

**Tillamook County Transportation District**  
Board of Directors Regular Monthly Meeting  
Wednesday, April 17, 2024 – 6:00PM  
Transportation Building  
3600 Third Street, Tillamook, OR  
**Meeting Minutes**



1. **Call to Order:** Board Chair Johnson called the meeting to order at 6:00pm.

2. **Pledge of Allegiance**

3. **Roll Call:**

**Present**

**TCTD Board of Directors**

Mary Johnson, Board Chair  
Linda Adler, Vice Chair  
Gary Hanenkrat, 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, Brokerage Manager  
Michael Reed, Operations Superintendent

**Guest**

Bill Anderson, SDAO  
John Cline, Citizen  
Jim Heffernan, Citizen  
Tyler Hellner, Citizen  
Jerry Bond, Citizen

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

Dir. Adler asked to add SDAO proposal regarding organizational assessment. Wants the Boards thoughts. Board Chair Johnson said she spoke with SDAO and thinks an assessment that can be tailored to the District's specific needs is best, which was why she asked Mr. Anderson to attend the meeting tonight. Dir. Adler asked who makes that decision to tailor the needs. Dir. Adler went on to further explain what the SDAO ten-point assessment includes and that they may have ideas to benefit the District. The ceiling cost is \$7,500 maximum. Dir. Hanenkrat doesn't think the District needs an entire assessment and he believes the focus should be on employee hiring and retention. If the Board finds it necessary, they could do the full assessment in the

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future. Dir. Adler said it is just an assessment and she thinks it will help the Board get a better view. Dir. Hanenkrat again stated the focus should be on driver retention and recruitment. Board Chair Johnson said this will need to be tabled for a later date.

## **5. Public & Guest Comments:**

Board Chair Johnson announced that Jim Heffernan resigned from his position on the Tillamook County Transportation District Board of Directors effective Friday, April 5, 2024.

Board Chair Johnson read the following statement:

As we open public comment this evening, I noticed we have several valued District staff in attendance and members of our community. Thank you for coming. Your presence with us is appreciated and meaningful. Before we begin, I would like to remind everyone of the role of the District Board: (1) to approve the budget, (2) to hire the General Manager, (3) to act as a contract review Board, and (4) to set policy. Tonight, I'll invite members of the public who are not employed by the District to share their thoughts and comments first. Following these comments, I will then invite our staff members to participate in public comment if they wish to do so. I ask all commenters to please be mindful of decorum during our meeting and help us foster an inclusive, welcoming environment for everyone. If anyone has a concern regarding District operations or District employees, I encourage you to follow our existing processes to ensure that your concern is promptly addressed by the appropriate person within our leadership team, as Board members are not involved in the day-to-day operations of the District. Members of the public may contact our Operations Superintendent, Mike Reed or our General Manager, Brian Vitulli. District employees are welcome to raise any concerns they have through the problem resolution process approved by the Board in the employee handbook unless the concern is subject to the grievance process in our collective bargaining agreement. A time limit of three minutes will be imposed for individual public comments this evening.

Jim Heffernan shared his statement that he sent to all Board members and various staff and media via email on Saturday. Board Chair Johnson stopped him because of his comments about staff. He retracted his comments about staff. He continued to read his statement until his time was up.

Tyler Hellner picked up where Jim Heffernan left off. Board Chair Johnson stopped him because of comments about staff.

Board Chair Johnson closed public comments.

## **6. Executive Session: None**

**STATE OF THE DISTRICT REPORT**

- 7. **Financial Report:** FS Bond presented February 2024 financials included in Board packet pages 1-22.
- 8. **Service Measure Performance Report:** OS Reed provided service statistics and performance measures for the month of February 2024 included in Board packet pages 23-33.
- 9. **Northwest Oregon Transit Alliance:** GM Vitulli provided the following updates included in Board packet pages 38-40. Dir Johnston asked if that app cost money. GM said the app is free.

GM Vitulli reviewed the NWOTA meeting.

- 10. **NW Rides Brokerage:** BM Deputy provided the following updates:
  - a. Ride Statistics for Q1 2024 (Jan-Mar): 12,314 calls, 17,988 trips.
- 11. **General Manager Report:** GM Vitulli provided the following updates included in Board packet pages 36-39 (see GM Report in packet for details):
  - a. **Administration/Coordination**
  - b. **Planning Development**
  - c. **Grant Funding**
  - d. **Facility/Property Development**
  - e. **Operations and Vehicle Maintenance**

Dir. Johnston thanked the GM and staff for staying committed. Dir. Hanenkrat asked if the propane pumps in the District work. GM Vitulli confirmed that the propane station is fully functional. Dir. Adler asked if there was another trolley coming. GM Vitulli thinks a different type of vehicle would be better suited for the District and is working with ODOT on possibly rescoping the grant to allow that.

