January 21st, 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 December 17th, 2025, 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
   f. Three (3) minutes per community member.

5) **Accounting Report –4:15pm**
   a. Quarterly Financial Report - Emily Becktold (Merina)
   b. Vehicle & Liability Insurance Increase – Tiah Mayhew
6) **Resolutions & Action Items – 4:25 pm**
   a. Budget Committee Member 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. HB-3991 Update
b. 6 Month Workplan
c. Executive Director Review
d. Office Updates

9) Discussion Items

10) Upcoming Events

a. ODOT Compliance Review January 27th & 28th

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.

CAT

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 concenrs. 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 feel 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

Tim Ravins

Approved by: Tamra Taylor, Secretary-Treasurer

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MERINA+CO

Memorandum

To: Hood River County Transportation District – Board of Directors

From: Emily Becktold, CPA

Date: January 15, 2026

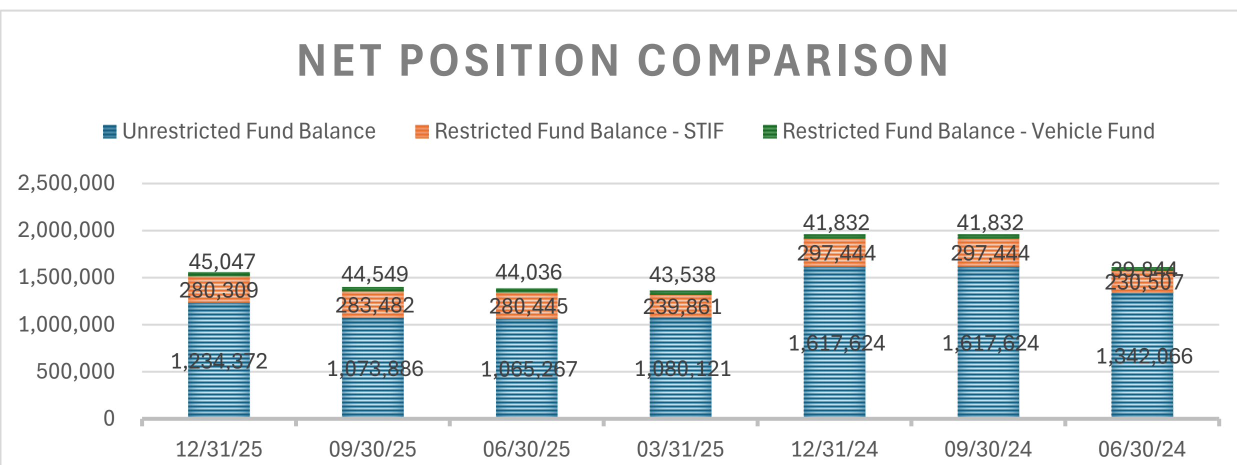
Re: Financial Analysis for the Half-Year Ended December 31, 2025

Statement of Financial Position (Balance Sheet)

Cash Balance – Total available cash at the end of December 2025 was about $1.56m – a $404k decrease over this time last year. This is primarily due to capital purchases which have not yet been reimbursed.

Credit Cards & Other Current Liabilities – The credit card balance was $350 as of December 31, 2025, $3k less than the prior year. Accrued payroll of $129 at the end of December was for union dues, and $4k less than the prior year. Outstanding payroll liabilities from the prior month are routinely paid at the beginning of the following month.

Fund Balance (Equity) – The total fund balance (or "equity") of the District as of December 31, 2025 was $1.56m, a $397k decrease from the prior year. Of this balance, approximately $325k or 21% is restricted and $1.2m or 79% is unrestricted. Note that the restricted fund balances are tied to the related LGIP account balances. The STIF fund balance is preliminary, as the Q2 adjustments are not made until after all the grant reporting is completed in January.

