

**Tillamook County Transportation District**  
Board of Directors Special Meeting  
Thursday, October 20, 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 (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 (ABSENT)  
Cathy Bond, NWR Brokerage Manager

**Guests**

Susan Shepard, Temp Financial Supervisor  
Matthew Kahl, Legal Team (Jordan Ramis)  
Will Cheppell, Headlight Herald  
Eric Morris, Guest  
Kathy Kleczek, NWTO  
Jay Mayernik, Locks Transportation

4. **Announcements and Changes to Agenda:**

- a. AA Zuercher announced addition of action item #18: Motion to Correct Resolution #22-24 Authorizing Interim General Manager to Execute ODOT Section 5311(f) Grant Agreement No. 35117 for Intercity Services
- b. AA Zuercher announced the removal of TAC Committee from Discussion Items.
- c. BM Bond announced the removal of TAC Committee from discussion items.

5. **Public & Guest Comments:**

- a. None.

6. **Executive Session:** ORS 192.660 (2)(A) Employment of Public Officers, Employees, and Agents
  - a. The TCTD Board of Directors entered executive session at 6:04 PM and came out of executive session at 6:24 PM.

**Motion** by Dir. Edwards to Allow IGM Mike Reed to make hiring decisions for the district.  
*Motion Seconded* by Dir. Adler.

**Motion Passed**

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

**REPORTS**

7. **Financial Report: BM Bond Reviewed the TCTD year-to-date financial report.**
  - a. Not ready to produce financials, still need to do some double checking. We are holding off one more month. Hope to be caught up at November meeting. Meeting with Dir. Hanenkrat next week to help us work through some things to make
  - b. Reconciled August bank statements and working on September bank reconcile. Making great progress but want to make sure its accurate.
8. **Service Measure Performance Report: BM Bond gave the service performance report.**
  - a. Systemwide ridership up 18.8%.
  - b. DAR up 16.3%.
  - c. DFR 10.3%.
  - d. Intercity up 22.4%YTD.
  - e. All ridership up except for Amtrak.
  - f. Graphs from IGM Reed show ridership. Will explain at November board meeting.
  - g. Can't complete all financials so not all report is here.
9. **Northwest Oregon Transit Alliance: BM Bond shared updates from the last partner meeting.**
  - a. Did have meeting last Friday.
  - b. Working towards STIF funding.
  - c. Reviewed all financials and agree that they look good.
10. **Planning & Development: BM Bond shared the following updates:**
  - a. Still on task on track with implementing service expansion in Jan. 3<sup>rd</sup> route to Portland Align route 3 and 4. Return 5 trips to Oceanside to Netarts.
  - b. Route 2B will be renamed. The Port run is doing very well so we are changing the number because of this to Route 6.
  - c. Trask River RV Park was a lot of ridership with DAR because of no bus service but now we have elevated a lot of these trips. Helping Hands and Jail are contributions to this as well.

**11. Grant Funding: BM Bond gave the following updates:**

- a. TAC meeting with recommendations to TAC about STIF discretionary grant. State has \$13.8 million in grant but not get this confused with formula. State requires LOI's with these discretionary, TCTD has sent maximum of 4 letters.
- b. NWOTA bus stop improvement is one of them, one at Walmart in Clatsop County, Alder Street in Tillamook County (Pacific City), Newport is also building one. These cost a lot of money so this fund will help complete this project.
- c. Intercity Services with other LOI. Vehicle replacement for 60/70x Route, discretionary grant is a great opportunity for this. This will free up formula.
- d. Dir. Holm asked about money with old discretionary funds included with budget.
  - i. BM Bond replied this is new money. We didn't budget for discretionary, they just announced it.
  - ii. Dir. Holm asked about modifications to LOI.
  - iii. BM Bond replied we still must have core of existence, but we can work around amounts. We are hoping to free up formula money. The busses are still going to be purchased regardless, we must replace fleet.
- e. Last LOI for software updates at TCTD. This is regarding Transit Ace being super fragile. We are working quickly to replace this. We asked for \$250,000 but we don't know cost yet. We have investigated finance software replacement, but we are hearing from others our software is good. We are more interested in ridership software. Beginning of November, we will complete grant app with hard numbers.
  - i. BM Bond added that we make come under budget with this. Took it to TAC, they liked LOI, next step is to get a grant application started. If TAC agrees, we will bring it to board for approval.
  - ii. BM Bond said that you can't buy vehicles with these grants, these are only for expansion.

**Grant Funding: BM Bond gave the following updates:**

- f. Discussed the continuity with planning and grant funding. To redirect mobility to maintenance to purchase the lift and replace the floor. Discussed this with Arla, we are allowed to amend agreement.

**12. Facility/Property Management: BM Bond gave the following updates:**

- a. Still underway, bid for transit center and main office renovations. Will be brought to you in December. It will take approx. 6 months. All things approved by board will finish in late spring.

**13. NW Ride Brokerage: BM Bond gave the following updates:**

- a. October 31<sup>st</sup> NWR will take over DAR. In anticipation off January service expansion. 4:30 am – 9:30 pm someone will be here supporting operations. We have done this before; we took calls pre-covid for a year. Its beneficial to community because of amount of people available to answer calls.

**14. Miscellaneous:**

a. None

**CONSENT CALENDAR**

15. Motion to Approve the Minutes of September 22, 2022, Regular Board Meeting

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

**Motion Passed**

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

**ACTION ITEMS**

16. Resolution #22-25 In the Matter of Authorizing the Interim General Manager to Execute an ODOT Section 5310 Grant Agreement No. 35193

**Motion** by Dir. Holm to Motion to Approve Resolution #22-25 In the Matter of Authorizing the Interim General Manager to Execute an ODOT Section 5310 Grant Agreement No. 35193. *Motion Seconded* by Dir. Hanenkrat.

**Motion Passed**

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

17. Motion to Correct Resolution #22-24 Authorizing Interim General Manager to Execute ODOT Section 5311(f) Grant Agreement No. 35117 for Intercity Services

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

**Motion Passed**

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

## DISCUSSION ITEMS

### 18. Staff Comments/Concerns:

Operations Superintendent/Interim General Manager Reed: None.

NW Rides Brokerage Manager Bond: Thank you for patience with financials, don't want to put anything out that I can't stand behind. Susan and I are going to truck through it.

Administrative Assistant Zuercher: Downtown Trick or Trolley is running on October 31<sup>st</sup> for Halloween with stops at YMCA, PUD, and Pioneer Museum.

### 19. Board of Directors Comments/Concerns:

Board Chair Johnson: Thank you Cathy for filling in for Mike on short notice. Thank you, Natalie, and Thank you Susan. Thank you to fellow board members for being awesome.

Dir. Riggs: Thank you I agree with everyone.

Dir. Adler: The staff, I really appreciate you all pulling together, happy to support you all. Thanks, Cathy for rising to the occasion.

Dir. Edwards: Thanks to the staff, this has been difficult, you have done so well and work so hard. Doug would be so proud of you all. Glad to be a part of an organization where you all care.

Dir. Hanenkrat: You guys have had a couple rough months; you are doing a great job.

Dir. Holm: Stand with everyone else. Thanks for keeping it rolling.

**Adjournment:** Board Chair Johnson adjourned the meeting at 6:55 pm.

**These minutes approved this 20<sup>th</sup> day of October 2022.**

ATTEST:

  
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Mary Johnson, Board Chair

  
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Mike Reed, Interim General Manager