



Wednesday, May 18th, 2022
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: 889 1616 0524, Password: 971345** or by visiting <https://us02web.zoom.us/j/88916160524?pwd=Y0tsOTV4Rmwzbld4aWxycnJ1dXNuQT09>

- 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 March 29th & April 20th, 2022, Minutes – Lara Dunn- 4:05p.m.**
- 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 Amy.schlappi@catransit.org
 6. Three (3) minutes per community member.
- 5. April Financial Report – Teresa Gallucci (Our Team Accounting) - 4:15p.m.**
- 6. Resolutions & Action Items – 4:25**
 - a. Selection of Auditor
 - b. Approval of Budget Committee applicants Cindy Walbridge and Bridget Bailey
 - c. Workers Comp Resolution



7. Operations Manager's Report – Ty Graves – 4:35 p.m.

- a. Employee of the Month
- b. Performance Report
- c. Dog Mountain Update
- d. Falls-To-Locks Update
- e. 5339 No Low Grant

8. Executive Director's Report – Amy Schlappi – 4:45 p.m.

- a. RFP for new Accountant
- b. Transit Master Plan Update
- c. Office Update
- d. Draft Budget Message & Budget

9. Discussion Items –5:15 p.m.

10. Upcoming Events –5:25 p.m.

- a. 1st Budget Committee Meeting May 19th at 4 p.m.
- b. Gorge Visitor Kickoff Event at Evoke Winery - DELAYED

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.



**Tuesday, March 29th, 2022
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. – 5:30 p.m. Board of Directors Special Meeting**

Meeting Minutes

1. Call to Order

Lara called the Board of Directors Meeting to order at 4:00p.m.

2. Roll Call:

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

Staff: Patty Fink, Tiah Mayhew, Ty Graves, Amy Schlappi

3. Public Comment

No public comment

Resolution & Action Items- Multnomah Falls Service- Discussion and Decision

Patty gave an overview and additional information as requested by the board at the Regular March Board Meeting about the expanded Columbia Gorge Express service that will allow for more service between Gateway Transit Center, Troutdale, Multnomah Falls, and Cascade Locks during the summer months. ODOT will be contracting with CAT to provide this service. Patty and Ty met with Cascade Locks, and they are supportive of this service. She also reviewed with the board that they proposed to ODOT a “Ramp up” service which would not fully ramp up until after school ends mid-June. ODOT was in favor with that proposal. She also mentioned that temporary seasonal drivers would be hired for the service. This service also helps keep the Gorge to Mountain drivers staffed.

Comments & Discussion

There was a large amount of discussion regarding the service. Jeff voiced that he doesn't feel that CAT is in a position to provide this service. Greg believes it is a good move but would like to get updates on how the service will be running. Lara thinks it will benefit the public.

Approved by: Lara, Leti, Greg, Meghan, Megan and Darrell

Not approved by: Jeff

4. Adjournment – 4:31

Greg made a motion to adjourn the meeting, Meghan L made a second motion.

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: Tiah Mayhew, Office Manager

Approved by: Darrell Roberts, Secretary-Treasurer



Wednesday, April 20th, 2022
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

Board Meeting Attendees:

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

Staff: Patty Fink, Amy Schlappi, Ty Graves, Tiah Mayhew

Public: Kathy Fitzpatrick, Valerie Egon, Paul Koch

Supplemental Budget Hearing – Meeting Minutes

1. Call to Order

Lara called the Supplemental Budget Hearing to order at 4:01 p.m.

2. Roll Call:

Tiah took roll call. Lara Dunn (Board Chair), Greg Pack, Megan Ramey, Meghan Larivee were all present. Quorum was met.

Leti Moretti (Board Vice-Chair) joined at 4:06p.m.

Absent: Jeff Helfrich

3. Supplemental Budget Overview

Patty gave a brief overview on the supplemental budget, by highlighting:

- \$100k out of the \$520k for the Falls-to-Locks service from ODOT was included. The remainder will be included in the FY23 Budget. The majority of that will go towards the buses and making sure they are wrapped, have air conditioners, radios, fareboxes etc. Much of this has been completed or is in progress.
- \$67k from ODOT was included for their contribution to the G2M service for the 2021-2022 winter season.
- Reduction in the federal assistance and capital expenditures due to delay of the vehicle deliveries.
- Grant/Contract Match Funds increased since CAT contracted out service between The Dalles and Hood River in Fall 2021.
- Preventative Maintenance expenses were much higher in FY22 than expected due to older vehicles and rising repair costs.

- Personnel expense was increased to reflect G2M services (were not included in the original FY22 budget), the new ODOT service, and wage increase.

Motion:

Meghan Larivee made a motion to approve the Supplemental Budget. The motion was seconded by Greg.

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

Not approved by: None

4. Adjournment

Lara asked for a motion to adjourn the Supplemental Budget Hearing.

Motion:

Greg made a motion to adjourn the Supplemental Budget Hearing at 4:14 PM. The motion was seconded by Leti.

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

Not approved by: None

Regular Board of Director's Monthly Meeting - Meeting Minutes

1. Call to Order

Lara called the Board of Directors Monthly May Meeting to order at 4:14 p.m.

2. Roll Call:

Tiah took roll call. Lara Dunn (Board Chair), Leti Moretti (Board Vice-Chair), Darrell Roberts (Secretary), Greg Pack, Megan Ramey, Meghan Larivee were present.

Quorum was met.

Absent: Jeff Helfrich

3. Agenda Changes

- Adding the Cares Act Application to the Executive Directors report.
- Minutes for the special meeting on March 29th needs editing, those minutes will be approved at the May meeting.

Motion:

Megan R made a motion to approve the addition of the CARES ACT application and moving the approval of the March 29th special meeting minutes to the May meeting. The motion was seconded by Meghan Larivee

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

Not approved by: None

4. Approval of March Board of Directors Minutes

No changes

Motion:

Greg made a motion to approve the March Board of Directors Meeting Minutes & changes. The motion was seconded by Meghan Larivee

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

Not approved by: None

5. Public Comment

No public comments were made.

6. Monthly Financial Report – Patty Fink as Teresa Gallucci, Our Team Accounting was absent

Patty gave a brief overview of the financial report. She mentioned there were not many changes. Grants for 3rd quarter will be submitted soon for around 300k and will be similar for the next quarter. The district will be ending the year relatively on target. Patty mentioned that the biggest anomalies to the budget were related to the flood in the office as it was an unexpected expense.

7. Resolutions & Action Items

Adoption of the Supplemental Budget –

Patty gave an overview on the Supplemental Budget during the Supplemental Budget Hearing.

Darrell made a motion to adopt the supplemental budget. The motion was seconded by Meghan Larivee.

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

Not approved by: None

Advertising on buses – 3-month option

Patty explained that a local political campaign is interested in a 3-month ad on a bus. The board can agree to a 3-month option or opt to leave the policy as is. CAT staff has no specific recommendation to the board.

Currently there is only one vehicle with an ad on it.

Megan R made a motion to approve the 3-month ad option. The motion was seconded by Meghan Larivee.

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

Not approved by: None

Signatory approval for the New Executive Director

Patty asked the Board to approve Amy to have signatory authority for Columbia Bank.

Megan R made a motion to approve Amy Schlappi for signatory authority for Columbia Bank and to remove Patty Fink. The motion was seconded by Greg Pack.

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

Not approved by: None

8. Operations Manager's Report

Ty gave a brief overview of the operations manager report, by highlighting:

- a. Employee of the Month is Rob - he did a great job assisting with the transition of the new routes!
- b. Performance Report - Ty mentioned that the safety score went up a little due to taking the samsara boxes out of the vehicles which recorded it as "harsh events" and only two were actual events. The drive time and miles driven has increased this month. This month the on-time performance has been on time. Fuel usage (specifically diesel) has risen. The fuel cost for March was \$21,754.00. Ridership is increasing.
- c. Service Updates
 - Dog Mountain service is starting April 23rd and will run until June 12th. Skamania County is paying 50% of this service
 - Increase CGE Intercity service starts Monday the April 25th.
 - I-84 – MF/Cascade Locks Shuttle is 75% ready, still working on getting approval from Bonneville to use that as a stop.

- Contract for leased gas trolley is being finalized. The intent is to apply for 5339 Low-No funds to purchase an electric trolley, but this will be a short term solution.

9. Executive Director's Report

- Transit Master Plan – Patty gave a brief report on the TMP. Still in process of gathering survey responses. About 300 have been collected. We need about 2k, so there will be a push to collect more surveys.
- Regional Stakeholder Interviews – As part of the TMP Patty asked Paul Koch to do a general survey of regional stakeholders about CAT's role in the region. Paul provided an overview of his report. There was a large amount of discussion regarding the report and what Paul had learned.
- CAC Meeting is going to be on April 28th and will be hosted by Amy.
- Executive Director Transition – Amy Schlappi is back part time and will be starting full time Monday. Patty is going to part time and reducing her hours. She will be working from home most of that time.
- RFP Audit- Time to renew the RFP for our Auditor for the next 3 years. Tiah has sent out an RFP to different folks to respond to. One response has been received from an accounting firm in The Dalles. The references were good, and they have the experience needed. Meghan L has a good experience with them in the past.

Darrell would like to set up an interview with the budget committee and the firm. Tiah will call and set that interview up.
- Amy mentioned CAT will be applying for the CARES Act fund on May 2nd. If CAT is awarded over \$250K the Board will have to approve the signing of the contract.

10. Upcoming Events

- Megan R suggested someone attends the Armory open house to advocate for public transit.
- Budget committee members are needed for the upcoming Budget process.

11. Adjournment

Lara asked for a motion to adjourn the meeting.

Motion:

Darrell made a motion to adjourn the meeting at 5:30 PM.

The motion was seconded by Greg.

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

Not approved by: None

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Prepared by: Tiah Mayhew, Office Manager

Approved by: Darrell Roberts, Secretary-Treasurer

Management Report

Columbia Area Transit

For the period ended April 30, 2022



Prepared by

Our Team Accounting, LLC

Prepared on

May 11, 2022

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**Columbia Area Transit
Financial Statements Variance Analysis
Period Ending: April 30, 2022**

Balance Sheet

Cash Availability - Total available cash at the end of April 2022 was \$1.3m. This is approximately \$5k more than last month and \$85k more than April 2021.

Accounts Receivable – Two invoices were outstanding at the end of April. Both are due from the City of Hood River. One in the amount of \$25k is related to the Trolley service and the other in the amount of \$7k is related to the Gorge Pass program.

Grants Receivable – The total Grants Receivable balance at the end of April was \$397k payments have begun being received for Q3 activity.

Prepaid Expenses – Total prepaid expenses at the end of April were \$28k. Approximately \$5k in expense for the month was recognized.

Accounts Payable – The amount due to vendors and not yet paid at the end of April was \$29k. Invoices open at the end of April have not yet been paid as of May 11th

Deferred Revenue – All deferred revenue has been earned and recognized.

Income Statement

Revenue – Total revenue earned YTD through the end of April was \$1.9m, which is \$381k more than FY21 at this time. The revenue amount budgeted through the end of April was \$2m. The \$132k variance, underspending on capital grants for which the purchases have not yet been made and multiple grants that have not yet been fully drawn as planned.

COG Fuel – Fuel expense YTD through the end of April was \$138k. The amount budgeted was \$300k. Actual expense was \$162k less than budget.

COG Operations - Preventative maintenance, tires, shop supplies and bus repair expenses at the end of April totaled \$114k, which is \$64k more than prior year at this point in the year, but \$18k more than the amount budgeted. Some budget to actual savings has occurred for tires that have not yet been purchased.

COG Communication – Dispatch, GPS software and cellular data expenses for the year, through April were \$37k. This is \$11k more than 2021 at this time, but \$2k less than budgeted for this time of the year. The total annual budget is \$39k for the year and \$3k is available to spend before the end of June 2022. There were several unplanned purchases of radios for older buses that were purchased that required communication upgrades earlier in the fiscal year, however it is expected that this line item will end the year as planned.

COG Driver Expenses – As of April 30th driver expenses were \$8k. This is \$2k less than the amount incurred in FY21 at this time but \$9k less than the amount budgeted. \$10k had been budgeted for uniforms but have not been purchased.

