

Tillamook County Transportation District
Board of Directors Regular Monthly Meeting
Monday, July 2, 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 6:32pm
2. Pledge of Allegiance
3. Roll Call:

Present

TCTD Board of Directors

Judy Riggs, Board Chair
Marty Holm, Vice Chair
Gary Hanenkrat, Treasurer
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

Jim Huffman, Secretary

Guest

None.

4. Announcements and Changes to Agenda: Revised Agenda provided. Changed order of items presented.
5. Public & Guest Comments: None.

ACTION ITEMS

6. Motion to Approve Resolution 18-14 Establishing a New NW Rides Enterprise Fund

Director Hanenkrat expressed his concern about not having a contract with Care Oregon prior to approving other agenda items.

Motion by Director Holm to Approve Resolution 18-14 Establishing a New NW Rides Enterprise Fund. *Motion Seconded* by Director Hoffman. Board Chair Judy Riggs called for further discussion; followed by none, she called for the vote.

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.

MOTION PASSED

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

7. Motion to Approve Resolution 18-15 Establishing an Umpqua Bank Checking Account for NW Rides Brokerage

Motion by Director Hoffman to Approve Resolution 18-15 Establishing an Umpqua Bank Checking Account for NW Rides Brokerage. *Motion Secoded* by Director Edwards. Board Chair Judy Riggs called for further discussion; followed by none, she called for the vote.

MOTION PASSED

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

8. Motion to Approve NW Rides Job Descriptions & Pay Scales

Motion by Director Hoffman to Approve NW Rides Job Descriptions & Pay Scales. *Motion Secoded* by Director Holm. Board Chair Judy Riggs called for further discussion; followed by none, she called for the vote.

MOTION PASSED

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

9. Motion to Authorize GM to Execute Pacific Office Automation Equipment Contracts

Motion by Director Holm to Authorize GM to Execute Pacific Office Automation Equipment Contracts, with noted name correction from Automated to Automation and a correction of the address. *Motion Secoded* 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,
Carlson-Swanson and Board Chair Judy Riggs.
Director Hanenkrat nay.
Director Huffman absent.

10. Motion to Authorize GM to Purchase Call Center Computer Hardware and Installation from GenXsys

Director Holm asked if GenXsys was our new IT provider. GM Pilant said not yet and explained the District will be going out for RFQ in the near future. Director Hoffman asked to clarify if it was for 16 items? GM Pilant stated the reference to 16 hours to install the 7 computers.

Motion by Director Holm to Authorize GM to Purchase Call Center Computer Hardware and Installation from GenXsys. *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,
Carlson-Swanson and Board Chair Judy Riggs.
Director Hanenkrat nay.
Director Huffman absent.

11. Motion to Authorize GM to Purchase Call Center Office Furniture from NBF

Director Hanenkrat asked if the furniture was a bid. Board Clerk Cathy Bond stated she did get two other prices quotes prior to purchase.

Motion by Director Hoffman to Authorize GM to Purchase Call Center Office Furniture from NBF. *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, Holm, Hoffman,
Carlson-Swanson and Board Chair Judy Riggs.
Director Hanenkrat nay.
Director Huffman absent.

12. Motion to Authorize GM to Purchase Call Center Telephone System from Coastcom

Motion by Director Edwards to Authorize GM to Purchase Call Center Telephone System from Coastcom. *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 Edwards, Holm, Hoffman,
Carlson-Swanson and Board Chair Judy Riggs.
Director Hanenkrat nay.
Director Huffman absent.

13. Motion to Authorize GM to Purchase Ecolane Brokerage Modules and Licenses

GM Pilant noted that Ecolane gave the District a 28% discount on the software and will only be charging \$10k per year for the following four years. Director Hoffman asked where the money would come from to purchase the Ecolane software. GM Pilant said CareOregon will be paying for the projects upfront expenses. Director Hanenkrat asked if the District will be required to pay CareOregon back and expressed his concern about the amount of money being committed to this project without a discussion of revenue. He

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also said he was concerned for the short time frame to make such a decision. Director Edwards said the Board discussed this project at the special board meeting held on June 21, 2018. GM Pilant reported that staff will be meeting with CareOregon on July 3rd to discuss the contract and that he won't be making any major purchases until we have adequate information. He also said we'll bring more information to the next board meeting if not sooner.

Motion by Director Hoffman to Authorize GM to Purchase Ecolane Brokerage Modules and Licenses. *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, Holm, Hoffman,
Carlson-Swanson and Board Chair Judy Riggs.
Director Hanenkrat nay.
Director Huffman absent.

DISCUSSION ITEMS

14. Staff Comments/Concerns

GM Doug Pilant: Provided the Board an overview and status of the.

- a. Staff discussed the project with Rogue Valley Transportation District (RVTD) General Manager and Finance Manager to seek their opinion about moving forward. RVTD operates a very large brokerage throughout Southern Oregon. The GM said she believes the current CareOregon rate to be very generous and believes this would be a worthwhile endeavor for TCTD. Next, staff visited with the Finance Manager who explained how the PMPM model works and how to negotiate a viable rate. She also said CareOregon's \$10.89 rate is very generous. The Finance Manager said Sunset's losses are probably the worst-case scenario and that it was important for CareOregon to keep the District whole for at least the first year. Doug reminded the Board that San SunOwen did say CareOregon would help the District succeed. The PMPM and profit share will change after the first year to 18 months. Then, CareOregon will want to negotiate and implement a profit share formula. Director Carlson-Swanson clarified there would be nothing if it's not approved with contract.
- b. Director Hanenkrat asked about how much Sunset lost? GM Pilant said he was unsure but recalled being told Sunset's portion of the loss was \$75,000. Director Hanenkrat asked why CareOregon didn't help Ride Care to recover. GM Pilant said Sunset's Board of Directors voted to terminate the contract and didn't give CareOregon a chance to work through the problem. GM Pilant also said CareOregon was willing to do what was necessary to make it work. Director Hanenkrat said he is concerned we won't be able to reduce rides by 16%. GM Pilant said CareOregon is offering to keep the brokerage project whole the first year, which will provide the District and CareOregon to work on this together and see what is possible. Director Carlson-Swanson shared that she feels more comfortable knowing that Ride Care is the case study. She sees the transparency as a great key to this project's success and that staff is reaching out to other agencies who are succeeding in this type of business. Superintendent Olson mentioned he has a great relationship with other brokerage managers and will work with that network to learn from their

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successes. Director Hanenkrat said he reviewed Sunset Empire's board minutes, which is why he is concerned. Director Carlson-Swanson stated she is hearing that Care Oregon also wants to learn and operate different going forward. GM Pilant stated CareOregon has a strong desire to work side by side with a local partner rather than an out-of-area brokerage that doesn't have any real knowledge of the community being served.

Superintendent Brent Olson: None.
Accounting Specialist Tabatha Welch: None.
HR Specialist/Board Clerk Cathy Bond: None.

15. Board of Directors Comments/Concerns

Jim Huffman – Absent
Merrienne Hoffman – None.
Judy Riggs – None.
Marty Holm – None.
Jackie Edwards – None.
Gary Hanenkrat – None.
Melissa Carlson-Swanson – Appreciate the different perspectives brought to the meeting.

Adjournment: Board Chair Riggs adjourned the meeting at 7:07pm.

These minutes approved this 19th day of July 2018.

ATTEST:



Judy Riggs, Board Chair



Doug Pilant, General Manager