

Tillamook County Transportation District
FY 2021-2022 TCTD Budget Committee Meeting
Wednesday, May 12, 2021- 6:00PM
Transportation Building
3600 Third Street, Tillamook, OR
Meeting Minutes



1. Call to Order:

Committee Chair Marty Holm called the meeting to order at 6:03PM

2. Roll Call:

Budget Committee Members Present:

Jim Huffman, Linda Adler, Gary Hanenkrat, Marty Holm, Jackie Edwards, Mis Carlson-Swanson, Pat Ryan, Chris Kell, Ron Rush, Carole McAndrew, Deborah Van Wickle

TCTD Staff Members Present:

General Manager Doug Pilant, Budget Officer/Finance Supervisor Tabatha Welch, NW Brokerage Manager Cathy Bond, Office Assistant Brandy Leamon, Administrative Assistant/Board Clerk Shannon Wakeman

Committee Members Absent:

Judy Riggs, Bill Hatton, Robin Taylor

Guests:

Mary Johnson, Rockaway Beach

3. Election of TCTD Budget Committee Chair for FY 2021-2022:

Motion by Committee Member Jim Huffman to appoint Marty Holm as Budget Committee chair for FY 2021-2022. *Motion Seconded* by Committee Member Linda Adler. Committee Chair Marty Holm called for further discussion; followed by none, he called for the vote.

Motion Passed Unanimously

4. Reading and acceptance of the Budget Officer's message:

Committee Chair Marty Holm read the budget officer's message for FY 2021-2022 into the record.

5. Line-by-line discussion of the FY 2021-2022 budget by fund:

(1B) LB20- General Fund Resources

No discussion.

(2B) LB30A TCTD Administration- General Fund

Committee Member Linda Adler asked why line 11, planning, increased from \$30,000 to \$130,000. General Manager Doug Pilant explained the District is receiving planning grants (STIF, 5311F, 5305) for the next biennium. All the

planning grant funds are budgeted for the coming fiscal year. Whatever is not exhausted in FY 21-22 will roll over to the following budget year. Committee Member Pat Ryan asked about the 19% increase in Administration payroll expense (line 1). Finance Supervisor Tabatha Welch explained the District is now fully staffed with an office assistant and an administrative assistant, and that the increase reflects that. Committee Member Linda Adler asked if increase in dispatch staff is also the reason for the increase in dispatch payroll (from page 3B: LB-30A TCTD Operations-General Fund, line 2). General Manager Doug Pilant responded yes.

(3B) LB-30A TCTD Operations- General Fund

Committee Member Pat Ryan asked if the increase in the Workers Comp Insurance expense (line 8) was due to an increase in industry cost. Finance Supervisor Tabatha Welch responded that the increase in the expense was due to a rate increase, increased driver hours, and a reconfiguration of where we assign staff in this expense.

(4B) LB-30A TCTD Maintenance- General Fund

No discussion.

(5B) LB-30A TCTD Volunteers- General Fund

No questions. Finance Supervisor Tabatha Welch explained that \$3,000 was allocated for volunteers, but the expense has been moved to Department 002: Operations and is reflected there.

(6B) LB-30B Requirements Not Allocated- General Fund

Committee Member Linda Adler asked why line 12 has \$12,000 allocated for office equipment/ergonomic. Finance Supervisor Tabatha Welch explained there is a grant to renovate the dispatch office areas and this reflects office equipment purchases, such as desks and other large items. Committee Member Linda Adler asked why line 12- Other Capital Projects- is so large and keeps growing. Finance Supervisor Tabatha Welch explained the District's budget has increased grant revenue to purchase capital outlay and vehicles purchases. Committee Member Linda Adler commented that she wasn't sure it should be considered non-allocated funds. Committee Member Ron Rush asked if line 21, Unappropriated Ending Fund Balance, is so large partly due to COVID-19 funds received. General Manager Doug Pilant responded yes, that ODOT made additional COVID-19 funds available last minute and was plugged in to contingencies along with \$400,000 being set aside for capital reserves. Committee Member Ron Rush commended the district on the contingency funds in these uncertain times. General Manager Doug Pilant thanked him and responded that ODOT also wants contingency built to prepare for future uncertainty. Finance Supervisor Tabatha Welch added that it has been several years since the District was able to allocate monies to contingency reserves. General Manager Doug Pilant said that due to COVID-19 last year, \$200,000 didn't get put in the reserve to keep it accessible and since it wasn't used is being included in this year's \$400,000 transfer.

