

**Tillamook County Transportation District**  
Board of Directors Regular Monthly Meeting  
Thursday, January 20, 2022 – 6:00PM  
Transportation Building  
3600 Third Street, Tillamook, OR  
**Meeting Minutes**



1. Call to Order: Board Chair Mary Johnson called the meeting to order at 6:04 pm.
2. Pledge of Allegiance
3. Roll Call:

**Present**

**TCTD Board of Directors**

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

**TCTD Staff**

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

**Absent**

Cathy Bond, NW Rides Brokerage Manager

**Guest**

Elizabeth Rosso, General Counsel, Jordan Ramis  
Kathy Kleczek, NW Transportation Options

4. Announcements and Changes to Agenda: A revised agenda was distributed prior to the meeting which included a discussion item for Tillamook Public Radio.
5. Public & Guest Comments:
  - a. Kathy Kleczek let the group know that the conference is still on but has shifted to be 100% virtual. The fees have been waived. She encourages all to attend. Register on the SDAO website.
6. Executive Session: None

**REPORTS**

7. Financial Report: Finance Supervisor Tabatha Welch reviewed the TCTD year-to-date financial report thru December 2021.

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Dir. Adler asked if all the contributions from all NWOTA partners have been received. Finance Supervisor Welch responded that she believes all partners are current, and the most recent quarter's billing just went out. *Later in the meeting FS Welch updated the group that she had checked and all partners are paid current.*

8. Service Measure Performance Report: GM Pilant gave the service performance report through November 2021 and shared that the report has been modified to record Route 2B.

Dir. Hanenkrat asked if the dates were correct. GM Pilant responded that the months were not updated and would be corrected.

9. Northwest Oregon Transit Alliance: GM Pilant shared updates from the alliance. The last meeting's discussion was dedicated to the marketing plan, development, and the design phase of the 3 new bus shelters. Committee members also discussed how each partner is coping with the driver shortage.

Dir. Adler asked about the future funding for enhanced mobility functions, and if that referred to the website. GM Pilant responded that there have been some changes in the program, the extent of which is currently unknown, and said a guest speaker will meeting with the partners at next month's meeting. Dir. Adler asked if uncovered expenses would be the sole responsibility of TCTD as the fiscal agent. GM Pilant responded no that all the partners share the responsibility equally.

10. Planning & Development: GM Pilant shared the following updates:

- a. Champion Park- The Jacobson Engineering lead engineer has returned to work from an injury and is preparing to sign-off the bid package. Expect to begin procurement in the next few weeks. Still having supply chain issues on sourcing a shelter.
- b. Route 5 Coastliner- met with stakeholders last week and discussed pros and cons and various service options. Anticipate final report soon. Hopeful this new service can be implemented in May.
- c. Coordinated Plan- District staff is working with Kittelson to schedule a kickoff meeting.
- d. Staffing Plan kicked off in December.
- e. Nehalem Bay Transportation System Plan- GM Pilant sat in, along with Board Chair Johnson. Discussed need to move downtown Wheeler bus stop.

11. Grant Funding: GM shared that the past several weeks and the next several weeks have been and will be spent on grant writing, primarily for fleet replacement and a new bus stop at Hebo, as well as additional funding for mobility management aspects of staffing plan.

12. Facility/Property Management:

- a. Transit Center: GM Pilant shared that the team has been meeting with the design architect, and is wrapping up design phase.
- b. Propane Facility: GM Pilant hopes to have photos to share next month of progress on fuel island. Contractors broke ground this month and are locating all needed

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underground electrical, water and fuel infrastructure. Hopeful the facility will be ready to by March or April.

- c. Pacific City Bus Stop: GM Pilant shared that NWOTA partners are beginning procurement process to select engineer to do design for Pacific City bus stop and other NWOTA bus shelters.

13. NW Ride Brokerage: GM Pilant shared the following updates:

- a. NW Rides resumed taking reservations January 3.
- b. An additional CSR has been hired and started January 4.
- c. Working with CARE OR to develop letter of agreement to begin offering additional medical-type and wellness transportation.
- d. Tonight's action items include motion to amend Records Retention Policy #11 to meet Oregon Health Authority requirements.
- e. Also on tonight's agenda is a resolution to amend agreement with GenXsys to provide support for additional services and workstations.

14. Miscellaneous:

- a. Consent Calendar includes motion to appoint Tabatha Welch Budget Officer for 2022-2023 fiscal year.
- b. Effective February 7, 2022, FMCSA will be requiring entry level driver training must be completed before drivers can earn their CDL. This could be problematic for driver recruitment and onboarding. Course is expensive and many prospective hires will likely be unable to afford the class. Dir. Hanenkrat asked if all drivers needed a CDL. GM Pilant responded affirmatively and explained that all of our drivers must be able to drive all TCTD vehicles. Dir. Hanenkrat asked which class of CDL our drivers are required to have. Operations Superintendent Reed responded that the classes go by gross vehicle weight, and we currently do not currently have any vehicles of a weight requiring more than a Class C.
- c. Update on a terminated employee who had filed a grievance. The union notified the District the grievance has been dropped.
- d. Shop lift is on the agenda for approval. Products from 5 different companies were considered, but only one company offered a wireless system and met the requirements of the bid.
- e. Trolley: GM has been looking for a trolley for special bus operations. Last fall, a 2013 Hometown Trolley with 171,000 miles became available in Las Vegas for a cost of \$60,000. While negotiating another company wanted to purchase it so we ended the negotiations. A few days later a 2018 Hometown Trolley became available from Coos County Transit Area with on 11,800 miles. They accepted TCTD's conditional offer for \$24,709. On agenda as an action item.

