

**Tillamook County Transportation District**  
Board of Directors Regular Monthly Meeting  
Thursday, March 16, 2023 – 6:00PM  
Transportation Building  
3600 Third Street, Tillamook, OR  
**Meeting Minute**



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

**Present**

**TCTD Board of Directors**

Mary Johnson, Board Chair (Zoom)  
Gary Hanenkrat, Treasurer  
Linda Adler, Secretary  
Marty Holm, Director  
Jackie Edwards, Director

**TCTD Staff**

Brian Vitulli, General Manager  
Mike Reed, Operations Superintendent (Zoom)  
Cathy Bond, Finance Supervisor  
Natalie Zuercher, Admin Assistant/Board Clerk  
Jules Hooter, Brokerage Manager

**Guest**

Arla Miller, ODOT  
Kathy Kleczek, NWTO  
San SunOwen, CARE Oregon  
Jim Heffernan, Citizen

4. **Announcements and Changes to Agenda:** GM Vitulli announced the following changes to the agenda:  
Moving the General Managers Report to "State of the District Report".  
  
Moving Consent Item #17 to an Action Item.

5. **Public & Guest Comments:** None

6. **Executive Session:** None

**STATE OF THE DISTRICT REPORT**

7. **Financial Report:** FS Bond gave the following up-to-date financial report:  
Financials are split into two items pages #1-5 which is credit card statement and page #67.

*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.*

Did not do February Financials because of late invoicing and fuel report. Talked with Treasurer about this.

58% through the fiscal year.

Not received grant funding yet, hopeful it will be provided next month. Received formula but not grant reimbursement. Will help increase resources when received.

Dir. Adler asked about Tillamook Lodging Tax. FS Bond replied just renovation of the Transit Center but no reimbursement yet.

Dir. Adler asked about Pacific City payment. FS Bond said you will see this on next month's financials. \$25,000 for the summer, county pays for it. Dir. Hanenkrat added he believes it's TLT funds. Invoice was sent out at last meeting.

Tribe billing was late because we didn't know how to get numbers for Route 60/70X. It took us a while to get what's needed.

Payroll services are low.

Total expenses for year is 33%. All invoicing as far as we know.

Almost exactly hit resources with NWR (Northwest Rides).

Above purchase on reimbursement, a little bit over budget. Has a true partnership with CARE Oregon because they replace that money.

Have Umpqua Bank signature cards with me. Everyone here can sign cards tonight. Ryan, Umpqua Branch Manager apologized for the delay. This was just to remove Mike as IGM (Interim General Manager) and add Brian as GM (General Manager). There was miscommunication on this because of unknown process.

**8. Service Measure Performance Report:** GM Vitulli gave the following update:

Little change from December to January on page #6. Operating costs per hour decreased which is good news.

On page #7 you will see at the bottom that the percent change is trending in the right direction with PPO and CPH. PPH are increasing over 13%.

Our big service change started in January. Hopefully we will start to see the impacts of this in the April report. Interested to see what these numbers look like.

On page #8 ridership breakout for all services. Generally, ridership did improve. Route 2 is down from January 2022 to now. Dir. Adler added we reduced number of trips on Route 2.

Dir. Holm asked if there's a different way to view this information. GM Vitulli said these are good metrics to look at to track performance. Looking to present performance data using data visualization in the future. Historic trendlines will be easier to interpret.

**9. Northwest Oregon Transit Alliance:** GM Vitulli gave the following update:

GM Vitulli said he was not at last week's NWOTA meeting but the Alliance discussed potentially offering NWOTA passes to sell on Token Transit.

**10. NW Ride Brokerage:** BM Hooter ceded her time in the place of agenda item #17 – 2023 CPCCO Delegation Agreement.

**11. General Manager Report:** GM Vitulli provided the following updates:

Hosted and attended February NWOTA meeting. Met partners in person/virtually.

Met partners of counsel to see where we are, it has been beneficial.

Arla Miller has been working with us to help fund with bus stop improvements funded. Submit Letter of Support for that grant application.

Met with project team for Kiwanda Corridor Project to see the work that is occurring in Pacific City.

