



Wednesday, April 17th, 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

Megan R. called the Board of Directors Meeting to order at 4:01 PM.

2. Roll Call

Tiah took roll call: Megan Ramey - Board Vice Chair, Tamra Taylor - Board Secretary/Treasurer, Meghan Larivee, Gisela Ayala-Echeverria, Matt Althoff

Absent: Greg Pack - Board Chair, Eleazar Reyes

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

Public: Will Norris - City of Hood River, Emily Bechtold – Merina & Co., Kathy Fitzpatrick - Mid-Columbia Economic Development District (joined at 4:20), Jovi Arellano – ODOT (joined at 4:16)

3. Approval of March 20th, 2024, Board of Director Meeting Minutes

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

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

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

Opposed by: None

4. Public Comment

No public comment was made.

5. a. Will Norris – City of Hood River

Will Norris' discussed the first substantial amendment to The Waterfront Urban Renewal Plan that the Urban Renewal Agency is proposing. They are now in the 45 day "Consult and Confer" phase of the plan. They are seeking input and written feedback on the amendment by May 1st. The main points of the presentation are urban renewal in concept, history of the waterfront district, stormwater line replacement, and the amendment and why they need to increase the maximum indebtedness. Will then took various questions from board members and staff.



6. a. Quarterly Financial Report – Emily Bechtold and Tiah Mayhew

Emily went through her summary and analysis, starting with the statement of financial position. As of March 31st, 2024, the district had 1.275 million dollars. Of that, about one million dollars is currently in the Hood River County LGIP account. Other liabilities are a credit card balance of \$1,300 which was paid at the beginning of April. Accrued payroll was about \$7,000, most of which are retirement withholdings, that have been remitted. Meaning there is not a lot of debt on the district's books. The statement of activity shows total revenue for the year is 2.1 million dollars, which is a little less than this time last year. Vehicle expenses, fuel costs, repairs and preventative maintenance totals were reviewed. The annual vehicle insurance payment of \$43,000 was paid in February. Gross profit is \$1.6 million, which is a little bit less than last year and a little bit less than the budget but still looking very good. Administrative expenses including the now finished HVAC system replacement total \$228,000. Personnel expenses come in at \$1.1 million. There has been no big capital outlay this year except for new bike racks so the net income total for the first nine months of the fiscal year 2024 is \$270,000. Toward the back of the packet the accounts receivable and accounts payable summaries are presented, though on a different accounting basis they are there for the Board to review.

The budget process is underway, and the upcoming budget meeting is scheduled. The Financial Management Policy has been updated including policies and procedures, additionally the accounting team has been working on a matrix of separation of duties for accounting tasks and responsibilities. The payroll entry process has been updated and streamlined. Class code tracking has been implemented to help with grant expenditures and reporting.

b. LGIP & Auditor RFP Update

Tiah started by mentioning the first Budget Meeting is scheduled for April 24th. Regarding the LGIP account, the process is in its final stages, Megan R. and Tamra will receive emails within a couple days that will contain instructions for setting up access to the account. CAT has released a Request for Proposal for an auditor. Tiah has sent the RFP to 86 different organizations and individuals. Tamra had a question about the Hood River County held LGIP amount and the amount that will be moved to the HRCTD LGIP account.

7. Resolution & Action Items

a. Approval to move County LGIP funds to District LGIP

A memo was included in the meeting materials requesting the Board review and approve transfer of the funds from the Hood River County LGIP account to the District's LGIP account. The amount prior to the March statement was \$995,748.69 which does not reflect the interest from the March statement, so the transfer total will be slightly higher. Matt asked if there are any fees for withdrawing our funds from the County. Tiah stated that there are no fees. Tamra asked how long it will take for the funds to be transferred after the request is made. Tiah explained that after the account is finalized, Amy will initialize the transfer and it should take approximately two days. Amy stated that the goal is to have this completed by the May Board meeting.



Motion: Matt made a motion to approve the transfer of funds from the County held account to HRCTD's account. The motion was seconded by Meghan L.

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

Opposed by: None.

b. Approval of Financial Management Policy

Staff is asking the Board to review the attached and updated Financial Management Policy that reflects policy and procedure changes that have been implemented after suggestions from our financial auditor.

Motion: Tamra made a motion to approve the updates to the Financial Management Policy. The motion was seconded by Matt.

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

Opposed by: None.

c. Approval of Harassment Policy

Staff are required to update the Harassment Policy by WSDOT to reflect a more clearly defined investigation process. The document has been reviewed by WSDOT and is considered in compliance and if approved will be added as an amendment to the existing employee handbook.

Motion: Tamra made a motion to approve the Harassment Policy as stated. The motion was seconded by Gisela.

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

Opposed by: None.

d. Approval of ADA Complimentary Paratransit Plan

Staff are required to update the ADA Complimentary Paratransit Plan by ODOT and WSDOT per our recently completed compliance review. The document has been reviewed by ODOT and WSDOT and is compliant. The document was completely overhauled by Amy compared to the last plan completed in 2018.

Motion: Matt made a motion to approve the ADA Complimentary Paratransit Plan. The motion was seconded by Tamra.

