



Wednesday, June 15th, 2022
Budget Hearing and 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. – 4:15 p.m. Budget Public Hearing
4:15 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=Y0tsOTV4RmwzblId4aWxycnJ1dXNuQT09>

Budget Public Hearing

- 1. Call Meeting to Order – 4:00 p.m.**
- 2. Roll Call:** Lara Dunn - Chair, Leti Moretti – Vice Chair, Darrell Roberts – Secretary/Treasurer, Greg Pack, Meghan Larivee, Jeff Helfrich, Megan Ramey.
- 3. Public Hearing**
 - a. Public Hearing for Fiscal Year 2023 Operating and Capital Budget
- 4. Adjournment – no earlier than 4:15 p.m.**



Regular Board of Directors Meeting

1. Call Meeting to Order – 4:15 p.m.

2. Roll Call: Lara Dunn - Chair, Leti Moretti – Vice Chair, Darrell Roberts – Secretary/Treasurer, Meghan Larivee, Greg Pack, Jeff Helfrich, Megan Ramey.

3. Approval of May 18th, 2022, Minutes – Lara Dunn- 4:20p.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. May Financial Report – Teresa Gallucci (Our Team Accounting) - 4:25p.m.

6. Resolutions & Action Items – 4:35

- a. Selection of Accountant
- b. 4th of July Free Fares for Hood River City Route

7. Operations Manager’s Report – Ty Graves – 4:45 p.m.

- a. Employee of the Month
- b. Performance Report
- c. Falls-To-Locks Update
- d. Dog Mountain Overview

8. Executive Director’s Report – Amy Schlappi – 4:55 p.m.

- a. Transit Master Plan Update
- b. Multnomah Falls Transportation Ambassador Update
- c. Exit Message- Patty Fink

9. Executive Session – To discuss Amy Schlappi’s Probationary Period O.R.S. 192.660 2(i) – 5:05p.m.

To review and evaluate the employment-related performance of the chief executive officer of any public body, a public officer, employee, or staff member who does not request an open hearing.



10. Discussion Items –5:15 p.m.

- a. Transit Master Plan Goals

11. Upcoming Events –5:25 p.m.

- a. Board Officer Elections
- b. Conflict of Interest Forms

12. 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.



Thursday, June 2nd, 2022

Hood River County Transportation District
1st Meeting of the Budget Committee
224 Wasco Loop, Board Conference Room
Hood River, OR 97031
4:00pm – 5:30pm

Meeting Minutes

Budget Committee Meeting Attendees:

Committee Members: Greg Pack, Jeremy Hull, Darrell Roberts, Lara Dunn, Bridget Bailey, Cindy Walbridge

Staff: Amy Schlappi, Tiah Mayhew

Jeremy called the meeting to order at 4:16pm.

Approval of May 19th Budget Committee Minutes

Greg made a motion to approve the minutes from the May 19th Budget Committee Meeting, the motion was seconded by Bridget and unanimously approved by the Budget Committee.

Review of the May 19th Budget Meeting and Updated Budget FY 2022-23

Jeremy asked if the committee had any questions about the memo that was provided for the Automated Fare Technology & Passenger Counters. There was a large amount of discussion regarding the memo. Darrell asked if CAT had or considered counting ridership by using statistical analysis. CAT currently counts ridership by each individual rider that boards a bus. Greg stated that he appreciates the time that staff put into providing info, but he does not see where the savings outweigh the cost. Bridget expressed her support for the expense as she sees this as a great benefit for CAT. Greg and Darrell supported approving \$50,000 for Automated Fare Technology & Passenger counters with the understanding that staff would apply for grant funding and do a supplemental budget if more funds are needed but were against approving the full \$100,000.

Bridget made a motion to approve the 100k for automated pass counter and fare technology, the motion was seconded by Cindy.

Approved by: Lara, Bridget, Cindy, Jeremy

Opposed: Darrell. Greg

Motioned passed

Public Comment

There was no public comment submitted in writing or in person.



Approval of Budget FY 2022-23 & Tax Rate

Amy reviewed the expenses included on the LB20.

Bridget made a motion to approve the FY2023 Budget, the motion was seconded by Lara.

Approved by: Bridget, Lara, Cindy, Jeremy, Greg

Opposed: Darrell

Motion passed

Cindy made a motion to approve the tax rate of 0.0723 per \$1,000.00, the motion was seconded by Bridget.

