



June 20th, 2024

**Board of Directors of the Hood River County Transportation District
Public Hearing – FY24-25 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: 838 8911 3516, Password: 554889 or by using the below link:**
<https://us02web.zoom.us/j/83889113516?pwd=bi91Z0diTTRUVW9lbnkwajFalpVUT09>

1) Call Meeting to Order – 4:00pm

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

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) FY24-25 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.



FY2025 BUDGET MESSAGE

DRAFT

Budget Message

Purpose of the Budget

In compliance with the State of Oregon Local Budget Law, the 2024-2025 (FY25) Budget beginning July 1, 2024, and ending June 30, 2025, 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 2024

During FY24 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 Hood River County Coordinated Transportation Plan Process.

Key outcomes included:

- Finalization of the Hood River County Coordinated Transportation Plan was accomplished and adopted by the Board of Director's at the April 17, 2024, Board of Director's meeting. The significant community engagement that was done as part of the Transit Master Plan Update 2023 was used mostly to inform this plan.
- 4-agency Gorge Transit Pass is in its third year. Gorge TransLink providers have made significant headway in aligning schedules to improve user experience and consistency. The pass is now good for 365 days rather than a calendar year.
- Contracted with Skamania County, City of Stevenson, and the U.S. Forest Service to provide the Dog Mountain Shuttle for the fourth year. The district was awarded funding through the Washington State Department of Transportation Consolidated Grants program for a portion of this program for the FY23-25 biennium.
- Provided the Gorge-To-Mountain service in-house for the third year. Ridership increased from the FY23 season from 7,190 to 8,722 in FY24. This is extra notable as the conditions were not as favorable as previous years. The district offered transit service that accommodated night-skiing Wednesday - Saturday. 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 Downtown Employee Pass program for the third year.
- Received funding for two new Columbia Gorge Express vehicles.
- Applied for funding for two additional new 35-40ft vehicles that can be used on seasonal services and accommodate recreational gear, and a low-floor Trolley.
- 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 2024.

- Awarded FTA Low or No Emission Bus Program funds for over \$6 million dollars in grant funding to purchase electric vehicles, facility modification and expansion.
- Ridership overall is trending to increase by 5% from FY23. It should be noted that the district did remove several services (Hood River Connect, Cascade Locks and The Dalles) this fiscal year due to low ridership and/or streamlining of operations.
- Gorge Transit Connect (low-income) fare program has expanded to new partner organizations.
- Created a District held LGIP account.
- Transitioned one of the 2 dispatcher roles into an Administrative Assistant role to assist the Office Manager and Executive Director with administrative duties.

Overall Economic Outlook

The overall economic outlook for Hood River County Transportation District is good. The COVID-19 Pandemic impact has ceased, and staff has seen a significant increase in ridership over previous years, however, it does seem to be stabilizing. CAT received over \$1.5 Million from federal COVID related funding (CARES ACT, CRRSSA) in FY20, FY21, FY22, FY23, and FY24. CAT was awarded one additional allocation of CARES Act funding in FY24 – no additional CARES Act allocations will be made. 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. The District expects to receive the full allotment of STIF formula (payroll tax) funds in the current 2023-2025 biennium even though the funds have fluctuated on a quarter-to-quarter basis. Available Federal 5311 Formula Funds have increased dramatically due to a recalibration in the formula which represents the growth of the District. This allowed the District to include two new Columbia Gorge Express vehicles in the FY24 Budget, however they have not yet been delivered and are expected to arrive in early FY25. Payment is due upon delivery and expenses will then be reimbursed. If awarded recently applied for state and federal funds, the District will have funding available to purchase two new seasonal 35-40 ft vehicles with space for recreational gear, a trolley, a weekend dispatcher, and add weekend Dial-A-Ride service. These have all been added to the FY25 budget.

Board Goals for Fiscal Year 2025

The Board has outlined the following goals for the FY25 Budget:

- Maintain current service levels for year-round services, the Gorge-to-Mountain Express, Dog Mountain Shuttle, summer White Salmon and expanded summer Columbia Gorge Express service. Expand Dial-A-Ride service area and transition the Upper Valley deviated fixed route into a fixed route dependent on funding.
- Continue implementation of the HRCTD Transit Master Plan Update 2023.
- Continue and grow the multi-provider Gorge Transit Pass program and support the regional transit strategy as we work toward improved connectivity throughout the Gorge.
- Ongoing training for staff in human resources, leadership, and overall transit operations. Continue to focus on improved driver training and programs.
- Initiate facility expansion and modifications to accommodate electrification and bigger vehicles. Continue to work on identifying a new location and securement of funding for the construction of a new Park and Ride and redevelopment of the old Park and Ride into a bus storage and maintenance facility.

- Refinement of the vanpooling program and implement e-bike lending library.
- Continued implementation of the Intelligent Information System project which includes improved dispatching software, real-time technology, automated passenger counters, reader boards and improved camera technology. These grant funded investments will improve rider experience and staff ability to analyze and track ridership. \$14,000 was added for match funds that will go towards a grant that the City of Sandy is leading, and CAT will be a part of. This grant will review the technology in CAT vehicles and guide future technological improvements. This grant works nicely with our STIF Discretionary Intelligent Information Systems grant.
- Continue to 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.
- Continue to explore innovative options and implement solutions to address specific transportation needs:
 - Local NEMT & Door through Door
 - After hour (hotel/bar/restaurant) shuttle
- Procure new vehicles for local and regional services.
- Expand employee transportation benefits and pursue funding opportunities to create protected employee bike parking.

Overview of the FY25 Proposed Budget

The Fiscal Year 2025 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 is that ridership will continue to increase and be consistent with our ongoing investment.

The budget strategy is outlined in the attached budget. The FY25 Budget has been broken out into resources, administrative requirements, operating requirements, and non-allocated 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 has included \$1.4 million in capital grant funds that were included in the FY24 budget that were not spent and revenue was not received. 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 but can also be used for Capital Expansion and Replacement. The staff has included over \$2 million in different types of federal grant funds that have been applied for but have not been awarded per State of Oregon recommendations. \$810K for new seasonal service vehicles that can accommodate recreational gear and a low-floor trolley, \$900K for facility site development, and \$400K for increased demand response capacity.
- **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.
- **Non-Allocated Requirements** – Approximately \$1.14m of non-allocated resources are budgeted as contingency funds and funds reserved for future use.

FY24	BUDGET SUMMARY	FY25
\$ 5,479,931	TOTAL RESOURCES	\$ 7,933,900
527,336	Total Administrative	832,126
3,991,214	Total Operating	5,980,115
961,381	Total Non-Allocated	1,121,659
\$ 5,479,931	TOTAL REQUIREMENTS	\$ 7,933,900

In summary, the draft FY25 Budget moves forward with Board’s goals to implement the Transit Master Plan Update 2023, continue efforts to increase ridership, replace aging vehicles, 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 FY25 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

