

Tillamook County Transportation District
Board of Directors Regular Monthly Meeting
Thursday, November 19, 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/web)

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 (via web)
Brent Olson, Superintendent (via web)
Tabatha Welch, Finance Supervisor (in person)
Cathy Bond, NW Rides Brokerage Manager/Board Clerk (in person)
Hailey Fields, Administrative Assistant (via web)

Absent

None

Guest

Arla Miller, ODOT Regional Transit Coordinator
Kathy Kleczek, NW Transportation Options

4. Announcements and Changes to Agenda: None
5. Public & Guest Comments:
Kathy Kleczek said it was good to see buses out on the road during the stormy weather. She also congratulated GM Doug Pilant on being awarded the OTA General Manager of the Year Award. Arla Miller stated she appreciates working with GM Doug Pilant that he is one of the best GM's she has worked with and he deserves the award! Board Chair Huffman asked how Arla Miller how long she had been at ODOT. Arla Miller responded 11 years.
6. Executive Session: None

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REPORTS

7. Financial Report: GM Doug Pilant reviewed the October 2020 financial reports. The District has completed 33% of the Fiscal Year. Doug explained the Marketing stands out at 47% because it's a NWOTA project that was incorrectly assigned to the wrong line item. GM Doug Pilant said he was satisfied with the cash on hand and said next month the District will start receiving its annual property tax revenues. Director Hanenkrat asked what the Country Media and Tillamook Pioneer advertising was for? GM Doug Pilant reported the Tillamook Pioneer expense was the fee for side bar ad on their website. Country Media is for personnel and meeting advertising. Director Hanenkrat asked for details on Fred Meyer charges. Finance Supervisor acknowledged his request to breakdown Fred Meyer charges and will be incorporating into her month procedure starting next month.
8. Service Measure Performance Report: GM Doug Pilant provided an overview of the operations performance measures. YTD Ridership overall has decreased -35.5% change over the previous year. The YTD passengers per hour are -29%; the cost per trip was +67.4% while the cost per hour was +18.9% and the fare box recovery was -46.1%. Board Chair Huffman asked if the District receives financial support from COVID funds. GM Doug Pilant stated there is CARES Act/Section 5311 grant funding to supplement current fare revenue losses and the additional labor and supplies for cleaning buses. GM Doug Pilant said he believes a large portion of the Fred Meyer charges were cleaning supply purchases.
9. Northwest Oregon Transit Alliance: GM Doug Pilant reviewed the NWOTA meeting agenda, minutes, finance report with the Board. The meeting was dedicated to organizing and prioritizing unfinished projects the partners wanted to complete over the next several months. The enhanced website is operational and the NWOTA partners want to use the GTFS flex technology to show other services with other transit providers such as Ride Connection's West Link service in Banks/North Plains and YTCT in Grand Ronde. GM Doug Pilant reported the process to purchase the sanitizing equipment through a sole source purchase process had been completed and was on tonight's agenda for approval. The next step is to contact the vendor and prepare a contract to the purchase of sanitizing equipment bring it to the December 17th board meeting. Board Chair Huffman asked GM Doug Pilant to share information on the new sanitizing equipment they are purchasing. GM Doug Pilant explained the technology and the employee safety features to the Board. Board Chair Huffman asked if it was a group purchase. GM Doug Pilant stated it is a group purchase which affords the agencies a 10% discount.
10. Planning & Development:
 - a. Deviated Fixed Route/ADA Policy – No report
 - b. STF/STIF Consolidation: GM Doug Pilant reported the DRAFT STIF Bylaws were included in the Consent Calendar for approval. He explained the Draft bylaws merge the STF and STIF advisory committees into a single Transportation Advisory Committee. He said TCTD's current bylaws were created by Benton County and adopted by the District because they had been

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vetted by ODOT. GM Doug Pilant explained that other agencies around Oregon merged their STF and STIF committees into one committee, which what the District wishes to do. To accomplish this the District's STIF Bylaws have been amended to include the STF committee responsibilities. GM Doug Pilant said SETD is also an agency that's merged their two committees into a single committee and also have bylaws vetted by ODOT. GM Doug Pilant said he used their STF responsibilities language to amend the draft bylaws. GM Doug Pilant explained these bylaws will need to be amended again in the near future. The Oregon Legislature directed ODOT to merge the STF program into the STIF program. The STF program will only exist for one more biennium. ODOT is assembling a rule making committee that will start meeting early next year to amend the STIF administrative rules to include a senior and disabled element. Once completed the District's bylaws will need to be amended to reflect the administrative rule amendments. Board Chair Huffman asked for a summary of how seniors and disabled are being supported. GM Doug Pilant shared that the STIF bylaws membership criteria include representatives of senior and disabled persons. However, they lack rules to include supporting transportation programs for agencies who provide client transportation such as Marie Mills. The rules will be amended for STIF monies to continue supporting these types programs throughout Oregon.

