

**Tillamook County Transportation District**  
Board of Directors Regular Monthly Meeting  
Thursday, June 22, 2017 – 6:30PM  
Transportation Building  
3600 Third Street, Tillamook, OR  
**Meeting Minutes**



1. Call to Order: Board Chair Judy Riggs called the meeting to order at 6:30pm
2. Pledge of Allegiance
3. Roll Call:

**Present**

**TCTD Board of Directors**

Judy Riggs, Board Chair  
Gary Hanenkrat, Director  
Lon Snider, Director  
Marty Holm, Vice Chair  
Jackie Edwards, Director  
Jim Huffman, Treasurer

**TCTD Staff**

Doug Pilant, General Manager  
Ronny Fox, Transit Supervisor  
Tabatha Welch, Accounting Specialist  
Cathy Bond, Operations Coordinator Acting Board Clerk

**Absent**

Cara Mico, Director (Absent)

**Guest**

Merrienne Hoffman, Future Board Member

4. Announcements and Changes to Agenda: None.
5. Public & Guest Comments: None.
6. 6:32pm – 7:36pm Executive Session: Performance Evaluations, ORS 192.660(2)(i)

There were no motions as a result of executive session.

**Public Budget Hearing**

Hearing opened at 7:37pm. There were no comments. The hearing closed at 7:38pm



## REPORTS

### 7. Information: General Managers Report:

- a. Financial Report: GM Doug Pilant reviewed the May financial reports. The District is 92% through the fiscal year. There was a journal entry error, so the real amount of Professional Services Item 5100 is actually 73.3%, and Other Capital Item 6050 will be 100%.
- b. Serviced Performance Report: System-wide YTD Ridership increased 2.9%. Passenger per hour -3.3%, cost per trip +10.5%, cost per hour +6.9%, fare box return +2.0%.
- c. Northwest Oregon Transit Alliance: GM Doug Pilant reviewed the NWOTA documents with the Board. The Coordinating Committee's last meeting was focused on learning how to manage the new website, which is now live at [nwconnector.org](http://nwconnector.org). The TCTD portion of the website is accessed by selecting Ride The Wave logo. TCTD has been tasked with taking the lead to finalize the revised IGA.
- d. Planning & Development:
  - i. Cape Kiwanda master plan committee met. The committee is pleased to learn about the shuttle service in Pacific City for the summer season. Jeff Shons is going to work with TCTD on marketing.
  - ii. Inter-city service enhancement plan. There is an opportunity to expand the Coastal Connector services. Salem is pulling out of service from Salem to Grand Ronde effective September 1, 2017. The Grand Ronde trip is now looking to Tillamook for help with options to provide services. GM Doug Pilant and Cathy Bond is going to meet with Kim Rogers in Grand Ronde at the end of the month to discuss options. He will bring more information to the Board in July.
- e. Grant Funding:
  - i. Section 5310 Grant: There's an agreement on the Consent Calendar.
  - ii. Section 5311 Grant: There's an agreement on the Consent Calendar.
- f. Facility/Property Management:
  - i. The Notice to Proceed was issued June 14, 2017. Pre-construction conference is scheduled for June 28<sup>th</sup>.
  - ii. Valerie Schumann said the Tillamook Family Counseling Center is still interested purchasing the vacant portion of the building. GM Doug Pilant asked that any proposals be brought in writing.
- g. Miscellaneous:
  - i. Cathy Bond is moving to HR as the new HR Specialist.
  - ii. There is a new Operations Coordinator coming on board, Clayton Norrbom. He is a previous driver of TCTD. He comes with 17 years of transit experience from Utah and Alaska and will be a great addition to the TCTD staff. He will come to the board meeting in July to meet the Board.
  - iii. Abila: Holiday Pay code was successful. A/R module will be the next step. Once the H/R module training is completed the module will be expanded to do online timesheets.



- iv. Neskowin Wayside: Waiting for ODOT permits. Hope to be done next week. GM Doug Pilant will be meeting with the site design team and hope to complete project end of July.
- v. ITS RFP: The 2 proposals received simply don't meet the needs of the District. GM Doug Pilant is working with a driver who has IT experience who has helped TCTD reach out to find IT people who can help build the network. TCTD will then look for another company to help maintain the system.
- vi. Scheduling and Dispatching Software: GM Doug Pilant has been researching options for automated scheduling and dispatching software. The technology has become more efficient and economical. He has looked at many software demonstrations and has it narrowed down to 2 services. He will try to finalize his research and bring a proposal to the Board in July.

