



Wednesday, February 15th, 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=L3I4eUttZWU5OXZEYkUjUmZlQ2l0QT09>

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 January 18th, 2023, 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
 6. Three (3) minutes per community member.
- 5. January Financial Report- Tiah Mayhew- 4:15p.m.**
- 6. Resolution & Action Items- 4:25 p.m.**
 - a. Oath of Office
 - b. Resolution 0215231 – Board Meeting Schedule for 2023
 - c. Approval of the Plan of Action from FY22 Audit Findings
 - d. Approval of Drug & Alcohol Policy
 - e. Approval of Child Policy
 - f. Approval of Service Animal & Pet Policy



- 7. Operations Manager's Report- Ty Graves- 4:35 p.m.**
 - a. Performance Report
 - b. Employee of the Month
 - c. Field Supervisor Position Opening Update
 - d. New Vehicle Update

- 8. Executive Director's Report- Amy Schlappi- 4:45 p.m.**
 - a. Encampment
 - b. Grant Applications Update
 - c. County Chair Meeting Update
 - d. Accountant Search Update
 - e. Executive Director Goals Update

- 9. Discussion Items- 5:15 p.m.**
 - a. Financial Status Frequency

- 10. Upcoming Events- 5:20 p.m.**
 - a. CAT will be operating weekend-level service on Feb. 20th (President's Day)

- 11. 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, January 18th, 2023
Regular Meeting of the Board of Directors
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224 Wasco Loop, Board Conference Room
Hood River, OR 97031
4:00 p.m. – 5:30 p.m. Board of Directors Meeting

Meeting Minutes

1. Call Meeting to Order

Megan R. called the Board of Directors Meeting to order at 4:01 pm.

2. Roll Call: Tiah took roll call: Megan Ramey – Vice Chair, Darrell Roberts – Secretary/Treasurer, Meghan Larivee, Leti Moretti, Lara Dunn

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

Absent: Greg Pack (Chair) – Greg attended a brief portion of the meeting.

3. Approval of December 21st, 2022, Board of Director Meeting Minutes

Megan R. asked if there were any changes that the Board would like to make to the December meeting minutes. Megan R. requested that the minutes reflect that she abstained from the approval of the meeting minutes.

Motion: Darrell made a motion to approve the December 21st Meeting Minutes. The motion was seconded by Meghan L.

Lara abstained as she was not in attendance for the December Board Meeting.

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

Opposed By: None

4. Public Comment

No Public Comments were made.

5. November & December Financial Report- Teresa Gallucci (Our Team Accounting)-

Teresa gave a brief overview of the financial reports from November and December as they were not presented at the December meeting due to the audit. Cash on hand at the end of November was 1.3M and 1.4M at the end of December, which was roughly \$200k more than the close of October. Account Receivable at the end of November were 18k, and at the end of December was 21k all invoices are current. Accounts Payable at the end of November were \$43k and \$37k in December, all invoices were paid in the first week of January. Revenue at the end of December was \$1.4M, which is \$363k more than last year but \$324k less than budgeted but this is due to timing and should level out. Cost of goods at the end of December was \$329k, fuel and operation expenses were over budget but the other items in that bucket were under budget leaving us under budget by \$50k. Administrative expenses were \$122k which is \$4k over budget,



this is due to a large print order and will even out over the year. Personnel expenses were \$764k, which is \$99k under budget. Net income at the end of December was \$234k which is \$2k less than the \$236k budgeted.

Darrell asked why the fixed assets were removed from the ledger. Teresa let him know that it was an entry that the auditor had made.

Tiah let the Board know that we would see an increase in communications expenses due to upgrading our dispatching software and it will be included in the supplemental budget. She also stated that the Board will see a change in advertising costs next month as she was reclassing a few items that were placed under administrative expenses so the January financials will reflect that correction.

Teresa announced to the Board that she had given her notice to Tiah and Amy and that she would be finishing the January financials and her last day would be the February Board meeting. Amy let the Board know that there is a temporary plan in place to assist with the transition. Staff has released an RFP and hope to receive responses soon.

6. Resolution & Action Items

- a. **Board Member Application:** With Jeff Helfrich departing his position as a Board member there is an opening for an interim position. The interim position ends June 30, 2023. To remain a Board Member whoever is appointed must be elected in the upcoming election. Staff received one applicant, Tamara Taylor, who comes with great recommendations. Tamara gave an overview of her experience with transportation and its importance to her.

Motion: Lara made a motion to appoint Tamara Taylor as the interim Board Member. The motion was seconded by Meghan L.

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

Opposed By: None

- b. **5310 & 5311 Application Approvals:** Amy is asking for approval for the fiscal year 2023-2025, 5310, and 5311 grant applications. These are allocated funds that we receive. 5310 is for Mobility Management/Travel Trainor and Preventive Maintenance on all buses except the ones used for Columbia Gorge Express. The total cost is \$182,752k with an expected match of \$18,769K. 5311 is for Upper Valley deviated fixed routes and Dial-A-Ride these are both Monday through Friday services, roughly 12 hours each day. We have also included 2 vehicle purchases which would be used for Columbia Gorge Express services. Historically for 5311 funds we have received \$350k, however they have realized that this formula has not worked, and it is not reflective of our service level and will be based off of our ridership and service miles. The allocation is now just under \$1M for 2 years. We have made the decision to use these funds for new vehicles. The total cost is \$1,586,200 and the match is \$417K.

Motion: Darrell made a motion to approval the 5310 & 5311 Grant Applications.

The motion was seconded by Leti.

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

Opposed By: None



- c. **Proposed Accounting Principles Change:** Tiah provided a memo with the board materials that discussed the auditor's suggestion to change our accounting process from accrual basis to modified cash. The auditors stated that it would provide a clearer representation of our financial status and would also allow a quicker audit process. This transition would allow less room for error and to operate with actual funds available. The downfall of this is that there will be time periods of no funds being received (i.e. grant funds). The auditor did send an example of a client who recently made the change for the board to review. The example shows the prior accrual process as well as the change to modified cash and highlights the big differences.

Motion: Letti made a motion to approval the change to Modified Cash Accounting Basis. The motion was seconded by Darrell.

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

Opposed By: None

7. Operations Manager's Report- Ty Graves

- a. **Performance Report:** The safety score for December remained the same, harsh events have gone down due to the loose box issue being corrected. There were 2 harsh events that were reviewed, both found that the driver was not at fault. The drive time and miles driven went up from November due to adding G2M. On-time performance dipped a little bit, likely due to snow and I-84 closures. Fuel usage increased a bit again due to adding G2M. There were 2 customer complaints in December related to vehicles driving in the snow and weather conditions, the complaints were not from riders they were from other vehicles on the road. The cost per mile is down.
- b. **Employee of the Month:** Connor Wells is the employee of the month; he's been with us for 3 years. He took a year off to go to Poland for the National Guard and came back in early November. He is a team player and always willing to pick up shifts to help out co-workers
- c. **Gorge-To-Mountain Express Update:** The Gorge-to-Mountain has been significantly more successful than last year. There were several days where we've been running multiple vehicles on the am going up and the 4pm coming down because they are at full capacity.
- d. **Field Supervisor Position Opening:** One of the Field Supervisors left unexpectedly. As of now there have only been internal candidates. Staff hopes to be fully staffed by the end of February

8. Executive Director's Report- Amy Schlappi

- a. **Vehicles 56 & 57 Update:** Informational purposes only. We are working with ODOT to resolve the issues with the vehicles. These are the vehicles that had mechanical issues and had to be removed from service due to safety concerns. We are providing the documentation that ODOT has requested in regard to the issues and condition in which the vehicles were delivered to us in. We are hoping to have more concrete information by the next board meeting.



