



Wednesday, July 21, 2021
Regular Meeting of the Board of Directors
of the Hood River County Transportation District

224 Wasco Loop, Board Conference Room
Hood River, OR 97031
4:00 p.m. – 5:30 p.m. Board of Directors Meeting

Meeting Minutes

Board Meeting Attendees:

Board Members: Lara Dunn (Board Chair), Leti Moretti (Board Vice-Chair), Darrell Roberts (Secretary), Dr. Meghan Larivee, Greg Pack, Jeff Helfrich, Megan Ramey

Staff: Patty Fink, John Andoh, Ty Graves

Public: Teresa Gallucci (Our Team Accounting), Eleazar Reyes, Bridget Bailey, Valerie Egon (ODOT)

1. Call to Order

Lara called the July 21st, 2021 Regular Board of Directors Meeting to order at 4:03 p.m.

2. Roll Call:

John took roll call. Lara Dunn (Board Chair), Leti Moretti (Board Vice-Chair), Darrel Roberts (Secretary), Dr. Meghan Larivee, Greg Pack, Jeff Helfrich, and Megan Ramey were present. Quorum was met.

3. Approval of June 16, 2021 Budget Hearing and Board of Directors Minutes

Lara asked for comments on the minutes from the June 2021 Board of Directors Meeting. Lara suggested that several items in the June 16, 2021 meeting minutes be changed to accurately reflect the conversation:

- Item 3 Public Hearing should be clarified to reflect that an email comment was received from Tracey Tomashpol and that the spelling of Ms. Tomashpol's name was corrected. Additionally, it needs to be added that staff will respond to Tracey's email.
- On the top of page 6, the motion moved by Bridget regarding Board of Director Passes states "members of household and dependents", however the intent was to be "household members" and the word "dependents" should be removed.
- On the bottom of page 6, there is a description of the conversation with Caroline Snell and then Lara asked to see pictures however it did not specify who Lara had requested to see pictures of. Lara had requested to see pictures of the Employees of the Month.
- On page 7, under the City of Hood River Coordination Update the minutes state that Downtown Passes will be provided to the City. Lara asked that it be clarified that the passes are for employees of downtown businesses and that some passes were given to the city to distribute.
- At the top of page 9, Meghan Larivee's name was spelled incorrectly and needs to be changed.

Motion:

Leti made a motion to approve the June 16, 2021 Board of Directors Meeting Minutes with the changes that Lara stated. The motion was seconded by Jeff.

Approved by: Lara, Leti, Megan, Greg, Bridget, Eleazar, Darrell, Meghan, Jeff, Greg

4. Public Comment



No public comment was made.

5. Special Presentation to Former Board Members

Lara thanked Eleazar Reyes and Bridget Bailey for their service. A plaque was presented to each former Board Member as a show of the Board and the District's appreciation for their commitment.

6. Oath of Office for New Board Members

Meghan L., Jeff, Darrell, Megan R., and Greg took the Oath of Office and were officially sworn in as HRCTD Board of Directors.

Patty reminded all Board of Directors that a signed Conflict of Interest form is needed each year and if they have not already completed and turned in the form for this year to please do so.

7. Monthly Financial Report - Teresa Gallucci, Our Team Accounting

Teresa discussed the June Financial Overview by highlighting:

- Revenue earned was \$1.7 million, budget was \$2.5 million. The negative variance was due to cost of goods and personnel costing less than budgeted and a capital purchases being postponed to FY 2022.
- Net income was presented as \$300,000. This is not the end of year financial numbers, and several grant funds ask well as other transactions still need to be accounted for. The audit will have the final numbers.
- The Audit for FY 2021 has been scheduled.
- The balance sheet will tie to the last payroll of the year with regards to final PTO bank numbers.

There was discussion regarding questions Darrell had about accounts payable, which was higher than typical. Patty noted that there were several marketing expenditures that came in right at the end of the year to highlight new services and support the Gorge Pass implementation.

