



**Wednesday, November 16<sup>th</sup>, 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 Meeting to Order**

Greg called the Board of Directors Meeting to order at 4:11 pm.

**2. Roll Call:**

Tiah took roll call: Greg Pack (Chair), Darrell Roberts (Secretary/Treasurer), Meghan Larivee, Lara Dunn

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

**Absent:** Leti Moretti, Jeff Helfrich, Megan Ramey

**3. Consent Agenda Changes:**

Greg addressed the Board letting them know that staff requested changes to the consent agenda.

- Remove the Executive Session
- Remove the Board Member position opening
- Add an update for bus #56 & #57 to the Executive Director's Report.

**Motion:** Laura made a motion to approve the requested changes to the consent agenda. The motion was seconded by Meghan L.

**Approved By:** Greg, Lara, Meghan L., Darrell

**Opposed By:** None

**4. Approval October 19<sup>th</sup> of, 2022, Board of Directors Meeting Minutes:**

Greg noted a change from section 9A Gorge to Mountain, Greg stated that Mt Hood Meadows agreed to contribute 10k towards the funds and didn't see that representation. Staff will make corrections

**Motion:** Darrell made a motion to approve the October Board Minutes. The motion was seconded by Lara.

**Approved By:** Greg, Lara, Meghan L., Darrell

**Opposed By:** None

**5. Public Comment**

No public comments were made



## 6. September Financial Report – Teresa Gallucci (Our Team Accounting)

Teresa gave a brief overview of the financial report. Cash on hand at the end of October was \$1.1 million, this is \$91k less than last month and \$106k less than last year. There are two main reasons for this, one being that grants receivable are much higher than last year and the second is the CIT account, it is \$271k more than last year. Account Receivable is \$26k, Tiah explained that this is reflective of the funds we are waiting for from Skamania County and the Forest Service, but they have been approved and we should receive them before the end of the month. Accounts Payable at the end of October was \$51k, Tiah explained that this reflects invoices that were received at the end of the month. Revenue at the end of October was roughly \$1 million, which is about \$290k more than this time last year, this is primarily due to the CARES ACT funds. Cost of goods at the end of October was \$225k. Fuel costs have increased from last year, but all other items are under budget. Administrative expenses are \$71k, which is \$8k under budget, Office Supplies are high due to a large print order but will level out as the year goes on. Personal expenses are \$491k, which is \$85k under budget. Net income at the end of October was \$234k and the budgeted amount was \$139k, which leaves a positive variance of \$94k. Grant reimbursements for the first quarter have been submitted so we should see those come in over the next several weeks.

## 7. Resolutions & Action Items:

- a. **Approval of Falls-to-Locks Service:** Amy requested Board approval for the Falls to Locks service to begin next year. CAT has been working with ODOT to find the best way to serve the I-84 corridor. Staff would like to offer expanded CGE service during the summer instead of adding an additional route. This would allow service to go from Portland all the way to Hood River as opposed to a service that only goes from Portland to Cascade Locks.

**Motion:** Lara made a motion to approve the expansion of the Columbia Gorge Express service to begin next year. The motion was seconded by Darrell

**Approved By:** Greg, Lara, Meghan L., Darrell

**Opposed By:** None

- b. **Approval of Grants Applications:** Amy requested approval from the Board to submit the following grants.
  - The first is the Statewide Transportation Improvement Fund - Statewide Transit Network application for our Columbia Gorge Express, inner-city service. This includes service seven days a week, year-round as well as the expanded summer service. The total cost is about \$1.8 million with a 20% match which is roughly \$360k however, we do have the potential for a reduced match of 10%. The match will be paid utilizing local funds. Greg asked for clarification as to what would need to be done to get us to the 10% match. Amy explained that we would have to demonstrate that paying the 20% would have a negative financial impact on CAT.



**Motion:** Lara made a motion to approve Amy submitting the application for the Statewide Transit Network grant. The motion was seconded by Meghan L.

**Approved By:** Greg, Lara, Meghan L., Darrell

**Opposed By:** None

- The second grant that Amy is seeking Board approval on is the Statewide Improvement Funds which is a discretionary grant. This specific application is for Intelligent Information Systems, which will help us with automated passenger counters, dynamic payment solutions, real-time passenger information systems and upgraded dispatching software. MCEDD is not going to be joining us on this grant. The total cost is \$150K with a match of \$30k. Upgrading these systems will help us with accurate reporting and will improve rider experience. Greg asked what the ongoing cost might be with upgrading these systems. Amy explained that the only costs that would not be covered under this grant would be the monthly subscriptions, such as our dispatching software. Those fees would be paid with separate funds. Amy reminded the Board that we have been paying a substantially reduced rate for our current dispatching software, so we will see an increase for that service. The current program does not operate in ways that we need it to and the company we use has informed us that due to them not being able to support our services, they are ending our service with them in February. Amy requested that the Board remove the dispatching software from this grant application as we will have to use CARES funds or other funding sources for this project as it is an unexpected expense.

