



February 19, 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=bi91Z0diTTRUVW9lbmkwajJFalpVUT09>

- 1) Call Meeting to Order – 4:00pm**
- 2) Roll Call:** Greg Pack - Chair, Megan Ramey – Vice Chair, Tamra Taylor – Secretary/Treasurer, Meghan Larivee, Eleazar Reyes, Gisela Ayala – Echeverria, Matt Althoff
- 3) Approval of January 15, 2025, Meeting Minutes – Greg Pack - 4:05 pm**
- 4) Public Comment**

Public Comment Note: This part of the agenda is reserved for members of the public to address the Board on any issue. Please note the following instructions:

- a. To indicate that you would like to provide testimony, please use the raise your hand button.
- b. For those attending via phone only, press *9 on your phone to raise your hand.
- c. When it is your time to speak, your name will be called.
 - i. For those attending via phone only, the last four (4) digits of your phone number will be called.
- d. Please state your name, city of residence, and whom you are representing for the audio recording.
 - i. Once you have provided testimony, your hand will be lowered. Please do not raise your hand again. Only one opportunity to speak is provided.
- e. For those unable or not wanting to speak publicly, testimony may be provided via e-mail at Amy.schlappi@catransit.org
- f. Three (3) minutes per community member.

- 5) URA Update Presentation - Will Norris - 4:10 pm**
- 6) Monthly Financial Report – Tiah Mayhew – 4:25 pm**
- 7) Resolutions & Action Items – 4:30 pm**
 - a. Approval of Real Estate Purchase
 - b. Appointment of Budget Committee Member



- c. Approval of New LGIP Accounts
- d. Approval of Cascade Locks Support Letter

8) Operations Manager Report – Amy Schlappi – 4:25 pm

- a. Employee of the Month
- b. Performance Report
- c. Ridership
- d. Gorge-To-Mountain Service Update
- e. New Vehicle Update
- f. Vehicle Repair Issues

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

- a. Federal Funding Reimbursements Update
- b. Multnomah Falls Permit Checker Program
- c. Bylaw's Meeting Requirement Update

10) Discussion Items

- a. Board Member Report of SDAO Conference

11) Upcoming Events

12) Adjournment – 5:30pm

To request a reasonable accommodation or language interpreter, including alternative formats and translation of printed materials, please contact CAT's Administration Office no later than 48 hours prior to the meeting at 541-386-4202 (voice) or 7-1-1 (TTY through Oregon Relay Service).

Se Habla Español.



**Wednesday, January 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
4:00 p.m. – 5:30 p.m.**

Meeting Minutes

1. Call Meeting to Order

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

2. Roll Call

Tiah took roll call: Greg Pack - Board Chair, Megan Ramey - Board Vice Chair, Tamra Taylor - Board Secretary/Treasurer, Gisela Ayala-Echeverria, Meghan Larivee, Matt Althoff

Absent: Eleazar Reyes

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

Public: Emily Beckett (Merina & Company)

3. Approval of December 18th, 2024, Board of Director Meeting Minutes

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

Motion: Tamra made a motion to approve the December 18th Meeting Minutes. The motion was seconded by Meghan L.

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

Opposed by: None

4. Public Comment

No public comment was made.

5. Quarterly Financial Report – Emily Beckett

The quarterly financial report was included in the meeting materials. Emily started with the statement of financial position. Total cash available at the end of December was just under \$2 million, a \$84 thousand increase from last year. As previously discussed, this is mainly due to a redistribution of funds between accounts and keeping funds in our own LGIP account instead of the City's LGIP account. 78% of CAT's funds are in the LGIP account earning as much as 5.11% interest, but the current interest rate is 4.85%. STIF funds and vehicle funds are both held in separate accounts. Credit card balance and payroll accrual figures were presented as well. Matt asked a question about restricted



fund balance, Emily clarified how those funds are kept separate and are to be used for specific planned projects. Amy added that CAT will be comparing money market and LGIP accounts for managing restricted funds.

Emily continued with the statement of activity comparison showing The District's earnings through half of the fiscal year being \$1.6 million, about \$330 thousand more than last year. Most of the increase is from a state funded technology grant. Fare revenue is higher due to merchant fees no longer being netted against the revenue starting in FY25. Gorge Pass sales increased also. Cost of goods sold were reviewed, with Emily touching on fuel, vehicle expenses, operating expenses, driver expenses, advertising and marketing and grant/contact match funds. Total gross profit is \$1.3 million for the first half of the fiscal year. Administrative expenses are up mostly due to the early completion of our outside audit. Building expenses were more than last year with repairs happening to the roof, heating system, and a new eye wash station. Personnel expenses are up but less than budget. Operating expenses are holding at about \$30 thousand and total net revenue is \$344 thousand. Accounts receivable and accounts payable are both current, and figures look on track for budget. Emily finished up by mentioning CAT's new grant reporting process has been a success with a major decrease in time needed to complete the process and better numbers for forecasting.

6. Resolution and Action Items – Amy Schlappi

There were no resolutions or action items for this month's meeting.

