

Tillamook County Transportation District
Board of Directors Regular Monthly Meeting
Wednesday, July 16, 2025 – 6:00PM
Transportation Building
3600 Third Street, Tillamook, OR
Meeting Minutes



1. **Call to Order:** Board Secretary Bean called the meeting to order at 6:02 pm.

2. **Pledge of Allegiance**

3. **Roll Call:**

Present

TCTD Board of Directors

Gary Hanenkrat, Director
Marni Johnston, Treasurer
Jonathan Bean, Secretary
David McCall, Director (via Zoom)
Nan Devlin, Director
Eric Sappington, Director
Vern Ressler, 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

Jerry Bond, Citizen
Tyler Hellner, ATU Representative
Steve Shropshire, Esq, TCTD's Legal Counsel, Jordan Ramis (via Zoom)

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

GM Vitulli stated that Discussion Item 24: Policies 10 and 19: Director Compensation/Financial Gain Consistency was moved up in the meeting to accommodate legal counsel's availability.

5. **Public & Guest Comments:**

Tyler Hellner made a public comment regarding the Union/District Meeting on July 3rd with TCTD and the ATU to resolve issues. He stated that it was a good start but unfortunately are still going to Arbitration on unresolved issues.

6. Oath of Office – New Board Directors:

Board Secretary Bean conducted the oath of office for new Directors, Eric Sappington and Vern Ressler.

7. Election of Board Officers:

Motion by Director McCall to elect Director Bean as Board Chair of the TCTD Board of Directors. Motion Seconded by Director Johnston.

Motion Passed

By Chair Bean, Directors Ressler, Hanenkrat, Sappington, Johnston, McCall, and Devlin.

Motion by Director Devlin to elect Director McCall as Vice Chair of the TCTD Board of Directors. Motion Seconded by Director Johnston.

Motion Passed

By Chair Bean, Directors Ressler, Hanenkrat, Sappington, Johnston, McCall, and Devlin.

Motion by Director McCall to elect Director Devlin as Secretary of the TCTD Board of Directors. Motion Seconded by Chair Bean.

Motion Passed

By Chair Bean, Directors Ressler, Hanenkrat, Sappington, Johnston, McCall, and Devlin.

Motion by Chair Bean to elect Director Johnston as Treasurer of the TCTD Board of Directors. Motion Seconded by Director McCall.

Motion Passed

By Chair Bean, Directors Ressler, Hanenkrat, Sappington, Johnston, McCall, and Devlin.

STATE OF THE DISTRICT REPORT

8. Financial and Grant Report: Financials for May 2025 are included in the Board packet pages 1-24.

9. Service Performance Reports: Statistics for May 2025 are included in the Board packet pages 25-33.

10. Northwest Oregon Transit Alliance: July meeting was postponed to accommodate the arrival of the new Executive Director for Sunset Empire Transportation District.

(Per Item 4, Item 24 was moved up in the agenda.) Steve Shropshire presented Policy 10 and 19 to review the differences and changes to the policies.

GM Vitulli gave an example of when Directors perform duties outside of the regular monthly meetings and whether they should be compensated outside of the stipend that they already receive. Director Johnston asked if the policy is at Board discretion or a legal requirement. Steve Shropshire explained that the verbiage can be changed to ensure consistency in the policies, but the legal basis cannot be changed. The Board needs to ensure that no compensation can be deemed lucrative. Policy 10 currently allows the reimbursement for their actual and reasonable travel and other expenses incurred to perform official duties. The Board can just agree to pay that, if a Director makes such a request.

Director Hanenkrat asked if his stipend would be reduced for drinking soda from the refrigerator during Board meetings. Steve Shrophire stated that it does fall under the Board Member Compensation in Policy 10, so yes it would be deducted from his stipend. Alternatively, the Board could place an "money box" at the refrigerator for anyone to leave money for any items consumed.

Director Johnston asked if there should be additions to Policy 10 regarding: 1) excessive absences from Board meetings; and 2) removal from office for committing serious crimes. Steve Shropshire stated the ORS's do not support adding verbiage to any policy regarding attendance. Since they are elected officials, they would be held to the recall standards. He further explained that a Director could possibly be removed from the Board for committing a crime, but that would not be a matter of District policy.

