



Wednesday, October 21, 2020

Hood River County Transportation District

Regular Meeting of the Board of Directors

224 Wasco Loop, Board Conference Room

Hood River, OR 97031

4:00pm – 6:00pm

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 Zoom Conferencing technology. Members of the public can attend by calling (253)215-8782, Meeting ID: 834 4700 4065, Password: 309462.

- 1) Call Meeting to Order – 4:00pm**
- 2) Approval of Minutes (Attachment)**
- 3) Public Hearing to Consider Fares on Gorge To Mountain Express service**
- 4) Public Comment**
- 5) Financial Overview (Attachment)**
- 6) New Board Member Oath of Office**
- 7) Resolutions & Action Items**
- 8) Director's Report – 4:30pm**
 - Operations Report (Attachment)
 - i) Gorge-to-Mountain Update
 - ii) Bus Shelters
 - iii) Increased Services
 - CARES Act Update
 - STIF Application Update (Attachment)
 - TSA Baseline Assessment
 - 4- agency GORge Pass Update
 - Coordinated Transportation Plan Update (Attachment)
- 9) Discussion Items – 5:00pm**
 - FY20-21 Goal Setting & Committees
- 10) Board Member Topics**
 - Monthly Meeting Times
 - Board Member Stipend
- 11) Upcoming Events**
- 12) Meeting Adjourned – 6:00pm**



Wednesday, September 16th, 2020
Hood River County Transportation District
Regular Meeting of the Board of Directors
224 Wasco Loop, Board Conference Room
Hood River, OR 97031
4:00pm – 6:00pm
Meeting Minutes

Board Meeting Attendees:

Board Members: Lara Dunn, Darrell Roberts, Leti Valle, Megan Ramey, Bridget Bailey

Public: Jason Kelly (ODOT), Rian Windshiemer (ODOT), Teresa Gallucci (Our Team Accounting), Valerie Egon (ODOT)

Staff: Patty Fink, Amy Schlappi, Ty Graves

At 4:04 pm Lara Dunn called the September HRCTD Board of Directors regular monthly meeting to order.

Elect Board Vice-Chair

There was a general discussion of the different roles and what their responsibilities are.

Bridget Bailey proposed to elect Leti Valle as Board Vice-Chair. Leti accepted the nomination. Bridget made a motion for Leti to be Board Vice-Chair, the motion was seconded by Darrell Roberts. All Board Members in attendance voted in favor to elect Leti as Board Vice-Chair.

Bridget made a motion to elect Darrell as Board Secretary, the motion was seconded by Leti. All Board Members in attendance voted in favor to elect Darrell as Board Secretary.

Approval of Minutes

Lara asked the group if there were any corrections that needed to be made to the July Board Meeting Minutes. No corrections were asked to be made. Bridget made a motion to approve the July 15th Meeting Minutes as presented, the motion was seconded by Megan Ramey and unanimously approved by the board.

ODOT

Rian Windshiemer gave a brief overview of his position as the ODOT Region 1 Manager. He thanked the Board for their letter regarding the re-opening of Multnomah Falls and the need for Public Transit to be included in the re-opening strategy. He explained that the reasoning for delaying the re-introduction of transit to Multnomah Falls was to ensure that the Forest Service could handle the number of visitors under the new restrictions that have been enacted due to the COVID-19 pandemic. Additionally, there were concerns that if the I-84 parking lot reached capacity the Eastbound gate to the lot would have to

be closed and the CAT bus would need to enter through the Westbound entrance causing delays in the service. Rian pushed for the reservation system, which is being enacted to ensure the gate will be open for public transit. He is a strong advocate of moving public transportation forward in the Gorge.

With regards to longer term, Rian highlighted the following:

- The Historic Highway Commission is concluding that private cars will not be able to be accommodated long term on the Historic Columbia Highway. The focus is now to create a transition plan from private cars and towards a shuttle model.
- The goal is to make the Historic Highway prioritized for professional shuttle, bicyclists, and pedestrians.
- Rooster Rock is very busy and might not be a reliable option for a transit hub. ODOT is currently researching a more appropriate location.
- ODOT is currently working on how to bring all stakeholders and the public together. This is happening now and ODOT needs CAT at the table to make long term public transit solutions along the I-84 corridor come to fruition.

Leti expressed appreciation for the specific examples and stated CAT needs ODOT to ensure that we are at the table and that our voice is heard. Additionally, she is worried the reservation system may limit individuals who do not have access to a computer and/or mobile smart device. Measures being taken appeared to be more reactionary rather than proactive.

Rian stressed that the decision to re-open was an incredibly quick process and always included involving public transit. He is committed to ensuring that there is an open line of communication between himself and the HRCTD Board. There are several multi-year projects in the works and will need to build slowly as the changes will be large.

There was a large amount of discussion regarding the upcoming STIF Grant Application and how multiple agencies might be able to leverage resources and to collectively strategize.

Financial Overview

Teresa Gallucci provided an overview of the financials, by highlighting:

- Fuel expense at the end of August was \$10k, which is \$5k less than last year and \$10k less than budget. The reduction is a result of reduced service due to COVID-19.
- Of the \$15k budgeted for advertising, \$1k has been spent YTD. This expense will increase as services return to normal.
- Administration expenses YTD are \$26k. This is \$1 less than FY20 but \$1k more than budget.
- Total employee costs incurred at August 31st were \$146k. This is \$74k less than budgeted and \$22k less than prior year. This decrease is due to reduced services due to COVID-19.

Patty explained that this is a very rosy outlook for the board. HRCTD has never been in this position before. Staff has asked for the first needs-based CARES Act and will be notified by the 1st week of October if it was approved. For the second needs-based application staff will be looking at additional projects, including real time information technology.

Eligible Check Signers

Patty explained the check signer process in the past and that the Board needs to agree on a process moving forward that reflects the current environment. CAT uses very little checks and no longer requires having several different check signers available to sign checks. Staff's recommendation is that the Board approves the Board Chair, Board Vice- Chair, and the Secretary in addition to the Executive Director to sign checks.

Bridget made a motion to approve the Board Chair, Board Vice- Chair, Secretary, and the Executive Director as check signers, the motion was seconded by Leti and approved unanimously.