- b. Service impacts due to Weather:** Informational purposes only. Due to the inclement weather that we have experienced lately and the customer complaints that we have received we wanted you to all be aware as to how those decisions are made. We have a very specific process for how those decisions are made; the field supervisor that is on duty checks the National Weather Service, a local weather service and trip check. These are checked on a consistent basis during times of inclement weather. We also check the driver's comfortability with the current conditions and verify if we need to operate on the snow route. We make the best call that we can based on the information that we have at hand.
- c. Gorge Regional Transit Strategy Update:** Informational purpose but looking for general agreement from the board. The Gorge Regional Transit Strategy is what MCEDD is working on. Amy and Greg attended a workshop on January 9th. The consultants recommended the TAB board (regional option) for short term and the bi-state agency in the future. There is a cost for this option and Amy's recommendation is we need to see cost saving aspects or revenue generating possibilities for it to make sense for us to be a part of that option. At this time, we need general agreement on the recommendations. The Board agrees with Amy's recommendation.
- d. Legislative Update:** Informational purpose only. Amy attended SDAO Legislative Day as well as the pre town hall meeting with Senator Merkley. The things that Amy has been advocating for both at regional and state level are how transit agencies get more vehicles. This is an issue for us as we have funding but can't get them due to supply chain issues. This is going to be a huge problem for all of Oregon if we don't all come together. Additionally, she is advocating for sustainable funding for the Columbia Gorge Express and Gorge to Mountain Express. There has been discussion recently about classing them as a service of statewide significance which would open us up to additional funding options.

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

Executive Session was ended, and the meeting was called back to order at 5:36pm

10. Discussion Items-

No items to discuss.

11. Upcoming Events

No upcoming events.

12. Adjournment – 5:37 p.m.

Motion: Lara made a motion to adjourn the meeting at 5:37pm .

The motion was seconded by Meghan L.

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

Opposed By: None



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Columbia Area Transit
Financial Statements Variance Analysis
Period Ending: January 31, 2023

Balance Sheet

Cash Availability - Total available cash at the end of January 2023 was \$1.3m. This amount is consistent with December but approximately \$37k less than FY22 at this time.

Accounts Receivable –AR at the end of January was \$33,059 of that one invoice for \$880 was outstanding. I have been in communication with the vendor and payment is being processed.

Grants Receivable – We received the final Falls-To-Locks grant reimbursement for \$107,026. The Q2 reimbursement requests are being finalized and will be submitted by February 15th

Accounts Payable – The amount due to vendors and not yet paid at the end of January was \$3377. This is due to invoices being received after the close of the month.

Income Statement

Revenue – Total revenue earned year to date through the end of January was \$1.6m, which is \$335k more than earnings at this time last year, but \$377k less than the amount budgeted. The variance is due to the timing of grant reimbursement submissions and will be reflected as they come in over the next several weeks.

COG Fuel – Fuel expenses YTD total \$168k at the end of January which aligns with the amount budgeted. The FY23 budgeted amount for the full year is \$288k. The FY22 amount spent at this point in the year was \$82k. The year-over-year negative variance is \$86k can be attributed to increased fuel costs.

COG Operations - Preventative maintenance expenses, (tires, shop supplies and bus repair expenses) through the end of January totaled \$104k, which is \$31k more than the amount budgeted and \$18k more than FY22 at this time.

COG Communication – Dispatch, GPS software and cellular data expenses through the end of January were \$16k. This amount is \$6k under the amount budgeted and \$4k less than FY22 at this time.

COG Driver Expenses – As of the end of January, driver expenses were \$11k. This is \$5k more than FY22 at this time but less than the amount budgeted for FY23. The increase from last year's expenses is attributed to purchasing uniforms.

Advertising – Advertising expense so far in FY23 totaled \$35k. The budgeted amount for the end of January was \$70k, leaving a positive variance of \$34k.

Grant / Contract Match Funds – Expenses so far in FY23 are \$21k which is \$21k less than the budgeted amount at this time. The amount budgeted for this activity for the year was \$98k but will be significantly less due to no longer contracting with The Link to operate the service to The Dalles.

Gross Profit – Gross profit for activity through the end of January was \$1.2m which is \$275k more than FY22 at this time but \$324k less than the amount budgeted.

Administrative Expense – Administration expenses through the end of January totaled \$117k which is \$9k less than last year at this time and \$39k less than the amount budgeted. This is reflective of correcting the placement of line items.

Personnel – Total personnel expenses through the end of the period were \$882k, which is \$181k more than last year at this time but \$125k less than the amount budgeted. The positive variance to budget is nearly equally split between administrative and direct personnel.

Capital Outlay – Bus purchases have not occurred at this point which leaves a positive variance of \$273k. We expect this to change in the next few months.

Net Income – Net income at the close of January was \$217k, which is \$133k more than FY22 at this time last year and \$113k more than the amount budgeted this far.

Columbia Area Transit

Statement of Financial Position

As of January 31, 2023

	TOTAL			
	AS OF JAN 31, 2023	AS OF JAN 31, 2022 (PY)	CHANGE	% CHANGE
ASSETS				
Current Assets				
Bank Accounts				
1000 C. I. B. - Operating (6906)	599,587	52,799	546,787	1,036.00 %
1005 C. I. B. - Savings (3232)	29,996	423,961	(393,966)	(93.00 %)
1020 C. I. T. - H. R. County	680,678	871,346	(190,668)	(22.00 %)
1050 Petty Cash	229	(582)	811	139.00 %
Total Bank Accounts	\$1,310,489	\$1,347,525	\$ (37,036)	(3.00 %)
Accounts Receivable	\$33,059	\$0	\$33,059	0%
Other Current Assets				
1205 Accounts Receivables - Property Tax Audit Adj	5,549	22,140	(16,592)	(75.00 %)
1210 Accounts Receivables - Grants	463,956	313,446	150,510	48.00 %
1270 Prepaid Expenses	12,471	41,091	(28,621)	(70.00 %)
1400 Accrued Revenue - Grants	0	0	0	
1998 Undeposited Funds	0	0	0	
1999 Uncategorized Asset	0	0	0	
Total Other Current Assets	\$481,975	\$376,678	\$105,298	28.00 %
Total Current Assets	\$1,825,524	\$1,724,203	\$101,321	6.00 %
Fixed Assets	\$0	\$2,888,304	\$ (2,888,304)	(100.00 %)
TOTAL ASSETS	\$1,825,524	\$4,612,507	\$ (2,786,984)	(60.00 %)
LIABILITIES AND EQUITY				
Liabilities				
Current Liabilities				
Accounts Payable	\$3,378	\$33,308	\$ (29,931)	(90.00 %)
Credit Cards	\$ (3,521)	\$ (2,368)	\$ (1,153)	(49.00 %)
Other Current Liabilities	\$119,356	\$85,727	\$33,630	39.00 %
Total Current Liabilities	\$119,213	\$116,667	\$2,546	2.00 %
Long-Term Liabilities	\$0	\$4,255,719	\$ (4,255,719)	(100.00 %)
Total Liabilities	\$119,213	\$4,372,387	\$ (4,253,173)	(97.00 %)
Equity	\$1,706,310	\$240,120	\$1,466,190	611.00 %
TOTAL LIABILITIES AND EQUITY	\$1,825,524	\$4,612,507	\$ (2,786,984)	(60.00 %)

