

**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 Lutchter, 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\Nygaard. 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.



**Morrow County Special Transportation Fund  
Advisory Committee Meeting  
February 13, 2015  
Sage Center Board Room - Boardman**

**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  
Sam Bellamy, Lexington, Seniors  
Kevin McCabe, Lexington, Community

**Participants Present**

Commissioner Leann Rea  
Judge Terry Tallman  
Judy Buschke, Heppner  
Darlene Lovgren, Heppner  
Carla McLane, Planning Director  
Anita Pranger, Finance Department  
Doris Brosnan

**MC-STF Committee Members Absent**

Claudia Silva, Irrigon, Hispanic  
Ray Michaels, Boardman, Seniors  
Cary Brock, Irrigon, Seniors & Disabled  
Citliali Mendoza, Boardman, Hispanic & Community

It was determined a quorum was present.

**Call to Order and Roll Call**

The meeting was called to order by Chair Palmquist at 1:00 p.m. Introductions were conducted.

**Public Comment (General and FTA Grant 5310)**

There were three (3) entities that requested funding/support within the FTA 5310 Grant. They were Good Shepherd Care Van, CAPECO, and CTUIR for bus service to Irrigon. CAPECO RSVP program has currently pulled out of Morrow County. Their basic concerns were submitted by mail and the committee briefly discussed. Because they have been a viable part to transportation in Morrow County and fund are placed in the 5310 Grant application. No other public comment was provided.

**Minutes**

*Ms. Gray moved to approve the minutes of January 8, 2014, as presented. Ms. Nairns seconded. Unanimously approved.*

### **Coordinated Human Service Public Transportation Plan Scope of Work Update**

Ms. McLane provided a brief update and the detail to the Statement of Work and informed the committee it has been submitted to ODOT. It was also noted that funding for this process is totally paid for by ODOT. We await the process of ODOT selecting the consultant for the project.

### **ODOT Agency Periodic Report (quarterly) Update**

Ms. Pranger provided an update to this quarters statistics and that we are looking pretty well, but do need to continue to improve the reporting of rides and usage. 628 driver hours, 321 scheduled dispatch hours, 656 one way trips, 11,463 miles, \$880.81 in quarterly donations, and \$7,551.29 in expenses.

*Ms. Bates moved to approve the report and submit to ODOT Ms. Gray seconded. Unanimously approved.*

### **Passenger Service & Operations Manual (with Job Descriptions)**

Chair Palmquist and the committee reviewed the "manual". There were a few minor edits for clarification. This manual has been modified and used from Wheeler County which has passed ODOT review and approval. We have modified and edited to meet Morrow County's requirements. There are several appendixes to the manual. This is a work in progress and the last minimum requirement for ODOT to release funds to the county.

*Chair Palmquist asked for a motion to approve and recommend adoption by the County Court. Mr. Brosnan moved to approve the manual and recommend that the Morrow County Court adopt the document. Ms. Nairns seconded. Unanimously approved.*

### **Hiring and Location of Program**

Chair Palmquist noted that there were various locations commented on where to locate the program (Public Works, Planning and Public Health). This is critical to the consistency of the program and ensuring accountability. Much time and discussion took place on various locations and processes. Ms. McLane presented her proposal from the Planning Department's position. There were many questions and concern.

*Chair Palmquist asked for a motion recommend the location of the program and to hire a coordinator. Mr. Bellamy moved to place the position in the Planning Department. Mr. McCabe seconded. Motion failed.*

There was much discussion of how the committee saw the position and program working. After considerable time Chair Palmquist again asked for a motion recommending the location of the program and to hire a coordinator as this was critical to the program that we make our voice heard.

*Mr. Brosnan moved to recommend to Morrow County Court that a new department head position be created and that the position report to the full Morrow County Court. Ms. Gray seconded. Unanimously approved.*

**Update on ODOT STF Program Site/Assistance Visit**

Chair Palmquist commented on the information in the agenda packet that ODOT would be here to on April 6-7, 2015 to provide a site review of Morrow County’s STF program. This is a good opportunity to see where we need to improve the program and what is currently working. There will be a back-brief following the inspection with an update to the committee.

**5310 FTA Grant Budget (FY2015/17)**

Chair Palmquist presented the 5310 FTA Grant figures. These funds are for two (2) years and provide us with not only purchased service abilities, vehicle preventive maintenance, but also startup cost for the MC-STF program. The 5310 budget request is for \$145,606.

*Chair Palmquist asked for a motion to approve and recommend adoption by the County Court. Ms. Nairns moved to approve the 5310 grant budget and recommend that the Morrow County Court adopt, making grant application for the resources. Mr. Bellamy seconded. Unanimously approved.*

**Supplemental’s A, B & C STF Budget (FY2013/15)**

Chair Palmquist presented the STF Supplemental figures. These three (3) supplement are extra resources provided by the Oregon Transportation Commission. They need to be applied for this fiscal year to receive the funds. They are a one-time process and can greatly enhance the program. The requested funds are in the amount of \$61,000.

*Chair Palmquist asked for a motion to approve and recommend adoption by the County Court. Mr. Brosnan moved to approve the STF Supplemental budget and recommend that the Morrow County Court adopt, as well as rolling the County 510 Fund into the STF 216 Fund. Ms. Bates seconded. Unanimously approved.*

**Additional Discussion/Future Items**

Being that the meeting was lengthy no additional items were discussed.

**Future Meetings**

Friday, March 6<sup>th</sup>, 1:00 p.m., Lexington Town Hall

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

**Adjourned: 3:28 p.m.**

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MC-STF Advisory Committee Chairperson Date

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MC-STF Advisory Committee Vice-Chairperson Date

Morrow County Special Transportation Advisory Committee

Met March 6, 2015 at 1:00pm City Hall Lexington, Oregon

**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**  
**Sam Bellamy, Lexington, Seniors**  
**Kevin McCabe, Lexington, Community**

**Participants Present**

**Commissioner Leann Rea**  
**Commissioner Don Russell**  
**Judy Buschke, Heppner**  
**Darlene Lovgren, Heppner**  
**Anita Pranger, Finance Department**

It was determined a quorum was present.

**Call to order and roll call**

The meeting was called to order by Chair Palmquist at 1:00pm. Introductions were conducted.

**Public Comment**

Judy Buschke, stated the difficulty with getting volunteers to drive to appointments. She would like to see paid drivers. Paid or Volunteer drivers will be discussed further. The matter was tabled until next month. A concern over driver safety and standards will be discussed later in the meeting.

**Minutes**

Dan Brosnan moved to approve the minutes of February 13, 2015 as presented after corrections were made. Ms. Nairns seconded. Sam Bellamy abstained and the minutes were approved.

Morrow County Special Transportation list of vehicles was handed out, and the list needs to be updated to show description, location, vin number and license number. Don Russell will do Boardman vehicles. Leann will do Heppner vehicles, and Aaron will do Irrigon. A discussion of smaller vans to be purchased and used for Seniors, Veterans, and the Disabled. Ms. Nairns will show the Willow Creek Assisted Living Van at our next meeting.

A thank you will be sent to the Matheny family for the donations of the van given to Morrow County last year.

VET location in our County-how can we locate all Vets and compile an inventory was discussed. Suggestions were to send out a mass mailer, business cards, refrigerator magnet with info on it, Also brochurers with all our information and the 800 number to call. Surveys, ad in newspapers.



**Additional Discussion/Future Items**

Aaron will scan the 2015/2017 STF Budget and send to the committee for review. The ODOT Site Visit/Inspection will be April 9-10, 2015.

Dan made the motion to have the Vet funds pay for the phone answering machine and the 800 number, Sheryll seconded the motion and it was passed.

Concern driver standard and safety issues were discussed and Dan will speak to the volunteer driver in Heppner and ask him to resign.

When the County Court adopts our manual , copies will be made and distributed to everyone that needs a copy.

Our next meeting will be Tuesday, April 7, 2015 at the Port of Morrow in the Sand Hollow room at 3pm to 4:30pm.

Karen Wolff has posted a job description for our Morrow County Special Transportation Coordinator. Applications will be accepted until March 30, 2015. The starting wage is \$2,989. Per month, exempt position.

Leann suggested that we have a Volunteer Appreciation Dinner for all drivers and other volunteers that have been giving of their time for Morrow County Special Transportation. It needs to be scheduled before the end of our fiscal year, either the second or third week of June.

Respectfully submitted  
Betty Gray  
lone

**Morrow County Special Transportation Fund  
Advisory Committee Meeting  
April 7, 2015  
Sand Hollow Room – Port of Morrow**

**MC-STF Committee Members Present**

Aaron Palmquist, Chair, Irrigon, Community  
Sheryll Bates, Heppner, Community  
Dan Brosnan, Heppner, Seniors & Veterans  
Kevin McCabe, Lexington, Community

**Participants Present**

Commissioner Leann Rea  
Anita Pranger, Finance Department

**Call to Order and Roll Call**

The meeting was called to order by Chair Palmquist at 3:00 p.m. It was determined there was not a quorum. However, there were items that needed discussed and put before the County Court to make decisions, such as hiring and items related to the budget process.

**Public Comment**

There was no public comment.

**Minutes**

March 6, 2015 meeting minutes will be brought to the next meeting where there is a quorum

**Hiring of Coordinator**

The committee would like to review the applicants but most importantly have two individuals sit on the interview team. Dan and Sheryll have requested to assist on the interviewing team. Aaron will bring the request to the County Court next week. There are approximately 12 applicants.

**Volunteer Recognition Date**

It was suggested that the earliest in June would be best. June 6<sup>th</sup> and 7<sup>th</sup> were recommended with a luncheon at 12:00-2:00 p.m. on the 6<sup>th</sup> or 2:00-4:00 p.m. on the 7<sup>th</sup>. Aaron will check with the Port of Morrow for availability.

**Bus Usage by the POM**

A request to use the large STF bus from Boardman was made by the POM. The Oregon Joint Ways and Means Committee will be holding a public hearing at the Sage Center this Saturday (4-11-15) and there is to be a tour provided for the legislators. The POM will provide the CDL driver. The committee agreed as this is a great opportunity for our region. Aaron will contact those in Boardman and see that the bus becomes available.

**Vehicle Inventory Update**

We still have a few vehicles to collect information on for the inventory. Dan will assist with collecting information on the vehicles still needing information in South County.

**ODOT STF Program Site/Assistance Visit (April 9-10, 2015)**

ODOT’s site visit is this Thursday and Friday. Aaron is not able to attend, but we should have some committee representation at the in-brief and exit brief. Dan will attend the in-brief and Kevin will attend the exit brief. It is anticipated that the process will begin at the Pioneer Annex. Aaron will work with Anita to find the exact time and location and email the committee.

