



**Wednesday, July 17th, 2024**  
**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.**

**Meeting Minutes**

**1. Call Meeting to Order**

Greg called the Board of Directors Meeting to order at 4:00 PM.

**Approval of Amendment to Agenda Items**

Staff asked for approval to add two resolution and action items to the agenda, which were 6c - Officer Elections and 6d - Approval of Eligible Check Signers.

**Motion:** Matt made a motion to approve the addition of the two items to the meeting agenda. The motion was seconded by Tamra.

**Approved by:** Tamra, Gisela, Eleazar, and Matt

**Opposed by:** None

**2. Roll Call**

Tiah took roll call: Greg Pack - Board Chair, Megan Ramey - Board Vice Chair (joined at 4:07), Tamra Taylor - Board Secretary/Treasurer, Eleazar Reyes, Gisela Ayala-Echeverria, Matt Althoff, Meghan Larivee (joined at 4:06)

**Absent:** None

**Staff:** Amy Schlappi, Jeff Acciaioli, Tiah Mayhew, Tim Ravins

**Public:** Emily Beckett – Merina & Co.

**3. Approval of June 20<sup>th</sup>, 2024, Board of Director Meeting Minutes**

Greg asked if there were any changes that the Board would like to make to the June meeting minutes. The meeting minutes were included in the Board meeting materials. No changes were requested.

**Motion:** Tamra made a motion to approve the June 20th Meeting Minutes. The motion was seconded by Matt.

**Approved by:** Tamra, Gisela, Eleazar, and Matt

**Opposed by:** None

**4. Public Comment**

No public comment was made.



## **5. Quarterly Financial Report – Emily Beckett (Merina & Co.)**

Emily's quarterly financial packet included in the Board meeting materials. Emily gave an overview of the Balance Sheet and Statement of Activity reminding the Board that the Financial Report is preliminary because it is un-audited at this point. The Statement of Financial Position shows the District closed the year with \$1.6m in available cash – a \$613k increase over last year's cash balance. A couple of big deposits were received right before the end of the fiscal year, which contributed to the large increase over last year. The credit card balance was \$1.8k as of June 30, 2024, which is the close of the credit card billing cycle; this balance was paid at the beginning of July. Total revenue for the year was about \$3m, which was almost the same as the prior year and under budget by \$1.2m, due to several anticipated grant-funded assets that were not yet received by year-end. Total cost of goods sold for FY24 was approximately \$579k, which is \$163k less than FY23 and \$429k under budget. Gross profit for FY24 was \$2.5m, which is approximately \$160k more than FY23 and \$774k less than the budget.

Accounts receivable and accounts payable were outlined. FY24 budget appears to have stayed within the approved budget appropriations. Auditors are scheduled to start their initial fieldwork at the beginning of August. The transition to using QuickBooks class codes to track route-specific expenses is going well and will provide more accurate historic expense data. Merina & Co helped to merge and update the account numbers within QuickBooks. The fund transfer from Hood River County to the District's own LGIP account is complete. The LGIP interest rate increased from 5.2% to 5.3% in July. The County is still working to update their records to correct for under-calculated interest; until that is complete, the County reports show the District owing the County approximately \$17k.

Amy and Emily then answered a few questions from Board members.

### **a. Auditor Update**

Tiah gave an update of the selection of an auditor. After releasing and extending the RFP we did receive one response. SingerLewak from Salem, OR was selected and CAT is working on finalizing a contract with them. SingerLewak has scheduled the on-site audit to begin August 5<sup>th</sup>. The auditor already has several documents needed to begin the process and they fit within the budgeted amount.

## **6. Resolution and Action Items – Amy Schlappi**

### **a. STIF Advisory Committee Member Application**

In preparation for the upcoming STIF Advisory Committee meetings CAT is ensuring that the District is meeting committee composition requirements. One STIF Committee member, Lexi Stickel, has been a long time committee member and great advocate for seniors and low-income individuals. Her term is up and staff is asking for The Board to approve Lexi for another term on the STIF Committee.



**Motion:** Megan R. made a motion to approve Lexi Stickel for another term on the STIF Committee. The motion was seconded by Meghan L.

**Approved by:** Megan R, Tamra, Meghan L, Gisela, Eleazar, and Matt

**Opposed by:** None

#### **b. Approval for Tobacco Free Facility**

The CAT facility is currently a smoke free facility, and this new policy will add some clarity and ensure it is a tobacco free facility as well. Hood River County Prevention Department also provided CAT with free signs to hang around the facility stating it is tobacco and smoke free.

**Motion:** Megan R. made a motion to approve the update to a Tobacco Free Facility. The motion was seconded by Gisela.

**Approved by:** Megan R, Tamra, Meghan L, Gisela, Eleazar, and Matt

**Opposed by:** None

#### **c. Officer Elections**

Per the HRCTD By-Laws every July, The Board must elect the Board Officers for the upcoming Fiscal Year. The Board Officers include, the Board Chair, which is currently Greg, Board Vice Chair which is Megan R., and the Secretary Treasurer which is currently Tamra. Board members discussed the positions and all expressed willingness to provide opportunities to other Board Members if anyone desired an opportunity to be a Board Officer. Meghan L. nominated Greg for The Board Chair.

