



**Wednesday, September 15, 2021
Regular Meeting of the Board of Directors
of the Hood River County Transportation District**

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

Agenda

The Hood River County Transportation District is taking measures to limit exposure of COVID-19. In support of state and federal guidelines for social distancing, CAT will hold this meeting by using Zoom conferencing technology. Members of the general public can attend by calling **(253) 215-8782, Meeting ID: 894 6376 8669, Password: 301344** or by visiting <https://us02web.zoom.us/j/89463768669?pwd=ak93a09lR3pNbDZwekJ1SEh4ZUJXQT09>

- 1. Call Meeting to Order – 4:00 p.m.**
- 2. Roll Call:** Lara Dunn - Chair, Leti Moretti – Vice Chair, Darrell Roberts – Secretary/Treasurer, Dr. Meghan Larivee, Greg Pack, Jeff Helfrich, Megan Ramey.
- 3. Approval of August 18, 2021 Board of Directors and August 31, 2021 Special Board of Directors Minutes – Lara Dunn**
- 4. Public Comment**

*Public Comment Note: This part of the agenda is reserved for members of the public to address the Board on any issue. **Please note the following instructions:***

 1. To indicate that you would like to provide testimony, please use the raise your hand button.
 2. For those attending via phone only, press *9 on your phone to raise your hand.
 3. When it is your time to speak, your name will be called.
 - For those attending via phone only, the last four (4) digits of your phone number will be called.
 4. Please state your name, city of residence, and who you are representing for the audio record.
 - Once you have provided testimony, your hand will be lowered. Please do not raise your hand again. Only one opportunity to speak is provided.
 5. For those unable or not wanting to speak publicly, testimony may be provided via e-mail at patty.fink@catransit.org
 6. Three (3) minutes per community member.
- 5. Monthly Financial Report - Teresa Gallucci, Our Team Accounting**
- 6. Resolutions & Action Items**
 - a. Public Information Request Policy & Fee Schedule
 - b. Board Bylaws
 - c. HRCTD Committees
 - d. Executive Director Job Description



- e. Gorge 2 Mountain Service Planning & FLAP Grant

7. Operations Manager's Report – Ty Graves

- a. Employee of the Month
- b. Performance Report
- c. Fall Service Update
- d. Vehicle Update

8. Executive Director's Report – Patty Fink - 4:30 p.m.

- a. Multnomah Falls Update

9. Discussion Items

- a. Bookkeeper/ Administrative Assistant Memo
- b. Transit Master Plan Workplan

10. Upcoming Events

11. Adjournment – 5:30 p.m.

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

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

Se Habla Español.



Wednesday, August 18, 2021
Regular Meeting of the Board of Directors
of the Hood River County Transportation District

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

Meeting Minutes

Board Meeting Attendees:

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

Staff: Patty Fink, Amy Schlappi, Ty Graves

Public: Teresa Gallucci (Our Team Accounting), Valerie Egon (ODOT), Kathy Fitzpatrick, Tracey Tomashpol, Trisha Walker (Columbia Gorge News), Adam Collier, Jim Klaas, Brian Towey

1. Call to Order

Leti called the August 18, 2021, Regular Board of Directors Meeting to order at 4:03 PM.

2. Roll Call:

Amy took roll call. Lara Dunn (Board Chair), Leti Moretti (Board Vice-Chair), Darrel Roberts (Secretary), Dr. Meghan Larivee, Greg Pack, Jeff Helfrich, and Megan Ramey were present. No board members were absent. Quorum was met.

Leti stated that there were proposed agenda changes due to Ty needing to leave early and board requested changes. It was proposed to table the vehicle discussion until the September meeting, the ridership agenda item will be added to the Executive Director Report, and the discussion items will be moved to after the Executive Session.

Motion:

Jeff made a motion to approve the consent agenda as amended. The motion was seconded by Megan R.

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

Not approved by: None

3. Approval of July 21, 2021 Board of Directors Meeting Minutes

Leti asked for comments on the minutes from the July Board of Directors Meeting.

Motion:

Jeff made a motion to approve the July 21, 2021 Board of Directors Meeting Minutes. The motion was seconded by Greg.

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

Not approved by: None



4. Public Comment

Tracey Tomashpol provided comment expressing several concerns regarding John Andoh's employment with HRCTD, the hiring process that was used to hire John Andoh, board oversight and process failures, lack of compliance with HRCTD policies, and public notification. Tracey mentioned that she would also be sending a letter documenting each specific concern and others that she did not have time to discuss. There was a brief discussion regarding comments made. The board generally agreed that staff would respond by email to Tracey's concerns. The board also agreed to review the hiring process to learn where there may be opportunities for staff and board training at a future board meeting.

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

Teresa discussed the July Financial Overview by highlighting:

- Total cash on hand at the end of July was \$1.1 million. Since the board packet had been sent out there was additional grant revenue from Q4 that was identified. There is approximately \$300k that will be added to the balance sheet and the funds will be received in Q1 of this fiscal year, but it will be recorded as revenue from the previous fiscal year.
- The end of month accounts payable balance is a little higher than normal, due to the purchase of a vehicle where the purchase agreement had been made but the check had not yet been cut.
- Revenue earned in July was \$204K. This is more than the same time last year and more than budgeted.

HRCTD is in a very solid position when starting the new fiscal year.

6. Resolutions & Action Items:

There were no resolutions or action items.

7. Operations Manager's Report

a. Employee of the Month:

Troy Webster was the driver of the month for picking up extra shifts when shifts needed to be filled.

b. Performance Report:

Ty discussed the performance report, by highlighting:

- HRCTD received 2 new buses from ODOT for free that were originally purchased for the Columbia Gorge Express when ODOT operated the service.
- There were no customer issues.
- Many of the harsh events were caused in error by the 2 new buses. Only 2 of the harsh events qualified as harsh events.

8. Executive Director's Report

a. Gorge Pass:

Amy discussed the 2021 GORge Pass sales, by highlighting:



- Staff saw a huge increase of Token Transit Adult digital pass sales this past month which can largely be attributed to the 4-agency gorge pass that was implemented on July 1st.
- There were 248 one-day passes purchased which is a very strong start to the one-day pass program which just launched July 30th.
- There was a large increase in low-income passes distributed as July 1st was when the Gorge Transit Connect program began distributing passes purchased with funds from the Columbia Gorge Health Council.
- This next month the board will see a large increase in the student passes as staff will be distributing passes at the beginning of the school year to all Hood River County School District Middle and High School Students. Parents will receive a form in their online new year packet that will give them the option to opt out of a pass for their student if they do not wish for their student to have a pass.
- For the 2022 4-agency GORge Pass there will be digital and in person marketing efforts in the Gorge and Portland to promote the pass which will launch November 1, 2021. The in-person events will happen this coming Spring.

There was a discussion regarding the 2022 pass, the employer program, and the mobility and travel training program manager that CAT is helping to fund.

b. Multnomah Falls:

Patty provided an update regarding Multnomah Falls. Staff has continued to work with ODOT and the Forest Service, the first year of the permitting program had a bumpy start but has largely smoothed out. The Columbia Gorge Express is seeing strong ridership to and from Multnomah Falls. There have been conversations on how to improve the permitting program moving forward.

c. Gorge-To-Mountain Service Planning & FLAP Grant:

Patty stated that staff learned unexpectedly that the FLAP funding, which is normally used to fund the program will not be available until next year. If the board would like to continue the service for this winter, then additional founding will need to be found. There are a couple of potential options that staff is working with partners to evaluate the feasibility and staff will continue to update the board on those conversation. FLAP applications winter 2022-2023 are due October 7, 2021.

d. Transit Master Plan Update:

Patty let the board know that staff is about two months behind the original plan. The outreach activities will be pushed from the fall into the spring. The board will need to address the staffing issue at a later time.

e. Ridership:

Patty shared that up until January 2021 CAT used hand counted ridership sheets and scheduled trips to track ridership which is one of the least efficient and less accurate ways of counting ridership. The district is required by law to keep the handwritten ridership sheets and trip data for 6 years. In January 2019 the board asked to see the ridership by route as CAT uses an interline run cut system that allows staff to efficiently operate. The interline run cut system with paper ridership sheets makes it difficult to track specific routes. Showing ridership by route



provides more clarity however it does make it more difficult to compare between routes before January 2019. In January 2021 staff implemented a new program that tracks ridership in a more efficient manner, however staff time is still required to make sure it is accurate. Currently the best way to review ridership is on a monthly total basis. When comparing July 2019 to July 2021 ridership was similar and the boarded ride per hour increased from 2.5 to 3.9 in July 2021. In many senses CAT is moving in the right direction in terms of ridership. If the board would like more accurate ridership data, they would need to purchase an automated passenger counter or an integrated automated fare option. Staff is exploring these options and would like to make a presentation to the board this coming fall. Patty encouraged the board to remember that each transit agency is different when comparing operations and services and that consistency is important when building ridership.

