

Tillamook County Transportation District
Board of Directors Regular Monthly Meeting
Thursday, September 19, 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
Jackie Edwards, Director
Linda Adler, Treasurer

TCTD Staff

Doug Pilant, General Manager
Brent Olson, Superintendent
Tabatha Welch, Accounting Specialist

Absent

Cathy Bond, NW Rides Supervisor/Board Clerk
Melissa Carlson-Swanson, Director

Guest

Chris Kell, public
Heidi Mason, via online meeting

4. Announcements and Changes to Agenda: A revised agenda was distributed
5. Public & Guest Comments: Chris Kell shared information about Tillamook Bay Community College's new driver simulator. She also reported that trainees who score well are eligible for a lower insurance premium.
6. Executive Session: Real Property Transactions ORS 192.660(2)(e) and Performance Evaluations ORS 192.660(2)(i)

Opened at 7:15pm. Closed at 7:34pm.

The following motion was made as a result of Real Property Transaction 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.

Motion by Director Holm to approve Resolution #19-33 to endorse the Transit & Visitor Center Acquisition Plan and authorize the General Manager to submit an Oregon Transportation Infrastructure Bank (OTIB) loan not to exceed \$50,000 to implement the Acquisition Plan. *Motion Secinded* 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,
Edwards, Adler and Board President Judy Riggs.

7. Presentation from Heidi Mason, Innova Legal Advisors: See Discussion Item No. 28.

REPORTS

8. Financial Report: GM Doug Pilant reviewed the August 2019 TCTD and NW Rides Financial Reports. The GM reported the District is now 16% through the Fiscal Year and that payroll is trending high due to there being 5 payrolls within the first two months of the fiscal year. All other expenses are within what is normally expected.

9. Service Measure Performance Report: GM Doug Pilant reviewed performance measures with the Board.

YTD Ridership overall is flat with 0.0% change over the previous year. The YTD passengers per hour up 1.4%, the cost per trip was +15.9% while the cost per hour is +17.5% and the fare box return was -13.1%. Huffman asked why the college ridership was up. GM Doug Pilant reported the Transit App technology makes real time information about where the buses are and makes the services more accessible to the students.

10. Northwest Oregon Transit Alliance: GM Doug Pilant reviewed the NWOTA meeting agenda, minutes, finance report with the Board. GM Doug Pilant reported the Coordinating Committee had its final meeting Jacob's Engineering consultant team on the final draft of the Bicycle & Pedestrian Access Plan. The Coordinating Committee provided additional input into the Plan. This Plan should be completed in late October or by mid November 2019. GM Doug Pilant reported the Coordinating Committee scheduled the Marketing Plan consulting team's kick-off to be the 2nd week of October. The consultant will meet ride the entire connector system and meet individually with each transit director to learn about local marketing priorities and better understand how they see their role in marketing the NW Connector. Finally, GM Doug Pilant said the Coordinating Committee began developing an RFP to select a consultant to improve the NW Connector website trip planner.

11. Planning & Development

a. Cape Kiawanda Master Plan: no update.

b. STIF Planning: The consultant selection RFP process has been completed. GM Doug Pilant reported there were several consulting firms interested in the project. However, the consulting firms reported they were unable to prepare proposals because they are extremely busy and unable to assemble teams to prepare a valid proposal. The District did receive a proposal from Kittelson &

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Associates, which has been included in the agenda for the Board to approve the contract.

12. Grant funding

- a. STIF: The RPTD Public Transportation Advisory Committee's subcommittee held its first two meetings to assist ODOT staff on developing a plan to merge STIF and STF fund programs. The Committee must complete its work prior to the next Legislative Session that begins in January 2020.
- b. Statewide Transit Network: The District's four grant agreements have been included on the agenda action items for Board approval.

