

**Tillamook County Transportation District**  
Board of Directors Regular Monthly Meeting  
Wednesday, March 19, 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 6:05 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  
Jonathan Bean, Secretary

**Absent**

**TCTD Board of Directors**

Linda Adler, Vice Chair

**TCTD Staff**

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

**Guest**

Jeremy Mills, Citizen  
David McCall, Citizen  
John Cline, Citizen

4. **Announcements and Changes to Agenda:** Director Fiorelli resigned.

5. **Public & Guest Comments:** Jeremy Mills stated that the bus stops are not accurate on the schedules that are posted and to have someone correct them. John Cline wanted to thank the Board members and administration staff for being here.

6. **Executive Session:** None.

**STATE OF THE DISTRICT REPORT**

7. **Financial and Grant Report:** FS Bond reviewed the January 2025 financials included in the Board packet pages 1-24.

Director Johnson asked for Director Adler about the NW Rides Account and why there is no interest income. FS Bond stated that it is not an interest bearing account. Director Johnson asked for Director Adler about the Operation expense – ODOT meeting from page 19. FS Bond responded that the charge is from the ODOT Compliance Site Review for two days. Director Johnson asked for Director Adler about the charge from page 20 for Operations meal. OS Reed responded that it was a business lunch.

- 8. Service Measure Performance Report:** OS Reed provided service statistics and performance measures for the month of January 2025 and are included in the Board packet pages 25-33.

GM Vitulli stated that the ridership statistics still show negative numbers due to the service reduction in March 2024 and Sunday service suspension in May 2025. In a couple of months there will be a true comparison.

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

- 10. NW Rides Brokerage:** FS Bond provided updates for the month of February 2025 and are included in the Board packet pages 38-40.

FS Bond stated that IT will be installing necessary networking infrastructure in early April and furniture for the brokerage will be delivered by mid-April. Anticipate operating in the new space by the end of April 2025.

- 11. General Manager Report:** GM Vitulli provided the following updates included in Board packet pages 41-42 (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 Johnston asked if the STIF fund and billion-dollar account error will have any effect on TCTD. GM Vitulli stated that it is unclear and will share update if necessary.

- 12. Miscellaneous:** None.

### **CONSENT CALENDAR**

- 13. Motion by Director Bean to Approve the Minutes of February 19, 2025, Regular Board Meeting with noted correction on top of page 45. Seconded by Director Johnston.**

**Motion Passed**

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

- 14. Motion by Director Johnston to Approve January 2025 Financial Statements. Seconded by Director Bean.**

**Motion Passed**

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

15. Motion by Chair Johnson to Appoint FY 25-26 Budget Committee Members.  
Seconded by Director Johnston.

**Motion Passed**

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

**ACTION ITEMS**

- 16. Resolution 25-06 Authorizing the General Manager to Execute Amendment Number 1 to ODOT Section 5339 Grant Agreement Number 35328.**

Chair Johnson asked for Director Adler why the change in fuel type from propane back to diesel. GM Vitulli stated that it was due to the unavailability of a propane Class B trolley and also the lack of Altoona testing being done on such a vehicle. The heavier-duty Class B trolley is currently only manufactured with a diesel engine.

Director Hanenkrat asked about air brakes and will the drivers need to have their CDL upgraded. GM Vitulli stated yes that new drivers were trained for and currently hold a Class B CDL. In the next few months, the majority of the current drivers will be upgraded.

Motion by Director to Bean to Approve Resolution 25-06 Authorizing the General Manager to Execute Amendment Number 1 to ODOT Section 5339 Grant Agreement No. 35328. Seconded by Director Hanenkrat.

**Motion Passed**

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

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

Chair Johnson stated that this is an Action Item to fill the vacant Position 1 seat on the Board of Directors.

Director Johnston stated that she appreciates the willingness of the applicants to be on the Board of Directors. This has been a Discussion Item for two months, in January and February.

Chair Johnson stated that she knows David McCall professionally, how he conducts business, and that he does attend meetings. She added that she respects James Heffernan, but does not feel that reappointment is warranted.

Director Hanenkrat stated that James Heffernan has filed for Position 1.

Motion by Director Johnston to Appoint Mr. David McCall to the Board of Directors – Position 1 (Expiring June 30, 2025). Seconded by Chair Johnson.

**Motion Passed**

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

**DISCUSSION ITEMS**

**18. Staff Comments:**

General Manager Vitulli: Stated that the District will advertise for the newly vacated Board of Directors - Position 4 seat, and will add it as an Action Item for the next Board meeting.

Operations Superintendent Reed: None

Finance Supervisor Bond: Stated that she appreciates GM Vitulli supporting the Transportation District and doing an interview with the Headlight Herald regarding the dialysis center and how the District stepped up to provide transportation services for dialysis patients. FS Bond added that when she went to Sunset Empire Transportation District to assist on an interview panel for a new employee, she was told how much they respect GM Vitulli's professionalism.

Brokerage Manager Deputy: Absent

Admin Assistant Brown: None

**19. Board of Directors Comments:**

Chair Johnson: Stated that she will not be able to attend the April 16<sup>th</sup> meeting. Welcomed David McCall and appreciates his service. Thanked the staff for all they do.

Vice Chair Adler: Absent

Dir. Hanenkrat: Stated to advertise for Board of Directors Position 4, and to take action in April.

Dir. Johnston: Stated that she has seen some social media where people don't understand the service trade-off from the Dial-A-Ride service to help the dialysis customers and the impact. GM Vitulli made that point during the Headlight Herald article. Dir. Johnston said with Director Fiorelli resigning, there will be two months of schedule conflicts for her and Chair Johnson on April 16<sup>th</sup> and May 14<sup>th</sup>. GM Vitulli responded that staff will follow up by offering alternative dates for the April Board meeting and the May Budget Committee meeting.

Dir. Bean: Stated his wife took the Route 5 service and that the bus had a flat tire. He said she was impressed with the response by District employees and that she felt very safe.

Dir. Fiorelli: Absent

**20. Adjournment:** Board Chair Johnson adjourned the meeting at 7:16 pm.

**These minutes were approved this 15<sup>th</sup> day of April 2025.**

ATTEST:

  
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Mary Johnson, Board Chair

  
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Brian Vitulli, General Manager