**Driver Training, location, Etc.**

This item will be forwarded to the May meeting.

**FY 2015 MC-STF Draft Budget Figures**

The committee reviewed the FY15-16 budget figures that need to be presented before the County Budget Committee. A few items were noted. For this year ending (FY 14-15) do not make the transfer of the \$15,000 to the vehicle reserve fund. It will assist with resources carrying forward into the next FY. Additionally, the same transfer in FY15-16 should be removed as there will be a large portion pulled from the Vehicle Reserve Fund when the new bus is purchased. It is already figured as part of the match required by ODOT. The committee discussed the figures for using paid drivers. It was very clear that paid drivers could not work at this time and recommended removing the projected expenditures. The committee did feel that some sort of compensation to volunteer drivers was warranted. An amount of \$10,000 was recommended to be placed under the “contract” line item and work to pay drivers \$20.00 per day that they drive for the program. Aaron will bring this recommendation to the County Court next week.

**Promotional Items**

Aaron handed out draft documents of a Veteran business card to be used for veterans in calling into the toll free customer survey number. Also reviewed was a draft of a postcard mailer. After approving the design Aaron will forward to the GT for printing and mailing.

**Future Meetings**

Tuesday, May 5<sup>th</sup>, 1:30 p.m., Morrow County Grain Growers - Lexington

**Adjourned: 5:10 p.m.**

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MC-STF Advisory Committee Chairperson Date

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MC-STF Advisory Committee Vice-Chairperson Date

**Morrow County Special Transportation Fund  
Advisory Committee Meeting  
May 5, 2015  
Lexington, MCGG Office**

**MC-STF Committee Members Present**

Aaron Palmquist, Chair, Irrigon  
Sheryll Bates, Heppner  
Dan Brosnan, Heppner  
Kevin McCabe, Lexington  
Betty Gray, Ione  
Sam Bellamy, Lexington

**Participants Present**

Judy Buschke, Heppner  
Darlene Lovgren, Heppner  
Commissioner Leann Rea  
Karen Pettigrew, City of Boardman

**Call to Order and Roll Call**

The meeting was called to order by Chair Palmquist at 1:30 p.m. It was determined there was a quorum. Brief introductions were made.

**Public Comment**

Judy had a few questions regarding how the process took place on the interviews. She had heard various things about the hiring process. Judy will make contact with Anita on turning items over to her. It was noted that Judy and company had done a great job keeping it together during the transition. It was also asked if the family who donated the red van had been sent a thank you note. As far as the committee was aware none had been sent from the County Court. Leann noted that she will send a note to the family. The committee was supportive and thanked her for completing this action.

**Minutes**

March 6, 2015 and April 7, 2015 meeting minutes were motioned by Sheryll to approve with minor corrections, Betty seconded. Motion Passed.

**Coordinator Update**

Dan and Sheryll provided an updated of the process and the final outcome. It was mentioned that the process followed proper procedures. There were about 17 applications. The pool was narrowed down to four with the hiring panel making recommendation to hire Anita Pranger. It was clear through the process that she had the most experience and understanding of ODOT rules, etc. She will allow the program to keep moving forward without having to train up a fresh new hire. Judy also asked about the 800 number and what should be done about the phone, paid for by the county, which individuals call into for rides. All calls for rides should go through the

new coordinator (Anita). Dan and Sheryll were thanked for their assistance as part of the interviewing and selection of the STF Coordinator.

### **Vehicle Inventory/Preventive Maintenance**

The vehicle inventory roster was part of the packet. There are a few discrepancies. Judy will send the red van information so we can clean up the vehicle inventory roster. Betty will check on the vehicle (bus) that is staged here in Lexington in the public works yard.

On preventive maintenance there is built into the 5310 grant to perform on-going maintenance. Anita will work with drivers to accomplish as items arise. However, one of the "critical findings" on the ODOT site inspection was the requirement for annual vehicle inspections. The evaluators and ODOT had recommended that the county consider CTUIR. The committee discussed what form and items were to be evaluated and who says which business is certified. The committee believes that we should keep everything local and there are certified businesses in Morrow County. Sheryl motioned that we have Anita contact ODOT to get the requirements and then see that annual inspections can be performed in Morrow County, places such as MCGG, Les Schwab, etc. Dan seconded the motion. Motion passed. Aaron will call Anita when she returns to the office.

### **ODOT Site Visit Update**

Dan and Sheryl updated the committee on the draft exit interview, paying particular attention to the critical finding items. Aaron mentioned that he had been in communication with Anita and she was tracking well on the eight critical items. We will have an update from Anita next meeting on the progress and areas we need to focus stronger attention. Aaron and Anita are working on the Title VI policy that we need to have as part of our policies. Aaron has received an item from Baker County but may need re-typed for our county. Leann suggested using 4-H or some high school students to assist. The committee said that kudos go out to Anita for making our site visit (inspection) successful. Dan, Sheryll, and Kevin were thanked for being part of the process to keep the committee in the loop.

### **Drivers Training, Locations, Etc.**

This item will be brought back at the June meeting.

### **Promotional Items**

This item will be brought back at the June meeting.

### **Volunteer Recognition**

There were too many conflicts of events to successfully pull this off. It may fit better to plan for a fall event.

### **Update locations and Times for future meetings.**

It was discussed about individuals not making the meetings. Over the past months the meeting times have moved to a daytime schedule and may be hindering volunteers who work from making the meetings. The next several meetings will be as follows with time from 6:30 pm through 8:00 pm:



**Morrow County Special Transportation  
Advisory Committee Meeting  
June 11, 2015  
Irrigon City Hall**

**MC-STF Committee Members Present:**

Aaron Palmquist, Chair  
Sheryll Bates  
Kevin McCabe  
Sam Bellamy  
Betty Gray

**Others Present:**

Anita Pranger, Coordinator  
Commissioner Leann Rea  
Judge Terry Tallman  
Michele Misener  
Linda Skendzel

Meeting called to order by Chair Palmquist at 6:32 p.m. It was determined there was not a quorum.

Introductions were made.

**Public Comment:**

Michele Misener addressed the Committee on the CPR and First Aid Business her and her husband have. Their training is through the American Heart Association. They bring all equipment and supplies to do this training. They charge by the person for their services. They have one charge for CPR and another charge for First Aid certification.

She asked if the Committee had a Blood Borne Pathogens plan for spill cleanup. They put together spill cleanup kits. They have several different sizes available for purchase. Anita advised that the Safety Committee is working on updating the Blood Borne Pathogens unit in the Safety Manual for the County and Special Transportation would look into adopting that plan into their manual when it comes available.

Linda Skendzel, Veterans Service Officer, told the committee about Project Community Connect & Veterans Stand Down that will be held on October 7, 2015 from 10:00 a.m. to 1:00 p.m. at the Hermiston Conference Center. She requested bus transportation for this event from Special Transportation. Anita and Linda will work together to schedule buses for this event.

**Minutes:**

Minutes were postponed due to lack of quorum and will be presented at the July meeting for approval.

**Title VI** – Anita presented to the Committee the Title VI Policy that County Court had signed off on May 27, 2015 for the Committees approval.

Sheryll moved to approve the Title VI Plan as presented by Anita and add it to our procedures manual. Betty seconded. Motion carried.

Kevin asked if the Morrow County website had been updated and if they were going to add Special Transportation to it. Judge Tallman said it was in the process of being updated and that they were going to add Special Transportation. David Sykes updates the website and it can take him a little while to make the changes.

**Critical Findings** – Anita presented to Committee two Resolutions that County Court had signed off on regarding the 30 day and 60 day findings.

For the 30 day findings – Pre-trip true defects inspections can be called in to the Coordinator now and the sign that stated people in mobility devices must move to a seat has been removed from the vehicles.

60 day findings – Title VI Plan has been adopted by both County Court and Special Transportation Committee. The appeals process is as follows, first appeal is to the Coordinator, second appeal goes to the Special Transportation Committee and the final appeal is to County Court. For ADA and LEP, when a person calls in to schedule a ride they are asked at that time if they are need of any Handicap accessibility and if they need any extra assistance in any way.

The Committee is in agreement with the Resolution that were presented and signed off on by County Court as to the completion of these items.

Aaron and Anita will continue to work on the appeals process to add a form to be filled out by the complainant.

**Drivers & Driver Training** – The state is still working on scheduling the Defensive Driving course for the drivers. Aaron and Leann are working on getting CPR and First Aid training for the drivers also.

**Vets HRTG update** – Anita presented a breakdown of what has been purchased and billed for and invoices that still need to come in and be billed to the Grant. At this time \$11,428.81 has not been billed yet.

Anita let the Committee know that a Scope of Change needs to be done so that money can be transferred around with in the HRTG budget to purchase the new van. She suggested that the Committee advise Judge Tallman to sign the Scope of Change she presented to them so that we can get the money coming from the State for the van.

Sheryll moved to approve the Scope of Change and advise Judge Tallman to sign. Betty seconded the motion. Motion passed.



**Promotional Items** – Aaron let the Committee know that he has been talking with Steve Myren about getting signage on our vehicles.

The committee needs to be thinking of some promotional items to be purchased with the HRTG monies.

**Volunteer Recognition** – look at doing something for volunteers in the later part of September.

**Volunteer Driver Contract/Fee** - Anita presented the Committee with the Personal Services Contract that Morrow County uses for the Park Hosts and suggested that Special Transportation use the same contract.

Discussion of increasing paying drivers per day from \$20 to \$25. Sheryll moved to increase paying our drivers from \$20 per trip to \$25 per trip retro back to May 1, 2015. Betty seconded the motion. Motion carried.

**Other** – Discussion of feedback from the recent mailing.

Anita will make sure that First Aid kits and Fire Extinguishers are up to date in the vehicles.

Kim Cutsforth from the City of Heppner contact Aaron about getting a letter of recommendation for the STF Committee pertaining to a TGM Planning Grant that the City is applying for. Betty moved that Aaron sign a letter of recommendation for the City of Heppner for this grant. Sheryll second. Motion passed.

Anita presented to the Committee an English/Spanish version of the 800 number poster.

**Future Items** – Sam asked if there was a way we could involve Special Transportation on Veterans Day some way.

Discussion of committee membership. How to get members coming. Times that would be best.

Discussion of committee carpooling to meetings.

Making of cabinets for the bus barns. Cabinets would contain charged cell phones, credit cards and keys to the vehicles. Anita will check into having someone make some wooden ones.

