

Wednesday, March 18th, 2020

**Hood River County Transportation District
Regular Meeting of the Board of Directors
224 Wasco Loop, Board Conference Room
Hood River, OR 97031**

3pm – 4:30pm

Meeting Minutes

Board Meeting Attendees

Board Members: Leanne Hogie, Marbe Cook, Rob Brostoff, Lara Dunn, Mark Reynolds, Leti Valle

Public: Teresa Gallucci (Our Team Accounting)

Staff: Patty Fink, Amy Schlappi, Ty Graves

Leanne Hogie called the March Board of Director's meeting to order at 3:03 pm and welcomed all attendees.

Approval of Minutes

Leanne Hogie asked the Board of Directors to review the February 18th, 2020 meeting minutes. Rob Brostoff made a motion to approve the February minutes as presented, the motion was seconded by Leti Valle and unanimously approved by the Board.

Director's Report

Patty Fink summarized the Emergency Board of Directors meeting that occurred on Monday, March 16th to discuss HRCTD's initial operational and organizational response to COVID-19. As a result of that meeting the Board approved staff to reduce service levels to help mitigate the spread of COVID-19. Since the operational changes drivers have been understanding and have accepted them professionally. Several drivers have elected to use PTO instead of working, however there is a small number who have continued to drive the limited services that is being offered and clean vehicles. The Dispatchers, Planning and Development Manager, and Executive Director are all primarily working from home starting March 19th. The Operations Manager and Field Supervisors are still reporting to the office each day.

Ridership: Patty Fink stated that the February through early March ridership was very strong. Several of the routes were reporting positive ridership YOY and meeting the Boarded Ride goal. The Columbia Gorge Express had higher ridership than expected during the weekdays and lower than expected on the weekends.

Operational Response to COVID-19: Ty Graves explained that staff has reduced weekday service to Dial-A-Ride and Peak Hour service only on the Hood River City Route and the Columbia Gorge Express. Operations on weekends have been cancelled. There have been no customer complaints to his knowledge due to the reduction in service as riders have been very understanding.

GOrge Pass Sales Update: Patty Fink reported that in February staff had distributed 1,568 passes (including promotional and student passes). Since COVID-19 has become a concern regionally a smaller number have been sold, but riders are still purchasing virtual passes through Token Transit.

Old Business

Financial Overview: Teresa Gallucci summarized the financial report, by highlighting:

- Accounts payable was a little higher than normal due to issues with receiving invoices. These have now been cleaned up.
- Net income was less than last year due to capital purchases.
- Fuel expense was more than last year, but \$50k less than budgeted
- Shop supplies expense was less than last year, but on target to meet budget for this year.

Patty Fink adds that there is enough cash to carry us through this challenging environment until April 1st without dipping into reserves. At this time, April 1st is when operations are expected to return to normal.

Marketing Update: Amy Schlappi stated that staff has stopped most direct advertisement of the GOrge pass. There are some advertisements that have not been stopped as they were prepaid. Consultants are focusing on creating illustrations and the Guide to Ride so that when normal operations return staff will be ready to promote the pass and services locally and regionally immediately. No unnecessary consultant expenses are being incurred. Social media is being used to inform riders about service changes and COVID-19 mitigation measures.

City of Hood River Bus Stops Update: Leanne Hogie summarized the ride-a-long meeting she conducted with the City of Hood River mayor and other local stakeholders to ride the Hood River City Route to discuss bus stops. The meeting was described as productive and informative. Patty Fink stated that bus shelters for 2 locations and 15 poles and pole benches were ordered. The benches will be CAT purple.

Operations Update: Patty Fink stated that staff had hoped to discuss more about increase to service in June, but the opportunity to do so is looking unclear due to the COVID-19 situation.

New Business

GOrge Passes for Downtown employees: Patty Fink would like to hold off discussing this topic until staff has a better understanding of what the City of Hood River will be doing moving

forward with regards to the budget. The City Manager has declared a State of Emergency in response to COVID-19.

COVID-19: Patty Fink explained that CAT can use 5311 funds to pay for operational expenses. 5310 funds can be potentially used to deliver meals to the sick or at-risk populations. However, the largest funds (STIF) as of now allows us little flexibility for what they can be used for. She has sent emails to Oregon delegates and the Governor's Office to encourage that these funds can be used to pay employees and for community response activities (meal delivery, medical supply, traffic control). The Board also needs to be aware that since we receive funds from payroll tax, we may see a reduction in revenue during the 4th quarter of FY19-20.

- ❖ Staff will have a status update meeting on March 25th, to discuss additional measures to be made since the situation is changing rapidly.

Potential Board of Directors Member Change: Patty Fink explained that current Board of Directors member, Jake Bolland, has moved to White Salmon and now lives in Klickitat County.

- ❖ Leanne Hogie will look at regulations to understand next steps to address Jake Bolland's seat.

Budget Priorities: Staff is holding off on discussing budget priorities due to potential changes caused by the current emergency situation.

Upcoming Events: No upcoming events were discussed.

Public comments: No public comments were made.

At 4:10PM, Rob Brostoff made a motion to adjourn the meeting, this was seconded by Marbe Cook and unanimously approved by the board.