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Wednesday, May 18th, 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

1. **Call to Order**

Lara called the Board of Directors Monthly May Meeting to order at 4:05 p.m.

1. **Roll Call:**

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

Quorum was met.

**Absent:** Jeff Helfrich, Greg Pack

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

1. **Agenda Changes**

No changes

1. **Approval of March 29th & April 20th Board of Directors Minutes**

A correction is needed, adding Darrell Roberts to the Roll Call.

**Motion:**

Leti made a motion to approve the minutes with the changes as requested to the supplemental budget minutes and the Regular Board meeting minutes. The motion was seconded by Darrell.

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

Opposed by: None

1. **Public Comment**

No public comments were made.

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

Teresa gave a brief overview of the financial report. At the end of April 1.3M in cash available. About 85k more than last year during this time. In the CIT account there was 880k, that is about 237k more than the prior year. Revenue year to date is 1.9M, 2M was in the budget with the variance being due to the capitol grant not being drawn against or meeting the match funds as planned. We are going to end the fiscal year on a positive note.

1. **Resolutions & Action Items** 
   1. Selection of Auditor – Amy gave a brief overview of the auditor selection. She explained that her, Darrell, and Megan R had an interview with Friend & Reagan, Greg was able to join after the interview. There were no major concerns. Our standard contract includes a termination clause if the relationship is not a correct fit. Tiah verified references that were provided, and all were glowing reviews. The board needs to decide if they feel comfortable selecting Friend & Reagan.

Darrell made a motion to approve the selection of Friend & Reagan. The motion was seconded by Meghan L.

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

Opposed by: None

* 1. Approval of Budget Committee Applicants - Amy asked for approval of Budget Committee applicants Cindy Walbridge and Bridget Bailey.

Leti made a motion to approve the Budget Committee applicants. The motion was seconded by Megan R.

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

Opposed by: None

* 1. Workers Comp Resolution – the board must approve board members to be included in the workers comp policy as a volunteer.

Leti made a motion to approve the resolution 22-5-18 for workers comp. The motion was seconded by Meghan Larivee.

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

Opposed by: None

1. **Operations Manager’s Report- Ty Graves** 
   1. Employee of the Month is Heather- Always in a good mood, she has been with CAT for about 8 months. She comes from being a school bus driver.
   2. Performance Report – Safety score has stayed the same, there has been zero crashes. G2M ended and drive time went down as well as the miles driven. On time performance stayed right about the same. DAR performance increased. Fuel cost dropped as the G2M service ended. There was one large vehicle repair.
   3. Service Updates

* Dog Mt. - Has been slower than the past year, but the weather has not been the greatest.
* Falls to Locks – Starting next Saturday. Starting off with one vehicle offering hourly service. We will be adding vehicles as we hire additional drivers. The radios and cameras have been installed and 4 out of 5 buses have been wrapped
* No 5339 Low Grant – It was not completed. Planning on submitting a more competitive application next year.

1. **Executive Director’s Report** 
   1. RFP for new accountant – Teresa’s contract ends at the end of June. Even though we have Tiah in house, we still want that accountant oversight. Sending new RFP to find a replacement. No approval needed from the board at this time.
   2. Transit Master Plan Update – Amy gave a brief update on the TMP. Had the second community advisory committee meeting on April 28th. We received a lot of insight and have public engagement activities planned. Patty is working on service alternatives. Hoping to get a draft in by mid-June. Next CAC meeting is in July.
   3. Office update- Water heater expansion tank leaked but did not cause major damage.
   4. Draft Budget message & Budget-

* Amy reviewed work completed during FY22:
  + Hood River City route was expanded & weekend service was added.
  + Amy Schlappi was promoted
  + 4 Agency Gorge Pass launched in July 2021
  + Contracted with Skamania County to provide the Dog Mt. service for the second year.
  + Provided the Gorge 2 Mountain service in house which allowed us to reduce overall cost.
  + We implemented the Gorge Transit connect low-income pass program which provides local organizations free passes to locals who are eligible.
  + Began the 2017 TMP Update, including significant outreach.
* Amy highlighted goals for FY23:
* Complete formal update to the Transit Master Plan.
* Continue growth for the multi provider Gorge Pass program.
* Identify and secure opportunities for training in human resources, leadership, and overall transit operations training.
* Renovate the CAT office to accommodate growing staff and support expansion of services.
* Secure funding to maintain existing services prioritized in the Transit Master Plan.
* Expand outreach to vulnerable communities to ensure access and awareness of transit.
* Explore innovative options and implement solutions to address specific transportation needs.

1. **Upcoming Events**

* Budget Committee meeting May 19th via zoom
* Gorge visitor kickoff at Evoke has been delayed to June 30th

1. **Adjournment**

Lara asked for a motion to adjourn the meeting.

**Motion:**

Darrell made a motion to adjourn the meeting at 4:41 PM.

The motion was seconded by Meghan L.

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

Opposed 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

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