

Tillamook County Transportation District
Board of Directors Regular Monthly Meeting
Thursday, June 23, 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

TCTD Staff

Tabatha Welch, Finance Supervisor
Natalie Zuercher, Admin Assistant/ Board Clerk
Mike Reed, Operations Superintendent/ Interim General Manager
Cathy Bond, NW Rides Brokerage Manager

Guests

Arla Miller, ODOT (zoom)
Kathy Kleczek, NTO (zoom)
Heidi Mason, TCTD Legal Team

4. Announcements and Changes to Agenda:
5. Public & Guest Comments:
 - a. Arla Miller: On behalf of ODOT we are sorry for loss of Doug, he was respected and humbled transit manager. ODOT has funded renovations for transit center and we would like to propose the transit center be named the "Douglas Pilant Transit Center."
6. Executive Session: ORS 192.660 (2A) Consider the Employment of a Public Officer, Employee, Staff Member, or Individual and ORS 192(2)(f) to consider information or records that are exempt by law from public inspection.
 - a. The Board went into Executive Session at 6:04 PM and came out of Executive Session at 7:23 PM.

Motion by Dir. Adler to Motion to Make Mary Johnson a Liaison for Compensation and Decisions Directing to the General Manager. *Motion Seconded* by Dir. Holm.

Motion Passed

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

PUBLIC HEARING

7. Public Hearing to Receive Comment on the TCTD FY 2022-23 Budget
 - a. None

REPORTS

8. Financial Report: Finance Supervisor Welch reviewed the TCTD year-to-date financial report through May 2022.
 - a. FA Welch gave the year-to-date May 2022 Financial Report.
 - b. BC Johnson asked about the OTIB TVC Loan and asked if it's still coming in as a resource.
 - c. FA Welch said it's a one-time resource.

CONSENT CALENDAR

9. Motion to Approve the Minutes of May 10, 2022 Budget Committee Meeting
 - a. BC Zuercher explained Revision for date of approval.
10. Motion to Approve the minutes of June 14, 2022 Special Meeting and Executive Session
 - a. BC Zuercher explained Revision for taking of Mis Carlson Swanson.
11. Motion to Accept the TCTD May 2022 Financial Reports

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

Motion Passed

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

ACTION ITEMS

12. Motion to Approve the Recommended Changes to the TCTD Personnel Policies and Employee Handbook Effective July 1, 2022.
 - a. OS/IGM Reed discussed the revision and removal of the PTO from the handbook.

Motion by Dir. Edwards to Motion to Approve the Recommended Changes to the TCTD Personnel Policies and Employee Handbook Effective July 1, 2022: Providing Charter Services. *Motion Seconded* by Dir. Riggs

Motion Passed

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

13. Motion to Approve an Agreement to Hire and Staff a Recruitment Agency for TCTD
a. BC Johnson discussed the removal of this item from the consent calendar.

14. In the Matter of Approving Resolution #22-17 In the Matter of Adopting the Budget, Making Appropriations, Levying Taxes, and Categorizing Taxes for FY 2022-23.
a. FA Welch discussed a clerical error recorded for total of budget and reported it corrected at \$15,961,699.
b. Dir. Adler asked if this is regarding audit and FA Welch replied that this has to do with budget.

Motion by Dir. Holm to approve Motion to Approve Resolution #22-17 In the Matter of Adopting the Budget, Making Appropriations, Levying Taxes, and Categorizing Taxes for FY 2022-23. *Motion Seconded* by Dir. Riggs.

Motion Passed

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

15. In the Matter of Approving Resolution #22-18 in the Matter of Updating Umpqua Signature Cards

Motion by Dir. Riggs to Approve Resolution #22-18 in the Matter of Updating Umpqua Signature Cards. *Motion Seconded* by Dir. Adler

Motion Passed

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

DISCUSSION ITEMS

16. Staff Comments/Concerns: None

GM/Operations Superintendent Reed: None

Finance Supervisor Welch: None

NW Rides Brokerage Manager Bond: None

Administrative Assistant Zuercher: None

17. Board of Directors Comments/Concerns:

Board Chair Johnson: None

Dir. Riggs: None

Dir. Adler: Asked about annual reports, had her placed as treasurer when Gary is treasurer, asked if we can repair it.

- a. FA Welch answered that it's not worth the time and cost to fix, titles are not required we just need the names.
- b. Dir Adler praised the fabulous idea that we name the transit center after Doug, thanked Arla, and asked about a memorial service for Doug.
- c. BC Johnson answered that we need to provide parameters for cost to give us a direction for where and what kind of celebration it is.
- d. FA welch discussed going to Pacific Restaurant and talked to owner about costs, dates, and an estimation of about 75 attendees.
- e. Dir. Holm said we should expect more than 75 people.
- f. BC Johnson asked what the staff would enjoy the most, what would Doug want.
- g. BM Bond explained that Doug was 100% transit, he lived and breathed this agency, he gave his life to it. We all known Doug as a friend of transit. To honor and respect him, we should do something here at the transit office. I expect a lot of community, business, and transit people to attend. He loved the community these past 10 years. Pacific Restaurant concerns me because of this being a business type of thing. It should be about the district.
- h. Dir. Adler expressed that Cathy's event planning and catering is phenomenal.
- i. Dir. Edwards agreed on Dir. Adler's statement.
- j. Dir. Adler asked if we could do a live stream for this memorial.
- k. BM Bond said absolutely, Doug's family won't be here but its important we do a memorial on his benefit. His family would be more than happy to share his memorial video with us. I will help, we can all pull this in the admin office.
- l. BM Bond explained that this would benefit drivers especially during their lunch break in having the memorial here. That doing something at this district is great for people who didn't know him too well. We also need to give enough time to tell people so they can plan.

- m. Dir. Adler asked to assist this event on many levels due to her catering experience.
- n. BM Bond replied that those who want to help should be encouraged to. We should cater this but not put a burden on anyone.
- o. BC Johnson said she will work with Mike and staff for discussion on budget and approval.
- p. Arla explained that a Friday would be a good date for the memorial, you will see transit agencies come together in support of Doug and his career no matter what they have happening. Any other day of the week could be difficult.
- q. BM Bond asked if Friday, August 5th works for anyone.
- r. Dir. Holm said that a budget shouldn't be board approved, we just need to honor Doug. He was a great person and great leader.
- s. BM Bond explained that this whole community embraced Doug and they would want to come pay their respects.
- t. Dir. Adler said she wants to see everyone come together and wants to change relationship with a few people.

Dir. Hanenkrat: None

Dir. Holm: None

Dir. Edwards: None

18. Adjournment: Board Chair Mary Johnson adjourned the meeting at 7:56 pm.

These minutes approved this 21st day of July 2022.

ATTEST:

Mary Johnson, Board Chair

Mike Reed, Interim General Manager