9. Executive Session 192.660 2b

Leti stated that pursuant to ORS 192.660 2b the board will be going into executive session to consider the dismissal or discipline, or to hear charges or complaints against an officer, employee, staff member or agent.

The board asked that Patty and the district's labor attorney, Adam Collier remain in the room. All other staff and members of the public were asked to wait outside of the room or placed in the Zoom waiting room. Trisha Walker, member of the media, was allowed to remain in the session.

The board resumed public session at 5:44PM.

Motion:

Jeff made a motion to terminate the contract of employee, John Andoh, effective immediately due to a breach of contract. The motion was seconded by Megan R.

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

Not approved by: None

10. Discussion Items

a. Vehicles (Capital Plan):

This discussion was tabled until the September Board Meeting.

11. Upcoming Events

No upcoming events.

12. Adjournment

Lara asked for a motion to adjourn the meeting.

Motion:

Jeff made a motion to adjourn at 5:45 PM. The motion was seconded by Meghan L..

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

Not approved by: None



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

Prepared by: Amy Schlappi, Planning & Development Manager

Approved by: Darrell Roberts, Secretary-Treasurer



Tuesday, August 31, 2021

**Special Meeting of the Board of Directors
of the Hood River County Transportation District**

224 Wasco Loop, Board Conference Room

Hood River, OR 97031

4:00 p.m. – 5:00 p.m. Board of Directors Meeting

Meeting Minutes

Board Meeting Attendees:

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

Staff: Patty Fink, Amy Schlappi, Ty Graves

Public: Valerie Egon (ODOT), Tracey Tomashpol

1. Called to Order

Lara called the August 31, 2021, Special Board of Directors Meeting to order at 4:01 PM.

2. Roll Call:

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

3. Public Comment

No public Comment

4. Discussion Items

a. Staffing:

Lara reviewed the staffing memo provided to the board in the board packet.

Leti joined at 4:15PM.

There was a large discussion regarding the best way to complete the Transit Master Plan, the timeline that was originally agreed to with ODOT to complete it and what the flexibility on that timeline may be. Patty stated that by using a consultant to help with the Public Engagement Plan staff could still meet the current deadline if the in-house option stated in the memo was chosen by the board. If the board decides to hire a consultant to complete the entire Transit Master Plan then staff would need to request an extension from ODOT and it would cost between \$90,000 - \$120,000 which is significantly more than the in-house option. Valerie stated due to extenuating circumstances there is a good chance a deadline extension would be granted but that would have to be confirmed and is not guaranteed.



Several board members stated support for hiring a consultant to do the full Transit Master Plan. Lara asked to the table the discussion of whether to hire a consultant to do the full Transit Master Plan until there was a better understanding of how the board would like to proceed with hiring a new executive director. The board generally agreed to table the discussion as well as the discussion regarding the Office Manager.

Patty reiterated that the first decision that needs to be made to resolve short term staffing issues is who will complete the Public Engagement Plan. There was discussion regarding available consultants who would be able to complete the Public Engagement Plan and keep staff temporarily on track to complete the Transit Master Plan on time.

Motion:

Darrell made a motion to hire a consultant to create the Public Engagement Plan. The motion was seconded by Greg.

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

Not approved by: Jeff

b. Hiring Process for the Executive Director:

Lara asked if there were any additional concerns from the board regarding the process that was used to select John Andoh. There were no additional concerns stated.

Patty mentioned that she can be flexible with her end date but would like to have a specific date and not have an open-ended retirement date.

There was a large discussion regarding whether to make the job position open to internal candidates only or to open it up regionally. There was general agreement that the board make the search regional and encourage internal candidates to apply.

Board members discussed the current assistant executive director job description and generally agreed that it should be updated as an executive director role and to describe a period of overlap with the current executive director. Additionally, the board asked that at the September Board Meeting the updated job description, hiring plan, and hiring panel be reviewed.

Motion:

Jeff made a motion to open the selection of the new Executive Director as a regional approach. The motion was seconded by Megan R.

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

Not approved by: None

5. Adjournment – 5:30 p.m.

Lara asked for a motion to adjourn the meeting.

Motion:

Darrell made a motion to adjourn at 5:07 PM. The motion was seconded by Greg.

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



Not approved by: None

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Prepared by: Amy Schlappi, Planning & Development Manager

Approved by: Darrell Roberts, Secretary-Treasurer

Management Report

Columbia Area Transit

For the period ended August 31, 2021



Prepared by

Our Team Accounting, LLC

Prepared on

September 8, 2021

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

Balance Sheet

Cash Availability - Total available cash at the end of August 2021 was \$1.1m. This is approximately \$96k less than last month, but \$63k more than July 2020.

Grants Receivable – The total of Grants Receivable at August 31st was \$586k. A total of \$131k was accrued for the month of August, which represents six grants for which work was performed but the invoices have not yet been submitted to the state. The total accrued during the first quarter of FY22 is \$365k. The remaining \$221k represents FY21 funds that been earned but payment has not yet been received.

Prepaid Expenses – Total prepaid expenses at the end of August were \$25k. The proportional expense amount recognized during the month for Workers Compensation, software and general liability insurance was \$4k. The balance at the end of August 2020 was \$35k, which was \$10k more than this year.

Accounts Payable – The amount due to vendors and not yet paid at the end of August was \$30k. This amount included \$6k to A&E Heating for the air conditioning repair and \$13 due on the credit card. All open invoices were paid the first week of September.

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

Income Statement

Revenue – Total revenue earned YTD through the end of August was \$441k, which is \$276 more than 2020 at this time. This is also \$85k more than the amount budgeted for the first two months of the year. The increase is largely due to accrued grant revenue.

COG Fuel – Fuel expense YTD through the end of August was \$33k, which is approximately the same as the prior month but \$12k less than budget.

COG Operations - Preventative maintenance, tires, shop supplies and bus repair expenses at the end of August totaled \$31k YTD, which is \$19k more than the prior year and \$18k more than the amount budgeted. Of this amount nearly \$20k is due to the transmission replacement required for one of the coaches and related towing and diagnostics.

COG Communication – Dispatch/GPS software and cellular data expenses for the month of August was less than \$1k which was nearly equal to July. The YTD expense through August totaled \$4k and nearly \$1k less than the amount budgeted.

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

Advertising – Advertising expense through August 31st totaled \$23k. \$15k had been budgeted, but the variance is in line with expected spending related to the role back of Covid restrictions. The total budget for the year is \$40k.

COG Grant / Contract Match Funds – The total match funds applied for the year through the end of August \$19k. The most significant activity in this this area is the contracted labor for Skamania operation assistance in the amount of \$14k. No activity was recorded for 2020.

COG Partner Distributions – Gorge Pass – This account is new to the financials this year, It represents the shared earnings distributed to the partners of the Gorge Pass program. CAT is the partner responsible for accounting for the financial activity, which is isolated by assigning all transactions a “Department” code in the accounting system.

Gross Profit – Gross profit for activity through the end of August was \$323k which is \$192k more than last year at this time, but \$50k more than the amount budgeted.

Administrative Expense – Administration expenses at the end of August totaled \$31k which is \$5k more than last year at this time and \$9k more than the amount budgeted. The significant budget variances are related to unexpected air conditioning repairs, computer and supply purchases, recruiting and higher than usual merchant fees.

Personnel –Personnel costs so far this year totaled \$212k which is \$95k more than last year, which was unusually low due to Covid layoffs. When compared to budget there is no variance.

Capital Outlay – A total of \$12k was expended on capital purchases through the end of August. \$9k was for the installation of three bus shelters and \$3k was for the lease.

Net Income – Net income at the close of August was \$67k, which is \$82k better than FY20 at this time, and \$99k more than the amount budgeted.