Columbia Area Transit

Statement of Activity

July 2022 - January 2023

	TOTAL			
	JUL 2022 - JAN 2023	JUL 2021 - JAN 2022 (PY)	CHANGE	% CHANGE
Revenue				
4001 Fare Revenue	143,314	125,007	18,307	15.00 %
4100 Contract Revenue	40,044	5,581	34,463	618.00 %
4200 Federal Funds	595,726	286,773	308,953	108.00 %
4700 State Funds	604,126	643,958	(39,832)	(6.00 %)
4870 Local Assistance	201,546	193,398	8,148	4.00 %
4900 Other Revenue	9,448	5,050	4,398	87.00 %
Discounts/Refunds Given		(690)	690	100.00 %
Total Revenue	\$1,594,204	\$1,259,076	\$335,128	27.00 %
Cost of Goods Sold				
5005 Vehicle Expense	352	2,133	(1,781)	(83.00 %)
5019 Fuel	168,179	82,612	85,567	104.00 %
5020 Operation Expenses				
5023 Preventative Maint & Vehicle Repair	75,162	80,668	(5,506)	(7.00 %)
5024 Tires	25,359	4,516	20,843	462.00 %
5025 Shop Supplies & Tools	3,395	856	2,539	297.00 %
Total 5020 Operation Expenses	103,917	86,041	17,876	21.00 %
5100 Communication Expense	15,855	20,667	(4,812)	(23.00 %)
5200 Vehicle Insurance	19,397	13,089	6,307	48.00 %
5500 Driver Expenses	11,016	5,543	5,473	99.00 %
5600 Advertising & Marketing	35,243	61,641	(26,398)	(43.00 %)
5700 Grant/Contract Match Funds	21,490	42,926	(21,436)	(50.00 %)
5800 Partner Distributions - Gorge Pass	4,917	4,592	325	7.00 %
5899 COVID19 Expenses		836	(836)	(100.00 %)
Total Cost of Goods Sold	\$380,366	\$320,080	\$60,286	19.00 %
GROSS PROFIT	\$1,213,838	\$938,996	\$274,842	29.00 %
Expenditures				
7000 Administrative Expenses	116,775	126,295	(9,519)	(8.00 %)
8000 Personnel Expense	881,507	699,711	181,797	26.00 %
9000 Capital Outlay	(2,416)	28,035	(30,451)	(109.00 %)
Total Expenditures	\$995,867	\$854,041	\$141,826	17.00 %
NET OPERATING REVENUE	\$217,971	\$84,955	\$133,016	157.00 %
NET REVENUE	\$217,971	\$84,955	\$133,016	157.00 %

Columbia Area Transit

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

July 2022 - January 2023

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Revenue				
4001 Fare Revenue	143,314	143,500	(186)	100.00 %
4100 Contract Revenue	40,044	20,000	20,044	200.00 %
4200 Federal Funds	595,726	485,567	110,159	123.00 %
4700 State Funds	604,126	1,084,275	(480,149)	56.00 %
4870 Local Assistance	201,546	205,200	(3,654)	98.00 %
4900 Other Revenue	9,448	33,401	(23,953)	28.00 %
Total Revenue	\$1,594,204	\$1,971,942	\$ (377,739)	81.00 %
Cost of Goods Sold				
5005 Vehicle Expense	352	4,200	(3,848)	8.00 %
5019 Fuel	168,179	168,000	179	100.00 %
5020 Operation Expenses	103,917	72,870	31,047	143.00 %
5100 Communication Expense	15,855	21,840	(5,985)	73.00 %
5200 Vehicle Insurance	19,397	20,300	(904)	96.00 %
5500 Driver Expenses	11,016	11,803	(787)	93.00 %
5600 Advertising & Marketing	35,243	70,000	(34,757)	50.00 %
5700 Grant/Contract Match Funds	21,490	55,161	(33,671)	39.00 %
5800 Partner Distributions - Gorge Pass	4,917	9,220	(4,303)	53.00 %
Total Cost of Goods Sold	\$380,366	\$433,394	\$ (53,028)	88.00 %
GROSS PROFIT	\$1,213,838	\$1,538,548	\$ (324,711)	79.00 %
Expenditures				
7000 Administrative Expenses				
7003 Building Expenses	24,823	34,082	(9,259)	73.00 %
7100 Office Supplies & Expenses	14,404	9,100	5,304	158.00 %
7300 Professional Fees	70,508	95,300	(24,792)	74.00 %
7400 Other Administrative Expense	7,041	18,025	(10,984)	39.00 %
Total 7000 Administrative Expenses	116,775	156,507	(39,732)	75.00 %
8000 Personnel Expense	881,507	1,006,700	(125,193)	88.00 %
9000 Capital Outlay	(2,416)	271,190	(273,606)	(1.00 %)
Total Expenditures	\$995,867	\$1,434,397	\$ (438,530)	69.00 %
NET OPERATING REVENUE	\$217,971	\$104,151	\$113,820	209.00 %
NET REVENUE	\$217,971	\$104,151	\$113,820	209.00 %

