

**Tillamook County Transportation District**  
Board of Directors Regular Monthly Meeting  
Thursday, December 20, 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 (Arrived at 6:33pm)  
Jackie Edwards, Director  
Melissa Carlson-Swanson, Director

**TCTD Staff**

Doug Pilant, General Manager  
Brent Olson, Superintendent  
Tabatha Welch, Accounting Specialist  
Cathy Bond, NW Rides Supervisor/Board Clerk

**Absent**

None.

**Guest**

San SunOwen, Care Oregon

4. Announcements and Changes to Agenda: There were (2) additions to the Agenda: 1) Presentation by San SunOwen of Care Oregon; and 2) Resolution 18-31 In the Matter of Declaring and Disposing of Surplus Property
5. Public & Guest Comments:
  - a. Presentation by San SunOwen of Care Oregon regarding status of NW Rides Brokerage.
6. Executive Session: None.

**REPORTS**

7. Information: General Managers Report:

*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.*

- a. Financial Report: GM Doug Pilant reviewed the November 2018 financial reports. District is 41% through the Fiscal Year. Director Holm asked if the state banned studded tires would the District be exempt? GM Doug Pilant will follow that progress. Director Huffman asked about Bullard Law expenses. GM Doug Pilant stated it is in preparation of union negotiations. The District will do what they can to keep costs down for the negotiations.
- b. Service Measure Performance Report: YTD Ridership overall has increased 7.6% for October and 7.1% for November change over the previous year. The YTD passengers per hour are -0.7%, the cost per trip was -0.3% while the cost per hour was -3.6% and the fare box return was -7.0%.
- c. Northwest Oregon Transit Alliance: GM Doug Pilant reviewed the NWOTA meeting agenda, minutes, finance report with the Board. There was a special meeting regarding Tourism Travel with Tourism Partners. The Tillamook Coast visitors guide will dedicate 2 pages to public transportation. NWOTA is placing a full-page ad in that guide as well.
- d. Statewide Transportation Improvement Fund (STIF): Shared a handout and noted an increase of \$25k for the biennium. Director Huffman asked where they money comes from. GM Doug Pilant stated this is payroll tax funds.
- e. Planning & Development:
  - i. Oregon Coast Bike Route Plan – GM Doug Pilant shared an ODOT handout regarding development of the bike route along the Hwy 101 corridor.
  - ii. City of Tillamook Transportation Planning Meeting: Nothing to report.
  - iii. Special Transportation Fund (STF)/Section 5310: The solicitation of STF and Section 5310 projects will begin next week. Proposed projects will be due January 15, 2019.
- f. Grant Funding:
- g. Facility/Property Management:
  - i. Transit Visitors Center – Have not heard from City Manager regarding a meeting to discuss contract renewal. No news on camera project. Completed repairs for more secure office. Received compliments on having a presence in the TVC. Director Holm asked if there are any alternatives to TVC locations in order to accommodate park n' ride, ease of access, etc.? GM Doug Pilant stated he hadn't given much thought to alternative locations. Scheduling a dispatcher during the weekdays and a Sub driver on weekends has resulted in a positive effect. Director Huffman thinks the set up for employees manning the TVC is great and thinks it could be improved. Director Hanenkraft thinks that's the nature of transit centers.
  - ii. TCTD Admin Office – Operations Coordinator Clayton Norrbom inspected the HVAC system and coordinated with the HVAC company to get all the filters replaced throughout the entire building. GM Doug Pilant has requested the Company to provide us a big for a quarterly service plan. Director Holm stated quarterly service plans are reasonable and are generally worth the investment.
  - iii. 12<sup>th</sup> & Evergreen Bus Shelter – a pad has been poured and arrangements are being made to install the bollards and shelter.
- h. Miscellaneous:

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- i. NW Rides Brokerage – Ecolane and Abila are reconciled for the 3<sup>rd</sup> Quarter. This helped us to identify area for improvement in reporting. Brokerage Supervisor Cathy Bond is now able to work closer with providers and focus more on training of staff as well. Call volume has not been as significant since the mileage reimbursement process is far different. That has been beneficial for the brokerage.
- ii. Union Negotiations – Attorney Akin Blitz is working to get a January 2019 meeting date to start the negotiations.

### **CONSENT CALENDAR**

8. Motion: Approval of Minutes of November 29, 2018 Regular Board Meetings
9. Motion: Acceptance of Financial Report: November 2018

**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**

10. Resolution 18-30 In the Matter of Authorizing the GM to Create two (2) part-time driver positions for the Route 60X and Route 70X intercity and commuter routes

GM Pilant shared the Resolution with the Board. Director Huffman asked if they would hire drivers for that location. GM Doug Pilant stated the drivers are already there as substitutes and will move to part-time.

**Motion** by Director Holm to Approve Resolution 18-30 In the Matter of Authorizing the GM to Create two (2) part-time driver positions for the Route 60X and Route 70X intercity and commuter routes. *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,  
Huffman, Carlson-Swanson  
and Board Chair Judy Riggs.

11. Resolution 18-31 In the Matter of Declaring and Disposing of Surplus Property

GM Pilant shared the Resolution with the Board.

**Motion** by Director Huffman to Approve Resolution 18-31 In the Matter of Declaring and Disposing of Surplus Property. *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,

**DISCUSSION ITEMS**

**12. Staff Comments/Concerns**

GM Doug Pilant: Handed out the SDAO 2019 calendars and pointed out that our dispatcher Daniell Amaya has published pictures on the August 2019 page. The Board members were impressed by the pictures! Also, winter solstice is here and he's looking forward to the days getting longer.

Superintendent Brent Olson: None.

Accounting Specialist Tabatha Welch: Thought the holiday party was wonderful.

NWR Supervisor/Board Clerk Cathy Bond: Thanked those who were able to come to holiday party and reminded Directors to take their gifts when they leave.

**13. Board of Directors Comments/Concerns**

Jim Huffman – Heads up that SDAO conference is coming up and there are 50 scholarships for new attendees that may be available for the District.

Judy Riggs – Asked what the plan will be for the open board position. GM Doug Pilant stated he would publish in January. His first priority was the STF notices for application adoption at the February meeting. Wished everyone a Merry Christmas. Retiring from Post Office on April 1, 2019.

Marty Holm – SDAO conference hotels are filling up fast.

Jackie Edwards – None.

Gary Hanenkrat – Suggested open board position be posted for all of January and discussed at February meeting.

Melissa Carlson-Swanson – Wished everyone a Merry Christmas.

**UPCOMING EVENTS**

None.

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

**These minutes approved this 17<sup>th</sup> day of January 2019.**

ATTEST:

  
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Judy Riggs, Board Chair

  
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Doug Pilant, General Manager