

**Tillamook County Transportation District**  
Board of Directors Regular Monthly Meeting  
Thursday, January 17, 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  
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

4. Announcements and Changes to Agenda: Added Dial-A-Ride Fare Policy.
5. Public & Guest Comments:
6. Executive Session: *Labor Negotiations* 6:32pm-7:17pm

There are no motions as a result of Executive Session

**REPORTS**

7. Information: General Managers Report:
  - a. Financial Report: GM Doug Pilant reviewed the December 2018 financial reports. District is 50% through the Fiscal Year and received just over 94% of expected property taxes. Fare revenue remains strong. YTD total payroll is about 48%.

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- b. Service Measure Performance Report: YTD Ridership has increased 6.4% over the previous year. The Primary Performance Measures: YTD passengers per hour are -0.2%, the cost per trip was -0.1% while the cost per hour was -.3% and the fare box return was -12.6%. GM Doug Pilant noted that dispatcher Daniell Amaya dispatched a day last week where she dispatched 110 rides at 100% on time performance, which was a record.
- c. Northwest Oregon Transit Alliance: GM Doug Pilant reviewed the NWOTA meeting agenda, minutes, finance report with the Board. Adjustment being made to the Transit Access Study due to ADA design changes. Director Hanenkrat asked if the committee chair should be rotated. The Coordinating Committee is working with Trillium to submit a grant to overcome the trip planning 60-day limit established by Google transit. Planning to submit a Statewide Transit Network Grant Application.
- d. Planning & Development: None
- e. Grant Funding:
  - i. Working on Statewide Transit Network applications for the website trip planner, alternative fuel fueling facility, and Portland-Salem intercity service projects.
  - ii. STF: Shared a letter form ODOT regarding Governor Brown's 2019-2021 budget which eliminates STF money statewide. ODOT will back fill with discretionary funds which will make no discretionary funds for the year. The repercussions of lack of STF money would be devastating to public transit as it is used as matching funds for federal grants. Director Huffman asked if the Board can do anything? GM Doug Pilant stated the timing isn't right yet but likely in the future.
- f. Facility/Property Management:
  - i. Transit Visitors Center – Board Chair Judy Riggs asked what the status of the contract for lease renewal? GM Doug Pilant stated he has not heard back from the City Manager.
  - ii. TCTD Admin Office – No report
  - iii. 12<sup>th</sup> & Evergreen Bus Shelter – No report
- g. Miscellaneous:
  - i. NW Rides Brokerage – Quarterly report is complete. Each quarter helps us learn as we continue to develop the brokerage. There are meetings with one of the providers regarding billing and may require additional follow up. Director Huffman asked if the legal bills are paid by Care Oregon. GM Doug Pilant reported that legal fees associated with the brokerage would be allocated to that project. Brent Olson has been getting facilities on the Self-Service portals. Sunset is going on Ecolane tablets in the next month or so.
  - ii. Board members who are up for election need to review the deadlines for re-election.

### **CONSENT CALENDAR**

- 8. Motion: Approval of Minutes of December 20, 2018 Regular Board Meetings
- 9. Motion: Acceptance of Financial Report: December 2018
- 10. Motion to Appoint GM Doug Pilant as the FY 2019-20 Budget Officer

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11. Motion to Appoint Bill Hatton and Pat Ryan to the TCTD Budget Committee through June 2023.

**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**

None.

**DISCUSSION ITEMS**

12. Dial-A-Ride Fare Policy: GM Doug Pilant reported that in 2018 Nelson-Nygaard conducted a dial-a-ride fare policy analysis that was shared with the Board at the October 2018 meeting. GM Doug Pilant reported the last dial-a-ride fare increase was December 2014. GM Doug Pilant handed-out peer dial-a-ride program fare policies that revealed TCTD dial-a-ride fare is 50% to 100% below its peer agencies. He suggested the Board consider increasing the reduced base fare from \$1.50 to \$2 and the regular base fare from \$3 to \$4 per trip. GM Doug Pilant said he would like to increase the base fare as soon as possible and take more before establishing a mileage rate fare for longer trips. Director Hanenkrat asked what the average length of a dial-a-ride trip. GM Doug Pilant said he doesn't have that information at the moment but would consider that metric when we discuss a plan. Director Huffman asked if it's possible to park-out another dial-a-ride van in South County. GM Doug Pilant stated there are currently no drivers living in South County, so it doesn't make sense to park-out a vehicle at this time. GM Doug Pilant said he'd start working on a dial-a-ride fare policy plan and create a public outreach plan.

13. Staff Comments/Concerns

GM Doug Pilant: GM Doug Pilant will be here 7 years on January 23<sup>rd</sup>.

Superintendent Brent Olson: Looking forward to the new year. He has been here one year as of January 2, 2019.

Accounting Specialist Tabatha Welch: None.

NWR Supervisor/Board Clerk Cathy Bond: None.

14. Board of Directors Comments/Concerns

Jim Huffman – Asked if anyone else is going to the SDAO conferences. He wants to encourage other members to consider attending these conferences.

Judy Riggs – None.

Marty Holm – Agreed with Jackie Edwards about the culture of the bus experiences.

Jackie Edwards – Rode the bus and found it to be an interesting and fun experience.

Gary Hanenkrat – None.

Melissa Carlson-Swanson – None.

**UPCOMING EVENTS**

None.

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Adjournment: Board Chair Riggs adjourned the meeting at 8:10pm.

**These minutes approved this 21<sup>st</sup> day of February, 2019.**

ATTEST:

  
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Judy Riggs, Board Chair

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