



November 15th, 2023
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: 810 8452 3816, Password: 409367 or by using the below link:**
<https://us02web.zoom.us/j/81084523816?pwd=L3I4eUttZWU5OXZEYkUjUmZlQ2lOQT09>

1) Call Meeting to Order – 4:00pm

2) Roll Call: Greg Pack - Chair, Megan Ramey – Vice Chair, Meghan Larivee, Gisela Ayala-Echeverria, Eleazar Reyes, Tamra Taylor

3) October 18, 2023, 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) Resolutions & Action Items – 4:25pm

- a. Oath of Office for New Board Member
- b. HRCTD Board Committees
 - i. Statewide Transportation Improvement Fund (STIF) Committee
 - ii. Budget Committee
 - iii. Operations Committee



- iv. Equity Committee
 - v. Transit Master Plan Citizens Advisory Committee
 - c. Gorge-To-Mountain Differential Pay Rate Policy
 - d. Board Executive Committee Elections
 - e. Government Camp Stop Removal
- 6) Financial Report – Tiah Mayhew 4:10pm**
- 7) Operations Manager Report – Jeff Acciaioli – 4:50pm**
- a. Employee of the Month
 - b. Performance Report
 - c. Ridership
 - d. Gorge-to-Mountain Express Update
- 8) Executive Director’s Report – Amy Schlappi – 5:05pm**
- a. Facility Update
 - b. Staffing Update
 - c. Flag Stop Policy Update
- 9) Discussion Items – 5:20pm**
- 10) Upcoming Events**
- a. Holiday Party – December 9th
- 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, October 18th, 2023
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 4:03 PM.

2. Roll Call

Tiah took roll call: Greg Pack – Board Chair, Darrell Roberts – Secretary/Treasurer (left at 4:25pm), Gisela Ayala-Echeverria, Tamra Taylor, Eleazar Reyes, Meghan Larivee (left at 5:00pm)

Absent: Megan Ramey – Vice Chair

Staff: Amy Schlappi, Tiah Mayhew, Jeff Acciaioli

Public: Jovi Arellano (ODOT), Kathy Fitzpatrick (MCEDD), Jody Behr, Matt Althoff

Amy introduced Jovi Arellano, ODOT Region 4 Coordinator, who will be working with CAT while ODOT looks for Valerie Egon's (former ODOT Region 1 Coordinator) replacement.

3. Financial Report

Tiah presented the budget versus actuals and the statement of activity, noting that the financial situation was on track. She also provided updates on the banking situation, informing board members that the LGIP account should be finalized by the end of next week, and the new credit cards through Umpqua should be received soon.

There was discussion regarding which employees will be receiving credit cards, what the policy is, and what the limits will be for different positions.

4. Approval of September 20th, 2023, Board of Director Meeting Minutes

Greg asked if there were any changes that the board would like to make to the September 20th meeting minutes. The meeting minutes were included in the board meeting materials.

Greg asked that the draft minutes be sent to the board a couple of days after the board meeting so that it can be reviewed and ensured accurate while fresh in everyone's minds.



Motion: Tamra made a motion to approve the September 20th Meeting Minutes with name corrections. The motion was seconded by Meghan L.

Approved by: Gisela, Tamra, Meghan L, Darrell, Greg, Eleazar

Opposed by: None

5. Public Comment

Interim Board Member candidates Jody Behr and Matt Althoff introduced themselves and described why they would like to be board members.

6. Resolution & Action Items

a. Approval of Employee Handbook

Amy reviewed the Employee Handbook Memo included in the board materials and briefly discussed what changes were made. All changes have been approved by the HR consultant. The staff recommendation is to approve staff recommended changes.

There was discussion regarding how the updated handbook will be shared with current employees, how it is shared with employees during onboarding, and annual reviews of the employee handbook.

Motion: Tamra made a motion to approve the updated Employee Handbook. The motion was seconded by Meghan L.

