



Wednesday, July 15th, 2020
Hood River County Transportation District
Regular Meeting of the Board of Directors
224 Wasco Loop, Board Conference Room
Hood River, OR 97031
4:00pm – 6:00pm
Meeting minutes

Board Meeting Attendees

Board Members: Mark Reynolds, Lara Dunn, Rob Brostoff, Megan Ramey, Darrell Roberts, Bridget Bailey

Public: Jason Kelly (ODOT), Teresa Gallucci (Our Team Accounting), Kathy Fitzpatrick (MCEDD), Fellene Gaylord (Sirius Media)

Staff: Patty Fink, Amy Schlappi, Ty Graves

Mark Reynolds called the June Board of Director's meeting to order at 4pm.

Patty Fink explained that per the Hood River County Transportation District Bylaws the Board of Director's are required to elect from its members the officers for the following year at the first regular meeting in July each year.

There was some discussion amongst the Board Members regarding the Board-Chair role. Lara Dunn stated that Bridget Bailey intended on nominating Lara Dunn, however at this time she was not yet attending the meeting.

Rob Brostoff nominated Mark Reynolds for The Board Chair role. Mark Reynolds accepted the nomination. All Board members in attendance voted in favor for electing Mark Reynolds as the Board Chair.

Mark Reynolds nominated Lara Dunn for the Board Vice-Chair role. Lara Dunn accepted the nomination. All Board members in attendance voted in favor for electing Lara Dunn as the Board Vice-Chair.

Mark Reynolds nominated Leti Valle for the Board Secretary role. All Board members in attendance voted in favor for electing Leti Valle as the Board Secretary.

Executive Session

Mark Reynolds called for Executive Session per ordinance 192.600.2a as requested by a Board Member.

Approval of Minutes

Mark Reynolds asked the Board of Directors to discuss the June 17th Regular Meeting Minutes and approve if no changes are needed. Mark Reynolds asked that staff amend a couple of wording mistakes in the June meeting minutes.



Rob Brostoff made a motion to approve the meeting minutes as presented with amendments, the motion was seconded by Mark Reynolds and unanimously approved by the Board.

Financial Overview

Teresa Gallucci gave a brief overview of the financials for Fiscal Year 2019-2020 as it is still a draft. Once all financials have been compiled for the audit, the Board will have a complete overview. The financials were summarized, by highlighting:

- Overall financial performance of the agency was good when you consider all the ups and downs of this past Fiscal Year.
 - The dramatic drop in revenue during Q4 is attributed to COVID-19.
 - Actual fare revenue received YTD at the end of June was \$7K more than budgeted.
 - Driver expenses YTD matched the adjusted supplemental budget projection.
- ❖ Mark Reynolds asked that at the August Board Retreat Board Members are given a tutorial on how to read the financials.

Director's Report

Operations Report: Ty Graves summarized the Performance Report, by highlighting:

- Starting 6/29 CAT resumed Upper Valley fixed-route.
- Harsh events increased from last month, but the percentage of events decreased due to returning to pre-COVID-19 service levels.
- On time rate for fixed routes are just below goal.
- Fuel usage and cost went up to due to returning to pre-COVID-19 service levels.

Megan Ramey requested changing the term accidents to crashes, due to the term “accident” implying fault where the term “crash” does not. Patty Fink suggested that maybe we use the term “incident” (minor scrapes) and “crash” (vehicle on vehicle or serious). ODOT has actual definitions as to what we are required to report.

- ❖ Staff to add specific definitions of each term to Performance Report.
- ❖ Staff will include ridership numbers from previous months.

Multnomah Falls: Patty Fink updated the Board that there is still no clear understanding as to when Multnomah Falls will reopen. She is working with the U.S. Forest Service and ODOT to include Public Transit in the re-open strategy. As of now it looks like the U.S. Forest Service will not include Public Transit due to a concern about controlling access. If Public Transit is not included, it will be important for CAT to document concern about equity. Before CAT reapplies for STIF funding the District needs to ensure ODOT is on the same page as local funds are being used for match.



Jason Kelly stated that the U.S. Forest Service stance is not reflective of all agencies. ODOT wants to see transit in the reopening strategy. When the tiered strategy is available from the U.S. Forest Service, ODOT will respond if transit is not included.

There was a large amount of discussion regarding why Public Transit may not be included in the re-opening strategy and implications of that decision. The Board generally agreed that if Public Transit is not included, they will need to send a letter to ODOT to document their concern over equity.

Bus stops: Ty Graves described the current process for installing bus stops on public property. Staff has received notification that CAT is now eligible to obtain the temporary use permit once fees have been paid.

There was a large amount of discussion regarding why it has taken CAT bus stops so long to be approved for installation. Patty Fink encouraged Board Members to be advocates for Bus Stops.

Board Member Concerns

COVID Policies: Patty Fink quickly reviewed the COVID Policies Memo highlighting what CAT is doing to keep passengers and staff safe. Management will continue to monitor the health of staff and encourage people to stay home if they do not feel well. If any staff tests positive for COVID-19, management will work with the Public Health Department and take necessary steps.

Patty Fink anticipates that our first needs-based application for CARES funding will be roughly \$340k.

Racism & Social Justice: Megan Ramey discussed racism and social justice and how there are many links between transportation, racism, and social justice. She thought it was important for the Board to have a broader discussion as how to address these topics. There was a large discussion on how CAT's current policies and operating procedures focus on these topics. Patty Fink described changes that have been made in the past 3 years to increase the number of Spanish speaking staff and service to the Upper Valley and Cascade Locks. Before COVID-19 there were plans to add more service to Cascade Locks, but that had to be put on hold.

- ❖ Staff will add racism & social justice to the August Board Retreat Agenda.

New Business

Map: Fellene Gaylord from Sirius Media reviewed the service map she created for CAT, by highlighting:

- Design was intended to make it easily printable and readable in black and white.
- All services included on the map (i.e. hospital, schools, library, transfer stops, etc).
- Bike routes and pedestrian trails were included to promote several different forms of transportation.

Board Members found the map visually appealing and helpful. They would like these maps added at each station once permanent stops have been installed.



Board Retreat: Board Members all generally agreed to cancel the August 19th Regular board Meeting and have the Board Retreat only. The next Regular Board meeting will be on September 16th.

- ❖ Staff will send out a doodle poll for a 4-hour retreat in August.
- ❖ Staff will work with the Board and Board Vice-Chair to finalize the agenda.

Current Projects & Status: Patty Fink reviewed the list sent out in the Board materials which identified projects where staff needs Board help. She suggested that perhaps this is discussed more thoroughly at the Board Retreat.

Public comments: Rob Brostoff thanked Mark Reynolds and Lara Dunn for stepping up into roles of leadership.

At 6:10PM Bridget Bailey made a motion to adjourn the meeting, this was seconded by Rob Brostoff.