

Tillamook County Transportation District
Board of Directors Regular Monthly Meeting
Thursday, February 21, 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 6:34pm
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 (arrived at 7:25pm)

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
Otis Kunz, public
Clyde Zeller, TCTD Bus Operator
John Cline, TCTD Bus Operator
Jeff Griffin, WHA Insurance

4. Announcements and Changes to Agenda: None.
5. Public & Guest Comments: None.
6. Executive Session: None

REPORTS

7. Information: General Managers Report:

- a. Financial Report: GM Doug Pilant reviewed the January 2019 financial reports.
The District has completed 58% of the Fiscal Year. The financial report's

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- Personnel Services items have been expanded to provide more detail to provide greater transparency and improve the budget development process. Vehicle Maintenance was high due to replacing a motor in Van #103.
- b. Service Measure Performance Report: YTD Ridership overall has increased 6.6% change over the previous year. The YTD passengers per hour are -1.6%, the cost per trip was -2.7% while the cost per hour was -1.2% and the fare box return was -9.7%. GM Doug Pilant noted that dispatcher Daniell Amaya dispatched a day last week where she dispatched 110 rides at 100% on time performance.
 - c. Northwest Oregon Transit Alliance: GM Doug Pilant reviewed the NWOTA meeting agenda, minutes, finance report with the Board. Shared the updated NWOTA action items. All partners except Benton County have adopted the Revised and Restated IGA. The partners are now working to get the Management Plan adopted by their respective boards. Submitted a Statewide Transit Network grant application on behalf of NWOT to enhance the website to schedule further than 60 days in the future. The partners are working on next year's budget and discussing a marketing campaign for next year. Columbia County's Board of Commissioners has voted to place the creation of a county-wide transit service district on the November ballot. Director Huffman asked how the Columbia County proposed district is different than TCTD. GM Doug Pilant explained the County's board of commissioners would serve as the Board of Directors and the County would provide many of the services would be the primary difference.
 - d. Planning & Development: None
 - e. Grant Funding:
 - i. Applications were submitted for: intercity services to Portland and Salem; alternative energy fueling station; and NWOTA website trip planner.
 - ii. STF: The STF Advisory Committee met to review and rank STF and Section 5310 projects. The Committee's recommendations are included on the agenda for approval later in the meeting. The OTA has been working with the Legislature through its lobbying teams to address lack of STF funding in Governor Brown's budget. The OTA lobbying team has met with key Legislatures from around the State to explain the consequences of STF not being fully funded. Director Huffman interjected his concern about the effect of this potential loss and how it will impact Marie Mills.
 - f. Facility/Property Management:
 - i. Transit Visitors Center – GM Doug Pilant stated he has not yet met with the Tillamook City Manager.
 - ii. TCTD Admin Office – None
 - iii. 12th & Evergreen Bus Shelter – This project has been completed except for the sign and post installation.
 - iv. Post office bus stop – Working with City of Tillamook Engineer, Liane Welch to complete and submit a permit to purchase and install a shelter at that location.
 - g. Miscellaneous: - No report

- h. NW Rides Brokerage: Quarterly report has been completed and finances will reflect that in the next meeting. Draft mileage reimbursement policy will be discussed later in the meeting.
 - i. Ecolane – Working with Sunset and Ecolane to onboard their program.
 - ii. Volunteer Driver Program – Staff is beginning a process to take over the DHS volunteer program. The volunteers desire to work directly with NW Rides and they want to be onboarded into our NEMT program. It is the goal of staff to develop the program over the next few months and that will be brought to the Board in the future months. Director Huffman asked if it is for Tillamook only? GM Doug Pilant stated this program is for NW Rides, separate from Tillamook’s program.
 - iii. Requested moving the Board meeting in May to
 - iv. Collective Bargaining Meeting – had a meeting to look at current contract and items to discuss. The follow up meeting was held up due to financial analysis and weather.

CONSENT CALENDAR

- 8. Motion: Approval of Minutes of January 17, 2019 Regular Board Meetings
- 9. Motion: Acceptance of Financial Report: January 2019

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

- 10. Resolution 19-01 Resolution 19-01 Approving the STF Advisory Committee’s Special Transportation Fund (STF)

GM Doug Pilant discussed the Resolution with the Board. He noted that ODOT recommended planning for the STF Fund to be fully funded. They will backfill with Discretionary funds if needed.

