



Wednesday, July 16th, 2025
Regular Meeting of the Board of Directors
of the Hood River County Transportation District

224 Wasco Loop, Board Conference Room
Hood River, OR 97031
4:00 p.m. – 5:30 p.m.

Meeting Minutes

1. Call Meeting to Order

Greg Pack called the Board of Directors Meeting to order at 4:03 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, Jim Klaas

Absent: Eleazar Reyes, Matt Althoff,

Staff: Amy Schlappi, Tiah Mayhew, Tim Ravins

Public: Jovi Arellano – Oregon Department of Transportation, Emily Beckett – Merina & Co., Karen Heinemann

Staff Requested Change to Meeting Agenda

Staff have requested a change to the agenda. Staff requests the removal of Agenda item 7F - Approval of Union Contract under Resolution & Action Items, and the addition of agenda item 9D - Legislation and Funding Update under the Executive Director Report.

Motion: Megan made a motion to approve the requested changes to the agenda. The motion was seconded by Tamra.

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

Opposed by: None

3. Approval of June 18th, 2025, Board of Director and Budget Hearing Meeting Minutes

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

Motion: Tamra made a motion to approve the Budget Hearing Meeting Minutes and June 18th Meeting Minutes. The motion was seconded by Gisela.

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

Opposed by: None

4. Public Comment



No public comment.

5. Oath of Office for Newly Elected and Re-Elected Board Members

Amy discussed how every person elected or appointed to the Board must take an oath of office.

Greg, Megan Tamra, Gisela and Jim took the oath office. Matt who was absent will take the oath of office at the August meeting.

6. Quarterly Financial Report – Emily Beckett – Merina & Co.

Emily presented the fiscal year-end financial reports and reminded the Board that the information is unaudited and preliminary. She presented the statement of financial position showing the District ended the year with about \$1.4 million, which is a \$227k decrease from the prior year. She highlighted that the CAT STIF and vehicle money market accounts were successfully transferred to LGIP accounts, and the District is seeing higher interest rates than previously. Emily continued with reviews of the liabilities, payroll balances and retirement withholdings. She included a visual graph to show the breakdown of the balance sheet with details on restricted funds. Amy added that the \$227k decrease from last year is due to not yet receiving reimbursement for the recent property purchase.

The statement of activity was next, with fare revenue up by \$28k, contract revenue was a bit less than last year. The biggest difference from last year was State revenue funds, primarily due to STIF discretionary funds, which increased \$343k from last year. Total revenue was up \$362k from last year. Another visual graph was included for Cost of Goods Sold which compared to last year is up, due to the 3-year contract signed for new and improved dispatch software. An increase in vehicle expenses is due to a more proactive maintenance schedule with our mechanics. Fuel costs were under budget and lower than the previous year.

Administrative expenses show a \$65k increase from last year which is mostly due to professional fees, but still under budget. Personnel expenses remained under budget and relatively similar to the prior year. Capital outlay is close to \$1 million more than last year, much of that is attributed to the purchase of two new buses and property across the street from the CAT transit center. Other expenses to note were \$30k for new cameras installed in the buses, and custom-made ski and snowboard racks. Emily noted that the property purchase hasn't been reimbursed yet. About \$190k of that is expected to be received soon and then another \$60k is anticipated by the end of the year.

Emily reviewed the Accounts Receivable for last fiscal year, which was roughly \$40k of which all is current. The District had a good budget year, administrative materials and services were about \$300k under budget, and administrative personnel was \$11k under budget. Cost of goods was \$71k under budget, direct service personnel expenses were \$300k under budget and operating capital outlay was \$2.4 million under budget. Mostly due to some bigger projects which CAT hasn't been able to move forward on yet.



Emily wrapped up with an update on the upcoming audit and mentioned she appreciates the responsibility and processes CAT has in place and enjoys the working relationship.

