



**November 20, 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**  
**4:00pm – 5:30pm**

**Agenda**

The Hood River County Transportation District Board of Director's Meeting can be attended live through Zoom conferencing technology. **Members of the public can attend by calling (253)215-8782, Meeting ID: 838 8911 3516, Password: 554889 or by using the below link:**  
<https://us02web.zoom.us/j/83889113516?pwd=bi91Z0diTTRUVW9lbmkwajJFalpVUT09>

**1) Call Meeting to Order – 4:00pm**

**2) Roll Call:** Greg Pack - Chair, Megan Ramey – Vice Chair, Tamra Taylor – Secretary/Treasurer, Meghan Larivee, Eleazar Reyes, Gisela Ayala – Echeverria, Matt Althoff

**3) Approval of October 16, 2024, Meeting Minutes – Greg Pack - 4:05 pm**

**4) Public Comment**

Public Comment Note: This part of the agenda is reserved for members of the public to address the Board on any issue. Please note the following instructions:

- a. To indicate that you would like to provide testimony, please use the raise your hand button.
- b. For those attending via phone only, press \*9 on your phone to raise your hand.
- c. When it is your time to speak, your name will be called.
  - i. For those attending via phone only, the last four (4) digits of your phone number will be called.
- d. Please state your name, city of residence, and whom you are representing for the audio recording.
  - i. Once you have provided testimony, your hand will be lowered. Please do not raise your hand again. Only one opportunity to speak is provided.
- e. For those unable or not wanting to speak publicly, testimony may be provided via e-mail at [Amy.schlappi@catransit.org](mailto:Amy.schlappi@catransit.org)
- f. Three (3) minutes per community member.

**5) Monthly Financial Report – Tiah Mayhew – 4:40 pm**

**6) Resolutions & Action Items – 4:50 pm**

- a. Approval of STIF Plan

**7) Operations Manager Report – Jeff Acciaioli – 5:00 pm**

- a. Employee of the Month



- b. Performance Report
- c. Ridership
- d. Oregon Surplus Items Update
- e. Gorge-To-Mountain Service Update
- f. New Vehicle Update
- g. Dispatch Software Update

**8) Executive Director's Report – Amy Schlappi – 5:15 pm**

- a. Reduction of Upper Valley Service
- b. Review of Mitchell Point Celebration
- c. Dial-A-Ride Changes
- d. Sasquatch Shuttles Letter of Support

**9) Discussion Items**

- a. Hood River City Council Workplan
- b. SDAO Conference – February 6-9<sup>th</sup>, 2024

**10) Upcoming Events**

- a. Thanksgiving Day – No Services
- b. Day After Thanksgiving – Limited Weekend Services
- c. Holiday Party – Friday, December 13, 2024

**11) Adjournment – 5:30pm**

*To request a reasonable accommodation or language interpreter, including alternative formats and translation of printed materials, please contact CAT's Administration Office no later than 48 hours prior to the meeting at 541-386-4202 (voice) or 7-1-1 (TTY through Oregon Relay Service).*

*Se Habla Español.*



**Wednesday, October 16th, 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 Pack called the Board of Directors Meeting to order at 4:02 PM.

**2. Roll Call**

Tiah took roll call: Greg Pack - Board Chair, Megan Ramey - Board Vice Chair, Tamra Taylor - Board Secretary/Treasurer, Meghan Larivee, Eleazar Reyes, Matt Althoff,

**Absent:** Gisela Ayala-Echeverria

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

**Public:** Kathy Wilson (Singer Lewak), Fierce Catoc (Singer Lewak), Kathy Fitzpatrick (Mid-Columbia Economic Development District), Emily Beckett (Merina & Co.)

**3. Approval of September 18th, 2024, Board of Director Meeting Minutes**

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

**Motion:** Megan R. made a motion to approve the September 18th Meeting Minutes. The motion was seconded by Matt.

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

**Opposed by:** None

**4. Public Comment**

No public comment was made.

