

**Tillamook County Transportation District**  
Board of Directors Regular Monthly Meeting  
Thursday, October 18, 2018 – 6:30PM  
Transportation Building  
Bob Kenny Board Hearing Room  
3600 Third Street, Ste. A 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
- Tabatha Welch, Accounting Specialist
- Helen Mercado-Romero, HR Specialist/Board Clerk

**Absent**

- Brent Olson, TCTD Operations Superintendent

**Guest**

- Chris Kell

4. Changes to meeting agenda:
  - a. Public hearings for the two (2) resolutions and a motion to accept the SDIS Best Practices Survey.
  - b. Director Hoffman announced this would be her last meeting since she sold her home and will be moving out-of-state to live closer to her children.

**PUBLIC HEARING:**

5. Intercity Transit Enhancement Plan: The Plan was completed in January 2016 and never formally adopted. There are service enhancements in the Plan that are relevant and could be included in a future STIF funded project. The STIF OAR requires projects be from Plans adopted by the Governing Body's board of directors.
6. STIF Plan: The TCTD 2019-2021 STIF Plan projects include vehicle replacement, service enhancement planning, holiday service, expanded dial-a-ride service, expansion of the Care, Inc. Bus Pass Program, and future fixed route serviced

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enhancements. The STIF Committee met on October 3, 2018 to discuss the proposed STIF Plan and ranked (prioritized in meeting) the projects.

7. Items opened to public comment, no comments noted.
8. Board chair Judy Riggs closed the Public hearing at 6:38pm.

## **REPORTS**

### 9. Information: General Managers Report:

- a. Financial Report: GM Doug Pilant reviewed the September financial reports. Revised copies of financial statements were presented. GM Pilant pointed out the payroll account information was negative due to money not being transferred until after the payroll transaction occurred. Fare revenue remains strong, contract revenue at 20%. Timber Tax Revenue received in August was returned to the prior fiscal year.
  - i. Personnel: Overall wages and benefits at 25%. Driver wages are trending higher due to the Creamery Shuttle, overtime due to driver shortages and training new drivers.
  - ii. Vehicle Expenses are at 23% while fuel is trending above budget at 28% due to rising fuel costs.
  - iii. Capital items: New server was purchased to replace the current server, which was purchased in 2011.
  - iv. NW Rides: GM Doug Pilant explained this is the Board's first NW Rides Finance Report. The report captures both personnel expenses and material and services. The report includes line items for purchased transportation, client mileage reimbursement, and volunteer reimbursement. The brokerage tries to use volunteers for the longer distance trips. Secretary Huffman noted that the volunteers are greatly appreciated.
- b. Service Measure Performance Report: GM Pilant reported that fixed route ridership is up 7.8% and Dial-a-Ride ridership is down 6.8% from one year ago in September 2017. YTD TBCC ridership is up 103%.
  - i. Quarterly performance: Dial-a-Ride revenue is up 2.5%, due to long-distance NW Rides trips. Total deviated fixed route costs are down 6.2% due to this service types mileage ration has decreased due to the increase in intercity services. Intercity service farebox recovery is showing a 30% reduction in fare box recovery due to the 60X and 70X fares being much lower and because tribal members ride free of charge.
- c. NW Connector: GM Doug Pilant reported the Coordinating Committee's agenda, prior months meeting notes and finance report are included in the meeting packet along with the NWOTA management plan implementation schedule. The Coordinating Committee discussed operating the same holiday service throughout the year and reported the partners tentatively agreed to operate all holidays except Thanksgiving, Christmas and New Year's. The partners feel strongly about operating on holidays during tourist season holidays because people relying on the bus to their jobs typically work on holidays. The overall goal is for people riding the NW Connector having a seamless riding experience on all holidays. All districts agreed to operate on one holiday schedule, with a tentative agreement not to operate on New Year's.

