



Wednesday, September 21st, 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>

Board of Directors Meeting

1. Call Meeting to Order – 4:00 p.m.

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

3. Approval of August 18th, 2022, Meeting Minutes – Greg Pack- 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. August Financial Report – Teresa Gallucci (Our Team Accounting) - 4:15p.m.

6. Resolutions & Action Items – 4:25p.m.

- a. Approval of STIF Bylaws
- b. Approval of STIF Committee Members
- c. Approval of Contracts



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

- a. Employee of the Month
- b. Performance Report
- c. Fall/Winter Service Changes

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

- a. TMP Update
 - i. Survey #2
 - ii. Presentations with Local Jurisdictions
 - iii. Land Use
- b. Car Share Application
- c. Grant Application Update
- d. Accountant Update
- e. Audit Update

9. Executive Session- To discuss recent employee separation -Period O.R.S. 192.660 2(i) – 4:55

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 –5:25 p.m.

11. Upcoming Events –5:28 p.m.

- a. Upcoming Schedule Changes on Oct 1st

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.



Wednesday, August 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

Greg called the Board of Directors Monthly Meeting to order at 4:00pm.

2. Roll Call:

Tiah took roll call. Greg Pack (Chair), Megan Ramey (Vice-Chair), Darrell Roberts, Meghan Larivee, Jeff Helfrich, Lara Dunn joined at 4:05pm

Quorum was met.

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

Community Members: Kathy Fitzpatrick, Gisela Echeverria

3. Approval of July 20th Board of Directors Minutes

The Board had no recommended changes to the July meeting minutes.

Motion: Leti made a motion to accept the July Board Minutes. The motion was seconded by Jeff.

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

Opposed by: None

4. Public Comment

No public comments were made.

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

Teresa gave a brief overview of the financial report. At the end of July, we had 1.1M in cash available, this is about \$34k less than last year at this time. Revenue earned during the first period of FY23 was \$473k which is \$195k more than FY22 at this time. Fuel expenses for July were \$37k which is an increase from the \$16k last year. The variance is due to increased service and fuel costs. Preventative maintenance for July was 14k which was about \$9k more than last year. Of that amount \$12k is due to installation of air conditioning units on the buses. Net income at the close of July was \$230k, which is \$158k more than FY22.

6. Operations Manager's Report – Ty Graves

Ty gave a brief Operations overview. Employee of the month was Debra Nunez. Debra is a pleasure to have, she is an amazing person, always willing to help when needed and loves being behind the wheel of our bus. Ty made a few adjustments to the Operations report to include, identifying the harsh events that occur and to include an On Time Performance goal for our services. He pledged to the Board that he was going to have the Samsara boxes professionally installed so the movement captured was factual information and not from us moving the boxes between buses. The harsh events for July were 100 but those were due to the boxes not being properly installed so any movement is being captured as a harsh event. On Time Performance was slightly down for fixed route service due to i-84 being shut down a few times in July and DAR was due to the driver not immediately marking the ride complete.

7. Executive Director's Report- Amy Schlappi

- a. Accountant Status Follow-Up- Tiah gave an update on our RFP for an Accountant. We have received a few verbal interests but have not received any formal responses. She will continue to reach out to organizations but while we are in this process, Teresa Galucci is continuing to work with us on a month-to-month basis. Any added that we are looking for the right person that has a strong background in working with grants. Greg asked how this will affect the audit process; Tiah and Amy let the Board know that Tiah will be the main contact for the auditor and if needed will have Teresa's assistance.
- b. Transit Master Plan Update –Amy discussed that a beta survey is being released next week. Once the survey is released to the public it will be open through mid-September. Amy gave an overview of what the possible service alternatives will look like with the updated maps. There was general discussion of the different options. In the second survey community members will be able to choose from the different options for each focus area. Amy let the Board know that an RFP was released for a Public Engagement consultant to assist with project management and developing the plan as we move forward.
- c. Website User Interface Project- Our website consultant will be performing a user study to assist with making our site more user friendly. We have received feedback from community members stating that it is difficult to navigate around and to purchase fares.
- d. Seasonal Service/Program Updates- Falls-to-Locks service will end on September 6th and we will begin our fall/winter schedule on October 1st.

8. Adjournment

Motion: Jeff made a motion to adjourn meeting at 5:05pm. The motion was seconded by Lara.

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

Opposed by: None

Prepared by: Tiah Mayhew, Office Manager

Approved by: Darrell Roberts, Secretary-Treasurer

Management Report

Columbia Area Transit

For the period ended August 31, 2022



Prepared by

Our Team Accounting, LLC

Prepared on

September 16, 2022

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

Balance Sheet

Cash Availability - Total available cash at the end of August 2022 was \$980k this is \$120k less than July and approximately \$107k less than FY22 at this time.

Accounts Receivable – Outstanding AR at the end of August totaled receivable of \$70k. Only one payment has been received for accounts receivable in the last 90 days. The oldest invoice has been open since April 2022.

Grants Receivable – The total Grants Receivable balance at the end of August was \$756k. This is roughly \$171k more than this time last year. Payment for Q4 receivables was received in September.

Prepaid Expenses – Total prepaid expenses at the end of August were \$18k. A credit from Special Districts Insurance was received in the amount of \$14k for over invoicing of premiums which reduced the annual amount significantly.

Accounts Payable – The amount due to vendors and not yet paid at the end of August was \$34k. All open invoices were paid in September.

Accrued Payroll – The final day of employment for Ms. Fink was 6/30/22. The final paycheck was issued in the new fiscal year but to record the expense in the proper period, it was posted into June 2022. The accrual amount of \$55k represents Ms. Fink's net pay, employee taxes withheld and the employer taxes.

Income Statement

Revenue – Total revenue earned during the for FY23 through the end of August was \$504k, which is \$70k more than earnings at this time last year, and \$272k more than the budgeted amount.

COG Fuel – Fuel expenses YTD total \$50k. The budgeted amount is \$48k, resulting in a \$2k negative variance. The FY22 amount spent at this point in the year was \$33k. The year over year variance is due to increase bus service as well as increased cost of fuel.

COG Operations - Preventative maintenance expenses, (tires, shop supplies and bus repair expenses) through the end of August totaled \$34kk, which is \$14k more than the amount budgeted but only \$2k more than the amount spent in the prior year at this time. The variance is due to the need to purchase tires and tools faster than expected.

COG Communication – Dispatch, GPS software and cellular data expenses for the first two months of the year were \$4k. This is \$2k less than the amount budgeted, but on par with FY22.

COG Driver Expenses – As of the end of August, driver expenses were \$1k. This is also on par with spending prior year at this time, but is \$2k less than the amount budgeted.

Advertising – Advertising expense so far in FY23 totaled \$3k and was largely dedicated to 4th of July parade supplies and the replacement of folding rack cards. The budgeted amount for the end of August was \$20k.

Grant / Contract Match Funds – No match funds have been recorded YTD. The amount budgeted for estimated activity was \$3k. The funds dedicated in FY22 at this point in the year were \$19k. Typically a small amount of Medicaid/ODDS match is required monthly. The Gorge Transit Connect program may have quarterly activity.

Gross Profit – Gross profit for activity through the end of the second period of FY23 was \$406k which \$94k more than FY22 at this time and \$285k more than the amount budgeted. The major contributing factors for the positive variance are more grant funds received than budgeted.

Administrative Expense – Administration expenses through the end of August totaled \$38k which is \$7k more than last year at this time but is \$39k less than the amount budgeted.

Personnel – Personnel through the end of August totaled \$250k which is \$61k more than last year at this time but is \$4k less than the amount budgeted. The most significant portion of the increase I related to direct service personnel hiring.

Capital Outlay – No out-right purchases of buses have been made yet this year, however a trolley was leased resulting in \$8k of expense.

Net Income – Net income at the close of close of August was \$110k, which is \$65k more than FY22 at this time and \$322k more than the amount budgeted.

Columbia Area Transit

Statement of Financial Position

As of August 31, 2022

	TOTAL			
	AS OF AUG 31, 2022	AS OF AUG 31, 2021 (PY)	CHANGE	% CHANGE
ASSETS				
Current Assets				
Bank Accounts				
1000 C. I. B. - Operating (6906)	39,046	126,655	(87,608)	(69.00 %)
1005 C. I. B. - Savings (3232)	30,000	300,110	(270,110)	(90.00 %)
1020 C. I. T. - H. R. County	911,039	660,856	250,183	38.00 %
1050 Petty Cash	100	(22)	122	563.00 %
Total Bank Accounts	\$980,185	\$1,087,599	\$ (107,414)	(10.00 %)
Accounts Receivable	\$69,815	\$0	\$69,815	0%
Other Current Assets				
1205 Accounts Receivables - Property Tax Audit Adj	22,140	22,140	0	0.00 %
1210 Accounts Receivables - Grants	756,553	585,054	171,499	29.00 %
1270 Prepaid Expenses	17,864	25,394	(7,530)	(30.00 %)
1400 Accrued Revenue - Grants	0	0	0	
1998 Undeposited Funds	0	0	0	
1999 Uncategorized Asset	80		80	
Total Other Current Assets	\$796,637	\$632,588	\$164,049	26.00 %
Total Current Assets	\$1,846,637	\$1,720,187	\$126,450	7.00 %
Fixed Assets	\$2,888,304	\$2,888,304	\$0	0.00 %
TOTAL ASSETS	\$4,734,942	\$4,608,492	\$126,450	3.00 %
LIABILITIES AND EQUITY				
Liabilities				
Current Liabilities				
Accounts Payable	\$34,085	\$37,453	\$ (3,368)	(9.00 %)
Credit Cards	\$ (969)	\$7,230	\$ (8,199)	(113.00 %)
Other Current Liabilities				
2001 Accounts Payable - Audit Adj	0	0	0	
2205 Deferred Revenue - Grants	0	22,500	(22,500)	(100.00 %)
2500 Accrued Payroll	55,802	55,802	0	0.00 %
2501 Accrued PTO	29,924	29,924	0	0.00 %
Total Other Current Liabilities	\$85,727	\$108,227	\$ (22,500)	(21.00 %)
Total Current Liabilities	\$118,843	\$152,910	\$ (34,067)	(22.00 %)
Long-Term Liabilities	\$4,255,719	\$4,255,719	\$0	0.00 %
Total Liabilities	\$4,374,562	\$4,408,629	\$ (34,067)	(1.00 %)
Equity	\$360,379	\$199,863	\$160,517	80.00 %
TOTAL LIABILITIES AND EQUITY	\$4,734,942	\$4,608,492	\$126,450	3.00 %

Columbia Area Transit

Statement of Activity

July - August, 2022

	TOTAL			
	JUL - AUG, 2022	JUL - AUG, 2021 (PY)	CHANGE	% CHANGE
Revenue				
4001 Fare Revenue	41,700.15	41,216.96	483.19	1.17 %
4100 Contract Revenue	25,000.00	0.00	25,000.00	
4200 Federal Funds	275,537.78	77,892.31	197,645.47	253.74 %
4700 State Funds	159,159.00	312,518.00	(153,359.00)	(49.07 %)
4870 Local Assistance	963.13	2,611.76	(1,648.63)	(63.12 %)
4900 Other Revenue	1,741.96	645.77	1,096.19	169.75 %
Discounts/Refunds Given	0.00	(319.79)	319.79	100.00 %
Total Revenue	\$504,102.02	\$434,565.01	\$69,537.01	16.00 %
Cost of Goods Sold				
5005 Vehicle Expense	14.00	477.80	(463.80)	(97.07 %)
5019 Fuel	50,110.34	32,647.16	17,463.18	53.49 %
5020 Operation Expenses	34,413.98	31,979.54	2,434.44	7.61 %
5100 Communication Expense	4,013.17	4,174.72	(161.55)	(3.87 %)
5200 Vehicle Insurance	3,846.58	2,983.66	862.92	28.92 %
5500 Driver Expenses	1,027.00	1,110.00	(83.00)	(7.48 %)
5600 Advertising & Marketing	2,961.39	25,762.87	(22,801.48)	(88.51 %)
5700 Grant/Contract Match Funds	0.00	18,852.88	(18,852.88)	(100.00 %)
5800 Partner Distributions - Gorge Pass	2,032.84	4,901.13	(2,868.29)	(58.52 %)
5899 COVID19 Expenses	0.00	371.16	(371.16)	(100.00 %)
Total Cost of Goods Sold	\$98,419.30	\$123,260.92	\$ (24,841.62)	(20.15 %)
GROSS PROFIT	\$405,682.72	\$311,304.09	\$94,378.63	30.32 %
Expenditures				
7000 Administrative Expenses	0.00	0.00	0.00	
7003 Building Expenses	4,541.83	10,933.85	(6,392.02)	(58.46 %)
7100 Office Supplies & Expenses	7,226.50	3,270.94	3,955.56	120.93 %
7300 Professional Fees	23,636.95	13,812.58	9,824.37	71.13 %
7400 Other Administrative Expense	2,747.82	2,896.03	(148.21)	(5.12 %)
Total 7000 Administrative Expenses	38,153.10	30,913.40	7,239.70	23.42 %
8000 Personnel Expense	0.00	0.00	0.00	
8003 Administrative Personnel Expense	31,410.17	53,882.91	(22,472.74)	(41.71 %)
8103 Direct Service Personnel Expense	218,888.77	169,908.10	48,980.67	28.83 %
Total 8000 Personnel Expense	250,298.94	223,791.01	26,507.93	11.84 %
9000 Capital Outlay	7,500.00	11,901.96	(4,401.96)	(36.99 %)
Total Expenditures	\$295,952.04	\$266,606.37	\$29,345.67	11.01 %
NET OPERATING REVENUE	\$109,730.68	\$44,697.72	\$65,032.96	145.50 %
NET REVENUE	\$109,730.68	\$44,697.72	\$65,032.96	145.50 %

Columbia Area Transit

Budget vs. Actuals: FY-23 Budget V2 - FY23 P&L

July - August, 2022

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Revenue				
4001 Fare Revenue	41,700	40,000	1,700	104.00 %
4100 Contract Revenue	25,000	12,000	13,000	208.00 %
4200 Federal Funds	275,538	9,038	266,499	3,049.00 %
4700 State Funds	159,159	159,425	(266)	100.00 %
4870 Local Assistance	963	1,200	(237)	80.00 %
4900 Other Revenue	1,742	9,543	(7,801)	18.00 %
Total Revenue	\$504,102	\$231,206	\$272,896	218.00 %
Cost of Goods Sold				
5005 Vehicle Expense	14	1,200	(1,186)	1.00 %
5019 Fuel	50,110	48,000	2,110	104.00 %
5020 Operation Expenses	34,414	20,820	13,594	165.00 %
5100 Communication Expense	4,013	6,240	(2,227)	64.00 %
5200 Vehicle Insurance	3,847	5,800	(1,953)	66.00 %
5500 Driver Expenses	1,027	3,400	(2,373)	30.00 %
5600 Advertising & Marketing	2,961	20,000	(17,039)	15.00 %
5700 Grant/Contract Match Funds		3,000	(3,000)	
5800 Partner Distributions - Gorge Pass	2,033	1,600	433	127.00 %
Total Cost of Goods Sold	\$98,419	\$110,060	\$ (11,641)	89.00 %
GROSS PROFIT	\$405,683	\$121,146	\$284,536	335.00 %
Expenditures				
7000 Administrative Expenses				
7003 Building Expenses	4,542	9,600	(5,058)	47.00 %
7100 Office Supplies & Expenses	7,227	2,600	4,627	278.00 %
7300 Professional Fees	23,637	21,800	1,837	108.00 %
7400 Other Administrative Expense	2,748	5,150	(2,402)	53.00 %
Total 7000 Administrative Expenses	38,153	39,150	(997)	97.00 %
8000 Personnel Expense				
8003 Administrative Personnel Expense	31,410	50,508	(19,098)	62.00 %
8103 Direct Service Personnel Expense	218,889	238,389	(19,500)	92.00 %
Total 8000 Personnel Expense	250,299	288,897	(38,598)	87.00 %
9000 Capital Outlay	7,500	6,095	1,405	123.00 %
Total Expenditures	\$295,952	\$334,142	\$ (38,190)	89.00 %
NET OPERATING REVENUE	\$109,731	\$ (212,996)	\$322,726	(52.00 %)
NET REVENUE	\$109,731	\$ (212,996)	\$322,726	(52.00 %)

Columbia Area Transit

Statement of Cash Flows

July - August, 2022

	TOTAL
OPERATING ACTIVITIES	
Net Revenue	109,731
Adjustments to reconcile Net Revenue to Net Cash provided by operations:	
1211 Accounts Receivables - Grants:Grant Receivable - 5310 Funds 35149	(17,809)
1212 Accounts Receivables - Grants:Grants Receivable - 5311 Funds 34740	(48,510)
1213 Accounts Receivables - Grants:Accounts Receivable 5311 CARES - 34976	(71,300)
1214 Accounts Receivables - Grants:Accounts Receivable - STIF Discretionary 35102	(83,630)
1215 Accounts Receivables - Grants:Accounts Receivabel - STIF Formula 35033	(46,000)
1216 Accounts Receivables - Grants:Accounts Receivable - Planning 3504 - 35131	(1,200)
1273 Prepaid Expenses:PP - SDIS Vhcl & Gen Liab Insurance	967
1274 Prepaid Expenses:PP - SDIS Workers Comp	0
1275 Prepaid Expenses:PP - Fleetio Scheduler	(990)
1277 Prepaid Expenses:PP - UniteGPS	0
1400 Accrued Revenue - Grants	182,733
2000 Accounts Payable	(39,128)
2105 Columbia Bank Visa (2801)	(12,004)
2001 Accounts Payable - Audit Adj	(18,299)
2500 Accrued Payroll	(34,439)
Total Adjustments to reconcile Net Revenue to Net Cash provided by operations:	(189,609)
Net cash provided by operating activities	\$ (79,878)
NET CASH INCREASE FOR PERIOD	\$ (79,878)
Cash at beginning of period	1,060,064
CASH AT END OF PERIOD	\$980,185

Columbia Area Transit

Bill Payment List

August 2022

DATE	NUM	VENDOR	AMOUNT
1000 C. I. B. - Operating (6906)			
08/05/2022	21731	Special Districts Insurance	0.00
08/05/2022	21732	Providence OCC Travel Medicine Clinic	-465.00
08/05/2022	21733	Cascade Health Solutions	-468.00
08/05/2022	21734	Cogito	-1,820.00
08/05/2022	21735	Hood River County Community Development	-1,955.00
08/05/2022	21736	MIG	-7,945.00
08/05/2022	21737	VanKoten & Cleaveland, LLC	-822.50
08/05/2022	21738	Weatherly Printing	-699.15
08/05/2022	21739	Point S Tire & Auto Service	-614.96
08/05/2022	21740	Jubitz Fleet Services	-246.87
08/05/2022	21741	Sirius Media, LLC	-146.25
08/05/2022	21742	Car Stereo Specialist	-3,387.71
08/05/2022	21743	Advanced Security & Electrical Technology, Inc.	-3,809.00
08/05/2022	21744	Bohn's Printing	-87.10
08/05/2022	21745	Hometown Sales & Leasing	-7,500.00
08/05/2022	21746	Sign Media	-25.00
08/05/2022	21747	Napa Auto Parts	-1,109.41
08/05/2022	21748	Ortigoza	-222.00
08/05/2022		Mayra Ramos	-1,432.94
08/09/2022		Our Team Accounting, LLC	-1,054.41
08/15/2022	9114765	Car Stereo Specialist	-3,300.00
08/18/2022	21767	Association for Commuter Transportation	-575.00
08/18/2022	21768	Cascade Health Solutions	-159.00
08/18/2022	21769	CDR Labor Law, LLC	-465.00
08/18/2022	21770	Darrell Prowett	-43.00
08/18/2022	21771	Discovery Auto Glass	-1,295.00
08/18/2022	21772	Gorge Area Business Assistance	-549.20
08/18/2022	21773	HR Answers	-756.00
08/18/2022	21774	Infinite Graphix	-75.00
08/18/2022	21775	Jubitz Fleet Services	-105.23
08/18/2022	21776	MCEDD	-17,550.28
08/18/2022	21777	O'Reilly Automotive	-103.57
08/18/2022	21778	Napa Auto Parts	-1,906.26
08/18/2022	21779	Ortigoza	-195.00
08/18/2022	21780	Point S Tire & Auto Service	-1,225.25
08/18/2022	21781	Providence OCC Travel Medicine Clinic	-305.00
08/18/2022	21782	Special Districts Insurance	-4,339.00
08/18/2022	21783	VanKoten & Cleaveland, LLC	-35.00
08/18/2022	21784	Weatherly Printing	-227.75
Total for 1000 C. I. B. - Operating (6906)			\$ -67,019.84
2105 Columbia Bank Visa (2801)			
08/19/2022		Spectrum Enterprise-Time Warner Cable	199.98

Columbia Area Transit

Bill Payment List

August 2022

DATE	NUM	VENDOR	AMOUNT
Total for 2105 Columbia Bank Visa (2801)			\$199.98

Columbia Area Transit

A/P Aging Summary

As of August 31, 2022

	CURRENT	1 - 30	31 - 60	61 - 90	91 AND OVER	TOTAL
Amalgamated Transit Union	186	279				\$465
Bohn's Printing	137					\$137
Car Stereo Specialist	1,086					\$1,086
Cogito	1,260					\$1,260
Darrell Roberts		30				\$30
Day Wireless Systems	450					\$450
Employment Department, Oregon	1,132					\$1,132
Greg Pack		30				\$30
Hood River County Community Development	1,445					\$1,445
Hood River Quick Lube	169		80			\$248
Jeff Helfrich		30				\$30
KolorKraze	3,500					\$3,500
Lara Dunn		30				\$30
MCEDD	314	378	4,617			\$5,308
Meghan Larivee		30				\$30
MIG	2,385					\$2,385
Mount Adams Transportation Service - MATS	321	356				\$677
Napa Auto Parts	424					\$424
Nick Herman Mobile Repair	2,063	4,117	750			\$6,929
Ortigoza	259					\$259
Our Team Accounting, LLC		982				\$982
Skamania County	301	363				\$664
Valic	1,264	2,661	2,659			\$6,584
TOTAL	\$16,694	\$9,286	\$8,105	\$0	\$0	\$34,085

Hood River County Transportation District

~~STF~~/STIF Advisory Committee By-laws

Article 1: Name

The name of this organization shall be the Hood River County Transportation District ~~Special Transportation Fund~~/Statewide Transportation Improvement Fund Advisory Committee. Hereafter this committee will be referred to as the Advisory Committee.

Article 2: Citations

This Advisory Committee and these Bylaws are established for the purpose of carrying out statutory requirements as established under ORS 184.758(1)(b), ORS 184.761, and ORS 391.800 and the rules establishing the procedures and requirements for administration ~~of the Special Transportation Fund, as set forth under OAR Chapter 732, Division 5, 10 and 20 and~~ the Statewide Transportation Improvement Fund, as set forth under OAR Chapter 732, Division 040. Section 0030 and 0035, Dir 42, Section 0020 and Dir 44 Section 0025.

