

Tillamook County Transportation District
Board of Directors Regular Monthly Meeting
Thursday, September 20, 2018 – 6:30PM
Transportation Building
3600 Third Street, Ste. A Tillamook, OR
Meeting Minutes



1. Call to Order: Board Chair Judy Riggs called the meeting to order at 6:32pm
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
Merrienne Hoffman, Director
Melissa Carlson-Swanson, Director

TCTD Staff

Doug Pilant, General Manager
Brent Olson, Superintendent
Tabatha Welch, Accounting Specialist
Helen Mercado-Romero, HR Specialist/Board Clerk

Absent

None.

Guest

Chris Kell

4. Executive Session: Board Chair Judy Riggs called for an Executive Session in regard to Performance Evaluations. Protocol was announced, and the Executive Session commenced. Only board members met for the Executive Session. The regular meeting resumed at 7:41PM.

Motion by Director Holm to award GM Doug Pilant a 6.5% pay raise retroactive to his annual hire date of January 23, 2018. *Motion Seconded* by Director Huffman. Board Chair Judy Riggs called for further discussion; followed by none, she called for the vote.

MOTION PASSED UNANIMOUSLY

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

REPORTS

5. Information: General Managers Report:

- a. Financial Report: GM Doug Pilant reviewed the August 2018 Financial Report. Director Hanenkrat asked a question about the legal fee expenses for the brokerage. GM Pilant explained those expenses were incurred to negotiate the contract between the District and CareOregon and explained these expenses would be allocated to the brokerage budget. Director Huffman suggested that all reports for brokerage be separated, including credit card reports.
- b. Service Measure Performance Report: GM Pilant reviewed the Service Measure Performance Report, noting that the District provided 15,098 trips last month. Volunteer related dial-a-ride trips are down 9.5%, due to a lack of available volunteers. The District hasn't had any volunteers available the past 8 plus weeks. GM Pilant reported that beginning this year that all passengers, including care attendants and children are being counted for the National Transit Database. Therefore, this next year there will be an increase in ridership. GM Doug Pilant handed-out a corrected version of the Monthly Performance Report and reported there has been a strong ridership market between Lincoln County to Portland. Other Services ridership is up 45.2%, which is credited to the PC Shuttle, which had an overall ridership increase of 305% over the past year.
- c. Northwest Oregon Transit Alliance: GM Doug Pilant reviewed the NWOTA meeting agenda, minutes, finance report with the Board. GM Doug Pilant said the Coordinating Committee agreed to implement a year-long marketing campaign to purchase advertisements and submit articles on how to use the NW Connector to travel to the coast in NW Boomer & Senior Newspaper. The NW Boomer household distribution is 45,000 and will target senior citizens who might consider riding the bus to the coast. The Rural Transit Assistance Program (RTAP) awarded the NW Connector website as #1 in the nation and awarded NWOTA a \$300 prize. Lincoln County will be going live with Swifty in the next few weeks and we'll be able to see their buses in real time. NWOTA is planning to discuss expanding the partnership to Yamhill County.
- d. Planning & Development:
 - i. Cape Kiwanda Master Plan: The PC-Woods Parking Plan Management Team met on Meeting held on August 28, 2018. A follow-up meeting with the PC-Woods Parking Management Plan Community Advisory Committee met the following week. Both GM Doug Pilant and Director Hoffman attended this meeting.
 - ii. City of Tillamook Transportation Planning Meeting: Nothing to report.
 - iii. Cloverdale bus stop: Rachel Hagerty has been meeting with ODOT, the County Public Works and PUD to discuss a plan to move the County and PUD maintenance yards to the ODOT maintenance yard in Hebo. This would free-up property to be used for low income housing in Cloverdale. This could enable the County to use the Cloverdale grant to be repurposed to another project in Cloverdale.
 - iv. Grand Ronde Transit Development Plan: GM Doug Pilant reported the the Confederated Tribes of Grand Ronde submitted a the Tribal Funding Grant grant to purchase small buses and provide service between Spirit Mountain, Grand Ronde and Dallas.

