Wednesday, July 21, 2021
Regular Meeting of the Board of Directors
of the Hood River County Transportation District

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

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, CAT will hold this meeting by using Zoom conferencing technology. Members of the general public can attend by calling **(253) 215-8782, Meeting ID: 811 9731 2471, Password: 417351 or visiting https://us02web.zoom.us/j/81197312471?pwd=SUxRQU4wN0p1ell0K3FRNWZpaXI5UT09**

1. **Call Meeting to Order – 4:00 p.m.**

2. **Roll Call:** Lara Dunn - Chair, Leti Moretti – Vice Chair, Darrell Roberts – Secretary/Treasurer, Dr. Meghan Larivee, Greg Pack, Jeff Helfrich Megan Ramey.

3. **Approval of June 16, 2021 Budget Hearing and Board of Directors Minutes – Lara Dunn** **Pages 7-9**

4. **Public Comment**
   Public Comment Note: This part of the agenda is reserved for members of the public to address the Board on any issue. ***Please note the following instructions:***
   1. To indicate that you would like to provide testimony, please use the raise your hand button.
   2. For those attending via phone only, press *9 on your phone to raise your hand.
   3. When it is your time to speak, your name will be called.
      - For those attending via phone only, the last four (4) digits of your phone number will be called.
   4. Please state your name, city of residence, and who you are representing for the audio record.
      - Once you have provided testimony, your hand will be lowered. Please do not raise your hand again. Only one opportunity to speak is provided.
   5. For those unable or not wanting to speak publicly, testimony may be provided via e-mail at john.andoh@catransit.org
   6. Three (3) minutes per community member.

5. **Special Presentation to Former Board Members – Lara Dunn**
6. **Oath of Office for New Board Members – John Andoh** **Pages 10-12**
7. **Monthly Financial Report - Teresa Gallucci, Our Team Accounting** **Pages 13-21**
8. **Resolutions & Action Items**
   a. Election of Chair, Vice Chair and Secretary/Treasurer – Lara Dunn **Pages 22-23**
   b. Selection of Auditor – John Andoh **Pages 24-29**
   c. Selection of Legal Counsel – John Andoh **Pages 30-34**

9. **Operations Manager's Report – Ty Graves** **Pages 35-37**
    a. Employee of the Month
    b. Performance Report
    c. Cascade Locks & White Salmon Service Planning Update
    d. New Bus Stops Update
10. **Executive Director's Report – Patty Fink and John Andoh - 5:00 p.m.** **Verbal**
    a. GOrge Pass Implementation & Sales Update – Patty Fink
    b. Multnomah Falls Update – Patty Fink
    c. Gorge 2 Mountain Service Planning Update – John Andoh
    d. Transit Master Plan Update – Patty Fink & John Andoh
    e. Legislative Update – John Andoh & Patty Fink
11. **Discussion Items**
    a. Transit Master Plan Committees – John Andoh & Patty Fink **Page 38**
    b. Employee Health Status – John Andoh **Verbal**
12. **Board Member Topics For Future Discussion**
13. **Upcoming Events**

14. **Adjournment – 5:30 p.m.**

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

Take CAT to the Meeting! Call (541) 386-4202 for more information on routes and services that come to the CAT Administrative Offices. Masks are required to be worn while on CAT buses and at CAT offices.

Se Habla Español.

Wednesday, June 16, 2021
Hood River County Transportation District
Regular Meeting of the Board of Directors
224 Wasco Loop, Board Conference Room
Hood River, OR 97031
4:00 p.m. – 4:15 p.m. Budget Public Hearing
4:15 p.m. – 6:00 p.m. Board of Directors Meeting
Meeting Minutes

Budget Public Hearing

Budget Public Hearing Attendees:
Board Members: Lara Dunn, Darrell Roberts, Leti Moretti, Greg Pack, Bridget Bailey, Megan Ramey
Public: Valerie Egon (ODOT)
Staff: Patty Fink, John Andoh, Amy Schlappi, Ty Graves, Teresa Gallucci (Our Team Accounting)

1. Call to Order
Lara called the Budget Public Hearing to order at 4:04 p.m.

2. **Roll Call**
John took the roll. Lara Dunn - Chair, Leti Moretti – Vice Chair, Darrell Roberts – Secretary/Treasurer, Eleazar Reyes, Greg Pack and Megan Ramey is all present.

3. Public Hearing

a. Public Hearing for Fiscal Year 2022 Operating and Capital Budget
John Andoh presented the staff report and requested that the Chair open the public hearing. John mentioned that one comment was received.
There were no members of the public that wanted to comment.

Greg mentioned that the letter made good points and the comments should be reviewed for future planning. Patty Fink mentioned that she was out of the office when she received the letter, and that Patty will respond to her Ms. Tomespoi letter.

Megan stated she likes free fixed route transit and was concerned about the generalization about fixed route transit does not work and that many systems are converting to dial-a-ride which is the opposite trajectory of CAT.

A discussion about ridership data occurred.

Public Hearing closed at 4:12 p.m. by Lara.

4. **Adjournment**
   A motion was made by Leti and seconded by Megan to adjourn the meeting.
   Approve: Lara, Leti, Megan, Greg, Eleazar, Darrell
   Absent: Bridget

Regular Board of Directors Meeting

1. **Call to Order**
   Lara called the Board of Directors Meeting to order at 4:15 p.m.

2. **Roll Call**
   John took the roll. Lara Dunn - Chair, Leti Moretti – Vice Chair, Darrell Roberts – Secretary/Treasurer, Eleazar Reyes, Greg Pack, Bridget Bailey and Megan Ramey are all present.

3. **Approval of the Minutes**
   Lara asked for comments on the minutes from the May 2021 Board of Directors Meeting. There were no comments.

   Motion:
   A motion was made by Leti and seconded by Bridget to adopt the minutes from the May 2021 Board of Directors Meeting
   Approve: Lara, Leti, Megan, Greg, Bridget, Eleazar, Darrell

3. **Public Comment**
   Lara asked if there was any public comment. There was none. Lara asked if Ms. Snell if she wanted to speak about her concerns. She stated she would wait until Operations Manager report.

4. **Financial Overview**
   Teresa from Our Team Accounting provided a financial review of the District's financial activities for the month of May 2021. The District ended May 2021 with $1.1 million in the bank account. Net income was $270,000. She discussed changes with the final supplemental budget. Patty added details about the purchase of one bus and tablets that would be charged this fiscal year. Teresa talked about the upcoming the audit and Patty explained that this is a common process each year.

