



Wednesday, October 16th, 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 Pack called the Board of Directors Meeting to order at 4:02 PM.

2. Roll Call

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

Absent: Gisela Ayala-Echeverria

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

Public: Kathy Wilson (Singer Lewak), Fierce Catoc (Singer Lewak), Kathy Fitzpatrick (Mid-Columbia Economic Development District), Emily Bechtold (Merina & Co.)

3. Approval of September 18th, 2024, Board of Director Meeting Minutes

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

Motion: Megan R. made a motion to approve the September 18th Meeting Minutes. The motion was seconded by Matt.

Approved by: Greg, Megan R., Tamra, Meghan L., Eleazar, and Matt

Opposed by: None

4. Public Comment

No public comment was made.

5. FY24 Financial Audit Report – Kathy Wilson & Fierce Catoc, Singer Lewak

Kathy started with the Independent Auditors Report which gives their opinion on CAT's financial statement and is included in the meeting materials. The District has been audited on a modified cash basis. Singer Lewak has audited The District through the year end of June 30th for governmental activities and related funds and has found in their opinion that the financial statements present fairly in all material respects. Kathy also mentioned supplementary information that's included in the financial statements called an *in relation to* opinion for all the District's budgetary schedules. Singer Lewak looked at the information presented in those schedules and compared it to the information



that's presented elsewhere in the financial statements and found that information is also presented properly. All required reports and documents are included in their report as well as a governance letter. Singer Lewak had no audit adjustments or disagreements with management and thanked district staff for a great first audit.

In addition to the financial statements audit, Oregon Department of Transportation requires an agreed upon procedure to be submitted to receive Statewide Transit Improvement Funds and found no non-compliance procedures.

6. Quarterly Financial Report – Emily Beckett Merina & Co.

Emily reviewed the final numbers from the audit as well as financials from Q1 of this fiscal year. Management's Discussion and Analysis is now included in the financial statements which are included in the packet. Some highlights Emily pointed out were revenues exceeding expenditures by \$440,000, significant improvements in operational efficiencies, the District expenditures remained within budget for the fiscal year, and other than credit cards there is no long-term outstanding debt.

Emily continued with the statement of net position and your statement of activities. The group discussed the single audit procedure for grant expenditures over \$750,000. Figures were presented for depreciation, personnel expenses and capitol assets.

Emily then presented the Quarterly Financial Report for July 1st – September 30th , starting with the statement of financial position. Followed up by a run-down of assets, credit card and other liabilities, tracking of STIF funds, interest earned, and accounts compared to last quarter. Budget reports were also mentioned with everything looking on track. Emily finished up with some other updates including merging some account numbers to clarify and simplify. Fare revenue processing fees are now being tracked more consistently. The new LGIP account has been working great and the grant tracking process is a work in progress.

7. Resolution and Action Items – Amy Schlappi

a. Approval of Safety Committee Bylaws

Upon review of driver meetings CAT has determined that monthly driver meetings are not required, however monthly safety meetings are required. The draft by-laws provided in the meeting materials have been drafted to meet the recommended monthly safety committee meeting requirements. Driver meetings will now be held quarterly. Staff is recommending that the Board adopt the drafted Safety Committee Bylaws. Megan R. has requested that the wording and use of accident be changed to crash.

Motion: Megan R. made a motion to approve the Safety Committee Bylaws with the change in wording from accident to crash. The motion was seconded by Matt.

Approved by: Greg, Megan R., Tamra, Meghan L., Eleazar, and Matt



Opposed by: None

b. Approval of 5311 & 5310 Grant Applications

Amy presented requested that the board approve staff to submit the 5310 and 5311 applications. 5310 and 5311 grants are formula based therefor the District can only request a certain amount of funding. Amy reviewed how each grant would be utilized.

1. 5311

a. Project Summary: For the FY25-27 Biennium CAT will be using allocated 5311 funds to operate the Hood River City, Upper Valley, and Dial-A-Ride routes.

b. Total Cost: \$1,886,640

c. Estimated Grant Allocation: \$952,893.

d. Expected Match: \$773,524

e. Covered through another grant: \$71,737

f. Application due: November 20, 2024

2. 5310

a. Project Summary: For the FY25-27 Biennium CAT will be using allocated 5310 funds to fund Preventative Maintenance and Mobility Management activities.

b. Total Cost: \$290,000

c. Estimated Grant Allocation: \$150,810

d. Expected Match: \$7,744

e. Covered through another grant: \$102,878.50

f. Application due: November 20, 2024

Matt pointed out a discrepancy in the figures and Amy stated that the grant allocation will not change and Board members will receive an updated list with correct figures.