- ❖ Amy will work with the Executive Committee to ensure proper documentation is turned in to the Columbia Bank.
- ❖ Patty will send audit procedural documents to Darrell and go through the check signer process in detail.

ED Report

Operations Report: Ty Graves reviewed operations report and the performance measures, by highlighting:

- Two coach repairs were needed (belt and alternator).
- Ridership is increasing in general and staff is encouraged that this trend will continue as more people feel comfortable with riding public transit.
- The City Route is performing well, and ridership is increasing.

There was a large amount of discussion regarding the passenger who wrote the Board describing issues with the 6:30AM bus going from Hood River to The Dalles leaving CAT late. Ty explained the specific situation and corrective actions taken. He stressed the importance of holding drivers accountable and ensure that CAT is a reliable service for passengers.

Financial Audit: Patty quickly updated the Board that the Financial Audit for FY 19-20 has begun. The goal is to have enough time to go through the process without being rushed.

2021 Gorge Pass: Patty explained that the Request For Proposal (RFP) for the Gorge To Mountain Express contracted services will be sent out the week of September 21st. This year the service will include a stop at Teacup.

Staff hopes to begin GOrge Pass 2021 sales on November 1, 2020. Passes would then be eligible from November 1, 2020 thru Dec 31, 2021. This would then become an annual date for which staff would begin pass sales. The promotional rates recommended by staff would be the same as the 2020 pass (\$30 adult, \$15 youth and Community ID holders, \$60 DAR) and would end June 18, 2020. The regular rates of the pass would be \$60 adult, \$45 youth and Community ID Holders, and \$120 for the DAR pass. The pass will include the Gorge To Mountain Express service. Without the pass, staff is recommending that the Gorge To Mountain Express fare be \$3 one-way and \$5 round-trip. First public hearing will be at the October 21st Board Meeting and the second will be at the November 18th Board Meeting. Fares will be available for purchase in cash and online.

Patty mentioned that staff is working with the Link, Skamania County Transit, and Mt. Adams Transportation to make the GOrge Pass a 4-agency pass. If the other three agencies agreed to become part of the GOrge Pass program, CAT would ensure that they received enough cash upfront to meet their revenue goals. After CAT had met their revenue goal the remaining GOrge Pass revenue would be split between CAT and the other agencies 70/30.

Letti made a motion to approve the GOrge Pass 2021 with sales beginning on November 1st, 2020 with the same promotional rates as 2020 and staff proposed Gorge To Mountain Express fares (\$3 one-way, \$5 round-trip), the motion was seconded by Bridget and approved unanimously.

- ❖ Board to discuss the 4-agency pass at the October Board Meeting.

Transition Plan for Executive Director: Patty reminded the Board that in July she gave her two-year retirement notice. To ensure that there is a seamless transition she would like to make sure that the Board is involved in the process. The Board was in general agreement that they would like to be involved in the process.

Increased Coordination with The Link and Klickitat County: Patty shared that The Link has given great feedback that they would potentially be interested in increased coordination between the two agencies and leveraging economies of scale. Additionally, Mt. Adams Transit is open to CAT operating some Fixed-Route service in White Salmon since they are unable to operate currently.

Coordinated Transportation Plan Update: Amy Schlappi updated the staff on the status of the Hood River County Coordinated Transportation Plan. The first Transportation Advisory Committee (TAC) convened on September 11th where Amy shared the data collected from stakeholders and community members. The TAC then helped prioritize and refine the identified priorities. For this plan staff had combined the Hood River County Transportation District Statewide Transportation Improvement Fund (STIF) and the Special Transportation Fund (STF) Committees to make up the TAC. She recommended that the Board consider combining the STF and STIF Committees to align with ODOT's 2019 action of combining the two programs. Additionally, during this process staff found that there would be two openings on the committee. Staff recommends that Lexi Stickel be appointed by the Board to replace Kristen Dillon and that suggestions are made on how to recruit a Rider and disability advocate to replace Beth Boyce.

There was general discussion on the best way to address the Advisory Committee future and members. It is important that the committee does not lose the representation required for STF and STIF.

Darrell made a motion to merge the two committees, keep current representation, and appoint Lexi Stickel. The motion was seconded by Bridget and unanimously approved.

- ❖ Staff to reach out to Kristen to see if she would still like to be part of the group and to advertise the open position on the committee.

Board Member Update

Patty had hoped to introduce the Board Member candidate, Eleazar Reyes. Unfortunately, he had a work emergency and was unable to attend today's meeting. Patty gave a brief history on how he was a driver until recently. He can represent drivers and is a longstanding community member.

Bridget made a motion to approve Eleazar Reyes as the newest HRCTD Board Member, the motion was seconded by Leti and unanimously approved.

Board Committees

Patty gave a general overview of current HRCTD committees and explained that the great thing about committees is it allows issues to be explored more in depth.

Based on the conversation Lara thinks that Board Members need a little more time to think about the different options.

- ❖ Patty will put together a survey which will gather more information to get a better idea as to which committees should be created.

Upcoming Events

The Next Board Meeting will be October 21st. The group generally agreed to keep the Board Meetings times from 4-6pm.

Public Comments

No public comments.

Leti made a motion to adjourn the meeting at 6:09pm, the motion was seconded by Bridget and unanimously approved.

Management Report

Columbia Area Transit

For the period ended September 30, 2020



Prepared by

Our Team Accounting, LLC

Prepared on

October 15, 2020

Table of Contents

Notes to Financials3

Balance Sheet - Year Over Year Comparison.....5

Income Statement - Actuals vs. Budget7

Income Statement - Year Over Year Comparison.....11

Statement of Cash Flows.....15

Notes to Financials

Balance Sheet

Cash Availability - Total available cash on September 30th was \$960k which is approximately \$74k less than the ending balance at September 2019 and \$135k less than last month. This is primarily due to accumulated payroll and administrative expenses for the quarter that have not yet been submitted for grant reimbursement.

Grants Receivable – All grant reimbursements requested at this time have been paid in full.

Prepaid Expenses – Total prepaid expenses at the end of September were \$25k. The proportional expense amount recognized during the month for Workers Compensation, software and liability insurance was \$5k.

Accounts Payable – The amount due to Vendors and not yet paid at the end of September was \$10k. All invoices due the first week of September have been paid. The accounts payable total expense is roughly 15% less than the same period last year due to less advertising expenses.