7. Operations Manager Report – Jeff Acciaioli

a. Performance Report

Overall, December's safety score is 98, due to a couple harsh events and crashes. For the month of December, CAT vehicles were driven 1,113 hours and 35,975 miles with fuel costs of \$11,416 for a cost per mile of \$0.31.

There was one formal customer complaint, three vehicle incidents, and one customer incident. The formal complaint was a passenger expressed concern about the Troutdale stop and its lack of shelter from the weather and they suggested moving it near the Dairy Queen. Jeff shared details on a crash involving the Columbia Gorge Express on I-84 when another vehicle entered their lane. The driver was able to pull the bus over, no injuries occurred, a report was taken by law enforcement, and the bus was able to continue the route. Another small crash occurred while backing up a vehicle in our bus barn area. Finally, a fifth wheel camper trailer side swiped the Columbia Gorge Express bus on westbound I-84 damaging the side mirror and ADA ramp door handle. Passengers reported no injuries, and both vehicles remained drivable, an insurance claim is in progress. During a deviated stop on the Upper Valley route a driver observed a customer lying on the ground, convulsing. The driver called 911, provided comfort and waited until emergency services arrived, the route continued after receiving clearance.



b. New Vehicle Update

Two new Freightliner buses are expected to be delivered Tuesday, January 22nd. Some modifications to the graphics had to be made, but the changes have been finalized and approved.

c. Gorge-To-Mountain Service Update

A switch to different buses for this route have been a success, drivers have reported better power and feeling safer to drive. There have been a few complaints about the new ski racks related to road grime on rider's equipment. CAT will be exploring solutions to this issue, but as a reminder Jeff mentioned ski or snowboard protective bags are allowed. December ridership for Gorge-To-Mountain has surpassed December of last year even with one week less of service. Boards per hour remain CAT's highest at ten riders per hour.

d. Vehicle Repair Issues

Bus #204 has had a recurring issue with stalling. After a lengthy troubleshooting and repair process the issue has not been fully resolved. Van #121 is having transmission issues; this is typically used for Dial a Ride. There is a specific process needed to repair or replace the part due to extending the useful life of the vehicle. A determination will need to be made whether a repair or replacement is most logical.

e. Ridership

Overall ridership is up about 24% from last month. Upper Valley ridership has decreased but that was to be expected with its reduction in service.

f. Employee of the Month

Gene Jones has been named CAT's Employee of the Month.

8. Executive Director Report – Amy Schlappi

a. Federal Funding Reimbursements Update

CAT has received the mid-cycle grant contracts for the facility site development project and the expanded dial a ride project. The expanded dial a ride project has been fully executed so CAT will move forward with that contract; however, the reimbursement will be delayed until Summer of 2026. The facility site development project has been approved to reimburse \$190 thousand of that grant contract, but any additional expenses incurred won't be reimbursed until Summer of 2026. A contract has not been received yet for the vehicle replacement vehicle grant, once it is received CAT will be able to sell some of the old buses. More information will be coming regarding potentially delayed 5311 and 5310 grant reimbursement in the next biennium.

b. Janitorial Services RFP

CAT has released a request for proposal for janitorial services for the office and bus shelters. A couple of responses have already been received, and CAT is hoping for the new contract to start in mid-March.



c. Potential Building Repair Expenses

CAT has been working with a plumber for the most cost-effective way to deal with issues with the drainage of our fire vault. There may also be a related issue with the backflow prevention assembly.

d. Board Training

Amy has been reviewing training records of Board members and will make sure all records are up to date. If any Board members are missing training, Amy will reach out to them individually.

9. Discussion Items

Tamra showed her appreciation for the clear and concise financial report from Emily at Merina & Co. Greg also brought up the frequency of Board meetings with some recent meetings have few resolution and action items. Amy is looking into requirements and will have an opportunity at the upcoming SDAO conference to verify requirements. CAT's current by-laws do require a monthly Board meeting, but by-laws can be amended with Board approval. Megan R. asked about op-ed submissions to local news agencies in support of transit. ODOT currently is funding major freeway upgrades and Megan want to ensure transit improvements and maintenance funds aren't being forgotten about.

10. Upcoming Events

CAT is running weekend level service Jan. 20th for Dr. Martin Luther King Jr. Day and will offer a bonus evening of Gorge To Mountain service as well.

11. Adjournment

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

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

Opposed by: None

The meeting was adjourned at 4:49PM.

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.



A handwritten signature in black ink, appearing to read "Tamra Taylor", with a long, sweeping horizontal line extending from the end of the signature.

