



February 21st , 2024
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, Meghan Larivee, Gisela Ayala-Echeverria, Eleazar Reyes, Matt Althoff

3) January 24th , 2024, Meeting Minutes – Greg Pack 4:05 pm

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) Discussion Items – 4:10pm

- a. Hood River Urban Renewal Board of Commissioners Representation – Will Norris – City of Hood River
- b. Port of Hood River Letter of Support – Kevin Greenwood – Port of Hood River

6) Monthly Financial Report – Tiah Mayhew - 4:30pm

7) Resolutions & Action Items – 4:40 pm



- a. Approval of Work-Out-Of-Class Policy
- b. Approval of Rider Rules of the Road & Suspension Policy
- c. Approval of Upcoming Grant Applications
- d. Decision on HRCTD Urban Renewal Board Representation
- e. Approval of Budget Committee Member Candidate
- f. Approval of Removal of Hood River Connect Service
- g. Approval of Port of Hood River Letter of Support

8) Operations Manager Report – Jeff Acciaioli – 5:10pm

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

9) Executive Director’s Report – Amy Schlappi – 5:20pm

- a. Downtown Employee Pass Program Update
- b. Board Member Community Engagement

10) Upcoming Events

11) Adjournment – 5:30pm

To request a reasonable accommodation or language interpreter, including alternative formats and translation of printed materials, please contact CAT’s Administration Office no later than 48 hours prior to the meeting at 541-386-4202 (voice) or 7-1-1 (TTY through Oregon Relay Service).

Take CAT to the Meeting! Call (541) 386-4202 for more information on routes and services that come to the CAT Administrative Offices. Masks are required to be worn while on CAT buses and at CAT offices.

Se Habla Español.



Wednesday, January 24th, 2024
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 (left at 5:04 pm), Megan Ramey – Board Vice Chair, Meghan Larivee, Tamra Taylor (Board Secretary/Treasurer), Matt Althoff

Absent: Gisela Ayala-Echeverria, Eleazar Reyes

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

Public: Jovie Arellano (ODOT), Emily Bechtold (Merina & Company)

3. Approval of December 20th, 2023, Board of Director Meeting Minutes

Greg asked if there were any changes that the board would like to make to the December meeting minutes. The meeting minutes were included in the board meeting materials.

Motion: Tamra made a motion to approve the December 20th Meeting Minutes. The motion was seconded by Matt.

Approved by: Megan R, Meghan L, Greg, Tamra, and Matt

Opposed by: None

4. Public Comment

No public comment was made.

5. Quarterly Financial Report

Emily Bechtold from Merina & Co. led off by mentioning she compiled two different sets of financials in the Board's packet, both easily gathered from our financial software.

Areas highlighted in grey are different on the cash basis report. Reports for the Board in the past had been done on the modified accrual basis, Emily ran through the report noting the differences in the cash basis report. Starting with the modified accrual basis, CAT's balance sheet shows \$1.15 million total available cash. Accounts receivable is about \$91,000. The cash basis report does not show this figure. Accounts payable is about \$17,000, which is less than last year. Credit Card liabilities are about \$4.4



thousand. CAT's total fund balance is \$1.2 million, under the cash basis it is \$1.15 million.

Moving on to the Statement of Activity, the total revenue through the end of December 2023 was \$1.4 million, on a cash basis it is \$1.3 million. The cost of goods sold looks good compared to the budget. CAT is under budget, with most costs being vehicles and vehicle maintenance. Fuel, operating expenses, and communication expenses are all under budget. Vehicle insurance won't be recorded until the end of the year. Driver expenses, advertising and marketing, grants, contributions, and match funds were also noted. Total gross profit for the first 6 months of the year of about \$1.1 million, the cash basis report shows \$1 million. Administrative expenses will continue to look over the six-month budget because of the one-time HVAC replacement payment. Personnel expenses are also under budget. Total net income for this year on a modified accrual basis is \$234,000, and on a cash basis it is \$156,000. When comparing the two financial statements the balance sheet titled: Statement of Financial Position Comparison on the cash basis doesn't show A/P or A/R which is why the income and expenses are different on the two reports.

Greg asked about the funds from the state, which seems to have a big difference from this year to last on the cash basis report. Tiah replied that the cash basis report shows the funds when they are received, and the prior year was on the accrual basis. Accruing for those expenses instead of addressing them at the time they were received. Greg asked about fare revenue being under budget, but ridership shows higher numbers. Requesting we address that in the next meeting. Meghan L asked for clarification on the amounts shown on the Statement of Activity Comparison for July-December 2022 compared to July-December 2023. Amy noted the 2022 figures include the accrual for reimbursements, and the 2023 figures only show what we have received so far. Tamra asked about how those reimbursements are coming and Amy stated that the Q1 grant reimbursements have been processed and should arrive in the bank account any day. Tiah has been working on the Q2 grant reimbursements currently which are due mid-February. Moving forward Emily will report to the Board every 3 months.

6. Board Financial Report Format

Greg asked if any Board members had comments or preferences on the report format. The only major difference between the two reports was noted by Emily again as whether the report shows accruals, which is revenue for bills you haven't received payment for yet or bills you've received but haven't paid yet. Amy pointed out the most significant difference is the aging A/R and aging A/P summaries. Amy summarized by asking if it is more important for the Board to see the true numbers or what we are expecting, and if the aging A/R and aging A/P summaries help Board members understand the District's financial status.

Emily ensured comparing both reports will show the same cash balance in the bank. Emily does think the modified accrual basis report can be helpful because it can show, for example, a large bill that has been received but not paid yet. Greg asked to confirm it would also show the A/R and prefers the cash basis. Tamra had some questions about



the Statement of Financial Position document. Megan R prefers the cash basis and Amy clarified for Megan R the differences in the two formats the Board had been receiving.

7. Resolution & Action Items

a. Approval of Financial Board Report Format

The Board was asked to consider moving the quarterly report to the month following the end of our fiscal quarter and approving a specific format for Board reports. Based on their decision an addendum to our Financial Management Plan will be made.

Motion: Megan R made a motion to move the quarterly Board report to the month following the end of our fiscal quarter. The motion was seconded by Tamra.

Approved by: Megan R, Meghan L, Greg, Tamra, and Matt

Opposed by: None.

Motion: Megan R made a motion to approve a cash basis quarterly statement with A/P and A/R aging summaries. The motion was seconded by Tamra.

Approved by: Megan R, Meghan L, Greg, Tamra, and Matt

Opposed by: None.

b. Approval of Rules of the Road bus poster

A draft of the bus rules poster was included in meeting materials with the goal of having a consistent message for passengers about rules and conduct. All rules and policies are being reviewed and will be posted to our website. The issue of personal speakers and listening to audio devices without headphones was brought up and the rule will be added to the poster. Jeff added that the poster will be reinforcement for our drivers to easily enforce rules if needed. There was discussion regarding approvals needed from WSDOT and ODOT.

Motion: Megan R made a motion to approve the Rules of the Road bus poster. The motion was seconded by Matt.

Approved by: Megan R, Meghan L, Greg, Tamra, and Matt

Opposed by: None.

8. Operations Manager Report – Jeff Acciaioli

Performance Report

Jeff stated safety score is down to 84 from 86 last month, due to harsh events and a moderate increase in speeding. Fuel costs were slightly higher. There were 2 customer complaints, 3 vehicle incidents, and 3 customer incidents. The two customer complaints were just requests to add a Forrest Lane stop in Cascade Locks, a common suggestion. All vehicle issues were fairly minor besides a stuck bus in our lower Park and Ride lot, we are now using a remote site to store our bigger buses. Jeff gave a small recap of some customer incidents. Gorge-To-Mountain night service has begun, now with a second bus



travelling up on the last lap down from the mountain as most customers throughout the day choose to take the last bus home. Closures because of inclement weather at Mt. Hood Meadows and in Hood River were mentioned.