Approved by: Gisela, Tamra, Meghan L, Greg, Eleazar

Opposed by: None

b. Review of Board Member Candidates

Amy stated that the application for the board members were included in the board materials. Board members discussed what skills and qualities would be helpful with Darrell leaving. Board members agreed that both candidates were well qualified and could contribute in different ways. There was discussion on how to engage the candidate who was not chosen.

Motion: Tamra made a motion to appoint Matt Althoff as Interim Board Member. The motion was seconded by Meghan L.

Approved by: Gisela, Tamra, Meghan L, Greg, Eleazar

Opposed by: None

c. Approval to Work with Executive Committee for Potential Land Acquisition Opportunities

Amy reviewed the Approval to Work with the Executive Committee for Potential Land Acquisition Opportunities Memo that was included in the board materials. There was discussion regarding if there should be conditions included as to what the Executive Committee can approve.

Motion: Tamra made a motion to approve the Executive Director to work with the Executive Committee to engage in preliminary acquisition activities to



procure land or property that can be used as a park & ride if an opportunity arises that is close to the CAT Transit center and would meet district needs. The motion was seconded by Gisela.

Approved by: Gisela, Tamra, Meghan L, Greg, Eleazar

Opposed by: None

7. Operations Manager Report – Jeff Acciaioli

a. Employee of the Month

Jeff explained that Tiah Mayhew, Office Manager, was chosen for the employee of the month. Tiah is consistently a team player and always willing to help on a project even when she has a large stack of invoices on her desk. She is committed to getting the job done and ensure that all team members feel supported.

b. Performance Report

Jeff stated there have been improvements in speeding and harsh events, a decrease in miles driven and service hours, and a rise in fuel costs. There were also several complaints and incidents detailed, such as customer frustration with posted schedules, a driver hitting a curb and causing injury to a passenger, and a wheelchair not being properly strapped down, resulting in damage and a claim for repair. The incidents were all ongoing, with some being investigated by insurance. Proactive measures taken to prevent future incidents, like removing hubcaps from vehicles.

c. Ridership

Jeff briefly discussed that a couple of ridership numbers from previous months were updated, and it was reflected in the data included in the board materials. Overall ridership has slightly decreased due to the removal of the Cascade Locks service.

d. Dispatch Technology Update

Staff confirmed that the district will not be moving forward with Downtowner due to issues with the data compilation and will only be using it in the short term for demand response. Unite will be used for all fixed routes. The operations team will begin the process of looking for new dispatching software by the end of the year or early 2024.

e. Winter Update

For the 2023-2024 winter season CAT will most likely not be using the Event Site as a bus stop nor a park and ride due to changes in the fees to use the stop. CAT would instead use the existing 1st & Riverside bus stop. Staff is working on ensuring that there are adequate park & ride facilities available.



Staff discussed roadblocks for incentivizing drivers to drive the Gorge-to-Mountain service. There was discussion regarding the Teacup bus stop and potential opportunities to move the stop.

f. Bus Stop Update

Note: This item was accidentally not discussed but will be added to the November agenda.

8. Executive Director Report – Amy Schlappi

a. Compliance Review

Amy discussed the compliance review that was completed by ODOT and consultants on September 25th & 26th. The review was comprehensive and reviewed Program Management, Financial Management, Operations Management, Procurement, Use & Maintenance of Project Equipment, Civil Rights, American with Disabilities Act, Charter and School Bus, Statewide Transportation Improvement fund.

There was a brief discussion of the findings, which were minimal. Staff are working on rectifying these solutions and will then send the updated documents/processes to ODOT when completed. To rectify some of these findings changes to the Procurement Policy and Financial Management Policy need to be made. Staff are expecting to present the updated Procurement Policy and Financial Management Policy for approval at the November meeting.

b. Recently Awarded Grant Update

Carbon Reduction Program: Amy is working with ODOT to create the agreement and expects implementation to begin January 2024.