**Meeting Adjourned 8:20 p.m.**

Next meeting tentatively scheduled for July 9, 2015, 6:00 p.m. at Heppner City Hall

*Elm Roberts* 7-16-15  
*Sheryl Bats* 7-16-15

Signature Sheet

Date: 6-11-2015

Please Print Name	Address	e-mail address
Leann Rea		
Sam Belamy		
Sheryl Bates		
Kerri McCabe	Kerrymcabe	
Arita Propper		
Aron Felmgvist	Tennis	
Buffy Smay	Jsu	
Michelle Henderson	Henderson	mmhenderson@co.moravia.ok.us
Terry Tallman	Bartman	Ttallman@co.moravia.ok.us
Linda Skendzel		

**Morrow County Special Transportation  
Advisory Committee Meeting  
July 16, 2015  
Heppner City Hall**

**MC-STF Committee Members Present:**

Aaron Palmquist, Chair  
Sheryll Bates                      Raymond Michael  
Kevin McCabe  
George Nairns  
Betty Gray

**Others Present:**

Anita Pranger, Staff/Coordinator  
Commissioner Leann Rea                      Ed Struthers  
Frances Dion                                      Bob Nairns  
Melissa Jo Monaco

Meeting called to order by Chair Palmquist at 6:00 p.m. It was determined that a quorum of members was present and introductions were made.

**Public Comment:** There was no public comment.

**Committee Structure:** Aaron addressed the group on the structure of the committee. The committee needs to include Veterans, seniors, minorities and community members. The committee has worked very hard getting representatives covering all of the county.

Commissioner Rea on behalf of the Morrow County Court wanted to thank Anita for the work she has done for Special Transportation.

Kevin McCabe said that the Title VI information that needs to be on the web page is not there. Anita will check into and confer with Dave Sykes into getting it posted to the website.

**Approval of May 5<sup>th</sup> 2015 and June 11, 2015 Minutes:** Sheryll moved to approve May 5, 2015 minutes as presented. Betty seconded the motion. Motion passed. Sheryll moved to approve June 11, 2015 minutes as presented. Betty seconded. Motion carried.

**Coordinated Human Service Plan and Reginal Travel Shed Plan:** Aaron presented a memo from Carla Mc Lane and stated that she was hoping to have an update from the State regarding this but the state is still trying to finalize the consultant for our area. The Coordinated Plan needs to be done for the Transportation System Plan to move forward in the next few years.

ODOT has informed Carla that it will not ding the County for not having the Plan done because the issues that are holding up this process are at the State level.

**Program Name Discussion:** Aaron would like the Committee to think about a broader name for the transportation service we are providing to the citizens of Morrow County, one that doesn't have a different meaning for different languages. Sheryll requested that we don't use acronyms either. There

was discussion and leaving the title as general as possible was the main idea. Aaron feels a name change is needed for the future to meet as much of the transportation process/needs of Morrow County. Aaron recommended bringing this back next month for discussion.

**Cell Phones, Credit Cards, Etc., discussion/recommendations:** Anita reported that she had checked into the cost of getting phones for the STF program. The local U.S. Cellular dealer quoted \$30.00 per month for a basic phone, \$40.00 per month for a smart phone and for 1gb of data it would \$30.00 per month. For 7 smart phones it would be \$310.00 per month plus fees and taxes. There was great discussion and the committee advised Anita to go to the U.S. Cellular Dealer in Irrigon for a quote and to go to Verizon in Hermiston for a quote also. Commissioner Rea asked to keep the business local within Morrow County unless there is a big difference in price for the different carriers.

Aaron asked Anita if she would go to the Irrigon U.S. Cellular dealer and the Verizon dealer in Hermiston to check costs and plans. Ed Struthers also commented that she might check Trac Phones as well. Anita will check the prices on these three carriers before the next meeting.

Ed Struthers asked about using personal cell phone. Aaron said that if the Government wanted to or needed to they could take his phone for investigation if used for STF purposes as it has government business related items. We don't want any reason to take a personal cell phone away from a driver. Additionally, we need to have a consistency of numbers being used and this is why we are investigating the eight cell phones.

Bob Nairns asked why we didn't use radios to cover some of the dead spots and it was stated that we go to Portland, Walla Walla and the Tri-Cities areas. Out of radio range.

Following discussion, Sheryll moved to have Anita investigate the cost of 8 smart cell phones from U.S. Cellular, Verizon and Trac Phone and then email findings to the committee members, with the cost not to exceed \$500.00. Betty seconded the motion. Motion carried.

**Drivers & Driver Training:** Anita reported that the driver training is scheduled for July 21 and 22, 2015 at the Port of Morrow in the Sand Hollow Room. July 21, 2015 will go from 8:00 am to 5:00 pm. Lunch will be provided for this day. July 22, 2015 will go from 9:00 am to 1:00 pm. This training is required and provided by the State. Following discussion, Sheryll made a motion to pay drivers the \$25.00 per day per diem whenever they attend a training for the Special Transportation. Betty seconded the motion. Motion passed.

**Vets HRTG update:** Anita gave an update on the expenditures for this grant. She reported that a total of \$40,915.33 has been spent, with only \$4,084.67 left to spend before September 30, 2015, which won't be a problem. Aaron explained that the majority of the grant was spent by purchasing the Dodge Caravan.

There was a discussion of who can be transported in the Van with the veteran and a care giver is allowed to go with the Veteran. There was a general discussion about others riding and that we are a public transportation system.

**Update on Post Card Mailer:** Anita reported that she had compiled the results of the post cards that were mailed out earlier. There have been 135 returned with the majority of cards being marked that they were seniors. 85 of the returned postcards marked transport for medical or dental appointments.

There was discussion about getting the word of our services out to seniors, veterans and the general public. Ideas were having business cards made with the phone numbers on them to hand out to people for them to keep; putting up banners with the phone numbers on; putting the phone number on the community reader boards and creating flyers to different organization for them to give to people.

**Critical Findings** – Anita went to County Court on Wednesday July 15, 2015 and had County Court approve and update the STF Guidelines. TTY 1-800-235-2900 has been added right after the 1-855-644-4560 phone number. On page 15 “If it becomes apparent that a person requires a level of assistance above that provided by Drivers they may be required to have a PCA on future trips,” this sentence had to be deleted. You cannot require a PCA. All of the ADA symbols were added to the cover.

There was a comment about the phone system when it went down in the move on July 2, 2015. The issues have all been worked out at this time and the phone and answering machine are working correctly.

**Future items:**

**ODOT Visit to Committee:** Anita advised the committee that ODOT personnel will be attending the next committee meeting to give an update on the critical findings.

**Volunteer Recognition :** Following discussion, it was decided to postpone the volunteer recognition until a later date.

**Transport at “Vet Day Event” in Hermiston, on November 11<sup>th</sup> in Hermiston:** Following discussion, Aaron will talk to Linda about the November date and how best to accommodate our veterans.

**Committee Membership:** Due to time restraint, it was decided to put this on the December meeting agenda for further discussion.

**Other :** There was a discussion if we wanted to keep the meetings monthly or move them to bi-monthly and the length of meetings. It was decided to keep them monthly until the program is up and running and at the present time, keep to the same meeting time, 6-7:30 p.m.

**Next meeting:** The next meeting is scheduled for August 13, 2015, 6:00 p.m. at the SAGE Center(meeting moved from original location).

**There being no more further business, the meeting was adjourned at 7:25 p.m.**

Respectfully submitted,

Anita Pranger



## PLANNING DEPARTMENT

P. O. Box 40 • Irrigon, Oregon 97844  
(541) 922-4624 or (541) 676-9061 x 5503  
FAX: (541) 922-3472

### MEMORANDUM

To: Aaron Palmquist, Chair  
Anita Pranger, Coordinator  
Committee Members  
Morrow County STF Advisory Committee  
From: Carla McLane, Planning Director  
Date: July 16, 2015  
RE: Coordinated Human Services Public Transportation Plan  
Regional Travel Shed Analysis

Sorry to not be there in person. When Aaron and Anita placed this item on the agenda I had hoped to provide a full and complete update. That is not to be the case.

At this point we are still waiting for the Oregon Department of Transportation, Rail & Public Transit Division, to provide information as to the consultant retained to begin work on the required Morrow County Coordinated Human Services Public Transportation Plan (Plan). On several occasions I have followed up, only to be told they were still completing their necessary 'process.' And once again, as of last Thursday, they have indicated we are still 2 to 4 weeks out to contract execution by the procurement office. And as I understand it once that is complete we will still need to work with ODOT staff and the consultant for any necessary modifications to the Scope of Work and specific Morrow County requests. Color me frustrated.

I have inquired if any of the moneys being retained are based upon the current Plan being out of date or the lack of progress related to updating the Plan. I have been assured that no funds are being withheld based on this lack of action on the planning process.

The other activity that Morrow County is working on with the Rail & Public Transit Division is a Regional Travel Shed Analysis. This analysis is designed to evaluate current commute patterns and worker locations to determine what public transit options might be implemented. It is in many respects the next step from Special Transportation to Public Transportation. In this instance the consultant has been identified, however work has been delayed because of the lack of action on retaining the consultant team for the above discussed Plan. The initial inputs into both actions are for all intents and purposes identical and ODOT has determined that they should be completed by the consultant chosen to do the Plan, and not by the consultant chosen to do the Analysis. So we are waiting, not so patiently. At this point it has been determined by ODOT Planning Management that the Analysis work will probably begin in about January, once the introductory work has been completed by the consultant chosen to do the Plan.

Both the Plan and the Analysis will provide significant input into the next update of the County's Transportation System Plan. It is also the intent of Planning staff to incorporate the data and analysis in to each of the Morrow County communities Transportation System Plans.

Please list this again on the next agenda of the Morrow County STF Advisory Committee; I hope to have not only more, but better information.

Highly Rural Transportation Grant  
From Veterans Administration

Total Available Dollars \$45,000.00

May Reimbursement: Linda spent

Out Reach	\$1710.00
Meals	497.64
Travel	66.53
Supplies	99.68
Postage	55.94
Advertising	443.38
Development Services	<u>2493.20</u>

5,366.37

June Reimbursement:

Vehicle	\$26100.00
Tires	1759.36
Oil Changes	97.00
Office Supplies	<u>248.46</u>

28,204.82

July Reimbursement

Mailer and Vet Rider Cards	\$4,192.97
Desk top Computer	1,754.29
Title & License Vehicle	129.50
Tires/Oil change	941.43
Office Supplies	60.96
Inspections	98.50
Meals	15.97
Unleaded	38.52
CDL Physical	<u>112.00</u>

7,344.14

Total Spent and Reimbursed

40,915.33

Left to Spend

4,084.67

Future Billings:

Personnel Costs

Fuel

Fire Extinguisher

First Aid Kit







**Morrow County Special Transportation  
Advisory Committee Meeting  
August 13, 2015  
Heppner City Hall**

**MC-STF Committee Members Present:**

Sheryll Bates  
Dan Brosnan

**Others Present:**

Anita Pranger, Staff/Coordinator  
Commissioner Leann Rea  
Laura Slater, ODOT  
Marsha Hoskins, ODOT  
Joni Bramlett, ODOT

Meeting called to order by Vice-Chair Sheryll Bates at 6:00 p.m. It was determined that there was not a quorum of members present.

