

**Tillamook County Transportation District**  
Board of Directors Regular Monthly Meeting  
Thursday, August 19, 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**

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

**TCTD Staff**

Doug Pilant, General Manager  
Tabatha Welch, Finance Supervisor (*joined at 6:15pm*)  
Shannon Wakeman, Admin Assistant/ Board Clerk  
Mike Reed, Operations Superintendent

**Absent**

Cathy Bond, NW Rides Brokerage Manager

**Guest**

Chris Kell, citizen from Tillamook  
Jackie Edwards, citizen from Garibaldi  
Arla Miller, representing ODOT  
Joe Warren, representing the Tillamook Headlight Herald

4. Announcements and Changes to Agenda: None.
5. Public & Guest Comments:
  - a. Joe Warren: Joe is planning to join the board meetings more often, and expressed his desire to have a good partnership with the District, in an effort to keep the public alerted to news at the District. He mentioned that the paper has received several service alert updates from multiple transportation agencies in the region in recent days.
  - b. Arla Miller: Arla expressed that ODOT values the working relationship they have with TCTD and General Manager Pilant in particular. She says that these

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have been difficult times with COVID, driver shortages, and masks mandates for all agencies. Reminded listeners that the mask mandate on transit conveyances has been extended through January 18. Board Chair Huffman asked if masks are currently required inside District buildings. Arla explained that that is not within the scope of her work, but yes, the Governor is requiring masks to be worn inside.

6. Executive Session: The Board of Directors, staff, and Joe Warren from the Headlight Herald (media) adjourned to an executive session to discuss labor negotiations, in compliance with ORS 192.660(2)(d). The executive session was convened at 6:08pm and adjourned at 6:17pm with no further discussion or action items needed.

## **REPORTS**

7. Financial Report: Finance Supervisor Tabatha Welch gave the financial report. Director Hanenkrat asked what the miscellaneous income on Page 2 was from. Tabatha responded that the District billed Columbia County Rider and NW Rides for their portion of the Ecolane billing. Director Hanenkrat asked what the petty cash expense was for, in the amount of \$4,000. Tabatha responded that this represents the COVID incentive offered to District employees; 70% of Operations staff was vaccinated and received \$100 in cash, each, in a joint effort by TCTD and ATU. Director Hanenkrat asked what the comprehensive home maintenance expense was on page 10. Tabatha explained that funds were received from a COVID grant in the last fiscal year and that work to make District facilities touchless was completed in July.
8. Service Measure Performance Report: GM Pilant explained that due to COVID related staffing situations that arose during the last two weeks, no performance report is available. This month's report will be available at the September meeting.
9. Northwest Oregon Transit Alliance: GM Pilant indicated that the NWOTA monthly meeting would happen August 20, the day after the Board meeting, so no report was available.
10. Planning & Development:
  1. Champion Park Apartments: GM Pilant reported that the categorical exclusion document is being completed, and then the project will be ready to submit to the County for permits and review.
  2. Coastliner Route 5: GM Pilant stated that due to COVID impacts, there has been no progress on the redesign of Route 5.
  3. Revised Service Plan: GM Pilant introduced that the District has been working on a revised service plan in light of driver shortages and COVID impacts. Operations Superintendent Mike Reed gave an overview of the revised plan. Director Adler requested a written copy, which Mike said would be made available.
11. Grant Funding: GM Pilant said that the Transit Center transaction has closed. No work has been able to be done on the intercity bus purchase grants or the coordinated

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human service plan, but he is hopeful that staff will have the capacity to tackle that in the next month.

12. Facility/Property Management:

- a. Transit Center: GM Pilant is hopeful that planning for a renovation of the Transit Center can get underway soon.
- b. Propane Facility: GM Pilant explained that a change order has been submitted to include water connections at the fueling facility, so drivers can wash buses.

13. NW Ride Brokerage: GM Pilant explained that the brokerage staff is currently working from home due to COVID exposure. This has been possible because of the computers the District invested in at the start of the pandemic. He had a positive phone call with CARE Oregon to discuss the current situation and to develop a plan to overcome future challenges.

14. Miscellaneous:

- GM Pilant explained that there is an action item on the agenda to approve the contract for the NWOTA website, and another to approve TAC recommendations.

Board Chair Huffman requested a motion to table the TAC discussion until next month, giving a chance for a committee of board members to review the applications and recommend applicants, indicating he had not had a chance to review applications.

**Motion** by Director Adler to postpone Transportation Advisory Committee (TAC) applicant discussions. *Motion Seconded* by Director Johnson. Director Carlson-Swanson asked why Chair Huffman had not felt he had a chance to review the applications, as they were included in the board packet. Chair Huffman responded that the board must have a chance to review the applications and recommend committee members. Director Carlson-Swanson then asked if the review can be done by the full board. Chair Huffman responded no; that it would need to be done by a committee.

