



Wednesday, July 15th, 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

- 1) Call Meeting to Order - 4:00pm**
 - Selection of Board Positions (Attachment – Action Required)
- 2) Executive Session – 192.600.2a (Update on Employee Hire)**
 - Board Requested Update
- 3) Approval of Minutes (Attachment)**
- 4) Financial Overview (Attachment) – 4:35pm**
- 5) Director’s Report – 4:45pm**
 - Operations Report (Attachment)
 - COVID Updates
 - i) Multnomah Falls
 - ii) CARES ACT Update
 - Current Projects & Status (Attachment)
 - Bus Stop Update
- 6) Board Member Concerns – 5:00pm**
 - COVID Policies (Attachment)
 - Racism & Social Justice
- 7) New Business – 5:30pm**
 - a) Map (Attachment)
 - b) Board Retreat
 - i) Topic Areas
- 8) Upcoming Events**
- 9) Public comments**
- 10) Meeting Adjourned - 5:50pm**

Hood River County Transportation District

By-laws

- I. Oregon law:
The present by-laws are intended to be in conformity with all Oregon Revised Statutes (ORS) and especially those in chapters 198 and 267 which govern transportation districts.
- II. Purpose:
The Hood River County Transportation District (HRCTD) has as its purpose to provide affordable transportation alternatives for the citizens of Hood River County.
- III. Governance:
 - A. The HRCTD shall be governed by a Board of Directors.
 - B. The Board shall consist of seven (7) members elected by District voters to four year terms in accordance with ORS.
 - C. Board members must maintain their eligibility throughout the term of office. Loss of eligibility will constitute disqualification to serve.
 - D. Except when filling a Board vacancy, terms start officially on July 1.
 - E. Should a vacancy occur on the Board, the Board shall declare the seat vacant by a motion or resolution of the Board. The vacancy will be advertised and the Board will select an individual from among those indicating their interest. The term of appointment will be for the remainder of the unfilled term of office.
- IV. Duties of the Board:
 - A. It is the duty of the Board of Directors corporately to exercise those powers granted to it by law in such a way as to best meet the needs of the District.
 - B. The Board shall meet no less than once each calendar month to carry on its business.
 - C. The Board shall establish policies and approve plans that lead most effectively to the accomplishment of its purpose.
 - D. The Board may approve the creation of what ever committees it deems appropriate to the performance of Board business.
 - E. The Board will select an Executive Director and delegate to this Executive Director the responsibility for implementing Board plans and policies.
 - F. The Board may delegate to one or more of its members, to the Executive Director, or to another person, responsibility to speak for or act on behalf of the Board or the District. No individual Board member may speak for or act on behalf of the Board or District without this delegated authority.
 - G. The financial responsibilities of the Board are to: 1) approve the annual budget; and 2) monitor District finances and the budget, setting policy and/or taking action to ensure the fiscal integrity of the organization.
 - H. By resolution, the Board may designate itself as the District's Local Contract Review Board pursuant to Oregon law.

I. By resolution or motion the Board will designate counsel for the Board's legal matters and an auditor to perform the annual audit.

V. **Officers:**

A. The officers of the Board shall consist of: 1) Chair 2) Vice-Chair 3) Secretary

B. The term of office for the officers shall be for one (1) year. At the first regular meeting in July of each year, the Board shall elect from its members the officers for the following year.

VI. **Duties of the Chair:**

A. The Board Chair shall preside at all meetings and shall have the right to make motions, discuss questions and vote on any issue. The Chair shall have the authority to keep order and impose reasonable restrictions necessary for the orderly and efficient conduct of a meeting. Unless the Board decides otherwise, the Chair may regulate or disallow public input, may limit public input to relevant points, and may establish time limits for such input.

B. The Chair shall establish, in consultation with the Executive Director, the agenda for each meeting.

C. The Chair or designee of the Chair shall have authority to represent the Board, to direct the activities of the Executive Director and, when necessary, the District's staff.

D. The Chair or designee of the Chair shall sign, on behalf of the Board, such documents as may require an official signature.

E. The Chair or designee of the Chair shall represent the Board in deliberations with other Boards, Districts, or agencies unless another member is nominated and appointed by a majority of the Board, or this responsibility is delegated to the Executive Director.

F. The Chair shall:

i. Appoint all committees, subject to approval of a majority of the Board;

ii. Call special meetings;

iii. Perform all other duties prescribed by law or set forth in the Board's bylaws, policies and rules.

G. The Chair shall be an ex-officio member of all committees appointed by the Board.

H. The Chair will ensure that Board members, and especially new members, receive any information or training that may help them in the effective performance of their duties.

VII. **Duties of the Vice-Chair:**

A. In the absence of the Chair, the Vice-Chair shall perform the duties and have the rights and obligations of the Chair.

VIII. **Duties of the Secretary:**

A. The Secretary shall keep the minutes of regular and special meetings of the Board.

B. The Secretary shall prepare, or have prepared, any correspondence on behalf of the Board.

IX. Duties of Board Members:

- A. Board members shall attend meetings and carry out the business of the District.
- B. Board members shall serve, as appointed, as members of committees and shall represent the Board when formally appointed by the Board to do so.
- C. Individual board members other than the Chair only have authority to direct district staff or administrative activities by formal delegation of such authority from the Board.
- D. The Chair or any authorized Board member may co-sign all checks.
- E. In the absence of both the Chair and Vice-Chair any other member selected by the Board shall have the rights and obligations of the Chair.

X. Meetings:

- A. The District shall hold duly announced and publicized public meetings at such times and places within the District as it determines.
- B. It shall hold at least one regular public meeting in each month on a day determined by the Board.
- C. It shall hold an annual budget meeting.
- D. It may hold special meetings under such rules it may make in accordance with state law. All meetings except those specifically exempted by Oregon's Public meeting Law, are open to the public.

XI. Meeting Procedures:

- A. The Chair of the Board, or in the Chair's absence, the Vice-Chair or another duly appointed Board member, will preside at meetings.
- B. The Chair of the meeting will establish rules for the efficient conduct of the meeting. Except as otherwise provided by State Law and/or Board policy, whenever the rules of order are questioned by Board members, the Board shall use the rules of parliamentary procedure in "Robert's Rules of Order" (Revised). Procedural rules may be amended at any meeting by majority vote of those present.
- C. The order of business may be changed at any meeting by a majority vote of those present.
- D. Votes will be recorded. Any member may request that his/her vote be changed, if such a request is made prior to a vote on the next order of business.
- E. Four (4) members shall constitute a quorum.
- F. A majority of the seven members must vote for a motion in order for it to pass; i.e. four (4) affirmative votes are necessary.
- G. Members may request that a roll-call vote be taken and recorded.
- H. A member may append to the minutes, at his/her discretion, a statement indicating the reason for his/her vote or the reason for his/her abstaining.
- I. Members must comply with ORS Chapter 244 in respect to declaring an actual or potential conflict of interest.

- J. Minutes of the Board shall be kept in accordance with the requirements of ORS Chapter 192 and shall include at least the following information: 1) members of the governing body present; 2) motions, proposals, resolutions, orders, ordinances and measures proposed and their disposition; 3) results of all votes; 4) the substance of any discussion on any matter; 5) reference to any documents (by name when possible) discussed at the meeting. Minutes of executive sessions will be in compliance with ORS 192. The Secretary shall be responsible for keeping the minutes and make them available for examination to the public at the District's business office.
- K. The meeting will be adjourned by a majority vote of those present.

