January 19th, 2022

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

1. **Call to Order**

Lara called the Board of Directors Meeting to order at 4:01p.m.

1. **Roll Call:**

Tiah took roll call. Lara Dunn (Board Chair), Darrell Roberts (Secretary), Dr. Meghan Larivee, Greg Pack, Megan Ramey, Jeff Helfrich were present. Quorum was met.

**Absent**: Leti Moretti (vice chair)

1. **Agenda Changes**

Lara requested an addition to the Agenda, adding an executive session (OR192-6602D) to allow staff to present the Union Contract update.

**Motion:**

Darrell made a motion to approve the Agenda changes. The motion was seconded by Greg Pack.

Approved by: All

1. **Approval of November Board of Directors Minutes**

Lara asked approval of the December Board Minutes.

**Motion:**

Greg made a motion to approve the December Board of Directors Meeting Minutes. The motion was seconded by Dr. Meghan L.

Approved by: All

1. **Public Comment**

No public comment was made.

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

Teresa gave a brief overview of the financial report. The cash on hand by the end of December is $1.4M, this was about $300k more than last year during this time. She also mentioned that Grants receivable is at 288k. Revenue is about half of what we budgeted due to the delay in bus delivery. Patty noted that the buses will likely not be delivered this year. This is in large part due to ongoing shortfalls brought on by the global pandemic. Overall, we are in a solid financial position.

**Comments/Questions**

Darrell asked a question regarding payments to Kerry Cobb, Patty noted she is our marketing/PR

consultant who has helped us fill the gap since John Andoh left.

Darrell asked Teresa for clarification on “other current liabilities” referenced in the financial report? Teresa didn’t have an immediate answer and told Darrell she would research and provide him a formal answer.

1. **Resolutions & Action Items:**
   1. Community Advisory Committee applicants

Jody Behr has been engaged in transit and design, she submitted an application, and would be the 10th CAC member. Patty noted that CAT staff was working to identity 2 more applicants who can represent the Latinx community. Staff has reached out to several individuals and community organizations and are hopeful that those positions would be filled to enhance diversity on the committee.

**Motion:**

Jeff made a motion to approve applicant Jody Behr for the CAC. Greg P. seconded that motion.

Approved by: All

* 1. Memo to Establish a stipend for the CAC
* Patty explained that staff was recommending TMP CAC members receive a $30/meeting stipend for their role on the committee. The stipend would provide a small amount to offset costs incurred to attend meetings (e.g. childcare, gas, etc.)
* The stipend would total about $120 (or 4 meetings) over the course of the TMP process.

**Motion:**

Jeff made a motion to approve the stipend for the CAC members. Megan R. seconded that motion.

Approved by: All

1. **Operations Manager’s Report** 
   1. Employee of the month – No employee of the month. Everyone has been stepping up to help out due to staff shortage including the field supervisors and Ty himself.
   2. Ty provided some concerns regarding the data collection and how it was being recorded. Suggested we may want to make some changes. Several Board members weighed in. Ty indicated he would work with the Operations Committee to come up with a revised report.
   3. Performance was provided in the packet. We had no changes. We have our diesel buses back on the road.
   4. Ridership – Greg suggested that they do a rolling 13 (December to December), to avoid a massive list as the board would just like to compare prior year. Patty mentioned ridership that staff is working on overall ridership online.
2. **Transit Master plan update – Chris Watchie**

* Chris gave an overview of the CAC, a 15-member committee, 3 board members, 10 current community members leaving 2 open positions. She noted that there has been a lot of outreach with stakeholders. They are in the process of finalizing the survey questions. Key partners will be issuing hard copies of the survey for those who have no computer access. They are just a little behind on finalizing the survey, but it should be out mid-February.

1. **Executive Director’s Report** 
   1. Upcoming Grants

* Several grant applications are due in February, and some are due in March. We will be asking for grant funds to replace fare boxes. There will be another grant application for electric and other vehicles that we will apply for.
  1. Supplemental Budget
* We are hoping to present the supplemental budget to the board in February.
* Patty mentioned that our new buses will not be delivered any time soon and due to that we have had significant maintenance costs.

1. **Executive Session OR 192-660 (2d)**

To conduct deliberations with persons designated by the governing body to carry on labor negotiations.

Executive Session ended at 5:01pm

1. **Upcoming Events**
2. TAC – February
3. CAC – March

1. **Adjournment**

Lara asked for a motion to adjourn the meeting.

**Motion:**

Greg made a motion to adjourn the meeting at 5:04 PM. The motion was seconded by Meghan Larivee

Approved by: All

# 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: Tiah Mayhew, Bookkeeper & Administrative Assistant

Text, letter

Description automatically generated

Approved by: Darrell Roberts, Secretary-Treasurer

A picture containing scissors, tool

Description automatically generated