



**Wednesday, December 15th, 2021
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. Board of Directors Meeting**

Meeting Minutes

Board Meeting Attendees:

Board Members: Lara Dunn (Board Chair), Leti Moretti (Board Vice-Chair), Darrell Roberts (Secretary), Dr. Meghan Larivee, Greg Pack, Megan Ramey

Staff: Patty Fink, Amy Schlappi, Ty Graves, Tiah Mayhew

1. Call to Order

Lara called the Board of Directors Meeting to order at 4:00p.m.

2. Roll Call:

Tiah took roll call. Lara Dunn (Board Chair), Darrell Roberts (Secretary), Dr. Meghan Larivee, Greg Pack, Megan Ramey were present. Quorum was met.

Absent: Jeff Helfrich

3. Agenda Changes

Lara made changes to the agenda.

- Resolution action
- The hiring committee recommended Amy Schlappi to fill the Executive Directors position.

Motion:

Darrell made a motion to approve the December Agenda. The motion was seconded by Greg Pack.

Approved by: All

4. Approval of November Board of Directors Minutes

Lara asked approval of the November Board Minutes.

Motion:

Greg made a motion to approve the November Board of Directors Meeting Minutes. The motion was seconded by Dr. Meghan L.

Approved by: All

5. Public Comment

No public comment was made.



6. Monthly Financial Report - Teresa Gallucci, Our Team Accounting

Teresa gave a brief overview of the financial report. The cash on hand by the end of November is \$1.4M. This was \$221k more than last month and \$141k more than last year during this time. We received the first three property tax installments totaling \$178K, which is on track for the total budgeted (\$200k) from this revenue source.

7. Financial Audit - Richard Winkel, Winkel CPA

Richard Winkel provided a brief overview of the draft FY 2020/2021 Financial audit. There were no issues called out and noted that everything looks in good standing.

Comments/Questions

Darrell asked if we need to modify internal controls since there is now an in-house accountant.

Richard said that it would be wise to review internal controls to ensure that there is additional oversight. Patty noted that while the day-to-day AP/AR has been brought in house, CAT continues to contract with OTA for the monthly reconciliation and financial report ensuring there remains some separation and outside oversight.

Motion:

Darrell made a motion to approve the financial audit. Megan R. seconded that motion. Approved by: All

Patty indicated CAT staff to work to get the audit submitted to the State.

8. Resolutions & Action Items:

a. Community Advisory Committee Selection

There were nine CAC applicants including – White Buffalo Calf Wannassay, Alicia Roberts, Lester Matthews Jr, Britta Wilson, Beth Hartwell, Melvin Richardson, Wendy Lin-Kelly, Taylor England, and Ivy Collins were provided to the Board) Lara disclosed her daughter is one of the nine applicants (Ivy Collins). Amy gave a brief overview of the applicants and noted that the Board was looking to fill a total of 12 seats. She noted that CAT staff was working to identify 1 or 2 more applicants who can represent the Latino community. Staff has reached out to several individuals and community organizations and are hopeful that the Board can fill the remaining seats in January.

Motion:

Megan R made a motion to approve the 9 applicants for CAC. Greg P. seconded that motion.

Approved by: All

b. Gorge Medical Shuttle Demonstration Fare

Staff asked the Board to approve a \$20 each way fare for the new demonstration program. Amy noted that we have been working to ensure that the fares for low-income individuals will be covered by local organizations. The shuttle will be operating twice a week on Tuesdays and Thursdays to ensure residents can get to medical appointments in Portland. Amy noted that staff has been working with Portland hospitals to schedule appointments during the appropriate times and days.

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Motion:

Megan R made a motion to approve the \$20 fare charge for the Medical Shuttle. Leti seconded that motion.

Approved by: All



c. Hiring Committee Recommendation for the Executive Director Position

The Hiring committee recommends that the Board hire Amy Schlappi as the new CAT Executive Director. The hiring panel and the hiring committee were very impressed with her interview and her professionalism, experience, and expertise. Should she be approved, the committee is recommending she be appointed as the incoming executive director in early 2022 to transition into the position with the existing executive director taking on the full role in July after Patty's retirement.

Motion:

Leti made a motion to approve the recommendation to hire Amy as CAT's new executive director. Greg P seconded the motion. Approved by: All

A second motion was put forward to allow Patty to work with Amy on the employment contract for the Executive director. Darrell seconded the motion. This second motion was also approved by all.

9. Operations Manager's Report

- a. Employee of the month – Dennis Bloom. Dennis is a new employee who has proven to be a great team player and very dependable
- b. Ty discussed the performance report provided in the packet. The only issue noted was G2M start was delayed due to driver shortage, but we were actively looking for drivers and hoped to begin the program early January.

10. Executive Director's Report

- a. TMP Updates

PEP website & Survey- Staff will be launching TMP survey questions and website in January. As part of the TMP website, we will be working with an illustrator for a fun illustration and will be having a cat competition to get people involved and receive feedback.

Patty noted that staff is working to finalize a date for the Technical Advisory Committee, but the first meeting will be mid to late January. The first TAC meeting will review the Existing Conditions Report which will provide an overview of the existing system and services. Staff has completed about 85% of the report and is working to finalize the document.
 - b. Legislative Updates

Infrastructure Bill

The Oregon Transportation Commission is accepting comments on the allocation of funding for the new federal infrastructure bill. Patty is talking with other rural communities and will provide a letter for the Board chair to sign.
 - c. Earl Blumenauer Gorge Legislation Bill
- Earl Blumenauer has introduced a Gorge/Mt Hood legislative concept paper and has asked for feedback. Staff has been working with the representative's staff on the transportation elements of the legislation and will be writing a letter of support for the Board signature at the January meeting.

11. Upcoming Events

- a. TAC – mid to late January
- b. CAC – late January or early February
- c. No service December 25th & January 1st



12. Adjournment

Lara asked for a motion to adjourn the meeting.

Motion:

Greg made a motion to adjourn the meeting at 5:34 PM. The motion was seconded by Meghan Larivee

Approved by: All

The Hood River County Transportation District Board of Directors meeting minutes are *prepared and presented in summary form. Audio recordings of the meetings are on file at CAT and are part of the approved minutes. If you would like to hear the recording from the meeting, please contact Amy Schlappi amy.schlappi@catransit.org or call (541) 386-4202.*

Prepared by: Tiah Mayhew, Bookkeeper & Administrative Assistant

A handwritten signature in black ink that reads "Tiah Mayhew".

Approved by: Darrell Roberts, Secretary-Treasurer

A handwritten signature in black ink that reads "Darrell Roberts".
