



June 21st, 2023

**Board of Directors of the Hood River County Transportation District
Public Hearing – FY23-24 Budget Hearing**

**224 Wasco Loop, Board Conference Room
Hood River, OR 97031
4:00pm – 4:15pm**

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=L3I4eUttZWU5OXZEYkUjUmZlQ2lQQT09>

1) Call Meeting to Order – 4:00pm

2) Roll Call: Greg Pack - Chair, Megan Ramey – Vice Chair, Darrell Roberts – Secretary/Treasurer, Meghan Larivee, Leti Moretti, Lara Dunn, Tamra Taylor

3) 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.
 - 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.
 - 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.

4) FY23-24 Budget Hearing

5) Adjournment – 4:15 p.m. Continue to the monthly Board of Director's Meeting

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.



FY2024 BUDGET MESSAGE

DRAFT

Budget Message

Purpose of the Budget

In compliance with the State of Oregon Local Budget Law, the 2023-2024 (FY24) Budget beginning July 1, 2023, and ending June 30, 2024, is submitted to the Budget Committee for approval. As prepared and submitted, the annual budget is intended to serve as a financial plan for the Board's goals for the coming fiscal year. To that end the Budget should:

- Outline the forecasted expenditure requirements to meet those goals and the proposed means for financing those requirements.
- Provide a financial overview of the use and deployment of personnel, materials and services, and capital for Administrative and Operating expenditures during the fiscal year.
- Offer guidance to the Board and district on overall operational priorities and expenditures.

Accomplishments of Fiscal Year 2023

During FY2023 the district made significant movement with Board goals to enhance local services, maintain and expand access to residents and visitors in other Gorge communities and the Portland Metropolitan area, and complete the Transit Master Plan Update 2023 Process.

Key outcomes included:

- Finalization of the Hood River County Transportation District Transit Master Plan Update 2023 and is expected to be adopted at the May 17, 2023, Board of Director's meeting. Throughout the planning process there was significant community engagement to understand opportunities and to craft proposed service options.
- 4-agency GORge pass is in its second year. Gorge Translink providers have made significant headway in aligning policies to improve user experience and consistency.
- Contracted with Skamania County and the Forest Service to provide the Dog Mountain Shuttle for the third year. Applied for ongoing sustainable funding through the Washington State Department of Transportation Consolidated Grants program.
- Provided the Gorge-To-Mountain service in-house for the second year. Ridership close to tripled from the FY2022 season from 2,902 to 7,910 in FY2023. Offered transit service that accommodated night-skiing for the first time. Staff worked with the Hood River Valley High School Ski team to ensure equitable access to the mountain for team members.
- Partnered with the City of Hood River on the Gorge Transit Connect (low-income pass) program and Downtown Employee Pass program for the second year.
- Purchased 2 new 14 passenger vehicles with 2 ADA securements and 1 new Electric van.
- Worked with the Forest Service, ODOT and other partners to ensure the success of the Multnomah Falls I-84 permit program and continuation of the program in Summer of 2023.
- Applied to the FTA Low or No Emission Bus Program requesting over \$6 million dollars in grant funding to purchase electric vehicles, facility modification and expansion and other funding programs that have not yet been awarded.
- Ridership overall is trending to increase by 40% from FY2022.

Overall Economic Outlook

The overall economic outlook for Hood River County Transportation District is good. The COVID-19 Pandemic impact has lessened, and staff has seen a significant increase in ridership over previous years. CAT received over \$1 Million from federal COVID related funding (CARES ACT, CRRSSA) in FY20, FY21, FY22, FY23 and expects to see an additional allocation this year. These funds have helped to maintain stability by addressing increased operational costs, fuel, vehicle expenses, and personnel wages and taxes due to inflation and other economic factors. STIF formula (payroll tax) funds are expected to continue an upward trend this year. FY2024 will be the first year of the new 2023-2025 Biennium, meaning the requested funding considered the increased operational costs of the district and will reduce the reliance on Federal CARES Act funding moving forward. Available Federal 5311 Formula Funds have increased dramatically due to a recalibration in the formula which represents the growth of the district. This has allowed the district to include two new Columbia Gorge Express vehicles in the FY2024 Budget. The district has also applied and expecting to be awarded several new funding streams which allows staff to begin implementation of the Transit Master Plan Update 2023.

Board Goals for the 2024 Budget Year

The Board has outlined the following goals for the FY24 Budget:

- Maintain current service levels for year-round services and the Gorge-to-Mountain Express. Expand summer service on the Columbia Gorge Express to mitigate congestion and safety concerns along the I-84 corridor. Add weekend service between Hood River and White Salmon/Bingen during the busy summer months if funding is awarded.
- Begin implementation of the HRCTD Transit Master Plan Update 2023.
- Update the Hood River County Coordinated Transportation Plan.
- Continue and grow the multi-provider GOrge Pass program and support the regional transit strategy and work toward improved connectivity throughout the Gorge.
- Identify and secure opportunities for staff training in human Resources, leadership, and overall transit operations training.
- Initiate facility expansion and modifications to accommodate electrification and bigger vehicles.
- Implementation of vanpooling and other transportation options. If funding is awarded this will include e-bike lending library among other transportation options.
- Begin implementation of the Intelligent Information System project which includes improved dispatching software, real-time technology, automated passenger counters, and improved fare technology. These grant funded investments will improve rider experience and staff ability to analyze and track ridership.
- Expand outreach to vulnerable communities (i.e. Latino, Native American, seniors, individuals with disabilities etc.) to ensure access and awareness of transit. Ensure website and promotional materials are in plain language and have an accessible user interface.
- Explore innovative options and implement solutions to address specific transportation needs:
 - Local NEMT & Door through Door
 - After hour (hotel/bar/restaurant) shuttle

Overview of the FY2024 Proposed Budget

The Fiscal Year 2024 Budget allows for CAT to maintain and enhance current services and begin implementation of key projects identified in the Transit Master Plan Update 2023. Our expectation being that ridership will continue to increase and be consistent with our ongoing investment.

The budget strategy is outlined in the attached budget. The FY24 Budget has been broken out into resources, administrative requirements, and operating requirements.

- **Resources** – The general budget consists of resources from federal grants, state payroll tax collection, property tax revenues and a variety of other smaller sources. CAT will carry over \$600K in capital grant funds from FY23 and has allocated an additional \$600K in 5311 Formula Funds for large vehicles to be used on the Columbia Gorge Express. In addition, CAT continues to carry over some Statewide Transportation Improvement Fund (STIF) Formula funds that were not spent in the FY21-23 funding cycle that have been reserved for bus stop improvements to ensure ADA accessibility. Staff has included close to \$350K in different types of federal grant funds that have been applied for but have not been awarded per State of Oregon recommendations. It is important to note that due to the Board of Director's decision to move from an Accrual Accounting Basis to Modified Cash it will change when grant reimbursements are reflected in the budget.
- **Administrative Requirements** – Under Administrative Requirements staff have included Administrative Materials and Services, Administrative Personnel Services, and Administrative Capital Outlay.
- **Operating Requirements** – Under Operating Requirements staff have included Operating Materials and Services, Operating Personnel Services, and Operating Capital Outlay. The titles of the categories have changed from previous year's budgets, but the type of expenses included has not. Due to expected vehicle purchases \$158,698 is needed to match capital grants. This will reduce cash available in the contingency fund by close to \$100K.

In summary, the draft FY2024 Budget moves forward with Board goals to begin implementation of the Transit Master Plan Update 2023, continue efforts to increase ridership, build upon existing partnerships, and expand transit connectivity within the region.

Further, I want to thank the citizens of Hood River County and our riders for the continued support of their public transportation system.

I look forward to this upcoming year and working with staff, the board and partner organizations to provide dependable, safe, and consistent public transit services to our community.

Amy Schlappi
Executive Director
Hood River County Transportation District
(dba Columbia Area Transit)

Hood River County Transportation District

dba Columbia Area Transit

Vision

To connect the people and communities of Hood River County with an accessible and more sustainable future.

Mission

We provide safe, reliable, accessible, and efficient public transportation services in Hood River County and offer critical regional connections to Portland, Washington State and throughout the Gorge.

Values

Safety – We will ensure the safety of our employees, customers, and transit systems.

Customer Service – We will work with our customers to meet their needs and exceed their expectations.

Sustainability – We will continuously improve and be accountable for our financial, environmental, and social outcomes.

Integrity – As stewards of public resources, we will use our assets prudently and conduct ourselves honestly and respectfully.

Community Driven – As stakeholders in Hood River County, we strive to ensure our services contribute to the social, cultural, and economic betterment of all residents.

Innovation – We will pursue opportunities to enhance value for our customers.

Collaboration – We will cultivate strong partnerships, community connections and links to other types of travel.

Teamwork – As a team, we celebrate diversity, foster effective communication; and promote advancement and longevity.

Hood River County Transportation District is proud to present the FY2024 budget to the public. We are committed to providing safe, reliable, accessible, and SUSTAINABLE public transit services far into the future.

Highlights of the Budget

Resources

- Fare Revenue** – The low-cost annual GOрге Pass program has seen steady growth year over year with a large local following who consistently purchase the pass year after year. Partner transit providers and the HRCTD Board of Directors should consider increasing the cost to reflect rising operational expenses. Day passes have been very popular particularly on the Columbia Gorge Express and a large revenue generator. Staff are expecting a roughly 20% increase in one-way fares and day passes due to a trend of a steady increase in ridership.
- Contract Revenue** – Due to a contract with the U.S. Forest Service to staff the Multnomah Falls I-84 Permit program Contract Revenue is expected to increase by \$40K over FY2023.
- Federal Assistance** – Staff has reflected the accounting basis change from Accrual to Modified Cash which will impact 5311 and 5310 funds received in FY2024. Due to the 5311 allocated funds increase the district has access to \$592,218 in grant funds to purchase 2 new 30+ passenger buses for the Columbia Gorge Express service. The current Columbia Gorge Express vehicles are becoming very expensive to maintain due to increased repairs needed. One more allocation of CARES funding has been announced, staff is expecting to apply for roughly \$70K to help mitigate the impacts of costly vehicle repairs and operational expenses that were not able to be covered by grants in FY2023. Staff have applied for over \$6 million in FTA Low or No Emission Bus Program grant funds. If awarded only a small amount (\$45K) would be used in FY2024 to hire a consultant to help plan facility expansion and modification for large electric buses. 5311 Capital and 5339 funds have been rolled over from FY2023 due to delayed purchase of 1 Electric Van and 2 Electric Cutaways.
- State Assistance** – Staff has reflected the accounting basis change from Accrual to Modified Cash, which will impact Statewide Transportation Improvement Fund (STIF) Statewide Transportation Network funding for the Columbia Gorge Express service received in FY2024. A small amount of the STIF Discretionary funding has been included to begin the implementation of the Intelligent Information Systems project which was applied for and expected to be awarded. \$180,000 has been included for the Carbon Reduction Program that staff is applying for which will include an e-bike lending library and other transportation options/mobility services that have been identified as a need in the Transit Master Plan.
- Other Revenue** – The district is expecting to sell a portion of the aging fleet and is exploring the Local Government Investment Pool (LGIP) through the Oregon State Treasury. This potential revenue generator could generate \$20K in interest revenue if available cash (\$900K) is placed in an LGIP account. The Board will review at the May 17th Board meeting.

FY2023	RESOURCES	FY2024
\$ 1,238,056	Unallocated Beginning Fund Balance	\$ 1,053,000
165,000	STIF Dedicated Project Funds	192,000
1,403,056	Total Beginning Fund Balance*	1,245,000
200,000	Fare Revenue	216,000
60,000	Contract Revenue	104,224
1,485,566	Federal Assistance	1,675,170

1,487,200	State Assistance	1,989,537
210,000	Property Tax	210,000
61,258	Other Revenue	40,000
\$ 4,907,080	TOTAL RESOURCES	\$ 5,479,931

Administrative Requirements

Administrative Materials and Services:

- **Professional Fees** – Since the Transit Master Plan Update 2023 process will have concluded by June 30, 2023, consultant fees that existed in this bucket to complete the TMP are no longer needed. However, the district has contracted with a new outside accountant and will need a consultant who specializes in transit facility design and electrification if awarded and obligated the requested FTA Low or No Emission Bus Program grant funds in FY2024.

FY2023	Administrative Materials & Services	FY2024
100,081	Building Expenses	85,000
15,600	Office Supplies	18,000
149,800	Professional Fees	110,000
30,900	Other Administrative Expenses	14,700
296,381	Total Administrative Materials & Services	227,700

Administrative Personnel Services:

- **Administrative Wages** – Wages have decreased slightly due to personnel transitions and organizational restructuring. Staff has introduced a formalized pay step chart that is included in Exhibit A which creates an objective understanding of step increases if employee receives positive performance review and increase is recommended by manager. In previous years there have not been formalized step increases just cost of living and merit increases. There are 3 FTE's that are included in this category (Executive Director, Office Manager, Administrative Assistant/Dispatcher).
- **Administrative Benefits** – Staff learned that to be in compliance with a recently passed piece of legislation specific medical benefits are required. The medical plans that meet these requirements are significantly more expensive. Since two of the three administrative personnel waive their insurance and receive health stipends instead, that added expense is reflected in Administrative Wages.

