

**Tillamook County Transportation District**  
Board of Directors Regular Monthly Meeting  
Thursday, October 24, 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  
Gary Hanenkrat, Treasurer  
Jim Huffman, Secretary  
Jackie Edwards, Director  
Melissa Carlson-Swanson, Director (via telephone at 6:35pm)  
Linda Adler, Director

**TCTD Staff**

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

**Absent**

Marty Holm, Vice Chair  
Tabatha Welch, Accounting Specialist

**Guest**

Arla Miller, Regional Transit Coordinator, ODOT Rail & Public Transit  
Chris Kell, public

4. Announcements and Changes to Agenda: 1) Add Tillamook County Mobile Clinic; 2) Remove executive session.
5. Public & Guest Comments:

Arla Miller was introduced to the Board. Arla serves as the ODOT RPTD Regional Coordinator who provides the District both technical support and other assistance.

San Sun Owen provided the Board an update on the new CPCCO initiatives and next steps. Director Huffman asked if the Portland area issues affect the District. San Sun Owen explained the Portland issues have resulted in the Oregon Health Authority creating additional regulations that will impact future contracts.

6. Executive Session - Cancelled

**REPORTS**

7. Financial Report: GM Doug Pilant reviewed the September 2019 financial reports. District has now completed 25% of the Fiscal Year. Director Hanenkrat requested information on why the Board expense are \$6,000. GM Doug Pilant explained this expense was to pay Tillamook County for the May 2019 election. Director Adler noted there appears to be an error with the Visa transaction and that a correction was needed for it to balance with the description of the transaction. Director Huffman asked about what is the RTAP conference. GM Doug Pilant explained this was the National Rural Transportation Assistance Program conference that brought together people from all over the Country to Portland for technical training and staff development opportunities.

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

YTD Ridership overall is up 1.4% over the previous year. The YTD passengers per hour are +3.6%, the cost per trip was +7.1% while the cost per hour was +10.9% and the fare box return was -10.4%.

9. Northwest Oregon Transit Alliance: GM Doug Pilant reviewed the NWOTA meeting agenda, minutes, finance report with the Board. GM Doug Pilant reported the Pedestrian and Bicycle Access Study was almost complete and the NWOTA Marketing Plan started the 2<sup>nd</sup> week of October.

10. Planning & Development:

a. Cape Kiawanda Master Plan – The Plan’s Parking Management Plan Town Hall meeting was held in Pacific City last week and went very well. The Parking Management Plan will be introduced to the County Board of Commissioners next week. Director Adler asked for clarification on what this plan covers. GM Doug Pilant explained the Parking Management Plan is one of the elements of the Cape Kiawanda Master Plan and the purpose of this Plan is how to manage the parking in Pacific City during the tourist season.

11. Grant Funding

a. STIF/STF Consolidation: GM Doug Pilant explained that ODOT’s Consolidation Advisory Committee convened its last meeting and agreed upon 2 proposals. This recommendation will be reviewed and approved by the Oregon Transportation Commission and will be forwarded to the Oregon Legislature to choose in the Spring 2020 Legislative Session. Upon completion there will be a period of rulemaking on how to administer the revised program that should be completed before the FY 2021-2023 Biennium.

b. STIF Formula: The STF/STIF consolidation’s final impact on the District is still unknown. After reviewing the project outcome, it appears it should be minimal to TCTD. GM Doug Pilant reported the District has received 2 STIF payments from ODOT and that the amounts appear to be less than the 130% projection. GM Doug Pilant also reported the District needs to brace for a 13.7%

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healthcare insurance increase that will be effective January 1, 2020. The 5 Year Financial Sustainability Plan will be updated after these impacts are fully understood.

12. Facility/Property Management –

- a. Low Voltage Project – equipment has been ordered to get the Bus Maintenance Facility wired.
- b. Building Signage Project has been scheduled to be completed.
- c. Post Office Bus Stop: Waiting for final comments from Hoquarten Interpretive Center regarding the final bus shelter selection. Working on a plan for the concrete pad to be designed to blend in with parking lot brick pavers.

13. NW Ride Brokerage

- a. No additional updates after presentation by San Sun Owen at beginning of meeting.

14. Miscellaneous

- a. Union Negotiations – No meetings currently scheduled.
- b. Risk assessment has been completed.
- c. Best Practices was completed and has been included in the Consent Calendar for approval.
- d. District Credit Card Policy revision has also been included on the Consent Calendar for approval.
- e. Timber County \$1.4 Billion Class Action Lawsuit. GM Doug Pilant reported that the trial started today and will likely last through November. The purpose of this trial is to determine the value of lost revenues over the past 30 to 40 years, which is when the State began to restrict logging in the State Forest(s). The trial's decision will most likely be repealed by the State. The Counties have identified Oregon Lottery funds to fulfill the State's obligation to the Counties. Director Huffman asked if the logging and forestry locals were able to express their feelings at this hearing. GM Doug Pilant explained that he had previously testified to the State Forestry Board and that Director Huffman had submitted an editorial that had been published in the local newspaper. Director Hanenkrat asked if they take the funds from the Lottery, won't that take from others that need those funds? GM Doug Pilant said he was at a meeting where he recalled it being explained the payment would come from Bonds that would be repaid by the Lottery. GM Doug Pilant said it was his recollection that TCTD could receive up to about \$750,000 to \$1 million in a one-time payment. GM Doug Pilant said he'd like to see these funds be allocated to the District's capital reserve fund to earn interest that could be used to provide local matching funds to purchase buses and other capital projects.

