



**Wednesday, November 16<sup>th</sup>, 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 Board of Directors Meeting can be attended live through Zoom conferencing technology. Members of the 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=Y0tsOTV4Rmwzbld4aWxycnJldXNuQT09>

**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 October 19<sup>th</sup>, 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. Executive Session to Discuss Potential Litigation Pursuant to ORS 192.660 2(h) – 4:10 p.m.**

To consult with counsel concerning the legal rights and duties of a public body with regard to current litigation or litigation likely to be filed.

**6. October Financial Report – Teresa Gallucci (Our Team Accounting) - 4:30p.m.**



**7. Resolutions & Action Items – 4:40 p.m.**

- a. Summer Seasonal Expanded Columbia Gorge Express Service
- b. Approval of STIF Disc & STN Applications
- c. STIF Advisory Committee Member

**8. Operations Manager's Report – Ty Graves – 4:50 p.m.**

- a. Employee of the Month
- b. Performance Report

**9. Executive Director's Report – Amy Schlappi – 5:00 p.m.**

- a. Transit Master Plan Outreach Update
- b. Gorge-To-Mountain Funding & Service Update
- c. Marketing Update
- d. Board Member Opening

**10. Discussion Items – 5:15 p.m.**

**11. Upcoming Events – 5:20 p.m.**

**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, October 19<sup>th</sup>, 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 Meeting to Order**

Greg called the Board of Directors Meeting to order at 4:15 pm.

**2. Roll Call:**

Tiah took roll call: Greg Pack (Chair), Megan Ramey (Vice Chair), Darrell Roberts (Secretary/Treasurer), Lara Dunn

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

**Absent:** Meghan Larivee, Jeff Helfrich, Leti Moretti (arrived at 4:50p.m.)

**3. Approval of September 21<sup>st</sup>, 2022, Board of Directors Meeting Minutes:**

Lara noted that her name had been misspelled, this was corrected.

**Motion:** Darrell made a motion to approve the September 21<sup>st</sup> Meeting Minutes. The motion was seconded by Lara.

**Approved by:** Greg, Megan R., Lara, Darrell

**Opposed By:** None

**4. Public Comment**

No public comments were made

**5. Land Use Analysis and TOD Toolkit Presentation- Andrew Parish (MIG)**

Andrew Parish with MIG provided an updated presentation to the Board. He has been working closely with Amy on Land Use Analysis and creating a TOD Toolkit.

What is TOD?

- Integrating land use and development practices with transit to reduce reliance on private automobile trips.
- Coordination of plans and future development with transit needs for mutual benefit.
- Creating a good pedestrian experience near transit stops.

The purpose of the TOD Toolkit is to create conversations for CAT with potential resources, jurisdictions in Hood River County, developers and property owners, transportation advocates and funding organizations. The Toolkit addresses many things such as transit facilities: bus stops, park-and-ride, mobility hubs, admin office and maintenance facility. As



well as transit amenities: signs, shelters, trash/recycling, bike parking, lighting, pedestrian crossing, landscaping, benches, bus turnouts and sidewalks. Andrew discussed safe stop options and design looks for those options. He also provided options for transit in small cities and potential options to improve current experiences. The goal for the Toolkit is to be a resource for future development/redevelopment.

#### **6. September Financial Report – Teresa Gallucci (Our Team Accounting)**

Teresa gave a brief overview of the financial report. Cash on hand at the end of Q1 of the fiscal year was 1.2 million of which \$912k is in the CIT account. This is \$215k more than last month. Account Receivable is current with \$26k that should be received within the next month. Accounts Payable at the end of September was \$9k but all were paid the first week of October. Tiah shared that the invoices that follow to the next month are ones that are received at the end of the month. Revenue at the end of September was \$736k which is about \$299k more than this time last year, this is primarily due to the timing of the CARES ACT funds. Cost of goods at the end of September was \$144k. Fuel and insurance premiums have increased from last year all other items are under budget by a total of \$46k at this point in the year. Administrative services are \$50k that's \$9k under budget, office supplies are a little high due to a print order, but this will level out as the year goes on. Personal expenses were \$379k for the quarter this is \$54k under the amount budgeted. In the end, the net income for September was \$322k and the budget was \$265k so it is a positive variance of \$56k, we are on a great path.

#### **7. Resolutions & Action Items**

##### **a. Approval of White Salmon Weekend Service:**

Amy requested approval from the Board to submit the White Salmon Weekend Service Application. CAT has been working with Mt. Adams Transportation as well as the City of White Salmon and Bingen. This service will start the summer of 2023 (weekends only) and end June 2025.

**Motion:** Lara made a motion to approve the Grant Application. The motion was seconded by Megan R.

**Approved By:** Darrell, Megan R., Lara, Greg

**Opposed By:** None

##### **b. Approval of Accountant Contract, Teresa Gallucci with Our Team Accounting:**

Tiah asked that the Board approve the contract with Teresa Gallucci through June 2023. After the RFP process CAT staff recommended moving forward with Teresa as she is familiar with CAT processes and will be a huge benefit for Tiah during her first audit.

**Motion:** Leti made a motion to approve the contract with Teresa Gallucci with Our Team Accounting. The motion was seconded by Lara

**Approved By:** Darrell, Megan R., Leti, Lara, Greg

**Opposed By:** None



**c. Approval of STIF Committee Member:**

Amy requested that the Board approve Taylor England as a STIF Committee Member. Taylor is also a member of our TMP Community Advisory Committee, she is the Support Coordinator at Dethman House, working with low-income seniors and has been a huge asset in the Gorge Transit Connect program.

