



August 21st, 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 July 17th, 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
- f. Three (3) minutes per community member.

5) Monthly Financial Report – Tiah Mayhew – 4:15 pm

- a. Auditor Update

6) Resolutions & Action Items – 4:30 pm

- a. Approval of updated STIF Advisory Committee Bylaws
- b. Approval of Grant Applications



- c. Approval of Automatic ACH Payments

7) Operations Manager Report – Jeff Acciaioli – 4:30 pm

- a. Employee of the Month
- b. Performance Report
- c. Ridership
- d. Fall Service Changes
- e. City of Hood River Route Re-design Update

8) Executive Director’s Report – Amy Schlappi – 4:50 pm

- a. STIF Advisory Committee Update
- b. Joint Committee on Transportation Roadshow Update
- c. Upcoming Grant Applications Timeline
- d. E-Bike Lending Library Update
- e. Student Free Fare Program Update

9) Executive Session

- a. ORS 192.660(2)(e) “To conduct deliberations with persons designated by the governing body to negotiate real property transactions.”

10) Discussion Items

11) Upcoming Events

12) 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, July 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

Greg called the Board of Directors Meeting to order at 4:00 PM.

Approval of Amendment to Agenda Items

Staff asked for approval to add two resolution and action items to the agenda, which were 6c - Officer Elections and 6d - Approval of Eligible Check Signers.

Motion: Matt made a motion to approve the addition of the two items to the meeting agenda. The motion was seconded by Tamra.

Approved by: Tamra, Gisela, Eleazar, and Matt

Opposed by: None

2. Roll Call

Tiah took roll call: Greg Pack - Board Chair, Megan Ramey - Board Vice Chair (joined at 4:07), Tamra Taylor - Board Secretary/Treasurer, Eleazar Reyes, Gisela Ayala-Echeverria, Matt Althoff, Meghan Larivee (joined at 4:06)

Absent: None

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

Public: Emily Beckett – Merina & Co.

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

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

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

Approved by: Tamra, Gisela, Eleazar, and Matt

Opposed by: None

4. Public Comment

No public comment was made.



5. Quarterly Financial Report – Emily Beckett (Merina & Co.)

Emily's quarterly financial packet included in the Board meeting materials. Emily gave an overview of the Balance Sheet and Statement of Activity reminding the Board that the Financial Report is preliminary because it is un-audited at this point. The Statement of Financial Position shows the District closed the year with \$1.6m in available cash – a \$613k increase over last year's cash balance. A couple of big deposits were received right before the end of the fiscal year, which contributed to the large increase over last year. The credit card balance was \$1.8k as of June 30, 2024, which is the close of the credit card billing cycle; this balance was paid at the beginning of July. Total revenue for the year was about \$3m, which was almost the same as the prior year and under budget by \$1.2m, due to several anticipated grant-funded assets that were not yet received by year-end. Total cost of goods sold for FY24 was approximately \$579k, which is \$163k less than FY23 and \$429k under budget. Gross profit for FY24 was \$2.5m, which is approximately \$160k more than FY23 and \$774k less than the budget.

Accounts receivable and accounts payable were outlined. FY24 budget appears to have stayed within the approved budget appropriations. Auditors are scheduled to start their initial fieldwork at the beginning of August. The transition to using QuickBooks class codes to track route-specific expenses is going well and will provide more accurate historic expense data. Merina & Co helped to merge and update the account numbers within QuickBooks. The fund transfer from Hood River County to the District's own LGIP account is complete. The LGIP interest rate increased from 5.2% to 5.3% in July. The County is still working to update their records to correct for under-calculated interest; until that is complete, the County reports show the District owing the County approximately \$17k.

Amy and Emily then answered a few questions from Board members.

a. Auditor Update

Tiah gave an update of the selection of an auditor. After releasing and extending the RFP we did receive one response. SingerLewak from Salem, OR was selected and CAT is working on finalizing a contract with them. SingerLewak has scheduled the on-site audit to begin August 5th. The auditor already has several documents needed to begin the process and they fit within the budgeted amount.

6. Resolution and Action Items – Amy Schlappi

a. STIF Advisory Committee Member Application

In preparation for the upcoming STIF Advisory Committee meetings CAT is ensuring that the District is meeting committee composition requirements. One STIF Committee member, Lexi Stickel, has been a long time committee member and great advocate for seniors and low-income individuals. Her term is up and staff is asking for The Board to approve Lexi for another term on the STIF Committee.



Motion: Megan R. made a motion to approve Lexi Stickel for another term on the STIF Committee. The motion was seconded by Meghan L.

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

Opposed by: None

b. Approval for Tobacco Free Facility

The CAT facility is currently a smoke free facility, and this new policy will add some clarity and ensure it is a tobacco free facility as well. Hood River County Prevention Department also provided CAT with free signs to hang around the facility stating it is tobacco and smoke free.

Motion: Megan R. made a motion to approve the update to a Tobacco Free Facility. The motion was seconded by Gisela.

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

Opposed by: None

c. Officer Elections

Per the HRCTD By-Laws every July, The Board must elect the Board Officers for the upcoming Fiscal Year. The Board Officers include, the Board Chair, which is currently Greg, Board Vice Chair which is Megan R., and the Secretary Treasurer which is currently Tamra. Board members discussed the positions and all expressed willingness to provide opportunities to other Board Members if anyone desired an opportunity to be a Board Officer. Meghan L. nominated Greg for The Board Chair.

Motion: Megan R. made a motion to approve Greg Pack as Board Chair. The motion was seconded by Tamra.

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

Opposed by: None

Tamra nominated Megan R. for Board Vice Chair.