- **Beginning Fund Balance** – Staff anticipates a beginning fund balance of approximately \$1.16m from FY24; of this, \$200k is expected to be 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 but can also be used for Capital Expansion and Replacement. The remaining \$916k are unallocated funds.
- **Fare Revenue** – The low-cost annual Gorge Transit Pass program has seen steady 20% 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 in the next couple of years to reflect rising operational expenses. Staff are expecting a roughly 2% increase in one-way fares due to a trend of a steady increase in ridership.
- **Contract Revenue** – Due to an ongoing contract with the U.S. Forest Service to staff the Multnomah Falls I-84 Permit program and operate the Dog Mountain Shuttle, Contract Revenue is expected to remain similar to FY24.
- **Federal Assistance** – Staff has included \$592,218 in 5311 grant funds to purchase 2 new 30+ passenger buses for the Columbia Gorge Express service that were originally included in the FY24 budget but was not spent nor received during the current fiscal year. The vehicles are on order but have not yet been delivered. These vehicles are expected in late summer or early fall of 2024. Staff additionally has included over \$663,516 in 5339 and 5311 funds for electric vehicles (not part of the No-Low award) that was also in the FY24 budget, but the funds were not spent nor was revenue received. These vehicles have not yet been ordered. The last allocation of CARES funding has been received, \$200K of which will be used to help mitigate the impacts of costly vehicle repairs and operational expenses. Staff has streamlined processes, discontinued the Cascade Locks and Connect services, and applied for more funding through other programs to mitigate the need for CARES. Staff was awarded over \$6 million in FTA Low or No Emission Bus Program grant funds. The agreement has not yet been finalized, but when it is, only a small amount (\$45K) would be used in FY25 to hire a consultant to help plan facility expansion and modification for large electric buses. Staff has applied for several grants including:
 - Vehicle Replacement funds to purchase 35-40ft vehicles with room for recreational gear to operate seasonal services and a low-floor trolley that would be used on the Hood River City Route.
 - 5339 funds to relocate the current Park and Ride so that the current Park and Ride can be redeveloped into a bus storage and maintenance facility and for the initial stages of implementing a mobility hub/transfer facility at the Hood River waterfront.
 - 5310 funds to expand demand response services which would allow the Upper Valley service to transition into a fixed route service.
- **State Assistance** – \$194K in STIF Discretionary funding has been included to implement the Intelligent Information Systems project, which will include installing an improved camera system on vehicles, reader boards, automated passenger counters, improved dispatching software and real-time technology. \$203K has been included for the Carbon Reduction Program which

includes capital infrastructure for an e-bike lending library and \$40K for a taxi voucher program to reduce inebriated driving in the City of Hood River. CAT has received \$40K in funding from WSDOT for the Weekend White Salmon Summer service and the Dog Mountain Shuttle and is working with ODOT to figure out a way for transit to serve Mitchell Point – this has not yet been confirmed but expected to be \$30K. The remaining anticipated state revenue consists of Statewide Transportation Improvement Fund (STIF) formula and discretionary funding, and revenue from the statewide Mass Transit Tax. This revenue funds all or partial amounts of ongoing operations for the Columbia Gorge Express, Hood River City Route, Dial-A-Ride, Upper Valley, Gorge-to-Mountain Express, outreach, and mobility projects.

- **Other Revenue** – The District is expecting to sell a portion of the aging fleet and has created a Local Government Investment Pool (LGIP) account through the Oregon State Treasury. This potential revenue generator could generate \$20K-\$40K in interest revenue if available cash (\$900K) is placed in an LGIP account.

FY2024	RESOURCES	FY2025
\$ 1,053,000	Unallocated Beginning Fund Balance	\$ 960,000
192,000	STIF Dedicated Project Funds	200,000
1,245,000	Total Beginning Fund Balance*	1,160,000
216,000	Fare Revenue	226,000
104,224	Contract Revenue	127,000
1,675,170	Federal Assistance	3,614,949
1,989,537	State Assistance	2,550,951
210,000	Property Tax	215,000
40,000	Other Revenue	40,000
\$ 5,479,931	TOTAL RESOURCES	\$ 7,933,900

Administrative Requirements

Administrative Materials and Services:

- **Professional Fees** – Professional fees increased dramatically due to \$300K added for project management, architectural, engineering, and design expenses as part of the 5339 – Facility Site Development project that would relocate the current Park and Ride and pay for initial site development work for the mobility hub and key transfer facility at the Port of Hood River’s Lot 1. This grant has been applied for but has not yet been awarded. Additionally, the District is searching for a new Auditor and expects the cost to be significantly more than the previous Auditor due to low supply and high demand. The funds set aside in FY24 for a consultant who specializes in transit facility design and electrification as part of the FTA Low or No Emission Bus Program that the District was awarded but not used as the contract is still in the process of being finalized.

FY2024	Administrative Materials & Services	FY2025
85,000	Building Expenses	40,000
18,000	Office Supplies	18,000
110,000	Professional Fees	455,000
14,700	Other Administrative Expenses	14,200
\$227,700	Total Administrative Materials & Services	\$ 527,200

Administrative Personnel Services:

- **Administrative Wages** – In FY24 Staff introduced a formalized pay step chart that is included in Exhibit A which creates an objective understanding of step increases if an employee receives a positive performance review, and an increase is recommended by the manager. The chart remains the same as last year, there is no additional cost of living increase recommended. There are three FTE’s that are included in this category (Executive Director, Office Manager, Administrative Assistant). At the 1st Budget Committee meeting, Budget Committee members asked staff to include more project management support. Staff did this by turning the Administrative Assistant role into a Project Coordinator role which increased Administrative Personnel Services.
- **Administrative Benefits** – Benefits are expected to increase 7% from FY24. All three administrative personnel receive health stipends which are reflected in wages rather than benefits.

FY2024	Administrative Personnel Services	FY2025
241,562	Administrative Wages	264,543
36,025	Administrative ER Tax	30,881
22,049	Administrative Benefits	9,502
\$299,636	Total Administrative Personnel Services	\$ 304,926

Administrative Capital Outlay:

No administrative capital outlay is anticipated for FY25.

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. Even with this buffer, prices are expected to remain below the FY23 actual costs of \$298K.
- **Operation Expenses** – While the District has ordered two new vehicles in FY24, they have not yet been delivered and most of the fleet is older and continues to have expensive repairs. If the Vehicle Replacement grant (two 35-40ft vehicles and one low-floor Trolley) is awarded this will assist in reducing reliance on older vehicles, but they are 1.5 years out from implementation. The budget of \$208,752 for Operation Expenses allows for needed repairs. Some of this is 5310 funds that will need to be used by the end of the FY23-FY25 biennium.
- **Communication Expenses** – There is an increase of roughly \$30k due to STIF Discretionary funds for the Intelligent Information Systems project that was awarded, which will assist the District with improving the dispatching software and real-time information.
- **Vehicle Insurance** – Staff is expecting the insurance to stay relatively the same. As the District removes aging vehicles from the fleet and replaces them with newer vehicles, staff is expecting the number of extra vehicles required to be reduced lowering the overall insurance cost.
- **Driver Expenses** – The driver training, medical exams, drug testing, and uniform expenses remains relatively stable, with an anticipated cost of \$10K for FY25.
- **Advertising and Marketing** – The expected expense has decreased substantially due to the success of the Gorge Transit Pass marketing partnership with the four Gorge Transit Agencies. This partnership has required fewer District resources to increase regional awareness. The District will continue to use the available resources for local marketing efforts.
- **Grant Contract Match Funds** – As there was a delayed start of the vanpool program, E-bike Lending Library, and other transportation options/mobility services from FY24, the anticipated match funds for these programs have been included for FY25. Other expenses included in this category are Gorge Transit Pass distributions to other providers, contracting out the staffing of the Multnomah Falls Exit 31 permit program, and match funds for a technology project that will be led by the City of Sandy.

FY2024	Operating Materials & Services	FY2025
7,200	Vehicle Expenses	7,200
312,000	Fuel	280,000
169,000	Operation Expenses	208,752
69,850	Communication Expenses	92,900
45,000	Vehicle Insurance	45,000
15,000	Driver Expenses	10,000
40,000	Advertising & Marketing	19,500
350,000	Grant/Contract Match Funds	295,000
\$ 1,008,050	Total Operating Materials & Services	\$ 958,352

Operating Personnel Services:

- **Operations Wages** - Wages have steadily increased due to annual wage increases, and additional drivers and dispatchers to operate the expanded demand response program (pending grant approval). In FY24 staff 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 a positive performance review, and an increase is recommended by the manager. The chart has been updated to be compliant with the recent D.O.L. increased salary scale that is effective July 1st, 2024; there is no additional cost of living increase recommended. There are four FTE's (one Transit Operations Manager and three Field Supervisors) that are included in Operating Personnel Services and considered office staff not drivers. Drivers have a more formalized pay increase structure, which is described in detail in the Union Contract.
- **Operations Benefits – Benefits** are expected to increase 7% from FY24. Since several operating personnel waive their insurance and receive health stipends instead, that expense is reflected in Operations Wages.