XII. Committees:

- A. The Board may create committees to serve its needs and purposes.
- B. Committees may be made up of Board members and non-Board members.
- C. Committee members will be appointed by the Chair and approved by the Board.
- D. The purpose of the committee will be defined in the motion to appoint the committee at the time of its creation. Changes to the purpose will require a formal action of the Board.
- E. Committees will be terminated by action of the Board.
- F. All meetings of committees are subject to the same state requirements as Board meetings with regard to public notice, rules of procedure, and record keeping.



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**

Meeting Minutes

Board Meeting Attendees

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

Public: Jason Kelly (ODOT), Teresa Gallucci (Our Team Accounting), Megan Ramey, Bridget Bailey, Darrell Roberts

Staff: Patty Fink, Amy Schlappi, Ty Graves

Marbe Cook called the May Board of Director's meeting to order at 3:03pm.

Marbe Cook asked the Board and others to take a moment of silence to recognize those who have died due to the COVID-19 Pandemic or recent protests, and Americans who are struggling from unemployment and social injustice.

Marbe Cook Started the business portion of the meeting at 3:06pm.

Approval of Minutes

Marbe Cook asked the Board of Directors to review the May 20th Supplemental Budget and Regular Meeting minutes, and the May 27th 2nd Budget Committee Meeting minutes.

Mark Reynolds made a motion to approve the three meeting 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 May, by highlighting:

- The dramatic drop in revenue during Q4 is due to Covid-19.
- Actual fare revenue YTD at the end of May was \$106K less than budgeted.
- Lost grant funds for the Columbia Gorge Express and Gorge to Mountain services totaled \$180k.
- The average monthly fuel expense decreased roughly by \$11k.
- Driver expense was \$2k less than budgeted.

- YTD net income at the end of May was negative by \$10k, which brings the YOY variance to \$18k.

Patty Fink added that the \$152,268 in Cares Act Formula Funds was received on June 17th and not included within this financial report. These funds will allow CAT to meet the cash reserve goal.

Executive Director Performance Review

Amy Schlappi discussed the Executive Director performance review process. Employees were given the opportunity to rate the performance of the Executive Director in an anonymized format. The question and responses to each were read and discussed. The responses were positive, and staff felt that the Executive Director had done all in her control to mitigate the impact from the COVID-19 Pandemic on employees.

Lara Dunn added last year there were a couple of disgruntled employees and she was excited to see that was not the case this year.

Due to the many challenges faced this year, the reduction of hours, and successfully meeting several goals set by the Board FY2019-2020 Patty Fink asked for a 5% pay increase.

Rob Brostoff made a motion to approve the 5% pay increase for Executive Director, Patty Fink, the motion was seconded by Lara Dunn and unanimously approved by the Board.

All Board members thanked Patty Fink for her dedication and hard work over the past year.

Director's Report

Operations Update: Patty Fink explained that CAT has reduced staff from 22 to 15 employees since the COVID-19 Pandemic began. If CAT can service the Multnomah Falls stop, 3 employees who are currently on unemployment will be able to be brought back to work to drive the Columbia Gorge Express on weekends. The decision to open Multnomah Falls to the public and public transit lies with the land managers. Patty Fink recently met with the Hood River Rotary and was met with a large amount of support for Public Transit.

Operations Performance: Ty Graves discussed the Performance Report, by highlighting:

- Due to COVID -19 there were no fixed-routes being operated.
- There was a low amount of fuel used since CAT was only operating Dial-A Ride.
- 71% of the May Dial-A-Ride trips arrived within 5 minutes of the negotiated trip time.
- 2.3 riders boarded a vehicle per operating hour.

COVID-19 Update: Ty Graves informed the Board and attendees that as of June 1st CAT has resumed operating the Columbia Gorge Express. Riders are required to wear masks, physically distance themselves, and book a seat in advance (Columbia Gorge Express and DAR only). As of now, riders have followed the rules and CAT is seeing an uptick in ridership. Staff has followed OHA and State of Oregon guidelines by marking off seats (reduced capacity), setting a rigorous cleaning schedule, and posting communication about the virus and requirements on several

different platforms. Those platforms include the buses, stop locations, the office, website, and social media.

Old Business:

Approval of FY2020-21 Budget: Marbe Cook read Board Resolution and Order NO. 5-6-20 which adopts the annual operating budget of the Hood River County Transportation District for Fiscal Year 2021 (7/1/2020-6/30/2021), as well as makes appropriations, imposes, and categorizes taxes. This budget was approved by the HRCTD Budget Committee on May 27th.

Rob Brostoff made a motion to adopt the Budget as presented for FY 2021, the motion was seconded by Lara Dunn and unanimously approved by the Board.

Operations Manager Update: Amy Schlappi updated the board on the status of hiring a new Operations Manager, by highlighting:

- The selection committee has completed 1 video conference interview and an applicant has been reached out to for a telephone interview.
- There has been a very small number of qualified applicants who have applied for the job.
- The job has been posted on Indeed, the CAT website, Gorge.Net Classifieds, and has been sent to the Oregon Transit Association to be posted on their website.
- The goal is to have a final candidate selected by the end of June. The posting will be posted until a final candidate is selected and qualified applicants will continue to be reviewed.

Marbe Cook raised concerns about the lack of qualified applicants. Patty Fink asked whether the Board wanted to extend the process. Several Board Members indicated that they wanted to make sure that the interview process included interviewing multiple candidates, but as long as the interview selection committee and staff were comfortable that they could meet the requirement. Rob Brostoff, Mark Reynolds, Marbe Cook, and Lara Dunn indicated they felt comfortable with selecting a candidate by the end of June.

New Business:

Board Member Candidate Presentations and Selection: Marbe Cook explained that Megan Ramey, Bridget Bailey, Darrell Roberts applied for the 3 open positions. The recommendation from the subcommittee that was established at the May Board meeting and responsible for reviewing all candidates was for the Board to accept the 3 candidates. Megan Ramey, Bridget Bailey, and Darrell Roberts introduced themselves by briefly explaining their background and what they hope to bring to the Hood River County Transportation District.

There was a large discussion with regards to Hood River County's Transportation District role when it comes to social injustice. Patty Fink made it very clear as a Transit Agency our role was to work to ensure that our services were equitable and accessible to all.

Rob Brostoff made a motion to approve Megan Ramey, Bridget Bailey, and Darrell Roberts as new Board Members of the Hood River County Transportation District, the motion was seconded by Lara Dunn and approved unanimously by the Board.

Megan Ramey, Bridget Bailey, and Darrell Roberts were all sworn in by Patty Fink as Board Members of the Hood River County Transportation District.

Marbe Cooke said her goodbyes to the group as this was her last Board Meeting. Patty Fink and the other Board Members thanked her for her service.

Upcoming Events:

- Patty Fink explained that it would be beneficial to hold a Board Member retreat in June or July to discuss the Board's goals for the next year. Staff will reach out to Board Members to schedule.
- Amy Schlappi reminded the Board that at the July Board meeting, Board members will need to select members for the elected positions on the Board (i.e. Board Chair, Vice-Board Chair, and Secretary).

Public comments: No public comments were made.

