

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



1. **Call to Order:** Vice Chair Linda Adler 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 **ABSENT**
Gary Hanenkrat, Director
Linda Adler, Vice Chair
Jim Heffernan, Director **ABSENT**
Marni Johnston, Treasurer
Jonathan Bean, Secretary
Thomas Fiorelli, Director (Zoom)

TCTD Staff

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

Guest

John Cline, Citizen
Jeremy Mills, Citizen
Tyler Hellner, Citizen

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

This is the first Board Packet that went out on time without any amendments.

5. **Public & Guest Comments:**

Jeremy Mills said he appreciates the service of the District. It's amazing what you all have accomplished here. Would like to talk about service to the Port (Route 6). I work from 8:00-4:30pm. My boss won't let me leave before I am off work. When scheduling buses, you should think about the times when people leave and go to work. When making these changes I think you should talk to these passengers.

FS Bond requested that he apply for TCTD's Transportation Advisory Committee.

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.

6. **Executive Session:** None

STATE OF THE DISTRICT REPORT

7. **Financial Report:** FS Bond provided the following July Amended financial report:

GM Vitulli relayed that going forward we are changing the way we present financials for accuracy. We are showing the financials two months behind the actual meeting. At tonight's meeting you will see accurate July financials and October you will see August. Ran this by Treasurer Johnston. This affects the Performance Report moving forward as well.

FS Bond thanked Treasurer Johnston for meeting to discuss this ahead of time. Thankful for her financial background.

We closed July's financials; this is a final report. It's important to be transparent with you in providing the financials.

GM Vitulli's initials aren't on these because I was on vacation when these were provided in the packet. GM Vitulli said he approves of these financials.

FS Bond went through the updated financials with the board.

No STIF reporting in July. Received STIF formula funding, you will see this in August's reports.

Haven't received grant funding for new grants yet.

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

No updates given.

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

During the September meeting we are likely getting a new transit marketing group to do our marketing called Transit Happy. Hopeful with their services.

Our website has been struggling over the past few weeks. When the website was formed, the consultant purchased the domain on GoDaddy and that's nwtransit.org. The consulting firm dissolved, the person that purchased the account is nowhere to be found and they are the only one who can get our domain back. It went down last Monday on September 11th; we are working to find out if we can get around this process. We are routing our traffic to nwconnector.org as well as tillamookbus.com. Having a team meeting tomorrow to find the best way forward. Will keep you up to date.

Sarah Lu (Columbia Pacific CCO), John Drezsen (Columbia County Rider), and I are going to the Zero Emission Bus Convention next week. We are looking to do a feasible study on alternative fuels. This conference will help us accomplish this.

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

August the call center took over 3,300 calls. NW Rides had 18,357 miles in trips during the month of August.

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

a. Administration/Coordination:

CBA (Collective Bargaining Agreement) negotiations are still happening. On Oct. 12th is our next session. Expect executive session in October on this discussion.

Working with the Confederate Tribes of Grand Ronde still and the discontinuation of 70X. Working on getting consultants on board to survey this. Still unlikely to operate this with the manpower that we have.

Dir. Heffernan, Myself, and AA Zuercher attended the SDAO training in Newport.

b. Planning Development:

Working with Kittleson and Associates for coordinated transportation plan, working on getting this to TAC later in the year.

Have not heard much on SETD.

c. Grant Funding:

Three grant applications were approved for full funding level or receiving more money than usual. Will work on these grant agreements. This will be a slower process, but we are excited.

Just submitted application for Rural Veterans Grant. Since we were a prior recipient, we submit through LOI or full formal application. Will have more to share in future.

Dir. Johnston asked how we got awarded more grant money than expected. GM Vitulli responded that this has to do with the incompleteness of funds therefore more money was available. In total it's about \$450,000.

d. Facility/Property Development:

September 6th, started renovation on the Transit Center. Fully framed out and waiting for electrical inspection. Waiting for an updated schedule from the contractor. They are focusing on the Transit Center currently. Holding to December finish date.

e. Operations and Vehicle Maintenance

We have a new DAR (Dial-a-Ride) Ford Transit vehicle. In the coming months we are getting two heavy duty buses for in-county and other services.

