*Regular Meeting 6//912024*

**Tillamook County Transportation District** Board of Directors Regular Monthly Meeting Wednesday, June 19, 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.

# Pledge of Allegiance

1. **Roll Call:**

**Present**

**TCTD Board of Directors**

Mary Johnson, Board Chair (via Zoom) Gary Hanenkrat, Director

Marni Johnston, Treasurer (via Zoom) Linda Adler, Vice Chair (via Zoom) Jonathan Bean, Secretary

Thomas Fiorelli, Director (via Zoom)

**Absent**

**TCTD Board of Directors**

None

**TCTD Staff**

Brian Vitulli, General Manager Cathy Bond, Finance Supervisor Jules Deputy, Brokerage Manager

Michael Reed, Operations Superintendent

Keri Brown, Administrative Assistant/Board Clerk

**Guest**

Jerry Bond, Citizen Jim Heffernan, Citizen John Cline, Citizen

1. **Announcements and Changes to Agenda:** Added Item 17: Motion to Amend Policy 10: Directors Powers, Duties, Responsibilities, and Membership. Renumbered all other items.

# Public & Guest Comments:

Jim Heffernan let everyone know that he intends to keep the operations of the District transparent whether you like it or not. John Cline said there is negativity in the county that is poisoning the driver's pool. The District has been good to him for a long time, and he is good to the District.

*Regular Meeting 611912024*

1. **Executive Session:** 6:04pm -6:21pm

As a result of the executive session, the following motion was made.

**Motion** by Dir. Johnston to increase the GM's wages 10% effective 7/1/2024. *Motion Seconded* by Dir. Fiorelli.

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

1. **Budget Hearing:** 6:22pm - 6:28pm

FS Bond pointed out changes on the Unallocated page.

Director Adler asked about office lease and equipment for NW Rides. FS Bond explained that NW Rides will be expanding in January 2025 and there will be some greater needs and purchases regarding office equipment.

**STATE OF THE DISTRICT REPORT**

1. **Financial Report:** FS Bond April 2024 included in Board packet pages 28-45. Director Adler asked about the Umpqua charge for GM Vitulli for Board officials leadership boot camp. GM Vitulli shared it was the SDAO training that Directors Adler and Bean and GM attended.
2. **Service Measure Performance Report:** OS Reed provided service statistics and performance measures for the month of March 2024 included in Board packet pages 46-56. Dir. Fiorelli noticed 2024 above or to the left and asked why the data is presented in that order. OS Reed explained that he generally shows it in the current year, then past year. Dir. Fiorelli noted youth Free is high and wondered why. OS Reed explained in January 2023 started a new fare reduction in which youth ride free.
3. **Northwest Oregon Transit Alliance:** GM Vitulli provided the following updates included in Board packet pages 57-58.
4. **NW Rides Brokerage:** BM Deputy provided the following updates:
	1. Ride Statistics for May 2024: 4,292 calls; 2,367 provider rides; 66,484 miles.
	2. They hired a new dispatcher that started on 6/13/2024.
	3. Now utilizing the far conference room for the brokerage expansion. Three employees now have workstations.
5. **General Manager Report:** GM Vitulli provided the following updates included in Board packet pages 59-60 (see GM Report in packet for details):
	1. **Administration/Coordination**
	2. **Planning Development**
	3. **Grant Funding**

*Regular Meeting 6/19/2024*

# Facility/Property Development

* 1. **Operations and Vehicle Maintenance**

Dir. Adler said she was at the JTC meeting and thought that GM Vitulli and BC Johnson did a great job.

1. **Miscellaneous:** None.

**CONSENT CALENDAR**

BC Johnson requested each item on the consent calendar be addressed separately.

1. Motion by Dir. Bean to Approve the Minutes of May 15, 2024, Regular Board Meeting. *Motion Seconded* by Dir. Johnson.

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

1. Motion by Dir Johnston to Approve the Minutes of the May 8, 2024, Budget Committee Meeting. *Motion Seconded* by Dir. Bean

# Motion Passed

By Directors Hanenkrat, Bean,

Johnston and Adler. Board Chair Johnson and Dir. Fiorelli abstained.

1. Motion by Dir. Johnston to Approve April 2024 Financial Statement. *Motion Seconded* by Dir. Bean.

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

1. Motion to Amend Policy 10: Directors Powers, Duties, Responsibilities and Membership

Dir. Adler concerned about TC criminal court. She wants it to be the county commissioner.

GM Vitulli stated that policy 10, page 117 cited ORS and that verbiage is consistent with the current ORS.

Dir. Hanenkrat said in the past it may go to commissions. Sometimes the commissions are considered the circuit court.

Dir. Johnston asked legal counsel to check and confirm that the language is correct.

