

**Tillamook County Transportation District**  
Board of Directors Regular Monthly Meeting  
Thursday, March 18, 2021 – 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 6:01pm
2. Pledge of Allegiance
3. Roll Call:

**Present**

**TCTD Board of Directors (all Directors attended virtually)**

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 (by GoToMeeting)  
Tabatha Welch, Finance Supervisor (in person)  
Cathy Bond, NW Rides Brokerage Manager/Board Clerk (in person)  
Brandy Leamon, Office Specialist (in person)

**Absent**

None.

**Guest**

Arla Miller, ODOT Regional Transit Coordinator  
Kathy Kleczek, NW Transportation Options  
Jeff Hazen, Executive Director SETD  
Christina Barone, Nelson Nygaard  
Oren Eshel, Nelson Nygaard  
Chris Kell, Public at Large

4. Announcements and Changes to Agenda: None.
5. Public & Guest Comments: Kathy Kleczek suggested TCTD consider broadcasting board meetings using Facebook Live. Kathy explained that SETD began broadcasting its meetings and said the greatest benefit has been providing the general public opportunity to watch live or watch the recording at their convenience. Kathy also said this creates the connection that allows the public to see all the hard work that's being

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accomplished. Kathy then offered her expertise in assisting TCTD learn how to use the Facebook Live platform. Board Chair Huffman said he would take that under consideration. He said there have been legal issues with recording in the past. The Board would need to address past issues before considering this option. He asked how long SETD has been broadcasting of Facebook Live. Kathy Kleczek stated SETD started in May 2020. He respects her ability to do Facebook Live shows and that she is doing a good job with her shows. He believes Facebook is for personal family and friends use, and not for public meetings.

6. Presentation of Fare Policy Analysis: GM Doug Pilant provided an overview of the Fare Policy Analysis project and introduced the Nelson-Nygaard consultants Cristina Barone and Oren Eshel who are consultants working with TCTD staff on this project. Cristina Barone reviewed the Fare Policy Analysis findings and recommendations. Board Chair Huffman asked about the Route 5 pass discount. Cristina explained that in this model they weren't recommending a discounted one-way ticket. Director Holm asked about the note regarding low income and student elements regarding STIF funding and if it is required or just recommended. Cristina Barone shared that STIF funds were being recommended to offset revenue losses. GM Doug Pilant asked ODOT's Arla Miller to weigh in on the purpose of using STIF revenues to offset lost revenue. Arla Miller stated that Oregon Legislation's outcome was to create fare reductions for households below the 200% poverty line and this proposal would help TCTD achieve that outcome. GM Doug Pilant explained the Legislature wanted to mitigate the cost of fares to this segment of the population because STIF is a payroll tax and the STIF requires 1% be spent on student transportation. Director Adler asked why the Lincoln City to Salem route is cheaper than Tillamook to Portland. Cristina Barone explained the reason for the differences. Arla Miller added the Portland route is more than 20 miles longer. Board Chair Huffman asked if dial-a-ride reservations would be available online. GM Doug Pilant explained they will initially be calling into the call center to schedule their rides. Director Adler asked if there would be a discounted fare for Dial-A-Ride. Board Chair Huffman said there was a high population of seniors, so he appreciates that. Cristina Barone explained the dial-a-ride discounts. Board Chair Huffman asked to clarify the OHP portion. Brokerage Manager Cathy Bond clarified that they need OHP to have free services for Medicare/Medicaid. Board Chair Huffman suggested moving (OHP) in front of Medicare/Medicaid to help clarify this point. Board Chair Huffman asked if the fare structure is similar to SETD. Cristina Barone confirmed it is similar. GM Doug Pilant explained the youth fare recommendation has been closely aligned with Lincoln County Transit. Doug also shared the Lincoln County Transit manager also participated in this project and is planning to pursue some of the fare recommendations from this study. Board Chair Huffman asked Arla Miller how fares will be regarding federal funding going forward. Arla Miller stated the projections are flat for the next biennium and that its hard to say. GM Doug Pilant asked Executive Director Jeff Hazen about his fare going to \$1. Executive Director Jeff Hazen shared that SETD experienced a ridership increase. He explained that when developing their fare policy he used his experience at Costco of the "how low can you go?" model. He also confirmed that the 5311 formula did increase because the model is based on ridership and mileage.

