

January 10, 2018
Hood River County Transportation District
Board of Directors Meeting
224 Wasco Loop
Hood River, OR 97031
Agenda

- | | | |
|---------|----|---|
| 9:00am | 1. | Call Meeting to Order |
| 9:03am | 2. | Approval of December 13, 2018 Meeting Minutes & Minutes of the Special Board Meeting January 3, 2018 (Handout Attached) |
| 9:10am | 3. | Directors Report <ul style="list-style-type: none">• Staffing Update• Ecolane Training• Ridership• Update on City Council 1/8 Meeting• Update on Port 1/9 Meeting |
| 9:20am | 4. | Review of Bills Paid |
| 9:25am | 5. | Old Business <ul style="list-style-type: none">• Financial Overview |
| 9:30am | 6. | Any Other Business |
| 9:35am | 7. | Public Comment |
| 9:40am | 8. | Executive Session ORS 192.660(d) – Labor Negotiations – Review and Input from Board on ATU’s Initial Economic Proposal – (Dependent upon receiving proposal) |
| 10:00am | 9. | Board Meeting Adjourned |

December 13, 2017 CAT Board Meeting

1. Meeting called to order by chair, Theresa North at 4:03pm

Board Members present: Teresa North, Teresa Ocampo, Jake Bolland, Mark Reynolds, Leanne Hogie, Marge Cook, Leticia Valle

Staff present: Patty Fink

Guests: Russ Ries

2. Approval of November minutes:

Jake Bolland moved, Marbe seconded, unanimous approval with corrections below:

Corrections: on page 2

Delete line between conference and... redundant

Keynote presentation instead of promo presentation

NW ConnectOR presentation was in Hood River not 'The Dalles'

Logo Ideas – there were photos of other transit vans and

3. Report from auditor, Russell Ries. Please see 31 page document provided by Jarrard, Seibert, Pollard & Company, LLC. Russ noted a few typos mentioned by board members regarding address and board members, he will correct. December 7th draft error, Russ will correct and follow up.

Motion to approve the audit Leanne, Teresa Ocampo seconded the motion. Unanimous approval of audit report with corrections.

4. Directors Report – Patty Fink
 - a. Ridership has stayed the same, impressive with change in route. Cascade Locks is already utilizing the services – 3 new drivers. Patty is working with LINK so that they can take ownership of The Dalles riders.
 - b. Review bills paid
5. Old Business
 - a. Patty will send email with financial overview handout
 - b. CAT is on the City Council's agenda on January 8, 2018, 5:30pm

Executive Session ORS 192.660(d) at 5:25pm

Out of Executive Session at 6:03pm

Motion to adjourn Mark Reynolds, Jake seconded, unanimous

Hood River County Transportation District dba Columbia Area Transit
224 Wasco Loop
Hood River, Oregon 97031
Minutes of the January 3, 2018
Board of Directors Meeting - Executive Session

Members Present: Marbe Cook, Leanne Hogie, Theresa North, Teresa Ocampo, Leticia Valle

Staff Present: Patty Fink

Theresa opened the meeting at 5:25 PM. Marbe moved, and Teresa seconded that we move into Executive session. All approved.

Teresa moved, Marbe seconded to move out of Executive session at 6:12. All approved.

PF says there is a strong need for EcoLane training and she has proposed to LINK to split the cost of a \$6000 3 day training. CAT staff to attend would include Virginia, Jaimie (if not on leave) the new Field Manager, any new dispatch staff, PF and possible Elvis.

Leti moved and Marbe seconded to approve \$3000 for EcoLane training. All approved

The free fares have been extended until Jan 15, but PF is asking for a board vote on new fare structures. Passengers going to The Dalles might currently have to pay twice until we can figure out a joint fare system with LINK. Preferred option is \$1.25 for all routes. That matches the Dial-a-Ride fare and makes it easier for drivers to know what to collect. We can't raise any fares without a public meeting. Board may want to consider an increase in the DAR fare to encourage more movement to fixed routes.

