



July 16th, 2025

**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=bi91Z0diTTRUVW9lbnkwajJFalpVUT09>

- 1) Call Meeting to Order – 4:00pm**
- 2) Roll Call:** Greg Pack - Chair, Megan Ramey – Vice Chair, Tamra Taylor – Secretary/Treasurer, Jim Klaas, Eleazar Reyes, Gisela Ayala – Echeverria, Matt Althoff
- 3) Approval of June 18th, 2025, Budget Hearing and Regular Monthly Meeting Minutes – Greg Pack- 4:03pm**
- 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) Oath of Office for Newly Elected and Re-Elected Board Members – 4:05pm**
- 6) Quarterly Financial Report – Emily Beckett – 4:10 pm**
- 7) Resolutions & Action Items – 4:20 pm**
 - a. Election of Chair, Vice-Chair, and Secretary-Treasurer
 - b. Approval of Eligible Check Signers



- c. Approval for Vehicle Request For Quote (RFQ) Revision
- d. Approval of Used Vehicle Purchase
- e. Approval of Landscaping Contract
- f. Approval of Union Contract

8) Operations Manager Report – Jeff Acciaioli – 4:40 pm

- a. Employee of the Month
- b. Performance Report
- c. Ridership
- d. Dispatch Software Implementation Update

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

- a. Local Route Changes Update – Fall 2025
- b. Weekend White Salmon Service Update
- c. Conflict of Interest statements

10) Discussion Items

11) Upcoming Events:

- a. August 6th SDAO Board Member Training

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, June 18th, 2025

**Board of Directors of the Hood River County Transportation District
Public Hearing – FY25-26 Budget Hearing**

**224 Wasco Loop, Board Conference Room
Hood River, OR 97031
4:00 p.m. – 4:15 p.m.**

Meeting Minutes

1. Call Meeting to Order

Greg Pack called the Board of Directors Meeting to order at 4:01 PM.

2. Roll Call

Tiah took roll call: Greg Pack - Board Chair, Meghan Larivee, Eleazar Reyes, Matt Althoff

Absent: Megan Ramey - Board Vice Chair, Tamra Taylor - Board Secretary/Treasurer,
Gisela Ayala—Echeverria

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

Public: None

3. Public Comment

No public comment was made.

4. FY25-26 Budget Hearing

Tiah reviewed the included memo that describes the changes to the budget message. The Budget Committee approved to message on May 28th for recommendation to the Board. After the Budget Committee meeting, CAT staff identified some required updates. A loan will be required to purchase electric vehicles as part of the 2023 Low-No Grant program, the estimated expenses related to that loan were not reflected on Line 58 of the LB-20, creating a discrepancy in total expenses related to purchasing these vehicles. Also, staff were recently informed that the District was not awarded funding through the Washington Consolidated Grant Program. This grant supported the operation of the seasonal summer weekend White Salmon service and the seasonal Dog Mountain Shuttle service. As a result, the State Assistance for these services shown on Line 9 of the LB-20 has been removed. However, local partners have pledged support for the Dog Mountain Shuttle, so the anticipated funding has been added to Contract Revenue on Line 7.

To summarize, updates are increased Debt Services by \$65,818 from \$0 to \$65,818 (Line 58), which causes a decrease to the Contingency by \$194,603 from \$489,074 to \$294,471 (Line 59), decreased the State Assistance by \$153,785 from \$2,038,067 to \$1,884,282 (Line 9), and increased Contract Revenue by \$25,000 from \$117,000 to \$142,000 (line 7).



If the Board approves the update, there will be a decrease in available contingency funds by \$194,603 from \$489,074 to \$294,471. Matt asked about how these edits were realized, wondering if the budget committee might have missed something, but Amy explained that it was associated with the cost of the loan. Greg asked about electric vehicles and the Low-No Grant. Amy responded that it was recommended to be included even though the 6 million dollars does not yet have a contract signed. CAT cannot move forward with that award, but the award must be spent by September 2026. Currently CAT does not have any prospects for electric vehicle electric vehicles or buses that meet our needs. Matt clarified that the loan is included just in case electric vehicles are made available that do meet our needs.

5. Adjournment

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

Approved by: Greg, Meghan L., Eleazar, and Matt

Opposed by: None

The meeting was adjourned at 4:12.

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 "Tamra Taylor", with a long, sweeping horizontal line above the name.

Approved by: Tamra Taylor, Secretary-Treasurer



Wednesday, June 18th, 2025
Regular Meeting of the Board of Directors
of the Hood River County Transportation District

224 Wasco Loop, Board Conference Room
Hood River, OR 97031
4:15 p.m. – 5:30 p.m.

Meeting Minutes

1. Call Meeting to Order

Greg Pack called the Board of Directors Meeting to order at 4:15 PM.

2. Roll Call

Tiah took roll call: Greg Pack - Board Chair, Meghan Larivee, Eleazar Reyes, Matt Althoff

Absent: Megan Ramey - Board Vice Chair, Tamra Taylor - Board Secretary/Treasurer,
Gisela Ayala—Echeverria

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

Public: Jovi Arellano – Oregon Department of Transportation,

3. Approval of May 21st, 2025, Board of Director Meeting Minutes

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

Motion: Matt made a motion to approve the May 21st Meeting Minutes. The motion was seconded by Meghan L.

Approved by: Greg, Meghan L., Eleazar, and Matt

Opposed by: None

4. Public Comment

No public comment.

5. Monthly Financial Report – Tiah Mayhew

a. FY25 Audit Update

Tiah informed the Board that the onsite review for the FY25 audit has been scheduled for August 4th. We are expecting a smooth audit again this year as this will be the second year we have worked with Singer Lewak LLP.

b. Process Changes Update

As the fiscal year wraps up Tiah updated the Board with process changes that we have worked on with Emily. Over the last year she has helped simplify our grant tracking (SEFA) and reimbursement process. Grant reimbursement submissions have been



completed sooner this year than they have historically with updated spreadsheets that have been a tremendous help. CAT's Gorge Pass partner distribution spreadsheet and STIF Tracker have also been improved. Amy added that we will be including the grant tracking spreadsheet and SEFA with the board materials on a quarterly basis.

6. Resolution and Action Items – Amy Schlappi

a. Adoption of FY25-26 Budget and Approval of Tax Rate

There were no further questions regarding the FY25-26 Budget which was covered in the Budget Hearing earlier. There was no change to the tax rate. Greg read the resolution to adopt the FY 25-26 budget.

Motion: Meghan L. made a motion to accept the FY25-26 Budget and Approval of Tax Rate. The motion was seconded by Matt.

Approved by: Greg, Meghan L., Eleazar, and Matt

Opposed by: None

b. Approval of 5339 Grant Application

Amy informed the Board that The Federal Transit Administration (FTA) recently released a funding notice for grants for the Buses and Bus Facilities Program 5339. This program provides funding to replace, rehabilitate and purchase buses and related equipment and to construct bus-related facilities. The Board will notice that the application is very similar to the scope of the 2023 5339 Low or No Emissions Bus Vehicle Program Grant Award that the District was awarded but the contract has not yet been signed thus the District has not yet moved forward. ODOT has recommended that staff include essential pieces of the 2023 grant in the 2025 submission due to the uncertainty revolving around the contract for the 2023 submission.

Staff is seeking approval to submit the 5339 (b) Bus and Bus Facilities Competitive Program application. This will include redevelopment of the current park-and-ride into a bus barn and maintenance facility, electric chargers, interior renovation of the administrative facility and four replacement vehicles (including 2 trolleys, a cutaway and a hybrid transit van but not electric vehicles). Total Cost: \$3,116,579, Estimated Grant Allocation: \$2,614,421, Expected Match: \$502,158 (STIF Formula funds and local funds)

The application is due on June 23rd. The timeline for grant work to be completed is between September 2025 – September 2028.

Matt asked if there were any foreseen consequences for not asking for more electric vehicle grant funds in case there is some sort of new option for electric vehicles that comes to market? Amy responded that significant infrastructure upgrades need to be made to support electric buses that would prohibit CAT from making facility upgrades.

Motion: Meghan L. made a motion to approve the grant application. The motion was seconded by Eleazar.



Approved by: Greg, Meghan L., Eleazar, and Matt

Opposed by: None

Opposed by: None

c. Approval of MCEDD IGA

CAT released a request for proposals for the mobility management services on May 22nd, 2025. One proposal was submitted, and CAT has selected Mid-Columbia Economic Development District. MCEDD provides mobility management services for CAT through our travel trainer and mobility manager. Per CAT’s financial management policy, Board approval is needed to enter into an intergovernmental agreement. The IGA is included in the meeting materials. Some language has been updated after consulting with CAT’s lawyer, since the meeting materials were sent out, but it was just updated language and no substantial changes.