**Motion Passed**

Yes Vote: Directors Hanenkrat, Adler, Johnson,  
Holm and Board Chair Huffman (5)

No Vote: Directors Riggs and Carlson-Swanson (2)

Director Adler said that the roster that appears on page 45 of the board packet doesn't have the correct terms. Administrative Assistant Shannon Wakeman clarified that that is a proposed roster with the staff recommendations. Director Johnson asked for clarification on the recommendations from staff. Staff requested that the discussion be given when the meeting has caught up with the agenda.

**CONSENT CALENDAR**

15. Motion to Approve the Minutes of July 22, 2021 Regular Board Meeting

16. Motion to Accept the TCTD July 2021 Financial and Service Reports

Director Adler requested a change to the minutes to reflect that guest Jackie Edwards left the meeting at 5:30. Administrative Assistant Shannon Wakeman responded that according to the Zoom attendee list she refers to during the meeting, Mrs. Edwards was on the Zoom call until the end of the meeting and indicated that similar confusion may be helped if the meetings were recorded.

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

**Motion Passed**

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

**ACTION ITEMS**

17. Motion to Approve Resolution #21-37 *In the matter of authorizing the General Manager to execute a personal services agreement with Trillium, Inc. to provide NWOTA website maintenance, support services, and enhancements.*

GM Pilant explained the Resolution to the Board.

Director Adler asked if the cost was \$50,000 per year. GM Pilant responded yes. Director Adler asked if NWOTA needed their own website, since they “piggyback” off the partner websites. Administrative Assistant Shannon explained that the website is actually the NWOTA site and that the partner agencies each have a page on it. Director Adler asked if NWOTA paid this cost. GM Pilant responded yes, that the NWOTA partnership pays the cost.

Director Johnson asked why the cost of hosting is so high. GM Pilant said he’d have to refer to the budget meeting minutes, as this was discussed at that time. From what he recalls, it’s because the partners moved off of Google Transit and the hosting is so expensive because it provides similar services that allow the partners to bypass Google Transit.

**Motion** by Director Holm to Approve Resolution #21-37. *Motion Seconded* by Director Carlson-Swanson.

**MOTION PASSED**

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

18. Motion to appoint the General Manager’s recommended Transportation Advisory Committee membership roster.

Chair Huffman stated that this matter has been tabled. GM Pilant stated that it is the General Manager’s responsibility to recruit and recommend committee members to the Board and stated that this is the first time during his tenure at the District that the board has felt they needed to be involved in making recommendations. The Board can approve the recommendations given or can put forth an alternative slate of candidates.

Administrative Assistant Shannon Wakeman asked Director Johnson if she would like her question answered regarding staff’s recommendations. Director Johnson

said yes. Shannon then reviewed the memo prepared by staff (*included in the board packet*) outlining the process of recruitment and the selection of the applicants for recommendation to the board. Director Johnson requested more information on candidate Carol McAndrews. Shannon indicated she would reach out to Carol.

Chair Huffman stated that in the interest of time, all other discussion would need to wait until the board committee could meet.

Director Adler requested that when the committee meets, that the TAC bylaws could also be reviewed and revised. Chair Huffman responded that this should be added as an action item to next month's agenda.

## **DISCUSSION ITEMS**

19. Staff Comments/Concerns: The staff had no comments.

20. Board of Directors Comments/Concerns:

Chair Huffman said that he appreciated the workshop held before the regular meeting and is looking forward to the Board retreat.

Director Johnson thanked staff for their work on the TAC recommendations, and during the recent challenging times.

Director Adler thanked staff for their work and appreciated the workshop and is also looking forward to the retreat.

Director Hanenkrat thanked management for the new Facebook ad for drivers.

Director Riggs thanked the guests for attending the meeting.

Director Carlson-Swanson thanked everyone and hoped they would stay safe.

Director Holm had no comment.

Director Adler asked who would convene the committee of Board members to review TAC applicants. Director Riggs asked who was on the committee. Chair Huffman said that the makeup of the committee had been included in the motion to table the discussion. Administrative Assistant Shannon explained that the motion had not indicated who would serve on the committee, nor formed a committee. Chair Huffman requested a motion.

**Motion** by Director Adler to form a committee of Board members to review Transportation Advisory Committee applications. *Motion Secinded* by Director Johnson.

Chair Huffman explained that the committee would be comprised of those who had volunteered, which would be himself and Directors Adler and Johnson. Judy requested to be added to the committee. Chair Huffman declined, stating that this would form a quorum and that this review could not be conducted by a quorum of the Board. Director Johnson stated that she would give her spot on the committee to Director Riggs. Chair Huffman said he would allow this and called for a vote on the motion.

## **MOTION PASSED**

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

Director Adler asked if there were any comments from staff or the guests. Chair Huffman responded that the staff had already had the opportunity to make comments.

21. Adjournment: Board Chair Huffman adjourned the meeting at 7:07pm.

**These minutes approved this 23<sup>rd</sup> day of September, 2021.**

ATTEST:

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James Huffman, Board Chair

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Doug Pilant, General Manager

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