**Wednesday, December 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 Meeting to Order –

Greg called the Board of Directors Meeting to order at 4:20 pm.

**2. Roll Call:** Tiah took roll call: Greg Pack (Chair), Megan Ramey (Vice Chair),

Darrell Roberts (Secretary/Treasurer), Meghan Larivee

**Staff:** Amy Schlappi, Tiah Mayhew, Ty Graves, Teresa Gallucci  **Absent:** Jeff Helfrich, Leti Moretti, Lara Dunn

# 3. Approval of November 16th, 2022, Board of Directors Meeting Minutes

Greg asked if there were any changes that the Board would like to make to the November meeting minutes. No changes were requested.

**Motion**: Darrell made a motion to approve the November 16th Board Meeting Minutes. The motion was seconded by Meghan L.

**Approved By:** Greg, Megan R., Meghan L., Darrell **Opposed By:** None

**4. Public Comment**

No public comments were made

# 5. FY22 Financial Audit – A.J. Olson (Friends & Reagan)

A.J. Olsen and Angelo Sampson with Friend & Reagan gave a brief overview of the FY22 financial audit. They discussed the Financial Statement and gave an overview of the Auditor’s Report. A.J. informed the Board of his recommendation to appropriate expenses by Administration and Transportation due to operating under a General Fund. They also addressed the approved FY23 Budget and found that it was approved with a negative ending which is not best practice. They discussed with the Board the option to move from a full accrual accounting basis to modified cash and explained what that might mean for the Board. The Audit did find deficiencies that staff have been made aware of. A.J. discussed the Significant Deficiencies letter and what it means compared to Material Weaknesses that were noted in the Management Comment Letter. The deficient findings have been submitted to the State and staff will submit a correct action plan. A.J. also provided a list of all adjusting journal entries that he made to finalize the audit.

**Motion**: Meghan R. made a motion to approve the FY22 Financial Audits. The motion was seconded by Darrell.

**Approved By:** Greg, Megan R., Meghan L., Darrell **Opposed By:** None

# 6. Gorge Regional Transit Strategy Presentation

Kathy Fitzpatrick who is the Regional Mobility Manager of MCEDD gave an overview of the status of the Gorge Regional Transit Strategy – Phase II. The first phase was concerned with creating a regional vison for public transit in the Gorge. The second phase is concerned with the implementation of the vision. MCEDD, who is managing the project will have the draft strategy available April and revised transit strategy in June. The final draft will be presented in July.

A large focus of the second phase is looking at the governance structure for how public transportation services are provided within the region and if there is a better long term governance structure solution.

Amy discussed the Gorge Regional Transit Strategy memo that was included in the board materials and the January 9th workshop that is happening to discuss the potential governance structures. Staff feels that it is very important for the board to be on the same page for what a new governance structure needs to accomplish for HRCTD to move forward. Greg agreed to represent the board at the January 9th workshop.

# 7. Resolutions & Action Items

**a. STIF Project Plan:** Amy requested the board to approve the 23-25 Biennium STIF plan which was recommended for approval by the STIF Advisory Committee. The project list with priority order was included in the board meeting materials.

**Motion**: Megan R. made a motion to approve the 23-25 Biennium STIF Plan. The motion was seconded by Meghan L.

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

# Opposed By: None

**b. Transfer from County Account:** Amy is requesting the board approve the transfer of $450k from our County (CIT) account to our savings account with Columbia Bank.

These funds will be used for upcoming vehicle purchases and grant match funds.

ODOT requires that we pay for the vehicles initially and submit for reimbursement.

**Motion**: Darrell made a motion to approve the Transfer of Funds of 450K.

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

# Opposed By: None

**c. Winter Clothes Stipend:** Tiah is requesting the board approve a $100 Winter Clothing Stipend for our Gorge-to-Mountain Express drivers. The reimbursement will assist drivers with purchasing winter clothing/boots.

**Motion**: Megan R. made a motion to approve the Winter Clothes Stipend. The motion was seconded by Darrell.

**Approved By:** Greg, Megan R., Meghan L., Darrell **Opposed By:** None

# 8. Operations Manager’s Report: Ty Graves

1. **Performance Report:** Safety score went down from last month, with zero crashes. We have alleviated all issues with the Samsara boxes and are down to only four reported events, that have been reviewed. Drive time was down due to being closed for the holidays and weather. Miles-driven time has decreased, and on-time performance has slightly increased from where we have been for fixed routes and Dial-a-Ride. Fuel usage went down a little from last month.

1. **Employee of the Month**: Dan Devers is the employee of the month. He is our longesttenured employee; he has been with us for 12 years. Dan is ready to come in when we need him, fills in when drivers are sick or on vacation, and is a great overall person.

# 9. Executive Director’s Report: Amy Schlappi

1. **Transit Master Plan Preferred Options**: Amy reviewed the approved options for each focus area. These options were based on a substantial amount of outreach and the responses collected from the second survey. 30% of the second survey respondents were Spanish speaking. Staff attended over 50 targeted outreach events to collect surveys. After revieing the preferred options Amy requested board approval for the 10-year vision as presented so that staff can move forward with other portions of the plan.

**Motion**: Megan R. made a motion to approve the 10-Year Vision. The motion was seconded by Meghan L.

**Approved By:** Greg, Megan R., Meghan L., Darrell **Opposed By:** None

1. **Open Board Positions:** Jeff Helfrich has submitted his resignation. Staff wishes him the best and appreciates the time he has given to the board. Staff will be advertising the position in the newspaper and on CAT social media platforms. Our goal will be to have applications to present to you at the January Board Meeting.

**10. Discussion Items**

No items to discuss.

# 11. Upcoming Events

* CAT will be closed on Sunday, December 25th for Christmas
* CAT will be closed on Sunday, January 1st for New Year’s Day

**12. Adjournment: 5:42 p.m.**

**Motion:** Darrell made a motion to adjourn the meeting at 5:42 pm. The motion was seconded by Meghan L.

Approved by: Darrell, Greg, Megan R, and Meghan L

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

