

**Morrow County
Special Transportation Fund
Advisory Committee Meeting
October 15, 2014
Boardman, Oregon**

Present

Judge Terry Tallman
Commissioner Leann Rea

Committee Members

Sheryll Bates, Executive Director, Heppner Chamber of Commerce
Sam Bellamy, Lexington
Dan Brosnan, Heppner (representing veterans)
Judy Brown, Irrigon
Betty Gray, Ione
Kevin McCabe, Lexington
Aaron Palmquist, Irrigon City Manager
Linda Skendzel, Ex-Officio Committee Member, Veterans Representative

Participants

Marnene Benson-Wood, Sherman County Community Transit Coordinator
Cary Brock, Community Counseling Solutions
Judy Buschke, Heppner
Peggy Doherty, Morrow County Health Department, Care Coordinator
Darlene Lovgren, Heppner
Carla McLane, Morrow County Planning Director
Raymond Michael, Boardman
Teresa Penninger, Oregon Department of Transportation, Region 5, Planning
Karen Pettigrew, Boardman City Manager
Robin Phillips, ODOT Region 5, Regional Transit Coordinator
Sandi Putman, Morrow County Public Works, Management Assistant
Sheree Smith, Morrow County Public Health Director
Roberta Lutcher, Court Secretary

Absent/Excused Committee Members

Jane Akers, Boardman
Virginia (George) Nairns, Heppner, (representing seniors/disabled)
Jeff Wendler, Boardman

Judge Tallman called the meeting to order at 5:14 p.m. and thanked everyone for attending the meeting; introductions were conducted.

Judge Tallman listed the names of people who attended the September 30th STF meeting and then said Ms. McLane has been working on updates to Morrow County's Coordinated Human Services Public Transportation Plan. What this STF Committee will be doing will be put in our Transportation System Plan, which leads to fully funded activities. Ms. Phillips said in order to receive funding, ODOT is requiring updated Transportation Plans statewide, not just Morrow County. Mr. Palmquist said we can tap into Special Transportation funds, which could be substantial for our county. We have the opportunity to get that plan done so we can leverage

other dollars. Judge Tallman agreed it is in our best interest to complete the Transportation System Plan updates, but it may take a while to happen.

Sherman County Community Transit

Ms. Benson-Wood

Judge Tallman introduced Ms. Benson-Wood, Transit Coordinator, Sherman County Community Transit (SCCT). Ms. Benson-Wood provided a brief history of special transportation in Sherman County. She said Sherman County's STF funding is \$40,000 per year, \$10,000 is received per quarter. We have to submit quarterly reports, which are broken down by administrative and operating costs. Judge Tallman asked the balance SCCT currently has available; \$38,000 replied Ms. Benson-Wood, including reserve. To help understand available funds and how they are distributed, Ms. Phillips handed out copies of "Resources Available" to the group. Ms. Benson-Wood went on to say SCCT applies for 5310 federal grant money, which they have used to purchase six vehicles for the program, bringing their total number of vehicles to 9. There is a required 10.27% match by SCCT of the actual cost of the vehicle. Ms. Benson-Wood and another person are each employed part time in the SCCT office. There are also six full time paid drivers and an additional three back-up drivers, each paid \$10 per hour. The program runs five days a week, Monday-Friday, and it's not unusual for there to be five vehicles out at the same time, said Ms. Benson-Wood. Judge Tallman said the only way to work this is to go to paid drivers, but we will still have volunteers. However, that recommendation would come from this committee.

Ms. Benson-Wood explained drivers have to pass a criminal background check, and a driver record check. A driver evaluation and two ride-alongs on long trips are required by SCCT. In addition, drivers must have a current first aid card (paid by SCCT), pass a defensive driving class and a passenger assistance class (drivers are paid while attending these classes).

Ms. Phillips asked Ms. Benson-Wood about working with Dan Schwan and the Coordinator Care Organization (CCO) brokerage. Ms. Benson-Wood said they do a lot of trips through the brokerage – we bid low and it barely pays for the driver and fuel, but it does. We get \$3,600 from Medicaid every month, on average. The group discussed various scenarios that might be applicable to Morrow County.

Commissioner Rea brought up the subject of using an "800" number for clients and dispatch. Ms. Benson-Wood said SCCT utilizes an 800 number, which is listed on their website and in brochures. SCCT brochures have also been distributed in healthcare offices in The Dalles. Judge Tallman said he's contacted Judge Steve Shaffer in Gilliam County about routing Morrow County's STF 800 number through Gilliam County for approximately 90 days, or until we have our program set up; Gilliam County is agreeable to this.

Ms. Benson-Wood discussed details of Sherman's County program in greater depth.

Ms. Phillips talked about transportation goals for eastern Oregon and how Morrow County can connect with larger routes.

Mr. Palmquist asked how this committee might obtain data to determine if working with the CCO brokerage would be feasible for Morrow County. Ms. Smith said the information should be available through several sources - the Local Coordinated Care Organization (LCAC), the Health District, or Columbia River Community Health Services. Ms. Benson-Wood said the income from using the brokerage "saved" the program in Sherman County. Ms. Smith asked Judge Tallman the status of hiring a coordinator for Morrow County STF. He replied it hasn't been discussed by the Commissioners but it's probably something we should seriously consider. This is another area of expense, as well as other things we're doing, which needs to be covered. I'd like to find out more information, especially for smaller counties, to give us an idea if these things will be sustainable. This committee will wield a lot of power in their recommendations to the County Commissioners. Judge Tallman then thanked Ms. Benson-Wood for attending the meeting. Ms. Benson-Wood left the following resources:

- Sherman County Community Transit – Passenger Manual
- Sherman County Community Transit – Drivers Manual
- Pre-Trip Inspection Checklist
- Post-Trip Vehicle Inspection Sheet Checklist

Morrow County Planning Department

Ms. McLane

Judge Tallman asked Ms. McLane to discuss some of the gaps in the County's Transportation Plan. She said the Coordinated Human Services Public Transportation Plan needs updating and to determine a way to incorporate or link it to the County's Transportation Plan. Failures were identified in 2009 regarding the Coordinated Human Services Public Transportation Plan, so we at least have a place to start. As we update this plan, committee members need to review what's in it and decide what services to deliver and how, and make sure we coordinate with senior centers, veteran services offices, public health and mental health providers. Ms. Phillips said this is the area where the STF Committee steps up; you and the County should decide whether or not to ask Ms. McLane to get started. Discussion. Ms. McLane said we can ask for assistance such as requesting dollars... we need to have some movement toward making that kind of decision... The group is focused on special transportation, but Morrow County has workforce challenges and how it moves. The commute-in rate at the Port of Morrow is 50-70% commuting in to Morrow County. Ms. Phillips and I, as well as others, are working on a work/travel shed regional plan to look at Umatilla and Morrow Counties, since a significant number of people do commute from Hermiston. The estimated time frame for the work/travel shed is two years.

Ms. Bates asked what needs to be brought forth to get funding to move forward. Mr. Palmquist said a plan – then we'll have the basics to tap into resources. Ms. McLane said funds are available for the planning process. Mr. Palmquist said we're asking Ms. Phillips to communicate with the County Court. Judge Tallman asked is that what the committee wants – to give advice to the Commissioners that we ought to pursue. Ms. Bates said we have to move forward, I'd recommend we do that.

Mr. Palmquist asked, "All in favor we have Ms. Phillips look into this and say to the Commissioners – do it."

