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Wednesday, July 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

1. **Call to Order**

Lara called the Board of Directors Monthly July Meeting to order at 4:01pm.

1. **Roll Call:**

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

Quorum was met.

**Absent:** Jeff Helfrich

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

1. **Agenda Changes**

Amy requested to remove agenda item 7.e.

**Motion:** Darrell made a motion to remove item 7.e from the consent agenda. The motion was seconded by Greg.

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

Opposed by: None

1. **Approval of June 15th Board of Directors Minutes**

No changes or corrections of the June 15, 2022, meeting minutes were requested.

**Motion:**Greg made a motion to accept the minutes for the June 15th board meeting. The motion was seconded by Leti.

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

Opposed by: None

1. **Public Comment**

No public comments were made.

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

Teresa gave a brief overview of the year end draft financial report. At the end of June cash available was 1M. There was 895k in the CIT account. Revenue year to date 2.3M. The district has received less than expected due to the 900K of delayed capital purchases. Accounts receivables were 71k at the end of the year, made up of 5 invoices, 1 was 2 months old and the remaining 4 were under 30 days. Grants receivables are 527k at the end of year, Q4 will be received in 1st quarter of this fiscal year. Roughly 280K through grant reimbursements was received after this report had been completed, relieving some short-term financial concerns. Accounts payable was 38K at end of June, 26K current, and 12k less than 30 days old. Cost of goods was over budget and had a overall negative variance of 145k. This was caused by unplanned preventative maintenance expenses, radios, and F2L capital expenses that have not yet been reimbursed. Fuel was under budgeted by 75K. Administrative expenses was 36k over budget, 25k was due to unexpected building repairs. Net income was 33K at the end of the year which was 9K less than budgeted.

Darrell commented that the district’s revenue shortfall was roughly 330K and since there is a built-in deficit in the FY23 budget the board and staff should be very aware of that as we head into the next Fiscal Year. He noticed that the fare and employer pass revenue had increased quite a bit and wants to increase that moving forward. Amy discussed how the One Day pass sales has been exceeding expectations and how the GOrge Pass marketing program is shifting towards locals and local organizations.

1. **TMP land use presentation- Andrew Parish with MIG**

Andrew Parish from MIG presented the current status of the land use analysis and a transit-oriented development study that his firm was selected to complete for the Transit Master Plan. Andrew gave a presentation and provided documents to the board that were provided in the meeting materials. There was general discussion and board members made a couple of suggestions of items that should be included (Ruthton Park, Detour, etc.).

1. **Resolution & Action Items**
2. Selection of Accountant – Tiah informed the Board that staff has only received one response to the RFP that was released and that was from Sharon Batten with My Business Partner LLC. Tiah explained that Sharon provided 7 references, but we only were able to connect with two of them, those were provided in the meeting materials. Staff recommendation is to have Darrell or members of the Budget Committee conduct an interview with Sharon Batten before making a final decision. There was general discussion regarding Ms. Batten’s hourly rate when compared with Our Team Accounting.

**Motion:** Darrell made a motion to accept My Business Partners LLC. with the stipulation that at least one committee member meets with Sharon Batten. The motion was seconded by Greg.

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

Opposed by: None

1. Elections – Current Chair terms expire each year on June 30th. Board members nominated Greg Pack for Chair, Megan Ramey for Vice-Chair, and Darrell Roberts for Secretary/ Treasurer. All nominees accepted the nominations.

**Motion:** Meghan L. made a motion to nominate Greg Pack for Chair, Megan Ramey for Vice- Chair, and Darrell Roberts for Secretary/ Treasurer. The motion was seconded by Leti.

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

Opposed by: None

1. Employee Handbook Policies Update – Amy explained that staff had updated the Employee Handbook by working with SDAO and HR Answers. The handbook includes all required items, items from the previous handbook, and new policies approved by the board in the past couple of years. Amy discussed a couple of new items that were added to the handbook including but not limited to cell phone stipend, civic duty, retirement etc. The intent is for this handbook to include all valuable information for new employees so that everyone has a good understanding of the benefits that the district provides.

Darrell encouraged the board to consider offering health benefits to part-time employees. There was general discussion regarding benefits.

**Motion:** Lara made a motion to adopt the Employee Handbook as presented. The motion was seconded by Darrell.

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

Opposed by: None

1. Eligible Check Signer – Amy asked the board to approve Greg, Megan R, and Ty to be added to HRCTD’s Columbia Bank account as eligible check signers. Greg and Megan since they were elected as the new Chair and Vice-Chair respectively. Having Ty as a check signer will allow flexibility so that if Amy is on vacation there is still the ability to sign checks. Amy also requested that Tiah be given permission to obtain a login to Columbia Bank to view the accounts and to print statements.

**Motion:** Letimade a motion to add Greg Pack, Megan Ramey, and Tyrel Graves as eligible check signers for the district’s bank account. The motion was seconded by Darrell.

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

Opposed by: None

**Motion:** Megan R made a motion to allow Tiah access to obtain login credentials. The motion was seconded by Greg.

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

Opposed by: None

1. **Operations Manager’s Report –** Ty gave a brief Operations overview. Employee of the month was Dennis Bloom. Dennis is a pleasure to have, management can always count on him. There were two minor crashes with parked vehicles, but no major damage. There were 28 harsh event reports. These were due to transferring devices from the Gorge to Mountain buses to Falls to Locks. When they fall or shift it causes it to register as an event. Drive time went up slightly. Percentage over speed limit is up a small amount. Miles driven is up a small amount. On time fixed performance was down slightly. Fuel use and cost were up. There were two major vehicle repairs. Ridership increased on all routes, but significantly on the Columbia Gorge Express and Hood River City route.

1. **Executive Director’s Report- Amy Schlappi**
2. Transit Master Plan Update - Amy discussed the high-level results of the community survey and Ty reviewed the service options that will be presented to the community in the second survey. There was general discussion of the different options. These options will be presented to the TAC and CAC before the survey is distributed in mid-August. In the second survey community members will be able to choose from the different options for each focus area.
3. CARES ACT Application Update – CAT has been notified that the scoring committee recommends that CAT be awarded CARES Act funds. Staff had applied for roughly $500K and the recommended funding amount is $400K.
4. Mt. Adams Transportation service (MATS) approached Amy about opportunities to apply for consolidated grant funding for CAT to operate summer weekend service in White Salmon. Amy asked the board permission to explore the opportunity. The board generally agreed to Amy exploring the opportunity but asked her to come back to the board before an application is submitted.
5. Realtor – Amy asked the board for general agreement to sign a contract with a realtor to look for potential property that would better suit the district’s needs as it expands and bigger vehicles continue to be added to the fleet. The board generally agreed that it was okay for Amy to move forward with Anne Medenbach. The board had received a description of her experience in their board materials. Amy stated that if the district intends to sell the current property an RFP would need to be sent out in order to select a realtor.
6. **Discussion Items**
7. Board Meeting Materials – Amy stated that creating board materials takes time and it has very rarely been possible to complete them and send them to the board a week before the board meeting. Staff is asking to send the meeting materials the Friday before the monthly board meeting. Board members agreed to receive board materials on the Friday before the monthly meeting.
8. **Adjournment**

**Motion:** Greg made a motion to adjourn meeting at 5:45pm. The motion was seconded by Meghan L.

Approved by: Lara, Leti, Darrell, Greg, 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 Tiah Mayhew accountant@catransit.org or call (541) 386-4202.*

Prepared by: Tiah Mayhew, Office Manager

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Approved by: Darrell Roberts, Secretary-Treasurer

