

Tillamook County Transportation District
Board of Directors Regular Monthly Meeting
Thursday, June 20, 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 6:31pm

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
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

Jackie Edwards, Director

Guest

Chris Kell, public
Linda Adler, public

4. Announcements and Changes to Agenda: None.

5. Public & Guest Comments: None.

6. Care Oregon/Columbia Pacific CCO – San SunOwen

San SunOwen of Care Oregon/Columbia Pacific CCO provided the Board an update the NW Rides Brokerage's development the past quarter and provided an overview of what to expect the next quarter. San explained the brokerage has exceeded its performance goals and explained that due to the negotiations between Care Oregon and the Oregon Health Authority the District/Care Oregon Delegate Agreement needed to be Amended to extend the terms of the Agreement thru September 2019. Director Huffman asked if the Board could assist by lobbying to the OHA. She responded that she could ask their in-house personnel to see if there was any

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assistance the Board could provide. Director Carlson-Swanson voiced her interest in discussing the need for the CPCCO to provide trips to food pantries for the covered members. San SunOwen confirmed that is a need the CPCCO is very interested in expanding this service to their members.

7. Executive Session: Real Property Transactions ORS 192.660(2)(e)
Opened at 7:10pm. Closed at 7:27pm

As a result of Executive Session, the following motion was made:

Motion to Authorize the GM to notify the City of Tillamook of the District's intent to exercise its option to extend the Transit and Visitor Center lease agreement an additional 10-years and to negotiate a new rental rate.

Motion by Director Holm to Authorize the GM to notify the City of Tillamook of the District's intent to exercise its option to extend the Transit and Visitor Center lease agreement an additional 10-years and to negotiate a new rental rate. *Motion Secinded* by Director Carlson-Swanson. Board Chair Judy Riggs called for further discussion; followed by none, she called for the vote.

MOTION PASSED

By Directors Hanenkrat, Holm, Huffman,
Carlson-Swanson and Board Chair Judy Riggs.
Director Edwards Absent
Vacant Position 5.

8. PUBLIC HEARING to receive public comment on the TCTD FY 2019-20 Budget opens at 7:28pm. No public comments. Closed at 7:29pm. Linda Adler asked for a breakdown of the \$400k for the general fund. GM Doug Pilant provide her a copy of the budget breakdown.

REPORTS

9. Financial Report: GM Doug Pilant provided the Board an overview of the May 2019 financial reports.
10. Service Measure Performance Report: GM Doug Pilant provided the Board an overview of the service performance measures. YTD Ridership has increased by 3.6% over the previous year. The YTD passengers per hour are +0.9%, the cost per trip was -1.9% while the cost per hour was -2.8% and the fare box return was -1.7%.
11. Northwest Oregon Transit Alliance: GM Doug Pilant reviewed the NWOTA meeting agenda, minutes, finance report. He reported the Coordinating Committee agreed to purchase the Transit Alerts service from Trillium to better enable dispatchers and customer service staff to communicate service interruptions throughout the 5-county region and will add this feature to its annual maintenance agreement beginning next fiscal year. In addition, the Committee agreed to add a new page on the website to accommodate the ODOT Transit Options program operated by SETD. He reported the Committee also agreed to solicit bids to work with a marketing company to develop a regional marketing plan. NWOTA will receive a Pedestrian Access project update at their August meeting.

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12. STIF: GM Doug Pilant explained the significance of the Legislative Ways and Means Committee on Transportation budget note regarding Governor Brown negotiating with Legislatures to direct ODOT to merge STF into the STIF.
13. Planning & Development: A resolution to amend the Dial-A-Ride fare policy has been placed on the agenda for adoption later in the meeting.
14. Grant Funding
 - i. All TCTD STIF Discretionary Grant Applications submitted in January have been moved through the initial application review process and the ODOT PTAC will hopefully recommend the Oregon Transportation Commission approval the projects.
15. Facility/Property Management:
 - i. Transit Visitors Center – The Board passed a motion after executive session. Installation of cameras began today. It already seems to be a deterrent.
 - ii. Post office bus stop – Working with the City, County and Hoquarton Group on designing a bus stop plan at the post office.
 - iii. Low Voltage Wiring Project – currently seeking bids.
 - iv. Janitorial and Landscaping Contracts – none.
16. Miscellaneous
 - a. NW Rides Brokerage
 - i. Update was provided by San SunOwen early in the meeting.
 - ii. Ecolane – none.
 - iii. Volunteer Driver Program – Included a volunteer driver handbook policy on the agenda's Consent Calendar for adoption later in the meeting.
 - b. Union Negotiations – GM Doug Pilant reported he conducted a comparison study between all of the Oregon transit ATU Contracts that has been helpful to prepare in the preparation for the upcoming negotiations.
 - c. Letter from ODOT Audit Services was included in the board packet. The only finding is separating duties, which is difficult to overcome with a small staff. Director Carlson-Swanson asked if it could be overcome with perhaps an outside source. GM Doug Pilant shared it is mostly related to accounting functions and is a continuing project.