Columbia Area Transit

Statement of Financial Position

As of August 31, 2021

| | TOTAL | | |
|--|--------------------|-------------------------|------------------|
| | AS OF AUG 31, 2021 | AS OF AUG 31, 2020 (PY) | CHANGE |
| ASSETS | | | |
| Current Assets | | | |
| Bank Accounts | | | |
| 1000 C. I. B. - Operating | 137,290 | 117,037 | 20,252 |
| 1005 C. I. B. - Savings | 300,110 | 500,080 | -199,970 |
| 1020 C. I. T. - H. R. County | 659,055 | 416,524 | 242,532 |
| 1050 Petty Cash | 93 | 93 | 0 |
| Total Bank Accounts | \$1,096,548 | \$1,033,734 | \$62,814 |
| Accounts Receivable | \$0 | \$731 | \$ -731 |
| Other Current Assets | | | |
| 1205 Accounts Receivables - Property Tax | 0 | 0 | 0 |
| 1210 Accounts Receivables - Grants | 585,772 | 0 | 585,772 |
| 1270 Prepaid Expenses | 25,394 | 34,656 | -9,262 |
| 1998 Undeposited Funds | 0 | 0 | 0 |
| Total Other Current Assets | \$611,166 | \$34,656 | \$576,510 |
| Total Current Assets | \$1,707,714 | \$1,069,121 | \$638,593 |
| Fixed Assets | \$3,896,890 | \$3,793,497 | \$103,393 |
| TOTAL ASSETS | \$5,604,604 | \$4,862,617 | \$741,986 |
| LIABILITIES AND EQUITY | | | |
| Liabilities | | | |
| Current Liabilities | | | |
| Accounts Payable | \$30,445 | \$7,285 | \$23,160 |
| Credit Cards | \$7,230 | \$5,427 | \$1,804 |
| Other Current Liabilities | | | |
| 2001 Accounts Payable - Audit Adj | 0 | 0 | 0 |
| 2205 Deferred Revenue - Grants | 22,500 | 0 | 22,500 |
| 2500 Accrued Payroll | -3,867 | -3,867 | 0 |
| 2501 Accrued PTO | 34,291 | 34,291 | 0 |
| Total Other Current Liabilities | \$52,924 | \$30,424 | \$22,500 |
| Total Current Liabilities | \$90,599 | \$43,136 | \$47,464 |
| Long-Term Liabilities | \$4,255,719 | \$4,255,719 | \$0 |
| Total Liabilities | \$4,346,318 | \$4,298,855 | \$47,464 |
| Equity | \$1,258,285 | \$563,763 | \$694,523 |
| TOTAL LIABILITIES AND EQUITY | \$5,604,604 | \$4,862,617 | \$741,986 |

Columbia Area Transit

Statement of Activity

July - August, 2021

| | TOTAL | | |
|---|------------------|----------------------|------------------|
| | JUL - AUG, 2021 | JUL - AUG, 2020 (PY) | CHANGE |
| Revenue | | | |
| 4001 Fare Revenue | 38,674 | 4,724 | 33,950 |
| 4100 Contract Revenue | 10,000 | 3,676 | 6,324 |
| 4200 Federal Funds | 78,610 | 5,665 | 72,945 |
| 4700 State Funds | 312,518 | 147,760 | 164,758 |
| 4870 Local Assistance | 323 | 1,789 | -1,466 |
| 4900 Other Revenue | 1,135 | 987 | 148 |
| Discounts/Refunds Given | -230 | | -230 |
| Total Revenue | \$441,030 | \$164,600 | \$276,429 |
| Cost of Goods Sold | | | |
| 5005 Vehicle Expense | 478 | | 478 |
| 5019 Fuel | 32,647 | 9,686 | 22,961 |
| 5020 Operation Expenses | 30,700 | 11,714 | 18,986 |
| 5100 Communication Expense | 4,245 | 2,526 | 1,719 |
| 5200 Vehicle Insurance | 2,984 | 2,931 | 53 |
| 5500 Driver Expenses | 685 | 857 | -172 |
| 5600 Advertising & Marketing | 22,940 | 1,315 | 21,626 |
| 5700 Grant/Contract Match Funds | 18,853 | 0 | 18,853 |
| 5800 Partner Distributions - Gorge Pass | 3,999 | | 3,999 |
| 5899 COVID19 Expenses | 227 | 3,912 | -3,685 |
| Total Cost of Goods Sold | \$117,757 | \$32,940 | \$84,817 |
| GROSS PROFIT | \$323,272 | \$131,660 | \$191,612 |
| Expenditures | | | |
| 7000 Administrative Expenses | 31,478 | 26,300 | 5,178 |
| 8000 Personnel Expense | | | |
| 8003 Administrative Personnel Expense | 50,835 | 24,301 | 26,534 |
| 8103 Direct Service Personnel Expense | 161,911 | 93,010 | 68,901 |
| Total 8000 Personnel Expense | 212,745 | 117,311 | 95,435 |
| 9000 Capital Outlay | 11,902 | 3,137 | 8,765 |
| Total Expenditures | \$256,125 | \$146,748 | \$109,377 |
| NET OPERATING REVENUE | \$67,147 | \$ -15,088 | \$82,235 |
| NET REVENUE | \$67,147 | \$ -15,088 | \$82,235 |

Columbia Area Transit

Budget vs. Actuals: FY22 - FY22 P&L

July - August, 2021

| | TOTAL | | | |
|---|------------------|-------------------|-------------------|------------------|
| | ACTUAL | BUDGET | OVER BUDGET | % OF BUDGET |
| Revenue | | | | |
| 4001 Fare Revenue | 38,674 | 22,000 | 16,674 | 176.00 % |
| 4100 Contract Revenue | 10,000 | 500 | 9,500 | 2,000.00 % |
| 4200 Federal Funds | 78,610 | 164,701 | -86,091 | 48.00 % |
| 4700 State Funds | 312,518 | 160,775 | 151,743 | 194.00 % |
| 4870 Local Assistance | 323 | 5,100 | -4,777 | 6.00 % |
| 4900 Other Revenue | 1,135 | 3,032 | -1,897 | 37.00 % |
| Discounts/Refunds Given | -230 | | -230 | |
| Total Revenue | \$441,030 | \$356,108 | \$84,922 | 124.00 % |
| Cost of Goods Sold | | | | |
| 5005 Vehicle Expense | 478 | 700 | -222 | 68.00 % |
| 5019 Fuel | 32,647 | 45,000 | -12,353 | 73.00 % |
| 5020 Operation Expenses | 30,700 | 12,150 | 18,550 | 253.00 % |
| 5100 Communication Expense | 4,245 | 4,800 | -555 | 88.00 % |
| 5200 Vehicle Insurance | 2,984 | 2,840 | 144 | 105.00 % |
| 5500 Driver Expenses | 685 | 1,900 | -1,215 | 36.00 % |
| 5600 Advertising & Marketing | 22,940 | 15,000 | 7,940 | 153.00 % |
| 5700 Grant/Contract Match Funds | 18,853 | 200 | 18,653 | 9,426.00 % |
| 5800 Partner Distributions - Gorge Pass | 3,999 | | 3,999 | |
| 5899 COVID19 Expenses | 227 | | 227 | |
| Total Cost of Goods Sold | \$117,757 | \$82,590 | \$35,167 | 143.00 % |
| GROSS PROFIT | \$323,272 | \$273,518 | \$49,754 | 118.00 % |
| Expenditures | | | | |
| 7000 Administrative Expenses | 31,478 | 22,795 | 8,683 | 138.00 % |
| 8000 Personnel Expense | | | | |
| 8003 Administrative Personnel Expense | 50,835 | 47,010 | 3,825 | 108.00 % |
| 8103 Direct Service Personnel Expense | 161,911 | 165,200 | -3,289 | 98.00 % |
| Total 8000 Personnel Expense | 212,745 | 212,210 | 535 | 100.00 % |
| 9000 Capital Outlay | 11,902 | 70,000 | -58,098 | 17.00 % |
| Total Expenditures | \$256,125 | \$305,005 | \$ -48,880 | 84.00 % |
| NET OPERATING REVENUE | \$67,147 | \$ -31,487 | \$98,634 | -213.00 % |
| NET REVENUE | \$67,147 | \$ -31,487 | \$98,634 | -213.00 % |

