

**Tillamook County Transportation District**  
Board of Directors Regular Monthly Meeting  
Thursday, June 21, 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 7:00pm
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**

San SunOwen, Care Oregon & Columbia Pacific CCO

4. Announcements and Changes to Agenda: There were (2) additions to the Agenda: 1) Motion to Authorize GM to Execute Agreement to Operate Shuttle Bus Service between TCTD and TCCA; and 2) Motion to Authorize GM to Execute Letter of Intent between TCTD and CareOregon to Establish a NEMT Brokerage Call Center.
5. Public & Guest Comments: None.
6. Executive Session: None.

**\*\*Public Budget Hearing\*\* 7:01pm**

There were no comments or concerns regarding the FY18-19 Budget. Meeting closed at 7:01pm

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The matter of the Motion to Authorize GM to Execute Letter of Intent between TCTD and CareOregon to “Establish a NEMT Brokerage Call Center” was moved up in the meeting in order for San SunOwen to be available for questions from the Board.

GM Doug Pilant discussed item with Board. Director Holm asked the length of the contract. Ms. SunOwen stated the contract doesn't need a term end date, general revisits and renews annually unless the parties agree otherwise. It allows both parties an opportunity to modify as needed. Director Holm asked why CareOregon was moving quickly to put an agency in place. Ms. SunOwen explained that the current brokerage gave notice to terminate service end of April. CareOregon requested an extension and current brokerage agreed to end of July. There must be another brokerage in place by August 1<sup>st</sup>. If the District doesn't approve, CareOregon has received proposals from three other private companies who are interested in taking over the brokerage. However, another company would take the business out of the area and potentially have an impact on the level of service. TCTD is the preferred option because it understands the local needs of the clients and NEMT transportation providers. Director Holm asked how many positions this opportunity would create. GM Doug Pilant stated this would create 7 full-time positions with benefits. Director Huffman asked what the revenue options were for the District. GM Doug Pilant stated that CareOregon will consider assisting with startup expenses and will have a profit sharing opportunity. The brokerage will be set up as an Enterprise fund, with a separate bank account to track finances. Director Huffman asked if CareOregon will assist with transition. Ms. SunOwen stated she would be our representative and will be fully available for any needs of the District during transition and in the future. She also agreed to attend board meeting upon the request of the Board. She noted that CareOregon is also willing to assist with funding needed to launch startup and will work with GM Doug Pilant to determine what is and will be needed. Board Chair Riggs asked how much the Ecolane module will cost. GM Doug Pilant stated he was waiting on the quote, but estimated \$100-150k. The total cost will be determined by the number of vehicles being managed by the brokerage.

**Motion** by Director Hoffman to Authorize GM to Execute Letter of Intent between TCTD and CareOregon to Establish a NEMT Brokerage Call Center. *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, Hanenkrat, Holm, Hoffman,  
Huffman, Carlson-Swanson  
and Board Chair Judy Riggs.

**REPORTS**

7. Information: General Managers Report:

- a. Financial Report: GM Doug Pilant reviewed the May 2018 financial reports. District is 91% through the Fiscal Year. Line Item 4400 should be a credit from the insurance of just over 10% for all the requirements from SDIS.
- b. Service Measure Performance Report: YTD Ridership overall has increased 0.1% change over the previous year. The YTD passengers per hour are -7.4%, the cost per trip was +16.3% while the cost per hour was +7.6%, and the fare box return was -12.3%. Director Holm asked about Route 3 decrease. How

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much of it is related to change of schedule or in general. GM Doug Pilant stated it is down across the board. He can do a month to month comparison if that would gain a clearer picture if the impact is due to the schedule change from January 2018. He will provide the information at the next board meeting. Director Huffman asked if the gas prices impact ridership? GM Doug Pilant stated a better economy to afford private vehicles can have an impact.

- c. Northwest Oregon Transit Alliance: GM Doug Pilant reviewed the NWOTA meeting agenda, minutes, finance report with the Board. Director Huffman asked if Yamhill is considering joining NWOTA? GM Doug Pilant stated NWOTA would like to add them to the program because of their connections; however, the IGA needs to be resolved before asking for additional partners.
- d. Planning & Development:
  - i. City of Tillamook Transportation Planning Meeting: Did not attend due to meeting with Care Oregon. City is building sidewalk along 12<sup>th</sup> Street between the High School and Evergreen. The project will include a bus stop on the corner of 12<sup>th</sup> and Evergreen.
  - ii. Cape Kiawanda Master Plan: Director Hoffman will attend the next meeting.
  - iii. Cloverdale bus stop: Director Hoffman attended the last meeting. She states their primary interest is restroom facilities. The County has some funding available and wants to support building a bus stop in Cloverdale.
  - iv. Grand Ronde Transit Development Plan: GM Doug Pilant reported the Confederated Tribes of Grand Ronde completed their tech memo from their survey. He reviewed their findings as a result of the survey.
  - v. Statewide Transportation Improvement Fund (STIF): The STF committee will meet and review applications of members to recommend to the Board.
  - vi. Special Transportation Fund (STF): The STF committee met. A motion to amend the Bylaws are included in the Consent Calendar.
- e. Grant Funding: GM Doug Pilant noted there are grant agreements on the Consent Calendar later in the meeting.
- f. Facility/Property Management:
  - i. TFCC is still completing the improvements and waiting for new office furniture. Will be using the TFCC janitorial service provider to clean the kitchens and public bathrooms.
- g. Miscellaneous:
  - i. Computer Services: The new IT company upgraded and fixed the District's computer workstation issues. Planning to conduct an RFQ process to get the new company called GenXsys under contract.
  - ii. Stretcher Services: Unable to provide stretcher services because the Ford Transit vans need collapsible bumpers to get the stretcher beds in and out of the vehicles safely.