Motion: Tamra made a motion to approve Megan R. as Board Vice Chair. The motion was seconded by Matt.

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

Opposed by: None

Megan R. nominated Tamra for Board Secretary/Treasurer.

Motion: Megan R. made a motion to approve Tamra as Board Secretary/Treasurer. The motion was seconded by Matt.

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

Opposed by: None



d. Approval of Eligible Check Signers

Since there were no changes to the Board Officers there was no need to add any new Eligible Check Signers to District bank accounts.

7. Operations Manager Report – Jeff Acciaioli

a. Performance Report

The overall safety score is 97, which is down one point from last month due to a very slight increase in speeding and harsh events. The new onboard cameras allow harsh events to be reviewed and for management to address appropriately with drivers. CAT vehicles were driven 1,276 hours and 44,012 miles with fuel costs of \$15,168 for a cost per mile of \$0.34.

June had one vehicle incident and ten customer incidents. Incidents were generally discussed, and Amy added that this time of year typically sees an increase in customer incidents.

Newly implemented stops on Hood River City Route are going well with no major issues.

The Hood River Bridge closure did affect one weekend of the seasonal Bingen /White Salmon route as well as some employees who live on the Washington side of the river.

Thomas, a Field Supervisor, is leaving CAT. CAT has promoted Rob Barrick to Field Supervisor.

f. Employee of the Month

Rebecca Villanueva Cortes was named Employee of the Month.

g. Ridership

June ridership is down 19% from the previous month but up 5% when compared to the prior Fiscal Year. There was discussion regarding the FY24 ridership numbers.

8. Executive Director Report – Amy Schlappi

a. Transportation Collaboration Update

Amy is seeking the Board's guidance to ensure she is still moving forward appropriately regarding the City of Hood River's taxi ordinance. About a year ago the City of Hood River's City Council was considering updating their taxi ordinance to allow rideshare companies (Lyft and Uber) to operate in Hood River. At that time the Board's stance was that they support the local taxi companies and wanted to be an advocate to reduce potential negative safety impacts of rideshare, but also recognized that if local taxi companies could not meet the demand companies like Lyft and Uber could be a solution to reduce intoxicated driving. Board Members confirmed that they still agreed with this position. Board members discussed if rideshare companies should have designated pick-up and drop-off areas away from crosswalks.



Amy has been working with the local taxi providers to help them increase capacity and bring awareness to transportation options through local marketing efforts. Hood River City Council has requested an update in September on taxi capacity and efforts to make the community aware of those options. The taxi drivers have been gathering data on demand versus supply.

b. Annual Conflict of Interest Statements

Annual conflict of interest statements will be distributed for HRCTD Board members to sign.

c. Facility Update

An annual facility inspection update was given noting some minor repairs needed on the roof. Repair costs should be under \$7,000.

d. STIF Discretionary Grant Update

Over the next month Amy will be submitting letters of intent for different grants. CAT will be applying for grants for the Columbia Gorge Express, the potential seasonal Columbia Gorge Explore service focused on recreational stops, bus stop infrastructure, and new buses. More details regarding the grant applications will be presented at next month's Board Meeting.

9. Discussion Items

Megan R. attended a recent ODOT coordination meeting and had a positive experience. Amy presented during the meeting, sharing updates on CAT's service coordination efforts with other providers, adding new bus stops, future plans to expand and split Hood River City route into two routes and expanding service for the Upper Valley.

Upcoming free Student Gorge Passes, current student pass expirations and an upcoming Back to School Resource Fair were discussed.

Amy is looking to present during a future Hood River School District Board Meeting to spread awareness of the free student pass program.

10. Upcoming Events

The August STIF Advisory Committee meeting was mentioned, also Oregon Transit Association is having a road show/open house and Amy will be coordinating with The LINK to advocate for transit.

11. Adjournment – 5:11 PM

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

Approved by: Megan R, Tamra, Meghan L, Gisela, Eleazar, 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, sweeping horizontal line extending from the end of the signature.

Approved by: Tamra Taylor, Secretary-Treasurer

Columbia Area Transit

Statement of Activity

July 2024

	TOTAL
Revenue	
4100 Fare Revenue	
4110 Fare Collections	12,002.41
4130 GOrge Pass Prg	6,796.80
Total 4100 Fare Revenue	18,799.21
4700 State Funds	158,344.00
4800 Tax Revenue	9,207.58
4900 Other Revenue	10,684.30
Unapplied Cash Payment Revenue	0.00
Total Revenue	\$197,035.09
Cost of Goods Sold	
5100 Fuel	15,693.10
5300 Operation Expenses	
5320 Preventative Maint & Vehicle Repair	4,536.51
5330 Tires	1,135.84
5350 Shop Supplies & Tools	120.12
5390 Bus Stop Repairs & Maintenance	1.68
Total 5300 Operation Expenses	5,794.15
5400 Communication Expense	12,231.64
5500 Driver Expenses	666.98
5700 Vehicle Insurance	-883.00
5800 Advertising & Marketing	1,433.08
5900 Grant/Contract Match Funds	11,128.50
Total Cost of Goods Sold	\$46,064.45
GROSS PROFIT	\$150,970.64
Expenditures	
7000 Administrative Expenses	
7100 Building Expenses	4,786.74
7300 Office Supplies & Expenses	968.22
7600 Professional Fees	6,170.00
7900 Other Administrative Expense	726.29
Total 7000 Administrative Expenses	12,651.25
8000 Personnel Expense	
8100 Administrative Personnel Expense	22,667.95
8200 Direct Service Personnel Expense	109,331.45
Total 8000 Personnel Expense	131,999.40
Unapplied Cash Bill Payment Expense	-450.00
Total Expenditures	\$144,200.65
NET OPERATING REVENUE	\$6,769.99
NET REVENUE	\$6,769.99

