



Wednesday, December 16, 2020
Hood River County Transportation District
Regular Meeting of the Board of Directors
224 Wasco Loop, Board Conference Room
Hood River, OR 97031
4:00pm – 5:30pm
Meeting Minutes

Board Meeting Attendees

Board Members: Darrell Roberts, Lara Dunn, Leti Moretti, Megan Ramey

Public: Teresa Gallucci (Our Team Accounting), Richard Winkel (Winkel CPA)

Staff: Patty Fink, Ty Graves, Amy Schlappi

Lara called the December Board Meeting to order at 4:04PM. She acknowledged the Wasco and Wasrum, Warm Springs, and Grand Ronde Tribes of the Chinook peoples who lived on these lands for generations. Additionally, she recognized that the Board strives to embody a commitment to cultural equity and reconciliation, ecological conservation, and sustainability.

Approval of Minutes

Lara asked if there were any changes that needed to be made to the November 18, 2020 HRCTD Board Meeting. No changes to the minutes were requested. Darrell made a motion to approve the minutes as presented, the motion was seconded by Leti and unanimously approved by the Board.

Public Comment

No public comment was made nor submitted to staff ahead of time.

Financial Audit

Richard provided an overview of the Independent Auditor's Report for Fiscal Year 2020, by highlighting:

- Management is responsible for the preparation and fair representation of the financial statements. It is up to HRCTD staff to ensure everything is accurate.
- Richard's responsibility was to perform the Audit, express an opinion on the financial statements, and conduct a risk assessment. In his team's opinion the financial statements were materially correct and presented fairly in accordance with accounting principles.
- Total revenues were up almost \$1.2 million dollars mostly due to increased grant revenue. Expenses increased by \$484k. Net position increased by \$535k in FY2020.
- Charges for services was the only stream of revenue that was down when compared to FY2019 and that was due to COVID-19.
- Largest asset are the capital assets.



- The HRCTD had one violation. The agency was over budget for maintenance and repairs. This line item is hard to predict as unexpected things come up. In the future, a contingency line item could be added to help overcome these types of overages.
- In total, the expenses were under budget, which is the most important thing.
- The Board is part of internal control system and it is good practice to have Board Secretary review bank statements to provide an additional level of oversight. There were no issues found with compliance or internal controls.

Richard stated that there had been tremendous improvement in HRCTD reports and organization. This year corrections were mostly routine.

Patty stated that the financial packets for November and December will be sent in January due to the finalization of the audit taking quite a bit of Teresa's time.

Darrell made a motion to formally adopt the Audit as presented with the understanding that the report detailing the overages will be included, the motion was seconded by Megan and unanimously approved by the Board.

- ❖ Patty will create a report detailing the overages and which expenses HRCTD was under budget.
- ❖ Megan's name was incorrect and needs to be updated.
- ❖ Darrell and Leti's titles need to be corrected and updated.

Director's Report

Operations Report: Ty reported that drivers had made improvements across all categories. Including:

- Decreased harsh events.
- On time performance was up.
- There was one customer complaint. At the December Board Meeting staff mistakenly reported a customer complaint which had occurred in December not November.
- Ridership has increased on the Hood River City Route and Upper Valley. The Columbia Gorge Express has seen a small decrease.

G2M Express Update: Ty briefly updated the Board on the Gorge-To-Mountain Express service, which started on December 14th. Mt. Hood Meadows was selected as the contractor to operate the service. This year teacup was added as a stop. Monday and Tuesday there are 4 trips that go up and down the mountain and every other day there are 6 trips due to night skiing. Ridership has been slow as of now, but we expect that to increase. When parking lots are full the G2M buses are still allowed to go in.



Group discussed Covid-19 mitigation measures and communicating that there is no research that suggests public transit as a super spreader of Covid-19.

- ❖ Ty will work on advertising service in Teacup Newsletter.

