



Wednesday, April 21, 2021

Hood River County Transportation District

Regular Meeting of the Board of Directors

224 Wasco Loop, Board Conference Room

Hood River, OR 97031

4:30pm – 5:30pm

Agenda

The Hood River County Transportation District is taking measures to limit exposure of COVID-19. In support of state and federal guidelines for social distancing, HRCTD will hold this meeting by using Zoom Conferencing technology. Members of the public can attend by calling (253)215-8782, Meeting ID: 826 7006 6444, Password: 389028.

- 1. Call Meeting to Order – 4:30pm**
- 2. Approval of Minutes (Attachment)**
- 3. Executive Session ORS 192.660A- Consideration of Employment Contract for John Andoh as Assistant Director**
- 4. Public Comment**
- 5. Financial Overview (Attachment)**
- 6. Resolutions & Action Items**
 - a. Budget Committee Bylaws (Attachment)
 - b. Policy Updates (Pet Policy, Employee Fare, Employee Gym, & Employee Uniform Policies) (Attachment)
- 7. Director's Report – 4:30pm**
 - a. Operations Report (Attachment)
 - b. Digital Signage Update
 - c. Gorge-To-Mountain Service Final Ridership & Next Year's Funding
 - d. Student Partnership Update
 - e. GORge Pass Sales Update
 - f. Draft Budget Message & Budget (Attachment)
 - g. Service Marketing
 - h. Dog Mountain Shuttle
 - i. Transit Master Plan Update
- 8. Discussion Items**
 - a. Update on MCEDD/CAT Meetings (Attachment)
 - b. Summer Board Meetings Vacation Schedules
- 9. Member Topics**
 - a. Non-Voting Board Members (Out of County)
 - b. Board Member Pass
- 10. Upcoming Events**
- 11. Meeting Adjourned – 5:30pm**



Wednesday, March 17, 2021
Hood River County Transportation District
Regular Meeting of the Board of Directors
224 Wasco Loop, Board Conference Room
Hood River, OR 97031
4:00pm – 5:30pm
Meeting Minutes

Board Meeting Attendees

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

Public: Teresa Gallucci (Our Team Accounting), John Andoh, Frank Thomas (ODOT)

Staff: Patty Fink, Ty Graves, Amy Schlappi

Lara called the December Board Meeting to order at 4:02PM. She acknowledged the Wasco and Wasrum, Warm Springs, and Grand Ronde Tribes of the Chinook peoples who lived on these lands for generations. Additionally, she recognized that the Board strives to embody a commitment to cultural equity and reconciliation, ecological conservation, and sustainability.

Approval of Minutes

Lara asked if there were any changes that needed to be made to the February 17, 2021 HRCTD Board Meeting. No changes to the minutes were requested. Leti made a motion to approve the minutes as presented, the motion was seconded by Greg and unanimously approved by the Board.

Public Comment

No public comment was made nor submitted to staff ahead of time.

Financial Overview

Teresa reviewed the February financials, by highlighting:

- \$574,000 more cash is available than the same period last year.
- There was an increase in grants receivable as staff accrued for the work accomplished but not yet billed.
- Prepaid expenses were reduced due to new dispatching software which is cheaper than the previous software used.
- Fuel expense is \$28,000 less than last year.
- Gross Profit overall was \$1.1 million which is \$43,000 less than last year at this time. Variance is mostly due to the timing for when the budgeted and actuals occurred.
- Net income was \$631,000 better than last year and \$106,000 better than what was budgeted.

Patty highlighted that we did accrue grant funds that had been spent but not yet reimbursed by the State based on Darrell's comments during the February meeting.



Resolutions & Action Items

STF/STIF Advisory Committee Member: Amy explained that there is one opening on the STF/STIF Advisory committee. Staff recently received an application from Rachelle Begay who works for Columbia River Inter-Tribal Fish Commission (CRITFC). Rachelle lives in Wasco County, but conducts work at the Native American in-lieu sites within Hood River County. Since she works within Hood River County with a minority community, she is eligible to be on the STF/STIF Committee. Leti made a motion to appoint Rachelle Begay as a STF/STIF Committee member, the motion was seconded by Darrell and unanimously approved by the Board.

Budget Committee Member: Amy explained that there is also an opening on the Budget Committee. Staff recently received an application from Jeremy Hull who uses CAT services, works in Hood River, but lives in Portland. Since he uses CAT services, he is considered a Representative of Services and therefore eligible to be on the Budget Committee. Greg made a motion to appoint Jeremy Hull as a member of the Budget Committee, the motion was seconded by Megan and unanimously approved by the Board.

Director's Report

Operations Report: Ty reviewed the February Operations Report, by highlighting:

- Safety score increased slightly. There were no vehicle accidents.
- The number of harsh events increased, but after review the incidents were not considered harsh events.
- Boarding rides per hour increased on all services except for the Gorge-To-Mountain Express.
- There were several days with minimal operations due to snow events.

Gorge-To-Mountain Express Update: Ty updated that the Gorge-To-Mountain service will end March 31st. Staff has been working with Mt. Hood Meadows staff to ensure operations run smoothly. There were minor service interruptions even with the extreme weather.

There was general discussion regarding the next FLAP application. Patty has been discussing different alternatives with other providers who operate around Mt. Hood to submit a joint application.

GOrge Pass Sales Update: Amy reviewed the GOrge Pass sales. In some categories sales are exceeding expectations and in other areas sales are meeting expectations. Adult Token Transit pass sales have slowed a bit but are expected to increase in the coming months.

Staff has been discussing with the school district about potentially distributing the passes by mail. Students are currently required to have a signed waiver before they can receive a pass, which they pick up either at the school or the CAT office.

Elections Update: Amy reminded the Board that the deadline to file for the elections is tomorrow March 18th. It does appear that there is interest from others who are not already Board Members. Staff suggests that Board Members do campaign before the election.



Bus Stop Update: Patty updated the Board that staff has a meeting with City of Hood River staff to discuss bus stops and a wide range of other topics. Including, \$100,000 CAT funds which have been reserved for ADA improvements near bus stops and resuming the Pink Trolley service.

The shelter at the One Community Health stop should be in place within the next month. The City has mentioned that they are committed to helping staff install bus stops throughout the City of Hood River.

Dog Mountain Shuttle: Ty let the Board know that Skamania County would like CAT to help with weekend Dog Mountain Shuttle Service. Patty added that the Dog Mountain Shuttle is a service that Skamania County started 3 years ago in partnership with the Forest Service. The service shuttles individuals between the Skamania County fairgrounds in Stevenson and the Dog Mountain trailhead. Skamania County asked us to help as they have smaller vehicles and not enough capacity due to COVID-19 restrictions. This will be a paid service.

Discussion Items

Supplemental Budget or Adjustment: Patty stated staff is still working on the Supplemental Budget. This year has been difficult to finalize some of the numbers due to COVID-19, however staff feels comfortable with the Supplemental Budget at this point. Patty highlighted a couple of different pieces, including:

- Staff is still waiting to hear about Capital delivery.
- The funds expected to be received this year from the Federal CARES Act has increased from \$150K to \$190K.
- Other Revenues have increased due to the reimbursement of the totaled vehicle which is expected to come to \$35K. Additionally, this includes the Columbia Gorge Health Council Grant which was not in the original budget and will fund Low-Income Fares.
- Staff has reduced the Grant/Contract Match amount based on the funds expected to be spent on the Gorge-To-Mountain Express Service.
- Driver expenses will cover the Uniform and Gym expenses that was approved by the Board.
- The Net Income will be close to \$400k which will be mostly due to carryover funds from STIF Formula funds that will not be able to be used this Biennium, but will be transferred to the next Biennium.

Budget Priorities: Patty reviewed the Budget priorities for Fiscal Year 21-22 that staff has previously heard from the Board. Priorities on the current list include:

- Assistant Executive Director
- Cascade Locks Shuttle
- Peak Hour City Route service
- Weekend Route Expansion
- Transit Master Plan
- Extensive low-income minority outreach
- GORge Pass Marketing



The Board discussed other topics that they would like to see incorporated if possible, into the FY 21-22 Budget.

- Evening Service expansion in Hood River (particularly weekends)
- Seasonal service between different breweries, wineries, & the fruit loop
- Transportation to Vaccine Clinics
- Transportation to trailheads (depending on trailhead include a bike trailer)
- Chaperones to help younger passengers learn how to ride the bus and how to load bikes

Member Topics

Trolley Service 2021: Ty reviewed that CAT will be offering the Weekend Trolley service starting April 3rd. As staff does not currently have a trolley this will be operated by a regular CAT bus until a trolley is purchased.

There are two low floor Gillig buses that staff is looking to purchase. These buses have a great turning radius and will be used for the Weekend Trolley service until a trolley is purchased. The CAT mechanic will be looking at these two Gillig buses in Seattle this coming weekend. These are replacement vehicles for bus 196 which was recently totaled. After the purchase of these vehicles there will be enough left over to invest in a trolley of our own.

There was a large group discussion on the different types of trollies available and what would be preferable. At the end of the discussion the group was split between the different options included in the Board Meeting Materials.

- ❖ Staff will continue to look for other trolley options.

Pet Policy: Lara would like the Board to consider updating the Pet Policy to allow well-mannered dogs to ride the bus without being in a confined carrier. Sample policies of other transit providers were included in the Board Meeting Materials.

The group had a large discussion regarding what would need to be included in a Pet Policy that did not require dogs to be in a confined carrier. The Board generally agreed on updating the policy and that bus drivers should have ability to use their discretion to allow dogs on the bus and dogs should be leashed and muzzled.

- ❖ Staff will create a draft Pet Policy and present at the next Board Meeting.

