



October 15th, 2025

Board of Directors of the Hood River County Transportation District

Public Hearing – Fare Change

224 Wasco Loop, Board Conference Room

Hood River, OR 97031

4:00pm – 4:10pm

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) 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.

4) Proposed Fare Change for the Gorge-To-Mountain Express

5) Adjournment – 4:10 p.m. Continue to the monthly Board of Director’s Meeting

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.



Memo

To: HRCTD - BOARD OF DIRECTORS
From: Amy Schlappi, Executive Director
Date: October 15, 2025
Re: Proposed Gorge-To-Mountain Express Fare Changes

Overview

This meeting marks the first of two required public hearings to consider a proposed fare adjustment for the Gorge-to-Mountain Express service—from the current \$5.00 round-trip to a \$5.00 one-way fare. No formal decision will be made until the second hearing has taken place. Board Members are asked to review and discuss the proposal. These hearings also provide an opportunity for the public to submit comments and feedback.

Background

The Gorge-to-Mountain Express was launched in 2019 as a pilot program and quickly gained popularity as a transportation option to recreate on Mt. Hood. For the past couple of seasons ridership has continually increased on average by 10% year over year.

- 2023–24 Season: 8,277 riders | Avg. 8.07 riders/hour
- 2024–25 Season: 9,125 riders | Avg. 8.2 riders/hour

Initially offered as a free service, the Board approved a \$5.00 round-trip fare in 2020. At the time the decision was made to make it a round-trip fare due to concerns with limited wireless connectivity up at Mt. Hood Meadows, which could hinder fare purchases. The fare took effect on December 1, 2020.

Since 2020, operating costs have continued to rise and having a round-trip fare structure can be confusing to riders. Staff propose adjusting the fare to \$5.00 each way, allowing more of the service to be paid for through fares and aligning this service with the District's standard one-way fare structure. Staff have found that wireless connectivity is generally reliable at the Mt. Hood Meadows lodge and are no longer concerned with wireless connectivity. Riders will still be able to use the Gorge Transit Pass for this service.



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

8) Executive Director's Report – Amy Schlappi – 4:35 pm

- a. Legislative Update
- b. Staffing/Winter Operations Preparation Update
- c. I-84 Construction Impact Update

9) Discussion Items

10) Upcoming Events

- a. RAISE Planning Public Event – November 5th

11) Adjournment – 5:30pm

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Se Habla Español.



October 15th, 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
4:10pm – 5:30pm

Agenda

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- 1) Call Meeting to Order – 4:10pm**
- 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 September 17th, 2025, Regular Monthly Meeting Minutes – Greg Pack- 4:13pm**

4) Public Comment

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- f. Three (3) minutes per community member.

5) Accounting Report– 4:15pm

- a. Quarterly Financial Report - **Emily Bechtold with Merina & Co – 4:15pm**

6) Resolutions & Action Items – 4:25 pm

- a. Approval of ACH Vendor List

7) Operations Manager Report – Jeff Acciaioli – 4:25 pm



Key Considerations:

- Cost Comparison:
 - IRS mileage rate estimates a round trip from Hood River to Mt. Hood Meadows at \$50.
 - Fuel-only cost (assuming 18 miles per gallon) is approximately \$16.48 round trip from Hood River to Mt. Hood Meadows.
- Fare Usage:
 - Staff estimate that 60% of riders use Gorge Passes, while 40% pay cash. The new dispatch software will provide more clarity to understand the percentage of riders who use Gorge Passes versus those who pay cash on the Gorge-To-Mountain Express service.
- Funding Outlook:
 - If the current scope change request is approved, FLAP grant funding will support the service for three years. The Board should be aware that the ongoing Federal Government shutdown is delaying the outcome of the of the scope change request.
 - After the 2027/28 season, ongoing operational costs may not be eligible under FLAP guidelines and sustainable funding solutions will need to be created.
- Cost Recovery:
 - To fully fund the service without subsidies, CAT would need to charge \$10 each way, and Gorge Passes would not be accepted. This is based on ridership and expenses from the 2024-25 season.

Staff Recommendation

Staff recommend that the Board consider and discuss the fare increase.

Action Required

No action is required at this time beyond discussion. If Board Members would like additional data to inform their decision, staff will make every effort to provide it at the next meeting.



Wednesday, September 17th, 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
4:00 p.m. – 5:30 p.m.

Meeting Minutes

1. Call Meeting to Order

Megan Ramey called the Board of Directors Meeting to order at 4:01 PM.

2. Roll Call

Tiah took roll call: Greg Pack - Board Chair (Joined at 4:03, left at 4:47), Megan Ramey - Board Vice Chair, Tamra Taylor - Board Secretary/Treasurer, Eleazar Reyes, Matt Althoff, Jim Klaas

Absent: Gisela Ayala-Echeverria

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

Public: Fierce Catoc - Singer Lewak, Kathy Wilson - Singer Lewak, Emily Beckettold - Merina & Co., Jovi Arellano - Oregon Department of Transportation

3. Approval of August 20th, 2025, Regular Monthly Meeting Minutes

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

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

Approved by: Greg, Megan, Tamra, Eleazar, Matt and Jim

Opposed by: None

4. Public Comment

No public comment.

5. FY2025 Financial Audit Report – Fierce Catoc & Kathy Wilson, Singer Lewak

Kathy's presentation of the June 30th, 2025, Audit began with an overview of the three documents included in the meeting materials; the Financial Statements (including the Independent Auditor's Report), the Report to the Secretary of State, and the Government Auditing Standards Report. She noted that the Government Auditing Standards Report is a new document for the District this year.



Kathy reviewed the Independent Auditor’s Report, which includes Singer Lewak’s opinion confirming that they audited the Financial Statements on a modified cash basis for the fiscal year ending June 30, 2025. The report also provides an explanation of the modified cash basis of accounting. Kathy highlighted that the Statement of Net Position shows the District with \$1.4 million in cash or cash equivalents and \$3.5 million in capital assets, an increase due to new bus acquisitions. The Auditor’s Report confirmed that the District is materially in compliance with all requirements. The Government Auditing Standards Report contained no financial statement or compliance findings.

Kathy also reviewed the Federal Compliance Report, noting that there were no findings related to internal controls, material weaknesses, or significant deficiencies associated with federal awards. This section also includes the Schedule of Expenditures of Federal Awards and a Governance Letter. Kathy shared that the CAT team is highly responsive, organized, and easy to work with. Fierce then provided an overview of the Statewide Transportation Improvement Fund (STIF) Agreed-Upon Procedures (AUP) review. STIF funds are one of the District’s major revenue sources. ODOT requires this procedure to confirm the appropriate use of funds, and no findings or exceptions were reported.

