



**Wednesday, February 15<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**

Greg called the Board of Directors Meeting to order at 4:01 PM.

Staff requested that agenda items 6(b) and 6(d) be removed from the consent agenda.

**Motion:** Lara made a motion to remove agenda items 6(b) and 6(d) from the consent agenda. The motion was seconded by Meghan L.

**Approved by:** Lara, Meghan L, Tamra, Greg

**Opposed By:** None

**2. Roll Call**

Tiah took roll call: Greg Pack – Board Chair, Meghan Larivee, Lara Dunn, Tamra Taylor

**Absent:** Darrell Roberts – Secretary/Treasurer, Megan Ramey – Vice Chair joined at 4:14PM, Leti Moretti joined at 4:12PM, Greg left at 4:59PM

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

**3. Approval of January 18th, 2023, Board of Director Meeting Minutes**

Greg asked if there were any changes that the Board would like to make to the January 18th meeting minutes.

**Motion:** Tamra made a motion to approve the January 18th Meeting Minutes. The motion was seconded by Meghan L.

**Approved by:** Lara, Meghan L, Tamra, Greg

**Opposed By:** None

**4. Public Comment**

No Public Comments were made.

**5. January Financial Report**

Tiah gave a brief overview of the financial packet that was included in the board meeting materials and highlighted:

- For Accounts Receivable there is one invoice outstanding, and Tiah has been in contact with the vendor and the payment is being processed.



- For Grants Receivable the district has finally received the Falls-to-Locks grant reimbursement for \$107,026 from Summer of 2022.
- As has been reported every month the district COG Fuel and Preventative Maintenance expenses is over budget but this can largely be attributed to increased fuel, supplies, and labor cost.
- Marketing costs were less than expected.

There was general discussion on which grant reimbursements have not yet been received. Amy reminded the Board that in February the district will be paying for two new buses. Teresa reviewed the February Overview and approved the document.

## 6. Resolution & Action Items

### a. Oath of Office

Tamra took the Oath of Office.

### b. Approval of the Plan of Action from FY22 Audit Findings

Tiah reviewed the Plan of Action from the FY22 Audit Findings memo that was included in the board meeting materials. She realized that the memo had left out some of the details. She reviewed the findings of the audit, and the action staff will or has taken because of those findings.

- Revised end of month review process with additional reviewers.
- Change of accounting process from accrual to modified cash.

*Note: The official plan of action was sent to board members on February 16, 2023.*

**Motion:** Lara made a motion to approve the Plan of Action for FY22 Audit Findings. The motion was seconded by Meghan L.

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

**Opposed By:** None

### c. Approval of Drug & Alcohol Policy

Staff did a desk audit review with ODOT. FTA has recently made changes that should be reflected in HRCTD's Drug & Alcohol policy. Staff also made a couple of minor changes that were approved by ODOT. The new policy with the changes tracked were included in the board materials.

**Motion:** Meghan L made a motion to approve the updated Drug & Alcohol Policy. The motion was seconded by Leti.

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

**Opposed By:** None

### d. Approval of Service Animal & Pet Policy

Amy reviewed the history of the Service Animal and Pet Policy that was recently updated in the summer of 2022 and the memo included in the board materials. Staff is recommending that the board update the policy to remove the requirement of well-behaved dogs wearing muzzles. This aligns the policy with the other Gorge Transit Providers and makes it easier for drivers to enforce the policy. The recommended updated policy language specifically states:



*Service animals are allowed on all Columbia Area Transit vehicles. This includes animals-in-training accompanied by a trainer or person with disability. No permit is required, but the driver may ask if your animal is a service animal. Service animals must remain on the floor without blocking the aisle or on the owner's lap. Non-service animal dogs may ride at the discretion of the operator under these guidelines:*

- Drivers may refuse to transport a person and their dog if they already have another dog onboard.*
- Drivers may refuse to transport or request the removal of a dog if it is creating a hazard or disturbance.*
- All dogs that are not service animals must be on leash.*
- Dogs are not allowed to occupy seats; they must remain either on the floor or sit on the owner's lap. Animals other than dogs are not allowed on Columbia Area Transit vehicles unless they are in a confined container or carrier.*

There was general discussion regarding the recommended policy language.

**Motion:** Megan R made a motion to approve the recommended policy. The motion was seconded by Tamra.

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

**Opposed By:** None

## **7. Operations Manager's Report**

- Performance Report:** Ty reviewed the performance report and highlighted that the drive time and miles increased due to the Gorge-To-Mountain service. There was discussion regarding how staff measures harsh events. Cost per mile was down slightly.
- Employee of the Month:** The driver of the month was Allen. This driver has jumped in whenever he was needed and has always been up for learning new routes.
- Field Supervisor Position Opening Update:** Ty updated the board that two new field supervisors were hired, and that office operations staff would be changing the structure to better fit business needs. No additional employees were added to the total headcount.
- New Vehicle Update:** Ty reviewed the 3 new vehicles that were recently delivered.

## **8. Executive Director's Report**

- Encampment:** There was a houseless encampment to the north of the lower parking lot that has been vacated but not fully removed. Staff is working with MCACC, the police, and ODOT to appropriately address the situation. There was general discussion as to how this may impact the district financially. This is currently unknown.
- Grant Applications Update:** Amy explained that the Region ACT 1 reviewed the STIF Discretionary and Statewide Transit Network applications. Initially the



committee was not going to recommend that PTAC fund the entire requested amount for the Columbia Gorge Express application. However, committee members expressed a large amount of support for the service and at the end of the meeting decided to recommend that PTAC fund the entire amount.

- c. **County Chair Meeting Update:** Greg and Amy met with County Commissioner Chair Jennifer Euwer to discuss the district and give the new chair additional information on the services CAT provides. They had a great conversation and thought it was very beneficial.
- d. **Accountant Search Update:** Amy shared that she did find an accounting firm who had expressed interest in submitting a proposal to be considered as the district's new accountant and has a large amount of experience in working with small rural special districts. There was general discussion that the board should be aware that this accountant would be more expensive than the previous accountant.
- e. **Executive Director Goals Update:** Amy discussed specific goals that she would like to accomplish in the next year as Executive Director. She is also working on updating district goals with staff. She will keep the board updated. There was discussion about improving how customers can track the status of buses and posting information on district social media about upcoming elections.

## 9. Discussion Items

- a. **Financial Status Frequency:** There was discussion regarding how the board reviews the financial statements every month. There was a suggestion that since the accounting basis had been changed to modified cash it might make more sense to review the financial statements on a quarterly basis. Staff would still discuss important highlights every month that the board should be aware of. Board members generally agreed that this should be an action item at the March meeting.

## 10. Upcoming Events

- a. CAT will be operating weekend-level service on Feb. 20<sup>th</sup> (President's Day)
- b. Dog Mountain Seasonal service starts April 29<sup>th</sup>
- c. Gorge-to-Mountain is expected to end at the end of March

## 11. Adjournment – 5:14 p.m.

**Motion:** Lara made a motion to adjourn the meeting at 5:14pm. The motion was seconded by Leti.

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

**Opposed By:** None