Judge Tallman said, "You're going to come to the Commissioners and ask them to approve what we're talking about?" Mr. Palmquist, "Does the committee feel we approach the Court to move forward to seek resources, help, dollars to proceed forward?" Judge Tallman, "I'm not 100% convinced yet, as a County Commissioner, there are areas I'd like to know what needs to be done." Ms. Pettigrew, "Name them, we're wasting months and months." Mr. Brosnan, "This is why it bogged down last time. We need a lot more meeting time to get people up to speed." Judge Tallman, "...part of what's involved is Ms. McLane needs to figure out the questions with Ms. Phillips and others." Mr. Brosnan asked if the County Court will know the right questions. Mr. Palmquist said the Court will rely on Ms. McLane and others. Mr. Brosnan, "We did last time." Mr. Palmquist, "The Court needs to tell staff, not us, they're the elected governing body." Judge Tallman, "I don't look at it the same way, the committee should be ready. The Court may say no to some recommendations or modify. The committee needs to have some ideas about recommendations, but understand the decision maker is the County Court." Ms. McLane, "In the short term, you decide to meet again in four to six weeks and in that period of time, I'd make sure Ms. Phillips, Ms. Penninger and I meet to update the simplified work plan...and bring it back to the committee to ask for authorization to move forward to implement the mechanisms." Ms. Putman, "That would help a lot." Mr. Palmquist said he is concerned a decision hasn't been made to move forward and "we'll spin our wheels gathering data." Mr. Brosnan, "We went through this once before. It failed last time because we didn't know the questions to ask or the people bringing the ideas – everyone gave up." Ms. Skendzel asked if the plan itself is standard because she's reviewed several different plans and they all seem to contain a title, some basic information about the County under a certain heading, etc. Ms. Phillips, "The separation is local priorities – what you see as a priority for the program, that's where the differences are outside of form. Look at demographics, there's a huge amount of population change here and Umatilla County. Hermiston got 775 new people this year, things are moving here, the plan can get a picture of that. It's not just looking at numbers, but ideas on how to look forward..." Ms. McLane, "The right questions to ask and what the answers are...some will come to light in the planning process. The deficiencies in the plan have already been identified - these will be questions to ask. As we put pieces together, and Ms. Phillips and Ms. Skendzel make a good point, it is a prescriptive document, we create other parts, the committee identifies outreach and makes Morrow County's Plan and ODOT tells us check these boxes, we say how." Judge Tallman, "...I'm saying I don't want to spend money we don't have and that commits us to a point we can't sustain ourselves. A system like this can spend a lot of money and then find out we don't have it. I'm not against the plan, I just want to be cautious."

Mr. Bellamy said there is a motion on the floor. Mr. Palmquist, "To begin the process." Ms. Putman, "To have Ms. McLane and ODOT visit to find out funding available." Mr. Palmquist, "And cost."

Mr. Brosnan asked if state transportation money is available to pay for the planning process. Ms. Phillips, "Morrow County STF has \$160,000 cash, \$20,000-30,000 we'll give you and you match around \$5,000-10,000. You're not taking a big risk, nothing is mandatory, no requirements to implement projects. It just creates form for priorities – what you want and how you'd spend it. The reality is you get money not in the order you want...you can build an asset in a community." Judge Tallman, "The County has loaned STF some money, it's in the red now, we need to be careful...I anticipate reimbursement and just want to be cautious." Commissioner

Rea, "The reason we're in the red is because we don't have our plan or coordinator and we're not submitting reports. As soon as we get in line, we'll get the money. The Court loaned money because..." Ms. Phillips, "... You didn't exist." Commissioner Rea, "We don't have our work done yet."

Mr. Bellamy seconded the motion. Mr. Palmquist, "I restate the motion with the strong recommendation to move forward with the plan (Coordinated Human Services Public Transportation Plan)...find the money and the communities are behind it."

Judge Tallman, "Not out of General Fund of the County." Ms. Putman, "We can use the match. Ms. McLane gets paid anyway, it can be used for the match, it's a win."

Judge Tallman asked for further discussion. No discussion. All in favor: unanimous approval.

Morrow County Veterans Services

Ms. Skendzel

Ms. Skendzel discussed a grant received by the Veterans Services Office for veteran transportation. It is veteran-only specific with some funds set aside for a paid driver and dispatcher. The funds, which cannot be used for anything other than veterans, have to be tracked. "I hope the County hires a transportation coordinator and dispatcher so we can put that plan into place." After various discussions, Ms. Skendzel said her understanding of the grant allows someone to accompany a veteran on a trip and possibly make other stops besides the medical appointment, for example. After discussing what constitutes an STF trip and how they are calculated, Ms. Phillips said a quorum could move to request the County use some resources to pay the County back for transit services... You have money in your bank and I've talked to Gayle Gutierrez (County Treasurer) and she said \$134,000 is in a reserve for vehicles.

Judge Tallman asked if this carryover amount could be used in other areas. Mr. Palmquist said the committee has to make a recommendation to take money out of capital assets to make the STF account healthy, right Ms. Phillips? She replied, "Yes." Discussions about using the grant for veterans to transport others, and that the coordinator and dispatcher can be the same person.

Judge Tallman said, "The key is to go back to cash flow report, \$150,000 in that fund, and make a motion we recommend an adequate number of reserve be pulled from that fund to make the other fund healthy... and then work on an intergovernmental agreement so we can get a dispatcher in operation and then it takes into account veteran and regular riders." Mr. Palmquist, "How much do we need for the remainder of the year for STF for that fund? We have \$150,000, if we did \$30,000." Ms. Phillips said we're holding the money because there are no bylaws and I just got the roster. I would be prepared to forward the money we're holding if you agree to meeting the requirements, bylaws, roster, get records, reporting (which Anita Pranger and Ms. Skendzel have caught-up). I have a whole list of things. If we can have agreement to move forward with compliance, I will agree to move other STF payments forward. Mr. Palmquist, "If we get bylaws, you'll move other things forward... we will work on them Ms. Phillips." Ms. Phillips asked the amount of the loan made by the County to STF. Judge Tallman said \$15,000.

Mr. Palmquist made the motion that our capital assets fund, up to, but not to exceed \$30,000, be given to the STF Vehicle Fund, so the Court can make a decision to move forward with the understanding the STF Advisory Committee will continue to move forward and ODOT will release funds to the County. Ms. Gray seconded. Unanimous approval.

Bylaws

Mr. Brosnan asked the source of the draft bylaws. Judge Tallman said Mr. Palmquist accessed bylaws from four or five entities to pull this draft document together for Morrow County. Various discussions ensued regarding wording of the bylaws and STF Committee member numbers and diversity.

Mr. Palmquist moved to accept the suggested changes (adding Article IV Membership 5.e "Five members must be seniors or persons with disabilities or work with such a person" and delete the word "physically" from Article VI Voting 2. - second sentence) to the bylaws for submission to, and adoption by the County Court. Mr. Bellamy seconded the motion. Unanimous approval.

Discussion for Proposed Committee Activities

Mr. Palmquist asked what the Committee now needs to do. Ms. Phillips said the big thing is vehicle manifests. When tracking trips, you have the person and time and the dispatch system – what is it? Ms. Bates said in Heppner, people needing rides call driver Ed Baker directly. Ms. Phillips said you need dispatch logs and to know who is using a vehicle, when and why. Ms. Bates asked who is called in Boardman; Judge Tallman replied, "Ray." Ms. Bates said someone needs to ask Mr. Baker to record everything. Mr. Brosnan said Mr. Baker is filling out trip logs. Ms. Brown said we are in a crisis with drives and there hasn't been a committee, but this board needs to recognize there are two drivers in Heppner and one should not be driving. Who has control over that, she asked. Discussion. Ms. Phillips said the driver in question needs to have his keys pulled.

Ms. Phillips went on to discuss procurement procedures and how you manage credit and gas cards. You need to document that all the people wanting trips are getting them and it isn't just a special club. For your benefit and mine, we have to show state dollars are used the way they're allocated.