Coordinated with Amtrak liaison to ensure our January service changes were properly identified within their schedules.

Looking to reengage with OTA. Coordinating with OTA president

Attended ODOT's Policy Coordinating Committee's meeting on the Oregon Transportation Plan. This is the first update since 2006. A draft will be available soon. This plan will address drivers of change, such as climate change, social equity, a growing population over age 65, and new technologies.

Trying to get up to speed with Transit Center renovations, met with planning solutions. They are currently updating specifications. Looking to get those submitted for permits by next week.

Yamhill County Transit is updating their Coordinated Services Plan and reached out to us for surveying for benefits.

Highway 6 Wilson River Corridor Study. Submitted comments on safety from driver input.

Want to reengage with Kittleson & Associates on the District's Coordinated Transportation Plan but it has not happened yet, hope to report on this next month.

Article, rural America benefits from transit service, in Nebraska. Provided article. Similar to what we are facing here.

**12. Miscellaneous:**

GM Vitulli announced budget committee vacancies. On media and in the paper for recruitment. If we receive applications we will bring to you. FS Bond added that the meeting is in May, we usually only have one meeting. Natalie and I did research and it's a committee member for every board member, so we need 7. Dir. Hanenkrat asked if we can have 5 from the public. FS Bond replied it has to do with appointing of board, it's fine if we have 7 positions of governing board.

GM Vitulli asked about Board Photos on the wall of Admin building. Would love to have all the photos out there so it looks complete. Dir. Adler discussed the board getting pictures taken after board elections.

**CONSENT CALENDAR**

13. Motion to Approve the Minutes of February 16, 2023 Regular Board Meeting

14. Motion to Approve the January Financials and January Service Performance Report

**Motion** by Dir. Adler to approve Consent Calendar. *Motion Seconded* by Dir. Holm.

**Motion Passed**

By Directors Hanenkrat, Adler, Holm, Edwards, and Board Chair Johnson.

**ACTION ITEMS**

15. Resolution #23-06: Authorizing the Transfer of Budget Appropriations Within the Operations -General Fund for Fiscal Year 2022-2023

**Motion** by Dir. Adler to Approve Resolution #23-06: Authorizing the Transfer of Budget Appropriations Within the Operations -General Fund for Fiscal Year 2022-2023. Motion seconded by Dir. Johnson.

GM Vitulli discussed how this doesn't involve change in funds. It adds driver pool to dispatch pool with service change and improvements. Need more dispatchers to cover these improvements. The amended description shows change. There's no net change to budget, we are just shifting resources.

**Motion Passed**

By Directors Hanenkrat, Adler, Holm, Edwards, and Board Chair Johnson.

16. Resolution #23-07: Authorizing the General Manager to Execute Intergovernmental Agreement Administering the Disadvantaged Business Enterprise Unified Certification Program

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GM Vitulli said he was contacted by ODOT (Oregon Department of Transportation) civil rights about re-signing an agreement. It's something we have done in the past. Former agreement expired.

**Motion** by Dir. Holm to Approve Resolution #23-07: Authorizing the General Manager to Execute Intergovernmental Agreement Administering the Disadvantaged Business Enterprise Unified Certification Program. *Motion Seconded* by Dir. Adler.

**Motion Passed**

By Directors Hanenkrat, Adler, Holm, Edwards, and Board Chair Johnson.

17. Authorize the General Manager to Execute 2023 CPCCO Delegation Agreement. GM Vitulli said yes, this is a motion to execute this agreement. San will be presenting this from Care Oregon.

San SunOwen gave quick highlights on terms that have changed. Revision process is to catch all federal and state language changes. Catch all downstream requirements. Major changes were attachment of business associates agreement, may have happened last year. Were two documents but now should be one stand alone document. Gas prices are staying high, and members have said it's not enough, included language to allow CCO and partnership to adjust mileage reimbursement for members. Has not been updated since the 90's. OHA is also updating; those will be passed through. CCO has moved beyond transformation space into more compliance, regulatory oversight. Staffing support with NWR willing to negotiate adding staff. Added contract language with staffing models as well as compensation negotiations if needed.

