



May 20, 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 April 16th, 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
- f. Three (3) minutes per community member.

5) Monthly Accounting Report – Tiah Mayhew - 4:15pm

- a. Grant Tracker
- b. Increased Fuel Cost
- c. Accountant Update

6) Resolutions & Action Items – 4:25 pm

- a. Grant Applications



- i. 5310 Formula Funding
- ii. 5311 Formula Funding
- iii. Hood River Interregional Transit Hub
- iv. Sustaining Local Fixed Route and Demand Response Service in Hood River County
- v. Sustaining Regional Connectivity: Columbia Gorge Express Intercity Service
- vi. Enhancing Hood River: Permanent Transit Infrastructure & Safety Improvements

7) Operations Manager Report – Jeff Acciaioli – 4:35 pm

- a. Employee of the Month
- b. Performance Report
- c. Ridership

8) Executive Director's Report – Amy Schlappi – 4:45 pm

- a. Cider Fest Update
- b. FY 2023 Section 5339(b) Discretionary Grant Update
- c. Potential Bypass of Multnomah
- d. Board Position Opening – Tamra Taylor
- e. Workplan Update
- f. Employee Survey/Exec Summary

9) Discussion Items

- a. Office Staff COLA

10) Upcoming Events

- a. 2nd Budget Committee Meeting May 27th at 5:00p.m.

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, April 15th, 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: Emily Beckettold – Merina & Co., Frank Thomas – Oregon Department of Transportation

Requested change to the agenda

Staff have requested the removal of agenda item 8A, Employee Questionnaire, under the Executive Director's report.

Motion: Tamra made a motion to remove agenda item 8A, Employee Questionnaire, under the Executive Director's report from the agenda. The motion was seconded by Jim.

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

Opposed by: None

3. Approval of March 18th, 2026, Regular Monthly Meeting Minutes

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

Motion: Gisela made a motion to approve the March 18th Meeting Minutes. The motion was seconded by Tamra.

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

Opposed by: None



4. Public Comment

No public comment.

5. Quarterly Accounting Report – Emily Beckett

Emily began by presenting the Statement of Financial Position. The cash balance at the end of March was \$1.74m, which is \$372k more than this time last year. This is primarily due to capital purchases which have now been reimbursed. Emily explained that current liabilities at the end of the quarter were very consistent with the previous quarter.

She then reviewed the Statement of Activity and noted that it is very consistent year-over-year. Revenue is consistent between years, with offsetting fluctuations in revenue sources, such as \$73k decrease in State funds and a \$45k increase in both contract and federal funds. Cost of Goods budget is on track at \$520k for the first 3 quarters of FY26, which is \$169k less than last year. Operating expenses, including vehicle expenses, are higher this year, due to more repair and maintenance costs. Administrative expenses, which include audit and bookkeeping, service planning consultation, office expenses and building expenses totaled \$170k, which is \$18k less than last year.

Emily then reviewed Personnel Expenses, while there were some shifts among wages, taxes, and benefits, overall personnel costs remain very stable year-over-year. Capital outlay highlights include the District receiving three new buses this fiscal year, with a total cost of \$469k. The district received reimbursement for all these buses by the end of March. Other major capital projects the District has planned for include the CAT Transit Facility Development Program, the RFP has been released and closed on April 13th, and two additional vehicles that staff expect to be received this summer.

Emily stated that the preliminary figures for FY26 show the District is operating well under budget for the year. She explained that administrative expenses are significantly below the adopted budget, mainly due to contract costs related to capital projects. Personnel expenses are also under budget by about \$98,000. Overall, administrative spending is at 57% of budget. On the operating side, materials and services are under budget, personnel expenses are under budget, and capital outlay is substantially under budget. Overall, operating expenses for the year are significantly below budget.

Jim had a question about why the personnel expense was so under budget, Tiah and Amy replied that it is still a learning process, and that a large buffer was added but probably not necessary. When budgeting we account for retirement contributions for each eligible employee but not all of them participate. Additionally, there was a reduction in seasonal service due to the low snow this year.

6. Resolutions & Action Items – Amy Schlappi



a. Multnomah Falls Transportation Ambassador Program Contract

Staff seek Board approval of a contract with Sasquatch Shuttle to manage the Multnomah Falls Transportation Ambassador Program. Additionally, staff requests Board direction regarding the District's long-term role as the contract manager for this program.

On March 18, 2026, CAT issued a Request for Proposals (RFP) for the management of the Multnomah Falls Transportation Ambassador Program. One proposal was received, submitted by Sasquatch Shuttle. Following a formal evaluation, staff recommends Sasquatch Shuttle based on their extensive qualifications and successful management of the program over the past two years. The term of the contract is one year with an option to extend it to three years (May 20, 2026 – September 6, 2028) with a not to exceed amount of \$250k. Other items to note are the 2026 proposal reflects a 27% cost increase over the previous year. Available funding may be limited though. Staff are presently negotiating contract terms and expect to reduce the scope of work (e.g., service hours or staffing levels) to align the final contract with the approved budget. Also, CAT has served as the lead contract manager for this program since 2020. This was originally intended as a temporary arrangement. Given the program is now entering its sixth year, staff recommend that CAT transition out of the contract management role upon the conclusion of this three-year period.

Greg reminded the group that no administrative fee is collected for Amy's time. Jim asked about where the funding for this program comes from. Funding for the program changes yearly, and in the past has come from CARES funding, U.S. Forest Service, ODOT and Experience Mt. Hood. Tamra asked why include the option to extend the contract for three more years. Amy replied that the intent was to give the program partners time to find a long-term solution. CAT would like to continue being a part of the solution but now that the program has been going on for 6 years, setting a timeline for managing the program was the best option. Matt asked for scenarios if CAT were to step down from managing the program sooner than 3 years. Amy explained that the time-use permit checkpoint would most likely be unstaffed. There was discussion regarding the contract extension after the first year and how the permit checker program helps with congestion during the busy summer months and in turn helps our route stay on time and improves safety. The group discussed the topic further coming to the consensus that staff should bring the contract extension before the board each year for discussion.

Motion: Tamra made a motion to approve the Sasquatch Shuttle contract for three years, with board review before each extension and to cease management of the program after this contract concludes. The motion was seconded by Gisela.