FY2024	Operating Personnel Services	FY2025
1,086,261	Operations Wages	1,230,049
169,513	Operations Employer Tax	165,312
197,370	Operations Benefits	213,749
\$ 1,453,144	Total Operating Personnel Services	\$ 1,609,110

Operating Capital Outlay:

- **Operating Capital Outlay** – If the District receives all vehicles that have been awarded grant funds the District will have three new electric vehicles and two new diesel vehicles. However, staff are cautious in optimism as it has been very difficult to get a hold of transit vehicles due to supply chain and range issues (electric vehicles). Staff also included the three Vehicle Replacement vehicles (two 35-40 ft vehicles and one low-floor Trolley), although it has not yet been awarded. Staff expects to spend \$167K on capital assets for an e-bike lending library and \$200K in automated passenger counters, reader boards, and an improved camera system as part of the Intelligent Information Systems project.

FY2024		FY2025
\$ 1,530,020	Operating Capital Outlay	\$ 3,412,653

Non-Allocated:

As the District does not plan to spend all available resources in the current year, staff had budgeted remaining \$1.14m of resources as follows:

- **Contingency** – Approximately \$426K of unallocated resources are reserved for contingency spending, in the event of a major, unforeseen event that would significantly adjust the budgeted expenditures for FY25.
- **Reserve for Future Use** – The District plans to reserve approximately three months of operating expenses, or \$700K, to carry forward into future year.

FY2024	Non-Allocated	FY2025
261,381	Contingency	421,659
100,000	Restricted Funds (STIF)	-
600,000	Reserve for Future Use	700,000
\$ 961,381	Total Non-Allocated	\$ 1,121,659

Additional Notes:

There are several vehicles/special projects included in the FY25 budget. The total cost of the projects and match are included below. If all vehicles are delivered in FY25 the District would be responsible for \$420,514 in match which is included in the budget.

Match Requirements – Vehicles/Special Projects	Total Cost	Match
Carbon Reduction Program	227,227	23,336
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
Vehicle Replacement – 3 Vehicles	900,000	90,000
5339 – Facility Site Development	1,000,000	100,000
Intelligent Information Systems - Capital	237,406	47,481
Intelligent Information Systems - Operating	5,094	1,019
Total	\$ 3,777,747	\$ 420,514

Exhibit A: 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	\$58,656	\$60,000	\$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 2023-24	RESOURCE & REQUIREMENTS	Budget for Next Year: FY2024-25		
Actual		Proposed By Budget Officer			Approved By Budget Committee	Adopted By Governing Body	
First Preceding Year 2021-22	First Preceding Year 2022-23						
				RESOURCES			
			1				1
1	\$ 1,173,051	\$ 1,323,339	\$ 1,053,000	2 Unallocated Beginning Fund Balance	\$ 960,000	\$ 960,000	2
2	330,000	165,000	192,000	3 STIF Dedicated Project Funds	200,000	200,000	3
3		(376,695)					
4	1,503,051	1,111,644	1,245,000	4 Total Beginning Fund Balance*	1,160,000	1,160,000	4
5				5			5
6	202,694	201,765	216,000	6 Fare Revenue	226,000	226,000	6
7	45,100	63,044	104,224	7 Contract Revenue	127,000	127,000	7
8	600,127	1,149,759	1,675,170	8 Federal Assistance	3,614,949	3,614,949	8
9	1,207,117	1,325,392	1,989,537	9 State Assistance	2,550,951	2,550,951	9
10	206,158	217,316	210,000	10 Property Tax	215,000	215,000	10
11	46,355	78,259	40,000	11 Other Revenue	40,000	40,000	11
12				12			12
13	\$ 3,810,602	\$ 4,147,179	\$ 5,479,931	13 TOTAL RESOURCES	\$ 7,933,900	\$ 7,933,900	\$ -
14				14			14
15				15 REQUIREMENTS			15
16				16 Administrative			16
17				17 Administrative Materials & Services			17
18	63,696	51,474	85,000	18 Building Expenses	40,000	40,000	18
19	15,718	20,025	18,000	19 Office Supplies	18,000	18,000	19
20	136,082	141,490	110,000	20 Professional Fees	455,000	455,000	20
21	13,428	13,085	14,700	21 Other Administrative Expenses	14,200	14,200	21
22	228,924	226,074	227,700	22 Total Administrative Materials & Services	527,200	527,200	-
23				23			23
24				24 Administrative Personnel Services			24
25	242,055	217,013	241,562	25 Administrative Wages	260,799	264,543	25
26	22,577	21,195	36,025	26 Administrative ER Tax	30,394	30,881	26
27	22,599	6,710	22,049	27 Administrative Benefits	9,352	9,502	27
28	564	-	-	28 Administrative Accrued PTO	-	-	28
29	287,795	244,918	299,636	29 Total Administrative Personnel Services	300,545	304,926	-
30				30			30
31	-	-	-	31 Administrative Capital Outlay	-	-	-
32				32			32
33	\$ 516,719	\$ 470,992	\$ 527,336	33 Total Administrative	\$ 827,745	\$ 832,126	\$ -
34				34			34
35				35 Operating			35
36				36 Operating Materials & Services			36
37	9,268	5,539	7,200	37 Vehicle Expenses	7,200	7,200	37
38	226,435	298,289	312,000	38 Fuel	280,000	280,000	38
39	135,346	196,692	169,000	39 Operation Expenses	208,752	208,752	39
40	49,062	38,885	69,850	40 Communication Expenses	92,900	92,900	40
41	25,162	48,766	45,000	41 Vehicle Insurance	45,000	45,000	41
42	8,344	17,581	15,000	42 Driver Expenses	10,000	10,000	42
43	168,229	57,699	40,000	43 Advertising & Marketing	19,500	19,500	43
44	75,393	79,212	350,000	44 Grant/Contract Match Funds	295,000	295,000	44
45	697,239	742,663	1,008,050	45 Total Operating Materials & Services	958,352	958,352	-
46				46			46
47				47 Operating Personnel Services			47
48	839,847	1,106,762	1,086,261	48 Operations Wages	1,230,049	1,230,049	48
49	98,947	131,643	169,513	49 Operations Employer Tax	165,312	165,312	49
50	84,289	153,920	197,370	50 Operations Benefits	213,749	213,749	50
51	-	-	-	51 Operations Accrued PTO	-	-	51
52	1,023,083	1,392,325	1,453,144	52 Total Operating Personnel Services	1,609,110	1,609,110	-
53				53			53
54	85,222	543,848	1,530,020	54 Operating Capital Outlay	3,412,653	3,412,653	-
55				55			55
56	\$ 1,805,544	\$ 2,678,836	\$ 3,991,214	56 Total Operating	\$ 5,980,115	\$ 5,980,115	\$ -
57				57			57
58				58 Non-Allocated			58
59	-	-	261,381	59 Contingency	426,040	421,659	-
60	-	-	100,000	60 Restricted Funds (STIF)	-	-	-
61	-	-	600,000	61 Reserve for Future Use	700,000	700,000	-
62				62			62
63	\$ -	\$ -	\$ 961,381	63 Total Non-Allocated	\$ 1,126,040	\$ 1,121,659	\$ -
64				64			64
65	\$ 2,322,263	\$ 3,149,828	\$ 5,479,931	65 TOTAL REQUIREMENTS	\$ 7,933,900	\$ 7,933,900	\$ -
66	\$ 1,488,339	\$ 997,351	\$ -	66 Ending Fund Balance	\$ -	\$ -	\$ -
67	165,000	165,000	-	67 STIF Dedicated Funds	\$ -	\$ -	-
68	\$ 1,323,339	\$ 832,351	\$ -	68 Unallocated Beginning Fund Balance	\$ -	\$ -	\$ -

*The balance of cash, cash equivalents and investments in the fund at the beginning of the budget year



Memo

To: HRCTD - BOARD OF DIRECTORS
From: Tiah Mayhew, Office Manager
Date: 6/20/2024
Re: FY25 LB20 Budget Updates

Background

The Budget Committee met on May 23rd to review and approve the FY25 budget. Since then, staff have discovered that a few areas need to be updated. Staff recommends that the Board approve the following changes to the Budget Committee LB-20 recommendation that is included in your materials.

