

Tillamook County Transportation District
Board of Directors Regular Monthly Meeting
Thursday, February 20, 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 6:02pm
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
Cathy Bond, NW Rides Brokerage Manager/Board Clerk
Tabatha Welch, Accounting Specialist

Absent

Melissa Carlson-Swanson, Director

Guest

Arla Miller, Regional Transit Coordinator, ODOT Rail & Public Transportation Division

4. Announcements and Changes to Agenda: 1) Add Executive Session for Labor Negotiations; and 2) Removed Discussion Item regarding Deviated Fixed Route.
5. Public & Guest Comments:

None.
6. Executive Session for Performance Evaluation, ORS 192.660(2)(i) – 6:04pm to 6:34pm
7. Executive Session for Labor Negotiations, ORS 192.660(2)(d) – 6:36pm to 7:00pm

There were no motions as result of executive sessions.

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.

REPORTS

8. Financial Report: GM Doug Pilant reviewed the January 2020 financial reports. The District has now completed 58% of the Fiscal Year. Director Adler asked if the District resources would increase. GM Doug Pilant stated yes, and that in the next few months we'd be taking delivery of 5 buses and we'd be requesting grant reimbursement from ODOT. Director Huffman asked if buses are being replaced. GM Doug Pilant explained that 4 of the new buses are replacements and that 1 bus would be an expansion bus to support new services. Next month the Board will receive a supplemental budget to accommodate the increase in NW Rides resources and expenses. Director Huffman asked about a computer support expenses. GM Doug Pilant explained the expenses are for computer support and the purchase of a new work station for one of the two new staff being hired. Director Huffman asked if the District was affected by the recent cyber-attack on Tillamook County. GM Doug Pilant explained that Genxsys increased District protection and has discussed a staff training program. Director Holm strongly suggested the District plan for a cyber security audit for next year's budget to protect the District. Marty said he'd share information with the District on what PUD is doing. Director Adler stated Marie Mills performs these audits/fishing testing and will share some information as well.
9. Service Measure Performance Report: GM Doug Pilant reviewed performance measures with the Board.

YTD Ridership overall is up 3.6% over the previous year. The YTD passengers per hour are +3.6%, the cost per trip was +13.5% while the cost per hour was +17.6% and the fare box return was -14.1%. GM Doug Pilant stated he attributes growth and stabilization on the local routes due to the low-income bus pass program that was implemented.

Director Hanenkrat noted an error on page 20, last entry of each section should read January 20, not December 20.

10. Northwest Oregon Transit Alliance: GM Doug Pilant reviewed the NWOTA meeting agenda, minutes, finance report with the Board. Director Hanenkrat asked about a note on Page 27 regarding issues with CCR that would be discussed with TCTD Board. GM Doug Pilant shared that CCR is having financial struggles and that NWOTA will discuss the next year's budget in the upcoming meetings. GM Doug Pilant explained to the Board the NWOTA IGA bylaws do allow for a contingency plan if a partner is struggling. Director Huffman asked if Sunset started their inter-city service. GM Doug Pilant explained that Sunset started their new service on February 3rd. Arla Miller shared information about reduced services, contractor cost requirements, and plans for what CCR can do to support the services. ODOT is working with CCR to assist them in hopes of not closing down those services. This issue is still being worked on between CCR and ODOT and too soon to know for sure what the outcome will be for CC Rider. Director Huffman asked if Yamhill County is interested in the alliance. GM Doug Pilant stated that NWOTA is not currently discussing this with Yamhill County. GM Doug Pilant reported the Committee also discussed the website implementation, trip planner and gtfs-flex technology. The gtfs-

flex will allow riders to schedule our demand response services. Marketing plan kicks off early March.

11. Planning & Development:

- a. Cape Kiawanda Master Plan – County has begun implementation. The District is recommended as a member for the parking advisory committee.
- b. Nelson Nygaard continues working on analysis of the Deviated Fixed Route policy and procedures and looking at the District's ADA requirements. May be able to share at next months' board meeting.
- c. STIF service alternative plan. Surveys are ongoing.

12. Grant Funding – all planned grant applications were complete and submitted.

- a. STIF/STF Consolidation: No report
- b. STIF Formula: No report

13. Facility/Property Management –

- a. Transit Visitors Center – OTIB loan documents have been included in the agenda to be approved. Still waiting for documents from the Tillamook County planning department.
- b. Low Voltage Project – Upgrading the training room is the last project for this year
- c. Building Signage Project – Final project has been scheduled to be completed
- d. Post Office Bus Stop: The new shelter has been delivered and the County completing their portion of the easement
- e. Alternative Fuel option – Legal review of the grant was completed and a project workplan was established. Currently in procurement for consultant on how to complete project. Planning to bring a planning and engineering contract to the Board in March for approval.

14. NW Ride Brokerage

- a. Preparing a Supplemental budget and public hearing for the March 19th Board meeting.

15. Miscellaneous

- a. Board Training – Training confirmed for March 19th starting at 5pm.
- b. Union Negotiations – No report
- c. County Mobile Clinic – Prepared a draft IGS and now awaiting feedback from the County
- d. County Communication Network – The county continues to work on the County-wide communication plan.
- e. NW Act communication subcommittee – Working on cell coverage on Hwy 6.
- f. Greyhound Interline Agreement – amending for Salem to LC service.
- g. Amtrak Interline Agreement – the District reviewed the contract and then sent their concerns to Amtrak for consideration. Still waiting for feedback from Amtrak to resolve liability insurance issues.

CONSENT CALENDAR

16. Motion to Approve the Minutes of the January 23, 2020 Regular Board Meeting

17. Motion to Accept Financial and Operations Reports: January 2020

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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.
Director Carlson-Swanson Absent

ACTION ITEMS

18. Resolution 20-02 In the Matter of Authorizing the General Manager to Execute an Application for Financial Assistance from the Oregon Department of Transportation Infrastructure Bank to Finance the Purchase of the Transit Visitor Center

GM Doug Pilant explained the Resolution to the Board.

Motion by Director Huffman to approve Resolution 20-02 In the Matter of Authorizing the General Manager to Execute an Application for Financial Assistance from the Oregon Department of Transportation Infrastructure Bank to Finance the Purchase of the Transit Visitor Center. *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.
Director Carlson-Swanson Absent

DISCUSSION ITEMS

19. Staff Comments/Concerns

GM Doug Pilant: This week had a surprise visit from the former Director of the City of Newberg Library, Leah Griffith. Leah was his former board president of YCTA. Shared that Ronny Fox is signing up for auctioneering school. Where was everyone 40 years ago. USA won the Olympic gold medal in hockey against Russia.

Superintendent Brent Olson: None.

Accounting Specialist Tabatha Welch: None.

NWR Brokerage Manager/Board Clerk Cathy Bond: None.

20. Board of Directors Comments/Concerns

Jim Huffman – Best SDAO conference he has been to and is on the planning committee for next year and thinks everyone should go.

Judy Riggs – Crab races coming up in March 15th to the 16th. The Garibaldi Crab Races will be on TV March 12th with “On the Go with Joe”.

Marty Holm – None.

Jackie Edwards – None.

Gary Hanenkrat – None.

Linda Adler – None.

Melissa Carlson-Swanson – Absent.

UPCOMING EVENTS

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Board Training on March 19th at 5 PM in the TCTD Training Room.

Adjournment: Board Chair Riggs adjourned the meeting at 7:54pm.

These minutes approved this 19th day of March, 2020.

ATTEST:



Judy Riggs, Board Chair



Doug Pilant, General Manager