

**Tillamook County Transportation District**  
Board of Directors Regular Monthly Meeting  
Thursday, October 22, 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 6:00pm
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)  
Tabatha Welch, Finance Supervisor (in person)  
Cathy Bond, NW Rides Brokerage Manager/Board Clerk  
Hailey Fields, Administrative Assistant

**Absent**

None

**Guest**

Kathy Kleczek, NW Transportation Options

4. Announcements and Changes to Agenda: None
5. Public & Guest Comments:  
TCTD Fare Policy Analysis Update by Cristine Barone and Oren Eshel from Nelson-Nygaard, Inc.

**REPORTS**

6. Financial Report: GM Doug Pilant reviewed the September 2020 financial reports. The District has completed 25% of the Fiscal Year.
7. Service Measure Performance Report: GM Doug Pilant provided an overview of the operations performance measures. YTD Ridership overall has decreased -35.7%

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change over the previous year. The YTD passengers per hour are -29.8%; the cost per trip was +66.6% while the cost per hour was +17% and the fare box recovery was -44.3%.

8. Northwest Oregon Transit Alliance: GM Doug Pilant reviewed the NWOTA meeting agenda, minutes, finance report with the Board.
9. Planning & Development:
  - a. Cape Kiawanda Master Plan – No report.
  - b. Deviated Fixed Route/ADA Policy – No report
  - c. STIF Service Alternatives Plan: GM Doug Pilant reported the cost of the POTB service plan was more than expected. Kittelson & Associates has been directed to develop less expensive alternatives to serve the POTB. Kittelson & Associates will meet with the STIF Advisory Committee in December to review the STIF Plan being developed for the next Biennium.
  - d. TCTD Fare Policy Analysis: Cristine Barone of Nelson Nygaard presented the Board an update on the TCTD Fare Policy Analysis project. GM Doug Pilant reported the On/Off study has been completed. Nelson-Nygaard will be providing the Board with fare alternatives as early as December.
10. 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.
11. Facility/Property Management
  - a. Transit Visitors Center –The partitioning documentation was approved by the City of Tillamook. The next step is working with the City to finalize the Purchase Sale Agreement (PSA) documents.
  - b. Alternative Fuel Facility: No report
  - c. Building carpet project: A contractor has been selected to install the carpet. A resolution has been included in the agenda for approval to move forward with this project.
12. NW Ride Brokerage
  - a. Continuing the work with legal counsel to complete the BPA and Delegate Agreements.
13. Miscellaneous
  - a. Tillamook County Mobile Clinic IGA – No report
  - b. Tillamook County Public Communication System Plan – No report
  - c. SDAO Best Practices – 2020 Best Practices Survey is complete and has been included on the agenda for acceptance

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- d. FTA/ODOT Comprehensive Review – RLS & Associates spent the previous week reviewing all areas of the District's administration and operations. There were very few findings. One of the findings was that the District needs a Cost Allowability for Charges Against Federal Grants policy to be adopted. A new policy has been included on the agenda for approval.

### **CONSENT CALENDAR**

14. Motion to Approve the Minutes of the September 17, 2020 Regular Board Meeting
15. Motion to Accept Financial and Operations Reports: September 2020
16. Motion to Accept SDIS 2020 Best Practices Survey
17. Motion to Approve Policy #25 Cost Allowability for Charges Against Federal Grant Awards

**Motion** by Director Adler to adopt the Consent Calendar. *Motion Seconded* by Board Chair Huffman. 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. Motion to Approve Resolution #20-26 In the Matter of Authorizing the General Manager to Purchase Additional Licensees for Computer Aided Deviated Fixed Route Dispatching and Scheduling Software from Ecolane, USA, Inc.

GM Doug Pilant explained the Resolution to the Board.

**Motion** by Director Adler to Approve Resolution #20-26 In the Matter of Authorizing the General Manager to Purchase Additional Licensees for Computer Aided Deviated Fixed Route Dispatching and Scheduling Software from Ecolane, USA, Inc. *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. Motion to Approve Resolution #20-27 in the Matter of Authorizing the General Manager to Execute an ODOT CARES Act Grant Agreement #34418 to Purchase Computer Aided Vehicle Sanitation Equipment

GM Doug Pilant explained the Resolution to the Board.

**Motion** by Director Carlson-Swanson to Approve Resolution #20-27 in the Matter of Authorizing the General Manager to Execute an ODOT CARES Act Grant Agreement #34418 to Purchase Computer Aided Vehicle Sanitation Equipment. *Motion Seconded* by Director Edwards. Board Chair Huffman called for further discussion; followed by none, he called for the vote.

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**MOTION PASSED**

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

20. Motion to Approve Resolution #20-28 In the Matter of Authorizing the General Manager to Award the TCTD Administration and Operations Facility Carpet Replacement Contract to Daniel E. Kephart

GM Doug Pilant explained the Resolution to the Board.

**Motion** by Director Holm to Approve Resolution #20-28 In the Matter of Authorizing the General Manager to Award the TCTD Administration and Operations Facility Carpet Replacement Contract to Daniel E. Kephart. *Motion Secoded* 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**

21. Executives Session, *Performance Evaluation, ORS 192.660(2)(i) 7:26-9:00pm*

As a result of executive session, the following motion was made.

**Motion** by Director Holm regarding General Manager Doug Pilant's annual performance evaluation, the Board authorizes a 10% wage increase, retroactive back to his anniversary date of January 23, 2020. *Motion Secoded* 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.

22. 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.

Administrative Assistant Hailey Fields: None

23. Board of Directors Comments/Concerns

Jim Huffman – Congratulated GM Doug Pilant's OTA Transit Manager of the Year Award.

Judy Riggs – Congratulated GM Doug Pilant's OTA Transit Manager of the Year Award.

Marty Holm – Congratulated GM Doug Pilant’s OTA Transit Manager of the Year Award.

Jackie Edwards – Congratulated GM Doug Pilant’s OTA Transit Manager of the Year Award.

Gary Hanenkrat – None.

Linda Adler – Congratulated GM Doug Pilant’s OTA Transit Manager of the Year Award.

Melissa Carlson-Swanson – Congratulated GM Doug Pilant’s OTA Transit Manager of the Year Award.

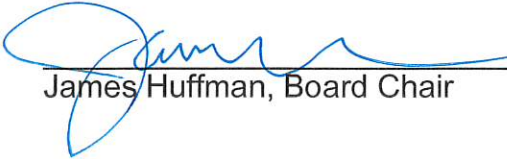
**UPCOMING EVENTS**

Board Training - TBD

Adjournment: Board Chair Huffman adjourned the meeting at 9:10 pm.

**These minutes approved this 19<sup>th</sup> day of November, 2020.**

ATTEST:

  
James Huffman, Board Chair

  
Doug Pilant, General Manager