



**Wednesday, May 13th, 2020**

**Hood River County Transportation District  
Budget Committee Meeting  
224 Wasco Loop, Board Conference Room  
Hood River, OR 97031  
4pm – 5:30pm**

## **Meeting Minutes**

### **Board Meeting Attendees**

**Budget Committee Members:** Rob Brostoff, Otto Behrmann, Marbe Cook, Joella Dethman, Mark Reynolds, Leti Valle, Elizabeth Garber, Darrell Roberts

**Public:** Teresa Gallucci (Our Team Accounting)

**Staff:** Patty Fink, Amy Schlappi

Amy Schlappi called the first Budget Committee Meeting to order at 4:02PM and welcomed all attendees. All attendees introduced themselves to each other.

### **Election of Budget Committee Chairperson**

Amy Schlappi shared that before the next agenda item is discussed the Budget Committee needs to elect a Budget Committee Chairperson. Joella Dethman has served as the Budget Committee Chairperson in the past. Otto Behrmann nominated Joella Dethman to be the Budget Committee Chairperson. Joella Dethman accepted the nomination. Rob Brostoff made a motion to accept the nomination of Joella Dethman as the Budget Committee Chairperson, the motion was seconded by Mark Reynolds and unanimously approved by the Board.

### **Reading of Budget Message FY 2020-21 by Executive Director**

Patty Fink reviewed the Budget Message FY2020-21, which provided an overview of the proposed budget. Proposal recognizes that there will be a reduction in normal funds, but CARES Act will help fill those gaps. She emphasized that the number one goal is to ensure that the district can financially weather the COVID-19 pandemic.

The Budget Committee generally discussed the current transportation services that are being provided at this stage within the health crisis and what services other providers (MATS, LINK) are providing. Patty Fink discussed which employees were laid off and how CAT is currently meeting operational demand. CAT has dispatchers who are Spanish Speaking, so that those in the Spanish Speaking community can be adequately served.

### **Initial Review of Budget FY 2020-21**

Patty Fink reviewed the proposed Budget FY2020-21 by discussing each line item and highlighting:



- Both the Approved Budget for FY2019-20 and the Supplemental Budget for FY2019-20 that the HRCTD Board is expected to approve May 20<sup>th</sup>, 2020 is represented in the LB20 document. Changes in the supplemental budget are included in the notes section of the spreadsheet. Some key highlights include:
  - Board agreed to contract rather than operate the Gorge-To-Mountain Services.
  - The Planning and Development Manager was added to the supplemental budget, this change was approved by the Board in September to address increased planning, reporting, and grant management workload.
  - Almost all other changes to the budget were due to service reductions, layoffs, furloughs and other COVID related impacts.
- In the FY2020-21 Proposed Budget
  - Staff wages include a 3% Quality of Living increase for all employees and the reduction of the Executive Directors hours from 40 hours to 30 hours per week until January 2021.
  - CAT is expecting an increase in benefits expense and has included it within FY2020-21 Proposed Budget.
  - Overall personnel costs are expected to remain similar to FY2019-20 levels, as CAT slowly restores pre-COVID service levels. Staff anticipate that by June we will have almost returned to pre-pandemic levels
    - Administrative Staff
      - Executive Director (1-FTE)
      - Planning & Development Manager (1-FTE)
    - Operations Staff
      - Operations Manager (1-FTE)
      - Field Supervisors (2-FTE)
      - Dispatch (2-FTE)
      - Drivers (14-FTE, 3-PTE)
- Staff recently received word that grant funding to purchase four smaller more efficient vehicles to replace current Dial-A-Ride buses and one smaller expansion vehicle was approved. This grant was not included in the initial FY2020-21 Proposed Budget but staff will work to include it for the next Budget Committee meeting.
- STIF Discretionary funds that are not used for CGE services by the end of the FY are not eligible for carryover. CAT will need to apply for FY 22-23 this fall.
- 42 providers in rural Oregon have access to \$43 million in CARES Act funding. The Formula amount that CAT is receiving is lower than other agencies of a similar size as ODOT reformulates the formula every two years based on riders and mileage. Two years ago, CAT ridership was much lower than the past year due to a recent increase in



services. CAT can apply for needs based funds to keep the agency whole. CAT estimates it will apply for an additional \$390,000 to fill COVID gaps in FY 20 and 21.

No changes of the FY2020-21 Proposed Budget were suggested by the Budget Committee.

- ❖ CAT Staff will update FY2020-21 Proposed Budget to include the recently awarded Capital (vehicle) grant and will update the budget message to include an “impacts of the COVID pandemic”.
- ❖ At the May 27<sup>th</sup> Budget Committee Meeting, Public Comment will be accepted, the tax rate will be discussed, and the Proposed Budget will be approved.

### **Public Comments**

No public comments were made.

**Rob Brostoff made a motion to adjourn the meeting, this was seconded by Otto Behrmann and unanimously approved by the Budget Committee.**