

Tillamook County Transportation District
Board of Directors Regular Monthly Meeting
Thursday, November 21, 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 6:34pm
2. Pledge of Allegiance
3. Roll Call:

Present

TCTD Board of Directors

Judy Riggs, Board Chair
Gary Hanenkrat, Treasurer
Jim Huffman, Secretary
Marty Holm, Vice Chair
Jackie Edwards, Director
Melissa Carlson-Swanson, Director
Linda Adler, Director

TCTD Staff

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

Absent

None.

Guest

Arla Miller, Regional Transit Coordinator, ODOT Rail & Public Transit
Chris Kell, public
Rich Allm, WHA Insurance

4. Announcements and Changes to Agenda: 1) Remove Action Item Resolution
5. Public & Guest Comments:

Chris Kell said she is really impressed with the transit access project and felt it was put together well.

6. Executive Session – 6:37pm to 7:20pm.

The following motion was made as a result of 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 the terms of the SDIS/Regence healthcare plan as outlined in the TCTD/ATU Memorandum of Understanding dated November 11, 2019. *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, Carlson-Swanson,
Edwards, Adler and Board Chair Judy Riggs.

REPORTS

7. Financial Report: GM Doug Pilant reviewed the October 2019 financial reports. The District will begin receiving property tax monies over the next couple of months. Director Hanenkrat inquired on Item 14843, release of claim. Superintendent Olson explained it was a vehicle incident that the District paid regarding a mirror incident. Directed Huffman asked if the what the attorney fees represented. GM Doug Pilant explained it was for purchase of transit center and a grievance. The transit center deal is being partitioned so the progress is good.

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

YTD Ridership overall has increased 2.6% change over the previous year. The YTD passengers per hour are +4.6%, the cost per trip was +3.8% while the cost per hour was +8.6% and the fare box return was -5.0%.

9. Northwest Oregon Transit Alliance: GM Doug Pilant reviewed the NWOTA meeting agenda, minutes, finance report with the Board.

GM Doug Pilant provided a broad overview of the Northwest Oregon Transit Access Project. Director Huffman asked if there's a timeline for these projects. GM Doug Pilant stated there is no current timeline. Director Adler asked how the buses will turn around at the proposed Pacific City stop. GM Doug Pilant stated the buses already turn around by going around the block from Pine to Alder. GM Doug Pilant explained that the ODOT ADA Class Action Lawsuit required facility projects be designed to meet ADA standards. Arla Miller explained further that if the project can be timed with State projects it will save the District money. She further explained how it relates to the Highway Design Manual and the standards.

GM Doug Pilant provided a broad overview of the NW Connector Marketing Recommendations for FY 2019/20. GM Doug Pilant reported the TCTD and Greyhound interline agreement has been implemented and that 2 passengers used Greyhound tickets to Tillamook in November. NWOTA now has a Facebook page. The other recommendation is to advertise inside of the buses. Trip Planner RFPs are due in the next few weeks. The selected consultant is planned to be approved by the board at the December board meeting. Director Huffman asked about a NWOTA action item regarding a travel options page on the website. GM Doug Pilant isn't sure where the partners are on this item, that it was a "Transportation Options" page but at the end of the day it was agreed to be allowed within the Sunset Empire's webpage for now.

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10. Planning & Development:

- a. Cape Kiawanda – No update
- b. Dial a ride fare policy. District has 1 full year of reliable data for planning. Now focusing on the accuracy of trip purposes.
- c. STIF service delivery alternatives – Consultant is developing onboard surveys for Routes 1,2,4. Hope to complete the survey by Christmas.
- d. No update from Consolidated committee. STF is trending lower than the last projection from December 2018.

11. Grant Funding

- a. ODOT announced new grant funding opportunities. Grants due near the end of January 2020.

12. Facility/Property Management

- a. Building wiring – BMF low voltage wiring project is nearing completion.
- b. Building signage scheduled to be completed and the parking lot signage is in the process of being completed.
- c. Post Office Bus Stop: Waiting for final comments from Hoquarton Interpretive Center. Bus shelter has been. Found a concrete company to do the work. Waiting for City to finalize their piece.
- d. Propane fueling facility. Planning is in progress. The terms of the STIF grant agreement for the propane fueling system is different than past agreements and legal counsel is reviewing before we move forward.

13. NW Ride Brokerage

- a. No additional updates.

14. Miscellaneous

- a. Timber County Class Action Lawsuit. It was announced that the State violating the Timber County agreement and awarded \$1 billion in damages. Governor Brown announced the State is going to appeal.
- b. Mobile Clinic – pulled from agenda while the attorney works on an IGA. Should have further information in December.

Director Huffman noted there's an article in today's Oregonian. Director Hanenkrat asked about if the GM got the passenger number count for Cloverdale. GM Doug Pilant explained that the District does not record unique individuals. He reported that he spoke with several drivers who drive Route 4 and who told him there are approximately 12-15 unique riders boarding or alighting buses in Cloverdale.

CONSENT CALENDAR

15. Motion to Approve the Minutes of October 24, 2019 Board Workshop

16. Motion: Acceptance of Financial Report: October 2019

Motion by Director Holm to adopt the Consent Calendar. *Motion Seconded* by Director Adler. Board Chair Judy Riggs called for further discussion; followed by none, she called for the vote.

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MOTION PASSED

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

ACTION ITEMS

17. None

DISCUSSION ITEMS

18. Strategic Plan – Bill and John want to schedule another session sometime in December from 4:30-5:00pm to approximately 8-8:30pm. He asked when the Board would have availability to meet again. The board agreed to Monday, December 9th @ 4:30pm. During LRTDP Kittelson looked at the Strategic Business Plan. He has included the Tech Memo for the Board to review.

19. Staff Comments/Concerns

GM Doug Pilant: Talked to Ronny but can't remember the joke he wanted to share. Shared his last jury duty experience.

Superintendent Brent Olson: Brent shared a small joke.

Finance Supervisor Tabatha Welch: None.

NWR Manager/Board Clerk Cathy Bond: Reminding Board about holiday party.

20. Board of Directors Comments/Concerns

Jim Huffman – He recommends all the Board attend the SDAO conference as it is a valuable for anyone who is interested and highly recommends the conference. Director Holm agrees and recommends it especially for new board members.

Judy Riggs – Went to County Commissions meeting last week. Had a chance to express some comments the board had regarding the shuttle service and the goal that the District be reimbursed at some point for the services. Commissioner Yamamoto pointed out that it is built into the budget. She said it was a good meeting and she found it very interesting. Also wished everyone a safe and happy Thanksgiving.

Marty Holm – None.

Jackie Edwards – None.

Gary Hanenkrat – None.

Linda Adler – None.

Melissa Carlson-Swanson – Happy Thanksgiving and safe travels next week.

UPCOMING EVENTS

Adjournment: Board Chair Riggs adjourned the meeting at 8:38pm.

These minutes approved this 19th day of December, 2019.

ATTEST:



Judy Riggs, Board Chair



Doug Pilant, General Manager