

**Tillamook County Transportation District**  
Board of Directors Regular Monthly Meeting  
Wednesday, January 17, 2024 – 6:03PM  
Transportation Building  
3600 Third Street, Tillamook, OR  
**Meeting Minutes**



1. **Call to Order:** Board Chair Johnson called the meeting to order at 6:03pm.

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

**Absent**

**TCTD Board of Directors**

Thomas Fiorelli, Director

**TCTD Staff**

Brian Vitulli, General Manager  
Cathy Bond, Finance Supervisor/Interim Board Clerk  
Jules Deputy, NW Rides Brokerage Manager

**Staff Absent**

Michael Reed, Operations Superintendent

**Guest**

John Cline, Citizen

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

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

6. **Executive Session:** 6:06pm – 7:17pm

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, NWR BM Deputy and FS Bond.

There were no motions as a result of executive session.

**STATE OF THE DISTRICT REPORT**

7. **Financial Report:** FS Bond presented financials for November 2023 included in Board packet pages 1-24.

8. **Service Measure Performance Report:** GM Vitulli provided service statistics and performance measures for the month of November 2023 included in Board packet pages 25-35. There is additional information about how to interpret the performance measures on pages 36-38. Dir. Adler wants to still meet to get her questions answered.

Dir. Adler noticed a reduction of Route 2, then seeing a trend back up.

9. **Northwest Oregon Transit Alliance:** GM Vitulli provided the following updates included in Board packet pages 39-45.

An employment organization is likely able to assist the District in upgrading driver CDLs as a result of the new vehicles that arrived. The new buses require a Class B CDL and the majority of our drivers hold Class C licenses. Future vehicles will also require Class B licenses as well. Dir. Johnston asked if it will be voluntary to upgrade for drivers. GM Vitulli stated it will be more fair, efficient, and sustainable to upgrade all drivers. Dir. Adler asked if we have to accept them or can we change future orders. GM Vitulli stated that the vehicles were signed-off and ordered that way well over one year ago, so it is not a vendor issue. It still makes sense to upgrade the licenses.

There will be a new website vendor contract planned for the next Board meeting.

10. **NW Rides Brokerage:** BM Deputy reported this is a slow time of year for NW Rides Brokerage. Dealing with weather events, catching up on work and implementing new contract requirements.

11. **General Manager Report:** GM Vitulli provided the following updates included in Board packet pages 46-47 (see GM Report in packet for details):

- a. Administration/Coordination
- b. Planning & Development
- c. Grant Funding
- d. Facility/Property Development
- e. Operations/Vehicle Maintenance

Dir. Hanenkrat asked if the new wage scale would help recruit and re-start the 60X service. GM Vitulli stated the District cannot sustain that service as it is far removed from the District's service area and District resources can be better focused in and around Tillamook County. Dir. Adler asked if the Tribes fully funded those services. GM Vitulli confirmed that ODOT and the Tribes were fully funding the services. Board Chair Johnson asked if vehicle shortage is why Cherriots can't start services and if so can they use our surplus vehicles. GM Vitulli shared that there are two vehicles on the surplus list (#300 and #301) that could be used by Cherriots under an emergency lease arrangement approved by ODOT. He stated he reached out again on the status but has not heard of any updates on leasing District buses or restarting the service.

*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.*

**12. Miscellaneous:**

- a. OR-OSHA workplace inspection. Dir. Adler suggested combining Safety with other committee meetings. GM Vitulli stated the Safety Committee will hold their own meetings.
- b. Public meeting law training requirement update. This is regarding required training that all governing body members must take during their term of office. Trainings are not currently scheduled or available to meet the requirement. GM Vitulli will notify the Board as soon as the training becomes available. Dir. Adler remembered that there was training by SDAO, would that count. GM Vitulli reiterated that the SDAO training does not meet those requirements as of yet.

Dir. Hanenkrat saw a notice in the paper that the District will provide free services to the Fairgrounds for a homeless event. GM Vitulli was unaware and will look into right away.

**CONSENT CALENDAR**

- 13. Motion to Approve the Minutes of December 20, 2023, Regular Board Meeting
- 14. Motion to Approve November 2023 Financial Statement
- 15. Motion to Approve TCTD FY 2024-25 Budget Calendar
- 16. Motion to Appoint GM Brian Vitulli as FY 2024-25 Budget Officer

FS Bond made note of correction to minutes. There was a motion that Dir. Adler abstained from that was added to the motion passed section as well and needs to be removed.

**Motion** by Dir. Adler to approve Consent Calendar, with noted change to the minutes.  
*Motion Secoded* by Dir. Bean.

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

**ACTION ITEMS**

- 17. Resolution 24-01 Authorizing the General Manager to Execute a Contract with Northwest Lift & Equipment LLC for a Four-Post Mobile Column Lift

GM Vitulli added it was a competitive process. Received two quotes. One of those vendors was the vendor that the District purchased an initial lift from in the recent past. The decision was made to use the same vendor so the system could work together and be used as a set.

**Motion** by Dir. Johnston to approve Resolution 24-01 Authorizing the General Manager to Execute a Contract with Northwest Lift & Equipment LLC for a Four-Post Mobile Column Lift. *Motion Secoded* by Dir. Hanenkrat.

**Motion Passed**  
By Directors Hanenkrat, Bean

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Adler, Johnston, and Heffernan  
and Board Chair Johnson.  
Director Fiorelli absent.

18. Resolution 24-02 In the Matter of Declaring and Disposing of Surplus Property

Dir. Adler asked approximately how many miles were on the vehicles being surplus. FS Bond answered that each vehicle has different mileage and that ODOT has a useful life formula used to calculate when a vehicle is ready for surplus. Dir. Adler asked what about the Tribes and could they use them. GM Vitulli explained that the vehicles can continue being used and can help the Tribes provide those services.

**Motion** by Dir. Bean to approve Resolution 24-02 In the Matter of Declaring and Disposing of Surplus Property. *Motion Seconded* by Dir. Adler.

**Motion Passed**

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

**DISCUSSION ITEMS**

**19. Staff Comments/Concerns:**

General Manager Vitulli: Thank you for the support the Board provides.

Operations Superintendent Reed: Absent.

Financial Supervisor Bond: None.

Brokerage Manager Deputy: None.

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

Dir. Fiorelli: Absent.

Dir. Heffernan: None.

Dir. Bean: None.

Dir. Adler: How is everything after last weekend of winter storm and thank you to staff for all they did. GM Vitulli said it was a huge team effort, constant change based on road conditions. Drivers are professional and given discretion. Thanked everybody for a job well done.

Dir. Hanenkrat: None.

Dir. Johnston: She was worried during the ice storm and thought about riding the bus if she needed to go to the store.

Board Chair Johnson: Thanked everyone and said she will be in touch with GM for CBA information and potential special meeting.

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Adjournment: Board Chair Johnson adjourned the meeting at 8:16pm.

**These minutes approved this 17th day of January 2024.**

ATTEST:

  
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Mary Johnson, Board Chair

  
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Brian Vitulli, General Manager