

Tillamook County Transportation District
Board of Directors Regular Monthly Meeting
Thursday, March 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 6:30pm
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, public
Linda Adler, public
Steve Schwabe, TCTD Bus Operator

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 February 2019 financial reports. District is 66% through the Fiscal Year.
 - b. Service Measure Performance Report: GM Doug Pilant pointed out the increase on Route 4. He thinks it is a direct relationship to the improvements

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to the connections since January 2019, TBCC ridership and the transit app. YTD Ridership overall has increased 4.6% change over the previous year. The YTD passengers per hour are +0.6%, the cost per trip was -2.9% while the cost per hour was -2.3% and the fare box return was -7.0%. Director Huffman reported he talked to a rider about how long the town loop takes to go around and that they would like to see an alternate route loop. GM Doug Pilant stated the District's long-range plan has a service improvement alternative that could remedy the amount of time it takes to ride.

- c. Northwest Oregon Transit Alliance: GM Doug Pilant reviewed the NWOTA meeting agenda, minutes, finance report with the Board. He shared the final draft of the new NWOTA signage. Director Huffman asked if the WAVE logo would still be used. GM Doug Pilant stated these are additional signage for the major stops. Director Huffman asked if Columbia County is stabilizing. GM Doug Pilant stated all the Columbia County Commissions and Senator Johnson are all on board with getting transit stabilized in Columbia County and hopefully reinstated some of the services that were previously cut.
- d. Grant Funding:
 - i. STF: GM Doug Pilant reported Oregon's Legislative Way's and Means Committee is planning to restore the \$10.1 million in STF monies that was omitted from Governor Brown's proposed budget.
 - ii. Statewide Transportation Improvement Fund (STIF): The District should begin receiving STIF monies in May 2019. Now working on RFQ's to complete the planning for how the District will use its funds. The STIF Committee is scheduled to meet on March 27th to rate our projects
 - iii. SDAO grant: Will purchase camera and surveillance equipment for TVC.
- e. Planning & Development: None
- f. Facility/Property Management:
 - i. Transit Visitors Center – No update
 - ii. TCTD Admin Office – Working on an HVAC RFQ for service of the new system.
 - iii. 12th & Evergreen Bus Shelter – Completed.
 - iv. Post Office Bus Stop – Planning to complete and submit a permit
- g. NW Rides Brokerage
 - i. Ecolane – Working with Sunset and Ecolane to onboard their program, cleaning up data and client profiles imported.
 - ii. Volunteer Driver Program – Staff is beginning a process to take over the DHS volunteer program. Last month the District got the true up funding and will be starting the next quarter true up mid-April. Talked with the insurance company regarding onboarding the Volunteer program. Hope to add the DHS volunteers to NW Rides by the next fiscal year.
 - iii. Requested moving the Board meeting in May to
- h. Miscellaneous:
 - i. Revised Occupational Health and Safety Plan is included in the consent calendar later in meeting. There are a few SDAO requirements that needed to be included and the plan needed to be reviewed by the District's safety committee. Director Huffman was impressed that the District has been accident free since December 2015. GM Doug Pilant

- pointed out that the training of drivers by previous trainer Cathy Bond and current trainer Clayton Norrbom.
- ii. Reviewed the public meeting notice to increase dial-a-ride fares that will be distributed over the next month. A public hearing will be scheduled for May 16th.
 - iii. Collective Bargaining Meeting – Next meeting scheduled at the District on April 15th and 16th.
 - iv. The STF, STIF and Budget committee applications and committee rosters are included. The committee applications are on the consent calendar.
 - v. Budget and Board meeting calendars included. They are on the consent calendar later in the meeting.
 - vi. ADP: Accounting Specialist Tabatha Welch completed the first payroll. She is now assisting the supervisors with timesheets and will process our second payroll next week. Director Hanenkrat asked if people with live checks would be issued by ADP or the District. GM Doug Pilant stated ADP overnights live checks. The final steps are updating Abila.

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 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.

ACTION ITEMS

10. Resolution 19-03 Authorizing the General Manager to Execute a Contract with IconiPro Security & Alarm to Purchase and Install a Camera Surveillance System at the Transit Visitors Center

GM Doug Pilant discussed the Resolution with the Board. Director Huffman asked how much the SDAO grant covers. GM Doug Pilant stated the grant covers 50%. Director Holm asked what type of maintenance is covered. GM Doug Pilant stated they provide a warranty, with an option to purchase extended warranty. Maintenance will be covered by the District on a as needed basis. Director Edwards asked how long the video feed archives for and how does it get stored. Superintendent Brent Olson explained that the feed is a continuous loop and can be downloaded as needed.

Motion by Director Holm Authorizing the General Manager to Execute a Contract with IconiPro Security & Alarm to Purchase and Install a Camera Surveillance System at the Transit Visitors Center. *Motion Seconded* by Director Edwards. Board Chair Judy Riggs called for further discussion; followed by none, she called for the vote.

MOTION PASSED

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By Directors Edwards, Hanenkrat, Holm, Huffman,
Carlson-Swanson and Board Chair Judy Riggs.

DISCUSSION ITEMS

11. Staff Comments/Concerns

GM Doug Pilant: Currently in 2nd place for March madness.

Superintendent Brent Olson: None.

Accounting Specialist Tabatha Welch: None.

NWR Supervisor/Board Clerk Cathy Bond: Celebrated Transit Appreciation Day with the drivers and District employees on Monday, March 18th.

12. Board of Directors Comments/Concerns

Jim Huffman – Director Huffman shared a story regarding the Transit Visitors Center and is excited about the security system being put in place.

Judy Riggs – Friday, March 29th 9:30am-3:30pm there will be a celebration of customer appreciation day and Judy's going-away party at the Garibaldi Post Office and everyone is invited! Worked there 14½ years.

Marty Holm – None.

Jackie Edwards – None.

Gary Hanenkrat – None.

Melissa Carlson-Swanson – Thanked Cathy Bond and Clayton Norrbom for their training, that it really makes a difference!

UPCOMING EVENTS

None.

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

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

ATTEST:



Judy Riggs, Board Chair



Doug Pilant, General Manager