**Motion:** Lara made the motion to approve Taylor England as a STIF Committee Member. The motion was seconded by Megan R.

**Approved By:** Leti, Darrell, Lara, Megan R., Greg

**Opposed By:** None

**d. Dog Mountain Application:**

Amy requested Board approval to apply for funding for the Dog Mountain service next year. We are still working on all the details but must submit the application in order to apply for the Skamania County Lodging Tax Funds, this would be roughly \$10k. Also, after sending this memo Amy realized that we could potentially apply for Wash DOT consolidated grant funds to assist with the cost as well. We are still investigating this but would like approval to apply for the appropriate funds.

**Motion:** Lara made the motion to approve the Dog Mountain service application. The motion was seconded by Leti.

**Approved By:** Megan R., Darrell, Lara, Leti, Greg

**Opposed By:** None

**8. Operations Manager's Report – Ty Graves**

**a. Employee of the Month:**

The Employee of the Month is Starla Jones. Starla has been with CAT for about 8 months and is a lifelong driver. She does a lot of work in the best possible way. If she has any questions about the routes, she won't hesitate to come to ask the team. She is allowing us to find solutions to things that we didn't think about before.

**b. Performance Report:**

Safety score is up once again; but we have tracked down all but one loose Samsara box so this will be the last month with that this happens. We had two actual harsh braking events; both were not the driver's fault as they had to brake due to someone pulling out in front of them. Drive time went down a little due to not operating the Falls to Locks service. Fuel usage went down as well.

**c. Digital Signage Update:**

The digital signs were supposed to have been installed at all bus stops 6 months ago but the vendor found problems with the SIM cards. We are working closely with our rep and expect them to have a solution by next week or we may need to pursue other avenues.



## 9. Executive Director's Report – Amy Schlappi

### a. Gorge-to-Mountain Funding:

Amy asked for Board approval on staff recommendations for G2M services. We still have not received the FLAP funding that we applied for and even if we were awarded it, we would not be able to use it this winter, so we need to look for alternative options. A few options would be base service which would be offering service 4 times per day and the cost would be about \$155k allowing for a buffer. If we would like to add the additional option of night skiing that would be about \$180k. An option to assist with funding would be to move about \$50k from our Medical Portland Shuttle CARES fund to our regular CARES fund as we have less expenses than anticipated. We also have potential for ODOT contribution as well as Mt Hood Meadows and the School District. Last resort would be removing some funds from the reserve to assist with costs, up to \$25k. Amy asked for approval to move forward with obtaining funds from the appropriate sources.

**Motion:** Lara made a motion to remove \$25k from the reserve fund if needed. The motion was seconded by Megan R.

**Approved By:** Lara, Leti, Darrell, Megan R., Greg

**Opposed By:** None

### b. Gorge Regional Transit Strategy Update:

We are a huge part of this as we are the only Transit District that is a part of it. They have held stakeholder interviews and created a public involvement plan. This is important as we are potentially looking at what might change to Government structure. Kathy will be presenting at the December Board meeting a detailed memo will go out to the Board prior to the meeting.

### c. Summer Seasonal CGE Service 2023:

Amy wanted to give an update on what staff is thinking of offering for next year's CGE service. As it may seem a little early to discuss, we all know that the contract process can take time and we want to be ahead as we will never operate prior to contract signing again. What staff is thinking is we will extend our CGE instead of offering a separate Falls-To-Locks service. In the next week Amy will send out a detailed proposal to the Board to review so we can approve the service at the November Board meeting.

### d. STIF Plan 2023-2025:

Each biennium which is every two years we must submit a new STIF plan. This is for Formula funds that we receive automatically at the beginning of each quarter. This funds the Hood River City Route, outreach, school pass program and maintaining service. The STIF committee meets this Friday and will review the census data and review low-income areas and prioritize those. They will also be prioritizing statewide and discretionary project applications which will be sent to the Board at the November meeting for approval. They will also be reviewing the projected funds.



**e. Multnomah Falls Permit:**

Amy gave an overview of the Multnomah Falls Permit service that we completed this summer. This was a very successful service, it reduced congestion on the highways, improved safety and improved overall visitor experience. Local transit agencies did not see an increase, but we are hoping to change this for next year.

**f. Transit Master Plan Update:**

The second survey is out so please share it within your networks so we can get as much possible participation. Outreach is ramping up this week, the survey closes the second week of November. Patty Fink will present draft service options based on the findings at the November Board meeting.

**10. Discussion Items:**

No Discussion items

**11. Upcoming Events:**

Amy will be on vacation from November 2<sup>nd</sup> -9<sup>th</sup>

**12. Adjournment:**

**Motion:** Lara made a motion to adjourn the meeting at 5:30 pm. The motion was seconded by Leti.

Approved by: Darrell, Greg, Megan R, Lara, Greg

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

Prepared by: Tiah Mayhew, Office Manager

Approved by: Darrell Roberts, Secretary-Treasurer

# Management Report

Columbia Area Transit

For the period ended October 31, 2022



Prepared by

**Our Team Accounting, LLC**

Prepared on

**November 11, 2022**



**Columbia Area Transit  
Financial Statements Variance Analysis  
Period Ending: October 31, 2022**

**Balance Sheet**

**Cash Availability** - Total available cash at the end of October 2022 was \$1.1m. This amount is \$91k less than September and approximately \$106k less than FY22 at this time.

