



**Wednesday, May 19, 2021**  
**Hood River County Transportation District**  
**Regular Meeting of the Board of Directors**  
**224 Wasco Loop, Board Conference Room**  
**Hood River, OR 97031**  
**4:00 p.m. – 5:30 p.m.**  
**Meeting Minutes**

**Board Meeting Attendees:**

**Board Members:** Lara Dunn, Darrell Roberts, Leti Moretti, Greg Pack, Bridget Bailey, Megan Ramey

**Public:** Valerie Egon (ODOT)

**Staff:** Patty Fink, John Andoh, Amy Schlappi, Ty Graves, Teresa Gallucci (Our Team Accounting)

**1. Call to Order**

Lara called the May Board Meeting to order at 4:23 p.m.

**2. Approval of the Minutes**

Lara asked for comments on the minutes from the April 2021 Board of Directors Meeting. There were no comments.

**Motion:**

A motion was made by Leti and seconded by Megan to adopt the minutes from the April 2021 Board of Directors Meeting

**Approve:** Lara, Leti, Megan, Greg, Bridget

**Absent:** Eleazar, Darrell

*Bridget joined the meeting during this item.*

**3. Public Comment**

Lara asked if there was any public comment. There was none.

**4. Financial Overview**

Teresa from Our Team Accounting provided a financial review of the District's financial activities for the month of April 2021. The District ended April 2021 with \$1.2 million in the bank account. Grant receivables are at \$165,000 currently based on five different grants. Prepaid expenses ended with \$22,000. Accounts payable was paid in full by the first week of May, which was \$3,000. The credit card balance was \$4,000. Patty stated that the District intends to end the fiscal year with \$400,000 more than what was available last year of which \$330,000 is related to STIF.



5. **Resolutions & Action Items**

a. **John as co-signer for bank account**

John explained as part of the transition plan of Executive Directors that staff felt it was needed to add John to the bank account.

**Motion:**

A motion was made by Megan and seconded by Leti to add John as a signer on the bank account.

**Approve:** Lara, Leti, Megan, Greg, Bridget, Darrell

**Absent:** Eleazar

*Darrell joined the meeting during this item.*

b. **Delegation of Authority**

John explained the item, requesting that the Board consider authorizing delegation of authority of Executive Director duties to the Assistant Executive Director during the traditional period at the Executive Director's discretion so that there is not a need to update policies and procedures to add the Assistant Executive Director.

**Motion:**

A motion was made by Leti and seconded by Bridget to have Executive Director at her discretion to delegate duties and responsibilities to the Assistant Executive Director during the transition period ending June 30, 2022 .

**Approve:** Lara, Leti, Megan, Greg, Bridget, Darrell

**Absent:** Eleazar

c. **Vision, Mission, Guiding Principles**

John explained this item regarding the development of a vision, mission and values statement and that it was drafted in coordination with Heidi Venture in August 2020. The Board had discussion on the matter, including reviewing of the samples of the vision, mission and guiding principles. Bridget expressed some comments regarding the guiding principles. Patty clarified that the Board has not finalized the vision, mission and guiding principles as they have remained in the draft. Megan suggested that the word something to do with equity be added to the vision. Leti concurred with Megan and liked how short the statements were and how they connected people and communities.

Bridget asked if John can review the mission statement for the next 60 days. John stated that he felt comfortable with the mission statement and defines the direction of where the District is going.

**Motion:**

A motion was made by Megan and seconded by Bridget to adopt the draft vision, mission and values with the addendum to adding Hood River County, accessible, equitable and more sustainable future.



**Approve:** Lara, Leti, Megan, Greg, Bridget, Darrell  
**Absent:** Eleazar

**d. Bylaws Amendment**

John explained the bylaws amendment to add a Treasurer to the Board of Directors based on recommendations from the auditor and good practice to have additional Board oversight over finances. John explained the three options and recommended option 2. Bridget asked for an explanation of the pros and cons of the three options. Patty explained the role of the Executive Committee and that adding four officer positions may result in making these meetings as a quorum. She also explained the role of the current secretary role. John explained that if the Board desire to have these meetings noticed, and there was a need to go into Executive Session, that the Executive Committee could do so. Bridget asked about transparency of these meetings. Patty explained the role of how the Executive Committee was in the past. Lara restated the role of Executive Committee and stated that she would not like to add additional burden for more meetings. The Board had more continued discussion on the matter. Bridget asked the chair to call for the vote.

