



**Wednesday, June 17th, 2020**  
**Hood River County Transportation District**  
**Regular Meeting of the Board of Directors**  
**224 Wasco Loop, Board Conference Room**  
**Hood River, OR 97031**  
**3:00pm – 5:00pm**  
**Agenda**

The Hood River County Transportation District is taking measures to limit exposure of COVID-19. In support of state and federal guidelines for social distancing, HRCTD will hold this meeting by using Vonage Conferencing. Members of the public can attend by calling (732)200-1872, meeting pin 155221.

- 1) Call Meeting to Order (3:30pm)**
- 2) Approval of Minutes (attached)**
- 3) Financial Overview (attached)**
- 4) Executive Director Performance Review**
- 5) Director's Report**
  - a) Operations Update
    - i) Performance Report (attached)
    - ii) CAT Phase 3/ Multnomah Falls Discussion
    - iii) COVID-19 Update
- 6) Old Business**
  - a) Approval of FY2020-21 Budget (attached)
  - b) Operations Manager Update
- 7) New Business**
  - a) Board Member Candidate Presentations and Selection (attached)
  - b) Board Retreat/ Board and Staff Retreat
  - c) Board Committees (handout at meeting)
- 8) Upcoming Events**
  - a) Board Officer Elections – July Board Meeting
- 9) Public comments**
- 10) Meeting Adjourned**



**Wednesday, May 20th, 2020**

**Hood River County Transportation District  
Supplemental Budget Hearing  
224 Wasco Loop, Board Conference Room  
Hood River, OR 97031  
3pm – 3:30pm**

### **Meeting Minutes**

#### **Board Meeting Attendees**

**Board Members:** Marbe Cook, Leti Valle, Lara Dunn, Rob Brostoff, Mark Reynolds

**Public:** Kathy Fitzpatrick (MCEDD), Theresa Conley (ODOT), Teresa Gallucci (Our Team Accounting), David Roth,

**Staff:** Patty Fink, Ty Graves, Amy Schlappi

Marbe Cook called the Supplemental Budget Hearing to order at 3:01pm and welcomed all attendees. The group introduced themselves.

#### **Supplemental Budget Resolution:**

Patty Fink reviewed the supplemental budget as it has already been discussed in detail, by highlighting:

- Advertising and Marketing – Expenses were increase due to Columbia Gorge Express funds being shifted to include marketing efforts related to the GOrge pass.
- Gorge To Mountain Service – Due to the decision to contract with Mt. Hood Meadows to operate the Gorge To Mountain services instead of operating it in house actual expenses for several line items were less than budgeted. Impacted line items include Fuel, Preventative Maintenance and Repairs, Direct Service Wages, and Capital Expenses.
- Professional Fees – Professional fees are higher than expected due to contracting Operations Manager services. However, Direct Service Wages are lower than expected due to this change as well.
- Administrative Wages – Due to the decision to hire a Planning and Development Manager in October Administrative Wages line item is higher than originally budgeted.
- CARES Act – The funds from the CARES Act is allowing the District to retain employees, keep employees whole during the COVID-19 health crisis, and implement new procedures required to keep drivers and riders safe.

There was discussion regarding end of year Net Income and what should be expected after CARES Act Formula funds have been received. The District can apply for CARES Act needs based funds after July 1<sup>st</sup>. Patty Fink emphasized that the COVID-19 financial impact will most significantly impact the District in FY 2020-21.

**Public Comments:**

No public comment.

Marbe Cook read Resolution Number 20-05-20 to approve the supplemental budget for fiscal year 2020. Rob Brostoff made a motion to approve the resolution as presented, this was seconded by Lara Dunn and unanimously approved by the Board.

**At 3:28 PM, Mark Reynolds made a motion to adjourn the meeting, this was seconded by Rob Brostoff and unanimously approved by the Board.**



**Wednesday, May 20th, 2020**

**Hood River County Transportation District  
Regular Meeting of the Board of Directors  
224 Wasco Loop, Board Conference Room  
Hood River, OR 97031  
3:30pm – 5:00pm**

## **Meeting Minutes**

### **Board Meeting Attendees**

**Board Members:** Marbe Cook, Leti Valle, Lara Dunn, Rob Brostoff, Mark Reynolds

**Public:** Kathy Fitzpatrick (MCEDD), Theresa Conley (ODOT), Teresa Gallucci (Our Team Accounting), David Roth

**Staff:** Patty Fink, Amy Schlappi, Ty Graves

Marbe Cook called the May Board of Director's meeting to order at 3:30pm.

### **Approval of Minutes**

Marbe Cook asked the Board of Directors to review the April 15<sup>th</sup> Regular Meeting and the April 29<sup>th</sup> Special Meeting minutes. Mark Reynolds made a motion to approve the minutes as presented, the motion was seconded by Rob Brostoff and unanimously approved by the board.

### **Financial Overview**

Teresa Gallucci reviewed the Financial Packet for April, by highlighting:

- Fare revenue averaged \$26,000 a month until March (COVID-19) when it was reduced to \$2,000 per month.
- The fuel expense is \$110,000 for the year, which is \$80,000 less than originally budgeted.
- Advertising and Marketing expense is \$124,000 more than originally budgeted, which is due to the approved GORge Pass marketing campaign made possible by STIF Discretionary funds.
- A ledger was created specifically for COVID-19 related expenses.

### **Director's Report**

**Ridership:** Patty Fink explained that to streamline data presented to the Board, Ty Graves will be reviewing Ridership Data as part of the Operations Report moving forward with other metrics.

**Operations Update:** Ty Graves reviewed the new Performance Report by providing an overview of the different metrics and the definition of each. Staff had selected the specific metrics to be used as they are industry standards for organizations of a similar size.

The Board in general provided positive feedback regarding the different metrics and asked several additional questions about each metric.

Ty Graves explained that each month the Board will be provided the data for these metrics, the goal being to improve them over time.

**Bus Stops Update:** Ty Graves updated the group on the status of installing a permanent bus stop sign and seat at the Waucoma stop. The bus stop sign and seat at the Waucoma stop was scheduled to be installed in April, however city staff had concerns regarding the color of the equipment and manufacturer certifications. CAT is willing to repaint the bus stop sign and seats and work with city staff to get all certifications.

The group generally discussed that it is important to work with the City of Hood River to ease concerns and work as partners to complete the bus stop project. Additionally, this may be an opportunity for the Board to have a CAT City Council Liaison and be more involved with the city.

**COVID-19 Update:** Ty Graves provided an overview of the different CAT operational phases as staff returns to providing pre-COVID services. The phases follow County and State guidance. Plans for the re-opening of Multnomah Falls have not yet been finalized thus CAT will not yet be servicing the stop. Staff recommends that the Board extends the GOrge Pass introductory rate through December 31<sup>st</sup> to encourage ridership as different services are reintroduced.

Rob Brostoff made a motion to approve the extension of the GOrge Pass introductory rate, the motion was seconded by Lara Dunn and unanimously approved by the board.

### **Old Business:**

**Budget Committee Update:** Amy Schlappi informed the group that the first Budget Committee Meeting took place on May 13<sup>th</sup>, 2020 and the second meeting will take place on May 27<sup>th</sup>, 2020. The Budget Committee did not raise any major concerns during the first meeting and staff is expecting the proposed Budget to be approved at the May 27<sup>th</sup> meeting.

### **New Business:**

**Board Members:** Marbe Cook discussed that since three Board Members have or will be resigning soon it is the Board's responsibility to accept the resignations so that new members can be appointed to finish the duration of the terms. All current Board Members accepted the resignation of Jake Bolland, Leanne Hogie, and Marbe Cook.

To select three new Board Members, Marbe Cook suggested that the Board follow the below process:

- Staff sends the Board of Director Member Application to all parties who have expressed interest in the positions.

- All candidates submit their application to staff by June 5<sup>th</sup>.
- A subcommittee will interview all candidates and provide a recommendation to the Board before the June 17<sup>th</sup> Board Meeting.
- Candidates will do a short presentation at the June 17<sup>th</sup> Board Meeting.
- Current Board Members will select three new members at the June 17<sup>th</sup> Board Meeting.