Approved by: Tamra Taylor, Secretary-Treasurer



Fiscal Year 2023-24
Annual Statement

Distributed to impacted taxing districts and on file with the City of Hood River

URBAN RENEWAL AGENCY OF THE CITY OF HOOD RIVER
ANNUAL STATEMENT
January, 2025

Each year, urban renewal agencies in Oregon prepare an annual statement summarizing certain financial information, which is filed with the governing body of the municipality and distributed to each taxing district affected by an urban renewal plan of the agency (ORS 457.460). This report is presented on the same basis of accounting as the Agency's audited financial statements and includes:

1. The maximum indebtedness for each urban renewal area included in an urban renewal plan of the agency including the amount of indebtedness incurred through the end of the immediately preceding fiscal year.
2. The purposes and amounts for which any monies received and from indebtedness incurred were expended during the preceding fiscal year.
3. A budget setting forth the purposes and estimated amounts for which the monies that have been or will be received and from indebtedness incurred are to be expended during the current fiscal year.
4. An analysis of the impact, if any, of carrying out the urban renewal plan on the tax collections for the preceding year for all taxing districts.

The Hood River Urban Renewal Administrator is available to consult with affected taxing district and respond to questions, contact:

Will Norris
Hood River Urban Renewal Administrator
211 2nd Street, Hood River OR 97219
w.norris@cityofhoodriver.gov | (541) 387-5206

Maximum Indebtedness

The Urban Renewal Agency of the City of Hood River operated three plans in FY2023-24; the Hood River Heights Plan (adopted in 2011), the Hood River Waterfront Plan (adopted in 2008) and the Columbia Cascade Plan (adopted in 1987). A fourth district, the Westside District, was adopted in 2023. This new district will not begin operating until FY2024-25. Therefore, only the Westside District's planned activities and budgeted amounts are included in this annual statement.

The primary economic development tool of an urban renewal agency is its authority to borrow for strategic investments that spur private development and taxable value growth. This tax growth repays agency borrowing, leaving a revitalized area and a higher tax base for ongoing general government services. Each district has an assigned maximum borrowing level that is established when its Plan is adopted and can only be changed by a major amendment process. The Waterfront District completed a Major Amendment process in FY2023-24 that increased its maximum borrowing from \$5.75 million to \$7.90 million. This additional borrowing is intended to complete the Waterfront Stormwater Line Replacement Project.

The authorized borrowing levels, known as "Maximum Indebtedness", for each Hood River Urban Renewal District and the amount of actual debt incurred through FY2023-24 are below.

	Maximum Indebtedness		
	Columbia Cascades Plan	Waterfront Plan	Heights Plan
Authorized Maximum Indebtedness	\$ 19,298,192	\$ 7,900,000	\$ 8,495,650
Indebtedness Incurred Through 2023-24	16,658,827	5,213,005	1,232,957
Remaining Available Indebtedness	\$ 2,639,365	\$ 2,686,995	\$ 7,262,693

FY2023-24 Division of Tax and Impact on Overlapping Districts

Property taxes are used by urban renewal agencies to repay debt incurred for projects that improve urban renewal areas. Hood River's Urban Renewal Districts calculate taxes through a "division of tax" process. Under this process, overall property taxes remain the same. However, some property taxes that would have been received by the taxing districts are paid to the urban renewal agency instead. Property owners are often confused when reading their tax statements because the amount distributed from the division of tax process to the agency is shown as a separate amount, even though it is not an additional tax.

Taxing districts forego a share of the property tax income during the life of an urban renewal plan so that the urban renewal agencies can carry out activities that increase future property values. The table on the next page shows the property taxes raised in Fiscal Year 2023-24 for the Hood River Urban Renewal Agency from the permanent rate levies of impacted taxing districts.

	Billing Rate per \$1,000	Incremental Assessed Value	Division of Tax for Urban Renewal
Hood River County	\$ 1.41710	\$ 113,728,372	\$ 161,164
911 Communications District	0.56440	113,728,372	64,188
City of Hood River	2.81120	113,728,372	319,713
Port of Hood River	0.03320	113,728,372	3,776
Hood River Parks & Recreation District	0.34980	113,728,372	39,782
Hood River County Transit District	0.07230	113,728,372	8,223
Hood River County Library District	0.39000	113,728,372	44,354
Columbia Gorge Community College	0.27030	113,728,372	30,741
Columbia Gorge Educational School District	0.46780	113,728,372	53,202
Hood River County School District	4.81190	113,728,372	547,250
Total			<u>\$ 1,272,393</u>

Fiscal Year 2023-24

In FY2023-24, the Agency received \$1.24 million in property taxes that, along with existing fund balances, were used to repay debt from prior agency projects and continue plan projects. Specific plan activities included:

Columbia Cascade Plan:

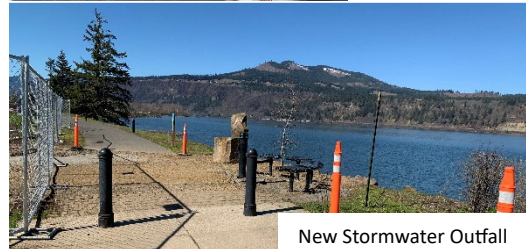
The downtown district contributed to the engineering, design and construction of a traffic signal at 2nd & Oak. It also paid to replace several trashcans, dead trees, and install additional parking kiosks.



