



Wednesday, June 17th, 2020

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

Meeting Minutes

Board Meeting Attendees

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

Public: Jason Kelly (ODOT), Teresa Gallucci (Our Team Accounting), Megan Ramey, Bridget Bailey, Darrell Roberts

Staff: Patty Fink, Amy Schlappi, Ty Graves

Marbe Cook called the June Board of Director's meeting to order at 3:03pm.

Marbe Cook asked the Board and others to take a moment of silence to recognize those who have died due to the COVID-19 Pandemic or recent protests, and Americans who are struggling from unemployment and social injustice.

Marbe Cook Started the business portion of the meeting at 3:06pm.

Approval of Minutes

Marbe Cook asked the Board of Directors to review the May 20th Supplemental Budget and Regular Meeting minutes, and the May 27th 2nd Budget Committee Meeting minutes.

Mark Reynolds made a motion to approve the three meeting 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 May, by highlighting:

- The dramatic drop in revenue during Q4 is due to Covid-19.
- Actual fare revenue YTD at the end of May was \$106K less than budgeted.
- Lost grant funds for the Columbia Gorge Express and Gorge to Mountain services totaled \$180k.
- The average monthly fuel expense decreased roughly by \$11k.
- Driver expense was \$2k less than budgeted.

- YTD net income at the end of May was negative by \$10k, which brings the YOY variance to \$18k.

Patty Fink added that the \$152,268 in Cares Act Formula Funds was received on June 17th and not included within this financial report. These funds will allow CAT to meet the cash reserve goal.

Executive Director Performance Review

Amy Schlappi discussed the Executive Director performance review process. Employees were given the opportunity to rate the performance of the Executive Director in an anonymous format. The question and responses to each were read and discussed. The responses were positive, and staff felt that the Executive Director had done all in her control to mitigate the impact from the COVID-19 Pandemic on employees.

Lara Dunn added last year there were a couple of disgruntled employees and she was excited to see that was not the case this year.

Due to the many challenges faced this year, the reduction of hours, and successfully meeting several goals set by the Board FY2019-2020 Patty Fink asked for a 5% pay increase.

Rob Brostoff made a motion to approve the 5% pay increase for Executive Director, Patty Fink, the motion was seconded by Lara Dunn and unanimously approved by the Board.

All Board members thanked Patty Fink for her dedication and hard work over the past year.

Director's Report

Operations Update: Patty Fink explained that CAT has reduced staff from 22 to 15 employees since the COVID-19 Pandemic began. If CAT can service the Multnomah Falls stop, 3 employees who are currently on unemployment will be able to be brought back to work to drive the Columbia Gorge Express on weekends. The decision to open Multnomah Falls to the public and public transit lies with the land managers. Patty Fink recently met with the Hood River Rotary and was met with a large amount of support for Public Transit.

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

- Due to COVID -19 there were no fixed-routes being operated.
- There was a low amount of fuel used since CAT was only operating Dial-A Ride.
- 71% of the May Dial-A-Ride trips arrived within 5 minutes of the negotiated trip time.
- 2.3 riders boarded a vehicle per operating hour.

COVID-19 Update: Ty Graves informed the Board and attendees that as of June 1st CAT has resumed operating the Columbia Gorge Express. Riders are required to wear masks, physically distance themselves, and book a seat in advance (Columbia Gorge Express and DAR only). As of now, riders have followed the rules and CAT is seeing an uptick in ridership. Staff has followed OHA and State of Oregon guidelines by marking off seats (reduced capacity), setting a rigorous cleaning schedule, and posting communication about the virus and requirements on several

different platforms. Those platforms include the buses, stop locations, the office, website, and social media.

Old Business:

Approval of FY2020-21 Budget: Marbe Cook read Board Resolution and Order NO. 5-6-20 which adopts the annual operating budget of the Hood River County Transportation District for Fiscal Year 2021 (7/1/2020-6/30/2021), as well as makes appropriations, imposes, and categorizes taxes. This budget was approved by the HRCTD Budget Committee on May 27th.

Rob Brostoff made a motion to adopt the Budget as presented for FY 2021, the motion was seconded by Lara Dunn and unanimously approved by the Board.

Operations Manager Update: Amy Schlappi updated the board on the status of hiring a new Operations Manager, by highlighting:

- The selection committee has completed 1 video conference interview and an applicant has been reached out to for a telephone interview.
- There has been a very small number of qualified applicants who have applied for the job.
- The job has been posted on Indeed, the CAT website, Gorge.Net Classifieds, and has been sent to the Oregon Transit Association to be posted on their website.
- The goal is to have a final candidate selected by the end of June. The posting will be posted until a final candidate is selected and qualified applicants will continue to be reviewed.

Marbe Cook raised concerns about the lack of qualified applicants. Patty Fink asked whether the Board wanted to extend the process. Several Board Members indicated that they wanted to make sure that the interview process included interviewing multiple candidates, but as long as the interview selection committee and staff were comfortable that they could meet the requirement. Rob Brostoff, Mark Reynolds, Marbe Cook, and Lara Dunn indicated they felt comfortable with selecting a candidate by the end of June.

New Business:

Board Member Candidate Presentations and Selection: Marbe Cook explained that Megan Ramey, Bridget Bailey, Darrell Roberts applied for the 3 open positions. The recommendation from the subcommittee that was established at the May Board meeting and responsible for reviewing all candidates was for the Board to accept the 3 candidates. Megan Ramey, Bridget Bailey, and Darrell Roberts introduced themselves by briefly explaining their background and what they hope to bring to the Hood River County Transportation District.

There was a large discussion with regards to Hood River County's Transportation District role when it comes to social injustice. Patty Fink made it very clear as a Transit Agency our role was to work to ensure that our services were equitable and accessible to all.

Rob Brostoff made a motion to approve Megan Ramey, Bridget Bailey, and Darrell Roberts as new Board Members of the Hood River County Transportation District, the motion was seconded by Lara Dunn and approved unanimously by the Board.

Megan Ramey, Bridget Bailey, and Darrell Roberts were all sworn in by Patty Fink as Board Members of the Hood River County Transportation District.

Marbe Cooke said her goodbyes to the group as this was her last Board Meeting. Patty Fink and the other Board Members thanked her for her service.

Upcoming Events:

- Patty Fink explained that it would be beneficial to hold a Board Member retreat in June or July to discuss the Board's goals for the next year. Staff will reach out to Board Members to schedule.
- Amy Schlappi reminded the Board that at the July Board meeting, Board members will need to select members for the elected positions on the Board (i.e. Board Chair, Vice-Board Chair, and Secretary).

Public comments: No public comments were made.

At 4:48PM, Rob Brostoff made a motion to adjourn the meeting, this was seconded by Lara Dunn and unanimously approved by the Board.