

Tillamook County Transportation District
Board of Directors Regular Monthly Meeting
Wednesday, May 15, 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
Thomas Fiorelli, Director

Absent

TCTD Board of Directors

None

TCTD Staff

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

Guest

Jerry Bond, Citizen
Jim Heffernan, Citizen
Kirsten Brown, Citizen

4. **Announcements and Changes to Agenda:** Resolution 24-08, replace title on agenda to match title from resolution document.

5. **Public & Guest Comments:**

Board Chair Johnson made a statement that any public comments will be limited to items on the agenda only. Note the Agenda item and share your comments as it relates to that item.

Jim Heffernan asked if he was going to be allowed to read his statement. Board Chair Johnson said comments will need to pertain only to an item from the Agenda.

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.

Executive Session: 6:04pm – 7:04pm

The Board convened for the purpose of Performance Evaluations, ORS 192.660(2)(i).

As a result of executive session, no motion was made.

STATE OF THE DISTRICT REPORT

6. **Financial Report:** FS Bond presented financials for March 2024 included in Board packet pages 1-24.
7. **Service Measure Performance Report:** OS Reed provided service statistics and performance measures for the month of March 2024 included in Board packet pages 40-50.
8. **Northwest Oregon Transit Alliance:** GM Vitulli provided the following updates included in Board packet pages 25-26. Dir. Fiorelli was interested in the marketing results. He shared that in his profession that demographic finding is generally the case.
9. **NW Rides Brokerage:** BM Deputy provided the following updates:
 - a. Ride Statistics for April 2024: 6,673 calls; 2,560 provider rides; 70,433 miles and 2,227 hours of service.
 - b. Brokerage staff is discussing and educating members about the bus pass options available.
 - c. Shared an email from Hal McMahan thanking everyone at NW Rides for doing a great job with the Veteran's mileage reimbursements. He is a 92-year-old Korean War Vet.

Dir. Johnston asked BM Deputy if the call center operates 7 days a week. BM Deputy stated the call center operates Monday through Friday, 8am to 5pm. Dir. Adler asked how many people answer calls. BM Deputy stated there are six employees available to answer calls.

10. **General Manager Report:** GM Vitulli provided the following updates included in Board packet pages 27-29 (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. Adler stated that during the Transit Center ribbon cutting there was a comment made about the lack of ADA access to the Transit Center. She asked if there would be a change to access. GM said the renovation project scope of work did not include

an upgrade for ADA access. He is working to identify potential vendors who could perform that work.

11. Miscellaneous: None.

CONSENT CALENDAR

12. Motion to Approve the Minutes of April 17, 2024, Regular Board Meeting

13. Motion to Approve March 2024 Financial Statement

14. Motion to Appoint TAC Committee Member

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

Motion Passed

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

ACTION ITEMS

15. Resolution 24-08 In the Matter of Adopting a Revised Administrative Employee Compensation Plan for the District

GM reviewed Resolution 24-08. Dir. Johnston asked who did the comparables. GM stated Innova Legal. BC Johnson requested to have the Board review annually since there is no COLA in the admin wages. If we need a policy to formalize an annual review of the administrative employee compensation plan, she hoped that would be adopted. Dir. Johnston asked if there is COLA too. GM Vitulli said there is no COLA.

Motion by Dir. Johnston to approve Resolution 24-08 In the Matter of Adopting a Revised Administrative Employee Compensation Plan for the District. *Motion Seconded* by Board Chair Johnson.

Motion Passed

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

DISCUSSION ITEMS

16. Staff Comments:

General Manager Vitulli – None.

Operations Superintendent Reed – None.

Brokerage Manager Deputy – None.

Finance Supervisor Bond – Thanked Directors Adler, Bean and Fiorelli for attending the Transit Center dedication. Doug Pilant’s children attended the ribbon cutting and they were honored to see their dad’s life work reflected in such a nice dedication of

the Transit Center. Was encouraged with all the support and positive feedback on Facebook and other media outlets.

17. Board of Directors Comments:

Dir. Adler – Thank you to GM for all his work. She understands it is trial by fire and that he is doing a good job. She hopes he is enjoying the job. GM Vitulli stated he is enjoying the job.

Dir. Hanenkrat – None.

Dir. Fiorelli – Thanked administration for all the work. He knows the good communication coming from the District is helping with community concerns. He loves the 'Now Hiring' flags in front of the property. Kudos for job fair representation. He loves retired drivers, especially Jim. He comes because he loves it. Maybe recruitment targeting our retired community members may benefit the District. Maybe a billboard. Humbly provided suggestions.

Dir. Johnston – None.

Dir. Bean – None.

Board Chair – She commented on the legal memo handed out regarding Board vacancies. The District does not currently have a policy regarding the process for filling Board vacancies, so she asked GM Vitulli to prepare a draft policy for consideration at the next Board meeting. Dir. Adler thinks it's a great idea and thinks there should be an application on the website and advertise. GM shared that it may be an amendment to the current Directors Powers, Duties, Responsibilities and Membership policy.

Dir. Fiorelli suggests uploading District policies on Office 365. Dir. Adler asked to have the website updated with past Board packets and/or put on Office 365. GM Vitulli shared that the website vendor is continuing to work on updating the past Board packet page.

Adjournment: Board Chair Johnson adjourned the meeting at 8:03pm.

These minutes approved this 15th day of May 2024.

ATTEST:



Mary Johnson, Board Chair



Brian Vitulli, General Manager