Columbia Area Transit

Bill Payment List

January 2023

DATE	NUM	VENDOR	AMOUNT
1000 C. I. B. - Operating (6906)			
01/06/2023	21948	Bohn's Printing	-92.77
01/06/2023	21949	Cascade Health Solutions	-256.00
01/06/2023	21950	Cogito	-7,064.91
01/06/2023	21951	Columbia Bank Visa	-2,312.68
01/06/2023	21952	Day Wireless Systems	-450.00
01/06/2023	21953	Jubitz Fleet Services	-869.79
01/06/2023	21954	KolorKraze	-939.60
01/06/2023	21955	MIG	-530.00
01/06/2023	21956	Napa Auto Parts	-289.88
01/06/2023	21957	Nick Herman Mobile Repair	-1,125.00
01/06/2023	21958	Ortigoza	-600.00
01/06/2023	21959	PF Consulting	-12,650.00
01/06/2023	21960	Providence OCC Travel Medicine Clinic	-742.00
01/06/2023	21961	Secretary of State - Audits Division	-250.00
01/06/2023	21962	Sign Media	-120.00
01/06/2023	21963	Special Districts Insurance	-500.00
01/06/2023	21964	Sportwork's Northwest	-5,946.85
01/06/2023	21965	UniteGPS LLC	-1,014.00
01/06/2023	21966	Valencia Lawn Care LLC	-1,900.00
01/06/2023	21967	Weatherly Printing	-474.88
01/10/2023		Our Team Accounting, LLC	-1,007.70
01/25/2023	21968	Napa Auto Parts	-2,002.36
01/25/2023	21969	Principal Life Insurance Company	-292.40
01/25/2023	21970	Port of Hood River	-2,200.00
01/25/2023	21971	O'Reilly Automotive	-3.90
01/25/2023	21972	Gorge Area Business Assistance	-549.20
01/25/2023	21973	Jubitz Fleet Services	-165.34
01/25/2023	21974	MCEDD	-501.14
01/25/2023	21975	Mount Adams Transportation Service - MATS	-501.14
01/25/2023	21976	Ortigoza	-60.00
01/25/2023	21977	Skamania County	-501.14
01/25/2023	21978	Darrell Roberts	-30.00
01/25/2023	21979	Lara Dunn	-30.00
01/25/2023	21980	Leti Moretti's	-30.00
01/25/2023	21981	Day Wireless Systems	-450.00
01/25/2023	21982	Special Districts Insurance	-24.00
01/25/2023	21983	UniteGPS LLC	-507.00
01/25/2023	21984	Spectrum Enterprise-Time Warner Cable	-239.96
01/25/2023	21985	Employment Department, Oregon	-578.80
01/25/2023	21986	Our Team Accounting, LLC	-1,078.65
01/25/2023	21987	Cascade Health Solutions	-990.00
01/25/2023	21988	Weatherly Printing	-263.03
01/25/2023	21989	VanKoten & Cleaveland, LLC	-105.00

Columbia Area Transit

Bill Payment List

January 2023

DATE	NUM	VENDOR	AMOUNT
01/25/2023	21990	Sirius Media, LLC	-240.15
01/25/2023	21991	Sacred Art Studio	-375.00
01/25/2023	21992	Samsara	-385.20
01/25/2023	21993	Hood River Middle School PTO	-60.00
01/25/2023	21994	Meghan Larivee	-30.00
01/25/2023	21995	Oregon Screen Impressions	-56.36
01/25/2023	21996	Point S Tire & Auto Service	-3,500.82
01/23/2023		Samsara	-1,061.46
01/18/2023		Ortigoza	-120.00
01/27/2023	21997	Bohn's Printing	-180.70
01/27/2023	21998	Transportation Options Group of Oregon	-250.00
01/27/2023	21999	Amalgamated Transit Union	-623.15
01/27/2023	22000	MCEDD	-1,919.56
01/27/2023	22001	Gorge Electric	-185.78
01/27/2023	22002	Friend & Reagan, P.C.	-3,000.00
Total for 1000 C. I. B. - Operating (6906)			\$ -62,227.30

Columbia Area Transit

A/P Aging Detail

As of January 31, 2023

DATE	TRANSACTION TYPE	NUM	VENDOR	DEPARTMENT	DUE DATE	PAST DUE	AMOUNT	OPEN BALANCE
31 - 60 days past due								
11/30/2022	Bill	11422	Valic		12/20/2022	51	1,337.70	1,337.70
Total for 31 - 60 days past due							\$1,337.70	\$1,337.70
Current								
01/23/2023	Bill	012323	Ortigoza		02/02/2023	7	130.00	130.00
01/09/2023	Bill	010923	Ortigoza		02/08/2023	1	110.00	110.00
01/09/2023	Bill	010923	Ortigoza		02/08/2023	1	90.00	90.00
01/09/2023	Bill	010923	Ortigoza		02/08/2023	1	80.00	80.00
01/30/2023	Bill	6A	Kerry Cobb		02/14/2023	-5	1,250.00	1,250.00
01/16/2023	Bill	011623	Ortigoza		02/15/2023	-6	90.00	90.00
01/16/2023	Bill	011623	Ortigoza		02/15/2023	-6	70.00	70.00
01/16/2023	Bill	011623	Ortigoza		02/15/2023	-6	60.00	60.00
01/23/2023	Bill	012323	Ortigoza		02/22/2023	-13	80.00	80.00
01/24/2023	Bill	01242023	Ortigoza		02/23/2023	-14	80.00	80.00
Total for Current							\$2,040.00	\$2,040.00
TOTAL							\$3,377.70	\$3,377.70

Columbia Area Transit

A/P Aging Detail

As of January 31, 2023

DATE	TRANSACTION TYPE	NUM	VENDOR	DEPARTMENT	DUE DATE	PAST DUE	AMOUNT	OPEN BALANCE
31 - 60 days past due								
11/30/2022	Bill	11422	Valic		12/20/2022	51	1,337.70	1,337.70
Total for 31 - 60 days past due							\$1,337.70	\$1,337.70
Current								
01/23/2023	Bill	012323	Ortigoza		02/02/2023	7	130.00	130.00
01/09/2023	Bill	010923	Ortigoza		02/08/2023	1	110.00	110.00
01/09/2023	Bill	010923	Ortigoza		02/08/2023	1	90.00	90.00
01/09/2023	Bill	010923	Ortigoza		02/08/2023	1	80.00	80.00
01/30/2023	Bill	6A	Kerry Cobb		02/14/2023	-5	1,250.00	1,250.00
01/16/2023	Bill	011623	Ortigoza		02/15/2023	-6	90.00	90.00
01/16/2023	Bill	011623	Ortigoza		02/15/2023	-6	70.00	70.00
01/16/2023	Bill	011623	Ortigoza		02/15/2023	-6	60.00	60.00
01/23/2023	Bill	012323	Ortigoza		02/22/2023	-13	80.00	80.00
01/24/2023	Bill	01242023	Ortigoza		02/23/2023	-14	80.00	80.00
Total for Current							\$2,040.00	\$2,040.00
TOTAL							\$3,377.70	\$3,377.70

Columbia Area Transit

Statement of Cash Flows

July 2022 - January 2023

	TOTAL
OPERATING ACTIVITIES	
Net Revenue	217,971
Adjustments to reconcile Net Revenue to Net Cash provided by operations:	
1200 Accounts Receivable	22,802
1211 Accounts Receivables - Grants:Grant Receivable - 5310 Funds 35149	0
1212 Accounts Receivables - Grants:Grants Receivable - Medical Cares 34740	(155,384)
1213 Accounts Receivables - Grants:Grants Receivable 5311 CARES - 34976	154,415
1214 Accounts Receivables - Grants:Grants Receivable - STIF Discretionary 35102	120,377
1215 Accounts Receivables - Grants:Grants Receivabel - STIF Formula 35033	(66,226)
1216 Accounts Receivables - Grants:Grants Receivable - Planning 3504 - 35131	3,222
1217 Accounts Receivables - Grants:Falls To Locks - 34976	28,931
1218 Accounts Receivables - Grants:Grants Receivable - 5311 Funds 34956	0
1273 Prepaid Expenses:PP - SDIS Vhcl & Gen Liab Insurance	17,840
1274 Prepaid Expenses:PP - SDIS Workers Comp	(11,931)
1275 Prepaid Expenses:PP - Fleetio Scheduler	(540)
2000 Accounts Payable	(69,835)
2105 Columbia Bank Visa (2801)	(14,556)
2001 Accounts Payable - Audit Adj	(18,299)
2500 Accrued Payroll	(34,439)
Total Adjustments to reconcile Net Revenue to Net Cash provided by operations:	(23,622)
Net cash provided by operating activities	\$194,349
NET CASH INCREASE FOR PERIOD	\$194,349
Cash at beginning of period	1,116,140
CASH AT END OF PERIOD	\$1,310,489



Memo

To: HRCTD - BOARD OF DIRECTORS
From: Tiah Mayhew, Office Manager
Date: February 15, 2023
Re: Plan of Action – Audit Findings

Issues or Impact

During the FY22 financial audit, we were found to have 2 material weaknesses and 1 significant deficiency. These findings require a plan of action to show what steps have been taken to correct these items. The plan of action is included with the board meeting materials.