Emily then reviewed the Management’s Discussion and Analysis. She highlighted that the District’s revenues exceeded expenditures by \$397,764, with revenues increasing 12% compared to the prior year. Emily pointed to two particularly useful reports in this section: (1) the condensed Statement of Net Position, which compares assets and liabilities as of June 30, 2025 and June 30, 2024; and (2) the comparative Statement of Activity, which shows changes between fiscal years 2024 and 2025. The main differences included higher state grant revenues—primarily for land and vehicle purchases—and increased expenditures tied to contract spending and a one-time, three-year purchase of new dispatch and vehicle tracking software.

Emily then reviewed the budget comparison, which showed that total administrative expenses were under budget by \$316,000 and total operating expenses were under budget by \$2.8 million. Operations were significantly under budget because two large projects—the bus barn and park & ride lot expansion and the electric bus upgrades—did not move forward. She also discussed the change in net position, which was reduced by \$220,000 due to the land purchase across the street for bus storage. Megan asked for clarification, and Amy explained that reimbursement for the land purchase has not yet been received.

6. Monthly Financial Report

Tiah presented the Financial Reports for the previous month included in the meeting materials. Matt had a question about an expense for Sasquatch Shuttle. Amy and Tiah explained that Sasquatch Shuttle is operating the Multnomah Falls Ambassador program and the funds to pay for their services aren’t coming directly from CAT, but rather from ODOT, The Mt. Hood Experience and The Forest Service.



7. Resolutions & Action Items

a. Approval of Union Contract

Amy stated that staff have been working with the Amalgamated Transit Union on an updated Collective Bargaining Agreement (CBA). If the board approves the contract, the changes will be backdated to July 1st, 2025. The redlined CBA was included in the meeting materials and has been approved by the Union. Amy briefly went through some of the more significant changes including leaves of absence, subcontracting, seniority and a new article on technology use and the rights of employees and the employer. Article 17 addresses wage rate increases. Megan asked for details on the technology portion and Amy went on to share that the changes clarify when CAT can review camera footage both inside buses and the facility. Matt and Amy discussed the wage increases and how they differ from the office staff wage scale. Another notable wage change was the Gorge-to-Mountain Express differential pay increase from \$1 per hour to \$3 per hour. Matt had another question about how the wages increase, and the backdating (with Board approval) will impact on the budget. Amy explained that she would be removing a unfilled part-time position that was in the budget to compensate for the increase. Paid Time Off hours available for rollovers would increase from 200 hours to 250 hours. Tamra had a question about Amy's overall thoughts on the new contract and if there is potential to increase funding for the Gorge-to-Mountain Express in the future. Greg also had a question about non-CDL drivers as to why the scale does not go further than Base, Amy explained that Drivers must obtain their Class B CDL within 6-months so they would then move to the Class B scale.

Motion: Matt made a motion to approve the Union contract. The motion was seconded by Greg.

Approved by: Greg, Megan, Tamra, Eleazar, Matt and Jim

Opposed by: None

b. Approval of Updated Employee Handbook

Tiah stated that included in the meeting materials is a red-lined copy of the CAT Employee Handbook. The handbook was last updated in 2023 and since then there have been a few new policies that have been approved by the Board. Additionally, due to the updated Union CBA and recommendations from CAT's Human Resources consultant other items needed to be updated in the Employee Handbook. Tiah reviewed the bigger changes that had not yet been reviewed by the Board but detailed in the memo provided in the materials. Greg asked for confirmation that the revisions were approved by an attorney. Amy confirmed they have been approved by the Human Resources consultant, and any labor related changes were approved by labor attorney.

Motion: Tamra made a motion to approve the changes to the CAT Employee Handbook. The motion was seconded by Greg.

Approved by: Greg, Megan, Tamra, Eleazar, Matt and Jim

Opposed by: None

c. Approval of Updated ADA Policy



Tiah stated that included in the meeting materials is a red-lined version of CAT's ADA Complimentary Paratransit Plan. With recent route changes and the expansion of CAT's Dial-A-Ride service an update to the ADA Paratransit policy was needed. The changes have been sent to ODOT for review, and everything was in compliance. The biggest changes were the Upper Valley route moving from a deviated fixed route service to a fixed route, expanding Dial-A-Ride to the Upper Valley, and now allowing for same day requests on Dial-A-Ride. Timing for these updates works great as a compliance audit with ODOT has been scheduled for January.

Motion: Matt made a motion to approve the changes to ADA Complimentary Paratransit Policy. The motion was seconded by Eleazar.

Approved by: Greg, Megan, Tamra, Eleazar, Matt and Jim

Opposed by: None

d. Approval of Landscaping Contract

Tiah explained that in July the Board approved a landscaping contract with Gorge Us Lawn Care. Since the approval from the Board Gorge Us Lawn Care declined the contract, stating that they did not have the capacity to take on the service. Staff reviewed the two other providers who submitted quotes and selected Crystal Greens Landscaping as the most cost-effective option. Crystal Greens has also been very responsive and has good references around town. Matt asked if we are planning to use the new landscapers for snow removal as he seen that they provide that service as well, Amy explained that CAT already has a provider for snow removal.

Motion: Greg made a motion to approve the landscaping contract with Crystal Greens Landscaping. The motion was seconded by Matt.

Approved by: Greg, Megan, Tamra, Eleazar, Matt and Jim

Opposed by: None

8. Operations Manager Report – Jeff Acciaioli

a. Performance Report

August's overall safety score was up one point to 99. Jeff credited our drivers for such a good score. Fuel costs went up 34% and fuel cost per mile is \$0.40. Vehicle hours driven was 1,239 hours, vehicle miles were at 34,593 miles. CAT had six formal customer complaints and four customer incidents. Jeff gave a brief overview of the complaints and customer incidents.

b. New Vehicle Update

CAT has recently gotten bus graphic artwork approved for two new cut-away buses and one Ford Transit van conversion. The vehicle will likely be delivered sometime in October or early November. Final work on the buses is being performed by Northwest Bus Sales, including installation of radios, vehicle wraps and cameras. After final approval they can be delivered.



c. Columbia Gorge Express Schedule Changes

CAT has begun the process of adjusting times on the Columbia Gorge Express schedule. The time changes are small and mostly for eastbound stops to minimize wait times, and improve connections with other transit providers and routes.

d. Employee of the Month

Michael Gorton has been named CAT's Employee of the Month.

e. Ridership

Dial-A-Ride continues to see an increase in ridership with its expansion. There were 550 passengers last month on Dial-A-Ride. Upper Valley ridership has decreased with the removal or deviated stops. Overall, ridership is down compared to last year at this time but rides per hour is up to almost seven rides per hour.

