

**Tillamook County Transportation District**  
Board of Directors Regular Monthly Meeting  
Thursday, August 22, 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, Director  
Jim Huffman, Secretary (via telephone)  
Jackie Edwards, Director  
Melissa Carlson-Swanson, Director  
Linda Adler, Treasurer

**TCTD Staff**

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

**Absent**

None

**Guest**

Ryan Perry, public  
Chris Kell, public

4. Announcements and Changes to Agenda:
5. Public & Guest Comments: Director Huffman shared a letter from passenger Jennifer Caro (unsure of proper spelling since letter was read by Director Huffman over the phone) regarding security concerns of the Transit Center into the record.
6. Executive Session: Real Property Transactions ORS 192.660(2)(e) and Performance Evaluations ORS 192.660(2)(i)

Opened at 6:34pm. Closed at 7:55pm.

There were no motions as a result of Real Property Transactions in Executive Session.

*These minutes contain materials which paraphrase and/or summarize statements made during this meeting. Only text enclosed in quotation marks report a speaker's exact words.*

The following motion was made as a result of Performance Evaluation in Executive Session.

**Motion** by Director Holm to award GM Doug Pilant a 5% pay increase retro-active to his anniversary date of January 23, 2019, as well as a one-time \$5,000.00 performance bonus. *Motion Secinded* by Director Adler. 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,  
Edwards, Adler and Board Chair Judy Riggs.

Board Chair Riggs asked that all Directors hold their questions until the report is complete.

**REPORTS**

7. Financial Report: GM Doug Pilant reviewed the July 2019 financial reports. District is 8% through the Fiscal Year.
8. Service Measure Performance Report: GM Doug Pilant reviewed performance measures with the Board.

YTD Ridership overall has increased -0.8% change over the previous year. The YTD passengers per hour are -2.2%, the cost per trip was +8.1% while the cost per hour was +5.8% and the fare box return was -2.6%.

9. Northwest Oregon Transit Alliance: GM Doug Pilant reviewed the NWOTA meeting agenda, minutes, finance report with the Board. Marketing RFP process was completed. The committee received one bid from Trillium Solutions, Inc. and has been included on the agenda as an Action Item. GM Doug Pilant reported the Pedestrian Access Study is mostly complete. He reported the bus stop designs are being reviewed by ODOT and should be presented to the Coordinating Committee at their October meeting.

10. Planning & Development

- a. Cape Kiawanda Master Plan: GM Doug Pilant reviewed the Plan's parking management plan. The Project Management Team met on August 19<sup>th</sup> and the Plan was accepted as presented. The Plan includes a variety of demand management strategies that includes a local shuttle. The Plan proposes the shuttle operations be funded by parking fees. Next steps are for a town hall meeting in Pacific City and adoption by the Tillamook County Board of Commissioners.

11. Grant Funding

- a. STIF: Oregon Legislature has directed ODOT to merge STIF and STF fund programs by the end of this biennium.
- b. Statewide Transit Network: Grant agreements should be ready for approval at the September board meeting.

12. Facility/Property Management

- a. TVC camera project is complete.

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- b. Building signage, security and low voltage wiring projects are in progress.
- c. Post Office Bus Stop is in progress.
- d. Greyhound in Portland closing – unclear what their future plan is as of yet. This is very recent news and will require some work to figure out services.

13. NW Rides Brokerage

- i. Hosted meeting last month with Care Oregon, Ride Connection and RVTD. Celebrated our one-year anniversary.

14. Miscellaneous

- a. Union Negotiations – Met with the ATU on July 30<sup>th</sup> and will meet again after the union has time to review the District's proposal.
- b. ADP – Implementation of ADP is mostly complete. This past month staff identified administrative and HR tasks need to be completed to run the District. Determining how these tasks are currently distributed among the current staff. Identifying tasks that need to be done that are not assigned to any position. Developing a staffing plan and will report to the board in September.
- c. GM Doug Pilant reported he has been nominated to be a member of the ODOT Public Transportation Advisory Committee (PTAC) as the NEMT Representative.
- d. Security – GM Doug Pilant reviewed the District's Ordinance #3 regarding the policies on maintaining security. He provided the Board and overview on how drivers are trained to manage emergencies and provided a local media news story on how a TCTD driver and supervisor collaborated with local authorities to diffuse a tense incident.

