

Tillamook County Transportation District
Board of Directors Regular Monthly Meeting
Thursday, July 20, 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 6:31pm
2. Pledge of Allegiance
3. Roll Call:

Present

TCTD Board of Directors

Judy Riggs, Board Chair
Gary Hanenkrat, Director
Merrienne Hoffman, 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, HR Specialist/Board Clerk
Clayton Norrbom, Operations Coordinator

Absent

Cara Mico, Director

Guest

None.

4. Announcements and Changes to Agenda: Added Resolution 17-22 Authorizing up to \$200,00 in local matching funds to be used towards an Oregon Department of Transportation (ODOT) Section 5339 Bus and Facilities Infrastructure Program Grant Application.
5. GM Doug Pilant introduced Clayton Norrbom as the new operations coordinator.
6. Oath of Office for Director Hoffman. Board Chair Judy Riggs swore Director Hoffman into office as a Director to Tillamook County Transportation District.
7. Election of Officers for Fiscal Year 2017-18

Board Chair

These minutes contain materials which paraphrase and/or summarize statements made during this meeting. Only text enclosed in quotation marks report a speaker's exact words.

Director Huffman nominated Director Riggs as Board Chair.

Motion by Director Huffman to nominate Director Riggs as Board Chair. *Motion Seconded* by Director Hoffman. Board Chair Judy Riggs called for further discussion; followed by none, she called for the vote.

MOTION PASSED

By Directors Hanenkrat, Edwards, Hoffman, Holm, Huffman
and Board Chair Judy Riggs.
Director Mico Absent.

Vice Chair

Motion by Director Riggs to nominate Director Holm as Vice Chair. *Motion Seconded* by Director Edwards. Board Chair Judy Riggs called for further discussion; followed by none, she called for the vote.

MOTION PASSED

By Directors Hanenkrat, Edwards, Hoffman, Holm, Huffman
and Board Chair Judy Riggs.
Director Mico Absent.

Secretary

Motion by Director Holm to nominate Director Huffman as Secretary. *Motion Seconded* by Director Hoffman. Board Chair Judy Riggs called for further discussion; followed by none, she called for the vote.

MOTION PASSED

By Directors Hanenkrat, Edwards, Hoffman, Holm, Huffman
and Board Chair Judy Riggs.
Director Mico Absent.

Treasurer

Motion by Director Edwards to nominate Director Hanenkrat as Treasurer. *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, Hoffman, Holm, Huffman
and Board Chair Judy Riggs.
Director Mico Absent.

8. Public & Guest Comments: None.

****Executive Session** 6:43pm – 8:23pm**

Board Chair Judy Riggs read aloud the following information:

The Tillamook County Transportation District Board of Directors will now meet in executive session for the purpose of discussion specific to Performance Evaluation of Public Officers and Employees, ORS 192.660(2)(i). Representatives of the news media and designated staff shall be allowed to attend the executive session. All other members of the audience are asked to leave the room. Representatives of the news media are specially directed not to report on any of the deliberations during the executive session, except to state the general subject of the session as previously announced. No decisions will be made during executive session.

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There were no motions as a result of executive session.

