

Tillamook County Transportation District
Board of Directors Regular Monthly Meeting
Wednesday, August 21, 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 6:01pm.

2. **Pledge of Allegiance**

3. **Roll Call:**

Present

TCTD Board of Directors

Mary Johnson, Board Chair (via Zoom)
Gary Hanenkrat, Director (via Zoom)
Marni Johnston, Treasurer
Linda Adler, Vice Chair (via Zoom)
Jonathan Bean, Secretary
Thomas Fiorelli, Director

Absent

TCTD Board of Directors

None

TCTD Staff

Brian Vitulli, General Manager
Cathy Bond, Finance Supervisor
Jules Deputy, Brokerage Manager
Keri Brown, Administrative Assistant/Board Clerk

Absent

TCTD Board of Directors

Guest

Jim Heffernan, Citizen
John Cline, Citizen
San SunOwen, CPCCO Director of Transportation
Mae Pfeil, CPCCO

4. **Announcements and Changes to Agenda:**

5. **Public & Guest Comments:** Jim Heffernan commented that the Board packet states 11 drivers were hired but no mention of how many were retained. John Cline doesn't know how many have stayed, but stated that OS Reed and OC Scott have a new training curriculum and was impressed by the new training.

6. **Executive Session.** 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.

STATE OF THE DISTRICT REPORT

- 7. **Financial Report:** FS Bond reviewed the May 2024 financials included in Board packet pages 1-20.
- 8. **Service Measure Performance Report:** The service statistics and performance measures for the month of May 2024 are included in Board packet pages 21-31.
- 9. **Northwest Oregon Transit Alliance:** GM Vitulli provided the following updates included in Board packet pages 32-41.
- 10. **NW Rides Brokerage:** BM Deputy provided the following updates:
 - a. Reviewed ride statistics for July 2024.
 - b. San SunOwen from Care Oregon shared information regarding the Delegate Agreement Amendment adding the bridge program and how it effects NW Rides. Public health emergencies extended eligibility and redetermination. State of Oregon Legislature made a permanent program. This bridge program allows for a new income threshold to prevent loss of insurance. Most were already enrolled on an emergency basis. The program went live in July, so the contract is a formality as they are already included as members. The transition is going smoothly. Amendment does not affect the scope of work already being performed.
- 11. **General Manager Report:** GM Vitulli provided the following updates included in Board packet pages 42-46 (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**

He shared that 8 new drivers are still in the process of completing or have completed training. This will allow the District to reinstate our 7-day-a-week service starting Sunday, September 29th. In addition, if all goes well the District hopes to return to full service in January 2025.

12. **Miscellaneous:** None.

CONSENT CALENDAR

13. Motion to Approve the Minutes of June 19, 2024, Regular Board Meeting

Motion by Dir. Fiorelli to Approve the Minutes of June 19, 2024, regular monthly meeting. *Motion Seconded* by Dir. Bean.

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

14. Motion to Approve the May 2024 Financial Statements

Motion by Dir. Johnston to Approve the May 2024 financial statements. *Motion Seconded* by Dir. Adler.

Motion Passed

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

15. Motion to Authorize the General Manager to Execute 2024 Care Oregon Non-Emergent Medical Transportation Services Delegation Agreement Amendment

Dir. Adler asked with the service reductions, losing drivers, etc., does NW Rides affect the ability to provide bus routes. BM Deputy explained that NWR has their own driver resources available through the 16 paid providers and volunteers throughout Tillamook, Clatsop and Columbia County.

Motion by Dir. Johnston to execute 2024 Care Oregon Non-Emergent Medical Transportation Services Delegation Agreement Amendment. *Motion Seconded* by Dir. Fiorelli.

Motion Passed

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

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

- a. Dir. Adler – still has a problem with verbiage. She doesn't think it should say Circuit Court. ORS says County court. The County court is judge and 2 commissioners. She thinks it should say County commissioners. Dir. Hanenkrat agrees that the ORS says County court not Circuit court.
- b. GM Vitulli shared that he worked with District counsel, Jordan Ramis. They provided the language as indicated in the redline version, that it would be filled by Circuit court. It can be changed to County court, however, deviating to replace County court to County commissioners would open the District up to legal issues. Attorney said Tillamook County only has Circuit court and is the only court in the County to handle those issues. Dir. Hanenkrat and Dir. Adler said word it to match the ORS. Dir. Bean said TC doesn't have the Court in the ORS, only 12 counties in Oregon who have County courts. Dir. Adler said she copied and emailed all Board members with the language. Dir. Hanenkrat agrees with Dir. Adler. GM Vitulli recommends vacancies language on page 56 to be changed to "the vacancies shall be filled promptly by the Tillamook County Court". Dir. Fiorelli supports the recommended change to "the Tillamook County Court". Dir. Hanenkrat agrees to remove "Circuit". Dir. Adler said Circuit court is criminal court and she doesn't think it should say Circuit.

