

CAT Board Meeting

Date: 9/17/19

Board Meeting Attendees: Marbe Cook, Mark Reynolds, Rob Brostoff, Leanne Hogie, Jake Bolland, Lara Dunn, Leticia Valle

Staff: Patty Fink, Teresa Gallucci of Our Team Accounting, LLC.

On Phone: Jason Kelly, ODOT & Andrew Okeefe, ODOT

- 1) Leanne calls the meeting to order at 9:02am
- 2) Approval of Minutes: Mark calls the motion to approve minutes from August with corrections. Rob seconds the motion. All approved with one exemption, Leticia Valle exempts because not present at August meeting.
- 3) Director's Report
 - a) Ridership: Ridership continues to improve and we expect to exceed last year's Trolley numbers even with three weeks less of service.
 - b) Staffing: We have an opportunity to revisit the organizational structure and to restructure staff to cover the previous Operations Manager position duties. Please refer to the Office Manager Redesign memo sent from Patty Fink on Sept. 13, 2019. Patty has moved forward with hiring Ty Graves as the Operations Manager after discussing with the committee and other drivers as needed and budgeted for. The board agrees to have Patty move forward with the restructure to hire a full-time Planning/Grants Management/Development Specialist position.
- 4) Old Business
 - a) Finances: Patty explained the grant payment structure/timeline. We will need to dip into reserves to pay for capital expenses/two preowned buses of about \$350,000. Mechanic will travel to inspect the buses before purchase. Andrew and Jason shared on the phone that the ODOT grant payments are being expedited for repayment within 12-14 business days. Rob moves that up to \$350,000 be transferred from reserves to the operating account subsequent to clean bill approving the vehicles for purchase. Jake seconds the motion. Board passes the motion unanimously.
 - b) Teresa reviewed the finance report for period ended August 31, 2019.
 - c) City Parking & Presentation to City Council: Leanne shared that the top survey results were listed as 1) Short Term Parking, 2) Long Term Parking and 3) Transit options. Marbe will continue to attend meetings.
 - d) Hwy 35 Update: Please review to Mt. Hood Meadows & Hwy 35 memo sent by Patty Fink on Sept. 13, 2019. Board approved to move forward with option #2 – The Board could opt to work on contracting the service out – with a focus on a strong partnership with MHM/Greyhound.

- e) CGE Update & Marketing Launch – continued timeline for November launch. Will set this as an agenda item for the October board meeting.
- 5) Entered Executive session (OR192.660.2i) at 11:07am. Seven board members present. Executive Session ended at 11:33am.
- 6) Meeting Adjourned at 11:34am.