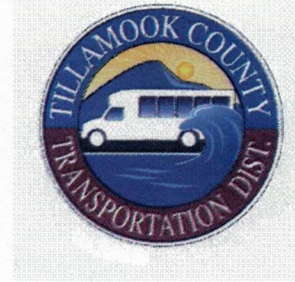


Tillamook County Transportation District
Board of Directors Regular Monthly Meeting
Thursday, October 19, 2017 – 6:30PM
Transportation Building
3600 Third Street, Tillamook, OR
Meeting Minutes



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, Treasurer
Marty Holm, Vice Chair
Jackie Edwards, Director
Jim Huffman, Secretary (by telephone)
Merrienne Hoffman, Director

TCTD Staff

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

Absent

Cara Mico, Director

Guest

None

4. Announcements and Changes to Agenda: None.
5. Public & Guest Comments: None.
6. Executive Session: Discipline of Public Officers and Employees, ORS 192.660(2)(b)
****Executive Session** 6:34pm – 6:52pm**

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 Discipline of Public Officers and Employees, ORS 192.660(2)(b). 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.

There are no motions as a result of executive session.

REPORTS

7. Information: General Managers Report:

- a. Financial Report: GM Doug Pilant reviewed the September 2017 financial reports. District is 25% through the Fiscal Year. Director Huffman requested an explanation for the Innova Legal, Ecolane, Maverick Media and Tillamook Computers expenses. GM Doug Pilant explained Innova expenses are for personnel legal fees, Ecolane is for the dispatching and scheduling software, Maverick Media is NWOTA marketing expenses, and Tillamook Computers was for IT expenses.
- b. Service Performance Report: YTD Ridership overall was -6.4% over the previous year. The YTD cost per trip was +15.5% while the cost per hour was +7.6%, and the fare box return was -2.4%. Director Hanenkrat asked why ridership is down. GM Doug Pilant reported trend is down nationwide. Director Huffman suggested that perhaps the Board can help with marketing.
- c. Northwest Oregon Transit Alliance: GM Doug Pilant reviewed the NWOTA meeting agenda, minutes, finance report with the Board. The group will be conducting a field trip October 25-27. Director Huffman asked what improvement would be needed in Hebo. GM Doug Pilant explained there is already a southbound bus stop where people get off the bus and that we're working with ODOT to establish a northbound bus stop, which is where people get onto the bus.
- d. Planning & Development:
 - i. Cape Kiwanda Master Plan: Kittleson & Associates was selected as the project consultant.
 - ii. Neskowin Bus Stop: Pad and shelter is installed. Waiting for approval from ODOT for a water meter for landscape watering.
 - iii. Cloverdale Bus Stop: The County said they are planning to abandon this project due to sufficient funding and other constraints to the site. The County's Chief of Staff told GM Doug Pilant the Board of Commissioners is considering turning this property over to the District. GM Doug Pilant said the District already invested at least \$7,000 into the project so it may not be a bad idea to take control of the property and work with ODOT at a later date to develop the site into a viable bus stop. Director Hanenkrat asked if the property is environment clearance. GM Doug Pilant said the County has already turned over all of the environmental records and said they'll do one more check with DEQ to verify that the property is free and clear of any issues. GM Doug Pilant also reported the County is going to determine if any of the previous ODOT grant funding that's been used will impact how the property is developed. Director Hoffman did hear that there were concerns about the bank erosion. GM Doug Pilant said that is one of the constraints making it harder to develop the property. Merrienne Hoffman said there is a movement in Cloverdale to create a business association separate

