



Wednesday, August 16th, 2023

1- Day Pass Fare Removal – 1st Public Hearing

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 public hearing to order at 4:02 PM.

2. Roll Call

Tiah took roll call: Greg Pack – Board Chair, Megan Ramey – Vice Chair, Darrell Roberts – Secretary/Treasurer, Eleazar Reyes, Gisela Ayala-Echeverria, Tamra Taylor, Meghan Larivee (joined at 4:05 PM)

Absent: None

Staff: Amy Schlappi, Tiah Mayhew, Jeff Acciaioli

Public: Kathy Fitzpatrick

Staff requested that public hearing agenda item 3 - Public Comment be switched with agenda item 4 - Removal of 1 – Day Pass Fare Removal Discussion.

Motion: Tamra made a motion to approve the switch of public hearing agenda items 3 and 4. The motion was seconded by Megan R.

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

Opposed By: None

3. Removal of the 1 Day Pass Fare Removal Discussion

Amy reviewed the proposal that was included in the board meeting materials, by highlighting:

- This was a pilot program to encourage visitors to use transit again after the pandemic. Those riders have since returned to using transit.
- This is a digital pass only which has created customer issues.
- The 1-day pass is geared towards visitors and does not add additional benefits to local community members.

There was discussion regarding the potential implications of removing the pass.

4. Public Comment

No public comment was made.

5. Adjournment



Motion: Megan R made a motion to adjourn the public hearing at 4:08 PM. The motion was seconded by Meghan L.

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

Opposed by: None



Wednesday, August 16th, 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 4:08 PM.

2. Roll Call

Tiah took roll call: Greg Pack – Board Chair, Megan Ramey – Vice Chair, Darrell Roberts – Secretary/Treasurer, Meghan Larivee, Eleazar Reyes, Gisela Ayala-Echeverria, Tamra Taylor

Absent: None

Staff: Amy Schlappi, Tiah Mayhew, Jeff Acciaioli

Public: Kathy Fitzpatrick

3. Approval of July 19th, 2023, Board of Director Meeting Minutes

Greg asked if there were any changes that the board would like to make to the July 19th meeting minutes. The meeting minutes were included in the board meeting materials.

Motion: Meghan L made a motion to approve the July 19th Meeting Minutes. The motion was seconded by Tamra.

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

Opposed by: None

4. Public Comment

No public comments were made.

5. Financial Report

Tiah stated that staff would send the statement of activity on months when the Quarterly Financial Reports are not reviewed so that the board has a general idea of the financial status.

For the month of July Tiah highlighted:

- Audit will begin the beginning of September.
- KeyBank Account has been closed.
- Q4 Grant Reimbursements will be submitted by August 18th.

There was discussion regarding outstanding federal reimbursements and the reason for delayed reimbursement payments.



6. Resolution & Action Items

a. Approval to remove Cascade Locks Deviated Fixed Route

Amy reviewed the Cascade Locks Deviated Fixed Route Memo provided in the board materials. Staff propose terminating the Cascade Locks Deviated Fixed Route Service, but to offer Dial-A-Ride services instead to City of Cascade Locks residents who need demand response service. Amy discussed the outreach and research done.

There was discussion on potential implications for riders, services that have been provided to Cascade Locks, additional data needed to understand long term needs of the City of Cascade Locks, and future services as identified in the Transit Master Plan.

Motion: Megan R made a motion to remove the Cascade Locks Deviated Fixed Route service and replaced with Dial-A-Ride. The motion was seconded by Meghan L.

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

Opposed by: None

b. Approval of Updated Child Policy

Amy reviewed the Child & Age Limit Policy Memo included in the board meeting materials and staff proposal. Proposed policy language is:

Riders 10 and under ride for FREE.

The public transit system welcomes all riders. However, bus drivers have the right to refuse service to any rider 10 and under who is without supervision. Call your local provider to find out if pre-authorization for young riders is needed.

There was discussion regarding implications of the policy and if the board would like to allow for pre-authorization of riders 10 and under to ride CAT services without supervision. The board asked staff to create a pre-authorization policy for the board to review at a future meeting.

Motion: Tamra made a motion to approve the child policy stating, *"The public transit system welcomes all riders. However, bus drivers have the right to refuse service to any rider 10 and under who is without supervision."* The motion was seconded by Meghan R.