8. Resolutions & Action Items:

a. Election of Chair, Vice Chair and Secretary/Treasurer:

Per the district by-laws, each year the Board must elect the Board Chair, Board Vice-Chair, and Secretary. This year the election the was done by survey. John announced the results:

- Lara Dunn – Board Chair
- Leti Moretti – Board Vice-Chair
- Darrell Roberts – Secretary/Treasurer

Motion:

Megan R. made a motion to elect the new board officers. The motion was seconded by Greg.

Approved by: Lara, Darrell, Meghan L, Jeff, Leti, Greg, Megan R

b. Selection of Auditor:

As a part of the district by-laws the Board is required to approve a financial auditor to audit the HRCTD financials for FY 2021. The district had a 3-year contract with Richard Winkel which ended last year. Staff did send out a request for proposal for a new financial auditor for an additional three year period, but no one responded to the RFP. Patty noted, that it was likely the timing of the RFP – several firms were asked to provide a bid for this year's proposal, . Richard Winkel (the current auditor) had the lowest bid and was asked to perform the Audit for FY2021. Staff will then send out another request for proposals in January.

Jeff noted, that he supported a full RFP process in January, noting that it is good practice to change auditors every 3 years so that a fresh set of eyes can review the financials.



Motion:

Jeff made a motion to approve Richard Winkel as the auditor. The motion was seconded by Leti. Approved by: Lara, Darrell, Meghan L., Jeff, Letti, Greg, Megan R.

c. Selection of Legal Counsel:

Per the district by-laws the board must select general legal counsel for the district. Staff is recommending that the Board selects Van Koten & Cleveland, LLC on a on call basis.

Jeff disclosed that he worked with Reuben from Van Koten & Cleveland, LLC at Cascade Locks and recommends him. Lara lives down the street from Reuben and recommends him as well.

Motion:

Jeff made a motion to approve the contract with Van Koten & Cleveland LLC as the district's general legal counsel. The motion was seconded by Megan R.

Approved by: Lara, Darrell, Meghan L., Jeff, Leti, Greg, Megan R.

d. Create Day CAT Pass:

John stated that this agenda item was requested to be added. This will be a CAT Day pass priced at \$15 and will be geared towards Gorge visitors. The pass will be available on Token Transit only and good for unlimited rides for one adult and one child for one day only. There have been requests from riders and partners for this pass. Patty recommended that this be a promotional pass and reviewed after 6 months. If successful, the Board may opt to make it permanent.

Motion:

Megan R. made a motion to approve the \$15 CAT Day Pass. The motion was seconded by Jeff.

Approve: Lara, Darrell, Meghan L., Jeff, Leti, Greg, Megan R.

9. Operations Manager's Report

a. Employee of the Month:

The driver meeting has not happened yet so the Employee of the Month has not yet been announced.

b. Performance Report:

Ty discussed the performance report, by highlighting:

- There were zero accidents.
- There were harsh events but all but two were considered false triggers.
- On time performance increased about 1%.
- Due to the hot weather the Gillig's were not used as much, so the gas usage increased significantly.
- Zero major repairs, but there were parts ordered for the coach buses but the work has not yet been completed.
- No customer complaints.
- A new Field Supervisor, Chelsea Thomas, has been hired filling an open position.
- Ridership has increased on all routes.

Darrell asked that the ridership numbers from the previous year be included. If possible, it would be great to include the route detail if that is too difficult the total amount of ridership



should be included. The 2020 numbers will be very low due to COVID-19. Patty updated the Board that staff realized that 2019 data was entered incorrectly into the National Transit Database (NTD), we are missing about 7,000 riders. All the correct ridership information was documented in the Board packets in 2019. The Staff is going back and reviewing the numbers and reconciling the data that will be reported in the upcoming NTD Report. We now have a new system in place to count ridership and believe the numbers will be accurate going forward.

There was discussion regarding where HRCTD purchases fuel and what was the most cost-efficient way to do so. Ty will investigate if it would be cost-effective to partner with ODOT.

c. Cascade Locks & White Salmon Service Planning Update:

The Cascade Locks and White Salmon Services started on July 17th. It was a good start for new services. Postcards will be mailed to these communities to spread awareness of these new services. Staff will be doing additional marketing as well.

