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Tuesday, March 15th, 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 Mayhew took roll call. Lara Dunn (Board Chair), Leti Moretti (Board Vice-Chair), Darrell Roberts (Secretary), Greg Pack, Jeff Helfrich, Megan Ramey, Meghan Larivee

Quorum was met.

**Staff:** Patty Fink, Tiah Mayhew, Ty Graves, Amy Schlappi, Teresa Gallucci

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

Lara asked for comments on the approval of the February 16th, 2022, minutes.

Darrell stated that a correction was needed under the Executive Directors Report on the last bullet under Expenses. The dollar amount was missing. Patty will get that updated.

**Motion:**

Leti Moretti made a motion to approve the February 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 at the end of February is $1.5M, this is roughly 287k more than last year during this time. The revenue year to date is 1.5M and the budgeted amount is 2.3M. We are still in a good place.

1. **Resolutions & Action Items- Patty Fink**

* **Title VI Report** – Patty explained that every three years we are required to do a new Title VI, which is a civil rights requirement for the federal transit administration. It requires that we highlight our commitment to ensuring that everyone has equal access to transit service. We highlight what actions we are taking within the district to ensure that is happening, and as a part of that we also highlight how we are reaching out to those individuals who have limited English proficiency and we have a strong commitment to civil rights. Patty mentions how that has been highlighted in the new plan from 21-24, a draft copy has been provided to ODOT and they were so impressed with it that they were going to use it as an example for training purposes. Patty felt very proud about that. Approval and signature from the board is necessary.

**Motion:**

Leti made a first motion to approve the Title VI, Jeff Helfrich seconded that motion.

Approved by all.

* **Multnomah Falls Service and Permitting** – **Patty Fink**

Patty reviewed the ODOT waterfall permit program memo. She also gave a brief overview of potential route options for the board to review from Gateway to Multnomah Falls. Staff at CAT prefer the third option as it connects with Hood River County.

Megan R. asked about the potential confusion between this service and the GCE services. She asked if CGE would still stop at Multnomah falls, Patty confirmed that CGE would still stop allowing for more frequent stops to service the area for the summer. She also mentioned that the buses would be differentiated to avoid confusion.

Greg asked about the fare options for this service, Patty explained that the Gorge pass will be accepted, also the online $15 day pass is available, and riders can use the fare box for cash payments.

Jeff asked how this would be affected with the driver shortage. Patty explained that there has been an influx in class B applicants, and we have hired 2 new employees for summer positions. She mentioned that Mt. Hood Meadows drivers might be available to help, as well as school bus drivers. Jeff then asked how hiring temporary drivers would affect our contract with the union. Patty explained that we can hire up to four temporary drivers without impacting the union contract.

Darrell asked if the buses being used for this service are bought or if they are being loaned. Patty confirmed that they were purchased.

The board was not ready to vote as they had additional questions and requested a special meeting on March 29th, 2022.

**Motion:** Greg made a first motion for a special meeting; Leti seconded this motion.

Approved by all.

* **Trolley**- **Ty Graves**

Ty explained that the trolley we leased previously is not available this year.

The city of Hood River has pledged 25k towards the purchase of a new trolley.

We are asking for up to 50k from the board to purchase a trolley that can be used until a grant is available for an electric trolley. We asked ODOT if we could amend an existing electric vehicle order, but that request was denied. At this time, we are probably 2 years out from purchasing an electric trolley. Approval from the board is needed for the 50k that is needed for the purchase of a Trolley.

Darrell asked how many trolleys were being purchased as it seemed a bit unclear on the agenda. Ty and Patty clarified there is just one trolley being purchased, that staff identified 2 options that were available.

Jeff asked what the resell possibility was so when we are able to purchase an electric trolley, those funds could go towards that purchase. Ty stated that trolleys seem to hold value well and we would be able to sell it and depending on the grant available, we could use it as a match or funds towards purchasing.

**Motion:** Greg made a first motion to approve the 50k funding for a trolley. Megan R. seconded that motion.

Approved by all.

1. **Operations Manager’s Report- Ty Graves**
   1. Ty gave a brief overview of the operations manager report.

Employee of the Month is Richard Durham. He started as a chainer and recently obtained clearance to drive, Class B. Richard is a great asset to CAT and he is always finding work to be done.

1. Performance Report, the safety score has been slightly the same. There has been zero crashes and three harsh events, they were all harsh turns. Ty mentioned that the miles and times driven have increased. The on-time performance has stayed the same. Fuel cost has increased this month. There have been zero customer complaints.
2. **Transit Master Plan Update- Patty Fink**

Patty went over the TMP, the surveys have launched and there were 110 survey responses. 74% of those live in Hood River, 65% have never used CAT. There was a small response in Cascade Locks and 24% said that the current system does not fit their needs, they would like expanded routes and hours particularly evenings and weekends and more identified bus stops. Of those survey responses about 24% were from the Hispanic community, we are working on outreach to provide more diverse feedback. Patty also mentioned that there was good feedback from the technical advisory committee and citizens advisor committee. Most people appreciated the easy-to-read Existing Conditions report. Overall, the project is moving at a good pace.

1. **Executive Director’s Report- Patty Fink** 
   1. Discuss Supplemental Budget

Patty gave a brief overview of the supplemental budget hearing that will happen next Month.

There will be a few decreases due to the vehicle deliveries. She mentioned how there will be an opportunity to apply for additional federal cares act funds and she expects to see an approval by the end of the year. Patty mentioned how there will be increases in the state assistance related to the Columbia Gorge Express services. Operation expenses have had increases including preventative maintenance and insurance due to adding additional vehicles and marketing due to staffing issues during COVID. Patty mentioned a slight increase in the contract signed with MCEDD that includes the weekday trips provided from Hood River to The Dalles. The capitol expenditures are going to be reduced. Personnel expenses have a potential of a 300k increase due to the updated union contract wage increase.

1. **Upcoming Events**

a. Special Meeting to further discuss the Multnomah Falls service – March 29th at 4pm

1. **Adjournment**

Lara asked for a motion to adjourn the meeting.

**Motion:**

Dr. Meghan Larivee made a motion to adjourn the meeting at 5:30 PM.

The motion was seconded by Megan R.

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, Office Manager



Approved by: Darrell Roberts, Secretary-Treasurer

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