

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



1. **Call to Order:** Board Chair 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, Director
Linda Adler, Vice Chair
Marni Johnston, Treasurer
Jonathan Bean, Secretary
Thomas Fiorelli, Director

Absent

TCTD Board of Directors

Jim Heffernan, Director

TCTD Staff

Brian Vitulli, General Manager
Cathy Bond, Finance Supervisor/Interim Board Clerk
Jules Deputy, Brokerage Manager
Michael Reed, Operations Superintendent (virtual)

Guest

San SunOwen, CPCCO
Mae Pfeil, CPCCO
Arla Miller, ODOT Public Transportation Division, Regional Transit Coordinator
Tyler Hellner, Citizen
Shirley Block, President ATU (left at executive session)
Eb Block, Citizen (left at executive session)
Kevin Kinoshita, Vice President ATU (left at executive session)
Jim LeNormand, Citizen
Madison LeNormand, Citizen
Kathy Schwabe, Citizen
Gretchen Aagaard-Shivley, Citizen (left at executive session)
Jeremy Mills, Citizen

4. **Announcements and Changes to Agenda:** None.

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

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:** 6:05pm -6:55pm
Convened under ORS 192.660(2)(d) to discuss labor negotiations, all guests and media excluded, attended by all Board members present as well as GM Vitulli, OS Reed and FS Bond.

There were no motions as a result of executive session.

STATE OF THE DISTRICT REPORT

7. **Financial Report:** FS Bond October 2023 included in board packet pages 1-24.
8. **Service Measure Performance Report:** OS Reed provided service statistics and performance measures for the Quarter (July-Sept 2023) and monthly for October 2023 included in Board packet pages 25-47.
9. **Northwest Oregon Transit Alliance:** GM Vitulli provided the following updates included in Board packet pages 48-53.

Last meeting was held December 8, 2023. NWOTA is seeking a new web services provider. They have received three proposals and further interviews will be scheduled. Will hopefully select a provider in January. They discussed 2024 goal setting and how to manage future projects. ODOT released notification for funding opportunities that open in 2024 and there are a few projects that will be submitted. Submissions are due late March 2024.

Minutes should be corrected to say November 17, 2023, not November 9, 2023.

Dir. Adler: will SETD get their bus stop project back. GM Vitulli answered no.

10. **NW Rides Brokerage:** BM Deputy provided the following updates:
 - a. Delegate Agreements are being presented later in the meeting.
 - b. YTD Ridership statistics through 12/15/2023:
 - i. Trips Completed: 90,040 (includes providers and M/R)
 - ii. Average trip length: 29.8 miles
 - iii. Total distance travelled: 1,3587,499 miles
11. **General Manager Report:** GM Vitulli provided the following updates included in Board packet pages 54-56 (see GM Report in packet for details):
 - a. **Administration/Coordination** - NWACT is looking for members. They would like to possibly add members from the TCTD Board if there are any Board members interested. It is an advisory role, and it would be great to have more transit advocates.
 - b. **Planning Development**
 - c. **Grant Funding**
 - d. **Facility/Property Development**
 - e. **Operations and Vehicle Maintenance**

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Chair Johnson asked if we need more TAC committee members. GM Vitulli stated there is always room for more members.

Chair Johnson asked if the ODOT grant mentioned in his report is separate from our formula funds. GM Vitulli stated they are separate.

12. **Miscellaneous:** Notification of Completion of ODOT SEFA & Single Audit for FY Ending June 30, 2022, included in Board packet pages 57-74.

CONSENT CALENDAR

13. Motion to Approve the Minutes of November 15, 2023, Regular Board Meeting
14. Motion to Approve October 2023 Financial Statement
15. Motion to Approve TCTD 2024 Board of Directors Calendar
16. Motion to Authorize the General Manager to Execute 2023 Care Oregon Non-Emergent Medical Transportation Services Delegation Agreement Amendment
17. Motion to Authorize General Manager to Execute 2024 Care Oregon Non-Emergent Medical Transportation Services Delegation Agreement
18. Motion to Authorize the General Manager to Establish an Office Assistant Position for NW Rides
19. Motion to Approve Policy 13: Emergency Prevention and Action Plan
20. Motion to Approve TAC Committee Appointment

San SunOwen discussed the 2024 Delegation Agreement and the changes. This is an annual agreement. NW Rides has showed member utilization is rebounding and the CPCCO is increasing the per member per month ("PMPM") from \$10.18 PMPM to \$12.25 PMPM. There has also been a member mileage increase (last changed in the 1990s) from .25 cents per mile to .44 cents per mile. It is a percentage of the GSA per diem.

Regarding the 2023 Agreement Amendment, CPCCO has identified \$1 million to reinvest into the NW Rides program. It amends the baseline retro back to the beginning of 2023.