Rob Brostoff, Mark Reynolds, and Lara Dunn all expressed interest in being part of the subcommittee.

**Operations Manager Job Description Review:** Amy Schlappi reviewed the job descriptions for both the Planning and Development Manager and the Operations Manager roles. No action is required from the Board. The goal of reviewing the two job descriptions is so that all Board Members are aware of what the jobs entail as they are part of the upper management team at the District.

The job posting for the current Operations Manager position that is open will be posted on different job sites starting May 21<sup>st</sup>. The selection committee will begin interviewing candidates mid-June. The selection committee will consist of Amy Schlappi, a Board Member, and a Field Supervisor. Leti Valle expressed interest on being part of this committee. The goal is to have a qualified candidate selected by the end of June for the role.

- ❖ Amy Schlappi will work with the selection committee to schedule interviews with candidates.

**Upcoming Events:**

- Performance review for the Executive Director is coming up. Ty Graves is working with Lara Dunn to create the survey and distribute.
- 2<sup>nd</sup> Budget Committee Meeting will be held on May 27<sup>th</sup>, 2020.

**Public comments:** No public comments were made.

**At 4:40 PM, Mark Reynolds made a motion to adjourn the meeting, this was seconded by Lara Dunn and unanimously approved by the Board.**



Wednesday, May 27th, 2020

**Hood River County Transportation District  
2<sup>nd</sup> Meeting of the Budget Committee  
224 Wasco Loop, Board Conference Room  
Hood River, OR 97031  
4pm – 5:30pm**

## **Meeting Minutes**

### **Board Meeting Attendees**

**Budget Committee Members:** Rob Brostoff, Otto Behrmann, Marbe Cook, Joella Dethman, Elizabeth Garber, Darrell Roberts

**Public:** Teresa Gallucci (Our Team Accounting)

**Staff:** Patty Fink, Amy Schlappi

Joella Dethman called the second Budget Committee Meeting to order at 4:02PM and welcomed all attendees.

### **Review of the May 13<sup>th</sup> Budget Meeting and Updated Budget FY 2020-21**

Joella Dethman asked for the Budget Committee to review the minutes from the May 13<sup>th</sup> Budget Committee Meeting. Rob Brostoff made a motion to accept the minutes, the motion was seconded by Otto Behrmann and unanimously approved by the Budget Committee.

Patty Fink discussed the two changes that were made to the proposed Budget FY 2020-21:

- The grant amount (in 4200 Federal assistance) of \$340,000 for two new vehicles – and the expenditure amount (900-Capital Expenses) of \$400,000 which includes the Districts' required match amount are now reflected within the budget document.
- Based off a recommendation from the Bookkeeper, Paid Time Off (PTO) Liability has been pulled out of the Direct Service Benefits line item to reflect the full financial burden to the agency. This line item can significantly impact the overall budget in times of economic downturn when PTO must be paid out to employees if a reduction in workforce is required.

There was a general discussion as to what happens to unused PTO if employees do not leave the company.

### **Public Comments**

No public comments were made.



**Approval of Budget FY 2020-21**

Joella Dethman reviewed the existing tax rate of 0.0723 and asked staff to confirm this was the correct the tax rate. Based on the Local Budgeting Manual produced by the Oregon Department of Revenue, this is the correct tax rate.

Rob Brostoff made a motion to approve the proposed Budget for FY 2020-21 at the maximum tax rate amount, the motion was seconded by Otto Behrmann and unanimously approved by the Budget Committee.

**Otto Behrmann made a motion to adjourn the meeting, the motion was seconded by Darrell Roberts and unanimously approved by the Budget Committee.**



# Management Report

Columbia Area Transit

For the period ended May 31, 2020



Prepared by

**Our Team Accounting, LLC**

Prepared on

**June 10, 2020**

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# Notes to Financials

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## Balance Sheet

<b>Cash Availability</b>	Total available cash at May 31st was \$980k which is approximately \$193k more than last month and \$25k less than May 2019. Cash available at June 30, 2019 was \$959k, which was \$21k less than the current amount available.
<b>Acct Rcvbl</b>	Total Accounts Receivables of \$3k represent the amount due from Collins Aerospace for Gorge passes issued to them but not yet paid.
<b>Grants Rcvbl</b>	There were no grant funds due to CAT at the end of May. The next group of draws will occur in July and represent funds earned for Q4 activities.
<b>Prepaid Expenses</b>	Prepaid expenses are recorded when an invoice is paid in full for services that will benefit more than the current fiscal year. CAT has paid for Ecolane, Samsara and general liability expenses in the amount of \$19k that will be recognized in future periods as appropriate.
<b>Fixed Assets</b>	The total reduction in value is due to the sale of buses and the delayed purchase of a bus to FY20. Balance will be adjusted when closing JE is received from auditor.
<b>Accounts Payable</b>	The amount due to vendors for regular monthly expenses and not yet paid was \$1k at the end of May.

## Income Statement

<b>Revenue</b>	<p>Total revenue earned YTD through the end of May was \$2.2M, of which \$605k was reimbursements for the purchase of buses. Budgeted revenue for this point in the year was \$2.4M, resulting in a negative variance of \$269k.</p> <p>Note: The dramatic drop in revenue during Q4 is attributed to the impact of Covid-19. Actual fare revenue received YTD at the end of May was \$146k, which is \$106k less than budgeted. Additionally, lost grant funds for CGE and Hwy 35 activities totaled \$180k. Combined the negative budget variance in these three areas was \$286k. The negative variance for total revenue at the end of May was \$270k, indicating that other combined revenue sources exceeded budget expectations by \$16k</p>
<b>COG – Fuel</b>	Fuel expense YTD is \$100k, approximately \$3k more than FY19 but \$90k less than budgeted for this point in FY20. The average monthly cost for fuel prior to Covid-19 was \$12k. The suspension of operating regular routes brought May's expense to \$654.
<b>COG – Operation Exp</b>	Preventative maintenance, tires, shop supplies and bus repairs YTD total \$55k, approximately \$10k less than last year at this time and \$10k less than budgeted.
<b>COG – Cmncation</b>	YTD communication expense is \$29k, which is approximately \$7k more than last year at this time due to the purchase of equipment and \$3k more than budgeted.
<b>COG – Driver Exp</b>	Driver expenses YTD at the end of May are \$8k. This is \$3k more than this time FY19 and \$2k less than budgeted.

<b>COG – Contract Lbr</b>	Total contract labor for YTD through the end of May as \$167k. The weekend trolley service comprised \$24k and contracted service to Mt Hood Meadows was \$143k. The trolley actual expense is \$5k less than FY19 and the Mt Hood Meadows expense is new to FY20.
<b>Advertising</b>	Advertising and Marketing expenses YTD total at May 30th was \$230k. This is \$197k more than FY19 and \$140k more than budgeted.
<b>Administrative Exp</b>	Administration expenses YTD are \$128k which is \$2k less than this time last year but \$16k under budget. The budget savings occurred with \$13k less than expected accounting expenses and \$2k less than expected in office supplies.. Administrative expenses were not significantly reduced due to the restricted route activity and remained at the \$12k per month average experienced throughout the year.
<b>Personnel Exp</b>	Total YTD Personnel Expense is \$835k, which is \$275k less than budgeted although it is \$170k more than this time last year. Of this variance, \$155k is due to an increase in Direct Service wages and \$14k is due to the increase in medical costs when compared to last year at this time,
<b>Capital Outlay</b>	Year to date, \$652k has been spent on capital purchases. This is an increase of \$473k over this time last year. Two new buses for a total of \$208k were purchased, a coach in the amount of \$387 was purchased and payments to MCI for buses leased total \$45k. This is a negative variance of \$473k over FY19 at this point in the fiscal year and an negative variance of \$70k when compared to the FY20 budget.
<b>Net Income</b>	YTD net income at the end of May was negative \$10k. The is a negative budget variance of \$91k. The year over year negative variance is in net income is \$18k.