5. **Resolutions & Action Items**

   a. **Resolution: Adoption of the Fiscal Year 2022 Operating & Capital Budget** – Patty introduced this item and asked the Board to consider adopting resolution 6-16-21 to adopt the operating and capital budget for $4,324,888 and a taxing rate of 0.0723 per $1,000 which is consistent with years path. Patty also added that the

Budget Committee authorized another $20,000 for the replacement or repair of the HVAC system. Bridget asked for clarification on the

Motion:

A motion was made by Bridget and seconded by Greg to adopt Resolution 6-16-21

Approve: Lara, Leti, Megan, Greg, Bridget, Darrell, Eleazar

b. Approval of Employment Contract with Patty Fink

Lara presented this item and mentioned that Patty asked for a contract for her final year. She explained the agreed points and the final contract is in the packet and asked for questions. Greg asked about the need of the contract. Patty explained that the Assistant Executive Director has a formal contract, and the Contract with Patty would change when she reduces to 50%. Lara explained that this formalizes the relationship with Patty as she steps down. Greg asked about paying out sick leave for exiting employees. Leti stated this is common with other organizations. Greg asked is this a new item for the Board to consider. Darrell stated he had concerns about the sick leave and that steps were taken to avoid setting the precedence. Bridget explained that Patty's salary was set by a previous Board and is below the salary of a public administrator of an agency this size. Bridget felt that Patty deserves a bonus due to the low salary and achievements made. She requested the terms be strike from the report in relation to the sick leave pay out and that it is a one-time bonus payment. Lara asked about rounding the number and Patty stated you can round down and she is okay with it to $17,000.

Motion:

A motion was made by Bridget and seconded by Leti to authorize a one-time bonus payment of $17,000 for the low salary and her achievement and adopting the employment contract with Patty Fink

Approve: Lara, Leti, Megan, Greg, Bridget, Darrell, Eleazar

c. Adoption of a Board Member Pass Program

John introduced this item to allow Board Members to ride buses based on the similar employee bus pass policy adopted in April 2021. Megan stated this a wonderful idea, but 50/50 on the dependents, but she would default to others. Lara agrees, but it is a good way to entice others to serve. Bridget approves this idea and asks for an assessment on how each Board Member can ride transit to a Board Meeting. Patty explained the cost of the pass - $15.00 for children or $30.00 for everyone, $15.00 for community passes, and children under 10 ride free. Lara asked if this is the same benefit offered to employees. John stated yes. Lara asked for clarity to offer the same benefit to board members as to employees. Bridget said it is the right thing to do because we have a volunteer Board. Amy explained about the new low-income pass program called Gorge Transit Connect Program.

Motion:

A motion was made by Bridget, seconded by Leti to approve a board member pass policy effective July 1, 2021 and to give a pass to the directors and their immediate dependents of their household.

Approve: Lara, Leti, Megan, Greg, Bridget, Darrell, Eleazar

d. Adoption of a Wheelchair Securement Policy

John introduced this item, and that FTA has guidelines regarding wheelchair securements with seatbelts and lap belts optional.

Motion:

A motion was made by Megan and seconded by Bridget to adopt the wheelchair securement policy

Approve: Lara, Leti, Megan, Greg, Bridget, Darrell, Eleazar

Lara asked Ty to give his report and to include the Weekend Trolley service.

6. Operations Manager's Report

Ty provided his Operations Manager report highlighting accidents, system performance, customer complaints, fuel usage and ridership. Lara asked about Paul Crowley's letter about rolling stops. Ty responded that the letter was shared with drivers at the latest safety meeting and that rolling stops are not allowed. Rodney Espe was selected as the driver of the month for great service. Patty explained about the ridership is trending upward and things are looking well. Lara asked if Ms. Snell wanted to comment on the trolley or wait until the presentation. She stated she would wait. Ty discussed the Weekend Trolley planning and how service on Cascade Street came to be. Ty explained between 7th and Oak that there were several complaints from the community about 30-minute trolley service. He stated they looked at 5th, 6th, 7th, and 8th Streets for where the trolley should turn on. He talked about the different vehicle types and the benefit of the new buses compared to previous buses. His recommendation was to go up 7th Street to ensure good visibility for the bus operators. While 8th Street has better visibility, it has parking on both sides of the street and can create challenges. Patty explained other alternatives considered, however, the proposed route is the best approach. Ty explained that a route change would not require a schedule change right now. Megan stated she likes the new routing as it would give more visibility for the trolley. Bridget stated she walks through the area and that 4th and Cascade is a good spot. She mentioned a new grocery store is coming on State. Lara mentioned there is already a stop next to the Library. Patty mentioned that if there are no concerns, this would be implemented by the next weekend. Caroline Snell of 808 Cascade spoke and explained her concerns. Patty thanked Caroline for her comments. Lara asked to see their pictures at their Board Meetings and on the website.

7. **Executive Director's Report**

Patty introduced this item. She mentioned we have a lot going on.

a. GOrge Pass Implementation & Sales Update

Patty discussed that we are ready launch with Wasco, Klickitat and Skamania Counties including signing all three contracts to compensate for the passes sold. We received the grant funds to market the pass. Patty will invite Emily Reed to promote this program in the future.

b. Multnomah Falls Update

Patty explained the flaggers at the parking lot to improve the access of the buses into and out of the parking lot as well as to discourage unsafe behavior of cars parking on the shoulders. CAT has been working with the U.S. Forest Service to implement a permit program, however, there has been funding challenges. She mentioned the Board may be interested in funding the facilitation of the permit parking process for about $30,000. Patty asked the Board if they had any concerns. There was none expressed by the Board. Patty explained that CAT would hire the employees and monitor access into the falls through tickets under direction of the U.S. Forest Service with the goal of getting people to come to the falls by bus. ODOT will provide any overflow funding.

c. Regional Transit Strategy/Vision Around The Mountain Update

After a long process, CAT has decided to take a backseat on the regional transit strategy due to the issues relate to the western Gorge as compared to the eastern Gorge. We will still be a part of the process, but CAT will continue to provide services and connecting communities. Vision Around The Mountain is complete and that CAT will support, but not take the lead.

d. White Salmon Summer Shuttle

Patty explained that CAT would provide 4 trips to Stevenson through Cascade Locks and that CARES Act funding would cover the cost. This service is in anticipation for Skamania County Transit to start their service to Cascade Locks. Same is for the White Salmon Shuttle. As more people from the Portland Metro area, there would be a need for weekend shuttle to connect to the Columbia Gorge Express. These are good partnerships to build relationships with Klickitat and Skamania Counties. Megan asked about connectivity to Amtrak in Bingen. Patty asked unless there is major disagreement, she intends to move forward. Lara stated she is supportive of these changes. Lara asked about the bike path between Hood River and Cascade Locks. Megan said at least five years.

e. City of Hood River Coordination Update

John explained that the City approved the intergovernmental agreement to fund the low-income pass program and the trolley operation. He further explained the new downtown pass program which we would provide to the City. A process is being set up. We also discussed bus stop sign installations in the City. He also mentioned the process the City has developed is working well.

f. Cascade Locks Service Planning Update

John mentioned that Patty explained the details, however, this service will replace the current Cascade Locks service with new coordinated service with Columbia Gorge Express, operating seven days a week.

g. Gorge 2 Mountain Service Planning Update

John mentioned that planning is underway about new year-round service connecting Hood River and Government Camp to connect with Mt. Hood Express and that a future coordinated FLAP grant application would be done with Clackamas County.

h. New Bus Stops Update

John mentioned this was discussed previously.

i. Legislative Update

John mentioned about the INVEST Act and that the House passed it. This INVEST Act has much more funding for public transit. Patty talked about NSA funding and the partnership with Earl Blumenauer's Office to get more funding for NSA funding. She also mentioned that she is working with One Gorge on this matter as well.