Credit Card – The amount owed on the credit card at the end of September was \$3k. This amount is \$3k less than a year ago as well as \$3k less than August 2020 end of month amount owed.

Income Statement

Revenue – Total revenue earned YTD at the end of September was \$171k which is \$146k less than reported last month due to the incomplete reversal of accrued revenue prepared for the annual audit. Budgeted revenue for this point in the fiscal year is \$609k, a negative budget variance of \$439k. The variance to budget is caused by the timing related to grant funds having been received. When compared to prior year, revenue received is less \$75k.

COG Fuel – YTD Fuel expense at the end of September was \$16k, which is \$14k less than last year and \$14k less than budget. The reduction is a result of less routes being driven due to Covid.

COG Operations - Preventative maintenance, tires, shop supplies and bus repair expenses at September 30th totaled \$15k, slightly less than the budgeted amount of \$16k and \$4k more than this time last year due to a windshield replacement.

COG Communication – Dispatch/GPS software and cellular data expenses totaled \$5k which is under budget by \$3k but \$8k less than FY20 at the end of this period.

COG Driver Expenses – \$1k has been incurred for driver training YTD, which is half the amount budgeted but equal to spending from last year.

Advertising – Of the \$23k budgeted for advertising, \$2k has actually been spent YTD. This investment will increase as services return to normal.

Administrative Expense – Administration expenses YTD are \$37k. This is \$3 less than FY20 but \$1k more than budget.

Personnel – Total employee costs incurred at September 30th were \$177k. This is \$129k less than budgeted and \$49k less than prior year. This decrease is in part due to the reduced services caused by Covid.

Capital Outlay – No noteworthy capital purchases have occurred YTD.

Net Income – YTD net income at the close of September was negative \$99k, which is \$260k less than budgeted but \$190k more than the end of Q1 FY20. This large budget variance is largely due to the timing of grant revenue received and is significantly off

Columbia Area Transit

STATEMENT OF FINANCIAL POSITION

As of September 30, 2020

	TOTAL		
	AS OF SEP 30, 2020	AS OF AUG 31, 2020 (PP)	CHANGE
ASSETS			
Current Assets			
Bank Accounts	\$959,781.31	\$1,033,733.82	\$ -73,952.51
Accounts Receivable	\$0.00	\$731.00	\$ -731.00
Other Current Assets			
1210 Accounts Receivables - Grants	0.00	0.00	0.00
1270 Prepaid Expenses	25,339.15	29,887.18	-4,548.03
1998 Undeposited Funds	0.00	0.00	0.00
Total Other Current Assets	\$25,339.15	\$29,887.18	\$ -4,548.03
Total Current Assets	\$985,120.46	\$1,064,352.00	\$ -79,231.54
Fixed Assets	\$3,005,554.04	\$3,005,554.04	\$0.00
TOTAL ASSETS	\$3,990,674.50	\$4,069,906.04	\$ -79,231.54
LIABILITIES AND EQUITY			
Liabilities			
Current Liabilities			
Accounts Payable	\$10,246.61	\$7,285.37	\$2,961.24
Credit Cards	\$2,873.33	\$5,426.77	\$ -2,553.44
Other Current Liabilities	\$30,423.50	\$30,423.50	\$0.00
Total Current Liabilities	\$43,543.44	\$43,135.64	\$407.80
Long-Term Liabilities	\$4,255,719.22	\$4,255,719.22	\$0.00
Total Liabilities	\$4,299,262.66	\$4,298,854.86	\$407.80
Equity	\$ -308,588.16	\$ -228,948.82	\$ -79,639.34
TOTAL LIABILITIES AND EQUITY	\$3,990,674.50	\$4,069,906.04	\$ -79,231.54

Columbia Area Transit

BUDGET VS. ACTUALS: FY21 V2 - FY21 P&L

July - September, 2020

			TOTAL	
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Revenue				
4000 Fare Revenue	8,227	7,000	1,227	118.00 %
4100 Contract Revenue	5,340	36,000	-30,660	15.00 %
4200 Federal Funds	5,665	272,225	-266,560	2.00 %
4700 State Funds	147,760	291,800	-144,040	51.00 %
4870 Local Assistance	2,181	200	1,981	1,090.00 %
4900 Other Revenue	1,463	2,500	-1,037	59.00 %
Total Revenue	\$170,636	\$609,725	\$ -439,089	28.00 %
Cost of Goods Sold				
5005 Vehicle Expense	799	1,700	-901	47.00 %
5019 Fuel	15,613	30,000	-14,387	52.00 %
5020 Operation Expenses	14,845	15,750	-905	94.00 %
5100 Communication Expense	4,966	7,950	-2,984	62.00 %
5200 Vehicle Insurance	4,396	4,395	1	100.00 %
5500 Driver Expenses	1,145	2,325	-1,180	49.00 %
5600 Advertising & Marketing	1,949	22,500	-20,551	9.00 %
5700 Grant/Contract Match Funds	4,966	11,000	-6,034	45.00 %
5899 COVID19 Expenses	3,932		3,932	
Total Cost of Goods Sold	\$52,611	\$95,620	\$ -43,009	55.00 %
GROSS PROFIT	\$118,025	\$514,105	\$ -396,080	23.00 %
Expenditures				
7000 Administrative Expenses				
7003 Building Expenses	11,320	9,215	2,105	123.00 %
7100 Office Supplies & Expenses	4,485	3,675	810	122.00 %
7300 Professional Fees	19,395	21,240	-1,845	91.00 %
7400 Other Administrative Expense	1,725	1,625	100	106.00 %
Total 7000 Administrative Expenses	36,925	35,755	1,170	103.00 %
8000 Personnel Expense				
8003 Administrative Personnel Expense	36,941	52,552	-15,611	70.00 %
8103 Direct Service Personnel Expense	140,427	253,655	-113,228	55.00 %
Total 8000 Personnel Expense	177,369	306,207	-128,838	58.00 %
9000 Capital Outlay	3,424	10,500	-7,076	33.00 %
Total Expenditures	\$217,718	\$352,462	\$ -134,744	62.00 %
NET OPERATING REVENUE	\$ -99,693	\$161,643	\$ -261,336	-62.00 %
NET REVENUE	\$ -99,693	\$161,643	\$ -261,336	-62.00 %