Columbia Area Transit

Statement of Cash Flows

January - August, 2021

| | TOTAL |
|---|--------------------|
| OPERATING ACTIVITIES | |
| Net Revenue | 613,497 |
| Adjustments to reconcile Net Revenue to Net Cash provided by operations: | |
| 1200 Accounts Receivable | 0 |
| 1210 Accounts Receivables - Grants | -353,911 |
| 1211 Accounts Receivables - Grants:Grant Receivable - 5310 Funds 35149 | -3,752 |
| 1212 Accounts Receivables - Grants:Grants Receivable - 5311 Funds 34740 | -48,220 |
| 1213 Accounts Receivables - Grants:Accounts Receivable - CARES | -16,600 |
| 1214 Accounts Receivables - Grants:Accounts Receivable - STIF Discretionary 35102 | -128,389 |
| 1215 Accounts Receivables - Grants:Accounts Receivabel - STIF Formula 35033 | -33,900 |
| 1216 Accounts Receivables - Grants:Accounts Receivable - Planning 3504 - 35131 | -1,000 |
| 1272 Prepaid Expenses:PP - Samsara GPS Fleet Tracking SW | 686 |
| 1273 Prepaid Expenses:PP - SDIS Vhcl & Gen Liab Insurance | -7,541 |
| 1274 Prepaid Expenses:PP - SDIS Workers Comp | -1,847 |
| 1275 Prepaid Expenses:PP - Fleetio Scheduler | 398 |
| 1277 Prepaid Expenses:PP - UniteGPS | -4,563 |
| 2000 Accounts Payable | 27,493 |
| 2105 Columbia Bank Visa | 5,146 |
| 2205 Deferred Revenue - Grants | 22,500 |
| Total Adjustments to reconcile Net Revenue to Net Cash provided by operations: | -543,499 |
| Net cash provided by operating activities | \$69,997 |
| INVESTING ACTIVITIES | |
| 1605 Equipment & Vehicles | -93,498 |
| Net cash provided by investing activities | \$ -93,498 |
| NET CASH INCREASE FOR PERIOD | \$ -23,500 |
| Cash at beginning of period | 1,120,049 |
| CASH AT END OF PERIOD | \$1,096,548 |

Columbia Area Transit

Bill Payment List

August 2021

| DATE | NUM | VENDOR | AMOUNT |
|--|-------|---|--------------------|
| 1000 C. I. B. - Operating | | | |
| 08/02/2021 | | Columbia Bank Visa | -2,643 |
| 08/06/2021 | 21287 | Hood River Garbage Service | -74 |
| 08/06/2021 | 21288 | Jubitz Fleet Services | -339 |
| 08/06/2021 | 21289 | Melissa Bayer | -10 |
| 08/06/2021 | 21290 | Kenneth Scheiwiller | -57 |
| 08/06/2021 | 21291 | Napa Auto Parts | -181 |
| 08/06/2021 | 21292 | Road & Rail Travel, LLC | -3,000 |
| 08/06/2021 | 21293 | Schetky Northwest Sales, Inc. | -68,183 |
| 08/06/2021 | 21294 | Sign Media | -520 |
| 08/06/2021 | 21295 | Skamania County | -14,500 |
| 08/06/2021 | 21296 | Special Districts Insurance | -14,754 |
| 08/11/2021 | | Verizon | -96 |
| 08/06/2021 | | Visionect | -7,760 |
| 08/20/2021 | 21297 | Amalgamated Transit Union | -426 |
| 08/20/2021 | 21298 | FLI Landscape | -226 |
| 08/20/2021 | 21299 | Hood River Quick Lube | -378 |
| 08/20/2021 | 21300 | Jubitz Fleet Services | -1,512 |
| 08/20/2021 | 21301 | Kerry Cobb | -4,850 |
| 08/20/2021 | 21302 | MODA | -733 |
| 08/20/2021 | 21303 | Napa Auto Parts | -579 |
| 08/20/2021 | 21304 | Northwest Natural Gas | -28 |
| 08/20/2021 | 21305 | Ortiz & Associates, Inc. | -8,807 |
| 08/20/2021 | 21306 | Pacific Power | -424 |
| 08/20/2021 | 21307 | Point S Tire & Auto Service | -653 |
| 08/20/2021 | 21308 | Principal Life Insurance Company | -455 |
| 08/20/2021 | 21309 | Sirius Media, LLC | -879 |
| 08/20/2021 | 21310 | Spectrum Enterprise-Time Warner Cable | -100 |
| 08/20/2021 | 21311 | VanKoten & Cleaveland, LLC | -53 |
| 08/20/2021 | 21312 | Weatherly Printing | -151 |
| 08/20/2021 | | Complete Coach Works | -12,864 |
| 08/23/2021 | | City of Hood River - Utilities | -223 |
| 08/23/2021 | | City of Hood River - Utilities | -476 |
| 08/27/2021 | 21313 | Mount Adams Transportation Service - MATS | -452 |
| 08/27/2021 | 21314 | Skamania County | -455 |
| 08/27/2021 | 21315 | The Link | -455 |
| 08/27/2021 | 21316 | Our Team Accounting, LLC | -5,498 |
| 08/27/2021 | 21317 | Juan C Solorio Estrada | -950 |
| Total for 1000 C. I. B. - Operating | | | \$ -153,742 |



Memo

To: HRCTD Board of Directors

From: Amy Schlappi

Date: September 15, 2021

Re: HRCTD Public Records Request Policy

Background:

The Hood River County Transportation District currently has no formalized Public Records Request Policy or Fee Schedule. A formal Public Records Request Policy and Fee Schedule is standard practice to ensure district staff is both meeting the requirements set forth in Oregon's Public Records law and compliance with public records.

Staff has worked with the district's lawyer to confirm the CAT Public Records Request Form and Fee Schedule. The standard policy language attached, provides guidance to staff on how to comply with statutory regulations regarding Public Record Requests.

Action Required:

Adopt as is or suggest changes to the attached CAT Public Records Request Form and Policy for the form and fee schedule to be used for public records requests.

Staff Recommendation:

Staff recommends that the board adopt the attached CAT Public Records Request Form and Policy as the form and fee schedule to be used for public records request.



Request to Inspect Hood River County Transportation District Nonexempt Public Records;¹ Processing Procedures and Fee Schedule

Note: Any request submitted to the Hood River County Transportation District using this form is itself a public record subject to disclosure under the public records laws.

I. Records Request Required Information

A request for public records that are in the custody of the Hood River County Transportation District (The "District") may be made by filling out Section 1 and emailing a signed copy to the District at: info@catransit.org (preferred method) or mailing it to PO Box 1147, Hood River, OR 97031, ATTN: Public Records Officer.

Requests shall **ONLY** be sent to the above-stated address. **To prevent excess administrative time in responding to requests, any request that is courtesy copied to multiple parties will be deemed to be improperly submitted and may not receive a response.**

Name of Individual/Department: _____

Title or Position: _____

Date of Request: _____

Contact Information of Person making the request:

Name: _____

Address: _____

Phone: _____ Fax: _____

E-mail Address: _____

I hereby request the following: _____

By my signature below, I acknowledge that I have read and agree to the processing procedures and fee schedule as set forth herein:

Signature: _____ Print: _____

¹ Initially capitalized terms used herein shall have the meaning ascribed to them in Oregon's Public Records Laws found in ORS Chapter 192.

II. The Hood River County Transportation District Records Request Processing Procedures

The District will provide a written response to qualifying requests for public records as soon as practicable and without unreasonable delay. The District will also provide the public with a reasonable opportunity to inspect records at its offices during usual business hours, and reserves the right to require an employee to supervise while inspection occurs.

III. The Hood River County Transportation District Records Request Fee Schedule

Pursuant to this records request form and procedure approved by the District, the District charges an administrative fee to cover the cost of research, supervision, inspection, production, reproduction, and redaction, if necessary, of District records for distribution to members of the public. Fees may be due in advance or at the time of receipt of materials or service.

The District calculates fees for responding to public records requests in the following manner:

Photocopies:

| | | |
|------------|--------------|------------------|
| 8-1/2 x 11 | Single Sided | \$ 0.25 per page |
| | Double Sided | \$ 0.30 per page |
| | Color | \$ 0.75 per page |
| 11 x 17 | Single Sided | \$ 0.30 per page |
| | Double Sided | \$ 0.45 per page |
| | Color | \$ 1.00 per page |

Certified Copies: \$10.00 each

Faxes: Sending/Receiving \$ 1.00 per page

Audio Recordings / Records on CD Rom: \$15.00 each

Hourly Rates for Employee Time: These charges include researching, locating, compiling, editing, redacting or otherwise processing information and records:

| | |
|-------------------|------------------|
| District Staff | \$35.00 per hour |
| District Director | \$60.00 per hour |

Cost for Delivery of Records: Actual costs incurred such as postage and courier fees.

Attorney Fees Charges: Actual attorney fees charged to the District for the cost of time spent by an attorney in reviewing the public records, redacting material from public records, or segregating the public records into exempt and nonexempt records.

The District may require prepayment of estimated fees before taking further action on a request. If fees are estimated to exceed \$25.00, the District will provide an estimate of fees to the requestor and will proceed with the records request **ONLY** upon receipt of written authorization to proceed.