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

Opposed by: None.

e. Approval of Hood River County Coordinated Transportation Plan

The district is required to update this plan every three years or as conditions change. The 2024 update was informed by the 2023 Transit Master Plan and community outreach. Matt asked about the potential need for more drivers and if there was a defined number of drivers or staff that would be needed. Amy replied that many of the grants we have applied for include the funds for additional staffing. Also, as project funding is received, all transit providers in the region will need to work together to move the projects forward, which may include hiring someone to manage projects.



Kathy Fitzpatrick followed up and gave some details on capital projects across the region. Tamra also asked about completion dates of projects, Amy is hesitant to set expected completion dates because of foundational work needed especially for larger projects.

Motion: Tamra made a motion to approve the Hood River County Coordinated Transportation Plan 2024. The motion was seconded by Meghan L.

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

Opposed by: None.

Megan R. then read and signed the HRCTD Board Resolution order NO. 041720241.

f. Approval of Pay Differential Program for Trainers

Staff have been working on a structured onboarding and training program that is utilized when hiring new drivers. As part of this, CAT would have designated drivers to provide training for the new employees. The approved trainers would receive a pay differential of \$1 an hour during the times that they are providing training. Financial impact is minimal

Motion: Matt made a motion to approve the Pay Differential Program for Trainers. The motion was seconded by Gisela.

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

Opposed by: None.

8. Operations Manager Report – Jeff Acciaioli

a. Performance Report

The overall safety score is up to 96, the highest it has been in some time. Mostly due in part to a decrease in both heavy and moderate speeding. Vehicle hours driven for March were 1,361 hours, miles driven were 45,074, fuel costs for the month were \$16,975 for a fuel cost per mile of \$0.38. One formal complaint was made of a driver acting peculiar, an internal investigation was opened. Vehicle incidents were reviewed including multiple stuck buses in the snow at Mt. Hood Meadows. We will work with Meadows next year on chain-up procedures. A few customer incidents were also reviewed including one ongoing issue with a rider who had been trespassed from our buses.

b. Employee of the Month

Rodney Espe was named Employee of the Month.

c. Ridership

Gorge-To-Mountain saw 8,277 riders over the entire season, a 5% increase from last season. The seasonal route ran about 1,025 hours for approximately 8 boarding riders per hour. This season's removal of the Government Camp stop saw very little complaints and did improve wait times and our service.



d. Schedule Changes – April 27th, 2024

Drivers have recently bid on their new routes and schedules. These will start April 27th, along with additional times added to the Columbia Gorge Express route, the removal of the Hood River Connect route and the start of the Dog Mountain shuttle. The 27th is also the start of schedule changes from other Gorge Trans Link agencies to improve transfer times for riders across the whole region.

e. Potential Summer service for Mitchell Point

CAT is working on possibly servicing Mitchell Point on weekends during the summer. The White Salmon service has big time gaps that should allow the route to service this route as well. The Viento exit is used to access Mitchell Point and will also potentially have a stop located there.

e. Bus Stop Update

CAT has new bus stops that have been approved by the city. The locations are 8th & Sieverkropp which will have a temporary sign, another temporary sign will be used for 11th & Pine, and 5th & Cascade which will replace our 4th & Columbia stop and have a permanent pole. Amy added that the next step in the process is contacting the businesses near the stops to provide a thirty-day comment period in which they can give comments to Public Works.

f. Driver Training

CAT has been working on a new driver training program to make onboarding more consistent. We had previously used Ride Connection, but the value seemed low after review. Training through RTAP (Rural Transit Assistance Program) is more consistent and has been beta tested on our latest hire. Staff will build and add to the training and adjust the driver handbook as needed to give drivers needed resources.

9. Executive Director Report – Amy Schlappi

a. Multnomah Falls Transportation Ambassador Program

The RFP for Multnomah Falls Transportation Ambassador Program has been posted and is open. The contractor will operate and manage the timed use permits in the parking lot for Multnomah Falls at exit 31. Two proposals have been received and Amy should decide by Friday.

b. Technology Consultant

Previously IT issues at CAT have been handled ad hoc and with potential growth, CAT is looking at hiring a contracted technology consultant. They will help handle computer problems and our Intelligent Information Systems grant will fund some of these expenses. Other projects the IT company may help implement or improve are the real time digital information system, Provision cameras and reader boards on the buses that announce stops for riders.



c. Priorities for FY25

A memo was included that outlines projects Amy would like to address in the upcoming budget message. Any other discussion topics can be sent for review by Friday.

10. Executive Session Per ORS 192.660(2)(i) and 192.660(8) "To review and evaluate the performance of an officer, employee, or staff member if the person does not request an open meeting. This reason for executive session may not be used to do a general evaluation of an agency goal, objective or operation or any directive to personnel concerning those subjects."

11. Discussion Items

No discussion items.

12. Upcoming Events

a. Discontinuation of Connect service – April 26th, 2024

b. Start of Dog Mountain and new Columbia Gorge Express Schedule – April 27th, 2024

13. Adjournment – 6:04 PM

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

Approved by: Megan R, Meghan L, Tamra, 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 long horizontal flourish extending to the left.

Approved by: Tamra Taylor, Secretary-Treasurer

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