

**Tillamook County Transportation District**  
Board of Directors Regular Monthly Meeting  
Thursday, August 23, 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  
Gary Hanenkrat, Treasurer  
Jim Huffman, Secretary (Via Telephone)  
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**

Marty Holm, Vice Chair

**Guest**

San SunOwen, Care Oregon/Columbia Pacific CCO  
Rachel Manley, Care Oregon/Columbia Pacific CCO  
Maggie Barnes, Care Oregon/Columbia Pacific CCO

4. Announcements and Changes to Agenda: Added Item #15
5. Public & Guest Comments: San SunOwen introduced Maggie and Rachel. Rachel shared her role as the NEMT Transportation Coordinator with the Board.
6. Executive Session: *Personnel Evaluation, ORS 192.660(2)(i)*

**\*\*Executive Session\*\* 6:35pm – 6:58pm**

Board Chair Judy Riggs read aloud the following information:

The Tillamook County Transportation District Board of Directors will now meet in executive session for the purpose of discussion specific to *Personnel Evaluation, ORS*

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192.660(2)(i). Representatives of the news media and designated staff shall be allowed to attend the executive session. All other members of the audience are asked to leave the room. Representatives of the news media are specially directed not to report on any of the deliberations during the executive session, except to state the general subject of the session as previously announced. No decisions will be made during executive session.

No motions were made as a result of executive session.

## **REPORTS**

### **7. Information: General Managers Report:**

- a. Financial Report: GM Doug Pilant reviewed the July 2018 financial reports. District is 8% through the Fiscal Year.
- b. Service Measure Performance Report: YTD Ridership overall has increased 12.8% change over the previous year. The YTD passengers per hour are +1.4%, the cost per trip was -1.4% while the cost per hour was +1.0%, and the fare box return was -10.4%.
- c. Northwest Oregon Transit Alliance: GM Doug Pilant reviewed the NWOTA meeting agenda, minutes, finance report with the Board. Shared new ideas for bus stop sign redesigns. Reviewed the revised and restated NWOTA IGA and will
- d. Planning & Development:
  - i. Cape Kiawanda Master Plan: Next meeting 8/28, parking plan management team reviewing the tech memo. PC Shuttle with enhanced marketing plan reflects a 97% increase over last year. Will do a debrief and look for improvements for next season after Labor Day.
  - ii. City of Tillamook Transportation Planning Meeting: Nothing to report.
  - iii. Cloverdale bus stop: Tillamook County's Chief of Staff, Rachel Hagerty has discovered information from previous planning projects that has resulted in her having some new ideas to plan for meaningful bus stops in Cloverdale. Rachael is busy meeting with other agencies to see if her ideas will work for other agencies.
  - iv. Grand Ronde Transit Development Plan: GM Doug Pilant reported the Confederated Tribes of Grand Ronde tech memo of recommendation s and implementation plan is included in the packet. Table of improvements in included in that memo. Director Hoffman asked if the STIF funds will help them. GM Doug Pilant stated they will receive approximately \$50k per year in STIF funding.
  - v. Statewide Transportation Improvement Fund (STIF): GM Doug Pilant shared an additional committee member application for consideration. The application can be added to Item 11 Motion to Approve STIF Advisory Committee Membership.
  - vi. Special Transportation Fund (STF): No update
- e. Grant Funding: Submitted a SDAO Safety Grant application to purchase and install a surveillance system at the Transit Visitor Center. Director Huffman said he felt this would be a good improvement. He also said he's seen noticeable improvement with personnel manning the transit center. He complimented the work that David Wheeler was doing at the transit center.

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- f. Facility/Property Management:
  - i. TFCC and TCTD are working on a signage plan in the building and on the street.
- g. NW Rides Brokerage adding a new item to the Agenda for a monthly report. The first couple of weeks were rough but things are getting better. It was intense but fun. The brokerage received a lot of support from CareOregon and Ecolane staff. He said he's really proud of the work that has been accomplished and the work all people involved are doing. Later in the agenda there will be a debit card agreement for mileage reimbursements using a US Bank cards. Director Hoffman asked how it is processed. Cathy Bond explained the process. Director Huffman asked how fraud and abuse is handled. San SunOwen explained the process of how CareOregon treats fraud, waste and abuse.
- h. Miscellaneous:
  - i. Request to cancel November board meeting due a lack of time to prepare for meeting as well as some planned time off for GM. Director Hanenkrat asked if it would be completely cancelled or just moved one week. He believes he should have a least a short meeting. Director Huffman asked about staff doing the meeting. GM Doug Pilant said a meeting that early in the month does not allow the staff adequate time to prepare for the meeting. Director Hanenkrat asked about the last week of November. GM Doug Pilant also suggested a November/December meeting. Director Hanenkrat and Huffman agreed that it would be better to move November meeting to the last Thursday of November. A decision wasn't made.
  - ii. ITS – RFQ process has been completed and a contract has been included to authorize the GM to execute and contract with the selected vendor has been included on the agenda.
  - iii. ODOT/FTA Management review. FTA reviewed ODOT's review of TCTD. They were impressed by our role in NWOTA fiscal agent and project.
  - iv. Strategic Planning Workshop. GM Pilant reached out to George Dunkel and he gave him some recommendations for a consultant. Perhaps September/October.
  - v. Complaint from rider in Lincoln County. A complaint was filed with ODOT against TCTD and LCTD