Amy also wanted to point out that CAT will provide 50% of the Travel Trainer’s fully loaded salary, 100% of travel for CAT purposes, 50% of conference expenses not covered by scholarships, and up to 15% of indirect costs. Columbia Area Transit will provide \$2,000 annually towards the match of the Gorge Translink Alliance program. Columbia Area Transit agrees to pay up to \$59,500 for FY26 with a 5% increase year over year for the remainder of this agreement. The contract period is from 7/1/2025 – 6/30/2030.

Motion: Meghan L. made a motion to approve the updated IGA with language changes from our lawyer. The motion was seconded by Eleazar.

Approved by: Greg, Meghan L., Eleazar, and Matt

Opposed by: None

7. Operations Manager Report – Jeff Acciaioli

a. Performance Report

May’s safety score was 98, with one harsh event. Fuel costs were down by \$0.17/gallon.

There was one vehicle incident, nine customer incidents, and no formal customer complaints. Six of the customer incidents involved the same rider and followed a similar pattern of volatile interactions with CAT employees, the individual has been trespassed. Jeff detailed some other minor customer interactions around the CAT station.

b. Dispatch Software Update

CAT staff has launched the new dispatch software earlier than expected. Overall, the staff is very pleased with the performance and customer service. Booking rides are much faster and it also offers on-time performance data as well. Drivers are still adjusting to the new software as it does not show their full schedule.



c. New Vehicle Update

CAT currently has two new cut-away buses on order. One will require a CDL certified driver, the other will not. There is also a gas-powered van on order, all from NW Bus Sales. NW Bus Sales has been providing good customer service throughout the process and has been working to prep reader boards before delivery of the vehicles.

d. Employee of the Month

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

e. Ridership

May saw record ridership of 11,135 riders, a lot of which came from the Dog Mountain Shuttle. Dial-A-Ride is still seeing an increase in riders which may be from more riders in the Upper Valley using the service.

8. Executive Director Report – Amy Schlappi

a. Local Route Changes Update – Fall 2025

Amy updated the Board on streamlining the Hood River City route and transitioning the Upper Valley to a fixed route. Since the last Board meeting, staff has met with The City of Hood River regarding bus stop relocations. The changes will require an updated schedule. Staff have also met with ODOT and Hood River County regarding new stop locations on the Upper Valley route. Proper documentation is needed for those suggested changes and will then be submitted either to ODOT or the County depending on who controls the right-of-way.

b. FY25-27 Biennium Grant Contract Update

Amy updated the Board on the status of the contracts for the upcoming biennium that will fund operations starting July 1st. The Statewide Transportation Improvement Funds contract will be signed soon, and the results of House Bill 2025 are being monitored and how that will impact the STIF funding. As of June 11th, the framework of that bill includes a phased 0.2% increase over 5 years in addition to the 1% that we already receive from the employee payroll tax rate that supports transit. If passed, the bill will allow CAT to maintain service and expand Dial-A-Ride, Upper Valley, and potentially the Hood River City route.

At the federal level the reimbursement for the property purchase has not been reimbursed yet due to slow processing times at the FTA. There is a 5310 reimbursement for mobility management and preventative maintenance that has not yet been reimbursed due to FTA changing their master agreement terms, which now do not comply with state law. The State of Oregon is actively working on this and the district should have an update in the next couple of days. Staff are expecting this to also impact the execution of the 5311 contracts which should be going into effect July 1st, this means that the district may need to cover operational expenses for the Hood River City, Upper Valley, and Dia-A-Ride services with STIF funds until this is resolved. Amy asked Jovi from ODOT if she had anything to add on the situation, but she did not have any dates or additional information other than what Amy provided. Meghan L. asked about



maintaining services if the House Bill does not pass, and Amy answered that there would be about two years of sustained service before cuts to service would be needed. An update on the House Bill should be available in about two weeks when the legislative session wraps up.

c. WSDOT Grant Non-Awards Update

Last week staff were notified that WSDOT did not award our grants for the White Salmon weekend or Dog Mountain services. The Dog Mountain service has been consistently receiving money from the City of Stevenson, Skamania County and the Forest Service, however going forward we're not sure how much of that can be relied on due to limited resources. Amy will continue to advocate and look for alternative funding sources. Funding is secured through June 30th of this year for the weekend White Salmon route so we will run the route for only two weekends, through June 29th unless alternate funding is secured.

d. Union Negotiations Update

CAT staff has met with the Union several times and we have not yet come to an agreement. The next negotiation meeting is July 1st. The current collective bargaining agreement ends June 30th but since a new agreement is not yet in place the current agreement remains in effect.

e. Elections Update

This is Meghan Larivee's last Board meeting. Congratulations again to Greg, Megan R. and Matt for re-election in the May 2025 Special Districts election. CAT has not heard any news about the write-ins so Amy will send an update when she hears back from the County on who was selected.

9. Executive Session

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

Motion: Matt made a motion to move into the Executive Session. The motion was seconded by Meghan L.

Approved by: Greg, Meghan L., Eleazar, and Matt

Opposed by: None

Motion: Matt made a motion to move out of the Executive Session. The motion was seconded by Meghan L.

Approved by: Greg, Meghan L., Eleazar, and Matt

Opposed by: None



10. Discussion Items

There were no additional discussion items.

11. Upcoming Events

The Juneteenth Holiday will offer weekend level service only, as well as the 4th of July. Come see CAT in the 4th of July parade.

12. Adjournment

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

Approved by: Greg, Meghan L., Eleazar, and Matt

Opposed by: None

The meeting was adjourned at 5:13.

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Prepared by: Tim Ravins, Administrative Assistant

A handwritten signature in black ink, appearing to read "Tim Ravins", with a long horizontal flourish extending to the left.

Approved by: Tamra Taylor, Secretary-Treasurer



Memo

To: Hood River County Transportation District Board of Directors
From: Amy Schlappi, Executive Director
Date: July 16, 2025
Re: Oath of Office and Conflict of Interest Statement

Background

As required per the Article XV, Section 3 of the Oregon Constitution provides that “Every person elected or appointed to any office under this Constitution shall, before entering on the duties thereof, take an oath or affirmation to support the Constitution of the United States, and of this State, and also an oath of office”. Greg Pack, Megan Ramey, Matt Althoff, and Jim Klaas were elected or re-elected by the residents of Hood River County to serve a four-year term from July 1, 2025 to June 30, 2029.

Additionally, all Board Members must sign a Conflict of Interest Statement as defined in ORS 244 (https://www.oregonlegislature.gov/bills_laws/ors/ors244.html) on an annual basis for a period from July 1 to June 30 of the following year.

Issues or Impact

None

Action Required

To perform the oath of office for Greg Pack, Megan Ramey, Matt Althoff, and Jim Klaas and all Board Members must sign the Conflict-of-Interest Statement.

Attachments:

Oath of Office
Conflict of Interest Statement

HOOD RIVER COUNTY TRANSPORTATION DISTRICT OATH OF OFFICE

I, (insert name of board member), do solemnly swear, that I will support the Constitution of the United States, the Constitution of the State of Oregon, the laws thereof, and the policies of Hood River County Transportation District, and that I will faithfully discharge the duties of Director according to the best of my ability, so help me God.

_____ Board Member

Attest:

_____ Board Secretary

Attest:



