



October 16, 2024
Regular Meeting of the Board of Directors
of the Hood River County Transportation District

224 Wasco Loop, Board Conference Room
Hood River, OR 97031
4:00pm – 5:30pm

Agenda

The Hood River County Transportation District Board of Director's Meeting can be attended live through Zoom conferencing technology. **Members of the public can attend by calling (253)215-8782, Meeting ID: 838 8911 3516, Password: 554889 or by using the below link:**

<https://us02web.zoom.us/j/83889113516?pwd=bi9lZ0diTTRUVW9lbnkwajJFalpVUT09>

- 1) Call Meeting to Order – 4:00pm**
- 2) Roll Call:** Greg Pack - Chair, Megan Ramey – Vice Chair, Tamra Taylor – Secretary/Treasurer, Meghan Larivee, Eleazar Reyes, Gisela Ayala – Echeverria, Matt Althoff
- 3) Approval of September 18, 2024, Meeting Minutes – Greg Pack - 4:05 pm**
- 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:

- a. To indicate that you would like to provide testimony, please use the raise your hand button.
 - b. For those attending via phone only, press *9 on your phone to raise your hand.
 - c. When it is your time to speak, your name will be called.
 - i. For those attending via phone only, the last four (4) digits of your phone number will be called.
 - d. Please state your name, city of residence, and whom you are representing for the audio recording.
 - i. Once you have provided testimony, your hand will be lowered. Please do not raise your hand again. Only one opportunity to speak is provided.
 - e. For those unable or not wanting to speak publicly, testimony may be provided via e-mail at Amy.schlappi@catransit.org
 - f. Three (3) minutes per community member.
- 5) FY24 Financial Audit Report – Fierce Catoc & Kathy Wilson, Singer Lewak – 4:10 pm**
 - 6) Quarterly Financial Report – Emily Beckett, Merina & Co – 4:40 pm**
 - 7) Resolutions & Action Items – 4:50 pm**
 - a. Approval of the Safety Committee Bylaws
 - b. Approval of 5311 & 5310 Grant Applications



- c. Approval of the FY24 Financial Audit

8) Operations Manager Report – Jeff Acciaioli – 5:00 pm

- a. Employee of the Month
- b. Performance Report
- c. Ridership
- d. Gorge-To-Mountain Service Update

9) Executive Director's Report – Amy Schlappi – 5:15 pm

- a. Interregional Transit Hub (Port of Hood River) IGA Update
- b. Hood River City/ Upper Valley Routes Planning Update
- c. Review of Summer 2024 Columbia Gorge Express/ Multnomah Falls Report

10) Discussion Items

11) Upcoming Events

- a. STIF Advisory Committee Meeting – October 17th

12) Adjournment – 5:30pm

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).

Se Habla Español.



Wednesday, September 18th, 2024
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.

Meeting Minutes

1. Call Meeting to Order

Megan Ramey called the Board of Directors Meeting to order at 4:00 PM.

2. Roll Call

Tiah took roll call: Megan Ramey - Board Vice Chair, Tamra Taylor - Board Secretary/Treasurer, Matt Althoff, Gisela Ayala-Echeverria

Absent: Greg Pack - Board Chair, Meghan Larivee, Eleazar Reyes

Staff: Amy Schlappi, Jeff Acciaioli, Tiah Mayhew, Tim Ravins

Public: Emily Reed (Columbia Gorge Tourism Alliance), Kathy Fitzpatrick (Mid-Columbia Economic Development District), Anne Medenbach (Copper West)

3. Approval of Amendment to Agenda

Staff has requested a change to the agenda, they requested adding agenda item 8.a - Approval of Updated Real Estate agreement under Resolution & Action Items and agenda item 11 Executive Session per ORS 192.660(2)(e) "To conduct deliberations with persons designated by the governing body to negotiate real property transactions."

Motion: Tamra made a motion to approve the addition of items to the meeting agenda. The motion was seconded by Matt.

Approved by: Megan R., Tamra, Gisela, and Matt

Opposed by: None

4. Approval of August 21st, 2024, Board of Director Meeting Minutes

Megan asked if there were any changes that the Board would like to make to the August meeting minutes. The meeting minutes were included in the Board meeting materials. No changes were requested.

Motion: Matt made a motion to approve the August 21st Meeting Minutes. The motion was seconded by Tamra.

Approved by: Megan R., Tamra, Gisela, and Matt

Opposed by: None



5. Public Comment

No public comment was made.

6. Gorge Transit Pass Presentation – Emily Reed & Kathy Fitzpatrick

Emily and Kathy presented interactive slides highlighting the history and growth of our local transit service and the Gorge Transit Pass. Trivia questions were used to present statistics to support driving less and using transit options. Emily stated that there are upcoming plans and a marketing campaign in the works to continue the growth of the program.

7. Monthly Financial Report – Tiah Mayhew

Financial information for August was included in the Board meeting materials. Tiah added that the audit is moving along well and will be brought to the Board in October.

8. Resolution and Action Items – Amy Schlappi

a. Approval of Updated Real Estate agreement

CAT is asking for the Board to approve an updated Real Estate Agreement with Anne Medenbach that includes a 3% commission rate.

Motion: Tamra made a motion to approve the updated Real Estate Agreement. The motion was seconded by Gisela.

Approved by: Megan R., Tamra, Gisela, and Matt

Opposed by: None

9. Operations Manager Report – Jeff Acciaioli

a. Performance Report

The overall safety score is 99. There was 1 harsh event. CAT vehicles were driven 1,301 hours and 43,060 miles with fuel costs of \$14,495 for a cost per mile of \$0.34.

There were no formal complaints and no vehicle incidents.

Jeff reviewed incidents that occurred in August. A driver cut his finger while cleaning a bus, the injury was minor and only required a band-aid. A bus mirror clipped a bus stop sign with no notable damage. A rider wanted to use the ADA lift for a 2-wheel shopping cart, the rider claimed it was a mobility device and dispatch approved the use of the lift. Another rider with an E-bike takes a long time to load and creates delays in service, management spoke with the passenger and came up with a solution. There was also a small wildfire that started in the ODOT right of way just north of the CAT park and ride but it was quickly extinguished.

b. Fall Service Changes Update

The Upper Valley route and Fall schedule updates have been received well by riders. CAT will be adding exterior ski/snowboard racks for the upcoming Gorge-To-Mountain buses. CAT has been selling items on Oregon Surplus.



c. Ridership

August ridership has increased compared to last year even with reduced service hours, the reduced service hours are due to the removal of the Hood River Connect and the Cascade Locks routes.

d. Employee of the Month

Curtis Davis has been named CAT's Employee of the Month.

10. Executive Director Report – Amy Schlappi

a. Joint Committee on Transportation Roadshow Update

Amy recently attended the bus tour and roundtable discussion for the Joint Committee on Transportation Roadshow. Her focus was to highlight that intercity routes like the Columbia Gorge Express should be funded with non-discretionary funds. Overall, the meeting went well and Amy felt like her concerns were heard.

b. Grant Applications Update

Grants have been submitted to fund the Columbia Gorge Express, planning for the future Columbia Gorge Explore service, replacement and expansion vehicles, bus stop infrastructure, facility site development, Weekend White Salmon service, and the seasonal Dog Mountain service.

c. Port of Hood River Interregional Transit Hub Update

Amy has met with Port of Hood River representatives and presented at the Port of Hood River Board of Commissioners regarding the future Interregional Transit Hub and will use their architects and planning resources to move the project toward the design phase. The facility should include restrooms, informational posters, bike racks, seating, and shelters.

d. Gorge- to- Mountain Express 24/25 Update

External ski racks are being built with the goal of creating more room inside the buses for passengers and less gear inside the bus. CAT has an upcoming meeting with personnel from Meadows to review operational logistics. A meeting with Port of Hood River representatives will also take place to ensure we are clear to use the event site as a bus stop and park-and-ride.

11. Executive Session

Megan R. called an Executive Session per ORS 192.660(2)(e) "To conduct deliberations with persons designated by the governing body to negotiate real property transactions.

Motion: Matt made a motion to exit the Executive Session. The motion was seconded by Gisela.

Approved by: Megan R., Tamra, Gisela, and Matt

Opposed by: None



12. **Motion:** Tamra made a motion to approve Amy and Board Vice Chair, Megan Ramey, to move forward with an offer to acquire real property as discussed in Executive Session. The motion was seconded by Gisela.

Approved by: Megan R., Tamra, Gisela, and Matt

Opposed by: None

13. **Discussion Items**

No discussion topics.

14. **Upcoming Events**

The CAT holiday party planning has started and details on the event will be shared with the Board.

15. **Adjournment**

Motion: Tamra made a motion to adjourn the meeting. The motion was seconded by Gisela.

Approved by: Megan R., Tamra, Gisela, and Matt

Opposed By: None

Meeting was adjourned at 5:32PM.

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

NOTE: Due to technical issues there is no video recording of the September 18th, 2024 Hood River County Transportation District Board of Directors meeting. Video recordings will resume at the next meeting

Prepared by: Tim Ravins, Administrative Assistant

A handwritten signature in black ink, appearing to read "Tamra Taylor", with a long horizontal flourish extending to the left.

Approved by: Tamra Taylor, Secretary-Treasurer

Memorandum

To: Hood River County Transportation District – Board of Directors
From: Emily Beckett, CPA
Date: October 4, 2024
Re: Quarterly Financial Report Analysis for the Quarter Ended September 30, 2024

Statement of Financial Position (Balance Sheet)

Cash Balance – Total available cash at the end of September 2024 was about \$1.4m – a \$256k increase over this time last year. Management worked to redistribute the District's cash between several new accounts this last year, which is reflected in the change in individual account balances. The new District LGIP account earned an interest rate of 5.2%-5.3% for this quarter.

Credit Cards & Other Current Liabilities – The credit card balance was \$2k as of September 30, 2024, which did not exist at this point in the prior year, as the District was in the process of transitioning banks last fall. The small negative accrued payroll balance was for under withholding of union dues, which will be corrected on the October payroll.

Fund Balance (Equity) – The total fund balance (or "equity") of the District as of September 30, 2024 was over \$1.4m, a \$254k increase from the prior year. Of this balance, approximately \$273k is restricted and \$1.16m is unrestricted as of September 30, 2024. Note that the total restricted fund balance ties to the Umpqua Money Market account balance.

Statement of Activity (Income Statement)

Total Revenue – Total revenue earned through the end of September was \$500k, which is \$249k less than FY24. The largest difference is approximately \$350k less of federal and state grant monies due to \$203k of revenue not being received until October 1, 2024, and therefore missing the first quarter reporting this year. Fare revenue is significantly increased, partially due to the Token Transit fees no longer being netted against the revenue starting in FY25 (see “Other Updates” for more info). There were also relatively significant increases in contract revenue (\$60k), interest income (\$15k) and reimbursement revenue (\$12k) over the prior year amounts. Total revenue for Q1 was \$1.2m less than budget, as the delivery of two new buses was originally anticipated in Q1 but are now expected in Q2.

Cost of Goods Sold – Total cost of goods sold for the first quarter of FY25 was approximately \$209k, \$24k more than FY24 and \$21k under budget. The sub-accounts for the cost of goods sold include:

(Note – for this year, some of the cost of goods sold accounts were reorganized into more cohesive groupings)

Fuel – Fuel expenses through September 2024 totaled \$47k, beating both the budget and prior year expenses by \$23k.

Vehicle Expense – Vehicle supplies, insurance, repairs and maintenance, tires, and janitorial expenses for the quarter were \$44k, which is \$30k more than the prior year due to several large repair bills, some of which were offset by \$5k of insurance revenues included in the reimbursement income of \$13k. Additionally, the District contracted with new mechanic on July 1, 2024, who has a higher hourly rate and had to do some additional initial work to ensure buses remain in line with the District's Vehicle Preventative Maintenance Plan, but management expects this additional work to not be recurrent. The total vehicle expense is still \$20k under budget.

Operation Expenses – Merchant processing fees, shop supplies, dispatch, GPS software, 2-way radio software, and cellular data expenses through the end of September totaled \$16k, which is comparable to the expenses at this time last year and \$9k under budget.

Driver Expenses – Driver expenses were \$3k for the first quarter of FY25, which is almost identical to the amount budgeted and the expenses at this point last year.

Advertising & Marketing – Advertising expenses through the end of September 2024 fell just under \$3k, which is below both the budget and the FY24 expense by \$2k and \$7k respectively.

Grant / Contract Match Funds – Grant and contract match funds for the first quarter of FY25 were \$97k, a \$22k increase over the prior year and \$33k over budget. This is attributed to another agency being behind on billing for the last half of FY24, which they billed this quarter.

Gross Profit – Gross profit for the quarter ended September 30, 2024 was \$299k, which is approximately \$273k less than FY24 and \$1.1m less than the budget.

Administrative Expenses – Administrative expenses through the end of September totaled \$72k which is \$43k more than the prior year and \$137k less than the budget. The major difference compared with the prior year is a \$36k increase in professional fees, due to the early completion of the FY24 audit in the current year.

Personnel – Total personnel expenses through the end of September 2024 were \$380k, which is \$15k more than the prior year and \$98k less than the budgeted amount of \$479k. The budget variance is approximately 7% administrative and 93% operating. The large operating variance is due to increases in scheduling efficiency and the ending of the seasonal services.

Capital Outlay – The only capital outlay so far in FY25 was \$30k for new cameras and ski/snowboard racks for the buses. The remaining \$823k of the budget is for new buses and facilities improvements which were budgeted for but not yet acquired. These are anticipated in Q2.

Net Operating Revenue – The net operating revenue for the first quarter of FY25 was (\$182k), which is \$361k less than the prior year and \$168k less than the budget.

Other Notes and Comments

Accounts Receivable – On an accrual basis, the outstanding A/R at the end of September was \$235; all were current. There were no overdue accounts receivable.

Accounts Payable – The outstanding amount due to vendors as of September 30, 2024 was \$364. This is very low compared to most months, as the biweekly check run fell right at the end of the September, reducing the number of bills still outstanding at the end of the quarter.

Budget – The FY25 budget appears to be on track. As most of the larger capital items budgeted for this year have yet to be acquired, both the revenue and the expenses associated with these assets are below the projected figures.

Other Updates

- In July, Merina & Co. continued to merge and update account numbers within QuickBooks to lend more clarity on historic data comparison and logical progression of account hierarchies. This is reflected in the regrouping of some of the cost of goods sold accounts in this report summary.
- Historically, the District recorded most fare revenue net of the fees. Starting this fiscal year, the District is reporting the gross revenue and related fees by adding a new merchant fee account to the operating expenses in the cost of goods sold. This updated reporting process will increase both the revenue and the fees, but will more accurately reflect the District's income and expenses for tracking and projecting purposes.
- The new District accounts (LGIP and money market) are continuing to earn higher interest compared to last year, with more District autonomy over the funds. The District earned \$17k of interest in the first quarter for FY25, \$15k more than last year.
- The auditors have completed the FY24 audit and issued an unmodified opinion. From my personal experience and feedback from both the auditors and the staff, it was a smooth and timely audit and there was a lot of positive feedback from all parties.
- Merina & Co has been working with staff to create a new spreadsheet and process for tracking grant-related expense and revenue by route. This new method will hopefully simplify and streamline reporting requirements for the future. The latest phase in this transition is set to be piloted for this first quarter's grant reporting.