FY2023	Administrative Personnel Services	FY2024
223,200	Administrative Wages	241,562
30,648	Administrative ER Tax	36,025
43,200	Administrative Benefits	22,049
6,000	Administrative Accrued PTO	-
303,048	Total Administrative Personnel Services	299,636

Operating Requirements

Operating Materials and services:

- **Fuel** – Since gasoline prices remain volatile staff has allowed for an additional buffer in case prices increase or remain high.
- **Operation Expenses** – While the district has managed to obtain 3 new vehicles in FY23 most of the fleet is older and continues to have expensive repairs. The hope is to quickly procure 2 new vehicles for the Columbia Gorge Express, but there is concern that delivery will be delayed due to supply. The budget of \$169,000 for Operation Expenses allows needed repairs if vehicles are not able to be quickly replaced at the beginning of the fiscal year.
- **Communication Expenses** – There is an increase of more than \$30k due to the district utilizing new dispatch software that, while more expensive, has additional capabilities to improve user experience and service planning. The STIF Discretionary funds for the Intelligent Information Systems project that is expected to be awarded will help with this additional expense.
- **Vehicle Insurance** – Since the district has added used vehicles for seasonal services (Dog Mountain, Gorge-to-Mountain Express) and recently purchased new vehicles the insurance has increased.
- **Advertising and Marketing** – The expected expense has decreased substantially due to the conclusion of the Transit Master Plan as less resources are needed for outreach and marketing. Additionally, the GOrge Pass marketing partnership with the 4 Gorge Transit Agencies has proved to be a very effective marketing campaign and less district resources are needed to increase regional awareness. The district will continue to use the available resources for local marketing efforts.
- **Grant Contract Match Funds** – Adding vanpool services, E-bike Lending Library, other transportation options/mobility services, and contracting out the staffing of the Multnomah Falls Exit 31 permit program has led to a significant increase when compared to FY2023.

FY2023	Operating Materials & Services	FY2024
7,210	Vehicle Expenses	7,200
288,000	Fuel	312,000
125,000	Operation Expenses	169,000
37,440	Communication Expenses	69,850
34,800	Vehicle Insurance	45,000
20,000	Driver Expenses	15,000
120,000	Advertising & Marketing	40,000
112,917	Grant/Contract Match Funds	350,000
\$ 745,367	Total Operating Materials & Services	\$ 1,008,050

Operating Personnel Services:

- **Operations Wages** - Wages have decreased slightly due to personnel transitions and organizational restructuring. Staff has introduced a formalized pay step chart for office staff that is included in Exhibit A which creates an objective understanding of step increases if employee receives positive performance review and increase is recommended by manager. In previous years there have not been formalized step increases just cost of living and merit increases based on performance reviews. There are 4 FTE's (Transit Operations Manager, 3 Field Supervisors)

that are included in Operating Personnel Services and considered office staff not drivers. Drivers do have a more formalized pay increase structure and is described in detail in the Union Contract.

- **Operations Benefits** – Staff learned that to be in compliance with a recently passed piece of legislation specific medical benefits are required. The medical plans that meet these requirements are significantly more expensive. Since several operating personnel waive their insurance and receive health stipends instead, that added expense is reflected in Operations Wages.

FY2023	Operating Personnel Services	FY2024
1,144,200	Operations Wages	1,086,261
112,255	Operations Employer Tax	169,513
158,200	Operations Benefits	197,370
8,000	Operations Accrued PTO	-
\$ 1,422,655	Total Operating Personnel Services	\$ 1,453,144

Operating Capital Outlay:

- **Operating Capital Outlay** – If the district receives all vehicles that have been awarded grant funds the district will have 3 new electric vehicles and 2 new gasoline vehicles. However, staff are cautious in optimism as it has been very difficult to get a hold of transit vehicles due to supply chain issues. Staff expects to spend \$92K in bus stop improvements for ADA accessibility and \$30K in automatic passenger counters as part of the Intelligent Information Systems project.

FY2023		FY2024
\$ 957,760	Operating Capital Outlay	\$ 1,530,020

Additional Notes:

The FY24 budget is estimating that with the expenses included the district will use \$89,619 of unallocated (reserve) funds. That deficit is caused by the \$174,678 in match requirements for grants that will be funding vehicle purchases or special projects.

Match Requirements – Vehicles/Special Projects	Total Cost	Match
Carbon Reduction Program	\$ 200,000	\$ 10,000
5339 - 1 Electric Vehicle	\$ 200,000	\$ 36,412
5311 Formula - 2 Vehicles	\$ 658,020	\$ 65,782
5311 Capital - 2 Electric Vehicles	\$ 550,000	\$ 56,484
Intelligent Information Systems	\$ 30,000	\$ 6,000
Total	\$ 1,638,020	\$ 174,678

Exhibit A: Proposed Staff Salary Scale

Step increases are contingent on a positive performance evaluation and the recommendation of the manager and that funds are available.

Position	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
Executive Director	\$87,360	\$91,520	\$96,096	\$100,901	\$105,946	\$111,243
Transit Operations Manager	\$72,000	\$75,600	\$79,380	\$83,349	\$87,516	\$91,892
Office Manager	\$69,992	\$73,000	\$76,650	\$80,483	\$84,507	\$88,732
Field Supervisor	\$56,160	\$58,968	\$61,916	\$65,012	\$68,263	\$71,676
Dispatch/Administrative Assistant	\$24.00 (hourly)	\$25.20 (hourly)	\$26.46 (hourly)	\$27.78 (hourly)	\$29.17 (hourly)	\$30.63 (hourly)

Hood River County Transportation District

General Fund

(Fund)

Historical Data			Adopted Budget This Year Year 2022-23	RESOURCE & REQUIREMENTS	Budget for Next Year: FY2023-24		
Actual		Proposed By Budget Officer			Approved By Budget Committee	Adopted By Governing Body	
Second Preceding Year 2020-21	First Preceding Year 2021-22						
1			1	RESOURCES			
2	\$ 1,052,530	\$ 1,173,051	\$ 1,238,056	2 Unallocated Beginning Fund Balance	\$ 1,053,000		
3		330,000	165,000	3 STIF Dedicated Project Funds	192,000		
4	1,052,530	1,503,051	1,403,056	4 Total Beginning Fund Balance*	1,245,000		
5				5			
6	61,556	202,694	200,000	6 Fare Revenue	216,000		
7	19,868	45,100	60,000	7 Contract Revenue	104,224		
8	671,361	600,127	1,485,566	8 Federal Assistance	1,675,170		
9	1,175,444	1,207,117	1,487,200	9 State Assistance	1,989,537		
10	206,607	206,158	210,000	10 Property Tax	210,000		
11	55,800	46,355	61,258	11 Other Revenue	40,000		
12				12			
13	\$ 3,243,166	\$ 3,810,602	\$ 4,907,080	13 TOTAL RESOURCES	\$ 5,479,931	\$ -	\$ -
14				14			
15				15 REQUIREMENTS			
16				16 Administrative			
17				17 Administrative Materials & Services			
18	29,033	63,696	100,081	18 Building Expenses	85,000		
19	18,912	15,718	15,600	19 Office Supplies	18,000		
20	92,767	136,082	149,800	20 Professional Fees	110,000		
21	8,114	13,428	30,900	21 Other Administrative Expenses	14,700		
22	148,826	228,924	296,381	22 Total Administrative Materials & Services	227,700	-	-
23				23			
24				24 Administrative Personnel Services			
25	170,201	242,055	223,200	25 Administrative Wages	241,562		
26	14,073	22,577	30,648	26 Administrative ER Tax	36,025		
27	20,355	22,599	43,200	27 Administrative Benefits	22,049		
28	10,976	564	6,000	28 Administrative Accrued PTO	-		
29	215,605	287,795	303,048	29 Total Administrative Personnel Services	299,636	-	-
30				30			
31	-	-	-	31 Administrative Capital Outlay	-		
32				32			
33	\$ 364,431	\$ 516,719	\$ 599,429	33 Total Administrative	\$ 527,336	\$ -	\$ -
34				34			
35				35 Operating			
36				36 Operating Materials & Services			
37	2,879	9,268	7,210	37 Vehicle Expenses	7,200		
38	117,667	226,435	288,000	38 Fuel	312,000		
39	65,229	135,346	125,000	39 Operation Expenses	169,000		
40	31,005	49,062	37,440	40 Communication Expenses	69,850		
41	13,346	25,162	34,800	41 Vehicle Insurance	45,000		
42	10,513	8,344	20,000	42 Driver Expenses	15,000		
43	91,963	168,229	120,000	43 Advertising & Marketing	40,000		
44	135,317	75,393	112,917	44 Grant/Contract Match Funds	350,000		
45	467,919	697,239	745,367	45 Total Operating Materials & Services	1,008,050	-	-
46				46			
47				47 Operating Personnel Services			
48	591,234	839,847	1,144,200	48 Operations Wages	1,086,261		
49	68,978	98,947	112,255	49 Operations Employer Tax	169,513		
50	82,372	84,289	158,200	50 Operations Benefits	197,370		
51	21,348	-	8,000	51 Operations Accrued PTO	-		
52	763,932	1,023,083	1,422,655	52 Total Operating Personnel Services	1,453,144	-	-
53				53			
54	143,833	85,222	957,760	54 Operating Capital Outlay	1,530,020		
55				55			
56	\$ 1,375,684	\$ 1,805,544	\$ 3,125,782	56 Total Operating	\$ 3,991,214	\$ -	\$ -
57				57			
58				58 Non-Allocated			
59	-	-	1,016,869	59 Contingency	261,381		
60	-	-	165,000	60 Restricted Funds (STIF)	100,000		
61	-	-	-	61 Reserve for Future Use	600,000		
62				62			
63	\$ -	\$ -	\$ 1,181,869	63 Total Non-Allocated	\$ 961,381	\$ -	\$ -
64				64			
65	\$ 1,740,115	\$ 2,322,263	\$ 4,907,080	65 TOTAL REQUIREMENTS	\$ 5,479,931	\$ -	\$ -
66	\$ 1,503,051	\$ 1,488,339	\$ -	66 Ending Fund Balance	\$ -	\$ -	\$ -
67	330,000	165,000	-	67 STIF Dedicated Funds	\$ -		
68	\$ 1,173,051	\$ 1,323,339	\$ -	68 Unallocated Beginning Fund Balance	\$ -	\$ -	\$ -



June 21st, 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
4:15pm – 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=L3I4eUttZWU5OXZEYkJUmZlQ2lOQT09>

- 1) Call Meeting to Order – 4:15pm**
- 2) Roll Call:** Greg Pack - Chair, Megan Ramey – Vice Chair, Darrell Roberts – Secretary/Treasurer, Meghan Larivee, Leti Moretti, Lara Dunn, Tamra Taylor
- 3) Approval of May 17th, 2023, Meeting Minutes – Greg Pack- 4:20 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.
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- 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) Gorge Regional Transit Strategy – Kathy Fitzpatrick – 4:25pm**
- 6) Resolutions & Action Items**
 - a. Adoption of Gorge Regional Transit Strategy
 - b. Adoption of FY23-24 Budget and Approval of Tax Rate
- 7) Quarterly Financial Report – Tiah Mayhew – 4:35pm**



8) Operations Manager Report

- a. Performance Report
- b. Employee of the Month
- c. Vehicle Update

9) Executive Session ORS 192.660(2)(d) - To conduct deliberations with persons designated to carry on labor negotiations.

10) Executive Director's Report

- a. Multnomah Falls Exit 31 Timed Use Permit Update
- b. Grant Applications Update

11) Discussion Items

- a. Removal of Flag Stops
- b. Day Pass
- c. Fall Service Changes

12) Upcoming Events

- a. End of terms for Lara Dunn & Leti Moretti
- b. Executive Committee Elections & New Board Members
- c. Conflict of Interest Forms

13) 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, May 17th, 2023
Public Hearing - Draft Transit Master Plan Update

224 Wasco Loop, Board Conference Room
Hood River, OR 97031
4:00 p.m. – 4:15 p.m.

Meeting Minutes

1. Call Meeting to Order

Greg called the Board of Directors Meeting to order at 4:02 PM.

2. Roll Call

Tiah took roll call: Greg Pack – Board Chair, Megan Ramey – Vice Chair, Darrell Roberts – Secretary/Treasurer, Meghan Larivee, Tamra Taylor, Lara Dunn (arrived at 4:05pm)

Absent: Leti Moretti

Staff: Amy Schlappi, Tiah Mayhew, Jeff Acciaioli

Public: None

3. Public Comment

No public comments were made.

4. Draft Transit Master Plan Update

Amy explained that all comments made by board members at the April Board meeting had been included in the Executive Summary and Full Transit Master Plan(TMP) which were included in the meeting materials. Amy summarized the different presentations that she did of the TMP and advertisement of the public hearings including at the Hood River County City Council, Hood River County Commissioners, and Cascade Locks City Council meetings.

5. Adjournment – 4:07pm

Motion: Tamra made a motion to adjourn the Draft Transit Master Plan Public Hearing at 4:07pm. The motion was seconded by Meghan L.

Approved by: Lara, Meghan L, Tamra, Megan R, Darrell, Greg

Opposed By: None



Wednesday, May 17th, 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
4:15 p.m. – 5:30 p.m.

Meeting Minutes

1. Call Meeting to Order

Greg called the Board of Directors Meeting to order at 4:07 PM.

Staff requested that agenda item 6 (e) – Approval of Modified Cash Specifics be removed from the consent agenda as it was no longer applicable.

Motion: Darrell made a motion to remove agenda item 6 (e) – Approval of Modified Cash Specifics be removed from the consent agenda. The motion was seconded by Lara.

Approved by: Lara, Megan R, Meghan L, Tamra, Greg, Darrell

Opposed By: None

2. Roll Call

Tiah took roll call: Greg Pack – Board Chair, Megan Ramey – Vice Chair, Darrell Roberts – Secretary/Treasurer, Meghan Larivee, Lara Dunn, Tamra Taylor

Absent: Leti Moretti

Staff: Amy Schlappi, Tiah Mayhew, Jeff Acciaioli

Public: None

3. Approval of April 19th, 2023, Board of Director Meeting Minutes

Greg asked if there were any changes that the Board would like to make to the April 19th meeting minutes. The meeting minutes were included in the board meeting materials.