Advertising – Advertising expense through the end of April totaled \$87k. This is now equal to the budgeted amount.

Grant / Contract Match Funds – The match funds applied for the year through the end of April totaled \$45k. The budgeted amount for activity so far in FY22 was \$81k resulting in a variance of \$36k.

Gross Profit – Gross profit for activity through the end of April was \$1.45m which is \$292k more than last year at this time, and \$37k more than the amount budgeted. This variance is due to the capital grants referenced above not yet having been drawn against and grant draws not yet having been fully processed.

Administrative Expense – Administration expenses at the end of April 2022 totaled \$202k which is \$82k more than last year at this time but \$26k less than the amount budgeted for this point of the year. The savings is most significantly attributable to \$45k less that expected having been spent for Administrative Contracts.

Personnel – Personnel costs so far this year totaled \$1m which is \$295k more than last year. It should be noted that FY21 was unusually low due to Covid layoffs. The amount budgeted for expenses through the end of April 2022 was \$1m, which is equal to budget.

Capital Outlay – A total of \$87k was expended on capital purchases through the end of April. The amount budgeted was \$230k. During the month of April, a camera system in the amount of \$5k, two 40 foot low floor buses in the amount of \$3k each were purchased.

Net Income – YTD Net income at the close of close of April 2022 was \$141k, which is \$151k less than FY21 at this time but \$205k better than the amount budgeted.

Columbia Area Transit

Statement of Financial Position

As of April 30, 2022

	TOTAL			
	AS OF APR 30, 2022	AS OF APR 30, 2021 (PY)	CHANGE	% CHANGE
ASSETS				
Current Assets				
Bank Accounts				
1000 C. I. B. - Operating (6906)	144,220	20,272	123,948	611.00 %
1005 C. I. B. - Savings (3232)	273,965	550,099	(276,133)	(50.00 %)
1020 C. I. T. - H. R. County	879,631	642,539	237,092	37.00 %
1050 Petty Cash	100	93	7	8.00 %
Total Bank Accounts	\$1,297,916	\$1,213,002	\$84,914	7.00 %
Accounts Receivable	\$32,200	\$0	\$32,200	0%
Other Current Assets				
1205 Accounts Receivables - Property Tax Audit Adj	22,140	11,966	10,174	85.00 %
1210 Accounts Receivables - Grants	396,631	165,438	231,193	140.00 %
1270 Prepaid Expenses	27,285	21,628	5,657	26.00 %
1998 Undeposited Funds	0	0	0	
1999 Uncategorized Asset	0		0	
Total Other Current Assets	\$446,057	\$199,032	\$247,024	124.00 %
Total Current Assets	\$1,776,173	\$1,412,034	\$364,138	26.00 %
Fixed Assets	\$2,888,304	\$3,405,556	\$ (517,251)	(15.00 %)
TOTAL ASSETS	\$4,664,477	\$4,817,590	\$ (153,113)	(3.00 %)
LIABILITIES AND EQUITY				
Liabilities				
Current Liabilities				
Accounts Payable	\$28,944	\$6,962	\$21,982	316.00 %
Credit Cards	\$ (1,664)	\$3,184	\$ (4,849)	(152.00 %)
Other Current Liabilities	\$85,727	\$56,791	\$28,936	51.00 %
Total Current Liabilities	\$113,006	\$66,937	\$46,069	69.00 %
Long-Term Liabilities	\$4,255,719	\$4,255,719	\$0	0.00 %
Total Liabilities	\$4,368,725	\$4,322,656	\$46,069	1.00 %
Equity	\$295,752	\$494,934	\$ (199,182)	(40.00 %)
TOTAL LIABILITIES AND EQUITY	\$4,664,477	\$4,817,590	\$ (153,113)	(3.00 %)

Columbia Area Transit

Statement of Activity

July 2021 - April 2022

	TOTAL			
	JUL 2021 - APR 2022	JUL 2020 - APR 2021 (PY)	CHANGE	% CHANGE
Revenue				
4001 Fare Revenue	166,457	44,419	122,038	275.00 %
4100 Contract Revenue	5,581	7,368	(1,787)	(24.00 %)
4200 Federal Funds	472,269	347,242	125,027	36.00 %
4700 State Funds	1,032,012	931,211	100,801	11.00 %
4870 Local Assistance	200,420	200,110	310	0.00 %
4900 Other Revenue	6,312	4,054	2,258	56.00 %
Discounts/Refunds Given	(690)	111	(801)	(719.00 %)
Sales	32,200		32,200	
Uncategorized Income	478		478	
Total Revenue	\$1,915,038	\$1,534,516	\$380,523	25.00 %
Cost of Goods Sold				
5005 Vehicle Expense	2,847	1,737	1,110	64.00 %
5019 Fuel	138,034	88,042	49,992	57.00 %
5020 Operation Expenses	113,829	50,327	63,502	126.00 %
5100 Communication Expense	36,540	25,913	10,628	41.00 %
5200 Vehicle Insurance	20,751	14,949	5,802	39.00 %
5500 Driver Expenses	7,744	9,768	(2,025)	(21.00 %)
5600 Advertising & Marketing	86,693	34,284	52,409	153.00 %
5700 Grant/Contract Match Funds	45,281	139,458	(94,177)	(68.00 %)
5800 Partner Distributions - Gorge Pass	6,867		6,867	
5899 COVID19 Expenses	1,166	7,228	(6,062)	(84.00 %)
Total Cost of Goods Sold	\$459,752	\$371,706	\$88,046	24.00 %
GROSS PROFIT	\$1,455,287	\$1,162,810	\$292,477	25.00 %
Expenditures				
7000 Administrative Expenses				
7003 Building Expenses	56,937	23,344	33,593	144.00 %
7100 Office Supplies & Expenses	13,871	16,644	(2,773)	(17.00 %)
7300 Professional Fees	118,591	73,120	45,471	62.00 %
7400 Other Administrative Expense	12,238	6,614	5,624	85.00 %
Total 7000 Administrative Expenses	201,637	119,722	81,915	68.00 %
8000 Personnel Expense				
8003 Administrative Personnel Expense	220,688	146,379	74,309	51.00 %
8103 Direct Service Personnel Expense	805,212	584,911	220,301	38.00 %
Total 8000 Personnel Expense	1,025,900	731,291	294,610	40.00 %
9000 Capital Outlay	87,163	19,739	67,424	342.00 %
Total Expenditures	\$1,314,700	\$870,752	\$443,948	51.00 %
NET OPERATING REVENUE	\$140,587	\$292,058	\$ (151,472)	(52.00 %)
NET REVENUE	\$140,587	\$292,058	\$ (151,472)	(52.00 %)

Columbia Area Transit

Budget vs. Actuals: FY-23 Budget - FY22 P&L

July 2021 - April 2022

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Revenue				
4001 Fare Revenue	166,457	187,000	(20,543)	89.00 %
4100 Contract Revenue	5,581	27,000	(21,419)	21.00 %
4200 Federal Funds	472,269	540,852	(68,583)	87.00 %
4700 State Funds	1,032,012	999,000	33,012	103.00 %
4800 STF		67,700	(67,700)	
4870 Local Assistance	200,420	219,500	(19,080)	91.00 %
4900 Other Revenue	6,312	6,715	(403)	94.00 %
Discounts/Refunds Given	(690)	(690)	0	100.00 %
Sales	32,200		32,200	
Uncategorized Income	478	400	78	119.00 %
Total Revenue	\$1,915,038	\$2,047,477	\$ (132,439)	94.00 %
Cost of Goods Sold				
5005 Vehicle Expense	2,847	5,200	(2,353)	55.00 %
5019 Fuel	138,034	300,000	(161,966)	46.00 %
5020 Operation Expenses	113,829	96,000	17,829	119.00 %
5100 Communication Expense	36,540	32,200	4,340	113.00 %
5200 Vehicle Insurance	20,751		20,751	
5500 Driver Expenses	7,744	16,782	(9,038)	46.00 %
5600 Advertising & Marketing	86,693	86,693	0	100.00 %
5700 Grant/Contract Match Funds	45,281	80,777	(35,496)	56.00 %
5800 Partner Distributions - Gorge Pass	6,867	10,440	(3,573)	66.00 %
5899 COVID19 Expenses	1,166	1,166	0	100.00 %
Total Cost of Goods Sold	\$459,752	\$629,258	\$ (169,506)	73.00 %
GROSS PROFIT	\$1,455,287	\$1,418,219	\$37,067	103.00 %
Expenditures				
7000 Administrative Expenses				
7003 Building Expenses	56,937	48,982	7,955	116.00 %
7100 Office Supplies & Expenses	13,871	11,192	2,679	124.00 %
7300 Professional Fees	118,591	147,000	(28,409)	81.00 %
7400 Other Administrative Expense	12,238	20,500	(8,262)	60.00 %
Total 7000 Administrative Expenses	201,637	227,674	(26,037)	89.00 %
8000 Personnel Expense				
8003 Administrative Personnel Expense	220,688	219,550	1,138	101.00 %
8103 Direct Service Personnel Expense	805,212	805,121	91	100.00 %
Total 8000 Personnel Expense	1,025,900	1,024,671	1,230	100.00 %
9000 Capital Outlay	87,163	230,285	(143,122)	38.00 %
Total Expenditures	\$1,314,700	\$1,482,630	\$ (167,930)	89.00 %
NET OPERATING REVENUE	\$140,587	\$ (64,411)	\$204,997	(218.00 %)
NET REVENUE	\$140,587	\$ (64,411)	\$204,997	(218.00 %)

Columbia Area Transit

Statement of Cash Flows

January - April, 2022

	TOTAL
OPERATING ACTIVITIES	
Net Revenue	89,898
Adjustments to reconcile Net Revenue to Net Cash provided by operations:	
1200 Accounts Receivable	(32,200)
1211 Accounts Receivables - Grants:Grant Receivable - 5310 Funds 35149	4,435
1212 Accounts Receivables - Grants:Grants Receivable - 5311 Funds 34740	(118,040)
1213 Accounts Receivables - Grants:Accounts Receivable 5311 CARES - 34976	31,000
1214 Accounts Receivables - Grants:Accounts Receivable - STIF Discretionary 35102	(19,938)
1215 Accounts Receivables - Grants:Accounts Receivabel - STIF Formula 35033	3,000
1216 Accounts Receivables - Grants:Accounts Receivable - Planning 3504 - 35131	(9,458)
1272 Prepaid Expenses:PP - Samsara GPS Fleet Tracking SW	0
1273 Prepaid Expenses:PP - SDIS Vhcl & Gen Liab Insurance	(23,787)
1274 Prepaid Expenses:PP - SDIS Workers Comp	4,918
1275 Prepaid Expenses:PP - Fleetio Scheduler	265
1277 Prepaid Expenses:PP - UniteGPS	1,825
1999 Uncategorized Asset	0
2000 Accounts Payable	(38,684)
2105 Columbia Bank Visa (2801)	(4,776)
2205 Deferred Revenue - Grants	(22,500)
Total Adjustments to reconcile Net Revenue to Net Cash provided by operations:	(223,940)
Net cash provided by operating activities	\$ (134,042)
NET CASH INCREASE FOR PERIOD	\$ (134,042)
Cash at beginning of period	1,431,958
CASH AT END OF PERIOD	\$1,297,916

