

**Tillamook County Transportation District**  
Board of Directors Regular Monthly Meeting  
Thursday, July 18, 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 6:35pm
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  
Linda Adler, Director

**TCTD Staff**

Doug Pilant, General Manager  
Brent Olson, Superintendent  
Tabatha Welch, Accounting Specialist  
Cathy Bond, NW Rides Supervisor/Board Clerk

**Absent**

Melissa Carlson-Swanson, Director

**Guest**

Chris Kell, public

4. Announcements and Changes to Agenda: Add 1) Oath of Office for Position #5 Board Member Linda Adler; and 2) Election of Officers for Fiscal Year 2019-20
5. Board Chair Riggs performed Oath of Office for Position #5 board member Linda Adler.
6. Election of Officers for Fiscal Year 2019-20

**Motion** by Director Holm to nominate Director Riggs as Board Chair. *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, Adler  
Huffman, and Board Chair Judy Riggs.

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Director Carlson-Swanson absent.

**Motion** by Director Huffman to nominate Director Holm as Vice Chair. *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, Adler  
Huffman, and Board Chair Judy Riggs.  
Director Carlson-Swanson absent.

**Motion** by Director Hanenkrat to nominate Director Huffman as Secretary. *Motion Seconded* by Director Adler. Board Chair Judy Riggs called for further discussion; followed by none, she called for the vote.

**MOTION PASSED**

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

**Motion** by Director Huffman to nominate Director Adler as Treasurer. *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, Adler  
Huffman, and Board Chair Judy Riggs.  
Director Carlson-Swanson absent.

7. Public & Guest Comments: None.
8. Executive Session: Real Property Transactions ORS 192.660(2)(e)  
Opened at 6:40pm. Closed at 7:23pm

There were no motions as a result of Executive Session.

**REPORTS**

9. Financial Report: GM Doug Pilant reviewed the June 2019 financial reports. District is 100% through the Fiscal Year.
10. Service Performance Measure Report: GM Doug Pilant reviewed performance measures with the Board. Director Huffman asked if the Salem routes contribute to the NWOTA pass trips. GM Doug Pilant said the Portland route drivers sell the most passes and that TCTD sells approximately 95% of all the NWOTA passes. Board Chair Riggs asked who keeps the money. GM Doug Pilant stated each agency keeps their sales.

YTD Ridership increased 3.0% over the previous year. The YTD passengers per hour was -1.1%, the cost per trip was +.01% while the cost per hour was -1.0% and the fare box return was -1.8%.

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11. Northwest Oregon Transit Alliance: GM Doug Pilant reviewed the NWOTA July meeting agenda, minutes, finance report with the Board. He reported the NWOTA Marketing Plan RFP has been distributed to the consultant community. He also said that since the District is the NWOTA fiscal agent a contract will be on next month's agenda. He also reported that since the project's budget falls under the intermediate procurement it requires a formal bid procurement process. Director Holm asked what the criteria was for intermediate. GM Doug Pilant explained that projects greater than \$15,000 and less than \$150,000 fall under the intermediate guidelines. GM Doug Pilant reported that the NWOTA website receives 11,500/week or 138,000/year. The website is well used, and he now has full access to the analytics of the website. The majority of the visits are for route information. TCTD receives approximately 40% of the visits to the website.

12. Planning & Development:

- a. Cape Kiawanda Master Plan – Tillamook County has scheduled a Project Advisory Committee Meeting on August 19<sup>th</sup> to review the DRAFT Parking Management Plan with the primary focus on the Plan's funding mechanisms and next steps. The Draft Plan will be available in the next few days or weeks to be reviewed. The Plan includes using parking fees to fund the PC Shuttle.
- b. STIF Plan: Postponed distribution of the STIF planning RFP. Enlisted assistance from a consultant on how to draft the scope of work to solicit proposals that will address the needs. Legal counsel is reviewing the RFP's deliverables and selection process criteria. Planning to distribute the RFP in mid-August.

13. Grant Funding

- a. STF: The Oregon Legislature has directed ODOT to merge the STF and STIF programs into a single program. The ODOT Public Transit Advisory Committee will be forming a subcommittee to assist ODOT staff on how to best accomplish this task.

14. Facility/Property Management – None.

15. NW Rides Brokerage

- a. The District has almost completed its first year of operating a brokerage. A meeting has been scheduled with Care Oregon to close out the year and complete the true-up for the last quarter. Care Oregon is planning to be more involved in client eligibility process, which effect the call center activities. This will change some of the workflow processes for NW Rides CSR's.
- b. Ecolane – none.
- c. Volunteer Driver Program – The next step is volunteer training.
- d. Providers – Annual provider reviews are coming up as well.

16. Miscellaneous

- a. Union Negotiations – Scheduled to meeting July 30<sup>th</sup> & 31<sup>st</sup>.
- b. Pay Equity Law – In the last Legislative Session, the Oregon Legislature enacted a new pay equity law. Some of the requirements went into effect last

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year while the bulk of the Law became effective January 1, 2019. The District has updated its job application by removing the applicants pay history from the application. Next, the District will begin conducting its pay equity analysis that includes a review of all job descriptions and a review of the work currently being performed. The last step will be to make sure employees are being compensated in accordance to the job duties, the position's minimum requirements, experience, etc. Will be bringing updates to the Board as this project progresses and said he hopes the project will be completed by the end of the year.

