



Wednesday, March 20th, 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, Megan Ramey - Board Vice Chair, Meghan Larivee, Tamra Taylor - Board Secretary/Treasurer (joined at 4:10pm), Gisela Ayala-Echeverria (joined at 4:03pm), Eleazar Reyes, Matt Althoff

Absent: None

Staff: Amy Schlappi, Tiah Mayhew, Tim Ravins

Public: Kim Curley (Commute Options), Kathy Fitzpatrick (Mid-Columbia Economic Development District)

3. Approval of February 21st, 2024, Board of Director Meeting Minutes

Greg asked if there were any changes that the board would like to make to the February meeting minutes. The meeting minutes were included in the board meeting materials. No changes were requested.

Motion: Matt made a motion to approve the February 21st Meeting Minutes. The motion was seconded by Meghan L.

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

Opposed by: None

4. Public Comment

No public comment was made.

5. a. Kim Curley – Commute Options

Kim is from the non-profit Commute Options and has been working with Kathy Fitzpatrick and Amy to reduce parking needs and increase transit options. Commute Options is based in Bend, OR and serves 18 Oregon counties including Hood River County. Commute Options doesn't own any vans or employ drivers, but they do work to connect users with transportation options where they reside. The Vanpool Subsidy Program is one of the options that they prefer to offer larger employers who have workers with longer commutes. They try to set up groups of 5 people or more who have



a commute of 20 miles or more each way. ODOT sees the program as an extension of public transportation without having to insure the vehicle, pay for fuel, or train the driver. STIF funds from ODOT can be used towards the cost of vanpools. Amy has added the project in the STIF plan that would fund two vans in Hood River County through the 2023-2025 biennium. July 2023 is when the program officially started, and Kim has been reaching out to many local businesses offering the vanpool service. Responses have been little to none but a majority of HRCTD Board members offered names of contacts for Kathy and Kim to connect with. Kim then touched on some of the success that Deschutes County has had with the vanpool program. Amy also mentioned that if there is interest she will look into the ability to increase the stipend available per month.

6. Monthly Financial Report – Tiah Mayhew

Tiah stated that the meeting materials included the statement of activity, paid bill list, and aging AR summary. The fiscal year 2025 budget process has begun and is currently being reviewed by our accounting consultant. The LGIP account is now finalized pending signatures from Greg and Tamra. Our auditor gave notice of resignation, so the Request for Proposal process has begun, and a potential new auditor has been referred to us from our accounting consultant.

7. Resolution & Action Items

a. Procurement Policy

Amy reviewed the draft Procurement Policy included in the board materials. The original proposal included the increase of the maximum threshold for small purchases from \$100,000 to \$250,000, which is in line with the Federal Government, The State of Washington, and recently passed State of Oregon regulations. However, there seems to still be confusion around the recently passed ORS so Amy's recommendation to the Board is to set the maximum at \$150,000 for small purchases. Additionally, the outside accountant suggested that staff keep language allowing RFPs to be utilized in scenarios where the procurement is less than \$150,000 if appropriate. There was a general discussion regarding what entities can submit a proposal and equitable distribution of micro-purchase contracts.

Motion: Tamra made a motion to approve the Procurement Policy with updated small purchases max threshold of \$150,000 and language allowing RFP's to be utilized in scenarios where the procurement is less than \$150,000 if appropriate. The motion was seconded by Gisela.

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

Opposed by: None.

b. ACH Review & Reauthorization Authority

Tiah reviewed a list of CAT's current ACH or electronic funds-transfer vendors which was included in the meeting materials. Tamra verified the services provided by a few of the listed vendors.



Motion: Gisela made a motion to approve the list of Approved ACH Vendors. The motion was seconded by Meghan L.

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

Opposed by: None.

c. Budget Committee member Application

Amy reviewed Bo Jones' application to the Budget Committee which was included in the meeting materials. The Board discussed some answers on his application. Greg is familiar with Bo.

Motion: Tamra made a motion to approve appointing Bo Jones to the HRCTD Budget Committee. The motion was seconded by Matt.

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

Opposed by: None.

8. Operations Manager Report – Amy Schlappi

a. The overall safety score has dropped only two points to 89 due to harsh braking events and speeding. We are working with the drivers to encourage smooth braking to reduce the events and provide a smooth ride for our passengers. Vehicle hours and miles were reviewed. All vehicle incidents were minor and mostly occurred within our bus barn area. There was an awning that was scraped by our Dial-A-Ride van, but it is a common occurrence at the location with other non-CAT vehicles. Some of our older vehicles on the Gorge-To-Mountain route have been overheating and we have been working with our mechanic to address those vehicles. One Gorge-To-Mountain bus did have to be switched out on its way to the mountain in Parkdale, our Field Supervisor on duty wasn't able to get the bus back to CAT but our mechanic was able to repair it the next day. One customer incident involved a regular rider harassing a driver. Supervisors and police were notified and escorted the rider off the bus. This person has since been issued a no-trespassing notice and is suspended from the bus until further notice. Gorge-To-Mountain night service has ended, and the route will conclude for the season on March 31st.

b. Employee of the Month

Dennis Bloom was named Employee of the Month.

c. Ridership

Ridership increased, due to strong growth on the Columbia Gorge Express, City Route and Gorge-To-Mountain.

9. Executive Director Report – Amy Schlappi

a. Draft Hood River County Transportation District Coordinated Transportation Plan

Amy has been working to update how we serve seniors, individuals with disabilities, low-income individuals, and limited English proficiency individuals. When applying for grants CAT will need to reference back to the Coordinated Transportation Plan and/or the



Transit Master Plan. The key pieces are the strategies to address identified transportation challenges and service gaps. Public outreach was done to gather this information. The report will be posted on the CAT website for 30 days allowing the public to provide comments and feedback. Updates will be made, and it will be presented at the April Board meeting for approval. Some of the changes made refer to educating the public (not just informing), mobility hubs, ensuring there is space at CAT facility to accommodate our growing fleet, the need for demand response in the Upper Valley, and weekend Dial-A-Ride service.

b. Employee Fitness Equipment

A few pieces of employee fitness equipment are not used as much as anticipated, and the space it occupies is needed for storage of facility maintenance equipment. The plan is to sell a few pieces of exercise equipment through Oregon Surplus. Funds from the sales will be put back into our local match funds. Tamra asked about discounted memberships for CAT employees to local gyms, Tiah mentioned she has looked into that option, but most have a participation minimum of about 20-25 employees, so that would be hard for CAT to qualify.

10. Discussion Items

No discussion items.

11. Upcoming Events

March 31st is the last day of the Gorge-To-Mountain service. April 27th starts CAT's Spring/Summer schedule change, the Columbia Gorge Express schedule will change to better meet the needs of residents. This will improve connections with The LINK, Mt. Adams Transportation and Skamania County Transportation. Time changes will be slightly more significant than usual as well as adding additional services for the summer season in the form of nine Columbia Gorge Express laps instead of the usual seven. Changes will be posted to the website in approximately a week, giving riders a month of notice. There was general conversation about the potential for a stop at The Portland Airport in the future, Amy replied that the topic comes up frequently and there is the possibility of creating a Columbia Gorge "Explore" route that serves more recreational and cultural stops, allowing the Express route to serve more locations such as the airport. Kim mentioned the upcoming Oregon Public Transportation Conference taking place in Seaside, OR October 27th - 30th. Gisela mentioned The Columbia Gorge Community College Resource Fair happening April 22nd a free event for families and kids from 10am-2pm.

12. Adjournment – 5:02 PM

Motion: Matt made a motion to adjourn the meeting. The motion was seconded by Megan R.

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