

Tillamook County Transportation District
Board of Directors
Regular Monthly Meeting



Dial-A-Ride
A Service of Tillamook County Transportation District



Wednesday, August 16th, 2023 at 6:00PM

Transportation Building
3600 Third Street, Tillamook, Oregon

Tillamook County Transportation District

MONTHLY PERFORMANCE REPORT

July 2023

RIDERSHIP BY SERVICE TYPE	July 2023	July 2022	YTD FY 23-24	YTD FY 22-23	YTD % Change
<u>Dial-A-Ride Service</u>					
Tillamook County	669	852	669	852	-21.5%
NW Rides	404	442	404	442	-8.6%
Dial-A-Ride Total	1,073	1,294	1,073	1,294	-17.1%
<u>Deviated Fixed Route Service</u>					
Rt 1: Town Loop	3,762	3,603	3,762	3,603	4.4%
Rt 2: Netarts/Oceanside	354	269	354	269	31.6%
Rt 3: Manzanita/Cannon Beach	2,509	1,551	2,509	1,551	61.8%
Rt 4: Lincoln City	1,469	1,069	1,469	1,069	37.4%
Rt 6: Port of Tillamook Bay Loop	389	438	389	438	-11.2%
Pacific City Free Shuttle	1,035	1,534	1,035	1,534	-32.5%
Local Fixed Rt Total	9,518	8,464	9,518	8,464	12.5%
<u>Intercity Service</u>					
Rt 5: Portland	908	778	908	778	16.7%
Rt 60X: Salem	1,425	956	1,425	956	49.1%
Rt 70X: Grand Ronde	0	361	0	361	-100.0%
Inter City Total	2,333	2,095	2,333	2,095	11.4%
<u>Other Services</u>					
Tripper Routes	4	1	4	1	300.0%
Special Bus Operations	0	22	0	22	-100.0%
Other Services Total	4	23	4	23	-82.6%
TOTAL ALL SERVICES	12,928	11,876	12,928	11,876	8.9%

ONE-WAY TRIPS BY USER GROUP					
	Fixed		YTD	YTD	YTD %
USER GROUP	Route	DAR	FY 23-24	FY 22-23	Change
General (18 years to 60 years of age)	5,575	1,087	6,662	5,654	17.8%
Senior/Disabled	3,059	1,370	4,429	3,967	11.6%
Child/Youth	716	86	802	698	14.8%
Total	9,350	2,543	11,893	10,342	15.0%

OTHER RIDER CATEGORIES					
	Fixed		YTD	YTD	YTD %
	Route	DAR	FY 23-24	FY 22-23	Change
Ride Connection	129		129	104	24.0%
Tillamook Bay Community College	283		283	34	732.4%
NWOTA Visitor Pass	156		156	80	95.0%
NW Rides		404	404	442	-8.6%
Youth Free	1,070		1,070		N/A
Amtrak	160		160	116	37.9%



Tillamook County Transportation District

“Connecting the community through sustainable transit services.”

DATE: August 16, 2023
TO: TCTD Board of Directors
FROM: Brian Vitulli, General Manager
SUBJECT: GENERAL MANAGER REPORT

Administration/Coordination

- Internal meetings to review policies and procedures.
- NWOTA meeting to be held August 18.
- Coordinating with counsel regarding CBA negotiations.
- Route 70X is currently suspended due to lack of available drivers. Continuing to coordinate with the Public Works Director/Tribal Transportation Program Manager of the Confederated Tribes of Grand Ronde on formally discontinuing the service, but not before engaging customers of the service for feedback.
- Met with ODOT Intercity Network Coordinator on July 24 to discuss our intercity services, our NWOTA partnership, transit technology, and ways ODOT can support TCTD.
- Attended new TCTD Board Member orientation on August 2.
- Attended TCTD Board Member SDAO training on August 2.
- Attended the Oregon Transit Association’s Public Transportation Conference in Vancouver, WA. The OTA was invited to participate as part of the Washington State Public Transportation Conference, Vendor Expo, and State Rodeo for 2023.
- Invited to serve on the Oregon Transit Association’s Board of Directors as a Small Transit District representative for a two-year term starting January 2024.

Planning & Development

- Kittelson & Associates, Inc. is continuing work on our *Coordinated Public Transit-Human Services Transportation Plan* (known as our CTP).
- Provided feedback to Amtrak for arriving and departing Route 60X (Lincoln City to Salem) buses at the Salem Amtrak Station. Several Route 60X trip times were modified to accommodate the current suspension of Route 70X.
- Continuing to monitor Sunset Empire Transportation District’s resumption of service and distributing that information to our customers and employees. SETD’s Route 101 service from

Astoria to Cannon Beach resumed on Monday, May 15, where connections can be made to TCTD's Route 3 service to Cannon Beach.

