

Tillamook County Transportation District
FY 2022-2023 TCTD Budget Committee Meeting
Tuesday, May 10, 2022- 6:00PM
Transportation Building
3600 Third Street, Tillamook, OR
Meeting Minutes



1. **Call to Order:**

Board Chair Johnson called the meeting to order at 6:02PM

2. **Roll Call:**

3. **TCTD Budget Committee Members Present:**

Mary Johnson, Board Chair (Zoom)
Linda Adler, Board Secretary (Zoom)
Gary Hanenkrat, Board Treasurer
Marty Holm, Director (Zoom)
Jackie Edwards, Director
Mis Carlson-Swanson, Director (Zoom)
Judy Riggs, Board Vice Chair (Zoom)
Pat Ryan, Budget Committee (Zoom)
Chris Kell, Budget Committee
Justin Aufdermauer, Budget Committee
Ron Rush, Budget Committee
Carole McAndrew, Budget Committee **ABSENT**
Richard Mounce, Budget Committee (Zoom)
Debra Van Wickle, Budget Committee **ABSENT**

TCTD Staff Members Present:

Doug Pilant, General Manager (Zoom)
Tabatha Welch, Budget Officer/Finance Supervisor
Cathy Bond, NW Brokerage Manager **ABSENT**
Natalie Zuercher, Administrative Assistant/Board Clerk
Mike Reed, Operations Superintendent **ABSENT**

Guests:

None

4. **Election of TCTD Budget Committee Chair for FY 2022-2023:**

Motion by Dir. Hanenkrat to appoint Marty Holm as Budget Committee chair for FY 2022-2023. *Motion Seconded* by Committee Member Aufdermauer.

Motion Passed Unanimously

5. **Reading and acceptance of the Budget Officer's message:**

Committee Chair Marty Holm read the budget officer's message for FY 2022-2023 into the record.

6. **Line-by-line discussion of the FY 2022-2023 budget by fund:**

(1A) LB20- General Fund Resources

Dir. Adler asked if there was revenue for the PC Shuttle. GM Pilant answered that these revenues are in miscellaneous income.

Committee Member Aufdermauer asked about contract revenue budgeted for this year should be increased over the previous year. FS Welch replied that due to covid revenues had been down in prior years and we expected these revenues to increase with additional NW Rides ridership.

(2A) LB30A TCTD Administration- General Fund

Committee Member Aufdermauer asked if there are salary audit's done to reach the numbers located within the budget. Committee Chair Holm explained the district conducts periodic salary surveys every few years. FS Welch explained administrative staffing has been low due to not being fully staffed.

Dir. Adler asked if the Administrative Salaries should be rolled back. Committee Member Aufdermauer said he wasn't suggesting that to happen. Dir. Adler said they seem high. Committee Chair Holm replied salaries and health care insurance and the salary CPI goes up each year.

(3A) LB-30A TCTD Operations- General Fund

Board Chair Johnson asked why VEBA and health care are going down in reference to the personal services line. FS Welch explained these line items were being adjusted to reflect current expenses.

Dir. Adler asked why is there Ecolane training. FS Welch explained we are bringing in Ecolane Trainers to train onsite.

(4A) LB-30A TCTD Maintenance- General Fund

FS Welch explained personnel services have been increased due to increased staffing to perform more maintenance work inhouse.

Committee Member Rush asked why payroll is going up for healthcare. FS Welch replied that is a result of now having full-time employees in the maintenance department.

Committee Member Kell asked if we are comfortable with the amounts provided for fuel and propane. FS Welch said its open for discussion with the board. Committee Chair Holm added that we have been conservative on this making sure we don't short this piece on the budget. Dir. Adler replied that the numbers doubled from 2019 and 2021 but she is comfortable with it.

Committee Member Aufdermauer asked why vehicle expenses had been significantly reduced.

FS Welch explained we now have a vehicle mechanic.

Committee Member Aufdermauer asked if we have taken into consideration the increase in vehicle parts with this portion of the budget. FS Welch replied that GM Pilant and OS Reed have had discussions on supplies. GM Pilant explained that historically vehicle expenses included both labor for outsourcing parts. Now that we have a fulltime mechanic we are budgeting the same for parts but less for outside labor.

Committee Member Aufdermauer asked about the process that takes place when changing a budget line. FS Welch replied that this is a committee decision.

(6A) LB-30B Requirements Not Allocated- General Fund

FS Welch explained this year planning is being moved to unallocated since all the planning projects are grant funded.

Dir. Adler asked that unallocated Line 19 be more specific. FS Welch replied that this line is the total of all non-allocated budget total lines.

(7B) LB-11 Property Management- Enterprise Fund

No discussion.

(8B) LB-11 Capital Reserve Fund

No discussion.

(9B) LB-11 Vehicle Purchase Reserve

No discussion.

(10B) LB-11 Bus Wash Maintenance Reserve

No discussion.

(11B) LB-10 Special Transportation Fund

No discussion.

(12B) LB-10 Northwest Oregon Transit Alliance- Special Fund

No discussion.

(13B) LB-10 NW Rides- Special Fund

Committee Member Aufdermauer asked if TCTD is the fiscal agent for NW Rides. GM Pilant replied that TCTD has a contract with CARE Oregon to operate the NW Rides brokerage. Committee Member Aufdermauer asked how this works. GM Pilant explained the program operates as a DBE and the District created this fund to account for the brokerage transactions separately. Committee Chair Holm added that TCTD is a provider of NW Rides services and manages the whole program now.

(14B) LB-10 Statewide Transit Improvement Fund

No discussion.

7. Approval of the TCTD FY 20212-2023 budget as presented or amended:

MOTION by Committee Member Rush to approve the FY 2022-2023 Tillamook County Transportation District budget as presented and send it to the Tillamook County Transportation District Board of Directors for a public Budget Hearing. *Motion seconded by Dir. Edwards.*

MOTION PASSED UNANIMOUSLY

MOTION by Committee Member Aufdermauer that the Tillamook County Transportation District Budget Committee approves the 2022-2023 fiscal year budget in the amount of \$15,029,549. *Motion seconded by Dir. Edwards.*

MOTION PASSED UNANIMOUSLY

MOTION by Committee Member Rush that the Tillamook County Transportation District Budget Committee approves taxes for the 2022-2023 fiscal year at the rate

of \$0.20 per \$1,000 (\$1,074,124) of assessed value for operating purposes in the General Fund. *Motion seconded* by Dir. Hanenkrat.

MOTION PASSED UNANIMOUSLY

8. Committee Member Comments/ Concerns

Dir. Adler: Thanked Tabatha for her work.

Dir. Riggs: Great job Tabatha, this was easy to read.

CM Kell: This is the most understandable format I've ever seen.

CC Holm: It's nice to see everyone and the committee.

CM Rush: Appreciates what the district does.

GM Pilant: Thanked Tabatha for taking on the budget by herself without any input and I am proud of her.

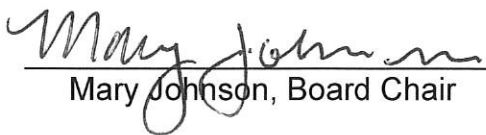
FS Welch: Thank you for being here, thank you Justin it's nice to have you here.

9. Adjournment:

Committee Chair Marty Holm adjourned the meeting at 6:56PM.

These minutes approved on this 23rd day of June, 2022.

Attest:



Mary Johnson, Board Chair



Mike Reed, Interim General Manager