

**The Loop  
Morrow County Transportation  
Statewide Transportation Improvement Fund (STIF)  
Advisory Committee  
January 15, 2019  
Irrigon City Hall  
Irrigon, Oregon**

**Committee Members Present:**

Leann Rea      Aaron Palmquist      Karen Pettigrew

**Absent:**

Betty Gray      Seth Whitmer      Edie Ball      Sheryll Bates

**Others Present:**

Anita Pranger – The Loop Coordinator  
Carla McLane – Morrow County Planning Director  
Mike Jones      George Nairns

Meeting convened at 4:27 p.m. by Chair Leann Rea.

Leann thanked everyone for coming.

**Public Comment:** None

**Minutes:** Aaron moved to approve minutes as presented. Anita seconded the motion. Motion passed.

Aaron brought to the committee's attention that Seth Whitmer is no longer working for Columbia River Health and should be replaced. It was also brought up that Edie Ball no longer works for the City of Heppner and probably will need to be replaced also. Discussion of possible committee members.

**Grant update:** Anita updated the committee that all 9 Region 5 entities that applied for the STIF first round got them returned with issues that needed addressed. They had two weeks to fix the issues. Anita reissued The Loops application three times before the end of the two weeks before they deemed it complete. The application now goes on to the Oregon Transit Association for that organizations approval.

Leann asked if the issues were major or minor. Anita said they were minor ones that just need to be addressed.

Anita presented to the committee an update on the estimates The Loop Morrow County Transportation could receive. The state has up the amount for 2019 by \$6,000, 2020 by \$17,000, and 2021 \$24,000 more. Karen commented how the Governor wants to cut dollars to STF and these funds are increasing but cannot be used for maintaining the program. Anita said yes unfortunately these funds are not to be used to maintain the transportation system they are to grow the program. Discussion about this problem.

Aaron stated that we based our projects on the original \$94,000 that they projected but now we are to get \$104,000. Anita said that the 100% projects took up the \$94,000 and the 130% projects for any money received over the \$94,000. In the 100% projects we had the MDT's as one of the projects they could be off set with the possibility of purchasing some of them with the current year 5310 grant.

**Other:** We need two new members.

Anita unfortunately has nothing to bring to the committee for the 2019-2020 coming budget year because the Finance Department has not given her anything.

Carla asked about the parameters of membership and she remembers that the local planner could be a member of this committee. Discussion of membership qualification.

Aaron moved to recommend Anita take to Board of Commissioners Mike Jones and Carla McLane applications for membership contingent on the fact that Carla qualifies for one the categories as outlined in the rules and regulations for the Advisory Committee Composition. Karen seconded the motion. Motion carried.

Next meeting April 16, 2019 south County.

**Meeting Adjourned 4:50 p.m.**

Respectfully Submitted  
Anita Pranger Coordinator

STEF

Signature Sheet

Date: January 15, 2019

Please Print Name	Address	e-mail address
Leann Pea	City of Inman	
Ara Pelagias	City of Beadon Ave	
Karen Pettigrew		
Carla McKean		
Michael Seno		

**The Loop  
Morrow County Transportation  
Statewide Transportation Improvement Fund (STIF)  
Advisory Committee  
April 16, 2019  
Morrow County Public Works  
Lexington, Oregon**

**Committee Members Present:**

Leann Rea      Betty Gray      Anita Pranger

**Absent:**

Carla McLane      Mike Jones      Sheryll Bates      Aaron Palmquist      Karen Pettigrew

**Others Present:**

George Nairns

Meeting called to order at 3:25 p.m. by Chair Leann Rea.

Leann thanked everyone for coming.

**Public Comment:** None

**Minutes:** There was no quorum so no minutes were presented.

**Other:**

Leann asked if Carla McLane and Mike Jones had been appointed to the committee. Anita said yes they have been officially appoint by the Morrow County Board of Commissioners. Commissioner Lindsay at the BOC meeting for the appointments asked Anita to be sure and advertise when she has an advisory position open. The next opening on the advisory committee Anita will at least put the opening on the website.

The grant has officially been approved and money should be received in May. Won't spend the money until after July 1, 2019.