Columbia Area Transit

STATEMENT OF ACTIVITY

July - September, 2020

	TOTAL		
	JUL - SEP, 2020	JUL - SEP, 2019 (PP)	CHANGE
Revenue			
4000 Fare Revenue	8,227.21	14,775.54	-6,548.33
4100 Contract Revenue	5,340.03	48,478.94	-43,138.91
4200 Federal Funds	5,665.05	69,450.17	-63,785.12
4300 5310 Funds (deleted)		0.00	0.00
4700 State Funds	147,760.00	107,321.00	40,439.00
4870 Local Assistance	2,180.91	1,252.59	928.32
4900 Other Revenue	1,462.89	4,425.51	-2,962.62
Total Revenue	\$170,636.09	\$245,703.75	\$ -75,067.66
Cost of Goods Sold			
5005 Vehicle Expense	799.00	880.07	-81.07
5019 Fuel	15,613.22	30,025.97	-14,412.75
5020 Operation Expenses	14,844.66	10,367.44	4,477.22
5100 Communication Expense	4,965.95	12,474.26	-7,508.31
5200 Vehicle Insurance	4,395.75	5,850.00	-1,454.25
5500 Driver Expenses	1,145.20	1,617.00	-471.80
5600 Advertising & Marketing	1,949.48	118,602.87	-116,653.39
5700 Grant/Contract Match Funds	4,965.84	27,618.51	-22,652.67
5899 COVID19 Expenses	3,932.11		3,932.11
Total Cost of Goods Sold	\$52,611.21	\$207,436.12	\$ -154,824.91
GROSS PROFIT	\$118,024.88	\$38,267.63	\$79,757.25
Expenditures			
7000 Administrative Expenses			
7003 Building Expenses	11,320.04	7,294.98	4,025.06
7100 Office Supplies & Expenses	4,484.61	3,391.69	1,092.92
7300 Professional Fees	19,394.75	22,723.49	-3,328.74
7400 Other Administrative Expense	1,725.33	918.52	806.81
Total 7000 Administrative Expenses	36,924.73	34,328.68	2,596.05
8000 Personnel Expense			
8003 Administrative Personnel Expense	36,941.20	47,887.68	-10,946.48
8103 Direct Service Personnel Expense	140,427.48	178,745.68	-38,318.20
Total 8000 Personnel Expense	177,368.68	226,633.36	-49,264.68
9000 Capital Outlay	3,424.28	66,675.00	-63,250.72
Total Expenditures	\$217,717.69	\$327,637.04	\$ -109,919.35
NET OPERATING REVENUE	\$ -99,692.81	\$ -289,369.41	\$189,676.60
NET REVENUE	\$ -99,692.81	\$ -289,369.41	\$189,676.60

Statement of Cash Flows

July - September, 2020

	Total
OPERATING ACTIVITIES	
Net Revenue	-99,693
Adjustments to reconcile Net Revenue to Net Cash provided by operations:	
1200 Accounts Receivable	95,264
1270 Prepaid Expenses	-9,353
2000 Accounts Payable	-17,892
2105 Columbia Bank Visa	-765
2500 Accrued Payroll	-29,147
Total Adjustments to reconcile Net Revenue to Net Cash provided by operations:	38,107
Net cash provided by operating activities	-61,586
NET CASH INCREASE FOR PERIOD	-61,586
Cash at beginning of period	1,021,367
CASH AT END OF PERIOD	\$959,781

Operations Report



September

Safety and Statistics

Operations Report

SAFETY AND STATISTICS

SAMSARA SAFETY SCORE

	September	August	June	May
Safety Score	99/100	99/100	98/100	98/100
Crashes	0	0	0	0
Harsh Events	3	3	13	8
Drive Time	860:09	627:19	573:55	172:00
% over speed limit	0.7%	0.8%	1.1%	2%
Miles Driven	31,831Mi	20,588 Mi	17,224 Mi	6226Mi

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

	Sept.	August	July	June	May
Fixed OTP 5 mins	90%	92%	89%	89%	N/a
Fixed OTP 15 mins	98%	98%	98%	98%	N/A
DAR OTP 5 mins	81%	79%	76%	79%	71%
DAR OTP 15 mins	90%	88%	89%	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

	Sept	August	July	June	May
Fuel Used (Gas)	3372.29	2486.33		2125.17	711.01
Gas MPG	7.9 Mpg	8.2 Mpg		8.56 MPG	8.75Mpg
Fuel Used (Diesel)	911.47	540.03		194.47	N/A
Diesel MPG	6.9 Mpg	5.6 Mpg		6.5 MPG	N/A
Total Fuel Cost	\$7727.45	\$5,927.1		\$4512.02	\$1190.34
Vehicle Repairs	0	2 (55/57)	0	0	0
Customer Complaints	0	0	0	0	0

RIDERSHIP

Ridership – September						
Route	The Dalles	City Route	Upper Valley	DAR	CGE	Total
1		462				462
2				249		249
3					167	167
4	96					96
5			160			160
6						0
7						0
8						0
9						0
10						0
Total	96	462	160	249	167	1,134
Total Hrs	55	220	94	242	220	831
BR/HR	1.75	2.1	1.55	1.02	.75	1.37

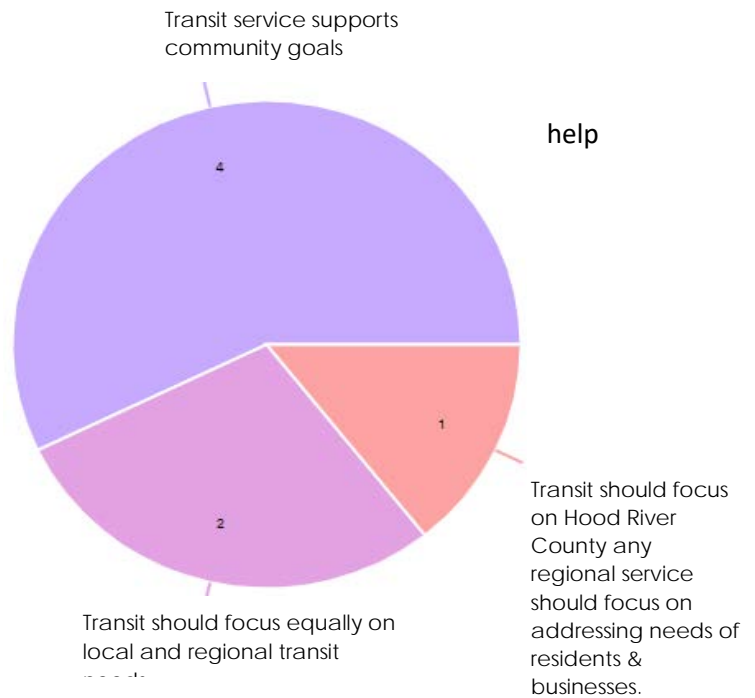
Memo

To: HRCTD Board of Directors
From: Patricia Fink, Executive Director
Date: October 21, 2020
Re: STIF Discretionary Application Update

