

**Tillamook County Transportation District**  
Board of Directors Regular Monthly Meeting  
Wednesday, August 16, 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  
Gary Hanenkrat, Director  
Linda Adler, Vice Chair  
Jim Heffernan, Director  
Marni Johnston, Treasurer  
Jonathan Bean, Secretary  
Thomas Fiorelli, Director

**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**

John Cline, Citizen  
Arla Miller, ODOT

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

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

6. **Executive Session:** None

**STATE OF THE DISTRICT REPORT**

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

Apologized for changes with financials last minute. Wrote minimal checks in July because of accounting software in correlation with the new fiscal year budget.

*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.*

Will be caught up in August with checks. Dir. Adler asked about Board Member Checks. FS Bond said the checks were written in August and cleared the bank in the month of August.

Page #19 through 30 are not correct budgeted numbers. Page #43 through 53 are the financials with budgeted numbers. This is what happened in the month of July.

In the future all funds will not lump together. For example, looking at General Funds. This will be reported as a mirror image of the budget.

Page #43 the total budget should match resources 3 pages in with total expenses but it doesn't. Found this just before the meeting. Abila is working on it with me, it's important to show you that it doesn't match. This will be corrected.

Resources are high but this is due to quarterly payments. Workers' compensation is a one-time lump sum payment.

NWOTA travel and training has spent \$2,500. This is for ZEB (Zero Emission Bus) Conference in September.

**8. Service Measure Performance Report:** OS Reed provided the following information:

OS Reed presented the July 2023 service performance slideshow to the Board.

Up in passengers per hour, which equates to lower service costs per hour.

PC Shuttle ridership is down, this is due to the 4th of July being on a Wednesday this year in comparison to last year.

GM Vitulli asked why ridership is down on Route 6. OS Reed responded that he is unsure why, but we are still growing on this route. Might be plateauing, but we will know by Christmas.

Dir. Hanenkrat asked why buses didn't stop in front of Fairgrounds. OS Reed responded that we are still operating with a shortage of drivers. Performed Town Loop as usual but we didn't have extended hours of service in the evening. We couldn't get into the turnaround at the fairgrounds but dropped at corner, Champion Park, and OSU Extension Office.

Dir. Johnston asked how many drivers short are we. OS Reed responded that we are currently full with full-time positions but struggling when folks call out sick or have vacation. So, 3-5 more part-time drivers would be sufficient. We would use them to build back DAR (Dial-a-Ride) services.

Dir. Johnston said her son just graduated from TBCC with a CDL and asked if they refer to TCTD. OS Reed said we have only been referred twice from TBCC, but those folks are usually looking to haul logs.

Dir. Adler asked about training with CDL. OS Reed responded yes, we do this through our training program, we get to start from the ground up with these folks.

Dir. Fiorelli asked about the youth free program, wondered if this could be tracked with TBCC as well. OS Reed replied maybe, the youth free is 18 and under and TBCC has to do with a pass. We don't know the difference in age of who is riding. It's mostly middle-aged to High School kids.

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

Not meeting until this Friday, nothing to report. Will report on next month.

**10. NW Rides Brokerage:** BM Deputy provided the following updates:

CCO has extended Uber and Taxi options for members that are unable to get picked up. Doesn't affect us as much as the Portland area. Looking at this for reimbursement as well. This is when other options aren't available.

Currently doing 250-300 physical rides a day with another 100 milage reimbursements a day.

Dir. Adler asked about the shortage with NW Rides. BM Deputy replied that we pull in volunteers. Direct medical is looking to expand as well. We do not do DAR; we use their vehicles. OS Reed responded that this is why we separate NW Rides and DAR with rider comparison.

FS Bond said there are a few rides being integrated through DAR, but NW Rides and DAR are separated.

OS Reed said we allocate 2-5 per day for DAR service. If there is a wheelchair passenger, we have ADA accessible in comparison to NWR drivers.

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

**a. Administration/Coordination:**

Had our first union collective bargaining agreement meeting. New leadership has been great to get to know and work with. Expect an Executive Session at the September meeting if we make the same progress that we did today.

Dir. Johnston asked how many years the contracts cover. GM Vitulli said the current agreement was 4 years and was supposed to be executed in 2019 but was delayed until mid-2020. Will know more next month.

70X service is still temporarily suspended. Still surveying. 60X service has been modified to cover some of those 70X stops.

Got back from OTA conference. It was a good conference, great sessions, and opportunities for connections. New OTA Executive Director has conference set for Seaside of 2024. Was invited to be part of the Board, term starts in January.