Grant Funding

- Applied for the final round of ODOT COVID Recovery Fund Discretionary Grant funding on June 15, 2023. Waiting for notification of awards.

Facility/Property Management

- District counsel prepared final AIA contract for approval by Board and execution (**Action Item**). Contractor provided bonds (performance and payment) and Certificate of Insurance. Following Board approval, I will issue the Notice to Proceed. Tentative project schedule:
 - TCTD Board approves contract on August 16
 - Construction potentially starts late-August or early-September
 - Substantial completion December 2023/January 2024

Tillamook County Transportation District
Board of Directors Regular Monthly Meeting
Wednesday, July 19, 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. **Oath of Office – New Board Directors:** Jim Heffernan, Thomas Fiorelli, Marni Johnston, and Jonathan Bean were sworn into office as TCTD Board of Directors.

4. **Roll Call:**

Present

TCTD Board of Directors

Mary Johnson, Board Chair
Gary Hanenkrat, Treasurer
Linda Adler, Secretary
Jim Heffernan, Director
Marni Johnston, Director
Jonathan Bean, Director
Thomas Fiorelli, Director (Zoom)

TCTD Staff

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

Guest

Arla Miller, ODOT
Kathy Schwabe, Citizen
Tyler Hellner, Citizen
Brad Bingenheimer, Audit (Zoom)
Will Chappell, Headlight Herald (Zoom)
Jackie Edwards, Citizen

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

Changes to item #19. Apologized for lateness of items this month as well as last month.

6. **Public & Guest Comments:**

GM Vitulli recognized past TCTD Directors Marty Holm and Jackie Edwards for their service on the TCTD Board of Directors.

7. **Executive Session:** None

8. **Election of Officers**

Dir. Adler nominated Dir. Johnson for Chair. Dir. Johnson accepted. Dir. Johnston seconded the nomination. Dir.'s Fiorelli, Adler, Hanenkrat, Johnson, Bean, Johnston and Heffernan voted in favor of Dir. Johnson serving as Chair. Vote passes in favor of Dir. Johnson.

Dir. Adler nominated Dir. Hanenkrat. He declined.
Dir. Hanenkrat nominated Dir. Adler for Vice Chair. Dir. Adler accepted. Dir. Johnson seconded the nomination. Dir.'s Fiorelli, Adler, Hanenkrat, Johnson, Bean, Johnston and Heffernan voted in favor of Dir. Adler serving as Vice Chair. Vote passes in favor of Dir. Adler.

Dir. Adler nominated Dir. Hanenkrat. He declined.
Dir. Adler nominated Dir. Bean for Secretary. Dir. Bean accepted. Dir. Johnson seconded the nomination. Dir.'s Fiorelli, Adler, Hanenkrat, Johnson, Bean, Johnston and Heffernan voted in favor of Dir. Bean serving as Secretary. Vote passes in favor of Dir. Bean.

Dir. Adler nominated Dir. Johnston for Treasurer. Dir. Adler accepted. Dir. Johnson seconded the nomination. Dir.'s Fiorelli, Adler, Hanenkrat, Johnson, Bean, Johnston and Heffernan voted in favor of Dir. Adler serving as Treasurer. Vote passes in favor of Dir. Johnston.

9. **Audit Presentation**

Dir. Adler asked if anyone received the audit. FS Bond replied it's in your binder.

Brad Bingenheimer gave the results of the audit from FY 2021-22 year to the TCTD Board of Directors.

STATE OF THE DISTRICT REPORT

10. **Financial Report:** FS Bond provided the following up-to-date financial report:

The payroll account is in hole because payroll liabilities were paid on June 30th and posted July 1st. It will correct itself.

Dir. Adler asked why GM Vitulli didn't initial the financials. FS Bond replied that GM Vitulli didn't review these, we are working on better procedures for this.

Siletz Tribes' negative amount was because they paid TCTD twice, they asked for refund of the other one.

June financials are not the final financials. You will see them at the end of September. This is because of invoicing changes received for June. Have until August 30th to ask for reimbursements.

BC Johnson asked if we should strike June Financial approval. FS Bond said this is up to you. You wouldn't recognize they are different. You won't see this year to date financial now, this is new practice.

BC Johnson asked Dir. Hanenkrat if we should wait. Dir. Hanenkrat agreed and added that even in August it won't be year-to-date.

