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Wednesday, June15th, 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

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

**Public:** Teresa Gallucci

1. **Call to Order**

Lara called the Board of Directors Monthly June Meeting to order at 4:26 p.m.

1. **Roll Call:**

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

were present.

Quorum was met.

**Staff:** Patty Fink, Tiah Mayhew, Amy Schlappi, Teresa Gallucci

1. **Agenda Changes**

Capital Budget was not included in the resolution and action items.

Jeff made a motion to add fiscal year capital budget to the resolution and action items to the agenda. The motion was seconded by Megan Ramey.

Approved by all.

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

No changes on the May Board of Directors Minutes.

**Motion:**Megan R made a motion to approve the May Board of Directors minutes. The motion was seconded by Jeff.

Approved by all.

1. **Public Comment**

No public comments were made.

1. **Monthly Financial Report – Teresa Gallucci, Our Team Accounting**

Teresa gave a brief overview of the financial report. At the end of May 1.2M in cash available.

About 35k more than last year during this time. We have 890K in the CIT account.

Revenue for the year was budgeted at 3.5million, 2 million had been earned at the end of May. That is roughly a 1.5M variant about 900k is from the Capitol Grant not being collected for the bus purchases. Average cost of goods is about 55k – 60k per month. This is about 147k less than last year.

1. **Resolutions & Action Items** 
   1. Selection of an accountant –

* Tiah discussed that CAT’s contract with Our Team Accounting is coming to an end on June 30th. The RFP was released and to date, no responses have been received. Tiah made follow-up calls to the recipients and the common response was that they were at capacity.
* Given that we’ve received no responses CAT staff would recommend re-releasing the RFP. We would also suggest speaking with Teresa Galluci about the possibility of a month-to-month contract while we continue our search for an accountant.

Leti made a motion to approve a month-to-month contract with Teresa while we continue our search. The motion was seconded by Meghan L.

Approved by all.

* 1. Amy asked for approval to offer free fares on the Hood River City Route on the 4th of July.

Megan R made a motion to approve free fares on the Hood River City Route on the 4th of July. The motion was seconded by Leti.

Approved by all.

* 1. Amy introduced the budget for Fiscal year 2023. The Board had the option to approve the budget recommended by the Budget Committee which had 100K included for automated fare technology and passenger counters or they could approve Greg and Darrel’s recommendation of approving 50K as opposed to 100K.

Darrell made a motion to approve the compromised suggestion to reduce the capitol expenses by 50K. The motion was seconded by Greg.

All in favor.

Jeff made a motion to adopt the budget resolution 6-15-2022 for a total of $4,685,893 and a tax rate of 0.0723 per $1,000 of assessed value. The motion was seconded by Meghan L.

All in favor.

1. **Operations Manager’s Report -**Ty was unavailable so Amy gave a brief overview of the operations manager report, by highlighting:
   1. Employee of the Month is Rod- Goes above and beyond and is always helpful.
   2. Performance Report – Safety score is at 97%, there has been zero crashes. 12 harsh events. (Amy didn’t have info on that). Drive time went up, we also increased the service levels in May. On time performance for fixed routes is about 5 minutes. It is quite steady. Fuel use went up due to miles driven and fuel cost. There were two vehicle repairs and one customer complaint.
   3. Service Updates

* Falls to Locks – Service is running. It has had low ridership. We will be changing how Falls to Locks is displayed on our website by adding it to the CGE schedule. Brochures will be out once the 30-minute service starts. The 30-minute service is up in the air at the moment as we need to hire drivers.
* Highlights on ridership – City Route ridership is increasing. Columbia Gorge Express was almost at 1k riders in May.
* Dog Mountain Overview – Ridership numbers are in the seasonal service. There was a strong finish.

1. **Executive Director’s Report**
2. Transit Master Plan Update – Amy gave a brief update on the TMP.

* Survey is ending on June 17th.
* Service recommendation – Patty has been working on creating maps and different options from the information gathered from the initial survey. An online survey will be launched so residents can select service alternatives.
* TMP goals approval is needed from the board

1. Multnomah Falls transportation ambassador update – Ambassadors have been getting hired as a partnership with the forest service and ODOT to help correlate how many are coming into Multnomah Falls to alleviate congestion.
2. Patty Fink – Exit message

* Patty thanked the board for all the years and great experience, she is very proud of what has been accomplished.
* Patty shared a few areas that the board should keep an eye on.

1. Transit Master Plan

2. Looking into ridership- Expanding technology is an important piece.

1. **Executive Session – To discuss Amy Schlappi’s Probationary Period O.R.S. 192.660 2(i)**

Meghan L made a motion to approve Amy’s rate increase per her employment contract. The motion was seconded by Megan R.

All in favor.

1. **Discussion Items**

* Transit Master Plan Goals – The Board reviewed the TMP goals and provided changes/additions that were recommended for approval.

Leti made a motion to approve goals and changes to the Transit Master plan.

All in favor.

1. **Upcoming Events**
   1. Board Officer Elections- The Board requested the electronic voting system that was used previously.
   2. Conflict of Interest Forms
2. **Adjournment**

Lara asked for a motion to adjourn the meeting.

**Motion:**

Jeff made a motion to adjourn the meeting at 5:32 PM.

The motion was seconded by Megan R.

All in favor

# 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

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