



**Wednesday, November 20th, 2024**  
**Regular Meeting of the Board of Directors**  
**of the Hood River County Transportation District**

**224 Wasco Loop, Board Conference Room**  
**Hood River, OR 97031**  
**4:00 p.m. – 5:30 p.m.**

**Meeting Minutes**

**1. Call Meeting to Order**

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

**2. Roll Call**

Tiah took roll call: Greg Pack - Board Chair, Megan Ramey - Board Vice Chair, Meghan Larivee, Eleazar Reyes, Gisela Ayala-Echeverria, Matt Althoff

**Absent:** Tamra Taylor - Board Secretary/Treasurer

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

**Public:** Jovi Arellano (ODOT)

**3. Approval of October 16th, 2024, Board of Director Meeting Minutes**

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

**Motion:** Meghan L. made a motion to approve the October 16th Meeting Minutes. The motion was seconded by Matt.

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

**Opposed by:** None

**4. Public Comment**

No public comment was made.

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

The financials for October were included in the meeting materials. Tiah informed the Board that CAT has undergone an audit for our workman's comp insurance. SDAO benefits have been merged with SAIF and some wage changes were found resulting in a higher premium. Payroll rates may have been gathered before a 2022 wage adjustment, but more research will follow. Greg asked about the amount that was budgeted for this and if CAT is still within budget. Tiah stated that CAT is still within budget.

Building repair and maintenance costs are expected to exceed its specific line item but CAT is still under budget for administrative costs. Staff have recently updated the Facility



Maintenance plan and are ensuring the schedule for preventative maintenance and repairs is up to date. Current facility maintenance projects include cleaning of oil traps in the shop area, unclogging a downspout, upgrading outdated wireless internet hardware, and a 5-year fire suppression test.

Grant reimbursements for Q1 and 5310 and 5311 grant applications have been submitted. Grants awards are expected to be announced in Spring 2025.

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

### **a. Approval of STIF Plan**

Amy explained that the last remaining grant application to be submitted for FY25-27 is the STIF Formula Project Plan. Funds come from state employee payroll taxes, but ODOT requires a plan on how CAT plans on using those funds. The plan must first be approved by the STIF Advisory Committee and then recommended and approved by the Board of Directors. At the October 17<sup>th</sup> STIF Advisory Committee meeting the committee voted to recommend the list of prioritized projects. The project list was included in the meeting materials.

ODOT recommends projecting 120% of the District's allocation. CAT has received an updated estimate, and those dollars are up from the August estimate so it is assumed CAT will be receiving that 120% allocation. Megan R. asked if the amount for free student passes was enough, and Matt asked about how the priorities were listed. The group discussed the program reserve, the STIF money market fund and unanticipated costs. Matt had a follow up question wondering what the plan would be if CAT does not receive 120% of expected funds. Jovi added that formula funds are from two quarters back, and ODOT will work with CAT to ensure the District receives up to the plan maximum but fluctuation can occur.

**Motion:** Megan R. made a motion to approve the FY25-27 STIF plan with the recommended priority order. The motion was seconded by Meghan L.

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

**Opposed by:** None

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

### **a. Performance Report**

The overall safety score is 99. There was one harsh event recorded; speeding was low. For the month of October, CAT vehicles were driven 1,093 hours and 34,532 miles with fuel costs of \$12,496 for a cost per mile of \$0.36.

There was one formal customer complaint and four vehicle incidents. The formal customer complaint dealt with a passenger claiming the bus left Gateway early. Vehicle incidents were mostly very small fender benders in the bus barn parking area. One vehicle incident did involve a bus hitting a customer's mailbox, but they said it was an easy fix, and no further action was required. Another incident to note was a bike falling



off the rear-mounted LoLo racks on our Columbia Gorge Express bus on I-84. The rider stated that the driver had assisted with loading the bike. CAT covered the cost of repairs.

Three buses have been sold through Oregon Surplus with only two out of service buses remaining in the storage lot.

**b. Gorge To Mountain Update**

Final modifications to the new Gorge To Mountain ski racks have happened and studded tires have been installed on the buses. The finalized schedule should be posted for the public in the coming week.

**c. New Vehicle/Dispatch Software Update**

Two new Freightliner buses that are intended to be used for the Columbia Gorge Express are having the graphics installed in Portland. Jeff has met with four dispatch software vendors and is working to narrow down the search once all the features and packages of the different software are compared.

**d. Employee of the Month**

Tim Ravins has been named CAT's Employee of the Month.

**e. Ridership**

Upper Valley ridership has seen its highest number of riders even with reduced service. Overall ridership is up from last year but down for the season as this is typically our slower time of the year.

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

**a. Reduction of Upper Valley Service**

Even with rising ridership on the Upper Valley service, the number of riders does not justify the amount of service that CAT is providing. Effective December 23<sup>rd</sup>, CAT will reduce service to four trips per day. Staff is moving towards the goal of transitioning the Upper Valley deviated fixed route to a fixed route in summer or fall of 2025. Expansion of Upper Valley Dial-A-Ride service is being reviewed to ensure vulnerable populations' needs are met.

**b. Review of Mitchell Point Celebration**

The Mitchell Point tunnel was open for one day for the ODOT dedication. Temporary stops were added to the eastbound Columbia Gorge Express at Viento and Mitchell Point. The CAT park and ride was used for parking and a dedicated event shuttle that transported approximately 200 to the event over the course of the day.

**c. Dial-A-Ride Changes**

CAT has identified the need for the Dial-A-Ride service to accept same-day rides if there is availability. Planning ahead is a barrier for some vulnerable populations, especially when visiting food banks or getting medical services. This change to the policy would help CAT assist those riders. Additionally, with the reduction of Upper Valley service staff



would like to use the Dial-A-Ride service if needed to meet Upper Valley community members' needs if availability exists. There are concerns that this may overload the Dial-A-Ride service, so staff are working on figuring out how to best meet the needs of vulnerable community members with the resources available. General approval from the Board is needed before this change is communicated to the public. All Board members gave general approval to move forward.

**d. Sasquatch Shuttles Letter of Support**

Sasquatch Shuttles who was contracted this summer to do our Transportation Ambassador Program at Multnomah Falls is looking for a letter of support from the District stating general appreciation of services provided and how their services assisted with the reduction of congestion and safety concerns at Multnomah Falls. Amy will draft a letter if the Board approves and present it to the Executive Committee for final approval. All Board members gave general approval to move forward as discussed.

**9. Discussion Items**

**a. Hood River City Council Workplan**

The Hood River City Administrator has asked the district to provide a memo to the city council regarding the work plan for 2025. A draft has been included in the meeting materials. Staff is looking for general guidance from the Board and to make sure all the items are listed. If general approval is given Amy will send the letter to The Executive Committee for final approval. General approval was given for Amy to work with the Executive Committee to finalize the letter presented in the meeting materials.

**b. SDAO Conference – February 6-9th, 2025**

Amy will be attending the conference and is hoping for at least one Board member to also attend. Matt and Tamra have both expressed interest. Amy will follow up with Matt and Tamra.

**10. Upcoming Events**

CAT is closed Thursday Nov. 28th for Thanksgiving. The CAT Holiday party is Dec. 13th.

**11. Adjournment**

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

**Approved by:** Greg, Megan R., Meghan L., Gisela, 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 beginning.

Approved by: Tamra Taylor, Secretary-Treasurer

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