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

Opposed by: None

b. Accountant Contract

Staff released a request for quotes (RFQ) for an outside accountant on March 5, 2026, as our current contract ends on June 30, 2026. Staff obtained three price quotations. After evaluating the quotes staff decided to move forward with Merina & Co. Staff selected



their proposal because they have the qualifications needed, relevant experience, and met cost criteria. Tiah then gave some details on the contract specifics, all included in the meeting materials. Staff are asking Board Members to review and approve the Merina & Co. contract.

Motion: Megan made a motion to approve the outside accountant contract for Merina & Co. The motion was seconded by Matt.

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

Opposed by: None

c. Bus Replacement Grant Application

ODOT recently released a funding opportunity notice for the Competitive Transit Grant Phase 1 application which is funded through the Federal Transit Administration's Section 5339(a) Grants for Buses and Bus Facilities. Phase 1 will award \$3.5 million in federal funding for vehicle replacement, right-sizing, and expansion projects. Staff have submitted the initial application for the purchase of six replacement vehicles essential to maintaining current service levels and meeting demand. These vehicles will replace one van, one Electric Transit Van, and four cutaways. As our services have matured and ridership has increased, larger vehicles are now essential to meet increased demand. While our historical reliance on 12-18 passenger cutaways served us well, current service levels require higher-capacity vehicles to accommodate our expanding passenger base. The final grant application is due to ODOT on May 29th. Tiah provided details on the grant allocation and match funds, all included in the meeting materials. Staff are asking Board Members to review and approve staff to submit the final application.

Greg asked when we would be notified if the grant was approved, Tiah thinks it would be sometime in July of this year. Tamra asked what other agencies would be applying for these funds, are we competing with larger districts? Tiah has interpreted the grant documents to say that there is a focus on rural transit for these grant funds. Matt also had some questions about the 5339(a) grant, Amy used the opportunity to introduce Frank Thomas, from ODOT, who offered clarification. Section 5339A is a federal transit administration fund that is for bus and bus facilities, it is not urban or rural specific. Amy added one last detail, that we can phase when we actually order and get those vehicles delivered.

Motion: Tamra made a motion to approve the Bus Replacement Grant Application. The motion was seconded by Megan.

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

Opposed by: None

d. CiderFest Shuttle

Staff has met with CiderFest organizers and received additional information since the last Board Meeting. Staff is asking Board Members to review the CiderFest proposal and approve staff to implement the CiderFest shuttle. At the March 15th Board meeting



staff informed the Board that Visit Hood River and the organizers of CiderFest had contacted staff to request shuttle service support for CiderFest 2026. Due to a change in location, the event will be held at the Western Antique Airplane & Automobile Museum (WAAM), where weekend transit service does not operate. ODOT confirmed with Charter rules and determined this service fits the provisions allowed. Amy gave details on the charter rules and which exceptions apply. Since last month's meeting, staff has confirmed the event date will be May 2nd from 11am-6pm. A bus for up to eighteen passengers will run a route open to the public 10 times throughout the event, the cost for this is estimated at \$980. Shuttle tickets will be \$5 each way (kids under 10 are free). Presale tickets may be offered to estimate ridership demand. Any remaining cost difference will be covered by the CiderFest organizers. The Gorge Transit Pass will NOT be a valid fare for the shuttle. Ridership will be tracked. The group discussed the potential route for the event shuttle.

Motion: Megan made a motion to approve the CiderFest shuttle. The motion was seconded by Tamra.

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

Opposed by: None

Amy added that after the route map and schedule are finalized, marketing material would be created and shared with Visit Hood River and the city to help market the service.

7. Operations Manager Report – Jeff Acciaioli

a. Performance Report

March's overall safety score is still at 99, there were two harsh events. Speeding is at 0.3%. On time performance for fixed route service improved slightly, Dial-A-Ride on time performance was down just a bit. Vehicle hours were 1,371 hours driven and 46,469 miles. CAT had two formal customer complaints, one vehicle incident and ten customer incidents.

b. Employee of the Month

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

c. Ridership

Ridership has been up since last month, but down from the previous year, mostly due to the low numbers on the Gorge-to-Mountain Express and the low snow this year on the mountain. Dial-A-Ride had the second highest numbers for the year.

d. Seasonal Service Update

Gorge-To-Mountain Express service has ended for the season. The Dog Mountain shuttle began a week earlier than the previous year. Jeff then gave some details on the Gorge-To-Mountain Express ridership, mostly noting the drop in hours of service due to the late start of the season. The Columbia Gorge Express now has nine trips per day to Portland, up from the usual seven trips a day. The increased frequency will



continue through the summer.

8. Executive Director Report – Amy Schlappi

a. Employee Questionnaire

Removed from the agenda.

b. FY 2023 Section 5339(b) Discretionary Grant Update

Amy reviewed the fiscal year 2023 section 5339B discretionary grant update. The District was awarded about \$6.4 million to redevelop the current park and ride into a bus barn and maintenance facility. The grant also provided electric vehicles and electric vehicle infrastructure, this contract has not been executed yet. Staff recently received guidance from FTA to scope change request to remove the electric vehicles and electric infrastructure. If approved the funds would be redirected towards the facility design, construction activities and purchase of diesel and gasoline transit vehicles. This would also reduce the amount of a loan. Amy will update the board on the status of the scope change request at the next board meeting.

9. Executive Session

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

Motion: Megan made a motion to end the Executive Session. The motion was seconded by Matt.

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

Opposed by: None

10. Discussion Items

Matt brought up board member attendance.

11. Upcoming Events

The first Budget Committee meeting for FY27 will be on April 22nd at 5PM.

12. Adjournment

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

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

Opposed by: None

The meeting was adjourned at 5:30.



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 extending from the end of the signature.