Columbia Area Transit

Bill Payment List

April 2022

DATE	NUM	VENDOR	AMOUNT
1000 C. I. B. - Operating (6906)			
04/05/2022	21607	Whatcom Transportation Authority	(6,000.00)
04/08/2022	21608	Richard Durham	(169.69)
04/06/2022		Deputy.com	(108.04)
04/12/2022		City of Hood River - Utilities	(481.37)
04/12/2022		City of Hood River - Utilities	(132.26)
04/13/2022		Columbia Bank Visa	(4,432.39)
04/18/2022		Carson	(10,868.34)
04/19/2022		Visionect	(36,160.00)
04/20/2022	21609	Bohn's Printing	(94.89)
04/20/2022	21610	Car Stereo Specialist	(2,020.90)
04/20/2022	21611	Chinook Plumbing Inc.	(190.00)
04/20/2022	21612	Cogito	(4,538.86)
04/20/2022	21613	Columbia Gorge News	(32.00)
04/20/2022	21614	Day Wireless Systems	(484.00)
04/20/2022	21615	Employment Department, Oregon	(1,132.00)
04/20/2022	21616	FLI Landscape	(225.60)
04/20/2022	21617	Gorge Area Business Assistance	(549.20)
04/20/2022	21618	Jubitz Fleet Services	(738.05)
04/20/2022	21619	Kerry Cobb	(2,250.00)
04/20/2022	21620	KolorKraze	(250.00)
04/20/2022	21621	Les Schwab Tire Center	(900.41)
04/20/2022	21622	Napa Auto Parts	(86.81)
04/20/2022	21623	Nick Herman Mobile Repair	(5,902.00)
04/20/2022	21624	Our Team Accounting, LLC	(1,884.95)
04/20/2022	21625	Point S Tire & Auto Service	(3,006.53)
04/20/2022	21626	Pro-Vision Solutions, LLC	(4,673.23)
04/20/2022	21627	Sign Media	(432.00)
04/20/2022	21628	Sirius Media, LLC	(518.05)
04/20/2022	21629	Two Dogs Plumbing & Drain Cleaning, Inc.	(923.50)
04/20/2022	21630	Weatherly Printing	(223.08)
04/22/2022		Valic	(995.39)
04/22/2022		Valic	(1,020.71)
04/22/2022		Pacific Power	(500.86)
04/25/2022	21631	Principal Life Insurance Company	(809.79)
04/25/2022	21632	Darrell Roberts	0.00
04/25/2022	21633	Greg Pack	0.00
04/25/2022	21634	Jeff Helfrich	0.00
04/25/2022	21635	Lara Dunn	0.00
04/25/2022	21637	Providence OCC Travel Medicine Clinic	(75.00)
04/25/2022	21638	Cascade Health Solutions	(159.00)
04/25/2022	21639	Paul Koch	(1,500.00)
04/25/2022	21640	Day Wireless Systems	(450.00)
04/25/2022	21641	Port of Hood River	(30.00)

Columbia Area Transit

Bill Payment List

April 2022

DATE	NUM	VENDOR	AMOUNT
04/25/2022	21642	Darrell Roberts	(60.00)
04/25/2022	21643	Greg Pack	(60.00)
04/25/2022	21644	Jeff Helfrich	(30.00)
04/25/2022	21645	Lara Dunn	(60.00)
04/25/2022	21646	Meghan Larivee	(60.00)
Total for 1000 C. I. B. - Operating (6906)			\$ (95,218.90)
2105 Columbia Bank Visa (2801)			
04/06/2022		Cumming Sales & Service	1,423.62
Total for 2105 Columbia Bank Visa (2801)			\$1,423.62
Not Specified			
04/25/2022	21636	Meghan Larivee	0.00
Total for Not Specified			\$0.00

Columbia Area Transit

Unpaid Bills As of April 30, 2022

DATE	TRANSACTION TYPE	NUM	DEPARTMENT	DUE DATE	PAST DUE	AMOUNT	OPEN BALANCE
Bohn's Printing							
04/26/2022	Bill	84729		05/06/2022	5	126.44	126.44
Total for Bohn's Printing						\$126.44	\$126.44
Cogito							
(541) 345-5091							
04/06/2022	Bill	897		04/16/2022	25	10,080.00	10,080.00
Total for Cogito						\$10,080.00	\$10,080.00
Columbia Bank Visa							
04/14/2022	Bill	041422		05/11/2022	0	7,333.62	7,333.62
Total for Columbia Bank Visa						\$7,333.62	\$7,333.62
Columbia Gorge News							
04/13/2022	Bill	13974		05/13/2022	-2	84.00	84.00
Total for Columbia Gorge News						\$84.00	\$84.00
Employment Department, Oregon							
11/04/2021	Bill	063022		06/15/2022	-35	1,132.00	1,132.00
11/04/2021	Bill	093022		09/15/2022	-127	1,132.00	1,132.00
Total for Employment Department, Oregon						\$2,264.00	\$2,264.00
Guzman Brothers Towing							
(541) 387-0329							
04/25/2022	Bill	061821		05/05/2022	6	421.00	421.00
Total for Guzman Brothers Towing						\$421.00	\$421.00
Hood River Quick Lube							
386-1158							
03/29/2022	Bill	385737		04/08/2022	33	92.20	92.20
04/18/2022	Bill	386197		04/28/2022	13	74.70	74.70
04/26/2022	Bill	386384		05/06/2022	5	73.26	73.26
Total for Hood River Quick Lube						\$240.16	\$240.16
MCEDD							
04/29/2022	Bill	3466		05/09/2022	2	6,990.00	6,990.00
Total for MCEDD						\$6,990.00	\$6,990.00
Napa Auto Parts							
(541) 386-1188							
04/26/2022	Bill	123561		05/06/2022	5	16.99	16.99
04/22/2022	Bill	122870		05/15/2022	-4	129.90	129.90
04/23/2022	Bill	122973		05/15/2022	-4	9.88	9.88
Total for Napa Auto Parts						\$156.77	\$156.77
Northwest Natural Gas							
12/15/2021	Bill	121521		12/25/2021	137	124.88	124.88
01/19/2022	Bill	011922		01/29/2022	102	151.10	151.10
02/17/2022	Bill	021722		02/27/2022	73	138.08	138.08
03/18/2022	Bill	031822		03/28/2022	44	61.46	61.46
04/18/2022	Bill	041822		04/28/2022	13	43.29	43.29

Columbia Area Transit

Unpaid Bills
As of April 30, 2022

DATE	TRANSACTION TYPE	NUM	DEPARTMENT	DUE DATE	PAST DUE	AMOUNT	OPEN BALANCE
Total for Northwest Natural Gas						\$518.81	\$518.81
Sign Media							
04/20/2022	Bill	042022		05/10/2022	1	120.00	120.00
Total for Sign Media						\$120.00	\$120.00
Weatherly Printing							
04/22/2022	Bill	220252		05/02/2022	9	527.10	527.10
Total for Weatherly Printing						\$527.10	\$527.10
TOTAL						\$28,861.90	\$28,861.90



Memo

To: HRCTD - BOARD OF DIRECTORS
From: Tiah Mayhew
Date: 5/11/2022
Re: Auditor

At the April Board Meeting Staff informed the Board that we only received one RFP response from a local Accounting Firm in The Dalles, Friend & Reagan. The Board requested an interview with the firm and that was scheduled and took place on 5/4/22. Darrell, Megan R, and Amy attended the meeting and felt all questions were appropriately answered. After the interview the Board Members and Amy discussed the proposal submitted in more detail. No major concerns were raised. The Board Members asked that the references provided by Friend & Reagan be checked and suggested that if the Board would like to move forward with the proposal that a termination clause be included. Our standard contract includes a termination clause which allows either party to give 30 days' notice.

I called the references that were provided and included the responses below:

Julie with Odell Sanitary District said that they are absolutely amazing, and her recommendation would be to bring them on immediately. When she began using them her previous firm had dropped the ball and quit responding so they were 3 years behind. She said they jumped right in, got everything caught up and are amazing to work with. They are quick to respond if she has questions, they get the job done in record time and they communicate often so you never wonder the status. She has been working with them for a little over 3 years and says it has made life a lot easier.

I called Jeb with Chenoweth Water PUD and he was not in, so I was leaving a message with Lacy. When I told her what I was calling for she said that she would pass the message on but wanted to let me know that her experience with them has been nothing but great. She said that in the past, audit time was always dreaded but with them it's like night and day.

I have left several messages but have not heard back from Kara at NWCSO 21.

Action Required

Board should discuss and vote on the selection of an Auditor.

Recommendation

CAT staff recommends selecting Friend & Reagan as the Auditor as no other proposals were submitted, references were positive, and they have experience with organizations of a similar size and single audits which may be required if CAT expends more than \$750k in federal funds in FY23. This would occur if the district receives the vehicles which have been delayed due to COVID-19.



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 accountant@catransit.org or deliver to the Hood River County Transportation District office at 224 Wasco Loop, Hood River OR 97031.

Name: Bridget Bailey

Date: 5/13/22

Email: bridgetbaileynisley@gmail.com

Phone Number: 541-993-2027

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

Yes – City of Hood River

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

Bridget was a previous HRCTD Board Member and committed to seeing public transit thrive in the region.

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

Bridget is incredibly detail oriented and has experience with HRCTD's budget.



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 accountant@catransit.org or deliver to the Hood River County Transportation District office at 224 Wasco Loop, Hood River OR 97031.

Name: Cindy Walbridge
Date: May 3, 2022
Email: sunflower@gorge.net
Phone Number: 541-386-4170

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

I am retired. I worked for Hood River Co. as a land use planner for 3 years and The City of H.R. as planning director for 28 yrs

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

A good system of public transit has been needed in HR for several years and the system CAT has in place now is a great start, but so much more can

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

I managed the development of 3 trans. ^{be} ~~accomplished~~ system plans (TSP) for the City. I have a good working knowledge of trans. systems in H.R. and want to see more transit used and grow here. We are on the verge of some critical traffic issues, if not.

MEMORANDUM

DATE: March 14, 2022

TO: Independent Insurance Agents

FROM: Underwriting Department

SUBJECT: 2022-2023 Workers' Compensation Renewal Update

We are excited to report that the SDIS Workers' Compensation Program currently has 550 district participants and is now the largest self-insured workers' compensation group in Oregon! Your support has allowed us to achieve this success and provide the best service possible to our members. Please take a moment to review this memo for information about the 2022-2032 workers' compensation renewal. If you need to contact us, please send an email to underwriting@sdao.com.

Our program is strong because of the members we serve and their commitment to a safe and healthy workplace. Along with their commitment, our program is truly unparalleled in the service, value and protection we provide. We take coverage to the next level with our Safety-Net Benefits. These are additional benefits provided to all participating member districts. These coverages include:

- First Fill Coverage
- Family Support Coverage – Surgery and Catastrophic Injury
- Criminal Defense Cost Coverage: **\$250,000**
- OSHA Defense Cost Coverage: **\$10,000**
- HIPAA Defense Cost Coverage: **\$10,000**

For more information about Safety-Net Benefits, please visit www.sdao.com/S4/Programs/insurance.aspx

Please note: On the district's invoice, you will see a charge for these benefits as a separate line item. In order to continue providing these extremely valuable coverages, we must institute a 5% premium charge. If you are enrolled in the SDIS Property/Casualty Program, you will also see a line item reflecting the premium discount for having multi-line coverages.

Enclosed Materials

1. Renewal Update Form

- Please update and submit budgeted *2022-2023 Estimated Payrolls*, a limit for *Employers Liability Coverage*, and the *Number of Employees and Volunteers*. Pricing is based solely on expiring payroll figures. You may use the new estimated payroll amounts to estimate next year's pricing given the pricing information included.

NOTE: Pricing will change if a district partakes in the Medical Expense Reimbursement Program (MERP). If a district is submitting reimbursement monies, you will need to

contact underwriting@sdao.com to get actual pricing after the reimbursement/mod adjustment is made.

- See the memo titled *Basis of Contribution* attached to this document.

2. Experience Rating Worksheet

- This shows how we calculated your experience rating modification factor.
- **The experience modification factor is used for manual premiums exceeding \$2,500.**
- **All other districts automatically have an experience modification factor of 1.0.**

3. Loss Runs

If you don't have any changes to make OR you have entered the updates, please email underwriting@sdao.com to confirm the district is ready for their renewal packet.

Renewal Timeline

March 14 th	Update packets posted on the Insurance Site at www.sdao.com
April 15 th	Renewal invoices and declaration pages posted online for those that have completed their renewal and alerted Underwriting that they are ready for their renewal packet.
May 13 th	Deadline for agents to update payroll schedules online.
June 3 rd	Renewal invoices and declaration pages posted online for remaining accounts that have not already been issued.
August 1	Due date for annual contributions.

