

Tillamook County Transportation District
Board of Directors Regular Monthly Meeting
Thursday, May 20, 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
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)
Cathy Bond, NW Rides Brokerage Manager (in person)
Shannon Wakeman, Admin Assistant/ Board Clerk (in person)

Absent

Judy Riggs, Director

Guest

Arla Miller, ODOT Regional Transit Coordinator
Kathy Kleczek, NW Transportation Options
Larry Stevens, Public at Large
Dee Cherry, Public at Large
Mary Johnson, Public at Large

4. Announcements and Changes to Agenda:
 - a. Revised Agenda was distributed.
5. Public & Guest Comments:
 - a) Kathy Kleczek (from SETD) reminded everyone that May is bike month and encouraged riding your bike. She also complimented the District's transition to Zoom for public meetings.

- b) Dee Cherry joined to express her concern and dissatisfaction with The District over the experience she and her father, Pat Patterson, have had when trying, unsuccessfully, to use Dial-A-Ride services. She expressed that GM Doug Pilant's response was inappropriate. Director Adler extended her apologies to Ms. Cherry on behalf of the board. GM Pilant expressed his sincere apologies and assured Ms. Cherry the matter would be looked into further.

6. Executive Session: None

7. Public Hearing opened at 6:12pm for the Second Reading of Ordinance #21-02: Establishing TCTD Fare Zones; Fare Categories; and an Effective Date. The following comments were received from current board members:

- a. Director Adler asked if there was a way to cap DAR fares, especially for people living in the extreme North or South of the county. GM Pilant explained that DAR services are currently limited to one travel zone. The DAR one zone travel problem has been under analysis since 2013. A Board subcommittee consisting of Jack Graves, Marty Holm and Doug Pilant recommended implementation of a mileage-based fare system to eliminate zones when technology is available to facilitate a mileage-based fare system. TCTD implemented Ecolane scheduling and dispatching software technology in 2018 and began a comprehensive fare analysis in August 2020. The fare analysis consisted of a public outreach effort that included two focus groups, a rider survey, stakeholder meetings, employee surveys and two reports to the Board. The District's "Long Range Transit Development Plan" (LRTDP) goal is to achieve 15% farebox recovery. The proposed Fare Policy Plan's fare pricing strategy achieves that objective. Director Adler expressed her concern that the new fare structure may still represent a price increase for North and South County residents. GM Pilant explained the District only offers \$12.50 multi-zone trips for medical purposes and the proposed fare policy eliminates the zones so people can use DAR for other trips purposes. The mileage-based fare provides equity to all riders. The District will offer a \$2 base fare for reduced rate and senior riders, plus \$0.50 per mile after the first five miles. The new DAR fare policy will result in a new service offering from the District. As we move forward, we'll be closely monitoring the results and determine if this is the appropriate pricing structure for this new service. Removing zones and keeping the same fare system would overwhelm the District's capabilities to provide DAR service. Director Hanenkrat asked if DAR service will provide transport from a customer's location to catch regular bus service. GM Pilant explained that is correct. The District's proposal maintains free transfers onto the nearest fixed route bus. The new policy will enable customers to have the option to purchase a day pass for \$3 or pay \$1 per trip, and they will only pay the fare when they board a bus. The service will be available to anyone in any zone.

Public comments closed at 6:32pm.

