

**Tillamook County Transportation District**  
Board of Directors Regular Monthly Meeting  
Thursday, September 17, 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 6:04pm
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  
Jackie Edwards, Director  
Melissa Carlson-Swanson, Director  
Linda Adler, Secretary

**TCTD Staff**

Doug Pilant, General Manager (in person)  
Brent Olson, Superintendent (in person)  
Tabatha Welch, Finance Supervisor (in person)

**Absent**

Judy Riggs, Director  
Cathy Bond, NW Rides Brokerage Manager/Board Clerk

**Guest**

Arla Miller, ODOT Regional Transit Coordinator  
Kathy Kleczek, NW Transportation Options  
Chris Kell – Public at Large

4. Announcements and Changes to Agenda: None
5. Public & Guest Comments: Kathy Kleczek mentioned the Get There Oregon challenge Oct 5-18<sup>th</sup> encourages participation to earn points and prizes. Getthereoregon.com. Board Chair Huffman encouraged promotion of her program.
6. Executives Session: None

## REPORTS

7. Financial Report: GM Doug Pilant reviewed the August 2020 financial reports. The District has completed 16% of the Fiscal Year. Director Holm requested information about the status of Mass Transit payroll tax and Director Adler asked about professional services being at 41%.
8. Service Measure Performance Report: GM Doug Pilant provided an overview of the operations performance measures. 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 +55.5% while the cost per hour was +12.1% and the fare box recovery was -43.7%. Director Hanenkrat asked about DAR 2019 numbers needing correction. GM Doug Pilant said correct number should be 1,971 and the correction will be reflected in next month's report.
9. Northwest Oregon Transit Alliance: GM Doug Pilant reviewed the NWOTA meeting agenda, minutes, finance report with the Board. The September meeting had been postponed due to fires. Board Chair Huffman asked about a foundation he was part of, GM Doug Pilant wasn't clear on what he was asking about. Board Chair Huffman will wait until the next meeting to circle back.
10. Planning & Development:
  - a. Cape Kiawanda Master Plan – No report.
  - b. Deviated Fixed Route/ADA Policy: Nelson Nygaard no update to report.
  - c. STIF Service Alternatives Plan: Kittelson & Associates met with staff to develop Port of Tillamook Bay service alternatives. Staff will conduct time-tests for the proposed route in the next few weeks. Director Holm asked about the surveys and who was being surveyed. GM Doug Pilant said it was to social services executive director email list to the County and then to stakeholders that we do business with. Also, a link to the survey was distributed on Facebook to the District's 800+ followers, which resulted in a lot more engagements. The survey had 209 responses.
  - d. Fare Policy Analysis: Rider On/Off study being conducted. GM Doug Pilant reported a large number of riders commuting between Tillamook County and Cannon Beach. Nelson-Nygaard conducted 2 focus groups that targeted social service agencies to get input on development of a new fare policy. Expecting results in October.
11. Grant Funding:
  - a. STIF/STF Consolidation: No report
  - b. STIF Formula: No report
  - c. Section 5310 – Ford transit purchase starting production in December and will take delivery in early 2021.
  - d. Section 5311 – Intercity buses have been ordered - no scheduled production date.
  - e. Section 5339 – No report
  - f. Submitted an ODOT Cares Act Special Needs grant for VA appts to PDX.

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12. Facility/Property Management

- a. Transit Visitors Center –The partitioning documentation approval process is back in motion after confusion between the engineering firm and Tillamook County Planning Department was resolved.
- b. Alternative Fuel Facility: No report
- c. Building carpet project: Obtaining quotes

13. NW Ride Brokerage

- a. Continuing the work with legal counsel to revise the BPA.

14. Miscellaneous Should we take some of these off?

- a. County Communication Network – Plan has been completed.

**CONSENT CALENDAR**

15. Motion to Approve the Minutes of the August 20, 2020 Regular Board Meeting

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

**Motion** by Director Edwards to adopt the Consent Calendar, with recommended changes. *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,  
Edwards, Adler and Board Chair Huffman.  
Director Riggs absent.