After fielding several questions regarding operating procedures, etc., Ms. Phillips said "Preparing for the Site Review" is available online. Ms. Lutchter was asked by Judge Tallman to provide the document electronically to the group. Ms. Phillips said she made copies of Best Practices for Volunteer Drivers, as well, which is good information on how other organizations work with volunteer drivers.

Ms. Skendzel asked if Morrow County transportation promotes an outing, is it different than another group promoting an outing? Ms. Phillips said you have to go through a process to exempt that trip. They have to go out to bid, it's an involved process. If you advertise a trip and invite people, you can do other things with these vehicles you're using for senior transportation, but you can't do airport charters all the time. Discussion. Ms. Phillips said Morrow County is a highly rural county and needs to connect with other communities and opportunities. The more you coordinate, the more resources are available and more, different types of trips can be taken.

Ms. Phillips said she's taken the charge from the Committee. I'll give the fact sheet and plan with Ms. McLane to figure out how to work together. I'll talk to Dan Schwan, brokerage manager, for the number of trips in Morrow County. Mr. Palmquist, "And release funds!" Ms. Phillips, "Yes, I needed you guys to be a committee and make some decisions."

Election of Officers

Judge Tallman said we'll be electing a Chair, Vice Chair, and Secretary. Mr. Palmquist said the secretarial duties will be performed by the coordinator. Judge Tallman opened nominations for Chair.

Ms. Pettigrew nominated Mr. Palmquist as Chair. Mr. Bellamy seconded. Unanimous approval.

Chair Palmquist opened nominations for Vice Chair.

Mr. Bellamy nominated Ms. Bates as Vice Chair. Ms. Gray seconded. Unanimous approval.

Miscellaneous

Judge Tallman said Mr. Michael needs to be appointed to the STF Committee, this has been an oversight.

Chair Palmquist said we need to clarify the list of appointees and asked if the committee has cross-representation across the whole county; representatives from the people we serve – seniors, disabled, Hispanic. There have to be five on the committee who meet the criteria. Discussion. After checking with the members present, Ms. McLane determined there are five members who represent seniors, if the committee retains Ms. Nairns, if not, the committee needs to identify another person who can represent the needs of senior citizens. Chair Palmquist said he's contacted someone who may be willing to represent the Hispanic community.

Mr. Bellamy moved to send the following names forward for the County Court to affirm as members of the Morrow County Special Transportation Advisory Committee: Judy Brown, Doris Buie, Dan Brosnan, Virginia (George) Nairns, Sam Bellamy, Betty Gray, Kevin McCabe, Sheryll Bates, Jeff Wendler, Jane Akers and Aaron Palmquist. Ms. Gray seconded. Unanimous approval.

Next meeting date to be determined. It was decided it will take place in the south end of the County sometime in the next two weeks, possibly at Heppner City Hall.

Adjourned 7:56 p.m.

Morrow County Court
October 22, 2014
Heppner, Oregon

Present

Judge Terry Tallman
Commissioner Ken Grieb
Commissioner Leann Rea
Karen Wolff, Executive Secretary/Personnel Director
Ryan Swinburnson, County Counsel
Roberta Lutcher, Court Secretary

Audience

Undersheriff Steve Myren
Don Russell, County Commissioner Candidate
Mike Gorman, Assessor/Tax Collector

Judge Tallman called the meeting to order at 9:05 a.m.

City and Citizen Comments – Ione/Lexington

Undersheriff Myren said Ione submitted its Emergency Operations Plan and is the only city or town within the County with a promulgated emergency actions plan submitted to the County.

Open Agenda

Judge Tallman would like to discuss the medallions purchased to commemorate the Courthouse Rededication and Groundbreaking and items regarding the Fair Office and Fair Board.

Ms. Wolff requested an Executive Session at the end of the meeting to discuss labor negotiations.

Judge Tallman said Master Clockmaker Gary Kopperud informed him the cost to purchase a gear distribution system for the Courthouse clock will be \$800.

Miscellaneous

Undersheriff Myren mentioned a Sheriff's Office vehicle taken to State Surplus sold for \$3,000 even though it had significant engine problems. The net amount to the County will be \$2,100-2,200.

Claims

Commissioner Rea expressed concern over a City of Heppner water bill for the Fairgrounds in the amount of \$437. It seems high; have all the leaks been fixed? Judge Tallman said he asked Barry Munkers, Fairgrounds Maintenance, about leaks and was told things were okay, but one leak had been fixed. Commissioner Rea said this needs to be looked into further.

Commissioner Rea asked why the County pays a \$69.50 Admin Fee to Oregon PERS when we aren't part of that retirement system. Judge Tallman said it's something he's checked in the past,

and we can't get around it. Ms. Wolff said it's along the same lines as the fee the County pays every few years to verify the County retirement plan is as good, or better, than PERS.

Commissioner Rea moved to approve the Payroll Payables, Immediate & Electronic, dated September 24th, and Manual AP Postage, dated October 15th; and Accounts Payable, dated October 23rd, in the amount of \$56,042.91. Commissioner Grieb seconded. Unanimous approval.

Ms. Wolff reminded the Commissioners there will not be a County Court meeting next week, as it is the fifth Wednesday of the month.

New Business

Morrow County Health District – AED (Automated External Defibrillator) Program

Dan Grigg, Administrator, Morrow County Health District (MCHD)

Barry Beyeler, Community Development Director, City of Boardman

Mr. Grigg began by providing background information: Last November he met with Boardman resident Kathy Neal to discuss the possibility of locating additional AEDs around Boardman. A taskforce was then formed to review current AED locations and recommend additional locations. Mr. Grigg said the intent is to approach the Columbia River Enterprise Zone (CREZ) II Board, Wildhorse Foundation and Good Shepherd Community Health Foundation to help fund the \$3,500 cost of each AED (10 total), and other expenses. There is a software program that can link the AED locations to cell phones through an "app." The 911 system then alerts those who have the app and have received training that there is a heart attack in progress and specifies the nearest AED location. In theory, I could grab the AED and go to the site until emergency responders arrive, said Mr. Grigg. The software program, called PulsePoint, is \$20,000 to purchase and there will be an \$8,000-10,000 annual fee. We are looking at grant money and requesting both Umatilla and Morrow County provide the annual funding for the maintenance fee.

Undersheriff Myren said he is a firm and total believer in AEDs, however, he is somewhat dubious about PulsePoint, mainly due to its cost. He is also concerned PulsePoint won't be activated by Sheriff's Office dispatch personnel until units are already on scene, which is counterproductive to the benefits of the program. Undersheriff Myren also had some technology-related concerns as to how PulsePoint would interface with the current dispatch system in the County.

Mr. Grigg said there are some communities using PulsePoint, if we can find a community using it with a dispatch system similar to ours, it would be beneficial. Undersheriff Myren said he received information about a community in California, but there are not a lot of small communities using PulsePoint. Mr. Grigg said the taskforce would do more research in this area and report back to the Court.

Mr. Beyeler said he and another taskforce member have some of the same concerns expressed by Undersheriff Myren, but the taskforce is adamant about pursuing PulsePoint because of its advantages.

Judge Tallman asked if there have been discussions about including the other communities in the County. Mr. Grigg said we have talked a lot about that, but we want to make sure it works in Boardman first. We will then look at replicating it in other communities. Discussion. Undersheriff Myren mentioned each patrol car is equipped with an AED.

Commissioner Rea summed it up by stating, "You're looking for operational monies." Mr. Grigg said yes, year-to-year costs with a system in place. Undersheriff Myren asked if the Health District will commit to maintenance of the AEDs, such as battery replacement and all-weather boxes. Mr. Griggs replied in the affirmative. Mr. Beyeler explained the new locations will be accessible to anyone, 24 hours a day.