Article 3: Definitions

The following definitions shall apply to the terms used in these Bylaws:

“Areas of High Percentage of Low-Income Households” shall mean geographic areas within Hood River County which are determined to have a high percentage of low-income households. Low-Income Household is defined by shall mean a household total income of which does not exceed 200% of the poverty guidelines updated periodically in the Federal Register by the U.S. Department of Health and Human Services under the authority of 42 U.S.C 9902(2) for the 48 Contiguous States and the District of Columbia. Pursuant to OAR 732-040-0035(2)(a), it shall be the responsibility of the Advisory Committee to gather data and to seek public input, and to determine the areas of Hood River County in which there exist high percentages of low-income households, and to publish said determination in its Committee minutes and printed public materials.

“Bicycle and Pedestrian Advocates” shall be individuals representing either organizations or standing committees associated with local governments within Hood River County which advocate for and promote bicycle and pedestrian-related issues, goals, projects, or interests, or which exist to advise local government elected officials on matters related to bicycle and/or pedestrian traffic safety and enforcement, pathways and travel lanes, project planning and development, and promote public events.

“Board” shall mean the Hood River County Transportation District Board of Directors.

“Committee” or “The Committee” shall mean the Hood River County Transportation District State Transportation Improvement Fund Advisory Committee. Outside of these Bylaws, this Committee may commonly be referred to as “the ~~STF~~/STIF Committee”.

“Employer Representative” shall mean any employee, supervisor, manager, or owner of a business enterprise legally operating within the boundaries of Hood River County.

“Environmental Advocates” shall be individuals representing either organizations or standing committees associated with local governments within Hood River County which advocate for any of a wide range of environmental issues, goals, projects, or interests, or which exist to advise local government elected officials on matters related to the environment or to environmental features of public property.

“Local Government Representative” shall mean an employee of a County, municipal, or special district governmental organization formed and organized under the Oregon Revised Statutes and operating within the jurisdictional boundaries of Hood River County.

~~“Low Income” The STF/STIF Committee will define low income households for the plan.~~

“Major Destination” shall mean a well-known and commonly recognized destination within Hood River County, which may either be at one physical location (ex. Hood River County Historical Museum) or a group of destination locations within an industry (ex. local wineries or craft beer breweries.) A “Representative of Major Destinations” may be an employee, manager or owner of a destination or representing a destination industry group, or a member of an organization which promotes tourism within Hood River County generally.

“Non-Profit Public Transportation Service Provider Representative” shall mean a representative of a non-profit transportation service engaged in providing public transportation services within the County, regardless of whether this entity receives public transportation funding.

“Person(s) with Disabilities” shall mean individuals with disabilities which limit or constrain any aspect of their daily life, and may include, but is not necessarily limited to, physical, intellectual, cognitive, developmental, and/or emotional disabilities.

“Persons with Limited English Proficiency” shall be persons as defined in Hood River County’s Limited English Proficiency Plan adopted by the Board, who did not speak English as their original language and who may have limited proficiency in either speaking or understanding written or spoken English, or both.

“Public Transportation Service Provider Representative” shall mean a representative of a publicly managed transportation service engaged in providing public transportation services within the County.

“Representative of Educational Institutions” shall mean a person who is employed by or on the Board of Directors of a K-12 public school; chartered or state-licensed private K-12 school, community college, university, private college, or trade school operating within the jurisdictional boundaries of Hood River County.

“Representative of Low-Income Individuals” shall be a person representing the needs of low-income transportation system users, and who is familiar through association with groups or individuals with special transportation needs of low-income users.

“Representative of Persons with Disabilities” shall be someone representing the needs of disabled transportation system users, and who, through association with groups or individuals, or facilities serving persons with disabilities, is familiar with the special transportation needs of disabled users.

“Representative of Persons with Limited English Proficiency” shall be someone representing the needs of transportation system users with limited English proficiency, and who is familiar through association with neighborhood groups, local school groups, social service or non-profit agencies, with the transportation needs of limited English proficiency users.

“Senior” or “elderly” shall mean persons sixty (60) years of age or older. A “Senior Representative” shall be someone, who may also be a senior, representing the needs of elderly transportation system users, and who is familiar through association with groups or individuals, or facilities serving seniors, with the special transportation needs of elderly users.

“Social and Human Service Provider Representative” shall mean a representative of a social services, human services, or health services agency operating within Hood River County. Said agency may be a public agency, a non-profit agency, or a not-for-profit institution such as a health center.

“Social Equity Advocates” shall be individuals representing either organizations or standing committees associated with local governments within Hood River County which advocate for equity for groups of persons who may be disadvantaged due to but not limited to ethnicity; income or other economic circumstances; limited English proficiency; homelessness; citizenship status; gender identity; sexual orientation; or which exist to advise local government elected officials on matters related to equity.

“Transit Dependent User” shall mean an individual who is dependent on public transportation for mobility due to economic reasons or due to other special transportation needs.

“Discretionary Fund” up to five percent of STIF funds to be disbursed to Public Transportation Service Providers, which includes Qualified Entities, through a competitive grant funding process, pursuant to ORS 184.758(1)(b).

“Intercommunity Discretionary Fund” Up to four percent of STIF funds to be disbursed to Public Transportation Providers through a competitive grant funding process, pursuant to ORS 184.758(1)(c).

“Project” A public transportation improvement activity or group of activities eligible for STIF moneys and a plan or proposal for which is included in a STIF Plan or in a grant application to a Qualified Entity or the Agency. Examples of project types include, but are not limited to: discrete activities, such as purchasing transit vehicles, planning, or operations; and groups of activities for a particular geographic area or new service, such as a new route that includes purchase of a transit vehicle, and maintenance and operations on the new route.

“STIF Formula Fund” Up to 90 percent of the Statewide Transportation Improvement funds to be disbursed to Qualified Entities conditioned upon the Commission’s approval of a STIF Plan, pursuant to ORS 184.758(1)(a).

“STIF or Statewide Transportation Improvement Fund” The fund established under ORS 184.751.

STIF Plan: A public transportation improvement plan that is approved by a Governing Body and submitted to the Agency for review and approval by the Commission in order for the Qualified Entity to receive a share of the STIF Formula Fund.

Article 4: Function

1. Purpose:
 - a. Assist the Hood River County Transportation District on matters that pertain to the needs of individuals and persons with disabilities and seniors in Hood River County, to encourage and promote services that meet those needs, and to advocate for a range of services that directly affect the welfare of those who desire or require those services.
 - b. Assist the Board in tasks and duties supporting local and regional transportation services funded through the Statewide Transportation Improvement Fund (STIF) and allocated to Hood River County Transportation District, for distribution to Public Transportation Service Providers within and adjacent to Hood River County.
2. Major Tasks: The Committee shall have ~~five~~^{seven} (57) major tasks. These are:
 - a. Advise staff regarding opportunities to coordinate ~~STF funded projects~~population-based Formula funds with other transportation programs and services to avoid duplication and gaps in service.
 - ~~b. Review the proposed distribution of STF Formula Program monies and make recommendations to staff.~~
 - ~~c. b.~~ Participate in updating the Coordinated Transportation Plan every (3) years.
 - c. Review grant applications for acceptance, rejection, or prioritization for funding from the Discretionary Fund and Statewide Transit Network Funds, consistent with OAR 732-044-0025. Review Discretionary Grant proposals and make recommendations to staff. Advisory Committee members are required to consider the following criteria when reviewing projects under the discretionary STIF Funds as described in OAR 732-044-0025:
 - i. Supports the purpose, as applicable, of the Discretionary Fund or the Intercommunity Discretionary Fund, as described in OAR 732-044-0000, which includes:
 - ii. The Discretionary Fund is intended to provide a flexible funding source to improve public transportation in Oregon. It is not a source of ongoing operations funding.
 - iii. The Statewide Transit Network Fund is for improving connections between communities and between communities and other key destinations important for a connected Statewide Transit Network.
 - iv. Improves public transportation service to Low-Income Households
 - v. Improves coordination between Public Transportation Service Providers and reduces fragmentation of Public Transportation Services
 - vi. Consistent with Oregon Public Transportation Plan goals, policies, and implementation plans, including:
 - vii. Integrated public transportation planning where affected communities planned or partnered to develop proposed Projects
 - viii. Technological innovations that improve efficiencies and promote a seamless and easy to use Statewide Transit Network
 - ix. Advancement of State greenhouse gas emission reduction goals
 - x. Support or improvement of a useful and well-connected Statewide Transit Network

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- xi. Does not substantially rely on discretionary state funding beyond a pilot phase for operations projects
 - xii. Supports geographic equity or an ability to leverage other funds (these factors apply when all other priorities are held equal)
 - xiii. Meets any additional criteria established by the Commission
 - d. ~~—~~
 - d. ~~—~~
 - e. ~~Reviewing and advising staff on the development of the local STIF Plan, consistent with the guidelines promulgated by State administering agencies.~~
 - e. ~~Reviewing all and prioritize the STIF Formula Fund projects and allocated funding proposed for inclusion within the STIF Plan, and prioritizing the approved projects, including the funding level for each project to be included within the STIF Plan. Per OAR 732-042-0020(5) the Advisory Committee shall consider the following when reviewing STIF Formula Fund Projects:~~
 - i. The extent to which the Project would advance each of the criteria listed at 732-042-0015(2)(c).
 - ii. Whether the Project would maintain an existing service;
 - iii. The extent to which the Project goals meet public transportation needs and are a responsible use of public funds; and
 - iv. The extent to which the Project might benefit or burden historically- or currently-marginalized communities both now and in the long term; and
 - f.v. Other factors to be determined by the Qualified Entity or Advisory Committee such as geographic equity
 - g.f. ~~Developing a process for monitoring and evaluating projects to ensure that Public Transportation Providers sub-recipients that have received funds are applying the funds in accordance with and for the purposes described within their project proposal.~~
 - h. ~~As and if requested, and in the manner directed by directed by the Board, reviewing and advising staff on the methodology for distribution of STIF Formula Program monies allocated to Hood River County.~~
3. The Committee shall perform the tasks consistent with the administrative requirements set forth under OAR Chapter 732, Division 5, 40, 42, and 44 as defined by Hood River County Transportation District.

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Article 5: Membership

1. ~~Number, Qualifications, and Selection of Members:~~ The Advisory Committee shall consist of no less than (5), and no more than (7) members, appointed by the Board, as follows:
 - a. To be qualified to serve on the Committee, an individual must:
 - i. ~~Reside or work in Hood River County and;~~
 - ii.i. Be knowledgeable about the public transportation needs of residents or employees located within or traveling to and from the County.
 - b. At least one member from each of the following, who shall be a person:
 - i. With low-income, or a person from a low-income household, as defined in Article 3, ~~who uses transportation services in the County,~~ or a representative of

low-income persons or households who use transportation services in the County; and

- ii. Who is a senior or elderly individual or an individual with a disability, as defined in Article 3, ~~and uses transportation services in the County~~, or a representative of seniors or people with disabilities who use transportation in the County; and
- iii. A ~~representative of a Ppublic Ttransportation Sservice Pprovider or non-profit entity representative who provides public transportation services~~, as defined in Article 3.

c. Up to four (4) additional members may be representatives from any of the following groups, ~~per OAR 732-040-0035(5)(b) be a person who is a member of or represents one or more of the following:~~

- i. ~~local governments, including land use planners;~~
- ii. ~~people with disabilities;~~
- iii. ~~veterans;~~
- iv. ~~low-income individuals;~~
- v. ~~social equity advocates;~~
- vi. ~~environmental advocates;~~
- vii. ~~Black, indigenous, and people of color;~~
- viii. ~~bicycle and pedestrian advocates;~~
- ix. ~~people with limited English proficiency;~~
- x. ~~public health, social and human service providers;~~
- xi. ~~transit users who depend on transit for accomplishing daily activities;~~
- xii. ~~individuals age 65 or older;~~
- xiii. ~~educational institutions;~~
- xiv. ~~Public Transportation Service Providers;~~
- xv. ~~non-profit entities which provide public transportation services;~~
- xvi. ~~neighboring Public Transportation Service Providers;~~
- xvii. ~~employers; or~~

~~e-xviii. major destinations for users of public transit as defined in Article 3:~~

- i. ~~local governments, including land use planners,~~
- ii. ~~non-profit public transportation service providers,~~
- iii. ~~neighboring public transportation service providers,~~
- iv. ~~employers,~~
- v. ~~social and human service providers,~~
- vi. ~~transit dependent users,~~
- vii. ~~social equity advocates,~~
- viii. ~~environmental advocates,~~
- ix. ~~bicycle and pedestrian advocates,~~
- x. ~~people with limited English proficiency,~~
- xi. ~~educational institutions,~~

~~xii-xix. major destinations~~

- d. The Board will seek to appoint Committee members who represent the diverse interests, perspectives, geography, and the demographics of the County. Consideration

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may also be given to individuals within these categories who are users of public transportation services provided within the County.

2. Ex Officio Members: The Committee may additionally consist of any the following ex officio members, appointed by the Board as follows:
 - a. One (1) County representative
 - b. One (1) MCEDD representative
 - c. One (1) LINK representative
 - d. Any additional representatives which the Board deems appropriate.
 3. Terms of Office: Terms shall be three (3) years. Any member may serve two (2) successive terms if reappointed by the HRCTD Board of Directors. Terms begin on ~~August~~ July 1 and end on June 30. Terms shall be staggered, ~~with either two or three members' terms expiring each year as much as possible.~~
 4. Member Responsibilities: All Committee members shall regularly attend meetings of the Committee ~~and any meetings of the subcommittees to which they are appointed and shall fulfill other duties as appointed by the Chairman.~~
 5. Resignation of Membership: Should a member need to resign from the Advisory Committee, they may do so by informing HRCTD staff in writing.
 - 5-6. Termination of Membership: The Board may remove Committee members as follows:
 - a. Failure to attend three or more consecutive regular Committee meetings. The HRCTD Board may declare a member's position vacant when the member has had three (3) unexcused absences in one year or no longer meets the residency requirement.
 - b. For cause following public hearing, for reasons including, but not limited to commission of a felony, corruption, intentional violation of open meetings law, failure to declare conflict of interest, or incompetence.
 6. ~~Vacancies: The HRCTD Board shall make appointments to fill vacancies as they occur. Such appointments shall be for the duration of the unexpired term of that position.~~
- ~~Article 6: Officers~~

~~The following officers shall be elected from the Committee membership during the first meeting of each calendar year:~~

- ~~• Chair: The Chair shall have the responsibility of conducting all meetings and hearings in an orderly manner. The Chair may not initiate a motion, but may second, and shall vote on each issue after the question is called. However, in the event the Chair's vote shall create a tie, the Chair shall refrain from voting.~~
- ~~• Vice Chair: The Vice Chair shall be responsible for conducting the meetings and hearings in the absence of the Chair.~~

~~Article 7: Subcommittees~~

1. ~~Creation of Subcommittees: The Committee shall have the power to create subcommittees with such responsibilities as the Committee directs.~~
2. ~~Naming of Subcommittees: The Chair shall appoint and charge each subcommittee with its responsibilities, shall appoint the members of the subcommittee, and shall appoint the chair of the subcommittee in the event the subcommittee consists of more than one person. The subcommittee chair shall be responsible for scheduling meetings, assigning specific tasks within~~

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the mandate of the subcommittee, and reporting to the Committee concerning the work of the subcommittee.

Article 8: Advisors

The Committee and the subcommittees may call on lay citizens and professionals as advisors without voting rights to provide technical assistance, expert guidance and advice, data support and analysis, provide information for and testify in deliberations, and attend meetings to the extent deemed appropriate and approved by the Committee and the Chair.

Calling of advisors by the Committee will be coordinated by the Chair or subcommittee chairs through HRCTD staff assigned to the Committee.

Article 9: Meetings

1. **Regular Meetings:** Meetings shall be held a minimum of two times per year, as required by statute, but may be held more frequently to carry out the purposes of the Committee. The Advisory Meeting should meet as often as needed to advise HRCTD staff and review project proposals but no less than two times per year. These meetings shall be held in publicly accessible facilities will be hosted by HRCTD at 224 Wasco Loop unless otherwise noted, and shall take place during transit operating hours, to facilitate attendance of interested individuals.
2. **Special Meetings:** Special meetings may be called by the Chair or by the Board of Directors by giving the members and the press written or verbal notice at least 24 hours before the meeting.
3. **Quorum:** A simple majority of the appointed, and filled, voting membership shall constitute a quorum. All business conducted with a majority vote of the quorum shall stand as the official action of the Committee.
4. **Voting:** Each Committee member, except ex officio members, shall have one vote. ~~In the event the Chair's vote shall create a tie vote, the Chair shall refrain from voting. A Committee member shall not vote on any funding decision in which they are an applicant for funds.~~
5. ~~Staff:~~ Administrative staff to the Committee shall be determined by the Board in consultation with the Executive Director.
6. ~~5.~~ **Agenda:** The Chair, with the assistance of the HRCTD provided staff, shall prepare the agenda of items requiring Committee action, and shall add items of business as may be requested by individual Committee members and/or the Board of Directors. Agendas of all meetings will be provided to the group approximately 7 days prior to the meeting shall be posted in advance as required under Public Meeting Law. Background materials may be included with the agenda for pre-reading and meeting preparation.
6. **Notice:** All members shall be given written notice of time, date, location, and purpose of the meetings at least three (3) days before a regular Committee meeting and written or verbal notice one (1) day before a special meeting. In the event a member is provided with less than three (3) days written notice of a regular meeting, or less than one (1) day actual notice of a special meeting, and objects to the proceedings based on a lack of adequate notice, all business conducted at that meeting shall be reconsidered at the next regular meeting or at a special meeting called with adequate notice. Public notice of meetings must be posted in advance to allow reasonable time for the media and interested parties to react to the information. Public notice options include, but are not limited to:

- a. Email Lists
- b. Social Media
- c. Website
- d. News Media
- e. Fliers at transit facilities
- f. Mailings
- 7-g. Document repositories

7. Minutes: Minutes recording all motions and subsequent action including the number of yes or no votes on each issue shall be taken. In addition, all conflicts of interest shall be noted. Minutes of all meetings shall be posted following all meetings as required under existing HRCTD policy.
8. Roles: HRCTD staff will coordinate and facilitate meetings to ensure the success of the group.

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Article 10: Public Records & Meeting Law and Public Engagement

1. Public Records and Meeting Law: The Committee is a public body for the purposes of ORS Chapter 192 and is subject to the statutory procedures related to Oregon public records and meetings. Pursuant to OAR 732-040-035(2)(b), written copies of Committee agendas, minutes, and By-laws shall be made available to the public for a period of no less than six (6) years.
2. Public Engagement: Pursuant to OAR 735-040-0035, the Committee shall strive to seek public engagement in all its deliberative processes, regarding the selection of projects for inclusion and funding in the HRCTD STIF Plan. The Committee will work with HRCTD staff resources to publicize key meetings and hold public forums as needed to ensure maximum public access to information and public participation in priority-setting exercises.

Article 11: Parliamentary Procedure

The current edition of Robert's Rules of Order shall govern the Committee where not inconsistent with these By-laws or any special rules of order the Committee shall adopt.

ARTICLE 12 Conflict of Interest

A potential or actual conflict of interest shall be declared by any member who has or may have a conflict of interest as defined by Oregon law (ORS 244.020), prior to taking any action on the matter causing the conflict. No member shall vote upon any motion which requires declaration of an actual conflict of interest.

Article 13: By-Laws and Amendments

1. By-laws: The Committee shall maintain written By-laws pursuant to OARS 732-040-035 that that include, but are not limited to, name and purpose, committee membership criteria, appointment process, terms of office for the committee members, general procedures of the committee, member duties, meeting schedule, public noticing requirements and engagement processes, and the STIF Plan development process and general decision-making criteria.
2. Review of By-laws: The Committee shall periodically review its By-laws and update them as required, but no less frequently than every three (3) years. Committee By-laws will be reviewed by HRCTD staff and presented to the Board for adoption. The Board may also elect to review Committee By-laws at any time.

3. Amendments: Committee By-laws may be amended by the Board of Directors upon its own motion. Prior to an amendment, the Board of Directors may request a recommendation from the Committee which may recommend changes at any regular meeting of the Committee by a two-thirds vote of the appointed and filled membership, provided that the recommended amendment has been submitted in writing to the Committee members no later than three days before the regular meeting.

Adopted: January 20, 2021

HOOD RIVER COUNTY TRANSPORTATION DISTRICT BOARD OF DIRECTORS

Lara Dunn, Board Chair



Memo

To: Board of Directors
From: Amy Schlappi, Executive Director
Date: September 21, 2022
Re: STIF Advisory Committee Bylaws and New Committee Members

Background

During the September 16, 2021 Board Meeting, Board Members had voted to merge the Hood River County Transportation District Statewide Transportation Improvement Fund (STIF) and the Special Transportation Fund (STF) Committees to become the STF/STIF Committee. The move allowed the District to align with ODOT's 2019 action of combining the two programs.

Recently ODOT has recommended several changes to the Bylaws of the advisory committee due to the combination of STF and STIF. The attached draft STIF Committee Bylaws reflect those recommendations.

The STIF Advisory Committee must have at least 5 members. The terms of several members have expired, the Board must appoint new STIF Advisory Committee Members. There are two candidates for the STIF Committee:

- Ivy Collins – High School Student at Hood River Valley High School and current member of the TMP Community Advisory Committee.
- Kevin Liburdy – City of Hood River Planner. Kevin was a committee member but eligible to be reinstated for a second term.

Action Required

The board should review the attached draft bylaws and approve or recommend changes and discuss or vote on approval of the STIF Advisory Committee candidates.



Memo

To: HRCTD - BOARD OF DIRECTORS
From: Amy Schlappi
Date: September 21, 2022
Re: Contracts

Background

Per HRCTD's Financial Management policy staff needs approval on the below contracts. Staff has followed proper procurement procedure per the district's procurement policies and selected the below consultant or vendors. Funds for each contract have been accounted for in the FY23 Budget.

1. Planning Consultant (Patricia Fink)
 - a. Purpose: To compile existing segments of the TMP, create the capital/financial plan, develop final draft, and finalize the 2023 Transit Master Plan Update. Additionally the consultant will provide as needed guidance with on-going paratransit and fixed-route services planning, grant writing and/or financial analysis.
 - b. Not to exceed amount: \$28k
 - c. Contract period: Date signed -6/30/2023
2. Nick Herman Auto Repair
 - a. Purpose: To perform on-going preventative maintenance and mechanical repairs as needed. Larger or more technical preventative maintenance/repairs.
 - b. Total not to exceed amount: \$250K
 - c. Contract period: 1 year with the option to extend 1 year
3. Ortigoza Auto Repair
 - a. Purpose: To perform on-going preventative maintenance and mechanical repairs as needed. Smaller preventative maintenance tasks or repairs.
 - b. Total not to exceed amount: \$250K
 - c. Contract period: 1 year with the option to extend 1 year

Action Required

Board must approve contracts or suggests changes.

Recommendation

Staff recommends that the board approves the above contracts.