1. Staff recommends increasing Professional Fees by \$20,000 from \$455,000 to \$475,000 (Line 20) for two reasons:
 - a. Union Negotiations will occur toward the end of FY25 requiring additional funds.
 - b. Staff have been working with our transit partners over the past few weeks and have identified the need to begin the process of expanding the Hood River City route by splitting it into 2 routes to better align our systems. To streamline this project, funds for a planning consultant were added.
2. Staff were notified that the Taxi Voucher program was determined an ineligible use of funds after it was awarded. This \$40,000 expense was previously included in the FY25 budget.
 - a. State Assistance revenue should be decreased by \$40,000 from \$2,550,951 to \$2,510,951 (Line 9).
 - b. Grant Contract Match funds expense should be decreased \$38,000 from \$295,000 to \$257,000 (Line 44).

Issues or Impact

If the Board approves the changes, there will be a decrease in available contingency funds from \$421,659 to \$399,659.

Action Required

The Board should discuss and vote to approve or not approve the changes to the FY25 budget.

Recommendation



Staff recommends that the Board approve the suggested changes.



June 20th, 2024
Regular Meeting of the Board of Directors
of the Hood River County Transportation District

224 Wasco Loop, Board Conference Room
Hood River, OR 97031
4:15pm – 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: 838 8911 3516, Password: 554889 or by using the below link:**
<https://us02web.zoom.us/j/83889113516?pwd=bi91Z0diTTRUVW9lbnkwajFalpVUT09>

1) Call Meeting to Order – 4:15pm

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

3) Approval of May 15th, 2024, 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.
- b. For those attending via phone only, press *9 on your phone to raise your hand.
- c. When it is your time to speak, your name will be called.
 - i. For those attending via phone only, the last four (4) digits of your phone number will be called.
- d. Please state your name, city of residence, and whom you are representing for the audio recording.
 - i. Once you have provided testimony, your hand will be lowered. Please do not raise your hand again. Only one opportunity to speak is provided.
- e. For those unable or not wanting to speak publicly, testimony may be provided via e-mail at Amy.schlappi@catransit.org
- f. Three (3) minutes per community member.

5) Executive Session

- a. ORS 192.660(2)(e) "To conduct deliberations with persons designated by the governing body to negotiate real property transactions."



- b. ORS 192.660(2)(i) "To review and evaluate the employment-related performance of the chief executive officer of any public body, a public officer, employee or staff member who does not request an open hearing."

6) Monthly Financial Report – Tiah Mayhew – 4:25 pm

- a. LGIP Update

7) Resolutions & Action Items – 4:30 pm

- a. Approval of STIF Committee Member Application
- b. Approval of WSDOT Grant Applications for the FY25-27 Biennium
- c. Adoption of FY24-25 Budget and Approval of Tax Rate
- d. Greyhound/Flix Co-Location

8) Operations Manager Report – Jeff Acciaioli – 4:40 pm

- a. Employee of the Month
- b. Performance Report
- c. Ridership
- d. Mechanic
- e. Bus Stop Changes and Additions – July 1st, 2024

9) Executive Director’s Report – Amy Schlappi – 4:50 pm

- a. Grant Applications Update

10) Discussion Items

11) Upcoming Events

12) Adjournment – 5:30pm

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

Se Habla Español.



Wednesday, May 15th, 2024
Regular Meeting of the Board of Directors
of the Hood River County Transportation District

224 Wasco Loop, Board Conference Room
Hood River, OR 97031
4:00 p.m. – 5:30 p.m.

Meeting Minutes

1. Call Meeting to Order

Megan R. called the Board of Directors Meeting to order at 4:01 PM.

2. Roll Call

Tiah took roll call: Megan Ramey - Board Vice Chair, Tamra Taylor - Board Secretary/Treasurer, Meghan Larivee, Eleazar Reyes, Matt Althoff

Absent: Greg Pack - Board Chair, Gisela Ayala-Echeverria

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

Public: Will Norris - City of Hood River, Kathy Fitzpatrick - Mid-Columbia Economic Development District

3. Approval of April 17th, 2024, Board of Director Meeting Minutes

Megan asked if there were any changes that the board would like to make to the April meeting minutes. The meeting minutes were included in the board meeting materials. No changes were requested.

Motion: Matt made a motion to approve the April 17th Meeting Minutes. The motion was seconded by Tamra.

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

Opposed by: None

4. Public Comment

Kathy Fitzpatrick from Mid-Columbia Economic Development District requested Board members to contact Kim Curley from Commute Options regarding vanpooling. Kim is still in need of contacts at local businesses who might be good candidates for the vanpool subsidies program she spoke of at the March Board meeting.

5. Monthly Financial Report – Tiah Mayhew

a. LGIP Update

Our Local Government Investment Pool account has been opened. A request has been made to Hood River County, the current holder of the account, to transfer all funds to CAT's account. Tiah, Amy, and Emily, our outside accountant, have a meeting scheduled to discuss the \$30k adjustment by Hood River County during a fair market value



assessment.

b. Auditor Update

CAT is still searching for an Auditor. Follow-up emails have been sent to seek any input that may make it easier for CAT to be accepted by a potential auditor. Amy also asked for any contact info if Board members know of any auditors. Matt asked for a review of qualifying requirements. Amy and Tiah answered that auditors do have to be licensed in Oregon and have experience with government agencies. Tamra mentioned other transportation districts are having trouble finding auditors as well.

6. Resolution & Action Items

a. Approval of Letter of Support of Support for City of Hood River OR-281 Jurisdictional Transfer

The meeting materials contained a memo from The City of Hood River to sign a joint letter of support with other local partners for the jurisdictional transfer of the Heights Business District of OR-281. CAT staff does recommend The Board signs a letter of support as there are no financial implications and The Heights streetscape project once completed includes two dedicated CAT stops which are important to move forward with the Transit Master Plan. Megan commented she is in full support as the project also supports the Safe Routes to School project as well.

Motion: Tamra made a motion to approve the letter of support for The City of Hood River OR-281 Jurisdictional Transfer. Matt seconded the motion.

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

Opposed by: None.

7. Operations Manager Report – Jeff Acciaioli

a. Performance Report

The overall safety score is up to 99. The only speeding violations recorded for April was considered “light speeding” which is under 5 mph over the speed limit, no moderate or heavy speeding was recorded. Vehicle hours driven for April were 1,156 hours, miles driven were 37,839, fuel costs for the month were \$14,613 for a fuel cost per mile of \$0.38 per gallon. CAT had one formal customer complaint, one vehicle incident, and two customer incidents. The customer complaint was a rider requesting a stop on Forest Lane on the Columbia Gorge Express route. We are currently having conversations with ODOT to have a stop added at Forest Lane and Wa Na Pa Street. The vehicle incident was at Gateway Transit Center when a driver scrapped a badge-scanning transponder that opens the gate. The damage was mostly cosmetic and minimal. One customer incident was a wellness check with assistance from the Hood River Police Department. A previously suspended rider had a new complaint from one of our drivers, we have not seen the customer since then and no additional action is needed by CAT as of now.

b. New Schedule and Dog Mountain Update

Our coordinated service and new seasonal routes have been going well. The new



schedules have been working well and staff has not received any negative feedback. CAT has designated a layover parking spot for the neighboring transit agencies and the drivers are welcome to use our facilities. Our seasonal Dog Mountain shuttle is off to a great start with the previous weekend having over one thousand riders.

c. Employee of the Month

Jim Appleton was named Employee of the Month.

d. Ridership

Besides Dog Mountain we have seen a small decrease in ridership overall when compared to last month and the previous year. However, The Hood River City Route, Columbia Gorge Express, and Dial-A-Ride ridership have increased. Boarded rides per hour remain about the same due to the fact we have fewer service hours with no Cascade Locks and The Dalles service compared to the same month last year.