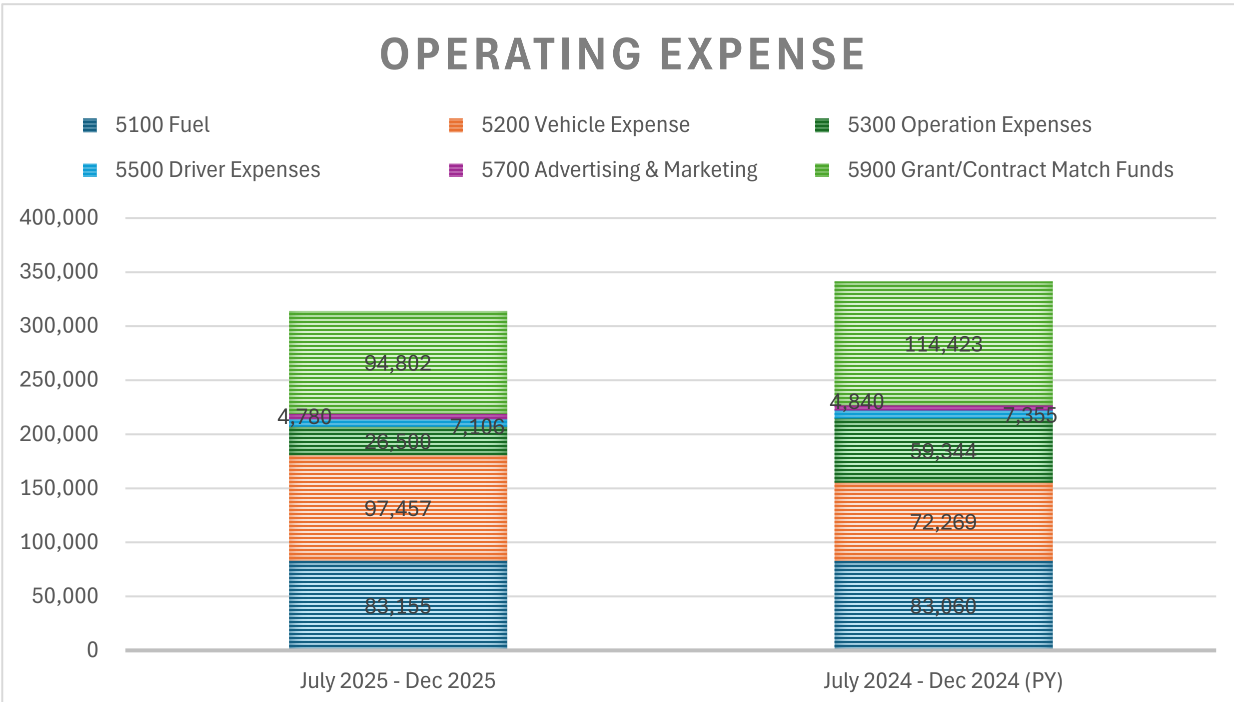


Statement of Activity (Income Statement)

Total Revenue – Total revenue for the first half of FY26 was $1.7m, which is $57k and 3.5% more than the first half of FY25. In total, revenue is relatively consistent between the years, with offsetting fluctuations in revenue sources, such as a $71k increase in federal funds and a $56k decrease in state funds compared to the prior year. Overall, the District's year-over-year revenue remained fairly stable.

Compared to budget, the revenue for the current year is short $11m due to significant federal and state grant reimbursements related to capital projects that are still planned but not yet executed.

Cost of Goods Sold – Total cost of goods sold for the first half of FY26 was approximately $314k, $27k less than FY25 and $392k (56%) under budget. The sub-accounts for the cost of goods sold include:



Fuel – Fuel expenses through December 2025 totaled $83k, which was almost identical to the prior year and $167k (67%) under budget.

Vehicle Expense – Vehicle supplies, insurance, repairs and maintenance, tires, and janitorial expenses for the first half of FY26 totaled $97k, which is $25k more than the prior year, bust still $131k (57%) under budget. The increase over prior year was due to a $13k increase in preventative maintenance, $5k increase in repairs, and the $6k in new tablet mounts.

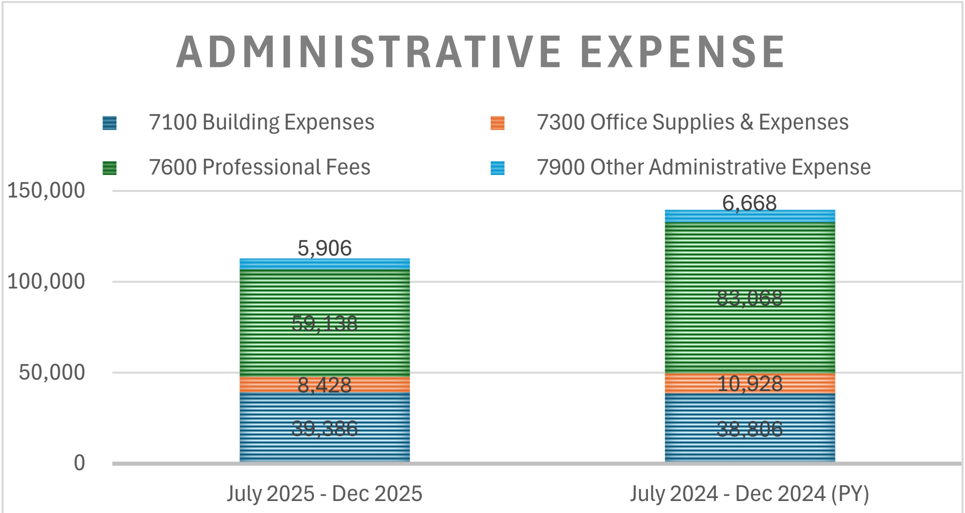
Operation Expenses – Merchant processing fees, shop supplies, dispatch, GPS software, radio software, and cellular data expenses through the end of December 2025 totaled $26k, which is $33k less than the prior year and $3k (11%) less than budget.

Driver Expenses – Driver expenses were just over $7k for the first half of both FY26 and FY25. This is $6k (45%) under the budgeted amount for FY26.

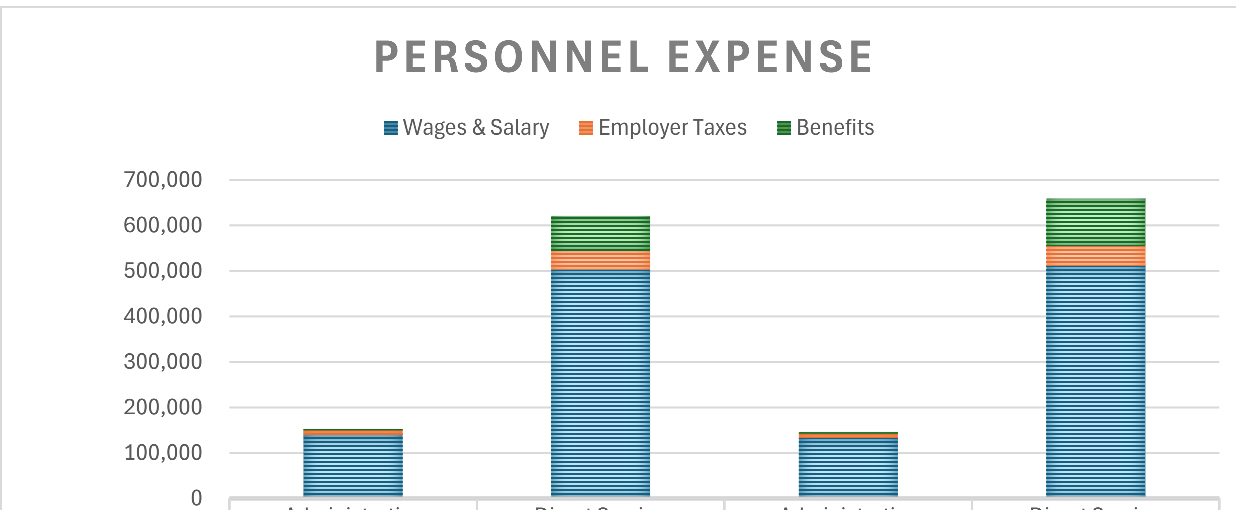
Advertising & Marketing – Advertising expense through the end of December 2025 was $5k, which is consistent with FY25 expense and $9k (65%) below budget.