Columbia Area Transit

Bill Payment List

July 2024

DATE	NUM	VENDOR	AMOUNT
1000 Umpqua - Operating (6906)			
07/12/2024	22644	Weatherly Printing	-251.45
07/12/2024	22645	Downtowner App, LLC	-2,000.00
07/12/2024	22646	Merina & Co	-5,700.00
07/12/2024	22647	Hood River Quick Lube	-257.85
07/12/2024	22648	Columbia Gorge News	-598.50
07/12/2024	22649	Gorge Area Business Assistance	-626.41
07/12/2024	22650	Nick Herman	-2,935.00
07/12/2024	22651	Sacred Art Studio	-100.00
07/12/2024	22652	Greg Pack	-30.00
07/12/2024	22653	Columbia Gorge Fire Equipment Co	-685.00
07/12/2024	22654	Sign Media	-120.00
07/12/2024	22655	Bohn's Printing	-79.22
07/12/2024	22656	Sirius Media, LLC	-661.63
07/12/2024	22657	Jubitz Fleet Services	-45.78
07/12/2024	22658	Sasquatch Shuttle & Parking	-10,530.00
07/12/2024	22659	Special Districts Insurance	-9,611.00
07/12/2024	22660	UniteGPS LLC	-767.00
07/12/2024	22661	Apple City Auto Body	-395.00
07/12/2024	22662	Fleetio	-1,351.99
07/12/2024	22663	Valencia Lawn Care LLC	-600.00
07/12/2024	22664	Rotary Club of Hood River	-295.00
07/12/2024	22665	VanKoten & Cleaveland, LLC	-35.00
07/12/2024	22666	CDR Labor Law, LLC	-67.00
07/12/2024	22667	Gorge Electric	-685.00
07/12/2024	22668	Meghan Larivee	-30.00
07/12/2024	22669	Visit Hood River	-300.00
07/12/2024	22670	Les Schwab Tire Center	-1,135.84
07/12/2024	22671	H2 Oregon	-144.40
07/12/2024	22672	Butterfield Testing Solutions	-278.85
07/12/2024	22673	Cintas	-114.91
07/12/2024	22674	Napa Auto Parts	-87.44
07/12/2024	22675	SAIF	-1,734.79
07/12/2024	22676	Ortigoza	-159.00
07/22/2024	22677	Brett Peterson	-3,255.87
07/31/2024	22704	Amalgamated Transit Union	-208.82
Total for 1000 Umpqua - Operating (6906)			\$ -45,877.75

Columbia Area Transit

A/R Aging Summary

As of July 31, 2024

	CURRENT	1 - 30	31 - 60	61 - 90	91 AND OVER	TOTAL
Designated Driver			58.76			\$58.76
Experience Mt. Hood and the Gorge	40,000.00					\$40,000.00
Gorge PDX Shuttle			58.76			\$58.76
Gorge Taxi			58.76			\$58.76
Hood River Taxi & Pedicab			58.76			\$58.76
TOTAL	\$40,000.00	\$0.00	\$235.04	\$0.00	\$0.00	\$40,235.04



Memo

To: Board of Directors
From: Amy Schlappi, Executive Director
Date: August 21, 2024
Re: STIF Advisory Committee Bylaws Update

Background

ODOT recently suggested that staff consider utilizing OAR 732-040-0035(7) which reduces member composition requirements due to our county having a population of less than 50,000. OAR 732-040-0035(7) states "If a Qualified Entity is a county with a population fewer than 50,000 persons, then its Advisory Committee, or the joint Advisory Committee in which it participates, must include at least three members who collectively represent each of the groups listed in 732-040-0035(6)(a-d)." 732-040-0035(6)(a-d) includes "(a) Low-income individuals; (b) Individuals age 65 or older; (c) People with disabilities; and (d) Public Transportation Service Providers or non-profit entities which provide public transportation services."

By requiring less members staff can focus on ensuring that the main core vulnerable community members are represented by engaged individuals.

Staff Recommendation

Staff is recommending that the Board reduce the minimum number of members from 5 to 3, add the OAR statute language, and approve the updated definition for seniors. Draft with tracked changes attached.

Action Required

The board should review the attached draft bylaws and approve or recommend changes.

Hood River County Transportation District

STIF Advisory Committee By-laws

Article 1: Name

The name of this organization shall be the Hood River County Transportation District Statewide Transportation Improvement Fund Advisory Committee. Hereafter this committee will be referred to as the Advisory Committee.

Article 2: Citations

This Advisory Committee and these Bylaws are established for the purpose of carrying out statutory requirements as established under ORS 184.758(1)(b), ORS 184.761, and ORS 391.800 and the rules establishing the procedures and requirements for administration the Statewide Transportation Improvement Fund, as set forth under OAR Chapter 732, Division 040. Section 0030 and 0035, Dir 42, Section 0020 and Dir 44 Section 0025.

Article 3: Definitions

The following definitions shall apply to the terms used in these Bylaws:

“Areas of High Percentage of Low-Income Households” shall mean geographic areas within Hood River County which are determined to have a high percentage of low-income households. Low-Income Household is defined by shall mean a household total income of which does not exceed 200% of the poverty guidelines updated periodically in the Federal Register by the U.S. Department of Health and Human Services under the authority of 42 U.S.C 9902(2) for the 48 Contiguous States and the District of Columbia. Pursuant to OAR 732-040-0035(2)(a), it shall be the responsibility of the Advisory Committee to gather data and to seek public input, and to determine the areas of Hood River County in which there exist high percentages of low-income households, and to publish said determination in its Committee minutes and printed public materials.