Motion by Dir. Adler to Amend Policy 10: Directors Powers, Duties, Responsibilities and Membership, with the change to Vacancies on Page 2 to remove "Circuit" and

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read, "the vacancies shall be filled promptly by the Tillamook County Court". *Motion Secoded* by Dir. Bean.

Motion Passed

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

17. Motion to Establish Policy 37: Annual Wage Analysis Policy

Motion by Dir. Johnston to Establish Policy 37: Annual Wage Analysis Policy. *Motion Secoded* by Dir. Fiorelli.

Motion Passed

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

18. Motion to Establish Policy 38: Annual Review of General Manager and Wage Analysis Policy

Motion by Dir. Fiorelli to Establish Policy 38: Annual Review of General Manager and Wage Analysis Policy. *Motion Secoded* by Dir. Johnston.

Motion Passed

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

ACTION ITEMS

19. Resolution 24-15 Authorizing the General Manager to Execute a Facility Use Agreement Between Tillamook County Transportation District and Tillamook Area Chamber of Commerce

Dir. Adler asked if this was necessary since we are halfway through the season. GM Vitulli answered yes. Dir. Adler asked who is responsible for clean up after the market? GM Vitulli states the Chamber is in charge of setup, administration and clean up. It is detailed in the agreement. Dir. Adler asked who provides the supplies. GM Vitulli answer that the supplies are provided by TCTD. Dir. Fiorelli thinks it's great that the District is offered a free booth. Could we use it for recruitment? GM Vitulli thinks it's more useful to use the grass area on the east side of the Transit Center for a booth, so it does not need to be part of the agreement; and agrees that it would be useful for recruitment efforts.

Motion by Dir. Fiorelli to approve Resolution 24-15 Authorizing the General Manager to Execute a Facility Use Agreement Between Tillamook County Transportation District and Tillamook Area Chamber of Commerce. *Motion Secoded* by Dir. Bean.

Motion Passed

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

20. Resolution 24-16 Authorizing the General Manager to Amend the TCTD Administrative Staffing Plan to Include an Additional Customer Service Representative Position

GM Vitulli explained the resolution to the Board. The District is struggling to hire dispatchers. The District is currently authorized for three Full-Time Equivalent dispatchers, we have one. It would be beneficial to the District to hire a Full-Time Customer Service Representative ("CSR") to assist customers and have a presence at the Downtown Transit Center. There is currently one Part-Time CSR there on Fridays and Saturdays. A Full-Time CSR would be Monday through Friday for seven day a week service and coverage at the Downtown Transit Center. It is still in the District's interest to hire one more dispatcher. Dir. Fiorelli fully supports this and thanked GM Vitulli for the effort.

Motion by Dir. Bean to approve Resolution 24-16 Authorizing the General Manager to Amend the TCTD Administrative Staffing Plan to Include an Additional Full-Time Customer Service Representative Position. *Motion Seconded* by Dir. Fiorelli.

Motion Passed

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

DISCUSSION ITEMS

21. SDAO Best Practices Program – Board Training

New HB2805 outlines changes to public meeting laws. As members of SDAO, there is an opportunity for the District to reduce liability insurance. There are five components to accomplish this savings. Board members taking part in the online public meeting law training will assist the District in getting the maximum 10% insurance discount. Board members will be given a link to do the training virtually. Deadline is November 1st. Dir. Adler thinks her training in spring 2024 may count. GM Vitulli confirmed that training does not count toward this portion of the discount.

22. Staff Comments/Concerns:

General Manager Vitulli – None.

Operations Superintendent Reed – Absent

Admin Assistant Brown – TCTD received a Grange Award. Thanked John Cline for his help at the Fair this year.

Brokerage Manager Deputy – Thanked everyone for a nice meeting.

Finance Supervisor Bond – Thanked Director Bean for assisting with the Fair.

23. Board of Directors Comments/Concerns:

Dir. Adler – Excited to see new drivers coming in and bus routes building back up. Excited to see the Transit Center open.

Dir. Hanenkrat – None.

Dir. Fiorelli – Apologized for absence last month.

Dir. Johnston – Excited about new drivers, grants, going in the right direction.

Dir. Bean – None.

Board Chair Johnson – None.

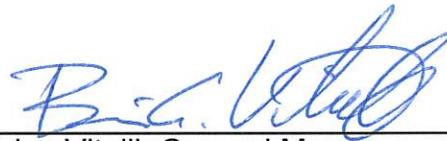
Adjournment: Board Chair Johnson adjourned the meeting at 6:57pm.

These minutes approved this 18th day of September 2024.

ATTEST:



Mary Johnson, Board Chair



Brian Vitulli, General Manager