Grant / Contract Match Funds – Grant and contract match funds for the first half of FY26 were $95k, which is $76k (45%) under budget and $20k less than the prior year.

Administrative Expenses – Administrative expenses through the end of December totaled $113k, which is $27k less than the prior year. The largest difference was a $20k decrease in auditing and bookkeeping expenses, which are part of professional fees. Total administrative expenses are still $415k (79%) less than budget, primarily due to a $383k variance for professional fees related to capital projects.



Personnel Expense – Total personnel expense through the end of December 2025 was $772k, which is 61% less than the budgeted amount of $1.96m. For the first half of the year, the total administrative personnel expense was 53% and the operating personnel expense was 62% less than the budget for the year. Compared to the prior year, wages, taxes, and benefits for the year were $5k higher for administrative and $38k lower for operating, for a total personnel expense decrease of $33k.



	July 2025 - Dec 2025		July 2024 - Dec 2024 (PY)	
	Administrative	Direct Service	Administrative	Direct Service
Benefits	2,280	76,040	3,993	104,033
Employer Taxes	10,274	40,409	9,892	42,865
Wages & Salary	139,760	503,049	133,027	511,433

Capital Outlay – The District finally received two of the new buses it ordered, with a total cost of $326k. As of the end of December the district had made these bus payments, but had yet to receive the grant reimbursements, leading to a cash decrease compared to the prior year. Those grant reimbursement funds were received in early January.

Other major capital projects the District has planned for include:

- Development of a new park-and-ride with land purchased in FY25 which is across the street from the District office.
- Redevelopment of the old park-and-ride into additional, secure bus storage lot and maintenance facility.
- Restructuring of the office layout to facilitate additional office space.
- Development of interregional transit hub at Lot 1 located at the waterfront.
- Three additional vehicles, one of which should be received in this next quarter.

Net Operating Revenue – The net operating income for the first half of FY26 was $170k, which is $174k less than the $344k net revenue reported for the first half of FY25. This is primarily due to capital expenditures the District spent that were yet to be reimbursed, such as $294k in new buses, and $18k in mobility management and preventative maintenance that were extra delayed due to federal and state contractual issues.

Other Notes and Comments

Accounts Receivable – On an accrual basis of accounting, the outstanding A/R at the end of December was $1,756k, which is for a single invoice to the City of White Salmon. This receivable is within 60 days billing.

Accounts Payable – The outstanding amount due from vendors as of December 31, 2025 was $8K. The District pays its accounts every two weeks, so these bills were paid in mid-January.

Budget – The preliminary figures for FY26 show the District operated well under budget for the year. The major difference came from capital outlay expenditures which were budgeted for but not spent.

As of December 31, 2025

	Actual Expense	Adopted Budget	Under/(Over) Budget	Remaining %
Administrative				
Materials & Services	112,858	528,290	415,432	
Personnel Expense	152,314	321,000	168,686	
Capital Outlay	-	75,000	75,000	
Total Administrative	265,172	924,290	659,118	71.3%
Operating				
Materials & Services	313,800	706,120	392,320	
Personnel Expense	619,498	1,644,288	1,024,790	
Capital Outlay	326,170	10,261,406	9,935,236	
Total Operating	1,259,468	12,611,814	11,352,346	90.0%