9. Executive Director Report – Amy Schlappi

a. Special Legislation Session Update

Amy provided another update to the Board on the special legislative session that began August 29th, where an emergency transportation funding bill will be discussed. The proposed bill that Governor Kotek is bringing to the Special Legislative Session will include a .01% increase for transit and other tax increases that will assist with the budget shortfall that ODOT, Counties, and Cities are currently facing. The proposed bill was amended so that the current version will be sunset on Jan 1, 2028. Meaning STIF funds will be doubled for two years before ending. Amy and Megan testified at the public hearing. The special session will resume sometime around Sept. 27th. Staff is working to prepare as if the funds will be received and then move forward with capital projects and small service improvements.

b. Route Changes Update

Hood River City and Upper Valley Route changes went into effect September 13th with mostly positive feedback. The streamlined Hood River City route now circulates Hood River in 35-40 minutes allowing two and a half extra laps around town. There are still some street painting and markings needed for the existing bike lane at the May & 18th St stop. The next step for the Hood River City route is to install permanent signage and bus stop facilities. This process does take significant time with the required NEPA process. The next steps for Upper Valley are to add additional stops on the route with ODOT or County approval. Amy did want to inform the Board that there have been some customer complaints about the removal of the Walmart and Safeway stops. This was expected and staff have worked with the riders to explain their options for using Dial A Ride.



10. Discussion Items

Megan mentioned the Safe Routes to School plan for Hood River County. Her report is for all six schools in the county and includes almost one hundred infrastructure recommendations. Megan encouraged everyone to make a public comment on the plan.

11. Upcoming Events

There were no upcoming events discussed.

12. Adjournment

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

Approved by: Greg, Tamra, Gisela, Matt and Jim

Opposed by: None

The meeting was adjourned at 5:06.

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 horizontal flourish extending to the left.

Approved by: Tamra Taylor, Secretary-Treasurer

Memorandum

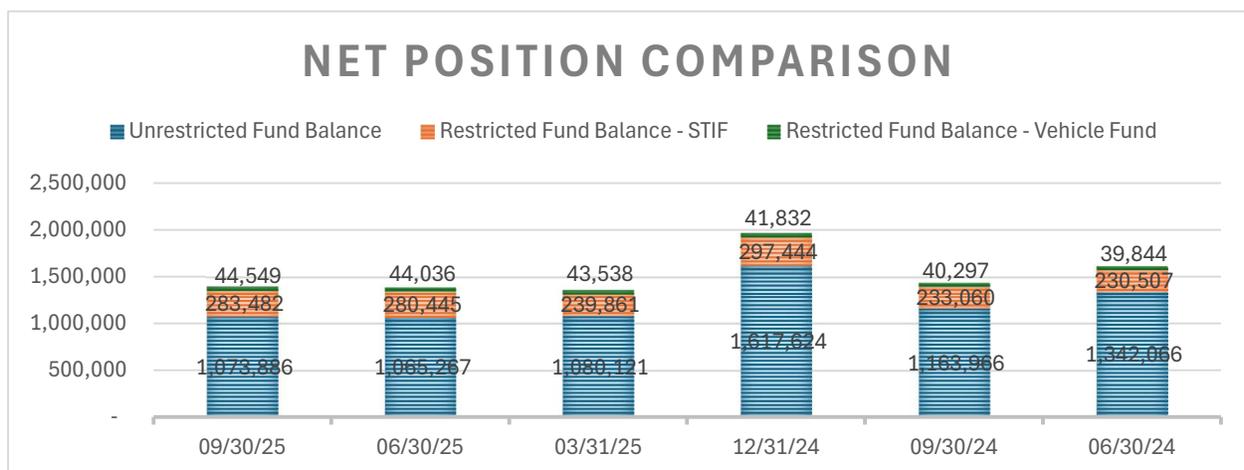
To: Hood River County Transportation District – Board of Directors
From: Emily Becktold, CPA
Date: October 9, 2025
Re: Financial Analysis for the First Quarter Ended September 30, 2025

Statement of Financial Position (Balance Sheet)

Cash Balance – Total available cash at the end of September 2025 was about \$1.4m – a \$36k decrease over this time last year.

Credit Cards & Other Current Liabilities – The credit card balance was \$2k as of September 30, 2025, very close to balance in the prior year. Accrued payroll of \$28 at the end of September was for union dues, and similar to the balance in the prior year. Outstanding payroll liabilities from the prior month are routinely paid at the beginning of the following month.

Fund Balance (Equity) – The total fund balance (or “equity”) of the District as of September 30, 2025 was \$1.4m, a \$35k decrease from the prior year. Of this balance, approximately \$328k or 23% is restricted and \$1.1m or 77% is unrestricted. Note that the restricted fund balances are tied to the related LGIP account balances. The STIF fund balance is preliminary, as the Q1 adjustments are not made until after all the grant reporting is completed in October.

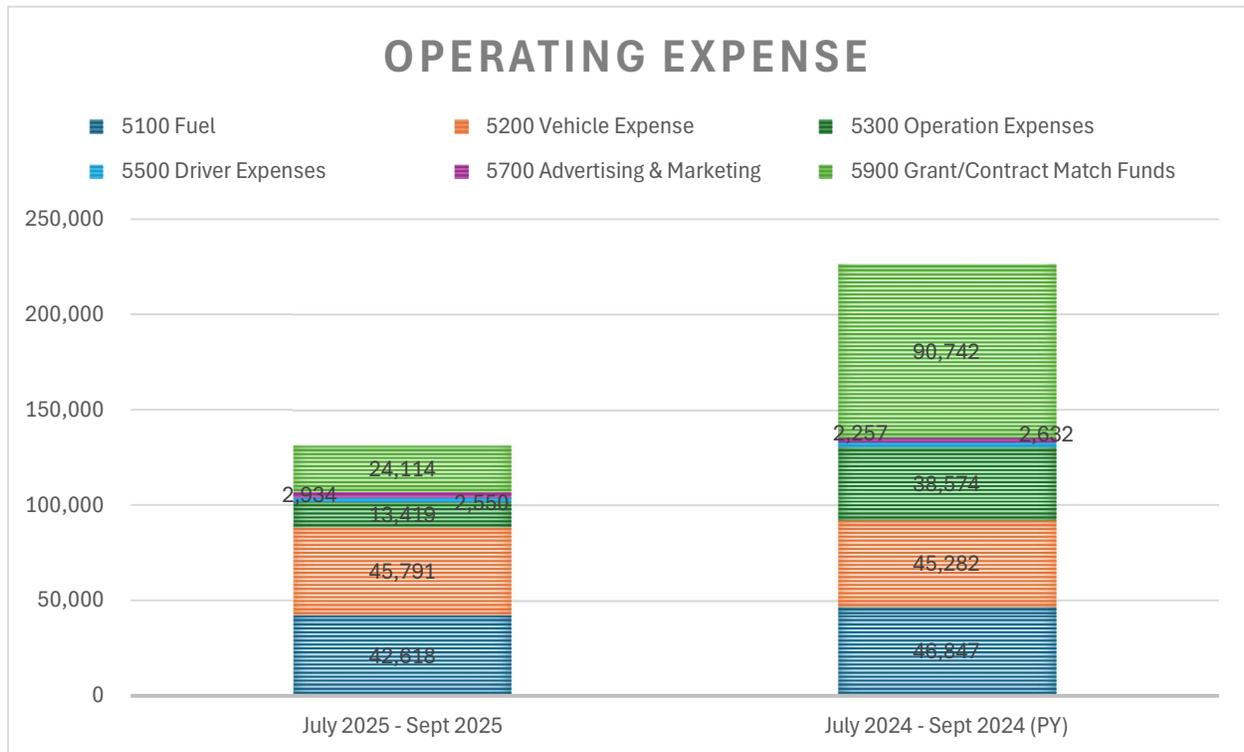


Statement of Activity (Income Statement)

