



**Wednesday, March 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.**

**Meeting Minutes**

**1. Call Meeting to Order**

Greg called the Board of Directors Meeting to order at 4:05 PM.

Staff requested that agenda item 10 be removed from the consent agenda.

**Motion:** Lara made a motion to remove agenda item 10 from the consent agenda. The motion was seconded by Megan R.

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

**Opposed By:** None

**2. Roll Call**

Tiah took roll call: Greg Pack – Board Chair, Megan Ramey – Vice Chair, Meghan Larivee, Lara Dunn, Tamra Taylor, Leti Moretti

**Absent:** Darrell Roberts – Secretary/Treasurer joined at 4:08PM, Greg Pack left at 5:22PM.

**Staff:** Amy Schlappi, Tiah Mayhew, Jeff Acciaioli

**Public:** Abigail Elder, Council Member Megan Saunders

**3. Approval of February 15th, 2023, Board of Director Meeting Minutes**

Greg asked if there were any changes that the Board would like to make to the February 15th meeting minutes.

**Motion:** Leti made a motion to approve the February 15th Meeting Minutes. The motion was seconded by Tamra.

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

**Opposed By:** None

**4. Public Comment**

No Public Comments were made.

**5. City of Hood River Urban Renewal District Presentation**

Abigail Elder (City of Hood River City Administrator) and City of Hood River Council Member Megan Saunders discussed the proposed Westside Urban Renewal District.



Council Member Saunders discussed how important the proposed Westside Urban Renewal District will be to fund crucial projects identified in recent planning efforts to allow for development including appropriate infrastructure, housing supply and recreational opportunities in the Westside. Abigail discussed what an Urban Renewal District is, how the tax increment financing works, how the Westside Urban Renewal District would be created and how it will impact the Hood River County Transportation District funding received from local property taxes. Additionally, she reviewed local projects that were funded through existing Urban Renewal Districts and a couple of the projects that have been identified to be funded through the proposed Westside Urban Renewal District. The Feasibility Study Process has been completed, the Urban Renewal/TIF Plan Process will be September 30<sup>th</sup>, 2023 and the proposed Westside Renewal District is expected to begin January 1st, 2024.

There was general discussion about the identified projects, questions on how the funding works for Urban Renewal Districts, and possible impacts to the funding that the Hood River County Transportation District receives.

## **6. February Financial Report**

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

- Total cash available at the end of February 2023 was \$1 million.
- For Accounts Receivable there is one invoice outstanding and has since been received.
- For Grants Receivable \$160K in STIF Formula Funds and \$15K in 5304 Planning grant funds have been received.
- As has been reported every month the district Preventative Maintenance expenses are over budget, but this can largely be attributed to increased supplies and labor cost.
- There has been a slight decrease in fuel expenses.
- Marketing and advertising costs have been less than expected.
- 2 new vehicles that were expected and long awaited were purchased.

There was general discussion regarding the large variance between actual and planned for the advertising and personnel expenses. Tiah discussed how since the budget evenly splits out personnel expenses each month it makes it harder to understand whether expenses are meeting budget or not. Due to the seasonality of public transit staff are expecting it to even out by the end of the year.

## **7. Resolution & Action Items**

### **a. Approval FTA Low or No Emission Bus Program 5339(c) and Bus and Bus Facilities Section 5339(b) Funding Opportunity**

Amy discussed HRCTD's application for the FTA 5339 Low or No Emission Bus Program. Grant application information had been sent by email where approval from board members had been given since the deadline was before the board meeting. As the total grant application cost amount was \$7,530,985 and has an



expected match of \$1,106, 177 Amy wanted board members to have the opportunity to ask questions and give formal approval. A memo was also included in the board meeting materials. The application includes the purchase of 2-40ft electric buses, 2-35ft electric buses, 1 van, 1 cutaway and modifications to our facility to accommodate large and electric vehicles. There was general discussion as to which routes these vehicles would serve and how the expected match would be funded.