Background

I asked the Board to take a short survey both to formalize our plan for next year as well as understand key priorities. While I will provide a more formal presentation of survey results in the Goals and Committees item later in the Board Meeting – there were a few areas that were directly related to the STIF Discretionary Application for the Columbia Gorge Express Service.

There was general agreement from the Board that our role as a transit agency was to provide mobility in support of broader Gorge community goals, but also an underlying understanding from Board Members that our primary responsibility was to meet the needs in Hood River County. This became particularly evident in the split between local and regional services. While some on the Board indicated an interest in spending more on regional services



DAR	Deviated Fixed-Route	Community Fixed-Route	Regional Fixed-Route
20	15	25	40
20	15	25	40
10	10	30	40
25	25	25	25
5	5	40	50
10	10	40	40
20	15	32	33
Average	16	31	39 -

(e.g. connections between Gorge communities & Portland) on average the ranking remained at the existing 60% local :40 regional split.

The question of funding is important, because ODOT has indicated that STIF Discretionary funds are limited this year and match requirements could well be higher. (Last funding cycle we matched at a 90:10 split, or about \$180K on a total of \$1.8M, which included capital).

STIF Discretionary

1. Likely Request

Maintain Existing Service Levels:

We need a total \$1.3M, the 80:20 split would require a minimum \$260K match from us (\$130K per year over the two-year period) and would mean we would receive about \$1M in grant funds. This is an \$800K reduction from the previous year.

2. Additional Requests

Targeted outreach to low-income, minority and other vulnerable populations:

We are looking into applying either with LINK or on our own for a mobility management program that would specifically target travel training and transit ambassador programs within the low-income minority and other vulnerable populations in Hood River and/or throughout the Gorge. The requested amount would be \$150K over two years with a 20% match requirement \$60K (30K per year over the two-year period).

Marketing for the GOrge Pass & CGE

Would like to see a regional marketing campaign (Portland & Gorge) for the GOrge Pass & CGE. We are looking at existing groups (CGTA, MCEDD) to carry out the effort in the GOrge and ODOT (State) to help with efforts in the Portland Metro area. The requested amount would be \$200K for a two-year period at a 20% match rate would be \$80K (40K per year over the two year period).

Total potential request would be \$1.65M, with a local match at 20% of \$400K over a two-year period.



Friday, September 11th, 2020
Hood River County Transportation District
Hood River County Coordinated Transportation Plan Advisory Committee
224 Wasco Loop, Board Conference Room
Hood River, OR 97031
3:30pm – 5:00pm

Meeting Minutes

Attendees:

Advisory Committee Members: Kevin Liburdy (City of Hood River), Lexi Stickel (PacificSource CCO), Britta Wilson (Providence Hood River, Volunteers in Action, Aging in the Gorge Alliance), Leti Valle (HRCTD Board Member)

Staff: Patty Fink, Amy Schlappi

Public: Jason Kelly (ODOT), Kathy Fitzpatrick (MCEDD)

Amy Schlappi started the meeting at 5:35pm.

Welcome and Introductions

Amy Schlappi welcomed the group and explained that for the Hood River County Coordinated Transportation Plan Advisory Committee staff combined the Hood River County Transportation District Special Transportation Fund (STF) Committee and the Statewide Transportation Improvement Fund Committee per recommendation by ODOT. Each attendee introduced themselves and explained the entity and population they represent.

Review of CAT and Transportation Services

Amy Schlappi quickly reviewed the different services provided by Columbia Area Transit (CAT). She reviewed the different services that CAT provides and showed a map detailing the service area.

Overview of the Hood River County Coordinated Transportation Plan Update

Amy discussed the purpose of the Coordinated Transportation Plan Update by highlighting:

- That Coordinated plan which addresses the needs of seniors, disabled individuals, low-income individuals, and Limited English Proficiency individuals is a requirement of our federal and state funding.
- The plan must be consistent and coordinated with any other required plans that the Hood River County Transportation District has including the Statewide Transportation Improvement Plan, and the Transit Master Plan.
- The plan must highlight how our services are coordinated with other local and regional services and updated every three year.



Amy also explained that our 2016 Coordinated plan should have been updated last year, but CAT was granted an extension by ODOT due to service expansion occurring in 2019.

She then highlighted the priorities that were identified in the 2016 plan and the services or changes that have been implemented since the plan was adopted.

She also outlined the different requirements of a Coordinated Transportation Plan including:

- Updated demographic data
- Engagement of stakeholders
- An Inventory of current Public Transportation services
- Identification of transportation challenges and gaps in existing services
- Identification of coordination opportunities with stakeholders and other transportation providers
- A prioritized list of Public Transportation Needs and Projects

Discuss Community Feedback Collected

Amy explained that since the community outreach portion began near the onset of COVID-19 there were challenges reaching target populations for feedback. She reviewed the ways in which staff has engaged the community, including:

- Rider surveys
- Interviews with Community Stakeholders
- Community Meetings
- Organizations invited to participate

Priorities for the Next 3 Years

The transportation challenges and gaps in existing services identified by target populations, representative agencies, and transportation agencies fell into four categories. Those four categories were: information, services, capital, and coordination. She went through each individual category and asked committee members to add anything they felt was missing and to place topics in the order that they felt staff should focus on. There was a large amount of discussion regarding the priorities and the appropriate order they should be focused on.

