

**Tillamook County Transportation District**  
Board of Directors Regular Monthly Meeting  
Thursday, May 18th, 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 (Zoom)

**TCTD Staff**

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

**Guest**

Jim Heffernan, Citizen  
Arla Miller, ODOT  
Marni Johnston, Citizen  
Johnathan Bean, Citizen

4. **Announcements and Changes to Agenda:** GM Vitulli announced the following changes to the agenda: None.
5. **Public & Guest Comments:**
  - A. Jim Heffernan commented on DAR (Dial-a-Ride) services for students that have night classes at TBCC (Tillamook Bay Community College).
6. **Executive Session:** None

**STATE OF THE DISTRICT REPORT**

7. **Financial and Grant Report – District Financial Standing:** GM Vitulli gave the following up-to-date financial report:  
FS Bond is not with us tonight due to a family emergency.

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Assured the Board that TCTD (Tillamook County Transportation District) is in good standing financially. FS Bond will provide a more detailed explanation about the District's finances at the June meeting.

NWOTA (Northwest Oregon Transit Alliance) financials have not been included in a while. We apologize for this. The timing of NWOTA meetings has affected this. April is included in this month, but FS Bond will be working on including these moving forward.

Went through April financials and Visa report with the board.

Dir. Adler asked about checks to SETD for food, thinks its excessive, wondering why we are writing such big checks. BM Hooter replied that this is in regard to food box deliveries for CCO, the food box delivery program has ended but was going on because of COVID. Partnership with CareOregon.

Dir. Holm asked if authorization of account will be ready for next meeting. GM Vitulli replied yes, we should take care of this before next month.

Dir. Hanenkrat asked if pickup purchase was in budget. Asked if the pickup should have gone out for bid. GM Vitulli replied that we looked at several dealerships and vehicles, went through the proper purchasing process.

Dir. Hanenkrat asked about signing a check for lawn equipment. GM Vitulli replied that we have had a current problem with the groundskeeping contractor. They have not performed services so we are bringing this work in-house. OS Reed added that we have a Lot Attendant to cover this.

Dir. Holm asked when the contract ends with this provider. GM Vitulli replied there was damage to one of our employee's vehicles. The contractor didn't want to make it right. We stopped payment and are trying to reach a final resolution and are working this through our legal team. OS Reed added that June 30<sup>th</sup>, 2024, is when the contract was to end. In January the owner of the business gave notice that they won't fulfill service anymore.

8. **Service Measure Performance Report:** OS Reed provided the following updates:  
This will be the last month we are reporting Amtrak and Greyhound numbers. GM Vitulli added that Amtrak doesn't want to continue interlining agreements. We were just notified that Amtrak will no longer be continuing interline agreements with several Oregon transit agencies. It is an unfortunate situation, and we were given very little notice.

Arla Miller said ODOT has a meeting with Amtrak next week. Been having to stay out of this a bit since agreements have to do with transit agencies but we do have POINT buses. Numerous agencies have interline agreements with Amtrak. One by one they are being told that Amtrak will not be honoring those agreements.



OS Reed discussed that TCTD's Route 5 service was implemented to interline with Amtrak and Greyhound in Portland. We have buses arriving there when Amtrak wanted. We have done as much as we could to accommodate them.

The District has transported more youth since the fare change policy, which is a big win for the District and helping to grow ridership. TBCC ridership falls under this category too.

***OS Reed provided the Board with a presentation about April 2023 ridership that is included in the packet.***

BC Johnson asked about youth and TBCC numbers. OS Reed replied that they count these categories separately so there is no duplication.

Dir. Holm added that this is great. OS Reed said we will see this every month.

Dir. Adler asked if all in-county routes are combined. OS Reed said yes, this is a service type. Different funding for these services.

***OS Reed provided the Board with a presentation about the Q3 Statistics/Analysis presentation that is included in the packet.***

OS Reed explained the two important pieces of this comparison which are the service change and the loss of many service hours due to challenging weather conditions we have had this year. Q4 in July should look better.

Dir. Holm asked if these are following fiscal quarters. OS Reed said yes this is January to March.

OS Reed added that TCTD is implementing a new shift bid on Sunday, have not changed the service plan on this. We have recovered on Town Loop Service since the pandemic.

Dir. Holm asked if distance and time has an impact on Route 2 service. OS Reed replied that many homes in that area are vacation rentals. The older population using the services are not there anymore. Don't have any statistical data to back that up though.

Dir. Adler asked if it was a deviated fixed route service. OS Reed replied yes.

OS Reed expressed that Route 5 is rapidly growing. Hope this new fare policy will encourage more folks to ride. Had to cancel service occasionally on Route 5 due to inclement weather and safety.

**a. 2023 PC Shuttle Service:** OS Reed gave the following updates:

We made some changes this year. Additional stop at Pacific Ave & Brooten Rd. Will again operate on Friday, Saturday, and Sunday, as well as Memorial Day, Juneteenth, and Labor Day.

Been attending PC / Woods Parking Advisory Committee meetings.

Dir. Adler asked about the other trolleys included with the shuttle. OS Reed said this is to be determined. The PC Shuttle will continue to use one bus and a trolley-replica bus.

Dir. Adler asked if we could increase contributions from Transient Lodging Tax. GM Vitulli replied that we are coordinating with the County on an agreement. The term will be for 3 years with the potential for option years. The County has committed \$25,000 a year for that service. We can ask again but this is the amount currently budgeted. Adler expressed hopes of the shuttle advancing to Sandlake.

Dir. Holm asked how much \$25,000 covers. OS Reed replied that it pays for approximately half of the annual cost of operations.