8. Discussion Items

a. Employee Sick Leave

Patty discussed the sick leave proposal, and that employee can have up to 360 hours a year. She suggested opportunities for restricting the sick leave policy for consideration in the upcoming budget year.

b. Transit Master Plan Kickoff

John did a presentation on the 10 tasks related to the update of the Transit Master Plan. There was no comments from the Board.

9. Board Member Topics

Bridget asked about links to tourism. There was a discussion about tourism and how it impacts the quality of life in Hood River County. Lara, Megan, Leti, Greg and Patty provided comments in relation to this topic.

10. Upcoming Events

Megan mentioned the City will have a Planning Commission opening. She also talked about the Heights streetscape project. Patty talked about 4th of July service, including ride the trolley during the parade. Patty also mentioned about a summer BBQ if things open again. Lara talked about removing masks based on the Governor's order. She asked about office and masks. CDC still requires masks to be worn, even in the office. Lara liked the new camera system. Patty asked about "Steve". He mentioned he was here in

relation the trolley route. Patty introduced Jeff Helfrich and Dr, Megan Larivee, incoming Board Members.

11. **Adjournment**

Lara asked for a motion to adjourn the meeting.

Motion:

A motion was made by Megan and seconded by Bridget to adjourn the meeting.

Approve: Lara, Leti, Megan, Greg, Bridget, Darrell, Eleazar

The Hood River County Transportation District Board of Directors meeting minutes are *prepared and presented in summary form. Audio recordings of the meetings are on file at CAT and are part of the approved minutes. If you would like to hear the recording from the meeting, please contact John Andoh @ john.andoh@rideCATbus.org or call (541) 386-4202.*

Prepared by: John Andoh, Assistant Executive Director

_____

Approved by: Darrell Roberts, Secretary-Treasurer

_____

Memo

To: Hood River County Transportation District Board of Directors

From: John Andoh, Assistant Executive Director

Date: 7/14/2021

Re: Oath of Office and Conflict of Interest Statement

Background

As required per the Article XV, Section 3 of the Oregon Constitution provides that "[E]very person elected or appointed to any office under this Constitution shall, before entering on the duties thereof, take an oath or affirmation to support the Constitution of the United States, and of this State, and also an oath of office. Dr. Meghan Larivee was elected by the residents of Hood River County to serve a four-year term from July 1, 2021 to June 30, 2025 and Jeff Helfrich was elected by the residents of Hood River County to serve a two-year term from July 1, 2021 to June 30, 2023.

Additionally, all Board Members must sign a Conflict of Interest Statement as defined in ORS 244 (https://www.oregonlegislature.gov/bills_laws/ors/ors244.html) on an annual basis for a period from July 1 to June 30 of the following year.

Issues or Impact

None

Action Required

To perform the oath of office for Dr. Meghan Larivee and Jeff Helfrich and to request all Board Members to sign the Conflict-of-Interest Statement.

Recommendation

Staff recommends that the Board of Directors Chair to perform the oath of office for Dr. Meghan Larivee and Jeff Helfrich and to request all Board Members to sign the Conflict-of-Interest Statement.

Attachment:
Oath of Office
Conflict of Interest Statement

HOOD RIVER COUNTY TRANSPORTATION DISTRICT OATH OF OFFICE

I, (insert name of board member), do solemnly swear, that I will support the Constitution of the United States, the Constitution of the State of Oregon, the laws thereof, and the policies of the (insert name of District), and that I will faithfully discharge the duties of Director according to the best of my ability, so help me God.

_____ Board Member

Attest:

_____ Board Secretary

Attest:

Hood River County Transportation District Conflict of Interest Statement

Hood River County Transportation District's (HRCTD) Board and Committee Members are prohibited from participating in the selection, award, or administration of a contract if a real or apparent conflict of interest would be involved.

Such a conflict would arise when any of the parties set forth below has a financial or other interest in the firm or entity selected for award:

- The employee, officer, board member, committee member or agent;
- Any member of his or her immediate family;
- His or her partner;
- An organization that employs, or is about to employ, any of the above.

All of those who are covered by this Code of Conduct have an obligation to promptly report any actual or suspected illegal or fraudulent activities or Code violations.

All of those covered by this Code should encourage and help those around them to follow the terms of the Code and to act ethically. If there is a concern by an individual covered by the Code of Conduct, they should report such concern to the HRCTD Board Chair, Vice Chair or Executive Director as appropriate.

All concerns will be treated with confidentiality and will be investigated fully by the person receiving the complaint or an appropriate designee.

Board members or Committee Members who violate any portion of the Code of Conduct may be subject to censure, asked to step down from their position and /or such other penalties as provided for by law.

As an HRCTD Board or Committee Member, I understand my Code of Conduct obligations and agree to faithfully follow my responsibilities.

Signature Position Date

Management Report

Columbia Area Transit
For the period ended June 30, 2021

Prepared by
Our Team Accounting, LLC

Prepared on
July 12, 2021

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Financial Statements Variance Analysis
Period Ending: June 30, 2021

Balance Sheet

Cash Availability - Total available cash at the end of June 2021 was $1.4m. This is approximately $281k more than last month and $368k more than the same period last year. This is largely due to the receipt of $361k in grant funds during the course of the month.

Grants Receivable – Funds for accrued grants were received in June.

Prepaid Expenses – Total prepaid expenses at the end of June were $12k. The proportional expense amount recognized during the month software and general liability insurance was $5k. The balance at the end of June 2021 was $12k, which is on par with prior year.

Accounts Payable – The amount due to vendors and not yet paid at the end of June was $91k. All except $25k was paid by July 2nd.

Credit Card – The amount owed on the credit card at the end of June was $1k. This is $3k less than last year at this time.

Deferred Revenue – A total of $22k in grant funds from Columbia George Health Council as a one time distribution. These funds will be recognized as revenue as the related expenses are incurred during FY22.

Income Statement

Revenue – Total revenue earned YTD at the end of May was $1.7m which is $703k less than last year at this time. This reduction is comprised of $134k less fare revenue, $88k less Contract Revenue, $86k less Federal grant revenue and $517k less State grant revenue which was mainly for the purchase of new buses. Budgeted earnings YTD through the end of the fiscal year was $2.9m. Actual is less than budget by $1.1m.

COG Fuel –Fuel expense for FY21 was $118k, which is $17k more than last year at this time but $92k less than budget.

COG Operations - Preventative maintenance, tires, shop supplies and bus repair expenses at the end of June totaled $65k, which is $9k more than this period last year but equal to the amount budgeted.

COG Communication – Dispatch/GPS software and cellular data expenses for FY21 totaled $31k which is $5k more than FY20 year ago and $1k less than the amount budgeted.

COG Driver Expenses – As of the end of June, $11k has been spent for driver related expenses. This is $3k more than last year at this time but equal to the amount budgeted.