General Information

1. Rates - The rates displayed on the Workers' Compensation Update Form are the National Council on Compensation Insurance (NCCI) rates plus a rate load that varies by each individual district's experience rating modification factor and contribution size. Individual district rates will vary due to selected rate load.
2. NCCI Class Code List - Detailed information regarding class code descriptions can be found on the SDAO website. To view this listing, please visit the Insurance Site located on the SDAO website at www.sdao.com.
3. Terrorism Exposure Contribution - This charge is being assessed to all members in response to a recommendation from the NCCI to help offset increased reinsurance costs associated with the risk of terrorism.
4. Option for Reimbursement of Medical Expenses on Non-Disabling Claims (MERP) - Districts can control their experience modification factor by reducing their medical only claims expenses. To enroll in the program, the MERP Election Form must be printed, completed, and submitted to the Underwriting Department.

NOTE: Districts that are already in the program do not have to sign the form every year.

5. Return to Work Program and Assistance - One of the benefits of being a part of the SDIS Workers' Compensation Program is our return to work program and assistance. This program benefits both the SDIS pool and individual districts. For additional information please contact wc@sdao.com.
6. Preferred Worker - If your district has a preferred worker and has been issued a preferred worker's ID card through the Workers' Compensation Division, please fill out the appropriate information on the Preferred Worker Form for our records. You are able to deduct the payroll for any preferred worker when you report payrolls at year end. Any claim that qualifies will not be used in calculating your district's experience rating modification factor.
7. Volunteers - If a district has never covered volunteers before, but would like to elect volunteer coverage for the upcoming year, they must complete all three of the following forms. *These forms must be printed, completed and submitted to the Underwriting Department prior to renewal:*
 - Board and Volunteer Election Form
 - Volunteer Resolution
 - Board and Volunteer Roster

If a district already covers volunteers, and has not added any new volunteer classifications, then they must simply update the estimated assumed payroll on the enclosed Renewal Update Form. If they have added new volunteer classifications, then a new Board and Volunteer Election Form must be completed.

The SDAO website allows members and agents to update the district's roster. Please visit the Insurance Site located on the SDAO website to update or view your roster.

Rate Development

SDIS uses Oregon Pure Rates developed by the National Council on Compensation Insurance (NCCI) as base rates before adding expense loads. This is the same rating basis all carriers in Oregon use. The rates are developed using claims experience in each payroll classification.

If you have any questions about the renewal, please give us a call at 800-285-5461 or send an email to underwriting@sdao.com.

BASIS OF CONTRIBUTION - PAYROLL

TO: SDIS Workers' Compensation Members

FROM: Underwriting Department

SUBJECT: Explanation of the Basis of Contribution – Payroll

When we issue a Declaration Page, the contribution is estimated based on the description of work and payroll information supplied to us by you and/or your agent.

After the policy expires, SDAO will perform an audit of the policy period. This will be either a self-audit or a physical audit by the SDAO staff. At that time, your final premium will be based on your district's actual payroll.

"Payroll" means the total remuneration paid or payable by the district for the services of the employees.

Payroll Includes:

- a) Salary
- b) Hourly Base Pay
- c) Bonus Pay- Bonuses paid to employees less than twice in a policy period that are unanticipated may be excluded. All other bonuses are reportable.
- d) Piece Work Pay
- e) Incentive Pay
- f) Longevity Pay
- g) Retroactive Payments
- h) Overtime Pay (At the straight rate of pay)- Example: An employee making \$10/hour regular pay gets \$15/hour overtime. The additional \$5/hour overtime pay is excluded.
- i) Shift Differential Pay
- j) Standby Pay
- k) Employee Payments for Insurance Premium
- l) Jury Duty Pay
- m) Value of Housing In Exchange for Labor
- n) Sick Leave and Maternity Leave
- o) Sick Leave Buyout
- p) Comp Time
- q) Holiday Pay
- r) Travel Pay- Unless based on actual mileage reimbursements.
- s) Fair Market Value of Housing, Trailer or Apartment Allowance
- t) Employee Cafeteria, Flexible Benefits and Zero Reimbursement Accounts
- u) Payments to Individual Retirement Accounts
- v) Payments or Allowances for Tool Rent or Equipment Provided by the Employee
- w) Volunteers at the Agreed Assumed Wage Per Unit Worked
- x) Uninsured and/or Unlicensed Subcontractors
- y) Reimbursements for Meals, Mileage, and Lodging- Unless they meet the criteria in *Employee Expense Reimbursements and Allowances*, below.

Employee Expense Reimbursements and Allowances:

Reimbursed expenses and flat expense allowances, except for hand or power tools, paid to employees may be excluded from the audit, provided that all three of the following conditions are met:

- a) The reimbursed expenses or expenses for which allowances were paid were incurred upon the business of the employer;
- b) The amount of each employee's expense payments or allowances is shown separately in the records of the employer; and
- c) The amount of each expense reimbursement or allowances approximates the actual expenses incurred by the employee in the conduct of his or her work.

Payroll Does Not Include:

- a) PERS Pickup and Cash Out Pay
- b) Tips and Gratuities
- c) Excess Overtime- The portion of pay in excess of the normal and regular rate of pay (generally the half-time pay).
- d) Severance Pay
- e) Unanticipated Bonus Pay- If paid less than twice per policy period.
- f) Vacation Pay
- g) Verifiable Reimbursements for Actual Expenses- Such as meals, mileage or lodging. Refer to *Employee Expense Reimbursements and Allowance*, above.
- h) Value of Rewards
- i) Safety Incentive Bonuses- If based on a written safety plan.
- j) Group Insurance Programs (Employer-paid and Direct-remit Portion)
- k) Preferred Workers Employed Under the Oregon Preferred Worker Program
- l) Taxable Amounts Reported as Payroll for the Personal Use of a Company Car
- m) Third-party Sick Pay or Disability Payments
- n) Uniform Allowances
- o) Contract Buyouts
- p) Payments for Active Military Duty
- q) Bereavement Pay
- r) Graduation Pay

If you have any questions regarding the basis of premium for your district, please contact the SDAO Underwriting Department staff at underwriting@sdao.com or (800) 285-5461.

IMPORTANT

As a member of Special Districts Insurance Services (SDIS) Workers' Compensation Program (group self-insured), OR-OSHA requires that certain loss control efforts set out in OAR 437-001-1055 and OAR 437-001-1060 be implemented by your district.

OAR 437-001-1055 requires each member of a group self-insured program to establish a written occupational health and safety loss prevention program that includes:

1. implementing loss prevention efforts aimed at eliminating or reducing health and safety injuries and illnesses; and
2. informing managers and workplace locations of the availability and procedure for requesting loss prevention assistance.

OAR 437-001-1060 then outlines what is required as part of the loss prevention effort.

SDIS and legal counsel have put together a program that will help members meet the OR-OSHA requirement for a loss prevention effort at your district. This loss prevention effort is above and beyond your already required written programs such as hazard communication and lockout/tagout.

Step One: Ensure that all managers at your district know that SDIS is your workers' compensation carrier and that as a member of the program, loss prevention assistance is available. This can be as simple as sending an email out to all managers or posting a notice at all establishments stating this (attached is a notice you can copy and post). Have a plan in place ahead of time so that if loss prevention assistance is needed, managers will know who to contact at your district so it can be forwarded to the SDAO Risk Management Department.

Step Two: Have a written loss prevention effort that encompasses the district's operations. A generic District Loss Control Program has been included in this toolkit to help meet the requirements. Review this document and add any specific/unique safety issues at your establishments. A copy of this document needs to be located at each establishment, with added district specific hazards, if any. You can use the same loss prevention effort at multiple establishments if the operations are similar at the various locations.

This loss prevention effort needs to be reviewed on an annual basis and changes made when operations or processes have changed, as needed. Document this review and forward the documentation of the loss prevention effort to SDIS by using the included self-insured LCP annual evaluation form or equivalent. SDAO risk management staff will be reviewing your loss prevention efforts during their visits throughout the year.

Failure to comply with these OR-OSHA requirements can result in fines for your district.

SDAO's Risk Management Department is available to help you meet this loss prevention program requirement.

Please take advantage of our assistance by calling us at **800-285-5461** or

emailing riskmanagement@sdao.com

DISTRICT LOSS CONTROL PROGRAM (LCP)

The safety and health of all workers/employees is a shared goal of all who work for this district. The district's policy is that managers, supervisors, and all other employees share responsibility for taking reasonable steps to engender a safe and healthful workplace.

The district has a safety committee consisting of management and labor representatives, or it holds safety meetings. The goal of the committee is to assist in identifying hazards and unsafe work practices, mitigating obstacles to accident prevention, and evaluating the district's safety program.

The district expects all management and hourly employees to participate in the following LCP efforts by:

- Striving to achieve zero accidents and injuries
- Taking reasonable steps to improve safety and health policies and procedures at the district
- Assisting loss control efforts aimed at identifying and mitigating industrial hygiene and/or safety hazards
- Identifying reasonable and appropriate mechanical and physical safeguards
- Conducting reasonable safety and health inspections
- Training workers as needed in safe work practices and procedures
- Identifying and providing personal protective equipment (PPE) as appropriate to specific job tasks, and training employees in proper care and use of PPE
- Using appropriate PPE
- Reporting hazards, unsafe work conditions, and on the job near misses/accidents
- Assisting in the investigation into the cause of on the job injuries, and in the identification of reasonable methods to prevent similar occurrences
- Supervising workers in safe work practices
- Enforcing applicable safe work rules
- Disciplining and retraining workers that fail to work safely
- Participating in and supporting safety committee activities
- Reviewing the district's safety and health program annually or as needed

Discipline up to and including termination could result from a failure to pay reasonable attention to any of the above.

If loss prevention assistance is needed at any time, contact:

SDIS Risk Management
800-285-5461
riskmanagement@sdao.com



This District is Self-Insured for Workers' Compensation Insurance Through the Special Districts Insurance Services Trust (SDIS)

Pursuant to OAR 437-001-1050, 437-001-1055, and 437-001-1060, SDIS provides assistance and loss prevention services should district personnel and/or volunteers have concerns regarding health and safety hazards.

SDIS strives to help Oregon's special districts provide a safe and healthy workplace. Should you have safety or health concerns, please contact your district risk manager, business manager, or supervisor.

Managers and supervisors are to be advised that assistance regarding safety and health hazards may be obtained by contacting:

SDIS Administrator: SDAO Risk Management Department

Toll-Free: 800-285-5461

Email: riskmanagement@sdao.com

Mailing Address: PO Box 12613, Salem, OR 97309-0613

Display this information in each district facility in a place where your employees can easily read it.

Failure to comply with OR-OSHA requirements may result in fines for your district.

Administered by Special Districts Association of Oregon

PO Box 12613 | Salem, OR | 97309-0613

Toll-Free: 800-285-5461 | **Phone:** 503-371-8667

Email: riskmanagement@sdao.com | **Web:** www.sdao.com

Date: _____

District: _____

Person(s) conducting the evaluation: _____

1 Needs improvement

2 No concerns, but could be improved

3 Excellent

Performance Measure	Effectiveness	Ideas for Improvement
How effectively is the district implementing its written policy concerning management's commitment to health and safety?	1 2 3	
How effective is the district's health and safety accountability system for Management and Employees?	1 2 3	
How effective are the district's training practices and follow-up?	1 2 3	
How effectively is the district conducting hazard assessments and controlling identified hazards?	1 2 3	
How effectively is the district implementing its system for investigating all recordable occupational injuries and illnesses, including formulating written findings and taking corrective action?	1 2 3	
How effective is the district's system for evaluating, obtaining, and maintaining personal protective equipment?	1 2 3	
How effectively is the district using on-site routine industrial hygiene and safety evaluations to detect physical and chemical hazards?	1 2 3	
How well is it implementing engineering or administrative controls when physical and chemical hazards are identified?	1 2 3	
How effectively is the district evaluating workplace design, layout and operation?	1 2 3	
How well is the district addressing any identified concerns through measures including assistance with job site modifications?	1 2 3	
How effectively is the district engaging its employees in the overall health and safety effort?	1 2 3	
Has the district utilized SDIS risk management services in the past year?	Yes / No	

Note: Ideas for improvement should be given for all areas where effectiveness has been rated at "1." Evaluators should also strive to give ideas for improvement for all areas where effectiveness has been rated at "2." These ideas for improvement should be discussed with management safety and health leadership.

Date: _____ District: _____

Person(s) conducting the evaluation: _____

Comments

Oregon Administrative Rules for Self-Insured & Group Self-Insured Employer Loss Prevention Assistance /Loss Prevention Programs

437-001-1050 Self-Insured and Group Self-Insured Employer Loss Prevention Assistance.

