

**Tillamook County Transportation District**  
Board of Directors Regular Monthly Meeting  
Thursday, December 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 6:02pm
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 (via web)  
Cathy Bond, NW Rides Brokerage Manager/Board Clerk (in person)

**Absent**

Hailey Fields, Administrative Assistant

**Guest**

Arla Miller, ODOT Regional Transit Coordinator (via web)  
Kathy Kleczek, NW Transportation Options (via web)  
Susan Wright, Kittleson and Associates (via web)

4. Announcements and Changes to Agenda: Added presentation by Susan Wright from Kittelson and Associates.
5. Public & Guest Comments:  
Board Chair Huffman asked Kathy Kleczek to share about tomorrow morning's Facebook live show. Due to the holiday, next Friday's show will be a re-run. She invited board members to be on the show in the future. Board Chair Huffman said put him on the list. She shared the link for the show.
6. Executive Session: None

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7. Presentation of DRAFT FY 2021-23 STIF Plan: Kittelson & Associates – Susan Wright

GM Doug Pilant reported the progress on the development of the District's FY2021-23 STIF Plan that was presented to the Transportation Advisory Committee (TAC) last week. Susan Wright provided the Board an overview of the planning process, which includes a review of the District's existing adopted plans, identified potential projects from those plans for STIF funding consideration, public survey results to prioritize these projects, the cost estimates to implement the projects, continued funding of existing STIF projects, estimated unallocated STIF funds for new projects and prioritize the plans. Board Chair Huffman asked if there were good improvements for South County, that one of the board members who lives in South county would appreciate and may have questions. Director Adler asked how many people are served at POTB? GM Doug Pilant stated that this expansion would serve Helping Hands, Trask River RV Park, the Sheriff's Dept and other business at Port. Currently dial-a-ride serves these locations, and a fixed route service would replace the Helping Hands Shuttle and reduce the dial-a-rider trip being made to these locations throughout the day. Director Adler asked if South County dial-a-ride would eliminate the bus service on Hwy 101 and if there are any volunteer drivers in South County? GM Doug Pilant stated that one of the goals would be to provide South County residents with transportation to/from Route 4 bus services. Director Adler asked if there's an additional fee for connecting to bus service. GM Doug Pilant stated the fee will be based upon whatever the current fare ordinance is at that time. He explained we are currently working on a new fare policy and that hasn't yet been determined. Director Adler asked if there will ever be a South County loop from Hwy 101 through Sandlake/Tierra Del Mar? GM Doug Pilant said if there was sufficient demand in the future the dial-a-ride service could be converted into a fixed scheduled service. Director Adler clarified dial-a-ride can get people where they need and leaves 101 service intact? GM Doug Pilant confirmed that 101 bus service stays intact, and all other areas are served by dial-a-ride. Board Chair Huffman thanked Susan Wright for all her work and presentation.

## **REPORTS**

8. Financial Report: GM Doug Pilant reviewed the November 2020 financial reports. The District has completed 42% of the Fiscal Year. GM Doug Pilant reported the last SDAO/US Bank loan payment had been made and now the loan is now 100% paid off. Board Chair Huffman asked how long the loan was being paid. GM Doug Pilant stated 20 years. Director Hanenkrat asked about checks only having one signature? Finance Supervisor Tabatha Welch stated it was due to the Governor's current activity freeze. Director Hanenkrat and Board Chair Huffman stated the Treasurer needs to be notified when that change is made. Director Hanenkrat asked about the expense for the Wellness Center. Finance Supervisor Tabatha Welch stated the District received a grant to purchase another piece of equipment. Director Adler asked about the charge for masks to Etsy. Finance Supervisor Tabatha Welch explained the District orders a variety of masks from various vendors to offer drivers and employees options for best protection, this was one of the vendors. Director Adler was surprised that the District purchased from Etsy.

