



**Wednesday, October 20, 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, Jeff Helfrich

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

**Public:** Raj Batra, Kathy Fitzpatrick, Chris Watchie

**1. Call to Order**

Lara called the October 20, 2021 Regular Board of Directors Meeting to order at 4:01p.m.

**2. Roll Call:**

Amy took roll call. Lara Dunn (Board Chair), Leti Moretti (Board Vice-Chair), Darrell Roberts (Secretary), Dr. Meghan Larivee (joined meeting at 4:03p.m.), and Jeff Helfrich were present. Megan Ramey and Greg Pack were absent. Quorum was met.

**3. Approval of September Board of Directors Minutes**

Lara asked for any comments or changes to the September 15, 2021, Regular Board of Directors Meeting Minutes or the September 22, 2021, Special Board of Directors Meeting Minutes.

Darrell commented that in the September 15, 2021, Regular Board of Directors Meeting Minutes under the upcoming events section it stated that there was a special meeting scheduled for October 22, 2021 and it should have said September 22, 2021.

**Motion:**

Leti made a motion to approve the September 15, 2021, Regular Board of Directors Meeting Minutes as amended and the September 22, 2021, Special Board of Directors Meeting Minutes as presented. The motion was seconded by Jeff.

Approved by: Leti, Lara, Darrell, Meghan L., Jeff

Not approved by: None

**4. Public Comment**

No public comment was made.

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

Teresa was not present; Patty discussed the Financial Overview by highlighting:



- There is \$74k less cash available than last month, but more than last year at this time. This will change when the District receives property tax payment in November.
- At the beginning of October, roughly \$300K in grant funds from FY2021 Q4 were received from ODOT.
- The September 23<sup>rd</sup> payment to Maureen was for Gorge Pass Portland Marketing that will be reimbursed by ODOT.

Darrell thought a correction needed to be made under gross profit. He also questioned why the District paid \$68K on administrative personnel for FY2022 Q1 and only \$37K for FY2021 Q1. Patty will discuss with Teresa to understand this in more detail.

*[The following detail was provided to the Board in a follow up email after the meeting: The two main increases in administrative costs this quarter over last include an additional administrative staff member (92 billable hours) and PTO payout as well as a reduction in hours due to COVID. The ED had over 120 additional hours this quarter as compared to July-September 2020. Hours/pay & associated taxes were reduced in FY2021 Q1 to match other staff reduction, as part of our overall COVID strategy. These two key budget elements coupled with July 2021 salary increases and associated taxes, benefit increases, & PTO accrual make up the full difference in this line item. It should be noted that the quarter expense is consistent with the overall budget amount for this quarter]*

Lara asked about covid expenses and what was included under that category. Amy gave her a list of what was considered covid expenses which are billed to the CARES Act.

Jeff stated that it is important for the accountant to be present at board meetings and provide accurate numbers in the financial report.

## **6. Gorge Transit Strategy Presentation by MCEDD**

Kathy gave the board an update on the Gorge Transit Strategy by discussing the foundation memo and strategy goals provided in the board memo packet. Kathy asked that the board:

- Provide concurrence on the Gorge Regional Transit Strategy vision and goals as presented in the foundation's memo.
- Give direction on how the HRCTD Board of Director's would like to continue to engage in Phase 2 of the Gorge Regional Transit Strategy planning process.

Board members generally agreed with what was presented. There was discussion regarding if the vision statement needed to be restricted to higher education and if there was an opportunity for including K-12 schools. Patty suggested that the Gorge Transit Strategy project management team address how school transportation for K-12 students could be enhanced by public transit during the next phase of the plan.

Kathy discussed that in phase 2 the project will address implementation strategy and putting together the regional vision map. There was discussion regarding how CAT will be involved in the next phase of the strategy.



Board members agreed Kathy should give presentations about the Gorge Regional Transit Strategy to the board on a regular basis and if there are board members who would like to get more involved then they can be included at that time.

## 7. Resolutions & Action Items:

### a. 5339 Grant – Award in FY22

Staff is seeking approval to submit a 5339 grant application for the Anchor Way Transit Hub Project that would be done in partnership with the Port of Hood River. There is not yet a specific dollar amount for this grant application. The request will not exceed 2.95 million. Asking board to approve staff to apply for these funds, would ask for approval in November but applications are due November 5, 2021.

#### **Motion:**

Meghan L. made a motion to approve staff to apply for the grant. The motion was seconded by Leti.