Mae Pfeil thanked the Board for their support and shared that transportation is a big barrier for members. This benefit is important and appreciates the work NW Rides does to meet their members' needs.

GM Vitulli apologized for keeping San and Mae late. Item 18 to add an Office Assistant to the NW Rides program is tied to this increased utilization.

GM Vitulli explained that Policy 13 is the addition of language to include NW Rides into the Plan.

GM Vitulli shared that John Dreeszen's application to join the TAC Committee is to replace the former Executive Director of SETD.

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

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Motion Passed

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

ACTION ITEMS

21. Resolution 23-33 Authorizing the General Manager to Enter Into an Intergovernmental Agreement with the County of Tillamook for the 2023 Pacific City Shuttle Operating Year

Dir. Adler asked the cost per day and the cost for the whole year annual. GM Vitulli stated the fully allocated cost for the year is \$70k. She thinks the County should pay for all of the services. She believes it would be paid by TLT and parking fees. As a taxpayer, she doesn't think that the District should pay for any of the services. GM Vitulli explained this is an agreement made with the County and the District for the 2023 season and allows us to invoice them for those services. This will be a template for future services. He believes it should be looked into in greater detail prior to agreeing to any future services. It's a great transportation service so he is interested in working with the County to find funding to cover this service. Dir. Adler asked how many vehicles are used to provide the services. GM Vitulli states two vehicles. Chair Johnson asked if the District is committed to the 2024 season. GM Vitulli states the District is not committed to the 2024 season as of yet.

Dir. Johnston is confused by the date, looks like the IGA should have been done prior to the 2023 season. GM Vitulli agrees and will not be providing any further services without a new IGA. Dir. Adler asked if the District could go back and ask for more for the 2023 season. GM Vitulli said no. Dir. Hanenkrat thinks we should approve this and move forward regarding future services.

OS Reed stated he did discuss with Board as the Interim GM in November of 2022 and the Board committed to continue for the 2023 season. Since July 2023, the District is now reporting actual ridership and cost utilization.

22. **Motion** by Dir. Fiorelli to approve Resolution 23-33 Authorizing the General Manager to Enter Into an Intergovernmental Agreement with the County of Tillamook for the 2023 Pacific City Shuttle Operating Year. *Motion Seconded* by Dir. Johnston.

Motion Passed

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

23. Resolution 23-34 Authorizing the General Manager to Execute ODOT 5311 Grant Agreement No. 34242

GM Vitulli states this item is an amendment extending the Agreement expiration date to June 30, 2025 in order to allow time for final vehicle delivery.

24. **Motion** by Dir. Bean to approve Resolution 23-34 Authorizing the General Manager to Execute ODOT 5311 Grant Agreement No. 34242. *Motion Seconded* by Dir. Adler.

Motion Passed

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

25. Resolution 23-35 Authorizing the General Manager to Extend the Deadline of the Services Contract with Kittelson & Associates for the Coordinated Human Services Transportation Plan

GM Vitulli states the Resolution is extending the contract deadline.

26. **Motion** by Dir. Adler to approve Resolution 23-35 Authorizing the General Manager to Extend the Deadline of the Services Contract with Kittelson & Associates for the Coordinated Human Services Transportation Plan. *Motion Seconded* by Dir. Bean.

Motion Passed

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

DISCUSSION ITEMS

27. Staff Comments/Concerns:

General Manager Vitulli: Thanked the Board for their support. Happy holidays.

Operations Superintendent Reed: Merry Christmas and happy new year. See you in January.

Financial Supervisor Bond: None.

Brokerage Manager Deputy: Thanked the Board for their support of NW Rides and happy holidays.

28. Board of Directors Comments/Concerns:

Dir. Fiorelli: His bus ride last week was cancelled due to flooding. He plans to ride on the 1st and 2nd Tuesdays in January. Wants the District to focus on public services above and beyond prioritizing services like 60x/70x and what it means to provide services to the community.

Dir. Heffernan: Absent.

Dir. Bean: Wished everyone happy holidays.

Dir. Adler: Thanked the drivers for coming. Wished everyone Merry Christmas and Happy new year.

Dir. Hanenkrat: Wished everyone happy holidays.

Dir. Johnston: Wished everyone Merry Christmas. With the shortage of drivers, she wanted to share news about \$1M grant for Nestucca Valley. They are going to offer some trade school type programs and wondered if it would be a good opportunity to encourage future bus drivers and maybe get involved in that program.

Adjournment: Board Chair Johnson adjourned the meeting at 8:32 pm.

These minutes approved this 17th day of January 2024.

ATTEST:



Mary Johnson, Board Chair



Brian Vitulli, General Manager