Dir. Adler asked FS Bond if she closed out month. Bond replied yes, but it's the end of the following month, it will close within 45 days.

When you see zeros on the check registrar it's because it's a spoiled check.

Dir. Hanenkrat asked about charge with Tabatha Welch. FS Bond stated that we were unaware that her card was put in a membership for iFit. This is in our recreation/wellness center. This account is now in the District's name. Dir. Hanenkrat asked if charged for year. FS Bond replied yes.

Dir. Adler asked about programs iFit offers without paying \$400 a year. FS Bond said yes, we cancelled this renewal, but several staff members are using this account.

Postponed opening NWOTA account because of new signature cards that need to be completed.

Dir. Heffernan asked why the Board would sign checks. FS Bond replied all our checks are best practiced being double signed, one by a Board member.

11. Service Measure Performance Report: OS Reed provided the following updates:

OS Reed gave presentations of statistics performance report as well as quarter four of the fiscal year.

Dir. Johnston asked why TBCC numbers doubled. OS Reed replied that this has to do with coming out of COVID.

Arla Miller said that we see less people riding DAR (Dial-a-Ride) which is the most expensive and are taking advantage of deviated-fixed route. OS Reed added that we will see the 11-year trend you can look at in the next slideshow. We are trying to accomplish transparency.

BC Johnson asked if there is a way to track deviated-fixed routes. OS Reed replied that almost all ridership at the Port were using DAR but now those folks are using fixed-route services which captures this use of deviated-fixed route service.

Dir. Adler asked how many times a day we go to Cannon Beach. OS Reed replied with four.

Dir. Adler asked how many trips go to Lincoln City. OS Reed replied with four. Dir. Adler asked if we have potential for two more. OS Reed replied that there is a lot of consulting that goes into these changes and there isn't anything in plan for this currently.

Dir. Adler asked about maintenance in-house bringing cost down. OS Reed replied that they are total allocated costs.

Dir. Adler asked about PC buses in the report. OS Reed replied not in this report because this was established in an old system as a special bus operation. Dir. Johnston added that this is an outstanding report.

OS Reed said we adjusted 60X service to capture stops and locations that 70X was just different time windows.

Dir. Fiorelli asked if the Board can see raw data. OS Reed replied that at the end of this report we see that put together, there is raw data in each one of these.

12. Northwest Oregon Transit Alliance: GM Vitulli provided the following update:

In the process of reviewing Trillium Marketing contract. Looking at website updates as well.

TCTD is managing the Bus Stop Project now.

Looking forward to attend zero emissions bus conference in September, this could lead to a potential grant opportunity.

Dir. Adler asked if we just transitioned to propane. GM Vitulli replied that we haven't fully transitioned to propane.

Dir. Adler asked if this would affect the trolleys. GM Vitulli replied we haven't ordered them. Arla Miller added that they will find out more as they go.

13. NW Rides Brokerage: BM Deputy provided the following updates:

OHA (Oregon Health Authority) is starting redetermination of eligibility. We have \$375,000 in reserve right now.

Biannual ride summary of 6 months, 36,000 rides, 300 rides a day for mental, dental, and medical appointments.

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

a. Administration/Coordination:

Still attempting to schedule initial meeting date for collective bargaining agreement negotiations.

b. Planning Development:

Had to suspend Route 70X on June 23rd. Will do public engagement (online surveys and/or public meetings) to get community feedback on eliminating this. Don't have resources to continue to operate.

Amtrak was attempting to suspend interline agreements. ODOT (Oregon Department of Transportation) and WS (Washington State) convinced them to come back to the table. Amtrak provided proposed language for contract. Arla Miller added that we are working with Amtrak to get Amtrak and transit providers in one room to discuss and come to a conclusion that's good for everyone.

c. Grant Funding:

Submitted final COVID grant application. Arla Miller said we are on track to score COVID grant applications to decide awards. GM Vitulli added because of expiration on wage differential we are hoping to get additional funds to help with this.

d. Facility/Property Development:

Agenda Item #22 considers moving forward to select contractor for Transit Center renovation.

15. **Miscellaneous:** None.

CONSENT CALENDAR

- 16. Motion to Approve the Minutes of June 15th, 2023 Regular Board Meeting
- 17. Motion to Approve June Financial Statement
- 18. Motion to Approve Amended 2023 Board Meeting Calendar

Striking item #17

Motion by Dir. Adler to approve Amended Consent Calendar minus item #17. *Motion Seconded* by Dir. Johnson.