Operations Report



August

Safety and Statistics

Operations Report

SAFETY AND STATISTICS
SAMSARA SAFETY SCORE

	August	July	June	May
Safety Score	96	94	98	97
Crashes	0	0	2	0
Harsh Events reported	19	100	28	12
Harsh Events actual	0	3	*	*
Drive Time	1,487:10	1,450:03	1,511:25	1,451:59
% Over speed limit	3.7%	10%	2.7%	2.6%
Miles Driven	54,142 mi	49,143 mi	51,669 mi	49,673 mi

*Harsh Events Caused by removal of devices from vehicles

ON TIME PERFORMANCE

	August	July	June	May	April
Fixed OTP 5 mins	93%	90%	92%	97%	97%
Fixed OTP 15 mins	98%	98%	97%	99%	98%
DAR OTP 5 mins	90%	89%	88%	89%	82%
DAR OTP 15 mins	98%	97%	98%	99%	97%

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

	August	July	June	May	April
Fuel Used (Gas)	3133.63	2739.54	2205.39	2018.31	1726.1
Fuel Used (Diesel)	4006.54	4131.19	4672.65	4182.86	2427
Total Fuel Cost	\$27,950.93	\$30,703.36	\$36,099.23	\$28,608.89	\$16,990.22
Vehicle Repairs	1(Trolley)	0	2	2	1
Customer Complaints	0	1	0	1	0
Cost Per Mile	\$0.51	\$0.62			

Driver of The Month:

Troy Webster

City Route													
	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	July	Aug
Rides	1056	771	845	879	1070	857	951	1093	1209	1396	1453	1757	1974
Hours	264	252	293	319	319	230	208	230	242	403	390	360	360
Boarded Ride/ Hour	4	3.1	2.9	2.8	3.4	3.7	4.6	4.8	5	3.5	3.7	4.8	5.5
DAR													
	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	July	Aug
Rides	212	225	295	330	358	269	220	320	274	263	289	237	205
Hours	176	186	69	83	83	65	56	77	72	64.5	70	78	75.5
Boarded Ride/ Hour	1.2	1.2	4.2	4	4.3	4.1	4	4.2	3.8	4	4.1	3.1	2.8
Cascade Locks													
	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	July	Aug
Rides	204	72	82	91	129	47	65	70	66	51	51	68	137
Hours	198	168	128.45	125	125	70	66.5	70	72	66	63	63	61
Boarded Ride/ Hour	1	0.4	0.6	0.7	1	0.7	1	1	1	1	1	1	2.2
Upper Valley													
	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	May	July	Aug
Rides	453	446	662	491	514	502	429	460	464	427	480	476	523
Hours	198	189	183.5	160	160	180	176	207	180	190	198	189	180
Boarded Ride/ Hour	2.3	2.4	3.6	3.1	3.2	2.8	2.4	2.3	2.6	2.2	2.5	2.5	2.9
The Dalles													
	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	July	Aug
Rides	359	325	215	285	270	261	248	344	271	385	379	356	349
Hours	106	102	100	90.61	115	99	89	99	98	106	104	106	104
Boarded Ride/ Hour	3.4	3.2	2.2	3.1	2.4	2.6	2.8	3.5	2.8	3.6	3.7	3.4	3.4
Columbia Gorge Express													
	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	July	Aug
Rides	3028	1908	1399	1247	1206	947	926	1727	1488	2633	2921	3708	4983
Hours	522	502	333.5	308	308	327	306.5	327	349	597	624	672.5	672.5
Boarded Ride/ Hour	5.8	3.8	4.2	4.1	4	2.9	3	5.3	4.3	4.4	4.7	5.5	7.4
Seasonal Service													
	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	July	Aug
Rides	46	0	0	0	0	787	1016	941	20/92	1216	396	465	538
Hours	72	0	0	0	0	375	337.5	375	13/76	180	39	196	228
Boarded Ride/ Hour	0.6	0	0	0	0	2.1	3	2.5	1.5/1.2	6.8	10	2.4	2.4
All Routes													
	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	July	Aug
Rides	6331	3913	3321	3232	3547	3670	3855	4955	3628	6371	5969	7,067	8709
Hours	1,608	1466	1024.3	1085.61	1110	1346	1239.5	1358	829	1606.5	1425	1664	1680.5
Boarded Ride/ Hour	3.9	2.7	3.3	3	3.2	2.72	3.1	3.7	4.4	4	4.2	4.2	5.2



FRIEND & REAGAN, P.C.
Certified Public Accountants

305 E. Fifth Street
The Dalles, OR 97058
phone [541] 296.2000
fax [541] 296.5636
www.friendreagan.com

August 10, 2022

To the Board of Directors
Hood River County Transportation District
224 Wasco Loop
Hood River, OR 97031

We are engaged to audit the financial statements of the governmental activities of Hood River County Transportation District for the year ended June 30, 2022. Professional standards require that we provide you with the following information related to our audit. We would also appreciate the opportunity to meet with you to discuss this information further since a two-way dialogue can provide valuable information for the audit process.

Our Responsibility under U.S. Generally Accepted Auditing Standards

- 1) Our responsibility is to plan and perform the audit to obtain reasonable, but not absolute, assurance that the financial statements are free of material misstatement.
- 2) As part of the audit, we will consider the internal control of Hood River County Transportation District. Such considerations will be solely for the purpose of determining our audit procedures and not provide any assurance concerning such internal control.
- 3) We are responsible for communicating significant matters related to the audit that are, in our professional judgment, relevant to your responsibilities in overseeing the financial reporting process. However, we are not required to design procedures specifically to identify such matters.

As stated in our engagement letter dated August 10, 2022, our responsibility, as described by professional standards, is to express opinions about whether the financial statements prepared by management with your oversight are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles. Our audit of the financial statements does not relieve you or management of your responsibilities.

Generally accepted accounting principles provide for certain required supplementary information (RSI) to supplement the basic financial statements. Our responsibility with respect to management's discussion and analysis, which supplements the basic financial statements, is to apply certain limited procedures in accordance with generally accepted auditing standards. However, the RSI will not be audited and, because the limited procedures do not provide us with sufficient appropriate evidence to express an opinion or provide any assurance, we will not express an opinion or provide any assurance on the RSI.

We have been engaged to report on the budgetary basis fund financial statements, which accompany the financial statements but are not RSI. Our responsibility for this supplementary information, as described by professional standards, is to evaluate the presentation of the supplementary information in relation to the financial statements as a whole and to report on whether the supplementary information is fairly stated, in all material respects, in relation to the financial statements as a whole.

We have not been engaged to report on the introductory section, which accompany the financial statements but are not RSI. Our responsibility with respect to this other information in documents containing the audited financial statements and auditor's report does not extend beyond the financial information identified in the report. We have no responsibility for determining whether this other

information is properly stated. This other information will not be audited and we will not express an opinion or provide any assurance on it.

Planned Scope, Timing of the Audit, Significant Risks, and Other

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested.

Our audit will include obtaining an understanding of the entity and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. Material misstatements may result from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the entity or to acts by management or employees acting on behalf of the entity. We will generally communicate our significant findings at the conclusion of the audit. However, some matters could be communicated sooner, particularly if significant difficulties are encountered during the audit where assistance is needed to overcome the difficulties or if the difficulties may lead to a modified opinion. We will also communicate any internal control related matters that are required to be communicated under professional standards.

We have identified the following significant risk of material misstatement as part of our audit planning:

Improper revenue recognition due to fraud and management override of controls.

We expect to begin our audit on approximately August 1, 2022 and issue our report by December 31, 2022. Alec John Olson is the engagement partner and is responsible for supervising the engagement and signing the report or authorizing another individual to sign it.

This information is intended solely for the use of the board of directors and management of Hood River County Transportation District and is not intended to be, and should not be, used by anyone other than these specified parties.

Very truly yours,



Friend & Reagan, P.C.

HOOD RIVER COUNTY TRANSPORTATION DISTRICT

HOOD RIVER, OREGON, 97031

JUNE 30, 2022

Lara Dunn

In connection with an audit of our financial statements, please furnish answers to the following questions, sign your name, and return the questionnaire directly to our auditors, Friend & Reagan, PC, CPAs at 305 E 5th Street, The Dalles, OR 97058. The questionnaire is designed to obtain information about transactions between Hood River County Transportation District and any related parties.

Related parties include members of the governing body (city council, commissioners court, etc.); board members (board of education, zoning board, etc.); administrative officials (mayor, city manager, school superintendent, director of public works, etc.); immediate families of administrative officials, board members, and members of the governing body and affiliated governmental units not included in the financial statements, such as a metropolitan water and sewer system.

Please answer all questions. If the answer to any question is "yes," please explain in the space provided.

Very truly yours,

Amy Schlappi
Executive Director

LARA DUNN

1. Have you or any related party of yours had any material interest, direct or indirect, in any of the following transactions since JULY 1, 2021, to which the District was, or is to be, a party?

- * Sale, purchase, exchange or leasing of property?
- * Receiving or furnishing of goods, services, or facilities?
- * Transfer or receipt of income or assets?
- * Maintenance of bank balances as compensating balances for the benefit of another?

YES__ NO__

2. Have you or any related party of yours been indebted to the District at any time since JULY 1, 2021? Please exclude amounts due for ordinary travel and expense advances.

YES__ NO__

3. Have you or any related party of yours had any material interest, direct or indirect, in any transactions since JULY 1, 2021, or in any pending or incomplete transactions to which any pension, retirement, savings or similar plan provided by the District was, or is to be, a party? Do not include payments to a plan or payments by the plan made pursuant to the terms of the plan.

YES__ NO__

4. Are you aware of any actual fraud, allegations of fraud, or suspicions of fraud regarding Hood River County Transportation District?

YES____ NO_____

The answers to the foregoing questions are correctly stated to the best of my knowledge and belief.

Date_____

Signature_____

Title_____

HOOD RIVER COUNTY TRANSPORTATION DISTRICT

HOOD RIVER, OREGON, 97031

JUNE 30, 2022

Leticia Moretti

In connection with an audit of our financial statements, please furnish answers to the following questions, sign your name, and return the questionnaire directly to our auditors, Friend & Reagan, PC, CPAs at 305 E 5th Street, The Dalles, OR 97058. The questionnaire is designed to obtain information about transactions between Hood River County Transportation District and any related parties.

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Please answer all questions. If the answer to any question is "yes," please explain in the space provided.

Very truly yours,

Amy Schlappi
Executive Director

LETICIA MORETTI

1. Have you or any related party of yours had any material interest, direct or indirect, in any of the following transactions since JULY 1, 2021, to which the District was, or is to be, a party?

- * Sale, purchase, exchange or leasing of property?
- * Receiving or furnishing of goods, services, or facilities?
- * Transfer or receipt of income or assets?
- * Maintenance of bank balances as compensating balances for the benefit of another?

YES__ NO__

2. Have you or any related party of yours been indebted to the District at any time since JULY 1, 2021? Please exclude amounts due for ordinary travel and expense advances.

YES__ NO__

3. Have you or any related party of yours had any material interest, direct or indirect, in any transactions since JULY 1, 2021, or in any pending or incomplete transactions to which any pension, retirement, savings or similar plan provided by the District was, or is to be, a party? Do not include payments to a plan or payments by the plan made pursuant to the terms of the plan.

YES__ NO__

4. Are you aware of any actual fraud, allegations of fraud, or suspicions of fraud regarding Hood River County Transportation District?

YES____ NO__

The answers to the foregoing questions are correctly stated to the best of my knowledge and belief.

Date_____

Signature_____

Title_____

HOOD RIVER COUNTY TRANSPORTATION DISTRICT

HOOD RIVER, OREGON, 97031

JUNE 30, 2022

Darrell Roberts

In connection with an audit of our financial statements, please furnish answers to the following questions, sign your name, and return the questionnaire directly to our auditors, Friend & Reagan, PC, CPAs at 305 E 5th Street, The Dalles, OR 97058. The questionnaire is designed to obtain information about transactions between Hood River County Transportation District and any related parties.

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Please answer all questions. If the answer to any question is "yes," please explain in the space provided.

Very truly yours,

Amy Schlappi
Executive Director

DARRELL ROBERTS

1. Have you or any related party of yours had any material interest, direct or indirect, in any of the following transactions since JULY 1, 2021, to which the District was, or is to be, a party?

- * Sale, purchase, exchange or leasing of property?
- * Receiving or furnishing of goods, services, or facilities?
- * Transfer or receipt of income or assets?
- * Maintenance of bank balances as compensating balances for the benefit of another?

YES__ NO__

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YES__ NO__

3. Have you or any related party of yours had any material interest, direct or indirect, in any transactions since JULY 1, 2021, or in any pending or incomplete transactions to which any pension, retirement, savings or similar plan provided by the District was, or is to be, a party? Do not include payments to a plan or payments by the plan made pursuant to the terms of the plan.

YES__ NO__

4. Are you aware of any actual fraud, allegations of fraud, or suspicions of fraud regarding Hood River County Transportation District?

YES____ NO__

The answers to the foregoing questions are correctly stated to the best of my knowledge and belief.

Date_____

Signature_____

Title_____

HOOD RIVER COUNTY TRANSPORTATION DISTRICT

HOOD RIVER, OREGON, 97031

JUNE 30, 2022

Greg Pack

In connection with an audit of our financial statements, please furnish answers to the following questions, sign your name, and return the questionnaire directly to our auditors, Friend & Reagan, PC, CPAs at 305 E 5th Street, The Dalles, OR 97058. The questionnaire is designed to obtain information about transactions between Hood River County Transportation District and any related parties.

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Please answer all questions. If the answer to any question is "yes," please explain in the space provided.

Very truly yours,

Amy Schlappi
Executive Director

GREG PACK

1. Have you or any related party of yours had any material interest, direct or indirect, in any of the following transactions since JULY 1, 2021, to which the District was, or is to be, a party?

- * Sale, purchase, exchange or leasing of property?
- * Receiving or furnishing of goods, services, or facilities?
- * Transfer or receipt of income or assets?
- * Maintenance of bank balances as compensating balances for the benefit of another?

YES__ NO__

2. Have you or any related party of yours been indebted to the District at any time since JULY 1, 2021? Please exclude amounts due for ordinary travel and expense advances.

YES__ NO__

3. Have you or any related party of yours had any material interest, direct or indirect, in any transactions since JULY 1, 2021, or in any pending or incomplete transactions to which any pension, retirement, savings or similar plan provided by the District was, or is to be, a party? Do not include payments to a plan or payments by the plan made pursuant to the terms of the plan.

YES__ NO__

4. Are you aware of any actual fraud, allegations of fraud, or suspicions of fraud regarding Hood River County Transportation District?

YES____ NO__

The answers to the foregoing questions are correctly stated to the best of my knowledge and belief.

Date_____

Signature_____

Title_____

HOOD RIVER COUNTY TRANSPORTATION DISTRICT

HOOD RIVER, OREGON, 97031

JUNE 30, 2022

Megan Ramey

In connection with an audit of our financial statements, please furnish answers to the following questions, sign your name, and return the questionnaire directly to our auditors, Friend & Reagan, PC, CPAs at 305 E 5th Street, The Dalles, OR 97058. The questionnaire is designed to obtain information about transactions between Hood River County Transportation District and any related parties.

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Please answer all questions. If the answer to any question is "yes," please explain in the space provided.

Very truly yours,

Amy Schlappi
Executive Director

MEGAN RAMEY

1. Have you or any related party of yours had any material interest, direct or indirect, in any of the following transactions since JULY 1, 2021, to which the District was, or is to be, a party?

- * Sale, purchase, exchange or leasing of property?
- * Receiving or furnishing of goods, services, or facilities?
- * Transfer or receipt of income or assets?
- * Maintenance of bank balances as compensating balances for the benefit of another?

YES__ NO__

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YES__ NO__

3. Have you or any related party of yours had any material interest, direct or indirect, in any transactions since JULY 1, 2021, or in any pending or incomplete transactions to which any pension, retirement, savings or similar plan provided by the District was, or is to be, a party? Do not include payments to a plan or payments by the plan made pursuant to the terms of the plan.

YES__ NO__

4. Are you aware of any actual fraud, allegations of fraud, or suspicions of fraud regarding Hood River County Transportation District?

YES____ NO__

The answers to the foregoing questions are correctly stated to the best of my knowledge and belief.

Date_____

Signature_____

Title_____

HOOD RIVER COUNTY TRANSPORTATION DISTRICT

HOOD RIVER, OREGON, 97031

JUNE 30, 2022

Jeff Helfrich

In connection with an audit of our financial statements, please furnish answers to the following questions, sign your name, and return the questionnaire directly to our auditors, Friend & Reagan, PC, CPAs at 305 E 5th Street, The Dalles, OR 97058. The questionnaire is designed to obtain information about transactions between Hood River County Transportation District and any related parties.

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Please answer all questions. If the answer to any question is "yes," please explain in the space provided.

Very truly yours,

Amy Schlappi
Executive Director

JEFF HELFRICH

1. Have you or any related party of yours had any material interest, direct or indirect, in any of the following transactions since JULY 1, 2021, to which the District was, or is to be, a party?

- * Sale, purchase, exchange or leasing of property?
- * Receiving or furnishing of goods, services, or facilities?
- * Transfer or receipt of income or assets?
- * Maintenance of bank balances as compensating balances for the benefit of another?

YES__ NO__

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YES__ NO__

3. Have you or any related party of yours had any material interest, direct or indirect, in any transactions since JULY 1, 2021, or in any pending or incomplete transactions to which any pension, retirement, savings or similar plan provided by the District was, or is to be, a party? Do not include payments to a plan or payments by the plan made pursuant to the terms of the plan.

YES__ NO__

4. Are you aware of any actual fraud, allegations of fraud, or suspicions of fraud regarding Hood River County Transportation District?

YES____ NO__

The answers to the foregoing questions are correctly stated to the best of my knowledge and belief.

Date_____

Signature_____

Title_____

HOOD RIVER COUNTY TRANSPORTATION DISTRICT

HOOD RIVER, OREGON, 97031

JUNE 30, 2022

Dr. Meghan Larivee

In connection with an audit of our financial statements, please furnish answers to the following questions, sign your name, and return the questionnaire directly to our auditors, Friend & Reagan, PC, CPAs at 305 E 5th Street, The Dalles, OR 97058. The questionnaire is designed to obtain information about transactions between Hood River County Transportation District and any related parties.

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Please answer all questions. If the answer to any question is "yes," please explain in the space provided.

Very truly yours,

Amy Schlappi
Executive Director

DR. MEGAN LARIVÉE

1. Have you or any related party of yours had any material interest, direct or indirect, in any of the following transactions since JULY 1, 2021, to which the District was, or is to be, a party?

- * Sale, purchase, exchange or leasing of property?
- * Receiving or furnishing of goods, services, or facilities?
- * Transfer or receipt of income or assets?
- * Maintenance of bank balances as compensating balances for the benefit of another?

YES___ NO___

2. Have you or any related party of yours been indebted to the District at any time since JULY 1, 2021? Please exclude amounts due for ordinary travel and expense advances.

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3. Have you or any related party of yours had any material interest, direct or indirect, in any transactions since JULY 1, 2021, or in any pending or incomplete transactions to which any pension, retirement, savings or similar plan provided by the District was, or is to be, a party? Do not include payments to a plan or payments by the plan made pursuant to the terms of the plan.

YES___ NO___

4. Are you aware of any actual fraud, allegations of fraud, or suspicions of fraud regarding Hood River County Transportation District?

YES___ NO___

The answers to the foregoing questions are correctly stated to the best of my knowledge and belief.

Date_____

Signature_____

Title_____

HOOD RIVER COUNTY TRANSPORTATION DISTRICT

HOOD RIVER, OREGON, 97031

JUNE 30, 2022

Amy Schlappi

In connection with an audit of our financial statements, please furnish answers to the following questions, sign your name, and return the questionnaire directly to our auditors, Friend & Reagan, PC, CPAs at 305 E 5th Street, The Dalles, OR 97058. The questionnaire is designed to obtain information about transactions between Hood River County Transportation District and any related parties.

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Please answer all questions. If the answer to any question is "yes," please explain in the space provided.

Very truly yours,

Amy Schlappi
Executive Director

AMY SCHLAPPI

1. Have you or any related party of yours had any material interest, direct or indirect, in any of the following transactions since JULY 1, 2021, to which the District was, or is to be, a party?

- * Sale, purchase, exchange or leasing of property?
- * Receiving or furnishing of goods, services, or facilities?
- * Transfer or receipt of income or assets?
- * Maintenance of bank balances as compensating balances for the benefit of another?

YES__ NO__

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YES__ NO__

3. Have you or any related party of yours had any material interest, direct or indirect, in any transactions since JULY 1, 2021, or in any pending or incomplete transactions to which any pension, retirement, savings or similar plan provided by the District was, or is to be, a party? Do not include payments to a plan or payments by the plan made pursuant to the terms of the plan.

YES__ NO__

4. Are you aware of any actual fraud, allegations of fraud, or suspicions of fraud regarding Hood River County Transportation District?

YES____ NO__

The answers to the foregoing questions are correctly stated to the best of my knowledge and belief.

Date_____

Signature_____

Title_____

HOOD RIVER COUNTY TRANSPORTATION DISTRICT

HOOD RIVER, OREGON, 97031

JUNE 30, 2022

Tiah Mayhew

In connection with an audit of our financial statements, please furnish answers to the following questions, sign your name, and return the questionnaire directly to our auditors, Friend & Reagan, PC, CPAs at 305 E 5th Street, The Dalles, OR 97058. The questionnaire is designed to obtain information about transactions between Hood River County Transportation District and any related parties.

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Please answer all questions. If the answer to any question is "yes," please explain in the space provided.

Very truly yours,

Amy Schlappi
Executive Director

TIAH MAYHEW

1. Have you or any related party of yours had any material interest, direct or indirect, in any of the following transactions since JULY 1, 2021, to which the District was, or is to be, a party?

- * Sale, purchase, exchange or leasing of property?
- * Receiving or furnishing of goods, services, or facilities?
- * Transfer or receipt of income or assets?
- * Maintenance of bank balances as compensating balances for the benefit of another?

YES__ NO__

2. Have you or any related party of yours been indebted to the District at any time since JULY 1, 2021? Please exclude amounts due for ordinary travel and expense advances.

YES__ NO__

3. Have you or any related party of yours had any material interest, direct or indirect, in any transactions since JULY 1, 2021, or in any pending or incomplete transactions to which any pension, retirement, savings or similar plan provided by the District was, or is to be, a party? Do not include payments to a plan or payments by the plan made pursuant to the terms of the plan.

YES__ NO__

4. Are you aware of any actual fraud, allegations of fraud, or suspicions of fraud regarding Hood River County Transportation District?

YES____ NO__

The answers to the foregoing questions are correctly stated to the best of my knowledge and belief.

Date_____

Signature_____

Title_____

HOOD RIVER COUNTY TRANSPORTATION DISTRICT

HOOD RIVER, OREGON, 97031

JUNE 30, 2022

Ty Graves

In connection with an audit of our financial statements, please furnish answers to the following questions, sign your name, and return the questionnaire directly to our auditors, Friend & Reagan, PC, CPAs at 305 E 5th Street, The Dalles, OR 97058. The questionnaire is designed to obtain information about transactions between Hood River County Transportation District and any related parties.

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Please answer all questions. If the answer to any question is "yes," please explain in the space provided.

Very truly yours,

Amy Schlappi
Executive Director

TY GRAVES

1. Have you or any related party of yours had any material interest, direct or indirect, in any of the following transactions since JULY 1, 2021, to which the District was, or is to be, a party?

- * Sale, purchase, exchange or leasing of property?
- * Receiving or furnishing of goods, services, or facilities?
- * Transfer or receipt of income or assets?
- * Maintenance of bank balances as compensating balances for the benefit of another?

