

Tillamook County Transportation District
Board of Directors Regular Monthly Meeting
Thursday, July 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 6:04pm
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 (in person)
Brent Olson, Superintendent (in person)
Cathy Bond, NW Rides Brokerage Manager/Board Clerk (in person)
Tabatha Welch, Finance Supervisor (in person)
Sylvia "Bing" Plasker, Office Assistant (in person)

Absent

None.

Guest

Kathy Kleczek, NW Transportation Options
Ryan Perry, Public at Large

4. Announcements and Changes to Agenda: Director Huffman asked if items 22 and 23 can be removed and tabled for next meeting in order to shorten length of the meeting. Board chair Riggs declined to table those items.
5. Public & Guest Comments:
Ryan Perry attending as public at large.

Kathy Kleczek – Reported the NW Transportation Options will be holding a Live Facebook talk every Friday at 11am at NW Transportation Options Facebook page. This Friday, the Executive Directors of Clatsop, Columbia and Tillamook counties will be online. Can re-watch anytime.

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.

6. Executives Session – Labor Negotiations ORS 192.660(2)(d) and Discipline of Public Officers and Employees ORS 192.660(2)(b)
6:12pm – 6:43pm
There were no motions as a result of Executive Session.

7. Election of Officers for Fiscal year 2020-21

Motion by Director Holm to nominate Director Huffman as Board Chair. *Motion Seconded* by Director Adler.

Motion by Director Edwards to nominate Director Riggs as Board Chair. *Motion Seconded* by Director Carlson-Swanson.

Board Chair Judy Riggs called for further discussion; followed by none, she called for the vote.

Poll of votes for Director Huffman, aye by Directors Holm, Adler and Hanenkrat. No vote by Director Huffman.

Poll of votes for Director Riggs, aye by Directors Edwards and Carlson-Swanson. No vote by Director Riggs.

Director Huffman accepted nomination.

POLL appoints Director Huffman as Board Chair.
None absent.

Board Chair Jim Huffman took over the meeting going forward.

Motion by Director Adler to nominate Director Holm as Vice Chair. *Motion Seconded* by Director Riggs. Board Chair Huffman called for further discussion; followed by none, he called for the vote. Director Holm accepted nomination.

MOTION PASSED
By Directors Edwards, Hanenkrat, Adler, Carlson-Swanson
Director Riggs, and Board Chair Huffman.
No vote by Director Holm.
None absent.

Motion by Director Adler to nominate Director Hanenkrat as Treasurer. *Motion Seconded* by Director Holm. Board Chair Huffman called for further discussion; followed by none, he called for the vote. Director Hanenkrat accepted nomination.

MOTION PASSED
By Directors Edwards, Adler, Carlson-Swanson
Director Riggs, and Board Chair Huffman.
No vote by Director Hanenkrat.
None absent.

Motion by Director Hanenkrat to nominate Director Adler as Secretary. *Motion Seconded* by Director Holm.

Motion by Director Edwards to nominate Director Carlson-Swanson as Secretary.
Motion Seconded by Director Riggs.

Board Chair Huffman called for further discussion; followed by none, he called for the vote.

Poll of votes for Director Adler, aye by Directors Holm, Huffman and Hanenkrat. No vote by Director Adler.

Poll of votes for Director Carlson-Swanson, aye by Directors Edwards and Riggs. No vote by Director Carlson-Swanson.

Director Adler accepted nomination.

POLL appoints Director Adler as Secretary.
None absent.

REPORTS

8. Financial Report: GM Doug Pilant reviewed the June 2020 financial reports. The District has now completed 100% of the Fiscal Year. Director Holm asked about the purpose of expenses for Bullard Law - Page, 9 #15444. GM Doug Pilant reported these expenses were for the CARES Act Temporary COVID Human Resources policy and for bargaining.
9. Service Measure Performance Report: GM Doug Pilant provided an overview of the service performance measures report. YTD Ridership decreased 9.7% over the previous year. The YTD primary operating statistics; passengers per hour -3.7%; cost per trip was +24.8%; cost per hour +20.2%; and fare box return -23.2%. All measures were impacted due to COVID.