Columbia Area Transit

Quarterly Financial Reports - Cash Basis
July 1, 2024 - September 30, 2024

Prepared on
October 2, 2024

Columbia Area Transit

Statement of Financial Position Comparison

As of September 30, 2024

	TOTAL			
	AS OF SEP 30, 2024	AS OF SEP 30, 2023 (PY)	CHANGE	% CHANGE
ASSETS				
Current Assets				
Bank Accounts				
1000 Umpqua - Operating (6906)	149,982.45	406,035.43	(256,052.98)	(63.06 %)
1001 Umpqua - Money Market - STIF Funds (4890)	273,356.20		273,356.20	
1005 Umpqua - Savings (3232) (deleted)	0.00	29,997.24	(29,997.24)	(100.00 %)
1020 Hood River County - LGIP	0.00	740,439.04	(740,439.04)	(100.00 %)
1030 LGIP	1,009,212.79		1,009,212.79	
1050 Petty Cash	100.00	100.00	0.00	0.00 %
Total Bank Accounts	\$1,432,651.44	\$1,176,571.71	\$256,079.73	21.76 %
Total Current Assets	\$1,432,651.44	\$1,176,571.71	\$256,079.73	21.76 %
TOTAL ASSETS	\$1,432,651.44	\$1,176,571.71	\$256,079.73	21.76 %
LIABILITIES AND EQUITY				
Liabilities				
Current Liabilities				
Credit Cards				
2115 Key Bank Credit Card (1893) (deleted)	0.00	125.35	(125.35)	(100.00 %)
2200 Umpqua - Credit Card	2,091.96		2,091.96	
Total Credit Cards	\$2,091.96	\$125.35	\$1,966.61	1,568.90 %
Other Current Liabilities				
2500 Accrued Payroll	(3.68)	0.00	(3.68)	
Total Other Current Liabilities	\$ (3.68)	\$0.00	\$ (3.68)	0.00%
Total Current Liabilities	\$2,088.28	\$125.35	\$1,962.93	1,565.96 %
Total Liabilities	\$2,088.28	\$125.35	\$1,962.93	1,565.96 %
Equity				
3100 Fund Balance - Unassigned	1,339,060.67	797,349.72	541,710.95	67.94 %
3200 Fund Balance - Restricted				
3210 Restricted STIF Funds	233,059.58	200,000.00	33,059.58	16.53 %
3220 Restricted Capital Asset Funds	40,296.62		40,296.62	
Total 3200 Fund Balance - Restricted	273,356.20	200,000.00	73,356.20	36.68 %
Net Revenue	(181,853.71)	179,096.64	(360,950.35)	(201.54 %)
Total Equity	\$1,430,563.16	\$1,176,446.36	\$254,116.80	21.60 %
TOTAL LIABILITIES AND EQUITY	\$1,432,651.44	\$1,176,571.71	\$256,079.73	21.76 %

Columbia Area Transit

Statement of Activity Comparison

July - September, 2024

	TOTAL			
	JUL - SEP, 2024	JUL - SEP, 2023 (PY)	CHANGE	% CHANGE
Revenue				
4100 Fare Revenue	75,593.00	53,996.89	21,596.11	40.00 %
4200 Contract Revenue	60,000.00		60,000.00	
4500 Federal Funds	150,511.00	408,963.00	(258,452.00)	(63.20 %)
4700 State Funds	181,384.33	274,576.00	(93,191.67)	(33.94 %)
4800 Tax Revenue	10,179.86	12,100.09	(1,920.23)	(15.87 %)
4900 Other Revenue				
4910 Interest Income	17,407.54	2,362.93	15,044.61	636.69 %
4920 Reimbursement Income	13,632.05	1,499.76	12,132.29	808.95 %
4940 Sales of Equipment		4,569.24	(4,569.24)	(100.00 %)
4990 Misc Revenue	58.76	144.26	(85.50)	(59.27 %)
Total 4900 Other Revenue	31,098.35	8,576.19	22,522.16	262.61 %
Total Revenue	\$508,766.54	\$758,212.17	\$ (249,445.63)	(32.90 %)
Cost of Goods Sold				
5100 Fuel	46,846.56	69,883.39	(23,036.83)	(32.96 %)
5200 Vehicle Expense	44,433.28	14,042.59	30,390.69	216.42 %
5300 Operation Expenses	15,632.82	14,304.48	1,328.34	9.29 %
5500 Driver Expenses	2,632.29	2,250.00	382.29	16.99 %
5700 Advertising & Marketing	2,584.09	9,282.71	(6,698.62)	(72.16 %)
5900 Grant/Contract Match Funds	97,291.82	75,555.35	21,736.47	28.77 %
Total Cost of Goods Sold	\$209,420.86	\$185,318.52	\$24,102.34	13.01 %
GROSS PROFIT	\$299,345.68	\$572,893.65	\$ (273,547.97)	(47.75 %)
Expenditures				
7000 Administrative Expenses				
7100 Building Expenses	19,093.94	11,885.93	7,208.01	60.64 %
7300 Office Supplies & Expenses	5,865.15	3,832.28	2,032.87	53.05 %
7600 Professional Fees	44,980.43	8,805.67	36,174.76	410.81 %
7900 Other Administrative Expense	1,692.15	4,540.34	(2,848.19)	(62.73 %)
Total 7000 Administrative Expenses	71,631.67	29,064.22	42,567.45	146.46 %
8000 Personnel Expense				
8100 Administrative Personnel Expense				
8110 Administrative Wages & Salary	61,261.46	43,347.80	17,913.66	41.33 %
8130 Administrative Employer Taxes	5,462.81	4,200.25	1,262.56	30.06 %
8150 Administrative Benefits	2,462.87	662.94	1,799.93	271.51 %
Total 8100 Administrative Personnel Expense	69,187.14	48,210.99	20,976.15	43.51 %
8200 Direct Service Personnel Expense				
8210 Direct Service Wages & Salary	245,983.74	245,039.05	944.69	0.39 %
8230 Direct Service Employer Taxes	26,090.72	46,380.92	(20,290.20)	(43.75 %)
8250 Direct Service Benefits	38,941.28	25,101.83	13,839.45	55.13 %
Total 8200 Direct Service Personnel Expense	311,015.74	316,521.80	(5,506.06)	(1.74 %)
Total 8000 Personnel Expense	380,202.88	364,732.79	15,470.09	4.24 %
9000 Capital Outlay				

Columbia Area Transit

Statement of Activity Comparison

July - September, 2024

	TOTAL			
	JUL - SEP, 2024	JUL - SEP, 2023 (PY)	CHANGE	% CHANGE
9500 Equipment - Operating	29,909.80		29,909.80	
Total 9000 Capital Outlay	29,909.80		29,909.80	
Unapplied Cash Bill Payment Expense	(450.00)	0.00	(450.00)	
Total Expenditures	\$481,294.35	\$393,797.01	\$87,497.34	22.22 %
NET OPERATING REVENUE	\$ (181,948.67)	\$179,096.64	\$ (361,045.31)	(201.59 %)
NET REVENUE	\$ (181,948.67)	\$179,096.64	\$ (361,045.31)	(201.59 %)

Columbia Area Transit

Budget vs. Actuals: FY25

July - September, 2024

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Revenue				
4100 Fare Revenue	75,593.00	56,500.02	19,092.98	133.79 %
4200 Contract Revenue	60,000.00	31,749.99	28,250.01	188.98 %
4500 Federal Funds	150,511.00	903,737.28	(753,226.28)	16.65 %
4700 State Funds	181,384.33	618,487.74	(437,103.41)	29.33 %
4800 Tax Revenue	10,179.86	63,000.00	(52,820.14)	16.16 %
4900 Other Revenue		2,499.99	(2,499.99)	
4910 Interest Income	17,407.54	5,000.01	12,407.53	348.15 %
4920 Reimbursement Income	13,632.05		13,632.05	
4940 Sales of Equipment		4,000.00	(4,000.00)	
4990 Misc Revenue	58.76		58.76	
Total 4900 Other Revenue	31,098.35	11,500.00	19,598.35	270.42 %
Total Revenue	\$508,766.54	\$1,684,975.03	\$ (1,176,208.49)	30.19 %
Cost of Goods Sold				
5100 Fuel	46,846.56	69,999.99	(23,153.43)	66.92 %
5200 Vehicle Expense	44,433.28	64,187.99	(19,754.71)	69.22 %
5300 Operation Expenses	15,632.82	24,474.99	(8,842.17)	63.87 %
5500 Driver Expenses	2,632.29	2,500.02	132.27	105.29 %
5700 Advertising & Marketing	2,584.09	4,875.00	(2,290.91)	53.01 %
5900 Grant/Contract Match Funds	97,291.82	64,249.98	33,041.84	151.43 %
Total Cost of Goods Sold	\$209,420.86	\$230,287.97	\$ (20,867.11)	90.94 %
GROSS PROFIT	\$299,345.68	\$1,454,687.06	\$ (1,155,341.38)	20.58 %
Expenditures				
7000 Administrative Expenses				
7100 Building Expenses	19,093.94	10,300.00	8,793.94	185.38 %
7300 Office Supplies & Expenses	5,770.19	4,500.00	1,270.19	128.23 %
7600 Professional Fees	44,980.43	118,749.99	(73,769.56)	37.88 %
7900 Other Administrative Expense	1,692.15	3,550.02	(1,857.87)	47.67 %
Total 7000 Administrative Expenses	71,536.71	137,100.01	(65,563.30)	52.18 %
8000 Personnel Expense				
8100 Administrative Personnel Expense				
8110 Administrative Wages & Salary	61,261.46	66,135.75	(4,874.29)	92.63 %
8130 Administrative Employer Taxes	5,462.81	7,720.23	(2,257.42)	70.76 %
8150 Administrative Benefits	2,462.87	2,375.52	87.35	103.68 %
Total 8100 Administrative Personnel Expense	69,187.14	76,231.50	(7,044.36)	90.76 %
8200 Direct Service Personnel Expense				
8210 Direct Service Wages & Salary	245,983.74	307,512.24	(61,528.50)	79.99 %
8230 Direct Service Employer Taxes	26,090.72	41,328.03	(15,237.31)	63.13 %
8250 Direct Service Benefits	38,941.28	53,437.26	(14,495.98)	72.87 %
Total 8200 Direct Service Personnel Expense	311,015.74	402,277.53	(91,261.79)	77.31 %
Total 8000 Personnel Expense	380,202.88	478,509.03	(98,306.15)	79.46 %
9000 Capital Outlay				

Columbia Area Transit

Budget vs. Actuals: FY25

July - September, 2024

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
9100 Land, Buildings, & Facilities		276,158.25	(276,158.25)	
9500 Equipment - Operating	29,909.80	577,005.00	(547,095.20)	5.18 %
Total 9000 Capital Outlay	29,909.80	853,163.25	(823,253.45)	3.51 %
Unapplied Cash Bill Payment Expense	(450.00)		(450.00)	
Total Expenditures	\$481,199.39	\$1,468,772.29	\$ (987,572.90)	32.76 %
NET OPERATING REVENUE	\$ (181,853.71)	\$ (14,085.23)	\$ (167,768.48)	1,291.10 %
Other Revenue				
9910 Beginning Fund Balance		290,000.01	(290,000.01)	
Total Other Revenue	\$0.00	\$290,000.01	\$ (290,000.01)	0.00%
Other Expenditures				
9950 Contingency		99,914.76	(99,914.76)	
9970 Reserve for Future Use		174,999.99	(174,999.99)	
Total Other Expenditures	\$0.00	\$274,914.75	\$ (274,914.75)	0.00%
NET OTHER REVENUE	\$0.00	\$15,085.26	\$ (15,085.26)	0.00%
NET REVENUE	\$ (181,853.71)	\$1,000.03	\$ (182,853.74)	(18,184.83 %)

Columbia Area Transit

Bill Payment List

September 2024

DATE	NUM	VENDOR	AMOUNT
1000 Umpqua - Operating (6906)			
09/03/2024	22705	MCEDD	(2,069.00)
09/03/2024	22706	Cascade Health Solutions	(112.00)
09/03/2024	22707	Access Tech LLC	(2,911.00)
09/03/2024	22708	A&E Heating and Air, Inc.	(1,657.50)
09/03/2024	22709	Gorge Area Business Assistance	(872.91)
09/03/2024	22710	Gorge Electric	(274.00)
09/03/2024	22711	Sasquatch Shuttle & Parking	(10,530.00)
09/03/2024	22712	Downtowner App, LLC	(1,000.00)
09/03/2024	22713	Jubitz Fleet Services	(98.03)
09/03/2024	22714	Peterson Trucks	(226.29)
09/03/2024	22715	Greg Pack	(30.00)
09/03/2024	22716	Napa Auto Parts	(2,141.21)
09/03/2024	22717	Hood River Quick Lube	(69.75)
09/03/2024	22718	Les Schwab Tire Center	(1,135.52)
09/03/2024	22719	Bohn's Printing	(101.24)
09/03/2024	22720	Weatherly Printing	(183.50)
09/03/2024	22721	Sign Media	(20.00)
09/03/2024	22722	UniteGPS LLC	(767.00)
09/03/2024	22723	Meghan Larivee	(30.00)
09/03/2024	22724	Eleazar Reyes - Lookin Dapper	(1,941.00)
09/03/2024	22725	Cintas	(114.91)
09/03/2024	22726	Merina & Co	(5,925.00)
09/03/2024	22727	Amalgamated Transit Union	(208.82)
09/11/2024	22728	Point S Tire & Auto Service	(330.02)
09/11/2024	22729	Butterfield Testing Solutions	(273.85)
09/11/2024	22730	Special Districts Insurance	(10,668.00)
09/11/2024	22731	Amalgamated Transit Union	(208.82)
09/11/2024	22732	Sasquatch Shuttle & Parking	(10,530.00)
09/11/2024	22733	Washington State School for the Blind	(107.00)
09/11/2024	22734	Hood River Quick Lube	(79.65)
09/11/2024	22735	Singer Lewak LLP	(10,730.00)
09/11/2024	22736	Valencia Lawn Care LLC	(600.00)
09/11/2024	22737	Sasquatch Shuttle & Parking	(7,722.00)
09/20/2024	22741	Butterfield Testing Solutions	(500.00)
09/20/2024	22742	VanKoten & Cleaveland, LLC	(315.00)
09/20/2024	22743	Oregon Transit Association 1	(1,050.00)
09/20/2024	22744	Hendrix Heavy Wrench	(12,213.12)
09/20/2024	22745	Special Districts Insurance	(10,668.00)
09/20/2024	22746	Cascade Health Solutions	(112.00)
09/20/2024	22747	Two Dogs Plumbing & Drain Cleaning, Inc.	(615.00)
09/20/2024	22748	Weatherly Printing	(168.88)
09/20/2024	22749	H2 Oregon	(76.60)
09/20/2024	22750	Competitive Commercial Roofing Inc	(3,575.00)
09/20/2024	22751	ASET - Advanced Security & Electrical Technology, Inc.	(229.00)

Columbia Area Transit

Bill Payment List

September 2024

DATE	NUM	VENDOR	AMOUNT
09/20/2024	22752	Les Schwab Tire Center	(119.94)
09/20/2024	22753	Gorge Area Business Assistance	(626.41)
09/20/2024	22754	Jubitz Fleet Services	(201.37)
09/20/2024	22755	Napa Auto Parts	(2,408.30)
09/20/2024	22756	MCEDD	(1,773.38)
09/20/2024	22757	Mount Adams Transportation Service - MATS	(1,320.38)
09/20/2024	22758	Skamania County	(1,254.38)
09/26/2024	22759	Columbia Gorge News	(27.00)
09/26/2024	22760	Providence OCC Travel Medicine Clinic	(140.00)
09/26/2024	22761	Downtowner App, LLC	(1,000.00)
09/26/2024	22762	Sirius Media, LLC	(112.50)
09/26/2024	22763	Les Schwab Tire Center	(1,046.68)
09/26/2024	22764	Hendrix Heavy Wrench	(1,402.50)
09/26/2024	22765	Schlosser Machine Inc.	(7,000.00)
09/26/2024	22766	Jubitz Fleet Services	(131.35)
09/26/2024	22767	Napa Auto Parts	(835.83)
09/26/2024	22768	Discovery Auto Glass	(2,305.00)
09/26/2024	22769	Singer Lewak LLP	(7,735.00)
09/26/2024	22770	Merina & Co	(4,550.00)
09/30/2024	22771	MCEDD	(956.79)
09/30/2024	22772	Mount Adams Transportation Service - MATS	(871.79)
09/30/2024	22773	Skamania County	(957.79)
09/30/2024	22774	Skamania County	(1,197.07)
09/30/2024	22775	Amalgamated Transit Union	(212.50)
09/30/2024		Valic	(2,104.37)
09/30/2024		Valic	(2,248.36)
Total for 1000 Umpqua - Operating (6906)			\$ (145,729.31)

Columbia Area Transit

A/R Aging Summary

As of September 30, 2024

	CURRENT	1 - 30	31 - 60	61 - 90	91 AND OVER	TOTAL
Designated Driver	58.76					\$58.76
Gorge PDX Shuttle	58.76					\$58.76
Gorge Taxi	58.76					\$58.76
Hood River Taxi & Pedicab	58.76					\$58.76
TOTAL	\$235.04	\$0.00	\$0.00	\$0.00	\$0.00	\$235.04

Note: This is exclusively an accrual basis report, and therefore not included in any of the cash basis reports provided.

