



Wednesday, August 18, 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: 841 5445 7952, Password: 033701** or by visiting <https://us02web.zoom.us/j/84154457952?pwd=cHZMTGxWUkpPVGZFK2xrYmRnWUcwQT09>

- 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 July 21, 2021 Board of Directors Minutes – Lara Dunn**
- 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 patty.fink@catransit.org
 6. Three (3) minutes per community member.
- 5. Monthly Financial Report - Teresa Gallucci, Our Team Accounting**
- 6. Resolutions & Action Items**
- 7. Operations Manager's Report – Ty Graves**
 - a. Employee of the Month
 - b. Performance Report
- 8. Executive Director's Report – Patty Fink - 4:30 p.m.**
 - a. Multnomah Falls Update
 - b. Gorge 2 Mountain Service Planning & FLAP Grant



c. Transit Master Plan Update

9. Discussion Items

a. Vehicles (Capital Plan)

10. Executive Session 192.660 2b 5:00pm

“To consider the dismissal or disciplining of, or to hear complaints or charges brought against, a public officer, employee, staff member or individual agent who does not request an open hearing.”

11. Upcoming Events

12. 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.



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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

Meeting Minutes

Board Meeting Attendees:

Board Members: Lara Dunn (Board Chair), Leti Moretti (Board Vice-Chair), Darrell Roberts (Secretary), Dr. Meghan Larivee, Greg Pack, Jeff Helfrich, Megan Ramey

Staff: Patty Fink, John Andoh, Ty Graves

Public: Teresa Gallucci (Our Team Accounting), Eleazar Reyes, Bridget Bailey, Valerie Egon (ODOT)

1. Call to Order

Lara called the July 21st, 2021 Regular Board of Directors Meeting to order at 4:03 p.m.

2. Roll Call:

John took roll call. Lara Dunn (Board Chair), Leti Moretti (Board Vice-Chair), Darrell Roberts (Secretary), Dr. Meghan Larivee, Greg Pack, Jeff Helfrich, and Megan Ramey were present. Quorum was met.

3. Approval of June 16, 2021 Budget Hearing and Board of Directors Minutes

Lara asked for comments on the minutes from the June 2021 Board of Directors Meeting. Lara suggested that several items in the June 16, 2021 meeting minutes be changed to accurately reflect the conversation:

- Item 3 Public Hearing should be clarified to reflect that an email comment was received from Tracey Tomashpol and that the spelling of Ms. Tomashpol's name was corrected. Additionally, it needs to be added that staff will respond to Tracey's email.
- On the top of page 6, the motion moved by Bridget regarding Board of Director Passes states "members of household and dependents", however the intent was to be "household members" and the word "dependents" should be removed.
- On the bottom of page 6, there is a description of the conversation with Caroline Snell and then Lara asked to see pictures however it did not specify who Lara had requested to see pictures of. Lara had requested to see pictures of the Employees of the Month.
- On page 7, under the City of Hood River Coordination Update the minutes state that Downtown Passes will be provided to the City. Lara asked that it be clarified that the passes are for employees of downtown businesses and that some passes were given to the city to distribute.
- At the top of page 9, Meghan Larivee's name was spelled incorrectly and needs to be changed.

Motion:

Leti made a motion to approve the June 16, 2021 Board of Directors Meeting Minutes with the changes that Lara stated. The motion was seconded by Jeff.

Approved by: Lara, Leti, Megan, Greg, Bridget, Eleazar, Darrell, Meghan, Jeff, Greg

4. Public Comment



No public comment was made.

5. Special Presentation to Former Board Members

Lara thanked Eleazar Reyes and Bridget Bailey for their service. A plaque was presented to each former Board Member as a show of the Board and the District's appreciation for their commitment.

6. Oath of Office for New Board Members

Meghan L., Jeff, Darrell, Megan R., and Greg took the Oath of Office and were officially sworn in as HRCTD Board of Directors.

Patty reminded all Board of Directors that a signed Conflict of Interest form is needed each year and if they have not already completed and turned in the form for this year to please do so.

7. Monthly Financial Report - Teresa Gallucci, Our Team Accounting

Teresa discussed the June Financial Overview by highlighting:

- Revenue earned was \$1.7 million, budget was \$2.5 million. The negative variance was due to cost of goods and personnel costing less than budgeted and a capital purchases being postponed to FY 2022.
- Net income was presented as \$300,000. This is not the end of year financial numbers, and several grant funds ask well as other transactions still need to be accounted for. The audit will have the final numbers.
- The Audit for FY 2021 has been scheduled.
- The balance sheet will tie to the last payroll of the year with regards to final PTO bank numbers.

There was discussion regarding questions Darrell had about accounts payable, which was higher than typical. Patty noted that there were several marketing expenditures that came in right at the end of the year to highlight new services and support the Gorge Pass implementation.

8. Resolutions & Action Items:

a. Election of Chair, Vice Chair and Secretary/Treasurer:

Per the district by-laws, each year the Board must elect the Board Chair, Board Vice-Chair, and Secretary. This year the election the was done by survey. John announced the results:

- Lara Dunn – Board Chair
- Leti Moretti – Board Vice-Chair
- Darrell Roberts – Secretary/Treasurer

Motion:

Megan R. made a motion to elect the new board officers. The motion was seconded by Greg.

Approved by: Lara, Darrell, Meghan L, Jeff, Leti, Greg, Megan R

b. Selection of Auditor:

As a part of the district by-laws the Board is required to approve a financial auditor to audit the HRCTD financials for FY 2021. The district had a 3-year contract with Richard Winkel which ended last year. Staff did send out a request for proposal for a new financial auditor for an additional three year period, but no one responded to the RFP. Patty noted, that it was likely the timing of the RFP – several firms were asked to provide a bid for this year's proposal, . Richard Winkel (the current auditor) had the lowest bid and was asked to perform the Audit for FY2021. Staff will then send out another request for proposals in January.