Memo

To: HRCTD Board
From: Patricia Fink, Executive Director
Date: September 15, 2021
Re: Board By-Laws

Background

Board Chair asked staff to update the board by-laws to provide simplify language and provide specific guidance to staff on the advertising of board member vacancies and the creation of board committees and posting of all board or committee related meetings on the events calendar. The changes to the bylaws are attached.

Action Required

Adopt as is or suggest changes to the by-laws.

Recommendation

Staff recommends that the board approve the changes.

Hood River County Transportation District

By-laws

- I. Oregon Law:
The present by-laws are intended to be in conformity with all Oregon Revised Statutes (ORS) and especially those in Chapters 198 and 267 which govern transportation districts.
- II. Purpose:
The Hood River County Transportation District (HRCTD) has as its purpose to provide affordable transportation alternatives for the citizens of Hood River County.
- III. Governance:
 - A. The HRCTD shall be governed by a Board of Directors.
 - B. The Board shall consist of seven (7) members elected by District voters to four-year terms in accordance with ORS.
 - C. Board members must maintain their eligibility throughout the term of office. Loss of eligibility will constitute disqualification to serve.
 - D. Except when filling a Board vacancy, terms start officially on July 1.
 - E. Should a vacancy occur on the Board, the Board shall declare the seat vacant by a motion or resolution of the Board. The vacancy will be advertised in the local newspaper, on the HRCTD webpage, through social media sites (Facebook, Twitter, Instagram) and notice will be sent to local & regional partners including but not limited to Hood River County, City of Hood River, City of Cascade Locks, The Next Door, Gorge Native American Collaborative. Interested applicants will be asked to fill out an application form. The Board will select an individual from among those submitting the application. The term of appointment will be for the remainder of the unfilled term of office.
- IV. Duties of the Board:
 - A. It is the duty of the Board of Directors ~~cooperatively~~ ~~separately~~ to exercise those powers granted to it by law in such a way as to best meet the needs of the District.
 - B. The Board shall meet ~~no less at least than~~ once each calendar month to carry on its business.
 - C. The Board shall establish policies and approve plans that lead most effectively to the accomplishment of its purpose.
 - D. The Board may approve the creation of whatever committees it deems appropriate to the performance of Board business. (See committee below for more information).
 - E. The Board will select an Executive Director and delegate to this Executive Director the responsibility for implementing Board plans and policies.
 - F. The Board may delegate to one or more of its members, to the Executive Director, or to another person, responsibility to speak for or act on behalf of the Board or the District. No individual Board member may speak for or act on behalf of the Board or District without this delegated authority.

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~~G.~~ The financial responsibilities of the Board are to: 1) approve the annual budget; and 2) monitor District finances and the budget, setting policy and/or taking action to ensure the fiscal integrity of the organization. ~~F.~~

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- H. By resolution, the Board may designate itself as the District's Local Contract Review Board pursuant to Oregon law.
- I. By resolution or motion the Board will designate counsel for the Board's legal matters and an auditor to perform the annual audit.

V. Officers:

- A. The officers of the Board shall consist of: 1) Chair 2) Vice-Chair 3) Secretary-Treasurer
- B. The term of office for the officers shall be for one (1) year. At the first regular meeting in July of each year, the Board shall elect from its members the officers for the following year.

VI. Duties of the Chair:

- A. The Board Chair shall preside at all meetings and shall have the right to make motions, discuss questions and vote on any issue. The Chair shall have the authority to keep order and impose reasonable restrictions necessary for the orderly and efficient conduct of a meeting. Unless the Board decides otherwise, the Chair may regulate or disallow public input, may limit public input to relevant points, and may establish time limits for such input.
- B. The Chair shall establish, in consultation with the Executive Director, the agenda for each meeting.
- C. The Chair or designee of the Chair shall have authority to represent the Board, to direct the activities of the Executive Director and, when necessary, the District's staff.
- D. The Chair or designee of the Chair shall sign on behalf of the Board, such documents as may require an official signature.
- E. The Chair or designee of the Chair shall represent the Board in deliberations with other Boards, Districts, or agencies unless another member is nominated and appointed by a majority of the Board, or this responsibility is delegated to the Executive Director.
- F. The Chair shall:
 - i. –Appoint all committees, subject to approval of a majority of the Board;
 - ii. –Call special meetings;
 - iii. – Perform all other duties prescribed by law or set forth in the Board's bylaws, policies and rules.
- G. The Chair shall be an ex-officio member of all committees appointed by the Board.
- H. The Chair will ensure that Board members, and especially new members, receive any information or training that may help them in the effective performance of their duties.

VII. Duties of the Vice-Chair:

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

VIII. Duties of the Secretary-Treasurer:

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

- B. The Secretary-Treasurer shall prepare, or have prepared, any correspondence on behalf of the Board.
 - C. The Secretary-Treasurer shall supervise the proper disposition of the funds and securities of the Board and the preparation of such records and reports as the Board may deem appropriate.
 - D. The Secretary-Treasurer may rely on the Executive Director and support staff to assist in the discharge of these duties.
- IX. Duties of Board Members:
- A. Board members shall attend meetings and carry out the business of the District.
 - B. Board members shall serve, as appointed, as members of committees and shall represent the Board when formally appointed by the Board to do so.
 - C. Individual board members other than the Chair only have authority to direct district staff or administrative activities by formal delegation of such authority from the Board.
 - D. The Chair or any authorized Board member may co-sign all checks.
 - E. In the absence of both the Chair and Vice-Chair any other member selected by the Board shall have the rights and obligations of the Chair.
- X. Meetings:
- A. The District shall hold duly announced and publicized public meetings at such times and places within the District as it determines.
 - B. It shall hold at least one regular public meeting in each month on a day determined by the Board.
 - C. It shall hold an annual budget meeting.
 - D. It may hold special meetings under such rules it may make in accordance with state law. All meetings except those specifically exempted by Oregon's Public meeting Law, are open to the public.
- XI. Meeting Procedures:
- A. The Chair of the Board, or in the Chair's absence, the Vice-Chair or another duly appointed Board member, will preside at meetings.
 - B. The Chair of the meeting will establish rules for the efficient conduct of the meeting. Except as otherwise provided by State Law and/or Board policy, whenever the rules of order are questioned by Board members, the Board shall use the rules of parliamentary procedure in "Robert's Rules of Order" (Revised). Procedural rules may be amended at any meeting by majority vote of those present.
 - C. The order of business may be changed at any meeting by a majority vote of those present.
 - D. Votes will be recorded. Any member may request that his/her vote be changed, if such a request is made prior to a vote on the next order of business.
 - E. Four (4) members shall constitute a quorum.
 - F. A majority of the seven members must vote for a motion in order for it to pass; i.e. four (4) affirmative votes are necessary.
 - G. Members may request that a roll-call vote be taken and recorded.
 - H. A member may append to the minutes, at his/her discretion, a statement

indicating the reason for his/her vote or the reason for his/her abstaining.

- I. Members must comply with ORS Chapter 244 in respect to declaring an actual or potential conflict of interest.
- J. Minutes of the Board shall be kept in accordance with the requirements of ORS Chapter 192 and shall include at least the following information: 1) members of the governing body present; 2) motions, proposals, resolutions, orders, ordinances and measures proposed and their disposition; 3 results of all votes; 4) the substance of any discussion on any matter; 5) reference to any documents (by name when possible) discussed at the meeting. Minutes of executive sessions will be in compliance with ORS 192. The Secretary shall be responsible for keeping the minutes and make them available for examination to the public at the District's business office.
- K. The meeting will be adjourned by a majority vote of those present.

XII. Committees:

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

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Memo

To: HRCTD Board
From: Patricia Fink, Executive Director
Date: September 15, 2021
Re: Board Committees

Background

The Board Chair is asking the board to reaffirm through a formal vote the current Board Committees, the role and purpose, timeline, current committee members and how notification of meetings will occur.

Please note: The board will discuss the hiring of a new Executive Director later in this Board Meeting and may opt to create a formal hiring committee at that time.

Current Committees

- **STIF/STF Committee**

Description: Helps to prioritize projects and make policy recommendation to the Board for formula funds that flow from the State to Hood River County Transportation District.

Timeline: On-going committee, typically meets 2-4 times per year.

Committee Make Up: Board members and Hood River County residents. Makeup of the committee is spelled out in the STIF/STF legislation & Committee Bylaws – requires a minimum of 5 members though more can be added by the Board. The board advertises vacancies appropriately depending on which position is vacant. Members are appointed by the Board.