Total Revenue – Total revenue for the first quarter of FY26 was \$575k, which is \$65k more than the first quarter of FY25. Revenue is relatively consistent between the years, with the biggest differences being a \$217k increase in state funds and a \$20k and \$123k decrease in contract revenue and federal funds. This is attributed to CARES funds received in FY25 which were not repeated in the current year, which were offset by additional STIF Discretionary funds for the G2M service and improved technology grant. All other revenue lines fluctuated somewhat compared to prior year, but collectively remained fairly stable.

Compared to budget, the revenue for the current year is short \$12.2m due to significant federal and state grant reimbursements related to capital projects that are still planned but not yet executed.

Cost of Goods Sold – Total cost of goods sold for the first quarter of FY26 was approximately \$131k, \$95k less than FY25 and \$575k under budget. The sub-accounts for the cost of goods sold include:



Fuel – Fuel expenses through September 2025 totaled \$43k, which was \$4k less than the prior year and \$207k under budget.

Vehicle Expense – Vehicle supplies, insurance, repairs and maintenance, tires, and janitorial expenses for the first quarter of FY26 totaled \$46k, which is almost identical to the prior year's first quarter. This is still \$183k under budget.

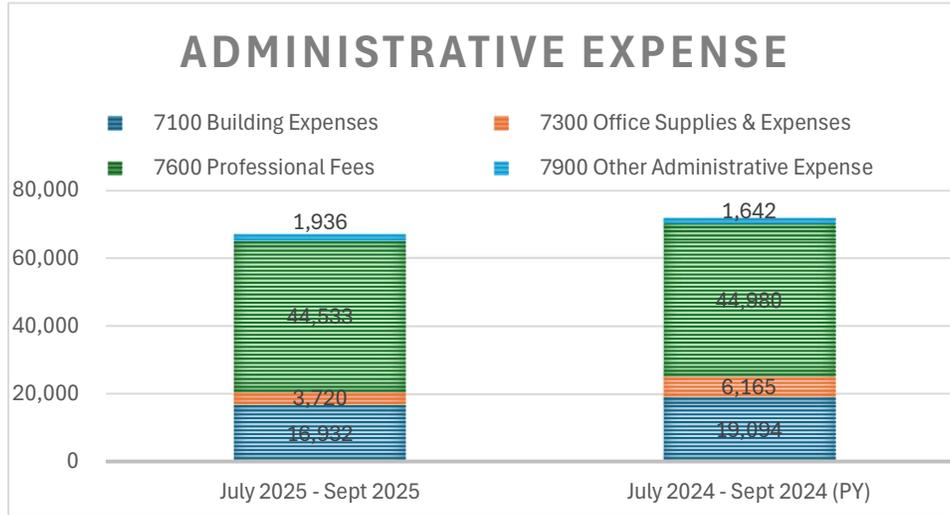
Operation Expenses – Merchant processing fees, shop supplies, dispatch, GPS software, radio software, and cellular data expenses through the end of September 2025 totaled \$13k, which is \$25k less than the prior year and \$16k less than budget.

Driver Expenses – Driver expenses were just under \$3k for the first quarters of FY26 and FY25. This is \$10k under the budgeted amount for FY26.

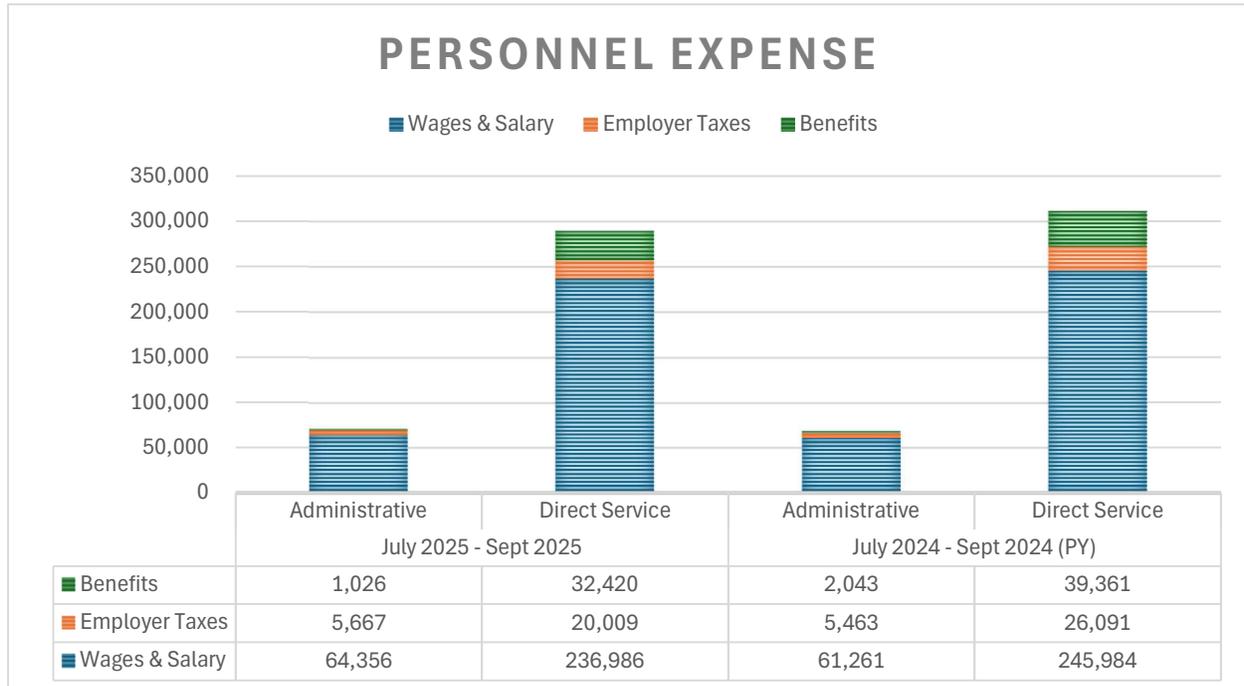
Advertising & Marketing – Advertising expense through the end of September 2025 was \$3k, which is consistent with FY25 expense and \$10k below budget.