Dir. Fiorelli said the ORS cited is consistent with the ORS and believed the language is correct.

After a discussion regarding the section on Vacancies, this item was **Tabled.**

*Regular Meeting 6119/2024*

**ACTION ITEMS**

# Resolution 24-09 In the Matter of Adopting the Budget, Making Appropriations, Levying Taxes, and Categorizing Taxes for FY 2024-2025

**Motion** by Dir. Bean to approve Resolution 24-09 In the Matter of Adopting the Budget, Making Appropriations, Levying Taxes, and Categorizing Taxes for FY 2024-2025. *Motion Seconded* by Dir. Hanenkrat.

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

# Resolution 24-10 In the Matter of Authorizing the GM to Execute a Personal Services Agreement with Chrissy's Cleaning Service

**Motion** by Dir. Bean to approve Resolution 24-10 In the Matter of Authorizing the GM to Execute a Personal Services Agreement with Chrissy's Cleaning Service. *Motion Seconded* by Dir. Fiorelli.

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

# Resolution 24-11 In the Matter of Authorizing the GM to Enter into a Janitorial Services Agreement with Marie Mills Center for the Downtown Transit Center

**Motion** by Dir. Fiorelli to approve Resolution 24-11 In the Matter of Authorizing the GM to Enter into a Janitorial Services Agreement with Marie Mills Center for the Downtown Transit Center. *Motion Seconded* by Dir. Adler.

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

# Resolution 24-12 In the Matter of Authorizing the GM to Enter into a Janitorial Services Agreement with Marie Mills Center for the TCTD Administration Building

**Motion** by Dir. Adler to approve Resolution 24-12 In the Matter of Authorizing the GM to Enter into a Janitorial Services Agreement with Marie Mills Center for the TCTD Administration Building. *Motion Seconded* by Dir. Hanenkrat.

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

# Resolution 24-13 In the Matter of Authorizing the GM to Execute a Professional Services Contract Amendment with Madison Ave. Collective for NWOTA Website Management

*Regular lvleeting 6//912024*

**Motion** by Dir. Bean to approve Resolution 24-13 In the Matter of Authorizing the GM to Execute a Professional Services Contract Amendment with Madison Ave. Collective for NWOTA Website Management. *Motion Seconded* by Dir. Fiorelli.

Dir. Fiorelli asked if there are previous website traffic measurements available to compare. GM Vitulli said he will look into and believes we can get previous traffic reports.

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

# Resolution 24-14 In the Matter of Authorizing the GM to Execute a Services Agreement with lconiPro for an Access Control System for the TCTD Transit Center

**Motion** by Dir. Bean to approve Resolution 24-14 In the Matter of Authorizing the GM to Execute a Services Agreement with lconiPro for an Access Control System for the TCTD Transit Center. *Motion Seconded* by Dir. Adler.

GM Vitulli shared the contract is a not to exceed total. There were two other vendors who responded. One provided a bid, one declined to bid.

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

**DISCUSSION ITEMS**

# Staff Comments/Concerns:

General Manager Vitulli - Thank you for your confidence in me.

Operations Superintendent Reed - Look at page 52, this is why the performance measures reports are formatted accordingly. Attended CTAA expo this month. It was nice to hear how other agencies are doing and are encouraged. Thank you for the opportunity in professional development. Excited about the new training program we have started.

Admin Assistant Brown - Enjoys being here!

Brokerage Manager Deputy - Welcome to Keri. Thanked the Board for their support and professionalism.

Finance Supervisor Bond - Thanked all the Board for their work to get the Budget adopted this year.

# Board of Directors Comments/Concerns:

*Regular Meeting 6/19/2024*

Dir. Adler -Asked when is the TC opening? GM Vitulli said we want to be able to staff it before opening to the public. Currently open during Farmers Market until we get another dispatcher. With new hires, will service be restored? GM explained the training process to the Board. The goal is to restore service but is dependent on more drivers.

Dir. Hanenkrat - None.

Dir. Fiorelli - Focus attention on staff. OS thank you for your report update, feel free to change or keep. Cathy excellent work on the budget. Impressive. GM your leadership is very appreciated, and Tillamook County is fortunate to have you. A bright future ahead!

Dir. Johnston - Thanked Cathy for all the hard work and looking forward to meeting new hires.

Dir. Bean - Good news to hear about hiring and training to provide better service. Personal plea to other Board members regarding the County Fair and the booth. He encourages other members to participate. FS Bond shared that the Fair will have other volunteers.

Board Chair Johnson - Seconds Dir. Fiorelli and is happy for Jules that NWR is getting a little more room.

Adjournment: Board Chair Johnson adjourned the meeting at 7:24pm.

# These minutes approved this 21st day of August 2024.

ATTEST:

