



**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**

**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: 878 2436 4551, Password: 785328.

- 1. Call Meeting to Order – 4:00pm**
- 2. Approval of Minutes (Attachment)**
- 3. Public Comment**
- 4. Financial Overview (Attachment)**
- 5. Resolutions & Action Items**
  - a. STF/STIF Advisory Committee Member (Attachment)
  - b. Budget Committee Member (Attachment)
- 6. Director's Report – 4:30pm**
  - a. Operations Report (Attachment)
  - b. Gorge-To-Mountain Express Update
  - c. GOrge Pass Sales Update
  - d. Elections Update
  - e. Bus Stop Update
  - f. Dog Mountain Shuttle
- 7. Discussion Items**
  - a. Supplemental Budget or Adjustment (Attachment)
  - b. Budget Priorities – In preparation for Budget Committee (April/May)
- 8. Member Topics**
  - a. Trolley Service 2021
  - b. Pet Policy
- 9. Upcoming Events**
- 10. Meeting Adjourned – 5:30pm**

# Management Report

Columbia Area Transit

For the period ended February 28, 2021



Prepared by

**Our Team Accounting, LLC**

Prepared on

**March 11, 2021**

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**Financial Statements Variance Analysis**  
**Period Ending: February 28, 2021**

**Balance Sheet**

**Cash Availability** - Total available cash at the end of February was \$1.2m. This is approximately the same as January and \$574k more than the same period last year.

**Grants Receivable** – Work has been completed for multiple grants for which invoices have not yet been submitted to the state. A total of \$270k has been accrued and will be billed at the end of the quarter as usual. There was no accrual entered for January 2021 or the prior year.

**Prepaid Expenses** – Total prepaid expenses at the end of February were \$28k. The proportional expense amount recognized during the month for Workers Compensation, software and general liability insurance were \$4k.

**Accounts Payable** – The amount due to vendors and not yet paid at the end of February was \$4k. All February bills were paid the first week of March.

**Credit Card** – The amount owed on the credit card at the end of February was \$800. This is roughly the same as a year ago.

**Income Statement**

**Revenue** – Total revenue earned YTD at the end of February was \$1.3m which is \$284k less than last year at this time. This reduction is comprised of \$109k less fare revenue and \$110k less grant revenue received for capital grants for the purchase of new buses. Budgeted earnings YTD through the end of February was \$2.9m. Actual is less than budget by \$1.5m.

**COG Fuel** – YTD Fuel expense at the end of February was \$59k, which is \$28k less than last year at this time and \$151k less than budget.

**COG Operations** - Preventative maintenance, tires, shop supplies and bus repair expenses at the end of February totaled \$33k, which is \$11k less this period last year and \$32k less than the amount budgeted.

**COG Communication** – Dispatch/GPS software and cellular data expenses YTD totaled \$21k which is equal to the amount spent at this time in 2020 but \$11k less than the amount budgeted.

**COG Driver Expenses** – At February 28th, \$5k had been spent for driver related expenses. This is \$2k less than last year at this time and \$5k less than the amount budgeted.

**Advertising** – YTD through February, \$20k 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 \$1.1m which is \$43k 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 FLAP funds in the amount of \$222k.

**Administrative Expense** – Administration expenses YTD are \$96k. This is \$2k less than last year at this time and \$48k less than budget. Most line items have less actual spending than the budgeted amount.

**Personnel** – Total YTD personnel costs incurred by the end of February were \$561k. This is \$550k less than budget and \$38k 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 February was \$423k, which is \$631k better than last year at this time and \$106k better than the goal budgeted.

# Columbia Area Transit

## Statement of Financial Position

As of February 28, 2021

|  | TOTAL                 |
|--|-----------------------|
| <b>ASSETS</b>                            |                       |
| Current Assets                           |                       |
| Bank Accounts                            |                       |
| 1000 C. I. B. - Operating                | 161,961.97            |
| 1005 C. I. B. - Savings                  | 400,094.63            |
| 1020 C. I. T. - H. R. County             | 621,846.36            |
| 1050 Petty Cash                          | 93.00                 |
| <b>Total Bank Accounts</b>               | <b>\$1,183,995.96</b> |
| Accounts Receivable                      |                       |
| 1200 Accounts Receivable                 | 1,350.00              |
| <b>Total Accounts Receivable</b>         | <b>\$1,350.00</b>     |
| Other Current Assets                     |                       |
| 1205 Accounts Receivables - Property Tax | 0.00                  |
| 1210 Accounts Receivables - Grants       | 270,000.00            |
| 1270 Prepaid Expenses                    | <b>28,298.45</b>      |
| 1998 Undeposited Funds                   | 0.00                  |
| <b>Total Other Current Assets</b>        | <b>\$298,298.45</b>   |
| <b>Total Current Assets</b>              | <b>\$1,483,644.41</b> |
| Fixed Assets                             | <b>\$3,808,750.06</b> |
| <b>TOTAL ASSETS</b>                      | <b>\$5,292,394.47</b> |
| <b>LIABILITIES AND EQUITY</b>            |                       |
| Liabilities                              |                       |
| Current Liabilities                      |                       |
| Accounts Payable                         | <b>\$3,750.57</b>     |
| Credit Cards                             | <b>\$803.36</b>       |
| Other Current Liabilities                | <b>\$30,423.50</b>    |
| <b>Total Current Liabilities</b>         | <b>\$34,977.43</b>    |
| Long-Term Liabilities                    | <b>\$4,255,719.22</b> |
| <b>Total Liabilities</b>                 | <b>\$4,290,696.65</b> |
| Equity                                   | <b>\$1,001,697.82</b> |
| <b>TOTAL LIABILITIES AND EQUITY</b>      | <b>\$5,292,394.47</b> |

# Columbia Area Transit

## Statement of Activity

July 2020 - February 2021

|   | TOTAL                 |                                 |                       |
|---|-----------------------|---------------------------------|-----------------------|
|   | JUL 2020 - FEB 2021   | JUL 1, 2019 - FEB 28, 2020 (PP) | CHANGE                |
| <b>Revenue</b>                            |                       |                                 |                       |
| 4000 Fare Revenue                         | 37,440.03             | 146,878.71                      | -109,438.68           |
| 4100 Contract Revenue                     | 7,368.03              | 84,298.94                       | -76,930.91            |
| 4200 Federal Funds                        | 256,118.71            | 239,382.13                      | 16,736.58             |
| 4300 5310 Funds (deleted)                 |                       | 0.00                            | 0.00                  |
| 4700 State Funds                          | 825,323.00            | 962,375.00                      | -137,052.00           |
| 4870 Local Assistance                     | 189,475.70            | 162,648.42                      | 26,827.28             |
| 4900 Other Revenue                        | 5,035.79              | 9,629.21                        | -4,593.42             |
| Discounts/Refunds Given                   | 232.85                |                                 | 232.85                |
| <b>Total Revenue</b>                      | <b>\$1,320,994.11</b> | <b>\$1,605,212.41</b>           | <b>\$ -284,218.30</b> |
| <b>Cost of Goods Sold</b>                 |                       |                                 |                       |
| 5005 Vehicle Expense                      | 1,138.77              | 2,324.64                        | -1,185.87             |
| 5019 Fuel                                 | 58,822.16             | 86,659.58                       | -27,837.42            |
| 5020 Operation Expenses                   | 33,483.47             | 45,085.28                       | -11,601.81            |
| 5100 Communication Expense                | 20,821.88             | 20,500.27                       | 321.61                |
| 5200 Vehicle Insurance                    | 11,888.92             | 7,688.25                        | 4,200.67              |
| 5500 Driver Expenses                      | 4,748.32              | 6,810.81                        | -2,062.49             |
| 5600 Advertising & Marketing              | 19,825.50             | 186,589.12                      | -166,763.62           |
| 5700 Grant/Contract Match Funds           | 67,829.75             | 110,792.51                      | -42,962.76            |
| 5899 COVID19 Expenses                     | 7,209.81              |                                 | 7,209.81              |
| <b>Total Cost of Goods Sold</b>           | <b>\$225,768.58</b>   | <b>\$466,450.46</b>             | <b>\$ -240,681.88</b> |
| <b>GROSS PROFIT</b>                       | <b>\$1,095,225.53</b> | <b>\$1,138,761.95</b>           | <b>\$ -43,536.42</b>  |
| <b>Expenditures</b>                       |                       |                                 |                       |
| 7000 Administrative Expenses              |                       |                                 |                       |
| 7003 Building Expenses                    | 19,920.32             | 23,680.49                       | -3,760.17             |
| 7100 Office Supplies & Expenses           | 12,995.72             | 10,072.02                       | 2,923.70              |
| 7300 Professional Fees                    | 60,142.59             | 62,078.32                       | -1,935.73             |
| 7400 Other Administrative Expense         | 3,089.08              | 2,432.72                        | 656.36                |
| <b>Total 7000 Administrative Expenses</b> | <b>96,147.71</b>      | <b>98,263.55</b>                | <b>-2,115.84</b>      |
| 8000 Personnel Expense                    |                       |                                 |                       |
| 8003 Administrative Personnel Expense     | 112,384.30            | 145,807.48                      | -33,423.18            |
| 8103 Direct Service Personnel Expense     | 448,447.71            | 452,714.55                      | -4,266.84             |
| <b>Total 8000 Personnel Expense</b>       | <b>560,832.01</b>     | <b>598,522.03</b>               | <b>-37,690.02</b>     |
| 9000 Capital Outlay                       | 15,398.25             | 650,165.27                      | -634,767.02           |
| <b>Total Expenditures</b>                 | <b>\$672,377.97</b>   | <b>\$1,346,950.85</b>           | <b>\$ -674,572.88</b> |
| <b>NET OPERATING REVENUE</b>              | <b>\$422,847.56</b>   | <b>\$ -208,188.90</b>           | <b>\$631,036.46</b>   |
| <b>NET REVENUE</b>                        | <b>\$422,847.56</b>   | <b>\$ -208,188.90</b>           | <b>\$631,036.46</b>   |

# Columbia Area Transit

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

July 2020 - February 2021

|   | TOTAL                 |                       |                         |                 |
|---|-----------------------|-----------------------|-------------------------|-----------------|
|   | ACTUAL                | BUDGET                | OVER BUDGET             | % OF BUDGET     |
| <b>Revenue</b>                            |                       |                       |                         |                 |
| 4000 Fare Revenue                         | 37,440.03             | 140,000.00            | -102,559.97             | 26.74 %         |
| 4100 Contract Revenue                     | 7,368.03              | 90,000.00             | -82,631.97              | 8.19 %          |
| 4200 Federal Funds                        | 256,118.71            | 1,310,541.00          | -1,054,422.29           | 19.54 %         |
| 4700 State Funds                          | 825,323.00            | 1,161,800.00          | -336,477.00             | 71.04 %         |
| 4870 Local Assistance                     | 189,475.70            | 129,500.00            | 59,975.70               | 146.31 %        |
| 4900 Other Revenue                        | 5,035.79              | 40,000.00             | -34,964.21              | 12.59 %         |
| Discounts/Refunds Given                   | 232.85                |                       | 232.85                  |                 |
| <b>Total Revenue</b>                      | <b>\$1,320,994.11</b> | <b>\$2,871,841.00</b> | <b>\$ -1,550,846.89</b> | <b>46.00 %</b>  |
| <b>Cost of Goods Sold</b>                 |                       |                       |                         |                 |
| 5005 Vehicle Expense                      | 1,138.77              | 7,000.00              | -5,861.23               | 16.27 %         |
| 5019 Fuel                                 | 58,822.16             | 210,000.00            | -151,177.84             | 28.01 %         |
| 5020 Operation Expenses                   | 33,483.47             | 65,000.00             | -31,516.53              | 51.51 %         |
| 5100 Communication Expense                | 20,821.88             | 31,876.00             | -11,054.12              | 65.32 %         |
| 5200 Vehicle Insurance                    | 11,888.92             | 16,552.00             | -4,663.08               | 71.83 %         |
| 5500 Driver Expenses                      | 4,748.32              | 10,000.00             | -5,251.68               | 47.48 %         |
| 5600 Advertising & Marketing              | 19,825.50             | 90,000.00             | -70,174.50              | 22.03 %         |
| 5700 Grant/Contract Match Funds           | 67,829.75             | 275,000.00            | -207,170.25             | 24.67 %         |
| 5899 COVID19 Expenses                     | 7,209.81              |                       | 7,209.81                |                 |
| <b>Total Cost of Goods Sold</b>           | <b>\$225,768.58</b>   | <b>\$705,428.00</b>   | <b>\$ -479,659.42</b>   | <b>32.00 %</b>  |
| <b>GROSS PROFIT</b>                       | <b>\$1,095,225.53</b> | <b>\$2,166,413.00</b> | <b>\$ -1,071,187.47</b> | <b>50.55 %</b>  |
| <b>Expenditures</b>                       |                       |                       |                         |                 |
| 7000 Administrative Expenses              |                       |                       |                         |                 |
| 7003 Building Expenses                    | 19,920.32             | 34,000.00             | -14,079.68              | 58.59 %         |
| 7100 Office Supplies & Expenses           | 12,995.72             | 15,000.00             | -2,004.28               | 86.64 %         |
| 7300 Professional Fees                    | 60,142.59             | 89,100.00             | -28,957.41              | 67.50 %         |
| 7400 Other Administrative Expense         | 3,089.08              | 5,891.00              | -2,801.92               | 52.44 %         |
| <b>Total 7000 Administrative Expenses</b> | <b>96,147.71</b>      | <b>143,991.00</b>     | <b>-47,843.29</b>       | <b>66.77 %</b>  |
| 8000 Personnel Expense                    |                       |                       |                         |                 |
| 8003 Administrative Personnel Expense     | 112,384.30            | 188,981.00            | -76,596.70              | 59.47 %         |
| 8103 Direct Service Personnel Expense     | 448,447.71            | 921,948.00            | -473,500.29             | 48.64 %         |
| <b>Total 8000 Personnel Expense</b>       | <b>560,832.01</b>     | <b>1,110,929.00</b>   | <b>-550,096.99</b>      | <b>50.48 %</b>  |
| 9000 Capital Outlay                       | 15,398.25             | 594,742.00            | -579,343.75             | 2.59 %          |
| <b>Total Expenditures</b>                 | <b>\$672,377.97</b>   | <b>\$1,849,662.00</b> | <b>\$ -1,177,284.03</b> | <b>36.35 %</b>  |
| <b>NET OPERATING REVENUE</b>              | <b>\$422,847.56</b>   | <b>\$316,751.00</b>   | <b>\$106,096.56</b>     | <b>133.50 %</b> |
| <b>NET REVENUE</b>                        | <b>\$422,847.56</b>   | <b>\$316,751.00</b>   | <b>\$106,096.56</b>     | <b>133.50 %</b> |



# Columbia Area Transit

## Statement of Cash Flows

July 1, 2020 - March 11, 2021

|   | TOTAL                 |
|---|-----------------------|
| <b>OPERATING ACTIVITIES</b>   |                       |
| Net Revenue   | 417,553.30            |
| 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  | -270,000.00           |
| 1271 Prepaid Expenses:PP - Ecolane SW   | 7,403.04              |
| 1272 Prepaid Expenses:PP - Samsara GPS Fleet Tracking SW                              | 1,115.13              |
| 1273 Prepaid Expenses:PP - SDIS Vhcl & Gen Liab Insurance                             | -8,396.00             |
| 1274 Prepaid Expenses:PP - SDIS Workers Comp  | -6,965.59             |
| 1275 Prepaid Expenses:PP - Fleetio Scheduler  | -700.00               |
| 2000 Accounts Payable   | -24,725.46            |
| 2105 Columbia Bank Visa   | 98.56                 |
| 2001 Accounts Payable - Audit Adj   | -4,965.84             |
| 2500 Accrued Payroll  | -29,146.75            |
| <b>Total Adjustments to reconcile Net Revenue to Net Cash provided by operations:</b> | <b>-242,369.09</b>    |
| <b>Net cash provided by operating activities</b>                                      | <b>\$175,184.21</b>   |
| <b>INVESTING ACTIVITIES</b>   |                       |
| 1605 Equipment & Vehicles   | -15,253.23            |
| <b>Net cash provided by investing activities</b>                                      | <b>\$ -15,253.23</b>  |
| <b>NET CASH INCREASE FOR PERIOD</b>   | <b>\$159,930.98</b>   |
| Cash at beginning of period   | 1,021,367.37          |
| <b>CASH AT END OF PERIOD</b>  | <b>\$1,181,298.35</b> |

# Columbia Area Transit

## BILL PAYMENT LIST

January 2021

| DATE                                       | NUM        | VENDOR                                | AMOUNT               |
|--|------------|---------------------------------------|----------------------|
| 1000 C. I. B. - Operating                  |            |                                       |                      |
| 01/04/2021                                 | 20994      | Secretary of State - Audits Division  | -250.00              |
| 01/09/2021                                 | 20995      | Bohn's Printing                       | -74.51               |
| 01/09/2021                                 | 20996      | CDR Labor Law, LLC                    | -713.00              |
| 01/09/2021                                 | 20997      | FLI Landscape                         | -225.60              |
| 01/09/2021                                 | 20998      | Hood River Garbage Service            | -74.46               |
| 01/09/2021                                 | 20999      | Jubitz Fleet Services                 | -1,375.99            |
| 01/09/2021                                 | 21000      | Samsara                               | -385.20              |
| 01/09/2021                                 | 21001      | Schetky Northwest Sales, Inc.         | -411.07              |
| 01/12/2021                                 |            | City of Hood River - Utilities        | -206.06              |
| 01/12/2021                                 |            | City of Hood River - Utilities        | -416.93              |
| 01/14/2021                                 | 21002      | Sirius Media, LLC                     | -318.75              |
| 01/14/2021                                 | 21003      | Providence OCC Travel Medicine Clinic | -400.00              |
| 01/14/2021                                 | 21004      | Oregon Employment Department          | -117.30              |
| 01/14/2021                                 | 21005      | Napa Auto Parts                       | -254.14              |
| 01/14/2021                                 | 21006      | MODA                                  | -544.05              |
| 01/14/2021                                 | 21007      | Marlin Business Bank                  | -225.18              |
| 01/22/2021                                 | 21008      | Jubitz Fleet Services                 | -921.50              |
| 01/22/2021                                 | 21009      | Northwest Natural Gas                 | -111.07              |
| 01/29/2021                                 | 0008300956 | Our Team Accounting, LLC              | 0.00                 |
| 01/29/2021                                 | 21010      | Our Team Accounting, LLC              | -5,400.00            |
| 01/30/2021                                 | 21011      | Amalgamated Transit Union             | -800.60              |
| 01/30/2021                                 | 21012      | Bohn's Printing                       | -38.38               |
| 01/30/2021                                 | 21013      | Day Wireless Systems                  | -1,128.00            |
| 01/30/2021                                 | 21014      | Napa Auto Parts                       | -98.90               |
| 01/30/2021                                 | 21015      | Point S Tire & Auto Service           | -17.50               |
| <b>Total for 1000 C. I. B. - Operating</b> |            |                                       | <b>\$ -14,508.19</b> |
| 2105 Columbia Bank Visa                    |            |                                       |                      |
| 01/25/2021                                 |            | Samsara                               | 385.20               |
| <b>Total for 2105 Columbia Bank Visa</b>   |            |                                       | <b>\$385.20</b>      |



# Hood River County Transportation District STF/STIF Advisory Committee Application

Hood River County Transportation District (does business as Columbia Area Transit) is the public transportation provider within Hood River County and between Gorge communities and Portland. To apply for a STF/STIF Advisory Committee position at the Hood River County Transportation District please complete this document and email to [amy.schlappi@catransit.org](mailto:amy.schlappi@catransit.org) or deliver to the Hood River County Transportation District office at 224 Wasco Loop, Hood River OR 97031.

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Name: Rachelle Begay

Date: 3/11/2021

Email: [rbegay@critfc.org](mailto:rbegay@critfc.org)

Phone Number: (503)709-4408

1. Do you live or work in Hood River County? If so, where?

I live in Wasco County. Although I do work in Hood River County, I make many appearances to our In lieu sites Cascade Locks, Wyeth, and Stanley Rock.

2. What is your interest or goal for public transit in Hood River County?

Having equitable access to open transportation within the community for both tribal and non tribal people. Also, maybe we can address the over crowded parking trail heads within the areas through your organization.

3. Describe your strength that you could bring to the STF/STIF Advisory Committee.

I feel that I have a unique perspective to bring to the table. Able to give a different view on things from a tribal perspective. I have lived in the Columbia Gorge all my life, so I take great pride in the area we live.



# Hood River County Transportation District Committee Member Application

Hood River County Transportation District (does business as Columbia Area Transit) is the public transportation provider within Hood River County and between Gorge communities and Portland. To apply for a HRCTD Committee Member position at the Hood River County Transportation District please complete this document and email to [amy.schlappi@catransit.org](mailto:amy.schlappi@catransit.org) or deliver to the Hood River County Transportation District office at 224 Wasco Loop, Hood River OR 97031.

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Name: **Jeremy Hull**

Date: **March 3, 2021**

Email: **Jeremy.w.hull@gmail.com**

Phone Number: **503-505-1246**

1. Do you live or work in Hood River County? If so, where?

Yes, I am an Attorney at Annala, Carey & Hull in Hood River. Our office is located at 325 Cascade Ave, Hood River, Oregon. I was also born and raised in Hood River, Oregon.

2. What is your interest or goal for public transit in Hood River County?

I regard safe and reliable public transportation a fundamental right for every citizen (of any county/municipality/ or any public body). My inherent interest is to ensure that citizens of Hood River County retain that right, and have ready access to public transportation when and where they need it. My goals are three fold:

1. Further develop citizens' access to public transportation through the growth of CATs routes and access points
2. Enhance the rider experience on CAT through incremental, cost efficient and data driven (when available) improvements
3. Help develop the short term (1-3 year) and long-term (3-10 year) strategic and financial plans for CAT (in partnership with the Board of Directors). In short, Grow ridership while keeping CAT on sound financial footing.

3. Describe your strength that you could bring to the HRCTD Committee that you would like to be part of.

I have significant strategic and financial planning acumen having worked in Business Development, Finance and Sales at Nike, Inc. for 10+ years. Having gone through numerous Strategic Planning cycles, I am able to focus an organization on clearly identifying its Growth Drivers, Priorities, and Enablers. I have both a JD and an MBA with a focus on Finance from the University of Oregon.

Additionally, having grown up in Hood River and returning to raise my family, I am inherently vested in CAT and how it can positively enhance the County and its citizens.

Finally, as a Gorge Pass holder, I am challenging myself to ride CAT down the Gorge three times a month (currently live in Portland and commuting until we find a home)!

# Operations Report



February

Safety and Statistics

## Operations Report

### SAFETY AND STATISTICS

#### SAMSARA SAFETY SCORE

|                    | Feb      | Jan      | Dec    | Nov    |
|--------------------|----------|----------|--------|--------|
| Safety Score       | 99.5/100 | 99.2/100 | 99/100 | 99/100 |
| Crashes            | 0        | 0        | 1      | 0      |
| Harsh Events       | 4        | 3        | 3      | 3      |
| Drive Time         | 850:45   | 994:38   | 994:41 | 930:54 |
| % over speed limit | 0.4%     | 0.5%     | 0.4%   | 0.9%   |
| Miles Driven       | 27,693   | 33,439   | 32,601 | 31,914 |

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

#### ECOLANE ON TIME PERFORMANCE

|                   | Feb | Jan | Dec | Nov | Oct |
|-------------------|-----|-----|-----|-----|-----|
| Fixed OTP 5 mins  | NA  | NA  | 94% | 95% | 91% |
| Fixed OTP 15 mins | NA  | NA  | 98% | 99% | 99% |
| DAR OTP 5 mins    | NA  | NA  | 87% | 84% | 81% |
| DAR OTP 15 mins   | NA  | NA  | 91% | 90% | 89% |

OTP= On time performance. On time performance of 5 mins = if the bus is there within 5 mins of the set time its considered on time. On time performance of 15 mins = bus is on time if its there within 15 mins of the

scheduled time

## OTHER STATISTICS

|                     | Feb       | Jan       | Dec       | Nov       | Oct       |
|---------------------|-----------|-----------|-----------|-----------|-----------|
| Fuel Used (Gas)     | 3246.24   | 4097.57   | 4097.57   | 2767.86   | 3541.29   |
| Gas MPG             | 8.5 Mpg   | 7.9 mpg   | 7.9 mpg   | 8.2Mpg    | 8.5 Mpg   |
| Fuel Used (Diesel)  | 116.79    | 74.2      | 74.2      | 977.52    | 718.47    |
| Diesel MPG          | 4.3 MPG   | 5.2 MPG   | 5.2 MPG   | 6.7 Mpg   | 6.0 Mpg   |
| Total Fuel Cost     | \$7914.97 | \$8407.15 | \$8407.15 | \$7413.97 | \$7770.92 |
| Vehicle Repairs     | 0         | 0         | 0         | 0         | 0         |
| Customer Complaints | 0         | 0         | 0         | 1         | 0         |

## RIDERSHIP

|                               | Aug  | Sep  | Oct  | Nov  | Dec  | Jan    | Feb  | Mar | Apr | May | Jun |
|-------------------------------|------|------|------|------|------|--------|------|-----|-----|-----|-----|
| <b>City Route</b>             |      |      |      |      |      |        |      |     |     |     |     |
| Rides                         | 386  | 462  | 453  | 505  | 732  | 559    | 564  |     |     |     |     |
| Hours                         | 220  | 220  | 220  | 285  | 285  | 240    | 204  |     |     |     |     |
| Boarded Ride/ Hour            | 1.75 | 2.1  | 2.05 | 1.77 | 2.6  | 2.3    | 2.8  |     |     |     |     |
| <b>DAR</b>                    |      |      |      |      |      |        |      |     |     |     |     |
| Rides                         | 119  | 249  | 327  | 424  | 348  | 227    | 223  |     |     |     |     |
| Hours                         | 242  | 242  | 242  | 230  | 230  | 190    | 153  |     |     |     |     |
| Boarded Ride/ Hour            | .5   | 1.02 | 1.35 | 1.84 | 1.5  | 1.2    | 1.5  |     |     |     |     |
| <b>Upper Valley</b>           |      |      |      |      |      |        |      |     |     |     |     |
| Rides                         | 146  | 160  | 364  | 374  | 522  | 386    | 347  |     |     |     |     |
| Hours                         | 94   | 94   | 94   | 167  | 167  | 140    | 102  |     |     |     |     |
| Boarded Ride/ Hour            | 1.55 | 1.7  | 3.9  | 2.4  | 3.1  | 2.7    | 3.4  |     |     |     |     |
| <b>The Dalles</b>             |      |      |      |      |      |        |      |     |     |     |     |
| Rides                         | 138  | 96   | 126  | 94   | 147  | 135    | 128  |     |     |     |     |
| Hours                         | 55   | 55   | 55   | 92   | 92   | 77.5   | 68   |     |     |     |     |
| Boarded Ride/ Hour            | 2.5  | 1.75 | 2.3  | 1    | 1.6  | 1.8    | 1.9  |     |     |     |     |
| <b>Columbia Gorge Express</b> |      |      |      |      |      |        |      |     |     |     |     |
| Rides                         | 267  | 167  | 351  | 291  | 247  | 294    | 284  |     |     |     |     |
| Hours                         | 220  | 220  | 220  | 510  | 510  | 450    | 437  |     |     |     |     |
| Boarded Ride/ Hour            | 1.19 | .75  | 1.6  | .6   | .48  | .62    | .65  |     |     |     |     |
| <b>Seasonal Service</b>       |      |      |      |      |      |        |      |     |     |     |     |
| Rides                         | NA   | NA   | NA   | NA   | 446  | 1257   |      |     |     |     |     |
| Hours                         | NA   | NA   | NA   | NA   | 195  | 398    |      |     |     |     |     |
| Boarded Ride/ Hour            | NA   | NA   | NA   | NA   | 2.3  | 3.2    |      |     |     |     |     |
| <b>All Routes</b>             |      |      |      |      |      |        |      |     |     |     |     |
| Rides                         | 1056 | 1134 | 1621 | 1688 | 2442 | 2858   | 1546 |     |     |     |     |
| Hours                         | 831  | 831  | 831  | 1284 | 1479 | 1495.5 | 811  |     |     |     |     |
| Boarded Ride/ Hour            | 1.27 | 1.37 | 1.95 | 1.3  | 1.6  | 1.9    | 1.9  |     |     |     |     |



# Memo

**To:** Board  
**From:** Tyrel Graves  
**Date:** March 17, 2021  
**Re:** New Vehicles

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## New Vehicles

**Background** – Columbia Area Transit had a vehicle get rear ended in December and will be receiving \$35,500 from insurance. We also hope to be able to trade in at least one other vehicle for the buses or Trolley.

**Gillig Buses:** Northwest Bus Sales has 3 Gillig 30ft Diesel Low Floor vehicles that staff thinks would fit well with our current fleet/Drivers.

On pages 2-6 you will see detailed information on all 3 buses.

**Trolley:** Columbia Area Transit is also looking to purchase a Trolley to run during the summers for the weekend city route.

- **Classic Trolley:** This bus is currently located in Hood River and being sold by Gray Line. Pictures are on page 7 & 8.
- **Hometown Trolley:** This is an example of a low-floor trolley. There are also similar models that are open air versions. More information is located on page 9 & 10.



# NORTHWEST BUS SALES, INC.

33207 Pacific Highway South Federal Way, WA 98003

800.231.7099

253.845.9384 Fax

Hours: Mon - Fri 8:00am - 5:00pm

## 2008 Gillig LF30 28 Passenger Transit Bus - T91485



**Price: \$9,999**

**Stock #: T91485**

The bus is covered with a vinyl wrap. The vinyl can be removed for an additional charge. Give us a call if you have any questions!

**Vehicle Highlights:**

- Cummins ISL 8.9L
- 30ft Bus – Short Wheelbase!

**Dimensions:**

- **Exterior Length: 30ft**
- **Interior Length (Driver Seat to Back Wall): 19ft**
- **Interior Width: 8ft**

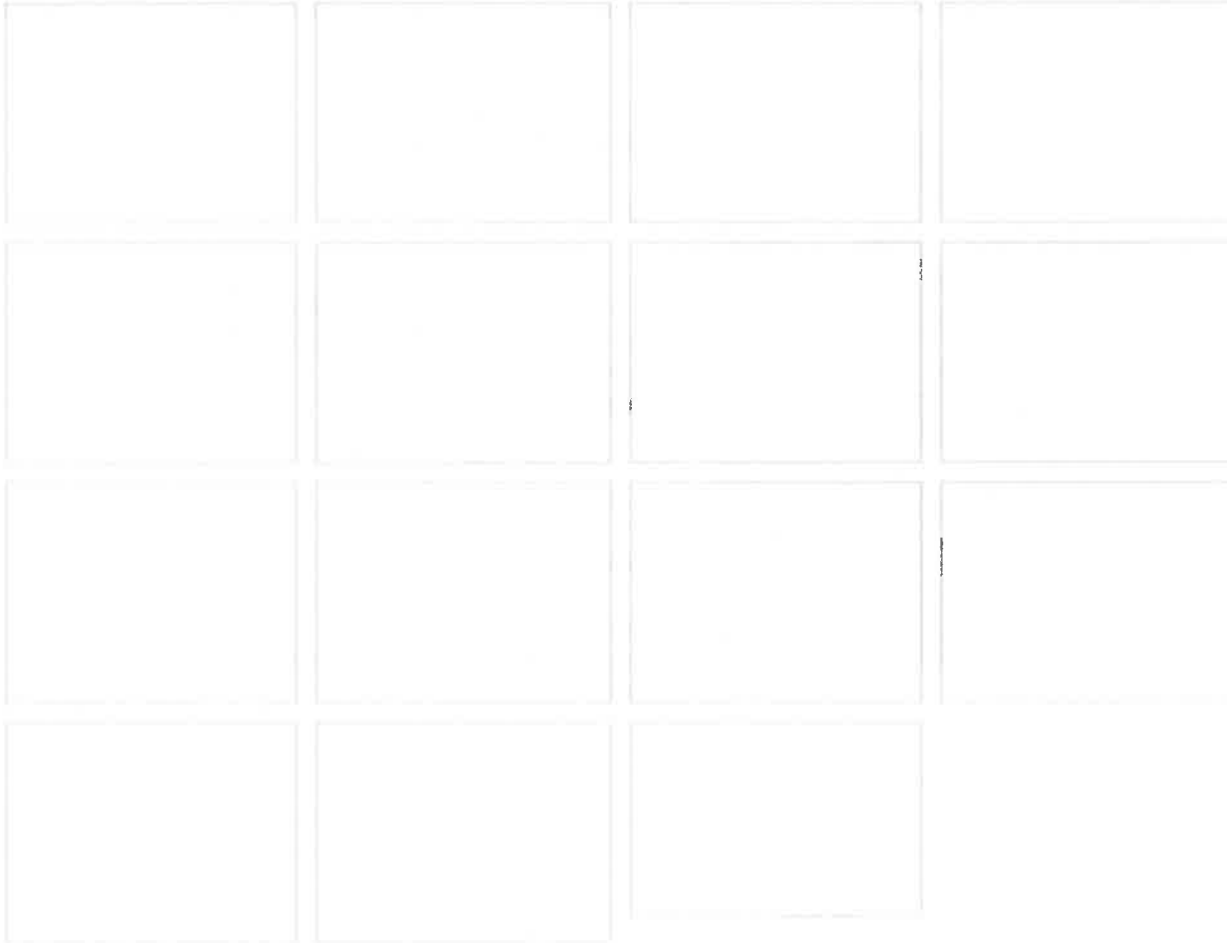
- **Interior Height: 95"**

## Additional Information

|                                    |  |
|------------------------------------|--|
| <b>Stock #</b>                     | T91485   |
| <b>Price</b>                       | \$9,999  |
| <b>Condition</b>                   | Used   |
| <b>Status</b>                      | In Stock – Seattle, WA Location                |
| <b>Capacity</b>                    | 28   |
| <b>Seating Configuration</b>       | 28 Passengers or 22 Passengers + 2 Wheelchairs |
| <b>Wheelchair Accessible (ADA)</b> | Yes  |
| <b>Storage</b>                     | No   |
| <b>Canadian Admissible</b>         | No   |
| <b>Odometer</b>                    | 370,172  |
| <b>Year</b>                        | 2008   |
| <b>Make</b>                        | Gillig   |
| <b>Model</b>                       | LF30   |
| <b>Chassis</b>                     | Gillig   |
| <b>Engine</b>                      | Cummins ISL 8.9L Turbo Diesel Engine           |
| <b>Fuel Type</b>                   | Diesel   |
| <b>Transmission</b>                | Voith  |

|                              |                             |
|------------------------------|-----------------------------|
| <b>Brake Type</b>            | Air Brakes                  |
| <b>Seats</b>                 | Transit Style Seating       |
| <b>GVWR</b>                  | 30,000 lbs.                 |
| <b>Air Conditioning</b>      | No                          |
| <b>Heat</b>                  | Driver and Passenger Heater |
| <b>CARB Compliant Diesel</b> | No                          |

**More Images**



# NORTHWEST BUS SALES, INC.

33207 Pacific Highway South Federal Way, WA 98003

800.231.7099

253.845.9384 Fax

Hours: Mon - Fri 8:00am - 5:00pm

## 2008 Gillig LF30 28 Passenger Transit Bus - T91483



**Price: \$9,999**

**Stock #: T91483**

The bus is covered with a vinyl wrap. The vinyl can be removed for an additional charge. Give us a call if you have any questions!

**Vehicle Highlights:**

- Cummins ISL 8.9L
- 30ft Bus – Short Wheelbase!

**Dimensions:**

- **Exterior Length: 30ft**
- **Interior Length (Driver Seat to Back Wall): 19ft**
- **Interior Width: 8ft**

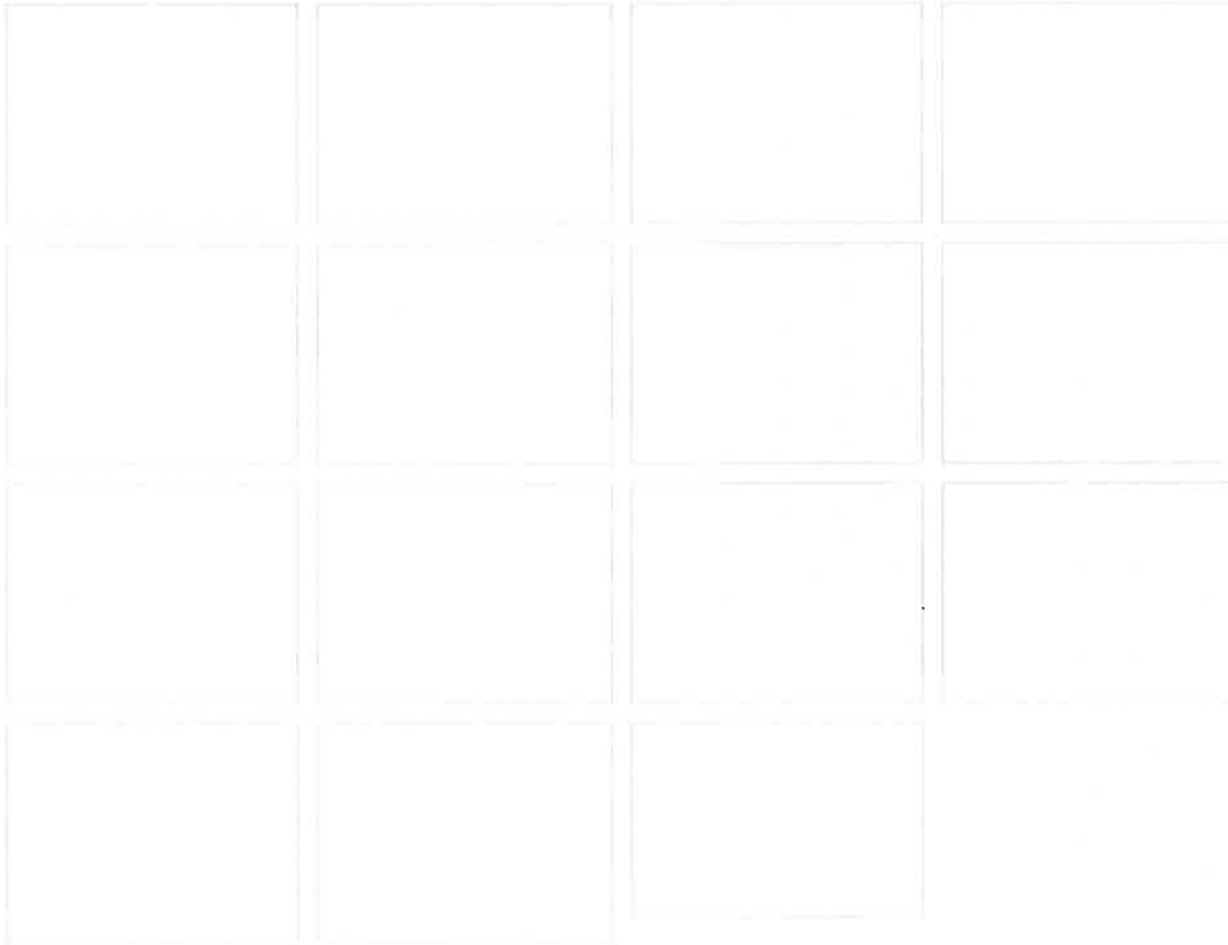
- **Interior Height: 95"**

## Additional Information

|                                    |  |
|------------------------------------|--|
| <b>Stock #</b>                     | T91483   |
| <b>Price</b>                       | \$9,999  |
| <b>Condition</b>                   | Used   |
| <b>Status</b>                      | In Stock – Seattle, WA Location                |
| <b>Capacity</b>                    | 28   |
| <b>Seating Configuration</b>       | 28 Passengers or 22 Passengers + 2 Wheelchairs |
| <b>Wheelchair Accessible (ADA)</b> | Yes  |
| <b>Storage</b>                     | No   |
| <b>Canadian Admissible</b>         | No   |
| <b>Odometer</b>                    | 352,794  |
| <b>Year</b>                        | 2008   |
| <b>Make</b>                        | Gillig   |
| <b>Model</b>                       | LF30   |
| <b>Chassis</b>                     | Gillig   |
| <b>Engine</b>                      | Cummins ISL 8.9L Turbo Diesel Engine           |
| <b>Fuel Type</b>                   | Diesel   |
| <b>Transmission</b>                | Voith  |

|                              |                             |
|------------------------------|-----------------------------|
| <b>Brake Type</b>            | Air Brakes                  |
| <b>Seats</b>                 | Transit Style Seating       |
| <b>GVWR</b>                  | 30,000 lbs.                 |
| <b>Air Conditioning</b>      | No                          |
| <b>Heat</b>                  | Driver and Passenger Heater |
| <b>CARB Compliant Diesel</b> | No                          |

**More Images**



# NORTHWEST BUS SALES, INC.

33207 Pacific Highway South Federal Way, WA 98003

800.231.7099

253.845.9384 Fax

Hours: Mon - Fri 8:00am - 5:00pm

## 2008 Gillig LF30 28 Passenger Transit Bus - T91484



**Price: \$9,999**

**Stock #: T91484**

The bus is covered with a vinyl wrap. The vinyl can be removed for an additional charge. Give us a call if you have any questions!

**Vehicle Highlights:**

- Cummins ISL 8.9L
- 30ft Bus – Short Wheelbase!

**Dimensions:**

- **Exterior Length: 30ft**
- **Interior Length (Driver Seat to Back Wall): 19ft**
- **Interior Width: 8ft**

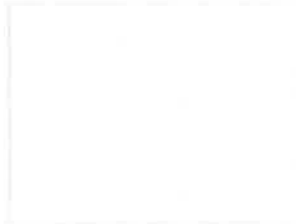
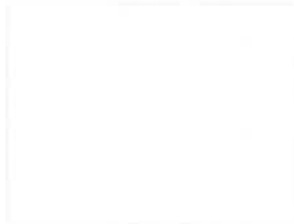
- **Interior Height: 95"**

### Additional Information

|                                    |  |
|------------------------------------|--|
| <b>Stock #</b>                     | T91484   |
| <b>Price</b>                       | \$9,999  |
| <b>Condition</b>                   | Used   |
| <b>Status</b>                      | In Stock – Seattle, WA Location                |
| <b>Capacity</b>                    | 28   |
| <b>Seating Configuration</b>       | 28 Passengers or 22 Passengers + 2 Wheelchairs |
| <b>Wheelchair Accessible (ADA)</b> | Yes  |
| <b>Storage</b>                     | No   |
| <b>Canadian Admissible</b>         | No   |
| <b>Odometer</b>                    | 366,094  |
| <b>Year</b>                        | 2008   |
| <b>Make</b>                        | Gillig   |
| <b>Model</b>                       | LF30   |
| <b>Chassis</b>                     | Gillig   |
| <b>Engine</b>                      | Cummins ISL 8.9L Turbo Diesel Engine           |
| <b>Fuel Type</b>                   | Diesel   |
| <b>Transmission</b>                | Voith  |

|                              |                             |
|------------------------------|-----------------------------|
| <b>Brake Type</b>            | Air Brakes                  |
| <b>Seats</b>                 | Transit Style Seating       |
| <b>GVWR</b>                  | 30,000 lbs.                 |
| <b>Air Conditioning</b>      | No                          |
| <b>Heat</b>                  | Driver and Passenger Heater |
| <b>CARB Compliant Diesel</b> | No                          |