Teresa moved and Leti seconded to adopt fares of \$1.25 across the board. All approved

PF would like to hire a new Field Manager for the 5 months remaining in this year she estimates the fully loaded costs to be about a \$30,000 addition to this year's budget. This would allow someone to be in the office during all our business hours from 6:30 am to 6:30 pm. The FM would have a CDL and could also assist with driving and maintenance. A FM in addition to the OPS manager would free up more of the EDs time to promote the transit service in the community and to work on grants. PF will create a PD for full-time position that is exempt (no overtime) and advertise ASAP.

Leti moved and Teresa seconded to allow Patty to advertise for a new Field Manager position. All approved.

We encouraged Patty to still make the presentation to City Council on Jan 8. We should not overpromise on what we can do, but we should take the opportunity to inform them of the changes we have already made and the possibilities of the things we could do in transit partnering with them and other groups in the community.

Marbe adjourned the meeting at 6:40 pm.

Hood River County Transportation District

P.O. Box 1147
Hood River , OR 97031

Cash Disbursements 01.10.2018

Check #	Date	Payee	Purpose	Amount
19640	01.09.18	City of Hood River	Utilities	572.87
19641	01.09.18	Hood River Garbage Service	Utilities	21.30
19642	01.09.18	Bicoastal Columbia River	Advertising	215.00
19643	01.09.18	Bunting's Exhaust & Alignment	Veh Prev Maint	35.00
19644	01.09.18	Expertec Automotive Repair	Veh Prev Maint	136.00
19645	01.09.18	Hood River County	Fuel	6301.45
19646	01.09.18	Jarrard, Seibert, Pollard & Co	Audit	600.00
19647	01.09.18	Julie Stephens Consulting	Legal Counsel	10000.00
19648	01.09.18	Les Schwab	Tires	3188.42
19649	01.09.18	Sprint	Telephone	335.73
19653-66	12.18.17	Payroll	Payroll	13795.96
19667	12.18.17	IRS eRemit payment	Fed Emp Tax	3444.36
19668	12.18.17	Moda Health	Health/Dental Ins	94.38
19669	12.18.17	Oregon Dept of Revenue	State Emp Tax	970.26
19670	12.18.17	AIG Valic eRemit payment	Retirement	367.20
19671	12.18.17	AT&T	Telephone	33.43
19672	12.18.17	Bohn's Printing	Printing/Copying	77.80
19673	12.18.17	Cascade Health Solutions	D&A Testing	90.00
19674	12.18.17	City of Hood River	Utilities	620.27
19675	12.18.17	Corey Sissons	Reimb License & Fees	15.00
19676	12.18.17	Hood River County	Fuel	4822.89
19677	12.18.17	Hood River Garbage Service	Utilities	40.76
19678	12.18.17	Hood River News	Advertising	518.43
19679	12.18.17	Hood River Quick Lube	Veh Prev Maint	35.91
19680	12.18.17	HR Valley Christian Church	Training, Admin	100.00
19681	12.18.17	Moda Health	Health/Dental Ins	2728.61
19682	12.18.17	Oregon State Police	License & Fees	40.00
19683	12.18.17	Pacific Power	Utilities	961.04
19684	12.18.17	Providence Health & Services	DOT Physical	212.00
19685	12.18.17	Ray Schultens Motors Inc	Vehicle Maint	1539.95
19686	12.18.17	Sprint	Cellular Data	335.86
19687	12.18.17	Bicoastal Columbia River	Advertising	215.00
19688	12.18.17	Visa	See Note Below	804.65
19689	12.18.17	Marlin Business Bank	Printing/Copying	252.72
19690	12.18.17	Northwest Natural Gas	Utilities	33.89
19691	12.18.17	Sebastian Garcia	Fares Reimb	18.00
19692	12.18.17	Walmart Visa	See Note Below	99.82
19693	12.18.17	Ogletree, Deekins, Nash, Smoak & Stewart	Legal Counsel	240.00
19694-99	01.02.18	Payroll	Payroll	4470.99
19700-01	01.02.18	Void	payroll reprint	
19702	01.02.18	Payroll	Payroll	1095.41
19703-04	01.02.18	Void	payroll reprint	
19705-07	01.02.18	Payroll	Payroll	2485.79

