

Hood River County Transportation District

DbA Columbia Area Transit

224 Wasco Loop

Hood River, Oregon 97031

January 9, 2019 Board of Directors Meeting

Members Present: Jake Bolland, Marbe Cook, Mark Reynolds, Leanne Hogie,

Board Members on the phone: Rob Brostoff

Staff Present: Patty Fink, Jessica Ortiz

Guests Present: Jason Kelly and Jake Warr from ODOT; Teresa Gallucci, OTA

Meeting was opened at 8:05 am by Leanne Hogie

Approval of minutes:

Jake Bolland moved to approve the minutes for the December 27, 2018 meeting, Marbe Cook seconded. Motion carried unanimously. Board reviewed minutes for the November meeting. Jake Bolland moved to approve and Mark Reynolds seconded the motion. Motion was carried unanimously.

Updates:

HWY 35 - Patty provided a brief update on the HWY 35 study. ODOT Staff and Patty held a brief kick off meeting. Timeline was January – June. The expectation is that if deemed feasible, service would start in the fall. Patty noted that the consultants had been asked to focus on stops and transfer location. She mentioned that stakeholders like Mt. Hood Meadows would be contacted. Jake Bolland, mentioned that they had some ideas about an appropriate transfer point near ODOT's maintenance facilities on HWY 26 near Government Camp. Jason will talk with Jake and make sure the consultants are aware of the location.

Cascade Locks Port Meeting January 17th 6:00pm Cascade Locks, City Hall – Patty noted that she was talking with the Cascade Port Commission about transit services and potential transfer centers/locations for CAT/CGE in Cascade Locks. Paul Koch from the Port had encouraged Board Members to attend. Board Members talked about attending.

Staffing – Patty noted that Ty had done a great job as temporary Office Manager and she was looking to hire him into the permanent position. She is working on an updated job description which she will bring to the Board with an update of the Ops Manager Position at the February Meeting. She'd like the Board to approve both job descriptions. The HR attorney suggested they post internally a week to see if any other internal candidates are interested – and then decide how to move forward. Board was in agreement.

Because of ODOT guests, Leanne moved the CGE CAT Transition to next on the Agenda

CGE – CAT Transition:

Patty provided a brief intro. ODOT's email about "transition feasibility" was less about CAT providing the service then about wanting "us" together to move slow and "get it right". Board was in agreement that slow was good. The Board expressed considerable concern about the CGE budget and how they were wary of taking on any services that were not directly related to our constituents (District). The Portland – Hood River Route clearly within our purview. The Multnomah Fall shuttle is not. Board sees the advantages of moving forward, but is wary that long-term if financial issues are not addressed, CAT might be stuck in a position of funding services that don't meet the mission. Patty handed out a "things to consider list" in the transition. The Board stated that it was comprehensive – they wanted Patty to make sure she communicated that CAT success was not only tied to Portland, but to The Dalles as well. Patty noted that as she had previously discussed with the Board, the Commuter Bus & LINK were large investments on their own – that if the decision is made not to take on the CGE then discussion should continue about CAT working the CGE provider to take on these services. This in part should also include LINK. Patty suggested that previous conversations had seemed to make the gaps between LINK/CAT wider, but it was important to have on-going conversations about how we can help each other. Patty has already set up a meeting with Jessica to talk about the upcoming Intercity Grant.

ODOT & Patty were asked to carry on these conversations at the meeting on January 14, 2019. Jake suggested that an important part of the conversation would be timing.

Financials:

November financials showed we were beginning to see the payroll tax revenues roll in. The Insitu check \$200K for fares Board also came in, but wasn't posted until December – you will see this post on the December financials, which will be available and sent to the Board in the next two weeks. Patty suggested that the Board should have a "retreat" focused on the finances when she returns from vacation in February. Right now, Patty felt that the District was in a strange position. CAT had moved forward quickly and now were in a position financially where they needed to push forward by pursuing new revenues or pull back. This is critically tied to the CGE and HWY 35 decision making process. Patty was worried about getting ahead of the Board. Jake indicated that he was concerned that we not take on too much all at once. He suggested maybe we focus on the HWY 35 were funds were more solid and then wait until ODOT understood where the financing was before taking CGE on. A brief discussion about the options, it was decided that a Retreat to have a broader conversation was in order.

Chart of Accounts – Jake was going to take a stab. He asked for the Finance Committee to work directly with Teresa to make these changes – the Board and Patty agreed this was a reasonable idea.

Supplemental Budget – Patty provided a general overview of what changes were likely to be necessary in the Supplemental Budget with the addition of the Commuter Bus & Fare revenues. She believes we will end up about \$100K from where we are today. This is slightly higher than what was originally budgeted (e.g. down \$42K) but consistent with the vehicle purchases which were supposed to impact last year's budget but didn't get delivered and paid until August 2019 (e.g. this year). Patty is hopeful that we will see some reductions in other areas and may yet reduce that gap – but believes we will have about \$900K by the end.

Transfer of Funds - Patty mentioned that our financial situation was tight and given the potential delay in ODOT/FTA funding we would need a transfer from the Reserve Funds of \$200k to cover at least until March until STIF funds come in.

Jake made the motion to to transfer \$200,000 from Hood River Account to CBI operating account: Mark seconded the motion. Motion is carried unanimously in favor.

Marketing Committee RFP:

Tuesday January 15th the Marketing RFP responses are due. The Marketing Committee is meeting Thursday January 17, 2019 to review. The committee will interview the candidates and make a recommendation to the Board at their February Board Meeting. Patty noted that if they push forward, the Board will not be reimbursed until July 2019 as the FY20 STIF funds become available. This will reflect negatively on the Audit balance, but should be made up in FY20.

Elections:

We have four Board Members up for election. Would like to know at the next meeting if they want to run again. The Due date for registering is March 21, 2019. Elections are in May.

The board adjourned the meeting at 10:50 a.m. Motion carried unanimously.