

Tillamook County Transportation District
Board of Directors Regular Monthly Meeting
Thursday, November 16, 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
Tabatha Welch, Accounting Specialist
Cathy Bond, HR Specialist/Board Clerk

Absent

Cara Mico, Director
Merrienne Hoffman, Director

Guest

None.

4. Announcements and Changes to Agenda: None.
5. Public & Guest Comments: Rich Allm, representative of WHA Insurance
6. Executive Session: Discipline of Public Officers and Employees, ORS 192.660(2)(b) and Labor Negotiator Consultations, ORS 192.660(2)(d)

****Executive Session** 6:32pm – 7:28pm**

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) and Labor Negotiator Consultations, ORS 192.660(2)(d). 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

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.

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.

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

Motion by Director Holm to authorize a benefit change in provider but leave the choice to the GM to negotiate with the ATU for the 2018 medical insurance renewal. *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.

REPORTS

7. Information: General Managers Report:

- a. Financial Report: GM Doug Pilant reviewed the October 2017 financial reports. District is 33% through the Fiscal Year. Director Huffman asked about the CS&S expenses. GM Doug Pilant broke down the costs associated with that expense.
- b. Service Measure Performance Report: YTD Ridership overall was -4.4% over the previous year. The YTD passengers per hour are -6.5%, the cost per trip was +15.5% while the cost per hour was -7.0%, and the fare box return was +6.4%.
- c. Northwest Oregon Transit Alliance: GM Doug Pilant reviewed the NWOTA meeting agenda, minutes, finance report with the Board.
 - i. NWOTA Pedestrian Access Project: Partners met with ODOT and CH2M Hill staff to complete the site visits of the 24 proposed bus stops. Consultant will be preparing an existing condition report for each of the proposed bus stops.
- d. Planning & Development:
 - i. City of Tillamook Transportation Systems Plan (TSP): The City held their first of four-transportation planning advisory committee meetings. The meeting was well attended by numerous members of the community. The public transportation goal received the largest number of "green dots" during the prioritization of the TSP's goals and objectives. The next meeting is scheduled to be held in mid-February.
 - ii. Cape Kiwanda Master Plan: The kick-off meeting for the Master Plan's parking management plan will be on November 27th, which GM Doug Pilant and Director Hoffman will be attending.
 - iii. Neskowin Bus Stop: Waiting for approval from ODOT for a water meter for landscape watering.
 - iv. Cloverdale Bus Stop: Nothing new to report.
 - v. January 2, 2018 Service Changes: GM Doug Pilant reviewed the upcoming changes to the Coastal Connector and Tillamook County services.

- e. Grant Funding:
 - i. STF Discretionary Grant: Received payment from ODOT for stretcher vans and NWOTA is still working with Trillium to complete website details. Once completed the grant will be closed-out.
 - ii. ODOT announced 3 grants: 5310, 5311, 5339, 5307?
 - iii. Section 5310 Grant: Receive reimbursement from ODOT for scheduling and dispatching software and shop equipment.
 - iv. Section 5339 Grant Application: The District submitted an application to replace 4 buses. Haven't heard any news from ODOT.
- f. Facility/Property Management:
 - i. GM Doug Pilant shared a proposed draft Letter to Intent to Lease to Tillamook Family Counseling Center prepared by Berkshire Hathaway. Director Huffman thought the rental amount seems nominal. This requires the tenant to make any improvements.
 - ii. Lighting project: Project has been mostly complete. There are a couple lights that will be installed.
 - iii. Renovation: HVAC system was installed and now operational. Roof is near completion and permits were approved so drywalling the new offices are in progress. The plan is to have occupancy approximately mid-December. There are 3 change orders: Replace the air exchange and heating systems in lieu of rehabilitating the old unit. Staff is collaborating with TPUD to determine if the project is eligible for an energy loan and rebate to offset the cost of the project. Next, change order to install a sheer wall in the current accounting/human resources office to earthquake retro-fit the building. The building's original plan claims there to be a sheer wall. However, after inspection it was discovered there is no sheer wall. The final change order is to install a 200 AMP electrical line and box to operate the air exchange and heat pumps. This electrical connection was inadvertently eliminated when the generator portion of the project was removed. Once ordered, the air exchange and heating unit will take several weeks for delivery which will push the project completion date to mid-February.
- g. Miscellaneous:
 - i. Scheduling and Dispatching Software: Weekly meeting are starting with Ecolane. The target date for implantation is still January/February 2018.
 - ii. ODOT Pedestrian Bridge Shuttle: Progress on sidewalks have been slow. ODOT is satisfied with our driver compensation plan to provide the shuttle service.
 - iii. Confederated Tribes of Grand Ronde (CTGR) Purchased Transportation Agreement: GM Doug Pilant reported that last month the Board approved a MOU to provide service between Grand Ronde and Salem. However, CTGR has discovered a new funding source that requires there to be a "purchased transportation agreement". Legal counsel said that since there are no changes to the term of the agreement there is no requirement for board action. However, legal counsel said it was important to report the form of the agreement is changing from an MOU to a purchased service agreement. Director Hanenkrat asked if providing this service was stretching the District's

