

Tillamook County Transportation District
Transportation Advisory Committee
Tuesday, January 17, 2023 – 11 AM
Meeting Minutes



1. **Call to Order:** Committee Chair Chris Kell called the meeting to order at 11:03am.

2. **Introductions:**
 - Mike Reed, Interim General Manager/Operations Superintendent
 - Natalie Zuercher, Administrative Assistant/TAC Clerk
 - Chris Kell, Committee Chair
 - Ross Tomlin, Committee Member (ABSENT)
 - Brook Wyntergreen, Committee Member (ABSENT)
 - Sonya Kazen, Committee Member
 - Mary McGinnis, Committee Member
 - Ron Rush, Committee Member
 - Nick Torres, Committee Member
 - Jeff Hazen, Committee Member

Guests:

 - Arla Miller, ODOT
 - Cindy Green, Citizen (Marie Mills)

3. **Announcements/Comments**
 - a. IGM/OS Reed announced the passing of Carol McAndrew on the 26th of December. She worked with transit and had a passion for the committee.
 - i. CC Kell added that she will be missed.

4. **Approval of October 18, 2022 Meeting Minutes**
 - a. CM Kazen asked for acronyms on the next meeting minutes as well as changes to Page 1, Page 2, and Page 6. Asked if the deadlines are still the same.
 - i. IGM/OS Reed replied that these deadlines were pushed back.

Motion by Jeff Hazen to Approve October 18, 2022 Meeting Minutes as corrected.
Motion seconded by Ron Rush. Unanimously approved.

5. **Discussion Regarding Review of 5310 and 5311 Applications for STIF Formula Plan**
 - a. IGM/OS Reed said this committee doesn't approve 5311, this is a mistake. Turning this over to Jeff and Arla. Most appropriate to speak to this work product. Spoke with Jeff on action.
 - b. Arla Miller thanked TAC on revising the 5310 and STIF funding.
 - c. CM Hazen discussed the STIF (Statewide Transportation Improvement Fund) Formula Plan and gave some background information regarding the history of this. Talked about how this was a game changer for transit with expanding services. 5310 has enhanced mobility for those with disabilities.

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- d. Arla Miller explained that the last biennium STIF (Statewide Transportation Improvement Fund) and STF (Special Transportation Fund) Oregon legislators consolidated those two programs together. STF is population based and STIF is payroll based. No general funds from STIF, use that money for STF. How to combine these funds with intent for each program whole. Will make it complicated in applications and reporting. Without new GM (General Manager) on board and being close on time, discussed continuation of services that were done in 21-23 biennium that committee and Doug worked on with DAR (Dial-a-Ride), rate fare program, and fixed route enhancements. More in operating and contingency operations. Human Services Coordinated Plan that needs to be reviewed and updated every 5 years. In review when Doug passed and hasn't been completed. Susie from Kittleson can get done but need funds. Doug put more money in STIF for coordinated plan, wasn't enough funds. Money put in for CSP (Coordinated Services Plan) in STIF formula if not able to get 5304 agreement extended (Agreement 35137). Estimate carryover funds from last biennium. From reporting, \$374,000 in November but more reporting needed, estimated low instead of high. Asked by finance department to add 20% more for 5310 and 5311. Total split between two contingency funds. Will have to be ranked but will enter after.
- i. CM Rush asked if STIF and 5310 has to be ranked.
 1. Arla Miller replied STIF has to be ranked 5310 doesn't.
 - ii. CM Hazen said he has suggested rankings. The first three are continuation, that's most important.
 1. CM Rush added that the district is top priority.
 - iii. CM Hazen said #4 is Marie Mills, #5 is Coordinated Services Plan, and #6 is Capital Contingency.
 1. CM Rush replied that's very reasonable.
 - iv. CM Kazen asked about completion of the Coordinated Services Plan.
 1. IGM/OS Reed replied that either way it won't be completed. It just needs to be funded.
 2. CM Hazen said CSP (Coordinated Services Plan) is very important. The word coordinated is crucial. How can we coordinate with others to provide transportation services needed.
 - v. CM Rush added that Marie Mills wasn't in there, but to serve a specific area.
 - vi. CM Hazen said these projects need to be born from a plan to stay updated.
 - vii. CM McGinnis asked about the operations within Marie Mills.
 1. CM Rush replied that CARE in the past provided transit support.
 2. IGM/OS said the application provides more info.
 - viii. CM Hazen said if you look on the spreadsheets under column C in comparison to column H there's a difference that needs to be put into this plan. Mike and I think to put this under operating contingency. Went through pandemic, didn't budget for that. My recommendation would be to add this under operating contingency.
 - ix. IGM/OS Reed said we have over a million in capital reserve for district that's why that was listed at least important.