Motion: Darrell made a motion to approve the April 19th Meeting Minutes. The motion was seconded by Tamra.

Approved by: Lara, Megan R, Meghan L, Tamra, Greg, Darrell

Opposed By: None

4. Public Comment

No Public Comments were made.

5. Monthly Financial Update

Tiah updated the board on a couple of items:

- Bank transition from Umpqua to Key Bank



- Full financial statement will be distributed at the June 21st meeting.
- The district did receive \$800k in Q3 Reimbursements, however staff is still waiting on 5311 and 5304 grant reimbursements.

There was discussion regarding the specific items needed to complete the bank transition by the end of the fiscal year.

6. Resolution & Action Items

a. Adoption of the HRCTD Transit Master Plan

Motion: Lara made a motion to approve resolution 051720231 to adopt the Hood River County Transportation District Transit Master Plan 2023. The motion was seconded by Megan R.

Approved by: Lara, Megan R, Meghan L, Tamra, Greg, Darrell

Opposed By: None

b. Approval of the Multnomah Falls Transportation Ambassador Contract

Staff is asking for approval of the Multnomah Falls Transportation Ambassador Contract with Gorge Area Business Assistance. CAT is not staffing the program this year but instead working with the contractor to staff the timed use permit checkpoint. CAT is receiving funds from the U.S. Forest Service to fund this program.

Motion: Lara made a motion to approve the Multnomah Falls Transportation Ambassador Contract with Gorge Area Business Assistance with a not to exceed of \$70,000. The motion was seconded by Tamra.

Approved by: Lara, Megan R, Meghan L, Tamra, Greg, Darrell

Opposed By: None

c. Approval of Upcoming Grant Applications

Amy discussed the two grant applications that CAT would like to apply for within the next month. A memo included in the board materials discussed the details of the two applications. The Carbon Reduction Program would include an ebike lending library, car sharing, and ebike subsidies. The CARES ACT application will help the district mitigate pandemic related increased expenses. There was some discussion regarding the two applications.

Motion: Megan R made a motion to approve staff to apply for the Carbon Reduction Program and CARES ACT applications. The motion was seconded by Lara.

Approved by: Lara, Megan R, Meghan L, Tamra, Greg, Darrell

Opposed By: None

d. Approval to open LGIP Account



Darrell expressed concern of risk involved with the LGIP account and suggested that staff complete research of other options to confirm the best option that mitigates risk but has a good interest rate. The other board members agreed. Staff will do additional research and bring it back to the board at a future board meeting.

e. Approval of Jeff Acciaioli as check signer

Amy asked the board to approve Jeff as a check signer so that checks can be signed if needed when Amy is on vacation. Tiah cannot do this as she is the person creating the checks.

Motion: Darrell made a motion to approve Jeff Acciaioli as a check signer. The motion was seconded by Lara.

Approved by: Lara, Megan R, Meghan L, Tamra, Greg, Darrell

Opposed By: None

7. Operations Manager Report

Jeff reviewed the Safety Scores, Operations Data, and Reported Data which were all included in the meeting materials. There was discussion regarding harsh events and accident that occurred in the lower parking lot. Speeding has been reduced. There was a discussion regarding the customer complaint.

8. Executive Session ORS 192.660(2)(d) - To conduct deliberations with persons designated to carry on labor negotiations.

Greg called the Executive Session to order by citing ORS 192.660(2)(d) – To conduct deliberations with persons designated to carry on labor negotiations.

The board adjourned from Executive Session at 5:32PM.

9. Executive Director Report

a. FY24 Annual Budget Update

The first Budget Committee was on May 10th where there was a lot of great discussion. The second Budget Committee originally scheduled for May 24th was cancelled due to the committee not thinking that additional deliberations were necessary. The third Budget Committee meeting will be June 7th. The Budget Hearing will take place at the June 21st Board Meeting.

b. Drug & Alcohol Policy Update

Note: Amy accidentally discussed staffing and summer service instead of the Drug & Alcohol Policy Update due to reading a cheat sheet that was not updated appropriately. This will be discussed at a future board meeting.

10. Discussion Items

a. Remove Flag stops from City Route

Amy suggested that due to the limited time to move this to the June 21st board meeting. The board generally agreed to this.



11. Upcoming Events

- a. Memorial Day will be weekend level service.
- b. Expanded Columbia Gorge Express service will begin on June 7th with 3 additional runs per day.

12. Adjournment – 5:37 p.m.

Motion: Tamra made a motion to adjourn the meeting at 5:37pm. The motion was seconded by Darrell.

Approved by: Lara, Meghan L, Tamra, Megan R, Darrell, Greg

Opposed By: None

THE

GORGE REGIONAL

TRANSIT STRATEGY



GORGE TRANSLINK

**JUNE
2023**

Acknowledgments

The Gorge Regional Transit Strategy was prepared by the Mid-Columbia Economic Development District in coordination with state, regional, and local partners in both Oregon and Washington including Oregon Department of Transportation (ODOT), Washington State Department of Transportation (WSDOT), Mt. Adams Transportation Services (MATS), Columbia Area Transit (CAT), Sherman County Transit, The Link, Skamania County Transit, and SW WA Regional Transportation Council.

The Mid-Columbia Economic Development District would like to thank the Gorge Regional Transit Strategy Advisory Committee, Stakeholder Advisory Group, and everyone who participated in the outreach events and surveys and provided insights and feedback.

The Advisory Committee included members of the Gorge TransLink in addition to other members to form a diverse, bistate group. A full list of people and groups that were engaged can be found at <https://gorgetranslink.com/gorge-transit-strategy/>.

The Mid-Columbia Economic Development District would also like to thank the Gorge TransLink transportation providers for their significant contribution to this process and for their heroic efforts each and every day to provide mobility and access to their communities. This project is partially funded by the Oregon Department of Transportation (ODOT) and WSDOT.

Project Management Team

Don Morehouse, ODOT Region 4
 Bill Baumann, WSDOT SW Region
 Kathy Fitzpatrick, MCEDD Mobility Manager
 Susan Wright, Kittelson & Associates, Inc.

Advisory Committee

WSDOT: Chelsey Martin
 ODOT: Valerie Egon
 MATS: Sharon Carter, Norma Pickett
 CAT: Amy Schlappi
 Sherman County Transit: Kelsi Phillips
 The Link: Jesús Mendoza
 Skamania County Transit: Sophie Miller
 ODOT Region 4 Transit Coordinator: Jovi Anderson
 SW WA Regional Transportation Council: Dale Robins, Adam Fiss

Stakeholder Advisory Group

Public and Private Transit Providers
 Tribal Representatives
 Local Governments and Ports
 Land Managers
 Veterans Services Organizations
 Hood River County Energy Council
 State and Federal Government and Agencies
 Health and Wellness Organizations
 Higher Education
 Local Employers
 Local, Regional, and Federal Planning
 Tourism and Outdoor Recreation
 Historic Columbia River Highway
 USDA Forest Service
 Active Transportation Liaisons
 Nonprofits and Community Based Organizations

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- Memo 2: Existing Framework
- Memo 3: Regional Travel Patterns, Transit Gaps, and Opportunities Analysis
- Memo 4: Vision and Funding
- Memo 5: Regional Transit Solutions
- Memo 6: Key Initiatives

The Gorge TransLink Providers



Columbia Area Transit (Hood River County)
 Skamania County Transit
 Mt. Adams Transportation Services
 The Link Public Transit (Wasco County)
 Sherman County Transit



Bingen, WA

Source: Wikimedia Commons, by Zach Dischner - Endless Possibilities, CC BY 2.0

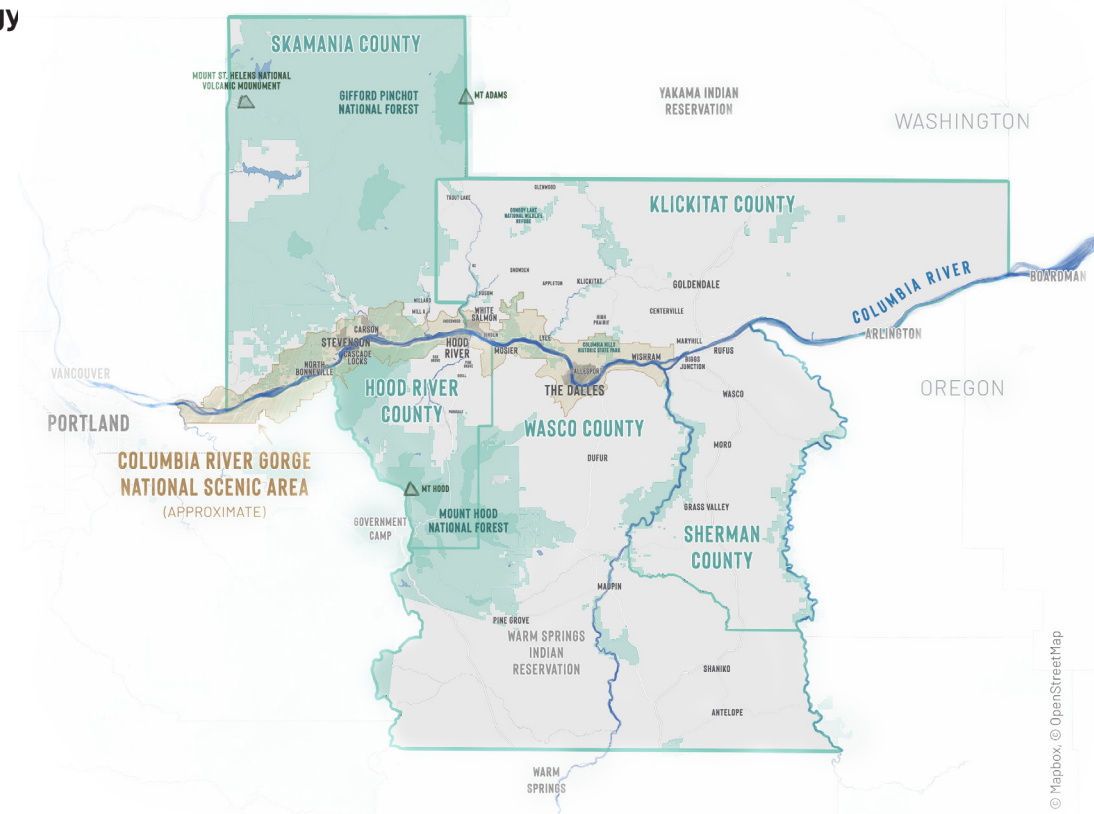
1 / Introduction

A CONNECTED, ACCESSIBLE GORGE

Why Do We Need to Expand Public Transit in the Region?

Transit is key to helping the region respond to the growing challenges of housing affordability, congestion, environmental degradation, workforce mobility, and the ever-increasing population in the Portland metro area. Aging populations in all five counties will continue to increase the need for transit access.

Strategy



What We Heard

- “Achieve workforce equity by expanding regional transit.” *Member of the Goldendale Chamber of Commerce*
- “Public transit can increase access to education and training for those who are experiencing transportation-related barriers.” *Staff at Columbia Gorge Community College*
- “One challenge is reducing the jurisdictional barriers regarding funding and bistate services.” *Staff of Southwest WA Regional Transportation Council*



Why Do We Need This Plan?

This project develops a roadmap for a regionally coordinated and integrated public transportation system in the Mid-Columbia River Gorge, a rural five-county, bistate region.

Although each transportation provider's authority ends at its county line, transit connections to neighboring counties are important. The region shares a common workforce and common geography. Residents regularly cross jurisdictional borders for many reasons.

For that reason, Columbia Area Transit (Hood River County), The Link (Wasco County), Sherman County Community Transit, Mt. Adams Transportation Services (Klickitat County), and Skamania County Public Transit formed the Gorge TransLink Alliance in 2010.

GORGE TRANSLINK'S PURPOSE

- 1 Enhance the ability of members and their respective governing bodies to work towards **improving connections** within and between Hood River, Wasco, Sherman, Skamania, and Klickitat Counties.
- 2 **Address gaps** in public transit routes and barriers to using public transit in the Gorge.
- 3 **Improve public education** and understanding of transit services.
- 4 Provide **seamless, high-quality transit service** to all residents and visitors.

This document includes prioritized and actionable strategies and recommendations, including a transit map that clearly articulates the Region's vision of a successful regional transit system.

This plan is a flexible, living document developed with input from state, regional, and local partners. The strategies focus on enhancing the regional network and coordination activities. They are intended to support the current and future plans of each of the five transportation providers of the Gorge TransLink and not conflict with local planning documents.

What Stands in the Way of Taking Transit in the Gorge Today?

Transit in the Gorge region today is limited mostly by service gaps. This might mean service that doesn't run early enough or late enough, that doesn't reach desired destinations, or that fails to make timely connections with other service lines.

Transit gaps and opportunities in the region were identified through an inventory of existing conditions; by assessing current and future resident or visitor travel patterns within and connecting to the project area; through public input from an online open house; and by reviewing gaps from the Phase 1: Foundations Memo.

- There is limited service on evenings and weekends and there are long headways that can make it difficult to catch the bus when you need to or transfer smoothly between routes (the public's highest priority is to help residents access places they need to go).
- There are gaps in local services and regional connections across the region.
- There are gaps in first mile/last mile access and geographical constraints that make it challenging for people to ride transit in the Gorge.
- There's a need for a better platform for coordination between public and private providers and community partners to improve transit service and delivery.