Columbia Area Transit

A/P Aging Summary

As of September 30, 2024

	CURRENT	1 - 30	31 - 60	61 - 90	91 AND OVER	TOTAL
Cintas	114.91					\$114.91
Jubitz Fleet Services	117.65					\$117.65
O'Reilly Automotive		16.98			-26.99	\$ -10.01
Weatherly Printing	142.38					\$142.38
TOTAL	\$374.94	\$16.98	\$0.00	\$0.00	\$ -26.99	\$364.93

Note: This is exclusively an accrual basis report, and therefore not included in any of the cash basis reports provided.



Memo

To: Board of Directors
From: Amy Schlappi, Executive Director
Date: October 16, 2024
Re: Safety Committee Bylaws

Background

Historically the District has met the requirements of the Safety Committee through the monthly driver meeting. Driver meetings can be difficult to arrange due to employee schedules and are not always needed monthly except to meet Safety Committee requirements. Staff recently learned that Safety Committee meetings do not need to include all drivers and thus have decided to revamp our Safety Committee.

The Safety Committee is not required by the Oregon Occupational Safety and Health Administration (OSHA) to have bylaws; however, they provide a good written record of how a committee operates. Staff have decided to create a draft of Safety Committee bylaws for the Board's review and potential adoption.

Staff Recommendation

Staff is recommending that the Board adopt the drafted Safety Committee Bylaws.

Action Required

The Board should review the attached draft bylaws and adopt or recommend changes.

Attachments:

Safety Committee Bylaws



Safety Committee Bylaws

Name

The name of the committee is the [Columbia Area Transit Safety Committee](#).

Purpose

The purpose of the [Columbia Area Transit Safety Committee](#) is to bring all [Columbia Area Transit](#) employees together to achieve and maintain a safe, healthy workplace.

Goal

The goal of the [Columbia Area Transit Safety Committee](#) is to eliminate workplace injuries and illnesses by involving employees and managers in identifying hazards and suggesting how to prevent them.

Objectives

The [Columbia Area Transit Safety Committee](#) has four objectives:

- Involve employees in achieving a safe, healthful workplace.
- Promptly review all safety-related incidents, injuries, accidents, illnesses, and deaths.
- Conduct quarterly workplace inspections, identify hazards, and recommend methods for eliminating or controlling the hazards.
- Annually evaluate the [Columbia Area Transit's](#) workplace safety and health program and recommend improvements to management.

Representatives

The [Columbia Area Transit Safety Committee](#) will have 4 voting representatives. 2 of the representatives will represent employees and 2 will represent management. Employee representatives can volunteer, or their peers can elect them. Management representatives will be selected by management.

Each representative will serve a continuous term of at least one year. Terms will be staggered so that at least one experienced representative always serves on the committee.

Chair and vice-chair

The [Columbia Area Transit Safety Committee](#) will have two officers: chair and vice-chair. The vice-chair will represent labor and the chair will be the Operations Manager and represent management.

Terms of service

The vice-chair will serve a one-year term. The chair position will be held by the Operations Manager and will not be subject to term limits.

Duties of the chair

- Schedule regular committee meetings
- Develop written agendas for conducting meetings
- Conduct the committee meetings

- Approve committee correspondence and reports
- Supervise the preparation of meeting minutes

Duties of the vice-chair

- In the absence of the chair, assume the duties of the chair
- Perform other duties as directed by the chair

Election of chair and vice-chair

The election of a new vice-chair will be held during the monthly committee meeting before the month in which the incumbent's term expires.

If the vice-chair leaves office before the term expires, an election will be held during the next scheduled safety committee meeting; the elected officer will serve for the remainder of the term.

Training

New representatives will receive training in safety committee functions, hazard identification, and procedures for investigating accidents. OR-OSHA will provide training through its occupational safety and health workshops and online courses.

Meetings

Monthly schedule: The [Columbia Area Transit Safety Committee](#) will meet the [last week](#) of each month. Exceptions to this schedule include the quarterly workplace safety inspections if appropriate or instances where the meeting needs to be rescheduled due to pressing business needs. Because staff schedules change several times a year the Columbia Area Transit Safety Committee will agree on the day and time of the next meeting at the end of each meeting.

Attendance and alternates: Each representative will attend regularly scheduled safety committee meetings and participate in quarterly workplace inspections and other committee activities. Any representative unable to attend a meeting will appoint an alternate and inform the chair before the meeting. An alternate attending a meeting on behalf of a regular representative will be a voting representative for that meeting.

Agenda: The agenda will prescribe the order in which the [Columbia Area Transit Safety Committee](#) conducts its business. The agenda also will include the following when applicable:

- A review of new safety and health concerns
- A status report of employee safety and health concerns under review
- A review of all workplace near misses, accidents, illness, or deaths occurring since the last committee meeting.

Minutes: Minutes will be recorded at each committee meeting and distributed through Deputy Newsfeed to all [Columbia Area Transit](#) employees.

The Chair will save a copy of the minutes to the [shared drive](#); the office will retain a copy for three years. All reports, evaluations, and recommendations of the committee will be included in the minutes. The minutes also will identify representatives who attended monthly meetings and representatives who were absent.

Voting quorum. Three voting representatives constitute a quorum. A majority vote of attending representatives is required to approve all safety committee decisions. Issues not resolved by majority vote will be forwarded to management for resolution.

Employee involvement

The [Columbia Area Transit Safety Committee](#) will encourage employees to identify health and safety hazards in the workplace. Concerns raised by employees will be presented to the committee in writing; the committee will review new concerns at the next regularly scheduled monthly meeting.

Safety log

The committee will maintain a log of all employee concerns, including the date received, recommendations to management, and the date the concern was resolved.

Response

The committee will respond to employee concerns in writing and work with management to resolve them. The committee will present written recommendations or during the next meeting for resolving concerns to management. Within 60 days of receiving the written recommendations, management will respond in writing via memo or during the committee meeting to the committee indicating acceptance, rejection, or modification of the recommendations.

Incident and accident investigation

The Columbia Area Transit Safety Committee will review new safety- or health-related incidents at its next regularly scheduled meeting. Safety-related incidents include work-related near misses, injuries, illnesses, and deaths. When necessary, the committee will provide written recommendations to management for eliminating or controlling hazards.

Workplace inspections

The Columbia Area Safety Committee will conduct quarterly workplace inspections of Columbia Area Transit's administrative facility, bus barn, maintenance facilities, and parking lots in October, January, April, and July.

Written report

The committee will prepare a written report for management that documents the location of all health or safety hazards found during inspection. The report will recommend options for eliminating or controlling the hazards.

Within 30 days of receiving the written report, management will respond in writing to the committee, indicating acceptance, rejection, or proposed modification of the recommendations.

Evaluation

The Columbia Area Transit Safety Committee will evaluate the company's workplace safety and health program annually and provide a written evaluation of the program to management.

The committee will also evaluate its own activities each September and use the evaluation to develop an action plan for the next calendar year.



Memo

To: HRCTD - BOARD OF DIRECTORS
From: Amy Schlappi, Executive Director
Date: October 16, 2024
Re: Approval of 5311/5310 Grant Applications

Background

Per HRCTD's Financial Management Policy staff seeks approval to submit the below applications.

1. 5311
 - a. Project Summary: For the FY25-27 Biennium CAT will be using allocated 5311 funds to operate the Hood River City, Upper Valley, and Dial-A-Ride routes.
 - b. Total Cost: \$1,886,640
 - c. Estimated Grant Allocation: \$952,893.
 - d. Expected Match: \$773,524
 - e. Covered through another grant: \$71,737
 - f. Application due: November 20, 2024
2. 5310
 - a. Project Summary: For the FY25-27 Biennium CAT will be using allocated 5310 funds to fund Preventative Maintenance and Mobility Management activities.
 - b. Total Cost: \$290,000
 - c. Estimated Grant Allocation: \$150,810
 - d. Expected Match: \$7,744
 - e. Covered through another grant: \$102,878.50
 - f. Application due: November 20, 2024

Recommendation

Staff recommend that the Board approve the above grant applications to continue moving forward with Board goals as identified in the FY25 Budget Message.

Action Required

The Board should approve or suggest changes.



Memo

To: HRCTD - BOARD OF DIRECTORS
From: Amy Schlappi
Date: October 16, 2024
Re: Approval of Audit and Acceptance of Auditor Comments

Background

Kathy Wilson, Fierce Catoc and their team at SingerLewak completed the FY2024 Audit and provided a Letter to Management and Financial Statement.

Action Required

The Board should discuss and vote on approving the FY2024 Financial Audit. Staff will then send the audit documents and management response to the Oregon Secretary of State and ODOT.

Recommendation

CAT staff recommends that the Board approves the FY2024 Financial Audit as presented.

Attachments:

Letter to Management

Financial Statement

June 27, 2024

Board of Directors
Hood River County Transportation District
Hood River, Oregon

The Objective and Scope of the Audit of the Financial Statements

You have requested SingerLewak LLP ("SingerLewak", "we", "us", or "our"), audit the Hood River County Transportation District's (the District, "you" or "your") governmental activities, and each major fund as of and for the year ending June 30, 2024, which collectively comprise the basic financial statements. We are pleased to confirm our acceptance and our understanding of this audit engagement by means of this letter ("Engagement Letter").

The objectives of our audit are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with auditing standards generally accepted in the United States of America ("GAAS") and *Government Auditing Standards* issued by the Comptroller General of the United States ("GAS") will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of controls.

Supplementary information will accompany the District's basic financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the basic financial statements and perform certain additional procedures, including comparing and reconciling the supplementary information to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and additional procedures in accordance with GAAS. We intend to provide an opinion on the following supplementary information in relation to the basic financial statements as a whole:

- General fund budgetary comparison schedule
- Schedule of expenditures of federal awards

You have also requested that SingerLewak perform the audit of the District as of June 30, 2024 to satisfy the audit requirements imposed by the Single Audit Act and Subpart F of Title 2 U.S. Code of Federal Regulations ("CFR") Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* ("Uniform Guidance").

The Responsibilities of the Auditor

We will conduct our audit in accordance with GAAS, GAS, the Uniform Guidance, the U.S. Office of Management and Budget's ("OMB") Compliance Supplement, and the Minimum Standards for Audits of Oregon Municipal Corporations. Those standards require that we comply with applicable ethical requirements. As part of an audit in accordance with GAAS, GAS, the Uniform Guidance, and the Minimum Standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, based on an understanding of the entity and its environment, the applicable financial reporting framework, and the entity's system of internal control, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion.
- Consider the entity's system of internal control in order to design audit procedures that are appropriate in the circumstances but not for the purpose of expressing an opinion on the effectiveness of the District's internal control. However, we will communicate to you in writing concerning any significant deficiencies or material weaknesses in internal control relevant to the audit of the financial statements that we have identified during the audit.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.
- Conclude, based on the audit evidence obtained, whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the District's ability to continue as a going concern for a reasonable period of time.

Because of the inherent limitations of an audit, together with the inherent limitations of controls, an unavoidable risk that some material misstatements may not be detected exists, even though the audit is properly planned and performed in accordance with GAAS and GAS. Because the determination of waste or abuse is subjective, GAS does not require auditors to perform specific procedures to detect waste or abuse in financial statement audits.

We will communicate to the Board of Directors (a) any fraud involving senior management and fraud (whether caused by senior management or other employees) that causes a material misstatement of the financial statements that becomes known to us during the audit, and (b) any instances of noncompliance with laws and regulations that we become aware of during the audit (unless they are clearly inconsequential).

We are responsible for the compliance audit of major programs under the Uniform Guidance, including the determination of major programs, the consideration of internal control over compliance, and reporting responsibilities.

Our report(s) on internal control over financial reporting and over compliance for major programs will include any significant deficiencies and material weaknesses in internal control over financial reporting and over compliance for major programs of which we become aware as a result of obtaining an understanding of internal control and performing tests of internal control over financial reporting and over compliance for major programs consistent with requirements of the standards and regulations identified above. Our report(s) on compliance matters will address material errors, fraud, violations of compliance obligations, and other responsibilities imposed by state and federal statutes and regulations or assumed by contracts; and any state or federal grant, entitlement or loan program questioned costs of which we become aware, consistent with requirements of the standards and regulations identified above.

We will maintain our independence in accordance with the standards of the American Institute of Certified Public Accountants ("AICPA") and GAS.

The Responsibilities of Management and Identification of the Applicable Financial Reporting Framework

Management is responsible for:

1. Identifying and ensuring that the District complies with the laws and regulations applicable to its activities, and for informing us about all known violations of such laws or regulations, other than those that are clearly inconsequential;
2. The design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the District involving management, employees who have significant roles in internal control, and others where the fraud could have a material effect on the financial statements; and
3. Informing us of its knowledge of any allegations of fraud or suspected fraud affecting the District received in communications from employees, former employees, analysts, regulators, vendors, customers or others.

Management is responsible for the preparation of the supplementary information presented in relation to the financial statements as a whole on a budgetary basis. Management agrees to include the auditor's report on the supplementary information in any document that contains the supplementary information and will indicate that the auditor has reported on such supplementary information. Management also agrees to present the supplementary information with the audited financial statements or, if the supplementary information will not be presented with audited financial statements, to make the audited financial statements readily available to the intended users of the supplementary information no later than the date of issuance of the supplementary information and the auditor's report thereon.

The Board of Directors is responsible for informing us of its views about the risks of fraud, waste or abuse within the District, and its knowledge of any fraud, waste or abuse or suspected fraud, waste or abuse affecting the District.

Our audit will be conducted on the basis that management and, when appropriate, those charged with governance acknowledges and understands that they have responsibility:

1. For the preparation and fair presentation of the financial statements in accordance with the modified cash basis of accounting;
2. To evaluate subsequent events through the date the financial statements are issued. Management also agrees that it will not conclude on subsequent events earlier than the date of the management representation letter referred to below;
3. For the design, implementation and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error;
4. For report distribution; and
5. To provide us with:
 - a. Access to all information of which management is aware that is relevant to the preparation and fair presentation of the financial statements including information relevant to disclosures;
 - b. Draft financial statements, including information relevant to their preparation and fair presentation, when needed, to allow for the completion of the audit in accordance with the proposed timeline;
 - c. Additional information that we may request from management for the purpose of the audit; and
 - d. Unrestricted access to persons within the District from whom we determine it necessary to obtain audit evidence.

As part of our audit process, we will request from management and, when appropriate, those charged with governance written confirmation concerning representations made to us in connection with the audit, including among other items:

1. That management has fulfilled its responsibilities as set out in the terms of this Engagement Letter; and
2. That it believes the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

Because the audit will be performed in accordance with the Single Audit Act and the Uniform Guidance, management is responsible for (a) identifying all federal awards received and expended; (b) preparing and the fair presentation of the schedule of expenditures of federal awards (including notes and noncash assistance received) in accordance with Uniform Guidance requirements; (c) internal control over compliance; (d) compliance with federal statutes, regulations, and the terms and conditions of federal awards; (e) making us aware of significant vendor relationships where the vendor is responsible for program compliance; (f) following up and taking corrective action on audit findings, including the preparation of a summary schedule of prior audit findings and a corrective action plan; (g) timely and accurate completion of the data collection form and (h) submitting the reporting package and data collection form.

Reporting

We will issue a written report upon completion of our audit of the District's financial statements. Our report will be addressed to the Board of Directors of the District. Circumstances may arise in which our report may differ from its expected form and content based on the results of our audit. Depending on the nature of these circumstances, it may be necessary for us to modify our opinion, or add an emphasis-of-matter paragraph or other-matter paragraph to our auditor's report.

If circumstances arise relating to the condition of the District's records, the availability of appropriate audit evidence or indications of a significant risk of material misstatement of the financial statements because of error, fraudulent financial reporting or misappropriation of assets which, in our professional judgment, prevent us from completing the audit or forming an opinion, we retain the unilateral right to take any course of action permitted by professional standards, including, but not limited to, declining to express an opinion or issue a report, or withdrawing from the engagement.

In addition to our report on the District's financial statements, we will also issue the following reports:

1. A report on the fairness of the presentation of the District's schedule of expenditures of federal awards for the year ending June 30, 2024;
2. Report on Internal Control Over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with GAS;
3. Report on Compliance for Each Major Federal Program and Report on Internal Control Over Compliance Required by the Uniform Guidance;
4. An accompanying schedule of findings and questioned costs; and
5. A report on the District's compliance with the provisions of Oregon Revised Statutes as specified in Oregon Administrative Rules 162-10-000 through 762-10-320 of the Minimum Standards for Audits of Oregon Municipal Corporations.