2nd & Oak Signal

Waterfront Plan:

The Waterfront District continued to fund the replacement of the Waterfront Drive Stormwater Line. This failing line was located underneath several businesses. The project moves the line to the roadway. The work completed in FY2023-24 created a new outfall into the Columbia River.



New Stormwater Outfall

Heights Plan:

The Heights Streetscape Plan is now fully adopted and incorporated into the City's Transportation System Plan. The plan calls for 12th street to become a single lane with a protected cycle track and transitions 13th street to two-way traffic with center turn lane. This plan was adopted by Minor Amendment to the Heights Plan and incorporated into the City's Transportation System Plan in FY2023-24.



Heights Streetscape Plan

Fiscal Year 2023-24 Results:

	General Fund	Columbia Cascades	Waterfront	Heights
Resources				
Beginning Fund Balance	\$ 54,675	\$ 4,267,852	\$ 541,991	\$ 732,228
Tax Increment Revenues	-	2,773	908,931	328,875
Transfers In	172,575	-	-	-
Other	3,667	200,313	53,310	42,381
Total Resources	<u>230,916</u>	<u>4,470,938</u>	<u>1,504,232</u>	<u>1,103,484</u>
Requirements				
Personnel	126,864	-	-	-
Materials & Services	15,764	1,391,136	119,235	195,149
Debt Service	-	-	18,947	-
Special Payment	-	179,826	-	-
Transfers Out	-	57,525	57,525	57,525
Total Requirements	<u>142,628</u>	<u>1,628,487</u>	<u>195,707</u>	<u>252,674</u>
Ending Fund Balance	<u>\$ 88,289</u>	<u>\$ 2,842,451</u>	<u>\$ 1,308,525</u>	<u>\$ 850,810</u>

Budgeted Activities in FY2024-25 include:Columbia Cascade Plan

Hood River's downtown urban renewal district is no longer collecting tax increment but still holds remaining funds to deploy before closure. Needed stormwater improvements have priority for urban renewal funding. Once the downtown stormwater project is designed and bid, the agency intends to engage in a public discussion on the final downtown projects. Possible projects include:

- Parking Garage Feasibility and Business Plan
- Grant Program for Sidewalk Repair
- Additional Parking Infrastructure
- Wayfinding Signage
- Permanent "Big Art" installations

These potential projects will be augmented with additional ideas from downtown businesses and residents and vetted through a public process. The results of the public input will be synthesized into a "Close Out Resolution" for Urban Renewal Agency consideration.

Waterfront Plan

All remaining resources are dedicated to the Waterfront Stormwater Line replacement project. FY2024-25 will include decommissioning of the stormwater lines underneath Shepards and Hood River Juice and relocating the line to Riverside Drive.

Heights Plan

The Urban Renewal Agency is leading jurisdictional transfer negotiations with ODOT to gain control of the Heights section of State Highway OR-281. This is a precondition to begin construction of Heights Streetscape Plan projects. The proposed jurisdictional transfer was reviewed by the Oregon Legislature's Jurisdictional Transfer Advisory Committee and recommended for \$30.1 million in state funding. The Heights jurisdictional transfer and funding request will be considered during the 2025 Legislative Session. Construction on Heights Streetscape Projects will begin once jurisdictional transfer is complete. The first Heights Streetscape project will add enhanced crosswalks on 13th Street at the intersections of A Street and Taylor Avenue.

The Agency also purchased the home at 1217 May Street from willing sellers to accommodate the eventual roundabout at 13th and May Streets. The property will be offered to a non-profit tenant on an interim basis until it is needed for the eventual roadway improvement.

Westside Plan

FY2024-25 is the first year of operation for the new Westside District. The Westside District will complete a 5-Year Action Plan to guide initial investments. The district will also launch a Middle Housing Construction Incentive to promote this needed housing type.

Fiscal Year 2024-25 Budget:

	General Fund	Columbia Cascades	Waterfront	Heights	Westside
Resources					
Beginning Fund Balance	\$ 97,506	\$2,414,868	\$1,311,985	\$ 833,872	\$ -
Tax Increment Revenues	-	-	912,162	342,916	63,148
Transfers In	114,000	-	-	-	-
Interest Earnings	2,500	140,710	28,031	63,000	1,425
Other	-	14,070	-	-	1,250,000
Total Resources	209,945	2,569,648	2,252,178	1,239,788	\$1,314,573
Requirements					
Personnel	177,282	-	-	-	-
Materials & Services	23,600	2,376,088	1,322,124	414,755	1,286,073
Capital Outlay	-	-	-	566,000	-
Special Payments	-	-	795,992	-	-
Transfers Out	-	193,560	28,500	28,500	28,500
Contingency	2,500	-	50,000	150,000	-
Total Requirements	203,382	2,569,648	2,196,616	1,159,255	1,314,573
Unappr. Ending Fund Balance	\$ 10,624	\$ -	\$ 55,562	\$ 80,533	\$ -

The full FY2024-25 Budget is available at: cityofhoodriver.gov/administration/finance-reports/

