

**Tillamook County Transportation District**  
Board of Directors Regular Monthly Meeting  
Wednesday, December 18, 2024 – 6:00PM  
Transportation Building  
3600 Third Street, Tillamook, OR  
**Meeting Minutes**



1. **Call to Order:** Secretary Bean called the meeting to order at 6:00 pm.

2. **Pledge of Allegiance**

3. **Roll Call:**

**Present**

**TCTD Board of Directors**

Gary Hanenkrat, Director  
Marni Johnston, Treasurer  
Jonathan Bean, Secretary  
Thomas Fiorelli, Director (via Zoom)

**Absent**

**TCTD Board of Directors**

Mary Johnson, Board Chair  
Linda Adler, Vice Chair

**TCTD Staff**

Brian Vitulli, General Manager  
Cathy Bond, Finance Supervisor  
Jules Deputy, Brokerage Manager  
Michael Reed, Operations Superintendent  
Keri Brown, Admin Assistant/Board Clerk

**Guest**

John Cline, Citizen  
Brad Bingenheimer, Auditor from Singer Lewak  
San SunOwen, Care Oregon  
Tyler Hellner

4. **Announcements and Changes to Agenda:** Added Item 7: Audit presentation; added Item 19: Motion to Authorize the General Manager to Approve Vendor Proposal and Execute Repair to Vehicle Storage Facility Security Gate; added Item 20: Motion to Authorize the General Manager to Approve Vendor Proposal and Execute Installation of Transit Center ADA Automatic Door Operator.

5. **Public & Guest Comments:** John Cline stated that he thought last year was bad but now we must use attorneys to solve problems. Everyone is having to do multiple jobs, not just their own. Just wanting to let the Board know that we are still having a challenging time keeping drivers, it's like the work ethic is gone from people, they don't want to work.

6. **Executive Session:** None.
7. **Audit Presentation:** Brad Bingenheimer, from our audit firm, Singer Lewak, presented the Audit for year ending June 30, 2023.

Director Johnston asked FS Bond were most of the deficiencies identified from the audit addressed and will there be a difference for the next one. FS Bond stated that we are already almost seven months into the new fiscal year and hopefully it will be less. Will possibly take up to three years to clean up the previous years.

Director Fiorelli thanked FS Bond for the work she was doing and suggested that SDAO handbook would possibly have a Financial Policy that could help for procedures. What FS Bond has done so far has come a long way.

Director Johnston said that she agreed with Director Fiorelli.

8. **First Reading of Ordinance No. 2: Re-establishing and Amending Ordinance No. 2; Establishing TCTD Fare Zones, Categories, and Rates; and Establishing an Effective Date.**

#### **STATE OF THE DISTRICT REPORT**

9. **Financial and Grant Report:** FS Bond reviewed the September 2024 and October 2024 financials included in the Board packet pages 6-56.
10. **Service Measure Performance Report:** OS Reed provided service statistics and performance measures for the month of October 2024 and are included in the Board packet pages 57-65.
11. **Northwest Oregon Transit Alliance:** GM Vitulli provided the following updates included in the Board packet pages 67-68. GM Vitulli discussed his concerns with the OCVA's Service Pilot Proposal and how they are wanting to create a visitor-oriented service for summer 2025. How it could impact TCTD and the community regarding what TCTD already provides. GM Vitulli stated that it would possibly operate from Memorial Day to Labor Day.

Director Hanenkrat asked if there was a need for this service. Not a lot of demand for this service, so how would they justify the need.

Director Fiorelli said that the Oregon Coast Visitor Association states on their website that they want to continue the growth to the Oregon Coast, increasing lodging with new transportation options. He stated maybe to talk to regional partners stakeholders for a specific letter to help with this.

Director Johnston wondered if it would be more beneficial to collaborate and contract with all the transportation districts that it could impact, rather than competing against them. GM Vitulli stated that is precisely what he recommended to OCVA when he was asked for comments on their proposed service.

**12. NW Rides Brokerage:** BM Deputy provided the following updates:

- a. Reviewed ride statistics for November 2024.
- b. Provided miles driven: 90687. Just for a mental picture Santa Claus travels 99,500 miles on Christmas Eve.
- c. Mileage reimbursement trips provided 61,152 miles driven. Volunteers drove 22,033.
- d. San SunOwen from Care Oregon shared information regarding 2025 CareOregon Non-Emergent Medical Transportation Services Delegation Agreement.