**5. FY24 Financial Audit Report – Kathy Wilson & Fierce Catoc, Singer Lewak**

Kathy started with the Independent Auditors Report which gives their opinion on CAT's financial statement and is included in the meeting materials. The District has been audited on a modified cash basis. Singer Lewak has audited The District through the year end of June 30<sup>th</sup> for governmental activities and related funds and has found in their opinion that the financial statements present fairly in all material respects. Kathy also mentioned supplementary information that's included in the financial statements called an *in relation to* opinion for all the District's budgetary schedules. Singer Lewak looked at the information presented in those schedules and compared it to the information



that's presented elsewhere in the financial statements and found that information is also presented properly. All required reports and documents are included in their report as well as a governance letter. Singer Lewak had no audit adjustments or disagreements with management and thanked district staff for a great first audit.

In addition to the financial statements audit, Oregon Department of Transportation requires an agreed upon procedure to be submitted to receive Statewide Transit Improvement Funds and found no non-compliance procedures.

## **6. Quarterly Financial Report – Emily Becktold Merina & Co.**

Emily reviewed the final numbers from the audit as well as financials from Q1 of this fiscal year. Management's Discussion and Analysis is now included in the financial statements which are included in the packet. Some highlights Emily pointed out were revenues exceeding expenditures by \$440,000, significant improvements in operational efficiencies, the District's expenditures remained within budget for the fiscal year, and other than credit cards there is no long-term outstanding debt.

Emily continued with the statement of net position and your statement of activities. The group discussed the single audit procedure for grant expenditures over \$750,000. Figures were presented for depreciation, personnel expenses and capitol assets.

Emily then presented the Quarterly Financial Report for July 1<sup>st</sup> – September 30<sup>th</sup> , starting with the statement of financial position. Followed up by a run-down of assets, credit card and other liabilities, tracking of STIF funds, interest earned, and accounts compared to last quarter. Budget reports were also mentioned with everything looking on track. Emily finished up with some other updates including merging some account numbers to clarify and simplify. Fare revenue processing fees are now being tracked more consistently. The new LGIP account has been working great ant the grant tracking process is a work in progress.

## **7. Resolution and Action Items – Amy Schlappi**

### **a. Approval of Safety Committee Bylaws**

Upon review of driver meetings CAT has determined that monthly driver meetings are not required, however monthly safety meetings are required. The draft by-laws provided in the meeting materials have been drafted to meet the recommended monthly safety committee meeting requirements. Driver meetings will now be held quarterly. Staff is recommending that the Board adopt the drafted Safety Committee Bylaws. Megan R. has requested that the wording and use of accident be changed to crash.

**Motion:** Megan R. made a motion to approve the Safety Committee Bylaws with the change in wording from accident to crash. The motion was seconded by Matt.

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



**Opposed by:** None

**b. Approval of 5311 & 5310 Grant Applications**

Amy presented requested that the board approve staff to submit the 5310 and 5311 applications. 5310 and 5311 grants are formula based therefor the District can only request a certain amount of funding. Amy reviewed how each grant would be utilized.

**1. 5311**

a. Project Summary: For the FY25-27 Biennium CAT will be using allocated 5311 funds to operate the Hood River City, Upper Valley, and Dial-A-Ride routes.

b. Total Cost: \$1,886,640

c. Estimated Grant Allocation: \$952,893.

d. Expected Match: \$773,524

e. Covered through another grant: \$71,737

f. Application due: November 20, 2024

**2. 5310**

a. Project Summary: For the FY25-27 Biennium CAT will be using allocated 5310 funds to fund Preventative Maintenance and Mobility Management activities.

b. Total Cost: \$290,000

c. Estimated Grant Allocation: \$150,810

d. Expected Match: \$7,744

e. Covered through another grant: \$102,878.50

f. Application due: November 20, 2024

Matt pointed out a discrepancy in the figures and Amy stated that the grant allocation will not change and Board members will receive an updated list with correct figures.

**Motion:** Matt made a motion to approve the 5311 & 5310 grant applications with clarification of grant allocation and match funds. The motion was seconded by Tamra.

