

Tillamook County Transportation District
Board of Directors Special Meeting
Thursday, December 15, 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
Jackie Edwards, Director
Linda Adler, Secretary
Marty Holm, Vice Chair
Gary Hanenkrat, Treasurer

TCTD Staff

Natalie Zuercher, Admin Assistant/ Board Clerk
Mike Reed, IGM/Operations Superintendent
Cathy Bond, Finance Supervisor
Jules Hooter, NWR Brokerage Manager

Guests

Kathy Kleczek, NWTO
San Sunowen, CARE Oregon
Gary Milliman, Prothman
Brian Vitulli, Citizen

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

- a. IGM Reed announced Jules Hooter as Brokerage Manager. Been working with Cathy. Brokerage Coordinator position is open.

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 6:03 PM and came out of executive session at 6:42 PM.

Motion by Dir. Holm to Authorize Gary Milliman from Prothman to continue negotiations as well as proceed into Letter of Intent. Motion Seconded by Dir. Adler

8. **Service Measure Performance Report: IGM/OS Reed gave the service performance report.**
 - a. Since last board meeting, taken NTD reporting, STIF Discretionary reporting with financial audit. Some of those deadlines are hard deadlines.
 - b. Not presenting November tonight. Next month, we will have November and December for you.
 - c. Financials go along with the PR for October.
9. **Northwest Oregon Transit Alliance: IGM/OS Reed shared updates from the last partner meeting.**
 - a. No meeting, postponed till January.
10. **Planning & Development: IGM/OS Reed shared the following updates:**
 - a. Nothing new to report. Moving forward with Service Expansion on Jan 22nd. New fare policy. We are honoring tokens, tickets, passes into future if someone still has them.
 - b. No zones moving forward. Goes by route. Communication will go out to this.
11. **Grant Funding: IGM/OS Reed gave the following updates:**
 - a. Nothing new.
12. **Facility/Property Management: IGM/OS Reed gave the following updates:**
 - a. Operations Coordinator and I are working with City Manager to improve the homeless situation by Transit Center. Working with Lieutenant Troxel on this issue. Have a plan moving forward. Communication with district and police department will be of importance.
13. **NW Ride Brokerage: BM Hooter gave the following updates:**
 - a. FS Bond explained that San Sunowen is here to explain CARE contract. This project that I started with CARE and Jules has part in helping with this.
 - b. San SunOwen explained the annual renewal of the CARE contract. OHA as contract manager. They where a little delayed till October. Had legal members out with illness. Contract draft is not ready yet. General changes, not a lot of scope of work changes. Changes to Oregon administrative rules. Hoping to get to draft in the next week to send out. Prioritize to give it to you sooner. This is our timeline.
 - c. FS Bond explained the process the execution of the contract.
 - d. Dir. Holm asked about another annual renewal. If there's 3-5 longer term agreements, we can have in place.
 - i. San SunOwen replied that we would prefer to enter into a lengthy agreement but because of OHA dynamic situation, we are same situation. We are seeing a lot of changes in different areas, legislative bodies passing down to OHA which has restricted us to move forward in that regard. For 2022, less changes than in past for NEMT services. The annual renewal is to protect and preserve for anticipation of changes going into new year. Hope to continue this.
 - e. Dir. Holm asked about significant changes with contract itself.
 - i. San SunOwen said not in the contract just in the CCO to OHA contract which slowed us down. Big changes in physical health and we don't have a lot of Federal to State alliance on these.

Financial Supervisor Bond: Share sentiment that Mike has. The board is important to us, and transparency is also important to us. Have a lot of faith in the board and go in the right direction. Can't believe it's been 6 months since Doug passed.

Administrative Assistant Zuercher: Talked about Christmas festivities around the office with the staff.

NWR Brokerage Manager Hooter: None.

22. Board of Directors Comments/Concerns:

Board Chair Johnson: Happy Holidays to everyone. Thank you all for all you do.

Dir. Adler: Happy Holidays to everyone, thank you Brian. You are going above and beyond.

Dir. Edwards: Agree with Gary and Marty, with staff, I am so impressed that everyone's appreciative with one another. Sure, things get stressed at times. Appreciate the board.

Dir. Hanenkrat: Thanked everyone for hard work.

Dir. Holm: Its continually impressive to see the work put in with COVID. Looking at Performance Report we are seeing a little bit of normalcy. Partnership with TBCC is valuable.

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

These minutes approved this 19th day of January 2023.

ATTEST:



Mary Johnson, Board Chair



Mike Reed, Interim General Manager