



**Wednesday, April 19<sup>th</sup>, 2023**  
**Public Hearing – Supplemental Budget**

**224 Wasco Loop, Board Conference Room**  
**Hood River, OR 97031**  
**4:00 p.m. – 4:15 p.m.**

**Meeting Minutes**

**1. Call Meeting to Order**

Greg called the Supplemental Budget Public Hearing to order at 4:00 PM.

Greg announced that staff had informed him that after public notification for the Supplemental Budget Public Hearing had been posted it was learned that a formal supplemental budget process was not required. Since the public had already been notified staff made the decision to use the allotted time to discuss with the board the current estimates for the FY2023 budget.

**2. Roll Call**

Tiah took roll call: Greg Pack – Board Chair, Megan Ramey – Vice Chair, Darrell Roberts – Secretary/Treasurer, Lara Dunn, Tamra Taylor, Meghan Larivee

**Absent:** Leti Moretti, joined at 4:05

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

**Public:** None

**3. Public Comment**

No public comments were made.

**4. Supplemental Budget**

Amy stated that the new outside accountant had informed staff that a formal supplemental budget was not required because the district did not spend more than 10% of the budget on Personnel Services, Materials & Services, or Capital Outlay. Staff highlighted a couple of items in the FY2023 Budget:

- STIF Project Reserve Funds - \$192K is rolling over into the next FY as it is reserved for Capital ADA access improvements adjacent to bus stops.
- Federal Assistance - \$230k decrease due to accounting basis change and not receiving 3 vehicles.
- State Assistance -\$370K decrease due to accounting basis change and providing less service than expected on the Falls-to-Locks seasonal service.
- CARES – \$200K increase due to funds for the Gorge-to-Mountain Express service and additional CARES funding opportunity.



- Advertising & Marketing – \$60K decrease due to the GOrge Pass program being wildly successful and additional resources not needed.
- Grant/Contract Match Funds - \$60k decrease due to moving The Dalles Service in house rather than contracting with the Link.
- Fuel – \$20k increase due to fuel costs remaining high, but staff are hopeful as it seems to be leveling.
- Operation Expense – \$60K increase due to increased labor and parts costs, and several large repairs on the older larger vehicles. Staff are hopeful that most of this additional expense will be covered by CARES.
- Vehicle Insurance – \$15K increase due to the addition of vehicles.
- Building Expenses - \$40k decrease as staff has delayed facility modifications. These modifications can be incorporated into the FTA Low or No Emissions grant that was applied for this spring if awarded. Staff is expecting to replace the Air Conditioner that was supposed to happen FY22 but was delayed due to other urgent repairs needed.
- Capital Expenses - \$400k decrease due to not receiving vehicles.

There was discussion regarding contingency funds being used for expenses not covered by grant funds.

#### **5. Adjournment – 4:17pm**

**Motion:** Megan made a motion to adjourn the Supplemental Budget Public Hearing at 4:17pm. The motion was seconded by Meghan L.

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

**Opposed By:** None



Wednesday, April 19<sup>th</sup>, 2023

**Public Hearing - Draft Transit Master Plan Update**

**224 Wasco Loop, Board Conference Room**

**Hood River, OR 97031**

**4:15 p.m. – 4:30 p.m.**

**Meeting Minutes**

**1. Call Meeting to Order**

Greg called the Board of Directors Meeting to order at 4:18 PM.

**2. Roll Call**

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

**Absent:** None

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

**Public:** Kathy Fitzpatrick (MCEDD)

**3. Public Comment**

No public comments were made.

**4. Draft Transit Master Plan Update**

Board members received the draft Transit Master Plan in their materials. Overall board members appreciated how the document was written and how it was easy to read.

There was discussion regarding a couple of typos, clarification on amenities at bus stops, forecasted budget and ridership demographics.

**5. Adjournment – 4:28pm**

**Motion:** Darrell made a motion to adjourn the Draft Transit Master Plan Public Hearing at 4:28pm. The motion was seconded by Meghan L.

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

**Opposed By:** None



Wednesday, April 19<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  
4:30 p.m. – 5:30 p.m.