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

**Opposed by:** None

**c. Approval of the FY24 Financial Audit**

The team at Singer Lewak completed the FY2024 Audit and provided a Letter to Management and Financial Statement. Once the audit is approved staff will send the required documents and management response to the Oregon Secretary of State and ODOT.

**Motion:** Tamra made a motion to approve the FY24 Financial Audit. The motion was seconded by Meghan L.

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

**Opposed by:** None



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

### **a. Performance Report**

The overall safety score is 99. There were no crashes, and no harsh events recorded, speeding was low. CAT vehicles were driven 1,111 hours and 36,472 miles with fuel costs of \$14,926 for a cost per mile of \$0.40. Fuel data now includes fuel purchased from Jubitz as well as Carson Oil, our main fueling center.

There was one formal complaint and two vehicle incidents. Jeff reviewed incidents that occurred in September. There was some discussion regarding the detail provided of incidents. The Board confirmed that they appreciate the detail.

Jeff then gave an update on items being sold through Oregon Surplus auctions.

### **b. Gorge To Mountain Update**

Custom fabricated ski racks are currently being made for two buses that will serve the Gorge To Mountain route. The schedule is being worked on currently and Sunday evenings will be added to the upcoming schedule. The start date of the service has not yet been identified.

Jeff then gave an update on new buses that have been ordered and are currently being outfitted for service. The Oregon Transit Association conference in Seaside, OR later this month and will be attended by Tiah, Jeff and Amy.

### **c. Employee of the Month**

Starla Jones has been named CAT's Employee of the Month.

### **d. Ridership**

Ridership is down compared to last month, but we did have a reduction in service with the end of the seasonal White Salmon route and moving back to seven trips a day for the Columbia Gorge Express route. Upper Valley looks to have an increase in ridership, but more data is needed with the recent change on the route.

## **9. Executive Director Report – Amy Schlappi**

### **a. Interregional Transit Hub (Port of Hood River) IGA Update**

Some funding for the architectural design phase of the transit hub has been awarded. The hub will be on the Port of Hood River Lot 1. A grant application has been submitted for the construction cost and an intergovernmental agreement is in draft form. The Port of Hood River's current architectural contractor has experience designing for transit and the intent is partner for the planning and design phases of the project.

### **b. Hood River City/ Upper Valley Routes Planning Update**

CAT has continued to work with an outside consultant for route planning on the Hood River and Upper Valley routes. Increasing ridership is a goal but also allowing ease of use



and convenience. The Upper Valley will move from a deviated fixed route to a fixed route with the addition of an expanded demand response service area. This may require some compromises regarding the frequency of buses. The Board, STIF Advisory Committee and community input will be included as this project moves forward

**c. Review of Summer 2024 Columbia Gorge Express/ Multnomah Falls Report**

There was an increase in ridership on our Columbia Gorge Express route during the Multnomah Falls timed use permit season. Even with less service hours ridership was up, as well as higher boarded rider per hour. Sasquatch Shuttles managed the timed use entry program, they were very professional and dedicated the necessary resources ensure staff was well trained. Some data was missing from the report provided in the meeting materials and Amy will send out an updated report.

**10. Discussion Items**

Megan R. asked about a local candidate forum and potentially getting some transit related questions presented to local government candidates.

**11. Upcoming Events**

The STIF Advisory Committee Meeting is Thursday October 17th. Amy, Tiah and Jeff will be attending the Oregon Transit Association conference.

**12. Adjournment**

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

**Approved by:** Megan R., Tamra, Meghan L., Eleazar, and Matt

**Opposed By:** None

**The meeting was adjourned at 5:28PM.**

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](mailto: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 at the end.

