



**Wednesday, April 21, 2021**  
**Hood River County Transportation District**  
**Regular Meeting of the Board of Directors**  
**224 Wasco Loop, Board Conference Room**  
**Hood River, OR 97031**  
**4:30pm – 5:30pm**  
**Meeting Minutes**

**Board Meeting Attendees:**

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

**Public:** John Andoh, Valerie Egon (ODOT), Frank Thomas (ODOT), Teresa Gallucci (Our Team Accounting)

**Staff:** Patty Fink, Amy Schlappi, Ty Graves

Lara called the April Board Meeting to order at 4:23PM.

**Executive Session ORS 192.660A**

Lara called an Executive Session pursuant to ORS 192.660A for consideration of employment contract for John Andoh as Assistant Executive Director. Ty, Amy, and members of the public were placed in the Zoom waiting room.

**Approval of Minutes**

Lara asked if there were any changes that needed to be made to the March 17, 2021 HRCTD Board Meeting Minutes. Board Members pointed out that “December” was in the meeting minutes where it should have said “March”. Leti made a motion to approve the minutes with the correction of changing “December” to “March”, 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 March financials, by highlighting:

- Cash availability is about \$395k more than the same period last year.
- Revenue YTD is roughly \$420k less than last year due to COVID-19.
- Operational expenses are about \$170k less than budgeted due to COVID-19.

There was discussion regarding term “Cost of Goods” and if it makes more sense to title it as “Cost of Service” and what expenses fall under that term. Teresa stated there is no requirement to use the term “Cost of Goods”, but this is more a limitation of QuickBooks. The Financial Auditor has approved the use of this package, terminology allowed, and format. Frank stated Marketing can be placed in Administrative or Operating expenses.



## **Resolutions & Action Items**

**Budget Committee Bylaws:** Amy explained that when HRCTD was formed there was a general set of bylaws for advisory committees. Upon review staff thought it was important to have specific Budget Committee Bylaws. The updated Budget Committee Bylaws were included in the Board Meeting Materials and consistent with Oregon State Law. Leti made a motion to approve the HRCTD Budget Committee Bylaws, the motion was seconded by Megan and unanimously approved by the Board.

**Policy Updates:** Amy discussed the 4 different operational and employee policies that staff updated. Specifically, the policies were:

- Service Animal and Pet Policy
- Employee Fare Policy
- Employee Gym Policy
- Employee Uniform Policy

The Service Animal and Pet Policy was created based on the feedback from Board Members at the March Board Meeting. The other three policies are employee policies.

Greg made a motion to approve the 4 policies as presented, the motion was seconded by Leti and unanimously approved by the Board.

There was discussion regarding how to provide muzzles for those riders who cannot afford them. Ty suggested that we treat it as a Reasonable Modification where riders can contact the office in advance to request one.

## **Director's Report**

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

- Service hours and miles increased from the previous month due to service added.
- Fuel expense has increased due to using more fuel and the increase of fuel prices.
- There were 0 accidents.
- Overall ridership increased. All services saw a ridership increase except for the Gorge-To-Mountain Express service.
- Unite has not yet implemented the On Time Performance feature.

Darrell expressed concern regarding not yet having the On Time Performance feature. Staff will conduct spot checks to ensure drivers are arriving to stops on time until this feature has been added to Unite.

**Digital Signage Update:** Staff showed Board Members the digital signage that will be placed at each bus stop which will display the real time information, service alerts, and map. These signs will be black and white and solar powered. The RFQ will be sent out in the next week or so. A couple of units will be received in FY21 and the rest will be ordered in FY22.



**Gorge-To-Mountain Service Final Ridership & Next Year's Funding:** Ty provided a brief overview of the Gorge-To-Mountain Express Summary. Due to COVID -19 ridership in 2020-2021 decreased significantly from ridership levels in 2019-2020. Ridership did start off higher at the beginning of the 2020-2021 season and then tapered off. By the end of December most service and operational issues were smoothed over. At the end of the season there was concern expressed that the bus was becoming a party bus.

**Student Partnership Update:** Amy updated the Board that she worked with the school district to create a recording which will be posted on the school district website and will be on a radio show that is geared towards Latino families to spread the word about the Student Free Fare Program. Additionally, CAT has been helping transport High School Students to an offsite location due to reduced school bus capacity.

**GORge Pass Sales Update:** Amy updated the Board that GORge Pass sales have increased since February. The main increase was in Student passes.

**Draft Budget Message & Budget:** Patty reviewed the Draft Budget Message and Proposed Budget for FY22. The Draft Budget Message includes the draft values, mission, and goals. This was something that the Board had expressed in August that they would like to finalize, however these have not yet been finalized. The Draft Budget Message for FY22 is formatted a bit differently than previous years to provide more clarity as to what is included under Operations, Administration, and Capital.

**Service Marketing:** Amy updated the Board that staff has done a recent push in marketing to spread awareness of the new Weekend Trolley service by including it in the newsletter and paid social media ads. Additionally, staff will do a social media contest and local radio announcements. There will be a bigger push in July when the 4 agency GORge pass is launched.

**Dog Mountain Shuttle:** Patty explained that the Dog Mountain shuttle will begin next weekend. A contract has been signed with Skamania County Transit and the U.S. Forest Service.

**Transit Master Plan Update:** Patty updated the Board that staff will begin the Transit Master Plan Update when John has officially started his position. The hope is to convene the Transit Master Plan committee before the May Board Meeting. The Transit Master Plan kickoff meeting is scheduled for the June Board Meeting.

### **Discussion Items**

**Update on MCEDD/CAT Meetings:** Patty included a memo updating the Board on the discussions with MCEDD in the Board Meeting Materials. There are 3 outstanding issues that need to be finalized. There was discussion regarding the different issues. Patty would like to ask the Board for permission to move forward with Option #2 and #3 for the GORge Pass Contract. If no concerns are expressed Patty will move forward. No concerns were raised by Board Members.

**Summer Board Meetings Vacation Schedules:** Patty asked if Board Members had any major conflicts for attending summer Board Meetings. If not, staff will work around Board Member



vacations as needed. Lara stated she will not be available for the August meeting, Greg will not be available for the May meeting, and there is a chance that Darrell may not be available for the June Meeting.

### **Member Topics**

**Non-Voting Board Members (Out of County):** Darrell has asked staff to investigate the idea of how we could incorporate folks from outside of the District. Patty stated that as a Special Transit District we cannot have a voting Board Member who lives outside of Hood River County. Patty has to follow up with SDAO but it appears that adding an ex-officio member or non-voting Board Member is also not allowed. However, people are more than welcome to attend the Board Meetings. Since the specific individual Darrell was thinking about works in Hood River County, she could be eligible to be part of the STF/STIF Advisory Committee. Amy will reach out to this individual to see if they would like to complete an application to be part of the STF/STIF Committee.

**Board Member Pass:** Lara had asked that staff add the Board Member GORge Pass as a Member Topic on the agenda so that Board Members can discuss if it is appropriate for Board Members to also receive free GORge Passes like employees. There was general agreement that Board Members should be eligible for free GORge Passes, but not their household members. Staff will create a policy.

### **Upcoming Events**

The next Board Meeting will be May 19, 2021 at 4PM.

**At 6:04PM Leti made a motion to adjourn the meeting, the motion was seconded by Bridget and unanimously approved by the Board.**