At 4:48PM, Rob Brostoff made a motion to adjourn the meeting, this was seconded by Lara Dunn and unanimously approved by the Board.

Management Report

Columbia Area Transit

For the period ended June 30, 2020

ISSUED PRIOR TO AUDIT



Prepared by

Our Team Accounting, LLC

Prepared on

July 8, 2020

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Notes to Financials

Balance Sheet

Cash Availability	Total available cash at June 30th was \$1m which is approximately \$35k more than May's ending balance and \$62k more than the June 2019 end of year balance. Cash available at June 30, 2019 was \$959k.
Acct Rcvbl	Total Accounts Receivables of \$3k represent the amount due from Collins Aerospace for Gorge passes issued to them but not yet paid.
Grants Rcvbl	There were no grant funds due to CAT at the time of the preliminary June close. The next group of draws will occur in July and be accrued as June revenue prior to the annual audit.
Prepaid Expenses	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 \$16k that will be recognized in future periods as appropriate.
Fixed Assets	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.
Accounts Payable	The amount due to vendors for regular monthly expenses and not yet paid was \$4k at the end of June.

Income Statement

Revenue	Total revenue earned during FY20 was \$2.4M, of which \$605k was reimbursements for the purchase of buses. The adjusted supplemental budget estimated revenue at the end of the year was to be \$2.4M. The resulting negative variance was \$12k. Included in this calculation is an accrual for Q4 grant revenue of \$58k. 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 June was \$147k, which is \$7k more than budgeted.
COG – Fuel	Fuel expense YTD is \$101k, approximately \$10k less than FY19 and \$16k less than adjusted supplemental budget for FY20. The average monthly cost for fuel prior to Covid-19 was \$12k. The suspension of operating regular routes brought June's expense to \$1k.
COG – Operation Exp	Preventative maintenance, tires, shop supplies and bus repairs YTD total \$56k, approximately \$7k less than last year at this time and \$2k more than estimated in the supplemental budget.
COG – Cmncation	YTD communication expense is \$30k, which is approximately \$9k more than last year at this time due to the purchase of equipment and \$3k less than the adjusted supplemental budget.
COG – Driver Exp	Driver expenses YTD at the end of June were \$8k which is equal to the adjusted supplemental budget projection.

COG – Contract Lbr	Total Outside Contract Labor YTD through the end of FY20 was \$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.
Advertising	Advertising and Marketing expenses for FY20 totaled \$231k. This is \$9k less than the adjusted supplemental budget of \$240k.
Administrative Exp	Administration expenses through the end of June were \$140k which is \$2k less than this time last year and \$18k under the estimated supplemental budget. The budget savings occurred with \$9k 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.
Personnel Exp	Total YTD Personnel Expense is \$890k, which is \$89k less than the estimated supplemental budget, although it is \$170k more than this time last year. An increase in Direct Service wages and increased medical costs comprise the variance to last year at this time.
Capital Outlay	Year to date, \$665k has been spent on capital purchases. This is an increase of \$471k 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 a negative variance of \$70k when compared to the FY20 budget.
Net Income	Net income prior to audit of the financial statements at the end of June was \$81k. The is a year over year positive variance of \$85k.

Balance Sheet - 2 YR Comparison

As of June 30, 2020

	Jul 2019 - Jun 2020		
	Current	As of Jun 30, 2019 (PY)	Change
ASSETS			
Current Assets			
Bank Accounts			
1000 C. I. B. - Operating	113,111	21,208	91,904
1005 C. I. B. - Savings	500,071	180,569	319,502
1010 Money Market Account	0	20,054	(20,054)
1020 C. I. T. - H. R. County	408,092	737,304	(329,213)
1050 Petty Cash	93	100	(7)
Total Bank Accounts	1,021,367	959,235	62,132
Accounts Receivable			
1200 Accounts Receivable	2,615	68,817	(66,201)
Total Accounts Receivable	2,615	68,817	(66,201)
Other Current Assets			
1205 Accounts Receivables - Property Tax (deleted)	0	0	0
1210 Accounts Receivables - Grants	58,084	0	58,084
1270 Prepaid Expenses	16,236	14,114	2,123
200-405 Fund Balance (deleted)	0	0	0
Total Other Current Assets	74,320	14,114	60,207
Total Current Assets	1,098,303	1,042,165	56,138
Fixed Assets			
1605 Equipment & Vehicles	4,263,580	4,263,580	0
1610 Accumulated Depreciation	(1,258,026)	(1,258,026)	0
Total Fixed Assets	3,005,554	3,005,554	0
TOTAL ASSETS	\$4,103,857	\$4,047,719	\$56,138

LIABILITIES AND EQUITY

Liabilities

Current Liabilities

Accounts Payable

2000 Accounts Payable	3,639	30,469	(26,830)
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Total Accounts Payable	3,639	30,469	(26,830)
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Credit Cards

2105 Columbia Bank Visa	3,638	1,358	2,280
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2110 Wal Mart Community (deleted)	0	0	0
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Total Credit Cards	3,638	1,358	2,280
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Other Current Liabilities

101-310 Deferred Revenue - Property Tax (deleted)	0	0	0
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102-320 Accounts Payable - Audit BPI (deleted)	0	0	0
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102-335 Payroll Liabilities (deleted)	0	0	0
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Federal Taxes (941/944) (deleted)	0	0	0
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OR Income Tax (deleted)	0	0	0
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	Current	As of Jun 30, 2019 (PY)	Change
Total 102-335 Payroll Liabilities (deleted)	0	0	0
2001 Accounts Payable - Audit Adj	0	0	0
2500 Accrued Payroll	0	0	0
Total Other Current Liabilities	0	0	0
Total Current Liabilities	7,277	31,828	(24,550)
Long-Term Liabilities			
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
Total Long-Term Liabilities	4,255,719	4,255,719	0
Total Liabilities	4,262,997	4,287,547	(24,550)
Equity			
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	80,688	(4,408)	85,096
Total Equity	(159,140)	(239,828)	80,688
TOTAL LIABILITIES AND EQUITY	\$4,103,857	\$4,047,719	\$56,138

