

Tillamook County Transportation District
Board of Directors Regular Monthly Meeting
Thursday, February 17, 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 6:00 pm.
2. Pledge of Allegiance
3. Roll Call:

Present

TCTD Board of Directors

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

TCTD Staff

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

Guests

Arla Miller, ODOT
Kathy Kleczek, NW Transportation Options
Rachel Haggerty, Tillamook County Commissioners Chief of Staff
John Spence, Tillamook County Communications System Administrator
Jeff Hazen, SETD
Chris Kell, TCTD TAC

4. Announcements and Changes to Agenda: A revised agenda was distributed prior to the meeting which included two resolutions relating to the Vehicle Reserve Fund and the Property Management Fund.
5. Public & Guest Comments:
 - a. Rachel and John shared the background and illustrated the need and projected costs to build new county-wide public safety radio infrastructure. They estimate the overall cost of the build to be \$20 million, plus maintenance and replacement costs. They estimate the project is at least one year from appearing on a ballot and is currently gathering input on which governance and funding structures would be most desirable to users and the community.

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.

- b. Kathy Kleczek thanked everyone who attended SDAO annual conference. Sessions are recorded and available online until May.

6. Executive Session: None

REPORTS

7. Financial Report: Finance Supervisor Tabatha Welch reviewed the TCTD year-to-date financial report through January 2022.
8. Service Measure Performance Report: GM Pilant gave the service performance report through December 2021.

Dir. Adler asked why college ridership is down so much. GM Pilant responded that he isn't sure, might still be COVID related. Haven't done outreach due to COVID. Kathy K added that Community College attendance across the state is down. Dir. Carlson-Swanson added that many classes are being offered and taken virtually. Dir. Adler added that there was also snowy weather in December.

Dir. Hanenkrat asked why the report was only through December. GM Pilant responded that the District is still closing out the month of January.

9. Northwest Oregon Transit Alliance: GM Pilant shared updates from the alliance. At the last meeting an update was shared on the NWOTA marketing plan, including a 300% increase in social media followers. The last meeting also included discussions on the website, and discussions on the FMCA driver training changes.
10. Planning & Development: GM Pilant shared the following updates:
 - a. Route 5 Coastliner- Waiting for the consultant to deliver the final report
 - b. Coordinated Plan- Had kick-off meeting
 - c. Customer Service Plan- Staff meets with consultant weekly and project continues evolving
11. Grant Funding: Several applications have been submitted for vehicle expansion and vehicle replacements, a bus stop in Hebo, and a Preventative Maintenance grant request, and requests for additional funding for renovations to the Transit Center.
12. Facility/Property Management: GM Pilant gave the following updates:
 - a. Transit Center: Waiting on final design for renovation
 - b. Propane Facility: Exciting changes are taking shape as fueling island is being constructed. Canopy is expected to arrive next week. A short-term storage tank will be used until permanent tanks are available, due to supply chain shortages
 - c. Champion Park Bus Stop: Project out for bid, which are due tomorrow 3/18/22
 - d. Pacific City Bus Stop: Still waiting for FTA to approve categorical exclusion
13. NW Ride Brokerage: Brokerage Manager Bond shared the following updates:
 - a. Still overcoming COVID distancing requirements for healthcare transportation.

- b. Wapato provider closed doors at end of year and donated vehicles to Ride Connection. Ride Connection also hired all Wapato staff and drivers. Very smooth transition.
- c. TCTD and NW Rides are implementing a new phone system to be in place by March 31, 2022. Also working to add call center features.
- d. Hired a new CSR who began in January. This makes brokerage fully staffed; position went unfilled for about a year and a half.

14. Miscellaneous:

- a. New trolley has arrived and has caused quite a splash locally. A lot of excitement has been expressed on social media and rental inquiries are already coming in.