19708	01.02.18	Oregon Dept of Revenue	State Emp Tax	984.49
19709	01.02.18	IRS eRemit payment	Fed Emp Tax	4032.99
19710	01.02.18	IRS eRemit payment	Fed Emp Tax	102.15
19711	01.02.18	Payroll	Payroll	2341.24
19712	01.02.18	Void	Incorrect Amount	
19713-14	01.02.18	Payroll	Payroll	2620.00
19715	01.03.18	Visa	See Note Below	1522.87
19716	01.03.18	Hood River News	Advertising	422.00
19717	01.03.18	USPS	Fees, Admin	112.00
19718	01.03.18	Void	Incorrect Amount	
19719	01.03.18	Signmedia	Advertising	255.00
19720	01.03.18	Lifemap Assurance Company	Life Ins	163.15
19721	01.03.18	Leanne Hogie	Board Training Reimb	366.00
19722	01.03.18	J Hammock & Assoc	Advertising	449.08
19723	01.03.18	Gorge Interpreting & Translating	Advertising	402.64
19724	01.03.18	Jaime Murray	Mileage Reimb	23.69
19725	01.03.18	Corey Sissons	License & Fees Reimb	33.50
19726	01.03.18	Cascade Health Solutions	D&A Testing	135.00
19727	01.03.18	Virginia Kirby	Mileage Reimb	27.23
19728	01.03.18	Bohn's Printing	Printing/Copying	126.37
19729	01.03.18	Century Link	Telephone	416.94
19730	01.03.18	Gorge Yellow Cab	Fuel	152.50
19731	01.03.18	Opportunity Connections	Janitorial	275.00
19732	01.03.18	Secretary of State-Audits Division	Fees, Admin	250.00
19733	01.03.18	Napa Auto Parts	Veh Prev Maint	99.04
19734	01.03.18	Payroll	Payroll	677.49
19735	01.03.18	Void		
19736	01.03.18	Walmart Visa	See Note Below	23.99
			TOTAL	<u>\$10,894.73</u>

Visa #1: Computer Software, Staff Training, Office Supplies, Vehicle Supplies, Advertising

Walmart Visa #1: Vehicle Supplies, Advertising, Office Supplies

Visa #2: Advertising, Office Supplies, Staff Training, Travel, Meals & Lodging, Computer Software, Vehicle Supplies, Postage,

Walmart Visa #2: Advertising

	Dial-a-Ride														
	All Riders	Total Hours	Revenue Hours	Total Miles	Revenue Miles	% Rev Hours	% Rev Miles	Dial-a-Ride Riders Per Mile	Riders per Hour	Elderly	Disabled	General Public	Total	Fixed Route	D-A-R
Jul-17	2119	769.67	697.21	13420	12196	91%	91%	0.16	3.04	905	500	714	2119	442	1677
Aug-17	2259	904.26	813.52	16491	14763	90%	90%	0.14	2.78	913	521	836	2270	457	1813
Sep-17	1775	719.63	641.39	12460	11221	89%	90%	0.14	2.77	698	353	724	1775	300	1475
Oct-17	2173	851.43	764.48	15223	13691	90%	90%	0.14	2.84	807	503	863	2173	414	1759
Nov-17	1998	788.41	710.34	13496	12336	90%	91%	0.15	2.81	736	435	827	1998	383	1615
Dec-17	1854	885.86	763.14	18863	15524	86%	82%	0.10	2.43	622	422	810	1854	332	1522
Jan-18													0		0
Feb-18													0		0
Mar-18													0		0
Apr-18													0		0
May-18													0		0
Jun-18													0		0
	12178	4919.26	4390.08	89953	79731				2.77	4681	2734	4774	12189	2328	9861

2017-2018