Upcoming Events

The next Board Meeting and Supplemental Budget Hearing will be April 21, 2021 at 4PM.

At 5:26PM Greg made a motion to adjourn the meeting, the motion was seconded by Darrell and unanimously approved by the Board.

Management Report

Columbia Area Transit

For the period ended March 31, 2021



Prepared by

Our Team Accounting, LLC

Prepared on

April 14, 2021

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Period Ending: March 31, 2021

Balance Sheet

Cash Availability - Total available cash at the end of March was \$1.2m. This is approximately the same as February and \$395k more than the same period last year.

Grants Receivable – This account represents work that has been earned for multiple grants but invoices have not yet been submitted to the state. A total of \$161k has been accrued and will be billed at the end of the quarter as usual.

Prepaid Expenses – Total prepaid expenses at the end of March was \$26k. The proportional expense amount recognized during the month for Workers Compensation, software and general liability insurance was \$4k.

Accounts Payable – The amount due to vendors and not yet paid at the end of March was \$44k. All March bills were paid the first week of April.

Deferred Revenue – \$36k related to the bus damaged in the accident has been received from SDIS (the insurance carrier) as well as \$22k in grant funds from Columbia George Health Council. These funds will be recognized as revenue as the related expenses are incurred.

Credit Card – The amount owed on the credit card at the end of March was \$2k. This is roughly the same as a year ago.

Income Statement

Revenue – Total revenue earned YTD at the end of March was \$1.4m which is \$420k less than last year at this time. This reduction is comprised of \$151k less fare revenue and \$110k less grant revenue for capital grants related to the purchase of new buses. Budgeted earnings YTD through the end of March was \$2.9m. Actual is less than budget by \$1.5m.

COG Fuel – YTD Fuel expense at the end of March was \$70k, which is \$28k less than last year at this time and \$135k less than budget.

COG Operations - Preventative maintenance, tires, shop supplies and bus repair expenses at the end of February totaled \$38k, which is \$10k less this period last year and \$27k less than the amount budgeted.

COG Communication – Dispatch/GPS software and cellular data expenses YTD totaled \$22k which is equal to the amount spent at this time in 2020 but \$9k less than the amount budgeted.

COG Driver Expenses – As March 31st, \$8k has been spent for driver related expenses. This is on par with last year at this time and \$2k less than the amount budgeted.

Advertising – YTD through March, \$21k had been spent for Advertising. \$90k had been budgeted for this expense, resulting in a budget savings of \$70k. A hold has been placed on this expense until Covid restrictions have been loosened.

Gross Profit – Overall, YTD gross profit is \$1m which is \$170k less than last year at this time and \$1.1m less than budget. 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 are \$111k. This is \$2k more than last year at this time but \$20k less than budget. Most line items have less actual spending than the budgeted amount.

Personnel – Total YTD personnel costs incurred by the end of March were \$638k. This is \$209k less than budget and \$34k less than prior year. This decrease is in part 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.

Net Income – YTD net income at the close of March was \$264k, which is \$500k better than last year at this time and \$17k better than the amount budgeted.

Columbia Area Transit

Statement of Financial Position

As of March 31, 2021

	TOTAL		
	AS OF MAR 31, 2021	AS OF MAR 31, 2020 (PY)	CHANGE
ASSETS			
Current Assets			
Bank Accounts			
1000 C. I. B. - Operating	193,240.35	319,690.72	-126,450.37
1005 C. I. B. - Savings	400,094.70	100,065.91	300,028.79
1010 Money Market Account (deleted)	0.00	20,068.91	-20,068.91
1020 C. I. T. - H. R. County	629,248.99	387,579.18	241,669.81
1050 Petty Cash	93.00	100.00	-7.00
Total Bank Accounts	\$1,222,677.04	\$827,504.72	\$395,172.32
Accounts Receivable			
1200 Accounts Receivable	1,350.00	0.00	1,350.00
Total Accounts Receivable	\$1,350.00	\$0.00	\$1,350.00
Other Current Assets			
1205 Accounts Receivables - Property Tax	0.00	0.00	0.00
1210 Accounts Receivables - Grants	160,913.00	0.00	160,913.00
1270 Prepaid Expenses	0.00	0.00	0.00
1271 PP - Ecolane SW	0.00	7,574.60	-7,574.60
1272 PP - Samsara GPS Fleet Tracking SW	772.08	2,058.77	-1,286.69
1273 PP - SDIS Vhcl & Gen Liab Insurance	19,086.50	17,068.50	2,018.00
1274 PP - SDIS Workers Comp	5,224.18		5,224.18
1275 PP - Fleetio Scheduler	525.00		525.00
Total 1270 Prepaid Expenses	25,607.76	26,701.87	-1,094.11
1998 Undeposited Funds	0.00	0.00	0.00
Total Other Current Assets	\$186,520.76	\$26,701.87	\$159,818.89
Total Current Assets	\$1,410,547.80	\$854,206.59	\$556,341.21
Fixed Assets	\$3,823,147.06	\$2,961,614.29	\$861,532.77
TOTAL ASSETS	\$5,233,694.86	\$3,815,820.88	\$1,417,873.98

Columbia Area Transit

Statement of Financial Position

As of March 31, 2021

	TOTAL		
	AS OF MAR 31, 2021	AS OF MAR 31, 2020 (PY)	CHANGE
LIABILITIES AND EQUITY			
Liabilities			
Current Liabilities			
Accounts Payable			
2000 Accounts Payable	44,301.17	161,151.82	-116,850.65
Total Accounts Payable	\$44,301.17	\$161,151.82	\$ -116,850.65
Credit Cards			
2105 Columbia Bank Visa	1,564.68	1,541.45	23.23
Total Credit Cards	\$1,564.68	\$1,541.45	\$23.23
Other Current Liabilities			
2001 Accounts Payable - Audit Adj	0.00	0.00	0.00
2205 Deferred Revenue - Grants	58,000.00	0.00	58,000.00
2500 Accrued Payroll	26,556.30	26,556.30	0.00
2501 Accrued Vacation	3,867.20	0.00	3,867.20
Total Other Current Liabilities	\$88,423.50	\$26,556.30	\$61,867.20
Total Current Liabilities	\$134,289.35	\$189,249.57	\$ -54,960.22
Long-Term Liabilities	\$4,255,719.22	\$4,255,719.22	\$0.00
Total Liabilities	\$4,390,008.57	\$4,444,968.79	\$ -54,960.22
Equity	\$843,686.29	\$ -629,147.91	\$1,472,834.20
TOTAL LIABILITIES AND EQUITY	\$5,233,694.86	\$3,815,820.88	\$1,417,873.98

Columbia Area Transit

Statement of Activity July 2020 - March 2021

	TOTAL		
	JUL 2020 - MAR 2021	JUL 2019 - MAR 2020 (PP)	CHANGE
Revenue			
4001 Fare Revenue	43,243.32	194,125.21	-150,881.89
4100 Contract Revenue	7,368.03	90,505.94	-83,137.91
4200 Federal Funds	273,213.71	341,658.13	-68,444.42
4700 State Funds	825,323.00	962,375.00	-137,052.00
4870 Local Assistance	196,672.11	170,973.70	25,698.41
4900 Other Revenue	5,245.08	11,118.96	-5,873.88
Discounts/Refunds Given	133.85		133.85
Total Revenue	\$1,351,199.10	\$1,770,756.94	\$ -419,557.84
Cost of Goods Sold			
5005 Vehicle Expense	1,604.98	2,708.45	-1,103.47
5019 Fuel	70,233.10	98,052.55	-27,819.45
5020 Operation Expenses	38,257.29	47,920.48	-9,663.19
5100 Communication Expense	22,081.27	21,360.84	720.43
5200 Vehicle Insurance	13,419.17	10,618.75	2,800.42
5500 Driver Expenses	7,803.09	7,154.81	648.28
5600 Advertising & Marketing	20,876.72	209,341.33	-188,464.61
5700 Grant/Contract Match Funds	139,809.75	173,676.12	-33,866.37
5899 COVID19 Expenses	7,209.81		7,209.81
Total Cost of Goods Sold	\$321,295.18	\$570,833.33	\$ -249,538.15
GROSS PROFIT	\$1,029,903.92	\$1,199,923.61	\$ -170,019.69
Expenditures			
7000 Administrative Expenses			
7003 Building Expenses	21,541.85	26,650.51	-5,108.66
7100 Office Supplies & Expenses	14,019.06	11,318.70	2,700.36
7300 Professional Fees	66,718.84	67,851.38	-1,132.54
7400 Other Administrative Expense	9,113.12	3,964.52	5,148.60
Total 7000 Administrative Expenses	111,392.87	109,785.11	1,607.76
8000 Personnel Expense			
8003 Administrative Personnel Expense	127,636.72	158,858.98	-31,222.26
8103 Direct Service Personnel Expense	510,133.05	513,234.94	-3,101.89
Total 8000 Personnel Expense	637,769.77	672,093.92	-34,324.15
9000 Capital Outlay	15,905.25	653,665.27	-637,760.02
Total Expenditures	\$765,067.89	\$1,435,544.30	\$ -670,476.41
NET OPERATING REVENUE	\$264,836.03	\$ -235,620.69	\$500,456.72
NET REVENUE	\$264,836.03	\$ -235,620.69	\$500,456.72

