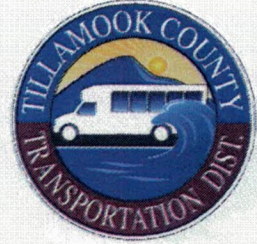


Tillamook County Transportation District
Board of Directors Regular Monthly Meeting
Thursday, August 17, 2017 – 6:30PM
Transportation Building
3600 Third Street, Tillamook, OR
Meeting Minutes



1. Call to Order: Board Chair Judy Riggs called the meeting to order at 6:32pm
2. Pledge of Allegiance
3. Roll Call:

Present

TCTD Board of Directors

Judy Riggs, Board Chair
Gary Hanenkrat, Treasurer
Merrienne Hoffman, Director
Marty Holm, Vice Chair
Jackie Edwards, Director
Jim Huffman, Secretary
Cara Mico, Director

TCTD Staff

Doug Pilant, General Manager
Ronny Fox, Transit Supervisor
Tabatha Welch, Accounting Specialist
Cathy Bond, HR Specialist/Board Clerk

Absent

None.

Guest

None.

4. Announcements and Changes to Agenda:
5. Public & Guest Comments: None.

****Executive Session** 6:36pm – 8:02pm**

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,

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.

except to state the general subject of the session as previously announced. No decisions will be made during executive session.

As a result of executive session, the following Motion was made.

Motion by Director Holm Authorizing a performance review salary increase for the General Manager of 7%, as well as a one-time bonus of \$2,600, effective retroactive to January 23, 2017. *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, Mico, Huffman
and Board Chair Judy Riggs.

REPORTS

6. Information: General Managers Report:

- a. Financial Report: GM Doug Pilant reviewed the July 2017 financial reports. District is 8% through the Fiscal Year. This report is a little different. Line item 3500 is new, suggested by CPA for transparency. This will move due to capital investments. Began the A/R module in June. This will mean that revenue will reflect when the bill is paid. The example is Contract Revenue 4020. Also, there is a journal entry that will self-correct in the next months' report. Line Item 9180 is also new, and will allow for a clear picture into the next FY. Director Huffman asked to elaborate on the legal expenses – Jordan Schrader. It is related to Jackson Contracting and building renovation project. Director Hanenkrat asked about the director stipend checks no longer have tax withholdings. GM Doug Pilant handed out a memo and explained that the CPA stated the District cannot treat directors as employees. Stipends have an allowance of \$600 annually, so directors will receive a 1099 if the directors exceed the annual limit. Director Hanenkrat asked if the District is still using the CPA from Lincoln City. GM Doug Pilant stated their services have been invaluable and will be extending the contract at the end of the year. Director Holm asked to review if there is a dollar limit on the CPA agreement and report it at the next board meeting.
- b. Service Performance Report: FY 2016-17 ridership was -10.5% over the previous year. The YTD cost per trip increased 7.2% while the cost per hour was dropped 6.5%, and the fare box return increased 5.4%. Director Mico asked if the Farmer's Market in Manzanita is effecting the ridership in North County. GM Doug Pilant said he was unable to determine if this effected ridership and said reduced ridership is a national trend due to an improving economy and more people able to afford driving their own cars.
- c. Northwest Oregon Transit Alliance: GM Doug Pilant reviewed the NWOTA meeting agenda, minutes, finance report with the Board. He shared the newest draft of the website cover page for each agency. Cathy Bond will be traveling to Columbia and Clatsop Counties in the next week to do training on the new website and customer service of the NW Connector program.
- d. Planning & Development:
 - i. Cape Kiwanda Master Plan: GM Doug Pilant reported Tillamook County is soliciting for a consultant to prepare parking plan portion of the Cape

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.

- Kiwanda Master Plan. The parking plan will include incorporating shuttle service from parking lots to the various destinations in Pacific City. The driver who has been providing this year's shuttle service has been providing excellent feedback on how to implement shuttle service.
- e. Grant Funding:
 - i. Completed and submitted a Section 5339 bus replacement and expansion grant to ODOT.
 - ii. HB 2017 employee payroll tax monies will be available in January 2019 and must be used to expand service or improve access to transit such as low fares. The employee payroll tax will also have a discretionary application program for agencies to compete for additional monies.
 - iii. ODOT staff is currently creating the administrative rules on how to implement the program.
 - f. Facility/Property Management:
 - i. Phase one of construction has been progressing. The contractor has requested flexibility with the completion date since the project started approximately 2½ months late. They want leeway because of delays in the roof replacement and truss delivery in September. GM Doug Pilant discussed the first change to project due to the current existing gutters and rotten fascia. A proposal is included.
 - 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 still considering a proposal to lease the vacant office space. A proposal may be presented for the next board meeting.
 - g. Miscellaneous:
 - i. ITS: GM Doug Pilant is continuing his work on ITS services. His is working on gaining access to our own accounts, reactivating DAS for purchasing computer hardware and working on future computer needs.
 - ii. Scheduling and Dispatching Software: A resolution has been included on tonight's agenda to establish services for the tablets that will be installed in each vehicle. The assessment meeting is August 29th and 30th.
 - iii. Neskowin Bus Stop: Still waiting for permit from ODOT to be approved.

