

Tillamook County Transportation District
Board of Directors Regular Monthly Meeting
Thursday, May 19, 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 6:01 pm.
2. Pledge of Allegiance
3. Roll Call:

Present

TCTD Board of Directors

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

TCTD Staff

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

Guests

Kathy Kleczek, NTO (Zoom)
Thomas Fiorell (Zoom)
Heidi Mason, Innova (Zoom)

4. Announcements and Changes to Agenda:
 - a. GM Pilant said that Resolution #22-16 has been added to Agenda.
5. Public & Guest Comments:
 - a. Kathy Kleczek explained that Van Pool is back due to employees having a hard time getting to their job site and that Van Pool doesn't take away from public transit.
6. Presentation: Heidi Mason, Innova Legal Advisors- Proposed "TCTD Personnel Policies & Employee Handbook" Recommended Changes
 - a. Heidi presented the work that was done with the TCTD handbook with updates. Leadership met with Heidi to update these changes but also follow guidelines.
 - b. PTO model is the biggest change that was made with the employee handbook.

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.

- i. Dir. Holm expressed concern about the proposed sick time being a liability to the district due to the big number for PTO that was included in this proposal and how the growth of PTO can build rapidly he wants to see a two-part policy on this.
 - ii. Dir. Hanenkrat discussed his concerns on employees having this sick time and how he wants to see employees have this dedicated sick time available.
 - iii. Dir. Carlson-Swanson expressed concerns about employees not having enough sick time in case of a catastrophic illness but also talked about how the sick time proposed can affect employee behavior making it so that employees don't want to take that time off.
 - iv. Dir. Adler talked about how employees should take their time off but was concerned about the funding that comes with PTO.
 - v. GM Pilant provided information that we currently have 240 hours of time that can be accrued as well as 500 hours sick time and that the max accrual under PTO is 400 hours.
- c. Emergency Leave Pool
- i. Dir. Holm expressed that this is tricky and it's not always anonymous in small organizations therefore use caution with something like this.
 - ii. FA Welch said that union and administrative employee breakdown are different with this.
 - iii. Dir. Alder said we need to bring an HR person back on board for the HR department and that the HR department is something we need to come back to as a board. GM Pilant expressed that we are working on things and satisfied with progress made, we will come to board when needed.
 - iv. Johnson asked if the complaints we get now are manageable with staff we have.
 - v. Dir. Carlson-Swanson expressed the HR department is going beyond scope of work and this is a General Manager task.
 - vi. Dir. Riggs asked about bringing in different proposals or options on PTO and Emergency leave policy.

7. Executive Session: None

REPORTS

8. Financial Report: Finance Supervisor Welch reviewed the TCTD year-to-date financial report through April 2022.
 - a. FA Welch pointed out we completed 83% of year.
 - b. Dir. Adler asked for further explanation of who was eating and what the meal was about within financials. FA Welch replied that they are listed in personnel.
9. Service Measure Performance Report: GM Pilant gave the YTD Service Performance Report through April 2022.
 - a. GM Pilant discussed how ridership remains flat, DAR is up 1.7%, TBCC is down 58.8% but with school in session ridership is going up, NWR is up 4.8%,

- intercity services are up 13.6%, passengers per hour are up 1.2%, cost per trip is up 10.2%, and fare box recovery is up 8.2%.
10. Northwest Oregon Transit Alliance: GM Pilant shared updates from the last partner meeting.
 - a. GM Pilant said that it was great having everyone in the same room and that coordinating committee didn't reach consensus regarding marketing goals.
 - b. GM Pilant provided updates on the construction of the three bus stops in PC, Warrenton, and Waldport.
 11. Planning & Development: GM Pilant shared the following updates:
 - a. Consultant has completed memorandum 2 for coordinated plan updating demographics of study but will need to focus on completing social services the next few months.
 12. Grant Funding:
 - a. GM Pilant said that ODOT announced their discretionary grants and TCTD has grants awarded.
 13. Facility/Property Management: GM Pilant gave the following updates:
 - a. Process has begun to complete design work for the Transit Center.
 - b. With the delivery of two 2,000-gallon tanks next weeks the Propane Facility will be finalized.
 - c. Advanced Excavation has been making great progress with Champion Park Apartments project.
 - d. Awaiting Jacobs Engineering proposal for PC bus stop.
 14. NW Ride Brokerage: Brokerage Manager Bond shared the following updates:
 - a. BM Bond said that NWR is in the process of recruiting Customer Service Representatives.
 - b. BM Bond explained that the annual audit process has begun for 2021-22.
 - c. BM Bond said that she will be working with GM Pilant as well as CARE Oregon to have Disaster Recovery Plan finalized.
 15. Miscellaneous:
 - a. GM Pilant reported the delivery of TCTD's fourth propane vehicle.
 - b. GM Pilant discussed meeting with John Mercier of the Confederate Tribes of Grande Ronde's Transit Tribal Program to get familiar with program.
 - c. Dir. Hanenkrat asked for an update on the employee investigation regarding the complaint with board. Chair Johnson replied that everything is complete but will touch base.