Judge Tallman asked when Mr. Grigg or Mr. Beyeler will be back. Mr. Grigg said in about a month or two. Commissioner Rea said the maintenance money may not be needed until the next budget cycle. Mr. Beyeler said the Radio & Data District may be the best funding mechanism, but we're not there yet. Commissioner Rea said this is a well thought out project and I would encourage you to proceed with your plans. Judge Tallman said when you have sufficient information, come back and we will do some investigating regarding budgetary matters. Mr. Grigg said if Umatilla County participates, each county would pay \$4,000-5,000 per year. Commissioner Rea commented it would be less if calculated on a population basis.

Minutes

*Commissioner Rea moved to approve the minutes of October 15th, with corrections.
Commissioner Grieb seconded. Unanimous approval.*

10:00 a.m. OHV Youth Elk Hunt Draw

Sandi Putman, Public Works Management Assistant

Ms. Putman explained eight applications were received, therefore, Burke O'Brien, Public Works Director, recommends approving all applications. To qualify, applicants need a hunting license, Hunter Safety card, and must be 17 years of age or below. Applicants will also have to purchase a general tag after receiving notice of acceptance for this hunt. Applications were drawn and opened in the following order:

1. Gibson McCurry, Heppner
2. Tresslyn McCurry, Heppner
3. Josephine Evans, Heppner
4. Colton Evans, Lexington
5. Derek Bingaman, Boardman
6. Tyler Mills, Irrigon
7. Tanner Mills, Irrigon
8. Cody Wizner, Heppner

By consensus, the Court awarded all applicants be included in the hunt. Ms. Putman said she would notify the applicants who were missing some information. Mr. Russell asked where the hunt was advertised. Ms. Putman said in the *East Oregonian* and *Blue Mountain Eagle*, since Grant County youth are also eligible.

Commissioner Rea said to Ms. Putman that road signs are needed for the OHV Park when approaching from the Grant County side. Ms. Putman said there were signs in place, but they may have been destroyed in a fire. Commissioner Rea said signs are needed on the State highway, the main highway through Spray, and on either side of the junction. Ms. Putman said she would work with the State to do this.

County Counsel Report

Mr. Swinburnson

- Love's Travel Stops/Devin Oil Appeals - oral arguments in front of the Land Use Board of Appeals (LUBA) will take place in Salem on Thursday, October 30th; anticipate six weeks before receiving notice of LUBA's decision.
- Boardman property owned by the County with privately owned manufactured home (78576 Parkside Drive) – papers will be served by the Sheriff's Office. If unsuccessful, there are other options, such as by publication.

Contracts

Resolution Authorizing Application for the County Opportunity Grant Program – Cutsforth Park

Commissioner Rea moved to approve, "In the Matter of the Application for the County Opportunity Grant Program from the Oregon Parks and Recreation Department for Rehabilitation and Development at Cutsforth Park" Resolution No. R-2014-17. Commissioner Grieb seconded. Unanimous approval.

Resolution Authorizing Public Works to Apply for an All-Terrain Vehicle Grant from Oregon Parks and Recreation

Commissioner Grieb moved to approve, "In the Matter of Authorizing Morrow County Public Works Department to Apply for an All-Terrain Vehicle Grant from the Oregon Parks and Recreation Department for Operations and Maintenance at the Morrow-Grant County OHV Park" Resolution No. R-2014-16. Commissioner Rea seconded. Unanimous approval.

Amendment #1 to Intergovernmental Agreement (IGA) #4873 – Department of Corrections

This amendment extends the duration of the contract from June 30, 2014 to June 30, 2015; and specifies a Maximum Grant Amount.

Commissioner Rea moved to approve Amendment #1 to IGA #4873, with the State of Oregon Department of Corrections, amending contract duration from June 30, 2014 to June 30, 2015 and specifying a Maximum Grant Amount of \$50,000, and authorize Judge Tallman to sign on behalf of the County. Commissioner Grieb seconded. Unanimous approval.

Department Report

Surveyor Update

Stephen Haddock, County Surveyor

Mr. Haddock began by discussing items related to the construction of the new Administration Building. Ms. Wolff suggested Wenaha Group, as the project manager, should be made aware of

Mr. Haddock's questions regarding parking lot easements, etc. Mr. Haddock said he would follow-up with Wenaha Group.

Mr. Haddock's report included the following:

- Completed printing all the missing copies of surveys and have distributed them to the appropriate locations.
- Will move the set of surveys currently in the Courthouse basement to the Planning Department in Irrigon.
- Determined a way to streamline the process for adding documents to the Surveyor's page of the County website. The change dramatically shortens the update process.
- Working with Integra Paperless Business Solutions to have them provide a legible copy of the old microfilmed subdivision plat books. The copy they initially supplied was illegible.
- Started a public land corner remonumentation project around the City of Heppner. There are 21 original section/quarter corners in the four sections that the City of Heppner occupies. Of those 21, 10 were remonumented in the early 1900s. Mr. Haddock found four of those corners, so far, and all of them have multiple monuments reporting to be the same position. It is his intention to place all of these corners on a single survey to prevent any further problems. When the task is completed in the Heppner area, Mr. Haddock will move to Irrigon to begin the same process.

Janet Greenup, Soil & Water Conservation District (SWCD) Manager, arrived

Judge Tallman asked Ms. Greenup if she had any comments for the Court. She said she was there for the Public Hearing, but wanted the Commissioners to know the County website doesn't have the Weed District listed. Judge Tallman said that will need to be modified.

11:03 a.m. Public Hearing

Code Enforcement Ordinance Update – Second Hearing

Carla McLane, Planning Director

Janet Greenup, SWCD Manager

Don Russell

Aaron Palmquist

Judge Tallman said this is a continuation of the Public Hearing of October 15th, and then asked Ms. McLane for comments.

Ms. McLane said the hearing was opened last week and there was no audience participation. The proposed document was reviewed, the Staff Report was presented and changes were suggested. The memo provided for today's hearing outlines the five modifications. These have not been incorporated into the document yet, but will be considered for the final version on November 5th. Ms. McLane discussed the five changes:

1. Add to 6.350 Dangerous Buildings – a reference to rodents or vermin.
2. Review and possibly amend 7.200 Exceptions – to allow for events such as the fair and rodeo; also add emergency alarms.

3. Revise 8.500 Impounding Certain Dogs – to indicate that ‘the governing body *may euthanize* the dog...’
4. Amend 14.500 Amendment Procedure – to address a typographical error and to incorporate language requiring that of the two public hearings, one will be held in the north end of the county and the second will be held in the south end of the county.
5. Add Myrtle Spurge to Appendix B – Weeds of Economic Importance.

Also discussed – Ms. Greenup should be added to the list of interested parties. Ms. McLane suggested we move to public testimony.

Judge Tallman called for those who would like to speak in favor (proponents). Ms. Greenup said this is a very good thing and a big step in the right direction - to include weed control information in the Code Enforcement Ordinance update, so hopefully, there will be more “teeth.” Judge Tallman said the idea was to add clarification to be able to act in a proper manner.

Judge Tallman called for opponents: no comments. He called for neutral or concerned parties: Mr. Palmquist said as Manager for the City of Irrigon he recognizes the importance of cleaning up documents such as these, and that Ms. McLane and her staff have done great work and are moving forward with great clarity. The City of Irrigon is looking at how to have similar language so it will make for consistency in the County.

Ms. McLane said the Mayor of Ione, Linda LaRue recently made comments to her in support of the Code Enforcement Ordinance update. Ms. McLane noted both Ione and Lexington struggle with code enforcement because they don’t have funded police departments or purchase services from the Sheriff’s Department. The communities want to receive the benefits but don’t have a mechanism. This document doesn’t address how to close that loop, but it should be closed and a low or no cost way be found to assist these communities with code enforcement procedures. Ms. McLane said Ms. LaRue indicated a desire to receive more benefit as a community from these updates. Judge Tallman said it’s a valid comment... we shouldn’t lose sight of this kind of comment.