Columbia Area Transit

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

July 2020 - March 2021

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Revenue				
4001 Fare Revenue	43,243.32	104,000.00	-60,756.68	41.58 %
4100 Contract Revenue	7,368.03	82,500.00	-75,131.97	8.93 %
4200 Federal Funds	273,213.71	1,153,316.00	-880,102.29	23.69 %
4700 State Funds	825,323.00	871,800.00	-46,477.00	94.67 %
4870 Local Assistance	196,672.11	129,500.00	67,172.11	151.87 %
4900 Other Revenue	5,245.08	38,500.00	-33,254.92	13.62 %
Discounts/Refunds Given	133.85		133.85	
Total Revenue	\$1,351,199.10	\$2,379,616.00	\$ -1,028,416.90	56.78 %
Cost of Goods Sold				
5005 Vehicle Expense	1,604.98	5,300.00	-3,695.02	30.28 %
5019 Fuel	70,233.10	150,000.00	-79,766.90	46.82 %
5020 Operation Expenses	38,257.29	48,650.00	-10,392.71	78.64 %
5100 Communication Expense	22,081.27	23,850.00	-1,768.73	92.58 %
5200 Vehicle Insurance	13,419.17	12,652.00	767.17	106.06 %
5500 Driver Expenses	7,803.09	7,525.00	278.09	103.70 %
5600 Advertising & Marketing	20,876.72	67,500.00	-46,623.28	30.93 %
5700 Grant/Contract Match Funds	139,809.75	273,500.00	-133,690.25	51.12 %
5899 COVID19 Expenses	7,209.81		7,209.81	
Total Cost of Goods Sold	\$321,295.18	\$588,977.00	\$ -267,681.82	54.55 %
GROSS PROFIT	\$1,029,903.92	\$1,790,639.00	\$ -760,735.08	57.52 %
Expenditures				
7000 Administrative Expenses				
7003 Building Expenses	21,541.85	26,445.00	-4,903.15	81.46 %
7100 Office Supplies & Expenses	14,019.06	11,325.00	2,694.06	123.79 %
7300 Professional Fees	66,718.84	69,790.00	-3,071.16	95.60 %
7400 Other Administrative Expense	9,113.12	4,666.00	4,447.12	195.31 %
Total 7000 Administrative Expenses	111,392.87	112,226.00	-833.13	99.26 %
8000 Personnel Expense				
8003 Administrative Personnel Expense	127,636.72	142,826.00	-15,189.28	89.37 %
8103 Direct Service Personnel Expense	510,133.05	704,073.00	-193,939.95	72.45 %
Total 8000 Personnel Expense	637,769.77	846,899.00	-209,129.23	75.31 %
9000 Capital Outlay	15,905.25	584,242.00	-568,336.75	2.72 %
Total Expenditures	\$765,067.89	\$1,543,367.00	\$ -778,299.11	49.57 %
NET OPERATING REVENUE	\$264,836.03	\$247,272.00	\$17,564.03	107.10 %
NET REVENUE	\$264,836.03	\$247,272.00	\$17,564.03	107.10 %

Columbia Area Transit

Statement of Cash Flows

July 2020 - March 2021

	TOTAL
OPERATING ACTIVITIES	
Net Revenue	264,836.03
Adjustments to reconcile Net Revenue to Net Cash provided by operations:	
1200 Accounts Receivable	93,913.82
1205 Accounts Receivables - Property Tax	0.00
1210 Accounts Receivables - Grants	-160,913.00
1271 Prepaid Expenses:PP - Ecolane SW	7,403.04
1272 Prepaid Expenses:PP - Samsara GPS Fleet Tracking SW	1,200.91
1273 Prepaid Expenses:PP - SDIS Vhcl & Gen Liab Insurance	-7,707.50
1274 Prepaid Expenses:PP - SDIS Workers Comp	-5,224.18
1275 Prepaid Expenses:PP - Fleetio Scheduler	-525.00
2000 Accounts Payable	16,162.14
2105 Columbia Bank Visa	-2,073.77
2001 Accounts Payable - Audit Adj	-4,965.84
2205 Deferred Revenue - Grants	58,000.00
2500 Accrued Payroll	-29,146.75
Total Adjustments to reconcile Net Revenue to Net Cash provided by operations:	-33,876.13
Net cash provided by operating activities	\$230,959.90
INVESTING ACTIVITIES	
1605 Equipment & Vehicles	-29,650.23
Net cash provided by investing activities	\$ -29,650.23
NET CASH INCREASE FOR PERIOD	\$201,309.67
Cash at beginning of period	1,021,367.37
CASH AT END OF PERIOD	\$1,222,677.04

Columbia Area Transit

Bill Payment List

March 2021

DATE	NUM	VENDOR	AMOUNT
1000 C. I. B. - Operating			
03/09/2021	21052	West Coast PPE	-90.00
03/09/2021	21053	Amalgamated Transit Union	-320.24
03/09/2021	21054	Janelle Koester Designs	-250.00
03/09/2021	21055	Hood River Garbage Service	-74.47
03/09/2021	21056	Jubitz Fleet Services	-526.81
03/09/2021	21057	Day Wireless Systems	-282.00
03/09/2021	21058	Oregon Employment Department	-1,179.61
03/09/2021	21059	Bicoastal Media	-648.00
03/09/2021	21060	UniteGPS LLC	-507.00
03/09/2021	21061	FLI Landscape	-225.60
03/09/2021	21062	Port of Hood River	0.00
03/11/2021	21066	David McKinney	-65.78
03/12/2021	21067	Hood River Quick Lube	-219.18
03/12/2021	21068	MODA	-628.00
03/12/2021	21069	Mt. Hood Meadows	-37,957.50
03/12/2021	21070	Napa Auto Parts	-59.88
03/12/2021	21071	Pacific Power	-555.70
03/12/2021	21072	Point S Tire & Auto Service	-227.00
03/11/2021		City of Hood River - Utilities	-206.06
03/11/2021		City of Hood River - Utilities	-422.21
03/25/2021	21073	Hood River Quick Lube	-285.30
03/25/2021	21074	Jubitz Fleet Services	-1,078.61
03/25/2021	21075	Napa Auto Parts	-753.86
03/25/2021	21076	Nick Herman Mobile Repair	-1,966.00
03/25/2021	21077	Point S Tire & Auto Service	-228.00
03/25/2021	21078	Providence OCC Travel Medicine Clinic	-25.00
03/25/2021	21079	Spectrum Enterprise-Time Warner Cable	-89.99
03/25/2021	21080	Travel Portland	-225.00
03/25/2021	21081	Lifemap	-285.75
03/25/2021	21082	Our Team Accounting, LLC	-5,400.00
03/25/2021	21083	Darrell Roberts	-459.58
03/25/2021	21084	Bohn's Printing	-33.32
03/25/2021	21085	Amalgamated Transit Union	-283.72
03/25/2021	21086	Oregon State Police	-82.50
03/25/2021	21087	Northwest Natural Gas	-41.30
03/25/2021	21088	Day Wireless Systems	-282.00
03/31/2021	21089	Port of Hood River	-2,000.00
03/31/2021	21090	Point S Tire & Auto Service	-122.00
03/31/2021	21091	Gorge Concrete Cowboys LLC	-3,075.00
03/31/2021	21092	Hood River Quick Lube	-143.10
03/31/2021	21093	Stoked Hood River, LLC	-69.00
03/31/2021	21094	Oregon Department of Motor Vehicles	-27.00
Total for 1000 C. I. B. - Operating			\$ -61,401.07

Columbia Area Transit

Bill Payment List

March 2021

Hood River County Transportation District

Budget Committee By-laws

Article 1: Name

The name of this organization shall be the Hood River County Transportation District Budget Committee. Hereafter this committee will be referred to as the Budget Committee.

Article 2: Citations

This Budget Committee and these Bylaws are established for the purpose of carrying out statutory requirements as established under Oregon Administrative Rules Chapter 150, Division 294.

Article 3: Definitions

The following definitions shall apply to the terms used in these Bylaws:

“Board” shall mean the Hood River County Transportation District Board of Directors.

“Committee” or “The Committee” shall mean the Hood River County Transportation District State Transportation Budget Committee. Outside of these Bylaws, this Committee may commonly be referred to as “Budget Committee”.

“Quorum” Majority or more than half of committee members.

“Representatives of the Services Provided for a council of Government” shall mean a person who is not prohibited from serving by OAR 150-294-0820 and who is willing to be a delegate for a general classification of services provided.

Article 4: Function

1. Purpose:
 - a. Review Hood River County Transportation District Annual Budget Documents and provide guidance to staff.
2. Major Tasks: The Committee shall have five (5) major tasks. These are:
 - a. Attend Budget Committee Meetings.
 - b. Listen to Budget Message.
 - c. Review Annual Budget and provide guidance to staff.
 - d. Approve Local Tax Rate.
 - e. Recommend Board approves final budget document.

Article 5: Membership

1. Number, Qualifications, and Selection of Members: The Advisory Committee shall consist of no less than (6), and no more than (14) members, appointed by the Board, as follows:
 - a. To be qualified to serve on the Committee, an individual must meet one of the following:
 - i. Be a Representative of Services provided

- ii. Be knowledgeable about the public transportation needs of residents or employees located within or traveling to and from the County.
 - iii. Be a Board Member
- b. A good faith effort should be made to obtain a number of appointive representatives equal to the number of governing body representatives.
- 2. Terms of Office: Terms shall be three (3) years. Any member may serve two (2) successive terms if reappointed by the HRCTD Board of Directors. Terms begin on February 1 and end on August 31. Terms shall be staggered, with either two- or three-members' terms expiring each year.
- 3. Member Responsibilities: All Committee members shall regularly attend meetings of the Committee and any meetings of the subcommittees to which they are appointed and shall fulfill other duties as appointed by the Chairman.
- 4. Termination of Membership: The Board may remove Committee members as follows:
 - a. Failure to attend three or more consecutive regular Committee meetings. The HRCTD Board may declare a member's position vacant when the member has had three (3) unexcused absences in one year or no longer meets the residency requirement.
 - b. For cause following public hearing, for reasons including, but not limited to commission of a felony, corruption, intentional violation of open meetings law, failure to declare conflict of interest, or incompetence.
- 5. Vacancies: The HRCTD Board shall make appointments to fill vacancies as they occur. Such appointments shall be for the duration of the unexpired term of that position.