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- v. Oregon Coast Bike Route Plan: GM Doug Pilant reported that in July the ODOT Region 2-Area 1 began a planning process to create a new bike plan for entirety of Highway 101. GM Doug Pilant reported the District conducted an onboard survey during the 2015 tourist season for the Intercity Transportation Enhancement Plan and learned about 10% of Route 5 ridership are bicyclist traveling to and from the coast on any given day. The new Bike Route Plan will be important to TCTD as it will identify and communicate to bicyclist the specific locations to access public transportation and develop facilities that provide services for bicyclists.
- vi. Statewide Transportation Improvement Fund (STIF): GM Pilant reported that its critical the District submit an application at the ODOT November 1st deadline. TCTD has included STIF monies in its FY 2018-19 Budget to use STIF as local match to purchase replacement and expansion vehicles. If the District fails to meet this deadline it will be the following year before these funds can be accessed. The goal will be to engage the STIF Advisory Committee and get their recommendation to move forward with matching funds to purchase buses and vans. GM Doug Pilant said the monies can also be used to develop bus stops. Staff will be scheduling a STIF planning meeting in October to bring a proposal to the Board to approve in October and meet the November deadline.
- e. Grant Funding: GM Doug Pilant will submit a revised grant to SDAO for video cameras at the Transit Visitor Center to provide a specific application request.
- f. Facility/Property Management:
 - i. Tillamook Family Counseling and TCTD will share the cost of new signage for the street monument sign and the building.
- g. Miscellaneous:
 - i. GM Doug Pilant reported that NW Rides is fully staffed and trained. The DHS Volunteer program has some issues that still need to be resolved. NW Rides has 2 new providers, Willamette Valley Transport and Metro West.
 - ii. Sunset Empire Transportation District (SETD): GM Doug Pilant has been discussing the possibility of allowing SETD the opportunity to piggyback onto the District's Ecolane user's license. This access would provide SETD staff with full access to Ecolane to manage their paratransit, dial-a-ride and NEMT operations. SETD is the lowest cost transportation provider in Clatsop County and giving them access could save the NW Rides brokerage a lot money.
 - iii. GM Pilant reported that the CEO of CareOregon, Mimi Haley, visited the brokerage and said she was very impressed with progress Cathy and the NW Rides team had made the first 8 weeks of operation. She said Cathy and her staff have accomplished metrics they expected would take 4 to 6 months. Next steps are to make sure we are able to complete the brokerage reports and submit them to CareOregon in a timely manner.
 - iv. GM Pilant requested moving November board meeting. Board meeting will be held on November 29, 2018. Notice should be posted for that day.

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- v. A RFP for a revised Strategic Plan Assessment has been distributed. The original plan was only effective for 3-5 years. A request was made for GM Pilant to send out copies via email to the Board. Director Holm requested the original plan be distributed to the board members who haven't seen it.
- vi. State Timber Revenue Class Action Lawsuit: GM Pilant reported the Commissioners hosted a meeting last week to provide an update on the Timber Class Action Lawsuit. They are planning to go to Court in mid-2019. The State of Oregon has lost 19 of 20 motions and the only decision the Jury will be asked make is to determine the present value of money lost beginning in 2001. The estimated Lawsuit is currently valued at \$1.4 billion cost of which \$360 million could come to Tillamook County.
- vii. A new Wellness Center Policy and Facility Preventative Maintenance Plan have been included in the Consent Calendar for approval tonight.

CONSENT CALENDAR

Some typos were pointed out:

- p. 40 Property Maintenance Checklist: should be "dollies", not "dolly's"
- p. 41 Property Maintenance Checklist: should be "temporary", not "temporty" and should be "Shut-off" of water.
- p. 35 Board Minutes, should be "we" instead of "he", p. 37 should be "TCCA", and Director Holm was NOT present at the meeting.

6. Motion: Approval of Minutes of August 23, 2018 Board Meeting.

DISCUSSION ITEMS

7. Staff Comments/Concerns

GM Doug Pilant: Thank you.

Superintendent Brent Olson: Positive comments on staff and was glad to see Marty back.

Accounting Specialist Tabatha Welch: Happy to see Marty back.

HR Specialist/Board Clerk Helen Mercado-Romero: Exciting for the new position.

8. Board of Directors Comments/Concerns

Jim Huffman – comments regarding Timber class action suit.

Merrienne Hoffman – None.

Judy Riggs – none

Marty Holm – Thanked everyone.

Jackie Edwards – None.

Gary Hanenkrat – None.

Melissa Carlson-Swanson – None.

UPCOMING EVENTS

None.

Adjournment: Board Chair Riggs adjourned the meeting at 8:59pm.

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These minutes approved this 25th day of October 2018.

ATTEST:



Judy Riggs, Board Chair



Doug Pilant, General Manager