**Accounts Receivable** – Outstanding AR at the end of October was \$26k. Only one outstanding invoice is over 120 days old. The amount to be collected is \$10k. The remaining open invoices are current.

**Grants Receivable** – The total Grants Receivable balance at the end of October was \$812k. Although considerably higher than last year at this time, which was \$439k, this balance is representative of Q1 and Q2 activity which has not yet been submitted for draws from the State of Oregon due to timing of the quarter end cutoff.

**Prepaid Expenses** – Total prepaid expenses at the end of October were \$22k. This total is \$1k less than last month but roughly \$3k more than FY22 at this point in the year due to the increased cost of Workman's compensation.

**Accounts Payable** – The amount due to vendors and not yet paid at the end of October was \$51k. A check run has not yet occurred in November.

**Income Statement**

**Revenue** – Total revenue earned year to date through the end of October was \$1m, which is \$290k more than earnings at this time last year, which is due to the timing of CARES Act funds that were received. The total is \$141k less than the budgeted however.

**COG Fuel** – Fuel expenses YTD total \$116k at the end of October. The budgeted amount through the end of this period was \$96k, resulting in a \$20k negative variance YTD. The FY23 budgeted amount for the full year is \$288k. The FY22 amount spent at this point in the year was \$54k. The year over year negative variance is \$62k and may be in part attributed to increased fuel costs.

**COG Operations** - Preventative maintenance expenses, (tires, shop supplies and bus repair expenses) through the end of October totaled \$47k, which is \$5k more than the amount budgeted but is on par with the spending in FY22 at this time.

**COG Communication** – Dispatch, GPS software and cellular data expenses through the end of October were \$12k. This amount is equal to the amount budgeted and \$1k less than actual FY22 expense at the end of October.

**COG Driver Expenses** – As of the end of October, driver expenses were \$8k. This is \$6k more than the spending prior year at this time due to the purchase of uniforms that were included in the budget. There is a positive variance of \$6k when compared to the amount budgeted.

**Advertising** – Advertising expense so far in FY23 totaled \$10k. The budgeted amount for the end of October was \$40k.

**Grant / Contract Match Funds** – The Q1 MCEDD match posted in October in the amount of \$17k and represents service for The Dalles. This activity ceased once CAT became responsible for the service. The amount budgeted for this activity for the year was \$98k.

**Gross Profit** – Gross profit for activity through the end October was \$783k which is \$241k more than FY22 at this time but \$122k less than the amount budgeted. The major contributing factor for the negative variance is delayed spending on STIF grants and higher than expected fuel costs.

**Administrative Expense** – Administration expenses through the end of October totaled \$71k which is \$10k more than last year at this time but \$8k less than the amount budgeted.

**Personnel** – Total personnel expense through the end of the period were \$491k which is \$78k more than last year at this time but is a positive \$85k variance when compared to the budget.

**Capital Outlay** – The purchase of buses have not yet occurred this year, however a trolley was leased resulting in \$13k of expense. Three buses have been sold resulting in cash received of \$28k. This is a positive variance of \$124k when compared to the amount budgeted for the end of October.

**Net Income** – Net income at the close of October was \$234k, which is \$180k more than FY22 at this time last year and \$95k more than the amount budgeted.

# Columbia Area Transit

## Statement of Financial Position

As of October 31, 2022

	TOTAL			
	AS OF OCT 31, 2022	AS OF OCT 31, 2021 (PY)	CHANGE	% CHANGE
<b>ASSETS</b>				
Current Assets				
Bank Accounts				
1000 C. I. B. - Operating (6906)	123,312	137,268	(13,955)	(10.00 %)
1005 C. I. B. - Savings (3232)	30,000	393,954	(363,953)	(92.00 %)
1020 C. I. T. - H. R. County	947,986	677,124	270,862	40.00 %
1050 Petty Cash	100	(582)	682	117.00 %
<b>Total Bank Accounts</b>	<b>\$1,101,399</b>	<b>\$1,207,763</b>	<b>\$ (106,365)</b>	<b>(9.00 %)</b>
Accounts Receivable	<b>\$25,924</b>	<b>\$5,000</b>	<b>\$20,924</b>	<b>418.00 %</b>
Other Current Assets				
1205 Accounts Receivables - Property Tax Audit Adj	22,140	22,140	0	0.00 %
1210 Accounts Receivables - Grants	<b>812,328</b>	<b>439,233</b>	<b>373,095</b>	<b>85.00 %</b>
1270 Prepaid Expenses	<b>22,110</b>	<b>19,114</b>	<b>2,996</b>	<b>16.00 %</b>
1400 Accrued Revenue - Grants	0	0	0	
1998 Undeposited Funds	0	0	0	
1999 Uncategorized Asset	0	0	0	
<b>Total Other Current Assets</b>	<b>\$856,578</b>	<b>\$480,487</b>	<b>\$376,091</b>	<b>78.00 %</b>
<b>Total Current Assets</b>	<b>\$1,983,901</b>	<b>\$1,693,251</b>	<b>\$290,650</b>	<b>17.00 %</b>
Fixed Assets	<b>\$2,888,304</b>	<b>\$2,888,304</b>	<b>\$0</b>	<b>0.00 %</b>
<b>TOTAL ASSETS</b>	<b>\$4,872,206</b>	<b>\$4,581,555</b>	<b>\$290,650</b>	<b>6.00 %</b>
<b>LIABILITIES AND EQUITY</b>				
Liabilities				
Current Liabilities				
Accounts Payable	<b>\$51,387</b>	<b>\$6,843</b>	<b>\$44,545</b>	<b>651.00 %</b>
Credit Cards	<b>\$11,745</b>	<b>\$944</b>	<b>\$10,801</b>	<b>1,144.00 %</b>
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	16,665	29,924	(13,260)	(44.00 %)
<b>Total Other Current Liabilities</b>	<b>\$72,467</b>	<b>\$108,227</b>	<b>\$ (35,760)</b>	<b>(33.00 %)</b>
<b>Total Current Liabilities</b>	<b>\$135,599</b>	<b>\$116,013</b>	<b>\$19,586</b>	<b>17.00 %</b>
Long-Term Liabilities	<b>\$4,255,719</b>	<b>\$4,255,719</b>	<b>\$0</b>	<b>0.00 %</b>
<b>Total Liabilities</b>	<b>\$4,391,319</b>	<b>\$4,371,732</b>	<b>\$19,586</b>	<b>0.00 %</b>
Equity	<b>\$480,887</b>	<b>\$209,823</b>	<b>\$271,064</b>	<b>129.00 %</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$4,872,206</b>	<b>\$4,581,555</b>	<b>\$290,650</b>	<b>6.00 %</b>

