



Wednesday, May 27th, 2020

**Hood River County Transportation District
2nd Meeting of the Budget Committee
224 Wasco Loop, Board Conference Room
Hood River, OR 97031**

4pm – 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 Vonage Conferencing. Members of the public can attend by calling (732)200-1872, meeting pin 155221.

- 1) Call Meeting to Order (4:00pm)**
- 2) Review of May 13th Budget Meeting and Updated Budget FY 2020-21**
- 3) Public Comments**
- 4) Approval of Budget FY 2020-21 & Tax Rate**
- 5) Meeting Adjourned**



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Budget Committee Meeting
224 Wasco Loop, Board Conference Room
Hood River, OR 97031
4pm – 5:30pm**

Meeting Minutes

Board Meeting Attendees

Budget Committee Members: Rob Brostoff, Otto Behrmann, Marbe Cook, Joella Dethman, Mark Reynolds, Leti Valle, Elizabeth Garber, Darrell Roberts

Public: Teresa Gallucci (Our Team Accounting)

Staff: Patty Fink, Amy Schlappi

Amy Schlappi called the first Budget Committee Meeting to order at 4:02PM and welcomed all attendees. All attendees introduced themselves to each other.

Election of Budget Committee Chairperson

Amy Schlappi shared that before the next agenda item is discussed the Budget Committee needs to elect a Budget Committee Chairperson. Joella Dethman has served as the Budget Committee Chairperson in the past. Otto Behrmann nominated Joella Dethman to be the Budget Committee Chairperson. Joella Dethman accepted the nomination. Rob Brostoff made a motion to accept the nomination of Joella Dethman as the Budget Committee Chairperson, the motion was seconded by Mark Reynolds and unanimously approved by the Board.

Reading of Budget Message FY 2020-21 by Executive Director

Patty Fink reviewed the Budget Message FY2020-21, which provided an overview of the proposed budget. Proposal recognizes that there will be a reduction in normal funds, but CARES Act will help fill those gaps. She emphasized that the number one goal is to ensure that the district can financially weather the COVID-19 pandemic.

The Budget Committee generally discussed the current transportation services that are being provided at this stage within the health crisis and what services other providers (MATS, LINK) are providing. Patty Fink discussed which employees were laid off and how CAT is currently meeting operational demand. CAT has dispatchers who are Spanish Speaking, so that those in the Spanish Speaking community can be adequately served.

Initial Review of Budget FY 2020-21

Patty Fink reviewed the proposed Budget FY2020-21 by discussing each line item and highlighting:



- Both the Approved Budget for FY2019-20 and the Supplemental Budget for FY2019-20 that the HRCTD Board is expected to approve May 20th, 2020 is represented in the LB20 document. Changes in the supplemental budget are included in the notes section of the spreadsheet. Some key highlights include:
 - Board agreed to contract rather than operate the Gorge-To-Mountain Services.
 - The Planning and Development Manager was added to the supplemental budget, this change was approved by the Board in September to address increased planning, reporting, and grant management workload.
 - Almost all other changes to the budget were due to service reductions, layoffs, furloughs and other COVID related impacts.
- In the FY2020-21 Proposed Budget
 - Staff wages include a 3% Quality of Living increase for all employees and the reduction of the Executive Directors hours from 40 hours to 30 hours per week until January 2021.
 - CAT is expecting an increase in benefits expense and has included it within FY2020-21 Proposed Budget.
 - Overall personnel costs are expected to remain similar to FY2019-20 levels, as CAT slowly restores pre-COVID service levels. Staff anticipate that by June we will have almost returned to pre-pandemic levels
 - Administrative Staff
 - Executive Director (1-FTE)
 - Planning & Development Manager (1-FTE)
 - Operations Staff
 - Operations Manager (1-FTE)
 - Field Supervisors (2-FTE)
 - Dispatch (2-FTE)
 - Drivers (14-FTE, 3-PTE)
- Staff recently received word that grant funding to purchase four smaller more efficient vehicles to replace current Dial-A-Ride buses and one smaller expansion vehicle was approved. This grant was not included in the initial FY2020-21 Proposed Budget but staff will work to include it for the next Budget Committee meeting.
- STIF Discretionary funds that are not used for CGE services by the end of the FY are not eligible for carryover. CAT will need to apply for FY 22-23 this fall.
- 42 providers in rural Oregon have access to \$43 million in CARES Act funding. The Formula amount that CAT is receiving is lower than other agencies of a similar size as ODOT reformulates the formula every two years based on riders and mileage. Two years ago, CAT ridership was much lower than the past year due to a recent increase in



services. CAT can apply for needs based funds to keep the agency whole. CAT estimates it will apply for an additional \$390,000 to fill COVID gaps in FY 20 and 21.