Action Required

The Board needs to review and approve the plan of action so it can be submitted to the Secretary of State Audit Division.

Recommendation

Staff recommends that the board approved the suggested plan of action.

Hood River County Transportation District

Drug and Alcohol Policy

Effective as of 02/16/2023

Adopted by: HRCTD Board of Directors

Date Adopted:

Last Revised: 02/10/2023

Table of Contents

1.	Purpose of Policy.....	3
2.	Covered Employees.....	3
3.	Prohibited Behavior	4
4.	Consequences for Violations.....	4
5.	Circumstances for Testing.....	5
6.	Testing Procedures.....	8
7.	Test Refusals.....	9
8.	Voluntary Self-Referral.....	10
9.	Prescription Drug Use	10
10.	Contact Person	10
	Attachment A: Covered Positions	11

I. Purpose of Policy

This policy complies with 49 CFR Part 655, as amended and 49 CFR Part 40, as amended. Copies of Parts 655 and 40 are available in the drug and alcohol program manager's office and can be found on the internet at the Federal Transit Administration (FTA) Drug and Alcohol Program website <http://transit-safety.fta.dot.gov/DrugAndAlcohol/>.

All covered employees are required to submit to drug and alcohol tests as a condition of employment in accordance with 49 CFR Part 655.

Portions of this policy are not FTA-mandated but reflect Hood River County Transportation District's policy. These additional provisions are identified by **bold text**.

In addition, DOT has published 49 CFR Part 32, implementing the Drug-Free Workplace Act of 1988, which requires the establishment of drug-free workplace policies and the reporting of certain drug-related offenses to the FTA.

All Hood River County Transportation District employees are subject to the provisions of the Drug-Free Workplace Act of 1988.

The unlawful manufacture, distribution, dispensation, possession or use of a controlled substance is prohibited in the covered workplace. An employee who is convicted of any criminal drug statute for a violation occurring in the workplace shall notify the Planning and Development Manager or the Operations Manager no later than five days after such conviction.

2. Covered Employees

This policy applies to every person, including an applicant or transferee, who performs or will perform a "safety-sensitive function" as defined in Part 655, section 655.4.

You are a covered employee if you perform any of the following:

- Operating a revenue service vehicle, in or out of revenue service
- Operating a non-revenue vehicle requiring a commercial driver's license
- Controlling movement or dispatch of a revenue service vehicle
- Maintaining (including repairs, overhaul and rebuilding) of a revenue service vehicle or equipment used in revenue service
- Carrying a firearm for security purposes

See Attachment A for a list of covered positions by job title.

3. Prohibited Behavior

Use of illegal drugs is prohibited at all times. Prohibited drugs include:

- marijuana
- cocaine
- phencyclidine (PCP)
- opioids
- amphetamines

All covered employees are prohibited from performing or continuing to perform safety-sensitive functions while having an alcohol concentration of 0.04 or greater.

All covered employees are prohibited from consuming alcohol while performing safety-sensitive job functions or while on-call to perform safety-sensitive job functions. If an on-call employee has consumed alcohol, they must acknowledge the use of alcohol at the time that they are called to report for duty. If the on-call employee claims the ability to perform his or her safety-sensitive function, he or she must take an alcohol test with a result of less than 0.02 prior to performance.

All covered employees are prohibited from consuming alcohol within four (4) hours prior to the performance of safety-sensitive job functions.

All covered employees required to take a post-accident test are prohibited from consuming alcohol for eight (8) hours following involvement in an accident or until he or she submits to the post-accident drug and alcohol test, whichever occurs first.

4. Consequences for Violations

Following a positive drug or alcohol (BAC at or above 0.04) test result or test refusal, the employee will be immediately removed from safety-sensitive duty and referred to a Substance Abuse Professional.

Following a BAC of 0.02 or greater, but less than 0.04, the employee will be immediately removed from safety-sensitive duties until the start of their next regularly scheduled duty period (but for not less than eight hours) unless a retest results in the employee's alcohol concentration being less than 0.02.

Treatment/Discipline

Per Hood River County Transportation District policy, any covered employee who tests positive for drugs or alcohol (BAC at or above 0.04) or refuses to test will be removed from their safety-sensitive position, informed of educational and rehabilitation programs available, and will be provided with a list of at least two (2) USDOT qualified Substance Abuse Professionals (SAPs) for assessment. No employee will be allowed to return-to-duty requiring the performance of safety-sensitive job functions without the approval of the SAP and the employer.

Refusal to submit to a drug/alcohol test shall be considered equivalent to a positive test result **and a direct act of insubordination and shall result in termination.**

If a verified positive drug test or alcohol test 0.04 or above results from a sample submitted as the result of a random drug/alcohol test, disciplinary action against the employee shall include:

- **Mandatory referral to a Substance Abuse Professional (SAP) for assessment, formulation of a treatment plan, and execution of a return-to-duty agreement.**
- **Failure to execute or remain compliant with the return-to-duty agreement shall result in termination from employment.**
 - Compliance with the return-to-duty agreement means that the employee has submitted to a return-to-duty drug/alcohol test immediately prior to returning to safety-sensitive duties; the result of that test is negative; in the judgment of the SAP the employee is cooperating with his/her SAP recommended treatment program; and, the employee has agreed to periodic unannounced follow-up testing as defined in this policy.

Refusal to submit to a periodic unannounced follow-up drug/alcohol test shall be considered a direct act of insubordination and shall result in termination.

A return-to-duty or follow-up drug/alcohol test which results in a positive result (as defined in this policy) shall result in termination from employment.

The first instance of a positive post-accident or reasonable suspicion drug and/or alcohol test (as defined in this policy) shall result in termination.

Following an initial positive drug or alcohol test for any category of testing, the second instance of a positive drug or alcohol test result (as defined in this policy) shall result in immediate termination from employment.

During execution of return-to-duty agreement employee will have the ability to perform non safety-sensitive tasks if approved by the SAP. Hood River County Transportation District does not guarantee employee the same number of hours. Tasks will be dependent on work available.

Employee must pay for rehabilitation services. Employee can use available sick or vacation leave hours during the rehabilitation program.

5. Circumstances for Testing

Pre-Employment Testing

A negative pre-employment drug test result is required before an employee can first perform safety-sensitive functions. If a pre-employment test is cancelled, the individual will be required to undergo another test and successfully pass with a verified negative result before performing safety-sensitive functions.

If a covered employee has not performed a safety-sensitive function for 90 or more consecutive calendar days, and has not been in the random testing pool during that time, the employee must take and pass a pre-employment test before he or she can return to a safety-sensitive function.