Dir. Holm asked if the County knows what the costs are to operate this. The answer is yes. The PC Shuttle is a large component of their parking mitigation plan and renovations. It used to be lower but has moved up.

BC Johnson asked if we are looking to purchase more trolleys because of their popularity within the community. GM Vitulli replied that we have a grant that includes funding for this, but the procurement process has not yet started on this. The plan is to purchase two more.

Dir. Holm said he thought we picked two. OS Reed said we chose hometown trolleys but haven't touched anything else.

- b. Service Planning Decision Making:** OS Reed presented to the Board the April 2023 "Service Comparables" which was included in the packet:

GM Vitulli discussed the process that goes into adding or adjusting services. There is a funding need that goes along with identifying service gaps. Once plans are adopted, that is our road map to move forward. While the District's plans from 2016 informed the FY 2021-23 and FY 2023-25 bienniums, updating them with future service improvements and needs will be valuable for the future and allow for more flexibility.

The Town Loop (Route 1) service provides the most deviations of any in-county service.

Dir. Adler asked if Route 60X stops in Grand Ronde. OS Reed said yes.



Dir. Holm asked if this is mainly tribal ridership. OS Reed said we can start reporting on Tribal ID if the Board prefers. These riders are those commuting to work. We see this with Route 70X too.

Dir. Holm said this is fantastic, this is the best description I have ever seen. OS Reed replied that going forward, this monthly presentation will be shorter.

BC Johnson asked how far in the future the 2016 plans projected. GM Vitulli replied that many of the recommendations have been implemented from these plans, and the timing is right to begin the update process.

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

We received updates from SETD and service reinstatement started this Monday on Highway 101 and on weekends from Astoria to Cannon Beach. These services don't connect well with TCTD's Route 3, but customers have some options to continue north. OS Reed added that there is one transfer with us northbound and one southbound.

Dir. Holm asked if Tillamook residents can go and return on the same day. OS Reed replied not to my knowledge with SETD but they can use ODOT's POINT services.

An FTA 5304 planning grant opportunity will likely be released this summer or fall which could provide funding to do a hydrogen feasibility study.

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

Ridership has increased 10% and the brokerage is still fully staffed.

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

a. **Administration/Coordination:**

Sent an application to APTA (American Public Transportation Association).  
Paid our invoice and they will give us May and June complimentary.

Reviewing policies and procedures.

Attended PC / Woods Parking Advisory Committee meeting.

Attended Transit Providers Quarterly Meeting, met a lot of peers and ODOT staff.

Took vehicles to Touch-a-Truck event in downtown Tillamook.

b. **Planning Development:**

Will be meeting tomorrow with Kittleson to view Memo 1 that came out of last coordination plan on what to keep, remove, and add. Should have an updated plan to bring to you by the end of year for adoption.

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PC Shuttle coordination is continuing.

Monitoring SETD.

**c. Grant Funding:**

Reached out to TCVA (Tillamook Coast Visitors Association) for a grant opportunity but have not heard back.

Forwarded Law Enforcement Agency De-escalation Grant to the City of Tillamook Police Department for coordination and did not hear back.

Looking to submit grant application to the Oregon Transportation and Growth Management Program for funding to update the transit development plan.

Investigating COVID fund grant opportunities.

**d. Facility/Property Development:**

Bid happened for renovation of Transit Center, received 3 bids. Identified an apparent low bidder. Next step is to bring it to counsel and help develop a contract. Will bring to you next month for authorization. This project has been in the works for a few years but the estimates developed then are lower than actual bids coming in. The bids are higher than expected. Low bidder is closest to grant funds, we have reserves we can make this project whole with. This is a worthwhile endeavor.

12. **Miscellaneous:** None.

**CONSENT CALENDAR**

13. Motion to Approve the Minutes of April 20th, 2023 Regular Board Meeting

14. Motion to Approve the April Financials FY 2022-23

**Motion** by Dir. Adler to approve Consent Calendar with the date change in the minutes.

*Motion Seconded* by Dir. Holm.

**Motion Passed**

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

**ACTION ITEMS**

15. Resolution #23-10: In the Matter of Establishing an Umpqua Bank Checking Account for NWOTA

GM Vitulli said this will help record and track NWOTA funds.

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BC Johnson asked if this was a request from ODOT. GM Vitulli said no but it is best practice.

**Motion** by Dir. Holm to Approve Resolution #23-10: In the Matter of Establishing an Umpqua Bank Checking Account for NWOTA. *Motion* seconded by Dir. Johnson.

**Motion Passed**

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

**DISCUSSION ITEMS**

**16. Staff Comments/Concerns:**

General Manager Vitulli: Welcomed new Board members, we look forward to meeting with you in July.

Operations Superintendent Reed: Congratulated new Board members, look forward to working with you.

Financial Supervisor Bond: None

Brokerage Manager Hooter: None

Administrative Assistant Zuercher: None

**17. Board of Directors Comments/Concerns:**

Dir. Holm: Congratulated new Board members. Keep buses moving forward with new changes.

Dir. Adler: Look forward to new Board members. See you in July.

Dir. Hanenkrat: Thanked Mike for the presentation and staff for all they do.

Board Chair Johnson: Thanked Mike for presentation. Please pass on well wishes to Cathy's family. Welcomed new Board members.

Dir. Edwards: Thanked Mike for his presentation. Was nice to look at something and know what it says. Welcome new Board members.

Adjournment: Board Chair Johnson adjourned the meeting at 7:45 pm.

**These minutes approved this 15th day of June 2023.**

ATTEST:

  
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Mary Johnson, Board Chair

  
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Brian Vitulli, General Manager