Article 6: Officers

The following officers shall be elected from the Committee membership during the first meeting of each calendar year:

- Chair: The Chair shall have the responsibility of conducting all meetings and hearings in an orderly manner. The Chair may not initiate a motion, but may second, and shall vote on each issue after the question is called. However, in the event the Chair's vote shall create a tie, the Chair shall refrain from voting.
- Vice Chair: The Vice Chair shall be responsible for conducting the meetings and hearings in the absence of the Chair.

Article 7: Subcommittees

1. Creation of Subcommittees: The Committee shall have the power to create subcommittees for the Budget Committee with such responsibilities as the Committee directs.
2. Naming of Subcommittees: The Chair shall appoint and charge each subcommittee with its responsibilities, shall appoint the members of the subcommittee, and shall appoint the chair of the subcommittee in the event the subcommittee consists of more than one person. The subcommittee chair shall be responsible for scheduling meetings, assigning specific tasks within the mandate of the subcommittee, and reporting to the Committee concerning the work of the subcommittee.

Article 8: Advisors

The Committee and the subcommittees may call on lay citizens and professionals as advisors without voting rights to provide technical assistance, expert guidance and advice, data support and analysis, provide information for and testify in deliberations, and attend meetings to the extent deemed appropriate and approved by the Committee and the Chair.

Calling of advisors by the Committee will be coordinated by the Chair or subcommittee chairs through HRCTD staff assigned to the Committee.

Article 9: Meetings

1. Regular Meetings: Meetings shall be held a minimum of two times per year, as required by statute, but may be held more frequently to carry out the purposes of the Committee. These meetings shall be held in publicly accessible facilities, and shall take place during transit operating hours, to facilitate attendance of interested individuals.
2. Special Meetings: Special meetings may be called by the Chair or by the Board of Directors by giving the members and the press written or verbal notice at least 24 hours before the meeting.
3. Quorum: A simple majority of the appointed, and filled, voting membership shall constitute a quorum. All business conducted with a majority vote of the quorum shall stand as the official action of the Committee. All meetings must have a quorum.
4. Voting: Each Committee member, shall have one vote. In the event the Chair's vote shall create a tie vote, the Chair shall refrain from voting. A Committee member shall not vote on any funding decision in which they are an applicant for funds.
5. Staff: Administrative staff to the Committee shall be determined by the Board in consultation with the Executive Director.
6. Agenda: The Chair, with the assistance of the HRCTD provided staff, shall prepare the agenda of items requiring Committee action, and shall add items of business as may be requested by individual Committee members and/or the Board of Directors. Agendas of all meetings shall be posted in advance as required under Public Meeting Law.
7. Notice: All members shall be given written notice of time, date, location, and purpose of the meetings at least five (5) days before a regular Committee meeting. In the event a member is provided with less than five (5) days written notice of a regular meeting, and objects to the proceedings based on a lack of adequate notice, all business conducted at that meeting shall be reconsidered at the next regular meeting or at a special meeting called with adequate notice.
8. Minutes: Minutes recording all motions and subsequent action including the number of yes or no votes on each issue shall be taken. In addition, all conflicts of interest shall be noted. Minutes of all meetings shall be posted following all meetings as required under existing HRCTD policy.

Article 10: Public Records & Meeting Law and Public Engagement

1. Public Records and Meeting Law: The Committee is a public body for the purposes of ORS Chapter 192 and is subject to the statutory procedures related to Oregon public records and meetings. Pursuant to OAR 732-040-035(2)(b), written copies of Committee agendas, minutes, and By-laws shall be made available to the public for a period of no less than six (6) years.
2. Public Engagement: Pursuant to OAR 735-040-0035, the Committee shall strive to seek public engagement in all its deliberative processes, regarding the selection of projects for inclusion and

funding in the HRCTD STIF Plan. The Committee will work with HRCTD staff resources to publicize key meetings and hold public forums as needed to ensure maximum public access to information and public participation in priority-setting exercises.

Article 11: Parliamentary Procedure

The current edition of Robert's Rules of Order shall govern the Committee where not inconsistent with these By-laws or any special rules of order the Committee shall adopt.

ARTICLE 12 Conflict of Interest

A potential or actual conflict of interest shall be declared by any member who has or may have a conflict of interest as defined by Oregon law (ORS 244.020), prior to taking any action on the matter causing the conflict. No member shall vote upon any motion which requires declaration of an actual conflict of interest.

Article 13: By-Laws and Amendments

1. By-laws: The Committee shall maintain written By-laws pursuant to OARS 732-040-035 that that include, but are not limited to, name and purpose, committee membership criteria, appointment process, terms of office for the committee members, general procedures of the committee, member duties, meeting schedule, public noticing requirements and engagement processes, and the STIF Plan development process and general decision-making criteria.
2. Review of By-laws: The Committee shall periodically review its By-laws and update them as required, but no less frequently than every three (3) years. Committee By-laws will be reviewed by HRCTD staff and presented to the Board for adoption. The Board may also elect to review Committee By-laws at any time.
3. Amendments: Committee By-laws may be amended by the Board of Directors upon its own motion. Prior to an amendment, the Board of Directors may request a recommendation from the Committee which may recommend changes at any regular meeting of the Committee by a two-thirds vote of the appointed and filled membership, provided that the recommended amendment has been submitted in writing to the Committee members no later than three days before the regular meeting.

Adopted: April 21, 2021

HOOD RIVER COUNTY TRANSPORTATION DISTRICT BOARD OF DIRECTORS

Lara Dunn, Board Chair



Memo

To: Board
From: Amy Schlappi
Date: April 21, 2021
Re: Updated Policies

Background

Staff has recently updated 4 policies:

- **Pet Policy:** Staff has updated the Pet Policy based on discussions at the March Board meeting to allow dogs on the bus without being required to be in a confined carrier while ensuring other passengers and staff are safe. Draft policy is very similar to the King County Metro Transit's (Seattle Metro Area) policy. Draft Policy is attached.
- **Employee Fare Policy:** Staff has drafted a policy to reflect that staff and their spouses/partner and dependents are eligible for a free annual GOrge Pass while employed at HRCTD. Draft policy is attached.
- **Employee Gym Policy:** Since we have added an Employee Gym to the facility, staff created a policy that employees read and sign before they are able to use the gym. Draft policy is attached.
- **Employee Uniform Policy:** As of July 1, 2021, staff will be required to wear a prescribed uniform when driving or at an outreach event representing the District. The policy details which garments will be provided to an employee and expectations for if uniforms become worn/damaged and at the time of termination. Draft policy is attached.

Staff Recommendation

These policies are designed to update or clarify internal and external policies for drivers, passengers and staff.

Staff recommends that the Board approves all 4 policies.

Action Required

Board Members are asked to thoroughly review each policy and suggest changes or approve as presented.



Service Animals & Pet Policy

Service animals are allowed on all Columbia Area Transit vehicles. This includes animals-in-training accompanied by a trainer or person with disability. No permit is required, but the driver may ask if your animal is a service animal. Service animals must remain on the floor without blocking the aisle or on the owner's lap.

Non-service animal dogs may ride at the discretion of the operator under these guidelines:

- Drivers may refuse to transport a person and their dog if they already have another dog onboard.
- Drivers may refuse to transport or request the removal of a dog if it is creating a hazard or disturbance.
- All dogs that are not service animals must be on leash and muzzled.
- Dogs are not allowed to occupy seats; they must remain either on the floor or sit on the owner's lap.

Animals other than dogs are not allowed on Columbia Area Transit vehicles unless they are in a confined container or carrier.



Employee Fare Policy 4/21/2021

Employees and their spouses/partner and dependents are eligible for a free annual GOrge pass while employed with HRCTD. A dependent is defined as a person who is claimed as a dependent on the employee's federal tax return. Employees must request passes each year. HRCTD management reserves the right to revoke any transit passes that are not used in accordance with HRCTD policies.



Hood River County Transportation District Gym Policy

All employees are required to complete liability waiver, and facility orientation prior to being authorized to use the fitness center.

Only employees of Hood River County Transportation District are eligible to use the fitness center.

The fitness center will be open Monday-Friday from 6:00 am – 8:00pm and Saturday and Sunday from 7:00 am to 5:00pm.

Access for entry will be provided upon completion of a liability waiver and facility orientation. The company is not responsible for any injury or accident occurring in the facility or during use of the facility including use of the locker room and shower area. The company is not responsible for any lost or stolen items left in the locker room or brought into the workout area.

SAFETY FIRST! Contact your health care provider prior to using the facility for advice on types of exercises that are appropriate for you. Also contact your health care provider for advice on when to return to exercise following any injury or illness. Start out slowly and increase workout time and intensity gradually. Make sure to include a proper warm-up and cool-down into your workout routine.

There is a 15-minute limit on all equipment when others are waiting for equipment. No more than 3 people are permitted to be using the gym at the same time. Any sweat left on fitness equipment should be toweled off immediately after use of the equipment.

Proper workout attire must be worn. Employees should not use the facility while in regular work attire. Examples of proper attire include gym shorts, yoga pants, sweatpants, tee shirts, and tank tops. Employees who return to work after using the fitness center should do so in their normal work attire.

