

Tillamook County Transportation District
Board of Directors Regular Monthly Meeting
Thursday, July 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

Jim Huffman, Board Chair (in person)
Gary Hanenkrat, Treasurer (zoom)
Melissa Carlson-Swanson, Director (zoom)
Linda Adler, Secretary (zoom)
Mary Johnson, Director (zoom)
Judy Riggs, Director (zoom)

TCTD Staff

Doug Pilant, General Manager
Tabatha Welch, Finance Supervisor
Cathy Bond, NW Rides Brokerage Manager
Shannon Wakeman, Admin Assistant/ Board Clerk
Mike Reed, Operations Superintendent

Absent

Marty Holm, Vice Chair

Guest

Chris Kell, citizen from Tillamook
Jackie Edwards, citizen from Garibaldi
Kathy Kleczek, representing NW Transportation Options

4. Announcements and Changes to Agenda: Revised Agenda was distributed.
5. Public & Guest Comments:
 - a. Kathy Kleczek, Northwest Transportation Options Representative shared a recent interview with Brook Wyntergreen regarding the PC Shuttle.
 - b. Chris Kell praised District staff for improving the Facebook presence, and shared that she was glad to see an SDAO board training on the agenda for the Board.
6. Executive Session: None

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.

7. New Board Member Mary Johnson was sworn in to position #5. Linda Adler was sworn into position #3. Director Judy Riggs and Director Gary Hanenkrat were reelected and continue to serve in Positions 1 and 7, respectively.
8. Election of Officers
 - a. Chair: Director Adler nominated Director Huffman for Chair. Director Riggs nominated Director Hanenkrat for Chair. Director Hanenkrat declined. Director Carlson-Swanson nominated Director Riggs for Chair. Hearing no further nominations, Chair Huffman closed nominations and called for the vote. Director Huffman received votes from Directors Adler, Johnson, Huffman, and Hanenkrat. Director Riggs received votes from Directors Riggs and Carlson-Swanson. Director Holm was absent from the vote. From the results of the vote, Director Huffman was elected to serve as Chair.
 - b. Vice Chair: Director Hanenkrat nominated Director Johnson for Vice Chair. Director Riggs nominated Director Carlson-Swanson for Vice Chair and expressed that it seemed strange that a brand-new Director would be elected to serve as Vice Chair. Hearing no further nominations, Chair Huffman called for the vote. Director Johnson received votes from Directors Adler, Hanenkrat, Huffman, and Johnson. Director Carlson-Swanson received votes from Directors Riggs and Carlson-Swanson. Director Holm was absent from the vote. From the results of the vote, Director Johnson was elected to serve as Vice Chair.
 - c. Treasurer: Director Johnson nominated Director Hanenkrat for Treasurer. Hearing no further nominations, Chair Huffman called for the vote. Director Hanenkrat received votes from Directors Hanenkrat, Huffman, Adler, Johnson, Riggs, and Carlson-Swanson. Director Holm was absent from the vote. From the results of the vote, Director Hanenkrat was elected to serve as Treasurer.
 - d. Secretary: Director Johnson nominated Director Adler for Secretary. Director Riggs nominated Director Carlson-Swanson for Secretary. Hearing no further nominations, Chair Huffman called for the vote. Director Adler received votes from Directors Adler, Hanenkrat, Huffman, and Johnson. Director Carlson-Swanson did not receive any votes. Directors Carlson-Swanson and Riggs did not submit votes. Director Holm was absent from the vote. From the results of the vote, Director Adler was elected to serve as Secretary.

REPORTS

9. Financial Report: GM Pilant reviewed the June 2021 financial reports and explained this report is preliminary until the final journal entries are completed to close out the 20-21 fiscal year.

Director Hanenkrat asked why there wasn't a detailed report on the Fred Meyer credit card. Finance Supervisor Welch explained that she may have received the bill too late for it to be included in the packet.

Director Adler asked who shared the iFit membership, as it appears to be a subscription for 5 people. Finance Supervisor Welch explained that the subscription is shared by all staff.
10. Service Measure Performance Report: GM Pilant provided overview of YTD operations performance measures.

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.

11. Northwest Oregon Transit Alliance: GM Pilant reviewed the June NWOTA meeting agenda, minutes, and finance report with the board. He did express that NWOTA has a dispute with Trillium over the cost of hosting the website, which will be clarified with Trillium in a meeting prior to the August NWOTA meeting.

12. Planning & Development:

- a. Fare Policy: GM Pilant shared anecdotal feedback received from brokerage, dispatchers and drivers regarding the implementation of the new DAR fare policy on July 1, which has been all positive. He indicated that agenda item #23 would be to approve the new demand-response policy.
- b. Champion Park Apartments: GM Pilant reported that Jacobs Engineering has the design and permitting process underway for the bus stop. Hopeful the project will be completed before the rainy-season starts.
- c. GM Pilant shared that agenda item #21 would approve a service contract with Kittleson to begin expansion of the Coastliner Route 5.

13. Grant Funding: GM Pilant indicated that he and Finance Supervisor Welch were working to close out biennial grants. He stated that agenda item #20 was to approve another grant, and shared his plan to start the process of obtaining grants for additional intercity buses, finance plan, and long-range capital plan, and a human services plan.