7. Resolution and Action Items – Amy Schlappi

a. Election of Chair, Vice-Chair, and Secretary-Treasurer

Per the HRCTD By-Laws every July, The Board must elect the Board Officers for the upcoming Fiscal Year. The Board Officers include the Board Chair, which is currently Greg, Board Vice Chair, which is Megan, and the Secretary Treasurer, which is currently Tamra. These members make up the Executive Committee and are available to Amy if she has matters to consult on. She then detailed responsibilities of each position. Board members discussed the positions, and all expressed a willingness to provide opportunities to other Board Members if anyone desired an opportunity to be a Board Chair. Gisela nominated Greg for The Board Chair, Megan for Vice Chair and Tamra for Secretary Treasurer.

Motion: Gisela made a motion to nominate Greg for The Board Chair. The motion was seconded by Jim.

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

Opposed by: None

Motion: Gisela made a motion to nominate Megan for Vice Chair. The motion was seconded by Jim.

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

Opposed by: None

Motion: Gisela made a motion to nominate Tamra as Secretary Treasurer. The motion was seconded by Jim.

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

Opposed by: None

b. Approval of Eligible Check Signers

Removed from the meeting agenda.

c. Approval for Vehicle Request for Quote (RFQ) Revision

Amy is looking for Board approval to add another vehicle to a recent request for a quote on one vehicle. The process usually involves submitting an RFQ to ODOT for approval and then it is sent to vendors who will return quotes on the vehicle. ODOT has approved immediate reimbursement for one vehicle, but we do not yet have the approval to get



the reimbursement for the second vehicle, it is expected in Summer 2026. Within the last year CAT has seen the cost of vehicles rise drastically as well as 12 months plus lead times on a vehicle, making this revision allows CAT to get the vehicles in a timelier manner and save money. Amy confirmed with Jovi from ODOT that an order for a vehicle can be cancelled before it is received. Tamra had a question about what type of vehicle is being requested, Amy responded that they would be Class B buses, approximately 40 feet, similar to the current Columbia Gorge Express buses.

Motion: Megan made a motion to approve the request for an additional vehicle to lock in current pricing, save funds and help CAT maintain services. The motion was seconded by Tamra.

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

Opposed by: None

d. Approval of Used Vehicle Purchase

Staff are looking for approval to purchase two used, larger 40-foot Gillig style buses and potentially a sedan or minivan to meet fleet needs. In the past CAT purchased used fleet vehicles from other transit agencies for about \$3-5k, they usually require some repairs but work well as contingency vehicles for seasonal services such as Gorge to Mountain or the Dog Mountain Shuttle. These used vehicle purchases would help meet CAT's needs until the new vehicles are completed and delivered. About \$15k in funding for the used vehicle purchases exists in the LGIP vehicle fund. Board approval would allow staff to procure vehicles if they became available.

Motion: Megan made a motion to approve the purchase of two used 40-foot buses and one sedan or minivan using up to \$15k of LGIP funds to supplement aging vehicles. The motion was seconded by Gisela.

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

Opposed by: None

e. Approval of Landscaping Contact

CAT recently issued a request for proposals for landscaping services covering the exterior grounds, park-and-ride, and newly acquired vacant lot. CAT received three proposals and have selected Gorge Us Lawn Care to provide the service. They have the necessary qualifications, relevant experience and were the most cost-effective among the three responses. Per the HRCTD financial management policy, staff needs the Board's approval of the contract. Tiah noted that the contract will be for a three-year term, and the cost will not to exceed \$10k per year. Megan asked who the previous landscapers were, and Tiah answered that it was Valencia Lawn Care.

Motion: Tamra made a motion to approve the new landscaping contract with Gorge Us



Lawn Care. The motion was seconded by Megan.

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

Opposed by: None

8. Operations Manager Report – Jeff Acciaioli

a. Performance Report

June's overall safety score was 98, with zero crashes and one harsh event.

On Time Performance (OTP) is now available for Dial-A Ride, with 94.84% of rides on time last month. CAT's new goal for OTP will be 97%. Vehicle hours and miles driven were both down with the end to Dog Mountain. Fuel costs per mile increased slightly from the previous month.