- c. STIF Plan: Kittelson & Associates will be presenting a draft plan to the new Transportation Advisory Committee on December 10th and will also be presenting them to the Board at the December 17th meeting.
- d. TCTD Fare Policy Analysis: GM Doug Pilant reported that staff had met twice with Nelson-Nygaard to develop fare policy recommendations. Nelson-Nygaard will present these new fare alternative policies to the Board at the December 17th board meeting.

11. Grant Funding:

- a. Section 5310 – Ford transit van still scheduled to arrive in early 2021.
- b. Statewide Transit Network Applications
 - i. Submitted Section 5311(f)/STIF Discretionary Applications to:
 - 1. Maintain Portland and Salem intercity services
 - 2. Potential 3rd trip to Portland
 - 3. 2 expansion buses
 - 4. Preventative maintenance
 - 5. Planning
 - ii. NWOTA STIF Discretionary Application to plan and build 3 of 24 bus stops in the Transit Access Plan.
- c. Veterans Rural Health Transportation Grant
 - i. Brokerage Manager Cathy Bond was successful in getting a grant project of \$50,000 to transport veterans living in rural areas to medical facilities. Hope to bring grant agreement to the Board for approval at the December 17th board meeting.
- d. This week ODOT announced the Section 5310, Section 5311, STF and STIF Formula application timelines.

Board Chair Huffman asked when the 3rd Portland run would happen. GM Doug Pilant said that hasn't been determined until after discussions with Ride Connection, evaluating connections to Point, Amtrak and Greyhound and the consideration of Tillamook County residents desire to travel to/from Portland in one day. Planning grant funds have been requested to conduct an analysis that will determine the best service alternative.

12. Facility/Property Management

- a. Transit Visitors Center: The partitioning documentation was approved by the City of Tillamook and the appeal period passed without any protests. Next step is working with the City to finalize the Purchase Sale Agreement (PSA) documents. Brent Olson reported the light pole and new doors have been ordered. New windows have replaced the plywood on the doors to make it look better.
- b. Propane Fueling Facility: Completed gathering of information to prepare a sole source determination to contract with a propane company to be the project manager, provide fleet conversion services, and to purchase fuel. Hoping to bring the sole source determination to the Board for approval at the December 17th board meeting.
- c. Building carpet project: Contract has been awarded and the carpet has been ordered. Hope to have this project completed by end of December. Board Chair Huffman asked what color. GM Doug Pilant said it will match the new carpet put in during the remodel and reported a new specialized carpet has been ordered for high traffic building entry areas.

13. NW Ride Brokerage

- a. Delegate Agreement and Business Associate Agreements have been completed and are on time for Board approval. Board Chair Huffman congratulated on getting a one-year contract and using NW Rides as a Statewide examples.
- b. Brokerage Manager Cathy Bond shared that CPCCO has reviewed the proposed BPA and given the District their feedback.

14. Miscellaneous

- a. Tillamook County Mobile Clinic IGA: A proposed scope of work has been prepared and will be reviewed with the County Health Department. The goal is to provide them with a pool of drivers to drive the mobile clinic to various locations throughout Tillamook County.
- b. Tillamook County Public Communication System Plan – No report
- c. Amended Records Retention Schedule has been included for approval in the Consent Calendar.
- d. Amended Public Records Policy has also been included in the Consent Calendar for approval.
- e. The TCTD Public Meeting Policy has been amended and will be included in the December 17th board agenda for approval.
 - i. GM Doug Pilant explained that staff was advised by SDAO and legal counsel to have District email accounts for all board members to conduct District business. Also, the District needs to provide email accounts to

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board members who don't want their personal emails being subjected to public records requests. Staff also realized board members can distribute board packets timelier and reliably by sending them to a District email account. This is possible because the District can control the size of files that can go into these email accounts. Personal email accounts have size limits on files which might prevent board members from receiving their digital board packet. GM Doug Pilant said the agenda and meeting packets are also loaded onto the District's website when the agenda and board packet are published. GM Doug Pilant said staff contacted several other District's and learned some are going all digital while others are providing both. Some Districts are requiring new board members to go all digital. GM Doug Pilant said digital is less time consuming and more reliable. After the November packets were published, they were set out for the mailman to pick-up. However, the mailman didn't arrive until after 5 PM when the office was closed. This resulted in board packets not being picked up until Monday. Meanwhile, all board members had already received digital packets Friday afternoon in their District and personal email accounts. The November board packet had also been loaded onto the District website Friday afternoon. Board Chair Huffman said if board members need to specify how they would like to receive their packets and appreciates having a choice. Director Adler stated she has no idea how to access the District account that was set up. She would like some information on how to get into that account.