Approved by: Tamra Taylor, Secretary-Treasurer

Columbia Area Transit

Statement of Activity

April 1-30, 2026

	TOTAL
Revenue	
4100 Fare Revenue	\$45,222.63
4500 Federal Funds	
4520 Fed 5311 Funds	94,375.00
Total for 4500 Federal Funds	\$94,375.00
4700 State Funds	\$172,067.00
4800 Tax Revenue	
4820 Statewide Transit Tax	13,738.96
4870 Property Taxes	\$2,669.61
4890 Other Tax Revenue	-2.10
Total for 4800 Tax Revenue	\$16,406.47
4900 Other Revenue	\$24,748.31
Total for Revenue	\$352,819.41
Cost of Goods Sold	
5100 Fuel	24,389.89
5200 Vehicle Expense	\$17,729.24
5300 Operation Expenses	\$6,015.30
5500 Driver Expenses	\$575.00
5700 Advertising & Marketing	728.88
5900 Grant/Contract/Match Distributions	\$3,907.04
Total for Cost of Goods Sold	\$53,345.35
Gross Profit	\$299,474.06
Expenditures	
7000 Administrative Expenses	
7100 Building Expenses	\$4,298.76
7300 Office Supplies & Expenses	\$1,576.29
7600 Professional Fees	\$1,494.50
7900 Other Administrative Expense	\$908.87
Total for 7000 Administrative Expenses	\$8,278.42
8000 Personnel Expense	
8100 Administrative Personnel Expense	
8110 Administrative Wages & Salary	\$21,656.95
8130 Administrative Employer Taxes	\$1,471.07
8150 Administrative Benefits	\$550.53
Total for 8100 Administrative Personnel Expense	\$23,678.55

Columbia Area Transit

Statement of Activity

April 1-30, 2026

		TOTAL
8200 Direct Service Personnel Expense		
8210 Direct Service Wages & Salary		\$86,773.69
8230 Direct Service Employer Taxes		\$6,366.12
8250 Direct Service Benefits		\$16,426.32
Total for 8200 Direct Service Personnel Expense		\$109,566.13
Total for 8000 Personnel Expense		\$133,244.68
Unapplied Cash Bill Payment Expense		-2,047.50
Total for Expenditures		\$139,475.60
Net Operating Revenue		\$159,998.46
Net Other Revenue		
Net Revenue		\$159,998.46

Columbia Area Transit

Bill Payment List

April 1-30, 2026

DATE	NUM	VENDOR	AMOUNT
1000 Columbia Bank - Operating (6906)			
04/01/2026		Valic	-2,663.85
04/08/2026		Valic	-2,685.99
04/22/2026	23381	Columbia Gorge News	-23.63
04/22/2026	23382	Hendrix Heavy Wrench	-4,670.00
04/22/2026	23383	Skamania County	-1,239.68
04/22/2026	23384	United Cleaning Systems, LLC	-720.00
04/22/2026	23385	Sign Media	-31.00
04/22/2026	23386	3K Backflow Testing LLC	-170.00
04/22/2026	23387	Gary Mears	-175.00
04/22/2026	23388	Gillig LLC	-215.06
04/22/2026	23389	MCEDD	-1,418.68
04/22/2026	23390	Mount Adams Transportation Service - MATS	-1,248.68
04/22/2026	23391	Les Schwab Tire Center	-1,619.70
04/22/2026	23392	Weatherly Printing	-580.50
04/22/2026	23393	Two Dogs Plumbing & Drain Cleaning, Inc.	-206.00
04/22/2026	23394	O'Reilly Automotive	-27.67
04/22/2026	23395	Cintas	-367.52
04/22/2026	23396	Rotary Club of Hood River	-295.00
04/22/2026	23397	Napa Auto Parts	-1,310.03
04/22/2026	23398	Special Districts Insurance	-14,804.00
04/22/2026	23399	Crystal Greens	-845.00
04/22/2026	23400	SST/Security Systems Technology	-100.00
04/22/2026	23401	Cascade Health Solutions	-400.00
04/22/2026	23402	Port of Hood River	-2,000.00
04/30/2026	23403	Merina & Co	-735.00
04/30/2026	23404	Pro-Vision Solutions, LLC	-292.91
04/30/2026	23405	Amalgamated Transit Union	-78.90
04/30/2026	23407	Hendrix Heavy Wrench	-6,407.50
04/30/2026	23408	Day Wireless Systems	-440.00
04/30/2026	23410	Sirius Media, LLC	-93.75
04/30/2026	23411	Northwest Bus Sales	-2,685.50
04/28/2026		Valic	-2,702.84
Total for 1000 Columbia Bank - Operating (6906)			-\$51,253.39
04/30/2026		Napa Auto Parts	0.00
04/30/2026	23409	RWC Group	0.00
Total for --			\$0.00

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
US Department of Transportation								
35809	5311 Operating - Project Administration & Operations	7/1/25 - 6/30/27	\$886,418	\$164,990	\$94,375	\$70,615	\$721,428	Delayed funding was received in 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
35361	5311 New buses - 2 Cutaways	7/1/22 - 6/30/26	\$493,516	\$294,171	\$294,171	\$0	\$199,345	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	\$56,526	\$33,540	\$22,986	\$94,284	
35692	5310 Preventative Maintenance & Mobility Mgt	12/16/24-12/31/26	\$333,388	\$228,305	\$162,427	\$65,878	\$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 in Q4
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
Federal Highway Administration								
20.224	FLAP Gorge-to-Mountain	1/13/26 - 3/31/28	\$655,000	\$111,426	\$0	\$111,426	\$655,000	Awaiting credentials to submit reimbursement request.
Oregon Department of Transportation								
35900	STIF/STN_Columbia Gorge Express	7/1/25 - 6/30/27	\$2,240,000	\$530,668	\$353,883	\$176,785	\$1,709,332	
35845	STIF Formula_Population	7/1/25 - 6/30/27	\$411,605	\$51,570	\$87,308	\$0	\$324,297	Funds for Q4 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	\$443,828	\$566,016	\$0	\$863,800	Funds for Q4 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	\$350,000	\$300,000	\$50,000	\$0	
Washington Department of Transportation								
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
Received from last Biennium								
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



Memo

To: HRCTD - BOARD OF DIRECTORS
From: Tiah Mayhew, Office Manager
Date: May 20, 2026
Re: Fuel Cost Increase Analysis and Budget Impact

Purpose

The purpose of this agenda item is to inform the Board of a sharp increase in fuel costs due to the war in Iran and disruption of the world fuel supply. While fuel prices have risen steadily over the last few months, the impact on CAT is seen in the April Financial Report. Staff have collected data to show the increase of fuel cost since January and of fuel use when additional service hours were added. No action is required of the Board at this time.