Amy commended the CAT team for dealing with the latest winter weather and mentioned the text alerts that were used during inclement weather delays and cancelations.

Tamra asked for an update on the removal of the Government Camp stop and Jeff reported we are now staying on schedule much more without having to service Government Camp.

a. Employee of the Month

Heather Muma was named Employee of the Month.

9. Executive Director Report – Amy Schlappi

a. Union Update

Amy gave an informational update on two Union *demand to bargain requests*, the first for a work out-of-class policy. Which temporarily allows lower classified employees to work at a higher classification or pay rate during a leave of absence of employees who have a higher classification. It will have a minimal financial impact. The other is the standby policy, which includes a scheduled stand-by driver in the driver bid.

Matt asked about any updates with the removed Rosauers stop. Amy has been working with City of Hood River staff and they have developed a plan of action that will be presented to the landlord of the parking lot soon. ODOT has been contacted with the hopes of adding an in-lane stop on 13th.

b. 2024 Gorge Pass Sales

CAT has fully transitioned to a pass that is valid for a full calendar year from the time of purchase. In January 2023, we sold 187 physical passes, so far this year we have sold 319 physical passes. Due in part to our expanded Gorge Transit Connect partnerships. In January 2023, we sold 377 digital passes, so far this year we have sold 321 digital passes.

10. Upcoming Events

None mentioned.

11. Adjournment – 5:18 PM

Motion: Tamra made a motion to adjourn the meeting at 5:22 PM. The motion was seconded by Matt.

Approved by: Megan R, Meghan L, Tamra, and Matt

Opposed By: None



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 long, sweeping horizontal line above the name.

Approved by: Tamra Taylor, Secretary-Treasurer



CITY OF HOOD RIVER CITY COUNCIL

DATE: January 8th, 2024

TO: Honorable Mayor Paul Blackburn and City Council

FROM: Will Norris, Urban Renewal Administrator

SUBJECT: Urban Renewal Agency Governing Board Membership

CITY COUNCIL GOAL:

- | | |
|--|---|
| <input type="checkbox"/> Equitable and Diverse Housing Inventory | <input type="checkbox"/> Efficient and Safe Transportation System for all users |
| <input type="checkbox"/> Equitable and Inclusive Community | <input type="checkbox"/> Environmentally Sustainable and Resilient Community |
| <input type="checkbox"/> Well-Maintained and Safe Community | <input type="checkbox"/> Adequate Parks and Open Space |

BACKGROUND:

The Urban Renewal Agency (Agency) Board discussed the process to review and update the Agency’s governance structure and bylaws at their December 11th Regular Meeting. The Agency’s governance and administrative structure were last revised in 2012 after the Heights Urban Renewal District was formed. The winddown of the Columbia-Cascade and Waterfront Districts as well as the new Westside District create a natural point for another review of the Agency’s structure.

The Agency Board endorsed a phased approach to this review summarized in the table below. This work begins with the membership of the Agency’s governing board which is established in the municipal code ([HRMC 2.56](#)). A City Council Ordinance is required to make a change.

	Topic	Decision Maker	Mechanism
I	Governing Board Membership	City Council	Ordinance
II	Bylaws	URA Board	Resolution
III	Advisory Committee(s)	URA Board	Resolution
IV	City/Agency Cost Allocation	URA Board/City Council	IGA or MOU

The Port of Hood River Board of Commissioners, which has held two seats on the Urban Renewal Agency Board since its inception, discussed their interest in continued participation at their December 19th meeting. The Port Commission provided a letter summarizing their discussion which is attached to this coversheet. The Commission did not believe their continued participation on the Agency Board was necessary given the shifting focus away from the waterfront.

DISCUSSION:

There is no objective “best” or optimal governing board structure for an Urban Renewal Agency. [ORS 457.045](#) sets the requirements for an Agency’s governing board, which is either the City Council or a minimum of three appointed members. The potential combinations within these bounds are innumerable, but there are commonalities.

A review of 38 other Oregon urban renewal agencies found that 29, or 76%, use only their City Council as their Agency’s governing board. Six, or 16%, add a minority of appointed members to supplement their City Council. This is also Hood River’s current structure. Only 3, or 8%, use a majority of appointed members to constitute their governing board. Tillamook had the fewest number of City Councilors on its Urban Renewal Board at two. Appointed governing board members are often drawn from other taxing districts if not general at-large appointments of residents, business or property owners.

While there is no “best” board structure, there are distinct characteristics of certain configurations:

City Council only - This most common configuration guarantees that Agency policy aligns with its sponsoring City. This is important because most urban renewal agencies use City staff and City systems to administer Agency business. A major policy disagreement between a City Council and Urban Renewal Agency could create a problem of fiduciary responsibility for staff.

The City Council configuration is likely to be the most efficient because Agency business can be conducted at any regularly scheduled City Council meeting. This includes more natural scheduling of Executive Sessions at the end of meetings rather than at the beginning to accommodate non-City Councilors. Agencies that use their City Council as their governing body often have a standing advisory committee as well.

District Representation – Urban Renewal’s primary tool of tax increment financing diverts tax from other local jurisdictions. This is likely why adding taxing district representation to serve with the City Council is the 2nd most common board structure for Oregon urban renewal agencies. Hood River’s new Westside District focuses on housing, transportation, and parks/trails. It also includes unincorporated areas of Hood River County. This could make County, Transit District, Housing Authority, or Parks & Recreation District membership a logical option. Representatives from these entities can be their elected leaders, staff members, or designated appointees. Partnerships with these tax districts, for example jointly purchasing property for a trail with the Parks and Recreation District, may create conflicts of interest for their representatives if they were required to vote on both sides of a financial transaction or Intergovernmental Agreement.

A potential hybrid approach is to schedule an annual meeting of district representatives to receive a report on urban renewal activities, approve the agency’s budget, or perform another formal action. This provides an institutionalized opportunity for engagement with the other taxing districts without requiring their attendance at regular urban renewal agency meetings.

Appointed Members – At-large members provide an opportunity to add subject matter experts, yield a proportion of decision-making authority to district stakeholders, or include individuals with differing backgrounds from the City Council. Agencies with at-large members on their governing boards typically do not have an advisory committee.

STAFF RECOMMENDATION:

Provide direction on the City Council’s preferred governing structure for the Urban Renewal Agency.

ALTERNATIVES:

The following alternatives are recommended based on the City Council's preference:

- a) *If a City Council-only Agency Board is Preferred* - Staff can return with an ordinance enacting this policy at the City Council’s February 12th meeting.
- b) *If New District Representation is Preferred* – Provide direction on the target districts. Staff will make contact and gauge their interest in participating on the Urban Renewal Agency’s Board.
- c) *If At-Large Members are Preferred* –Please provide staff direction of desired qualifications and numbers of members. City staff can return with additional research and recommendations on next steps.