**Public Comment:** There was no public comment.

Introductions were made.

**Approval of July 16, 2015 minutes:** Tabled until September meeting due to lack of quorum.

**Program Name Discussion:** Tabled until next meeting due to lack of members present.

**Cell Phones:** Anita reported that she had went to Hermiston to get quotes from U.S. Cellular and Verizon. Verizon gave her the number of the Regional Representative out of Yakima and said that she would have to call him for a quote. She placed the call to the rep as soon as she was back in her office but he has not yet called her back. U.S. Cellular gave her a quote of \$336.37 for 8 phones, unlimited talk and text and 8 GB of Data per month. Dan recommended that Anita go ahead and take this plan to County Court so the phones can be purchased as soon as possible.

**Vets HRTG update:** Anita gave an update on the final expenditures for this grant. She reported that that the \$4,084.67 that was left to spend has been spent on personnel costs, vehicle and bus shed insurance, office supplies, driver training supplies and stationary/envelopes/business cards.

**Lift Inspections:** Anita reported that lift inspections were done July 28, 2015. One lift on a Heppner bus was not done because the bus was at MCGG getting the air conditioner fixed. It will be done the last week of August or the first week of September when Sean Kelly of Western Bus Sales comes back through the area.

The lift on the Red Van has had non-factory repairs done to it. Therefore the lift does not meet FMVSS 403 for public use. Anita has taken this lift out of service. This vehicle can only be used for transport of a client that is able to get in the passenger front seat. Dan and Sheryll recommended that Anita go to County Court to see what their suggestion would be in regards to this vehicles chair lift.

The lift on Heppner bus (E214963) is in need of an overhaul. Anita has scheduled Sean Kelly to come back to Heppner the last week of August or the first week in September to perform the overhaul. Estimate of the overhaul is \$2,000.00.

The other 3 buses with lifts passed the certification and the certificates for them should be coming soon.

**Critical Findings** – Laura Slater, Marsha Hoskins and Joni Bramlett of ODOT presented the critical findings that were found in the April 9-10 2015 review. Most of the findings were closed and the last are very close to being closed. A couple of ones that were in the low priority or advisory sections were moved up to the high priority findings by the RLS Consulting firm but will not effect the holding of funds as per Joni as long as Anita and Laura work together on these in the near future. General discussion took place after each of the findings.

ODOT also let the committee know that Nelson Nygaard Associates has been hired and told to proceed with the Coordinated Human Services Plan for the county.

**Other:** There was no other business.

**Next meeting:** The next meeting is scheduled for September 10, 2015, 6:00 p.m. at a TBD location in Lexington.

There being no more further business, the meeting was adjourned at 7:31 p.m.

Respectfully submitted,

Anita Pranger



**Better:**

**Summary for:**

Scenario:

Prepared by:  
on: 8/4/2015

\*Prices shown are reflective as of: Aug-04-15

Current Situation		Comparison	
Total # Wireless Lines	8	Total # of Connections	8
# of Other Connections	8	Data Plan	8 GB
Total Data Used	4	Data Cost	\$80.00
Data/Device	8	Data/Device	1.0
Devices Protected	8	Devices Protected	8
<b>Current Total Costs</b>		<b>New Totals</b>	
Monthly	\$0	Yearly Total	\$960.00
Yearly	\$0	One Time Costs	\$2,089.00
		Monthly Total	\$336.37

Summary of Devices			
Device	How much Data/Device	Replacement Cost	Is Device Protected?
	<b>1.0</b>	<b>Deductible</b>	<b>Protected!</b>
		AppleCare+	YES!
		Bundled Accessories	Includes \$60 in Accessories!
		Other Products/Services	
		Cost of Other Products/Services	

*20 months*

\*One Time Totals include \$60 in Accessories!



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Office Supplies	60.96
Inspections	98.50
Meals	15.97
Unleaded	38.52
CDL Physical	<u>112.00</u>

7,344.14

August Reimbursement:	Personnel Costs	\$1,160.70	
	Bus Shed Insurance	219.00	
	Driver Training Supplies	42.38	
	Stationary/Envelopes		
	Business cards	480.45	
	Office Supplies	197.62	
	Vehicle Insurance	<u>1,984.52</u>	
		4084.67	
Total Spent			45,000.00



The ODOT Rail & Public Transit Division compliance review covers 10 major areas:

1. Program Management
2. Financial Management
3. Operations Management
4. Procurement
5. Use and Maintenance of Project Equipment
6. Civil Rights
7. Americans with Disabilities Act
8. Charter and School Bus
9. Special Transportation Fund
10. Miscellaneous Topics

### **1. Program Management**

- Program Identification - document the funding sources used by the transit system during the last three years
- Governance - control activities, such as segregation of duties, physical controls, and a system of approvals
- Control Environment - control activities, such as segregation of duties, physical controls, and a system of approvals

### **2. Financial Management**

- Accounting Practices - establishing and maintaining adequate internal control over all functions that relate to project administration and execution
- Indirect costs - are those (a) incurred for a common or joint purpose benefiting more than one cost objective, and (b) not readily assignable to the cost objectives specifically benefitted, without effort disproportionate to the results achieved. Includes costs incurred by other departments in supplying goods, services, and facilities.
- Internal Controls - establishing and maintaining adequate internal controls over all of the functions that affect implementation of a grant. Budget - related to performance or productivity data, including the development of unit cost information
- Documentation of Costs - consists of receipts, invoices, vouchers, contracts, leases, etc.
- Cash Management - ensure the timely deposit of cash receipts to prevent fraud or loss, and ensure sufficient separation of functions to provide adequate checks and balances
- Financial and Program Reporting Local Match - must include a statement of revenues and expenditures for each quarter, including documentation of local match contribution.

- Protests and Disputes - initial responsibility to resolve protests of third party contract awards
- Pre-Award and Post Delivery Audits - conduct a pre-award and post-delivery review to assure compliance with bid specifications, Buy America requirements, and Federal motor vehicle safety requirements, and complete specific certifications.
- New Model Bus Testing - new or modified bus models must be tested at the FTA sponsored test facility in Altoona, PA, before FTA funds can be expended for their purchase (49 CFR part 665). This is covered by ODOT's procurement process, but agencies must include certifications from manufacturers.

## **5. Use and Maintenance of Project Equipment**

- Real Property - Properties purchased or constructed with Federal or state awards should be maintained free of defects and graffiti to assure the structure and surrounding area is in usable, safe condition
- Equipment - General - Any property purchased with Federal funds valued at \$5,000 or more must be accounted for in the agency's fixed asset listing.
- Maintenance of Equipment and Facilities - for the life of the equipment or facility in compliance with the property management standards in the State Management Plan, Chapter IV.
- Equipment - Insurance PTD currently requires the following levels of insurance: (1) property damage, \$50,000; (2) bodily injury per person, \$200,000; and (3) \$500,000 bodily injury per occasion, \$1,000,000 for bodily injury per occasion for vehicles providing passenger transportation, uninsured motorist protection, and personal injury protection as required by ORS Chapter 806.
- Equipment - Incidental Use - incidental use must not interfere with the provision of public transit service or diminish the useful life of transit vehicles.

## **6. Civil Rights**

- Title VI Requirements Applicable to all Recipients/Subrecipient - a subrecipient to PTD must submit the required Title VI plan on or before June 30, 2014; thereafter, the plan must be updated and re-submitted every three years.
- Limited English Proficient (LEP) - may be entitled to language

## **9. Special Transportation Fund**

- All Agencies - financial support to designated counties, transit districts and Indian tribal governments for special transportation services benefiting seniors and people with disabilities. There are a number of requirements associated with receiving these funds.

## **10. Other Elements of the Review**

- Drug and Alcohol Testing - recipients of funding from the 5307 Urbanized Area Formula Program, 5339 Bus and Bus Facilities Program, 5311 Formula Grants for Rural Areas Program, and other programs as determined by the Secretary, are required to establish drug and alcohol testing programs.
- Labor Protection - All Section 5311 projects, including intercity bus projects, must agree to the terms and conditions of the standard Section 5333(b) Special Warranty for the Section 5311 program.



**Morrow County Special  
Transportation -  
Compliance Review  
April 9-10, 2015  
Summary**

Morrow County Special Transportation Fund Advisory Committee Meeting

Presented by: Marsha Hoskins, Joni Bramlett & Laura Slater

ODOT Rail & Public Transit Division

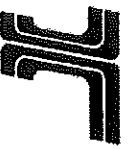


August 13, 2015

# **General Overview of Compliance**

## **Reviews:**

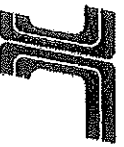
- ODOT Rail and Public Transit Division is required to provide oversight for recipients of State and Federal funds
- We do this through the compliance review process
- The compliance review assesses agency compliance for the transit programs financed by RPTD state and federal funds.



