

**June 13, 2018**

**Hood River County Transportation District  
Board of Directors Meeting  
Fiscal Year 2018-2019 Budget Hearing  
224 Wasco Loop  
Hood River, OR 97031**

**Agenda**

- |          |     |  |
|----------|-----|--|
| 9:00 am  | 1.  | Call Meeting to Order                      |
|          | 2.  | Open Budget Hearing for Public Comment     |
|          | 3.  | HRCTD Fiscal Year 2018-2019 Budget Process |
|          |     | A. Budget Hearing                          |
|          |     | B. Public Comment                          |
|          |     | C. Close Budget Hearing                    |
|          |     | D. Resolution 17-18-??                     |
|          |     | i. Adopt the FY 2018-2019 Budget           |
|          |     | ii. Make Appropriations                    |
|          |     | iii. Declare & Categorize Taxes            |
|          | 5.  | Approval of Minutes of Last Meeting        |
|          | 6.  | Director's Report                          |
|          | 7.  | Approval of Bills Paid                     |
|          | 8.  | Old Business                               |
|          |     | A. Financial Information                   |
|          |     | B.   |
|          | 9.  | New Business                               |
|          |     | A.   |
|          |     | B.   |
|          | 10. | Any Other Business                         |
|          | 11. | Public Comment                             |
| 10:00 am | 12. | Meeting Adjourned                          |

*If necessary Executive Session may be held in accordance with ORS 192.660*



Resolution No. 17-18-05

**A RESOLUTION TO APPROVE A SUPPLEMENTAL BUDGET FOR THE 2017/18 FISCAL YEAR**

RECITALS:

A. Further, the Hood River County Transportation District received grant funding from PacificSource in the amount of \$13,488.00 to run a weekend trolley shuttle in downtown Hood River from May 26-June 30<sup>th</sup>. In addition, ODOT has approved a request to drawdown an addition \$50,560 in InterCity grant funds this year and underestimated it's ending fund balance by 66,886.00. As a result, there were \$130,936 additional revenues that were not anticipated in the budget.

B. Within the General Fund there are seven budget amendments totaling \$171,108.00 additional appropriations:

- \$61,766 in additional Administrative Contracts. HRCTD had several unexpected issues that required the hiring of consultants. Our Operations Manager was placed on administrative leave and we had issues with internal bookkeeping and required outside assistance. The Board was made aware of these changes and approved budget transfer in February & April to meet these challenges. In addition, HRCTD received funds from PacificSource to run a weekend trolley - which because of logistics we chose to outsource.
- \$10,000 additional for Advertising & Marketing - The Board pushed forward marketing & advertising budget as we needed additional funds to create brochures, signage, wrap buses and pursue other marketing opportunities that arose due to the Columbia Gorge Express expansion. This has increased our marketing & advertising budget as we needed additional funds to create brochures, signage, wrap buses and pursue other marketing opportunities.
- \$20,000 additional for Legal Counsel - The HRCTD Drivers formed a union in September and HRCTD has been in contract negotiations since January.
- \$15,000 additional fuel costs - HRCTD has seen fuel costs increase over 40% on in the last year. This coupled with some mileage increases has pushed our fuel costs higher than anticipated. We need additional funds to cover these cost on in this year.
- \$12,000 in additional vehicle maintenance. Buses have not been properly maintained in the past couple of years, and as they have aged we have 96 in this year.
- \$8,700 in additional vehicle repairs - again this is a factor of maintenance because one of the buses was not appropriately maintained, it had an unexpected motor issue - which needed replacement.

Personnel cost due to initial service increases in  
 subsequent service increases in June.