Motion: Matt made a motion to approve the 5311 & 5310 grant applications with clarification of grant allocation and match funds. The motion was seconded by Tamra.

Approved by: Greg, Megan R., Tamra, Meghan L., Eleazar, and Matt

Opposed by: None

c. Approval of the FY24 Financial Audit

The team at Singer Lewak completed the FY2024 Audit and provided a Letter to Management and Financial Statement. Once the audit is approved staff will send the required documents and management response to the Oregon Secretary of State and ODOT.

Motion: Tamra made a motion to approve the FY24 Financial Audit. The motion was seconded by Meghan L.

Approved by: Greg, Megan R., Tamra, Meghan L., Eleazar, and Matt

Opposed by: None



8. Operations Manager Report – Jeff Acciaioli

a. Performance Report

The overall safety score is 99. There were no crashes, and no harsh events recorded, speeding was low. CAT vehicles were driven 1,111 hours and 36,472 miles with fuel costs of \$14,926 for a cost per mile of \$0.40. Fuel data now includes fuel purchased from Jubitz as well as Carson Oil, our main fueling center.

There was one formal complaint and two vehicle incidents. Jeff reviewed incidents that occurred in September. There was some discussion regarding the detail provided of incidents. The Board confirmed that they appreciate the detail.

Jeff then gave an update on items being sold through Oregon Surplus auctions.

b. Gorge To Mountain Update

Custom fabricated ski racks are currently being made for two buses that will serve the Gorge To Mountain route. The schedule is being worked on currently and Sunday evenings will be added to the upcoming schedule. The start date of the service has not yet been identified.

Jeff then gave an update on new buses that have been ordered and are currently being outfitted for service. The Oregon Transit Association conference in Seaside, OR later this month and will be attended by Tiah, Jeff and Amy.

c. Employee of the Month

Starla Jones has been named CAT's Employee of the Month.

d. Ridership

Ridership is down compared to last month, but we did have a reduction in service with the end of the seasonal White Salmon route and moving back to seven trips a day for the Columbia Gorge Express route. Upper Valley looks to have an increase in ridership, but more data is needed with the recent change on the route.

9. Executive Director Report – Amy Schlappi

a. Interregional Transit Hub (Port of Hood River) IGA Update

Some funding for the architectural design phase of the transit hub has been awarded. The hub will be on the Port of Hood River Lot 1. A grant application has been submitted for the construction cost and an intergovernmental agreement is in draft form. The Port of Hood River's current architectural contractor has experience designing for transit and the intent is partner for the planning and design phases of the project.

b. Hood River City/ Upper Valley Routes Planning Update

CAT has continued to work with an outside consultant for route planning on the Hood River and Upper Valley routes. Increasing ridership is a goal but also allowing ease of use



and convenience. The Upper Valley will move from a deviated fixed route to a fixed route with the addition of an expanded demand response service area. This may require some compromises regarding the frequency of buses. The Board, STIF Advisory Committee and community input will be included as this project moves forward

c. Review of Summer 2024 Columbia Gorge Express/ Multnomah Falls Report

There was an increase in ridership on our Columbia Gorge Express route during the Multnomah Falls timed use permit season. Even with less service hours ridership was up, as well as higher boarded rider per hour. Sasquatch Shuttles managed the timed use entry program, they were very professional and dedicated the necessary resources ensure staff was well trained. Some data was missing from the report provided in the meeting materials and Amy will send out an updated report.

10. Discussion Items

Megan R. asked about a local candidate forum and potentially getting some transit related questions presented to local government candidates.

11. Upcoming Events

The STIF Advisory Committee Meeting is Thursday October 17th. Amy, Tiah and Jeff will be attending the Oregon Transit Association conference.

12. Adjournment

Motion: Matt made a motion to adjourn the meeting. The motion was seconded by Tamra.

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

Opposed By: None

The meeting was adjourned at 5:28PM.

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, 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.