Ms. McLane said the Court now needs to continue the Public Hearing to November 5th and in the interim, she will incorporate the changes discussed and will be ready to possibly take action on November 5th. We will prepare an adopting ordinance for November 5th and may be able to read it for the first time, as well. Commissioner Rea said to add under Dangerous Building - abandoned vehicles are a contributor to rodents and vermin; this needs to be spelled out.

Judge Tallman continued the hearing until November 5th, 11:00 a.m., Morrow County Courthouse, Heppner.

New Business

Draft letter to the City of Boardman requesting changes to the Building Permit Program IGA

The Commissioners discussed minor changes to the draft letter. Ms. Wolff said the changes will be made and the letter will be ready for signature later in the day. Ms. McLane said the City of Irrigon will be sending a similar letter; Mr. Palmquist concurred.

Ms. McLane said the County received a check for its share of the building permit program - \$11,451 for the first quarter of this fiscal year. She said she will meet with Finance Director Rick Worden to discuss the budget for the Comprehensive Plan Update since she has received the first bill for that project.

Commissioner Report

Madallions ordered to commemorate the Courthouse Rededication and Groundbreaking for the new Administration Building (September 29, 2014) – the Commissioners decided to keep the remaining inventory even though they were printed incorrectly by the company with the same image of the Courthouse on both sides instead of the Courthouse image on one side and date/event information on the other. The Commissioners said the remaining medallions could continue to be given to members of the public and taken to meetings, etc.

Fair

Judge Tallman said the next Fair Board meeting will be held on a Sunday in November; he said he confirmed with Ms. Wolff that Fair Secretary, Ann Jones, will use flex time to attend the meeting.

Commissioner Rea said the Fair Board is working on corrections/updates to their bylaws and to the amounts charged for use of the fairground facilities. Ms. Wolff noted any fee changes need to be included in the County's Fee Schedule, which is generally updated each June and December. No changes were submitted by any departments for the June update, she noted.

New Administration Building

Judge Tallman said Amendment #2 to the Gross Maximum Price (GMP) for the new building should be ready in a few weeks.

Recessed 12:05 p.m.

1:05 p.m. New Business

Morrow County Special Transportation Fund Advisory Committee (MC-STF) Report and Action Items

Rick Worden, Finance Department Director

Carla McLane, Planning Director

Aaron Palmquist, Morrow County STF Chair; Manager, City of Irrigon

Dan Brosnan, STF Committee member

Don Russell, County Commissioner Candidate

Miscellaneous

Judge Tallman said he met recently with David Vanderlip who is now retired from GEODC (Greater Eastern Oregon Development Corporation) but worked with the Community Development Block Grant program. Judge Tallman said Mr. Vanderlip is in a dispute with GEODC over a \$2,300 payment for his services. Judge Tallman said he has not yet contacted GEODC to find out the nature of the dispute.

MC-STF

Judge Tallman said the Court received an email from Mr. Palmquist containing requested action items resulting from the MC-STF meeting held on October 15th, which are as follows:

1. Reaffirm the 11 members of the MC-STF Advisory Committee
2. Adopt the MC-STF Bylaws
3. Take action to repay the General Fund from the Reserve Fund
4. Approve moving forward with an IGA with Gilliam County for dispatching
5. Establish an 800 number for dispatching
6. Instruct staff (Ms. McLane) to prepare a work plan and possible expenditures for the plan. ODOT has people and money to do this - \$50,000 per year STF Funds; \$350,000 every two years of 5310 and 5311 money, but needs a plan in order to get this money

Concerning item #1, the group discussed whether or not to increase the committee to 13 to accommodate additional appointees (including a Hispanic representative). The Commissioners decided 11 members were adequate.

Commissioner Grieb moved to affirm the 11 members to the MC-STF Advisory Committee forwarded by the MC-STF Advisory Committee: Judy Brown, Doris Buie, Dan Brosnan, Virginia (George) Nairns, Sam Bellamy, Betty Gray, Kevin McCabe, Sheryll Bates, Jeff Wendler, Jane Akers and Aaron Palmquist. Commissioner Rea seconded. Unanimous approval.

MC-STF Bylaws

Mr. Palmquist summarized the changes the committee approved to their draft bylaws and is now forwarding the Court for approval:

1. Article IV – Membership: Add 5. e) Five members must be seniors or other persons with disabilities, or work with such a person.
2. Article VI – Voting: 2. Delete “physically” from the second sentence.

After some discussion, the Commissioners decided to rewrite the second sentence of Article VI – Voting, 2. as follows: “In order to vote, a member must be available in person, by phone, or other electronic device.”

Commissioner Grieb moved to approve the MC-STF Advisory Committee Bylaws with the changes to the draft as outlined by Mr. Palmquist (Article IV – Membership: Add 5. e) Five members must be seniors or other persons with disabilities, or work with such a person. Article VI – Voting: 2. Delete “physically” from the second sentence.) and the additional change made by the Court: Article VI – Voting 2., replace second sentence with: “In order to vote, a member must be available in person, by phone, or other electronic device.” Commissioner Rea seconded. Unanimous approval.

Repay General Fund

After a lengthy discussion that included Mr. Worden, the Court came to the conclusion the funds previously moved into the STF Fund to avoid a negative balance were made by method of a transfer, not a loan.

Ms. McLane said we were told at the MC-STF meeting that the fund was in the “red” and Robin Phillips with ODOT (Oregon Department of Transportation) said the County has money in a vehicle fund and can make a loan; that where the discussion about a loan came from. If the program doesn’t need a \$30,000 loan, don’t do it, but if it will be a while before we see money, maybe there should be a loan.

Mr. Palmquist said the committee made a motion asking the Court to move up to \$30,000 to the STF Vehicle Fund; it’s still the Court’s decision. I can put this on the agenda as an update and reach out to Ms. Phillips. Mr. Brosnan said the whole discussion has been about a loan. Mr. Palmquist said yes, until money starts flowing back.

When asked about the balance in the STF Fund, Mr. Worden said the STF Operating Fund has \$6,125; Vehicle Reserve has \$150,392 and STF Grant Funds are at \$4,684. Mr. Palmquist asked what the average monthly STF operating expenses are; Mr. Worden said April’s report for Materials & Services was \$3,100.

Dispatching

Judge Tallman reported Gilliam County is willing to proceed with a temporary IGA to assist MC-STF with dispatching services. The Court agreed to establish an 800 number for Morrow County, separate from Gilliam County’s 800 number and directed Ms. Wolff to initiate contact to set up such an arrangement with Gilliam County.

Work Plan and Expenditure Plan

Discussion took place to clarify the difference between the Coordinated Human Services Public Transportation Plan (“Coordinated Plan”) and other transportation plans in which the County is involved. There was also discussion about Ms. McLane’s role in these various plans. One of the requirements to receive STF funding is an updated Coordinated Plan, which Ms. McLane is in the process of reviewing. There were also conversations about how County and State transportation plans mesh with and affect each other. Commissioner Grieb then asked Ms. McLane if she needs help with the initial plan (Coordinated Plan). She said we have a place to get started and a plan, but it will be a four to six month process before it is ready to adopt. Commissioner Rea said they (ODOT) have money to pay someone to do the plan. Mr. Palmquist said we know Ms. McLane doesn’t have the time, but the County has hired consultants in the past. If a consultant works in her office, for oversight purposes, that can be counted as an in-kind match; Ms. Phillips has money to pay that consultant, but we need them to pony up so we can get the consultant to Morrow County. Ms. McLane said she has not yet spoken to Ms. Phillips about the specifics. Mr. Palmquist said the committee wants the County Court to agree staff will put some energy into this. He went on to ask the Court to direct staff to bring something back to make a better informed decision because we want to keep moving and can’t tap into any money until the Coordinated Plan is updated. Judge Tallman said we have some details which need to be taken care of first. Discussion ensued. There was some confusion on Ms. McLane’s part as to whether or not Judge Tallman wanted her involved in the Coordinated Plan update; it was determined she will be involved. Ms. McLane listed what she’s being asked to do: make contact with Ms. Phillips, find out what the formula looks like, current scope of work, etc. and report back. The Commissioners decided the daily operational aspects of running an STF program can be worked out at a later date. We aren’t there yet, said Mr. Palmquist. It

was noted the next MC-STF meeting will be Tuesday, October 28th, 4:00 p.m., Heppner City Hall.