1. A self-insured employer and each self-insured group shall make available to each of its workplace or group locations occupational safety and health loss prevention assistance.
2. A self-insured employer or group shall acknowledge all requests for services which do not involve alleged hazards from any of its locations within 30 days by scheduling a date to begin providing services.
3. Any request from locations of the self-insured employer or group regarding imminent danger of an alleged hazard shall be responded to as soon as possible with loss prevention services.
4. All other requests regarding alleged hazards other than imminent danger shall be responded to with loss prevention services as soon as practicable, but not longer than 30 days following the date of the request.

437-001-1055 Self-Insured and Group Self-Insured Employer Loss Prevention Programs.

Each self-insured employer and each member of a group self-insured program shall establish and implement a written occupational health and safety loss prevention program for each establishment. As a minimum requirement, the program shall:

1. Provide for a loss prevention effort within the normal functions of the business for prevention or reduction of health and safety injuries and illnesses; and
2. Inform its managers and workplace locations of the availability and the process for requesting loss prevention assistance.

437-001-1060 Self-Insured and Group Self-Insured Employer Loss Prevention Effort.

Each self-insured employer and each member of a group self-insured program shall implement a loss prevention effort for each of its locations, which identifies and controls all reasonably discoverable occupational safety and health hazards and items not in compliance with the federal or the division's occupational safety and health laws, rules and standards. The self-insured group shall assist each member of the group in developing and implementing the loss prevention effort. This loss prevention effort shall include at least the following:

1. Management commitment to health and safety;
2. An accountability system for employer and employees;
3. Training practices and follow-up;
4. A system for hazard assessment and control;
5. A system for investigating all recordable occupational injuries and illnesses that includes corrective action and written findings;
6. A system for evaluating, obtaining, and maintaining personal protective equipment;
7. On-site routine industrial hygiene and safety evaluations to detect physical and chemical hazards of the workplace, and the implementation of engineering or administrative controls;
8. Evaluation of workplace design, layout and operation, and assistance with job site modifications utilizing an ergonomic approach;
9. Employee involvement in the health and safety effort;
10. An annual evaluation of the employer's loss prevention activities based on the location's current needs; and
11. The group shall maintain records which document the assistance provided to each member of the group.

Preferred Worker Program Notice

The State of Oregon Preferred Worker Program (PWP) promotes re-employment of qualified Oregon workers who have permanent restrictions from a work injury. The program is funded by worker and employer contributions to the Workers' Benefit Fund.

To qualify for Preferred Worker status, an injured worker must have permanent work restrictions resulting from an on-the job injury which prevent him/her from returning to the job-at-injury. At claim closure, the injured worker will be issued a Preferred Worker card. This card entitles the injured worker, their employer, and their future employers significant benefits through the state.

Major benefits available to employers who retain a Preferred Worker or hire a Preferred Worker include:

- **Premium Exemption:** Premium exemption period is three (3) years. During the premium exemption period, the district does not report the preferred worker's wages. ***To use this benefit, the employer must notify the Workers Compensation Division within 90 days of hiring the preferred worker.***
- **Claim Cost Reimbursement:** The Workers' Compensation Division pays the cost of a new claim filed by the Preferred Worker during the 3-year premium exemption period
- **Wage Subsidy:** The Workers' Compensation Division pays 50% of the preferred workers' wages, for 183 days.
- **Employment Purchases:** Items needed to help the Preferred Worker find, accept, or keep a job, including tuition, books, tools and equipment, worksite creation, certification and travel.
- **Worksite Modification:** Items needed to perform a job (\$35,000 per use, up to \$50,000)

Contact the Preferred Worker Program at 800-452-0288 or Pwp.oregon@oregon.gov for more information.

If you employ a Preferred Worker, please report your premium exemptions for this year's workers' compensation policy renewal.

Worker	PWP #	Eligibility Date	Annual Salary

Please provide a copy of this memo along with your renewal information and subtract the above eligible salaries from your reported payroll. Please also include a copy of the Preferred Worker's ID card.

RETURN-TO-WORK PROGRAM

TO: SDIS Workers' Compensation Members

FROM: SDIS Workers' Compensation Team

RE: **Return-to-Work Program 2022-2023**

Since its inception in 2010, the SDIS Return-to-Work (RTW) Program has assisted our members with returning their injured employees to meaningful transitional duties following an on-the-job injury. Did you know those efforts are adding up to big savings as a risk pool? Our pool's annual claim savings are approximately \$1,000,000.

Whether you call it light duty, transitional duty, or modified work, returning to work as soon as medically reasonable is key to cost savings. Not only does early return to work reduce the cost of workers' compensation claims, it also allows districts to tap into the State of Oregon's Employer-at-Injury Program (EAIP).

SDIS works closely with our member districts to identify appropriate transitional duty work. In addition, we assist districts in obtaining wage subsidy reimbursements, equipment purchases, and/or worksite modifications through EAIP. In 2021, our districts received a combined total of \$242,760 in wage subsidy reimbursements, and made equipment purchases totaling \$70, 515.

Employer-at-Injury Program benefits include:

- **Wage Subsidy:** 50% reimbursement of the early return-to-work (transitional duty) gross wages for up to 66 work days, within a 24-consecutive-month period
- **Purchases:** \$5,000 for the purchase, rental or modification of tools and equipment or worksite modifications which allow a worker to perform early return-to-work job duties within the injury-related restrictions
- **Other:** \$1,000 for tuition, books, fees for training; \$400 clothing

An established Return-to-Work Program can ease the RTW process for your injured employees and your district. We will meet with districts and staff to develop and implement a Return-to-Work Program when needed.

For more information, contact:

wc@sdao.com
800-305-1736

Board and Volunteer Election Form

District Name: _____

Board Members listed for Class Code 8742B will be covered only for administrative and clerical functions at board/committee meetings. If board members are performing functions other than administrative or clerical duties they must also be listed on the Volunteer Roster and payroll must be reported in the Other Volunteers section to be eligible for coverage.

Unpaid Board of Directors					
Column (1) x Column (2) x Column (3) = Column (4)					
Class Code	Job Duty	(1) No. of Board Members	(2) No. of Meetings Annually	(3) Reimbursement per Meeting (\$40 minimum)	(4) Total Estimated Assumed Payroll (\$2,400 minimum)
8742B	Board of Directors				

Public Safety Volunteers listed for Class Code 8411 use an assumed monthly wage of no less than \$800 per volunteer per month (regardless if one day or 31 days are volunteered) for contribution payment and calculation of benefits. This assumed monthly wage may be increased at the district's discretion in increments of \$100, up to a maximum of \$2,400.

Public Safety Volunteers				
Column (1) x Column (2) = Column (3)				
Class Code	Job Duty	(1) Est. No. of Volunteer Months*	(2) Assumed Monthly Wage (\$800 min.)	(3) Total Estimated Assumed Payroll
8411	Ambulance Driver			
8411	Ambulance Technician			
8411	Crime Prevention Unit			
8411	Sheriff			
8411	Emergency Medical Technician			
8411	Explorer Scout			
8411	Fire Chief/Asst. Fire Chief			
8411	Firefighter			
8411	Police Officer			
8411	Police Reserve			
8411	Probation Officer			
8411	Search and Rescue			
8411	Sheriff's Posse			
8411	Quick Response			
8411JF	Junior Firefighter (Cadet)			
8411A	Support, Non-Firefighting: # Vol _____ x # Hrs _____ x # Months _____ x Hourly Wage _____ =			
*Estimate the number of volunteer months for each position and enter the total on the appropriate line in Column (1). Some volunteers are not active every month, i.e., one volunteer firefighter may be active five months out of the year, two volunteer firefighters may be active 12 months out of the year, and five volunteer firefighters may be active only one month out of the year. Thus, the number of volunteer firefighter months would be 34.				

Board and Volunteer Election Form

District Name: _____

Other Volunteers listed for all Class Codes other than Board Member (8742B) and Public Safety Volunteers (8411) use an assumed payroll computed at Oregon minimum wage using actual hours worked and reported in the appropriate Class Code with a "V" added to the end.

SDAO's ability to provide workers' compensation coverage for volunteers is directly related to each entity's ability to keep verifiable records of the names and hours worked by participants. Claims adjusters will verify coverage at the time a claim is filed.

Other Volunteers						
Column (1) x Column (2) x Column (3) x Column (4) = Column (5)						
Class Code	Job Duty	(1) Est. No. of Vol. per month	(2) No. of Hours per month	(3) No. Of Months per year	(4) OR Min. Wage	(5) Total Estimated Assumed Payroll
0042V	Landscaping - V					
0050V	Grove Caretaking Operations - V					
0106V	Tree Pruning, Spraying - V					
0113V	Fish Hatchery and Drivers - V					
0124V	Tree Planting - V					
0251V	Irrigation Works - V					
2702V	Forest Fire Fighting Special Employee - Doctor - V					
4361V	Photography - V					
4511V	Analytical Chemist - V					
5183V	Plumbing - V					
5403V	Carpentry NOC - V					
5445V	Wallboard Install w/in Bldg - V					
5474V	Painting - V					
5479V	Insulation Work NOC & Drivers - V					
5506V	Street and Road Construction – Paving/Repaving/Drivers- V					
5507V	Street and Road Construction-Subsurface Work- V					
5606V	Contractor/Executive Supervisor - V					
5645V	Window/Door Installer - V					
6217V	Excavation NOC - V					
6229V	Irrigation Systems Construction - V					
6306V	Sewer Construction - V					
6319V	Gas & Water Main Construction - V					
6400V	Metal Fence Erection - V					
6834V	Boat Building and Repair - V					
6836V	Marina - V					

Board and Volunteer Election Form

District Name: _____

Other Volunteers						
Column (1) x Column (2) x Column (3) x Column (4) = Column (5)						
Class Code	Job Duty	(1) Est. No. of Vol. per month	(2) No. of Hours per month	(3) No. Of Months per year	(4) OR Min. Wage	(5) Total Estimated Assumed Payroll
6876V	Divers – V					
7024V	Vessels NOC (If Any) - V					
7090V	Boat Livery/Boats Under 15 Tons - V					
7153JV	Railroad Operations (If Any) – V					
7335JV	Dredging (If Any) – V					
7360V	Freighthandler NOC – V					
7370V	Drivers/Attendants - V					
7380V	Chauffeurs and Helpers NOC - V					
7382V	Bus Company and Drivers - V					
7403V	Aircraft Operation - V					
7520V	Waterworks Operations - V					
7539V	Electric Power - V					
7580V	Sewage Plant Operations - V					
7610V	Radio or TV Broadcasting - V					
7720V	Police Officers- V					
8006V	Store - Dry Goods - V					
8010V	Wholesale and Retail Stores - V					
8017V	Store - Retail - V					
8018V	Wholesale NOC - V					
8227V	Municipal Maintenance Yard - V					
8232V	Lumber Yard - V					
8385V	Bus Company - Garage - V					
8601V	Engineer or Architect - V					
8720V	Insurance Inspection & Valuation - V					
8742V	Director/Sales/Collectors - V					
8810V	Clerical Office Employee - V					
8820V	Attorney - V					
8824V	Nursing Home Health Care - V					
8825V	Nursing Home Food Service - V					
8826V	Nursing Home Other Services - V					
8832V	Clinic - V					
8833V	Hospital - Professional EE's - V					

Board and Volunteer Election Form

District Name: _____

Other Volunteers						
Column (1) x Column (2) x Column (3) x Column (4) = Column (5)						
Class Code	Job Duty	(1) Est. No. of Vol. per month	(2) No. of Hours per month	(3) No. Of Months per year	(4) OR Min. Wage	(5) Total Estimated Assumed Payroll
8835V	Nursing – V					
8868V	School Professional Employee - V					
9014V	Buildings Operation by Contractor- V					
9015V	Buildings Operation by Owner- V					
9016V	Kiddie Ride Operators - V					
9040V	Hospital - All Others - V					
9052V	Rooming House/Boarding House - V					
9061V	Club NOC- V					
9063V	YMCA/YWCA - All Employees - V					
9064V	Child Day Camp - V					
9079V	Restaurant NOC - V					
9101V	School -All Other Employees - V					
9102V	Park NOC – All Employees – V					
9154V	Theatre Employees NOC - V					
9182V	Athletic Team - Operation - V					
9220V	Cemetery Operations - V					
9349V	School Cafeteria/Kitchen EE's - V					
9366V	Hospital - Cafeteria - V					
9402V	Street and Sewer Cleaning - V					
9410V	Municipal County Employee NOC - V					
9516V	Radio, TV, Video & Audio Equip. - V					
9519V	TV/Radio Install and Repair - V					

HRCTD Volunteer Resolution

Resolution No.: 22-5-18

A RESOLUTION EXTENDING WORKERS' COMPENSATION COVERAGE TO VOLUNTEERS OF:

Hood River County Transportation District

WHEREAS, the above district elects the following:

Pursuant to ORS 656.031, workers' compensation coverage will be provided to the classes of volunteer workers as indicated below (checked "Applicable") and listed on the attached Volunteer Election Form(s).

