Tillamook County Transportation District
Board of Directors Regular Monthly Meeting
Wednesday, August 19, 2026 – 6:00PM
Transportation Building
3600 Third Street, Tillamook, OR
Meeting Minutes

1. **Call to Order:** Board Vice Chair McCall 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
David McCall, Vice-Chair
Nan Devlin, Secretary
Eric Sappington, Director

Absent
TCTD Board of Directors
None

TCTD Staff
Brian Vitulli, General Manager
Sue Lewis, Office Assistant
Jacquelyn Puett, Brokerage Manager
Michael Reed, Operations Superintendent
Keri Brown, Admin Assistant/Board Clerk

Guest
Peter Hicks, Esq. TCTD's Legal Counsel, Jordan Ramis (via Zoom)
Arla Miller, ODOT Public Transportation Division
John Cline, Public
Jim LeNormand, public
Li, public (via Zoom)

4. **Announcements and Changes to Agenda**

Motion by Director Devlin to Approve Announcements, Changes to Agenda, and Agenda Approval. Seconded by Director Sappington.

Motion Passed
By Vice Chair McCall,
Directors Hanenkrat, Johnston,
Sappington and Devlin

5. **Oath of Office – New Board Directors:**

   Board Clerk Brown administered the Oath of Office to newly appointed Directors Brian Lundquist and Jacqueline Edwards, formally swearing them into their positions on the Board.

6. **Public & Guest Comments:**

   John Cline made a public comment welcoming the newly appointed Board members and expressing appreciation to all Board members for their service and dedication. He also thanked the volunteers who contributed their time at the Tillamook County Fair, recognizing their efforts in supporting the District and the community.

STATE OF THE DISTRICT REPORT

7. **Financial and Grant Reports:** No report this month.

8. **Service Performance Reports:** Statistics for June 2026 are included in the Board packet pages 1-15.

   Operations Superintendent Reed presented the FY 2025-2026 Annual Service Performance Report and June service statistics.

   Vice Chair McCall asked regarding the reported figures for NEMT, NW Rides and Veterans services, if the count included only passengers transported directly by Tillamook County Transportation District (TCTD) or if it included volunteer drivers from NW Rides. OS Reed confirmed that the data represents only those passengers transported directly by TCTD.

   Director Lundquist asked whether the District tracks passengers boardings and departures by stop location and expressed appreciation for the upcoming bus shelters in the Garibaldi area. OS Reed stated that stop-level ridership tracking is not currently feasible for the District at this time. He stated that an onboard survey was conducted in May, and the District recently received the survey results, which will be shared soon. He also stated that the District is in the process of hiring a contractor to complete the bus shelter installations in Garibaldi.

   Vice Chair McCall asked whether there are alternative sources of data available to assess usage at individual bus stops. OS Reed stated that the District currently records passenger fare categories, including full fare, reduced fare, and youth fares but does not collect stop level ridership data.

9. **Northwest Oregon Transit Alliance:** Updates included in the Board packet pages 16-27.

10. **NW Rides Brokerage:** Brokerage Manager Puett provided updates for June and July 2026 and were distributed during the meeting:

a. Total ridership decreased slightly from 9087 rides in June 2026 to 9029 rides in July 2026, a decrease of 58 rides Provider-based trips increased by 40 trips during the period, while both mileage reimbursement and volunteer-provider trips declined, resulting in a combined decrease of 49 trips.
b. Total number of calls received decreased from 6202 in June 2026 to 6288 in July 2026. Average daily call volume increased slightly from 282 calls per day in June to 285 calls per day in July.
c. Comparing June and July 2025, total ridership increased from 8925 rides to 9296 rides, an increase of 371 rides. Calls answered decreased by 0.8 percent during the same period. The increase in July ridership was primarily driven by growth in the Mileage Reimbursement program. Provider trips increased by 2 percent, while volunteer trips decreased by 1.6 percent.
d. Comparing the combined June and July 2026 totals with the same period in 2025, overall ridership decreased by 1.6 percent. Provider trips increased by 27.4 percent, and volunteer trips increased by 25.3 percent. In contrast, mileage reimbursement trips decreased by 45.9 percent.
e. Comparison for NW Rides ridership for June and July 2025 versus June and July 2026 showed that overall ridership remained essentially unchanged year over year. However, the composition of trips changed considerably, reflecting shifts in the utilization of provider, volunteer, and mileage reimbursement services.
f. Contract with CareOregon is up for renewal. Renewal process will provide an opportunity to evaluate funding levels, identify any necessary adjustments, and explore operational efficiencies to ensure the continued effectiveness and sustainability of the program.
g. Successful hiring of a new NEMT Coordinator and a new Customer Service Representative (CSR). These additions will help support daily operations and enhance customer service.