Upon issuance of our written report, we will upload the financial statements and our report to the RIVIO Clearinghouse ("RIVIO"). It is the responsibility of management to verify and validate the written report submitted through RIVIO, to designate third party recipients, and to authorize release of the written report and related financial statements to the designated third-party recipients.

Records and Assistance

During the course of our engagement, we may accumulate records containing data that should be reflected in the District's books and records. The District will determine that all such data, if necessary, will be so reflected. Accordingly, the District will not expect us to maintain copies of such records in our possession.

The assistance to be supplied by District personnel, including the preparation of schedules and analyses of accounts, has been discussed and coordinated with Tiah Mayhew, Office Manager. The timely and accurate completion of this work is an essential condition to our completion of the audit and issuance of our audit report.

Non-audit Services

In connection with our audit, you have requested us to perform the following non-audit services:

1. Drafting the financial statements
2. Post-closing entries based on information provided by management
3. Preparation of Data Collection Form

GAS independence standards require that the auditor maintain independence so that opinions, findings, conclusions, judgments and recommendations will be impartial and viewed as impartial by reasonable and informed third parties. Before we agree to provide a non-audit service to the District, we determine whether providing such a service would create a significant threat to our independence for GAS audit purposes, either by itself or in aggregate with other non-audit services provided. A critical component of our determination is consideration of management's ability to effectively oversee the non-audit services to be performed. The District has agreed that Tiah Mayhew, Office Manager, possesses suitable skill, knowledge or experience and that the individual understands the non-audit services to be performed and described above sufficiently to oversee them. Accordingly, the management of the District agrees to the following:

1. The District has designated Tiah Mayhew, Office Manager, as a senior member of management who possesses suitable skill, knowledge and experience to oversee the services;
2. Tiah Mayhew, Office Manager, will assume all management responsibilities for subject matter and scope of all non-audit services;
3. The District will evaluate the adequacy and results of the services performed; and
4. The District accepts responsibility for the results and ultimate use of the services.

GAS further requires that we establish an understanding with the District's management or those charged with governance of the objectives of the non-audit services, the services to be performed, the District's acceptance of its responsibilities, the auditor's responsibilities and any limitations of the non-audit services. We believe this Engagement Letter documents that understanding.

Other Relevant Information

In accordance with GAS, a copy of our most recent peer review report has been provided to you for your information.

Fees and Costs

Our professional fees for the services described above are \$32,200, and are based upon the value of the services performed and the time required by the individuals assigned to the engagement.

Consultations related to accounting matters will be limited to five [5] hours per year, and any excess time incurred will be billed separately and at standard rates.

Our fee estimate and completion of our work are based upon the following criteria:

1. Anticipated cooperation from the District personnel
2. Timely responses to our inquiries
3. Timely completion and delivery of client assistance requests
4. Timely communication of all significant accounting and financial reporting matters
5. One major program determined and tested during the Single Audit
6. The assumption that unexpected circumstances will not be encountered during the engagement

If any of the aforementioned criteria are not met, then fees may increase. Interim billings will be submitted as work progresses and as expenses are incurred. Billings are due upon submission.

The payment schedule for the aforementioned services is as follows:

First progress billing	July 1st	\$	10,730
Second progress billing	Completion of fieldwork		10,730
Final billing	Delivery of the Audit		10,740
Total		\$	<u>32,200</u>

Upon our notice to you, we reserve the right to cease all work on your account(s), regardless of the nature of the work, for your nonpayment of delinquent balances owed to us. Such cessation will continue until your account or accounts are brought current. If it should become necessary to assign your account(s) for collection, you will be responsible for attorney fees and costs, as well as for interest at the legal rate.

Use of Third-Party Products

We may provide services to you using certain third-party hardware, software, equipment, or products (collectively, "Third-Party Products" and each, individually, a "Third-Party Product"). You acknowledge that the use of a Third-Party Product may involve the processing, input, disclosure, movement, transfer, and storage of information provided by or on behalf of you to us, including Confidential Information and Personal Information, within the Third-Party Product's infrastructure and not ours. You further acknowledge that the terms of use and service, including, but not limited to, applicable laws, set forth in the end-user license, end-user subscription agreement, or other end-user agreement for such Third-Party Product (collectively, "EULA(s)") will govern all obligations of such licensor relating to data privacy, storage, recovery, security, and processing within such Third-Party Product's infrastructure, as well as, the service levels associated with such Third-Party Product. You hereby consent to the disclosure of your information, including your Confidential Information and Personal Information, to the licensors of such Third-Party Products for the purpose described herein.

To the extent SingerLewak gives the District access to a Third-Party Product in connection with the services contemplated herein, the District agrees to comply with the terms of any applicable EULA for such Third-Party Product, and the District shall be solely responsible for the improper use of a Third-Party Product or a violation of the applicable EULA for such Third-Party Product, by the District, or any user to whom the District grants access to such Third-Party Product. The District agrees to indemnify and hold SingerLewak harmless from and against any claims, actions, lawsuits, proceedings, judgments, liens, losses, damages, costs, expenses, fees (including reasonable legal fees, expenses, and costs), and other liabilities relating to, or arising from or out of, the improper use of a Third-Party Product, or a violation of the terms of the applicable EULA for such Third-Party Product, by the District, or any user to whom the District grants access to such Third-Party Product.

You acknowledge that the use of Third-Party Products may be subject to limitations, delays, interruptions, errors, and other problems which are beyond our control, including, without limitation, internet outage or lack of availability related to updates, upgrades, patches, fixes, maintenance, or other issues. We will not be liable for any delays, delivery failures, or other losses or damages resulting from such issues. Nor will we be held responsible or liable for any loss, or unauthorized use or disclosure, of any information or data provided by you, including, without limitation, Personal Information provided by you, resulting from the use of a Third-Party Product.

Use and Ownership; Access to Audit Documentation

The Audit Documentation for this engagement is the property of SingerLewak. For the purposes of this Engagement Letter, the term "Audit Documentation" shall mean the confidential and proprietary records of SingerLewak's audit procedures performed, relevant audit evidence obtained, other audit-related workpapers, and conclusions reached. Audit Documentation shall not include custom-developed documents, data, reports, analyses, recommendations, and deliverables authored or prepared by SingerLewak for the District under this Engagement Letter, or any documents belonging to the District or furnished to SingerLewak by the District.

Review of Audit Documentation by a successor auditor or as part of due diligence is subject to applicable SingerLewak policies, and will be agreed to, accounted for and billed separately. Any such access to our Audit Documentation is subject to a successor auditor signing an Access & Release Letter substantially in SingerLewak's form. SingerLewak reserves the right to decline a successor auditor's request to review our workpapers.

In the event we are required by government regulation, subpoena or other legal process to produce our documents or our personnel as witnesses with respect to our engagement for the District, the District will, so long as we are not a party to the proceeding in which the information is sought, reimburse us for our professional time and expenses, as well as the fees and expenses of our counsel, incurred in responding to such requests.

The documentation for this engagement is the property of SingerLewak. However, you acknowledge and grant your assent that representatives of the cognizant or oversight agency or their designee, other government audit staffs, and the U.S. Government Accountability Office shall have access to the Audit Documentation upon their request and that we shall maintain the Audit Documentation for a period of at least three years after the date of the report, or for a longer period if we are requested to do so by the cognizant or oversight agency. Access to the requested Audit Documentation will be provided under the supervision of SingerLewak audit personnel and at a location designated by our firm.

Indemnification, Limitation of Liability, and Claim Resolution

The District and SingerLewak both agree that, except as provided below, any dispute over fees charged by SingerLewak to the District will be submitted for resolution by arbitration in accordance with the rules of the American Arbitration Association. Such arbitration shall be binding and final; however, SingerLewak shall have the option to have any dispute that is within the jurisdiction of Small Claims Court heard in said court. **IN AGREEING TO ARBITRATION, WE BOTH ACKNOWLEDGE THAT, IN THE EVENT OF A DISPUTE OVER FEES, EACH OF US IS GIVING UP THE RIGHT TO HAVE THE DISPUTE DECIDED IN A COURT OF LAW BEFORE A JUDGE AND JURY AND INSTEAD IS ACCEPTING THE USE OF ARBITRATION FOR RESOLUTION.**

Because SingerLewak will rely on the District and its management and Board of Directors to discharge the foregoing responsibilities, the District agrees to indemnify, hold harmless and release SingerLewak and its partners, principals, officers, directors, employees, affiliates, subsidiaries, contractors, agents, representatives, successors, or assigns from all third-party claims, liabilities, losses and costs arising in circumstances where there has been a knowing misrepresentation by a member of the District's management.

THE DISTRICT AND SINGERLEWAK AGREE THAT NO CLAIM ARISING OUT, FROM, OR RELATING TO THE SERVICES RENDERED PURSUANT TO THIS ENGAGEMENT LETTER SHALL BE FILED MORE THAN TWO YEARS AFTER THE DATE OF THE AUDIT REPORT ISSUED BY SINGERLEWAK OR THE DATE OF THIS ENGAGEMENT LETTER IF NO REPORT HAS BEEN ISSUED. IN NO EVENT SHALL SINGERLEWAK OR THE DISTRICT, OR ANY OF THEIR RESPECTIVE PARTNERS, PRINCIPALS, OFFICERS, DIRECTORS, EMPLOYEES, AFFILIATES, SUBSIDIARIES, CONTRACTORS, AGENTS, REPRESENTATIVES, SUCCESSORS, OR ASSIGNS (COLLECTIVELY, THE "COVERED PARTIES" AND EACH INDIVIDUALLY, A "COVERED PARTY"), BE LIABLE FOR THE INTERRUPTION OR LOSS OF BUSINESS, ANY LOST PROFITS, SAVINGS, REVENUE, GOODWILL, SOFTWARE, HARDWARE, OR DATA, OR THE LOSS OF USE THEREOF (REGARDLESS OF WHETHER SUCH LOSSES ARE DEEMED DIRECT DAMAGES), OR INCIDENTAL, INDIRECT, PUNITIVE, CONSEQUENTIAL, SPECIAL, EXEMPLARY, OR SIMILAR SUCH DAMAGES, EVEN IF ADVISED OF THE POSSIBILITY OF SUCH DAMAGES. EXCEPT FOR A COVERED PARTY'S INDEMNIFICATION OBLIGATIONS UNDER THIS ENGAGEMENT LETTER, TO THE FULLEST EXTENT PERMITTED BY LAW, THE TOTAL AGGREGATE LIABILITY OF THE COVERED PARTIES ARISING OUT OF, FROM, OR RELATING TO THIS ENGAGEMENT LETTER, OR THE REPORT ISSUED OR SERVICES PROVIDED HEREUNDER, REGARDLESS OF THE CIRCUMSTANCES OR NATURE OR TYPE OF CLAIM, INCLUDING, WITHOUT LIMITATION, CLAIMS ARISING FROM A COVERED PARTY'S NEGLIGENCE OR BREACH OF CONTRACT OR WARRANTY, OR RELATING TO OR ARISING FROM A GOVERNMENT, REGULATORY OR ENFORCEMENT ACTION, INVESTIGATION, PROCEEDING, OR FINE, WILL NOT EXCEED THE TOTAL AMOUNT OF THE FEES PAID BY THE DISTRICT TO SINGERLEWAK UNDER THIS ENGAGEMENT LETTER. NOTWITHSTANDING THE FOREGOING, NOTHING IN THIS LIMITATION OF LIABILITY PROVISION SHALL, OR SHALL BE INTERPRETED OR CONSTRUED TO, RELIEVE THE DISTRICT OF ITS PAYMENT OBLIGATIONS TO SINGERLEWAK UNDER THIS ENGAGEMENT LETTER.

Confidentiality

SingerLewak and the District may, from time to time, disclose Confidential Information (as defined below) to one another. Accordingly, SingerLewak and the District agree as the recipient of such Confidential Information (the "Receiving Party") to keep strictly confidential all Confidential Information provided to it by the disclosing party (the "Disclosing Party") and use, modify, store, and copy such Confidential Information only as necessary to perform its obligations and exercise its rights under this Engagement Letter. Except as otherwise set forth herein, the Receiving Party may only disclose the Confidential Information of the Disclosing Party to its personnel, agents, and representatives who are subject to obligations of confidentiality at least as restrictive as those set forth herein and only for the purpose of exercising its rights and fulfilling its obligations hereunder. To avoid any doubt, SingerLewak is permitted to disclose the District's Confidential Information to SingerLewak's personnel, agents, and representatives to provide the services or exercise its rights under this Engagement Letter or for the purpose of maintaining compliance with applicable laws and professional, regulatory, and/or ethical standards.

As used herein, "Confidential Information" means, information in any form, oral, graphic, written, electronic, machine-readable or hard copy consisting of: (i) any nonpublic information provided by the Disclosing Party, including, but not limited to, all of its inventions, designs, data, source and object code, programs, program interfaces, know-how, trade secrets, techniques, ideas, discoveries, marketing and business plans, pricing, profit margins and/or similar information; (ii) any information that the Disclosing Party identifies as confidential; or (iii) any information that, by its very nature, a person in the same or similar circumstances would understand should be treated as confidential, including, but not limited to, this Engagement Letter.

As used herein, the term "Confidential Information" will not include information that: (i) is publicly available at the time of disclosure by the Disclosing Party; (ii) becomes publicly available by publication or otherwise after disclosure by the Disclosing Party, other than by breach of the confidentiality obligations set forth herein by the Receiving Party; (iii) was lawfully in the Receiving Party's possession, without restriction as to confidentiality or use, at the time of disclosure by the Disclosing Party; (iv) is provided to the Receiving Party without restriction as to confidentiality or use by a third party without violation of any obligation to the Disclosing Party; or (v) is independently developed by employees or agents of the Receiving Party who did not access or use the Disclosing Party's Confidential Information.

The Receiving Party will treat the Disclosing Party's Confidential Information with the same degree of care as the Receiving Party treats its own confidential and proprietary information, but in no event will such standard of care be less than a reasonable standard of care. The Receiving Party will promptly notify the Disclosing Party if it becomes aware that any of the Confidential Information of the Disclosing Party has been used or disclosed in violation of this Engagement Letter.

Notwithstanding anything stated to the contrary in this Engagement Letter, the District consents to SingerLewak: (i) using any information or data, including Confidential Information and Personal Information, provided by or on behalf of the District, or otherwise obtained by SingerLewak, in connection with the services provided under this Engagement Letter, to provide the District with professional services under any other professional services agreement the District enters into or has entered into with SingerLewak; and (ii) using any information or data provided by or on behalf of the District, or otherwise obtained by SingerLewak, in connection with professional services provided by SingerLewak under another professional service agreement SingerLewak has entered into with the District, including confidential, personal, or other protected information, to provide the services under this Engagement Letter to the District.

Preexisting Nondisclosure Agreements

In the event that the parties have executed a separate nondisclosure agreement, such agreement shall be terminated as of the effective date of this Engagement Letter and the terms of this Engagement Letter shall apply to the treatment of information shared by the parties hereto.

Data Protection Compliance

Prior to disclosing to us or granting us with access to your data, you will identify in writing any personal, technical, or other data provided or made accessible to us pursuant to this Engagement Letter that may be subject to heightened protections under applicable privacy, cybersecurity, export control, and/or data protection laws, including, but not limited to, protected health information pursuant to the Health Information Portability and Accountability Act of 1996 ("HIPAA"), classified, marked or unmarked controlled unclassified information ("CUI") subject to the National Industrial Security Program Operating Manual ("NISPOM") or the Defense Federal Acquisition Regulation Supplement ("DFARS"), or export controlled data subject to Export Administration Regulations ("EAR") or International Traffic in Arms Regulations ("ITAR") . Unless otherwise expressly agreed upon and specified in writing by SingerLewak and the District, you shall not provide us with access to such data and you shall be responsible for the handling of all such data in connection with the performance of the services requested hereunder, including, but not limited to, the scrubbing, de-identification, de-aggregation, protection, encryption, transfer, movement, input, storage, migration, deletion, copying, processing, and modification of such data.

SingerLewak and the District acknowledge and agree that they may correspond or convey information and documentation, including Confidential Information and Personal Information, via various forms of electronic transmission, including, but not limited to, Third-Party Products, such as, email, FTP and cloud-based sharing and hosting applications (e.g., portals, data analytics tools, and helpdesk and support ticketing applications), and that neither party has control over the performance, operation, reliability, availability, or security of these electronic transmissions methods. Therefore, neither party will be liable for any loss, damage, expense, harm, disclosure or inconvenience resulting from the loss, delay, interception, corruption, unauthorized disclosure, or alteration of any electronic transmission where the party has used commercially reasonable efforts to protect such information. We offer our clients various platforms for the exchange of information. You hereby agree that you shall be bound by and comply with any and all user terms and conditions made available (whether by link, click-through, or otherwise) with respect to such platforms.