Inebriated Driving Reduction Grant: Amy is working with ODOT to create the agreement. The intent is to start the foundation of the program (agreements with taxi provider, press release, creation of marketing materials, etc) in late November. On a related matter, Amy is working with Visit Hood River and the local taxi companies to increase awareness of local transportation options. This is something that the City Council has asked the group to work together on as part of the discussion regarding Uber/Lyft.

c. Travel Trainer Videos

As part of the Travel Training support program for Wasco and Hood River Counties that CAT and The Link have partnered on, MCEDD created some great videos. Amy shared one of the videos. A link to the GorgeTranslink website is available on the CAT website under the “Ride CAT” section.

d. Website Update

Amy has been working with the Website designer to provide some updates to our front page to make it a little easier for folks to find their route and to access



service updates. There was a brief discussion. Board members agreed to review after the board meeting and send comments to Amy.

e. Upcoming Presentations

Amy stated that she has two conferences coming up where she will be presenting about using transit to serve recreational sites. Specifically, she will be discussing the Gorge-to-Mountain and Columbia Gorge Express services. Key points will be how the services started, what are the use cases, how they have been implemented, and challenges faced. There was discussion about where the conferences are located and scholarships that will be used to pay most of the travel expenses.

9. Discussion Items

There were no discussion items added.

10. Upcoming Events

- a. CAT Board & Employee Holiday Party – December 9th

11. Adjournment – 5:31 PM

Motion: Tamra made a motion to adjourn the meeting at 5:31 PM. The motion was seconded by Gisela.

Approved by: Gisela, Tamra, Eleazar, Greg

Opposed By: None



Memo

To: Hood River County Transportation District Board of Directors
From: Amy Schlappi, Executive Director
Date: 11/15/2023
Re: Oath of Office

Background

As required per the Article XV, Section 3 of the Oregon Constitution provides that “Every person elected or appointed to any office under this Constitution shall, before entering on the duties thereof, take an oath or affirmation to support the Constitution of the United States, and of this State, and also an oath of office”. On October 18, 2023 Matt Althoff was appointed by Hood River County Transportation District Board of Directors as Interim Board Member to complete Darrell Roberts term which ends June 30, 2025.

Issues or Impact

None

Action Required

To perform the oath of office for Matt Althoff.

Attachment:

Oath of Office

HOOD RIVER COUNTY TRANSPORTATION DISTRICT OATH OF OFFICE

I, (insert name of board member), do solemnly swear, that I will support the Constitution of the United States, the Constitution of the State of Oregon, the laws thereof, and the policies of Hood River County Transportation District, and that I will faithfully discharge the duties of Director according to the best of my ability, so help me God.

_____ Board Member

Attest:

_____ Board Secretary

Attest:



Memo

To: HRCTD Board
From: Amy Schlappi, Executive Director
Date: November 15, 2023
Re: Board Committees

Background

In 2021 the board formally approved five committees. Those committees have been listed below with the description, time commitments, committee member requirements, and board members on the committee. All agendas and minutes are published in accordance with public meeting laws and local budget laws (if applicable). A list of committee members, recommendations, minutes, and other information is posted on the CAT website.

Since there has been a changeover in board members, staff felt it was important to review the current board committees, discuss if they all should remain as current board committees, and board member assignments.

Statewide Transportation Improvement Fund (STIF) Committee

Description: Helps to prioritize projects and make policy recommendations to the board for formula funds that flow from the State to Hood River County Transportation District. The intent is to ensure that the needs of seniors, low-income individuals, individuals with disabilities, and LEP individuals are met through CAT services.

Timeline: On-going committee, typically meets 2-4 times per year.

Committee Member Requirements: Board members and Hood River County residents. Committee member is spelled out in the STIF Legislation & Committee Bylaws. The board advertises vacancies appropriately depending on which position is vacant. Members are appointed by the board.

Board Members Participating – Gisela Ayala Echeverria, 2 Board Member Openings

Budget Committee

Description: Receives and reviews the Executive Director’s proposed budget and budget messages, provides comments, or ask questions, makes changes and finalizes a formal recommendation of the annual budget for consideration of and approval by the Board of Directors.

Status: On-going committee, typically meets 2-4 times in the spring.

