

Tillamook County Transportation District
Board of Directors Regular Monthly Meeting
Thursday, May 17, 2018 – 7:00PM
Transportation Building
3600 Third Street, Tillamook, OR
Meeting Minutes



- 1. Call to Order: Board Chair Judy Riggs called the meeting to order at 7:27pm
- 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

None.

- 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 April 2018 reports. The District has completed 83% of the 2017-18 Fiscal Year. The NWOTA Line Item 4225 reflects 50% of partner contributions received. The actual partner contributions are 100%. Implementing the Abila A/R module resulted in unknown changes to the journal entry process for NWOTA partner contributions. Line Item 6000 is

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the purchase of Bus #304. Director Holm asked if the bus had been delivered? GM Doug Pilant reported the District took delivery of this bus and it has been in service for the past month. Director Huffman said he appreciated the new bus designs because they bring brand consistency. Director Hanenkrat asked if there has been any discussion with anyone regarding getting TLT monies. GM Doug Pilant stated he hasn't pursued the TLT funds and said this funding must promote tourism. Director Huffman thinks the Board should help with asking those questions to assist the GM.

- b. Year-Over-Year Performance Report: YTD Ridership overall has 0.0% change over the previous year (exact ridership numbers for overall service). The YTD passengers per hour are -8.1%, the cost per trip was +20.3% while the cost per hour was +10.6%, and the fare box return was -13.4%.
- c. Northwest Oregon Transit Alliance: GM Doug Pilant reviewed the NWOTA meeting agenda, minutes, and finance report with the Board.
 - i. Cascadia Connect: Portland State University students conducted a capstone project designed to identify barriers preventing people from using public transportation to visit Oregon's outdoor destinations. The students traveled to Mt. Hood, Mt. Bachelor, Tillamook State Forest and the Oregon coast in Tillamook and Clatsop Counties to record their experiences. On May 3rd the students conducted a public workshop to report their experiences. They experienced communication issues between District employees, inconsistent application of drop-off and pickup location policies and when returning to Portland the bus assigned for the trip did not have any rear storage for their gear. The students reported the last mile from Hwy 101 to Nehalem Bay State Park is too long for most people to walk. GM Doug Pilant said this report provided valuable information on the District can improve the customer experience.
 - ii. NWOTA IGA: Partners are moving forward with the adoption of the Amended and Restated NWOTA IGA. TCTD will adopt in June or July.
 - iii. Pedestrian Access Project: Consultants and ODOT are working out bus stop design issues in Lincoln and Benton counties. TCTD is in the review process with the City of Rockaway Beach.
 - iv. Marketing: The Coordinating Committee is moving forward with a plan to advertise on the BikePortland website and will purchase advertising in the NW Senior Boomer Newspaper's Travel Edition. The Coordinating Committee is also planning to hire professional writers to travel the coast by bus and write about their experiences and publish it in the Boomer.
- d. Planning & Development:
 - i. Cape Kiawanda Master Plan: GM Doug Pilant provided an update on the PC Shuttle Pilot Project Marketing Plan for the upcoming tourist season. Tillamook County Public Works is providing permits to install permanent bus stop sign posts and given permission for TCTD to place signage on existing County sign poles to direct out of town people where to find park and rides. Sandwich boards will be used throughout Pacific City to direct out-of-town visitors to shuttle parking. Director Hoffman wanted to be sure the signs are clear that the shuttle is free and understand the Boat Launch Parking Lot is not free. The service will

operate from June 30-September 2, 2018. The route will start at Thousand Trails and end at Chester's Market. Service will operate on Saturday and Sunday between 9 AM and 8 PM on Saturdays and 9 AM to 6 PM on Sundays. Each trip will be 30-minutes long and will be spaced 45 minutes apart. Director Hanenkrat asked if there will be a posted schedule as well so people know when to catch the shuttle. GM Doug Pilant said the schedule holders will be mounted onto the bus stop posts, route schedule brochures and posters will be distributed throughout town. Director Holm asked how it's being paid for? GM Doug Pilant stated the District is paying for this service from the general fund. Director Hanenkrat asked what the District will do if they are requested to provide service to Rockaway? Director Holm added that service between Nehalem Bay State Park to Manzanita could be requested. Director Hoffman explained the City of Rockaway is a direct recipient of TLT monies, which is used to fund their shuttle. Pacific City doesn't receive any TLT funding to fund a shuttle. GM Doug Pilant added that the County's TLT monies can't be used for operations. Director Holm thought TLT money could be used to promote tourism. Director Hoffman stated TLT money is for the tourism in the off season. GM Doug Pilant explained that the District's transit development plan includes a strategy to work with the Cape Kiwanda Master Plan to implement shuttle service in PC to manage parking during the peak summer tourist season. Director Holm said he thinks the District should circle back to this project after the season.

