

**Tillamook County Transportation District**  
Board of Directors Special Meeting  
Thursday, November 17, 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 6:02 pm.

2. **Pledge of Allegiance**

3. **Roll Call:**

**Present**

**TCTD Board of Directors**

Mary Johnson, Board Chair (Zoom)  
Jackie Edwards, Director  
Linda Adler, Secretary (Zoom)  
Marty Holm, Director  
Gary Hanenkrat, Treasurer

**TCTD Staff**

Natalie Zuercher, Admin Assistant/ Board Clerk  
Mike Reed, Operations Superintendent/IGM  
Cathy Bond, Finance Supervisor

**Guests**

Kathy Kleczek, NWTO (Zoom)  
Arla Miller, ODOT  
Nathan Finn, Garibaldi Planning Commission

4. **Public & Guest Comments:**

- a. Kathy Kleczek discussed the development of Tillamook Creamery's Vanpool. Columbia County Riders use STIF funds for Vanpools. Hopefully this happens soon in Tillamook County.

5. **Executive Session:** ORS 192.660 (2)(A) Employment of Public Officers, Employees, and Agents.

- a. The TCTD Board of Directors entered executive session at 6:05 PM and came out of executive session at 6:13 PM.

**Motion** by Dir. Holm to extend IGM to Mike Reed for an additional 3 months.  
*Motion Seconded* by Dir. Johnson.

**Motion Passed**  
By Directors Hanenkrat, Adler,  
Holm, Edwards, and Board Chair Johnson.

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

- a. IGM/OS Reed announced Cathy Bond as Financial Supervisor for the district. She has been very valuable to the district in this role, we are now recruiting for a NWR Brokerage Manager.

**REPORTS**

**7. Financial Report: FS Bond Reviewed the TCTD year-to-date financial report.**

- a. Have sent checks and statements provided in packet. Page #2 was missing from packet. Worked on reconciling quarter, saw wrong postings to wrong month. No change to reconciled accounts, provided August financials due to this.
- b. BC Johnson asked about 73% for fiscal year in operations facilities/maintenance on page #3 and expressed concerns about staying within budget.
  - i. FS Bond replied that there were some coding issues to match budget compared to the work, vehicle maintenance is one of these things. We put a bunch of money in there, but I don't know what happened in July to make this high. Going forward some percentages will be different because of coding, trying to rectify this. When we close the second quarter, we need to discuss potential changes. If we don't go over budget, there's no need for use of supplemental. When looking back there are coding errors for example, with milage reimbursement, uniforms in operations, etc.
  - ii. IGM/OS Reed added that when we began this process, we noticed some of these issues right away. Met with Treasurer to discuss these issues. Some things look blown out of proportion and we want to code accurately. We can be on target on budget due to this. Expect more of this to pop up.
  - iii. Dir. Holm asked about budget percentage breakdown over 12 months.
  - iv. FS Bond replied that for example, workers comp was all put in as 100% for all of July.
  - v. Dir. Holm asked if the budget would change for the year.
  - vi. FS Bond said yes, each fiscal month it'll bring it down.
  - vii. IGM/OS Reed added that on page #3, that bottom number is where fluctuations will happen.
  - viii. Dir. Hanenkrat agreed that percentages will fluctuate.
  - ix. FS Bond said in July we spent a significant amount; I don't know the item.
  - x. Dir. Hanenkrat said as time goes on, it will even out.
- c. FS Bond said discussed September financials. There is a mistype that says 16% but is 25%. Contract revenue is low, haven't processed all voucher billing. Notice allocated utilities; we didn't know it was allocated so there will be changes to this.
  - i. FS Bond said she intends to bring October and November financials at next meeting.

- ii. Dir. Adler said she didn't receive so can't speak to it.
    - iii. BC Johnson agreed.
  - d. IGM/OS Reed says the software for financials is a learning curve, we aren't behind or late, you get stuck on a small task with the software. Working through these things and starting from zero has been a lot for Cathy. Even though it looks incomplete, there has been a lot gone into this. We will catch up at next meeting.
    - i. FS Bond replied expressing it is complete with bills for closing quarter. It's an accurate picture it's just some of that stuff isn't in the buckets they belong in right now. There should be no change. Will be training with Abila the end of month. Must travel for advanced training. Will get more training but learn on the fly. Abila is wonderful, they walk me through and help. Catching up fast. I take this seriously.
  - e. IGM/OS Reed discussed bringing in Susan Shepard when we didn't have a FS. For another month we will keep her around. Susan is working 8-14 hours a week for us, taking a back seat as a consultant. For the most part we are grateful for her being a resource. In the next couple months, we will transition away.