Income Statement Yr over YR

July 2019 - June 2020

	Jul 2019 - Jun 2020	Jul 2018 - Jun 2019 (PY)	Total Change
REVENUE			
4000 Fare Revenue			
4003 Fares & Employer Pass Prg	147,633	249,467	(101,833)
4005 Bus Advertising		10,000	(10,000)
Total 4000 Fare Revenue	147,633	259,467	(111,833)
4100 Contract Revenue			
4102 Medicaid (MCCOG)	59,754	75,764	(16,010)
4104 Weekend Trolley	25,000	44,369	(19,369)
4108 Contract Trans. Services	10,518	15,933	(5,415)
Total 4100 Contract Revenue	95,272	136,065	(40,793)
4200 Federal Funds			
4202 FLAP Funds - Hwy 35 - 33995	165,834		165,834
4301 5310 Funds - PM/Capital 33577	20,539		20,539
4303 5310 Funds - Mobility Mgmt 32866	28,813	136,093	(107,280)
4502 5311 Funds - Capital 32848	98,703		98,703
4503 5311 Funds-Op Sliding Scale 31920	15,147	160,282	(145,135)
4504 5311 Funds - Operating 33423	312,452		312,452
4595 CIT - Mass Transit Pysl Distb	23,676	18,533	5,143
Total 4200 Federal Funds	665,164	314,908	350,256
4304 5310 Funds - Capital Purchase 32192 (deleted)		144,173	(144,173)
4700 State Funds			
4702 STF Formula 33488	67,700		67,700
4704 STIF Project Formula 33614	454,892	239,175	215,717
4705 STIF Discretionary 33806	765,345		765,345
Total 4700 State Funds	1,287,937	239,175	1,048,762
4800 STF (deleted)			
4815 STF Formula - Operating 32005 (deleted)		67,000	(67,000)
Total 4800 STF (deleted)		67,000	(67,000)
4870 Local Assistance			
4871 Property Tax - Prior Year	3,835	3,006	830
4875 Property Tax - Current Year	184,055	167,068	16,987
Total 4870 Local Assistance	187,891	170,074	17,817
4900 Other Revenue			
4902 Interest Earned on CIT Acct	9,189	19,389	(10,201)
4903 Property Tax - Interest on Unseg Taxes	32	80	(48)
4905 Investment Earnings	34	11	23
4910 Sales of Equipment	3,640		3,640
Total 4900 Other Revenue	12,894	19,480	(6,586)
Total Revenue	2,396,791	1,350,341	1,046,450

COST OF GOODS SOLD

	Jul 2019 - Jun 2020	Jul 2018 - Jun 2019 (PY)	Total Change
5005 Vehicle Expense			
5006 Operational Driving Expenses	1,023		1,023
5009 Vehicle Licenses & Fees	1,018	491	527
5010 Vehicle Supplies	733	1,680	(947)
Total 5005 Vehicle Expense	2,773	2,171	602
5019 Fuel	101,166	111,956	(10,791)
5020 Operation Expenses			
5023 Preventative Maint & Vehicle Repair	46,379	44,789	1,590
5024 Tires	7,716	15,449	(7,733)
5025 Shop Supplies & Tools	1,961	3,011	(1,050)
Total 5020 Operation Expenses	56,056	63,249	(7,193)
5100 Communication Expense			
5130 Dispatch Software & Maintenance	17,176	14,186	2,989
5135 GPS Tracking SW	7,308	2,506	4,803
5145 Radio - Purchases, Repairs & Maint		1,800	(1,800)
5165 Cellular Data	6,053	2,994	3,059
Total 5100 Communication Expense	30,537	21,486	9,052
5200 Vehicle Insurance	15,015	4,962	10,053
5500 Driver Expenses			
5502 Employee Screening	658	427	230
5505 Driver Medical Exams, Vacc.		1,126	(1,126)
5510 Driver Training	2,979	975	2,004
5515 Drug & Alcohol Testing	3,940	2,346	1,595
5520 Uniforms	232	20	212
Total 5500 Driver Expenses	7,808	4,893	2,915
5600 Advertising & Marketing	231,438	52,574	178,864
5700 Grant/Contract Match Funds			
5705 Medicaid (Waiver) DD 53 Local Match	2,877	4,012	(1,135)
5709 Match - MCEDD	4,149	2,000	2,149
5750 Legal Ad - Public Notices		217	(217)
5770 Outside Contract Labor	166,650	35,040	131,610
Total 5700 Grant/Contract Match Funds	173,676	41,269	132,407
5899 COVID19 Expenses	2,627		2,627
Total Cost of Goods Sold	621,096	302,560	318,536
GROSS PROFIT	1,775,696	1,047,782	727,914
EXPENDITURES			
7000 Administrative Expenses			
7003 Building Expenses			
7005 Building Repairs & Maintenance	4,165	12,801	(8,636)
7008 Landscape Maintenance	2,768	3,443	(675)
7010 Building Utilities	17,365	15,133	2,232
7015 Telephone	2,884	5,252	(2,368)

	Jul 2019 - Jun 2020	Jul 2018 - Jun 2019 (PY)	Total Change
7020 Fire and Security	2,596	2,335	261
7025 Janitorial	2,977	2,475	502
Total 7003 Building Expenses	32,754	41,438	(8,684)
7100 Office Supplies & Expenses			
7106 Office Equipment	1,155	1,336	(181)
7108 Computer Software	3,788	(1,118)	4,906
7110 Printing & Copying	2,940	3,600	(660)
7112 Office Supplies & Postage	3,844	1,403	2,441
7115 Dues & Subscriptions	1,477	2,020	(543)
Total 7100 Office Supplies & Expenses	13,204	7,242	5,963
7300 Professional Fees			
7305 Admin Contracts	7,100	11,700	(4,600)
7308 Liability Insurance	4,814	2,076	2,738
7311 Audit & Bookkeeping	66,632	71,180	(4,548)
7314 Legal Counsel	1,377	5,457	(4,081)
7323 Administrative Fees & Licenses	3,087	219	2,868
7325 Payroll Processing Fees	2,526	3,358	(832)
Total 7300 Professional Fees	85,534	93,989	(8,455)
7400 Other Administrative Expense			
7405 Board Expense	28	434	(406)
7410 Interest & Bank Charges	1,083	1,387	(304)
7412 Merchant Fees	1,740		1,740
7417 Team Building	878		878
7421 Travel - Meals & Lodging	637	341	296
7424 Employee Mileage Reimbursements	233	473	(241)
7426 Staff Training		58	(58)
7495 Uncategorized Expense	129	(275)	404
7497 Reconciliation Discrepancies-1		(24,250)	24,250
7499 Reconciliation Discrepancies	3,627	17,314	(13,687)
Total 7400 Other Administrative Expense	8,354	(4,518)	12,872
Total 7000 Administrative Expenses	139,847	138,152	1,695
8000 Personnel Expense			
8003 Administrative Personnel Expense			
8005 Administrative Wages & Salary			
8007 Administrative - Regular Wages	124,209	125,221	(1,012)
8009 Administrative - Overtime	152		152
8011 Administrative - Holiday	4,162	2,884	1,278
8013 Administrative - Vacation	4,219	13,670	(9,451)
8015 Administrative - Sick Pay	184	1,751	(1,567)
8017 Transportation Stipend		150	(150)
8019 Administrative - Bilingual Bonus		162	(162)
8021 Administrative - Healthcare Stipend		150	(150)