Jeff noted, that he supported a full RFP process in January, noting that it is good practice to change auditors every 3 years so that a fresh set of eyes can review the financials.



Motion:

Jeff made a motion to approve Richard Winkel as the auditor. The motion was seconded by Leti. Approved by: Lara, Darrell, Meghan L., Jeff, Letti, Greg, Megan R.

c. Selection of Legal Counsel:

Per the district by-laws the board must select general legal counsel for the district. Staff is recommending that the Board selects Van Koten & Cleveland, LLC on a on call basis.

Jeff disclosed that he worked with Reuben from Van Koten & Cleveland, LLC at Cascade Locks and recommends him. Lara lives down the street from Reuben and recommends him as well.

Motion:

Jeff made a motion to approve the contract with Van Koten & Cleveland LLC as the district's general legal counsel. The motion was seconded by Megan R.

Approved by: Lara, Darrell, Meghan L., Jeff, Leti, Greg, Megan R.

d. Create Day CAT Pass:

John stated that this agenda item was requested to be added. This will be a CAT Day pass priced at \$15 and will be geared towards Gorge visitors. The pass will be available on Token Transit only and good for unlimited rides for one adult and one child for one day only. There have been requests from riders and partners for this pass. Patty recommended that this be a promotional pass and reviewed after 6 months. If successful, the Board may opt to make it permanent.

Motion:

Megan R. made a motion to approve the \$15 CAT Day Pass. The motion was seconded by Jeff.

Approve: Lara, Darrell, Meghan L., Jeff, Leti, Greg, Megan R.

9. Operations Manager's Report

a. Employee of the Month:

The driver meeting has not happened yet so the Employee of the Month has not yet been announced.

b. Performance Report:

Ty discussed the performance report, by highlighting:

- There were zero accidents.
- There were harsh events but all but two were considered false triggers.
- On time performance increased about 1%.
- Due to the hot weather the Gillig's were not used as much, so the gas usage increased significantly.
- Zero major repairs, but there were parts ordered for the coach buses but the work has not yet been completed.
- No customer complaints.
- A new Field Supervisor, Chelsea Thomas, has been hired filling an open position.
- Ridership has increased on all routes.

Darrell asked that the ridership numbers from the previous year be included. If possible, it would be great to include the route detail if that is too difficult the total amount of ridership



should be included. The 2020 numbers will be very low due to COVID-19. Patty updated the Board that staff realized that 2019 data was entered incorrectly into the National Transit Database (NTD), we are missing about 7,000 riders. All the correct ridership information was documented in the Board packets in 2019. The Staff is going back and reviewing the numbers and reconciling the data that will be reported in the upcoming NTD Report. We now have a new system in place to count ridership and believe the numbers will be accurate going forward.

There was discussion regarding where HRCTD purchases fuel and what was the most cost-efficient way to do so. Ty will investigate if it would be cost-effective to partner with ODOT.

c. Cascade Locks & White Salmon Service Planning Update:

The Cascade Locks and White Salmon Services started on July 17th. It was a good start for new services. Postcards will be mailed to these communities to spread awareness of these new services. Staff will be doing additional marketing as well.

10. Executive Director's Report

a. Gorge Pass Implementation & Sales Update:

Since the first week of implementing the 4 agency GORge pass 100 passes have been sold through Token Transit. 50 physical passes have also been purchased. Staff has also seen an increase of fare revenue on the Columbia Gorge express. Patty feels comfortable that sales are moving in the right direction. The group discussed all the different ways and places that individuals can purchase passes. A larger marketing push will begin in November, including the introduction of the Employer Program and Equity Fund.

b. Multnomah Falls Update:

HRCTD is helping the Forest Service implement the permit program at Multnomah Falls. Specifically, the district is providing the staff to assist with the implementation of the program. The goal is to reduce safety concerns at the Multnomah Falls parking lot and allow for transit to access the parking lot efficiently and in a safe manner.

c. Gorge 2 Mountain Service Planning Update:

John and Ty have been working with the Forest Service and Mt. Hood Meadows to plan a year-round service. FLAP applications are due October 7th. They will also be discussing how the G2M service can coordinate with the Mt. Hood Express. The next step will be to work with ODOT to establish permanent bus stops at hot spots along HWY 35. There was discussion regarding several different aspects of the best way to reduce parking congestion at popular spots along HWY 35.

d. Transit Master Plan Update:

Patty and John are actively working on creating a public engagement plan schedule. The goal is to begin this Fall of 2021 or Spring of 2022. Staff will be focusing on different areas in Hood River County and will have associated events in each of those areas to gather public input. Staff will be using interactive online tools in addition to in person events.



John provided an overview of the options for repairing or replacing the hvac system. Staff was recommending repairing the system. As part of the Transit Master Plan Update, the Board will need to consider how HRCTD may need to expand the facility to meet demand. Specifically, whether it is appropriate to do renovations on the existing facility or to build a new one as staff and vehicles are running out of room. This is, in part, the reason staff is recommending repairs (i.e. air conditioner) over replacement.

e. Legislative Update:

The infrastructure bill is moving slowly through Congress, it looks like there may be a significant increase funding for transit in rural communities.

f. Additional Updates:

Patty stated that there is the option to purchase another small wheelchair accessible van. The district received two free vehicles from ODOT to be used on the Columbia Gorge Express. Several new vehicles that were slated to be delivered in June have been delayed due to the microchip shortage. The 4 vehicles that were supposed to be replaced are still in service and not reliable. Lara asked for a summary of all the vehicles that are currently in the district's fleet.