Information Security – Portal Access and Use

SingerLewak will create individual logon accounts for those District employees who need access to iChannel, RIVIO, and Suralink (the "Portals"). Each account will have access only to those document areas requested by the District. (SingerLewak strongly recommends the District establish a policy that logon information not be shared with others.) In order to maintain security, the District agrees to designate a single individual as the authorized person to contact the Firm to request employee logons. The initial designee is Tiah Mayhew, Office Manager. All initial logon information will be transmitted to the designee by e-mail and passwords will then be changed by the District's employees.

The District acknowledges that the use of username and password is an adequate form of security. The District is solely responsible for (1) authorizing, monitoring, controlling access to, and maintaining the strict confidentiality of each employee's username and password; (2) not allowing another person to use an employee's username or password; (3) any charges or damages that may be incurred as a result of the District's neglect to maintain the strict confidentiality of an employee's username and password; and (4) promptly informing SingerLewak in writing of any need to deactivate a username due to security concerns or otherwise. SingerLewak is not liable for any harm related to the misuse or theft of usernames or passwords, disclosure of usernames or passwords, or the District's authorization to allow another person or entity to access and use the Portals using an employee's username or password. The District shall immediately notify SingerLewak of any unauthorized use of an employee's username or password and any breach of confidentiality. Until SingerLewak receives this notification from the District, the District will be held liable for any harm ensuing from the use of an employee's username on the Portals.

The District agrees to notify SingerLewak via email or in writing when an individual logon account is to be terminated. SingerLewak will make every effort to confirm and terminate access within 10 business days. However, the District cannot be assured that access has been terminated until District receives an email confirmation of termination.

You agree that SingerLewak has no responsibility for the activities of RIVIO and Suralink and agree to indemnify and hold SingerLewak harmless with respect to any and all claims arising from or related to the operation of RIVIO and Suralink.

Personal Information

As used herein, the term "Personal Information" means any personal information, as may be defined by applicable privacy, data protection, or cybersecurity laws, that directly or indirectly identifies a natural person, and includes, but is not limited to, nonpublic, personally identifiable information such as Social Security numbers, Social Insurance numbers, driver's license numbers or government-issued identification card numbers, and health information.

Each party agrees to transmit Personal Information consistent with applicable laws and any other obligations the respective party may have. We are permitted to use all such Personal Information to perform our obligations and exercise our rights under this Engagement Letter.

You represent and warrant that you have provided all notices and obtained all consents required under applicable data protection laws prior to your collection, use and disclosure to us of such Personal Information and shall take reasonable steps to ensure that such Personal Information does not include irrelevant or unnecessary information about individuals.

Where we are acting as a service provider under the California Consumer Privacy Act and the California Privacy Rights Act, including as amended or replaced, and the associated regulations ("CCPA"), we (i) will not Sell or Share (as those terms are defined by the CCPA) any Personal Information received from the District; (ii) will not retain, use, or disclose Personal Information to another business, person, or third party, except for the purpose of maintaining or providing the services or exercising our rights as specified in this Engagement Letter, including to provide Personal Information to advisers, to maintain or provide the services provided under this Engagement Letter, or to the extent such disclosure is required by law. At your written request, and at your cost, we shall reasonably assist you in addressing your obligations under the CCPA with regard to privacy rights requests related to your Personal Information held by us, directly resulting from our business relationship with you. We reserve the right to decline such a request where, as determined in our sole discretion, the request for our assistance could violate or impair a Consumer's (as that term is defined by the CCPA) rights under the CCPA or another applicable law, regulation, or professional or ethical standard. We certify that we understand and will comply with the requirements enumerated in (i) and (ii). For the avoidance of doubt, all permitted uses of Personal Information by service providers that are enumerated in the CCPA are understood to apply to the Personal Information processed by us.

We agree to maintain appropriate security measures to protect such Personal Information in accordance with applicable laws.

If we become aware of an unauthorized acquisition or use of District-provided Personal Information, we will promptly inform you of such unauthorized acquisition or use as required by applicable laws and, upon your written request, reasonably cooperate with you at your sole cost in support of any breach notification requirements as imposed upon you by applicable laws.

Retention of Records

We will return to you all original records you provide to us in connection with this engagement. Further, in addition to providing you with those deliverables set forth in this Engagement Letter, we will provide to you a copy of any records we prepare or accumulate in connection with such deliverables which are not otherwise reflected in your books and records without which your books and records would be incomplete. You have the sole responsibility for retaining and maintaining in your possession or custody all of your financial and nonfinancial records related to this engagement. We will not host, and will not accept responsibility to host, any of your records. We, however, may maintain a copy of any records of yours necessary for us to comply with applicable law and/or professional standards or to exercise our rights under this Engagement Letter. Any such records retained by us will be subject to the confidentiality obligations set forth herein and destroyed in accordance with our record retention policies.

Termination

Your failure to make full payment of any and all undisputed amounts invoiced in a timely manner constitutes a material breach for which we may refuse to provide deliverables and/or, upon written notice, suspend or terminate our services under this Engagement Letter. We will not be liable to you for any resulting loss, damage or expense connected with the suspension or termination of our services due to your failure to make full payment of undisputed amounts invoiced in a timely manner.

You may terminate this Engagement Letter for any reason upon fifteen (15) days' prior written notice to us. In the event you terminate this engagement, you will pay us for all services rendered (including deliverables and products delivered), expenses incurred, and noncancelable commitments made by us on your behalf through the effective date of termination.

Either party may terminate this Engagement Letter upon written notice if: (i) circumstances arise that in its judgment would cause its continued performance to result in a violation of law, a regulatory requirement, applicable professional or ethical standards, or, in the case of SingerLewak, our client acceptance or retention standards; or (ii) if the other party is placed on a Sanctioned List (as defined herein), or if any director or executive of, or other person closely associated with such other party or its affiliate, is placed on a Sanctioned List.

We will not be responsible for any delay or failure in our performance resulting from acts beyond our reasonable control or unforeseen or unexpected circumstances, such as, but not limited to, acts of God, government or war, riots or strikes, disasters, fires, floods, epidemics, pandemics or outbreaks of communicable disease, cyberattacks, and internet or other system or network outages. At your option, you may terminate this Engagement Letter where our services are delayed more than 120 days; however, you are not excused from paying us for all amounts owed for services rendered and deliverables provided prior to the termination of this Engagement Letter.

When an engagement has been suspended at the request of management or those charged with governance and work on that engagement has not recommenced within 120 days of the request to suspend our work, we may, at our sole discretion, terminate this Engagement Letter without further obligation to you. Resumption of our work following termination may be subject to our client acceptance procedures and, if resumed, will require additional procedures not contemplated in this Engagement Letter. Accordingly, the scope, timing and fee arrangement discussed in this Engagement Letter will no longer apply. In order for us to recommence work, the execution of a new Engagement Letter will be required.

The parties agree that those provisions of this Engagement Letter which, by their context, are intended to survive, including, but not limited to, payment, limitations on liability, claim resolution, use and ownership, and confidentiality obligations, shall survive the termination of this Engagement Letter.

Miscellaneous

We may mention your name and provide a general description of the engagement in our client lists and marketing materials.

Notwithstanding anything stated to the contrary in this Engagement Letter, the District acknowledges and consents that we also may utilize Confidential Information and Personal Information to (i) improve the quality of our services and offerings and/or (ii) develop or perform internal data analysis or other insight generation. Information developed in connection with these purposes may be used by us to provide services or offerings. We will not use your Confidential Information or Personal Information in a way that would permit the District or an individual to be identified by third parties without your prior written consent.

The District agrees that it will not include our reports or otherwise associate us with any public or private securities offering without first obtaining our consent. Therefore, the District agrees to contact us before it includes our reports, or otherwise makes reference to us, in any public or private securities offering. Our association with an official statement is a matter for which separate arrangements may be necessary. The District agrees to provide us with printer's proofs or masters of such offering documents for our review and approval before printing, and with a copy of the final reproduced material for our approval before it is distributed. If, based on our review, we identify no material inconsistencies with our audit, or other misstatements of fact, we will promptly communicate in writing to the District that we do not object to the inclusion of our report in the offering documents. In the event our auditor/client relationship has been terminated when the District seeks such consent, we will be under no obligation to grant such consent or approval.

We agree that our association with any proposed offering is not necessary, providing the District agrees to clearly indicate that we are not associated with the contents of any such official statement or memorandum. The District agrees that the following disclosure will be prominently displayed in any such official statement or memorandum:

SingerLewak LLP, our independent auditor, has not been engaged to perform, and has not performed, since the date of its report included herein, any procedures on the financial statements addressed in that report.

Our professional standards require that we perform certain additional procedures, on current and previous years' engagements, whenever a partner or professional employee leaves the firm and is subsequently employed by or associated with a client in a key position. Accordingly, you agree to compensate us for any additional costs incurred as a result of your employment of one of our partners, principals or employees.

Each party hereto affirms it has not been placed on a Sanctioned List (as defined below) and will promptly notify the other party upon becoming aware that it has been placed on a Sanctioned List at any time throughout the duration of this Engagement Letter. The District shall not, and shall not permit third parties to, access or use any of the deliverables provided for hereunder, or Third-Party Products provided hereunder, in violation of any applicable sanctions laws or regulations, including, but not limited to, accessing or using the deliverables provided for hereunder or any Third-Party Products from any territory under embargo by the United States. The District shall not knowingly cause SingerLewak to violate any sanctions applicable to SingerLewak. As used herein "Sanctioned List" means any sanctioned person or entity lists promulgated by the Office of Foreign Assets Control of the U.S. Department of the Treasury, the U.S. State Department, the Consolidated Canadian Autonomous Sanctions List, the United Nations Security Council, the European Union, and United Kingdom.

Any term of this Engagement Letter that would be prohibited by or impair our independence under applicable law or regulation shall not apply, to the extent necessary only to avoid such prohibition or impairment.

Notices

Unless otherwise expressly agreed upon by the parties in this Arrangement Letter, all notices required to be given hereunder will be in writing and addressed to the party at the business address provided in this Arrangement Letter, or such other address as such party may indicate by a notice delivered to the other party. A copy of any legal notice (e.g., any claimed breach or termination of this Arrangement Letter) sent by the District to SingerLewak shall also be sent to the following address: Chief Operating Officer, SingerLewak LLP, 10960 Wilshire Boulevard, Suite 1100, Los Angeles, CA 90024. Except as otherwise expressly provided in this Arrangement Letter, notices hereunder will be deemed given and effective: (i) if personally delivered, upon delivery; (ii) if sent by registered or certified mail or by overnight courier service with tracking capabilities, upon receipt; and, (iii) if sent by electronic mail (without indication of delivery failure), at such time as the party that sent the notice receives confirmation of receipt, whether by read-receipt confirmation or otherwise.

Governing Law

This Engagement Letter, including, without limitation, its validity, interpretation, construction, and enforceability, and any dispute, litigation, suit, action, claim, or other legal proceeding arising out of, from, or relating in any way to this Engagement Letter, any provisions herein, a report issued or the services provided hereunder, will be governed and construed in accordance with the laws of the State of Oregon, without regard to its conflict of law principles, and applicable U.S. federal law.

Entire Agreement

This Engagement Letter constitutes the complete and exclusive statement of agreement between SingerLewak and the District, and supersedes all prior agreements, understandings, and proposals, whether oral or written, relating to the subject matter of this Engagement Letter.

If any term or provision of this Engagement Letter is determined to be invalid or unenforceable, such term or provision will be deemed stricken, and all other terms and provisions will remain in full force and effect.

This Engagement Letter may be amended or modified only by a written instrument executed by both parties.

Electronic Signatures and Counterparts

Each party hereto agrees that any electronic signature of a party to this Engagement Letter or any electronic signature to a document contemplated hereby (including any representation letter) is intended to authenticate such writing and shall be as valid, and have the same force and effect, as a manual signature. Any such electronically signed document shall be deemed (a) to be "written" or "in writing," (b) to have been signed and (c) to constitute a record established and maintained in the ordinary course of business and an original written record when printed from electronic files. Each party hereto also agrees that electronic delivery of a signature to any such document (via email or otherwise) shall be as effective as manual delivery of a manual signature. For purposes hereof, "electronic signature" includes, but is not limited to, (a) a scanned copy (as a "pdf" (portable document format) or other replicating image) of a manual ink signature, (b) an electronic copy of a traditional signature affixed to a document, (c) a signature incorporated into a document utilizing touchscreen capabilities or (d) a digital signature. This Engagement Letter may be executed in one or more counterparts, each of which shall be considered an original instrument, but all of which shall be considered one and the same agreement. Paper copies or "printouts," of such documents if introduced as evidence in any judicial, arbitral, mediation or administrative proceeding, will be admissible as between the parties to the same extent and under the same conditions as other original business records created and maintained in documentary form. Neither party shall contest the admissibility of true and accurate copies of electronically signed documents on the basis of the best evidence rule or as not satisfying the business records exception to the hearsay rule.

Please sign and return a copy of this Engagement Letter to indicate your acknowledgment of, and agreement with, the arrangements for our audit of the financial statements, including our respective responsibilities.

Acknowledgement and Acceptance

Each party acknowledges that it has read and agrees to all of the terms and conditions contained herein. Each party and its signatory below represent that said signatory is a duly authorized representative of such party and has the requisite power and authority to bind such party to the undertakings and obligations contained herein.

AGREED TO AND ACKNOWLEDGED BY:

SingerLewak LLP



Brad Bingenheimer, Partner

Confirmed on behalf of Hood River County Transportation District:

Amy Schlappi, Executive Director

Date



Report on the Firm's System of Quality Control

March 10, 2023

To the Partners of SingerLewak, LLP and the
National Peer Review Committee

We have reviewed the system of quality control for the accounting and auditing practice of SingerLewak, LLP (the firm) applicable to engagements not subject to PCAOB permanent inspection in effect for the year ended September 30, 2022. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants (Standards).

A summary of the nature, objectives, scope, limitations of, and the procedures performed in a System Review as described in the Standards may be found at www.aicpa.org/prsummary. The summary also includes an explanation of how engagements identified as not performed or reported in conformity with applicable professional standards, if any, are evaluated by a peer reviewer to determine a peer review rating.

Firm's Responsibility

The firm is responsible for designing and complying with a system of quality control to provide the firm with reasonable assurance of performing and reporting in conformity with the requirements of applicable professional standards in all material respects. The firm is also responsible for evaluating actions to promptly remediate engagements deemed as not performed or reported on in conformity with the requirements of applicable professional standards, when appropriate, and for remediating weaknesses in its system of quality control, if any.

Peer Reviewer's Responsibility

Our responsibility is to express an opinion on the design of and compliance with the firm's system of quality control based on our review.

Required Selections and Considerations

Engagements selected for review included an engagement performed under *Government Auditing Standards*, including a compliance audit under the Single Audit Act, audits of employee benefit plans, an audit performed under FDICIA, and an examination of a service organization (SOC 2).

As a part of our peer review, we considered reviews by regulatory entities as communicated by the firm, if applicable, in determining the nature and extent of our procedures.

Opinion

In our opinion, the system of quality control for the accounting and auditing practice of SingerLewak, LLP applicable to engagements not subject to PCAOB permanent inspection in effect for the year ended September 30, 2022, has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of *pass*, *pass with deficiency(ies)* or *fail*. SingerLewak, LLP has received a peer review rating of *pass*.

RW Group, LLC

**HOOD RIVER COUNTY TRANSPORTATION DISTRICT
ANNUAL FINANCIAL REPORT
June 30, 2024**

HOOD RIVER COUNTY TRANSPORTATION DISTRICT BOARD OF DIRECTORS

<u>Name</u>	<u>Term Expires</u>
Greg Pack – Board Chair	June 30, 2025
Megan Ramey – Board Vice-Chair	June 30, 2025
Tamra Taylor – Board Secretary-Treasurer	June 30, 2027
Gisela Ayala-Echeverria – Director	June 30, 2027
Eleazar Reyes – Director	June 30, 2027
Dr Meghan Larivee – Director	June 30, 2025
Matt Althoff - Director	June 30, 2025

Board members receive all District communications at the address below.