REPORTS

8. Financial Report: GM Pilant reviewed the April 2021 financial reports. The District has completed 83% of the fiscal year. GM Doug Pilant reported he was concerned that YTD STIF revenues received were trending at 77%.
9. Service Measure Performance Report: GM Pilant provided overview of YTD operations performance measures. YTD ridership has increased 85% from last year, probably due to first month of stay-at-home order in 2020. YTD is still below average and down 29% on year but starting to see improvement due to increasing ridership during month of April. Board Chair Huffman asked what the timeline was for opening bus capacity back up to 100%. GM Pilant responded that we haven't received guidance on when that will be possible and bus capacity is still limited to 50%.
10. Northwest Oregon Transit Alliance: GM Pilant reviewed the NWOTA meeting agenda, minutes, and finance report with the board. The Coordinating Committee finalized marketing materials and planned for printing and distribution. GM Pilant also reported that he led a workshop to teach partners on how to calculate passenger miles, so they can calculate reduced carbon emissions and reduced fuel. ODOT STIF Discretionary applications have been requesting this information and NWOTA is planning to be better prepared for the next round of applications to have this information. Also discussed finalizing bus sanitization purchasing. Received final pricing today, so included in revised agenda for approval in today's meeting.
11. Planning & Development:
 - a. Fare Policy: GM Pilant reiterated The District's commitment to serving the residents of South County, following a prior conversation with County Commissioner Yamamoto. The proposed fare policy on the agenda recaps many months of dedicated work with expanded customer service as the priority. He again extended apologies to Ms. Cherry and her family.
 - b. Deviated Fixed Route/ADA Fare Policy – No report
 - c. Champion Park Apartments : The service agreement has been fully executed and the design project is expected to begin soon.
12. Grant Funding:
 - a. GM Pilant explained that the OR Transportation commission approved public transit division grants, so now ODOT staff is busy getting agreements ready. He expects to have several grant agreements at June board meeting.
13. Facility/Property Management:
 - a. HVAC System: GM Pilant determined a sealant would not compromise the warranty. There are no other warranties available as a rider to protect against environmental issues such as what caused the failure. He also had a conversation with DEQ, they did request digester records from the digester across street and are studying it for compliance; DEQ is working with Department of Agriculture to do measurements on manure decomposition that results in ammonia being released into the atmosphere. The combination of ammonia and salt air is what caused the corrosion. GM Pilant did turn in an

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insurance claim to see if there's a possibility this will can be covered by insurance. JNB Mechanical reported they are expecting the new compressors to be shipped in early June.

- b. Downtown Transit Center: Coordinating with the city and a notary to get easement documents signed and get easement documents to the title company to finish the transaction.
- c. Propane Fueling Facility: Contract has been executed. Blue star gas has ordered tanks and canopy. Steel is in short supply, so at mercy of steel shortages and supply chain disruptions.

14. NW Ride Brokerage:

- a. Notices out to cancel BPAs have been sent out. Agenda item to approve Columbia County as a licensed user and to share cost of license.
- b. Rural Veterans Transportation Grant provided 8 rides to Veterans during the month of April. NW Rides Brokerage Manager Bond added that The District provided reimbursement for 20 additional trips in April.

15. Miscellaneous- None

Director Adler asked the District to consider direct mailing/postcards in South County to increase resident's awareness of DAR services. Thanked GM Pilant for his work on the fare policy and asked if there was a standard procedure to handle letters from the public. GM Pilant replied there isn't a process and explained this is his first time receiving a letter that was sent directly to a board member. TCTD has only received a couple of letters of this type in the last 9+ years. Director Adler said his recent letter in response to Pat Patterson was used by the sitting chairman of the TAC during the campaign to attack board candidate Mary Johnson during the recent election.

CONSENT CALENDAR

16. Motion to Approve the Minutes of the April 22, 2021 Regular Board Meeting
17. Motion to Accept Financial and Operations Reports: April 2021
18. Motion to Amend the Revised Transportation Advisory Committee (TAC) Bylaws

GM Pilant explained the Transportation Advisory Committee (TAC) Bylaws are ready to be amended. The completed revisions included removal of STIF responsibilities, the remaining Benton County verbiage, ensured the definition of Low-Income Households meets STIF ORS/OAR intent, and ensure the bylaws comply with the TCTD Title VI policy. The TAC has four member's terms expiring soon and the District needs to begin recruitment to fill the vacancies, which will begin after Bylaws have been amended.

