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Wednesday, August 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**

Greg called the Board of Directors Monthly Meeting to order at 4:00pm.

1. **Roll Call:**

Tiah took roll call. Greg Pack (Chair), Megan Ramey (Vice-Chair), Darrell Roberts, Meghan Larivee, Jeff Helfrich, Lara Dunn joined at 4:05pm

Quorum was met.

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

**Community Members:** Kathy Fitzpatrick, Gisela Echeverria

1. **Approval of July 20th Board of Directors Minutes**

The Board had no recommended changes to the July meeting minutes.

**Motion:**Leti made a motion to accept the July Board Minutes. The motion was seconded by Jeff.

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

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 financial report. At the end of July, we had 1.1M in cash available, this is about $34k less than last year at this time. Revenue earned during the first period of FY23 was $473k which is $195k more than FY22 at this time. Fuel expenses for July were $37k which is an increase from the $16k last year. The variance is due to increased service and fuel costs. Preventative maintenance for July was 14k which was about $9k more than last year. Of that amount $12k is due to installation of air conditioning units on the buses. Net income at the close of July was $230k, which is $158k more than FY22.

**6. Operations Manager’s Report – Ty Graves**

Ty gave a brief Operations overview. Employee of the month was Debra Nunez. Debra is a pleasure to have, she is an amazing person, always willing to help when needed and loves being behind the wheel of our bus. Ty made a few adjustments to the Operations report to include, identifying the harsh events that occur and to include an On Time Performance goal for our services. He pledged to the Board that he was going to have the Samsara boxes professionally installed so the movement captured was factual information and not from us moving the boxes between buses. The harsh events for July were 100 but those were due to the boxes not being properly installed so any movement is being captured as a harsh event. On Time Performance was slightly down for fixed route service due to i-84 being shut down a few times in July and DAR was due to the driver not immediately marking the ride complete.

1. **Executive Director’s Report- Amy Schlappi**
2. Accountant Status Follow-Up- Tiah gave an update on our RFP for an Accountant. We have received a few verbal interests but have not received any formal responses. She will continue to reach out to organizations but while we are in this process, Teressa Galucci is continuing to work with us on a month-to-month basis. Any added that we are looking for the right person that has a strong background in working with grants. Greg asked how this will affect the audit process; Tiah and Amy let the Board know that Tiah will be the main contact for the auditor and if needed will have Teresa’s assistance.
3. Transit Master Plan Update –Amy discussed that a beta survey is being released next week. Once the survey is released to the public it will be open through mid-September. Amy gave an overview of what the possible service alternatives will look like with the updated maps. There was general discussion of the different options. In the second survey community members will be able to choose from the different options for each focus area. Amy let the Board know that an RFP was released for a Public Engagement consultant to assist with project management and developing the plan as we move forward.
4. Website User Interface Project- Our website consultant will be preforming a user study to assist with making our site more user friendly. We have received feedback from community members stating that it is difficult to navigate around and to purchase fares.
5. Seasonal Service/Program Updates- Falls-to-Locks service will end on September 6th and we will begin our fall/winter schedule on October 1st.
6. **Adjournment**

**Motion:** Jeff made a motion to adjourn meeting at 5:05pm. The motion was seconded by Lara.

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

Opposed by: None

Prepared by: Tiah Mayhew, Office Manager

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Approved by: Darrell Roberts, Secretary-Treasurer 