# Balance Sheet - 2 YR Comparison

As of May 31, 2020

	Jul 2019 - May 2020		
	Current	As of May 31, 2019 (PY)	Change
<b>ASSETS</b>			
<b>Current Assets</b>			
<b>Bank Accounts</b>			
1000 C. I. B. - Operating	76,157	60,357	15,801
1005 C. I. B. - Savings	500,070	200,571	299,499
1010 Money Market Account	0	20,049	(20,049)
1020 C. I. T. - H. R. County	403,535	724,862	(321,327)
1050 Petty Cash	97	0	97
<b>Total Bank Accounts</b>	<b>979,860</b>	<b>1,005,839</b>	<b>(25,979)</b>
<b>Accounts Receivable</b>			
1200 Accounts Receivable	2,615	3,000	(385)
<b>Total Accounts Receivable</b>	<b>2,615</b>	<b>3,000</b>	<b>(385)</b>
<b>Other Current Assets</b>			
1205 Accounts Receivables - Property Tax (deleted)	0	0	0
1270 Prepaid Expenses	18,938	27,562	(8,624)
200-405 Fund Balance (deleted)	0	0	0
<b>Total Other Current Assets</b>	<b>18,938</b>	<b>27,562</b>	<b>(8,624)</b>
<b>Total Current Assets</b>	<b>1,001,413</b>	<b>1,036,400</b>	<b>(34,987)</b>
<b>Fixed Assets</b>			
1605 Equipment & Vehicles	4,263,580	4,263,580	0
1610 Accumulated Depreciation	(1,258,026)	(1,258,026)	0
<b>Total Fixed Assets</b>	<b>3,005,554</b>	<b>3,005,554</b>	<b>0</b>
<b>TOTAL ASSETS</b>	<b>\$4,006,967</b>	<b>\$4,041,954</b>	<b>\$ (34,987)</b>
<b>LIABILITIES AND EQUITY</b>			
<b>Liabilities</b>			
<b>Current Liabilities</b>			
<b>Accounts Payable</b>			
2000 Accounts Payable	1,003	12,450	(11,447)
<b>Total Accounts Payable</b>	<b>1,003</b>	<b>12,450</b>	<b>(11,447)</b>
<b>Credit Cards</b>			
2105 Columbia Bank Visa	520	942	(422)
2110 Wal Mart Community (deleted)	0	100	(100)
<b>Total Credit Cards</b>	<b>520</b>	<b>1,041</b>	<b>(522)</b>
<b>Other Current Liabilities</b>			
101-310 Deferred Revenue - Property Tax (deleted)	0	0	0
102-320 Accounts Payable - Audit BPI (deleted)	0	0	0
102-335 Payroll Liabilities (deleted)	0	0	0
Federal Taxes (941/944) (deleted)	0	0	0
OR Income Tax (deleted)	0	0	0
<b>Total 102-335 Payroll Liabilities (deleted)</b>	<b>0</b>	<b>0</b>	<b>0</b>

Jul 2019 - May 2020

	Current	As of May 31, 2019 (PY)	Change
2001 Accounts Payable - Audit Adj	0	0	0
2500 Accrued Payroll	0	0	0
<b>Total Other Current Liabilities</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Total Current Liabilities</b>	<b>1,523</b>	<b>13,492</b>	<b>(11,969)</b>
<b>Long-Term Liabilities</b>			
2600 Invested in fixed assets	3,188,081	3,188,081	0
2705 Fund Balance, 101	934,363	934,363	0
2710 Fund Balance, 300	133,275	133,275	0
<b>Total Long-Term Liabilities</b>	<b>4,255,719</b>	<b>4,255,719</b>	<b>0</b>
<b>Total Liabilities</b>	<b>4,257,242</b>	<b>4,269,211</b>	<b>(11,969)</b>
<b>Equity</b>			
3000 Opening Bal Equity	31,546	31,546	0
3005 Equity - Adjusting Entries	(1,980)	(1,980)	0
3010 Retained Earnings	(269,393)	(264,986)	(4,408)
Net Revenue	(10,448)	8,163	(18,611)
<b>Total Equity</b>	<b>(250,275)</b>	<b>(227,257)</b>	<b>(23,018)</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$4,006,967</b>	<b>\$4,041,954</b>	<b>\$ (34,987)</b>

# Income Statement Yr over YR

July 2019 - May 2020

	Jul 2019 - May 2020	Jul 2018 - May 2019 (PY)	Total Change
<b>REVENUE</b>			
4000 Fare Revenue			
4003 Fares & Employer Pass Prg	145,894	240,492	(94,598)
4005 Bus Advertising		10,000	(10,000)
<b>Total 4000 Fare Revenue</b>	<b>145,894</b>	<b>250,492</b>	<b>(104,598)</b>
4100 Contract Revenue			
4102 Medicaid (MCCOG)	58,714	68,366	(9,652)
4104 Weekend Trolley	25,000	44,369	(19,369)
4108 Contract Trans. Services	10,518	8,903	1,615
<b>Total 4100 Contract Revenue</b>	<b>94,232</b>	<b>121,637</b>	<b>(27,405)</b>
4200 Federal Funds			
4202 FLAP Funds - Hwy 35 - 33995	165,834		165,834
4301 5310 Funds - PM/Capital 33577	18,799		18,799
4303 5310 Funds - Mobility Mgmt 32866	24,066	106,104	(82,038)
4502 5311 Funds - Capital 32848	98,703		98,703
4503 5311 Funds-Op Sliding Scale 31920	15,147	128,484	(113,337)
4504 5311 Funds - Operating 33423	87,114		87,114
4595 CIT - Mass Transit Pysl Distb	23,676	13,731	9,945
<b>Total 4200 Federal Funds</b>	<b>433,339</b>	<b>248,319</b>	<b>185,020</b>
4304 5310 Funds - Capital Purchase 32192 (deleted)		143,746	(143,746)
4700 State Funds			
4702 STF Formula 33488	67,700		67,700
4704 STIF Project Formula 33614	552,147	239,175	312,972
4705 STIF Discretionary 33806	737,345		737,345
<b>Total 4700 State Funds</b>	<b>1,357,192</b>	<b>239,175</b>	<b>1,118,017</b>
4800 STF (deleted)			
4815 STF Formula - Operating 32005 (deleted)		67,000	(67,000)
<b>Total 4800 STF (deleted)</b>		<b>67,000</b>	<b>(67,000)</b>
4870 Local Assistance			
4871 Property Tax - Prior Year	3,692	2,464	1,228
4875 Property Tax - Current Year	180,100	162,103	17,997
<b>Total 4870 Local Assistance</b>	<b>183,792</b>	<b>164,567</b>	<b>19,225</b>
4900 Other Revenue			
4902 Interest Earned on CIT Acct	8,735	17,693	(8,958)
4903 Property Tax - Interest on Unseg Taxes	27	70	(43)
4905 Investment Earnings	29	4	25
4910 Sales of Equipment	3,600		3,600
<b>Total 4900 Other Revenue</b>	<b>12,392</b>	<b>17,768</b>	<b>(5,376)</b>
<b>Total Revenue</b>	<b>2,226,841</b>	<b>1,252,704</b>	<b>974,138</b>