Dir. Hanenkrat asked about a letter of support GM Pilant asked the Tillamook County Commissioners to fund purchase of two additional trolleys. GM Pilant confirmed that he requested the County Board of Commissioners provide a letter of support to strengthen a grant application. Dir. Hanenkrat stated that he was surprised to hear about this on the news.

Dir. Adler asked when the annual financial audit would be available. GM Pilant responded that the auditors have requested an extension. Due to COVID, they are short staffed and can't currently unable to meet their deadline. The extension has been granted.

CONSENT CALENDAR

- 15. Motion to Approve the Minutes of January 20, 2022, Regular Board Meeting
- 16. Motion to Accept the TCTD January 2022 Financial and Service Reports

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

Motion Passed

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

ACTION ITEMS

- 17. Resolution #22-04 In the Matter of Authorizing the Transfer of Appropriations in the Amount of \$300,000 from the Contingency Line Item #5291 to the COVID Expense Line Item #5291.

Dir. Adler asked if this meant the bonus plan is being considered a COVID expense. GM Pilant responded affirmatively.

Dir. Holm pointed out that the contingency line item is 5290.

Motion by Dir. Holm to approve Resolution #22-04 In the Matter of Authorizing the Transfer of Appropriations in the Amount of \$300,000 from the Contingency Line Item #5291 to the COVID Expense Line Item #5291 with correction. *Motion Seconded* by Dir. Carlson-Swanson.

Motion Passed

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

18. Resolution #22-05 In the Matter of Reviewing and Approving the Continuation of the Vehicle Purchase Reserve Fund.

Dir. Adler asked what the next review period would be specified by the resolution. GM Pilant responded the next review in 2032; 10 years from now.

Motion by Dir. Holm to approve Resolution #22-05 In the Matter of Reviewing and Approving the Continuation of the Vehicle Purchase Reserve Fund. *Motion Seconded* by Dir. Edwards.

Motion Passed

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

19. Resolution #22-06 In the Matter to Review and Reauthorize the Continuation of the TCTD Property Management Fund.

Dir. Adler asked what the process was for reviewing the funds. GM Pilant explained that this is a housekeeping item and that the funds must be reauthorized every 10 years. These funds are active and continue to be used. Dir. Holm added that the funds are also reviewed during the budgeting process. Dir. Riggs added that she's thankful that there is income in the Property Management Fund.

Motion by Dir. Riggs to Approve Resolution #22-06 In the Matter to Review and Reauthorize the Continuation of the TCTD Property Management Fund. *Motion Seconded* by Dir. Carlson-Swanson.

Motion Passed

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

DISCUSSION ITEMS

20. SDAO Best Practices Program: AA Wakeman shared the five tasks that need to be completed for TCTD to earn the full 10% discount on insurance for this year.

21. Staff Comments/Concerns:

GM Pilant: No joke.

Operations Superintendent Reed: No Comment

Finance Supervisor Welch: No Comment

NW Rides Brokerage Manager Bond: Wants to acknowledge that GM Pilant has been with the District for 10 years as of the end of January.

Administrative Assistant Wakeman: No Comment

22. Board of Directors Comments/Concerns:

Board Chair Johnson: No Comment

Dir. Riggs: Really excited about the trolley and possibly getting a few more. The opportunity to replace the PC buses with the trolleys will add a lot of excitement. Hopes to see them in local parades. Added that it's time to do a performance review for the GM.

Dir. Adler: Congratulations to GM Pilant on his milestone. Glad everyone made it through the winter.

Dir. Hanenkrat: No Comment

Dir. Carlson-Swanson: Congratulations GM Pilant, thank you for all that you do and have done for the District.

Dir. Holm: No Comment

Dir. Edwards: Thank you to GM Pilant, has seen the changes at the District from the beginning and to see the growth has been mind boggling.

Adjournment: Board Chair Johnson adjourned the meeting at 7:30pm.

These minutes approved this 17th day of March 2022.

ATTEST:

Mary Johnson, Board Chair

Douglas Pilant, General Manager