

Tillamook County Transportation District
Board of Directors Regular Monthly Meeting
Thursday, July 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

4. Announcements and Changes to Agenda: The following items were added to the Agenda: 1) Motion to Approve and Proceed with Request for Quotation for Information Technology Services; 2) Motion to Amend Resolution 18-18 In the Matter of Authorizing GM to Execute Columbia Pacific Coordinated Care Organization Non-Emergent Medical Transportation Services Delegation Agreement and Business Associate Agreement to Resolution 18-17; 3) Motion to Amend Resolution 18-19 In the Matter of Adopting the Template Blanket Purchase Agreement and Authorizing the GM to Execute Individual Agreements to Resolution 18-18; and 4) Motion to Move August Regular Board Meeting from August 16 to August 23, 2018.
5. Election of Officers for Fiscal Year 2018-19

Board Chair

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.

Director Huffman nominated Director Riggs as Board Chair.

Motion by Director Huffman to nominate Director Riggs as Board Chair. *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.

Vice Chair

Motion by Director Edwards to nominate Director Holm as Vice Chair. *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, Carlson-Swanson
and Board Chair Judy Riggs.

Secretary

Motion by Director Hanenkrat to nominate Director Huffman as Secretary. *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, Hanenkrat, Holm, Hoffman,
Huffman, Carlson-Swanson
and Board Chair Judy Riggs.

Treasurer

Motion by Director Huffman to nominate Director Hanenkrat as Treasurer. *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, Hanenkrat, Holm, Hoffman,
Huffman, Carlson-Swanson
and Board Chair Judy Riggs.

6. Public & Guest Comments: Mr. and Mrs. George Wilson. Shared their experience with using the bus services from Portland to Tillamook. Suggested that the bus schedule reflect that actual address of the stops in Portland for those who may not be familiar with the area, so it can be located by map or gps. Thanked the Board a service with courteous drivers, clean buses and good connections.

7. Executive Session: None.

REPORTS

8. Information: General Managers Report:

- a. Financial Report: GM Doug Pilant reviewed the June 2018 financial reports. District is 100% through the Fiscal Year and reminded the board this will not be final report due to outstanding year-end invoices and other revenues. Director

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- Huffman asked why the legal expense are more. GM Pilant stated these were for development of the Procurement Policy and personnel expenses for new brokerage job descriptions.
- b. Service Measure Performance Report: YTD Ridership overall has increased 0.7% change over the previous year. Director Huffman asked if 60X/70X service is growing. GM Pilant said we're assuming these are riders who were riding when Cherrlots service. GM Pilant provided an overview of the January thru June Route 3 ridership analysis between Tillamook and Clatsop counties. Director Holm said this report was interesting and thanked GM Pilant for providing an analysis of Route 3's ridership. GM Doug Pilant reported the only known complaint is that the mid-day service has an extended wait of 1.5 hours for the Portland Route 5 service. Director Huffman stated that wait may promote economic activity in the downtown area.
The YTD passengers per hour are -7.1%, the cost per trip was +14.7% while the cost per hour was +6.6%, and the fare box return was -12.6%.
 - c. Northwest Oregon Transit Alliance: GM Doug Pilant reviewed the NWOTA meeting agenda, minutes, finance report with the Board. Pointed out the article in the NW Boomer & Senior News article and the BikePortland.org advertising. Coordinating Committee is working together to redesign the NWConnector logo and will bring samples next month. Planning to bring the NWOTA IGA to the next board meeting as well.
 - d. Planning & Development:
 - i. Cape Kiawanda Master Plan: Shared an outline of the project. Director Huffman stated he has received feedback that residences appreciate the services of the PC shuttle. GM Pilant reported that ridership has doubled over last year and handed out the Shuttle's schedule brochure. Kittleson & Associates will be conducting a parking study in Pacific City in July and August.
 - ii. City of Tillamook Transportation Planning Meeting: Nothing to report.
 - iii. Cloverdale bus stop: Email discussion going back and forth between county, ODOT and planning. Director Hoffman stated Commissioner Yamamoto is planning something for Cloverdale.
 - iv. Grand Ronde Transit Development Plan: GM Doug Pilant reported the Confederated Tribes of Grand Ronde has a Planning Advisory Committee meeting scheduled for August 22, 2018.
 - v. Statewide Transportation Improvement Fund (STIF): Bylaws and committee member applications on consent calendar later in the meeting. There is a webinar coming up to train on the web-based application grant process. One percent of employee tax goes back into the transportation programs. One of the uses of these funds will be used to enhance access to services. Director Huffman asked if these services can be used for bus stops. GM Pilant stated that is one of the many things the funds can be used for to enhance access to transit services. Goal is to submit November 2018, or Spring 2019.
 - vi. Special Transportation Fund (STF): No report
 - e. Grant Funding: GM Doug Pilant stated all grants have been executed. There is an AMENDED grant on the agenda for approval that increases the grant funds to purchase an expansion low floor bus.

