to approve Resolution 20-22 In the Matter of Authorizing the GM to Execute Amendment No. 2 of the ODOT Connect Oregon Grant No. 23511, with noted correction to the date. *Motion Secinded* by Director Carlson-Swanson. Board Chair Huffman called for further discussion; followed by none, he called for the vote.

MOTION PASSED

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

DISCUSSION ITEMS

19. Board Staff Comments/Concerns

GM Doug Pilant: None.

Superintendent Brent Olson: None.

Finance Supervisor Tabatha Welch: She shared that staff has designated a safe and sanitized place in the board room for Directors to sign checks and documents. She asked that Directors make an appointment so that documents can be ready and that you check in with dispatcher upon arrival. Board Chair Huffman stated Director Hanenkrat, himself and Director Adler are available for check signing if needed.

NWR Brokerage Manager/Board Clerk Cathy Bond: None.

20. Board of Directors Comments/Concerns

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Jim Huffman – He knows the ATU has been a battle and he is glad to hear the plan. He knows Doug’s background and that is the highlight of using that skill. Commended the whole staff for getting through the pandemic.

Judy Riggs – Thanked Doug for putting a lot of time and effort with the ATU bargaining and the awesome results, thank you for all your hard work.

Marty Holm – He can’t say anything more than what has already been said. It’s a privilege to be on the board. He said to GM Doug Pilant that from day one he has been an impressed in the way him and the staff are handling COVID and keeping everyone safe. Great conduct by GM Doug Pilant with ATU and keeping TCTD in a position to serve the community in a way the TCTD can pay for. The enhancements over the past 10 year is a testimony to you and your staff.

Jackie Edwards – Thinks it’s a difficult time right now and that meeting via video is a challenge. She is hoping that we can all really work together and give good service to Tillamook County. She hears weekly what the bus service provides to the community and she is proud. Hope everyone can work together.

Gary Hanenkrat – None.

Linda Adler – Enjoying her summer, keeping her head down, staying safe. Hope everyone is well and nice job on ATU.

Melissa Carlson-Swanson – Recognized Brokerage Manager Cathy Bond on having her NEMT procedures being recognized as a standard in the industry, good job. Cathy, you are very thoughtful and give the best. She is proud of GM Doug Pilant and his hard work, bring his 30 years of skills set and expertise to the District. The District is lucky to have him.

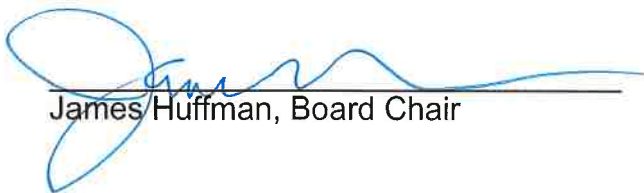
UPCOMING EVENTS

Board Training - TBD

Adjournment: Board Chair Huffman adjourned the meeting at 7:23pm.

These minutes approved this 17th day of September, 2020.

ATTEST:



James Huffman, Board Chair



Doug Pilant, General Manager