- x. CM Rush noticed no application for CARE, they have been applying for assistance.
 - 1. CM Hazen said it won't be considered if not applied for at time of open application.
 - 2. CM Hazen added you might want to check with CARE for communication. What if they submitted.
 - 3. CM Hazen said Arla Miller would have seen it.

Priority List:

(#1 Continued of Enhanced Dial-A-Ride Services, #2 Continuation of TCTD Reduced Fare Program, #3 TCTD Fixed Route Service Enhancements, #4 Marie Mills Operations, #5 Additional Funds to Complete Coordinated Plan, #Operations Contingency, and #7 Capital Contingency)

Motion by Ron Rush to Approve the priority list and add extra money to operation Contingency. *Motion* seconded by Mary McGinnis. Unanimously approved.

Subrecipient Applications:

- a. Arla Miller asked about the numbering list with projects. Asked about the carry over to operating contingency.
 - a. CM Hazen clarified this information
- a. CM Rush said this application, what we project had a budget with it. Budgeted for 6 vehicles, project total \$9,000. Pretty straightforward. Didn't request assistance for services this go around. Our people have been accessing other sources of support.
- b. CM Hazen asked Arla about spreadsheet with addition of 20% for total. Asked if Marie Mills got bumped by this 20%.
 - a. Arla Miller said they are in there for what they applied for.
- c. CM Rush said the district needs to come first. Think its sufficient what's in place.
- d. Arla Miller said DR (Demand Response) is Deviated Fixed Route. Doug used this fund for Preventive Maintenance and Marie Mills. In application we have those two-split out by service type which is frustrating. Therefore, its split on here.
- e. CM Hazen said its important for people to understand with 5310 its enhanced mobility for seniors and people with disabilities. This is an allowable cost and important for us to fund PM (Preventative Maintenance) program.
 - a. Arla Miller added that you don't have to rank these.
- f. CM Kazen said I thought you didn't want to add 20%.
 - a. Arla Miller replied 20% is added to total allocation. With Marie Mills, the rest of allocation goes to TCTD (Tillamook County Transportation District).
 - b. CM Hazen added that in those lines it includes that bump.

Motion by Mary McGinnis to approve the three applications TCTD 5310. *Motion* seconded by Jeff Hazen. Passed unanimously with abstention from Ron Rush.

6. Other Business

- a. CM Rush asked about new GM (General Manager).
 - i. IGM/OS Reed replied his name is Brian Vitulli from Colorado Springs. Grant funding is his specialty. Starts Feb. 6th. You guys will be reached out to when appropriate.
 - j. CC Kell clarified that we will wait to hear from him for next meeting.
- b. IGM/OS Reed said this has been in process since November, his start date isn't till Feb. He has wonderful support system with NWOTA and Arla. Our district is unique with NWOTA. Jeff got here an hour early to help us with all of this. Arla Miller has put in a lot of work on our behalf. Lots of gratitude to Arla and committee what has gone into work product.
- c. CC Kell replied I appreciate IGM reaching out to say "help me."
- d. CM Rush added that these partnerships and relationships help us get through, we are a team.
 - i. CM Hazen said it's really all about relationships. We have best in Oregon with agencies.
- e. The committee thanked Arla Miller.
- f. IGM/OS Reed discussed the NWOTA meeting last week, thanked for patience and helping hold down fort. This meeting came last minute, we are playing catch up. Traumatic events in last 8 months came at time of biennium funding. Most credit goes to Staff. Thanked Arla and Jeff. Good framework around us.
- g. CM McGinnis said as a bus rider, thank you and thank you to staff. We didn't know on ground that this scrambling is going on.
- h. CM Hazen thanked Natalie Zuercher for keeping things together.
- i. CM McGinnis asked about new GM (General Manager) at Board Meeting.
- j. IGM/OS Reed said he will attend virtually but will be here for February Board Meeting.
- k. Arla Miller said what you voted on needs to go to the board this week for approval. The STIF formula, 5310 and 5311. Friday I will work and make sure it all gets together.
- l. CC Kell thanked Arla.
- m. CM Kazen requested that the minutes have priority list.
- n. CC Kell thanked the team.

7. Future Meetings

- a. None.

8. Adjourn

Chair Kell adjourned the meeting at 11:45am.

These minutes approved this _____ day of _____.

ATTEST:

Chris Kell, Committee Chair

Mike Reed, Interim General Manager

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