Board Members Participating – Leti Moretti,

Notification: Agendas and minutes are notified in accordance with public meeting laws and list of committee members, recommendations, minutes, and other information is posted on the CAT website.

- **Budget Committee**

Description: Receives and reviews the Executive Director’s proposed budget and budget messages, provides comments, or ask questions, makes changes and finalizes a formal recommendation of the annual budget for consideration of and approval by the Board of Directors.

Status: On-going committee, typically meets 2-4 times in the spring.

Committee Make Up: Board members and an equal amount of Hood River County residents. Makeup of the Committee is spelled out in Oregon State law. The board advertises vacancies. Members are appointed by the Board.

Board Members Participating – Lara Dunn, Greg Pack, Darrell Roberts

Notification: Agendas and minutes are notified in accordance with public meeting laws and local budget laws. A list of committee members, recommendations, minutes, and other information is posted on the CAT website.

- **Operations Committee**

Description: Reviews information and discusses operational information in more detail with CAT staff. Committee may provide recommendations to the board.

Status: On-going committee, typically meets each quarter, but may meet more often.

Committee Make Up: Board members

Board Members Participating – Greg Pack, Jeff Helfrich, Darrell Roberts

Notification: Agendas and minutes are notified in accordance with public meeting laws. Meetings are held in person at the District office unless otherwise requested by the Board. Members and meeting minutes are taken.

- **Equity Committee**

Description: Reviews information and discusses diversity, equity, and inclusion within operations and services provided with CAT staff and community members. Committee may provide recommendations to the board.

Status: On-going committee, typically meets each quarter, but may meet more often.

Committee Make Up: Board Members and Hood River County Residents. Members are appointed by the Board.

Board Members Participating – Leti Moretti, Megan Ramey, Dr. Meghan Larivee

Notification: Agendas and minutes are notified in accordance with public meeting laws. Meetings are held in person at the district office unless otherwise requested by the board members and meeting minutes are taken.

- **Transit Master Plan Citizen’s Advisory Committee**

Description: Helps to guide the transit master planning process, reviews, and discusses data and information and makes recommendation to the Board on services, capital investments and other elements of the transit master plan.

Status: Has not yet met, will meet 4-6 times a year during the transit master planning process. The committee board members by the board have been tasked, with reviewing the work scope and engagement plan and making recommendations to the board on committee bylaws including the size and makeup of the committee.

Committee Make Up: Board members and Hood River County residents. Once committee size and make up are established, the committee will solicit application. Members will be appointed by the Board.

Board Members participating: Lara Dunn, Megan Ramey and Leti Moretti

Notification: Agendas and minutes are notified in accordance with public meeting laws and list of Committee Members, recommendations, minutes and other information is posted on the CAT website

Action Required:

Formally approve the five established committees as outlined or make changes as necessary to better reflect the board’s needs.

Staff Recommendation:

Staff recommends that the Board formally approve the five established committees.



Memo

To: HRCTD Board
From: Patricia Fink, Executive Director
Date: September 15, 2021
RE: Executive Director Job Description

Background

At the last meeting, the Board asked staff to update the job description for the Executive Director position. Updates have been reviewed by Lara Dunn and Greg Pack. The new job description is attached.

Action Required:

Approve the changes to the HRCTD Executive Director job description.

Staff Recommendation:

Staff recommends that the board approve the changes.

Hood River County Transportation District (HRCTD)
Dba Columbia Area Transit (CAT)
JOB DESCRIPTION

Job Title: Executive Director
Reports to: HRCTD/CAT Board of Directors
Status: Full time Employee (Exempt)

THE AGENCY

Hood River County Transportation District, dba Columbia Area Transit (CAT) provides transit services in Hood River County and throughout Oregon's Columbia River Gorge. CAT has an established reputation as a successful, community oriented and well-run rural transit agency. The agency has approximately 17 FTE, 15 vehicles, and an annual budget that is just under \$2.5M. Under the direction of a progressive board, the agency has upgraded their internal processes, hired professional staff and expanded their system to include the Columbia Gorge Express, the Gorge to Mountain Express and a variety of other local fixed, deviated fixed and circulator routes. CAT has also taken the lead on several local and regional initiatives designed to enhance the Gorge regional transit network and is aggressively pursuing an innovative regional funding strategy known as the GORge Pass.

POSITION OVERVIEW

HRCTD/CAT is seeking to hire an executive director (director) to replace our exiting executive director who plans to retire in June 2022. During a three – four month overlap period the newly hired director would work with the current executive director to enhance CAT's governmental relations, marketing and outreach capacities (e.g. serving as the agency's representative and extensive contact with external agencies, groups and organizations as the agency begins the outreach portion of their Transit Master Plan update and the GORge Pass promotion) and learn the basic operational and management flow of the agency.

QUALIFICATIONS

CAT is looking for an individual who is willing to work in a collaborative fashion with the existing executive director and staff to learn the position and shape the agency future. The ideal candidate must be flexible, creative, and able to take direction as well as lead. The overlap between directors designed to allow the outgoing and incoming executive director positions to share information and work together with the board to finalize the Transit Master Plan update. It will also allow the incoming director to understand and value the existing workplace culture as well as gain the trust and respect of staff.

The candidate must be capable of being a positive ambassador for the organization, maintaining and building upon relationships with community partners, government agencies, and the general public. Strong ties to or a solid understanding of the Gorge community and the urban/rural overlap would be helpful but is not required. CAT is looking for a person that has strong analytical skills; clear, articulate written and verbal communication skills; and a high degree of multi-tasking skills.

Solid financial skills (including the ability to create and develop a viable agency budget each year) are also important as 1) CAT is a public agency and must act in the interests of the public; and 2) CAT is dependent upon grant funding and must show grantors that they are capable of spending and managing funds in a responsible and effective way. The ability to work with the board in setting priorities, seeking

grants, forming partnerships, and leveraging other resources will be critical. Work is primarily performed in an office environment (some accommodation may be permitted during the COVID pandemic) with occasional meetings or conferences out-of-area, some requiring overnight stays.

The board and staff will be seeking someone with a strong leadership ability who is approachable, a good listener, professional but informal, open to new technology, fair and friendly. They will be looking for someone who can promote a positive team-oriented environment and is willing to respect and learn from the rest of the staff. Candidates should have some human resource experience and possess an understanding of how to create and maintain an excellent and desirable working environment. Drivers at the agency are part of the Amalgamated Transit Union bargaining unit and familiarity with and experience in labor negotiations is desirable.

RESPONSIBILITIES & DUTIES

- Plan, organize, develop, expand, and enhance the scope, type, efficiency, quality, and variety of transit services provided by the agency in response to community needs and customer requirements, in consideration of adopted Transit Plans and consistent with board policies and directives.
- Work collaboratively with the board of directors to formulate, develop, and implement long and short- range goals and objectives for the agency; develop proposals and make recommendations concerning agency directions, services, funding, management, and related issues.
- Oversee hiring/firing; supervise, evaluate, and manage the performance of agency staff and contractors; provide leadership and executive direction; review and evaluate the progress of management programs, projects, and activities; delegate responsibility as appropriate and ensure staff development and training opportunities are provided.
- Direct and manage collective bargaining negotiations for the agency and work with the board to set appropriate human resource policies for staff.
- Provide board support, attend, and participate in a variety of meetings within the agency and in the community; confer with agency managers and personnel, local/regional public and regulatory agencies, transit officials, legislators, vendors, customers, and others to exchange information and resolve complex management issues related to agency services and operations. Coordinate with other transportation providers to optimize the use of resources.
- Develop and project a positive image for the agency; interact with media representatives and participate in interviews as required; prepare or approve news releases, public service announcements and advertising related to agency services and special programs.
- Respond to inquiries from external sources regarding agency services, programs and projects; provide information concerning existing transit services and future plans; make presentations as needed for the promotion and education of transit services.
- Ensure system and operation safety and risk management.
- Prepare and review comprehensive narrative and statistical reports for the board and regulatory agencies as required; provide historical information and current perspectives to facilitate informed decision-making; work in concert with the board chair to develop and distribute monthly agendas and materials for meetings of the board or other board Committees or groups as required.
- Work with board and staff to develop the agency's annual budget; review and analyze funding opportunities based on board policies and priorities; secure supportive funding and grants; manage grants, comply with all state and federal regulatory requirements; ensure the

application of sound fiscal management principles and practices, and the integrity of the agency's financial position.

