

**Tillamook County Transportation District**  
Board of Directors Regular Monthly Meeting  
Thursday, June 17, 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  
Melissa Carlson-Swanson, Director *Joined at 6:34pm*  
Linda Adler, Secretary  
Jackie Edwards, Director  
Judy Riggs, Director

**TCTD Staff**

Doug Pilant, General Manager (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**

**Guest**

Larry Stevens, citizen from Tillamook *Left at 6:15*  
Dee Cherry, citizen from Cloverdale *Left at 6:15*  
Chris Kell, citizen from Tillamook  
Mary Johnson, citizen from Rockaway  
Kathy Kleczek, representing NW Transportation Options

4. Announcements and Changes to Agenda: Revised Agenda was distributed.
5. Public & Guest Comments:
  - a. Larry Stevens from Tillamook requested a copy of the District's complaint procedures.
  - b. Dee Cherry from Cloverdale commented on the volunteer driver program for Dial-A-Ride and requested a route expansion for the Pacific City Shuttle.
  - c. Kathy Kleczek, Northwest Transportation Options Representative mentioned their new bike safety advertising program.

*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.*

6. Executive Session: None

### **PUBLIC HEARING**

7. Public Hearing to receive public comment on the TCTD FY 2021-22 Budget: Board Chair Huffman opened the public hearing at 6:14pm. No comments were received. Public comments closed at 6:15pm.

### **REPORTS**

8. Financial Report: GM Pilant reviewed the May 2021 financial reports. Director Adler asked why the District is paying for a HULU subscription? General Manager Pilant explained that we cancelled Dish and offer HULU in breakroom.

9. Service Measure Performance Report: GM Pilant provided overview of YTD operations performance measures.

10. Northwest Oregon Transit Alliance: GM Pilant reviewed the June NWOTA meeting agenda, minutes, and finance report with the board.

11. Planning & Development:

a. Fare Policy: GM Pilant said the District is now moving forward with fare policy implementation for new Dial-A-Ride fares starting July 1.

Chair Huffman asked for clarification on whether the hospital pays the cost for the ride when patient is discharged and asked if this was a new policy or something that had been in place. General Manager Pilant explained that the hospital pays for the ride, and that the policy has been in place for a long time.

b. Deviated Fixed Route/ADA Fare Policy – GM Pilant said that the new Demand Response Policy will be ready for board review and approval at the July meeting. He also mentioned that the District is updating deviated fixed route policy changes.

c. Champion Park Appartements : No update.

12. Grant Funding: GM Pilant indicated that several grants are on the docket to be approved on tonight's agenda and expressed his gratitude to Arla at DOT for her assistance getting the grant documents prepared in time for the meeting.

13. Facility/Property Management:

a. HVAC System: GM Pilant gave the update that the new system will be installed soon, and that the District will receive a partial reimbursement from insurance.

b. Downtown Transit Center: Easement documents have not yet been signed.

c. Propane Fueling Facility: Moving ahead as planned.

14. NW Ride Brokerage: NW Rides Brokerage Manager Bond gave an update on brokerage operations.

15. Miscellaneous:

- GM Pilant mentioned that it's time for the annual board training, which will be scheduled in coming months. Chair Huffman requested that this discussion be

moved to the agenda for discussion in July, indicating that he would likely be okay with this as a special meeting.

### **CONSENT CALENDAR**

- 16. Motion to Approve the Minutes of the May 12, 2021 Budget Committee Meeting
- 17. Motion to Approve the Minutes of May 20, 2021 Regular Board Meeting
- 18. Motion to Accept the TCTD May 2021 Financial and Service Reports

Director Adler had the following corrections to the May 20, 2021 Regular Board Meeting Minutes:

- 1. Item 15: Director Adler would like it clarified that General Manager Pilant's letter in response to Pat Patterson was used by the current sitting chair of the TAC.
- 2. Item 18: When she was saying she wanted the bylaws updated to include termination of committee members, she wanted it to include causes of derogatory or subordinate statements to current Board members or committee members. Director Adler also expressed that she would like to make arrangement to amend the TAC bylaws.

**Motion** by Director Holm to adopt the consent calendar with proposed changes. *Motion Seconded* by Director Adler.

#### **Motion Passed**

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

### **ACTION ITEMS**

- 19. Motion to Approve Resolution #21-21 *In the Matter of Authorizing the Expenditure of Additional Grant Revenues for Fiscal Year 2020-2021.*

GM Pilant explained the Resolution to the Board. **Motion** by Director Holm to Approve Resolution #21-21. *Motion Seconded* by Director Riggs.

#### **MOTION PASSED**

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

- 20. Motion to Approve Resolution #21-22 *In the Matter of Authorizing the General Manager to Execute a Personal Services Agreement with Chrissy's Cleaning Service.*

GM Pilant explained the Resolution to the Board. **Motion** by Director Riggs to Approve Resolution #21-22. *Motion Seconded* by Director Edwards.