### **CONSENT CALENDAR**

15. Motion to Approve the Minutes of November 18, 2021, Regular Board Meeting

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

17. Motion to Appoint Tabatha Welch as FY 2022-2023 Budget Officer

Dir. Adler commented that minutes are lengthy. She is feeling a bit harassed.

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**Motion** by Dir. Holm to approve Consent Calendar. *Motion Seconded* by Dir. Riggs.

**Motion Passed**

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

**ACTION ITEMS**

18. Motion to Amend Records Retention Policy #11 to include Oregon Health Authority Requirements.

**Motion** by Dir. Adler to Motion to Amend Records Retention Policy #11 to include Oregon Health Authority Requirements. *Motion Seconded* by Dir. Holm.

**Motion Passed**

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

19. Resolution #22-01: In the Matter of Authorizing the General Manager to Purchase a Mobile 4-Column Lift from NW Lift & Equipment LLC in the Amount of \$48,500

Dir. Adler asked if there were 5 other bids. GM Pilant responded that it was sent to 5 different companies and only one responded, because the others didn't meet the bid specification to have wireless technology. Dir. Adler asked if this was important. GM Pilant explained it was important to shop safety to avoid having cables on the ground.

**Motion** by Dir. Holm to Approve Resolution #22-01: In the Matter of Authorizing the General Manager to Purchase a Mobile 4-Column Lift from NW Lift & Equipment LLC in the Amount of \$48,500. *Motion Seconded* by Dir. Riggs

**Motion Passed**

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

20. Resolution #22-02: In the Matter of Authorizing the General Manager to Purchase a Hometown Trolley from Coos County Area Transit in the Amount of \$24,709

Dir. Hanenkrat asked about the reasons Coos County wanted to sell the trolley. GM explained they no longer have CDL drivers, and this vehicle requires a CDL. This will allow them to have money to purchase used DAR vehicles from Rogue Valley.

**Motion** by Dir. Riggs to Approve Resolution #22-02: In the Matter of Authorizing the General Manager to Purchase a Hometown Trolley from Coos County Area Transit in the Amount of \$24,709. *Motion Seconded* by Dir. Carlson-Swanson.

**Motion Passed**

By Directors Hanenkrat, Carlson-Swanson, Adler, Riggs,

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Holm, Edwards, and Board Chair Johnson.

21. Resolution #22-03: In the Matter of Authorizing the General Manager to add NW Rides Brokerage Computers to the GenXsys Solutions Maintenance Service Agreement

Dir. Adler asked for clarification- 8 at-home work spaces- are they all located in Oregon? GM Pilant responded yes.

**Motion** by Dir. Holm to Approve Resolution #22-03: In the Matter of Authorizing the General Manager to add NW Rides Brokerage Computers to the GenXsys Solutions Maintenance Service Agreement. *Motion Seconded* by Dir. Adler.

**Motion Passed**

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

**DISCUSSION ITEMS**

22. Public Records Request: Helping Hands and Pacific City Shuttle

As noted at November board meeting, other Board Members had expressed interest in viewing the documents, plus included customer feedback and a letter to the TC commissioners.

Dir. Adler stated that it would be nice to have PC Shuttle serve Sand Lake area.

23. Tillamook County Public Radio Safety Plan

GM Pilant summarized the efforts made by a committee to review Tillamook Public Radio regarding radio safety, and that they have decided to move forward a governance structure and funding plan that receives most support. It would be best to schedule a special board meeting when the Project's leaders can be present to walk board through various governance alternatives and funding plans. The County agreed to a February special meeting. Dir. Adler asked to have as much information as possible available ahead of time to acquaint themselves with the project.

24. Staff Comments/Concerns:

GM Pilant: All new drivers have completed training. 2 have been unable to complete CDL testing but will still get seniority dates.

Operations Superintendent Reed: Very successful shift bid last Friday. Have been working towards this plan since August with new driver recruitment and planning. Compensation plan helped. 175 shifts per week- only 5 uncovered. Thanked Board for support.

Dir. Adler asked if this meant the return of the full bus schedule. Reed responded additional Route 2A and 2B and Route 4, plus Route 3 were added to this schedule. Deep bench now to prepare more service reinstatements in May.

Finance Supervisor Welch: Missed everyone last month but appreciated the break.

Administrative Assistant Wakeman: Asked Board to contact her for help registering for SDAO conference. Shared that printed materials are now available in English and Spanish.

25. Board of Directors Comments/Concerns:

Dir. Carlson-Swanson: Added on to thanks for weather battling, hard work.

Dir. Holm: Thanks for the work during the snow days. Huge benefit to community.

Dir. Adler: Wished happy new year, kudos to all dealing with weather.

Dir. Hanenkrat: Thank everyone for hard work, wished all the best.

Board Chair Johnson: Thanked everyone for being here. Looking forward to being in person. Thanked staff for their work.

Dir. Riggs: Missed bad weather, snowed in in Redmond. Learned how to use tire chains.

Dir. Edwards: Glad to be back, so much respect for District.

Adjournment: Board Chair Johnson adjourned the meeting at 7:10pm.

**These minutes approved this 17<sup>th</sup> day of February 2022.**

ATTEST:

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Mary Johnson, Board Chair

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Douglas Pilant, General Manager