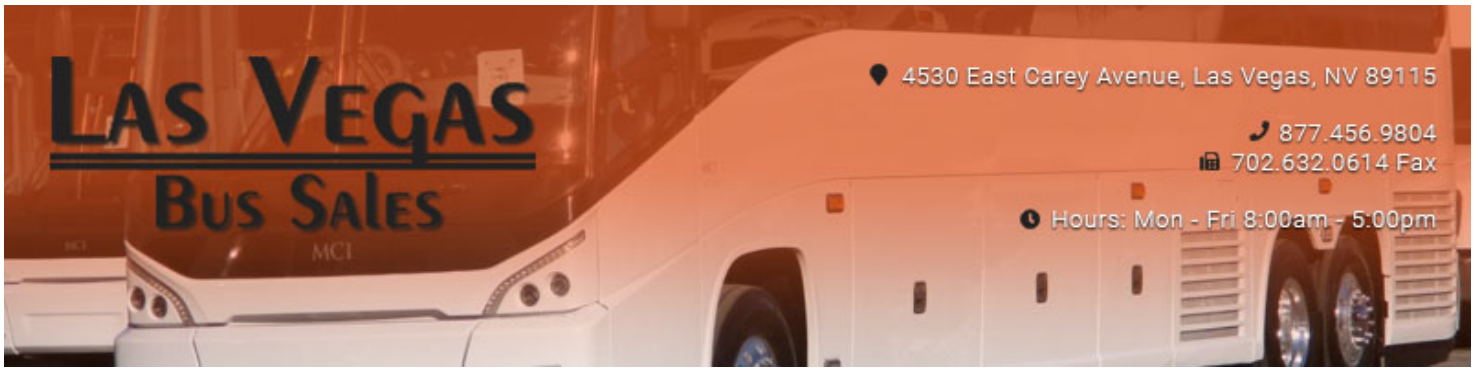
**More Images**











## 2011 Hometown Trolley The Carriage S10569



**Price: \$59,995**

**Stock #: S10569**

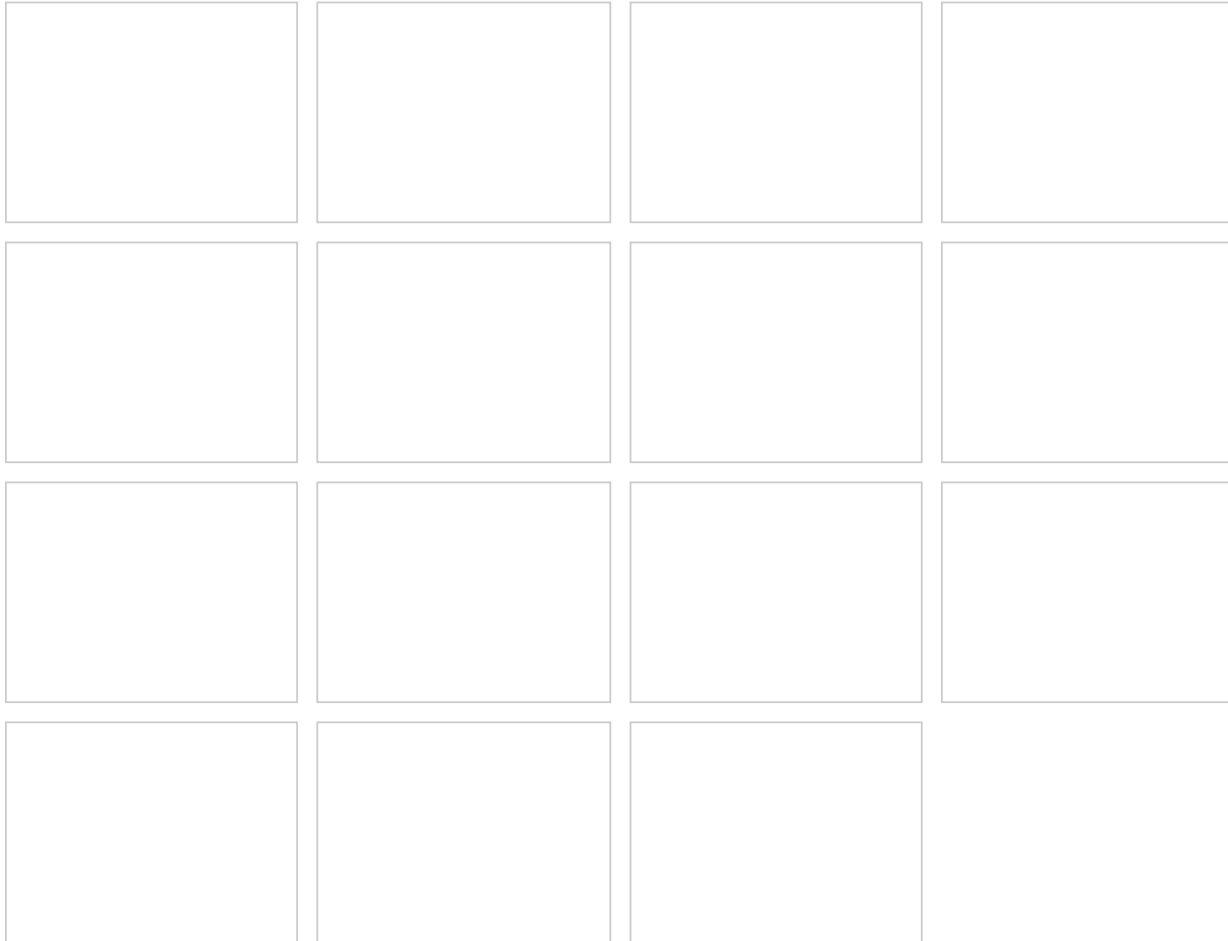
This is a 2011 Hometown Trolley referred to as The Carriage model. It is powered by a Chevy G4500 6.0 liter gas engine with a low-floor chassis. Inside the trolley is room for 19 passengers, that includes seated or standing grab handles and one wheelchair position. The interior trim is a red oak finish with vintage oak slat bench style seating. On the outside you have a 1800's lantern-style aluminum roof with perimeter rain gutter. Front and rear black steel bumpers, and a body made of bonded panels with a wood trim package. This shuttle does include the ADA package of a Braun ramp with 1 wheelchair restraint system. This is an exciting addition to our inventory. Call us today for more details at 1-877-456-9804.

## Additional Information

|                                  |                               |
|----------------------------------|-------------------------------|
| <b>Status</b>                    | In Stock – Las Vegas Location |
| <b>Condition</b>                 | Used                          |
| <b>Year</b>                      | 2011                          |
| <b>Make</b>                      | Hometown Trolley              |
| <b>Model</b>                     | The Carriage                  |
| <b>Engine</b>                    | 6.0 V8 Gas                    |
| <b>Fuel Type</b>                 | Gas                           |
| <b>Transmission</b>              | Automatic                     |
| <b>Odometer</b>                  | 72,273                        |
| <b>GVWR</b>                      | 14,200 lbs.                   |
| <b>Capacity</b>                  | 19                            |
| <b>Air Conditioning</b>          | Front & Rear                  |
| <b>Heat</b>                      | Yes                           |
| <b>Seats</b>                     | Bench                         |
| <b>Seat Belts</b>                | No                            |
| <b>Lift</b>                      | Braun                         |
| <b>Chassis</b>                   | Low-floor / Straight-rail     |
| <b>Handicap Accessible (ADA)</b> | Yes                           |

|                                     |   |
|-------------------------------------|---|
| <b>Storage</b>                      | No  |
| <b>Media</b>                        | AM/FM Stereo w/CD, PA System  |
| <b>Canadian Admissible</b>          | No  |
| <b>Misc. Options &amp; Features</b> | Overhead Grab Rails, Trolley Bell, Windows Open, Tilt and Cruise Steering Wheel |

**More Images**





# Memo

**To:** Board  
**From:** Patricia Fink  
**Date:** March 17, 2021  
**Re:** Supplemental Budget & Next Year's Priorities

---

## SUPPLEMENTAL BUDGET

**Supplemental Budget Background** – the Board is required to hold a supplemental hearing should our adopted Budget Line-Item total be increased or reduced over the year by more than 10%. Typically, this is an easy estimate, because services and staff numbers are consistent throughout the year. This year, with the COVID-19 pandemic, we have seen more flux and since grant amounts are tied to service on the road, it has been more difficult to estimate how much money we will be able to draw down.

On the following page, you will see our current estimates for existing revenue and expenditure estimates. We are still waiting to get final confirmation on revenue/expenditure on two major fund sources

**Federal:** This includes FLAP funds for the Gorge to Mountain Service; and Federal capital outlay which will be dependent upon vehicle delivery schedule (initially thought all vehicle would be delivered before FY end, now looks like July or August and Federal CARES ACT which we initially understood to be an upfront allocation but is based on reimbursement (so full amount will be allocated between two or three years).

