

**Tillamook County Transportation District**  
Board of Directors Regular Monthly Meeting  
Thursday, June 15, 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 6:12 pm.
2. Pledge of Allegiance
3. Roll Call:

**Present**

**TCTD Board of Directors**

Mary Johnson, Board Chair (Zoom)  
Gary Hanenkrat, Treasurer  
Linda Adler, Secretary **ABSENT**  
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  
Marni Johnston, Citizen (Zoom)  
Jonathan Bean, Citizen  
Kathy Kleczek, Citizen (Zoom)  
Arla Miller, ODOT (Zoom)

4. **Announcements and Changes to Agenda:** GM Vitulli announced the following changes to the agenda:

Item #30 will not be addressed tonight.

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

6. **Executive Session:** None

7. **Budget Hearing**

GM Vitulli announced that the Budget Committee has approved the budget with three changes: Decrease payroll by 5% and move to contingency, add \$12,000 to

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Sunset Empire Transit District for partner match, and correct CARE STIF totals based upon information from ODOT.

## **STATE OF THE DISTRICT REPORT**

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

92% through the fiscal year with payroll under budget. Expenses are lower.

Have new biennium grants coming with grant extensions. Capital grants are delayed. A recap of the status of grants will be presented in August.

NW Rides is 92% throughout the year. Under budget on expenses.

NWOTA has only received 5% of the resources that are budgeted because of the delay on Bus Stop Project reimbursements.

Will be opening a NWOTA bank account. Waiting for new Board Members because updated signature cards will need to be done.

LGIP STIF Reserve Account is open and ready for funding. This will be reported separately in the future.

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

Shared the Service Measure Performance Report via slideshow which are located in the June Board Packet.

Proud of the numbers that we are seeing. Our drivers are stretched thin trying to maintain the service plan that we have currently. We are trying to find ways to continue to fulfill this.

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

John Dreeszen was elected Vice President.

SETD (Sunset Empire Transit District) is still providing the same reduced level of service and likely will not be adding back service for some time. Had to lay off 30 employees and close the Seaside Transit Office.

Dir. Holm added that Governor Kotek visited SETD.

Moving forward with three stops (PC, Hebo, and Waldport) with the Bus Stop Access Project.

Still a lot of interest in Hydrogen Feasibility Study, trying to find the funds for this.

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

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Ridership is growing. We are going to add a new provider to help with wheelchair and ambulatory services.

Dir. Holm asked if this is in Clatsop County. BM Hooter replied that this is Eugene, we want to expand in Clatsop County but aren't there yet.

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

**a. Administration/Coordination:**

Natalie has been updating the Board Manual. Hope to have SDAO training opportunities identified in the future.

Working on CBA negotiations, find a date for both parties to meet.

Meetings with CTGR (Confederate Tribes of Grand Ronde) on updating MOU for 60X and Siletz Tribe 70X services.

**b. Planning Development:**

PC Shuttle is going well.

**c. Grant Funding:**

Seeking funding for Transit Development Plan.

Grant application for COVID recovery funding.

**d. Facility/Property Development:**

Extended and amended agreement with TFCC (Tillamook Family Counseling Center) including an 18-month extension. Got exclusive use of the Conference Center to provide extra room for NW Rides Brokerage Staff.

Dir. Holm asked if we needed that full space. GM Vitulli replied we can use it with the NW Rides staff we have now but can use the space as new positions are added.

Dir. Hanenkrat asked how many workstations we need. FS Bond replied that CCO has set aside money to expand the program with three positions, there is a great need. They are willing to pay rent.

GM Vitulli added that this lease stays the same but with amended items in the new document.

Dir. Holm asked if we are using the Conference Room as temporary space. GM Vitulli replied yes.

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GM Vitulli said we found a low bidder on the Transit Center Renovation project. Contract will come to you next month for authorization.

13. **Miscellaneous:** None.

**CONSENT CALENDAR**

- 14. Motion to Approve the Minutes of May 18th, 2023 Regular Board Meeting
- 15. Motion to Approve the Minutes of May 3<sup>rd</sup>, 2023 Special Board Meeting
- 16. Motion to Approve the Minutes of May 10<sup>th</sup>, 2023 Special Board Meeting and Executive Session
- 17. Motion to Approve the Minutes of May 11<sup>th</sup>, 2023 Budget Committee Meeting
- 18. Motion to Approve May Financial Statement

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

**Motion Passed**

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

**ACTION ITEMS**

- 19. #23-11 In the Matter of Adopting the Budget, Making Appropriations, Levying Taxes, and Categorizing Taxes for FY 2023-2024

**Motion** by Dir. Holm to Approve #23-11 In the Matter of Adopting the Budget, Making Appropriations, Levying Taxes, and Categorizing Taxes for FY 2023-2024  
*Motion* seconded by Dir. Hanenkrat.