Motion Passed
By Directors Hanenkrat, Adler, Bean
Fiorelli, Johnston, Heffernan and Board Chair Johnson.

ACTION ITEMS

19. Motion to Amend the TCTD Directors Powers, Duties, Responsibilities, and Membership Policy #10

Dir. Adler asked that the Board review/request proposals than have staff assist with it. Think we need to review them before picking one. GM Vitulli replied that we hired Planning Solutions for architectural plans. This is a vital service because we don't have the resources to do that. Asked if the Board usually does this. Dir. Hanenkrat said I don't have a problem with viewing proposals, but we don't have expertise to come up with the final input. GM Vitulli added that for PSA's you rely on us, in the past we have used the same consultants. This is a District/staff process. BC Johnson said it would make things slow for the District.

GM Vitulli said the outlines are changed in red. Working on getting SDAO to come offer a training onsite will assist with this. Dir. Hanenkrat said we have done this in the past. Asked what would happen if you don't attend, if it's 'required.' The Board has been responsible enough to do these trainings. In the past it has always worked best to do training here.

GM Vitulli said we can switch the wording back to 'encouraged.' But added 'per year.' Dir. Hanenkrat said I think we should leave it as 'encouraged.'

Motion by Dir. Hanenkrat to Amend the TCTD Directors Powers, Duties, Responsibilities, and Membership Policy #10 to 'encouraged.' *Motion* seconded by Dir. Adler.

Motion Passed
By Directors Hanenkrat, Adler, Bean
Fiorelli, Johnston, Heffernan and Board Chair Johnson.

20. #23-22 Authorizing Signing Authority for District Bank and Investment Accounts

Motion by Dir. Johnson to Approve #23-22 Authorizing Signing Authority for District Bank and Investment Accounts. *Motion* seconded by Dir. Adler.

Motion Passed
By Directors Hanenkrat, Adler, Bean
Fiorelli, Johnston, Heffernan and Board Chair Johnson.

21. #23-23 In the Matter of Authorizing the General Manager to Award the TCTD Transit Center and Administration Building Renovation Project to Creative Contracting, Inc.

GM Vitulli said that all we are looking for is to award the contract to them. Next month you will be authorizing execution of the contract.

Motion by Dir. Adler to Approve #23-23 In the Matter of Authorizing the General Manager to Award the TCTD Transit Center and Administration Building Renovation Project to Creative Contracting, Inc. *Motion* seconded by Dir. Heffernan.

Motion Passed

By Directors Hanenkrat, Adler, Bean
Fiorelli, Johnston, Heffernan and Board Chair Johnson.

22. #23-24 Authorizing the General Manager to Enter into a Janitorial Services Agreement with Marie Mills Center for the Downtown Transit Center

Motion by Dir. Adler to Approve #23-24 Authorizing the General Manager to Enter into a Janitorial Services Agreement with Marie Mills Center for the Downtown Transit Center. *Motion* seconded by Dir. Hanenkrat.

Motion Passed

By Directors Hanenkrat, Adler, Bean
Fiorelli, Johnston, Heffernan and Board Chair Johnson.

23. #23-25 Authorizing the General Manager to Enter into a Janitorial Services Agreement with Marie Mills Center for the Downtown TCTD Administrative Building

Motion by Dir. Adler to Approve #23-25 Authorizing the General Manager to Enter into a Janitorial Services Agreement with Marie Mills Center for the Downtown TCTD Administrative Building. *Motion* seconded by Dir. Heffernan.

Motion Passed

By Directors Hanenkrat, Adler, Bean
Fiorelli, Johnston, Heffernan and Board Chair Johnson.

24. #23-26 Authorizing the General Manager to Execute ODOT STIF IC Grant Agreement No. 35588

GM Vitulli said this is for a new ODOT grant. STIF intercity agreements.

Motion by Dir. Adler to Approve #23-26 Authorizing the General Manager to Execute ODOT STIF IC Grant Agreement No. 35588. *Motion* seconded by Dir. Johnson.

Motion Passed

By Directors Hanenkrat, Adler, Bean
Fiorelli, Johnston, Heffernan and Board Chair Johnson.

25. #23-27 Authorizing the General Manager to Execute ODOT STIF IC Grant Agreement No. 35609

GM Vitulli said this is a new grant for Route 5 to Portland.

Motion by Dir. Adler to Approve #23-27 Authorizing the General Manager to Execute ODOT STIF IC Grant Agreement No. 35609. *Motion* seconded by Dir. Bean.

Motion Passed

By Directors Hanenkrat, Adler, Bean

Fiorelli, Johnston, Heffernan and Board Chair Johnson.