Committee Member Requirements: Board members and an equal amount of Hood River County residents. Committee member requirements are described in Oregon State law. Committee members are appointed by the board.

Board Members Participating – Greg Pack, 2 Board Member Openings

Operations Committee

Description: Reviews information and discusses operational information in more detail with CAT staff. Committee may provide recommendations to the board.

Status: On-going committee, typically meets each quarter, but may meet more often.

Committee Member Requirements: Board members

Board Members Participating – Greg Pack, 2 Board Member Openings

Equity Committee

Description: Reviews information and discusses diversity, equity, and inclusion within operations and services provided with CAT staff and community members. Committee may provide recommendations to the board.

Status: On-going committee, typically meets each quarter, but may meet more often.

Committee Member Requirements: Board Members and Hood River County Residents. Members are appointed by the board.

Board Members Participating – Megan Ramey, Dr. Meghan Larivee, 1 Board Member Opening

Transit Master Plan Citizen’s Advisory Committee

Description: Helps to guide the transit master planning process, reviews, and discusses data and information and makes recommendation to the Board on services, capital investments and other elements of the transit master plan.

Status: This committee met 4-6 times a year during the transit master planning process. The committee board members were tasked, with reviewing the work scope and engagement plan and making recommendations to the board on committee bylaws including the size and makeup of the committee.

Member Requirements: Board members and Hood River County residents. Members were appointed by the board.

Board Members Participating: Megan Ramey and former Board Members Leti Moretti and Lara Dunn

Action Required:

Formally approve committees as outlined or make changes as necessary to better reflect the board's needs.

Staff Recommendation:

Staff recommends that the board removes the Operations Committee, TMP Advisory Committee, and Equity Committee and that the STIF and Budget committee are kept. The staff has not had the resources to convene the Operations or the Equity committee and think there are other ways to ensure these topics are addressed without adding additional work. Since 2021 staff has created new processes to keep board members in the loop for operations and believe that the equity piece can align nicely with the STIF committee. In the future staff would like the board to consider re-adding the Equity Committee. The TMP Advisory Committee is no longer applicable and can be re-added in 10 years when the Transit Master plan is updated again.



Memo

To: HRCTD - BOARD OF DIRECTORS
From: Tiah Mayhew
Date: 11/8/2023
Re: Gorge-to-Mountain Express Differential Pay Rate Program

Background

In the past CAT has offered a bonus to operators that drove the Gorge-to-Mountain service due to the driving conditions for this service differing from our other services, requiring operators to have additional experience, skills, and training. We learned last year that we were unable to offer this bonus due to the Pay Equity law that was put in place. Since then, the State of Oregon has made changes to this rule recognizing that in cases like this which require employees to possess additional skills and be exposed to conditions that differ from other services, would allow for additional compensation.

CAT would like to offer a shift differential pay rate of \$1.00 per hour to operators when they are operating the Gorge-to-Mountain service. If they are working a shift that requires them to operate multiple services they only receive the pay rate differential for time operating the Gorge-To-Mountain service.

Action Required

The board should discuss and vote to approve or not approve the shift differential of \$1.00 per hour for hours spent operating the service.

Recommendation

CAT staff recommends that the board approves the Gorge-to-Mountain Express operator shift pay rate differential. There is room in the budget for this extra pay rate.

Attachments:

Gorge-to-Mountain Express Differential Pay Rate Program Policy

Gorge-to-Mountain Operator Pay Rate Differential Program

Overview: Columbia Area Transit operates the seasonal Gorge-to-Mountain shuttle service between Hood River and Mt. Hood Meadows. The service makes multiple trips per day and operates 7 days per week. The driving conditions for this service differ from our other services, requiring the operators of that service to have additional experience, skills, and training.

Position Requirement: Operators that operate the seasonal Gorge-to-Mountain service must have experience driving in severe winter driving conditions, be skilled with winter equipment safety and use (ability to place chains on tires, lay gravel in slick conditions etc.), and experience with conditional required maintenance (ensuring windows are cleared of snow/ice and radiators are cleared of debris). Gorge-to-Mountain drivers may also at times be exposed to extended time outside the transit vehicle in inclement weather conditions.

