****

Wednesday, February 16th, 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), Leti Moretti (Vice-Chair), Darrell Roberts (Secretary),

Dr. Meghan Larivee and Megan Ramey were present.

Quorum was met.

**Absent**: Jeff Helfrich, Greg Pack

**Staff:** Patty Fink, Tiah Mayhew, Teresa Gallucci

1. **Agenda Changes**

No changes

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

Lara asked for comments on the approval of the January 2022 minutes.

Lara stated that Jodi Behr’s last name needed to be corrected. Board member attendees was listed in two locations, so the request was made to remove the top list of Board Members and list under “roll call”.

**Motion:**

Darrell made a motion to approve the January Board of Directors Meeting Minutes & changes. The motion was seconded by Megan Ramey

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 January is $1.3M, this was about 134k more than last year during this time. She also mentioned that we received a notice from the county that there’s an additional 7k deposited in the CIT account for tax distribution. This information came in late so was not included in the packet. Revenue for the year was about half of what was budgeted due to the busses that were purchased but not yet received.

1. **Operations Manager’s Report -Patty Fink (Ty is on vacation)**
   1. Employee of the month – Michael Kirby, new hire, very dependable, nice guy
   2. There was a small fender bender on the G2M bus, no damage occurred
   3. Drive time has increased, the on-time performance is down
   4. Fuel use was much higher due to G2M service & increase in fuel cost
2. **Transit Master Plan Update**

Patty went over the TMP on the website, she showed both the English and Spanish version. The surveys are live online now and the press release is going out. The bookmarks with the QR codes have been handed out. There has been a coordination meeting with the schools and a presentation to the health council is scheduled on the 28th. The first TAC meeting is on the 24th and the CAC meeting is scheduled for March 10th. Survey should be up until April 24th.

1. **Executive Director’s Report** 
   1. Discuss Supplemental Budget

Patty gave an overview of the need for a supplemental budget hearing that we will put on the agenda in March.

**Revenues**

* Reserves - According to the audit we closed the year with more money than expected.
* Fare revenues- are expected to stay the same,
* Contract revenues - will possibly be less than anticipated due to less DHS trips due to covid. Federal assistance - will go down due to delay in vehicles deliver.
* State assistance, we expect about $67k more for G2M. If Board votes to approve increased Gateway to Multnomah Falls, we could expect another $150-175K in State Funds,
* Local is expected to come in Budget,
* Other revenues may increase slightly due to Dog Mountain, bus sales and City match
* We are applying for more CARES ACT Funds and anticipate we would receive about $125K to offset contract terms and PM expenses.

**Expenses** - Largest increases will be

* Marketing – Will be at least $40K higher. could be more depending on MF shuttle – though MF costs would be covered in State Contract. Higher marketing was due to several factors, unexpected vehicle wraps (new vehicles); marketing support last summer to address staffing issues; marketing support with Amy’s maternity leave.
* Preventative Maintenance – Delay in new buses means we need to spend more on PM to keep existing buses running. Could be at least $80K more than anticipated (when all is said and done) higher if we run MF Shuttle– those higher costs will be covered by contract.
* Vehicle Insurance will go up slight due to the addition of 3 vehicles – could be more if MF shuttle – though these costs would be covered in State contract.
* Contract Funds – we will see about a 30K increase in contract expense due to a contract we signed this fall which has LINK providing Hood River – The Dalles trips. This contract should reduce operating costs overall, but was not anticipated in the budget.
* Other board approved expenditures (Additional 10K to cover planning work & 10K for recruiting are not reflected as the professional fees line item will be less due to the hiring of the bookkeeper/admin position and reduction in the booking/accounting contract.
* Despite the hiring of the incoming ED and the new bookkeeper position we do not expect to need to add more to the administration personnel budget due to staffing related reductions last summer.
* The largest increases will come from direct wages – in large part due to the new contract and the Gorge to Mountain services – these two factors will add about $200K to the budget amount. Of that amount we expect only about would not be covered in the budget additions. This amount could increase by an additional $125K if the Board opts to provide the MF shuttle (June) this year.

Darrell said we need to watch revenues closely to see how much we can actually cover. Patty said that we have spent less than anticipated in wages this Fall due to some reduction in Cascade Locks, City Route & CGE service and should be able to cover most of the increase from the higher-than-expected EOY balance, the State funds allocated to G2M and ***if*** we receive the estimated CARES increase. She estimates our shortfall, will be nominal. If we do not receive any of the anticipated CARES act funds (unlikely) – are likely to land in the 50K-100K range. But we will keep the Board up to date on revenues, expenditures and the budget.

We plan to have conversations with the Board regarding the ODOT MF shuttle needs and will come to the Board with options in March. This will mean delaying the supplemental budget hearing/approval until April.

1. **Upcoming Events**

a. TAC – February 24th

b. CAC – March 10th

c. Changing board meeting from March16th to the 15th

1. **Adjournment**

Lara asked for a motion to adjourn the meeting.

**Motion:**

Meghan Larivee made a motion to adjourn the meeting at 5:10 PM. The motion was seconded by Leti

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/Admin Assistant 

Approved by: Darrell Roberts, Secretary-Treasurer

******