Motion by Director Huffman to adopt Resolution 19-01 Approving the STF Advisory Committee’s Special Transportation Fund (STF). *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.

- 11. Resolution 19-02 Approving the STF Advisory Committee STF and Section 5310 Project Funding Recommendation and Authorize the General Manager to Submit an Application to ODOT

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GM Doug Pilant discussed the Resolution with the Board.

Motion by Director Huffman to adopt Resolution 19-02 Approving the STF Advisory Committee STF and Section 5310 Project Funding Recommendation and Authorize the General Manager to Submit an Application to ODOT. *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.

DISCUSSION ITEMS

12. Vacant Board Position 5: GM Doug Pilant stated he did receive 2 applications. However, the County Clerk's office listed Position 5 in the upcoming election notice. The Clerk explained that a person can be appointed, and they may only serve until 6/30/19 unless they are elected at the May 2019 election. What that means is that the Board can: 1) Appoint a position until 6/30/19; or 2) Have the applicants go through current election process. ORS 198.320. Board agrees to not appoint a Director and have interested parties run during the election.
13. Dial-A-Ride Fare Policy: GM Doug Pilant explained the DAR Demand-Response Trip and Fare Change Analysis drafted by Nelson Nygaard. For the current program, staff would like to formalize the 2 zone medical rides and early morning medical such as dialysis and physical therapy. Director Hanenkrat asked if we can only do it for medical? GM Doug Pilant said yes, we can initially limit what type of service we can provide but we can't discriminate against who can use the service. GM Doug Pilant said this will help us to decide how and what type of new service we can introduce to the general public. Director Huffman asked how much it costs for this type of analysis that Nelson Nygaard performed for the District. GM Doug Pilant was not sure of the exact cost but estimated the District has spent around \$5,000 for this project and other projects this fiscal year. Director Hanenkrat stated the more the District can do the better, as long as the District can afford the additional services. GM Doug Pilant is recommending going slow and take on the adding of new services in small steps and explained that after this fare policy change is implemented, we'll move to implement the mileage-based fare.
14. NW Rides Mileage Reimbursement Policy: Reviewed the proposed mileage reimbursement policy with the Board. Over the next several weeks staff still introduce the policy to the NEMT providers before finalizing this policy and bringing it back to the Board for later consideration and approval.
15. Staff Comments/Concerns
GM Doug Pilant: Has some new photos from the snow event for the SDAO calendar.
Superintendent Brent Olson: Noted the inclement weather which caused some delays but no incidents. Kudos the drivers for their professional
Accounting Specialist Tabatha Welch: None.
NWR Supervisor/Board Clerk Cathy Bond: None.
16. Board of Directors Comments/Concerns

Jim Huffman – Didn't get re-elected on SDAO. Chairman for Sunset was elected. He has enjoyed knowing the Districts on SDAO, but he will be a conference committee member and will be able to attend for free if he does voice-overs.

Judy Riggs – Reiterated what superintendent stated about how proud.

Marty Holm – None.

Jackie Edwards – Thanked Cathy for the wonderful meal.

Gary Hanenkrat – None.

Melissa Carlson-Swanson – Sorry for being late.

Guest Clyde Zeller, Transit Operator, introduced himself and shared how much he enjoys working for the District.

Guest John Cline, Transit Operator and long-time volunteer. Liked the idea of re-instating the 2 zone DAR for groceries and non-medical trips.

GM Doug Pilant asked if the Board would be willing to move the May board meeting so that he can participate in the CTAA conference. He is a CTAA delegate and was unable to attend last year. The Board was agreeable to revising the calendar. GM Doug Pilant will bring a revised calendar to the next board meeting.

UPCOMING EVENTS

None.

Adjournment: Board Chair Riggs adjourned the meeting at 7:47pm.

These minutes approved this 21st day of February, 2019.

ATTEST:



Judy Riggs, Board Chair



Doug Pilant, General Manager