**ACTION ITEMS**

17. Motion to approve determination, findings and sole source acquisition of an additional 12 licenses and related services for Ecolane fixed route/flex deviated route software system along with self-service trip booking mobile app and SMS text messaging for Tillamook County Transportation District

GM Doug Pilant explained the Resolution to the Board.

**Motion** by Director Holm to approve determination, findings and sole source acquisition of an additional 12 licenses and related services for Ecolane fixed route/flex deviated route software system along with self-service trip booking mobile app and SMS text messaging for Tillamook County Transportation District. *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,  
Edwards, Adler and Board Chair Huffman.  
Director Riggs absent.

18. Resolution 20-24 in the Matter of Amending TCTD Policy No. 26 – FTA/ODOT PROCUREMENT POLICY that increases the micro procurement limit to the current FTA/ODOT approved level of \$10,000; the small purchase limit to the current

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FTA/ODOT limit of \$250,000; to change the protest period for award notice to 7 days to align with the default period required by law, and miscellaneous changes to clarify the policy requirements

GM Doug Pilant explained the Resolution to the Board. Director Adler asked what the current amount was. GM Doug Pilant stated \$175,000 is the current amount, which was amended after the audit 3 years ago. Director Hanenkrat wanted to confirm that this will bring our policy up to FTA/ODOT policy standards. GM Doug Pilant explained this meets FTA/ODOT standards and reduces our administration costs.

**Motion** by Director Edwards to approve Resolution 20-24 in the Matter of Amending TCTD Policy No. 26 – FTA/ODOT PROCUREMENT POLICY that increases the micro procurement limit to the current FTA/ODOT approved level of \$10,000; the small purchase limit to the current FTA/ODOT limit of \$250,000; to change the protest period for award notice to 7 days to align with the default period required by law, and miscellaneous changes to clarify the policy requirements. *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,  
Edwards, Adler and Board Chair Huffman.  
Director Riggs absent.

19. Resolution 20-25 in the Matter of Amending TCTD Policy No. 21 – Purchase Order Policy to provide a purchase order number when required by a third party to make purchases

GM Doug Pilant explained the Resolution to the Board.

**Motion** by Director Holm to approve Resolution 20-25 in the Matter of Amending TCTD Policy No. 21 – Purchase Order Policy to provide a purchase order number when required by a third party to make purchases. *Motion Seconded* by Director Edward. Board Chair Huffman called for further discussion; followed by none, he called for the vote.

**MOTION PASSED**

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

**DISCUSSION ITEMS**

20. Board Staff Comments/Concerns

GM Doug Pilant: None.

Superintendent Brent Olson: None.

Finance Supervisor Tabatha Welch: None.

NWR Brokerage Manager/Board Clerk Cathy Bond: Absent.

21. Board of Directors Comments/Concerns

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Jim Huffman – Complimented Dial-A-Ride driver Mick Anderson’s professionalism.

Judy Riggs – Absent.

Marty Holm – Agrees with Director Edwards the GM’s review needs to be completed. Thanked everyone for continuing the work during these difficult times. Looking forward to ridership recovering.

Jackie Edwards – Requested clarification about when the Board would complete the GM’s annual evaluation.

Gary Hanenkrat – Inquired about the status of the Administrative Assistant recruitment and requested a future discussion about board members voting for themselves.

Linda Adler – Requested information about the incident at the transit center.

Melissa Carlson-Swanson – Thanked Kathy Kleczek for the getthereoregon.com program information.

**UPCOMING EVENTS**

Board Training - TBD

Adjournment: Board Chair Huffman adjourned the meeting at 7:05pm.

**These minutes approved this 22<sup>nd</sup> day of October, 2020.**

ATTEST:

  
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James Huffman, Board Chair

  
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Doug Pilant, General Manager