



Wednesday, September 20<sup>th</sup>, 2023

**1- Day Pass Fare Removal – 2nd 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 Board of Director's Public Hearing to order at 4:00 PM.

**2. Roll Call**

Tiah took roll call: Greg Pack – Board Chair, Darrell Roberts – Secretary/Treasurer, Gisela Ayala-Echeverria, Tamra Taylor

**Absent:** Meghan Larivee, Eleazar Reyes, Megan Ramey – Vice Chair

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

**Public:** Emily Beckett (Merina & Co)

**3. Public Comment**

No public comment was made.

**4. Removal of the 1 Day Pass Fare Removal Discussion**

There was no additional discussion by board members regarding the removal of the \$15 1-Day Pass as an eligible fare.

**5. Adjournment**

**Motion:** Tamra made a motion to adjourn the public hearing at 4:02 PM. The motion was seconded by Gisela.

**Approved by:** Gisela, Tamra, Darrell, Greg

**Opposed by:** None



**Wednesday, September 20<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**  
**4:15 p.m. – 5:30 p.m.**

**Meeting Minutes**

**1. Call Meeting to Order**

Greg called the Board of Directors Meeting to order at 4:02 PM.

**2. Roll Call**

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

**Absent:** Meghan Larivee, Eleazar Reyes,

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

**Public:** Emily Beckettold (Merina & Co)

Amy suggested that the board move agenda item 5- Financial Report to agenda item 3 so that any member of the public who would like to discuss the removal of the day pass may since the public hearing was finished earlier than expected.

**Motion:** Megan R made a motion to approve moving agenda item 5 to 3. The motion was seconded by Tamra.

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

**Opposed by:** None

**3. Financial Report**

**a. Quarterly Financial Report**

Amy introduced Emily Beckettold from Merina & Co and serves as the board outside accountant.

Emily highlighted items detailed in the financial report that was provided to the board in the board materials:

- Total available cash at the end of August was just over \$1million.
- Trending on budget for fuel even with recent fuel increase.
- Operation Expenses were less than budgeted as staff expected higher expenses than in previous years due to repairs of older vehicles.
- Grant reimbursements for Dog Mountain Shuttle and the Multnomah Falls Transportation Ambassadors program will be submitted in early October and expected to be paid by the end of the year.



There was discussion on when the district would receive grant reimbursements that were recently submitted and the delay behind the reconciliation of the Key Bank Credit Card.

**b. Audit Planning**

Tiah updated the board that the audit process for FY23 has started. The statement of activity and budget v. actuals for FY23 was included in the board meeting packet and should be the finalized version pending auditor entries.

There was a brief discussion regarding the direct service wages and taxes and why they were different than the previous fiscal year.

**4. Approval of August 16<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 August 16<sup>th</sup> meeting minutes. The meeting minutes were included in the board meeting materials. Megan R pointed out that her and Meghan L's names were spelled incorrectly a couple of times.

**Motion:** Megan R made a motion to approve the August 16<sup>th</sup> Meeting Minutes with name corrections. The motion was seconded by Tamra.

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

**Opposed by:** None

**5. Public Comment**

No public comments were made.

**6. Resolution & Action Items**

**a. Removal of the 1-Day Pass as an Eligible Fare**

Amy reviewed the updated Removal of the \$15 1-Day Pass as an Eligible Fare Memo included in the board materials. The staff recommendation is that the \$15 1-Day Pass is removed as an eligible fare.

**Motion:** Tamra made a motion to remove the \$15 1-Day Pass effective September 21<sup>st</sup>. The motion was seconded by Megan R.

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

**Opposed by:** None

*Note: Even though the removal of the pass was effective September 21<sup>st</sup> staff implemented the change on October 9<sup>th</sup> to ensure the public had enough notice of the approved change.*

**b. Approval of New Account for Contingency/Reserve Funds**

Amy reviewed the New Account for Reserve/Contingency Funds Memo that was included in the board materials. The outside accountant, Emily Bechtold,



recommends that the Contingency/Reserve funds are kept in a district controlled LGIP account.

