



**Wednesday, January 18<sup>th</sup>, 2023**  
**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**

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: 81084523816, Password: 409367 or by visiting:**

<https://us02web.zoom.us/j/81084523816?pwd=L3I4eUttZWU5OXZEYkUzUzI0QT09>

**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, Leti Moretti, Lara Dunn

**3. Approval of December 21<sup>st</sup>, 2022, Meeting Minutes – Greg Pack- 4:05 p.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 whom you are representing for the audio recording.
  - 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](mailto:Amy.schlappi@catransit.org)
6. Three (3) minutes per community member.

**5. November & December Financial Report- Teresa Gallucci- 4:15p.m.**

a. Accountant Update

**6. Resolution & Action Items- 4:25 p.m.**

- a. Board Member Applications
- b. 5310 & 5311 Application Approvals
- c. Proposed Accounting Principles Change



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

- a. Performance Report
- b. Employee of the Month
- c. Gorge-To-Mountain Express Update
- d. Field Supervisor Position Opening

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

- a. Vehicles 56 & 57 Update
- b. Service impacts due to Weather
- c. Gorge Regional Transit Strategy Update
- d. Legislative Update

**9. Executive Session- To discuss Executive Director, Amy Schlappi's Annual Review- Period O.R.S. 192.660 2(i)-4:55 p.m.**

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

**10. Discussion Items- 5:15 p.m.**

**11. Upcoming Events- 5:20 p.m.**

- a. January 16<sup>th</sup> MLK

**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, December 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**

**1. Call Meeting to Order –**

Greg called the Board of Directors Meeting to order at 4:20 pm.

**2. Roll Call:** Tiah took roll call: Greg Pack (Chair), Megan Ramey (Vice Chair),  
Darrell Roberts (Secretary/Treasurer), Meghan Larivee

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

**Absent:** Jeff Helfrich, Leti Moretti, Lara Dunn

**3. Approval of November 16<sup>th</sup>, 2022, Board of Directors Meeting Minutes**

Greg asked if there were any changes that the Board would like to make to the November meeting minutes. No changes were requested.

**Motion:** Darrell made a motion to approve the November 16<sup>th</sup> Board Meeting Minutes. The motion was seconded by Meghan L.

**Approved By:** Greg, Megan R., Meghan L., Darrell

**Opposed By:** None

**4. Public Comment**

No public comments were made

**5. FY22 Financial Audit – A.J. Olson (Friends & Reagan)**

A.J. Olsen and Angelo Sampson with Friend & Reagan gave a brief overview of the FY22 financial audit. They discussed the Financial Statement and gave an overview of the Auditor's Report. A.J. informed the Board of his recommendation to appropriate expenses by Administration and Transportation due to operating under a General Fund. They also addressed the approved FY23 Budget and found that it was approved with a negative ending which is not best practice. They discussed with the Board the option to move from a full accrual accounting basis to modified cash and explained what that might mean for the Board. The Audit did find deficiencies that staff have been made aware of. A.J. discussed the Significant Deficiencies letter and what it means compared to Material Weaknesses that were noted in the Management Comment Letter. The deficient findings have been submitted to the State and staff will submit a correct action plan. A.J. also provided a list of all adjusting journal entries that he made to finalize the audit.



**Motion:** Meghan R. made a motion to approve the FY22 Financial Audits. The motion was seconded by Darrell.

**Approved By:** Greg, Megan R., Meghan L., Darrell

**Opposed By:** None

## 6. Gorge Regional Transit Strategy Presentation

Kathy Fitzpatrick who is the Regional Mobility Manager of MCEDD gave an overview of the status of the Gorge Regional Transit Strategy – Phase II. The first phase was concerned with creating a regional vision for public transit in the Gorge. The second phase is concerned with the implementation of the vision. MCEDD, who is managing the project will have the draft strategy available April and revised transit strategy in June. The final draft will be presented in July.

A large focus of the second phase is looking at the governance structure for how public transportation services are provided within the region and if there is a better long term governance structure solution.

Amy discussed the Gorge Regional Transit Strategy memo that was included in the board materials and the January 9th workshop that is happening to discuss the potential governance structures. Staff feels that it is very important for the board to be on the same page for what a new governance structure needs to accomplish for HRCTD to move forward. Greg agreed to represent the board at the January 9<sup>th</sup> workshop.

## 7. Resolutions & Action Items

- a. **STIF Project Plan:** Amy requested the board to approve the 23-25 Biennium STIF plan which was recommended for approval by the STIF Advisory Committee. The project list with priority order was included in the board meeting materials.

**Motion:** Megan R. made a motion to approve the 23-25 Biennium STIF Plan. The motion was seconded by Meghan L.

**Approved By:** Greg, Megan R., Meghan L., Darrell

**Opposed By:** None

- b. **Transfer from County Account:** Amy is requesting the board approve the transfer of \$450k from our County (CIT) account to our savings account with Columbia Bank. These funds will be used for upcoming vehicle purchases and grant match funds. ODOT requires that we pay for the vehicles initially and submit for reimbursement.