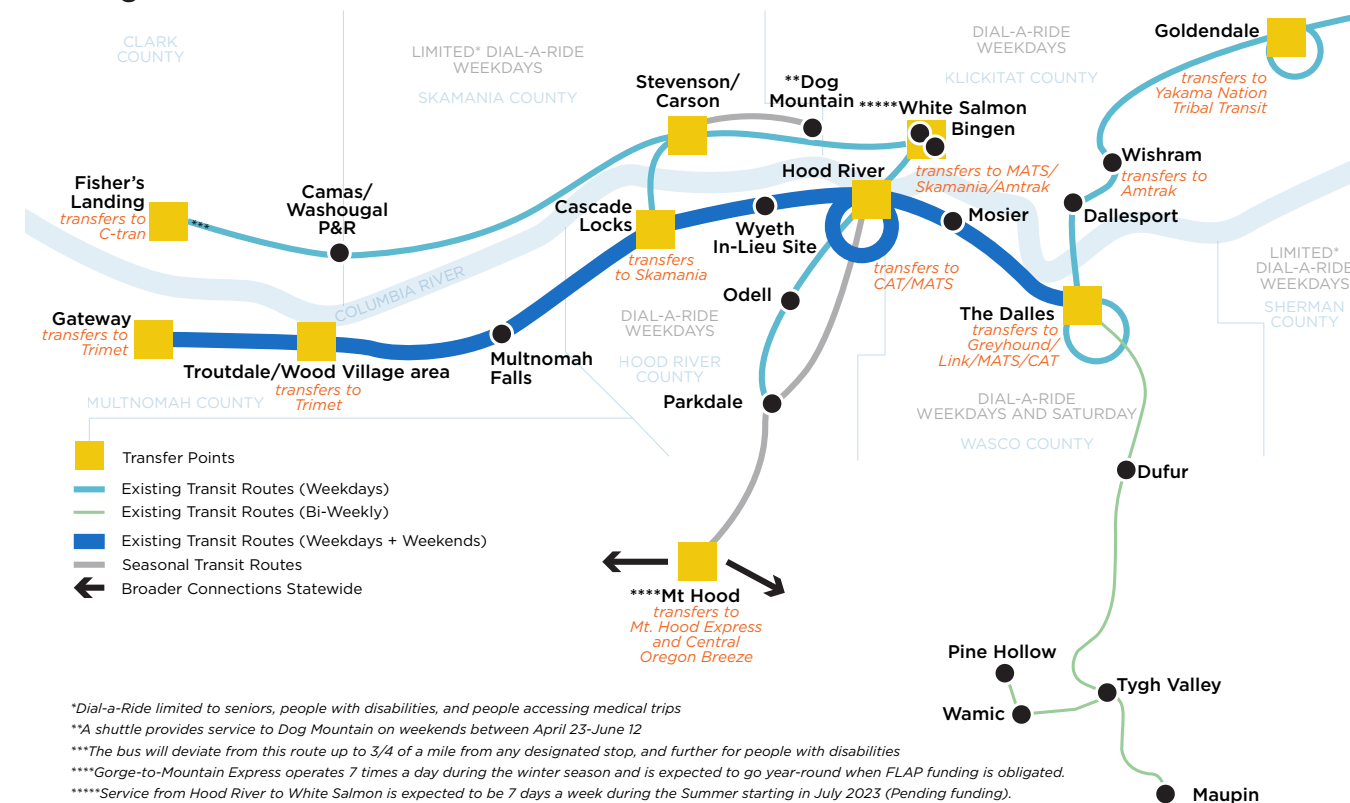
PRIORITY DESTINATIONS THE PUBLIC IDENTIFIED NEEDING BETTER TRANSIT ACCESS INCLUDE:

- Columbia Gorge Community College campuses
- Native American In-lieu and Treaty Fishing Access Sites
- Healthcare facilities in the Portland Metro Area, particularly for medical rides that are not reimbursable
- Lyle, Warm Springs, and Trout Lake

ADDITIONAL GENERAL DESTINATIONS THAT NEED TRANSIT ACCESS INCLUDE:

- Urbanized areas throughout the five counties to provide regional transit opportunities
- Local circulators to expand access within communities and facilitate connections between local and intercity routes
- Recreational areas including trailheads, wineries, and museums

Existing Transit Service



*Dial-a-Ride limited to seniors, people with disabilities, and people accessing medical trips
 **A shuttle provides service to Dog Mountain on weekends between April 23-June 12
 ***The bus will deviate from this route up to 3/4 of a mile from any designated stop, and further for people with disabilities
 ****Gorge-to-Mountain Express operates 7 times a day during the winter season and is expected to go year-round when FLAP funding is obligated.
 *****Service from Hood River to White Salmon is expected to be 7 days a week during the Summer starting in July 2023 (Pending funding).

THERE ARE BARRIERS TO PROVIDING COMPREHENSIVE TRANSIT IN THE REGION INCLUDING:

- Lack of transit and active transportation infrastructure
- Lower population density in rural areas
- Lack of new funding sources
- Dispersed geography and limited parallel routes within the region
- The seasonality of tourism and recreation
- A need for more marketing, branding, and public awareness of existing services
- Limited staff resources

What We Did in Phase 1

Phase 1 concluded in Winter 2021. This first phase focused on strengthening partnerships, analyzing local transportation plans in the Columbia Gorge, and developing a collective regional vision.

The main objective of Phase 1 was to combine the goals, policies, and priorities of local transportation planning efforts. Together, these serve as the foundation for the work of the regional collaborators to develop the vision and goals that guide the implementation strategies for Phase 2.

Phase 2 Objectives

Based on the Phase 1 vision and goals, Phase 2 focused on a more comprehensive implementation strategy. This included further data analysis, funding and financial planning, assessment of potential regional organizational structures, and operational and policy strategies.

This strategy focuses on planning for regional transit service, decisions about local routes and dial-a-ride service are made by individual providers.

LEARN MORE

Learn more about the outcomes of Phase 1 in the [Phase 1: Foundations memo](#).

GORGE TRANS LINK HAS ACCOMPLISHED A LOT IN THE LAST FEW YEARS!

Klickitat County launched fixed routes in 2018 and has already expanded their hours and frequencies.

The Link Public Transit (Wasco County) launched its first fixed route service in 2019 and is now running three routes.

Skamania County extended its routes to Klickitat County and across the river into Cascade Locks, Oregon in 2021, providing connections to the regional system.

CAT (Hood River County) increased the number of routes providing access to essential destinations and recreation, seasonally and year-round in 2019.

The Gorge TransLink developed a fare system (GOrge Pass) for riders to use for fixed-route transit across providers in 2021.

Sherman County Community Transit has recently received more grant funds to expand their facilities and their services.

With additional resources and streamlined decision-making, Gorge Translink can accomplish even more.

Dog Mountain, WA



2 / Vision

VISION

Public transit supports thriving Columbia River Gorge communities by providing access to critical services, higher education, jobs, and outdoor recreation while protecting the natural wonders of the Gorge.

Goal Area: Community and Economic Vitality

Public transit in the Columbia River Gorge supports community livability and economic vitality by supporting business and housing development, the multimodal transportation system, workforce mobility, and regional resiliency.

- Transit provides workforce mobility.
- Transit supports the local and regional economies.
- Transit provides access to outdoor recreation for residents and visitors.
- Transit reduces the need for expensive parking infrastructure within communities.
- Transit mitigates traffic congestion and dangerous traffic conditions.
- Transit supports multimodal connectivity.
- Transit supports local and regional disaster response.
- Transit supports local planning efforts to develop affordable communities.

Goal Area: High-Quality Service and Experience

Public transit in the Columbia River Gorge provides all residents and visitors with seamless and equitable access to community resources and to key connection points.

- Transit service is reliable, seamless, and coordinated.
- Transit service is as convenient as driving a private vehicle.
- Transit provides service to key connection points within and outside of the region.
- Transit service is equitable and affordable, prioritizing underserved and diverse communities while making them feel welcome and safe.
- The transit network of providers has high organizational capacity.

Goal Area: Environmental Stewardship

Public transit in the Columbia River Gorge protects the natural environment.

- Transit is used in combination with other tools to protect our natural resources by reducing overcrowding at popular recreation areas.
- Transit reduces Green House Gas emissions by moving more people with efficient and low/no-emission vehicles.
- Transit reduces the need for large parking lots in our pristine natural areas.

Goal Area: Financial Sustainability

Public transit in the Columbia River Gorge is financially sustainable, expanding operations with increased capacity and new funding sources.

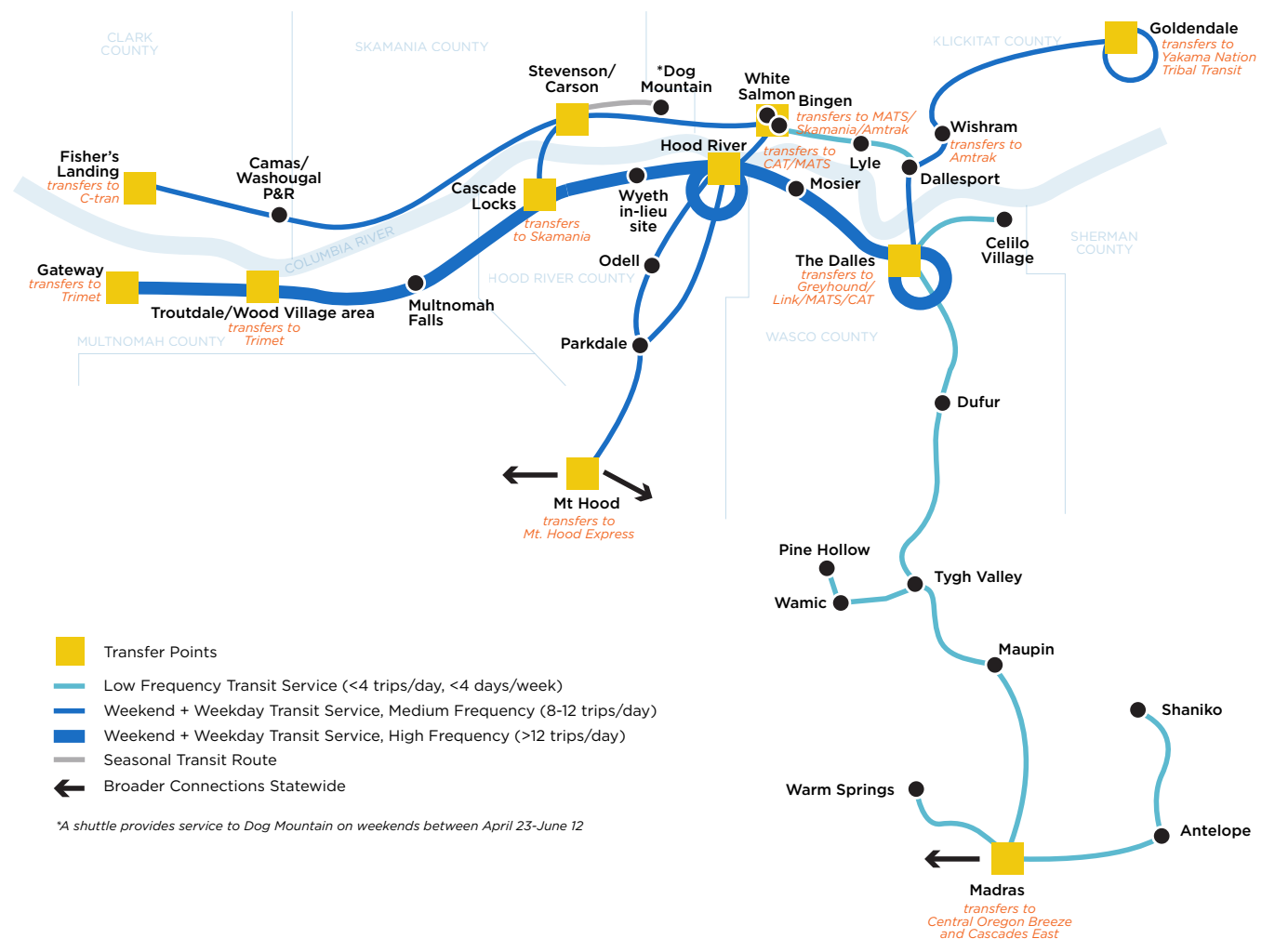
- Transit has new, sustainable, and diversified funding sources.
- Transit providers coordinate services, providing cost efficiencies.
- Transit has the capacity and funding levels necessary to achieve other goal areas.



White Salmon, WA

MAKING THE VISION A REALITY

Preferred Regional Transit Strategy Map



- Transfer Points
- Low Frequency Transit Service (<4 trips/day, <4 days/week)
- Weekend + Weekday Transit Service, Medium Frequency (8-12 trips/day)
- Weekend + Weekday Transit Service, High Frequency (>12 trips/day)
- Seasonal Transit Route
- ← Broader Connections Statewide

*A shuttle provides service to Dog Mountain on weekends between April 23-June 12

The map above illustrates the preferred strategy for making progress towards the vision. The map was developed based on an analysis of gaps and opportunities and discussions with the project advisory groups.

Cities and communities that are already served by transit or that were included in adopted local planning documents were included on the map. Additional key stop locations/communities to serve were added through the vision refinement process conducted with advisory groups.

The Strategy: Accessibility

This preferred strategy map represents a potential service level vision that includes service seven days a week on most routes, with a target of 60-90 minute frequency service along each route and a new direct

connection from White Salmon to Dallesport. To achieve this level of service, additional funding is required. Higher levels of service are needed to fully implement the vision in the longer term.

To implement the regional vision, the Gorge TransLink partners and local agencies need to work together to expand local transit routes; coordinate timetables with each other; increase the area that can be reached by carshare, vanshare, and carpools; and expand access to local taxis to provide connections to/from regional transit.

Gorge TransLink is constantly working to improve transit in the region. They are already working on some of the initiatives included in this document, and some may be complete before the plan is adopted!

