



Wednesday, December 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

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, Tamra Taylor - Board Secretary/Treasurer, Matt Althoff, Jim Klaas

Absent: Eleazar Reyes, Gisela Ayala-Echeverria

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

Public: Megan Channell – Port of Hood River, Ben Mitchell – Hood River City Council, Jovi Arellano – Oregon Department of Transportation

3. Approval of November 19th, 2025, Public Hearing & Regular Monthly Meeting Minutes

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

Motion: Matt made a motion to approve the November 19th Meeting Minutes. The motion was seconded by Jim.

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

Opposed by: None

4. Public Comment

Amy read a public comment submitted by Tina Castañares. Tina is a community member and encouraged the CAT Board to institute protocols for staff to follow if ICE (Immigration & Customs Enforcement) agents might wish to board a CAT bus, office or bus stop for a targeted person or for information about customers. Tina also asked that CAT safeguard and keep confidential the records of customers, clients, staff, and volunteers. The statement concludes with her asking CAT to inform the general public in both English and Spanish of CAT's commitment to protecting its customers, clients, staff, and volunteers in accordance with state laws and community safety concerns.

After reading the submitted statement Amy added that an immigration enforcement policy is on the meeting agenda for Board discussion at today's meeting. Amy also added that CAT is working with the City of Hood River and continuing to do our best to



serve our community and ensure community members feels safe using our services.

5. Monthly Financial Report – Tiah Mayhew

Financial reports and the grant tracker were included in the meeting materials. Additionally, it was reported that the reimbursement for the recent property purchase across the street has been received.

6. Resolutions & Action Items – Amy Schlappi

a. Approval of Port of Hood River - CAT IGA

Staff from CAT and the Port of Hood River have collaborated over the past several months to develop a draft Intergovernmental Agreement (IGA) concerning the creation of the interregional transit facility, or “hub,” on Port waterfront property. The purpose of this discussion was for Board Members to review the updated draft IGA and to either approve the agreement or request further modifications.

Megan Channell from The Port of Hood River was in attendance to answer any questions Board members might have. The initial draft of the IGA was presented to the Board at the Nov. 19th Board meeting. The agreement is critical as it grants CAT the necessary authorization to construct, operate, and maintain the transit facility on Port property for its useful life as required by FTA. Amy reviewed the Board members requested changes to the draft from the Nov. 19th meeting. A red-lined copy of the IGA showing the very specific changes that were made was included in the meeting materials. Megan Ramey had a question about potential locations of the hub marked with red in the included document, Amy answered that a final location has not been determined. Megan Ramey also asked about the future changes to 1st Street and if that is taken into consideration. Megan Channell replied that the change to 1st Street will most likely be the removal of the median and a shift to a standard two-way street.

Motion: Megan Ramey made a motion to approve the Intergovernmental Agreement with The Port of Hood River. The motion was seconded by Matt.

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

Opposed by: None

b. Approval of Hood River Valley Parks and Recreation District - CAT IGA

Over the past several months, staff from CAT and the Hood River Valley Parks and Recreation District (HRVPRD) have collaborated with the Oregon Department of Transportation (ODOT) to resolve a funding distribution constraint. The goal was to determine how CAT could act as a pass-through agency for the distribution of Community Pathways Grant funds from ODOT to HRVPRD for legal fees. The purpose of this discussion was for Board Members to review the updated draft Intergovernmental Agreement (IGA) with HRVPRD and determine if it is ready for approval or requires further modification.

The initial draft of the IGA was presented at the Nov. 19th Board meeting. Amy reviewed the Board members requested changes to the draft that were redlined and included in the meeting materials. The updated draft has been reviewed by legal counsel and



accountant.

Motion: Tamra made a motion to approve the Intergovernmental Agreement with Hood River Valley Parks and Recreation District. The motion was seconded by Jim.

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

Opposed by: None

c. Approval of Title VI Policy

Staff have completed the required update to the Hood River County Transportation District's Title VI Policy. The purpose of this discussion was for the Board of Directors to formally review the draft policy and either approve it or request specific changes.

The Federal Transit Administration (FTA) requires transportation providers to update its Title VI Policy every three years. The purpose of this policy is to prohibit discrimination and affirm the District's commitment to ensuring that no person is excluded from participating in, or denied the benefits of, its programs and services on the basis of race, color, or national origin, as protected by FTA Circular 4702.1.B.

Amy reviewed the updated elements of the document and also pointed out that recent Executive Orders may introduce new requirements; however, formal guidance from the FTA has not yet been issued. ODOT's recommendation is to ensure the policy meets all current requirements until such formal guidance is received. While ODOT has not yet conducted a thorough review, they have confirmed that the policy incorporates all elements currently required for compliance with FTA regulations.

Motion: Matt made a motion to approve the Title VI policy, contingent upon allowing staff to incorporate and subsequent technical changes requested by ODOT during their final review. The motion was seconded by Megan.

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

Opposed by: None.

d. Approval of Immigration Enforcement Policy

Due to recent, localized immigration enforcement activities, it has become clear that the District requires a clear, established policy that dictates how staff should interact with immigration enforcement officers on public transit facilities. The purpose of this discussion was for Board Members to formally review and consider approval of the draft Immigration Enforcement Policy.