**8. Service Measure Performance Report: IGM/OS Reed gave the service performance report.**

- a. October, additional performance measures, where missing for August and September. Ridership up 18%
- b. Intercity increasing across the board.
- c. TBCC 180% up. No one was going to in person classes, but these are slowly going up due to in person classes.
- d. Last week, greyhound discontinued service to Salem. Greyhound came from 60/70x, expect to see an adjustment from this.
- e. Gave a presentation regarding reports of ridership. Comparisons of fiscal years due to this data presented.
  - i. Adler asked DAR and NWR same thing.
  - ii. Reed replied no, NWR is non-emergency medical, and DAR is open to anyone in the county and call to get a shared ride, will pay specific fare for this. Since it is rideshared, there may be both in each.
  - iii. January, ridership grew again since rebuilding service schedule.
  - iv. Ridership pie chart shows growth or decline in service parts.
  - v. Passengers per hour have been slowly declining since 2013, we still have been serving same amount of folks just have to do it by putting more hours in.
  - vi. Growth in DAR and NWR compared to in county and intercity.
  - vii. Growth has happened with NWR passengers.
  - viii. Annual costs, fare box recovery, by service type, and comparable for each one of those.
  - ix. Cost per service hour, we are up from this, we are efficient with resources at the district for this.

- x. Linda asked ridership on routes, route 4 with 4 routes compared to manzanita at only 6 trips, wouldn't that change it.
  - 1. Reed said population in counties compare these, it doesn't mean more ridership. For 21-22 year, it shows service reduction as well. This data set has NC and SC same trips.
  - 2. Linda asked page 34, revenue for hour, will this chart change drastically when line items are realigned?
  - 3. Reed replied no, this is not departmentally. Everything is in operations here department wise. We break it down by service type.
- xi. Holm said this is great and great visualization data. Thank you for this.
- xii. Reed said hopefully we get these numbers in the board packets to you so you can see it month after month.

**9. Northwest Oregon Transit Alliance: IGM/OS Reed shared updates from the last partner meeting.**

- a. Discussed packet things that were included.

**10. Planning & Development: IGM/OS Reed shared the following updates:**

- a. Service Expansion coming in January. We have notified the public of this. We have an additional Route 5 trip to Portland in morning and 3<sup>rd</sup> trip is in the evening. Allows for full day in valley or at coast. Each one of our own services interline with one another. The Port run has doubled so it's time to give it its own numeration.

**11. Grant Funding: IGM/OS Reed gave the following updates:**

- a. None.

**12. Facility/Property Management: IGM/OS Reed gave the following updates:**

- a. None.

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

- A. Policies that need to be updated due to audit.
- B. CARE contract needs renewed. CARE will explain this contract to you.
- C. One application for Brokerage Manager job, Jules Hooter who is the Brokerage Coordinator. Has been with me since day one, has helped write policies and procedures. Until we fill this job is filled, there's no risk for NWR at this point with Jules and me.

**14. Miscellaneous:**

- a. None

**CONSENT CALENDAR**

15. Motion to Approve the Minutes of October 20th, 2022 Regular Board Meeting

16. Motion to Approve the TCTD August 2022 Financial Reports and August, September October 2022 Service Report as modified.

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

**Motion Passed**  
By Directors Hanenkrat, Adler,  
Holm, Edwards, and Board Chair Johnson

### **ACTION ITEMS**

17. Resolution #22-26 In the Matter of Authorizing the Interim General Manager to Amend the Agreement with Ride Connection to Extend the Term of the Agreement

**Motion** by Dir. Holm to Motion to Approve Resolution #22-26 In the Matter of Authorizing the Interim General Manager to Amend the Agreement with Ride Connection to Extend the Term of the Agreement. *Motion Seconded* by Dir. Adler.