- Manage and advise staff in the preparation of specifications, bid documents, advertisements and other materials required for the purchase of operations, vehicles, equipment and services; ensure compliance with board policies and applicable laws, ordinances and regulations; communicate with regulatory agencies, vendors and suppliers to ensure efficient procurement of goods and services. Oversee and ensure proper maintenance of agency facilities and equipment.
- Work with the board and staff to development, monitoring and evaluation of agency services; ensure the collection of customer and community feedback, including preparation, distribution and analysis of surveys, questionnaires and other customer input concerning the quality, availability and adequacy of transit services.
- Ensure the preparation, maintenance, retention, storage and accessibility of agency records and report.

WORK HOURS

While typically the position will work a traditional 8-5pm Monday – Friday work week, there may be times when weekend work or evening work is required. The director is a key part of the front-line emergency management staff for the agency and may be called to address issues in the field or support frontline staff at any time of the day or night.

EXPERIENCE & EDUCATION

Any combination of experience and education which provides the applicant with the level of required knowledge and abilities will be considered. A bachelor's degree from an accredited college or university, preferably in public administration, business, urban studies or a closely related field relative to public transportation is required. A minimum of eight (8) years management experience is required and at least three (3) years of progressively responsible experience in public transportation, alternative transportation, or related field is preferred. Spanish speaking is preferred but not required.

COMPENSATION & BENEFITS

- \$79,000 - \$91,520/year DOQ
- Vacation—negotiable
- Holidays--9 paid
- Sick Leave—12 days per year
- Medical / Dental Allowance—paid (employee only)
- Life Insurance--paid
- Retirement Plan with Employer Matching Contributions— available with 3% match after 1 year

HIRING PROCESS

Applications will be accepted until [REDACTED] but we encourage applicants to apply early. Applications will be screened internally as received, those meeting specified requirements for the position will be asked to interview for the position as early as the X. The applicants selected for interviews could go through a total of three interviews (1st with the formal Interview & Hiring Panel; 2nd with a staff and community review panel; and, the final interview will again be with the formal Interview & Hiring Panel). After the second interview references will be checked.

CAT will not conduct a final interview with a candidate until all references can be formally verified and confirmed. CAT hopes to make a formal offer in [REDACTED] and would expect the candidate to begin the position no later than [REDACTED].

TO APPLY Send cover letter, resume and references to: [REDACTED] Subject: **CAT Executive Director Position**

Operations Report



August

Safety and Statistics

Operations Report

SAFETY AND STATISTICS

SAMSARA SAFETY SCORE

| | August | July | June | May |
|--------------------|----------|----------|----------|----------|
| Safety Score | 98.4/100 | 98.9/100 | 99.2/100 | 99.4/100 |
| Crashes | 0 | 0 | 0 | 0 |
| Harsh Events | 8 | 17 | 12 | 5 |
| Drive Time | 1242:49 | 1185:11* | 1188:50 | 1300:46 |
| % over speed limit | 1.2% | 1.1% | 0.5% | 0.3% |
| Miles Driven | 42,801 | 38,850* | 38,909 | 43,207 |

ON TIME PERFORMANCE

| | August | July | June | May | April |
|-------------------|--------|------|------|-----|-------|
| Fixed OTP 5 mins | 97% | 95% | 98% | 97% | 95% |
| Fixed OTP 15 mins | 99% | 97% | 99% | 99% | 99% |
| DAR OTP 5 mins | 77% | 66% | 79% | 78% | NA |
| DAR OTP 15 mins | 98% | 90% | 98% | 97% | NA |

scheduled time

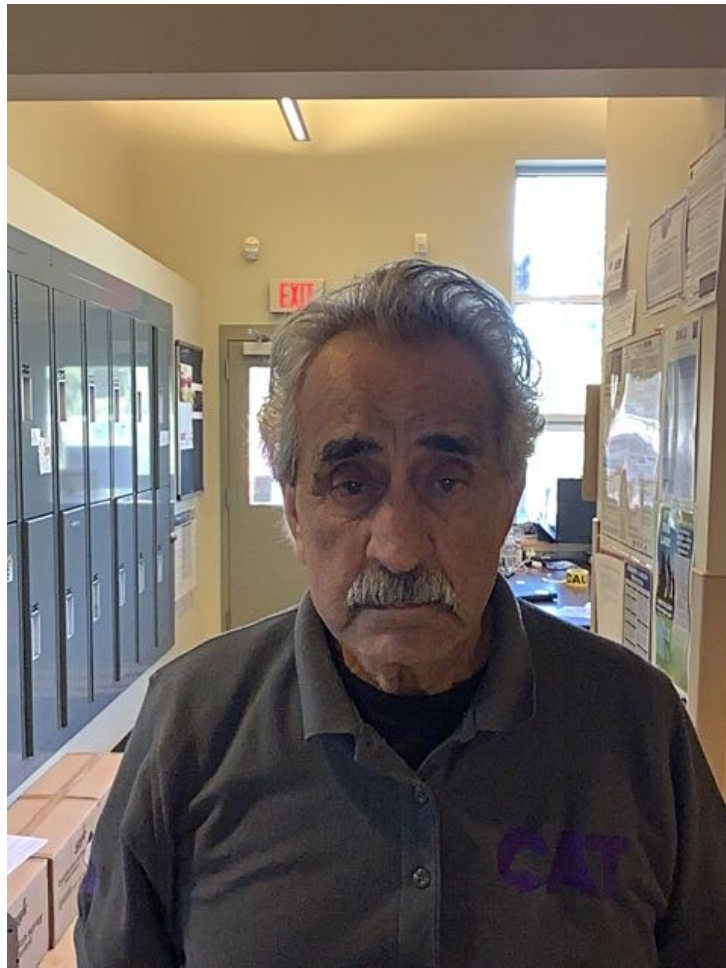
OTP= On time performance.

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

| | August | July | June | May | April |
|---------------------|-------------|-------------|-------------|-------------|-------------|
| Fuel Used (Gas) | 2680.38 | 2600.92 | 3695.89 | 2850.16 | 3348.7 |
| Gas MPG | 7.0* Mpg | 7.0* Mpg | 8.1 Mpg | 8.1 Mpg | 8.0 Mpg |
| Fuel Used (Diesel) | 3494.4 | 3085.5 | 2192.28 | 2737.26 | 17778.8 |
| Diesel MPG | 8.1 MPG | 8.0* MPG | 7.4 | 7.4 | 5.7 |
| Total Fuel Cost | \$17,065.54 | \$16,165.05 | \$17,035.51 | \$14,644.26 | \$12,974.50 |
| Vehicle Repairs | 2 | 0 | 0 | 1 | 0 |
| Customer Complaints | 0 | 0 | 0 | 3 | 0 |