Dir. Holm asked about staffing levels. FS Bond added that page #16 outlines this. Having to respond to all audits, its cumbersome to do with staff doing other things. Dir. Holm asked if its a full or part time job. San SunOwen replied that it's not spelled out, part of ongoing annual discussion. Will fit into compensation terms if staffing costs needs to be adjusted. Helping NWR respond to audits is main goal. Not interested in dictating full or part time. Will work with you and NWR and see workload. Dir. Holm added that it's hard to recruit for that. Asked about repercussions if position isn't filled. San SunOwen replied that it's not about ability to fill position in terms proposed, its meeting compliance standards by CCO and OHA. We have had 9 months to fill Transportation Coordinator Position. We understand difficulty of filling positions. No negative repercussions in this agreement as of now. Will move forward in supporting.

Dir. Hanenkrat asked about needing another person in NWR Brokerage. FS Bond replied yes, we need a part time. Terms of compliance that need to be met. Someone that understands requirements and can meet them. It is a trainable process, but we won't hire someone that doesn't have administrative

experience. Dir. Holm said it seems to be a usual cause to have in the contract to mandate staffing. Asked about coverage and compensation. San SunOwen replied we would use this as any other staff that we have hired. For the most part, the costs exceed per member into comparison of what per month equates to. More service increases our costs. If there are any overages of revenue, we compensate NWR in full. If the services or rate are unused, we ask to split that 50/50. Current terms show these things. Nothing has changed we are just asking for staffing and being able to meet these requirements.

FS Bond said page #51 shows this. Generally, we are sharing profit we aren't losing profit. We have money in reserve, but we don't run this program at a loss.

**Motion** by Dir. Adler to Authorize the General Manager to Execute 2023 CPCCO Delegation Agreement. *Motion Seconded* by Dir. Edwards.

**Motion Passed**  
By Directors Hanenkrat, Adler,  
Holm, Edwards, and Board Chair Johnson.

## DISCUSSION ITEMS

### 18. Staff Comments/Concerns:

General Manager Vitulli: No concerns from me. Been through two board meetings and starting to get settled in. Nice to be here. Staff and board have been huge support. Even though driver appreciation day is this weekend, the board also helps drive the district.

Operations Superintendent Reed: No comments.

Financial Supervisor Bond: Thank you for bridging gap between far and behind. So thankful for Brian he has been amazing. Great addition to staff who has so much experience. I am impressed with his transit experience. Thank the board for choosing Brian.

Brokerage Manager Hooter: Thank you San SunOwen for being here. Thank you to everyone for keeping us rolling.

Administrative Assistant Zuercher: Saturday, March 18<sup>th</sup> is Transit Driver Appreciation Day, we are thankful for our drivers not only them but all staff that runs the organization. Thankful for Brian being here.

### 19. Board of Directors Comments/Concerns:

Dir. Holm: Did not file to run for another 4 years on the board, familiar with limitations on terms. 12 years is a good amount of time. There's no reason I didn't file other than

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enough time is enough time. Intelligent people in our community will make this work. We see several people interested. A good sign for services we are providing.

Dir. Adler: Thank you Brian for being here if everyone's happy you get more performance. Elections are closed off. Want to discuss appointments to the board. Dir. Edwards added that they can tune into meeting. People can write in; I think we should wait with election results. Dir. Hanenkrat said if they are interested, they can join meetings. Dir. Holm said you don't know what's going to happen. We need to let election occur as well as the democratic process.

Dir. Hanenkrat: Thank you everyone, getting back to normal a little bit.

Board Chair Johnson: No comments.

Dir. Edwards: I am sorry Marty isn't going to be here, I will not be here either for personal reasons. This is a tremendous district, good people in here. It means a lot to me. Glad Brian is here, he is a special person. Thanked everyone and Arla.

Adjournment: Board Chair Johnson adjourned the meeting at 7:08pm.

**These minutes approved this 20<sup>th</sup> day of April 2023.**

ATTEST:

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Mary Johnson, Board Chair

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Brian Vitulli, General Manager