Columbia Area Transit

Preliminary Annual Report - Cash Basis
July 1, 2024 - June 30, 2025

Prepared on
July 10, 2025

Columbia Area Transit

Statement of Financial Position Comparison

As of June 30, 2025

	TOTAL			
	AS OF JUN 30, 2025	AS OF JUN 30, 2024 (PY)	CHANGE	% CHANGE
ASSETS				
Current Assets				
Bank Accounts				
1000 Umpqua - Operating (6906)	26,699.68	505,294.05	(478,594.37)	(94.72 %)
1001 Umpqua - Money Market - STIF Funds (4890) (deleted)	0.00	256,535.75	(256,535.75)	(100.00 %)
1020 Hood River County - LGIP	782.61	2,198.71	(1,416.10)	(64.41 %)
1030 LGIP - Savings (6634)	1,088,896.98	854,267.43	234,629.55	27.47 %
1031 LGIP - STIF Funds (6771)	230,757.68		230,757.68	
1032 LGIP - Vehicle Fund (6770)	44,036.31		44,036.31	
1050 Petty Cash	100.00	100.00	0.00	0.00 %
Total Bank Accounts	\$1,391,273.26	\$1,618,395.94	\$ (227,122.68)	(14.03 %)
Total Current Assets	\$1,391,273.26	\$1,618,395.94	\$ (227,122.68)	(14.03 %)
TOTAL ASSETS	\$1,391,273.26	\$1,618,395.94	\$ (227,122.68)	(14.03 %)
LIABILITIES AND EQUITY				
Liabilities				
Current Liabilities				
Credit Cards				
2200 Umpqua - Credit Card	690.63	1,847.34	(1,156.71)	(62.61 %)
Total Credit Cards	\$690.63	\$1,847.34	\$ (1,156.71)	(62.61 %)
Other Current Liabilities				
2500 Accrued Payroll	0.00	4,131.73	(4,131.73)	(100.00 %)
Total Other Current Liabilities	\$0.00	\$4,131.73	\$ (4,131.73)	(100.00 %)
Total Current Liabilities	\$690.63	\$5,979.07	\$ (5,288.44)	(88.45 %)
Total Liabilities	\$690.63	\$5,979.07	\$ (5,288.44)	(88.45 %)
Equity				
3100 Fund Balance - Unassigned	1,337,622.88	726,998.84	610,624.04	83.99 %
3200 Fund Balance - Restricted				
3210 Restricted STIF Funds	230,757.68	230,507.01	250.67	0.11 %
3220 Restricted Capital Asset Funds	44,036.31	39,843.87	4,192.44	10.52 %
Total 3200 Fund Balance - Restricted	274,793.99	270,350.88	4,443.11	1.64 %
Net Revenue	(221,834.24)	615,067.15	(836,901.39)	(136.07 %)
Total Equity	\$1,390,582.63	\$1,612,416.87	\$ (221,834.24)	(13.76 %)
TOTAL LIABILITIES AND EQUITY	\$1,391,273.26	\$1,618,395.94	\$ (227,122.68)	(14.03 %)

Note

Unaudited - Should Be Used for Management Purposes Only

Statement of Activity

Columbia Area Transit

July 1, 2024-June 30, 2025

DISTRIBUTION ACCOUNT	TOTAL			
	JUL 1 2024 - JUN 30 2025	JUL 1 2023 - JUN 30 2024 (PY)	\$ CHANGE (PY)	% CHANGE (PY)
Income				
4100 Fare Revenue	\$245,921.65	\$217,494.70	\$28,426.95	13.07 %
4200 Contract Revenue	\$62,807.16	\$112,484.00	-\$49,676.84	-44.16 %
4500 Federal Funds	\$916,449.00	\$903,848.00	\$12,601.00	1.39 %
4700 State Funds	\$1,788,260.84	\$1,465,857.75	\$322,403.09	21.99 %
4800 Tax Revenue	\$276,714.04	\$269,501.34	\$7,212.70	2.68 %
4900 Other Revenue	0	0	0	
4910 Interest Income	\$68,449.13	\$53,095.31	\$15,353.82	28.92 %
4920 Reimbursement Income	14,515.05	4,175.76	10,339.29	247.6 %
4940 Sales of Equipment	3,520.25	15,040.73	-11,520.48	-76.6 %
4990 Misc Revenue	28,241.39	1,168.25	27,073.14	2317.41 %
Total for 4900 Other Revenue	\$114,725.82	\$73,480.05	\$41,245.77	56.13 %
Unapplied Cash Payment Revenue				
Total for Income	\$3,404,878.51	\$3,042,665.84	\$362,212.67	11.9 %
Cost of Goods Sold				
5000 Cost of Goods Sold				
5100 Fuel	172,891.12	211,875.30	-38,984.18	-18.4 %
5200 Vehicle Expense	\$239,392.68	\$146,092.22	\$93,300.46	63.86 %
5300 Operation Expenses	\$209,374.51	\$54,001.42	\$155,373.09	287.72 %
5500 Driver Expenses	\$17,815.98	\$11,252.79	\$6,563.19	58.33 %
5700 Advertising & Marketing	\$11,078.54	\$18,193.12	-\$7,114.58	-39.11 %
5900 Grant/Contract Match Funds	\$198,662.47	\$149,360.77	\$49,301.70	33.01 %
Total for Cost of Goods Sold	\$849,215.30	\$590,775.62	\$258,439.68	43.75 %
Gross Profit	\$2,555,663.21	\$2,451,890.22	\$103,772.99	4.23 %
Expenses				
7000 Administrative Expenses	0	0	0	
7100 Building Expenses	\$81,659.32	\$53,213.98	\$28,445.34	53.45 %
7300 Office Supplies & Expenses	\$15,985.41	\$17,287.24	-\$1,301.83	-7.53 %
7600 Professional Fees	\$137,735.93	\$95,045.51	\$42,690.42	44.92 %
7900 Other Administrative Expense	\$5,876.25	\$10,091.00	-\$4,214.75	-41.77 %
Total for 7000 Administrative Expenses	\$241,256.91	\$175,637.73	\$65,619.18	37.36 %
8000 Personnel Expense	0	0	0	
8100 Administrative Personnel Expense	0	0	0	
8110 Administrative Wages & Salary	\$266,248.79	\$225,809.49	\$40,439.30	17.91 %
8130 Administrative Employer Taxes	\$20,962.69	\$23,164.10	-\$2,201.41	-9.5 %
8150 Administrative Benefits	\$6,321.75	\$4,332.86	\$1,988.89	45.9 %
Total for 8100 Administrative Personnel Expense	\$293,533.23	\$253,306.45	\$40,226.78	15.88 %

Statement of Activity

Columbia Area Transit

July 1, 2024-June 30, 2025

DISTRIBUTION ACCOUNT	TOTAL			
	JUL 1 2024 - JUN 30 2025	JUL 1 2023 - JUN 30 2024 (PY)	\$ CHANGE (PY)	% CHANGE (PY)
8200 Direct Service Personnel Expense	0	0	0	
8210 Direct Service Wages & Salary	\$1,012,599.22	\$1,032,211.91	-\$19,612.69	-1.9 %
8230 Direct Service Employer Taxes	\$83,599.33	\$140,844.24	-\$57,244.91	-40.64 %
8250 Direct Service Benefits	\$202,730.15	\$160,551.74	\$42,178.41	26.27 %
Total for 8200 Direct Service Personnel Expense	\$1,298,928.70	\$1,333,607.89	-\$34,679.19	-2.6 %
Total for 8000 Personnel Expense	\$1,592,461.93	\$1,586,914.34	\$5,547.59	0.35 %
9000 Capital Outlay	0	0	0	
9100 Land, Buildings, & Facilities	322,631.14	73,821.00	248,810.14	337.05 %
9500 Equipment - Operating	621,597.47		621,597.47	
Total for 9000 Capital Outlay	\$944,228.61	\$73,821.00	\$870,407.61	1179.08 %
Unapplied Cash Bill Payment Expense	-450.00	450.00	-900.00	-200.0 %
Total for Expenses	\$2,777,497.45	\$1,836,823.07	\$940,674.38	51.21 %
Net Operating Income	-\$221,834.24	\$615,067.15	-\$836,901.39	-136.07 %
Other Income				
Other Expenses				
Net Other Income	0	0	0	
Net Income	-\$221,834.24	\$615,067.15	-\$836,901.39	-136.07 %