**Motion Passed**  
By Directors Hanenkrat,  
Holm, Edwards, Adler, and Board Chair Johnson.

### **DISCUSSION ITEMS**

#### **18. Board of Directors Application**

- a. Nathan Finn, asked about resolutions and ordinances.
  - i. Dir. Holm said they are in the board packets.
  - ii. Dir. Linda asked about having them being accessed at any point.
  - iii. FS Bond replied that we don't have an actual spot for this. We have binders for these but can provide them upon request.
  - iv. IGM/OS Reed said it would be hard to manage that publicly.
- b. Dir. Holm asked Nathan Finn about his interest in the board.
  - i. Nathan Finn said it starts with my kids and Garibaldi with transportation. Grew up in Indiana, not from here.
- c. Nathan Finn asked about google analytics.
  - i. IGM/OS Reed said it's an excel file built by Kittleson.
  - ii. Nathan Finn said his roots are in economics. Lot of years looking over data and analytics. If I can lend a hand that way, I can try.
- d. Dir. Hanenkrat asked about experience using transportation services.
  - i. Nathan Finn said no but I have friends that do. With Pokémon go you need to get around. The Wave helped my friends get places. See if I can help overall.
- e. Dir. Holm said we are recruiting for a permanent GM. Concerned of bringing a Board Member in during this. My recommendation is to delay this till we hire a new GM.
  - i. Nathan Finn said you can table my application, or I can abstain with my application. If I am not there, I will abstain.



- ii. BC Johnson said she is with Dir. Holm on this, prefer to way till a GM is in place. Happy to listen to anyone else.
- iii. Dir Adler replied that it's difficult to find people who want to serve on a board. We should really consider this.
- iv. Dir. Holm said it's not personal, with what we have going on right now, there's no shape or critique.
- v. Dir. Edwards said we need to get through this tough spot before anything.
- f. Dir. Holm said there are two positions are now open, I don't know elections wise.
  - i. Dir. Adler said they all come up for election during election time.
  - ii. IGM/OS Reed said this is at the board's desertion. We can have board recruitment info at next board meeting.
  - iii. Dir. Hanenkrat replied in May and we are three years out for electing a board member.
- g. Dir. Adler asked about appointing vice chair tonight.

**Motion** by Dir. Adler to Motion to Approve Marty as Vice Chair. *Motion Seconded* by BC Johnson.

**Motion Passed**

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

**20. Staff Comments/Concerns:**

Operations Superintendent/Interim General Manager Reed: Want to acknowledge the hard work Natalie and Cathy are putting it. Doing the job of 6 with 3. We are thriving right now. Proud to be a part of this group. Smaller and stronger. The district is lucky to have these folks.

Financial Supervisor Bond: Mike works hard as well, he's right with us. We can enjoy each other's company. Was here when Marty started in chaos. I am excited at the idea of a GM at this point. He/she should be excited to see what we have done. Moral has improved.

Administrative Assistant Zuercher: Holly the Trolley Dec. 3<sup>rd</sup> at the Tillamook Light Parade in town.

**21. Board of Directors Comments/Concerns:**

Board Chair Johnson: Second what Linda said, special shout out to Natalie with GM recruitment and extra work.

Dir. Adler: Thank you Cathy, Mike, and Natalie for all that you do. Its appreciated and noticed. Thank you in advance, you will still need to train new GM. Able to coordinate well.

Dir. Edwards: Reiterate what everyone said. I am impressed with everything. I know you probably spend most of your time here, thank you.

- a. FS Bond said Mike and I took on what we do is because of Arla Miller. She's here to help. We need to be thankful for NWOTA and ODOT partners. Johns Dreeszen came down to help us with annual reporting. It's our transit community is mourning the loss of Doug and they are helping as we transition.
- b. IGM/OS said these folks at some point Doug came through for them, they are paying it forward for us.

Dir. Hanenkrat: Thank the staff again because of the rough few months.

Dir. Holm: Same. Going through a period we are still mourning the loss of Doug. I miss him. The way that you all are carrying on and keep up with his mission is impressive to me. As a Board Member, we will do everything to ensure we get the very best GM. No one can fill Doug's shoes, but we will do everything we can to make the districts success involves you. We appreciate it. You are doing well as a team.

**Adjournment:** Board Chair Johnson adjourned the meeting 7:23 pm.

**These minutes approved this 15th day of December 2022.**

ATTEST:

  
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Mary Johnson, Board Chair

  
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Mike Reed, Interim General Manager