No changes of the FY2020-21 Proposed Budget were suggested by the Budget Committee.

- ❖ CAT Staff will update FY2020-21 Proposed Budget to include the recently awarded Capital (vehicle) grant and will update the budget message to include an “impacts of the COVID pandemic”.
- ❖ At the May 27th Budget Committee Meeting, Public Comment will be accepted, the tax rate will be discussed, and the Proposed Budget will be approved.

Public Comments

No public comments were made.

Rob Brostoff made a motion to adjourn the meeting, this was seconded by Otto Behrmann and unanimously approved by the Budget Committee.

General Fund 100
Revenue

GENERAL FUND
100

Historical Data			RESOURCE DESCRIPTION	Budget For FY2021			Proposed Budget FY21	Budget Committee Recommendation 2021	Board Adopted 2021
Actual		Estimated Supplemental 2020		General Budget	CGE Budget	G2M Budget			
Actual Budget FY18	Actual Budget FY19								
\$ 1,079,401	\$ 985,444	\$ 959,235	Beginning Cash Balance	\$ 975,144			\$ 975,144	\$ 975,144	\$ 975,144
REVENUE									
\$ 31,949	\$ 249,467	\$ 150,500	4000 - Fare Revenue	\$ 60,000	\$ 50,000	\$ 30,000	\$ 140,000		
\$ 152,328	\$ 136,064	\$ 98,000	4100 - Contract Revenue	\$ 90,000			\$ 90,000		
\$ 312,156	\$ 459,080	\$ 512,649	4200 - Federal Assistance	\$ 630,823		\$ 284,518	\$ 915,341		(Includes \$340K for two small vehicles)
\$ 141,187	\$ 306,675	\$ 1,300,000	4300 - State Assistance	\$ 341,800	\$ 820,000		\$ 1,161,800		
\$ 156,148	\$ 170,074	\$ 185,000	4500 - Local Assistance	\$ 129,500			\$ 129,500		
\$ 13,320	\$ 29,480	\$ 13,000	4600 - Other Revenue	\$ 40,000			\$ 40,000		
		\$ 197,600	4700 - Federal CARES ACT	\$ 395,200			\$ 395,200		
\$ 807,088	\$ 1,350,840	\$ 2,456,749	Total Available Funds	\$ 1,687,323	\$ 870,000	\$ 314,518	\$ 2,871,841	\$ -	\$ -
OPERATING EXPENSE									
\$ 11,047	\$ 2,170	\$ 2,719	5005 Vehicle Expenses	\$ 5,000	\$ 2,000		\$ 7,000		
\$ 72,456	\$ 111,956	\$ 117,000	5015 - Fuel	\$ 70,000	\$ 140,000		\$ 210,000		
\$ 33,952	\$ 63,247	\$ 54,000	5020 - Preventative Maintenance & Repair	\$ 30,000	\$ 35,000		\$ 65,000		
\$ 9,759	\$ 21,485	\$ 32,527	5100 - Communication Expense	\$ 16,264	\$ 15,613		\$ 31,876		
\$ 13,740	\$ 13,740	\$ 14,393	5200 - Vehicle Insurance	\$ 10,795	\$ 5,757		\$ 16,552		
\$ 8,695	\$ 4,893	\$ 8,063	5500 - Driver Expenses	\$ 8,000	\$ 2,000		\$ 10,000		
\$ 17,345	\$ 52,973	\$ 240,000	5600 - Advertising & Marketing	\$ 30,000	\$ 60,000		\$ 90,000		
\$ 37,213	\$ 41,269	\$ 160,000	5700 - Grant / Contract Match Funds	\$ 5,000		\$ 270,000	\$ 275,000		