CONSENT CALENDAR

- 7. Motion: Approval of Minutes of July 20, 2017 Board Meeting
 - a. Director Hanenkrat noted that Item 4 is missing a zero, and should reflect \$200,000
- 8. Motion: Acceptance of Financial Report: July 2017

Motion by Director Holm to adopt the Consent Calendar. *Motion Seconded* by Director Hoffman, with above-noted correction. Board Chair Judy Riggs called for further discussion; followed by none, she called for the vote.

MOTION PASSED

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

ACTION ITEMS

9. Resolution 17-23 In the Matter of Declaring and Disposing Surplus Property

GM Doug Pilant explained the Resolution to the Board. He stated that CARE, Inc. would like to have the surplus vans. Director Holm asked if they have any surplus value? GM Doug Pilant stated they have some monetary value.

Motion by Director Huffman Authorizing Resolution 17-23 In the Matter of Declaring and Disposing Surplus Property. *Motion Secinded* by Director Mico. Board Chair Judy Riggs called for further discussion; followed by none, she called for the vote.

MOTION PASSED

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

10. Resolution 17-24 Authorizing the General Manager to Accept a \$3,200 Energy Rebate and Execute a 5-Year \$9,956.31 Loan from Tillamook People's Utility District

GM Doug Pilant explained the Resolution to the Board. Director Hanenkrat asked if the neighbors would have an issue with the lighting upgrade. There are no additional lights being installed and there should be no changes. Director Hanenkrat asked if there was any value to possibly selling the digital sign. It was agreed to discuss at a later date

Motion by Director Mico Authorizing the General Manager to Accept a \$3,200 Energy Rebate and Execute a 5-Year \$9,956.31 Loan from Tillamook People's Utility District. *Motion Secinded* 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, Mico, Huffman
and Board Chair Judy Riggs.
Director Holm abstained.

11. Resolution 17-25 Authorizing the General Manager to Amend the Confederated Tribes of Grande Ronde Memorandum of Understanding through December 31, 2017

GM Doug Pilant explained the Resolution to the Board.

Motion by Director Mico Authorizing the General Manager to Amend the Confederated Tribes of Grande Ronde Memorandum of Understanding through December 31, 2017. *Motion Secinded* 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, Hoffman, Holm, Mico, Huffman
and Board Chair Judy Riggs.

12. Resolution 17-26 Authorizing the General Manager to Execute a User Agreement with Verizon Wireless

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.

GM Doug Pilant explained the Resolution to the Board. Director Holm asked if there was a cost associated with this agreement. GM Doug Pilant said there will be a data service fee for each vehicle and has been budgeted in the project.

Motion by Director Holm Authorizing the General Manager to Execute a User Agreement with Verizon Wireless. *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, Mico, Huffman
and Board Chair Judy Riggs.

DISCUSSION ITEMS

13. Staff Comments/Concerns

GM Doug Pilant: Shared his eclipse glasses and a sports channel stories.

Transit Superintendent Ronny Fox: None.

Accounting Specialist Tabatha Welch: None.

HR Specialist/Board Clerk Cathy Bond: Thanked the board members for assisting with the Fair booth this year. It was the biggest director turn out to date!

14. Board of Directors Comments/Concerns

Gary Hanenkrat – None.

Jim Huffman – He asked how far SDAO goes for the District and shared a story of trying to reach George Dunkel at Lake Shasta.

Merrienne Hoffman – Noted the upcoming director training. Also, she will be out of the area for the next board meeting.

Judy Riggs – Thanked Cathy Bond for doing an awesome job at the Fair, and praised the expanded Town Loop service during the Fair. She thought the press release in the paper about the eclipse was well written.

Care Mico – None.

Marty Holm – None.

Jackie Edwards – None.

UPCOMING EVENTS

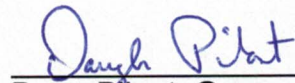
Adjournment: Board Chair Judy Riggs adjourned the meeting at 9:00pm.

These minutes approved this 21st Day of September 2017.

ATTEST:



Judy Riggs, Board Chair



Doug Pilant, General Manager