Approved by: Tamra Taylor, Secretary-Treasurer

# Columbia Area Transit

## Statement of Activity

October 2024

	TOTAL
Revenue	
4100 Fare Revenue	
4110 Fare Collections	13,248.59
4130 GOrge Pass Prg	5,580.00
<b>Total 4100 Fare Revenue</b>	<b>18,828.59</b>
4200 Contract Revenue	20,000.00
4700 State Funds	202,879.00
4800 Tax Revenue	
4870 Property Taxes	13,539.38
4890 Other Tax Revenue	660.58
<b>Total 4800 Tax Revenue</b>	<b>14,199.96</b>
4900 Other Revenue	
4910 Interest Income	5,751.57
4940 Sales of Equipment	809.10
4990 Misc Revenue	233.78
<b>Total 4900 Other Revenue</b>	<b>6,794.45</b>
<b>Total Revenue</b>	<b>\$262,702.00</b>
Cost of Goods Sold	
5100 Fuel	12,496.22
5200 Vehicle Expense	16,593.82
5300 Operation Expenses	
5310 Merchant Transaction Fees	1,310.77
5320 Technology & Communication	5,304.35
5350 Shop Supplies & Tools	596.64
5390 Misc Operating Expenses	120.28
<b>Total 5300 Operation Expenses</b>	<b>7,332.04</b>
5500 Driver Expenses	683.85
5700 Advertising & Marketing	380.26
5900 Grant/Contract Match Funds	3,923.02
<b>Total Cost of Goods Sold</b>	<b>\$41,409.21</b>
<b>GROSS PROFIT</b>	<b>\$221,292.79</b>
Expenditures	
7000 Administrative Expenses	26,766.93
8000 Personnel Expense	
8100 Administrative Personnel Expense	21,670.26
8200 Direct Service Personnel Expense	
8210 Direct Service Wages & Salary	82,162.47
8230 Direct Service Employer Taxes	1,302.77
8250 Direct Service Benefits	32,117.92
<b>Total 8200 Direct Service Personnel Expense</b>	<b>115,583.16</b>
<b>Total 8000 Personnel Expense</b>	<b>137,253.42</b>
<b>Total Expenditures</b>	<b>\$164,020.35</b>