Background

Because our fuel vendor, Carson, bills on the 1st and 15th of each month, there is a one-month lag in our standard financial reporting. For example, the fuel expenses presented in the April Financial Report were actually incurred in March.

To provide the Board with the most current and transparent data regarding these rising costs, staff has pulled the data for fuel expenses since January and included expenses actually incurred in April (which will be reflected in the May Financial Report) and included them in the analysis below.

On average, the cost of fuel has risen by \$2.75 per gallon between January and May. Despite these significant price hikes, staff has reviewed the current fiscal budget and do not anticipate a budget overage for FY2026. Staff will continue to monitor expenditures and keep the Board updated.

Month	Fuel Usage (Gallons)	Fuel Cost	Cost per Gallon
May (Incurred Apr)	5,426.63	\$27,571.54	\$5.76
April (Incurred Mar)	5,447.33	\$24,389.89	\$5.35
March (Incurred Feb)	5,086.97	\$16,505.92	\$4.13
February (Incurred Jan)	4,477.29	\$12,557.36	\$3.08
January (Incurred Dec)	4,311.75	\$11,395.07	\$3.01



Action Required

No action is required from the Board at this time. This is for informational purposes only.



Memo

To: HRCTD - BOARD OF DIRECTORS
From: Tiah Mayhew, Office Manager
Date: May 20, 2026
Re: Final Grant Application Submission Approval

Purpose

ODOT recently released funding opportunity for 5310 and 5311 Formula Funding, and Competitive Transit Grants. Staff have submitted initial grant applications for these funding opportunities and are requesting that the Board review and approve staff to submit the final grant applications.

Background

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

1. 5310 Formula Funding
 - a. Project Summary:
 - i. Mobility Management – Covers 50% of the wage and benefits of the MCEDD Travel and Mobility Training Manager. This employee spends 50% of their time providing critical outreach to vulnerable populations, travel training, and managing the Gorge Transit Connect Program in Hood River County. The remaining amount of their time is spent providing the same services in Wasco County, which is paid for by MCEDD.
 - ii. Preventative Maintenance – Preventative maintenance and repairs for the vehicles that operate the Hood River City Route, Upper Valley Route, and Demand Response Services.
 - b. Total Cost: \$313,976
 - c. Expected Match: \$40,365
 - d. The final grant application is due on July 16th, 2026
 - e. Grant Agreement Period: October 2027 – September 2029
2. 5311 Formula Funding
 - a. Project Summary:



- i. Sustains the Hood River City Route, Upper Valley Route, and Demand Response Services. These services provide transit access to seniors, and individuals with disabilities.
 - b. Total Cost: \$1,322,315
 - c. Expected Match: \$424,250
 - d. The final grant application is due July 16th, 2026
 - e. Grant Agreement Period: October 2027 – September 2029
3. Hood River Interregional Transit Hub
 - a. Project Summary:
 - i. Interregional Transit Hub – The Interregional Transit Hub is a regionally significant, rider-facing facility intended to improve coordination, efficiency, and the overall rider experience across the Gorge Regional Transit System.
 - b. Total Cost: \$2,416,500
 - c. Expected Match: \$483,000
 - d. The final grant application is due June 15th, 2026
 - e. Grant Agreement Period: July 2027 – June 2031
4. Sustaining Local Fixed Route and Demand Response Service in Hood River County
 - a. Project Summary:
 - i. Sustains the Hood River City Route, Upper Valley Route, and Demand Response Services. These services provide transit access to seniors, and individuals with disabilities.
 - b. Total Cost: \$500,000
 - c. Expected Match: \$100,000
 - d. The final grant application is due June 15th, 2026
 - e. Grant Agreement Period: July 2027 – June 2028
5. Sustaining Regional Connectivity: Columbia Gorge Express Intercity Service
 - a. Project Summary:
 - i. Sustains regional connectivity of the Columbia Gorge Express Intercity Service. The Columbia Gorge Express facilitates vital connectivity between rural Columbia Gorge Communities and the Portland Metropolitan region.
 - b. Total Cost: \$1,428,626
 - c. Expected Match: \$285,725
 - d. The final grant application is due June 15th, 2026
 - e. Grant Agreement Period: July 2027 – June 2028
6. Enhancing Hood River: Permanent Transit Infrastructure & Safety Improvements
 - a. Project Summary:
 - i. This project includes the purchase and installation of permanent signage, shelter, lighting, and seating for up to 10 bus stop locations located in Hood River County.



- b. Total Cost: \$116,200
- c. Expected Match: \$23,240
- d. The final grant application is due June 15th, 2026
- e. Grant Agreement Period: July 2027 – June 2031

After the final grant applications have been submitted, ODOT submits applications from Oregon transit agencies to FTA on our behalf.

Action Required

The Board should discuss and vote to approve or not approve staff to submit the final grant applications.

Recommendation

Staff recommend that the Board approve the grant applications.



April 2026 Operations Report

Safety Scores				
Category	April 2026	March 2026	February 2026	January 2026
Overall Safety Score	98	99	99	99
Crashes	0	0	0	0
Harsh Events	8	2	2	0
% Speed -Moderate	%3	%3	%5	%3
% Speed- Heavy	%006	%009	%01	%007
% Speed - Severe	%001	%001	< %.1	%002

- Safety Score dropped due to harsh events and minor speeding.
- The percentage of over speed limit is defined by the percentage of drive time where speeding occurred.
- In April, the fuel costs rose to \$.54 per mile due to increased fuel costs.