\$ 204,207	\$ 311,733	\$ 628,702	Total Operating Expense	\$ 175,058	\$ 260,370	\$ 270,000	\$ 705,428	\$ -	\$ -
ADMINISTRATIVE EXPENSE									
\$ 33,666	\$ 41,438	\$ 34,000	7003 - Building Expenses	\$ 17,000	\$ 16,320	\$ 680	\$ 34,000		
\$ 10,000	\$ 7,241	\$ 15,000	7100 - Office Supplies & Expense	\$ 7,500	\$ 7,200	\$ 300	\$ 15,000		
\$ 81,845	\$ 93,989	\$ 105,000	7300 - Professional Fees	\$ 45,000	\$ 42,000	\$ 2,100	\$ 89,100		
\$ 18,538	\$ 2,690	\$ 4,063	7400 - Other Administrative Expense	\$ 3,250	\$ 2,438	\$ 203	\$ 5,891		
\$ 144,049	\$ 145,358	\$ 158,063	Total Administrative Expense	\$ 72,750	\$ 67,958	\$ 3,283	\$ 143,991	\$ -	\$ -
ADMINISTRATIVE PERSONNEL EXPENSE									
\$ 96,000	\$ 143,987	\$ 149,556	8003 - Admin Wages	\$ 77,769	\$ 71,787		\$ 149,556		
\$ 7,554	\$ 11,126	\$ 12,000	8030 - Admin ER Taxes	\$ 7,800	\$ 6,960		\$ 14,760		
\$ 22,274	\$ 11,622	\$ 17,447	8080 - Admin Benefits	\$ 8,165	\$ 7,537		\$ 15,702		
	Not previously tracked		8081 - Admin - Accrued PTO Amount	\$ 4,661	\$ 4,302		\$ 8,963		PTO liability
\$ 125,828	\$ 166,735	\$ 179,003	Total Administrative Personnel Expense	\$ 98,395	\$ 90,586	\$ -	\$ 188,981	\$ -	\$ -
DIRECT SERVICE PERSONNEL EXPENSE									
\$ 367,500	\$ 460,008	\$ 652,000	8103 - Direct Service Wages	\$ 364,000	\$ 355,000	\$ 7,668	\$ 726,668		
\$ 37,304	\$ 35,510	\$ 62,200	8130 - Direct Service ER Taxes	\$ 43,680	\$ 42,600	\$ 873	\$ 87,153		
\$ 38,050	\$ 57,788	\$ 86,000	8180 - Direct Service Benefits	\$ 42,588	\$ 41,535	\$ 980	\$ 85,103		
	Not previously tracked		8181 - Direct Service - Accrued PTO Amount	\$ 13,814	\$ 9,210		\$ 23,024		PTO liability
\$ 442,854	\$ 553,306	\$ 800,200	Total Direct Service Personnel Expense	\$ 464,082	\$ 448,345	\$ 9,521	\$ 921,948	\$ -	\$ -
CAPITAL OUTLAY									
\$ -	\$ 160,511	\$ 674,872	9000- Capital Expenses	\$ 592,000			\$ 592,000		Includes purchase of 2 small vehicles (\$400,000)
	\$ 57,376		9999-Other Income, Expense Depreciation				\$ -		
\$ -	\$ 217,887	\$ 674,872	Capital Expenses	\$ 592,000	\$ -	\$ -	\$ 592,000	\$ -	\$ -
\$ 807,088	\$ 1,350,840	\$ 2,456,749	Total Revenue	\$ 1,687,323	\$ 870,000	\$ 314,518	\$ 2,871,841	\$ -	\$ -
\$ 916,938	\$ 1,395,019	\$ 2,440,840	Total Expense	\$ 1,402,286	\$ 867,259	\$ 282,804	\$ 2,552,349	\$ -	\$ -
\$ (109,850)	\$ (44,179)	\$ 15,909	Net Income	\$ 285,037		\$ 31,714	\$ 316,751	\$ -	\$ -
\$ 969,551	\$ 941,265	\$ 975,144	Project Available Funds at EOY				\$ 1,294,636	\$ -	\$ -