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- f. Facility/Property Management:
 - i. TFCC has moved and we are enjoying our new neighbors.
 - ii. NW Rides Brokerage will generate a small amount of revenue such as rent and utilities that will be deposited in the Property Management Fund.
- g. Miscellaneous:
 - i. GM Doug Pilant requested the Board move the August board meeting to August 23, 2018 to accommodate the accounting specialist's training and provide adequate time to prepare for the August meeting.
 - ii. A ITS-RFQ document was added to the agenda for Board approval. Seeking the Board's consent to conduct a procurement process to select and ITS provider.
 - iii. Staff has discussed a dispatching plan to provide coverage at the Transit Visitor Center. Planning to move dial-a-ride reservations to the NW Rides call center. This will enable the dispatchers to focus on dispatching the drivers and vehicles from either the office or transit center.
 - iv. Sunset Empire Transportation District has met with Ecolane to discuss "piggy-backing" on TCTD's Ecolane software. This would improve collaboration between the Districts and allow SETD to manage their paratransit service too.
 - v. Strategic Planning Workshop. GM Doug Pilant said he's reaching out to George Dunkell at SDAO and see if we can get somebody to conduct a staff/board workshop in September.
 - vi. GM Doug Pilant thanked the Board and told them he appreciated the Board's hard work and attending the extra meetings to get all the work completed this past few months.

CONSENT CALENDAR

GM Pilant made a request to the Board to move the meeting to August 23, 2018 in order to have enough time to properly prepare the financials.

Director Huffman asked about Item 15. GM Pilant explained we had to renumber the Resolutions due to the special meetings.

- 9. Motion: Approval of Minutes of June 21, 2018 Board Meeting and July 2, 2018 Special Board Meeting
- 10. Motion: Acceptance of Financial Report: June 2018
- 11. Motion to Approve Statewide Transportation Improvement Fund (STIF) Bylaws
- 12. Motion to Approve Statewide Transportation Improvement Fund (STIF) Advisory Committee Membership Applications
- 13. Motion to Approve and Proceed with Request for Quotation for Information Technology Services
- 14. Motion to Amend Resolution 18-18 In the Matter of Authorizing GM to Execute Columbia Pacific Coordinated Care Organization Non-Emergent Medical Transportation Services Delegation Agreement and Business Associate Agreement to Resolution 18-17

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15. Motion to Amend Resolution 18-19 In the Matter of Adopting the Template Blanket Purchase Agreement and Authorizing the GM to Execute Individual Agreements to Resolution 18-18

16. Motion to Move August Regular Board Meeting from August 16 to August 23, 2018

Motion by Director Holm to adopt the Consent Calendar. *Motion Seconded* by Director Carlson-Swanson. 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

17. Resolution 18-19 In the Matter of Authorizing the GM to Execute AMENDED Section 5339 ODOT Grant Agreement No. 32842

GM Pilant shared the Resolution with the Board.

Motion by Director Huffman to Adopt Resolution 18-19 In the Matter of Authorizing the GM to Execute AMENDED Section 5339 ODOT Grant Agreement No. 32842. *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, Hanenkrat, Holm, Hoffman,
Huffman, Carlson-Swanson
and Board Chair Judy Riggs.

18. Resolution 18-20 In the Matter of Adopting a Federal Transit Administration FTA/ODOT Procurement Policy #26

GM Pilant shared the Resolution with the Board. Meets all Federal requirements. Will keep the DOJ Oregon Policy as well. Depends on where the money comes from in order to determine which guidelines to follow. This Policy, along with the policy in place, covers all basis for the District. The next step will be staff training by legal counsel in order to change our processes.

Motion by Director Holm to Authorize GM to Adopting a Federal Transit Administration FTA/ODOT Procurement Policy #26, with a correction to the resolution number. *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, Carlson-Swanson
and Board Chair Judy Riggs.

DISCUSSION ITEMS

19. Staff Comments/Concerns

GM Doug Pilant: Thank you.
Superintendent Brent Olson: Happy and busy.
Accounting Specialist Tabatha Welch: None.
HR Specialist/Board Clerk Cathy Bond: Inviting Board members to sign up for the fair.
Director Huffman and Hoffman signed up for first day, first shift 10-1.

20. Board of Directors Comments/Concerns

Jim Huffman – Excited about card to Jack Graves. The more the better. Jim was given all of Jack’s books. Some have gone to museums and Historical Society as potential fund raisers. Son would like to bring Jack perhaps in September or October to gift his books to the Historical Society.
Merrienne Hoffman – None.
Judy Riggs – She sees that without Doug and his staff, that the Board appreciates all we do and without Doug we wouldn’t be where we are today.
Marty Holm – None.
Jackie Edwards – None.
Gary Hanenkrat – None.
Melissa Carlson-Swanson – None.

UPCOMING EVENTS

None.

Adjournment: Board Chair Riggs adjourned the meeting at 7:38pm.

These minutes approved this 23rd day of August 2018.

ATTEST:



Judy Riggs, Board Chair



Doug Pilant, General Manager