

Tillamook County Transportation District
Board of Directors Regular Monthly Meeting
Thursday, January 18, 2018 – 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
Merrienne Hoffman, Director
Jim Huffman, Secretary (by telephone)

TCTD Staff

Doug Pilant, General Manager
Ronny Fox, Superintendent
Brent Olson, Superintendent
Tabatha Welch, Accounting Specialist
Cathy Bond, HR Specialist/Board Clerk

Absent

Cara Mico, Director

Guest

Valerie Schumann, Berkshire Hathaway

4. Announcements and Changes to Agenda: None.

5. Public & Guest Comments: None.

6. Executive Session: *Real Property Transaction, ORS 192.660(2)(e)*

****Executive Session** 6:32pm – 6:47pm**

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 Real Property Transaction, ORS 192.660(2)(e). 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

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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.

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

Motion by Director Holm to authorize GM Doug Pilant to enter into lease agreement with Tillamook Family Counseling Center for the terms included in the letter of intent presented by Berkshire Hathaway. *Motion Secended* 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 was absent.

REPORTS

7. Information: General Managers Report:

- a. December 2017 Financial Report: GM Doug Pilant reported that we are 50% through the fiscal year. Additional line-item were added to the Chart of Accounts to record the TPUD outdoor lighting and loan proceeds. TCTD missed the window to submit required paperwork to payoff the SDAO Loan. The final estimated Facility Repair & Renovation expenses after adding the change orders will be approximately \$978,000.00. Director Hanenkrat asked what the purchased television, projector and projector screen will be used for. GM Doug Pilant said these were purchased to be installed in the new training/conference room.
- b. Service Measure Performance Report: YTD Ridership overall was -2.4% over the previous year. The YTD passengers per hour are -7.0%, the cost per trip was +17.7% while the cost per hour was +9.5%, and the fare box return was -0.4%.
- c. Northwest Oregon Transit Alliance: GM Doug Pilant reviewed the NWOTA meeting agenda, minutes, and finance report with the Board.
 - i. NWOTA Pedestrian Access Project: The Transit Access Project's consulting firm (CH2M Hill), presented the opportunities and limitations of each of the proposed 24 bus stops. This analysis included proposed amenities for each bus stop location. TCTD will drop the 2 proposed Creamery stops on Hwy 101 in favor of adding 2 additional stops in Rockaway. The speed limit of Hwy 101 is 45 mph and it's just not conducive to pedestrians. It will be more realistic to reduce travel time in Rockaway by establishing formal bus stops and eliminating flag stops. It's possible the reduced travel time in Rockaway could allocated to serve current Creamery Bus Stop. The next step is to discuss the feasibility of obtain ROW in Rockaway from the Port of Tillamook Bay.
 - ii. Management Plan: Working towards designing new bus stop signage to replace the OXO logo with the redesigned NW Connector logo.
 - iii. Policies: The Coordinating Committee began discussing Service Animals and Holidays policies. These conversations will continue at the February meeting. The other partners operate all holidays except

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- Thanksgiving and Christmas. They requested that TCTD consider operating on the similar holidays.
- iv. Maverick Media: The winter marketing campaign has been concluded. The Coordinating Committee agreed to purchase an advertisement in the Tillamook Coast Visitor Guide.
- d. Planning & Development:
- i. City of Tillamook Transportation Systems Plan (TSP): The City's next planning meeting is scheduled in February.
 - ii. Cape Kiawanda Master Plan: There is a meeting scheduled February 8th and won't attend due to SDAO conference.
 - iii. Neskowin Bus Stop: Conducted a site-visit with the ODOT Regional Planner to explain the proposed plan to install a water meter for the new ROW landscaping.
 - iv. Cloverdale Bus Stop: Nothing new to report. Waiting on County to provide DEQ report.
 - v. Grand Ronde Transit Development Plan: Attended the kick-off meeting. The next meeting is scheduled in late February.
 - vi. Coastal Connector: The revised Lincoln City to Salem service was successfully launched. The revised early AM service leaves before the Lincoln County bus arrives and passengers are unable to transfer to Salem. Passengers used to wait up to 1 ½ hours for the bus to leave for Salem.
 - vii. Grand Ronde Express: Service was successfully launched. Commuters want a monthly bus pass.
 - viii. January 2, 2018 Service Changes: All service changes went well and have been well received.
- e. Grant Funding:
- i. Section 5310 Grant: District will submit a preventative maintenance application for next fiscal year.
 - ii. Section 5339 Grant Application: The District submitted an application last Fall to purchase replace 4 buses. The grant awards won't be announced until late January or February. ODOT has suggested those with pending applications reapply for this grant. Those vehicles not funded by the previous grant will be considered for this grant.
 - iii. STP Vehicle Replacement Application: The District will also apply for replacement vehicles under this grant.
- f. Facility/Property Management:
- i. Renovation: Facility Repair and Renovation Project is almost complete. New permanent doors arrived and will be installed. The sheer wall is being completed. The new air handling-heating system will arrive late January and be installed in early February. An inspection will take place along with the punch list for items that need to be fixed.
- g. Miscellaneous:
- i. Scheduling and Dispatching Software: Driver and dispatcher training will start in mid-February. Implementation is scheduled for the 2nd or 3rd week of February. Tablets and mounting equipment arrived and will be installed in the vehicles. Staff working with Ecolane to cleanup and

