



Wednesday, July 19th, 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 4:01 PM.

2. Roll Call

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

Absent: None

Staff: Amy Schlappi, Tiah Mayhew, Jeff Acciaioli

Public: Kathy Fitzpatrick, Councilmember Doug Stepina, Eleazar Reyes, Gisela Ayala-Echeverria, Tamra Taylor

3. Approval of June 21st, 2023, Board of Director Meeting Minutes

Greg asked if there were any changes that the board would like to make to the June 21st meeting minutes. The meeting minutes were included in the board meeting materials.

Motion: Megan R made a motion to approve the June 21st Meeting Minutes. The motion was seconded by Darrell.

Approved by: Meghan L, Megan R, Darrell, Greg

Opposed By: None

4. Public Comment

No public comments were made.

5. Oath of Office

Eleazar Reyes, Gisela Ayala-Echeverria, and Tamra Taylor were elected by residents of Hood River County to serve a four-year term from July 1, 2023 – June 30, 2027. All three individuals performed the Oath of Office.

6. Financial Report

Tiah reviewed the draft version of the budget vs. actual report that was included in the board materials to show how staff is anticipating ending FY23. FY23 actuals are still in



the process of being finalized. The numbers should remain relatively the same. Tiah highlighted:

- Fare revenue actual is above budget
- Total revenue shows below budget – that is due to the accounting basis change and should even out in FY24
- Operating Expenses is below budget even with Preventative Maintenance/Repairs overages
- Staff is still waiting on several federal and state grant reimbursements

Staff realized that Keybank does not link up with Quickbooks appropriately and was able to get the Umpqua account to meet our needs. Staff in consultation with Darrell and Greg have made the decision to stay with Umpqua.

7. Resolution & Action Items

a. Election of Chair, Vice-Chair, and Secretary Treasurer

Amy reviewed the different positions and responsibilities.

Motion: Megan R made a motion to nominate Greg Pack as the Board Chair for FY24. The motion was seconded by Meghan L. Greg accepted the nomination.

Approved by: Gisela, Meghan L, Tamra, Megan R, Darrell, Greg

Abstained by: Eleazar (was remote and not able to respond)

Opposed by: None

Motion: Greg made a motion to nominate Megan Ramey as the Board Vice-Chair for FY24. The motion was seconded by Gisela. Megan accepted the nomination.

Approved by: Gisela, Eleazar, Meghan L, Tamra, Megan R, Darrell, Greg

Opposed by: None

Motion: Megan R made a motion to nominate Darrell Roberts as the Secretary/Treasurer for FY24. The motion was seconded by Tamra. Darrell accepted the nomination.

Approved by: Gisela, Eleazar, Meghan L, Tamra, Megan R, Darrell, Greg

Opposed by: None

b. Approval of Eligible Check Signers

Since the Executive Committee did not change, no new check signers need to be added to the bank account.

8. Operations Manager Report

Jeff reviewed the Safety Scores, Operations Data, and Reported Data which were included in the meeting materials. The Safety Score has improved. There was a minor vehicle incident and one customer incident where that customer hit an employee



motorcycle. On Time Performance continues to be pending and dependent on the new dispatching software.

Amy discussed ridership. Staff continue to see an increase in ridership, especially on the Hood River City Route and the Columbia Gorge Express. There was discussion regarding the Dog Mountain service ridership. The Link is now operating The Dalles – Hood River service. Boarded rides per hour have been added to the board ridership report. Megan shared a happy rider comment.

Debra Kelley was the employee of the month. Debra is always a team player and happy to help cover a shift for a fellow driver.

Two of the older Gilligs will be posted on the Auction website to be sold.

9. Executive Director Report

a. Multnomah Falls Exit 3 Timed Use Permit Update – Letter from the Board

Amy asked the board for guidance and feedback on the draft letter included in the board materials to ODOT leadership regarding safety and long-term solutions at the I-84 Exit 31 parking lot. The intent of the letter is to encourage decision makers to determine what the best long-term solution is and to create an implementation plan. There was discussion regarding the ODOT 2019 Safety and Congestion Plan and the timed use program permit. Board members did not suggest any changes and gave general approval for staff to send to decision makers.

b. FTA 533 Low-No Grant Award Update

Amy discussed the FTA 5339 Low-No funds that were recently awarded. The agreement with ODOT/FTA is expected to be signed in 9 to 10 months. Once the agreement is signed, staff can move forward with purchasing electric buses, charging stations, and putting an RFP out for a consultant to assist with the facility expansion. The property across the street is not yet on the market, but staff continue to keep it on their radar and if the board is interested in pursuing a NEPA review is required. There was discussion regarding the amount included in the grant for infrastructure improvements.

c. Conflict of Interest Statements

Each year HRCTD Board Members must complete an updated Conflict of Interest Statement. Staff keep these on file.

d. Termination of Flag Stop Policy Effective September 2023

Based on the June board meeting our intent is to have the board vote on removing the Flag Stop Policy at the August Board Meeting. Staff will advertise in the newspaper, digital platforms, buses, and at bus stops.



e. Fall Service Changes Effective September 2023

At the June board meeting the board approved staff to look at removing the Cascade Locks Deviated Fixed Route and the Hood River Connect Services. Staff have been working with community members and stakeholders to determine impact and mitigation measures. The intent is for board members to vote on at the August board meeting and to be effective in September if approved.

10. Discussion Items

a. City of Hood River Westside Urban Renewal District

Amy asked the board for feedback on what they would like to include in the letter to the Hood River City Council regarding the Westside Urban Renewal District memo and references were included in the board materials. City of Hood River Councilmember Stepina joined the meeting to answer questions from board members. Staff expressed concern about losing funds that are typically used for match. Megan R expressed concern about the de-prioritization of community projects over mega infrastructure projects on ODOT right of way and to ensure consistency of design along Cascade Ave. Discussion about avenues of funding for large ODOT projects, the district still being able to meet current financial obligations and potential for additional urban renewal districts being added and how that will impact the district. Board approved Amy to work with Megan to finalize letter that encompassed those concerns.

b. Union Amendment

Greg asked about the status of the Union Contract Amendment. Amy confirmed that the amendment was approved.

c. Social Media

Megan R shared the social media updates that she is working on with the Administrative Assistant that highlights the work she is doing with local students to take bike trips using the bus.

11. Upcoming Events

a. Day Pass Fare Removal Public Hearing #1

The first public hearing to discuss the removal of the \$15 1-day pass as an eligible fare will be August 16, 2023.

12. Adjournment – 4:59 p.m.

Motion: Meghan L made a motion to adjourn the meeting at 4:59 pm. The motion was seconded by Tamra.

Approved by: Gisela, Eleazar, Meghan L, Tamra, Megan R, Darrell, Greg

Opposed By: None