Management Report

Columbia Area Transit
For the Half-Year Ended December 31, 2025

Prepared on
January 15, 2026

Statement of Financial Position Comparison

Columbia Area Transit

As of December 31, 2025

DISTRIBUTION ACCOUNT	TOTAL			
	AS OF DECEMBER 31, 2025	AS OF DECEMBER 31, 2024 (PY)	$ CHANGE (PY)	% CHANGE (PY)
Assets				
Current Assets				
Bank Accounts				
1000 Columbia Bank - Operating (6906)	81,118.37	53,491.00	27,627.37	51.65 %
1001 Umpqua - Money Market - STIF Funds (4890) (deleted)	0.00	328,739.03	-328,739.03	-100.0 %
1002 Umpqua - Money Market - Vehicle Fund (3650) (deleted)	0.00	41,831.94	-41,831.94	-100.0 %
1020 Hood River County - LGIP	1,388.40	3,479.20	-2,090.80	-60.09 %
1030 LGIP - Savings (6634)	1,152,249.06	1,536,570.65	-384,321.59	-25.01 %
1031 LGIP - STIF Funds (6771)	280,309.43		280,309.43	
1032 LGIP - Vehicle Fund (6770)	45,046.54		45,046.54	
1050 Petty Cash	100.00	100.00	0.00	0.0 %
Total for Bank Accounts	**$1,560,211.80**	**$1,964,211.82**	**-$404,000.02**	**-20.57 %**
Accounts Receivable				
Other Current Assets				
Total for Current Assets	**$1,560,211.80**	**$1,964,211.82**	**-$404,000.02**	**-20.57 %**
Fixed Assets				
Other Assets				
Total for Assets	**$1,560,211.80**	**$1,964,211.82**	**-$404,000.02**	**-20.57 %**
Liabilities and Equity				
Liabilities				
Current Liabilities				
Accounts Payable				
Credit Cards				
2200 Columbia Bank - Credit Card	354.68	3,320.39	-2,965.71	-89.32 %
Total for Credit Cards	**$354.68**	**$3,320.39**	**-$2,965.71**	**-89.32 %**
Other Current Liabilities				
2500 Accrued Payroll	129.34	3,991.38	-3,862.04	-96.76 %
Total for Other Current Liabilities	**$129.34**	**$3,991.38**	**-$3,862.04**	**-96.76 %**
Total for Current Liabilities	**$484.02**	**$7,311.77**	**-$6,827.75**	**-93.38 %**
Long-term Liabilities				
Total for Liabilities	**$484.02**	**$7,311.77**	**-$6,827.75**	**-93.38 %**
Equity				
3100 Fund Balance - Unassigned	1,064,391.70	1,273,140.95	-208,749.25	-16.4 %
Net Income	169,980.11	344,483.18	-174,503.07	-50.66 %
3200 Fund Balance - Restricted				
3210 Restricted STIF Funds	280,309.43	297,443.98	-17,134.55	-5.76 %
3220 Restricted Capital Asset Funds	45,046.54	41,831.94	3,214.60	7.68 %
Total for 3200 Fund Balance - Restricted	**$325,355.97**	**$339,275.92**	**-$13,919.95**	**-4.1 %**
Total for Equity	**$1,559,727.78**	**$1,956,900.05**	**-$397,172.27**	**-20.3 %**
Total for Liabilities and Equity	**$1,560,211.80**	**$1,964,211.82**	**-$404,000.02**	**-20.57 %**

Statement of Activity Comparison

Columbia Area Transit

July 1-December 31, 2025

DISTRIBUTION ACCOUNT	TOTAL			
	JUL 1 - DEC 31 2025	JUL 1 - DEC 31 2024 (PY)	$ CHANGE (PY)	% CHANGE (PY)
Income				
4100 Fare Revenue	**$122,945.28**	**$128,762.97**	**-$5,817.69**	**-4.52 %**
4200 Contract Revenue	**$103,597.58**	**$60,000.00**	**$43,597.58**	**72.66 %**
4500 Federal Funds	**$440,339.00**	**$368,851.00**	**$71,488.00**	**19.38 %**
4700 State Funds	**$740,188.86**	**$796,191.84**	**-$56,002.98**	**-7.03 %**
4800 Tax Revenue	**$247,604.83**	**$230,801.05**	**$16,803.78**	**7.28 %**
4900 Other Revenue				
4910 Interest Income	**$32,235.57**	**$35,772.04**	**-$3,536.47**	**-9.89 %**
4940 Sales of Equipment	585.00	1,580.00	-995.00	-62.97 %
4990 Misc Revenue	7,124.63	564.04	6,560.59	1163.14 %
4920 Reimbursement Income		14,515.05	-14,515.05	-100.0 %
Total for 4900 Other Revenue	**$39,945.20**	**$52,431.13**	**-$12,485.93**	**-23.81 %**
Unapplied Cash Payment Revenue		0.00	0.00	
Total for Income	**$1,694,620.75**	**$1,637,037.99**	**$57,582.76**	**3.52 %**
Cost of Goods Sold				
5000 Cost of Goods Sold	0.00	0.00	0.00	
5100 Fuel	83,154.88	83,060.11	94.77	0.11 %
5200 Vehicle Expense	**$97,457.06**	**$72,269.49**	**$25,187.57**	**34.85 %**
5300 Operation Expenses	**$26,500.29**	**$59,344.03**	**-$32,843.74**	**-55.34 %**
5500 Driver Expenses	**$7,105.79**	**$7,355.18**	**-$249.39**	**-3.39 %**
5700 Advertising & Marketing	4,780.25	4,839.90	-59.65	-1.23 %
5900 Grant/Contract Match Funds	**$94,801.86**	**$114,422.82**	**-$19,620.96**	**-17.15 %**
Total for Cost of Goods Sold	**$313,800.13**	**$341,291.53**	**-$27,491.40**	**-8.06 %**
Gross Profit	**$1,380,820.62**	**$1,295,746.46**	**$85,074.16**	**6.57 %**
Expenses				
7000 Administrative Expenses	$0.00	$0.00	$0.00	
7100 Building Expenses	**$39,385.80**	**$38,806.33**	**$579.47**	**1.49 %**
7300 Office Supplies & Expenses	**$8,428.49**	**$10,928.41**	**-$2,499.92**	**-22.88 %**
7600 Professional Fees	**$59,138.10**	**$83,067.75**	**-$23,929.65**	**-28.81 %**
7900 Other Administrative Expense	**$5,905.76**	**$6,667.88**	**-$762.12**	**-11.43 %**
Total for 7000 Administrative Expenses	**$112,858.15**	**$139,470.37**	**-$26,612.22**	**-19.08 %**