A covered employee or applicant who has previously failed or refused a DOT pre-employment drug and/or alcohol test must provide proof of having successfully completed a referral, evaluation, and treatment plan meeting DOT requirements.

Reasonable Suspicion Testing

All covered employees shall be subject to a drug and/or alcohol test when Hood River County Transportation District has reasonable suspicion to believe that the covered employee has used a prohibited drug and/or engaged in alcohol misuse. A reasonable suspicion referral for testing will be made by a trained supervisor or other trained company official on the basis of specific, contemporaneous, articulable observations concerning the appearance, behavior, speech, or body odors of the covered employee.

Covered employees may be subject to reasonable suspicion drug testing any time while on duty. Covered employees may be subject to reasonable suspicion alcohol testing while the employee is performing safety-sensitive functions, just before the employee is to perform safety-sensitive functions, or just after the employee has ceased performing such functions.

Post-Accident Testing

Covered employees shall be subject to post-accident drug and alcohol testing under the following circumstances:

Fatal Accidents

As soon as practicable following an accident involving the loss of a human life, drug and alcohol tests will be conducted on each surviving covered employee operating the public transportation vehicle at the time of the accident. In addition, any other covered employee whose performance could have contributed to the accident, as determined by Hood River County Transportation District using the best information available at the time of the decision, will be tested.

Non-fatal Accidents

As soon as practicable following an accident not involving the loss of a human life, drug and alcohol tests will be conducted on each covered employee operating the public transportation vehicle at the time of the accident if at least one of the following conditions is met:

- (1) The accident results in injuries requiring immediate medical treatment away from the scene, unless the covered employee can be completely discounted as a contributing factor to the accident

- (2) One or more vehicles incurs disabling damage and must be towed away from the scene, unless the covered employee can be completely discounted as a contributing factor to the accident

In addition, any other covered employee whose performance could have contributed to the accident, as determined by Hood River County Transportation District using the best information available at the time of the decision, will be tested.

A covered employee subject to post-accident testing must remain readily available, or it is considered a refusal to test. Nothing in this section shall be construed to require the delay of necessary medical attention for the injured following an accident or to prohibit a covered employee from leaving the scene of an accident for the period necessary to obtain assistance in responding to the accident or to obtain necessary emergency medical care.

Random Testing

Random drug and alcohol tests are unannounced and unpredictable, and the dates for administering random tests are spread reasonably throughout the calendar year. Random testing will be conducted at all times of the day when safety-sensitive functions are performed.

Testing rates will meet or exceed the minimum annual percentage rate set each year by the FTA administrator. The current year testing rates can be viewed online at www.transportation.gov/odapc/random-testing-rates.

The selection of employees for random drug and alcohol testing will be made by a scientifically valid method, such as a random number table or a computer-based random number generator. Under the selection process used, each covered employee will have an equal chance of being tested each time selections are made.

A covered employee may only be randomly tested for alcohol misuse while the employee is performing safety-sensitive functions, just before the employee is to perform safety-sensitive functions, or just after the employee has ceased performing such functions. A covered employee may be randomly tested for prohibited drug use anytime while on duty.

Each covered employee who is notified of selection for random drug or random alcohol testing must immediately proceed to the designated testing site.

Random Testing – End of Shift

Random testing may occur anytime an employee is on duty so long as the employee is notified prior to the end of the shift. Employees who provide advance, verifiable notice of scheduled medical or childcare commitments will be random drug tested no later than three hours before the end of their shift and

random alcohol tested no later than 30 minutes before the end of their shift. Verifiable documentation of a previously scheduled medical or childcare commitment, for the period immediately following an employee's shift, must be provided at least **24 hours** before the end of the shift.

Return to Duty Testing

Any employee who is allowed to return to safety-sensitive duty after failing or refusing to submit to a DOT drug and/or alcohol test must first be evaluated by a substance abuse professional (SAP), complete a SAP-required program of education and/or treatment, and provide a negative return-to-duty drug test result and/or an alcohol test result of less than 0.02. Any return-to-duty drug testing will be directly observed. All tests will be conducted in accordance with 49 CFR Part 40, Subpart O.

Follow-up Testing

Employees returning to safety-sensitive duty following a return-to-duty test will be required to undergo unannounced follow-up alcohol and/or drug testing for a period of one (1) to five (5) years, as directed by the SAP. The duration of testing will be extended to account for any subsequent leaves of absence, as necessary. The type (drug and/or alcohol), number, and frequency of such follow-up testing shall be directed by the SAP.

A covered employee may only be subject to follow-up alcohol testing while the employee is performing safety-sensitive functions, just before the employee is to perform safety-sensitive functions, or just after the employee has ceased performing such functions. A covered employee may be subject to follow-up drug testing anytime while on duty. All follow-up drug tests will be directly observed. All testing will be conducted in accordance with 49 CFR Part 40, Subpart O.

6. Testing Procedures

All FTA drug and alcohol testing will be conducted in accordance with 49 CFR Part 40, as amended.

Dilute Urine Specimen

If there is a negative dilute test result, Hood River County Transportation District will accept the test result and there will be no retest, unless the creatinine concentration of a negative dilute specimen was greater than or equal to 2 mg/dL, but less than or equal to 5 mg/dL.

Dilute negative results with a creatinine level greater than or equal to 2 mg/dL but less than or equal to 5 mg/dL require an immediate recollection under direct observation (see 49 CFR Part 40, section 40.67).

Split Specimen Test

In the event of a verified positive test result, or a verified adulterated or substituted result, the employee can request that the split specimen be tested at a second laboratory. Hood River County

Transportation District guarantees that the split specimen test will be conducted in a timely fashion.
Hood River County Transportation District will pay for this test.

7. Test Refusals

As a covered employee, you have refused to test if you:

- (1) Fail to appear for any test (except a pre-employment test) within a reasonable time, as determined by Hood River County Transportation District.
- (2) Fail to remain at the testing site until the testing process is complete. An employee who leaves the testing site before the testing process commences for a pre-employment test has not refused to test.
- (3) Fail to attempt to provide a breath or urine specimen. An employee who does not provide a urine or breath specimen because he or she has left the testing site before the testing process commenced for a pre-employment test has not refused to test.
- (4) In the case of a directly-observed or monitored urine drug collection, fail to permit monitoring or observation of your provision of a specimen.
- (5) Fail to provide a sufficient quantity of urine or breath without a valid medical explanation.
- (6) Fail or decline to take a second test as directed by the collector or Hood River County Transportation District for drug testing.
- (7) Fail to undergo a medical evaluation as required by the MRO or Hood River County Transportation District 's Designated Employer Representative (DER).
- (8) Fail to cooperate with any part of the testing process.
- (9) Fail to follow an observer's instructions to raise and lower clothing and turn around during a directly observed test.
- (10) Possess or wear a prosthetic or other device used to tamper with the collection process.
- (11) Admit to the adulteration or substitution of a specimen to the collector or MRO.
- (12) Refuse to sign the certification at Step 2 of the Alcohol Testing Form (ATF).
- (13) Fail to remain readily available following an accident.

As a covered employee, if the MRO reports that you have a verified adulterated or substituted test result, you have refused to take a drug test.

