



Wednesday, July 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 called the Board of Directors Meeting to order at 4:01 PM.

2. Roll Call

Tiah took roll call: Greg Pack - Board Chair, Gisela Ayala—Echeverria, Matt Althoff, Jim Klass

Absent: Megan Ramey - Board Vice Chair

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

Public: Josh Channell (STV, Inc.), Matt Apken (Merina & Co.)

3. Approval of June 17th, 2026, Budget Hearing and Board of Director Meeting Minutes

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

Motion: Gisela made a motion to approve the June 17th Budget Hearing and Regular Monthly Meeting Minutes. The motion was seconded by Jim.

Approved by: Greg, Megan, Gisela, and Jim

Opposed by: None

4. Public Comment

No public comment.

5. Quarterly Financial Report – Merina & Co. (Matt Apken)

Matt Apken from Merina & Co. presented the financial reports included in the meeting materials. The Statement of Financial Position was reviewed first. Matt explained that the difference between the current year and prior year was primarily due to capitol purchase reimbursements. Current liabilities were reviewed, and Matt stated that everything looked good. The unassigned fund balance and net income totaled approximately \$1.53m, an increase from the prior year. Restricted STIF funds and unrestricted capitol assets were also reviewed.



The Statement of Activity was then reviewed. Fare revenue and contract revenue increased. Federal funding increased while state funding decreased, reflecting normal shifts in funding sources. Overall revenue remains below budget due to planned capital projects that are awaiting grant funding or reimbursements.

Expenses were reviewed, with fuel costs noted as higher than in the same period last year, which was anticipated by the District. Operating expenses decreased primarily due to the three-year dispatch technology contract that was paid in the prior fiscal year rather than being paid annually. Contract match expenses varied as expected based on grant and contract activity. Net profit increased by approximately \$270k over the prior year, while administrative expenses remained consistent.

Accounts receivable totaled approximately \$21k. Accounts payable were negative at fiscal year-end because invoices had been paid prior to becoming due. Staff were commended for proactively managing payables and maintaining strong cash management practices.

Administrative and Operating expenses were below budget. Capital expenditures were significantly below budget due to projects awaiting funding. Overall, the organization remains in a strong financial position.

6. Resolution and Action Items –

a. Approval of STV Contract

Amy presented and requested Board approval for a contract and task order with STV, to provide architectural engineering design and construction management services for the CAT Transit Facility Development program. Amy reviewed the steps taken to get to this point of the process, if approved STV will serve as the primary consultant for the CAT Transit Facilities Development Program providing overall program management, coordination, and delivery oversight across all three projects. The projects being: the Interregional Transit Hub, Bus Storage & Maintenance Facility, and the Park-and-Ride replacement facility. A detailed analysis of the cost and fee proposal provided by STV is included in the meeting materials and concluded that it is fair and reasonable per FTA requirements. Some key considerations were highlighted by Amy as well, including the base contract acts as a framework establishing the legal and procedural "rules" and does not contain a "Not-to-Exceed" dollar amount. Instead, project scope and specific funding limits are authorized sequentially via individual Task Orders. Amy also presented the estimated hours required of STV and their partner agency, DEA, to complete work as outlined in the Scope of Work that was included in the meeting materials. Gisela confirmed the chart of estimated hours shown was just an estimate for the architectural and engineering phase.

Task Order 1 allows STV to begin initial work over the next several months to keep the program on schedule. The awarded grant funding for this phase has not yet been formally approved for reimbursement. If funding is ultimately delayed or withheld, the district would be responsible for covering these initial expenses and would utilize reserve funds to do so. Staff have capped Task Order 1 at a Not-to-Exceed amount of



\$50k. The Board may choose to lower this cap if it prefers to further minimize initial financial exposure. Approval will also allow an early start on National Environmental Policy Act (NEPA) work at the interregional transit hub, which could take up to a year. Greg asked about the level of NEPA work required, Josh from SVT replied that ultimately that decision is made in conjunction by FTA and ODOT, but the hope is that it will qualify as a Categorical Exclusion and STV has ways to mitigate disturbance and avoid sensitive resources.

Greg asked for clarification for what happens if the reimbursement is denied and if there were other payment options. Amy said there will be a contract amendment to sign that will allow the project to advance from category A to category B and if it is delayed or denied by FTA, the reserve funds will be used. Greg also asked what to expect from Task 1. Josh said some of the deliverables will be a site assessment and constraints with a focus on current and future operations. A site assessment includes things like access points, turning radius, and stormwater drainage.

Staff will update the Board at the monthly meeting on how the project is progressing.

Motion: Matt made a motion to approve the contract with STV and Task Order 1 in the amount of \$50k. The motion was seconded by Jim.

Approved by: Greg, Gisela, Matt, and Jim

Opposed by: None

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

As required in the bylaws the Board of Directors is to elect a Chair, Vice-Chair and Secretary-Treasurer each year during the first Board meeting in July. The voting process for the Chair, Vice-Chair and Secretary-Treasurer must be done in a public setting. These are the Board officers that consist of the Executive Committee. The roles and responsibilities were included in the meeting materials. Board members discussed the positions. Gisela nominated Greg for Board Chair, Megan for Vice-Chair and Matt for Secretary -Treasurer.

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

Approved by: Greg, Gisela, Matt, and Jim

Opposed by: None

Motion: Greg made a motion to nominate Megan for Vice-Chair. The motion was seconded by Matt.

Approved by: Greg, Gisela, Matt, and Jim

Opposed by: None



Motion: Greg made a motion to nominate Matt for the Secretary-Treasurer. The motion was seconded by Gisela.