“Bicycle and Pedestrian Advocates” shall be individuals representing either organizations or standing committees associated with local governments within Hood River County which advocate for and promote bicycle and pedestrian-related issues, goals, projects, or interests, or which exist to advise local government elected officials on matters related to bicycle and/or pedestrian traffic safety and enforcement, pathways and travel lanes, project planning and development, and promote public events.

“Board” shall mean the Hood River County Transportation District Board of Directors.

“Committee” or “The Committee” shall mean the Hood River County Transportation District State Transportation Improvement Fund Advisory Committee. Outside of these Bylaws, this Committee may commonly be referred to as “the STIF Committee”.

“Employer Representative” shall mean any employee, supervisor, manager, or owner of a business enterprise legally operating within the boundaries of Hood River County.

“Environmental Advocates” shall be individuals representing either organizations or standing committees associated with local governments within Hood River County which advocate for any of a

wide range of environmental issues, goals, projects, or interests, or which exist to advise local government elected officials on matters related to the environment or to environmental features of public property.

“Local Government Representative” shall mean an employee of a County, municipal, or special district governmental organization formed and organized under the Oregon Revised Statutes and operating within the jurisdictional boundaries of Hood River County.

“Major Destination” shall mean a well-known and commonly recognized destination within Hood River County, which may either be at one physical location (ex. Hood River County Historical Museum) or a group of destination locations within an industry (ex. local wineries or craft beer breweries.) A “Representative of Major Destinations” may be an employee, manager or owner of a destination or representing a destination industry group, or a member of an organization which promotes tourism within Hood River County generally.

“Non-Profit Public Transportation Service Provider Representative” shall mean a representative of a non-profit transportation service engaged in providing public transportation services within the County, regardless of whether this entity receives public transportation funding.

“Person(s) with Disabilities” shall mean individuals with disabilities which limit or constrain any aspect of their daily life, and may include, but is not necessarily limited to, physical, intellectual, cognitive, developmental, and/or emotional disabilities.

“Persons with Limited English Proficiency” shall be persons as defined in Hood River County’s Limited English Proficiency Plan adopted by the Board, who did not speak English as their original language and who may have limited proficiency in either speaking or understanding written or spoken English, or both.

“Public Transportation Service Provider Representative” shall mean a representative of a publicly managed transportation service engaged in providing public transportation services within the County.

“Representative of Educational Institutions” shall mean a person who is employed by or on the Board of Directors of a K-12 public school; chartered or state-licensed private K-12 school, community college, university, private college, or trade school operating within the jurisdictional boundaries of Hood River County.

“Representative of Low-Income Individuals” shall be a person representing the needs of low-income transportation system users, and who is familiar through association with groups or individuals with special transportation needs of low-income users.

“Representative of Persons with Disabilities” shall be someone representing the needs of disabled transportation system users, and who, through association with groups or individuals, or facilities serving persons with disabilities, is familiar with the special transportation needs of disabled users.

“Representative of Persons with Limited English Proficiency” shall be someone representing the needs of transportation system users with limited English proficiency, and who is familiar through association with neighborhood groups, local school groups, social service or non-profit agencies, with the transportation needs of limited English proficiency users.

“Senior” or “elderly” shall mean persons sixty-five (65) years of age or older. A “Senior Representative” shall be someone, who may also be a senior, representing the needs of elderly transportation system users, and who is familiar through association with groups or individuals, or facilities serving seniors, with the special transportation needs of elderly users.

“Social and Human Service Provider Representative” shall mean a representative of a social services, human services, or health services agency operating within Hood River County. Said agency may be a public agency, a non-profit agency, or a not-for-profit institution such as a health center.

“Social Equity Advocates” shall be individuals representing either organizations or standing committees associated with local governments within Hood River County which advocate for equity for groups of persons who may be disadvantaged due to but not limited to ethnicity; income or other economic circumstances; limited English proficiency; homelessness; citizenship status; gender identity; sexual orientation; or which exist to advise local government elected officials on matters related to equity.

“Transit Dependent User” shall mean an individual who is dependent on public transportation for mobility due to economic reasons or due to other special transportation needs.

“Discretionary Fund” up to five percent of STIF funds to be disbursed to Public Transportation Service Providers, which includes Qualified Entities, through a competitive grant funding process, pursuant to ORS 184.758(1)(b).

“Intercommunity Discretionary Fund” Up to four percent of STIF funds to be disbursed to Public Transportation Providers through a competitive grant funding process, pursuant to ORS 184.758(1)(c).

“Project” A public transportation improvement activity or group of activities eligible for STIF moneys and a plan or proposal for which is included in a STIF Plan or in a grant application to a Qualified Entity or the Agency. Examples of project types include, but are not limited to: discrete activities, such as purchasing transit vehicles, planning, or operations; and groups of activities for a particular geographic area or new service, such as a new route that includes purchase of a transit vehicle, and maintenance and operations on the new route.

“STIF Formula Fund” Up to 90 percent of the Statewide Transportation Improvement funds to be disbursed to Qualified Entities conditioned upon the Commission’s approval of a STIF Plan, pursuant to ORS 184.758(1)(a).

“STIF or Statewide Transportation Improvement Fund” The fund established under ORS 184.751.

STIF Plan: A public transportation improvement plan that is approved by a Governing Body and submitted to the Agency for review and approval by the Commission in order for the Qualified Entity to receive a share of the STIF Formula Fund.