# Columbia Area Transit

## Statement of Activity

October 2024

	TOTAL
NET OPERATING REVENUE	<b>\$57,272.44</b>
NET REVENUE	<b>\$57,272.44</b>

# Columbia Area Transit

## Bill Payment List

October 1-31, 2024

ACCOUNT	DATE	NUM	VENDOR	AMOUNT
1000 Umpqua - Operating (6906)				
1000 Umpqua - Operating (6906)	10/24/2024	22776	A&E Heating and Air, Inc.	-\$1,657.50
1000 Umpqua - Operating (6906)	10/24/2024	22777	Underriner	-\$2,816.22
1000 Umpqua - Operating (6906)	10/24/2024	22778	Les Schwab Tire Center	-\$567.76
1000 Umpqua - Operating (6906)	10/24/2024	22779	SAIF	-\$18,204.17
1000 Umpqua - Operating (6906)	10/24/2024	22780	Bohn's Printing	-\$90.10
1000 Umpqua - Operating (6906)	10/24/2024	22781	Hendrix Heavy Wrench	-\$8,152.03
1000 Umpqua - Operating (6906)	10/24/2024	22782	Weatherly Printing	-\$260.26
1000 Umpqua - Operating (6906)	10/24/2024	22783	Butterfield Testing Solutions	-\$268.85
1000 Umpqua - Operating (6906)	10/24/2024	22784	Jubitx Fleet Services	-\$267.35
1000 Umpqua - Operating (6906)	10/24/2024	22785	Northwest Lift & Equipment LLC	-\$750.00
1000 Umpqua - Operating (6906)	10/24/2024	22786	River City Environmental	-\$1,612.59
1000 Umpqua - Operating (6906)	10/24/2024	22787	Providence OCC Travel Medicine Clinic	-\$115.00
1000 Umpqua - Operating (6906)	10/24/2024	22788	Special Districts Insurance	-\$10,668.00
1000 Umpqua - Operating (6906)	10/24/2024	22789	UniteGPS LLC	-\$767.00
1000 Umpqua - Operating (6906)	10/24/2024	22790	Downtowner App, LLC	-\$1,000.00
1000 Umpqua - Operating (6906)	10/24/2024	22791	Everon	-\$435.00
1000 Umpqua - Operating (6906)	10/24/2024	22792	Rotary Club of Hood River	-\$295.00
1000 Umpqua - Operating (6906)	10/24/2024	22793	Greg Pack	-\$30.00
1000 Umpqua - Operating (6906)	10/24/2024	22794	Meghan Larivee	-\$30.00
1000 Umpqua - Operating (6906)	10/24/2024	22795	Valencia Lawn Care LLC	-\$600.00
1000 Umpqua - Operating (6906)	10/24/2024	22796	Gorge Area Business Assistance	-\$626.41
1000 Umpqua - Operating (6906)	10/24/2024	22797	Cintas	-\$364.52
1000 Umpqua - Operating (6906)	10/24/2024	22798	Two Dogs Plumbing & Drain Cleaning, Inc.	-\$1,918.00
1000 Umpqua - Operating (6906)	10/24/2024	22799	Orchard Lanes	-\$470.00
1000 Umpqua - Operating (6906)	10/24/2024	22800	MCEDD	-\$1,863.34
1000 Umpqua - Operating (6906)	10/24/2024	22801	Mount Adams Transportation Service - MATS	-\$1,077.34
1000 Umpqua - Operating (6906)	10/24/2024	22802	Napa Auto Parts	-\$217.06
1000 Umpqua - Operating (6906)	10/24/2024	22803	Skamania County	-\$982.34
1000 Umpqua - Operating (6906)	10/24/2024	22804	Peterson Trucks	-\$4,840.75
1000 Umpqua - Operating (6906)	10/24/2024	22805	Singer Lewak LLP	-\$7,735.00
1000 Umpqua - Operating (6906)	10/24/2024	22806	Merina & Co	-\$2,800.00
1000 Umpqua - Operating (6906)	10/25/2024	22807	Richard Durham	-\$4,390.06
1000 Umpqua - Operating (6906)	10/28/2024		Valic	-\$2,033.06
1000 Umpqua - Operating (6906)	10/28/2024		Valic	-\$2,020.03
<b>Total for 1000 Umpqua - Operating (6906)</b>				<b>-\$79,924.74</b>
--				
	10/09/2024		O'Reilly Automotive	\$0.00
<b>Total for --</b>				<b>\$0.00</b>
				<b>-\$79,924.74</b>

# Columbia Area Transit

## A/R Aging Summary

As of October 31, 2024

	CURRENT	1 - 30	31 - 60	61 - 90	91 AND OVER	TOTAL
MCEDD (The Link)	1,520.00					\$1,520.00
USDA Forest Service	1,532.60					\$1,532.60
<b>TOTAL</b>	<b>\$3,052.60</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$3,052.60</b>



# Memo

**To:** HRCTD - BOARD OF DIRECTORS  
**From:** Amy Schlappi  
**Date:** November 20, 2024  
**Re:** STIF Formula Project Plan for the 25-27 Biennium

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## **Background**

Section 122 of House Bill 2017 Transportation Funding Package established a dedicated source of funding for improving or expanding public transportation service in Oregon. Statewide Transportation Improvement Fund (STIF) monies are dispersed in two ways. 1. Through formula funds that automatically go to Qualified Entities at the beginning of each quarter. 2. Through discretionary funds for projects that must be applied for through ODOT.

For the STIF Formula Project Fund monies to be distributed a STIF Plan must be submitted by the Qualified and approved by ODOT. The plan for the STIF Formula Project funds must first be approved by the STIF Committee of the Qualified Entity and then the appropriate governing body. In HRCTD's case the plan needs to be approved by the HRCTD STF/STIF Committee and then approved by the HRCTD Board before it is submitted to ODOT.

During the October 17, 2024 STIF Advisory Committee Meeting, Committee Members voted to recommend the attached STIF projects to be funded with the STIF Formula Project funds for the FY25-27 Biennium. Please note that the funding amounts are based on the District receiving 120% of the projected allocation (August estimate). This is the ODOT recommended strategy.