Direct resolves:

Balance with ORS. 294.471 and 294.473.

as follows:

Revenue

New Funds

Total Change in Revenue

\$ 66,886.00	\$ 975,886.00
13,866.00	\$ 13,488.00
56,560.00	\$ 113,252.00
60,444.00	\$ 1,102,626.00

Changes in Appropriations

Fund Requirement

Trolley Fund

Total Change in Budgeted Appropriation

Contingency

Reserves

\$ 0.00	\$ 48,920.00	\$ 13,488.00	\$ 72,408.00
\$ 0.00	\$ 5,000.00		\$ 25,000.00
	\$ 18,000.00		\$ 22,000.00
	\$ 12,000.00		\$ 78,000.00
	\$ 8,700.00		\$ 35,000.00
	\$ 40,000.00		\$ 9,200.00
\$ 0.00	\$ 132,620.00	\$ 13,488.00	\$ 360,124.00
			\$ 601,732.00

Witnessed by me in authentication of its passage

Hood River County Transportation District  
P.O. Box 1147  
Hood River, OR 97031

BOARD RESOLUTION

IN THE MATTER OF ADOPTING THE RESOLUTION AND ORDER NO. 17-18-06  
ANNUAL OPERATING BUDGET FOR  
FISCAL YEAR 2018-2019, MAKING  
APPROPRIATIONS, IMPOSING AND  
CATEGORIZING TAXES

**BE IT RESOLVED** that the Board of Directors of the Hood River County Transportation District hereby adopts the budget for fiscal year 2018-2019 in the sum of now on file at the administrative offices of the Hood River County Transportation District at 224 Wasco Loop, Hood River, Oregon.

**BE IT RESOLVED** that the amounts for the fiscal year beginning July 1, 2018 and ending June 30, 2019, and for the purposes shown below are hereby appropriated as follows:

**General Fund**

*Administration Department*

Personal Services	\$173,398.00
Materials and Services	\$159,259.00
Total Department	\$332,657.00

*Operating Department*

Personal Services	\$725,864.00
Materials and Services	\$199,269.00
Capital	\$126,000.00
Other Requirements	0.00
Debt Service	0.00
Contingency	\$25,000.00
Transfer Out	0.00
Total Department	\$1,076,133.00

<b>Total APPROPRIATIONS, All Funds</b>	<b>\$ 1,408,790.00</b>
Total Unappropriated and Reserve Amounts, All Funds	\$ 893,305.00
<b>TOTAL ADOPTED BUDGET</b>	<b>\$ 2,302,095.00</b>

**BE IT RESOLVED** that the Board of Directors of Hood River County Transportation District hereby imposes the taxes provided for in the adopted budget at the rate of 0.0723 per \$1,000 of assessed value; and that these taxes are hereby imposed and categorized as follows for the tax year 2018-2019 upon the assessed value of all taxable property within the district.

	General Government	Excluded from Limitation
General Fund	0.0723/\$1,000	0
Multimodal/Vehicle Fund	0	0

**BE IT RESOLVED** that the Executive Director will hereby certify to the Hood River County Assessor the imposed taxes made by this resolution and file with the Assessor a copy of the Budget as finally adopted by July 15, 2018.

**ADOPTED AND APPROPRIATED** by the Board of Directors on June 13<sup>th</sup>, 2018

**Board of Directors for Hood River County Transportation District**

ATTEST:

By: , Secretary of the Board

FY 2018 - 2019 Budget Work Sheet

ACTUALS FY 15-16	Adopted FY 16 - 17	Adopted FY 16-17	Adopted Supplemental FY 17- 18	Line Item Descriptions	Budget for Next Year 2018-2019	
					Proposed by Budget Officer	Approved by Budget Committee
\$ 953,489.00	\$ 958,295.00	\$ 947,546.92	\$ 975,896.00	000-000 Beginning Fund Balance	\$ 863,577.34	\$ 901,985.51
\$ 4,106.46	\$ 4,500.00	\$ 2,302.90	\$ 2,312.34	101-505 Property Tax - Prior	\$ 2,500.00	\$ 2,500.00
\$ 145,628.34	\$ 140,651.00	\$ 152,224.88	\$ 153,835.85	101-510 Property Tax - Current	\$ 154,397.00	\$ 154,397.00
\$ 12,726.63	\$ 16,250.00	\$ 20,298.27	\$ 18,499.07	101-512 Mass Transit Pylr Distribution	\$ 20,000.00	\$ 20,000.00
\$ 6,016.86	\$ 4,650.00	\$ 9,476.85	\$ 13,260.74	101-530 Investment Earnings, 101	\$ 9,000.00	\$ 9,000.00
\$ 37.06	\$ 10.00	\$ 71.05	\$ 56.49	101-535 Interest on Unsegr Taxes	\$ 10.00	\$ 10.00
\$ 165,941.00	\$ 160,282.00	\$ 191,335.00	\$ 160,282.00	102-520 FTA Section 5311	\$ 160,282.00	\$ 160,282.00
\$ 44,247.00	\$ 49,178.00	\$ 53,021.00	\$ 113,819.00	102-521 Intercity Operations	\$ 13,159.00	\$ 13,159.00
\$ 20,482.00	\$ 21,000.00	\$ 22,849.00	\$ 19,556.00	102-527 FTA Section 5310 Maint.	\$ 9,440.00	\$ 9,440.00
	\$ 116,220.00	\$ 116,220.00	\$ 133,966.00	102-528 FTA 5310 Capital		
\$ 34,468.51	\$ 39,450.00	\$ 35,884.01	\$ 31,949.47	102-529 FTA 5310 Operations	\$ 169,320.00	\$ 169,320.00
\$ 16,361.49	\$ -	\$ -	\$ -	102-533 Fares	\$ 40,000.00	\$ 40,000.00
	\$ -	\$ (500.00)	\$ -	101-536 Intergovernmental Agreement (MCCOG)		
\$ 11,075.00	\$ 325.00	\$ -	\$ -	102-540 Sales of Equipment, 102	\$ 3,000.00	\$ 3,000.00
\$ 89,413.25	\$ 99,500.00	\$ 152,349.00	\$ 110,345.00	102-550 Contributions, 102	\$ 250.00	\$ 250.00
\$ 1,350.00	\$ 500.00	\$ -	\$ -	102-553 Medicaid (MCCOG)	\$ 115,000.00	\$ 115,000.00
\$ 44,791.43	\$ 28,500.00	\$ 25,407.35	\$ 28,495.40	102-556 Bus Advertising	\$ 75,000.00	\$ 75,000.00
\$ 80,000.00	\$ 80,000.00	\$ 80,000.00	\$ 67,000.00	102-570 Contract Trans. Services	\$ 34,150.00	\$ 34,150.00
	\$ 43,725.00	\$ 813.00	\$ 74,187.00	200-515 STF/OTN Formula	\$ 67,000.00	\$ 67,000.00
	\$ -	\$ -	\$ -	200-521 STF Discretionary- Upper Vly Rt	\$ -	\$ -
	\$ -	\$ -	\$ 13,488.00	200-525 SFT/OTN Supplemental	\$ 98,704.00	\$ 98,704.00
	\$ -	\$ -	\$ -	PacificSource Weekend Trolley	\$ 40,620.00	\$ 40,620.00
	\$ 97,600.00	\$ 52,012.00	\$ -	New STIF Funds	\$ 179,000.00	\$ 179,000.00
	\$ 13,525.00	\$ 13,524.00	\$ -	101-619 MT Planning Activity Resources		
\$ 11,476.00	\$ -	\$ -	\$ -	101-613 STF Pass Through for MCEDD		
\$ 1,641,610.03	\$ 1,874,161.00	\$ 1,874,835.23	\$ 1,916,948.36	Total Revenue	\$ 2,054,409.34	\$ 2,092,817.51