Columbia Area Transit

Budget vs. Actuals: FY25

July 2024 - June 2025

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Revenue				
4100 Fare Revenue	245,921.65	226,000.00	19,921.65	108.81 %
4200 Contract Revenue	62,807.16	127,000.00	(64,192.84)	49.45 %
4500 Federal Funds	916,449.00	3,614,949.00	(2,698,500.00)	25.35 %
4700 State Funds	1,788,260.84	2,473,951.00	(685,690.16)	72.28 %
4800 Tax Revenue	276,714.04	252,000.00	24,714.04	109.81 %
4900 Other Revenue		0.00	0.00	
4910 Interest Income	68,449.13	20,000.00	48,449.13	342.25 %
4920 Reimbursement Income	14,515.05		14,515.05	
4940 Sales of Equipment	3,520.25	10,000.00	(6,479.75)	35.20 %
4990 Misc Revenue	28,241.39	10,000.00	18,241.39	282.41 %
Total 4900 Other Revenue	114,725.82	40,000.00	74,725.82	286.81 %
Total Revenue	\$3,404,878.51	\$6,733,900.00	\$ (3,329,021.49)	50.56 %
Cost of Goods Sold				
5100 Fuel	172,891.12	280,000.00	(107,108.88)	61.75 %
5200 Vehicle Expense	239,392.68	255,952.00	(16,559.32)	93.53 %
5300 Operation Expenses	209,374.51	97,900.00	111,474.51	213.87 %
5500 Driver Expenses	17,815.98	10,000.00	7,815.98	178.16 %
5700 Advertising & Marketing	11,078.54	19,500.00	(8,421.46)	56.81 %
5900 Grant/Contract Match Funds	198,662.47	257,000.00	(58,337.53)	77.30 %
Total Cost of Goods Sold	\$849,215.30	\$920,352.00	\$ (71,136.70)	92.27 %
GROSS PROFIT	\$2,555,663.21	\$5,813,548.00	\$ (3,257,884.79)	43.96 %
Expenditures				
7000 Administrative Expenses	0.00		0.00	
7100 Building Expenses	81,659.32	40,000.00	41,659.32	204.15 %
7300 Office Supplies & Expenses	15,985.41	18,000.00	(2,014.59)	88.81 %
7600 Professional Fees	137,735.93	475,000.00	(337,264.07)	29.00 %
7900 Other Administrative Expense	5,876.25	12,200.00	(6,323.75)	48.17 %
Total 7000 Administrative Expenses	241,256.91	545,200.00	(303,943.09)	44.25 %
8000 Personnel Expense				
8100 Administrative Personnel Expense	0.00		0.00	
8110 Administrative Wages & Salary	266,248.79	264,543.00	1,705.79	100.64 %
8130 Administrative Employer Taxes	20,962.69	30,881.00	(9,918.31)	67.88 %
8150 Administrative Benefits	6,321.75	9,502.00	(3,180.25)	66.53 %
Total 8100 Administrative Personnel Expense	293,533.23	304,926.00	(11,392.77)	96.26 %
8200 Direct Service Personnel Expense	0.00		0.00	
8210 Direct Service Wages & Salary	1,012,599.22	1,230,049.00	(217,449.78)	82.32 %
8230 Direct Service Employer Taxes	83,599.33	165,312.00	(81,712.67)	50.57 %
8250 Direct Service Benefits	202,730.15	213,749.00	(11,018.85)	94.84 %
Total 8200 Direct Service Personnel Expense	1,298,928.70	1,609,110.00	(310,181.30)	80.72 %
Total 8000 Personnel Expense	1,592,461.93	1,914,036.00	(321,574.07)	83.20 %
9000 Capital Outlay				

Columbia Area Transit

Budget vs. Actuals: FY25

July 2024 - June 2025

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
9100 Land, Buildings, & Facilities	322,631.14	1,104,633.00	(782,001.86)	29.21 %
9500 Equipment - Operating	621,597.47	2,308,020.00	(1,686,422.53)	26.93 %
Total 9000 Capital Outlay	944,228.61	3,412,653.00	(2,468,424.39)	27.67 %
Unapplied Cash Bill Payment Expense	(450.00)		(450.00)	
Total Expenditures	\$2,777,497.45	\$5,871,889.00	\$ (3,094,391.55)	47.30 %
NET OPERATING REVENUE	\$ (221,834.24)	\$ (58,341.00)	\$ (163,493.24)	380.24 %
Other Revenue				
9910 Beginning Fund Balance				
9911 Unallocated Beginning Balance		960,000.00	(960,000.00)	
9912 Allocated Beginning Balance - STIF		200,000.00	(200,000.00)	
Total 9910 Beginning Fund Balance		1,160,000.00	(1,160,000.00)	
Total Other Revenue	\$0.00	\$1,160,000.00	\$ (1,160,000.00)	0.00%
Other Expenditures				
9950 Contingency		399,659.00	(399,659.00)	
9970 Reserve for Future Use		700,000.00	(700,000.00)	
Total Other Expenditures	\$0.00	\$1,099,659.00	\$ (1,099,659.00)	0.00%
NET OTHER REVENUE	\$0.00	\$60,341.00	\$ (60,341.00)	0.00%
NET REVENUE	\$ (221,834.24)	\$2,000.00	\$ (223,834.24)	(11,091.71 %)

Note

Unaudited - Should Be Used for Management Purposes Only

Columbia Area Transit

Bill Payment List

June 2025

DATE	NUM	VENDOR	AMOUNT
1000 Umpqua - Operating (6906)			
06/02/2025		Valic	(2,016.56)
06/02/2025		Valic	(2,172.58)
06/02/2025		Valic	(2,173.72)
06/04/2025	23054	Robert Barrick	(406.91)
06/18/2025	23055	Hayden Walstrom	(2,573.91)
06/16/2025		Valic	(2,403.70)
06/18/2025		Sign Media	(120.00)
06/23/2025		Providence OCC Travel Medicine Clinic	(25.00)
06/26/2025	23056	Sasquatch Shuttle & Parking	(10,905.00)
06/26/2025	23057	Merina & Co	(2,950.00)
06/26/2025	23058	SAIF	(20,076.80)
06/26/2025	23059	Amalgamated Transit Union	(212.50)
06/26/2025	23060	Columbia Gorge News	(171.00)
06/26/2025	23061	Hendrix Heavy Wrench	(9,623.70)
06/26/2025	23063	Les Schwab Tire Center	(646.80)
06/26/2025	23064	Weatherly Printing	(83.00)
06/26/2025	23065	Bohn's Printing	(85.47)
06/26/2025	23066	Day Wireless Systems	(2,571.19)
06/26/2025	23067	Napa Auto Parts	(2,154.77)
06/26/2025	23068	Sirius Media, LLC	(212.50)
06/26/2025	23069	Cascade Health Solutions	(232.00)
06/26/2025	23070	Peterson Trucks	(124.01)
06/26/2025	23071	Skamania County	(977.70)
06/26/2025	23072	United Cleaning Systems, LLC	(720.00)
06/26/2025	23073	Jubitz Fleet Services	(131.44)
06/26/2025	23074	MCEDD	(1,865.70)
06/26/2025	23075	Mount Adams Transportation Service - MATS	(901.70)
06/26/2025	23076	Valencia Lawn Care LLC	(300.00)
06/26/2025	23077	Sandy Area Metro	(4,255.57)
06/26/2025	23078	UniteGPS LLC	(936.00)
06/26/2025	23079	Cintas	(256.80)
06/26/2025	23080	Butterfield Testing Solutions	(1,379.00)
06/26/2025	23081	CDR Labor Law, LLC	(2,765.00)
06/26/2025	23082	Special Districts Insurance	(12,584.00)
06/26/2025	23083	Downtowner App, LLC	(1,000.00)
06/26/2025	23084	Skamania County	(377.65)
06/26/2025	23085	Access Tech LLC	(5,973.60)
06/27/2025		Swiftly Inc	(8,444.25)
06/30/2025	23086	Columbia Gorge News	(540.00)
06/30/2025	23087	Cintas	(256.80)
06/30/2025	23088	Swiftly Inc	(2,249.00)
06/30/2025	23089	Hendrix Heavy Wrench	(580.00)
06/30/2025	23090	Skamania County	(1,255.95)
06/30/2025	23091	Napa Auto Parts	(154.56)

Columbia Area Transit

Bill Payment List

June 2025

DATE	NUM	VENDOR	AMOUNT
06/30/2025	23092	Greg Pack	(30.00)
06/30/2025	23093	Meghan Larivee	(30.00)
06/30/2025	23094	MCEDD	(11,258.95)
06/30/2025	23095	Mount Adams Transportation Service - MATS	(1,445.95)
06/30/2025	23096	Les Schwab Tire Center	(5,907.12)
06/30/2025		Valic	(2,293.28)
Total for 1000 Umpqua - Operating (6906)			\$ (130,811.14)
Not Specified			
06/04/2025	23053	Robert Barrick	0.00
06/26/2025	23062	Access Tech LLC	0.00
Total for Not Specified			\$0.00

Note

Unaudited - Should Be Used for Management Purposes Only

Columbia Area Transit

A/R Aging Summary

As of June 30, 2025

	CURRENT	1 - 30	31 - 60	61 - 90	91 AND OVER	TOTAL
Experience Mt. Hood and the Gorge		20,000.00				\$20,000.00
Insitu Inc.		280.00				\$280.00
Oregon Department of Transportation		20,000.00				\$20,000.00
TOTAL	\$0.00	\$40,280.00	\$0.00	\$0.00	\$0.00	\$40,280.00

Note

Unaudited - Should Be Used for Management Purposes Only

Note: This is exclusively an accrual basis report, and therefore not included in any of the cash basis reports provided.

Columbia Area Transit

A/P Aging Summary

As of June 30, 2025

	CURRENT	1 - 30	31 - 60	61 - 90	91 AND OVER	TOTAL
Bohn's Printing	92.62					\$92.62
Hendrix Heavy Wrench	97.50					\$97.50
Mid-Columbia Overhead Door, Inc.			150.00			\$150.00
O'Reilly Automotive					-10.01	\$ -10.01
Rotary Club of Hood River	295.00					\$295.00
Sign Media	88.00					\$88.00
UniteGPS LLC	936.00					\$936.00
TOTAL	\$1,509.12	\$0.00	\$150.00	\$0.00	\$ -10.01	\$1,649.11

Note

Unaudited - Should Be Used for Management Purposes Only

Note: This is exclusively an accrual basis report, and therefore not included in any of the cash basis reports provided.