**Motion Passed**

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

- 20. #23-12 Authorizing the General Manager to Extend an MOU with the Confederate Tribes of Grand Ronde Indians for Intercity Bus Service (60X)

GM Vitulli explained that these 60X/70X MOU's are separate but related. Met with Public Works Director of Grand Ronde Tribe. Looking to extend 60X MOU. Partnership is working great with great service. Page 74, Item 8, the total should be changed to \$1,305,474 we made an error in calculation.

**Motion** by Dir. Holm to Approve #23-12 Authorizing the General Manager to Extend an MOU with the Confederate Tribes of Grand Ronde Indians for Intercity Bus Service (60X). *Motion* seconded by Dir. Edwards.

**Motion Passed**

By Directors Hanenkrat, Adler(ABSENT),

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Holm, Edwards, and Board Chair Johnson.

21. #23-13 Authorizing the General Manager to Extend an MOU with the Confederate Tribes of Siletz Indians for Intercity Bus Service (60X)

GM Vitulli said this is with the Confederated Tribes of Siletz Indians. Bottom of resolution it lists one amount but should be changed to \$334,934. Page 86, amount should be \$1,305,474. Page 93, value should be \$334,934. Made those changes and will make sure correct versions are submitted.

**Motion** by Dir. Holm to Approve #23-13 Authorizing the General Manager to Extend an MOU with the Confederate Tribes of Siletz Indians for Intercity Bus Service (60X). *Motion* seconded by Dir. Edwards.

**Motion Passed**

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

22. #23-14 Authorizing the General Manager to Extend a PTA with the Confederate Tribes of Grand Ronde Indians for Intercity Bus Service (70X)

GM Vitulli discussed that 70X is more service than 60X with lower ridership. It's hard to staff and more costly. Morning routes have been suspended due to staffing, but we have come up with some solutions. After public outreach we are looking to discontinue 70X and use resources to allocate to 60X (Rickreall Park and Ride and Edgewater). Add service to benefit 70X riders.

Dir. Holm asked if this is subsidized by tribes. GM Vitulli replied yes.

**Motion** by Dir. Holm to Approve #23-14 Authorizing the General Manager to Extend a PTA with the Confederate Tribes of Grand Ronde Indians for Intercity Bus Service (70X). *Motion* seconded by Dir. Hanenkrat.

**Motion Passed**

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

23. #23-15 Authorizing the General Manager to Execute ODOT Section 5311 Grant Agreement No. 35435

GM Vitulli explained how this grant is a part of 2023-25 biennium. For continued operations and preventative maintenance.

Dir. Holm asked if that makes any changes to the current service. GM Vitulli replied no, this is a continuation.

**Motion** by Dir. Holm to Approve #23-15 Authorizing the General Manager to Execute ODOT Section 5311 Grant Agreement No. 35435. *Motion* seconded by Dir. Edwards.

**Motion Passed**

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

24. #23-16 Authorizing the General Manager to Execute ODOT Section 5311 Grant Agreement No. 35436

GM Vitulli explained how this grant is for Capital Purchase of two transit vehicles.

Dir. Holm asked if we already have these in the works. GM Vitulli responded that we have some grant agreements that are being extended to allow for the delays in purchasing vehicles. The new grant deadline is 2027.

FS Bond said the grant agreement number is incorrect on the third "whereas" on the resolution.

**Motion** by Dir. Holm to Approve #23-16 Authorizing the General Manager to Execute ODOT Section 5311 Grant Agreement No. 35436 with changes to third whereas on resolution. *Motion* seconded by Dir. Edwards.

**Motion Passed**

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

25. #23-17 Authorizing the General Manager to Execute ODOT Section 5310 Grant Agreement No. 35488

GM Vitulli explained that this grant is going towards Preventative Maintenance in 5310. This is allocated for the public but also for seniors and individuals with disabilities.

**Motion** by Dir. Holm to Approve #23-17 Authorizing the General Manager to Execute ODOT Section 5310 Grant Agreement No. 35488. *Motion* seconded by Dir. Hanenkrat.

**Motion Passed**

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

26. #23-18 Authorizing the General Manager to Execute Amendment Number 5 to ODOT Section 5311(f) Grant Agreement No. 35116

GM Vitulli said that this grant goes towards an extension because of Capital Purchase of a vehicle. Has been difficult to get in a timely matter.