In October OTA will be having a strategic planning session on coordinating lobbying efforts for improved additional funding for 2025.

**b. Planning Development:**

Kittleson is still working on our *Coordinated Public Transit – Human Services Transportation Plan*.

Provided feedback to Amtrak with 70X/60X, coordinated to align schedules.

Nothing new on SETD.

**c. Grant Funding:**

Arla Miller said we are waiting for people to be done with reimbursements to award the COVID recovery grant. Must submit reimbursement at end of biennium or when it expires within 60 days. Requesting them to be in by August 25<sup>th</sup>.

**d. Facility/Property Development:**

Moving forward with Creative Contracting in renovation of Transit Center and Administrative Building.

Had a second incident in Transit Center with driver walking into a fume in restroom. The driver went to ER and he's okay and back to work. Second incident in 2-3 weeks. Still investigating ways to mitigate these incidents. Coordinated with Justin Aufdermauer from the Tillamook Chamber of Commerce. Met Nathan George the City Manager of Tillamook. The City was getting people using City Hall's bathroom from this. Gave perspective on what to do from the city level.

Arla Miller said she wants to make sure there are FTA funds for this renovation. Make sure those clauses are there with procurement complaints happening.

BC Johnson asked about STIF funds changing. GM Vitulli replied that they will go through 2025 biennium. Arla Miller added that they're going for 2 tenths of 1%. With STIF, OTC was not provided with the 25% addition. Reserve funds we are holding with STIF and agencies, coming off the top of what the plan is.

SETD is seeking a new Executive Director. Interviewing will begin soon.

Tillamook County Fair went well last week, AA Zuercher will touch more on this at the end.

12. **Miscellaneous:** None.

**CONSENT CALENDAR**

- 13. Motion to Approve the Minutes of July 19th, 2023 Regular Board Meeting
- 14. Motion to Approve the Minutes of August 2<sup>nd</sup>, 2023 Work Session
- 15. Motion to Approve July Financial Statement

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

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

**ACTION ITEMS**

- 16. #23-30 In the Matter of Authorizing the General Manager to Enter into a Contract with Creative Contracting, Inc. for the TCTD Transit Center and Administration Building Renovation Project

GM Vitulli relayed that we received three bids. Had consultant help with procurement. Checked the price, qualifications, responsibilities and responsiveness, references, and this contract is in the amount of \$249,998. The grants that we assembled include \$75,000 from TLT. The estimated amount of the project was calculated several years ago. There could be additional costs with this. We have reserves and this is an important project with operations moving forward with the District. Transit Center could be a more desirable place to be.

**Motion** by Dir. Fiorelli to Approve #23-30 In the Matter of Authorizing the General Manager to Enter into a Contract with Creative Contracting, Inc. for the TCTD Transit Center and Administration Building Renovation Project. *Motion* seconded by Dir. Adler.

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

17. **DISCUSSION ITEMS**

**Staff Comments/Concerns:**

General Manager Vitulli: Thanked the board for being here for photographs.

Operations Superintendent Reed: None.

Financial Supervisor Bond: In the middle of closing the year, thanked Arla Miller for keeping us on task, grateful for your help.

Brokerage Manager Deputy: Nice to see everyone all together tonight.

Administrative Assistant Zuercher: Tillamook County Fair went well, it's always nice to have a booth at the fair. Thanked all who volunteered.

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

Dir. Fiorelli: Thanked for photos being done. Apologized for not being here last month. Encouraged DOT grants to be applied for. Several of these are on public safety and social justice. Thinking of opportunities with this on grants.gov.

Dir. Heffernan: Working with the college and/or high school to fabricate bus benches or shelters. Talking to someone at the college, I am very enthusiastic about this, but this would be a great thing for shelters. See how this would work for the District down the road. College catalog with classes outside of operating hours, additional weekday hours.

Dir. Bean: None.

Dir. Adler: Thanked for the fair and everyone surviving heat, nice to see everyone.

Dir. Hanenkrat: Good to see everyone here again.

Board Chair Johnson: Appreciate everyone at District.

Dir. Johnston: Will not be in-person for next months meeting. Excited to be here, everyone is so professional.

Adjournment: Board Chair Johnson adjourned the meeting at 7:03 pm.

**These minutes approved this 20th day of September 2023.**

ATTEST:

  
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Mary Johnson, Board Chair

  
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Brian Vitulli, General Manager