

**The Loop
Morrow County Transportation
Statewide Transportation Improvement Fund (STIF)
Advisory Committee
July 17, 2018
Boardman City Hall
Boardman, Oregon**

Present:

Karen Pettigrew Aaron Palmquist Leann Rea Sheryll Bates Betty Gray

Anita Pranger – The Loop Coordinator Melissa Lindsay – Morrow County Commissioner

Carla McLane – Morrow County Planning Director

Meeting convened at 3:45 p.m. by Coordinator Anita Pranger

Anita welcomed everyone.

Public Comment: None

Advisory Committee: Anita handed out the State rules for the make up a STIF Advisory Committee. Each advisory committee member must fall into at least one category that is established by the State Rules Advisory Committee for the STIF. Morrow County has to full fill the minimum three represented groups which are:

- (a) Low-income individual;
- (b) individual age 65 or older or people with disabilities; and
- (c) Public Transportation Service Provider or non-profit entities which provide public transportation services.

Anita full fills the public transportation service provider individual. Several others can fill the other two needs for the minimum requirement.

Anita handed out forms for the committee to fill out the areas that they would represent on the committee.

Anita commented that there is a gentleman from Heppner who would probably serve on the board who is a user of the serve. She will try and get a hold of him about this.

Discussion of the different groups and representation of the different groups.

By-Laws: By-laws were a draft from the Oregon Transportation Association website. They are Benton County Oregon draft by-laws. Anita adjusted the by-laws to fit The Loop Morrow County Transportation's needs. Discussion of the by-laws and the changes. Discussion of number of advisory

committee members 5 to 7 or 5 to 9. 5 to 9 was the consensus of what the people present would like to see in the by-laws.

Other: Aaron asked if we get the minimum dollars that the State says is to come to Morrow County or does everyone get a portion of the monies collected from one pot? Anita said that Morrow County will get what has been collected from Morrow County employers. The state will give The Loop what has been collected and asked for in the template plan. It does depend on how much is collected as to the amount that will come back to Morrow County. Discussion of possible projects, fixed routes, park and ride lots, etc.

Anita said public outreach needs to be scheduled. August is the earliest that she will be able to schedule. August 14 – 20, 2018 Anita will be gone.

Karen asked what Anita will be looking for in public outreach. Anita will ask the public what they want fixed route projects or vehicles and they type of vehicles. If the public wants buses then Anita will get more buses that is the purpose of this outreach is to see what the public wants. STIF monies can be used for operations. This first round of funding however the State wants as much of the money to be spent to grow the program then after that more of the money will be used to maintain the program. Discussion of how the funding is spent and received from the state. Anita has to have projects that surpass what will probably be coming in. Anita will only do as much of the project as she receives the money for. Discussion of how much money we could possibly be getting each year.

The next STIF meeting needs to be in September after the outreach meetings.

Discussion of the picture Anita will presented to the public at the outreach meetings. Anita will pull projects from The Coordinated Human Services Public Transportation Plan and the Travel Shed Plan.

Meeting Adjourned 4:30 p.m.

Respectfully Submitted
Anita Pranger Coordinator

Signature Sheet

STIF

Date: July 17, 2018

Please Print Name	Address	e-mail address
Lynn P. Long	City of Imber	
Melissa Lindsay	Morrow County	
Karin Pettigrew	City Boarding	
Leann Rea		
Betty Gray	None	
Sheryl Bates	Heppner	
Charla McLane	PO Box 40, Imber	cmclane@co.morrow.or.us

**The Loop
Morrow County Transportation
Statewide Transportation Improvement Fund (STIF)
Advisory Committee
September 7, 2018
Port of Morrow
Boardman, Oregon**

Committee Members Present:

Karen Pettigrew Aaron Palmquist Sheryll Bates

Absent:

Leann Rea Betty Gray

Others Present:

Anita Pranger – The Loop Coordinator
Edie Ball – City of Heppner
Seth Whitmer – Columbia River Health Clinic

Meeting convened at 1:05 p.m. by Coordinator Anita Pranger

Anita welcomed everyone.

Everyone introduced themselves.

Public Comment: None

Appointment of Chair and Vice Chair: Aaron moved to appoint Leann Rea as the Chairperson of The Loop Morrow County Transportation Statewide Transportation Improvement Fund Advisory Committee. Sheryll seconded. No discussion. Motion carried.