STIF Formula Projected Allocation			
FY26	FY26	FY27	FY27
100%	120%	100%	120%
\$ 653,116	\$ 783,739	\$ 681,402	\$ 817,682

**Action Required**

The Board may approve the recommendation of projects and prioritized project list, return the recommendation to the Advisory Committee for modifications, or modify the recommendation before staff submits and without returning to the Advisory committee. The approved STIF Plan for the FY25-27 Biennium will be submitted to ODOT by January 16, 2025.

**Recommendation**

Staff recommend that the Board approve the attached STIF Plan.

25-27 Biennium STIF Plan Recommended Projects				
Priority	Project Name	Description	FY25-26	FY26-27
1	Maintain Operations	Maintain Hood River City, Upper Valley, Dial-A-Ride, Columbia Gorge Express, Gorge-to-Mountain Express administration and operations.	\$ 626,252	\$ 657,565
2	Low-Income and Student Passes	Pays for low-income and student fare programs.	\$ 3,000	\$ 3,000
3	Outreach and Awareness of Services	Targeted outreach, marketing, and travel training to vulnerable populations. Increase community awareness of services. Match for 5310 Mobility Management Travel Trainer.	\$ 50,000	\$ 50,000
6	Facility Site Development Projects	Match for Facility Site Developments Projects (Construction, Design, Engineering, Etc)	\$ 10,000	\$ 10,000
7	Vehicle Purchases	Match for the purchase of replacement and expansion vehicles and equipment.	\$ 10,000	\$ 10,000
4	Unanticipated Costs	Cover unanticipated costs and additional funds for projects as needed.	\$ 84,487	\$ 87,118
5	Carry Over Program Reserve*	Cover unanticipated costs and additional funds for projects as needed.	\$120,000	\$120,000

\*Note: Carry-over funds is not included in the total amount allocated to the District for the FY25-27 Biennium.



## October 2024 Operations Report

Safety Scores				
Category	October 2024	September 2024	August 2024	July 2024
Overall Safety Score	99	99	99	98
Crashes	0	0	0	0
Harsh Events	1	0	1	5
% Speed -Moderate	.2%	.3%	.5%	.07%
% Speed- Heavy	.006%	.01%	.02%	.01%
% Speed - Severe	.001%	.002%	.004%	.005%

- Safety Score has increased to 99. Increase due to slight reduction in speeding and harsh events.
- Percentage of over speed limit is defined by the percentage of drive time where speeding occurred.

Operations Data				
Category	October 2024	September 2024	August 2024	July 2024
Fixed OTP				
DAR OTP				
Vehicle Hours Driven	1,093	1,111	1,301	1,339
Vehicle Miles Driven	34,532	36,472	43,060	44,835
Fuel Cost	\$12,496	\$14,926	\$16,228	\$15,693
Fuel Cost per Mile	\$0.36	\$0.40	\$0.37	\$0.35
Reported Incidents				
Category	October 2024	September 2024	August 2024	July 2024
Formal Customer Complaints	1	2	0	0
Vehicle Incidents	4	2	1	0
Customer Incidents	7	7	3	7
Vandalism	0	1	0	0

- Formal Complaints:

- A pedestrian called to report that our bus left Gateway early. They stepped into the road to try to flag down the bus and claimed that the bus almost ran them over. According to our records, the bus departed on time and did not run them over.
- Vehicle Incidents:
  - Bus made contact with the bike racks of another bus in the bus barn. No damage was reported.
  - A vehicle struck a passenger's mailbox. The passenger mentioned that it was an easy fix and no further action was required.
  - The bus was pulled too far back, causing the bike rack to hit a light pole in the bus barn.
  - A bike fell off the Lolo bike rack on I-84. The rider stated that the driver had assisted with loading the bike. CAT is covering the cost of repairs.
- Incidents:
  - A driver from MATs refused service to a rider at the CAT station. The rider became upset, but CAT staff intervened and successfully deescalated the situation.
  - A driver experienced a medical issue while driving. CAT staff met the driver and safely returned him to the base.
  - An impaired rider was behaving erratically at the CAT station. After missing his bus twice and harassing other riders, the police were called. The individual left the property.
  - A rider had a bag with a handle sticking out of it, which raised concerns for the driver that it might be a hammer or hatchet. A supervisor later confirmed that it was just a stick.
  - Driver reported that a passenger stood in the road to flag down the bus. However, after reviewing the video, it was confirmed that the passenger was actually standing safely on the shoulder.
  - Driver hit their head on a metal plate in the Gillig bus. No major injury was reported, and the plate was removed from the bus.
  - The Visionect sign fell off at the bus stop and hit a rider waiting for the bus. The sign was reinstalled, and all signs are scheduled for maintenance.
- Harsh Events/Distracted Driving:
  - Harsh braking was reported, and it was found that the driver was not following District policy and holding a tablet while driving. Appropriate action was taken.
  - A driver did not properly stop at a stop sign. An investigation was conducted, and coaching was provided.
- Vandalism
  - None.

#### Other Happenings:

- Oregon Surplus Items
- GTM update
- New Vehicle Update
- Dispatch Software Update

**EMPLOYEE OF THE MONTH:**

**TIM RAVINS**



Ridership													
	Oct. 24	Sep. 24	Aug. 24	Jul. 24	Jun. 24	May. 24	Apr. 24	Mar. 24	Feb. 24	Jan. 24	Dec. 23	Nov. 23	Oct.23
Dial-A-Ride	443	291	389	385	356	379	390	383	345	302	350	421	414
Upper Valley	450	390	368	390	354	388	364	331	330	220	338	350	423
Hood River Connector	0	0	0	0	0	0	32	41	29	40	63	24	60
Hood River City	1899	1911	2216	2243	2270	2023	1826	1764	1575	1177	1746	1620	1793
Cascade Locks	0	0	0	0	0	0	0	0	0	0	0	0	0
Columbia Gorge Express	3487	4160	5954	4985	4272	3476	2871	2615	2014	1515	2341	2488	3381
Gorge to Mountain	0	0	0	0	0	0	0	2176	2915	2418	768	0	0
Dog Mountain	0	0	0	0	857	3797	198	0	0	0	0	0	0
White Salmon Wknd	0	84	175	123	25	0	0	0	0	0	0	0	0
Total	6279	6836	9102	8126	8134	10063	5681	7310	7208	5672	5606	4903	6071
% Change Compared to Prev Month	-8%	-25%	12%	0%	-19%	77%	-22%	1%	21%	1%	14%	-19%	
Same Month Previous	3%	10%	8%	-4%	5%	24%	-3%	-6%	6%	-18%	19%	10%	

Hours of Service													
	oct. 24	Sep. 24	Aug. 24	Jul. 24	Jun. 24	May. 24	Apr. 24	Mar. 24	Feb. 24	Jan. 24	Dec. 23	Nov. 23	Oct.23
Dial-A-Ride	207	198	198	198	171	198	198	189	180	171	180	180	198
Upper Valley	161	164	182	182	157	182	181.5	173	165	157	165	165	182
Hood River Connector	0	0	0	0	0	0	29	41	26	38	40	38	41
Hood River City	339	336	336	336	320	336	327	334	313	311	323	313	337
Cascade Locks	0	0	0	0	0	0	0	0	0	0	0	0	0
Columbia Gorge Express	502.5	562	645	645	624	645	491	508	475	466	491	475	508
Gorge to Mountain	0	0	0	0	0	0	0	284	323	286	132	0	0
Dog Mountain	0	0	0	0	110	165	37	0	0	0	0	0	0
White Salmon Wknd	0	24	54	42	24	0	0	0	0	0	0	0	0
Total	1210	1284	1415	1403	1406	1526	1264	1529	1482	1429	1331	1171	1266