Columbia Area Transit

Statement of Activity

January 2025

	TOTAL
Revenue	
4100 Fare Revenue	
4110 Fare Collections	7,941.89
4130 GOrge Pass Prg	10,240.00
Total 4100 Fare Revenue	18,181.89
4700 State Funds	
4710 STIF Formula	19,617.00
Total 4700 State Funds	19,617.00
4800 Tax Revenue	
4820 Statewide Transit Tax	11,347.88
4870 Property Taxes	
4871 Property Tax - Prior Year	129.74
4875 Property Tax - Current Year	1,990.46
Total 4870 Property Taxes	2,120.20
4890 Other Tax Revenue	1,288.56
Total 4800 Tax Revenue	14,756.64
4900 Other Revenue	
4910 Interest Income	6,674.69
4912 Property Tax - Interest on Unseg Taxes	0.92
Total 4910 Interest Income	6,675.61
4990 Misc Revenue	18,924.35
Total 4900 Other Revenue	25,599.96
Total Revenue	\$78,155.49
Cost of Goods Sold	
5100 Fuel	12,762.59
5200 Vehicle Expense	
5210 Vehicle Licenses & Fees	242.00
5220 Preventative Maint & Vehicle Repair	153.14
5222 Preventative Maintenance	3,963.09
5223 Vehicle Repair	4,687.67
Total 5220 Preventative Maint & Vehicle Repair	8,803.90
5230 Tires	155.94
5250 Vehicle Supplies	19.94
5270 Vehicle Insurance	39,756.00
Total 5200 Vehicle Expense	48,977.78

Columbia Area Transit

Statement of Activity

January 2025

	TOTAL
5300 Operation Expenses	
5310 Merchant Transaction Fees	972.45
5320 Technology & Communication	
5324 2-Way Radio Software	434.00
5325 Dispatch Program	1,767.00
5327 Cellular Data	570.68
5328 Radio - Purchases, Repairs & Maint	680.00
Total 5320 Technology & Communication	3,451.68
5350 Shop Supplies & Tools	403.55
5370 Bus Stop Repairs & Maintenance	527.04
Total 5300 Operation Expenses	5,354.72
5500 Driver Expenses	
5510 Employee Screening	15.00
5520 Driver Training	15.00
5550 Driver Medical Exams, Vacc.	335.00
5560 Drug & Alcohol Testing	866.70
5580 Uniforms	242.48
Total 5500 Driver Expenses	1,474.18
5700 Advertising & Marketing	795.00
5900 Grant/Contract Match Funds	
5910 Partner Distributions - Gorge Pass	4,316.90
Total 5900 Grant/Contract Match Funds	4,316.90
Total Cost of Goods Sold	\$73,681.17
GROSS PROFIT	\$4,474.32
Expenditures	
7000 Administrative Expenses	
7100 Building Expenses	
7110 Rent - Building	175.00
7120 Building Repairs & Maintenance	4,536.13
7130 Landscape Maintenance	410.00
7150 Building Utilities	2,466.78
7160 Telephone	10.68
7180 Janitorial	626.41
Total 7100 Building Expenses	8,225.00

Columbia Area Transit

Statement of Activity

January 2025

	TOTAL
7300 Office Supplies & Expenses	
7310 Office Supplies & Postage	173.01
7320 Printing & Copying	88.13
7360 Computer Software	409.77
Total 7300 Office Supplies & Expenses	670.91
7600 Professional Fees	
7620 Liability Insurance	10,784.00
7630 Legal Counsel	134.00
7640 Audit & Bookkeeping	61.83
7650 Payroll Processing Fees	854.00
Total 7600 Professional Fees	11,833.83
7900 Other Administrative Expense	
7910 Interest & Bank Charges	80.15
7950 Staff Training	295.00
Total 7900 Other Administrative Expense	375.15
Total 7000 Administrative Expenses	21,104.89
8000 Personnel Expense	
8100 Administrative Personnel Expense	
8110 Administrative Wages & Salary	
8111 Administrative - Regular Wages	12,531.42
8112 Administrative - Overtime	16.61
8113 Administrative - PTO	3,885.53
8114 Administrative - Holiday	1,827.26
8121 Administrative - Healthcare Stipend	2,190.30
8122 Administrative - Cell Phone Stipend	83.10
Total 8110 Administrative Wages & Salary	20,534.22
8130 Administrative Employer Taxes	
8131 Administrative - FICA	1,132.17
8132 Administrative - Medicare	264.78
8134 Administrative - State. Unemp, SUTA	643.55
8136 Administrative - Worker's Benefit Fund	3.27
8138 Administrative - Paid Leave Oregon	73.04
Total 8130 Administrative Employer Taxes	2,116.81
8150 Administrative Benefits	
8151 Administrative - Medical, Dental, Life Ins	252.00
8154 Administrative - 403(b) Employer Match	310.46
Total 8150 Administrative Benefits	562.46
Total 8100 Administrative Personnel Expense	23,213.49