Board Members Applicable ☒ Not Applicable ☐

Public Officials on unpaid boards will be covered only for administrative and clerical functions while performing their authorized duties as elected officials.

Public Safety Volunteers Applicable ☐ Not Applicable ☒

Public Safety Volunteers are covered at the assumed monthly wage indicated on the attached Volunteer Election Form(s).

Other Volunteers Applicable ☐ Not Applicable ☒

Non-public safety volunteers and board members volunteering for duties other than administration and clerical functions will use the attached Volunteer Election Form(s) to keep track of their hours and have their assumed payroll reported in the correct Class Code for all their types of work using Oregon minimum wage.

A roster of active board members and volunteers will be kept monthly for reporting purposes and submitted to SDAO quarterly or more frequently upon request.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of

Hood River County Transportation District to provide workers' compensation coverage as indicated above.

ADOPTED by the Board of Directors of Hood River County Transportation District

on May 18th, 2022
(date)

Name and Title of Authorized Representative

ATTEST BY: _____ DATE: _____

Print Name and Title: _____

**EMPLOYER OPTION FOR REIMBURSEMENT OF
MEDICAL EXPENSES ON NONDISABLING CLAIMS**

Employers may choose to reimburse SDIS for medical expenses up to \$2,300 (depending on the accident date) per non-disabling claim. Under this option, employers can totally eliminate or partially reduce claim costs from future consideration in determining experience modifications or other charges based on losses. **However, the reimbursement of claims is generally not recommended where the employer's annual premium is less than \$5,000 since the reimbursed claim costs may exceed any premium savings.**

The process works as follows:

1. Prior to the start of each policy year, employers will be notified of their option to reimburse SDIS for medical expenses on accepted non-disabling claims.
2. Employers who choose this option must complete, sign, and mail the election form to SDIS prior to the start of the policy year. (See the "Employer Election to Reimburse SDIS for Medical Expenses" form at the bottom of this page.)

If you have previously made this election and you have had continuous coverage with SDIS, you do not need to resubmit this form.

3. SDIS must receive the employer election form within 30 days of the policy inception date to establish the employer as eligible for participation at the start of the policy.
4. To make the program effective, please carefully read the following. When a worker is injured it is important that an employer submit to SDIS a Claim Report of Occupational Injury or Disease (Form 801) immediately upon learning of the injury. SDIS's claim adjusters will determine if the injury is compensable and will pay the related claim costs.

At the end of the policy year, SDIS will provide an employer who chooses this program with a billing for any reimbursable medical expenses up to \$2,300 (depending on the accident date) for each non-disabling claim.

An employer should not pay a medical provider directly as they may be paying for non-compensable injuries or services.

EMPLOYER ELECTION TO REIMBURSE SDIS FOR MEDICAL EXPENSES

I elect to reimburse SDIS for up to \$2,300 in medical expenses for each accepted non-disabling claim that I select. (Please see next page for the reimbursement procedure.)

Effective: _____
(Month, Day, Year)

Complete Name of District: _____

Signature of
Authorized District Representative: _____ Date: _____

Send completed form to underwriting@sdao.com

(If your district is already signed up, there is no need to resubmit this form.)

Employer Responsibility

Participation in the \$2,300 reimbursement program does not mean you can avoid filing a claim. You must still submit a completed Claim Report of Occupational Injury or Disease (Form 801) immediately upon learning of an injury. SDIS will continue to decide eligibility for benefits, audit medical bills and otherwise ensure that the claim is processed accurately and in a timely fashion.

Definition of a Non-disabling Claim

A non-disabling claim is one in which the injured person does not receive any payment from SDIS for time lost from work. These claims are considered minor in nature and the injured person returns to work within a few hours or days. Generally, time lost from work is less than three days. If non-disabling claim expenses exceed \$2,300, you will only have the option to reimburse up to \$2,300.

How to reimburse SDIS

At the end of the policy period you will receive a billing statement. You may choose to pay all, part or none of the billing by indicating the amount you wish to reimburse per claim on the billing statement. If you choose to reimburse SDIS, return a copy of the billing statement along with your payment within 60 days of the billing date. Any payment received more than 60 days after the billing date will not be accepted by SDIS and will be returned to you. In addition, you will lose your option to reimburse SDIS for the claim costs incurred during that statement period. However, your decision not to reimburse SDIS for any billing period will not terminate your reimbursement election.

Cancellation of Reimbursement Election

The reimbursement election will remain in effect until SDIS receives a written request from you to terminate your election or your coverage is canceled.

Retrospective Rating Plan

If you have a retrospective rating plan and are interested in this program, please contact your account representative for more information.

Background of Reimbursement Program

The 1987 Legislature enacted this law to help employers reduce or eliminate the claim costs considered when determining their future experience modification factors. At the time the employer reimburses SDIS, it is impossible to determine the effect the reimbursement will have on the experience modification factor. For more details see: Oregon Revised Statutes ORS 656.262, 656.307; Oregon Administrative Rule 436-060-0055.

Special Districts Insurance Services

Phone: 503.371.8667 | Toll-free: 800.285.5461 | Email: underwriting@sdao.com

Workers' Compensation Update for Policy Year 2022-2023**Policy#: 37W30280-194****Date: 3/14/2022****Named Participant**

Hood River County Transportation District
PO Box 1147
Hood River, OR 97031

Agent of Record

Columbia River Insurance
P.O. Box 500
Hood River, OR 97031-0059

Please enter your estimated payroll, for the 2022-2023 policy year, in the far right column. Volunteer counts can be entered on the following page. Once complete, send this form to your Agent of Record for submission no later than May 15, 2022.

Class	Description	2022-2023 Rate	2021-2022 Est. Payroll	2022-2023 Contribution	2022-2023 Est. Payroll
0042	Landscaping	\$5.60	\$1,200.00	\$67.20	
7382	Bus Company and Drivers	\$3.52	\$370,000.00	\$13,024.00	
8385	Bus Company - Garage	\$2.42	\$10,000.00	\$242.00	
8742B	Board Member Coverage	\$0.24	\$3,000.00	\$7.20	
8742V	Director/Sales/Collectors - Volunteers	\$0.24	\$175,000.00	\$420.00	
8810	Clerical Office Employee	\$0.12	\$215,000.00	\$258.00	

Multi-Line Discount applied
to SDIS Property/ Casualty
Contribution*

\$1,335.84

Manual Contribution:	\$14,018.40
Experience Modification: x	<u>0.92</u>
Modified Contribution: =	\$12,896.93
Contribution Volume Credit: -	\$829.18
Underwriting Adjustment: x	1.00
Terrorism Exposure Contribution: +	<u>\$77.42</u>
Standard or Minimum Contribution: =	\$12,145.17
State Assessment 9.9%: +	<u>\$1,202.37</u>
Estimated Workers' Compensation: =	\$13,347.54
\$1,000,000.00 Employers Liability Coverage: +	\$0.00
Safety Net Coverages (See Next Page) +	\$667.38
Net of Commission Discount: -	\$0.00
Pro Rate Factor: x	<u>1.00</u>
Preliminary Contribution: =	\$14,014.92

The indicated Contribution may change if your district the Estimated Payroll or participates in the Medical Expense Reimbursement Program.

*This discount is applied to your SDIS Property/Casualty Contribution and does not reduce the amount of your Workers Compensation Contribution. This discount will not be applied to your Property/Casualty Contribution if your district is not a member of the SDIS Workers Compensation Program.

Workers' Compensation Update for Policy Year 2022-2023

Policy#: 37W30280-194

Date: 3/14/2022

Coverage C - Safety Net Coverages - Per Claim Limits

First Fill Prescription Coverage:	\$1,000 per claim
Family Support Coverage - Surgery:	Lesser of \$300 per day or \$3,000 total per claim
Family Support Coverage - Catastrophic Injury:	Lesser of \$300 per day or \$10,000 total per claim
Criminal Defense Cost Coverage:	\$250,000 per claim
OSHA Defense Cost Coverage:	\$10,000 per claim
HIPAA Defense Cost Coverage:	\$10,000 per claim
SDIS Staff Support for OSHA Complaints:	Unlimited

Employers Liability Limits

(Current Limit:\$1,000,000.00)

Select one of the following:

<u>Coverage</u>	<u>Estimated Charge</u>
<input type="checkbox"/> \$1,000,000	No Charge
<input type="checkbox"/> \$2,000,000	\$322.42
<input type="checkbox"/> \$3,000,000	\$448.59

Summary and Totals

Number of Full Time Employees	<input type="text"/>
Number of Part Time Employees	<input type="text"/>
Board of Director Coverage*** (Yes/No):	<input type="text" value="Yes"/>
Number of 8742B Board Members	<input type="text"/>
Volunteer Coverage** (Yes/No):	<input type="text" value="Yes"/>
Number of Other Volunteers (not 8742B)	<input type="text"/>

If you add any new volunteer classifications from the ones listed on this update form, you must complete a Volunteer Election Form.

**If Yes payroll must be reported for Class Code 8411 or any other Class Code followed by a "V"

***If Yes payroll must be reported for Classification 8742B

Special Districts Association of Oregon
P.O. Box 12613
Salem, OR 97309

Phone: 800-285-5461
Contact: underwriting@sdao.com

Workers' Compensation Experience Rating

Policy Year 07/01/22 to 06/30/23 - Claims Valued as of 12/31/21

Named Participant: Hood River County Transportation District

CODE	ELR	D RATIO	PAYROLL	EXPECTED LOSSES	EXP PRIM LOSSES	O/F	ACT INC LOSSES	ACT PRIM LOSSES
Policy Year: 2018 - 2019								
0042	2.38	0.52	1,000	24	12	*1-06	5,558	5,558
7382	1.52	0.52	307,900	4,680	2,434			
8385	1.04	0.51	28,683	298	152			
8742	0.10	0.48	82,400	82	40			
8810	0.05	0.56	158,600	79	44			
Policy Year: 2019 - 2020								
0042	2.38	0.52	1,000	24	12			
7382	1.52	0.52	308,000	4,682	2,434			
8385	1.04	0.51	6,000	62	32			
8742	0.10	0.48	88,360	88	42			
8810	0.05	0.56	160,000	80	45			
Policy Year: 2020 - 2021								
0042	2.38	0.52	1,200	29	15			
7382	1.52	0.52	332,528	5,054	2,628			
8385	1.04	0.51	10,000	104	53			
8742	0.10	0.48	87,101	87	42			
8810	0.05	0.56	221,038	111	62			
TOTAL	(A) 0.07	(B) 20,000	(C) 7,437	(D) 15,485	(E) 8,048	(F) 0	(G) 5,558	(H) 5,558
ACTUAL			(H) 5,558	(C)X(1-A)+B 26,916		(A)X(F) 0	(I) 32,474	<div>EXP. MOD. 0.92</div>
EXPECTED			(E) 8,048	(C)X(1-A)+B 26,916		(A)X(C) 521	(J) 35,485	

Claim Type Codes

O - Open Claims

F - Closed/Final Claims

05 - Time Loss Claims

06 - Medical Only Claims

*# - The number of Medical Only Claims (example: *3-06 = 3 Medical Only Claims)

Calculation Definitions

A - The portion of the rate that represents projected losses to which is added an increment for expenses to develop the manual rate.

B - Represents the portion of the expected losses which are expected primary losses.

