



**Tuesday, August 31, 2021**

**Special 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. – 5:00 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:** Valerie Egon (ODOT), Tracey Tomashpol

**1. Called to Order**

Lara called the August 31, 2021, Special Board of Directors Meeting to order at 4:01 PM.

**2. Roll Call:**

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

**3. Public Comment**

No public Comment

**4. Discussion Items**

a. Staffing:

Lara reviewed the staffing memo provided to the board in the board packet.

Leti joined at 4:15PM.

There was a large discussion regarding the best way to complete the Transit Master Plan, the timeline that was originally agreed to with ODOT to complete it and what the flexibility on that timeline may be. Patty stated that by using a consultant to help with the Public Engagement Plan staff could still meet the current deadline if the in-house option stated in the memo was chosen by the board. If the board decides to hire a consultant to complete the entire Transit Master Plan then staff would need to request an extension from ODOT and it would cost between \$90,000 - \$120,000 which is significantly more than the in-house option. Valerie stated due to extenuating circumstances there is a good chance a deadline extension would be granted but that would have to be confirmed and is not guaranteed.



Several board members stated support for hiring a consultant to do the full Transit Master Plan. Lara asked to table the discussion of whether to hire a consultant to do the full Transit Master Plan until there was a better understanding of how the board would like to proceed with hiring a new executive director. The board generally agreed to table the discussion as well as the discussion regarding the Office Manager.

Patty reiterated that the first decision that needs to be made to resolve short term staffing issues is who will complete the Public Engagement Plan. There was discussion regarding available consultants who would be able to complete the Public Engagement Plan and keep staff temporarily on track to complete the Transit Master Plan on time.

**Motion:**

Darrell made a motion to hire a consultant to create the Public Engagement Plan. The motion was seconded by Greg.

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

Not approved by: Jeff

b. Hiring Process for the Executive Director:

Lara asked if there were any additional concerns from the board regarding the process that was used to select John Andoh. There were no additional concerns stated.

Patty mentioned that she can be flexible with her end date but would like to have a specific date and not have an open-ended retirement date.

There was a large discussion regarding whether to make the job position open to internal candidates only or to open it up regionally. There was general agreement that the board make the search regional and encourage internal candidates to apply.

Board members discussed the current assistant executive director job description and generally agreed that it should be updated as an executive director role and to describe a period of overlap with the current executive director. Additionally, the board asked that at the September Board Meeting the updated job description, hiring plan, and hiring panel be reviewed.

**Motion:**

Jeff made a motion to open the selection of the new Executive Director as a regional approach. The motion was seconded by Megan R.

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

Not approved by: None

## 5. Adjournment

Lara asked for a motion to adjourn the meeting.

**Motion:**

Darrell made a motion to adjourn at 5:07 PM. The motion was seconded by Greg.

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



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*