Operations Data				
Category	April 2026	March 2026	February 2026	January 2026
Fixed OTP	94%	93.7%	92.5%	95.5%
DAR OTP	96.88%	96.64%	98.2%	97.43%
Vehicle Hours Driven	1,311	1,371	1,264	1,140
Vehicle Miles Driven	45,133	46,469	42,303	37,505
Fuel Cost	\$24,389.89	\$16,505.92	\$12,557.36	\$11,395.07
Fuel Cost per Mile	\$.54	\$.36	\$.30	\$.30
Category	April 2026	March 2026	February 2026	January 2026
Formal Customer Complaints	3	2	2	2
Vehicle Incidents	1	1	0	1
Customer Incidents	3	10	4	6
Vandalism	0	0	0	0

Formal Complaints:

- The parent of a frequent rider called to complain that one of our drivers had dropped off the rider at an incorrect stop. A video investigation showed the rider was dropped off at the stop requested.
- The office received a call from a customer stating they had witnessed another passenger being denied ADA ramp access for their cart. It was stated that the person showed a Reasonable Accommodation card, but video reviewed showed no such card was presented.
- The office received a call from a local hospital complaining that an employee couldn't use an employee entrance due to our Dial a Ride van blocking the way. It was verified that our van was using the ADA ramp at the time and was there approximately 4 minutes. No follow up was requested.

Customer Incidents:

- A trespassed rider accidentally was let on the Upper Valley bus one day. A subsequent Deputy post was issued to drivers reinforcing the current trespass of this individual.
- Three instances of vaping were reported by drivers on the Columbia Gorge Express route. Announcements are being made at the beginning of the trip each time at this point but still is an ongoing problem.
- At Cascade Locks an intoxicated person boarded the Columbia Gorge Express bus headed to Hood River. At CAT, help was needed to wake the person to leave the bus. They left without further issue.

Vehicle Incidents:

- A bus on the Dog Mountain run was on the Bridge of the Gods and brushed the railing. A metal bracket below the front bumper was scraped. No driver coaching was needed.

Vandalism:

- None

Harsh Events / Distracted Driving:

- The harsh turns have been coached.

EMPLOYEE OF THE MONTH:

Stephanie Lawrence



Stephanie is one of CAT's newer employees, and she has been a wonderful addition to the driving team. Her cheerful disposition and strong driving skills make a positive impact every day. Stephanie consistently demonstrates professionalism, follows policy, and maintains safe driving practices. She always brings a smile to the workplace, is open and approachable in conversation, and willingly picks up shifts when help is needed.

Ridership													
	APR. 25	MAY. 25	JUN. 25	JUL. 25	AUG. 25	SEP. 25	OCT. 25	NOV. 25	DEC.25	JAN.26	FEB. 26	MAR. 26	APR. 26
Dial-A-Ride	405	410	457	470	550	569	613	504	482	494	470	582	544
Upper Valley	279	307	243	307	268	232	292	143	128	175	167	217	190
Hood River City	1746	2156	2175	2312	2083	1886	1568	1434	1642	1683	1630	1823	1821
Columbia Gorge Express	3184	3698	4227	5158	5805	3884	3309	2880	2656	2546	2458	3315	3667
Gorge to Mountain	0	0	0	0	0	0	0	0	207	762	2062	1354	228
Dog Mountain	289	4564	498	0	0	0	0	0	0	0	0	0	1251
White Salmon Wknd	0	0	24	93	121	41	0	0	0	0	0	0	0
Total	5903	11135	7624	8340	8827	6612	5782	4961	5115	5660	6787	7291	7701
% Change Compared to Prev Month	-24%	89%	-32%	9%	6%	-25%	-13%	-14%	3%	11%	20%	7%	6%
% Change Compared to Same Month Previous Year	4%	11%	-6%	3%	-3%	-3%	-8%	-1%	-17%	-30%	-9%	-7%	30%

Revenue Hours													
	APR. 25	MAY. 25	JUN. 25	JUL. 25	AUG. 25	SEPT. 25	OCT.25	NOV.25	DEC.25	JAN.26	FEB.26	MAR.26	APR. 26
Dial-A-Ride	207	264	252	183	193	211	220	172	264	256	183	211	212
Upper Valley	116	116	110	116	110	123	146	114	139	127	120	139	139
Hood River City	327	336	325	336	334	323	334	304	323	317	297	331	322
Columbia Gorge Express	490	506	490	506	506	490	482	451	466	466	435	482	555
Gorge to Mountain	0	0	0	0	0	0	0	0	19	94	348	312	0
Dog Mountain	55	183.3	92	0	0	0	0	0	0	0	0	0	112
White Salmon Wknd	0	0	24	54	60	18	0	0	0	0	0	0	0
Total	1195	1405	1293	1195	1203	1165	1182	1041	1211	1260	1383	1475	1340

Boardings Per Hour													
	APR. 25	MAY. 25	JUN. 25	JUL. 25	AUG. 25	SEPT.25	OCT.25	NOV.25	DEC.25	JAN.26	FEB.26	MAR.26	APR. 26
Dial-A-Ride	1.96	1.55	1.81	2.57	3.01	2.70	2.79	2.93	1.83	1.93	2.57	2.76	2.57
Upper Valley	2.41	2.66	2.21	2.65	2.31	1.89	2.00	1.25	0.92	1.38	1.39	1.56	1.37
Hood River City	5.34	6.41	6.69	6.88	6.20	5.84	4.69	4.72	5.08	8.03	5.49	5.51	5.66
Columbia Gorge Express	6.50	7.31	8.63	10.19	11.47	7.93	6.87	6.39	5.70	3.61	5.65	6.88	6.61
Gorge to Mountain	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	10.89	8.11	5.93	4.34	0.00
Dog Mountain	5.25	24.90	5.41	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	11.17
White Salmon Wknd	0.00	0.00	1.00	1.72	2.24	2.28	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total	4.94	7.92	5.90	6.98	7.39	5.68	4.89	4.77	4.22	4.49	4.91	4.94	5.75