**Motion:** Darrell made a motion to approve the Transfer of Funds of 450K.

**Approved By:** Greg, Megan R., Meghan L., Darrell

**Opposed By:** None



- c. **Winter Clothes Stipend:** Tiah is requesting the board approve a \$100 Winter Clothing Stipend for our Gorge-to-Mountain Express drivers. The reimbursement will assist drivers with purchasing winter clothing/boots.

**Motion:** Megan R. made a motion to approve the Winter Clothes Stipend. The motion was seconded by Darrell.

**Approved By:** Greg, Megan R., Meghan L., Darrell

**Opposed By:** None

## 8. Operations Manager's Report: Ty Graves

- a. **Performance Report:** Safety score went down from last month, with zero crashes. We have alleviated all issues with the Samsara boxes and are down to only four reported events, that have been reviewed. Drive time was down due to being closed for the holidays and weather. Miles-driven time has decreased, and on-time performance has slightly increased from where we have been for fixed routes and Dial-a-Ride. Fuel usage went down a little from last month.
- b. **Employee of the Month:** Dan Devers is the employee of the month. He is our longest-tenured employee; he has been with us for 12 years. Dan is ready to come in when we need him, fills in when drivers are sick or on vacation, and is a great overall person.

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

- a. **Transit Master Plan Preferred Options:** Amy reviewed the approved options for each focus area. These options were based on a substantial amount of outreach and the responses collected from the second survey. 30% of the second survey respondents were Spanish speaking. Staff attended over 50 targeted outreach events to collect surveys. After reviewing the preferred options Amy requested board approval for the 10-year vision as presented so that staff can move forward with other portions of the plan.

**Motion:** Megan R. made a motion to approve the 10-Year Vision. The motion was seconded by Meghan L.

**Approved By:** Greg, Megan R., Meghan L., Darrell

**Opposed By:** None

- b. **Open Board Positions:** Jeff Helfrich has submitted his resignation. Staff wishes him the best and appreciates the time he has given to the board. Staff will be advertising the position in the newspaper and on CAT social media platforms. Our goal will be to have applications to present to you at the January Board Meeting.

## 10. Discussion Items



No items to discuss.

**11. Upcoming Events**

- CAT will be closed on Sunday, December 25<sup>th</sup> for Christmas
- CAT will be closed on Sunday, January 1<sup>st</sup> for New Year's Day

**12. Adjournment: 5:42 p.m.**

**Motion:** Darrell made a motion to adjourn the meeting at 5:42 pm. The motion was seconded by Meghan L.

Approved by: Darrell, Greg, Megan R, and Meghan L

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 December 31, 2022



Prepared by

**Our Team Accounting, LLC**

Prepared on

**January 12, 2023**

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

**Balance Sheet**

**Cash Availability** - Total available cash at the end of December 2022 was \$1.3m. This amount is \$43k more than November but approximately \$60k less than FY22 at this time.

**Accounts Receivable** – Outstanding AR at the end of December was \$21k. No invoices have been outstanding more than 90 days.

**Grants Receivable** – The total Grants Receivable balance at the end of December was \$464k. Although higher than last year at this time, which was \$287k, the balance is \$132k lower than last month, due to the receipt of payments received during the month.

**Prepaid Expenses** – Total prepaid expenses at the end of December were \$12k. This total is \$5k less than last month but roughly \$2k more than FY22 at this point in the year and is due to the increased cost of Workman's compensation.

**Accounts Payable** – The amount due to vendors and not yet paid at the end of December was \$38k. All open invoices were paid with the first check run processed in January.

**Income Statement**

**Revenue** – Total revenue earned year to date through the end of December was \$1.4m, which is \$363k more than earnings at this time last year, but \$324k less than the amount budgeted. The variance is largely due to the timing of grant payments being received.

**COG Fuel** – Fuel expenses YTD total \$150k at the end of December. The budgeted amount through the end of this period was \$144k, resulting in a \$6k negative variance YTD. The FY23 budgeted amount for the full year is \$288k. The FY22 amount spent at this point in the year was \$72k. The year over year negative variance is \$79k which is attributed to increased fuel costs.

**COG Operations** - Preventative maintenance expenses, (tires, shop supplies and bus repair expenses) through the end of December totaled \$96k, which is \$34k more than the amount budgeted and \$25k more than the spending in FY22 at this time.

**COG Communication** – Dispatch, GPS software and cellular data expenses through the end of December was \$13k. This amount is \$5k under the amount budgeted and \$4k less than actual FY22 expense at the end of December.

**COG Driver Expenses** – As of the end of December, driver expenses were \$9k. This is \$5k more than the spending prior year at this time due to the purchase of uniforms that were included in the budget. The actual amount spent so far this year is \$1k under budget.