Director Devlin stated that she is in favor of reimbursement for mileage whenever a Board member is asked to perform additional duties, such as signing checks. Director McCall agreed with that direction.

GM Vitulli stated he would work with counsel to revise the policies based on the Board's recommendations and present them at the next Board meeting for consideration.

11. NW Rides Brokerage: Statistics for June 2025 are included in the Board packet page 34.

12. General Manager Report: Updates included in Board packet pages 35-36 (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

13. Miscellaneous: None.

CONSENT CALENDAR

14. Motion to Approve the Minutes of June 18, Regular Board Meeting

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.

Motion by Director Johnston to Approve the Minutes of June 18, 2025, Regular Board Meeting, with noted changes. Seconded by Director Hanenkrat.

Motion Passed

By Chair Bean, Directors Ressler, Hanenkrat, Sappington, Johnston, McCall, and Devlin.

15. Motion to Approve May 2025 Financial Statements

Motion by Director Johnston to Approve May 2025 Financial Statement. Seconded by Director Hanenkrat.

Motion Passed

By Chair Bean, Directors Ressler, Hanenkrat, Sappington, Johnston, McCall, and Devlin.

ACTION ITEMS

16. Resolution 25-20 Authorizing the General Manager to Enter Into a Janitorial Services Agreement with Marie Mills Center for the Downtown Transit Center

Motion by Director Devlin to Approve Resolution 25-20 Authorizing the General Manager to Enter Into a Janitorial Services Agreement with Marie Mills Center for Downtown Transit Center. Seconded by Director Johnston. Director McCall added with noted correction to the resolution number.

Motion Passed

By Chair Bean, Directors Ressler, Hanenkrat, Sappington, Johnston, McCall, and Devlin.

17. Resolution 25-19 Authorizing the General Manager to Enter Into a Janitorial Services Agreement with Marie Mills Center for the TCTD Administration Building

Motion by Director Devlin to Approve Resolution 25-19 Authorizing the General Manager to Enter Into a Janitorial Services Agreement with Marie Mills Center for the TCTD Administration Building. Seconded by Director Hanenkrat. Director McCall added with noted correction to the resolution number.

Motion Passed

By Chair Bean, Directors Ressler, Hanenkrat, Sappington, Johnston, McCall, and Devlin.

18. Resolution 25-21 Authorizing the General Manager to Enter Into a Memorandum of Agreement with the Tillamook Adventist School and the Tillamook County YMCA for After School Transportation Services

Motion by Chair Bean to Approve Resolution 25-21 Authorizing the General Manager to Enter Into a memorandum of Agreement with the Tillamook Adventist School and the Tillamook County YMCA for After School Transportation Services. Seconded by Director Devlin.

Motion Passed

By Chair Bean, Directors Ressler, Hanenkrat,
Sappington, Johnston, McCall, and Devlin.

19. Resolution 25-22 Authorizing the General Manager to Execute ODOT Section 5310 Grant Agreement Number 35780

Motion by Chair Bean to Approve Resolution 25-22 Authorizing the General Manager to Execute ODOT Section 5310 Grant Agreement Number 35780. Seconded by Director Devlin.

Motion Passed

By Chair Bean, Directors Ressler, Hanenkrat,
Sappington, Johnston, McCall, and Devlin.

20. Resolution 25-23 Authorizing the General Manager to Execute ODOT Section 5311 Grant Agreement Number 35822

Motion by Director McCall to Approve Resolution 25-23 Authorizing the General Manager to Execute ODOT Section 5311 Grant Agreement Number 35822. Seconded by Director Johnston.

Motion Passed

By Chair Bean, Directors Ressler, Hanenkrat,
Sappington, Johnston, McCall, and Devlin.

21. Resolution 25-24 Authorizing the General Manager to Execute ODOT Section 5311 Grant Agreement Number 35823

Motion by Director Johnston to Approve Resolution 25-24 Authorizing the General Manager to Execute ODOT Section 5311 Grant Agreement Number 35823. Seconded by Director Devlin.