**Motion:** Megan R. made a motion to approve Greg Pack as Board Chair. The motion was seconded by Tamra.

**Approved by:** Megan R, Tamra, Meghan L, Gisela, Eleazar, and Matt

**Opposed by:** None

Tamra nominated Megan R. for Board Vice Chair.

**Motion:** Tamra made a motion to approve Megan R. as Board Vice Chair. The motion was seconded by Matt.

**Approved by:** Megan R, Tamra, Meghan L, Gisela, Eleazar, and Matt

**Opposed by:** None

Megan R. nominated Tamra for Board Secretary/Treasurer.

**Motion:** Megan R. made a motion to approve Tamra as Board Secretary/Treasurer. The motion was seconded by Matt.

**Approved by:** Megan R, Tamra, Meghan L, Gisela, Eleazar, and Matt

**Opposed by:** None



#### **d. Approval of Eligible Check Signers**

Since there were no changes to the Board Officers there was no need to add any new Eligible Check Signers to District bank accounts.

### **7. Operations Manager Report – Jeff Acciaioli**

#### **a. Performance Report**

The overall safety score is 97, which is down one point from last month due to a very slight increase in speeding and harsh events. The new onboard cameras allow harsh events to be reviewed and for management to address appropriately with drivers. CAT vehicles were driven 1,276 hours and 44,012 miles with fuel costs of \$15,168 for a cost per mile of \$0.34.

June had one vehicle incident and ten customer incidents. Incidents were generally discussed, and Amy added that this time of year typically sees an increase in customer incidents.

Newly implemented stops on Hood River City Route are going well with no major issues.

The Hood River Bridge closure did affect one weekend of the seasonal Bingen /White Salmon route as well as some employees who live on the Washington side of the river.

Thomas, a Field Supervisor, is leaving CAT. CAT has promoted Rob Barrick to Field Supervisor.

#### **f. Employee of the Month**

Rebecca Villanueva Cortes was named Employee of the Month.

#### **g. Ridership**

June ridership is down 19% from the previous month but up 5% when compared to the prior Fiscal Year. There was discussion regarding the FY24 ridership numbers.

### **8. Executive Director Report – Amy Schlappi**

#### **a. Transportation Collaboration Update**

Amy is seeking the Board's guidance to ensure she is still moving forward appropriately regarding the City of Hood River's taxi ordinance. About a year ago the City of Hood River's City Council was considering updating their taxi ordinance to allow rideshare companies (Lyft and Uber) to operate in Hood River. At that time the Board's stance was that they support the local taxi companies and wanted to be an advocate to reduce potential negative safety impacts of rideshare, but also recognized that if local taxi companies could not meet the demand companies like Lyft and Uber could be a solution to reduce intoxicated driving. Board Members confirmed that they still agreed with this position. Board members discussed if rideshare companies should have designated pick-up and drop-off areas away from crosswalks.



Amy has been working with the local taxi providers to help them increase capacity and bring awareness to transportation options through local marketing efforts. Hood River City Council has requested an update in September on taxi capacity and efforts to make the community aware of those options. The taxi drivers have been gathering data on demand versus supply.

**b. Annual Conflict of Interest Statements**

Annual conflict of interest statements will be distributed for HRCTD Board members to sign.

**c. Facility Update**

An annual facility inspection update was given noting some minor repairs needed on the roof. Repair costs should be under \$7,000.

**d. STIF Discretionary Grant Update**

Over the next month Amy will be submitting letters of intent for different grants. CAT will be applying for grants for the Columbia Gorge Express, the potential seasonal Columbia Gorge Explore service focused on recreational stops, bus stop infrastructure, and new buses. More details regarding the grant applications will be presented at next month's Board Meeting.

**9. Discussion Items**

Megan R. attended a recent ODOT coordination meeting and had a positive experience. Amy presented during the meeting, sharing updates on CAT's service coordination efforts with other providers, adding new bus stops, future plans to expand and split Hood River City route into two routes and expanding service for the Upper Valley.

Upcoming free Student Gorge Passes, current student pass expirations and an upcoming Back to School Resource Fair were discussed.

Amy is looking to present during a future Hood River School District Board Meeting to spread awareness of the free student pass program.

**10. Upcoming Events**

The August STIF Advisory Committee meeting was mentioned, also Oregon Transit Association is having a road show/open house and Amy will be coordinating with The LINK to advocate for transit.

**11. Adjournment – 5:11 PM**

**Motion:** Tamra made a motion to adjourn the meeting. The motion was seconded by Meghan L.

**Approved by:** Megan R, Tamra, Meghan L, Gisela, Eleazar, and Matt

**Opposed By:** None



The Hood River County Transportation District Board of Directors meeting minutes are prepared and presented in summary form. Video recordings of the meetings are on file at CAT and are part of the approved minutes. If you would like to watch the recording of the meeting, please contact Tim Ravins [tim@catransit.org](mailto:tim@catransit.org), or call (541) 386-4202.

Prepared by: Tim Ravins, Administrative Assistant

A handwritten signature in black ink, appearing to read "Tim Ravins", with a large, sweeping flourish above the name.

Approved by: Tamra Taylor, Secretary-Treasurer

A handwritten signature in black ink, appearing to read "Tamra Taylor", written in a cursive style.