SUGGESTED MOTION: To be developed during the meeting

FISCAL IMPACT: Not applicable

ATTACHMENTS:

- a) Example governance and advisory committee membership structures from other Oregon cities
- b) Port of Hood River Letter
- c) Selected pages, OEDA publication, “*Best Practices for Tax Increment Finance Agencies in Oregon*”

City	URA Governing Board	Advisory Committee
Albany	City Council	Ad hoc, seven members , residents and business owners
Astoria	City Council	Does not appear to have an Advisory Committee
Bend	City Council	Uses limited duration advisory boards for specific projects, ex. Juniper Ridge Mgmt. Advisory Board & Two-year Advisory Board to develop an Urban Renewal Feasibility Assessment.
Beaverton	City Council and 4-At Large	Standing Advisory Committee, 13-members who live, work or own a business or property.
Brookings	City Council	Municipal code creates a standing Advisory Committee , does not appear one is active .
Corvallis	City Council and one Benton County Commissioner	Does not appear to have an Advisory Committee
Fairview	City Council	No Urban Renewal Advisory Committee, but does have a standing Economic Development Committee
Florence	Mayor, 2-City Councilors, 1-County Appointee, 5-At large with special consideration for elected officials of overlapping taxing districts.	Does not appear to have an Advisory Committee
Gold Beach	City Council	Standing Advisory Committee , meets quarterly
Grants Pass	City Council	No Urban Renewal Advisory Committee , but does maintain a joint Economic Development Advisory Committee with Josephine County
Hermiston	City Council	Planning Commission is designated to review applications for façade grants
Hillsboro	City Council	No Advisory Committee
Klamath Falls	City Council	Ad hoc, committee is specific to a single district. Seven members: 4- Business/property owners, 1- Fire district rep., 1- County rep., 1- Council rep.
The Dalles	9- Members: 3- City Councilors, 2- District Business Owners, 1- Wasco County rep., 1- Mid-Columbia Fire and Rescue rep., 1- N. Wasco County Parks & Rec District rep., 1- Port of The Dalles rep.	No Advisory Committee
LaGrande	City Council	Standing Advisory Committee
Lake Oswego	City Council	No Advisory Committee
Lincoln City	City Council	Ad hoc, District specific advisory committees

Madras	Minimum 9 & maximum 13 Commissioners, consisting of the full 7-member City Council plus appointed members of the public. Ord. 936	No Advisory Committee
McMinnville	City Council	Ad hoc, 7 members , residents and business owners. Additionally includes non-voting representatives of Downtown Assoc., Water & Light, and City Council
Milwaukie	City Council	9 community members tasked with creating Five Year Action Plan.
Monmouth	City Council	Advisory Committee authorized but does not appear active.
Newburg	City Council	Bylaws authorize an Advisory Committee. Not clear if one is active.
Newport	City Council	No Advisory Committee
Oregon City	City Council and 2 Mayoral appointees	No Advisory Committee
Pendleton	City Council	Standing Advisory Committee, meets monthly
Redmond	City Council	Standing Downtown Advisory Committee
Roseburg	City Council	Does not appear to have an Advisory Committee, but does have an Economic Development Advisory Committee
Sandy	City Council plus Chamber of Commerce Rep. and Fire Dist. Rep.	No Urban Renewal Advisory Committee, but maintains Economic Development Committee
Salem	City Council	Three advisory committees with different geographic focuses
Sherwood	City Council	No Advisory Committee
Sisters	City Council	Advisory Committee participated in the District creation, appears no longer active.
Springfield	City Council with 1 County Representative	Ad hoc committee focused on a specific urban renewal district
Sutherlin	City Council	Standing Urban Renewal Taskforce , may not be active
Tigard	City Council	11 members, all residents or business owners appointed by the City Council. 2.64.070
Tillamook	2-City Councilors and 5-At Large members	No Advisory Committee
Troutdale	City Council	Standing Town Center Advisory Board implements Downtown Plan also advises on Agency business.
Veneta	City Council	No Advisory Committee, does have an Economic Development Committee
Wilsonville	City Council	Ad hoc, Urban Renewal Task Force



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December 21, 2023

Will Norris, Urban Renewal Administrator
City of Hood River
211 Second St.
Hood River, OR 97031

Re: Port of Hood River Participation on Hood River Urban Renewal Board

Dear Will,

The Port of Hood River Commission at their December 19th regular board meeting discussed their participation on the Hood River Urban Renewal District. With the Waterfront Urban Renewal District coming to a close, the Commission did not feel that continued participation on the board was necessary with the city's focus on the Heights and Westside districts.

If the City does entertain urban renewal activities on the Hood River waterfront, the Port would like to be kept informed of any projects or tax implications.

Respectfully,

A handwritten signature in blue ink, appearing to read "Kevin M. Greenwood".

Kevin M. Greenwood
Executive Director

cc: Port of Hood River Board of Commissioners
Abigail Elder, Hood River City Manager

3.1 ESTABLISHING THE BOARD

A. Background

Urban renewal agencies are governed by a separate and distinct board from the municipality by which it was formed. The municipal entity that creates the TIF district is responsible for determining the structure of the board, as provided by ORS 457.045.

B. Statutory Provisions

ORS 457.045 provides that a municipality's governing body may choose to exercise the powers of a TIF agency by:

- The municipality's housing authority,
- A separate board or commission of no fewer than three members, or
- By the governing body itself, acting as a governing body separate from the municipality they were elected to represent.

A housing authority functioning as a TIF agency must appoint an advisory board, but otherwise, advisory committees are not required.

C. Discussion

Historically, in Oregon, elected municipal officials have generally desired substantial control over TIF decisions. Therefore, most TIF agency boards consist of the members of the city council or county commission. Of those TIF agencies where the municipality's governing board created boards consisting of non-elected officials, some require that at least one member of the board be an elected municipal official.

The governing bodies of municipalities just starting a TIF program can sometimes find it difficult to decide whether to establish a separate board or retain direct authority. There are examples where municipalities have created a separate board and later decided to return authority to the elected governing body. The agency board may also decide whether or not to designate one or more advisory committees, and if so, the board also determines what functions the committee(s) should serve.

The following two books have been suggested as a reference if additional information on governance guidance is needed. First, *Corporate Governance Best Practices: Strategies for Public, Private and Not-for-Profit Organizations*, by Frederick Lipman and Keith Lipman. Second, *Practitioner's Guide to Governance as Leadership: Building High-Performing Nonprofit Boards*, by Cathy Trower.

1. Relationship between board and staff

The success of the TIF district is very much dependent upon the staff and the support they receive from the TIF agency board. What often undermines the success of an organization are conflicts of interest, either actual or perceived.

Practically speaking, there are very few TIF agencies that have the staff resources to operate independently. Although the TIF agency may have staff dedicated to TIF projects and activities, the agency is generally supported by departments in the rest of the municipal organization, such as finance, planning, public works, and city or county management. This reality makes it very challenging for staff should there be two separate and distinct boards.

2. Duty of loyalty

The duty of loyalty to a distinct entity may be addressed through the recognition that the TIF agency is a component unit of its founding municipality. In other words, loyalty belongs to the parent entity (i.e., the municipality that created the TIF agency).

TIF functions and activities are generally specific and limited. The TIF agency's authority is controlled not only by state law but also by policy documents. The TIF plan specifies the projects and activities to be undertaken, the estimated cost of projects and activities, the maximum amount of funding, and the estimated timeline.

Each TIF plan is different, with various projects and activities of the TIF agency supporting the overall vision. Therefore, each TIF agency has different leadership and governing requirements, and these may vary from time to time during the life and implementation of a TIF plan.

3. Municipal governing board vs. appointed board configuration

There are advantages and disadvantages to each of the two options currently used in Oregon (no housing authorities currently exercise TIF powers).

Table 2. Overview of Board Structure

	ELECTED CITY OR COUNTY OFFICIALS	APPOINTED BOARD
Direct oversight of elected officials	Retained	Compromised
Perception of decision being final	Retained	Perception may be that decisions may be challenged
Public attendance at meetings	Improved attendance (other business)	Attendance may be reduced
Representation of board	Limited to elected officials	Board members with unique qualifications can be recruited
Accountability	Accountable to voters	Accountable to elected body
Stability	Potential to be less stable (subject to change with each election)	Generally more stable
Sufficient attention	Heavy demands of the primary entity may reduce attention—involvement with other related issues may offset	Generally more direct attention

4. City council or county commission as agency board

The advantages of designating the city council/commission or county commission as the TIF agency board include:

- Direct oversight is retained by the municipality’s elected officials. Given the scope and importance of decisions regarding TIF in most communities, this degree of oversight is important.
- Decisions will be considered final, as opposed to the decisions of a separate board, which might be appealed to the governing body. (However, the decisions of a separate TIF agency board in undertaking an adopted TIF plan are not, strictly speaking, appealable to the municipal’s governing body).
- The TIF agency’s board meetings may be better attended if held concurrently with council or commission meetings.