**Motion:**

A motion was made by Bridget and seconded by Megan to adopt the third recommendation of staff (to designate the Secretary as also the Treasurer of the Board).

**Approve:** Lara, Leti, Megan, Greg, Bridget, Darrell  
**Absent:** Eleazar

**6. Director's Report**

John introduced this item and mentioned that he will discuss about items a, h and I, Patty would discuss items c, d, f and g and Ty would discuss items b and e.

**a. Executive Director/Assistant Executive Director Responsibilities**

John highlighted responsibilities and duties that Patty and he is working on as part of the transition and that staff is internally working through a matrix of duties to ensure that there is no duplication of effort as well as the division of duties. Patty stated that she is pleased with the transition so far.

**b. Operations Report**

Ty presented the Operations Report and discussed the transit system's performance in the month of April. He mentioned that the on-time performance reports are now done. He mentioned that Chelsey Thomas was the employee of the month. John requested to discuss the implementation of a customer service flyer. The Board provided support for the flyer and Leti suggested that it is also translated in Spanish, which John stated he will.



**c. GORge Pass Sales Update**

Amy provided an update on the GORge Pass.

Patty provided an update on the implementation of the multi-agency GORge Pass and discussed the City of Hood River approval to purchase downtown employee bus passes.

**e. Dog Mountain Shuttle Update**

Ty provided an update on the Dog Mountain Shuttle service including service statistics.

**f. Regional Transit Strategy/VAM Update**

Patty updated the efforts of the scope related to the Regional Transit Strategy and that the Vision Around The Mountain project is almost complete. She stated that there have been differences of opinion between CAT and MCEDD on this matter. She further mentioned about future transit service levels along SR-35 and the work with Mt. Hood Meadows on the development.

**g. MCEDD/CAT Update**

Patty discussed the current relationship between CAT and MCEDD. She summarized that CAT would be the designated as the fiscal agent for the GORge Pass program.

**h. Transit Master Plan Update**

John summarized the Transit Master Plan (TMP) process and that the project has officially been internally kicked off. He mentioned that ODOT approved the grant for \$60,000 and that Patty developed a Gantt Chart on how the Transit Master Plan would be completed. He also mentioned that he would like to schedule a TMP Committee with Megan, Leti and Lara to discuss the elements of the TMP. Patty mentioned that we will schedule an equity committee meeting with Megan, Leti and Bridget to discuss the Community Engagement Plan and the new software called Mapiionnarie.

**i. Budget Committee Update**

John summarized the Budget Committee and the questions that came from the Budget committee, including spending down some of the reserve amounts. The 2<sup>nd</sup> May Budget Committee meetings would be canceled, and the next meeting will be in June to seek approval to recommend the budget to the Board. Patty mentioned her efforts in relation to finalizing the budget, including development of options for spending down reserve funds, including the upcoming union negotiations that would occur next year.

**7. Discussion Items**

**a. Reserve Fund**

John summarized this item and mentioned that the Budget Committee suggested that the Board have a discussion regarding spending down the reserves to be



within the Board adopted policy of four to six months. John summarized some of these concepts that could be funded with the reserves. Patty also summarized possibilities that the Board could consider, including transit-oriented development, facility expansion and additional buses. Lara asked about facility expansion and the process on how that could occur. Patty explained how that could work. Leti asked about capital funding. Patty mentioned that capital funding is easier to obtain vs. operating funding. Patty requested the Board provide some direction on this matter. Leti stated that we should not have this much money in the bank and should be spending it down. John suggested that we included this in the Transit Master Plan update and work with the TMP Committee. Lara stated she liked the idea that the TMP Committee can review and provide recommendation to the Board.

Patty provided an update on Multnomah Falls Update, as this was missed during the technical difficulties that occurred during the Director's Report. She mentioned that a flagger will begin on Memorial Day Weekend. She also mentioned that Travel Oregon grant to launch a permit system was not approved. She mentioned that she would like to talk with the Board later regarding helping fund implementation of a parking permit program at Multnomah Falls. She also mentioned that ODOT will not be running the Multnomah Falls Shuttle and that ODOT will fund overcrowding concerns from Gateway Transit Center, if needed. Lara asked about the ODOT funded shuttle to Rooster Rock State Park. Patty responded to her question on the matter.