Executive Director

Amy Schlappi

Address

224 Wasco Loop
Hood River, OR 97031

HOOD RIVER COUNTY TRANSPORTATION DISTRICT

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INDEPENDENT AUDITOR'S REPORT

Board of Directors
Hood River County Transportation District
Hood River, Oregon

Report on the Audit of the Financial Statements

Opinions

We have audited the modified cash basis financial statements of the governmental activities and the major fund of the Hood River County Transportation District (the "District"), as of and for the year ended June 30, 2024, and the related notes to the financial statements, which collectively comprise the District's basic financial statements as listed in the table of contents.

In our opinion, the accompanying financial statements referred to above present fairly, in all material respects, the respective modified cash basis financial position of the governmental activities and the major fund of Hood River County Transportation District, as of June 30, 2024, and the respective changes in modified cash basis financial position for the year then ended in accordance with the modified cash basis of accounting described in Note 2.

Basis for Opinions

We conducted our audit in accordance with auditing standards generally accepted in the United States of America (GAAS). Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of the District, and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Emphasis of Matter – Basis of Accounting

We draw attention to Note 2 of the financial statements, which describes the basis of accounting. The financial statements are prepared on the modified cash basis of accounting, which is a basis of accounting other than accounting principles generally accepted in the United States of America. Our opinions are not modified with respect to this matter.

Responsibilities of Management for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with the modified cash basis of accounting described in Note 2, and for determining that the modified cash basis of accounting is an acceptable basis for the preparation of the financial statements in the circumstances. Management is also responsible for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinions. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with GAAS, we

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the District's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about the District's ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control-related matters that we identified during the audit.

Supplementary Information

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the District's basic financial statements. The schedule of revenues, expenditures and changes in fund balance – budget to actual – General Fund is presented for purposes of additional analysis and is not a required part of the basic financial statements.

Board of Directors
Hood River County Transportation
Independent Auditor's Report
September 26, 2024

Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements. The information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the budgetary comparison schedule is fairly stated, in all material respects, in relation to the basic financial statements as a whole on the basis of accounting described in Note 2.

Other Information

Management is responsible for the other information included in the annual report. The other information comprises the management's discussion and analysis but does not include the basic financial statements and our auditor's report thereon. Our opinions on the basic financial statements do not cover the other information, and we do not express an opinion or any form of assurance thereon.

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

Other Reporting Required by Oregon State Regulations

In accordance with Minimum Standards for Audits of Oregon Municipal Corporations, we have also issued our report dated September 26, 2024 on our consideration of District's compliance with certain provisions of laws and regulations including the provisions of Oregon Revised Statutes as specified in Oregon Administrative Rules. The purpose of that report is to describe the scope of our testing of compliance and the results of that testing and not to provide an opinion on compliance.

Singer Lewak LLP

September 26, 2024

By:



Bradley G. Bingenheimer, Partner

MANAGEMENT'S DISCUSSION AND ANALYSIS

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Hood River County Transportation District

Management's Discussion and Analysis

For the Fiscal Year Ended June 30, 2024



As management of Hood River County Transportation District (the District), we offer readers of the District's financial statements this narrative overview and analysis of the financial activities of the District for the fiscal year ended June 30, 2024, within the limitation of the District's modified cash basis of accounting. Please read it in conjunction with the District's financial statements and notes to the basic financial statements which follow.

Financial Highlights

- In the Statement of Activities, the District's revenues exceeded their expenses by \$440,866 this year, increasing the net position by that same amount. This was largely due to receiving CARES funding for expenses that were incurred in the prior year.
- The District made significant improvements in operational efficiencies, which increased their revenue by 2%, and decreased their non-capital related expenditures by 10%, as reported on the Statement of Activities.
- The District's expenditures remained within budget for the fiscal year ended June 30, 2024, as shown in the Schedule of Revenues, Expenditures, and Changes in Fund Balance.
- The District remains debt free.

Overview of the Financial Statements

Basis of Accounting – The District has elected to present its financial statements on a modified cash basis of accounting, which is a basis of accounting other than generally accepted accounting principles (GAAP). In the cash basis of accounting, revenues and expenses and related assets and liabilities are recorded when funds are received or paid, rather than when the goods or services are provided or incurred, as under the accrual basis of accounting. Modifications to the cash basis of accounting are as follows:

- **Government-Wide Financial Statements** – In the government wide financial statements, the only modification to the full cash basis of accounting is the recording of capital assets, credit card and payroll liabilities, and related expenses.
- **Fund Financial Statements** – In the fund financial statements, the only modification to the full cash basis of accounting is the recording credit card and payroll liabilities and their related expenses. In line with the cash basis of accounting, capital assets are expended when purchased and not depreciated over time, as in the government-wide financial statements.

Government Wide Financial Statement Analysis

Statement of Net Position – Net position may serve over time as a useful indicator of the District's financial position. As of June 30, 2024, the District's assets exceeded their liabilities by \$4,557,654, an 11% increase from the prior year. The District ended the year with a restricted net position of \$270,351, or 6% of the total net position. These funds are amounts restricted by agreement or law, which are restricted for specific purposes.

Condensed Statement of Net Position

Modified cash basis	As of		Increase/ (Decrease)
	6/30/2024	6/30/2023	
Assets			
Cash and equivalents	\$1,618,396	\$1,005,151	\$ 613,245
Capital assets	2,945,237	3,119,438	(174,201)
Total assets	4,563,633	4,124,589	439,044
Liabilities	5,979	7,801	(1,822)
Net position			
Net investment in capital assets	2,945,237	3,119,438	(174,201)
Restricted net position	270,351	200,000	70,351
Unrestricted net position	1,342,066	797,350	544,716
Total net position	4,557,654	4,116,788	440,866
Total liabilities and net position	\$4,563,633	\$4,124,589	\$ 439,044

This District's largest assets remain their capital assets, which are comprised of land, buildings, and equipment, as outlined in the notes to the financial statements, and represent 65% of the District's total assets as of June 30, 2024. Cash balance also increased by \$613,245.

Statement of Activities – For the two most recent fiscal years, the net position of the District changed as follows:

Comparative Statement of Activity

Modified cash basis	For the fiscal year ended		Variance
	6/30/2024	6/30/2023	+ / (-)
Revenue			
Charges of services	\$ 329,979	\$ 264,809	\$ 65,170
Federal grants	903,848	1,149,759	(245,911)
State grants	1,465,858	1,285,404	180,454
Tax revenues	269,501	257,304	12,197
Interest income	53,096	19,869	33,227
Miscellaneous revenue	5,344	-	5,344
Total revenue	3,027,626	2,977,145	50,481
Expenditures			
Materials and services	(766,864)	(968,737)	201,873
Personnel expense	(1,586,915)	(1,637,244)	50,329
Capital asset related activity	(232,981)	(467,686)	234,705
Total expenditures	(2,586,760)	(3,073,667)	486,907
Change in net position	440,866	(96,522)	\$ 537,388
Net position - beginning	4,116,788	4,594,591	
Change in accounting basis	-	(381,281)	
Net position - ending	\$ 4,557,654	\$ 4,116,788	

The District increased their total revenues by \$50,481. The largest portion of this revenue remains federal and state grants, which accounted for 78% and 82% of total revenues in the last two fiscal years, respectively.

Total expenditure decreased by \$486,907 for the fiscal year ended June 30, 2024 compared to the prior year. Personnel expense, which includes payroll and all related taxes and retirement contributions, remained the District's largest expense, accounting for 61% and 53% of the total expenditures over the last two years, respectively.

For the fiscal year ended June 30, 2024, the District increased its net position by \$440,866, from \$4,116,788 to \$4,557,654. These figures represent the amount the District's assets exceeded its liabilities at the end of the last two fiscal years.

Fund Financial Statement Analysis

General Fund Budgetary Highlights – The District only operates one fund, the General Fund, which is budgeted for by organizational unit. The District maintains two organizational units – administrative and operating. The budget expenditures were below the legal appropriations for these categories, by \$24,571 and \$2,066,379, respectively. A summary of expenses by object classification and organizational unit for the year is as follows:

Condensed Schedule of Revenues, Expenditures, and Changes in Fund Balance

Modified cash basis

	For the fiscal year ended June 30, 2024		
	Actual	Approved Budget	Under/(Over) Budget
Revenue	\$3,042,667	\$4,234,931	\$ 1,192,264
Expenditures			
Administrative			
Materials & services	175,638	227,700	52,062
Personnel expense	253,306	299,636	46,330
Capital outlay	73,821	-	(73,821)
Total administrative	502,765	527,336	24,571
Operating			
Materials & services	591,226	1,008,050	416,824
Personnel expense	1,333,609	1,453,144	119,535
Capital outlay	-	1,530,020	1,530,020
Total operating	1,924,835	3,991,214	2,066,379
Total expenditures	2,427,600	4,518,550	2,090,950
Net change in fund balance	615,067	\$ (283,619)	\$ (898,686)
Fund balance - beginning	997,350		
Fund balance - ending	\$ 1,612,417		

The most major difference between the budgeted and actual expenditures this last fiscal year was the \$1.5M budgeted for the purchase of new buses, which were anticipated but not received by the end of the year. See the overview of next year's budget below for further information regarding these assets.

The fund balance represents the amount of current financial resources the District has available to meet future obligations. Capital assets are therefore not included in the calculation of fund balance, which is the only major difference between the District's modified cash basis calculation of fund balance and net position. The District increased its fund balance by \$615,067 in the current year, which is 62% increase from \$997,350 to \$1,612,417.

Economic Factors and Next Year's Budget

The FY25 budget will allow CAT to maintain and enhance current services and begin implementation of key projects identified in the Transit Master Plan 2023 Update, such as facility enhancements to accommodate larger buses and preparations for future service adjustments. The revenues and expenditures of the District for the next fiscal year are expected to remain fairly consistent with the most recent year. However, the District anticipates receiving several buses which were ordered but have not yet been received. Most of the cost of these buses will be covered by reimbursement grants. As payment is not due until the assets are received, both the expenditures and the related grant revenues associated with these assets are anticipated to be accounted for in the next fiscal year.

Request for Information

This financial report is designed to demonstrate the District's accountability by presenting the user (citizens, taxpayers, investors, and creditors) with a general overview of the District's finances. Additional information, including our service schedules, interactive service maps, affiliated partners, fare information, and an overview of the Board members and minutes, is available on our website at www.ridecatbus.org.

Questions concerning any of the information provided in this report or requests for additional information should be addressed to the District's office at 224 Wasco Loop, Hood River, Oregon 97031 or by calling the District at (541) 386-4202.

BASIC FINANCIAL STATEMENTS

HOOD RIVER COUNTY TRANSPORTATION DISTRICT

STATEMENT OF NET POSITION - MODIFIED CASH BASIS

June 30, 2024

Assets

Current assets

Cash and cash equivalents	\$ 1,618,396
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Total current assets	<u>1,618,396</u>
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Capital assets:

Nondepreciable, land	436,003
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Capital assets, net	<u>2,509,234</u>
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Total capital assets	<u>2,945,237</u>
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Total assets	<u>4,563,633</u>
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Liabilities

Credit card payable	1,847
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Payroll liabilities	<u>4,132</u>
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Total liabilities	<u>5,979</u>
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Net position

Net investment in capital assets	2,945,237
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Restricted for capital improvements	270,351
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Unrestricted	<u>1,342,066</u>
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Total net position	<u>\$ 4,557,654</u>
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See notes to financial statements

HOOD RIVER COUNTY TRANSPORTATION DISTRICT

STATEMENT OF ACTIVITIES - MODIFIED CASH BASIS

Year Ended June 30, 2024

Functions/Programs	Expenses	PROGRAM REVENUES		Net Expenses/ Revenues and changes in Net Position
		Charges for Services	Operating Grants and Contributions	Total Governmental Activities
Governmental activities:				
Administration	\$ 428,944	\$ -	\$ -	\$ (428,944)
Public transportation	2,145,789	329,979	2,414,942	599,132
Total governmental activities	\$ 2,574,733	\$ 329,979	\$ 2,414,942	170,188
General revenues				
Property taxes				224,265
Interest income				53,096
Miscellaneous				5,344
Loss on sale of capital assets				(12,027)
Total general revenues				270,678
Change in net position				440,866
Net position – beginning				4,116,788
Net position – ending				\$ 4,557,654

See notes to financial statements

HOOD RIVER COUNTY TRANSPORTATION DISTRICT

BALANCE SHEET - MODIFIED CASH BASIS

GOVERNMENTAL FUNDS

June 30, 2024

	<u>General</u>
Assets	
Cash and cash equivalents	<u>\$ 1,618,396</u>
Total assets	<u>\$ 1,618,396</u>
Liabilities	
Accrued payroll	\$ 4,132
Credit card payable	<u>1,847</u>
Total liabilities	<u>5,979</u>
Fund balances	
Restricted:	
Capital projects	270,351
Unassigned	<u>1,342,066</u>
Total fund balances	<u>1,612,417</u>
Total liabilities and fund balances	<u>\$ 1,618,396</u>

See notes to financial statements

HOOD RIVER COUNTY TRANSPORTATION DISTRICT
RECONCILIATION OF THE BALANCE SHEET OF GOVERNMENTAL FUNDS
TO THE STATEMENT OF NET POSITION - MODIFIED CASH BASIS
GOVERNMENTAL FUNDS
June 30, 2024

*Amounts reported for governmental activities in the statement of net position
are different because:*

Total fund balances - total governmental funds	\$ 1,612,417
Capital assets used in governmental activities are not financial resources and, therefore, are not reported in the funds	<u>2,945,237</u>
Net position of governmental activities	<u>\$ 4,557,654</u>

HOOD RIVER COUNTY TRANSPORTATION DISTRICT

STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES - MODIFIED CASH BASIS

GOVERNMENTAL FUNDS
Year Ended June 30, 2024

	<u>General</u>
Revenues	
Property taxes	\$ 224,265
Charges for services	329,979
Intergovernmental	2,414,942
Interest	53,096
Miscellaneous	<u>5,344</u>
Total revenues	<u>3,027,626</u>
Expenditures	
Current:	
Administration	428,944
Operating	1,924,835
Capital outlay	<u>73,821</u>
Total expenditures	<u>2,427,600</u>
Excess of revenues over expenditures	<u>600,026</u>
Other financing sources	
Proceeds from sale of assets	<u>15,041</u>
Total other financing sources	<u>15,041</u>
Net change in fund balances	615,067
Fund balances at beginning of year	<u>997,350</u>
Fund balance at end of year	<u>\$ 1,612,417</u>

See notes to financial statements

HOOD RIVER COUNTY TRANSPORTATION DISTRICT
RECONCILIATION OF THE STATEMENT OF REVENUES,
EXPENDITURES AND CHANGES IN FUND BALANCES OF
GOVERNMENTAL FUNDS
TO THE STATEMENT OF ACTIVITIES
Year Ended June 30, 2024

*Amounts reported for governmental activities in the statement of activities
are different because:*

Net change in fund balances - total governmental funds		\$	615,067
Governmental funds report the acquisition of capital assets as expenditures while governmental activities report depreciation expense to allocate those expenditures over the life of the assets. The difference between those two amounts is:			
Acquisition of capital assets	73,821		
Gain or (Loss) on disposals	(27,068)		
Depreciation	<u>(220,954)</u>		
			(174,201)
Change in net position of governmental activities		\$	<u>440,866</u>

HOOD RIVER COUNTY TRANSPORTATION DISTRICT

NOTES TO FINANCIAL STATEMENTS

NOTE 1 – FINANCIAL REPORTING ENTITY

Hood River County Transportation District (the “District”) was established as a subdivision of state government and functions as a local unit. The District was formed on July 1, 1993, organized under the provisions of Oregon Revised Statutes (ORS) Chapter 267, and established to provide transportation services to riders within Hood River County, Oregon. The District is authorized to levy taxes and charge fares to fund the operations of the District and issue general obligation bonds and revenue bonds.

The accompanying basic financial statements present the activities and funds for which the District is considered to be financially accountable. The criteria used in making this determination includes appointment of a voting majority, imposition of will, financial benefit or burden on the primary government, and fiscal dependency on the primary government. Based upon the evaluation of this criteria, the District is a primary government with no includable component units.

NOTE 2 – SIGNIFICANT ACCOUNTING POLICIES

Basis of Presentation – Government-Wide Financial Statements

The government-wide financial statements (i.e., the statement of net position and the statement of activities) report information on all activities of the District. Governmental activities, which normally are supported by taxes and intergovernmental revenues, and other nonexchange transactions are reported together with fees and charges for support.