Grant / Contract Match Funds – Grant and contract match funds for the first quarter of FY26 were \$24k, which is \$147k under budget and \$67k less than the prior year.

Administrative Expenses – Administrative expenses through the end of September totaled \$70k, which is \$2k less than the prior year. The largest difference was a \$2k decrease in office supplies and expenses. Total administrative expenses are still \$458k less than budget, primarily due to a \$430k variance with the budget for professional fees related to capital projects.



Personnel Expense – Total personnel expense through the end of September 2025 was \$360k, which is 18% of the budgeted amount of \$1.96m. For the first quarter, the total administrative personnel expense was 23% and the operating personnel expense is 19% of the budget for the year. Compared to the prior year, wages, taxes, and benefits for the year were \$2k higher for administrative and \$22k lower for operating, for a total personnel expense decrease of \$20k.



Capital Outlay – The District has not yet had any capital outlay for the year. Planned projects include:

- Development of a new park-and-ride with land purchased in FY25 which is across the street from the District office.
- Redevelopment of the old park-and-ride into additional, secure bus storage lot and maintenance facility.
- Restructuring of the office layout to facilitate additional office space.
- Development of interregional transit hub at Lot 1 located at the waterfront.
- Five new buses, three of which are scheduled to be delivered in the next quarter.

Net Operating Revenue – The net operating income for the first quarter of FY26 was \$12k, which is \$187k more than the operating loss of \$(175k) from the first quarter of FY25.

Other Notes and Comments

Accounts Receivable – On an accrual basis of accounting, the outstanding A/R at the end of September was \$10k. All receivables are within 60 days of being billed.

Accounts Payable – The outstanding amount due from vendors as of September 30, 2025 was \$(376), which represents payment credits not yet applied to future bills. There were no outstanding amounts due, as the District tries to pay all outstanding balances before the end of the quarter for grant reporting purposes.

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 September 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	70,167	528,290	458,123	
Personnel Expense	71,049	321,000	249,951	
Capital Outlay	-	75,000	75,000	
Total Administrative	141,216	924,290	783,074	84.7%
Operating				
Materials & Services	131,427	706,120	574,693	
Personnel Expense	289,414	1,644,288	1,354,874	
Capital Outlay	-	10,261,406	10,261,406	
Total Operating	420,841	12,611,814	12,190,973	96.7%

Management Report

Columbia Area Transit

For the quarter ended September 30, 2025



Prepared on

October 9, 2025

Statement of Financial Position Comparison

Columbia Area Transit

As of September 30, 2025

DISTRIBUTION ACCOUNT	TOTAL			
	AS OF SEPTEMBER 30, 2025	AS OF SEPTEMBER 30, 2024 (PY)	\$ CHANGE (PY)	% CHANGE (PY)
Assets				
Current Assets				
Bank Accounts				
1000 Umpqua - Operating (6906)	134,108.73	156,824.28	-22,715.55	-14.48 %
1001 Umpqua - Money Market - STIF Funds (4890) (deleted)	0.00	273,356.20	-273,356.20	-100.0 %
1020 Hood River County - LGIP	232.65	225.23	7.42	3.29 %
1030 LGIP - Savings (6634)	941,212.78	1,009,212.79	-68,000.01	-6.74 %
1031 LGIP - STIF Funds (6771)	283,481.77		283,481.77	
1032 LGIP - Vehicle Fund (6770)	44,548.85		44,548.85	
1050 Petty Cash	100.00	100.00	0.00	0.0 %
Total for Bank Accounts	\$1,403,684.78	\$1,439,718.50	-\$36,033.72	-2.5 %
Accounts Receivable				
Other Current Assets				
Total for Current Assets	\$1,403,684.78	\$1,439,718.50	-\$36,033.72	-2.5 %
Fixed Assets				
Other Assets				
Total for Assets	\$1,403,684.78	\$1,439,718.50	-\$36,033.72	-2.5 %
Liabilities and Equity				
Liabilities				
Current Liabilities				
Accounts Payable				
Credit Cards				
2200 Umpqua - Credit Card	1,740.02	2,186.92	-446.90	-20.44 %
Total for Credit Cards	\$1,740.02	\$2,186.92	-\$446.90	-20.44 %
Other Current Liabilities				
2500 Accrued Payroll	28.46	208.82	-180.36	-86.37 %
Total for Other Current Liabilities	\$28.46	\$208.82	-\$180.36	-86.37 %
Total for Current Liabilities	\$1,768.48	\$2,395.74	-\$627.26	-26.18 %
Long-term Liabilities				
Total for Liabilities	\$1,768.48	\$2,395.74	-\$627.26	-26.18 %
Equity				
3100 Fund Balance - Unassigned	1,061,717.05	1,339,060.67	-277,343.62	-20.71 %
Net Income	12,168.63	-175,094.11	187,262.74	106.95 %
3200 Fund Balance - Restricted				
3210 Restricted STIF Funds	283,481.77	233,059.58	50,422.19	21.63 %
3220 Restricted Capital Asset Funds	44,548.85	40,296.62	4,252.23	10.55 %
Total for 3200 Fund Balance - Restricted	\$328,030.62	\$273,356.20	\$54,674.42	20.0 %
Total for Equity	\$1,401,916.30	\$1,437,322.76	-\$35,406.46	-2.46 %
Total for Liabilities and Equity	\$1,403,684.78	\$1,439,718.50	-\$36,033.72	-2.5 %