YES___ NO___

2. Have you or any related party of yours been indebted to the District at any time since JULY 1, 2021? Please exclude amounts due for ordinary travel and expense advances.

YES___ NO___

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YES___ NO___

4. Are you aware of any actual fraud, allegations of fraud, or suspicions of fraud regarding Hood River County Transportation District?

YES___ NO___

The answers to the foregoing questions are correctly stated to the best of my knowledge and belief.

Date_____

Signature_____

Title_____



FRIEND & REAGAN, P.C.
Certified Public Accountants

305 E. Fifth Street
The Dalles, OR 97058
phone (541) 296.2000
fax (541) 296.5636
www.friendreagan.com

August 10, 2022

To the Board of Directors
Hood River County Transportation District
224 Wasco Loop
Hood River, OR 97031

We are pleased to confirm our understanding of the services we are to provide Hood River County Transportation District for the year ended June 30, 2022.

Audit Scope and Objectives

We will audit the financial statements of the governmental activities, and the disclosures, which collectively comprise the basic financial statements of Hood River County Transportation District as of and for the year ended June 30, 2022. Accounting standards generally accepted in the United States of America (GAAP) provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement Hood River County Transportation District's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to Hood River County Transportation District's RSI in accordance with auditing standards generally accepted in the United States of America (GAAS). These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient appropriate evidence to express an opinion or provide any assurance. The following RSI is required by GAAP and will be subjected to certain limited procedures, but will not be audited:

1) Management's Discussion and Analysis

We have also been engaged to report on supplementary information other than RSI that accompanies Hood River County Transportation District's financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with GAAS, and we will provide an opinion on it in relation to the financial statements as a whole in a report combined with our auditor's report on the financial statements:

1) Budgetary Basis Fund Financial Statements

In connection with our audit of the basic financial statements, we will read the following other information and consider whether a material inconsistency exists between the other information and the basic financial statements, or the other information otherwise appears to be materially misstated. If, based on the work performed, we conclude that an uncorrected material misstatement of the other information exists, we are required to describe it in our report.

1) Introductory Section

The objectives of our audit are to obtain reasonable assurance as to whether the financial statements as a whole are free from material misstatement, whether due to fraud or error; issue an auditor's report that includes our opinion about whether your financial statements are fairly presented, in all material respects, in conformity with GAAP; and report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS will always detect a material misstatement when it exists. Misstatements, including omissions, can arise from

fraud or error and are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment of a reasonable user made based on the financial statements.

Auditor's Responsibilities for the Audit of the Financial Statements

We will conduct our audit in accordance with GAAS and will include tests of your accounting records and other procedures we consider necessary to enable us to express such opinions. As part of an audit in accordance with GAAS, we exercise professional judgment and maintain professional skepticism throughout the audit.

We will evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management. We will also evaluate the overall presentation of the financial statements, including the disclosures, and determine whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation. We will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the government or to acts by management or employees acting on behalf of the government.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is an unavoidable risk that some material misstatements may not be detected by us, even though the audit is properly planned and performed in accordance with GAAS. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, we will inform the appropriate level of management of any material errors, fraudulent financial reporting, or misappropriation of assets that comes to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

We will also conclude, based on the audit evidence obtained, whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the government's ability to continue as a going concern for a reasonable period of time.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and direct confirmation of certain assets and liabilities by correspondence with financial institutions. We will also request written representations from your attorneys as part of the engagement.

Our audit of the financial statements does not relieve you of your responsibilities.

Audit Procedures—Internal Control

We will obtain an understanding of the government and its environment, including internal control relevant to the audit, sufficient to identify and assess the risks of material misstatement of the financial statements, whether due to error or fraud, and to design and perform audit procedures responsive to those risks and obtain evidence that is sufficient and appropriate to provide a basis for our opinions. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentation, or the override of internal control. An audit is not designed to provide assurance on internal control or to identify deficiencies in internal control. Accordingly, we will express no such opinion. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards.

Audit Procedures—Compliance

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of Hood River County Transportation District's compliance with the provisions of applicable laws, regulations, contracts, and agreements. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion.

Other Services

We will also prepare the financial statements, adjusting journal entries, and the depreciation schedule of Hood River County Transportation District in conformity with accounting principles generally accepted in the United States of America based on information provided by you.

We will perform the services in accordance with applicable professional standards. We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

You agree to assume all management responsibilities for the financial statement preparation services and any other nonattest services we provide. You will be required to acknowledge in the management representation letter our assistance with preparation of the financial statements and related notes, and that you have reviewed and approved the financial statements and related notes prior to their issuance and have accepted responsibility for them. Further, you agree to oversee the nonaudit services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of the services; and accept responsibility for them.

Responsibilities of Management for the Financial Statements

Our audit will be conducted on the basis that you acknowledge and understand your responsibility for designing, implementing, and maintaining internal controls relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error, including monitoring ongoing activities; for the selection and application of accounting principles; and for the preparation and fair presentation of the financial statements in conformity with accounting principles generally accepted in the United States of America with the oversight of those charged with governance.

Management is responsible for making drafts of financial statements, all financial records, and related information available to us and for the accuracy and completeness of that information (including information from outside of the general and subsidiary ledgers). You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, such as records, documentation, identification of all related parties and all related-party relationships and transactions, and other matters; (2) additional information that we may request for the purpose of the audit; and unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence. At the conclusion of our audit, we will require certain written representations from you about the financial statements and related matters.

Your responsibilities include adjusting the financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements of each opinion unit taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the government complies with applicable laws and regulations.

You are responsible for the preparation of the supplementary information in conformity with accounting principles generally accepted in the United States of America (GAAP). You agree to include our report on the supplementary information in any document that contains, and indicates that we have reported on, the supplementary information. You also agree to include the audited financial statements with any presentation of the supplementary information that includes our report thereon. Your responsibilities include acknowledging to us in the representation letter that (1) you are responsible for presentation of the supplementary information in accordance with GAAP; (2) you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

Engagement Administration, Fees, and Other

We understand that your employees will prepare all cash or other confirmations we request and will locate any documents selected by us for testing.

Alec John Olson is the engagement partner and is responsible for supervising the engagement and signing the report or authorizing another individual to sign it. We expect to begin our audit on approximately August 1, 2022 and to issue our reports no later than December 31, 2022.

Our fee for services will be in accordance with our current contract. Our invoices for these fees will be rendered each month as work progresses and are payable on presentation. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notification of termination, even if we have not completed our report. You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket costs through the date of termination. The contract fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs.

Reporting

We will issue a written report upon completion of our audit of Hood River County Transportation District's financial statements. Our report will be addressed to the Board of Directors of Hood River County Transportation District. Circumstances may arise in which our report may differ from its expected form and content based on the results of our audit. Depending on the nature of these circumstances, it may be necessary for us to modify our opinions, add a separate section, or add an emphasis-of-matter or other-matter paragraph to our auditor's report, or if necessary, withdraw from this engagement. If our opinions are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or withdraw from this engagement.

We appreciate the opportunity to be of service to Hood River County Transportation District and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the attached copy and return it to us.


Very truly yours,




Friend & Reagan, P.C.

RESPONSE:

This letter correctly sets forth the understanding of Hood River County Transportation District.

Management signature: 
Title: Executive Director
Date: 8/19/22

Governance signature: 
Title: Chairman
Date: 8-19-22

DRAFT Land Use Analysis

Columbia Area Transit Master Plan

September 14, 2022



CAT

M I G

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PG

INTRODUCTION

This memorandum provided an initial analysis of land use issues and opportunities related to the “transit-oriented” or “transit-supportive” projects within Hood River County. This analysis is being conducted in partnership with Hood River County Transit, also known as Columbia Area Transit (CAT) in support of the update to the Transit Master Plan.

CAT’s Transit Master Plan process has organized Hood River County into Focus Areas, described in the next section. Accordingly, this memorandum is organized by Focus Area, and the following is discussed for each Focus Area:

- Relevant plans and policies references
- Existing land use conditions
- Transit-supportive development opportunities
- Challenges
- Recommendations

In addition, Model Comprehensive Plan language and Development Code provisions intended to support transit coordination and ridership are included as **Attachment A**.

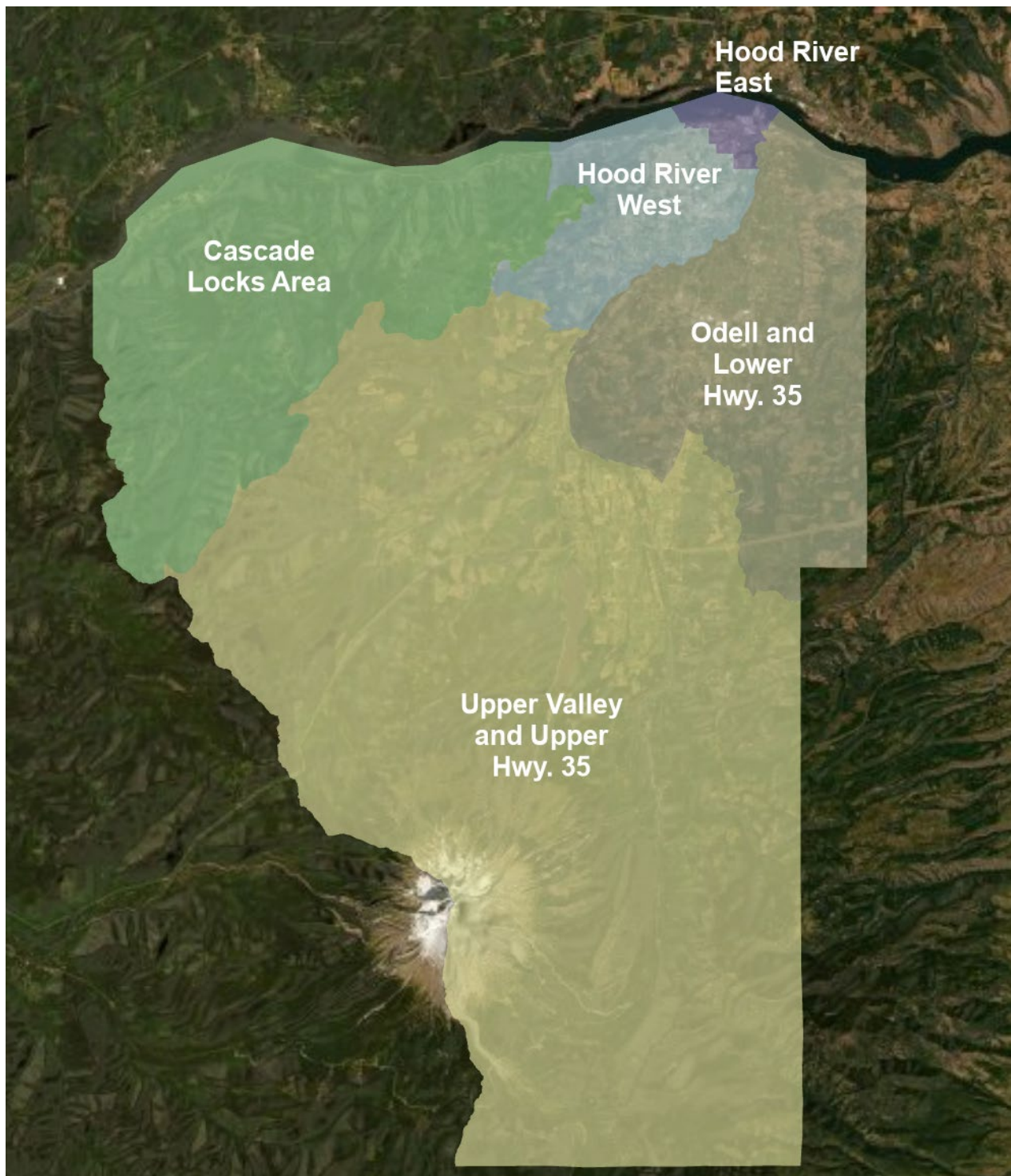
STUDY AREA AND FOCUS AREAS

The study area for this analysis is Hood River County, encompassing 533 square miles, two incorporated cities, and several rural communities. The study area is broken down into the following five Focus Areas, which were identified in the Transit Master Plan Existing Conditions Report.

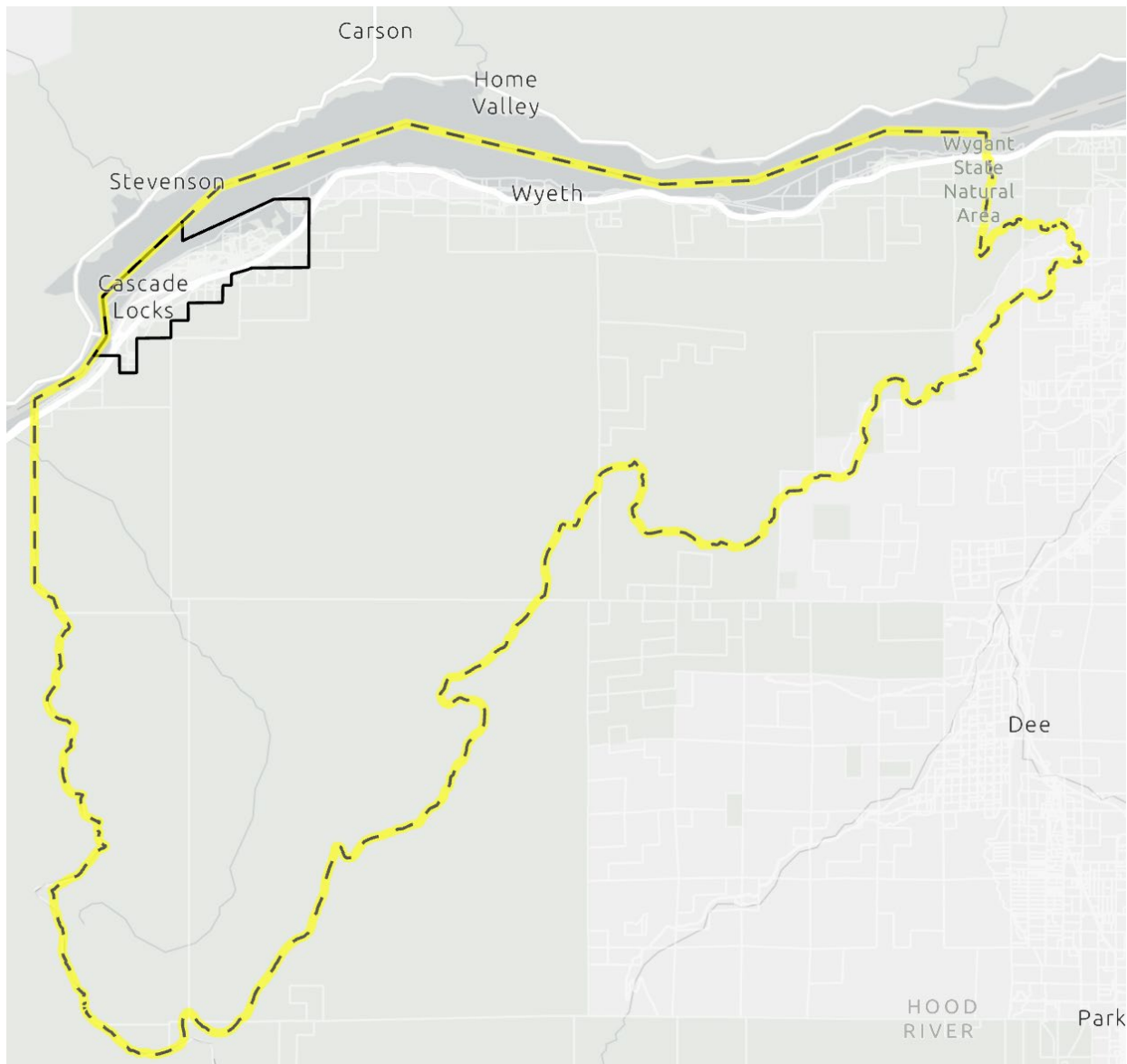
1. **Focus Area 1: Cascade Locks** – Cascade Locks is the one population center and focal point of this area.
2. **Focus Area 2: Hood River West** – This area includes land inside the western portion of the City of Hood River’s Urban Growth Boundary (UGB) and city limits as well as unincorporated county land to the west and south.
3. **Focus Area 3: Hood River East** – This area is focused on the central and eastern portions of the City of Hood River within the UGB and city limits.
4. **Focus Area 4: Odell and Lower Highway 35** – Odell, a census designated place (CDP), is the largest population center in this area.
5. **Focus Area 5: Upper Valley and Upper Highway 35** – This focus area includes three main population centers: the communities of Dee, Parkdale, and Mt. Hood.

The study area and Focus Areas are shown in Figure 1.

Figure 1. Study Area and Focus Areas



FOCUS AREA 1: CASCADE LOCKS



RELEVANT PLANS AND POLICIES

- City of Cascade Locks Comprehensive Plan (2001)
- Columbia River Gorge National Scenic Area
- Hood River County Comprehensive Plan (1984; 2011 last text amendment)
- Cascade Locks Downtown Development Plan and Strategy (2004)
- Cascade Locks Airport Project Final Report (2018)
- Port of Cascade Locks Final Adopted Revised Master Plan Map (2015)
- Connect Cascade Locks (2012)
- Historic Columbia River Highway (HCRH) Community Cycling Hubs – Cascade Locks (2015)

LAND USE CONDITIONS

Overall Conditions

Focus Area 1 contains the City of Cascade Locks, population 1,509 (2020 Census) and roughly 24 miles of I-84 along the Columbia River. Nearly all land within Focus Area 1 outside of the Cascade Locks Urban Growth Boundary (UGB) is within federal or rail ownerships and is not expected to undergo future development. Much of this area is within the Columbia River Gorge National Scenic Area, in the Open Space, Forest, Small Woodland, Agriculture, and Public Recreation designations. Oregon Parks and Recreation owns and operates a campground at Wyeth State Park, which contains an "In Lieu" fishing site for the exclusive use of Indian fishers from the four Columbia River Inter-Tribal Fish Commission member tribes.¹ Another In Lieu site lies within the City of Cascade Locks.

Cascade Locks

Land within the Cascade Locks UGB is zoned a range of designations, from Downtown (D) and High Density Residential (HDR) to Rural Residential (RR) and base zones with resource (floodplain (FP) and geological hazard (GH)) overlays. (See Figure 2.) Portions of the City are developed, though there are areas of vacant land that have significant opportunity for future development.

Figure 2. Zoning Map of Cascade Locks



The City of Cascade Locks is part of a set of State-run Enterprise Zones in Hood River County. The City and Port sponsor the Cascade Locks Enterprise Zone, which was designated on July 2, 2021 and will end on June 30, 2025. Local property taxes are abated for new businesses in this zone for a specified number of years.

¹ <https://critfc.org/for-tribal-fishers/in-lieutreaty-fishing-access-sites/>

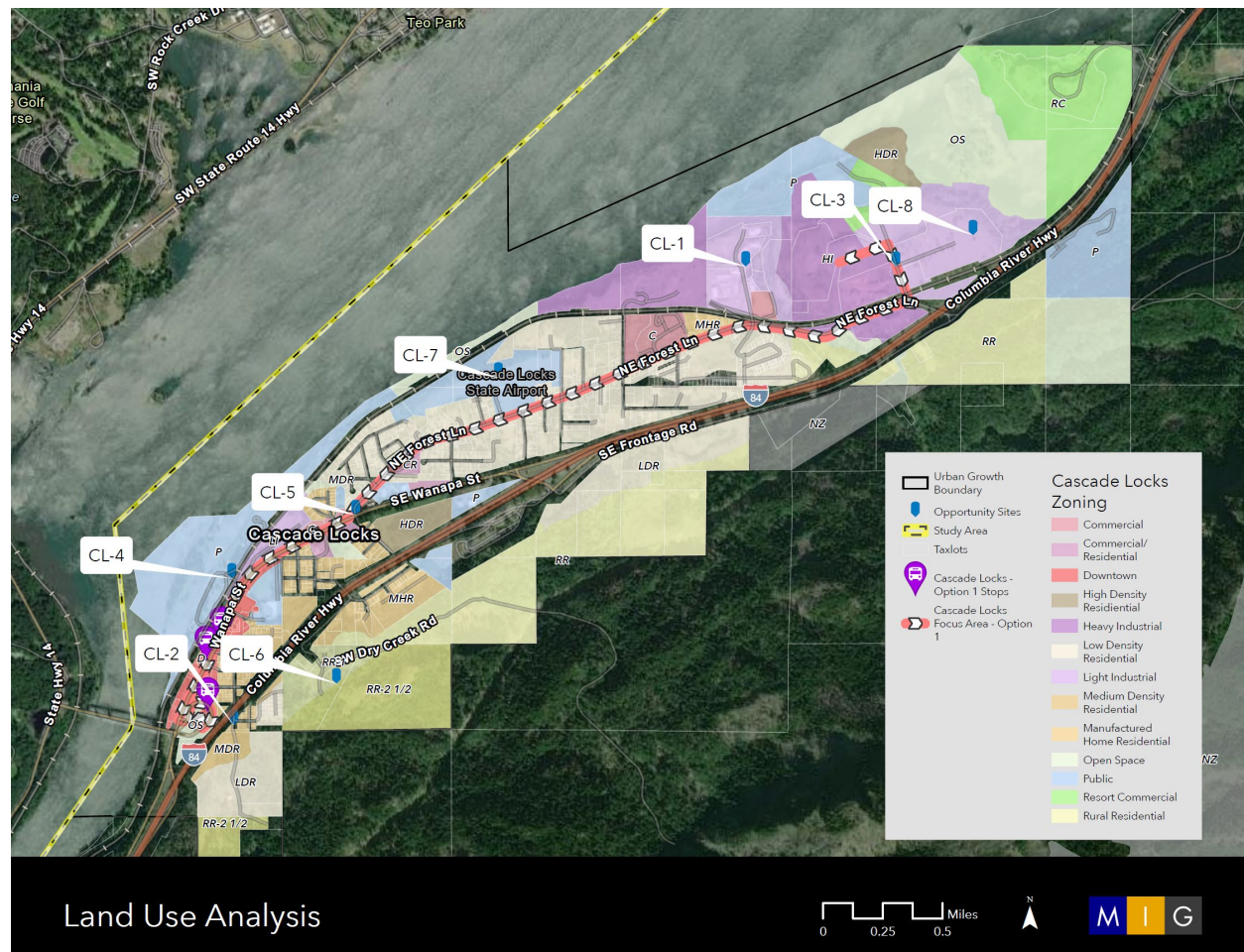
SITES OF HIGH OPPORTUNITY FOR TRANSIT-SUPPORTIVE DEVELOPMENT

City and Port of Cascade Locks staff identified potential service opportunities (i.e., stops and shuttles) for existing development in the short term. In the longer term, they recommended monitoring several areas for potential transit service needs – areas that may present opportunities for transit-supportive development. These current and future opportunities are listed below.