CONSENT CALENDAR

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

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

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.

Motion Passed

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

ACTION ITEMS

18. Motion to Approve the Recommended Changes to the TCTD Personnel Policies and Employee Handbook Effective July 1, 2022

a. BC Johnson discussed how this will be approved at June's board meeting.

19. In the Matter of Approving Resolution #22-13 Authorizing the General Manager to Execute a Personnel Services Agreement not to Exceed \$20,000 with Chrissy's Cleaning for Janitorial Services

a. GM Pilant said that this is for the entire Administrative Building for one year.

Motion by Dir. Adler to approve Motion to Approve Resolution #22-13 Authorizing the General Manager to Execute a Personnel Services Agreement not to Exceed \$20,000 with Chrissy's Cleaning for Janitorial Services: Training Curriculum for Drivers. *Motion Seconded* by Dir. Hanenkrat

Motion Passed

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

20. In the Matter of Approving Resolution #22-14 Authorizing the General Manager to Execute a Tillamook Coast Visitors Association TLT Grant Agreement No. FY2022-TLTCF-TCTD in the amount of \$75,000.

a. GM Pilant explained how this Transit Lodging Tax Grant for renovation of the Transit Center is going towards installation of HVAC.

b. Dir. Adler asked if this was the \$75,000 in miscellaneous within the FY 2022-2023 budget. FA Welch replied that we are unsure because we don't have budget in front of us.

Motion by Dir. Holm to Approve Resolution #22-14 Authorizing the General Manager to Execute a Tillamook Coast Visitors Association TLT Grant Agreement No. FY2022-TLTCF-TCTD in the amount of \$75,000. *Motion Seconded* by Dir. Johnson

Motion Passed

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

21. In the Matter of Approving Resolution #22-15 Authorizing the General Manager to Execute and Agreement to Purchase two (2) Category B Buses from Schetkey NW Bus Sales.
- a. GM Pilant said that we are happy to have gotten through this procurement process because we desperately need busses.

Motion by Dir. Carlson-Swanson to Approve Resolution #22-15 Authorizing the General Manager to Execute and Agreement to Purchase two (2) Category B Buses from Schetkey NW Bus Sales. *Motion Seconded* by Dir. Holm

Motion Passed

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

22. In the Matter of Approving Resolution #22-16 Authorizing the General Manager to Execute an Agreement with the State of Oregon, acting by and through its Department of Transportation Rail and Public Transit Division
- a. GM Pilant said that this is for the rural Veterans Transportation Program.
 - b. Dir. Holm asked if this was a continuation of what was done before. GM Pilant replied yes and that this is the money to keep us going with this program.

Motion by Dir. Holm to Approve Resolution #22-16 Authorizing the General Manager to Execute an Agreement with the State of Oregon, acting by and through its Department of Transportation Rail and Public Transit Division. *Motion Seconded* by Dir. Edwards

Motion Passed

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

DISCUSSION ITEMS

23. Staff Comments/Concerns:

GM Pilant: Thanked the board for volunteering every month to keep us going. Told us all a paper joke.

Operations Superintendent Reed: No comment.

Finance Supervisor Welch: No Comment.

NW Rides Brokerage Manager Bond: No Comment.

Administrative Assistant Zuercher: No Comment.

24. Board of Directors Comments/Concerns:

Board Chair Johnson: Thanked everyone and is excited to see things moving forward with the employee handbook.

Dir. Riggs: Appreciates Mis and is sad to see her go. Thanked Tabatha again for her great work on the budget.

Dir. Adler: Thanked Tabatha for all her work. Asked Kathy about Van Pool. Thanked everyone.

Dir. Hanenkrat: No Comment.

Dir. Carlson-Swanson: Thanked everyone for all their hard work and dedication with transportation in Tillamook County. Expressed that she will be moving out of the County and this is her last meeting. Appreciates all the wonderful things that are happening in the district.

Dir. Holm: Thanked all for the fantastic budget workshop last week. It's a collaboration and it looks great along with very good discussions. Getting lots of questions about the trolley.

Dir. Holm asked about trolley reservations. GM Pilant replied that we have to comply with FTA rules but it is something we are working on.

Dir. Edwards: Thanked staff for keeping everything running so well so the board doesn't have to worry. It's nice to know we have a great staff.

25. Adjournment: Board Chair Mary Johnson adjourned the meeting at 7:32 pm.

These minutes approved this 21st day of July 2022.

ATTEST:

Mary Johnson, Board Chair

Mike Reed, Interim General Manager