**Motion:** Leti made a motion to approve the FTA 5339 Low or No Emission application for \$7,530,985 and an expected match of \$1,106,177. The motion was seconded by Megan R.

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

**Opposed By:** None

**b. Approval of Vehicle Purchase**

Staff was given the opportunity to purchase 2 – 35ft used Gillig buses from Whatcom Transit Authority. Staff is asking permission to purchase these buses for \$3K each. A memo was provided in the meeting materials. These vehicles are ideal for Gorge-To-Mountain and Dog Mountain services. Staff will sell a couple of the current Gilligs after receiving the new vehicles from Whatcom.

**Motion:** Lara made a motion to approve the purchase of 2-35ft Gilligs for \$3k each. The motion was seconded by Meghan L.

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

**Opposed By:** None

**c. Approval of Financial Statement Review to a Quarterly Basis**

Per board discussion at the February meeting staff are asking the board to move the overall review of the financial statements to a quarterly basis so that grant reimbursements are reflected to provide more clarity on the district's financial standing. A memo was included in the board materials. Staff will continue to provide monthly updates.

**Motion:** Megan R made a motion to approve Financial Statements being reviewed on a quarterly basis instead of monthly. The motion was seconded by Lara.

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

**Opposed By:** None

**d. Approval of Outside Accountant**

Staff is seeking approval of the accountant proposal that was included in the board meeting materials. Merina + Co is more expensive than what the district was paying Our Team Accounting, but this firm does have CPA's would be working on our account and they do have a large amount of Special District experience.

**Motion:** Megan R made a motion to approve Merina +Co as the district's Outside Accountant. The motion was seconded by Tamra.

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

**Opposed By:** None



## 8. Operations Manager's Report

Amy introduced the Operations Assistant Manager, Jeff Acciaioli. Due to recent personnel changes, there are some gaps in reported data.

- a. **Performance Report:** Staff are reviewing performance goals and determining which goals give the most wholistic understanding of operations. There was discussion regarding what goals and information are most helpful to board members. Harsh Events reported, drive time, and miles driven decreased slightly. % over speed limit increased slightly. Vehicle repairs increased. One customer complaint and staff have coached the driver appropriately. Ridership has seen increases since January on the Columbia Gorge Express and Hood River City Route.
- a. **Employee of the Month:** The driver of the month was Zach. This driver has had several times where he was stuck due to winter weather and has dealt with situations with calmness and professionalism.
- b. **Dog Mountain Update & Expanded Columbia Gorge Express:** The Dog Mountain shuttle starts on April 29<sup>th</sup>. ODOT has approached staff about offering expanded service levels on the Columbia Gorge Express starting May 29<sup>th</sup>. This will help mitigate congestion until the STIF Statewide Network Funds come into effect on July 1, 2023.

## 9. Executive Director's Report

- a. **Multnomah Falls/I-84 Corridor Update:** Amy is asking for general approval to contract out services for a contractor to manage the Multnomah Falls Transportation Ambassador program. This program will be funded by the U.S. Forest service. Board members gave general approval for staff to move forward with the process.

**Motion:** Lara made a motion to approve staff to move forward with procuring a contractor to provide the Multnomah Falls Transportation Ambassador Program. The motion was seconded by Leti.

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

**Opposed By:** None

- b. **Board Member Elections Update:** There are 3 interested parties that staff is aware of and there are 2 others that have filed as candidates. There will be more candidates than spots.

## 10. Discussion Items

There were no discussion items.

## 11. Upcoming Events

- a. Dog Mountain Seasonal service starts April 29<sup>th</sup>
- b. Gorge-to-Mountain is expected to end at the end of March 31<sup>st</sup>
- c. Budget Committees will be May 10<sup>th</sup>, May 24<sup>th</sup>, June 7<sup>th</sup>

## 12. Adjournment – 5:34 p.m.



**Motion:** Tamra made a motion to adjourn the meeting at 5:34pm. The motion was seconded by Meghan L.

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

**Opposed By:** None