



**Wednesday, January 18<sup>th</sup>, 2023**  
**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**

**Meeting Minutes**

**1. Call Meeting to Order**

Megan R. called the Board of Directors Meeting to order at 4:01 pm.

**2. Roll Call:** Tiah took roll call: Megan Ramey – Vice Chair, Darrell Roberts – Secretary/Treasurer, Meghan Larivee, Leti Moretti, Lara Dunn

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

**Absent:** Greg Pack (Chair) – Greg attended a brief portion of the meeting.

**3. Approval of December 21st, 2022, Board of Director Meeting Minutes**

Megan R. asked if there were any changes that the Board would like to make to the December meeting minutes. Megan R. requested that the minutes reflect that she abstained from the approval of the meeting minutes.

**Motion:** Darrell made a motion to approve the December 21<sup>st</sup> Meeting Minutes. The motion was seconded by Meghan L.

Lara abstained as she was not in attendance for the December Board Meeting.

**Approved by:** Megan R., Darrell, Leti, Meghan L.

**Opposed By:** None

**4. Public Comment**

No Public Comments were made.

**5. November & December Financial Report- Teresa Gallucci (Our Team Accounting)-**

Teresa gave a brief overview of the financial reports from November and December as they were not presented at the December meeting due to the audit. Cash on hand at the end of November was 1.3M and 1.4M at the end of December, which was roughly \$200k more than the close of October. Account Receivable at the end of November were 18k, and at the end of December was 21k all invoices are current. Accounts Payable at the end of November were \$43k and \$37k in December, all invoices were paid in the first week of January. Revenue at the end of December was \$1.4M, which is \$363k more than last year but \$324k less than budgeted but this is due to timing and should level out. Cost of goods at the end of December was \$329k, fuel and operation expenses were over budget but the other items in that bucket were under budget leaving us under budget by \$50k. Administrative expenses were \$122k which is \$4k over budget,



this is due to a large print order and will even out over the year. Personnel expenses were \$764k, which is \$99k under budget. Net income at the end of December was \$234k which is \$2k less than the \$236k budgeted.

Darrell asked why the fixed assets were removed from the ledger. Teresa let him know that it was an entry that the auditor had made.

Tiah let the Board know that we would see an increase in communications expenses due to upgrading our dispatching software and it will be included in the supplemental budget. She also stated that the Board will see a change in advertising costs next month as she was reclassing a few items that were placed under administrative expenses so the January financials will reflect that correction.

Teressa announced to the Board that she had given her notice to Tiah and Amy and that she would be finishing the January financials and her last day would be the February Board meeting. Amy let the Board know that there is a temporary plan in place to assist with the transition. Staff has released an RFP and hope to receive responses soon.

## 6. Resolution & Action Items

- a. **Board Member Application:** With Jeff Helfrich departing his position as a Board member there is an opening for an interim position. The interim position ends June 30, 2023. To remain a Board Member whoever is appointed must be elected in the upcoming election. Staff received one applicant, Tamara Taylor, who comes with great recommendations. Tamara gave an overview of her experience with transportation and its importance to her.

**Motion:** Lara made a motion to appoint Tamara Taylor as the interim Board Member. The motion was seconded by Meghan L.

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

**Opposed By:** None

- b. **5310 & 5311 Application Approvals:** Amy is asking for approval for the fiscal year 2023-2025, 5310, and 5311 grant applications. These are allocated funds that we receive. 5310 is for Mobility Management/Travel Trainor and Preventive Maintenance on all buses except the ones used for Columbia Gorge Express. The total cost is \$182,752k with an expected match of \$18,769K. 5311 is for Upper Valley deviated fixed routes and Dial-A-Ride these are both Monday through Friday services, roughly 12 hours each day. We have also included 2 vehicle purchases which would be used for Columbia Gorge Express services. Historically for 5311 funds we have received \$350k, however they have realized that this formula has not worked, and it is not reflective of our service level and will be based off of our ridership and service miles. The allocation is now just under \$1M for 2 years. We have made the decision to use these funds for new vehicles. The total cost is \$1,586,200 and the match is \$417K.

**Motion:** Darrell made a motion to approval the 5310 & 5311 Grant Applications.

The motion was seconded by Leti.