**Motion:** Darrell made a motion to approve Amy submitting the application for the Statewide Improvement Fund- Intelligent Information Systems grant. The motion was seconded by Lara.

**Approved By:** Greg, Lara, Meghan L., Darrell

**Opposed By:** None

**a. Approval of STIF Advisory Committee Member:**

Amy is asking the Board to approve Giselle Ayala's application to become a member of the STIF Advisory Committee. She works at One Community Health and would be a representative of low-income individuals, as well as seniors. She has been attending the last few Board meetings. If Giselle is approved, we will have 7 members of the STIF Advisory Committee.

**Motion:** Lara made a motion to approve Giselle Ayala as a member of the STIF Advisory Committee. The motion was seconded by Darrell.

**Approved By:** Greg, Lara, Meghan L., Darrell

**Opposed By:** None



## 8. Operations Manager's Report – Ty Graves

- a. **Employee of the Month:** Dennis Bloom is the driver of the month for November. Dennis has been with CAT for over a year, he came to us from Carson and is a long-time resident of Hood River. He is the employee of the month because you would have to physically restrain him from coming to work and doing his job to the fullest. Even if he is sick, he still wants to come in and always gets very nice reviews from the passengers.
- b. **Performance Report:** Our safety score went up a little bit from last month, we had no crashes and almost all of the Samsara reporting issues resolved. We started our winter service on October 1<sup>st</sup> which reduced our service level a bit, lowering our drive time and miles driven. On-time performance remained the same and our DAR on-time performance has come back to where it should be. Fuel costs have increased, our diesel usage has decreased but fuel usage has increased. We had two relatively large vehicle repairs on our International buses that we use for CGE services. Both buses needed hubs, axle seals, as well as wheels and tires replaced. Our cost per mile has increased again due to fuel prices. Ridership overall has increased; however, DAR and Upper Valley are lower than last month, but our overall ridership has increased. We are getting ready for the Gorge-to-Mountain service, readying the buses for winter weather.

## 9. Executive Director's Report – Amy Schlappi

- a. **Cat Appreciation Week:**

This week is Sparkle Week at CAT. Staff have been having a lot of fun with it, make sure to check our Facebook for pictures throughout the week.
- b. **Transit Master Plan Outreach:**

This item is informational only. As of today, we have 138 responses from the second Transit Master Plan survey. This does not include the 63 hard copy, Spanish surveys that we have received. We have extended the survey through Friday, November 18<sup>th</sup> as we have a couple more outreach opportunities. We will be reviewing the preferred options with the Board at the December Board Meeting.
- c. **Gorge to Mountain:**

This item is informational only. Mount Hood Meadows has confirmed \$10k towards G2M, the High School has also confirmed funds towards the service, but we are waiting for the finalized amount. ODOT has received our request and we are hoping to have additional information on approval and the funding amount by the end of the week.
- d. **Marketing Plan:**

This item is informational only. We will be issuing a couple press releases over the next couple of months. One will be for the Gorge-to-Mountain service and the other



will be for the 2023 Gorge Pass. We will begin pre-sales for the 2023 pass on December 15<sup>th</sup> and actual sales and digital passes will begin January 1<sup>st</sup>. We are doing the Downtown Employee Pass program again this year. We work with the city on this program to provide 150 passes to downtown businesses. We are also reviewing our Gorge Transit Connect program which provides fares to low-income individuals. We will also be ramping up on social media to remind people of these services.

**e. Vehicle Issues:**

This item is informational only. Vehicles 56 & 57 have been problematic for a long time now and we are not running them due to safety issues. They were supposed to have had re-man engines and transmissions when we received them. Amy spoke with ODOT today about possibly being able to dispose of the vehicles early which would allow us to sell them. If we sell those buses, we must use 80% of those funds for capitol purchases. For the Board to make a decision Amy thinks they need to have the knowledge of whether the buses can be disposed of early or not, she will continue to work with ODOT and bring it back to the Board at the beginning of the year.

**10. Discussion Items:**

Lara wanted to let staff know that she heard a comment that a driver was at the Gateway bus stop and denied a rider from boarding at that time, they were told that they needed to wait. Ty advised that we have had this arise before and when this occurs it is because the driver is on a mandatory break.

**11. Upcoming Events:**

CAT will be closed on Thanksgiving Day and operating weekend level service on Friday the 25<sup>th</sup>.

CAT will be participating in the Holiday Parade again this year. It will be Friday, December 2<sup>nd</sup>.

We will be having our Holiday Party on December 10<sup>th</sup> at 7pm.

**12. Adjournment:**

**Motion** Meghan L. made a motion to adjourn the meeting at 5:13 pm. The motion was seconded by Lara.

**Approved By:** Greg, Lara, Meghan L., Darrell

**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