CAT

Wednesday, May 20th, 2020

Hood River County Transportation District
Regular Meeting of the Board of Directors
224 Wasco Loop, Board Conference Room
Hood River, OR 97031
3:30pm – 5:00pm

Meeting Minutes

Board Meeting Attendees
Board Members: Marbe Cook, Leti Valle, Lara Dunn, Rob Brostoff, Mark Reynolds
Public: Kathy Fitzpatrick (MCEDD), Theresa Conley (ODOT), Teresa Gallucci (Our Team Accounting), David Roth
Staff: Patty Fink, Amy Schlappi, Ty Graves

Marbe Cook called the May Board of Director's meeting to order at 3:30pm.

Approval of Minutes
Marbe Cook asked the Board of Directors to review the April 15th Regular Meeting and the April 29th Special Meeting minutes. Mark Reynolds made a motion to approve the minutes as presented, the motion was seconded by Rob Brostoff and unanimously approved by the board.

Financial Overview
Teresa Gallucci reviewed the Financial Packet for April, by highlighting:

- Fare revenue averaged $26,000 a month until March (COVID-19) when it was reduced to $2,000 per month.

- The fuel expense is $110,000 for the year, which is $80,000 less than originally budgeted.

- Advertising and Marketing expense is $124,000 more than originally budgeted, which is due to the approved GOrge Pass marketing campaign made possible by STIF Discretionary funds.

- A ledger was created specifically for COVID-19 related expenses.

Director's Report

Ridership: Patty Fink explained that to streamline data presented to the Board, Ty Graves will be reviewing Ridership Data as part of the Operations Report moving forward with other metrics.

Operations Update: Ty Graves reviewed the new Performance Report by providing an overview of the different metrics and the definition of each. Staff had selected the specific metrics to be used as they are industry standards for organizations of a similar size.

The Board in general provided positive feedback regarding the different metrics and asked several additional questions about each metric.

Ty Graves explained that each month the Board will be provided the data for these metrics, the goal being to improve them over time.

Bus Stops Update: Ty Graves updated the group on the status of installing a permanent bus stop sign and seat at the Waucoma stop. The bus stop sign and seat at the Waucoma stop was scheduled to be installed in April, however city staff had concerns regarding the color of the equipment and manufacturer certifications. CAT is willing to repaint the bus stop sign and seats and work with city staff to get all certifications.

The group generally discussed that it is important to work with the City of Hood River to ease concerns and work as partners to complete the bus stop project. Additionally, this may be an opportunity for the Board to have a CAT City Council Liaison and be more involved with the city.

COVID-19 Update: Ty Graves provided an overview of the different CAT operational phases as staff returns to providing pre-COVID services. The phases follow County and State guidance. Plans for the re-opening of Multnomah Falls have not yet been finalized thus CAT will not yet be servicing the stop. Staff recommends that the Board extends the GOrge Pass introductory rate through December 31st to encourage ridership as different services are reintroduced.

Rob Brostoff made a motion to approve the extension of the GOrge Pass introductory rate, the motion was seconded by Lara Dunn and unanimously approved by the board.

Old Business:
Budget Committee Update: Amy Schlappi informed the group that the first Budget Committee Meeting took place on May 13th, 2020 and the second meeting will take place on May 27th, 2020. The Budget Committee did not raise any major concerns during the first meeting and staff is expecting the proposed Budget to be approved at the May 27th meeting.

New Business:
Board Members: Marbe Cook discussed that since three Board Members have or will be resigning soon it is the Board's responsibility to accept the resignations so that new members can be appointed to finish the duration of the terms. All current Board Members accepted the resignation of Jake Bolland, Leanne Hogie, and Marbe Cook.

To select three new Board Members, Marbe Cook suggested that the Board follow the below process:

- Staff sends the Board of Director Member Application to all parties who have expressed interest in the positions.

- All candidates submit their application to staff by June 5th.

- A subcommittee will interview all candidates and provide a recommendation to the Board before the June 17th Board Meeting.

- Candidates will do a short presentation at the June 17th Board Meeting.

- Current Board Members will select three new members at the June 17th Board Meeting.

Rob Brostoff, Mark Reynolds, and Lara Dunn all expressed interest in being part of the subcommittee.

Operations Manager Job Description Review: Amy Schlappi reviewed the job descriptions for both the Planning and Development Manager and the Operations Manager roles. No action is required from the Board. The goal of reviewing the two job descriptions is so that all Board Members are aware of what the jobs entail as they are part of the upper management team at the District.

The job posting for the current Operations Manager position that is open will be posted on different job sites starting May 21st. The selection committee will begin interviewing candidates mid-June. The selection committee will consist of Amy Schlappi, a Board Member, and a Field Supervisor. Leti Valle expressed interest on being part of this committee. The goal is to have a qualified candidate selected by the end of June for the role.

- ❖ Amy Schlappi will work with the selection committee to schedule interviews with candidates.

Upcoming Events:

- Performance review for the Executive Director is coming up. Ty Graves is working with Lara Dunn to create the survey and distribute.

- 2nd Budget Committee Meeting will be held on May 27th, 2020.

Public comments: No public comments were made.

At 4:40 PM, Mark Reynolds made a motion to adjourn the meeting, this was seconded by Lara Dunn and unanimously approved by the Board.