Board Chair Huffman asked about the sanitation grant, and will that keep the buses disease free? Is it expedited? He thinks it will make a difference if it is expedited. GM Doug Pilant reported the Grant was submitted to ODOT and is unsure about their approval timeline. Director Holm asked what type of feedback we are getting from the current riders? Are there concerns? GM Doug Pilant said he hasn't spoken with riders. Board Chair Huffman thinks the District should share public communications.

10. Northwest Oregon Transit Alliance: GM Doug Pilant reviewed the NWOTA meeting agenda, minutes, finance report. NWOTA members have been testing the updated website, which has gone live. Primary topics discussed by the Coordinating Committee was developing a STIF application to fund the design and construction of bus stops. The Committee discussed COVID issues and timeliness of special needs application for vehicle sanitization. Board Chair Huffman said he thinks NW Transportation Options should promote putting bikes on buses. He is seeing a lot more people riding bikes and thinks it's a good avenue for promoting. Board Chair Huffman asked if NWOTA is hearing of any other budget cuts.

Kathy Kleczek said she can be used for promoting any type of transportation other than riding in a car by yourself. Board Chair Huffman welcomes the topic at a future board meeting.

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11. Planning & Development:

- a. Cape Kiawanda Master Plan – No report.
- b. Deviated Fixed Route/ADA Policy: Nelson Nygaard kick off meeting is scheduled for next week.
- c. STIF Service Alternatives Plan: Kittelson & Associates met with staff and making additional revisions to the Port of Tillamook Bay service alternative. The consultant has prepared an online survey for community at large to provide input into future service improvement priorities.

12. Grant Funding: ODOT published grant timeline for the next biennium.

- a. STIF/STF Consolidation: Senate Bill 1610, which eliminates the STF program was approved by Legislature. Future STIF monies will be re-allocated for senior and disabled services. Will make plans to consolidate the District's two advisory committees into a single committee.
- b. STIF Formula: No report.
- c. Section 5310 – Grant agreement is on the agenda for approval later in the meeting.
- d. Section 5311 – Capital grant agreement is on the agenda for approval later in the meeting.
- e. Section 5339 – None.
- f. ODOT Cares Act Special Needs grant for VA appts to PDX. Cathy and Bill Hatton working on developing a grant application to help get Veterans to their medical appointments.

13. Facility/Property Management

- a. Transit Visitors Center – Collaborating with ODOT and the City to complete the grant amendment. Hope to complete the transaction documents in August.
- b. Post Office Bus Stop: Shelter installation was completed. Redesigning the signpost and have scheduled to have the brick paver and landscaping to be completed.
- c. Alternative Fuel Facility: Working with Planning Solutions and Ferrell Gas to develop the site plan. Soil samples next step. Conducting additional market research on vehicles and size of storage tank needed.
- d. BMF sidewalk is completed and now provides a safe path to the parking lot.
- e. Starting the procurement process to replace the buildings remaining carpet.

14. NW Ride Brokerage

- a. Continue collaborating with legal counsel to revise the BPA.
- b. OHA is requiring a lot more data collection for actual trips so we are purchasing additional licenses to require providers to be on tablets. Board Chair Huffman asked about tablets being used to notify drivers when the facility is closed. Brent Olson explained what the tablets are used for.

15. Miscellaneous

- a. CBA Negotiations – No report
- b. County Mobile Clinic – No report

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- c. County Communication Network –Federal Engineering released a draft in July and reconvene the group on communication options. They are taking the feedback and will submit a refined plan so the stakeholders can choose. Likely late summer or early fall.
- d. SDAO Infectious Disease Committee – New Oregon OSHA work rules for infection diseases be written. SDAO has asked GM Doug Pilant to participate as a committee member.
- e. RTAP Customer Service Training – The consulting company creating the new training materials has asked GM Doug Pilant to be a subject matter expert for this project. They have offered to compensate him for his time and wanted the board to know and assure them that he would participate on his personal time.
- f. NWACT Communication Subcommittee – None.
- g. COVID-19 – None.
- h. STIF – Director Adler asked if she could participate in the STIF advisory committee. GM Doug Pilant said all board members and the general public are invited and welcome to attend as a non-voting observers.