Article 4: Function

1. Purpose:

- a. Assist the Hood River County Transportation District on matters that pertain to the needs of individuals and persons with disabilities and seniors in Hood River County, to encourage and promote services that meet those needs, and to advocate for a range of services that directly affect the welfare of those who desire or require those services.

- b. Assist the Board in tasks and duties supporting local and regional transportation services funded through the Statewide Transportation Improvement Fund (STIF) and allocated to Hood River County Transportation District, for distribution to Public Transportation Service Providers within and adjacent to Hood River County.
- 2. Major Tasks: The Committee shall have five (5) major tasks. These are:
 - a. Advise staff regarding opportunities to coordinate population-based Formula funds with other transportation programs and services to avoid duplication and gaps in service.
 - b. Participate in updating the Coordinated Transportation Plan every (3) years.
 - c. Review grant applications for acceptance, rejection, or prioritization for funding from the Discretionary Fund and Statewide Transit Network Funds, consistent with OAR 732-044-0025. Advisory Committee members are required to consider the following criteria when reviewing projects under the discretionary STIF Funds as described in OAR 732-044-0025:
 - i. Supports the purpose, as applicable, of the Discretionary Fund or the Intercommunity Discretionary Fund, as described in OAR 732-044-0000.
 - ii. The Discretionary Fund is intended to provide a flexible funding source to improve public transportation in Oregon. It is not a source of ongoing operations funding.
 - iii. The Statewide Transit Network Fund is for improving connections between communities and between communities and other key destinations important for a connected Statewide Transit Network.
 - iv. Improves public transportation service to Low-Income Households
 - v. Improves coordination between Public Transportation Service Providers and reduces fragmentation of Public Transportation Services
 - vi. Consistent with Oregon Public Transportation Plan goals, policies, and implementation plans, including:
 - vii. Integrated public transportation planning where affected communities planned or partnered to develop proposed Projects
 - viii. Technological innovations that improve efficiencies and promote a seamless and easy to use Statewide Transit Network
 - ix. Advancement of State greenhouse gas emission reduction goals
 - x. Support or improvement of a useful and well-connected Statewide Transit Network
 - xi. Does not substantially rely on discretionary state funding beyond a pilot phase for operations projects
 - xii. Supports geographic equity or an ability to leverage other funds (these factors apply when all other priorities are held equal)
 - xiii. Meets any additional criteria established by the Commission
 - d. Review and prioritize the STIF Formula Fund projects and allocated funding proposed for inclusion within the STIF Plan Per OAR 732-042-0020(5) the Advisory Committee shall consider the following when reviewing STIF Formula Fund Projects:
 - i. The extent to which the Project would advance each of the criteria listed at 732-042-0015(2)(c).
 - ii. Whether the Project would maintain an existing service;

- iii. The extent to which the Project goals meet public transportation needs and are a responsible use of public funds; and
 - iv. The extent to which the Project might benefit or burden historically- or currently-marginalized communities both now and in the long term; and
 - v. Other factors to be determined by the Qualified Entity or Advisory Committee such as geographic equity
- e. Ensure that sub-recipients that have received funds are applying the funds in accordance with and for the purposes described within their project proposal.
- 3. The Committee shall perform the tasks consistent with the administrative requirements set forth under OAR Chapter 732, Division 40, 42, and 44 as defined by Hood River County Transportation District.

Article 5: Membership

- 1. The Advisory Committee shall consist of no less than (~~35~~), and no more than (7) members, appointed by the Board, as follows:
 - a. To be qualified to serve on the Committee, an individual must:
 - i. Be knowledgeable about the public transportation needs of residents or employees located within or traveling to and from the County.
 - b. At least one member from each of the following, per OAR 732-040-0035(7) who shall be a person:
 - i. With low-income, or a person from a low-income household, as defined in Article 3, or a representative of low-income persons or households who use transportation services in the County; and
 - ii. Who is a senior or elderly individual or an individual with a disability, as defined in Article 3 or a representative of seniors or ~~individuals~~people with disabilities who use transportation in the County; and
 - iii. A representative of a Public Transportation Service Provider or non-profit entity who provides public transportation services, as defined in Article 3.
 - c. Up to four (4) additional members may be representatives from any of the following groups, per OAR 732-040-0035(5)(b) be a person who is a member of or represents one or more of the following:
 - i. local governments, including land use planners;
 - ii. people with disabilities;
 - iii. veterans;
 - iv. low-income individuals;
 - v. social equity advocates;
 - vi. environmental advocates;
 - vii. Black, indigenous, and people of color;
 - viii. bicycle and pedestrian advocates;
 - ix. people with limited English proficiency;
 - x. public health, social and human service providers;
 - xi. transit users who depend on transit for accomplishing daily activities;
 - xii. individuals age 65 or older;
 - xiii. educational institutions;

- xiv. Public Transportation Service Providers;
 - xv. non-profit entities which provide public transportation services;
 - xvi. neighboring Public Transportation Service Providers;
 - xvii. employers; or
 - xviii. major destinations for users of public transit.
- d. The Board will seek to appoint Committee members who represent the diverse interests, perspectives, geography, and the demographics of the County. Consideration may also be given to individuals within these categories who are users of public transportation services provided within the County.
- 2. Ex Officio Members: The Committee may additionally consist of any the following ex officio members, appointed by the Board as follows:
 - a. One (1) County representative
 - b. One (1) MCEDD representative
 - c. One (1) LINK representative
 - d. Any additional representatives which the Board deems appropriate.
- 3. Terms of Office: Terms shall be three (3) years. Any member may serve two (2) successive terms if reappointed by the HRCTD Board of Directors. Terms begin on July 1 and end on June 30. Terms shall be staggered as much as possible.
- 4. Member Responsibilities: All Committee members shall regularly attend meetings of the Committee.
- 5. Resignation of Membership: Should a member need to resign from the Advisory Committee, they may do so by informing HRCTD staff in writing.
- 6. Termination of Membership: The Board may remove Committee members as follows:
 - a. Failure to attend three or more consecutive regular Committee meetings. The HRCTD Board may declare a member's position vacant when the member has had three (3) unexcused absences in one year or no longer meets the residency requirement.
 - b. For cause following public hearing, for reasons including, but not limited to commission of a felony, corruption, intentional violation of open meetings law, failure to declare conflict of interest, or incompetence.