Columbia Area Transit

Statement of Activity

January 2025

	TOTAL
8200 Direct Service Personnel Expense	
8210 Direct Service Wages & Salary	
8211 Direct Service - Regular Wages	61,527.88
8212 Direct Service - Overtime	786.82
8213 Direct Service - PTO	7,950.67
8214 Direct Service - Holiday	7,930.14
8219 Direct Service - Bilingual Bonus	46.16
8221 Direct Service - Healthcare Stipend	3,650.50
8222 Direct Service - Cell Phone Stipend	138.50
Total 8210 Direct Service Wages & Salary	82,030.67
8230 Direct Service Employer Taxes	
8231 Direct Service - FICA	4,850.97
8232 Direct Service - Medicare	1,134.52
8234 Direct Service - State Unemp, SUTA	-1,235.41
8236 Direct Service - Worker's Benefit Fund	23.01
8238 Direct Service - Paid Leave Oregon	312.97
Total 8230 Direct Service Employer Taxes	5,086.06
8250 Direct Service Benefits	
8251 Direct Service - Medical, Dental, Life Ins	11,473.00
8254 Direct Service - 403(b) Employer Match	1,509.93
Total 8250 Direct Service Benefits	12,982.93
Total 8200 Direct Service Personnel Expense	100,099.66
Total 8000 Personnel Expense	123,313.15
9000 Capital Outlay	
9500 Equipment - Operating	580,285.42
Total 9000 Capital Outlay	580,285.42
Total Expenditures	\$724,703.46
NET OPERATING REVENUE	\$ -720,229.14
NET REVENUE	\$ -720,229.14

Columbia Area Transit

Bill Payment List

February 1-14, 2025

DATE	NUM	VENDOR	AMOUNT
1000 Umpqua - Operating (6906)			
02/05/2025	22907	A&E Heating and Air, Inc.	-560.00
02/05/2025	22908	Les Schwab Tire Center	-10,942.16
02/05/2025	22909	Butterfield Testing Solutions	-442.70
02/05/2025	22910	Hendrix Heavy Wrench	-7,760.27
02/05/2025	22911	Schlosser Machine Inc.	-709.00
02/05/2025	22912	Columbia Gorge News	-22.50
02/05/2025	22913	Gorge Electric	-753.43
02/05/2025	22914	Napa Auto Parts	-124.79
02/05/2025	22915	Bohn's Printing	-66.78
02/05/2025	22916	Greg Pack	-30.00
02/05/2025	22917	Meghan Larivee	-30.00
02/05/2025	22918	MCEDD	-1,865.70
02/05/2025	22919	Mount Adams Transportation Service - MATS	-901.70
02/05/2025	22920	Skamania County	-977.70
02/05/2025	22921	Merina & Co	-1,300.00
02/05/2025	22922	UniteGPS LLC	-767.00
02/05/2025	22923	Downtowner App, LLC	-1,000.00
02/05/2025	22924	Gillig LLC	-288.24
Total for 1000 Umpqua - Operating (6906)			\$ -28,541.97

Columbia Area Transit

A/R Aging Summary

As of February 14, 2025

	CURRENT	1 - 30	31 - 60	61 - 90	91 AND OVER	TOTAL
City of Hood River	6,000.00					\$6,000.00
Emily K Reed Consulting			5,000.00			\$5,000.00
MCEDD (The Link)	2,120.00					\$2,120.00
R.E.I. - Recreational Equipment Inc.	4,000.00					\$4,000.00
USDA Forest Service	1,532.60					\$1,532.60
TOTAL	\$13,652.60	\$0.00	\$5,000.00	\$0.00	\$0.00	\$18,652.60



Memo

To: HRCTD - BOARD OF DIRECTORS
From: Amy Schlappi
Date: February 19, 2025
Re: Approval of Real Estate Property Purchase

Background

Per previous Board meetings staff was approved with guidance from the Executive Committee to move forward with purchasing real estate property. This piece of property will eventually be developed into the new CAT park and ride. The existing park and ride will then be redeveloped into a bus barn and maintenance facility that can accommodate larger vehicles. The current bus barn and maintenance facility was never intended for large vehicles. Staff intricately store the current vehicles in the bus barn but ultimately there is not enough space to safely store the District's vehicles.

The District was awarded a federal 5339 grant that will pay for the purchase of the property and a portion of the development of the park and ride. This grant agreement has been fully executed. The District offered \$315,000 which was accepted by the Seller. The District will be paying the District's Brokerage Fees. The purchase is expected to close on or before February 26, 2025.

It is important to understand that \$190,000 of the sale will be reimbursable immediately, \$65,000 in match is required and the remainder will be reimbursed in the summer of 2026 due to federal reimbursement delays. Staff will delay development of the park and ride until summer of 2026 when federal reimbursement delays have ended.

Action Required

The Board should vote on final approval of the purchase of tax lot # 03N10E26CA03201.

Recommendation

Staff recommend that the Board approves the purchase of tax lot # 03N10E26CA03201.