STF/STIF Committee Update: Amy updated the Board on the STF/STIF Committee. The committee met on December 4th to prioritize STIF Discretionary and Statewide Network projects, confirm poverty rate threshold, and review current and potential STIF Projects for Fiscal Year 2021-2023. The recommended projects for the upcoming biennium will be confirmed at the January 8th meeting which will be sent to the Board for approval at the January 20th Board Meeting.

Patty added that these projects will indicate how we spend roughly \$500K per year that we receive through the Statewide Payroll Tax for transit. These projects should not be a surprise as they stemmed from the findings of the Coordinated Transportation Plan that was approved in November.

COVID-19 Update: Patty made the executive decision to require every staff member be tested after the Thanksgiving holiday. One person tested positive who but had not worked for several days and had not encountered any other employees. Another employee tested negative and then their significant other tested positive a couple of days later. They were immediately placed into quarantine. Management is taking this very seriously. If staff feels ill, they are required to not come back to work until they have taken a COVID-19 test and tested negative. The district is working with the One Community Health to ensure employees are tested quickly. The Union has contacted us for a labor management meeting. Staff is unsure as to what the subject will be for this meeting.

Due to potential exposure to COVID-19 while working, Patty asked that the Board consider providing a bonus for folks who continue to drive like what the agency provided during the beginning of the pandemic. The reinstated bonus would be in place from December 16th until March 31st for driving and dispatch staff who come into the office for work. If a dispatcher worked from home, they would not receive the bonus. Staff recommends that staff would receive \$20 a day for each day (full shift) that they work. This would roughly cost the agency \$8,000 for the entire period.

Leti made a motion to reinstate the COVID-19 bonus of \$20 a day from December 16th until March 31st for any non-exempt employee who comes into work, the motion was seconded by Megan and unanimously approved by the Board.

Discussion Items

Bus Stop Conversation Update: Board Members updated each other on the discussions they had individually with City of Hood River Council Members and the Mayor regarding permanent bus shelters and signs within the city. There was discussion regarding information about the proposed bus stop locations that Council Members needed to move the discussion forward at a City Council level. In general, Council Members were supportive. Several businesses have stated that they are worried about losing parking. Mayor McBride stated to Leti that transportation



was one of their top priorities and they would be looking to discuss the plan to support public transit in February. Megan met with Council Member Coughlin who encouraged Board Members to write a formal letter to council members on CAT letterhead for the goal setting session regarding bus stops.

NEMT Contract: Patty explained that Non-Emergent Medical Transportation (NEMT) contracts which fund Medicaid transportation have decreased since the beginning of 2019 resulting in roughly \$70k less in revenue per year. Due to changes made by OHA to transportation provider requirements it is difficult for public transit providers to operate the NEMT service. Due to the revenue loss and operational challenges staff broached PacificSource and Logisticare about not renewing the contract on January 1, 2021. Per month the agency receives on average \$2,000 from the Logisticare contract. PacificSource and the care center do not seem concerned about not renewing the contract as Logisticare can use other providers. Patty recommends that HRCTD does not renew the contract. This does not preclude HRCTD from renewing the contract at a later date.

Board Members generally agreed not to renew the Logisticare contract for 2021.

Assistant Director Hiring Update:

Lara updated the Board on the status of hiring an Assistant Director. Since Leti is a candidate she was placed in the waiting room for this discussion to be fair to all candidates. There are 6 current candidates. After the remaining interviews are completed the hiring committee will then select the candidates who will move on to the second interview. The Board needs to select the interview panelists for the 2nd interview. There was discussion regarding who would be the most appropriate people to be involved.

The Board generally agreed to include a person from the city, Kathy Fitzpatrick from MCEDD, Jason Kelly from ODOT, Bridget Bailey, Megan Ramey, Amy Schlappi, and Ty Graves on the interview panel.

Member Topics

Land Acknowledgement: Lara would like to begin each Board Meeting by acknowledging the native lands that HRCTD resides upon.

The Board generally agreed to begin each Board Meeting with a native land acknowledgement.

Upcoming Events:

The next Board Meeting will be Wednesday, January 20th at 4PM.

At 5:31PM Darrell made a motion to adjourn the meeting, the motion was seconded by Megan and unanimously approved by the Board.