3 / Implementation

SUPPORTING TRANSIT ACCESS THROUGH GOVERNANCE

This section documents short- and long-term implementation actions to expand governmental capacity to provide transit service. Five governance scenarios (described on p 14) were explored and screened with reference to the Status Quo according to their ability to:

- Improve system clarity for customers and the general public
- Provide government accountability, oversight, and policymaking
- Support regional equity
- Improve operational efficiency
- Reduce agency staff burden and share staff expertise
- Increase funding opportunities

Each scenario would have to be explored further before long-term implementation. **Forming a policy level board, such as a Regional Transit Advisory Board, is a key short-term action needed to help implement the vision and make decisions about longer term governance.**

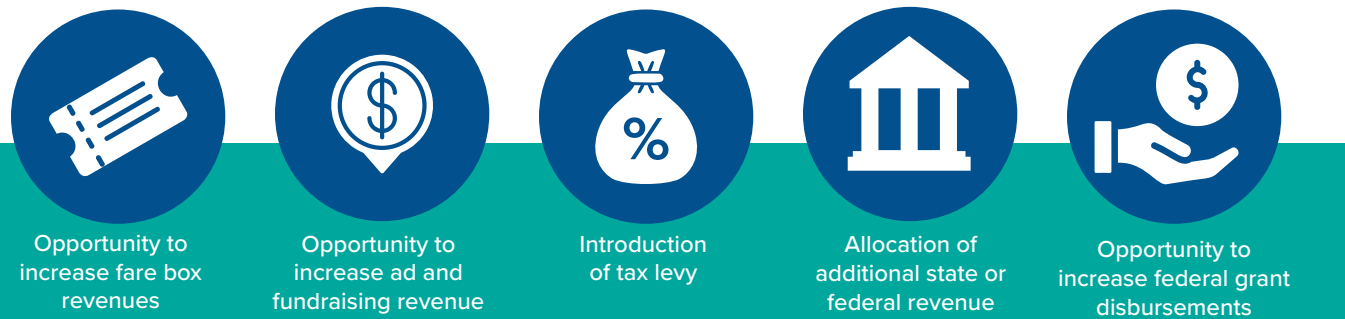
LEARN MORE

Memo 5: [Regional Transit Solutions](#) provides details on potential governance scenarios and documents their evaluation.



Wasco County, OR

Governance Scenarios Considered to Help Facilitate Coordination, Decision-Making, and Increase Funding



ENHANCED STATUS QUO

The Gorge TransLink would update guiding documents and provide modest changes to enhance efficiency, effectiveness, and oversight. The increased clarity of roles could help with regional decision-making. The updates could provide an established format for elected officials to interact. The enhanced status quo would provide sustainable funding for Gorge TransLink staff.



TRANSIT ADVISORY BOARD

A Regional Transit Advisory Board (TAB) would be established. There are levels of oversight and authority that could be given to the TAB based on the consensus of all parties involved. The TAB would improve elected oversight of regional decision-making processes and provide a central forum for prioritizing transit initiatives and projects.



JOINT DISTRICTING OR SINGLE-COUNTY DISTRICTS

Joint or Single-County Districts would be formed. These districts would continue to be separate agencies with transit management responsibilities but would have potential to increase local revenue generation across the region. These options could be combined with the TAB or the Regional Cooperative or Transportation Management Organization (described below).



REGIONAL COOPERATIVE OR TRANSPORTATION MANAGEMENT ORGANIZATION

A Regional Cooperative or Transportation Management Organization would be formed as a separate legal business entity and could encompass counties in both Oregon and Washington. These entities could centralize many functions, improve public transparency, and enhance stewardship and oversight by regional elected officials in a single forum. There could still be a separate co-op board and staff and the current transit agencies could be the owners of the co-op.



BISTATE GOVERNMENTAL AGENCY

A Bistate Governmental Agency would be an entity created through legislation rather than an interagency agreement. The legislation could designate the agency as the region's service provider, rather than having a separate agency for each county. This option would provide enhanced elected oversight at the regional level and centralize all planning and operating decisions. Creating a bistate district would require legislation in both states.



Short-Term Action

FORM A TRANSIT ADVISORY BOARD (TAB)

Forming a TAB would create a policy-level forum for the region to help implement the short-term aspects of the regional strategy and further explore options for a centralized transit organization for the region, such as a regional cooperative, transportation management organization, or new bistate governmental agency.

The board would be created with memorandums of understanding or interagency agreements signed by all partners that would define its roles, responsibilities, and decision-making authorities for the regional transit program. The board's purpose would be to provide policy-level input on regional transit plans, programs, and initiatives; to prioritize regional transit projects; and to recommend plans and strategies for ultimate adoption by each county's decision-making body.

Alternatively, the board could be vested with the authority to approve regional transit plans and projects outright. Bylaws would be written to describe board member eligibility and expectations, member dues, officers, meetings, and rules of procedure. Decisions for forming a TAB and by the TAB would be achieved through the consensus of all parties involved.

Identifying sustainable funding sources for a mobility manager is critical to ongoing work of the TransLink Alliance and an essential goal of the governance implementation actions.

LEARN MORE

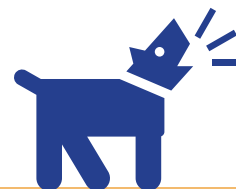
[Memo 6: Key Initiatives](#) documents why forming a TAB is recommended, a potential process for forming one, what steps the TAB could take to increase funding, and actions the TAB can support to improve regional coordination and transit service opportunities.



Hood River, OR

STEPS FOR FORMING A TRANSPORTATION ADVISORY BOARD (TAB)

1	Appoint Facilitator	Identify a formational coordinator who will facilitate initial work sessions until the TAB is approved and a TAB manager is selected.
2	Work Session 1: Regional Transit Summit	The Mid-Columbia Economic Development District (MCEDD) will convene a Regional Transit Summit. The first work session will include presenting the background and recommended key initiatives from the Gorge Regional Transit Strategy (GRTS) project, explaining “Why a TAB?” and discussing proposed TAB structure and representation.
3	Draft TAB Memorandum of Understanding (MOU)	Prepare a Draft MOU based on Work Session 1.
4	Final TAB MOU	Finalize MOU and coordinate signatures.
5	Draft TAB Bylaws	Prepare draft to include with agenda packet for Work Session 2.
6	Draft TAB Biennial Work Plan	Prepare draft to include with agenda packet for Work Session 2.
7	Draft Technical Committee Charter	Prepare draft and circulate to existing staff-level group for review and comment.
8	Work Session 2: Initial TAB Meeting	The agenda for Work Session 2 would include discussing the draft TAB bylaws, work plan, and Technical Committee charter.
9	Final Draft Bylaws, Work Plan, Technical Committee Charter	Refine draft documents to reflect Work Session 2 discussions and circulate to parties for review and comment.
10	Work Session 3: TAB Meeting	The agenda for the third work session would include approving the bylaws, biennial work plan, Technical Committee’s charter, and TAB manager, establishing a regular meeting schedule and having a presentation on a regional issue.
9	Begin Monthly Technical Committee Meetings	A typical agenda would include coordinating any route, schedule, stop changes, working on topics in the charter, or as assigned by the TAB, and preparing for upcoming TAB meetings.
10	Begin Quarterly TAB Meetings	A typical agenda would include reviewing the TAB manager’s report, the Technical Committee chair’s report, and presentations/updates/ discussion on work plan topics.



Wasco County, OR

Long-Term Actions

EXPLORE OPTIONS FOR A CENTRALIZED TRANSIT ORGANIZATION FOR THE REGION

Options for a more centralized transit organization for the region, such as new transportation districts, a regional co-op or transportation management organization, or a new bistrate governmental agency, would lift the administrative burden of transit programs from existing partner agencies.

Benefits of this approach include:

- Potentially greater staff-level expertise than is currently possible, since staff at county agencies must often wear multiple hats.
- Economy of scale for the region in nearly all aspects of transit program delivery: planning, purchasing, operating, contracting, maintenance, etc.
- Potential to increase local funding

The TAB would be responsible for further exploring opportunities to form a new centralized transit organization for the region and the counties would be responsible for exploring opportunities to create county transportation districts to increase local funding generation opportunities.

LEARN MORE

[Memo 5: Regional Transit Solutions](#) provides details on the full list of potential initiatives to address gaps and opportunities. It also identifies which governance model(s) facilitate these initiatives and the recommended implementation time frame.

WORKING TOGETHER ON THE KEY STOPS AND PLANNING DECISIONS

This section documents regional coordination, infrastructure, and information implementation actions.

Regional Stops

Transit travel between communities across county lines can require long waits or overnight stays in remote areas to make a transfer between service providers. When providers change the location of a stop or make schedule adjustments at that stop, it can have partner system impacts that create problems for intercounty travelers.

There are limited local transit and active transportation infrastructure connections supporting connections to local and regional transit. Dial-a-ride, park-and-rides, mobility hubs, electric bikes, electric carshares, and carpools, particularly at regional stops, can help provide these connections and serve rural areas. Active transportation improvements should be made to transportation infrastructure so it is comfortable for people of all ages and abilities and meets Americans with Disabilities Act accessibility standards.

Although greater frequency is needed to optimize transfers and minimize wait times, coordinating between Gorge TransLink members, Amtrak, and Greyhound can improve the ability to travel between counties and increase the number of trips that do not require a transfer. The table below describes steps for establishing and maintaining regional stops and increasing service coordination at these locations.

STEPS FOR REGIONAL STOP COORDINATION

1	Identify Regional Stops	Hold a work session across providers to identify regional stop locations.
2	Create New Regional Stops	Provide a standing agenda item on TAB Technical Committee agendas for route and schedule coordination.
3	Enhance Regional Stops	Provide branded shelters, timetables, and other amenities at each regional stop location by 2025.
4	Maintain Regional Stops	Create a regional procedure for who will maintain the regional stops.
5	Coordinate before Relocating Stops	Create a regional procedure for communicating and coordinating upcoming schedule changes.



Stevenson, WA

Data Collection

A uniform process for collecting, recording, storing, and reporting passenger information and operational data across counties should be created. This data could help support applications for grant funding and inform route planning. The table below describes steps for standardizing and utilizing data collection.

STEPS FOR DATA COLLECTION

1	Inventory Existing Data Collection	Inventory existing data collection tools and methodologies.
2	Standardize Data Collection	Identify performance metrics and create consistent methodologies for tracking those metrics across providers.
3	Track Regional Performance	Create a performance monitoring process that tracks regional ridership, costs, and benefits of transit travel in the region. Each member agency will provide consistent, periodic data on ridership, routes, and vehicles to track performance.
4	Distribute Data	Establish data accessibility and management responsibilities.

INCREASING AWARENESS OF THE PUBLIC TRANSPORTATION OPTION AND HOW TO USE IT

This section documents the actions needed to increase the public's awareness of public transit and make it easier for people to understand how to use transit.

Consistent Branding and Policies

Implement consistent branding of buses and stops, naming conventions for transit routes, and rider policies. The table below describes steps for establishing consistent branding and policies.

STEPS FOR ESTABLISHING CONSISTENT BRANDING AND POLICIES

1	Branding	Consistent branding of vehicles and bus stops supports public awareness of services. Provide consistent design standards and/or level of amenities at bus stops. Branding can include service area and phone numbers (e.g., include the cities served and share the phone number of the TransLink Phone Platform).
2	Route-Naming Conventions	Establish route-naming conventions across providers that inform riders about the service the route provides.
3	Policies	Create consistent rules and guidelines regarding rider behavior, pets and service animals, bicycle transport, holiday service days, and operation schedules. Appendix C summarizes existing rider policies across service providers and recommends draft-aligned policies.

Marketing and Education

Additional strategies are needed to improve public recognition of the transit system.

The customer experience can be improved by enhancing marketing and education materials and consolidating transit resources so riders can gather information across services from a single, printable web page. The steps for implementing this strategy are described in the table below.

STEPS FOR ENHANCING MARKETING AND EDUCATION

1	Gather Information about Existing Transit Service	Gather detailed information about existing transit service and policies across providers.
2	Create Clear and Concise Transit Resources	GORge Pass: Continue offering the GORge Pass to facilitate paying for transit across providers. Simplify Fare Payment: Align fare payment systems and prices across providers. Gorge TransLink Online Platform: Continue building a stronger online presence for travel resources at http://www.gorgetranslink.com . Ensure that information about all providers' routes is available directly on the website for smooth user experience. Improve the ease of using the trip planning tool, and support route integration across providers in Google Maps. Gorge TransLink Phone Platform: Implement an automated phone information system with the same call-in number for all five transit agencies. This automated phone system can make it easier for passengers who use dial-a-ride to get pickup times and cancel appointments. It can also provide information about routes and schedules, such as the next time a bus is scheduled to be at a specific stop. This will likely require all providers to use the same dispatch software for demand-response services.
3	Educate Riders and Customer Service Representatives	Travel Training: Continue offering travel training in Wasco and Hood River counties and expand the service to Klickitat, Skamania, and Sherman counties. Customer Service Training Program: Provide an annual training session on regional pass sales and customer service strategies for staff at all Gorge TransLink member organizations and for staff of higher education, local businesses, recreation managers, tourism organizations, and human services..
4	Advertise Services	Marketing Campaigns: Market services through websites, social media, local newspapers, printed signs and banners, radio interviews, and/or direct mail. Public Information Coordinator: Create an additional part-time position dedicated to managing outreach and external communication efforts. This coordinator would be responsible for working with media consultants on outreach materials, managing the Gorge TransLink website, drafting key public messages for review and approval, preparing periodic press releases, providing radio and television interviews, implementing and managing a single-call information service, presenting to local agencies and organizations, and serving as a community organization.
5	Update Information about Existing Transit Service	Ensure materials are kept up to date as routes, schedules, and policies are updated.

