



**Wednesday, June 21<sup>st</sup>, 2023**  
**Public Hearing – FY23-24 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 Board of Directors Meeting to order at 4:01 PM.

**2. Roll Call**

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

**Absent:** None

**Staff:** Amy Schlappi, Tiah Mayhew

**Public:** Kathy Fitzpatrick, Susan Wright, Eleazar Reyes, Gisela Ayala Echeverria

**3. Public Comment**

One public comment was submitted by Tracey Tomashpol prior to the meeting by email.

Amy read the statement to the board.

*"I'll be unable to attend today's CAT budget meeting, but for the public record, would like to point out that the table of ridership presented on page 50 of today's meeting materials should be more helpful to interested residents who want to understand CAT's operations. Instead, it fails to provide clear information.*

*A table with no information about the data being measured within it is meaningless. There is no way to truly compare ridership across routes using this table. Presumably, the numbers (1,664 in Hood River City or 560 in Upper Valley - May 2023) indicate riders. But are the service hours for each route identical? The more useful and commonly accepted measure in transit organizations is to measure in "Boarded Rides per Vehicle Hour." Seasonal routes (like Dog Mountain, etc) should have a footnote explaining when they operate to help explain the 0 ridership months.*

*Using a "Boarded Riders per Vehicle Service Hour" lets the person reviewing the data easily compare routes and timeframes (months, years). In the table you provide, no one knows if changes across months are due to changes in service hours, or ridership, or both.*



*The National Transit Database takes your data and puts it into that format (the 2021 numbers for CAT were 1.9 trips per revenue hour); Tri-Met provides annual summarized information that includes that figure; so do other transit agencies (or else they provide total vehicle hours on a route and # of trips, making the reader do the math but providing the data).*

*All one can say using the current CAT "Ridership" chart is that there were more rides in one area than another, but there's no way to understand the actual capacity being used or the average number of riders on the bus each hour.*

*Your 2024 plans should provide monthly data that gives HR County residents a clearer view of ridership across all routes, measured in a meaningful way. This is also important because you're planning to invest in "automated passenger counters and improved fare technology." Perhaps the investment in those features isn't really needed? After all, is there really a need for advanced technology to count two passengers boarding (on average) each hour? The count seems easy - 1, 2! Done! Thank you for your attention."*

#### **4. FY23-24 Budget Hearing**

Amy reviewed the FY23-24 LB-20 included in the meeting materials and discussed each line item, highlighting:

- Grants included in the contract revenue, other revenue, and state and federal assistance.
- Building expenses are high again as the air conditioner that was supposed to be replaced in FY23 was pushed to FY24.
- Professional fees are less than previous years since the Transit Master Plan has concluded.
- Operations Expenses were increased due to maintaining older vehicles. The Columbia Gorge Express vehicles are expected to be replaced in mid FY24.
- Fuel expenses were decreasing but staff has seen an increase recently. The budgeted amount for fuel remains high to accommodate the dips and spikes.
- Advertising & Marketing is less than previous years due to the success of the GORge Pass marketing program and less HRCTD resources have been needed.
- Grant/Contract Match Funds increased significantly from last year due to the Multnomah Falls Transportation Ambassadors program being contracted out, the Mobility Manager/Travel Trainer that is shared with MCEDD, the new vanpool program, and the e-bike lending and subsidy program if awarded the Carbon Reduction Program.
- Personnel expenses increased due to increased benefits and other potential changes.
- Total resources and total requirements.

There was discussion regarding contingency and reserve funds, how to reduce the fuel expense, and grant match funds.



**5. Adjournment – 4:17pm**

**Motion:** Megan R made a motion to adjourn the FY23-24 Budget Hearing at 4:17pm.  
The motion was seconded by Leti.

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

**Opposed By:** None



**Wednesday, June 21<sup>st</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**  
**4:15 p.m. – 5:30 p.m.**

**Meeting Minutes**

**1. Call Meeting to Order**

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

Staff requested that agenda item 6 (c) – Free Fares on the Hood River City Route on July 4th and 10 (c) – Land for Sale, be added to the consent agenda.

**Motion:** Lara made a motion to add agenda item 6 (c) and 10 (c) to the consent agenda. The motion was seconded by Megan R.

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

**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:** None

**Staff:** Amy Schlappi, Tiah Mayhew

**Public:** Kathy Fitzpatrick, Susan Wright, Eleazar Reyes, Gisela Ayala Echeverria

**3. Approval of May 17<sup>th</sup>, 2023, Board of Director Meeting Minutes**

Greg asked if there were any changes that the board would like to make to the May 17<sup>th</sup> meeting minutes. The meeting minutes were included in the board meeting materials.

**Motion:** Lara made a motion to approve the May 17<sup>th</sup> Meeting Minutes. The motion was seconded by Leti.

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

**Opposed By:** None

**4. Public Comment**

No general public comments were made.

**5. Gorge Regional Transit Strategy**

Kathy Fitzpatrick, MCEDD Senior Mobility Manager, reviewed with the board the final findings of the Gorge Regional Transit Strategy. The final Gorge Regional Transit Strategy document was included in the board meeting materials.



There was general discussion of what concerns staff regarding the strategy and how the plan addressed them. Amy stated that the resolution did a good job of not committing the district to any future actions or any financial commitment but stating that HRCTD was wanting to be a partner. She continued that the recently adopted Transit Master Plan is what will be referred to for service related the decisions and the board will continue to be the governing body of the district. There was also discussion regarding how this strategy was unique, lessons that can be learned from other examples and next steps.

