



March 18, 2026

**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=bi91Z0diTTRUVW9lbnkwajJFalpVUT09>**

- 1) Call Meeting to Order – 4:00pm**
- 2) Roll Call:** Greg Pack - Chair, Megan Ramey – Vice Chair, Tamra Taylor – Secretary/Treasurer, Jim Klaas, Eleazar Reyes, Gisela Ayala – Echeverria, Matt Althoff
- 3) Approval of February 18th, 2026, Monthly Meeting Minutes – Greg Pack- 4:10pm**
- 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](mailto:Amy.schlappi@catransit.org)
  - f. Three (3) minutes per community member.
- 5) Monthly Accounting Report – Tiah Mayhew - 4:15pm**
    - a. Grant Tracker Review
  - 6) Resolutions & Action Items – 4:25 pm**
    - a. Swiftly Termination and SPARE Contract Amendment
    - b. Experience Mt. Hood and the Gorge Grant Application
  - 7) Operations Manager Report – Jeff Acciaioli – 4:45 pm**



- a. Employee of the Month
- b. Performance Report
- c. Ridership
- d. Gorge-To-Mountain Update

**8) Executive Director's Report – Amy Schlappi – 4:55 pm**

- a. Legislative Update
- b. Workplan Update
- c. City of Hood River Business Transit Pass Program

**9) Discussion Items**

- a. Cider Fest Shuttle

**10) Upcoming Events**

**11) 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, February 18th, 2026  
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, Gisela Ayala-Echeverria, Matt Althoff, Jim Klaas

**Absent:** Eleazar Reyes,

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

**Public:** Jovi Arellano – Oregon Department of Transportation

**3. Approval of January 21st, 2026, Regular Monthly 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. Jim did have a comment regarding the new desks mentioned in January's meeting. He learned at a recent SDAO conference that funding may be available for office improvements, like desks. Amy asked Tiah to look into the possible reimbursement option.

**Motion:** Matt made a motion to approve the January 21st Meeting Minutes. The motion was seconded by Gisela.

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

**Opposed by:** None

**4. Public Comment**

No public comment.

**5. Monthly Accounting Report – Tiah Mayhew**

The financial reports for last month are included in the meeting materials. The A/R Aging Summary was not included in the packet this month as we have no current A/R. Tiah continued with an update on the Q2 grant reimbursements. All Q2 reimbursements have



been submitted with the exception of 5311, which is not yet available for reimbursement due to known ODOT/FTA contractual delays. CAT received a new vehicle; V81 and the reimbursement request has also been submitted.

Matt had a question about a \$68k payment to Special Districts Insurance. To which Tiah and Amy explained that it is for the yearly vehicle and liability insurance premium, the usual monthly payment is for medical and dental premiums and is usually around \$12k. CAT also made the purchase of new adjustable desks and rearranged the office layout as discussed at the January Board meeting.

## **6. Resolutions & Action Items – Amy Schlappi**

### **a. Procurement Policy**

During the compliance review with ODOT in January, there were a couple of advisory recommendations made for the Procurement Policy. The first advisory recommendation was although the OMB threshold for formal procurements has been raised to \$350k, Oregon law is set at \$250k. CAT's threshold is set at \$150k but may wish to consider raising it to match Oregon's \$250k. A draft with edits was included in the meeting materials.

The second recommendation is CAT's procurement policy currently includes instruction for invitation for bids under the Architectural and Engineering section. It is recommended it be moved from A&E to the general formal procurements section. The Board is requested to review the draft Procurement Policy and either approve the document or request specific modifications. Staff is asking The Board to review the draft Procurement Policy and either approve the document or request specific modifications.

Jim asked for some clarification on wording in a section that is defined later on in the policy. Greg asked about the new sealed bid method in Section 3.3.3. Amy replied that this is in line with ODOT's template for the policy and gave some details on different methods to submit bids and proposals and the language used. Greg also had a question about the language used to define a timeline. Jim had another question regarding the limits for micro and small purchases. There was some clarification about the redlined edit on the included policy. Amy clarified the edit was changing the micro-purchase limit to \$15k, now small purchases are between \$15k-250k. This mimics what Oregon has recently passed.

**Motion:** Tamra made a motion to approve the Procurement Policy. The motion was seconded by Matt.

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

**Opposed by:** None



### **b. ADA/Paratransit Policy**

During the compliance review with ODOT completed in January, a couple of advisory recommendations for the ADA/ Paratransit Policy were made.