The government-wide financial statements are reported on a modified cash basis of accounting. The modified cash basis of accounting is based on the recording of cash and cash equivalents and changes therein, and only recognizes revenues, expenses, assets, and liabilities resulting from cash transactions, adjusted for modifications that have substantial support in generally accepted accounting principles.

Only cash and cash equivalents and items that involve the receipt or disbursement of cash or cash equivalents during the period are recognized, except for the following modifications: 1) capital assets; 2) credit card payable; and 3) payroll processed as of year ended June 30, 2024.

As a result of the use of this modified cash basis of accounting, certain transactions are not presented in the financial statements. For example, accounts receivable for billed or provided services that are not yet received by the District are not accrued as revenue or receivables. Additionally, long-term liabilities such as compensated absences are not presented.

The statement of activities demonstrates the degree to which the direct expenses of a given function or segment are offset by program revenues. Direct expenses are those that are clearly identifiable with a specific function or segment. Amounts reported as program revenues include 1) charges to customers or applicants for goods, services, or privileges provided, 2) operating grants and contributions, and 3) capital grants and contributions, including special assessments.

HOOD RIVER COUNTY TRANSPORTATION DISTRICT

NOTES TO FINANCIAL STATEMENTS

NOTE 2 – SIGNIFICANT ACCOUNTING POLICIES (Continued)

Basis of Presentation – Government-Wide Financial Statements (continued)

Internally dedicated resources are reported as general revenues rather than as program revenues. Taxes and other items not properly included among program revenues are reported instead as general revenues.

Basis of Presentation – Fund Financial Statements

The fund financial statements provide information about the government's funds, which are presented on the modified cash basis of accounting. The District always reports its only fund as a major fund:

General - accounts for all financial resources of the District, except those required to be accounted for in another fund. Principal sources of revenue are property taxes, intergovernmental grants, and charges for services. Expenditures are primarily for general operations and administration.

If the District utilized the basis of accounting recognized as generally accepted in the United States of America, the fund financial statements for the governmental funds would use the modified accrual basis of accounting. All government-wide financial statements would be presented on the accrual basis of accounting.

The District's policy, although not in accordance with accounting principles generally accepted in the United States of America, is acceptable under Oregon Law (ORS 294.333), which leaves the selection of the method of accounting to the discretion of the municipal corporation.

Budget Policies and Budgetary Control

Annual budgets for all funds are adopted on a basis consistent with ORS 294 – Local Budget Law. The budget is prepared on the current resources, modified cash basis of accounting for each fiscal year July 1 to June 30.

The budget process includes a series of notices and publications culminating with the budget hearing. After the public hearing has been held, the Board enacts the resolutions to adopt the budget, make appropriations, and declare the ad valorem tax levy for all funds. The Appropriations Resolution contains amounts for personal services, materials and services, capital outlay, debt service, interfund transfers and operating contingency. This is the level of control for authorized expenditures. The level of expenditures is monitored throughout the year. Transfers are made from operating contingency or between the major object classifications of the appropriation for each fund as required to prevent an over-expenditure. Unexpected additional resources may be added to the budget through the use of a supplemental budget and appropriations resolution. A supplemental budget requires hearings before the public, publication in newspapers, and approval by the Board of Directors. Original and supplemental budgets may be modified by the use of appropriations transfers between the level of controls. Such transfers require the approval of the Board of Directors.

HOOD RIVER COUNTY TRANSPORTATION DISTRICT

NOTES TO FINANCIAL STATEMENTS

NOTE 2 – SIGNIFICANT ACCOUNTING POLICIES (Continued)

Budget Policies and Budgetary Control (continued)

Expenditures cannot legally exceed the appropriation levels. Appropriations for all funds lapse at the end of the fiscal year.

Cash and Cash Equivalents

For purposes of reporting cash flows, cash and cash equivalents include cash on hand, checking, savings and money market accounts, and any highly-liquid debt instruments purchased with a maturity of three months or less.

Capital Assets

All capital assets are valued at historical cost or estimated historical cost if actual is unavailable. Replacements, which improve or extend the lives of property, are capitalized. Interest incurred during construction is not capitalized on capital assets. Maintenance, repairs and equipment replacements of a routine nature are charged to expenditures as incurred and are not capitalized. Capital assets are defined by the District as assets with an initial, individual cost of more than \$5,000 and an estimated useful life of more than one year.

Capital assets are depreciated using the straight-line method over the following estimated useful lives:

	<u>Years</u>
Multi-modal facility	40
Building and improvements	7 – 25
Transit improvements	10 – 20
Vehicles and buses	5 – 10
Office equipment	3 – 7

Net Position

On the statement of net position, equity is classified as net position and displayed in three components:

Net investment in capital assets – Consists of capital assets including restricted capital assets, net of accumulated depreciation and reduced by the outstanding balances of any bonds, mortgages, notes, or other borrowings that are attributable to the acquisition, construction, or improvements of those assets.

Restricted net position – Consists of net position with constraints placed on the use either by (1) external groups such as creditors, grantors, contributors, or laws and regulations of other governments; or (2) law through constitutional provisions or enabling legislation.

Unrestricted net position – All other net position that does not meet the definition of “restricted” or “net investment in capital assets.”

HOOD RIVER COUNTY TRANSPORTATION DISTRICT

NOTES TO FINANCIAL STATEMENTS

NOTE 2 – SIGNIFICANT ACCOUNTING POLICIES (Continued)

Net Position (continued)

When both restricted and unrestricted resources are available for use, it is the District's policy to use restricted resources first, then unrestricted resources as they are needed.

Fund Balance

Governmental fund balance

Governmental fund balance is reported within one of the fund balance categories listed below:

Non-spendable — Amounts that cannot be spent either because they are in nonspendable form or because they are legally or contractually required to be maintained intact.

Restricted — Amounts that can be spent only for specific purposes because of constitutional provisions or enabling legislation or because of constraints that are externally imposed by creditors, grantors, contributors, or the laws or regulations of other governments.

Committed — Fund balance amounts that can be used only for the specific purposes determined by a formal action of the District's highest level of decision-making authority, which includes resolutions. Once adopted, the limitation imposed by the ordinance remains in place until a similar action is taken (the adoption of another ordinance) to remove or revise the limitation.

Assigned — Consists of amounts that are intended to be used by the District for specific purposes but do not meet the criteria to be classified as restricted or committed. The authority for assigning fund balance is expressed by the Board of Directors, or their designee.

Unassigned — the residual classification for the District's general fund and includes all spendable amounts not contained in the other classifications. Additionally, other funds may report negative unassigned fund balance in certain circumstances.

NOTE 3 – CASH AND CASH EQUIVALENTS

The District's cash and cash equivalents at June 30, 2024 were as follows:

Deposits with financial institutions	\$ 761,830
State of Oregon Local Government Investment Pool	854,267
Hood River County Treasurer	2,199
Cash on hand	<u>100</u>
Total cash and cash equivalents	<u>\$ 1,618,396</u>

HOOD RIVER COUNTY TRANSPORTATION DISTRICT

NOTES TO FINANCIAL STATEMENTS

NOTE 3 – CASH AND CASH EQUIVALENTS (Continued)

Deposits with Financial Institutions

Custodial Credit Risk – Deposits with Financial Institutions: This is the risk that in the event of a bank failure, the District's deposits may not be returned. The Federal Depository Insurance Corporation (FDIC) provides insurance for the District's deposits with financial institutions up to \$250,000 each for the aggregate of all non-interest-bearing accounts and the aggregate of all interest-bearing accounts at each financial institution.

Deposits in excess of FDIC coverage with financial institutions participating in the Oregon Public Funds Collateralization Program are collateralized under the Public Funds Collateralization Program (PFCP) of the Oregon State Treasurer. The PFCP is a shared liability structure for participating financial institutions and is considered additional depository insurance as defined in GASB 40. Participating financial institutions are required to pledge securities, held by the Federal Home Loan Bank of Seattle in the name of the financial institution, with a value equal to at least 10%, with limited exceptions that may require up to 110%, of the amount of deposits of Oregon municipal corporations in excess of FDIC depository insurance. In the event of a failure of a participating financial institution the collective amount of all pledged securities under the PFCP are available to return the District's deposits. As of June 30, 2024, deposit balance with financial institutions was \$767,051, of which none were exposed to custodial credit risk.

State of Oregon Local Government Investment Pool

Balances in the State of Oregon Local Government Investment Pool (LGIP) are stated at fair value. Fair value is determined at the quoted market price, if available; otherwise, the fair value is estimated based on the amount at which the investment could be exchanged in a current transaction between willing parties, other than a forced liquidation sale. The Oregon State Treasury administers the LGIP. The LGIP is an unrated, open-ended, no-load, diversified portfolio offered to any agency, political subdivision or public corporation of the state who by law is made the custodian of, or has control of, any fund. The LGIP is commingled with the State's short-term funds. To provide regulatory oversight, the Oregon Legislature established the Oregon Short-Term Fund Board and LGIP investments are approved by the Oregon Investment Council. The fair value of the District's position in the LGIP is the same as the value of the pool shares.

Credit risk: Oregon statutes authorize the District to invest in obligations of the U.S. Treasury and U.S. agencies, bankers' acceptances, repurchase agreements, commercial paper rated A-1 by Standard & Poor's Corporation or P-1 by Moody's Commercial Paper Record, and the state treasurer's investment pool.

Concentration of Credit Risk: The District does not have a formal policy that places a limit on the amount that may be invested in any one insurer. 100% of the District's investments are in the State of Oregon State and Local Investment Pool.

Interest Rate Risk: The District does not have a formal policy that limits investment maturities as a means of managing its exposure to fair-value losses arising from increases in interest rates.

HOOD RIVER COUNTY TRANSPORTATION DISTRICT

NOTES TO FINANCIAL STATEMENTS

NOTE 3 – CASH AND CASH EQUIVALENTS (Continued)

State of Oregon Local Government Investment Pool (continued)

Custodial Credit Risk – Investments: This is the risk that, in the event of the failure of a counterparty, the District will not be able to recover the value of its investments that are in the possession of an outside party. The District does not have a policy which limits the amount of investments that can be held by counterparties.

NOTE 4 – CAPITAL ASSETS

Capital asset activity for the year ended June 30, 2024 was as follows:

	Balances July 1, 2023	Increases	Decreases and Reclassifications	Balance June 30, 2024
Capital assets not being depreciated				
Land	\$ 436,003	\$ -	\$ -	\$ 436,003
Total capital assets not being depreciated	436,003	-	-	436,003
Capital assets being depreciated				
Buildings and improvements	2,235,845	73,821	9,895	2,319,561
Transit improvements	828,907	-	-	828,907
Vehicles and equipment	1,505,501	8,568	(371,466)	1,142,603
Total capital assets being depreciated	4,570,253	82,389	(361,571)	4,291,071
Less accumulated depreciation for:				
Buildings and improvements	735,292	60,513	3,652	799,457
Transit improvements	355,038	43,813	-	398,851
Vehicles and equipment	796,488	116,628	(329,587)	583,529
Total accumulated depreciation	1,886,818	220,954	(325,935)	1,781,837
Total capital assets being depreciated, net	2,683,435	(138,565)	(35,636)	2,509,234
Capital assets, net	\$ 3,119,438	\$ (138,565)	\$ (35,636)	\$ 2,945,237

Depreciation expense of \$220,954 was charged to operations for the year ended June 30, 2024.

NOTE 5 – RETIREMENT PLAN

The District has adopted a deferred compensation plan and a matching and contribution plan under sections 457(b) and 401(a) of the Internal Revenue Code (IRC), respectively. The plan is administered by AIG Valic. Employees who complete one year of service and whose compensation is at least \$5,000 per year are eligible to participate in the plan. Eligible employees may elect to defer eligible compensation subject to limits established by IRC Section 567(b) immediately upon hire and the District matches employee deferrals up to 4% of annual compensation. The District Board of Directors has the authority to establish or amend the plan's provisions and contribution requirements. For the year ended June 30, 2024, the District contributed \$19,626 to the Plan and employees contributed a total of \$24,892.

HOOD RIVER COUNTY TRANSPORTATION DISTRICT

NOTES TO FINANCIAL STATEMENTS

NOTE 6 – RISK MANAGEMENT

The District is exposed to various risks of loss related to torts; theft of, damage to, and destruction of assets; errors and omissions, injuries to employees; and natural disasters. The District purchases commercial insurance for most hazards. No losses were incurred during the past three fiscal years ended June 30, 2024 that exceeded the District's insurance coverage.

NOTE 7 – COMMITMENTS AND CONTINGENT LIABILITIES

Amounts received or receivable from grantor agencies are subject to audit and adjustment by grantor agencies, principally the federal and state governments. Any disallowed claims, including amounts already collected, may constitute a liability of the applicable funds. The amount, if any, of expenditures which may be disallowed by the grantor agencies cannot be determined at this time although the District expects such amounts, if any, to be immaterial.

SUPPLEMENTARY INFORMATION

HOOD RIVER COUNTY TRANSPORTATION DISTRICT

GENERAL FUND

SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE - BUDGET TO ACTUAL

Year Ended June 30, 2024

	Budget		Actual	Variance
	Original	Final		
Revenues				
Property taxes	\$ 210,000	\$ 210,000	\$ 224,265	\$ 14,265
Charges for services	320,224	320,224	329,979	9,755
Intergovernmental	3,664,707	3,664,707	2,414,942	(1,249,765)
Interest	20,000	20,000	53,096	33,096
Miscellaneous	10,000	10,000	5,344	(4,656)
Total revenues	4,224,931	4,224,931	3,027,626	(1,197,305)
Expenditures				
Administration	527,336	527,336	502,765	24,571
Operating	3,991,214	3,991,214	1,924,835	2,066,379
Contingency	261,381	261,381	-	261,381
Total expenditures	4,779,931	4,779,931	2,427,600	2,352,331
Excess (deficiency) of revenues over expenditures	(555,000)	(555,000)	600,026	1,155,026
Other financing sources				
Sale of capital assets	10,000	10,000	15,041	5,041
Total other financing sources	10,000	10,000	15,041	5,041
Net change in fund balance	(545,000)	(545,000)	615,067	1,160,067
Fund balance at beginning of year	1,245,000	1,245,000	997,350	(247,650)
Fund balance at end of year	\$ 700,000	\$ 700,000	\$ 1,612,417	\$ 912,417

COMPLIANCE SECTION

**INDEPENDENT AUDITOR'S REPORT REQUIRED BY
OREGON STATE REGULATIONS**

To the Members of the Board of Directors
Hood River County Transportation District
Hood River, Oregon

We have audited the basic financial statements of the Hood River County Transportation District (the "District") as of and for the year ended June 30, 2024, and have issued our report thereon dated September 26, 2024. Our audit was conducted in accordance with auditing standards generally accepted in the United States of America.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether the District's financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grants, including the provisions of Oregon Revised Statutes as specified in Oregon Administrative Rules 162-010-0230 through 162-010-0320 of the Minimum Standards for Audits of Oregon Municipal Corporations, noncompliance with which could have a direct and material effect on the determination of financial statements amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion.

We performed procedures to the extent we considered necessary to address the required comments and disclosures which included, but were not limited to the following:

- Deposit of public funds with financial institutions (ORS Chapter 295).
- Indebtedness limitations, restrictions and repayment.
- Budgets legally required (ORS Chapter 294).
- Insurance and fidelity bonds in force or required by law.
- Programs funded from outside sources.
- Public contracts and purchasing (ORS Chapters 279A, 279B, 279C).

In connection with our testing, nothing came to our attention that caused us to believe the District was not in substantial compliance with certain provisions of laws, regulations, contracts, and grants, including the provisions of Oregon Revised Statutes as specified in Oregon Administrative Rules 162-010-0230 through 162-010-0320 of the Minimum Standards for Audits of Oregon Municipal Corporations.

Board of Directors
Hood River County Transportation District
Independent Auditor's Report Required by Oregon State Regulations

OAR 162-010-0230 Internal Control

In planning and performing our audit of the financial statements, we considered the District's internal control over financial reporting to determine the audit procedures that are appropriate in the circumstances for the purposes of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the District's internal control. Accordingly, we do not express an opinion on the effectiveness of the District's internal control.

Restriction of Use

This report is intended solely for the information and use of the Board of Directors, the management of the Hood River County Transportation District, and the Oregon Secretary of State, and is not intended to be and should not be used by anyone other than these parties.

Singer Lewak LLP

September 26, 2024

By:

A handwritten signature in dark ink, appearing to read 'BB', is written over a light gray circular stamp or watermark.