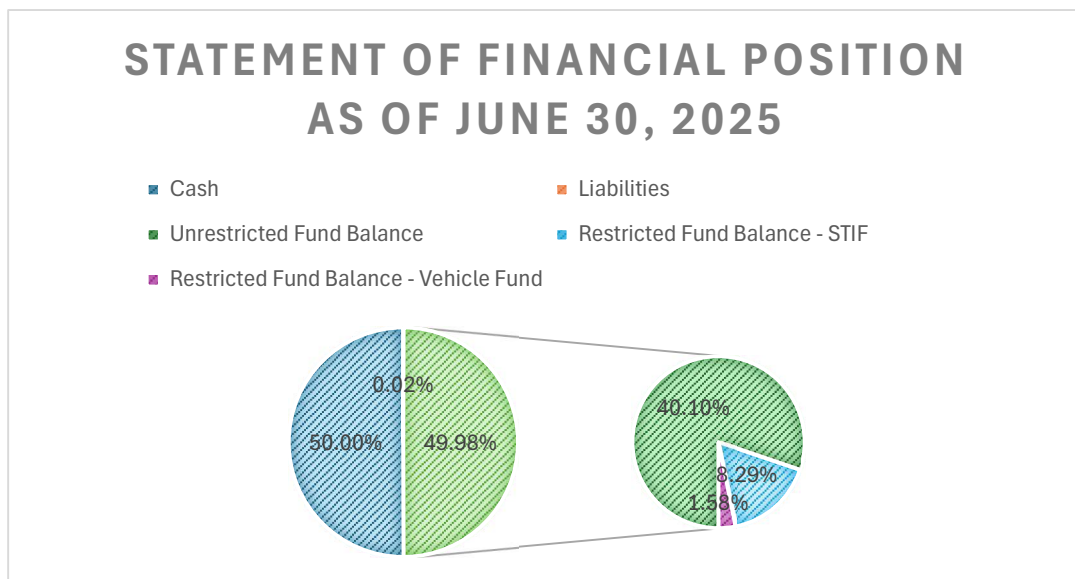
Memorandum

To: Hood River County Transportation District – Board of Directors
From: Emily Beckett, CPA
Date: July 10, 2025
Re: Preliminary Annual Financial Analysis for the Year Ended June 30, 2025

Statement of Financial Position (Balance Sheet)

Cash Balance – Total available cash at the end of June 2025 was about \$1.4m – a \$227k decrease over this time last year. Management worked to redistribute the District’s cash between several new accounts this last year, which is reflected in the change in account names and balances.

In June 2024, The District’s \$1m of savings funds were moved out of the County’s account and into its own LGIP account, which earned an interest rate of 4.60% for the last quarter, a slight decrease from the 4.85% earned in December. Thanks to this increase in interest income, management decided to move the restricted funds out of Umpqua Money Market accounts and into two separate LGIP accounts, which was completed in March of 2025. All the District’s reserve and restricted funds are now in LGIP accounts, which allows the District easy access and higher interest rates.



Credit Cards & Other Current Liabilities – The credit card balance was \$1k as of June 30, 2025, \$1k less than the \$2k balance in the prior year. Accrued payroll of \$0 at the end of June was \$4k less than the prior year. Outstanding payroll liabilities from the prior month are routinely paid at the beginning of the following month, but were paid before the end of June for FY25.

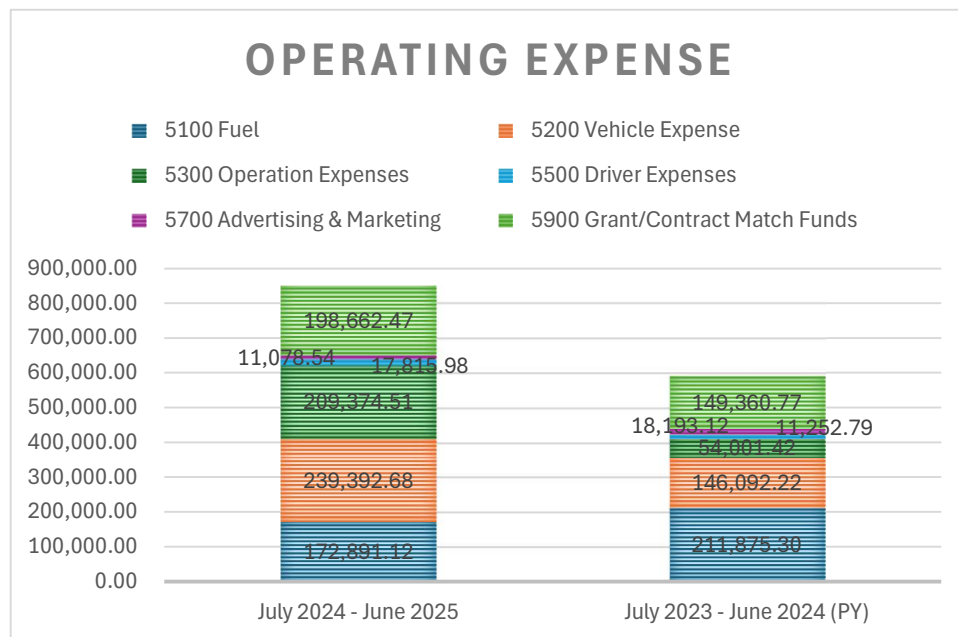
Fund Balance (Equity) – The total fund balance (or “equity”) of the District as of June 30, 2025 was almost \$1.4m, a \$222k decrease from the prior year. Of this balance, approximately \$275k is restricted and \$1.1m is unrestricted. Note that the restricted fund balances are tied to the related LGIP account balances. The STIF fund balance is preliminary, as the Q4 adjustments are not made until after all the grant reporting is completed in July.

Statement of Activity (Income Statement)

Total Revenue – Total revenue for FY25 was \$3.4m, which is \$362k more than FY24. Revenue is categorically consistent between the years, with the biggest difference being a \$322k increase in state funds received in FY25 as compared to FY24. This is attributed to a \$343k increase in STIF discretionary funds compared to the prior year. All other revenue lines fluctuated somewhat above or below the prior year, but collectively remained fairly stable.

Total revenue for FY25 was \$3.3m less than the budget, but this is primarily due to capital projects that were anticipated but not yet executed.

Cost of Goods Sold – Total cost of goods sold for FY25 was approximately \$850k, \$258k more than FY24, but still \$71k under budget. The sub-accounts for the cost of goods sold include:



Fuel – Fuel expenses through June 2025 totaled \$173k, which was significantly less than both the budget and prior year expenses by \$107k and \$39k respectively.

Vehicle Expense – Vehicle supplies, insurance, repairs and maintenance, tires, and janitorial expenses for the year totaled \$239k, which is \$93k more than the prior year due to an increase in vehicle repair expenses. There were several factors that contributed to this increase, including the increasing age of the District’s current fleet, the cost inflation of parts and supplies, and the District’s new mechanic which is both more expensive and more proactive on repair work compared to the prior mechanic. This additional maintenance work is not expected to be recurrent. The District also purchased new studded tires for enhanced winter safety. Even with all these expenses, the District’s vehicle expense for FY25 is still \$17k under budget.

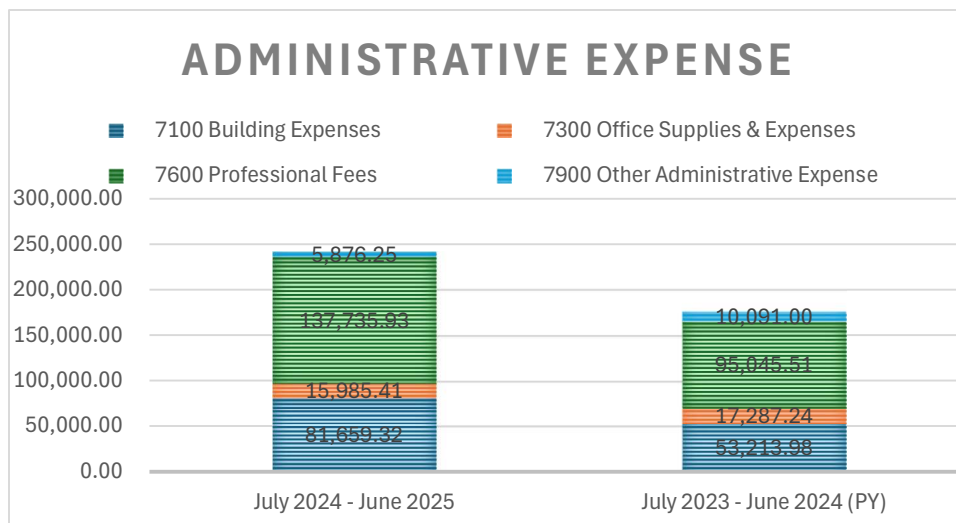
Operation Expenses – Merchant processing fees, shop supplies, dispatch, GPS software, radio software, and cellular data expenses through the end of June totaled \$209k, which is \$155k more than last year and \$111k more than budget. This is due to the purchase of new dispatch software, which was approved in the March Board meeting. The software costs of \$136k were paid in March 2025 and cover three years of service.