Sheryll moved to postpone the Vice Chair election until the next meeting when Edie and Seth have official been appointed by the Morrow County Board of Commissioners. Aaron seconded. No discussion. Motion carried.

Aaron moved to have Karen run the meeting for the day since the newly elected chair was not present. Sheryll seconded. No discussion. Motion Carried.

Karen then appointed Anita to run the meeting.

By-Laws: Aaron moved to approve the by-laws that were presented and accepted by the Morrow County Board of Commissioners. This committee is reaffirming what was presented to the Board of Commissioners from the last STIF Committee meeting. Sheryll seconded the motion. No discussion. Motion carried.

Projects: Anita asked for project ideas from the committee. Ideas can come from the Travel Shed Plan that is being developed or the Morrow County Coordinated Human Services Public Transportation Plan. Anita presented a hard copy of the power point she did at a couple of public open houses she just had the last couple of weeks for ideas of projects.

A project that Anita, County Administrator Darrell Green, Commissioner Doherty, Kalie Davis from the Port of Morrow, Debbie Radie from Boardman Foods and Carla McLane, Morrow County Planner are working with the Port of Morrow is to get a route from The Port of Morrow to Umatilla to help move workers to The Port for work. They are looking at a late October – early November meeting to engage The Port of Morrow employers in this project. One of the ideas to help get this project up and running is to see if the employers would be interested in paying for the driver for this route. The Loop Morrow County Transportation has a 14 passenger bus that could be used to start with on this project. Discussion of this project and how it could proceed.

One of the projects that Anita would like is to have Nichole come on full time. She has a grant now that will go through June 30, 2020 that is paying for 19 hours a week for her. This project would cover her benefits and make up the rest of her salary for full time.

Anita discussed that this is a three template. Project can last for three years. You can do part of a project the first year. Continue with the project on into the second and third year until it is completed.

Anita has to have the template completed and into the State by November 1, 2018 in order for her to start getting the dollars the first of May 2019.

Seth asked if we have ever applied for Wildhorse grant funds. Anita said no she has never applied for those funds. This is something that Anita could look into. We can however with these funds combine with Kayak to get routes funded. Kayak and this program have to work together with these dollars because we cannot duplicate services.

Anita explained that there will be projects that will go on a 100% list and then other projects that will go onto a 130% list to be able to spend dollars above and beyond what is expected to be received.

Fixed routes are something that the committee would like to be one of the top projects.

Discussion of who all attended the open houses and the ideas and suggestions that came from those. Fixed routes was highly supported at both of the meetings.

Karen asked what the plans were for the possible bus barns. Karen thought a transit center with a mechanic to work on the buses was a good idea. Anita said this is a project we can put in the template and add dollars to each year until we get enough to build the type of transit center we would like and that would cover our needs.

Discussion of bus shelters and where to put them. Committee wants bus shelters as a high priority.

Karen suggested Anita talk to the Superintendent of Morrow County Schools Dirk Dirksen about placement of a bus shelter. And see what he thinks about what this would mean to the school district and what he thinks about this.

Aaron suggested a park n ride at the East end of Irrigon on property that ODOT owns. Property is on both the north and south side of Highway 730.

Karen asked who the ODOT Rail and Public Transit person that is on the NEACT. Aaron said it was Frank Thomas was the Region 5 Liaison on the committee. Discussion of Region 5 ODOT chain of command. Who Karen would call to lobby about the 9-12 children 1%.

Discussion of transit center in Heppner and Boardman. What the transit center would contain.

Discussion of projects. Bus shops, fixed routes, Mobile Data Transmitters, park n rides.

Priorities for the 100% suggested list is Mobile Data Transmitters, bus shelters, possible land purchases and fixed routes.

Priorities for the 150% suggested fixed route, transit centers, bus barn Irrigon, Infrastructure for transit center and bus barns.

Aaron suggested a place in the parking area for a possible bus barn in Irrigon or check to see if Public Works has enough land for a possible location in Boardman. Might also check to see if any land in Boardman available to purchase near new Public Words building. One option might be to have County purchase land and I reimburse County for the land with a yearly payment.

Other: Aaron moved to have Anita take Edie Ball and Seth Whitmer STIF Advisory applications to the Morrow County Board of Commissioners for official appointment to The Loop Morrow County Transportation Statewide Transportation Improvement Fund Advisory Committee. Sheryll seconded. Motion carried.