9. Service Measure Performance Report: GM Doug Pilant provided an overview of the operations performance measures through November 2020. YTD Ridership overall has decreased -36.1% change over the previous year. The YTD passengers per hour are -29%; the cost per trip was +66% while the cost per hour was +18% and the fare box recovery was -43%. Board Chair Huffman thinks that advertising the purchasing of the cleaning and sanitation equipment and the process would help customers feel safe about riding transit.
10. Northwest Oregon Transit Alliance: GM Doug Pilant reviewed the November 2020 NWOTA meeting agenda, minutes, finance report with the Board. The majority of the meeting was spent collaborating Trillium to discuss additional website changes and updates. NWOTA also agreed to temporarily schedule their monthly meetings to the 3<sup>rd</sup> Friday of each month to accommodate ODOT's Arla Miller's schedule change. Sanitation equipment procurement ran into some issues and received a sole source procurement protest. The committee will review process more specifically and likely go out for bid. Board Chair Huffman asked who Paul is. GM Doug Pilant stated Paul Lewicki is the Chief Operating Officer at Sunset Empire Transit.
11. Planning & Development:
  - a. Deviated Fixed Route/ADA Policy – No report
  - b. STIF/STF Consolidation – No report
  - c. STIF Service Alternatives Plan: Kittelson & Associates presented a draft plan to the TAC advisory committee and Board. The report is included in the board packet.
  - d. TCTD Fare Policy Analysis: GM Doug Pilant reported the project continues to evolve and are now working on a public outreach effort. Next step is to provide the Board a presentation at the January board meeting. The planning process has identified student transportation needs and the County's school districts are being drawn into the project.
12. Grant Funding:
  - a. Section 5310 Formula – Ford transit van arrived at the vendor last week. Working on logos and installation. Should take delivery in January.
  - b. Rural Veterans Transportation Grant – Resolution included for the Board to approve tonight. Board Chair Huffman asked if that was one of the priorities in the Kittleson plan. GM Doug Pilant said this has been a long-term goal for several years and is a consideration of the STIF Plan.
  - c. 5310 Discretionary – Ecolane, SMS and Mobile App has been purchased. Deviated Fixed route will be implemented after new fare policy.
  - d. Section 5311 – Intercity buses, 2 dial-a-ride vans procurement is now in process.
  - e. Section 5339 – Intercity bus, 2 dial-a-ride vans procurement is now in process. Reviewed Champion Park Apartments bus shelter project with Tillamook County Public Works and they are supportive of the project to move forward.
  - f. STIF Plan and application due to be submitted to ODOT on February 1, 2021.
  - g. STF, Section 5310 Formula, Section 5311 applications are due to be submitted to ODOT by March 1, 2021

13. Facility/Property Management

- a. Transit Visitors Center – Purchase Sale Agreement (PSA) documents are included for approval on the agenda.
- b. Alternative Fuel Facility: Preparing a sole source determination for procurement to bring to the January board meeting for approval.
- c. Building carpet project: Project started and should be completed by Christmas. Board Chair Huffman asked what color it was. GM Doug Pilant stated it is the same as the new carpet in new portion of the administrative offices and TFCC.

14. NW Ride Brokerage

- a. GM Doug Pilant reported the District is waiting for feedback from Care Oregon on the next version of the provider BPA.
- b. Brokerage Manager Cathy Bond reported she is working with Care Oregon on the OHA Audit process and ridership is slowly improving.

15. Miscellaneous

- a. Tillamook County Mobile Clinic IGA – No report
- b. Tillamook County Public Communication System Plan – No report
- c. GM Doug Pilant provided an overview of Consent Calendar items that need approval.
  - i. Board meeting calendar was revised to move the September meeting date to 4<sup>th</sup> Thursday.
  - ii. Budget Calendar revised to correct the public meetings notices distribution.
  - iii. Public Meetings Policy #25 revised to reflect the District's current processes, remove ORS and OAR's and replace with exhibits; removed smoking policy; and revise/expand public meetings conducted with telecommunications information. This policy will be included in the Board of Directors' manuals.