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

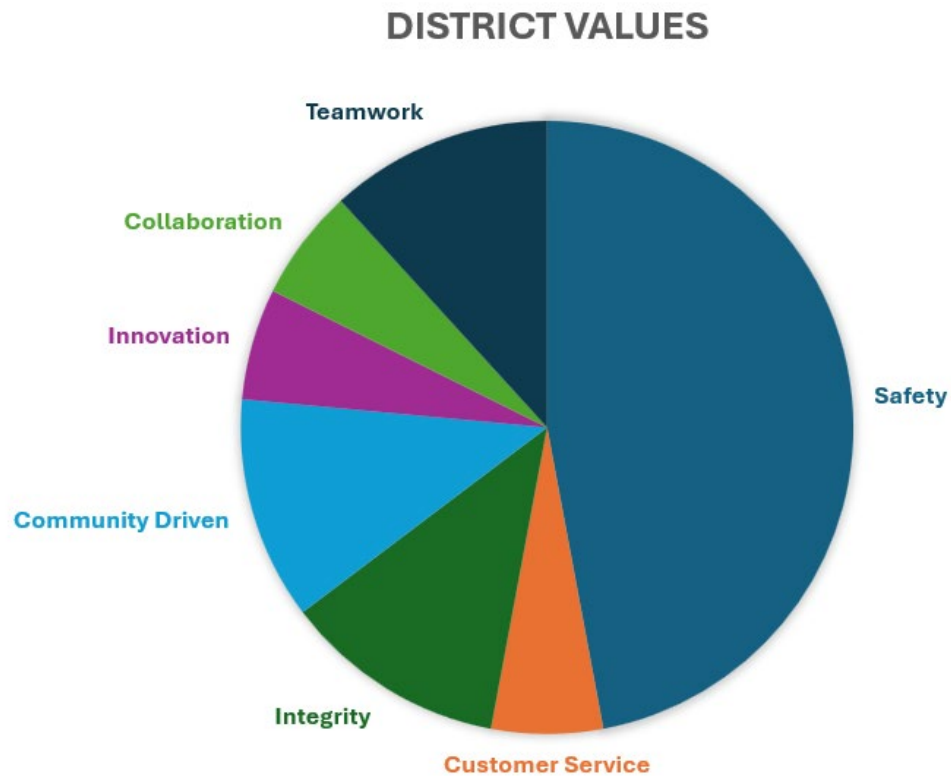
Task	Department	Current Status	Person Responsible
Promote the Spare Rider App High	Marketing	Creation of new posters for Dial-A-Ride buses to promote Spare Rider App for existing users. Completed.	Tim
Compliance Review High	Administration	Compiling of requested documents. After the review has been completed, updates of current policies will likely be required. Completed.	Amy, Tiah, Jeff
Employee Reviews High	Administration	Employee reviews are active, full process should be completed by end of June. Ongoing.	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 end of March. Results will be discussed at April Board Meeting. Completed.	Tiah
Add New Bus Stop Medium	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 Medium	Operations	- Creation of Hood River City Bus Stop applications for permanent infrastructure on Hood River City Route. Completed. - Installation of 18th & May bus stop thermoplastics. City has thermoplastics and will apply when weather allows. Completed.	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),	Tiah, Amy

		and STIF Formula (Aug). Completed pending any updates requested by ODOT.	
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. Completed.	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 and accounting services has been completed. Website design services RFP has been determined to not be needed.	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
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CAT Employee Survey Summary - 2026

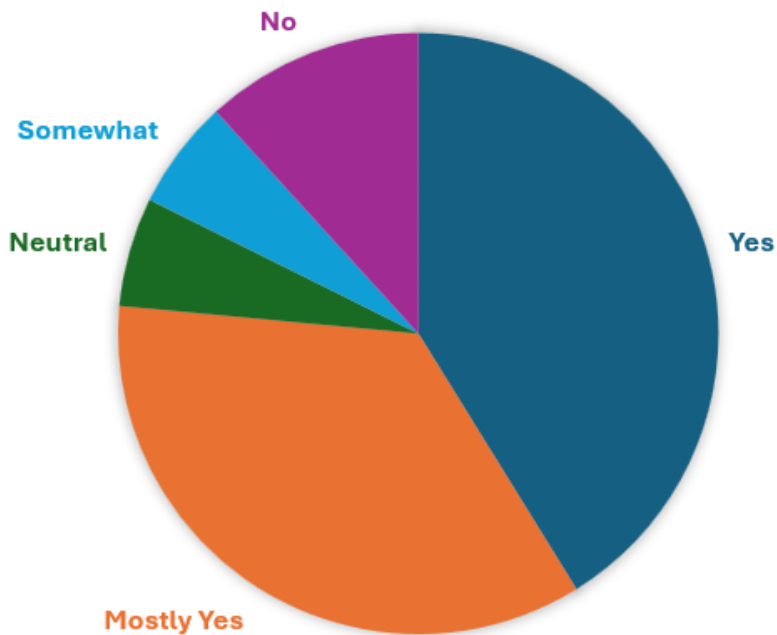
The graphs and data below include a high-level review of responses received as part of the 2026 CAT employee survey.



Key changes that happened this year that employees appreciate:

- New buses with upgraded amenities.
- Pay differential for Route Trainers and Gorge-To-Mountain drivers.
- Dispatch technology upgrades.
- Office furniture and layout changes.
- Increased rollover allowance of Paid Time Off (PTO) each year.
- Additional employee discounts to local businesses.
- Reduction of office hours to Monday – Friday from 8am to 6pm.

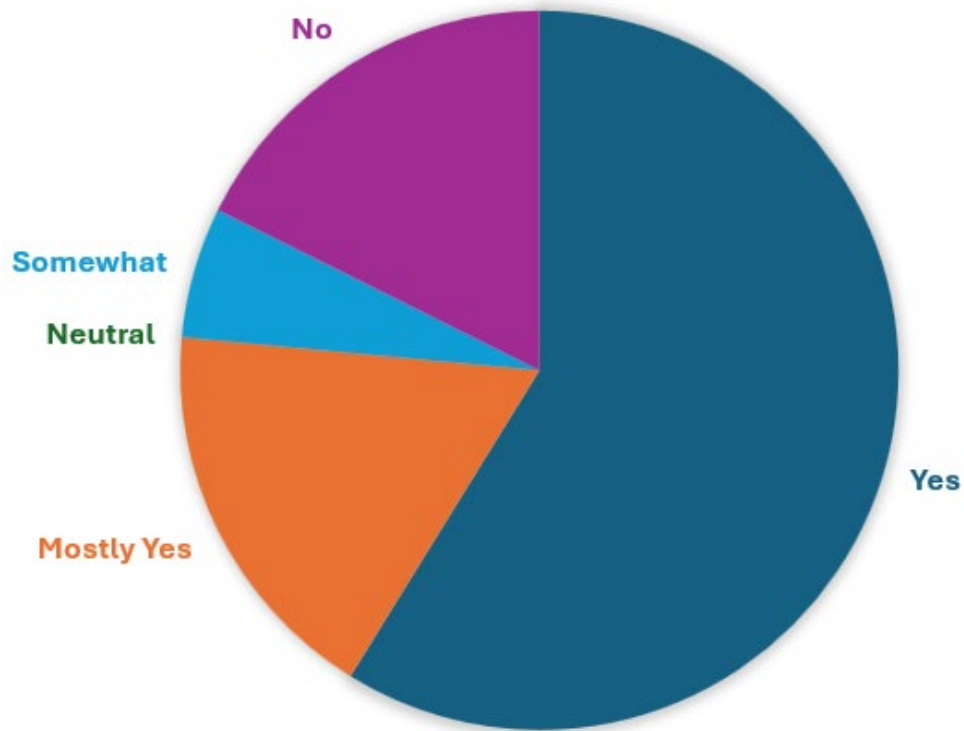
**DO YOU HAVE ALL THE NECESSARY TOOLS AND
RESOURCES TO DO YOUR JOB EFFECTIVELY,
EFFICIENTLY AND SAFELY?**