Approved by: Greg, Gisela, Matt, and Jim

Opposed by: None

c. STIF Advisory Committee Bylaws Update

Due to recent rule changes made to the STIF Program by the Oregon Transportation Commission and changes made during the last State of Oregon Legislative session, revisions must be made to our STIF Advisory Committee Bylaws. These revisions are necessary to ensure that the District remains compliant with STIF program requirements. While staff were making the required updates, staff identified an opportunity to revise Article 5, Section 2 – Term of Office. The current bylaws limit STIF Advisory Committee members to two consecutive terms. The term limit is not required by ODOT, and a review of other agencies bylaws found that most do not include this restriction. Removing the limit would allow the District to retain experienced committee members whose knowledge and participation have provided significant value to the committee. Staff will continue to bring committee applications to the Board for approval at the end of each member's three-year term. The changes and correlating page numbers are included in the meeting materials.

Motion: Matt made a motion to approve the STIF Advisory Committee Bylaws Update. The motion was seconded by Jim.

Approved by: Greg, Gisela, Matt, and Jim

Opposed by: None

d. Approval of STIF Advisory Committee Application(s)

The STIF Advisory Committee currently has vacant positions. Staff have received an application from a community member who represents several of the required groups, including low-income individuals, individuals age 65 or older, and people with disabilities. Rebecca Schilling works with the Hood River County Sheriff's LEAD Program and is familiar with the services and connections that CAT has with the community. Staff recommend that the Board appoint Rebecca to the STIF Committee.

Motion: Jim made a motion to approve Recca Schilling's application to the STIF Committee. The motion was seconded by Gisela.

Approved by: Greg, Gisela, Matt and Jim

Opposed by: None

e. Approval of Eligible Check Signers

In 2020, the Board updated the District's internal financial controls to reduce the number of eligible check signers from the full Board to the Executive Committee and the Executive Director and Operations Manager. If needed, additional Board Members may



be added as eligible check signers if approved by the Board. The Board reviews and approves the eligible check signers list annually at the July Board meeting. Staff requested that the Board remove Tamra Taylor and approve the newly appointed Executive Committee members, Greg Pack, Megan Ramey, and Matt Althoff as well as the Executive Director, Amy Schlappi, and the Operations Manager, Jeff Acciaioli, as eligible check signers.

Motion: Jim made a motion to approve the list of eligible check signers and replace Tamra with Matt on the Executive Committee signers list. The motion was seconded by Gisela.

Approved by: Greg, Gisela, Matt, and Jim

Opposed by: None

f. Approval of Temporary Banking Access

Amy is requesting temporary authority for the Operations Manager to transfer funds between District accounts and access credit card statements while she is on protected leave from August 3rd through October 26th, 2026. The District's Financial Management Policy allows the Executive Director to move funds between the District's accounts without Board approval, provided the transfers align with the approved budget. This practice maximizes interest earnings while keeping the Operating account within FDIC insurance limits. The District has four accounts, details of them were provided in the meeting materials.

Motion: Matt made a motion to approve temporary authority for Jeff, the Operations Manager, to transfer funds between District accounts and access credit card statements while Amy is on leave.

Approved by: Greg, Gisela, Matt, and Jim

Opposed by: None

g. Approval of Auto Pay Vendors

Per HRCTD's Financial Management Policy, staff must present the ACH vendor list to the Board annually for review and approval. Staff have removed two vendors from the list because they are no longer in use. Those vendors are Fleetio and Unite GPS. Jim also asked for a simple list of what service the vendor provide.

Motion: Matt made a motion to approve the list of ACH vendors with the removal of Fleetio and Unite GPS. The motion was seconded by Jim.

Approved by: Greg, Gisela, Matt, and Jim

Opposed by: None

7. Operations Manager Report – Jeff Acciaioli



a. Performance Report

The overall safety score for June was 99, with no harsh events recorded. There were three vehicle incidents, seven customer incidents, and one formal customer complaint. Fixed route on-time performance is still not available; DAR OTP is 98.95%. In June fuel costs increased to \$.64 per mile due to the continued increased cost of fuel.

b. Employee of the Month

Rutger Bogard has been named CAT's Employee of the Month.

c. Ridership

Ridership for June decreased on the Upper Valley. Boards per hour were down a bit also but overall service hours are low as well.

d. New Vehicle Update

Two new Freightliner buses are due to be delivered soon. The vehicle graphics were just installed. CAT will be using an independent company to inspect the new vehicles before delivery. They will compare the finished vehicle to our RFQ.

8. Executive Director Report – Amy Schlappi

a. Board Member Openings

Amy reminded Board members that there are still two open positions on the CAT Board and asked that they share that with the community as they can.

b. Annual Conflict of Interest Statements

The annual conflict of interest statement needs to be signed. Staff are asking that Board members sign the document by the end of the month

c. Updated Work Plan

Amy quickly reviewed the ongoing work plan, which shows anticipated projects for the next six months. She pointed out that some projects have been removed after completion, and some tasks that were completed recently are still on the list.

9. Discussion Items

There were no additional discussion items.

10. Upcoming Events

The financial audit will take place August 10th-12th.

11. Adjournment

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

Approved by: Greg, Gisela, Matt, and Jim



Opposed by: None

The meeting was adjourned at 5:05.

The Hood River County Transportation District Board of Directors meeting minutes are prepared and presented in summary form. 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 long horizontal flourish extending to the left.

Approved by: Matt Althoff, Secretary-Treasurer

A handwritten signature in black ink, appearing to read "Matt Althoff", with a long horizontal flourish extending to the left.