Driver of The Month: Joe Sepulveda



| | Aug | Sep | Oct | Nov | Dec | Jan | Feb | Mar | Apr | May | Jun | July | August |
|-------------------------------|------|------|------|------|------|--------|------|-------|-------|-------|------|------|--------|
| City Route | | | | | | | | | | | | | |
| Rides | 386 | 462 | 453 | 505 | 732 | 559 | 564 | 592 | 611 | 542 | 746 | 952 | 1056 |
| Hours | 220 | 220 | 220 | 285 | 285 | 240 | 204 | 264 | 269 | 281.5 | 269 | 273 | 264 |
| Boarded Ride/ Hour | 1.75 | 2.1 | 2.05 | 1.77 | 2.6 | 2.3 | 2.8 | 2.3 | 2.3 | 1.9 | 2.8 | 3.48 | 4 |
| DAR | | | | | | | | | | | | | |
| Rides | 119 | 249 | 327 | 424 | 348 | 227 | 223 | 296 | 304 | 488 | 327 | 339 | 212 |
| Hours | 242 | 242 | 242 | 230 | 230 | 190 | 153 | 230 | 230 | 241.5 | 230 | 252 | 176 |
| Boarded Ride/ Hour | 0.5 | 1.02 | 1.35 | 1.84 | 1.5 | 1.2 | 1.5 | 1.3 | 1.3 | 2.1 | 1.4 | 1.4 | 1.2 |
| Cascade Locks | | | | | | | | | | | | | |
| Rides | | | | | | | | | 110 | 91 | 54 | 102 | 204 |
| Hours | | | | | | | | | 83 | 87.5 | 83 | 168 | 198 |
| Boarded Ride/ Hour | | | | | | | | | 1.3 | 1.1 | 0.7 | 0.6 | 1 |
| Upper Valley | | | | | | | | | | | | | |
| Rides | 146 | 160 | 364 | 374 | 522 | 386 | 347 | 477 | 526 | 634 | 671 | 446 | 453 |
| Hours | 94 | 94 | 94 | 167 | 167 | 140 | 102 | 167 | 214 | 224.7 | 214 | 189 | 198 |
| Boarded Ride/ Hour | 1.55 | 1.7 | 3.9 | 2.4 | 3.1 | 2.7 | 3.4 | 2.9 | 2.5 | 2.9 | 3.1 | 2.4 | 2.3 |
| The Dalles | | | | | | | | | | | | | |
| Rides | 138 | 96 | 126 | 94 | 147 | 135 | 128 | 195 | 223 | 210 | 218 | 250 | 359 |
| Hours | 55 | 55 | 55 | 92 | 92 | 77.5 | 68 | 92 | 104 | 108 | 104 | 104 | 106 |
| Boarded Ride/ Hour | 2.5 | 1.75 | 2.3 | 1 | 1.6 | 1.8 | 1.9 | 2.1 | 2.1 | 1.9 | 2.1 | 2.4 | 3.38 |
| Columbia Gorge Express | | | | | | | | | | | | | |
| Rides | 267 | 167 | 351 | 291 | 247 | 294 | 284 | 471 | 698 | 1047 | 1611 | 2585 | 3028 |
| Hours | 220 | 220 | 220 | 510 | 510 | 450 | 437 | 589 | 540 | 558 | 540 | 696 | 522 |
| Boarded Ride/ Hour | 1.19 | 0.75 | 1.6 | 0.6 | 0.48 | 0.62 | 0.65 | 0.8 | 1.3 | 1.9 | 3 | 3.8 | 5.8 |
| Weekend Trolley | | | | | | | | | | | | | |
| Rides | | | | | | | | | 47 | 131 | 95 | 728 | 973 |
| Hours | | | | | | | | | 72 | 93 | 68 | 85 | 72 |
| Boarded Ride/ Hour | | | | | | | | | 0.7 | 1.4 | 2 | 8.6 | 13.5 |
| Seasonal Service | | | | | | | | | | | | | |
| Rides | NA | NA | NA | NA | 446 | 1257 | 854 | 550 | 0 | 1022 | 0 | 0 | 46 |
| Hours | NA | NA | NA | NA | 195 | 398 | 362 | 324 | 0 | 139 | 0 | 0 | 72 |
| Boarded Ride/ Hour | NA | NA | NA | NA | 2.3 | 3.2 | 2.4 | 1.7 | 0 | 7.5 | 0 | 0 | 0.6 |
| All Routes | | | | | | | | | | | | | |
| Rides | 1056 | 1134 | 1621 | 1688 | 2442 | 2858 | 2400 | 2,581 | 2,519 | 4165 | 3722 | 5402 | 6331 |
| Hours | 831 | 831 | 831 | 1284 | 1479 | 1495.5 | 1173 | 1,636 | 1,441 | 1,725 | 1488 | 1767 | 1,608 |
| Boarded Ride/ Hour | 1.27 | 1.37 | 1.95 | 1.3 | 1.6 | 1.9 | 2.1 | 1.6 | 1.8 | 2.4 | 2.5 | 3.1 | 3.9 |

Memo

To: HRCTD Board of Directors
From: Patricia Fink, Executive Director
Date: 9/15/2021
Re: Bookkeeper/Administrative Assistant

Background

Based on the August Board Meeting discussion around staffing, the board asked staff to develop a position description for a new staff position. The job description is attached.

At the May Budget meeting, there was discussion of bringing some of the day-to-day bookkeeping in house as a way to streamline the accounts payable and receivable process, integrate more effectively with the grants management process and provide a more efficient approach to scheduling and payroll.

Working with this framework in mind, CAT staff began planning to bring these elements in house early in FY 2022. Because of recent staff issues, staff is now proposing to hire immediately for a full-time bookkeeper/administrative assistant position.

Action Required:

The board can choose to move forward with the hiring of a bookkeeper/administrative assistant position, or they can delay the decision to move forward. If the board opts to delay the decision, the board will provide guidance to staff on how they wish to move forward with key initiatives, such as the transit master plan update.

Staff Recommendation

The staff recommendation is to add a full-time bookkeeper/administrative assistant that we believe can be hired within the existing budget for administrative costs this year. (See below).

| | Jul | Aug | Sept | Oct | Nov | Dec | Jan | Feb | Mar | Apr | May | Jun | Total |
|----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|----------|----------|----------|----------|----------|------------|
| ED | \$ 11,041 | \$ 11,041 | \$ 11,041 | \$ 11,041 | \$ 11,041 | \$ 11,041 | \$ 11,041 | \$ 5,521 | \$ 5,521 | \$ 5,521 | \$ 5,521 | \$ 5,521 | \$ 104,890 |
| AD | \$2,800 | | | | | | | \$ 9,013 | \$ 9,013 | \$ 9,013 | \$ 9,013 | \$ 9,013 | \$47,867 |
| PDM | \$ 8,030 | \$ 8,030 | \$ 8,030 | \$ 8,030 | \$ 8,030 | \$ 8,030 | \$ 8,030 | \$ 8,030 | \$ 8,030 | \$ 8,030 | \$ 8,030 | \$ 8,030 | \$ 96,360 |
| B/AA | | | | | \$ 4,333 | \$ 4,333 | \$ 4,333 | \$ 4,333 | \$ 4,333 | \$ 4,333 | \$ 4,333 | \$ 4,333 | \$ 34,667 |
| | | | | | | | | | | | | | \$ 283,783 |
| Budgeted | | | | | | | | | | | | | \$ 283,826 |

We believe the on-going costs for this position would be around \$40,000, (\$52,000 with benefits and taxes) but would be offset in future years by reductions in the need for dispatch staff (about \$30,000/year and a reduction in contracted accounting costs (about a \$30,000/year saving).

Short-term the hiring of this position will allow staff time to focus on the TMP update. Long-term, we believe the addition will position us to secure new FTA funding expected as part of the federal infrastructure bill as well as free up staff time for the development and implementation of new services and program identified as part of the TMP Update.

Bookkeeper / Administrative Assistant

Summary Description:

Under general direction, the Bookkeeper / Administrative Assistant manages the district's account payable and receivables, coordinates office activities with office staff, contractors, outside agencies, and general public, provides highly responsible and complex administrative assistance to Executive Director, other staff and the Board.

Reports to: Planning & Development Manager

Representative Duties: *The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.*

Bookkeeping

1. Processes financial transactions for the district including accounts payable, accounts receivables, and payroll.
2. Bills State, Federal, and private entities for grants and other revenues owed to the district.
3. Prepares reports of funds expended and received for the various grants and accounts monthly. Completes quarterly grant reporting requirements in a timely manner
4. Assists the Executive Director with grants budget development and oversight.
5. Serves as the districts liaison for the financial consultants monthly reconciliation of accounts.
6. Supports the financial consultants with data collection and other tasks as needed for the annual audit.
7. Completes fare revenue deposits and tracks petty cash.

Office Management

1. Assists in preparing monthly board meeting agenda and packet for board review and serves as recording secretary to the board. Responsible for proper public notification of special or regular monthly board meetings per public meeting law.
2. Maintains and updates the board website.
3. Supports other staff with meeting packets and meeting minutes of board committees.
4. Conducts initial onboarding of new hires and coordinates with management to ensure a comprehensive training experience.
5. Processes benefit paperwork for new or terminated employees.
6. Assists with procurement of district consultants and services. Tracks ongoing contracts and associated insurances.
7. Responds to inquiries and requests for public information from the public.
8. Refers customer complaints to appropriate parties and works to create solutions.
9. Answers phones, schedules rides, and assists drivers as needed.
10. Maintains punctual, regular, and predictable attendance.
11. Upholds the values of the organization and has strong customer service orientation.
12. Other duties as assigned.

WORK HOURS

While typically the position will work a traditional 8-5pm Monday – Friday work week, there may be times when weekend work or evening work is required.

EXPERIENCE & EDUCATION

- Associate degree in accounting or business administration.
- Excellent knowledge of general accounting principles and able to prepare, review and understand a financial statement.
- Experience with software programs including general office programs such as Microsoft Word and Excel, accounting software such as Quickbooks and payroll programs such as Deputy, Gusto, etc.
- At least 1 years of bookkeeping experience.
- Excellent communication skills, both verbal and written.
- Attention to detail and accuracy of work.
- Spanish speaking is preferred but not required.

COMPENSATION & BENEFITS

- \$37,440 - \$54,080/year (DOQ)
- Vacation—2 weeks to start
- Holidays - 9 designated days per year
- Sick Leave—12 days per year
- Medical / Dental Benefits—paid (employee only)
- Life Insurance - paid
- Retirement Plan with Employer Matching Contributions— available with 3% match after 1 year