13. Facility/Property Management

- a. The Building Security project has been completed. The Low Voltage project has started with the upgrades in the board room. The next phase will be to get a valid internet connection out to the Bus Maintenance Facility. The Building Signage Project is still progress.
- b. Post Office Bus Stop: A Temporary Easement between the District and County to install a shelter at the Post Office Bus Stop has been included on the consent calendar for board approval.
- c. Greyhound in Portland closed September 1, 2019. Established a short-term solution to layover at the Amtrak Union Station

14. NW Rides Brokerage

- a. Care Oregon is conducting a pilot project to determine whether their call center can improve the efficiency of determining Medicaid Client edibility. This past week Cathy and her staff trained Care Oregon staff on how to schedule in Ecolane. The Plan is for their call center to go-live in October.
- b. A meeting has been scheduled for next week to discuss Care Oregon purchasing Ecolane technology to manage the Medicaid programs in Portland and Medford.
- c. A resolution to extend the CareOregon contract through December 2019 has been included on tonight's agenda for approval by the Board. Marty asked if the District would have a longer-term contract. GM Doug Pilant explained that Care Oregon just completed the negotiation of a 5-year contract with the Oregon Health Authority (OHA). Also, CareOregon wants to wait until after a new clinic is opened in Seaside and evaluate the outcome of the call center pilot project.
- d. Strategic planning – GM Doug Pilant asked the Board if we wanted to request CareOregon to do a presentation prior to the strategic planning exercise?

15. Miscellaneous

- a. Union Negotiations: No future meeting has been scheduled. GM Doug Pilant explained that he learned Regence will be increases health insurance premiums by 9.6% beginning January 2020.
- b. Board Risk Assessment: GM Doug Pilant reported that Clayton has been performing driver evaluations and is working with Tabatha to get the evaluations inserted into the ADP Workforce employee files. GM Doug Pilant

reported that Operations Superintendent Brent Olson had prepared a draft dispatcher evaluation form.

CONSENT CALENDAR

- 16. Motion to Approve the Minutes of August 22, 2019 Regular Board Meetings
- 17. Motion: Acceptance of Financial Report: August 2019
- 18. Motion to Authorize the GM to Execute a Temporary Easement between the District and Tillamook County to install a bus stop shelter

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

ACTION ITEMS

- 19. Resolution 19-25 In the matter of authorizing the GM to execute ODOT STIF Intercommunity Discretionary Grant No. 33813 in the amount of \$432,000 to provide intercity bus service to Portland and purchase a Category B replacement bus

GM Doug Pilant explained the resolution to the Board.

Motion by Director Adler to adopt Resolution 19-25. *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, Edwards, Adler and Board Chair Judy Riggs.

- 20. Resolution 19-26 In the matter of authorizing the GM to execute ODOT STIF Intercommunity Discretionary Grant No. 33814 in the amount of \$134,600 to improve the NW Connector website trip planner

GM Doug Pilant explained the resolution to the Board.

Motion by Director Holm to adopt Resolution 19-26. *Motion Seconded* by Director Huffman as amended. 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.

- 21. Resolution 19-27 In the matter of authorizing the GM to execute ODOT STIF Discretionary Grant No. 33788 in the amount of \$288,000 to fund the planning and construction of a propane fueling facility

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GM Doug Pilant explained the resolution to the Board.

Motion by Director Adler to adopt Resolution 19-27. *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,
Edwards, Adler and Board Chair Judy Riggs.

22. Resolution 19-28 In the matter of authorizing the GM to execute ODOT Section 5311(f) Grant No. 33822 in the amount of \$508,000 to provide intercity bus service between Lincoln City, Grand Ronde and Salem, and purchase a Category B replacement bus

GM Doug Pilant explained the resolution to the Board.

Motion by Director Holm to adopt Resolution 19-28. *Motion Seconded* by Director Huffman. Board Chair Judy Riggs called for further discussion; followed by none, she called for the vote. One abstention Adler because she doesn't feel strongly about it.

MOTION PASSED

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

23. Resolution 19-29 In the matter of authorizing the GM to execute a MOU between the District and the Confederated Tribes of the Siletz Indians to provide intercity services between Lincoln City, Grand Ronde and Salem

GM Doug Pilant explained the resolution to the Board.

Motion by Director Holm to adopt Resolution 19-29. *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 Hanenkrat, Holm, Huffman,
Edwards, Adler and Board Chair Judy Riggs.

24. Resolution 19-30 In the matter of authorizing the GM to execute a MOU between the District and the Confederated Tribes of Grand Ronde to provide intercity services between Lincoln City, Grand Ronde and Salem

GM Doug Pilant explained the resolution to the Board.