Statement of Activity Comparison

Columbia Area Transit

July 1-December 31, 2025

DISTRIBUTION ACCOUNT	TOTAL			
	JUL 1 - DEC 31 2025	JUL 1 - DEC 31 2024 (PY)	$ CHANGE (PY)	% CHANGE (PY)
8000 Personnel Expense				
8100 Administrative Personnel Expense	$0.00	$0.00	$0.00	
8110 Administrative Wages & Salary	**$139,760.16**	**$133,026.54**	**$6,733.62**	**5.06 %**
8130 Administrative Employer Taxes	**$10,274.30**	**$9,891.67**	**$382.63**	**3.87 %**
8150 Administrative Benefits	**$2,279.47**	**$3,993.50**	**-$1,714.03**	**-42.92 %**
Total for 8100 Administrative Personnel Expense	**$152,313.93**	**$146,911.71**	**$5,402.22**	**3.68 %**
8200 Direct Service Personnel Expense	$0.00	$0.00	$0.00	
8210 Direct Service Wages & Salary	**$503,049.36**	**$511,433.09**	**-$8,383.73**	**-1.64 %**
8230 Direct Service Employer Taxes	**$40,408.58**	**$42,864.65**	**-$2,456.07**	**-5.73 %**
8250 Direct Service Benefits	**$76,040.49**	**$104,033.46**	**-$27,992.97**	**-26.91 %**
Total for 8200 Direct Service Personnel Expense	**$619,498.43**	**$658,331.20**	**-$38,832.77**	**-5.9 %**
Total for 8000 Personnel Expense	**$771,812.36**	**$805,242.91**	**-$33,430.55**	**-4.15 %**
9000 Capital Outlay				
9500 Equipment - Operating	326,170.00	7,000.00	319,170.00	4559.57 %
Total for 9000 Capital Outlay	**$326,170.00**	**$7,000.00**	**$319,170.00**	**4559.57 %**
Unapplied Cash Bill Payment Expense	0.00	-450.00	450.00	100.0 %
Total for Expenses	**$1,210,840.51**	**$951,263.28**	**$259,577.23**	**27.29 %**
Net Operating Income	**$169,980.11**	**$344,483.18**	**-$174,503.07**	**-50.66 %**
Other Income				
Other Expenses				
Net Other Income				
Net Income	**$169,980.11**	**$344,483.18**	**-$174,503.07**	**-50.66 %**

Columbia Area Transit

Budget vs. Actuals: FY26

July - December, 2025

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Revenue				
4100 Fare Revenue	122,945.28	221,000.00	-98,054.72	55.63 %
4200 Contract Revenue	103,597.58	142,000.00	-38,402.42	72.96 %
4500 Federal Funds	440,339.00	10,243,927.00	-9,803,588.00	4.30 %
4700 State Funds	740,188.86	1,847,282.00	-1,107,093.14	40.07 %
4800 Tax Revenue	247,604.83	262,000.00	-14,395.17	94.51 %
4900 Other Revenue				
4910 Interest Income	32,235.57	42,000.00	-9,764.43	76.75 %
4940 Sales of Equipment	585.00	10,000.00	-9,415.00	5.85 %
4990 Misc Revenue	7,124.63	10,000.00	-2,875.37	71.25 %
Total 4900 Other Revenue	**39,945.20**	**62,000.00**	**-22,054.80**	**64.43 %**
Total Revenue	**$1,694,620.75**	**$12,778,209.00**	**$ -11,083,588.25**	**13.26 %**
Cost of Goods Sold				
5100 Fuel	83,154.88	250,000.00	-166,845.12	33.26 %
5200 Vehicle Expense	97,430.04	228,800.00	-131,369.96	42.58 %
5300 Operation Expenses	26,527.31	29,820.00	-3,292.69	88.96 %
5500 Driver Expenses	7,105.79	13,000.00	-5,894.21	54.66 %
5700 Advertising & Marketing	4,780.25	13,500.00	-8,719.75	35.41 %
5900 Grant/Contract Match Funds	94,801.86	171,000.00	-76,198.14	55.44 %
Total Cost of Goods Sold	**$313,800.13**	**$706,120.00**	**$ -392,319.87**	**44.44 %**
GROSS PROFIT	$1,380,820.62	$12,072,089.00	$ -10,691,268.38	11.44 %
Expenditures				
7000 Administrative Expenses	0.00		0.00	
7100 Building Expenses	39,385.80	55,000.00	-15,614.20	71.61 %
7300 Office Supplies & Expenses	8,410.49	18,000.00	-9,589.51	46.72 %
7600 Professional Fees	59,156.10	443,090.00	-383,933.90	13.35 %
7900 Other Administrative Expense	5,905.76	12,200.00	-6,294.24	48.41 %
Total 7000 Administrative Expenses	**112,858.15**	**528,290.00**	**-415,431.85**	**21.36 %**
8000 Personnel Expense				
8100 Administrative Personnel Expense	0.00		0.00	
8110 Administrative Wages & Salary	139,760.16	278,000.00	-138,239.84	50.27 %
8130 Administrative Employer Taxes	10,274.30	33,000.00	-22,725.70	31.13 %
8150 Administrative Benefits	2,279.47	10,000.00	-7,720.53	22.79 %
Total 8100 Administrative Personnel Expense	**152,313.93**	**321,000.00**	**-168,686.07**	**47.45 %**
8200 Direct Service Personnel Expense	0.00		0.00	
8210 Direct Service Wages & Salary	503,049.36	1,250,500.00	-747,450.64	40.23 %
8230 Direct Service Employer Taxes	40,408.58	171,000.00	-130,591.42	23.63 %
8250 Direct Service Benefits	76,040.49	222,788.00	-146,747.51	34.13 %
Total 8200 Direct Service Personnel Expense	**619,498.43**	**1,644,288.00**	**-1,024,789.57**	**37.68 %**
Total 8000 Personnel Expense	**771,812.36**	**1,965,288.00**	**-1,193,475.64**	**39.27 %**
9000 Capital Outlay		0.00	0.00	
9100 Land, Buildings, & Facilities		8,986,406.00	-8,986,406.00	

