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Wednesday, September 21st, 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 Meeting to order at 4:02 pm.

1. **Roll Call:**

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

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

1. **Approval of August 18th Board of Directors Meeting Minutes:**

No changes were requested to the August Board Meeting Minutes.

**Motion:** Leti made a motion to approve the August 18th Minutes. The motion was seconded by Jeff.

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

**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. Cash available at the end of August was $980k of which $911k is in the County CIT account. Grants receivable for Q4 have been coming in and we are closing in on FY23 Q1 Grant submissions. Accounts Payable at the end of August were $34k but have all been paid the first week of September. Revenue for the first two months of the year was $504K which is roughly $70k more than last year and $272k more than budgeted, so we are off to a great start. The cost of goods at the end of August was $98k. The only expense that is significantly different from last year is fuel, it is currently $17k more but we are still under budget with overall expenses. Greg asked for clarification as to why we are $272k more than budgeted on Revenue and Amy & Tiah explained that it was due to CARES funds. The CARES fund was partially earned in the last FY and the rest was applied to the current FY. Teresa moved on to Office Expenses and we are currently over budget at this time due to purchasing 2023 GOrge Passes but she explained that this is a timing issue and will even out throughout the year. Net Income is $110k, the budget had us ending the year at a loss of $213k but we a are on track for a positive. It’s still early in the year but we are in a good place.

1. **Resolution & Action Items:**
2. **Approval of STIF Bylaws:**

Amy let the Board know that Grant season is approaching and applications for grants that fund several of our services will begin. One of the grants available is the Statewide Transportation Improvement Fund (STIF) this includes Formula, Discretionary and Statewide Transit Network. With these funds there are rules in places for accountability, this is directed more towards the Formula funds but reflects them all. One of the requirements is that we have an advisory committee. ODOT has recently merged the STF and STIF together and recommended updating the bylaws. Amy reviewed the bylaws and made changes where applicable and consistent with regulations, ODOT has reviewed them and approved her updates. The Board will need to approve and adopt these bylaws.

**Motion** Darrell made a motion to approve the bylaws. The motion was second by Lara.

**Approved By:** Meghan L., Leti, Megan R. Greg, Darrell, Jeff, Lara

**Opposed By:** None

1. **Approval of STIF Committee Members:**

With the STIF grant we are required to have a certain number of committee members that represent multiple groups in the community. Amy has 2 specific candidates that she would like to propose to the Board as well as approving Leti to be a member of the committee, representing the Board. The first candidate is Ivy Collins who is Board Member Lara Dunn’s daughter, she is a High School student and serves on the CAC committee and has been a tremendous help with the Transit Master Plan. The second candidate is Kevin Liberty who is the City of Hood River Planner, he has served on the STIF committee in the past and would like to be reinstated for another term.

**Motion:** Megan R. made a motion to approve Ivy Collins, Kevin Liberty and Leti Moretti for the STIF Committee. The motion was seconded by Darrell.

**Approved By:** Jeff, Meghan L, Lara, Leti, Greg, Megan R.

**Opposed By:** None

1. **Approval of Contracts:**

* Due to staffing changes, we are looking for outside assistance completing the Transit Master Plan. An RFP was released, and CAT has chosen PF Consulting (Patty Fink) to assist with the TMP. Patty is the prior Executive Director so has the background and experience to do this quickly and successfully. The contract has a NTE $28k, the cost for this consultant was accounted for in the budget. The contract with PF Consulting will end June 30th, 2023.
* We have 2 maintenance contracts that we also need the Board to approve. The first being Nick Herman Mobile Auto and the second is Ortigoza Auto Repair. We have completed the procurement process and have been working with both organizations. Nick will do the larger repairs and Ortigoza will do the smaller repairs to free up more of Nick’s time to focus on the bigger jobs.

**Motion** Leti made a Motion to approve all three contracts. Megan R. seconded the motion.

**Approved By:** Lara, Greg, Meghan L, Darrell, Jeff, Leti

**Opposed By**: None

1. **Operations Manager’s Report:**

Ty gave an overview of Operations. The Employee of the Month is Troy Webster. Troy is a big help in the office and has taken the initiative to learn new tasks, on his own time. The safety score and general driving have improved across the board. We are hoping to have the Samsara boxes properly installed by next month, we were able to reduce the false reported events this month to 19. Miles over the speed limit went down while miles driven increased. Ridership has increased across the board; we had a total of 9,000 riders in August.

1. **Executive Director’s Report:**
2. Transit Master Plan Update
3. The beta link for Survey #2 has been sent to the Board, please review, and provide feedback when you have a chance. We are hoping to have the survey live on September 23rd. We will be working with our partners on outreach to increase participation. A press release is happening as well as advertising on our social media platforms and website.
4. Amy is working on Presentations of Local Jurisdictions and will be attending the City of Hood River City Council meeting on Monday to give a brief overview of feedback that we received on the 1st survey and get feedback on the service options for the City of Hood River.
5. Land Use and TOD Toolkit; the most recent draft Land Use analysis is included in the Board packet. MIG is working on TOD which will be useful for developers who are coming to the City or County as well as business looking to implement transit or mobility hubs as it provides a standard design for it.

1. Car Share Application: Amy had reached out to the Board members for approval outside of the Board Meeting to apply for the Car Share Grant so wanted to follow up during the meeting to address any questions that anyone may have. The grant expands the life of the existing Car Share program that is in Hood River but would transfer from the current organization to a different one that CAT would sub-contract with.
2. wanted to The Board had given approval for CAT to apply for the Car Share Grant I reach out to all of you for approval for the grant. Want to see if there are any questions. To help expand the life of the electric car share program that is in Hood River to transfer it from another organization
3. Accountants – We have received two RFPs for accountants. Tiah has forwarded them to Darrell and will schedule a time to discuss the next steps.
4. Audit- Friend & Reagan has sent a Related Party Questionnaire that they request each of us complete. I have sent them to each of you, if you could complete it and send it back that would be great.
5. QuickBooks- Unfortunately we had our QuickBooks account hacked this week, thankfully the organization that was affected caught it and notified us immediately. Since it was addressed so quickly, neither us nor our vendors were financially affected. QuickBooks fraud department is launching an investigation.
6. **Executive Session:**

Greg called the meeting into Executive Session O.R.S. 192.660 2(i)

1. **Discussion Items:**
2. Leti wanted to discuss CAT possibly adding a stop at Rutherford Park on the Historic Highway. Leti has had many conversations with others about this and is advocating to have ADA and transit parking only at that location to limit traffic congestion. This also has the potential for increasing visitors to the Hood River area.
3. Upcoming Events: The Fall/Winter schedule changes take effect on October 1st.
4. **Adjournment:**

**Motion:** Greg made a motion to adjourn the meeting at 5:09 pm. The motion was seconded by Laura Meghan L.

**Approved By:** Lara, Leti, Darrell, Greg, Megan R, Jeff

**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



Approved by: Darrell Roberts, Secretary-Treasurer

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