



Wednesday, January 24th, 2024
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 (left at 5:04 pm), Megan Ramey – Board Vice Chair, Meghan Larivee, Tamra Taylor (Board Secretary/Treasurer), Matt Althoff

Absent: Gisela Ayala-Echeverria, Eleazar Reyes

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

Public: Jovie Arellano (ODOT), Emily Bechtold (Merina & Company)

3. Approval of December 20th, 2023, Board of Director Meeting Minutes

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

Motion: Tamra made a motion to approve the December 20th Meeting Minutes. The motion was seconded by Matt.

Approved by: Megan R, Meghan L, Greg, Tamra, and Matt

Opposed by: None

4. Public Comment

No public comment was made.

5. Quarterly Financial Report

Emily Bechtold from Merina & Co. led off by mentioning she compiled two different sets of financials in the Board's packet, both easily gathered from our financial software.

Areas highlighted in grey are different on the cash basis report. Reports for the Board in the past had been done on the modified accrual basis, Emily ran through the report noting the differences in the cash basis report. Starting with the modified accrual basis, CAT's balance sheet shows \$1.15 million total available cash. Accounts receivable is about \$91,000. The cash basis report does not show this figure. Accounts payable is about \$17,000, which is less than last year. Credit Card liabilities are about \$4.4



thousand. CAT's total fund balance is \$1.2 million, under the cash basis it is \$1.15 million.

Moving on to the Statement of Activity, the total revenue through the end of December 2023 was \$1.4 million, on a cash basis it is \$1.3 million. The cost of goods sold looks good compared to the budget. CAT is under budget, with most costs being vehicles and vehicle maintenance. Fuel, operating expenses, and communication expenses are all under budget. Vehicle insurance won't be recorded until the end of the year. Driver expenses, advertising and marketing, grants, contributions, and match funds were also noted. Total gross profit for the first 6 months of the year of about \$1.1 million, the cash basis report shows \$1 million. Administrative expenses will continue to look over the six-month budget because of the one-time HVAC replacement payment. Personnel expenses are also under budget. Total net income for this year on a modified accrual basis is \$234,000, and on a cash basis it is \$156,000. When comparing the two financial statements the balance sheet titled: Statement of Financial Position Comparison on the cash basis doesn't show A/P or A/R which is why the income and expenses are different on the two reports.

Greg asked about the funds from the state, which seems to have a big difference from this year to last on the cash basis report. Tiah replied that the cash basis report shows the funds when they are received, and the prior year was on the accrual basis. Accruing for those expenses instead of addressing them at the time they were received. Greg asked about fare revenue being under budget, but ridership shows higher numbers. Requesting we address that in the next meeting. Meghan L asked for clarification on the amounts shown on the Statement of Activity Comparison for July-December 2022 compared to July-December 2023. Amy noted the 2022 figures include the accrual for reimbursements, and the 2023 figures only show what we have received so far. Tamra asked about how those reimbursements are coming and Amy stated that the Q1 grant reimbursements have been processed and should arrive in the bank account any day. Tiah has been working on the Q2 grant reimbursements currently which are due mid-February. Moving forward Emily will report to the Board every 3 months.

6. Board Financial Report Format

Greg asked if any Board members had comments or preferences on the report format. The only major difference between the two reports was noted by Emily again as whether the report shows accruals, which is revenue for bills you haven't received payment for yet or bills you've received but haven't paid yet. Amy pointed out the most significant difference is the aging A/R and aging A/P summaries. Amy summarized by asking if it is more important for the Board to see the true numbers or what we are expecting, and if the aging A/R and aging A/P summaries help Board members understand the District's financial status.

Emily ensured comparing both reports will show the same cash balance in the bank. Emily does think the modified accrual basis report can be helpful because it can show, for example, a large bill that has been received but not paid yet. Greg asked to confirm it would also show the A/R and prefers the cash basis. Tamra had some questions about



the Statement of Financial Position document. Megan R prefers the cash basis and Amy clarified for Megan R the differences in the two formats the Board had been receiving.

7. Resolution & Action Items

a. Approval of Financial Board Report Format

The Board was asked to consider moving the quarterly report to the month following the end of our fiscal quarter and approving a specific format for Board reports. Based on their decision an addendum to our Financial Management Plan will be made.

Motion: Megan R made a motion to move the quarterly Board report to the month following the end of our fiscal quarter. The motion was seconded by Tamra.

Approved by: Megan R, Meghan L, Greg, Tamra, and Matt

Opposed by: None.

Motion: Megan R made a motion to approve a cash basis quarterly statement with A/P and A/R aging summaries. The motion was seconded by Tamra.

Approved by: Megan R, Meghan L, Greg, Tamra, and Matt

Opposed by: None.

b. Approval of Rules of the Road bus poster

A draft of the bus rules poster was included in meeting materials with the goal of having a consistent message for passengers about rules and conduct. All rules and policies are being reviewed and will be posted to our website. The issue of personal speakers and listening to audio devices without headphones was brought up and the rule will be added to the poster. Jeff added that the poster will be reinforcement for our drivers to easily enforce rules if needed. There was discussion regarding approvals needed from WSDOT and ODOT.

Motion: Megan R made a motion to approve the Rules of the Road bus poster. The motion was seconded by Matt.

Approved by: Megan R, Meghan L, Greg, Tamra, and Matt

Opposed by: None.

8. Operations Manager Report – Jeff Acciaioli

Performance Report

Jeff stated safety score is down to 84 from 86 last month, due to harsh events and a moderate increase in speeding. Fuel costs were slightly higher. There were 2 customer complaints, 3 vehicle incidents, and 3 customer incidents. The two customer complaints were just requests to add a Forrest Lane stop in Cascade Locks, a common suggestion. All vehicle issues were fairly minor besides a stuck bus in our lower Park and Ride lot, we are now using a remote site to store our bigger buses. Jeff gave a small recap of some customer incidents. Gorge-To-Mountain night service has begun, now with a second bus



travelling up on the last lap down from the mountain as most customers throughout the day choose to take the last bus home. Closures because of inclement weather at Mt. Hood Meadows and in Hood River were mentioned.

Amy commended the CAT team for dealing with the latest winter weather and mentioned the text alerts that were used during inclement weather delays and cancelations.

Tamra asked for an update on the removal of the Government Camp stop and Jeff reported we are now staying on schedule much more without having to service Government Camp.

a. Employee of the Month

Heather Muma was named Employee of the Month.

9. Executive Director Report – Amy Schlappi

a. Union Update

Amy gave an informational update on two Union *demand to bargain requests*, the first for a work out-of-class policy. Which temporarily allows lower classified employees to work at a higher classification or pay rate during a leave of absence of employees who have a higher classification. It will have a minimal financial impact. The other is the standby policy, which includes a scheduled stand-by driver in the driver bid.

Matt asked about any updates with the removed Rosauers stop. Amy has been working with City of Hood River staff and they have developed a plan of action that will be presented to the landlord of the parking lot soon. ODOT has been contacted with the hopes of adding an in-lane stop on 13th.

b. 2024 Gorge Pass Sales

CAT has fully transitioned to a pass that is valid for a full calendar year from the time of purchase. In January 2023, we sold 187 physical passes, so far this year we have sold 319 physical passes. Due in part to our expanded Gorge Transit Connect partnerships. In January 2023, we sold 377 digital passes, so far this year we have sold 321 digital passes.

10. Upcoming Events

None mentioned.

11. Adjournment – 5:18 PM

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

Approved by: Megan R, Meghan L, Tamra, and 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.