Gym is to be used only during unpaid time and not to be used while on shift. If gym use conflicts with working schedule gym privileges may be reduce/removed for those individuals having issues. Use is only allowed on days off, before or after working shifts and during breaks.



WAIVER OF LIABILITY FOR GYM USE

I hereby understand and acknowledge that the equipment, facilities, and other items provided by Hood River County Transportation District are for the use of District employees only. I am aware that I cannot allow non-employees (including family members) to use the Gym with me or access the facility alone. I am aware that the Gym has limited days and hours of use and may not be used outside this time. I am also aware that only 3 people are permitted to be using the gym at the same time and that I am responsible for wiping down any equipment I use.

I also acknowledge that I have received a general orientation of the facility and equipment including how to use the equipment properly. I am aware that the facility is not staffed and that I assume all associated risks with using the facility and equipment including but not limited to falls, strains, breaks or more serious injuries.

I certify that CAT staff has encouraged me to contact my health care provider prior to using the facility and equipment for advice on types of exercises that are appropriate for me. I also confirm that staff encouraged me to warm-up and cool down before and after using the equipment.

I hereby acknowledge my responsibility in communicating any concerns I may have in using the equipment and reporting any hazards, needed repairs or other safety issues associated with the equipment/area to my manager or the supervisor on-call.

Finally, I acknowledge that it is my responsibility to decide whether I am physically fit and mentally capable of using the equipment provided.

After having read this waiver and knowing these facts, and in consideration of acceptance of my use of Hood River County Transportation District gym facilities and equipment, I agree, for myself and anyone entitled to act on my behalf, to **HOLD HARMLESS, WAIVE AND RELEASE** Hood River County Transportation District, its officers, agents, employees, organizers, representatives, and successors from any responsibility, liabilities, demands, or claims of any kind arising out of my use of Hood River County Transportation District, equipment, and/or training.

By my signature I indicate that I have read and understand this Waiver of Liability. I am aware that this is a waiver and a release of liability and I voluntarily agree to its terms. I also understand that my access to the facilities may be revoked at any time.

Participant's Name (Please Print): _____

Participant's Signature: _____

Date: _____

In case of emergency, contact: _____

Phone: _____



Uniform Policy

As representatives of Hood River County Transportation District (dba Columbia Area Transit), it is important that staff look professional when interacting with the public. As of July 1st, 2021 employees will be required to wear a uniform when driving or at an outreach event representing the district.

At Time of Hire:

Each new employee will be provided the clothing as listed below by The District. Employees will be provided uniforms based on the Staffing Category they fall under. Each item includes at least 1 CAT logo. Employees can determine the amount of short and long sleeve shirts they would like if it does not exceed the total allotted shirt amount. Items purchased at retail outlets are not allowed without an express written exception approved by Management.

Staff Category	Uniform Package
Office Staff	Outer Shell Jacket – 1 Long Sleeve Polo – 1 Short Sleeve - 1
Driver	Outer Shell Jacket – 1 Long Sleeve Polo – 3 Short Sleeve – 4 Sweater – 1 Vest – 1 Pants/Shorts – 4 (fund for pants - \$100 per year)

Employees are expected to follow the below guidelines when driving or at an outreach event when representing The District:

- Pants: Must be either Black, Dark, Light Grey, or Denim. Pants should be a good fit, neatly pressed wrinkle free, and worn at waist level.
- Shorts: Must be either Black, Dark, Light Grey, or Denim. Shorts should not be any shorter than 4" above the knees when sitting, shorts must be properly fitted (not too tight or baggy), must be wrinkle free and worn at waist level.
- Shoes and Boots: Must be in good repair. They must be constructed of a material that can be kept clean. The soles of the shoes or boots must ensure proper traction. Shoes and boots must fully enclose the foot; open-toed or open heeled shoes are not permitted while in the yard, shop, or driving.

- Hats: Must have the CAT logo. Hats must be worn properly with the brim facing front.
- Name Badge: Name badge should always be displayed and visible on the right side of the outer most garment.

Clothing must fit properly, be clean, pressed, and in good repair and free of spots. Good personal hygiene is also expected when representing Columbia Area Transit (CAT).

Replacement of Worn or Damaged Clothing:

If uniform needs to be replaced due to wear and/or damage, items need to be returned to CAT before new items can be ordered. Employees will NOT throw or give away old or damaged uniforms. CAT will replace uniforms that are worn out once a year at most. If uniforms are damaged beyond repair while performing normal working duties The District will use its discretion to determine if the item(s) will be replaced by The District. If the damage occurs during non-working hours the cost of replacing the item(s) will be the responsibility of the employee.

Drivers will receive \$100 per year for pants/shorts at the beginning of each fiscal year (July 1st).

Termination:

If employment ends for any reason, The District will hold final earnings until entire uniform is returned in good/clean condition.



Uniform Policy Agreement

Columbia Area Transit (CAT) employees have chosen to accept the duties of providing safe, courteous, and reliable public transportation. Collectively we would like to show our commitment to these responsibilities by projecting a positive, professional image. We understand the community's confidence in our ability is influenced by our appearance. The purpose of the uniform policy is to provide guidelines that can help inspire confidence and the respect of our customers as well as instill a sense of pride and self-worth.

I understand and agree to the following stipulations:

- All clothing with a CAT logo must be returned to Management before those items can be replaced due to normal wear and tear.
- I will replace any items issued to me that are damaged outside of work or lost at my expense. I will submit full payment within 15 days or authorize an immediate payroll deduction to cover the replacement cost of any item damaged outside of work.
- If employment ends for any reason, I will return the item(s) with the CAT logo and understand that if I do not my final earnings will be held until I do.
- If I do not comply with the Uniform Policy, I may be subject to disciplinary action up to and including discharge.

Total # of garments assigned: _____

Employee's signature: _____

Employees printed Name: _____

Date: _____

Operations Report



March

Safety and Statistics

Operations Report

SAFETY AND STATISTICS

SAMSARA SAFETY SCORE

	March	Feb	Jan	Dec
Safety Score	99.7/100	99.5/100	99.2/100	99/100
Crashes	0	0	0	1
Harsh Events	4	4	3	3
Drive Time	1081:36	850:45	994:38	994:41
% over speed limit	0.2%	0.4%	0.5%	0.4%
Miles Driven	36,555	27,693	33,439	32,601

Safety score is out of 100. Harsh events are harsh turns, braking or accelerating (all our vehicles are set to the most sensitive option, semi-truck). Percentage of time driven that was over the speed limit (66 is considered over a speed limit of 65).

ON TIME PERFORMANCE

	March	Feb	Jan	Dec	Nov
Fixed OTP 5 mins	NA	NA	NA	94%	95%
Fixed OTP 15 mins	NA	NA	NA	98%	99%
DAR OTP 5 mins	NA	NA	NA	87%	84%
DAR OTP 15 mins	NA	NA	NA	91%	90%

scheduled time

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

OTHER STATISTICS

	March	Feb	Jan	Dec	Nov
Fuel Used (Gas)	4431.23	3246.24	4097.57	4097.57	2767.86
Gas MPG	8.2 Mpg	8.5 Mpg	7.9 mpg	7.9 mpg	8.2Mpg
Fuel Used (Diesel)	155.58	116.79	74.2	74.2	977.52
Diesel MPG	N/A	4.3 MPG	5.2 MPG	5.2 MPG	6.7 Mpg
Total Fuel Cost	\$12,016.31	\$7914.97	\$8407.15	\$8407.15	\$7413.97
Vehicle Repairs	0	0	0	0	0
Customer Complaints	0	0	0	0	1

RIDERSHIP

	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	A p r	May	Jun
City Route											
Rides	386	462	453	505	732	559	564	592			
Hours	220	220	220	285	285	240	204	264			
Boarded Ride/ Hour	1.75	2.1	2.05	1.77	2.6	2.3	2.8	2.3			
DAR											
Rides	119	249	327	424	348	227	223	296			
Hours	242	242	242	230	230	190	153	230			
Boarded Ride/ Hour	.5	1.02	1.35	1.84	1.5	1.2	1.5	1.3			
Upper Valley											
Rides	146	160	364	374	522	386	347	477			
Hours	94	94	94	167	167	140	102	167			
Boarded Ride/ Hour	1.55	1.7	3.9	2.4	3.1	2.7	3.4	2.9			
The Dalles											
Rides	138	96	126	94	147	135	128	195			
Hours	55	55	55	92	92	77.5	68	92			
Boarded Ride/ Hour	2.5	1.75	2.3	1	1.6	1.8	1.9	2.1			
Columbia Gorge Express											
Rides	267	167	351	291	247	294	284	471			
Hours	220	220	220	510	510	450	437	589			
Boarded Ride/ Hour	1.19	.75	1.6	.6	.48	.62	.65	0.8			
Seasonal Service											
Rides	NA	NA	NA	NA	446	1257	854	550			
Hours	NA	NA	NA	NA	195	398	362	324			
Boarded Ride/ Hour	NA	NA	NA	NA	2.3	3.2	2.4	1.7			
All Routes											
Rides	1056	1134	1621	1688	2442	2858	2400	2,581			
Hours	831	831	831	1284	1479	1495.5	1173	1,636			
Boarded Ride/ Hour	1.27	1.37	1.95	1.3	1.6	1.9	2.1	1.6			



Gorge-To-Mountain Summary Report

In the fall of 2019 Hood River County Transportation District Contracted with Mt. Hood Meadows to provide service from Hood River, Odell, and Parkdale to Mt. Hood Meadows. HRCTD again contracted with meadows in 2020 to provide the service. This service provided the public with the ability to get to and from the mountain without having to worry about driving in hazardous conditions, dealing with parking, or worrying about the parking lots being full. The service was also utilized by Portland/Cascade Locks residents by catching the Columbia Gorge Express bus and then transferring to the Gorge to Mountain bus in Hood River.