### **CONSENT CALENDAR**

- 8. Motion: Approval of Minutes of July 17, 2018 Special Board Meeting and July 19, 2018 Regular Board Meeting
- 9. Motion: Acceptance of Financial Report: July 2018

Will pick new November date at a later meeting. Director Hanenkrat pointed out the correction to the title of the minute to "Special".

**Motion** by Director Hoffman to adopt the Consent Calendar, with noted corrections. *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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**MOTION PASSED**

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

**ACTION ITEMS**

10. Resolution 18-21 In the Matter of Adopting the Amended and Restated NWOTA Intergovernmental Agreement

GM Pilant shared the Resolution with the Board. He further explained all changes. Director Riggs pointed out a typo, Columbia county is spelled wrong.

**Motion** by Director Hoffman to Adopt Resolution 18-21 In the Matter of Adopting the Amended and Restated NWOTA Intergovernmental Agreement. *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, Hanenkrat, Hoffman,  
Huffman, Carlson-Swanson  
and Board Chair Judy Riggs.  
Director Holm is absent.

11. Resolution 18-22 In the Matter of Authorizing the GM to Execute a Contract between the District and GenXsys for Information Technology Services

GM Pilant shared the Resolution with the Board. Director Huffman asked if the cost can be lowered if they partner with Marie Mills. GM Pilant stated he has referred GenXsys to Marie Mills. There are changes to the original documents due to procurement law changes. GM Pilant will issue an intent to award for 7 days, in order to complete the bid process.

**Motion** by Director Huffman to Authorize Resolution 18-22 In the Matter of Authorizing the GM to Execute a Contract between the District and GenXsys for Information Technology Services. *Motion Secoded* 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, Hoffman,  
Huffman, Carlson-Swanson  
and Board Chair Judy Riggs.  
Director Holm is absent.

12. Motion to Authorize GM to Execute a Pre-Paid Debit Card Agreement with US Bank for NW Rides Mileage Reimbursement Program

GM Pilant explained the Motion to board.

**Motion** by Director Hoffman to Authorize GM to Execute a Pre-Paid Debit Card Agreement with US Bank for NW Rides Mileage Reimbursement Program. *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, Hoffman, Huffman, Carlson-Swanson and Board Chair Judy Riggs. Director Holm is absent.

**DISCUSSION ITEMS**

12. Staff Comments/Concerns

GM Doug Pilant: Seconded Brent's comments about the Fair and shuttles.  
Superintendent Brent Olson: Brokerage calming down. David at transit center is helping. He's proud of the staff. Clayton worked hard on the PC and TCAA shuttle.  
Accounting Specialist Tabatha Welch: None.  
HR Specialist/Board Clerk Cathy Bond: Thanked the board for helping with fair.

13. Board of Directors Comments/Concerns

Jim Huffman – Talked to Eric Swanson about the concerns at the transit center. He's looking forward to sharing the improvements with Eric. If you want to have fun at the fair, hang out with Merrienne Hoffman.  
Merrienne Hoffman – Attended a coastal caucus of state representatives and legislatures. She went specifically regarding carbon reduction. She shared her experience regarding attending the caucus. It was very interesting and perhaps it can benefit the transportation industry in some way  
Judy Riggs – The fair was fun and she appreciates all the work!  
Marty Holm – None.  
Jackie Edwards – Thank you to everyone for all your work.  
Gary Hanenkrat – Appreciates everyone's work and time and thinks everyone is doing a great job!  
Melissa Carlson-Swanson – Thanked CareOregon for contributing to the team. Also thanked everyone for all the hard work.

Everyone liked the blue NWOTA Bus Stop sign.

**UPCOMING EVENTS**

None.

Adjournment: Board Chair Riggs adjourned the meeting at 8:02pm.

**These minutes approved this 20<sup>th</sup> day of September 2018.**

ATTEST:

  
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Judy Riggs, Board Chair

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

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