Director McCall asked whether there is overlap in transportation services provided to Veterans rides through NW Rides and Tillamook County Transportation District (TCTD), and whether those services should be consolidated under a single system. Brokerage Manager Puett explained that the Brokerage receives Medicaid funding specifically for transportation services. OS Reed added that District dispatchers screen callers for Medicaid eligibility and refer eligible riders directly to NW Rides for service, helping to coordinate transportation resources.

11. **General Manager Report:** Updates included in Board packet pages 28-29 (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**

12. **Miscellaneous:** None

CONSENT CALENDAR

13. **Motion to Approve the Minutes of June 4, 2026, Special Board Meeting**

14. **Motion to Approve the Minutes of June 30, 2026, Special Board Meeting**

15. **Motion to Approve the Minutes of July 15, 2026, Regular Board Meeting**

16. **Motion to Incorporate Previously Approved Amendment to Policy 10: Directors Powers, Duties, Responsibilities, and Membership.**

17. **Motion to Reappoint Chris Wheatley to the Transportation Advisory Committee**

18. **Motion to Appoint Michelle Jenck to the Transportation Adisory Committee**

Director Hanenkrat asked for clarity regarding Item 16 on the Consent Calendar. GM Vitulli directed the Board to pages 47 to 49 of the policy amendment documents approved on August 21, 2024, and pages 44 through 46 contain revisions to Board officer positions and terms that were approved on July 15, 2026. The revised policy document presented for approval on pages 41 through 43 incorporates both vacancy section amendments approved on August 21, 2024, and the revisions to Board positions and terms approved on July 15, 2026.

Vice Chair McCall requested that future Executive Session minutes clearly indicate whether the session was conducted as an open or closed Executive Session. It is important to include this distinction in the meeting record for clarity and transparency.

Motion by Director Hanenkrat to Approve the Minutes of June 4, 2026, Special Board Meeting, to Approve the Minutes of June 30, 2026, Special Board Meeting, to Approve the Minutes of July 15, 2026, Regular Board Meeting, to Incorporate Previously Approved Amendment to Policy 10: Directors Powers, Duties, Responsibilities, and Membership, to Reappoint Chris Wheatley to the Transportation Advisory Committee and to Appoint Michelle Jenck to the Transportation Advisory Committee. Seconded by Director Devlin.

Motion Passed
By Vice Chair McCall, Directors Hanenkrat, Johnston, Sappington, Devlin Lundquist and Edwards

ACTION ITEMS

19. **Resolution 26-22 Authorizing the General Manager to Execute Amendment Number 1 to ODOT Grant Agreement Number 35823.**

Motion by Director Devlin to Approve Resolution 26-22 Authorizing the General Manager to Execute Amendment Number 1 to ODOT Grant Agreement Number 35823. Seconded by Director Edwards.

Motion Passed
By Vice Chair McCall, Directors Hanenkrat
Johnston, Sappington, Devlin
Lundquist and Edwards

20. Resolution 26-23 Authorizing the General Manager to Execute ODOT Grant Agreement Number 35953.

Vice Chair McCall asked whether the list of grant awardees on page 91 represented the entire state of Oregon. GM Vitulli stated that some applicants may not have received full funding. Arla Miller, ODOT Public Transportation Office stated that while she did not have specific information regarding unfunded applicants, the funds in question were legislatively designated to support Veterans transportation services. Director Devlin expressed support for the program, noting that her husband uses the service for transportation to medical appointments and emphasizing the significant value it provides to the community.

Motion by Director Johnston to Approve Resolution 26-23 Authorizing the General Manager to Execute ODOT Grant Agreement Number 35953. Seconded by Director Devlin.

Motion Passed
By Vice Chair McCall, Directors Hanenkrat
Johnston, Sappington, Devlin
Lundquist and Edwards

21. Resolution 26-24 Authorizing the General Manager to Execute an Annual Software License and Service Agreement for Dispatching and Scheduling Software from Ecolane, Inc.

Brokerage Manager Puett stated that under the multi-agency dispatching contract, the Tillamook County Transportation District (TCTD) and NW Rides share an Ecolane, Inc. contract with Columbia County Rider and Sunset Empire Transportation District. Participating agencies are billed accordingly for the services received. Brokerage Manager Puett also noted that this arrangement reflects TCTD's commitment to sharing technical resources and serving as a supportive regional partner.