During the week of November 8th, U.S. Immigration and Customs Enforcement (ICE) conducted activities in Hood River and The Dalles, resulting in detentions. Post-event discussions with District staff highlighted a critical need for unambiguous guidelines for employees who may encounter enforcement officers while performing their duties (i.e., in the office or while operating a bus).

To address this, staff collaborated with MCEDD, District Counsel Ruben Cleaveland, SDAO, and local law enforcement to develop a draft policy that provides clarity for both employees and the community we serve.



Jim asked if this required more training for staff, Amy replied that there would not be any formal training at this point but probably some role playing/coaching and ensuring people know what a judicial warrant is. Staff will continue to work with the city if other policies are needed or training opportunities. Matt asked about the federal status of the CAT building and if that effects sanctuary provisions, and while unsure, Amy feels that we still have sanctuary provisions since we are in Oregon, but this is a reason she is not comfortable displaying any kind of sign barring federal agents. Tamra asked if CAT was comfortable making some sort of public statement informing them of our new policy but also stating any limitations due to federal status, Amy would be open to the idea but wanted to get the Board's thoughts on a public statement. A new policy would be posted on our website for the public and Amy did bring up that some similar municipalities have made public statements regarding immigration policies that have caused some issues. Tamra asked for some clarification and details regarding federal funds for CAT property and the building, Jovi from ODOT added that there are no additional requirements from ODOT for this policy and that airing on the side of caution is best at this time. Jovi also added that there isn't much need to have emphasis on federal versus non-federal and that our legal team would be best to help make decisions. Amy reiterated that one purpose of the proposed policy is to make it clear that we don't assist and don't interfere. Also, that the Police Chief quickly reviewed the policy and did not state any concerns. Greg stated that public comments regarding these types of issues do have potential to cause more negative feedback, especially online. Matt said he wants to see an emphasis on training staff to prepare drivers how to react. Jovi also added that with any policy it just has to be displayed and posted, or available if requested. Amy gave thanks to Jessica and Kathy at MCEDD for assisting her in writing this policy. Tamra brought up future revisions to the policy, at first wanting to add a statement that the policy could be changed as needed, feeling like the situation would be evolving over time. Also, there were some negative comments toward CAT and their lack of action on this topic. Greg and Amy responded that changes to the policy would be presented and voted upon, just like any change to policies and that there can't be a blanket statement that the policy can be changed as needed.

Motion: Megan made a motion to approve the Immigration Enforcement policy. The motion was seconded by Matt.

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

Opposed by: None.

e. Approval of Updated 2023 5339 - Low or No Emission Match Amount

The match increase for the 2023 FTA Low or No Emissions Grant has increased due to changing the category of some of the funds included in that grant. The purpose of this discussion was for Board Members to review the increase and approve or request modification.

In 2023 the District applied for funds through the FTA Low or No Emissions grant and received an award. Staff have been working with ODOT on this project and the total project cost has increased from \$7,547,518 to \$7,561,407. This change is due to a shift



of \$100,000 from bus purchase to preliminary design from construction, which resulted in a higher match rate of 80/20. As a result, the District's required local match has increased by \$13,889. The original expected match was \$1,106,177 and it will now increase to \$1,120,066.

Jovi helped staff with this change and CAT feels it is important to move those dollars to another category. Greg commented he feels it is appropriate given the amount of funds available.

Motion: Matt made a motion to approve the Updated 2023 5339 - Low or No Emission Match Amount. The motion was seconded by Tamra.

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

Opposed by: None.

7. Operations Manager Report – Jeff Acciaioli

a. Performance Report

November's overall safety score remains at 99. Jeff pointed out a typo in the heavy speeding category. The fixed route on time performance was at 94.3%, some updates to the software were made recently and the fixed route OTP figure should improve with the software improvements. Dial-A-Ride on time performance was at 96.34%. Fuel costs for the month were about the same as the previous month at \$0.40/mile. CAT had one formal customer complaint, one vehicle incident, and five customer incidents. Jeff then gave some details of the incidents.

b. Employee of the Month

Dan Devers has been named CAT's Employee of the Month.

b. Gorge-To-Mountain Express Update

Start date for the Gorge-To-Mountain service has been pushed back to Dec. 27th. Jeff also updated the board on training of new hires, with expanded service starting toward the end of January - early February.

c. Ridership

Jeff pointed out a change in the data collection for hours of service due to the new dispatch and maintenance software allowing for a more accurate figure. Jeff pointed out the change in the included materials.

Overall, ridership is down from last month and last year. However, boardings per hour is up slightly. Upper Valley continues to decrease with Dial-A-Ride continuing to increase. There was general discussion as to reasons for this change.

8. Executive Director Report – Amy Schlappi

a. Upcoming ODOT Compliance Review



ODOT will be coming onsite at CAT with RLS Consulting to review transit operations and compliance with all FTA regulations. This will take place January 26th and 27th.

9. Discussion Items

The CAT Holiday bowling party was a success.

11. Upcoming Events

Christmas Day and new Years Day, CAT will be closed.

12. Adjournment

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

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

Opposed by: None

The meeting was adjourned at 4:48.

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 large, sweeping flourish above the name.

Approved by: Tamra Taylor, Secretary-Treasurer

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