The first recommendation was the Combined Riders Policies references specs for a “common wheelchair” (32”x48” and 600 pounds). It was recommended to add a statement that CAT will accommodate any mobility device that can be accommodated. Jim asked about the capacity of our current ADA ramp lifts, and Amy confirmed they are all rated at least 600 lb. capacity. Tamra asked if there had been any ADA passengers who had commented or were concerned with the existing policy. Staff were not aware of any specific comments or concerns. ADA does not require lift specs to be publicly available, but if they are, they cannot be understated. This means that if CAT has any vehicle that has a lift rated above 600 pounds, this would be an understatement of lift capacity. It was recommended that CAT verify if any vehicles have a greater spec, and if so, update the publicized spec or alternatively remove this statement and simply state that CAT will accommodate all mobility devices that its lifts can accommodate. Megan stated that she feels it is helpful to have a ballpark figure listed as to what the lifts can accommodate, she related her experiences with bike rack weight limits as being very useful when available. Jovi was asked and offered that CAT just doesn't want to understate the capacity of a lift. A list of capacities would be an option but if vehicles were added or removed from the fleet it would need to be updated. Another option in the policy is to state that the lift specifications are available if you call and request them.

**Motion:** Megan made a motion to approve the new ADA/Paratransit Policy with the addition of posting that ADA weight limits available on request. The motion was seconded by Tamra.

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

**Opposed by:** None

## **7. Operations Manager Report – Jeff Acciaioli**

### **a. Performance Report**

January’s overall safety score is holding steady at 99, no crashes and no harsh events. Fixed route on time performance was 95.5%. Dial-A-Ride on time performance was at 97.43%. Fuel costs for the month were down about \$0.05/mile again. Vehicle hours were 1,140 hours driven and 37,505 miles. CAT had two formal customer complaints, two vehicle incidents and one customer incident. Jeff gave a few details from some of the incidents, including an increase in vaping on the Columbia Gorge Express. Field Supervisors are announcing a reminder that vaping is prohibited on the bus prior to departing buses and will continue to document further incidents.

### **b. Employee of the Month**

Tim Ravins has been named CAT’s Employee of the Month.

### **c. Ridership**



Ridership is down 30% from last month, due to the delayed start and weekend only schedule to begin the Gorge-To-Mountain service. Dial-A-Ride ridership is up; Upper Valley is up as well. Other routes are holding steady. Greg shared that some nice word of mouth feedback has been heard around town regarding the Gorge-To-Mountain Express service and its ability for younger riders to use transit and access outdoor recreation.

**d. Inventory of Vehicles**

Jeff compiled a list of all the current vehicles owned by CAT. V81 is a brand-new Ford Transit that has been outfitted just like a cut-away bus. Another vehicle of note is the modified electric vehicle #124 which is out of service. It was bought prior to vehicle manufacturers making their own electric vehicles. It is a modified electric vehicle and the company who built and sold it is no longer in business; the warranty has long expired and mechanics will not work on the vehicle. We have gotten clearance from ODOT to auction that vehicle. Jeff also informed the Board of some relatively small issues with all of our most recent bus purchases from Northwest Bus Sales. All of the issues have been under warranty and are soon to be fixed.

**e. Gorge-To-Mountain Express Update**

The Gorge-To-Mountain service moved back to the full seven day a week schedule on Feb. 7<sup>th</sup>. On March 8<sup>th</sup>, night service for Gorge-To-Mountain will end. CAT is looking to keep day service until April 12<sup>th</sup> or 17<sup>th</sup>.

**8. Executive Director Report – Amy Schlappi**

**a. HB-3991 Update**

Amy informed the Board on the most recent information regarding House Bill 3991, which was the transportation funding bill that was passed during the special legislative session this past fall. On January 7th Governor Tina Kotek called for lawmakers to repeal HB3991 in the upcoming short session. It turns out this bill cannot be repealed and is expected to likely go to voters in May. Oregon Transit Association or OTA is focusing on HB 4008 which would form a transit funding taskforce compiled of legislators, providers, businesses, labor and riders. The goal being a bill or funding solution that can be brought to legislators at the 2027 legislative session if HB3991 is not passed by voters. Amy gave testimony in support of this bill last week. Amy also wanted to make the Board aware that STIF funds currently allocated to transit are being considered to make up a \$242 million budget shortfall. If the legislators do decide to reallocate some transit funding, those changes will likely not impact us until July 2027.

