

Tillamook County Transportation District
Board of Directors Regular Monthly Meeting
Thursday, January 23, 2020 – 6:00PM
Transportation Building
3600 Third Street, Tillamook, OR
Meeting Minutes



1. Call to Order: Board Chair Judy Riggs called the meeting to order at 6:00pm
2. Pledge of Allegiance
3. Roll Call:

Present

TCTD Board of Directors

Judy Riggs, Board Chair
Marty Holm, Vice Chair
Linda Adler, Treasurer
Gary Hanenkrat, Director
Jim Huffman, Secretary (arrived at 6:15pm)
Jackie Edwards, Director
Melissa Carlson-Swanson, Director

TCTD Staff

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

Absent

None

Guest

San SunOwen, Director Care Oregon
Chris Kell, public
Kathy Klelzek, Transportation Options Specialist, NW Transportation Options/SETD

4. Announcements and Changes to Agenda: 1) Add San SunOwen, Care Oregon; 2) Remove Resolution 20-02 In the Matter of Authorizing the GM to Execute a Oregon Transportation Infrastructure Loan (OTIB) Between the District and ODOT.
5. Public & Guest Comments:

Kathy Klelzek introduced herself and explained her role as the NW Transportation Options Specialist for Clatsop, Tillamook and Columbia counties.

6. San SunOwen, Director of Transportation & Strategic Partnerships of Care Oregon updated the Board on the status of the contractual relationship between the Oregon Health Authority (OHA) and the CPCCO. San further explained the purpose for the terms of the delegate agreement on the agenda being considered for approval. Director Holm asked why the contract terms have been one year or less. San SunOwen explained this is due to the new proposed brokerage operations standards being promoted by OHA. San explained that Care Oregon is still negotiating these requirements and that it makes sense to only have one-year agreements until the differences have been resolved. The new annual terms are also desirable to build-in a regular review process of the contracts to make timely revisions. The term is not indicative of CPCCO's commitment to the partnership. San SunOwen will follow up with legal counsel to see if they can consider term changes verbiage to help build confidence in the relationship.
7. Executive Session – None.

REPORTS

8. Financial Report: GM Doug Pilant reviewed the December 2019 financial reports. District has now completed 50% of the Fiscal Year. NW Rides will result in a supplemental budget later in this fiscal year. Director Adler asked if the professional services is for the union negotiations. GM Doug Pilant stated it is for union. Director Huffman asked if the union negotiations were near completion. GM Doug Pilant stated he would share that information later in his GM report.
9. Service Measure Performance Report: GM Doug Pilant reviewed performance measures with the Board.

System-wide YTD Ridership is up 4.3% over the previous year. The YTD passengers per hour are +3.7%, the cost per trip was +6.8% while the cost per hour was +10.8% and the fare box return was -8.1%.

10. Northwest Oregon Transit Alliance: GM Doug Pilant reviewed the NWOTA meeting agenda, minutes, finance report with the Board. He shared the marketing campaign for advertising on buses. They are planning to discuss website implementation at the February meeting.
11. Planning & Development:
 - a. Cape Kiawanda Master Plan – None.
 - b. Nelson Nygaard working on analysis of the Deviated Fixed Route policy and procedures and reviewing to confirm the District's required ADA requirements.
 - c. STIF Plan Onboard Survey will be completed in the next few weeks.
 - d. Pacific Coast Bike Plan – ODOT has scheduled a listening and observing meeting planned in February.
12. Grant Funding
 - a. STIF/STF Consolidation: None
 - b. STIF Formula: None
 - c. STP discretionary grant due March 3rd.

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.

- d. Section 5339 Grant submitting for a couple expansion buses. Director Huffman asked what expansion buses would be used for? GM Doug Pilant explained that they are additions to the fleet, not to the service.