- i. Vice-Chair Holm asked if there would be any pushback from the Union regarding Holidays and the ability for drivers to work and asked if Holidays are listed in the CBA. GM Pilant said it was his understanding holidays operated are a management right and in exchange employees are compensated double time and one-half. He said that before implementation this question would be investigated.
  - ii. Trip Planner Technology: GM Doug Pilant explained the ODOT Regional Coordinator tried to use the NWOTA trip planner to plan a trip further than 2 weeks in advance and that the platform wouldn't allow her to do so. Trillium reported that Google established time limits to reduce their cost of managing the data. The Committee discussed the possibility of supporting Trillium to apply for a Statewide Transit Grant and build an internal GTFS system for NWOTA.
  - iii. Lincoln County is now live with Swiftly and bus riders have access to real-time transit information from Westport/Astoria to Newport/Yachats.
  - iv. Columbia County: This past year they hired a new contractor called MTR. County hasn't actively managed contractor and they ended up with a big loss. Later, MTR told County they were \$300k in arrears. County said they are facing up to 40% cuts in service. MTR drivers gave notice they were joining the ATU. This has resulted in MTR giving the County a 180-day notice to terminate the contract. Columbia County may be without a contractor at the end of next June 2019.
- d. Planning & Development:
- i. Tillamook County System Plan: The City of Tillamook met last week to discuss the policies for each of the TSP's goals. Worked with consultant to get a better description of transit services into the TSP so that people reading the Plan don't have a misunderstanding on transit demand response operational policies.
  - ii. Cape Kiwanda: Meeting next week. The prior meeting was about one month ago and focused on ranking topics. Project Management Team will meet October 30<sup>th</sup> to discuss "the how to's" of implementing the Plan's strategies.
  - iii. Cloverdale bus stop: no report.
  - iv. Grand Ronde Transit Development Plan: The Next Planning Advisory Committee meeting is scheduled on Nov. 6.
  - v. Oregon Coast Bike Route Plan: no report.
  - vi. Statewide Transportation Improvement Fund (STIF): Meeting was held October 3, 2018. STIF plans included an agenda for adoption. STIF funds would be used as local match to purchase vehicles and increase deviated routes. Money would also be set aside to plan for next STIF cycle. STIF law encourages transit programs to work in conjunction with adjoining counties, which TCTD is working toward. Sunset Transit has been encouraged to participate with the TCTD committee and vice versa. Approval has been added to the consent calendar.
- e. Grant Funding: GM Pilant noted that a revised SDAO grant application has been submitted for surveillance equipment at the Transit Center. ODOT Announced the 2019-2021 Advance Solicitation Notice and has additional money available. TCTD will receive additional monies in each grant program.

Section 5311 applications will be due early February 2019; Section 5310 and STA applications due in early March 2019. After the STIF application is submitted we'll organize the STF Advisory Committee meeting.

- f. Facility/Property Management:
  - i. New signage has been installed pointing visitors to TCTD or Tillamook Family Counseling center.
- g. NW Rides Brokerage:
  - i. Financial operating reports have been made available for Care Oregon. Brent has been training assisted living facilities on how to use Ecolane. The goal is to decrease number of phone calls.
  - ii. NW Rides scheduling has remained disciplined to make sure all rides are schedule no earlier than 48 hours advance notice. There is an exception is for a medically necessary trip purpose. Questions are forwarded to Care Oregon's Rachel Manley who has access to Ecolane.
- h. Miscellaneous:
  - i. SDIS Best Practices: 10% discount on insurance is available by completing training and requirements of SDIS. This includes Safe Personnel/Facility Awareness Training, uploading current facility photos, developing and adopting a Preventative Maintenance Plan, as well as Training (Jeff Griffith came to TCTD) and TCTD employees attended a conference and Director Carlson-Swanson attended a conference as well.
  - ii. Payroll Options: Still reviewing internal processes regarding time and accuracy. Plan being developed and hope to present at the next Board meeting.
  - iii. Annual Audit: Tabatha spent the last week preparing for the Audit. This her 3<sup>rd</sup> audit and she completed the audit preparation without a CPA.
  - iv. Vice-Chair Holm suggested creating a RFP process to update CPA firm.
  - v. Driver Appreciation: Helen prepared a 10-year anniversary celebration for driver Bob Kenney. Tillamook Headlight Herald will be here to interview him for a story. Have a certificate for board members to sign. Celebration scheduled for Friday, October 26, 2018 at 3:00pm.

## CONSENT CALENDAR

- i. Motion by Director Holm to approve financial information as presented. *Motion Secoded* by Director Hoffman. Board Chair Judy Riggs called for further discussion. Director Huffman noted that we need to break out the financials for the Brokerage side so that financial information can be reviewed. GM Pilant noted that this is being worked on. Board Chair Judy Riggs called for the vote.