FILLING THE GAPS IN REGIONAL TRANSIT

The table on the following pages summarizes existing service levels, service level increases needed to implement the regional strategy map, coordination needs, implementation needs, and paratransit requirements for each route according to the regional strategy map.

The primary themes are summarized below:

- The service vision includes adding lifeline service (<4 trips/day, <4 days/week) for the following routes:
 - The Dalles – Dufur – Tygh Valley – Maupin – Madras (with connections to Warm Springs, Shaniko, and Antelope)
 - The Dalles – Celilo Village
 - Bingen – Lyle – Dallesport
 - Providing weekend service across routes and expanding service hours in the evening is a need for many routes.

Each route update includes a time frame for implementation:

- The Short-Term Horizon includes updates that could be implemented by redistributing resources or identifying smaller grants, or that are already planned for near-term updates by agencies.
- The Medium-Term Horizon includes high-priority updates that would require substantial additional funding, such as adding weekend and expanding evening service.
- The Long-Term Horizon includes updates that require substantial additional funding and are secondary priorities.

The Key Initiatives for enhancing service include:

- Expand capacity to provide transit service: identify public and private partners that support expansion of transit service.
- Provide service seven days a week across the I-84 and SR-14 routes within all counties. This includes:
 - Increasing service along The Dalles – Hood River route to match the frequency of the Columbia Gorge Express
 - Adding weekend service to the Bingen – Vancouver, Goldendale – The Dalles, and White Salmon – Bingen – Hood River routes
 - Taking action to creating routes between Bingen – Lyle – Dallesport and The Dalles – Celilo Village routes with weekend service
- Explore opportunities for fleet electrification: converting vehicle fleets to hybrid and electric vehicles requires vehicles with sufficient range and proper charging stations. In the long term, electric vehicle fleets can help reduce both maintenance and fueling costs. Pursuing grant funding to support electrification initiatives and constructing charging and alternative fueling facilities supports the purchase of hybrid or fully-electric vehicles.

The Vision for Future Service: Coordination and Implementation

Route	Existing Service Level	Vision for Future Service Level	Coordination and Implementation Needs	Paratransit Requirements	Time frame for Implementation (Short-Term, Medium-Term, and Long-Term)
Hood River – Local Routes	Hood River Every day 7:45 a.m.-7:15 p.m. 16 trips/day	Expand evening service Create new local routes Increase frequency	Coordinate major stops and schedules to facilitate transfers between services	Local fixed-route service: Paratransit service is required Currently met by providing complementary paratransit	Medium-Term
Hood River – Mosier – The Dalles	The Dalles 6:45 a.m.-6:15 p.m. Service hours and frequency are reduced on weekends. 4 trips/day	Add evening service Increase frequency to at least 12 trips/day	Coordinate schedule to maximize efficiency transferring to the Columbia Gorge Express Identify funding to provide additional frequency and evening service	Intercity route: Paratransit service not required	Medium-Term
Hood River – Cascade Locks – Multnomah Falls – Troutdale – Portland	Columbia Gorge Express Every day 5:30 a.m.-7:30 p.m. Up to 11 trips/day	Expand evening service Add strategic stops	Identify funding and expand staff to extend evening service	Intercity route: Paratransit service not required	Long-Term
Hood River – Odell – Parkdale	Upper Valley Weekdays 7:10a.m.-6:30 p.m. 7 trips/day	Add weekend service Expand evening service Increase frequency	Identify funding and expand staff to extend evening service and add weekend service	Intercity route: Paratransit service not required	Medium-Term
Hood River – Bridge of the Gods	Cascade Locks Weekdays 11:25 a.m.-12:15 p.m. and 6:30-7:20 p.m., 2 trips/day ¹	Understand local needs better	Identify funding and expand staff to extend evening service	Intercity route: Paratransit service not required	Medium-Term
Hood River – Parkdale – Mt. Hood	Gorge-To-Mountain Express Seasonal ²	Provide year-round service	Identify funding and expand staff to provide year-round service	Intercity route: Paratransit service not required	Short-Term
Hood River – Dog Mountain	Dog Mountain Shuttle Seasonal Weekends 6:50a.m.-5:50 p.m. 2 trips/day between Hood River—Dog Mountain, every 30 min between Skamania Fairgrounds – Dog Mountain	Increase frequency between Hood River-Dog Mountain	Identify funding and provide more frequent service between Hood River-Dog Mountain Coordinate schedule to maximize efficiency transferring to and from the Columbia Gorge Express	Intercity route: Paratransit service not required	Short-Term

¹ This route includes overlapping segment with the Columbia Gorge Express.
² CAT recently received a grant to convert this service to year-round.

Route	Existing Service Level	Vision for Future Service Level	Coordination and Implementation Needs	Paratransit Requirements	Time frame for Implementation (Short-Term, Medium-Term, and Long-Term)
White Salmon – Bingen – Hood River	White Salmon to Hood River Loop Weekdays 7 a.m.-7 p.m. 9 trips/day	Add weekend service Expand weekday service	Investigate providers to contract weekend service	Intercity route: Paratransit service not required	Medium-Term
The Dalles – Local Routes	Blue Line Weekdays 16 trips/day 7:00 a.m.-5:25 p.m. Saturday 5 trips/day 9:00 a.m.-3:25 p.m. Red Line Weekdays 10 trips / day 7:00 a.m.-5:25p.m.	Add weekend service Expand weekday service	Coordinate major stops and schedules to facilitate transfers between services Coordinate schedule to maximize efficiency transferring to and from the Columbia Gorge Express	Local fixed-route: Paratransit service is required Currently met by providing deviations	Medium-Term
Maupin – Wamic – Pine Hollow – Tygh Valley – Dufur – The Dalles	South County Shuttle Tuesdays and Thursdays 2 trips/week	—	—	Intercity route: Paratransit service not required	N/A
Madras – Maupin – Wamic – Pine Hollow – Tygh Valley – Dufur – The Dalles (with connections to Warm Springs, Shaniko, and Antelope)	—	Add service <4 trips/day, <4 days/week	Pursue funding for lifeline service, time to facilitate regional transfers	Intercity route: Paratransit service not required	Long-Term

Route	Existing Service Level	Vision for Future Service Level	Coordination and Implementation Needs	Paratransit Requirements	Time frame for Implementation (Short-Term, Medium-Term, and Long-Term)
The Dalles – Celilo Village	—	Add service <4 trips/day, <4 days/week	Pursue funding for lifeline service, time to facilitate regional transfers	Intercity route: Paratransit service not required	Medium-Term
Goldendale – Local Route	Goldendale to The Dalles Weekdays 7a.m.-7p.m. 4 trips/day	Add weekend service	Investigate providers to contract weekend service	Local fixed route: Paratransit service is required Currently met by providing dial-a-ride	Medium-Term
Bingen – Vancouver	Bingen - Stevenson - Vancouver Route Weekdays Service hours and frequency vary by route segment.	Add weekend service Increase frequency to at least 8 trips/day	Investigate providers to contract weekend service	Intercity route: Paratransit service not required Deviations are still provided to expand service area	Medium-Term
Bingen – Lyle – Dallesport	—	Add service <4 trips/day, <4 days/week	Pursue funding for lifeline service, time to facilitate regional transfers	Intercity route: Paratransit service not required	Medium-Term



Source: Wikimedia Commons, by Mark Wagner - Own work, CC BY 2.5

4 / Conclusion

A THRIVING, ACCESSIBLE REGION

- ...For the workers needing access to jobs
- ...For the recreation sites congested with vehicles
- ...For the students seeking higher education
- ...For our veterans, our older adults, our youth, and our residents with permanent or temporary mobility challenges
- ...For the people who want to reduce their environmental impact

Providing high-quality transit service to critical destinations, higher education, jobs, and outdoor recreation promotes community, economic vitality, environmental stewardship, and financial sustainability. By working together, members of the Gorge TransLink Alliance can coordinate services and leverage one another's work to create a more connected Gorge region for all their riders.



Klickitat County, WA



Gorge Translink

<https://gorgetranslink.com/>

Hood River County Transportation District
224 Wasco Loop
Hood River, Oregon 97031

BOARD RESOLUTION AND ORDER NO. 062120231

A RESOLUTION OF THE HOOD RIVER COUNTY TRANSPORTATION DISTRICT (HRCTD) IN SUPPORT OF THE GORGE REGIONAL TRANSIT STRATEGY

WHEREAS, the Gorge Regional Transit Strategy was developed with the goal of improving mobility and access for all residents of the region through a connected and efficient public transportation system; and

WHEREAS, HOOD RIVER COUNTY TRANSPORTATION DISTRICT recognizes the importance of public transit in providing safe, reliable, and affordable transportation options to its residents, businesses, and visitors; and

WHEREAS, the Gorge Regional Transit Strategy includes a set of recommendations that have been developed based on extensive research, analysis, and community engagement; and

WHEREAS, the Gorge Regional Transit Strategy was developed to support and guide the regional coordination efforts of the Gorge TransLink Alliance, a 23-year-old partnership of the transportation providers of Klickitat, Skamania, Hood River, Wasco, and Sherman counties while local plans and policies maintain ultimate authority within their respective jurisdictions; and

WHEREAS, HOOD RIVER COUNTY TRANSPORTATION DISTRICT recognizes the importance of public transportation as a means of promoting economic development, reducing traffic congestion, improving environmental sustainability, and increasing accessibility for all residents; and

WHEREAS, HOOD RIVER COUNTY TRANSPORTATION DISTRICT is committed to working with the Mid-Columbia Economic Development District and other partners to promote sustainable and equitable transportation options that benefit the entire region;

NOW, THEREFORE, BE IT RESOLVED BY THE HOOD RIVER COUNTY TRANSPORTATION DISTRICT, that it hereby supports the Gorge Regional Transit Strategy as a valuable resource for guiding and coordinating regional public transportation strategies and policies in the Mid-Columbia region.

BE IT FURTHER RESOLVED, that HOOD RIVER COUNTY TRANSPORTATION DISTRICT does not intend this resolution to bind the County to fund or implement any of the recommendations contained in the Gorge Regional Transit Strategy, but rather to express District's support for the plan and its overall goals.

BE IT FURTHER RESOLVED, that HOOD RIVER COUNTY TRANSPORTATION DISTRICT believes that it is important to demonstrate its support for the principles and objectives of the Gorge Regional Transit Strategy, while preserving the District's flexibility to make independent decisions about funding and implementation in the future.

BE IT FURTHER RESOLVED, that HOOD RIVER COUNTY TRANSPORTATION DISTRICT encourages the Mid-Columbia Economic District and other partners to continue working together to implement and further develop the recommendations contained in the Gorge Regional Transit Strategy, and to seek out opportunities for collaboration and partnership with the County on transportation initiatives.

APPROVED by HOOD RIVER COUNTY TRANSPORTATION DISTRICT this 21st day of June, 2023.

I certify that the above resolution was adopted on the 21st day of June 2023, at a public meeting of the HOOD RIVER COUNTY TRANSPORTATION DISTRICT BOARD OF DIRECTORS,

Greg Pack, HRCTD Board Chair

Date

Resolution No. _____
RESOLUTION ADOPTING THE BUDGET

BE IT RESOLVED that the Board of Directors of the _____ hereby adopts the budget for fiscal year 20____-____ in the total of \$_____. * This budget is now on file at _____, in _____, Oregon.

RESOLUTION MAKING APPROPRIATIONS

BE IT RESOLVED that the amounts for the fiscal year beginning July 1, 20____, and for the purposes shown below are hereby appropriated:

General Fund

Organizational Unit or Program:
 _____ \$ _____
 _____ \$ _____
 _____ \$ _____
 _____ \$ _____

Not Allocated to Organizational Unit or Program:

Personnel Services\$ _____
 Materials & Services\$ _____
 Capital Outlay\$ _____
 Debt Service\$ _____
 Special Payments\$ _____
 Transfers Out\$ _____
 Contingency\$ _____
 Total\$ _____

Debt Service Fund

Debt Service\$ _____
 Total\$ _____

Fund

Org. Unit/Program\$ _____
 Special Payments\$ _____
 Transfers Out\$ _____
 Contingency\$ _____
 Total\$ _____

Fund

Org. Unit/Program\$ _____
 Special Payments\$ _____
 Transfers Out\$ _____
 Contingency\$ _____
 Total\$ _____

Total Appropriations, All Funds \$ _____

Total Unappropriated and Reserve Amounts, All Funds \$ _____

TOTAL ADOPTED BUDGET \$ _____*

*(*amounts with asterisks must match)*

RESOLUTION IMPOSING THE TAX

BE IT RESOLVED that the following ad valorem property taxes are hereby imposed for tax year 20____ - ____ upon the assessed value of all taxable property within the district:

- (1) In the amount of \$ _____ OR at the rate of \$ _____ per \$1,000 of assessed value for permanent rate tax;
- (2) In the amount of \$ _____ OR at the rate of \$ _____ per \$1,000 of assessed value for local option tax; and
- (3) In the amount of \$ _____ for debt service for general obligation bonds;

RESOLUTION CATEGORIZING THE TAX

BE IT RESOLVED that the taxes imposed are hereby categorized for purposes of Article XI section 11b as:

General Government Limitation

Permanent Rate Tax..... \$ _____ or _____/\$1,000
 Local Option Tax \$ _____ or _____/\$1,000

Excluded from Limitation

General Obligation Bond Debt Service..... \$ _____

The above resolution statements were approved and declared adopted on this _____ day

of _____ 20_____.

X _____
 Signature

Columbia Area Transportation

Monthly Financial Reports

July 1, 2022 - May 31, 2023



Prepared on

June 15, 2023

**Columbia Area Transit
Financial Statements Variance Analysis
Period Ending: May 31, 2023**

Balance Sheet

Cash Availability - Total available cash at the end of May 2023 was \$1.1m – roughly the same amount as this time last year.