Motion by Director Sappington to Approve Resolution 26-24 Authorizing the General Manager to Execute an Annual Software License and Service Agreement for Dispatching and Scheduling Software from Ecolane, Inc. Seconded by Director Hanenkrat.

Motion Passed
By Vice Chair McCall, Directors Hanenkrat,
Johnston, Sappington, Devlin
Lundquist and Edwards

22. Election of Board Officers:

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

Motion Passed
By Directors Hanenkrat,
Johnston, Sappington, Devlin,
Edwards and Lundquist
Director McCall abstained

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

Motion Passed
By Chair McCall, Directors Hanenkrat,
Johnston, Devlin,
Edwards and Lundquist
Director Sappington abstained

Motion by Director Devlin to elect Director Johnston as Treasurer of the TCTD Board of Directors. Motion Seconded by Director Edwards.

Motion Passed
By Chair McCall, Directors Hanenkrat,
Sappington, Devlin,
Edwards and Lundquist
Director Johnston abstained

Motion by Director Edwards to elect Director Devlin as Secretary of the TCTD Board of Directors. Motion Seconded by Director Johnston.

Motion Passed
By Chair McCall, Directors Hanenkrat,
Johnston, Sappington,
Edwards and Lundquist
Director Devlin abstained

23. Executive Session: The Board entered a closed Executive Session at 7:16 pm and reconvened in open session at 8:48 pm.

As a result of Executive Session, the following motion was made upon reconvening in open session:

- *ORS 192.660(2)(h)-To Consult with Counsel Concerning the Legal Rights and Duties of a Public Body with Regard to Current Litigation or Litigation Likely to be Filed.*

Motion by Director Devlin to appoint Chair David McCall to work with legal counsel on the small claims action issue. Seconded by Director Edwards.

Motion Passed
By Chair McCall, Directors Hanenkrat, Johnston, Sappington, Devlin Lundquist and Edwards

Motion by Director Devlin that the Board acknowledges the receipt of the complaint and to appoint Chair McCall to work with legal counsel to address the complaint. Seconded by Director Johnston.

Motion Passed
By Chair McCall, Directors Hanenkrat, Johnston, Sappington, Devlin Lundquist and Edwards

- *ORS 192.660(2)(i)-To Review and Evaluate the Employment-Related Performance of the Chief Executive Officer of any Public Body, a Public Officer, Employee or Staff Member.*

Motion by Director Sappington to increase the GM's wages by 3.5% effective July 1, 2026. Motion seconded by Director Edwards.

Motion Passed
By Chair McCall, Directors Hanenkrat, Johnston, Sappington, Devlin Lundquist and Edwards

DISCUSSION ITEMS

24. Staff Comments

General Manager Vitulli: Welcomed the newly appointed Board members. He thanked the volunteers who donated their time at the Tillamook County Fair, assisting at the Distict's booth and operating the people movers. TCTD is again actively recruiting for transit drivers.

Director Lundquist asked how the District recruits for transit drivers. GM Vitulli stated that employment opportunities are advertised through the NWConnector.org website, the Tillamook Area Chamber of Commerce *Tillamook Jobs* local job-posting website, and WorkSource Oregon. Additionally, roadside recruitment banners posted in front of the District office have also proven to be effective in attracting applicants.

Operations Superintendent Reed: None.

Admin Assistant Brown: None.

25. Board of Directors' Comments

Dir. Hanenkrat: Welcomed the two new Board members.

Dir. Lundquist: Stated he is happy to be serving on the Board.

Dir. Devlin: Stated thank you to GM Vitulli for doing such a great job, not an easy role or an easy District for all the work that he has done.

Chair McCall: Welcomed both Board members and had a great time at the Tillamook County Fair and suggested shorter shifts for the people mover operators for next year.

Dir. Sappington: Welcomed both new Board members and thanked existing Board members for their support, guidance, and patience throughout the appointment process. The experience has been educational and thanked everyone involved for their assistance and encouragement.

Dir. Johnston: Welcomed the new Board members and expressed gratitude to GM Vitulli and District staff for their hard work and dedication.

Dir. Edwards: Stated thank you to the Board and staff for the warm welcome and expressed enthusiasm about hitting the ground running alongside GM Vitulli.

26. Adjournment:

Board Chair McCall asked for a motion to adjourn the meeting at 8:57 pm.

Motion by Director Johnston to adjourn. Seconded by Director Hanenkrat.

Motion Passed
By Chair McCall, Directors Hanenkrat,
Johnston, Sappington, Devlin
Lundquist and Edwards

These minutes were approved on this 16th of September 2026.

ATTEST

David McCall, Board Chair

Brian Vitulli, General Manager

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.