Greg requested to table this conversation and have staff come back with recommendations on how to purchase the \$20K van that will accommodate 2 wheelchairs that will not increase our maintenance costs.

Megan R. discussed an experience with trying to use public transit to take her child to a dental procedure but not being allowed to take her child home after the procedure by way of public transit. There was a large discussion regarding this issue.

11. Discussion Items

a. Transit Master Plan Committees:

The Board was in agreement that key organizations and interested community members should be part of the Transit Master Plan Citizen's Advisory Committee. The Citizen's Advisory Committee will help to provide input and guidance on the Transit Master Plan and process. Applications will be made available within the next couple of months and the Board will select members from those who apply. The Board will approve the full public engagement plan this fall.

b. Employee Health Status:

John provided an update on his health and will be undergoing surgery which has not yet been scheduled. Once the surgery has been completed, he can return to work full time.

c. Other topics:

Leti asked to ensure that the Link and the CAT schedules are compatible with each other at the Link Transit center stop.

There was discussion regarding trip planning apps and how that could be integrated with our services offered.

12. Board Member Topics For Future Discussion



Leti asked to ensure that the Link and the CAT schedules are compatible with each other at the Link Transit center stop.

There was discussion regarding trip planning apps and how that could be integrated with our services offered.

13. Upcoming Events

No upcoming events.

14. Adjournment

Lara asked for a motion to adjourn the meeting.

Motion:

Jeff made a motion to adjourn at 5:46 PM. The motion was seconded by Megan R.

Approved by: Lara, Leti, Darrell, Greg, Meghan L., Jeff, Megan R.

Management Report

Columbia Area Transit

For the period ended July 31, 2021



Prepared by

Our Team Accounting, LLC

Prepared on

August 11, 2021

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Columbia Area Transit
Financial Statements Variance Analysis
Period Ending: July 31, 2021

Balance Sheet

Cash Availability - Total available cash at the end of July 2021 was \$1.2m. This is approximately \$200k less than last month, but \$141k more than July 2020.

Grants Receivable – A total of \$144k was accrued for July, which represents five grants for which invoices were submitted to the state have not yet been paid. No grant revenue had been accrued for the first period .

Prepaid Expenses – Total prepaid expenses at the end of July were \$29k, which is \$17k more than prior month. The proportional expense amount recognized during the month for Workers Compensation, software and general liability insurance was \$4k. The balance at the end of July 2020 was \$39k, which was \$10k more that this year.

Accounts Payable – The amount due to vendors and not yet paid at the end of July was \$113k. This amount included \$68k to Schetky NW for the bus that was purchased, \$15k to Special Districts for insurance, \$8k to Visionect for solar panel supplies and \$4k due to the Gorge Pass partners for July earnings not yet distributed. With the exception of Visionect all were paid the first week of August 2021.

Credit Card – The amount owed on the credit card at the end of July was \$8k. This is \$7k more than June and \$7k more than last year at this time. Most expenses were related to marketing.

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 in July was \$204k which is \$352k more than June 2020 and \$41k more than period one last year. This is also \$101k more than the amount budgeted for the month. The increase is largely due to accrued grant revenue of \$144k.

COG Fuel – Fuel expense for the month of July was \$16k, which is \$2k more than prior month but \$4k less than budget.

COG Operations - Preventative maintenance, tires, shop supplies and bus repair expenses at the end of July totaled \$7k, which is \$2k more than May 2021 as well as \$2k more than the amount budgeted.

COG Communication – Dispatch/GPS software and cellular data expenses for the month of July was \$3k which was nearly equal to the prior month and nearly \$1k less than the amount budgeted.

COG Driver Expenses – As July 31st, less than \$1k has been spent for driver related expenses. This is less than last year at this time and \$1k less than the amount budgeted.

Advertising – July 2021 expense for Advertising was \$14k. \$5k had been budgeted, but the variance is in line with expected spending related to the role back of Covid restrictions. The total budget for the year is \$40k.

COG Grant / Contract Match Funds – The total for July 2021 was \$19k. The most significant activity in this area is the contracted labor for Skamania operation assistance in the amount of \$14k. No activity was recorded for July 2020.

COG Partner Distributions – Gorge Pass – This account is new to the financials this year, It represents the shared earnings distributed to the partners of the Gorge Pass program. CAT is the partner responsible for accounting for the financial activity, which is isolated by assigning all transactions a “Department” code in the accounting system. Please see the Gorge Pass Income statement at the end of this report. CAT’s distribution for July 2021 was less than \$1k.

Gross Profit – Gross profit for July was \$139k which is \$8k less than last year but \$69k more than the amount budgeted.

Administrative Expense – Administration expenses for July were \$14k which is on par with last year at this time but \$3k more than the amount budgeted due to the postage expense related to sending marketing materials.

Personnel – July personnel costs incurred 118k which is \$61k more than last year, which was unusually low due to Covid layoffs. It was \$12k more than budget due to the rate or refilling positions faster than expected.

Capital Outlay – No capital expenditures have been incurred yet in fiscal 2022.

Net Income – Net income at the close of July was \$7k, which is \$67k less than the first period of FY2020, but \$67k better than the amount budgeted.

