1. Call to Order: Board Chair Judy Riggs called the meeting to order at 6:29pm

2. Pledge of Allegiance

3. Roll Call:
   **Present**
   **TCTD Board of Directors**
   Judy Riggs, Board Chair
   Marty Holm, Vice Chair
   Gary Hanenkraft, Treasurer
   Jim Huffman, Secretary
   Jackie Edwards, Director
   Melissa Carlson-Swanson, Director

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

   **Absent**
   None.

   **Guest**
   Chris Kell, public
   Linda Adler, public

4. Announcements and Changes to Agenda: None.

5. Public & Guest Comments: None.

6. PUBLIC HEARING to receive public comments regarding the proposed Dial-A-Ride fare rate increase. Hearing opened at 6:30pm. No public comments. Hearing closed at 6:30pm.

**GENERAL MANAGER REPORT**

7. Financial Report: GM Doug Pilant reviewed the April 2019 financial reports. The District is 83% through the Fiscal Year while personnel is 74%, vehicle expenses is at 93% and fuel at 87%.

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8. Service Measure Performance Report: GM Doug Pilant reviewed performance measures with the Board. YTD Ridership overall has increased 4.0% change over the previous year. The YTD passengers per hour are +0.3%, the YTD cost per trip is -5.0%, the YTD cost per hour is -5.3% and the YTD fare box return is -1.7%.

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

10. Statewide Transportation Improvement Fund (STIF): The District received its first STIF payment in the amount of $164,875, which is above the TCTD STIF Plan's 130% budget of $134,800.

11. Planning & Development: None

12. Grant Funding - ODOT grants later in meeting to Amend inter-city grant agreement. Director Huffman asked if there are 2 inter-city services. GM Doug Pilant confirmed that there are 2. Director Holm asked if we are receiving funds from the payroll tax. GM Doug Pilant stated approximately 90% of the transit funds are returned to Tillamook County. He stated he would verify and let the Board know if his estimate is incorrect. ODOT receives their portions before disbursement. Director Huffman asked if other Directors can attend the next OTA conference to understand grant better. GM Doug Pilant stated all Directors can come and he encouraged them to attend.

13. Facility/Property Management:
   a. Transit Visitors Center – GM Doug Pilant will have a lease extension later in meeting. Current contract expires November 2019. District is required to give 180 days’ notice of intent to renew. Director Hanenkrat asked about maintenance costs. GM Doug Pilant stated the District is required to cover all maintenance.
   b. Post office bus stop – Working on stop at the post office.
   c. Janitorial and Landscaping Contracts – are on agenda to be adopting later in meeting.

14. Miscellaneous:
   a. NW Rides Brokerage
      i. Ecolane – Sunset is up and running. Director Huffman asked if Brent Olson helped them. He said yes.
      ii. Volunteer Driver Program – Staff is beginning a process to take over the DHS volunteer program. Successfully completed the next quarter true up mid-April and expecting funds within a week. Plans to add the DHS volunteers to NW Rides by the next fiscal year.
   b. Dial-A-Ride Fare Policy. Fare will increase from $1.50 to $2.00 for discounted fares and from $3 to $4 for regular fares. Going into effect July 1st. Will bring fare policy to June board meeting.
   c. Collective Bargaining Meeting – Next meeting scheduled at the District on July 30th and 31st.

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CONSENT CALENDAR
15. Motion: Approval of Minutes of April 18, 2019 Regular Board Meetings
17. Motion to Amend TCTD Public Records Policy No. 20
18. Motion Authorizing GM to Execute Letter of Intent to Exercise the Option to Renew Transit Visitor Center Lease for an additional 10-years

Motion by Director Holm to adopt the Consent Calendar, with noted corrections to the minutes. 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 Edwards, Hanenkrat, Holm, Huffman, Carlson-Swanson and Board Chair Judy Riggs.
Position 5 vacant.

ACTION ITEMS
19. Resolution 19-05 In the Matter of Authorizing the GM to Enter into a Janitorial Services Agreement with Chrissy’s Cleaning Services for the TCTD Administrative Building

GM Doug Pilant discussed the Resolution with the Board. Director Holm asked about the differences between Resolutions 19-05 & 19-06. GM Doug Pilant shared that there are two separate duties of cleaning now that there are more people in the building.

Motion by Director Huffman to approve Resolution 19-05 In the Matter of Authorizing the GM to Enter into a Janitorial Services Agreement with Chrissy’s Cleaning Services for the TCTD Administrative Building. 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 Edwards, Hanenkrat, Holm, Huffman, Carlson-Swanson and Board Chair Judy Riggs.
Position 5 vacant.

20. Resolution 19-06 In the Matter of Authorizing the GM to Execute a Janitorial Services Agreement with Marie Mills Center for the TCTD Administrative Building

GM Doug Pilant discussed the Resolution with the Board.

Motion by Director Holm to approve Resolution 19-06 In the Matter of Authorizing the GM to Execute a Janitorial Services Agreement with Marie Mills Center for the TCTD Administrative Building. 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 Edwards, Hanenkrat, Holm, Huffman, Carlson-Swanson and Board Chair Judy Riggs.
Position 5 vacant.

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21. Resolution 19-07 In the Matter of Authorizing the GM to Execute a Janitorial Services Agreement with Marie Mills Center for the Downtown Transit Visitor Center

GM Doug Pilant discussed the Resolution with the Board.