10. Executive Director's Report

a. Gorge Pass Implementation & Sales Update:

Since the first week of implementing the 4 agency GORge pass 100 passes have been sold through Token Transit. 50 physical passes have also been purchased. Staff has also seen an increase of fare revenue on the Columbia Gorge express. Patty feels comfortable that sales are moving in the right direction. The group discussed all the different ways and places that individuals can purchase passes. A larger marketing push will begin in November, including the introduction of the Employer Program and Equity Fund.

b. Multnomah Falls Update:

HRCTD is helping the Forest Service implement the permit program at Multnomah Falls. Specifically, the district is providing the staff to assist with the implementation of the program. The goal is to reduce safety concerns at the Multnomah Falls parking lot and allow for transit to access the parking lot efficiently and in a safe manner.

c. Gorge 2 Mountain Service Planning Update:

John and Ty have been working with the Forest Service and Mt. Hood Meadows to plan a year-round service. FLAP applications are due October 7th. They will also be discussing how the G2M service can coordinate with the Mt. Hood Express. The next step will be to work with ODOT to establish permanent bus stops at hot spots along HWY 35. There was discussion regarding several different aspects of the best way to reduce parking congestion at popular spots along HWY 35.

d. Transit Master Plan Update:

Patty and John are actively working on creating a public engagement plan schedule. The goal is to begin this Fall of 2021 or Spring of 2022. Staff will be focusing on different areas in Hood River County and will have associated events in each of those areas to gather public input. Staff will be using interactive online tools in addition to in person events.



John provided an overview of the options for repairing or replacing the hvac system. Staff was recommending repairing the system. As part of the Transit Master Plan Update, the Board will need to consider how HRCTD may need to expand the facility to meet demand. Specifically, whether it is appropriate to do renovations on the existing facility or to build a new one as staff and vehicles are running out of room. This is, in part, the reason staff is recommending repairs (i.e. air conditioner) over replacement.

e. Legislative Update:

The infrastructure bill is moving slowly through Congress, it looks like there may be a significant increase funding for transit in rural communities.

f. Additional Updates:

Patty stated that there is the option to purchase another small wheelchair accessible van. The district received two free vehicles from ODOT to be used on the Columbia Gorge Express. Several new vehicles that were slated to be delivered in June have been delayed due to the microchip shortage. The 4 vehicles that were supposed to be replaced are still in service and not reliable. Lara asked for a summary of all the vehicles that are currently in the district's fleet.

Greg requested to table this conversation and have staff come back with recommendations on how to purchase the \$20K van that will accommodate 2 wheelchairs that will not increase our maintenance costs.

Megan R. discussed an experience with trying to use public transit to take her child to a dental procedure but not being allowed to take her child home after the procedure by way of public transit. There was a large discussion regarding this issue.

11. Discussion Items

a. Transit Master Plan Committees:

The Board was in agreement that key organizations and interested community members should be part of the Transit Master Plan Citizen's Advisory Committee. The Citizen's Advisory Committee will help to provide input and guidance on the Transit Master Plan and process. Applications will be made available within the next couple of months and the Board will select members from those who apply. The Board will approve the full public engagement plan this fall.

b. Employee Health Status:

John provided an update on his health and will be undergoing surgery which has not yet been scheduled. Once the surgery has been completed, he can return to work full time.

c. Other topics:

Leti asked to ensure that the Link and the CAT schedules are compatible with each other at the Link Transit center stop.

There was discussion regarding trip planning apps and how that could be integrated with our services offered.

12. Board Member Topics For Future Discussion



Leti asked to ensure that the Link and the CAT schedules are compatible with each other at the Link Transit center stop.

There was discussion regarding trip planning apps and how that could be integrated with our services offered.

13. Upcoming Events

No upcoming events.

14. Adjournment

Lara asked for a motion to adjourn the meeting.

Motion:

Jeff made a motion to adjourn at 5:46 PM. The motion was seconded by Megan R.

Approved by: Lara, Leti, Darrell, Greg, Meghan L., Jeff, Megan R.