C - Expected Losses - Expected Primary Losses

D - $(\text{Payroll}/100) \times \text{ELR}$

E - Expected Losses x D-Ratio

F - Actual Incurred Losses - Actual Primary Losses

G - The Total Incurred amount of the Loss

H - All losses less than \$18,500

Workers' Compensation Loss Run for Hood River County Transportation District

2018

Claim Number	WCSDA2018063118	Event Date	7/17/2018	Open Date	7/30/2018
Claimant	Devers, Danny	Occupation	Bus Driver	NCCI Code	7382
Adjuster	Hartman, Cheryl	Status	Closed	Close Date	4/16/2019
Department	Hood River County Transportation District	Claim Type	WC-MO	Injury	Strain
Anatomy	Shoulder(s)	Cause	Strain or Injury By Pushing or Pulling		
Description	Worker reports injury to right shoulder while manually closing bus door, while closing it jammed.				

Financial Information	Type	Paid	Reserve	Collection	Incurred
	EXP	\$4,518	\$0	\$0	\$4,518
	MED	\$5,558	\$0	\$0	\$5,558
	Totals:	\$10,076	\$0	\$0	\$10,076

2021

Claim Number	WCSDA2021069146	Event Date	11/9/2021	Open Date	11/10/2021
Claimant	Paggetti, Christina	Occupation	Bus Driver	NCCI Code	7382
Adjuster	Staich, Keri	Status	Closed	Close Date	1/20/2022
Department	Hood River County Transportation District	Claim Type	WC-MDN	Injury	Fracture
Anatomy	Chest (Including Ribs, Sternum and Spine)	Cause	Motor Vehicle - Bus Accident		
Description	Employee leaned over to tighten securement of an ADA passenger, when Co-worker (driver) unaware worker left her seat, had to bra				

Financial Information	Type	Paid	Reserve	Collection	Incurred
	IND	\$0	\$0	\$0	\$0
	EXP	\$642	\$0	\$0	\$642
	MED	\$0	\$0	\$0	\$0
	Totals:	\$642	\$0	\$0	\$642

Claim Totals By Policy Year

Policy Year	Claims	Paid	Reserve	Collection	Incurred
2018	1	\$10,075.68	\$0.00	\$0.00	\$10,075.68
2021	1	\$642.00	\$0.00	\$0.00	\$642.00

Operations Report



April

Safety and Statistics

Operations Report

SAFETY AND STATISTICS

SAMSARA SAFETY SCORE

	April	March	February	January
Safety Score	98	98	99.4	99.2/100
Crashes	0	0	0	1
Harsh Events	2	8	3	2
Drive Time	1,025:18	1,287:27	1,123:1	1072:29
% over speed limit	1.6%	1.4%	0.7%	0.8%
Miles Driven	33,298	41,960	36,501 mi	29,318

ON TIME PERFORMANCE

	April	March	Feb	Jan	Dec
Fixed OTP 5 mins	97%	97%	93%	96%	98%
Fixed OTP 15 mins	98%	99%	95%	98%	99%
DAR OTP 5 mins	82%	63%	87%	88%	85%
DAR OTP 15 mins	97%	85%	97%	98%	99%

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

	April	March	February	January	December
Fuel Used (Gas)	1726.1	1996.6	5843.62	2239.61	1885.6
Fuel Used (Diesel)	2427	3292.7	1749.62	2498.35	1622.4
Total Fuel Cost	\$16,990.22	\$21,754	\$16,593.24	\$15,559.51	\$10,94.87
Vehicle Repairs	1	2		1	0*
Customer Complaints	0	0	0	0	1

Driver of The Month:

Heather Muma

City Route													
	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr
Rides	611	542	746	952	1056	771	845	879	1070	857	951	1093	1209
Hours	269	281.5	269	273	264	252	293	319	319	230	208	230	242
Boarded Ride/ Hour	2.3	1.9	2.8	3.48	4	3.1	2.9	2.8	3.4	3.7	4.6	4.8	5
DAR													
	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr
Rides	304	488	327	339	212	225	295	330	358	269	220	320	274
Hours	230	241.5	230	252	176	186	69	83	83	65	56	77	72
Boarded Ride/ Hour	1.3	2.1	1.4	1.4	1.2	1.2	4.2	4	4.3	4.1	4	4.2	3.8
Cascade Locks													
	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr
Rides	110	91	54	102	204	72	82	91	129	47	65	70	66
Hours	83	87.5	83	168	198	168	128.5	125	125	70	66.5	70	72
Boarded Ride/ Hour	1.3	1.1	0.7	0.6	1	0.4	0.6	0.7	1	0.7	1	1	1
Upper Valley													
	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr
Rides	526	634	671	446	453	446	662	491	514	502	429	460	464
Hours	214	224.7	214	189	198	189	183.5	160	160	180	176	207	180
Boarded Ride/ Hour	2.5	2.9	3.1	2.4	2.3	2.4	3.6	3.1	3.2	2.8	2.4	2.3	2.6
The Dalles													
	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr
Rides	223	210	218	250	359	325	215	285	270	261	248	344	271
Hours	104	108	104	104	106	102	100	90.61	115	99	89	99	98
Boarded Ride/ Hour	2.1	1.9	2.1	2.4	3.4	3.2	2.2	3.1	2.4	2.6	2.8	3.5	2.8
Columbia Gorge Express													
	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr
Rides	698	1047	1611	2585	3028	1908	1399	1247	1206	947	926	1727	1488
Hours	540	558	540	696	522	502	333.5	308	308	327	306.5	327	349
Boarded Ride/ Hour	1.3	1.9	3	3.8	5.8	3.8	4.2	4.1	4	2.9	3	5.3	4.3
Seasonal Service													
	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr
Rides	0	1022	0	0	46	0	0	0	0	787	1016	941	20/92
Hours	0	139	0	0	72	0	0	0	0	375	337.5	375	13/76
Boarded Ride/ Hour	0	7.5	0	0	0.6	0	0	0	0	2.1	3	2.5	1.5/1.2
All Routes													
	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr
Rides	2,519	4165	3722	5402	6331	3913	3321	3232	3547	3670	3855	4955	3628
Hours	1,441	1,725	1488	1767	1,608	1466	1024	1086	1110	1346	1240	1358	829
Boarded Ride/ Hour	1.8	2.4	2.5	3.1	3.9	2.7	3.3	3	3.2	2.72	3.1	3.7	4.4



Thursday, April 28th, 2022
Transit Master Plan (TMP) Update
Citizens Advisory Committee Meeting
5:30 pm – 7:00 p.m.

Meeting Minutes

Attendees:

CAC Committee: Lester Mathews (Junior), Ivy Collins, Jody Behr, Wendy Linn-Kelly, Taylor England, White Buffalo Calf Wannasay, Megan Ramey (Board), Lara Dunn (Board-Chair)

Staff: Amy Schlappi, Chris Watchie (consultant)

Chris Watchie began the meeting at 5:30 pm.

Roll Call/Introductions:

Chris asked for each CAC member to introduce themselves, whom they represent, and their relationships with CAT.

TMP Overview:

Amy reviewed the purpose of the TMP and reminded CAC members of CAT's approach to the TMP process.

Amy discussed how CAT has separated Hood River County into 5 separate focus areas (Cascade Locks, Upper Valley & HWY 35, Odell & Lower HWY 35, Hood River West, and Hood River East) and 1 regional corridor (I-84). This allows for CAT to understand the needs of these different areas within county but also to conduct targeted outreach.

TMP Public Engagement Discussion:

Chris discussed the TMP's public engagement approach, by highlighting:

- Stakeholder Interviews
- Community outreach - Community meetings, presentations
- Community survey – Mainly online, have bilingual hard copies

Community Input

Chris went over the survey responses, there have been 181 responses with a goal of 3k. She reviewed the demographic data of the responses received so far.

Community Outreach

Chris discussed the community outreach activities completed so far, by highlighting:

- **Press** – Press release, the CAT website, independent TMP website and that is being promoted. Social media/ it is also bilingual. Newsletter in Spanish as well.

- **Bookmarks** – QR codes are added that take you directly to the Surveys. Hard copy surveys are also being handed out for those who don't have access to internet and these hard copy surveys are also in Spanish.
- **Presentations** – have been made to the City of Hood River and the Columbia council.
- **Partnerships** – Many local businesses and organizations have been very helpful by allowing us to display boards at their locations (Mercado Guadalajara, Pine Street bakery, etc) There was an outreach event at Dog River Coffee, and we received 40 surveys. Hood River County, Parkdale, and Cascade Locks libraries have been fabulous, they have let us set up display boards, bookmarks, and table at their locations. The education foundation is willing to help us not only reach parents but the students as well. One community health is working with us to reach the Hispanic community.

Discussion:

Chris asked the CAC member for any additional outreach strategies to promote the CAT surveys.

- Jody mentioned that she sent the email to several people in Hood River.
- Megan mentioned she forwarded the social media messages. As well as the emails.
- Ivy has done some footwork on doing some outreach within the school.
- Jody believes she received so much feedback because she made the message personal. It was short and it was coming from someone they know.
- Wendy mentioned to have the bus drivers do handouts to the passengers when they ask for information.
- Megan recommends having paper surveys on the bus. She also recommends doing some sort of tabling outside of pine street, Juanita's Market and Mercado Guadalajara.
- Amy explained her idea of having a Spanish speaking employee at mercado Guadalajara handing out surveys and if they fill one out, possibly offer a free pastry depending on what they workout with the owner.
- Chris mentioned there was some outreach done at Mclsaac's, some of the cafes and grocery stores in Dee and Odell.
- Taylor also believes paper copies are a better option, she believes the online survey has very repetitive questions.
- White Buffalo Calf Wannassay suggested we reach out to Walmart and Safeway since most of our city route riders get off there.
- Amy and Chris agreed to send out go kits so members can easily hand out bookmarks and surveys.

TMP Goals & Objectives

Amy discussed the goals from the 2017 TMP, by highlighting:

- **Balance:** Increase transit, ease of access and visibility
- **Efficiency/ Stability:** Operate efficiently and seek stable funding
- **Access/ Equity:** Maintain lifeline services, encourage access to minority communities, ensure transit service meets needs of diverse markets.

- New Markets: Maintain and improve intercity services. Leverage transit. Add new recreational destinations

There was a large amount of discussion around if these goals and objectives are still applicable and what may be missing.

Chris reminded the CAC members that the next CAC meeting is July 28th.

Meeting ended at 7pm.

