

Tillamook County Transportation District
Board of Directors Regular Monthly Meeting
Thursday, April 20, 2023 – 6:00PM
Transportation Building
3600 Third Street, Tillamook, OR
Meeting Minutes



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
- Gary Hanenkrat, Treasurer
- Linda Adler, Secretary (Zoom)
- Marty Holm, Director
- Jackie Edwards, Director

TCTD Staff

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

Guest

- Jim Heffernan, Citizen
- Tyler Hellner, Citizen
- Kathy Kleczek, NWTO
- Jeremy Mills, Citizen

4. **Announcements and Changes to Agenda:** GM Vitulli announced the following changes to the agenda: None.

5. **Public & Guest Comments:**

Jim Heffernan stated that he is riding buses and becoming more familiar with the services. He expressed how impressed he is with the District.

6. **Executive Session:** None

STATE OF THE DISTRICT REPORT

7. **Financial Report:** FS Bond gave the following up-to-date financial report:

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.

Financials are now caught up. February shows we are 60% of the way through the fiscal year. Total resources are low but improving each month. Accomplished big reimbursement request. We are under budget, total expense is low.

NWR is receiving more income, that's an effect of them not doing a redetermination under OHA. Per member per month, membership is up. Very significant increase. BC Johnson asked about redetermination. FS Bond replied OHA uses this to determine if you can have Oregon Health Plan. You must be within the 200% poverty level. Membership is low. Material expenses are high because of redoing all the hard drives.

March shows us that we are 75% of the way through fiscal year, in completion of third quarter. Doing reimbursements again. Negative number on working capital line item 3500 is a repair to the bus wash facility, had to replace the computer. Had a reserve fund for this. Came out last week and got the bus wash recalibrated. We are trending low right now. OTIB loan is at 95% because of payments that need to be made for the entire year.

NWR at 75%, personnel services have dropped. Big change with overbudget here because of member mileage reimbursement and volunteer mileage reimbursement. Mileage rate went up. This is not yet a concern. Will assess this at the end of April.

Dir. Adler suggested including more detail with explanations under Fred Meyer card. FS Bond replied absolutely, Sue did the credit card breakdown apologize for not having more detail, didn't look at this.

BC Johnson asked about District financials and loan total. Cathy said this is a percentage of budgeted total amount, this is why numbers are different. This is because of how they fall on the due date. Clarified these line items and amounts for the Board.

Dir. Holm asked about signature cards. FS Bond replied that they are already signed.

Dir. Holm asked about NWR accounts if its separate from everything else. FS Bond replied yes, what is from NWR to LGIP is the NWR reserve money. LGIP is savings account, holding for all reserve accounts. The only money that transfers is the NWR reserve money but no operations money.

BC Johnson asked about money coming in from PC Shuttle. FS Bond replied that the deposit would be under fares. It came April 7th or 8th, will be in April financials.

Financial Auditors have come and gone. Have completed onsite review. Everything looks good. They will be here in June to present the audit packet.

FS Bond asked if Dir. Adler would be here for the June meeting. Dir. Adler replied that she will not. Dir. Holm asked if this audit is for the last fiscal year, FS Bond replied yes.

8. Service Measure Performance Report: OS Reed gave the following updates:

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Only received February report, will have March and April reports next month. We should start seeing jumps in ridership with CPT (Cost Per Trip) and CPM (Cost Per Mile). Due to inclement weather, had to cancel 6 days of service. Haven't seen weather like this in the County before. We are overperforming in every category YTD (Year-to-Date). TBCC is still rebounding. NWOTA Visitor Passes numbers are down but recovering. NWR ridership is up. Greyhound is no longer in Salem and limited service, close to zero ridership in the future with Greyhound. The new ridership category has to do with youth in-county free rides.

Expect recovery ratio to go down because of the new fare policy. Routes 1, 6, and 3 are the highest performing per hour. Expect to see CPT (Cost Per Trip) drop through the fiscal year as ridership grows. CPT is down 20% and CPH (Cost Per Hour) is down 11% with increased ridership.

Dir. Adler asked about parameters for youth being free. OS Reed responded that 18 and under ride free in-county services with a discounted rate on Route 5. FS Bond clarified that the first two kids on Route 5 ride free, 18 and under are discounted.

Dir. Holm asked about comparison to 2019 and OS Reed replied that this comparison is coming. Dir. Holm expressed wanting to see if our ridership is growing or declining. OS Reed said on page 40, Route 3 during service reduction we moved number of trips, you can see the rebound in this.

GM Vitulli said that we are working on data visualization techniques and will be presenting the service performance information that way in the future.

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

Representative from ODOT presented two upcoming funding opportunities: Carbon Reduction Program grant and Diesel Emissions grant.

The CRP funds are available as part of the Bipartisan Infrastructure Law or the purchase of zero emission vehicles and service delivery alternatives that help improve air quality. \$13 million is available for this funding round. Talked about potentially applying for a feasibility study looking at a transition to hydrogen-powered vehicles and a generation and filling station. Battery electric buses (BEBs) aren't the best alternative for TCTD and the NWOTA partners due to the high number of miles operated and the limited battery range. Refilling with hydrogen is quicker and there are not range issues as with BEBs. There are many benefits to hydrogen fuel for use in transit vehicles. Many transit properties in California and throughout the U.S. are heavily invested in this and some are producing hydrogen onsite. The NWOTA partners are continuing to discuss and looking into the eligibility requirements of these grant programs.

The Oregon Department of Environmental Quality is currently reviewing the first two years of the Diesel Emissions grant program that aims to get older diesel vehicles off the road. Numerous organizations received funding in the first round of this program.