prepare client and point of interest data. Director Huffman asked how long it will take for drivers to learn system. Brent Olson stated most should be very familiar with system prior to implementation. Director Huffman asked if that will require extra driver training time. GM Doug Pilant that it may require extra time.

CONSENT CALENDAR

8. Motion: Approval of Minutes of December 21, 2017 Board Meeting
9. Motion: Acceptance of Financial Report: December 2017
10. Motion to Appoint GM Doug Pilant as the FY 2018-19 Budget Officer
11. Motion to Adopt the FY 2018-19 Budget Calendar
12. Motion to Amend TCTD Drug & Alcohol Policy Number 12 to be effective January 19, 2018

Director Holm asked what changes were made to the D&A policy. HR Specialist Cathy Bond stated only legal requirements made by the USDOT.

Motion by Director Edwards to adopt the Consent Calendar. *Motion Seconded* 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 was absent.

ACTION ITEMS

13. Resolution 18-01 Authorizing GM to Execute a Planning Services Agreement with Nelson Nygaard to Provide Public Transportation Planning and Management Services

GM Doug Pilant rescinded this item from the agenda.

DISCUSSION ITEMS

14. Board Position #4 Vacancy: GM Doug Pilant reported that Director Mico resigned her Board Position #4 position on the board. SDAO provided GM Doug Pilant Best Practices guidance and tools on how to fill a board position. Since her position will be thru June 2019 the Board may appoint a person to the position and if they want to continue on the Board they will need to be elected in the May 2019 election. Director Holm asked if it was time sensitive. GM Doug Pilant stated it is not time sensitive. Director Hanenkrat requested the position be advertised at least once. It was decided to follow the SDAO suggested best practices process and advertise in the local media. Applications will be reviewed at the next board meeting and next steps will be determined at that time.

15. Staff Comments/Concerns

GM Doug Pilant: None.

Superintendent Ronny Fox: Express his sentiment about Brent Olson coming on board and feels really good about the future of the District. Shared a story about a driver from his previous employment.

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Superintendent Brent Olson: Grateful for the opportunity and looking forward to working for the District.

Accounting Specialist Tabatha Welch: None.

HR Specialist/Board Clerk Cathy Bond: Asked if any directors attending the SDAO conference. Invited directors to attend to the Chamber dinner.

16. Board of Directors Comments/Concerns

Gary Hanenkrat – None.

Jim Huffman – Will miss Ronny's jokes. Asked to bring up security at the Transit Visitor's Center on a future board agenda.

Merrienne Hoffman – Glad to be back.

Judy Riggs – None.

Cara Mico – Absent.

Marty Holm – Noticed the bus turning onto Makinster Road to unload instead of on Hwy 101 and thinks that is must safer.

Jackie Edwards – None.

UPCOMING EVENTS

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

Adjournment: Board Chair Judy Riggs adjourned the meeting at 7:49pm.

These minutes approved this 22nd day of February 2018.

ATTEST:



Judy Riggs, Board Chair



Doug Pilant, General Manager