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

**Opposed By:** None



- c. **Proposed Accounting Principles Change:** Tiah provided a memo with the board materials that discussed the auditor's suggestion to change our accounting process from accrual basis to modified cash. The auditors stated that it would provide a clearer representation of our financial status and would also allow a quicker audit process. This transition would allow less room for error and to operate with actual funds available. The downfall of this is that there will be time periods of no funds being received (i.e. grant funds). The auditor did send an example of a client who recently made the change for the board to review. The example shows the prior accrual process as well as the change to modified cash and highlights the big differences.

**Motion:** Letti made a motion to approval the change to Modified Cash Accounting Basis. The motion was seconded by Darrell.

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

**Opposed By:** None

## 7. Operations Manager's Report- Ty Graves

- a. **Performance Report:** The safety score for December remained the same, harsh events have gone down due to the loose box issue being corrected. There were 2 harsh events that were reviewed, both found that the driver was not at fault. The drive time and miles driven went up from November due to adding G2M. On-time performance dipped a little bit, likely due to snow and I-84 closures. Fuel usage increased a bit again due to adding G2M. There were 2 customer complaints in December related to vehicles driving in the snow and weather conditions, the complaints were not from riders they were from other vehicles on the road. The cost per mile is down.
- b. **Employee of the Month:** Connor Wells is the employee of the month; he's been with us for 3 years. He took a year off to go to Poland for the National Guard and came back in early November. He is a team player and always willing to pick up shifts to help out co-workers
- c. **Gorge-To-Mountain Express Update:** The Gorge-to-Mountain has been significantly more successful than last year. There were several days where we've been running multiple vehicles on the am going up and the 4pm coming down because they are at full capacity.
- d. **Field Supervisor Position Opening:** One of the Field Supervisors left unexpectedly. As of now there have only been internal candidates. Staff hopes to be fully staffed by the end of February

## 8. Executive Director's Report- Amy Schlappi

- a. **Vehicles 56 & 57 Update:** Informational purposes only. We are working with ODOT to resolve the issues with the vehicles. These are the vehicles that had mechanical issues and had to be removed from service due to safety concerns. We are providing the documentation that ODOT has requested in regard to the issues and condition in which the vehicles were delivered to us in. We are hoping to have more concrete information by the next board meeting.



- b. Service impacts due to Weather:** Informational purposes only. Due to the inclement weather that we have experienced lately and the customer complaints that we have received we wanted you to all be aware as to how those decisions are made. We have a very specific process for how those decisions are made; the field supervisor that is on duty checks the National Weather Service, a local weather service and trip check. These are checked on a consistent basis during times of inclement weather. We also check the driver's comfortability with the current conditions and verify if we need to operate on the snow route. We make the best call that we can based on the information that we have at hand.
- c. Gorge Regional Transit Strategy Update:** Informational purpose but looking for general agreement from the board. The Gorge Regional Transit Strategy is what MCEDD is working on. Amy and Greg attended a workshop on January 9<sup>th</sup>. The consultants recommended the TAB board (regional option) for short term and the bi-state agency in the future. There is a cost for this option and Amy's recommendation is we need to see cost saving aspects or revenue generating possibilities for it to make sense for us to be a part of that option. At this time, we need general agreement on the recommendations. The Board agrees with Amy's recommendation.
- d. Legislative Update:** Informational purpose only. Amy attended SDAO Legislative Day as well as the pre town hall meeting with Senator Merkley. The things that Amy has been advocating for both at regional and state level are how transit agencies get more vehicles. This is an issue for us as we have funding but can't get them due to supply chain issues. This is going to be a huge problem for all of Oregon if we don't all come together. Additionally, she is advocating for sustainable funding for the Columbia Gorge Express and Gorge to Mountain Express. There has been discussion recently about classing them as a service of statewide significance which would open us up to additional funding options.

**9. Executive Session- To discuss Executive Director, Amy Schlappi's Annual Review-Period O.R.S. 192.660 2(i)**

**Executive Session was ended, and the meeting was called back to order at 5:36pm**

**10. Discussion Items-**

No items to discuss.

**11. Upcoming Events**

No upcoming events.

**12. Adjournment – 5:37 p.m.**

**Motion:** Lara made a motion to adjourn the meeting at 5:37pm .

The motion was seconded by Meghan L.

**Approved by:** Megan R., Lara, Leti, Darrell, 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

Approved by: Darrell Roberts, Secretary-Treasurer