**Advertising** – Advertising expense so far in FY23 totaled \$18k. The budgeted amount for the end of December was \$60k, leaving a positive variance of \$42k.



**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, but the actual expense should now remain relatively static at \$20k.

**Gross Profit** – Gross profit for activity through the end December was \$1.1m which is \$308k more than FY22 at this time but \$274k less than the amount budgeted of \$1.4mil.

**Administrative Expense** – Administration expenses through the end of December totaled \$122k which is \$10k more than last year at this time and \$4k more than the amount budgeted. The variance is spread across multiple line items and not attributable to a single activity.

**Personnel** – Total personnel expense through the end of the period were \$764k which is \$151k more than last year at this time but \$99k less than the amount budgeted of \$863k. The positive variance to budget is nearly equally split between administrative and direct personnel

**Capital Outlay** – Purchase of newly acquired buses has not yet exceeded the sale of buses this year. The 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 \$37k at the end of December for actual spending and a positive budget variance of \$177k at the end of December.

**Net Income** – Net income at the close of December was \$234k, which is \$183k more than FY22 at this time last year and only \$2k less than the amount budgeted.

# Columbia Area Transit

## Statement of Financial Position

As of December 31, 2022

	TOTAL			
	AS OF DEC 31, 2022	AS OF DEC 31, 2021 (PP)	CHANGE	% CHANGE
<b>ASSETS</b>				
Current Assets				
Bank Accounts				
1000 C. I. B. - Operating (6906)	215,652	84,583	131,069	155.00 %
1005 C. I. B. - Savings (3232)	29,998	483,958	(453,960)	(94.00 %)
1020 C. I. T. - H. R. County	1,126,520	864,000	262,520	30.00 %
1050 Petty Cash	229	(582)	811	139.00 %
<b>Total Bank Accounts</b>	<b>\$1,372,399</b>	<b>\$1,431,958</b>	<b>\$ (59,560)</b>	<b>(4.00 %)</b>
Accounts Receivable	<b>\$20,967</b>	<b>\$0</b>	<b>\$20,967</b>	<b>0%</b>
Other Current Assets				
1205 Accounts Receivables - Property Tax Audit Adj	5,549	22,140	(16,592)	(75.00 %)
1210 Accounts Receivables - Grants	<b>463,956</b>	<b>287,630</b>	<b>176,326</b>	<b>61.00 %</b>
1270 Prepaid Expenses	<b>12,471</b>	<b>10,506</b>	<b>1,965</b>	<b>19.00 %</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>\$481,975</b>	<b>\$320,276</b>	<b>\$161,699</b>	<b>50.00 %</b>
<b>Total Current Assets</b>	<b>\$1,875,341</b>	<b>\$1,752,234</b>	<b>\$123,107</b>	<b>7.00 %</b>
Fixed Assets	<b>\$0</b>	<b>\$2,888,304</b>	<b>\$ (2,888,304)</b>	<b>(100.00 %)</b>
<b>TOTAL ASSETS</b>	<b>\$1,875,341</b>	<b>\$4,640,539</b>	<b>\$ (2,765,198)</b>	<b>(60.00 %)</b>
<b>LIABILITIES AND EQUITY</b>				
Liabilities				
Current Liabilities				
Accounts Payable	<b>\$37,543</b>	<b>\$67,628</b>	<b>\$ (30,085)</b>	<b>(44.00 %)</b>
Credit Cards	<b>\$ (3,521)</b>	<b>\$3,111</b>	<b>\$ (6,632)</b>	<b>(213.00 %)</b>
Other Current Liabilities	<b>\$119,356</b>	<b>\$108,227</b>	<b>\$11,130</b>	<b>10.00 %</b>
<b>Total Current Liabilities</b>	<b>\$153,379</b>	<b>\$178,966</b>	<b>\$ (25,587)</b>	<b>(14.00 %)</b>
Long-Term Liabilities	<b>\$0</b>	<b>\$4,255,719</b>	<b>\$ (4,255,719)</b>	<b>(100.00 %)</b>
<b>Total Liabilities</b>	<b>\$153,379</b>	<b>\$4,434,685</b>	<b>\$ (4,281,306)</b>	<b>(97.00 %)</b>
Equity	<b>\$1,721,962</b>	<b>\$205,854</b>	<b>\$1,516,108</b>	<b>736.00 %</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$1,875,341</b>	<b>\$4,640,539</b>	<b>\$ (2,765,198)</b>	<b>(60.00 %)</b>