Memo

To: HRCTD - BOARD OF DIRECTORS
From: Amy Schlappi, Executive Director
Date: February 19, 2025
Re: Budget Committee Member Application

Background

CAT currently has one opening on the Budget Committee. Jeremy Hull has expressed interest in serving another term on the Budget Committee. Jeremy has served on the FY21 through FY24 Budget Committees. Per the Budget Committee bylaws Budget Committee members may serve two successive terms.

Action Required

The board should discuss and vote to appoint or not appoint Jeremy Hull to the budget committee for a second 3-year term.



Memo

To: HRCTD - BOARD OF DIRECTORS
From: Tiah Mayhew, Office Manager
Date: February 19, 2025
Re: Opening Additional LGIP Accounts

Background

CAT opened a Local Government Investment Pool (LGIP) account in April of 2024 for the district's Reserve/Contingency funds, as it offered a higher interest rate than other financial institutions. To date it has been averaging a 4.5% interest rate.

Currently, CAT holds two Money Market accounts with Umpqua Bank - one for STIF funds and another for the Vehicle Fund. However, these accounts have not been accruing the anticipated interest rate and are averaging 0.3% interest rate. To maximize interest earnings, staff propose opening two additional LGIP accounts and transferring the funds from Umpqua Bank to the LGIP accounts.

Action Required

The Board should discuss and vote to open two additional LGIP accounts and transfer the funds from Umpqua to the LGIP accounts.



Columbia Area Transit

224 Wasco Loop, Hood River OR 97031

www.ridecatbus.org

February 14, 2025

Senator Kate Lieber, Co-Chair
Representative Tawna Sanchez, Co-Chair
Joint Committee on Ways and Means
900 Court Sr NE
Salem, OR 97301

Dear Senator Lieber and Representative Sanchez,

The Board of hood River County Transportation District (dba Columbia Area Transit – CAT) is writing to express their strong support for the funding request submitted by the City of Cascade Locks to conduct a community needs assessment, feasibility and engineering study for the construction of a community civic center. This project is of great importance to our community, and we believe it will bring significant benefits to the residents of Cascade Locks and the surrounding areas.

The proposed Cascade Locks civic center will serve as a hub for various possible community activities and services, including city operations, public utility operations, port operations, Food Bank, library, educational programs, recreational activities, cultural events, and public meetings. This facility will provide a much-needed space for residents to gather, learn, and engage with one another, fostering a sense of community and enhancing the quality of life in Cascade Locks.

The feasibility study is a critical first step in this project, as it will provide valuable insights into needs and desires of the community as well as the potential costs, benefits, and challenges associated with the construction of the civic center. It will also help identify the most suitable location for the facility and 30% engineering design to prepare the city for the next steps.

We urge you to consider providing the necessary funds to support this important initiative. Your support will enable the City of Cascade Locks to move forward with the feasibility study and ultimately bring this much-needed facility to our community.

Thank you for your consideration.

Sincerely,

Greg Pack
Board Chair
Hood River County Transportation District



January 2025 Operations Report

Safety Scores				
Category	January 2025	December 2024	November 2024	October 2024
Overall Safety Score	99	98	99	99
Crashes	2	1	0	0
Harsh Events	3	5	0	1
% Speed -Moderate	%.2	.9%	.5%	.2%
% Speed- Heavy	%.007	.02%	.01%	.006%
% Speed - Severe	%.001	0%	.002%	.001%

- Safety Score has increased by 1 point due to a reduction in harsh events.
- Percentage of over speed limit is defined by the percentage of drive time where speeding occurred.

Operations Data				
Category	January 2025	December 2024	November 2024	October 2024
Fixed OTP				
DAR OTP				
Vehicle Hours Driven	1,571	1,113	974	1,093
Vehicle Miles Driven	41,445	35,975	31,271	34,532
Fuel Cost	\$12,763	\$11,416	\$12,300	\$12,496
Fuel Cost per Mile	\$0.31	\$0.31	\$0.39	\$0.36
Reported Incidents				
Category	January 2025	December 2024	November 2024	October 2024
Formal Customer Complaints	1	1	0	1
Vehicle Incidents	5	3	0	4
Customer Incidents	5	1	3	7
Vandalism	1	0	0	0

- Formal Complaints:
 - Customer has had issues purchasing a pass from REI. REI pass issue being resolved by Gorge Pass consultant.