CONSENT CALENDAR

16. Motion to Approve the Minutes of the June 18, 2020 Regular Board Meeting

17. Motion to Accept Financial and Operations Reports: June 2020

Motion by Director Holm to adopt the Consent Calendar, as corrected regarding budget attendance. *Motion Seconded* by Director Edwards. 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

18. Resolution 20-19 In the of Authorizing the GM to Execute a Software Subscription Agreement with Rarestop, Inc. dba Fleetio

GM Doug Pilant explained the Resolution to the Board.

Motion by Director Riggs to approve Resolution 20-19 In the of Authorizing the GM to Execute a Software Subscription Agreement with Rarestop, Inc. dba Fleetio. *Motion Seconded* by Director Holm. 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.

19. Resolution 20-20 In the Matter of Authorizing the GM to Execute ODOT Section 5311 Capital Grant in the Amount of \$430,704 to Purchase Replacement Buses and Vans

GM Doug Pilant explained the Resolution to the Board. Director Riggs asked about Exhibit A and the plans for replacement vehicles. GM Doug Pilant stated the plan is to surplus those vehicles listed.

Motion by Director Holm to approve Resolution 20-20 In the Matter of Authorizing the GM to Execute ODOT Section 5311 Capital Grant in the Amount of \$430,704 to Purchase Replacement Buses and Vans. *Motion Seconded* by Director Edwards. 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.

20. Resolution 20-21 In the Matter of Authorizing the GM to Execute ODOT Section 5310 Capital Grant in the Amount of \$332,800 to Purchase Deviated Fixed Route Scheduling and Dispatching Software and Fleet Preventative Maintenance

GM Doug Pilant explained the Resolution to the Board.

Motion by Director Edwards to approve Resolution 20-21 In the Matter of Authorizing the GM to Execute ODOT Section 5310 Capital Grant in the Amount of \$332,800 to Purchase Deviated Fixed Route Scheduling and Dispatching Software and Fleet Preventative Maintenance. *Motion Seconded* by Director Holm. 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

21. Board Roles and Responsibilities – GM Doug Pilant shared that SDAO is providing an in-depth training for Board members. It is online training divided into several modules. Board members can customize by their interests. If the Board would like information, then GM Doug Pilant will distribute the link. Board Chair Huffman encouraged it as well. He believes they should openly distribute information with each other. Bring it to a board meeting. There is a scholarship for new board members if applied for early. He thinks online is good during COVID. Director Edwards asked if this is the SDAO Board Academy and if so, said she had received this information from SDAO via email. GM Doug Pilant said this training is also free.

22. Volunteer Program Status – Board Chair Huffman said he thinks this has been covered in the memo and suggests board members read it and discuss in a later meeting if they like. He supports the volunteer program. Director Holm thanked GM for the thorough review of the program. Director Holm said volunteers are great for community support but be cautious how it is administered as it could conflict with the CBA and he urges that volunteer work does not infringe with paid work and the operations to the District. GM Doug Pilant said Marty is spot on and explained any attempt to use volunteers to replace wage earners will result in a grievance from the union. Doug also further explained volunteers were discussed during the staff/board

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strategic planning sessions where it was determined there's too much risk and liability for volunteers to be working at the transit center without supervision. GM Doug Pilant also explained volunteers did not rise to the level of being a strategic priority and this continued conversation has been a huge distraction to staff and takes away from the work that needs to be completed. GM Doug Pilant explained the District, from its inception, used a budget model to lump all expenses into a consolidated budget. He explained that in FY 2013-14 annual budget planning that he and Kristal Hughes organized the into organizational units. At that time there was enough resources being allocated to volunteers that a budget page was established to capture volunteer related expenses such as fuel, vehicle insurance, and time dispatchers spend coordinating them. Today, there's only one volunteer and Ecolane does the dispatcher work and there are no vehicles being allocated to volunteers and there's no reason for a volunteer budget page to exist. GM Doug Pilant said all future volunteer award expenses are now included in the Operations "operational expense" line item. GM Doug Pilant said the District has a proud tradition of volunteer support and should be proud of this. Volunteers, such as Friends of the Wave will never be forgotten and will be featured in the District's 25-year celebration. Doug said volunteers will be used where it makes sense to use them, such as the volunteer advisory committees.