# Columbia Area Transit

## Statement of Activity

July - December, 2022

	TOTAL			
	JUL - DEC, 2022	JUL - DEC, 2021 (PP)	CHANGE	% CHANGE
Revenue				
4001 Fare Revenue	112,195	95,008	17,187	18.00 %
4100 Contract Revenue	40,044	5,581	34,463	618.00 %
4200 Federal Funds	493,968	206,283	287,685	139.00 %
4700 State Funds	587,201	580,033	7,168	1.00 %
4870 Local Assistance	198,832	186,488	12,344	7.00 %
4900 Other Revenue	8,003	4,613	3,390	73.00 %
Discounts/Refunds Given		(690)	690	100.00 %
<b>Total Revenue</b>	<b>\$1,440,244</b>	<b>\$1,077,316</b>	<b>\$362,928</b>	<b>34.00 %</b>
Cost of Goods Sold				
5005 Vehicle Expense	121	2,133	(2,012)	(94.00 %)
5019 Fuel	150,215	71,475	78,740	110.00 %
5020 Operation Expenses	96,203	71,339	24,864	35.00 %
5100 Communication Expense	13,218	17,591	(4,373)	(25.00 %)
5200 Vehicle Insurance	19,373	10,705	8,667	81.00 %
5500 Driver Expenses	9,000	3,945	5,056	128.00 %
5600 Advertising & Marketing	17,854	52,055	(34,200)	(66.00 %)
5700 Grant/Contract Match Funds	19,571	41,026	(21,455)	(52.00 %)
5800 Partner Distributions - Gorge Pass	3,413	2,723	690	25.00 %
5899 COVID19 Expenses		756	(756)	(100.00 %)
<b>Total Cost of Goods Sold</b>	<b>\$328,967</b>	<b>\$273,748</b>	<b>\$55,219</b>	<b>20.00 %</b>
<b>GROSS PROFIT</b>	<b>\$1,111,277</b>	<b>\$803,568</b>	<b>\$307,709</b>	<b>38.00 %</b>
Expenditures				
7000 Administrative Expenses				
7003 Building Expenses	21,792	18,239	3,552	19.00 %
7100 Office Supplies & Expenses	13,192	9,185	4,007	44.00 %
7300 Professional Fees	80,869	77,506	3,363	4.00 %
7400 Other Administrative Expense	6,342	6,850	(508)	(7.00 %)
<b>Total 7000 Administrative Expenses</b>	<b>122,195</b>	<b>111,781</b>	<b>10,414</b>	<b>9.00 %</b>
8000 Personnel Expense	764,329	613,063	151,266	25.00 %
9000 Capital Outlay	(8,870)	28,035	(36,905)	(132.00 %)
<b>Total Expenditures</b>	<b>\$877,654</b>	<b>\$752,879</b>	<b>\$124,774</b>	<b>17.00 %</b>
<b>NET OPERATING REVENUE</b>	<b>\$233,623</b>	<b>\$50,689</b>	<b>\$182,934</b>	<b>361.00 %</b>
<b>NET REVENUE</b>	<b>\$233,623</b>	<b>\$50,689</b>	<b>\$182,934</b>	<b>361.00 %</b>

# Columbia Area Transit

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

July - December, 2022

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Revenue				
4001 Fare Revenue	112,195	123,000	(10,805)	91.00 %
4100 Contract Revenue	40,044	20,000	20,044	200.00 %
4200 Federal Funds	493,968	465,567	28,401	106.00 %
4700 State Funds	587,201	924,850	(337,649)	63.00 %
4870 Local Assistance	198,832	201,700	(2,868)	99.00 %
4900 Other Revenue	8,003	28,629	(20,626)	28.00 %
<b>Total Revenue</b>	<b>\$1,440,244</b>	<b>\$1,763,746</b>	<b>\$ (323,502)</b>	<b>82.00 %</b>
Cost of Goods Sold				
5005 Vehicle Expense	121	3,600	(3,479)	3.00 %
5019 Fuel	150,215	144,000	6,215	104.00 %
5020 Operation Expenses	96,203	62,460	33,743	154.00 %
5100 Communication Expense	13,218	18,720	(5,502)	71.00 %
5200 Vehicle Insurance	19,373	17,400	1,973	111.00 %
5500 Driver Expenses	9,000	10,153	(1,153)	89.00 %
5600 Advertising & Marketing	17,854	60,000	(42,146)	30.00 %
5700 Grant/Contract Match Funds	19,571	54,211	(34,640)	36.00 %
5800 Partner Distributions - Gorge Pass	3,413	8,400	(4,987)	41.00 %
<b>Total Cost of Goods Sold</b>	<b>\$328,967</b>	<b>\$378,944</b>	<b>\$ (49,977)</b>	<b>87.00 %</b>
GROSS PROFIT	<b>\$1,111,277</b>	<b>\$1,384,802</b>	<b>\$ (273,525)</b>	<b>80.00 %</b>
Expenditures				
7000 Administrative Expenses				
7003 Building Expenses	21,792	29,282	(7,490)	74.00 %
7100 Office Supplies & Expenses	13,192	7,800	5,392	169.00 %
7300 Professional Fees	80,869	65,400	15,469	124.00 %
7400 Other Administrative Expense	6,342	15,450	(9,108)	41.00 %
<b>Total 7000 Administrative Expenses</b>	<b>122,195</b>	<b>117,932</b>	<b>4,263</b>	<b>104.00 %</b>
8000 Personnel Expense	764,329	862,899	(98,570)	89.00 %
9000 Capital Outlay	(8,870)	168,190	(177,060)	(5.00 %)
<b>Total Expenditures</b>	<b>\$877,654</b>	<b>\$1,149,021</b>	<b>\$ (271,368)</b>	<b>76.00 %</b>
NET OPERATING REVENUE	<b>\$233,623</b>	<b>\$235,781</b>	<b>\$ (2,158)</b>	<b>99.00 %</b>
NET REVENUE	<b>\$233,623</b>	<b>\$235,781</b>	<b>\$ (2,158)</b>	<b>99.00 %</b>