Approved by: Bridget, Lara, Cindy, Jeremy, Greg

Opposed: None

At 5:07PM Greg made a motion to adjourn the meeting, the motion was seconded by Bridget and was approved by all.

General Fund 100

GENERAL FUND

Revenue

100

Historical Data		Supplemental Budget FY22	RESOURCE DESCRIPTION	FY23 Proposed Budget	Budget Committee Recommendation 2023	Board Adopted 2023
Actual						
Actual Budget FY20	Actual Budget FY21					
RESERVE FUNDS						
959,235	\$ 1,052,530	\$ 1,213,649	Unencumbered Reserve Funds	\$ 1,238,056	\$ 1,238,056	
		\$ 330,000	STIF Dedicated Project Funds (*)	\$ 165,000	\$ 165,000	
\$ 959,235	\$ 1,052,530	\$ 1,543,649	Total Reserve Funds	\$ 1,403,056	\$ 1,403,056	
REVENUE						
\$ 198,435	\$ 61,556	\$ 150,000	4001 - Fare Revenue	\$ 200,000	\$ 200,000	
\$ 95,271	\$ 19,868	\$ 30,000	4100 - Contract Revenue	\$ 60,000	\$ 60,000	
\$ 493,671	\$ 427,630	\$ 317,814	4200 - Federal Assistance	\$ 1,210,566		
\$ 1,304,535	\$ 1,175,444	\$ 1,395,475	4300 - State Assistance	\$ 1,487,200	\$ 1,487,200	
\$ 169,160	\$ 203,962	\$ 200,000	4500 - Local Assistance	\$ 210,000	\$ 210,000	
\$ 12,894	\$ 55,790	\$ 65,000	4600 - Other Revenue	\$ 61,258	\$ 61,258	
\$ 152,500	\$ 243,731	\$ 472,000	4700 - Federal CARES ACT	\$ 275,000	\$ 275,000	
\$ 2,426,466	\$ 2,187,981	\$ 2,630,289	Total Available Funds	\$ 3,504,024	\$ 2,293,458	
OPERATING EXPENSE						
\$ 2,773	\$ 2,897	\$ 7,210	5005 Vehicle Expenses	\$ 7,210	\$ 7,210	
\$ 101,165	\$ 117,667	\$ 260,000	5015 - Fuel	\$ 288,000	\$ 288,000	
\$ 56,055	\$ 64,980	\$ 160,000	5020 - Operation Expenses	\$ 125,000	\$ 125,000	
\$ 25,768	\$ 31,005	\$ 32,833	5100 - Communication Expense	\$ 37,440	\$ 37,440	
\$ 15,014	\$ 13,346	\$ 28,611	5200 - Vehicle Insurance	\$ 34,800	\$ 34,800	
\$ 7,808	\$ 10,513	\$ 12,600	5500 - Driver Expenses	\$ 20,000	\$ 20,000	
\$ 217,030	\$ 91,963	\$ 120,000	5600 - Advertising & Marketing	\$ 120,000	\$ 120,000	
\$ 178,641	\$ 139,837	\$ 62,000	5700 - Grant / Contract Match Funds	\$ 112,917	\$ 112,917	
\$ 604,254	\$ 472,208	\$ 683,254	Total Operating Expense	\$ 745,367	\$ 745,367	
ADMINISTRATIVE EXPENSE						
\$ 32,754	\$ 29,033	\$ 58,300	7003 - Building Expenses	\$ 100,081	\$ 100,081	
\$ 13,488	\$ 18,912	\$ 15,600	7100 - Office Supplies & Expense	\$ 15,600	\$ 15,600	
\$ 85,534	\$ 92,767	\$ 123,100	7300 - Professional Fees	\$ 149,800	\$ 149,800	
\$ 8,354	\$ 8,114	\$ 11,340	7400 - Other Administrative Expense	\$ 30,900	\$ 30,900	
\$ 140,130	\$ 148,826	\$ 208,340	Total Administrative Expense	\$ 296,381	\$ 296,381	
ADMINISTRATIVE PERSONNEL EXPENSE						
\$ 174,180	\$ 170,201	\$ 227,220	8003 - Admin Wages	\$ 223,200	\$ 223,200	
\$ 11,695	\$ 14,073	\$ 22,770	8030 - Admin ER Taxes	\$ 30,648	\$ 30,648	
\$ 15,178	\$ 20,355	\$ 30,390	8080 - Admin Benefits	\$ 43,200	\$ 43,200	
\$ 10,383	\$ 10,976	\$ 3,446	8081 - Admin - Accrued PTO Amount	\$ 6,000	\$ 6,000	
\$ 211,436	\$ 215,604	\$ 283,826	Total Administrative Personnel Expense	\$ 303,048	\$ 303,048	
DIRECT SERVICE PERSONNEL EXPENSE						
\$ 590,155	\$ 591,234	\$ 1,086,555	8103 - Direct Service Wages	\$ 1,144,200	\$ 1,144,203	
\$ 31,645	\$ 69,978	\$ 105,048	8130 - Direct Service ER Taxes	\$ 112,255	\$ 112,255	
\$ 71,900	\$ 82,372	\$ 167,131	8180 - Direct Service Benefits	\$ 158,200	\$ 158,200	
\$ 23,024	\$ 22,360	\$ 4,826	8181 - Direct Service - Accrued PTO Amount	\$ 8,000	\$ 8,003	
\$ 716,724	\$ 765,944	\$ 1,363,561	Total Direct Service Personnel Expense	\$ 1,422,655	\$ 1,422,661	
CAPITAL OUTLAY						
\$ 597,405	\$ 148,224	\$ 231,902	9000- Capital Expenses	\$ 907,760	\$ 1,007,760	
			9999-Other Income, Expense Depreciation			
\$ 597,405	\$ 148,224	\$ 231,902	Capital Expenses	\$ 907,760	\$ 1,007,760	
\$ 2,426,466	\$ 2,187,981	\$ 2,630,289	Total Revenue	\$ 3,504,024		
\$ 2,269,950	\$ 1,750,806	\$ 2,770,882	Total Expense	\$ 3,675,211	\$ 3,775,211	
\$ 156,516	\$ 437,176	\$ (140,593)	Net Income	\$ (171,187)	\$ 271,187	
\$ 1,115,751	\$ 1,489,706	\$ 1,403,056	Project Available Funds at EOY	\$ 1,231,869	\$ 1,131,869	
		\$ 165,000	Amount of Balance that is STIF Roll Forward			
		\$ 1,238,056	Unencumbered Reserve Funds	\$ 1,231,869	\$ 1,131,869	