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**Motion** by Dir. Holm to Approve #23-18 Authorizing the General Manager to Execute Amendment Number 5 to ODOT Section 5311(f) Grant Agreement No. 35116. *Motion* seconded by Dir. Edwards.

**Motion Passed**

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

27. #23-19 Authorizing the General Manager to Execute Amendment Number 5 to ODOT Section 5311(f) Grant Agreement No. 35117

GM Vitulli expressed that this amendment is to extend the grant deadline to accommodate delays.

**Motion** by Dir. Holm to Approve #23-19 Authorizing the General Manager to Execute Amendment Number 5 to ODOT Section 5311(f) Grant Agreement No. 35117. *Motion* seconded by Dir. Edwards.

**Motion Passed**

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

28. #23-20 In the Matter of Authorizing the General Manager to Execute a Personal Services Agreement with Chrissy's Cleaning Service

GM Vitulli discussed that we are asking for a new PSA with Chrissy's Cleaning Service.

**Motion** by Dir. Holm to Approve #23-20 In the Matter of Authorizing the General Manager to Execute a Personal Services Agreement with Chrissy's Cleaning Service with revision of July 1, 2023-July 1, 2024. *Motion* seconded by Dir. Edwards.

**Motion Passed**

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

29. #23-21 Authorizing the General Manager to Submit an ODOT COVID Recovery Discretionary Grant Application

GM Vitulli said that this will be the last grant opportunity for COVID relief funds. Hope to attract more staff with this. It's a valuable grant application to go for.

**Motion** by Dir. Holm to Approve #23-21 Authorizing the General Manager to Submit an ODOT COVID Recovery Discretionary Grant Application. *Motion* seconded by Dir. Edwards.

**Motion Passed**

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

## **DISCUSSION ITEMS**

### **30. Staff Comments/Concerns:**

General Manager Vitulli: Thank you Dir. Holm and Dir. Edwards for your valuable service to the District, you will be hard to replace.

Operations Superintendent Reed: Recognized FS Bond for work on the budget. This week is a big milestone for the District. Proud to be a part of this organization. Thanked Dir. Holm and Dir. Edwards.

Financial Supervisor Bond: This week marks one year of losing Doug. Never have seen the board work so cohesively together. So glad to have met Dir. Holm and Dir. Edwards, you will be missed. Thanked BC Johnson for her support. Thanked Arla Miller.

Brokerage Manager Hooter: Want to thank Board and Staff for NW Rides support. We are growing but wouldn't be that way without every person here.

Administrative Assistant Zuercher: Thanked Dir. Holm and Dir. Edwards for their service on the Board.

### **31. Board of Directors Comments/Concerns:**

Dir. Holm: It's amazing what transformations have happened here at TCTD. We didn't have 7-day a week service when I started. We are important in this community, North to South. It isn't noticed by a lot of people; they don't know how important this District is. Staff members that guide this, I hope you know how we all appreciate it. Very happy to have been a part of this organization. Believe in self-imposed term limits, this is governance. Urge all new Board Members to understand that this role is unique, and we don't want to be in the weeds of the operations. Make sure policies are in place and the GM is provided with the tools that he needs to run the district. Thanked the rest of the Board Members. It's been a pleasure to work with Dir. Edwards. BC Johnson you are off to a great start, thank you for your leadership. Thanked everyone.

Dir. Adler: (ABSENT)

Dir. Hanenkrat: Thanked all the staff. Dir. Holm and Dir. Edwards, it's been a pleasure working with you.

Board Chair Johnson: Glad Brian asked Dir. Edwards and Dir. Holm to come to the next board meeting. Fight the good fight with the staff, the board appreciates you. Thank you, Dir. Holm and Dir. Edwards, as well as Dir. Hanenkrat for dedicated service. So thankful that Dir. Hanenkrat will be with me.



Dir. Edwards: Thanked everyone. The people here are like a family. Everybody wants to do a good job and that's impressive to me. AA Zuercher you are a jewel, you have taken the reigns during a hard time. FS Bond you keep everyone's head above water. Been wonderful to meet so many people. BC Johnson you are phenomenal. Dir. Hanenkrat has real integrity when people ask about the board. So glad we had this transition. Thanked Arla Miller and GM Vitulli. Anyone can learn things but it's how you talk and that's how you get their character. Leaving the district, I feel comfortable. The district is in good hands.

Adjournment: Board Chair Johnson adjourned the meeting at 7:31 pm.

**These minutes approved this 19th day of July 2023.**

ATTEST:

  
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Mary Johnson, Board Chair

  
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Brian Vitulli, General Manager