New Business, continued

Draft letter to the City of Boardman requesting changes to the Building Permit Program IGA
Ms. Wolff presented the letter with the requested changes, which the Commissioners signed.

Correspondence Reviewed

- Agenda for the Morrow County Planning Commission meeting Tuesday, October 28th, 7:00 p.m., Heppner City Hall

Department Report

Personnel Update

Ms. Wolff said she asked Mr. Worden to review a draft management wage scale she produced and he noticed it was based on last year's wage scale because this year's scale has not been determined pending Teamsters negotiations. So, she will rework the management wage scale when negotiations have been concluded. Commissioner Rea commented the general employee wage scale and the management wage scale should not be tied together. Ms. Wolff said as previously directed by the Court, she will be preparing a new Personnel Policy which removes the requirement that management cost of living adjustments (COLAs) are to be the average of the three unions' COLAs.

Executive Session – 2:42 p.m.

ORS 192.660(2)(d) To conduct deliberations with persons designated by the governing body to carry on labor negotiations.

3:17 p.m. Closed Executive Session – No decision

STF

The Commissioners discussed the possibility of housing the STF Office within Public Works and have the STF Coordinator position be part time STF duties and part time Public Works duties.

Commissioner Rea suggested the Commissioners and members of the MC-STF Committee go on a field trip to Gilliam County to observe how their STF Office functions.

Adjourned 3:31 p.m.

**Morrow County Special Transportation Fund
Advisory Committee Meeting
October 28, 2014
Heppner City Hall Conference Room**

MC-STF Committee Members

Present:

Aaron Palmquist, Chair, Irrigon
Dan Brosnan, Heppner
Virginia (George) Nairns, Seniors/Disabled, Heppner
Betty Gray, Seniors, Ione
Linda Skendzel (Ex Officio), Veterans Services

Absent:

Jane Akers
Sheryll Bates, Heppner
Judy Brown, Irrigon
Doris Buie, Irrigon
Sam Bellamy, Lexington
Kevin McCabe, Lexington
Jeff Wendler

Participants:

Judge Terry Tallman
Commissioner Leann Rea
Carla McLane, Planning Director
Anita Pranger, Finance Department
Sandi Putman, Public Works
Sheree Smith, Public Health
Peggy Doherty, Morrow County, CARE Coordinator
Roberta Lutcher, Court Secretary

Call to Order, Roll Call, Welcome and Introductions

Due to a 2:00 p.m. meeting in the City Hall Conference Room adjourning after 4:00 p.m., Chair Palmquist called the meeting to order at 4:22 p.m. He noted there was not a quorum present, therefore, no motions can be made or transactions of substantive business take place. Chair Palmquist thanked the members for attending and introductions were conducted. Ms. Pranger explained she attended today's meeting because she has been submitting the STF reports to ODOT (Oregon Department of Transportation) since January.

Minutes

Minutes from the meeting of October 15th could not be approved due to the lack of a quorum. If Committee members have corrections, please submit them to Ms. Lutcher by Friday, October 31st and they will be incorporated into the draft submitted for review at the next MC-STF meeting.

Update on Items Presented to the Morrow County Court

Chair Palmquist asked Mr. Brosnan to summarize the requests presented to the County Court on October 22nd. He reported the Court took the following steps:

- Approved MC-STF Advisory Committee Bylaws.
- Affirmed the 11 members appointed to the MC-STF Advisory Committee.
- No action was needed by the Court regarding the motion on the \$30,000 – already done through an internal adoptive budget for the County - transfer of funds. As of October 22nd, the Special Transportation Fund had approximately \$6,000 and is healthy, so no borrowing was needed. Ms. Putman asked if the Vehicle Reserve Fund was used; Commissioner Rea said no, it was not.
- Research will take place on an intergovernmental agreement (IGA) with Gilliam County for dispatch services.
- Requested Karen Wolff, Executive Secretary/Personnel Director, investigate the steps necessary for Morrow County to have its own 800 number.
- Instructed staff to work on the Coordinated Human Services Public Transportation Plan (Coordinate Plan).

Ms. McLane said Morrow County is included in the granting process for communities to update their Coordinated Plans. She then distributed copies of the Coordinated Plan, Attachment A, Plan Elements, and a template scope of work. The template needs to be specific to Morrow County and there are a few ways to do that – internally or hire a consultant. Kittelson & Associates is on the ODOT list of approved consultants and Ms. McLane said she has worked with them in the past. Kittelson & Associates has a subcontractor, Jerrett Walker, and I was impressed by his transit coordination work, she said. I'd recommend this Committee establish a small work group to work on the scope of work and work with ODOT to engage the Kittelson/Walker consultant team. There is \$50,000 set aside for the Morrow County Plan, according to Robin Phillips, ODOT Region 5, Regional Transit Coordinator. I feel fairly confident the County Court will say go ahead, if so, who would be willing to be a part of the work group? Commissioner Rea recommended Mr. Brosnan, Ms. Brown, Chair Palmquist and Ms. McLane comprise the work group. Discussion. Ms. McLane said once the Coordinated Plan is in place, the County can apply for the dollars. Chair Palmquist said it would be in excess of \$200,000 for the biennium.

Staggering of Committee Members

Discussion concerning how to stagger the appointments, and maintain the following goals:

1. Meet the requirement that at least five members must be, or represent, seniors/disabled
2. Desire to have balanced, county-wide membership
3. Achieve representation from the Hispanic community

Ms. McLane referred to the language in the Bylaws:

Article IV – Membership, 3. Advisory Committee member(s) will be appointed to terms in such a way that not all members are appointed in any one year. At least two, but no more than half of the members, will be appointed each year. Appointments will initially be done to stagger the terms of the members.

Commissioner Rea explained the County Court takes action on committee appointments in December of each year. Ms. Putman added committees make suggestions/recommendations to the Court. Discussion ensued. Chair Palmquist said he would work on a matrix for the next MC-STF meeting.

Brainstorm “to do” items/requirements – Town Hall Meetings, Operating Guidelines, Reporting Procedures, etc.

The following discussions took place:

- Ms. McLane said Morrow County was called out in the review of the current Coordinated Plan for a lack of public participation. There will be a hefty public involvement component when we do our plan. The scope of work will be worked on in the next four weeks and it will be four to six months to go through the Planning process.
- Chair Palmquist asked the Committee members to review the sample transportation survey included in the packet of information he distributed and asked for feedback or suggestions. He then discussed other items in the packet, some of which included ODOT’s Preparing for the Site Review; and materials/pamphlets from Sherman County Community Transit program.
- It was decided the various forms, reports, drivers manuals, operating procedures, etc., can be gleaned from other counties and tailored for Morrow County.
- The need to more clearly state trip reporting procedures/requirements to drivers since some are not filling out the forms accurately or in some cases, not at all. Mr. Brosnan asked Ms. Pranger if she’s been receiving reports on most of the trips. She replied she gets reports on the trips which are longer in duration, but not always for short trips. Chair Palmquist said we need reports on everything – a trip is a trip. The group then discussed how trips are counted and that one trip can actually be counted as multiple trips depending on the number of times passengers unload and reload, etc. Ms. Pranger said she wasn’t aware of this and perhaps better communication with drivers would be helpful so she can report more accurately to ODOT.
- Concerns about a current volunteer driver and if complaints are received, a strict system needs to be in place to document and handle such situations.

