

Tillamook County Transportation District
Board of Directors Special Meeting
Thursday, September 22nd, 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 6:04 pm.

2. Pledge of Allegiance

3. Roll Call:

Present

TCTD Board of Directors

Mary Johnson, Board Chair (Zoom)

Judy Riggs, Vice Chair

Jackie Edwards, Director (Zoom)

Linda Adler, Secretary (Zoom)

Marty Holm, Director

Gary Hanenkrat, Treasurer

TCTD Staff

Natalie Zuercher, Admin Assistant/ Board Clerk

Mike Reed, Operations Superintendent

Cathy Bond, NWR Brokerage Manager

Mark Stricker, Operations Coordinator

Guests

Mary McGinnis, Rockaway TAC Applicant

Susan Shepard, Temp Financial Supervisor

Steve Shropshire, Legal Team

4. Announcements and Changes to Agenda:

a. AA Zuercher announced changes to Item #19 Discussion.

b. AA Zuercher added consent change to Agenda "Motion to Approve IGM Mike Reed as Budget Officer for FY 2022-33."

5. Public & Guest Comments:

6. Executive Session: None

7. **PUBLIC HEARING**

a. AA Zuercher read Ordinance #3 regarding Repulsive Odors at 6:08 PM.

b. Ended the public hearing at 6:09 PM.

Motion by Dir. Adler to Motion to Approve Changes Regarding Repulsive Odors to Ordinance #3: Establishing Regulations Governing Conduct on District Property. *Motion Seconded* by Dir. Johnson.

Motion Passed

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

REPORTS

8. Financial Report: Reviewed the TCTD year-to-date financial report through July 2022.
 - a. IGM/OS Reed expressed praise for Susan Shepard's help, August financials will be along with September in October's Board Meeting.
9. Service Measure Performance Report: IGM/OS Reed gave the service performance report through July 2022.
 - a. Will have full numbers at October's Board Meeting.
 - b. Up 8.6% in Ride Connection.
 - c. TBCC Ridership is up 13%.
 - d. NWR is up 21%.
 - e. Dir. Holm asked about PC Shuttle statistics.
 - i. IGM/OS Reed discussed PC Shuttle's doubled trips per hour over course of summer in comparison to last year, it was a success.
10. Northwest Oregon Transit Alliance: IGM/OS Reed shared updates from the last partner meeting.
 - a. Pages #11-18 outline management work plan NWOTA has been undertaking.
 - b. July financials are in here since it hasn't been provided yet.
11. Planning & Development: IGM Reed shared the following updates:
 - a. None
12. Grant Funding:
 - a. Additional things in October once TAC meets.
13. Facility/Property Management: IGM/OS Reed gave the following updates:
 - a. Downtown Transit Center has been completed and is being reviewed by Jordan Ramis.
 - b. Propane fueling facility is in full swing, still troubleshooting.
 - c. Dir. Holm asked about price of propane
 - i. IGM/OS Reed replied that we have 4 vehicles going out on propane we haven't had to refill tanks yet, its looking good.
14. NW Ride Brokerage: Brokerage Manager Bond shared the following updates:
 - a. Discussed CARE Oregon contracts, still only one year. Next year when we slow down, you will get a better explanation of why we only have 1 year and why 5

year may have problems but this discussion is up to the board. The impact that it has is what should be discussed. Conversation on this next month.

15. Miscellaneous:

- a. IGM/OS introduced Mark Stricker as new Operations Coordinator, started the first of this month, Mark is a very kind individual and great work ethic. Best case scenario for the district.
 - i. BM Bond added that he has been a driver for 4 years, he knows what he is getting into.
 - ii. Dir. Holm said welcome aboard again.
- b. Dir. Hanenkrat said we need to discontinue ad in newspaper for Board Member and TAC Member.
 - i. AA Zuercher said she will make these changes.
 - ii. BM Bond explained the rewording of ads to make it seem like the drivers are wanted instead of needed.
- c. IGM/OS Reed discussed the hiring of Lot Attendant.
- d. Dir. Holm asked if we are short drivers.
- e. IGM/OS Reed replied we have enough to get by but moving forward our service expansion needs recruitment so that we can implement this.

CONSENT CALENDAR

16. Motion to Approve the Minutes of August 18, 2022, Regular Board Meeting
17. August Service Report 2022
18. Motion to Appoint IGM Mike Reed FY 2022-23 Interim Budget Officer

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

19. Resolution #22-24 In the Matter of Authorizing the Interim General Manager to Execute ODOT Section 5311(f) Grant Agreement No.35117 for Intercity Services
 - a. IGM/OS Reed explained this agreement has already been executed by the board, but the change is from propane to diesel regarding the vehicles since we are several years out from serving diesel.

Motion by Dir. Holm to Motion to Approve Resolution #22-24 In the Matter of Authorizing the Interim General Manager to Execute ODOT Section 5311(f) Grant Agreement No.35117 for Intercity Services. *Motion Seconded* by Dir. Riggs.