Columbia Area Transit

Statement of Financial Position

As of July 31, 2021

| | TOTAL | | |
|------------------------------------------|-----------------------|-------------------------|----------------------|
| | AS OF JUL 31, 2021 | AS OF JUL 31, 2020 (PY) | CHANGE |
| ASSETS | | | |
| Current Assets | | | |
| Bank Accounts | | | |
| 1000 C. I. B. - Operating | 33,978.93 | 132,891.26 | -98,912.33 |
| 1005 C. I. B. - Savings | 500,107.07 | 500,075.63 | 31.44 |
| 1020 C. I. T. - H. R. County | 655,862.93 | 415,659.71 | 240,203.22 |
| 1050 Petty Cash | 93.00 | 93.00 | 0.00 |
| Total Bank Accounts | \$1,190,041.93 | \$1,048,719.60 | \$141,322.33 |
| Accounts Receivable | \$0.00 | \$69,455.82 | \$ -69,455.82 |
| Other Current Assets | | | |
| 1205 Accounts Receivables - Property Tax | 0.00 | 1,760.22 | -1,760.22 |
| 1210 Accounts Receivables - Grants | 143,986.00 | 0.00 | 143,986.00 |
| 1270 Prepaid Expenses | 29,115.91 | 39,203.87 | -10,087.96 |
| 1998 Undeposited Funds | 0.00 | 0.00 | 0.00 |
| Total Other Current Assets | \$173,101.91 | \$40,964.09 | \$132,137.82 |
| Total Current Assets | \$1,363,143.84 | \$1,159,139.51 | \$204,004.33 |
| Fixed Assets | \$3,896,889.77 | \$3,793,496.83 | \$103,392.94 |
| TOTAL ASSETS | \$5,260,033.61 | \$4,952,636.34 | \$307,397.27 |
| LIABILITIES AND EQUITY | | | |
| Liabilities | | | |
| Current Liabilities | | | |
| Accounts Payable | \$113,224.18 | \$11,161.59 | \$102,062.59 |
| Credit Cards | \$8,356.72 | \$2,837.12 | \$5,519.60 |
| Other Current Liabilities | | | |
| 2001 Accounts Payable - Audit Adj | 0.00 | 0.00 | 0.00 |
| 2205 Deferred Revenue - Grants | 22,500.00 | 0.00 | 22,500.00 |
| 2500 Accrued Payroll | -3,867.20 | -3,867.20 | 0.00 |
| 2501 Accrued PTO | 34,290.70 | 34,290.70 | 0.00 |
| Total Other Current Liabilities | \$52,923.50 | \$30,423.50 | \$22,500.00 |
| Total Current Liabilities | \$174,504.40 | \$44,422.21 | \$130,082.19 |
| Long-Term Liabilities | \$4,255,719.22 | \$4,255,719.22 | \$0.00 |
| Total Liabilities | \$4,430,223.62 | \$4,300,141.43 | \$130,082.19 |
| Equity | \$829,809.99 | \$652,494.91 | \$177,315.08 |
| TOTAL LIABILITIES AND EQUITY | \$5,260,033.61 | \$4,952,636.34 | \$307,397.27 |

Columbia Area Transit

Statement of Activity

July 2021

| | TOTAL | | | |
|-------------------------------------------|---------------------|---------------------|----------------------|-----------------|
| | JUL 2021 | JUL 2020 (PY) | CHANGE | % CHANGE |
| Revenue | | | | |
| 4001 Fare Revenue | 17,622.14 | 2,387.84 | 15,234.30 | 638.00 % |
| 4100 Contract Revenue | | 3,676.03 | -3,676.03 | -100.00 % |
| 4200 Federal Funds | 59,600.56 | 5,665.05 | 53,935.51 | 952.07 % |
| 4700 State Funds | 125,291.00 | 147,760.00 | -22,469.00 | -15.21 % |
| 4870 Local Assistance | 1,167.56 | 3,156.51 | -1,988.95 | -63.01 % |
| 4900 Other Revenue | 573.88 | 510.98 | 62.90 | 12.31 % |
| Discounts/Refunds Given | -220.59 | | -220.59 | |
| Total Revenue | \$204,034.55 | \$163,156.41 | \$40,878.14 | 25.05 % |
| Cost of Goods Sold | | | | |
| 5005 Vehicle Expense | 438.04 | | 438.04 | |
| 5019 Fuel | 16,165.00 | 4,513.02 | 11,651.98 | 258.19 % |
| 5020 Operation Expenses | 7,032.61 | 3,523.79 | 3,508.82 | 99.58 % |
| 5100 Communication Expense | 2,931.13 | 2,186.89 | 744.24 | 34.03 % |
| 5200 Vehicle Insurance | 1,491.83 | 1,465.25 | 26.58 | 1.81 % |
| 5500 Driver Expenses | 315.00 | 304.20 | 10.80 | 3.55 % |
| 5600 Advertising & Marketing | 14,323.23 | 275.38 | 14,047.85 | 5,101.26 % |
| 5700 Grant/Contract Match Funds | 18,852.88 | 0.00 | 18,852.88 | |
| 5800 Partner Distributions - Gorge Pass | 3,376.36 | | 3,376.36 | |
| 5899 COVID19 Expenses | 60.00 | 3,893.86 | -3,833.86 | -98.46 % |
| Total Cost of Goods Sold | \$64,986.08 | \$16,162.39 | \$48,823.69 | 302.08 % |
| GROSS PROFIT | \$139,048.47 | \$146,994.02 | \$ -7,945.55 | -5.41 % |
| Expenditures | | | | |
| 7000 Administrative Expenses | | | | |
| 7003 Building Expenses | 2,184.93 | 5,189.69 | -3,004.76 | -57.90 % |
| 7100 Office Supplies & Expenses | 4,383.46 | 1,377.35 | 3,006.11 | 218.25 % |
| 7300 Professional Fees | 6,108.41 | 7,246.25 | -1,137.84 | -15.70 % |
| 7400 Other Administrative Expense | 1,507.10 | 52.55 | 1,454.55 | 2,767.94 % |
| Total 7000 Administrative Expenses | 14,183.90 | 13,865.84 | 318.06 | 2.29 % |
| 8000 Personnel Expense | | | | |
| 8003 Administrative Personnel Expense | 32,377.48 | 11,630.34 | 20,747.14 | 178.39 % |
| 8103 Direct Service Personnel Expense | 85,982.57 | 45,375.21 | 40,607.36 | 89.49 % |
| Total 8000 Personnel Expense | 118,360.05 | 57,005.55 | 61,354.50 | 107.63 % |
| 9000 Capital Outlay | | 2,477.98 | -2,477.98 | -100.00 % |
| Total Expenditures | \$132,543.95 | \$73,349.37 | \$59,194.58 | 80.70 % |
| NET OPERATING REVENUE | \$6,504.52 | \$73,644.65 | \$ -67,140.13 | -91.17 % |
| NET REVENUE | \$6,504.52 | \$73,644.65 | \$ -67,140.13 | -91.17 % |