### **CONSENT CALENDAR**

- 8. Motion: Approval of Minutes of May 18, 2017 Board Meeting
- 9. Motion: Approval of Minutes of May 25, 2017 Budget Meeting Minutes
- 10. Motion: Acceptance of Financial Report: May 2017
- 11. Resolution 17-12 Authorizing the GM to Execute ODOT Grant Agreement No. 32217 for \$177,699 in Section 5310 Senior and Disabled Funding
- 12. Resolution 17-13 Authorizing the GM to Execute ODOT Grant Agreement No. 31972 for \$684,375 in Section 5311(f) Intercity Funding
- 13. Resolution 17-14 Authorizing the GM to Execute a Contract with Marie Mills Center for Transit Visitor Center Janitorial Services
- 14. Resolution 17-15 Authorizing the GM to Execute a Contract with Marie Mills Center for TCTD Administrative Facility Janitorial Services
- 15. Resolution 17-14 Authorizing the GM to Execute a Contract with Marie Mills Center for Confidential Document Destruction Services

Director Huffman asked why there are 2 separate contracts for the Transit Visitor Center and the Administrative offices. Superintendent Ronny Fox stated the frequency and type of services are different at each location.

**Motion** by Director Holm to adopt the Consent Calendar. *Motion Seconded* by Director Snider. Board Chair Judy Riggs called for further discussion; followed by none, she called for the vote.

### **MOTION PASSED**

By Directors Hanenkrat, Edwards, Holm, Snider, Huffman  
and Board Chair Judy Riggs.  
Director Mico absent.

### **ACTION ITEMS**

- 16. Resolution 17-17 In the Matter of Adopting the Budget, Making Appropriations, Levying Taxes, and Categorizing Taxes for FY 2017-18

GM Doug Pilant explained the Resolution to the Board.



**Motion** by Director Snider to Approve Resolution 17-17 In the Matter of Adopting the Budget, Making Appropriations, Levying Taxes, and Categorizing Taxes for FY 2017-18. *Motion Seconded* by Director Huffman. Board Chair Judy Riggs called for further discussion; followed by none, she called for the vote.

**MOTION PASSED**

By Directors Hanenkrat, Edwards, Holm, Snider, Huffman  
and Board Chair Judy Riggs.  
Director Mico absent.

17. Resolution 17-18 Authorizing the GM to Execute a Memorandum of Understanding with the Confederated Tribes of the Siletz Indians to provide up to \$171,472 in local matching funds for the Coastal Connector Service

GM Doug Pilant explained the Resolution to the Board.

**Motion** by Director Snider to Approve Resolution 17-18 Authorizing the GM to Execute a Memorandum of Understanding with the Confederated Tribes of the Siletz Indians to provide up to \$171,472 in local matching funds for the Coastal Connector Service. *Motion Seconded* by Director Huffman. Board Chair Judy Riggs called for further discussion; followed by none, she called for the vote.

**MOTION PASSED**

By Directors Hanenkrat, Edwards, Holm, Snider, Huffman  
and Board Chair Judy Riggs.  
Director Mico absent.

**DISCUSSION ITEMS**

18. Staff Comments/Concerns

GM Doug Pilant: Thanked his team and appreciates all the work they do and thanked Director Lon Snider for his 2 years of service to the Board. Also expressed admiration for Lon's wife's car.

Transit Superintendent Ronny Fox: Thanked Cathy Bond for the year and a half of work we have done together.

Accounting Specialist Tabatha Welch: None.

Board Clerk Cathy Bond: Pointed out the upcoming events and reminded Directors of the Fair sign-up to be in the booth this year.

19. Board of Directors Comments/Concerns

Gary Hanenkrat – Going to miss Lon Snider.

Jim Huffman – Welcomed Merrienne to the Board and thanked Lon Snider.

Lon Snider – Thanked everyone and shared how much he has enjoyed the Board.

Judy Riggs – Congratulated Cathy Bond for her new position. Always amazed with all the staff does and accomplishes each month. Thanked Lon Snider and welcomed Merrienne Hoffman. Shared a hand written thank you letter from Representative Debra Boone.

Care Mico – Absent.

Marty Holm – None.

Jackie Edwards – Welcomed Merrienne to the Board and thanked Lon Snider.



**UPCOMING EVENTS**

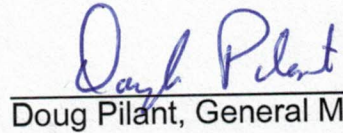
June Dairy Parade – Saturday, June 24, 2017  
Rockaway Beach Parade – Wednesday, July 4, 2017  
City of Manzanita Parade – Wednesday, July 4, 2017  
Cloverdale Clover Days Parade – Saturday, July 1, 2017  
Pacific City Dory Days Parade – Saturday, July 15, 2017  
Garibaldi Days Parade – Saturday, July 22, 2017  
Tillamook County Fair – August 9-12, 2017

Adjournment: Board Chair Judy Riggs adjourned the meeting at 8:36pm.

**These minutes approved this 20<sup>th</sup> Day of July, 2017.**

ATTEST:

  
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Judy Riggs, Board Chair

  
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Doug Pilant, General Manager