# **General Overview of Compliance**

## **Reviews:**

- Agencies will receive a review at least every five years
- Agencies that are determined to be at high risk for managerial or financial weaknesses may be reviewed more frequently
- The schedule and level of detail of reviews are based on an assessment of risk



# **Morrow County Review April 2015:**

- Ten Areas of Review:
  1. Program Management
  2. Finance
  3. Operations
  4. Procurement
  5. Use and Maintenance of Project Equipment
  6. Civil Rights
  7. Americans with Disabilities Requirements
  8. Charter and School Bus
  9. Special Transportation Fund Requirements
  10. Miscellaneous Topics (N/A for Morrow County)



# **Morrow County Review April 2015:**

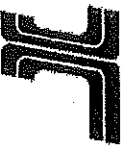
- Review results are characterized as:
  - Critical High Priority – funding will not be released until these are resolved
  - Non-Critical Priority – will not preclude funding, but must have a negotiated resolution action and time line
  - Advisory Observations – provided for consideration to improve program operation





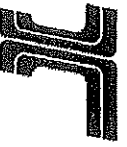
## **Morrow County Review April 2015:**

- **Morrow County Results:**
  - 13 High Priority findings, 7 Critical for release of funds
  - 10 Non-critical/low priority findings – will need action plan and timeline for closure
- 16 Advisory Observations



# Morrow County Review April 2015

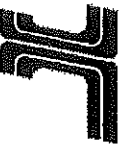
Review Area: 1. Program Management		
High Priority Findings	Low Priority Findings	Advisory Recommendations
	<p>1. Morrow County needs increased oversight and additional program knowledge is needed by the County to ensure that all Federal and state requirements are being met.</p>	
	<p>2. Adequate staffing must be included in program management.</p>	



# Morrow County Review April 2015

## Review Area: 2. Financial Management

High Priority Findings	Low Priority Findings	Advisory Recommendations
	<p>1. Morrow County has a fiduciary responsibility to protect all cash from theft or loss. Donations, while waiting for deposit, must be kept in a secure location such as a locked safe or a locked drawer.</p>	<ul style="list-style-type: none"> <li>Drivers should not be responsible for setting suggested donation levels. Uniform levels should be established.</li> </ul>
	<p>2. Donations from Irriagon and Boardman must be retrieved on a more frequent basis</p>	<ul style="list-style-type: none"> <li>MGST should consider using volunteer driver time as in-kind match for future grants</li> </ul>



# Morrow County Review April 2015

## Review Area: 2. Financial Management (continued)

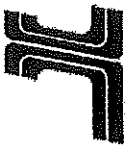
High Priority Findings	Low Priority Findings	Advisory Recommendations
	<p>3. There is insufficient segregation of duties in the counting of cash donations. One additional staff person must be involved in counting donations before sending the deposit to the County Treasurer</p>	
	<p>4. A policy outlining the use of gas cards must be implemented, and the Transportation Coordinator must monitor that this policy is followed by drivers</p>	



# Morrow County Review April 2015

## Review Area: 2. Financial Management (continued)

High Priority Findings	Low Priority Findings	Advisory Recommendations
	<p>5. ODOT requires that all subrecipients must provide a copy of the annual single audit or audited financial statements to the state</p>	



# Morrow County Review April 2015

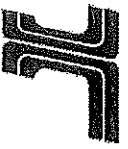
## Review Area: 3. Operations Management

### High Priority Findings

### Low Priority Findings

### Advisory Recommendations

<p>1. Pre-trip inspection forms must reflect true defects and be reported on a daily basis. Outcome: Corrected and finding was closed 6/26/15</p>	<p>1. All denied trip requests must be recorded and logged to include the reason the ride could not be provided (i.e., not in service hours, not in service area) and note if person is disabled.</p>	<ul style="list-style-type: none"> <li>Driver files must include CDL required information per FMCSA, training documents, and other pertinent information</li> </ul>
<p>2. All drivers should be trained in defensive driving, ADA, first aid, passenger assistance, pre-trip inspection, CPR. Outcome: Driver training was conducted 7/21 and 7/22 for Morrow Co. volunteer drivers. Of the 14 listed drivers, 10 have been certified as trained in passenger assistance, and 7 in defensive driver. RTC is awaiting results of training for the rest of the volunteers</p>	<p>2. Drivers should not be responsible for denying rides unless confirmed with the Transportation Coordinator.</p>	<ul style="list-style-type: none"> <li>Passenger Service and Operational Guidelines (Passenger Section) should be made available to all passengers</li> </ul>



# Morrow County Review April 2015

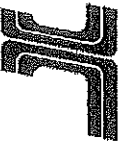
Review Area 3: Operations Management (continued)		
High Priority Findings	Low Priority Findings	Advisory Recommendations
		<ul style="list-style-type: none"> <li>The County should have quarterly safety meetings with the drivers</li> </ul>
		<ul style="list-style-type: none"> <li>Information on volunteer drivers (i.e. criminal background check, medications that might affect ability to drive, driving record) should be collected and kept in each driver's file</li> </ul>
		<ul style="list-style-type: none"> <li>The County should remove the question from the reservation in-take form asking if volunteers are using their personal vehicle</li> </ul>



# Morrow County Review April 2015

## Review Area: 3. Operations Management (continued)

High Priority Findings	Low Priority Findings	Advisory Recommendations
		<ul style="list-style-type: none"> <li>Spot checks should be used to evaluate drivers' driving, wheelchair securement, and customer service skills</li> </ul>
		<ul style="list-style-type: none"> <li>Boardman and Irriagon Senior Centers are not answering the phone on a regular basis. With the hiring of the Coordinator and centralizing scheduling and dispatching, this advisory should be remedied</li> </ul>

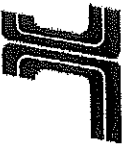




# Morrow County Review April 2015

## Review Area: 3. Operations Management (continued)

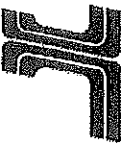
High Priority Findings	Low Priority Findings	Advisory Recommendations
		<ul style="list-style-type: none"> <li>A separate Safety, Security and Emergency Procedure Plan (SSEPP) will need to be completed once Federal guidance is issued</li> </ul>
		<ul style="list-style-type: none"> <li>Management should evaluate the service to assure an appropriate vehicle count to rider demand</li> </ul>
		<ul style="list-style-type: none"> <li>The County should provide each driver or vehicle with a communications device so that schedule changes can be easily communicated and for use in the event of an emergency</li> </ul>



# Morrow County Review April 2015

## Review Area: 3. Operations Management (continued)

High Priority Findings	Low Priority Findings	Advisory Recommendations
		<ul style="list-style-type: none"> <li>The County should develop a method to track drivers throughout the trip – either by a call at the destination or other methods</li> </ul>



# Morrow County Review April 2015

## Review Area: 4. Procurement

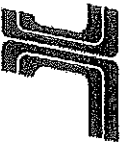
	High Priority Findings	Low Priority Findings	Advisory Recommendations
<p>1. MCST must add a statement to the purchasing policy which dictates that department heads utilizing Federal grant funding sources must ensure that all requirements applicable to the grant being utilized are followed</p> <p>2. MCST must include all applicable Federal clauses in service contracts with lower-tier subrecipients</p>			



# Morrow County Review April 2015

## Review Area: 4. Procurement (continued)

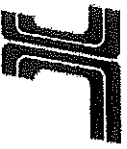
High Priority Findings	Low Priority Findings	Advisory Recommendations
<p>3. The ODOT Regional Transit Coordinator must be involved in all RPTD-funded procurements, including approval of purchase of service contracts</p> <p>Outcomes: These findings were moved up from observations to high priority by RLS management post-review. RTC (L. Slater) will work with Anita Pranger to ensure any future procurement using federal funds meet requirements</p>		



# Morrow County Review April 2015

## Review Area: 5. Use & Maintenance of Project Equipment

High Priority Findings	Low Priority Findings	Advisory Recommendations
<p>1. MCST must perform annual inspections for all ODOT purchased vehicles pursuant to ODOT requirements. Outcome: Inspections conducted in July 2015 for all but one of the vehicles. Documentation submitted for 7 of 8 vehicles. Lift equipment will be inspected separately, expected soon. Finding will be closed when all vehicles are inspected and documents provided to RTC (J. Bramlett).</p>	<p>1. MCST must register with the FMCSA if it intends to utilize vehicles with 9-passenger capacity of greater in the provision of interstate transportation of passengers</p>	<ul style="list-style-type: none"> <li>MCST should not leave wheelchair securement devices in the floor when not in use.</li> </ul>



# Morrow County Review April 2015

## Review Area: 5. Use & Maintenance of Project Equipment (continued)

High Priority Findings	Low Priority Findings	Advisory Recommendations
<p>2. MCST must develop and implement written vehicle maintenance plans.</p> <p>Outcome: This was moved up from an advisory observation to a high priority finding and needs to be taken care of relatively soon. Staff should work with RTC (L. Slater) to get examples to develop the plan.</p>		<ul style="list-style-type: none"> <li>MCST should ensure that all vehicles are held to a certain standard of cleanliness</li> <li>MCST should ensure that all vehicles have valid inspections tags on fire extinguishers</li> </ul>



# Morrow County Review April 2015

Review Area: 6. Civil Rights			
	High Priority Findings	Low Priority Findings	Advisory Recommendations
3.	<p>MCST must prepare and submit a Title VI plan, including an LEP and Public Participation Plan, to ODOT as soon as possible.</p> <p>Outcome: Title VI plan was adopted by County Court on 5/27/15, approved by ODOT on 6/19/15. Finding closed 6/19/15.</p>		



# Morrow County Review April 2015

Review Area: 7. Americans with Disabilities Act		
High Priority Findings	Low Priority Findings	Advisory Recommendations
<p>1. Riders with mobility devices are not required to transfer to a seat and all mobility devices must be secured as best as possible. Driver Guidelines must be revised to remove this statement to be compliant with the ADA. Similarly, MCST cannot require individuals to travel with a PCA.</p> <p>Outcome: Policy manual, posters, etc. were corrected, and minutes provided of County Court approval. Finding closed 7/23/15</p>		

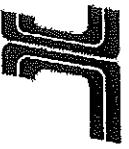




# Morrow County Review April 2015

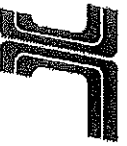
## Review Area: 7. Americans with Disabilities Act (continued)

High Priority Findings	Low Priority Findings	Advisory Recommendations
<p>2. All drivers must be trained to proficiency in transporting passengers with disabilities, understanding responsibilities under ADA. Outcome: Ten of the 14 volunteer drivers attended passenger assistance training on 7/21/15. RTC (J. Bramlett) is awaiting documentation of training being completed by the rest of the drivers in order to close this finding.</p>		



# Morrow County Review April 2015

Review Area: 7. Americans with Disabilities Act (continued)		
High Priority Findings	Low Priority Findings	Advisory Recommendations
<p>3. MCST must make available to individuals with disabilities adequate information concerning transportation services. This obligation includes making adequate communications capacity available, through accessible formats and technology, to enable users to obtain information and schedule service. Thus, all materials must be available in alternative formats upon request and accessible telecommunication capacity, such a relay network number, must be associated with all system information.</p> <p>Outcome: Information was updated and finding closed 7/23/15</p>		



# Morrow County Review April 2015

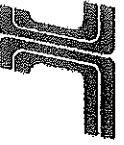
Review Area: 8. Charter and School Bus

High Priority Findings	Low Priority Findings	Advisory Recommendations
No findings		



# Morrow County Review April 2015

Review Area: 9. Special Transportation Fund		
High Priority Findings	Low Priority Findings	Advisory Recommendations
<p>1. County must implement and follow procedures to monitor subcontractors funded with STF</p> <p>2. Oregon Administrative Rules (OARs) require that MCST must advertise STF committee meetings and make these meetings open to the public</p> <p>Outcomes: These findings were moved up from observations to high priority by RLS management post-review. RTC (L. Slater) will work with Anita Pranger to ensure any future procurement using federal funds meet requirements.</p>		



# Morrow County Review April 2015

Review Area: 10. Miscellaneous Provisions

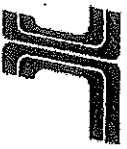
Not reviewed, as review area was not relevant



**Morrow County Review April 2015**

**THANK YOU**

**QUESTIONS?**





**Morrow County Special Transportation  
Advisory Committee Meeting  
September 10, 2015  
Morrow County Grain Growers, Lexington, OR**

**MC-STF Committee Members Present:**

Aaron Palmquist      Sheryll Bates    George Nairns  
Dan Brosnan          Kevin McCabe    Sam Bellamy

**Others Present:**

Anita Pranger, Staff/Coordinator  
Commissioner Leann Rea  
Carla McLane - Morrow County Planning Director

Meeting called to order by Chair Aaron Palmquist at 6:03 p.m.