- Vehicle Incidents:
 - Vehicle had mechanical issue and stopped working on I-84 right before Exit 64 going back to Hood River from Portland.
 - Driver scraped the side of the bus barn with vehicle when exiting the parking stall.
 - Driver hit the dumpster coming in the yard.
 - A tire touched a third party vehicle, there was a slight scratch third party driver said it was okay and drove away.
 - The City bus intermittently stooped while on route. This vehicle has had several issues and currently off route.
- Customer Incidents:
 - The Link driver left early leaving several people connecting from the Columbia Gorge Express.
 - A rider was yelling at driver and Field Supervisor at the CAT station stating that the driver pushed her out of the bus. Rider requested medical assistance and wanted to use the restroom. Field Supervisor called the police who recommended not allowing rider to use the restroom for safety reasons. Rider ended up urinating in the parking lot. Police showed up and rider was trespassed.
 - A Gorge-To-Mountain Express rider's ski's were stolen or mistakenly taken.
 - A rider with a large knife tried to ride the Columbia Gorge Express from Gateway. Rider was denied a ride. Later that day the rider was able to get on the bus and when arriving at CAT was yelling clearly intoxicated. Rider tried to get on the City bus while smoking something but was denied which upset the rider. Police were called and rider was trespassed.
 - Rider accidentally spilled water on another riders bag. The second rider was aggressive and yelled at the first rider but ultimately got off the bus.
- Vandalism:
 - Paper jam was inserted into the public restroom lock so that restroom could be accessed outside of normal hours.
- Harsh Events/Distracted Driving:
 - Driver was taking a specific turn too quickly. Issues has been discussed with driver and coached appropriately.

Other Happenings:

- Gorge-To-Mountain Update
- New Vehicle Update
- Vehicle Repair Update

EMPLOYEE OF THE MONTH:

Larry Risley



Ridership													
	JAN. 25	DEC. 24	Nov. 24	Oct. 24	Sep. 24	Aug. 24	Jul. 24	Jun. 24	May. 24	Apr. 24	Mar. 24	Feb. 24	Jan. 24
Dial-A-Ride	363	352	336	443	291	389	385	356	379	390	383	345	302
Upper Valley	246	263	321	450	390	368	390	354	388	364	331	330	220
Hood River Connector	0	0	0	0	0	0	0	0	0	32	41	29	40
Hood River City	1819	1822	1557	1899	1911	2216	2243	2270	2023	1826	1764	1575	1177
Columbia Gorge Express	2746	2548	2788	3487	4160	5954	4985	4272	3476	2871	2615	2014	1515
Gorge to Mountain	2905	1202	0	0	0	0	0	0	0	0	2176	2915	2418
Dog Mountain	0	0	0	0	0	0	0	857	3797	198	0	0	0
White Salmon Wknd	0	0	0	0	84	175	123	25	0	0	0	0	0
Total	8079	6187	5002	6279	6836	9102	8126	8134	10063	5681	7310	7208	5672
% Change Compared to Prev Month	31%	24%	-20%	-8%	-25%	12%	0%	-19%	77%	-22%	1%	21%	1%
% Change Compared to Same Month Previous Year	42%	10%	2%	3%	10%	8%	-4%	5%	24%	-3%	-6%	6%	-18%

Hours of Service													
	JAN. 25	DEC. 24	Nov. 24	Oct. 24	Sep. 24	Aug. 24	Jul. 24	Jun. 24	May. 24	Apr. 24	Mar. 24	Feb. 24	Jan. 24
Dial-A-Ride	207	189	180	207	198	198	198	171	198	198	189	180	171
Upper Valley	121	137	140	161	164	182	182	157	182	181.5	173	165	157
Hood River Connector	0	0	0	0	0	0	0	0	0	29	41	26	38
Hood River City	339	325	314	339	336	336	336	320	336	327	334	313	311
Columbia Gorge Express	503	486	470	503	562	645	645	624	645	491	508	475	466
Gorge to Mountain	390	114	0	0	0	0	0	0	0	0	284	323	286
Dog Mountain	0	0	0	0	0	0	0	110	165	37	0	0	0
White Salmon Wknd	0	0	0	0	24	54	42	24	0	0	0	0	0
Total	1560	1251	1104	1210	1284	1415	1403	1406	1526	1264	1529	1482	1429

Boardings Per Hour													
	JAN. 25	Dec. 24	Nov. 24	Oct. 24	Sep. 24	Aug. 24	Jul. 24	Jun. 24	May. 24	Apr. 24	Mar. 24	Feb. 24	Jan. 24
Dial-A-Ride	1.75	1.86	1.87	2.14	1.47	1.96	1.94	2.08	1.91	1.97	2.03	1.92	1.77
Upper Valley	2.03	1.93	2.29	2.80	2.38	2.02	2.15	2.25	2.13	2.01	1.91	2.00	1.40
Hood River Connector	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.10	1.00	1.12	1.05
Hood River City	5.37	5.61	4.96	5.60	5.69	6.60	6.67	7.09	6.02	5.58	5.28	5.03	3.78
Columbia Gorge Express	5.46	5.24	5.93	6.93	7.40	9.23	7.73	6.85	5.39	5.85	5.15	4.24	3.25
Gorge to Mountain	7.45	10.54	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	7.66	9.02	8.45
Dog Mountain	0.00	0.00	0.00	0.00	0.00	0.00	0.00	7.79	23.01	0.00	0.00	0.00	0.00
White Salmon Wknd	0.00	0.00	0.00	0.00	3.50	3.24	2.93	0.00	0.00	0.00	0.00	0.00	0.00
Total	5.18	4.95	4.53	5.19	5.32	6.4	5.8	5.8	6.6	4.5	4.8	4.9	4.0