	Jul 2019 - May 2020	Jul 2018 - May 2019 (PY)	Total Change
<b>COST OF GOODS SOLD</b>			
5005 Vehicle Expense			
5006 Operational Driving Expenses	1,023		1,023
5009 Vehicle Licenses & Fees	1,027	491	536
5010 Vehicle Supplies	733	1,680	(947)
<b>Total 5005 Vehicle Expense</b>	<b>2,782</b>	<b>2,171</b>	<b>611</b>
5019 Fuel	99,975	103,270	(3,294)
5020 Operation Expenses			
5023 Preventative Maint & Vehicle Repair	45,396	41,313	4,082
5024 Tires	7,716	15,449	(7,733)
5025 Shop Supplies & Tools	1,955	2,558	(602)
<b>Total 5020 Operation Expenses</b>	<b>55,067</b>	<b>59,320</b>	<b>(4,253)</b>
5100 Communication Expense			
5130 Dispatch Software & Maintenance	16,174	14,186	1,988
5135 GPS Tracking SW	6,452	2,198	4,254
5145 Radio - Purchases, Repairs & Maint		1,800	(1,800)
5165 Cellular Data	5,892	2,714	3,178
<b>Total 5100 Communication Expense</b>	<b>28,518</b>	<b>20,898</b>	<b>7,620</b>
5200 Vehicle Insurance	13,549	4,962	8,587
5500 Driver Expenses			
5502 Employee Screening	658	427	230
5505 Driver Medical Exams, Vacc.		949	(949)
5510 Driver Training	2,964	935	2,029
5515 Drug & Alcohol Testing	4,070	2,126	1,945
5520 Uniforms	232	20	212
<b>Total 5500 Driver Expenses</b>	<b>7,923</b>	<b>4,456</b>	<b>3,467</b>
5600 Advertising & Marketing	229,862	32,892	196,970
5700 Grant/Contract Match Funds			
5705 Medicaid (Waiver) DD 53 Local Match	2,877	1,802	1,075
5709 Match - MCEDD	4,149	2,000	2,149
5750 Legal Ad - Public Notices		217	(217)
5770 Outside Contract Labor	166,650	29,280	137,370
<b>Total 5700 Grant/Contract Match Funds</b>	<b>173,676</b>	<b>33,299</b>	<b>140,377</b>
5899 COVID19 Expenses	896		896
<b>Total Cost of Goods Sold</b>	<b>612,249</b>	<b>261,267</b>	<b>350,982</b>
<b>GROSS PROFIT</b>	<b>1,614,592</b>	<b>991,437</b>	<b>623,156</b>
<b>EXPENDITURES</b>			
7000 Administrative Expenses			
7003 Building Expenses			
7005 Building Repairs & Maintenance	3,867	12,801	(8,933)
7008 Landscape Maintenance	2,317	3,218	(901)
7010 Building Utilities	16,081	14,696	1,386



	Jul 2019 - May 2020	Jul 2018 - May 2019 (PY)	Total Change
7015 Telephone	2,637	4,648	(2,011)
7020 Fire and Security	2,596	2,335	261
7025 Janitorial	2,977	2,200	777
<b>Total 7003 Building Expenses</b>	<b>30,475</b>	<b>39,896</b>	<b>(9,421)</b>
7100 Office Supplies & Expenses			
7106 Office Equipment	1,155	1,336	(181)
7108 Computer Software	3,393	(1,254)	4,647
7110 Printing & Copying	2,655	3,775	(1,120)
7112 Office Supplies & Postage	3,625	759	2,866
7115 Dues & Subscriptions	1,477	1,998	(521)
<b>Total 7100 Office Supplies &amp; Expenses</b>	<b>12,305</b>	<b>6,614</b>	<b>5,691</b>
7300 Professional Fees			
7305 Admin Contracts	7,100	10,400	(3,300)
7308 Liability Insurance	4,382	2,076	2,306
7311 Audit & Bookkeeping	62,184	67,355	(5,171)
7314 Legal Counsel	1,377	5,457	(4,081)
7323 Administrative Fees & Licenses	3,087		3,087
7325 Payroll Processing Fees	2,422	3,121	(699)
<b>Total 7300 Professional Fees</b>	<b>80,551</b>	<b>88,408</b>	<b>(7,858)</b>
7400 Other Administrative Expense			
7405 Board Expense	28	434	(406)
7410 Interest & Bank Charges	1,055	1,290	(235)
7412 Merchant Fees	1,716		1,716
7417 Team Building	818		818
7421 Travel - Meals & Lodging	637	341	296
7424 Employee Mileage Reimbursements	233	225	7
7426 Staff Training		58	(58)
7495 Uncategorized Expense	129	(275)	404
7497 Reconciliation Discrepancies-1		(24,250)	24,250
7499 Reconciliation Discrepancies		17,314	(17,314)
<b>Total 7400 Other Administrative Expense</b>	<b>4,615</b>	<b>(4,863)</b>	<b>9,478</b>
<b>Total 7000 Administrative Expenses</b>	<b>127,946</b>	<b>130,055</b>	<b>(2,109)</b>
8000 Personnel Expense			
8003 Administrative Personnel Expense			
8005 Administrative Wages & Salary			
8007 Administrative - Regular Wages	115,728	116,903	(1,175)
8009 Administrative - Overtime	152		152
8011 Administrative - Holiday	3,694	2,374	1,320
8013 Administrative - Vacation	3,798	12,280	(8,483)
8015 Administrative - Sick Pay	184	1,751	(1,567)
8017 Transportation Stipend		150	(150)
8019 Administrative - Bilingual Bonus		138	(138)

	Jul 2019 - May 2020	Jul 2018 - May 2019 (PY)	Total Change
8021 Administrative - Healthcare Stipend		150	(150)
<b>Total 8005 Administrative Wages &amp; Salary</b>	<b>123,555</b>	<b>133,746</b>	<b>(10,191)</b>
8030 Administrative Employer Taxes			
8031 Administrative - FICA	6,725	8,287	(1,562)
8032 Administrative - Medicare	1,801	1,938	(137)
8034 Administrative - State. Unemp, SUTA	272	64	208
8036 Administrative - Worker's Benefit Fund	97	42	55
<b>Total 8030 Administrative Employer Taxes</b>	<b>8,895</b>	<b>10,332</b>	<b>(1,437)</b>
8080 Administrative Benefits			
8081 Administrative - Medical, Dental, Life Ins	14,464	9,272	5,192
8083 Administrative - 401(a)		703	(703)
8088 Workers Compensation	634	634	(0)
<b>Total 8080 Administrative Benefits</b>	<b>15,098</b>	<b>10,609</b>	<b>4,489</b>
<b>Total 8003 Administrative Personnel Expense</b>	<b>147,548</b>	<b>154,687</b>	<b>(7,139)</b>
8103 Direct Service Personnel Expense			
8105 Direct Service Wages & Salary			
8107 Direct Service - Regular Wages	452,710	364,424	88,286
8109 Direct Service - Overtime	15,500	5,513	9,987
8111 Direct Service - Holiday	20,006	14,261	5,745
8113 Direct Service - Vacation	33,902	16,875	17,027
8115 Direct Service - Sick Pay	22,182	10,887	11,295
8116 Direct Service - EFMLA	9,644		9,644
8118 Direct Service - Bonus	8,700		8,700
8119 Direct Service - Bilingual Bonus	2,450	1,884	567
8121 Direct Service - Healthcare Stipend	5,085	9,145	(4,060)
<b>Total 8105 Direct Service Wages &amp; Salary</b>	<b>570,179</b>	<b>422,987</b>	<b>147,192</b>
8125 Direct Services - Contract Labor	7,941		7,941
8130 Direct Service Employer Taxes			
8131 Direct Service - FICA	31,386	27,163	4,224
8132 Direct Service - Medicare	8,196	5,782	2,414
8134 Direct Service - State Unemp, SUTA	1,329	(610)	1,938
8136 Direct Service - Worker's Benefit Fund	224	285	(60)
<b>Total 8130 Direct Service Employer Taxes</b>	<b>41,136</b>	<b>32,620</b>	<b>8,516</b>
8180 Direct Service Benefits			
8181 Direct Service - Medical, Dental, Life Ins	51,047	35,771	15,276
8183 Direct Service - 401(a)	1,688	1,996	(309)
8188 Worker's Compensation Insurance	16,150	16,663	(513)
<b>Total 8180 Direct Service Benefits</b>	<b>68,885</b>	<b>54,430</b>	<b>14,454</b>
<b>Total 8103 Direct Service Personnel Expense</b>	<b>688,141</b>	<b>510,038</b>	<b>178,103</b>
<b>Total 8000 Personnel Expense</b>	<b>835,688</b>	<b>664,724</b>	<b>170,964</b>
9000 Capital Outlay			

