

Tillamook County Transportation District
Board of Directors Regular Monthly Meeting
Thursday, December 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 (by telephone)

TCTD Staff

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

Absent

Cara Mico, Director
Merrienne Hoffman, Director
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 November 2017 financial reports. District is 42% through the Fiscal Year. The trial balance does not reflect deposits into bank accounts for the payments made for the expenses. Those payments were made December 1st and will reflect in the next month. Vehicle expense includes new destination signs for buses 300 and 301. Those will be covered under a maintenance grant. Director Holm asked why the

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.

Board expense was 82%. GM Doug Pilant stated it was for the May 2017 election. Director Holm asked how many more payments will be made to the building renovation. GM Doug Pilant said there will be a few more. Director Huffman asked about the legal expenses and what they cover. GM Doug Pilant explained that they were for contract management regarding building renovation, annual audit and personnel issues. Director Huffman also asked about the website bill. GM Doug Pilant said it is the NWOTA project and is paid for 100% with Special Transportation Grant.

- b. Service Measure Performance Report: YTD Ridership overall was -3.3% over the previous year. The YTD passengers per hour are -6.3%, the cost per trip was +14.5% while the cost per hour was +7.3%, and the fare box return was +0.00%. Director Holm asked if the District expects a ridership increase for North County since we are adding more services. GM Doug Pilant said he was unsure but always hoping growth.
- c. Northwest Oregon Transit Alliance: GM Doug Pilant reviewed the NWOTA meeting agenda, minutes, finance report with the Board. Director Huffman asked if the Visitor's Pass is good for the 5 counties of the NWOTA partners. GM Doug Pilant confirmed it is for all 5 partners.
 - i. NWOTA Pedestrian Access Project: The consultant prepared an existing condition report for each of the proposed bus stops based on the site visits in October. There will be additional site information provided in the future.
 - ii. Maverick Media: Prepared a marketing campaign for the holidays and purchased advertising in a couple travel magazines.
 - iii. Lane County is interested in the NWOTA model.
 - iv. Website: Trillium wants to use our website as a template for other agencies.
- d. Planning & Development:
 - i. City of Tillamook Transportation Systems Plan (TSP): The City held their transportation planning advisory committee meetings.
 - ii. Cape Kiwanda Master Plan: No Report
 - iii. Neskowin Bus Stop: Waiting for approval from ODOT for a water meter for landscape watering.
 - iv. Cloverdale Bus Stop: Nothing new to report. Waiting on DEQ report. District should look at opportunity documents before they make a final decision about how to proceed.
 - v. Grand Ronde Transit Development Plan: The CTGR Planning Advisory Committee had its kick-off meeting on December 13th. Kittelson & Associates was hired to prepare their plan. At the meeting YCTA expressed and interest in becoming a member of the NWOTA.
 - vi. January 2, 2018 Service Changes: GM Doug Pilant reviewed the upcoming changes to the Coastal Connector and Tillamook County services. Pacific City Sun interviewed Doug Pilant today. Working on printing schedules. The District was unable to secure a parking option with Cherriots so they District will be reviewing a lease option later in the meeting.

- e. Grant Funding:
 - i. Section 5310 Grant: District will submit a preventative maintenance application.
 - ii. Section 5339 Grant Application: The District has already submitted an application to replace 4 buses under this grant program. The grant awards won't be announced until late January or February. ODOT asked agencies to resubmit their previous applications and those who aren't funded will be considered under this application process.
 - iii. STP Vehicle Replacement Application: Their vehicles did not qualify for replacement due to not meeting the age or mileage criteria's. The criteria require both age and mileage. The District is going to apply for expansion vehicles.
- f. Facility/Property Management:
 - i. GM Doug Pilant shared Tillamook Family Counseling Center's proposal prepared by Berkshire Hathaway. TFCC conducted a site review and looked at their build out options. If they decide to lease office space, they would like to begin their tenant improvements in February and occupy the space in March.
 - ii. Renovation: Cathy Bond and Tabatha Welch moved into their new offices. The skylight has been installed and temporary doors installed until the correct doors and frames arrive. Work will continue in the training room and the sheer wall. The heating unit is scheduled to arrive in late January 2018.
- g. Miscellaneous:
 - i. Operations Superintendent position has been filled by Brent Olson. In addition to 17 years of transit experience he was responsible for 2 successful Ecolane start-ups and staff is excited to have him onboard to implement the scheduling and dispatching software. Brent will start on January 2, 2018.
 - ii. Scheduling and Dispatching Software: The tablets and mounting hardware has been purchased. The District has been participating in weekly meetings with Ecolane to keep that project moving forward.
 - iii. ODOT Pedestrian Bridge Shuttle: Sidewalks are complete, and the shuttle services has ended.
 - iv. The Districts liability insurance premiums will be about 4% less next year due to our claims loss record. Director Huffman shared that SDIS has an opportunity to have additional training, which makes the District eligible for an additional 4% savings.
 - v. Director Holm asked about the outcome of the health insurance options and the ATU. The District received a letter from the ATU giving the District their blessing to make the changes to Regence health insurance plans.

CONSENT CALENDAR

- 8. Motion: Approval of Minutes of November 16, 2017 Board Meeting
- 9. Motion: Acceptance of Financial Report: November 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.
Director Mico and Hoffman were absent.

ACTION ITEMS

10. Resolution 17-29 Authorizing the General Manager to Execute a Lease Agreement with Nathan Levine for the 70X Grand Ronde Express

GM Doug Pilant explained the Resolution to the Board. Director Hanenkrat asked where this money was budgeted to pay for the lease. GM Doug Pilant explained the Contract is to cover the District's cost and that the projects budget is about 10% more than the District's actual cost to operate the service..

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
and Board Chair Judy Riggs.
Director Mico and Hoffman were absent.

DISCUSSION ITEMS

11. Staff Comments/Concerns

GM Doug Pilant: None.

Superintendent Ronny Fox: Spoke about his successor Brent Olson and is looking forward to the time they can spend together to transition. He is preparing 3 envelopes for Mr. Olson... March 9th will be his last day at the District if all goes as planned.

Accounting Specialist Tabatha Welch: Absent

HR Specialist/Board Clerk Cathy Bond: Reminded the Board about the SDAO

12. Board of Directors Comments/Concerns

Gary Hanenkrat – None.

Jim Huffman – He visited Bob Kenny and Bob wished everyone happy holidays and said he would love to hear from people.

Merriane Hoffman – Absent.

Judy Riggs – Sorry she missed the Christmas party and a Merry Christmas.

Cara Mico – Absent.

Marty Holm – Passing along thanks from the North County Recreation District about adding them to the bus route. He also is happy about expansions to service in North County. Ronny Fox asked Marty to get the road department to sand the road up to NCRD whenever the roads get icy.

Jackie Edwards – Thank you for the nice Christmas party and Merry Christmas to all.

UPCOMING EVENTS

SDAO Annual Conference – Seaside: February 9-11, 2018.

Adjournment: Board Chair Judy Riggs adjourned the meeting at 7:30pm.

These minutes approved this 18th day of January 2018.

ATTEST:



Judy Riggs, Board Chair



Doug Pilant, General Manager