23. TCTD Wellness Center – GM Doug Pilant said he wanted to provide the Board a record of the decisions leading to the establishment of the wellness center benefit. After reviewing the memo to the board, he explained \$3,000 was budgeted in FY 2020-21 to purchase leg exercising equipment. Board Chair Huffman said he's concerned about risk management and safety regarding going up the stairs. Director Adler asked how old the equipment is and said she's concerned about the age and risk. She asked if the equipment is commercial grade as it can void the warranty. Page 89, #C regarding driver shift schedules attending the YMCA and what are the driver schedules. GM Doug Pilant and Operations Superintendent Brent Olson explained that drivers can start as early as 3am and work as late as 10pm. Linda said she thinks it is unsafe and we should support the local business by going to the YMCA. Finance Supervisor Tabatha Welch said there isn't an actual count here at the board meeting and reminded her the Center's usage was reported at the last meeting by Danielle Amaya during her presentation. Board Chair Huffman asked for numbers. Director Adler said she was concerned about safety of people working-out alone. Director Hanenkrat asked if the wellness center is open to the board. GM Doug Pilant said this was an employee benefit. Director Holm asked board members why it would matter how many people use it and what would the objective be of getting that information? Board Chair Huffman stated the board wants to know and not look at it as a judgment. Director Edwards said its being used so it's a good employee benefit. Director Holm thinks the numbers during COVID wouldn't matter because things are much different right now. GM Doug Pilant explained that on Page 93 is a copy of the TCTD Wellness Center employee benefit adopted by the Board on 9/20/2018. He also explained usage shouldn't be measured about the number of people using it but the number of visits being most important. There have been over 500 visits since June 9th.

24. Pacific City Free Shuttle – GM Doug Pilant provided an overview of the PC Free Shuttle Service development. In the Spring of 2013, the staff and board met to establish a strategic plan that included a strategic priority to establish a greater

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presence in South County. This effort resulted in identifying the need to establish the PC Shuttle service. Board Chair Huffman asked if this needs a motion. GM stated no. Director Adler asked if it could grow to a big circle to serve all of South County instead of just vacationers. GM explained this service is focuses on a specific demand management objective. Doug said that someday if there is available resources that a new service can be created. Director Adler asked if STIF funds can be used. GM Doug Pilant said not at this time because the STIF monies have been allocated. Board Chair Huffman asked if a survey helped. Board Chair Huffman appreciates Merrienne Hoffman's efforts in that community and the project. Maybe add a plaque on the wall. Director Adler asked if it can be brought up at next STIF meeting. GM Doug Pilant said the STIF planning process has already started.

25. Board Staff Comments/Concerns

GM Doug Pilant: None.

Superintendent Brent Olson: None.

Finance Supervisor Tabatha Welch: None.

NWR Brokerage Manager/Board Clerk Cathy Bond: None.

Office Assistance

26. Board of Directors Comments/Concerns

Jim Huffman – Thanked Judy for hanging in there for all she has done. Her abilities, skills and talents and her service to the Board.

Judy Riggs – Thanked board and especially the staff for everything and thanked staff for flowers.

Marty Holm – Thanked for flowers for wife for kindness and care.

Jackie Edwards – Comforted for the bus service for people who need it.

Gary Hanenkrat – None.

Linda Adler – Looks forward to sitting in on planning, thanked Doug for everything he's done.

Melissa Carlson-Swanson – Thanked Judy for her service, leadership and guidance for her time as chair.

UPCOMING EVENTS

Board Training - TBD

Adjournment: Board Chair Huffman adjourned the meeting at 8:06pm.

These minutes approved this 20th day of August, 2020.

ATTEST:


James Huffman, Board Chair


Doug Pilant, General Manager