The group created the below prioritized list Public Transportation Needs and Projects:
Information:

- Bus stop locations
 - Route schedule information at the bus stops
- Safety
 - Covid-19 & Transportation (Transportation is safe – communicate)
 - Safe and welcome for everyone (no racism, or incidents towards specific demographics)
- Outreach
 - Communication of public transportation services available
 - Extensive outreach and partnership with Latino, Native American, and Veteran Communities (different for each population – local and regional)
 - Increase ridership and awareness of Student and Low-Income fare programs



- Language barrier
- Comfortability of making transfers/ travel training

Services:

- Extended operating hours (evenings, weekends)
 - DAR
 - City Route/ UV
 - Ability to do evening activities
- Expanded access to senior services
 - Adult center
 - Hawks Ridge/One Community Health (back side across street from Hawks Ridge)
- Ongoing funding for HWY 35 services
 - Upper Valley Route frequency
- Access to medical services
 - Portland
 - The Dalles
- Community shuttle in Cascade Locks
- Additional stops in The Dalles (closer to downtown)
- Other vulnerable population transportation services
- Training/Internship program within target population communities
 - Posting of job opportunities

Capital:

- Permanent shelters, seats, and signs at bus stops
- Stop accessibility
 - Partnership with city and county to implement
 - Multi-Modal system
- Improved and more efficient dispatching technology
- Fleet Sustainability
 - Fleet Electrification
- Facility Expansion – Coordinated with low income, senior, disabled housing facilities

Coordination:

- Transportation Alliances
 - Gorge TransLink Alliance
 - Link/CAT
 - Skamania/Klickitat/CAT
 - Mt. Hood Transportation Alliance
 - Non-Emergency Medical Transportation (NEMT)
- Employers, Tourism & Businesses
- Multi-Modal transportation options
- Coordinate local and regional planning processes
 - Transit Master Plan
 - Coordinate on transportation outreach surveys and questionnaires



Next Steps

Amy Schlappi will send out a Doodle Poll for the next Advisory Committee meeting which will be the beginning of October. The goal for this meeting is to review the strategies created to staff to address the identified priorities.

Public Comment

No public comments were made.

Adjourn

The meeting was adjourned at 5:03pm.



Monday, October 12th, 2020
Hood River County Transportation District
Hood River County Coordinated Transportation Plan Advisory Committee
224 Wasco Loop, Board Conference Room
Hood River, OR 97031
3:30pm – 5:00pm

Meeting Minutes

Attendees:

Advisory Committee Members: Lexi Stickel (PacificSource CCO), Britta Wilson (Providence Hood River, Volunteers in Action, Aging in the Gorge Alliance), Leti Valle (HRCTD Board Member), Rob Brostoff (HRCTD Board Member), Jeff Hecksel (Hood River County Administration), Rita Rathkey (Opportunity Connections)

Staff: Patty Fink, Amy Schlappi

Amy Schlappi started the meeting at 3:35pm.

Welcome

Amy welcomed the group and explained that the goals for today's meeting were to confirm that the draft strategies created by staff accurately reflect the discussion at the first Transportation Advisory Committee (TAC) meeting that took place on September 11, 2020. Discuss any changes which should be made to make the draft strategies more effective to create beneficial change within the community and to review the next steps in the Coordinated Transportation Plan process.

Jeff asked to confirm that if the group approves the strategies, would they be brought to HRCTD Board for final approval. Amy confirmed that is correct and expanded that after the TAC approves the strategies, the draft Hood River County Coordinated Transportation Plan (including the strategies) will be made available for the TAC to review and public comments to be made before it is presented to the Board at the November 18th meeting. There should be about a month where the draft plan will be available for the Public and the TAC to review.

Patty explained that by law CAT is required to create a Coordinated Transportation Plan (reflects specific target populations), the Transit Master Plan (reflects general needs within the county), and the Statewide Transportation Improvement Fund (STIF) plan which is essentially the implementation of those two plans. The next step for the TAC after the Board approves the Coordinated Transportation Plan is for another meeting in early December to decide the funding strategy for implementation and what priorities will be floated to the top to be funded for the next two years. Before the meeting you will receive an update on the projects that were part of the last STIF plan. At the meeting, staff will present priorities that they think are



important based on the Coordinated Transportation Plan, the Transit Master Plan, and the previous STIF plan.

Strategies for Identified Priorities

Amy asked those committee members who had not attended the previous meeting if they needed any background information. Rita and Jeff responded that they felt the meeting materials sent out beforehand were thorough and felt caught up.

There was general discussion as to what the best way would be to review the priorities and discuss any changes that needed to be made. Ultimately the group decided that they felt like they had enough time to review the strategies beforehand and felt comfortable with just discussing comments made by committee members. Kevin Liburdy who was unable to make the meeting had submitted five comments beforehand. The group went through each comment submitted and made changes to the strategy graphs to reflect the appropriate changes.

- **First Comment:** In the Information section, with regard to safety, responding to concerns about COVID-19 isn't called out specifically (vulnerable populations obviously are mentioned). Should plan strategies address COVID-19 specifically?
 - **Discussion:** Staff felt it was important to keep the strategy vague enough so that if there were funding opportunities for a variety of different health and safety issues that may pop up, CAT could apply for that funding. CAT cannot apply for funding if the topic is not discussed in a plan. However, staff feels that there is a way to make the strategy more specific about COVID-19 without being too specific. The group felt it was important to specifically state COVID-19 within the strategy and that it might actually make it easier to apply for some funding if COVID-19 is specifically called out.
- **Second Comment:** In the Capital section, with regard to permanent shelters and seating, I'm wondering if it makes any sense to include a Performance Measure about complaints/incidents at bus stops. I am not advocating for hostile architecture but, rather than simply establishing an objective of more shelters and seating, it seems important to make these improvements in a manner that does not result in a different set of problems such as may occur when people sleep in shelters.
 - **Discussion:** Staff felt this is an important Performance Measure and will add it. All committee members agreed.
- **Third Comment:** In the Capital section, with regard to increasing stop accessibility, this is intended to promote ADA accessibility ("levels of mobility") rather than access to stops for users traveling via different modes, correct? Patty mentioned that CAT may have access to financial resources and the ability be a partner when development occurs. In most cases new sidewalks are constructed by developers of property. New sidewalks and curb ramps must meet ADA standards. Rather than simply advocating, maybe the strategy could be for CAT to collaborate with the City, County and development community to improve accessibility to and around stops. For example, the City/County may not be able to compel a developer of a site in the middle of a block to fix/install a curb ramp at an intersection that's some distance away but perhaps CAT can find funds



and work with the developer to add that curb ramp when improvements to the site's frontage are engineered and constructed. Performance measures might include the number of new ADA curb ramps that are installed at street intersections within a certain distance from stops (or anywhere along routes). If this objective is more about accessibility to stops by different modes, it certainly makes sense to collaborate on construction of bike paths and perhaps bike storage facilities too.