12. **Miscellaneous:** None.

CONSENT CALENDAR

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

14. Motion to Approve Amended July Financial Statement

Motion by Dir. Johnston to approve Consent Calendar. *Motion Seconded* by Dir. Bean.

Motion Passed

By Directors Hanenkrat, Adler, Bean
Fiorelli, Johnston, Heffernan(**ABSENT**) and Board Chair Johnson(**ABSENT**).

ACTION ITEMS

15. #23-31 Authorizing the General Manager to Execute ODOT STIF Grant Agreement No. 35606

GM Vitulli said that this grant is to design and install two bus shelters and transportation needs of the public as well as seniors.

Dir. Hanenkrat asked why the cost is so high for two bus shelters. GM Vitulli responded that there is a bit of concrete work that goes into this as well as supply chain and labor costs going up.

Dir. Adler asked about Warrenton being included on page 13. GM Vitulli responded that it's just for Pacific City and Waldport. We have a standing item with Bus Access Project, and we oversee the RFP for SETD. This will be for Hebo, Pacific City, and Waldport.

Motion by Dir. Bean to Approve #23-31 Authorizing the General Manager to Execute ODOT STIF Grant Agreement No. 35606. *Motion* seconded by Dir. Johnston.

Motion Passed

By Directors Hanenkrat, Adler, Bean
Fiorelli, Johnston, Heffernan(**ABSENT**) and Board Chair Johnson(**ABSENT**).

16. #23-32 Authorizing the General Manager to Execute ODOT STIF Grant Agreement No. 35607

GM Vitulli said that this grant \$460,000 for the design, purchase, construction, and installation of two bus shelters. Both grants are bundled into the Bus Access Project.

Dir. Adler asked if these are for different bus stops. GM Vitulli responded that there are additional funds to do the bus stop access work on these stops. Page 65 shows the Waldport and Pacific City bus stops.

FS Bond added that one grant is formula and the other is discretionary. ODOT covered it in two grants.

Motion by Dir. Johnston to Approve #23-32 Authorizing the General Manager to Execute ODOT STIF Grant Agreement No. 35607. *Motion* seconded by Dir. Bean.

Motion Passed

By Directors Hanenkrat, Adler, Bean
Fiorelli, Johnston, Heffernan(**ABSENT**) and Board Chair Johnson(**ABSENT**).

17. **DISCUSSION ITEMS**

Staff Comments/Concerns:

General Manager Vitulli: Extend appreciation to the board. Nice to have a full 7-member board.

Operations Superintendent Reed: Good to see everyone.

Financial Supervisor Bond: Made photo ID for you, allows you to ride all bus services. The only exception is DAR. Dependence also get ID if you have one that needs an ID let us know. Thank you for understanding and support on financials. Vacation with Jules helped me reset.

Brokerage Manager Deputy: Thank you to everyone for a nice evening and meeting. grateful for my job.

Administrative Assistant Zuercher: None

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

Dir. Fiorelli: Thanked staff for their work. Appreciated being more transparent with financial information. These grants are exciting, brings the organization forward.

Dir. Heffernan: ABSENT

Dir. Bean: Glad to see the timely reporting.

Dir. Adler: Rode the bus from Salem to Tillamook. It was wonderful. Would be nice if Amtrak put our bus on board. The buses were nice, I enjoyed it. Thank you and congratulations to our Board Chair.

Dir. Hanenkrat: None.

Board Chair Johnson: ABSENT

Dir. Johnston: Congratulated Mary on getting married, my thoughts are with her. Appreciate Cathy changing her ways to accommodate what I am used to seeing with financial reports.

Adjournment: Board Chair Johnson adjourned the meeting at 6:42 pm.

These minutes approved this 18th day of October 2023.

ATTEST:



Mary Johnson, Board Chair



Brian Vitulli, General Manager