**b. Compliance Review**

Several of the advisory recommendations received from ODOT consultant RLS have been implemented earlier in this meeting. Another recommendation was to monitor the length of paratransit trips. Staff is working with Spare to implement this feature into their software. Matt asked about the frequency of the reviews, they happen



every three years.

**c. Upcoming Procurements**

CAT is now ready to begin the process of finding a consultant for the planning, design and engineering for 3 CAT Transit Facilities Development Projects. CAT is hoping to have this RFP ready in the next couple of months. The Multnomah Falls Ambassador program will be happening again this year. Funding will be a bit less than past years though, all funding for this program comes from the US Forest Service. Accounting and IT services will both need a procurement process completed soon as well.

**9. Discussion Items**

Megan gave a quick update on the e-micromobility bill she helped work on. It has defined a lot of e-bike categories and classifications, and she hopes this eases some tension around Hood River regarding e-bikes.

**11. Upcoming Events**

Megan shared an upcoming documentary called *In the Dirt*, focusing on an indigenous community who found the love and joy of biking. It will be shown on Mar. 7<sup>th</sup> at Wy'East Middle School.

**12. Adjournment**

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

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

**Opposed by:** None

**The meeting was adjourned at 4:54.**

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](mailto:tim@catransit.org), or call (541) 386-4202.

Prepared by: Tim Ravins, Administrative Assistant

A handwritten signature in black ink, appearing to read "Tamra Taylor", with a large, sweeping flourish above the name.

Approved by: Tamra Taylor, Secretary-Treasurer

# Statement of Activity

## Columbia Area Transit

February 1-28, 2026

DISTRIBUTION ACCOUNT	TOTAL
Income	
4100 Fare Revenue	\$15,312.39
4500 Federal Funds	\$104,528.00
4800 Tax Revenue	
4870 Property Taxes	\$7,071.61
4890 Other Tax Revenue	43.91
<b>Total for 4800 Tax Revenue</b>	<b>\$7,115.52</b>
4900 Other Revenue	
4910 Interest Income	\$5,099.68
<b>Total for 4900 Other Revenue</b>	<b>\$5,099.68</b>
<b>Total for Income</b>	<b>\$132,055.59</b>
Cost of Goods Sold	
5100 Fuel	12,557.36
5200 Vehicle Expense	
5210 Vehicle Licenses & Fees	131.00
5220 Preventative Maint & Vehicle Repair	\$15,033.94
5230 Tires	3,460.48
5290 Misc Vehicle Expenses	399.96
<b>Total for 5200 Vehicle Expense</b>	<b>\$19,025.38</b>
5300 Operation Expenses	
5310 Merchant Transaction Fees	1,027.36
5320 Technology & Communication	\$711.60
5350 Shop Supplies & Tools	587.79
5370 Bus Stop Repairs & Maintenance	233.18
5390 Misc Operating Expenses	3.26
<b>Total for 5300 Operation Expenses</b>	<b>\$2,563.19</b>
5500 Driver Expenses	\$1,548.00
5700 Advertising & Marketing	1,608.50
5900 Grant/Contract Match Funds	
5971 Match - MCEDD	12,466.68
<b>Total for 5900 Grant/Contract Match Funds</b>	<b>\$12,466.68</b>
<b>Total for Cost of Goods Sold</b>	<b>\$49,769.11</b>
<b>Gross Profit</b>	<b>\$82,286.48</b>
Expenses	
7000 Administrative Expenses	
7100 Building Expenses	\$5,030.71
7300 Office Supplies & Expenses	\$3,423.58
7600 Professional Fees	\$15,408.50

