

Tillamook County Transportation District
Board of Directors Regular Monthly Meeting
Wednesday, January 15, 2025 – 6:00PM
Transportation Building
3600 Third Street, Tillamook, OR
Meeting Minutes



1. **Call to Order:** Board Chair Johnson called the meeting to order at 6:01 pm.

2. **Pledge of Allegiance**

3. **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

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, Admin Assistant/Board Clerk

Guest

Arla Miller, ODOT
David McCall, Citizen
John Cline, Citizen

4. **Announcements and Changes to Agenda:** Added to Item 9: November 2024 Monthly Service Performance Report; added Item 17: Resolution 25-02 Adopting the FY 2025-2027 STIF Formula Fund Plan and Authorizing the General Manager to Submit the FY 2025-2027 STIF Formula Fund Plan Application

5. **Public & Guest Comments:** David McCall let everyone know that GM Vitulli went above and beyond when his (David) City vehicle broke down. GM Vitulli stayed until the tow truck driver came, which was about an hour and a half later and gave him a ride back to town.

6. **Executive Session:** None.

- 7. Second 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

- 8. Financial and Grant Report:** FS Bond reviewed the November 2024 financials included in the Board packet pages 6-31.

Director Hanenkrat asked about item 18924 on page 7 regarding Quick Cab LLC charge, questioned why it wasn't charged to NW Rides Brokerage. FS Bond explained that it was a fee for service for a dialysis patient.

Director Adler asked why NW Rides doesn't cover this. FS Bond said that TCTD will pay, but ODOT and Care Oregon will help offset the cost once the Dialysis Clinic is open. Until then, it will continue to be covered under TCTD's human services grant.

Director Fiorelli stated that he appreciates what the District does for dialysis patients and asked who Ryan's Transportation Service is. FS Bond explained that he has many employees that work for him and many vehicles in the network.

Director Adler stated that the NW Rides Ecolane training should have been for NW Rides only. FS Bond stated that she does the financial reporting for deviated fixed-route, DAR, and NW Rides including volunteer services, and is a super-user of this software. This professional development opportunity allowed her to increase her knowledge of Ecolane, as well as receive a Manager and Executive Director Training certificate.

- 9. Service Measure Performance Report:** OS Reed provided service statistics and performance measures for the month of November 2024 and are included in the Board packet pages 32-40.

Director Fiorelli asked that with Ordinance 2 being amended, will there be a significant difference in fare revenue. OS Reed stated that fare revenue would not be impacted because it was primarily being amended to remove discontinued services such as intercity Routes 60x and 70x. TCTD is going to start tracking bicycles carried on vehicles and will make the process easy for drivers. Starting in April, farebox reporting will be a different process, with STIF funding being incorporated to help with the reduced fare recovery.

- 10. Northwest Oregon Transit Alliance:** GM Vitulli provided updates on the January meeting, with details included in the Board packet pages 41-43.

Director Fiorelli asked if he would be able to see the letter that NWOTA is submitting to OCVA's proposal. GM Vitulli stated that NWOTA has not yet submitted a letter. Director Fiorelli stated that he has confidence in the NWOTA team to make the right decision.

11. NW Rides Brokerage: BM Deputy provided the following updates:

- a. Reviewed ride statistics for 2023 vs 2024 Calendar Year.
- b. The rides that were provided were 51,002 in 2024 over 47,033 in 2023. Mileage reimbursement rides were 17,761 in 2024 over 17,373 in 2023. Volunteer rides were 7,774 in 2024 over 6,586 in 2023.
- c. Providers had an increase of approximately 4000 rides in 2024. Mileage reimbursement increased by a little under 400 rides. Volunteers performed 1,208 more rides in 2024, than 2023.
- d. Miles driven by providers were 1,164,232 in 2024 over 1,119,237 in 2023. Mileage reimbursement miles were 766,388 in 2024 over 740,170 in 2023. Volunteer miles in 2024 were 341,697 over 284,528 in 2023.
- e. Providers had an increase of approximately 45,000 miles in 2024. Mileage reimbursement increased by a little over 26,000 miles. Volunteers drove over 57,000 miles further in 2024.
- f. Tillamook Family Counseling Center has moved out of their office, and we are working with vendors for the build-out of that space for NW Rides.

12. General Manager Report: GM Vitulli provided the following updates included in Board packet pages 44-45 (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**

Director Hanenkrat asked how many more drivers are needed to be able to restore services. GM Vitulli stated we would need to have at least 5 to 10 more drivers. OS Reed stated that we need 4 to restore where we were before reducing services. We used to have 5 full-time Dial-A-Ride drivers, and now we have part-time drivers working full-time hours. Reinstating Sunday service would not be advisable at this time.

