



Wednesday, April 15th, 2020

**Hood River County Transportation District
Regular Meeting of the Board of Directors
224 Wasco Loop, Board Conference Room
Hood River, OR 97031
3pm – 5pm**

Meeting Minutes

Board Meeting Attendees

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

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

Staff: Patty Fink, Amy Schlappi,

Marbe Cook called the April Board of Director's meeting to order at 3:01pm and welcomed all attendees. Before the first agenda item was discussed she announced that she will be stepping down from the Board in July.

Approval of Minutes

Marbe Cook asked the Board of directors to review the March 18th and three Emergency Meeting Minutes. Mark Reynolds made a motion to approve the March and three Emergency Meeting Minutes as presented, the motion was seconded by Rob Brostoff and unanimously approved by the board.

Director's Report

Ridership: Patty Fink provided a summary of current ridership. As expected, ridership was significantly lower than February due to reduction of services on March 18th and again on March 24th due to the COVID-19 health crisis and Governor Brown's stay at home orders.

COVID-19 Update: Patty Fink provided a brief overview of different funding sources available to assist in keeping transit agencies whole during the COVID-19 Health Crisis. CAT's initial CARES Act allocation for \$152,000. Applications to receive the funds are to be submitted to ODOT by April 17th. Agencies can apply for additional support on an as needed basis beginning April 17th. Jason Kelly (ODOT) stated that CAT staff has continuously been in contact with ODOT during this difficult time, performed their due diligence when making decisions, and followed Governor Brown's stay at home order. The CARES Act funds are intended to be directed towards transit agencies in need and are flexible. He continued by encouraging the Board and staff to look at needs-based application and use it to ensure that local programs meet the needs of the community.

Mark Reynolds asked Jason Kelly for details on what the agency needs to do to maintain funding for current programs. Jason Kelly encouraged district staff and board to look at what short-term and long-term recovery looks like and make fund requests based on that. Marbe Cook asked if formula for 5311 funds has been updated in the past 3 years when CAT has seen growth. Jason Kelly responded that formula was tried up in 2018 and does not currently consider the recent CAT growth, but it will.

Patty Fink reviewed staff recommendation for the agency to apply for the FY20 full initial CARES Act amount and to then carefully review FY21 budget needs. The Executive Director would then be allowed to make reasonable requests for additional funding to meet financial requirements.

Rob Brostoff made a motion to allow for the Executive Director to apply for initial CARES Act funds and then apply as necessary, the motion was seconded by Lara Dunn and unanimously approved by the Board.

Old Business

Financial Overview: Teresa Gallucci reviewed the Financial Packet for March. Patty Fink reviewed the supplemental budget and highlighted that staff is still working on the Q3 grant reporting which will inform staff on funds remaining for Q4. There were a couple issues with how line items were calculated and personnel expenses. These have all been corrected.

There was general discussion regarding the marketing budget and why the cost was higher than budgeted. This was due the additional amount that was approved by the Board to market the GOrge Pass.

Plan for 2020/2021 Budget Review: Patty Fink explained that staff has been working to adapt the proposed budget during this challenging time. It has been difficult to do so as the environment has been changing quickly and there is still a lot that staff is learning about funding available.

There was general discussion regarding if it made more sense to push back the Budget Committee meetings by two weeks to allow more time to gather information and create the proposed budget for the Budget Committee with the most up to date information. The general conclusion was that it made more sense to push back the first Budget Committee meeting to May 13th and the second to May 27th.

- ❖ Amy Schlappi will coordinate with the Budget Committee to make sure that they are aware of this change.
- ❖ Amy Schlappi will schedule a meeting with Board members on April 29th to review the proposed Budget before it is distributed to Budget Committee members

Operations Update: Patty Fink highlighted that staff is working with local Emergency Operations Command on appropriate level of operations. Per the last meeting, EOC would like CAT to keep servicing Dial-A-Ride riders only and not resume the Columbia Gorge Express

service until a later date. The Board also does not feel comfortable opening the Columbia Gorge Express until widespread testing is available.

Introductory GOrge Pass Rate Decision: Amy Schlappi reminded the Board that the introductory GOrge Pass rate expires on May 18th. Since the next Board meeting is scheduled for May 20th, she recommended that the Board keep the introductory rate until there is more clarity as to when normal operations will resume. The Board agreed with this suggestion.

- ❖ The Board will discuss this topic at the May Board meeting.

New Business:

Drug & Alcohol Policy Draft: Amy Schlappi, per the Board's direction, created two drafts of an FTA/ODOT approved Drug and Alcohol Policy, Option A and Option B. Both Option A and B are versions of the FTA approved "Second Chance" policy option instead of the "Zero Tolerance" option that the previous HRCTD Drug and Alcohol Policy (adopted in December 2019) had followed. Upon reflection, the Board and staff had felt the "Zero Tolerance" piece of the policy had not fostered the desired work environment nor was it conscientious towards individual employee circumstances. She reviewed the differences of Option A and Option B; Option A being more prescriptive as to what actions should be taken in certain circumstances and Option B being vaguer and more open ended. There was discussion regarding the two options and what they meant.

Leti Valle made a motion to adopt the Drug and Alcohol Policy (Option A), the motion was seconded by Rob Brostoff and unanimously approved by the Board.

Hood River County Transportation District Employee Handbook: Amy Schlappi explained that since the Board has chosen to adopt a new Drug and Alcohol Policy it is important to also update the HRCTD Employee Handbook so that the two documents are aligned. Staff has updated key pieces of the Employee Handbook so that it reflects what is stated in the newly adopted Drug and Alcohol Policy.

Rob Brostoff made a motion to adopt the updated Employee Handbook, the motion was seconded by Leti Valle and approved unanimously by the Board.

Emergency Short-Term Procurement Funds: Patty Fink stated that the need for on-going Operational Support until a new Operations Manager can be hired can be filled by a contractor or a short-term employee. A contractor was temporarily hired through April 17. Based on the Board guidance and FTA procurement guidelines. Staff has contacted four qualified consultants and asked them to outline their cost/hour requirements. Three of the consultants responded with a range of \$32-\$50/hour. Two of the consultants are local, all indicated they could start right away, and could meet the insurance and other FTA requirements of the contract. Staff has selected the lowest bidder and will proceed with a not-to-exceed contract of \$25,000 for the 11-week period, if the Board approves this amount. Subsequently, Amy Schlappi has been appointed to work with a subcommittee of the Board to review the existing Operations

Manager position job description and update, as necessary. The updated job description will be distributed for review at the May Board Meeting.

Rob Brostoff made a motion to hire a contractor until the Operations Manager position can be filled, the motion was seconded by Mark Reynolds and unanimously approved by the Board.

- ❖ Amy Schlappi will reach out to Mark Reynolds and Marbe Cook to review the Operations Manager Job Description as a committee.

Upcoming Events:

Earth Day: CAT will be doing a creative project to celebrate Earth Day. Staff will reach out to the Board with details if they would like to be involved.

May Board Meeting: Marbe Cook would like to move the regular Monthly Board meeting to Tuesdays at 9am. After a discussion it was decided to leave meeting at its current timing.

All Staff Meeting: Patty Fink let the Board members know that CAT is having an all staff meeting tomorrow (April 16, 2020). Board members are encouraged to listen in and answer questions as appropriate.

- ❖ Amy Schlappi will send out the details.

Public comments: No public comments were made.

At 4:14 PM, Rob Brostoff made a motion to adjourn the meeting, this was seconded by Mark Reynolds and unanimously approved by the Board.