Driver Expenses – Driver expenses were \$18k for FY25, which is about \$7k more than both the prior year and budgeted amounts. This is attributed to additional driver uniform and safety equipment purchased, as well as a new driver training program, Smith System.

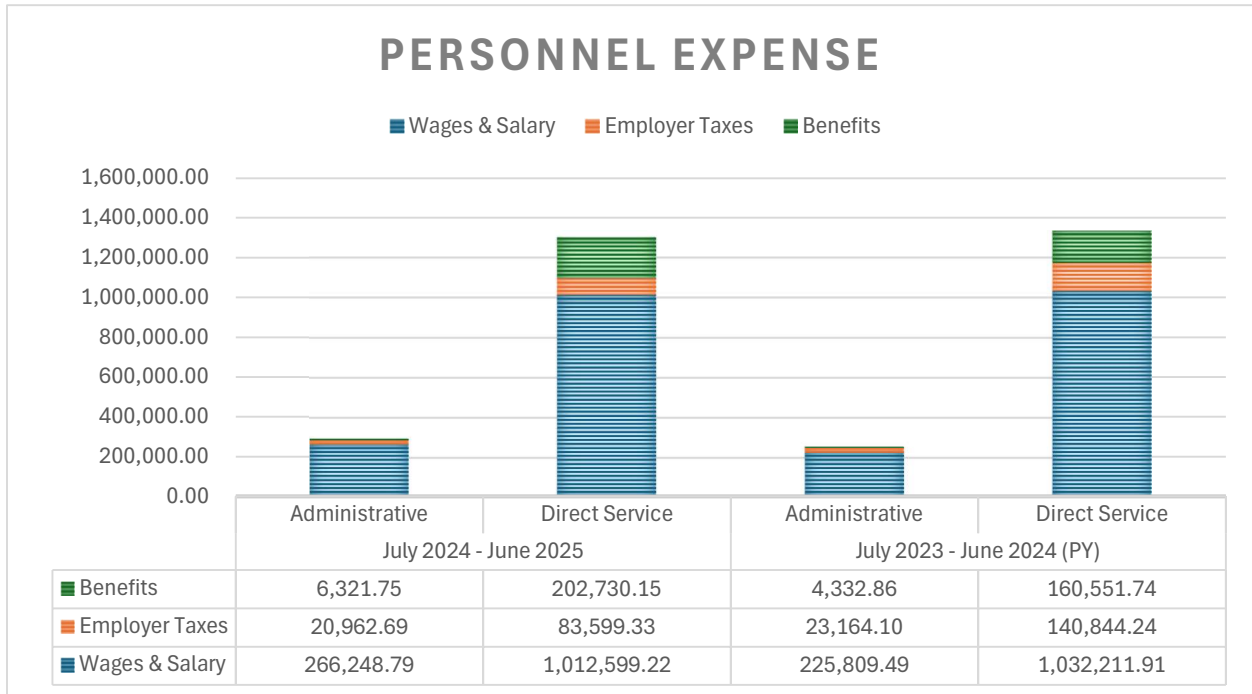
Advertising & Marketing – Advertising expense through the end of June 2025 was \$11k, which is below both the budget and the FY24 expense by \$7k and \$8k respectively.

Grant / Contract Match Funds – Grant and contract match funds for FY25 were \$199k, which is \$58k under budget, but \$49k more than the prior year due to another agency delaying a couple of their FY24 quarterly billings until FY25. On a cash basis, this results in inflated expenses reported for the year ended June 2025 compared to the prior year.

Administrative Expenses – Administrative expenses through the end of June totaled \$241k, which is \$66k more than the prior year. The largest difference is a \$43k increase in professional fees due to an increase in audit fees and IT consulting services. Additionally, there was a \$28k increase in building maintenance expenses in the current year due to roof, heating, and fire suppression system repairs, as well as the installation of a new eyewash station. However, total administrative expenses are still \$304k less than budget because a delay in awarded grant contracts reduced the actual professional fees compared to management expectations.



Personnel Expense – Total personnel expense through the end of June 2025 was \$1.6m, which is \$321k less than the budgeted amount of \$1.9m. The budget variance is approximately \$11k (or 4%) administrative and \$310k (or 96%) operating, thanks to scheduling efficiency and the ending of the seasonal services. Compared to the prior year, wages, taxes, and benefits for the year were \$40k higher for administrative and \$35k lower for operating, for a total personnel expense increase of \$5k.



Capital Outlay – The District spent \$944k for capital asset purchases during FY25, which included:

- In the first quarter of FY25, the District purchased new on-board bus cameras for \$23k.
- In September, the District purchased new ski and snowboard racks for their Hood to Mountain buses. The initial purchase plus additional modifications cost the District \$8k.
- Two new buses, totaling \$580k, were finally received in January 2025. The buses were purchased with federal 5311 reimbursement grant funds, which were received in February.
- In March 2025, the District was able to purchase an empty lot across the street from their headquarters for \$322k, which will be used to construct a new park-and-ride facility in the coming years. About \$190k of the land purchase grant reimbursement is anticipated to be received soon, with \$60k more anticipated by the end of the next fiscal year.
- In June 2025, the District purchased 11 new tablets for \$11k to use in conjunction with the new dispatch software purchased in March. These should be reimbursed with the rest of the Q4 grant submissions.

Net Operating Revenue – The net operating loss for the fiscal year ended June 30, 2025 was (\$222k), which is (\$164) less than the budgeted loss of (\$58k), but significantly less than the prior year's \$615k of net operating income. The majority of the FY25 loss was caused by the park-n-ride land purchase, which cost \$322k. Management anticipates the District will receive about \$250k of reimbursements related to this purchase in the next fiscal year.

Other Notes and Comments

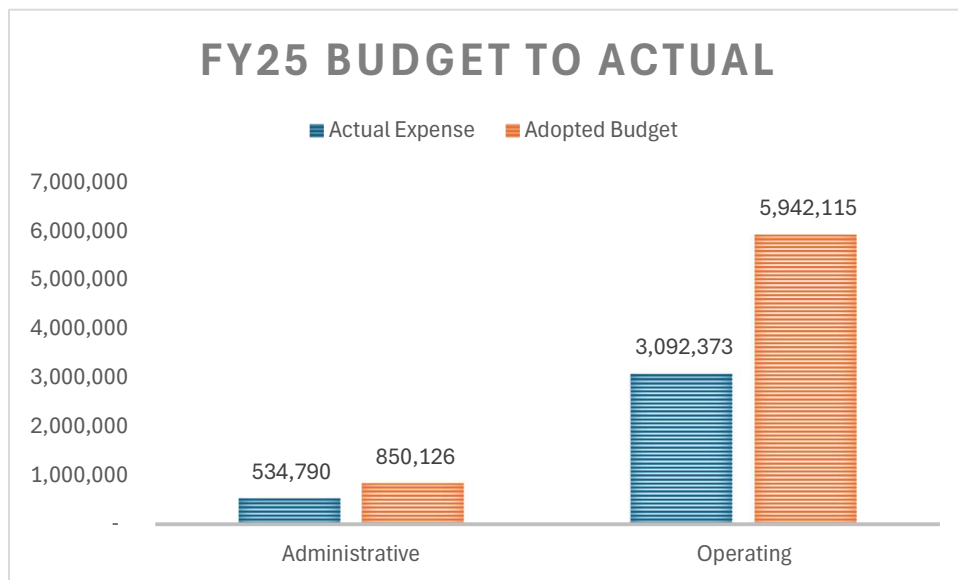
Accounts Receivable – On an accrual basis of accounting, the outstanding A/R at the end of June was \$40k. All receivables are within 30 days of being billed.

Accounts Payable – The outstanding amount due to vendors as of June 30, 2025 was \$2k, and almost all vendor balances are within 30 days. This balance is smaller than usual, as the District tries to pay all outstanding balances before the end of the fiscal year.

Budget – The preliminary figures for FY25 show the District operated well under budget for the year. The major difference came from capital outlay expenditures which were budgeted for but not spent.