Brad Bingenheimer, Partner



September 2024 Operations Report

Safety Scores				
Category	September 2024	August 2024	July 2024	June 2024
Overall Safety Score	99	99	98	97
Crashes	0	0	0	0
Harsh Events	0	1	5	4
% Speed -Moderate	.3%	.5%	.07%	.6%
% Speed- Heavy	.01%	.02%	.01%	.05%
% Speed - Severe	.002%	.004%	.005%	.009%

- Safety Score has increased to 99. Increase due to slight reduction in speeding and harsh events.
- Percentage of over speed limit is defined by the percentage of drive time where speeding occurred.

Operations Data				
Category	September 2024	August 2024	July 2024	June 2024
Fixed OTP				
DAR OTP				
Vehicle Hours Driven	1,111	1,301	1,339	1,276
Vehicle Miles Driven	36,472	43,060	44,835	44,012
Fuel Cost	\$14,926	\$16,228	\$15,693	\$16,796
Fuel Cost per Mile	\$0.40	\$0.37	\$0.35	\$0.38
Reported Incidents				
Category	September 2024	August 2024	July 2024	June 2024
Formal Customer Complaints	2	0	0	1
Vehicle Incidents	2	1	0	1
Customer Incidents	7	3	7	10
Vandalism	1	0	0	0

- Formal Complaints:
 - Passenger stated that she was discriminated against for being a woman. The incident was reviewed by management. No follow-up was required.

- Passenger claimed that driver harassed them by telling them they cannot eat or use profanity on the bus. This incident was reviewed by management. No follow-up was required.
- Vehicle Incidents:
 - CGE bus was brake checked by another vehicle on I 84. The incident was reported to the police.
 - Bus made contact with bus barn support pole. No major damage was found.
- Incidents:
 - There was a fire on ODOT right of way just north of the CAT park and ride. Hood River Fire Department extinguished the fire.
 - Hood River police asked CAT to help investigate a stolen bike that involved CAT property.
 - Driver locked keys in bus at Gateway. A passenger assisted the driver and helped him regain access through the ADA door.
 - Field Supervisor was changing a head light, and the impact driver kicked back and hit them in the face. Medical attention was not required.
 - Driver reported tweaking their back. Medical attention was not required.
 - Passenger threatened to call the police on driver after driver asked them not to eat and use profanity on the bus. Management reviewed the incident and addressed with the passenger.
 - Metal ammo box was left on bus. Police was called. Ammo box contained no threat.
- Harsh Events/Distracted Driving:
 - None
- Vandalism
 - Gun stencil was painted on CAT sidewalk. The image was covered with cement colored paint.

Other Happenings:

- Oregon Surplus Items

EMPLOYEE OF THE MONTH:

STARLA JONES



Ridership													
	Sep. 24	Aug. 24	Jul. 24	Jun. 24	May. 24	Apr. 24	Mar. 24	Feb. 24	Jan. 24	Dec. 23	Nov. 23	Oct. 23	Sep. 23
Dial-A-Ride	291	389	385	356	379	390	383	345	302	350	421	414	354
Upper Valley	390	368	390	354	388	364	331	330	220	338	350	423	436
Hood River Connector	0	0	0	0	0	32	41	29	40	63	24	60	68
Hood River City	1911	2216	2243	2270	2023	1826	1764	1575	1177	1746	1620	1793	1848
Cascade Locks	0	0	0	0	0	0	0	0	0	0	0	0	2
Columbia Gorge Express	4160	5954	4985	4272	3476	2871	2615	2014	1515	2341	2488	3381	3456
Gorge to Mountain	0	0	0	0	0	0	2176	2915	2418	768	0	0	0
Dog Mountain	0	0	0	857	3797	198	0	0	0	0	0	0	0
White Salmon Wknd	84	175	123	25	0	0	0	0	0	0	0	0	24
Total	6836	9102	8126	8134	10063	5681	7310	7208	5672	5606	4903	6071	6188
% Change Compared to Prev Month	-25%	12%	0%	19%	77%	22%	1%	21%	1%	14%	-19%		
% Change Compared to Same Month Previous Year	10%	8%	4%	5%	24%	3%	6%	6%	-18%	19%	10%		

Hours of Service													
	Sep. 24	Aug. 24	Jul. 24	Jun. 24	May. 24	Apr. 24	Mar. 24	Feb. 24	Jan. 24	Dec. 23	Nov. 23	Oct. 23	Sep. 23
Dial-A-Ride	198	198	198	171	198	198	189	180	171	180	180	198	180
Upper Valley	164	182	182	157	182	181.5	173	165	157	165	165	182	165
Hood River Connector	0	0	0	0	0	29	41	26	38	40	38	41	40
Hood River City	336	336	336	320	336	327	334	313	311	323	313	337	333
Cascade Locks	0	0	0	0	0	0	0	0	0	0	0	0	8
Columbia Gorge Express	562	645	645	624	645	491	508	475	466	491	475	508	548
Gorge to Mountain	0	0	0	0	0	0	284	323	286	132	0	0	0
Dog Mountain	0	0	0	110	165	37	0	0	0	0	0	0	0
White Salmon Wknd	24	54	42	24	0	0	0	0	0	0	0	0	12
Total	1284	1415	1403	1406	1526	1264	1529	1482	1429	1331	1171	1266	1286

Boardings Per Hour													
	Sep. 24	Aug. 24	Jul. 24	Jun. 24	May. 24	Apr. 24	Mar. 24	Feb. 24	Jan. 24	Dec. 23	Nov. 23	Oct. 23	Sep. 23
Dial-A-Ride	1.47	1.96	1.94	2.08	1.91	1.97	2.03	1.92	1.77	1.94	2.34	2.09	1.97
Upper Valley	2.38	2.02	2.15	2.25	2.13	2.01	1.91	2.00	1.40	2.05	2.12	2.32	2.64
Hood River Connector	0.00	0.00	0.00	0.00	0.00	1.10	1.00	1.12	1.05	1.58	0.63	1.46	1.70
Hood River City	5.69	6.60	6.67	7.09	6.02	5.58	5.28	5.03	3.78	5.41	5.18	5.32	5.55
Cascade Locks	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.24
Columbia Gorge Express	7.40	9.23	7.73	6.85	5.39	5.85	5.15	4.24	3.25	4.77	5.24	6.66	6.31
Gorge to Mountain	0.00	0.00	0.00	0.00	0.00	0.00	7.66	9.02	8.45	5.82	0.00	0.00	0.00
Dog Mountain	0.00	0.00	0.00	7.79	23.01	5.35	0.00	0.00	0.00	0.00	0.00	0.00	0.00
White Salmon Wknd	3.50	3.24	2.93	1.04	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2.00
Total	5.32	6.43	5.8	5.8	6.6	4.5	4.8	4.9	4.0	4.2	4.2	4.8	4.8



Columbia Gorge Express Summer Service & Multnomah Falls Timed Use Permit Report 2024

Part 1: Columbia Gorge Express Summer Service

April 27, 2024 to September 13, 2024	April	May	June	July	August	September	Total
Operating Days	4	31	30	31	31	13	140
Boarded Riders							
Service Hours							
Boarded Riders/ Hour							

Service Delays/interruptions: There were several days that I-84 experienced full closures, lane closures, or extreme delays due to accidents and wildfires.

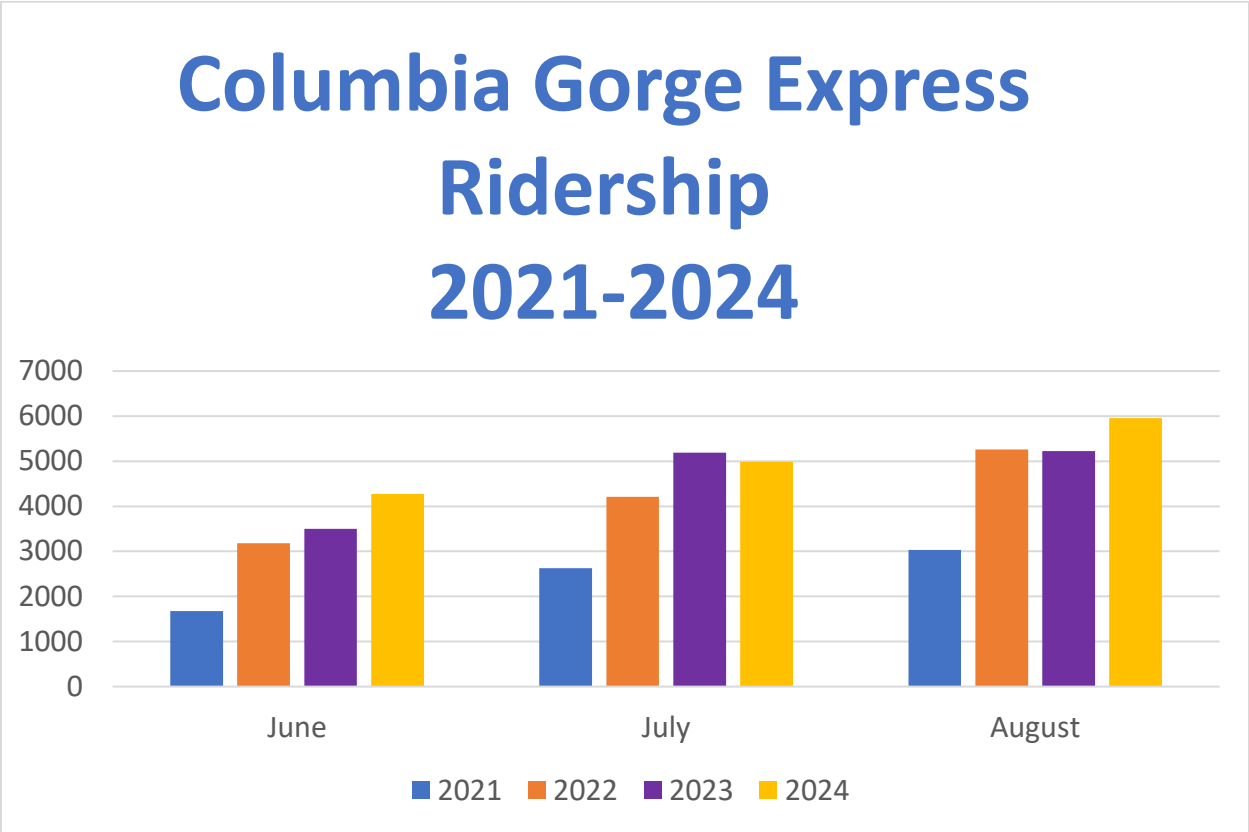
Service Goals: The intent of the Columbia Gorge Express summer expanded service is to help mitigate safety and congestion concerns along the I-84 corridor and at Multnomah Falls – Exit 31 Parking lot. At peak times the service frequency was roughly every hour and a half.

Service Challenges:

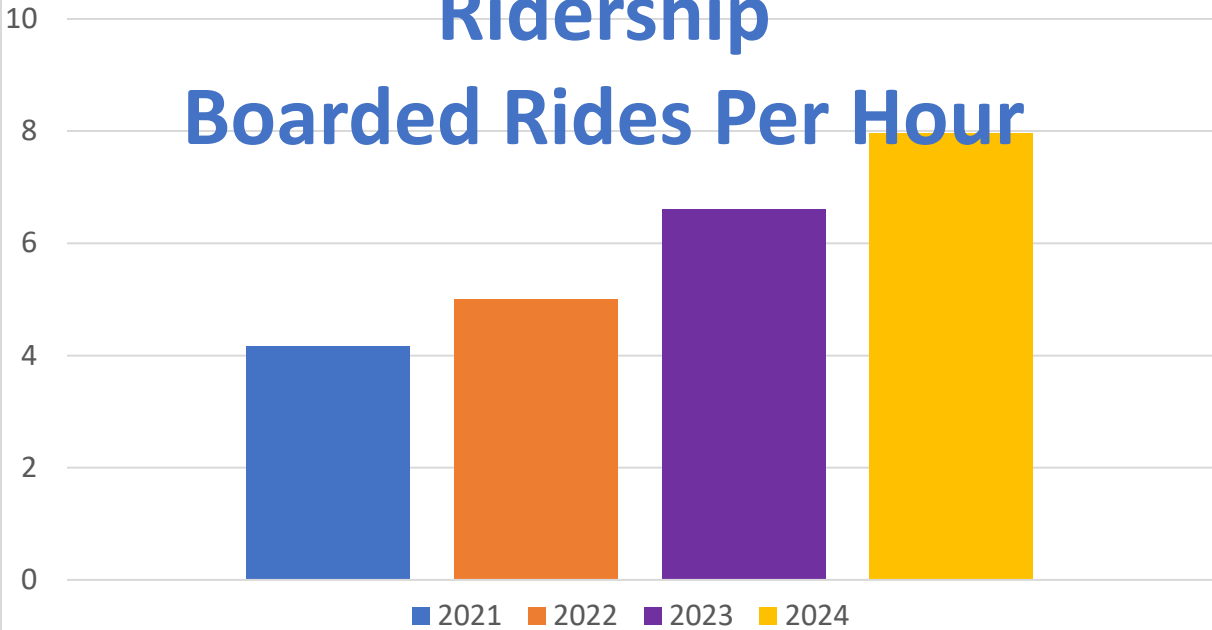
Extreme hot weather created challenges in ensuring adequate air conditioning in buses for drivers and passengers. Traffic congestion on I-84 near Portland caused frequent service delays especially on Friday's, Saturday's, and Sunday's. The increased number of complete freeway closures, lane closures and extreme delays due to wildfires or accidents on I-84 caused large service interruptions.

Columbia Gorge Express Data Comparison June - August		
	2023	2024
Ridership	14,162	15,211
Revenue Service Hours	2,152	1,914
Boarded Riders/ Hour	6.6	7.9
Fare Revenue	\$19,443	\$21,975
Cost	\$301,376	\$283,599

Note: Fare Revenue and Cost for 2024 are estimates and not finalized data.



Columbia Gorge Express Ridership Boarded Rides Per Hour



Part 2: Multnomah Falls Timed Use Permit Program 2024

Program Dates: May 24, 2024 – September 2, 2024

Program Overview: CAT hired a contractor, Sasquatch Shuttles, to manage the Multnomah Falls Timed Use Permit program. The goal of the program was to mitigate congestion and safety related issues at Exit 31 and on the Historic Columbia River Highway (HCRH). The system was designed to reduce congestion and improve safety and access to the site. This was the fourth year of the system. Overall, CAT found that Sasquatch Shuttles improved the program from the previous year by streamlining operations, focusing on staff training and customer education to reduce conflicts at the permit checkpoint.

Staffing and Operations:

The Multnomah Falls Timed Use Entry Permit program was successfully supported by a staffing plan that involved three staff members per day. This allowed for rotation between breaks, supervision, and maintaining safety protocols. The staff followed the guidelines set out in the permit checker training program, which included comprehensive training in customer service, permit management, and conflict resolution.

Key Successes:

1. **Referral to Day of Permits:** The referral of visitors without pre-booked permits to the “Day of Permits” system was highly effective. Visitors were directed to available permits on the same day via reservation platforms leading to smooth operations and minimizing the number of visitors turned away.
2. **Well-Trained Staff:** Staff training was critical to the success of the program. The training program emphasized customer service, conflict resolution, and safety protocols. This ensured that staff was well-prepared to handle customer concerns. Most notably, staff were able to de-escalate situations with angry customers, contributing to mostly smooth operations despite occasional disruptions.

Challenges:

1. **Signage Issues:** One of the primary challenges faced was a lack of adequate signage. This resulted in confusion among visitors, leading to some operational delays and increased demand for staff clarifications.
2. **Cruise Tour Congestion:** Another significant issue arose due to cruise tours arriving at similar times, overwhelming the available bus parking space. This congestion also impacted the designated Columbia Area Transit (CAT) parking area, causing further delays and operational challenges. Managing these surges became a key area for attention.

Opportunities for Improvement:

1. **Improved Signage:** Additional signage should be installed at critical points to better direct visitors, reducing confusion and the need for staff to manually redirect individuals.
2. **Cruise Tour Scheduling Coordination:** Working closely with cruise tour operators to spread out their arrival times could alleviate congestion in bus parking areas, allowing smoother overall traffic flow.
3. **Ongoing Staff Support and Training:** Continued focus on staff training, particularly in handling large crowds and managing peak times, is essential for ongoing success. This can be reinforced through monthly refresher sessions.

Boarded Riders at Multnomah Falls between May 24, 2024 – September 2, 2024= 2,734