

**Tillamook County Transportation District**  
Board of Directors Regular Monthly Meeting  
Wednesday, August 20, 2025 – 6:00PM  
Transportation Building  
3600 Third Street, Tillamook, OR  
**Meeting Minutes**



1. **Call to Order:** Board Chair 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, Chair  
David McCall, Vice-Chair  
Nan Devlin, Secretary  
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  
Arla Miller, ODOT Public Transit  
John Cline, Citizen

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

GM Vitulli requests that Consent Item 20: Motion to Authorize the General Manager to Execute Garibaldi Bus Stop Infrastructure Quote with Brasco International, Inc. be moved from the Consent Calendar and considered after all Action Items are considered.

5. **Public & Guest Comments:**

John Cline expressed gratitude to Cathy Bond for her years of dedicated service to the District. Glad things are looking up for the District.

**6. Executive Session: None.**

**7. First Reading of Ordinance No. 3: Amending Ordinance No. 3 – Establishing Regulations Governing Conduct on District Property.**

Director McCall asked if the reading of Ordinance No. 3: Amending Ordinance No. 3 – Establishing Regulations Governing Conduct on District Property had to be read in its entirety. GM Vitulli said that Counsel stated it does not have to be in its entirety, just the amended sections.

**STATE OF THE DISTRICT REPORT**

**8. Financial and Grant Report:** Financials for June 2025 are included in the Board packet pages 10-34.

**9. Service Performance Reports:** Statistics for June 2025 are included in the Board packet pages 35-43.

Director Devlin asked why the passenger count is down compared to last year. OS Reed stated the ridership is down due to the discontinuation of 70x in July 2023, 60x in December 2023, the March 2024 service reductions, and the May 2024 Sunday service reduction. Routes 3 and 4 have been on a steady increase.

Director McCall asked if it was possible to break down further to show the comparison in the services. Trying to get a better understanding on cost per trip and cost per hour of how services are down. OS Reed stated that yes it could be broken down further and explained how trips are determined.

**10. Northwest Oregon Transit Alliance:** (August meeting cancelled).

**11. NW Rides Brokerage:** Statistics for July 2025 are included in the Board packet page 44-45.

Brokerage Manager Deputy gave an update on the dialysis center in Tillamook. The new center in Tillamook is taking about 2 patients a month, which brings the number of patients going out of town to approximately ten.

Director Johnston asked how many trips a day are provided by NW Rides. Brokerage Manager Deputy stated approximately 250 to 330 trips a day (20% Tillamook County, 40% each for Clatsop and Columbia County).

**12. General Manager Report:** Updates included in Board packet pages 46-47 (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 McCall asked about North Coast Express ridership. GM Vitulli stated he was provided with a first-year summary report but has yet to review. OCVA did share that the North route to Cannon Beach, Seaside, and Astoria was performing slightly better than the South route to Tillamook, Rockaway Beach, Cannon Beach, Seaside, and Astoria.

**13. Miscellaneous: None.**

**CONSENT CALENDAR**

**14. Motion to Approve the Minutes of July 16, 2025, Regular Board Meeting**

**Motion** by Director McCall to Approve the Minutes of July 16, 2025, Regular Board Meeting. Seconded by Director Johnston.

**Motion Passed**

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

**15. Motion to Approve June 2025 Financial Statements**

**Motion** by Director McCall to Approve June 2025 Financial Statement. Seconded by Director Johnston.

**Motion Passed**

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

**16. Motion to Amend Policy 19: Oregon Government Ethics Policy**

**Motion** by Director McCall to Amend Policy 19: Oregon Government Ethics Policy. Seconded by Director Johnston.

**Motion Passed**

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

**17. Motion to Amend Policy 21: Purchase Orders**

Director McCall asked how often the purchase amount could be over \$10,000. He is concerned about operations, having to potentially wait 3 or 4 weeks to get Board approval on a purchase. Would it be better to increase the spending authority of the GM to prevent any possible delays? FS Bond stated that the spending threshold is set by the District's Procurement policy. When it comes to how often purchase orders are issued, it depends on the vendor. For example, ODOT requires PO's for the purchase of District assets, such as buses and vans. The only requirement is that we issue PO's when required by the vendor.



**Motion** by Director McCall to Amend Policy 21: Purchase Orders. Seconded by Director Johnston.

**Motion Passed**

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

**18. Motion to Amend Policy 23: Facility Maintenance Plan**

**Motion** by Director McCall to Amend Policy 23: Facility Maintenance Plan. Seconded by Director Johnston.

**Motion Passed**

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

**19. Motion to Approve Revisions to TCTD Personnel Policies & Employee Handbook**

**Motion** by Director McCall to Approve Revisions to TCTD Personnel Policies & Employee Handbook, with noted changes. Seconded by Director Johnston.

**Motion Passed**

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

**20. Motion to Authorize the General Manager to Execute Garibaldi Bus Stop Infrastructure Quote with Brasco International, Inc.**

This item is moved to the end of Action Items.