	Jul 2019 - May 2020	Jul 2018 - May 2019 (PY)	Total Change
9010 Equipment - Operational	615,405		615,405
9020 Vehicles Leases	46,000	196,994	(150,994)
9032 Receipt From Sale of Assets		(8,500)	8,500
<b>Total 9000 Capital Outlay</b>	<b>661,405</b>	<b>188,494</b>	<b>472,911</b>
<b>Total Expenditures</b>	<b>1,625,040</b>	<b>983,274</b>	<b>641,766</b>
NET OPERATING REVENUE	(10,448)	8,163	(18,611)
			\$
NET REVENUE	\$ (10,448)	\$8,163	(18,611)

# Actual vs Budget

July 2019 - May 2020

	Actual	Budget	over Budget	Total % of Budget
<b>REVENUE</b>				
4000 Fare Revenue				
4003 Fares & Employer Pass Prg	145,894.26	145,167.00	727.26	100.50 %
4005 Bus Advertising		8,000.00	-8,000.00	
<b>Total 4000 Fare Revenue</b>	<b>145,894.26</b>	<b>153,167.00</b>	<b>-7,272.74</b>	<b>95.25 %</b>
4100 Contract Revenue				
4102 Medicaid (MCCOG)	58,714.00	91,500.00	-32,786.00	64.17 %
4104 Weekend Trolley	25,000.00	25,000.00	0.00	100.00 %
4108 Contract Trans. Services	10,517.88	15,000.00	-4,482.12	70.12 %
<b>Total 4100 Contract Revenue</b>	<b>94,231.88</b>	<b>131,500.00</b>	<b>-37,268.12</b>	<b>71.66 %</b>
4200 Federal Funds				
4202 FLAP Funds - Hwy 35 - 33995	165,834.00	250,000.00	-84,166.00	66.33 %
4301 5310 Funds - PM/Capital 33577	18,799.00	22,500.00	-3,701.00	83.55 %
4303 5310 Funds - Mobility Mgmt 32866	24,066.00		24,066.00	
4502 5311 Funds - Capital 32848	98,703.00	83,763.00	14,940.00	117.84 %
4503 5311 Funds-Op Sliding Scale 31920	15,147.00	132,180.00	-117,033.00	11.46 %
4504 5311 Funds - Operating 33423	87,114.00		87,114.00	
4595 CIT - Mass Transit Pysl Distb	23,676.16	15,000.00	8,676.16	157.84 %
<b>Total 4200 Federal Funds</b>	<b>433,339.16</b>	<b>503,443.00</b>	<b>-70,103.84</b>	<b>86.08 %</b>
4550 STIF Project - Intercity CGE Operations (deleted)		297,000.00	-297,000.00	
4700 State Funds				
4702 STF Formula 33488	67,700.00	50,250.00	17,450.00	134.73 %
4704 STIF Project Formula 33614	552,147.00	360,000.00	192,147.00	153.37 %
4705 STIF Discretionary 33806	737,345.00	432,000.00	305,345.00	170.68 %
<b>Total 4700 State Funds</b>	<b>1,357,192.00</b>	<b>842,250.00</b>	<b>514,942.00</b>	<b>161.14 %</b>
4870 Local Assistance				
4871 Property Tax - Prior Year	3,692.19	1,000.00	2,692.19	369.22 %
4875 Property Tax - Current Year	180,100.13	155,300.00	24,800.13	115.97 %
<b>Total 4870 Local Assistance</b>	<b>183,792.32</b>	<b>156,300.00</b>	<b>27,492.32</b>	<b>117.59 %</b>

	Actual	Budget	over Budget	Total % of Budget
4900 Other Revenue				
4902 Interest Earned on CIT Acct	8,734.81		8,734.81	
4903 Property Tax - Interest on Unseg Taxes	27.40		27.40	
4905 Investment Earnings	29.29	6,875.00	-6,845.71	0.43 %
4910 Sales of Equipment	3,600.00	3,000.00	600.00	120.00 %
<b>Total 4900 Other Revenue</b>	<b>12,391.50</b>	<b>9,875.00</b>	<b>2,516.50</b>	<b>125.48 %</b>
<b>Total Revenue</b>	<b>2,226,841.12</b>	<b>2,093,535.00</b>	<b>133,306.12</b>	<b>106.37 %</b>
<b>COST OF GOODS SOLD</b>				
5005 Vehicle Expense				
5006 Operational Driving Expenses	1,022.50		1,022.50	
5009 Vehicle Licenses & Fees	1,027.00		1,027.00	
5010 Vehicle Supplies	732.55		732.55	
<b>Total 5005 Vehicle Expense</b>	<b>2,782.05</b>		<b>2,782.05</b>	
5019 Fuel	99,975.35	225,800.00	-125,824.65	44.28 %
5020 Operation Expenses				
5023 Preventative Maint & Vehicle Repair	45,395.80	68,300.00	-22,904.20	66.47 %
5024 Tires	7,715.75		7,715.75	
5025 Shop Supplies & Tools	1,955.34		1,955.34	
<b>Total 5020 Operation Expenses</b>	<b>55,066.89</b>	<b>68,300.00</b>	<b>-13,233.11</b>	<b>80.63 %</b>
5100 Communication Expense		12,700.00	-12,700.00	
5130 Dispatch Software & Maintenance	16,174.32	8,900.00	7,274.32	181.73 %
5135 GPS Tracking SW	6,451.96		6,451.96	
5165 Cellular Data	5,891.80		5,891.80	
<b>Total 5100 Communication Expense</b>	<b>28,518.08</b>	<b>21,600.00</b>	<b>6,918.08</b>	<b>132.03 %</b>
5200 Vehicle Insurance	13,549.25	18,650.00	-5,100.75	72.65 %
5500 Driver Expenses		29,750.00	-29,750.00	
5502 Employee Screening	657.71		657.71	
5510 Driver Training	2,963.60		2,963.60	
5515 Drug & Alcohol Testing	4,070.00		4,070.00	
5520 Uniforms	232.00		232.00	
<b>Total 5500 Driver Expenses</b>	<b>7,923.31</b>	<b>29,750.00</b>	<b>-21,826.69</b>	<b>26.63 %</b>

	<b>Actual</b>	<b>Budget</b>	<b>over Budget</b>	<b>Total % of Budget</b>
5600 Advertising & Marketing	229,861.62	108,000.00	121,861.62	212.83 %
5700 Grant/Contract Match Funds		37,500.00	-37,500.00	
5705 Medicaid (Waiver) DD 53 Local Match	2,877.12		2,877.12	
5709 Match - MCEDD	4,149.00		4,149.00	
5770 Outside Contract Labor	166,650.00	301,890.00	-135,240.00	55.20 %
<b>Total 5700 Grant/Contract Match Funds</b>	<b>173,676.12</b>	<b>339,390.00</b>	<b>-165,713.88</b>	<b>51.17 %</b>
5899 COVID19 Expenses	896.41		896.41	
<b>Total Cost of Goods Sold</b>	<b>612,249.08</b>	<b>811,490.00</b>	<b>-199,240.92</b>	<b>75.45 %</b>
<b>GROSS PROFIT</b>	<b>1,614,592.04</b>	<b>1,282,045.00</b>	<b>332,547.04</b>	<b>125.94 %</b>
<b>EXPENDITURES</b>				
7000 Administrative Expenses				
7003 Building Expenses				
7005 Building Repairs & Maintenance	3,867.32	9,000.00	-5,132.68	42.97 %
7008 Landscape Maintenance	2,317.15	3,200.00	-882.85	72.41 %
7010 Building Utilities	16,081.36	14,000.00	2,081.36	114.87 %
7015 Telephone	2,637.06	4,500.00	-1,862.94	58.60 %
7020 Fire and Security	2,595.63	2,200.00	395.63	117.98 %
7025 Janitorial	2,976.88	2,000.00	976.88	148.84 %
<b>Total 7003 Building Expenses</b>	<b>30,475.40</b>	<b>34,900.00</b>	<b>-4,424.60</b>	<b>87.32 %</b>
7100 Office Supplies & Expenses				
7106 Office Equipment	1,155.21	800.00	355.21	144.40 %
7108 Computer Software	3,392.67	1,000.00	2,392.67	339.27 %
7110 Printing & Copying	2,654.64	2,035.00	619.64	130.45 %
7112 Office Supplies & Postage	3,625.07	5,500.00	-1,874.93	65.91 %
7115 Dues & Subscriptions	1,477.04	2,750.00	-1,272.96	53.71 %
<b>Total 7100 Office Supplies &amp; Expenses</b>	<b>12,304.63</b>	<b>12,085.00</b>	<b>219.63</b>	<b>101.82 %</b>
7300 Professional Fees				
7305 Admin Contracts	7,100.00		7,100.00	
7308 Liability Insurance	4,382.25	14,750.00	-10,367.75	29.71 %
7311 Audit & Bookkeeping	62,183.57	46,150.00	16,033.57	134.74 %
7314 Legal Counsel	1,376.50	1,000.00	376.50	137.65 %