- **CL-1.** Grain Integrative Healthcare. Currently operating several days a week.
- **CL-2.** Bridge of the Gods Trailhead. Popular recreational destination, new parking area permitting underway.
- **CL-3.** Ongoing development of Bear Mountain Business Park, largely industrial users.
- **CL-4.** Marine Park entrance. Popular recreational destination.
- **CL-5.** WaNaPa Street/Forest Lane. Modest infill and development likely along Forest Lane, including new group homes. Existing subsidized units on Belle Street/Edgewood Avenue.
- **CL-6.** Dry Creek Road, where approximately 80 acres could potentially be developed for housing, roughly doubling the City's housing stock. These units are likely to be high value homes.
- **CL-7.** Airport area, where there are approximately 20 developable acres in the long term.²
- **CL-8.** Eastern portion of the Port's Bear Mountain Business Park, where approximately 62 acres are developable for mixed use (in the Resort Commercial zone) and industrial uses (e.g., data center)

² The 2018 Final Airport Report concluded that further study was needed regarding redevelopment at this site.

Figure 3. Opportunity Sites - Focus Area 1



FOCUS AREA 1 CHALLENGES

Parking availability is a challenge for the Cascade Locks area, particularly on non-winter weekends. This limits available space for bus pull-outs and turnarounds, and suggests that low-parking TOD strategies will need to be balanced with the need for plentiful visitor parking to support tourist-oriented businesses.

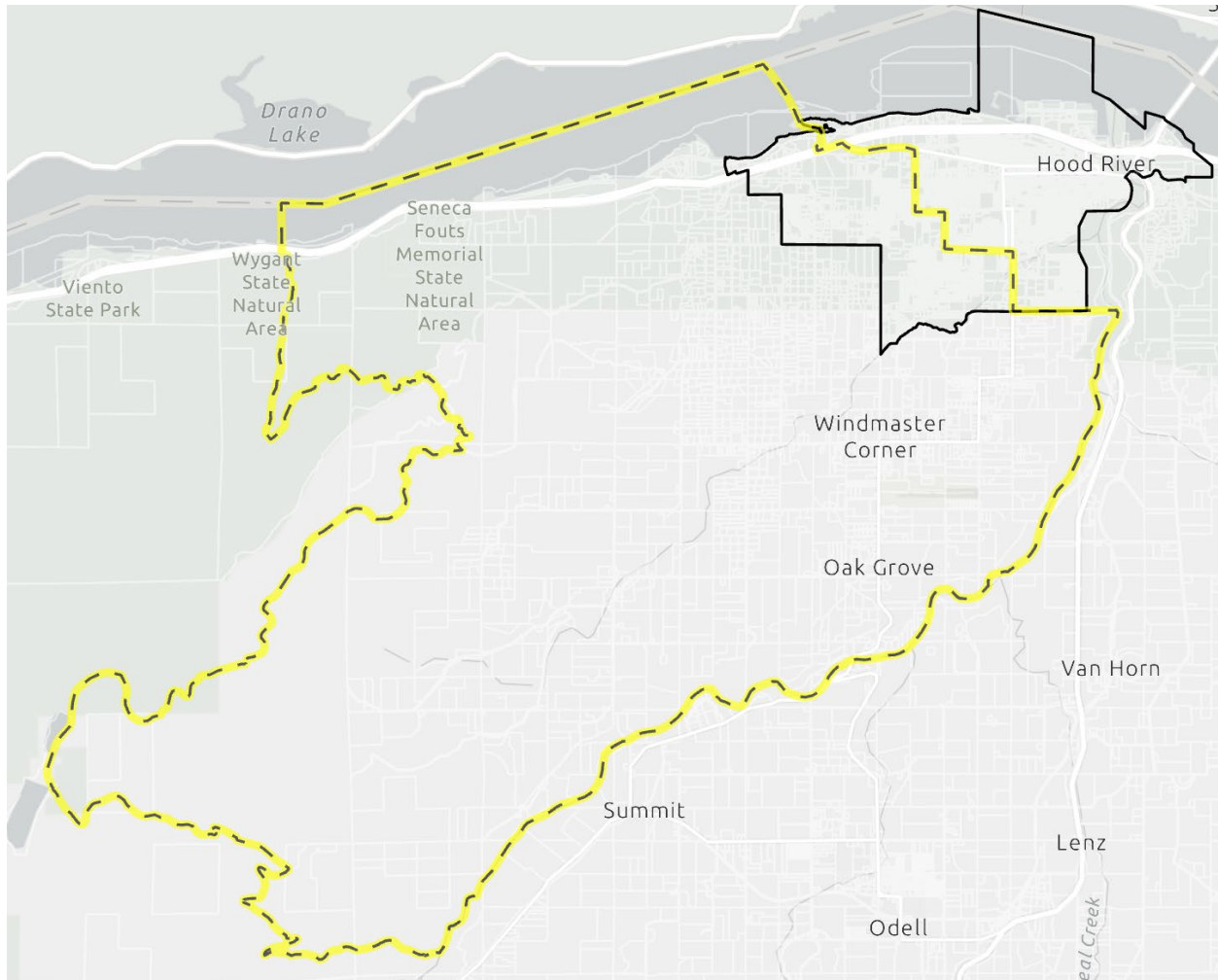
Another challenge is the lack of transit coordination within the City of Cascade Locks Comprehensive plan and Development Code. Policies and code language could formalize coordination as part of pre-application meetings, service provider letters, and other application requirements to ensure that new development or redevelopment provides the appropriate transit amenities as laid out in the adopted Transit Master Plan.

FOCUS AREA 1 RECOMMENDATIONS

1. Monitor continuing development of businesses and residences, particularly those intended for transit-dependent populations, in Cascade Locks.
2. Identify opportunities for public parking/park-and-ride sites (within Focus Area 1 and elsewhere) that could help circulate the visiting public without the need for automobile trips.

3. Support the coordination of development proposals with transit (CAT) through amendments to City Comprehensive Plan and development code language. Example code language will be provided as part of the TOD Toolkit in a later phase of this project.

FOCUS AREA 2: HOOD RIVER WEST



RELEVANT PLANS AND POLICIES

- City of Hood River Comprehensive Plan (2015)
- Hood River County Comprehensive Plan (1984; 2011 last text amendment)
- Hood River Westside Area Concept Plan (2017)
- Hood River Cascade Avenue Streetscape Plan (2021)
- HCRH State Trail Connection Report (2016)
- HCRH State Trail Reconnection Progress Report (2021)

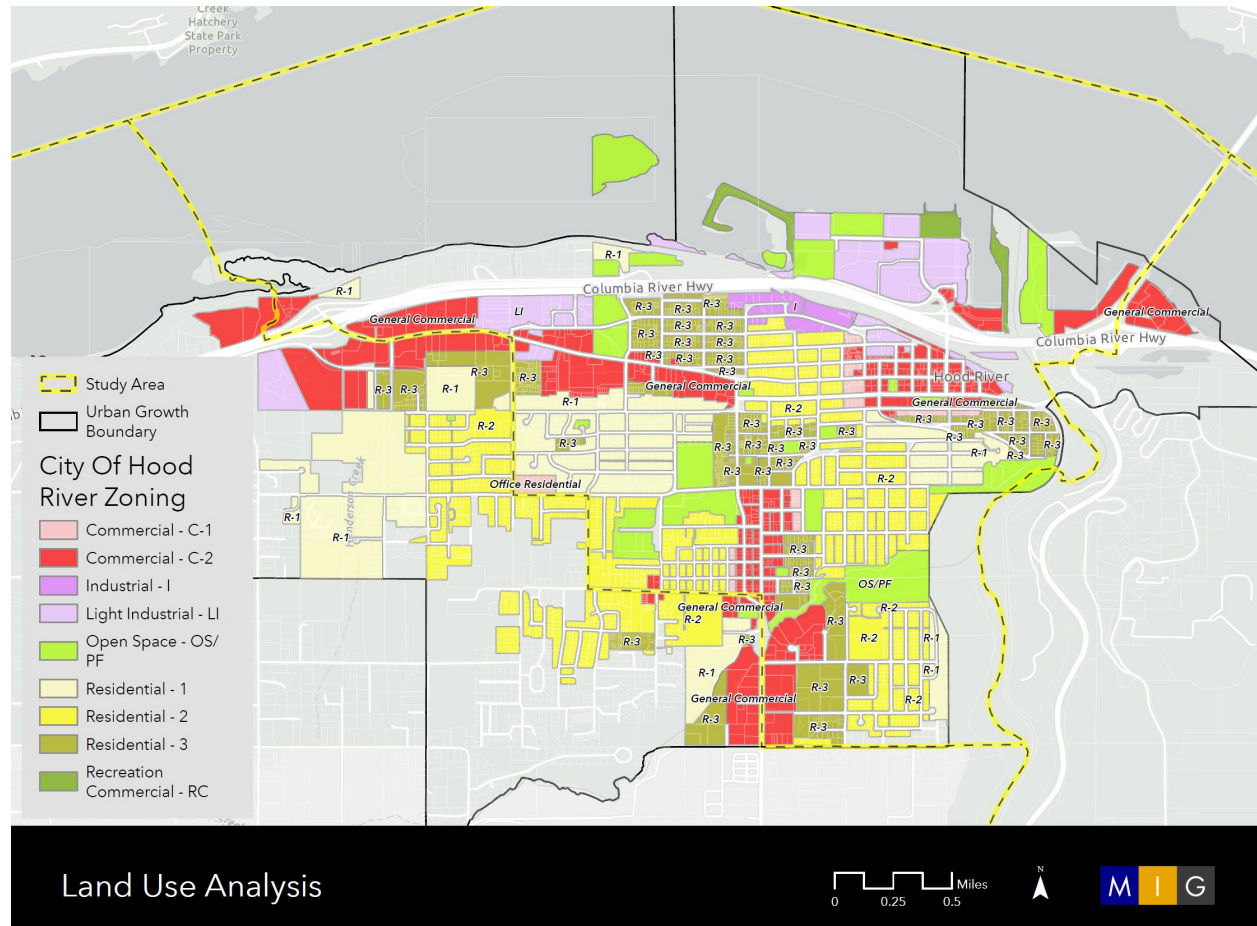
LAND USE CONDITIONS

Focus Area 3 contains about 17,500 acres. Most of the land in the focus area is unincorporated county land, much of which is within the Columbia River Gorge National Scenic Area, and does not currently have any significant development and is not expected to experience any significant growth during the Transit Master Plan time horizon. Thus, the focus on land use conditions in this area is targeted to the area within and adjacent to the Hood River UGB.

Land to the west and south of the UGB is within the Columbia River Gorge National Scenic Area, in Residential and Large Scale Agriculture designations. Land outside of the Scenic Area has EFU and RR-2/12 designations. This area is generally characterized by large lot rural residences.

Land within the Hood River UGB but outside the City Limits is predominantly zoned U-R-1 and U-R-2. Along I-84, there is land zoned U-C-2 to accommodate commercial uses. This area has been the subject of ongoing planning efforts by the City of Hood River, including the 2017 Westside Area Concept Plan and the 2021 Cascade Avenue Streetscape Plan.

Figure 4. Hood River Zoning Designations

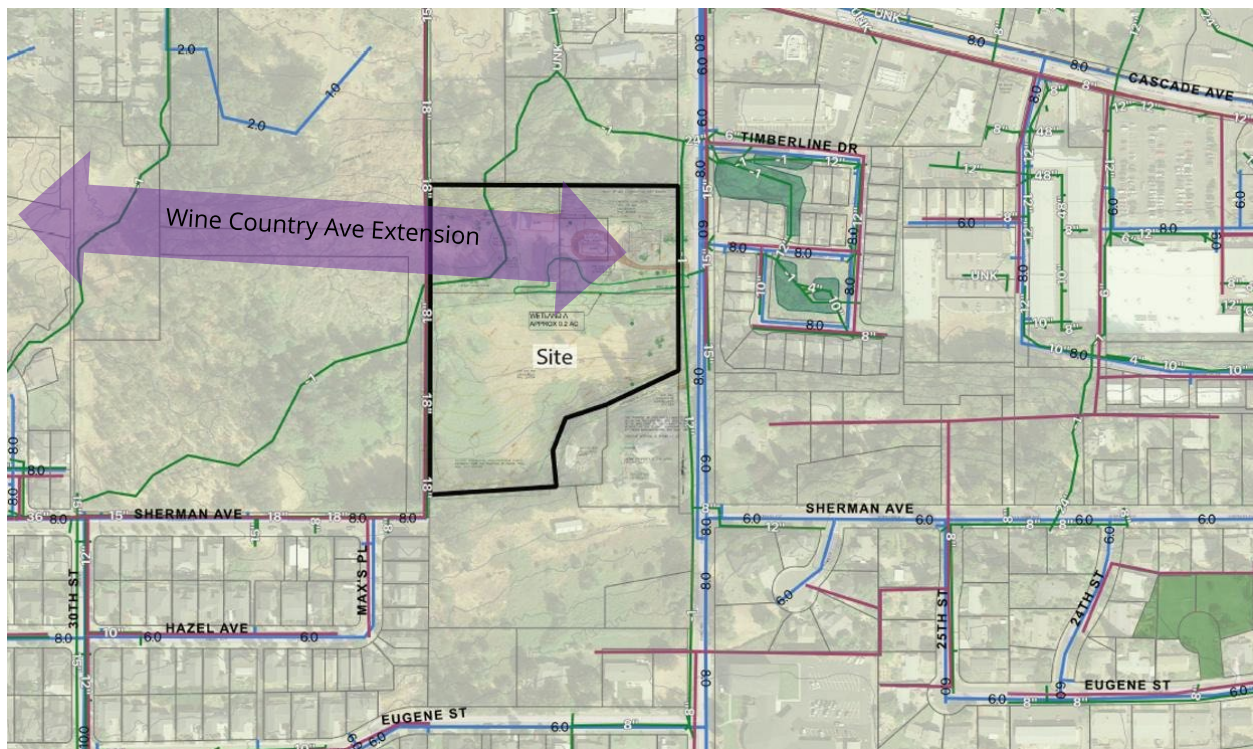


SITES OF HIGH OPPORTUNITY FOR TRANSIT-SUPPORTIVE DEVELOPMENT

HRW-1. Westside Area Concept Plan area, where comprehensive planning (land use, transportation, parks and recreation, etc.) was undertaken in 2016-2017. The plan called out two potential transit routes – one in the Belmont Avenue (extension) corridor and one west of 30th and then between May Street and Sherman Avenue; the plan noted that the conceptual routes were subject to change, that the routing and deviation zones would be updated as the street network and land uses within the Westside Area are built out. These potential transit corridors present transit-supportive development opportunities.

HRW-2. The Mid-Columbia Housing Authority (MCHA) is planning a significant affordable housing development – roughly 140 units – on Rand Road in Hood River West, for which transit service will be particularly important. Wine Country Road will be extended as part of the development, where a mobility hub could be considered instead of on the very narrow and constrained Rand Road right-of-way. MCHA Executive Director Joel Madsen expressed support for transit amenities onsite, even if transit-supportive development requirements are not yet in Hood River’s zoning code.

Figure 5. Rand Road Site (Source: City of Hood River Website, edits by MIG)



HRW-3. Hood River West also includes the Cascade Avenue Streetscape Plan area, a corridor from I-84 Exit 62 to 13th Street that serves as the western gateway to Hood River and as the main street for nearby neighborhoods. The plan recommended implementation measures such as one lane in each direction for most of the corridor, continuous sidewalks, separated bicycle facilities, raised medians to provide protected crossings for pedestrians and bicyclists, and transit/bus stop design specifications. Project staff have reported that most of the mixed-use and transit-oriented development opportunities are anticipated in the west end of this corridor.

HRW-4. Ken Jernstedt Airfield. The airfield was identified as a potential site for modest employment growth that may be appropriate for a potential bus stop on the Upper Valley service. The site also includes the Western Antique Aeroplane and Automobile Museum (WAAM). When events bring a large number of people to the airfield in summer and fall, that is a time when service to the airfield could serve both staff and visitors.

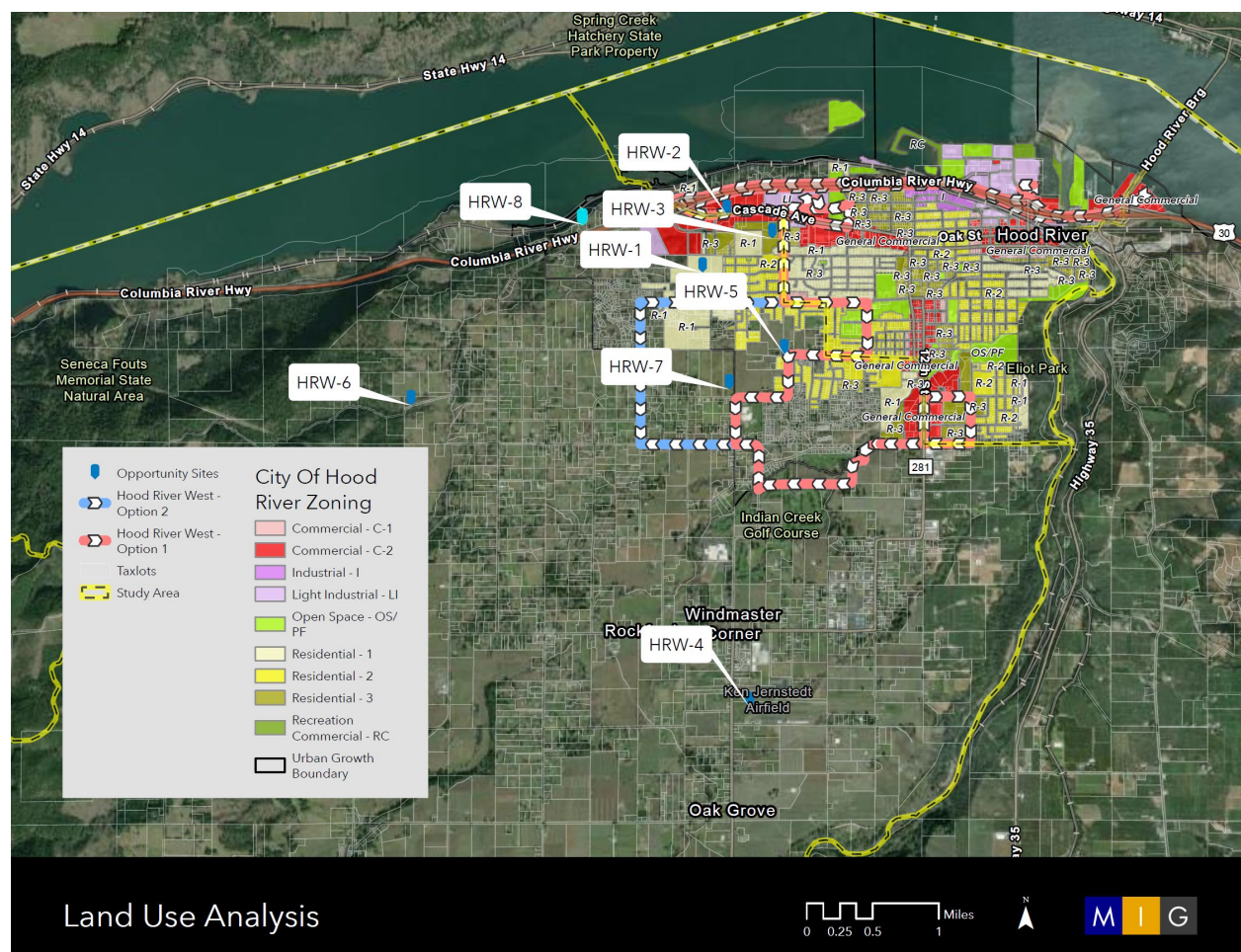
HRW-5. Belmont Extension. Street extension to Post Canyon Drive. Plans detailed in the City's Transportation System Plan. This extension may have implications for future routing/stop locations.

HRW-6. Post Canyon Seven Streams Trailhead. Post Canyon is a recreational amenity that faces parking challenges at times of peak demand. The site may be appropriate for transit service focused on moving hikers and mountain bikers (and their equipment).

HRW-7. Westside Park. The Hood River Parks & Recreation District has acquired 20 acres of land on the west side of Hood River for future park use.³

HRW-8. Ruthton Park and Ruthton Point. Just west of the City of Hood River, north of I-85, a section of the Historic Columbia River Highway is planned to connect to the Historic Highway State Trail. This trail segment would extent eastward from Mitchell Point, cross underneath I-84, and proceed east to Hood River. Ruthton Park may be an opportunity for transit connections to the Historic Highway State Trail.

Figure 6. Focus Area 2 Land Use Opportunities



FOCUS AREA 2 CHALLENGES

Much of the land in Focus Area 2 – particularly land outside city limits – has yet to be annexed and served with urban infrastructure, which is typically a relatively slow and costly process. Other than MCHA's Rand Road affordable housing development, development envisioned in this area that is needed to support and warrant transit service may be somewhat far in the future.

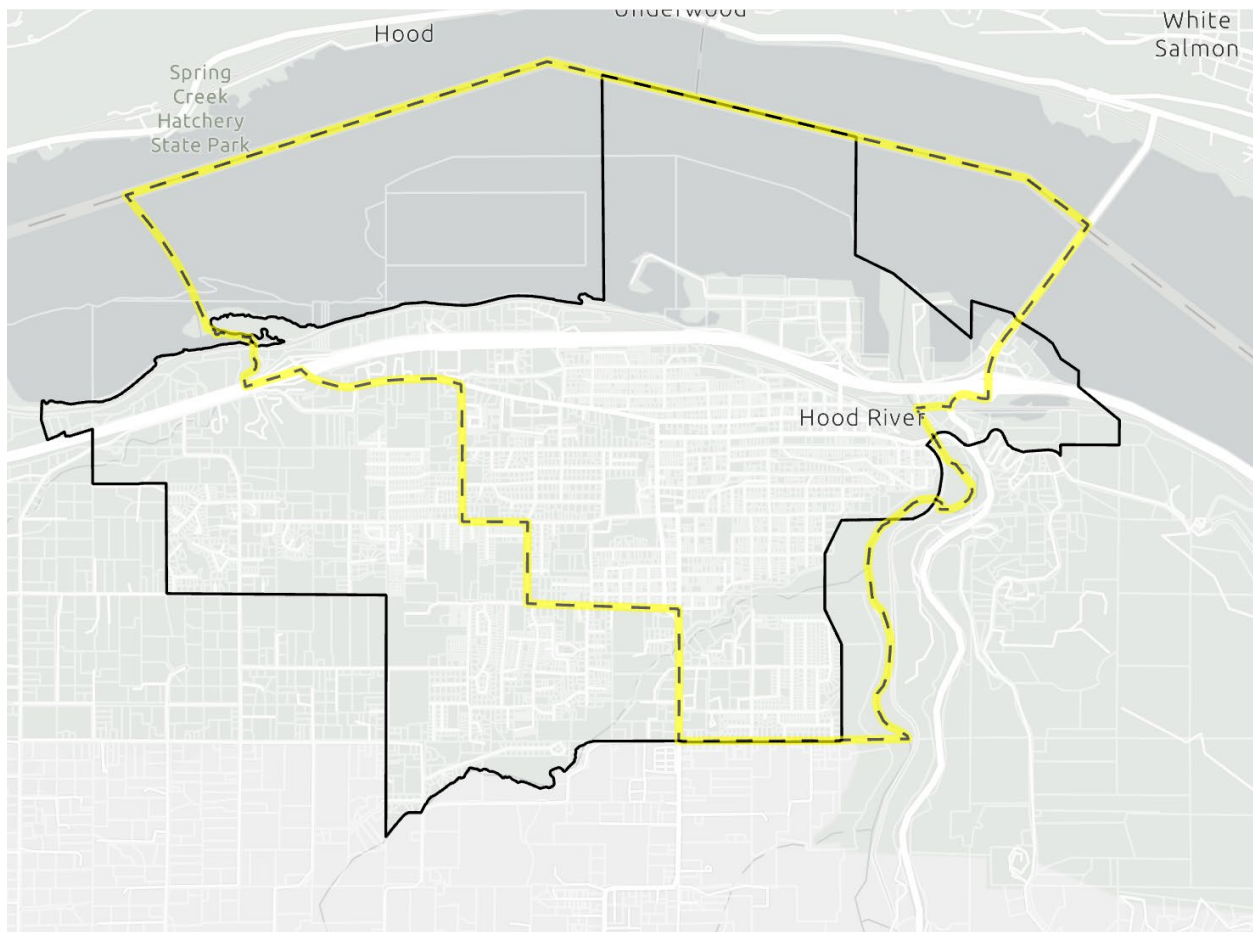
In the short and long term, opportunities to support the long-term vision for parts of Hood River West include the buildout of certain planned infrastructure, including the following: the extension of Wine Country Road as part of the MCHA Rand Road development; and the extension of Belmont Avenue to the west, connecting to Post Canyon Drive.