Matt asked for some details on the implementation of the new Cascade Locks stop. Amy and Jeff are getting clarification on the new stop whether it is on an ODOT or City of Cascade Locks right of way. Temporary signage will be used for the stops, curb striping will be needed, and the hope is to have it up and running by the fall.

8. Executive Director Report – Amy Schlappi

a. FY25 Budget Committee Update

The fiscal year 2025 budget was read to the Budget Committee at the April 24th meeting. The meeting went well, and one thing requested by the committee was to show the financial impact on the budget if CAT was to add a project manager to the staff. Tiah and Amy are working on options and will discuss those at the upcoming May 23rd Budget Committee meeting. The updated budget will also show additional funds for a technology grant and an updated salary scale.

b. E-bike Lending Library Update

We have had some issues getting the e-bike lending library project up and running due to insurance liability issues. Amy is still working with ODOT on how to implement the grant with its original intent.

c. Taxi Voucher Grant Update

Amy is working with ODOT to potentially revise this grant which currently entails us giving taxi vouchers to people who are in the downtown area and drinking with the overall intent of getting them out of their private cars and into taxis. The overall idea is more out-of-the-box than what ODOT usually handles so Amy is revising the grant to make it more of an educational marketing campaign. Matt suggested we work with The Hood River Police Department and Amy mentioned she has been in contact with The City Administrator who was in support of the idea. Megan asked Amy to continue to figure out how CAT could distribute taxi vouchers.



d. New Bus Stops Update

Notification letters have been delivered to businesses near the new proposed bus stops at 5th & Cascade, 11th & Pine, and 8th & Sieverkropp. Amy also reminded Board members all the stops have been approved and that 5th & Cascade is a relocation of the 4th & Columbia stop. Some businesses have shown concern at the 5th & Cascade location. We are currently in a 30-day waiting period and after that we can move forward with installing the new stops. One informal stop at 18th & Belmont is being addressed and once it is approved and gone through the public process, we will be able to do away with flag stops on the City route.

e. Upcoming Requests for Proposals

We have an upcoming RFP to be released for a mechanic as that contract is ending soon. Our current mechanics are Nick Herman Mobile Repair and Ortigoza. Nick Herman handles all our large-scale repairs and Ortigoza handles the cut-away bus maintenance.

9. Discussion Items

No discussion items.

10. Upcoming Events

The next Budget Committee meeting is coming up Thursday, May 23rd. And May 27th, Memorial Day we will be on weekend-level service including running the Dog Mountain Shuttle. The Multnomah Falls timed use permit program begins Friday, May 24th.

11. Adjournment – 4:38 PM

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

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

Opposed By: None

The Hood River County Transportation District Board of Directors meeting minutes are prepared and presented in summary form. Video recordings of the meetings are on file at CAT and are part of the approved minutes. If you would like to watch the recording of the meeting, please contact Tim Ravins tim@catransit.org, or call (541) 386-4202.

Prepared by: Tim Ravins, Administrative Assistant

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

Approved by: Tamra Taylor, Secretary-Treasurer

Columbia Area Transit

Statement of Activity

May 2024

	TOTAL
Revenue	
4001 Fare Revenue	
4002 Fare Collections	8,220.99
4003 GOrge Pass Prg	6,375.68
Total 4001 Fare Revenue	14,596.67
4200 Federal Funds	
4306 35527 STIF Formula	174,646.00
Total 4200 Federal Funds	174,646.00
4900 Other Revenue	
4902 Interest Income	389.37
4920 Reimbursement Income	493.00
Total 4900 Other Revenue	882.37
Total Revenue	\$190,125.04
Cost of Goods Sold	
5005 Vehicle Expense	
5010 Vehicle Supplies	497.13
Total 5005 Vehicle Expense	497.13
5019 Fuel	15,556.48
5020 Operation Expenses	
5021 Preventative Maint & Vehicle Repair	
5022 Preventative Maintenance	973.69
5023 Vehicle Repair	4,571.83
Total 5021 Preventative Maint & Vehicle Repair	5,545.52
5025 Shop Supplies & Tools	241.73
Total 5020 Operation Expenses	5,787.25
5100 Communication Expense	
5130 2-Way Radio Software	450.00
5139 Dispatch Program	3,301.00
5165 Cellular Data	568.66
Total 5100 Communication Expense	4,319.66
5500 Driver Expenses	
5510 Driver Training	15.00
5515 Drug & Alcohol Testing	591.00
5520 Uniforms	441.89
Total 5500 Driver Expenses	1,047.89
5600 Advertising & Marketing	1,388.75

Columbia Area Transit

Statement of Activity

May 2024

	TOTAL
5700 Grant/Contract Match Funds	
5760 Partner Distributions - Gorge Pass	5,981.95
5770 Grant Contract & Professional Services	2,512.44
Total 5700 Grant/Contract Match Funds	8,494.39
Total Cost of Goods Sold	\$37,091.55
GROSS PROFIT	\$153,033.49
Expenditures	
7000 Administrative Expenses	
7003 Building Expenses	
7004 Rent - Building	300.00
7008 Landscape Maintenance	600.00
7010 Building Utilities	1,781.87
7015 Telephone	22.63
7020 Fire and Security	89.96
7025 Janitorial	722.09
Total 7003 Building Expenses	3,516.55
7100 Office Supplies & Expenses	
7108 Computer Software	453.34
7110 Printing & Copying	84.44
7112 Office Supplies & Postage	73.02
Total 7100 Office Supplies & Expenses	610.80
7300 Professional Fees	
7314 Legal Counsel	208.50
7325 Payroll Processing Fees	368.00
Total 7300 Professional Fees	576.50
7400 Other Administrative Expense	
7405 Board Expense	60.00
7412 Merchant Fees	108.82
7417 Team Building	269.51
7424 Mileage Reimbursements & Ground Transportation	28.00
Total 7400 Other Administrative Expense	466.33
Total 7000 Administrative Expenses	5,170.18
8000 Personnel Expense	
8003 Administrative Personnel Expense	
8005 Administrative Wages & Salary	
8007 Administrative - Regular Wages	22,655.03
8009 Administrative - Overtime	50.04
8010 Administrative - PTO	2,999.22
8021 Administrative - Healthcare Stipend	3,160.89
8022 Administrative - Cell Phone Stipend	124.65