# Columbia Area Transit

## Statement of Activity

July - October, 2022

	TOTAL			
	JUL - OCT, 2022	JUL - OCT, 2021 (PP)	CHANGE	% CHANGE
Revenue				
4001 Fare Revenue	77,065	79,222	(2,157)	(3.00 %)
4100 Contract Revenue	40,044	5,581	34,463	618.00 %
4200 Federal Funds	521,911	155,753	366,159	235.00 %
4700 State Funds	341,383	468,282	(126,899)	(27.00 %)
4870 Local Assistance	24,281	9,673	14,608	151.00 %
4900 Other Revenue	4,021	1,249	2,773	222.00 %
Discounts/Refunds Given		(690)	690	100.00 %
<b>Total Revenue</b>	<b>\$1,008,705</b>	<b>\$719,069</b>	<b>\$289,636</b>	<b>40.00 %</b>
Cost of Goods Sold				
5005 Vehicle Expense	14	720	(706)	(98.00 %)
5019 Fuel	116,001	54,214	61,786	114.00 %
5020 Operation Expenses	46,809	47,486	(677)	(1.00 %)
5100 Communication Expense	12,277	11,415	862	8.00 %
5200 Vehicle Insurance	12,862	6,139	6,723	110.00 %
5500 Driver Expenses	7,900	1,959	5,941	303.00 %
5600 Advertising & Marketing	10,055	31,517	(21,462)	(68.00 %)
5700 Grant/Contract Match Funds	17,371	19,486	(2,116)	(11.00 %)
5800 Partner Distributions - Gorge Pass	2,033	2,723	(690)	(25.00 %)
5899 COVID19 Expenses		659	(659)	(100.00 %)
<b>Total Cost of Goods Sold</b>	<b>\$225,321</b>	<b>\$176,318</b>	<b>\$49,003</b>	<b>28.00 %</b>
<b>GROSS PROFIT</b>	<b>\$783,384</b>	<b>\$542,751</b>	<b>\$240,633</b>	<b>44.00 %</b>
Expenditures				
7000 Administrative Expenses				
7003 Building Expenses	9,821	14,492	(4,671)	(32.00 %)
7100 Office Supplies & Expenses	11,562	6,180	5,382	87.00 %
7300 Professional Fees	44,553	34,027	10,527	31.00 %
7400 Other Administrative Expense	4,855	5,858	(1,002)	(17.00 %)
<b>Total 7000 Administrative Expenses</b>	<b>70,791</b>	<b>60,556</b>	<b>10,235</b>	<b>17.00 %</b>
8000 Personnel Expense				
8003 Administrative Personnel Expense	60,450	85,751	(25,301)	(30.00 %)
8103 Direct Service Personnel Expense	430,312	327,039	103,272	32.00 %
<b>Total 8000 Personnel Expense</b>	<b>490,762</b>	<b>412,791</b>	<b>77,972</b>	<b>19.00 %</b>
9000 Capital Outlay	(12,481)	14,747	(27,228)	(185.00 %)
<b>Total Expenditures</b>	<b>\$549,072</b>	<b>\$488,093</b>	<b>\$60,979</b>	<b>12.00 %</b>
<b>NET OPERATING REVENUE</b>	<b>\$234,312</b>	<b>\$54,658</b>	<b>\$179,655</b>	<b>329.00 %</b>
<b>NET REVENUE</b>	<b>\$234,312</b>	<b>\$54,658</b>	<b>\$179,655</b>	<b>329.00 %</b>