Due to the required experience, skills, and inclement weather exposure Columbia Area Transit provides a shift differential of \$1.00 per hour to operators for hours spent driving the Gorge-to-Mountain shuttle. The shift differential will only be paid for hours spent operating this service. If the operator is scheduled for a shift that operates several services, they will only receive the differential pay for the actual time spent on the Gorge-To-Mountain service.



Memo

To: Hood River County Transportation District Board of Directors
From: Amy Schlappi, Executive Director
Date: 11/15/2023
Re: Election of Secretary-Treasurer

Background

As required in the bylaws, the Board of Directors is to elect a new chair, vice chair and secretary-treasurer at the first meeting in July. Darrel Roberts was elected as the secretary-treasurer on July 19, 2023 and with his leaving the board must select a new secretary-treasurer.

Issues or Impact

The voting process for a chair, vice chair and secretary-treasurer must be done in a public setting. The responsibilities of the secretary-treasurer are:

Secretary-Treasurer: The Secretary-Treasurer shall supervise the preparation and maintenance of complete and accurate minutes of the proceedings of the Board and the papers and records of the Board and shall be the official custodian of the same. When performing the treasurer functions, they shall supervise the proper disposition of the funds and securities of the Board and the preparation of such records and reports as the Board may deem appropriate. In discharging these duties, the Secretary-Treasurer may rely upon the Executive Director, appropriate staff and professionals retained by the Board.

Action Required

To elect the secretary-treasurer of the Board Executive Committee for the remainder of FY 2023-2024.

Recommendation

Staff recommends that the Board of Directors elect a secretary-treasurer.



Memo

To: HRCTD - BOARD OF DIRECTORS
From: Amy Schlappi
Date: 11/15/2023
Re: Government Camp Stop Removal on Gorge-to-Mountain Express

Background

During the 2021-2022 Gorge-to-Mountain Express season CAT extended the service to Government Camp. CAT also served the stop during the 2022-2023 season. Serving this stop is difficult for multiple reasons:

- Government Camp is logistically and operationally challenging to serve as of now due to current infrastructure and bus facilities at Government Camp, and accidents and slowdowns that occur between Meadows and Government Camp on 26.
- Last year it was typical for the bus to be delayed an hour plus when it went all the way up to Government Camp (twice a day) due to traffic on 26 and I am concerned that this will be exacerbated this year with reduced ODOT maintenance on 26 and 35. This is hard on drivers and the budget when there are consistent and unexpected overages due to traffic and weather conditions.
- The consistent delays greatly impact our reliability and effectiveness of our services. Especially from riders at Meadows who are trying to get back to Hood River at the end of the night.
- With Government Camp as a stop it is very difficult to serve Teacup effectively. If a rider going to Teacup chooses to use the bus service that goes to Government Camp that rider has to go all the way to Government Camp before they can get off at Teacup.

Staff is asking board members to consider removing the Government Camp stop to reduce strain on the current limited resources and to increase reliability and overall ridership of the Gorge-to-Mountain Express service. Ridership at Government Camp was consistently low last year on a per month basis and the season total was 115 riders, which was 1.4% of the total ridership for the service. The service between Mt. Hood Meadows and Government Camp cost roughly \$20,000.

If the board chooses to remove the Government Camp stop the intent would be to re-add the stop once the new transit hub is finished and/or when more sustainable funding is obtained for the Gorge-to-Mountain Express service. Ideally a shuttle service between Government Camp and Mt. Hood Meadows and our Gorge-to-Mountain Express service would be the most effective way to serve Teacup, Mt. Hood Meadows, and Government Camp, but that will be dependent on when awarded FLAP funds are obligated (current estimate 2025).

Action Required



The board should listen to public comments, discuss and vote to approve or not approve the removal of the Government Camp stop.

Recommendation

CAT staff recommends that the board approves the removal of the Government Camp stop with the intent that we will re-establish the stop when more resources exist to better serve that stop.