14. Facility/Property Management:

- a. HVAC System: GM Pilant shared that the replacement and testing of the system is complete and the District should receive an additional reimbursement from insurance to replace the HVAC.
- b. Propane Fueling Facility: GM Pilant indicated that agenda item #25 would be to approve construction and supply contracts with Blue Star Gas for the facility. GM Pilant also explained that the outline is in place for where the island and fuel tanks will go.
Chair Huffman asked if future buses will operate on propane to save money. GM Pilant explained that 5 propane vans have been ordered and that while propane is a cleaner burning fuel, it's unclear if it's more efficient, but that since it burns more cleanly the maintenance cost for vehicles appears to be lower over time.

15. NW Ride Brokerage: NW Rides Brokerage Manager Bond gave an update on brokerage operations. GM Pilant expressed his appreciation for Manager Bond's work in helping Columbia County Rider transition smoothly to Ecolane. They also explained that TCTD will be the only fully automated brokerage for CARE Oregon. GM Pilant also indicated that TCTD and CCR are the only agencies to have implemented a base-plus-mileage policy for Dial-A-Ride services in WA, OR, CA, or ID. Manager Bond also shared that she will be sworn in as a Board member for the Columbia-Pacific CCO in October.

16. Miscellaneous:

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.

- GM Pilant shared that agenda item #22 would be to revise the District's criminal history policy, which hadn't been reviewed since 2000.
- GM Pilant shared that there are only 2 more checkboxes on the SDAO's best practices for 2021, one of which will be accomplished by approval of agenda item #24: A computer network and acceptable use policy. The other check box will be marked off following the completion of a board training.

CONSENT CALENDAR

17. Motion to Approve the Minutes of June 17, 2021 Regular Board Meeting
18. Motion to Accept the TCTD June 2021 Financial and Service Reports
19. Motion to update the TCTD account signers to current board roster

Motion by Director Adler to adopt the consent calendar. *Motion Seconded* by Director Hanenkrat.

Motion Passed

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

ACTION ITEMS

20. Motion to Approve Resolution #21-34 *In the matter of authorizing the General Manager to execute ODOT section 5311 grant #35084 to complete the designs and construction of 3 NWOTA bus stops.*

GM Pilant explained the Resolution to the Board and indicated that the stops would be going in Warrenton, Waldport, and Pacific City.

Chair Huffman asked where the Pacific City shelter was going in. GM Pilant said in front of the pub.

Director Adler asked if this meant the Waldport south of Newport. GM Pilant responded affirmatively.

Motion by Director Carlson-Swanson to Approve Resolution #21-34. *Motion Seconded* by Director Riggs.

MOTION PASSED

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

21. Motion to Approve Resolution #21-35 *In the matter of authorizing the General Manager to execute a service agreement with Kittleson and Associates to establish service alternative for the TCTD Coastliner service.*

GM Pilant explained the Resolution to the Board.

Director Adler asked when the new members of the TAC would be appointed. GM Pilant responded that this would be done soon and that staff had not had time to process applications received.

Motion by Director Johnson to Approve Resolution #21-35. *Motion Seconded* by Director Adler.

MOTION PASSED

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

22. Motion to amend the TCTD Criminal History Records Check policy #5.

GM Pilant explained the policy to the Board.

Motion by Director Adler to amend TCTD policy #5. *Motion Seconded* by Director Johnson.

MOTION PASSED

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

23. Motion to amend the TCTD Providing Demand Responsive Services policy #8.

GM Pilant explained the policy to the Board.

Chair Huffman asked if GM Pilant could explain what Title VI was. Manager Bond responded that Title VI clarifies your rights and a person's right to ride TCTD services.

Motion by Director Hanenkrat to amend TCTD policy #8. *Motion Seconded* by Director Adler.

MOTION PASSED

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

24. Motion to adopt the TCTD Computer Network Security and Acceptable Use Policy #28.

GM Pilant explained the Policy to the Board.

Chair Huffman asked if there was a software program for this. GM Pilant responded no.

Director Adler asked if the policy should be changed to replace current personnel names with titles, which was agreed with by the assembled.

Motion by Director Adler to approve TCTD policy #28 with indicated change. *Motion Seconded* by Director Hanenkrat.

MOTION PASSED

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

25. Motion to Approve Resolution #21-36 *In the matter of approving construction and supply contracts with Blue Star Gas for propane for Autogas infrastructure and supply.*

GM Pilant explained the Resolution to the Board.

Motion by Director Hanenkrat to Approve Resolution #21-36. *Motion Seconded* by Director Riggs.

MOTION PASSED

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

DISCUSSION ITEMS

26. Annual SDAO Board Training: GM Pilant said that a board training has been tentatively scheduled for August 19 at 5pm. This will be a 45 minute training and will help check the final SDAO Best Practice box for the District's annual insurance discount.

Chair Huffman asked what the value of the discount was. GM Pilant responded that it's roughly \$10,000 per year.

Director Adler asked if board photos would be taken during this time. GM Pilant responded yes.

27. Staff Comments/Concerns: The staff welcomed new Operations Superintendent Mike Reed.

28. Board of Directors Comments/Concerns: The Board welcomed Mike and new Director Johnson, and congratulated Manager Bond on her appointment to the CP CCO Board. Director Hanenkrat asked if the District's new Facebook campaign aimed at hiring current bus drivers was the best idea. Superintendent Reed explained that it's the state of the industry, and one of the best ways we can compete for the drivers we need.

29. Adjournment: Board Chair Huffman adjourned the meeting at 7:14pm.

These minutes approved this 19th day of August, 2021.

ATTEST:

Jim Huffman, Board Chair

Doug Pilant, General Manager