## 6. Resolution & Action Items

### a. Adoption of the Gorge Regional Transit Strategy

Amy read resolution 062120231 to adopt the Gorge Regional Transit Strategy.

**Motion:** Megan R made a motion to approve resolution 062120231 to adopt the Gorge Regional Transit Strategy. The motion was seconded by Darrell.

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

**Opposed By:** None

### b. Adoption of the FY23-24 Budget and Approval of Tax Rate

Amy commented on the public comment that was submitted by email that staff used to provide boarded rides per hour and staff is happy to include again. Staff is also working with other GorgeTranslink providers to go through a training and to work together to ensure data is shared in a consistent format and best practices are utilized.

Greg read resolution 6152023 to adopt the FY23-24 Budget and Approval of Tax rate that was included in the board meeting materials.

**Motion:** Leti made a motion to approve resolution 6152023 adopting the Hood River County Transportation District FY23-24 Budget and Approval of the Tax Rate. The motion was seconded by Darrell.

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

**Opposed By:** None

### c. Free Fares on the Hood River City Route on the 4<sup>th</sup> of July

Amy asked the board to approve free fares on the Hood River City Route on the 4<sup>th</sup> of July. The board has done this for the past several years.

**Motion:** Lara made a motion to approve free fares on the Hood River City Route on July 4th. The motion was seconded by Tamra.

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

**Opposed By:** None

## 7. Quarterly Financial Report



The updated financial report was included in the board meeting materials. Tiah updated the board on the bank transition from Umpqua to Key Bank. Everything will be transitioned by July 1<sup>st</sup>.

## **8. Operations Manager Report**

Amy reviewed the Safety Scores, Operations Data, and Reported Data which were included in the meeting materials. The Safety Score has improved. One accident which occurred on the Hood River City route and can be attributed to Flag Stops. Harsh events have also been reduced. On Time Performance continues to be pending and dependent on the new dispatching software. Staff need to research more on the hours driven as there seems to be a discrepancy. There was discussion of a couple of customer related incidents.

Ridership is showing an upward trend. The service hours are all consistent with what was operated last year. There was discussion regarding a slight decline in ridership on the Upper Valley service.

Tim Clemenson was the employee of the month. Tim started as a non-CDL driver and has worked hard to earn his Class B CDL and has been a big help this last month when there were staffing issues due to several unexpected illnesses.

Three of the older vehicles were sold on an online auction and soon additional vehicles will be listed.

## **9. Executive Session ORS 192.660(2)(d) - To conduct deliberations with persons designated to carry on labor negotiations.**

Greg called the Executive Session to order by citing ORS 192.660(2)(d) – To conduct deliberations with persons designated to carry on labor negotiations. Staff placed members of the public into the waiting room. No members of the press were present.

**Motion:** Tamra made a motion adjourn from Executive Session at 5:21PM. The motion was seconded by Lara.

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

**Opposed By:** None

**Motion:** Megan R made a motion to approve Amy to move forward based on the conversation that occurred in the Executive Session. The motion was seconded by Leti.

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

**Opposed By:** None

## **10. Executive Director Report**

### **a. Multnomah Falls Exit 3 Timed Use Permit Update**



Amy stated that staff is drafting a letter for the board to review that highlights safety concerns related to the Multnomah Falls Exit 31. She asked for general approval to work with Greg to finalize the letter. General approval was given.

**b. Grant Applications Update**

Amy updated the board that she had submitted the Carbon Reduction Program and CARES grant application in the past two weeks. Both grant programs are awarded the district would receive an additional \$1 million in grant funds. There was some discussion regarding the grant applications.

**c. Land for Sale**

Amy stated that the land across the street from the CAT office is expected to go on the market soon and could be an opportunity for the district. She will keep the board in the loop. There was discussion regarding the location of the CAT facility.

**11. Discussion Items**

**a. Removal of Flag stops**

In the board meeting materials staff had included a memo regarding flag stops. Amy summarized that flag stops cause safety concerns and unnecessary rider issues. Amy asked for approval from the board to begin the process of notifying the public of the change. The board generally agreed.

**b. Day Pass**

Tiah reviewed the memo included in the board meeting materials discussing staff's interest in removing the day pass fare. The day pass was originally a pilot program to encourage people to use public transit again after COVID. This fare is reducing revenue that could assist with different grant matches. The board generally agreed for staff to begin the public process required when fare changes are proposed.

**c. Fall Service Changes**

Amy reviewed the Fall Service Changes memo included in the board materials stating that the staff would like the board to consider removing the Hood River Connect and Cascade Locks services in the fall. The board generally agreed but asked staff to see if there was any other way that staff can create a better connection between the Columbia Gorge Express and downtown Hood River.

**12. Upcoming Events**

**a. End of Terms for Lara Dunn and Leti Moretti**

Lara and Leti were thanked for their service, support and guidance.

**b. Executive Committee Elections & New Board Members**

Amy Reminded board members that at the July meeting board members will need to elect the Executive Committee for FY2024 and that the two new board member's first meeting will be at the July meeting.

**c. Conflict of Interest Forms**



Amy reminded the board that they will need to sign the Conflict of Interest Forms at the July Meeting.

**13. Adjournment – 5:46 p.m.**

**Motion:** Leti made a motion to adjourn the meeting at 5:37pm. The motion was seconded by Lara.

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

**Opposed By:** None