Vacancies: The HRCTD Board shall make appointments to fill vacancies as they occur. Article 9: Meetings

- 1. Regular Meetings: The Advisory Meeting should meet as often as needed to advise HRCTD staff and review project proposals but no less than two times per year. These meetings will be hosted by HRCTD at 224 Wasco Loop unless otherwise noted, and shall take place during transit operating hours, to facilitate attendance of interested individuals.
- 2. Quorum: A simple majority of the appointed, and filled, voting membership shall constitute a quorum. All business conducted with a majority vote of the quorum shall stand as the official action of the Committee.
- 3. Voting: Each Committee member, except ex officio members, shall have one vote
- 4. Agenda: Agendas of all meetings will be provided to the group approximately 7 days prior to the meeting. Background materials may be included with the agenda for pre-reading and meeting preparation.

5. Notice: Public notice of meetings must be posted in advance to allow reasonable time for the media and interested parties to react to the information. Public notice options include, but are not limited to:
 - a. Email Lists
 - b. Social Media
 - c. Website
 - d. News Media
 - e. Fliers at transit facilities
 - f. Mailings
 - g. Document repositories
6. Minutes: Minutes recording all motions and subsequent action including the number of yes or no votes on each issue shall be taken. In addition, all conflicts of interest shall be noted. Minutes of all meetings shall be posted following all meetings as required under existing HRCTD policy.
7. Roles: HRCTD staff will coordinate and facilitate meetings to ensure the success of the group.

Article 10: Public Records & Meeting Law and Public Engagement

1. Public Records and Meeting Law: The Committee is a public body for the purposes of ORS Chapter 192 and is subject to the statutory procedures related to Oregon public records and meetings. Pursuant to OAR 732-040-035(2)(b), written copies of Committee agendas, minutes, and By-laws shall be made available to the public for a period of no less than six (6) years.
2. Public Engagement: Pursuant to OAR 735-040-0035, the Committee shall strive to seek public engagement in all its deliberative processes, regarding the selection of projects for inclusion and funding in the HRCTD STIF Plan. The Committee will work with HRCTD staff resources to publicize key meetings and hold public forums as needed to ensure maximum public access to information and public participation in priority-setting exercises.

Article 11: Parliamentary Procedure

The current edition of Robert's Rules of Order shall govern the Committee where not inconsistent with these By-laws or any special rules of order the Committee shall adopt.

ARTICLE 12 Conflict of Interest

A potential or actual conflict of interest shall be declared by any member who has or may have a conflict of interest as defined by Oregon law (ORS 244.020), prior to taking any action on the matter causing the conflict. No member shall vote upon any motion which requires declaration of an actual conflict of interest.

Article 13: By-Laws and Amendments

1. By-laws: The Committee shall maintain written By-laws pursuant to OARS 732-040-035 that that include, but are not limited to, name and purpose, committee membership criteria, appointment process, terms of office for the committee members, general procedures of the committee, member duties, meeting schedule, public noticing requirements and engagement processes, and the STIF Plan development process and general decision-making criteria.

2. Review of By-laws: The Committee shall periodically review its By-laws and update them as required, but no less frequently than every three (3) years. Committee By-laws will be reviewed by HRCTD staff and presented to the Board for adoption. The Board may also elect to review Committee By-laws at any time.
3. Amendments: Committee By-laws may be amended by the Board of Directors upon its own motion. Prior to an amendment, the Board of Directors may request a recommendation from the Committee which may recommend changes at any regular meeting of the Committee by a two-thirds vote of the appointed and filled membership, provided that the recommended amendment has been submitted in writing to the Committee members no later than three days before the regular meeting.

Adopted: September 16, 2022

HOOD RIVER COUNTY TRANSPORTATION DISTRICT BOARD OF DIRECTORS

Greg Pack, Board Chair



Memo

To: HRCTD - BOARD OF DIRECTORS
From: Amy Schlappi, Executive Director
Date: August 21, 2024
Re: Approval of Grant Applications

Background

Per HRCTD's Financial Management Policy staff seeks approval to submit the below applications.

1. Columbia Gorge Express Intercity Service
 - a. Project Summary:

For the FY25-27 Biennium CAT is requesting funds to expand the Columbia Gorge Express from 7 trips during the Fall/Winter and 9 trips during the Spring/Summer to 9 trips per day 7 days a week year round. This service has proven to be a successful tool to meet the needs of locals and as a congestion mitigation tool along the busy I-84 corridor. CAT staff is working with ODOT staff to identify a more sustainable funding source for this service, but as of now this has been identified as the most appropriate funding source.
 - b. Total Cost: \$2,800,000.
 - c. Expected Match: \$560,000
 - d. Application due: September 5, 2024
2. Columbia Gorge Explore – Transit to Trails Service
 - a. Project Summary: This would be a pilot service that allows access to trailheads along the I-84 Corridor. The purpose of this service would be to reduce congestion at trailheads that may not be accessible through the Columbia Gorge Express service. This service would serve trails or recreation sites between Hood River and Multnomah Falls with transfers to the Columbia Gorge Express available in Hood River, Cascade Locks, and Multnomah Falls. Potential trailheads or recreation sites served are Mitchell Point, Viento State Park, Wyeth State Park, Starvation Creek State Park, Herman Creek Trailhead, Eagle Creek, and Bonneville Fish Hatchery.