Advertising – FY21 expense through the end of the June was $85k for Advertising. $217k had been expended by the end of last year, a $132k variance. $90k was budgeted for this expense, resulting in a budget savings of $5k.

Gross Profit – Gross profit for FY21 was $1.3m which is $573k less that FY20 and $879k less than the amount budgeted. Most of the budget variance is due to timing of the receipt of funds being out of sync with budget expectations. Most significantly is the receipt of CARES Act funds in the amount of $395k and capital grant funds for bus purchases in the amount of 440k.

Administrative Expense – Administration expenses YTD were $151k. This is $11k more than last year at this time and $2k more than budget. Professional services are $1k more than prior year and team building expense was $3k more than prior year. Overall expense is $2k more than the amount budgeted for the year.

Personnel – Total YTD personnel costs incurred for FY21 were $892k which is $1k more than last year and $219k less than budget. This decrease is in large due to the reduced services caused by Covid.

Capital Outlay – An upgrade to the security system occurred which totaled $11k. This was not a specifically budgeted item. $650k has been budgeted for the purchase of additional buses that will be postponed to FY22. The $36k received from the insurance company for the bus that was rear-ended has been recorded as an offset to equipment, thus resulting in a $6k credit balance (revenue) to Capital Outlay. This is $601k less than budgeted due to the postponed purchase of buses.

Net Income – FY21 net income at the end of June was $251k, which is $972k less than last and $66k less than the amount budgeted.

Columbia Area Transit

Statement of Financial Position

As of June 30, 2021

	TOTAL		
	AS OF JUN 30, 2021	AS OF JUN 30, 2020 (PY)	CHANGE
ASSETS			
Current Assets			
Bank Accounts			
1000 C. I. B. - Operating	337,765.53	113,111.35	224,654.18
1005 C. I. B. - Savings	400,103.32	500,071.39	-99,968.07
1020 C. I. T. - H. R. County	651,636.07	408,091.63	243,544.44
1050 Petty Cash	93.00	93.00	0.00
Total Bank Accounts	**$1,389,597.92**	**$1,021,367.37**	**$368,230.55**
Accounts Receivable	**$0.00**	**$95,263.82**	**$ -95,263.82**
Other Current Assets			
1205 Accounts Receivables - Property Tax	0.00	0.00	0.00
1210 Accounts Receivables - Grants	0.00	0.00	0.00
1270 Prepaid Expenses	**11,826.16**	**20,755.03**	**-8,928.87**
1998 Undeposited Funds	0.00	0.00	0.00
Total Other Current Assets	**$11,826.16**	**$20,755.03**	**$ -8,928.87**
Total Current Assets	**$1,401,424.08**	**$1,137,386.22**	**$264,037.86**
Fixed Assets	**$3,828,706.77**	**$3,793,496.83**	**$35,209.94**
TOTAL ASSETS	**$5,230,130.85**	**$4,930,883.05**	**$299,247.80**
LIABILITIES AND EQUITY			
Liabilities			
Current Liabilities			
Accounts Payable	**$91,293.36**	**$28,139.03**	**$63,154.33**
Credit Cards	**$734.67**	**$3,638.45**	**$ -2,903.78**
Other Current Liabilities			
2001 Accounts Payable - Audit Adj	0.00	4,965.84	-4,965.84
2205 Deferred Revenue - Grants	22,500.00	0.00	22,500.00
2500 Accrued Payroll	-3,867.20	25,279.55	-29,146.75
2501 Accrued PTO	34,290.70	34,290.70	0.00
Total Other Current Liabilities	**$52,923.50**	**$64,536.09**	**$ -11,612.59**
Total Current Liabilities	**$144,951.53**	**$96,313.57**	**$48,637.96**
Long-Term Liabilities	**$4,255,719.22**	**$4,255,719.22**	**$0.00**
Total Liabilities	**$4,400,670.75**	**$4,352,032.79**	**$48,637.96**
Equity	**$829,460.10**	**$578,850.26**	**$250,609.84**
TOTAL LIABILITIES AND EQUITY	**$5,230,130.85**	**$4,930,883.05**	**$299,247.80**

Columbia Area Transit

Statement of Activity

July 2020 - June 2021

	TOTAL		
	JUL 2020 - JUN 2021	JUL 2019 - JUN 2020 (PY)	CHANGE
Revenue			
4001 Fare Revenue	**64,056.08**	**198,435.96**	**-134,379.88**
4100 Contract Revenue	**7,368.03**	**95,271.88**	**-87,903.85**
4200 Federal Funds	**471,868.48**	**687,039.79**	**-215,171.31**
4700 State Funds	**1,002,604.00**	**1,304,535.00**	**-301,931.00**
4870 Local Assistance	**208,006.83**	**169,160.00**	**38,846.83**
4900 Other Revenue	**10,477.25**	**12,894.13**	**-2,416.88**
Discounts/Refunds Given	39.35		39.35
Sales	0.00		0.00
Total Revenue	**$1,764,420.02**	**$2,467,336.76**	**$ -702,916.74**
Cost of Goods Sold			
5005 Vehicle Expense	**2,844.64**	**2,773.05**	**71.59**
5019 Fuel	117,667.09	101,165.69	16,501.40
5020 Operation Expenses	**64,979.61**	**56,055.60**	**8,924.01**
5100 Communication Expense	**31,004.77**	**25,768.58**	**5,236.19**
5200 Vehicle Insurance	18,114.62	15,014.50	3,100.12
5500 Driver Expenses	**10,513.35**	**7,808.31**	**2,705.04**
5600 Advertising & Marketing	84,505.56	217,030.08	-132,524.52
5700 Grant/Contract Match Funds	**139,836.75**	**178,641.96**	**-38,805.21**
5899 COVID19 Expenses	7,306.09	2,626.95	4,679.14
Total Cost of Goods Sold	**$476,772.48**	**$606,884.72**	**$ -130,112.24**
GROSS PROFIT	**$1,287,647.54**	**$1,860,452.04**	**$ -572,804.50**
Expenditures			
7000 Administrative Expenses			
7003 Building Expenses	**28,772.96**	**32,754.15**	**-3,981.19**
7100 Office Supplies & Expenses	**20,819.82**	**13,483.31**	**7,336.51**
7300 Professional Fees	**93,216.61**	**85,534.10**	**7,682.51**
7400 Other Administrative Expense	**8,374.98**	**463,282.25**	**-454,907.27**
Total 7000 Administrative Expenses	**151,184.37**	**595,053.81**	**-443,869.44**
8000 Personnel Expense			
8003 Administrative Personnel Expense	**184,120.39**	**201,055.35**	**-16,934.96**
8103 Direct Service Personnel Expense	**707,851.73**	**689,370.67**	**18,481.06**
Total 8000 Personnel Expense	**891,972.12**	**890,426.02**	**1,546.10**
9000 Capital Outlay	**-6,118.79**	**-597,405.27**	**591,286.48**
Total Expenditures	**$1,037,037.70**	**$888,074.56**	**$148,963.14**
NET OPERATING REVENUE	**$250,609.84**	**$972,377.48**	**$ -721,767.64**
NET REVENUE	**$250,609.84**	**$972,377.48**	**$ -721,767.64**

