



**Wednesday, May 15<sup>th</sup>, 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, Eleazar Reyes, Matt Althoff

**Absent:** Greg Pack - Board Chair, Gisela Ayala-Echeverria

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

**Public:** Will Norris - City of Hood River, Kathy Fitzpatrick - Mid-Columbia Economic Development District

**3. Approval of April 17<sup>th</sup>, 2024, Board of Director Meeting Minutes**

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

**Motion:** Matt made a motion to approve the April 17th Meeting Minutes. The motion was seconded by Tamra.

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

**Opposed by:** None

**4. Public Comment**

Kathy Fitzpatrick from Mid-Columbia Economic Development District requested Board members to contact Kim Curley from Commute Options regarding vanpooling. Kim is still in need of contacts at local businesses who might be good candidates for the vanpool subsidies program she spoke of at the March Board meeting.

**5. Monthly Financial Report – Tiah Mayhew**

**a. LGIP Update**

Our Local Government Investment Pool account has been opened. A request has been made to Hood River County, the current holder of the account, to transfer all funds to CAT's account. Tiah, Amy, and Emily, our outside accountant, have a meeting scheduled to discuss the \$30k adjustment by Hood River County during a fair market value



assessment.

#### **b. Auditor Update**

CAT is still searching for an Auditor. Follow-up emails have been sent to seek any input that may make it easier for CAT to be accepted by a potential auditor. Amy also asked for any contact info if Board members know of any auditors. Matt asked for a review of qualifying requirements. Amy and Tiah answered that auditors do have to be licensed in Oregon and have experience with government agencies. Tamra mentioned other transportation districts are having trouble finding auditors as well.

### **6. Resolution & Action Items**

#### **a. Approval of Letter of Support of Support for City of Hood River OR-281 Jurisdictional Transfer**

The meeting materials contained a memo from The City of Hood River to sign a joint letter of support with other local partners for the jurisdictional transfer of the Heights Business District of OR-281. CAT staff does recommend The Board signs a letter of support as there are no financial implications and The Heights streetscape project once completed includes two dedicated CAT stops which are important to move forward with the Transit Master Plan. Megan commented she is in full support as the project also supports the Safe Routes to School project as well.

**Motion:** Tamra made a motion to approve the letter of support for The City of Hood River OR-281 Jurisdictional Transfer. Matt seconded the motion.

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

**Opposed by:** None.

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

#### **a. Performance Report**

The overall safety score is up to 99. The only speeding violations recorded for April was considered “light speeding” which is under 5 mph over the speed limit, no moderate or heavy speeding was recorded. Vehicle hours driven for April were 1,156 hours, miles driven were 37,839, fuel costs for the month were \$14,613 for a fuel cost per mile of \$0.38 per gallon. CAT had one formal customer complaint, one vehicle incident, and two customer incidents. The customer complaint was a rider requesting a stop on Forest Lane on the Columbia Gorge Express route. We are currently having conversations with ODOT to have a stop added at Forest Lane and Wa Na Pa Street. The vehicle incident was at Gateway Transit Center when a driver scrapped a badge-scanning transponder that opens the gate. The damage was mostly cosmetic and minimal. One customer incident was a wellness check with assistance from the Hood River Police Department. A previously suspended rider had a new complaint from one of our drivers, we have not seen the customer since then and no additional action is needed by CAT as of now.

#### **b. New Schedule and Dog Mountain Update**

Our coordinated service and new seasonal routes have been going well. The new



schedules have been working well and staff has not received any negative feedback. CAT has designated a layover parking spot for the neighboring transit agencies and the drivers are welcome to use our facilities. Our seasonal Dog Mountain shuttle is off to a great start with the previous weekend having over one thousand riders.

**c. Employee of the Month**

Jim Appleton was named Employee of the Month.

**d. Ridership**

Besides Dog Mountain we have seen a small decrease in ridership overall when compared to last month and the previous year. However, The Hood River City Route, Columbia Gorge Express, and Dial-A-Ride ridership have increased. Boarded rides per hour remain about the same due to the fact we have fewer service hours with no Cascade Locks and The Dalles service compared to the same month last year.

Matt asked for some details on the implementation of the new Cascade Locks stop. Amy and Jeff are getting clarification on the new stop whether it is on an ODOT or City of Cascade Locks right of way. Temporary signage will be used for the stops, curb striping will be needed, and the hope is to have it up and running by the fall.

**8. Executive Director Report – Amy Schlappi**

**a. FY25 Budget Committee Update**

The fiscal year 2025 budget was read to the Budget Committee at the April 24<sup>th</sup> meeting. The meeting went well, and one thing requested by the committee was to show the financial impact on the budget if CAT was to add a project manager to the staff. Tiah and Amy are working on options and will discuss those at the upcoming May 23<sup>rd</sup> Budget Committee meeting. The updated budget will also show additional funds for a technology grant and an updated salary scale.

**b. E-bike Lending Library Update**

We have had some issues getting the e-bike lending library project up and running due to insurance liability issues. Amy is still working with ODOT on how to implement the grant with its original intent.

**c. Taxi Voucher Grant Update**

Amy is working with ODOT to potentially revise this grant which currently entails us giving taxi vouchers to people who are in the downtown area and drinking with the overall intent of getting them out of their private cars and into taxis. The overall idea is more out-of-the-box than what ODOT usually handles so Amy is revising the grant to make it more of an educational marketing campaign. Matt suggested we work with The Hood River Police Department and Amy mentioned she has been in contact with The City Administrator who was in support of the idea. Megan asked Amy to continue to figure out how CAT could distribute taxi vouchers.



**d. New Bus Stops Update**

Notification letters have been delivered to businesses near the new proposed bus stops at 5<sup>th</sup> & Cascade, 11<sup>th</sup> & Pine, and 8<sup>th</sup> & Sieverkropp. Amy also reminded Board members all the stops have been approved and that 5<sup>th</sup> & Cascade is a relocation of the 4<sup>th</sup> & Columbia stop. Some businesses have shown concern at the 5<sup>th</sup> & Cascade location. We are currently in a 30-day waiting period and after that we can move forward with installing the new stops. One informal stop at 18<sup>th</sup> & Belmont is being addressed and once it is approved and gone through the public process, we will be able to do away with flag stops on the City route.

**e. Upcoming Requests for Proposals**

We have an upcoming RFP to be released for a mechanic as that contract is ending soon. Our current mechanics are Nick Herman Mobile Repair and Ortigoza. Nick Herman handles all our large-scale repairs and Ortigoza handles the cut-away bus maintenance.

**9. Discussion Items**

No discussion items.

**10. Upcoming Events**

The next Budget Committee meeting is coming up Thursday, May 23<sup>rd</sup>. And May 27<sup>th</sup>, Memorial Day we will be on weekend-level service including running the Dog Mountain Shuttle. The Multnomah Falls timed use permit program begins Friday, May 24<sup>th</sup>.

**11. Adjournment – 4:38 PM**

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

**Approved by:** Megan R, Meghan L, Tamra, 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](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 stylized, cursive flourish.

Approved by: Tamra Taylor, Secretary-Treasurer

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

