



Wednesday, February 19th, 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 4:00 PM.

2. Roll Call

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

Absent: Tamra Taylor - Board Secretary/Treasurer, Eleazar Reyes

Staff: Amy Schlappi, Tiah Mayhew, Tim Ravins

Public: Will Norris - Urban Renewal Administrator City of Hood River, Ben Mitchell – Hood River City Council Member

3. Approval of January 15th, 2025, Board of Director Meeting Minutes

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

Motion: Matt made a motion to approve the January 15th Meeting Minutes. The motion was seconded by Megan R.

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

Opposed by: None

4. Public Comment

Hood River City Council member Ben Mitchell introduced himself. City Council members will be building relationships with different entities around the city in hopes of being more informed. Different council members will be more available to organizations like CAT, the community college, Port of Hood River, and Park & Recreation. Ben stated that public transportation is very important as the area grows and will continue to work with CAT Board members to ensure the City is a good partner.

5. URA Update Presentation - Will Norris - 4:10 pm

Will Norris presented the Urban Renewal Annual Report. Urban Renewal is an economic development tool that allows cities and counties to make targeted public investments that are paid for by future tax growth. The annual report was included in the meeting



materials. The Urban Renewal Agencies goal is to use tax increment financing to unlock development potential, spur new construction and tax based growth. This should leave special districts to have more money but also revitalize areas of town. Oregon Revised Statutes require the annual report. The included report covers tax increment impacts to each of the overlapping taxing districts, FY2024 activities, and FY2025 budget plans. The URA recently funded the signalization of 2nd and Oak Street in downtown Hood River, replacement of a failing storm water line in the Waterfront district and finalization of the Heights streetscape plan which incorporated transit stops identified in CAT's Transit Master Plan.

For FY2025 the URA is planning additional phases of the storm water line project, some investments in the Downtown area, jurisdictional transfer of OR281 from Pacific Avenue to Oak Street for implementation of the Heights Streetscape plan and starting the Westside District with middle housing construction incentives. Also in the report, is how much revenue Special Districts forwent during the fiscal year for Urban renewals division of tax for FY 23-24. Columbia area transit forwent \$8,223 in property tax revenue and this is from division of tax for the Heights and Waterfront districts. Megan R. asked a question about future projects regarding public engagement. Will responded that he has already informed the Downtown Business Association, informing them of available funds and asking for feedback needed to prioritize future projects.

6. Monthly Financial Report – Tiah Mayhew

The monthly financial report was included in the meeting materials. Tiah reported that all numbers look good and are on track.

7. Resolution and Action Items – Amy Schlappi

a. Approval of Real Estate Purchase

Amy discussed how over the past year, with guidance from the Board and Executive Committee, staff has worked towards purchasing tax lot #03N10E26CA03201. The vacant lot is located across the street from the CAT administrative office and bus stop and intended to be developed into a new park and ride facility. The existing park and ride will then be redeveloped into a bus barn and maintenance facility that will allow CAT to accommodate larger vehicles. CAT has completed all NEPA requirements. CAT 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 facility.

The seller has accepted the District's offer of \$315,000 and payment of brokerage fees bringing the total expense to about \$325,000. The purchase is expected to close on or before February 26th. Amy is asking for final approval of the purchase from The Board. Amy also added that \$190,00 of the purchase will be reimbursed immediately, \$65,000 of that is match, the remainder will be reimbursed in the Summer of 2026 due to Federal reimbursement delays. Matt asked about the Federal reimbursement amount and the timing. Megan R. brought up the current state of Federal funding. Meghan L. asked about negotiating brokerage fees.



Motion: Megan R. made a motion to approve the purchase of tax lot #03N10E26CA03201. The motion was seconded by Meghan L.

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

Opposed by: None.

b. Appointment of Budget Committee Member

Amy stated that there is one opening on the Budget Committee that needs to be filled. Jeremy Hull, who has served on the Budget Committee since FY21 has expressed interest in serving another term. Staff are recommending The Board approves Jeremy for a second term.

Motion: Matt made a motion to appoint Jeremy Hull to The Budget Committee. Gisela seconded the motion.