Columbia Area Transit

Budget vs. Actuals: FY21 V2 - FY21 P&L

July 2020 - June 2021

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Revenue				
4001 Fare Revenue	**64,056.08**	**140,000.00**	**-75,943.92**	**45.75 %**
4100 Contract Revenue	**7,368.03**	**90,000.00**	**-82,631.97**	**8.19 %**
4200 Federal Funds	**471,868.48**	**1,310,541.00**	**-838,672.52**	**36.01 %**
4700 State Funds	**1,002,604.00**	**1,161,800.00**	**-159,196.00**	**86.30 %**
4870 Local Assistance	**208,006.83**	**129,500.00**	**78,506.83**	**160.62 %**
4900 Other Revenue	**10,477.25**	**40,000.00**	**-29,522.75**	**26.19 %**
Discounts/Refunds Given	39.35		39.35	
Sales	0.00		0.00	
Total Revenue	**$1,764,420.02**	**$2,871,841.00**	**$ -1,107,420.98**	**61.44 %**
Cost of Goods Sold				
5005 Vehicle Expense	**2,844.64**	**7,000.00**	**-4,155.36**	**40.64 %**
5019 Fuel	117,667.09	210,000.00	-92,332.91	56.03 %
5020 Operation Expenses	**64,979.61**	**65,000.00**	**-20.39**	**99.97 %**
5100 Communication Expense	**31,004.77**	**31,876.00**	**-871.23**	**97.27 %**
5200 Vehicle Insurance	18,114.62	16,552.00	1,562.62	109.44 %
5500 Driver Expenses	**10,513.35**	**10,000.00**	**513.35**	**105.13 %**
5600 Advertising & Marketing	84,505.56	90,000.00	-5,494.44	93.90 %
5700 Grant/Contract Match Funds	**139,836.75**	**275,000.00**	**-135,163.25**	**50.85 %**
5899 COVID19 Expenses	7,306.09		7,306.09	
Total Cost of Goods Sold	**$476,772.48**	**$705,428.00**	**$ -228,655.52**	**67.59 %**
GROSS PROFIT	**$1,287,647.54**	**$2,166,413.00**	**$ -878,765.46**	**59.44 %**
Expenditures				
7000 Administrative Expenses				
7003 Building Expenses	**28,772.96**	**34,000.00**	**-5,227.04**	**84.63 %**
7100 Office Supplies & Expenses	**20,819.82**	**15,000.00**	**5,819.82**	**138.80 %**
7300 Professional Fees	**93,216.61**	**89,100.00**	**4,116.61**	**104.62 %**
7400 Other Administrative Expense	**8,374.98**	**5,891.00**	**2,483.98**	**142.17 %**
Total 7000 Administrative Expenses	**151,184.37**	**143,991.00**	**7,193.37**	**105.00 %**
8000 Personnel Expense				
8003 Administrative Personnel Expense	**184,120.39**	**188,981.00**	**-4,860.61**	**97.43 %**
8103 Direct Service Personnel Expense	**707,851.73**	**921,948.00**	**-214,096.27**	**76.78 %**
Total 8000 Personnel Expense	**891,972.12**	**1,110,929.00**	**-218,956.88**	**80.29 %**
9000 Capital Outlay	**-6,118.79**	**594,742.00**	**-600,860.79**	**-1.03 %**
Total Expenditures	**$1,037,037.70**	**$1,849,662.00**	**$ -812,624.30**	**56.07 %**
NET OPERATING REVENUE	**$250,609.84**	**$316,751.00**	**$ -66,141.16**	**79.12 %**
NET REVENUE	**$250,609.84**	**$316,751.00**	**$ -66,141.16**	**79.12 %**

Columbia Area Transit

Statement of Cash Flows

July 2020 - June 2021

	TOTAL
OPERATING ACTIVITIES	
Net Revenue	250,609.84
Adjustments to reconcile Net Revenue to Net Cash provided by operations:	
1200 Accounts Receivable	95,263.82
1205 Accounts Receivables - Property Tax	0.00
1210 Accounts Receivables - Grants	0.00
1271 Prepaid Expenses:PP - Ecolane SW	7,403.04
1272 Prepaid Expenses:PP - Samsara GPS Fleet Tracking SW	1,458.25
1273 Prepaid Expenses:PP - SDIS Vhcl & Gen Liab Insurance	67.58
1274 Prepaid Expenses:PP - SDIS Workers Comp	0.00
1275 Prepaid Expenses:PP - Fleetio Scheduler	0.00
2000 Accounts Payable	63,154.33
2105 Columbia Bank Visa	-2,903.78
2001 Accounts Payable - Audit Adj	-4,965.84
2205 Deferred Revenue - Grants	22,500.00
2500 Accrued Payroll	-29,146.75
Total Adjustments to reconcile Net Revenue to Net Cash provided by operations:	**152,830.65**
Net cash provided by operating activities	**$403,440.49**
INVESTING ACTIVITIES	
1605 Equipment & Vehicles	-35,209.94
Net cash provided by investing activities	**$ -35,209.94**
NET CASH INCREASE FOR PERIOD	**$368,230.55**
Cash at beginning of period	1,021,367.37
CASH AT END OF PERIOD	**$1,389,597.92**

Columbia Area Transit

Bill Payment List

June 2021

DATE	NUM	VENDOR	AMOUNT
1000 C. I. B. - Operating			
06/01/2021		Columbia Bank Visa	-5,395.78
06/03/2021	21170	City of Hood River - Utilities	-715.47
06/03/2021	21171	Hood River Quick Lube	-77.40
06/03/2021	21172	Jubitz Fleet Services	-586.24
06/03/2021	21173	UniteGPS LLC	-507.00
06/03/2021	21174	Weatherly Printing	-106.64
06/17/2021	21175	A & E Heating	-2,267.76
06/17/2021	21176	Cascade Health Solutions	-50.00
06/17/2021	21177	CDR Labor Law, LLC	-62.00
06/17/2021	21178	Day Wireless Systems	-931.50
06/17/2021	21179	Hood River Garbage Service	-74.47
06/17/2021	21180	Hood River Quick Lube	-297.22
06/17/2021	21181	Marcela Cinta	-233.00
06/17/2021	21182	MODA	-708.72
06/17/2021	21183	Napa Auto Parts	-213.81
06/17/2021	21184	Pacific Power	-269.16
06/17/2021	21185	Sacred Art Studio	-400.00
06/17/2021	21186	Sign Media	-101.00
06/17/2021	21187	Sirius Media, LLC	-1,328.55
06/17/2021	21188	Spectrum Enterprise-Time Warner Cable	-99.99
06/17/2021	21189	Transit Talent	-115.00
06/17/2021	21190	Weatherly Printing	-271.00
Total for 1000 C. I. B. - Operating			**$ -14,811.71**

Memo

To: Hood River County Transportation District Board of Directors

From: John Andoh, Assistant Executive Director

Date: 7/14/2021

Re: Election of Chair, Vice Chair and Secretary-Treasurer

Background

As required in the bylaws, the Board of Directors is to elect a new chair, vice chair and secretary-treasurer at the first meeting in July.