As of June 30, 2025

	<u>Actual</u> <u>Expense</u>	<u>Adopted</u> <u>Budget</u>	<u>Under/(Over)</u> <u>Budget</u>	<u>Remaining %</u>
Administrative				
Materials & Services	241,257	545,200	303,943	
Personnel Expense	293,533	304,926	11,393	
Capital Outlay	-	-	-	
Total Administrative	534,790	850,126	315,336	37.1%
Operating				
Materials & Services	849,215	920,352	71,137	
Personnel Expense	1,298,929	1,609,110	310,181	
Capital Outlay	944,229	3,412,653	2,468,424	
Total Operating	3,092,373	5,942,115	2,849,742	48.0%



Other Updates

- Staff and Merina and Company are working together to close the books for FY25 and are anticipating a smooth upcoming audit. The auditors will be on site at the beginning of August.



Memo

To: Hood River County Transportation District Board of Directors
From: Amy Schlappi, Executive Director
Date: July 16, 2025
Re: Election of Chair, Vice Chair and Secretary-Treasurer

Background

As required in the bylaws, the Board of Directors is to elect a new chair, vice chair and secretary-treasurer at the first meeting in July.

Issues or Impact

The voting process for a chair, vice chair and secretary-treasurer must be done in a public setting. These are the Board officers that consist of the Executive Committee. The roles and responsibilities are below:

Chair: The Chair shall preside at all meetings of the Board and shall work closely with the Executive Director to ensure the efficient execution of the business of the District. The Chair shall have the authority to execute contracts and agreements approved by the Board. The Chair shall have the authority to make appointments to committees after giving due consideration to expressions of interest from members of the Board.

Vice-Chair: The Vice-Chair shall assume the authority and perform the duties of the Chair in the absence or incapacity of the Chair.

Secretary-Treasurer: The Secretary-Treasurer shall supervise the preparation and maintenance of complete and accurate minutes of the proceedings of the Board and the papers and records of the Board and shall be the official custodian of the same. When performing the treasurer functions, they shall supervise the proper disposition of the funds and securities of the Board and the preparation of such records and reports as the Board may deem appropriate. In discharging these duties, the Secretary-Treasurer may rely upon the Executive Director, appropriate staff and professionals retained by the Board.

Action Required

To elect officers of the Board Executive Committee for FY 2025-2026.



Recommendation

Staff recommends that the Board of Directors elect a chair, vice chair and secretary-treasurer.

Attachment:

None.



Memo

To: HRCTD - BOARD OF DIRECTORS
From: Tiah Mayhew
Date: 7/16/2025
Re: Eligible Check Signers

Background

In 2020, the board decided to reduce the number of eligible check signers from all board members to only the Executive Committee members, the Executive Director, and the Transit Operations Manager. Whenever there is an election or a change in any of these roles, the board must approve an updated list of eligible check signers.

Action Required

The board should discuss and vote to approve the appointed Executive Committee along with the Executive Director and the Transit Operations Manager, as eligible check signers.

Recommendation

CAT staff recommend that the board approves the appointed executive committee, Executive Director, and Transit Operations Manager as Eligible Check Signers.

Attachments:

None



Memo

To: HRCTD - BOARD Of DIRECTORS
From: Jeff Acciaioli
Date: 7/16/2025
Re: Approval of 35691 Request for Quote

Background

CAT recently submitted a Request for Quote (RFQ) related to ODOT Grant Agreement 35691. This grant provides funding to purchase two Category B passenger transportation vehicles. These are 40 ft plus vehicles that will be used on Gorge-To-Mountain Express, Dog Mountain, and Columbia Gorge Express services as needed.

ODOT has approved funds for reimbursement for one bus. The funds for the second bus are expected to be approved for reimbursement in Summer of 2026. We have submitted for one but would like to revise our RFQ to include the second vehicle, fulfilling the full grant by ordering two Category B vehicles.

The District does not pay for the buses until the vehicles have been delivered. The current timeline for delivery is about 12 months, making it likely that CAT would receive the buses at or after the reimbursement for the second bus is approved. Purchasing these vehicles now will secure current pricing, which is important as rates are increasing.

If the vehicles are delivered early, there will be a longer waiting period before the district is reimbursed for one of the buses, which would temporarily be covered by reserve funds. However, this could potentially result in savings for the district by locking in lower rates, as we've seen prices increase by approximately \$100,000 since 2023.

Action Required

Given the financial risk involved, the Board should discuss and vote on whether to approve or deny staff's request to submit a revised RFQ that includes an additional vehicle.

Recommendation

Staff recommend that the Board approve the request for an additional vehicle to lock in current pricing, save funds, and help CAT maintain service amid an uncertain future.



Memo

To: HRCTD - BOARD Of DIRECTORS
From: Jeff Acciaioli
Date: July 16th, 2025
Re: Approval of Used Vehicle Purchase

Background

CAT has purchased well-maintained used vehicles from other transit agencies to support Columbia Gorge Express, Gorge to Mountain, and Dog Mountain services. While this approach reduces upfront costs, these vehicles tend to experience increased mechanical issues and reduced reliability as mileage accumulates.

Our long-term goal is to transition to new vehicles for seasonal routes and Columbia Gorge Express spare vehicles through grant funding. In the meantime, used vehicles remain a valuable short-term solution.

When feasible, we upgrade to newer used vehicles—typically at a fraction of the cost of new ones. Once replaced, the older units are auctioned, and we often recover up to 50% of the original purchase price.

Funding Request – Up to \$15,000 from LGIP

- **Vehicle Replacements – Approx. \$15,000**
 - Purchase two used 40-foot Gillig or Similar buses to replace Bus 216 and either 217 or 218 (based on mechanic recommendation).
 - Purchase one sedan or minivan to replace the existing Chevy Tahoe for staff use.
 - Proactive replacements will help prevent major mechanical issues.
 - Retired vehicles will be declared surplus and auctioned.
- **Additional Expenses**
 - An estimated \$2,000–\$3,000 per vehicle from the 5310 vehicle maintenance grant will be used complete minor repairs before placed into service.
 - An estimated \$500 per vehicle for vehicle wraps will come from STIF formula funds.

Action Required



Since the ask is to purchase used vehicles, the Board should discuss and vote on whether to approve or deny staff's request to purchase two used 40-foot transit vehicles and one sedan for office use.

Recommendation

Staff recommend that the Board approve the purchase of two 40-foot transit vehicles and one sedan or minivan using LGIP funds to replace aging units, reduce mechanical costs, and improve fleet reliability.



Memo

To: HRCTD - BOARD OF DIRECTORS
From: Tiah Mayhew – Office Manager
Date: July 16, 2025
Re: Landscaping Contract

Background

CAT released an RFP for services as our current contract has ended. We received three proposals, and after evaluation, staff selected Gorge Us Lawn Care. Staff selected their proposal because they have the qualifications needed, have relevant experience, and because they were most cost-effective among the three respondents.

Per HRCTD's Financial Management policy staff needs approval of the below contract with Gorge Us Lawn Care. Staff followed proper procurement procedures per the district's procurement policies and selected Gorge Us Lawn Care.

- a. Purpose: Gorge Us Lawn Care will provide landscaping services to ensure the facility is well-maintained. Service will be performed bi-weekly during the spring and summer months, and monthly during the fall and winter months. Additionally, they will conduct a cleanup and lay new mulch to enhance the facilities' appearance.
- b. Not to exceed amount: \$20k
- c. Contract period: 8/1/2025 – 6/30/2027

Action Required

The Board should discuss and vote to approve or not approve the Landscaping contract for Gorge Us Lawn Care.

Recommendation

Staff recommend approving the Gorge Us Lawn Care contract.

Attachments:

Scope of Work from Gorge Us Lawn Care contract

SCOPE OF WORK

The selected contractor will provide bi-weekly landscaping services during the spring and summer months, and monthly during the fall and winter months. The services will be performed at both our transit center located at 224 Wasco Loop Hood River, OR 97031 and our adjacent vacant lot. The landscaping areas include the exterior grounds of the transit center, the park-and-ride area, and the adjacent lot. The selected contractor will be responsible for the following services:

- **Bi-Weekly Landscaping services from April - November:** Clearing debris from landscape beds, edge between beds and hard surfaces, mowing, blow walks, weed control on all grounds and hard surfaces (drives, walks etc.), trim trees and bushes as needed.
- **Monthly Landscaping Services from December through March:** Clearing debris from landscape beds, edge between beds and hard surfaces, mowing, blow walks, weed control on all grounds and hard surfaces (drives, walks etc.), trim trees and bushes as needed.
- **Annual Landscaping Services:** Turn off and blowout outdoor irrigation lines in November and turn lines on in April.