Director Adler asked when the Transit Center will be open. GM Vitulli stated we currently have the Transit Center staffed on Friday and Saturday, but we need to fill the vacancy for a customer service representative. Until that happens, the Transit Center will remain open only on those days. Director Adler asked if there was any thought about operating the trolley in Pacific City in 2025. GM Vitulli stated that is the intent, but it will be determined by the number of new drivers.

Director Fiorelli commended the work on studying the feasibility of operating zero emission vehicles and how we are transitioning the fleet by purchasing new vehicles to operate using propane(LPG). Regarding the 16 new employees, did the District pay for training for their CDL only to have them leave to work somewhere else. GM Vitulli stated that we have 8 remaining employees, 1 left for a different position, some could not pass the medical portion of the CDL requirement, and others no longer remain due to other issues. There are 3 that are trained and now performing DAR services. Director Fiorelli asked if 50% retention is average. GM Vitulli stated

that number is reasonable considering the employee market in this area. FS Bond stated that only 1 driver received their CDL but then left. OS Reed stated that he is responsible for hiring and with the new training program everyone will have the same training. The District is placing an emphasis on who we hire, do they line up with our Mission. The new drivers that are coming through feel confident and are a good fit to succeed with the District.

GM Vitulli stated that the Dialysis Clinic is still not operational as shared with the community in November and December. As we all wait for its opening, TCTD is still providing patients with transportation to travel outside of Tillamook County for treatments. GM Vitulli will reach out again for an update.

13. Miscellaneous: None.

CONSENT CALENDAR

14. Motion by Director Fiorelli to Approve the Minutes of December 18, 2024, Regular Board Meeting. Seconded by Director Hanenkrat.

Motion Passed

By Directors Bean, Fiorelli, Hanenkrat, and Johnston.
Director Adler and Chair Johnson recused themselves,
as they were not at the meeting.

15. Motion by Director Fiorelli to Approve November Financial Statements. Seconded by Director Bean.

Motion Passed

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

ACTION ITEMS

16. Motion by Director Fiorelli to Approve Resolution 25-01 Authorizing the General Manager to Execute ODOT Section 5304 Grant Agreement No. 35707. Seconded by Chair Johnson.

Motion Passed

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

17. Motion by Director Fiorelli to Approve Resolution 25-02 Adopting the FY 2025-2027 STIF Formula Fund Plan and Authorizing the General Manager to Submit the FY 2025-2027 STIF Formula Fund Plan Application. Seconded by Director Adler.

Motion Passed

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

DISCUSSION ITEMS

18. Board Vacancy – Position 1:

The Board discussed whether to proceed with filling the current Board vacancy by seeking applications or waiting until the May 2025 election. Director Hanenkrat stated to wait until the May election. Director Fiorelli and Adler agreed. Director Adler stated that it will have to be put onto the ballot form. Chair Johnson stated to leave it open until the May Elections. Director Fiorelli and Director Hanenkrat both agreed.

Director Bean stated that if the Board seeks to fill the vacancy, it could be a good opportunity for the new member to test their role before deciding whether to place their name on the May ballot. With May elections they wouldn't start until July.

Director Fiorelli stated that with Chair Johnson back that he doesn't anticipate there will be issues seeking a quorum, so waiting until the election should not be an issue.

Chair Johnson stated that there would be no harm in posting notice that the District is seeking candidates for the vacant Board position. Director Adler agreed. Director Fiorelli stated that he would not oppose it. The Board instructed GM Vitulli to start the application process for vacant Board Position 1.

19. Staff Comments:

General Manager Vitulli: Stated that the February meeting will have two ODOT grant agreements for consideration and thanked everyone for their support.

Operations Superintendent Reed: None

Finance Supervisor Bond: Stated that the holiday employee party was a great success. Thanked everyone who came to help. Drivers were surprised to see OS Reed, GM Vitulli and FS Bond come in so early to serve them breakfast. Operations Coordinator Cristel Scott was announced as the 2024 Employee of the Year. Ms. Scott provides operations assistance and is the primary trainer for all drivers. She began her career with TCTD as a Transit Driver before becoming a Dispatcher, and is currently the Operations Coordinator.

Brokerage Manager Deputy: Stated Happy 2025 and looking forward to a positive and productive New Year.

Admin Assistant Brown: None

20. Board of Directors Comments:

Chair Johnson: None

Vice Chair Adler: Stated Happy New Year.

Dir. Hanenkrat: None

Dir. Johnston: Thanked FS Bond for the party, it was a great time and good food. Happy New Year.

Dir. Bean: None.

Dir. Fiorelli: Announced that his work is taking him out of state for periods of time but will maintain his residency here in Tillamook County. Wants to retain his seat on the Board of Directors.

21. Adjournment: Board Chair Johnson adjourned the meeting at 7:49 pm.

These minutes were approved this 19th day of February 2025.

ATTEST:



For Mary Johnson, Board Chair



Brian Vitulli, General Manager