Prioritize “To Do” Items/Requirements

This list will evolve and grow as the Coordinated Plan takes shape and other goals are met by the Committee.

Additional Discussion

- Chair Palmquist asked for volunteers to take minutes at future meetings. Ms. McLane asked about the timing of hiring a coordinator. Judge Tallman stated, we’ve said as soon as possible. Commissioner Rea said it should be the coordinator’s job to take minutes. Ms. McLane said the County has funding for that position; Commissioner Rea added there was money budgeted for that position in a Personnel Services budget line. Judge Tallman said we can check this out. Ms. Skendzel said there is some funding in the Oregon Department of Veterans Affairs grant received by the Morrow County Veterans Office that can play a part in this... I can get you a copy of the plan.
- Commissioner Rea said tracking trips for people on Medicaid may help the County receive funding through the Coordinated Care Organization.

- Ms. Lutchter will continue to record the minutes of MC-STF meetings until a coordinator is hired. Ms. McLane suggested Ms. Lutchter's time be reimbursed with Special Transportation Funds; Commissioner Rea said this will be a discussion for the County Court.

Next meeting

Thursday, December 4th, 2:00 p.m., Port of Morrow Riverfront Center, Boardman, or as a back-up location, Irrigon City Hall.

Adjourned 5:30 p.m.

**Morrow County Special Transportation Fund
Advisory Committee Meeting
December 4, 2014
Irrigon City Hall**

MC-STF Committee Members Present

Aaron Palmquist, Chair, Irrigon

Judy Brown, Irrigon

Linda Skendzel, (Ex Officio), Veterans Services

MC-STF Committee Members Present via telephone conference from Heppner City Hall

Sheryll Bates, Heppner

Dan Brosnan, Seniors, Heppner

Betty Gray, Seniors, Ione

Virginia "George" Nairns, Seniors/Disabled, Heppner

Kevin McCabe, Lexington

Participants Present - Irrigon

Carla McLane, Morrow County Planning Director

Participants Present – Heppner

Commissioner Leann Rea

Anita Pranger, Finance Department

Roberta Lutchter, Court Secretary

MC-STF Committee Members Absent

Jane Akers

Sam Bellamy, Lexington

Doris Buie, Irrigon

Jeff Wendler

Call to Order and Roll Call

Chair Palmquist called the meeting to order at 3:30 p.m. and roll call was taken. Ms. Bates commented the Committee members who represent Boardman have been unable to attend any meetings, should any changes be made. Chair Palmquist said that will be an agenda item at the beginning of 2015.

Minutes

Ms. Gray moved to approve the minutes of October 15th and October 28th, as presented. Mr. Brosnan seconded. Unanimous approval.

Update on Items Presented to the Morrow County Court

Dispatch Process with Gilliam County and 800 Number

Chair Palmquist said we are still waiting on the dispatch process and 800 number, correct? Commissioner Rea explained Karen Wolff, Executive Secretary/Personnel Director, notified InterMountain Education Service District and requested an 800 number, however beyond that, Commissioner Rea is unsure of the status of the request. Chair Palmquist said he recommends not signing a contract for the 800 number until we have a contract for dispatch services in place

with Gilliam County, otherwise, we could be paying for an 800 number for several months without any dispatch capability. Commissioner Rea and Mr. Brosnan said they didn't agree because dispatching can take place from Heppner without a dispatch center until the other aspects are in place. Chair Palmquist asked if this should again be brought before the County Court so these services could be effective January 1, 2015. Commissioner Rea suggested Chair Palmquist contact Ms. Wolff to request time on the agenda for the next County Court meeting; he said he would do so.

Staggering of Committee Members

Chair Palmquist discussed the Membership Rotation Schedule spreadsheet he developed and asked for input. Committee members agreed contact should be made with those members who have not been attending to determine interest in continuing on the Committee. Commissioner Rea explained the County Court usually accepts recommendations for committee appointments in January of each year. I hope this Committee will have names of members who will actively participate so at that time the Court can make appointments/reappointments and designate term expirations. Chair Palmquist said in order to be ready to put forth recommendations he will send letters to all Committee members thanking them and asking if they would like to continue on the Committee. The Committee members from Heppner voiced interest in continuing to serve.

Veterans Plan Needs

Ms. Skendzel provided a brief Veterans update, noting there will be a spaghetti luncheon for veterans on January 28th in Irrigon (free for vets if pre-registered), and another luncheon in Heppner (date to be determined). She said her hope is to have a written job description and hire a driver by the second week of January. Chair Palmquist said there is \$45,000 to spend by September 2015 – for veterans only, but it can help to get our process started for MC-STF. As an example, as we get systems in place, such as job descriptions, the same can be used for the larger program.

Morrow County “Coordinated Human Services Public Transportation Plan” Scope of Work

Ms. McLane said the subcommittee (Mr. Brosnan, Ms. Skendzel, Ms. McLane) met with representatives from Oregon Department of Transportation (ODOT) and it was acknowledged the funds to pay for the Plan are state funds and do not require a match from the County, which is good news. We also do not come up with a specific dollar amount, we write the scope of work, identify the contractor we want, and make a case to ODOT... we need to ask for what we want to have happen. Before we can send it off to ODOT, they want two more things – send preliminary documents for review to Joni Bramlett, Regional Transit Coordinator, Region 4, Interim Region 5, and to Kittelson & Associates, Inc. Transportation Engineering/Planning.

Ms. McLane's comments for some of the sections were:

- Stakeholder Involvement – the list is ODOT's generic list. We know who they are in Morrow County and can create our own list with the contractor.
- We will need to work with ODOT and the contractor to determine what schedule makes sense and how to complete things in the right order
- Identify Unmet Transportation Needs – we will want to connect to systems that adjoin us.

- Develop Transportation Priorities – this will be the programs we want to come out of this process.
- Plan Review and Adoption – this will include what we expect for outcomes and a process to amend the Plan in the future.

Discussion took place regarding timeline for this process. Ms. McLane said Kittelson & Associates generally takes about one year, but we can't wait that long. We need to balance what we need with reality. I need to have additional conversations with Matt at Kittelson & Associates, she said.

Additional Discussion

- Chair Palmquist said he will be emailing coordinator, driver and dispatcher job descriptions from other counties to the Committee members. Please review and submit comments as soon as possible.
- Chair Palmquist requested Mr. Brosnan review various operating guideline manuals from Wheeler County since they have passed an audit and are moving forward. Let's not reinvent the wheel so we can keep our process going. Mr. Brosnan agreed to review the information.
- Ms. Skendzel discussed some of the requirements of the Veterans grant such as spouses cannot ride unless they are the caregiver, and we can't pick up other county's veterans. Discussion ensued. Ms. Skendzel said spouses can ride through STF just not under this Veterans grant. Further discussion. Chair Palmquist said let's keep it simple – develop two forms. If a veteran is riding, fill out one form. If a spouse goes, fill out the STF Program form. It can work but we can't comingle the money.
- Commissioner Rea said Ms. Wolff has gathered coordinator job descriptions and forwarded them to Judge Terry Tallman for review.

Future Meetings

- Thursday, January 8th, 3:00 p.m., tentative location Heppner City Hall
- Thursday, February 12th, 3:00 p.m., north end location to be determined
- Thursday, March 12th, 3:00 p.m., Lexington Town Hall

Adjourned 4:32 p.m.