What tools and resources do you not already have access to that would be helpful?

- Additional new buses and reduction of issues with new buses.
- Better cleaning supplies for buses.
- Improved communication between Drivers and Field Supervisors.
- Reduced incidents with smoking and vaping on the bus.
- All operations staff should have Class B CDL's with passenger endorsements.
- Hot water pressure system to clean buses in cold weather.
- Addition of an in-house mechanic and dispatcher.

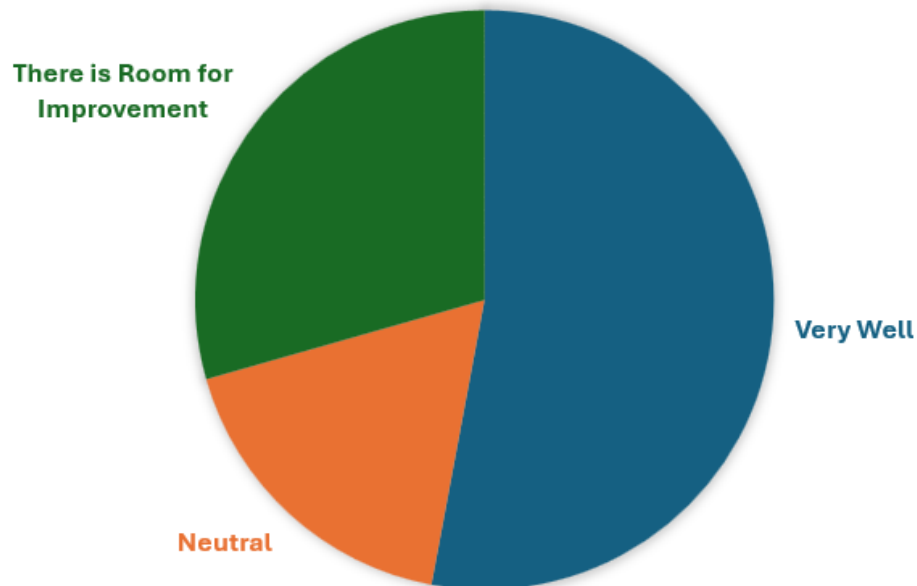
DO YOU FEEL HEARD WHEN YOU BRING A CONCERN TO YOUR SUPERVISOR(S)?



If not, what would help make you feel heard?

- Measured improvements based on feedback received.
- Improved communication between employees.
- Increase frequency of driver meetings held and ensure advance notification.

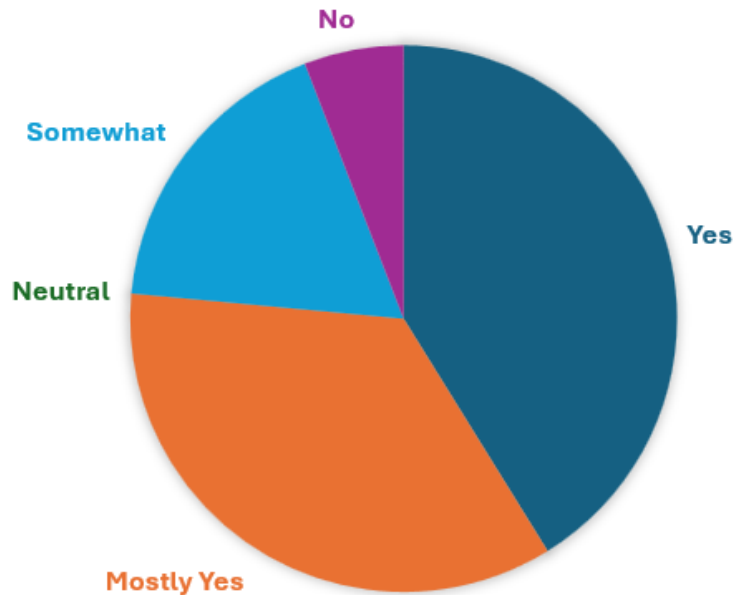
HOW WELL DOES YOUR SUPERVISOR(S) COMMUNICATE EXPECTATIONS OR INFORMATION WITH YOU?



In what ways could communication about expectations or information be improved?

- Consistency of management staff.
- Other communication channels besides Deputy posts should be used to communicate updates and information.
- Release of an updated driver handbook.
- Quarterly meetings to discuss policies, procedures, benefits and expectations with all employees.
- Anonymous suggestion box to allow for year-round anonymous feedback.