Columbia Area Transit

Budget vs. Actuals: FY26

July - December, 2025

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
9500 Equipment - Operating	326,170.00	1,350,000.00	-1,023,830.00	24.16 %
Total 9000 Capital Outlay	**326,170.00**	**10,336,406.00**	**-10,010,236.00**	**3.16 %**
Total Expenditures	**$1,210,840.51**	**$12,829,984.00**	**$ -11,619,143.49**	**9.44 %**
NET OPERATING REVENUE	**$169,980.11**	**$ -757,895.00**	**$927,875.11**	**-22.43 %**
Other Revenue				
9910 Beginning Fund Balance				
9911 Unallocated Beginning Balance		1,060,000.00	-1,060,000.00	
9912 Allocated Beginning Balance - STIF		240,000.00	-240,000.00	
Total 9910 Beginning Fund Balance		**1,300,000.00**	**-1,300,000.00**	
9930 Debt Service				
9931 Income from Debt Issuance		658,184.00	-658,184.00	
9935 Debt Service Payments - Principal		-65,818.00	65,818.00	
Total 9930 Debt Service		**592,366.00**	**-592,366.00**	
Total Other Revenue	**$0.00**	**$1,892,366.00**	**$ -1,892,366.00**	**0.00%**
Other Expenditures				
9950 Contingency		294,471.00	-294,471.00	
9960 Restricted Funds				
9961 Restricted Funds - STIF		40,000.00	-40,000.00	
Total 9960 Restricted Funds		**40,000.00**	**-40,000.00**	
9970 Reserve for Future Use		800,000.00	-800,000.00	
Total Other Expenditures	**$0.00**	**$1,134,471.00**	**$ -1,134,471.00**	**0.00%**
NET OTHER REVENUE	**$0.00**	**$757,895.00**	**$ -757,895.00**	**0.00%**
NET REVENUE	**$169,980.11**	**$0.00**	**$169,980.11**	**0.00%**

Bill Payment List

Columbia Area Transit

December 2025

DATE	NUM	VENDOR	AMOUNT
1000 Columbia Bank - Operating (6906)			
12/01/2025	23239	HR Answers	-215.10
12/01/2025	23240	Bohn's Printing	-92.20
12/01/2025	23241	Cintas	-367.52
12/01/2025	23242	Hendrix Heavy Wrench	-1,797.50
12/01/2025	23243	Day Wireless Systems	-440.00
12/01/2025	23244	Napa Auto Parts	-314.34
12/01/2025	23245	Sign Media	-88.00
12/01/2025	23246	Transportation Options Group of Oregon	-250.00
12/01/2025	23247	Discovery Auto Glass	-695.00
12/01/2025	23248	Helly Hansen US Inc.	-921.29
12/11/2025	23249	Northwest Bus Sales	-161,965.00
12/11/2025	23250	Northwest Bus Sales	-164,205.00
12/19/2025	23251	Merina & Co	-997.50
12/19/2025	23252	Western Star Northwest	-1,955.73
12/19/2025	23253	ENNIS-FLINT INC	-875.20
12/19/2025	23254	Columbia Gorge News	-141.75
12/19/2025	23255	Hendrix Heavy Wrench	-13,630.33
12/19/2025	23256	Access Tech LLC	-4,718.00
12/19/2025	23257	Providence OCC Travel Medicine Clinic	-125.00
12/19/2025	23258	Les Schwab Tire Center	-1,180.72
12/19/2025	23259	Weatherly Printing	-572.97
12/19/2025	23260	Underriner	-188.09
12/19/2025	23261	Napa Auto Parts	-1,061.86
12/19/2025	23262	Sirius Media, LLC	-75.00
12/19/2025	23263	Cascade Health Solutions	-1,152.00
12/19/2025	23264	Skamania County	-778.98
12/19/2025	23265	Spare	-1,600.00
12/19/2025	23266	United Cleaning Systems, LLC	-790.00
12/19/2025	23267	Sign Media	-281.00
12/19/2025	23268	VanKoten & Cleaveland, LLC	-42.00
12/19/2025	23269	MCEDD	-11,871.47
12/19/2025	23270	Mount Adams Transportation Service - MATS	-759.98
12/19/2025	23271	Cintas	-367.52
12/19/2025	23272	Butterfield Testing Solutions	-549.20
12/19/2025	23273	RWC Group	-7,947.36
12/19/2025	23274	Greg Pack	-30.00
12/19/2025	23275	Special Districts Insurance	-12,594.00
12/31/2025		Valic	-2,266.81
12/31/2025		Valic	-2,229.61
Total for 1000 Columbia Bank - Operating (6906)			**-$400,133.03**
TOTAL			**-$400,133.03**

A/P Aging Summary Report

Columbia Area Transit

As of December 31, 2025

VENDOR	CURRENT	1 - 30	31 - 60	61 - 90	91 AND OVER	TOTAL
Amalgamated Transit Union	129.34					129.34
Bohn's Printing	133.40					133.40
Butterfield Testing Solutions	654.20					654.20
Gorge Interpreting & Translating	203.00					203.00
Hendrix Heavy Wrench	2,812.50					2,812.50
Jubitz Fleet Services				-59.41		-59.41
Les Schwab Tire Center					155.94	155.94
MCEDD	366.00					366.00
Mount Adams Transportation Service - MATS	1,041.52					1,041.52
Napa Auto Parts	889.80					889.80
O'Reilly Automotive	22.95					22.95
Providence OCC Travel Medicine Clinic	25.00					25.00
Sign Media	16.00					16.00
Skamania County	983.52					983.52
Special Districts Insurance	468.00					468.00
Weatherly Printing	173.13				115.55	288.68
TOTAL	**7,918.36**			**-59.41**	**271.49**	**$8,130.44**

A/R Aging Summary Report

Columbia Area Transit

As of December 31, 2025

CUSTOMER	CURRENT	1 - 30	31 - 60	61 - 90	91 AND OVER	TOTAL
City of White Salmon			1,756.00			1,756.00
TOTAL			**1,756.00**			**$1,756.00**

Memo

To: HRCTD - BOARD Of DIRECTORS

From: Tiah Mayhew, Office Manager

Date: January 21, 2026

Re: Signature for SDIS Payment

Background

As the Board is aware, we have been seeing increases in the cost of goods and services. One area where this has been especially noticeable is the District's auto and liability insurance.