As a covered employee, if you refuse to take a drug and/or alcohol test, you incur the same consequences as testing positive and will be immediately removed from performing safety-sensitive functions, and referred to a SAP.

8. Voluntary Self-Referral

Any employee who has a drug and/or alcohol abuse problem and has not been notified of the requirement to submit to reasonable suspicion, random or post-accident testing or has not refused a drug or alcohol test may voluntarily refer her or himself to the Planning and Development Manager or the Operations Manager, who will refer the individual to a substance abuse counselor for evaluation and treatment.

The substance abuse counselor will evaluate the employee and make a specific recommendation regarding the appropriate treatment. Employees are encouraged to voluntarily seek professional substance abuse assistance before any substance use or dependence affects job performance.

Any safety-sensitive employee who admits to a drug and/or alcohol problem will immediately be removed from his/her safety-sensitive function and will not be allowed to perform such function until successful completion of a prescribed rehabilitation program.

9. Prescription Drug Use

The appropriate use of legally prescribed drugs and non-prescription medications is not prohibited. However, the use of any substance which carries a warning label that indicates that mental functioning, motor skills, or judgment may be adversely affected must be reported to the Planning and Development Manager or the Operations Manager. Medical advice should be sought, as appropriate, while taking such medication and before performing safety-sensitive duties.

10. Contact Person

For questions about Hood River County Transportation District 's anti-drug and alcohol misuse program, contact the Planning and Development Manager.

Attachment A: Covered Positions

Operations Manager

Operations Assistant Manager

Field Supervisor

Operations Assistant

Dispatcher

Driver



Memo

To: HRCTD - BOARD OF DIRECTORS
From: Amy Schlappi, Executive Director
Date: February 15, 2023
Re: Child Policy

Background

The current child policy is:

Kids 10 and younger ride for FREE with a paying passenger. Kids 11 and older may ride without an adult but must pay a fare.

Issues or Impact

Staff is trying to align district policies with partner transit agencies (The Link, Skamania County, and Mt. Adam's Transportation Service) to ensure a seamless rider experience.

Action Required

Staff is asking that the board consider changing the policy to:

Kids 11 and younger ride for FREE with a paying passenger. Kids 12 and older may ride without an adult but must pay a fare. Kids who are 11 may ride the bus if approved by the Executive Director and a waiver has been completed by the parent or legal guardian.

Recommendation

Staff recommends that the board approved the suggested policy.



Memo

To: HRCTD - BOARD OF DIRECTORS
From: Amy Schlappi
Date: February 15, 2023
Re: Service Animal & Pet Policy

Background

Current Service Animal and Pet Policy is:

Service animals are allowed on all Columbia Area Transit vehicles. This includes animals-in-training accompanied by a trainer or person with disability. No permit is required, but the driver may ask if your animal is a service animal. Service animals must remain on the floor without blocking the aisle or on the owner's lap.

Non-service animal dogs may ride at the discretion of the operator under these guidelines:

- *Drivers may refuse to transport a person and their dog if they already have another dog onboard.*
- *Drivers may refuse to transport or request the removal of a dog if it is creating a hazard or disturbance.*
- *All dogs that are not service animals must be on leash and muzzled. If you do not have access to a muzzle a reasonable modification can be requested at least a day in advance by calling [\(541\) 386-4202](tel:5413864202).*
- *Dogs are not allowed to occupy seats; they must remain either on the floor or sit on the owner's lap.*

Animals other than dogs are not allowed on Columbia Area Transit vehicles unless they are in a confined container or carrier.

Issues or Impact

Staff's goal is to align district policies with partner transit providers (The Link, Skamania County, Klickitat County) to ensure a seamless rider experience. All other Gorge transit providers do not require dogs to wear muzzles or be in carriers. Additionally, the staff has observed that the muzzle requirement has been fairly difficult to enforce as most pet owners do not use muzzles but have



well-behaved dogs. Drivers do not want to strand riders and their dogs so they are often allowed to board without a muzzle.

Action Required

Staff is asking that the board consider adopting the below policy to primarily align more with other Gorge Transit Providers while making it easier for drivers to enforce the Service Animal and Pet Policy:

Service animals are allowed on all Columbia Area Transit vehicles. This includes animals-in-training accompanied by a trainer or person with disability. No permit is required, but the driver may ask if your animal is a service animal. Service animals must remain on the floor without blocking the aisle or on the owner's lap.

Non-service animal dogs may ride at the discretion of the operator under these guidelines:

- *Drivers may refuse to transport a person and their dog if they already have another dog onboard.*
- *Drivers may refuse to transport or request the removal of a dog if it is creating a hazard or disturbance.*
- *All dogs that are not service animals must be on leash.*
- *Dogs are not allowed to occupy seats; they must remain either on the floor or sit on the owner's lap.*

Animals other than dogs are not allowed on Columbia Area Transit vehicles unless they are in a confined container or carrier.

Recommendation

Staff recommends that the board adopt the policy as stated above.

Operations Report



January

Safety and Statistics

Operations Report

SAFETY AND STATISTICS
SAMSARA SAFETY SCORE

	January	December	November	October
Safety Score	98	98	99	98
Crashes	0	0	0	0
Harsh Events reported	15	9	4	22
Harsh Events actual	3	2	0	1
Drive Time	1,566	1,391:10	1,147:44	1,213:54
% Over speed limit	1.5%	1.3%	1%	1.1%
Miles Driven	53,749 mi	46,109 mi	38,403 mi	40,407 mi

*Harsh Events Caused by removal of devices from vehicles

ON TIME PERFORMANCE

	January	December	November	October	September
Fixed OTP 5 mins	94%	93%	95%	93%	92%
Fixed OTP 15 mins	98%	97%	98%	98%	98%
DAR OTP 5 mins	87%	82%	86%	87%	81%
DAR OTP 15 mins	99%	97%	99%	99%	99%

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

	January	December	November	October	September
Fuel Used (Gas)	2904.4	1861.32	1893.21	1869.86	1686.85
Fuel Used (Diesel)	4574.8	5714.65	3726.85	3721.39	3991.59
Total Fuel Cost	\$24,443.37	\$22,239.13	\$20,836.5	\$24,808.21	\$22,538.45
Vehicle Repairs	2	0	1	2	0
Customer Complaints		2	0	0	0
Cost Per Mile	\$0.45	\$0.48	\$0.54	\$0.61	\$0.51

Driver of The Month:

Allan Potter

Ridership (2023, 2022, and 2021)

	Jan.	Dec.	Nov.	Oct.	Sep.	Aug.	Jul.	Jun.	May	Apr.	Mar.	Feb.	Jan.	Dec.
Dial-A-Ride	266	244	216	228	236	205	237	289	263	274	320	220	269	358
Upper Valley	402	370	399	436	348	523	476	480	427	464	460	411	502	514
The Dalles	308	266	324	314	387	349	358	379	382	271	344	245	251	270
Hood River Connector	21	27	43	50	162	261	163	137	88	7	0	0	0	0
Hood River City	1300	1103	1296	1467	1665	1974	1757	1453	1393	1209	1093	1064	857	1070
Cascade Locks	56	69	53	41	27	137	68	51	51	66	70	63	47	129
Columbia Gorge Express	1841	1515	2043	2944	3231	4722	3708	2921	2633	1481	1727	1114	947	1256
Gorge to Mountain	2510	1063	0	0	0	0	0	0	0	20	941	1174	787	0
Dog Mountain	0	0	0	0	0	0	0	396	1216	92	0	0	0	0
Falls to Locks	0	0	0	0	95	538	499	257	45	0	0	0	0	0
All Routes	6704	4657	4374	5480	6151	8709	7266	6363	6498	3884	4955	4291	3660	3597