Another challenge is the lack of transit coordination within the City of Hood River Comprehensive plan and Development Code. Policies and code language could formalize coordination as part of pre-application meetings, service provider letters, and other application requirements to ensure that new development or redevelopment provides the appropriate transit amenities as laid out in the adopted Transit Master Plan.

FOCUS AREA 2 RECOMMENDATIONS

1. Monitor planning and development in the Westside Area, which holds most of the remaining greenfield sites for the City.
2. Consider the role of transit facilities in meeting recreational needs (particularly along the Historic Columbia River Highway and Post Canyon) and tourism in the Columbia River Gorge.
3. Support the coordination of development proposals with transit (CAT) through amendments to City Comprehensive Plan and development code language. Example code language will be provided as part of the TOD Toolkit in a later phase of this project.

FOCUS AREA 3: HOOD RIVER EAST



RELEVANT PLANS AND POLICIES

- City of Hood River Comprehensive Plan (2015)
- Hood River Heights Streetscape Plan (in progress)

LAND USE CONDITIONS

Focus Area 3 contains the central and eastern portions of the City of Hood River, and is roughly coterminous with the City's eastern and southern UGB. The focus area is approximately 2,500 acres in size. Zoning in the focus area is shown in Figure 4, and land uses are summarized as follows:

- Commercial, recreational, light industrial, and open space land in the Waterfront area
- Commercial, light industrial, and open space land in the Downtown area (roughly north of Sherman Avenue and east of 8th Street)
- Industrial properties between Wasco Street and I-84, from about 13th Street to 2nd Street
- Hood River Heights district (12th Street/13th Street south of May Street), including commercial and residential uses
- Significant commercial developments (e.g., pharmacy and grocery) on the east side of 12th Street on the south end of the city

SITES OF HIGH OPPORTUNITY FOR TRANSIT-SUPPORTIVE DEVELOPMENT

HRE-1. HRE 1 – An MCHA affordable housing development (Rio Bella) on Hope Avenue at Wasco Street is more than a half mile from the nearest existing stops. A stop near this location could improve transit access.

HRE-2-4. Hood River Waterfront, home to many large employers and vacant port-owned land slated for additional employment/hospitality growth. “Lot 1” is perhaps the most significant development opportunity in this area and a mobility hub is envisioned there. Also on the Hood River Waterfront, the west end of Portway features warehousing and recreation. Particularly for the westernmost reaches of Portway used for recreation, Port staff suggested considering extending weekend service to this area. Given the large amount of recreation on the Waterfront – especially at the Event Site, where there is limited parking – the question arose about whether new or modified transit vehicles could accommodate more gear (e.g., bikes, water and wind sport gear).

HRE-5-7. The Heights Streetscape Plan area, 12th and 13th Streets from May Street to Belmont Avenue – The plan addresses potential future bus stops and crossing alignments (Figure 8)⁴; this planning area should be tracked for transit-supportive development and redevelopment opportunities. The Heights district and nearby commercial land to the south is designated as an Enterprise Zone and is the subject of current planning using City urban renewal funds, which could be a boon to potential transit-supportive development in the area.

⁴ The Streetscape Plan Design Alternative 3 shown in Figure 8 is currently the preferred alternative on which the Final Streetscape Plan will be based.

Figure 7. Opportunities in Focus Area 3

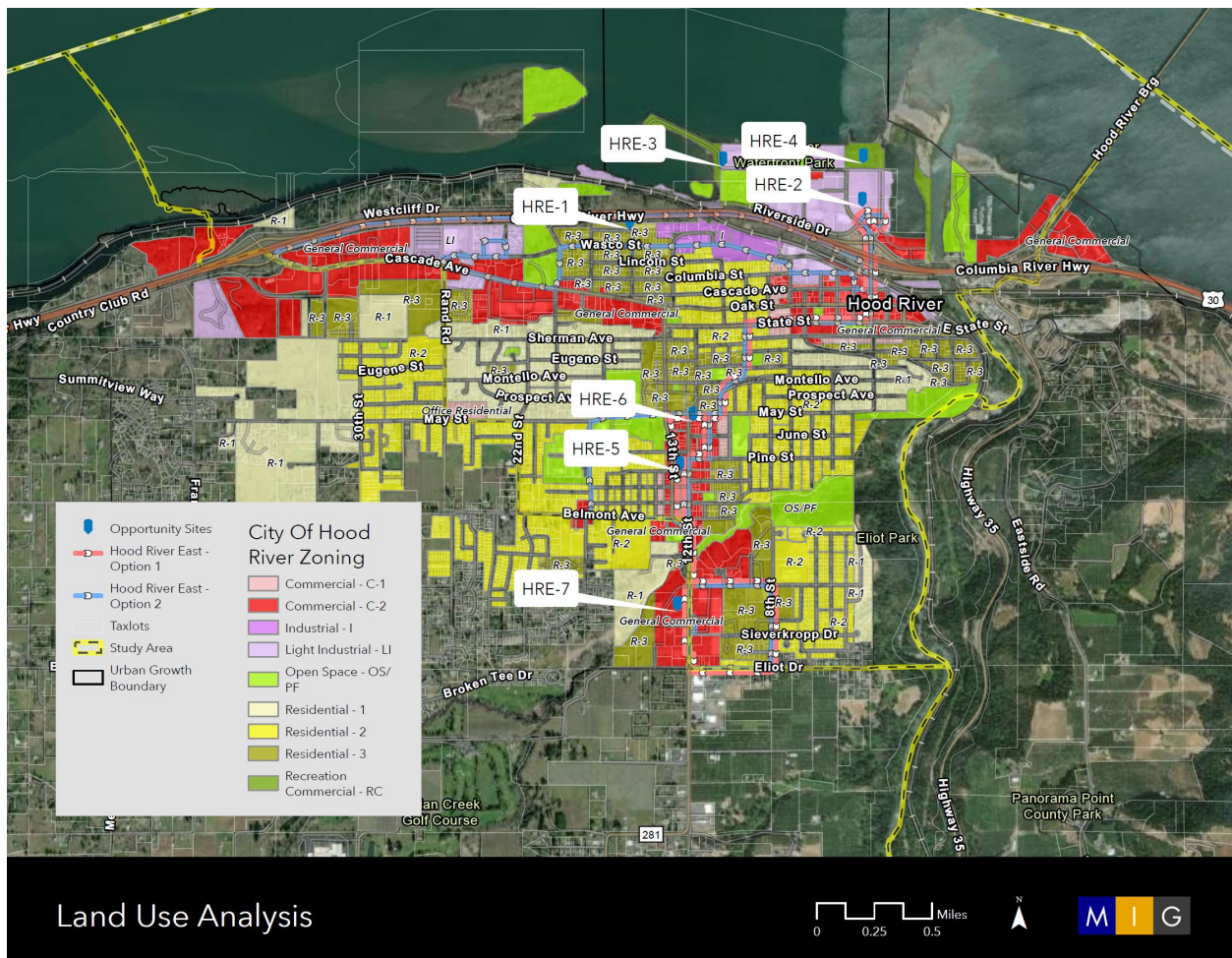
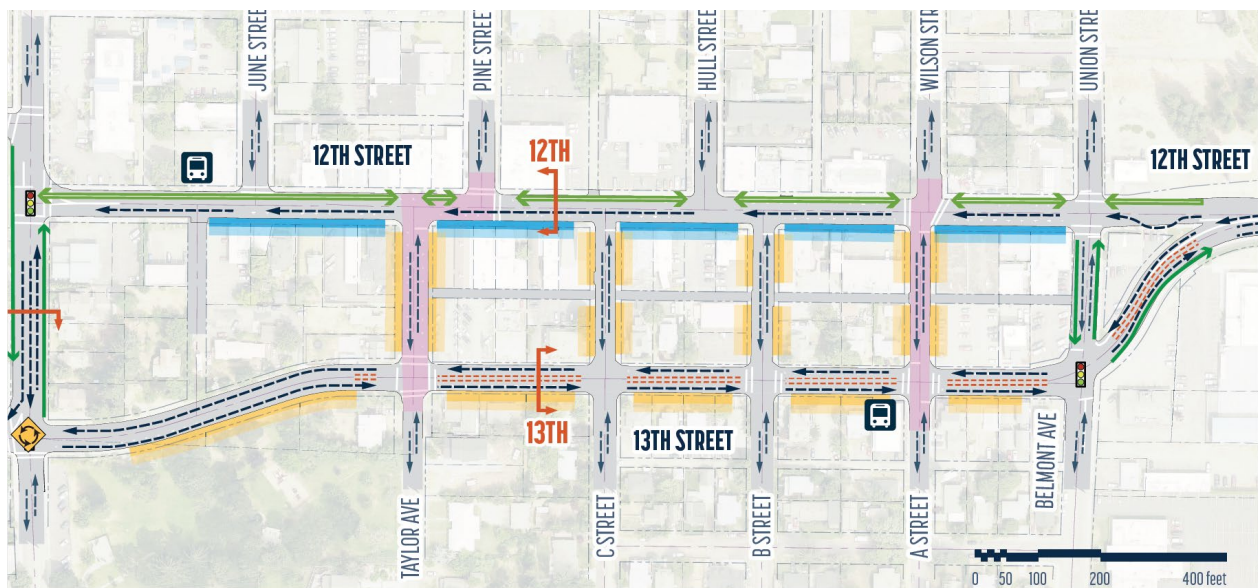


Figure 8. The Heights Streetscape Plan - Design Concept 3 (Hybrid Circulation), April 2022 Open House



CHALLENGES

The Heights district and vicinity is fairly parcelized and built out, potentially limiting larger transit-oriented development projects.

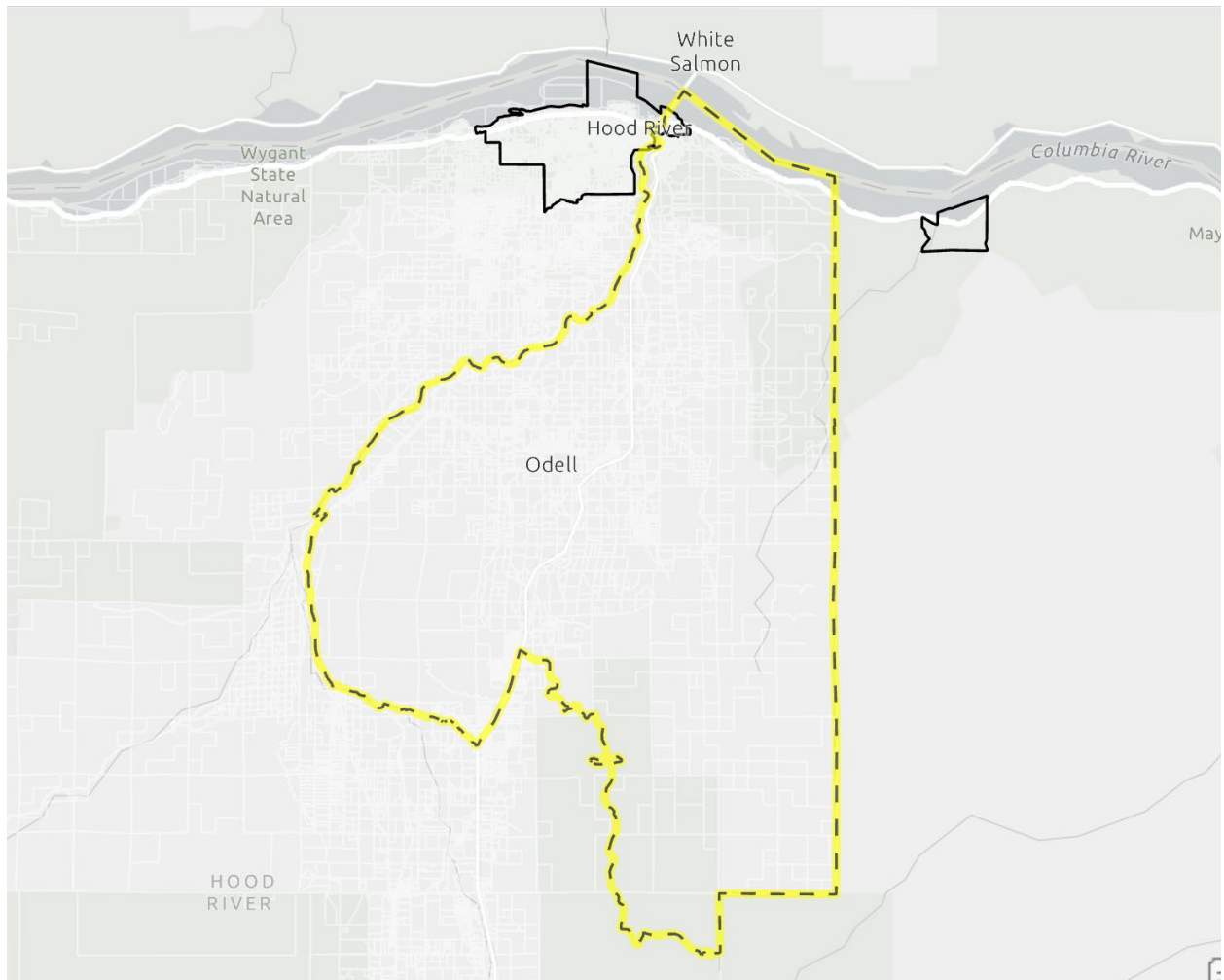
There are some challenges to “retrofitting” an area with updated streetscapes, including transit features. In the case of The Heights, attention will need to be given to weaving in the “possible bus stops.” The potential location for a stop on 13th Street will need to work with one travel lane southbound and on-street parking (e.g., remove on-street parking for a bus pull-out). Then thoughtful treatments will also be needed to accommodate a potential stop adjacent to a two-way cycle track for bikes on 12th Street.

Similar challenges exist in other areas of Focus Area 3, where coordination of development and redevelopment across individual properties is difficult without consistent transit policy coordination between the City and CAT.

FOCUS AREA RECOMMENDATIONS

1. Monitor planning and development in the Waterfront Area, particularly the proposed transit hub of Site 1, and elsewhere in Hood River for opportunities to enhance transit amenities.
2. Consider the role of transit facilities in meeting recreational needs, particularly waterfront uses.
3. Participate in the Heights Streetscape Planning efforts to the extent possible to coordinate streetscape updates with transit needs along the corridor, particularly the subsidized affordable housing units and assisted living spaces. Supportive nearby services include the Department of Human Services, the Mid-Columbia Center for Living (mental health services), One Community Health, and others.
4. Support the coordination of development proposals with transit (CAT) through amendments to City Comprehensive Plan and development code language. Example code language will be provided as part of the TOD Toolkit in a later phase of this project.

FOCUS AREA 4: ODELL AND LOWER HIGHWAY 35



RELEVANT PLANS AND POLICIES

- Hood River County Comprehensive Plan (1984; 2011 last text amendment)
- Odell Unincorporated Community Plan (2004; update planned)

LAND USE CONDITIONS

Focus Area 4 features the Census Designated Place (CDP) and unincorporated community of Odell, which has a population of roughly 2,400. Pine Grove, an unincorporated community with a small commercial area, is also found in this focus area. Land in the area is otherwise mostly farmland – zoned Exclusive Farm Use (EFU) and largely in fruit production.

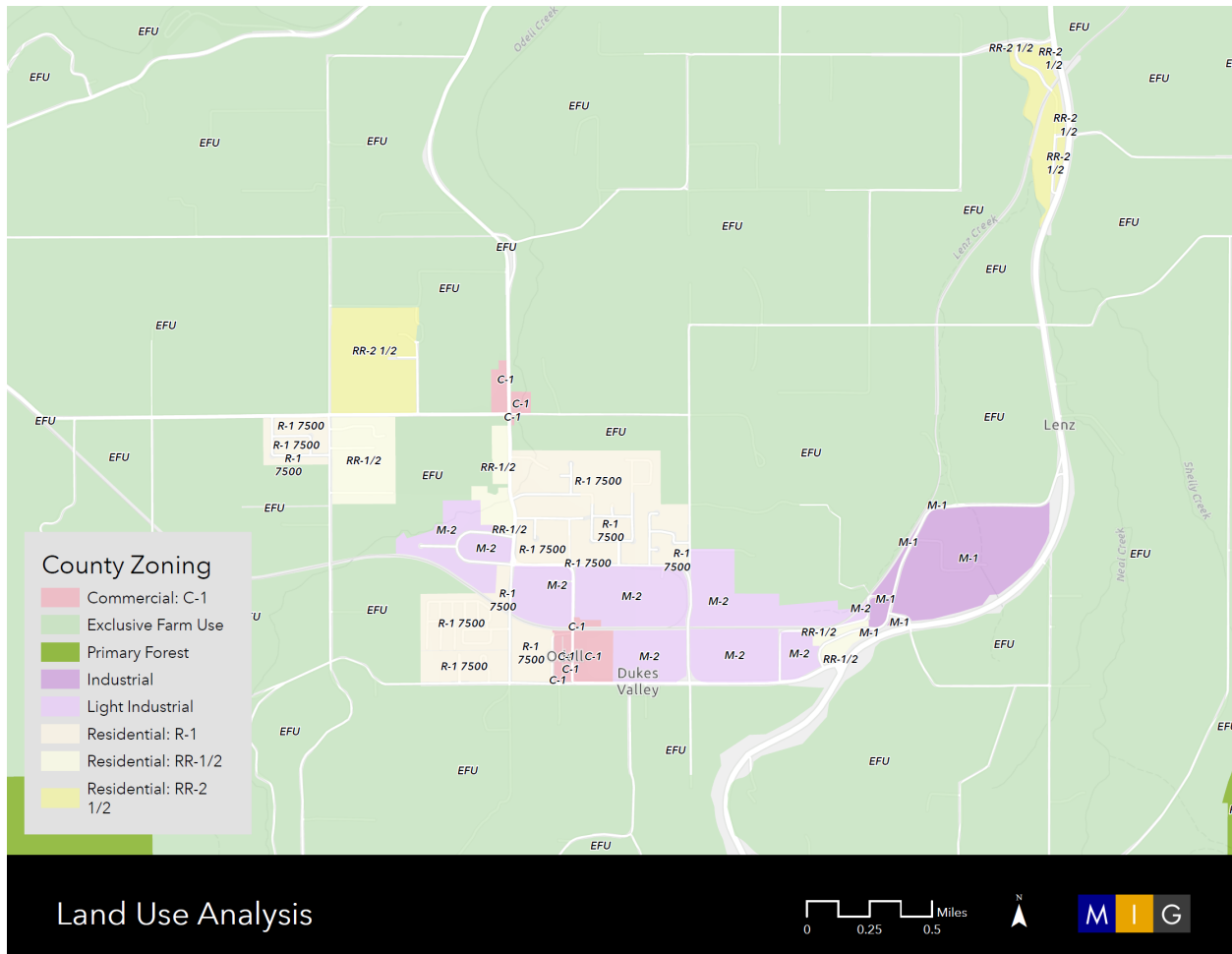
Odell

The community of Odell consists primarily of the following uses and zones (Figure 9):

- Industrially zoned land (M-1 and M-2 designations);

- Commercial (C-1) areas in the vicinity of Odell Highway/Davis Drive and Odell Highway/Summit Drive;
- Residential (RR-1, RR-1/2, and RR 2-1/2) land; and
- Agricultural (EFU) land.

Figure 9. Odell Zoning Designations

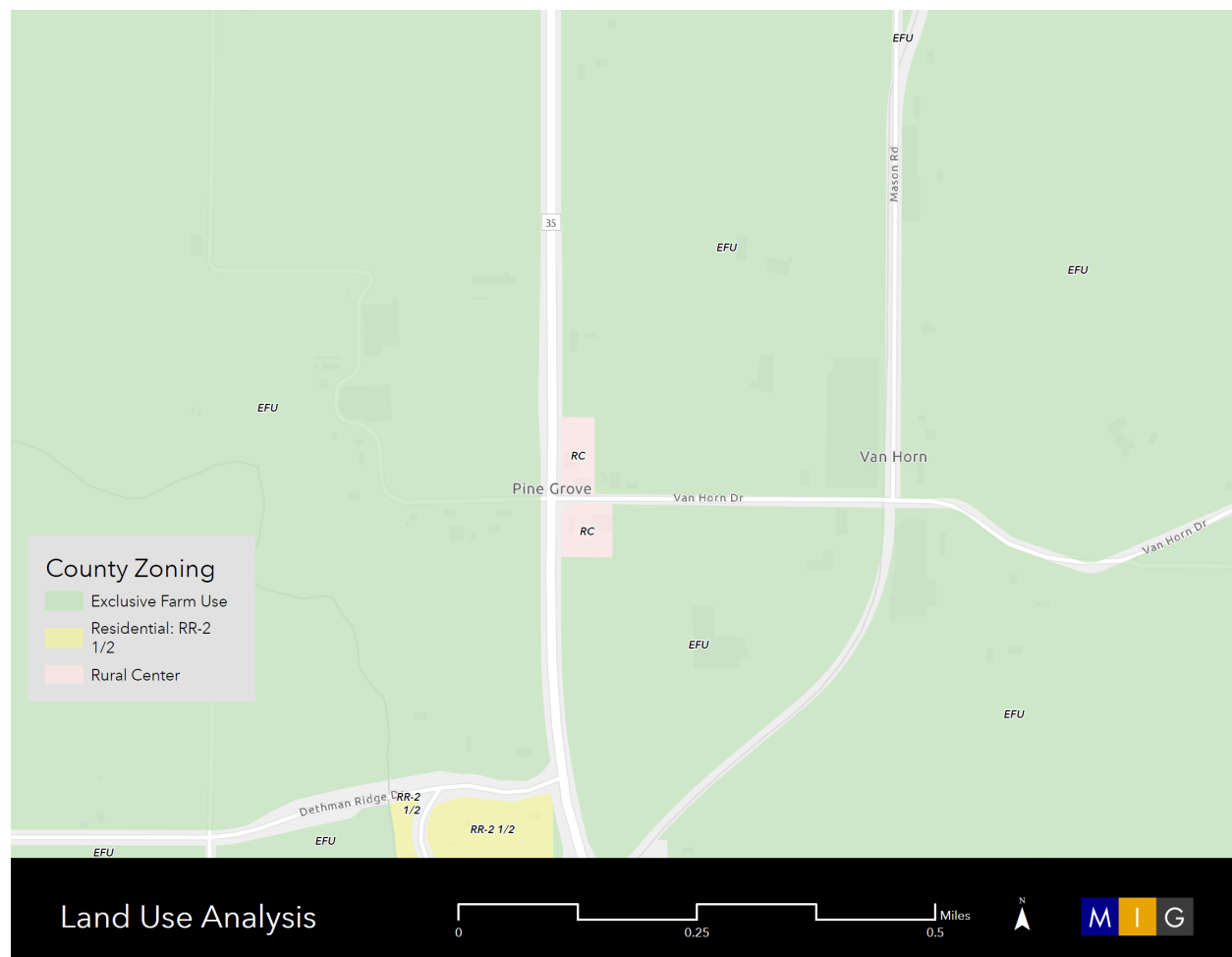


Two significant land uses are located on EFU land at Summit Drive/Wyeast Road: Wyeast Middle School and the Hood River County Fairgrounds. Existing industrial uses include distribution services, food/fruit processing and packing, manufacturing, automotive repair, and similar employers.