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

Opposed by: None

c. Approval of Updated HRCTD Financial Accounts Structure

Tiah and Amy reviewed the Financial Account Structure Memo that was included in the board materials. The staff proposes adding accounts for Statewide Transportation Improvement Funds (STIF) and vehicle sales revenue to provide clarity of revenues and interest earned. Additionally, staff recommends moving contingency and reserve funds from the Hood River County LGIP fund into a district controlled short term high interest account (i.e. money market or LGIP)



through an eligible bank or organization. Staff provided a couple of options on how to accomplish the proposal.

Darrell and Meghan L were concerned with the district holding all funds through Umpqua.

Motion: Tamra made a motion to approve staff to move forward with Option 2 by creating a STIF Umpqua Money Market account, Vehicle Sales Revenue Umpqua Money Market account, and Contingency/Reserve short term high interest account with the stipulation that the 3rd account is held at an eligible institution (not Umpqua). The motion was seconded by Darrell.

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

Opposed by: None

d. Approval to move Hood River LGIP Pool Funds

Amy reviewed the proposal, also stated in the Financial Account Structure Memo, to amend the current policy in the Financial Management Policy that requires staff to ask approval from the board anytime staff needs to move funds from the County LGIP account. After discussion the board agreed to approve staff to remove funds from the Hood River County LGIP account on a quarterly basis to the Contingency/Reserve account as outlined in agenda item 6c.

Motion: Megan R made a motion to approve amending the Financial Management Policy to allow staff to remove funds from the Hood River County LGIP account and into the Contingency/Reserve account on a quarterly basis. The motion was seconded by Meghan L.

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

Opposed by: None

7. Operations Manager Report

Jeff reviewed the Safety Scores, Operations Data, and Reported Data which were included in the meeting materials. The Safety Score had a slight dip due to an increase in speeding. Harsh events were reduced. On Time Performance continues to be pending and dependent on the new dispatching software. There was 1 customer incident due to a couple arguing in the office and the police were called. There was 1 customer complaint regarding the mid-day service gap on the Upper Valley route.

Rod Espe was the employee of the month. Rod did a great job at assisting with the recent union negotiations and in general communicating with management staff.

Overall ridership and hours of service was reduced due to the removal of The Dalles service. Columbia Gorge Express and Cascade Locks ridership likely increased due to visitors and PCT hikers.

Staff is working with Lightning eMotors to resolve standing issues with the Electric Van.



Two of the older Gilligs were sold through the Oregon auction website.

Service changes to the Columbia Gorge Express and Weekend White Salmon services will be implemented on September 9th. There was discussion on the changes being made and the reason for the change.

8. Executive Director Report

a. Multnomah Falls Exit 31 Timed Use Permit

Amy reminded board members that the Multnomah Falls Timed Use Permit program will end September 5th. Staff continue to work with ODOT & Partners to work on long-term solutions. No discussions have yet occurred on what will happen next year. Based on feedback the letter from the board will be sent to the Oregon Transportation Commission and congressional delegates.

b. Hood River Connect Update

Amy stated that staff decided to keep the Hood River Connect service as there are more opportunities to improve communication and increase ridership.

There was a quick discussion as to how the drivers could be more communicative about how to use the service and updates that can be made to the website to increase ridership.

c. Upcoming Compliance Audit

Amy let board members know that on September 25th and 26th ODOT and Consultant RLS will be performing a compliance audit. Staff is working on ensuring that the district is prepared for the audit.

d. Termination of Flag Stop Policy

Amy stated that staff have not yet been able to complete the formalization of the informal bus stops that had been created with flag stops. Staff has decided to wait on pursuing the removal of this policy until this has been accomplished.

9. Discussion Items

a. Uber/Lyft

Amy shared that the City of Hood River is reviewing the opportunity to ensure Lyft/Uber could come to the City of Hood River if they decide to do so. General discussion on potential implications and resources of existing data looking at similar scenarios. The board generally agrees that Lyft/Uber could be a benefit to the community especially after hours, help in times of peak need (i.e. holidays), lead to additional congestion and safety concerns in City of Hood River, and could make it more difficult to access bus stops.

10. Upcoming Events

a. Day Pass Fare Removal Public Hearing #2



The second public hearing to discuss the removal of the \$15 1-day pass as an eligible fare will be September 20th, 2023.

11. Adjournment – 5:40 PM

Motion: Meghan L made a motion to adjourn the meeting at 5:40PM. The motion was seconded by Tamra.

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

Opposed By: None