Next meeting September 24, 2018 at 9:00 am in Heppner at the Bartholomew Building.

Meeting Adjourned 2:45 p.m.

Respectfully Submitted
Anita Pranger Coordinator

SIF

Signature Sheet

Date: 9/7/2018

Please Print Name	Address	e-mail address
Edie Ball	City of Hesperia P.O. Box 756, Hesperia 92336	heppare@comcast.net
Sheryl Bates		
Seth Whitner	450 Tatone	swhitner@chclinc.net
Karen Pettigrew	city of Bardsdale	
Aron Pelquist	city of Perris	

**The Loop
Morrow County Transportation
Statewide Transportation Improvement Fund (STIF)
Advisory Committee
September 24, 2018
Lower Conference Room Bartholomew Building
Heppner, Oregon**

Committee Members Present:

Sheryll Bates Leann Rea Edie Ball

Absent:

Betty Gray Karen Pettigrew Aaron Palmquist Seth Whitmer

Others Present:

Anita Pranger – The Loop Coordinator

Meeting convened at 1:05 p.m. by Chair Leann Rea.

Leann thanked everyone for coming.

Public Comment: None

Appointment Vice-Chair: There was no quorum so this appointment was tabled until the next meeting.

STIF Plan Projects: Anita advised the committee that the STIF plan will need to be adopted at the October 16, 2018 meeting in Lexington. Then on October 17, 2018 she will take the plan to the Board of Commissioner meetings and have them adopt it at that time.

Discussion of next meeting. It was decided to meet on October 9, 2018 at 10:00 am.

Anita went over the projects that she has put in the STIF Template. Project 1 is Mobile Data Transmitters (MDT's) for each of the vehicles. These will work with the current software program that we have and make reporting to ODOT more accurate.

Morrow County School District has 637 students in grades 9-12. In the projects 1% of the dollars has to be spent to show we are offering services to these students. Leann asked how we are to show this. Anita said that we have to somehow show that our services are available for these students to use at not charges. Discussion of how to satisfy this and one of the ways is to put a bus stop location close to a high school. Karen and Aaron were not in favor of this idea at the last meeting. Edie asked if we could put the bus stops in other places and not next to a school. Anita said yes we will have several bus stops at different locations. Discussion of some possible stop locations.

Project 2 is increasing Part time dispatch to full time.

Discussion of how much money we are projected to receive in the next three years.

Project 3 is the Port of Morrow 1 fixed route. This route is one that we are currently discussing with the Port of Morrow and are looking at having a meeting on November 6, 2018 to see if there is a possibility to have the employers of the Port cover the cost of a driver for a couple of years and then make the route funded out of STIF.

Leann asked why only to Umatilla. Anita stated that was what was discussed in a previous meeting with at the Port. This route could easily be extended into Hermiston. Sheryll asked that we add to the description Hermiston. Discussion if management or employees would be riding this route. We could share stops with Kayak but at different times.

Project 4 is Kayak. They are looking for some planning dollars and possibly some match dollars for a new bus to extend their Irrigon Route into Boardman. JD Tovey and Susan Johnston of Kayak will be coming to meet with Anita on Friday September 28, 2018 to discuss what they are thinking for a project. This project has been put on the 130% list.

Project 5 is the Heppner – Boardman – Irrigon - Hermiston fixed route. Leann asked to include Lexington to this route since you have to go through Lexington to get to Boardman. Discussion of how the route would go and how long it would take.

Project 6 is the Heppner – Lexington – Ione fixed route. Sheryll asked about paid drivers. Anita said that with the fixed routes the drivers will be paid drivers. Discussion of how much drivers would cost. Discussion of how many drivers we will need for the fixed route. Leann would like us to look at contracting drivers to see what the cost would be. Discussion of drug testing in the program. Discussion of how routes would work and which way they would go.

Project 7 bus stop signage and poles with seats. These figures are fairly accurate. Anita was able to contact a company in Eugene Oregon that makes these.

Project 8 Land Purchase. This is for future purchases of land for bus shelters, park n rides, a transit center and bus barns. Anita contacted Sandi at the Road Department for the land they purchased in Boardman and is was \$24,500.00 per acre for a total of \$122,500.00 for five acres. Discussion of how much land costs.