Columbia Area Transit

Statement of Activity

May 2024

	TOTAL
Total 8005 Administrative Wages & Salary	28,989.83
8030 Administrative Employer Taxes	
8031 Administrative - FICA	1,593.65
8032 Administrative - Medicare	372.70
8034 Administrative - State. Unemp, SUTA	1,285.20
8036 Administrative - Worker's Benefit Fund	6.48
8038 Administrative - Paid Leave Oregon	102.80
Total 8030 Administrative Employer Taxes	3,360.83
8080 Administrative Benefits	
8081 Administrative - Medical, Dental, Life Ins	96.64
8083 Administrative - 403(b) Employer Match	443.52
Total 8080 Administrative Benefits	540.16
Total 8003 Administrative Personnel Expense	32,890.82
8103 Direct Service Personnel Expense	
8105 Direct Service Wages & Salary	
8107 Direct Service - Regular Wages	94,611.85
8109 Direct Service - Overtime	3,594.06
8110 Direct Service - PTO	10,060.17
8118 Direct Service - Bonus	100.00
8119 Direct Service - Bilingual Bonus	46.16
8121 Direct Service - Healthcare Stipend	5,268.15
8122 Direct Service - Cell Phone Stipend	207.75
Total 8105 Direct Service Wages & Salary	113,888.14
8130 Direct Service Employer Taxes	
8131 Direct Service - FICA	6,721.55
8132 Direct Service - Medicare	1,572.00
8134 Direct Service - State Unemp, SUTA	5,420.62
8136 Direct Service - Worker's Benefit Fund	37.38
8138 Direct Service - Paid Leave Oregon	433.63
Total 8130 Direct Service Employer Taxes	14,185.18
8180 Direct Service Benefits	
8181 Direct Service - Medical, Dental, Life Ins	43,982.73
8183 Direct Service - 403(b) Employer Match	2,080.93
Total 8180 Direct Service Benefits	46,063.66
Total 8103 Direct Service Personnel Expense	174,136.98
Total 8000 Personnel Expense	207,027.80
Unapplied Cash Bill Payment Expense	0.00
Total Expenditures	\$212,197.98
NET OPERATING REVENUE	\$ -59,164.49
NET REVENUE	\$ -59,164.49

Columbia Area Transit

Bill Payment List

May 2024

DATE	NUM	VENDOR	AMOUNT
1000 Umpqua - Operating (6906)			
05/09/2024	22579	Special Districts Insurance	-44,079.37
05/09/2024	22580	UniteGPS LLC	-1,534.00
05/09/2024	22581	Columbia Gorge News	-200.00
05/09/2024	22582	Schetky Northwest Sales, Inc.	-289.95
05/09/2024	22583	MCEDD	-2,390.65
05/09/2024	22584	Mount Adams Transportation Service - MATS	-1,922.65
05/09/2024	22585	Napa Auto Parts	-135.12
05/09/2024	22586	Skamania County	-1,668.65
05/09/2024	22587	H2 Oregon	-47.75
05/09/2024	22588	Amalgamated Transit Union	-347.42
05/09/2024	22589	Bohn's Printing	-84.44
05/09/2024	22590	ASET - Advanced Security & Electrical Technology, Inc.	-89.96
05/09/2024	22591	Weatherly Printing	-453.75
05/09/2024	22592	Downtowner App, LLC	-1,000.00
05/09/2024	22593	Cascade Health Solutions	-215.00
05/09/2024	22594	KolorKraze	-225.00
05/09/2024	22595	VanKoten & Cleaveland, LLC	-175.00
05/09/2024	22596	Valencia Lawn Care LLC	-600.00
05/09/2024	22597	Cintas	-114.91
05/09/2024	22598	Greg Pack	-30.00
05/09/2024	22599	State of Oregon - Department of Transportation Public Transportation Division	-2,512.44
05/09/2024	22600	Riverside Community Church	-68.00
05/23/2024	22601	Providence OCC Travel Medicine Clinic	-376.00
05/23/2024	22602	UniteGPS LLC	-767.00
05/23/2024	22603	Jubitz Fleet Services	-544.65
05/23/2024	22604	Hood River Quick Lube	-275.53
05/23/2024	22605	CDR Labor Law, LLC	-33.50
05/23/2024	22606	Sacred Art Studio	-200.00
05/23/2024	22607	Nick Herman	-4,036.00
05/23/2024	22608	Gorge Area Business Assistance	-626.41
05/23/2024	22609	Meghan Larivee	-30.00
05/23/2024	22610	KolorKraze	-300.00
05/23/2024	22611	Napa Auto Parts	-881.02
05/23/2024	22612	Day Wireless Systems	-450.00
Total for 1000 Umpqua - Operating (6906)			\$ -66,704.17



Memo

To: Board of Directors
From: Amy Schlappi, Executive Director
Date: June 20, 2024
Re: STIF Committee Member Application

Background

The STIF Advisory Committee recently lost a committee member who worked for Providence Dethman House and has since moved on. This committee member represented seniors and individuals with disabilities. Staff needs to replace this STIF Advisory Committee Member.

One person has expressed interest in joining the STIF Advisory Committee. They would also be considered a representative of seniors and individuals with disabilities. This person has not yet applied, but I am expecting it by the Board Meeting on June 20th.

Action Required

The Board should discuss or vote on the approval of the STIF Advisory Committee candidate if the application has been submitted by the Board Meeting.



Memo

To: HRCTD - BOARD OF DIRECTORS
From: Amy Schlappi, Executive Director
Date: June 20, 2024
Re: Approval of WSDOT Grant Applications

Background

Per HRCTD's Financial Management Policy staff seeks approval to submit the below applications through the WSDOT Consolidated Grant program.

1. Bingen/White Salmon Weekend Service
 - a. Project Summary: This would cover operational and administrative expenses to operate year-round weekend service between the City of Hood River and the City of White Salmon/Bingen.
 - b. Total Cost: \$193,200
 - c. Expected Match: \$9,660 – The district is working with the City of Bingen and the City of White Salmon to cover the expected match expense. Staff will not move forward with applying if partners are not able to commit to the entire amount.
 - d. Application due: September 17, 2024
2. Dog Mountain Seasonal Service
 - a. Project Summary: This would cover the operational and administrative expenses of the seasonal Dog Mountain service. This service will operate 4 days a week (Thursday – Sunday or Friday – Monday) roughly every 20 minutes during the peak wildflower season.
 - b. Total Cost: \$200,000
 - c. Expected Match: \$20,000 – The district is working with the Forest Service, Skamania County, and the City of Stevenson to cover the expected match expense. Staff will not move forward with applying if partners are not able to commit to the entire amount.
 - d. Application due: September 17, 2024

Action Required

The Board should discuss or vote on the approval of the presented applications.



Staff Recommendation

The staff is looking for approval to move forward with these applications.

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



Memo

To: Board of Directors
From: Amy Schlappi, Executive Director
Date: June 20, 2024
Re: Greyhound/Flix Co-Location

Background

Staff has been working with Greyhound/Flix and ODOT to determine if co-locating the Greyhound/Flix bus at the CAT station, CAT selling Greyhound/Flix tickets, and creating an interlining contract are feasible options.

Additional assessments are needed but here are some details about the different options:

- Co-location: Greyhound/Flix would relocate their current bus stop from downtown Hood River and pick-up and drop-off passengers at the CAT office. Greyhound/Flix would stop at CAT twice a day and have access to the public restrooms. These stops would happen during times when CAT buses or Gorge Transit providers are not using the CAT stop location. CAT would assist with customer issues as needed. CAT would receive \$350 per month.
- Ticket Sales: CAT would have the ability to sell Greyhound/Flix tickets and earn an 8% commission.
- Interlining: Creating an interlining contract would allow us to advertise CAT routes on Flix/Greyhound platforms and reduce our match rate on 5311 projects. This is probably not feasible as our routes likely do not qualify, but still potentially an option.

The biggest upsides to this proposed arrangement would be connecting the Greyhound/Flix bus with regional connections and reducing the match expense required for some of our services. Some negatives may be increased usage of the public restroom and potential customer issues. However, each summer staff encounters Greyhound/Flix customers who are stranded at the stop in downtown Hood River, and by the time they find CAT staff is unable to assist them because the Columbia Gorge Express buses are no longer operating. This arrangement could help CAT staff assist customers quickly.

The Link currently has a co-location with Greyhound/Flix and provides ticket sales. It comes with some challenges but is mostly seen as favorable.

Action Required



The Board should discuss or vote on approving the Executive Director to continue moving forward with looking into these different options and signing a contract as appropriate.

Staff Recommendation

Staff recommends that the Board approve the Executive Director to move forward with contractual discussions with Greyhound/Flix.



