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Wednesday, April 20th, 2022

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

**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

Supplemental Budget Hearing – Meeting Minutes

1. **Call to Order**

Lara called the Supplemental Budget Hearing to order at 4:01 p.m.

1. **Roll Call:**

Tiah took roll call. Lara Dunn (Board Chair), Greg Pack, Megan Ramey, Meghan Larivee were present.

Quorum was met.

Leti Moretti (Board Vice-Chair) joined at 4:06p.m.

**Absent**: Jeff Helfrich, Darrell Roberts

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

1. **Supplemental Budget Overview**

Patty gave a brief overview on the supplemental budget, by highlighting:

* $100k out of the $520k for the Falls-to-Locks service from ODOT was included. The remainder will be included in the FY23 Budget. The majority of that will go towards the buses and making sure they are wrapped, have air conditioners, radios, fareboxes etc. Much of this has been completed or is in progress.
* $67k from ODOT was included for their contribution to the G2M service for the 2021-2022 winter season.
* Reduction in the federal assistance and capital expenditures due to delay of the vehicle deliveries.
* Grant/Contract Match Funds increased since CAT contracted out service between The Dalles and Hood River in Fall 2021.
* Preventative Maintenance expenses were much higher in FY22 than expected due to older vehicles and rising repair costs.
* Personnel expense was increased to reflect G2M services (were not included in the original FY22 budget), the new ODOT service, and wage increase.

**Motion:**

Meghan Larivee made a motion to approve the Supplemental Budget. The motion was seconded by Greg.

Approved by: Lara, Greg, Megan R., Meghan L., Leti

Not approved by: None

1. **Adjournment**

Lara asked for a motion to adjourn the Supplemental Budget Hearing.

**Motion:**

Greg made a motion to adjourn the Supplemental Budget Hearing at 4:14 PM. The motion was seconded by Leti.

Approved by: Lara, Greg, Megan R., Meghan L., Leti

Not approved by: None

Regular Board of Director’s Monthly Meeting - Meeting Minutes

1. **Call to Order**

Lara called the Board of Directors Monthly May Meeting to order at 4:14 p.m.

1. **Roll Call:**

Tiah took roll call. Lara Dunn (Board Chair), Leti Moretti (Board Vice-Chair), Darrell Roberts (Secretary), Greg Pack, Megan Ramey, Meghan Larivee were present.

Quorum was met.

**Absent**: Jeff Helfrich

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

1. **Agenda Changes**

* Adding the Cares Act Application to the Executive Directors report.
* Minutes for the special meeting on March 29th needs editing, those minutes will be approved at the May meeting.

**Motion:**

Megan R made a motion to approve the addition of the CARES ACT application and moving the approval of the March 29th special meeting minutes to the May meeting. The motion was seconded by Meghan Larivee

Approved by: Lara, Leti, Darrell, Greg, Megan R., Meghan L.

Not approved by: None

1. **Approval of March Board of Directors Minutes**

No changes

**Motion:**

Greg made a motion to approve the March Board of Directors Meeting Minutes & changes. The motion was seconded by Meghan Larivee

Approved by: Lara, Leti, Darrell, Greg, Megan R., Meghan L.

Not approved by: None

1. **Public Comment**

No public comments were made.

1. **Monthly Financial Report – Patty Fink as Teresa Gallucci, Our Team Accounting was absent**

Patty gave a brief overview of the financial report. She mentioned there were not many changes.

Grants for 3rd quarter will be submitted soon for around 300k and will be similar for the next quarter. The district will be ending the year relatively on target. Patty mentioned that the biggest anomalies to the budget were related to the flood in the office as it was an unexpected expense.

1. **Resolutions & Action Items**

**Adoption of the Supplemental Budget –**

Patty gave an overview on the Supplemental Budget during the Supplemental Budget Hearing.

Darrell made a motion to adopt the supplemental budget. The motion was seconded by Meghan Larivee.

Approved by: Lara, Leti, Darrell, Greg, Megan R., Meghan L.

Not approved by: None

**Advertising on buses – 3-month option**

Patty explained that a local political campaign is interested in a 3-month ad on a bus. The board can agree to a 3-month option or opt to leave the policy as is. CAT staff has no specific recommendation to the board.

Currently there is only one vehicle with an ad on it.

Megan R made a motion to approve the 3-month ad option. The motion was seconded by Meghan Larivee.

Approved by: Lara, Leti, Darrell, Greg, Megan R., Meghan L.

Not approved by: None

**Signatory approval for the New Executive Director**

Patty asked the Board to approve Amy to have signatory authority for Columbia Bank.

Megan R made a motion to approve Amy Schlappi for signatory authority for Columbia Bank and to remove Patty Fink. The motion was seconded by Greg Pack.

Approved by: Lara, Leti, Darrell, Greg, Megan R., Meghan L.

Not approved by: None

1. **Operations Manager’s Report**

Ty gave a brief overview of the operations manager report, by highlighting:

* 1. Employee of the Month is Rob - he did a great job assisting with the transition of the new routes!
  2. Performance Report - Ty mentioned that the safety score went up a little due to taking the samsara boxes out of the vehicles which recorded it as “harsh events” and only two were actual events. The drive time and miles driven has increased this month. This month the on-time performance has been on time. Fuel usage (specifically diesel) has risen. The fuel cost for March was $21,754.00. Ridership is increasing.
  3. Service Updates
* Dog Mountain service is starting April 23rd and will run until June 12th. Skamania County is paying 50% of this service
* Increase CGE Intercity service starts Monday the April 25th.
* I-84 – MF/Cascade Locks Shuttle is 75% ready, still working on getting approval from Bonneville to use that as a stop.
* Contract for leased gas trolley is being finalized. The intent is to apply for 5339 Low-No funds to purchase an electric trolley, but this will be a short term solution.

1. **Executive Director’s Report** 
   1. Transit Master Plan – Patty gave a brief report on the TMP. Still in process of gathering survey responses. About 300 have been collected. We need about 2k, so there will be a push to collect more surveys.
   2. Regional Stakeholder Interviews – As part of the TMP Patty asked Paul Koch to do a general survey of regional stakeholders about CAT’s role in the region. Paul provided an overview of his report. There was a large amount of discussion regarding the report and what Paul had learned.
   3. CAC Meeting is going to be on April 28th and will be hosted by Amy.
   4. Executive Director Transition – Amy Schlappi is back part time and will be starting full time Monday. Patty is going to part time and reducing her hours. She will be working from home most of that time.
   5. RFP Audit- Time to renew the RFP for our Auditor for the next 3 years. Tiah has sent out an RFP to different folks to respond to. One response has been received from an accounting firm in The Dalles. The references were good, and they have the experience needed. Meghan L has a good experience with them in the past.

Darrell would like to set up an interview with the budget committee and the firm. Tiah will call and set that interview up.

* 1. Amy mentioned CAT will be applying for the CARES Act fund on May 2nd. If CAT is awarded over $250K the Board will have to approve the signing of the contract.

1. **Upcoming Events**

* Megan R suggested someone attends the Armory open house to advocate for public transit.
* Budget committee members are needed for the upcoming Budget process.

1. **Adjournment**

Lara asked for a motion to adjourn the meeting.

**Motion:**

Darrell made a motion to adjourn the meeting at 5:30 PM.

The motion was seconded by Greg.

Approved by: Lara, Leti, Darrell, Greg, Megan R., Meghan L.

Not approved by: None

# 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, Office Manager

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Approved by: Darrell Roberts, Secretary-Treasurer