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7. Public Hearing opened at 6:48pm – Second and Final reading of a revision to Ordinance #3: Conduct on District Property. There were no public comments. Public Hearing closed at 6:49pm.

## REPORTS

8. Financial Report: GM Doug Pilant reviewed the February 2021 financial reports. The District has completed 66% of the Fiscal Year. He noted the Section 5311 revenue received was above what was budgeted due to COVID expenses being reimbursed. Director Riggs asked about what the page 3, line 4400 expense represented. Finance Supervisor Tabatha Welch explained it represents a vehicle accident reimbursement and longevity credit from SDAO. Director Hanenkrat asked if the reimbursement was paid by the District and if so, why wouldn't it be credited to the account it was paid from. Finance Supervisor Tabatha Welch explained that recent budget law guidance has said credits cannot be applied to an expense account and have to be posted to an income account.
9. Service Measure Performance Report: GM Doug Pilant provided an overview of the operations performance measures. YTD Ridership overall has decreased -36.6% change over the previous year. The YTD passengers per hour are -30.0%; the cost per trip was +63.0% while the cost per hour was +14.0% and the fare box recovery was -31.0%.
10. Northwest Oregon Transit Alliance: GM Doug Pilant reviewed the NWOTA meeting agenda, minutes, finance report with the Board. Also included the fully executed IGA with all NWOTA partners. The next meeting is Friday, March 19, 2021. Board Chair Huffman asked if the partners are effectively helping GM Doug Pilant coordinate with our Fare Analysis planning for TCTD. GM Doug Pilant stated all the meetings are helpful and information sharing results in being considered in local decisions.
11. Planning & Development:
  - a. Cape Kiawanda Master Plan – No report.
  - b. Deviated Fixed Route/ADA Fare Policy – Nelson Nygaard presented an update earlier in the meeting. The next step is to get this information out to the public, schedule public hearings in April and May, with the potential policy adoption in May and implementation on July 1, 2021. Fare policy marketing materials are being created will be distributed to the public for outreach as soon as possible.
  - c. STIF Service Alternatives Plan – None.
12. Grant Funding:
  - a. Section 5339 – Champion Park Apartments: Have begun the procurement process to select a consultant to complete the design work.
13. Facility/Property Management:
  - a. HVAC system is costing a large amount of money to conduct tests and repair. A technician is being scheduled to travel to Oregon to conduct tests using

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proprietary equipment. TFCC has expressed their unhappiness with the inconvenience of not having any heat. GM Doug Pilant asked if the board had any objection to offering a discount on their rent in exchange for the inconvenience. Board Chair Huffman wants to carefully accommodate them. Director Holm said he believes this is an operational decision and that the board doesn't need to make that decision. GM Doug Pilant explained the board is the contract review board and the rental contract does not have a provision to mitigate this type of issue and will proceed and keep the board apprised.

- b. Transit Visitors Center – Amended Deed has been in legal review. TCTD legal counsel has approved the amendment and are now awaiting the City's legal review.
- c. Alternative Fuel Facility – Blue Star Gas is still gathering information and should have an agreement ready for approval at the April board meeting.

14. NW Ride Brokerage:

- a. Finalized the BPA legal review and is on the agenda for approval later in the meeting. Transportation providers will be notified in early April the existing BPA will be cancelled and will send them the revised BPA. Planning for a July 1, 2021 execution date.
- b. CARES ACT Special Needs – The ODOT Grant Agreement to expand dial-a-ride grant agreement end date has been extended to June 2023. The grant agreement is on the agenda for approval.
- c. Brokerage Manager Cathy Bond shared status of veterans and COVID trips. Board Chair Huffman thanked her for doing the radio show and using Facebook to advertise District services.