13. Facility/Property Management –

- a. Transit Visitors Center – Shared the recently completed plat map and reported the survey and partitioning process is complete. The plat map document has been sent to the Tillamook County Planning Department and when they complete their process the District can complete the purchase of the TVC. The District should receive the OTIB loan documents next week. The District's loan was approved for 1.7% interest rate. Hopefully all documents will be ready for the February board meeting. Director Adler asked if this includes the alley. GM Doug Pilant stated it does include the alley.
- b. Low Voltage Project – Scheduled to complete the dispatch and additional employee workstations projects. Last project will be upgrading the Training Room.
- c. Building Signage Project has been scheduled to be completed in the next few weeks.
- d. Post Office Bus Stop: Waiting for easement. Director Adler shared that the Cloverdale post office had a tree fall down.
- e. Propane Fueling Station: In the next month will schedule legal counsel to review the ODOT grant agreement to provide an implementation plan.

14. NW Ride Brokerage

- a. Delegate Agreement later in the meeting.

15. Miscellaneous

- a. Board Training – SDAO said they could schedule continuation of board training on March 19th. Proposed to do the board training from 5-6, then continue with the board meeting at 6pm. Board members were agreeable to scheduling the training.
- b. Union Negotiations – No meetings currently scheduled. The District's labor attorney Akin Blitz has returned from his vacation will prepare a counter proposal. Director Hanenkrat asked if the District was replacing the labor attorney. GM Doug Pilant explained that as he had previously reported is that Akin announced he was planning to retire this year and that we'd discuss a transition plan in the near future. Director Huffman asked if the health benefit package was approved. GM Doug Pilant confirmed that benefits have been agreed upon and implemented.
- c. Greyhound Interline Agreement: Agreement has been implemented and exceeding expectations.
- d. Amtrak Interline Agreement: The District's legal counsel and SDAO reviewed the contract and have sent a draft contract to Amtrak for consideration.

CONSENT CALENDAR

16. Motion to Approve the Minutes of December 9, 2019 Board Workshop

17. Motion to Approve the Minutes of the December 19, 2019 Regular Board Meeting

18. Motion to Accept Financial and Operations Reports: December 2019

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19. Motion to Appoint Tabatha Welch as FY 2020-21 Budget Officer

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.

MOTION PASSED

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

ACTION ITEMS

20. Resolution 20-01 In the Matter of Authorizing the GM to Execute a Delegate Agreement Between the District and Care Oregon

GM Doug Pilant explained the Resolution to the Board.

Motion by Director Holm to approve Resolution 20-01 Authorizing the GM to Execute a Delegate Agreement Between the District and Care Oregon and Business Associate Agreement. *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, Director Carlson-Swanson Edwards, Adler and Board Chair Judy Riggs.

DISCUSSION ITEMS

21. Staff Comments/Concerns

GM Doug Pilant: Today is his 8-year anniversary and one of his favorite things about board meeting is the Pledge of Allegiance.

Superintendent Brent Olson: Good to see everybody.

Accounting Specialist Tabatha Welch: She is excited about the new ID process and made ID badges for all staff as well as Board members. Directors asked how to get ID badges for their dependents. She told them they can just send a picture of their dependents and she will prepare ID for them.

NWR Supervisor/Board Clerk Cathy Bond: Thanked the Board for approving CPCCO Delegate Agreement and appreciates their support of the NW Rides program.

22. Board of Directors Comments/Concerns

Jim Huffman – Was on planning committee for SDAO conference and wants to know how many are coming. Asked how many members received mailings. He believes it is important that all members get signed up to received SDAO information by mail so they know about trainings and conferences.

Judy Riggs – She was excited to learn in the news that Central Oregon is adding Saturday bus service. Thanked Tabatha for the “VIP” pass and her congratulations on new position as budget officer.

Marty Holm – Thanked Doug for having San SunOwen at the board meeting.

Jackie Edwards – Thanked Tabatha for the ID and congratulations on the budget officer position.

Gary Hanenkrat – None.

Linda Adler – Look forward to working with everyone in the new year.

Melissa Carlson-Swanson – Thankful for non-medical transportation and for purchase of the TVC and the importance of all those things within the community.

UPCOMING EVENTS

Adjournment: Board Chair Riggs adjourned the meeting at 7:00pm.

These minutes approved this 20th day of February 2020.

ATTEST:



Judy Riggs, Board Chair



Doug Pilant, General Manager