Boardings Per Hour													
	Oct. 24	Sep. 24	Aug. 24	Jul. 24	Jun. 24	May. 24	Apr. 24	Mar. 24	Feb. 24	Jan. 24	Dec. 23	Nov. 23	Oct.23
Dial-A-Ride	2.14	1.47	1.96	1.94	2.08	1.91	1.97	2.03	1.92	1.77	1.94	2.34	2.09
Upper Valley	2.80	2.38	2.02	2.15	2.25	2.13	2.01	1.91	2.00	1.40	2.05	2.12	2.32
Hood River Connector	0.00	0.00	0.00	0.00	0.00	0.00	1.10	1.00	1.12	1.05	1.58	0.63	1.46
Hood River City	5.60	5.69	6.60	6.67	7.09	6.02	5.58	5.28	5.03	3.78	5.41	5.18	5.32
Cascade Locks	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Columbia Gorge Express	6.94	7.40	9.23	7.73	6.85	5.39	5.85	5.15	4.24	3.25	4.77	5.24	6.66
Gorge to Mountain	0.00	0.00	0.00	0.00	0.00	0.00	0.00	7.66	9.02	8.45	5.82	0.00	0.00
Dog Mountain	0.00	0.00	0.00	0.00	7.79	23.01	5.35	0.00	0.00	0.00	0.00	0.00	0.00
White Salmon Wknd	0.00	3.50	3.24	2.93	1.04	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total	5.19	5.32	6.43	5.8	5.8	6.6	4.5	4.8	4.9	4.0	4.2	4.2	4.8



# Memo

**To:** City of Hood River City Council  
**From:** HRCTD Board of Directors  
**Date:** TBD  
**Re:** City of Hood River City Council Workplan

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The Hood River County Transportation District, which does business as Columbia Area Transit - CAT, would like to thank the City of Hood River City Council for their support for formal bus stops, Trolley, and the Downtown Gorge Pass program. Below is a list of priorities for the next year, how the District can partner with the City, and what items we recommend the Council consider for its 2025-27 workplan.

## Priorities:

1. **Maintain Services:** Maintain Hood River City, Upper Valley, Dial-A-Ride, Columbia Gorge Express, and Gorge-to-Mountain Express administration and operations.
2. **Hood River City Route:** Shift the Hood River City Route from a circulator to a linear system. Install permanent bus stop infrastructure at new and temporary bus stops.
3. **Upper Valley Route:** Transition the Upper Valley Deviated Fixed Route into a Fixed Route. Install permanent bus stop infrastructure at new and temporary bus stops.
4. **Demand Response:** Expand demand response services to Odell and Parkdale and offer weekend service.
5. **Vehicle Replacement and Expansion:** Replace old vehicles and procure replacement and expansion vehicles (including a Trolley).
6. **Interregional Transit Hub:** Begin the architecture and design phase of an Interregional Transit Hub at Lot 1 through a partnership with the Port of Hood River.
7. **Expansion of Facility:** Begin process of facility expansion to accommodate large vehicles and electric vehicles.
8. **Low-Fare Programs:** Continue Downtown Gorge Pass, Low-Income, and Student Fare programs.

## Partnership Opportunities:

1. **Bus Stops:** District and City staff should continue working together to advance the District's Bus stop Implementation Plan, ensuring steady progress in formalizing bus stops.



2. **Route Changes:** District and City staff should continue collaborating to finalize the linear Hood River City Route. The District is particularly focused on bus stop placements to serve popular destinations and key intersections and values feedback from City staff.
3. **Low Fare Programs:** The District seeks continued financial support for the Downtown Pass Program.

**Workplan Considerations:**

1. **Fixed Local Bus Routes and Infrastructure:** Facilitate adjoining property owner input on CAT proposed bus stops and navigating issues associated with the removal of parking spaces. Plan bus stop locations per the CAT Transit Master Plan.
2. **Transit, Sidewalk and Bicycle Facilities:** Facilitate the inclusion of transit, sidewalk and bicycle facilities in future streetscape and development