Motion by Director Edwards to adopt Resolution 19-30. *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,
Edwards, Adler and Board Chair Judy Riggs.

25. Resolution 19-31 In the matter of authorizing the GM to execute a contract between the District and Kittelson & Associates in the amount of \$48,836 to prepare a STIF Alternatives Plan

GM Doug Pilant explained the resolution to the Board.

Motion by Director Holm to adopt Resolution 19-31. *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 Hanenkrat, Holm, Huffman,
Edwards, Adler and Board Chair Judy Riggs.

26. Resolution 19-32 In the matter of authorizing the GM to amend the terms of the TCTD and Care Oregon Delegate Agreement through December 31, 2019

GM Doug Pilant explained the resolution to the Board.

Motion by Director Huffman adopt Resolution 19-32. *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 Hanenkrat, Holm, Huffman,
Edwards, Adler and Board Chair Judy Riggs.

DISCUSSION ITEMS

28. Pay Equity and Staffing Analysis: GM Doug Pilant introduced Heidi Mason of Innova Legal Advisors. Doug explained that Heidi and her partner Ron Guerra have assisted the District in its labor relations the past six years. Doug reported that Heidi has been guiding TCTD through its Pay Equity Analysis and assisted in the analysis of current staffing needs.

Heidi provided the Board an overview on how the District's administrative and human resources tasks are currently assigned among staff along with a list of gaps, which are tasks that need to be done but haven't been assigned to any position. Heidi then provided the Board an overview of approved job descriptions and explained it would be beneficial to make the following staffing changes: 1) Sunset both the Finance Manager and HR Specialists positions; 2) Create new Finance Supervisor and Office Assistant positions; and, 3) Reinstitute the Administrative Assistant position.

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Heidi explained the Finance Supervisor would supervise the newly proposed Office Assistant while the General Manager would supervise the Administrative Assistant. Heidi explained the Office Assistant would enable the District to separate financial duties to eliminate the segregation of duties audit the District has in its annual audit. Meanwhile, the Administrative Assistant would become the Board Clerk thus allowing the Brokerage Supervisor to be 100% focuses on NW Rides.

The new staffing plan includes creating a Brokerage Manager and having this position become a direct report to the General Manager. Finally, the proposed staffing plan includes creating a part-time Customer Service Representative position to provide weekend coverage at the Transit Visitor Center. This position would be a direct report to the Operations Superintendent.
GM Doug Pilant said the next steps are to create job descriptions and to complete the Pay Equity Analysis over the next few months.

29. Route Deviation Policy: GM Doug Pilant reported that it had been brought to his attention that certain trips were habitually late due to excessive deviation requests. This has resulted in unreliable route schedules and drivers missing breaks. GM Doug Pilant reported that he reached out to the transit community to see how other transit agencies are managing deviations and will be preparing a revised draft deviation policy.

30. Staff Comments/Concerns

GM Doug Pilant: GM Doug Pilant reported he attended the National Rural Transportation Assistance Program this past week and found the conference, especially the transportation bootcamp, to be a rewarding experience.

Superintendent Brent Olson: none

Accounting Specialist Tabatha Welch: none

NWR Supervisor/Board Clerk Cathy Bond: Absent.

31. Board of Directors Comments/Concerns

Jim Huffman – he loves Tillamook county and the riders are special and he feels we're going in the right direction.

Judy Riggs – none

Marty Holm – none

Jackie Edwards – none

Gary Hanenkrat – Reported he learned homeless people from Portland are being sent on buses to Tillamook

Linda Adler – Doug is doing good with grants, but she would like increased routes to south county. She would like to serve more people on 101.

Melissa Carlson-Swanson – absent

Upcoming Event – Strategic Plan Review, Thursday, October 17, 2019 @ 5pm

Adjournment: Board Chair Riggs adjourned the meeting at 9:05pm.

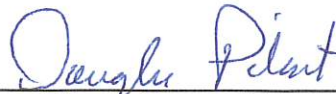
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These minutes approved this 17th day of October 2019.

ATTEST:



Judy Riggs, Board Chair



Doug Pilant, General Manager