# Columbia Area Transit

## Statement of Activity

July - December, 2022

	TOTAL			
	JUL - DEC, 2022	JUL - DEC, 2021 (PP)	CHANGE	% CHANGE
Revenue				
4001 Fare Revenue	112,195	95,008	17,187	18.00 %
4100 Contract Revenue	40,044	5,581	34,463	618.00 %
4200 Federal Funds	493,968	206,283	287,685	139.00 %
4700 State Funds	587,201	580,033	7,168	1.00 %
4870 Local Assistance	198,832	186,488	12,344	7.00 %
4900 Other Revenue	8,003	4,613	3,390	73.00 %
Discounts/Refunds Given		(690)	690	100.00 %
<b>Total Revenue</b>	<b>\$1,440,244</b>	<b>\$1,077,316</b>	<b>\$362,928</b>	<b>34.00 %</b>
Cost of Goods Sold				
5005 Vehicle Expense	121	2,133	(2,012)	(94.00 %)
5019 Fuel	150,215	71,475	78,740	110.00 %
5020 Operation Expenses	96,203	71,339	24,864	35.00 %
5100 Communication Expense	13,218	17,591	(4,373)	(25.00 %)
5200 Vehicle Insurance	19,373	10,705	8,667	81.00 %
5500 Driver Expenses	9,000	3,945	5,056	128.00 %
5600 Advertising & Marketing	17,854	52,055	(34,200)	(66.00 %)
5700 Grant/Contract Match Funds	19,571	41,026	(21,455)	(52.00 %)
5800 Partner Distributions - Gorge Pass	3,413	2,723	690	25.00 %
5899 COVID19 Expenses		756	(756)	(100.00 %)
<b>Total Cost of Goods Sold</b>	<b>\$328,967</b>	<b>\$273,748</b>	<b>\$55,219</b>	<b>20.00 %</b>
<b>GROSS PROFIT</b>	<b>\$1,111,277</b>	<b>\$803,568</b>	<b>\$307,709</b>	<b>38.00 %</b>
Expenditures				
7000 Administrative Expenses				
7003 Building Expenses	21,792	18,239	3,552	19.00 %
7100 Office Supplies & Expenses	13,192	9,185	4,007	44.00 %
7300 Professional Fees	80,869	77,506	3,363	4.00 %
7400 Other Administrative Expense	6,342	6,850	(508)	(7.00 %)
<b>Total 7000 Administrative Expenses</b>	<b>122,195</b>	<b>111,781</b>	<b>10,414</b>	<b>9.00 %</b>
8000 Personnel Expense	764,329	613,063	151,266	25.00 %
9000 Capital Outlay	(8,870)	28,035	(36,905)	(132.00 %)
<b>Total Expenditures</b>	<b>\$877,654</b>	<b>\$752,879</b>	<b>\$124,774</b>	<b>17.00 %</b>
<b>NET OPERATING REVENUE</b>	<b>\$233,623</b>	<b>\$50,689</b>	<b>\$182,934</b>	<b>361.00 %</b>
<b>NET REVENUE</b>	<b>\$233,623</b>	<b>\$50,689</b>	<b>\$182,934</b>	<b>361.00 %</b>