The disadvantages of this form of governance include:

- Representation on the TIF agency board is limited to the elected municipal officials. Opportunities for other qualified or interested citizens (e.g., real estate developers, lenders, and other experts) to directly participate in agency governance are eliminated.
- Board membership can be unstable (i.e., subject to change with each election, potentially resulting in a lack of continuity in TIF agency governance and decision-making). This instability is often mitigated by continuity among staff, legal representation, and advisors.
- TIF agency decisions may be, in part, based on political agendas rather than sound development considerations.
- TIF agency issues may not receive sufficient attention from board members who often have heavy demands placed on them in their roles as city council or county commission members. This can be mitigated by the use of advisory committees (ad-hoc or otherwise).
- Actual or perceived conflicts between the TIF agency and the municipality may exist, making it more difficult for these interests to be kept separate.
- The TIF agency board may not be as willing to advocate for their interests when they conflict with municipal interests.
- In some cases, there may be confusion as to which legal body has the authority to make a particular decision.

5. Separate agency board

The advantages of designating a separate TIF agency board include:

- The board's full attention can be given to TIF matters.
- The board may be more likely to represent the interests of the TIF agency in those circumstances where there may be conflicts with the municipality.
- The potential conflict of interest is limited as the TIF agency is a component unit of the parent municipality.
- TIF agency decisions might be more likely to be made on the basis of sound development considerations.
- Board membership may include one or more elected officials in order to retain a measure of direct oversight by the municipal governing body.
- There may be other unintended consequences associated with appointing fewer than all elected officials to an advisory committee.

- Perception, real or not, that the appointed elected officials speak for the majority of the municipal governing board.
- Potential communication issues created by filtering information.
- Board membership may represent particular areas of expertise, interests in the community and/or within the TIF district.

The disadvantages of this form of governance include:

- The municipal governing body may be unwilling to truly delegate authority to a separate board, resulting in second guessing board decisions.
- The board is less accountable to the voters of the municipality.
- Board decisions may not be considered final by the public. They may be appealed to the governing body, causing delays or reversals of board decisions.
- In smaller organizations where the same staff that perform city or county functions also perform TIF functions, the potential for conflicting direction increases.

6. TIF boards in Oregon

In Oregon, a majority of TIF agencies are governed by the elected officials of the municipality by which it was created. Additionally, there are examples within the state of the elected body of the municipality changing the board composition to address changes in conditions within the community or the TIF plan.

Table 3. Elected boards vs. appointed boards

	ELECTED CITY OR COUNTY OFFICIALS	APPOINTED BOARD
Number of agencies	Retained	Compromised
Advisory boards	Retained	Perception may be that decisions may be challenged
Change in board composition	Improved attendance – other business	Attendance may be reduced

D. Best Practices Tips

Elected officials of the municipal governing board are encouraged to give serious consideration to the issues presented above. They should also consider public comments about the various options for board composition, given their specific plan, community, and other issues, prior to forming the TIF agency and/or making changes to an existing agency board.

If the municipal governing board chooses to appoint a separate group, whether that group includes one or more elected municipal governing board members or not, the municipal governing board is encouraged to document desired board member profiles, roles and responsibilities for the board, its members, and the governing body.

3.2 ADVISORY COMMITTEES

A. Background

Any TIF agency board may appoint an advisory committee, although advisory committees are more frequently appointed by boards that consist of the municipal governing body. Advising committees can be either long-standing or ad-hoc to respond to specific issues.

B. Statutory Provisions

There are no statutory provisions for advisory committees.

C. Discussion

Appointing an advisory committee(s) can help mitigate some of the disadvantages of having the city council or county commission serve as the TIF agency board.

- Advisory committees can devote their full attention to TIF issues, and the TIF agency board can choose to heavily rely on their advice.
- Advisory committees can also broaden participation in TIF decisions and can represent varying interests and expertise in the community.
- Municipalities should be aware that advisory committees may have a tendency to desire direct decision-making authority when it is not desired by the TIF agency board, which can lead to conflicts with the TIF agency board.

3. CREATING A TAX INCREMENT FINANCING AGENCY

- The TIF agency board can also decide whether the committee is to advise on all TIF issues, or only on certain types of issues.
- Ad-hoc committees may serve the TIF agency board best because they have a limited scope and time frame. This may serve to:
 - Increase the efficiency of an organization
 - Reduce potential conflicts in authority with elected boards
 - Increase ability to recruit experts for a given project or program
 - Expand the field of potential committee members due to reduced length of time commitment
- A TIF agency board can give consistent and substantial weight to advisory committee recommendations.
- Though the TIF agency board is not bound by advisory committee recommendations, if such recommendations are not given a prominent place in board decisions, the advisory committee will lose its effectiveness.
- Ad-hoc committees can be assigned to specific projects or programs.

Table 4. Ad-hoc committees vs. standing committees

	AD-HOC COMMITTEE	STANDING COMMITTEE
Dedicate full attention to agency activities	Yes	Yes
Broaden participation in agency activities	Yes	Yes
May desire direct decision authority	Less likely	More likely
Limited scope and time line	Generally	Generally no
Increase efficiency of staff	Generally	Possibly, but less often
Reduce potential conflicts of authority with elected officials	Generally	Possibly, but less often
Increase potential to recruit experts	Yes	More so than elected bodies, less so than ad-hoc committee
Expanded pool of potential members due to reduced time commitment	Yes	More so than elected bodies, less so than ad-hoc committee

D. Best Practices Tips

If the board consists of the municipal governing board, AORA encourages the use of ad-hoc committees to advise the municipal governing board on various projects and/or programs.

If jurisdictions decide to create continuing advisory committees, then these committees should have clear and defined parameters, and those parameters should include topics like: purpose, composition, term-limits, staffing costs, etc.

Columbia Area Transit

Statement of Activity

January 2024

	TOTAL
Revenue	
4001 Fare Revenue	27,412.95
4200 Federal Funds	50,893.00
4700 State Funds	142,090.65
4800 Tax Revenue	
4870 Property Taxes	1,161.97
Total 4800 Tax Revenue	1,161.97
4900 Other Revenue	9,135.20
Total Revenue	\$230,693.77
Cost of Goods Sold	
5005 Vehicle Expense	769.78
5019 Fuel	15,192.65
5020 Operation Expenses	2,354.16
5100 Communication Expense	2,154.01
5200 Vehicle Insurance	-15.00
5500 Driver Expenses	1,852.00
5600 Advertising & Marketing	1,828.88
5700 Grant/Contract Match Funds	10,898.71
Total Cost of Goods Sold	\$35,035.19
GROSS PROFIT	\$195,658.58
Expenditures	
7000 Administrative Expenses	25,139.83
8000 Personnel Expense	
8003 Administrative Personnel Expense	
8005 Administrative Wages & Salary	19,994.36
8030 Administrative Employer Taxes	2,211.23
8080 Administrative Benefits	960.96
Total 8003 Administrative Personnel Expense	23,166.55
8103 Direct Service Personnel Expense	
8105 Direct Service Wages & Salary	81,322.44
8130 Direct Service Employer Taxes	9,811.83
8180 Direct Service Benefits	2,887.42
Total 8103 Direct Service Personnel Expense	94,021.69
Total 8000 Personnel Expense	117,188.24
Unapplied Cash Bill Payment Expense	-133.00
Total Expenditures	\$142,195.07
NET OPERATING REVENUE	\$53,463.51
NET REVENUE	\$53,463.51