**FY 2018 - 2019 Budget Work Sheet**

ACTUALS FY 15-16	Adopted		Adopted Supplemental FY 17- 18	Line Item Descriptions	Budget for Next Year 2018-2019	
	FY 16 - 17	Adopted FY 16-17			Proposed by Budget Officer	Approved by Budget Committee
	\$ -		\$ (449.95)	<b>ADMINISTRATIVE EXPENSES</b>		
\$ 3,300.00	\$ 3,300.00	\$ 5,104.55		101-710 Veh Accident Repair- [Not PM]	\$ 3,300.00	\$ 5,250.00
\$ 12.00	\$ 3,300.00	\$ 3,575.00	\$ 3,575.00	101-713 Election	\$ 3,500.00	\$ 3,500.00
\$ 949.52	\$ 60.00	\$ 190.01	\$ 139.75	101-714 Janitorial	\$ 60.00	\$ 60.00
	\$ 550.00	\$ 438.45	\$ 298.80	101-714 Bank Charges, 101	\$ 449.72	\$ 449.72
	\$ -		\$ 72,408.86	101-715 Board Expense	\$ 40,000.00	\$ 40,000.00
	\$ 500.00	\$ 561.50		101-716 Admin Contracts	\$ 600.00	\$ 600.00
\$ 1,340.25	\$ 1,500.00	\$ 1,464.89	\$ 1,600.00	101-726 Repairs - Office Equip.	\$ 1,500.00	\$ 1,500.00
\$ 441.19	\$ 5,850.00	\$ 5,944.07	\$ 607.75	101-727 Office Supplies	\$ 3,000.00	\$ 3,000.00
\$ 994.45	\$ 1,700.00	\$ 1,582.43	\$ 4,142.52	101-728 Office Equipment	\$ 2,000.00	\$ 2,000.00
\$ 894.80	\$ 1,050.00	\$ 546.52	\$ 116.67	101-729 Printing & Copying	\$ 700.00	\$ 700.00
\$ 818.96	\$ 1,055.00	\$ 1,352.11	\$ 3,373.10	101-731 Postage	\$ 1,500.00	\$ 1,500.00
\$ 1,385.92	\$ 1,950.00	\$ 1,420.66	\$ 2,500.90	101-733 Computer Software	\$ 2,500.09	\$ 2,500.09
\$ 692.13	\$ 945.00	\$ 1,529.17	\$ 942.30	101-735 Dues & Subscriptions	\$ 1,200.00	\$ 1,200.00
\$ 4,211.21	\$ 4,600.00	\$ 4,773.43	\$ 5,323.85	101-736 Fees, Admin	\$ 5,000.00	\$ 5,000.00
\$ 11,969.94	\$ 16,700.00	\$ 16,322.92	\$ 25,000.00	101-737 Telephone	\$ 40,000.00	\$ 40,000.00
\$ 1,220.00	\$ 1,385.00	\$ 1,180.00	\$ 1,177.00	101-739 Advertising & Marketing	\$ 1,200.00	\$ 1,200.00
\$ 1,621.77	\$ 2,250.00	\$ 934.33	\$ 500.00	101-740 Legal Ad - Public Notices	\$ 1,200.00	\$ 1,200.00
\$ 2,530.40	\$ 2,600.00	\$ 2,989.73	\$ 1,201.93	101-742 Staff Training, 101	\$ 2,250.00	\$ 1,000.00
\$ 1,407.67	\$ 2,000.00	\$ 1,162.48	\$ 1,942.11	101-743 Travel (Meals, Lodging)	\$ 2,500.00	\$ 2,500.00
\$ 3,490.00	\$ 122,000.00	\$ 103,617.50	\$ 42.50	101-744 Employee Mileage	\$ 1,000.00	\$ 1,000.00
	\$ 17,500.00	\$ 19,500.00	\$ 8,600.00	101-745 Planning Activities	\$ -	\$ -
	\$ 14,500.00	\$ 13,657.50	\$ 22,000.00	101-747 Audit	\$ 14,000.00	\$ 14,000.00
\$ 924.00	\$ 1,000.00	\$ 510.00	\$ 510.00	101-748 Legal Counsel	\$ 16,000.00	\$ 16,000.00
\$ 15,111.25	\$ 15,000.00	\$ 16,023.15	\$ 17,446.22	101-749 Fire and Security	\$ 1,000.00	\$ 1,000.00
\$ 11,476.00	\$ 13,500.00	\$ 13,524.00	\$ -	101-751 Utilities - Administration	\$ 16,000.00	\$ 16,000.00
\$ 64,791.46	\$ 234,795.00	\$ 217,904.40	\$ 172,999.31	101-741 STF Pass-Thru Funds for MCCED	\$ -	\$ -
				<b>Total Administrative Expenses</b>	\$ 159,259.81	\$ 159,959.81