The service ran from December 21st, 2019 thru March 15th, 2020. On the first day of operation (December 21st) the service transported 148 riders safely to the mountain. In the first week of service the number of riders increased to over 1,000. There were several times when buses were full and additional vehicles had to be added.

During 26 days of weekend service there were 9,124 passengers transported, an average of 351 per day. During 60 days of weekday service 9,564 passengers were transported, an average of 160 passengers per day. After running for a total of 86 days and transporting a total of 18,688 passengers (2,802 senior and disabled passengers) the service ended early due to the concerns about the spread of COVID-19 Virus. There was a total of 1,369 service hours and 33,798 service miles during the operating period. The service was scheduled to run thru the end of March 2021 if Meadows had not been forced to end operations early.

The service started again on December 14th, 2020 and transported 446 riders in December. All vehicles operated with a reduced capacity following OHA guidelines and there were several times where the vehicles reached the reduced maximum capacity. Due to the reduced capacity all passengers were required to make reservations to avoid overcrowding. In January ridership increased and 1,257 riders were transported to and from Mt Hood.

The chart on the last page shows the statics for the entire operating period. The service had 6.34 boarding rides per hour during the first year and 2.45 boarding riders per hour in the second year. We feel like those numbers are slightly misleading due to the nature of the service. On a normal day, people travel up to the mountain in the morning and down from the mountain in the evening, so the bus was almost always empty when traveling in one direction and almost always fully loaded when traveling in the other direction.



If there were unlimited vehicles starting in Hood River and traveling up the Hill in the morning and then all travel back down the hill at the end of the day, we would be able to cut the service hours nearly in half and double the boarding rides per hour. A more realistic option to increase ridership on the service and be able to serve a wider rider base would be to add more stops along highway 35 allowing riders to access hiking, work, site seeing and other recreational activities. This would reduce the amount of deadhead miles as people would be traveling to multiple locations instead of just up to Meadows and Teacup in the morning and then back down in the afternoon/evening. The main issue that was encountered was effectively communicating with drivers and Mt. Hood Meadows staff to be able to accurately relay information to customers. Weekday customers would have also appreciated some schedule adjustments. Both these issues will be addressed next year by working closely with Mt. Hood Meadows and taking customer suggestions into account when making the schedule. Overall, we felt the first year of the program was a huge success. With a couple of minor internal improvements as well as some suggested updates from riders we can continue to expand the service, increase ridership, reduce environmental impacts, and protect natural and cultural resources.



PROPOSED FY2022 BUDGET DOCUMENTS

Budget Message

Purpose of the Budget

In compliance with the State of Oregon Local Budget Law, the 2021-2022 (FY22) Budget beginning July 1, 2021 and ending June 30, 2022 is submitted to the Budget Committee for approval. As prepared and submitted, the annual budget is intended to serve as a financial plan for the Board's goals for the coming fiscal year. To that end the Budget should:

- Outline the forecasted expenditure requirements to meet those goals and the proposed means for financing those requirements.
- Provide a financial overview of the use and deployment of personnel, materials and services during the fiscal year.
- Offer guidance to the Board & District on overall operational priorities and expenditures.

Accomplishment of Fiscal Year 2021

Much of the focus for CAT in FY21 Budget was to weather the COVID-19 Pandemic. CAT's efforts to accomplish this were threefold: ensure that critical transit services were maintained, create opportunities for the District to support local recovery efforts and maintain a secure financial footing that would allow us to prepare our system and services to build toward a relevant and meaningful post-COVID future.

Key outcomes of this focus included:

- Developed a Transition Plan & Selection of an Assistant Executive Director;
- Created a partnership with Wasco, Skamania & Klickitat transit agencies to incorporate their services into the GORge Pass 2021 beginning July;
- Supported local community efforts (Hood River County Health, Emergency Services, Native American Tribes) to ensure residents have access to COVID testing and vaccinations as well as other social service needs;
- Secured over \$2 Million in grant funds for the next two years;
- Enhanced relationships with other community stakeholders to support service expansion, raise community awareness of services and secure needed infrastructure for future transit needs (Dog Mountain Shuttle – Skamania County' Trolley & Bus Stops – Hood River County; Transit Oriented Development – Cascade Locks; Regional Planning MOU – MCEDD, etc.)

Impacts of the COVID Pandemic

The COVID-19 Pandemic has created a variety of challenges and opportunities for CAT and other transit providers in Oregon. With federal support through COVID related funding (CARES ACT, CRRSSA and Rescue ACT), and some service level and staff hour reductions, CAT was financially able to weather the direct impacts of COVID on our system. Ridership levels continued low through winter 2020, but has shown a slow but steady increase over the past months. While CAT is optimistic that that ridership will continue to rise this year, as more people are vaccinated and the impacts of COVID begin to wane, we understand that CAT staff will need to continue to instill confidence in our system and that even with COVID, transit is a safe way to get around.

Board Goals for the 2022 Budget Year

The Board has outlined the following goals for the FY22 Budget

- Ensure a coordinated, thoughtful transition between Executive Directors.
- Begin the formal update to the Transit Master Plan.
- Market & relaunch the multi-provider GOrge Pass.
- Expand services including:
 - Evening & Weekend Services
 - Hood River City Route (evening & weekend)
 - Summer Weekend Upper Valley
 - Summer Weekend Cascade Locks
 - Community Circulator Service
 - Cascade Locks
- Explore innovative options and implement solutions to address specific transportation needs:
 - Local NEMT & Door through Door
 - After hour (hotel/bar/restaurant) shuttle
 - Gorge to Portland Medical Van

Overview of the 2021 Proposed Budget

So, while it is clear that the 2021 Budget will need to grapple with the physical and financial realities of the post-COVID era, it's also an opportunity for us to strengthen our resolve, maintain what we have built and continue to move and build slowly into the future.

The outcome of this budget strategy is outlined in the attached budget. As last year we have presented the budget based on available funding sources.

- **General Budget** – The general budget is made up of federal grants, property tax revenues, state payroll tax collection and a variety of other smaller sources. CAT has had to carry over \$500K in capital grant funds from the FY2021 season, as COVID bus delivery delays have meant that we are unlikely to receive four of the five vehicles ordered before June 30th. In addition to Capital Funds, CAT is carrying over some STIF Formula funds that were not spent in the FY19-21 funding cycle. In large part, these carryovers were due to COVID and much of the planned service expansion in FY20 & FY21 have been moved to FY22. Other federal COVID related funding (CARES ACT, CRRSSA and Rescue ACT) continue to offer some revenue relief for CAT and other transit agency as we look to restore confidence in the system.
- **Columbia Gorge Express (CGE) Service** – CGE Services are made up of STIF Discretionary Funds. A new grant funding application was released this fall. CAT put in an application for \$1.2M. Our grant application was rated quite well and appears to be on the list to receive \$1.2M with a 80/20 match. Final decisions on grant funds will be made by the Oregon Transportation Commission at their May meeting.
- **Gorge to Mountain (G2M) Hwy 35 Service** – CAT has opted to leave the G2M revenues and expenditures off the FY2022 Budget. The Federal Lands Access Program (FLAP) competitive grant funds for FY2022-2024 has yet to be opened for application. We expect the grants to be out late April and not due until June, with a final decision in Fall 2022. CAT will opt to do a

supplemental budget to the FY2022 Budget should we receive the requested FLAP funds for the FY2022 winter season.

In summary, the draft FY 2022 Budget moves forward with Board goals to enhance local services, promote the economic recovery of our area, and maintain and expand access to residents and visitors in other Gorge communities and the Portland Metropolitan area. This year's budget should enable Hood River County Transportation District to expand weekend and evening service throughout the County while offering new connections.

I wish to welcome John Andoh to the Assistant Executive Director position – he will be a great addition to the HRCTD team and to thank the leadership of the HRCTD Board and the skilled employees at CAT, who continue to work as a community together to create the best transit system in the Gorge.

Further, I want to thank the citizens of Hood River County and our passengers for the continued support of their public transportation system.

I look forward to my last year at the helm and look with optimism to the future of CAT.

A handwritten signature in blue ink, appearing to be 'P. Allen', is written above a horizontal line.

Executive Director
Hood River County Transportation District
(dba Columbia Area Transit)

Hood River County Transportation District

dba Columbia Area Transit

Draft Vision

To connect the people and communities of Hood River County with an accessible and more sustainable future.

Draft Mission

We provide safe, reliable, accessible and efficient public transportation services in Hood River County and offer critical regional connections to Portland, Washington State and throughout the Gorge.

Draft Values

Safety – We will ensure the safety of our employees, customers and transit systems.

Customer Service – We will work with our customers to meet their needs and exceed their expectations.

Sustainability – We will continuously improve and be accountable for our financial, environmental and social outcomes.

Integrity – As stewards of public resources, we will use our assets prudently and conduct ourselves honestly and respectfully.

Community Driven – As stakeholders in Hood River County, we strive to ensure our services contribute to the social, cultural and economic betterment of all residents.

Innovation – We will pursue opportunities to enhance value for our customers.

Collaboration – We will cultivate strong partnerships, community connections and links to other types of travel.

Teamwork – As a team, we celebrate diversity, foster effective communication; and promote advancement and longevity.

Hood River County Transportation District is proud to present the FY2022 budget to the public. We are committed to providing safe, reliable, accessible and SUSTAINABLE public transit services far into the future.