	Jul 2019 - Jun 2020	Jul 2018 - Jun 2019 (PY)	Total Change
Total 8005 Administrative Wages & Salary	132,926	143,988	(11,062)
8030 Administrative Employer Taxes			
8031 Administrative - FICA	6,725	8,922	(2,197)
8032 Administrative - Medicare	1,937	2,087	(150)
8034 Administrative - State. Unemp, SUTA	366	73	293
8036 Administrative - Worker's Benefit Fund	100	45	55
Total 8030 Administrative Employer Taxes	9,127	11,127	(1,999)
8080 Administrative Benefits			
8081 Administrative - Medical, Dental, Life Ins	14,545	10,286	4,259
8083 Administrative - 401(a)		703	(703)
8088 Workers Compensation	634	634	(0)
Total 8080 Administrative Benefits	15,179	11,623	3,556
Total 8003 Administrative Personnel Expense	157,232	166,737	(9,505)
8103 Direct Service Personnel Expense			
8105 Direct Service Wages & Salary			
8107 Direct Service - Regular Wages	480,134	395,366	84,768
8109 Direct Service - Overtime	15,500	6,298	9,202
8111 Direct Service - Holiday	21,303	15,940	5,363
8113 Direct Service - Vacation	34,594	17,871	16,723
8115 Direct Service - Sick Pay	22,775	12,619	10,156
8116 Direct Service - EFMLA	13,347		13,347
8118 Direct Service - Bonus	10,700		10,700
8119 Direct Service - Bilingual Bonus	2,635	2,091	544
8121 Direct Service - Healthcare Stipend	5,085	9,823	(4,738)
Total 8105 Direct Service Wages & Salary	606,073	460,008	146,065
8125 Direct Services - Contract Labor	15,670		15,670
8130 Direct Service Employer Taxes			
8131 Direct Service - FICA	31,386	29,458	1,928
8132 Direct Service - Medicare	8,725	6,319	2,406
8134 Direct Service - State Unemp, SUTA	1,685	(573)	2,257
8136 Direct Service - Worker's Benefit Fund	240	306	(66)
Total 8130 Direct Service Employer Taxes	42,036	35,511	6,525
8180 Direct Service Benefits			
8181 Direct Service - Medical, Dental, Life Ins	51,354	38,946	12,407
8183 Direct Service - 401(a)	1,741	2,179	(438)
8188 Worker's Compensation Insurance	16,150	16,663	(513)
Total 8180 Direct Service Benefits	69,245	57,788	11,457
Total 8103 Direct Service Personnel Expense	733,024	553,307	179,717
Total 8000 Personnel Expense	890,256	720,044	170,212
9000 Capital Outlay			
9010 Equipment - Operational	615,405		615,405

	Jul 2019 - Jun 2020	Jul 2018 - Jun 2019 (PY)	Total Change
9020 Vehicles Leases	49,500	202,494	(152,994)
9032 Receipt From Sale of Assets		(8,500)	8,500
Total 9000 Capital Outlay	664,905	193,994	470,911
Total Expenditures	1,695,008	1,052,189	642,818
NET OPERATING REVENUE	80,688	(4,408)	85,096
NET REVENUE	\$80,688	\$ (4,408)	\$85,096

Actual vs Budget

July 2019 - June 2020

	Actual	Budget	over Budget	Total % of Budget
REVENUE				
4000 Fare Revenue				
4003 Fares & Employer Pass Prg	147,633.46	150,167.00	-2,533.54	98.31 %
4005 Bus Advertising		8,000.00	-8,000.00	
Total 4000 Fare Revenue	147,633.46	158,167.00	-10,533.54	93.34 %
4100 Contract Revenue				
4102 Medicaid (MCCOG)	59,754.00	100,000.00	-40,246.00	59.75 %
4104 Weekend Trolley	25,000.00	25,000.00	0.00	100.00 %
4108 Contract Trans. Services	10,517.88	20,000.00	-9,482.12	52.59 %
Total 4100 Contract Revenue	95,271.88	145,000.00	-49,728.12	65.70 %
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	20,539.00	30,000.00	-9,461.00	68.46 %
4303 5310 Funds - Mobility Mgmt 32866	28,813.00		28,813.00	
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	160,283.00	-145,136.00	9.45 %
4504 5311 Funds - Operating 33423	312,452.00		312,452.00	
4595 CIT - Mass Transit Pysl Distb	23,676.16	20,000.00	3,676.16	118.38 %
Total 4200 Federal Funds	665,164.16	544,046.00	121,118.16	122.26 %
4550 STIF Project - Intercity CGE Operations (deleted)		445,500.00	-445,500.00	
4700 State Funds				
4702 STF Formula 33488	67,700.00	67,000.00	700.00	101.04 %
4704 STIF Project Formula 33614	454,892.00	493,000.00	-38,108.00	92.27 %
4705 STIF Discretionary 33806	765,345.00	512,000.00	253,345.00	149.48 %
Total 4700 State Funds	1,287,937.00	1,072,000.00	215,937.00	120.14 %
4870 Local Assistance				
4871 Property Tax - Prior Year	3,835.45	1,000.00	2,835.45	383.55 %
4875 Property Tax - Current Year	184,055.18	155,300.00	28,755.18	118.52 %
Total 4870 Local Assistance	187,890.63	156,300.00	31,590.63	120.21 %

	Actual	Budget	over Budget	Total % of Budget
4900 Other Revenue				
4902 Interest Earned on CIT Acct	9,188.75		9,188.75	
4903 Property Tax - Interest on Unseg Taxes	31.85		31.85	
4905 Investment Earnings	33.53	9,000.00	-8,966.47	0.37 %
4910 Sales of Equipment	3,640.00	3,000.00	640.00	121.33 %
Total 4900 Other Revenue	12,894.13	12,000.00	894.13	107.45 %
Total Revenue	2,396,791.26	2,533,013.00	-136,221.74	94.62 %
COST OF GOODS SOLD				
5005 Vehicle Expense				
5006 Operational Driving Expenses	1,022.50		1,022.50	
5009 Vehicle Licenses & Fees	1,018.00		1,018.00	
5010 Vehicle Supplies	732.55		732.55	
Total 5005 Vehicle Expense	2,773.05		2,773.05	
5019 Fuel	101,165.69	252,800.00	-151,634.31	40.02 %
5020 Operation Expenses				
5023 Preventative Maint & Vehicle Repair	46,379.01	75,800.00	-29,420.99	61.19 %
5024 Tires	7,715.75		7,715.75	
5025 Shop Supplies & Tools	1,960.84		1,960.84	
Total 5020 Operation Expenses	56,055.60	75,800.00	-19,744.40	73.95 %
5100 Communication Expense		13,200.00	-13,200.00	
5130 Dispatch Software & Maintenance	17,175.66	10,000.00	7,175.66	171.76 %
5135 GPS Tracking SW	7,308.14		7,308.14	
5165 Cellular Data	6,053.44		6,053.44	
Total 5100 Communication Expense	30,537.24	23,200.00	7,337.24	131.63 %
5200 Vehicle Insurance	15,014.50	19,200.00	-4,185.50	78.20 %
5500 Driver Expenses		32,850.00	-32,850.00	
5502 Employee Screening	657.71		657.71	
5510 Driver Training	2,978.60		2,978.60	
5515 Drug & Alcohol Testing	3,940.00		3,940.00	
5520 Uniforms	232.00		232.00	
Total 5500 Driver Expenses	7,808.31	32,850.00	-25,041.69	23.77 %

