



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=Y0tsOTV4Rmwzblld4aWxycnJ1dXNuQT09>

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	



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

1. Call to Order

Lara called the Board of Directors Monthly May Meeting to order at 4:05 p.m.

2. Roll Call:

Tiah took roll call. Lara Dunn (Chair), Leti Moretti (Vice-Chair), Darrell Roberts, Megan Ramey, Meghan Larivee

Quorum was met.

Absent: Jeff Helfrich, Greg Pack

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

3. Agenda Changes

No changes

4. Approval of March 29th & April 20th Board of Directors Minutes

A correction is needed, adding Darrell Roberts to the Roll Call.

Motion:

Leti made a motion to approve the minutes with the changes as requested to the supplemental budget minutes. The motion was seconded by Darrell

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

Opposed by: None

5. Public Comment

No public comments were made.

6. April Financial Report –Teresa Gallucci, Our Team Accounting

Teresa gave a brief overview of the financial report. At the end of April 1.3M in cash available. About 85k more than last year during this time. In the CIT account there was 880k, that is about 237k more than the prior year. Revenue year to date is 1.9M, 2M was in the budget with the variance being due to the capitol grant not being drawn against or meeting the match funds as planned. We are going to end the fiscal year on a positive note.

7. Resolutions & Action Items

a. Selection of Auditor – Amy gave a brief overview of the auditor selection. She explained that her, Darrell, and Megan R had an interview with Friend & Reagan, Greg was able to join after the interview. There were no major concerns. Our standard contract includes a termination clause if the relationship is not a correct fit. Tiah verified references that were provided, and all were glowing reviews. The board needs to decide if they feel comfortable selecting Friend & Reagan. Darrell made a motion to approve the selection of Friend & Reagan. The motion was seconded by Meghan L.

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

Opposed by: None

b. Approval of Budget Committee Applicants - Amy asked for approval of Budget Committee applicants Cindy Walbridge and Bridget Bailey.

Leti made a motion to approve the Budget Committee applicants. The motion was seconded by Megan R.

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

Opposed by: None

c. Workers Comp Resolution – the board must approve board members to be included in the workers comp policy as a volunteer.

Leti made a motion to approve the resolution 22-5-18 for workers comp. The motion was seconded by Meghan Larivee.

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

Opposed by: None

8. Operations Manager's Report- Ty Graves

a. Employee of the Month is Heather- Always in a good mood, she has been with CAT for about 8 months. She comes from being a school bus driver.

b. Performance Report – Safety score has stayed the same, there has been zero crashes. G2M ended and drive time went down as well as the miles driven. On time performance stayed right about the same. DAR performance increased. Fuel cost dropped as the G2M service ended. There was one large vehicle repair.

c. Service Updates

- Dog Mt. - Has been slower than the past year, but the weather has not been the greatest.
- Falls to Locks – Starting next Saturday. Starting off with one vehicle offering hourly service. We will be adding vehicles as we hire additional drivers. The radios and cameras have been installed and 4 out of 5 buses have been wrapped
- No 5339 Low Grant – It was not completed. Planning on submitting a more competitive application next year.

9. Executive Director's Report

- a. RFP for new accountant – Teresa’s contract ends at the end of June. Even though we have Tiah in house, we still want that accountant oversight. Sending new RFP to find a replacement. No approval needed from the board at this time.
- b. Transit Master Plan Update – Amy gave a brief update on the TMP. Had the second community advisory committee meeting on April 28th. We received a lot of insight and have public engagement activities planned. Patty is working on service alternatives. Hoping to get a draft in by mid-June. Next CAC meeting is in July.
- c. Office update- Water heater expansion tank leaked but did not cause major damage.
- d. Draft Budget message & Budget-
 - Amy reviewed work completed during FY22:
 - Hood River City route was expanded & weekend service was added.
 - Amy Schlappi was promoted
 - 4 Agency Gorge Pass launched in July 2021
 - Contracted with Skamania County to provide the Dog Mt. service for the second year.
 - Provided the Gorge 2 Mountain service in house which allowed us to reduce overall cost.
 - We implemented the Gorge Transit connect low-income pass program which provides local organizations free passes to locals who are eligible.
 - Began the 2017 TMP Update, including significant outreach.
 - Amy highlighted goals for FY23:
 - Complete formal update to the Transit Master Plan.
 - Continue growth for the multi provider Gorge Pass program.
 - Identify and secure opportunities for 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 prioritized in the Transit Master Plan.
 - Expand outreach to vulnerable communities to ensure access and awareness of transit.
 - Explore innovative options and implement solutions to address specific transportation needs.

10. Upcoming Events

- Budget Committee meeting May 19th via zoom
- Gorge visitor kickoff at Evoke has been delayed to June 30th

11. Adjournment

Lara asked for a motion to adjourn the meeting.

Motion:

Darrell made a motion to adjourn the meeting at 4:41 PM.

The motion was seconded by Meghan L.

