



Wednesday, January 20, 2021
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: Lara Dunn, Darrell Roberts, Megan Ramey, Leti Valle Moretti, Bridget Bailey

Public: Teresa Gallucci (Our Team Accounting), Butch Miller

Staff: Patty Fink, Ty Graves, Amy Schlappi

Lara called the December Board Meeting to order at 4:03PM. 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 December 16, 2020 HRCTD Board Meeting. No changes to the minutes were requested. Leti made a motion to approve the minutes as presented, the motion was seconded by Darrell and unanimously approved by the Board.

Public Comment

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

Financial Overview

Teresa reviewed the Financial Overview for November and December. The November Financial Overview was not completed at the December meeting due to the Financial Audit being reviewed. She highlighted:

- There has not been a lot of change in the balance sheet since it is the end of the quarter and the receivables have not yet been posted for the grants.
- Cash available ended at \$311K more than last year at the same time, which is a significant increase.
- Staff is anticipating being about \$300K ahead in revenue when compared to last year by the end of the year, which is a realistic trajectory.
- The fuel expense gap is beginning to narrow due to the buses being operated more.
- Staff is trying out a new dispatch technology, Unite, and have a 3-month free trial period. This will help reduce expenses under the Communications line item for the year.

Patty added that the District has been awarded \$370K in CARES Act funds which has not yet been represented in this statement. Staff has just signed the contract and once it has been



signed by the state staff will immediately begin drawing down the contract on past and future COVID-19 related expenses that have not already been covered by CARES Act funds. Originally staff thought the state would simply award the funds based on the initial application since it was for losses experienced due to COVID-19. This will need to be addressed when staff works on the Supplemental Budget for FY 2020-2021. Due to COVID-19 the District will be carrying over roughly \$330K in STIF Formula Funds that will be used in the FY2021-2023 Biennium to be used for specific projects.

Resolutions & Action Items

STIF FY 21-23 Plan & Resolution: Amy reviewed the first resolution action item, STIF FY21-23 Plan and Resolution. HRCTD is required to have an adopted STIF Plan which details prioritized projects which allocated STIF Formula monies will be spent on. The STIF Plan included in the meeting materials is what the STF/STIF Advisory Committee has reviewed twice and has recommended that the Board approves.

Since the last committee meeting ODOT recommended that the funds for the Hood River City Route project be moved to the Maintain Existing Services project, which would allow for more flexibility. Additionally, there was a total of \$40K reserved to implement improved dispatching technology. Staff found that the new dispatching technology could be charged to the 5310 grant freeing up the \$40K to be used elsewhere. There were extra funds in the 5310 grant due to a couple of planned projects not costing as much as expected. Board Members were given the opportunity to add the \$40K to the Capital Reserve Fund, Maintain Existing Services, or any of the other projects listed in the STIF Plan. There was general discussion as to which project made the most sense for \$40K to be added to. Staff recommended that the \$40K from the Improved Dispatching Technology project be moved to the Maintain Existing Services project.

Bridget made a motion to approve the STIF Plan FY21-23 with the contingency that the funds originally allocated to the Hood River City Route and Improved Dispatching Technology projects are moved into the Maintain Existing Services project, the motion was seconded by Leti and unanimously approved by the Board.

STF/STIF Bylaws: Amy reminded the Board that they had made the decision to combine the HRCTD STF and STIF Committees at the September Board Meeting to be in line with ODOT's decision to combine the two funding streams. Since each committee must have Board approved Bylaws, staff created Draft STF/STIF Committee Bylaws, which were included in the meeting materials. These Draft Bylaws were created by combining the original Bylaws from the STF and STIF Committees and meet state requirements.

Bridget made a motion to approve the STF/STIF Committee Bylaws as presented, the motion was seconded by Megan and unanimously approved by the Board.

Driver Uniforms: Lara stated that staff is asking the Board to approve the expense of just under \$5k for the initial cost to fund driver uniforms and an ongoing cost for new employees that is not currently in the budget. Amy discussed the breakdown of uniform costs which was included in the meeting materials. The goal of the uniforms is to ensure that staff looks professional and consistent. Management staff was approached by drivers and dispatchers about the



implementation of uniforms. While the cost was not included in the Budget there were reductions in other expenses so staff feels confident that it will not cause a Budget overage.