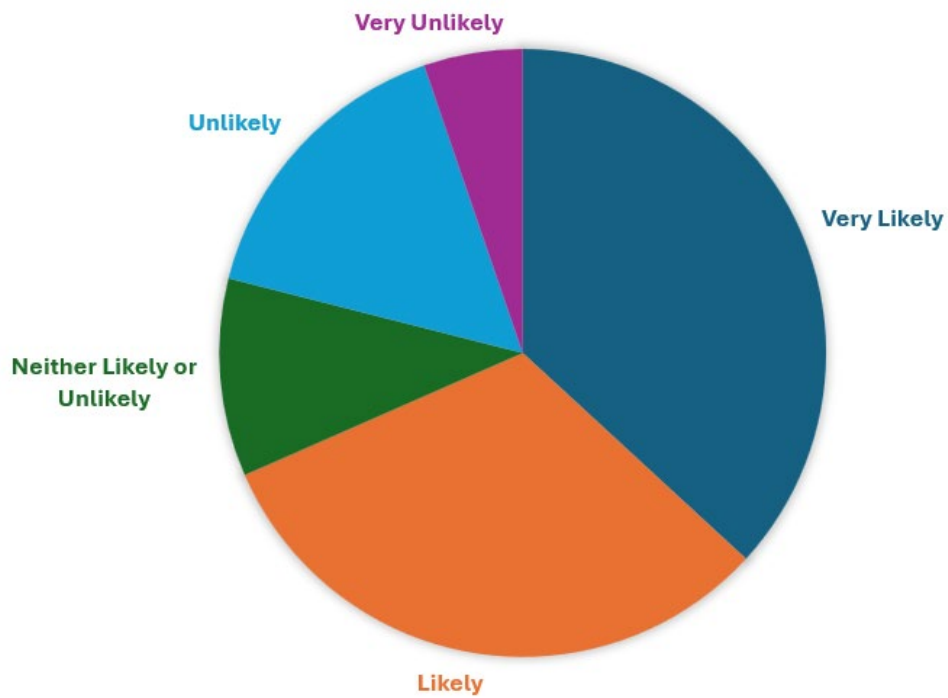
**DO YOU FEEL LIKE LEADERSHIP IN GENERAL IS
HEADED IN THE RIGHT DIRECTION AND
IMPLEMENTING POLICIES THAT WILL CONTRIBUTE
TO THE OVERALL SUCCESS OF CAT?**



After reviewing the workplan for the next 6 months do you have any questions or projects you feel are missing?

- The workplan includes comprehensive projects, the concern is if these will be able to be completed within 6 months.

HOW LIKELY ARE YOU TO REFER A FRIEND TO CAT?



Is there anything else that you would like to share?

- Increase drivers' insight into upcoming Dial-A-Ride rides.
- Improved consistency for scheduling Dial-A-Rides
- Improved response time for PTO requests being reviewed.
- All CAT employees are part of one team, but at times there seems to be a division between different job positions that can cause friction.



Memo

To: HRCTD - BOARD OF DIRECTORS
From: Amy Schlappi, Executive Director
Date: April 15, 2026
Re: Office Staff COLA

Purpose

Staff held the 1st Budget Committee Meeting on April 22nd and presented the Cost-of-Living Adjustment (COLA) proposal for office staff. Following the discussion, two Board members in attendance requested that this item be brought before the full Board of Directors to provide an opportunity for additional discussion.

Background

At the April 22nd meeting, staff recommended a 2.5% COLA increase for office personnel. While this is slightly below the current Social Security COLA benchmark of 2.8%, it is designed to balance rising inflation costs with the District's fiscal realities.

The rationale behind recommending 2.5% instead of 2.8% relied on two key factors:

1. Internal Equity: Drivers are currently scheduled to receive 2.5% COLA. This cannot be adjusted until the next round of Union Negotiations slated for 2028.
2. Fiscal Responsibility: Current long-term sustainable funding concerns suggest conservative budgeting as a best practice.

The Budget Committee generally concurred with this recommendation. Combined with the standard annual performance-based step increase (2.5%), eligible employees would see a total wage adjustment of 5.0%.

The Salary Scale and Cost-Of-Living Adjustment (COLA) policies are included below for reference:

Salary Scale Policy:

- The Base rate represents the starting pay for a position.
- Step 1 may be granted after the employee successfully completes the probationary period and receives a positive performance evaluation.



- Subsequent step increases will occur annually on July 1, subject to manager approval.
- Employees who receive an overall rating of “Does Not Meet Expectations” on their annual performance review will not advance to the next step until sufficient improvement is demonstrated.

Cost-of-Living Adjustment (COLA) Policy:

In addition to the annual step increases shown in the salary scale, each year the Budget Committee determines the Cost-of-Living Adjustment (COLA) to take effect at the start of the new fiscal year (July 1). The COLA may range from 0% to a maximum of 5%, depending on budget capacity. When funding permits, the District aims to align its COLA with the Social Security COLA.

Office Wage Scale (2.5% Step & Variable Paygrade)								
Position	Base	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7
Executive Director	\$96,000	\$98,400	\$100,860	\$103,382	\$105,966	\$108,615	\$111,331	\$114,114
Transit Operations Manager	77,600	79,540	81,529	83,567	85,656	87,797	89,992	92,242
Office Manager	76,600	78,515	80,478	82,490	84,552	86,666	88,833	91,053
Field Supervisor	63,000	64,575	66,189	67,844	69,540	71,279	73,061	74,887
Project Coordinator (Hourly)	\$57,554	\$58,992	\$60,467	\$61,979	\$63,528	\$65,117	\$66,745	\$68,413
Total Wage Cost for FY27	\$612,904							



Office Wage Scale (2.5% Step & Variable Paygrade) – with 2.5% COLA increase								
Position	Base	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7
Executive Director	\$98,400	\$100,860	\$103,382	\$105,966	\$108,615	\$111,331	\$114,114	\$116,967
Transit Operations Manager	79,540	81,529	83,567	85,656	87,797	89,992	92,242	94,548
Office Manager	78,515	80,478	82,490	84,552	86,666	88,833	91,053	93,330
Field Supervisor	64,575	66,189	67,844	69,540	71,279	73,061	74,887	76,759
Project Coordinator (Hourly)	\$58,992	\$60,467	\$61,979	\$63,528	\$65,117	\$66,745	\$68,413	\$70,123
Total Wage Cost for FY27	\$628,226							

Action Required

The Board is asked to discuss the office staff COLA and may select one of the following paths forward:

- Uphold the Budget Committee's recommendation of a 2.5% COLA increase for FY27.
- Direct staff to model and present the budgetary impacts of a 2.8% COLA increase for the Budget Committees consideration.

Recommendation

Because this item is brought forward at the request of individual Board members for full-body deliberation, staff defers to the Board and does not provide a formal recommendation at this time.