Columbia Area Transit

A/P Aging Summary

As of January 31, 2024

	CURRENT	1 - 30	31 - 60	61 - 90	91 AND OVER	TOTAL
A&E Heating and Air, Inc.	34,040.50					\$34,040.50
Amalgamated Transit Union	159.85					\$159.85
Butterfield Testing Solutions				401.00		\$401.00
Cascade Health Solutions	216.00					\$216.00
Cintas	103.41					\$103.41
Columbia Community Connection	175.00					\$175.00
Domain Listings		288.00				\$288.00
Gorge Area Business Assistance	586.58					\$586.58
H2 Oregon	18.90					\$18.90
MCEDD	1,890.88	10,565.85				\$12,456.73
Mount Adams Transportation Service - MATS	1,883.88					\$1,883.88
Napa Auto Parts	705.40					\$705.40
Nick Herman	4,201.50	552.50				\$4,754.00
Ortigoza	215.00					\$215.00
Point S Tire & Auto Service		60.00				\$60.00
Providence OCC Travel Medicine Clinic	50.00					\$50.00
Romaine Electric				313.05		\$313.05
Schetky Northwest Sales, Inc.				33.02		\$33.02
Secretary of State - Audits Division	250.00					\$250.00
Skamania County	1,883.88					\$1,883.88
Special Districts Insurance	65,775.71					\$65,775.71
State Of Oregon - Government Ethics Commission	945.68					\$945.68
Transportation Options Group of Oregon	250.00					\$250.00
Two Dogs Plumbing & Drain Cleaning, Inc.		338.00				\$338.00
Weatherly Printing				530.85		\$530.85
TOTAL	\$113,352.17	\$11,804.35	\$0.00	\$1,277.92	\$0.00	\$126,434.44

Note: This is exclusively on accrual basis report and therefore not included in any of the cash basis reports provided.

Columbia Area Transit

A/R Aging Summary

As of January 31, 2024

	CURRENT	1 - 30	31 - 60	61 - 90	91 AND OVER	TOTAL
Columbia Gorge Tourism	887.00					\$887.00
Insitu Inc.	680.00					\$680.00
MCEDD (The Link)	3,260.00					\$3,260.00
Project Access Now - CAP	120.00					\$120.00
R.E.I. - Recreational Equipment Inc.					8,640.00	\$8,640.00
USDA Forest Service			82,484.00			\$82,484.00
TOTAL	\$4,947.00	\$0.00	\$82,484.00	\$0.00	\$8,640.00	\$96,071.00

Note: This is exclusively an accrual basis report, and therefore not included in any of the cash basis reports provided.



Memo

To: HRCTD - BOARD OF DIRECTORS
From: Amy Schlappi
Date: February 21st, 2024
Re: Work-Out-Of-Class Pay Rate Program

Background

To creatively meet operational needs when staffing levels are low due to extended leave, staff is proposing the implementation of a Work-Out-Of-Class Pay Rate Program. This program will allow (when needed) management to assign an employee higher-level duties that are typically representative of a different job classification for a temporary period. Typically, this program would be enacted when a Field Supervisor is on extended leave. A Field Supervisor is on duty whenever the District is operating and if a Field Supervisor is on extended leave it can be difficult to fill all shifts with management staff only. This program would allow management to assign an eligible employee to work open Field Supervisor shifts that management staff cannot cover.

Management staff has reviewed the Work-Out-Of-Class Pay Rate Program with HR Answers Consultant, the District Labor Attorney and the Union. The attached document reflects all feedback received.

The financial impact of this program will be minimal for most of the foreseeable Work-Out-Of-Class assignments (Field Supervisor). The impact would be greater if a Work-Out-Of-Class assignment is needed for the Executive Director position.

Action Required

The board should discuss and vote to approve or not approve the Work-Out-Of-Class Pay rate program.

Recommendation

CAT staff recommends that the board approves the Work-Out-Of-Class Pay rate program.

Attachments:

Work-Out-Of-Class Pay Rate Program Policy



Work-Out-Of-Class Pay Rate Program

Columbia Area Transit (CAT) may choose to assign any employee higher level duties that are typically representative of a different job classification by management for a temporary period of time. Employees must be trained on how to perform those higher-level duties to be eligible for the CAT Work-Out-Of-Class (WOC) Pay Rate Program.

The description of need and position requirements for the Interim Field Supervisor are in Exhibit A. The Executive Director will update additional exhibits for other roles as appropriate.

Duration

A WOC assignment is generally for a period of 10 consecutive calendar days or more. The Executive Directive may approve a WOC assignment for a period less than 10 consecutive calendar days if needed to maintain operations. A WOC assignment can only be made for a temporary basis.

Pay:

- a) Payment for WOC is a dollar amount paid in addition to an employee's base rate of pay.
- b) The WOC rate of pay for temporary duties at a higher classification is the difference between the employee's base rate of pay and the first step of the higher (WOC) classification's salary range.
- c) The WOC rate of pay will only be paid for shifts worked in the higher WOC classification.

Selection Process:

The employee should meet the minimum qualifications (MQs) for the higher (WOC) job classification and be trained on how to complete the higher-level duties to be eligible for the WOC program. Training on the MQs for the higher classification may occur during the employee's workday in their current capacity as appropriate – they will not receive the higher pay for training. If an employee is interested in training they should notify management.

WOC assignments will be posted through an internal messaging system and eligible employees may apply.

Before a WOC assignment commences management will ensure that the assigned employee is properly trained or has received a refresher training session on responsibilities and required tasks.

Documentation:

Retain the following written documentation:

- a) reason for the assignment,
- b) the higher-level duties to be performed,
- c) the new classification title,
- d) copy of the position description or written description of the higher-level duties,
- e) does the employee's meet qualifications of the higher-level classification,
- f) dates of assignment,
- g) differential amount, and
- h) signatures of both (sending and receiving) supervisors and employee accepting assignment.

Exhibit A: Interim Field Supervisor Eligibility Criteria and Description of Duties

Overview: Columbia Area Transit (CAT) operates seven days a week from 6:00am to 8:30pm. CAT has a Field Supervisor on duty during service hours. If one of the Field Supervisors is on extended leave or if more than one field supervisor is out due to unscheduled and/or scheduled PTO it can be difficult for the remaining management staff to cover the Field Supervisor shifts in addition to their job responsibilities. To ensure services are maintained when the district is understaffed it is necessary to schedule drivers who have additional experience, skills, and training for Field Supervisor shifts.

Position Requirement: Drivers that are eligible for the Interim Field Supervisor WOC Pay Rate Program must meet the below requirements:

- a) Class B CDL
- b) Successfully Completed Reasonable Suspicion Training
- c) Knowledge on how to book Dial-A-Ride or Deviated Fixed Route trips
- d) Understand CAT emergency procedures
- e) Proven ability to solve operational issues to maintain operations
- f) Basic working knowledge of how to use Samsara and Fleetio
- g) Knowledge of how complete ridership data
- h) Understanding of how to troubleshoot and address vehicle repair or maintenance issues

Interim Field Supervisor description of duties are:

- a) Monitor drivers well-being and require a Reasonable Suspicion Drug and/or Alcohol test if appropriate
- b) Implement CAT emergency procedures if needed
- c) Solve operational issues to maintain operations
- d) Track vehicles and confirm if they are on time or running behind – make alternate arrangements if needed
- e) Track vehicle maintenance and repair issues in Fleetio and work on resolving them
- f) Assist with ridership compilation
- g) Open and/or lock up the Office

The Interim Field Supervisor does NOT have the authority to:

- a) Participate in Corrective Actions or Coachings
- b) Review of Speeding Violations and Pre/Post-Trips
- c) Review of cameras due to complaint or incident report
- d) Approve and make corrections to timesheets

The Interim Field Supervisor will mostly work in the CAT office and the field as needed.



Memo

To: HRCTD - BOARD OF DIRECTORS
From: Amy Schlappi
Date: February 21st, 2024
Re: Rider Rules of the Road & Suspension Policy

Background

Per the January 24th board meeting staff have been updating the District's Rider Rules of the Road and Suspension policy to create more clarity on District policies for riders and staff. The attached policies have been reviewed by ODOT's consultant RLS and reviewed by employees. Policies reflect feedback received.

Action Required

The board should discuss and vote to approve or not approve the Rider Rules and Suspension Policy.