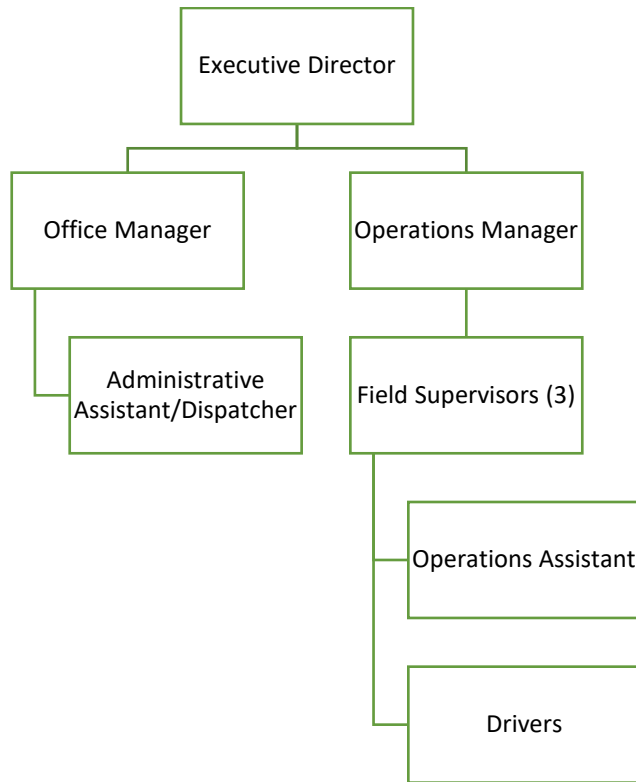
Hours of Service

	Jan.	Dec.	Nov.	Oct.	Sep.	Aug.	Jul.	Jun.	May	Apr.	Mar.	Feb.	Jan.	Dec.
Dial-A-Ride	47.5	56.5	39	63	74.7	75.5	78	70	64.5	72	77	56	65	83
Upper Valley	190	180	180	178	180	180	189	198	190	180	207	176	180	160
The Dalles	124	106	106	114	102.4	104	106	104	106	98	99	89	99	115
Hood River Connector	37	28	28	28	28	28	28	28	0	0	0	0	0	0
Hood River City	334	334	334	334	360	360	360	390	403	242	230	208	230	319
Cascade Locks	42	42	42	42	62	61	63	63	66	72	70	66.5	70	125
Columbia Gorge Express	542.5	542.5	542.5	542.5	658	672.5	672.5	624	597	349	327	306.5	327	308
Gorge to Mountain	402.2	170	0	0	0	0	0	0	0					0
Dog Mountain	0	0	0	0	0	0	0				0	0	0	0
Falls to Locks	0	0	0	0						0	0	0	0	0
All Routes	1719.2	1459	1271.5	1301.5	1465.1	1481	1496.5	1477	1426.5	1013	1010	902	971	1110

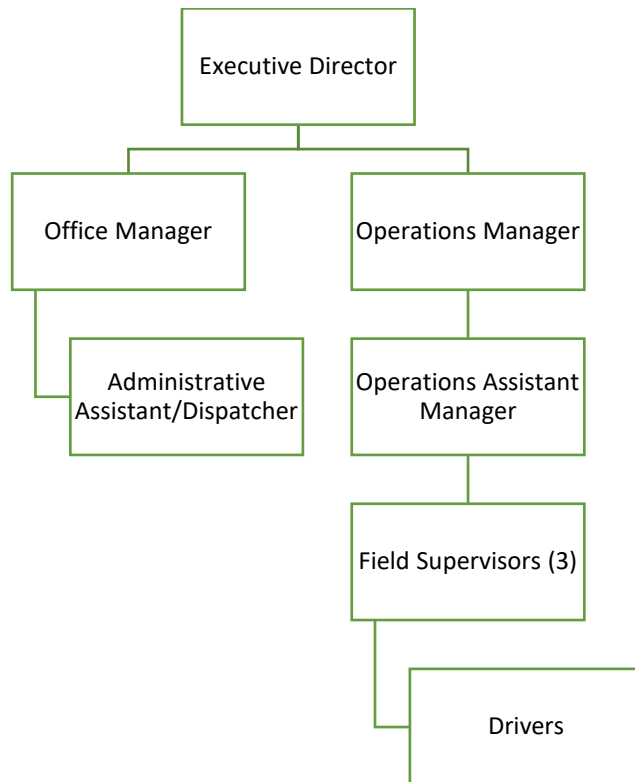
Boardings Per Hour

	Jan.	Dec.	Nov.	Oct.	Sep.	Aug.	Jul.	Jun.	May	Apr.	Mar.	Feb.	Jan.	Dec.
Dial-A-Ride	5.6			3.6	3.2	2.8	3.1	4.1	4	3.8	4.2	4	4.1	4.3
Upper Valley	2.1			2.5	2.2	2.9	2.5	2.5	2.2	2.6	2.3	2.4	2.8	3.2
The Dalles	2.5			3	3.9	3.4	3.4	3.7	3.6	2.8	3.5	2.8	2.6	2.4
Hood River Connector	0.5										0	0	0	0
Hood River City	3.9			4.4	4.6	5.5	4.8	3.7	3.5	5	4.8	4.6	3.7	3.4
Cascade Locks	1.3			1	0.4	2.2	1	1	1	1	1	1	0.7	1
Columbia Gorge Express	3.4			5.4	5.2	7.4	5.5	4.7	4.4	4.3	5.3	3	2.9	4
Gorge to Mountain	6.5		0	0	0	0	0	0	0					0
Dog Mountain	0	0	0	0	0	0	0				0	0	0	0
Falls to Locks	0	0	0	0						0	0	0	0	0
All Routes	3.9	0	0	19.9	19.5	24.2	20.3	19.7	18.7	19.5	21.1	17.8	16.8	18.3

Old Organizational Structure



New Organizational Structure



Memo

To: HRCTD - BOARD OF DIRECTORS
From: Ty Graves, Operations Manager
Date: February 15, 2023
Re: New Vehicle Delivery

Background

Columbia Area Transit has had new vehicles on order since 2019 and finally got some of them delivered.

Issues or Impact

Three new vehicles were delivered in the last couple of weeks and are currently being outfitted with radios, Cameras, fareboxes and decals before being added to regular service. We received the following vehicles:

2022 Ford Transit Van Electric Conversion – Seating for 10 passengers and 2 wheelchairs.

2023 Ford E450 Eldorado Advantage -Seating for 12 passengers and 2 wheelchairs.

2023 Ford E450 Diamond Coach VIP 2200 – Seating for 12 passengers and 2 wheelchairs.