Statement of Activity Comparison

Columbia Area Transit

July 1-September 30, 2025

DISTRIBUTION ACCOUNT	TOTAL			
	JUL 1 - SEP 30 2025	JUL 1 - SEP 30 2024 (PY)	\$ CHANGE (PY)	% CHANGE (PY)
Income				
4100 Fare Revenue	\$74,019.77	\$75,593.00	-\$1,573.23	-2.08 %
4200 Contract Revenue	\$39,497.58	\$60,000.00	-\$20,502.42	-34.17 %
4500 Federal Funds	\$27,680.00	\$150,511.00	-\$122,831.00	-81.61 %
4700 State Funds	\$398,035.86	\$181,384.33	\$216,651.53	119.44 %
4800 Tax Revenue	\$14,853.63	\$10,404.09	\$4,449.54	42.77 %
4900 Other Revenue				
4910 Interest Income	\$15,465.41	\$17,408.54	-\$1,943.13	-11.16 %
4940 Sales of Equipment	323.00		323.00	
4990 Misc Revenue	4,716.15	58.76	4,657.39	7926.12 %
4920 Reimbursement Income		14,515.05	-14,515.05	-100.0 %
Total for 4900 Other Revenue	\$20,504.56	\$31,982.35	-\$11,477.79	-35.89 %
Unapplied Cash Payment Revenue		0.00	0.00	
Total for Income	\$574,591.40	\$509,874.77	\$64,716.63	12.69 %
Cost of Goods Sold				
5100 Fuel	42,618.37	46,846.56	-4,228.19	-9.03 %
5200 Vehicle Expense	\$45,791.01	\$45,282.09	\$508.92	1.12 %
5300 Operation Expenses	\$13,419.33	\$38,574.36	-\$25,155.03	-65.21 %
5500 Driver Expenses	\$2,550.08	\$2,632.29	-\$82.21	-3.12 %
5700 Advertising & Marketing	2,934.17	2,257.09	677.08	30.0 %
5900 Grant/Contract Match Funds	\$24,113.56	\$90,742.24	-\$66,628.68	-73.43 %
5000 Cost of Goods Sold		0.00	0.00	
Total for Cost of Goods Sold	\$131,426.52	\$226,334.63	-\$94,908.11	-41.93 %
Gross Profit	\$443,164.88	\$283,540.14	\$159,624.74	56.3 %
Expenses				
7000 Administrative Expenses		\$0.00	\$0.00	
7100 Building Expenses	\$19,978.04	\$19,093.94	\$884.10	4.63 %
7300 Office Supplies & Expenses	\$3,720.29	\$6,165.15	-\$2,444.86	-39.66 %
7600 Professional Fees	\$44,533.00	\$44,980.43	-\$447.43	-0.99 %
7900 Other Administrative Expense	\$1,936.13	\$1,641.85	\$294.28	17.92 %
Total for 7000 Administrative Expenses	\$70,167.46	\$71,881.37	-\$1,713.91	-2.38 %

Statement of Activity Comparison

Columbia Area Transit

July 1-September 30, 2025

DISTRIBUTION ACCOUNT	TOTAL			
	JUL 1 - SEP 30 2025	JUL 1 - SEP 30 2024 (PY)	\$ CHANGE (PY)	% CHANGE (PY)
8000 Personnel Expense				
8100 Administrative Personnel Expense		\$0.00	\$0.00	
8110 Administrative Wages & Salary	\$64,355.95	\$61,261.46	\$3,094.49	5.05 %
8130 Administrative Employer Taxes	\$5,666.67	\$5,462.81	\$203.86	3.73 %
8150 Administrative Benefits	\$1,026.33	\$2,042.87	-\$1,016.54	-49.76 %
Total for 8100 Administrative Personnel Expense	\$71,048.95	\$68,767.14	\$2,281.81	3.32 %
8200 Direct Service Personnel Expense		\$0.00	\$0.00	
8210 Direct Service Wages & Salary	\$236,985.57	\$245,983.74	-\$8,998.17	-3.66 %
8230 Direct Service Employer Taxes	\$20,008.61	\$26,090.72	-\$6,082.11	-23.31 %
8250 Direct Service Benefits	\$32,419.66	\$39,361.28	-\$6,941.62	-17.64 %
Total for 8200 Direct Service Personnel Expense	\$289,413.84	\$311,435.74	-\$22,021.90	-7.07 %
Total for 8000 Personnel Expense	\$360,462.79	\$380,202.88	-\$19,740.09	-5.19 %
Unapplied Cash Bill Payment Expense	366.00	-450.00	816.00	181.33 %
9000 Capital Outlay				
9500 Equipment - Operating		7,000.00	-7,000.00	-100.0 %
Total for 9000 Capital Outlay		\$7,000.00	-\$7,000.00	-100.0 %
Total for Expenses	\$430,996.25	\$458,634.25	-\$27,638.00	-6.03 %
Net Operating Income	\$12,168.63	-\$175,094.11	\$187,262.74	106.95 %
Other Income				
Other Expenses				
Net Other Income				
Net Income	\$12,168.63	-\$175,094.11	\$187,262.74	106.95 %

Columbia Area Transit

Budget vs. Actuals: FY26

July - September, 2025

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Revenue				
4100 Fare Revenue	74,019.77	221,000.00	-146,980.23	33.49 %
4200 Contract Revenue	39,497.58	142,000.00	-102,502.42	27.82 %
4500 Federal Funds	27,680.00	10,243,927.00	-10,216,247.00	0.27 %
4700 State Funds	398,035.86	1,847,282.00	-1,449,246.14	21.55 %
4800 Tax Revenue	14,853.63	262,000.00	-247,146.37	5.67 %
4900 Other Revenue				
4910 Interest Income	15,465.41	42,000.00	-26,534.59	36.82 %
4940 Sales of Equipment	323.00	10,000.00	-9,677.00	3.23 %
4990 Misc Revenue	4,716.15	10,000.00	-5,283.85	47.16 %
Total 4900 Other Revenue	20,504.56	62,000.00	-41,495.44	33.07 %
Total Revenue	\$574,591.40	\$12,778,209.00	\$ -12,203,617.60	4.50 %
Cost of Goods Sold				
5100 Fuel	42,618.37	250,000.00	-207,381.63	17.05 %
5200 Vehicle Expense	45,791.01	228,800.00	-183,008.99	20.01 %
5300 Operation Expenses	13,419.33	29,820.00	-16,400.67	45.00 %
5500 Driver Expenses	2,550.08	13,000.00	-10,449.92	19.62 %
5700 Advertising & Marketing	2,934.17	13,500.00	-10,565.83	21.73 %
5900 Grant/Contract Match Funds	24,113.56	171,000.00	-146,886.44	14.10 %
Total Cost of Goods Sold	\$131,426.52	\$706,120.00	\$ -574,693.48	18.61 %
GROSS PROFIT	\$443,164.88	\$12,072,089.00	\$ -11,628,924.12	3.67 %
Expenditures				
7000 Administrative Expenses				
7100 Building Expenses	19,978.04	55,000.00	-35,021.96	36.32 %
7300 Office Supplies & Expenses	3,720.29	18,000.00	-14,279.71	20.67 %
7600 Professional Fees	44,533.00	443,090.00	-398,557.00	10.05 %
7900 Other Administrative Expense	1,936.13	12,200.00	-10,263.87	15.87 %
Total 7000 Administrative Expenses	70,167.46	528,290.00	-458,122.54	13.28 %
8000 Personnel Expense				
8100 Administrative Personnel Expense				
8110 Administrative Wages & Salary	64,355.95	278,000.00	-213,644.05	23.15 %
8130 Administrative Employer Taxes	5,666.67	33,000.00	-27,333.33	17.17 %
8150 Administrative Benefits	1,026.33	10,000.00	-8,973.67	10.26 %
Total 8100 Administrative Personnel Expense	71,048.95	321,000.00	-249,951.05	22.13 %
8200 Direct Service Personnel Expense				
8210 Direct Service Wages & Salary	236,985.57	1,250,500.00	-1,013,514.43	18.95 %
8230 Direct Service Employer Taxes	20,008.61	171,000.00	-150,991.39	11.70 %
8250 Direct Service Benefits	32,419.66	222,788.00	-190,368.34	14.55 %
Total 8200 Direct Service Personnel Expense	289,413.84	1,644,288.00	-1,354,874.16	17.60 %
Total 8000 Personnel Expense	360,462.79	1,965,288.00	-1,604,825.21	18.34 %
9000 Capital Outlay		0.00	0.00	
9100 Land, Buildings, & Facilities		8,986,406.00	-8,986,406.00	