Accounts Receivable – Open AR at the end of May was \$12k. This is due to a single invoice for the City of Hood River, which management expects to be paid in June.

Grants Receivable & Prepaid Expenses – Due to the change in basis of accounting from full accrual to modified cash for FY23, the grants receivable and prepaid expenses are no longer being accrued.

Accounts Payable – The amount due to vendors and not yet paid at the end of May was \$34k. All open invoices were paid with the first check run in June.

Income Statement

Revenue – Total revenue earned through the end of May was \$2.8m, which is \$848k more than earnings at this time last year, but \$637k less than the amount budgeted. The variance is due to the timing of grant reimbursements being received with the change in accounting basis.

Fuel – Fuel expenses total \$281k at the end of May, which is \$125k more than this time last year due to the significant increase in fuel costs but still under the budgeted amount of \$288k at this time. Staff projects ending the year slightly over the budgeted amount.

COG Operations – Preventative maintenance expenses, (tires, shop supplies and bus repair expenses) through the end of May totaled \$160k which is \$35k over the budgeted amount for this line item but still within budget for COG.

Communication – Dispatch, GPS software, 2-way radio software, and cellular data expenses through the end of May were \$29k. This amount is \$5k under the amount budgeted and \$16k less than actual FY22 expense at the end of May.

Vehicle Insurance – Due to the change from accrual to modified cash basis of accounting, vehicle insurance is paid and expensed once a year for the full cost at the time of payment. This change, along with a significant increase in insurance costs due to adding additional buses resulted in the FY23 vehicle insurance costs to be \$51k at the end of May, which is \$16k over budget.

Driver Expenses – As of the end of May, driver expenses were \$16k. This is \$7k more than the spending at this time last year due to the purchase of uniforms that were included in the budget. The actual amount spent so far this year is \$4k under budget.

Advertising – Advertising expenses at the end of May totaled \$44k, which is \$76k under budget and \$71k under FY22 expense at this time. The decrease can be attributed to the TMP.

Grant / Contract Match Funds – Grant and contract match funds are \$59k under budget as of May 2023. The MCEDD match was \$41k of expense last year, and was budgeted at \$98k, but ceased when CAT took over the service. The actual expense should now remain relatively static at \$24k.

Gross Profit – Gross profit for activity through the end of May was \$2.2m, which is \$774k more than FY22 at this time, but \$545k less than the amount budgeted of \$2.8m.

Administrative Expense – Administration expenses through the end of May totaled \$188k which is \$53k less than last year at this time and \$90k less than the amount budgeted. This is due to the building repairs being moved forward with the FY24 budget.

Personnel – Total personnel expenses through the end of May were \$1.3m which is \$160k more than last year at this time but \$293k less than the amount budgeted of \$1.6k. The positive variance to budget is nearly equally split between administrative and direct personnel.

Capital Outlay – Purchase of newly acquired buses and trolley leases total \$544k this year, \$which is 476k more than last year but will end FY23 \$261k under budget.

Net Income – Net income at the close of May 2023 was \$210k, which is \$163k more than FY22 at this time last year and exceeds the budgeted amount by \$293k.

With the change in accounting practices I included the Budget vs Actuals for FY23 to show where we are trending for the year.

Columbia Area Transit

Statement of Financial Position Comparison

As of May 31, 2023

	TOTAL			
	AS OF MAY 31, 2023	AS OF MAY 31, 2022 (PY)	CHANGE	% CHANGE
ASSETS				
Current Assets				
Bank Accounts	\$1,112,969.83	\$1,158,037.00	\$ (45,067.17)	(3.89 %)
Accounts Receivable	\$12,000.00	\$45,860.76	\$ (33,860.76)	(73.83 %)
Other Current Assets				
1205 Accounts Receivables - Property Tax Audit Adj	0.00	22,140.31	(22,140.31)	(100.00 %)
1210 Accounts Receivables - Grants	0.00	435,814.00	(435,814.00)	(100.00 %)
1270 Prepaid Expenses	0.00	22,559.83	(22,559.83)	(100.00 %)
Total Other Current Assets	\$0.00	\$480,514.14	\$ (480,514.14)	(100.00 %)
Total Current Assets	\$1,124,969.83	\$1,684,411.90	\$ (559,442.07)	(33.21 %)
Fixed Assets	\$0.00	\$2,888,304.49	\$ (2,888,304.49)	(100.00 %)
TOTAL ASSETS	\$1,124,969.83	\$4,572,716.39	\$ (3,447,746.56)	(75.40 %)
LIABILITIES AND EQUITY				
Liabilities				
Current Liabilities				
Accounts Payable	\$33,978.76	\$25,559.98	\$8,418.78	32.94 %
Credit Cards	\$0.00	\$3,605.71	\$ (3,605.71)	(100.00 %)
Other Current Liabilities	\$0.00	\$85,726.76	\$ (85,726.76)	(100.00 %)
Total Current Liabilities	\$33,978.76	\$114,892.45	\$ (80,913.69)	(70.43 %)
Long-Term Liabilities	\$0.00	\$4,255,719.22	\$ (4,255,719.22)	(100.00 %)
Total Liabilities	\$33,978.76	\$4,370,611.67	\$ (4,336,632.91)	(99.22 %)
Equity				
3000 Opening Bal Equity	0.00	(122,153.93)	122,153.93	100.00 %
3005 Equity - Adjusting Entries	0.00	(1,979.97)	1,979.97	100.00 %
3010 Retained Earnings	881,048.13	279,298.93	601,749.20	215.45 %
Net Revenue	209,942.94	46,939.69	163,003.25	347.26 %
Total Equity	\$1,090,991.07	\$202,104.72	\$888,886.35	439.81 %
TOTAL LIABILITIES AND EQUITY	\$1,124,969.83	\$4,572,716.39	\$ (3,447,746.56)	(75.40 %)

Columbia Area Transit
Statement of Activity Comparison
July 2022 - May 2023

	TOTAL			
	JUL 2022 - MAY 2023	JUL 2021 - MAY 2022 (PY)	CHANGE	% CHANGE
Revenue				
4000 Prior Year Roll-Forward Funds	73,380.04		73,380.04	
4001 Fare Revenue	182,025.04	178,746.19	3,278.85	1.83 %
4100 Contract Revenue	63,044.00	30,580.54	32,463.46	106.16 %
4200 Federal Funds	1,249,706.09	549,447.95	700,258.14	127.45 %
4700 State Funds	1,059,346.00	1,046,226.00	13,120.00	1.25 %
4870 Property Taxes	201,546.17	206,792.24	(5,246.07)	(2.54 %)
4900 Other Revenue		129.08	(129.08)	(100.00 %)
4902 Interest Earned on CIT Acct	9,402.99	3,976.39	5,426.60	136.47 %
4903 Property Tax - Interest on Unseg Taxes	44.54	19.64	24.90	126.78 %
4905 Investment Earnings		15.57	(15.57)	(100.00 %)
4910 Sales of Equipment	27,940.76		27,940.76	
4920 Misc Revenue		3,219.65	(3,219.65)	(100.00 %)
Total 4900 Other Revenue	37,388.29	7,360.33	30,027.96	407.97 %
Discounts/Refunds Given (deleted)		(689.79)	689.79	100.00 %
Total Revenue	\$2,866,435.63	\$2,018,463.46	\$847,972.17	42.01 %
Cost of Goods Sold				
5005 Vehicle Expense	6,194.44	3,133.82	3,060.62	97.66 %
5019 Fuel	281,535.85	155,924.37	125,611.48	80.56 %
5020 Operation Expenses	157,476.30	136,413.46	21,062.84	15.44 %
5100 Communication Expense	28,801.99	44,784.46	(15,982.47)	(35.69 %)
5200 Vehicle Insurance	55,320.00	22,740.37	32,579.63	143.27 %
5500 Driver Expenses	15,606.20	8,157.89	7,448.31	91.30 %
5600 Advertising & Marketing	44,116.50	115,162.36	(71,045.86)	(61.69 %)
5700 Grant/Contract Match Funds	44,024.93	74,853.21	(30,828.28)	(41.18 %)
5800 Passes Purchased for Resale	3,112.79		3,112.79	
5899 COVID19 Expenses		1,165.81	(1,165.81)	(100.00 %)
Total Cost of Goods Sold	\$636,189.00	\$562,335.75	\$73,853.25	13.13 %
GROSS PROFIT	\$2,230,246.63	\$1,456,127.71	\$774,118.92	53.16 %
Expenditures				
7000 Administrative Expenses				
7003 Building Expenses	41,692.17	60,237.87	(18,545.70)	(30.79 %)
7100 Office Supplies & Expenses	17,245.97	15,062.89	2,183.08	14.49 %
7300 Professional Fees	118,261.54	124,125.99	(5,864.45)	(4.72 %)
7400 Other Administrative Expense	10,416.97	12,824.74	(2,407.77)	(18.77 %)
Total 7000 Administrative Expenses	187,616.65	212,251.49	(24,634.84)	(11.61 %)
8000 Personnel Expense				
8003 Administrative Personnel Expense	175,083.58	244,097.16	(69,013.58)	(28.27 %)
8103 Direct Service Personnel Expense	1,113,511.35	884,616.96	228,894.39	25.87 %
Total 8000 Personnel Expense	1,288,594.93	1,128,714.12	159,880.81	14.16 %

Columbia Area Transit
Statement of Activity Comparison
July 2022 - May 2023

	TOTAL			
	JUL 2022 - MAY 2023	JUL 2021 - MAY 2022 (PY)	CHANGE	% CHANGE
9000 Capital Outlay				
9010 Vehicles & Operational Items	10,065.11	20,161.67	(10,096.56)	(50.08 %)
9015 Bus Stop Infrastructure	1,585.00	44,966.96	(43,381.96)	(96.48 %)
9020 Vehicles Lease or Purchase	532,442.00	21,749.00	510,693.00	2,348.12 %
9030 Maintenance Improvements		4,094.00	(4,094.00)	(100.00 %)
9032 Sale of Assets & Insurance Claim Receipts	0.00	(22,749.22)	22,749.22	100.00 %
Total 9000 Capital Outlay	544,092.11	68,222.41	475,869.70	697.53 %
Total Expenditures	\$2,020,303.69	\$1,409,188.02	\$611,115.67	43.37 %
NET OPERATING REVENUE	\$209,942.94	\$46,939.69	\$163,003.25	347.26 %
NET REVENUE	\$209,942.94	\$46,939.69	\$163,003.25	347.26 %

Columbia Area Transit

Statement of Cash Flows

July 2022 - May 2023

	TOTAL
OPERATING ACTIVITIES	
Net Revenue	209,942.94
Adjustments to reconcile Net Revenue to Net Cash provided by operations:	
1200 Accounts Receivable	43,860.76
1230 AR Audit Adjustment	(55,860.76)
2000 Accounts Payable	(39,233.62)
2105 Columbia Bank Visa (2801)	(11,035.62)
2001 Accounts Payable - Audit Adj	(35,818.27)
2500 Accrued Payroll	(115,025.77)
Total Adjustments to reconcile Net Revenue to Net Cash provided by operations:	(213,113.28)
Net cash provided by operating activities	\$ (3,170.34)
NET CASH INCREASE FOR PERIOD	\$ (3,170.34)
Cash at beginning of period	1,116,140.17
CASH AT END OF PERIOD	\$1,112,969.83

Columbia Area Transit

Bill Payment List

May 2023

DATE	NUM	VENDOR	AMOUNT
1000 1000 C. I. B. - Operating (6906)			
05/04/2023	22116	Darrell Roberts	(60.00)
05/04/2023	22117	Lara Dunn	(60.00)
05/04/2023	22118	Leti Moretti	(60.00)
05/04/2023	22119	Meghan Larivee	(60.00)
05/04/2023	22120	Creative Bus Sales	(196.78)
05/04/2023	22121	Eleazar Reyes - Lookin Dapper	(36.00)
05/04/2023	22122	Greg Pack	0.00
05/04/2023	22123	Bohn's Printing	0.00
05/04/2023	22124	Nick Herman	(4,517.00)
05/04/2023	22125	Jubitz Fleet Services	(69.42)
05/04/2023	22126	UniteGPS LLC	(507.00)
05/04/2023	22127	Car Stereo Specialist	(3,564.00)
05/04/2023	22128	Valencia Lawn Care LLC	(600.00)
05/04/2023	22129	Heights Glass and Glazing	(960.53)
05/04/2023	22130	Bohn's Printing	(73.95)
05/01/2023		Valic	(1,473.65)
05/01/2023		Valic	(1,631.09)
05/01/2023		Valic	(1,430.50)
05/01/2023		Valic	(1,534.65)
05/10/2023	22131	Special Districts Insurance	(50,457.00)
05/15/2023	22132	MCEDD	(4,219.91)
05/15/2023	22133	Skamania County	(1,745.31)
05/15/2023	22134	Rotary Club of Hood River	0.00
05/15/2023	22135	Samsara	(385.20)
05/24/2023	22136	Rotary Club of Hood River	(15.00)
05/22/2023		Carson	(373.59)
Total for 1000 1000 C. I. B. - Operating (6906)			\$ (74,030.58)