**ACTION ITEMS**

**21. Resolution 25-27 Authorizing Signing Authority for the District's Umpqua Bank and LGIP Investment Accounts**

FS Bond stated that once the Board approves Resolution 25-27 Authorizing Signing Authority for the District's Umpqua Bank and LGIP Investment Accounts, the bank will prepare signature cards and come to next month's Board meeting so everyone can sign at once.

**Motion** by Director Devlin to Approve Resolution 25-27 Authorizing Signing Authority for the District's Umpqua Bank and LGIP Investment Accounts. Seconded by Director Hanenkrat.

**Motion Passed**

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

**22. Resolution 25-28 Authorizing the General Manager to Execute ODOT STIF Discretionary Grand Agreement Number 35915**

*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 McCall to Approve Resolution 25-28 Authorizing the General Manager to Execute ODOT STIF Discretionary Grant Agreement Number 35915. Seconded by Director Devlin.

**Motion Passed**

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

**23. Resolution 25-29 Authorizing the General Manager to Enter Into a Professional Services Agreement with Jacobs Engineering Group, Inc. for the NW Connector Bus Stop Access Project**

**Motion** by Director Devlin to Approve Resolution 25-29 Authorizing the General Manager to Enter Into a Professional Services Agreement with Jacobs Engineering Group, Inc. for the NW Connector Bus Stop Access Project. Seconded by Director Sappington.

**Motion Passed**

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

**20. Moved from Consent Calendar**

**Motion to Authorize the General Manager to Execute Garibaldi Bus Stop Infrastructure Quote with Brasco International, Inc.**

Director McCall asked why there were only two shelters when there are six stops in Garibaldi. GM Vitulli stated that there are only two bus stop pads that have space for shelters. The other four stops will have signs, benches and bike racks.

**Motion** by Director McCall to Authorize the General Manager to Execute Garibaldi Bus Stop Infrastructure Quote with Brasco International, Inc. Seconded by Director Devlin.

**Motion Passed**

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

**DISCUSSION ITEMS**

**24. Staff Comments**

General Manager Vitulli: Advised the Board that Chair Bean is going for training to SDAO training on the 23<sup>rd</sup> in Astoria. He will reach out to SDAO to see if they will come to the District for an all-Board of Directors training. He shared that Cathy last day is this Friday and that she will continue to work with the District in a limited capacity until a replacement is hired and trained. She has been working with Sue (Office Assistant) to help transition duties and workflow. Everyone is invited to come on Friday for a luncheon for Cathy.

Finance Supervisor Bond: Stated that she is really excited to start something new but still has separation anxiety. It will be difficult leaving, but she will continue to support



the District. She shared that Brian was a great choice as GM for the District, and the Board of Directors did a great job of selecting him. GM Vitulli has done a wonderful job of helping the District recover.

Brokerage Manager Deputy: Stated that it has been a great opportunity working with Cathy - her kindness and support has helped her through the rough times in life. She is excited for her.

Operations Superintendent Reed: Stated that he has worked with Cathy for just a couple of years and thanked her for her support during the transition from the GM passing to a new GM being onboarded. He thanked Arla, the Board, and Cathy for the support.

Admin Assistant Brown: Stated she's only been with the District for a little over a year and thanked Cathy for her support and help.

ODOT Regional Transit Coordinator Arla Miller: Stated that she has worked with Cathy since 2010 and feels like they are sisters. She will be missed.

## **27.Board of Directors' Comments**

Dir. Hanenkrat: Stated it has been a pleasure working with Cathy.

Dir. Ressler: Stated it has been a pleasure working with Cathy.

Dir. Devlin: Stated that the first time meeting Cathy was at the 2025 Budget Committee meeting and it was the best budget meeting that she has ever been to.

Dir. Sappington: Stated that he hasn't known Cathy very long but has been a pleasure and is very glad to be on the Board of Directors.

Dir. Johnston: Stated how much we all love Cathy. She also thanked John Cline for coming to every meeting, and how valuable his input is.

Dir. McCall: Stated he is glad that Cathy will remain a part of the community and be available. He shared his experience riding the Route 5 bus to Portland a few weeks ago. He was impressed how easy it was to purchase a ticket using the app. On his travels to Norway, he stated he really saw firsthand how advanced their transit system is, from electric ferries to electric buses. While walking down the street, he even saw electric semi-trucks! Hoping that the District will continue discussions regarding electric vehicles.

Chair Bean: Stated that he has enjoyed working with Cathy. He shared how much he enjoyed the Fair this year, from tagging out people movers to helping in the booth. He hopes to see everyone at the luncheon on Friday for FS Bond.

## **28.Adjournment:** Board Chair Bean adjourned the meeting at 7:36 pm.

These minutes were approved on this 17<sup>th</sup> of September 2025.

ATTEST:

  
Jonathan Bean, Board Chair

  
Brian Vitulli, General Manager