The Columbia Gorge Explore would operate Friday - Monday 6 times a day. The goal would be to operate with a frequency of every two hours. An additional driver and vehicle would need to be procured prior to implementation.
 - b. Total Cost: \$875,000



- c. Expected Match: \$175,000
 - d. Application due: September 5, 2024
- 3. Bus Stop Infrastructure
 - a. Project Summary: The purpose of this project is to purchase and install permanent signs and seating at current locations that have temporary signage and future bus stop locations that have yet to be finalized. This project would include up to 20 signs and seating at bus stops. These bus stops would be located on the Hood River City, Upper Valley, and Columbia Gorge Express routes.

The permanent signs and seats, and a contractor to install the infrastructure will need to be procured. The infrastructure will be installed per ODOT, City of Hood River, or Hood River County requirements.
 - b. Total Cost: \$100,000
 - c. Expected Match: \$20,000
 - d. Application due: September 5, 2024
- 4. Expansion and Replacement Vehicles
 - a. Project Summary: The majority of the District's fleet are past their useful life and the District is looking to expand local services in the FY25-27 Biennium. The District needs a large seasonal vehicle that is designed to accommodate recreational equipment for the Gorge-To- Mountain, Dog Mountain, and Explore services, low-floor vehicles for the local Hood River City Route, and a cutaway that can be used for local services.

The breakdown is listed below:

 - i. 1 - 35 to 40 ft vehicles with space to accommodate recreational gear (1 - Expansion)
 - ii. 2 - 21 to 30 ft trolley buses for the Hood River City route (1 - Replacement, 1 - Expansion)
 - iii. 1 - 22 - 30 ft Cutaway for local services (1- Replacement)
 - b. Total Cost: \$1,100,000
 - c. Expected Match: \$220,000
 - d. Application due: September 5, 2024
- 5. Facilities Site Development
 - a. Project Summary: The District has outgrown its facilities and needs to relocate the current Park & Ride so that the location of the current Park & Ride can be re-developed into a bus storage and maintenance facility. Additionally, there is need for a larger regional transportation transfer facility located closer to Downtown City of Hood River. This project will consist of two phases and a consultant(s) to manage the project.
 - i. Phase 1: Acquisition of property and some construction of the Park & Ride will be covered in the mid-cycle grants that the District was awarded. The remainder which could include expenses incurred to meet NEPA



requirements, design, engineering, and construction would be covered with this upcoming grant application.

- ii. Phase 2: Development of a regional transportation transfer facility with room for three to four vehicles to park at a time and amenities such as a shelter, seating, customer kiosk, and access to public restrooms. The intent will be to set this site up for electric charging in the future as funds allow. Some of these costs will be covered by the mid-cycle grant the District was recently awarded, the remainder will be covered by the pending grant application.
- b. Total Cost: \$1,000,000
- c. Expected Match: \$200,000
- d. Application due: September 5, 2024

Recommendation

Staff recommends that the Board approve the above grant applications to continue moving forward with Board goals as identified in the FY25 Budget Message.

Action Required

The Board should approve or suggest changes.



Memo

To: HRCTD - BOARD Of DIRECTORS
From: Tiah Mayhew, Office Manager
Date: August 13, 2024
Re: ACH & Auto-Pay Review Reauthorization Authority

Background

In March staff compiled a list of vendors that they requested the Board review and approve for ACH & Auto-Payments. Staff is asking for approval this month but going forward would like to move the annual approval date to June of each year, so the new FY starts with an updated approved vendor list. Staff are asking the Board to review the attached vendor list and approve reauthorization authority for these vendors.

Action Required

The board should discuss and vote to approve or not the attached ACH & Auto-Pay vendors.

Attachments:

ACH & Auto-Pay Vendors

FY25 - Auto-Pay & ACH Vendors
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Adobe
Butterfield Testing Solutions
Carson
City of Hood River
City of Hood River (Irrigation)
Deputy
Fleetio
Freedom Voice
Gusto
Hood River Garbage
Hood River Self Storage
Language Line Solutions
Microsoft
NW Natural
Pacific Power
QuickBooks
Samsara
Spectrum
Umpqua Bank (Monthly Fees)
Unite GPS
Valic
Verizon
Zoom



July 2024 Operations Report

Safety Scores				
Category	July 2024	June 2024	May 2024	April 2024
Overall Safety Score	98	97	98	99
Crashes	0	0	0	0
Harsh Events	5	4	2	2
% Speed -Moderate	.07%	.6%	.8%	0%
% Speed- Heavy	.01%	.05%	.03%	0%
% Speed - Severe	.005%	.009%	.003%	0%

- Safety Score has increased to 98. Increase due to slight reduction in speeding.
- Percentage of over speed limit is defined by the percentage of drive time where speeding occurred.