Issues or Impact

As part of the election process, the current chair suggested a closed proxy vote with the results announced at the Board Meeting. A separate SurveyMonkey link has been sent the Board of Directors to vote for a chair, vice chair and secretary-treasurer. These are the Board officers that consist of the Executive Committee. The roles and responsibilities are below:

Chair: The Chair shall preside at all meetings of the Board and shall work closely with the Executive Director to ensure the efficient execution of the business of the District. The Chair shall have the authority to execute contracts and agreements approved by the Board. The Chair shall have the authority to make appointments to committees after giving due consideration to expressions of interest from members of the Board.

Vice-Chair: The Vice-Chair shall assume the authority and perform the duties of the Chair in the absence or incapacity of the Chair.

Secretary-Treasurer: The Secretary-Treasurer shall supervise the preparation and maintenance of complete and accurate minutes of the proceedings of the Board and the papers and records of the Board and shall be the official custodian of the same. When performing the treasurer functions, they shall supervise the proper disposition of the funds and securities of the Board and the preparation of such records and reports as the Board may deem appropriate. In discharging these duties, the Secretary-Treasurer may rely upon the Executive Director, appropriate staff and professionals retained by the Board.

Action Required
To elect officers of the Board for FY 2021-2022.

Recommendation
Staff recommends that the Board of Directors elect a chair, vice chair and secretary-treasurer.

Attachment:
None.

Memo

To: Hood River County Transportation District Board of Directors

From: John Andoh, Assistant Executive Director

Date: 7/14/2021

Re: Selection of Auditor

Background

As required in the bylaws, the Board of Directors is to approve a financial auditor to audit the District's financial records for the previous fiscal year ending June 30.

Issues or Impact

In 2017, the Board of Directors approved a three-year contract with Richard Winkel, CPA to perform the District's basic financial statements for the period ending June 30, 2018, 2019 and 2020. On June 1, 2021 staff advertised to seek proposals for a financial auditor for a three (3) year, two (2) one (1) year options contract. Proposals were due on June 25, 2021. No proposals were received after a national search and the Request For Proposals was sent to ten different CPAs in the Hood River, The Dalles and Portland areas. Due to receiving no proposals, staff reached out to Richard Winkel to see if he were able to provide a financial audit for FY 2021 while a new request for proposals would be released in January of 2022. He provided a proposal to do the audit for FY 2021 at the cost of $9,500 which is $1,000 more than last year's audit cost.

The audit will audit the District's finances, as well as the District's use of STIP, STP and Federal funds.

Due to lack of proposals, the District's Procurement Policy authorizes the sole source provided that a cost analysis is performed to determine that the District is getting the best cost for the value of the procurement. Upon comparing prices for comparable financial audits, the price is within the competitive range.

Action Required

To authorize the sole source procurement with Richard Winkel, CPA to perform the financial audit for the District for FY 2021 at a cost of $9,500.

Recommendation

Staff recommends the Board of Directors to authorize the Executive Director or designee to execute a Contract for the sole source procurement with Richard Winkel, CPA to perform the financial audit for the District for FY 2021 at a cost of $9,500.

Attachment:

None.

Hood River County Transportation District

Audit Proposal

June 30, 2021

Prepared by:

Richard Winkel, CPA

Contact information:

Richard Winkel
15086 NW Oakmont Loop
Beaverton, OR 97006

(503) 332-6750

WINKEL CPA
ACCOUNTING AND ADVISORY SERVICES

June 30, 2021

Hood River County Transportation District

Thank you for providing me with the opportunity to propose my professional services to Hood River County Transportation District. This proposal summarizes my qualifications to serve the District and provides a brief description of my audit methodology.

I recognize that my success depends entirely on how well I serve my clients and nothing takes precedence over my commitment to meet my client's needs for effective, responsive professional service. I will provide exactly what you need in an accounting firm – a knowledgeable background and an efficient audit process.

I have the experience and training to meet your needs, and I am focused enough to give you personal, timely service. As the current auditor of the Hood River County Transportation District we already have the knowledge of your operations, which allows the audit process to continue smoothly. We will provide quality services that are tailored to your organization's operations and staff's schedule.

As a small team, we can complete your engagement in the timeliest manner possible. We can provide effective service because we are not taking audit time to train new staff, and there is no risk of new firm personnel having to learn your organization each year. Each year I work to improve the audit process, including varying procedures and testing strategies to ensure the audit does not simply repeat what was done in the prior year. We can provide high-quality, efficient service, allowing you to complete your audit without creating excessive time burdens on your staff.

Eligibility and Municipal Experience

We are registered and authorized to practice public accounting and to conduct municipal audits in the State of Oregon. We are not aware of any conflicts of interest between our firm and Hood River County Transportation District or its Board of Directors.

A significant portion of my practice is devoted to serving municipal organizations, including special districts. A list of similar engagements is included at the end of this proposal. Although each of my clients is unique, this experience provides us with a detailed understanding of the industry in which you operate and how to efficiently design audit procedures to meet the related financial statement risks.

Estimated Audit Timeline

We will be available to begin our procedures as soon as the District is ready. The focus of my practice is audits and reviews, we do not have a busy tax season to take us away from financial statement clients.

I will work with you to obtain the financial information needed so that we can perform our risk assessment and initial audit procedures. From the information provided we will select samples of documents we will need for detail testing and provide you a list of schedules and documents we need for testing.

Richard Winkel, CPA
15086 NW Oakmont Loop
Beaverton, OR 97006

tel: (503) 332-6750
fax: (888) 739-8185
email: rwinkel@winkelcpa.com

I am committed to timely completion of my clients' audits and work hard to schedule and complete the work as quickly and efficiently as possible. We believe that communication is critical for a successful audit, so we will effectively explain what we need for our audit requests and review all questions with appropriate personnel. We know that an audit is intrusive to Organization operations, but we will coordinate with your staff to ensure we are respectful of their time while also working together to get the audit completed efficiently.

Accounting Support
We want to be a technical resource to our clients when questions or issues arise. We don't promise to know everything, but we have access to a professional library and other resources for researching technical questions that arise during audits or that clients bring to us.

I am always available, at no additional cost, for quick questions and phone calls throughout the year. Through this I can be of assistance if complicated or unusual accounting issues arise, which allows for early identification and resolution of issues. I do not bill my clients for these types of questions, I consider it to be part of my relationship as your CPA.

Proposed Fee for Services
My goal is to provide efficient, cost-effective service. I estimate the fees for the professional services described above for the year ended June 30, 2021 will not exceed $9,500.

I do not bill above the engagement letter fee, and I do not bill extra for expenses. If an unusual situation arises that would require an additional fee, that would be communicated to the Board of Directors for approval prior to beginning any extra work.

In future years, I will endeavor to keep fee increases at a minimum. As long as there are no significant changes in your operations or the scope of the audit work, fee increases will be minimal, if at all. If the scope of the audit changes I will discuss any additional fee so that we may agree upon the changes prior to beginning the work.