- 12. **Miscellaneous:** None.

**CONSENT CALENDAR**

- 13. Motion to Approve the Minutes of March 20, 2024, Regular Board Meeting
- 14. Motion to Approve February 2024 Financial Statement
- 15. Motion to Appoint/Re-appoint Budget Committee Members
- 16. Motion to Amend Policy 33: Public Meetings
- 17. Motion to Approve Policy 36: Disposal of Surplus Property

**Break 6:32-6:35**

Board Chair Johnson stated that the consent calendar items will need to be approved as individual motions.

**Motion** by Dir. Hanenkrat to approve the Meeting Minutes of March 20, 2024 Regular Board Meeting. *Motion Seconded* by Dir. Bean.

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**Motion Passed**

By Directors Hanenkrat, Bean,  
Johnston and Adler.  
Board Chair Johnson abstained.  
Director Fiorelli Absent.

**Motion** by Dir. Adler to approve the February 2024 Financial Statement. *Motion Secoded* by Dir. Johnston.

**Motion Passed**

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

**Motion** by Dir. Adler to appoint Tamra Perman to TCTD Budget Committee. *Motion Secoded* by Dir. Bean.

**Motion Passed**

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

Discussion regarding Policy 33: Public Meetings:

Dir. Hanenkrat not in favor of recording public meetings. He believes the Board already voted not to record in previous discussions and once recorded it becomes public record forever. Dir. Adler agreed there was a vote and she doesn't want meetings recorded either. Dir. Bean has been a Board secretary in other organizations and said it takes a great effort to record. He believes it is better to have a written description that has proven to be time tested. GM Vitulli wanted to share some context and explained the recording is not intended to replace the written minutes. There are legal requirements regarding the written minutes when the meeting is recorded. Dir. Adler stated she saw that the current website doesn't have our stored historical Board documents. GM Vitulli said the website is still being worked on and all archived materials will be replaced soon. Dir. Adler asked why there are references on page 56 regarding minor children. Board Chair Johnson explained that Exhibit 1 is the ORS references as it relates to all public meetings for all agencies under ORS 192. Dir. Adler asked why page 57 item (l) has reference to health professional regulatory board. Board Chair Johnson explained that Exhibit 1 is the ORS references as it relates to all public meetings for many agencies under ORS192. Dir. Adler asked why the policy needs all the ORS. Board Chair Johnson explained that Exhibit 1 is the ORS references as it relates to all public meetings for many agencies under ORS192. GM Vitulli pointed out that pages 46 through 52 are the District's actual policy and that the attachment of the ORS is simply for reference. The blue lettering are the changes to state law since the last Public Meetings policy. Dir. Johnston is not opposed to recording the meetings. Because of her experience with governments, she is accustomed to them being recorded. There were no questions or concerns regarding Exhibit 2 ORS 244.020(13).

Board Chair Johnson directed GM Vitulli to strike section D regarding digital recording and any other reference to recording of public meetings.

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**Motion** by Dir. Hanenkrat to approve Policy 33: Public Meetings, with revisions to remove any reference to recording of the meetings. *Motion Seconded* by Dir. Johnston.

**Motion Passed**

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

Discussion regarding Policy 36: Disposal of Surplus Property.  
GM Vitulli explained the policy to the Board.

**Motion** by Dir. Bean to approve Policy 36: Disposal of Surplus Property. *Motion Seconded* by Dir. Hanenkrat.

**Motion Passed**

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

**ACTION ITEMS**

None.

**DISCUSSION ITEMS**

**18. Staff Comments/Concerns:**

General Manager Vitulli – None.

Operations Superintendent Reed – None.

Brokerage Manager Deputy – None.

Finance Supervisor Bond – Read a statement to the Board and public regarding her perspective and experiences during her time at the District and in the U.S. Army.

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

Dir. Adler – None.

Dir. Hanenkrat – None.

Dir. Bean – None.

Dir. Johnston – None.

Dir. Fiorelli – Absent.

Board Chair Johnson – Wanted to apologize to District staff by allowing comments that are demoralizing and inappropriate. Going forward she will do her best to better manage

comments in future meetings. In May, she would like to include an executive session for GM review, as well as administrative pay ranges, COLA and benefits.

Adjournment: Board Chair Johnson adjourned the meeting at 7:16pm.

**These minutes approved this 15<sup>th</sup> day of May 2024.**

ATTEST:

  
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Mary Johnson, Board Chair

  
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Brian Vitulli, General Manager