Project 9 Boardman to Arlington fixed route. This is a future project to cover the dead space that is in the East West Public Transit line.

Anita will add more accurate dollars to the template and continue fine tuning it for the next meeting on October 9, 2018.

Other:

Next meeting October 9, 2018 at 10::00 am in Irrigon at Irrigon City Hall.

Meeting Adjourned 1:50 p.m.

Respectfully Submitted
Anita Pranger Coordinator

Signature Sheet

STIF

Date: Sept. 24, 2018

Please Print Name	Address	e-mail address
Edie Ball	City of Heppner P.O. Box 756, Heppner, OR 97836	heppner@centurytel.net
Sheryl Bates		
Leann Rea		

**The Loop
Morrow County Transportation
Statewide Transportation Improvement Fund (STIF)
Advisory Committee
October 9, 2018
Irrigon City Hall
Irrigon, Oregon**

Committee Members Present:

Sheryll Bates Leann Rea Edie Ball Aaron Palmquist Karen Pettigrew

Absent:

Betty Gray Seth Whitmer

Others Present: Anita Pranger – The Loop Coordinator

Meeting convened at 10:05 p.m. by Chair Leann Rea.

Leann thanked everyone for coming.

Public Comment: None

Appointment Vice-Chair: Sheryll nominated Aaron for Vice-Chair. Chair Leann accepted the nomination. No other nominations. No discussion. Edie, Sheryll and Leann yay, Aaron nay. Motion carried.

STIF Plan Projects: Anita said Kayak has submitted a project. Anita had some concerns because the third year Kayak was wanting \$275,000.00 which is more than The Loop is projected to receive. Anita called Frank the Region 5 Coordinated and asked what she should do and his advice was to put in the project but only put the dollar amount that the advisory committee suggested to be put into the project.

Aaron asked about what would happen with the 5310 Grant if we also gave Kayak dollars in the STIF. Anita stated that the 5310 Grant dollars that we give them will go until June 30, 2019 then they will have to apply for those Grant dollars again. Discussion of the Kayak project and the projects that we are wanting to cover. Leann would like to include a project with Kayak because we will probably use some of their infrastructure when we get to doing fixed routes and linking to them in the future.

The Kayak project is Project 4 in the plan. This project is the number 4 project on the 130% list. Discussion of how much to put into this project and when the next application cycle will be. Committee decided to make 2019 as no dollars, 2020 put \$20,000 and 2021 put another \$20,000 in to this project. This phase is to help Kayak with startup and planning of the fixed route. Aaron moved for project 4 Kayak of the STIF Plan Template commit no dollars for 2019, \$20,000 for 2020 and \$20,000 for 2021 for a total of \$40,000 for a coordinated project with Kayak on the 130% list in the template. Aaron asked if we wanted this in planning or in to something else. Discussion if this project is just planning or is it startup operation also. Committee decided to leave in planning. Sheryll seconded the motion. Motion carried.

Project 1 is MDT's Aaron asked if \$20,000 is enough to cover this project. Anita said she thinks so because each MDT is about \$1,500 a unit and she put an extra \$5,000 in the project to cover installation of the units. Discussion of the number of units and if this amount is enough to cover everything including software and licensing. Aaron suggested that we purchase a few in 2019 and then the rest in 2020. Aaron moved that for Project 1 MDT's in the STIF Plan Template to put \$15,000 in the year 2019 and \$10,000 in the year 2020 for the purchase and installation of MDT's for the vehicles for a total of \$25,000 for this project. No further discussion. Sheryll seconded the motion. Motion carried.

Sheryll asked why at the top of page 6 I did not specify the mode that this task will support as fixed route or demand response? Anita said that in the computer she marked demand response but when she printed it off it did not print that part out. Aaron suggested that Anita check with Frank as to why it did not print.

Project 2 Aaron asked what the Federal dollar amount was on this project. Anita said it was the 5310 discretionary grant that she got to make this position a permanent part-time position. This project would add dollars to make the Dispatcher position full time. Aaron would like to move this project to the number 1 position on the 100% list in the template and then move the MDT's to the second position on the 100% list in the template. Aaron moved to accept Project 2 in the STIF Plan Template that is to make the dispatch position full time with the dollar amounts presented. Edie seconded the motion. No further discussion. Motion carried.