REPORTS

9. Information: General Managers Report:

- a. Financial Report: GM Doug Pilant reviewed the June 2017 financial reports. The District is 100% through the fiscal year. Contract Revenue will end approximately 32% over what was budgeted. Director Holm asked how the District receives more than 100% of property tax. GM Doug Pilant explained that each November the District receives property tax revenue projection from Tillamook County Assessor's Office. The District then applies an Oregon Department of Revenue formula to establish the final projection. The District budgets conservatively to ensure the actual revenue received meets or exceeds the actual projection.
- b. Serviced Performance Report: TCTD establish a new annual system-wide ridership record of 145,135 trip. FY 2016-17 ridership was +2.0% over the previous year while passenger per hour was -3.3%. The YTD cost per trip was +7.3% while the cost per hour was +3.8%, and the fare box return was -0.02%.
- c. Northwest Oregon Transit Alliance: GM Doug Pilant reviewed the NWOTA meeting agenda, minutes, finance report with the Board. GM Doug Pilant reported the Coordinating Committee primarily discussed the new website and customer service training. Cathy bond will be traveling to provide customer service training for the NWOTA partners. The District will be reimbursed for Cathy's time through a NWOTA Mobility Management grant. The group is planning to start meeting face-to-face each month beginning in September. Columbia and Benton counties have scheduled public hearings for the NWOTA Management Plan adoption which will be followed by their respective county board of commissioners adopting the plan.
- d. Planning & Development:
 - i. Intercity service enhancement plan. GM Doug Pilant reported he met with both Cherriots and the Confederated Tribes of the Grand Ronde to discuss the service between Salem and Grand Ronde. The District expressed concerns it could not implement a well thought out plan before September. Therefore, Cherriots agreed to operate the service between Salem and Grand Ronde until January 1, 2018. Next month an amendment will be presented for the Board to extend current services until December 31, 2017.
- e. Grant Funding:
 - i. STF: It has been reported ODOT may consider a supplemental STF funding to make-up for reductions.
 - ii. GM Doug Pilant explained that HB2017 was a bipartisan Bill that was unanimously approved by the Oregon Legislature. It is now awaiting Governor's signature. The Governor has until August 18th to sign the Bill into Law. This Bill will enact a statewide employee payroll tax that will become available for distribution in January 2019. TCTD will be eligible for about \$357,000 in 2019 and \$811,000 over the following Biennium. Over the course of the 10 years the District could receive up to \$4.1

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million dollars. All entities have to prepare operations plans that demonstrate increased service and will need have to be approved by the Oregon Transportation Commission. Since the District has a Long-Range Transportation Development Plan it is well positioned to receive the funds. GM Doug Pilant is assisting Grand Ronde with their plan to help them receive their funding, since it will potentially pass through to pay for the services we will provide.

- iii. Later in the meeting the board will be introduced to a resolution to dedicated local matching monies towards a Section 5339 grant application to expand the fleet to provide new services.
- f. Facility/Property Management:
 - i. Phase one of construction to add office space has begun. The first phase will be completed by mid to late October.
 - ii. GM Doug Pilant reported he had a discussion with Valerie Schumann that Frank Hannah-Williams who is the Executive Director for the Tillamook Family Counseling Center is considering a proposal to lease the vacant office space.
- g. Miscellaneous:
 - i. Abila A/R: Purchased and installed. Training in progress. H/R module training is complete and the District is getting closer to web based timesheets.
 - ii. ITS: GM Doug Pilant is continuing his work on ITS services. He has learned new information that he is pursuing to consider migrating all of the District's software applications to a cloud based solution.
 - iii. Scheduling and Dispatching Software: GM Doug Pilant traveled to The Dalles and Hood River to observe the Ecolane software in action. Both of these transit programs have a similar transit environment. A resolution has been included on tonight's agenda to move forward with the purchase of the Ecolane software.

CONSENT CALENDAR

10. Motion: Approval of Minutes of June 22, 2017 Board Meeting

11. Motion: Acceptance of Financial Report: June 2017

Motion by Director Holm to adopt the Consent Calendar. *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, Hoffman, Holm, Huffman
and Board Chair Judy Riggs.
Director Mico Absent.

ACTION ITEMS

12. Resolution 17-19 Authorizing the General Manager to purchase two (2) Dodge Caravans from Creative Bus Sales

GM Doug Pilant explained the Resolution to the Board.

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Motion by Director Huffman Authorizing the General Manager to purchase two (2) Dodge Caravans from Creative Bus Sales. *Motion Secoded* by Director Holm. Board Chair Judy Riggs called for further discussion; followed by none, she called for the vote.

MOTION PASSED

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

13. Resolution 17-20 Authorizing the General Manager to purchase one (1) Freightliner Bus from Western Bus Sales

GM Doug Pilant explained the Resolution to the Board.

Motion by Director Holm Authorizing the General Manager to purchase one (1) Freightliner Bus from Western Bus Sales. *Motion Secoded* by Director Edwards. Board Chair Judy Riggs called for further discussion; followed by none, she called for the vote.