Overall Economic Outlook

The overall economic outlook for Hood River County Transportation District is good. CAT received over \$800,000 from federal COVID related funding (CARES ACT, CRRSSA) in FY20 and FY21 and expects to see another \$200,000 or more allocated in FY22. These funds have helped to maintain stability for the District and have allowed us to move forward with planned enhancements without significant concern. While we do expect to see some decrease in the STIF formula (payroll tax) this year, the amount is small and will not directly impact our overall revenue levels, particularly since we were able to pull over the unspent revenues from the previous years.

We have been somewhat conservative in our fare revenue estimates. We expect there to be strong dividends due to the launch of the multi-provider GORge Pass in July 2021 and the subsequent marketing campaign that will launch in Fall 2021. How those revenues will be divided among the four transit providers (and is able to support additional or needed service due to pass sales) is still under discussion and should be resolved with more clarity before the Fall launch.

Major Budget Additions

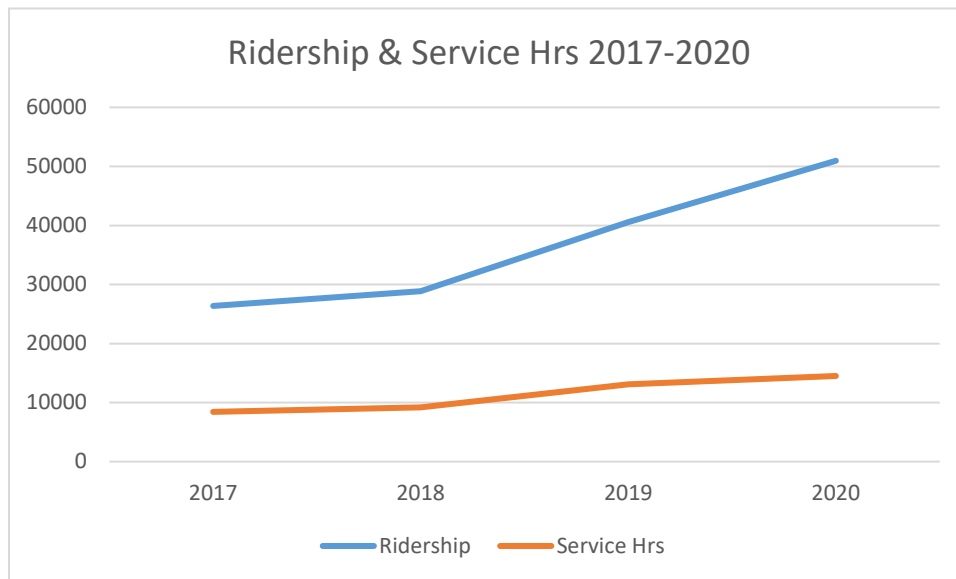
This year, we have provided more details on major additions to the budget by highlighting and calling out specific new revenues or expenditures based on our operating, administrative or capital line items. These detailed accounts can be found in the following pages but include:

- Service hour additions enhancing services in Cascade Locks and Upper Valley communities as well as in Hood River on evening and weekends throughout the summer as part of the FY 22-24 STIF Plan.
- Addition of a yearlong temporary Assistant Executive Director position, as part of the District's Executive Director transition plan.
- Implementation of an update to the Transit Master Plan.
- New capital projects (including ADA improvements) that were identified by the community as part of the FY 22-24 STIF Plan.
- Gorge to Portland Dial A-Ride Medical Van (CARES ACT fund project).

[illegible]

Operations

Since 2017, CAT has slowly increased service levels and ridership. The largest single increase in service levels was in 2020, with the implementation of the Columbia Gorge Express beginning November 2020. We expected the 2020 ridership to double – and were well on the way to achieving this when the COVID-19 pandemic occurred. Ridership & service hours are outlined in the chart below. As the chart shows, CAT has steadily increased ridership since 2017.



Over the past three months, CAT has picked up ridership numbers on most of its fixed route services. Dial-A-Ride, which is largely driven by senior living facilities and related activity centers, has been slower as most of the facilities and activity centers remain closed or tightly regulated. We anticipate a slower than normal recovery in this area.

Because of the pandemic, the Gorge has seen record visitor levels both in local communities and at key recreational sites. This has led to parking and overcrowding issues. To date transit continues to be viewed with concern, however, we believe by late summer, early fall many will see the advantages of using the bus to access the Gorge.

CAT is preparing its vehicles, and staff to enhance services while maintaining COVID safety protocols onboard. We are hopeful that the strong marketing campaign & relaunch of the GORge Pass in the fall (with its strong tie to local and Portland business and visitor communities) coupled with the waning of the COVID-19 Pandemic will continue an upward ridership projectory into the next fiscal year.

Services that will be new this year include:

- City of Cascade Locks community shuttle & weekend summer service

- Upper Valley weekend summer service
- City of Hood River weekend service (yearlong)
- DAR Medical Van to Portland

Below is a table that shows how service hours have slowly been restored after the COVID pandemic. In March 2020, after the Governor's stay at home order, CAT shut down most fixed route service for three months. By March 2021, CAT had slowly restored fixed route services to just below pre-pandemic levels.

By 2022, CAT expects to have restored all pre-pandemic service hours and will move forward with other planned expansion projects. Service hour increases will be just over 5,200 hours and will require the addition of 2.5 new driver positions.

Impacts of COVID on Service Hours & Service Restoration by Year

	2020		2021		2022	
	Weekday	Weekend	Weekday	Weekend	Weekday	Weekend
CGE (Including The Dalles)	1917	600	6750	1800	6750	1800
City Route	1000		3750	900	4000	900
Cascade Locks	708		1250		2000	200
Upper Valley	833		2250		2500	200
Dial a Ride	6540		3000		4000	900
Portland Medical					1040	
Total Hours	10998	600	17000	2700	20290	4000

* Only during summer months (6/15-9/15)

** Only 2 times per week

OPERATING BUDGET

Revenues

Funding Source	Description	Amount
Federal FTA 5311	Service	\$ 131,602.50
Federal FTA 5310	Preventative Maintenance & Service	\$ 77,526.50
State STIF Discretionary	CGE Services + Preventative Maintenance	\$ 470,775.00
State STIF Formula	Services	\$ 420,000.00
Federal (5311) CARES ACT	Services	\$ 255,000.00
Federal Hwy FLAP	Services	
STF	Services	\$ 67,700.00
Dedicated STIF Formula	Reserve	\$ 90,000.00
Total		\$ 1,512,604.00

Expenditures

Project	Description	Amount
5005 Vehicle Expenses		\$ 7,210.00
5015 - Fuel	Fuel	\$ 260,000.00
5020 - Preventative Maintenance	Preventative Maintenance	\$ 66,950.00
5100 - Communication Expense	Radios, Tablets,	\$ 32,832.75
5200 - Vehicle Insurance	Vehicle Insurance	\$ 17,048.51
5500 - Driver Expenses	Testing, training, uniforms	\$ 12,600.00
5600 - Advertising & Marketing	Advertising & Marketing	\$ 40,000.00
5700 - Grant / Contract Match Funds	Grant / Contract Match Funds	\$ 32,000.00

Personnel

Drivers	12.5 FTE Drivers includes benefits	\$ 719,242.20
Ops Manager	Full time includes benefits	\$ 97,452.16
Dispatch & Outreach Staff	1.5 Dispatch includes benefits	\$ 79,294.80
Field Supervisors	2 Supervisors includes benefits	\$ 133,685.76

Total		\$ 1,498,316.18
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Administration

The administrative budget is higher this year due to three elements. First is the Board transition plan which adds a temporary Assistant Executive Director who will work with the Executive Director to manage a successful transition. Second is the Transit Master Plan Update which will include an extensive outreach process and the hiring of consultants to assist with the land use and outreach process and finally, the Board will need to renegotiate with the Union which will require additional legal assistance.

We expect FY23 administrative expenditures to be more in line with previous years.

ADMINISTRATIVE BUDGET

Revenues

Funding Source	Description	Amount
5311	Formula (Admin)	\$ 35,884.00
STIF Dis	CGE	\$ 80,000.00
CARES ACT (5311)	Admin	\$ 117,000.00
FLAP	Admin	
5304	Planning	\$ 60,000.00
Dedicated STIF Formula	Reserve	\$ 60,000.00
Board Approved	Reserve	\$ 116,272.00
Other Revenues	Local Match	\$ 14,574.37
Total Revenues		\$ 483,730.37

Expenditures

Project	Description	Amount
7003 - Building Expenses	Utilities, maintenance, insurance, etc.	\$ 38,300.00
7100 - Office Supplies & Expense	Equipment, software, printing, etc.	\$ 15,600.00
7300 - Professional Fees	Bookkeeper, planning, audit, legal	\$ 123,100.00
7400 - Other Administrative Expense	Board, team, bank charges, merchant fees	\$ 11,340.00

Administrative Staff

Executive Director	Temporary Part-Time (.75) includes benefits	\$ 82,747.81
Assistant Executive Director	Temporary Full Time (1) includes benefits	\$ 116,272.00
Planning & Grant Manager	Full Time (1) includes benefits	\$ 96,370.56
Total Administrative Expenses		\$ 483,730.37

Capital

CAT purchased five vehicles last year. Only 1 is expected to be delivered before July 1st. \$564,990 is a transfer from last year's budget to this year's budget because of the delay. In addition, CAT plans to purchase one additional replacement bus this year. The other two items (bus stop & sidewalk access improvements near bus stops and real-time bus stop hardware) were added on recommendation by the STIF/STF Committee and approved by the Board in their STIF Plan for FY22-24.