- Discussion: Staff suggest adding "Recognizing that the City, County, and State are responsible for the development of sidewalks within Hood River County, CAT will be an active partner and provide resources where appropriate to meet joint goals of improved accessibility." All committee members agreed.
- Fourth Comment: In the Coordination section, under the objective for improved multi-modal options within Hood River County, the strategy also may be to collaborate with the City, County and development community to provide more multi-modal transportation options.
 - Discussion: Staff and committee members agreed this should be added. Jeff added that Odell and Parkdale specifically should be called out in the strategy.
- Fifth Comment: In the Coordination section, under the objective to coordinate with local and regional planning processes, is the strategy to develop a Transit Master Plan or update the 2017 plan?
 - Discussion: The answer is updating the 2017 plan.

Patty let the group know the process for updating the 2017 Transit Master Plan will begin within the next year and that we would like to collaborate with the county during the outreach portion of the plan and ask any questions the county deems important.

After all comments were discussed Amy asked if there were any other questions or concerns regarding the draft strategies. No comments were made. The group felt comfortable with moving forward with the draft strategies and the discussed amendments.

Next Steps

Amy will reach out to the group within the next week or so with the draft Hood River County Coordinated Transportation Plan for them to review. She will also inform them as to how the public will be able to provide public comment on the plan due to the restrictions placed on the process due to COVID-19. A doodle poll will be sent out to the group to setup a meeting to discuss the STIF plan in early December.

Public Comment

No public comments were made.

Adjourn

The meeting was adjourned at 3:55pm.

PRIORITY: INFORMATION - IMPROVED AWARENESS OF PUBLIC TRANSPORTATION SERVICES

Objectives	Strategies	Resource Capacity	Performance Measure
<p>Provide ongoing information regarding service, schedules, and routing</p>	<ul style="list-style-type: none"> • Distribute updated service collateral and print media locally and regionally at key sites. • Collaborate with partners on digital platform media. • Maintain and expand presence through different platforms (i.e. social media, digital, radio, etc). • Display easy to read, multilingual information regarding service, schedules, and routing at key sites. • Improved CAT staff presence at multi-cultural and bilingual community group gatherings. • Explore effective opportunities to better promote services offered. 	<p>Administration capacity exists. Financial resources likely available to fund operations.</p>	<ul style="list-style-type: none"> • Track increase in ridership • Measure use of services by target populations and the effectiveness of the transportation program changes. • Number of connection points and partners established.
<p>Ensure riders feel welcome and safe using public transit</p>	<ul style="list-style-type: none"> • Address health, safety and security concerns voiced by vulnerable populations. • Effectively communicate safety mitigation measures taken to keep the public safe from COVID-19, racism, violence, etc. • Address stigma and negative perceptions of the transportation system through additional outreach and education, continuing “Everybody Rides” campaign. • Provide sensitivity training for staff. • Develop programs to teach individuals from targeted populations how to use public transit by using leadership and community members to lead the training (travel training and travel ambassadors). • Develop volunteer champion programs. 	<p>Apply for grants that will fund operations. Work with community partners who can lead the program.</p>	<ul style="list-style-type: none"> • Tracks sensitivity trainings attended by staff. • Measure use of services by target populations and the effectiveness of the transportation program. • Communication provided to riders about safety measures taken.
<p>Pursue outreach and partnerships with vulnerable populations</p>	<ul style="list-style-type: none"> • Engage community-based organizations to conduct in-depth needs assessment to better connect underserved communities to essential needs and resources. • Increase awareness of Student and Low- Income fare programs within Hood River County. • Address existing language and cultural barriers by working with community-based partners on marketing of services and outreach. • Increase connections to Community Health Workers (CHW) and other frontline staff who work directly with clients. Provide marketing materials and information; provide education at training events. 	<p>Apply for grants that will fund operations. Work with community partners who can lead the program.</p>	<ul style="list-style-type: none"> • Track amount of student and Low-Income passes distributed. • Assess community outreach events effectiveness. • Track ridership increase of target populations.

PRIORITY: SERVICES – MAINTAIN AND EXPAND SERVICES TO ENSURE EQUITY AND MEETING COMMUNITY NEEDS

Objectives	Strategies	Resources Capacity	Performance Measure
Sustain existing transportation services	<ul style="list-style-type: none"> Maintain Dial-A-Ride transportation options. Maintain Columbia Gorge Express intercity service. Maintain the Upper Valley Deviated Fixed-Route Service. Maintain the City Route Fixed-Route service. Maintain Seasonal services Gorge to Mountain Express and The Pink Trolley. Conduct regularly scheduled reviews of service to ensure needs of target populations are being met. Maintain Student and Low-Income fare programs. Maintain affordable fares and pass option. Continue offering mobile payment options. 	Administration Capacity exists. Financial resources likely available to fund operations. Apply for grants to continue funding the CGE, G2M, and Pink Trolley.	<ul style="list-style-type: none"> Track ridership for dial-a-ride services. Track ridership of local and regional fixed-route services. Track passes donated to students and low-income individuals. Track GORge pass sales.
Expand operating hours on evenings and weekends	<ul style="list-style-type: none"> Restore and Expand local routes during evenings and weekends. 	Apply for grants to fund operations.	<ul style="list-style-type: none"> Assess operational ability to operate during evenings and on weekends. Track ridership of services which operate on weekends.
Expand transit to meet the needs of seniors	<ul style="list-style-type: none"> Explore additional services to meet senior needs. Explore adding fixed-route bus stops near long term care facilities. 	Administration capacity exists. Financial resources likely available to fund operations.	<ul style="list-style-type: none"> Track riders using DAR services to get to the senior center or other essential services.
Increase access to HWY 35 communities	<ul style="list-style-type: none"> Explore options to enhance fixed-route and deviated fixed-route to meet community needs. Seek state, federal, and local funding that would allow for year-round funding of the Gorge to Mountain Express. 	Administration capacity exists. Financial resources likely available to fund operations.	<ul style="list-style-type: none"> Track ridership and demand for Upper Valley service. Assess funding opportunities available. Measure feasible options ability to meet needs of locals and tourists.
Increase access to medical services outside of Hood River County	<ul style="list-style-type: none"> Provide access to medical services in Portland for targeted populations. Improve ease of access to medical services in The Dalles for targeted populations. 	Apply for grants to fund operations.	<ul style="list-style-type: none"> New services established
Increase access to transportation services within Cascade Locks	<ul style="list-style-type: none"> Explore expansion of services to address need for a Community Shuttle within Cascade Locks. 	Administration capacity exists. Financial resources likely available to fund operations.	<ul style="list-style-type: none"> New services established
Improve access to Downtown The Dalles	<ul style="list-style-type: none"> Provide additional stops on or improve connections to the Columbia Gorge Express in Downtown The Dalles. 	Administration capacity exists. Financial resources likely available to fund operations.	<ul style="list-style-type: none"> New stops established.
Diverse CAT operations staff to better reflect the community.	<ul style="list-style-type: none"> Partner with schools and organizations to create training and/ or internship programs. Post job opportunities within target communities. 	Administration capacity exists. Financial resources likely available to fund operations.	<ul style="list-style-type: none"> New training programs established. Hiring of employees from target population communities.