Should you have any questions or need additional information, please do not hesitate to call me. I sincerely hope that Hood River County Transportation District will continue to be one of my valued clients.
Sincerely,

Richard Winkel, CPA

Richard Winkel, CPA

WINKEL CPA
ACCOUNTING AND ADVISORY SERVICES

About Richard Winkel, CPA

My professional experience includes providing assurance services to both private and public companies in a variety of industries, such as non-profits, municipals, manufacturing, distribution, and technology. I started my own CPA practice with the goal to provide quality service to clients in a more efficient manner than a firm with partners and staff can provide. Prior to starting my own CPA practice, I worked for two of the largest international CPA firms and a regional CPA firm. I have worked on audits of large public companies, including Sarbanes-Oxley engagements, and I have also audited small companies with limited accounting resources. This wide range of experience has provided me with the most up to date technical training and audit expertise, while also providing me with a background to work with the unique issues that face small- and medium-sized entities.

I am a CPA and a licensed municipal auditor in Oregon. I am also a member of the Oregon Society of Certified Public Accountants and the American Institute of Certified Public Accountants.

I received my Bachelor of Accountancy degree from the University of Delaware.

Below is a representative list of municipal clients I have served.

- Forest Grove Fire District
- Gaston Rural Fire Protection District
- Parkdale Rural Fire Protection District
- Washington County Fire District #2
- Tillamook Fire District
- Moro Rural Fire Protection District
- Clackamas Soil and Water Conservation District
- City of St. Paul, Oregon
- City of Willamina, Oregon
- Polk Soil and Water Conservation District
- East Multnomah Soil and Water Conservation District
- Tualatin Soil and Water Conservation District
- Sherman County Soil and Water Conservation District
- Corbett Water District
- Parkdale Sanitary District
- West Multnomah Soil and Water Conservation District

Oregon CPA license #10153
Oregon Municipal auditor license #1390

Richard Winkel, CPA
15086 NW Oakmont Loop
Beaverton, OR 97006

tel: (503) 332-6750
fax: (888) 739-8185
email: rwinkel@winkelcpa.com

Memo

To: Hood River County Transportation District Board of Directors

From: John Andoh, Assistant Executive Director

Date: 7/14/2021

Re: Selection of General Counsel

Background

As required in the bylaws, the Board of Directors is to approve a General Counsel to support the Board and the District.

Issues or Impact

The District has an attorney to assist with labor negotiations and labor related issues, however, there is not an attorney to assist with general issues that may arise from time to time. Staff sought quotes and qualifications from four attorneys that was capable of providing General Counsel services. Each of the attorneys capable of providing the services has experience working with governmental agencies, particularly cities and special districts in Oregon. From review of the qualifications and quotes provided, Ruben D. Cleaveland of VanKoten & Cleaveland LLC is being recommended to the Board. He is presently the City Attorney for the City of Cascade Locks, as well as the School District, Parks and Recreation District and Library District.

Mr. Cleaveland proposes a rate of $175.00 per hour to serve the District on an on-call basis.

Action Required

To authorize the execution of a contract with VanKoten & Cleaveland LLC to perform the General Counsel services for the District on an on-call basis at a rate of $175.00 per hour.

Recommendation

Staff recommends the Board of Directors to authorize the Executive Director or designee to execute a Contract with VanKoten & Cleaveland LLC to perform the General Counsel services for the District on an on-call basis at a rate of $175.00 per hour.

Attachment:

VanKoten & Cleaveland Qualifications and Proposal.

VANKOTEN & CLEAVELAND LLC

Victor W. VanKoten*
Ruben D. Cleaveland*

Attorneys at Law
417 Sherman Avenue, Suite 7
Hood River, Oregon 97031
Telephone (541) 436-3422; Facsimile (800) 881-5385

*Also Admitted to
Practice in Washington

June 24, 2021

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

Sent via email to: john.andoh@catransit.org

Re: Transportation District Attorney Services

Dear Mr. Andoh and District Board:

Thank you for considering my previously submitted letter regarding attorney services for the Hood River County Transportation District. In response to your request for additional information about Victor VanKoten and me, please accept the following to help with your decision:

Victor VanKoten

Victor VanKoten is a general practice attorney with experience in many different areas of the law from property issues to local government matters. Prior to forming VanKoten & Cleaveland LLC, Victor was a partner with the longstanding Hood River law firm Annala, Carey, VanKoten & Cleaveland, P.C., which he joined in 1983. Victor was a partner with the Portland law firm McEwen, Hanna, Gisvold, Rankin & VanKoten before moving to Hood River.

Victor graduated from the University of Oregon with a Juris Doctorate in 1971. The University of Oregon is an American Bar Association accredited law school in Eugene, Oregon. Victor's undergraduate degree is from the University of the Pacific, where he graduated with a Bachelor of Arts degree in Economics in 1966. Victor is a member in good standing with the Oregon State Bar Association, Washington State Bar Association, and the United States District Court for the District of Oregon.

The Hood River area has been home for Vic and his family since 1983. He is involved in the community through the Rotary Club of Hood River, the Pine Grove Fire Department, and the Hood River Elks, but usually you will find him working on a vintage Chevy.

Ruben Cleaveland

My focus is on governmental clients throughout Oregon. Like Victor, I was a partner with Annala, Carey, VanKoten & Cleaveland, P.C., until we formed our current firm. I graduated from Gonzaga School of Law with a Juris Doctorate in 2004. Gonzaga is an American Bar Association accredited law school in Spokane, Washington. My undergraduate degree is from the University of Portland. I am a member in good standing with the Oregon State Bar Association, Washington State Bar Association, and the United States District Court for the District of Oregon.

I moved to Hood River in 2006, after accepting my first legal job with the local Circuit Court. It was supposed to be a one-year clerkship. Now, 15 years later, I am still here with my wife and two children. We have made Hood River our home and that makes me appreciate that I can serve the community by helping organizations such as yours. I am involved with several community organizations, including the Hood River Elks, the Gorge Sports Car Group, and the Hood River Yacht Club.

Amy Manzella

I would like to take this opportunity to also introduce Amy Manzella. She is our full time dedicated legal assistant who is happy to assist with all your legal needs. Victor and I are very fortunate to have her as a member of the team. Amy has years of legal experience and is a local Gorge resident, having lived in The Dalles since the age of two. With Amy, you will receive prompt, dedicated, service.

Thank you again for requesting the additional information. Please let me know if you have any further questions or concerns.

Sincerely,

Ruben Cleaveland

VANKOTEN & CLEAVELAND LLC

Victor W. VanKoten*
Ruben D. Cleaveland*

Attorneys at Law
417 Sherman Avenue, Suite 7
Hood River, Oregon 97031
Telephone (541) 436-3422; Facsimile (800) 881-5385

*Also Admitted to
Practice in Washington

June 23, 2021

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

Sent via email to: john.andoh@catransit.org

Re: Transportation District Attorney Services

Dear Mr. Andoh and District Board:

Thank you for your inquiry about attorney services for the Hood River County Transportation District. I represent a wide variety of local governments in Oregon and I would be very pleased to serve your District.