Approved by: Leti, Lara, Darrell, Meghan L., Jeff

Not approved by: None

### b. Bus Advertising

Amy discussed the Bus Advertising memo that was included in the board meeting packet. Staff is recommending that the board approve a 20% discount on bus advertising for non-profit organizations.

There was discussion regarding the policy and what the board feels comfortable with providing to non-profits. There was no consensus on terms of the policy so staff will revise the policy based on board comments and discuss at the November meeting.

#### **Motion:**

No motion was made. Staff will rewrite policy to reflect board member comments and present to the board in November.

### a. Hiring Committee Recommendations

Patty discussed the Hiring Committee recommendations on the Executive Director Hiring process as discussed in the memo provided in the board meeting packet. The committee recommends that the hiring committee conducts initial interviews, invite all board members to participate in the 2<sup>nd</sup> interviews, and hold a community “meet & greet” for final candidates.

There was discussion regarding the number of the interviewers that should be included in the second interview.

#### **Motion:**

Darrell made a motion to approve hiring committee recommendations with the change that up to 4 board members not on the hiring committee and 1 board member on the hiring committee be invited to participate in the 2<sup>nd</sup> interview. The motion was seconded by Jeff.

Approved by: Lara, Darrell, Meghan L., Jeff

Not approved by: Leti (had to leave the meeting temporarily)



## 8. Operations Manager's Report

a. Employee of the Month – Christina Paggetti

b. Performance Report:

Ty discussed the performance report, by highlighting:

- Safety score is the same as the previous month and there were 0 crashes.
- There are still have a couple of vehicles that need samsara fully attached to reduce false hardship in warnings.
- Drive time and miles has increased.
- On time performance has increased slightly to almost 100%.
- There are no fuel miles/ gallon report this month because Samsara changed their reports.
- Fuel cost is down by \$3k since service was reduced in October.

c. Ridership & NTD Reporting

Ty reviewed the NTD/OPTIS/ Ridership memo provided to board members in the meeting packet describing how staff became aware of anomalies between ridership numbers reported to the HRCTD board and numbers provided to ODOT as part of our normal reporting process. Staff has spent the last 4 months understanding why those numbers were different and reviewing daily ridership to confirm verifiable ridership and making sure any necessary corrections were properly documented. A larger memo will be sent to NTD and ODOT describing what staff found and highlighting ways that staff will improve data collection. Staff hopes to resolve this issue completely by implementing technology that accurately indicate how many people are boarding a bus and paying a fare. The different options will be brought to the board at a future board meeting.

Jeff did ask how these numbers are being distributed to the city council and commissioners and other county partners. The board agreed that ridership should be added to the CAT website.

## 9. Executive Director's Report

a. Patty gave an update on Bookkeeper/Administrative Assistant Position

There were a few interviews, there was a candidate that has extensive bookkeeping experience, and it is planned to have a start date of Nov 1<sup>st</sup>.

Darrell would like to look at the resume for this candidate.

b. Transit Master Plan Presentation - Christian Watchie – Cogito Partners

Patty introduced Chris Watchie of Cogito Partners; the public engagement specialist who staff hired to complete the public engagement plan (PEP) for the Transit Master Plan Update. Chris presented the PEP timeline, the roles of the different committees, and the public engagement goals for each stage of the transit master plan process. The draft application for the Citizen Advisory Committee will be sent to board for review in early November. The board will review applications at the December Board meeting. Committee openings on the Citizen Advisory Committee will be advertised through different groups in Hood River County, social media, the newsletter, and through partners.



There was a discussion regarding which organizations should be added to the Technical Advisory Committee (TAC) or represented on the Citizen Advisory Committee (CAC).

**Motion:**

Meghan L. made a motion to approve 15 members on the CAC (3 board members, 12 citizens). The motion was seconded by Darrell.

Approved by: Lara, Darrell, Meghan L., Jeff, Leti

Not approved by: None

**10. Discussion Items**

a. Transportation for schools:

Jeff had wanted to discuss how the District can help with the schools, but since he is not available the board will table the discussion until the November meeting. Patty did mention that as a public transit agency there are restrictions on how involved CAT can be with school transportation.

**11. Upcoming Events**

No upcoming events.

**12. Adjournment**

Lara asked for a motion to adjourn the meeting.

**Motion:**

Meghan L. made a motion to adjourn at 5:50 PM. The motion was seconded by Leti.

Approved by: Lara, Leti, Darrell, Jeff, Meghan L.

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

Approved by: Darrell Roberts, Secretary-Treasurer