**Public Comment:** There was no public comment.

Chairman Palmquist welcomed everyone and thanked them for coming.

Dan Brosnan moved to approve the July 16, 2015 and August 13, 2015 minutes as presented. Sheryll Bates seconded the motion. Motion carried

**Program Name Discussion:** Aaron opened up a discussion on changing the name of the Morrow County-Special Transportation. Aaron talked about the growing need and becoming more of a Public Transit type entity while still meeting our original requirement of "special Transportation", but only broader. He would like something catchy for a name. Discussion ensued within the committee. Aaron recommended that the committee think about this.

Commissioner Rea suggested Wheels 4 Morrow County or Rides 4 Morrow County.

More discussion took place.

Sheryll Bates moved to advertise in the local papers (East Oregonian, North Morrow Times, Hermiston Herald and Heppner Gazette) a contest for Morrow County residents to name the program. If a name was selected from one of the entrance they would receive \$100.00 prize. Sam Bellamy seconded the motion.

More discussion was had. Sheryll asked if our phone numbers spelled any catchy words. Carla McLane check about this and discovered that 5667 would spell LOOP.

Committee members seemed to like this. Sheryll then withdrew her previous motion of naming the program contest.

Dan moved to name the program **The Loop – Morrow County**. George seconded the motion. Motion carried.



George suggested that when advertising phone numbers one way would be to call 541-676-LOOP or toll free 1-855-644-4560.

Aaron mentioned that we need a design of how we want "The Loop" logo to look.

George moved to have Grades K-12 do an art contest with all of the children that live within Morrow County. If a design is selected from one of the entries that child would receive \$100.00. Dan seconded the motion. Motion carried.

Anita will get advertising in the papers and take to schools next week for this contest with all entries back to her office by October 1, 2015 so she can bring them to the next committee meeting on October 6, 2015

**Planning Activities:** Carla McLane-Morrow County Planning Director updated the committee of three areas: Transportation System Plan, Coordinated Human Services Plan and the Regional Travel Shed Plan.

Carla is in the process of going to County Court to ask for help in retaining the services of an engineer to help with updating the Transportation System Plan. The County is growing in transportation needs and there needs to be several changes to this plan to bring it up to date in what the County is performing and needing to do.

The Transportation System Plan needs to be continually updated and once this plan is updated Carla thinks that the minor changes that will need to be done in the future to the plan can be accomplished with in the county and we will not need a consultants help for several years again.

The Coordinated Human Services Plan is a Plan that is required by law that every County must have. It is needed to help our County grow with the needs of the County. Public Transportation is a part of this plan.

The Coordinated Human Services Plan is being updated with the help of Oregon Dept. of Transportation. The State has hired the consulting firm of Nelson Nygaard to do a thorough update of this plan. Carla is pleased with the consulting firm that the State has hired to do this update. On Thursday September 17, 2015 there will be a phone conference with ODOT, Nelson Nygaard, Carla, Aaron and Anita to get acquainted with each other and do a kick off strategy meeting.

The Coordinated Human Services Plan needs to be updated every 5 years. She also thinks that the Transportation System Plan should be also. Her hopes is to put these plan on a cycle so that one year we are updating one plan and the next year we would update the other plan once these are put into place.

Aaron asked Carla if the State considers the Coordinated Human Services Plan to be a land use plan or not? Carla doesn't view this as a land use plan but she wants to read the work order that the state has with the consulting firm to better answer this question.

Carla let the committee know that we might need to get together another advisory committee to help with the Coordinated Human Services Plan or if this committee meets the dynamics that the state wants it could be the advising committee. If this happens then our meetings will have to be more than an hour and a half.

Aaron asked Anita to have a list of the Committee members ready at the phone conference call on September 17, 2015 so we can answer any question about the dynamics of this committee.

Dan asked Carla when the contractor would be starting. Carla said that we will find that out in the phone conversation that will be taking place on Thursday September 17, 2015.

The Regional Travel Shed Plan is one that will look at the transportation needs of the Region for the people. It will encompass the needs of moving people for work in the different areas and what the different travel needs are for the people of the Region.

The Regional Travel Plan is a onetime plan that Oregon Department of Transportation is going to do. ODOT is in the process of hiring a consultant to do this plan. Carla does not see this plan getting started until about January of 2016

Aaron said that with the changing of the times and budgets getting tighter and tighter we need to think outside the box to continue the transportation needs of the County for the next 10 to 20 years to come.

Leann commented that there have been several interchanges in the North End of the County. Carla agreed that there have been interchanges all over the county and these plans will help with the needs of the county in the future for interchange needs.

Aaron asked if there were any further questions pertaining to these plans. There was none.

**Meeting Dates:** The next meeting date will be October 6, 2015 at 4:00 pm at Irrigon City Hall.

The November meeting will be November 3, 2015 at 4:00 pm at Heppner City Hall.

The December meeting will be December 1, 2015 at 4:00 pm at the Port of Morrow or Boardman City Hall.

**Other** Anita updated the committee on the Veterans Highly Rural Transportation Grant. She is going to have a review of the past years records on September 16, 2015. We are going to receive the grant again starting a new year October 1, 2015. She submitted a budget as follows Personnel \$12,000, Benefits \$3,000, Travel \$1,000, Equipment \$5,000, Supplies \$4,000 and Vehicle Operations \$20,000 to the state for this grant.

There was a discussion about advertising this program. Anita plans on advertising for this program after October 1, 2015 when the money becomes available again.

Anita had the lift that needed to be overhauled done on Wednesday September 9, 2015 and the final inspection done on the lift that needed to be certified done that day also. As soon as she gets the certificates from Sean at Western Bus Sales saying that the lifts are certified for use she will forward them on to the State so that this critical issue can be completed.

There are three committee members that are coming due in December 2015, George Nairns, Citlali Pacheco and Claudia Silva. If these three members would like to continue to stay on the committee they need to get a hold of Karen Wolff at the County and let her know so they can be reappointed to the committee.

**Next meeting:** The next meeting is scheduled for October 6, 2015, 4:00 p.m. at Irrigon City Hall in Irrigon, Oregon.

Being no further business Sheryll Bates moved to adjourn the meeting. Meeting adjourned at 7:26 pm.

Respectfully submitted,

Anita Pranger

Morrow County Special Transportation Fund (MC-STF)  
Advisory Committee  
Agenda  
September 10, 2015 at 6:00 p.m.  
MCGG Lexington, OR

1. Call to Order and Roll Call
2. Public Comment
3. Welcome/Introductions
4. Approve Minutes – July 16, 2015 and August 13, 2015
5. Program Name
6. Planning Activities – Carla
  - a. Transportation System Plan – Coordinated Human Services Plan – Regional Travel Shed Plan – Etc.
7. Meeting Date
8. Other

Adjournment:

Next Meeting: TBA

North County Location TBD

The meeting location is accessible to persons with disabilities. A request for an interpreter for the hearing impaired or for other accommodations for persons with disabilities should be made at least 48 hours before the meeting to Anita Pranger at 1-855-644-4560 or 541-676-5667

Signature Sheet

Date: Sept. 10, 2015

Please Print Name	Address	e-mail address
Lynn Pea		
Kerri McCabe		
Sam Bellamy		
George Norris		
Marge Bates		
Dan Brown		
Carla McKay	Tinson	
Linda Spindel		

**Morrow County Special Transportation  
Advisory Committee Meeting  
October 6, 2015  
Irrigon City Hall, Irrigon, Or**

**MC-STF Committee Members Present:**

Aaron Palmquist      Sheryll Bates      George Nairns – By Phone  
Betty Gray              Kevin McCabe      Sam Bellamy

**Others Present:**

Anita Pranger, Staff/Coordinator  
Commissioner Leann Rea  
Commissioner Don Russell  
Carla McLane - Morrow County Planning Director  
Karen Pettigrew

Meeting called to order by Chair Aaron Palmquist at 4:05 p.m.

**Public Comment:** Commissioner Russell commented that he had spoken with some of the Boardman Drivers and the feedback from them was very positive with what Anita was doing and how the program was going at this time.

Chairman Palmquist welcomed everyone and thanked them for coming.

Introductions of all present were done.

Sheryll moved to approve the September 10, 2015 minutes as presented. George seconded the motion. Motion carried.

**Program Name Design:**

The picking of a new design was deferred from the October meeting until the November meeting in order to give Anita time to go to County Court with the name change and allow her time to get flyers to the schools and give the children time to get designs back into Anita for her to present to the Committee.

Anita has gone to County Court and they approved the name change.

Flyers have also been taken to all Morrow County Schools grades k-12 to help design the logo. The children's designs are to be back to Anita by October 29, 2015 and she will bring them to the November 3, 2015 meeting.

Sheryll asked if the new name and logo will go on the buses. Aaron said yes they will as soon as we get everything finalized.

George commented that she is excited to see what the new name design will look like.

Commissioner Russell commented that he knows a student at OSU that he could probably get to help if we need any with the new design.

**Planning Activities:** Carla McLane Morrow County Planning Director updated the committee on the happenings on the Coordinated Human Service Plan for the County. On September 17, 2015 there was a kick off phone conference with the Consultants, Laura from ODOT, Aaron, Anita and Carla. It was identified that the Morrow County STF advisory committee and a few others from the community would make up the advisory committee to help with the development of the Coordinated Human Services Plan for Morrow County. This group will meet before the regular scheduled STF Committee meetings.

We are waiting for the consultants to proceed with the next step in this plan.