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

Opposed by: None

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

Prepared by: Tiah Mayhew, Office Manager

Approved by: Darrell Roberts, Secretary-Treasurer



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



Memo

To: HRCTD - BOARD Of DIRECTORS
From: Tiah Mayhew
Date: 4/15/2022
Re: RFP Accountant

Background

An RFP was released for an Accountant as our contract with Teresa Gallucci - Our Team Accounting ends June 30th, 2022. The request was sent to several local firms as well as several from the Portland area. To date we have received no responses with interest in the position. I made follow up calls with the response being that they are at capacity and not accepting new clients at this time.

Staff Recommendation

Given that no responses have been received, staff recommends that the RFP be re-released. Staff also suggests that we see if Teresa Gallucci – Our Team Accounting is willing to be on a month-to-month contract while we search for a replacement.



Memo

To: HRCTD - BOARD OF DIRECTORS
From: Amy Schlappi, Incoming Executive Director
Date: 6/15/2022
Re: July 4th Free Fares

Background

In previous years, CAT has provided free fares after 4pm on July 4th on the City Route only. This year staff is suggesting that free fares be allowed all day on the City Route to reduce confusion and encourage people to use our service for 4th of July festivities.

Issues or Impact

This will reduce fare revenue on the City Route on July 4th. However, this would be a way to partner with the city and help reduce traffic congestion in Downtown Hood River. Staff would work with the City of Hood River to promote.

Action Required

The board would need to decide to approve the free fares on the City Route for July 4th or choose not to.

Recommendation

Staff recommends we provide free fares on July 4th on the City Route.

Operations Report



May

Safety and Statistics

Operations Report

SAFETY AND STATISTICS

SAMSARA SAFETY SCORE

	May	April	March	February
Safety Score	97	98	98	99.4
Crashes	0	0	0	0
Harsh Events	12	2	8	3
Drive Time	1,451:59	1,025:18	1,287:27	1,123:1
% Over speed limit	2.6%	1.6%	1.4%	0.7%
Miles Driven	49,673 mi	33,298	41,960	36,501 mi

ON TIME PERFORMANCE

	May	April	March	Feb	Jan
Fixed OTP 5 mins	97%	97%	97%	93%	96%
Fixed OTP 15 mins	99%	98%	99%	95%	98%
DAR OTP 5 mins	89%	82%	63%	87%	88%
DAR OTP 15 mins	99%	97%	85%	97%	98%

OTP= On time performance.

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

scheduled time

OTHER STATISTICS

	May	April	March	February	January
Fuel Used (Gas)	2018.31	1726.1	1996.6	5843.62	2239.61
Fuel Used (Diesel)	4182.86	2427	3292.7	1749.62	2498.35
Total Fuel Cost	\$28,608.89	\$16,990.22	\$21,754	\$16,593.24	\$15,559.51
Vehicle Repairs	2	1	2		1
Customer Complaints	1	0	0	0	0

Driver of The Month:

Rod Espe

City Route

	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May
Rides	746	952	1056	771	845	879	1070	857	951	1093	1209	1396
Hours	269	273	264	252	293	319	319	230	208	230	242	403
Boarded Ride/ Hour	2.8	3.48	4	3.1	2.9	2.8	3.4	3.7	4.6	4.8	5	3.5

DAR

	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May
Rides	327	339	212	225	295	330	358	269	220	320	274	263
Hours	230	252	176	186	69	83	83	65	56	77	72	64.5
Boarded Ride/ Hour	1.4	1.4	1.2	1.2	4.2	4	4.3	4.1	4	4.2	3.8	4

Cascade Locks

	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May
Rides	54	102	204	72	82	91	129	47	65	70	66	51
Hours	83	168	198	168	128	125	125	70	66.5	70	72	66
Boarded Ride/ Hour	0.7	0.6	1	0.4	0.6	0.7	1	0.7	1	1	1	1

Upper Valley

	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May
Rides	671	446	453	446	662	491	514	502	429	460	464	427
Hours	214	189	198	189	184	160	160	180	176	207	180	190
Boarded Ride/ Hour	3.1	2.4	2.3	2.4	3.6	3.1	3.2	2.8	2.4	2.3	2.6	2.2

The Dalles

	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May
Rides	218	250	359	325	215	285	270	261	248	344	271	385
Hours	104	104	106	102	100	90.6	115	99	89	99	98	106
Boarded Ride/ Hour	2.1	2.4	3.4	3.2	2.2	3.1	2.4	2.6	2.8	3.5	2.8	3.6

Columbia Gorge Express

	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May
Rides	1611	2585	3028	1908	1399	1247	1206	947	926	1727	1488	2633
Hours	540	696	522	502	334	308	308	327	307	327	349	597
Boarded Ride/ Hour	3	3.8	5.8	3.8	4.2	4.1	4	2.9	3	5.3	4.3	4.4

Seasonal Service

	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May
Rides	0	0	46	0	0	0	0	787	1016	941	20/92	1216
Hours	0	0	72	0	0	0	0	375	338	375	13/76	180
Boarded Ride/ Hour	0	0	0.6	0	0	0	0	2.1	3	2.5	1.5/1.2	6.8