Columbia Area Transit

Budget vs. Actuals: FY24 Adopted Budget - FY24 P&L

October 2023

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Revenue				
4001 Fare Revenue	15,828.93	19,000.00	-3,171.07	83.31 %
4100 Contract Revenue		8,685.33	-8,685.33	
4200 Federal Funds	27,946.13	0.00	27,946.13	
4700 State Funds	57,790.00	0.00	57,790.00	
4800 Tax Revenue				
4870 Property Taxes	10,816.19	5,200.00	5,616.19	208.00 %
Total 4800 Tax Revenue	10,816.19	5,200.00	5,616.19	208.00 %
4900 Other Revenue	1,767.21	2,500.00	-732.79	70.69 %
Total Revenue	\$114,148.46	\$35,385.33	\$78,763.13	322.59 %
Cost of Goods Sold				
5005 Vehicle Expense	1,910.00	600.00	1,310.00	318.33 %
5019 Fuel	19,459.11	26,000.00	-6,540.89	74.84 %
5020 Operation Expenses				
5021 Preventative Maint & Vehicle Repair	8,631.67	11,558.33	-2,926.66	74.68 %
5024 Tires		2,250.00	-2,250.00	
5025 Shop Supplies & Tools	863.43	275.00	588.43	313.97 %
Total 5020 Operation Expenses	9,495.10	14,083.33	-4,588.23	67.42 %
5100 Communication Expense	4,088.08	5,720.00	-1,631.92	71.47 %
5200 Vehicle Insurance		0.00	0.00	
5500 Driver Expenses	1,468.50	1,175.00	293.50	124.98 %
5600 Advertising & Marketing	428.61	2,333.32	-1,904.71	18.37 %
5700 Grant/Contract Match Funds	1,230.91	1,500.00	-269.09	82.06 %
Total Cost of Goods Sold	\$38,080.31	\$51,411.65	\$ -13,331.34	74.07 %
GROSS PROFIT	\$76,068.15	\$ -16,026.32	\$92,094.47	-474.65 %
Expenditures				
7000 Administrative Expenses				
7003 Building Expenses	3,881.71	3,300.00	581.71	117.63 %
7100 Office Supplies & Expenses	1,074.12	1,500.00	-425.88	71.61 %
7300 Professional Fees	9,986.05	9,208.34	777.71	108.45 %
7400 Other Administrative Expense	1,380.46	1,048.33	332.13	131.68 %
Total 7000 Administrative Expenses	16,322.34	15,056.67	1,265.67	108.41 %
8000 Personnel Expense				
8003 Administrative Personnel Expense	15,081.88	24,969.68	-9,887.80	60.40 %
8103 Direct Service Personnel Expense	80,563.08	121,095.33	-40,532.25	66.53 %
Total 8000 Personnel Expense	95,644.96	146,065.01	-50,420.05	65.48 %
9000 Capital Outlay	1,809.60	0.00	1,809.60	
Unapplied Cash Bill Payment Expense	241.00		241.00	
Total Expenditures	\$114,017.90	\$161,121.68	\$ -47,103.78	70.77 %
NET OPERATING REVENUE	\$ -37,949.75	\$ -177,148.00	\$139,198.25	21.42 %
Other Revenue				
9910 Beginning Fund Balance		0.00	0.00	

Columbia Area Transit

Budget vs. Actuals: FY24 Adopted Budget - FY24 P&L

October 2023

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Total Other Revenue	\$0.00	\$0.00	\$0.00	0.00%
Other Expenditures	\$0.00	\$0.00	\$0.00	0.00%
NET OTHER REVENUE	\$0.00	\$0.00	\$0.00	0.00%
NET REVENUE	\$ -37,949.75	\$ -177,148.00	\$139,198.25	21.42 %