#### **8. Member Topics**

Leti contacted Brian about the 5<sup>th</sup> Director seat and that he mentioned that they did not have the name until the protest period has concluded. She also talked about her participation on the Historic Highway Committee and that support from CAT staff regarding bus shelters and bus stops on gateway project in Hood River. Megan asked for more information about the meeting. Patty summarized the efforts of the City regarding making Cascade Avenue the focal point for entering the City of Hood River with enhancements to sidewalks, transit stops and bicycle lanes. Megan summarized her participation in the focus groups with the Historic Highway Committee, including the development of urban trails and connecting walking, biking with tourism.

John mentioned as regional meetings occur, he will forward to the Board for consideration.

Bridget asked about three things she wanted to talk about. The first one is in relation to community leaders in the Gorge riding transit and CAT staff promoting transit service to them to use CAT, as well as promote using CAT to meetings. She asked if we sell tickets for parking to set a framework to create revenue for the Gorge Commission. She mentioned that her dad was invited to be included on the Performance Arts Facility planning and asked if staff can be involved in providing shuttles as the facility is going to be placed in an area that is not ideal spot for service and parking. Patty mentioned that staff has been engaged with their consultant. Her final thought was how can we increase



trips to the Airport to increase ridership, especially to the first-time rider. Lara asked about how the park and ride lot works at CAT. Patty explained that we allow for overnight parking. Lara is concerned about the demand growing if this becomes a known issue. Patty explained that the lot has cameras and lighting. Lara mentioned she was not aware and that changes her concern. Bridget suggested talking to the Elk's about having parking for transit riders. Patty mentioned it is on her radar and that perhaps John can talk with them. Bridget mentioned that may be a good opportunity.

Megan asked about bikeshare. John summarized about the activities on developing a bikeshare program, as well as the development of an after-hours transportation program. Megan also provided an update of what is going on in the Heights and that there is a lot going on. She highlighted that ODOT is working on addressing many of the curb cuts by making them ADA compliant. She talked about the Walk Audit for Safe Routes to School.

#### **9. Upcoming Events**

Amy mentioned that the next Board Meeting will be on June 16<sup>th</sup> and that it would be a budget hearing.

Bridget asked when her term is up and asked about coming back to in-person meetings as while zoom meetings have been helpful, we are at a distance. Patty asked how many Board Members are vaccinated. All the Board Members mentioned that they are. Patty suggested that we can have Zoom and in-person meetings. Lara likes that idea and suggests that we get a rotating camera. Patty stated we will investigate that.

John congratulated Leti for being on the Hood River County Planning Commission. The Board congratulated her. Leti said she was excited for the new opportunity. Patty asked for assistance in coordinating with the County's Planning Department. Leti stated she will assist.

#### **10. Executive Session ORS 192.660A – Executive Director Review**

Lara announced that the Board of Directors will be going into an Executive Session to review the Executive Director's performance under ORS 192.660A at 6:20 p.m.

The Board returned out of Executive Session with direction to prepare an employment agreement for the Executive Director for the final year of service with payout of benefits as well as increase in compensation amount for approval at the June 2021 Board of Directors Meeting.

#### **11. Adjournment**

Lara asked for a motion to adjourn the meeting.

##### **Motion:**

A motion was made by Bridget and seconded by Megan to adjourn the meeting.

**Approve:** Lara, Leti, Megan, Greg, Bridget, Darrell

**Absent:** Eleazar



The Hood River County Transportation District Board of Directors meeting minutes are *prepared and presented in summary form. Audio recordings of the meetings are on file at CAT and are part of the approved minutes. If you would like to hear the recording from the meeting, please contact John Andoh @ [john.andoh@rideCATbus.org](mailto:john.andoh@rideCATbus.org) or call (541) 386-4202.*

Prepared by: John Andoh, Assistant Executive Director

A handwritten signature in black ink, appearing to read 'John Andoh', written over a horizontal line.

Approved by: Darrell Roberts, Secretary-Treasurer

A handwritten signature in blue ink, appearing to read 'Darrell Roberts', written over a horizontal line.