- ii. Cloverdale bus stop. GM Doug Pilant reported that Director Hoffman will be meeting with the Clover's Day Committee on May 25th to discuss the future of wayside and bus stop.
 - iii. Grand Ronde Transit Development Plan: GM Doug Pilant reported the Confederated Tribes of Grand Ronde have completed their community survey. YCTA has completed their Spirit Mountain Travel Survey. Expect to see the results the next May 30th Grand Ronde Transit Advisory Committee meeting.
 - iv. Statewide Transportation Improvement Fund (STIF): GM Doug Pilant reported that he and staff met with our ODOT Region 2 Coordinator Arla Miller to discuss the District's STIF planning. ODOT will allow rural agencies STF committees be expanded to accommodate the STIF. ODOT is reviewing the District's plans to determine if they meet the STIF planning criteria.
 - v. Special Transportation Fund (STF): The STF committee met on Friday, April 27th. GM Doug Pilant explained the committee discussed by law changes for membership terms and term limits. The Committee's next meeting is scheduled for June 7th.
- e. Grant Funding: No Report
- f. Facility/Property Management:
- i. TFCC making progress on tenant improvements. Director Holm asked why the walls don't go all the way to the ceiling. GM Doug Pilant stated it was expensive to move the lighting.

- ii. Lighting Project/PUD: The interior lighting project is in progress and should be completed by the end of May.
- g. Miscellaneous:
 - i. Miscellaneous: RLS Comprehensive Review findings are resolved *except* the Procurement Policy. GM Doug Pilant reported Jordan Ramis clarifying what's needed with ODOT. TCTD accepts federal grant monies and submit to the federal rules. TCTD will its State DOJ procurement rules for projects that don't use federal monies. Once a new policy is adopted Jordan Ramis will provide staff proper training and answer questions.
 - ii. Computer Services: GM Doug Pilant reported there is a new IT service provider in the area who understands and supports businesses using web-based applications. Will continue to work on this and report more next month.
 - iii. Ecolane: GM Doug Pilant reported the discovery of mission creep in the South County Dial-a-Ride service area. Historically, only volunteers provided transportation within the service area. After TCTD began offering NEMT service South County riders became confused between dial-a-ride and Medicaid trips. To mitigate this confusion staff began allowing 2-zone trips to Tillamook and Lincoln City for medical trips. Following the departure of the last South County volunteer the District offered very limited service. This resulted in complaints that involved Commissioner Yamamoto who expressed concern TCTD wasn't doing enough to meet South County dial-a-ride needs. Began offering service to riders when a NEMT driver was in the area. Over the past several months this practice evolved to where the District is sending vans to accommodate South County riders. GM Doug Pilant said Ecolane helps to identify and quantify the unmet needs in South County. Director Hanenkrat asked if the District is providing dial-a-ride service in South County. GM Doug Pilant confirmed that the District is providing dial-a-ride service and 2-zone medical trips in both North and South County. GM Doug Pilant said the District should address this while conducting the fare policy analysis. Director Hoffman suggested reaching out to the community once the fare policy analysis is complete.
 - iv. Stretcher Services: TRMC & EMS services are anxious for the District to get the stretcher service implemented. It will be a great asset to the community.
 - v. Dispatch Plan: Ecolane is very efficient and staff is developing a dispatch plan to schedule dispatchers to work at the Transit Visitor Center. Ecolane and Swiftly are both web-based software that can be operated on computers at the District office or the Transit Center.
 - vi. RideCare Brokerage: Sunset Transit provided Care Oregon notice of their intent to cancel their brokerage contract effective May 31, 2018. Care Oregon asked them to continue operating until July 31, 2018. Care Oregon has asked the District to review the RFP to consider taking over the brokerage operations. TCTD has capacity with available office space and high-speed internet and phone service. The GM will discuss with Board once the RFP is received.

Director Holm asked if the working capital change was going to result in the auditor restating the District's cash position. Accounting Specialist Tabatha Welch explained that the working capital difference should be fine since the overall budget amount wasn't overstated.

CONSENT CALENDAR

8. Motion: Approval of Minutes of April 19, 2018 Board Meeting
9. Motion: Acceptance of Financial Report: April 2018
10. Motion to Re-appoint Committee Members Ron Rush and Carol McAndrew to STF Committee

Motion by Director Holm to adopt the Consent Calendar, with above-noted corrections. *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.

ACTION ITEMS

None.

DISCUSSION ITEMS

11. Staff Comments/Concerns

GM Doug Pilant: None.

Superintendent Brent Olson: None.

Accounting Specialist Tabatha Welch: None.

HR Specialist/Board Clerk Cathy Bond: None.

12. Board of Directors Comments/Concerns

Jim Huffman – SDAO reported they are working with colleges to develop curriculum to be for students to learn about Special Districts.

Merrienne Hoffman – None.

Judy Riggs – Thanked Cathy Bond for food. Complimented GM Doug Pilant and Tabatha Welch for all their hard work on the budget. Additionally, pointed out how much personal growth she's seen in Tabatha Welch.

Marty Holm – Thanked Cathy Bond for dinner. Thinks the District needs an hour workshop perhaps before a board meeting to review the Strategic Plan as a refresher.

The Board agreed to do that in the next couple of months, perhaps July or August.

Board Chair Riggs asked that it be added as a discussion item next month.

Jackie Edwards – Thanked Cathy Bond for dinner.

Gary Hanenkrat – None.

Melissa Carlson-Swanson – Thank you too.

UPCOMING EVENTS

None.

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Adjournment: Director Marty Riggs adjourned the meeting at 9:06pm.

These minutes approved this 21st day of June 2018.

ATTEST:



Judy Riggs, Board Chair



Doug Pilant, General Manager