

Tillamook County Transportation District
Board of Directors Regular Monthly Meeting
Thursday, April 19, 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
Marty Holm, Vice Chair
Gary Hanenkrat, Treasurer
Jim Huffman, Secretary
Jackie Edwards, Director
Merrienne Hoffman, Director
Melissa Carlson-Swanson, Director

TCTD Staff

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

Absent

None.

Guest

Don Best, Photographer

4. Oath of Office for Position #4 board member. Board Chair Judy Riggs performed the Oath of Office for new board member, Melissa Carlson-Swanson.
5. Announcements and Changes to Agenda: None.
6. Public & Guest Comments: None.
7. Executive Session: None.

REPORTS

8. Information: General Managers Report:
 - a. Financial Report: GM Doug Pilant reviewed the March 2018 financial reports. District is 75% through the Fiscal Year. Director Holm asked if the fuel expense

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- increase is due to cost or volume? GM Doug Pilant said the increase is a result of both higher fuel costs and additional Lincoln City to Salem services. GM Doug Pilant noted the final building renovation invoice from Jackson Construction had been received and paid as well as the last Ecolane invoice. He also noted that there will be resolutions later in the meeting to explain transfers to properly reflect the capital reserve and OTIB fund items.
- b. Service Measure Performance Report: YTD Ridership overall is -0.8% over the previous year. The YTD passengers per hour are -7.2%, the cost per trip was +16.5% while the cost per hour was +7.4%, and the fare box return was -9.2%. Director Huffman asked if the increase to TBCC ridership is a trend? GM Doug Pilant reported that between a marketing campaign and Swiftly, the ridership increase has been positive despite lower student enrollment.
 - c. Northwest Oregon Transit Alliance: GM Doug Pilant reviewed the NWOTA meeting agenda, minutes, finance report with the Board. The Board was given an additional handout regarding amendment of the Trillium Solutions, Inc. for the NWOTA website. ODOT authorized NWOTA to spend left-over grant money to pay for a few more website additions. Director Holm asked if the Board needed to vote on the Trillium agreement. GM Doug Pilant stated the modification did not require Board approval since the modification is within his spending authority and the Board already authorized the GM to execute the contract. The Coordinating Committee also agreed upon a budget for the next fiscal year. An amended and restated NWOTA IGA will be brought to the Board for adoption in the next few months. The Coordinating Committee finalized the section of the IGA that outlines ownership of the website if NWOTA dissolves. Director Huffman asked if NWOTA could lose a partner because of his concerns about Columbia County. GM Doug Pilant explained that new STIF funds could help stabilize Columbia County. Each partner has agreed to contribute \$12,000 to next year's budget.
 - d. Planning & Development:
 - i. Cape Kiawanda Master Plan: GM Doug Pilant reported that staff is preparing a revised PC Shuttle and marketing plans. The marketing is being coordinated with Tillamook Coast which is preparing a wayfinding plan for Pacific City. Director Holm asked if the parking plan would be for the upcoming summer season. GM Doug Pilant reported that the consultants are still preparing the parking plan. The consultants will be conducting surveys and observations during the upcoming summer tourist season and this data will be used to complete the parking plan later in the year.
 - ii. Cloverdale bus stop. GM Doug Pilant reported that he received contact information for the David Evans project manager but has not contacted them to discuss the status of the Cloverdale Bus Stop.
 - iii. Grand Ronde Transit Development Plan: GM Doug Pilant reported the Confederated Tribes of Grand Ronde are currently conducting a Community Transit Needs Survey that drivers are handing out to 60X and 70X riders. Also, Yamhill County is creating a transit development plan and are conducting travel survey at Spirit Mountain. Both Yamhill County and CTGR will share the outcomes with TCTD.

