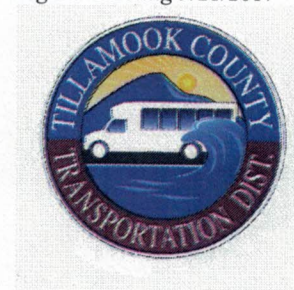


Tillamook County Transportation District
Board of Directors Regular Monthly Meeting
Thursday, September 21, 2017 – 6:30PM
Transportation Building
3600 Third Street, Tillamook, OR
Meeting Minutes



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

TCTD Staff

Doug Pilant, General Manager
Cathy Bond, HR Specialist/Board Clerk

Absent

Merrienne Hoffman, Director
Cara Mico, Director
Ronny Fox, Transit Supervisor
Tabatha Welch, Accounting Specialist

Guest

None.

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

REPORTS

7. Information: General Managers Report:

- a. Financial Report: GM Doug Pilant reviewed the August 2017 financial reports. District is 16% through the Fiscal Year. GM Doug Pilant responded to a question regarding the Bryan Fitzsimmons, CPA contract. The contract is an engagement letter that explains services that will be provided and the firms hourly rate. The initial work was to assist staff to prepare and complete the annual audit. They also assisted in the preparation of the District's budget. GM

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.

Doug Pilant said that in addition to providing these services they provided both the GM and Accounting Specialist with training. They are continuing to assist with this year's audit and the plan is to have them assist with next year's budget development. GM Doug Pilant reported that next month there will be a significant expense in the operations facility expense line item due to repairing the bus wash equipment and upgrading the computer and software that operates the bus wash. GM Doug Pilant reported that last month's vehicle expenses were high due to a \$14k repair on Bus 300. Director Huffman asked about Item 12910 and 12919. GM Doug Pilant explained that they are legal expenses related to the GM employment agreement discussion and personnel matters. Director Hanenkrat asked about the status of the District's employee morale. GM Doug Pilant stated that overall, he believes it is good, although the downtown bridge construction has caused traffic congestion that has resulted in bus schedule delays that are stressful for town loop drivers. Also, over the past couple of months 3 fulltime drivers unexpectedly moved-out of the area while another driver retired due to health issues. These departures caused a driver shortage that resulted in drivers working a lot of additional days to cover those shifts. The District hired and trained 3 new drivers and now a new Shift Bid is being conducted that will go into effect on October 8, 2017. Having the shifts covered should bring more normalcy to the operations.

- b. Service Performance Report: YTD Ridership is -7.7% over the previous year. The YTD cost per trip was +9.4% while the cost per hour was -1.8%, and the fare box return was +4.3%. Director Huffman asked about advertising at TBCC to help with ridership. GM Doug Pilant stated that the District has an ongoing working relationship with Pat Ryan and TBCC's student government to market services. TBCC is promoting the Swiftly app to the students.
- c. Northwest Oregon Transit Alliance: GM Doug Pilant reviewed the NWOTA meeting agenda, minutes, finance report with the Board.
- d. Planning & Development:
 - i. Cape Kiwanda Master Plan: GM Doug Pilant reported that Tillamook County is scheduled to select a consultant to prepare the Master Plan's Parking Management Plan. The District received a 30-day notice to remove the bus shelter in Pacific City and will result in no visible location for people to catch the bus. The Kiawanda Community Center expanded and had to increase the number of parking spaces which has resulted in making the Center's bus stop inaccessible when the parking lot is full. Director Hanenkrat asked if the County may have some right away property where the shelter can be relocated. GM Doug Pilant said that he and Director Hoffman both serve on the Cape Kiwanda Advisory Committee and might be able to find an opportunity through that planning process.
 - ii. Neskowin Bus Stop: The District's revised permit has been completed and the next step is to move the shelter.
 - iii. Cloverdale Bus Stop: A parking plan was handed out for the bus stop in Cloverdale. GM Doug Pilant reported that the Cloverdale Wayside project has been substantially changed. One of the major changes that is a cause for concern is moving the bus stop inside the parking lot. He will continue to work on this project to get the District's concerns

addressed. Director Huffman thinks the District should look at purchase options. Director Hanenkrat said he believes purchasing the property will require more commitment than the District wants to be responsible for at this time.

