



Wednesday, August 18, 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, Amy Schlappi, Ty Graves

Public: Teresa Gallucci (Our Team Accounting), Valerie Egon (ODOT), Kathy Fitzpatrick, Tracey Tomashpol, Trisha Walker (Columbia Gorge News), Adam Collier, Jim Klaas, Brian Towey

1. Call to Order

Leti called the August 18, 2021, Regular Board of Directors Meeting to order at 4:03 PM.

2. Roll Call:

Amy 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. No board members were absent. Quorum was met.

Leti stated that there were proposed agenda changes due to Ty needing to leave early and board requested changes. It was proposed to table the vehicle discussion until the September meeting, the ridership agenda item will be added to the Executive Director Report, and the discussion items will be moved to after the Executive Session.

Motion:

Jeff made a motion to approve the consent agenda as amended. The motion was seconded by Megan R.

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

Not approved by: None

3. Approval of July 21, 2021 Board of Directors Meeting Minutes

Leti asked for comments on the minutes from the July Board of Directors Meeting.

Motion:

Jeff made a motion to approve the July 21, 2021 Board of Directors Meeting Minutes. The motion was seconded by Greg.

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

Not approved by: None



4. Public Comment

Tracey Tomashpol provided comment expressing several concerns regarding John Andoh's employment with HRCTD, the hiring process that was used to hire John Andoh, board oversight and process failures, lack of compliance with HRCTD policies, and public notification. Tracey mentioned that she would also be sending a letter documenting each specific concern and others that she did not have time to discuss. There was a brief discussion regarding comments made. The board generally agreed that staff would respond by email to Tracey's concerns. The board also agreed to review the hiring process to learn where there may be opportunities for staff and board training at a future board meeting.

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

Teresa discussed the July Financial Overview by highlighting:

- Total cash on hand at the end of July was \$1.1 million. Since the board packet had been sent out there was additional grant revenue from Q4 that was identified. There is approximately \$300k that will be added to the balance sheet and the funds will be received in Q1 of this fiscal year, but it will be recorded as revenue from the previous fiscal year.
- The end of month accounts payable balance is a little higher than normal, due to the purchase of a vehicle where the purchase agreement had been made but the check had not yet been cut.
- Revenue earned in July was \$204K. This is more than the same time last year and more than budgeted.

HRCTD is in a very solid position when starting the new fiscal year.

6. Resolutions & Action Items:

There were no resolutions or action items.

7. Operations Manager's Report

a. Employee of the Month:

Troy Webster was the driver of the month for picking up extra shifts when shifts needed to be filled.

b. Performance Report:

Ty discussed the performance report, by highlighting:

- HRCTD received 2 new buses from ODOT for free that were originally purchased for the Columbia Gorge Express when ODOT operated the service.
- There were no customer issues.
- Many of the harsh events were caused in error by the 2 new buses. Only 2 of the harsh events qualified as harsh events.

8. Executive Director's Report

a. Gorge Pass:

Amy discussed the 2021 GORge Pass sales, by highlighting:



- Staff saw a huge increase of Token Transit Adult digital pass sales this past month which can largely be attributed to the 4-agency gorge pass that was implemented on July 1st.
- There were 248 one-day passes purchased which is a very strong start to the one-day pass program which just launched July 30th.
- There was a large increase in low-income passes distributed as July 1st was when the Gorge Transit Connect program began distributing passes purchased with funds from the Columbia Gorge Health Council.
- This next month the board will see a large increase in the student passes as staff will be distributing passes at the beginning of the school year to all Hood River County School District Middle and High School Students. Parents will receive a form in their online new year packet that will give them the option to opt out of a pass for their student if they do not wish for their student to have a pass.
- For the 2022 4-agency GORge Pass there will be digital and in person marketing efforts in the Gorge and Portland to promote the pass which will launch November 1, 2021. The in-person events will happen this coming Spring.

There was a discussion regarding the 2022 pass, the employer program, and the mobility and travel training program manager that CAT is helping to fund.

b. Multnomah Falls:

Patty provided an update regarding Multnomah Falls. Staff has continued to work with ODOT and the Forest Service, the first year of the permitting program had a bumpy start but has largely smoothed out. The Columbia Gorge Express is seeing strong ridership to and from Multnomah Falls. There have been conversations on how to improve the permitting program moving forward.

c. Gorge-To-Mountain Service Planning & FLAP Grant:

Patty stated that staff learned unexpectedly that the FLAP funding, which is normally used to fund the program will not be available until next year. If the board would like to continue the service for this winter, then additional funding will need to be found. There are a couple of potential options that staff is working with partners to evaluate the feasibility and staff will continue to update the board on those conversation. FLAP applications winter 2022-2023 are due October 7, 2021.

d. Transit Master Plan Update:

Patty let the board know that staff is about two months behind the original plan. The outreach activities will be pushed from the fall into the spring. The board will need to address the staffing issue at a later time.

e. Ridership:

Patty shared that up until January 2021 CAT used hand counted ridership sheets and scheduled trips to track ridership which is one of the least efficient and less accurate ways of counting ridership. The district is required by law to keep the handwritten ridership sheets and trip data for 6 years. In January 2019 the board asked to see the ridership by route as CAT uses an interline run cut system that allows staff to efficiently operate. The interline run cut system with paper ridership sheets makes it difficult to track specific routes. Showing ridership by route



provides more clarity however it does make it more difficult to compare between routes before January 2019. In January 2021 staff implemented a new program that tracks ridership in a more efficient manner, however staff time is still required to make sure it is accurate. Currently the best way to review ridership is on a monthly total basis. When comparing July 2019 to July 2021 ridership was similar and the boarded ride per hour increased from 2.5 to 3.9 in July 2021. In many senses CAT is moving in the right direction in terms of ridership. If the board would like more accurate ridership data, they would need to purchase an automated passenger counter or an integrated automated fare option. Staff is exploring these options and would like to make a presentation to the board this coming fall. Patty encouraged the board to remember that each transit agency is different when comparing operations and services and that consistency is important when building ridership.

9. Executive Session 192.660 2b

Leti stated that pursuant to ORS 192.660 2b the board will be going into executive session to consider the dismissal or discipline, or to hear charges or complaints against an officer, employee, staff member or agent.

The board asked that Patty and the district's labor attorney, Adam Collier remain in the room. All other staff and members of the public were asked to wait outside of the room or placed in the Zoom waiting room. Trisha Walker, member of the media, was allowed to remain in the session.

The board resumed public session at 5:44PM.

Motion:

Jeff made a motion to terminate the contract of employee, John Andoh, effective immediately due to a breach of contract. The motion was seconded by Megan R.

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

Not approved by: None

10. Discussion Items

a. Vehicles (Capital Plan):

This discussion was tabled until the September Board Meeting.

11. Upcoming Events

No upcoming events.

12. Adjournment

Lara asked for a motion to adjourn the meeting.

Motion:

Jeff made a motion to adjourn at 5:45 PM. The motion was seconded by Meghan L..

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

Not approved by: None



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 Amy Schlappi amy.schlappi@catransit.org or call (541) 386-4202.*

Prepared by: Amy Schlappi, Planning & Development Manager

Amy Schlappi

Approved by: Darrell Roberts, Secretary-Treasurer

Darrell Roberts