Initial Cost of the Program					
Staff Category	Number of Staff	Item	Item per Staff	Total Number of Items	Total Expense
Managers	5	Outer Shell Jacket \$78	1	5	\$390
Dispatch & Drivers	13	Outer Shell Jacket \$61	1	13	\$793
All Staff	18	Long Sleeve Polo \$21	Office -1 Drivers - 3	40	\$840
All Staff	18	Short Sleeve Polo \$18	Office -1 Drivers - 4	51	\$918
Drivers	11	Sweater \$44	1	11	\$484
Drivers	11	Vest \$26	1	11	\$286
Drivers	11	Pants Budget \$25	4	44	\$1,100
Total Initial Cost					\$4,811

Moving forward as staff onboards new employees the cost per new employee would be:

Staff Category	Package	Total Cost Per Employee
Manager	Outer Shell Jacket – 1 Long Sleeve Polo – 1 Short Sleeve - 1	\$117
Dispatch	Outer Shell Jacket – 1 Long Sleeve Polo – 1 Short Sleeve - 1	\$100
Driver	Outer Shell Jacket – 1 Long Sleeve Polo – 3 Short Sleeve – 4 Sweater – 1 Vest – 1 Pants - 4	\$366

Leti made a motion to approve the Driver Uniform cost as outlined in the proposal, the motion was seconded by Megan and unanimously approved by the Board.

Board Member: Lara stated that HRCTD currently has one Board Member opening to fill Rob Brostoff’s position. Staff has received one application for the Board Member opening from another Cascade Locks candidate, Butch Miller. Butch joined the meeting and shared that he has a history in transportation and when he retired, he moved to Cascade Locks and is very engaged within the community through several organizations.

Darrell made a motion to appoint Butch Miller as a HRCTD Board Member, the motion was seconded by Bridget and unanimously approved by the Board.

Butch Miller took the Oath of office.



Director's Report

Operations Report: Ty reviewed the Operations Report, by highlighting:

- There was one accident that happened at the Multnomah Falls Eastbound Exit on I-84. The bus was rear ended by another driver. There were no passengers at the time. The bus has been declared a total loss. Post -Accident Drug & Alcohol Testing was conducted per FTA regulations.
- Driver time increased slightly.
- On Time performance was improved.
- Ridership was impacted by the most recent state freeze as the care center and senior centers went on lockdown.

Gorge-To-Mountain Express Update: Ty updated the Board that the service began on December 14th. Staff has not yet received the ridership data for December, but anecdotally there have been several buses at capacity on the weekends. Patty added that there have been a couple of complaints due to the cold as the windows have been kept open due to COVID-19 mitigation measures.

CGHC/PacificSource Funding Opportunity: Amy shared that staff applied for \$25,000 in grant funds from the Social Determinant of Health/Equity funding opportunity from the Columbia Gorge Health Council to provide low-income passes for Hood River and Wasco Counties. If awarded, these funds would purchase 466 fixed-route passes and 100 DAR passes. Local partner organizations would oversee identifying low-income individuals and handle the actual distribution. The goal is for individuals who need the pass to get them and understand how to use them and what services are available.

Assistant Director Hiring Update: Lara updated the group that the Assistant Director position was given to John Andoh, a very qualified candidate. Patty stated he has extensive experience in transit and can begin on May 1st. He may be able to begin earlier but that will depend on his current position. There were many qualified applicants, and it was a very difficult decision.

Board Stipend Update: Amy updated the Board on the Board Stipend. After each Board Meeting, she will send an email to all Board Members who attended the meeting to notify them that the \$30 gift cards will be sent out shortly. Any Board Members who would like to waive the stipend can then respond to her email to let her know that they would like to waive the stipend. Board Members in general agreed that the waived funds be spent on employees.

The LINK: Patty updated the Board that the Deputy Director and Operations Manager at The LINK recently left the organization. Patty has set up a meeting to meet with Leti and Jessica Metta (MCEDD Executive Director) to discuss potential integration between the two agencies. Patty has sent a letter outlining several integration options.

Elections Update: Patty shared that 4 out of the 7 Board Member positions are up for re-election this summer. Those Board Members who are impacted are Darrell, Megan, Bridget,



and Eleazar. HRCTD will be posting the Board Openings and encourage the current Board Members to run in the election. This is a 3 year commitment.

There was general discussion on who was eligible to be a Board Member.

Discussion Items

Bus Stop Conversation Update: Board Members have not had any additional discussions with City Council Members regarding Bus Stops.

Ty updated the Board that since Leti had reached out to City Council Members the proposed stop at One Community Health has been approved. The next prioritized stop is Cascade Ave and 5th Street near the Post Office. This stop and other proposed stops in Downtown Hood River and The Heights are contentious as they would require the removal of parking.

Patty stated that Port of Cascade Locks has reached out to CAT about supporting a concept development of railroad property at the edge of Cascade Locks for a Park & Ride. Staff thinks there is the opportunity to potentially contribute planning dollars to assist with the project.

Megan brought up the idea that for parking day we could encourage community members to feed the meter of a regular parking spot and turn it into a bus stop for the day.

Leti shared that she spoke with two councilmembers who were surprised that more Bus Stops had not been added as it had been listed as a priority in 2020.

There was discussion regarding the City Council Goal setting meeting which is scheduled for February.

Member Topics

No member topics were added.

Upcoming Events

The next Board Meeting will be February 17, 2020 at 4PM.

At 5:35 PM Darrell made a motion to adjourn the meeting, the motion was seconded by Leti and unanimously approved by the Board.