- c. Bus Advertising Policy – District needs to update its “public issue” criteria of its Bus Advertising Policy to ensure the District does not violate free speech. A redline version of the policy is on the consent calendar for approval.
- d. Applications for appointment to the STIF Advisory and Budget committees – GM Doug Pilant explained that he has been recruiting committee members thru the local media, website and by word of mouth. He explained that in late 2018 he had invited Chris Kell to serve on the committees and that after the election Chris requested the opportunity to serve. Therefore, her applications are on are on the Consent Calendar for approval. Director Edwards said she had not been positioned to recruit and thought the GM was doing a great job of bringing applicants to fill committee positions. Director Hanenkrat reported there was an error on the STIF application. It should be a 3-year term appointment. Board Clerk Cathy Bond stated the application was corrected to reflect a 3-year term and has been published to the website.

### **CONSENT CALENDAR**

- 17. Motion to Approve the Minutes of June 20, 2019 Regular Board Meetings
- 18. Motion: Acceptance of Financial Report: June 2019
- 19. Motion to Amend the TCTD Bus Advertising Policy
- 20. Motion to Appoint Chris Kell to the STIF Advisory Committee
- 21. Motion to Appoint Chris Kell to the TCTD Budget Committee Position #4

**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,  
Edwards, Adler and Board Chair Judy Riggs.  
Director Carlson-Swanson Absent

### **ACTION ITEMS**

None.

### **DISCUSSION ITEMS**

- 22. Cloverdale Bus Stop – GM Doug Pilant provided the Board an overview of a “Memo to the Board of Directors” outlining the current need for safe and visible northbound and southbound bus stops in Cloverdale. The District has an intergovernmental agreement with Tillamook County to establish bus stops at the Cloverdale Wayside. Tillamook County obtained grants to fund the design and construction of the Wayside.

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TCTD has invested \$7,000 of local match that was used towards the project's design. Following a series of winter storms, the Wayside's riverbank slid into the Nestucca River that resulted in a project redesign that TCTD rejected. TCTD and the County determined this site was no longer suited to serve as a wayside and bus stop. There is still about \$750,000 in ODOT funding that can be repurposed to another location in Cloverdale. The County is considering the purchase of property in Hebo to move its road maintenance yard to be nearer both the PUD and ODOT maintenance yards. GM Doug Pilant County's Chief of Staff (Rachel Hagerty) have explored ideas that has resulted in conceptual plan to locate the bus stops at the current maintenance yard and repurposes the maintenance yard building into a transit center, park and ride and sheriff's office. The remaining portion of the property would be converted into a wayside. Following a discussion Board President Judy Riggs called for a Board poll: Director Hanenkrat supports a safe bus stop but not the property. Director Huffman supports a safe bus stop and a safe place for drivers and passengers. Director Adler is interested in variations and the bus storage advantage. Director Holm supports partitioning the .3 acres for the District and let the County run the park. Director Edwards supports the entire project and is very interested to proceed and learn more about the options for the County and District. Board Chair Rigg is in favor or pursuing the project. GM Doug Pilant said he will continue working with the County to begin more detailed conversations and bring a more formal proposal.

#### 23. Staff Comments/Concerns

GM Doug Pilant: Shared the news about the death of past board member Merrienne Hoffman. Nestucca Community Alliance is doing a fundraiser for a bench and plaque in her honor. He will share the fundraiser link with the Board.  
Superintendent Brent Olson: Thanked Cathy Bond for the good dinner.  
Accounting Specialist Tabatha Welch: She found the NWOTA stats regarding the website very interesting and thanked the GM for sharing.  
NWR Supervisor/Board Clerk Cathy Bond: Invited Board members to sign up to volunteer in the Fair booth for the upcoming Tillamook County Fair.

#### 24. Board of Directors Comments/Concerns

Jim Huffman – Loves SDAO and Rob Mills and is grateful for their support.  
Judy Riggs –  
Marty Holm – Thanked Cathy Bond for the good dinner. Asked GM if it is possible to plan a review of the Strategic Plan in October?  
Jackie Edwards – Thanked Cathy Bond for dinner and welcomed Chris Kell to the STIF and Budget committee.  
Gary Hanenkrat – Thanked Cathy Bond for the good dinner.  
Linda Adler – A pleasure to be on the board and thought it was a good first meeting for her.  
Melissa Carlson-Swanson – Absent.

### **UPCOMING EVENTS**

**Tillamook County Fair – August 7<sup>th</sup> – 10<sup>th</sup>**

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Adjournment: Board Chair Riggs adjourned the meeting at 9:16pm.

**These minutes approved this 22<sup>nd</sup> day of August, 2019.**

ATTEST:

  
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Judy Riggs, Board Chair

  
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Doug Pilant, General Manager