

**Tillamook County Transportation District**  
Board of Directors Regular Monthly Meeting  
Thursday, April 18, 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 6:30pm
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

**TCTD Staff**

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

**Absent**

Melissa Carlson-Swanson, Director

**Guest**

Chris Kell, public  
Linda Adler, public  
David McCall, public  
Erik Peterson, NW Rides Staff  
Lorie Beeler, NW Rides Staff  
Micky Lyski, NW Rides Staff  
Juliene Hooter, NW Rides Staff  
Karri Hooker, NW Rides Staff

4. Announcements and Changes to Agenda: Added SDAO Board Assessment to Discussion Items.
5. Public & Guest Comments: Cathy Bond introduced NW Rides Brokerage staff. Chris Kelly, Linda Adler and David McCall introduced themselves.
6. Executive Session: None

*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.*

## **REPORTS**

### 7. Information: General Managers Report:

- a. Financial Report: GM Doug Pilant reviewed the March 2019 financial reports. District is 75% through the Fiscal Year. Director Huffman asked for an explanation about the NW Rides volunteer expenses. GM Doug Pilant reported the volunteer program was previously managed by DHS they volunteers were paid directly by DHS. However, after NW Rides began operations DHS announced they would no longer support the volunteer program. NW Rides is now reimbursing the volunteers and has become an unforeseen expense. At the end of each quarter, Care Oregon reimburses NW Rides for the volunteer expenses.
- b. Service Measure Performance Report: YTD Ridership overall has increased 4.6% change over the previous year. The YTD passengers per hour are +0.4%, the cost per trip was -2.1% while the cost per hour was -1.7% 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. April meeting was postponed to April 19, 2019.
- d. Grant Funding:
  - i. STF: There's a handout updating the issue with the STF funding.
  - ii. Statewide Transportation Improvement Fund (STIF): The District will start receiving revenues in May 2019. Working on RFQ's for those funds.
  - iii. SDAO grant: No updates.
- e. Planning & Development: No updates.
- f. Facility/Property Management:
  - i. Transit Visitors Center – GM Doug Pilant met with the City Manager to begin working on a new agreement. The Current agreement ends June 30, 2019 but will continue until the new agreement is in place. Director Huffman asked if the rent was increasing and is concerned. IconiPro was awarded bid, just waiting for time period of bid awarded to pass.
  - ii. TCTD Admin Office – Done with HVAC RFQ for service of the new system.
  - iii. Post office bus stop – No updates.
  - iv. Landscaping and Janitorial contracts will be at next board meeting.
- g. NW Rides Brokerage
  - i. Ecolane – The 3<sup>rd</sup> quarter true-up was completed and submitted on March 15th. Sunset Empire Transportation District has begun using Ecolane to manage their paratransit service.
  - ii. Volunteer Driver Program – Staff is developing policies to formally manage the DHS volunteers that were inherited. Hope to complete the program by the end of the fiscal year.
- h. Miscellaneous:
  - i. Dial-A-Ride Fare Policy: Fare Policy flyers are being handed-out to dial-a-ride passengers and stakeholders. Still planning to hold a public meeting on May 16, 2019.
  - ii. Collective Bargaining Meeting – No update - meeting was cancelled.

- iii. ADP: Accounting Specialist Tabatha Welch completed the three payrolls and now working on implementing HR module. Director Huffman asked Superintendent Brent Olson if this new process is creating more work for him. Brent replied that it took one day. Will likely take about ½ day in general.

### **CONSENT CALENDAR**

8. Motion: Approval of Minutes of March 21, 2019 Regular Board Meetings
9. Motion: Acceptance of Financial Report: March 2019

**Motion** by Director Huffman to adopt the Consent Calendar. *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,  
and Board Chair Judy Riggs.  
Director Carlson-Swanson

### **ACTION ITEMS**

10. Resolution 19-04 Authorizing the GM to Execute a HVA Maintenance Agreement with JNB Mechanical, Inc.

GM Doug Pilant discussed the Resolution with the Board.

**Motion** by Director Huffman to Approve Resolution 19-04 Authorizing the GM to Execute a HVA Maintenance Agreement with JNB Mechanical, Inc. *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,  
and Board Chair Judy Riggs.  
Director Carlson-Swanson

### **DISCUSSION ITEMS**

11. SDAO Board Assessment – GM Doug Pilant explained that SDAO only have 25 spots for the Risk Assessment each year. There was a cancellation and they said they could meet with the Board on May 2<sup>nd</sup>. If we don't do it now, we will have to wait and perhaps get another date in the future. Director Holm thought it was a training. GM Doug Pilant stated it is not a training, it's simply a snapshot of the Board. Since Director Holm and Carlson-Swanson are unable to be available on May 2<sup>nd</sup>, the Board decided to decline the May 2<sup>nd</sup> date and seek an alternate date later in the year.

12. Staff Comments/Concerns

GM Doug Pilant: Hadn't been sick in so long that he had to re-learn how to take care of himself.

Superintendent Brent Olson: Things are good. Getting ready for summer, getting all the buses ready with A/C and road ready.

Accounting Specialist Tabatha Welch: None.

NWR Supervisor/Board Clerk Cathy Bond: Thanked to Board for allowing her to introduce the NW Rides brokerage staff to the Board.

13. Board of Directors Comments/Concerns

Jim Huffman – Thanked the guests for coming. Told perspective board members that democracy should run it's coarse and thanked them for coming to the meeting.

Judy Riggs – None.

Marty Holm – None.

Jackie Edwards – None.

Gary Hanenkrat – None.

Melissa Carlson-Swanson – Absent.

**UPCOMING EVENTS**

None.

Adjournment: Board Chair Riggs adjourned the meeting at 7:31pm.

**These minutes approved this 16<sup>th</sup> day of May, 2019.**

ATTEST:

  
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Judy Riggs, Board Chair

  
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Doug Pilant, General Manager