



**Wednesday, August 21st, 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 4:05 PM.

**2. Roll Call**

Tiah took roll call: Greg Pack - Board Chair, Tamra Taylor - Board Secretary/Treasurer, Matt Althoff, Meghan Larivee

**Absent:** Megan Ramey - Board Vice Chair, Eleazar Reyes, Gisela Ayala-Echeverria,

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

**Public:** Jovi Arellano (ODOT)

**3. Approval of July 17<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 July meeting minutes. The meeting minutes were included in the Board meeting materials. No changes were requested.

**Motion:** Meghan L. made a motion to approve the July 17th Meeting Minutes. The motion was seconded by Tamra.

**Approved by:** Greg, Tamra, Meghan L., and Matt

**Opposed by:** None

**4. Public Comment**

No public comment was made.

**5. Monthly Financial Report – Tiah Mayhew**

Financial information for July was included in the Board meeting materials.

**a. Auditor Update**

Singer Lewak, has begun their audit and spent 3 days on-site at CAT at the beginning of the month. The audit process has gone smoothly so far. They are hoping to have the final audit completed by October 1<sup>st</sup>.



## 6. Resolution and Action Items – Amy Schlappi

### a. Approval of updated STIF Advisory Committee Bylaws

Staff is recommending the Board approve changes to the STIF Committee by-laws. Per OAR 732-040-0035(7) CAT could reduce the number of required members on the committee since Hood River County has a population of less than 50,000. Staff is recommending that the Board reduce the minimum number of members from 5 to 3, add the OAR statute language, and approve the updated definition for seniors. A draft with tracked changes is included in the meeting materials.

**Motion:** Tamra made a motion to approve the updated STIF Committee Bylaws. The motion was seconded by Meghan L.

**Approved by:** Greg, Tamra, Meghan L, and Matt

**Opposed by:** None

### b. Approval for Grant Applications

Staff is seeking Board approval for five different STIF Discretionary grant applications, which are due September 5<sup>th</sup>. A memo reviewing all five grant applications, total cost, and expected match was included in the meeting materials. Amy reviewed each project. There was general discussion regarding total cost and how the District will pay for the required match of all projects.

**Motion:** Meghan L. made a motion to approve all STIF STN and Discretionary applications for submission. The motion was seconded by Matt.

**Approved by:** Greg, Tamra, Meghan L, and Matt

**Opposed by:** None

### c. Approval of Automatic ACH Payments

In March staff compiled a list of vendors that the Board reviewed and approved for ACH and Auto-Payments. This list was updated, and current contracts were added. Staff is asking for approval of the updated list. Moving forward, this will be brought to the Board annually in June. The new fiscal year will then start with an updated approved vendor list. Tiah highlighted the newest contracts Access Tech (IT support), Hendrix Heavy Wrench (mechanic), Merina & Co. (Accounting support) and Singer Lewak (Auditors). The group discussed the “Not To Exceed” amount set for each vendor, amendments that would allow higher amounts to be paid, and the procurement process.

**Motion:** Tamra made a motion to approve the Automatic ACH Payments and Contracts list. The motion was seconded by Meghan L.

**Approved by:** Greg, Tamra, Meghan L, and Matt



**Opposed by:** None

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

### **a. Performance Report**

The overall safety score is 98, which is up one point from last month. There were 5 harsh events. CAT vehicles were driven 1,339 hours and 44,835 miles with fuel costs of \$16,306 for a cost per mile of \$0.36.

No formal complaints and no vehicle incidents.

Jeff reviewed customer incidents that occurred in July. All incidents were resolved per District policy.

### **b. Fall Service Changes**

Weekend service to Bingen and White Salmon ends September 8th. September 14<sup>th</sup> is the end of expanded Columbia Gorge Express service; we will be dropping the 10:30am and 1:30pm departures from the schedule. September 16<sup>th</sup> the Upper Valley schedule will be adjusted. Additionally, the McLissac's bus stop is expected to transition to deviations only. Riders have been notified and given the opportunity to submit feedback. The Upper Valley changes are recommended by staff due to ridership decreasing and the need for better transfer times to other routes and time for deviations. There was general discussion regarding this change.

CAT has been working with a consultant to redo the Hood River City route and some proposed changes are being reviewed.

### **c. Ridership**

July ridership is down slightly but boarded rides per hour is roughly the same.

### **d. Employee of the Month**

Troy Webster has been named CAT's Employee of the Month.

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

### **a. STIF Advisory Committee Update**

District staff met with the STIF Advisory Committee on August 6<sup>th</sup> and reviewed the end-of-year progress report for the FY23-25 biennium STIF plan.

Amy highlighted that the Hood River City Route ridership is up 16% over the prior fiscal year with no changes to the route, this shows that Hood River residents are seeing the value of a fixed route transit system. Additionally, the Gorge Transit Connect program continued to grow under Sara Crook's direction. Sara's work in the community has reduced barriers for many individuals who were hesitant or needed guidance when using transit.

The next STIF Advisory Committee meeting will be on Oct. 17<sup>th</sup>, Amy will present the Draft STIF Plan for FY25-27. The STIF Advisory Committee will review the plan and



recommend to The Board any changes at the November Board Meeting. Amy will then submit the final STIF plan by January 16<sup>th</sup> to ODOT for final approval.

**b. Joint Committee on Transportation Roadshow Update**

Amy is working with MCEDD and Commute Options to present to legislators the need for STIF funding in Hood River. Local transit agencies and Oregon Transit Association are supporting the event's logistics, to be held in The Dalles on September 13<sup>th</sup>. Transit riders are encouraged to make a statement to legislators about how transit is important to them and the region.

**c. Upcoming Grant Applications Timeline**

STIF Discretionary grants are due September 5<sup>th</sup>. WSDOT Consolidated grants are due September 18<sup>th</sup> which funds Dog Mountain and White Salmon Weekend Service. 5310 and 5311 Grants are due November 20<sup>th</sup>. The STIF Plan is due January 16<sup>th</sup> to ODOT.

**d. E-Bike Lending Library Update**

CAT has declined funding awarded for the e-bike lending library due to concerns with insurance. However, the opportunity to advocate for e-bike lending libraries still exists.

**e. Student Free Fare Program Update**

CAT attended the Back-to-School Resource Fair informing parents and students about Student Gorge Passes.

**9. Executive Session**

ORS 192.660(2)(e) "To conduct deliberations with persons designated by the governing body to negotiate real property transactions.

**Motion:** Tamra made a motion to end the Executive Session. The motion was seconded by Meghan L.

**Approved by:** Greg, Tamra, Meghan L, and Matt

**Opposed by:** None

**Motion:** Matt made a motion to approve Amy moving forward with real property and working with the Executive Committee. The motion was seconded by Meghan L.

**Approved by:** Greg, Tamra, Meghan L, and Matt

**Opposed by:** None

**10. Discussion Items**

Matt asked about Board member attendance at the upcoming Transportation Roadshow. Staff stated this is welcomed.

**11. Adjournment**

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

**Approved by:** Tamra, Meghan L, 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 long horizontal flourish extending to the left.

Approved by: Tamra Taylor, Secretary-Treasurer

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