Pine Grove

Pine Grove is generally zoned EFU and developed with agricultural uses. The northeast and southeast corners of Highway 35 and Van Horn Drive have Rural Center zoning (Figure 10), which is generally limited to pre-existing commercial and residential uses or new small-scale uses per the County's zoning ordinance.

Figure 10. Pine Grove Zoning Designations



SITES OF HIGH OPPORTUNITY FOR TRANSIT-SUPPORTIVE DEVELOPMENT

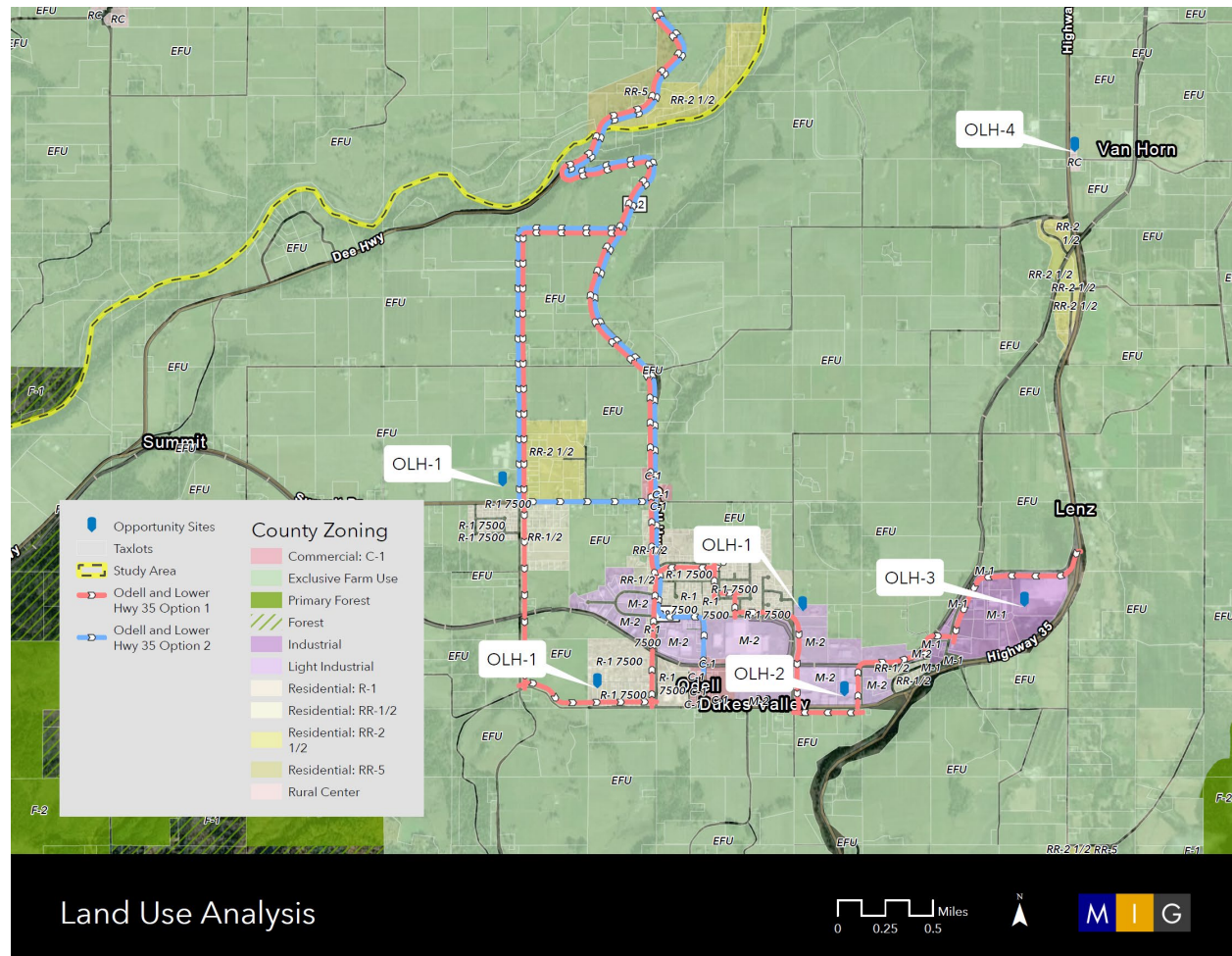
OLH-1. Depending on the types of employers that locate in Odell, new development could present an opportunity for new transit service as well as an opportunity to provide transit amenities that serve Odell more broadly. A circulator loop has been suggested by stakeholders. There are also several residential parcels that remain unplatted on the east side of Odell Highway, and near Wy'east Middle School. These sites represent the possibility for a modest increase in housing and population in Odell. The MCHA Executive Director also indicated interest in ongoing coordination with the County regarding affordable housing development in Odell, which would benefit from being transit-supportive development served by transit.

OLH-2 and OLH-3. There are potentially several sites in Odell that could be developed or redeveloped with significant employment uses. This includes the Neal Creek industrial area on the east end of Odell, which currently features large employers such as Cardinal Glass. Additionally, the Port of Hood River owns and has remediated a former mill site adjacent to rail and is expected to be redeveloped in the future.

OLH-4. A rail line extends from Downtown Hood River to Pine Grove, mostly as a tourist/visitor service and periodically as a commercial service. Depending on the scale and popularity of the

visitor service, some measure of transit-oriented development – a stop, supportive development, and amenities – may be warranted.

Figure 11. Opportunities in Focus Area 4



CHALLENGES

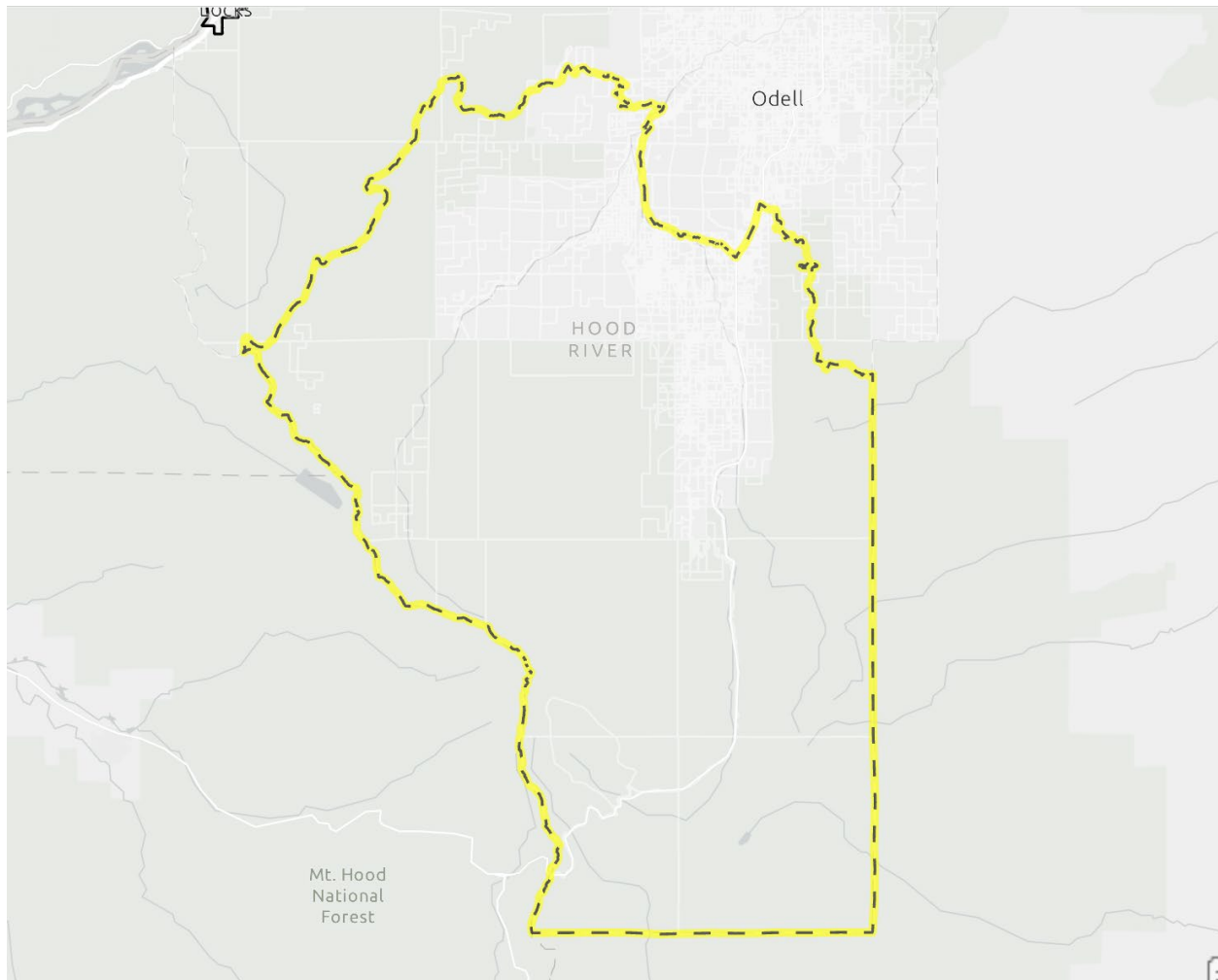
Low population densities overall in Focus Area 4 are a feasibility challenge for transit. Development outside of urban growth boundaries is generally limited to farm and forest uses, except in adopted exception areas. Significant development and expansion is not expected in these areas.

FOCUS AREA 4 RECOMMENDATIONS

1. Concentrations of employment uses in Odell, particularly in agriculture-related industries, may be an opportunity to partner with employers and industrial land users to provide transit services and amenities. The population size in Odell (roughly 2,400 people) in general should offer opportunities for service that even incorporated parts of Hood River County (e.g., Cascade Locks at roughly 1,500 people) cannot.
2. Participate in the Hood River County community planning efforts for Odell to identify opportunities for public transportation.

3. Identify opportunities to coordinate Transit Master Plan requirements with Hood River County Comprehensive Plan policies and County Development Code requirements to ensure development/redevelopment accommodates transit amenities.

FOCUS AREA 5: UPPER VALLEY AND UPPER HIGHWAY 35



RELEVANT PLANS AND POLICIES

- Hood River County Comprehensive Plan (1984; 2011 last text amendment)
- Parkdale Unincorporated Community Plan (2004; update in progress)

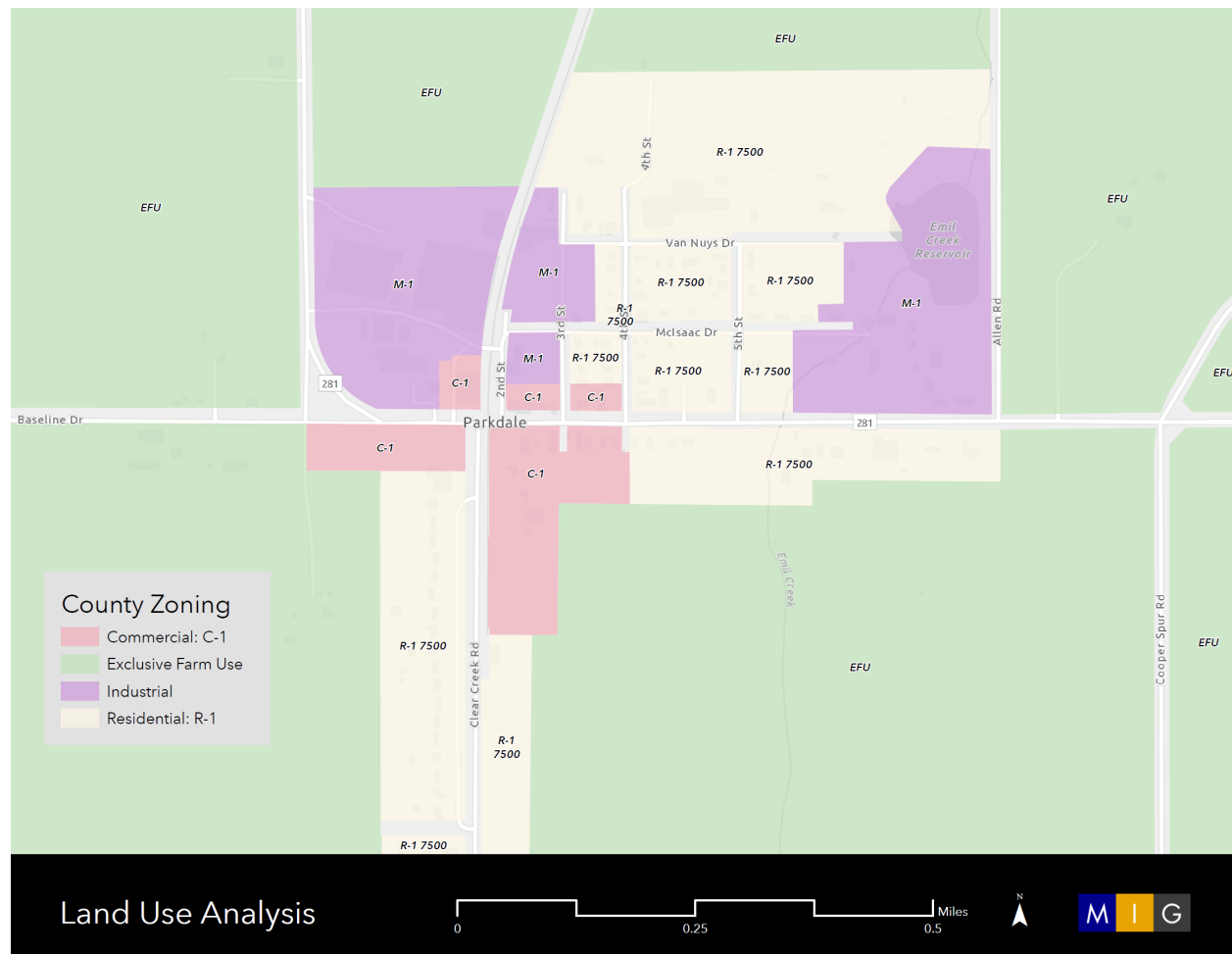
LAND USE CONDITIONS

Focus Area 5 contains the southernmost portion of Hood River County, including the unincorporated communities of Parkdale and Mt. Hood, and several ski destinations in the vicinity of Mt. Hood. Parkdale has a population of roughly 300 people, as does the community of Mt. Hood.

Zoning designations in Parkdale (Figure 12) include Residential (R-1, 7,500 sq. ft. minimum lot sizes), Commercial (C-1), and Industrial (M-1).

The east end of town features the US Forest Service Parkdale Work Center and Parkdale Rural Fire Protection District. A cluster of businesses and services are found in the heart of town – near the intersection of Baseline Drive and the Dee Highway (Highway 281) – including a creamery, brewery, home goods store, fruit and vegetable store, grocery store, coffee roaster, barbecue restaurant, farm supply, museum, library, and post office. Other than some fruit packing businesses in the west end of town, relatively low-density housing primarily makes up the rest of the land uses in the community.

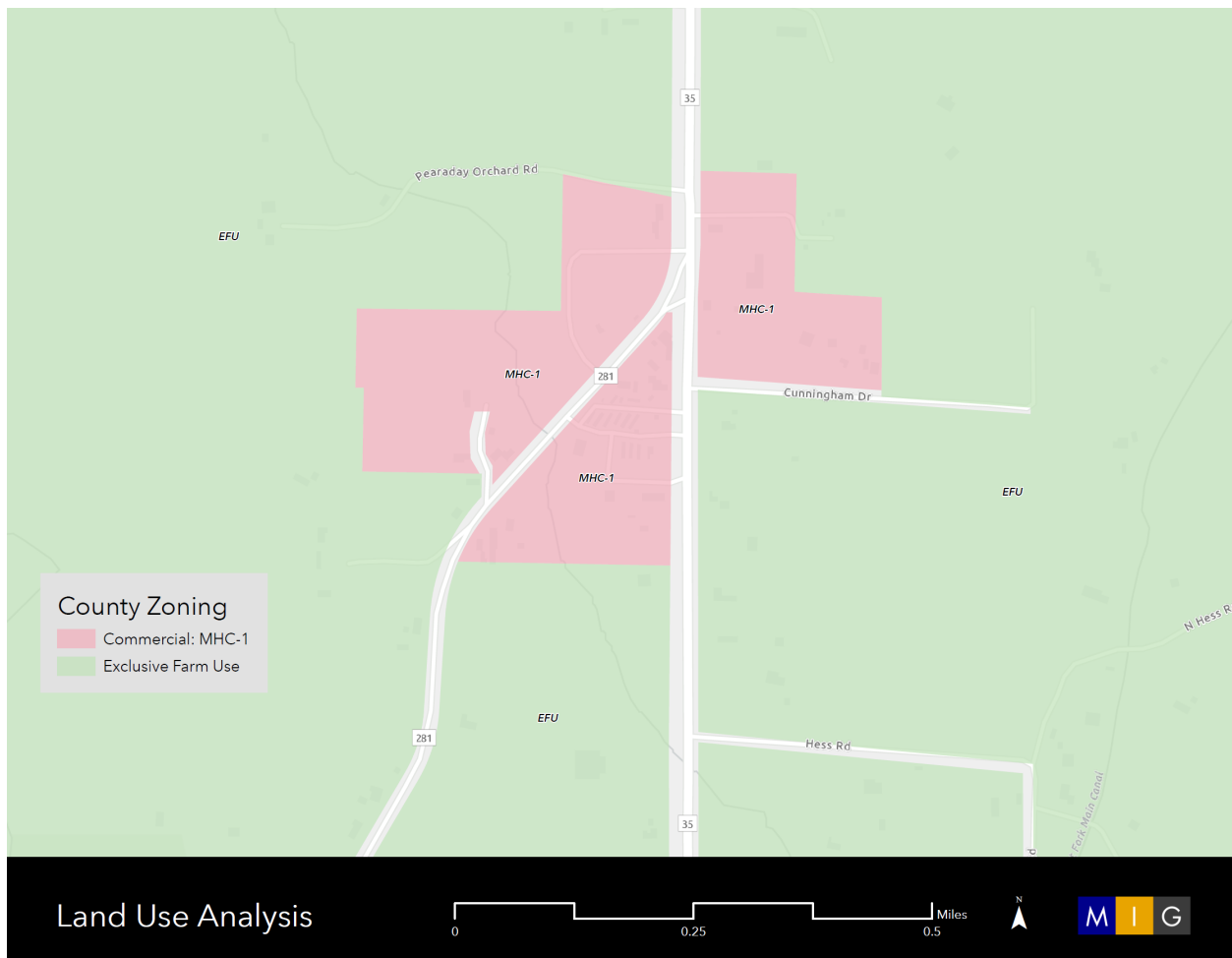
Figure 12. Parkdale Zoning Designations



Parcels in Mt. Hood are generally zoned Mt. Hood Unincorporated Community Commercial (MHC-1) (Figure 13). The zone allows for a broad range of uses while protecting the historic character of rural centers and preserving the agricultural character of nearby lands. Lot sizes are generally one acre minimum, except where approved septic or sewer is provided.

Uses in the community include grocery, woodworking, and sporting goods businesses to the west of Highway 35. On the east side of the highway are Town Hall and an alternative school. Otherwise, the community is comprised mostly of housing.

Figure 13. Mt. Hood Zoning Designations



SITES OF HIGH OPPORTUNITY FOR TRANSIT-SUPPORTIVE DEVELOPMENT

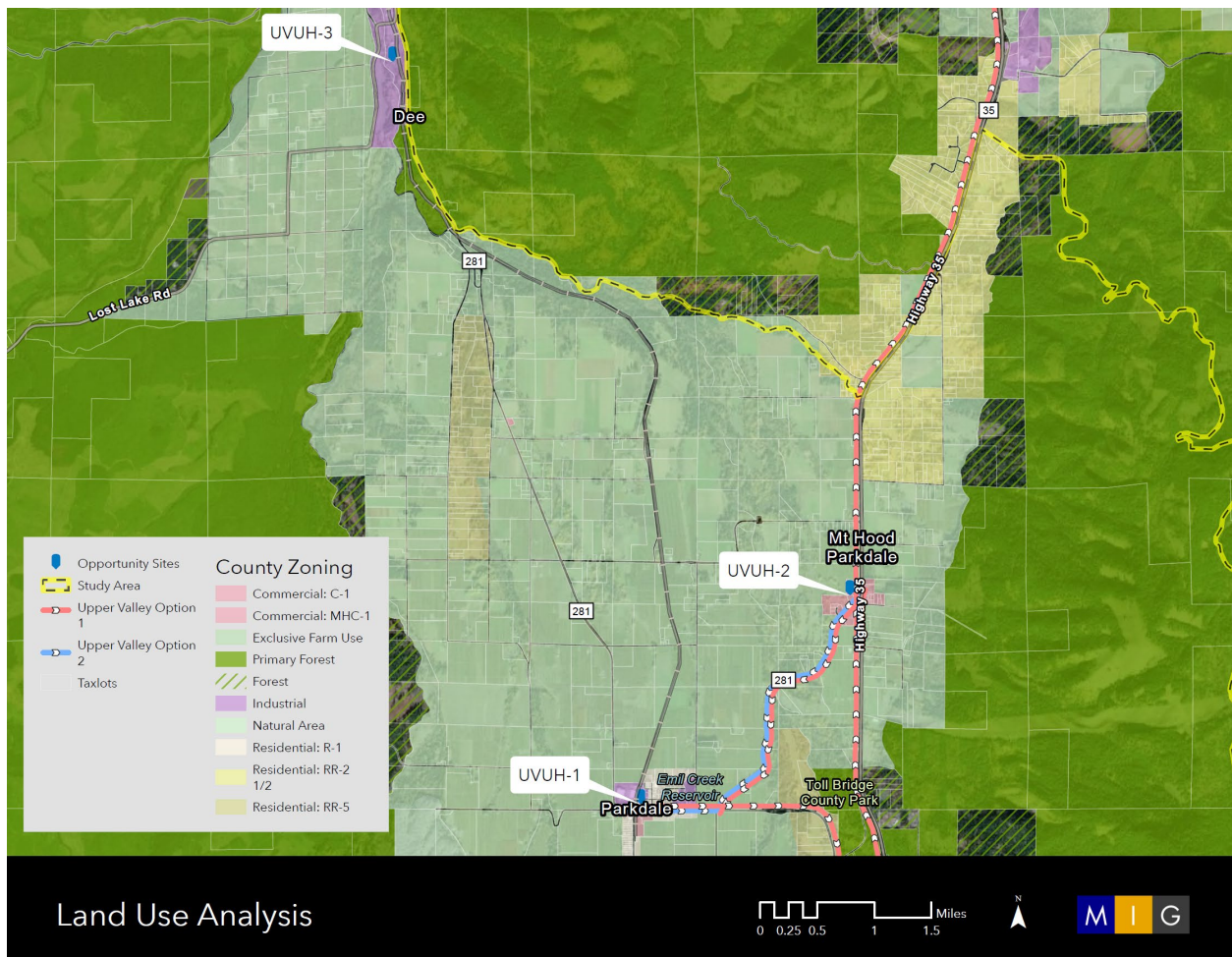
UVUH-1. Due to the rural nature of Focus Area 5, significant new development is unlikely. In the Parkdale area, modest redevelopment of employment uses and small-scale residential development may occur over time. In Parkdale, there are several large residential parcels that could be subdivided under their current zoning designation; however, infrastructure constraints and other factors may limit this development.