# Columbia Area Transit

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

July - October, 2022

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Revenue				
4001 Fare Revenue	77,065	83,000	(5,935)	93.00 %
4100 Contract Revenue	40,044	15,000	25,044	267.00 %
4200 Federal Funds	521,911	234,148	287,764	223.00 %
4700 State Funds	341,383	791,850	(450,467)	43.00 %
4870 Local Assistance	24,281	6,600	17,681	368.00 %
4900 Other Revenue	4,021	19,086	(15,065)	21.00 %
<b>Total Revenue</b>	<b>\$1,008,705</b>	<b>\$1,149,684</b>	<b>\$ (140,979)</b>	<b>88.00 %</b>
Cost of Goods Sold				
5005 Vehicle Expense	14	2,400	(2,386)	1.00 %
5019 Fuel	116,001	96,000	20,001	121.00 %
5020 Operation Expenses	46,809	41,640	5,169	112.00 %
5100 Communication Expense	12,277	12,480	(203)	98.00 %
5200 Vehicle Insurance	12,862	11,600	1,262	111.00 %
5500 Driver Expenses	7,900	6,787	1,113	116.00 %
5600 Advertising & Marketing	10,055	40,000	(29,945)	25.00 %
5700 Grant/Contract Match Funds	17,371	28,675	(11,304)	61.00 %
5800 Partner Distributions - Gorge Pass	2,033	4,400	(2,367)	46.00 %
<b>Total Cost of Goods Sold</b>	<b>\$225,321</b>	<b>\$243,982</b>	<b>\$ (18,661)</b>	<b>92.00 %</b>
<b>GROSS PROFIT</b>	<b>\$783,384</b>	<b>\$905,702</b>	<b>\$ (122,317)</b>	<b>86.00 %</b>
Expenditures				
7000 Administrative Expenses				
7003 Building Expenses	9,821	19,682	(9,861)	50.00 %
7100 Office Supplies & Expenses	11,562	5,200	6,362	222.00 %
7300 Professional Fees	44,553	43,600	953	102.00 %
7400 Other Administrative Expense	4,855	10,300	(5,445)	47.00 %
<b>Total 7000 Administrative Expenses</b>	<b>70,791</b>	<b>78,782</b>	<b>(7,991)</b>	<b>90.00 %</b>
8000 Personnel Expense				
8003 Administrative Personnel Expense	60,450	101,016	(40,566)	60.00 %
8103 Direct Service Personnel Expense	430,312	474,282	(43,970)	91.00 %
<b>Total 8000 Personnel Expense</b>	<b>490,762</b>	<b>575,298</b>	<b>(84,536)</b>	<b>85.00 %</b>
9000 Capital Outlay	(12,481)	112,190	(124,671)	(11.00 %)
<b>Total Expenditures</b>	<b>\$549,072</b>	<b>\$766,270</b>	<b>\$ (217,198)</b>	<b>72.00 %</b>
<b>NET OPERATING REVENUE</b>	<b>\$234,312</b>	<b>\$139,431</b>	<b>\$94,881</b>	<b>168.00 %</b>
<b>NET REVENUE</b>	<b>\$234,312</b>	<b>\$139,431</b>	<b>\$94,881</b>	<b>168.00 %</b>

# Columbia Area Transit

## Statement of Cash Flows

July - October, 2022

	TOTAL
<b>OPERATING ACTIVITIES</b>	
Net Revenue	234,312
Adjustments to reconcile Net Revenue to Net Cash provided by operations:	
1200 Accounts Receivable	29,937
1211 Accounts Receivables - Grants:Grant Receivable - 5310 Funds 35149	(26,151)
1212 Accounts Receivables - Grants:Grants Receivable - 5311 Funds 34740	(76,164)
1213 Accounts Receivables - Grants:Accounts Receivable 5311 CARES - 34976	(113,800)
1214 Accounts Receivables - Grants:Accounts Receivable - STIF Discretionary 35102	(33,149)
1215 Accounts Receivables - Grants:Accounts Receivabel - STIF Formula 35033	(80,200)
1216 Accounts Receivables - Grants:Accounts Receivable - Planning 3504 - 35131	5,240
1273 Prepaid Expenses:PP - SDIS Vhcl & Gen Liab Insurance	11,091
1274 Prepaid Expenses:PP - SDIS Workers Comp	(14,641)
1275 Prepaid Expenses:PP - Fleetio Scheduler	(720)
1400 Accrued Revenue - Grants	182,733
2000 Accounts Payable	(21,825)
2105 Columbia Bank Visa (2801)	709
2001 Accounts Payable - Audit Adj	(18,299)
2500 Accrued Payroll	(34,439)
<b>Total Adjustments to reconcile Net Revenue to Net Cash provided by operations:</b>	<b>(189,677)</b>
<b>Net cash provided by operating activities</b>	<b>\$44,635</b>
<b>NET CASH INCREASE FOR PERIOD</b>	<b>\$44,635</b>
Cash at beginning of period	1,056,764
<b>CASH AT END OF PERIOD</b>	<b>\$1,101,399</b>