Recommendation

CAT staff recommends that the board approves the Rider Rules and Suspension Policy.

Attachments:

Rider Rules and Suspension Policy



Rules of the Road

When Riding CAT Services:

1. Be Courteous and Kind to Others:
 - a. Everyone deserves a comfortable ride. Noise should be kept to a minimum. Keep mobile devices at a low volume and always wear headphones.
 - b. Be thoughtful of seniors and individuals with disabilities and allow them to have access to a seat.
2. Pay Your Fare: Valid and correct fare is required. Be ready to show your Annual Gorge Transit Pass (on your phone or physical card pass), token, or deposit cash fare.
3. Mind Each Other's Space and Privacy: If you have a bag, dog, stroller or other large object make sure it's not blocking the aisle, doorway, or in someone else's space. If you're standing, move back so others can board.
4. Be Safe for Yourself and Others: It is unlawful to threaten the safety of a rider or driver, or interfere with the movement of a bus.
5. Keep Food and Drinks in Closed Containers: Please refrain from eating on CAT buses but food and drink in closed containers are allowed on board.
6. These items or actions are never permitted on CAT buses or facilities:
 - a. Smoking, Tobacco, or Vaping
 - b. Flammable or hazardous materials
 - c. Weapons
 - d. Consumption of alcohol, drugs, or other intoxicants
 - e. Littering or vandalization of CAT vehicles and facilities

General CAT Policies:

1. **APPROVED - Service Animals & Pets:** Service animals are allowed on all Columbia Area Transit vehicles. This includes animals-in-training accompanied by a trainer or person with a disability. No permit is required, but the driver may ask if your animal is a service animal. Service animals must remain on the floor without blocking the aisle or on the owner's lap.

Non-service animal dogs may ride at the discretion of the bus driver under these guidelines:

- Drivers may refuse to transport a person and their dog if they already have another dog onboard.
- Drivers may refuse to transport or request the removal of a dog if it is creating a hazard or disturbance.
- All dogs that are not service animals must be on a leash.
- Dogs are not allowed to occupy seats; they must remain either on the floor or sit on the owner's lap.

Animals other than dogs and service animals are not allowed on Columbia Area Transit vehicles unless they are in a confined container or carrier.

2. **Strollers:** Strollers used to transport children are allowed on CAT buses. Lifts may be used if the stroller is unable to fit up the stairs. Children must be removed from the stroller when the vehicle is in motion. ADA mobility devices do have a preference over strollers.
3. **Bags:** Riders must control their bags on the bus and load and unload in one trip. Leaking bags or bags that are so big or numerous that they block aisles aren't allowed. If your item or items obstruct access or pose a safety risk, you might be asked to wait for the next vehicle to come along — or in some cases, not board at all.
4. **APPROVED - Youth:** Riders 10 and under ride for FREE. The public transit system welcomes all riders. However, bus drivers have the right to refuse service to any rider 10 and under who is without supervision.
5. **Bicycles:** All CAT vehicles have safe and easy-to-use bike racks and all of our drivers can offer guidance on how to operate the rack. Please note, that we have a variety of bike racks that may not fit all tire widths. Space for your bike is on a first come first serve basis. It is up to the rider to lift and secure their own bike. If there is no bicycle rack space available a rider may bring the bicycle on board the vehicle if it can be done and stored safely and without disturbing other passengers. The lift may not be used to bring a bicycle on board and drivers will not assist. The large Columbia Gorge Express buses are equipped with LOLO bike racks that will hold up to six bikes! [Watch this video to learn how to load your bikes](#)
6. **APPROVED - Wheelchair Securement (Effective July 1, 2021):**
 - a. When boarding the bus, the Operator will:
 - i. Assist passenger to lift the folding bus seat and locate the securement equipment. Use hooks and/or tethers to secure the frame of the mobility device to the bus. Instruct passenger to set the mobility device's brake and turn off power (if powered).
 - ii. Offer the use of an optional, adjustable lap/shoulder belt for convenience and comfort. This is not mandatory.
 - iii. Release the securement equipment from the mobility device and assist the passenger to exit.

- b. Policy for Mobility Device Securement on Buses:
 - i. CAT requires that passengers in mobility devices ride with their devices secured while in the bus. All mobility devices must be secured to the floor of CAT buses during transportation. Passengers who do not comply with this policy may be denied transportation, as allowed under the ADA 49 CFR Part 38. Section 37.165(c)(3) of the DOT ADA regulations.
 - ii. The policy applies to all mobility devices CAT is able to secure. It does not apply to those devices that cannot be secured. If tie-down equipment does not fit or is broken, the passenger will be allowed to ride.
 - iii. CAT bus operators must verify that all mobility devices are secured while the bus is in motion, except as stated earlier. The bus operator must secure the mobility device or must ensure proper securement if it is performed by the passenger or personal care attendant (PCA).
 - iv. CAT recommends, but does not require, that the mobility device user utilize lap and/or shoulder belts available on all buses. The bus operator will assist with lap and shoulder belt if desired.
 - v. All CAT buses accommodate wheelchairs, scooters, and similar mobility devices up to 30 inches wide & 48 inches long (based on the available space on the bus).
 - vi. The mobility device and passenger together must not exceed the weight limits of the lift or the ramp which is set at 600 pounds. Mobility devices exceeding these limits may be denied access if they create any safety, maneuverability or mechanical problems.
 - vii. For their safety, passengers using three-wheeled scooters are strongly encouraged, but not required, to transfer to a regular bus seat whenever possible, as recommended by most scooter manufacturers. The scooter will then be secured in the wheelchair securement area.
 - viii. The marking and tether strap program is voluntary, and wheelchairs without markings or straps will be secured to the best of the ability of CAT bus operators. Passengers interested in this program, can call 541.386.4202 or email info@RideCATBus.org.
- 7. **Lifts:** CAT permits individuals with disabilities who do not use wheelchairs, including standees, to use vehicle lift or ramp to enter the vehicle.
- 8. **REQUIRED - Personal Care Assistants (PCA's):** Are not required to pay a fare when accompanying an individual on CAT services.
- 9. **APPROVED - Flag Stop:** If you see the Hood River City or Upper Valley bus, and are not at a designated stop, you can wave your hand to tell the bus driver you'd like to be picked up . Be sure to stand on the correct side of the road near a safe place for the bus driver to pull over. Drivers will not pull over if they do not deem it safe.

10. **Inclement Weather:** The safety of all riders is our priority. When the region experiences snow, extreme fog, freezing rain, or any other inclement weather we may delay or suspend our services. We do our best to update this site with route modifications, but please call us at (541)386-4202 if you have further questions. Sign up for text alerts through our partners at GorgeTranslink Alliance.
11. **APPROVED - Refund Policy:** The District shall not provide a refund of the unused portion of any pass, ticket, token or cash fare. If a person loses access privileges to District facilities and/or services they forfeit the values of that pass, ticket, token or cash fare.
12. **Notice of Video and Audio Surveillance:** Vehicles and transit facilities are equipped with surveillance systems. Video and audio may be recorded,
13. **APPROVED - Holidays:** We observe the following holidays by closing most of CAT services.
 - a. New Year's Day (Closed)
 - b. Martin Luther King's Birthday (Operating weekend service)
 - c. President's Day (Operating weekend service)
 - d. Memorial Day (Operating weekend service)
 - e. Juneteenth (Operating weekend service)
 - f. Fourth of July (Operating weekend service)
 - g. Labor Day (Operating weekend service)
 - h. Thanksgiving Day (Closed)
 - i. Day After Thanksgiving (Operating weekend service)
 - j. Christmas Day (Closed)

Rider Suspension:

1. **Refusal of Service Due to Rider Conduct:** Refusal of service may occur in situations where a rider engages in violent, seriously disruptive, or illegal conduct; or represents a direct threat to the health or safety of others. It should be noted that refusal of service to an individual with disabilities shall not occur solely because the individual's disability results in involuntary behavior that may offend, annoy, or inconvenience others.

