



**Wednesday, October 18<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**  
**4:00 p.m. – 5:30 p.m.**

**Meeting Minutes**

**1. Call Meeting to Order**

Greg called the Board of Directors Meeting to order at 4:03 PM.

**2. Roll Call**

Tiah took roll call: Greg Pack – Board Chair, Darrell Roberts – Secretary/Treasurer (left at 4:25pm), Gisela Ayala-Echeverria, Tamra Taylor, Eleazar Reyes, Meghan Larivee (left at 5:00pm)

**Absent:** Megan Ramey – Vice Chair

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

**Public:** Jovi Arellano (ODOT), Kathy Fitzpatrick (MCEDD), Jody Behr, Matt Althoff

Amy introduced Jovi Arellano, ODOT Region 4 Coordinator, who will be working with CAT while ODOT looks for Valerie Egon's (former ODOT Region 1 Coordinator) replacement.

**3. Financial Report**

Tiah presented the budget versus actuals and the statement of activity, noting that the financial situation was on track. She also provided updates on the banking situation, informing board members that the LGIP account should be finalized by the end of next week, and the new credit cards through Umpqua should be received soon.

There was discussion regarding which employees will be receiving credit cards, what the policy is, and what the limits will be for different positions.

**4. Approval of September 20<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 September 20th meeting minutes. The meeting minutes were included in the board meeting materials.

Greg asked that the draft minutes be sent to the board a couple of days after the board meeting so that it can be reviewed and ensured accurate while fresh in everyone's minds.



**Motion:** Tamra made a motion to approve the September 20th Meeting Minutes with name corrections. The motion was seconded by Meghan L.

**Approved by:** Gisela, Tamra, Meghan L, Darrell, Greg, Eleazar

**Opposed by:** None

## 5. Public Comment

Interim Bard Member candidates Jody Behr and Matt Althoff introduced themselves and described why they would like to be board members.

## 6. Resolution & Action Items

### a. Approval of Employee Handbook

Amy reviewed the Employee Handbook Memo included in the board materials and briefly discussed what changes were made. All changes have been approved by the HR consultant. The staff recommendation is to approve staff recommended changes.

There was discussion regarding how the updated handbook will be shared with current employees, how it is shared with employees during onboarding, and annual reviews of the employee handbook.

**Motion:** Tamra made a motion to approve the updated Employee Handbook. The motion was seconded by Meghan L.

**Approved by:** Gisela, Tamra, Meghan L, Greg, Eleazar

**Opposed by:** None

### b. Review of Board Member Candidates

Amy stated that the application for the board members were included in the board materials. Board members discussed what skills and qualities would be helpful with Darrell leaving. Board members agreed that both candidates were well qualified and could contribute in different ways. There was discussion on how to engage the candidate who was not chosen.

**Motion:** Tamra made a motion to appoint Matt Althoff as Interim Board Member. The motion was seconded by Meghan L.

**Approved by:** Gisela, Tamra, Meghan L, Greg, Eleazar

**Opposed by:** None

### c. Approval to Work with Executive Committee for Potential Land Acquisition Opportunities

Amy reviewed the Approval to Work with the Executive Committee for Potential Land Acquisition Opportunities Memo that was included in the board materials. There was discussion regarding if there should be conditions included as to what the Executive Committee can approve.

**Motion:** Tamra made a motion to approve the Executive Director to work with the Executive Committee to engage in preliminary acquisition activities to



procure land or property that can be used as a park & ride if an opportunity arises that is close to the CAT Transit center and would meet district needs. The motion was seconded by Gisela.

**Approved by:** Gisela, Tamra, Meghan L, Greg, Eleazar

**Opposed by:** None

## **7. Operations Manager Report – Jeff Acciaioli**

### **a. Employee of the Month**

Jeff explained that Tiah Mayhew, Office Manager, was chosen for the employee of the month. Tiah is consistently a team player and always willing to help on a project even when she has a large stack of invoices on her desk. She is committed to getting the job done and ensure that all team members feel supported.

