



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

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

Meeting Minutes

1. Call Meeting to Order

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

2. Roll Call

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

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

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

Public: Jovi Arellano – Oregon Department of Transportation,

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

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

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

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

Opposed by: None

4. Public Comment

No public comment.

5. Monthly Financial Report – Tiah Mayhew

a. FY25 Audit Update

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

b. Process Changes Update

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



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

6. Resolution and Action Items – Amy Schlappi

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

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

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

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

Opposed by: None

b. Approval of 5339 Grant Application

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

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

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

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



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

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

Opposed by: None

Opposed by: None

c. Approval of MCEDD IGA

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

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

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

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

Opposed by: None

7. Operations Manager Report – Jeff Acciaioli

a. Performance Report

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

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

b. Dispatch Software Update

CAT staff has launched the new dispatch software earlier than expected. Overall, the staff is very pleased with the performance and customer service. Booking rides are much



faster and it also offers on-time performance data as well. Drivers are still adjusting to the new software as it does not show their full schedule.

c. New Vehicle Update

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

d. Employee of the Month

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

e. Ridership

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

8. Executive Director Report – Amy Schlappi

a. Local Route Changes Update – Fall 2025

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

b. FY25-27 Biennium Grant Contract Update

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

At the federal level the reimbursement for the property purchase has not been reimbursed yet due to slow processing times at the FTA. There is a 5310 reimbursement for mobility management and preventative maintenance that has not yet been reimbursed due to FTA changing their master agreement terms, which now do not comply with state law. The State of Oregon is actively working on this and the district should have an update in the next couple of days. Staff are expecting this to also impact the execution of the 5311 contracts which should be going into effect July 1st, this means that the district may need to cover operational expenses for the Hood River City, Upper



Valley, and Dia-A-Ride services with STIF funds until this is resolved. Amy asked Jovi from ODOT if she had anything to add on the situation, but she did not have any dates or additional information other than what Amy provided. Meghan L. asked about maintaining services if the House Bill does not pass, and Amy answered that there would be about two years of sustained service before cuts to service would be needed. An update on the House Bill should be available in about two weeks when the legislative session wraps up.

c. WSDOT Grant Non-Awards Update

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

d. Union Negotiations Update

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

e. Elections Update

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

9. Executive Session

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

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

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

Opposed by: None



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

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

Opposed by: None

10. Discussion Items

There were no additional discussion items.

11. Upcoming Events

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

12. Adjournment

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

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

Opposed by: None

The meeting was adjourned at 5:13.

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 stylized, flowing script.

Approved by: Tamra Taylor, Secretary-Treasurer

A handwritten signature in black ink, appearing to read "Tamra Taylor", with a stylized, flowing script.