

**Tillamook County Transportation District**  
Board of Directors Regular Monthly Meeting  
Wednesday, February 19, 2025 – 6:00PM  
Transportation Building  
3600 Third Street, Tillamook, OR  
**Meeting Minutes**



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

2. **Pledge of Allegiance**

3. **Roll Call:**

**Present**

**TCTD Board of Directors**

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

**Absent**

**TCTD Board of Directors**

Mary Johnson, Board Chair  
Thomas Fiorelli, Director

**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:** None.

5. **Public & Guest Comments:** John Cline stated that he knows everyone is talking about the Dialysis Clinic still not operational and wanted to see if maybe the Board of Directors could do something. GM Vitulli stated that he has reached out and there is still uncertainty around when it will open. Director Hanenkrat asked how many patients we are providing with transportation to travel outside of Tillamook County for treatments. GM Vitulli stated 11 to 12 patients.

6. **Executive Session:** None.

## STATE OF THE DISTRICT REPORT

7. **Financial and Grant Report:** FS Bond reviewed the December 2024 financials included in the Board packet pages 1-24.

Director Adler asked about item 5247 on page 3 regarding the Propane Fuel, questioned why the balance is so low. FS Bond responded that the invoice possibly came in too late for the billing process, but we do have 2 large propane storage tanks outside.

8. **Service Measure Performance Report:** OS Reed provided service statistics and performance measures for the month of December 2024 and are included in the Board packet pages 25-33.

Director Johnston asked about page 28 regarding the difference between Tillamook County and Program. OS Reed responded that Tillamook County is a Dial-A-Ride service that allows passengers to request pick-up and drop-off services by phone. It can be used for travel to medical appointments, employment, school and shopping. The Program is NW Rides, Dialysis trips and Veterans program for non-emergency medical transportation

9. **Northwest Oregon Transit Alliance:** GM Vitulli provided updates on the February 2025 meeting, with details included in the Board packet pages 34-37.

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

- a. Total trips provided in 2024 are 76,557. Volunteers are at 7,794, mileage reimbursement riders are 17,761 and Providers is 51,002.
- b. Miles driven are 1,972,317 in 2024. Volunteer mileage is 341,697, mileage reimbursement is 466,388 and Providers is 1,164,232.
- c. Total trip cost is \$4,623,062 in 2024. Volunteers are \$226,743, mileage reimbursement is \$341,342 and Providers is \$4,054,977.
- d. Tillamook Family Counseling Center has moved out of their office and IT is coming in March to get the lines set up to move in April.

Director Johnston asked if NW Rides is actively seeking volunteers. BM Deputy stated yes that they are always looking for volunteers through DHS.

Director Adler asked if there are volunteers in Tillamook. BM Deputy stated only through NW Rides.

11. **General Manager Report:** GM Vitulli provided the following updates included in Board packet pages 38-39 (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 Adler asked if there were any updates from the Oregon Coast Visitors Association for the North Coast Shuttle service. GM Vitulli provided a summary of the pilot shuttle discussion from the February 13<sup>th</sup> NWACT meeting. David McCall added that the discussion with OCVA was not a favorable interaction. NWACT Commissioner Betsy Johnson asked OCVA about funding plans to operate the service and was told that there would only be private funding. Arla Miller from ODOT was asked if OCVA applied for state funding, Arla Miller stated yes but did not believe they were awarded funding.

- 12. Miscellaneous:** GM Vitulli provided that the full-time Customer Service Representative position for the Transit Center has been posted to the NW Connector website, the Headlight Hearld, and Tillamook County Pioneer.

**CONSENT CALENDAR**

- 13.** Motion by Director Hanenkrat to Approve the Minutes of January 15, 2025, Regular Board Meeting. Seconded by Director Bean.

**Motion Passed**

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

- 14.** Motion by Director Hanenkrat to Approve December Financial Statements.  
Seconded by Director Bean.

**Motion Passed**

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

- 15.** Motion by Director Hanenkrat to Approve Ordinance No. 2: Re-establishing and Amending Ordinance No. 2; Establishing TCTD Fare Zones, Categories, and Rates; and Establishing an Effective Date. Seconded by Director Bean.

**Motion Passed**

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

- 16.** Motion by Director Hanenkrat to Approve TCTD FY 2025-26 Budget Calendar.  
Seconded by Director Bean.

**Motion Passed**

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



17. Motion by Director Hanenkrat to Appoint GM Brian Vitulli as FY 2025-26 Budget Officer. Seconded by Director Bean.

**Motion Passed**

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

18. Motion by Director Hanenkrat to Amend Policy 32: Reasonable Modification. Seconded by Director Bean.

**Motion Passed**

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

19. Motion by Director Hanenkrat to Authorize General Manager to Execute Furniture Quote with National Business Furniture. Seconded by Director Bean.

**Motion Passed**

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

**ACTION ITEMS**

20. Motion by Director Johnston to Approve Resolution 25-03 Authorizing the General Manager to Execute Amendment Number 4 to ODOT Section 5339 Grant Agreement No. 34225. Seconded by Director Hanenkrat.

**Motion Passed**

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

21. Motion by Director Johnston to Approve Resolution 25-04 Authorizing the General Manager to Execute Amendment Number 3 to ODOT Section 5311 Grant Agreement No. 34242. Seconded by Director Bean.

**Motion Passed**

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

22. Motion by Director Bean to Approve Resolution 25-05 Authorizing the General Manager to Execute Amendment Number 1 to ODOT Section 5311 Grant Agreement No. 35606. Seconded by Director Johnston.

**Motion Passed**

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

**DISCUSSION ITEMS**

23. Appointment to Board of Directors - Position 1 (Expiring June 30, 2025).

Director Johnston stated that it is wonderful to serve on the Board of Directors.

Director Adler stated that she doesn't know David McCall very well but does know James Heffernan as he served on the Board before after he was elected. She stated that she supports appointing James Heffernan to the vacant position because he was originally a member.

Director Hanenkrat stated that he thinks James Heffernan will do a good job as he knows what to expect as he served before.

Director Johnston stated that even though James Heffernan served before, he caused problems and resigned. She would support the appointment of David McCall to the vacant position.

Director Hanenkrat and Director Johnston had further discussion and agreed to wait for all Board members to be present.

Director Bean stated that he would support appointing David McCall to the vacant position, but agreed to wait until all Board members are present.

**24. Staff Comments:**

General Manager Vitulli: None

Operations Superintendent Reed: None

Finance Supervisor Bond: Stated that the SDAO Annual Conference meeting had good sessions focused on Cybersecurity.

Brokerage Manager Deputy: None

Admin Assistant Brown: None

**25. Board of Directors Comments:**

Chair Johnson: Absent

Vice Chair Adler: None

Dir. Hanenkrat: None

Dir. Johnston: Stated that she is very cautious about Cybersecurity with the agencies she works for.

Dir. Bean: None


Dir. Fiorelli: Absent

**26. Adjournment:** Board Vice Chair adjourned the meeting at 7:15 pm.

**These minutes were approved this 19th day of March 2025.**

ATTEST:

  
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Mary Johnson, Board Chair

  
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Brian Vitulli, General Manager