26. #23-28 Authorizing the General Manager to Execute Amendment Number 1 to ODOT Section 5304 Grant Agreement No. 35137

GM Vitulli said this allows us more time to finish the *Coordinated Public Transit-Human Services Transportation Plan*.

Motion by Dir. Bean to Approve #23-28 Authorizing the General Manager to Execute Amendment Number 1 to ODOT Section 5304 Grant Agreement No. 35137.
Motion seconded by Dir. Adler.

Motion Passed

By Directors Hanenkrat, Adler, Bean
Fiorelli, Johnston, Heffernan and Board Chair Johnson.

27. #23-29 Authorizing the General Manager to Execute Amendment Number 1 to ODOT RVHT Grant Agreement No. 35344

GM Vitulli said the extension for this grant allows for continued reimbursement.

Motion by Dir. Adler to Approve #23-29 Authorizing the General Manager to Execute Amendment Number 1 to ODOT RVHT Grant Agreement No. 35344.
Motion seconded by Dir. Johnson.

Motion Passed

By Directors Hanenkrat, Adler, Bean
Fiorelli, Johnston, Heffernan and Board Chair Johnson.

DISCUSSION ITEMS

28. Annual SDAO Board of Directors Training

AA/BC Zuercher talked about available SDAO trainings that are offered in August and September.

Dir. Fiorelli added using the code for free on your first training. FS Bond said we can give reimbursement forms as well.

29. Staff Comments/Concerns:

General Manager Vitulli: Welcome to the new members. We have a full Board now so it is a very exciting time. Remind you all that we have a photographer coming to take photos at the next meeting. All have updated Board manuals that have procedures, SDAO information, etc. Take them home and read up. Bring them back to meetings.

Operations Superintendent Reed: Acknowledged Kathy Schwabe for being present. She has stepped into a leadership role with drivers. Grateful that she is here. Kathy replied that passengers want the Board and District to know that South County is a

food desert. There is nowhere to get fresh vegetables and fruits. Adjusting trip times makes it hard. Dir. Adler heard that it's an all-day thing just to grocery shop.

Financial Supervisor Bond: Welcome Board members. Been at District for 14 years and love to see the change. It's been for the good. Great to see new Board members.

Brokerage Manager Deputy: Welcomed the new Board members. If anyone wants to learn about NWR, happy to meet with anyone.

Administrative Assistant/Board Clerk Zuercher: Tillamook County Fair is coming up, would love to see everyone volunteer in the booth. Welcomed new Board members.

30. Board of Directors Comments/Concerns:

Dir. Fiorelli: Apologies that I am not there. I will be at future meetings in person. Voted affirmative on all motions. Much appreciation on going to consultant with 70X. Tribal communities face significant poverty. Encourage the Board and staff to really capture information on impact with whoever is doing this study. GM Vitulli replied that that's why we are looking forward to working with Grand Ronde Tribe consultants. We are in good hands.

Dir. Heffernan: Very proud to be a part of the District, wonderful thing for the community.

Dir. Bean: Used lots of transit systems and had an interest in this, this is a good fit for me. I hope you agree.

Dir. Adler: Looking forward to working with new Board.

Dir. Hanenkrat: Welcome new Board. Looking forward to working with you.

Board Chair Johnson: Thanks to all new Board members and staff. Thank you, Kathy, for public comment. Arla, I hope things are going well.

Dir. Johnston: Appreciate the Transportation District and what they do for my family. This will be a great experience and I hope to help the District.

Adjournment: Board Chair Johnson adjourned the meeting at 8:34 pm.

These minutes approved this 16th day of August 2023.

ATTEST:

Mary Johnson, Board Chair

Brian Vitulli, General Manager

Tillamook County Transportation District
Board of Directors Work Session
Wednesday, August 2nd, 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 6:01 pm.
2. **Pledge of Allegiance**
3. **Roll Call:**

Present

TCTD Board of Directors

Mary Johnson, Board Chair (Zoom)
Linda Adler, Vice Chair (Zoom)
Jim Heffernan, Director
Marni Johnston, Treasurer
Jonathan Bean, Secretary
Gary Hanenkrat, Director
Thomas Fiorelli, Director **ABSENT**

TCTD Staff

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

Guest

Mark Knudson, SDAO

4. **SDAO Board of Directors Work Session Provided by Mark Knudson**

Adjournment: Board Chair Johnson adjourned the meeting at 7:44 pm.

These minutes approved this 16th day of August 2023.

ATTEST:

Mary Johnson, Board Chair

Brian Vitulli, General Manager