

Tillamook County Transportation District
Board of Directors Regular Monthly Meeting
Thursday, March 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 6:30pm
2. Pledge of Allegiance
3. Roll Call:

Present

TCTD Board of Directors

Judy Riggs, Board Chair – excused at 8:15pm
Gary Hanenkrat, Treasurer
Marty Holm, Vice Chair
Jackie Edwards, Director
Merrienne Hoffman, Director
Jim Huffman, Secretary (by telephone)

TCTD Staff

Doug Pilant, General Manager
Brent Olson, Superintendent
Tabatha Welch, Accounting Specialist/Acting Board Clerk

Absent

Cathy Bond, HR Specialist/Board Clerk

Guest

Chris Kell
Geoff Wullschlager

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 February 2018 financial reports. District is 66% through the Fiscal Year. No questions
 - b. Service Measure Performance Report: GM presented the YTD February 2018 monthly performance reports. No questions
 - c. Northwest Oregon Transit Alliance: GM Doug Pilant reviewed the NWOTA meeting agenda, minutes, finance report with the Board.

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.

1. Transit Stop Concepts handout. GM Doug Pilant handed out and presented the proposed NWOTA Transit Access Project bus stop Concepts Report for the planned Tillamook County bus stops. The proposed stops included bus stops in Pacific City, Hebo and Rockaway Beach. GM Doug Pilant clarified questions about the location of the Hebo bus stop, amenities for all of the stops, the time-line for completion of the stops, and additional planning and collaboration required to complete the project(s).

d. Planning & Development:

- i. Cape Kiawanda Master Plan: Director Hoffman attended the Parking Management Plan meeting with the PC-Woods Community Advisory Committee meeting on Friday, February 23rd at the Cape Kiawanda Community Center. GM Doug Pilant asked if she had any comments she said there was discussion about the shuttle and there was excitement.
- ii. Cloverdale bus stop. GM Doug Pilant Doug reported that he met with the Tillamook County Chief of Staff, Rachel Hagerty to discuss options to advance the Cloverdale Wayside Project. The Plan is stalled due to a lack of funding to complete the Project' 30% design. ODOT has requested \$50,000 to be paid upfront and the County doesn't have any money identified. Director Hoffman had question about NB vs SB bus stops. GM Doug Pilant explained this location would only serve as a SB bus stop and that the NB bus stop had been deleted from the project. Director Hoffman said the original need was for a bathroom and a place for people to stop. Director Huffman said he was concerned about homeless taking over the facility.
- iii. Grand Ronde Transit Development Plan: GM Doug Pilant attended the Planning Advisory Committee meeting on February 28th in Grand Ronde. Next phase is community wide survey during the first weeks of April.
- iv. Statewide Transportation Investment Fund (STIF): GM Doug Pilant reviewed the STIF process that ODOT has proposed. The Administrative Rules require the District to establish a new advisory committee to develop plans and make recommendations to the Board.

e. Grant Funding:

- i. Section 5310: TCTD was awarded \$100,000 for the preventative maintenance grant for next fiscal year.
- ii. Section 5339: TCTD submitted 3 grant applications:
 1. Replace 4 buses – we were awarded 72k to replace one bus.
 2. Purchase and install generator – we did not get this grant.
 3. Design, purchase and install post office bus stop shelter-we were awarded 24k for this grant. Director Huffman asked where the bus stop would be, GM Doug Pilant said it would be located where the bus stop sign is located near the Post Office.
- iii. STP Vehicle Replacement Application: The District applied for 4 expansion vehicles and we were awarded \$620,000. Director Huffman

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asked about a timeline. GM Doug Pilant said these grant monies will be available in the next fiscal year. Director Holm asked about surplus of vehicles. GM Doug Pilant said most likely we will.