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Update from Trillium on website updates that have been completed.

The NW Oregon Access Improvement Project was completed in 2019 for all NWOTA partners. Page 5 of plan, map of NWOTA territory. Six locations were identified (Hebo and PC already funded) and the partners were asked which stops should be prioritized for the next round of funding.

BC Johnson asked about stops that got removed (Stop #s 5, 16, and 17. GM Vitulli responded that these stops were removed during the planning process because they didn't meet certain criteria.

10. **NW Rides Brokerage:** BM Hooter gave the following updates:

Happy to report that the brokerage is 90% staffed, and that we have a great team. Looking for a compliance person. Pushing up to 300 rides per day.

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

a. Administration/Coordination:

Hosted and attended April NWOTA meeting.

Attended ODOT 2024-2027 STIP open house looking at their 3-year implementation plan, how to spend federal and state transportation dollars. Items being considered are implementing the national electric vehicle infrastructure charging station infrastructure, completing design of intersection enhancement warning project, Rehabilitation of bridge on HWY 101, bridge replacement, intersection safety on HWY 6 (Wilson River loop), upgrading and installing new barriers. Accepting comments through April 28th.

Met with Ride Connection representatives as well as reengaging with OTA. Looking into transportation advocacy organizations to be a part of. This is great for future involvement. These are good organizations to be connected to for national, state, and regional transit information

Looking at revising policies and procedures. Will be bringing those to you in the future.

Pleased with budget planning and all the work and cooperation that has gone into it.

b. Planning Development:

Will see this on item #15. Kittleson plan needs to get restarted.

Planning has begun for PC Shuttle this Summer.

Met with ODOT partners who are working on Hwy 101 project. Roadway improvement in Garibaldi area will improve bus stop conditions in this area. They are doing the design and construction and we will install shelters

PTD feedback to ODOT, Astoria to Portland to coordinate services in Cannon Beach. It's impossible to make all services connect properly but are working on this with Route 3.

c. Grant Funding:

Looking at eligibility requirements for a Tillamook Coast Visitors Association tourism signage grant. Looks like we are eligible for this. We don't want to take money from those that have a need, but this could be a good opportunity to place new signage at a newly renovated Transit Center.

DOJ grant to train police departments in de-escalation techniques. Emailed the City of Tillamook Police Chief but haven't heard a response yet. Could be an interesting joint project. Thanked Mary for forwarding this grant opportunity to us.

Placed an order for 2 DAR vehicles, will receive at the end of the year.

d. Facility/Property Development:

Contacted Planning Solutions regarding a restart of the Transit Center/Admin Bldg. renovation. Significant activity has occurred in the past month. Plans were submitted to the City. Ads are running in Portland papers and the Headlight Herald to notify contractors. Proposals are due in mid-May. We should begin this project in June. Good to get these moving again.

FS Bond explained discussion with Arla Miller, said we are extending grant for Transit Center so we can utilize it.

12. **Miscellaneous:** None.

CONSENT CALENDAR

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

14. Motion to Approve the February and March Financials FY 2022-23

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

Motion Passed

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

ACTION ITEMS

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15. Resolution #23-08: Authorizing the General Manager to Extend Deadline of the Services Contract with Kittleson & Associates for the Coordinated Human Services Transportation Plan

GM Vitulli explained that this is an contract extension that will allow for the completion of this plan; but there is no change in budget. They can complete the scope of services for the amount that they are contracted for. They did work on existing conditions and a demographic analysis, but work stopped on the plan late last summer and the contract expired in December. The scope of work and new schedule is included to review. It is a \$44,000 contract and there is approximately \$31,000 to finish this.

Dir. Holm asked if there needs to be a new deadline in place for this before. GM Vitulli responded with a December 31st, 2023 deadline. Dir. Holm asked that this be added to the resolution.

Motion by Dir. Holm to Approve Resolution #23-08: Authorizing the General Manager to Extend Deadline of the Services Contract with Kittleson & Associates for the Coordinated Human Services Transportation Plan to December 31st, 2023. *Motion* seconded by Dir. Johnson.

Motion Passed

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

DISCUSSION ITEMS

16. Budget Committee Applications:

FS Bond said we have five current Budget Committee members but the governing body positions need to match the number of Board members. It was recommended that these positions match in number.

Motion by Dir. Holm to appoint Tyler Hellner and Jim Heffernan to positions on the TCTD Budget Committee. Motion seconded by Dir. Edwards.

TCTD Board thanked the new members for serving.

17. Staff Comments/Concerns:

General Manager Vitulli: It's been a great experience. Almost all moved in.

Operations Superintendent Reed: Remind the board we have a lot of great people that drive for the District. Dealing with bad weather, those folks handle that with great professionalism.

Financial Supervisor Bond: Budget process is going well and will be a great resource to the community. Got great feedback from the County, Arla Miller, CC Rider. Amazing support in transit community. It will be fun. Thank you for the opportunity.

Brokerage Manager Hooter: Thanked admin and Board for support of NWR.

Administrative Assistant Zuercher: Been great to be back to normal and working as a team.

18. Board of Directors Comments/Concerns:

Dir. Holm: Asked about Timber Tax. FS Bond said the projection is surprisingly high. I reached out to get this information for the budget.

Dir. Adler: Nice to see everyone, hoping for sunshine.

Dir. Hanenkrat: Nothing

Board Chair Johnson: Thanked everyone for joining. Thanked Brian, happy things are going well.

Dir. Edwards: Thank you to everyone for all your work.

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

These minutes approved this 18th day of May 2023.

ATTEST:


Mary Johnson, Board Chair


Brian Vitulli, General Manager