**State:** The largest outstanding issue is how much of the STIF Discretionary funds for the CGE we will end up spending down. I had substantially underestimated how much STIF we might accrue this year. We have plans on increasing service levels this Spring, so if we can reimburse more STIF Discretionary we may actually end with more funding in the State category.

We believe a supplemental budget will be required and once service levels & funding levels are more stable will hold a formal hearing in April or May along side your regular Board meeting.

| RESOURCE DESCRIPTION                          | Proposed Budget FY21 | Estimated           | Notes on Estimated Supplemental                         |
|---|----------------------|---------------------|---|
| Beginning Cash Balance                        | \$ 975,144           |                     | Notes on variances                                      |
| <b>REVENUE</b>                                |                      |                     |   |
| 4000 - Fare Revenue                           | \$ 140,000           | \$ 56,160           | reduction due to COVID virus                            |
| 4100 - Contract Revenue                       | \$ 90,000            | \$ 11,052           | changes at DDS & impacts of COVID Virus                 |
| 4200 - Federal Assistance                     | \$ 915,341           | \$ 594,000          | Capital (Delivery Delayed)                              |
| 4300 - State Assistance                       | \$ 1,161,800         | \$ 1,161,800        |   |
| 4500 - Local Assistance                       | \$ 129,500           | \$ 190,000          | More Revenues than Expected                             |
| 4600 - Other Revenue                          | \$ 40,000            | \$ 40,000           |   |
| 4700 - Federal CARES ACT                      | \$ 395,200           | \$ 150,000          | Changes to Disbursement                                 |
| <b>Total Available Funds</b>                  | <b>\$ 2,871,841</b>  | <b>\$ 2,203,012</b> |   |
| <b>OPERATING EXPENSE</b>                      |                      |                     |   |
| 5005 Vehicle Expenses                         | \$ 7,000             | \$ 7,000            |   |
| 5015 - Fuel                                   | \$ 210,000           | \$ 108,233          | Services not restored quickly due to COVID              |
| 5020 - Preventative Maintenance & Repair      | \$ 65,000            | \$ 65,000           |   |
| 5100 - Communication Expense                  | \$ 31,876            | \$ 31,876           |   |
| 5200 - Vehicle Insurance                      | \$ 16,552            | \$ 16,552           |   |
| 5500 - Driver Expenses                        | \$ 10,000            | \$ 10,000           | Uniforms purchased & Gym Equipment (Board Approved)     |
| 5600 - Advertising & Marketing                | \$ 90,000            | \$ 80,000           |   |
| 5700 - Grant / Contract Match Funds           | \$ 275,000           | \$ 200,000          |   |
| <b>Total Operating Expense</b>                | <b>\$ 705,428</b>    | <b>\$ 518,662</b>   |   |
| <b>ADMINISTRATIVE EXPENSE</b>                 |                      |                     |   |
| 7003 - Building Expenses                      | \$ 34,000            | \$ 34,000           |   |
| 7100 - Office Supplies & Expense              | \$ 15,000            | \$ 15,000           |   |
| 7300 - Professional Fees                      | \$ 89,100            | \$ 89,100           |   |
| 7400 - Other Administrative Expense           | \$ 5,891             | \$ 5,891            | Board Stipend Reimbursements (Board Approved)           |
| <b>Total Administrative Expense</b>           | <b>\$ 143,991</b>    | <b>\$ 143,991</b>   |   |
| <b>ADMINISTRATIVE PERSONNEL EXPENSE</b>       |                      |                     |   |
| 8003 - Admin Wages                            | \$ 149,556           | \$ 150,822          |   |
| 8030 - Admin ER Taxes                         | \$ 14,760            | \$ 12,256           |   |
| 8080 - Admin Benefits                         | \$ 17,447            | \$ 22,061           |   |
| <b>Total Administrative Personnel Expense</b> | <b>\$ 181,763</b>    | <b>\$ 185,139</b>   | <b>Adding AD (Board Approved)</b>                       |
| <b>DIRECT SERVICE PERSONNEL EXPENSE</b>       |                      |                     |   |
| 8103 - Direct Service Wages                   | \$ 726,668           | \$ 650,000          |   |
| 8130 - Direct Service ER Taxes                | \$ 87,153            | \$ 63,025           |   |
| 8180 - Direct Service Benefits                | \$ 94,450            | \$ 90,469           |   |
| <b>Total Direct Service Personnel Expense</b> | <b>\$ 908,271</b>    | <b>\$ 803,494</b>   | Services not restored quickly due to COVID              |
| <b>CAPITAL OUTLAY</b>                         |                      |                     |   |
| 9000- Capital Expenses                        | \$ 592,000           | \$ 190,000          | Vehicle delivery/payment issue move purchase to next FY |
| 9999-Other Income, Expense Depreciation       | \$ -                 |                     |   |
| <b>Capital Expenses</b>                       | <b>\$ 592,000</b>    | <b>\$ 190,000</b>   |   |
| <b>Total Revenue</b>                          | <b>\$ 2,871,841</b>  | <b>\$ 2,203,012</b> |   |
| <b>Total Expense</b>                          | <b>\$ 2,531,454</b>  | <b>\$ 1,841,285</b> |   |
| <b>Net Income</b>                             | <b>\$ 329,587</b>    | <b>\$ 361,727</b>   |   |
| <b>Project Available Funds at EOY</b>         | <b>\$ 1,315,531</b>  |                     |   |

## **PRIORITIES FOR NEXT FISCAL YEAR**

Staff is in the initial stages of preparing the budget for next year. We are waiting to hear on several discretionary allocation amounts for CGE and other grants before moving forward with the Budget Committee Meetings, but anticipate they will likely occur in Mid-May and early June.

Initial Priorities we have heard Include:

- Assistant Director & Transition
- Cascade Locks Shuttle
- Peak Hour City Route
- Weekend Route Expansion (City Route & Summer Cascade Locks & Upper Valley)
- Transit Master Plan Update & Extensive Low-Income Minority Outreach
- GOrge Pass Marketing Program

We are looking for Board input on other priorities. Please come prepared to discuss this.



# Memo

**To:** Board  
**From:** Amy Schlappi  
**Date:** March 17, 2021  
**Re:** Pet Policy

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## **Background**

CAT's current pet policy allows service and guide animals to board the bus without being in a confined carrying container. Nonservice or guide animals must be in a confined carrying container while on the bus.

Board Chair Lara Dunn has requested that the Board discuss potentially changing the policy to be more flexible for nonservice or guide dogs. Examples of other public transit agency pet policies are:

### **Washington – King County Metro Transit (Seattle Metro Area)**

**Pet Policy:** Dogs and other animals may ride the buses for free, but must be in a container or carrier. Dogs of all sizes may ride the buses at the discretion of the operator under these guidelines:

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

Small dogs who remain on their owner's lap ride for free. All other dogs pay the base fare (or reduced fare) paid by the customer accompanying the dog. No zone fare is charged and transfers are to be issued upon request.

### **Washington – Community Transit (Everett)**

Allows small animals in carriers and large dogs on local buses as long as they are leashed and muzzled.

### **Washington – Jefferson Transit (Port Townsend)**

Allows any small pet in a carrier held on the lap, and dogs on leash on the floor as long as there is room for them in the bus.

**California – Muni (San Francisco Metro Area)**

Pet Policy: Pets may not ride Muni during peak hours. During off-peak hours, only one pet per Muni vehicle is allowed to ride. Dogs must be leashed and muzzled and can only ride on the lap of the rider or under their seat; all other pets must be carried in a small closed container on the lap of the rider or under their seat. Pet owners or guardians must pay a fare equal to their own for their pet to ride.

**Action Required**

Board Members discuss potentially changing the Pet Policy and what those changes might be.