



Wednesday, November 18, 2020
Hood River County Transportation District
Regular Meeting of the Board of Directors
224 Wasco Loop, Board Conference Room
Hood River, OR 97031
4:00pm – 6:00pm
Meeting Minutes

Board Meeting Attendees

Board Members: Eleazar Reyes, Darrell Roberts, Lara Dunn, Rob Brostoff, Leti Valle, Megan Ramey

Public: Kathy Fitzpatrick, Teresa Gallucci

Staff: Patty Fink, Ty Graves, Amy Schlappi

Lara Dunn called the November Board Meeting to order at 4:00PM.

Approval of Minutes

Lara asked if there were any changes that needed to be made to the minutes from the October 21, 2020 HRCTD Board meeting. No changes to the minutes were requested. Rob made a motion to approve, the motion was seconded by Leti and unanimously approved by the Board.

Public Hearing for Approval of Fares on Gorge-To-Mountain Express Service

Lara opened the public comment period for approval of the Gorge-To-Mountain Express service proposed fares. This is the second of the two public hearings that are required for public comment to be heard. The fare proposal for the Gorge-To-Mountain Express service is \$3 one way and \$5 round trip. No public comments were made or submitted to staff ahead of time.

Public Comment

No public comment was made nor submitted to staff ahead of time.

Financial Overview

Teresa reviewed the financials, by highlighting:

- Cash position is very good. CAT currently has \$230k more in cash than at this point last year.
- Local assistance received so far is about \$100k, which is right on par with what we received last year. There currently is no indication that we will be seeing a big dip due to COVID-19.
- Statement includes the requested grant funds for FY20-21 Quarter 1. These have been requested, but not yet received.

Patty stated staff is nearing the end of the process for the Audit. The goal is for the Board to have about two weeks to review the completed document before the December 16th meeting



when the Audit is expected to be adopted. The Auditor, Richard Winkel, will be at the December Board Meeting to answer any questions.

Resolutions & Action Items

G2M Fares: Lara again stated that the proposed fares for the Gorge-To-Mountain Express service are \$3 one way and \$5 round trip.

Rob made a motion to approve the Gorge-To-Mountain Express fares as proposed, the motion was seconded by Leti and unanimously approved by the Board.

Hood River County Coordinated Transportation Plan Update 2020: Lara stated that Board Members received the Draft Hood River County Coordinated Transportation Plan Update 2020 in their Board Meeting Materials and asked if there were any changes to be made or concerns to be discussed. No changes were asked to be made nor were any concerns expressed.

Rob made a motion to approve the Hood River County Coordinated Transportation Plan Update 2020 as presented, the motion was seconded by Darrell and unanimously approved by the Board.

Director's Report

Operations Report: Ty stated that ridership had increased across all services and was headed in the right direction. However, staff is prepared for ridership to dip down again due to the recent surge of COVID-19 cases.

Blue Skies Grant Update: Ty explained that CAT made it to the next step of the Blue Skies Grant application process. As this is a very competitive grant, CAT could strengthen the application by submitting match funds. Patty clarified that these match funds are not in the current budget, but she feels it is a worthwhile project. CAT has available resources in the reserve funds. Staff suggested a 10% match would be in line with standard practice.

Leti made a motion to offer a 10% grant match for Blue Skies Grant, the motion was seconded by Rob and unanimously approved by the Board.

G2M Express Update: Mt. Hood Meadows proposal to provide contract services for the Gorge-To-Mountain Express service has been accepted. Mt. Hood Meadows has begun training drivers on the route. The schedule has not yet been finalized

Bus Stops Update: CAT has been asked to hold on installing additional permanent bus stops until the City Council workplan has been approved for 2021. Patty asked Board Members to lobby council members and be advocates for the proposed bus stops. The goal setting meeting will be in January. Board Members agreed to reach out to councilmembers that they know.

Discussion Items

Executive Director Transition Plan: Patty reviewed the transition plan which was discussed during the Executive Director Transition Plan Committee meeting. Patty reviewed the history and knowledge of what the board was looking for when Patty was hired. A SWOT Analysis for



the Agency was completed so the group could focus on skills needed to move the Agency forward. The committee recommendation was to:

- Hire an Assistant Executive Director (AED) in late 2020 or early 2021. The AED would work closely with the Patty for the 6 months probationary period and train specifically on the Transit Master Plan, general management, and government relations.
- After the 6-month probationary period and if the Board decides (with staff input) to move forward with AED Patty would move to 20 hours per week. Patty's focus would then be overall project management for the Transit Master Plan and provide ongoing assistance.
- AED would work on community engagement and outreach piece of the Transit Master Plan, overall staff management, and government relations.
- Unplanned cost of adding AED would be \$53k for FY20-21 and \$100k additional to be included in the FY21-22 budget.
- Post job description on Indeed, Trade Magazines, ODOT, and Oregon Transit Association.
- AED should be hired by April 1st at the latest.

The Board generally agreed that the AED should complete a performance review after the 6-month probationary period and to post the job through local channels and if no eligible candidates come through then hire a headhunter.

There was general discussion as to if it was appropriate to approve the transition plan since one Board Member was not able to attend this meeting.

Darrell made a motion to approve the adoption of the transition plan as presented if Bridget did not have any concerns, the motion was seconded by Rob and unanimously approved by the Board. The Job Description will not be posted until Bridget has been consulted by Lara.

Board Member Committee Assignments: Patty reviewed the Board Member committee assignments based on the survey completed by Board Members. Megan asked to be on the Transit Master Plan committee.

No concerns by Board Members were made regarding assignments.

Board Member Topics

Monthly Meeting Times: Based on the survey completed Board Members generally agreed to make the meetings from 4pm-5:30pm every 3rd Wednesday of each month.

Board Member Stipend: Board Members continued the discussion regarding the distribution of a gift card to Board Members each month as a stipend to help Board Members be part of the Board. This is a way to encourage different demographics to be part of meetings while also recognizing that daily needs must be met. The Board generally agreed that Board Members should be allowed to have the option to donate the gift card or add to a staff raffle.



Rob made a motion to approve a gift card to serve as a Board Member monthly stipend which does not exceed state statutes, the motion was seconded by Leti and unanimously approved by the Board.

Upcoming Events

The next Board Meeting will be Wednesday, December 16th at 4PM.

At 5:18PM Rob made a motion to adjourn the meeting, the motion was seconded by Darrell and unanimously approved by the Board.