CAPITAL BUDGET

Revenues

Funding Source	Description	Amount
Federal FTA 5339	Vehicle	\$ 621,508.00
Federal FTA5310	Formula (Ops)	\$ 42,801.00
State STIF Formula	ADA Improvement	\$ 100,000.00
State STIF Formula	Vehicle	\$ 30,000.00
Other Revenues	Local Match	\$ 69,191.00
Total Revenue		\$ 863,500.00

Expenditures

Project	Description	Amount
ADA Enhancements	Bus Stop & Sidewalk Improvements	\$ 100,000.00
Digital Signs	Real-time Bus Stop information	\$ 47,500.00
Vehicles	Purchase 6 Vehicles (8)	\$ 716,000.00
Total Expenditures		\$ 863,500.00

Memo

To: Board
From: Patricia Fink
Date: April 14, 2022
Re: MCEDD / CAT Discussions

Lara Dunn, the Board Chair and I have met twice in a facilitated discussion with MCEDD and ODOT regarding the regional governance issues between MCEDD and CAT the GOrge Pass Marketing Project and Gorge Pass four provider agreement. The final MCEDD/CAT project (e.g. Mobility Management Program Expansion) has not yet been part of the discussions. Below I have outlined our progress on the two projects and regional governance discussions.

GOrge Pass Marketing

CAT wrote the GOrge Pass Program Marketing Program Grant and asked MCEDD regional mobility manager to apply for the funds. The grant, which will likely be awarded, is an expansion of CAT's current Gorge Pass marketing program. We worked with ODOT and MCEDD to come to a mutually agreed upon statement of work for the Grant Funds. The upshot is that since MCEDD applied for the grant funds they will be the contract manager. This means they have the responsibility for ensuring the work is carried out per the statement of work (SOW). The SOW says that MCEDD is to hire a contractor to carry out the work and that the project is to be managed jointly by a Project Management Team (PMT) which is made up of the MCEDD contract manager, the contractor and CAT. I believe as written, this will allow us some administrative control over the marketing pieces.

RECOMMENDATION:

No action required by the Board

GOrge Pass Agreement

MCEDD is recommending we sign an agreement between the four providers about the administration of the GOrge Pass fund distribution. MCEDD is recommending the agreement allow them to be both the administrator and the fiscal agent (e.g. all the funds would go into a MCEDD account and be distributed by them) for the agreement. Their contention is that MCEDD as the "regional agency" is in the best position to act on behalf of all four providers in allocating the funds. They have indicated that they will hire someone to help us come up with reasonable distribution criteria and then they will distribute the funds per that agreement.

We have disagreed with this recommendation. CAT does not believe that we should give up full control of our program to MCEDD, at least at this point. Key points behind this reasoning include:



- The GOrge Pass is our program. We have made significant investment in the program. Retaining account control only makes sense, particularly the first year. Account retention allows us to continue the GOrge Pass program in the event that other providers opt to drop out of the program after the first year. It also allows us more control than we would otherwise have in the decision-making process.
- We believe the idea of providing MCEDD full control for GOrge Pass distribution would put our agency at risk. CAT does not see MCEDD as a neutral agency. MCEDD is tied financially to LINK. LINK is the one agency that is likely to see the smallest impact to a successful GOrge Pass program.
- We believe our stake in the outcome is greater than other providers (and significantly greater than LINK which has no regional services) and so our involvement in administration and distribution of the funds should be larger.
- We believe we are the only provider in the GOrge that is in a position to immediately respond to the needs and support partner agencies should GOrge Pass sales lead to overcrowding issues in the region – we need assurances that we can provide that support without being penalized.

We have offered up three compromise solutions – two that offer formal integration of the other providers in GOrge Pass – one that offers a non-formal integration.

1. **Formal integration: Shared Management:** We share administrative control for the project. MCEDD acting as convening agency and CAT as the fiscal agent (meaning we would retain the account). The agreement would require the two agencies worked in partnership to provide a meaningful distribution of funds. Our point is that even with reasonable distribution criteria there are likely to be nuances, we'd like to be allowed to be involved with MCEDD in how those nuances are decided.
2. **Formal integration: MCEDD as Liaison:** CAT maintains fiscal control. We agree to maintain the existing split (10% Token Transit; 40% CGE/CAT, 10% LINK, 10% MATs, 10% Skamania) and sign an agreement with MCEDD. We provide the 30% to MCEDD they work with others on how distribution will be handled. A 10% Sales Commission is provided to store front retailers or agencies selling passes on line. Any sales through the GOrge Pass website are split equally among the four participating agencies and/or agreement is provided that this amount goes for website maintenance or marketing.
3. **No formal integration: GOrge Pass Plus:** CAT retains ownership of the GOrge Pass (\$30) and MCEDD creates a new pass called the GOrge Pass Plus – which is an add on (Price determined by the three other providers) – Two separate purchase items: The GOrge Pass Marketing – markets the program and encourages folks to buy both passes – CAT gets any purchased Gorge Pass (GOrge Pass Amount Minus sales fees) and MCEDD gets any purchased Plus (Plus Amount minus sales fees).

As of today (4/14), MCEDD has not offered any viable compromise.

RECOMMENDATION:

CAT has invested a lot of time to bring the multi-pass program to fruition. The pre-work for the multi-provider GOrge Pass marketing program has been conducted and funded by CAT, because it has always



been our intention to market and relaunch the GORge Pass program in November 2021. As you are aware, this has been true whether or not grant funds for marketing were made available.

Staff recommends:

1. The Board review the compromise solutions already proposed. Are they the right solutions? Are there others we would be willing to propose? Are any current proposals ones that you want to take off the table?
2. CAT continue to work to find a compromise with MCEDD but should an agreement not be achievable, staff is recommending that the Board reserve the right to move forward with GORge Pass, allowing others to join either through individual agreement or a GORge Pass Plus arrangement. In this case, CAT would need to forego any regional marketing funds and fund the program themselves.

Regional Governance

The regional governance issues are similar and related to the GORge Pass Agreement and can be clarified as follows:

In 2018 MCEDD, who was traditionally the regional transportation agency for a five county area (Wasco, Hood River, Sherman, Klickitat, Skamania) in the Gorge, took on local service provision for Wasco County's LINK. In order to take these new duties on, MCEDD integrated the funds & job responsibilities of their local (Wasco County) and regional roles. In multiple ways, this integration has created confusion for CAT, complicated local coordination efforts, and provided unnecessary inefficiencies.

CAT's position is to have MCEDD return to their role as regional provider either by moving away from direct service provision or by creating a firewall between staff. Working in partnership, CAT/MCEDD could make either of these options financially viable at this time.

MCEDD's position is that these accommodations are unnecessary. Issue we have brought up, they contest can be addressed by an update to the existing agreements between MCEDD and the transit agencies that make up the GorgeTranslink Alliance.

Discussions have led to the following areas of consensus:

1. The Gorge Translink Alliance (GTLA) continues to be the best decision making body for the transit agencies at this time.
2. Having reviewed several regional decision making agreements and given the other areas of disagreement, both agencies believe that a more informal alliance agreement like that in the North Coast area (which I will shorten to call the NWOTA agreement) is the best format for the GTLA, at this time. The informal NWOTA agreement is based on the idea that all agencies in the alliance are local providers, that they come together to work on regional projects.
3. There is also consensus that further discussion needs to be had regarding the long-term regional agency role and what type of organization it will/should be and who is ultimately going to be responsible for managing/administering.

Unresolved issues include:



1. Whether A GTLA agreement could/should share administrative roles & responsibilities (Convener, Fiscal Agent, etc.) between agencies and if yes, how would that work? What would it look like? And/or what MOU terms between the two agencies would be needed to reach an agreement?
2. Whether CAT/MCEDD should come to the other partners with a general consensus proposal on roles/responsibilities outlined in the GTLA agreement or whether we should take these unresolved issues to the Washington providers to help resolve?

Areas that appeared to have general agreement but would warrant further discussion:

1. Who/where and how decisions on the regional planning role should be made (e.g. as part of the regional transit strategy)?

RECOMMENDATION:

While MCEDD has traditionally been the convener and administrator the Gorge Translink Alliance. In the past three years CAT has had a more active regional role. The Board has placed significant importance in regional linkages (e.g., Gorge to Portland, Gorge to Mountain) and regional coordination (Gorge Pass, Low-income Pass Program, support of agency partners, etc.) both to foster critical access throughout the Gorge and to Portland Metro area as well as support local and Gorge wide economic development, COVID recovery, affordable housing, and climate mitigation goals. Further, the Board has invested and supported other providers and MCEDD in moving forward with local and regional efforts.

At this time, CAT staff believes that a shared administrative role offers our agency the most flexibility. CAT is well staffed and in a strong financial position. Our concerns and issues are unique from MCEDD/LINK and other providers in the region. We are tied both to the Portland area through I-84 and to the Mount Hood area through I-35 so that regional access issues are a much larger concern for us than they are for other providers in the Gorge. Those of us who are involved in those efforts directly see and feel the momentum. We have built a strong and cohesive and professional team at CAT who can pursue grants, advocate for transit, find funding, carry out projects or move local initiatives with community partners forward. CAT believes our leadership efforts have been at a benefit to other local providers and community partners in moving their initiatives, concerns and efforts forward.

Many of the problems laid out in the GORge Pass Agreement are also concerns as we look at regional governance issues.

MCEDD and CAT staff already work together effectively on a variety of regional planning, advocacy or needs based initiatives for the region, and CAT has a strong and growing regional service along the I-84 corridor – we don't understand why sharing responsibilities or fostering a strong partnership with MCEDD through a shared regional administrative role is not effective or possible.

Staff recommends:

1. The Board review the CAT's current position. Is it the right position? Are there positions or areas of compromise you'd like CAT to put forward as we discuss these issues further?