Director Adler said she wanted to include a termination of committee membership provision in the bylaws to include derogatory or insubordinate behavior made towards sitting board members or fellow committee members. GM Pilant responded this would require a more in-depth discussion that should take place outside of a board meeting in a work group/committee setting. GM Pilant explained the bylaws allow the Board to amend the bylaws at any time in the future. GM Pilant said its necessary to amend the bylaws to move forward with the recruitment of committee members to fill vacancies.

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Director Adler asked for a committee application to forward to her friends. GM Pilant explained the District will be advertising for members and the application will be uploaded to the District's website after the bylaws are amended.

Board Chair Huffman requested a motion to have items 17 and 18 to be tabled to allow more time for review. Director Holm expressed his opinion these items should be passed as presented and explained the bylaws can be amended, as needed, at a later date. Board Chair Huffman then asked for a motion to approve the consent agenda as presented.

Motion by Director Holm to adopt the consent calendar as presented. *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,
Edwards, Adler, and Board Chair Huffman.
Director Riggs absent.

ACTION ITEMS

19. Motion to Adopt Ordinance #21-02 In the Matter of Establishing Fare Zones, Fare Categories, Rates, and Establishing an Effective Date of July 1, 2021.

GM Pilant explained the Motion to the board. Director Adler asked if it would be possible to expand the bus route in Pacific City for more stops. GM Pilant responded that it isn't possible right now because Tillamook County requested the current expansion and is funding that portion.

Motion by Director Holm to Approve Ordinance #21-02 In the Matter of Establishing Fare Zones, Fare Categories, Rates, and Establishing an Effective Date of July 1, 2021. *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,
Edwards, Adler and Board Chair Huffman.
Director Riggs absent.

20. Motion to Approve Resolution #21-15 In the Matter of Authorizing the GM to Execute a STIF Formula Agreement with CARE Inc. to Provide Bus Passes to Low Income Individuals.

GM Pilant explained the Resolution to the Board.

Motion by Director Carlson-Swanson to Approve Resolution #21-15 In the Matter of Authorizing the GM to Execute a STIF Formula Agreement with CARE Inc. to Provide Bus Passes to Low Income Individuals. *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,
Edwards, Adler and Board Chair Huffman.
Director Riggs absent.

21. Motion to Approve Resolution #21-16 In the Matter of Authorizing the GM to Execute an Agreement for Janitorial Services at the Downtown Transit Center.

GM Pilant explained the Resolution to the Board. Director Holm asked if this Resolution has to be made every year or if it could cover a longer time period. GM Pilant referred him to the 3rd *whereas* in the Resolution and explained that Marie Mills, Inc has to recalibrate their cost model annually, requiring the Resolution to be presented annually.

Motion by Director Holm to Approve Resolution #21-16 In the Matter of Authorizing the GM to Execute an Agreement for Janitorial Services at the Downtown Transit Center. *Motion Secoded* 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,
Edwards, Adler and Board Chair Huffman.
Director Riggs absent.

22. Motion to Approve Resolution #21-17 In the Matter of Authorizing the GM to Execute an Agreement for Janitorial Services at the TCTD Administrative and Operations Facility.

GM Pilant explained the Resolution to the Board.

Motion by Director Adler to Approve Resolution #21-17 In the Matter of Authorizing the GM to Execute an Agreement for Janitorial Services at the TCTD Administrative and Operations Facility. *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,
Edwards, Adler and Board Chair Huffman.
Director Riggs absent.

23. Motion to Approve Resolution #21-18 In the Matter of Authorizing the GM to Execute an Intergovernmental Agreement with Columbia County for the Shared Use and Funding of Ecolane DRT Software.

GM Pilant explained the Resolution to the Board. Board Chair Huffman asked if this IGA would cut The District's cost. GM Pilant explained that it's a cost share, so it will bring down the portion the District pays for the annual licensing fee but there is no other benefit.