Operations Data				
Category	July 2024	June 2024	May 2024	April 2024
Fixed OTP				
DAR OTP				
Vehicle Hours Driven	1,339	1,276	1387	1,156
Vehicle Miles Driven	44,835	44,012	48,583	37,839
Fuel Cost	\$16,306	\$15,168	\$16,700	\$14,613
Fuel Cost per Mile	\$0.36	\$0.34	\$0.34	\$0.38
Reported Incidents				
Category	July 2024	June 2024	May 2024	April 2024
Formal Customer Complaints	0	1	0	1
Vehicle Incidents	0	1	4	1
Customer Incidents	7	10	5	2
Vandalism	0	0	0	0

- Formal Complaints:
 - None

- Vehicle Incidents:
 - None
- Customer Incidents:
 - Rider was confused as to what bus they were on. Rider blamed the driver and had to wait for the next bus.
 - Rider tried boarding a bus with a large bag of cans. Per our policy, driver told passenger he could not bring the cans. The rider became hostile and blew cigarette smoke into the bus. The rider was deemed unsafe and was not permitted to ride the bus.
 - A previous employee was reported recklessly driving to intentionally slow down one of our buses.
 - A rider was smoking weed on our property. After multiple warnings they were trespassed temporarily.
 - A car was unloading a person at the Walmart bus making it difficult for our bus to pass. They stated that our driver looked angry when passing her.
- Harsh Events/Distracted Driving:
 - 3 x were unknown causes
 - 2 x the driver was distracted, the issue was addressed with coaching.

Other Happenings:

- Fall Service Changes – September 14th
 - White Salmon/Bingen Weekend Service ends.
 - Summer expanded Columbia Gorge Express service will end (10:30am and 1:30 pm services from Hood River will end).
 - New Upper Valley schedule times and Parkdale will transition to deviations only.
- Due to White Salmon bridge closure 2 days of the White Salmon/Bingen service were canceled.

EMPLOYEE OF THE MONTH:

Troy Webster



Ridership													
	Jul. 24	Jun. 24	May. 24	Apr. 24	Mar. 24	Feb. 24	Jan. 24	Dec. 23	Nov. 23	Oct.23	Sep. 23	Aug. 23	Jul. 23
Dial-A-Ride	385	356	379	390	383	345	302	350	421	414	354	315	305
Upper Valley	390	354	388	364	331	330	220	338	350	423	436	551	525
Hood River Connector	0	0	0	32	41	29	40	63	24	60	68	95	116
Hood River City	2243	2270	2023	1826	1764	1575	1177	1746	1620	1793	1848	2016	2148
Cascade Locks	0	0	0	0	0	0	0	0	0	0	2	134	89
Columbia Gorge Express	4985	4272	3476	2871	2615	2014	1515	2341	2488	3381	3456	5226	5187
Gorge to Mountain	0	0	0	0	2176	2915	2418	768	0	0	0	0	0
Dog Mountain	0	857	3797	198	0	0	0	0	0	0	0	0	0
White Salmon Wknd	123	25	0	0	0	0	0	0	0	0	24	108	94
Total	8126	8134	10063	5681	7310	7208	5672	5606	4903	6071	6188	8445	8464
% Change Compared to Prev Month	0%	19%	77%	22%	1%	21%	1%	14%	-19%				
% Change Compared to Same Month Previous Year	4%	5%	24%	3%	6%	6%	-18%	19%	10%				

Hours of Service													
	Jul. 24	Jun. 24	May. 24	Apr. 24	Mar. 24	Feb. 24	Jan. 24	Dec. 23	Nov. 23	Oct.23	Sep. 23	Aug. 23	Jul. 23
Dial-A-Ride	198	171	198	198	189	180	171	180	180	198	180	113	93
Upper Valley	182	157	182	181.5	173	165	157	165	165	182	165	190	165
Hood River Connector	0	0	0	29	41	26	38	40	38	41	40	41	41
Hood River City	336	320	336	327	334	313	311	323	313	337	333	339	332
Cascade Locks	0	0	0	0	0	0	0	0	0	0	8	38	33
Columbia Gorge Express	645	624	645	491	508	475	466	491	475	508	548	725	725
Gorge to Mountain	0	0	0	0	284	323	286	132	0	0	0	0	0
Dog Mountain	0	110	165	37	0	0	0	0	0	0	0	0	0
White Salmon Wknd	42	24	0	0	0	0	0	0	0	0	12	32	44
Total	1403	1406	1526	1264	1529	1482	1429	1331	1171	1266	1286	1478	1433

Boardings Per Hour													
	Jul. 24	Jun. 24	May. 24	Apr. 24	Mar. 24	Feb. 24	Jan. 24	Dec. 23	Nov. 23	Oct.23	Sep. 23	Aug. 23	Jul. 23
Dial-A-Ride	1.94	2.08	1.91	1.97	2.03	1.92	1.77	1.94	2.34	2.09	1.97	2.79	3.28
Upper Valley	2.15	2.25	2.13	2.01	1.91	2.00	1.40	2.05	2.12	2.32	2.64	2.90	3.18
Hood River Connector	0.00	0.00	0.00	1.10	1.00	1.12	1.05	1.58	0.63	1.46	1.70	2.32	2.83
Hood River City	6.67	7.09	6.02	5.58	5.28	5.03	3.78	5.41	5.18	5.32	5.55	5.95	6.47
Cascade Locks	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.24	3.40	2.70
Columbia Gorge Express	7.73	6.85	5.39	5.85	5.15	4.24	3.25	4.77	5.24	6.66	6.31	7.21	7.15
Gorge to Mountain	0.00	0.00	0.00	0.00	7.66	9.02	8.45	5.82	0.00	0.00	0.00	0.00	0.00
Dog Mountain	0.00	7.79	23.01	5.35	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
White Salmon Wknd	2.93	1.04	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2.00	3.30	2.14
Total	5.8	5.8	6.6	4.5	4.8	4.9	4.0	4.2	4.2	4.8	4.8	5.7	5.9