Aaron moved to make Project 1 on the STIF Plan Template the MDT'S project to the second project on the 100% list and move Project 2 on the STIF Plan Template which is the Dispatch position to the number 1 on the 100% list. Edie seconded the motion. No further discussion. Motion carried.

Sheryll asked if we could continue asking for this. Anita said yes we can with the STIF monies. The dollars in the other grant could be applied for and used for something else in the future if need be.

Project 3 Port of Morrow Route 1. Anita said this is the Port of Morrow route that they are wanting to get started now. In this project we are asking to pay for planning, research, equipment and help with cost in running the bus if employers will pay for the driver. Aaron moved to leave as project 3 on the 100% list and leave the dollar amount as presented. Seconded by Sheryll. No comments or further discussion. Motion passed.

Sheryll asked to clarify the projects 4 and 5 on the 100% list and the 130% list. Discussion of how the lists work and how the fixed routes would be done. Discussion of Projects on the 130% list. If we don't get enough money to cover a project but we do get enough to cover the next project Frank said we could go ahead and skip to the project that we have enough money for.

Edie asked what the outreach material will cover. Anita said that the outreach materials will cover items such as magnets, brochures and promotional items to be distributed to the schools and communities for advertising.

Aaron moved to retain the rest of the projects as presented. Sheryll seconded. No further discussion. Motion carried.

Other: Aaron asked if Kayak is going to adjust their schedule on the current route. Anita said that she has not heard if there will be a change or not.

Aaron said that a bus stop is going to be installed by the Bates Restaurant for Kayaks use and our future use. City of Irrigon will put that up and maintain the stop.

Aaron asked if the dual Board of Commissioners meeting tomorrow is about the STIF Plan or what. Anita said this meeting is a presentation to both of the boards by Matt Hughart of Kittelson and Associates on the Travel Shed Project that has been in the works for over two years. Aaron said on the agenda it said STIF. Anita reassured him it was about the Travel Shed Project not the STIF Projects. Aaron was concerned about the wording on the agenda.

Discussion of next meeting.

Next meeting October 16, 2018 at 3:00 pm in Lexington at Public Works Office.

Meeting Adjourned 11:04 a.m.

Respectfully Submitted
Anita Pranger Coordinator

Signature Sheet

Date: Oct 9, 2018

Please Print Name	Address	e-mail address
Edie Ball	City of Heppner P.O. Box 750 Heppner	heppner@centurytel.net
Leann Rea		
Sheryl Bates		
Aron Pelgusnik	city of Irison	Frison
Koren Pettigrew		

**The Loop
Morrow County Transportation
Statewide Transportation Improvement Fund (STIF)
Advisory Committee
October 16, 2018
Morrow County Public Works
Lexington, Oregon**

Committee Members Present:

Sheryll Bates Leann Rea Aaron Palmquist Betty Gray

Absent:

Seth Whitmer Edie Ball Karen Pettigrew

Others Present: Anita Pranger – The Loop Coordinator

Melissa Lindsay – Morrow County Commissioner Kevin McCabe

Meeting convened at 3:30 p.m. by Chair Leann Rea.

Introductions were made.

Leann thanked everyone for coming.

Public Comment: None

Minutes: Betty moved to approve the July 17, 2108 minutes. Aaron seconded the motion. No discussion. Motion carried.

Sheryll moved to approve the September 7, 2018 minutes. Aaron seconded the motion. No discussion. Motion carried.

Sheryll moved to approve the September 24, 2018 minutes. Leann seconded the motion. No discussion. Motion carried.

Aaron moved to approve the October 9, 2018 minutes. Sheryll seconded the motion. Discussion of Kayak project and 5310 Grant and how that will work in the future. The difference between the STIF money and the 5310 Grant money for Kayak. Motion carried.

STIF Template: Anita presented to the committee the template that will be sent to the State for the committee review and recommendation to have the Morrow County Board of Commissioners approve for submission to ODOT. Aaron moved to recommend this application be taken to the Morrow County Board of Commissioners for their approval for submission to the State. Betty seconded the motion. Discussion of the 100% and 130% lists and the projects. Discussion of how the Travel Shed plan is a document that can be used to get projects from for future grants. Motion carried.

Other: No other business.

Next meeting January 15, 2019 at 3:30 pm in Irrigon at Irrigon City Hall.

Meeting Adjourned 4:05 p.m.

Respectfully Submitted

Anita Pranger Coordinator