In 2025, the District's annual renewal rate was $50,540. In February, two new vehicles (471&472) were added to the policy, resulting in an additional charge of $9,734 and bringing the total 2025 cost to $60,274 for 18 vehicles.

The renewal for 2026 is $68,223 for 18 vehicles (including C141 & C161), which represents a 13.2% increase over the total 2025 cost.

Action Required

No action is required; this is for information only.

CAT

Memo

To: HRCTD - BOARD Of DIRECTORS

From: Tiah Mayhew, Office Manager

Date: January 21, 2026

Re: Budget Committee Member Application

Background

CAT currently has one opening on the Budget Committee. Cindy Walbridge has expressed interest in serving another term on the Budget Committee. Cindy has served on the FY22 through FY25 Budget Committees. Per the Budget Committee bylaws Budget Committee members may serve two successive terms.

Action Required

The Board should discuss and vote to appoint or not appoint Cindy Walbridge to the Budget Committee for a second 3-year term.

December 2025 Operations Report

Safety Scores				
Category	**December 2025**	**November 2025**	**October 2025**	**September 2025**
Overall Safety Score	99	99	99	99
Crashes	0	0	1	0
Harsh Events	1	0	1	0
% Speed -Moderate % Speed- Heavy % Speed - Severe	%.1 %.01 %.001	%.4 %.006 %.007	%.2 %.003 %.005	%.4 %.01 %.006

- Safety Score stayed the same with minor speeding, one harsh braking event and no crashes.
- The percentage of over speed limit is defined by the percentage of drive time where speeding occurred.
- In December, the fuel costs were down by $.05 per mile.

Operations Data				
Category	**December 2025**	**November 2025**	**October 2025**	**September 2025**
Fixed OTP	93.4%	94.3%	88.1%	
DAR OTP	98.23%	96.34%	96.94%	96.88%
Vehicle Hours Driven	1095	1014	1086	1127
Vehicle Miles Driven	35,834	33,288	35,013	35,320
Fuel Cost	$12,844	$13,228	$14,464	$14,413
Fuel Cost per Mile	$.35	$.40	$.41	$.41
Category	**December 2025**	**November 2025**	**October 2025**	**September 2025**
Formal Customer Complaints	3	1	2	3
Vehicle Incidents	3	1	1	1
Customer Incidents	9	5	5	2
Vandalism	1	0	1	0

- **Formal Complaints:**
  - A passenger complained about missing their connection to the Link and not being able to charge their phone in the lobby. It was explained to her that connections are not guaranteed and that the outlets are not available to the public due to people abusing them and causing significant disruptions to office staff.
  - A passenger complained that the Columbia Gorge Express bus left early causing them to miss it. An investigation showed that the Columbia Gorge Express did not leave early.
  - A customer complained about Dial-A-Ride drivers running over a sprinkler system next to their driveway. This has been addressed with drivers.

- **Vehicle Incidents:**
  - One of the Gillig buses had a coolant leak and ran out of coolant in Cascade Locks, the on-duty supervisor brought a new bus for the route to continue and added enough coolant to drive it back to CAT.
  - The driver of the Hood River City Route bus called in to say the bus had a flat tire. Once pulled over she discovered that all lug nuts were missing and the wheel was almost off. The investigation was inconclusive as there was no damage to the lugs and wheel. Les Schwab is performing weekly checks on our tires and working to get lug nut markers on vehicles.
  - A Columbia Gorge Express bus had a blown breaker and had to pull over at the weigh scales while on route to Portland. The mechanics were at CAT that day and were able to go and retrieve the bus.

- **Customer Incidents:**
  - The opening supervisor one morning heard loud music coming from the public bathroom. A person had camped out there all night. He eventually left leaving a bike locked to the rack. The closing supervisor of the night before had checked the door of the bathroom and assumed someone else had locked it.
  - A regular rider came into the office expressing concern about another rider. Since the incidents were occurring off CAT premises, CAT staff advised to call the police.
  - At Gateway a person loaded a bike on the front of the bus then unloaded a different bike and rode away. The supervisor on duty prepared the video for a possible police request but didn't hear from Trimet security or the police.
  - A frequent rider with a Reasonable Accommodation card was asked to reapply because of a change in bikes he was using. He eventually agreed to put the card in the fare box for one last use and reapply.
  - A vehicle was parked at the Port stop blocking access one morning. The supervisor called non-emergency who informed parking patrol which ticketed the vehicle. It was gone several hours later.
  - A driver reported that a group of people at Gateway were standing by the bus acting suspiciously. Staff has reached out to Tri-met to increase security at CAT specific gateway stop
  - A driver reported that a group of people were drinking close to the Safeway bus stop. The supervisor on duty called non-emergency and was told there was nothing they could do due to open container law.
  - A customer called twice to complain about being refused a ride on the Hood River City bus. They had no fare or pass. They did make a threat to the driver on the phone. The driver explained that this person has done this before. The supervisor on the call explained that he needed to obtain a new pass either from an organization he delt with before or purchase one from CAT.
  - Several instances of vaping on the CGE bus have been reported, despite drivers announcing the no smoking rule. Increase in vaping is being monitored and recorded by staff.

