

Tillamook County Transportation District
Board of Directors Regular Monthly Meeting
Thursday, September 23, 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 (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
Cathy Bond, NW Rides Brokerage Manager
Shannon Wakeman, Admin Assistant/ Board Clerk
Mike Reed, Operations Superintendent

Guest

Steve Shropshire, Jordan-Rhamis
Peter Hicks, Jordan-Ramis
Chris Kell, citizen from Tillamook
Jackie Edwards, citizen from Garibaldi
Arla Miller, representing ODOT
Joe Warren, representing the Tillamook Headlight Herald
Michele Brandley, Port of Tillamook Bay, SDAO Board of Directors
Nancy Burgi-Oleson
Ron Rush, Marie Mills
Kathy Kleczek, NW Transportation Options
Jeff Hazen, SETD Executive Director, TCTD TAC Member
Allen Marcum, citizen
Marsha Hoskins, ODOT Public Transportation Division Policy and Implementation Manager
Debbie Boothe-Schmidt, SETD Board of Directors
Paul Leweck
Lisa Greiner
Melonie Ferguson

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.

4. Announcements and Changes to Agenda: None.
5. Public & Guest Comments:
 - a. Allen Marcum: Mr. Marcum expressed his frustrations that the revised service schedule has left many unmet needs for residents of Tillamook County, and that the reduced office staff makes it difficult to get questions answered by phone. Mr. Marcum read the mission and vision statements of the District and stated that he does not feel the District is currently living up to those standards.
 - b. Jeff Hazen: Mr. Hazen introduced himself as the Executive Director of Sunset Empire Transportation District and a member of TCTD's TAC. He stated that he joined to observe the TAC appointments. He expressed his appreciation for the mentorship of GM Pilant and the collaboration of the regional transportation system. He thanked the District for making the meeting accessible via Zoom and encouraged the District to adopt the use of Facebook live.
 - c. Marsha Hoskins: Mrs. Hoskins introduced herself as the ODOT Public Transportation Division of Policy and Implementation Manager.
 - d. Chris Kell: Mrs. Kell extended a shoutout to Administrative Assistant Wakeman for the excellent TAC Review Committee meeting minutes and expressed her belief that "you can count on Shannon and Doug to get the facts straight".
6. Executive Session: The Board and the General Manager went into Executive Session at approximately 6:18pm for the purpose of consulting with Legal Counsel, as authorized under ORS 192.660(2)(h). Members of the News Media were permitted to attend but are unable to report on anything that was discussed in the Executive Session that is protected under this statute.

Following Executive Session, Director Huffman removed himself from Chair for personal reasons. Vice Chair Mary Johnson then took over as presiding officer.

Director Riggs made a motion to conduct an investigation into a personnel matter and appointed Mary Johnson as the liaison. Director Huffman seconded.

**In favor: Director Riggs, Director Huffman, Director Holm Director Johnson,
Director Carlson-Swanson, Director Adler, Director Hanenkrat,
Opposed: None
Motion passed**

Attorney Steve Shropshire asked the General Manager if he wished or general counsel to remain present. GM Pilant responded yes.

REPORTS

7. Financial Report: Finance Supervisor Tabatha Welch reviewed the financial report. Director Hanenkrat asked about 4 charges on Administrative Assistant Wakeman's credit card. AA Wakeman clarified these were for fair passes and fair parking passes for volunteers. Dir. Hanenkrat asked about a charge for "Covid Tests" from Walgreens on Finance Supervisor Welch's card. FS Welch clarified that tests were not available in Tillamook when they were needed, so she drove to Lincoln City to purchase some.

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8. Service Measure Performance Report: GM Pilant gave the service measure performance report.
9. Northwest Oregon Transit Alliance: GM Pilant reported that he was unable to attend meeting, but explained that the meeting packet is included in this meeting packet for past two months.

10. Planning & Development:

- A. Champion Park Apartments: GM Pilant explained that the project is in the review process at the County. Due to supply chain shortages, he expects construction to begin on the shelter in January or February of 2022.
- B. Coastliner Route 5 Service Plan: GM Pilant reported that the kickoff meeting for expanding Route 5 occurred on September 16 and hosted many regional partners and stakeholders.
- C. RFP for Coordinated Human Services Plan: GM Pilant reported the RFP has been distributed and he is hoping to wrap up the selection process to bring service agreement to Board for approval at next Board Meeting.
- D. Token Transit: GM Pilant reported that the leadership team watched a demo to learn more about automated payment options available through Token Transit.

11. Grant Funding: No Report

12. Facility/Property Management:

- a. Transit Center: GM Pilant reported that the District now owns the Transit Center property and has completed the selection process to select architect for renovation. Legal counsel is preparing service agreement, which should be ready for Board approval in October.
- b. Propane Facility: GM Pilant explained that the project is still in county approval process and probably will be for several months.