Emily discussed the Local Government Investment Pool (LGIP) and why her accounting firm recommends it to eligible clients. She discussed why it is considered secure due to state stipulations as there are very specific rules on what is or is not allowed to be invested. The district is the only government client, to her knowledge, that Merina & Co has that does not already have their own LGIP account.

There was general discussion of other entities who have LGIP accounts.

**Motion:** Megan R made a motion to approve staff to open a district controlled LGIP account for Contingency/Reserve funds. The motion was seconded by Darrell.

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

**Opposed by:** None

## 7. Operations Manager Report

### a. Employee of the Month

Jeff explained that Michael Kirby, Field Supervisor, was chosen for the employee of the month. Michael has grown tremendously since he began at the organization and in the last 6 months or so has gained confidence and found his place within the organization.

### b. Performance 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. On Time Performance is supposed to be added in October but will likely be delayed due to dispatch software issues. There was discussion regarding 2 minor vehicle incidents.

### c. Ridership

Overall ridership and service hours increased. There was an increase in the White Salmon Service. Ridership at Viento for the ODOT event was 6 people. There were 83 riders on the Columbia Gorge Express that day which was an average summer day.

Amy shared that staff is exploring options to serve Viento and Mitchell with ODOT. There was discussion regarding providing transit service to these locations.

### d. Dispatch Technology Update

Staff have realized after implementing the new dispatch technology that it does not work as well as the old cheaper dispatch technology and the benefits of the



new technology does not outweigh the costs. Staff will continue with the old dispatch technology for most routes until a new option is identified.

## **8. Executive Director Report**

### **a. Multnomah Falls Exit 31 Timed Use Permit**

Amy shared that the Summer 2023 Multnomah Falls Exit 31 Timed Use Permit program has concluded and was seen as a success. Columbia Gorge Express ridership increased when compared with the previous year. Ridership for July 2023 was significantly different than in July 2022. Ridership in 2023 was a slight increase over August 2022.

### **b. Upcoming Compliance Audit**

On September 25<sup>th</sup> and 26<sup>th</sup> ODOT and Consultant RLS will be performing a compliance review of district operations. Staff have submitted all required documents.

### **c. Board Member Update**

Darrell has informed staff that he will be moving and no longer able to serve on the board. The October board meeting is expected to be his last meeting. Amy asked board members to encourage people in your network or people you think would be an asset to the district to apply. The goal is to have interim board member candidates for review at the October or November Meeting. The opening will be advertising via public notice, social media, newsletter and on the CAT website.

There was discussion about filling the Secretary/Treasurer role and requirements to be eligible to be a board member.

### **d. Gorge Pass Update**

Staff have worked with the Skamania County, The Link, and MATS to adjust the dates of the Gorge Pass. Instead of the pass being good for a calendar year any new passes purchased will be good for a full year from date of purchase.

There was discussion regarding the student fare pass distribution for the current school year.

Additionally, staff are working with the Gorge Pass marketing consultant and Kathy Fitzpatrick, MCEDD, to figure out ways that CAT staff may be able to outsource some marketing responsibilities as appropriate. Many of the marketing tasks can be done under the current grant. If CAT wishes for more CAT specific content, then additional fees may be required, but was included in the budget. This will allow CAT staff to focus on other responsibilities.

### **e. Organizational Update**



The operations assistant, which was a pilot program role, recently left the organization. After consideration staff felt that it was more important to have a dedicated Administrative Assistant rather than an Operations Assistant. Staff have decided to split up the current Administrative Assistant/ Dispatcher position into two positions. An organizational chart to describe the change was included in the board materials. The district will remain with the same number of employees and within the current budget. The job posting for the Administrative Assistant will be posted in mid-October at the latest.

**9. Discussion Items**

Megan R asked about the policy for paying for marketing. Amy will explained that the Gorge Pass has more flexibility.

**10. Upcoming Events**

- a. **School Open Houses**
- b. **Fiesta Culturale at One Community Health**

**11. Adjournment – 4:53 PM**

**Motion:** Megan R made a motion to adjourn the meeting at 4:53 PM. The motion was seconded by Tamra.

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

**Opposed By:** None