

Tillamook County Transportation District
Board of Directors Regular Monthly Meeting
Thursday, April 22, 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 6:00pm
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
Melissa Carlson-Swanson, Director
Linda Adler, Secretary
Jackie Edwards, Director

TCTD Staff

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

Absent

Cathy Bond, NW Rides Brokerage Manager

Guest

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

4. Announcements and Changes to Agenda: Revised agenda was distributed
5. Public & Guest Comments: none
6. Executive Session: none
7. Public Hearing opened at 6:03pm – First reading of Ordinance #21-02: Establishing TCTD Fare Zones; Fare Categories; and, an Effective Date. Two public comments were received and read into record. Public Hearing closed at 6:09pm.

REPORTS

These minutes contain materials which paraphrase and/or summarize statements made during this meeting. Only text enclosed in quotation marks report a speaker's exact words.

8. Financial Report: GM Doug Pilant reviewed the March 2021 financial reports. The District has completed 75% of the Fiscal Year.
9. Service Measure Performance Report: GM Doug Pilant provided an overview of the YTD operations performance measures. YTD Ridership overall has decreased -34% change over the previous year. The YTD passengers per hour are down 28.5%; the cost per trip is up 54.9% while the cost per hour was up 10.7% and the fare box recovery was down 24.1%.
10. Northwest Oregon Transit Alliance: GM Doug Pilant reviewed the NWOTA meeting agenda, minutes, and finance report with the Board. The Committee approved the FY 2021-22 NWOTA Budget and discussed the next steps for the bus sanitation project. The Coordinating Committee is scheduled a workshop meeting on May 14th to finalize the bus sanitation equipment purchase. The next Coordinating Committee monthly meeting is scheduled for Friday, May 21, 2021.
11. Planning & Development:
 - a. Cape Kiwanda Master Plan – No report.
 - b. Fare Policy: Second Reading of Ordinance #21-02 scheduled for May 20th.
 - c. Deviated Fixed Route/ADA Fare Policy – No report
 - d. Champion Park Apt – Selection of Jacobs Engineering Group by direct appointment to perform the planning and design for the bus shelter facility.
12. Grant Funding:
 - a. STIF/STF Consolidation – No report
 - b. STIF Discretionary – No report
 - c. Section 5310 – Delivery of Ford Transit in next few weeks.
 - d. Grant funding – The ODOT PTAC approved grant projects. Next step is for Oregon Transportation Commission to approve projects in May. Should have all grant agreements ready for approval in June.
13. Facility/Property Management:
 - a. HVAC system – HVAC manufacturer sent a consultant to conduct a site visit. The consultant determined an excessive amount of ammonia in the atmosphere along with salt air caused corrosion within the compressor that resulted in a failure. JNB Mechanical provided 2 options; repair the compressors or replace them. JNB Mechanical highly recommended Option #2. They reported the compressors must be removed from the foundation and completely dismantled to replace their reverse valves. JNB said once these units are dismantled, they generally have chronic issues until they are replaced. The cost to repair is \$10,154 compared to \$23,530 to replace them.
 - b. Downtown Transit Center – All documents now at title company.
 - c. Alternative Fuel Facility – Blue Star Gas has submitted their proposal. Included is a resolution on the agenda for approval. Proposal was within the grant budget.

14. NW Ride Brokerage:

- a. The "Notice to Cancel" previous BPA was sent to all NEMT providers. Columbia County has expressed an interest in being added to Ecolane as a user. This would be a win-win for the brokerage and for Columbia County.
- b. Rural Veterans Transportation Grant: From January to March there were 80 trips provided to veterans.
- c. Miscellaneous - None

CONSENT CALENDAR

15. Motion to Approve the Minutes of the March 18, 2021 Regular Board Meeting

16. Motion to Accept Financial and Operations Reports: March 2021

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

17. Motion to Approve Resolution #21-12 In the Matter of Declaring and Disposing surplus Property.

GM Doug Pilant explained the Resolution to the Board.

Motion by Director Holm to Approve Resolution #21-12 In the Matter of Declaring and Disposing surplus property. *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.

18. Motion to Approve Resolution #21-13 In the Matter of Authorizing the General Manager to Execute an Agreement with Blue Star Gas to purchase Propane Fuel, Propane Equipment, Propane Facility Construction and Related Services

GM Doug Pilant explained the Resolution to the Board.

Motion by Director Edwards to Approve Resolution #21-13 In the Matter of Authorizing the General Manager to Execute an Agreement with Blue Star Gas to purchase propane fuel, propane equipment, propane facility construction and related services. *Motion Seconded* 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.

19. Motion to Approve Resolution #21-14 in the Matter of Authorizing the General Manager to Execute a Service Agreement with Jacobs Engineering Group to plan and design the Champion Park Apartments bus shelter facility.

GM Doug Pilant explained the Resolution to the Board.

Motion by Director Holm to Approve Resolution #21-14 in the Matter of Authorizing the General Manager to Execute a Service Agreement with Jacobs Engineering Group to plan and design the Champion Park Apartments bus shelter facility. *Motion Seconded* 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.

20. Motion to authorize the General Manager to execute an agreement with JNB Mechanical, not to exceed \$25,000.00 to replace HVAC system. Discussion: Director Adler suggested inquiring if there was a warranty rider that could be purchased to cover the environmental risks. Doug said that was great idea and would request to see if this could be possible. Board Chair Huffman asked about the protectant for the equipment. Doug explained there is a sealant that would be used to protect the equipment from corrosion. Director Holm asked if the warranty would be invalidated by adding a sealant. GM Doug Pilant said he will verify that before moving forward. Hanenkrat asked if \$23,530 was the correct amount. GM Doug Pilant said this was the correct amount.

Motion by Director Adler Authorizing the General Manager to Execute an Agreement with JNB Mechanical, not to exceed \$25,000.00, to replace the HVAC System. *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.

DISCUSSION ITEMS

21. Board Staff Comments/Concerns

GM Doug Pilant: Shared a joke.

Superintendent Brent Olson: None.

Finance Supervisor Tabatha Welch: Reminder of Budget Committee coming up. asked if anyone didn't receive budget to let her know so she can get them one.

NWR Brokerage Manager/Board Clerk Cathy Bond: None.

Office Specialist Brandy Leamon: None

22. Board of Directors Comments/Concerns

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Jim Huffman – None
Judy Riggs – None
Marty Holm – None
Jackie Edwards – None
Gary Hanenkrat – None
Linda Adler – None
Melissa Carlson-Swanson – None

UPCOMING EVENTS

Adjournment: Board Chair Huffman adjourned the meeting at 6:51pm.

These minutes approved this 22nd day of April, 2021.

ATTEST:

James Huffman, Board Chair

Doug Pilant, General Manager