				Total
	Actual	Budget	over Budget	% of Budget
5600 Advertising & Marketing	231,438.08	111,000.00	120,438.08	208.50 %
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 %
Total 5700 Grant/Contract Match Funds	173,676.12	339,390.00	-165,713.88	51.17 %
5899 COVID19 Expenses	2,626.95		2,626.95	
Total Cost of Goods Sold	621,095.54	854,240.00	-233,144.46	72.71 %
GROSS PROFIT	1,775,695.72	1,678,773.00	96,922.72	105.77 %
EXPENDITURES				
7000 Administrative Expenses				
7003 Building Expenses				
7005 Building Repairs & Maintenance	4,164.82	10,165.00	-6,000.18	40.97 %
7008 Landscape Maintenance	2,768.35	3,500.00	-731.65	79.10 %
7010 Building Utilities	17,364.77	15,000.00	2,364.77	115.77 %
7015 Telephone	2,883.70	5,000.00	-2,116.30	57.67 %
7020 Fire and Security	2,595.63	2,400.00	195.63	108.15 %
7025 Janitorial	2,976.88	2,200.00	776.88	135.31 %
Total 7003 Building Expenses	32,754.15	38,265.00	-5,510.85	85.60 %
7100 Office Supplies & Expenses				
7106 Office Equipment	1,155.21	1,000.00	155.21	115.52 %
7108 Computer Software	3,787.61	1,000.00	2,787.61	378.76 %
7110 Printing & Copying	2,940.30	2,200.00	740.30	133.65 %
7112 Office Supplies & Postage	3,844.16	6,000.00	-2,155.84	64.07 %
7115 Dues & Subscriptions	1,477.04	3,000.00	-1,522.96	49.23 %
Total 7100 Office Supplies & Expenses	13,204.32	13,200.00	4.32	100.03 %
7300 Professional Fees				
7305 Admin Contracts	7,100.00		7,100.00	
7308 Liability Insurance	4,813.50	16,250.00	-11,436.50	29.62 %
7311 Audit & Bookkeeping	66,631.97	50,150.00	16,481.97	132.87 %
7314 Legal Counsel	1,376.50	1,000.00	376.50	137.65 %

				Total
	Actual	Budget	over Budget	% of Budget
7323 Administrative Fees & Licenses	3,086.58	500.00	2,586.58	617.32 %
7325 Payroll Processing Fees	2,525.55	2,650.00	-124.45	95.30 %
Total 7300 Professional Fees	85,534.10	70,550.00	14,984.10	121.24 %
7400 Other Administrative Expense				
7405 Board Expense	28.47	600.00	-571.53	4.75 %
7410 Interest & Bank Charges	1,082.53	1,120.00	-37.47	96.65 %
7412 Merchant Fees	1,739.83		1,739.83	
7417 Team Building	877.90		877.90	
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	
7499 Reconciliation Discrepancies	3,627.06		3,627.06	
Total 7400 Other Administrative Expense	8,354.25	2,720.00	5,634.25	307.14 %
Total 7000 Administrative Expenses	139,846.82	124,735.00	15,111.82	112.12 %
8000 Personnel Expense				
8003 Administrative Personnel Expense				
8005 Administrative Wages & Salary				
8007 Administrative - Regular Wages	124,208.96	131,328.00	-7,119.04	94.58 %
8009 Administrative - Overtime	151.71		151.71	
8011 Administrative - Holiday	4,162.38		4,162.38	
8013 Administrative - Vacation	4,218.75		4,218.75	
8015 Administrative - Sick Pay	184.00		184.00	
Total 8005 Administrative Wages & Salary	132,925.80	131,328.00	1,597.80	101.22 %
8030 Administrative Employer Taxes				
8031 Administrative - FICA	6,724.81	26,820.00	-20,095.19	25.07 %
8032 Administrative - Medicare	1,936.88		1,936.88	
8034 Administrative - State. Unemp, SUTA	365.64		365.64	
8036 Administrative - Worker's Benefit Fund	99.84		99.84	
Total 8030 Administrative Employer Taxes	9,127.17	26,820.00	-17,692.83	34.03 %
8080 Administrative Benefits				

				Total
	Actual	Budget	over Budget	% of Budget
8081 Administrative - Medical, Dental, Life Ins	14,544.77	17,150.00	-2,605.23	84.81 %
8088 Workers Compensation	634.04	1,000.00	-365.96	63.40 %
Total 8080 Administrative Benefits	15,178.81	18,150.00	-2,971.19	83.63 %
Total 8003 Administrative Personnel Expense	157,231.78	176,298.00	-19,066.22	89.19 %
8103 Direct Service Personnel Expense				
8105 Direct Service Wages & Salary				
8101 Direct Wages		210,000.00	-210,000.00	
8107 Direct Service - Regular Wages	480,134.23	413,142.00	66,992.23	116.22 %
8109 Direct Service - Overtime	15,499.74		15,499.74	
8111 Direct Service - Holiday	21,302.81		21,302.81	
8113 Direct Service - Vacation	34,593.70		34,593.70	
8115 Direct Service - Sick Pay	22,775.39		22,775.39	
8116 Direct Service - EFMLA	13,347.30		13,347.30	
8118 Direct Service - Bonus	10,700.00		10,700.00	
8119 Direct Service - Bilingual Bonus	2,634.96		2,634.96	
8121 Direct Service - Healthcare Stipend	5,085.00		5,085.00	
Total 8105 Direct Service Wages & Salary	606,073.13	623,142.00	-17,068.87	97.26 %
8125 Direct Services - Contract Labor	15,670.08		15,670.08	
8130 Direct Service Employer Taxes				
8131 Direct Service - FICA	31,386.40	83,025.00	-51,638.60	37.80 %
8132 Direct Service - Medicare	8,724.70		8,724.70	
8134 Direct Service - State Unemp, SUTA	1,684.58		1,684.58	
8136 Direct Service - Worker's Benefit Fund	240.17	17,000.00	-16,759.83	1.41 %
Total 8130 Direct Service Employer Taxes	42,035.85	100,025.00	-57,989.15	42.03 %
8180 Direct Service Benefits				
8181 Direct Service - Medical, Dental, Life Ins	51,353.61	74,600.00	-23,246.39	68.84 %
8183 Direct Service - 401(a)	1,740.69		1,740.69	
8188 Worker's Compensation Insurance	16,150.40		16,150.40	
Total 8180 Direct Service Benefits	69,244.70	74,600.00	-5,355.30	92.82 %
Total 8103 Direct Service Personnel Expense	733,023.76	797,767.00	-64,743.24	91.88 %
Total 8000 Personnel Expense	890,255.54	974,065.00	-83,809.46	91.40 %

	Actual	Budget	over Budget	Total % of Budget
9000 Capital Outlay				
9010 Equipment - Operational	615,405.27	95,000.00	520,405.27	647.80 %
9020 Vehicles Leases	49,500.00	480,000.00	-430,500.00	10.31 %
Total 9000 Capital Outlay	664,905.27	575,000.00	89,905.27	115.64 %
Total Expenditures	1,695,007.63	1,673,800.00	21,207.63	101.27 %
NET OPERATING REVENUE	80,688.09	4,973.00	75,715.09	1,622.52 %
NET REVENUE	\$80,688.09	\$4,973.00	\$75,715.09	1,622.52 %

Statement of Cash Flows

July 2019 - June 2020

	Total
OPERATING ACTIVITIES	
Net Revenue	80,688.09
Adjustments to reconcile Net Revenue to Net Cash provided by operations:	
1200 Accounts Receivable	66,201.40
1210 Accounts Receivables - Grants	-58,084.00
1270 Prepaid Expenses	-2,122.87
2000 Accounts Payable	-26,830.34
2105 Columbia Bank Visa	2,280.17
Total Adjustments to reconcile Net Revenue to Net Cash provided by operations:	-18,555.64
Net cash provided by operating activities	62,132.45
NET CASH INCREASE FOR PERIOD	62,132.45
Cash at beginning of period	959,234.92
CASH AT END OF PERIOD	\$1,021,367.37

