

**Tillamook County Transportation District**  
Board of Directors Regular Monthly Meeting  
Thursday, March 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 (zoom)  
Jackie Edwards, Director (zoom)  
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  
Chris Kell, TCTD TAC  
Kathy Kleczek, NTO  
Ashley, Headlight Herald  
Natalie Zuercher, TCTD

4. Announcements and Changes to Agenda: GM Pilant indicated that an error on the agenda and that tonight's financial report will be for February 2022.
5. Public & Guest Comments:
  - a. Kathy Kleczek invited people to tune in to the Northwest Transportation Options show tomorrow at 11am on Facebook and YouTube. They will be discussing Transportation Employee Appreciation Day, which is March 18.
  - b. Arla Miller- On behalf of ODOT, she thanked all transit workers, especially during COVID times, outstanding job, especially Doug and team.
  - c. Chris Kell- TCTD knocked it out of park on trolley purchase, town is so excited. Also, the TCTD Facebook has been a success within 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.*

6. Executive Session: None

## **REPORTS**

7. Financial Report: Finance Supervisor Welch reviewed the TCTD year-to-date financial report through February 2022.

Supervisor Welch added that the percentage of the year completed should be corrected 66% on each page.

8. Service Measure Performance Report: GM Pilant gave the service performance report through January 2022.

Dir. Adler asked if the District is back to running a full schedule now. GM Pilant responded not yet, but the plan is to be back to a full schedule in May.

9. Northwest Oregon Transit Alliance: GM Pilant shared updates from the last partner meeting. Their discussion continued about problems getting a host and support for the website's open trip planner platform. The new website hosting company went out of business. As a result, open trip planner hosting will continue to be a higher cost until a different option can be found. Currently discussing pros and cons of supporting open trip planner versus Google Transit. Returning to Google Transit means that people who are planning trips to the coast more than 60 days out would not be able to. Also, GTFS flex technology allows riders to see available Dial A Ride options, which in some cases is more convenient for travelers to use. The group also discussed FMCSA driver training changes that went into effect in February, which will make hiring new drivers more challenging. TCTD and SETD have both become qualified to be registered in national registry, next steps are putting together training program to meet criteria and get certified.

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

- a. The kickoff meeting for Coordinated Human Services Public Transportation Plan (CTP) was held last week. Dir. Carlson-Swanson invited GM Pilant to attend county wide social services directors meeting and provide committee with overview of purpose and intent of CTP and invite their engagement. GM Pilant will be meeting with consultant to modify scope of work and change public outreach plan and engage the community in more of small group sessions.

11. Grant Funding:

- a. AA Wakeman submitted TLT grant for additional money for the Transit Center renovation. Application has moved to next round for consideration, and we will know mid-April.

12. Facility/Property Management: GM Pilant gave the following updates:

- a. Received estimate from engineering firm and architectural firm for a revised scope of work to make additional changes at the transit center. These changes will include reconfiguring existing space to eliminate blind spots and create a

more welcoming environment. Plans also include updating technology and installing an HVAC system.

- b. Propane fueling facility is almost complete. The wrong fuel card programming technology was sent, correct system should arrive next week. Permanent tanks will arrive soon. Hoping to have full project completed in May.
- c. Champion Park Apartment bus stop project has gone out to bid to six local construction companies. Received one bid from Advanced Excavation Company. The shelter is currently being shipped and should arrive soon.
- d. NWOTA Project is still waiting for categorical exclusion from FTA. In the meantime, design work has started at three bus stops.

13. NW Ride Brokerage: Brokerage Manager Bond shared the following updates:

- a. Fully implemented new phone system has provided enhanced customer service for contact center. The new update now includes recording on all calls, great coaching tool, and new menu options to streamline calls and prioritization. System will close audit observation from Oregon Health Authority.
- b. TCTD also has new phone system, but menu options haven't changed yet, will be starting that soon. This new system will save District money.

14. Miscellaneous:

- a. Took delivery of three propane powered vehicles in last several days, one small bus and two Ford Transits. One more Ford Transit will be arriving in 2-3 weeks, then waiting for rest of vehicles ordered 14 months ago. Vehicles have the option to use gas or propane.

Dir. Holm asked about the difference in range for propane versus gas vehicles. GM Pilant explained that on propane vehicles will get fewer miles to the gallon, but fuel cost is significantly less. Also, because propane burns more cleanly there will be less wear and tear on vehicles.

- b. The employee handbook has not been revised since 2015. TCTD staff has been working with Heidi Mason to integrate all recent employment laws and regulations, remove crossovers and redundancies from Collective Bargaining Agreement. The District will also be moving to a new PTO leave program to combine sick and vacation. Hoping to have revised handbook ready for Board approval in May or June for July 1st implementation.

Board Chair Johnson asked if Heidi was the one who helped with the Recruitment and Retention Plan. GM Pilant answered yes.

Dir. Holm asked if the PTO switch has already taken effect with union employees. GM Pilant explained that this change is just for administrative and brokerage staff, not union employees.

