

**Tillamook County Transportation District**  
Board of Directors Regular Monthly Meeting  
Thursday, May 16, 2019 – 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 6:29pm
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  
Cathy Bond, NW Rides Supervisor/Board Clerk

**Absent**

None.

**Guest**

Chris Kell, public  
Linda Adler, public

4. Announcements and Changes to Agenda: None.
5. Public & Guest Comments: None.
6. PUBLIC HEARING to receive public comments regarding the proposed Dial-A-Ride fare rate increase. Hearing opened at 6:30pm. No public comments. Hearing closed at 6:30pm.

**GENERAL MANAGER REPORT**

7. Financial Report: GM Doug Pilant reviewed the April 2019 financial reports. The District is 83% through the Fiscal Year while personnel is 74%, vehicle expenses is at 93% and fuel at 87%.

*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.*

8. Service Measure Performance Report: GM Doug Pilant reviewed performance measures with the Board. YTD Ridership overall has increased 4.0% change over the previous year. The YTD passengers per hour are +0.3%, the YTD cost per trip is -5.0%, the YTD cost per hour is -5.3% and the YTD fare box return is -1.7%.
9. Northwest Oregon Transit Alliance: GM Doug Pilant reviewed the NWOTA meeting agenda, minutes, finance report with the Board. He shared the final new NWOTA signage with the Board.
10. Statewide Transportation Improvement Fund (STIF): The District received its first STIF payment in the amount of \$164,875, which is above the TCTD STIF Plan's 130% budget of \$134,800.
11. Planning & Development: None
12. Grant Funding - ODOT grants later in meeting to Amend inter-city grant agreement. Director Huffman asked if there are 2 inter-city services. GM Doug Pilant confirmed that there are 2. Director Holm asked if we are receiving funds from the payroll tax. GM Doug Pilant stated approximately 90% of the transit funds are returned to Tillamook County. He stated he would verify and let the Board know if his estimate is incorrect. ODOT receives their portions before disbursement. Director Huffman asked if other Directors can attend the next OTA conference to understand grant better. GM Doug Pilant stated all Directors can come and he encouraged them to attend.
13. Facility/Property Management:
  - a. Transit Visitors Center – GM Doug Pilant will have a lease extension later in meeting. Current contract expires November 2019. District is required to give 180 days' notice of intent to renew. Director Hanenkrat asked about maintenance costs. GM Doug Pilant stated the District is required to cover all maintenance.
  - b. Post office bus stop – Working on stop at the post office.
  - c. Janitorial and Landscaping Contracts – are on agenda to be adopting later in meeting.
14. Miscellaneous:
  - a. NW Rides Brokerage
    - i. Ecolane – Sunset is up and running. Director Huffman asked if Brent Olson helped them. He said yes.
    - ii. Volunteer Driver Program – Staff is beginning a process to take over the DHS volunteer program. Successfully completed the next quarter true up mid-April and expecting funds within a week. Plans to add the DHS volunteers to NW Rides by the next fiscal year.
  - b. Dial-A-Ride Fare Policy. Fare will increase from \$1.50 to \$2.00 for discounted fares and from \$3 to \$4 for regular fares. Going into effect July 1<sup>st</sup>. Will bring fare policy to June board meeting.
  - c. Collective Bargaining Meeting – Next meeting scheduled at the District on July 30<sup>th</sup> and 31<sup>st</sup>.

*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.*

**CONSENT CALENDAR**

- 15. Motion: Approval of Minutes of April 18, 2019 Regular Board Meetings
- 16. Motion: Acceptance of Financial Report: April 2019
- 17. Motion to Amend TCTD Public Records Policy No. 20
- 18. Motion Authorizing GM to Execute Letter of Intent to Exercise the Option to Renew Transit Visitor Center Lease for an additional 10-years

**Motion** by Director Holm to adopt the Consent Calendar, with noted corrections to the minutes. *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.  
Position 5 vacant.

**ACTION ITEMS**

- 19. Resolution 19-05 In the Matter of Authorizing the GM to Enter into a Janitorial Services Agreement with Chrissy's Cleaning Services for the TCTD Administrative Building

GM Doug Pilant discussed the Resolution with the Board. Director Holm asked about the differences between Resolutions 19-05 & 19-06. GM Doug Pilant shared that there are two separate duties of cleaning now that there are more people in the building.

**Motion** by Director Huffman to approve Resolution 19-05 In the Matter of Authorizing the GM to Enter into a Janitorial Services Agreement with Chrissy's Cleaning Services for the TCTD Administrative Building. *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.  
Position 5 vacant.

- 20. Resolution 19-06 In the Matter of Authorizing the GM to Execute a Janitorial Services Agreement with Marie Mills Center for the TCTD Administrative Building

GM Doug Pilant discussed the Resolution with the Board.

**Motion** by Director Holm to approve Resolution 19-06 In the Matter of Authorizing the GM to Execute a Janitorial Services Agreement with Marie Mills Center for the TCTD Administrative Building. *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.  
Position 5 vacant.