15. Miscellaneous - None

**CONSENT CALENDAR**

16. Motion to Approve the Minutes of the February 18, 2021 Regular Board Meeting

17. Motion to Accept Financial and Operations Reports: February 2021

18. Motion to Appoint Deborah Van Wickle to the TCTD Budget Committee Position #7

19. Motion to Adopt Revise TCTD Ordinance #3: Conduct on District Property

Director Holm asked if there was only one application for budget committee. GM Doug Pilant confirmed the District only received one application and explained that multiple media sources were used. Director Holm did say he saw the ads and they looked good. Director Adler asked if the applicant was a volunteer driver to NW Rides. GM Doug Pilant states she drives VFW members to medical appointments.

**Motion** by Director Holm to adopt the Consent Calendar. *Motion Seconded* by Director Adler. 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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20. Motion to Approve Resolution #21-10 In the Matter of Authorizing the General Manager to Execute the Template Blanket Purchase Agreement with NW Rides NEMT Providers

GM Doug Pilant explained the Resolution to the Board.

**Motion** by Director Edwards to Approve Resolution #21-10 In the Matter of Authorizing the General Manager to Execute the Template Blanket Purchase Agreement with NW Rides NEMT Providers. *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.

21. Motion to Approve Resolution #21-11 In the Matter of Authorizing the General Manager to Execute an ODOT Section 5311 Special Needs Grant #34734 to expand General Public Dial-A-Ride Services

GM Doug Pilant explained the Resolution to the Board.

**Motion** by Director Carlson-Swanson to Approve Resolution #21-11 In the Matter of Authorizing the General Manager to Execute an ODOT Section 5311 Special Needs Grant #34734 to expand General Public Dial-A-Ride Services. *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**

22. Executives Session, *Performance Evaluation, ORS 192.660(2)(i)*  
**Executive Session 7:23pm- 8:52pm**

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

Motion by Director Holm to award GM Doug Pilant's a pay increase of 5%, retro-active to January 23, 2021. Director Riggs seconded. 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.

23. Board Staff Comments/Concerns

GM Doug Pilant: Thank you for the opportunity. It is a true labor of love and he has just as much enthusiasm now as when he started. He feels blessed and thanked the Board.

Superintendent Brent Olson: None.

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Finance Supervisor Tabatha Welch: None.  
NWR Brokerage Manager/Board Clerk Cathy Bond: None.  
Office Specials Brandy Leamon: Absent.

24. Board of Directors Comments/Concerns

Jim Huffman – Thanked Doug for sharing his history and collaboration on his review. He enjoys learning more about the board and likes the collaborative teamwork. Compared Operations to a big bus, with Doug as the driver. Likes hearing Doug's ideas and the direction he is taking the District. Thanked Doug and said he hoped that Doug was happy with the Board's decision regarding his evaluation.

Judy Riggs – Congratulated Doug on another successful year, proud of leadership and teamwork. She shared about being on the NW Transportation Options Facebook Live show, with 3 other districts. Was fun and interesting to hear what other districts are doing. Got to brag about our GM too!

Marty Holm – Thanked Doug for all his work. He has seen many changes and looks forward to more of them.

Jackie Edwards – To Doug, we are blessed and really appreciate you being there at the District.

Gary Hanenkrat – Thank you Doug.

Linda Adler – None.

Melissa Carlson-Swanson – Doug you have done a fantastic job, appreciate all your hard work, especially with such a difficult year. Appreciates your team and District support. Great work everyone, she's very proud.

**UPCOMING EVENTS**

Adjournment: Board Chair Huffman adjourned the meeting at 8:58pm.

**These minutes approved this 22<sup>nd</sup> day of April, 2021.**

ATTEST:

  
James Huffman, Board Chair

  
Doug Pilant, General Manager