Columbia Area Transit

Budget vs. Actuals: FY26

July - September, 2025

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
9500 Equipment - Operating		1,350,000.00	-1,350,000.00	
Total 9000 Capital Outlay		10,336,406.00	-10,336,406.00	
Unapplied Cash Bill Payment Expense	366.00		366.00	
Total Expenditures	\$430,996.25	\$12,829,984.00	\$ -12,398,987.75	3.36 %
NET OPERATING REVENUE	\$12,168.63	\$ -757,895.00	\$770,063.63	-1.61 %
Other Revenue				
9910 Beginning Fund Balance				
9911 Unallocated Beginning Balance		1,060,000.00	-1,060,000.00	
9912 Allocated Beginning Balance - STIF		240,000.00	-240,000.00	
Total 9910 Beginning Fund Balance		1,300,000.00	-1,300,000.00	
9930 Debt Service				
9931 Income from Debt Issuance		658,184.00	-658,184.00	
9935 Debt Service Payments - Principal		-65,818.00	65,818.00	
Total 9930 Debt Service		592,366.00	-592,366.00	
Total Other Revenue	\$0.00	\$1,892,366.00	\$ -1,892,366.00	0.00%
Other Expenditures				
9950 Contingency		294,471.00	-294,471.00	
9960 Restricted Funds				
9961 Restricted Funds - STIF		40,000.00	-40,000.00	
Total 9960 Restricted Funds		40,000.00	-40,000.00	
9970 Reserve for Future Use		800,000.00	-800,000.00	
Total Other Expenditures	\$0.00	\$1,134,471.00	\$ -1,134,471.00	0.00%
NET OTHER REVENUE	\$0.00	\$757,895.00	\$ -757,895.00	0.00%
NET REVENUE	\$12,168.63	\$0.00	\$12,168.63	0.00%

Bill Payment List
Columbia Area Transit
September 2025

DATE	NUM	VENDOR	AMOUNT
1000 Umpqua - Operating (6906)			
09/17/2025	23154	ASET - Advanced Security & Electrical Technology, Inc.	-187.00
09/17/2025	23155	Sasquatch Shuttle & Parking	-8,724.00
09/17/2025	23156	Merina & Co	-3,202.50
09/17/2025	23157	Columbia Gorge News	-37.80
09/17/2025	23158	Skamania County	-2,436.79
09/17/2025	23159	Hendrix Heavy Wrench	-5,762.00
09/17/2025	23160	United Cleaning Systems, LLC	-720.00
09/17/2025	23161	Access Tech LLC	-2,102.00
09/17/2025	23162	Sign Media	-492.00
09/17/2025	23163	Providence OCC Travel Medicine Clinic	-160.00
09/17/2025	23164	VanKoten & Cleaveland, LLC	-210.00
09/17/2025	23165	MCEDD	-5,516.69
09/17/2025	23166	Mount Adams Transportation Service - MATS	-2,256.79
09/17/2025	23167	Les Schwab Tire Center	-2,570.64
09/17/2025	23168	Singer Lewak LLP	-26,260.00
09/17/2025	23169	Two Dogs Plumbing & Drain Cleaning, Inc.	-287.00
09/17/2025	23170	UniteGPS LLC	-936.00
09/17/2025	23171	Day Wireless Systems	-366.00
09/17/2025	23172	Napa Auto Parts	-1,047.41
09/17/2025	23173	Greg Pack	-30.00
09/17/2025	23174	CDR Labor Law, LLC	-1,125.00
09/17/2025	23175	Special Districts Insurance	-11,458.00
09/17/2025	23176	Hendrix Heavy Wrench	-3,035.50
09/24/2025	23177	Debra Nunez	-243.17
09/29/2025		Valic	-2,453.09
09/29/2025		Valic	-2,352.85
09/29/2025		Valic	-2,327.17
09/30/2025	23178	Northwest Lift & Equipment LLC	-750.00
09/30/2025	23179	Amalgamated Transit Union	-213.61
09/30/2025	23180	A&E Heating and Air, Inc.	-280.00
09/30/2025	23181	Cintas	-367.52
09/30/2025	23182	Hendrix Heavy Wrench	-6,760.75
09/30/2025	23183	Day Wireless Systems	-366.00
09/30/2025	23184	Napa Auto Parts	-579.04
09/30/2025	23185	Discovery Auto Glass	-1,320.00
09/30/2025	23186	Weatherly Printing	-239.00
Total for 1000 Umpqua - Operating (6906)			-\$97,175.32
TOTAL			-\$97,175.32

A/R Aging Summary Report

Columbia Area Transit

As of September 30, 2025

CUSTOMER	CURRENT	1 - 30	31 - 60	61 - 90	91 AND OVER	TOTAL
Skamania County Community Events and Recreation			10,000.00			10,000.00
TOTAL			10,000.00			\$10,000.00

A/P Aging Summary Report

Columbia Area Transit

As of September 30, 2025

VENDOR	CURRENT	1 - 30	31 - 60	61 - 90	91 AND OVER	TOTAL
Day Wireless Systems	-366.00					-366.00
O'Reilly Automotive					-10.01	-10.01
TOTAL	-366.00				-10.01	-\$376.01



Memo

To: HRCTD - BOARD OF DIRECTORS
From: Tiah Mayhew, Office Manager
Date: October 15, 2025
Re: FY26 - ACH Review & Reauthorization Authority

Background

Staff are requesting that the Board review the attached list of ACH Vendors and approve reauthorization authority for these vendors. The Board will notice a few additions to the list, which include:

- **Crystal Greens Landscape** – Provides landscaping services for CAT facilities.
- **Gorge Janitorial Services** – Local vendor providing cleaning supplies and toiletries.
- **Jotform** – Platform used for employment applications, credit card receipt tracking, employee reimbursements, wage adjustments, procurement tracking, and other administrative functions.
- **River City Environmental** – Provides maintenance services for the oil/water separator in the shop and the drains located on the property.
- **Spare EAM** – Staff are in the process of implementing Spare EAM to provide fleet maintenance management. This program will take the place of Fleetio.

Action Required

The Board should discuss and vote to approve or not approve the attached ACH vendors.