Columbia Area Transit

Budget vs. Actuals: FY22 - FY22 P&L

July 2021

| | TOTAL | | | |
|-------------------------------------------|---------------------|----------------------|---------------------|-----------------|
| | ACTUAL | BUDGET | OVER BUDGET | % OF BUDGET |
| Revenue | | | | |
| 4001 Fare Revenue | 17,622.14 | 10,000.00 | 7,622.14 | 176.22 % |
| 4100 Contract Revenue | | 0.00 | 0.00 | |
| 4200 Federal Funds | 59,600.56 | 19,500.00 | 40,100.56 | 305.64 % |
| 4700 State Funds | 125,291.00 | 70,775.00 | 54,516.00 | 177.03 % |
| 4870 Local Assistance | 1,167.56 | 2,000.00 | -832.44 | 58.38 % |
| 4900 Other Revenue | 573.88 | 1,516.00 | -942.12 | 37.85 % |
| Discounts/Refunds Given | -220.59 | | -220.59 | |
| Total Revenue | \$204,034.55 | \$103,791.00 | \$100,243.55 | 196.58 % |
| Cost of Goods Sold | | | | |
| 5005 Vehicle Expense | 438.04 | 200.00 | 238.04 | 219.02 % |
| 5019 Fuel | 16,165.00 | 20,000.00 | -3,835.00 | 80.83 % |
| 5020 Operation Expenses | 7,032.61 | 4,900.00 | 2,132.61 | 143.52 % |
| 5100 Communication Expense | 2,931.13 | 2,400.00 | 531.13 | 122.13 % |
| 5200 Vehicle Insurance | 1,491.83 | 1,420.00 | 71.83 | 105.06 % |
| 5500 Driver Expenses | 315.00 | 950.00 | -635.00 | 33.16 % |
| 5600 Advertising & Marketing | 14,323.23 | 5,000.00 | 9,323.23 | 286.46 % |
| 5700 Grant/Contract Match Funds | 18,852.88 | 0.00 | 18,852.88 | |
| 5800 Partner Distributions - Gorge Pass | 3,376.36 | | 3,376.36 | |
| 5899 COVID19 Expenses | 60.00 | | 60.00 | |
| Total Cost of Goods Sold | \$64,986.08 | \$34,870.00 | \$30,116.08 | 186.37 % |
| GROSS PROFIT | \$139,048.47 | \$68,921.00 | \$70,127.47 | 201.75 % |
| Expenditures | | | | |
| 7000 Administrative Expenses | | | | |
| 7003 Building Expenses | 2,184.93 | 2,125.00 | 59.93 | 102.82 % |
| 7100 Office Supplies & Expenses | 4,383.46 | 1,250.00 | 3,133.46 | 350.68 % |
| 7300 Professional Fees | 6,108.41 | 6,540.00 | -431.59 | 93.40 % |
| 7400 Other Administrative Expense | 1,507.10 | 410.00 | 1,097.10 | 367.59 % |
| Total 7000 Administrative Expenses | 14,183.90 | 10,325.00 | 3,858.90 | 137.37 % |
| 8000 Personnel Expense | | | | |
| 8003 Administrative Personnel Expense | 32,377.48 | 23,490.00 | 8,887.48 | 137.84 % |
| 8103 Direct Service Personnel Expense | 85,982.57 | 82,600.00 | 3,382.57 | 104.10 % |
| Total 8000 Personnel Expense | 118,360.05 | 106,090.00 | 12,270.05 | 111.57 % |
| 9000 Capital Outlay | | 20,000.00 | -20,000.00 | |
| Total Expenditures | \$132,543.95 | \$136,415.00 | \$ -3,871.05 | 97.16 % |
| NET OPERATING REVENUE | \$6,504.52 | \$ -67,494.00 | \$73,998.52 | -9.64 % |
| NET REVENUE | \$6,504.52 | \$ -67,494.00 | \$73,998.52 | -9.64 % |

Columbia Area Transit

Statement of Cash Flows

July 2021

| | TOTAL |
|---------------------------------------------------------------------------------------|-----------------------|
| OPERATING ACTIVITIES | |
| Net Revenue | 6,504.52 |
| Adjustments to reconcile Net Revenue to Net Cash provided by operations: | |
| 1211 Accounts Receivables - Grants:Grant Receivable - 5310 Funds 35149 | -1,000.00 |
| 1212 Accounts Receivables - Grants:Grants Receivable - 5311 Funds 34740 | -33,120.00 |
| 1213 Accounts Receivables - Grants:Accounts Receivable - CARES | -1,500.00 |
| 1214 Accounts Receivables - Grants:Accounts Receivable - STIF Discretionary 35102 | -65,203.00 |
| 1215 Accounts Receivables - Grants:Accounts Receivabel - STIF Formula 35033 | -43,163.00 |
| 1272 Prepaid Expenses:PP - Samsara GPS Fleet Tracking SW | 85.78 |
| 1273 Prepaid Expenses:PP - SDIS Vhcl & Gen Liab Insurance | 1,885.24 |
| 1274 Prepaid Expenses:PP - SDIS Workers Comp | -13,524.51 |
| 1275 Prepaid Expenses:PP - Fleetio Scheduler | -716.96 |
| 1277 Prepaid Expenses:PP - UniteGPS | -5,019.30 |
| 2000 Accounts Payable | -49,233.58 |
| 2105 Columbia Bank Visa | 7,596.13 |
| Total Adjustments to reconcile Net Revenue to Net Cash provided by operations: | -202,913.20 |
| Net cash provided by operating activities | \$ -196,408.68 |
| NET CASH INCREASE FOR PERIOD | \$ -196,408.68 |
| Cash at beginning of period | 1,386,450.61 |
| CASH AT END OF PERIOD | \$1,190,041.93 |