### **CONSENT CALENDAR**

8. Motion: Approval of Minutes of May 17, 2018 Board Meeting
9. Motion: Approval of Minutes of the May 17, 2018 Budget Committee Meeting
10. Motion: Acceptance of Financial Report: May 2018

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11. Motion to Approve the STF Advisory Committee's Recommended Amendment to the Bylaws Article III, Section 5 – Terms of Membership
12. Resolution 18-08 In the Matter of Authorizing the GM to Enter into a Janitorial Services Agreement with Marie Mills Center for the Transit Visitors Center
13. Resolution 18-09 In the Matter of Authorizing the GM to Enter into a Janitorial Services Agreement with Marie Mills Center for the TCTD Administrative Building
14. Resolution 18-10 In the Matter of Authorizing the GM to Execute Section 5339 ODOT Grant Agreement No. 32842
15. Resolution 18-11 In the Matter of Authorizing the GM to Execute ODOT Grant Agreement No. 32855
16. Resolution 18-12 In the Matter of Authorizing the GM to Execute Section 5310 ODOT Grant Agreement No. 32869

**Motion** by Director Holm to adopt the Consent Calendar. *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**

17. Resolution 18-13 In the Matter of Adopting the Budget, Making Appropriations, Levying Taxes, and Categorizing Taxes for FY 2018-19

**Motion** by Director Holm to Adopt Resolution 18-13 In the Matter of Adopting the Budget, Making Appropriations, Levying Taxes, and Categorizing Taxes for FY 2018-19. *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.

18. Motion to Authorize GM to Execute Agreement to Operate Shuttle Bus Service between TCTD and TCCA

Director Hanenkrat pointed out that for clarity he believed the motion should read: Agreement to Operate Shuttle Bus Service Driver for TCCA". Director Carlson-Swanson asked if the service would create new jobs. GM Doug Pilant stated the District would use existing employees as the shuttle service is current seasonal.

**Motion** by Director Hoffman to Authorize GM to Execute Agreement to Operate Shuttle Bus Service Driver for TCCA. *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,



19. Motion to Authorize GM to Execute Letter of Intent between TCTD and CareOregon to Establish a NEMT Brokerage Call Center (this item was approved prior to Reports)

**DISCUSSION ITEMS**

20. Miscellaneous: All the ODOT/RLS Comprehensive Review findings are resolved except the Procurement Policy. GM Doug Pilant is working with Jordan Ramis to get the policy reviewed for adoption at the July board meeting. Since the District uses Federal dollars for most purchases it is required to follow federal rules. The District will continue using DOJ rules and for purchases made without Federal monies. After the policy is adopted Jordan Ramis will provide staff training on how to implement the policy.

21. Staff Comments/Concerns

GM Doug Pilant: Commended Tabatha Welch for doing an excellent job preparing the budget cycle this year. Her lead was appreciated and her growth was amazing.  
Superintendent Brent Olson: June Dairy Parade this weekend will affect bus service this Saturday.  
Accounting Specialist Tabatha Welch: None.  
HR Specialist/Board Clerk Cathy Bond: None.

22. Board of Directors Comments/Concerns

Jim Huffman – Inquired on his sign. Bob Kenny sends his best regards.  
Merrienne Hoffman – None.  
Judy Riggs – None.  
Marty Holm – None.  
Jackie Edwards – Someone in her neighborhood told her how much she valued and appreciated the great bus service. She was proud of the District.  
Gary Hanenkrat – None.  
Melissa Carlson-Swanson – Appreciated how efficient and well-planned presentation regarding the Ride Care presentation. Shared about bus rider at the TCCA.

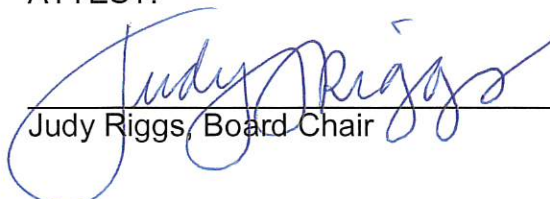
**UPCOMING EVENTS**

None.

Adjournment: Board Chair Riggs adjourned the meeting at 8:15pm.

**These minutes approved this 19<sup>th</sup> day of July 2018.**

ATTEST:

  
\_\_\_\_\_  
Judy Riggs, Board Chair

  
\_\_\_\_\_  
Doug Pilant, General Manager

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