Land in the vicinity of Baseline Drive and Clear Creek Road/2nd Street in Parkdale has commercial C-1 zoning, though parcels south of Baseline Drive have agricultural or residential uses today. Some additional commercial development in this area, which could be transit-oriented in a small community manner, is possible.

UVUH-2. Consider a stop for the community of Mt. Hood, at its junction with Highway 35.

UVUH-3. In the very long term, County staff suggested monitoring the small community of Dee for potential transit service and stop (for employees) if the mill site there is redeveloped.

Figure 14. Focus Area 5 Opportunities



CHALLENGES

Even more than Focus Area 4, low population densities overall in Focus Area 5 are a challenge for transit feasibility. Lot size minimums and building square footage maximums in Mt. Hood will likely prevent significant future development, though modest residential and commercial infill is possible over time.

FOCUS AREA RECOMMENDATIONS

1. Participate in the Hood River County community planning efforts for Parkdale to identify opportunities for public transportation.
2. Popular recreational destinations in the vicinity of Mt. Hood may represent an opportunity for service. Long distances and roadway conditions may make present feasibility challenges, but service warrants consideration.
3. Parkdale Elementary School is a significant use in Parkdale. Hood River County School District has a bussing program for students, which may benefit from coordination with CAT.

4. Large employers related to agriculture, food/fruit processing, and food/fruit packing are located in Parkdale and may benefit from commute-oriented transit and amenities.
5. Identify opportunities to coordinate Transit Master Plan requirements with Hood River County Comprehensive Plan policies and County Development Code requirements to ensure development/redevelopment accommodates transit amenities.

ATTACHMENT A: MODEL TRANSIT SUPPORTIVE POLICIES AND CODE LANGUAGE.

COMPREHENSIVE PLAN POLICY LANGUAGE

These model comprehensive plan policies are provided to guide CAT's future discussions with Deschutes County and the Cities of Cascade Locks and Hood River. Comprehensive Plan policy language can help ensure transit amenities and sufficient right of way are provided through the development process.

A. General

A1. The [City/County] will facilitate access to transit service to all community members, with particular attention related to serving community members who may be "transit-dependent" due to age, abilities, and/or income.

A2. The [City/County] will work to improve safety for transit riders through measures such as providing, requiring development to provide, or coordinating with the roadway authority to provide enhanced roadway crossings, and to coordinate the location of transit stops and driveways near transit stops with the transit service provider.

A3. The [City/County] will support transit services to promote economic development, recreation, and tourism, enhancing access to employment and [local/regional] attractions.

B. Accessibility and Connectivity

B1. The [City/County] will provide, will require development to provide, or will coordinate with the roadway authority to provide transportation system-related improvements such as pedestrian and bicycle connections to transit stops, including ADA-accessible improvements.

B2. The [City/County] will support first- and last-mile connections to transit stops, such as collaborating with and facilitating permitting for shared mobility (e.g. ride hailing, bike sharing, and e-scooter sharing) facilities and services.

B3. The [City/County] will collaborate with the transit service provider to improve access to housing, employment, education, human and health services, and recreation.

B4. The [City/County] will coordinate with the transit service provider on potential park-and-ride and transit hubs, where multiple modes could connect.

C. Coordination

C1. The [City/County] will invite transit service providers to participate in the review of land use proposals that may impact transit service or existing or planned transit facilities.

C2. The [City/County] will require development or will facilitate coordination between development and the transit service provider to provide transit-related improvements such as shelters and lighting to complement transit service and encourage higher levels of transit use. Transit stop improvements will be coordinated with the transit service provider and must be consistent with adopted transportation and transit plans.

C3. The [City/County] will help facilitate connections between transit and other transportation services and technologies.

C4. The [City/County] will promote transportation demand management measures including increasing opportunities for active transportation (walking and rolling), transit, and transportation services such as employer vanpools, medical service transportation, cab and rideshare companies, and volunteer driver programs.

D. Health

D1. The [City/County] will support improved access to active transportation options and health-supporting destinations such as grocery stores, parks and open spaces, community spaces, health care, and social services.

E. Sustainability

E1. The [City/County] will support strategies to reduce single-occupancy vehicle trips and greenhouse gas emissions.

E2. The [City/County] will support strategies and projects that promote fuel efficiency.

MODEL TRANSIT-SUPPORTIVE DEVELOPMENT REQUIREMENTS

Transit-supportive code or ordinance concepts and model language is provided in this appendix for consideration by Hood River County and the cities of Cascade Locks and Hood River. Prior plan review and stakeholder interviews indicated that the County and its cities do not currently have development code requirements that specifically address transit. Model language is provided below for review and refinement in coordination with local jurisdictions.

Coordination with Transit Agencies

1. Pre-Application Conference and/or Application Review

Pre-application requirements:

The [City/County Community Development/Planning Director/City Manager or designee] [shall/must] invite [City/County] staff from other departments to provide technical expertise applicable to the proposal, as necessary, as well as other public agency staff such as transportation and transit agency staff.

For applications that involve administrative review with notice (e.g., Type II procedures) and quasi-judicial review (e.g., Type III procedures):

Referrals [requests to review and comment on the application] [shall/must] be sent to interested and affected agencies. Interested agencies include but are not limited to [City/County] departments, police department, fire district, school district, utility companies, and applicable City, County, and State agencies. Affected agencies include but are not limited to the Oregon Department of Transportation and Wasco County transit service providers.

2. Hearing Notice

The [City/County Community Development/Planning Department] must give notice of a pending quasi-judicial public hearing in the following manner:

At least [twenty] days prior to the scheduled hearing date, notice [shall/must] be sent by mail to:

Any governmental agency or utility whose property, services, or facilities may be affected by the decision. Agencies include and are not limited to: [list of agencies appropriate to jurisdiction, e.g., counterpart County or City Planning/Community Development, ODOT, ODOT Rail, ODOT Transit, railroad, Port, school district, other transit/transportation service providers] and Wasco County transit service providers.

Access to Transit and Supportive Facilities

SITE ACCESS

3. Access Between the Site and the Street

Pedestrian and Bicycle Access. Proposed development [shall/must] conform to the following standards for pedestrian and bicycle access:

A. Continuous Pathway System. A pathway system [shall/must] extend throughout the development site and connect to adjacent streets, sidewalks, existing and planned transit stops, adjacent properties, and to all future phases of the development, as applicable.

4. Access to the Transit Stop and Supportive Improvements

Proposed uses should be required to address planned transit stops and improvements. The following suggested requirements can be modified so that the space and/or easements for the improvements and connection(s) to transit stops must be part of the development. However, the physical improvements themselves would not be required if the transit agency is providing them. Transit Access and Supportive Improvements

Development that is proposed adjacent to an existing or planned transit stop, as designated in an adopted transportation or transit plan, [shall/must] provide the following transit access and supportive improvements in coordination with the transit service provider:

A. Reasonably direct connection. Connections between the transit stop and primary entrances of the buildings on site [shall/must] be “reasonably direct,” meaning a route that does not deviate unnecessarily from a straight line or that does not involve a significant amount of out-of-direction travel for users.

1. For commercial, mixed use, public, and institutional buildings, the “primary entrance” is the main public entrance to the building. In the case where no public entrance exists, street connections [shall/must] be provided to the main employee entrance.

2. For residential buildings, the “primary entrance” is the front door (i.e., facing the street).

3. For multifamily buildings in which each unit does not have its own exterior entrance, the “primary entrance” may be a lobby, courtyard or breezeway which serves as a common entrance for more than one dwelling.

B. Safe and convenient connection. Bicycle and pedestrian routes [shall/must] be free from hazards and provide a reasonably direct route of travel between destinations.

C. Pathways [shall/must] be concrete, asphalt, brick/masonry pavers, or another [City/County]-approved durable surface meeting ADA requirements.

D. The primary entrance of the building closest to the street where the transit stop is located is oriented to that street.

D. Easements and/or transit stop improvements (e.g., seating, shelters, and/or lighting) in coordination with the transit service provider and consistent with an adopted plan,

AREA ACCESS

5. Access to Transit Stops from Beyond the Site

Access ways:

Pedestrian and Bicycle Access Ways

The [decision body] in approving a land use application with conditions may require a developer to provide an access way where the creation of a street is infeasible and the creation of a cul-de-sac or dead-end street is unavoidable. A proposed access way [shall/must] connect the end of the street to another right-of-way or a public access easement. The access way [shall/must] be contained within a public right-of-way or public access easement, as required by the [City/County]. An access way [shall/must] be a minimum of [10]-feet-wide and [shall/must] provide a minimum [6]-foot-wide paved surface or other all-weather surface approved by the [City/County decision body]. Design features should be considered that allow access to emergency vehicles but that restrict access to non-emergency motorized vehicles.

Block length:

Street Connectivity and Formation of Blocks. In order to promote efficient vehicular and pedestrian circulation throughout [the city/unincorporated communities in the county], subdivisions and site developments [shall/must] be served by an interconnected street network, pursuant with the standards in subsections (a) through (d) below (distances are measured from the edge of street rights-of-way).

Where a street connection cannot be made due to physical site constraints, approach spacing/access management requirements, or similar restrictions, where practicable, a pedestrian access way connection [shall/must] be provided pursuant to [].

A. Residential zones: Minimum of [200] foot block length and maximum of [600] length; maximum [1,400] feet block perimeter

B. [Downtown/Central Commercial] zone: Minimum of [200] foot length and maximum of [400] foot length; maximum [1,200] foot perimeter²

C. [General Commercial zone and Light Industrial zone]: Minimum of [100] foot length and maximum of [600] foot length; maximum [1,400] foot perimeter

D. Not applicable in General Industrial zone

OTHER TRANSIT-RELATED DEVELOPMENT CODE PROVISIONS

VEHICLE PARKING

6. Transit Facilities and Uses in Parking Areas

Parking spaces and parking areas may be used for transit-related uses such as transit stops and park- and-ride/rideshare areas, provided minimum parking space requirements can still be met.

Development required to provide park-and-rides [shall/must] be consistent with the location and design specifications and guidelines in the Wasco County Transportation Development Plan.

7. Carpool/Vanpool Parking

Parking areas that have designated employee parking and more than 20 automobile parking spaces [shall/must] provide at least 10% of the employee parking spaces (minimum two spaces) as preferential carpool and vanpool parking spaces. Preferential carpool and vanpool parking spaces [shall/must] be closer to the employee entrance of the building than other parking spaces, with the exception of ADA accessible parking spaces.

8. Maximum Parking Requirements

Maximum Number of Off-Street Automobile Parking Spaces. The maximum number of off-street automobile parking spaces allowed per site equals the minimum number of required spaces, pursuant to Table [], multiplied by a factor of:

- A. [1.2] spaces for uses fronting a street with adjacent on-street parking spaces; or
- B. [1.5] spaces, for uses fronting no street with adjacent on-street parking; or
- C. A factor determined according to a parking analysis.

9. Reduced Parking Requirements

Modification of Off-Street Parking Requirements

The applicant may propose a parking space standard that is different than the standard in Section [], for review and action by the [Community Development Director] through a [variance procedure], pursuant to []. The applicant's proposal [shall/must] consist of a written request, and a parking analysis prepared by a qualified professional. The parking analysis, at a minimum, [shall/must] assess the average parking demand and available supply for existing and proposed uses on the subject site; opportunities for shared parking with other uses in the vicinity; existing public parking in the vicinity; transportation options existing or planned near the site, such as frequent transit service, carpools, or private shuttles; and other relevant factors. The [Community Development Director] may reduce the off- street parking standards for sites with one or more of the following features:

- A. Site has a transit stop with existing or planned frequent transit service (30-minute headway or less) located adjacent to it, and the site's frontage is improved with a transit stop shelter, consistent with the standards of the applicable transit service provider: Allow up to a 20 percent reduction to the standard number of automobile parking spaces;
- B. Site has dedicated parking spaces for carpool/vanpool vehicles: Allow up to a 10 percent reduction to the standard number of automobile parking spaces;
- C. Site has dedicated parking spaces for motorcycle and/or scooter or electric carts: Allow reductions to the standard dimensions for parking spaces and the ratio of standard to compact parking spaces;
- D. Available on-street parking spaces adjacent to the subject site in amounts equal to the proposed reductions to the standard number of parking spaces.

E. Site has more than the minimum number of required bicycle parking spaces: Allow up to a 10 percent reduction to the number of automobile parking spaces.

10. Shared Parking

Shared parking. Required parking facilities for two or more uses, structures, or parcels of land may be satisfied by the same parking facilities used jointly, to the extent that the owners or operators show that the need for parking facilities does not materially overlap (e.g., uses primarily of a daytime versus nighttime nature; weekday uses versus weekend uses), and provided that the right of joint use is evidenced by a recorded deed, lease, contract, or similar written instrument establishing the joint use. Shared parking requests [shall/must] be subject to review and approval through Site Plan Review.

11. Parking Area Landscaping

Parking Lot Landscaping. All of the following standards [shall/must] be met for each parking lot or each parking bay where a development contains multiple parking areas:

A. A minimum of [10] percent of the total surface area of all parking areas, as measured around the perimeter of all parking spaces and maneuvering areas, [shall/must] be landscaped. Such landscaping [shall/must] consist of canopy trees distributed throughout the parking area. A combination of deciduous and evergreen trees, shrubs, and ground cover plants is required. The trees [shall/must] be planned so that they provide [a partial / # percent] canopy cover over the parking lot within [#] years. At a minimum, one tree per [12] parking spaces on average [shall/must] be planted over and around the parking area.

B. All parking areas with more than [20] spaces [shall/must] provide landscape islands with trees that break up the parking area into rows of not more than [10-12] contiguous parking spaces. Landscape islands and planters [shall/must] have dimensions of not less than [48] square feet of area and no dimension of less than [6] feet, to ensure adequate soil, water, and space for healthy plant growth;

C. All required parking lot landscape areas not otherwise planted with trees must contain a combination of shrubs and groundcover plants so that, within [2] years of planting, not less than [50- 75] percent of that area is covered with living plants; and

D. Wheel stops, curbs, bollards or other physical barriers are required along the edges of all vehicle- maneuvering areas to protect landscaping from being damaged by vehicles. Trees [shall/must] be planted not less than [2] feet from any such barrier.

E. Trees planted in tree wells within sidewalks or other paved areas [shall/must] be installed with root barriers, consistent with applicable nursery standards.

Screening Requirements. Screening is required for outdoor storage areas, unenclosed uses, and parking lots, and may be required in other situations as determined by the [City/County decision body].

Landscaping [shall/must] be provided pursuant with the standards of subsections _-_, below:

A. Parking Lots. The edges of parking lots [shall/must] be screened to minimize vehicle headlights shining into adjacent rights-of-way and residential yards. Parking lots abutting sidewalk or walkway [shall/must] be screened using a low-growing hedge or low garden wall to a height of between [3] feet and [4] feet.

Maintenance. All landscaping [shall/must] be maintained in good condition, or otherwise replaced by the property owner.

12. Parking Area Walkway

In parking areas that have more than 20 parking spaces, a walkway [shall/must] be provided through a parking area, connecting building entrances to adjacent sidewalks and streets.

Where a walkway crosses a parking area or driveway, it [shall/must] be clearly marked with contrasting paving materials (e.g., pavers, light-color concrete inlay between asphalt, or similar contrast). The crossing may be part of a speed table to improve driver-visibility of pedestrians. If crossings involve grade changes, the crossing [shall/must] include ADA accessible ramps. Painted striping, thermoplastic striping, and similar types of non-permanent applications are discouraged, but may be approved for lower-volume crossings of 24 feet or less.

BICYCLE PARKING

13. Minimum Bicycle Parking Requirements

The recommended language below is a comprehensive set of provisions that establishes not just requirements for the minimum number of bicycle parking spaces but direction for location and design. There is also the option to establish standards specific to short-term parking (where design and location are oriented more towards visitors) and long-term parking (intended for residents and employees).

Bicycle Parking

A. Standards. Bicycle parking spaces [shall/must] be provided with new development and where a change of use occurs, at a minimum, based on the standards in Table _____. Where an application is subject to Conditional Use Permit approval or the applicant has requested a reduction to an automobile-parking standard, pursuant with Subsection [____], the [City/County decision body] may require bicycle parking spaces in addition to those in Table _____.

Long-term bicycle parking is intended for building and site occupants, and others who need bicycle parking for several hours or longer and is provided in secure, weather-protected facilities. Short-term bicycle parking is intended for building and site visitors and is located in publicly accessible, highly visible locations that serve the main entrance of a building. Short-term bicycle parking is visible to pedestrians and bicyclists on the street.

Table ____		Long- and Short-Term Bicycle Parking
Minimum Required Bicycle Parking Spaces		
Use	Minimum Number of Spaces	(As % of Minimum Required Bicycle Parking Spaces)

Multi-Family Residential (required for 4 or more dwelling units)	2 spaces per 4 dwelling units	75% long-term 25% short-term
Commercial	2 spaces per primary use or 1 per 5 vehicle spaces, whichever is greater	25% long-term 75% short-term
Industrial	2 spaces per primary use or 1 per 10 vehicle spaces, whichever is greater	25% long-term 75% short-term
Schools (all types)	2 spaces per classroom	50% long-term 50% short-term
Institutional Uses and Places of Worship	2 spaces per primary use or 1 per 10 vehicle spaces, whichever is greater	50% long-term 50% short-term
Parks (active recreation areas only)	4 spaces	100% short-term
Transit Stops	2 spaces	100% short-term

B. Design and Location.

1. All bicycle parking [shall/must] be securely anchored to the ground or to a structure.
2. All bicycle parking [shall/must] be well lighted [to specified lighting level].
3. All bicycle parking [shall/must] be designed so that bicycles may be secured to them without undue inconvenience, including being accessible without removing another bicycle. [Bicycle parking spaces [shall/must] be at least six (6) feet long and two-and-one-half (2 ½) feet wide, and overhead clearance in covered spaces should be a minimum of seven (7) feet. A five (5) foot aisle for bicycle maneuvering should be provided and maintained beside or between each row/ rack of bicycle parking.]
4. Bicycle parking racks [shall/must] accommodate locking the frame and both wheels using either a cable or U-shaped lock.
5. Direct access from the bicycle parking area to the public right-of-way [shall/must] be provided at-grade or by ramp access, and pedestrian access [shall/must] be provided from the bicycle parking area to the building entrance.
6. Bicycle parking [shall/must] not impede or create a hazard to pedestrians or vehicles, and [shall/must] not conflict with the vision clearance standards of Section [].
7. All bicycle parking should be integrated with other elements in the planter strip when in the public right-of-way.

8. Short-term bicycle parking.

- a. Short-term bicycle parking [shall/must] consist of a stationary rack or other approved structure to which the bicycle can be locked securely.
- b. If more than 10 short-term bicycle parking spaces are required, at least 50% of the spaces must be sheltered. Sheltered short-term parking consists of a minimum 7-foot overhead clearance and sufficient area to completely cover all bicycle parking and bicycles that are parked correctly.
- c. Short-term bicycle parking [shall/must] be located within 50 feet of the main building entrance or one of several main entrances, and no further from an entrance than the closest automobile parking space.

9. Long-term bicycle parking. Long-term bicycle parking [shall/must] consist of a lockable enclosure, a secure room in a building on-site, monitored parking, or another form of sheltered and secure parking.

C. Exemptions. This Section does not apply to single-family and duplex housing, home occupations, and agricultural uses. The [City/County decision-making body] may exempt other uses upon finding that, due to the nature of the use or its location, it is unlikely to have any patrons or employees arriving by bicycle.

D. Hazards. Bicycle parking [shall/must] not impede or create a hazard to pedestrians or vehicles, and [shall/must] be located so as to not conflict with the vision clearance standards of Section [].

URBAN FORM

The following development provisions will be more applicable to and appropriate in: more populous communities and in central downtown or commercial zones within those communities; where there is denser development; and where a mixture of commercial, employment, institutional, and multi-family residential uses are permitted.

14. Maximum Building Setbacks Development Standards. Setback Requirements.

- 1. Minimum front yard setback: none
- 2. Maximum front yard setback: [0-10] feet

15. Pedestrian Amenities in Front Yard Setbacks

The [decision body] may allow a greater front yard setback when the applicant proposes extending an adjacent sidewalk or plaza for public use, or some other pedestrian amenity is proposed between the building and public right-of-way, subject to [Site Design/Development Review] approval.

16. Parking Between the Building and the Street

Parking and Loading Area Development Requirements. All parking and loading areas required under this ordinance, except those for a detached single-family dwelling on an individual lot or unless otherwise noted, [shall/must] be developed and maintained as follows:

- A. Location on site. Required yards adjacent to a street [shall/must] not be used for parking and loading areas unless otherwise specifically permitted in this ordinance. Side and rear yards that are not adjacent to a street may be used for such areas when developed and maintained as required in this ordinance.

DEFINITIONS

Access Way. A walkway or multi-use path connecting two rights-of-way to one another where no vehicle connection is made. OR Access way. Pedestrian and/or bicycle connections between streets, rights-of-way, or a street or right-of-way and a building, school, park, transit stop, or other destination.

Park-and-ride. A parking area at, adjacent, or near (within 500 feet of) a transit stop where automobiles, bicycles, and other vehicles and mobility devices can be parked by transit and rideshare users. Location and design are guided by the currently adopted transit master plan.

Rideshare. A formal or informal arrangement in which a passenger travels in a private vehicle driven by its owner. The arrangement may be made by means of a website or online app.

Mobility Hub. A type of transit stop where multiple transit lines and other transportation modes meet in order to facilitate transfers. A transit center may be developed with amenities including information boards, food and drink vendors, water fountains, and restrooms.

Transit improvements [or Transit amenities]. Transit stop-related improvements including, but not limited to, bus pullouts, shelters, waiting areas, information and directional signs, benches, and lighting. Improvements at transit stops [shall/must] be consistent with an adopted transit plan.

Transit-related uses or transit uses. Uses and development including, but not limited to, transit stop improvements and other uses that support transit, such as transit park-and-rides.

Transit stops. An area posted where transit vehicles stop and where transit passengers board or exit. The stop location and improvements at the transit stop [shall/must] be consistent with an adopted transit plan.