All Routes

	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May
Rides	3722	5402	6331	3913	3321	3232	3547	3670	3855	4955	3628	6371
Hours	1488	1767	1,608	1466	1024	1086	1110	1346	1240	1358	829	1607
Boarded Ride/ Hour	2.5	3.1	3.9	2.7	3.3	3	3.2	2.72	3.1	3.7	4.4	4



Memo

To: HRCTD - BOARD OF DIRECTORS
From: Amy Schlappi, Incoming Executive Director
Date: 6/15/2022
Re: Executive Session June Board Meeting

Background

Per my contract signed in December of 2021, it is stated that upon successful completion of the 6-month probationary period my wage would be increased from \$87,360 to \$91,520 annually. Since June is my 6-month mark the board should discuss if I have successfully completed my probationary period.

In the employee handbook the probationary period is described as:
Probation is part of the selection process used to confirm the initial employment decision. During this evaluation period, the employee and the district will have an opportunity to assess whether the position is a good fit and what additional training might be needed or required to ensure success.

Action Required

The board should discuss my performance thus far and determine if I have successfully completed my probationary period and/or what additional training might be needed or required to ensure success. If the board determines I have successfully completed my probationary period, the board must approve the annual income increase as stated in my contract to \$91,520 annually.



Memo

To: HRCTD - BOARD OF DIRECTORS
From: Amy Schlappi
Date: 6/15/2022
Re: Transit Master Plan Goals

Background

The 2017 Transit Master Plan (TMP) identified four goals and associated objectives. The Citizens Advisory Committee reviewed these at their last meeting and felt that the goals offered guidance for the 2023 TMP on most issues. However, they suggested that the board consider some revision of the current goals and the addition of a fifth goal related to land use, sustainability, and community resilience. Attached to this memo you will find the original goals and the highlighted suggested changes or additions.

Action Required

The Board can adopt these goals and objectives as presented as the Updated goals/objectives for the 2023 TMP at this Board meeting or have further discussion and adopt them at their July meeting.

Recommendation

Staff is asking the board to review the 2017 TMP goals and the CAC recommended addition and make any changes as appropriate.

#	Goal	Objectives
1	Balance: Support a transportation system in Hood River County that increases the use of transit, especially among choice riders.	<ul style="list-style-type: none"> ▪ Increase public transit service provision. ▪ Increase transit mode share. ▪ Increase transit ridership. ▪ Provide local bus service in downtown Hood River to offer an alternative to congestion. ▪ Serve parking constrained areas of Hood River with transit. ▪ Provide transportation options that are less detrimental to environment.
2	Efficiency/Stability: Operate efficiently and seek stable funding.	<ul style="list-style-type: none"> ▪ Provide local bus service separate from intercity services to increase efficiency and value of both local and intercity services. ▪ Serve Dial-A-Ride destinations with fixed-routes where feasible. ▪ Coordinate with other transit agencies (e.g., MATS, ODOT) to minimize duplicative service and increase efficiency. ▪ Identify and utilize potential additional sources/partners to support local operational funding or local match. ▪ Explore additional grant sources to develop new services. ▪ Connect affordable housing to transit
3	Access/Equity: Maintain and improve an accessible and equitable transit system.	<ul style="list-style-type: none"> ▪ Maintain lifeline services for populations dependent on transit. ▪ Provide and encourage access to transit for Hispanic and other minority communities. ▪ Ensure transit service meets needs of diverse markets, including but not limited to, middle to low-income populations, seniors, students, Limited English Proficiency (LEP) populations, and visitors. ▪ Explore park and ride lots for inter-city routes ▪ Use technology for increased visibility, access, and awareness of transit information, payment options, bikes on bus capacity, and stop improvements ▪ Explore first/last mile options and services for seamless travel ▪ Provide transit for non-emergency medical services not available in Columbia River Gorge
4	New Markets: Provide convenient service to developing markets and regional destinations.	<ul style="list-style-type: none"> ▪ Maintain and improve existing intercity services to Portland and The Dalles. ▪ Leverage transit as a means to enhance existing businesses and complement future economic development opportunities. ▪ Foster new markets (e.g., youth) to grow future transit usage ▪ Identify seasonal services that would reduce traffic congestion within the Gorge and Hood River County. <p>Add new recreational destinations in the Columbia River Gorge and the Mt. Hood National Forest.</p> <ul style="list-style-type: none"> ▪ Identify what CAT's regional role is for Gorge Transportation

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Community Resilience: Support a transportation system in Hood River County that increases the community's ability to withstand, adapt to, mitigate and prepare for adverse or disruptive conditions.

- Foster land use and transportation systems that offer options for mobility
- Connect rural development to transit access identify incentives for housing and social services to locate near transit corridors.
- Promote efforts that encourage and support interconnected mobility
- Increase energy efficiency and sustainability through the use of low or no emission vehicles.
- Explore creative infrastructure improvements that support low-impact & sustainable development practices and/or mobility options
- Ensure transit corridors are connected with affordable housing and key social services.