# Columbia Area Transit

## Bill Payment List

December 2022

DATE	NUM	VENDOR	AMOUNT
12/02/2022	21904	Apple City Auto Body	-1,800.00
12/02/2022	21905	MCEDD	-100.49
12/02/2022	21906	Mount Adams Transportation Service - MATS	-94.00
12/02/2022	21907	Skamania County	-94.00
12/05/2022	21908	Connor Wells	-263.97
12/05/2022	21909	Sara Crook	-61.07
12/09/2022	21910	Point S Tire & Auto Service	-347.97
12/09/2022	21911	SST/Security Systems Technology	-445.00
12/09/2022	21912	Two Dogs Plumbing & Drain Cleaning, Inc.	-130.00
12/09/2022	21913	Weatherly Printing	-1,596.11
12/09/2022	21914	Day Wireless Systems	-450.00
12/09/2022	21915	Jubitx Fleet Services	-258.70
12/09/2022	21916	James Pillon	-149.00
12/09/2022	21917	Darrell Roberts	-30.00
12/09/2022	21918	Greg Pack	-30.00
12/09/2022	21919	Lara Dunn	-30.00
12/09/2022	21920	Meghan Larivee	-30.00
12/09/2022	21921	Kerry Cobb	-1,700.00
12/09/2022	21922	Sacred Art Studio	-1,400.00
12/09/2022	21923	Gillig LLC	-1,908.72
12/09/2022	21924	Sirius Media, LLC	-156.80
12/09/2022	21925	MIG	-2,085.00
12/09/2022	21926	Friend & Reagan, P.C.	-6,000.00
12/09/2022	21927	Ray Schultens Motors, Inc.	-75.50
12/09/2022	21928	MCEDD	-20,908.24
12/09/2022	21929	Napa Auto Parts	-2,219.13
12/12/2022		Principal Life Insurance Company	-307.55
12/12/2022		Our Team Accounting, LLC	-1,271.60
12/20/2022	21930	Purdy's Towing	-843.65
12/20/2022	21931	Gorge Electric	-741.92
12/20/2022	21932	Weatherly Printing	-275.00
12/20/2022	21933	Amalgamated Transit Union	-249.26
12/20/2022	21934	MCEDD	-114.65
12/20/2022	21935	Mount Adams Transportation Service - MATS	-114.65
12/20/2022	21936	Skamania County	-114.65
12/20/2022	21937	Spectrum Enterprise-Time Warner Cable	-119.98
12/20/2022	21938	Providence OCC Travel Medicine Clinic	-50.00
12/20/2022	21939	Point S Tire & Auto Service	-12,533.09
12/20/2022	21940	VanKoten & Cleaveland, LLC	-105.00
12/20/2022	21941	Cascade Health Solutions	-106.00
12/20/2022	21942	Hood River Quick Lube	-83.70
12/20/2022	21943	Gorge Area Business Assistance	-549.20
12/20/2022	21944	Employment Department, Oregon	-5,873.56
12/20/2022	21945	Napa Auto Parts	-1,143.17

# Columbia Area Transit

## Bill Payment List

December 2022

DATE	NUM	VENDOR	AMOUNT
12/20/2022	21946	Ortigoza	-1,923.00
12/20/2022	21947	Nick Herman Mobile Repair	-6,527.50
12/21/2022		Valic	-1,308.20

# Columbia Area Transit

## A/P Aging Summary

As of December 31, 2022

	CURRENT	1 - 30	31 - 60	61 - 90	91 AND OVER	TOTAL
Bohn's Printing	92.77					\$92.77
Cogito	7,064.91					\$7,064.91
Columbia Bank Visa		2,312.68				\$2,312.68
Day Wireless Systems	450.00					\$450.00
Jubitz Fleet Services	310.65	559.14				\$869.79
KolorKraze	939.60					\$939.60
MIG	530.00					\$530.00
Napa Auto Parts	7.49					\$7.49
Nick Herman Mobile Repair	1,125.00					\$1,125.00
Ortigoza	600.00					\$600.00
Our Team Accounting, LLC	1,007.70					\$1,007.70
PF Consulting	12,650.00					\$12,650.00
Point S Tire & Auto Service	4,134.97	-2,200.00				\$1,934.97
Port of Hood River		2,200.00				\$2,200.00
Providence OCC Travel Medicine Clinic			412.00			\$412.00
Sign Media	120.00					\$120.00
Special Districts Insurance	500.00					\$500.00
UniteGPS LLC		507.00	507.00			\$1,014.00
Valencia Lawn Care LLC	600.00	1,300.00				\$1,900.00
Valic		1,337.70				\$1,337.70
Weatherly Printing				474.88		\$474.88
<b>TOTAL</b>	<b>\$30,133.09</b>	<b>\$6,016.52</b>	<b>\$919.00</b>	<b>\$474.88</b>	<b>\$0.00</b>	<b>\$37,543.49</b>





# Memo

**To:** Board of Directors  
**From:** Amy Schlappi, Executive Director  
**Date:** January 18, 2023  
**Re:** Interim Board Member

---

## **Background**

With Jeff Helfrich's departure there is an interim Board of Directors position open. The board must appoint an eligible candidate. Whoever is selected will need to run in the upcoming election if they wish to continue in the position.

Staff has received 1 application (attached), but two others have expressed interest and may submit their applications before the January board meeting.

## **Action Required**

The board should discuss or vote on appointing the board member candidate(s).



