

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, general counsel from Jordan-Ramis
Peter Hicks, general counsel from Jordan-Ramis
Chris Kell, citizen from Tillamook
Jackie Edwards, citizen from Garibaldi
Arla Miller, representing ODOT
Joe Warren, representing Tillamook Headlight Herald
Michele Brandley, Port of Tillamook Bay, SDAO Board of Directors
Nancy Burgi-Oleson
Ron Rush, Marie Mills Center
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 Commissioners
Paul Lewicki, SETD Chief Operating Officer
Lisa Greiner, citizen
Melonie Ferguson, citizen from Cloverdale

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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 in August made 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 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 is attending the meeting 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 Acting Board Chairperson.

Director Riggs made a motion to conduct an investigation into a personnel matter and to appoint Director 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 TCTD year-to-date financial reports through August 2021.

Director Hanenkrat asked about 4 charges on Administrative Assistant Wakeman's credit card. AA Wakeman clarified these were for Tillamook County Fair admission passes and parking passes for volunteers. Dir. Hanenkrat asked about a charge for

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“Covid Tests” from Walgreens on Finance Supervisor Welch’s card. FS Welch clarified that tests were not available in Tillamook when they were needed and that she had driven to Lincoln City to purchase the test kits.

8. Service Measure Performance Report: GM Pilant reported the July 2021 service measure performance report were included this month’s board agenda packet and the August performance measure report would be included in the October 2021 board packet.
9. Northwest Oregon Transit Alliance: GM Pilant reported that he was unable to attend meeting and explained the previous two months NWOTA meeting packets were included in the Board’s meeting packet.
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 the shelter to arrive 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 was attended by regional partners and stakeholders from Washington County, Ride Connection and Amtrak.
 - C. RFP for Coordinated Human Services Plan: GM Pilant reported the RFP has been distributed potential consultants and hopes to wrap up the selection process next month.
 - D. Token Transit: GM Pilant reported that staff attended a demonstration presentation 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 the Downtown Transit Center property transaction has been completed. He said the process to select an architect to complete the design for the Transit Center’s office renovation has also been completed and is working with legal counsel to prepare a service agreement that will be ready for Board approval in October.
- b. Propane Facility: GM Pilant explained that the project is still in the county approval process.

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

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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

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 said the TAC Review Committee minutes should be removed from the Consent Calendar and be approved after 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, Adler, Riggs, Holm, Huffman and Acting Board Chair Johnson.

Item 16 removed from the Consent Calendar until October 21, 2021 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 Ms. McGinnis (*attached to minutes*). AA Wakeman read a letter submitted by former TAC member Carol McAndrew (*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: Huffman, Adler, Acting Board Chair Johnson

Motion Passed

DISCUSSION ITEMS

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19. Maintenance Plan

GM Doug Pilant stated that a Memo (*attached to minutes*) to the Board outlining a Maintenance Reorganization Plan had been distributed to the Board earlier in the day to provide an overview of Staff's analysis and recommendation to expand the District's capacity to perform in-house vehicle maintenance and repairs. He said Operations Superintendent Mike Reed has been the team leader for this project and would provide the Board an overview of the findings. OS Mike Reed provided a review of the Memo's findings and recommendation and explained the District is in discussions with the Union to approve the mechanic position, and hope to have this position ready for Board approval in October.

Director Hanenkrat said his primary 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 is included in the forecasted cost of maintenance going forward. Director Hanenkrat also 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.

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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 Board Chair Johnson adjourned the meeting at 8:00pm.

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

ATTEST:



Mary Johnson, Board Chair



Doug Pilant, General Manager