There was discussion of starting the Coordinated Human Services Plan meeting with the consultants on November 3, 2015 at 2:00 or 2:30 pm then having the regular Loop committee meeting immediately follow so that both meetings are done by 5:00 pm.

Carla recommended that the committee block out from 1:30 to 5:00 pm in their schedule for November 3, 2015 to cover both the Coordinated Human Services Plan meeting and the regularly scheduled The Loop Committee meeting.

Carla will coordinate with Anita and Nelson Nygaard about the meeting on November 3, 2015.

#### **Update – Anita**

Anita updated the committee on happenings in the office. On September 25, 2015 she attended a Drug and Alcohol training in Baker City that was put on by ODOT.

On September 30, 2015 she attended training at the Port of Morrow for Grant Management put on by ODOT.

She has taken The Loop design flyer around to all of the schools in Morrow County and put an ad in the Heppner Gazette the paper of record.

She ordered phone boxes from Bob Hager and picked them up today but they need a minor adjustment and she will need to stain and seal before putting in the bus barns. Karen was wondering how the phone boxes were to be used. Anita explained that they were to put cell phones in for the drivers so when the drivers went to do a transport they would get in the box get a phone and a credit card to fill up with fuel when they returned. The drivers are to call Anita when they leave the bus barns, reach their destination, leave the destination and then when they are back at the bus barn.

October 14 and 15 the drivers that need training will be going to Kayak in Pendleton for their training. When Anita gets the certificates from the trainers for this training she will email to ODOT and then the final two findings will be closed.

October 12 – 14, 2015 Anita will be on vacation but will forward calls to her cell phone so she can still dispatch as needed.

October 18 – 21, 2015 Anita will be in Eugene for the Oregon Public Transportation Conference. She will forward all calls to her cell phone for dispatching purposes.

### Other

Citlali Pacheco advised Aaron that she is no longer able to serve on this committee. Karen Pettigrew has showed interest and is willing to serve on the committee. Sheryll recommended appointing Karen to replace Citlali. The committee concurred. Anita will take this recommendation to County Court.

Karen was concerned about the meeting on Tuesdays. She has city council meetings on that same day and is worried about getting back to Boardman in a timely manner for those. Aaron assured her that we would either move The Loop advisory meetings up a little bit or make sure we are done by 5:00 so she can get to her other meeting.

Karen asked about an update of the financials for the Special Transportation Fund. Anita presented a current Revenue/Expense report to the committee. She also said that in pooled cash the fund has \$15,103.25 in fund 216 and in fund 504 there is \$7,953.76. Anita is trying to hold costs at this time to just cover salary and monthly expenses until she can get agreements signed with the State to get the current year dollars coming to Morrow County.

Aaron asked if the drivers are being paid. Anita answered no. They are being paid a per diem and we have paid them \$2,725.00 so far since May.

Karen let the committee know that on October 19, 2015 Boardman Community Development Association will be having a Livability Discussion in Boardman and she would like someone there from The Loop program to promote it to the Boardman Community. Carla said she has it on her calendar and will coordinate with Anita and promote this program at the Livability Discussion since Anita will be at conference that day.

When current year money is available Aaron would like to investigate whether Anita will need a laptop or a tablet for a transportation program so she can take it with her when she has to be out of the office but still needs to dispatch and know where the drivers are and to help her better coordinate the program.

Aaron stated that we still need to recognize past and present volunteers. He asked all committee members to please get names and contact information for all the volunteers that they know of to Anita so we can do something to recognize their efforts in the future.

Being no further business Sheryll moved to adjourn the meeting. Betty seconded the motion. Motion carried. Meeting adjourned 4:49 pm.

**Next meeting:** Next meeting is scheduled for November 3, 2015, 4:00 p.m. at Heppner City Hall in Heppner, Oregon.

Respectfully submitted,

Anita Pranger



Signature Sheet

Date: 10-6-2015

Please Print Name	Address	e-mail address
Leann Rea	Heppner Idone	bettygray@gmail.com
Betty Gray	Idone	bettygray@gmail.com
Neville Melke	Lehigh	melke@centurytel.net
Karen Pettigrew	Boardman	kpettigrew@cityofboardman.com
Don Russell	Boardman	
Sherrill Bates	Heppner	heppner@centurytel.net
Charlene Lane	P.O. Box 40, Trigon	melane@comcast.net
Aileen Palmquist	Trigon	aileen.palmquist@ci.trigon.oh.us
Sam Bellamy	- 4:25pm	
George Adams	- by proxy George Adams	metalf@moschoh.org

Oct. 6, 2015

298

To: Committee Chair and Morrow County Court

I would be interested in serving on the  
Special Transportation Advisory Committee.

Thank you for your consideration.  
Karen Pettigrew

**The Loop Advisory Committee  
Morrow County Transportation  
November 3, 2015  
Heppner City Hall**

**The Loop Committee Members Present:**

Aaron Palmquist, Chair	Sheryll Bates	Betty Gray
George Nairns	Dan Brosnan	Karen Pettigrew
Ray Michael		

**Others Present:**

Anita Pranger, Coordinator	Commissioner Leann Rea	Judge Terry Tallman
Carla McLane, Morrow Co Planning Director	Carol Michael	

Meeting called to order by Chair Palmquist at 3:34 p.m.

**Public Comment:**

Carol Michael gave a short presentation on the Tri Cities tour that she was on. They went to a museum in the Tri-Cities and the Sacajawea State Park.

There was a parking issue she was not sure how was handled. One of the drivers paid so the buses could go into the Sacajawea State Park. The cost for the parking there was \$20.00. Anita commented that she had told the driver that she would be reimbursed for the parking if a receipt was submitted for payment.

There was discussion about this and a need to clarify and clear up what policy should be about transportation paying for parking and the language needs to be added to our procedures.

Dan moved to cover transportation related expenses i.e. parking and tolls will be picked up by the STF and recommend County Court adopt as part of the operating procedures.

Ray Michael seconded the motion. Motion carried.

Discussion pursued about the trip.

Carol Michael voiced that it was easier to collect the money before the trips and one person then pay for everyone than to have every person pay their own way in the museum and such because dealing with older people and having everyone pay for themselves can take forever. It just made it easier and simpler if one person pays but she realized that the state does not want it done this way.

Anita advised that the state sees this as a charter trip when one person or organization sets the fee and pays for everyone. The State wants each person to pay for themselves when they get to the destination and give the driver a donation that the person is comfortable with.

Aaron welcomed everyone and Introductions were made.

**Minutes:**

Dan moved to correct the minutes to say on page 3 5<sup>th</sup> paragraph "Aaron asked if the drivers are being paid. Anita answered no. The drivers are being paid a per diem and we have paid them \$2,725.00 so far since May."

Sheryll seconded the motion. Motion carried.

**Program Name Design:**

There was discussion of what was going to be on the logo. Aaron stated that we do not want a lot of words just a logo. As plan as possible but catchy.

There were 11 entries submitted for the program name design. They were all very creative and good.

Aaron presented all of the entries for the committee to look at.

The Committee had a hard time choosing a design. After a lengthy discussion and several voting's the committee decided on a design created by Ivy Sandford of lone.

Aaron and Anita will send a thank you to all of the children when the final design is complete and recognize class from lone for their participation.

Aaron and Anita will work on getting the design to a graphic artist for the final look.

**Volunteer Names:**

Ray Michael presented the Boardman volunteer name and addresses.

Anita will get Heppner volunteers by the next meeting and Aaron will work on getting the Irrigon volunteer names.

Anita was asked to get a hold of Judy Buschke and Tom Wilson to get the names of the CAPECO volunteers.

Aaron asked everyone to please come back with some dates so that we can start planning when to do a volunteer recognition.

Aaron asked Anita as to when we would be getting rid of the Boardman 26 passenger bus and Anita said that she would not be getting rid of that bus until the new one is here for handicap purposes. At conference she had talked to a sales rep that will help get the bid specs ready for the state when he comes thru the area next time.

**Update – Anita:**

The 20 passenger bus that was in Heppner has been taken to Lexington and put in the vehicle auction sale that Morrow Co Public Works is doing at this time.

Karen suggested Anita call the Port of Morrow and let them know that this bus is for sale.

The STF program is getting two new Dodge Grand Caravans. One to be used in Heppner and the other in Boardman or Irrigon. As soon as money is released from the State Anita will purchase a third one for the other north county city that does not have one. She will then get rid of the Ford Crown Victoria in Boardman and the Chevrolet Impala in Irrigon.

Morrow County Commissioners have signed and sent back to the State for their signature the STF and 5310 Grant agreements. Anita is hoping that within the next couple of weeks the State will release the funds that Morrow County has coming to them.

October 18-21, 2015 Anita went to Oregon Public Transportation Conference in Eugene, Oregon. The conference was very informative and she made several new connections.

While at conference visited with a software company that does scheduling and dispatching. She wants to look at a program that Frank Thomas of Union County is using also.

County Court has official put Karen Pettigrew on the Advisory Committee replacing Citlali Pacheco.

Anita has moved into the new Bartholomew Building and is in the process of unboxing and getting settled in. She is on the lower level.

Sheryll asked what the overall budget was for the program. Anita advised that we get \$80,000 per year from the State for STF. We get 5310 grant monies to pay for a new Boardman Bus, maintenance of vehicles, software program, and purchase service contracts for Good Shepherd Carevan and CTUIR. That grant is for \$123,606 for two years. We also get \$45,000 from the Veterans grant.

Discussion of getting future grant money and the requirements of obtaining grant monies to help in covering the costs of continuing the program.

There was a discussion of marketing the program. Aaron suggested we work on marketing the program better.

Aaron would like Anita to bring the programs budget and Revenue and Expense reports to the committee each month so the committee can see what the financial status of the program is each month. Anita will bring Revenue/Expense reports to the next meeting so the Committee can see how the program is doing financially. The reports will be from July 1, 2015 to date.

More investigation will be done when we get into the Travel Shed Plan as to how we can get more revenue in the program. We need to be creative on how we do this and explore different options for acquiring revenue for the transportation program.

**Other:**

Carla McLane Planning Update: The Coordinated Human Services Plan is a plan that is required by the state. The kick off meeting that was held earlier in the day was very well received. There was a full table and there was very good representation for all ends of the county with the cities, different agencies and the county officials to help the consultants get plan identifiers to start developing the plan.

Carla hopes that the Coordinated Plan and the Regional Travel Shed Plan will better Morrow Counties transportation system plans in addressing the future needs in transportation for the County.

There are several people/groups that the Consultants will be reaching out to, to do a survey with to help them get more information to help in developing the Plan.

The consultants will look at what is in place now and what needs to be addressed for future transportation needs in the County.