**Meeting Minutes**

**1. Call Meeting to Order**

Greg called the Board of Directors Meeting to order at 4:29 PM.

Staff requested that agenda item 6a – Adoption of Supplemental Budget be removed from the consent agenda.

**Motion:** Darrell made a motion to remove agenda item 6a – Adoption of Supplemental Budget from the consent agenda. The motion was seconded by Tamra.

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

**Opposed By:** None

A board member had requested that under discussion items agenda 14a – Ebike Rebate Bill be added to the consent agenda.

**Motion:** Megan made a motion to add agenda item 14a – Ebike Rebate Bill be added to the consent agenda. The motion was seconded by Leti.

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

**Opposed By:** None

**2. Roll Call**

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

**Absent:** Greg Pack

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

**Public:** Kathy Fitzpatrick (MCEDD)

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

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

**Motion:** Darrell made a motion to approve the March 15th Meeting Minutes. The motion was seconded by Megan.

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

**Opposed By:** None



#### **4. Public Comment**

No Public Comments were made.

#### **5. Monthly Financial Updated**

Since the board approved the change to present the financial statements from a monthly basis to a quarterly basis Tiah updated the board on a couple of items:

- Bank transition from Umpqua to Key Bank
- Q3 Reimbursements will be submitted by May 15th
- Staff is finalizing FY24 Budget

Discussion regarding changes to budget format and how it is shown on the LB-20.

#### **6. Operations Manager Report**

Staff updated the Operations Manager Report format to provide clarity and encourage process improvement. Amy reviewed the Safety Scores, Operations Data, and Reported Data. There was discussion regarding harsh events and speeding limits.

Amy explained that moving forward the team will be reporting on actual fuel cost rather than estimated. Amy let the board know that there was a minor vehicle incident on CAT property, an inebriated customer incident and a couple of vandalism issues where fuel has been siphoned from CAT vehicles. There was discussion about safety when using transit.

Amy reviewed ridership and highlighted the steady ridership on the Hood River City Route and Columbia Gorge Express. Employee of the Month was Rob, who always has a wonderful attitude, consistent, and calm demeanor.

#### **7. Executive Director Report**

##### **a. Staffing Update**

Jeff Acciaioli has been selected as the new Transit Operations Manager. He has been with the district for 5 years as a driver and part of the management team. He has a great understanding of operations, great repour with employees and proven record of process improvement.

##### **b. Summer Service Update**

Dog Mountain Shuttle service starts April 29<sup>th</sup> and expanded Columbia Gorge Express service and Multnomah Falls Transportation Ambassador program starts May 29<sup>th</sup>. July 1<sup>st</sup> the Hood River – The Dalles route will be operated by The Link and if funding is approved the Hood River – White Salmon/Bingen weekend summer service will begin.

There was discussion regarding the expanded Columbia Gorge Express Service and what additional service will be added.

##### **c. FY24 Annual Budget Timeline and Update**



The first budget committee meeting where the budget message will be received, and the budget reviewed will be May 10<sup>th</sup>. The second budget committee meeting, if needed for additional deliberations will be held on May 24<sup>th</sup>. The third budget committee meeting to hear public comment and make recommendations to the board will be held on June 7<sup>th</sup>.

There was a discussion on expectations of board members for the budget.

## **8. Discussion Items**

### **a. E-bike Rebate**

Megan reviewed the point-of-sale e-bike rebate bill. Several states have created e-bike rebates. This rebate would be an Oregon wide rebate and progressing through the process to be approved. Megan is asking the board to approve staff to add HRCTD's logo and name to the support letter.

## **9. Upcoming Events**

- a. Dog Mountain Seasonal service starts April 29<sup>th</sup>
- b. Budget Committees will be May 10<sup>th</sup>, May 24<sup>th</sup>, June 7<sup>th</sup>

## **10. Adjournment – 5:15 p.m.**

**Motion:** Darrell made a motion to adjourn the meeting at 5:15pm. The motion was seconded by Meghan L.

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

**Opposed By:** None