My office consists of two attorneys, Victor VanKoten and me. For this contract, I would be the primary provider of legal services, with Victor VanKoten available whenever additional support is needed.

I have hands-on experience in a wide variety of law topics, including but not limited to, contract law, Oregon Public Employees labor laws, Oregon land use laws and Oregon law governing governmental agencies. Relevant experience in the following specific areas includes:

- Public utilities and rights-of-way management
- Property transactions
- Personnel and employment (including arbitration to sustain termination of employment)
- Budgeting and finance
- Public records and public meetings
- Public contracting and construction
- Ethics for public officials
- Intergovernmental agreements
- Special district relations
- Grant administration
- Social media
- Election law
- Economic development
- Negotiations and bargaining

I currently provide special district and municipal attorney services similar to those desired by the Hood River County Transportation District for the following entities:

Title: District Counsel for the following:

Hood River County School District
Hood River Valley Parks and Recreation District
Hood River County Library District
Odell Sanitary District
Port of Arlington
Sherman County Health District
South Sherman County Fire District

Title: Municipal Court Judge, City of Hood River

Title: City Attorney for the following:

City of Cascade Locks
City of Arlington
City of Moro
City of Wasco
City of Vernonia
City of Gaston
City of Spray

I bill for attorney time at my established municipal/district rate of $175.00 per hour. Detailed records of services are provided to clients showing the work performed in 1/10th hour increments. Travel time is billed at one-half the hourly rate plus mileage at the federal mileage rate. Expenses such as postage, copies, and filing fees are billed separately at cost, without any mark-up. Some government clients have chosen to pay a monthly set retainer amount; however, those clients have ongoing monthly work which makes such a plan feasible. If this is something the District is interested in, I am happy to explore a set retainer option.

Thank you for taking the time to review this response to your request for attorney services. If there are any questions, or if additional information is desired, please do not hesitate to contact me. A list of references is available upon request.

Sincerely,

Ruben Cleaveland

Operations Report

June | Safety and Statistics

Operations Report

SAFETY AND STATISTICS

SAMSARA SAFETY SCORE

	June	May	April	March
Safety Score	99.2/100	99.4/100	99.4/100	99.7/100
Crashes	0	0	0	0
Harsh Events	12	5	2	4
Drive Time	1188:50	1300:46	1089:20	1081:36
% over speed limit	0.5%	0.3%	0.5%	0.2%
Miles Driven	38,909	43,207	37,209	27,693

ON TIME PERFORMANCE

	May	May	April	March	Feb
Fixed OTP 5 mins	98%	97%	95%	NA	NA
Fixed OTP 15 mins	99%	99%	99%	NA	NA
DAR OTP 5 mins	79%	78%	NA	NA	NA
DAR OTP 15 mins	98%	97%	NA	NA	NA

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	March	Feb
Fuel Used (Gas)	3695.89	2850.16	3348.7	4431.23	3246.24
Gas MPG	8.1 Mpg	8.1 Mpg	8.0 Mpg	8.2 Mpg	8.5 Mpg
Fuel Used (Diesel)	2192.28	2737.26	17778.8	155.58	116.79
Diesel MPG	7.4	7.4	5.7	N/A	4.3 MPG
Total Fuel Cost	$17,035.51	$14,644.26	$12,974.50	$12,016.31	$7914.97
Vehicle Repairs	0	1	0	0	0
Customer Complaints	0	3	0	0	0

Driver of The Month:
TPD!

New Field Supervisor
Chelsea Thomas

RIDERSHIP

	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
City Route											
Rides	386	462	453	505	732	559	564	592	611	542	746
Hours	220	220	220	285	285	240	204	264	269	281.5	269
Boarded Ride/ Hour	1.75	2.1	2.05	1.77	2.6	2.3	2.8	2.3	2.3	1.9	2.8
DAR											
Rides	119	249	327	424	348	227	223	296	304	488	327
Hours	242	242	242	230	230	190	153	230	230	241.5	230
Boarded Ride/ Hour	.5	1.02	1.35	1.84	1.5	1.2	1.5	1.3	1.3	2.1	1.4
Cascade Locks											
Rides									110	91	54
Hours									83	87.5	83
Boarded Ride/ Hour									1.3	1.1	.7
Upper Valley											
Rides	146	160	364	374	522	386	347	477	526	634	671
Hours	94	94	94	167	167	140	102	167	214	224.7	214
Boarded Ride/ Hour	1.55	1.7	3.9	2.4	3.1	2.7	3.4	2.9	2.5	2.9	3.1
The Dalles											
Rides	138	96	126	94	147	135	128	195	223	210	218
Hours	55	55	55	92	92	77.5	68	92	104	108	104
Boarded Ride/ Hour	2.5	1.75	2.3	1	1.6	1.8	1.9	2.1	2.1	1.9	2.1
Columbia Gorge Express											
Rides	267	167	351	291	247	294	284	471	698	1047	1611
Hours	220	220	220	510	510	450	437	589	540	558	540
Boarded Ride/ Hour	1.19	.75	1.6	.6	.48	.62	.65	0.8	1.3	1.9	3
Weekend Trolley											
Rides									47	131	95
Hours									72	95	48
Boarded Ride/ Hour									0.7	1.4	2
Seasonal Service											
Rides	NA	NA	NA	NA	446	1257	854	550	0	1022	0
Hours	NA	NA	NA	NA	195	398	362	324	0	139	0
Boarded Ride/ Hour	NA	NA	NA	NA	2.3	3.2	2.4	1.7	0	7.5	0
All Routes											
Rides	1056	1134	1621	1688	2442	2858	2400	2,581	2,519	4165	3722
Hours	831	831	831	1284	1479	1495.5	1173	1,636	1,441	1,725	1488
Boarded Ride/ Hour	1.27	1.37	1.95	1.3	1.6	1.9	2.1	1.6	1.8	2.4	2.5

Memo

To: Hood River County Transportation District Board of Directors

From: John Andoh, Assistant Executive Director

Date: 7/14/2021

Re: Transit Master Plan Committees

Background

CAT received a grant from ODOT to conduct an update to the 2017 Transit Master Plan. As part of that grant is the need to have a Community Advisory Committee which will provide feedback on the project over the course of the one and half years that this project would be undertaken. In an effort, to effectively engage the community, as well as ensure there is no duplication of effort, staff would like to engage the Board to discuss how the committees should function for this important effort.

Issues or Impact

Currently, Lara, Megan and Leti serve on the Transit Master Plan committee established by the Board. The committee was created with the intent to provide direction on the Transit Master Plan process. The Community Advisory Committee as defined in the Scope of Work for the Transit Master Plan will be made up of key stakeholders in Hood River County and around the Gorge. They are envisioned to meet every two months throughout the 14-month process, will offer high level oversight, input, and guidance for the process, they will also review interim documents and as appropriate make recommendations to the Board.

Staff would like to know if the Board would like two separate committees or have one committee with Board members included in it.

Action Required

Provide direction to staff regarding the Transit Master Plan committees.

Recommendation

Provide direction to staff regarding the Transit Master Plan committees.

Attachment:

None.