# Columbia Area Transit

## Bill Payment List

October 2022

DATE	NUM	VENDOR	AMOUNT
1000 C. I. B. - Operating (6906)			
10/04/2022	21844	Hood River Quick Lube	-166.95
10/04/2022	21845	Napa Auto Parts	-405.58
10/04/2022	21846	Gorge Interpreting & Translating	-129.40
10/04/2022	21847	Bohn's Printing	-95.98
10/04/2022	21848	Cogito	-5,001.15
10/04/2022	21849	Jubitz Fleet Services	-391.50
10/04/2022	21850	Columbia Gorge News	-384.00
10/04/2022	21851	Darrell Roberts	-30.00
10/04/2022	21852	Greg Pack	-30.00
10/04/2022	21853	Jeff Helfrich	-30.00
10/04/2022	21854	Lara Dunn	-30.00
10/04/2022	21855	Meghan Larivee	-30.00
10/04/2022	21856	UniteGPS LLC	-507.00
10/04/2022	21857	MIG	-2,625.00
10/04/2022	21858	Cascade Health Solutions	-300.00
10/04/2022	21859	Ortigoza	-322.00
10/21/2022	21860	UniteGPS LLC	-507.00
10/21/2022	21861	Allan's Mobile Diesel Service, LLC	-3,163.60
10/21/2022	21862	Jubitz Fleet Services	-136.76
10/21/2022	21863	Gorge Area Business Assistance	-549.20
10/21/2022	21864	Weatherly Printing	-525.70
10/21/2022	21865	Hood River County Community Development	-1,615.00
10/21/2022	21866	City of Hood River Police Department	-142.00
10/21/2022	21867	Hood View Services LLC	-566.00
10/21/2022	21868	MIG	-1,330.00
10/21/2022	21869	Sirius Media, LLC	-162.50
10/21/2022	21870	Schetky Northwest Sales, Inc.	-426.09
10/21/2022	21871	Sign Media	-20.00
10/21/2022		Our Team Accounting, LLC	-2,006.31
10/25/2022		Principal Life Insurance Company	-569.65
10/27/2022	21872	Amalgamated Transit Union	-249.26
10/27/2022	21873	Sacred Art Studio	-600.00
10/31/2022		Valic	-1,422.16
10/31/2022		Valic	-1,325.41
<b>Total for 1000 C. I. B. - Operating (6906)</b>			<b>\$ -25,795.20</b>

# Columbia Area Transit

## A/P Aging Summary

As of October 31, 2022

	CURRENT	1 - 30	31 - 60	61 - 90	91 AND OVER	TOTAL
Amalgamated Transit Union	249.26					\$249.26
Bohn's Printing	98.65					\$98.65
Carson		12,938.31				\$12,938.31
Darrell Roberts	30.00					\$30.00
Day Wireless Systems	450.00					\$450.00
Friend & Reagan, P.C.	3,000.00					\$3,000.00
Greg Pack	30.00					\$30.00
Hometown Sales & Leasing	2,500.00					\$2,500.00
Jubitz Fleet Services	268.74		106.97			\$375.71
MCEDD	17,084.00	3,824.24				\$20,908.24
Napa Auto Parts	1,266.75	-97.25				\$1,169.50
Nick Herman Mobile Repair	1,750.00					\$1,750.00
O'Reilly Automotive	499.52					\$499.52
Ortigoza	535.00					\$535.00
Our Team Accounting, LLC	917.52					\$917.52
Point S Tire & Auto Service	37.50					\$37.50
Special Districts Association of Oregon	2,097.27					\$2,097.27
Special Districts Insurance	3,800.78					\$3,800.78
<b>TOTAL</b>	<b>\$34,614.99</b>	<b>\$16,665.30</b>	<b>\$106.97</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$51,387.26</b>





# Memo

**To:** HRCTD - BOARD OF DIRECTORS  
**From:** Amy Schlappi  
**Date:** November 16, 2022  
**Re:** Summer 2023 Expanded Columbia Gorge Express Service

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## **Background**

From May 28, 2022, through September 6, 2023, CAT contracted with ODOT to provide the seasonal Falls-To-Locks (F2L) service. This service operated between Gateway Transit Center in Portland, Troutdale, Multnomah Falls, and Cascade Locks. With this service and the Columbia Gorge Express service a CAT bus served Gateway Transit Center on average every hour. The intent was to serve Gateway Transit Center every 30 minutes, however due to staffing shortages that frequency was not achieved.

Staff met on September 9, 2022, to discuss the program, the overall thoughts were:

- What went well:
  - Offering additional service on the Columbia Gorge Express during the summer is a good incentive for people to use transit rather than private vehicles to see the Multnomah Falls.
  - Additional service along this corridor is a good idea and needed.
  - Riders gave anecdotal feedback that they enjoyed the frequency and consistency of the Troutdale stop.
  - This was an easy service for drivers to drive and was enjoyable from their point of view.
- Challenges:
  - Adding the service was last-minute.
  - Procurement delays with ODOT. A good-faith decision was made to move forward and provide the service even though no contract had been signed. If CAT contracted with ODOT again this is not something that could be accommodated.
  - Riders generally were confused about the differences between Falls-To-Locks and Columbia Gorge Express.
  - Trying to hire enough staff during labor shortages was difficult.
  - Even though AC units were added to the vehicles, they struggled to keep up when the weather was very hot.
  - Many riders thought we were a tour bus and tried to use us as a tour bus and got angry when we informed them of what we can and cannot do.
  - Some issues with having the driver break at Multnomah Falls.
- What staff would change:



- Add a stop at Bonneville Dam.
- Market service as an expanded Columbia Gorge Express service and have the additional runs go all the way to Hood River.
- Decide on the level of service that can realistically be provided and go with that. Do not try to add additional service throughout the summer or delay marketing of service.
- Release brochures with the schedule at the beginning of the expanded service.

The below graph depicts the amount of rider boardings and exits this summer on the Columbia Gorge Express and the Falls-To-Locks service. Based on this data staff believes that if the expanded service traveled to Hood River instead of ending in Cascade Locks additional visitors would use the service to go all the way to Hood River or make multiple stops promoting economic activity in the Gorge.

Boarding and Exits Data May 28, 2022 – September 6, 2022		
Stop Name	Sum of Boardings	Sum of Exits
CAT (Hood River)	3,615	3,201
Columbia Market (Cascade Locks)	1,079	1,418
Thunder Island (Cascade Locks)	1,295	995
Multnomah Falls	2,797	2,445
Gateway (Portland)	4,830	5,093
Unknown (F2L Service)	259	259

## **Options**

The Columbia Gorge Express operates year-round 7 times a day, 7 days a week. This means that a Columbia Gorge Express Bus will leave Gateway Transit Center about every 90 minutes between 7:50AM and 6:40 PM.