### **b. Performance Report**

Jeff stated there have been improvements in speeding and harsh events, a decrease in miles driven and service hours, and a rise in fuel costs. There were also several complaints and incidents detailed, such as customer frustration with posted schedules, a driver hitting a curb and causing injury to a passenger, and a wheelchair not being properly strapped down, resulting in damage and a claim for repair. The incidents were all ongoing, with some being investigated by insurance. Proactive measures taken to prevent future incidents, like removing hubcaps from vehicles.

### **c. Ridership**

Jeff briefly discussed that a couple of ridership numbers from previous months were updated, and it was reflected in the data included in the board materials. Overall ridership has slightly decreased due to the removal of the Cascade Locks service.

### **d. Dispatch Technology Update**

Staff confirmed that the district will not be moving forward with Downtowner due to issues with the data compilation and will only be using it in the short term for demand response. Unite will be used for all fixed routes. The operations team will begin the process of looking for new dispatching software by the end of the year or early 2024.

### **e. Winter Update**

For the 2023-2024 winter season CAT will most likely not be using the Event Site as a bus stop nor a park and ride due to changes in the fees to use the stop. CAT would instead use the existing 1<sup>st</sup> & Riverside bus stop. Staff is working on ensuring that there are adequate park & ride facilities available.



Staff discussed roadblocks for incentivizing drivers to drive the Gorge-to-Mountain service. There was discussion regarding the Teacup bus stop and potential opportunities to move the stop.

**f. Bus Stop Update**

*Note: This item was accidentally not discussed but will be added to the November agenda.*

**8. Executive Director Report – Amy Schlappi**

**a. Compliance Review**

Amy discussed the compliance review that was completed by ODOT and consultants on September 25<sup>th</sup> & 26<sup>th</sup>. The review was comprehensive and reviewed Program Management, Financial Management, Operations Management, Procurement, Use & Maintenance of Project Equipment, Civil Rights, American with Disabilities Act, Charter and School Bus, Statewide Transportation Improvement fund.

There was a brief discussion of the findings, which were minimal. Staff are working on rectifying these solutions and will then send the updated documents/processes to ODOT when completed. To rectify some of these findings changes to the Procurement Policy and Financial Management Policy need to be made. Staff are expecting to present the updated Procurement Policy and Financial Management Policy for approval at the November meeting.

**b. Recently Awarded Grant Update**

**Carbon Reduction Program:** Amy is working with ODOT to create the agreement and expects implementation to begin January 2024.

**Inebriated Driving Reduction Grant:** Amy is working with ODOT to create the agreement. The intent is to start the foundation of the program (agreements with taxi provider, press release, creation of marketing materials, etc) in late November. On a related matter, Amy is working with Visit Hood River and the local taxi companies to increase awareness of local transportation options. This is something that the City Council has asked the group to work together on as part of the discussion regarding Uber/Lyft.

**c. Travel Trainer Videos**

As part of the Travel Training support program for Wasco and Hood River Counties that CAT and The Link have partnered on, MCEDD created some great videos. Amy shared one of the videos. A link to the GorgeTranslink website is available on the CAT website under the “Ride CAT” section.

**d. Website Update**

Amy has been working with the Website designer to provide some updates to our front page to make it a little easier for folks to find their route and to access



service updates. There was a brief discussion. Board members agreed to review after the board meeting and send comments to Amy.

**e. Upcoming Presentations**

Amy stated that she has two conferences coming up where she will be presenting about using transit to serve recreational sites. Specifically, she will be discussing the Gorge-to-Mountain and Columbia Gorge Express services. Key points will be how the services started, what are the use cases, how they have been implemented, and challenges faced. There was discussion about where the conferences are located and scholarships that will be used to pay most of the travel expenses.

**9. Discussion Items**

There were no discussion items added.

**10. Upcoming Events**

- a. CAT Board & Employee Holiday Party – December 9th

**11. Adjournment – 5:31 PM**

**Motion:** Tamra made a motion to adjourn the meeting at 5:31 PM. The motion was seconded by Gisela.

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

**Opposed By:** None

Prepared by: Tiah Mayhew, Office Manager

A handwritten signature in black ink that reads "Tiah Mayhew".

Approved by: Darrell Roberts, Secretary-Treasurer

A handwritten signature in black ink that reads "Darrell Roberts".