	<b>Actual</b>	<b>Budget</b>	<b>over Budget</b>	<b>Total % of Budget</b>
7323 Administrative Fees & Licenses	3,086.58	500.00	2,586.58	617.32 %
7325 Payroll Processing Fees	2,421.78	2,450.00	-28.22	98.85 %
<b>Total 7300 Professional Fees</b>	<b>80,550.68</b>	<b>64,850.00</b>	<b>15,700.68</b>	<b>124.21 %</b>
7400 Other Administrative Expense				
7405 Board Expense	28.47	550.00	-521.53	5.18 %
7410 Interest & Bank Charges	1,054.53	1,020.00	34.53	103.39 %
7412 Merchant Fees	1,715.99		1,715.99	
7417 Team Building	817.90		817.90	
7421 Travel - Meals & Lodging	637.36		637.36	
7424 Employee Mileage Reimbursements	232.56		232.56	
7426 Staff Training		1,000.00	-1,000.00	
7495 Uncategorized Expense	128.54		128.54	
<b>Total 7400 Other Administrative Expense</b>	<b>4,615.35</b>	<b>2,570.00</b>	<b>2,045.35</b>	<b>179.59 %</b>
<b>Total 7000 Administrative Expenses</b>	<b>127,946.06</b>	<b>114,405.00</b>	<b>13,541.06</b>	<b>111.84 %</b>
8000 Personnel Expense				
8003 Administrative Personnel Expense				
8005 Administrative Wages & Salary				
8007 Administrative - Regular Wages	115,727.60	120,028.00	-4,300.40	96.42 %
8009 Administrative - Overtime	151.71		151.71	
8011 Administrative - Holiday	3,693.84		3,693.84	
8013 Administrative - Vacation	3,797.85		3,797.85	
8015 Administrative - Sick Pay	184.00		184.00	
<b>Total 8005 Administrative Wages &amp; Salary</b>	<b>123,555.00</b>	<b>120,028.00</b>	<b>3,527.00</b>	<b>102.94 %</b>
8030 Administrative Employer Taxes				
8031 Administrative - FICA	6,724.81	24,700.00	-17,975.19	27.23 %
8032 Administrative - Medicare	1,801.00		1,801.00	
8034 Administrative - State. Unemp, SUTA	271.94		271.94	
8036 Administrative - Worker's Benefit Fund	97.03		97.03	
<b>Total 8030 Administrative Employer Taxes</b>	<b>8,894.78</b>	<b>24,700.00</b>	<b>-15,805.22</b>	<b>36.01 %</b>
8080 Administrative Benefits				
8081 Administrative - Medical, Dental, Life Ins	14,464.05	14,800.00	-335.95	97.73 %

	<b>Actual</b>	<b>Budget</b>	<b>over Budget</b>	<b>Total % of Budget</b>
8088 Workers Compensation	634.04	910.00	-275.96	69.67 %
<b>Total 8080 Administrative Benefits</b>	<b>15,098.09</b>	<b>15,710.00</b>	<b>-611.91</b>	<b>96.10 %</b>
<b>Total 8003 Administrative Personnel Expense</b>	<b>147,547.87</b>	<b>160,438.00</b>	<b>-12,890.13</b>	<b>91.97 %</b>
8103 Direct Service Personnel Expense				
8105 Direct Service Wages & Salary				
8101 Direct Wages		190,000.00	-190,000.00	
8107 Direct Service - Regular Wages	452,709.84	375,642.00	77,067.84	120.52 %
8109 Direct Service - Overtime	15,499.74		15,499.74	
8111 Direct Service - Holiday	20,005.73		20,005.73	
8113 Direct Service - Vacation	33,902.44		33,902.44	
8115 Direct Service - Sick Pay	22,181.67		22,181.67	
8116 Direct Service - EFMLA	9,644.40		9,644.40	
8118 Direct Service - Bonus	8,700.00		8,700.00	
8119 Direct Service - Bilingual Bonus	2,450.32		2,450.32	
8121 Direct Service - Healthcare Stipend	5,085.00		5,085.00	
<b>Total 8105 Direct Service Wages &amp; Salary</b>	<b>570,179.14</b>	<b>565,642.00</b>	<b>4,537.14</b>	<b>100.80 %</b>
8125 Direct Services - Contract Labor	7,940.80		7,940.80	
8130 Direct Service Employer Taxes				
8131 Direct Service - FICA	31,386.40	74,500.00	-43,113.60	42.13 %
8132 Direct Service - Medicare	8,196.48		8,196.48	
8134 Direct Service - State Unemp, SUTA	1,328.64		1,328.64	
8136 Direct Service - Worker's Benefit Fund	224.22	15,550.00	-15,325.78	1.44 %
<b>Total 8130 Direct Service Employer Taxes</b>	<b>41,135.74</b>	<b>90,050.00</b>	<b>-48,914.26</b>	<b>45.68 %</b>
8180 Direct Service Benefits				
8181 Direct Service - Medical, Dental, Life Ins	51,046.87	68,600.00	-17,553.13	74.41 %
8183 Direct Service - 401(a)	1,687.63		1,687.63	
8188 Worker's Compensation Insurance	16,150.40		16,150.40	
<b>Total 8180 Direct Service Benefits</b>	<b>68,884.90</b>	<b>68,600.00</b>	<b>284.90</b>	<b>100.42 %</b>
<b>Total 8103 Direct Service Personnel Expense</b>	<b>688,140.58</b>	<b>724,292.00</b>	<b>-36,151.42</b>	<b>95.01 %</b>
<b>Total 8000 Personnel Expense</b>	<b>835,688.45</b>	<b>884,730.00</b>	<b>-49,041.55</b>	<b>94.46 %</b>
9000 Capital Outlay				



	<b>Actual</b>	<b>Budget</b>	<b>over Budget</b>	<b>Total % of Budget</b>
9010 Equipment - Operational	615,405.27	95,000.00	520,405.27	647.80 %
9020 Vehicles Leases	46,000.00	480,000.00	-434,000.00	9.58 %
<b>Total 9000 Capital Outlay</b>	<b>661,405.27</b>	<b>575,000.00</b>	<b>86,405.27</b>	<b>115.03 %</b>
<b>Total Expenditures</b>	<b>1,625,039.78</b>	<b>1,574,135.00</b>	<b>50,904.78</b>	<b>103.23 %</b>
<b>NET OPERATING REVENUE</b>	<b>-10,447.74</b>	<b>-292,090.00</b>	<b>281,642.26</b>	<b>3.58 %</b>
<b>NET REVENUE</b>	<b>\$ -10,447.74</b>	<b>\$ -292,090.00</b>	<b>\$281,642.26</b>	<b>3.58 %</b>

# Statement of Cash Flows

July 2019 - May 2020

	<b>Total</b>
<b>OPERATING ACTIVITIES</b>	
Net Revenue	-10,447.74
Adjustments to reconcile Net Revenue to Net Cash provided by operations:	
1200 Accounts Receivable	66,201.40
1270 Prepaid Expenses	-4,824.49
2000 Accounts Payable	-29,466.18
2105 Columbia Bank Visa	-838.39
<b>Total Adjustments to reconcile Net Revenue to Net Cash provided by operations:</b>	<b>31,072.34</b>
<b>Net cash provided by operating activities</b>	<b>20,624.60</b>
<b>NET CASH INCREASE FOR PERIOD</b>	<b>20,624.60</b>
Cash at beginning of period	959,234.92
<b>CASH AT END OF PERIOD</b>	<b>\$979,859.52</b>

# Operations Report



May

Safety and Statistics

## Operations Report

### SAFETY AND STATISTICS

#### SAMSARA SAFETY SCORE

	May	April		
Safety Score	98/100	98/100		
Accidents	0	0		
Harsh Events	8	2		
Drive Time	172:20	122:34		
% over speed limit	2%(2:49 min)	1% (1:40mins)		
Miles Driven	6226Mi	3828Mi		

Safety score is out of 100.