# Statement of Activity

## Columbia Area Transit

February 1-28, 2026

DISTRIBUTION ACCOUNT	TOTAL
7900 Other Administrative Expense	\$911.70
<b>Total for 7000 Administrative Expenses</b>	<b>\$24,774.49</b>
8000 Personnel Expense	
8100 Administrative Personnel Expense	
8110 Administrative Wages & Salary	\$21,559.26
8130 Administrative Employer Taxes	\$1,562.23
8150 Administrative Benefits	\$456.34
<b>Total for 8100 Administrative Personnel Expense</b>	<b>\$23,577.83</b>
8200 Direct Service Personnel Expense	
8210 Direct Service Wages & Salary	\$86,281.19
8230 Direct Service Employer Taxes	\$6,819.88
8250 Direct Service Benefits	\$17,607.74
<b>Total for 8200 Direct Service Personnel Expense</b>	<b>\$110,708.81</b>
<b>Total for 8000 Personnel Expense</b>	<b>\$134,286.64</b>
9000 Capital Outlay	
9500 Equipment - Operating	142,700.00
<b>Total for 9000 Capital Outlay</b>	<b>\$142,700.00</b>
<b>Total for Expenses</b>	<b>\$301,761.13</b>
<b>Net Operating Income</b>	<b>-\$219,474.65</b>
<b>Net Other Income</b>	
<b>Net Income</b>	<b>-\$219,474.65</b>

# Bill Payment List

## Columbia Area Transit

February 1-28, 2026

DATE	NUM	VENDOR	AMOUNT
1000 Columbia Bank - Operating (6906)			
02/18/2026	23313	Northwest Bus Sales	-142,700.00
02/19/2026	23314	Merina & Co	-2,677.50
02/19/2026	23315	Hendrix Heavy Wrench	-12,147.05
02/19/2026	23316	United Cleaning Systems, LLC	-720.00
02/19/2026	23317	MEDIAmerica, Inc	-1,230.00
02/19/2026	23318	Sign Media	-91.00
02/19/2026	23319	Providence OCC Travel Medicine Clinic	-185.00
02/19/2026	23320	MCEDD	-10,466.68
02/19/2026	23321	Gillig LLC	-66.44
02/19/2026	23322	Les Schwab Tire Center	-3,460.48
02/19/2026	23323	Singer Lewak LLP	-11,790.00
02/19/2026	23324	Weatherly Printing	-287.50
02/19/2026	23325	Cintas	-367.52
02/19/2026	23327	Day Wireless Systems	-440.00
02/19/2026	23328	Napa Auto Parts	-1,073.96
02/19/2026	23329	Special Districts Association of Oregon	-3,111.00
02/19/2026	23330	RWC Group	-753.67
02/19/2026	23331	Crystal Greens	-1,690.00
02/19/2026	23332	CDR Labor Law, LLC	-360.00
02/19/2026	23333	Helly Hansen US Inc.	-941.92
02/19/2026	23334	Cascade Health Solutions	-183.00
02/19/2026	23335	MCEDD	-2,000.00
02/19/2026	23336	Special Districts Insurance	-15,912.00
02/20/2026	23337	July Maus	-392.70
02/23/2026		Valic	-2,692.54
02/23/2026		Valic	-2,395.71
<b>Total for 1000 Columbia Bank - Operating (6906)</b>			<b>-\$218,135.67</b>
			<b>\$0.00</b>

Hood River County Transportation District  
 Total for 2025-2027 Biennium  
 As of March 10, 2026