CONSENT CALENDAR

17. Motion to Approve the Minutes of May 16, 2019 Regular Board Meetings
18. Motion to Approve the Minutes of the May 30, 2019 Budget Committee Meeting
19. Motion: Acceptance of Financial Report: May 2019
20. Motion to Approve NW Rides Driver Volunteer Program Requirements

Motion by Director Holm to adopt the Consent Calendar. *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 Hanenkrat, Holm, Huffman,
Carlson-Swanson and Board Chair Judy Riggs.
Director Edwards Absent
Vacant Position 5.

ACTION ITEMS

21. Resolution 19-13 In the Matter of Adopting the Budget, Making Appropriations, Levying Taxes, and Categorizing Taxes for FY 2019-20

GM Doug Pilant discussed the Resolution with the Board. Director Huffman hopes the District can increase the non-driving volunteer budget in the future.

Motion by Director Holm to approve Resolution 19-13 In the Matter of Adopting the Budget, Making Appropriations, Levying Taxes, and Categorizing Taxes for FY 2019-20. *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 Hanenkrat, Holm, Huffman,
Carlson-Swanson and Board Chair Judy Riggs.
Director Edwards Absent
Vacant Position 5.

22. Resolution 19-14 In the Matter of Amending the TCTD Dial-A-Ride Category Fare Rates

GM Doug Pilant discussed the Resolution with the Board.

Motion by Director Huffman to approve Resolution 19-14 In the Matter of Amending the TCTD Dial-A-Ride Category Fare Rates. *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 Hanenkrat, Holm, Huffman,
Carlson-Swanson and Board Chair Judy Riggs.
Director Edwards Absent
Vacant Position 5.

23. Resolution 19-15 In the Matter of Authorizing the GM to Execute ODOT Special Transportation Fund Grant Agreement No. 33502

GM Doug Pilant discussed the Resolution with the Board.

Motion by Director Holm to approve Resolution 19-15 In the Matter of Authorizing the GM to Execute ODOT Special Transportation Fund Grant Agreement No. 33502. *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 Hanenkrat, Holm, Huffman,
Carlson-Swanson and Board Chair Judy Riggs.
Director Edwards Absent
Vacant Position 5.

24. Resolution 19-16 In the Matter of Authorizing the GM to Execute ODOT Section 5310 Grant Agreement No. 33600

GM Doug Pilant discussed the Resolution with the Board.

Motion by Director Holm to approve Resolution 19-16 In the Matter of Authorizing the GM to Execute ODOT Section 5310 Grant Agreement No. 33600. *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 Hanenkrat, Holm, Huffman,
Carlson-Swanson and Board Chair Judy Riggs.
Director Edwards Absent
Vacant Position 5.

25. Resolution 19-17 In the Matter of Authorizing the GM to Execute a Special Transportation Fund Contract with Marie Mills Center, Inc. for Sponsored Transportation Services

GM Doug Pilant discussed the Resolution with the Board.

Motion by Director Carlson-Swanson to approve Resolution 19-17 In the Matter of Authorizing the GM to Execute a Special Transportation Fund Contract with Marie Mills Center, Inc. for Sponsored Transportation Services. *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 Hanenkrat, Holm, Huffman,
Carlson-Swanson and Board Chair Judy Riggs.
Director Edwards Absent
Vacant Position 5.

26. Resolution 19-18 In the Matter of Authorizing the GM to Execute a Special Transportation Fund (STF) Contract with CARE, Inc. to Support the CARE Discount Bus Pass Program

GM Doug Pilant discussed the Resolution with the Board.

Motion by Director Carlson-Swanson to approve Resolution 19-18 In the Matter of Authorizing the GM to Execute a Special Transportation Fund (STF) Contract with CARE, Inc. to Support the CARE Discount Bus Pass Program. *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 Hanenkrat, Holm, Huffman,

Carlson-Swanson and Board Chair Judy Riggs.
Director Edwards Absent
Vacant Position 5.

27. Resolution 19-19 In the Matter of Authorizing the GM to Execute a Statewide Transit Improvement Fund (STIF) Contract with CARE, Inc. to Support the CARE Low Income Discount Bus Pass Program

GM Doug Pilant discussed the Resolution with the Board.

Motion by Director Holm to approve Resolution 19-19 In the Matter of Authorizing the GM to Execute a Statewide Transit Improvement Fund (STIF) Contract with CARE, Inc. to Support the CARE Low Income Discount Bus Pass Program. *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 Hanenkrat, Holm, Huffman,
Carlson-Swanson and Board Chair Judy Riggs.
Director Edwards Absent
Vacant Position 5.

28. Resolution 19-20 In the Matter of Authorizing the GM to Purchase Three (3) Category C Medium Size Medium-duty Low Floor Chevrolet Arboc Buses from Creative Bus Sales

GM Doug Pilant discussed the Resolution with the Board.