Harsh events are harsh turns, braking or accelerating(all our vehicles are set to the most sensitive option, semi-truck).

Percentage of time driven that was over the speed limit(66 is considered over a speed limit of 65).

#### ECOLANE ON TIME PERFORMANCE

	May	April		
Fixed OTP 5 mins	N/A	N/A		
Fixed OTP 15 mins	N/A	N/A		
DAR OTP 5 mins	71%	74%		
DAR OTP 15 mins	85%	85%		

OTP= On time performance.

On time performance of 5 mins = if the bus is there within 5 mins of the set time its considered on time. On time performance of 15 mins = bus is on time if its there within 15 mins of the scheduled time

## OTHER STATISTICS

	April	April			
Fuel Used (Gas)	711.01	463.45			
Gas MPG	8.75Mpg	8.25MPG			
Fuel Used (Diesel)	N/A	103.07			
Diesel MPG	N/A	N/A			
Total Fuel Cost	\$1190.34	\$625.54			
Vehicle Repairs	0	0			
Customer Complaints	0	0			

## RIDERSHIP

Ridership - May							
Route	City Route	Upper Valley	DAR	I-84	GTM	CFL	Total
1			319				319
2							0
3							0
4							0
5							0
6							0
7							0
8							0
9				72			72
10							0
<b>Total</b>	<b>0</b>	<b>0</b>	<b>319</b>	<b>72</b>			<b>391</b>
Total Hrs	0	0	122	49			
<b>BR/HR</b>	<b>0.0</b>	<b>0.0</b>	<b>2.6</b>	<b>1.5</b>			

Hood River County Transportation District  
P.O. Box 1147  
Hood River, OR 97031

**BOARD RESOLUTION AND ORDER NO. 5-6-20**

**IN THE MATTER OF ADOPTING THE ANNUAL OPERATING BUDGET FOR  
FISCAL YEAR 2021 (7/1/2020-6/30/2021), MAKING APPROPRIATIONS, IMPOSING  
AND CATEGORIZING TAXES**

**BE IT RESOLVED** that the Board of Directors of the Hood River County Transportation District hereby adopts the budget for Fiscal Year 2021 (7/1/2020-6/30/2021) in the sum of \$3,846,985 now on file at the administrative offices of the Hood River County Transportation District at 224 Wasco Loop, Hood River, Oregon.

**BE IT RESOLVED** that the line item budget amounts for the fiscal year beginning July 1, 2020 and ending June 30, 2021 are outlined on the attached LB-20 and are appropriated as follows:

<b>Total APPROPRIATIONS, All Funds</b>	\$2,871,841
Total Unappropriated and Reserve Amounts, All Funds	\$ 975,144
<b>TOTAL ADOPTED BUDGET</b>	<b>\$3,846,985</b>

**BE IT RESOLVED** that the Board of Directors of Hood River County Transportation District hereby imposes the taxes provided for in the adopted budget at the rate of 0.0723 per \$1,000 of assessed value; and that these taxes are hereby imposed and categorized as follows for the tax year 2021 (7/1/2020-6/30/2021) upon the assessed value of all taxable property within the district.

	General Government	Excluded from Limitation
General Fund	0.0723/\$1,000	0

**BE IT RESOLVED** that the Executive Director will hereby certify to the Hood River County Assessor the imposed taxes made by this resolution and file with the Assessor a copy of the Budget as finally adopted by June 30, 2020.

**ADOPTED AND APPROPRIATED** by the Board of Directors on June 17<sup>th</sup>, 2020

**Board of Directors for Hood River County Transportation District**

By: \_\_\_\_\_, Chair of the Board

ATTEST:

By: \_\_\_\_\_, Secretary of the Board

General Fund 100  
Revenue

GENERAL FUND  
100

Historical Data			RESOURCE DESCRIPTION	Budget For FY2021			Proposed Budget FY21	Budget Committee Recommendation 2021	Board Adopted 2021
Actual		Estimated Supplemental 2020		General Budget	CGE Budget	G2M Budget			
Actual Budget FY18	Actual Budget FY19								
\$ 1,079,401	\$ 985,444	\$ 959,235	Beginning Cash Balance	\$ 975,144			\$ 975,144	\$ 975,144	\$ 975,144
<b>REVENUE</b>									
\$ 31,949	\$ 249,467	\$ 150,500	4000 - Fare Revenue	\$ 60,000	\$ 50,000	\$ 30,000	\$ 140,000		
\$ 152,328	\$ 136,064	\$ 98,000	4100 - Contract Revenue	\$ 90,000			\$ 90,000		
\$ 312,156	\$ 459,080	\$ 512,649	4200 - Federal Assistance	\$ 630,823		\$ 284,518	\$ 915,341		
\$ 141,187	\$ 306,675	\$ 1,300,000	4300 - State Assistance	\$ 341,800	\$ 820,000		\$ 1,161,800		
\$ 156,148	\$ 170,074	\$ 185,000	4500 - Local Assistance	\$ 129,500			\$ 129,500		
\$ 13,320	\$ 29,480	\$ 13,000	4600 - Other Revenue	\$ 40,000			\$ 40,000		
		\$ 197,600	4700 - Federal CARES ACT	\$ 395,200			\$ 395,200		
\$ 807,088	\$ 1,350,840	\$ 2,456,749	<b>Total Available Funds</b>	\$ 1,687,323	\$ 870,000	\$ 314,518	\$ 2,871,841	\$ -	\$ -
<b>OPERATING EXPENSE</b>									
\$ 11,047	\$ 2,170	\$ 2,719	5005 Vehicle Expenses	\$ 5,000	\$ 2,000		\$ 7,000		
\$ 72,456	\$ 111,956	\$ 117,000	5015 - Fuel	\$ 70,000	\$ 140,000		\$ 210,000		
\$ 33,952	\$ 63,247	\$ 54,000	5020 - Preventative Maintenance & Repair	\$ 30,000	\$ 35,000		\$ 65,000		
\$ 9,759	\$ 21,485	\$ 32,527	5100 - Communication Expense	\$ 16,264	\$ 15,613		\$ 31,876		
\$ 13,740	\$ 13,740	\$ 14,393	5200 - Vehicle Insurance	\$ 10,795	\$ 5,757		\$ 16,552		
\$ 8,695	\$ 4,893	\$ 8,063	5500 - Driver Expenses	\$ 8,000	\$ 2,000		\$ 10,000		
\$ 17,345	\$ 52,973	\$ 240,000	5600 - Advertising & Marketing	\$ 30,000	\$ 60,000		\$ 90,000		
\$ 37,213	\$ 41,269	\$ 160,000	5700 - Grant / Contract Match Funds	\$ 5,000		\$ 270,000	\$ 275,000		
\$ 204,207	\$ 311,733	\$ 628,702	<b>Total Operating Expense</b>	\$ 175,058	\$ 260,370	\$ 270,000	\$ 705,428	\$ -	\$ -
<b>ADMINISTRATIVE EXPENSE</b>									
\$ 33,666	\$ 41,438	\$ 34,000	7003 - Building Expenses	\$ 17,000	\$ 16,320	\$ 680	\$ 34,000		
\$ 10,000	\$ 7,241	\$ 15,000	7100 - Office Supplies & Expense	\$ 7,500	\$ 7,200	\$ 300	\$ 15,000		
\$ 81,845	\$ 93,989	\$ 105,000	7300 - Professional Fees	\$ 45,000	\$ 42,000	\$ 2,100	\$ 89,100		
\$ 18,538	\$ 2,690	\$ 4,063	7400 - Other Administrative Expense	\$ 3,250	\$ 2,438	\$ 203	\$ 5,891		
\$ 144,049	\$ 145,358	\$ 158,063	<b>Total Administrative Expense</b>	\$ 72,750	\$ 67,958	\$ 3,283	\$ 143,991	\$ -	\$ -
<b>ADMINISTRATIVE PERSONNEL EXPENSE</b>									
\$ 96,000	\$ 143,987	\$ 149,556	8003 - Admin Wages	\$ 77,769	\$ 71,787		\$ 149,556		
\$ 7,554	\$ 11,126	\$ 12,000	8030 - Admin ER Taxes	\$ 7,800	\$ 6,960		\$ 14,760		
\$ 22,274	\$ 11,622	\$ 17,447	8080 - Admin Benefits	\$ 8,165	\$ 7,537		\$ 15,702		
	Not previously tracked		8081 - Admin - Accrued PTO Amount	\$ 4,661	\$ 4,302		\$ 8,963		
\$ 125,828	\$ 166,735	\$ 179,003	<b>Total Administrative Personnel Expense</b>	\$ 98,395	\$ 90,586	\$ -	\$ 188,981	\$ -	\$ -
<b>DIRECT SERVICE PERSONNEL EXPENSE</b>									
\$ 367,500	\$ 460,008	\$ 652,000	8103 - Direct Service Wages	\$ 364,000	\$ 355,000	\$ 7,668	\$ 726,668		
\$ 37,304	\$ 35,510	\$ 62,200	8130 - Direct Service ER Taxes	\$ 43,680	\$ 42,600	\$ 873	\$ 87,153		
\$ 38,050	\$ 57,788	\$ 86,000	8180 - Direct Service Benefits	\$ 42,588	\$ 41,535	\$ 980	\$ 85,103		
	Not previously tracked		8181 - Direct Service - Accrued PTO Amount	\$ 13,814	\$ 9,210		\$ 23,024		
\$ 442,854	\$ 553,306	\$ 800,200	<b>Total Direct Service Personnel Expense</b>	\$ 464,082	\$ 448,345	\$ 9,521	\$ 921,948	\$ -	\$ -
<b>CAPITAL OUTLAY</b>									
\$ -	\$ 160,511	\$ 674,872	9000- Capital Expenses	\$ 592,000			\$ 592,000		
	\$ 57,376		9999-Other Income, Expense Depreciation				\$ -		
\$ -	\$ 217,887	\$ 674,872	<b>Capital Expenses</b>	\$ 592,000	\$ -	\$ -	\$ 592,000	\$ -	\$ -
\$ 807,088	\$ 1,350,840	\$ 2,456,749	<b>Total Revenue</b>	\$ 1,687,323	\$ 870,000	\$ 314,518	\$ 2,871,841	\$ -	\$ -
\$ 916,938	\$ 1,395,019	\$ 2,440,840	<b>Total Expense</b>	\$ 1,402,286	\$ 867,259	\$ 282,804	\$ 2,552,349	\$ -	\$ -
\$ (109,850)	\$ (44,179)	\$ 15,909	<b>Net Income</b>	\$ 285,037		\$ 31,714	\$ 316,751	\$ -	\$ -
\$ 969,551	\$ 941,265	\$ 975,144	<b>Project Available Funds at EOY</b>				\$ 1,294,636	\$ -	\$ -



# Hood River County Transportation District Board of Directors Application

Hood River County Transportation District (does business as Columbia Area Transit) is the public transportation provider within Hood River County and between Gorge communities and Portland. To apply for a Board of Directors position at the Hood River County Transportation District please complete this document and email to [patty.fink@catransit.org](mailto:patty.fink@catransit.org) or deliver to the Hood River County Transportation District office at 224 Wasco Loop, Hood River OR 97031.

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Name: Bridget Bailey

Date: June 5, 2020

Email: [bridgetbaileynisley@gmail.com](mailto:bridgetbaileynisley@gmail.com)

Phone Number: 541-993-2027

1. Where do you live in Hood River County?

12 N 13<sup>th</sup> St (between Columbia and Lincoln), Hood River, OR 97031

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

Increased use by commuters, members of business community, and car-less residents between Hood River and The Dalles, and between Hood River and PDX.

Growth in car-less local culture.

Maintain shuttle between Hood River and Mt. Hood Meadows.

Coordination with Columbia River Gorge Commission to achieve joint goals and research joint funding opportunities.

3. Describe your strength that you could bring to the Board.

Legal background. Drafting and reviewing documents.

Finance background. Coursework in Accounting and Corporate Finance. Experience in business operations, corporate and small business.

Passion to serve the public. Courage to do the right thing.

Coordination with Columbia River Gorge Commission.

Interest in digitization, data analytics, and sustainability practices.

Interest in building skills for effective Zoom Meetings.

4. Have you served on other Boards before? If so, what was your experience?

Current Commissioner, Columbia River Gorge Commission. Review Management Plan and propose/evaluate changes. Adjudicate appeals from county landuse decisions (2017-present).

Director, Lakeshore Investment Corporation (2013 – present)(Real Estate Asset Management).

Prior Director, Centerpointe Community Bank, nka First Interstate Bank. Served on community relations, audit, and loan committees. Reviewed loans over \$1 Million (2008-2016).

Prior Director, Orchard View Farms, The Dalles (2010-2018)(Fresh Cherry Production, Services, and Technology).

5. Are you willing to run for this position when it is up for re-election in Spring 2021? Yes. I am a graduate of Oregon Emerge Class of 2017.





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Name: Darrell Roberts

Date: 6/5/20

Email: [sjboats@embarqmail.com](mailto:sjboats@embarqmail.com)

Phone Number: 541-399-3163

1. Where do you live in Hood River County?

4977 Hillcrest Rd. Parkdale

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

To have the public transit system provide convenient, affordable, reliable transportation for HRC residents.

3. Describe your strength that you could bring to the Board.

I have 35 years of business ownership & management experience including teaching college level financial management courses for business owners.

4. Have you served on other Boards before? If so, what was your experience?

Main Street Mosier – Treasurer

5. Are you willing to run for this position when it is up for re-election in Spring 2021?

Yes, if I think I have contributed to the board and CAT in a positive way while filling the temporary board position.



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Name: Megan Ramey

Date: 6/3/2020

Email: [megan@bikabout.com](mailto:megan@bikabout.com)

Phone Number: 608-215-1154

1. Where do you live in Hood River County?

The Heights, 1886 Belmont Drive

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

Primary: 1st class, car-less transportation regardless of race, income, age or ability for residents

Secondary: carbon emission reduction and climate resiliency

3. Describe your strength that you could bring to the Board.

I am already very entrenched connected with transportation advocacy for our region including City of Hood River Planning Commission, Historic Columbia River Highway and as the Active Transportation Rep-at large for ODOT Region 1 Area Commission on Transportation.

I am also an expert at transit-bike interconnectedness. As the founder of Bikabout.com, I write travel guides on how to take a train, bus and fly with your bike.

4. Have you served on other Boards before? If so, what was your experience?

2002-2008 for LivableStreets Alliance in Boston, "Connecting People+Places". We were the first to connect all the disparate advocacy groups from biking, walking and transit and get the players in one room before big public meetings on bridge and street reconstruction. I was the treasurer, social media manager and on the development team. In 7 years, a lot of it felt like spinning wheels, but no I get to visit Boston and see just how much change we influenced. It's night and day.

5. Are you willing to run for this position when it is up for re-election in Spring 2021?

Potentially. I have a lot on my plate and Safe Routes to School takes precedent in my passion. But I would like to engage in transit and see how I can make a difference through all my various existing meetings.