<b>Year-Round Columbia Gorge Express (Base)</b>	
Origin - Destination	Portland - Hood River
Trips per Day	7 Trips
Frequency	90 min
Cost/Day	NA
Hours of Service/ Day	17.5

For the Summer 2023 service staff suggested to ODOT that the impact of Multnomah Falls/Gorge visitors should be mitigated by offering expanded Columbia Gorge Express service rather than adding a different service (Falls-To-Locks) like this past summer. ODOT has agreed to this. CAT will potentially contract with ODOT at a rate of \$96/hour (same as Summer 2022) or the service will be paid for through a grant. ODOT is still finalizing what funds will be used and has encouraged staff to include the expanded service in the STIF STN Application that is due November 30<sup>th</sup> to reduce the need for another IGA.

For the expanded Columbia Gorge Express service, staff have identified two options to help mitigate the impact of Gorge visitors during the summer months. Option 1 or 2 (below) could be added between early May and the end of September. The biggest difference is whether the board wants to see 60- or 45-minute service frequency from Gateway Transit Center.

<b>Expanded Summer Columbia Gorge Express Service</b>		
	<b>Option 1</b>	<b>Option 2</b>
Origin/Destination	Portland - Hood River	Portland - Hood River
# Of buses (in addition to year-round CGE)	1	2
Trips per day from Portland (includes year-round CGE)	11 trips	15 trips
Avg. Frequency (includes year-round CGE)	60 min	45 Min
Est. Cost/Day	\$720	\$1,440
Est. Cost/Season	\$72,720	\$145,440
Hours of Service/ Day	7.5	15

### **Recommendation**

Staff have no specific recommendation. The large unknown is what the labor market will look like next summer and will be the biggest contributing factor as to whether option 1 or 2 is more realistic. The other consideration is what funds ODOT decides to use. If grant funds are used, we must pay the match amount, which may create further strain on sources available for match. Either one of these options will reduce rider confusion, create straightforward marketing, and allow for additional capacity to meet peak season demand.

### **Action Required**

Staff ask that the board recommend either 60- or 45-minute service frequency and staff will strive for that level.



# Memo

**To:** HRCTD - BOARD OF DIRECTORS  
**From:** Amy Schlappi  
**Date:** November 16, 2022  
**Re:** FY23-25 Biennium Statewide Transportation Improvement Fund (STIF)  
Discretionary and Statewide Transit Network Applications

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## **Background**

Per HRCTD's Financial Management Policy staff needs approval to submit the below applications. Both applications are due on November 30, 2022.

1. STIF Statewide Transit Network – Columbia Gorge Express Intercity Service
  - a. Project Summary: Preserve existing service levels on the Columbia Gorge Express (CGE) year round and add expanded summer service. CGE has proven its role as an important part of the Statewide Transit Network and as a backbone for the transit service in the Columbia River Gorge. The CGE travels along the I-84 corridor between Hood River, Cascade Locks, Multnomah Falls, Troutdale, and Portland seven days a week. For this next biennium The Link/MCEDD will apply and operate the service between The Dalles, Mosier and Hood River which historically was done by CAT.

Almost more important than achieving local mobility goals, the State's investment in the CGE's frequent, reliable service in the I-84 corridor has changed the way that land managers and local decision makers are thinking about access management, land use, parking and traffic congestion efforts throughout the Gorge. Some examples include trailhead permit program (Dog Mountain), parking permits (Multnomah Falls), TOD planning (Cascade Locks); TDM strategies (downtown Hood River); transit hub/development (Hood River Port); Car-Free Tourism promotion (Columbia Gorge Tourism Alliance) transit investment (CAT, LINK, MATS & Skamania Transit) and the development of a long-range vision and strategy for the regional transit system (MCEDD & Gorge Partners).

Continued investment will further reinforce:

- how transit can help shape viable and effective transportation/land use options for local communities;
- how local investments in alternative and active modes of transportation will be supported; and,



- how good regional transit and long-term efforts to preserve natural areas, ensure job growth and secure new affordable housing options are connected.
  - b. Total Cost: \$1,800,000
  - c. Expected Match: 20% - \$360,000
2. STIF Discretionary – Intelligent Information Systems
- a. Project Summary: To procure and implement Intelligent Information Systems (ITS) including but not limited to APC's, upgraded dispatching software, real time passenger information systems, and dynamic fare payment solutions.

Ridership is currently collected manually by drivers and then collated by office staff. It is generally acknowledged that while the staff is diligent in tracking ridership and reviewing reporting that passenger trips are undercounted. The current process for tracking ridership allows for human error and the amount of fare revenue collected has been higher than what ridership numbers have reflected.

The projected outcome for this project is that APC's, upgraded dispatching software, and dynamic fare payment solutions would allow the district to have accurate ridership information and improved data for budget, planning, and reporting purposes. Additionally, there will be an improved user experience with enhanced Wi-Fi, improved trip scheduling, simplified payment systems and increased access to information for passengers.

The Link (MCEDD) is considering joining the request and would be responsible for their portion of the match. This would allow for increased coordination between the two providers and consistent user experience for riders.

- b. Total Cost: \$250,000
- c. Expected Match: \$50,000 (CAT \$30,000, MCEDD \$20,000)

### **Action Required**

Board must approve grant applications or suggests changes.