Motion by Director Holm to approve Resolution 19-20 In the Matter of Authorizing the GM to Purchase Three (3) Category C Medium Size Medium-duty Low Floor Chevrolet Arboc Buses from Creative Bus Sales. *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 Hanenkrat, Holm, Huffman,
Carlson-Swanson and Board Chair Judy Riggs.
Director Edwards Absent
Vacant Position 5.

29. Resolution 19-21 In the Matter of Authorizing the GM to Purchase Two (2) Category B Medium Sized Heavy-duty Freightliner Champion Buses from Schetky NW Bus Sales

GM Doug Pilant discussed the Resolution with the Board. Director Hanenkrat asked if these are gasoline and/or diesel buses, no propane. GM Doug Pilant stated the Arbocs are gasoline, the Freightliners are diesel, no propane. GM Doug Pilant shared his experience with hydrogen power in Palm Springs.

Motion by Director Carlson-Swanson to approve Resolution 19-21 In the Matter of Authorizing the GM to Purchase Two (2) Category B Medium Sized Heavy-duty Freightliner Champion Buses from Schetky NW Bus Sales. *Motion Secoded* by Director Holm. Board Chair Judy Riggs called for further discussion; followed by none, she called for the vote.

MOTION PASSED

By Directors Hanenkrat, Holm, Huffman,
Carlson-Swanson and Board Chair Judy Riggs.
Director Edwards Absent
Vacant Position 5.

30. Resolution 19-22 In the Matter of Authorizing the GM to execute a Memorandum of Understanding with the Confederated Tribes of Grand Ronde to provide Route 70X commuter transit services

GM Doug Pilant discussed the Resolution with the Board. Director Holm asked if there's an agreement with the Siletz Tribe as well. GM Doug Pilant responded that they are on a different cycle for 60X.

Motion by Director Holm to approve Resolution 19-22 In the Matter of Authorizing the GM to execute a Memorandum of Understanding with the Confederated Tribes of Grand Ronde to provide Route 70X commuter transit 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 Hanenkrat, Holm, Huffman,
Carlson-Swanson and Board Chair Judy Riggs.
Director Edwards Absent
Vacant Position 5.

31. Resolution 19-23 In the Matter of Authorizing the General Manager to Amend the Columbia Pacific CCO Non-Emergent Medical Transportation Services Delegation Agreement

GM Doug Pilant discussed the Resolution with the Board.

Motion by Director Carlson-Swanson to approve Resolution 19-23 In the Matter of Authorizing the General Manager to Amend the Columbia Pacific CCO Non-Emergent Medical Transportation Services Delegation Agreement, with a corrected expiration date of October 1, 2019. *Motion Secoded* by Director Holm. Board Chair Judy Riggs called for further discussion; followed by none, she called for the vote.

MOTION PASSED

By Directors Hanenkrat, Holm, Huffman,

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DISCUSSION ITEMS

32. Cloverdale Bus Stop – GM Doug Pilant provided an overview of the history about the Cloverdale bus stop project. He explained the County is considering options to repurpose its maintenance facility. GM Pilant explained there is still a need for the District to establish a location for a safe and visible bus stop in Cloverdale. He explained this facility could provide the District an opportunity to achieve that objective. He explained the County has scheduled a Joint Hearing between the TCTD Board and Commissioners has been scheduled on Monday, June 24th at 9:00 am. GM Doug Pilant explained that in addition to serving as a community transit stop this facility could serve as a location for South County drivers to report for duty, park-out buses and vans, establish a community park and ride and potentially provide an office for the Tillamook County Sheriff. He explained this project would be a long-term project that could be accomplished by getting grant funds. Director Carlson-Swanson asked what role the Directors could play in the meeting being held on June 24th. Director Holm said he was concerned about a possible public meeting issue with all the Directors attending that meeting. Director Holm thought it would be best for the GM to attend and inform the Board. Director Hanenkrat expressed some concern for the condition to the building at that location. GM Doug Pilant said he'd contact the County to verify that Board members attending the meeting wouldn't be violating meetings laws and contact them by email.

33. Staff Comments/Concerns

GM Doug Pilant: Reminded the Board there is a STIF page on the website with information about the District's STIF Plan and need to expand the fleet.

Superintendent Brent Olson: None.

Accounting Specialist Tabatha Welch: Shared that she will be attending the SHRM conference and using public transportation for the first time.

NWR Supervisor/Board Clerk Cathy Bond: None.

34. Board of Directors Comments/Concerns

Jim Huffman – Noticed in the newspaper that there were no election results in the paper. He asked someone at the newspaper and they told him that the results were on their newspaper website. Also shared a story of a lack of knowledge of SDAO nationally. He is going to write a letter so people can be more aware.

Judy Riggs – None.

Marty Holm – None.

Jackie Edwards – Absent.

Gary Hanenkrat – None.

Melissa Carlson-Swanson – Thanked Cathy Bond for adding a handout for the powerpoint presentation earlier.

UPCOMING EVENTS

None.

Adjournment: Board Chair Riggs adjourned the meeting at 8:50pm.

These minutes approved this 18th day of July, 2019.

ATTEST:



Judy Riggs, Board Chair



Doug Pilant, General Manager