

**Tillamook County Transportation District**  
Board of Directors Regular Monthly Meeting  
Thursday, December 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  
Gary Hanenkrat, Treasurer  
Jim Huffman, Secretary  
Marty Holm, Vice Chair  
Jackie Edwards, Director  
Melissa Carlson-Swanson, Director  
Linda Adler, Director (Absent)

**TCTD Staff**

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

**Absent**

None.

**Guest**

Chris Kell, public  
Katelynn Sheldon, public  
David McCall, public

4. Announcements and Changes to Agenda: None.
5. Public & Guest Comments: Director Huffman introduced David McCall and congratulated Katelynn Sheldon on coming and working on her senior project.
6. Executive Session – None.

**REPORTS**

7. Financial Report: GM Doug Pilant reviewed the November 2019 financial reports. District is 42% through the Fiscal Year.

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Director Huffman asked about Crissy's Cleaning Service. GM Doug Pilant explained it was contract work for bus cleaning and building maintenance.

Director Carlson-Swanson asked about Trillium Solutions and what it represents. GM Doug Pilant stated this expense was for the Marketing Analysis that Trillium had conducted of all 5 agencies back in October.

Director Huffman asked about the Bryan Fitzsimmons charges. GM Doug Pilant stated it was for financial support with Accounting Specialist and Abila. This helps pre-emp the audit.

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

YTD Ridership overall has increased 2.0% change over the previous year. The YTD passengers per hour are +3.6%, the cost per trip was +5.2% while the cost per hour was +9.0% and the fare box return was -7.1%.

Director Huffman asked if the increase in minimum wage will affect cost per hour. GM Doug Pilant said it will not since all the drivers are above the proposed minimum wage.

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

Director Hanenkrat asked if CC Rider is going to be able to make their share of the partnership payment. GM Doug Pilant stated that remains to be determined. Director Huffman asked if Sunset is getting their Portland service started and will the passes still work. GM Doug Pilant stated they are working through that service currently and the passes will still work. Director Huffman asked Worksource and their role. Director Carlson-Swanson explained the role of Worksource. GM Doug Pilant discussed the marketing plan with the Board. Board Chair Riggs asked if NWOTA would be interested in advertising on The Breeze. GM Doug Pilant said they are a private company and NWOTA isn't part of that network. Director Huffman asked if Arla Miller of ODOT will help with NWOTA goals. GM Doug Pilant stated yes, it's her job.

#### 10. Planning & Development:

- a. Cape Kiawanda – No update
- b. Dial-A-Ride – No update
- c. Deviated Fixed Route – Nelson Nygaard is conducting an analysis on current route deviations, reviewing the existing policy and documenting the District's ADA responsibilities.
- d. STIF Plan – Onboard surveys will be conducted in January.

#### 11. Grant Funding

- a. STIF: Working on grants, including Ecolane. Director Holm asked how much IVR will be used? GM Doug Pilant stated it's a package of communication that can be used in all features.
- b. STF:

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12. Facility/Property Management

- a. Transit Visitor Center – purchase should close in February.
- b. Building wiring – Now working on training room, dispatch and additional work stations.
- c. Building signage – parking lot signage is the final piece.
- d. Post Office Bus Stop: No updates.
- e. Propane fueling facility. ODOT is reviewing grant agreement. GM Doug Pilant is working with Arla Miller on this project.

13. NW Ride Brokerage

- a. Delegate agreement modification has been included for adoption later in the meeting. The Brokerage Manager is preparing the debt forgiveness documents to close out that piece of the original delegate agreement.

14. Miscellaneous

- a. Mobile Clinic – Legal counsel and health department haven't connected yet.
- b. CBA – There are a few articles are still open. Will likely meet in February 2020.

**CONSENT CALENDAR**

15. Motion to Approve the Minutes of November 21, 2019 Board Workshop
16. Motion: Acceptance of Financial Report: November 2019
17. Motion to Accept 2020 Board Meeting Calendar
18. Motion to Accept FY 2020-21 Budget Calendar
19. Motion to Adopt Policy #12 TCTD Drug & Alcohol Policy
20. Motion to Authorize the GM to Execute a MOU between TCTD, Adventist Health and D. Rivers LLC to Park a District vehicle at Bayshore Clinic

GM Doug Pilant noted correction to minutes whereas Melissa Carlson-Swanson attended in person. The correction has been made to the minutes to sign.

Superintendent Brent Olson shared onsite ODOT Drug & Alcohol audit. The auditors requested that the District's D&A policy was no longer relevant. There is a relevant D&A policy on the consent calendar for approval. Director Hanenkrat asked what the reference to Pg. 37, item 2 and Attachment A are not consistent. Maintenance personnel need to be added to Attachment A. It will be corrected to include maintenance personnel in Attachment A. Director Hanenkrat asked if all employees are tested. GM Doug Pilant stated only safety-sensitive employees are random tested.