Grant #	Grant Name or Description	Grant Period	Total Awarded	Total Expended	Total Reimbursed (to date)	Reimbursements Outstanding	Total Remaining Funds (unspent)	Notes
<b>US Department of Transportation</b>								
35809	5311 Operating - Project Administration & Operations	7/1/25 - 6/30/27	\$886,418	\$89,530	\$0	\$89,530	\$796,888	Funding was delayed but expected to be submitted with Q3
35878	5311 Emergency Relief	7/1/25-6/30/26	\$66,475	\$66,475	\$66,475	\$0	\$0	Grant to Assist with 5311 Formula Delays
35861	5311 New buses - 2 Cutaways	7/1/22 - 6/30/26	\$586,500	\$294,171	\$294,161	\$0	\$292,329	Delivered 12/4
35691	5311 New buses - 2 40 FT IC Express Buses	12/16/24 - 12/31/28	\$540,000	\$0	\$0	\$0	\$540,000	Ordered, Expected Fall 2026
35755	5310 Preventative Maintenance & Mobility Mgt	7/1/25 - 6/30/27	\$150,810	\$33,540	\$33,540	\$0	\$117,270	
35692	5310 Preventative Maintenance & Mobility Mgt	12/16/24-12/31/26	\$333,388	\$162,427	\$162,427	\$0	\$638,360	\$51,073 from FY25 Q4
35690	5339 Bus and Bus Facilities	12/16/24 - 12/31/28	\$800,000	\$258,097	\$190,000	\$68,097	\$541,903	Funding was delayed but expected to be submitted with Q3
34216	5339 Bus and Bus Facilities	7/1/22 - 6/30/26	\$586,500	\$121,295	\$544,207	\$0	\$42,293	Buses 205, 205 and V81
<b>Federal Highway Administration</b>								
20.224	FLAP_Gorge-to-Mountain	1/13/26 - 3/31/28	\$655,000	\$0	\$0	\$0	\$655,000	
<b>Oregon Department of Transportation</b>								
35900	STIF/STN_Columbia Gorge Express	7/1/25 - 6/30/27	\$2,240,000	\$353,883	\$353,883	\$0	\$1,886,117	Funds for Q3 have been received - Reminder: These are not funded on a reimbursement basis
35845	STIF Formula_Population	7/1/25 - 6/30/27	\$411,605	\$34,413	\$65,481	\$0	\$346,124	Funds for Q3 have been received - Reminder: These are not funded on a reimbursement basis
35845	STIF Formula_Payroll	7/1/25 - 6/30/27	\$1,429,816	\$286,362	\$415,776	\$0	\$1,014,040	Funds for Q3 have been received - Reminder: These are not funded on a reimbursement basis
35648*	STIF Discretionary_Gorge to Mountain	12/1/23 - 3/31/26	\$350,000	\$327,864	\$300,000	\$27,864	\$22,136	
<b>Washington Department of Transportation</b>								
PTD0651-003	White Salmon	7/1/23 - 9/30/25	\$25,093	\$14,045	\$16,313	\$0	\$0	\$2,268 from FY25 Q4 - Grant Completed
<b>Received from last Biennium</b>								
35420	5311 Operating - Project Administration & Operations	7/1/23 - 6/30/25	\$288,607	\$288,607	\$27,680	\$0	\$0	Grant Completed
35464	5310 CP - Preventative Maintenance & Mobility Mgt	7/1/23 - 6/30/25	\$152,752	\$135,245	\$65,804	\$0	\$0	Grant Completed
35581	STIF Discretionary_Technology Grant	7/1/23 - 6/30/25	\$194,000	\$144,388	\$16,079	\$0	\$0	Grant Completed
35582	STIF/STN_Columbia Gorge Express	7/1/23 - 6/30/25	\$1,460,080	\$1,432,061	\$177,081	\$0	\$0	Grant Completed
35648*	STIF Discretionary_Gorge to Mountain	12/1/23 - 3/31/26	\$300,000	\$300,000	\$17,102	\$0	\$0	Grant Completed
PTD0652-005	Dog Mountain	7/1/23 - 6/30/25	\$48,000	\$48,000	\$26,514	\$0	\$0	Grant Completed

G2M  
 FLAP



# Memo

**To:** HRCTD - BOARD OF DIRECTORS  
**From:** Amy Schlappi – Executive Director  
**Date:** March 18, 2026  
**Re:** Termination of Swiftly Contract and Approval of Amendment to SPARE Contract for Fixed Route Services

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## Purpose

To brief the Board on the termination in progress of the fixed route dispatch contract with Swiftly and to seek approval for a contract amendment with SPARE to consolidate all dispatch services (fixed route, demand response) under a single provider.

## Background

In March 2025, CAT contracted with Swiftly for fixed route and SPARE for demand response dispatch software. While SPARE's implementation was successful, the Swiftly rollout was challenging due to software functionality issues and lack of support to resolve the issues in a timely manner from Swiftly. CAT staff has consistently been working with Swiftly to resolve these issues, but progress toward resolution has not been met.

Due to these challenges and lack of resolution CAT staff intends to terminate the Swiftly contract effective **May 26, 2026** and consolidate all dispatch services (fixed route, demand response) through a contract amendment with SPARE. Details of transition include:

1. Swiftly Refund: CAT will receive a refund for roughly \$31,000.
2. SPARE Amendment: 3-year term (through May 2029) totaling \$57,000
3. Funding Strategy: The Swiftly refund will be used to pay much of the cost for Years 1 & 2 of the SPARE contract amendment (\$36K). Year 3 (\$21,000) will be budgeted in the corresponding fiscal year.
4. Net Difference: SPARE is \$6,000 more than the original Swiftly contract over 3 years, however there are additional features that were not accessible in Swiftly that will be available in SPARE.



**Action Required**

The Board should discuss the SPARE contract amendment to include the fixed route operations and approve or not approve the Executive Director to sign the contract.