CONSENT CALENDAR

15. Motion to Approve the Minutes of the October 22, 2020 Regular Board Meeting
16. Motion to Accept Financial and Operations Reports: October 2020
17. Motion to Amend the STIF Bylaws to combine the STF and STIF Advisory Committees into the Transportation Advisory (TAC) Committee and Adopt the Committee Roster
18. Motion to Amend TCTD Policy #11 Records Retention Schedule
19. Motion to Amend TCTD Policy #20 Public Records

Director Adler, Public Records page 57 should be a position, not a specific employee's name.

Last months' minutes had no Director comments. Director Riggs said everyone congratulated GM Doug Pilant's for his OTA Transit Manager of the Year Award. Board Chair Huffman said to add that to the Director comments.

Motion by Director Holm to adopt the Consent Calendar, with noted corrections. *Motion Seconded* 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.

ACTION ITEMS

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MOTION PASSED

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

DISCUSSION ITEMS

23. Board Staff Comments/Concerns

GM Doug Pilant: Said he looked at OHA report earlier today and noticed Oregon hit all time highs in COVID infections and deaths, which is concerning and wished everyone a safe and happy Thanksgiving.

Superintendent Brent Olson: Stay safe, follow the guidelines and we will get through this together.

Finance Supervisor Tabatha Welch: Happy Thanksgiving.

NWR Brokerage Manager/Board Clerk Cathy Bond: None.

Administrative Assistant Hailey Fields: Hope everyone has a great Thanksgiving and stay safe. Call people you care about. Board Chair Huffman asked if she just had time with her family. She confirmed that she did spend some time with her mother in Florida.

24. Board of Directors Comments/Concerns

Jim Huffman – Appreciates the Board members and volunteering with public service and giving time. The volunteers are the board members who show up month to month. Not easy. Thanks for keeping buses rolling. GM Doug Pilant shared about a book and a chapter that is devoted to citizenship. We all make a sacrifice to do the work and we all don't get the recognition we all deserve.

Judy Riggs – Wish everyone happy Thanksgiving. Congrats to Brent Olson's daughter on her amazing horsemanship. Stay safe and have a great Thanksgiving Day.

Marty Holm – Keep on keeping on. Commends perseverance, hopes to see ridership increase. Thanks for sticking with it.

Jackie Edwards – Have a wonderful Thanksgiving. Board Chair Huffman asked if her son visiting. No but she may go at Christmas.

Gary Hanenkrat – Wishes everyone the best for the Holidays. Wants to know how the exercise room gets sanitized? GM Doug Pilant states users are required to clean before and after use. Gary stated that after his review of the COVID policy, he wonders how people are using the exercise equipment on their own time when the policy says employees are not to be on property when not reporting for work. GM Doug Pilant said it hasn't been addressed. Gary thought it should be removed from the policy if it's not being enforced. GM Doug Pilant said the policy is a living document and will review it with staff at the next staff meeting.

Linda Adler – Happy Thanksgiving to everyone. Doug you are doing a great job, congratulations on the CPCCO contract and with everything happening to hang in there.

Melissa Carlson-Swanson – She pointed out the Chat box in which Kathy Kleczek shared the Save the Date link for the SDAO conference. Congratulations on NW Rides Brokerage getting contract with CPCCO. Proud of the fact that Brokerage Manager Cathy Bond is getting called on for her guidance and expertise and wants to recognize her work, and for helping put Tillamook on the map. Happy Thanksgiving, please stay

safe, stay well, and as Hailey said be sure to reach as out and connect with others. She will be thinking of everyone.

UPCOMING EVENTS

Board Training – TBD

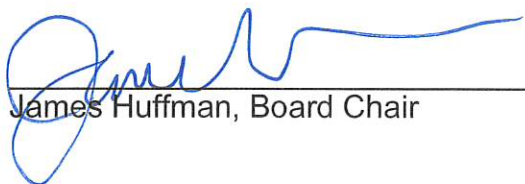
SDAO Conference –

February 3-4, 2020. Go to <https://www.sdao.com/annual-conference> to attend.

Adjournment: Board Chair Huffman adjourned the meeting at 7:18 pm.

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

ATTEST:



James Huffman, Board Chair



Doug Pilant, General Manager