**Motion** by Director Carlson-Swanson to Resolution 19-07 In the Matter of Authorizing the GM to Execute a Janitorial Services Agreement with Marie Mills Center for the Downtown 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 Edwards, Hanenkrat, Holm, Huffman, Carlson-Swanson and Board Chair Judy Riggs.

Position 5 vacant.

22. Resolution 19-08 In the Matter of Authorizing the GM to Enter into a Landscaping Services Agreement with North Coast Lawns

GM Doug Pilant discussed the Resolution with the Board.

**Motion** by Director Huffman to Resolution 19-08 In the Matter of Authorizing the GM to Enter into a Landscaping Services Agreement with North Coast Lawns. **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 Edwards, Hanenkrat, Holm, Huffman, Carlson-Swanson and Board Chair Judy Riggs.

Position 5 vacant.

23. Resolution 19-09 In the Matter of Authorizing the GM to Enter into a Personal Services Agreement with Col-Pac Economic Development District for NWOTA Administrative Support Services

GM Doug Pilant explained Resolution 19-09 with the Board. Director Holm asked why TCTD is approving Col-Pac contract. GM Doug Pilant explained that TCTD is the fiscal agent for NWOTA and has the authority to execute contracts. Director Holm asked if it would be possible in the future for them to adopt their own contracts. GM Doug Pilant explained the NWOTA partners do not support an independent NWOTA agency and will only support an IGA where a local agency assumes fiscal agent responsibilities.

**Motion** by Director Huffman to Resolution 19-09 In the Matter of Authorizing the GM to Enter into a Personal Services Agreement with Col-Pac. **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 Edwards, Hanenkrat, Holm, Huffman, Carlson-Swanson and Board Chair Judy Riggs.

Position 5 vacant.

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24. Resolution 19-10 In the Matter of Authorizing the GM to convert two (2) part-time dial-a-ride driver positions to two (2) fulltime dial-a-ride driver positions

GM Doug Pilant reviewed the Memo to the Board explaining the purpose of the Resolution. Resolution 19-10 implements the TCTD STIF action plan to provide full time driver positions for North and South County. Director Hanenkrat noted an error in the wherefores that needed to be corrected to 2 full time. Director Holm asked if the STIF money calls all the expense of increased positions. GM Doug Pilant explained the District already funds part-time positions where the drivers are actually working fulltime shifts. He explained that STIF funds would be funding the benefits for these positions to be fulltime positions. Director Huffman said the volunteer program should not be lost in this process. GM Doug Pilant stated the District is always looking to recruit volunteers.

Motion by Director Holm to Resolution 19-10 In the Matter of Authorizing the GM to convert two (2) part-time dial-a-ride driver positions into two (2) fulltime dial-a-ride driver positions, with noted correction. 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 Edwards, Hanenkrat, Holm, Huffman, Carlson-Swanson and Board Chair Judy Riggs.
Position 5 vacant.

25. Resolution 19-11 In the Matter of Authorizing the GM to Amend ODOT Section 5311(f) Grant Agreement No. 31972 to support Intercity Services

Motion by Director Holm to Resolution 19-11 In the Matter of Authorizing the GM to Amend ODOT Section 5311(f) Grant Agreement No. 31972 to support Intercity Services. 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 Edwards, Hanenkrat, Holm, Huffman, Carlson-Swanson and Board Chair Judy Riggs.
Position 5 vacant.

26. Resolution 19-12 In the Matter of Authorizing the GM to Execute ODOT Section 5311 Grant Agreement No. 33435 to support rural public transit services

GM Doug Pilant discussed the Resolution with the Board. Director Huffman asked if we are getting buses with this. GM Doug Pilant stated this grant only covers operations.

Motion by Director Huffman to Resolution 19-12 In the Matter of Authorizing the GM to Execute ODOT Section 5311 Grant Agreement No. 33435 to support rural public transit

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services. 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 Edwards, Hanenkrat, Holm, Huffman, Carlson-Swanson and Board Chair Judy Riggs.
Position 5 vacant.

**DISCUSSION ITEMS**
27. SDAO Board Assessment – Scheduled for July 18, 2019 for 4:30pm, followed by a meal and board meeting. Director Huffman asked if the Directors could receive a copy of the strategic plan for the meeting. GM Doug Pilant agreed to have the strategic plan available.

28. Staff Comments/Concerns
   GM Doug Pilant: Told a joke that he said Ronny would appreciate and share with the Board.
   Superintendent Brent Olson: None.
   Accounting Specialist Tabatha Welch: None.
   NWR Supervisor/Board Clerk Cathy Bond: None.

29. Board of Directors Comments/Concerns
   Jim Huffman – He hoped to be back again someday.
   Judy Riggs – None.
   Marty Holm – Is budget meeting on May 30, 2019 at 6 or 6:30pm. GM Doug Pilant confirmed 6:30pm
   Jackie Edwards – None.
   Gary Hanenkrat – None.
   Melissa Carlson-Swanson – None.

**UPCOMING EVENTS**
Parade and Fair calendar attached to Agenda.

Adjournment: Board Chair Riggs adjourned the meeting at 7:14pm.

These minutes approved this 20th day of June, 2019.

ATTEST:

Judy Riggs, Board Chair

Doug Pilant, General Manager

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