Columbia Area Transit

Statement of Activity

October 2023

	TOTAL
Revenue	
4001 Fare Revenue	15,828.93
4200 Federal Funds	27,946.13
4700 State Funds	
4706 STIF Discretionary - 35102	57,790.00
Total 4700 State Funds	57,790.00
4800 Tax Revenue	
4870 Property Taxes	10,816.19
Total 4800 Tax Revenue	10,816.19
4900 Other Revenue	1,767.21
Total Revenue	\$114,148.46
Cost of Goods Sold	
5005 Vehicle Expense	1,910.00
5019 Fuel	19,459.11
5020 Operation Expenses	
5021 Preventative Maint & Vehicle Repair	8,631.67
5025 Shop Supplies & Tools	863.43
Total 5020 Operation Expenses	9,495.10
5100 Communication Expense	4,088.08
5500 Driver Expenses	1,468.50
5600 Advertising & Marketing	428.61
5700 Grant/Contract Match Funds	1,230.91
Total Cost of Goods Sold	\$38,080.31
GROSS PROFIT	\$76,068.15
Expenditures	
7000 Administrative Expenses	16,322.34
8000 Personnel Expense	
8003 Administrative Personnel Expense	15,081.88
8103 Direct Service Personnel Expense	
8105 Direct Service Wages & Salary	71,843.41
8130 Direct Service Employer Taxes	8,719.67
Total 8103 Direct Service Personnel Expense	80,563.08
Total 8000 Personnel Expense	95,644.96
9000 Capital Outlay	1,809.60
Unapplied Cash Bill Payment Expense	241.00
Total Expenditures	\$114,017.90
NET OPERATING REVENUE	\$ -37,949.75
NET REVENUE	\$ -37,949.75



October 2023 Operations Report

Safety Scores				
Category	October 2023	September 2023	August 2023	July 2023
Overall Safety Score	88	89	88	91
Crashes	0	0	0	0
Harsh Events	2	6	8	3
% Speed -Moderate	2.6%	1.8%	2.2%	1.7%
% Speed- Heavy	.1%	0.1%	.2%	.1%
% Speed - Severe	.07%	0.06%	.06%	.05%

- Safety Score has Decreased to 89. This is due to an increase in moderate speeding.
- Percentage of over speed limit is defined by the percentage of drive time where speeding occurred.

Operations Data				
Category	October 2023	September 2023	August 2023	July 2023
Fixed OTP				PENDING
DAR OTP				PENDING
Hours Driven	1,138	1,111	1,389	1,464
Miles Driven	36,563	37,590	47,097	48,506
Fuel Cost	\$15,345	\$18,899	\$21,660	\$20,135
Fuel Cost per Mile	\$0.41	\$0.50	\$0.46	\$0.41
Reported Incidents				
Category	October 2023	September 2023	August 2023	July 2023
Formal Customer Complaints	1	3	0	1
Vehicle Incidents	3	6	2	0
Customer Incidents	9	7	0	1
Vandalism	0	0	0	0

- Formal Complaints:
 - Passenger with disability did not get off at their planned bus stop and stated that the driver stranded them at gateway transit center. It was confirmed in samsara that we did provide service to the stop; it is unclear why passengers did not exit, and they were picked up at

gateway by their caretaker. Since then, we have reviewed our services with the caretaker and provided resources for additional training on how to use our buses.

- Vehicle Incidents:
 - All incidents were small and handled internally.
- Customer Incidents:
 - We are seeing a rise in incidents with vulnerable populations. We are currently looking into training opportunities for our staff and ways to work with local community-based partners.

Other updates:

- Prepping for winter season. All buses besides 216 have winter tires. Buses are prepped with winter kits.
- Auctioning vehicles: 215 has sold for \$2,425.