- iv. Statewide Transportation Improvement Fund (STIF): GM Doug Pilant provided the Board an overview of the ODOT STIF implementation process. The Oregon Administrative Rules (OAR's) have been written and submitted to the Oregon Transportation Commission for review and adoption. The proposed rules require the District to establish a new advisory committee that has a broader scope than the current STF committee. This new committee will be responsible for making funding recommendations to the Board. Waiting for other Qualified Entities to develop committee bylaws and will begin recruiting for a committee in the next few months so the District can apply for funds in the next fiscal year.
- v. Special Transportation Fund (STF): The STF committee will be meeting at noon on Friday, April 27th.
- e. Grant Funding: GM Doug Pilant provided an overview of the recent grant awards from ODOT. Director Huffman shared a grant opportunity being offered by SDAO regarding safety and risk management. Director Huffman thought perhaps the District could benefit from that opportunity to get cameras at the Transit Visitors Center.
 - i. Section 5310: TCTD was awarded \$100,000 to be used towards preventative maintenance next fiscal year.
 - ii. Section 5339: TCTD submitted 4 grant applications:
 - 1. Replace 4 buses – TCTD was not awarded any money.
 - 2. Expand fleet by 4 buses – TCTD was awarded \$72,000 to be used towards the purchase of 1 bus.
 - 3. Purchase and install generator: TCTD was not awarded any money for this project.
 - 4. Post Office Bus Stop – TCTD was awarded \$24,000 to design, purchase and install post office bus stop shelter. 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: TCTD was awarded \$620,000 to replace 4 buses. These are the same buses that were proposed in the Section 5339 grant application. Director Huffman asked about a timeline. GM Doug Pilant said these grant monies will be available in the next fiscal year. Director Holm asked about the fate of surplus vehicles. GM Doug Pilant said most likely we will have surplus buses to remove from the active fleet.
- f. Facility/Property Management:
 - i. Received a signed lease agreement from TFCC. Contractor begun implementing the tenant improvements. Tentative plan is for TFCC to move into the office space in late June or early July.
 - ii. Lighting Project/PUD: Accounting Specialist Tabatha Welch is working with TPUD to complete the lighting project loan and rebate documents to complete the interior lighting project.
- g. Miscellaneous:
 - i. Ecolane Scheduling and Dispatching Software: The first month's performance went well. Both drivers and dispatchers have learned the

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processes. Getting reports is still a work in progress. Director Huffman asked if Superintendent Brent Olson was hired because of his experience with Ecolane. Superintendent Brent Olson replied yes and said everyone at the District is doing good after only 6 weeks of implementation. GM Doug Pilant reported that since Ecolane is efficient that it can be managed by one dispatcher. Since both Ecolane and Swiftly are both web-based applications that staff is working on a dispatch coverage plan to have a dispatcher presence at the Transit Center beginning July. Director Huffman asked what happens when the internet is down. Superintendent Brent Olson said drivers could use paper manifests and would still input data into their tablets.

- ii. Ride Care Blanket Purchase Agreement. GM Doug Pilant said a Ride Care Service Agreement will be presented later in the meeting for board approval. Director Huffman asked if it will change the work? GM Doug Pilant stated it would not change the work.
- iii. Miscellaneous: Sunset Empire Transportation District is celebrating their 25-year Anniversary on April 26th from 12 PM to 4 PM. GM Doug Pilant said he's planning to attend and informed the Board that TCTD will celebrate its 25th year in 4 more years.

CONSENT CALENDAR

9. Motion: Approval of Minutes of March 22, 2018 Board Meeting

10. Motion: Acceptance of Financial Report: March 2018

11. Motion Authorizing GM to Execute IGA Administering the Disadvantaged Business Enterprise Unified Certification Function

12. Motion to Adopt Revisions to the TCTD Emergency Prevention and Action Plan Policy

Director Huffman asked if the Ecolane check, Item 13355 was a final payment or if there will be more bills. GM Doug Pilant explained that the District made an upfront payment last fall, and this payment was the balance of what was owed. The District is licenses to use Ecolane for 5 years. The only other additional expenses would be if the District purchased additional modules.

Director Huffman asked for a correction of the minutes of March 22, 2018. He asked that Item 13 at the bottom of Page 4 regarding the wellness center be corrected in include Director Huffman and Director Hanenkrat supported Director Holm's comment that the original area should be used for its original intent.

Director Holm asked what the IGA for DBE was regarding. GM Doug Pilant explained the IGA is an agreement between other public entities and ODOT to support disadvantaged businesses owned by minorities and women. Since TCTD receives federal funds the District is required to participate in this program.

Director Hanenkrat asked if the Plan, Section X needs to include the reference regarding calling the Coast Guard in the event of a major accident. GM Doug Pilant stated he was unsure and would check into that requirement. Director Huffman asked if the Board Chair would be trained since the Plan includes that in the chain of custody? GM Doug Pilant

agreed that the Board Chair should receive training in this matter. It was also pointed out to add the position of Operations Coordinator to the chain of command.

Motion by Director Holm to adopt the Consent Calendar, with above-noted corrections. *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, Carlson-Swanson
and Board Chair Judy Riggs.