### **Recommendation**

Staff recommends that the board approves the grant applications as described.



# Memo

**To:** Board of Directors  
**From:** Amy Schlappi, Executive Director  
**Date:** November 16, 2022  
**Re:** New STIF Committee Members

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## **Background**

At the September Board Meeting the board approved two candidates and one at the October Board Meeting to be part of the STIF Advisory Committee. Staff needs another STIF Advisory Committee Member.

Staff is currently working to confirm a candidate to bring to the board for approval and hope to have more information at the November Board Meeting.

## **Action Required**

The board should discuss or vote on approval of the STIF Advisory Committee candidate.

# Operations Report



September

Safety and Statistics

## Operations Report

SAFETY AND STATISTICS  
SAMSARA SAFETY SCORE

	October	September	August	July
Safety Score	98	97	96	94
Crashes	0	0	0	0
Harsh Events reported	22	27	19	100
Harsh Events actual	1	2	0	3
Drive Time	1,213:54	1,260:15	1,487:10	1,450:03
% Over speed limit	1.1%	2.1%	3.7%	10%
Miles Driven	40,407 mi	43,933 mi	54,142 mi	49,143 mi

\*Harsh Events Caused by removal of devices from vehicles



## ON TIME PERFORMANCE

	October	September	August	July	June
Fixed OTP 5 mins	93%	92%	93%	90%	92%
Fixed OTP 15 mins	98%	98%	98%	98%	97%
DAR OTP 5 mins	87%	81%	90%	89%	88%
DAR OTP 15 mins	99%	99%	98%	97%	98%

OTP= On time performance.

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

## OTHER STATISTICS

	October	September	August	July	June
Fuel Used (Gas)	1869.86	1686.85	3133.63	2739.54	2205.39
Fuel Used (Diesel)	3721.39	3991.59	4006.54	4131.19	4672.65
Total Fuel Cost	\$24,808.21	\$22,538.45	\$27,950.93	\$30,703.36	\$36,099.23
Vehicle Repairs	2	0	1 (Trolley)	0	2
Customer Complaints	0	0	0	1	0
Cost Per Mile	\$0.61	\$0.51	\$0.51	\$0.62	

**Driver of The Month:**

**Dennis Bloom**

City Route														
	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	July	Aug	Sept	Oct
Rides	771	845	879	1070	857	951	1093	1209	1396	1453	1757	1974	1665	1467
Hours	252	293	319	319	230	208	230	242	403	390	360	360	360	334
Boarded Ride/ Hour	3.1	2.9	2.8	3.4	3.7	4.6	4.8	5	3.5	3.7	4.8	5.5	4.6	4.4
DAR														
	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	July	Aug	Sept	Oct
Rides	225	295	330	358	269	220	320	274	263	289	237	205	236	228
Hours	186	69	83	83	65	56	77	72	64.5	70	78	75.5	74.7	63
Boarded Ride/ Hour	1.2	4.2	4	4.3	4.1	4	4.2	3.8	4	4.1	3.1	2.8	3.2	3.6
Cascade Locks														
	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	July	Aug	Sept	Oct
Rides	72	82	91	129	47	65	70	66	51	51	68	137	27	39
Hours	168	128.45	125	125	70	66.5	70	72	66	63	63	61	62	42
Boarded Ride/ Hour	0.4	0.6	0.7	1	0.7	1	1	1	1	1	1	2.2	0.4	1
Upper Valley														
	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	May	July	Aug	Sept	Oct
Rides	446	662	491	514	502	429	460	464	427	480	476	523	384	436
Hours	189	183.5	160	160	180	176	207	180	190	198	189	180	180	178
Boarded Ride/ Hour	2.4	3.6	3.1	3.2	2.8	2.4	2.3	2.6	2.2	2.5	2.5	2.9	2.2	2.5
The Dalles														
	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	July	Aug	Sept	Oct
Rides	325	215	285	270	261	248	344	271	385	379	356	349	388	347
Hours	102	100	90.61	115	99	89	99	98	106	104	106	104	102.4	114
Boarded Ride/ Hour	3.2	2.2	3.1	2.4	2.6	2.8	3.5	2.8	3.6	3.7	3.4	3.4	3.9	3
Columbia Gorge Express														
	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	July	Aug	Sept	Oct
Rides	1908	1399	1247	1206	947	926	1727	1488	2633	2921	3708	4983	3393	2944
Hours	502	333.5	308	308	327	306.5	327	349	597	624	672.5	672.5	658	542.5
Boarded Ride/ Hour	3.8	4.2	4.1	4	2.9	3	5.3	4.3	4.4	4.7	5.5	7.4	5.2	5.4
Seasonal Service														
	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	July	Aug	Sept	Oct
Rides	0	0	0	0	787	1016	941	20/92	1216	396	465	538	95	0
Hours	0	0	0	0	375	337.5	375	13/76	180	39	196	228	48	0
Boarded Ride/ Hour	0	0	0	0	2.1	3	2.5	1.5/1.2	6.8	10	2.4	2.4	2	0
All Routes														
	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	July	Aug	Sept	Oct
Rides	3913	3321	3232	3547	3670	3855	4955	3628	6371	5969	7,067	8709	6191	5511
Hours	1466	1024.3	1085.61	1110	1346	1239.5	1358	829	1606.5	1425	1664	1680.5	1485	1273
Boarded Ride/ Hour	2.7	3.3	3	3.2	2.72	3.1	3.7	4.4	4	4.2	4.2	5.2	4.2	4.3