**Recommendation**

Staff recommend that the Board approve the Executive Director sign the 3-year contract amendment. Staff does not expect software to be perfect, but we require a partner that provides adequate support to resolve critical issues that impact operations and grant reporting. SPARE has consistently exceeded expectations in both design and customer service.



# Memo

**To:** HRCTD - BOARD OF DIRECTORS  
**From:** Amy Schlappi, Executive Director  
**Date:** March 18, 2026  
**Re:** Approval of Experience Mt. Hood and the Gorge Grant Application

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## **Purpose**

Experience Mt. Hood and the Gorge has released the Strategic Investment Fund (SIF Grant Program). Staff is asking Board Members to review and approve staff to apply for this grant to pay for the design, bus stop infrastructure and construction of two new bus stops at WaNaPa Street and Forest Lane in Cascade Locks.

## **Background**

Experience Mt. Hood and the Gorge has released the Strategic Investment Fund (SIF Grant Program). The purpose of this program is to address tourism infrastructure needs and/or enhance the visitor experience.

Per HRCTD's Financial Management Policy staff seeks approval to submit the below application.

1. Strategic Investment Fund (SIF) Grant Program
  - a. Project Summary: Design, bus stop infrastructure and construction of two new bus stops at WaNaPa Street and Forest Lane in Cascade Locks. This will provide transit access for residents and tourists to the east side of Cascade Locks, which includes residential areas, campgrounds, and recreational areas. Bus stop amenities will include seating, shelter, bike racks, wayfinding and artistic elements.
  - b. Total Cost: \$30,000
  - c. Expected Match: \$0 (In Kind Match for Project Management will be Provided)

The grant application is due Tuesday, April 7<sup>th</sup>.

## **Action Required**

The Board should discuss and vote to approve or not approve staff to submit the SIF Grant Program Application.

## **Recommendation**



Staff recommend that the Board approve the grant application.



## February 2026 Operations Report

<b>Safety Scores</b>				
<b>Category</b>	<b>February 2026</b>	<b>January 2026</b>	<b>December 2025</b>	<b>November 2025</b>
Overall Safety Score	99	99	99	99
Crashes	0	0	0	0
Harsh Events	2	0	1	0
% Speed -Moderate	%.5	%.3	%.1	%.4
% Speed- Heavy	%.01	%.007	%.01	%.006
% Speed - Severe	< %.1	%.002	%.001	%.007

- Safety Score stayed the same due to two harsh events and some speeding.
- The percentage of over speed limit is defined by the percentage of drive time where speeding occurred.
- In February, the fuel costs stayed the same as January at \$.30 per mile.

<b>Operations Data</b>				
<b>Category</b>	<b>February 2026</b>	<b>January 2026</b>	<b>December 2025</b>	<b>November 2025</b>
Fixed OTP	92.5%	95.5%	93.4%	94.3%
DAR OTP	98.2%	97.43%	98.23%	96.34%
Vehicle Hours Driven	1264	1140	1095	1014
Vehicle Miles Driven	42,303	37,505	35,834	33,288
Fuel Cost	\$12,557.36	\$11,395.07	\$12,844	\$13,228
Fuel Cost per Mile	\$.30	\$.30	\$.35	\$.40
<b>Category</b>	<b>February 2026</b>	<b>January 2026</b>	<b>December 2025</b>	<b>November 2025</b>
Formal Customer Complaints	2	2	3	1
Vehicle Incidents	0	1	3	1
Customer Incidents	4	6	9	5
Vandalism	0	0	1	0

### • **Formal Complaints:**

- A customer called to complain about his skis getting dirty in the rear rack on the GTM bus.
- A customer filed a complaint stating that they are unable to book Dial-A-Ride trips. The times requested are generally full due to service being at capacity. Dial-A-Ride times are being adjusted to run a 2<sup>nd</sup> vehicle during peak service hours.

### **Customer Incidents:**

- A passenger missed the last CGE bus headed west. They were able to get a ride.
- A driver observed a person mistreating a dog near the CAT public bathroom. He confronted the individual and the suspect became agitated. The Driver came inside and reported the issue to the on duty Supervisor. The suspect eventually left the premises.
- A passenger experienced an accident while riding the bus that resulted in a noticeable odor. The driver became aware of the odor during the trip. The passenger was able to manage the situation until exiting the bus.
- A second odor-related complaint involving the same passenger was received on a different date. Resources have since been recommended and provided to the passenger to help address the ongoing issue.