(7B) LB-11 Property Management- Enterprise Fund

Committee Member Linda Adler asked if the repairs to the HVAC system will be an expense in the FY 21-22 budget. General Manager Doug Pilant responded the current plan is to reflect this expense in the FY 20-21 budget.

(8B) LB-11 Capital Reserve Fund

No discussion.

(9B) LB-11 Vehicle Purchase Reserve

No discussion.

(10B) LB-11 Bus Wash Maintenance Reserve

No discussion.

(11B) LB-10 Special Transportation Fund

Committee Member Linda Adler asked if the District could give more money to Marie Mills since no one else is applying for the funds. General Manager Doug Pilant responded that each biennium the District conducts an application solicitation process that gives eligible community organizations an opportunity to apply for this funding. This amount is what was requested.

(12B) LB-10 Northwest Oregon Transit Alliance- Special Fund

Committee Member Jim Huffman asked if line 12, Administrative Support, covered all of Mary McArthur's work, as the hidden jewel of NWOTA. General Manager Doug Pilant responded yes. Committee Member Jim Huffman said to thank Mary for her work on behalf of the TCTD Board Chair. Committee Chair Marty Holm asked if line 22, Transfer to GF-TCTD Administration, should be increased from \$3,000, as it seems low. General Manager Doug Pilant said this was mainly to cover finance and grant management expenses and the District will look into it. This figure mostly reflects Finance Supervisor Tabatha Welch's time for record keeping, but that the District could do a time study and request additional funds if it is warranted.

Committee Member Pat Ryan asked about the significant increase for line 13, Website Maintenance - Trillium. General Manager Doug Pilant explained that this year the District moved from Google Transit to Open Street Map, which is the GPS platform being used by UPS, FedEx and Amazon Prime. This service will be more helpful for advanced trip planning for people coming from out of the area. The District is also using the service for further upgrades such as the ability to program footpaths and shorter walking routes to bus stops which will enable more people to find transit services accessible. General Manager Doug Pilant also explained that the District adopted GTF Flex, which allows people using transit from far away to see demand response services, addressing first mile and last mile needs for people traveling with luggage, for example, as published bus routes do not always meet these needs. General Manager Doug Pilant also added that the District has a contract with Trillium, who manages the State of Oregon GTFS. The District had hoped to have already moved to a new website provider, but that the current contract will remain in place for an additional 6-8 months. ODOT was unsuccessful

in getting FTA grant to move whole state to system the District is already on (California received the grant), meaning the District will absorb \$6,000 in uncovered cost until ODOT comes up with a new plan. Committee Member Jim Huffman asked what GTF Flex is. General Manager Doug Pilant explained it is a system Trillium Transit developed with the State of Vermont to allow trip planning throughout that state. GTFS Flex allows transit users to see online what demand response services are available. This makes transit services more usable. Google Transit only shows fixed route services. Committee Member Pat Ryan said he appreciates GM Doug's comprehensive answer about how the District is focused on putting the needs of the customers first, and that he hopes the District becomes the "avant-garde" for Trillium implementation. General Manager Doug Pilant thanked him and responded that the District has been working towards learning how to use technology to better interface with the customers and make using transit services easier. Committee Member Linda Adler asked about the amount of transfers under Capital for bus shelters and other capital projects, and asked about a bus shelter in Pacific City. General Manager Doug Pilant responded that NWOTA has a Plan to design and construct 24 stops throughout the 5-county region. These three stops were selected because they best met the grant criterion. This project includes a proposed Pacific City bus stop located on Alder across from Pelican Pub. The total grant request was for more than \$700,000 and the cost for the bus stop in Pacific City cost roughly \$200,000 of that. Committee Member Linda Adler asked if the funds were being used to upgrade an existing stop. General Manager Doug Pilant responded that these funds are being used to upgrade the existing transportation facility with a stop, sidewalk, and a shelter. Committee Member Linda Adler asked if the District can expand routes to meet the rest of the county. General Manager Doug Pilant responded the District is always looking for ways to expand routes when planning.

