

Tillamook County Transportation District
Board of Directors Regular Monthly Meeting
Thursday, November 29, 2018 – 6:30PM
Robert J. Kenny Board Meeting Room
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
Melissa Carlson-Swanson, Director

TCTD Staff

Doug Pilant, General Manager
Brent Olson, Superintendent
Tabatha Welch, Accounting Specialist & Acting Board Clerk

Absent

None

Guest

Chris Kell

4. Announcements and Changes to Agenda: The following items were added to the Agenda:
 - a. Motion to Accept 2019 Regence Healthcare Plan
 - b. Motion to Accept Director Hoffman's Resignation
5. Public & Guest Comments: none

PUBLIC HEARING Opened at 6:32pm - Closed at 6:33pm

6. FY 2018-19 Supplemental Budget
7. Sunset Empire IGA Resolution

GENERAL MANAGERS REPORTS

8. Financial Report: GM Doug Pilant reviewed the October 2018 financial reports.
District is 33% through the Fiscal Year. Director Huffman requested San SunOwen

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from Care Oregon come quarterly to give updates and be available for questions regarding the brokerage.

9. Service Measure Performance Report: GM Doug Pilant announced the October service performance would be presented at the December Board Meeting.
10. Northwest Oregon Transit Alliance: GM Doug Pilant reported the Coordinating Committee's November Agenda, October Minutes and October Finance Statement was included in the Board's agenda packet for review. This month the Coordinating Committee continued discussion of creating seamless policies such as establishing a draft bicycle policy. Doug also announced NWOTA won 1st Place in a national Rural Transportation Assistance Program website award.
11. Planning and Development:
 - a. Cape Kiwanda Master Plan: The Project Management Team met with the consultants on Oct 30th and at the end of the meeting the Committee agreed the consultants need to do more work before submitting a plan to the Community.
 - b. City of Tillamook Transportation Planning Meeting: No report
 - c. Cloverdale bus stop: No report
 - d. Grand Ronde Transit Development Plan: The Tribe's plan has been completed and will be implementing some of the action items in 2019.
 - e. Statewide Transportation Improvement Fund (STIF): Application was submitted and is pending an ODOT review process. Planning to schedule the Committee in January to discuss discretionary application.
 - f. Special Transportation Fund (STF): ODOT announced grant deadlines and will be scheduling the STF Committee to meet in January.
12. Grant Funding: No report
13. Facility/Property Management: No report
14. NW Rides Brokerage: Working towards completing quarterly operational reports for Care Oregon. Reconciling Ecolane and Ability to complete the end of quarter true-up report. Brent continues to meet with providers and assisted facilities to train their staff on how to manage their client's trips using the Ecolane Self-service Portal. Director Huffman asking how many are trained, Brent reported about 9.
15. Miscellaneous: Director Huffman asked about the ATU employee picnic. Doug said the union took the plan the event and perhaps that's why board members didn't receive an invitation. Director Carlson-Swanson asked for clarification about which app we are currently using either the Swiftly or the Transit app. GM Pilant explained we are using the Swiftly technology and that the Transit App technology was being used for people to access schedules via their mobile devices. Board Chair Riggs asked about TLT money possibly being received by the District, GM Pilant said that it could be a possibility if there was a plan that included a transit project.

CONSENT CALENDAR

16. Motion: Approve the Minutes of October 18, 2018 Regular Board Meeting
17. Motion: Accept of Financial Report: October 2018
18. Motion: Accept 2019 Board Meeting Calendar
19. Motion: Accept FY 2019-20 Budget Calendar

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,
Huffman, Carlson-Swanson
and Board Chair Judy Riggs.

ACTION ITEMS

20. Resolution 18-25 In the Matter of Adopting a Supplemental Budget and Making Appropriations for FY 2018-2019

GM Pilant shared the Resolution with the Board.

Motion by Director Holm to Adopt Resolution 18-25 In the Matter of Adopting a Supplemental Budget and Making Appropriations for FY 2018-2018. *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,
Huffman, Carlson-Swanson
and Board Chair Judy Riggs.

21. Resolution 18-26 Approving the Amendment to TCTD's Ecolane DRT Software License Agreement to Add SETD as a Named User

GM Pilant shared the Resolution with the Board.

Motion by Director Huffman to Adopt Resolution 18-26 Approving the Amendment to TCTD's Ecolane DRT Software License Agreement to Add SETD as a Named User. *Motion Seconded* by Director Hanenkrat. 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.

22. Resolution 18-27 Approving the Intergovernmental Agreement Between TCTD and SETD for Shared Use and Funding of Ecolane DRT Software

GM Pilant shared the Resolution with the Board.

Motion by Director Holm to Adopt Resolution 18-27 Approving the Intergovernmental Agreement Between TCTD and SETD for Shared Use and Funding of Ecolane DRT Software. *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, Holm,
Huffman, Carlson-Swanson
and Board Chair Judy Riggs.

23. Resolution 18-28 In the Matter of Adoption of the ODOT Rail and Public Transit Tier II Transit Asset Management Plan and Performance Measures

GM Pilant shared the Resolution with the Board.

Motion by Director Huffman to Adopt Resolution 18-28 In the Matter of Adoption of the ODOT Rail and Public Transit Tier II Transit Asset Management Plan and Performance Measures. *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,
Huffman, Carlson-Swanson
and Board Chair Judy Riggs.

24. Resolution 18-29 In the Matter of Authorizing the GM to Execute a Master Services Agreement with ADP, LLC

GM Pilant shared the Resolution with the Board. Director Hanenkrat asked how the savings was calculated for staff, GM Pilant explained it will reduce staff time having it automated with ADP. Huffman asked about Operations Coordinator Clayton Norrbom being more involved and Superintendent Brent Olson said he would like more accountability. GM Pilant explained how it was a process that took 2 employees four days and now it is 2 employees 1.5 days. Director Holm asked who was approving timesheets before and GM Pilant explained the process and how Cathy Bond would process timesheets.

Motion by Director Carlson-Swanson to Adopt Resolution 18-29 In the Matter of Authorizing the GM to Execute a Master Services Agreement with ADP, LLC. *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.

DISCUSSION ITEMS

25. Board Position 5 Vacancy. Director Huffman thought we should post the vacancy. Applications will hopefully be ready by January 2019 and reviewed by February 2019. A deadline will be determined prior to the January 2019 Board Meeting.

26. Staff Comments/Concerns

GM Doug Pilant: Thanked the Board for accommodating his vacation.

Superintendent Brent Olson: Hopes everyone comes to holiday party
Accounting Specialist Tabatha Welch: None.

27. Board of Directors Comments/Concerns

Jim Huffman – Discussed past volunteers asked for the Bob Kenney sign to be hung on the wall. Also said security down at transit center has approved.

Judy Riggs – Asked if prior board members received holiday party invites.

Marty Holm – Asked for the strategic plan to be distributed.

Jackie Edwards – None.

Gary Hanenkrat – None.

Melissa Carlson-Swanson – None.

UPCOMING EVENTS

TCTD Holiday Party - Monday, December 17, 2018 from 4-7pm at TCTD Bus Maintenance Facility.

Adjournment: Board Chair Riggs adjourned the meeting at 7:34pm.

These minutes approved this 20th day of December 2018.

ATTEST:



Judy Riggs, Board Chair



Doug Pilant, General Manager