**CONSENT CALENDAR**

15. Motion to Approve the Minutes of October 17, 2019 Board Workshop Meeting Notes
16. Motion: Acceptance of Financial Report: September 2019
17. Motion to Accept SDIS 2019 Best Practices Survey
18. Motion to Amend the TCTD Business Credit Card policy #3

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**Motion** by Director Huffman 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.  
Director Carlson-Swanson Absent

**ACTION ITEMS**

19. Resolution 19-34 In the Matter of Adopting an Intergovernmental Agreement between TCTD and Tillamook County to Provide a Multimodal Facility in Cloverdale

GM Doug Pilant explained the Resolution to the Board. Legal counsel has reviewed the IGA and are satisfied with the terms. This IGA terminates the 2011 IGA and moves the scope of the project from the Noble Wayside location to the Tillamook County Public Works location. The IGA states the District and County will work together to use the remaining ODOT funding to identify outcomes that meet each parties needs. Director Huffman asked if this just gets this started. Director Adler asked if the GM was aware there are fuel pumps and that there is fencing all around the building. Director Hanenkrat is concerned about the building, grounds and possible pollution, and is there an actual need for a facility in Cloverdale and states he is not in favor of this particular property. Director Huffman asked if there are access to buses. GM Doug Pilant explained this IGA gets both parties to the table to begin developing the project to see what is possible. stated this contract just allows us to get involved and discover what the options may be for the District in regard to this location. ODOT funding will be used for the planning, engineering and construction of this project. Director Adler asked to clarify if this means it's only for this location. Director Huffman asked if law enforcement is still interested in sharing the building. GM reported this IGA moves the project location from the Noble Wayside to the new location. He explained that County Sheriff Department is onboard with the project. Director Carlson-Swanson asked if the law enforcement would pay the expense or would that be on the District expense. GM said he would expect the County to pay its own expenses and that these are details that will be determined as the project moves forward.

**Motion** by Director Edwards to approve Resolution 19-34 In the Matter of Adopting an Intergovernmental Agreement between TCTD and Tillamook County to Provide a Multimodal Facility in Cloverdale. *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 Carlson-Swanson, Huffman,  
Edwards, Adler and Board Chair Judy Riggs.  
Director Hanenkrat voted nay  
Director Holm Absent

20. Resolution 19-35 In the Matter of Adopting the Revised TCTD Staffing Plan



GM Doug Pilant explained the Resolution to the Board. Director Adler asked why there is both an Administrative Assistant, an Office Assistant and if the Finance Supervisor be responsible for the HR tasks? GM Doug Pilant explained the Administrative Assistant will report to the general manager while the Office Assistant will report to the Finance Supervisor. GM explained that ADP has automated many of the HR related functions such as reducing the Finance personnel time from 2 days to 15 minutes to complete payroll. Director Adler asked if Tabatha Welch has an accounting background and if she's onboard with taking on HR responsibilities. GM explained that Tabatha has accounting background experience and that she's onboard with taking on HR responsibilities. Director Huffman stated SDAO has conference workshops available for HR as well.

**Motion** by Director Adler to approve Resolution 19-35 In the Matter of Adopting the Revised TCTD Staffing Plan. *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, Carlson-Swanson, Huffman,  
Edwards, Adler and Board Chair Judy Riggs.  
Director Holm Absent

**DISCUSSION ITEMS**

21. Tillamook County Mobile Clinic – GM Doug Pilant the District has been discussing a plan on the District can provide drivers for the Tillamook County Mobile Clinic. GM said the District would establish a similar arrangement the District has with the Tillamook Cheese Factory shuttle service. Director Huffman asked how many hours they would need. Director Adler asked if the driver will wait with the clinic. GM Doug Pilant said he was unsure about how many hours they would be required and said this will provide part time and sub drivers additional work. The Agreement will be included in the November board meeting for approval. Director Hanenkrat did mention that the GM should ask about their union.

22. Staff Comments/Concerns

GM Doug Pilant: Thanked the Board for being available for meetings and for taking the time to participate at the workshop. He shared a Ronny joke about a dog. Shared with the board that DAR did 104 trips at 94% on-time performance. Brent is working with ODOT on a drug and alcohol audit.

Superintendent Brent Olson: Shared that the District just completed annual training and getting buses ready for winter. Brent shared a small joke.

Accounting Specialist Tabatha Welch: Absent.

NWR Supervisor/Board Clerk Cathy Bond: Shared the pilot program that Care Oregon and NW Rides are working on for the future of the brokerage.

23. Board of Directors Comments/Concerns

Jim Huffman – Shared that Bob Kenny passed on 9/26 and shared a memory of Bob's legacy with the District and his personal experience on behalf of Bob's memorial.

Judy Riggs – Thanked Cathy for the meal before the workshop. Thanked Arla for attending.

Marty Holm – Absent.

Jackie Edwards – None.

Gary Hanenkrat – Wants to see the passenger count for Cloverdale. GM can share some on/off studies at the next meeting.

Linda Adler – She enjoyed the workshop, found it enlightening and looks forward to similar events.

Melissa Carlson-Swanson – Thanked everyone for the workshop, the good food and allowing her to attend by telephone today.

**UPCOMING EVENTS**

Adjournment: Board Chair Riggs adjourned the meeting at 7:55pm.

**These minutes approved this 21<sup>st</sup> day of November, 2019.**

ATTEST:

  
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Judy Riggs, Board Chair

  
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Doug Pilant, General Manager