# Hood River County Transportation District Board of Directors Application

Hood River County Transportation District (does business as Columbia Area Transit) is the public transportation provider within Hood River County and between Gorge communities and Portland. To apply for a Board of Directors position at the Hood River County Transportation District please complete this document and email to [patty.fink@catransit.org](mailto:patty.fink@catransit.org) or deliver to the Hood River County Transportation District office at 224 Wasco Loop, Hood River OR 97031.

---

Name: Tamra Taylor

Date: 12/22/2022

Email: tamra.taylor@gmail.com

Phone Number: 503.910.0820

1. Where do you live in Hood River County?

230 Clearwater Lane, # 210  
Hood River

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

I feel strongly that public transportation is vital for sustaining a community. After reviewing the past effort and progress of the HRCATD - I want to be part of the future.

3. Describe the strength that you could bring to the Board.

My desire to serve for the greater good of a community, and my experience on other boards.

4. Have you served on other Boards before? If so, what was your experience? yes, I have

served on church boards and the Sunset Empire Transportation Board on the coast. It was a great experience - I have reached out to the Dir. Jeff Hazen for a letter of support - he outlines

5. Are you willing to run for this position when it is up for re-election in Spring 2023?

yes

my experience

**From:** [Jeff Hazen](#)  
**To:** [Amy Schlappi](#)  
**Cc:** [Tamra Taylor](#)  
**Subject:** Open Board position  
**Date:** Thursday, December 22, 2022 10:16:45 AM

---

Hi Amy, I hope all is well and everyone is staying safe with this storm! I'd like to introduce you to Tamra Taylor who is cc'd on this email. Tamra is very interested in serving on your Board after having served on our Board for several years. She was our Board Chair prior to being transferred to Klamath Falls and she was an absolute delight to work with. When she was elected to our Board, she very quickly developed a passion for public transportation and the work we do here. I'll never forget being with her at her first Oregon Public Transportation Conference and seeing her excitement of what the impact that transit has throughout Oregon. She and I were in one session where they discussed student transportation and after the session was over we talked in the hallway about what we needed to do. She carried the torch of implementing free transportation for all K-12 students. It has been a big success of ours and has made life so much easier for families in Clatsop County.

Tamra will be sending in her paperwork to you today, and I just wanted to reach out to you and let you know that I wholeheartedly recommend to your Board that they appoint her to the open position. Please pass this on to the Board and if anyone has any questions, feel free to reach out to me.

Merry Christmas!

*Jeff Hazen*

Executive Director  
Sunset Empire Transportation District  
900 Marine Dr.  
Astoria, OR 97103  
503-861-5399 (office)  
503-298-7114 (cell)  
[jeff@ridethebus.org](mailto:jeff@ridethebus.org)

***We're always here for the people who need us most.  
We're also here for the people who choose transit,  
and we're planning for the future - even when the future is  
uncertain.***



# Memo

**To:** HRCTD - BOARD OF DIRECTORS  
**From:** Amy Schlappi  
**Date:** January 18, 2022  
**Re:** FY23-25 5310 & 5311 Grant Applications

---

## **Background**

Per HRCTD's Financial Management Policy staff needs approval to submit the below applications. Both applications are due on January 20, 2023.

1. 5310
  - a. Project Summary:
    - i. Mobility Management – Covers 50% of the wage and benefits of the MCEDD Travel and Mobility Training Manager. This employee spends 50% of their time providing critical outreach to vulnerable populations, travel training, and managing the Gorge Transit Connect Program in Hood River County. The remaining amount of their time is spent providing the same services in Wasco County, which is paid for by MCEDD.
    - ii. Preventative Maintenance – Preventative maintenance and repairs for all vehicles except those that are used for the Columbia Gorge Express service.
  - b. Total Cost: \$182,752
  - c. Expected Match: \$18,769
2. 5311
  - a. Project Summary:
    - i. Upper Valley Deviated Fixed Route – Service connects Hood River, Pine Grove, Odell, Mt. Hood, and Parkdale. Custom pickups and drop offs are allowed if made at least a day in advance. Provides transit access to seniors, low-income individuals, and individuals with disabilities.
    - ii. Dial-A-Ride – A transportation service for those who live away from standard fixed-route transit and want to schedule a custom pickup and drop off within Hood River County. It's ideal for getting to medical appointments, work, school, the grocery store, or any other general needs. DAR is available to anyone and can be especially useful for seniors and people with disabilities.
    - iii. Vehicle Purchase – 2 new vehicles to be used for the Columbia Gorge Express service.
  - b. Total Cost: \$1,586,200
  - c. Expected Match: \$417,620



**Action Required**

Board must approve grant applications or suggests changes.

**Recommendation**

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



# Memo

**To:** HRCTD - BOARD OF DIRECTORS  
**From:** Tiah Mayhew – Office Manager  
**Date:** 1/12/2023  
**Re:** Accounting Principal Change Request

---

## **Background**

During our FY22 Financial Audit the auditing firm suggested that we consider changing our accounting method from accrual basis to modified cash. Making this change would simplify our process and provide a clearer representation of our financial status.