**FY 2018 - 2019 Budget Work Sheet**

ACTUALS FY 15-16	Adopted FY 16 - 17	Adopted FY 16-17	Adopted Supplemental FY 17- 18	Line Item Descriptions	Budget for Next Year 2018-2019	
					Proposed by Budget Officer	Approved by Budget Committee Adopted by Governing Body
				<b>OPERATING MATERIAL &amp; SERVICES</b>		
\$ 51,239.84	\$ 62,500.00	\$ 49,844.43	\$ 75,000.00	102-705 Fuel	\$ 70,000.00	\$ 70,000.00
\$ 1,799.95	\$ 6,200.00	\$ 9,529.67	\$ 9,175.76	102-707 Tires	\$ 5,000.00	\$ 5,000.00
\$ 11,831.21	\$ 24,980.00	\$ 23,511.17	\$ 35,000.00	102-709 Repairs - Preventive	\$ 30,000.00	\$ 30,000.00
	\$ 5,000.00		\$ 9,200.00	102 Vehicle Accident Repair	\$ 500.00	\$ 500.00
\$ 3,218.57	\$ 10,000.00	\$ 13,914.41	\$ 4,566.41	102-711 Repairs - Building	\$ 2,000.00	\$ 2,000.00
\$ 408.75	\$ 1,000.00	\$ 1,352.98	\$ 407.50	102-713 Licenses & Fees	\$ 1,450.00	\$ 1,450.00
	\$ 300.00		\$ 7,835.00	102-714 Dispatch Software Maint	\$ 7,835.00	\$ 7,835.00
	\$ 150.00	\$ 4.75	\$ 120.00	102-715 Vehicle Cleaning	\$ 120.00	\$ 120.00
	\$ 150.00	\$ 140.00	\$ 61.00	102-717 Bridge Tolls	\$ 140.00	\$ 140.00
	\$ 14,500.00	\$ 189.50	\$ -	102-721 Repairs - Radio	\$ 100.00	\$ 100.00
\$ 13,790.50	\$ 13,114.00	\$ 14,558.50	\$ 13,740.00	102-723 Insurance	\$ 14,560.00	\$ 14,560.00
\$ 534.26	\$ -	\$ 791.28	\$ 663.20	102-726 Vehicle Supplies	\$ 1,000.00	\$ 1,000.00
\$ 288.86	\$ 1,000.00	\$ 1,478.97	\$ 950.00	102-727 Shop Supplies & Tools	\$ 1,500.00	\$ 1,500.00
\$ 1,638.50	\$ 500.00	\$ 1,454.00	\$ 1,800.00	102-729 Driver Medical Exams, Vacc.	\$ 3,000.00	\$ 3,000.00
\$ 3,114.80	\$ 2,650.00	\$ 19,930.42	\$ 5,164.28	102-737 Cellular Data	\$ 6,000.00	\$ 6,000.00
\$ 2,609.95	\$ 2,100.00	\$ 2,493.34	\$ 8,021.39	102-742 Driver Training Certificates	\$ 3,000.00	\$ 3,000.00
\$ 1,332.25	\$ 1,570.00	\$ 1,479.00	\$ 2,173.00	102-743 Drug & Alcohol Testing	\$ 3,000.00	\$ 3,000.00
\$ 718.29	\$ 1,575.00	\$ 1,837.05	\$ 69.00	102-744 Uniforms	\$ 1,500.00	\$ 1,500.00
\$ 2,000.00	\$ 1,500.00	\$ 2,000.00	\$ 2,000.00	102-749 Match - MCEDD	\$ 2,000.00	\$ 2,000.00
\$ 13,713.26	\$ 14,000.00	\$ 7,915.12	\$ 7,500.00	102-751 Medicaid (Waiver)	\$ 9,000.00	\$ 9,000.00
\$ 683.28	\$ -			MID Employee Share	\$ -	\$ -
			\$ 10,000.00	102-754 CGE Project Match	\$ -	\$ -
			\$ 13,488.00	Trolley Service Contract	\$ 37,980.00	\$ 37,980.00
\$ 108,922.27	\$ 162,789.00	\$ 152,424.59	\$ 206,934.54	<b>Total MATERIAL &amp; SERVICES</b>	\$ 199,685.00	\$ 199,685.00
				<b>OTHER REQUIREMENTS</b>		
	\$ -		\$ 25,000.00	102-960 Contingency	\$ 25,000.00	\$ 25,000.00
	\$ -		\$ 25,000.00	<b>Total OTHER REQUIREMENTS</b>	\$ 25,000.00	\$ 25,000.00