Motion Passed

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

DISCUSSION ITEMS

20. TAC Committee

- a. BC Johnson said we need to fill positions including Jeff Hazen.
 - i. IGM/OS Reed said that Arla Miller strongly recommends that we extend Jeff Hazen for a year due to his extensive experience. He worked closely with Doug on STIF funding if the board decides to extend for a year.
 - ii. Dir. Adler asked about him being approved for another year and added that Mary McGinnis would be awesome, would highly support her.
 - iii. BC Johnson said we need to reappoint Jeff Hazen, he's extremely valuable, he needs to stay in this seat.
- b. Dir. Holm asked about the TAC seats.
 - i. IGM/OS Reed said that Jeff is one of the three seats, we would like to reappoint him if possible.
- c. Dir. Holm asked if we have three applications to fill two spots as well as TAC applicant process.
 - i. IGM/OS Reed said we have a process last time we won't repeat, we are turning these applications over to the board compared to last Fall on these issues.
- d. Dir. Adler said she likes the experience that Sonya Kazen has.
 - i. Mary McGinnis replied that she has an application from previous years. I am a member on Rockaway City council, as well as 4 years in Rockaway Beach planning commission. I have ridden the bus a lot and I retired as a teacher from Tillamook years ago. I rode the bus from Rockaway to Tillamook.
- e. BM Bond added that there's no cap on how many seats we can have. We can have all applications if needed.
 - i. BC Johnson said she's okay with it.
 - ii. Dir. Edwards said there's more personalities this way and it will benefit the district completely.
- f. BM Bond said there cannot be more than 4 members representing more the same group.
 - i. Dir. Adler said Chris Kell only represents individual over age of 65.
 - ii. BC Johnson replied I don't see a problem with all of these.
 - iii. BM Bond said we can find a home for 7 people.

Motion by Dir. Riggs Appoint Mary McGinnis, Chris Kell, Jeff Hazen, Sonya Kazen, Brook Wyntergeen as TAC Committee Member. *Motion Seconded* by Dir. Holm.

Motion Passed

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

- g. Dir. Adler updated about Prothman. Said it's been slow and has hit roadblocks. Wants to submit everyone's feedback to Prothman. Submit draft without reaching out to everyone.
 - i. Steve Shropshire said we can circle back to that.
 - ii. BC Johnson said we have a pretty good idea where this recruitment needs to go, I am fine with that.
 - iii. Dir. Edwards added I am fine with that too.
 - iv. Dir. Hanenkrat said he wants to see a copy of it without comment.
 - v. Dir. Adler replied she will broadcast with final projects. I want to hear everyone's input.
- h. Dir. Holm clarified that this information is going to get the job posted which is what Linda is doing.
 - i. Dir. Adler said she is streamlining this a bit.
- i. Dir. Hanenkrat said he wants to see what she's sending to Prothman.
 - i. Dir. Edwards agreed.
 - ii. Dir. Hanenkrat just wants to see the draft that's being sent.
 - iii. Dir. Holm said we need to get it out there to start recruitment.
 - iv. Dir. Adler said we want to get it right.
- j. Steve Shropshire said communications among board members, would qualify as a public meeting. Its fine to send communication if there is nothing sent back and forth. You need to be careful on that. TAC bylaws have a lot of flexibility but requirement with 3 different set representatives, make sure to get minimum requirements. Remember those requirements are mandatory.
 - i. Adler said Ron Rush is retiring so we need to be covered on that.
 - ii. Steve Shropshire said since you're adding more folks, make sure that attendance is more, and the bar is higher to hit.
 - iii. IGM/OS Reed replied that we are not too concerned with this right now, Brook, Jeff, and Chris where already here so there's no changes with requirements here.
- k. Adler asked Steve Shropshire what would happen if she got feedback from what she sent.
 - i. Steve Shropshire replied that she should run it through staff instead of an email chain of board members, staff distributes information this prevents board communication.

21. Staff Comments/Concerns:

Operations Superintendent/Interim General Manager Reed: Need to apologize for incomplete information for board meeting. Proud of folks that are here, we have passed the eye of the storm. Improvements to come, we are working hard to keep things afloat. Will provide for next month. So much credit to Susan, she stepped in our moment of need and has been positive. Shared with Marty earlier, we are on downslope now and we are proud. Natalie has been a rockstar keeping the band together. Our service to community hasn't changed.

NW Rides Brokerage Manager Bond: With change comes greatness, Susan has been great to help. We are all learning so much. Capturing procedure as we go along. It's disappointing not to bring financials but we have only had 9 days. Impressed with everyone's desire to help. Did have a conversation with benefit people, are managing HR issues and taking care of benefit stuff. Energy is good and people are understanding.

Administrative Assistant Zuercher: Apologize for not having Mary McGinnis's application. Expressed thanks to board for understanding.

22. Board of Directors Comments/Concerns:

Board Chair Johnson: Thank you to Susan, thank you for stepping in. Mike, Cathy, and Natalie thank you for keeping the ship moving forward. Kite Festival and Holly the Trolley was here, think it's so cool to have this a reality for the district. It makes people smile.

Dir. Riggs: Thank you Susan for stepping in and helping, appreciate staff. Thank you for job they're doing, no one needs to apologize for anything.

Dir. Adler: Mike has nothing to apologize for has been doing a great job, stand proud. Thank you for the update, Cathy. Proud of pulling together. Board packets are a pain, it's okay to make a mistake. Thank you, Susan, happy with what's going on.

Dir. Edwards: Thank you to staff and board for working together, this is a unique organization. Happy to be in.

Dir. Hanenkrat: Everything has been said, thank you to all staff and Susan.

Dir. Holm: The perseverance to push forward is great. Thank you for all that you continue to do. Get people in here and keep rolling.

Adjournment: Board Chair Johnson adjourned the meeting at 6:54 pm.

These minutes approved this 20th day of October 2022.

ATTEST:

Mary Johnson, Board Chair

Mike Reed, Interim General Manager