Operations Report



June

Safety and Statistics

Operations Report

SAFETY AND STATISTICS

SAMSARA SAFETY SCORE

	June	May	April	
Safety Score	98/100	98/10	98/100	
Accidents	0	0	0	
Harsh Events	13	8	2	
Drive Time	573:55	172:0	122:34	
% over speed limit	1.1%6:22	2%(29 min)	1% (1:40mins)	
Miles Driven	17,224 Mi	6226 Mi	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

	June	May	April		
Fixed OTP 5 mins	89%	N/A	N/A		
Fixed OTP 15 mins	98%	N/A	N/A		
DAR OTP 5 mins	79%	71%	74%		
DAR OTP 15 mins	89%	85%	855		

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

	June	May	April		
Fuel Used (Gas)	2125.17	711.01	463.45		
Gas MPG	8.56	8.75Mpg	8.25MPG		
Fuel Used (Diesel)	194.47	N/A	103.07		
Diesel MPG	6.5 MPG	N/A	N/A		
Total Fuel Cost	\$4512.02	\$1190.34	\$625.54		
Vehicle Repairs	0	0	0		
Customer Complaints	0	0	0		

RIDERSHIP

Route	City Route	Upper Valley	DAR	The Dalles	Portland	Totals
1	282					282
2			251			251
3					170	170
4				84		84
5		7				7
Total	282	7	251	84	170	794
Total Hrs	220	9	242	55	220	746
BR/HR	1.28	0.78	1.04	1.53	0.77	1.06



Memo

To: BOARD OF DIRECTORS
From: Patricia Fink, Executive Director
Date: July 15, 2020
Re: Project & Status Updates

Background

This memo is an update to the Board on the projects that staff is working on or will begin working on this year. We have also included the status of these projects and indicated where Board Member involvement would be appreciated.

Projects that are starred (*) are projects that are a “regulatory” must do; as such they are a priority for staff. Projects that are square (■) are projects that are on-going and staff will continue unless a different priority direction is given. Projects that are circle (●) are projects that staff should/could focus on but will need some guidance from the Board regarding their importance to overall District goals and priorities.

Planning

- * **Coordinated Human Services Plan due 10/2020** – This is the Coordinated Human Services Transportation Plan. It is a plan that outlines how we are coordinating our services with others to assist low-income, seniors and persons with disabilities. It a required update that is typically updated every three years. We asked for a one-year extension in October 2019, because of the launch of CGE. This was granted. We must complete this before end of October 2020.
- * **STIF Application (CGE Discretionary) due 11/30/20** – This application is the funding submittal for the CGE grant renewal. The applications will be out sometime in August and will be due end of November. The Board will need to make some decisions about our request.
- * **STIF Plan Update (Formula) due 2/1/2021** – This is an update to our existing plan and will require a minimum of two to three meetings with the Committee and Board before the plan is finalized and approved in January.
- **IT & Planning Grants due 3/1/2021/Updated Transit Master Plan Scope due 6/2022** (Associated with Planning Grant). This is not a required activity, but a recommended activity if the District wants to update the Transit Master Plan on or before 6/22 and also wants to update their transit technology.
- **TGM Grant for Transit Stops & TOD Development Hwy 35 & I-84 communities in Hood River-** Again this is not a required piece, but should the Board have an interest – this would need to be completed to dovetail with Master Plan



- **Gorge Transit Vision / Transit Strategy** - This is not a requirement, but an essential piece of the funding puzzle. And potentially an important part of the District's long-term strategy.

Politics & Funding

All of the politics and funding strategies should follow the Board priorities. This will be a key piece of the decisions that the Board should discuss at their retreat. Are G2M and CGE priorities, under what circumstances? How we will work to secure short and long-term funding

- Funding Strategy G2M & CGE due 7/2021
- Mt Hood Package (Federal) due Spring 2021
- Gorge Package (Federal/States) due Spring 2021

Operations

- **Cascade Locks Shuttle Program** – this project is not a requirement but was an area prioritized by community and Board in the STIF plan. Board could push forward with changes, or opt to reconsider as part of COVID
- **Senior Lunch Program Shuttle**– this project is not a requirement but was an area prioritized by community and Board in the STIF plan. Board could push forward with changes, or opt to reconsider as part of COVID
- * **Gorge to Mountain** – this is a contract renewal for the Gorge to Mountain services. The project was successful last year, and funding is available. It however is not a requirement and the Board could opt not to push this forward.
- * **Vehicle Purchase** - we have funds set aside to purchase two new vehicles. Need to move forward to replace two lemons and get fleet functioning at 100%.
- **Bus Stops / Shelter Placement** – this has been a Board focus, but likely will require more Board involvement and potential activism to move this forward.
- * **Electrification Grant** – based on Board interest, Staff moved forward on the purchase of two electric vans for DAR services. Funding is available next year, would like to pursue funding for Charging station.
- **Facility Expansion Planning (info for TMP Update – related to TOD Planning)** – this is a longer-term activity bus will require some Board input on short and long-term goals for existing facility and planning.

Fares

- * **Student Fare Program** – requirement of STIF grant to provide free fares to high school and middle school. Working with School District to re-up for FY 20/21 School Year.
- **GO Pass Program** – This was the Board Annual Pass Program. Was a priority last year but cut short by COVID. It was part of the CGE funding strategy. Is this still a priority for the Board?
- * **Low-Income Fare Program** – again also part of STIF grant requirement, implemented to coincide with GO Pass and Community ID. If Go Pass not a priority – how to implement.
- **Fares for Individual Trips** – Board will need to weigh in on individual fares, ticket books and other fare instruments.

Other Projects

- **Forth Car-Sharing Project** – An ongoing project, doesn't require much engagement from Staff, but is one of many TDM related activities that could be important long-term. This is part of a larger potential strategy related to transportation focused improvements that could be a priority.



Memo

To: BOARD Of DIRECTORS
From: Patricia Fink, Executive Director
Date: July 15, 2020
Re: COVID Policies

Background

One of the Board Members asked me about our COVID policies and what safeguards we currently have in place for both drivers, office staff and riders. While we have detailed some of this information in the April and May Board meetings, and we have compiled a list of the precautions we have taken on our website www.ridecatbus.org, this memo is intended to provide full overview of the policies that CAT currently has in place as it relates to vehicles, drivers, riders, service levels and office staff.

In addition, to these policy overviews, I am attaching an article which ran this week in Mass Transit Magazine. The information is based on several articles and research studies surrounding COVID and public transit use.

Policies

Vehicle, Drivers and Riders

- **On-Vehicles**_ All vehicles are cleaned before and after each shift and when possible after each trip (CGE Service). All surfaces are sprayed and wiped down with disinfectant cleaner and floors are mopped. All vehicles adhere to current public transit guidelines for passenger and driver distancing and staff has taken additional steps to provide enhanced fresh airflow through the vehicles. All in service vehicles are equipped with Plexiglas shields for the drivers and have all required COVID information/guidelines posted in English and Spanish.
- **Drivers**_ All drivers are required to wear and mask covering their nose and mouth at all times while operating a CAT vehicle. They have hand sanitizer available for use on all vehicles and at all building entrances. Drivers are required to wear gloves when assisting a passenger with loading or unloading from the vehicle and then properly dispose of the gloves after each use. Drivers are also required to wear face masks while in the office.
- **Off Duty Guidelines** - All drivers have been asked to follow State Health Authority Guidelines in their off-duty time (e.g. wear a mask, practice physical distancing, reduce interaction with others and to avoid large gatherings).