Attachments:

ACH Vendors

FY26 - Auto-Pay & ACH Vendors
Adobe
Butterfield Testing Solutions
Carson
City of Hood River (Utilities)
City of Hood River (Irrigation)
Crystal Greens Landscape
Deputy
Fleetio
Freedom Voice
Gorge Janitorial Services
Gusto
Hood River Garbage
Hood River Self Storage
Jotform
Language Line Solutions
Les Schwab Tire Center
Microsoft
NW Natural
Pacific Power
QuickBooks
River City Environmental
Samsara
Spare EAM
Spectrum
Square
Token Transit
Umpqua/Columbia Bank (Monthly Fees)
Umpqua/Columbia Bank (Credit Card Payment)
Unite GPS
Valic
Verizon
Zoom



September 2025 Operations Report

Safety Scores				
Category	September 2025	August 2025	July 2025	June 2025
Overall Safety Score	99	99	98	98
Crashes	0	0	1	0
Harsh Events	0	2	0	1
% Speed -Moderate	%.4	%.2	%.5	%.7
% Speed- Heavy	%.01	%.003	%.02	%.02
% Speed - Severe	%.006	%.1	%.007	%.01

- Safety Score improved with no crashes.
- The percentage of over speed limit is defined by the percentage of drive time where speeding occurred.
- In September, fuel costs

Operations Data				
Category	September 2025	August 2025	July 2025	June 2025
Fixed OTP				
DAR OTP	96.88%	93.74%	95.5%	94.84%
Vehicle Hours Driven	1127	1239	1123	974
Vehicle Miles Driven	35,320	34,593	34,339	34,852
Fuel Cost	\$14,413.03	\$13,815.72	\$21,117.06	\$16,162.82
Fuel Cost per Mile	\$.41	\$.40	\$.61	\$.46
Category	September 2025	August 2025	July 2025	June 2025
Formal Customer Complaints	3	6	0	0
Vehicle Incidents	1	0	3	2
Customer Incidents	2	4	3	5
Vandalism	0	0	0	0

- **Formal Complaints:**

- A lady called about the new bus stop at 22nd and Montello. She suggested moving the sign to the end of the yellow zone so that people wouldn't lay on her property or walk in the street to go around the sign.
- A customer complained that a driver had refused to use the ADA ramp at Gateway for her luggage. She used a cane and said she usually has a walker.
- A customer missed the bus at Gateway because the website was unclear as to where the stop is.

- **Vehicle Incidents:**

- A driver reported that a bike accessory fell off while on I84.

- **Customer Incidents:**

- A passenger that had left their vehicle in the park and ride for a few days discovered that their gas tank had been drilled and gas stolen, as well as items inside the car stolen or damaged. The customer called the police to report the incident and CAT supplied video to the police.
- Two potential riders were observed on CAT property causing a loud verbal disturbance. It was further observed that they had visible feces/urine on their clothing, as well as open wounds. LINK had already trespassed them for biohazard reasons. The LEAD department of the Hood River Police was brought in to de-escalate the situation. The couple have since been on the property and as of this report, a trespass is in progress.

- **Vandalism:** None

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

EMPLOYEE OF THE MONTH:

Nick Auckland



Nick is one of our newer employees and has already shown a willingness to do whatever it takes to help. His calm nature and work ethic has made him a valuable team member.

Ridership													
	SEP. 24	OCT. 24	NOV. 24	DEC. 24	JAN. 25	FEB. 25	MAR. 25	APR. 25	MAY. 25	JUN. 25	JUL. 25	AUG. 25	SEP. 25
Dial-A-Ride	291	443	336	352	363	313	370	405	410	457	470	550	569
Upper Valley	390	450	321	263	246	142	220	279	307	243	307	268	232
Hood River City	1911	1899	1557	1822	1819	1662	1866	1746	2156	2175	2312	2083	1886
Columbia Gorge Express	4160	3487	2788	2548	2746	2426	3223	3184	3698	4227	5158	5805	3884
Gorge to Mountain	0	0	0	1202	2905	2885	2133	0	0	0	0	0	0
Dog Mountain	0	0	0	0	0	0	0	289	4564	498	0	0	0
White Salmon Wknd	84	0	0	0	0	0	0	0	0	24	93	121	41
Total	6836	6279	5002	6187	8079	7428	7812	5903	11135	7624	8340	8827	6612
% Change Compared to Prev Month	12%	-25%	-8%	-20%	24%	31%	6%	-24%	89%	-32%	9%	6%	-25%
% Change Compared to Same Month Previous Year	8%	10%	3%	2%	10%	42%	7%	4%	11%	-6%	3%	-3%	-3%

Hours of Service													
	SEP. 24	OCT. 24	NOV. 24	DEC. 24	JAN. 25	FEB. 25	MAR. 25	APR. 25	MAY. 25	JUN. 25	JUL. 25	AUG. 25	SEPT. 25
Dial-A-Ride	198	207	180	189	219	171	189	207	264	252	264	252	252
Upper Valley	164	161	140	137	121	92	110	116	116	110	116	110	123
Hood River City	336	339	314	325	339	302	334	327	336	325	336	334	323
Columbia Gorge Express	562	503	470	486	506	438	506	490	506	490	506	506	490
Gorge to Mountain	0	0	0	114	370	308	320	0	0	0	0	0	0
Dog Mountain	0	0	0	0	0	0	0	55	183.3	92	0	0	0
White Salmon Wknd	24	0	0	0	0	0	0	0	0	24	54	60	18
Total	1284	1210	1104	1251	1555	1311	1459	1195	1405	1293	1276	1262	1206

Boardings Per Hour													
	SEP. 24	OCT. 24	NOV. 24	DEC. 24	JAN. 25	FEB. 25	MAR. 25	APR. 25	MAY. 25	JUN. 25	JUL. 25	AUG. 25	SEPT. 25
Dial-A-Ride	1.47	2.24	1.62	1.96	1.92	1.43	2.16	2.14	1.98	1.81	1.87	2.08	2.26
Upper Valley	2.38	2.74	1.99	1.88	1.80	1.17	2.39	2.54	2.65	2.21	2.79	2.31	1.89
Hood River City	5.69	5.65	4.59	5.80	5.60	4.90	6.18	5.23	6.59	6.69	7.11	6.20	5.84
Columbia Gorge Express	7.40	6.20	5.54	5.42	5.65	4.79	7.36	6.29	7.55	8.63	10.53	11.47	7.93
Gorge to Mountain	0.00	0.00	0.00	0.00	25.48	7.80	6.93	0.00	0.00	0.00	0.00	0.00	0.00
Dog Mountain	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	82.98	5.41	0.00	0.00	0.00
White Salmon Wknd	3.50	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.00	3.88	2.24	2.28
Total	5.32	4.89	4.13	5.60	6.46	4.78	5.96	4.05	9.32	5.90	6.45	6.92	5.48