Memo

To: Board of Directors
From: Jeff Acciaioli, Transit Operations Manager
Date: June 20, 2024
Re: Bus Stop Changes and Additions – July 1, 2024

Background

Staff has been working with the City of Hood River Public Works Department to implement two new bus stops and relocate a current bus stop to a safer location. All changes have been approved by the City of Hood River Public Works Department to be implemented on July 1st. Staff has posted notifications of the changes effective July 1st on bus stops, buses, social media, the CAT website, and sent a legal public notice through the newspaper.

1. Relocation: The 4th St and Columbia St bus stop will be moved to 5th St and Cascade Ave due to safety concerns with potential conflicts that exist at the current CAT location (cars, commercial trucks, pedestrians, beer carts, etc.). This change will include the addition of a bus stop pole, a painted curb, and the removal of two parking spaces.
2. New Stop: A new formalized stop at 8th St and Sieverkropp Drive. This decision comes in response to the growing demand and safety concerns associated with the current practice of stopping at this location as a flag stop. This change will include the addition of a bus stop pole, painted curb, and removal of 50ft of street parking. We have received many requests over the years from Arends Place residents and we anticipate they will be very excited by this addition.
3. New Stop: A new formalized stop at 11th St and Pine St. This decision comes in response to the growing demand and safety concerns associated with the current practice of stopping at this location as a flag stop. This change will include the addition of a bus stop pole, painted curb, and removal of 50ft of street parking.

Action Required

No action is required, this update is for informational purposes.

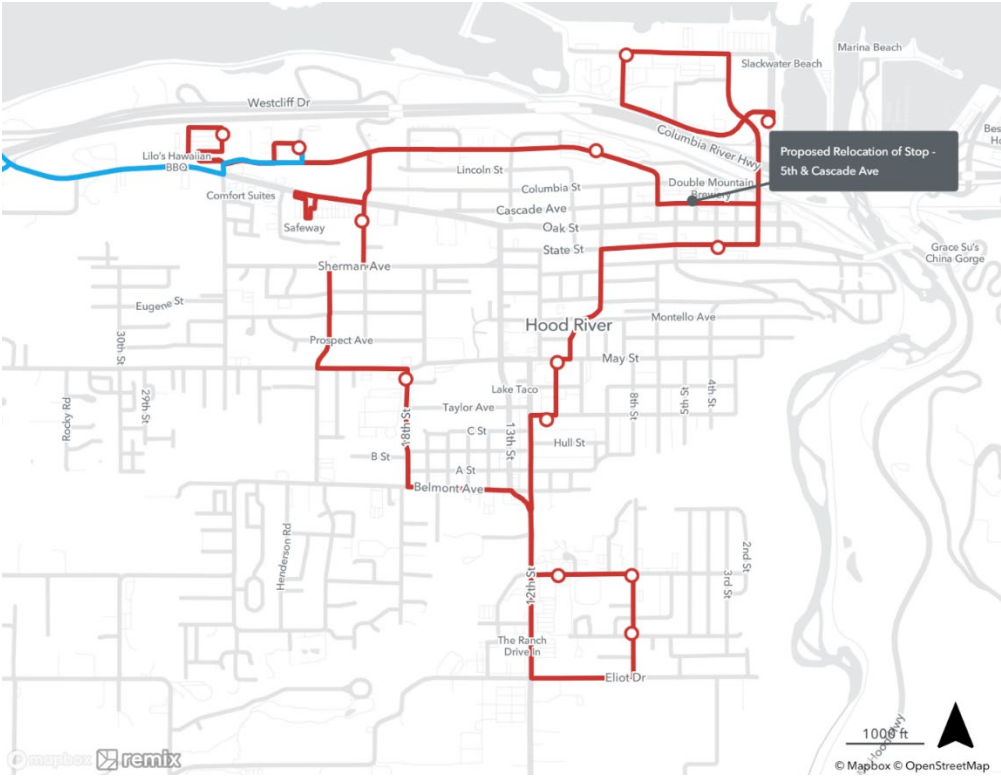
Attachments:

Maps and photos of the new locations

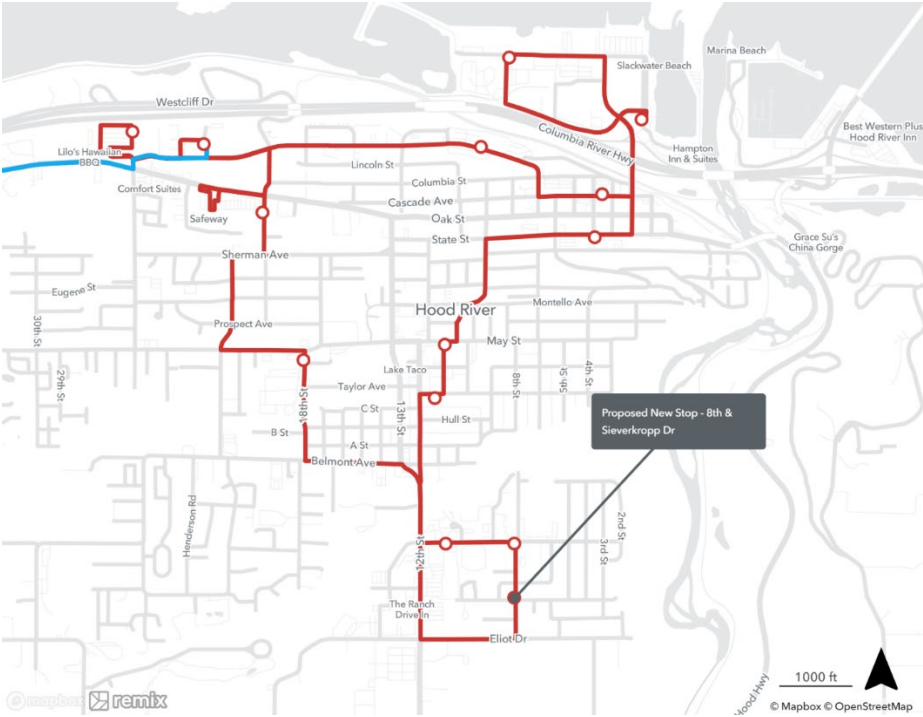
5th St & Cascade Ave



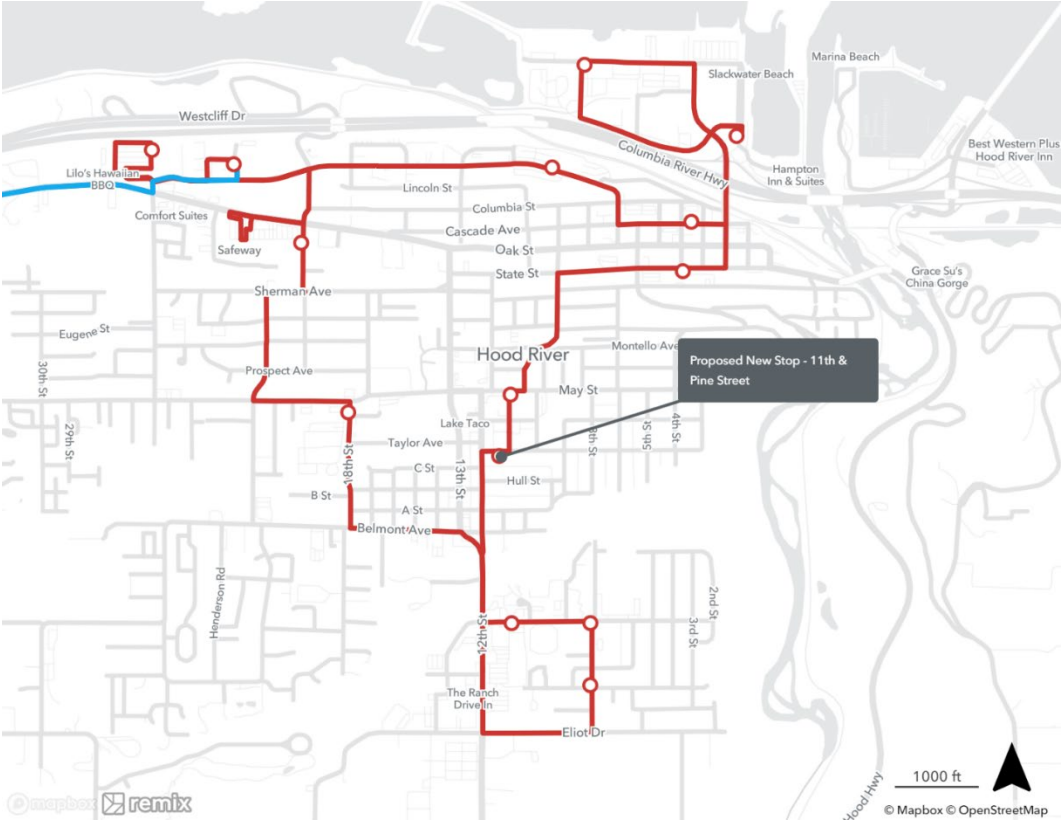
(A) Length of yellow painted curb 50ft.



