

**Tillamook County Transportation District**  
Board of Directors Regular Monthly Meeting  
Thursday, February 22, 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 5:30pm
2. Pledge of Allegiance
3. Roll Call:

**Present**

**TCTD Board of Directors**

Judy Riggs, Board Chair  
Gary Hanenkrat, Treasurer (excused at 7:10pm)  
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**

None

**Guest**

Jeff Griffin, WHA Insurance  
Chris Kell  
Geoff Wullschlager  
Melissa Carlson-Swanson

4. Announcements and Changes to Agenda: None.
5. Public & Guest Comments: Introduced open Position #4 board applicants.
6. Board Training 5:35-6:42pm
7. Executive Session: *Personnel Evaluation, ORS 192.660(2)(i)*

**\*\*Executive Session\*\* 6:45pm – 7:10pm**

Board Chair Judy Riggs read aloud the following information:

*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 Tillamook County Transportation District Board of Directors will now meet in executive session for the purpose of discussion specific to *Personnel Evaluation*, ORS 192.660(2)(i). 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.

No motions were made as a result of executive session.

## **REPORTS**

### **8. Information: General Managers Report:**

- a. Financial Report: GM Doug Pilant reviewed the January 2018 financial reports. District is 58% through the Fiscal Year. Director Holm asked about item 13183 regarding the bill for CS&S. Most of the bill is for renovation and server issues. Director Edwards asked about item 13192. It is rent for the Grand Ronde Express office space. Director Hoffman asked why there are multiple lines with the same check. Accounting Specialist Tabatha Welch explained that each item paid on the check is listed separately.
- b. Service Measure Performance Report: There are no performance reports for this board meeting.
- c. Northwest Oregon Transit Alliance: GM Doug Pilant reviewed the NWOTA meeting agenda, minutes, finance report with the Board.
  - i. Management Plan:
    1. Marketing & Branding: Working on bus stop signage logo to replace the OXO signage.
    2. Policies: Committee adopted a uniform Connector Service Animal policy.
    3. Marketing: NWOTA advertisement will be in the Tillamook Coast Visitor Guide. Discussed developing a regional marketing campaign by submitting special interest articles and advertising in the NW Boomer & Senior News.
- d. Planning & Development:
  - i. City of Tillamook Transportation Systems Plan (TSP): The City has scheduled a transportation planning advisory committee meeting on February 26<sup>th</sup> at the Library.
  - ii. Cape Kiawanda Master Plan: The next Parking Management Plan meeting is scheduled with the PC-Woods Community Advisory Committee meeting on Friday, February 23<sup>rd</sup> at the Cape Kiawanda Community Center.
  - iii. Grand Ronde Transit Development Plan: The next Planning Advisory Committee meeting on February 28<sup>th</sup> in Grand Ronde.
  - iv. Planning: Included a revised Planning Services Agreement with Nelson Nygaard in the agenda to be discussed later in the meeting.

- e. Grant Funding:
  - i. Section 5310: TCTD submitted a preventative maintenance grant application for next fiscal year.
  - ii. Section 5339: TCTD submitted 3 grant applications:
    - 1. Replace 4 buses
    - 2. Purchase and install generator
    - 3. Design, purchase and install post office bus stop shelter
  - iii. STP Vehicle Replacement Application: The District applied for 4 expansion vehicles.
- f. Facility/Property Management:
  - i. Renovation: Project has been officially completed. TPUD energy rebate covered most of the increased cost to replace the heating/air handling system.
  - ii. Expect to receive a signed lease agreement from TFCC. Permits have been obtained and tenant improvements will begin in March. Tentative plan is for TFCC to move into the office space in late June or early July.
- g. Miscellaneous:
  - i. Ecolane Scheduling and Dispatching Software: This week the Ecolane trainer has been on sight training the dispatchers and drivers. The "Go Live" date is scheduled to start on February 27<sup>th</sup>. There is an issue of driver availability certainty has been identified as a critical issue. There is a need to increase the number of driver shifts for Ecolane to perform as it's designed. GM Doug Pilant will further evaluate this concern and will bring an update to the Board at the March meeting.
  - ii. January Service Changes: Director Holm asked if there are any changes in ridership in North County since the service change. GM Doug Pilant reported that overall ridership throughout the County is down compared to this time last year. Only have 1 month of operating statistics so it's too soon to determine if the recent changes will result in increased. There does appear to be additional riders traveling to and from Clatsop County.

### **CONSENT CALENDAR**

- 9. Motion: Approval of Minutes of January 18, 2018 Board Meeting
- 10. Motion: Acceptance of Financial Report: January 2018

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

**ACTION ITEMS**

11. 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 explained the Resolution to the Board.

**Motion** by Director Hoffman to approve Resolution 18-01 Authorizing GM to Execute a Planning Services Agreement with Nelson Nygaard to Provide Public Transportation Planning and Management Services. *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 Edwards, Holm, Hoffman, Huffman  
and Board Chair Judy Riggs.  
Director Hanenkrat was absent.

**DISCUSSION ITEMS**

12. Board Position #4 Vacancy: The District published notice inviting applications for the Board Position #4 Vacancy. Handouts of application were provided to the Board. The Board agreed to review the applications and discuss at the next board meeting.

13. Staff Comments/Concerns

GM Doug Pilant: Thanked Ronny. It's been an awesome 5½ years and he will miss the bus stop café. Ronny told a story about his working experience with Doug Pilant regarding their previous employer and "the world".

Superintendent Ronny Fox: Shared his desire to join the Florida Alligator Wrestling Association. He sincerely thanked the Board for his tenure here at the District. His retirement is bitter sweet.

Superintendent Brent Olson: Happy to be here. Had learned a lot from Ronny Fox and he will miss him too. Ecolane implementation is going good. It's a lot of work and a big commitment but he feels really good about the process.

Accounting Specialist Tabatha Welch: Will miss Ronny Fox.

HR Specialist/Board Clerk Cathy Bond: Pointed out the dates at the bottom of the agenda for Nancy Brown and Ronny Fox's retirement parties.

14. Board of Directors Comments/Concerns

Gary Hanenkrat – Absent

Jim Huffman – Stated to Ronny that he is a shining light, entertainment at parties, enjoys his jokes and wishes him the best.

Merrienne Hoffman – Knew Ronny Fox before getting on the board with the Chamber. She had no idea all that he does and wishes him all the best on the next stage. Shared that last Saturday GM Doug Pilant made a presentation to the PC Woods Advisory Committee and that his information was enlightening, and his presentation kept the audience involved and engaged. She appreciated him taking the time to come.

Judy Riggs – Will miss Ronny Fox.

Marty Holm – Pleasure to get to know Ronny Fox. Excitement and joy over the past years. Appreciates him putting the District, riders and community first.

Jackie Edwards – Great place to be and happy and sad for Ronny to leave. Happy for Ronny, will miss him.

**UPCOMING EVENTS**

Ronny Fox Retirement Party: Friday, March 9<sup>th</sup> from 2-4:00pm.

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

**These minutes approved this 22<sup>nd</sup> day of March 2018.**

ATTEST:

  
\_\_\_\_\_  
Judy Riggs, Board Chair

  
\_\_\_\_\_  
Doug Pilant, General Manager