FY 2018 - 2019 Budget Work Sheet

ACTUALS FY 15-16	Adopted FY 16 - 17	Adopted FY 16-17	Adopted Supplemental FY 17- 18	Line Item Descriptions	Budget for Next Year 2018-2019		
					Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body
\$ 73,788.54	\$ 122,826.00	\$ 124,287.32	\$ 96,000.00	PERSONAL SERVICES	\$ 138,000.00	\$ 138,000.00	
\$ 3,717.40	\$ 12,169.00	\$ 2,625.41	\$ 7,554.00	Admin Wages	\$ 10,748.00	\$ 10,748.00	
\$ 4,728.68	\$ 25,313.00	\$ 17,360.14	\$ 22,274.00	Admin Taxes	\$ 24,650.00	\$ 24,650.00	
\$ 82,234.62	\$ 160,308.00	\$ 144,272.87	\$ 125,828.00	Admin Benefits	\$ 173,398.00	\$ 173,398.00	
				Total Admin Personal Expense			
\$ 273,128.75	\$ 294,786.00	\$ 261,137.16	\$ 360,124	PERSONAL SERVICES	\$ 442,402.00	\$ 442,402.00	
\$ 36,989.18	\$ 42,475.00	\$ 40,928.17	\$ 44,982	Direct Service Wages	\$ 47,664.99	\$ 47,664.99	
\$ 33,762.83	\$ 43,994.00	\$ 23,872.75	\$ 37,748	Direct Service Taxes	\$ 62,400.00	\$ 62,400.00	
\$ 343,900.76	\$ 381,255.00	\$ 325,938.08	\$ 442,854	Direct Service Benefits	\$ 552,466.99	\$ 552,466.99	
\$ 426,135.38	\$ 541,563.00	\$ 470,210.95	\$ 568,682.17	Total Direct Service Personal Expense	\$ 725,864.99	\$ 725,864.99	
\$ 24,818.00	\$ -	\$ -	\$ -	PERSONAL SERVICES	\$ -	\$ -	
\$ 69,396.00	\$ 134,859.00	\$ 134,359.00	\$ 149,300.00	CAPITAL PURCHASES	\$ 116,000.00	\$ 116,000.00	
\$ 94,214.00	\$ 134,859.00	\$ 134,359.00	\$ 159,300.00	Facilities	\$ 10,000.00	\$ 10,000.00	
				102-905 Equipment	\$ 126,000.00	\$ 126,000.00	
				Bus Stop Infrastructure			
				CAPITAL PURCHASES			
				OTHER SAVINGS FUNDS			
				Savings Account	NA	NA	
				Money Market	NA	NA	
				SAVINGS ACCOUNT	\$ -	\$ -	
\$ 694,063.11	\$ 1,074,006.00	\$ 974,898.94	\$ 1,132,916.02	Total Expenditures	\$ 1,235,809.80	\$ 1,236,509.80	
\$ 947,546.92	\$ 800,155.00	\$ 899,936.29	\$ 863,577.34	Net Revenue	\$ 818,599.54	\$ 856,307.71	
\$ (5,942.08)	\$ (158,140.00)	\$ (47,610.63)	\$ (112,318.66)	Loss/Gain	\$ (44,977.80)	\$ (45,677.80)	