### **Vandalism:**

None

### **Harsh Events / Distracted Driving:**

- Two harsh turns were coached by a supervisor.

### **EMPLOYEE OF THE MONTH:**



**Zach McFarland**

Zach has been with CAT for the long haul. As our senior driver, he is well versed in our policies and knows how to handle difficult passengers with grace. He takes the lead in speaking up for his fellow drivers and is generally enthusiastic about the service we provide.

Ridership													
	FEB. 25	MAR. 25	APR. 25	MAY. 25	JUN. 25	JUL. 25	AUG. 25	SEP. 25	OCT. 25	NOV. 25	DEC.25	JAN.26	FEB. 26
Dial-A-Ride	313	370	405	410	457	470	550	569	613	504	482	494	470
Upper Valley	142	220	279	307	243	307	268	232	292	143	128	175	167
Hood River City	1662	1866	1746	2156	2175	2312	2083	1886	1568	1434	1642	1683	1630
Columbia Gorge Express	2426	3223	3184	3698	4227	5158	5805	3884	3309	2880	2656	2546	2458
Gorge to Mountain	2885	2133	0	0	0	0	0	0	0	0	207	762	2062
Dog Mountain	0	0	289	4564	498	0	0	0	0	0	0	0	0
White Salmon Wknd	0	0	0	0	24	93	121	41	0	0	0	0	0
<b>Total</b>	<b>7428</b>	<b>7812</b>	<b>5903</b>	<b>11135</b>	<b>7624</b>	<b>8340</b>	<b>8827</b>	<b>6612</b>	<b>5782</b>	<b>4961</b>	<b>5115</b>	<b>5660</b>	<b>6787</b>
% Change Compared to Prev Month	31%	6%	-24%	89%	-32%	9%	6%	-25%	-13%	-14%	3%	11%	20%
% Change Compared to Same Month Previous Year	42%	7%	4%	11%	-6%	3%	-3%	-3%	-8%	-1%	-17%	-30%	-9%

Revenue Hours													
	FEB. 25	MAR. 25	APR. 25	MAY. 25	JUN. 25	JUL. 25	AUG. 25	SEPT. 25	OCT.25	NOV.25	DEC.25	JAN.26	FEB.26
Dial-A-Ride	171	189	207	264	252	183	193	211	220	172	264	256	244
Upper Valley	92	110	116	116	110	116	110	123	146	114	139	127	120
Hood River City	302	334	327	336	325	336	334	323	334	304	323	317	297
Columbia Gorge Express	438	506	490	506	490	506	506	490	482	451	466	466	435
Gorge to Mountain	308	320	0	0	0	0	0	0	0	0	19	94	348
Dog Mountain	0	0	55	183.3	92	0	0	0	0	0	0	0	0
White Salmon Wknd	0	0	0	0	24	54	60	18	0	0	0	0	0
<b>Total</b>	<b>1311</b>	<b>1459</b>	<b>1195</b>	<b>1405</b>	<b>1293</b>	<b>1195</b>	<b>1203</b>	<b>1165</b>	<b>1182</b>	<b>1041</b>	<b>1211</b>	<b>1260</b>	<b>1444</b>

Boardings Per Hour													
	FEB. 25	MAR. 25	APR. 25	MAY. 25	JUN. 25	JUL. 25	AUG. 25	SEPT.25	OCT.25	NOV.25	DEC.25	JAN.26	FEB.26
Dial-A-Ride	1.83	1.96	1.96	1.55	1.81	2.57	3.01	2.70	2.79	2.93	1.83	1.93	1.93
Upper Valley	1.54	2.00	2.41	2.66	2.21	2.65	2.31	1.89	2.00	1.25	0.92	1.38	1.39
Hood River City	5.50	5.59	5.34	6.41	6.69	6.88	6.20	5.84	4.69	4.72	5.08	8.03	5.49
Columbia Gorge Express	5.54	6.37	6.50	7.31	8.63	10.19	11.47	7.93	6.87	6.39	5.70	3.61	5.65
Gorge to Mountain	9.37	6.67	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	10.89	8.11	5.93
Dog Mountain	0.00	0.00	5.25	24.90	5.41	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
White Salmon Wknd	0.00	0.00	0.00	0.00	1.00	1.72	2.24	2.28	0.00	0.00	0.00	0.00	0.00
<b>Total</b>	<b>5.67</b>	<b>5.35</b>	<b>4.94</b>	<b>7.92</b>	<b>5.90</b>	<b>6.98</b>	<b>7.39</b>	<b>5.68</b>	<b>4.89</b>	<b>4.77</b>	<b>4.22</b>	<b>4.49</b>	<b>4.70</b>