Columbia Area Transit

Budget vs. Actuals: FY-23 Budget V2 - FY23 P&L

July 2022 - May 2023

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Revenue				
4000 Prior Year Roll-Forward Funds	73,380.04		73,380.04	
4001 Fare Revenue	182,025.04	185,000.00	(2,974.96)	98.39 %
4100 Contract Revenue	63,044.00	55,000.00	8,044.00	114.63 %
4200 Federal Funds	1,249,706.09	749,066.97	500,639.12	166.84 %
4700 State Funds	1,059,346.00	1,479,200.00	(419,854.00)	71.62 %
4870 Property Taxes	201,546.17	210,000.00	(8,453.83)	95.97 %
4900 Other Revenue	37,388.29	52,486.50	(15,098.21)	71.23 %
Total Revenue	\$2,866,435.63	\$2,730,753.47	\$135,682.16	104.97 %
Cost of Goods Sold				
5005 Vehicle Expense	6,194.44	6,600.00	(405.56)	93.86 %
5019 Fuel	281,535.85	264,000.00	17,535.85	106.64 %
5020 Operation Expenses	157,476.30	114,510.00	42,966.30	137.52 %
5100 Communication Expense	28,801.99	34,320.00	(5,518.01)	83.92 %
5200 Vehicle Insurance	55,320.00	31,900.00	23,420.00	173.42 %
5500 Driver Expenses	15,606.20	18,431.00	(2,824.80)	84.67 %
5600 Advertising & Marketing	44,116.50	110,000.00	(65,883.50)	40.11 %
5700 Grant/Contract Match Funds	44,024.93	91,617.00	(47,592.07)	48.05 %
5800 Passes Purchased for Resale	3,112.79		3,112.79	
Total Cost of Goods Sold	\$636,189.00	\$671,378.00	\$ (35,189.00)	94.76 %
GROSS PROFIT	\$2,230,246.63	\$2,059,375.47	\$170,871.16	108.30 %
Expenditures				
7000 Administrative Expenses				
7003 Building Expenses	41,692.17	95,781.00	(54,088.83)	43.53 %
7100 Office Supplies & Expenses	17,245.97	14,300.00	2,945.97	120.60 %
7300 Professional Fees	118,261.54	138,900.00	(20,638.46)	85.14 %
7400 Other Administrative Expense	10,416.97	28,325.00	(17,908.03)	36.78 %
Total 7000 Administrative Expenses	187,616.65	277,306.00	(89,689.35)	67.66 %
8000 Personnel Expense				
8003 Administrative Personnel Expense	175,083.58	277,794.00	(102,710.42)	63.03 %
8103 Direct Service Personnel Expense	1,113,511.35	1,304,108.40	(190,597.05)	85.38 %
Total 8000 Personnel Expense	1,288,594.93	1,581,902.40	(293,307.47)	81.46 %
9000 Capital Outlay				
9010 Vehicles & Operational Items	10,065.11	50,000.00	(39,934.89)	20.13 %
9015 Bus Stop Infrastructure	1,585.00	200,000.00	(198,415.00)	0.79 %
9020 Vehicles Lease or Purchase	532,442.00	33,000.00	499,442.00	1,613.46 %
9030 Maintenance Improvements		285.00	(285.00)	
Total 9000 Capital Outlay	544,092.11	283,285.00	260,807.11	192.07 %
Total Expenditures	\$2,020,303.69	\$2,142,493.40	\$ (122,189.71)	94.30 %
NET OPERATING REVENUE	\$209,942.94	\$ (83,117.93)	\$293,060.87	(252.58 %)
NET REVENUE	\$209,942.94	\$ (83,117.93)	\$293,060.87	(252.58 %)

Columbia Area Transit

Budget vs. Actuals: FY-23 Budget V2 - FY23 P&L

July 2022 - June 2023

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Revenue				
4000 Prior Year Roll-Forward Funds	73,380.04		73,380.04	
4001 Fare Revenue	182,944.80	200,000.00	-17,055.20	91.47 %
4100 Contract Revenue	63,044.00	60,000.00	3,044.00	105.07 %
4200 Federal Funds	1,249,706.09	1,485,566.97	-235,860.88	84.12 %
4700 State Funds	1,059,346.00	1,487,200.00	-427,854.00	71.23 %
4870 Property Taxes	201,546.17	210,000.00	-8,453.83	95.97 %
4900 Other Revenue	37,388.29	61,258.00	-23,869.71	61.03 %
Total Revenue	\$2,867,355.39	\$3,504,024.97	\$ -636,669.58	81.83 %
Cost of Goods Sold				
5005 Vehicle Expense	6,194.44	7,210.00	-1,015.56	85.91 %
5019 Fuel	281,535.85	288,000.00	-6,464.15	97.76 %
5020 Operation Expenses	159,976.40	125,000.00	34,976.40	127.98 %
5100 Communication Expense	33,304.79	37,440.00	-4,135.21	88.96 %
5200 Vehicle Insurance	55,320.00	34,800.00	20,520.00	158.97 %
5500 Driver Expenses	15,714.20	20,000.00	-4,285.80	78.57 %
5600 Advertising & Marketing	44,405.70	120,000.00	-75,594.30	37.00 %
5700 Grant/Contract Match Funds	54,243.63	112,917.00	-58,673.37	48.04 %
5800 Passes Purchased for Resale	3,112.79		3,112.79	
Total Cost of Goods Sold	\$653,807.80	\$745,367.00	\$ -91,559.20	87.72 %
GROSS PROFIT	\$2,213,547.59	\$2,758,657.97	\$ -545,110.38	80.24 %
Expenditures				
7000 Administrative Expenses				
7003 Building Expenses	43,718.95	100,081.00	-56,362.05	43.68 %
7100 Office Supplies & Expenses	17,647.95	15,600.00	2,047.95	113.13 %
7300 Professional Fees	118,612.54	149,800.00	-31,187.46	79.18 %
7400 Other Administrative Expense	11,916.97	30,900.00	-18,983.03	38.57 %
Total 7000 Administrative Expenses	191,896.41	296,381.00	-104,484.59	64.75 %
8000 Personnel Expense				
8003 Administrative Personnel Expense	175,083.58	303,048.00	-127,964.42	57.77 %
8103 Direct Service Personnel Expense	1,122,441.70	1,422,655.00	-300,213.30	78.90 %
Total 8000 Personnel Expense	1,297,525.28	1,725,703.00	-428,177.72	75.19 %
9000 Capital Outlay	544,092.11	957,760.00	-413,667.89	56.81 %
Total Expenditures	\$2,033,513.80	\$2,979,844.00	\$ -946,330.20	68.24 %
NET OPERATING REVENUE	\$180,033.79	\$ -221,186.03	\$401,219.82	-81.39 %
NET REVENUE	\$180,033.79	\$ -221,186.03	\$401,219.82	-81.39 %

Columbia Area Transit

A/R Aging Summary

As of May 31, 2023

	CURRENT	1 - 30	31 - 60	61 - 90	91 AND OVER	TOTAL
City of Hood River	12,000.00					\$12,000.00
MCCOG					0.00	\$0.00
TOTAL	\$12,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$12,000.00



May Operations Report

Safety Scores				
Category	May 2023	April 2023	March 2023	February 2023
Overall Safety Score	91	80	98	98
Crashes	1	1	0	0
Harsh Events	10	27	14	12
% Speed -Moderate	1.3%	1.4%	1.9%	1.7%
% Speed - Severe	.08%			

- Safety Score has increased to 91. This is due to the reduction in speeding and having accurate readings on harsh events.
- 1 crash, Driver hit a parked car while pulling over for a passenger using our flag stop service. Insurance claim was made.
- For percentage of over speed limit this is the percentage of drive time where speeding occurred.

Operations Data				
Category	May 2023	April 2023	March 2023	February 2023
Fixed OTP	PENDING	PENDING	PENDING	PENDING
DAR OTP	PENDING	PENDING	PENDING	87%
Hours Driven	1416.16	1,347	1,539	1,446
Miles Driven	47,871	43,981	42,262	49,611
Fuel Cost	\$19,595	\$20,975	\$20,114	\$23,111
Fuel Cost per Mile	\$0.41	\$0.47	\$0.47	\$0.49

OTP = on time performance for bus arriving within 5 minutes of scheduled time

Reported Incidents				
Category	May 2023	April 2023	March 2023	February 2023
Formal Customer Complaints	2	1	0	1
Vehicle Incidents	4	4	1	0
Customer Incidents	3	2	1	
Vandalism	0	0	1	

Employee of the Month: Timothy Clemenson

Ridership

	May. 23	Apr. 23	Mar. 23	Feb. 23	Jan. 23	Dec. 22	Nov. 22	Oct. 22	Sep. 22	Aug. 22	Jul. 22	Jun. 22	May. 22
Dial-A-Ride	300	262	293	318	266	244	216	228	236	205	237	289	263
Upper Valley	560	495	505	341	402	370	399	436	384	523	476	480	427
The Dalles	420	437	398	340	308	266	324	314	387	349	358	379	382
Hood River Connector	43	35	39	43	21	27	43	50	162	261	163	137	88
Hood River City	1664	1725	1630	1401	1300	1103	1296	1467	1665	1974	1757	1453	1393
Cascade Locks	82	53	71	71	56	69	53	41	27	137	68	51	51
Columbia Gorge Express	2916	2627	2699	2034	1841	1515	2043	2944	3231	4722	3708	2921	2633
Gorge to Mountain	0	0	2090	2247	2510	1063	0	0	0	0	0	0	0
Dog Mountain	2104	205	0	0	0	0	0	0	0	0	0	396	1216
Falls to Locks	0	0	0	0	0	0	0	0	95	538	499	257	45
All Routes	8089	5839	7725	6795	6704	4657	4374	5480	6187	8709	7266	6363	6498



Memo

To: HRCTD - BOARD OF DIRECTORS
From: Amy Schlappi, Executive Director
Date: June 21, 2023
Re: Removal of Flag Stops

Background

The Hood River City Route has historically had the ability to have flag stops. Flag stops are where a rider can flag the bus down if it is on route and the driver feels safe stopping at that location.

Flag stops can be a great way to serve riders along a route who are unable or do not want to walk to a formal bus stop. However, having flag stops can cause rider conflict (driver did not stop), accidents, delays, and conflict with residents and/or businesses.

There are several locations on the Hood River City Route where there tends to be consistent flag stops made:

- 18th & Belmont
- 11th & Pine Street
- 8th & Sieverkropp

Issues

Recently the Hood River City Route bus was involved in an accident across the street from Pine Street which can be attributed to a flag stop. Staff is asking the board to consider removing flag stops as an option from the Hood River City Route.

Action Required

Staff asks the board to discuss if they feel comfortable with removing flag stops as an option for riders. If the board agrees then staff will add it as an action item to the next board meeting and work with the City of Hood River to create safe, formalized bus stops at the consistent flag stop locations. Creating the formalized stops will take time.

Recommendation



Staff recommends that the board asks staff to add “Removal of flag stops” to the July Board Meeting Agenda.



Memo

To: HRCTD - BOARD OF DIRECTORS
From: Tiah Mayhew, Office Manager
Date: June 21, 2023
Re: Removal of the 1-Day Pass Fare

Background

The 1-Day Pass was a pilot program approved during the height of the COVID-19 pandemic to encourage visitors to use public transit again instead of their private vehicles to access Multnomah Falls and Columbia River Gorge Communities. With the pandemic ramping down, we are no longer seeing declines in ridership, our Columbia Gorge Express service is trending to have increased by 50% in FY23 when compared with FY22 ridership.

The 1-Day Pass can only be purchased digitally through Token Transit and includes unlimited rides on CAT services for 1 day for an adult and youth (17&under). This is a very popular fare for tourists and visitors of the Columbia River Gorge.

Issues

There are several issues with the 1-Day Pass that staff would like the board to be aware of:

- Staff has been working with the Gorge Translink Alliance partners to align policies to provide clarity to our riders and HRCTD is the only agency that offers a 1-day pass which has caused confusion to our riders as this pass is not honored on other services (unlike the GORge Pass).
- The 1-Day Pass provides discounts to visitors and not necessarily benefiting locals.
- This fare creates additional work for drivers and office staff as many of the 1-day pass users are international tourists in the Portland area that are utilizing the Columbia Gorge Express to access Multnomah Falls.
 - Since the 1-day pass can only be purchased online, this has posed a problem with international service not being available to allow the pass to be shown to the driver as data is needed, this then causes delays in the route while the driver works with the rider to problem solve.
 - Office staff receives several calls from riders that purchased the pass but were unable to utilize it due to reception issues. Valuable time must be used to address



this issue. This is also a bad look for the district as the rider then remembers our service as being difficult and inconvenient.

- Offering the day pass could be taking away potential GOrge Pass sales as well as one-way revenue. As mentioned earlier most of the 1-day pass sales are purchased by riders utilizing the Columbia Gorge Express from Gateway to Multnomah Falls. Staff believes that if the pass is removed our revenue will increase by \$5.00 per rider with the potential of an additional \$20 per round trip due to the pass allowing anyone 17 and younger to ride along at no cost. This is different than our traditional allowance of 10 and under. During the month of May we received \$6,465.00 in 1-day pass sales, if these were all single riders, we would have increased our revenue by at least \$2,155.00 if the 1-day pass did not exist. For FY23 through May the district has earned \$62,265 in revenue if the 1-day pass did not exist the district could have earned an additional \$20,755.

Action Required

Staff asks the Board to discuss removing the day pass from HRCTD fare options. If the Board feels comfortable with moving forward with this, staff will begin the public process.

Recommendation

Staff recommends that the Day Pass be removed from the fare options.



Memo

To: HRCTD - BOARD OF DIRECTORS
From: Amy Schlappi
Date: June 21, 2023
Re: Fall Service Changes

Background

The district has a couple of underperforming services that staff would like the board to consider discontinuing in the Fall of 2023.

- 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 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.

Action Required

Due to low ridership and the expense to operate these services when riders could be served more efficiently with other CAT services staff is asking the board to discuss discontinuing the services in



Fall 2023. If the board is generally in support, staff will reach out to riders who regularly use these services to understand rider impact, add to the July meeting agenda for formal approval of the board and then ensure that the communities are aware and given opportunity to comment.

Recommendation

Staff recommends that the board considers discontinuing the Hood River Connect and Cascade Lock deviated fixed route service in the Fall of 2023.