**CONSENT CALENDAR**

16. Motion to Approve the Minutes of the November 19, 2020 Regular Board Meeting
17. Motion to Accept Financial and Operations Reports: November 2020
18. Motion to Accept 2021 Board Meeting Calendar
19. Motion to Accept FY 2021-22 Budget Calendar
20. Motion to Amend TCTD Policy #25 Public Meetings

Board Chair Huffman requested changes to the November meeting minutes: Item 14, He instructed to add that each board member be given a choice of using their own email or district email. He also wanted the minutes changed to say it is not a requirement to have email if you are a senior or someone with limited access or just prefers to communicate through phone. Director Hanenkrat said he thought email should be an agenda for the Board to discuss. Board Chair Huffman agrees on adding it as a discussion to a future meeting. Director Edwards stated that changes to the minutes should be corrections to reflect what happened at the meeting. Board Chair Huffman stated he wanted the minutes changed because he wants to make a point that he thinks needs to be at the beginning of the section of the last minutes. Board Chair Huffman said he will discuss at a later meeting.

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Director Adler wants her comment “she has no idea how to access the District account that was set up” changed to say, “she had not been notified how to access it”.

**Motion** by Director Riggs to adopt the Consent Calendar, with noted changes to the minutes. *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**

21. Motion to Approve Resolution #20-30 in the Matter of Authorizing the GM to Execute a Purchase Sale Agreement to Purchase the Transit Visitor Center Property from the City of Tillamook

GM Doug Pilant explained the Resolution to the Board.

**Motion** by Director Holm to Approve Resolution 20-30 in the Matter of Authorizing the GM to Execute a Purchase Sale Agreement to Purchase the Transit Visitor Center Property from the City of Tillamook. *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.

22. Motion to Approve Resolution #20-31 in the Matter of Authorizing the General Manager to Execute and Agreement with ODOT, acting by and through its Department of Transportation Rail and Public Transit Division (Veterans Rural Transportation Grant # 34596)

GM Doug Pilant explained the Resolution to the Board. Director Hanenkrat asked if this grant covers services to Portland area. GM Doug Pilant stated it is for the clinics in Warrenton, Lincoln City and Salem. Brokerage Manager Cathy Bond stated there is a second grant pending award for the services to Portland area.

**Motion** by Director Edwards to Approve Resolution #20-31 in the Matter of Authorizing the General Manager to Execute and Agreement with ODOT, acting by and through its Department of Transportation Rail and Public Transit Division (Veterans Rural Transportation Grant # 34596). *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.

**DISCUSSION ITEMS**

23. Service Agreement with Carson Oil Company – GM Doug Pilant reported that staff is negotiating the terms of the Carson Oil Service Agreement and expects to have it completed for approval at the January Board meeting. Director Holm asked for feedback regarding the email received from Sheldon Oil. GM Doug Pilant explained that Sheldon's email and letter missed the protest deadline of November 30, 2020. GM Doug Pilant explained the points made in Sheldon Oil's letter were not completely accurate. Director Hanenkrat said that Sheldon would match the price. Director Hanenkrat then asked when the last time was there was there a discussion between the District and Sheldon Oil. GM Doug Pilant stated that Operations Superintendent Brent Olson had reached out to Sheldon Oil several times regarding them providing the District with a functional .CSV file to download fueling data into the District's fleet maintenance software. GM Doug Pilant said the District has wanted a vendor who will provide a functional .CSV file for about 5-years. Director Hanenkrat stated he dealt with them for years and it did not seem like any experience he has had with them. GM Doug Pilant said that Finance Supervisor Tabatha Welch had reached out to Sheldon to obtain a copy of a contract to determine if there were any notification requirements prior to terminating service. She reported that the District does not have a contract with Sheldon Oil. Director Hanenkrat said he was not surprised there was not a contract. Director Holm said since the District is a public entity, he thinks it should have a contract. Director Hanenkrat asked if the District put the request out for a bid. GM Doug Pilant said no that last month the Board authorized a sole source procurement, and it was placed on the State's ORPIN for all oil companies to review and protest. Board Chair Huffman asked if Sheldon Oil acknowledged seeing or knowing about the bid. Director Holm stated as long as the notice was properly published, the District is not required to know if any vendors have seen it or have knowledge. GM Doug Pilant stated the sole source procurement on ORPIN is the required notice. GM Doug Pilant said another criterion of the sole source procurement is to purchase fuel from a single vendor with outlets in Salem and Lincoln City so the District can receive one monthly statement/invoice. GM Doug Pilant said the sole source procurements indicates that Carson Oil meets that criteria. GM Doug Pilant said he also discovered in this process the District could have been purchasing fuel at a lower price. Director Hanenkrat does not think it will be a lot cheaper, just a bit cheaper. Board Chair Huffman stated after all these years, the District will finally have a contract. GM Doug Pilant reminded the Board that since Carson Oil is both a Pacific Pride and CFN distributor the District can continue purchasing fuel from Sheldon Oil's Tillamook facility. He also said the District will also have the option to purchase fuel from Carson Oil's facility on an as needed basis. Director Hanenkrat asked if Carson Oil has generators during power outage, like Sheldon Oil does. Operations Superintendent Brent Olson states he is unaware of the status of Carson Oil's backup power.