PRIORITY: CAPITAL – MAINTAIN AND EXPAND CAPITAL ASSETS TO IMPROVE EFFICIENCY OF TRANSPORTATION SYSTEM AND ENHANCE RIDER EXPERIENCE

Objectives	Strategies	Resource Capacity	Performance Measure
Ensure vehicle fleet safety and maintenance	<ul style="list-style-type: none"> Provide for replacement of vehicles that have exceeded their useful life. Provide funding for ongoing and timely preventative vehicle maintenance to ensure the safety and reliability of the transportation services. Seek funding for additional vehicles required for any service expansion. 	Administration capacity exists. Financial resources likely available through federal and state sources.	<ul style="list-style-type: none"> Track vehicle mileage and vehicle replacement. Track vehicle maintenance.
Permanent shelters, seats, and signs at each bus stop	<ul style="list-style-type: none"> Work with the different governing bodies to install permanent shelters, seats, and/ or signs at each bus stop. 	Administration capacity exists. Financial resources likely available to fund operations.	<ul style="list-style-type: none"> Track bus stops with permanent structures. Track amount of complaints and incidents at bus stops.
Increase stop accessibility for individuals with different levels of mobility	<ul style="list-style-type: none"> Advocate for accessible sidewalks and bike paths to allow for a multi-modal transportation system. Recognizing that the city, state, and/or county are responsible for the development of sidewalks, CAT will be an active partner and provide resources where appropriate to meet joint goals of improved accessibility. 	Administration capacity exists. Financial resources likely available to fund operations.	<ul style="list-style-type: none"> Work with city staff for more accessible sidewalks.
Improve dispatching technology	<ul style="list-style-type: none"> Adopt improved dispatching and real time bus tracking technologies that improve rider experience and operations. 	Apply for grant to fund operations.	<ul style="list-style-type: none"> Assess increased efficiency of operations. Assess ease of use for riders and reduction of rider frustration as to when buses will arrive.
Improve the sustainability of the CAT fleet	<ul style="list-style-type: none"> Replace aging vehicles with fuel efficient vehicles. Explore the use of electric and other alternative fuel vehicles. Install electric charging station at facility. 	Administration capacity exists. Apply for grants to expand electric vehicles.	<ul style="list-style-type: none"> Electric charging stations installed. Track vehicle mileage and replacement.
Expand facility capacity	<ul style="list-style-type: none"> Address need for additional administrative and operational space with a particular focus on secure vehicle storage. Look for ways to partner with other community partners. 	Administration capacity exists. Apply for grants for operations.	<ul style="list-style-type: none"> New facility. Ease of use for target populations to access transportation.

PRIORITY: COORDINATION – PARTNER WITH LOCAL AND REGIONAL ORGANIZATIONS TO CREATE CONNECTIONS AND DEVELOP A TRANSPORTATION NETWORK WITHIN THE GORGE AND BEYOND

Objectives	Strategies	Resource Capacity	Performance Measure
Continue fostering and developing transportation partnerships	<ul style="list-style-type: none"> Continue being a part of the Gorge Translink partnership to create a more streamlined, efficient, and coordinated regional public transit system. Participate in the Mt. Hood Transportation Alliance. Develop a system of communication and accountability between transportation agencies and health agencies. Create universal fare system for all transportation providers. 	Administration capacity exists. Financial resources likely available.	<ul style="list-style-type: none"> Attend at least 4 of the 6 bimonthly Gorge Translink Alliance meetings annually. Attend human service agency meetings regularly.
Partner with employers, tourism organizations, and businesses	<ul style="list-style-type: none"> Expand employer pass program locally and regionally. Partner with tourism organizations and businesses to encourage car free travel and support the public transportation system. 	Administration capacity exists. Financial resources likely available.	<ul style="list-style-type: none"> Track number of employers enrolled in the employer GOrge pass program. Track ridership on the Columbia Gorge Express.
Access to other transportation services for vulnerable populations	<ul style="list-style-type: none"> Facilitate discussion on door through door with community members regarding providers funding and specific need. Attend regular public Human Service organization meetings to maintain strong relationships and ability to respond to emerging needs or changing conditions. 	Administration capacity exists. Financial resources likely available.	<ul style="list-style-type: none"> Attend human service agency meetings regularly. Action plan created for door through door.
Improved multi-modal options within Hood River County	<ul style="list-style-type: none"> Advocate for multi-modal transportation options within Hood River County. Collaborate with the City, County (for Parkdale and Odell), and development community to provide more multi-modal transportation options. 	Administration capacity exists. Financial resources likely available.	<ul style="list-style-type: none"> More transportation mode options within Hood River County.
Coordination of local and regional planning processes	<ul style="list-style-type: none"> Update the 2017 Transit Master Plan. Coordinate with local and regional partners for transportation outreach, surveys, and questionnaires. 	Administration capacity exists. Financial resources likely available.	<ul style="list-style-type: none"> Development of Transit Master Plan. Creation of outreach events, surveys, and questionnaires.