Director Adler asked if the Pacific City shuttle would remain free and the District would provide this service free. GM Doug Pilant explained the PC Shuttle is a pilot project to manage parking demand. He said the service is a demand management strategy that's marketed as free to remove any and all barriers to encourage people to use it. Director Holm noted the parking management plan intends to pay for the shuttle service with parking fees.

**CONSENT CALENDAR**

15. Motion to Approve the Minutes of July 18, 2019 Regular Board Meetings

16. Motion: Acceptance of Financial Report: July 2019

**Motion** by Director Edwards to adopt the Consent Calendar. *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, Edwards, Adler and Board Chair Judy Riggs.

**ACTION ITEMS**

17. Resolution 19-24 In the Matter of Authorizing the GM to Execute an Agreement with Trillium Solutions, Inc. to Establish a NW Connector Marketing Plan

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Director Adler asked about the how the proposal options would be managed. GM Doug Pilant explained the proposals first phase will cost \$15k. Afterward, the Coordinating Committee will evaluate the consultant recommendations and decide what options to pursue. Director Adler said she preferred approving other projects after the first phase was completed. Director Carlson-Swanson confirmed the funding has already been budgeted for this project. GM Doug Pilant explained the partners have already set monies aside for this project and that each month he provides NWOTA updates and will keep the board updated on the marketing plan's progress.

**Motion** by Director Holm adopt Resolution 19-24 Authorizing the GM to Execute an Agreement with Trillium Solutions, Inc. to Establish a NW Connector Marketing Plan. *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, Edwards, Adler and Board Chair Judy Riggs.

**DISCUSSION ITEMS**

18. SDAO Board Risk Assessment – GM Doug Pilant shared the Impressions and Recommendations of Rob Mills, SDAO Consulting Services. GM Doug Pilant explained some of his concerns about driver evaluations and told the Board we are committed to improving that process. Director Hanenkrat asked if driver evaluations need to be in the collective bargaining agreement. GM Doug Pilant said employee evaluation is a management right. GM Doug Pilant said he agreed that regular employee evaluations are an important tool to protect both the District and the employees.

19. TCTD Business/Strategic Plan – GM Doug Pilant reported that SDAO has assigned Bill Anderson, an SDAO consultant to the District to conduct a SWOT analysis during the week of October 14<sup>th</sup> to update the District's Strategic Plan. The Board agreed to meet on October 17<sup>th</sup> at 5:00pm and move the board meeting to October 24<sup>th</sup>.

20. Staff Comments/Concerns

GM Doug Pilant: He shared his conversation with a TFCC employee regarding board meetings that triggered a good memory from his past.

Superintendent Brent Olson: He also agrees with Cathy Bond.

Accounting Specialist Tabatha Welch: Agrees with Cathy Bond.

NWR Supervisor/Board Clerk Cathy Bond: Thanked everyone who helped with the Fair and shared her experience this year. Shared some feedback she received from past employee George McDowell about how impressed he is with the growth and expansion of the District under the direction of GM Doug Pilant. She said she is proud of the District and hard work the GM has put into making it great!

21. Board of Directors Comments/Concerns

Jim Huffman – Gave credit to Ronny Fox for his recruitment of the Coastal Connector service driver Paul Norton.



Judy Riggs – Thanked the staff for the flowers from the passing of her mother. She thought it awesome about the comments Cathy Bond shared from the past driver.

Marty Holm – Thanked GM for getting the Strategic Plan meeting set.

Jackie Edwards – She was at the Fair when the District was given the blue ribbon and she too is proud of the District.

Gary Hanenkrat – None.

Linda Adler – She thought Cathy did a great job at the fair and she really enjoyed helping in the booth this year.

Melissa Carlson-Swanson – None.

Adjournment: Board Chair Riggs adjourned the meeting at 9:02pm.

**These minutes approved this 19<sup>th</sup> day of September, 2019.**

ATTEST:

  
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Judy Riggs, Board Chair

  
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Doug Pilant, General Manager