MOTION PASSED

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

14. Resolution 17-21 Authorizing the General Manager to Execute a Service Agreement with Ecolane USA, Inc. to purchase the Ecolane Scheduling and Dispatching Software and 5-year License Agreement

GM Doug Pilant explained the Resolution to the Board. He clarified that this will be a 5-year agreement and the 5 years doesn't start until it is fully operational.

Motion by Director Holm Authorizing the General Manager to Execute a Service Agreement with Ecolane USA, Inc. to purchase the Ecolane Scheduling and Dispatching Software and 5-year License Agreement. *Motion Secoded* 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, Hoffman, Huffman
and Board Chair Judy Riggs.
Director Mico absent.

15. Resolution 17-22 Authorizing Application for an Oregon Department of Transportation (ODOT) Section 5339 Grant

GM Doug Pilant explained the Resolution to the Board. Director Huffman asked what expansion buses are? GM Doug Pilant stated we will need more buses in order to expand the services with the extra investment funding.

Motion by Director Edwards Authorizing \$200,000 in local matching funds to be applied towards an Oregon Department of Transportation (ODOT) Section 5339 Bus and Facilities Infrastructure Program Grant. *Motion Secoded* 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, Hoffman, Huffman
and Board Chair Judy Riggs.
Director Mico absent.

16. Motion to Authorize the General Manager to Execute a Letter of Agreement with Helping Hands Re-Entry Program to provide two (2) daily trips between the Transit Visitor Center and Helping Hands Facility

GM Doug Pilant explained the Motion to the Board. There was a general question and answer discussion.

Motion by Director Edwards Authorize the General Manager to Execute a Letter of Agreement with Helping Hands Re-Entry Program to provide two (2) daily trips between the Transit Visitor Center and Helping Hands Facility. *Motion Secoded* by Director Hanenkrat. Board Chair Judy Riggs called for further discussion; followed by none, she called for the vote.

MOTION PASSED

By Directors Hanenkrat, Edwards, Hoffman voted aye.
and Board Chair Judy Riggs.
Director Holm and Huffman voted nay.
Director Mico absent.

DISCUSSION ITEMS

17. TCTD Outdoor Lighting Repair & Replacement – GM Doug Pilant reported that all of the District's outdoor perimeter flood lights are not working. Superintendent Ronny Fox solicited bids from 3 vendors. During this process Ronny discovered in a discussion with TPUD the District would be eligible for an energy rebate if the District replaced the outdoor lighting with LED lights. GM Doug Pilant also discovered the District would be eligible for a loan from TPUD that would be repaid with the cost savings. GM Doug Pilant will update the bids and bring a resolution to the Board for approval in August. Staff hopes to have the project completed before the days get shorter.

18. Staff Comments/Concerns

GM Doug Pilant: No comments.

Transit Superintendent Ronny Fox: Shared an incident that occurred at the Chinook Winds Casino bus stop in Lincoln City.

Accounting Specialist Tabatha Welch: Asked about the Fair sign-up status.

HR Specialist Clerk Cathy Bond: Offered sign-up sheet for Directors to volunteer at the Tillamook County Fair.

Operations Coordinator Clayton Norrbom: was not present at time of comments.

19. Board of Directors Comments/Concerns

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Gary Hanenkrat – None.

Jim Huffman – Also talked about past director Graves and noted he had a birthday as well.

Merrienne Hoffman – Complimented Cathy Bond for her participation in the Eclipse planning meeting in Pacific City.

Judy Riggs – Shared a thank you card from Diamond Art Jewelers for trophy support.

Care Mico – Absent.

Marty Holm – None.

Jackie Edwards – Shared about a neighbor raving about our bus services. Past member Graves fell and broke his hip. She wanted to share that information with the board.

UPCOMING EVENTS

Adjournment: Board Chair Judy Riggs adjourned the meeting at 9:44pm.

These minutes approved this 17th Day of August 2017.

ATTEST:



Judy Riggs, Board Chair



Doug Pilant, General Manager