24. FTA/ODOT 3-Year TCTD Compliance Review – GM Doug Pilant shared the Compliance Review findings with the Board. GM Doug Pilant reported that most findings were minor and were corrected during the review. The only outstanding finding is to amend the TCTD Ordinance #3 Policy to include appropriate process to refuse rides based upon involuntary behavior or issues. Board Chair Huffman asked if the conduct ordinance changes were the result of past issues. GM Doug Pilant stated it meets the FTA requirements and shared an example of a past issue. GM

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Doug Pilant reported this was his 3<sup>rd</sup> compliance review while being at the District and that he's really proud of the minimal number of findings. Board Chair Huffman asked if the audit is every 3 years. GM Doug Pilant confirmed it is in 3-year intervals. Arla Miller shared that it is highly unusual for agencies to not have any ADA and procurement findings. She was impressed by the District's performance as well.

25. Board Staff Comments/Concerns

GM Doug Pilant: Happy holidays to everyone. Glad 2020 is closing, looking forward to 2021.

Finance Supervisor Tabatha Welch: None.

Operations Superintendent Brent Olson: Safe holiday, looking forward to 2021.

NWR Brokerage Manager/Board Clerk Cathy Bond: Missed not having a holiday party this year. Merry Christmas to everyone!

Administrative Assistant Hailey Fields: Absent.

26. Board of Directors Comments/Concerns

Jim Huffman – Shared that Doug and he have a plan for Doug's review after the 1<sup>st</sup> of the year. Happy to get Transit Visitor's Center purchased and a 1-year brokerage contract with Care Oregon. Hard not to be together, Merry Christmas, happy holidays. Judy Riggs – Misses Cathy's cooking at the party too, thank you for the bag of goodies and have a safe and happy holiday.

Marty Holm – Thank you for the gift bag delivered directly to his home.

Jackie Edwards – Gift bag nice, thank you. Enjoyed the oranges so much she went out and bought more! Misses the Christmas party and happy holidays to everyone.

Gary Hanenkrat – Wishes everyone the best for the holiday. Asked if Hailey was online? GM Doug Pilant stated she's out sick.

Linda Adler – Thank you for the gift. Asked Doug if there can be an executive session at the beginning of year for his review. Told Doug he did an excellent job, well done.

Melissa Carlson-Swanson – Thank you for the gift bag, missing everyone, safe and happy holiday into the new year. Pointed out the chat box where Kathy at NW Transit Options reminding everyone about the SDAO conference in February.

**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 7:53pm.

**These minutes approved this 21<sup>st</sup> day of January, 2020.**

ATTEST:

  
James Huffman, Board Chair

  
Doug Pilant, General Manager

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