The consultants will be doing analysis and outreach, which they did today. The next step is documenting existing conditions and getting stakeholder input into the Plan. In January/February the consultants will be doing gap analysis and service strategies. They, the Consultants, will then reconvene the advisory committee and the stakeholders for an update on the information. In March April and May the Consultants hope to draft a plan, review the plan, finalize and adopt the plan.

Dan is concerned that this plan we are working on for the County will not pass what the State is wanting from the County. Carla didn't think that the Consultants will produce a product that the State wouldn't approve. The consultants will coordinate with the State to make sure that we are doing the kind of plan that the State wants the County to produce. The Consultants will work with the State to make this happen.

The Coordinated Human Services Plan is a standalone plan.

Aaron advised the committee that Stephanie from Nelson Nygaard will be sending out another survey to the committee. When they see it to please complete and return.

Dan asked Carla if there could be a possibility and investigation in to making the County a transit district. Carla and Aaron advised that this will likely be addressed when the Regional Travel Shed Plan is developed.

Aaron would like to set a date for volunteer recognition at next month's meeting.

Discussion of where and what time for the December meeting.

Ray moved to adjourn. Betty seconded the motion. Motion passed

**Meeting Adjourned 4:35 p.m.**

Next meeting scheduled for December 1, 2015, 2:00 p.m. at Boardman City Hall

**The Loop Advisory Committee  
Morrow County Transportation  
December 1, 2015  
Boardman City Hall**

**The Loop Committee Members Present:**

Aaron Palmquist, Chair	Sheryll Bates	Dan Brosnan
Sam Bellamy	Kevin McCabe	Karen Pettigrew

**Others Present:**

Anita Pranger, Coordinator	Commissioner Leann Rea	Jerry Sorte
Carla McLane, Morrow Co Planning Director		

Meeting called to order by Chair Palmquist at 2:02 p.m.

Aaron thanked everyone for their service to the committee in the last year. He thinks we are on the right path for continuing services to Morrow County.

Aaron welcomed everyone and Introductions were made.

Commissioner Rea introduced the Counties new Administrator Jerry Sorte. She commented that he has a lot of work ahead of him but is very confident he will be able to handle it.

**Public Comment:**

Karen Pettigrew commented that a person who had never used our transportation system had started using it and appreciated the service very much.

Sheryll suggested that Anita check with the City of Heppner to see if in the comment section of the water bill we can do a little advertising.

The Committee would like Anita to put together a comparison of what the ridership has been in the last couple of years. Anita will use the information from the quarterly reports she submits to the state.

**Minutes:**

Dan moved to approve minutes of the November 3, 2015 as presented. Sheryll seconded the motion. Motion passed.

**Appointment of Committee Members:**

Anita informed the Committee that George Nairns, Karen Pettigrew and Claudia Silva's terms will expire at the end of December.

Discussion about if members want to serve another term. George had said yes a couple of meetings ago and Karen said she would also continue to serve. Leann is going to email Anita a form that she will take to County Court to have them reappoint these members to the advisory committee for another term.

Discussion of getting a person to fill the third open spot.

Dan Brosnan moved to recommend to the Morrow County Court to reappoint George Nairns and Karen Pettigrew with their letters of intent to the The Loop advisory committee. Sheryll seconded the motion. Motion Carried.

Discussion of reappointing Claudia to the committee.

Dan asked if the Hispanic person had to come from Irrigon or could it come from any part of the County? Aaron said at this time it could come from any part of the county. He would like to try and balance it from all of the communities but at this time would like to fill the position.

Discussion ensued about the appointment of this position.

Dan will check with a person in Heppner who has ties to the Hispanic community to see if she would be willing to serve on the Committee. Karen Pettigrew will also check in the Boardman Community to see if she can find a person with Hispanic ties to serve on the committee.

Sam mentioned putting something in the paper requesting committee members. It was stated that this has been done before but did not seem to work. This was also done to try and get drivers but people don't seem to respond to this type of advertising. Drivers and ridership seem to increase with word of mouth.

**Carla – Update:**

Carla updated the committee on the Coordinated Human Services Public Transportation Plan. Nelson Nygaard, the Consultants for the project, sent an email of the draft work plan, minutes from the November 3, 2015 stakeholders meeting and an updated stakeholders list to Carla, Anita and Aaron. There were a few updates that were added to the work plan. Carla will review the draft work plan and make comments and get back to the consultants with corrections. When the consultants do the corrections Carla will then forward on the work plan to the committee members and additional attendees.

In January the consultants will have the final work plan done and the summary from the November 3, 2015 meeting to committee members and stakeholders. Aaron should have these before the January 5, 2016 meeting.

In February the Consultants will have the first technical memorandum done. This will identify the existing conditions and tell us where we are at with ridership and various other aspects to identify the markets that we are serving and that we could be serving. This should be out around January 18, 2016 so that we can review and provide comments back to them.

The consultants are working on the plan now and will continue to work on the plan.

They are also doing stakeholder and follow up interviews with about 6 to 10 people.

Dan asked if they have identified the stakeholders. Carla said yes the stakeholders have been identified and there were also some additional ones at the November meeting.



Sam asked what a stakeholder was. Carla clarified for the committee that a stakeholder is someone who would have an interest in this plan and in what the plan should be telling us what we should be doing. These can be individuals or businesses.

Carla's objective is to find ways to take this plan as well as the Regional Travel Shed Plan that will be happening and have them to work to address a better transit plan. Carla said what she sees here is the beginnings of a transit plan.

Dan asked who would be keeping track of this plan. Carla stated that at this time it would be her. It is required that this has to be updated every 5 years. Who is to manage this plan in the future still needs to be identified.

The 2009 plan was something that needed to be done so they did it. It met the requirements for having a plan but that was about it.

This plan should give us a road map of how we are going to function and grow. With this plan, pulled together with the Regional Travel Shed Plan, we really see the frame work for a Regional Travel Plan.

Carla sees this plan as becoming a component of a transit plan.

Jerry Sorte asked Carla for a quick overview of exactly what the Coordinated Human Service Public Transportation Plan is. Carla gave a quick update of what exactly the plan is about. To bring Jerry up to speed about this plan. This plan is required to get funds from the State.

Sam Bellamy asked what the difference was between the Coordinated Human Service Public Transportation Plan and the Regional Travel Shed Plan. Carla advised that the Coordinated Human Services Plan is the plan that is required for this program. The Regional Travel Shed Plan is a plan that the previous Region 5 Coordinator started to look at transportation for the work force in the region involving Morrow County, Umatilla County, Walla Walla, Milton-Freewater, CTUIR, and ODOT. The objective is to look at where people work and live and how they currently move between those two locations. What other services those workers need relative to daily life and how those needs can be met through transit.

The Regional Travel Shed Plan will kick off into that project around February or March.

Aaron commented that we are as a county ahead of the power curve with other entities for this plan. Other jurisdictions are just doing the plan for STF. Baker County will probably be doing a more Regional Travel Shed plan. Carla state that Union County will probably be getting there plan together sometime also in the near future. Their plan will be geared more towards the College needs for transportation.

Discussion pursued about the different plans that will develop.

**Update – Anita:**

Irrigon has received their new Caravan and they are using it. They have had a few days where they have needed two vehicles so she will be leaving the car in Irrigon for a while to see if the need for two vehicles continues.

Boardman Caravan is ready to be picked up. Anita is hoping to go next week and get it. Sam and Dan both volunteer to help her go get the van from Salem.

The first request has been made from the 5310 grant from the operations and maintenance section of the grant. Now that the grant agreement has been signed.

December 8, 2015 Anita has a Western Bus Employee coming to show her how to spec out a bus and what she needs to spec out for the bus that she is wanting to purchase with the 5310 grant monies.

Anita presented to the committee Revenue/Expense reports for their review.

The \$101,000 she received from the State since the last meeting was not put in the budgets that she would like it to have been. Anita will work with Rick on how we can get the dollars in the budgets that she is wanting it to be in. Anita would like to keep the vehicle reserve budget between \$50,000 and \$75,000 dollars.

Veteran dollars will not be available for reimbursement until February 2016. She is setting aside receipts for the Veteran dollars so when she can start the reimbursement process she is ready.

Sheryll asked if when we do a Veteran transport if the drivers \$25.00 per diem can be taken out of the Veterans budget. Anita said yes it can and she will be sure and bill all Veteran transports to the Veterans budget.

Discussion of Veterans money and revenue for the program.

The Loop design has been given to a College Student to be put in several different formats so it can be reproduced into signs, stationary and other needs.

We want to register The Loop design with the State.

Anita will do an article with the papers for advertising.

Aaron gave a brief update of where we got the loop idea from. Carla was the one that came up with the idea by checking the phone numbers for transportation to see what words they spelled and she discovered that 5667 spells loop.

The Loop will be in royal blue and then Morrow Co Transportation underneath it will be in black.

**Other:**

Dan Brosnan commented that we got some good publicity when the bus went on a trip to Liberty High School. It was very well received and everyone that he talked to that went enjoyed it.

Aaron would like Anita to put an article in the Gazette Times about this for advertising.

Jerry Sorte commented that he thinks this program is a great program and it is very uplifting to see that the service is out there.

We need to advertise this program as a service to the people.

Karen has been attending NEACT meetings for several years and about 3 or 4 years ago Robin started coming her and advising her that there needed to be something done to utilize what the state had to offer with the Special Transportation program. We are now moving this program beyond what they thought it was at that time.

Leann complemented Anita on the transition being smooth and was well supported.

Sheryll asked if we could make the next meeting start at 2:30 pm.

Discussion ensued about the January 5, 2016 meeting be held at Lexington at Morrow County Grain Growers at 2:30 pm. Kevin will get a hold of MCGG and reserve their conference room.

Volunteer appreciation recognition will be put on the January agenda. Possible dates for recognizing the volunteers is April or May.

Discussion of what to do for the volunteer recognition.

April and May meetings will be the volunteer recognition meeting dates.

The committee would like to see how much it costs to advertising on billboards in the County. Meadow Outdoor Boards are owned by John Lehman. Aaron state that there are promo dollars in the 5310 Grant. Anita will check on to see what the cost would be to advertise on Meadow Outdoor Boards in Morrow County. Carla will get John Lehman contact to Anita so she can call for costs to advertise on the boards.

There are a couple of reader boards that we need to look at for advertising purpose also in the County.

**Meeting Adjourned 3:12 p.m.**

Next meeting scheduled for January 5, 2016 at 2:30 p.m. at Morrow County Grain Growers in Lexington, Oregon.

Respectfully Submitted  
Anita Pranger Coordinator