ACTION ITEMS

13. Resolution 18-04 In the Matter of Line Item Changes Within the Fiscal Year 2017-18 General Fund Budget – Non-Allocated Requirements

GM Doug Pilant explained the Resolution to the Board.

Motion by Director Holm to approve Resolution 18-04 In the Matter of Line Item Changes Within the Fiscal Year 2017-18 General Fund Budget – Non-Allocated Requirements as presented. *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, Carlson-Swanson
and Board Chair Judy Riggs.

14. Resolution 18-05 In the Matter of Line Item Changes Within the Fiscal Year 2017-18 Property Management Budget – Enterprise Fund

GM Doug Pilant explained the Resolution to the Board.

Motion by Director Hoffman to approve the Resolution 18-05 In the Matter of Line Item Changes Within the Fiscal Year 2017-18 Property Management Budget – Enterprise Fund as presented. *Motion Seconded* by Director Huffman. Board Chair Judy Riggs called for further discussion; followed by none, she called for the vote.

By Directors Edwards, Hanenkrat, Holm, Hoffman,
Huffman, Carlson-Swanson
and Board Chair Judy Riggs.

15. Resolution 18-06 In the Matter of Recognizing Unexpected Income and to Appropriate Costs for the NWOTA Website Project

GM Doug Pilant explained the Resolution to the Board.

Motion by Director Huffman to approve the Resolution 18-06 In the Matter of Recognizing Unexpected Income and to Appropriate Costs for the NWOTA Website Project as presented. *Motion Seconded* by Director Edwards. Board Chair Judy Riggs called for further discussion; followed by none, she called for the vote.

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By Directors Edwards, Hanenkrat, Holm, Hoffman,
Huffman, Carlson-Swanson
and Board Chair Judy Riggs.

16. Resolution 18-07 In the Matter of Authorizing the General Manager to Execute a Non-Emergent Services Agreement With Ride Care

GM Doug Pilant explained the Resolution to the Board.

Motion by Director Huffman to approve the Resolution 18-07 In the Matter of Authorizing the General Manager to Execute a Non-Emergent Services Agreement With Ride Care as presented. Motion Seconded by Director Hoffman. Board Chair Judy Riggs called for further discussion; followed by none, she called for the vote.

By Directors Edwards, Hanenkrat, Holm, Hoffman,
Huffman, Carlson-Swanson
and Board Chair Judy Riggs.

DISCUSSION ITEMS

17. Staff Comments/Concerns

GM Doug Pilant: Shared a Facebook post in which he saw Ronny Fox playing guitar to an audience in Florida and reported that everybody in the photo appeared to be a lot of fun!

Superintendent Brent Olson: None

Accounting Specialist Tabatha Welch: None

HR Specialist/Board Clerk Cathy Bond: Will send Directors Holm and Huffman an STF Agenda.

18. Board of Directors Comments/Concerns

Jim Huffman – Shared what a privilege it is to be on the SDAO board. They are renowned across the County for their involvement and how much they help with grants and other things. He stated SDAO leads in states with the most number of members per capita, premier State of Oregon. Connects nationally. Good things are happening and it's a good service.

Merrienne Hoffman – Invited everyone to come out for the Pacific City Birding and Blues festival this weekend.

Judy Riggs – Apologized for leaving at last meeting. She said it's great to hear what the District does. She welcomed new board member Melissa Carlson-Swanson.

Marty Holm – I really liked Ronny's retirement party. Thank you to the District for putting on such a nice event.

Jackie Edwards – Tell Ronny she said "hi" and misses him.

Gary Hanenkrat – Saw an article in the local paper where the buses assisted with an emergency at the Shilo. GM Doug Pilant explained that the buses did a shelter in place for the local police during an emergency evacuation. GM Doug Pilant also shared an emergency response meeting he attended at Garibaldi Grade School where Tillamook County Emergency Manager Gordon McGraw called out the District for assisting and being willing to assist with large group evacuations. Director Hanenkrat thinks it's great that the District is going a great job of assisting!

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Melissa Carlson-Swanson: Thanked the Board for appointing her and said she's glad to be here.

UPCOMING EVENTS

None.

Adjournment: Director Marty Riggs adjourned the meeting at 8:00pm.

These minutes approved this 17th day of May, 2018.

ATTEST:



Judy Riggs, Board Chair



Doug Pilarit, General Manager