The duration of suspension can last if the rider continues to engage in prohibited conduct or poses a direct threat to others.

2. **No-Show Policy (Dial-A-Ride, Deviated Fixed Route, ADA Complementary Paratransit):**

CAT may suspend riders who "establish a pattern or practice of missing scheduled trips" after providing a rider due process. A "pattern or practice" involves "intentional, repeated or regular actions, not isolated, accidental, or singular incidents."

CAT may count late cancellations as no-shows for trips canceled less than one hour prior to the scheduled pick-up time. No-shows or late cancellations for reasons that are beyond the rider's control will not be counted. Within a 30-day period, three (3) or more no-shows/late cancellations that also represent at least 50 percent of scheduled trips will be grounds for temporary suspension of service.

CAT cannot impose a mandatory financial penalty, including charging for the fare for the no-show trip.

The duration of the suspension will be for a reasonable period of time but will not be longer than 30 days. Rider will receive a written Notice of Suspension, citing which trips were no-shows and/or late cancellations and the date of proposed suspended service. Additionally, the written notice will inform riders facing suspension that they have the right to appeal the proposed suspension (with an option for an in-person appeal).

Appealing a No-Show Penalty/Suspension

CAT riders have the right to appeal the notice of no-show or suspension. Appeals must be sent in writing to the ADA Eligibility Coordinator at 224 Wasco Loop, Hood River, OR 97031 within 14 days of the notice date.

Step 1: Please provide your response in writing, including a copy of the notice submitted to you. The appeal should state the reason you believe the no-show/late cancellation notice or suspension is invalid.

Step 2: Upon receipt of the request for appeal, the ADA Eligibility Coordinator will determine whether the no-show/late cancellation penalty or suspension should be withdrawn. The coordinator's investigation and decision will consider the rider's trends and patterns, medical emergencies, or situations outside the rider's or caregiver's control.

Step 3: If you are not satisfied with the ADA Eligibility Coordinator's investigation or decision, you may request a meeting with CAT's Executive Director or their designee to review your concerns. A suspension will not occur until all appeal remedies that you have requested have been exhausted.

The Executive Director shall report all suspensions to the Board of Directors at the next following Board meeting.



Memo

To: HRCTD - BOARD OF DIRECTORS
From: Amy Schlappi, Executive Director
Date: February 21, 2024
Re: Approval of Upcoming Grant Applications

Background

Per HRCTD's Financial Management Policy staff seeks approval to submit the applications described below by March 12th. Please keep in mind that staff is still finalizing the applications so some adjustments may occur.

1. 5339 Bus and Bus Facilities Discretionary Program
 - a. Project Summary: CAT will be partnering with the Port of Hood River and regional transit providers to create a regional transit hub. This project will also include the acquisition of land to construct a park-and-ride facility.
 - b. Total Cost: \$1,000,000.
 - c. Expected Match: \$100,000 – the district is working to identify other sources to assist with the match.
2. 5310 Enhanced Mobility of Seniors and Individuals with Disabilities Discretionary Program
 - a. Project Summary: CAT seeks to offer increased demand response capacity for Upper Valley and the City of Hood River community members for two years.
 - b. Total Cost: \$701,000
 - c. Expected Match: \$300,000 – STIF funds can be used for match.
3. Vehicle Replacement Discretionary Program
 - a. Project Summary: CAT is seeking to replace seasonal service vehicles to better accommodate recreational equipment and reintroduce a low-floor trolley bus to the fleet.
 - b. Total Cost: \$900,000
 - c. Expected Match: \$92,000 – the City of Hood River has already provided some match, the sale of current buses should reduce the burden on the district. There may be other sources of match available.
4. Section 5304 Statewide Transportation Planning Grant Program
 - a. Project Summary: CAT is seeking a consultant to assist with the creation of a transit facility plan and identifying specific needs to meet district goals.
 - b. Total Cost: \$45,000
 - c. Expected Match: \$9,000 – This match would come from local funds.



Recommendation

Staff is recommending that the board approves staff to submit the grant applications as described above.



Memo

To: HRCTD - BOARD OF DIRECTORS
From: Amy Schlappi, Executive Director
Date: February 21, 2024
Re: Budget Committee Member Application

Background

CAT currently has two openings on the Budget Committee. Staff have received one application so far.

Action Required

The board should discuss and vote to appoint or not appoint Leanne Hogie to the budget committee for a 3-year term.

Attachments:

Leanne Hogie Budget Committee application



Hood River County Transportation District Committee Member Application

Hood River County Transportation District (which does business as Columbia Area Transit - CAT) is the public transportation provider within Hood River County and between Gorge communities and Portland. To apply for a HRCTD Committee Member position please complete this document and email to tim@cattransit.org or deliver to the Hood River County Transportation District office at 224 Wasco Loop, Hood River OR 97031.

Name: Leanne Hogie

Date: Jan 30, 2024

Email: lhogie@aol.com

Phone Number: 541-645-0443

Please circle the committee that you are interested in:

Budget Committee

Statewide Transportation Improvement Fund Advisory Committee

1. Do you live or work in Hood River County? If so, where?

Yes – in the county near the Rockford Grange

2. What is your interest or goal for public transit in Hood River County?

I have served on the Board in the past and as the chair of the Board. I want there to be public transportation options available to a wide range of people in the Gorge.

3. Describe the strength that you could bring to the HRCTD Committee that you would like to be part of.

Past experience with the CAT board. Trained as an economist and enjoy analyzing numbers.



Memo

To: HRCTD - BOARD OF DIRECTORS
From: Amy Schlappi
Date: February 21, 2024
Re: Proposed Hood River Connect Service Changes

Background

At the June 21, 2023 board meeting staff shared info about a couple of underperforming services:

- Cascade Locks:
 - Deviated fixed route which operates Monday-Friday 2 trips per day.
 - FY2023 through May there were 728 boarded rides and 1.4 boarded rides per service hour. For the same period of time in FY2022 there were 983 boarded rides. This is a decrease of 255 boarded rides however it should be noted that there was more service offered in FY2022. The majority of these rides are using the deviated option.
 - This service costs about \$10K a month to operate.
 - On most days the Dial-A-Ride service has the capacity to serve the community members who use this service who are not able to use the Columbia Gorge Express service.
- Hood River Connect:
 - Pilot service which began in April 2022 to help connect visitors arriving from Portland on the Columbia Gorge Express to the Downtown Hood River and the Port.
 - Ridership has not been as strong as expected and riders are using other services or transportation modes to connect to Downtown Hood River. In FY2023 there were 887 boarded rides and 1.7 boarded rides per service hour.
 - Potential seasonal service. Long term solution would be splitting up the Hood River City route as stated in the Transit Master Plan.
 - This service costs about \$9K per month to Operate.

The board approved staff to reach out to community members and stakeholders and based on those conversations and additional data gathering move towards:

- replacing the Cascade Locks Deviated Fixed Route Service with Dial-a-Ride services and



- removing the Hood River Connect service

After additional research and outreach, staff proposed at the August 16, 2023 board meeting that the board approve the replacement of the Cascade Locks Deviated Fixed Route Service with Dial-A-Ride and leave the Hood River Connect Service. This decision was approved by the board.

Since this decision, there has been a slight increase in ridership but not enough to justify the service when those funds could be directed elsewhere. CAT will be able to better serve those riders when the City of Hood River service split occurs as part of the Transit Master Plan implementation.

Action Required

Discuss proposed service changes and approve, reject, or make recommendations.

Recommendation

Staff recommends that the board cancel the Hood River Connect service on April 26, 2024.



Dear Senator Merkley and Senator Wyden,

Columbia Area Transit (CAT) supports the Port of Hood River's Congressionally Directed Spending grant request for the proposed Lot 1 Transportation Improvements project. This project addresses critical transportation needs between I-84, downtown Hood River, and the Hood River waterfront, and will help support regional transit by maintaining mobility and capacity on I-84 and implementing a new transit facility on the waterfront.