Dir. Adler asked when we'll receive the financial audit for 2020-2021. GM Pilant said he doesn't know and said the auditors requested and received a 3<sup>rd</sup> extension.

**CONSENT CALENDAR**

- 15. Motion to Approve the Minutes of February 17, 2022, Regular Board Meeting
- 16. Motion to Accept the TCTD February 2022 Financial and January 2022 Service Reports

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

**Motion Passed**

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

**ACTION ITEMS**

- 17. Motion to Reappoint Chris Kell and Appoint Richard Mounce and Justin Aufdermauer to the TCTD Budget Committee.

Dir. Adler expressed that she would prefer not to take advice from Chris Kell and pointed out that she's lost the last three elections. She questioned that since Justin is her grandson wouldn't that be unethical?

Dir. Riggs expressed that Chris Kell has come to every Board meeting. She's been very involved and active within the District. Dir. Riggs pointed out that there needs to be more professionalism displayed by the Board and encouraged Board members to put being professional over personality differences.

Dir. Edwards added that Chris Kell is very knowledgeable and has served the District before, she has never received any complaints about Mrs. Kell, and expressed that she does a good job. She recommends continuing with Mrs. Kell.

Dir. Adler said her experiences with Mrs. Kell have been more than negative. She'd like to appoint the other two candidates and leave one seat open.

**Motion** by Dir. Riggs to Reappoint Chris Kell and Appoint Richard Mounce and Justin Aufdermauer to the TCTD Budget Committee. *Motion Seconded* by Dir. Edwards.

Dir. Hanenkrat asked if all three can be approved as one group. Board Chair Johnson responded yes.

**Motion Passed**

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

- 18. Resolution #22-07 In the Matter of Approving Award of Construction Contract to Advanced Excavation Inc. for Champion Park Apartment Complex Transit Stop Improvements Projects

Dir. Adler asked if we could extend the time frame to receive a more competitive bid. BC Johnson asked what the average cost was for a similar project. GM Pilant answered that he budgeted \$95,000 for project. Dir. Holm said Advanced Excavation is an excellent company.

**Motion** by Dir. Holm to approve Resolution #22-07 In the Matter of Approving Award of Construction Contract to Advanced Excavation Inc. for Champion Park Apartment Complex Transit Stop Improvements Projects. *Motion Seconded* by Dir. Riggs.

**Motion Passed**

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

19. Resolution #22-08 In the Matter of Declaring and Surplus Property and Authorizing the General Manager to Dispose of the Vehicles in Most Advantageous Manner

GM stated that there are currently four buses and four vans that the District wishes to declare as surplus property and make room for new vehicles. Dir. Holm added it's a good time to get residual value out of them. Dir. Hanenkrat asked how the District disposes of them? GM Pilant said through a competitive process, advertising, and possibly some direct sales to prior partners. The vans all exceed useful life by two or three years and many miles. Dir. Holm asked if the District has considered donating them. GM Pilant expressed that he would not recommend donating these because the maintenance cost would be too high.

**Motion** by Dir. Riggs to Approve Resolution #22-08 In the Matter of Declaring and Surplus Property and Authorizing the General Manager to Dispose of the Vehicles in Most Advantageous Manner. *Motion Seconded* by Dir. Holm.

**Motion Passed**

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

**DISCUSSION ITEMS**

20. Staff Comments/Concerns:

GM Pilant: Expressed his regret that ODOT has lost a few icons within the community in the last month.

Operations Superintendent Reed: No Comment

Finance Supervisor Welch: No Comment

NW Rides Brokerage Manager Bond: Thanked GM Pilant for supporting crazy projects, like the phone project. She has enjoyed working ten years beside him.

Administrative Assistant Wakeman: Thanked District staff, GM Pilant, and the Board and said she has enjoyed working with everyone.

21. Board of Directors Comments/Concerns:

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Board Chair Johnson: Going to miss Shannon but welcomed Natalie. Wished Tabatha luck with the budget. Shared relief with Cathy that the phone system is completed. Thanked the team.

Dir. Riggs: Shared that the Crab Races are over and they raised \$21,000. Thanked District for the donated bus pass. Reminded the Board that the General Manager evaluation needs to be completed ASAP. Thanked Shannon for her hard work along with Cathy for the phone system.

Dir. Adler: Wished everyone a Happy St. Patrick's Day. Thanked Cathy for work on phone system as well as Shannon for all her hard work. Asked that the Board be consulted on Trolley purchases before including in the budget.

Dir. Hanenkrat: No comment

Dir. Carlson-Swanson: Welcomed Natalie and wished Shannon the best as well as thanked her for her hard work.

Dir. Holm: Trolley is getting a lot of attention, haven't heard from this many people since stagecoach wrap and cow wrap. Lots of excitement within the community.

Dir. Edwards: Need to plan for Doug's review. Thanked Shannon. Thanked Cathy. Loves the trolleys. Lots of good things here.

Adjournment: Board Chair Johnson adjourned the meeting at 6:58 pm.

**These minutes approved this 21<sup>st</sup> day of April 2022.**

ATTEST:

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Mary Johnson, Board Chair

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Douglas Pilant, General Manager