- f. Facility/Property Management:
 - i. Renovation: Project is complete, and we are waiting for one final invoice from Jackson Construction.
 - ii. Received a signed lease agreement from TFCC. Tenant improvements began in March. Tentative plan is for TFCC to move into the office space in late June or early July.
 - iii. Lighting Project/PUD. GM Doug Pilant reviewed the project.
- g. Miscellaneous:
 - i. Ecolane Scheduling and Dispatching Software: The “Go Live” date was February 27th. GM Doug Pilant gave credit to Superintendent Brent Olson. We still have driver availability issue.
 - ii. Swiftly – GM Doug Pilant and HR Specialist Cathy Bond did a webinar presentation on how the District has adopted uses for the Swiftly App. The webinar had a nation-wide audience and we received excellent reviews. An article is being written about how the District is using Swiftly and to highlight the benefits the District has received since adopting this technology. Sunset Transit is in the process of purchasing Swiftly technology and Lincoln County is also interested in learning more about Swiftly. Director Huffman asked if this was a satellite system. GM Doug Pilant explained that Swiftly App uses GPS trackers on the buses that communicate with the Verizon Wireless Network.
 - iii. Ride Care Blanket Purchase Agreement. GM Doug Pilant said the District has received a new Ride Care Blanket Purchase Agreement that will be brought to the April board meeting for approval.

CONSENT CALENDAR

- 8. Motion: Approval of Minutes of February 22, 2018 Board Meeting
- 9. Motion: Acceptance of Financial Report: February 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, Hanenkrat, Holm, Hoffman, Huffman
and Board Chair Judy Riggs.

ACTION ITEMS

- 10. Resolution 18-02 Authorizing GM to add four (4) full time and two (2) part-time driver positions

GM Doug Pilant explained the Resolution to the Board. Director Holm asked if there would be an increase to driver payroll. GM Doug Pilant explained this would increase paid driver benefits.

Motion by Director Hoffman to approve Resolution 18-02 Authorizing GM to add four (4) full time and two (2) part-time driver positions. *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 Edwards, Hanenkrat, Holm, Hoffman, Huffman
and Board Chair Judy Riggs.

11. Resolution 18-03 Authorizing the GM to accept a \$13,320 Energy Rebate and Execute a 5-year \$21,975 Loan from Tillamook People's Utility District

GM Doug Pilant explained the Resolution to the Board.

Motion by Director Hanenkrat to approve the Resolution 18-03 Authorizing GM to accept a \$13,320 Energy Rebate and Execute a 5-year \$21,975 Loan from Tillamook People's Utility District. *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, Hanenkrat, Holm, Hoffman, Huffman
and Board Chair Judy Riggs.

DISCUSSION ITEMS

12. Board Position #4 Vacancy: Marty suggested the Board make a vote tonight if everyone was ready and in agreement. Everyone agreed. The vote was unanimous for Melissa Carlson-Swanson

Motion by Director Hoffman to appoint Melissa Carlson-Swanson to the TCTD Board, Position #4. *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 Edwards, Hanenkrat, Holm, Hoffman, Huffman
and Board Chair Judy Riggs.

13. Wellness Center: GM Doug Pilant reported that TCTD had received the free acquisition of about \$20,000 in fitness equipment from the Oregon State Police Department – Milwaukee Office. He further explained that due to the large amount of equipment the original space planned for the wellness center would not accommodate this equipment and suggested setting up the equipment in the former Accounting/HR office. Directors Holm, Hanenkrat and Huffman said the original area should be used for its original intent. Director Edwards suggested using the newly suggested space for the wellness room for now and re-assess in six months, Director Hoffman agreed. Director Riggs suggested also having a sign in sheet to track employee use. Doug said that before the equipment can be used the District will have to modify the employee handbook to establish the wellness center as an employee benefit.

14. Staff Comments/Concerns

GM Doug Pilant: None

Superintendent Brent Olson: None

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Accounting Specialist Tabatha Welch: None
HR Specialist/Board Clerk Cathy Bond: Absent

15. Board of Directors Comments/Concerns

Jim Huffman – Ronny Fox we miss you, I told one of his jokes at my Birthday party.

Merrienne Hoffman – none.

Judy Riggs –not present.

Marty Holm – I really liked Ronny's retirement party. Thank you to the District for putting on such a nice event. Thank you, Tabatha for filling in for Cathy. How is Cathy doing? Doug said she is recovering and we hope to see her Monday.

Jackie Edwards –Thank you Tabatha for filling in for Cathy. Expressed she hoped Cathy was recovering well.

Gary Hanenkrat – none.

UPCOMING EVENTS

None.

Adjournment: Director Marty Holm adjourned the meeting at 8:23pm.

These minutes approved this 19th day of April 2018.

ATTEST:



Judy Riggs, Board Chair



Doug Pilant, General Manager