



Wednesday, December 20th, 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, Meghan Larivee (left at 5:05 pm), Gisela Ayala-Echeverria, Tamra Taylor (Board Secretary/Treasurer), Matt Althoff

Absent: Megan Ramey – Board Vice Chair, Eleazar Reyes

Staff: Amy Schlappi, Tiah Mayhew, Jeff Acciaioli, Tim Ravins

Public: AJ Olson (RTO & Company), Emily Beckett (Merina & Company)

3. Approval of November 15th, 2023, Board of Director Meeting Minutes

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

Motion: Tamra made a motion to approve the November 15th Meeting Minutes. The motion was seconded by Matt.

Approved by: Gisela, Meghan L, Greg, Tamra, and Matt

Opposed by: None

4. Public Comment

No public comment was made.

5. Fiscal Year 2023 Financial Audit Report

AJ Olson, auditor from RTO & Company was introduced. AJ started with a brief overview of the financial statements. Page 6 is the independent auditor report which states the firm's opinion on the financial statements, noting it is their opinion that the financial statements are reported fairly. The Statement of Net Position shows assets, liabilities and ending net position for the district. The government-wide statements included long-term assets and liabilities where the fund statements do not. The district has no long-term debt. AJ continued with overviews of the Statement of Activities and Funds Statement Balance Sheet. He explained the change to the modified cash basis of accounting.



AJ noted the significant deficiency found, which was insufficient controls over the SEFA preparation. This made it difficult to prepare SEFA documents and recommendations were given.

AJ also provided a management comment letter that provided improving tracking of payroll approvals and annual approvals by the board of automatic ACH payments. The board had no further questions for AJ.

6. Quarterly Financial Report

Emily Bechtold from Merina & Co. presented the quarterly financial report noting the summary was done on a modified accrual basis of accounting which doesn't match the same accounts as the audit report, which is okay but the board should be aware. Cash balance was almost the same. AR was higher, outstanding AP was lower. Net position has slightly more money and less liabilities than last year, which is good. Fuel costs, operating expenses and communications costs are down. Grant match expenses are up but within budget. Administrative expenses are up but mostly due to upcoming replacement of HVAC system. Personnel expenses are down, along with driver expenses. Overall, the district is trending on budget and looking good.

Amy noted that staff had included the statement of activity with the same information that Emily had provided but using the cash basis of accounting instead as staff had been providing the monthly report using the cash basis. There was discussion regarding why reports had been presented both in cash and modified accrual basis. Emily discussed the history of the accounting basis change from full accrual to modified cash basis. Amy and AJ explained the Board can suggest or specify what their monthly financial reports can contain and some of the basic context. The reporting for the audit can be different from the statements.

Staff will present a couple of options to the board for what can be included in the financial reports so that they can discuss at the January 2024 board meeting. Staff will then include the approved updates in the district financial management plan.

7. Resolutions & Action Items

a. Approval of Fiscal Year 2023 Audit

Motion: Meghan L. made a motion to approve the Audit Report. The motion was seconded by Matt.

Approved by: Gisela, Meghan L, Greg, Tamra, and Matt

Opposed by: None

Amy will send the management response letter (plan of action letter) to the executive committee prior to sending it to the Secretary of State and ODOT.



Motion: Meghan L. made a motion to amend the Audit Report to approve staff working with Executive Committee to finalize the management plan of action letter before sending to Oregon Secretary of State. The motion was seconded by Tamra.

Approved by: Gisela, Greg, Tamra, and Matt

Opposed by: None

b. Approval of Eligible Check Signers

With the departure of Darrell from the Board and the election of Tamra as Secretary/ Treasurer, CAT needs to update our list of eligible check signer list with the bank. Amy asked the Board to approve Greg Pack, Megan Ramey, Tamra Taylor, Amy Schlappi, and Jeff Acciaioli as check signers. Amount and approval limitations are set in our Financial Management Policy.

Motion: Meghan L. made a motion to approve the approved list of eligible signers. The motion was seconded by Matt.

Approved by: Gisela, Meghan L, Greg, Tamra, and Matt

Opposed by: None

8. Operations Manager Report – Jeff Acciaioli

a. Performance Report

Jeff stated safety score is down to 86, speeding was reduced but harsh events added to the slight drop in the safety score. Fuel costs were down. There were 3 customer incidents. No formal complaints or vandalism. Gorg- to-Mountain has started and ridership of the route was shared.

b. Employee of the Month

Allen Potter was named Employee of the Month.

c. Ridership

Overall ridership is down about 19% from last month but up 10% from the same month in the previous year. The points of data presented on the ridership report were discussed with the addition of % Change Compared to Same Month Previous Year.

d. Removal of the Rosauers stop

On Nov. 30th, CAT was notified the bus stop in the Rosauers' parking lot would have to be removed by the next day. Staff encouraged riders to use the Pacific Avenue stop near 12th Avenue and the Dial-A-Ride service. Staff posted signs at the stop before removal, drivers notified passengers, social media and text alerts were sent out also. Amenities at the current Pacific Avenue stop were discussed, noting shoppers don't have a place to return shopping carts and the lack of a place to sit. Amy is working with the landlord for possible addition of a shopping cart corral and possibly a bus stop shelter. Ridership reports from previous



months show the stop in Rosauers' parking lot was our second most used stop showing the importance of the stop.

Tamra asked what led to the removal of the stop. Two of the shopping centers tenants were having issues with riders coming inside to seek shelter while waiting for a bus and shopping carts not being put away. No prior notifications of these issues were brought to CAT's attention prior to the removal. No specific incident or individuals are known. CAT had an informal agreement to stop on private property which limited options. Staff's goal is now to work with the City of Hood River and ODOT to possibly create an in-lane stop on 13th. Other parking lot stops were discussed including Safeway and the Upper Valley markets we service. Negative feedback from riders after the stop removal was limited. Amy will provide an update on the situation at the next Board meeting.

9. Executive Director Report – Amy Schlappi

a. RTAP Conference

Amy gave an informational update on her Rural Transportation Assistance Program conference experience. She met colleagues from other similar sized agencies and discussed common challenges and solutions. RTAPs offers free resources including website hosting and support consultants, eventually transitioning to this web hosting platform. Resources also include driver training, marketing tool kits and many more. Amy also attended a training course on service forecasting.

b. Pending Grants Update

Staff are still waiting for finalized agreements from ODOT for taxicab voucher program and the E-bike lending library, any update will be shared with the Board.

c. STIF Advisory Committee Update

The committee met and reviewed the Fiscal Year 2023 End of Year Report as well as the status of the current biennium STIF plans. STIF project funds are under budget currently.

10. Discussion Items

No further discussion

11. Upcoming Events

CAT will be closed Dec. 25th and Jan. 1st

12. Adjournment – 5:22 PM

Motion: Matt made a motion to adjourn the meeting at 5:22 PM. The motion was seconded by Tamra.

Approved by: Gisela, Tamra, Greg, Matt

Opposed By: None



The Hood River County Transportation District Board of Directors meeting minutes are prepared and presented in summary form. Video recordings of the meetings are on file at CAT and are part of the approved minutes. If you would like to watch the recording of the meeting, please contact Tim Ravins tim@catransit.org, or call (541) 386-4202.

Prepared by: Tim Ravins, Administrative Assistant

A handwritten signature in black ink, appearing to read "Tim Ravins", with a large, sweeping flourish above the name.

Approved by: Tamra Taylor, Secretary-Treasurer

A handwritten signature in black ink, appearing to read "Tamra Taylor", written in a cursive style.