# Hood River County Transportation District (Columbia Area Transit – CAT) Work Plan January 1, 2026 – June 30, 2026

Task	Department	Current Status	Person Responsible
Promote the Spare Rider App <b>High</b>	Marketing	Creation of new posters for Dial-A-Ride buses to promote Spare Rider App for existing users. Completed.	Tim
Compliance Review <b>High</b>	Administration	Compiling of requested documents. After the review has been completed, updates of current policies will likely be required. Completed.	Amy, Tiah, Jeff
Employee Reviews <b>High</b>	Administration	Employee reviews are active, full process should be completed by end of March. Ongoing.	Jeff, Tiah, Amy
Executive Director Survey (Employees & Board Members) <b>High</b>	Administration	Surveys will be released at the end of January and process is expected to be completed by end of March. Results will be discussed at April Board Meeting. Ongoing.	Tiah
Add New Bus Stop <b>Medium</b>	Operations	Add bus stop at WaNaPa/Forest Lane in Cascade Locks on the Columbia Gorge Express service. Application to pay for infrastructure will be applied for in early April. Ongoing.	Tim, Amy, Jeff
Permanent Infrastructure at Bus Stops on Hood River City Route <b>Medium</b>	Operations	<ul style="list-style-type: none"> <li>• Creation of Hood River City Bus Stop applications for permanent infrastructure on Hood River City Route. Ongoing.</li> <li>• Installation of 18<sup>th</sup> &amp; May bus stop thermoplastics. City has thermoplastics and will apply when weather allows. Ongoing.</li> </ul>	Tim, Jeff, Kathy, Amy, Tiah
Bus Stop Guide & Signs <b>Medium</b>	Operations	Updating of the bus stop guide and signage design. Ongoing.	Tim, Jeff, Kathy, Amy, Tiah
Grant Applications <b>Medium</b>	Administration	Upcoming call for projects includes Competitive Grants (Feb), Federal Formula 5310 and 5311 (Mar),	Tiah, Amy

		and STIF Formula (Aug). Grant Applications have been started. Ongoing.	
RFP for Transit Consultants for Facility Site Development Projects High	Administration	Creation of RFP for transit consultants to design, perform NEPA review, and project management duties for upcoming Facility Site Development Projects. Completed.	Kathy, Amy, Tiah
Lease Agreement with Port Low	Administration	Creation of lease agreement with the Port of Hood River for future Interregional Transit Hub.	Amy, Kathy, Tiah
Field Supervisors Management Trainings Medium	Operations	Completion of management trainings through HR Answers. Ongoing.	Rob, Becca
Lo-No Grant Low	Administration	Completion of grant contract and understanding of how to move forward with this grant. Ongoing.	Amy, Tiah
Driver Handbook Medium	Operations	Completion of Driver Handbook update. Ongoing.	Jeff, Amy
Review Route Trainer and Route Trainer Program High	Operations	Review Route Trainer role and Route Trainer program. Refine, update, and create more structure as appropriate. Ongoing.	Jeff, Troy, Michael, Rob, Amy
Update Goals and Workplan for Mobility Management High	Administration	Update goals and work plan for Mobility Manager/Travel Trainer. Completed.	Tiah, Sara
Implementation of New Dispatch Software and Spare EAM High	Operations	New Dispatch and CAT Asset management software in use. Refining processes, SOP's, and communication in the system. Ongoing.	Jeff, Michael, Rob, Troy, Becca, Amy
New Uniform Supplier Low	Administration	Switched to Helly Hansen as uniform supplier. Completed.	Amy, Tiah, Jeff, Michael
Procurements: Accounting Services, MF Permit Checking Services, Website Design Medium	Administration	Complete procurement process for accounting services, Multnomah Falls Permit Checking, Website. Multnomah Falls Permit Checkers has been completed. The remaining are ongoing.	Tiah, Amy
Reader Boards Low	Operations	New bus reader boards have been difficult to setup. Ongoing.	Jeff, Amy
RFQ Template for each Bus Category Low	Operations	Create a RFQ Template for each type of bus, streamlining the RFQ process and to reduce accidental errors.	Jeff