Discussion of funds being put in the 5310 grant fund 504 and how to keep things separate. There is a separate line for revenue and a few for expenses but part of this is to pay for Nichole's salary. George pointed out that someone seeing those dollars that are state dollars in a federal grant fund could hurt for future grants. Everyone agreed with George about this fact. Kate does not want to create a new fund for these state dollars. Anita gave Kate the State Department of Revenues phone number that she talked with last fall and told Kate to call it to make sure that the state dollars could be put in this fund with federal dollars. Kate then told Anita she did call the number and talked with Kathy Scott and she said she could do this. Leann stated that in the long run it would be easier to keep track of ins and outs

if the dollars would be in their own fund. Anita said it would be much easier and cleaner with all of the different projects that will be funded with these dollars. Kate said that it would not be any easier. Leann asked Anita if she had talked to Darrell about this. Anita said that in February she had a meeting with Darrell and Kate about creating a new fund when Kate told Anita that she would not create a new fund for the STIF dollars. So Darrell knows that Kate would not create a new fund for the STIF dollars.

Leann asked how we would get people to attend meetings. Discussion of where the other members were and why they were not at the meeting. The time of the meetings during the day or evenings.

Next meeting July 16, 2019 north County.

**Meeting Adjourned 3:50 p.m.**

Respectfully Submitted  
Anita Pranger Coordinator

Signature Sheet

STIF

Date: April 16, 2019

Please Print Name	Address	e-mail address
Keara R. Lee		
George Perkins		
Bobby Gray		

**Morrow County Transportation  
The Loop  
Statewide Transportation Improvement Fund (STIF)  
Advisory Committee  
July 16, 2019  
Morrow County Public Works  
Lexington, Oregon**

**Committee Members Present:**

Leann Rea      Anita Pranger      Aaron Palmquist

**Absent:**

Carla McLane      Mike Jones      Sheryll Bates      Betty Gray      Karen Pettigrew

**Others Present:**

Cynthia Navarro

Meeting called to order at 4:00 p.m. by Chair Leann Rea.

Leann thanked everyone for coming.

**Public Comment:** None

**Minutes:** There was no quorum so no minutes were presented.

Leann asked how we could get more members to attend the meetings.

Anita has no Revenue/Expense reports to hand out because the dollars just started being spent as of July 1, 2019.

The only project that money is being spent out of is the full time dispatcher that started on July 1, 2019.

The MDT project has been started. I have been researching information. ODOT got a grant for a pilot project to go out to a few counties and investigate what their needs for technology might be. They have hired Kevin Chambers of Full Path Transit Technology & Trillium Solutions to do the study. Anita has talked with him on the phone a couple of times and he has come out to Heppner and looked at the program and what we have at this time. Anita presented to those present a draft of Kevin's report and what some of the different devices that The Loop could use for their program to help with technology. Aaron asked if this was a process that needed to go to BOC. Anita stated that it is just a recommendation to help her decide what device might work the best for The Loop Morrow County Transportation vehicles for tracking. Discussion as to if this needs to be taken to the Board of Commissioners for their approval. Anita advised that this is just a recommendation for different devices for technology. Kevin Chambers did the research to see what different devices could work for technology by The Loop. Leann did not feel that the committee needed to take any action at this time on the draft document.

Leann asked for other business. There was none at this time.

**Other:**

Leann recommended that at the next meeting Anita bring Nichole. Anita said that would not be a problem. Leann felt that Nichole needed to attend a meeting while Anita was still The Coordinator of the program so she can get a feel of what the committee members want and expect.

Anita is sending Nichole to trainings, the RTAP Conference in September and OTC Conference in October. Anita feels that this is a better use of funds instead of her going and then retiring in a few months. Nichole will start getting training on how to do quarterly reports.

Next meeting October 15, 2019 in Heppner at the Bartholomew Building.

**Meeting Adjourned 4:15 p.m.**

Respectfully Submitted  
Anita Pranger Coordinator



STIF

Signature Sheet

Date: July 16, 2018

Please Print Name	Address	e-mail address
Leann Rea		
Cynthia Navaro		
Aaron Polignist	City of Tucson	

**Morrow County Transportation  
The Loop  
Statewide Transportation Improvement Fund (STIF)  
Advisory Committee  
October 15, 2019  
Bartholomew Building  
Heppner, Oregon**

**Committee Members Present:**

Leann Rea      Betty Grey      Anita Pranger

**On the Phone:**

Carla McLane

**Absent:**

Mike Jones      Sheryll Bates      Karen Pettigrew      Aaron Palmquist

**Others Present:**

Jim Doherty – Morrow County Commissioner  
Nichole High – The Loop Dispatcher

On the phone Debbie Radie

Meeting called to order at 3:22 p.m. by Chair Leann Rea.

Leann thanked everyone for coming.

**Minutes:** There was no quorum so minutes were suspended until next meeting.

Leann asked if Edie Ball had been changed to a different person. Anita said that Edie and Seth Whitmer are no longer on the committee. Seth has moved out of the area and Anita has no contact information for Edie because the only contact information she had is for the City of Heppner where she no longer works. They have been replaced with Mike Jones and Carla McLane. Leann asked Anita to do some research to see if Carla is still eligible to serve on the Committee since she will be leaving Morrow County as her place of employment in the near future. Anita will do this so that the committee will know in January. We need to find members that will attend meetings so we will have a quorum to conduct business. The state is going to combine the STF and STIF programs in the next year.