MC-STF Advisory Chairperson Date

MC-STF Advisory Vice-Chairperson Date

**Morrow County Special Transportation Fund
Advisory Committee Meeting
January 8, 2015
Heppner City Hall Conference Room**

MC-STF Committee Members Present

Aaron Palmquist, Chair, Irrigon, Community
Sheryll Bates, Heppner, Community
Dan Brosnan, Heppner, Seniors & Veterans
Betty Gray, Ione, Seniors
Virginia "George" Nairns, Heppner, Seniors & Disabled

Participants Present

Commissioner Leann Rea
Judy Buschke, Heppner
Darlene Lovgren, Heppner
Jack Lytton, Driver
Carla McLane, Planning Director
Anita Pranger, Finance Department
Sandi Putman, Public Works
Roberta Lutcher, Court Executive Assistant

MC-STF Committee Members Absent

Sam Bellamy, Lexington, Community
Kevin McCabe, Lexington, Community

It was determined a quorum was present because, as the list currently stands, several names were removed from the MC-STF Committee list due to lack of participation and/or a request to be removed.

Call to Order and Roll Call

The meeting was called to order by Chair Palmquist at 3:02 p.m. Introductions were conducted.

Minutes

Ms. Bates moved to approve the minutes of December 4, 2014, as presented. Ms. Gray seconded. Unanimous approval.

MC-STF Committee Member Appointment Recommendations

Chair Palmquist said Judy Brown of Irrigon resigned as a committee member and it's critical this committee continues to move in the right direction or the State could withhold the County's funds again or an audit could take place. To maintain forward momentum, Jane Akers, Doris Buie and Jeff Wendler should be replaced with people able to make the necessary time commitment. Chair Palmquist suggested the following replacements:

1. Cary Brock, who as a Counselor with Community Counseling Solutions, interacts with seniors and people with disabilities
2. Ray Michaels, Boardman, represents seniors

3. Citlali Mendoza Pacheco, Boardman, represents the Hispanic community
4. Claudia Silva, Irrigon, represents the Hispanic community

Ms. Bates moved to update the MC-STF Advisory Committee Membership list with the following deletions:

1. Jane Akers, Boardman
2. Judy Brown, Irrigon
3. Doris Buie, Irrigon
4. Jeff Wendler, Boardman

And the following replacements:

1. Cary Brock
2. Ray Michaels, Boardman
3. Citlali Mendoza Pacheco, Boardman
4. Claudia Silva, Irrigon

Ms. Gray seconded. Unanimous approval.

Chair Palmquist and Commissioner Rea reminded the group of the requirement that five members must represent seniors/disabled. Chair Palmquist listed the five members:

1. Cary Brock
2. Dan Brosnan
3. Virginia "George" Nairns
4. Ray Michaels
5. Betty Gray

Coordinated Human Services Public Transportation Plan

Ms. McLane said at the last meeting she shared the draft Scope of Work, which has been sent to the Oregon Department of Transportation (ODOT) and a potential consultant. After hearing nothing from either party, Ms. McLane followed up and things have changed a bit. ODOT sent Ms. McLane a new template document to complete, saying we were using the template for a consultant agreement. Moving the information into the new template is doable, but will take time. The potential consultant, Kittelson & Associates, responded by recommending a different consultant – Nelson\Nygard. This will probably be a better final outcome...and I'll keep this on the fast track. I'd recommend I keep doing the computer work and I will send it to the subcommittee for review and approval and let the subcommittee forward it to the County Court for their approval and submission to ODOT. Chair Palmquist reiterated the fact that the consultant fees will not be paid by the County; Ms. McLane added the money has been earmarked and identified and she will let ODOT know of the plan to change consultants. I'll make contact with Nelson\Nygaard and if I'm not comfortable with them, I'll reach out to find someone else.

Ms. Nairns moved to approve submitting the new format of the Coordinated Human Services Public Transportation Plan to the County Court by January 21, 2015. Ms. Bates seconded. Unanimous approval.

Job Descriptions

Chair Palmquist said in order to avoid problems, job descriptions need to be created before moving forward to hire.

Driver

The committee members agreed the Grant County "Driver" job description would work well for Morrow County.

Chair Palmquist asked – All in favor of using the Grant County "Driver" job description as a template for Morrow County. Unanimous response in favor.

Dispatcher

There was discussion about whether to limit the duties of a Dispatcher to dispatching or include a variety of duties in order to keep sufficiently busy. If the Dispatcher is more hands-on with scheduling appointments and drivers, and compiling reports and maintenance records, it allows the Coordinator to be a public relations person. It was suggested the job title be Operations Assistant or Transit Operations instead of Dispatcher. Chair Palmquist said he would glean information from both Sherman and Baker Counties to bring back for review at the next meeting.

Coordinator

After a brief discussion, Chair Palmquist said he would blend the Coordinator job descriptions from Sherman and Wheeler Counties to create something suitable for Morrow County and bring it back for review, as well.

Passenger Service & Operations Manual

Chair Palmquist commended Mr. Brosnan for reviewing the manuals from Wheeler County, and said few changes are needed to make it work for Morrow County. Mr. Brosnan agreed, the general document is fine and no major changes are needed. Ms. Putman said once our program starts with the new manuals and guidelines are in place, we may see the need to make some changes. She also commented a main job duty for the Coordinator may be obtaining grants for the program.

Chair Palmquist said he would like to bring the Morrow County Passenger Service and Operations Manuals back to this committee for adoption at the next meeting where we can vote to recommend they be sent to the County Court.

Commissioner Rea suggested Chair Palmquist attend a County Court meeting in the very near future and inform the Commissioners the MC-STF Committee is in the process of developing job descriptions to be considered prior to hiring. Mr. Brosnan also said this would be a good idea.

Additional Discussion/Future Items

Chair Palmquist asked if everyone still had copies of the list of requirements from ODOT; all replied, yes. Mr. Brosnan asked if ODOT is possibly in the process of making revisions, is this list still valid. Ms. McLane said she thinks the list is current because it is taken from ODOT's manual used for site visits, but she would ask Joni Bramlett, Regional Transit Coordinator, Region 4 and Interim Region 5.

Chair Palmquist said the committee needs to remain diligent and move forward on this list. There is potential for an audit... so there is a sense of urgency to get our ducks in a row or the County could be slapped. Everyone did their own thing before, but now it will be coordinated with manuals and a plan.

Ms. McLane said Gilliam County will not be helping us with dispatch services through an 800 number. Chair Palmquist asked if the committee should consider other options such as contracting with a different entity. Mr. Brosnan asked about the possibility of the dispatch center at the Sheriff's Office. Commissioner Rea said that office is down three dispatchers and this wouldn't be the time to add to their workload. Several other entities were mentioned when Ms. McLane said if we take time to set up a short term contract, it takes energy away from being able to set things up in-house.

Discussion then took place concerning regular office hours for scheduling and dispatch, instead of being available to take calls 24 hours per day, seven days a week. After some discussion, it was decided it would be beneficial to the Committee to know what is working in each of the three towns in the County currently doing some STF dispatching and driving.

Chair Palmquist said he would push to get everything out before the next committee meeting and an email vote may be necessary so we can go before the County Court as soon as possible.

Ms. McLane said when the committee produces the manuals and job descriptions for Morrow County, we can check off six to eight of the items on ODOT's list of requirements. The one thing not in there will be the marketing materials and the Plan would address that.

Future Meetings

Friday, February 6th, 1:00 p.m., Boardman

Friday, March 6th, 1:00 p.m., Lexington Town Hall

Ms. Bates moved to adjourn the meeting. Ms. Gray seconded. Unanimous approval.

Adjourned: 4:32 p.m.

MC-STF Advisory Committee Chairperson Date

MC-STF Advisory Committee Vice-Chairperson Date