Columbia Area Transit

Bill Payment List

July 2021

| DATE | NUM | VENDOR | AMOUNT |
|---------------------------|-------|---------------------------------------|------------|
| 1000 C. I. B. - Operating | | | |
| 07/01/2021 | 21191 | Amalgamated Transit Union | 0.00 |
| 07/01/2021 | 21192 | Day Wireless Systems | 0.00 |
| 07/01/2021 | 21210 | Weatherly Printing | -2,378.04 |
| 07/01/2021 | 21209 | Verizon | -1,720.83 |
| 07/01/2021 | 21208 | Steven Gaylord AV | -735.00 |
| 07/01/2021 | 21207 | Sacred Art Studio | -10,000.00 |
| 07/01/2021 | 21206 | Point S Tire & Auto Service | -1,458.68 |
| 07/01/2021 | 21205 | Off Piste Creative Solutions LLC | -2,140.00 |
| 07/01/2021 | 21204 | Northwest Natural Gas | -27.77 |
| 07/01/2021 | 21203 | Nick Herman Mobile Repair | -1,605.00 |
| 07/01/2021 | 21202 | Napa Auto Parts | -328.68 |
| 07/01/2021 | 21201 | Luminator Technology Group, Inc. | -350.00 |
| 07/01/2021 | 21200 | Kerry Cobb | 0.00 |
| 07/01/2021 | 21199 | Jubitz Fleet Services | -1,168.16 |
| 07/01/2021 | 21198 | FLI Landscape | -225.60 |
| 07/01/2021 | 21197 | Day Wireless Systems | -282.00 |
| 07/01/2021 | 21196 | Amalgamated Transit Union | -567.44 |
| 07/02/2021 | | Our Team Accounting, LLC | 0.00 |
| 07/02/2021 | | Point S Tire & Auto Service | 0.00 |
| 07/02/2021 | | Bohn's Printing | 0.00 |
| 07/02/2021 | | Weatherly Printing | 0.00 |
| 07/02/2021 | | Columbia Gorge News | 0.00 |
| 07/02/2021 | | Sirius Media, LLC | 0.00 |
| 07/02/2021 | | Providence OCC Travel Medicine Clinic | 0.00 |
| 07/02/2021 | | Sacred Art Studio | 0.00 |
| 07/02/2021 | | NeuralGlue LLC | 0.00 |
| 07/02/2021 | | Hood River Quick Lube | 0.00 |
| 07/02/2021 | | KolorKraze | 0.00 |
| 07/02/2021 | | Nick Herman Mobile Repair | 0.00 |
| 07/02/2021 | 21231 | Our Team Accounting, LLC | -5,455.00 |
| 07/02/2021 | 21242 | Point S Tire & Auto Service | -33.50 |
| 07/02/2021 | 21241 | Bohn's Printing | -109.11 |
| 07/02/2021 | 21240 | Weatherly Printing | -190.24 |
| 07/02/2021 | 21239 | Columbia Gorge News | -264.00 |
| 07/02/2021 | 21238 | Sirius Media, LLC | -901.00 |
| 07/02/2021 | 21237 | Providence OCC Travel Medicine Clinic | -275.00 |
| 07/02/2021 | 21236 | Sacred Art Studio | -1,125.00 |
| 07/02/2021 | 21235 | NeuralGlue LLC | -5,000.00 |
| 07/02/2021 | 21234 | Hood River Quick Lube | -145.35 |
| 07/02/2021 | 21233 | KolorKraze | -3,984.90 |
| 07/02/2021 | 21232 | Nick Herman Mobile Repair | -992.00 |
| 07/02/2021 | | Columbia Bank Visa | -9,305.45 |
| 07/15/2021 | 21243 | Kerry Cobb | 0.00 |