#### **MOTION PASSED**

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

- 21. Motion to Approve Resolution #21-23 *Authorizing the General Manager to Execute ODOT Section 5305 Planning Grant Agreement No. 35137.*

GM Pilant explained the Resolution to the Board. **Motion** by Director Riggs to Approve Resolution #21-23. *Motion Seconded* by Director Adler.

**MOTION PASSED**

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

22. Motion to Approve Resolution #21-24 *Authorizing the General Manager to Execute ODOT Section 5310 Grant Agreement No. 35193.*

GM Pilant explained the Resolution to the Board. **Motion** by Director Holm to Approve Resolution #21-24. *Motion Seconded* by Director Carlson-Swanson.

**MOTION PASSED**

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

23. Motion to Approve Resolution #21-25 *Authorizing the General Manager to Execute ODOT Section 5311(f) Grant Agreement No. 35116 for Intercity Services.*

GM Pilant explained the Resolution to the Board. Chair Huffman asked if the Tribes provide half of the money. General Manager Pilant confirmed that yes, they provide all of the local match money. Director Adler asks if they contribute to the cost of administrative services. General Manager Pilant responded that yes; the District bills them the fully allocated cost, so the District provides zero subsidy. **Motion** by Director Riggs to Approve Resolution #21-25. *Motion Seconded* by Director Edwards.

**MOTION PASSED**

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

24. Motion to Approve Resolution #21-26 *Authorizing the General Manager to Enter into an MOU with the Confederated Tribes of Grand Ronde Indians for Intercity Bus Service.*

GM Pilant explained the Resolution to the Board. **Motion** by Director Holm to Approve Resolution #21-26. *Motion Seconded* by Director Carlson-Swanson.

**MOTION PASSED**

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

25. Motion to Approve Resolution #21-27 *Authorizing the General Manager to Enter into an MOU with the Confederated Tribes of the Siletz Indians for Intercity Bus Service.*

GM Pilant explained the Resolution to the Board. **Motion** by Director Riggs to Approve Resolution #21-27. *Motion Seconded* by Director Carlson-Swanson.

**MOTION PASSED**

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

26. Motion to Approve Resolution #21-28 *Authorizing the General Manager to Enter into an MOU with the Confederated Tribes of Grand Ronde Indians for Intercity Bus Service.*

GM Pilant explained the Resolution to the Board. **Motion** by Director Holm to Approve Res Resolution #21-28. *Motion Seconded* by Director Edwards.

**MOTION PASSED**

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

27. Motion to Approve Resolution #21-29 *In the Matter of Authorizing the General Manager to Execute ODOT Section 5311 Grant Agreement No. 34998.*

GM Pilant explained the Resolution to the Board. **Motion** by Director Riggs to Approve Res Resolution #21-29. *Motion Seconded* by Director Edwards.

**MOTION PASSED**

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

28. Motion to Approve Resolution #21-30 *Authorizing the General Manager to Execute ODOT Special Transportation Fund Grant Agreement No. 34964.*

GM Pilant explained the Resolution to the Board. **Motion** by Director Riggs to Approve Res Resolution #21-30. *Motion Seconded* by Director Holm.

**MOTION PASSED**

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

29. Motion to Approve Resolution #21-31 *Authorizing the General Manager to Execute a STIF Formula Agreement with Marie Mills Center to Provide Special Transportation Services.*

GM Pilant explained the Resolution to the Board. **Motion** by Director Adler to Approve Resolution #21-31. *Motion Seconded* by Director Hanenkrat.

**MOTION PASSED**

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

30. Motion to Approve Resolution #21-32 *Authorizing the General Manager to Execute ODOT Section 5311(f) Grant Agreement No. 35117 for Intercity Services.*

GM Pilant explained the Resolution to the Board. **Motion** by Director Holm to Approve Resolution #21-32. *Motion Seconded* by Director Riggs.

**MOTION PASSED**

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

31. Motion to Approve Resolution #21-33 *In the Matter of Adopting the Budget, Making Appropriations, Levying Taxes, and Categorizing Taxes for FY 2021-2022.*

GM Pilant explained the Resolution to the Board. Director Adler asked if the levy has always been \$0.20 or if it had been \$0.10 cents before. General Manager Pilant and Chair Huffman responded that the levy has always been \$0.20. **Motion** by Director Holm to Approve Res Resolution #21-33. *Motion Seconded* by Director Hanenkrat.

**MOTION PASSED**

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

**DISCUSSION ITEMS**

- 32. Staff Comments/Concerns: The staff thanked Director Edwards for her service to the District.
- 33. Board of Directors Comments/Concerns: General discussion on if it was possible to return to in-person meetings. Director Adler requested that a less formal board retreat be considered. Director Edwards expressed her gratitude to the District and addressed personal comments to each Director.
- 34. Adjournment: Board Chair Huffman adjourned the meeting at 7:21pm.

**These minutes approved this 22nd day of July, 2021.**

ATTEST:

  
Board Chair

  
Doug Pilant, General Manager