EMPLOYEE OF THE MONTH:

Zach McFarland



Ridership

	Oct. 23	Sep. 23	Aug. 23	Jul. 23	Jun. 23	May. 23	Apr. 23	Mar. 23	Feb. 23	Jan. 23	Dec. 22	Nov. 22	Oct. 22
Dial-A-Ride	414	354	315	305	289	300	262	312	318	266	244	216	228
Upper Valley	423	436	551	525	598	570	495	505	341	402	375	414	436
The Dalles	0	0	0	0	477	420	437	398	340	308	292	384	347
Hood River Connector	60	68	95	116	54	43	35	39	43	21	27	43	50
Hood River City	1793	1848	2016	2148	1737	1664	1725	1630	1401	1300	1103	1296	1467
Cascade Locks	0	2	134	89	64	82	53	71	71	56	69	53	41
Columbia Gorge Express	3381	3456	5226	5187	3749	2916	2627	2699	2034	1841	1515	2043	2944
Gorge to Mountain	0	0	0	0	NA	NA	NA	2090	2247	2510	1063	NA	NA
Dog Mountain	0	0	0	0	793	2104	205	NA	NA	NA	NA	NA	NA
White Salmon Wknd	0	24	108	94	NA	NA	NA	NA	NA	NA	NA	NA	NA
All Routes	6071	6188	8445	8464	7761	8099	5839	7744	6795	6704	4688	4449	5513

Hours of Service

	Oct. 23	Sep. 23	Aug. 23	Jul. 23	Jun. 23	May. 23	Apr. 23	Mar. 23	Feb. 23	Jan. 23	Dec. 22	Nov. 22	Oct. 22
Dial-A-Ride	198	180	113	93	105	110	93	207	171	189	56	39	63
Upper Valley	182	165	190	165	181	182	165	189	157	173	180	165	178
The Dalles	0	0	0	0	112	115	110	116	103	111	106	110	114
Hood River Connector	41	40	41	41	39	41	40	41	37	40	28	40	42
Hood River City	337	333	339	332	327	336	323	356	322	345	334	314	334
Cascade Locks	0	8.3	38	33	36	36	33	38	32	35	42	38	42
Columbia Gorge Express	508	548	725	725.4	702	508	491	502	454	486	542	508	543
Gorge to Mountain	0	0	NA	NA	NA	NA	NA	371	383	405	NA	NA	NA
Dog Mountain	0	0	NA	NA	129	166	37	NA	NA	NA	NA	NA	NA
White Salmon Wknd	0	12	32	44	NA	NA	NA	NA	NA	NA	NA	NA	NA
All Routes	1266	1286.3	1478	1433	1631	1494	1292	1820	1659	1784	1288	1214	1316

Boardings Per Hour

	Oct. 23	Sep. 23	Aug. 23	Jul. 23	Jun. 23	May. 23	Apr. 23	Mar. 23	Feb. 23	Jan. 23	Dec. 22	Nov. 22	Oct. 22
Dial-A-Ride	2.1	2.0	2.7	3.3	2.8	2.7	2.8	1.5	1.9	1.4	4.4	5.5	3.6
Upper Valley	2.3	2.6	2.9	3.2	3.3	3.1	3.0	2.7	2.2	2.3	2.1	2.5	2.4
The Dalles	NA	NA	0	0.0	4.3	3.7	4.0	3.4	3.3	2.8	2.8	3.5	3.0
Hood River Connector	1.5	1.7	2.3	2.8	1.4	1.0	0.9	1.0	1.2	0.5	1.0	1.1	1.2
Hood River City	5.3	5.5	6.2	6.5	5.3	5.0	5.3	4.6	4.4	3.8	3.3	4.1	4.4
Cascade Locks	NA	0.2	3.4	2.7	1.8	2.3	1.6	1.9	2.2	1.6	1.6	1.4	1.0
Columbia Gorge Express	6.7	6.3	6.8	7.2	5.3	5.7	5.4	5.4	4.5	3.8	2.8	4.0	5.4
Gorge to Mountain	NA	NA	NA	NA	NA	NA	NA	5.6	5.8	6.1	NA	NA	NA
Dog Mountain	NA	NA	NA	NA	6.1	12.7	5.5	NA	NA	NA	NA	NA	NA
White Salmon Wknd	NA	2	3.3	2.1	NA	NA	NA	NA	NA	NA	NA	NA	NA
All Routes	4.8	4.8	5.7	5.9	4.8	5.4	4.5	4.3	4.1	3.8	3.6	3.7	4.2