(13B) LB-10 NW Rides- Special Fund

Committee Member Jim Huffman asked if Columbia and Clatsop Counties use a lot of volunteer drivers, as line 29, Volunteer Mileage Reimbursement, is a large number. General Manager Doug Pilant explained these volunteers are used by NW Rides to transport people to out of area long distant locations. They only provide a small percent of the service and are the lowest cost option. Committee Member Linda Adler asked if people not on Medicaid can use the service. NW Brokerage Manager Cathy Bond responded no, that only Columbia Pacific CCO members can use the ride fund.

(14B) LB-10 Statewide Transit Improvement Fund

Committee Member Jim Huffman asked what the difference between the funds that Marie Mills gets and the funds that CARE gets here (line 6) are, and if they are separate funds. General Manager Doug Pilant explained that this year the District chose to fund the CARE low income bus program under STIF to simplify administration of the program. Committee Member Ron Rush, who works at Marie Mills INC, added that Marie Mills gets a grant for transportation and supplements CARE's discount bus pass program.

Committee Chair Marty Holm thanked Finance Supervisor Tabatha Welch for the presentation of the budget, and everyone for their comments and participation. He said given the current environment and its limits that this is an excellent budget. He asked for any other questions before moving on, and there were none.

6. Approval of the TCTD FY 2021-2022 budget as presented or amended:

Committee Member Ron Rush abstained from voting, explaining that Marie Mills INC receives funding from the proposed budget, but that he supports the budget as presented wholeheartedly.

MOTION by Committee Member Pat Ryan to approve the FY 2021-2022 Tillamook County Transportation District budget as presented and send it to the Tillamook County Transportation District Board of Directors for a public Budget Hearing.

Motion seconded by Committee Member Jim Huffman. Committee Chair Marty Holm called for further discussion, followed by none. He then called for a vote.

MOTION PASSED UNANIMOUSLY

Ron Rush abstained

MOTION by Committee Member Chris Kell that the Tillamook County Transportation District Budget Committee approves the 2021-2022 fiscal year budget in the amount of \$16,794, 930.00. *Motion seconded* by Committee Member Pat Ryan. Committee Chair Marty Holm called for further discussion, followed by none. He then called for a vote.

MOTION PASSED UNANIMOUSLY

MOTION by Committee Member Jim Huffman that the Tillamook County Transportation District Budget Committee approves taxes for the 2021-2022 fiscal year at the rate of \$0.20 per \$1,000 of assessed value for operating purposes in the General Fund. *Motion seconded* by Committee Member Jackie Edwards. Committee Chair Marty Holm called for further discussion, followed by none. He then called for a vote.

MOTION PASSED UNANIMOUSLY

7. Committee Member Comments/ Concerns

Committee Member Chris Kell applauded Finance Supervisor Tabatha Welch on one of the best, most clear budget presentations she's seen.

Committee Member Pat Ryan applauded General Manager Doug Pilant for his in-depth responses, and the District staff's knowledge and attention to detail.

Committee Member Jim Huffman and General Manager Doug Pilant thanked Committee Member Pat Ryan for serving on the TCTD budget committee for so long.

Committee Chair Marty Holm thanked everyone for their support of the committee.

Committee Member Linda Adler thanked General Manager Doug Pilant and Finance Supervisor Tabatha Welch for all their work.

UPCOMING EVENTS

None


8. Adjournment:

Committee Chair Marty Holm adjourned the meeting at 7:19PM.

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

Attest:


James Huffman, Board Chair


Doug Pilant, General Manager