General Fund 100

GENERAL FUND

Revenue

100

Historical Data			RESOURCE DESCRIPTION			
Actual		Supplemental Budget FY22		FY23 Proposed Budget	Budget Committee Recommendation 2023	Board Adopted 2023
Actual Budget FY20	Actual Budget FY21					
			RESERVE FUNDS			
959,235	\$ 1,080,091	\$ 1,213,649	Unencumbered Reserve Funds	\$ 1,238,056		
	\$ 330,000	\$ 330,000	STIF Dedicated Project Funds (*)	\$ 165,000		
\$ 959,235	\$ 1,410,091	\$ 1,543,649	Total Reserve Funds	\$ 1,403,056		
			REVENUE			
\$ 198,435	\$ 150,000	\$ 150,000	4001 - Fare Revenue	\$ 200,000		
\$ 95,271	\$ 30,000	\$ 30,000	4100 - Contract Revenue	\$ 60,000		
\$ 493,671	\$ 949,322	\$ 317,814	4200 - Federal Assistance	\$ 1,210,566		
\$ 1,304,535	\$ 1,168,475	\$ 1,395,475	4300 - State Assistance	\$ 1,487,200		
\$ 169,160	\$ 200,000	\$ 200,000	4500 - Local Assistance	\$ 210,000		
\$ 12,894	\$ 45,000	\$ 65,000	4600 - Other Revenue	\$ 61,258		
\$ 152,500	\$ 372,000	\$ 472,000	4700 - Federal CARES ACT	\$ 275,000		
\$ 2,426,466	\$ 2,914,797	\$ 2,630,289	Total Available Funds	\$ 3,504,024		
			OPERATING EXPENSE			
\$ 2,773	\$ 7,210	\$ 7,210	5005 Vehicle Expenses	\$ 7,210		
\$ 101,165	\$ 260,000	\$ 260,000	5015 - Fuel	\$ 288,000		
\$ 56,055	\$ 81,238	\$ 160,000	5020 - Operation Expenses	\$ 125,000		
\$ 25,768	\$ 32,833	\$ 32,833	5100 - Communication Expense	\$ 37,440		
\$ 15,014	\$ 17,048	\$ 28,611	5200 - Vehicle Insurance	\$ 34,800		
\$ 7,808	\$ 12,600	\$ 12,600	5500 - Driver Expenses	\$ 20,000		
\$ 217,030	\$ 40,000	\$ 120,000	5600 - Advertising & Marketing	\$ 120,000		
\$ 178,641	\$ 32,000	\$ 62,000	5700 - Grant / Contract Match Funds	\$ 112,917		
\$ 604,254	\$ 482,929	\$ 683,254	Total Operating Expense	\$ 745,367		
			ADMINISTRATIVE EXPENSE			
\$ 32,754	\$ 58,300	\$ 58,300	7003 - Building Expenses	\$ 100,081		
\$ 13,488	\$ 15,600	\$ 15,600	7100 - Office Supplies & Expense	\$ 15,600		
\$ 85,534	\$ 123,100	\$ 123,100	7300 - Professional Fees	\$ 149,800		
\$ 8,354	\$ 11,340	\$ 11,340	7400 - Other Administrative Expense	\$ 30,900		
\$ 140,130	\$ 208,340	\$ 208,340	Total Administrative Expense	\$ 296,381		
			ADMINISTRATIVE PERSONNEL EXPENSE			
\$ 174,180	\$ 227,220	\$ 227,220	8003 - Admin Wages	\$ 223,200		
\$ 11,695	\$ 22,770	\$ 22,770	8030 - Admin ER Taxes	\$ 30,648		
\$ 15,178	\$ 30,390	\$ 30,390	8080 - Admin Benefits	\$ 43,200		
\$ 10,383	\$ 3,446	\$ 3,446	8081 - Admin - Accrued PTO Amount	\$ 6,000		
\$ 211,436	\$ 283,826	\$ 283,826	Total Administrative Personnel Expense	\$ 303,048		
			DIRECT SERVICE PERSONNEL EXPENSE			
\$ 590,155	\$ 810,508	\$ 1,086,555	8103 - Direct Service Wages	\$ 1,144,200		
\$ 31,645	\$ 84,588	\$ 105,048	8130 - Direct Service ER Taxes	\$ 112,255		
\$ 71,900	\$ 134,579	\$ 167,131	8180 - Direct Service Benefits	\$ 158,200		
\$ 23,024	\$ 3,886	\$ 4,826	8181 - Direct Service - Accrued PTO Amount	\$ 8,000		
\$ 716,724	\$ 1,033,561	\$ 1,363,561	Total Direct Service Personnel Expense	\$ 1,422,655		
			CAPITAL OUTLAY			
\$ 597,405	\$ 863,500	\$ 231,902	9000- Capital Expenses	\$ 907,760		
			9999-Other Income, Expense Depreciation			
\$ 597,405	\$ 863,500	\$ 231,902	Capital Expenses	\$ 907,760		
\$ 2,426,466	\$ 2,914,797	\$ 2,630,289	Total Revenue	\$ 3,504,024		
\$ 2,269,950	\$ 2,872,156	\$ 2,770,882	Total Expense	\$ 3,675,211		
\$ 156,516	\$ 42,641	\$ (140,593)	Net Income	\$ (171,187)		
\$ 1,115,751	\$ 1,122,732	\$ 1,403,056	Project Available Funds at EOY	\$ 1,231,869		
		\$ 165,000	Amount of Balance that is STIF Roll Forward			
		\$ 1,238,056	Unencumbered Reserve Funds	\$ 1,231,869		



Budget Message

Purpose of the Budget

In compliance with the State of Oregon Local Budget Law, the 2022-2023 (FY23) Budget beginning July 1, 2022, and ending June 30, 2023 is submitted to the Budget Committee for approval. As prepared and submitted, the annual budget is intended to serve as a financial plan for the Board's goals for the coming fiscal year. To that end the Budget should:

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

Accomplishments of Fiscal Year 2022

During FY2022 the district made significant movement with Board goals to enhance local services, promote the economic recovery of our area from the COVID-19 pandemic, and maintain and expand access to residents and visitors in other Gorge communities and the Portland Metropolitan area.

Key outcomes included:

- Hood River City Route evening service and weekend service was expanded, and year-round weekend service was added.
- Amy Schlappi was promoted from the Planning & Development Manager to the Executive Director Position after an extensive search.
- 4-agency GORge pass was launched in July 2021.
- Contracted with Skamania County to provide the Dog Mountain Shuttle for the second year.
- Provided the Gorge-To-Mountain service inhouse, reducing overall costs.
- Implemented the Gorge Transit Connect (low-income pass) program.
- Continued to support local community efforts (Hood River County Health, One Community Health, The Next Door, inc. Emergency Services) to ensure residents have access to COVID testing and vaccinations as well as other social service needs.
- Secured over \$500,000 in capital grant funds for an additional 2 Electric Vehicles and another \$500,000 for a summer expansion of the Columbia Gorge Express to Cascade Locks.
- Began implementation of the 2017 Transit Master Plan Update, including significant public engagement to understand how the district should grow in the next 5-10 years.

Impacts of the COVID Pandemic

The COVID-19 Pandemic has continued to create a variety of challenges and opportunities for CAT and other transit providers in Oregon. Additional CARES Act funding opportunities have been announced, but not yet awarded. Ridership levels have increased but have been impacted by new variants of the virus throughout the year. Staff continues to adapt as requirements related to COVID-19 change to ensure the safety of riders and staff and that they feel comfortable providing and using CAT services. Please see economic outlook where we address the ongoing impacts on inflation and the overall economy.

Board Goals for the 2023 Budget Year

The Board has outlined the following goals for the FY23 Budget:

- Complete the formal update to the Transit Master Plan.
- Continue and grow the multi-provider GOrge Pass program and support the regional transit strategy and work toward improved connectivity throughout the Gorge.
- Identify and secure opportunities for staff training in human Resources, leadership, and overall transit operations training.
- Renovate the CAT office to accommodate growing staff and support expansion of services.
- Secure funding to maintain existing services and implement service expansion prioritized in the Transit Master Plan.
- Expand outreach to vulnerable communities (i.e. Latino, Native American, seniors, individuals with disabilities etc.) to ensure access and awareness of transit.
- Explore innovative options and implement solutions to address specific transportation needs:
 - Local NEMT & Door through Door
 - After hour (hotel/bar/restaurant) shuttle
 - Shared-bike program

Overview of the FY2023 Proposed Budget

The Fiscal Year 2023 Budget allows for CAT to maintain and enhance current services and identify funding streams for new services. Our expectation being that ridership will begin to recover from covid this year and we will see an increase in ridership that is consistent with our ongoing investment.

The budget strategy is outlined in the attached budget. There are three major funding sources, they include:

- **General Budget** – The general budget is made up of federal grants, property tax revenues, state payroll tax collection and a variety of other smaller sources. CAT has had to continue to carry over \$500K in capital grant funds from FY21 and FY22 due to bus delivery delays stemming from COVID-19 induced supply chain issues. In addition, CAT continues to carry over some Statewide Transportation Improvement Fund (STIF) Formula funds that were not spent in the FY19-21 funding cycle. In large part, these carryovers were due to COVID, which caused much of the planned service expansion in FY20 and FY21 to be moved to FY22 and FY23. Other federal COVID related funding (CARES ACT, CRRSSA and Rescue ACT) continue to offer some revenue relief for CAT and other transit agencies as we look to restore confidence in the system. CAT

applied for roughly \$500K through an additional round of CARES ACT funding in early May 2022. We expect to know if that or a partial amount is awarded in June 2022. This year CAT will be creating the FY24/FY25 STIF Plan with input from the HRCTD STIF Committee. This plan will shape how the STIF Formula funds for those years will be spent within the community.

- **Columbia Gorge Express (CGE) Service** – The CGE connects The Dalles, Hood River, Cascade Locks, Multnomah Falls, and Portland and is funded by STIF Discretionary Funds. In FY21 CAT was awarded just over \$1 million for service in FY22 and FY23. A new grant funding application and associated match amount will need to be approved this coming year should the board wish to continue the CGE Intercity service in FY24 and FY25. The new grant match rate is expected to be as high as 50% and will be an important source of discussion for the Budget next year.
- **Gorge to Mountain (G2M) Hwy 35 Service** – G2M connects Hood River to the Upper Valley and Mt. Hood Meadows during the winter and is typically funded by Federal Lands Access Program (FLAP) funds. CAT has included \$80,000 in G2M revenues and expenditures in the FY2023 Budget. CAT applied for \$880,000 of Federal Lands Access Program (FLAP) competitive grant funds for FY2023-2024 in June 2021. The district should receive a final decision in Fall 2022.

In summary, the draft FY 2023 Budget moves forward with Board goals to complete the 2017 Transit Master Plan (TMP) Update, continue efforts to increase ridership, provide staffing necessary to prepare the district for the implementation of short-term goals identified in the TMP and continue and expand transit connectivity within the region.

I wish to thank Patty Fink for her dedicated service as the Executive Director of HRCTD since 2017. During her tenure she has led the charge of transitioning the district from a strictly Dial-A-Ride system to a fixed-route system that connects residents of the county to services and opportunities within the county and in the Portland Metropolitan Region. Additionally, CAT has become a household name and a service that transit dependent and choice transit riders use daily to go to work, medical appointments, grocery stores, social and recreational activities.

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

I look forward to taking the helm and steering the agency into this next phase and building upon the partnerships that Patty has created with local and regional organizations.

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

Hood River County Transportation District

dba Columbia Area Transit

Vision

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

Mission

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

Values

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

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

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

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

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

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

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

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

Hood River County Transportation District is proud to present the FY2023 budget to the public. We are committed to providing safe, reliable, accessible, and SUSTAINABLE public transit services far into the future.

Overall Economic Outlook

The overall economic outlook for Hood River County Transportation District is good. CAT received over \$1 Million from federal COVID related funding (CARES ACT, CRRSSA) in FY20, FY21, FY22 and expects to see an additional allocation this year. These funds have helped to maintain stability for the district and have allowed us to move forward with planned enhancements. We expect STIF formula (payroll tax) to continue an upward trend this year with the restoration of normality after COVID-19.

We have been somewhat conservative in our fare revenue estimates as COVID-19 continues to create obstacles, but we are excited about the 4 agency Gorge Pass marketing plan and optimistic with the results from the summer marketing push.

Rising costs due to inflation and stresses on the world supply chain from COVID-19 has caused a sharp increase for vehicles, vehicle parts, labor, repairs, and general goods expenses. Due to labor shortages and rising cost of living within the Gorge, the district significantly increased wages and benefits for staff in February of 2022. This is particularly evident under the direct service staff line item in the proposed FY23 Budget when compared with the original FY22 Budget. The war in Ukraine has caused fuel prices to increase exponentially. We have placed a buffer for the fuel expense line item in case this crisis continues to get worse and cause long term effects on the global fuel supply.

Major Budget Additions

It is important to highlight and call out specific new revenues or expenditures that have been added to this year's budget, they include:

- Service hour additions enhancing services in Hood River on evening and weekends throughout the year as part of the FY 22-23 STIF Plan.
- Increased service levels on the Columbia Gorge Express between Portland, Multnomah Falls, and Cascade Locks during the summer of 2022.
- Implementation of the 2017 Transit Master Plan Update.
- New capital projects (including ADA improvements) that were identified by the community as part of the FY 22-23 STIF Plan.
- Office renovations to allow for growing staff and more effective for needs.
- Identify and secure opportunities for staff training in human Resources, leadership, and overall transit operations training.

Reserve Funds

HRCTD continues to have a good-sized reserve funds. You will however see a reduction of the STIF reserve funds as we were able to spend down roughly \$150K of those funds this year. STIF Formula funds are one of the only State funding sources we receive upfront each quarter. These funds are allocated to our District on a quarterly basis, based on the STIF plan which is approved every two years by the Board on the recommendations of the HRCTD STIF committee. This plan will need to be updated this upcoming year. For more information on this STIF plan & expenditures, please check our website. <https://www.ridecatbus.org/stfstifcommittee/>