**13. General Manager Report:** GM Vitulli provided the following updates included in Board packet pages 67-68 (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**

**14. Miscellaneous:** None.

**CONSENT CALENDAR**

**15.** Motion by Director Hanenkrat to Approve the Minutes of November 20, 2024, Regular Board Meeting. Seconded by Director Bean.

**Motion Passed**

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

**16.** Motion by Director Hanenkrat to Approve September & October Financial Statements. Seconded by Director Bean.

**Motion Passed**

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

**17.** Motion by Director Hanenkrat to Approve TCTD 2025 Annual Board Meeting Schedule. Seconded by Director Bean.

**Motion Passed**

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

18. Motion by Director Hanenkrat to Authorize the General Manager to Execute 2025 CareOregon Non-Emergent Medical Transportation Services Delegation Agreement. Seconded by Director Bean.

**Motion Passed**

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

19. Motion by Director Hanenkrat to Authorize the General Manager to Approve Vendor Proposal and Execute Repair of Vehicle Storage Facility Security Gate. Seconded by Director Bean.

**Motion Passed**

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

20. Motion to Authorize the General Manager to Approve Vendor Proposal and Execute Installation of Transit Center ADA Automatic Door Operator.
- a. Director Hanenkrat asked if the door would be on the front side or the back facing the courthouse?
  - b. GM Vitulli stated that it would be on the westside of the Transit Center facing the platform and that a sign will be placed on the other door to let people know where to go.
  - c. Director Bean mentioned how ADA is accessible for everyone.

Motion by Director Hanenkrat to Authorize the General Manager to Approve Vendor Proposal and Execute Installation of Transit Center ADA Automatic Door Operator. Seconded by Director Bean.

**Motion Passed**

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

**ACTION ITEMS**

21. Resolution 24-18 Authorizing the General Manager to Execute a Managed Services Agreement Between the Tillamook County Transportation District and ProCredEx.
- a. Director Johnston asked if ProCredEx do recredentialing? FS Bond said no.
  - b. Director Fiorelli asked if there was going to be cost sharing for this service and FS Bond said no that CPCCO will pay for themselves.

Motion by Director Johnston to Authorize the General Manager to Execute a Managed Services Agreement Between the Tillamook County Transportation District and ProCredEx. Seconded by Director Hanenkrat.

**Motion Passed**

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

**DISCUSSION ITEMS**

**22. Staff Comments/Concerns:**

General Manager Vitulli: Stated that the Dialysis Clinic in Tillamook still does not have a start date. With patients using Dial-A-Ride the drivers are taking them out of Tillamook County and it is lessening our capacity to provide other DAR for County residents. Thanked everyone and happy holidays.

Operations Superintendent Reed: Reiterated his concerns of the OCVA Service Pilot Proposal. Shares GM Vitulli's statements that it will duplicate what TCTD is already doing and will confuse our customers. When the program stops after the summer the customers will expect that it will continue, and TCTD will be blamed for not continuing the program. The rides proved for Dialysis Clinic patients went from two people to 17 people now, and that we are doing everything we can to continue providing transportation services for those people. Continued training for our drivers is led by our Operations Coordinator Cristel Scott with snow chains and other training. Merry Christmas as it is coming early.

Finance Supervisor Bond: Agreed with OS Reed that Christmas is coming early.

Brokerage Manager Deputy: None.

Admin Assistant Brown: Thanked everyone for coming and have a great holiday.

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

Chair Johnson: Absent.

Vice Chair Adler: Absent.

Dir. Hanenkrat: Stated that the Board of Directors needs to discuss filling the vacant seat.

Dir. Johnston: Stated that we keep improving. Stated to Cathy that are seeing financial improvements and that a policy in place would help, and can assist if needed.

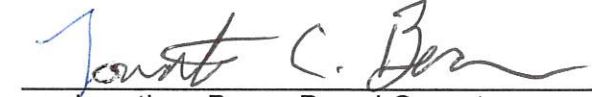
Dir. Bean: Agreed with Director Hanenkrat about discussing the vacant Board seat.

Dir. Fiorelli: Asked how we arrived at the fare rates for Ordinance 2.

**24. Adjournment:** Board Secretary Bean adjourned the meeting at 7:57 pm.

**These minutes were approved this 15th day of January 2025.**

ATTEST:

  
Jonathan Bean, Board Secretary

  
Brian Vitulli, General Manager