

February 20, 2019
Hood River County Transportation District
Board of Directors Meeting
224 Wasco Loop
Hood River, OR 97031

Board Meeting Attendees: Mark Reynolds, Leticia Valle, Marbe Cook, Rob Brosstoff and via phone: Leanne Hogie.

Staff: Patty Fink, Jessica Ortiz, and via phone: Teresa Gallucci of Our Team Accounting;

Calling meeting to order (8:00am)

Approvals of Minutes:

Vice Chair asks for approval of the January minutes. Leti calls the motion to approve minutes from January, Rob seconds the motion. The motion is approved unanimously

Dec/Jan Financial Information

Teresa Gallucci (TG) begins by highlighting changes made in coordination with the Auditor, Board Member Jake B, and Patty. All line items that have not been in use for a long period of time will no longer be presented on the statements but will remain in quick books if needed for any reviews. TG notes that the Chart of Accounts will be easier to review and easier to track expense for grants.

Jake also recommended consolidating accounts to three: Columbia Bank Operating Account – for the Day to Day activities of the District; the Columbia Bank Savings Account that is tied to the operating account to allow for short-term transfers if needed; and the County Account that is a Contingency Reserve. To that end, it is Jake’s recommendation that Patty to transfer the \$20K+ in the money market account to the Columbia Bank savings account. Mark motioned to make the transfer and consolidate the District’s funds into these three accounts. Rob approved the motion. The motion passed unanimously.

There was a board discussion on Assets and how depreciation value has been calculated. TG is still working with the Auditor to ensure these numbers tie. Patty was concerned that all the assets including the two new vehicles should be included in the numbers – TG will check to make sure she has what’s required. Leanne had a few questions regarding the December financials – TG noted some of the discrepancies were due to the change to the Chart of Accounts. There was a broader discussion about the total revenue for this year. Patty noted that we still are shooting to come in with a net loss of about \$100k over last year. This is consistent with the budget estimates. Patty did note, however, that we were banking on STIF

revenue to come in April and have been told by ODOT that they won't get those funds until May. Patty is monitoring our cash flow with the hope that we have enough in bank and through existing grants to make it through April. We should have a better feel for where we are by the April Board. This will also be when we discuss the need for a supplemental budget.

Board Retreat

The Board Financial Retreat was postponed. The Board proposed two new dates March 2nd (Saturday) and March 3rd Sunday. They asked Patty to poll the full Board. Marbe noted she'd like to make sure Jake B. can attend and suggested perhaps the meeting could be held at Mt Hood Meadows.

HWY 35

The Existing Conditions (EC) Report for the HWY 35 Plan are underway – the Consultant talked with Mount Hood stakeholders last week. The EC report should be out by March. The full recommendations for HWY 35 are on target to be completed by June.

CGE

Transition discussion between CAT and CGE have begun and a joint grant was submitted for \$668K through the Intercity STIF Funds on Feb 1st. We should hear whether we will get full funding by June. The Grant application made it clear that at least \$150K a year will be needed for CAT to maintain The Dalles & Commuter Bus. The grant does not commit the Board to the transition.

Staffing

In regard to staffing and organization chart, Patty explained how she would like to move forward with the Office Manager's position. She indicated she would like to have a decision by the end of March. Marbe asked if the Board could discuss this at the March retreat. Patty indicated that this would be a perfect opportunity to talk about the position and the larger needs – but she'd like to be able to finalize the hiring soon.

Marketing

The Blue Collar Agency is being recommended by the Board Marketing Committee to provide marketing service for CAT. They were chosen through an formal RFP process which included interviews with two finalists. Patty noted that moving forward now would mean that the Board would be pre-spending on revenues that they wouldn't see returned until next Fiscal Year. The board agreed that marketing expenditure should be made to further outreach and spread the word of CAT's services. Motion to move forward and approve contract to start working with Blue Collar Agency is made by Leti at (8:51am), Rob seconds the motion and board votes unanimously in favor.

Elections

Marbe asks about board member elections and when they will be held. The new board member will be elected in May and should be in meetings by June. Those elected will be on the Board for four year. Those running for the Board must register on or before March 13th. The open Board positions for this year include Leti, Rob & Teresa.

Big Art

Big art meeting is discussed. Patty discusses how she is working with ODOT on the Port's Sinclair (former Valero) bus stop. City is adamant that we need to move regional services back to the Port. Discussions current are to see if any landscaping, lighting or any other changes can be done to make bus area more appealing. Patty has had contact with Big Art Organization, and they are willing to move the "Fish" to the site. The cost for the art is \$12K but we can rent it for a year for \$1,000. Patty plans to engage in the year long lease, if the Board does not have any objections. No objects noted.

Trolley

Summer trolley is discussed. CAT is not in a position to take on the Trolley operations this year but will want to integrate it into our services next year. CAT met with Chamber and City about the Trolley. City is interested in buying an electric Trolley and having CAT run it. They can use Urban Renewal funds – would need to focus on downtown service though. Chamber may be able to use transient tax to fund operations. Patty will have further discussion on the issues and keep the Board updated. Rob makes a comment about electric vehicles and how maintenance may be an issue if we don't have staff on hand. Patty notes that the Ops Manager is looking into this and other issues and will update the Board on what they find.

STFAC & Grant Funds

Patty met with new STFAC about the STF Formula & 5310 Capital Grant funds on Feb 19th. The committee agreed to continue STF Formula for ADA/DAR service. The committee expressed concern about the reduction in STF funds for operating several agency members are writing to the Governor to ask for a reconsideration. In terms of Capital, the Committee liked the idea of asking for two vans wheel chair accessible vans (\$75K each/\$150k for two) that would serve for dial-a-rides as well as a lender van for businesses and organizations like providence for evening/weekend trips. Other suggestions included fare card readers for vehicles (\$5K) agency rides, seat belts for ADA vehicles (\$3K) that don't have any, camera system upgrades on all vehicles (\$10K); and overhead marquees for all buses (\$5k). Board doesn't need to approve but will be updated at March Meeting on final application.

New Manuals

Procurement, Employee Handbook, Driver Policy & Procedures and Driver Training Program Manuals have been reviewed internally, by the legal team and Union. They are placed in draft for our State Review and will be review by ODOT. After the State review in March – these documents will be on the Agenda for Board Adoption in April.

Motion to close meeting is made by Rob at 9:20am, Mark seconds the motion and board agrees.