8th St & Sieverkropp Drive



11th St & Pine Street





May 2024 Operations Report

Safety Scores				
Category	May 2024	April 2024	March 2024	February 2024
Overall Safety Score	98	99	96	89
Crashes	0	0	0	0
Harsh Events	2	2	5	5
% Speed -Moderate	.8%	0%	1.3%	1.8%
% Speed- Heavy	.03%	0%	.06%	.2%
% Speed - Severe	.003%	0%	.006%	.05%

- Safety Score has decreased to 98. Decrease due to slight increase in speeding.
- Percentage of over speed limit is defined by the percentage of drive time where speeding occurred.

Operations Data				
Category	May 2024	April 2024	March 2024	February 2024
Fixed OTP				
DAR OTP				
Vehicle Hours Driven	1387	1,156	1,361	1,374
Vehicle Miles Driven	48,583	37,839	45,074	45,936
Fuel Cost	\$16,700	\$14,613	\$16,975	\$17,697
Fuel Cost per Mile	\$0.34	\$0.38	\$0.38	\$0.39

Reported Incidents				
Category	May 2024	April 2024	March 2024	February 2024
Formal Customer Complaints	0	1	2	0
Vehicle Incidents	4	1	4	5
Customer Incidents	5	2	5	1
Vandalism	0	0	1	0

- Formal Complaints:
- Vehicle Incidents:
 - Bus hit guard rail on HR bridge.
 - Wind blew dumpster into employee car.
 - A bus window broke due to a minor collision with a USPS vehicle.
 - An anonymous witness reported bus 197 driving erratically in Odell. Footage was reviewed by supervisors and reported no issue with driving.
- Customer Incidents:
 - A passenger wanted to get off the bus at an undesignated stop. The driver deemed the location not safe.
 - A passenger blocked the bus with a vehicle so they would have time to look for cell phone.
 - Loitering in CAT station lobby.
 - A passenger claimed they had a gun and intent to use it. CAT locked down and scene was cleared. The passenger was detained by Police.
 - A passenger tried stealing the bathroom key. He also had a large knife. The supervisor kindly asked him to return the key and told him he cannot board with a knife. The passenger responded and told him he did not plan on getting on the bus and returned the key.

Other updates:

- New Samsara Cameras
- New Bus Stops July 1st
 - 5TH and Cascade
 - 11TH and Pine
 - 8th and Sieverkropp
- White Salmon
 - Weekday route adjustments
 - Weekend Launch June 22nd

EMPLOYEE OF THE MONTH:

Tim Ravins



Ridership

	24-May	Apr. 24	Mar. 24	FEB. 24	JAN. 24	DEC. 23	Nov. 23	Oct.23	Sep. 23	Aug. 23	Jul. 23	Jun. 23	May. 23
Dial-A-Ride	379	390	383	345	302	350	421	414	354	315	305	289	300
Upper Valley	388	364	331	330	220	338	350	423	436	551	525	598	570
The Dalles	0	0	0	0	0	0	0	0	0	0	0	477	420
Hood River Connector	0	32	41	29	40	63	24	60	68	95	116	54	43
Hood River City	2023	1826	1764	1575	1177	1746	1620	1793	1848	2016	2148	1737	1664
Cascade Locks	0	0	0	0	0	0	0	0	2	134	89	64	82
Columbia Gorge Express	3476	2871	2615	2014	1515	2341	2488	3381	3456	5226	5187	3749	2916
Gorge to Mountain	0	0	2176	2915	2418	768	0	0	0	0	0	0	0
Dog Mountain	3797	198	0	0	0	0	0	0	0	0	0	793	2104
White Salmon Wknd	0	0	0	0	0	0	0	0	24	108	94	0	0
All Routes	10063	5681	7310	7208	5672	5606	4903	6071	6188	8445	8464	7761	8099
% Change Compared to Prev Month	77%	22%	1%	21%	1%	14%	-19%						
% Change Compared to Same Month Previous Year	24%	3%	6%	6%	-18%	19%	10%						

Hours of Service

	24-May	Apr. 24	Mar. 24	FEB. 24	Jan. 24	Dec. 23	Nov. 23	Oct.23	Sep. 23	Aug. 23	Jul. 23	Jun. 23	May. 23
Dial-A-Ride	198	198	189	180	171	180	180	198	180	113	93	105	110
Upper Valley	182	181.5	173	165	157	165	165	182	165	190	165	181	182
The Dalles	0	0	0	0	0	0	0	0	0	0	0	112	115
Hood River Connector	0	29	41	26	38	40	38	41	40	41	41	39	41
Hood River City	336	327	334	313	311	323	313	337	333	339	332	327	336
Cascade Locks	0	0	0	0	0	0	0	0	8	38	33	36	36
Columbia Gorge Express	645	491	508	475	466	491	475	508	548	725	725	702	508
Gorge to Mountain	0	0	284	323	286	132	0	0	0	0	0	0	0
Dog Mountain	165	37	0	0	0	0	0	0	0	0	0	129	166
White Salmon Wknd	0	0	0	0	0	0	0	0	12	32	44	0	0
All Routes	1526	1263.5	1529	1482	1429	1331	1171	1266	1286	1478	1433	1631	1494

Boardings Per Hour

	24-May	Apr. 24	Mar. 24	FEB. 24	JAN. 24	Dec. 23	Nov. 23	Oct.23	Sep. 23	Aug. 23	Jul. 23	Jun. 23	May. 23
Dial-A-Ride	1.91	1.97	2.03	1.92	1.77	1.94	2.34	2.09	1.97	2.70	3.28	2.75	2.73
Upper Valley	2.13	2.01	1.91	2.00	1.40	2.05	2.12	2.32	2.64	2.90	3.18	3.30	3.13
The Dalles	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	4.26	3.65
Hood River Connector	#DIV/0!	1.10	1.00	1.12	1.05	1.58	0.63	1.46	1.70	2.30	2.83	1.38	1.05
Hood River City	6.02	5.58	5.28	5.03	3.78	5.41	5.18	5.32	5.55	6.20	6.47	5.31	4.95
Cascade Locks	0.00	0.00	0.00	0.00	0.00	0.00	0.00	NA	0.24	3.40	2.70	1.78	2.28
Columbia Gorge Express	5.39	5.85	5.15	4.24	3.25	4.77	5.24	6.66	6.31	6.80	7.15	5.34	5.74
Gorge to Mountain	0.00	0.00	7.66	9.02	8.45	5.82	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Dog Mountain	23.01	5.35	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	6.15	12.67
White Salmon Wknd	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2.00	3.30	2.14	0.00	0.00
All Routes	6.59	4.50	4.78	4.86	3.97	4.21	4.20	4.80	4.81	5.71	5.90	4.76	5.42