Hood River County Transportation District
P.O. Box 1147 Hood River, OR 97031

BOARD RESOLUTION AND ORDER NO. 6-15-22

IN THE MATTER OF ADOPTING THE ANNUAL OPERATING BUDGET FOR FISCAL YEAR 2021 (7/1/2022-6/30/2023), MAKING APPROPRIATIONS, IMPOSING, AND CATEGORIZING TAXES

BE IT RESOLVED that the Board of Directors of the Hood River County Transportation District hereby adopts the budget for Fiscal Year 2023 (7/1/2022-6/30/2023) in the sum of \$3,504,024 now on file at the administrative offices of the Hood River County Transportation District at 224 Wasco Loop, Hood River, Oregon, 97031.

BE IT RESOLVED that the line-item budget amounts for the fiscal year beginning July 1, 2022, and ending June 30, 2023, are outlined on the LB-20, as Attachment A and are appropriated as follows:

Total APPROPRIATIONS, All Funds	\$3,504,024
Total Unappropriated and Reserve Amounts, All Funds	\$1,231,869
TOTAL ADOPTED BUDGET	\$4,735,893

BE IT RESOLVED that the Board of Directors of Hood River County Transportation District hereby imposes the taxes provided for in the adopted budget at the rate of 0.0723 per \$1,000 of assessed value; and that these taxes are hereby imposed and categorized as follows for the tax year 2023 (7/1/2022-6/30/2023) upon the assessed value of all taxable property within the district.

	General Government	Excluded from Limitation
General Fund	0.0723/\$1,000	0

BE IT RESOLVED that the Executive Director will hereby certify to the Hood River County Assessor the imposed taxes made by this resolution and file with the Assessor a copy of the Budget as finally adopted by June 30, 2022.

PASSED, ADOPTED AND APPROVED this 15th day of June 2022 by the following roll call vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

ATTEST:

Lara Dunn, Chair

ATTEST:

Darrell Roberts, Secretary-Treasurer