Motion Passed

By Chair Bean, Directors Ressler, Hanenkrat,
Sappington, Johnston, McCall, and Devlin.

22. Resolution 25-25 Authorizing the General Manager to Execute ODOT Section 5311 Grant Agreement Number 35884

Motion by Director Devlin to Approve Resolution 25-25 Authorizing the General Manager to Execute ODOT Section 5311 Grant Agreement Number 35884. Seconded by Director Johnston.

Motion Passed

By Chair Bean, Directors Ressler, Hanenkrat,
Sappington, Johnston, McCall, and Devlin.

23. Resolution 25-26 Authorizing the General Manager to Extend the Professional Services Contract With Chrissy's Cleaning Services

Motion by Chair Bean to Approve Resolution 25-26 Authorizing the General Manager to Extend the Professional Services Contract with Chrissy's Cleaning Services. Seconded by Director Sappington.

Motion Passed

By Chair Bean, Directors Ressler, Hanenkrat, Sappington, Johnston, McCall, and Devlin.

DISCUSSION ITEMS

24.Policies 10 and 19: Director Compensation / Financial Gain Consistency

GM Vitulli stated that the Discussion items for Policies 10 and 19: Director Compensation/Financial Gain Consistency will be Action Items to be considered by the Board at the August meeting.

25.Zero Emission Fleet Transition Plan: Presentation

GM Vitulli stated the information for the Zero Emission Fleet Transition Plan is in the Board packet. The Board can review the materials and reach out anytime if they would like to discuss further or have questions.

26.Staff Comments

General Manager Vitulli: Advised the Board that there is an annual training for new Board members. He will reach out to SDAO to see if a consultant can come to the District and perform the training onsite vs. members having to travel out of town. He will keep the Board posted. He also explained that District staff/Board training is part of SDAO's Best Practices initiative, which affords the District up to 10% off the District's liability insurance premiums. Announced that FS Bond is leaving the District for another employment opportunity. She will be missed. The position will be posted shortly. FS Bond will be available to assist the District and with onboarding the new hire.

Finance Supervisor Bond: Stated that she is leaving on a high note, appreciates GM Vitulli and OS Reed in getting the District in the right direction. New job with Transport Wisdom where she will be the Finance/HR person and continue to perform CDL tests. It's a remote job which will allow her to travel to Florida and spend more time with her husband. She will continue to support the District until the next person is in place.

Operations Superintendent Reed: Stated that FS Bond will be missed as we all love her. He welcomed the new Directors to the Board.

Brokerage Manager Deputy: Invited the Directors to stop by NW Rides and see what the brokerage does or reach out if they have any questions.

Admin Assistant Brown: Stated that the Tillamook Fair is on August 6th – 9th and looking for volunteers to help in the booth and/or the People Movers, she knows Chair Bean helped last year. Also welcomed the new Directors.

27. Board of Directors' Comments

Dir. Hanenkrat: Stated that we are all going to miss FS Bond as they have been through a lot over the years and welcomed the new Board members.

Dir. Ressler: Stated the FS Bond interviewed him when he became a driver, she will be missed. He stated that he has a lot to learn being on the Board.

Dir. Devlin: Stated that FS Bond is a rockstar and always a great person to answer questions.

Chair Bean: Stated that FS Bond will be missed and that she will do an excellent job to train the new person that takes her position. He welcomed to the new Board members.

Dir. Sappington: Stated that he has only known FS Bond for a brief time, but she clearly made an impact so good luck in her new job.

Dir. Johnston: Stated that it was great to have a meeting with a full Board and welcomed the new members. She thanked FS Bond and that she would be missed.

Dir. McCall: Thanked everyone and welcomed the new Board members.

28. Adjournment: Board Chair Bean adjourned the meeting at 8:01 pm.

These minutes were approved on this 20th day of August 2025.

ATTEST:


Jonathan Bean, Board Chair


Brian Vitulli, General Manager