## **Issues or Impact**

If changing to a modified cash basis is approved, we would no longer input revenue or expense accruals. This would mean that grants would not be accrued in QuickBooks monthly for the financial report, they would only be recognized when the revenue is actually received. This provides a clearer picture of our true financial status but will only recognize those revenues on a quarterly basis. This would also affect our SDIS insurance premium, instead of accruing it over the year, the financial statement would reflect the lump payment which again would provide a clear picture of funds leaving the account.

## **Action Required**

The Board needs to decide if they want to change to a modified cash basis or continue with accruals. If the Board decides to change the accounting principles, they will need to approve the change.

## **Options**

The Board has the option to approve transitioning to modified cash or continue with our current process of accrual-based accounting.

## **Recommendation**

Staff recommends transitioning to Modified Cash per the auditor's discussion.

# Operations Report



December

Safety and Statistics

## Operations Report

SAFETY AND STATISTICS  
SAMSARA SAFETY SCORE

	December	November	October	September
Safety Score	98	99	98	97
Crashes	0	0	0	0
Harsh Events reported	9	4	22	27
Harsh Events actual	2	0	1	2
Drive Time	1,391:10	1,147:44	1,213:54	1,260:15
% Over speed limit	1.3%	1%	1.1%	2.1%
Miles Driven	46,109 mi	38,403 mi	40,407 mi	43,933 mi

\*Harsh Events Caused by removal of devices from vehicles

## ON TIME PERFORMANCE

	December	November	October	September	August
Fixed OTP 5 mins	93%	95%	93%	92%	93%
Fixed OTP 15 mins	97%	98%	98%	98%	98%
DAR OTP 5 mins	82%	86%	87%	81%	90%
DAR OTP 15 mins	97%	99%	99%	99%	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

	December	November	October	September	August
Fuel Used (Gas)	1861.32	1893.21	1869.86	1686.85	3133.63
Fuel Used (Diesel)	5714.65	3726.85	3721.39	3991.59	4006.54
Total Fuel Cost	\$22,239.13	\$20,836.5	\$24,808.21	\$22,538.45	\$27,950.93
Vehicle Repairs	0	1	2	0	1(Trolley)
Customer Complaints	2	0	0	0	0
Cost Per Mile	\$0.48	\$0.54	\$0.61	\$0.51	\$0.51

**Driver of The Month:**

**Connor Wells**



**Ridership (2021-2022)**

	Dec.	Jan.	Feb.	Mar.	Apr.	May.	Jun.	Jul.	Aug.	Sep.	Oct.	Nov.	Dec.
Dial-A-Ride	358	269	220	320	274	263	289	237	205	236	228	216	244
Upper Valley	514	502	411	460	464	427	480	476	523	384	436	399	370
The Dalles	270	251	245	344	271	382	379	358	349	387	314	324	266
Hood River Connector	0	0	0	0	7	88	137	163	261	162	50	43	27
Hood River City	1070	857	1064	1093	1209	1393	1453	1757	1974	1665	1467	1296	1103
Cascade Locks	129	47	63	70	66	51	51	68	137	27	41	53	69
Columbia Gorge Express	1256	947	1114	1727	1481	2633	2921	3708	4722	3231	2944	2043	1515
Gorge to Mountain	0	787	1174	941	20	0	0	0	0	0	0	0	1063
Dog Mountain	0	0	0	0	92	1216	396	0	0	0	0	0	0
Falls to Locks	0	0	0	0	0	45	257	499	538	95	0	0	0
All Routes	3597	3660	4291	4955	3884	6498	6363	7266	8709	6187	5480	4374	4657

**Hours of Service**

	Dec.	Jan.	Feb.	Mar.	Apr.	May.	Jun.	Jul.	Aug.	Sep.	Oct.	Nov.	Dec.
Dial-A-Ride	83	65	56	77	72	64.5	70	78	75.5	74.7	63	39	56.5
Upper Valley	160	180	176	207	180	190	198	189	180	180	178	180	180
The Dalles	115	99	89	99	98	106	104	106	104	102.4	114	106	106
Hood River Connector	0	0	0	0	0	0	28	28	28	28	28	28	28
Hood River City	319	230	208	230	242	403	390	360	360	360	334	334	334
Cascade Locks	125	70	66.5	70	72	66	63	63	61	62	42	42	42
Columbia Gorge Express	308	327	306.5	327	349	597	624	672.5	672.5	658	542.5	542.5	542.5
Gorge to Mountain	0					0	0	0	0	0	0	0	170
Dog Mountain	0	0	0	0				0	0	0	0	0	0
Falls to Locks	0	0	0	0	0						0	0	0
All Routes	1110	971	902	1010	1013	1426.5	1477	1496.5	1481	1465.1	1301.5	1271.5	1459