Invoice



Gorge Us Lawn Care, PO box 193, The Dalles OR 97058, United States

BILL TO

Mike At CAT transit

Invoice No.: **190**
Issue date: **6/11/2025**
Due date: **6/18/2025**


Payment method: **Transfer**

Invoice No. 190	Issue date 6/11/2025	Due date 6/18/2025	Total due (USD) \$0.00
---------------------------	--------------------------------	------------------------------	----------------------------------

Description	Quantity	Unit price (\$)	Discount %	Amount (\$)
Summer Bi-Weekly Lawn Maintenance \$150 \$150 per hour with anticipation of 1 hour of labor per visit	1	0.00	0.00	0.00
Winter Maintenance \$125 per hour	1	0.00	0.00	0.00
Turning on Irrigation/ Back Flow Test \$105	1	0.00	0.00	0.00
Turn Water Off/ Winterize \$65 for 4 zones \$10 per zone after	1	0.00	0.00	0.00
Spring/ Fall Cleanups \$2300 including dump fees	1	0.00	0.00	0.00
New Mulch/ Partial Underlayment \$975	1	0.00	0.00	0.00
Total (USD):				\$0.00

1 year contract

 Cody Edwards

 541-965-3752

 gorgeuslawncare@yahoo.com

Gorge Us Lawn Care
PO box 193
The Dalles OR 97058
United States



June 2025 Operations Report

Safety Scores				
Category	June 2025	May 2025	April 2025	March 2025
Overall Safety Score	98	98	98	100
Crashes	0	0	0	0
Harsh Events	1	1	1	0
% Speed -Moderate	%.7	%1	%1.1	%.0.2
% Speed- Heavy	%.02	%.02	%.02	%.003
% Speed - Severe	%.01	%.002	%.003	%.001

- Safety Score stayed the same from last month with one harsh braking event.
- The percentage of over speed limit is defined by the percentage of drive time where speeding occurred.
- In June, fuel costs increased by .16 per gallon.

Operations Data				
Category	June 2025	May 2025	April 2025	March 2025
Fixed OTP				
DAR OTP	94.84%			
Vehicle Hours Driven	974	1,086	1,026	1,460
Vehicle Miles Driven	34,852	39,762	33,409	40,969
Fuel Cost	\$16,162.82	\$12,070.51	\$15,835.28	\$15,748.08
Fuel Cost per Mile	%.46	\$.30	\$.47	\$.38

Category	June 2025	May 2025	April 2025	March 2025
Formal Customer Complaints	0	0	1	1
Vehicle Incidents	2	1	1	3
Customer Incidents	5	9	5	1
Vandalism	0	0	0	0

- **Formal Complaints:**

- None.

- **Vehicle Incidents:**

- A bus turned too tightly into the Gateway Transit Center and made contact with the gate keypad. Both the keypad and the vehicle sustained cosmetic damage. TriMet has been notified
- Due to its low position, the bike rack on the rear of the bus bottomed out and rebounded against the rear windows. The bike rack has been removed, and the windows have been replaced.

- **Customer Incidents:**

- A rider boarded the bus and refused to pay the fare, claiming that other passengers were riding for free. When the driver denied him boarding, the rider became aggressive, stood in the doorway, and refused to move. Supervisors were notified, but before further action was necessary, another passenger paid the rider's fare.
- A rider inquired about another passenger's location in a threatening manner. No information was disclosed.
- A man was sitting on the sidewalk near the front entrance, yelling at people and smoking. He was asked to stop smoking, and the police were called. He was subsequently escorted off the property
- A rider contacted the office, concerned they had missed the last bus at Multnomah Falls. It was determined they had misread the Gateway departure times as those for Multnomah Falls. The passenger was very upset and stated they intended to file a complaint.
- An individual was observed camping in the Park & Ride. After being informed that camping is not permitted, he left the premises but returned the following morning and behaved aggressively towards a staff member before leaving.

- **Vandalism:**

- No incidents reported.

- **Harsh Events / Distracted Driving: None**

EMPLOYEE OF THE MONTH:

Starla Jones



Starla has shown exemplary service with great attention to detail in all aspects of her job.

Ridership													
	JUN. 25	May. 25	APR. 25	25-Mar	FEB. 25	JAN. 25	DEC. 24	Nov. 24	Oct. 24	Sep. 24	Aug. 24	Jul. 24	Jun. 24
Dial-A-Ride	457	410	405	370	313	363	352	336	443	291	389	385	356
Upper Valley	243	307	279	220	142	246	263	321	450	390	368	390	354
Hood River City	2175	2156	1746	1866	1662	1819	1822	1557	1899	1911	2216	2243	2270
Columbia Gorge Express	4227	3698	3184	3223	2426	2746	2548	2788	3487	4160	5954	4985	4272
Gorge to Mountain	0	0	0	2133	2885	2905	1202	0	0	0	0	0	0
Dog Mountain	498	4564	289	0	0	0	0	0	0	0	0	0	857
White Salmon Wknd	24	0	0	0	0	0	0	0	0	84	175	123	25
Total	7624	11135	5903	7812	7428	8079	6187	5002	6279	6836	9102	8126	8134
% Change Compared to Prev Month	-6%	89%	-24%	6%	31%	24%	-20%	-8%	-25%	12%	0%	-19%	77%
% Change Compared to Same Month Previous Year	-31%	11%	4%	7%	42%	10%	2%	3%	10%	8%	-4%	5%	24%

Hours of Service													
	JUN. 25	May. 25	APR. 25	MAR. 25	FEB. 25	JAN. 25	DEC. 24	Nov. 24	Oct. 24	Sep. 24	Aug. 24	Jul. 24	Jun. 24
Dial-A-Ride	252	246	207	189	171	219	189	180	207	198	198	198	171
Upper Valley	110	116	116	110	92	121	137	140	161	164	182	182	157
Hood River City	325	336	327	334	302	339	325	314	339	336	336	336	320
Columbia Gorge Express	490	506	490	506	438	506	486	470	503	562	645	645	624
Gorge to Mountain	0	0	0	320	308	370	114	0	0	0	0	0	0
Dog Mountain	92	183.3	55	0	0	0	0	0	0	0	0	0	110
White Salmon Wknd	24	0	0	0	0	0	0	0	0	24	54	42	24
Total	1293	1387	1195	1459	1311	1555	1251	1104	1210	1284	1415	1403	1406

Boardings Per Hour													
	JUN. 25	APR. 25	MAR. 25	FEB. 25	JAN. 25	Dec. 24	Nov. 24	Oct. 24	Sep. 24	Aug. 24	Jul. 24	Jun. 24	May. 24
Dial-A-Ride	1.81	1.67	1.96	1.96	1.83	1.66	1.86	1.87	2.14	1.47	1.96	1.94	2.08
Upper Valley	2.21	2.66	2.41	2.00	1.54	2.03	1.93	2.29	2.80	2.38	2.02	2.15	2.25
Hood River City	6.69	6.41	5.34	5.59	5.50	5.37	5.61	4.96	5.60	5.69	6.60	6.67	7.09
Columbia Gorge Express	8.63	7.31	6.50	6.37	5.54	5.43	5.24	5.93	6.93	7.40	9.23	7.73	6.85
Gorge to Mountain	-	0.00	#DIV/0!	6.67	9.37	7.85	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Dog Mountain	5.41	24.90	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	#DIV/0!	7.79
White Salmon Wknd	1.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	#DIV/0!	3.50	3.24	0.00	0.00
Total	5.90	8.03	4.94	5.35	5.67	5.20	4.95	4.53	5.2	5.3	6.4	5.8	5.8

Hood River County Transportation District Conflict of Interest Statement

Hood River County Transportation District's (HRCTD) Board and Committee Members are prohibited from participating in the selection, award, or administration of a contract if a real or apparent conflict of interest would be involved.

Such a conflict would arise when any of the parties set forth below has a financial or other interest in the firm or entity selected for award:

- The employee, officer, board member, committee member or agent;
- Any member of his or her immediate family;
- His or her partner;
- An organization that employs, or is about to employ, any of the above.

All of those who are covered by this Code of Conduct have an obligation to promptly report any actual or suspected illegal or fraudulent activities or Code violations.

All of those covered by this Code should encourage and help those around them to follow the terms of the Code and to act ethically. If there is a concern by an individual covered by the Code of Conduct, they should report such concern to the HRCTD Board Chair, Vice Chair or Executive Director as appropriate.

All concerns will be treated with confidentiality and will be investigated fully by the person receiving the complaint or an appropriate designee.

Board members or Committee Members who violate any portion of the Code of Conduct may be subject to censure, asked to step down from their position and /or such other penalties as provided for by law.

As an HRCTD Board or Committee Member, I understand my Code of Conduct obligations and agree to faithfully follow my responsibilities.

HRCTD Board Member

Signature

Position

Date