21. Resolution 19-07 In the Matter of Authorizing the GM to Execute a Janitorial Services Agreement with Marie Mills Center for the Downtown Transit Visitor Center

GM Doug Pilant discussed the Resolution with the Board.

**Motion** by Director Carlson-Swanson to Resolution 19-07 In the Matter of Authorizing the GM to Execute a Janitorial Services Agreement with Marie Mills Center for the Downtown Transit Visitor Center. *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, Huffman,  
Carlson-Swanson and Board Chair Judy Riggs.  
Position 5 vacant.

22. Resolution 19-08 In the Matter of Authorizing the GM to Enter into a Landscaping Services Agreement with North Coast Lawns

GM Doug Pilant discussed the Resolution with the Board.

**Motion** by Director Huffman to Resolution 19-08 In the Matter of Authorizing the GM to Enter into a Landscaping Services Agreement with North Coast Lawns. *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.  
Position 5 vacant.

23. Resolution 19-09 In the Matter of Authorizing the GM to Enter into a Personal Services Agreement with Col-Pac Economic Development District for NWOTA Administrative Support Services

GM Doug Pilant explained Resolution 19-09 with the Board. Director Holm asked why TCTD is approving Col-Pac contract. GM Doug Pilant explained that TCTD is the fiscal agent for NWOTA and has the authority to execute contracts. Director Holm asked if it would be possible in the future for them to adopt their own contracts. GM Doug Pilant explained the NWOTA partners do not support an independent NWOTA agency and will only support an IGA where a local agency assumes fiscal agent responsibilities.

**Motion** by Director Huffman to Resolution 19-09 In the Matter of Authorizing the GM to Enter into a Personal Services Agreement with Col-Pac. *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.  
Position 5 vacant.

*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.*

24. Resolution 19-10 In the Matter of Authorizing the GM to convert two (2) part-time dial-a-ride driver positions to two (2) fulltime dial-a-ride driver positions

GM Doug Pilant reviewed the Memo to the Board explaining the purpose of the Resolution. Resolution 19-10 implements the TCTD STIF action plan to provide full time driver positions for North and South County. Director Hanenkrat noted an error in the wherefores that needed to be corrected to 2 full time. Director Holm asked if the STIF money calls all the expense of increased positions. GM Doug Pilant explained the District already funds part-time positions where the drivers are actually working fulltime shifts. He explained that STIF funds would be funding the benefits for these positions to be fulltime positions. Director Huffman said the volunteer program should not be lost in this process. GM Doug Pilant stated the District is always looking to recruit volunteers.

**Motion** by Director Holm to Resolution 19-10 In the Matter of Authorizing the GM to convert two (2) part-time dial-a-ride driver positions into two (2) fulltime dial-a-ride driver positions, with noted correction. *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, Holm, Huffman,  
Carlson-Swanson and Board Chair Judy Riggs.  
Position 5 vacant.

25. Resolution 19-11 In the Matter of Authorizing the GM to Amend ODOT Section 5311(f) Grant Agreement No. 31972 to support Intercity Services

**Motion** by Director Holm to Resolution 19-11 In the Matter of Authorizing the GM to Amend ODOT Section 5311(f) Grant Agreement No. 31972 to support Intercity Services. *Motion Secoded* 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.  
Position 5 vacant.

26. Resolution 19-12 In the Matter of Authorizing the GM to Execute ODOT Section 5311 Grant Agreement No. 33435 to support rural public transit services

GM Doug Pilant discussed the Resolution with the Board. Director Huffman asked if we are getting buses with this. GM Doug Pilant stated this grant only covers operations.

**Motion** by Director Huffman to Resolution 19-12 In the Matter of Authorizing the GM to Execute ODOT Section 5311 Grant Agreement No. 33435 to support rural public transit

services. *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.  
Position 5 vacant.

**DISCUSSION ITEMS**

27. SDAO Board Assessment – Scheduled for July 18, 2019 for 4:30pm, followed by a meal and board meeting. Director Huffman asked if the Directors could receive a copy of the strategic plan for the meeting. GM Doug Pilant agreed to have the strategic plan available.

28. Staff Comments/Concerns

GM Doug Pilant: Told a joke that he said Ronny would appreciate and share with the Board.

Superintendent Brent Olson: None.

Accounting Specialist Tabatha Welch: None.

NWR Supervisor/Board Clerk Cathy Bond: None.

29. Board of Directors Comments/Concerns

Jim Huffman – He hoped to be back again someday.

Judy Riggs – None.

Marty Holm – Is budget meeting on May 30, 2019 at 6 or 6:30pm. GM Doug Pilant confirmed 6:30pm

Jackie Edwards – None.

Gary Hanenkrat – None.

Melissa Carlson-Swanson – None.

**UPCOMING EVENTS**

Parade and Fair calendar attached to Agenda.

Adjournment: Board Chair Riggs adjourned the meeting at 7:14pm.

**These minutes approved this 20<sup>th</sup> day of June, 2019.**

ATTEST:

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

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