• **Vandalism:**

- Bus 197 was parked in the upper lot and had the fare box pried out and stolen. Report was made with the police however a formal case was not initiated due to a lack of additional evidence.

Harsh Events / Distracted Driving:

- One harsh brake incident. Reviewed by supervisor, car pulled out in front of bus.

EMPLOYEE OF THE MONTH:

Jim Appleton

Jim has been a solid employee and a driver trainer with attention to detail. He has also been a part of the safety committee with helpful observations on improving safety at CAT. Always willing to pick up shifts when needed, truly cares about CAT, and consistently coming up with ways on how we can do better.

Ridership													
	DEC. 24	JAN. 25	FEB. 25	MAR. 25	APR. 25	MAY. 25	JUN. 25	JUL. 25	AUG. 25	SEP. 25	OCT. 25	NOV. 25	DEC.25
Dial-A-Ride	352	363	313	370	405	410	457	470	550	569	613	504	482
Upper Valley	263	246	142	220	279	307	243	307	268	232	292	143	128
Hood River City	1822	1819	1662	1866	1746	2156	2175	2312	2083	1886	1568	1434	1642
Columbia Gorge Express	2548	2746	2426	3223	3184	3698	4227	5158	5805	3884	3309	2880	2656
Gorge to Mountain	1202	2905	2885	2133	0	0	0	0	0	0	0	0	207
Dog Mountain	0	0	0	0	289	4564	498	0	0	0	0	0	0
White Salmon Wknd	0	0	0	0	0	0	24	93	121	41	0	0	0
Total	6187	8079	7428	7812	5903	11135	7624	8340	8827	6612	5782	4961	5115
% Change Compared to Prev Month	-20%	24%	31%	6%	-24%	89%	-32%	9%	6%	-25%	-13%	-14%	3%
% Change Compared to Same Month Previous Year	2%	10%	42%	7%	4%	11%	-6%	3%	-3%	-3%	-8%	-1%	-17%

Hours of Service													
	DEC. 24	JAN. 25	FEB. 25	MAR. 25	APR. 25	MAY. 25	JUN. 25	JUL. 25	AUG. 25	SEPT. 25	OCT.25	NOV.25	DEC.25
Dial-A-Ride	189	219	171	189	207	264	252	183	193	211	220	172	264
Upper Valley	137	121	92	110	116	116	110	116	110	123	121	114	139
Hood River City	325	339	302	334	327	336	325	336	334	323	338	307	325
Columbia Gorge Express	486	506	438	506	490	506	490	506	506	490	506	474	490
Gorge to Mountain	114	370	308	320	0	0	0	0	0	0	0	0	19
Dog Mountain	0	0	0	0	55	183.3	92	0	0	0	0	0	0
White Salmon Wknd	0	0	0	0	0	0	24	54	60	18	0	0	0
Total	1251	1555	1311	1459	1195	1405	1293	1195	1203	1165	1185	1067	1237

Boardings Per Hour													
	DEC. 24	JAN. 25	FEB. 25	MAR. 25	APR. 25	MAY. 25	JUN. 25	JUL. 25	AUG. 25	SEPT.25	OCT.25	NOV.25	DEC.25
Dial-A-Ride	1.86	1.92	1.43	2.16	2.14	1.98	1.81	1.87	3.01	2.70	2.79	2.93	1.83
Upper Valley	1.93	1.80	1.17	2.39	2.54	2.65	2.21	2.79	2.31	1.89	2.41	1.25	0.92
Hood River City	5.61	5.60	4.90	6.18	5.23	6.59	6.69	7.11	6.20	5.84	4.64	4.67	5.05
Columbia Gorge Express	5.24	5.65	4.79	7.36	6.29	7.55	8.63	10.53	11.47	7.93	6.54	6.08	5.42
Gorge to Mountain	0.00	25.48	7.80	6.93	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	10.89
Dog Mountain	0.00	0.00	0.00	0.00	0.00	82.98	5.41	0.00	0.00	0.00	0.00	0.00	0.00
White Salmon Wknd	0.00	0.00	0.00	0.00	0.00	0.00	1.00	3.88	2.24	2.28	0.00	0.00	0.00
Total	4.95	6.46	4.78	5.96	4.05	9.32	5.90	6.45	7.39	5.68	4.88	4.65	4.14

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 High	Marketing	Creation of new posters for Dial-A-Ride buses to promote Spare Rider App for existing users.	Tim
Compliance Review High	Administration	Compiling of requested documents. After the review has been completed, updates of current policies will likely be required. Ongoing.	Amy, Tiah, Jeff
Employee Reviews High	Administration	Employee reviews are active, full process should be completed by early March.	Jeff, Tiah, Amy
Executive Director Survey (Employees & Board Members) High	Administration	Surveys will be released at the end of January and process is expected to be completed by early March.	Tiah
Add New Bus Stop Medium	Operations	Add bus stop at WaNaPa/Forest Lane in Cascade Locks on the Columbia Gorge Express service. Ongoing.	Tim, Amy, Jeff
Permanent Infrastructure at Bus Stops on Hood River City Route Medium	Operations	• Creation of Hood River City Bus Stop applications for permanent infrastructure on Hood River City Route. Ongoing. • Installation of 18th & May bus stop thermoplastics. Ongoing.	Tim, Jeff, Kathy, Amy, Tiah
Bus Stop Guide & Signs Medium	Operations	Updating of the bus stop guide and signage design. Ongoing.	Tim, Jeff, Kathy, Amy, Tiah
Grant Applications Medium	Administration	Upcoming call for projects includes Competitive Grants (Feb), Federal Formula 5310 and 5311 (Mar), and STIF Formula (Aug).	Tiah, Amy

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.	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.	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.	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. Ongoing.	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	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