- iv. Coastal Connector Service: GM Doug Pilant reported the new Coastal Connector service plan has been completed. The new plan has a trip starting in Tillamook and ending in Salem. The new plan will also have 28 interline connections with Greyhound and the Amtrak trains and buses. The early morning trip from Tillamook will interline with both the NB and SB Greyhound buses. Next week the plan for additional service between Grand Ronde and Salem will be completed. These service plans are scheduled to start on January 2, 2018. Director Huffman asked if staff was comfortable with its ability to manage these services. GM Doug Pilant said the District is actively recruiting more drivers who live nearer to Grand Ronde and explained there are 4 drivers living in south County and Lincoln City who will be available to operate the services. The early AM trip will depart from Tillamook while the early AM trip from Lincoln City will go to Tillamook so that we can have more access to the bus.
- e. Grant Funding:
 - i. HB 2017 Transit Funding: The new employee payroll tax was signed into law. This will result in the District receiving approximately \$325K per year beginning January 2019. ODOT staff are currently preparing the Administrative Rules on how this funding program will be implemented. There will be a requirement for planning that expands service or makes transit more accessible by offering reduced fares. The service improvements in the District's Long-Range Transit Development Plan will meet most of the planning requirements.
- f. Facility/Property Management:
 - i. Tillamook Family Counseling Center is still interested in leasing the vacant office space. The Center's executive director was here earlier this week to tour the facility.
 - ii. The lighting project was approved and materials have been ordered. The project should get started within the next few weeks.
 - iii. Repair and Renovation Project: Progress continues. After the tiles were removed dry rot was discovered on the NE portion of the roof. The decision was made to fix it to keep the project moving forward. After the trusses were delivered it was discovered they were not engineered correctly. This caused a weeklong delay in getting the roof covered. Mold was discovered in air-handling equipment and it was discovered the unit and does not have heating coils. A preliminary cost analysis has been conducted it will cost an additional \$5,000 to purchase a new unit. There are 2 additional issues being reviewed; The fire alarm system may need to be upgraded throughout the facility and while the building's original plans show there is a shear wall along Cathy and Tabatha's office it was discovered it is not a shear wall. Research is being done to determine if the District will be required to make this wall a shear wall to pass the building inspection.

g. Miscellaneous:

- i. ITS: GM Doug Pilant said the District terminated its services with Tillamook Computers and are now working with CS&S. Director Holm asked if there were concerns about working with this company. GM Doug Pilant said he discussed their work with the CoastCom business development manager who said they have developed a good working relationship with CS&S. Also, the directors of Marie Mills and CARE are happy with their services.
- ii. Scheduling and Dispatching Software: GM Doug Pilant reported the on-site risk assessment meeting was completed and the risk report was received. One of the highest risks are that dispatchers and drivers may not be receptive of the changes that result from implementing the software. The District will be working on an outreach plan to inform the drivers, dispatchers and the public of upcoming changes. Director Huffman asked the District will do to handle situations when procedures are not followed. GM Doug Pilant answered that there will be training, coaching and potential progressive discipline as the last option. The project will hopefully go live in the first quarter of 2018.
- iii. US 101/OR 6 Project: There are two handouts in the board packet that provides a status report. ODOT asked the District to assist with pedestrian access over the Hoquarton Slough until the sidewalks on the eastside of the project are completed. In addition to advertising the existing transit services the District is providing after hours pedestrian access. ODOT will reimburse the District for its expenses.
- iv. Veterans' Day Services – Director Holm asked if TCTD was planning to provide veteran's free transit fare on Veteran's Day. Board Clerk Cathy Bond said the District is planning to provide free fare and said this program is in the TCTD Fare Ordinance.
- v. Public Notices – Director Hanenkrat asked why the District is running a display ad meeting notice vs. line item meeting notice. He prefers a line item notice because of the perception of cost. Board Chair Riggs thought it was a good display ad and that appeared like an invitation to attend the meeting. GM Doug Pilant said he agreed with Board Chair Riggs because the display ad provides more transparency. Director Edwards said the display ad appears as good advertising. Director Holm said he didn't mind the ad said that if it becomes a problem the type of ad could be changed in the future. It was decided to continue running a display ad until further notice.

CONSENT CALENDAR

8. Motion: Approval of Minutes of August 17, 2017 Board Meeting
9. Motion: Acceptance of Financial Report: August 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, Holm, Huffman
and Board Chair Judy Riggs.
Directors Hoffman and Mico were absent.

ACTION ITEMS

10. None.

DISCUSSION ITEMS

11. Staff Comments/Concerns

GM Doug Pilant: None.

Transit Superintendent Ronny Fox: Absent.

Accounting Specialist Tabatha Welch: Absent.

HR Specialist/Board Clerk Cathy Bond: Talked to the Directors about new email accounts.

12. Board of Directors Comments/Concerns

Gary Hanenkrat – None.

Jim Huffman – Attended SDAO board meeting last week and shared his thoughts.

Merrienne Hoffman – Absent.

Judy Riggs – None.

Care Mico – Absent.

Marty Holm – None.

Jackie Edwards – Asked if there are any driver positions open? Yes, they can go to the website to get an application.

UPCOMING EVENTS

Adjournment: Board Chair Judy Riggs adjourned the meeting at 8:07pm.

These minutes approved this 19th Day of October 2017.

ATTEST:



Judy Riggs, Board Chair



Doug Pilant, General Manager