- **Riders** All passengers are required to wear a mask covering both their nose and mouth before entering the vehicle and at all times while on the vehicle. If the rider does not have a mask the driver will provide one. Hand sanitizer is available on all the vehicles for passengers to use. Passengers are also required to observe public transit distancing rules and only sit in marked available seating (6 feet from the driver and at least 3 feet from all other passengers). Passengers are also asked to remain home if they have any symptoms or think they may have encountered anyone with symptoms.

Service Levels

- **Governor “Stay at Home Order”** – Once an official stay at home order was issued, CAT stopped all fixed-route travel and went to an essential/life sustaining DAR (Call In Service) service with Hood River County and limited DAR trips from The Dalles to Hood River. This worked well and is the policy we would follow were another formal “stay at home order” issued.
- **Phase I – Reopening**– All fixed-route travel remained closed and DAR (Call In Service) service was expanded in Hood River County, from The Dalles to Hood River and limited medical trips to Portland for Gorge residents.
- **Phase II – Reopening** – Resumed Hood River city route and limited CGE service (Multnomah Falls remains closed). Expanded DAR hours in Hood River County and resumed limited deviate fixed route Upper Valley service.
- **Phase III - Reopening** – Resume all services to original levels.

Office Area & Staff

- **Waiting Area** - Waiting room is closed and plastic shields limit the direct contact between office staff and public. Chairs have been removed. Six feet social distancing areas have been marked and windows are open to help facilitate air circulation, Hand sanitizer is available both outside and inside the waiting area.
- **Office/Maintenance Bay Area** – All staff are required to wear a face mask at all times within the Board Room/ Maintenance Bays and Main office area. Hand sanitizer is available for staff to use as they come in from the outside. Staff is encouraged to use it. Windows are kept open to facilitate air circulation.
- **Lunch Area** – Staff are required to wear a face mask except when eating. Drivers and other staff are encouraged to maintain 6-foot distance in this area – and during the summer encouraged to eat at the outside picnic table.
- **Off Duty Guidelines** - All office staff have been asked to follow State Health Authority Guidelines in their off-duty time (e.g. wear a mask, practice physical distancing, reduce interaction with others and to avoid large gatherings).



COVID Positive

- **Sick Employees** - Any employee who has fever or other COVID related symptoms will be asked to be tested and will be required to stay home until the test results have been returned.
- **Positive Test** - Should one employee test positive, all staff will be required to be tested. Only Ops Staff will continue to come into the office (we will strive to minimize overlap) and other staff will work from home while waiting for test results. Drivers will continue to drive until test results have been verified unless they are exhibiting symptoms. Anyone testing positive will be quarantined until cleared by a health professional.
- **Service Shut Downs** – A full service shut down would only be conducted were the outbreak to impact more than 50% of our staff.

MASS TRANSIT



Denver RTD

SAFETY & SECURITY

Riding transit during COVID-19 is safer than most think when everyone follows basic safety guidelines

Denver RTD shares insights from public health officials, emphasizing there have been no cluster of cases in riders or RTD operators.

From — **Regional Transportation District (RTD)**

Jul 7th, 2020

The Denver Regional Transportation District (RTD) cites that public health officials are becoming more optimistic that passengers can return to public transit without risking

exposure to COVID-19, as the agency reinstates front-door boarding and fare collection throughout the system.

International studies on COVID-19 transmission pathways have not pinpointed clusters of cases related to public transit use, according to national publications like *The Atlantic* and Bloomberg City Lab. Locally, the agency says there have not been clusters of cases in riders or Denver RTD operators that should concern potential riders, public health officials said, as long as passengers and employees consistently follow guidelines.

“I think mass transit is a perfectly safe alternative if we as individuals and as a community do the basics,” said Dr. Bill Burman, director of Denver Public Health.

Those “basics,” according to Denver and state health officials, include:

- Wearing face coverings at all times, among both passengers and operators. Denver RTD is requiring the use of face coverings by both groups.
- Distancing at least six feet from other passengers, which Denver RTD is facilitating by adding vehicles on busy routes to maintain space between passengers.
- Using hand sanitizer or wipes after riding.
- Staying quiet, as conversation – and, especially, yelling or singing – amplify spread of the virus, officials have said. A quiet car is a safer car.

“The basics work,” Burman said. By abiding by the guidance on this list, he added, “it’s quite reasonable for people to use mass transit.”

Burman and other metro Denver leaders have reviewed both local evidence and the experience of major transit systems around the world and found that transit is not a dangerous vector as once feared, says Denver RTD.

An article in *The Atlantic* noted a “lack of evidence that public-transit systems have played a role in COVID-19 transmission – and a growing body of research pointing in the other direction.” Further, according to the magazine, “A recent study in Paris found that none of 150 identified coronavirus infection clusters from early May to early June originated on the city’s transit systems. A similar study in Austria found that not one of 355 case clusters in April and May was traceable to riding transit.”

The clusters studied in Paris largely came from other frequently cited risky spaces, including healthcare facilities, workplaces and homeless shelters – “all sites where people mix in enclosed spaces for long periods of time and, in the case of hospitals, where people who are already infected are likely to congregate.”

Bloomberg City Lab noted that in a study of almost a month of French cases, “not a single COVID-19 cluster had emerged on France’s six metro systems, 26 tram and light-rail networks or numerous urban bus routes.” A study of Japanese virus clusters also found none emanating from Tokyo’s “famously packed” commuter trains.

Denver RTD’s system may have an even bigger advantage in that it does not operate underground, tightly enclosed subways, Burman said. Subways remain a higher concern because of lack of air circulation on platforms or in trains, while Denver RTD’s buses and rail cars operate above ground and allow for windows and doors to be opened, for air circulation.

“The information emerging from around the world is encouraging, and RTD is aware of it as we work closely with peer transit agencies to share the lessons we’re learning and our best practices,” said Mike Meader, RTD’s chief safety and security officer and assistant general manager of safety, security and asset management. “To ensure an appropriate response to the coronavirus, we continue to follow the guidance of the World Health Organization, Centers for Disease Control and Prevention, the Colorado Department of Public Health and Environment and the Denver Office of Emergency Management.”

As Denver RTD prepares to get the region moving again, the agency says it is taking additional steps to make travel as safe as possible. Buses are currently being retrofitted with shields between operators and passengers boarding from the front, a process that will be completed in the coming months. In addition, Denver RTD continues to broaden its supplies of personal protective equipment, from face coverings provided to drivers to sanitizing and cleaning supplies.

Source URL: <https://www.masstransitmag.com/safety-security/press-release/21145170/regional-transportation-district-rtd-riding-transit-during-covid19-is-safer-than-most-think-when-everyone-follows-basic-safety-guidelines>



To Cascade Locks, Multnomah Falls, and Portland
 See Inset on Back

To White Salmon & Bingen, WA
 Mount Adams Transit and Amtrak

To The Dalles
 See Inset on Back

To Parkdale & Odell

Legend

- Stops and Locations
- Transfer to Upper Valley Route
- Transfer to MATS and Columbia Gorge Express
- H Hospital
- L Library
- City Route
- Columbia Gorge Express
- Upper Valley
- - - Bike Routes
- - - Walking Trails
- Parks