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

Opposed by: None.

c. Approval of New LGIP Accounts.

In April of 2024 the District opened a Local Government Investment Pool account for the reserve contingency funds. The LGIP account offers a higher interest rate than other financial institutions, averaging a 4.5% interest rate. CAT currently holds two money market accounts with Umpqua bank, one for STIF funds and another for the vehicle fund. These money market accounts do not accrue the anticipated interest rates, averaging 0.3% interest. To maximize interest earnings staff recommends opening two LGIP accounts and transferring funds from Umpqua to the LGIP accounts.

Motion: Meghan L. made a motion to approve the opening of two new LGIP accounts. Matt seconded the motion.

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

Opposed by: None.

d. Approval of Cascade Locks Support Letter.

The City of Cascade Locks' Administrator has reached out to CAT, asking that The Board sign a letter of support for a community needs assessment, feasibility and engineering study for the construction of a community civic center. CAT staff is recommending The Board sign the letter as it would provide a great community resource for Cascade Locks. The center would most likely be near a CAT bus stop and would also provide our outreach team with engagement opportunities on a more regular basis. Board members agreed this would be a great idea for the community of Cascade Locks

Motion: Megan R. made a motion to approve the support letter. Meghan L. seconded the motion.

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

Opposed by: None.



8. Operations Manager Report – Amy Schlappi

a. Performance Report

Overall, January's safety score is up, due to a reduction in harsh events. For the month of January, CAT vehicles were driven 1,571 hours and 41,445 miles with fuel costs of \$12,763 for a cost per mile of \$0.31.

There was one formal customer complaint, involving a customer who purchased a pass from REI in Portland. Representatives from The Gorge Pass have been working to resolve the issue. Vehicle incidents involved a bus breaking down on I-84 near exit 64. A few scrapes and bumps occurred in the bus parking area also. A City route bus has had intermittent problems and stopped working while on the route, after a repair at Ford it was returned to service only to have the problem occur again. The bus is currently off route.

Amy went on to give some details on customer incidents during January.

b. New Vehicle Update

Two new Freightliner buses were delivered to CAT, one of the new Freightliners is having some issues with wiring and lights, the bus has been taken back to be fixed.

c. Vehicle Repair Issues

Bus #204 has had a recurring issue with stalling. After receiving the bus from a Ford dealership, the issue has resurfaced and is out of service. Van #121 typically used for Dial-A-Ride service is having a transmission repair.

d. Ridership

Overall ridership is up about 31% from last month and most notably is up 42% compared to January of last year.

e. Employee of the Month

Larry Risley has been named CAT's Employee of the Month.

8. Executive Director Report – Amy Schlappi

a. Federal Funding Reimbursements Update

As mentioned in last month's meeting, CAT has received the mid-cycle grant contracts for the facility site development project and the expanded Dial-A-Ride project. Amy has been working with ODOT to keep them informed of CAT's funding needs on a quarterly basis in the upcoming biennium. ODOT will not reimburse transit providers until they have received funds from the Federal Government. Vehicle reimbursements for our two new buses have been received.



b. Multnomah Falls Permit Checker Program

For the past four years, CAT has managed the permit checker contract at Multnomah Falls. The U.S. Forest Service and other partners supply the funds for the program. U.S. Forest Service is experiencing some funding issues. CAT is working their partners to try and figure out how to continue the program long-term, and devising some plans if the full \$75K needed for the program is not attainable. Currently the fund has \$30K set aside.

c. By-Laws Meeting Requirement Update

The board posed a question at last month's meeting wondering if The CAT Board is required to meet every month. After reviewing the by-laws and statutes they do require monthly meetings. There is the potential to shorten meetings or adjust the starting times when the agenda is light.

9. Discussion Items

Matt and Amy shared their recent experience at the Special Districts Association of Oregon Conference. A legislative engagement seminar was mentioned as it had some good advice. Matt suggested that another Board member attends the conference next year as it does have many useful seminars and networking opportunities.

10. Upcoming Events

There will be a Legislative event this April in Salem that Amy plans to attend and suggests a Board member attends as well.

11. Adjournment

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

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

Opposed by: None

The meeting was adjourned at 5:02PM.

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

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