The Port of Hood River is seeking support to help with the final design and construction for the development, which includes a roundabout at Second Street and Riverside Drive, a re-alignment of First Street at the project site, and an improved stormwater collection system. Planned improvements feature a new transit facility along the waterfront to encourage multimodal access to the waterfront, which will directly support our work as a regional public transportation provider. CAT is the primary transit provider in the Hood River County area with connections to transit providers in adjacent counties to enable multimodal access through the region. Together, these transportation improvements will increase safety between industrial and recreational traffic in the area and improve traffic flow from I-84 to the waterfront, following guidance in ODOT's Interchange Access Management Plan. Without the proposed transportation improvements, limited waterfront development will occur by 2030.

The Hood River waterfront is home to the number one wind and water sport region in the country. Lot 1 is the last significant parcel to be developed on the Hood River waterfront and the proposed development will improve aesthetics at the site and the entire waterfront. The proposed improvements will also lead to a more community-centric facility by removing existing traffic barriers. Additionally, development of Lot 1 will increase opportunities for regional job growth for commercial businesses supporting the abundant recreation activities at the waterfront by allowing 7,000 square feet for commercial kiosks as a first step in the future development of 7-acres of prime waterfront property.

This project will support CAT's goals identified in the 2023 Hood River County Transit District Transit Master Plan. The Plan identifies a mobility hub at the project site as a project for immediate implementation. We urge you to give full consideration to the Port of Hood River's request.

Signed,

[representative's name]

[title]

Columbia Area Transit



January 2024 Operations Report

Safety Scores				
Category	January 2024	December 2023	November 2023	October 2023
Overall Safety Score	91	84	86	88
Crashes	0	0	0	0
Harsh Events	1	7	5	2
% Speed -Moderate	1.7%	3.1%	2.4%	1.8%
% Speed- Heavy	.06%	.1%	.08%	0.1%
% Speed - Severe	.06%	.09%	.09%	0.06%

- Safety Score has Increased to 91.
- Percentage of over speed limit is defined by the percentage of drive time where speeding occurred.

Operations Data				
Category	January 2024	December 2023	November 2023	October 2023
Fixed OTP				
DAR OTP				
Vehicle Hours Driven	1,233	11576	1,171	1,138
Vehicle Miles Driven	39,695	37,752	34,129	36,563
Fuel Cost	\$16,169	\$14,508	\$12,087	\$15,345
Fuel Cost per Mile	\$0.41	\$0.38	\$0.35	\$0.41

Reported Incidents				
Category	January 2024	December 2023	November 2023	October 2023
Formal Customer Complaints	1	2	0	1
Vehicle Incidents	9	3	1	3
Customer Incidents	1	3	3	9
Vandalism	0	0	0	0

- Formal Complaints:
 - None
- Vehicle Incidents:

- Scraped a sign that resulted in minor damage.
- Wheel and tire fell off of the vehicle. The tire rolled into a parking lot and hit a car. An insurance claim was made.
- 5 minor damage incidents in the CAT bus barn when parking.
- A tree fell in the road on Highway 35. The bus could not stop in time and ran over the tree.
Another tree on 84 hit the road and shattered in front of the bus. Neither bus had any damage.
- Customer Incidents:
 - Confrontation with a passenger using loud profanity on the bus.

Other updates:

- Gateway Detour

EMPLOYEE OF THE MONTH:

ROB BARRICK

Ridership

	JAN. 24	DEC. 23	Nov. 23	Oct.23	Sep. 23	Aug. 23	Jul. 23	Jun. 23	May. 23	Apr. 23	Mar. 23	Feb. 23	Jan. 23
Dial-A-Ride	302	350	421	414	354	315	305	289	300	262	312	318	266
Upper Valley	220	338	350	423	436	551	525	598	570	495	505	341	402
The Dalles	0	0	0	0	0	0	0	477	420	437	398	340	308
Hood River Connector	40	63	24	60	68	95	116	54	43	35	39	43	21
Hood River City	1177	1746	1620	1793	1848	2016	2148	1737	1664	1725	1630	1401	1300
Cascade Locks	0	0	0	0	2	134	89	64	82	53	71	71	56
Columbia Gorge Express	1515	2341	2488	3381	3456	5226	5187	3749	2916	2627	2699	2034	1841
Gorge to Mountain	2418	768	0	0	0	0	0	0	0	0	2090	2247	2510
Dog Mountain	0	0	0	0	0	0	0	793	2104	205	0	0	0
White Salmon Wknd	0	0	0	0	24	108	94	0	0	0	0	0	0
All Routes	5672	5606	4903	6071	6188	8445	8464	7761	8099	5839	7744	6795	6704
% Change Compared to Prev Month	1%	14%	-19%										
% Change Compared to Same Month Previous Year	-18%	19%	10%										

Hours of Service

	JAN. 24	DEC. 23	Nov. 23	Oct.23	Sep. 23	Aug. 23	Jul. 23	Jun. 23	May. 23	Apr. 23	Mar. 23	Feb. 23	Jan. 23
Dial-A-Ride	171	180	180	198	180	113	93	105	110	93	207	171	189
Upper Valley	157	165	165	182	165	190	165	181	182	165	189	157	173
The Dalles	0	0	0	0	0	0	0	112	115	110	116	103	111
Hood River Connector	38	40	38	41	40	41	41	39	41	40	41	37	40
Hood River City	311	323	313	337	333	339	332	327	336	323	356	322	345
Cascade Locks	0	0	0	0	8	38	33	36	36	33	38	32	35
Columbia Gorge Express	466	491	475	508	548	725	725	702	508	491	502	454	486
Gorge to Mountain	138	132	0	0	0	0	0	0	0	0	371	383	405
Dog Mountain	0	0	0	0	0	0	0	129	166	37	0	0	0
White Salmon Wknd	0	0	0	0	12	32	44	0	0	0	0	0	0
All Routes	1281	1331	1171	1266	1286	1478	1433	1631	1494	1292	1820	1659	1784

Boardings Per Hour

	JAN. 24	Dec. 23	Nov. 23	Oct.23	Sep. 23	Aug. 23	Jul. 23	Jun. 23	May. 23	Apr. 23	Mar. 23	Feb. 23	Jan. 23
Dial-A-Ride	1.77	1.94	2.34	2.09	1.97	2.70	3.28	2.75	2.73	2.82	1.51	1.86	1.41
Upper Valley	1.40	2.05	2.12	2.32	2.64	2.90	3.18	3.30	3.13	3.00	2.67	2.17	2.32
The Dalles	0.00	0.00	0.00	0.00	0.00	0.00	0.00	4.26	3.65	3.97	3.43	3.30	2.77
Hood River Connector	1.05	1.58	0.63	1.46	1.70	2.30	2.83	1.38	1.05	0.88	0.95	1.16	0.53
Hood River City	3.78	5.41	5.18	5.32	5.55	6.20	6.47	5.31	4.95	5.34	4.58	4.35	3.77
Cascade Locks	0.00	0.00	0.00	NA	0.24	3.40	2.70	1.78	2.28	1.61	1.87	2.22	1.60
Columbia Gorge Express	3.25	4.77	5.24	6.66	6.31	6.80	7.15	5.34	5.74	5.35	5.38	4.48	3.79
Gorge to Mountain	17.52	5.82	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	5.60	5.80	6.10
Dog Mountain	0.00	0.00	0.00	0.00	0.00	0.00	0.00	6.15	12.67	5.54	0.00	0.00	0.00
White Salmon Wknd	0.00	0.00	0.00	0.00	2.00	3.30	2.14	0.00	0.00	0.00	0.00	0.00	0.00
All Routes	4.43	4.21	4.20	4.80	4.81	5.71	5.90	4.76	5.42	4.52	4.25	4.10	3.76