There were no formal complaints, two vehicle accidents and five customer incidents. Amy gave details on the minor vehicle accidents and customer incidents, including one rider that is currently trespassed from riding CAT.

b. Employee of the Month

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

c. Ridership

Overall there was a decrease in ridership compared to May mainly due to the Dog Mountain Shuttle ending its seasonal service. The Columbia Gorge Express, Hood River City and Dial-A- Ride have all seen increases in ridership.

d. Dispatch Software Implementation Update

Amy highlighted some features that Spare, the new dispatch software provides. Ongoing support from Spare is being utilized by staff and they are helping customize the platform. Booking rides for staff has become much easier and more efficient overall. The software also provides ridership data and OTP (on time performance), staff will present these numbers to the Board in future meetings. Another great feature is the software will book rides together if times and destinations allow making the service to be more efficient. The presentation then showed the driver's interface, which is easy to read and user friendly. The final part of the presentation showed the upcoming Rider App portion of the software that will allow riders to book their own rides through the app if they choose to do so. The group then discussed who is eligible for the service, how long in advance rides need to be scheduled and the area served. Amy answered the questions and explained some stipulations ADA Paratransit approved riders have compared to regular Dial-A-Ride customers.

9. Executive Director Report – Amy Schlappi

a. Local Route Changes Update – Fall 2025



Amy provided a status updated on the upcoming changes to the Hood River City and Upper Valley routes. The Hood River City route will be streamlined for efficiency, and the Upper Valley will transition from a deviated fixed route to a fixed route with Dial-A-Ride service available for custom pick up and drop off's. Staff have continued to prepare an online feedback portal for rider feedback. Feedback so far has been mostly positive, there are some concerns about not dropping off directly at Safeway and Walmart but for liability reasons CAT will no longer drive through the parking lots on the regular route. Changes will likely go into effect sometime in September.

b. Weekend White Salmon Service Update

Amy provided a status update on the Weekend Summer White Salmon service. CAT had a grant for the 23-25 biennium to provide the weekend service between Hood River, Bingen, and White Salmon. Last fall staff submitted an application for year-round weekend service along with an expanded Dog Mountain service, we learned that both of those applications were not approved. CAT was able to secure funding with WSDOT for the rest of the summer through September 7th. This funding will not be available next summer.

c. Conflict of Interest statements

Board members received a conflict-of-interest agreement in their meeting materials. All board members do need to sign the form each July. Board members not in-person for the meeting will have a digital form emailed to them to sign.

d. Legislation and Funding Update

Amy updated Board members on recent legislative events at the State Capital. House Bill 2025, which would have a 2% rise in state payroll tax rates over the next five years to support transit throughout the state did not pass. There is no immediate impact on CAT; however, Amy stated that she anticipates this will affect the District within the next two to three years, potentially resulting in service cuts. Costs continue to rise without an increase in formula grant revenue. Staff will continue working to streamline and reduce costs to mitigate the eventual impact. A special session for legislators is expected in late September to review a proposed bill from Governor Kotek's office. Oregon Department of Transportation (ODOT) has already made significant cuts to staff due to the HB2025 not passing, this could impact CAT with longer processing times for grants, reimbursements and new bus stop approvals. There will likely be an increase in road closures during the winter months and more debris on roads. Another potential impact would be CAT's Statewide Transportation Improvement Funds (STIF), which is made up of employees' state payroll taxes with less people employed overall.

On the Federal level the FTA has released approximately 50% of their employees, which has increased the time it takes to process federal grants. CAT is expecting reimbursements to become regular again by December or earlier depending on which type of grant. Jovi from ODOT gave some perspective on the situation.

Tamra asked a question about snow removal from roads and what organizations are



responsible for them, depending on which road it could be City, County or the State's jurisdiction. Tamra also asked if there are any particular Representatives in Salem that Amy is in contact with regarding the situation. There are a couple of people she has been in contact with and she will start reaching out again in the following week. Amy highlighted that there has been some discussion in the State legislature around the removal of all STIF funding for public transit in Oregon, which if it did gain traction would have major effects on transit across the State.

10. Discussion Items

There were no additional discussion items.

11. Upcoming Events

There is a SDAO board member training event August 6th in Hood River.

12. Adjournment

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

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

Opposed by: None

The meeting was adjourned at 5:23.

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.