Columbia Area Transit

Bill Payment List

July 2021

| DATE | NUM | VENDOR | AMOUNT |
|------------|--------|----------------------------------------|------------|
| 07/15/2021 | 21244 | Kerry Cobb | -21,150.00 |
| 07/15/2021 | 21286 | Sign Media | -80.00 |
| 07/07/2021 | | City of Hood River - Utilities | -422.21 |
| 07/07/2021 | | City of Hood River - Utilities | -290.54 |
| 07/16/2021 | 21245 | East Cascade Electric, LLC | -260.00 |
| 07/16/2021 | 21246 | FLI Landscape | -225.60 |
| 07/16/2021 | 21247 | Hood River County Dept of Records | -4,955.14 |
| 07/16/2021 | 21248 | Hood River Quick Lube | -220.90 |
| 07/16/2021 | 21249 | Infinite Graphix | -2,412.30 |
| 07/16/2021 | 21250 | Jubitz Fleet Services | -1,784.20 |
| 07/16/2021 | 21251 | KolorKraze | -1,775.00 |
| 07/16/2021 | 21252 | MODA | -418.14 |
| 07/16/2021 | 21253 | Napa Auto Parts | -1,539.49 |
| 07/16/2021 | 21254 | Nick Herman Mobile Repair | -1,365.00 |
| 07/16/2021 | 21255 | Pacific Power | -362.16 |
| 07/16/2021 | 21256 | Principal Life Insurance Company | -249.98 |
| 07/16/2021 | 21257 | Providence OCC Travel Medicine Clinic | -100.00 |
| 07/16/2021 | 21258 | Providence Health & Services | -1,449.42 |
| 07/16/2021 | 21259 | Sign Media | -379.00 |
| 07/16/2021 | 21260 | Sirius Media, LLC | -2,272.45 |
| 07/16/2021 | 21261 | Spectrum Enterprise-Time Warner Cable | -99.99 |
| 07/16/2021 | 21262 | UniteGPS LLC | -5,475.60 |
| 07/16/2021 | 21263 | Port of Hood River | -35.00 |
| 07/23/2021 | 21264 | Cascade Health Solutions | -200.00 |
| 07/23/2021 | 21265 | Chinook Plumbing Inc. | -686.00 |
| 07/23/2021 | 21266 | Day Wireless Systems | -282.00 |
| 07/23/2021 | 21267 | Jubitz Fleet Services | -1,654.87 |
| 07/23/2021 | 21268 | Luminator Technology Group, Inc. | -31.06 |
| 07/23/2021 | 21269 | Napa Auto Parts | -341.96 |
| 07/23/2021 | 21270 | Northwest Natural Gas | -27.35 |
| 07/23/2021 | 21271 | ODDS | -1,352.88 |
| 07/23/2021 | 21272 | Our Team Accounting, LLC | -5,400.00 |
| 07/23/2021 | 21273 | Point S Tire & Auto Service | -146.60 |
| 07/23/2021 | 21274 | SDAO | -25.00 |
| 07/23/2021 | 21275 | Sign Media | -45.00 |
| 07/23/2021 | 21276 | Transportation Options Group of Oregon | -250.00 |
| 07/23/2021 | 21277 | Weatherly Printing | -2,690.34 |
| 07/23/2021 | | Fleetio | -113.75 |
| 07/30/2021 | 020424 | Elvis Fernandez | -821.55 |
| 07/30/2021 | 020425 | Bo Graves | -215.07 |
| 07/30/2021 | 21278 | Bohn's Printing | -97.20 |
| 07/30/2021 | 21279 | DMV | -196.00 |
| 07/30/2021 | 21280 | Mid-Columbia Economic Development Dist | -3,000.00 |
| 07/30/2021 | 21281 | Napa Auto Parts | -95.92 |

Columbia Area Transit

Bill Payment List

July 2021

| DATE | NUM | VENDOR | AMOUNT |
|--------------------------------------------|-------|----------------------------|-----------------------|
| 07/30/2021 | 21282 | Nick Herman Mobile Repair | -2,766.00 |
| 07/30/2021 | 21283 | Sacred Art Studio | -2,337.50 |
| 07/30/2021 | 21284 | Weatherly Printing | -2,046.02 |
| 07/30/2021 | 21285 | Fleetio | -668.39 |
| 07/30/2021 | | Hood River Garbage Service | -74.47 |
| 07/12/2021 | | Verizon | -677.35 |
| Total for 1000 C. I. B. - Operating | | | \$ -124,332.15 |

Types of Vehicles

Mini Vans



120 – 2011 Toyota Sienna 59,061 miles (utility vehicle)

6 Passengers no wheelchair access. Has exceeded useful life and been replaced.

121 –2019 Dodge Caravan 3,129 miles (DAR vehicle)

4 passengers, 2 wheelchairs

Cutaway buses



**193 – 2013 Ford E-450 195,368 miles (Deviated Fixed)
14 Passengers, 2 wheelchairs**

**194 – 2013 Ford E-450 241,106 miles (Deviated Fixed)
16 Passengers, 2 wheelchairs. Has exceeded useful life and
been replaced.**

**197 – 2016 Ford E-450 111,345 miles (Deviated Fixed)
12 Passengers, 2 wheelchairs. Only none CDL bus**

**198 – 2019 Ford E-450 78,081 miles (Deviated Fixed)
16 Passengers, 2 wheelchairs.**

**199 – 2019 Ford E-450 82,574 miles (Deviated Fixed)
16 Passengers, 2 wheelchairs.**

Low Floor Cutaway



**200 – 2014 Chevy Arboc 98,044 miles (DAR/Deviated)
12 Passengers, 3 wheelchairs.**

**201 – 2014 Chevy Arboc 78,749 miles (DAR/Deviated)
12 Passengers, 3 Wheelchair**

30 foot Gillig



206 – 2008 Gillig 355,977 miles (City/CGE)

28 passengers, 2 wheelchairs

207 – 2008 Gillig 378,143 miles (City/CGE)

28 passengers, 2 wheelchairs

208 – 2008 Gillig 380,235 miles (City/CGE)

28 passengers, 2 wheelchairs

Motor Coaches



55 – 2006 MCI D4500 954,708 miles (CGE)

56 passengers, 2 wheelchairs

56 – 2004 MCI D4500 15,521 miles (CGE)

56 passengers, 2 wheelchairs

57 – 2003 MCI D4500 17,556 miles (CGE)

56 passengers, 2 wheelchairs

International Cutaways



469 – 2019 International 57,015 miles (CGE)

35 passengers, 2 wheelchairs

470 – 2019 International 83,517 miles (CGE)

35 passengers, 2 wheelchairs

New Vehicles that should have been received by now:

2 Electric Ford Transit Vans (Expected delivery early 2022)

2 Low floor ford E450s (No current expected delivery date)

Other vehicle that we have access to:

3 Trimet 40 foot Gillig vehicles to operate GTM express

| Bus Number | Year of mfg. | ven. Category Useful Life | Make | Model | Condition | Current Status | Capacity | Wheel Chair stations | Fuel Type Gas Diesel | Delivery Date | Date placed into service | Purchase Cost | ODOT Reimb. | ODOT % | Expected Replace-ment Date | Funding Type/ Descrip. | ODOT Grant No. | |
|------------|--------------|---------------------------|------------------|-------------|-----------|-----------------------------------------|-------------|----------------------|----------------------|---------------|--------------------------|---------------|--------------|--------|----------------------------|------------------------|----------------|-----------------|
| 120 | 2011 | 4 yr/ 100,000 | Toyota | Sienna | G | In service | 7 (6 psngr) | 0 | G | | 12.09.10 | \$30,103.50 | \$26,829.00 | 89.12% | 12.10.2014 | 5311 Cap Veh | 26513 | Replaced |
| 121 | 2019 | 4 yr/ 100,000 | Dodge | rand Carava | E | In Service | 4 psngr | 2 | G | 6.29.21 | 6.29.21 | \$68,183.00 | \$66,137.51 | 90.70% | 6.20..2015 | 5310 Cap Veh. | | |
| 193 | 2013 | 5 yr/ 150,000 mile | Ford/ Elkhart | E-450 | G | In Service | 14 | 2 | G | | 01.31.13 | \$62,932.00 | \$53,685.00 | 85.31% | 01.31.2018 | 5311 Cap Veh | 27482 | |
| 194 | 2013 | 7 yr/ 200,000 mile | Ford/ Elkhart | E-450 | G | In service | 18 or 16/2 | 2 | G | 04.18.13 | 05.06.13 | \$64,573.00 | \$59,705.00 | 92.46% | 04. .2020 | 5311 Cap Veh | 28524 | Repalced |
| 197 | 2016 | 5yrs/150k | Ford Elkhart EC2 | E450 | G | In Service | 14 or 12/2 | 2 | G | 12.22. 16 | 1.24.2017 | \$70,462.00 | \$63,912.00 | 90.70% | 1.28.2022 | 5310 Cap Veh. | 30731 | match with STIF |
| 198 | 2019 | 5yrs/150k | Ford | E450 | G | In Service | 16/2 | 2 | G | 11.1.19 | 11.11.2019 | \$78,828.16 | \$70,251.66 | 89.12% | 11.11.2024 | 5311 Cap Veh | 32848 | |
| 199 | 2019 | 5yrs/150k | Ford | E450 | G | In Service | 16/2 | 2 | G | 11.1.19 | 11.11.2019 | \$78,828.16 | \$70,251.66 | 89.12% | 11.11.2024 | 5311 Cap Veh | 32848 | |
| 200 | 2014 | 7 yr/ 200,000 mile | Chevy Arbo | G4500 | P | Out of Service needs new transmission | 12 + 3 ADA | 3 | G | | 07.18.18 | \$80,255.00 | \$66,983.50 | 83.46% | 7.30.2025 | 5310 Cap Veh. | 32192 | |
| 201 | 2014 | 7 yr/ 200,000 mile | Chevy Arbo | G4500 | P | Out of service needs suspension work | 12 + 3 ADA | 3 | G | | 07.27.18 | \$80,255.00 | \$66,983.50 | 83.46% | 7.30.2025 | 5310 Cap Veh. | 32192 | |
| 55005-A | 2006 | 10yrs | MCI | J4500 | F | Out of Service needs new transmission | 56 + 2 ADA | 2 | D | 9/17/2018 | 9/27/2018 | \$30,000.00 | \$30,000.00 | | | STIF Formula | NA | |
| 56 | 2004 | 10yrs | MCI | D4500 | P | Out of Service needs new ECM | 56 + 2 ADA | 2 | D | 12/6/2019 | 1/10/2020 | \$193,474.00 | \$174,126.60 | 90.00% | 9.17.2030 | STIF DISC | | |
| 57 | 2003 | 10yrs | MCI | D4500 | P | Out of Service needs new ECM | 56 + 2 ADA | 2 | D | 12/6/2019 | 1/23/2020 | \$193,474.00 | \$174,126.60 | 90.00% | 9.17.2030 | STIF DISC | | |
| 206 | 2008 | | Gillig | | G | Out of Service needs new Power Steering | 28 + 2 ADA | 2 | D | 3/25/2021 | 4/8/21 | \$9,700.00 | NA | NA | NA | Local | NA | |
| 207 | 2008 | | Gillig | | G | In Service | 28 + 2 ADA | 2 | D | 3/25/2021 | 4/8/21 | \$9,700.00 | NA | NA | NA | Local | NA | |
| 208 | 2008 | | Gillig | | G | In Service | 28 + 2 ADA | 2 | D | 3/25/2021 | 4/8/21 | \$9,700.00 | NA | NA | NA | Local | NA | |
| 469 | 2019 | | Internation al | | G | In Service | 35+2 | 2 | D | | 7/20/21 | NA | NA | NA | NA | Gifted | NA | |
| 470 | 2019 | | Internation al | | G | In Service | 35+2 | 2 | D | 3/25/2021 | 7/20/21 | NA | NA | NA | NA | Gifted | NA | |

*STATUS CODES

R -- In Regular Service
B -- Backup when other vehicle out of service
S -- Spare, held in reserve, used only occasionally
O -- Out of Service
Y -- Yes
N -- No

**CONDITION CODES

E -- Excellent, relatively new, low mileage, no mechanical problems
G -- Good, well-maintained, no on-going mechanical problems, shows minor wear
F -- Fair, near midpoint of useful life, obvious signs of wear, regular maintenance keeps it in safe and operable condition but costs exceed norm for fleet
P -- Poor, becoming unsafe and unreliable , frequent breakdowns, excessive repair costs