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- from the Pacific City Nestucca Valley Chamber of Commerce. She also reported the community viewed the wayside as a place to have a public restroom to get people to stop and look around the town and spend money at their businesses.
- iv. Coastal Connector Expansion of Services: GM Doug Pilant said staff has made great progress developing schedules and a service plan to improve services between Lincoln City and Salem. The implementation date is January 2, 2018.
 - e. Grant Funding:
 - i. STF Grant: Ford Transit stretcher vans delivered and NWOTA Coordinating Committee working on final details of the regional website.
 - ii. Section 5310 Grant: The District is going to support Marie Mills for a competitive grant to purchase a vehicle.
 - f. Facility/Property Management:
 - i. Tillamook Family Counseling Center hired a contractor to develop a plan to renovate the vacant office space. Expect a written proposal in the near future.
 - ii. Lighting project: The lighting materials arrived, and the Outdoor Lighting project will be completed within the next few weeks.
 - iii. Renovation: Progress continues. New roof and gutters have been installed, the flat roof will soon be completed, and the contractor will be installing HVAC units and turning their attention to completing their attention to the new offices. There were 4 change orders with additional costs and credits. The difference will be an additional cost of \$675. Most of the additional expense was to remove the dry-rot on the NE portion of the roof.
 - g. Miscellaneous:
 - i. ITS: Terminated the contract with Tillamook Computers and issued their final check.
 - ii. Scheduling and Dispatching Software: Working on client data cleanup, automatic downloads from Ride Care, service area map being developed. Still planning to go live at the beginning of 2018.
 - iii. US 101/OR 6 Project: Sidewalk project is delayed until mid-November. TCTD will continue to provide shuttle service for approximately 6 weeks. Director Huffman asked about the opinion in the paper about the shuttle not working, but the District has no record of missing any calls on the cell phone provided.

CONSENT CALENDAR

- 8. Motion: Approval of Minutes of September 21, 2017 Board Meeting
- 9. Motion: Acceptance of Financial Report: September 2017

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

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.

ACTION ITEMS

10. Resolution 17-27 Authorizing the GM to Execute a Memorandum of Understanding with the Confederated Tribes of Grand Ronde to provide up to \$149,356 in local matching funds for Coastal Connector Service

Motion by Director Holm to approve Resolution 17-27 Authorizing the GM to Execute a Memorandum of Understanding with the Confederated Tribes of Grand Ronde to provide up to \$149,356 in local matching funds for Coastal Connector Service. *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, Holm, Huffman, Hoffman and Board Chair Judy Riggs.
Director Mico were absent.

11. Resolution 17-28 Authorizing the GM to Execute a Memorandum of Understanding with the Confederated Tribes of the Grand Ronde Indians to provide up to \$176,880 to provide Route 7 Commuter Service between Grand Ronde and Salem

Motion by Director Holm to approve Resolution 17-28 Authorizing the GM to Execute a Memorandum of Understanding with the Confederated Tribes of the Grand Ronde Indians to provide up to \$176,880 to provide Route 7 Commuter Service between Grand Ronde and Salem. *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, Holm, Huffman, Hoffman and Board Chair Judy Riggs.
Director Mico were absent.

DISCUSSION ITEMS

12. Staff Comments/Concerns

GM Doug Pilant: Each month he looks forward to the reciting the Pledge of Allegiance prior to board meetings and enjoys the meetings because we are doing the peoples work, which makes him feel a sense of accomplishment.

Transit Superintendent Ronny Fox: Missed being at last month's board meeting but he had a great vacation, very relaxing.

Accounting Specialist Tabatha Welch: None.

HR Specialist/Board Clerk Cathy Bond: None.

13. Board of Directors Comments/Concerns

Gary Hanenkrat – None.

Jim Huffman – Noticed Jackie had training and SDAO offers wonderful services and he's proud of them and thinks we should take advantage of all the services they offer.

Merrienne Hoffman – None.

Judy Riggs – None.

Care Mico – Absent.

Marty Holm – None.

Jackie Edwards – Spoke with Jack’s son, and wanted to thank the District for sending flowers.

UPCOMING EVENTS

Adjournment: Board Chair Judy Riggs adjourned the meeting at 7:37pm.

These minutes approved this 16th Day of November 2017.

ATTEST:



Judy Riggs, Board Chair



Doug Pilant, General Manager