13. NW Ride Brokerage: NW Rides Brokerage Manager Bond explained that the updated delegate agreement is under the legal review process and should be ready for Board approval in November or December. 3/5 of the Brokerage staff is working from home due to COVID protocols, which has been made possible by the Ecolane software.

Director Adler asked how many total employees the District has. FS Welch answered 49.

14. Miscellaneous: None

CONSENT CALENDAR

15. Motion to Approve the Minutes of August 19, 2021 Regular Board Meeting
16. Motion to approve the Minutes of September 23, 2021 TAC Review Committee Minutes
17. Motion to Accept the TCTD August 2021 Financial and Service Reports

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AA Wakeman noted that Kathy Kleczek was also present at the TAC Review Committee Meeting and would update the minutes to reflect such.

Director Hanenkrat indicated that the regular meeting minutes showed that “Director Edwards” voted on three motions, AA Wakeman will update.

Director Adler raised several corrections regarding the minutes of the TAC Review Committee Meeting. *AA Wakeman clarified her corrections with general counsel following the meeting, and under direction of attorney Elizabeth Rosso simplified the sections in question to avoid confusion.*

Discussion on whether to approve minutes. Director Riggs indicated that the TAC Review Committee minutes should not be passed until they’ve been corrected.

Motion by Director Huffman to approve the financials and August Regular Board Meeting Minutes with corrections. *Motion Secoded* by Director Adler.

Motion Passed

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

Item 16 tabled until October meeting.

ACTION ITEMS

18. Motion to Appoint the Recommended Transportation Advisory Committee Membership Roster.

AA Wakeman explained that Mary McGinnis has withdrawn her application. Director Adler read a letter from Mz. McGinnis (*attached to minutes*).

There was discussion on the recommendations put forth by staff and by the TAC Review Committee, and of the applicants in general.

Motion by Director Holm to appoint the staff recommendations to the TAC as follows: Ron Rush for a three-year term; Carol McAndrew for a three-year term; Ross Tomlin for a three-year term; Brook Wyntergreen for a one-year term. *Motion Secoded* by Director Riggs.

In Favor: Directors Hanenkrat, Carlson-Swanson, Riggs, Holm
Opposed: Directors Johnson, Huffman, Adler

Motion Passed

DISCUSSION ITEMS

19. Maintenance Plan

Operations Superintendent Mike Reed reviewed a memo outlining his recommended Maintenance Plan. He explained that the District is in discussion with the Union to approve new positions, and hopes to have a finalized plan ready for Board approval in October.

Director Hanenkrat stated that his only concern is that it’s difficult to find a mechanic who can do both body work and mechanic work. OS Reed responded that the District still plans to send vehicles needing body work out to specialized shop, and that this expense appears in the forecasted cost of maintenance going forward. Director Hanenkrat also

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asked if the District is equipped to do A/C repair. GM Pilant responded that yes, the District has been setup to do A/C for several years.

Attorney Shropshire made the suggestion that the District begin recording public meetings, as a number of the firm's other public clients do. Attorney Shropshire also requested that Director Huffman clarify whether he intends to step down as chair permanently or just for this meeting. Director Huffman responded that he is resigning as Chair for this and all meetings going forward.

20. Staff Comments/Concerns:

GM Pilant shared that his youngest daughter had a baby a week ago, and he is planning to visit the family this weekend.

Administrative Assistant Wakeman: Asked to record future meetings.

Finance Supervisor Welch: None

Operations Superintendent Reed: None

NW Rides Brokerage Manager Bond: Stated that she was board clerk for 9 years and has served at the District for 11 years and has never seen Board behavior like this. She expressed that she's thankful it's getting righted, and thanked the Directors for beginning to correct it.

21. Board of Directors Comments/Concerns:

Dir. Hanenkrat thanked GM Pilant for trying to step down as NWOTA Chair.

Dir. Adler thanked Dir. Johnson for stepping up and doing good job, wished everyone good luck, and congratulated GM Pilant on grandbaby.

Dir. Huffman commended Dir. Johnson on how she's handling everything and commended OS Reed on his maintenance recommendations.

Dir. Riggs said that she felt the Board was fun to serve on 16 years ago and hopes it can return to the way it was. She reminded the Board that they were all elected to serve the County as a whole, not as North or South, and that personal agendas have no place on the Board. She thanked Dir. Johnson and the Board, and said that the District stakeholders are all looking at the District as having problems and that she would like to prove them wrong.

Dir. Carlson-Swanson thanked Dir. Johnson and thanked OS Reed for his extensive research on the maintenance plan. Thanked Dir. Hanenkrat for raising his experience and questions, and congratulated GM Pilant.

Dir. Holm: None

Dir. Johnson thanked staff and board for helping her get through meeting. Congratulated GM Pilant. Echoed thoughts that meetings going forward should be recorded.

22. Adjournment: Acting Chair Johnson adjourned the meeting at 8:00pm.

These minutes approved this 21st day of October, 2021.

ATTEST:

Mary Johnson, Acting Chair

Doug Pilant, General Manager

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