Director Holm suggested starting board meetings at 6pm. Director Huffman would not like to start at 6pm because he's out of town a lot and the Directors are public at large and can live anywhere in the County. Director Hanenkrat doesn't care about the time either way. Director Edwards and Carlson-Swanson is supportive of either time. Staff is fine with whatever the Board decides.

The Board is in adopting the Board Calendar with a change of the board meeting time from 6:30pm to 6:00pm for 2020.

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**Motion** by Director Holm to adopt the Consent Calendar, with noted change to Board 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, and Board Chair Judy Riggs.  
Director Adler absent.

**ACTION ITEMS**

21. Resolution 19-36 In the Matter of Adopting the TCTD Administrative Employee Compensation Plan

Director Huffman asked if the Transit Center CSR position will meet minimum wage scale. GM Doug Pilant stated it does meet those standards.

Director Holm asked if this is the same list of adopted positions from September board meeting. GM Doug Pilant stated this represents all positions. The new positions being created are Finance Supervisor, Office Assistant and Transit Center CSR.

**Motion** by Director Holm to adopt Resolution 19-36 In the Matter of Adopting the TCTD Administrative Employee Compensation Plan. *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, and Board Chair Judy Riggs.  
Director Adler absent.

22. Resolution 19-37 In the Matter of Authorizing the GM to Purchase a Ford Transit van from Schetky NW

Director Huffman asked if the vans are the same size as current vans. GM Doug Pilant explained the specifications for the vans. Director Hanenkrat asked if it would have a power door and 12 additional tires. GM Doug Pilant stated the door is electric and the tires were not purchased because it was over budget.

**Motion** by Director Huffman to approve Resolution 19-37 In the Matter of Authorizing the GM to Purchase a Ford Transit van from Schetky NW. *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,  
Edwards, and Board Chair Judy Riggs.  
Director Adler absent.

23. Resolution 19-38 In the Matter of Authorizing the GM to Execute a Personal Services Agreement with Trillium Solutions to Update the NWOTA Website

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Director Huffman asked if this was all grant money. GM Doug Pilant confirmed that it being paid with grant funding.

**Motion** by Director Huffman to authorize Resolution 19-38 In the Matter of Authorizing the GM to Execute a Personal Services Agreement with Trillium Solutions to Update the NWOTA Website. *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, and Board Chair Judy Riggs.  
Director Adler absent.

24. Resolution 19-39 In the Matter of Authorizing the GM to Amend the Terms of the TCTD and Care Oregon Delegate Agreement

Board Chair Riggs pointed out a date typo on 2<sup>nd</sup> page, item 3 to March 31, 2020. Director Holm asked about the terms and contract needs that protect the District. GM Doug Pilant explained that it is driven by the OHA. Director Huffman asked further about how the program works. Director Hanenkrat and Huffman are also concerned about making sure the District's protected. The Board will have the final approval of the more permanent contract.

**Motion** by Director Holm to authorize Resolution 19-39 In the Matter of Authorizing the GM to Amend the Terms of the TCTD and Care Oregon Delegate Agreement. *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,  
Edwards, and Board Chair Judy Riggs.  
Director Adler absent.

**DISCUSSION ITEMS**

25. Staff Comments/Concerns

GM Doug Pilant: Doug shared a joke about sharks. Ronny Fox made an appearance at the Holiday party regarding his invitation.

Superintendent Brent Olson: Question regarding the consent calendar, was a motion made. It was confirmed that a motion was made and approved. Shared his son's experience at the barber.

Finance Supervisor Tabatha Welch: None.

NWR Manager/Board Clerk Cathy Bond: Thanked the Board for coming to the holiday party.

26. Board of Directors Comments/Concerns

Jim Huffman – Previous board member Pat Patterson had a birthday today and is 96 today. He shared a story about Pat and his experience as a lighthouse tender and how special the train in Garibaldi is to Pat.

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Judy Riggs – Thought the holiday party was fantastic and enjoyed everyone, especially the sweater of the Employee of the Year Daniell Amaya. Director Huffman gave a round of applause for Daniell Amaya as employee of the year. Merry Christmas to all.

Marty Holm – Merry Christmas to everyone.

Jackie Edwards – Thanked the staff for the holiday party.

Gary Hanenkrat – None.

Linda Adler – Absent.

Melissa Carlson-Swanson – Also agreed with Jackie that the holiday party was amazing and also got a sense that employees love working at the District.

**UPCOMING EVENTS**

Adjournment: Board Chair Riggs adjourned the meeting at 7:38pm.

**These minutes approved this 23<sup>rd</sup> day of January, 2020.**

ATTEST:

  
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Judy Riggs, Board Chair

  
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Doug Pilant, General Manager