limits. GM Doug Pilant said that while the District has the legal authority to provide this service it does require additional staff time to manage the service. GM Doug Pilant explained that CTGR is in a tough situation and he wanted to be a good partner by assisting them until they develop a more viable option for this service in the future. Director Holm wanted to clarify that Tillamook County will not be funding this service. GM Doug Pilant stated the agreement is for 18-months and CTGR will reimburse the District for the cost of this service. Director Huffman asked why Cherriots cannot continue providing this service. GM Doug Pilant explained that when the service began operations in 2009 that it was funded through a combination of BETC and Tribal funding. BETC funding went in 2012 but the service remained on autopilot for the past several years. Once Cherriots staff realized they were subsidizing the service they requested an additional \$165,000 in funding from CTGR to continue the service. This is money CTGR does not have available and they needed a less expensive alternative. Initially, Cherriot's considered having the CARTS service provider be assigned to perform the work. However, it was determined the union would create issues, so they decided to no longer sponsor the service.

- iv. Rosters for the Budget and STF committees were included in the board packet for review. Board Chair Riggs asked about terms that expire on the STF Committee. GM Doug Pilant explained this in an issue that is related to how the bylaws were written and he wants to discuss a plan with the Committee to stagger the terms.
- v. GM Doug Pilant shared an award the VFW presented to the District for their support of the Veterans Day events over the years.

Director Huffman inquired about the board stipends and asked for clarified records and check processes. He also requests that the District reinstate direct deposit. Accounting Specialist Tabatha Welch stated that payables cannot be direct deposited. She said it would also be possible to schedule them to be paid the week following the board meeting. Director Hanenkrat asked when payables are generally paid. She stated generally paid on a 30-day schedule approximately every 2 weeks.

CONSENT CALENDAR

8. Motion: Approval of Minutes of October 19, 2017 Board Meeting
9. Motion: Acceptance of Financial Report: October 2017
10. Motion: Acceptance of Annual Board Meeting Schedule for 2018

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.

ACTION ITEMS

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.

None

DISCUSSION ITEMS

11. GM Performance Evaluation Committee: Board Chair Riggs noted that Director Edwards, Hoffman and Holm are interested in serving on the committee. The committee can only have 3 members. One is the Board Chair. It was decided that the other 2 committee members will be Director Edwards and Director Holm.

12. Staff Comments/Concerns

GM Doug Pilant: None.

Superintendent Ronny Fox: Wished everyone a healthy and happy Thanksgiving.

Accounting Specialist Tabatha Welch: None.

HR Specialist/Board Clerk Cathy Bond: Thanked the District for their role in Veterans Day, it's an honor to work for such a great employer who values our veterans.

13. Board of Directors Comments/Concerns

Gary Hanenkrat – None.

Jim Huffman – None.

Merrienne Hoffman – Absent.

Judy Riggs – Happy Thanksgiving to all and thanked Cathy Bond for her praise to the District for their role on Veterans Day.

Cara Mico – Absent.

Marty Holm – None.

Jackie Edwards – None.

UPCOMING EVENTS

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


Adjournment: Board Chair Judy Riggs adjourned the meeting at 8:37pm.

These minutes approved this 21st Day of December 2017.

ATTEST:



Judy Riggs, Board Chair



Doug Pilant, General Manager