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Motion by Director Holm to Approve Resolution #21-18 In the Matter of Authorizing the GM to Execute an Intergovernmental Agreement with Columbia County for the Shared Use and Funding of Ecolane DRT Software. *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,
Edwards, Adler and Board Chair Huffman.
Director Riggs absent.

24. Motion to Approve Resolution #21-19 In the Matter of Authorizing the GM to Execute an Amendment #6 to Ecolane DRT Software License to add Columbia County as a Named User.

GM Pilant explained the Resolution to the Board. Board Chair Huffman asked if this includes Lincoln County. GM Pilant responded the brokerage only covers Tillamook, Columbia, and Clatsop Counties. This User License amendment adds Columbia County as an additional "user" and provides licenses for an additional 4 vehicles.

Motion by Director Carlson-Swanson to Approve Resolution #21-19 In the Matter of Authorizing the GM to Execute an Amendment #6 to Ecolane DRT Software License to add Columbia County as a Named User. *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,
Edwards, Adler and Board Chair Huffman.
Director Riggs absent.

25. Motion to Approve Resolution #21-20 In the Matter of Authorizing the GM to execute a Contract with Portland Kettle Works to purchase the Germ-Fogger Bus Sanitization Equipment.

GM Pilant explained the Resolution to the Board. Director Hanenkrat asked about the quote, which mentioned an expiration date of May 19. GM Pilant responded that is a typo. The purchase agreement was sent to him today (May 20). Director Hanenkrat asked why the order includes 110 shoulder slings. GM Pilant explained that the order is for a joint procurement between all 5 NWOTA partners.

Motion by Director Holm to Approve Resolution #21-20 In the Matter of Authorizing the GM to execute a Contract with Portland Kettle Works to Purchase Bus Sanitization Equipment. *Motion Second* by Director Edwards.

MOTION PASSED

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

DISCUSSION ITEMS

26. Board Staff Comments/Concerns

GM Doug Pilant: Shared a joke.

Superintendent Brent Olson: Informed the board that this will be his last board meeting, as he has accepted a position with TriMet in Portland that starts June 1. Mr. Olson thanked the board and staff.

Finance Supervisor Tabatha Welch: Told Mr. Olson he would be missed.

NWR Brokerage Manager Cathy Bond: Shared that she was asked by the Executive Director of CARE Oregon to join their Board of Directors and has submitted her application. She also told Mr. Olson that he would be missed.

Administrative Assistant/ Board Clerk Shannon Wakeman: None

27. Board of Directors Comments/Concerns

Board Chair Huffman – Expressed that it’s been a tough season and the District is going to keep working on things to provide better customer service. He stated that he is proud of that part of what we are about.

Marty Holm – None

Jackie Edwards – Congratulated Cathy and was excited that this will give the District even more positive exposure.

Gary Hanenkrat – Congratulated Cathy and Brent.

Linda Adler – Congratulated Brent and Cathy. Expressed that she is glad campaigning is over and said she met lots of wonderful people and is looking forward to working with everyone.

Melissa Carlson-Swanson – Congratulated Brent and said the District will miss him. Congratulated Cathy on being sought out and told her that “they don’t know all that you can add”. Thanked everyone for their hard work.

Director Adler invited director-elect Mary Johnson to say hello. Ms. Johnson said hello, and thank you, and looking forward to working with everyone and making things better for those in Tillamook County.

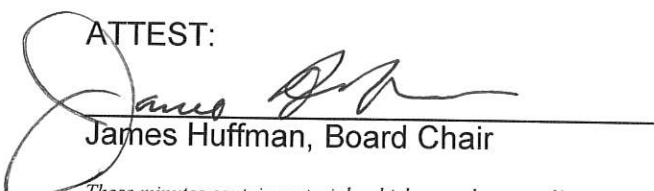
UPCOMING EVENTS

None.

Adjournment: Board Chair Huffman adjourned the meeting at 7:26pm.

These minutes approved this 17th day of June, 2021.

ATTEST:


James Huffman, Board Chair


Doug Pilant, General Manager

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