**Public Comment:** Anita wanted to take public comment on the Port of Morrow fixed route but she has found out that CTUIR, Umatilla County and Morrow County all have a Port of Morrow route in their STIF plans so all three entities need to get together to find out what the other was planning for this route to make sure we do not duplicate services. The three entities plan on meeting with ODOT Region 5 Coordinator, Frank Thomas, as soon as they can about this. The meeting probably will not happen until the first part of November. Leann asked if Anita had any idea as to what the Tribes or Umatilla County had in their STIF plans for this project. Anita thought that it was mainly just for planning at this time but she wasn't totally sure. They are not nearly as far along as we are for implementing this route. Debbie

Radie asked if she could get a copy of the route that is being planned for this project. Anita said she can send a draft of the route to her. Commissioner Doherty also asked for a copy of the draft route. Betty asked if Frank Thomas knew that Morrow County was further along with this project than CTUIR and Umatilla County were. Anita said yes Frank knows how far we are in this process for this project. We have to follow STIF rules by not duplicating services. Discussion about the route.

Anita has put one GPS unit in a vehicle to start tracking vehicles. Cost was \$97.00 to have 10 shipped. Anita will eventually install in all vehicles. Tracking charges will not start until the unit is installed in the vehicle and activated. These units are through Verizon for tracking. We are starting small so this will cost under \$2,000.00 a year to track vehicles. Anita hopes to have the units installed in all of the vehicles in the next few weeks.

Lost Carla and Debbie on the spider phone so switched them to a different phone so they could hear the conversation in the meeting.

Commissioner Doherty asked Carla if she know where Umatilla County and Morrow County were on their TSP. Carla stated that the TSP is something totally different from this program. There are a few changes that need to be made to the TSP. At some point in time the TSP and Coordinated Human Services plans should all probably inter act in some sort of a way. At ODOT the TSP and the Coordinated Human Services plan are not related at all.

Nichole will be starting a draft of the brochure about the program soon and then they will be sent to a publisher for professional printing.

We should be receiving the quarterly payment in the next few days.

Leann asked for any thoughts of how the program will proceed once Anita retires. Anita said they will have to advertise and interview. The comment has been made that they would like to get someone on board before she leaves. Anita is planning on giving her official letter with date of retirement in the next couple of weeks so they can move forward with the job description and hiring process. Leann asked if Nichole's job description needs to be updated since she is now full time. It probably could be updated.

Debbie Radie asked Anita to briefly explain the funding for the fixed route. Anita said it was a STIF project. The money that is needed to get the route up and started is in. Since in the plan it was put in that \$60,000.00 would come from other sources. Anita was thinking about maybe drafting a letter to the employers that have employees using the services about making a donation to the program to help cover in the cost of the route to keep it free for their employees to use the system. Debbie asked if there was adequate funding to support the route on an ongoing basis or would there need to be more support needed in the future. It all depends on the state funding levels as to whether or not there would need to be more or better financial support in the future. The state likes to see donations made to the program from others for sources of revenue. Debbie asked if Anita had any conversations with the staffing agencies if this would conflict or support them. Anita said she has not talked with any of the staffing agencies at this time. Debbie asked if in the plan if it supported college students and other people to use the route for training for the skilled jobs. Anita stated that anybody can get on the bus and ride it at any time. It is open to all riders at all times. Debbie asked about the Arlington Route. Anita said that is another Route that is planned in the future and was in the STIF Plan. Debbie said that the work force center in Hermiston has some funding to help employees to get work around the state she didn't know if there had been any discussion with the work force in helping employees to provide

gas to get to work and get settled in work. Anita has not talked to the Work Force Center in Hermiston about this. Debbie said there busy time is over now with harvest over and the first freeze. So they will be reducing the number of their employees.

Carla mentioned that she has submitted her resignation to the County. She has not set a finally date but it will be towards the end of the calendar year. Carla will be willing to stay on the committee if at all possible.

Leann asked for other business. There was none at this time.

**Other:**

Next meeting January 21, 2020 Irrigon City Hall.

**Meeting Adjourned 3:52 p.m.**

Respectfully Submitted  
Anita Pranger Coordinator

# STIF

Sign in Sheet

Date: October 15, 2019

Please Print Name / Company	Address	e-mail address
Jim Pokorny		
Betty Boyd		
Nursing High		
Leann Pea		