**MOTION PASSED UNANIMOUSLY**  
*By Directors Edwards, Hanenkrat,  
Huffman, Carlson-Swanson, and Board  
Chair Judy Riggs.*
- j. Action Item #20: Adopting Resolution 18-23 TCTD Intercity Transit Enhancement Plan. Motion by Director Hoffman to approve TCTD Inter-City Transit Enhancement Plan. *Motion Secoded* by Vice-chair Holm. Board Chair Judy Riggs called for further discussion. Director Huffman asked questions, which GM Pilant answered. Board Chair Judy Riggs called for the vote.

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**MOTION PASSED UNANIMOUSLY**

*By Directors Edwards, Hanenkrat, Huffman, Carlson-Swanson, and Board Chair Judy Riggs*

- k. Action Item #21: Adopting Resolution 18-24 2019-2021 STIF Plan. Motion by Director Huffman to approve 2019-2021 STIF Plan. *Motion Seconded* by Director Edwards. Board Chair Judy Riggs called for further discussion. A note was made that the agenda should read "Improvement". Board Chair Judy Riggs called for the vote.

**MOTION PASSED UNANIMOUSLY**

*By Directors Hanenkrat, Hoffman, Carlson-Swanson, Vice-Chair Marty Holm and Board Chair Judy Riggs*

**DISCUSSION ITEMS**

10. Sunset Empire Transportation District (SETD) access to Ecolane software.
- a. SETD provides both complimentary ADA paratransit service and non-emergency medical transportation in Clatsop County. They are the lowest cost provider and we are trying to push more trips their way. Would like for them to use Ecolane to provide greater flexibility and collaboration to get more trips to them. GM Doug Pilant reached out to legal counsel and Ecolane and it was determined we could do this by amending our existing agreement with Ecolane and by establishing an intergovernmental agreement between the 2 Districts.
  - b. This option would provide SETD a low startup cost to get started. NW Rides would provide SETD with 5 licenses and they would pay for any additional licenses. SETD would be responsible for the startup costs that include setup and training. Sunset would also purchase tablets and accessories. SETD would also pay TCTD \$3,300 per year for their share of the annual maintenance fee (not brokerage side fee). If either party unhappy, there would be a 90-day opt-out. Director Huffman asked if it looks like their board will approve. GM Pilant: Yes. Vice-Chair Holm asked if Sunset would pay ½ legal costs? GM Pilant said, No, he didn't request that from them since they are the low-cost provider it's in the best interest of the brokerage to get them onboard. Now there is a path forward to include Columbia County.
11. Dial-a-Ride Fare Policy: GM Pilant explained he has been contacted by our neighboring Senators and other elected officials to respond to residents wanting county-wide dial-a-ride service. GM Doug Pilant explained that at the end of each conversation he's promised them to continue looking for solutions. GM Doug Pilant explained the Ecolane technology has the potential for TCTD to establish a fare policy that could enable the District to eliminate the zone policy. By establishing a base pickup fee plus mileage would allow the District to capture a greater percentage of the cost of providing long distance trips. GM Pilant reported that earlier this year we contracted with Nelson-Nygaard to study the feasibility of creating a demand control pricing strategy and a method calculate the subsidy.
- a. A handout was distributed showing different options. GM Pilant asked if this is worth pursuing – Vice-Chair Holm said it is well worth pursuing and the current policy needs to be upgraded/enhanced.

- b. GM Doug Pilant reported that staff sat down with Akin Blitz to review the CBA and that he sent a notice to bargain that includes a strategy to increase the dial-a-ride driver workforce.

12. Staff Comments/Concerns

GM Doug Pilant: Thanked Merrienne for serving on the Board and expressed his appreciation for the opportunity he had to work with her on South County groups.

Accounting Specialist Tabatha Welch: Glad that the audit is over.

HR Specialist/Board Clerk Helen Mercado-Romero: Looking forward to implementation of outsourced payroll.

13. Board of Directors Comments/Concerns

Jim Huffman – None.

Merrienne Hoffman – sad to be leaving

Judy Riggs – None.

Marty Holm – Needs digital copy of strategic plan.

Jackie Edwards – None.

Gary Hanenkrat – None.

Melissa Carlson-Swanson – None.

**UPCOMING EVENTS**

None.

Adjournment: Board Chair Riggs adjourned the meeting at 8:17pm.

**These minutes approved this 29th day of November 2018.**

ATTEST:

  
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Judy Riggs, Board Chair

  
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Doug Pilant, General Manager